

Drop Off Form

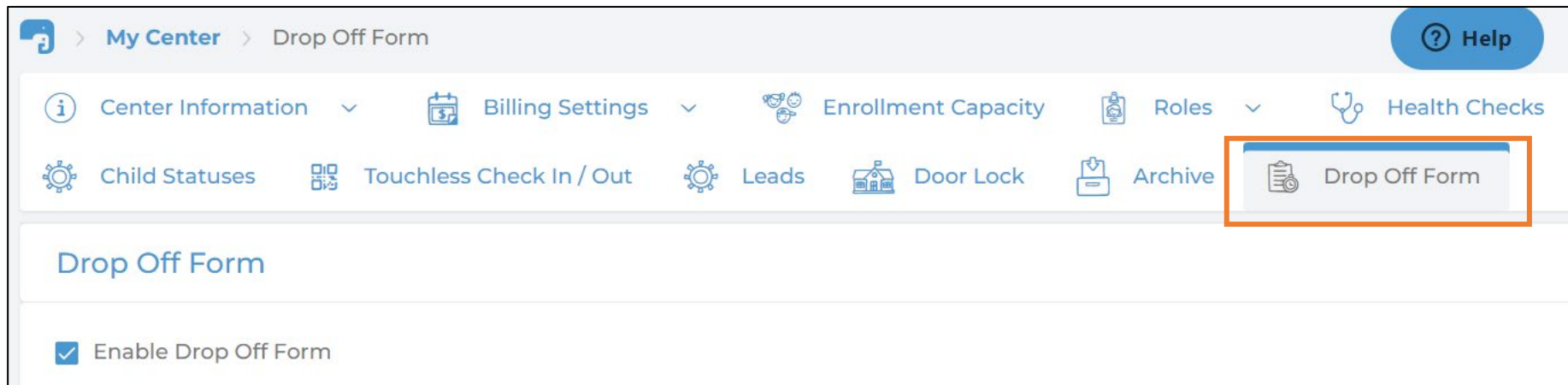
Smartcare
2022



Center Web

Activate Drop Off Form

My Center > Drop Off Form > Enable Drop Off Form

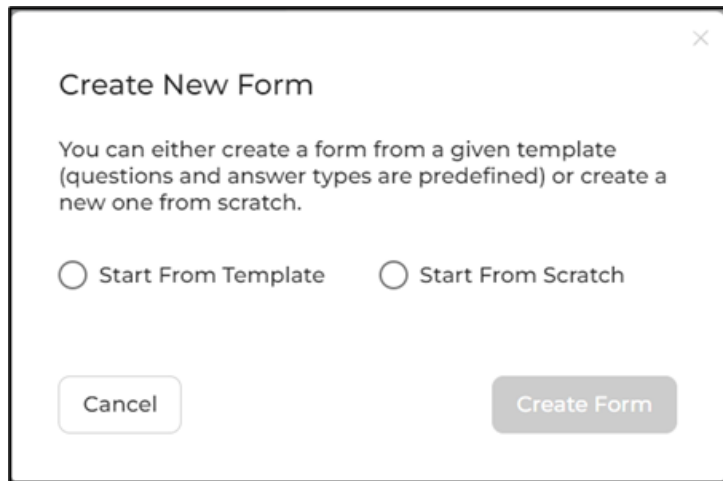


Note that a form can have multiple classes linked to it, but a class can have only one form assigned to it. If you are not able to link a class, it is due to that class already having a drop off form assigned.

Use a Default Form

Smartcare offers a default Drop Off Form template. The default form includes 10 questions best used for infant classes. Once selected, it can be linked to specific classes. The template can be modified but must be named differently once changed.

My Center > Drop Off Form > Add New Form > Start From Template > Create Form > Select class(es)

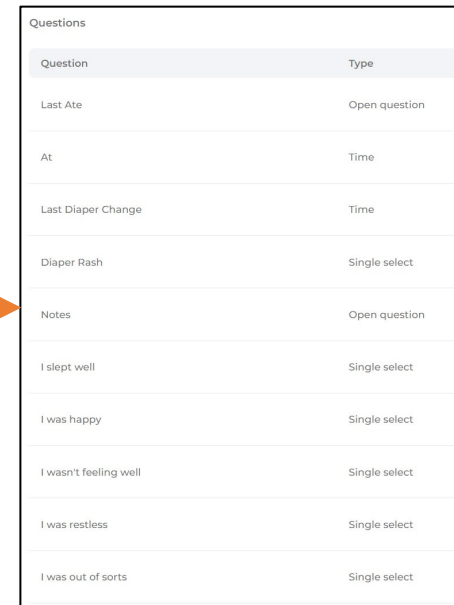
A dialog box titled "Create New Form" with a close button (X) in the top right corner. It contains the text: "You can either create a form from a given template (questions and answer types are predefined) or create a new one from scratch." Below this text are two radio buttons: "Start From Template" (which is selected) and "Start From Scratch". At the bottom are two buttons: "Cancel" and "Create Form".

Create New Form

You can either create a form from a given template (questions and answer types are predefined) or create a new one from scratch.

