

Instructions: Coming/leaving

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Komme/gå (Coming/leaving)

Open AULA and select “Komme/gå” (Coming/leaving)

On your mobile, you find this by pressing the three dots in the lower right corner.

On your iPad you find this in the lower right corner, next to the three dots.

On your computer, you find this in the left hand side.

Dagens overblik (Daily overview)

This page is the first you will see under “Dagens overblik” (Daily overview). This is where you choose what information to provide.

You have three options. You can select “Tider” (Hours), “Fravær” (Absence) and “Henteansvarlig” (To be picked up by).

Komme/gå

DAGENS OVERBLIK TIDER FRAVÆR HENTEANSVARLIGE

The child's name



Status:
Selvbestemmer:
Dagens bemærkning:

The above screen shows "Status", "Selvbestemmer" (Own decision) and "Dagens bemærkning" (Note for this day).

Tider (Hours)

You can choose between, "Selvbestemmer" (Own decision), "Hentes af" (Picked up by), "Gå med hjem" (Leave with) and "Send hjem" (Leave for home).

DAGENS OVERBLIK	TIDER	FRAVÆR	HENTEANSVARLIGE
UGE 26	The child's name		
Mandag 22-06-2020	Tider: Selvbestemmer: Gentages ugentligt indtil		
Tirsdag 23-06-2020	Tider: Hentes af: Name of person picking up the child		
Onsdag 24-06-2020	Tider: Gå hjem med: The child's name		
Torsdag 25-06-2020	Tider: Send hjem (Leave for Gentages ugentligt indtil		

This screen shows "Tider" (Hours), "Selvbestemmer" (Own decision), "Hentes af" (Picked up by), "Gå hjem med" (Leave with), "Send hjem" (Leave for home), "Gentages ugentligt indtil" (Repeated every week until) for the days of the week ("Mandag" (Monday), "Tirsdag" (Tuesday), "Onsdag" (Wednesday), "Torsdag" (Thursday), "Fredag" (Friday)).

Selvbestemmer (Own decision)

Press/click here to choose.

VÆLG HENTETYPE

Selvbestemmer

Hentes af

Selvbestemmer

Gå hjem med <barn>

Send hjem (Leave for home)

TIL KL.:

16.00

This screen shows "VÆLG HENTETYPE" (Select pick-up type), "Selvbestemmer" (Own decision), "Hentes af" (Picked up by), "Gå hjem med <barn>" (Leave with <child>), "TIL KL.:" (To when).

Press/click here to select from which time of the day ("FRA KL." (From time when) the child may decide for itself. This screen also shows "SLUTDATO FOR GENTAGELSE" (End date of repetition).

The image shows a form with three main sections:

- FRA KL.:** A dropdown menu with a list of times: 13.30, 11.45, 12.00, 12.15, 12.30, 12.45, 13.00, 13.15, and 13.30. The 13.30 option is highlighted.
- TIL KL.:** A dropdown menu with the value 16.00.
- SLUTDATO FOR GENTAGELSE:** A date input field with the value 07.06.2020 and a calendar icon.

An arrow points from the text above to the 'FRA KL.' dropdown menu.

Press/click here to select until which the time of the day ("TIL KL." (To time when)) the child can no longer decide for itself.

FRA KL.: 13.30

TIL KL.: 16.00

Skal sendes til fritidsaktivitet

BEMÆRKNING (max 250 tegn)

Skriv note

Gentag ugentligt ?

14.15

14.30

14.45

15.00

15.15

15.30

15.45

16.00

For a choice created for a Monday and intended to apply to all Mondays, press "Gentag ugentligt" (Repeat every week). This screen gives the option to indicate that the child should be asked to go to an activity (could be sports, scouts, music lessons) ("Skal sendes til fritidsaktivitet" (To be asked to go to an activity)). You can also write a note ("Skriv note" (Add a note)).

Next select the date when this choice should end ("~~Slutdato for gentagelse~~" (End date for repetition)).

VÆLG HENTETYPE

Selvbestemmer

FRA KL.:

13.30

Skal sendes til fritidsaktivitet

BEMÆRKNING (max 250 tegn)

Skriv note

Gentag ugentligt ?

A calendar widget for June 2020. The days of the week are labeled S, M, T, O, T, F, L. The dates 23 through 27 are visible. The date 27 is selected and highlighted with a blue circle. Navigation arrows are present at the top.

