



Parent's Cheat Sheet

Using the OWNA app



01. Home Screen / Dashboard

02. Child Profile

03. Toileting Glossary

04. Records & Reports

05. Quick Actions

06. Attendances

07. Change your Details

08. Documents & Policies

09. Signing the CWA Form

10. Signing the DDR Form

11. Statements & Invoices

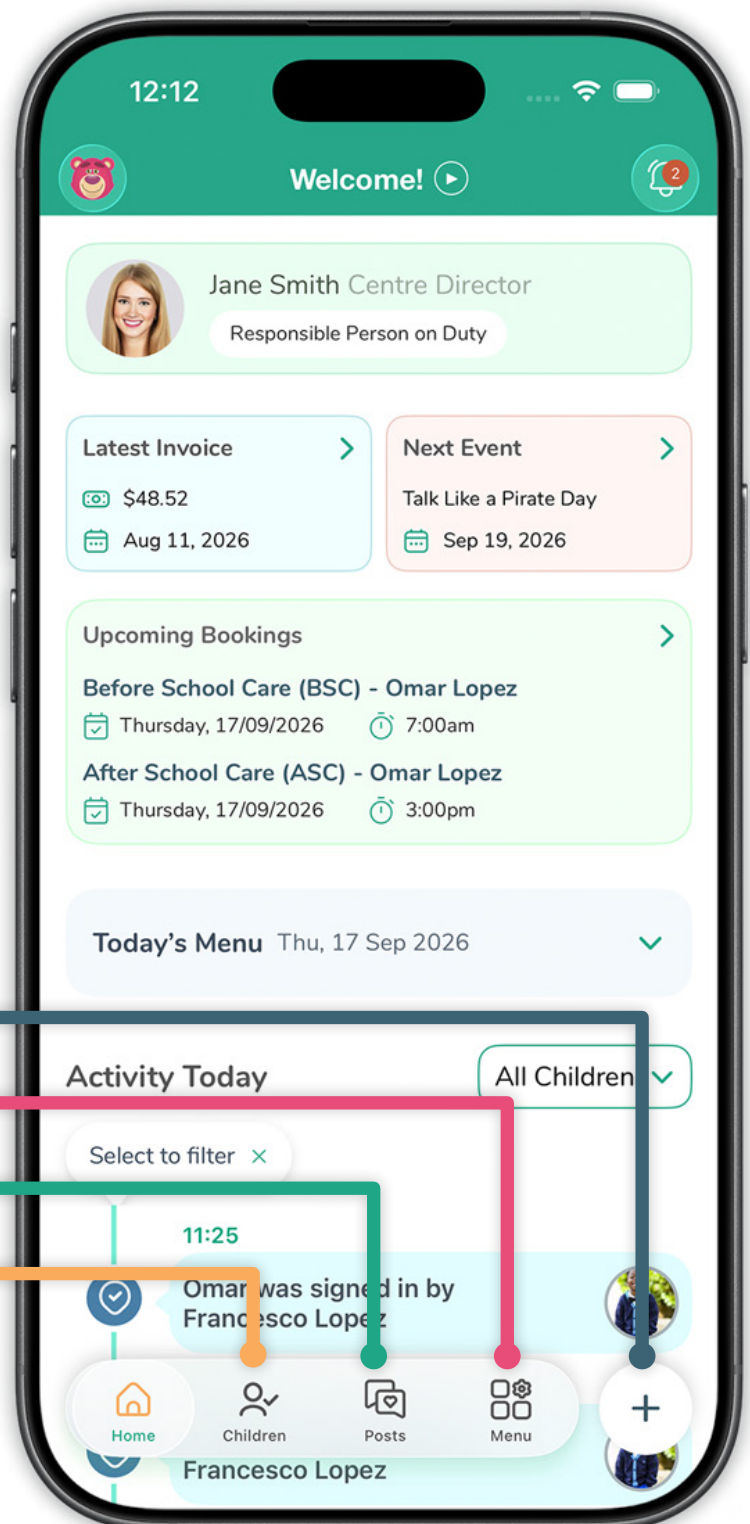


01. Home Screen

Once you have logged in you will automatically be on the timeline of posts.

- Daily info
- Today's meals
- Statements & Invoices
- Attendances
- Person on duty
- Events