☒ Start From Template ☐ Start From Scratch

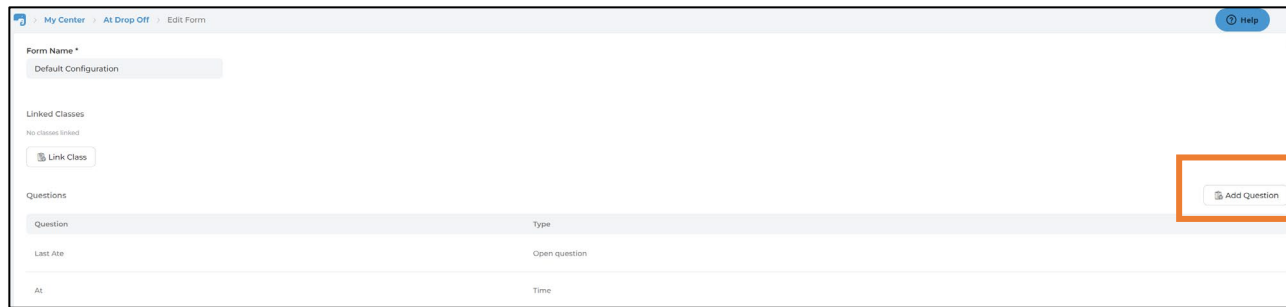
Cancel Create Form

A table titled "Questions" showing a list of 10 questions and their corresponding types. An orange arrow points from the "Create New Form" dialog box to this table.

Question	Type
Last Ate	Open question
At	Time
Last Diaper Change	Time
Diaper Rash	Single select
Notes	Open question
I slept well	Single select
I was happy	Single select
I wasn't feeling well	Single select
I was restless	Single select
I was out of sorts	Single select

Edit an Existing Form

My Center > Drop Off Form > Click on the existing form > Click on “Add Question” button or click on an existing question to edit or delete



My Center > At Drop Off > Edit Form

Form Name *

Default Configuration

Linked Classes

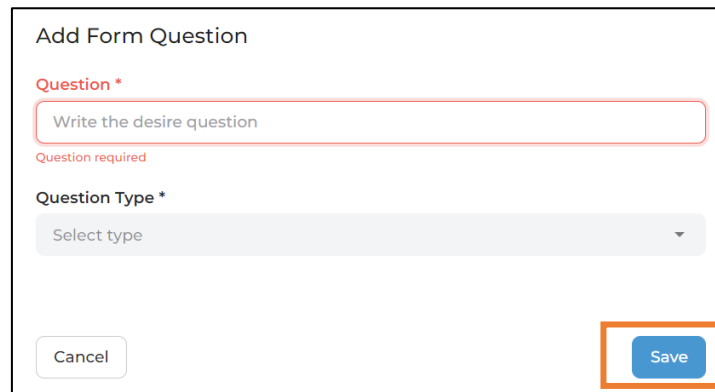
No classes linked

Link Class

Questions

Question	Type
Last Ate	Open question
At	Time

Add Question



Add Form Question

Question *

Write the desire question

Question required

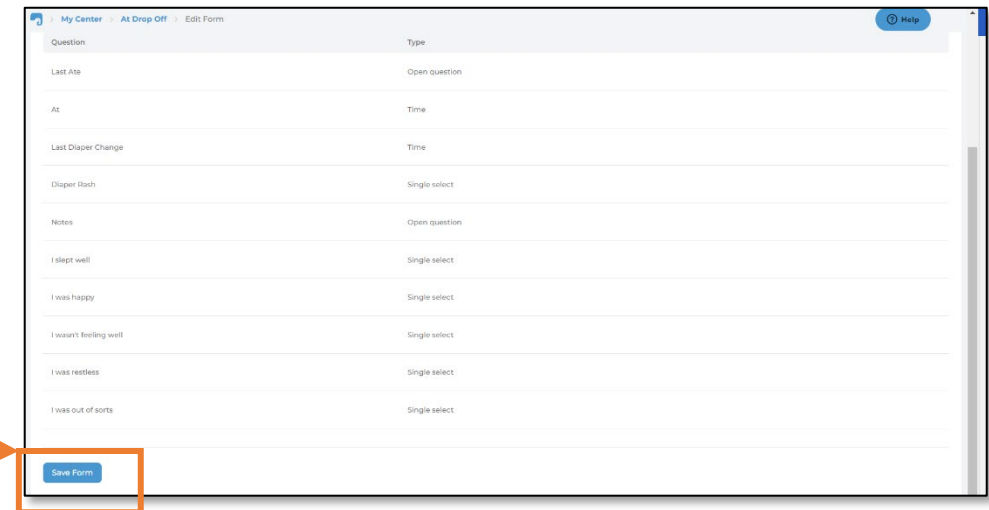
Question Type *

Select type

Cancel

Save

Click >>Save<< then >>Save Form<<.



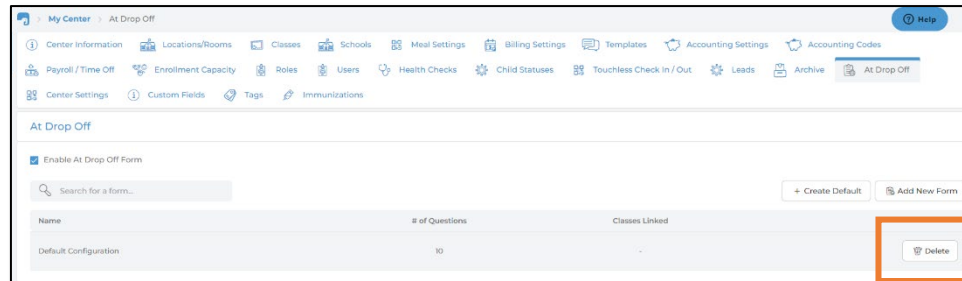
My Center > At Drop Off > Edit Form

Question	Type
Last Ate	Open question
At	Time
Last Diaper Change	Time
Diaper Rash	Single select
Notes	Open question
I slept well	Single select
I was happy	Single select
I wasn't feeling well	Single select
I was restless	Single select
I was out of sorts	Single select

