

# Educator/Staff App Cheat Sheet

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Download the OWNNA App from one of the links below:

## Android Users



Download ↓

## Apple Users



Download ↓

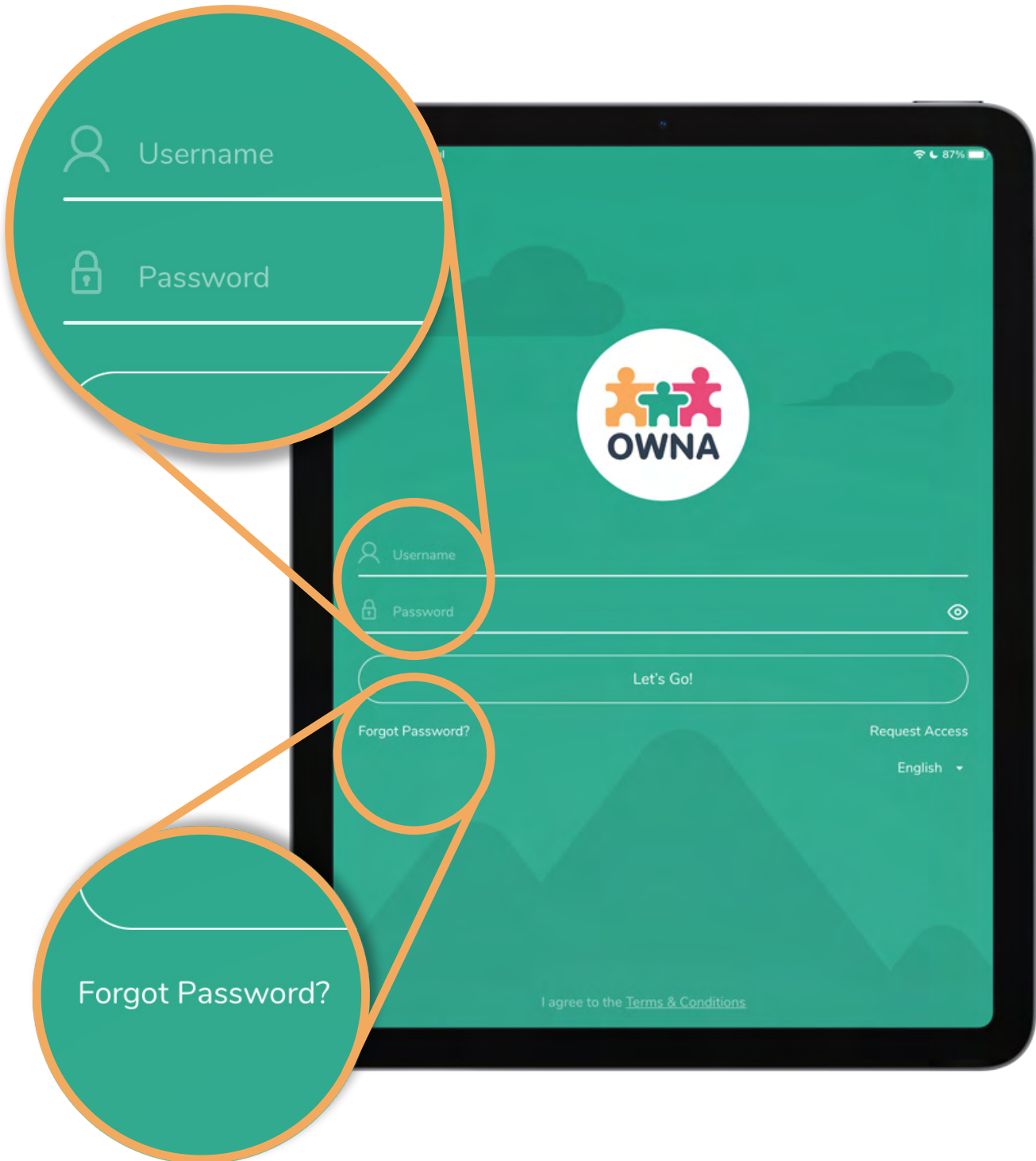
Login through the OWNNA Portal





# How to Log-in via the OWNA App

Once you receive the app invite to access OWNA, download the app to your device and enter the **Username** and **Password** provided.



Use the **Forgotten Password** function to request a reset password email, or contact your service administrator if you are having trouble resetting your password.



## Staff PIN Mode

If your device has been placed into Staff PIN Mode, you can enter your **Staff PIN** to log into the app rather than entering your username and password each time. This is ideal for shared devices.