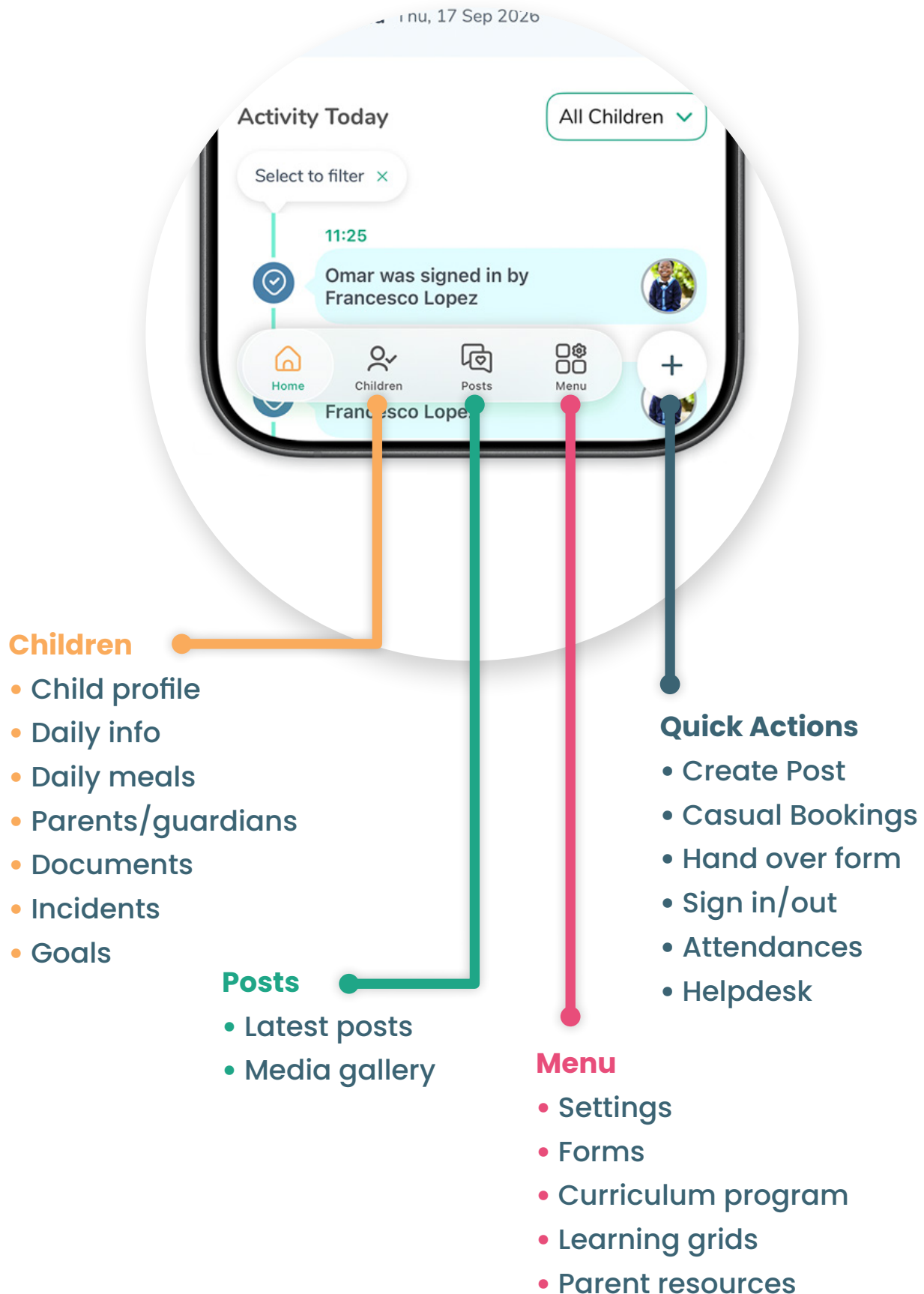
- Quick actions
- Menu
- Posts
- Children





01.b Home Screen pt.2

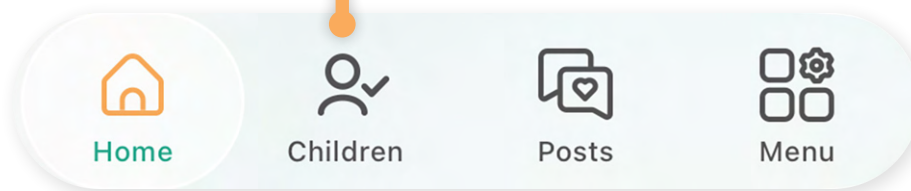
The bottom navigation items expanded.