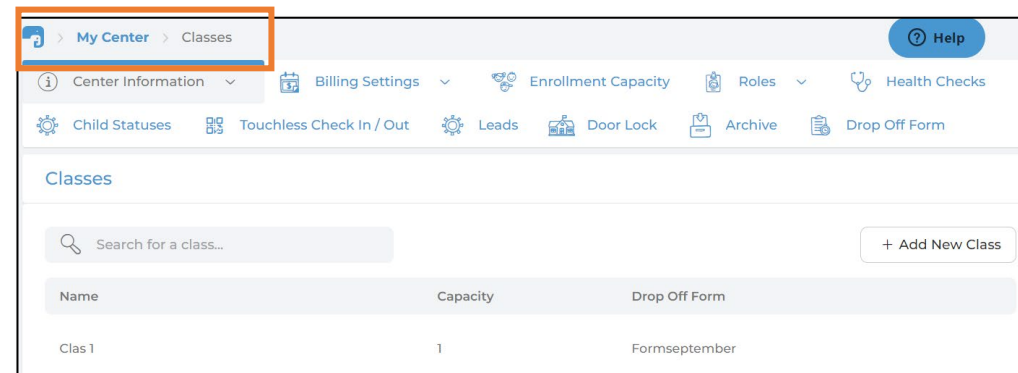
Save Form

Delete a Form

My Center > Drop Off Form > Select a Form > Delete



To see if a class is linked to a form, go to My Center > Classes:

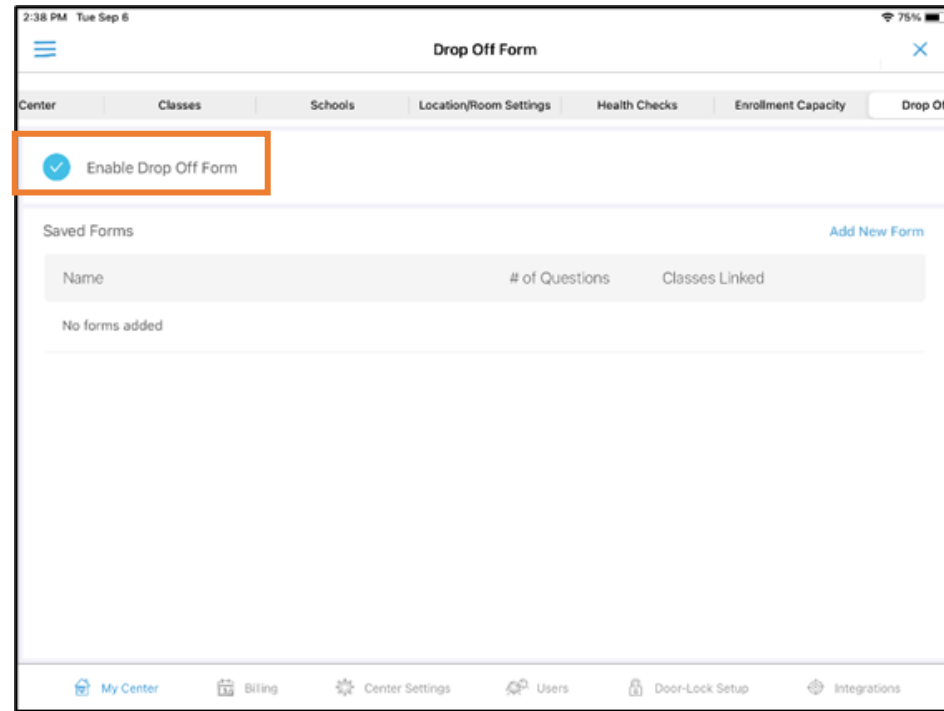




Center iOS App

Activate Drop Off

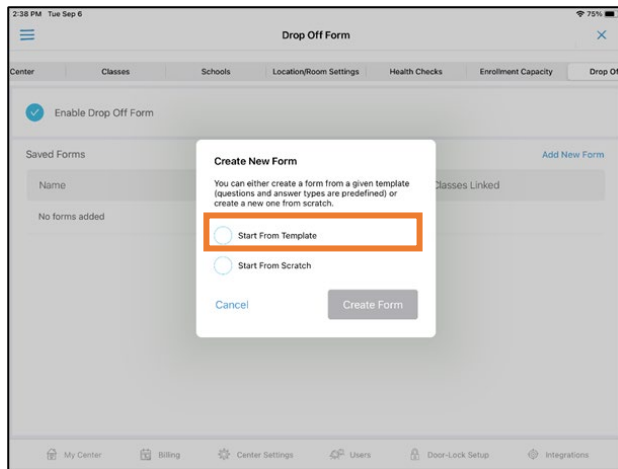
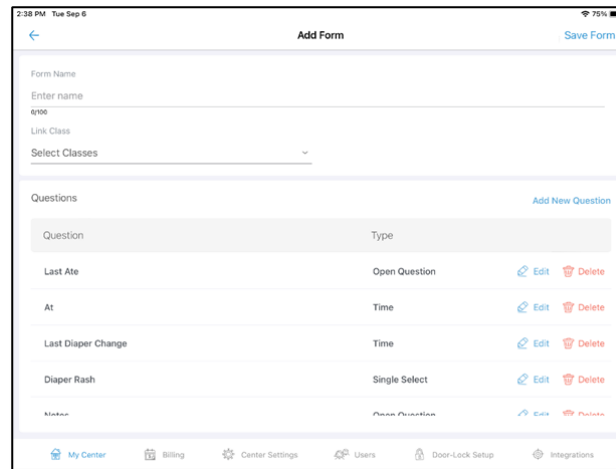
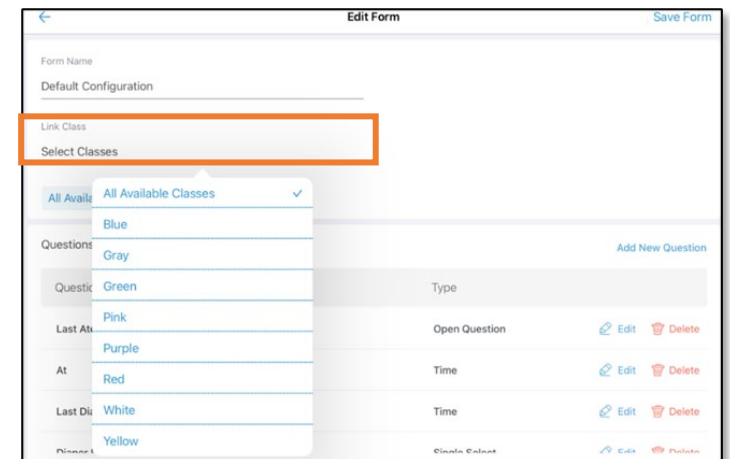
My Center > Drop Off Form > Enable Drop Off Form



