



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.

The login screen for the Tempus app. It features the Tempus logo at the top. Below it, the text "Logga in" is followed by a note: "Vi behöver veta vilket område du tillhör för att kunna logga in dig i Tempus." There are two dropdown menus: "Område" (Area) with "Helsingborg" selected, and "Verksamhet" (Activity) with "Helsingborgs..." selected. A prominent green button labeled "Helsingborg BankID" is in the center. Below it, there is a link "eller Logga in med lösenord" (or Log in with password) and a "Serverstatus?" link at the bottom.

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.

A series of five screenshots from the Tempus app. The first screenshot shows the main overview for "Vecka 14 - apr 2024" with a calendar and a list of children (Tess, Simon) with their respective schedules. The second screenshot shows the "Nytt schema" (New schedule) screen with a calendar grid where days 8, 9, 10, 11, and 12 are highlighted in green. The third screenshot shows the "Nytt schema" screen with a calendar grid where days 8, 9, 10, 11, and 12 are highlighted in green. The fourth screenshot shows the "Ny ledighet" (New absence) screen with a calendar grid where days 8, 9, 10, 11, and 12 are highlighted in green. The fifth screenshot shows the "Ny ledighet" screen with a calendar grid where days 8, 9, 10, 11, and 12 are highlighted in green.

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**.

Kopiera mellan veckor

Välj barn som du vill kopiera schema för

Tess Testarsson

Simon Testarsson

Nästa >

Kopiera mellan veckor

Schema vecka 17

måndag, 22 apr 2024

Tess

Inget schema

tisdag, 23 apr 2024

Tess

Inget schema

onsdag, 24 apr 2024

Tess

Inget schema

torsdag, 25 apr 2024

Tess

Inget schema

fredag, 26 apr 2024

Tess

Inget schema

lördag, 27 apr 2024

Tess

Inget schema

söndag, 28 apr 2024

Tess

Inget schema

Markera veckor att kopiera från

14

15

16

17

18

19

20

22 apr ¹ 28 apr

Väl av flera veckor måste följas varandra

Föregående

Nästa >

Kopiera mellan veckor

Valt schema att kopiera (v. 14, 15, 16, 17)

måndag, 1 apr 2024

Tess

Inget schema

tisdag, 2 apr 2024

Tess

Inget schema

onsdag, 3 apr 2024

Tess

Inget schema

torsdag, 4 apr 2024

Tess

Inget schema

fredag, 5 apr 2024

Tess

Inget schema

lördag, 6 apr 2024

Tess

Inget schema

söndag, 7 apr 2024

Tess

Inget schema

måndag, 8 apr 2024

Tess

Inget schema

tisdag, 9 apr 2024

Tess

Inget schema

onsdag, 10 apr 2024

Tess

Inget schema

torsdag, 11 apr 2024

Tess

Inget schema

fredag, 12 apr 2024

Tess

Inget schema

lördag, 13 apr 2024

Tess

Inget schema

söndag, 14 apr 2024

Tess

Inget schema

Markera veckor att kopiera till

15

16

17

18

19

20

21

29 apr ¹ 5 maj

Du kan välja flera veckor

Föregående

Nästa >

Kopiera mellan veckor

Välj data som ska kopieras

Schematider

Ledigheter

Hämtare & lämnare

Mer info

Starta kopieringen

Föregående

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**.

Kopiera mellan barn

Välj ett barn att kopiera från

Simon Testarsson

Tess Testarsson

Välj barn att kopiera till

Simon Testarsson

Tess Testarsson

Nästa >

Kopiera mellan barn

Välj start och slutdatum istället

Välj datum att kopiera mellan barnen

<

apr 2024

>

mån

tis

ons

tor

fre

1

2

3

4

5

8

9

10

11

12

15

16

17

18

19

22

23

24

25

26

Proffstips: Drag åt höger för att välja dagar snabbt i kalendern

Föregående

Nästa >

Kopiera mellan barn

Bra att veta:

* Om barnet du kopierar från saknar schema kommer schemat tas bort för barnen du kopierar till på valda dagar.

* Datum som ej tillåter schemaläggning, t.ex. helger eller stängda/låsta dagar, kommer lämnas orörda. Du får en snabb sammanfattning av dessa när kopieringen är klar.

Välj data som ska kopieras

Schematider

Ledigheter

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Mer info

Starta kopieringen

Föregående

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**.

X Ny frånvaro Spara

Sjukfrånvaro, läkarbesök, VAB ...
Använd EJ för t.ex. lov och semester

Välj barn

Tess Testarsson

Simon Testarsson

Välj datum

< apr 2024 >

mån	tis	ons	tor	fre
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Hela dagen ☒

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.