



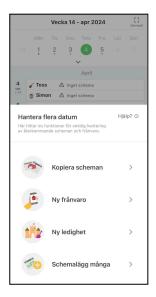
Tempus Home APP - For you as a guardian/parent

Download the app Tempus Hemma

- Select Area "Helsingborg"
- Choose activity "Helsingborgs stad"
- Click on the green box Helsingborg BankID and log in with your BankID. If you do not have BankID, contact your preschool.

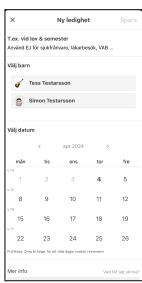
Schedule / report absence

- Once you log in, you will see your child's presence hour.
- Click on the green plus sign in the bottom left corner.
- Choose Schedule many or New absences.
- Select days you want to schedule.
- Choose the child and add times.
- Fill in additional information if needed and press save.
- You can also click on a single day on the overview to schedule or report an absence.









Copy schedule

- To copy a set schedule, instead choose Copy schedule via the plus button in the bottom left corner.
- Choose whether you want to copy the schedule between weeks or children.

Copy between weeks

- Select the children for whom you want to copy the schedule and press next.
- Choose which weeks you want to copy from by checking the box under the week number and press next.
- Choose which weeks you want to copy to and press next.



• Choose which information you want to be copied by checking and unchecking the boxes. Then click on **start copying**.









Copy between children

- Select which child you want to copy from and to whom you want to copy it, then press next.
- Choose the dates to copy between the children or select start and end dates, then press next.
- Choose which information you want to be copied by checking and unchecking the boxes. Then click on **start copying.**







Report absence

- Press the green plus button at the bottom left.
- Select New absence.
- Choose the child it concerns.
- Select the date in the calendar.
- Choose part of the day or full day.
- Give consent for the information to be stored in Tempus if requested.
- Press the Report absence button.



The difference between leave and absence

Leave should be reported when the child does not need to be at preschool, for example, if someone else will take care of the child or family is going on vacation.

Absence is when the child has been scheduled to be at preschool, but cannot attend due to reasons such as doctor's appointment or illness.