02. Child profile

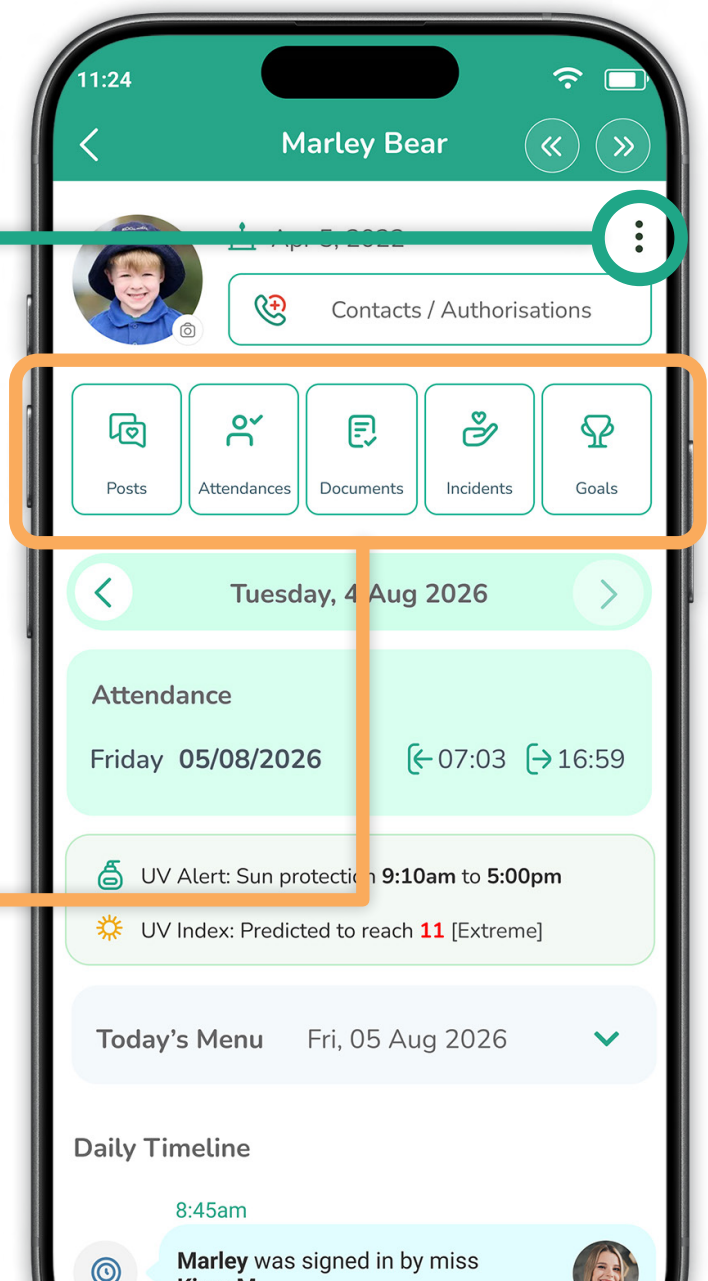
Second tab of bottom navigation.



- Daily info & activities
- Daily meals
- Emergency contacts
- Sleep & rest updates
- Sun protection updates
- Toilet updates

- Developmental reports
- Medication records
- Medication forms
- Sign CWA
- Booking patterns

- Related posts
- Attendances
- Documents
- Incidents
- Goals





03. Toileting Glossary



B/M

Bowel Movement in Nappy (i.e. Soiled Nappy).

Wet

Wet Nappy.

Dry

Nappy was Dry.

Diarrhea

Nappy had Diarrhea.

Loose B/M

Loose Bowel Movement (not diarrhea).

Toilet – B/M

Bowel Movement done in Toilet.

Toilet – Wet

Urinated in Toilet.

Toilet – Accident

Didn't quite make it to the toilet.

Toilet – Attempted

Had a try on toilet but no results.

Toilet – Refused

Didn't need to go OR refused to go to toilet.

Nappy Rash Cream

Cream applied to child's bottom.