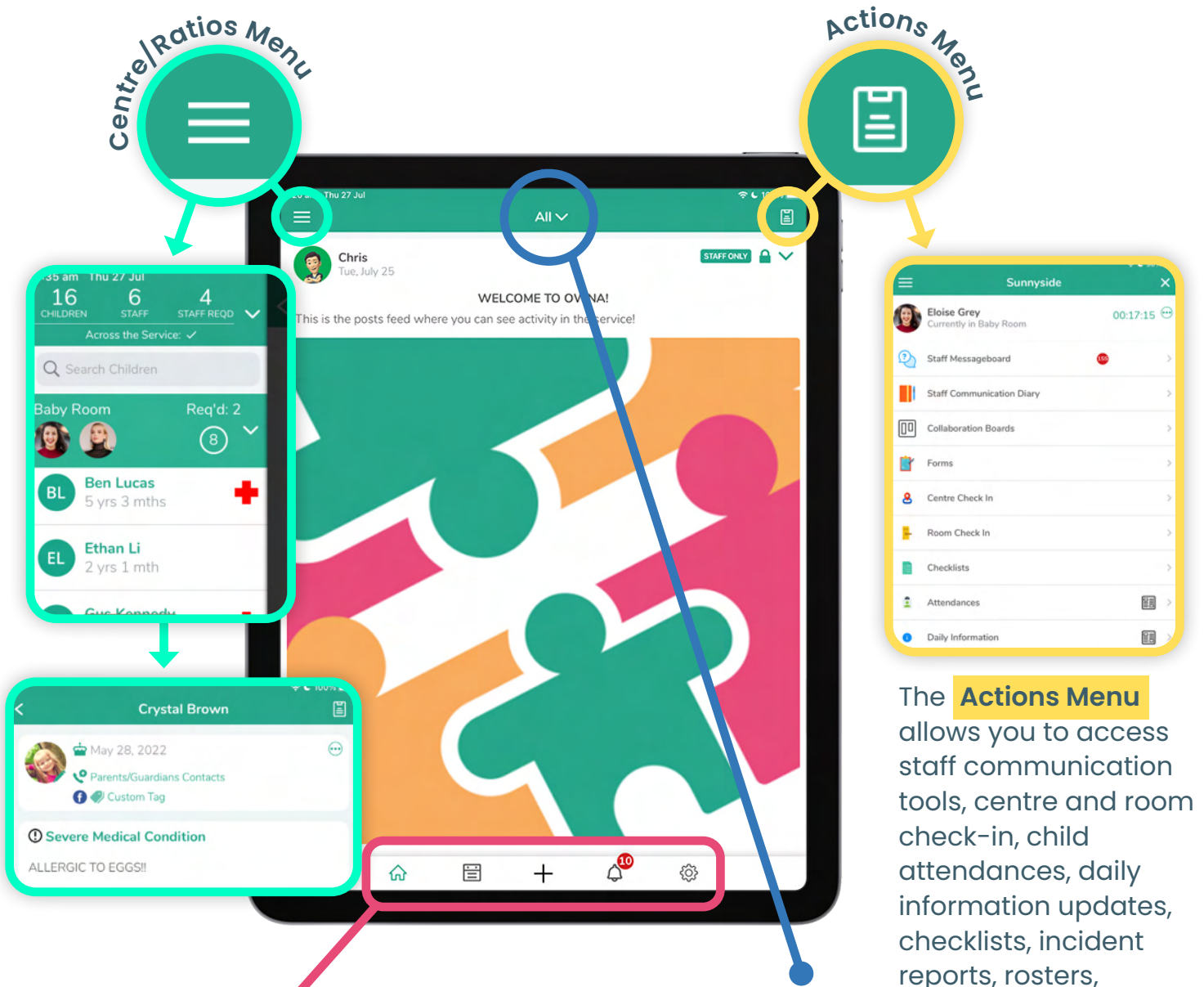


You can also use this screen to check in and out of your shift, change rooms, or **Sign in as the Responsible Person**.



# App Navigation

From the Home screen, you can access child profiles via the **Actions Menu**, **Centre/Ratios Menu**, Event Calendar, Add Posts, Notifications, and Settings.