27-06-2020

Annuller

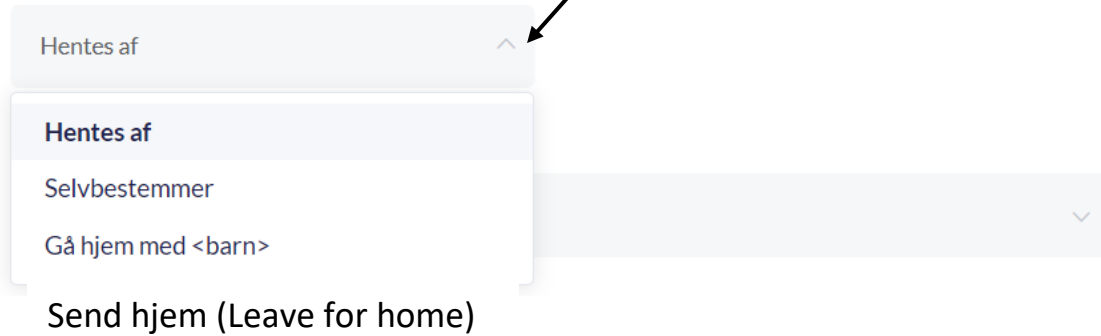
GEM

Remember to press/click GEM (Save). To cancel press/click "Annuller" (Cancel).

Hentes af (Picked up by)

Press/click here to choose.

VÆLG HENTETYPE



Hentes af

Hentes af

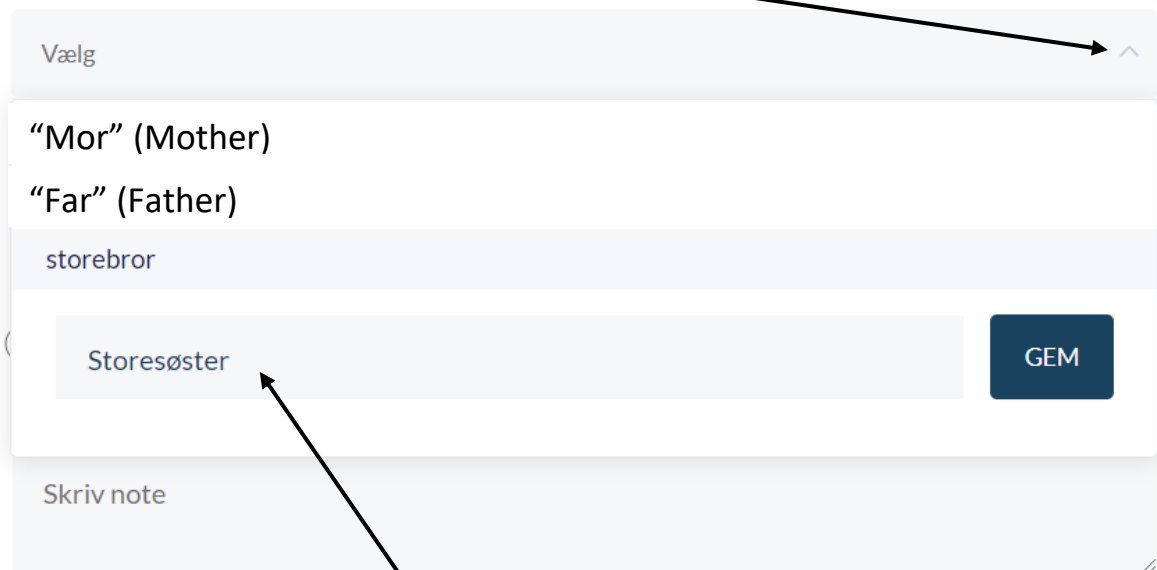
Selvbestemmer

Gå hjem med <barn>

Send hjem (Leave for home)

Press/click here to select ("Vælg" (Select) the person picking up the child.

VÆLG HENTEANSVARLIG



Vælg

"Mor" (Mother)

"Far" (Father)

storebror

Storesøster

GEM

Skriv note

Gentag ugentligt ?

Annuller

GEM

"Mor" (Mother) and "Far" (Father) are permanent options. You can create other options such as names or titles of who is also allowed to pick up the child, if necessary. Examples given here are "Storebror" (Older brother) and "Storesøster"

(Older sister). For a choice created for a Tuesday, and intended to apply to all Tuesdays, press "Gentag ugentligt" (Repeat every week). Remember to press/click GEM (Save).

Next select the date when this choice should end ("Slutdato for gentagelse" (End date for repetition)).