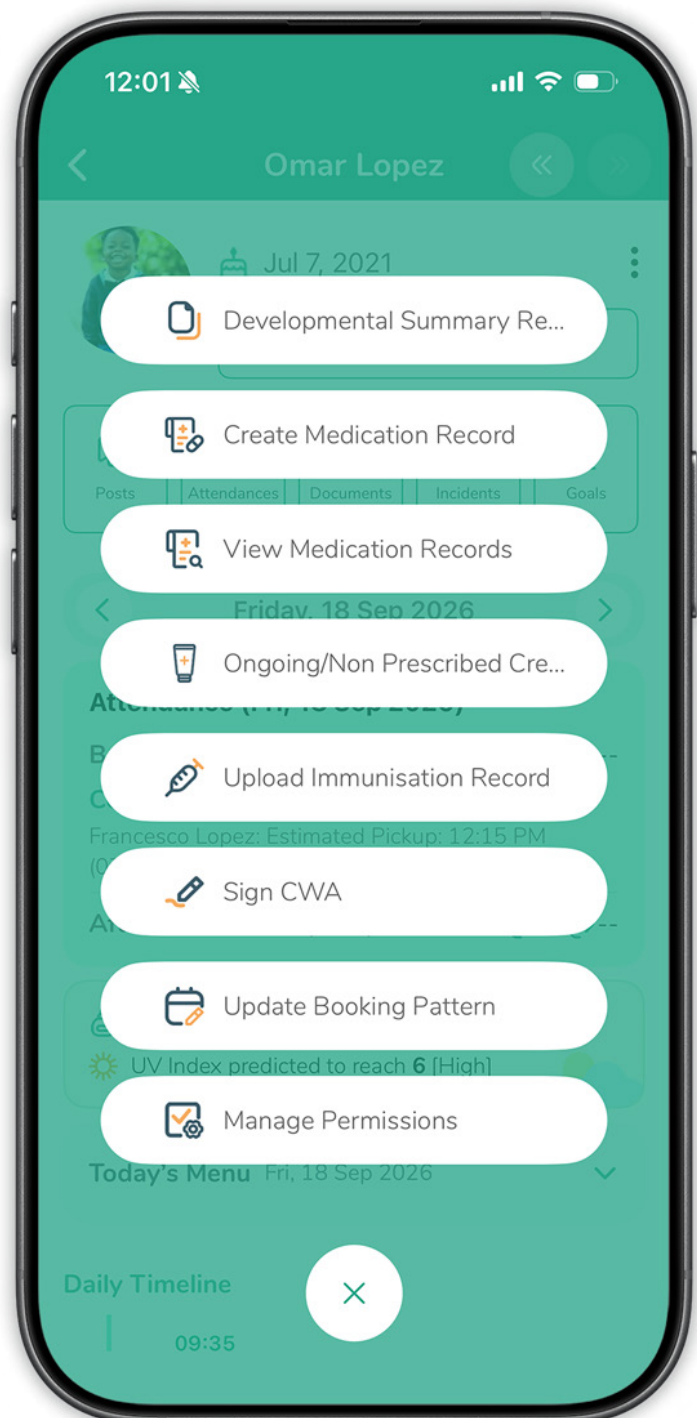
04. Records & Reports

1. Click on the Children tab.

2. Select child.

3. Click on the  three dots at the top right.

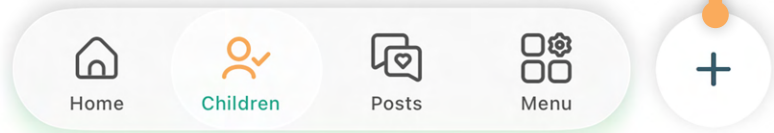
- Developmental report
- Create medication record
- View medication records
- Ongoing/non prescribed cream form
- Upload Immunisation Record
- Sign CWA
- Update Booking Pattern
- Manage Permissions



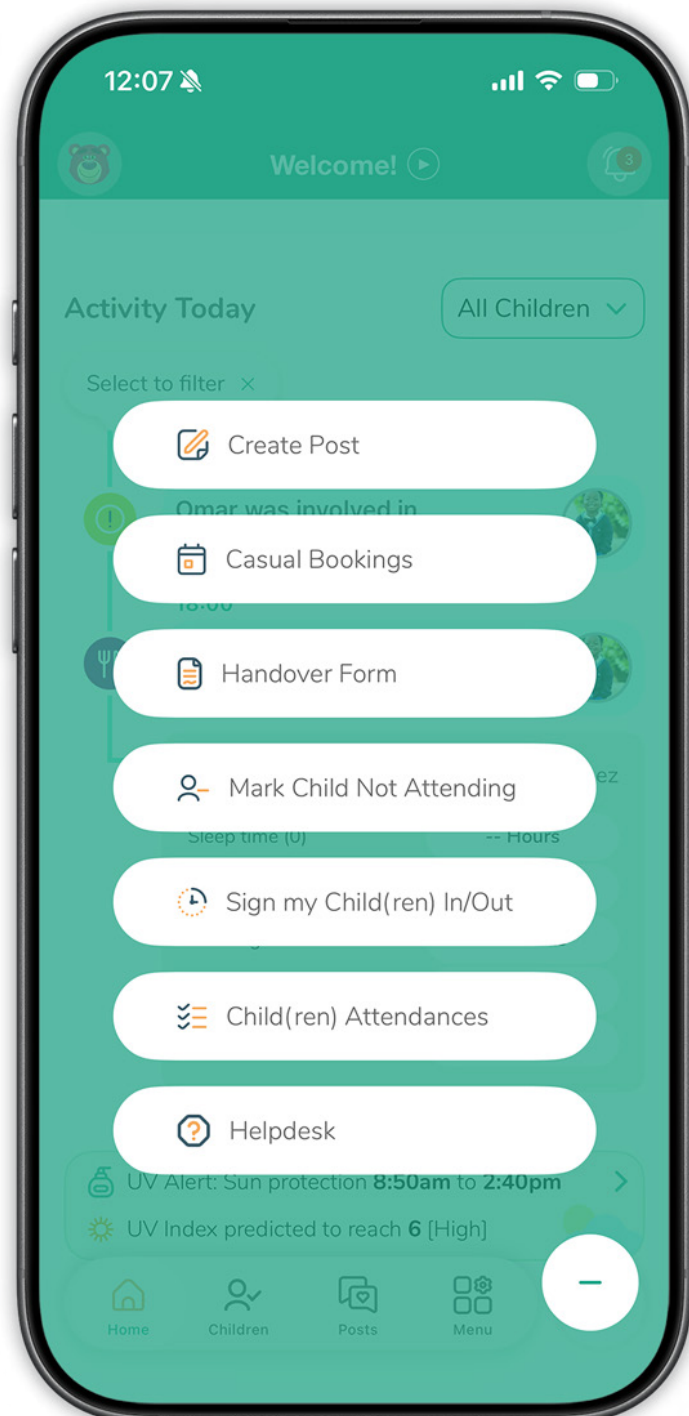


05. Quick actions

1. Click on the “+” button on the bottom nav.



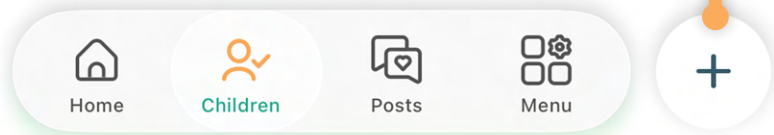
- Create your own post. Upload images, videos and private message for centre.
- Book casual days or be alerted when available.
- Leave handover information for centre.
- Let us know if your child won't be coming in.
- Contactless Sign in/out
- View all your Child's previous, upcoming and absent attendances.