Use a Default Form

Smartcare offers a default Drop Off Form template. The default form includes 10 questions best used for infant classes. Once selected, it can be linked to specific classes.

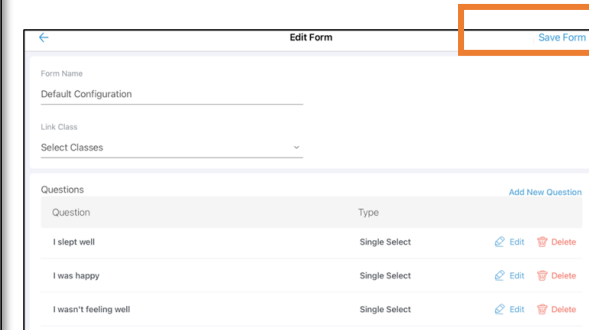
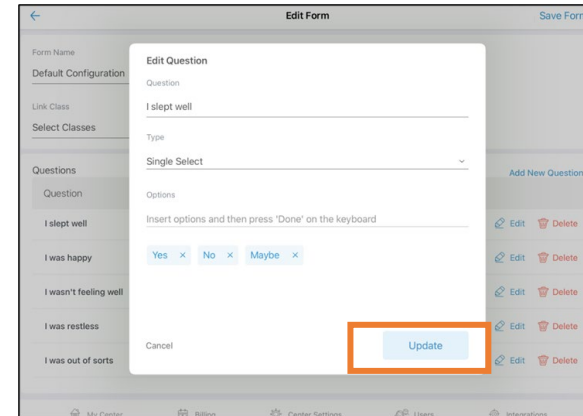
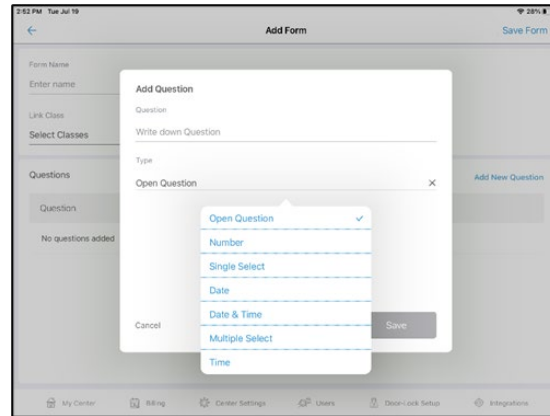
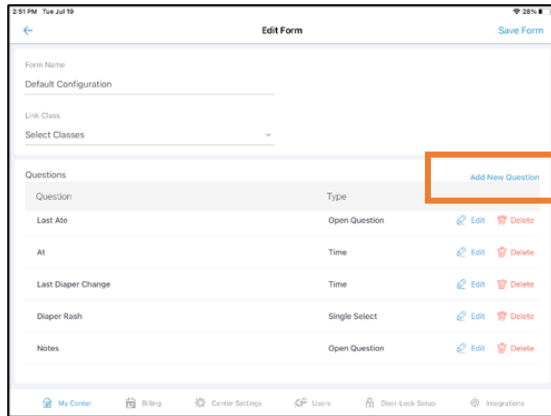
When selecting a class there is the option of tapping on All Available Classes, several classes or a specific class.

Edit an Existing Form

My Center > Drop Off Form > Click on existing form > Click on Add Question button or Tap on an existing question to edit or delete

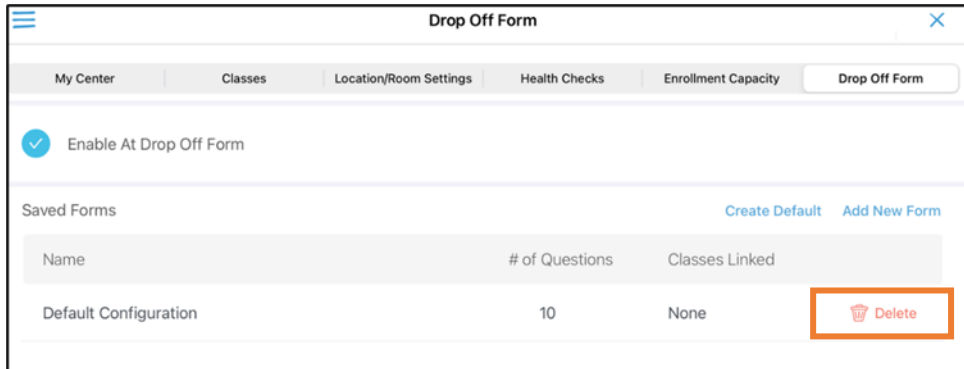
When editing a question, tap on >>Update<< then >>Save Form<<