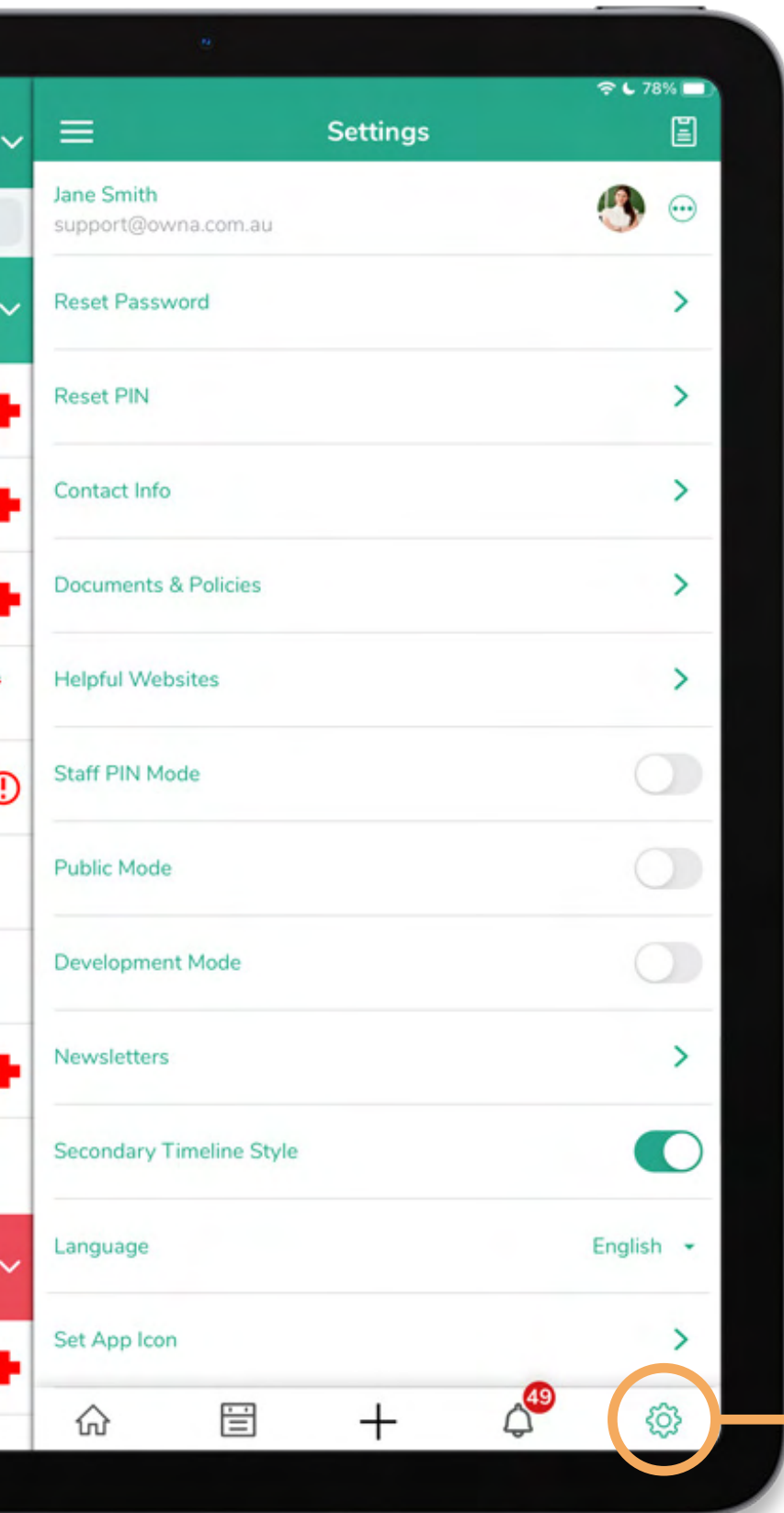


**Main Menu**  
Posts, Events,  
Notifications, Settings.

Change the **Filter**  
on the posts feed  
to view different  
kinds of posts,  
including your  
drafts, pending  
approval, and  
parent posts.

The **Actions Menu**  
allows you to access  
staff communication  
tools, centre and room  
check-in, child  
attendances, daily  
information updates,  
checklists, incident  
reports, rosters,  
and more!

# Settings (Reset Password, set PIN, Log Out)

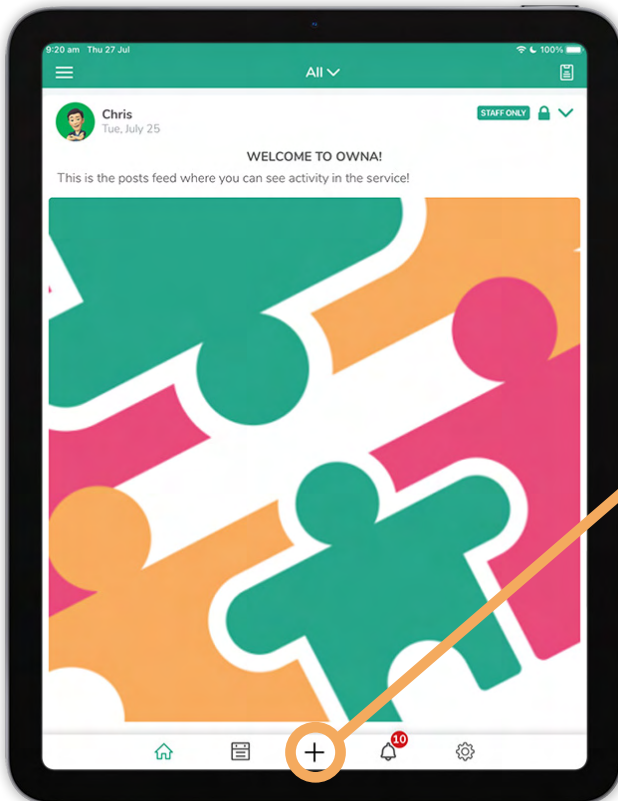


Go to the **Settings** menu to:

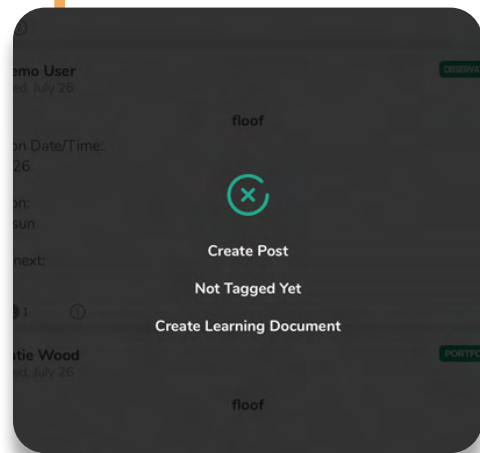
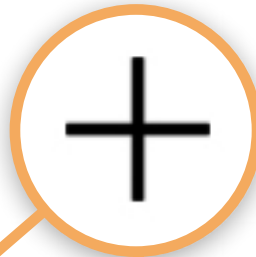
- Update your profile photo
- Reset your password
- Reset your PIN
- Log Out