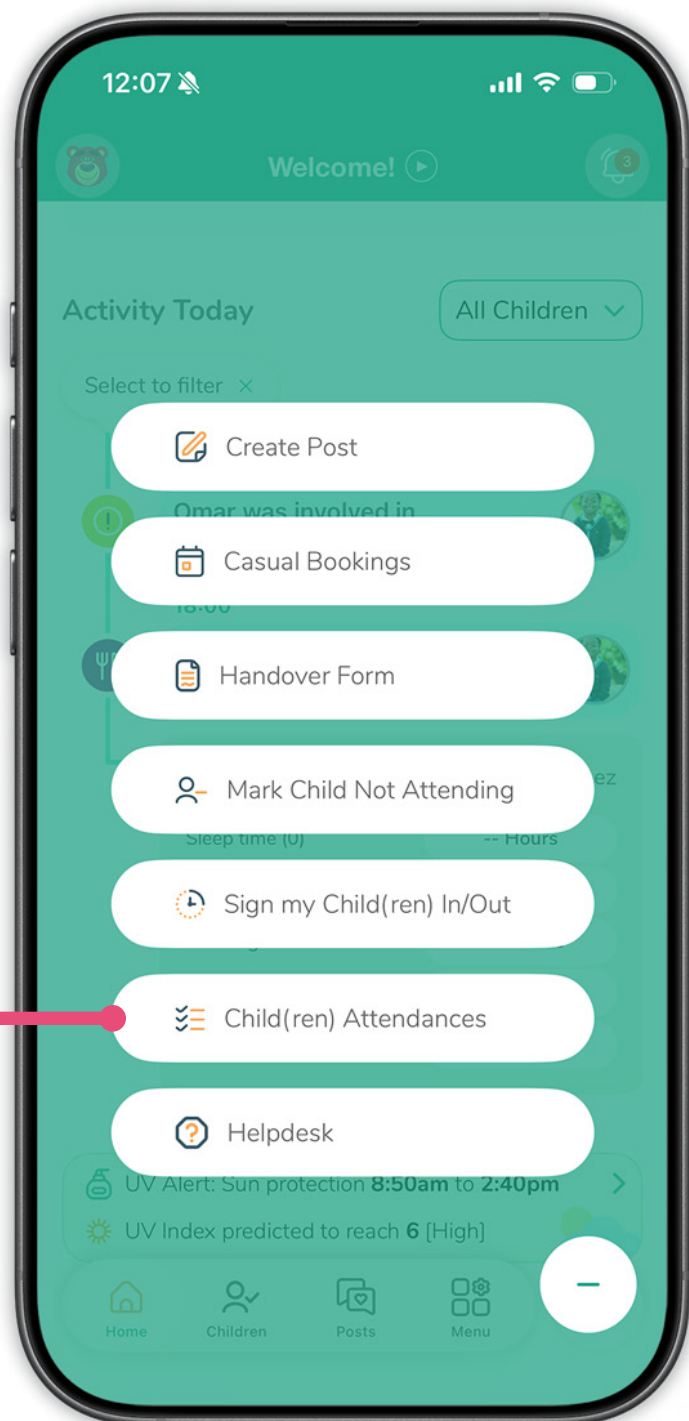
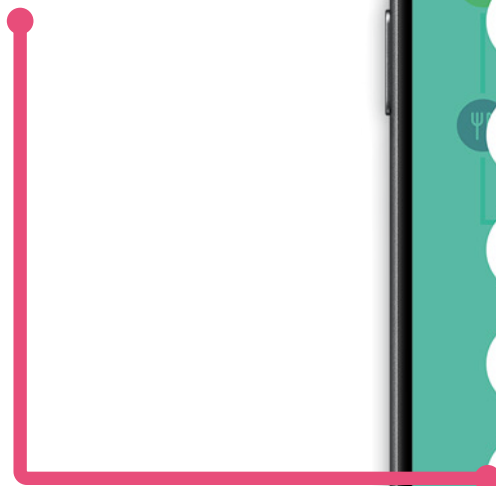