VÆLG HENTEANSVARLIG

Vælg

TJEKKET UD:

Vælg

Skal sendes til fritidsaktivitet

BEMÆRKNING (max 250 tegn)

Skriv note

Gentag ugentligt ?

27-06-2020

Annuller **GEM**

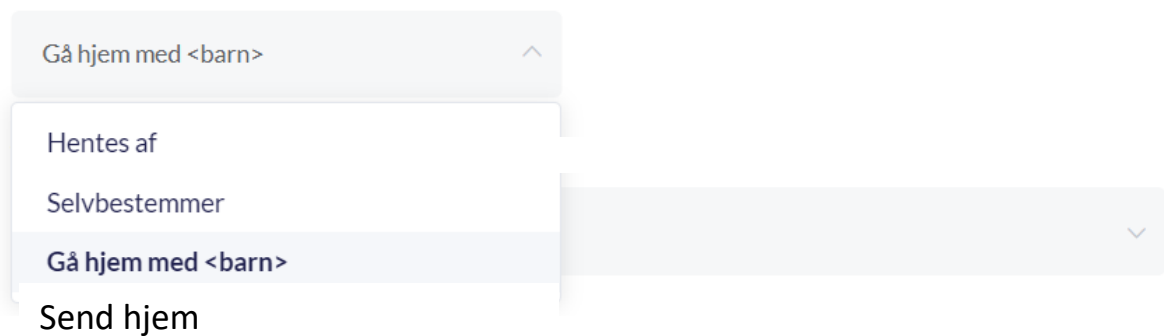
	S	M	T	O	T	F	L
23		1	2	3	4	5	6
24	7	8	9	10	11	12	13
25	14	15	16	17	18	19	20
26	21	22	23	24	25	26	27
27	28	29	30				

Remember to press/click GEM (Save). In this screen you can also select ("Vælg" (Select)) who picks up the child ("VÆLG HENTEANSVARLIG" (Select who picks up the child)). The screen shows "TJEKKET UD" (Signed out).

Gå med hjem (Leave with)

Press/click here to choose "VÆLG HENTETYPE" (Select how to leave). The screen below allows you to select "Hentes af" (Picked up by), "Selvbestemmer" (Own decision), "Gå hjem med <barn>" (Leave with <child>), "Send hjem" (Leave for home).

VÆLG HENTETYPE



A screenshot of a mobile application interface showing a dropdown menu titled "VÆLG HENTETYPE". The menu is open, displaying four options: "Gå hjem med <barn>", "Hentes af", "Selvbestemmer", and "Gå hjem med <barn>". The option "Gå hjem med <barn>" is highlighted in blue. Below the menu, the text "Send hjem" is visible. The background is a light gray color.

- Gå hjem med <barn>
- Hentes af
- Selvbestemmer
- Gå hjem med <barn>
- Send hjem

Press/click here to choose who the child can go leave with "VÆLG HVEM <The child> SKAL GÅ HJEM MED (Select who <The child> can leave with). All children at the SFO/club are listed in alphabetic order.

VÆLG HVEM SKAL GÅ HJEM MED

Vælg

Select a time when the children are allowed to or have to go home.

TJEKKET UD:

13.30

Skal sendes til fritidsaktivitet

BEMÆRKNING (max 250 tegn)

Skriv note

Gentag ugentligt ?

Annuller

GEM

If the child leaves with the same person on Wednesdays, as an example, press/click "Gentag ugentligt" (Repeat every week). Remember to press/click GEM (Save).

Send hjem (Leave for home)

Press/click here to choose.

VÆLG HENTETYPE

Selvbestemmer

Hentes af

Selvbestemmer

Gå hjem med <barn>

Send hjem (Leave for home)

TIL KL.:

16.00

Press/click here to select the latest time when the child is asked to leave for home.

KL.:

16.00

14.15

14.30

14.45

15.00

15.15

15.30

15.45

16.00

Skal sendes til fritidsaktivitet

BEMÆRKNING (max 250 tegn)

Skriv note

Gentag ugentligt ?

For a choice created for a Thursday and intended to apply to all Thursdays, press "Gentag ugentligt" (Repeat every week).

Next select the date when this choice should end (“Slutdato for gentagelse” (End date for repetition)).

VÆLG HENTETYPE

Send hjem

Skal sendes til fritidsaktivitet

BEMÆRKNING (max 250 tegn)

Skriv note

Gentag ugentligt ?