# Add a Post or Learning Document

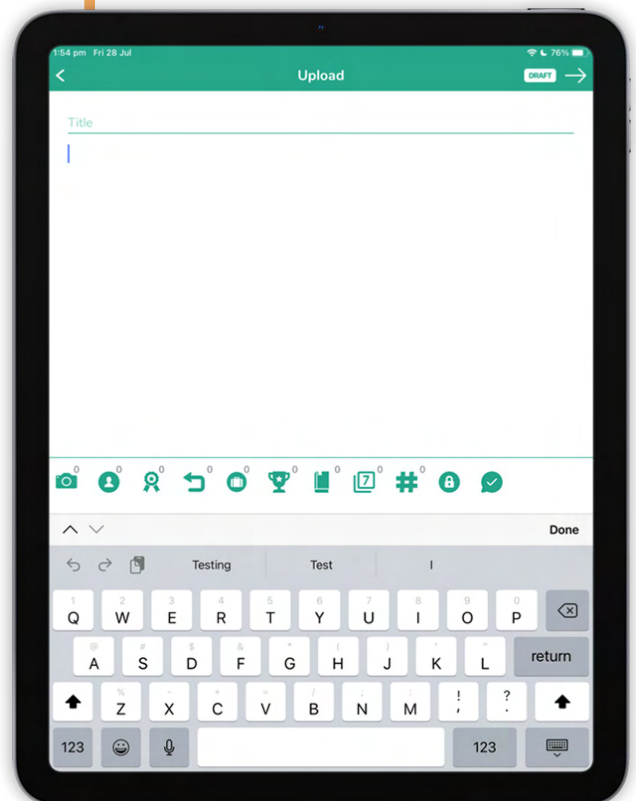


Click on the Plus (or logo) to write a post or Learning Document.



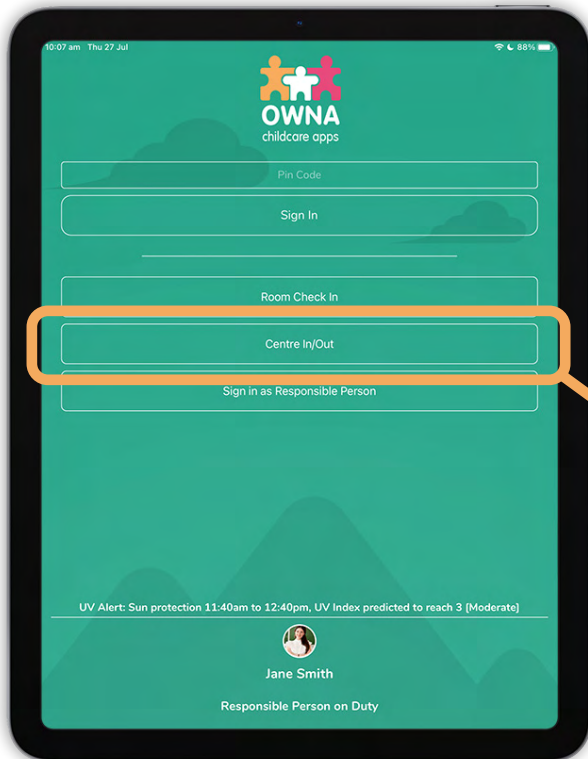
When writing a post, enter the title and post content, then use the post configuration icons at the bottom of the screen to add photos, select children, tag learning outcomes, and more.

Learning Documents allow you to fill out available post templates created by your admin or educational leader.



