# Child Care Web

# CoNNect

CoNNect

# USER GUIDE

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## To parents

### Overview of the parents app CoNNect

At CoNNect, you can use the QR code to stamp your child's entrance and exit.

You can read the message sent from the nursery, and inform that you will be late or absent from the nursery.

### Basic configuration of the app screen for parents

You can display the following screen by tapping the menu icon.

(* Only the functions available in the nursery are displayed)

① QR code screen for getting in and out of the nursery

② Contact book screen

③ Message list screen from the nursery

④ Billing amount confirmation / credit card payment screen

⑤ Screen to send a message to the nursery

⑥ Entering time / leaving time list screen

⑦ Addition of children, terms, policies, license description screen

※On iPhone, the menu is displayed at the bottom of the screen, but on Android, it is concentrated at the top left of the screen. And the same menu as iPhone is displayed in it.
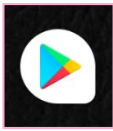
*ChildCareWeb CoNNect User Guide*
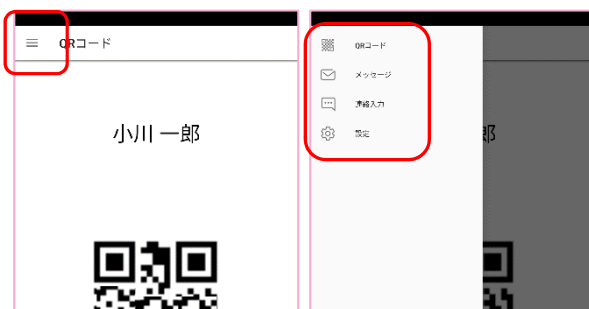
## Download the app

| For iPhone | For Android |



Access the store from the above icon



Access the store from the above icon





Search for "ChildCareWeb CoNNect"
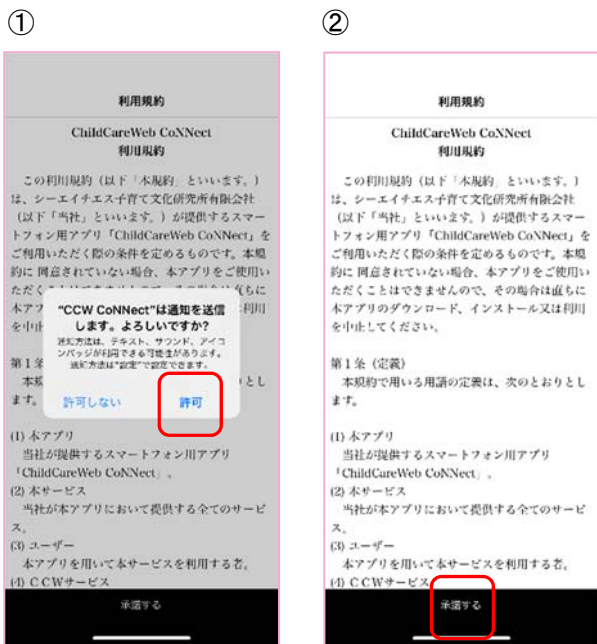and install the above app.

Search for "ChildCareWeb CoNNect"
and install the above app.



Since the above icon has been added to the application list screen.
Tap to start using.

※Available versions is IOS11 or above, Android5.0 or above.

## Make initial settings for the app

①      ②



①   Please allow notifications from the app.

By allowing notifications, you will be notified when a message is delivered from the nursery.

②   Please check the terms of use and press the accept button.

If you do not consent, you will not be able to use the app.