A calendar interface for June 2020. The days of the week are labeled S, M, T, O, T, F, L. The dates are arranged in a grid. The date 27 is highlighted with a blue circle. The calendar is part of a larger form with navigation arrows and month/year selectors.

27-06-2020

Annuller

GEM

Remember to press/click GEM (Save).

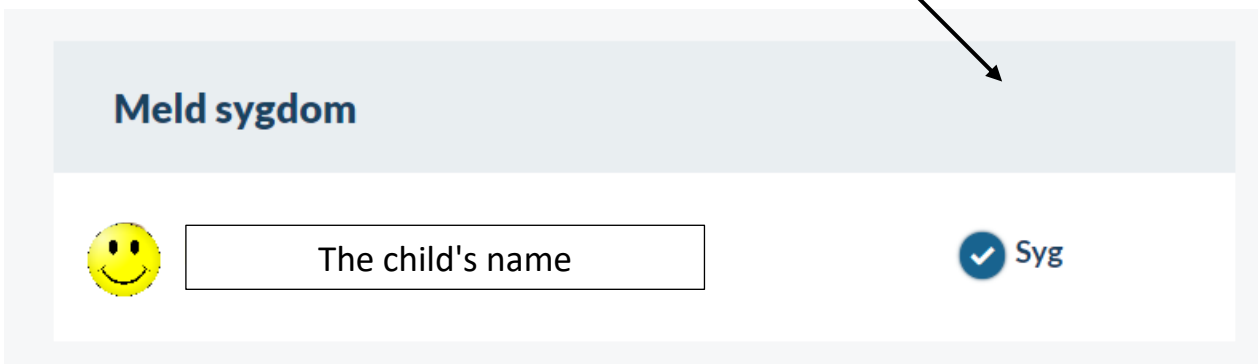
Fravær (Absence)

This is where you state that your child is sick ("Syg") or will not attend due to holiday/time off ("Meld ferie/fri" (Report holiday/time off)). To indicate holiday dates press/click "OPRET" (Create) under "Opret ferie/fri i Aula kalenderen her" (Create holiday/time off in the Aula calendar here).



The screenshot shows two side-by-side panels. The left panel is titled "Meld sygdom" and contains a yellow smiley face icon, a text input field with the placeholder "The child's name", and a radio button labeled "Syg". The right panel is titled "Meld ferie/fri" and contains the text "Opret ferie/fri i Aula kalenderen her." and a blue button labeled "OPRET".

When you child is sick, press/click here ("Meld sygdom" "Report sickness"/"Syg" (Sick)).



The screenshot shows the "Meld sygdom" form. The title "Meld sygdom" is at the top. Below it is a yellow smiley face icon, a text input field with the placeholder "The child's name", and a radio button labeled "Syg" which is selected with a blue checkmark.

Please note that only the SFO/club receives sickness notifications. You have to notify the school separately.

Ferie/fri (Holidays/time off)

Follow the same procedure when your child will not attend due to holiday/time off. Only the length of the period changes. Use the "Opret ferie/fri" (Create holiday/time

Opret ferie/fri

Vær opmærksom på, at når du melder ferie/fri, så er det kun medarbejdere i SFO og dagsinstitution, der bliver informeret og ikke skolen.

Lærke Jytta Læsgaard Bech Nielsen

The child's name

FRA 23-06-2020 

TIL 24-06-2020 

NOTE

Skriv note


Annuler



Press/click here to indicate start date ("FRA") for holiday/time off. Press/click here to indicate end date ("TIL") for holiday/time off.

Press/click here to select start date ("FRA") for holiday/time off.

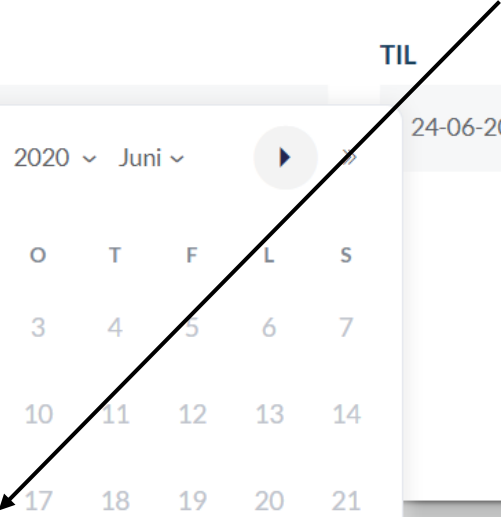
FRA

TIL 24-06-2020 

2020 Juni


	M	T	O	T	F	L	S
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30					

Annuler



Press/click here to select end date ("TIL") for holiday/time off.