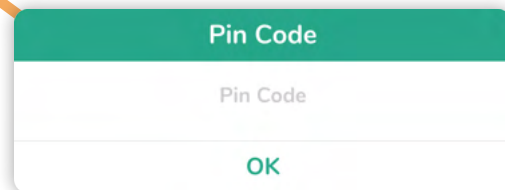


# Actions - How to Clock-In/Out of Shift & Room



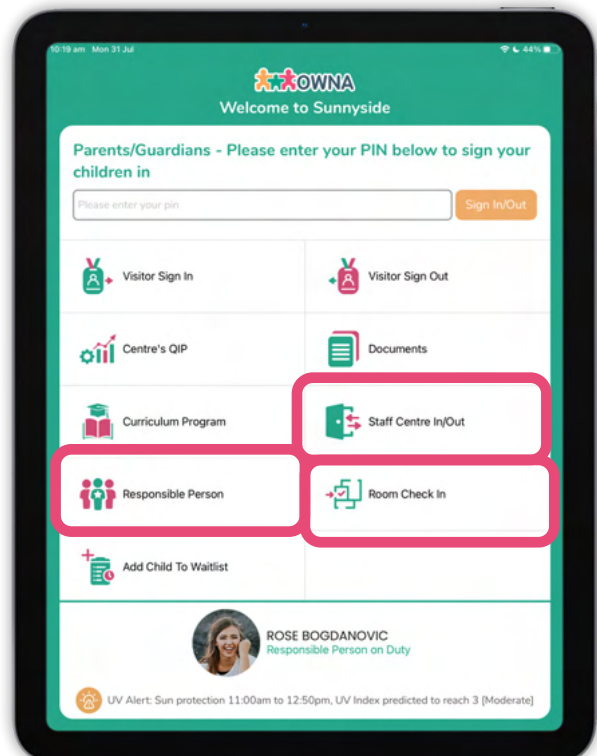
## Method 1 - From Staff PIN Mode

1. Select Staff Centre Check In/Out or Staff - Room Check In
2. Enter your PIN
3. Press OK



## Method 2 - From the Public Mode screen

1. Select Staff Centre In/Out or Room Check In
2. Enter your PIN
3. Press OK



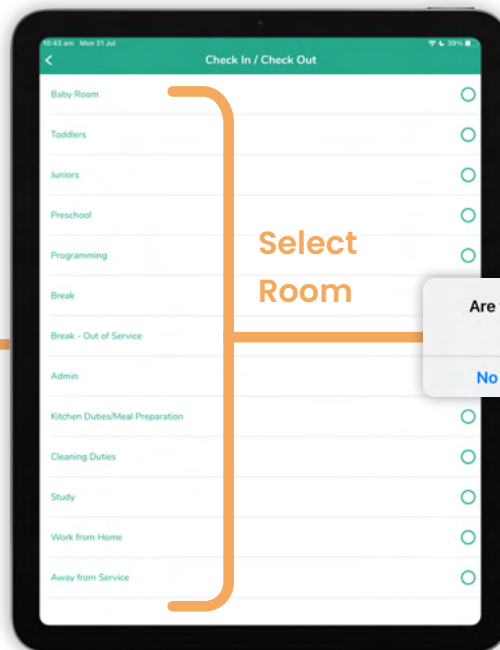
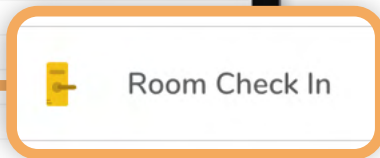
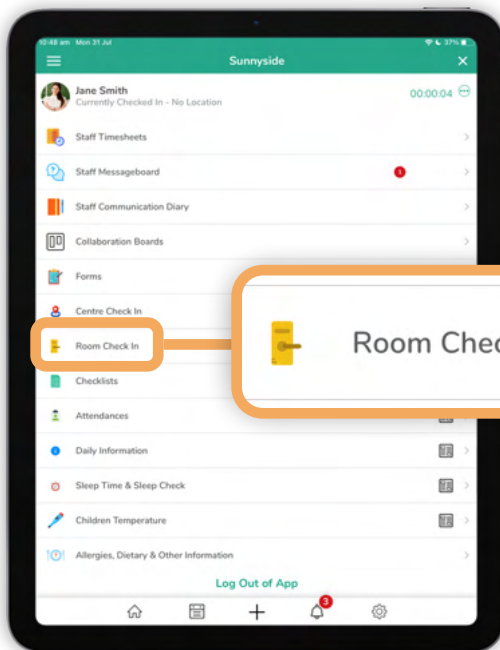
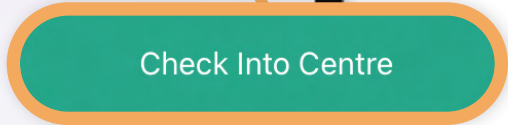
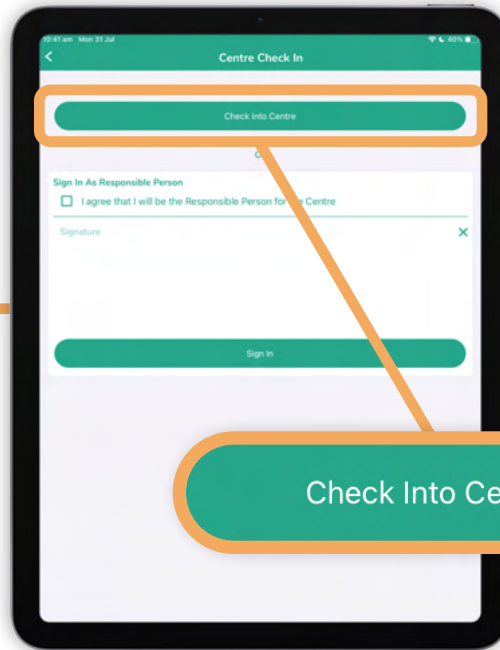
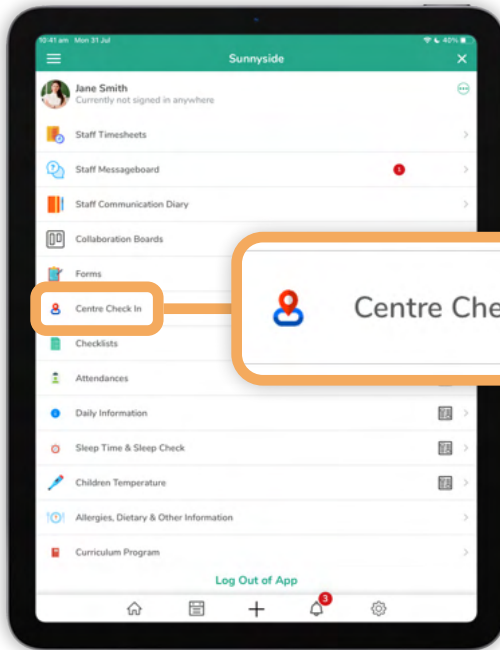