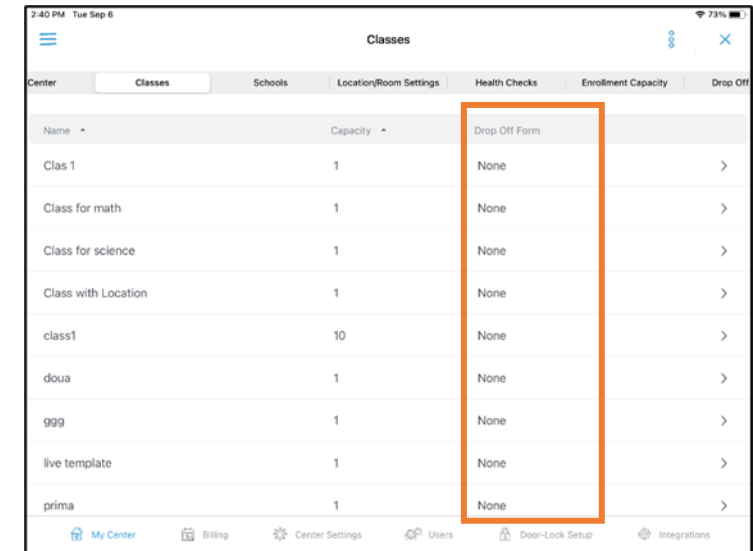
Delete a Form

My Center > Drop Off Form > Delete

To see if a class is linked to a form, tap on >>My Center<< and then >>Classes<<



Name	# of Questions	Classes Linked	
Default Configuration	10	None	Delete



Name	Capacity	Drop Off Form	
Clas 1	1	None	>
Class for math	1	None	>
Class for science	1	None	>
Class with Location	1	None	>
class1	10	None	>
doua	1	None	>
ggg	1	None	>
live template	1	None	>
prima	1	None	>



Web Parent App

Submit New

Select "Drop Off Form" on far left of screen
Click >>+ Submit New<< on top right of screen

Child	Class	Form Submitted	Submitted Date	Submitted By
FC First Child	First Class	No	N/A	N/A
CB child child bebe	Enterprise Toddlers	No	N/A	N/A
AC Automation Child	0 class	No	N/A	N/A
DT DropOff Test	-	No	N/A	N/A

Select the child for which you want to submit a drop off form and then click >>Continue<<

Submit New Drop Off Form

Select the child you wish to complete the drop off form for:

- ☐ SB Sara Bread
- ☐ SB Soren Bread
- ☐ AB Albert Bread
- ☐ AB Alison Bread
- ☐ CB Connor Bread
- ☐ AB Amira Bread
- ☒ AB Andrew Bread
- ☐ CB Colin Bread
- ☐ MB Maria Bread

Cancel Continue

Complete the form then select >>Submit Form<<

Andrew Bread - Jul 27 2022, 09:11

1. Last Ate *

Sour

2. At (24h) *

09:00

3. Last Diaper Change (24h) *

10:00

4. Diaper Rash *

No

5. Notes *

OK

6. I slept well *

Yes

Cancel Submit Form

Drop Off Form successfully added

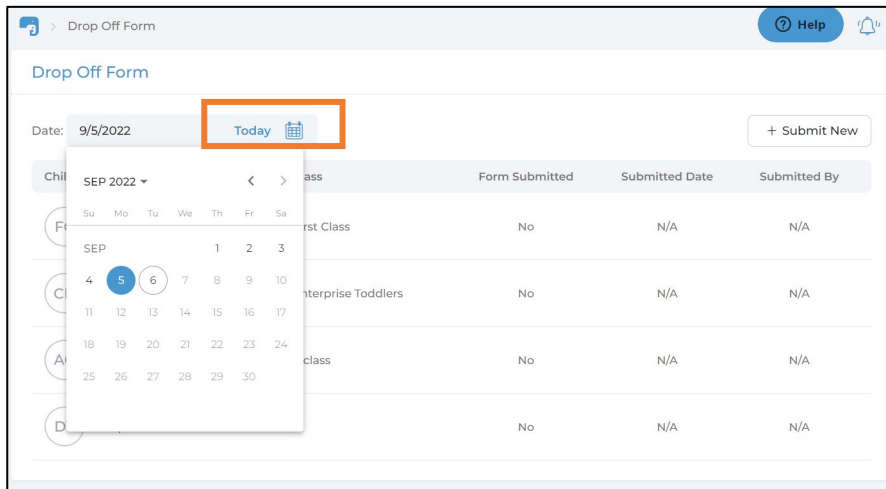
+ Submit New

Child	Class	Form Submitted	Submitted Date	Submitted By
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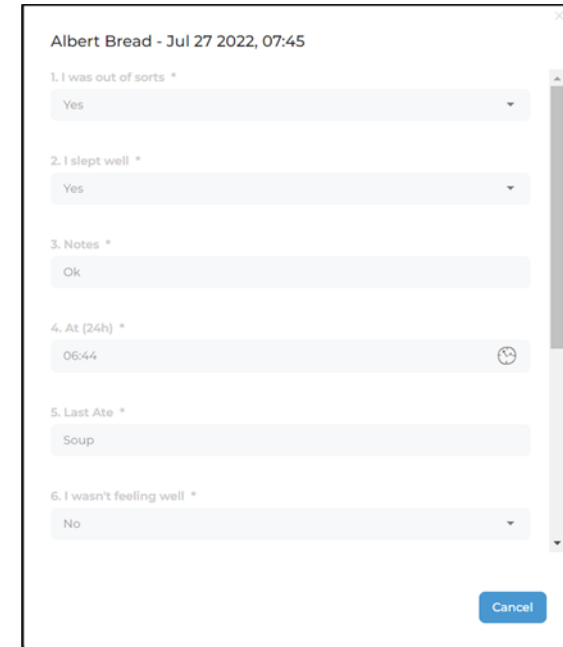
View Completed Forms

