



First steps

For testing/familiarization

May contain deviations in future updates

Welcome to MyNanny

This guide will help you to get started with the mobile app in a short form. For more detailed information there is a special user manual, which can be downloaded at www.mynanny.app!

Do you have any further questions or feedback about our service?

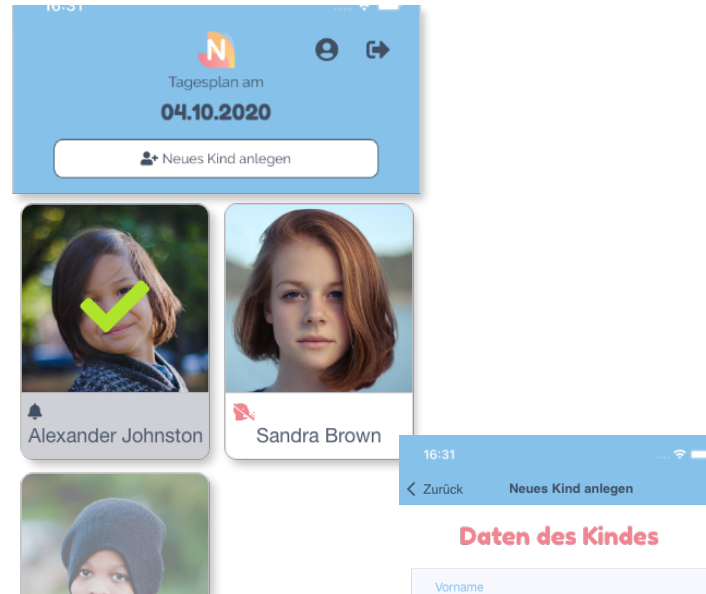
Feel free to contact us using the contact form at www.mynanny.app.

Prerequisite

This guide has the prerequisite that a MyNanny registration has already been completed. If you do not have an account yet, you can create a free account in the app or on www.mynanny.app in a few minutes.

1. Daily work plan

The first view that is displayed after logging into the mobile app is always the daily schedule. The day plan shows the current day plan by date (changeable by tapping) and all the children you have created. The first login to the application will show an empty list, because no child has been created yet.



Picture 1 work plan

Daten des Kindes

Vorname
Vorname...

Nachname
Nachname...

Optional:

Bild
Foto auswählen

Geburtsdag
9. Nov 2020

Allergien
Allergie1, Allergie2 ...

Notizen:

Picture 2 Create child form

2. Create a new child

Tapping the "Create new child" button on the daily schedule opens the form for adding a new child. Only the first name, last name and the confirmation of the terms and conditions/data protection are necessary for the creation. Other fields like birthday or general notes can be filled in optionally. (see picture 2)

For testing purposes you are welcome to enter fantasy names to get familiar with the app. The child can always be deleted or edited.

Steps:

1. Click on the "Add new child" button (see pic. 1).
2. Fill in first name and last name in the form
3. Accept terms and conditions and privacy policy
4. Click the button „Check in" to create a child

Done, you have successfully created the first child and should now be able to see the created child on your daily schedule.

3. View child information

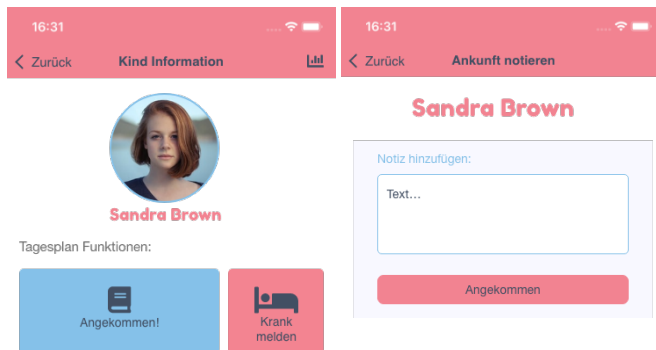
To register children at arrival or pickup, to adjust child data or to invite parents there is the view "Child Information". This view is opened by tapping a child on the daily schedule and is divided into 3 areas "Plan" "Information" "Messages", which can be controlled via an underlying navigation.

The following is a step by step description of an arrival and pickup.

Steps Check in:

1. Tap on a created child on the daily work plan
2. Tap the blue "Arrived" button (see pic. 3)
3. Optional: Add note to arrival
4. Tap the red „Check in" button (see pic. 4).

Done, the daily work plan should be displayed and the child has been successfully enrolled.



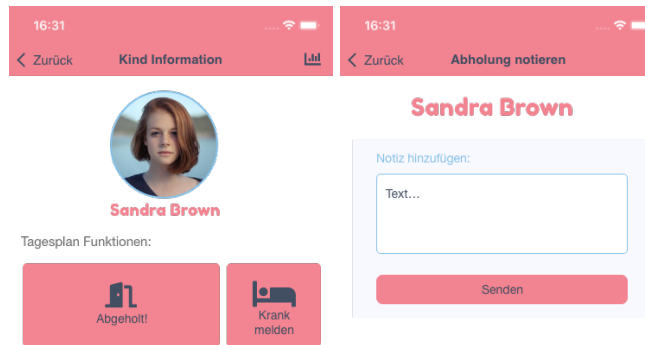
Picture 3 Plan information

Picture 4 Check in

Steps check out:

1. tap on a registered child on the daily schedule (feature: background is white see picture 1 Sandra B.)
2. tap the red button "Picked up" (see picture 5)
3. optional: add a note to the pickup
4. tap the red button "Send" (see picture 6)

Done, the daily work plan should be displayed and the child has been successfully picked up from for example a parent.



Picture 6 Check out

Picture 5 Plan information

Final words

To view the times or notes, you can always recall the information by simply tapping on the child. Now you have completed the basics. Explore the app and use the contact form on www.mynanny.app if you have any questions or feedback about our service.

Functions of the app

Here is a small overview of the functions that can be used with MyNanny.

Note: Functions such as sending messages and calls require invited parents, who can use a version of the app adapted for parents (initial role selection).

Role Nanny:

- Create/edit/delete child data
- View past times and messages
- Create monthly reports about a child and export as PDF or Excel
- Create care folder and export PDF (activities can be noted with pictures, successes can be noted)
- Invite parents/supervisor of a child
- Report a child sick/well
- Send a message to parents (notes/advice) via SMS, Email or Push notification
- Call parents

Role parents/supervisor:

- Can view messages from the nanny
- Report your own child sick/well
- View activities of the child via a timeline