06. Attendances

1. Click on the “+” button on the bottom nav.



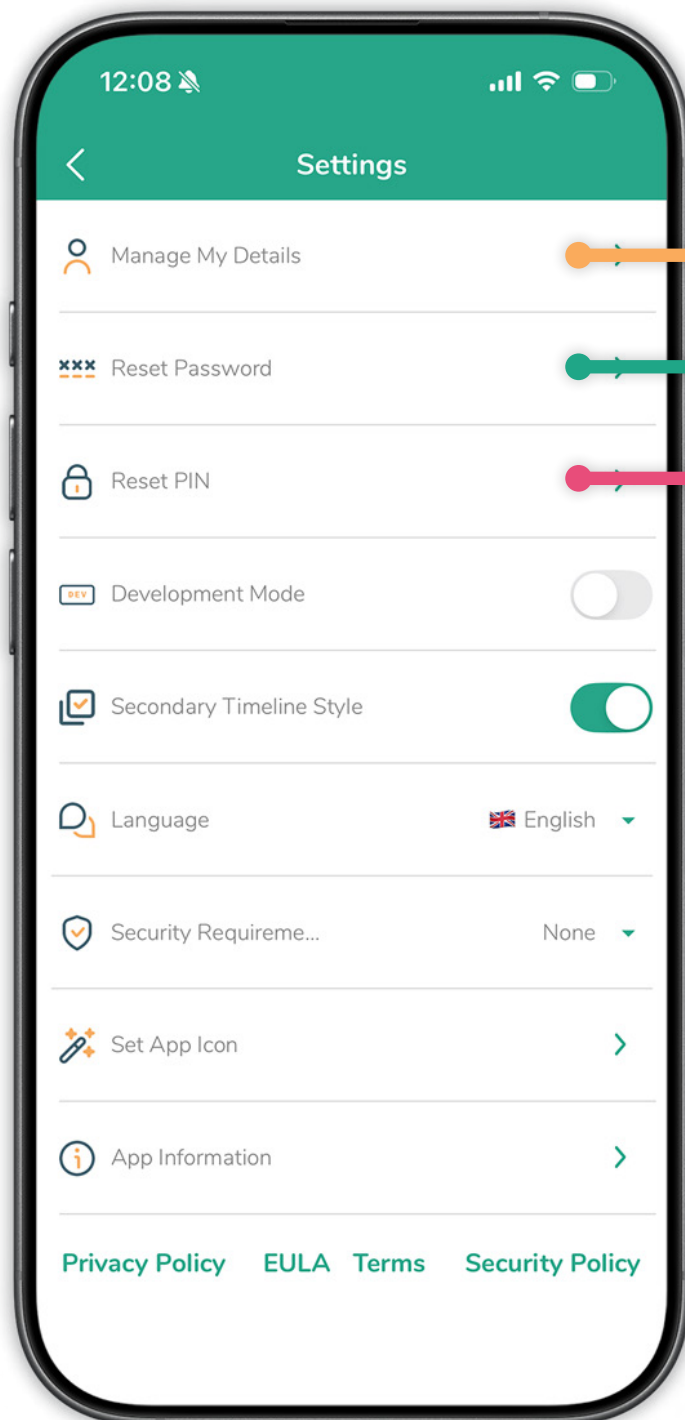
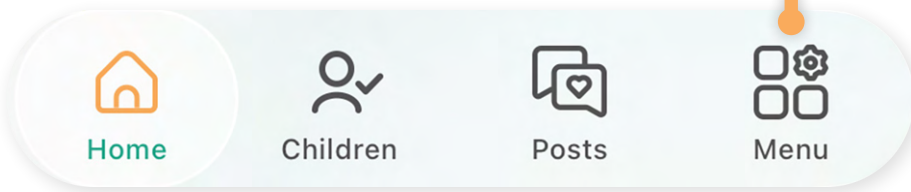
- Upcoming attendances
- Attendance history
- Absences





07. Change your details

Fourth tab of bottom navigation.



• Update your details

• Reset password

• Reset pin

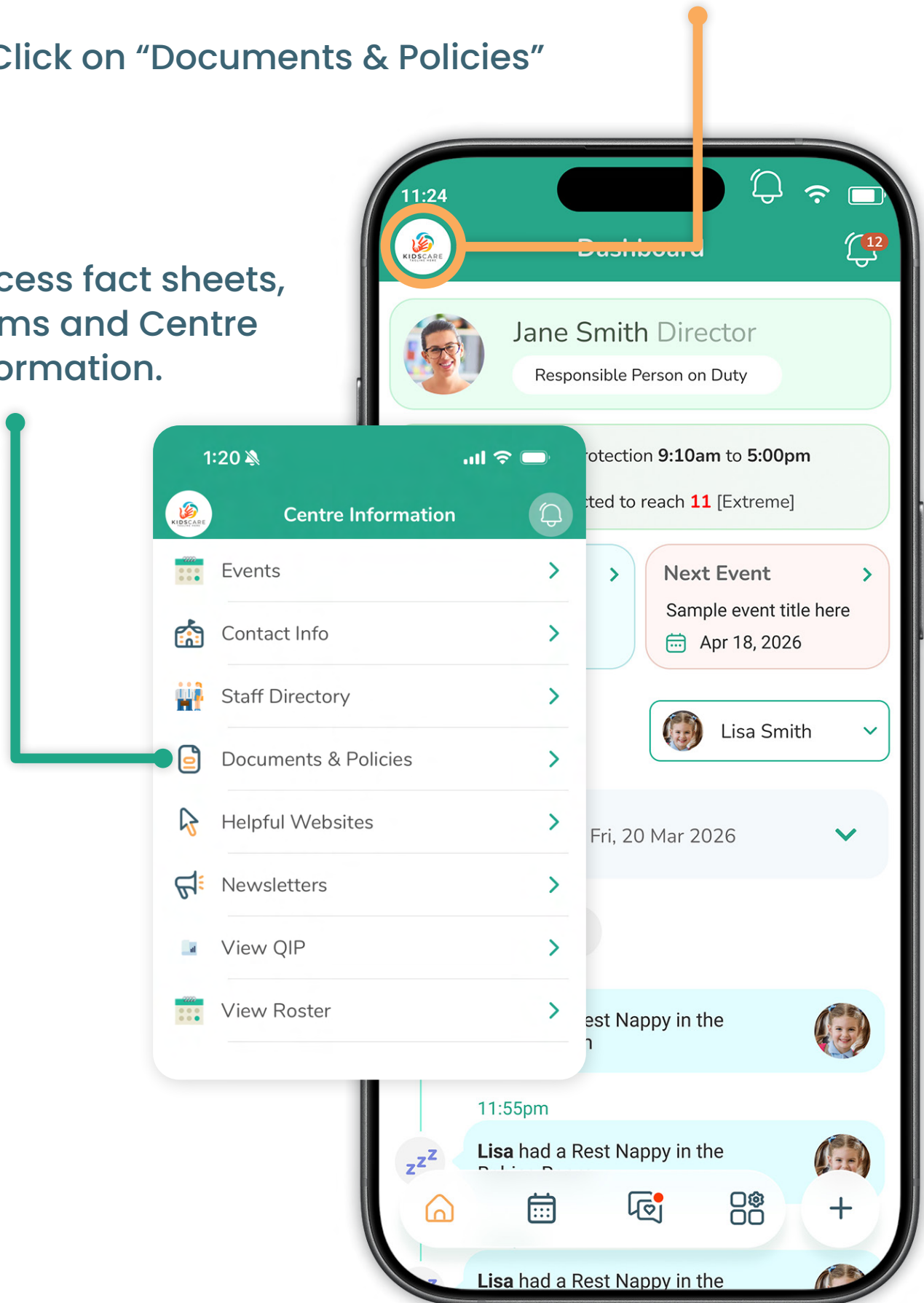
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08. Documents & Policies