FRA

23-06-2020 

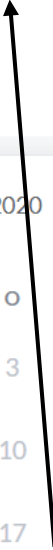
NOTE

Skriv note

TIL

« 2020 Juni »

	M	T	O	T	F	L	S
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30					




Always finish by pressing/clicking "GEM" (Save).

Opret ferie/fri

Vær opmærksom på, at når du melder ferie/fri, så er det kun medarbejdere i SFO og dagsinstitution, der bliver informeret og ikke skolen.

FRA

23-06-2020 

TIL

24-06-2020 

NOTE

Skriv note

Annuller

GEM



Please note that only the SFO/club receives sickness notifications. You have to notify the school separately.

Press/click "Kalender" (Calendar) if you need to delete/edit "Ferie/fri" (Holiday/time off). To get an overview press/click "OVERBLIK" (Overview).



Please note that only the SFO/club receives sickness notifications. You have to notify the school separately. You can for example do this by notifying your child's teacher separately.

Press/click "Ferie/fri" (Holiday/time off).

Uge 26 22. - 26. JUNI 2020

DAG UGE 5 DAGE MÅNED IDAG

	MANDAG 22. JUNI	TIRSDAG 23. JUNI	ONSDAG 24. JUNI	TORSdag 25. JUNI	FREDAG 26. JUNI
	😊	😊	😊	😊	😊
00.00			Ferie/fri		
01.00					
02.00					

Press/click "Slet" (Delete) to delete.

Uge 26 22. - 26. JUNI 2020

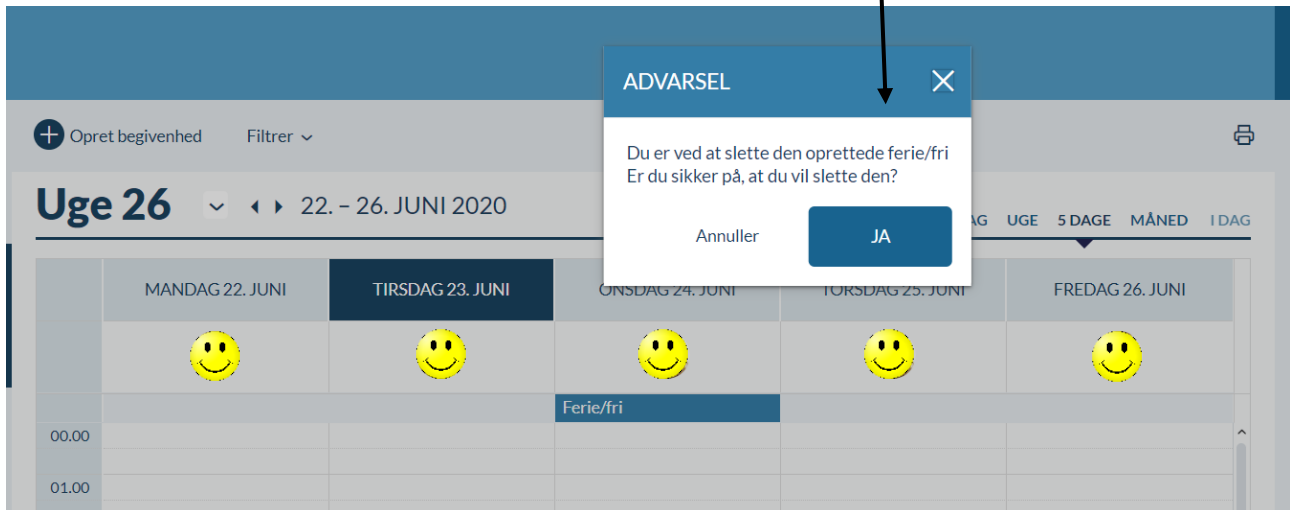
OPRET BEGIVENHED Filtre

onsgdag d. 24. jun.
kl. 00:00 - 23:59

TEKST

SLET

To accept the deletion, press/click “ADVARSEL. Du er ved at slette den oprettede ferie/fri. Er du sikker på, at du vil slette den?” (WARNING. You are about to delete the option created for holiday/day off. Do you want to delete it?). Press/click “Annuller” (Cancel) to cancel, and press/click “JA” (Yes) to delete.



To create a new “Ferie/fri” (Holiday/time off) option, if you wanted to edit it, follow the instructions on page 12.