Once the form is submitted, parents can click on the calendar icon next to “Date” to view specific forms that were previously submitted

Then, the parent can view the submitted form



Child	Form Submitted	Submitted Date	Submitted By
First Class	No	N/A	N/A
Enterprise Toddlers	No	N/A	N/A
class	No	N/A	N/A
	No	N/A	N/A



Albert Bread - Jul 27 2022, 07:45

1. I was out of sorts *
Yes
2. I slept well *
Yes
3. Notes *
Ok
4. At (24h) *
06:44
5. Last Ate *
Soup
6. I wasn't feeling well *
No

Cancel



Parent Android App

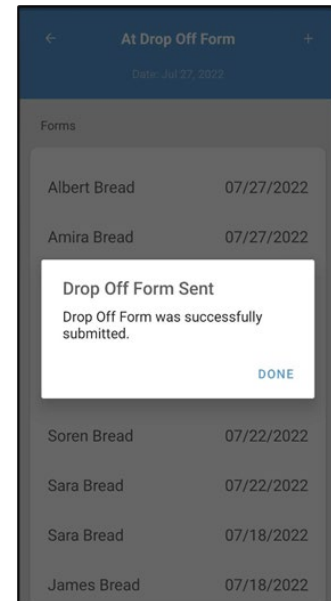
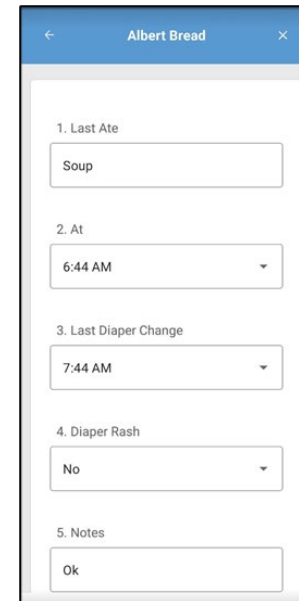
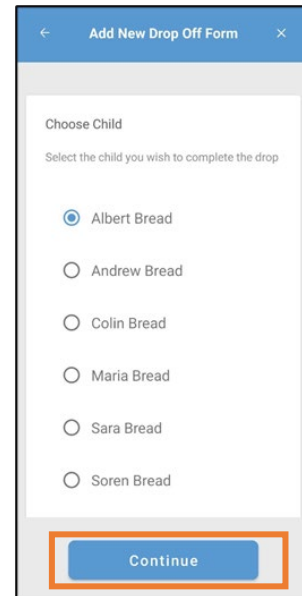
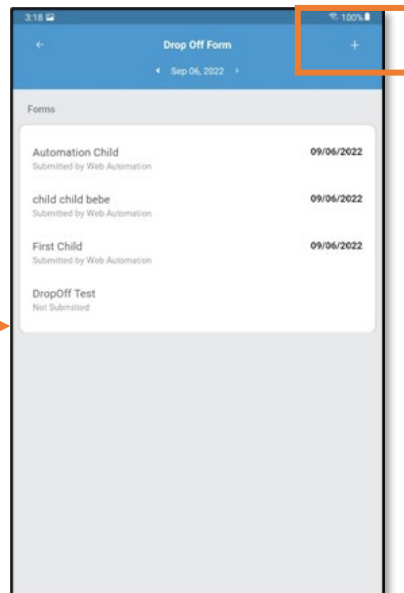
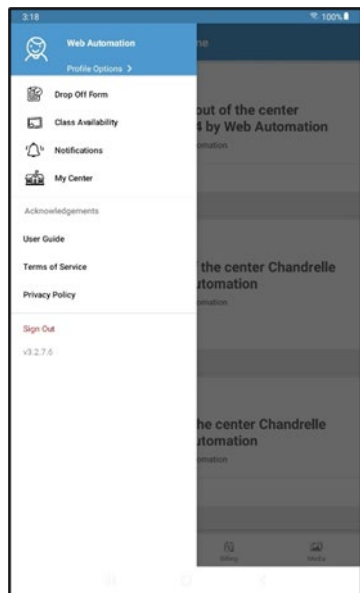
Submit New

Tap the three lines at the top left of the screen
Select >> Drop Off Form<<

Tap on (+) icon

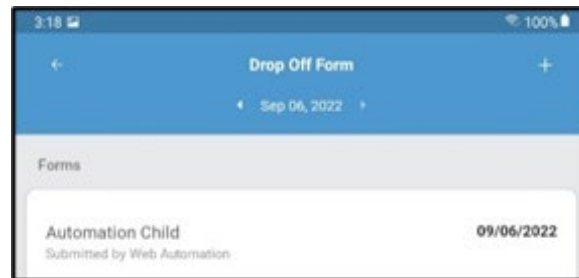
Select the child for which you desire to complete a drop off form and then tap >>Continue<<