# Actions - How to Clock-In/Out of Shift & Room (continued)

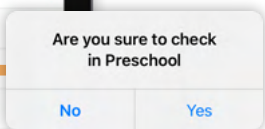
## Method 3 - From the Actions Menu

(ability to use this method is dependant on the app configuration for your service)

1. Select Centre In or Room Check In
2. Press Check Into Centre
3. Press OK to confirm



Select Room



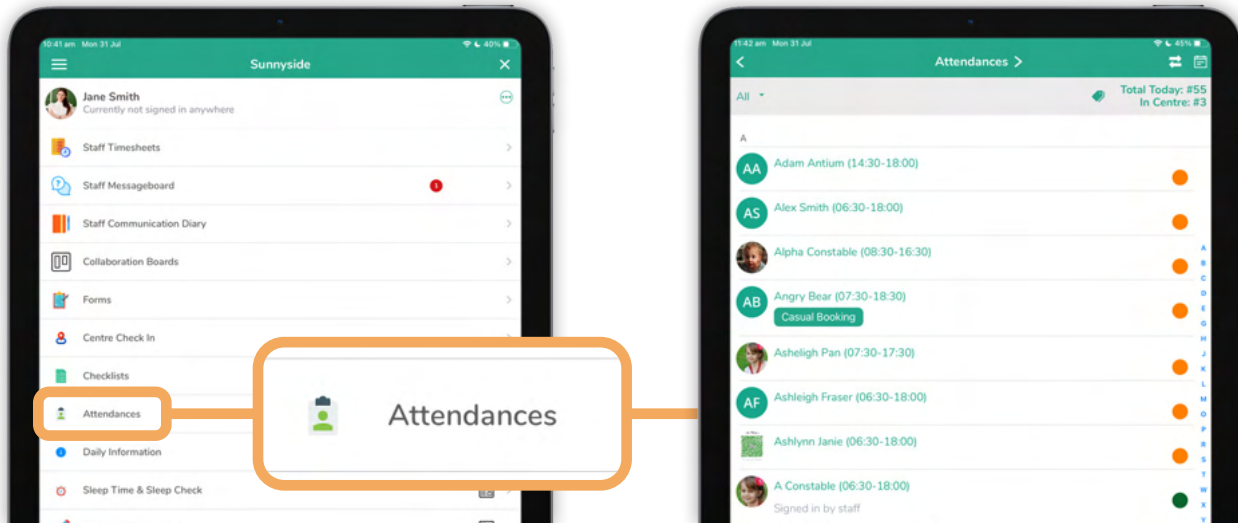




# Actions - Marking Attendances

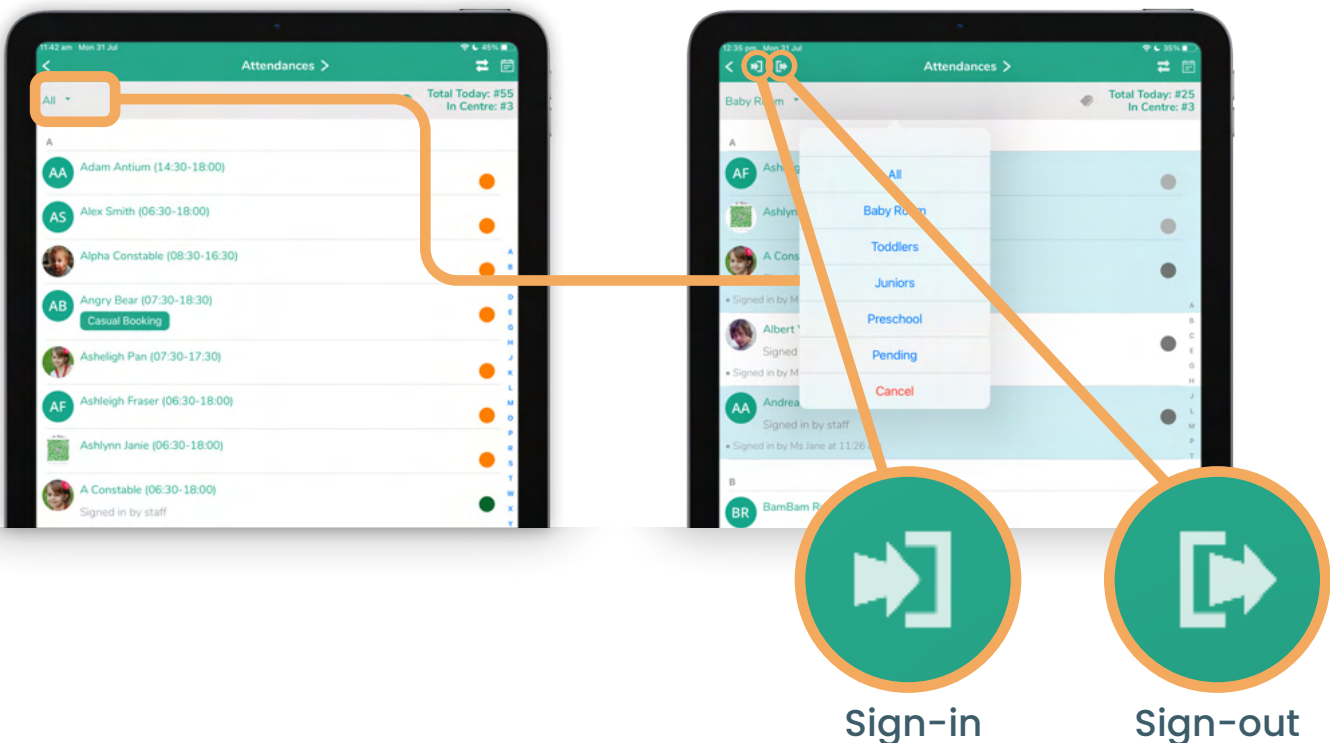
## Sign a child In/Out

1. Go to Attendances in the Actions menu
2. Press on the name of the child you wish to sign in or out



## Bulk Sign In/Out

1. Select the Room name from the Room filter (dropdown)
  2. Select multiple children
