

Quick Summary of Parent Portal



From the Families screen – Add the parent to the Parent Portal

The screenshot shows the 'Parent Portal' tab in a software interface. On the left, there are three buttons: 'Add to Parent Portal' (highlighted in green), 'Remove From Parent Portal', and 'Parent Portal Reset'. An arrow points from the text above to the 'Add to Parent Portal' button. On the right, there is a table with two columns: 'Date' and 'Message'. The table contains one row with the date '4/04/2024' and the message 'Please call in to the office'. Below the table is a large text area containing the message 'Please call in to the office when dropping off on Wednesday'. At the bottom of this section are three buttons: 'New Message', 'Upload Message', and 'Delete Message'. At the very bottom of the interface are four buttons: 'New', 'Save', 'Close', and 'Delete'.

Any messages uploaded from here can only be seen by this parent.

When printing a single-family statement

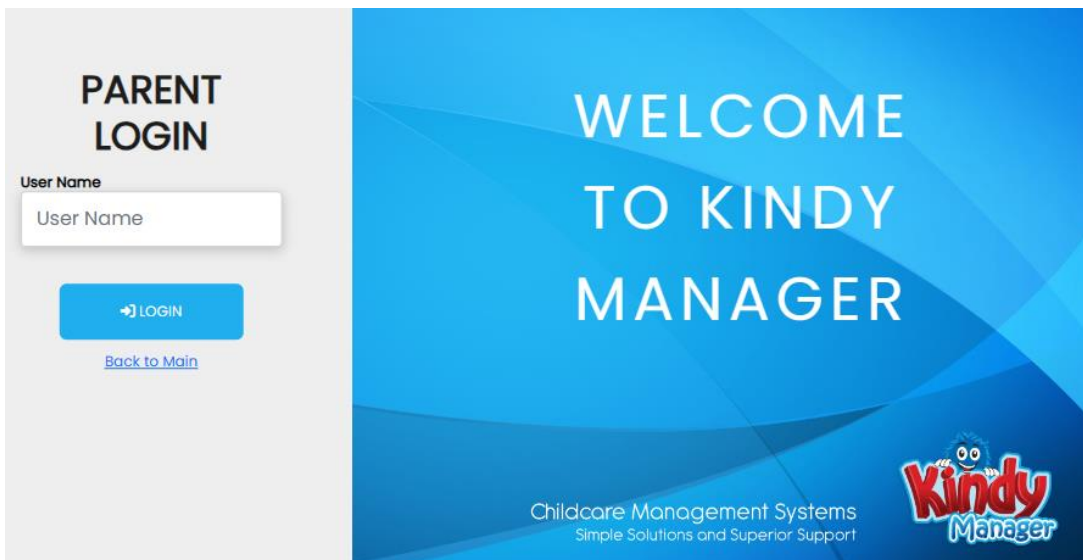
The screenshot shows a 'Print Options' dialog box. It has a title bar with a close button. The dialog contains the following fields and options:

- 'From Week No:' with a value of 2416 and a date of 15/04/2024.
- 'To Week No:' with a value of 2420 and a date of 19/05/2024.
- 'Report Options' section with four items:
 - 'Summary' with a checked checkbox and the text 'Yes'.
 - 'Transactions' with an unchecked checkbox and the text 'Yes'.
 - 'CCS Entitlements' with an unchecked checkbox and the text 'Yes'.
 - 'Show Bond' with an unchecked checkbox and the text 'Yes'.
- 'E-mails' section with an input field containing 'parent@myemailaddress.com' and a checked 'Include' checkbox.
- 'Email Subject:' with an empty input field.
- 'Email Message' with a large empty text area.

At the bottom of the dialog are three buttons: 'Upload' (highlighted in cyan), 'Email' (purple), and 'Preview' (cyan). An arrow points from the text below to the 'Upload' button.

New **Upload** button will send Statement to Parent Portal
(If you have already added this parent to the parent portal)

Parent will go to “kindymanager.com.au”



Their email address is their username.

User will be asked to create and confirm a pin number of their choice.



Click onto a Message or a Family Statement to view.

Note:

When uploading in bulk, only those families that have been added to the portal will be uploaded.

(No more blocked emails)