Complete the form then tap on >>Submit Form<<

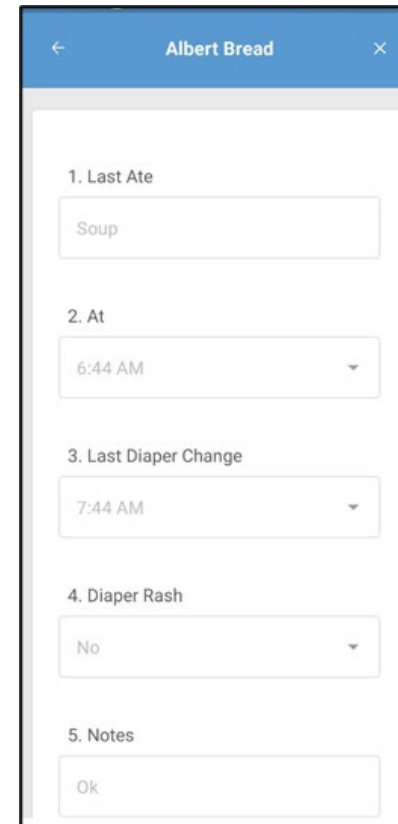


View Completed Forms

After submission, parents can view forms previously submitted for their children



A screenshot of a mobile app interface showing a confirmation screen for a 'Drop Off Form'. The top status bar shows the time 3:18 and 100% battery. The app header is blue with a back arrow, the title 'Drop Off Form', and a plus icon. Below the header, a date separator shows 'Sep 06, 2022'. The main content area has a light gray background with the heading 'Forms'. A white card displays 'Automation Child' and 'Submitted by Web Automation' on the left, and the date '09/06/2022' on the right.



A screenshot of a mobile app interface showing a list of completed forms for a child named 'Albert Bread'. The app header is blue with a back arrow, the name 'Albert Bread', and a close icon. The list contains five items, each with a text input field:

- 1. Last Ate: Soup
- 2. At: 6:44 AM
- 3. Last Diaper Change: 7:44 AM
- 4. Diaper Rash: No
- 5. Notes: Ok



Parent iOS App

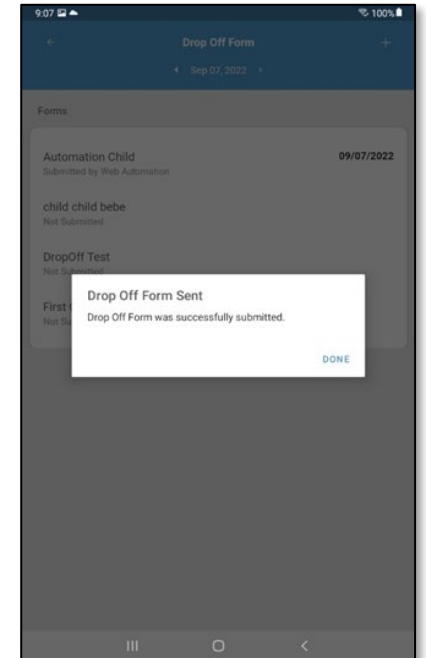
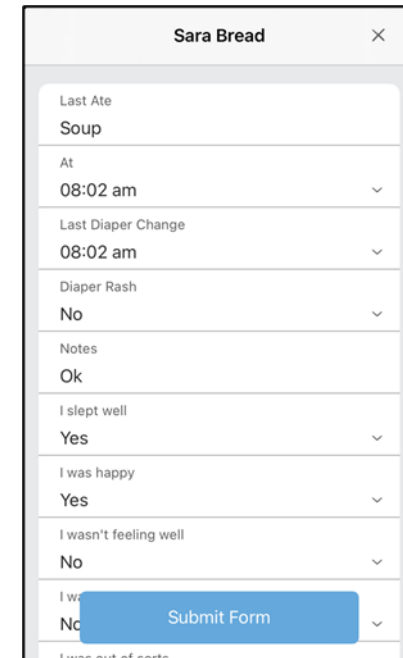
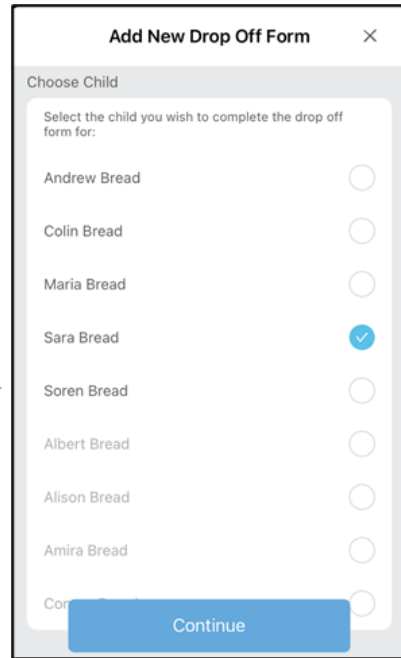
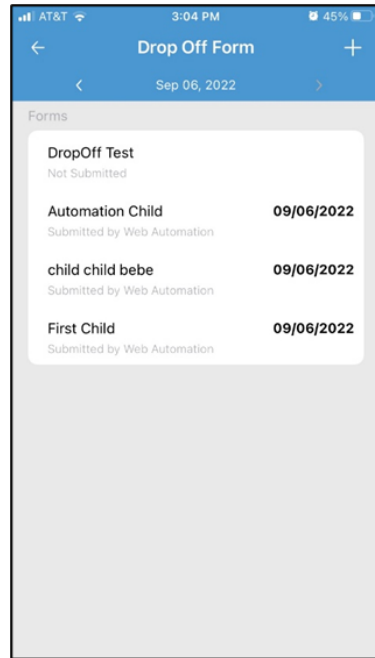
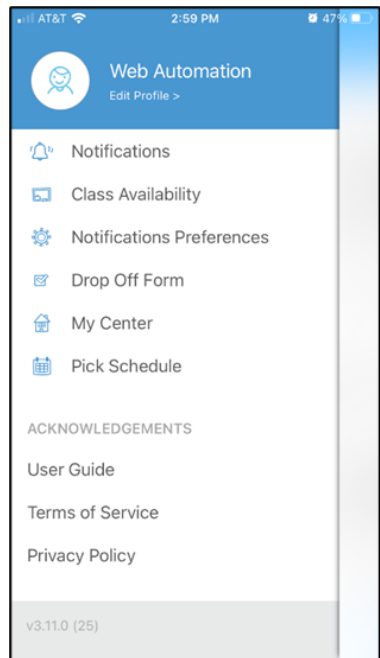
Submit New