1. Click on the top left “Centre Profile” button.
2. Click on “Documents & Policies”

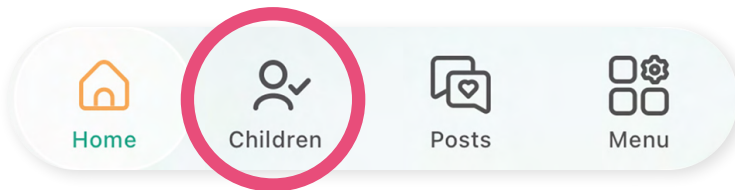
Access fact sheets, forms and Centre information.





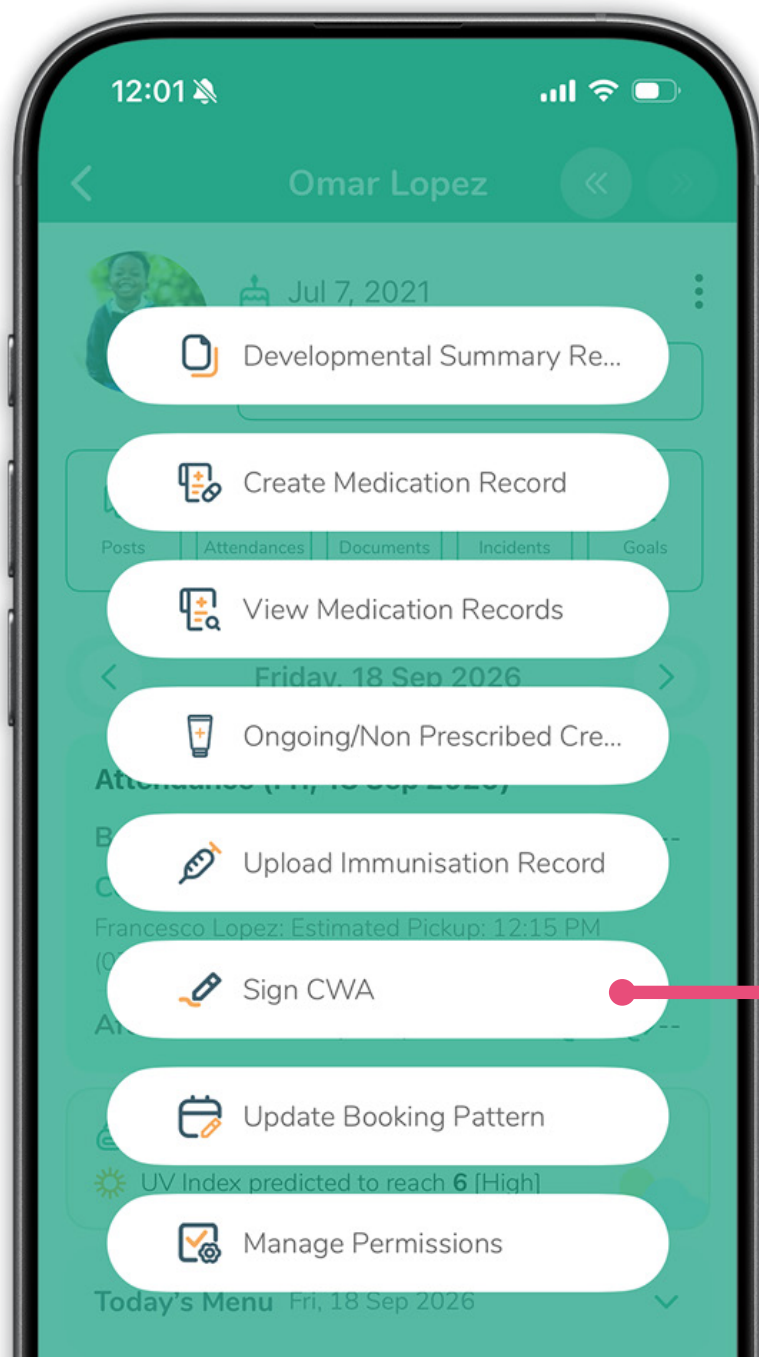
09. Signing the CWA Form

1. Click on the second (Children) tab.



2. Click on child's name.

3. Once in the child's profile, click on the three dots at the top right.



Read through the CWA sign the signature box, and submit.