  3. Use the Bulk Sign In or Bulk Sign Out icons at the top of the page
- TIP - if you are checked into a room it will apply the filter automatically





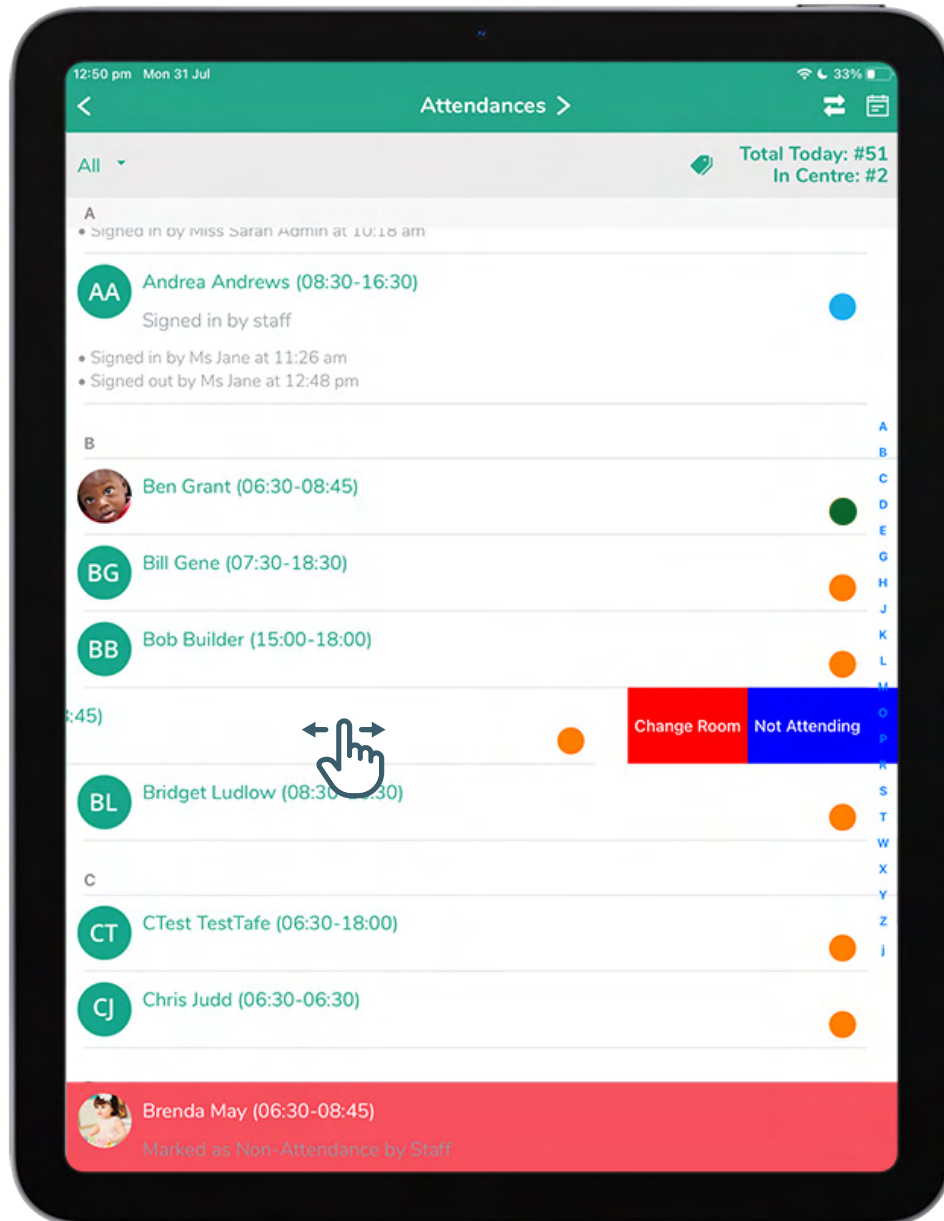
## Actions - Marking Attendances (continued)

### Status:

- Orange - Not signed in
- Green - Currently signed in

● Blue - Signed out

Red - Marked Not Attending



### Slide child across:

- To the right: Mark a child not attending
- Either direction: Change Room (after child is signed in)
- To the left: Add New Entry / Additional Session (after child is signed out)



# Actions - Checklists

Checklists are daily or regular tasks that can be assigned to you or the whole team. The bell icon indicates when a checklist is overdue.