## Register the child to the app

①        ②        ③
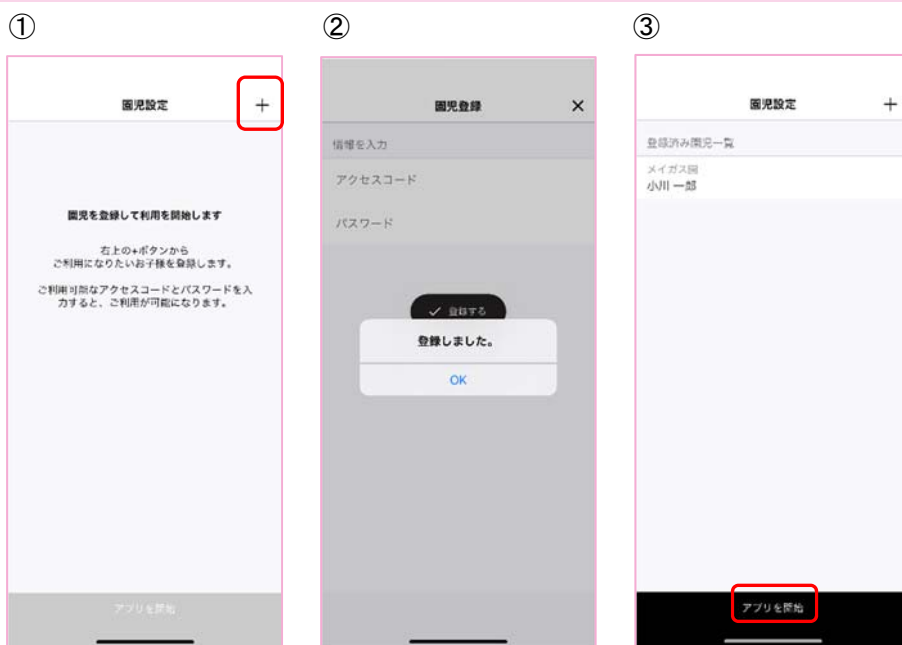


①   Press "+"

②   Enter the access code and password of the child distributed by the nursery.

③   Confirm that the child has been registered and start using the app.

## Go to and leave the nursery



You can register the time to enter and leave the nursery by tapping the QR code mark on the menu and holding the displayed QR code over the terminal placed at the entrance of the nursery.

## Check the message from the nursery

①      ③



①   By tapping the message from the menu, the messages received from the nursery will be displayed in a list.

     Unread messages are marked in red.

②   You can check the details of the message by tapping the line from the message list.

③   You can pin the message by tapping the pin mark at the bottom right of the details screen.

     Pinned messages can be displayed in "Pinned" on the list screen.

※All the tabs on the list screen are pinned, closed, event contact, safety contact, etc.

     By tapping, only the corresponding message can be displayed in a narrowed down state.

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## Contact the nursery

### When making a new contact

①      ②      ③      ④



⑤



① Open the "Contact input" menu on the "Others" screen.

② Tap the "Creating new" button

③ Tap the message line

④ Tap the applicable item

⑤ If you select "Early leave", "Late", "Absent due to circumstances", "Kibiki", "Other" in ④, you cannot select "Reason".

If you select "Illness absent" in ④, you can select "Reason".

Tap the reason line and select the appropriate reason.

※If you don't have the appropriate reason in the screen,
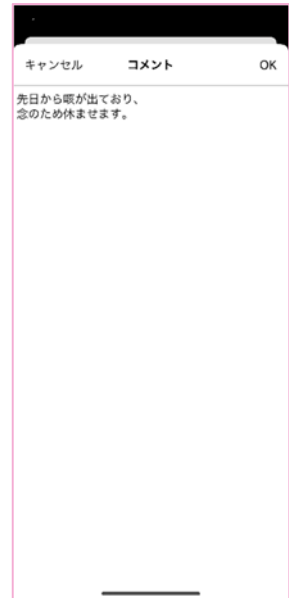
you don't have to choose.
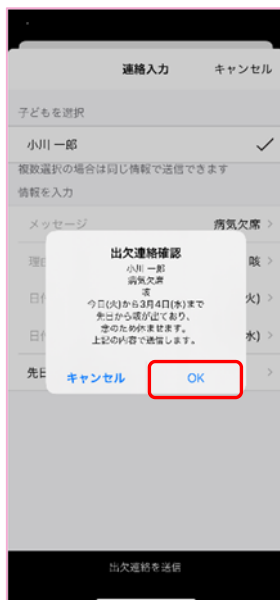
⑥      ⑦      ⑧



⑥   Select the target date of the message. Today is displayed as the initial display.

     If the target date is not today, select a start date and an end date.

⑦   If you have a long vacation, you can contact us by specifying the end date.

⑧   Tap the comment line and enter only what you want to convey to the nursery.

⑨



⑨   You can send a contact to the nursery by tapping "Send Contact" at the bottom of the screen.

## When creating from the previous history

①                                          ②



① Select "Create from previous history"

② The content input screen opens with the content of the previous message entered.

※Today is displayed as the start date and end date.

Other operations will be the same as when making a new contact.

Check the attendance contact history to the nursery.

①     ②



①   By tapping the history button on the upper right of the message composition screen, a list of contacts sent in the past will be displayed.

②   You can check the details of the message by tapping each line from the list.

## Use the contact book

①                      ②                      ③



①    The contact book from the nursery is displayed in "From the nursery".

②    You can fill in the contact book by tapping "From home" and then tapping "Write contact book" at the bottom of the screen.

③    Please fill in the contact book by selecting or freely filling in.

     "Save Draft" at the bottom of the screen is a temporary save and will not be sent to the nursery.

     "Contact transmission" will be sent to the nursery.