Go to Drop Off Form

Tap on (+) icon

Select the child then tap
>>Continue<<

Fill out the form and tap on >>Submit Form<<



View Completed Forms

After submission, parents can view forms previously submitted for their children

The screenshot shows a mobile app interface for a 'Drop Off Form'. The top status bar shows 'AT&T', '3:04 PM', and '45%' battery. The app header is blue with a back arrow, 'Drop Off Form', and a plus icon. Below the header is a date selector showing 'Sep 06, 2022'. The main content area is titled 'Forms' and contains a list of three submitted forms:

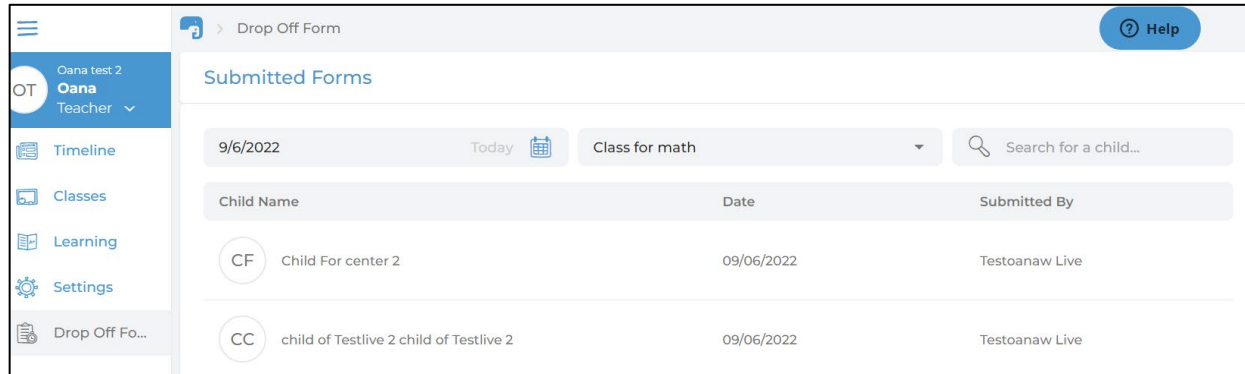
Form Name	Submission Date
DropOff Test Not Submitted	
Automation Child Submitted by Web Automation	09/06/2022
child child bebe Submitted by Web Automation	09/06/2022
First Child Submitted by Web Automation	09/06/2022

The screenshot shows a completed form for a child named 'Sara Bread'. The form contains the following fields and values:

I was out of sorts	No
I slept well	Yes
Notes	Ok
At	08:02 am
Last Ate	Soup
I wasn't feeling well	No
I was happy	Yes
I was restless	No
Diaper Rash	No
Last Diaper Change	

Teacher Web App

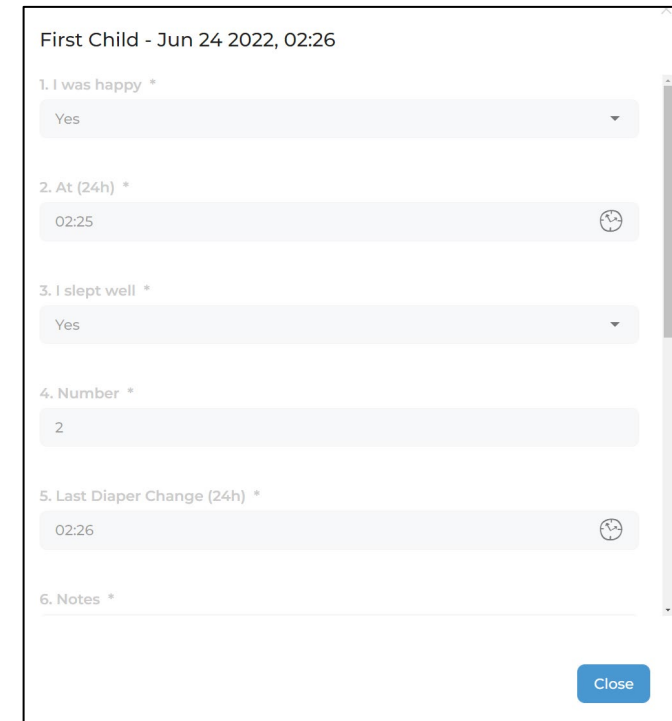
Login in to Smartcare > Select the appropriate center > and select “Drop Off Form” on the far left



Child Name	Date	Submitted By
CF Child For center 2	09/06/2022	Testoanaw Live
CC child of Testlive 2 child of Testlive 2	09/06/2022	Testoanaw Live

View Drop Off Forms

The application offers the ability for teachers to sort by date, class, or a specific child to view their submitted drop off forms



First Child - Jun 24 2022, 02:26

1. I was happy *
Yes

2. At (24h) *
02:25

3. I slept well *
Yes

4. Number *
2

5. Last Diaper Change (24h) *
02:26

6. Notes *

Close