- You can save your process using the tick icon and come back to it later
- You can attach an image using the camera icon in the bottom left corner
- Once you have ticked all the boxes and answered all the questions, you can sign off the checklist to mark it as completed

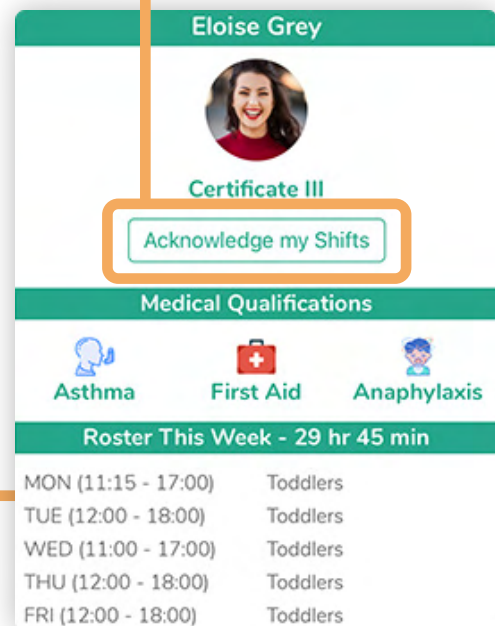
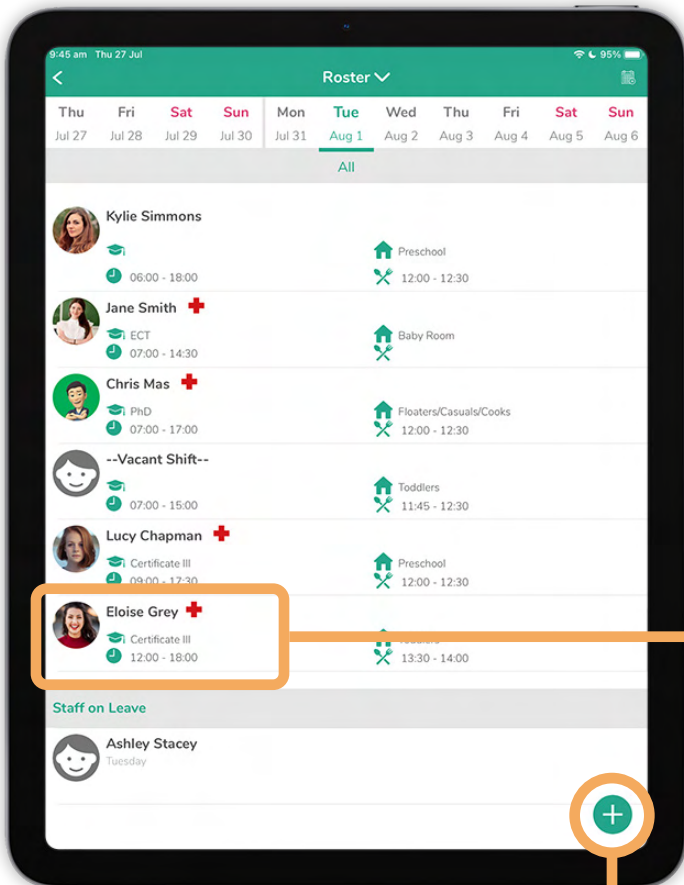




# Actions - View/Acknowledge Roster

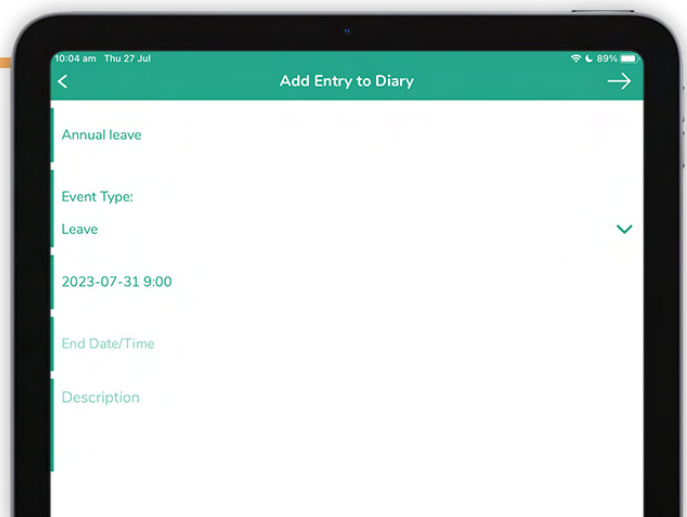
You can view the centre's roster from the Actions menu. Filter by room or only your shifts for the week.

When viewing your shifts for the week, you can **Acknowledge your Shifts**, which will let your manager know you are able to work those times.



Press on the Plus icon in the bottom right corner to submit a leave request.

Tap a --Vacant Shift-- to enter a bid to work it. This will then be reviewed by your manager.





# Actions - Daily Info

The following sections in the Actions menu can be used to record information about the child's day. These sections are configured in App Configuration in the Admin Portal and may not be available for all services.

- Daily Information
- Sleep Times & Sleep Check
- Bottles
- Toileting
- Sunscreen Application
- Children Temperature Check

Select an option to add records to a child or group of children.  
Select the newspaper icon to view information already recorded.

