

# Information to new caregivers in Tempus

This information will give you an overview of the Tempus system, and a description of the most important functions. This document is available online and to be sure that you are reading the latest version you can read it online at the following link:

[tiny.cc/tempus-new-caregivers](http://tiny.cc/tempus-new-caregivers)

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## What is Tempus?

Tempus is a web-based software module for managing schedules and attendance, specifically designed for preschool and daycare centers. Tempus helps caregivers and staff to register schedules and manage children's presence, which makes for less administration and the staff will get more time with the kids.

Tempus makes it easy to set schedules from home via computer or smartphone, around the clock. It is easy to send messages about your children's absence, or who will

be picking up the child. Tempus can show you in real-time when your child arrived at school, give an overview of how much time the child is in preschool, and much more.

When you bring your child to school in the morning, you select your child on a touchscreen or tablet that shows the child's name, marking your arrival. This information will be saved to Tempus directly and visible to caregivers, staff and administration. When it's time to go home you mark your child's absence in the same way.

## Introduction to Tempus Home

Tempus Home ([www.tempushome.se](http://www.tempushome.se)) is where you get the opportunity to, among other things:

- Add schedule
- Check your children's presence
- Report absence
- Look at statistics
- Handle your Tempus settings

Scheduling and notification of absence may also be made through any of our apps for [Android](#) or [iOS](#) (currently only available in Swedish), after an account has been created on [tempushome.se](http://tempushome.se). You will also find links to the apps on Tempus Home after you have signed in.



In many places around the Tempus Home webpage you will find a blue questionmark. Click on it to get more information about that specific function.

## Signing up for an account to Tempus Home

1. Go to [www.tempushome.se](http://www.tempushome.se).
2. For English, click the flag at the bottom left corner.
3. Click the link "Sign up for an account"
4. Choose your county from the dropdown list.
  - In some counties, the accounts are created automatically and you as a caregiver do not need to sign up for an account. If this is the case in your county, you will get information about how to log in after choosing county in the list. In that case, you do **not** need to follow these instructions but can log in directly.
5. Fill out the information that is requested.
  - You can apply for several accounts at the same time by clicking "Add a parent".
  - If caregivers have a shared email address, only one of you need to apply

for an account since it is only possible to register one user per email address.

- You can add more children by clicking "Add a child".
- 6. Click "Submit form"
- 7. An email with instructions on how to verify your email address will be sent to your email. This verification must be done before midnight. Thereafter, the application is automatically removed and you have to make a new one.
- 8. After you have verified your email address, your application will be processed manually. Once it is accepted, you get your user details via email.

## Logging in

Go to [www.tempushome.se](http://www.tempushome.se) (or any of the apps if you have one downloaded).

- Choose your county
- Use the user information that you received by email, or login with e-ID if "Secure login" appears after you choose your county.

## Forgotten password

If you have forgotten your password you can click on "Forgot password" on the login page. Then follow the instructions to obtain a new password.

## Setting schedule

**It is important to schedule all days, even the days when your child will be on leave!** The staff needs a complete schedule in order to plan activities, and the kitchen staff needs to know how many to cook for. Therefore, you should schedule all days, and in good time ahead, and the staff will get more time over for your child!

Once you are logged in to Tempus Home, click "Set schedule" to get to the schedule.

To add schedule, simply fill out the hours in the white text boxes. The boxes are able to interpret a variety of input methods. For example, **8-16** (08:00 - 16:00) or **715-17,35** (07:15 - 17:35). Try it out and see what method works best for you!

If the child has split hours throughout the day, both start and stop times needs to be specified, for example for a child at daycare center **6-8,30** (06:00-08:30) and **14-17,15** (14:00-17:15), so that on a holiday you can schedule the whole day **6-17,15** (06:00-17:15). This also applies to those who have for example OB childcare or double enrollments.

Click the arrow next to the white text box to specify details such as who will pick up the child, add a message to the staff, and to enter multiple times on the same day.



For more information on how to schedule, you can click on the blue question mark in the upper right corner.

## Report absence

Should you need to notify absence for your child (such as during illness), do so by clicking the "Report absence / sick leave" in the menu. Choose the child you wish to report absence for and then choose date in the calendar by clicking on that day. Make sure that the correct year and month is selected!

You do not need to remove the child's schedule for the day if you report an absence. If your child should be on leave, which is not the same as being absent in Tempus, report this under "Set schedule", and not via the Report absence tab.

For more information on how to register absences, you can click on the blue question mark in the upper right corner.

## Other features on Tempus Home

### History

Tempus Home provides an overview of the children's attendance at preschool or daycare. Click "History" to see what the presence and schedules looks like for your child.

### Links

Useful links and information that the county itself has added is found on the Links tab.

### Blog

If your county activated this feature, you can see blog posts with pictures and texts that your department uploaded to Tempus.

### Settings

Here you can make settings for your account. Among other things, you can change your user information, choose if you want reminders via email or push notifications to your smartphone, and add/edit people that can pick up your child (for example grandparents).

Multiple phone numbers can be entered in the same box. For example "Home: 1234, Work: 5678".

A maximum of 50 characters can be used.

### Support

Only in Swedish. This is a handy tab if you have problems or miss something in Tempus. Here you can see proposals for new functionality that other users have put in, and add your own. There are also helpful articles that we at Tempus put in and of course the opportunity to submit questions via email.