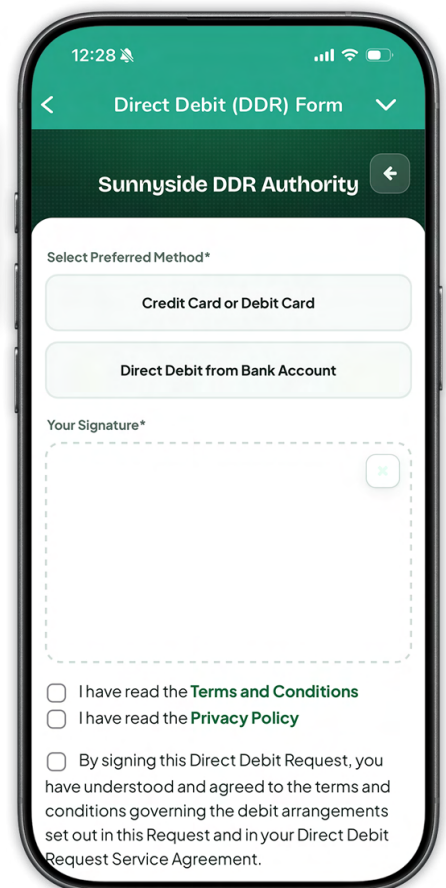
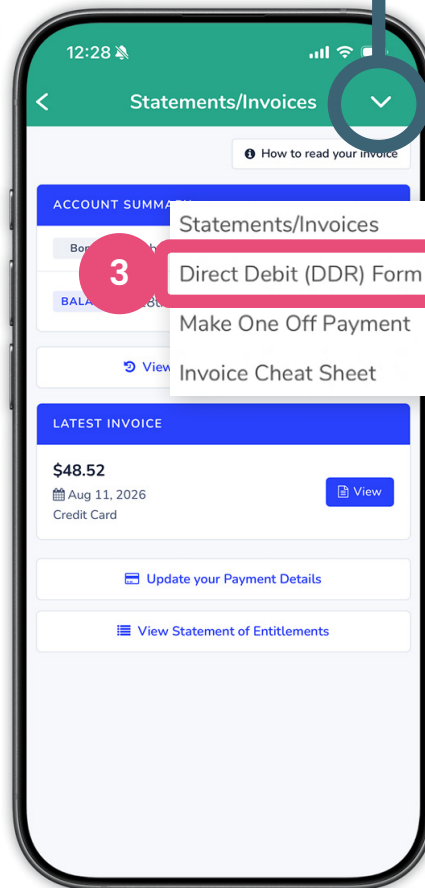
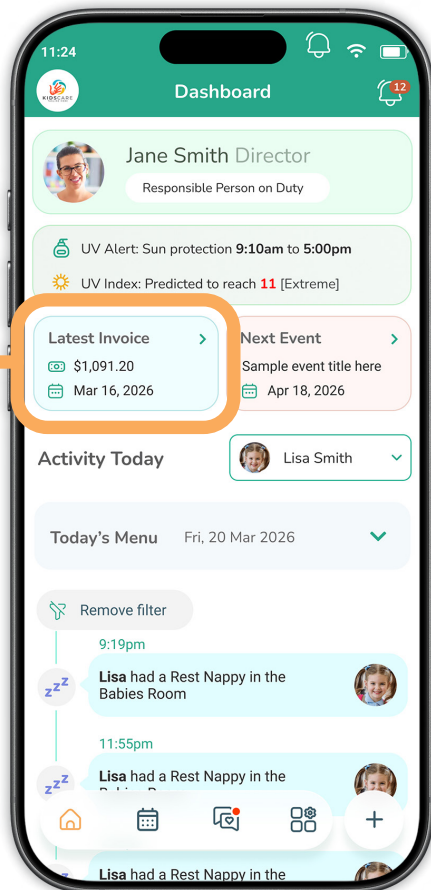


10. Signing the DDR Form

1. Click on "Latest Invoice".

2. Click top right arrow.

3. Select "DDR Form"



Fill in form,
sign & submit.



11. Statements & Invoices

1. Click on "Latest Invoice" from the dashboard.

- View transaction history from the last 30 days or up to 24 months
- Make a one off payments
- Sign DDR form
- Update your payment details