## Check the invoice statement

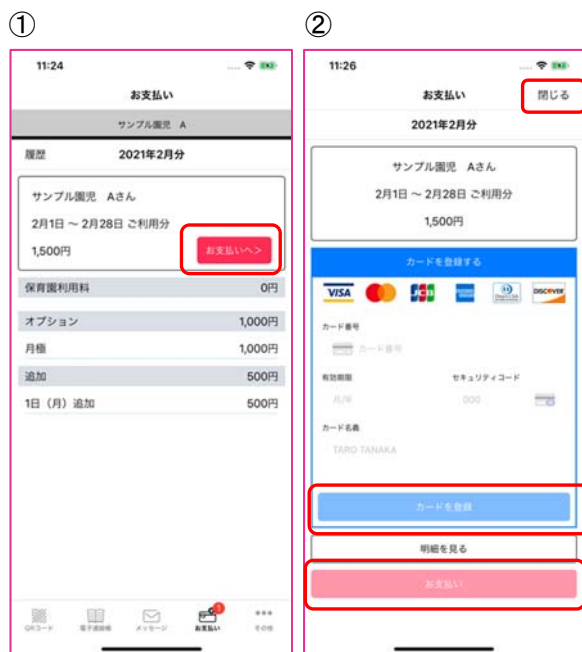①            ②
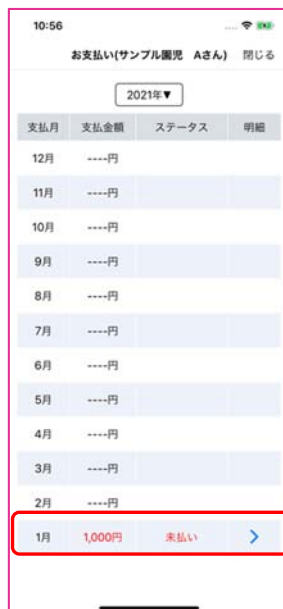


①    You can check the invoice statement from the nursery.

      To check the past billing history, tap "History".

②    You can display a list of past bills.

      Tap the line to view the invoice statement.

Pay by credit card (only for nursery that have already applied for credit card use)

①      ②



①   Tap "Payment" on the invoice statement.

②   When paying, please register your credit card first.

      After registering your card, tap "Payment".

      (Credit card registration information can be changed on the statement screen.)

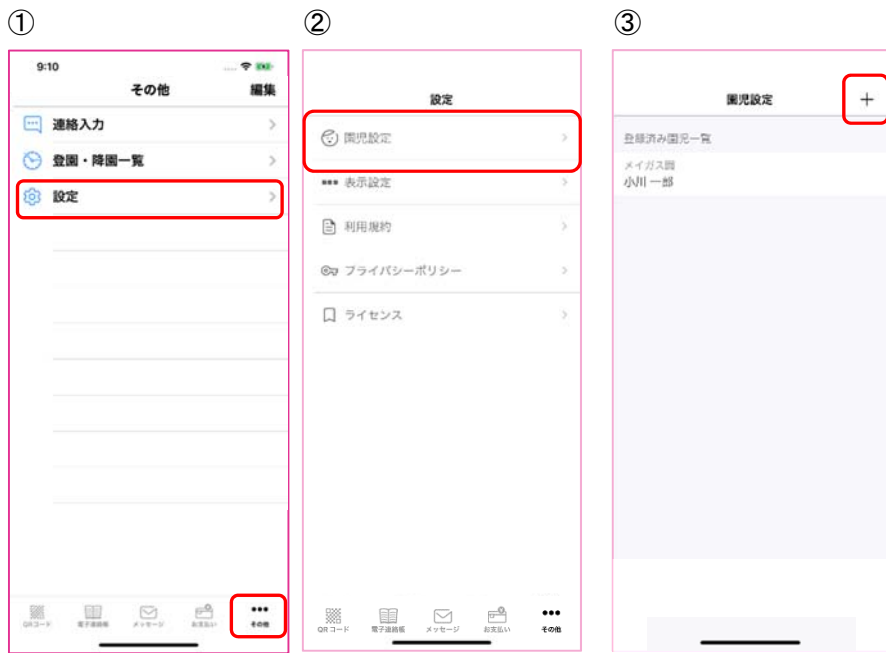      To close the screen, tap "Close" at the top of the screen.

## Check the attendance record



On this screen, you can check the attendance record.

Select the year and month you want to check.

## Register additional children



① Open the "Settings" menu on the "Others" screen.

② Tap "Children's Settings" in the settings menu.

③ You can add children by tapping the "+" at the top right of the screen.

## Delete registered children



① Tap "Children's Settings" in the settings menu.

② Swipe the displayed child to the right.

③ You can delete the registered child by pressing the "Release" button.