



## OWNA APP GUIDE

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## OWNA APP GUIDE

### Home Page

Once you have logged in you will automatically be on the home page.

The screenshot shows the OWNA app interface. At the top, there's a green header with 'All Posts' and a search bar. Below that, a UV alert is displayed. A post by Francesco Lopez is shown with a photo of a baby. At the bottom, there's a navigation bar with five icons: home, calendar, create post, notifications, and settings.

- daily information
- invoices
- reports
- records
- forms
- documents
- newsletters

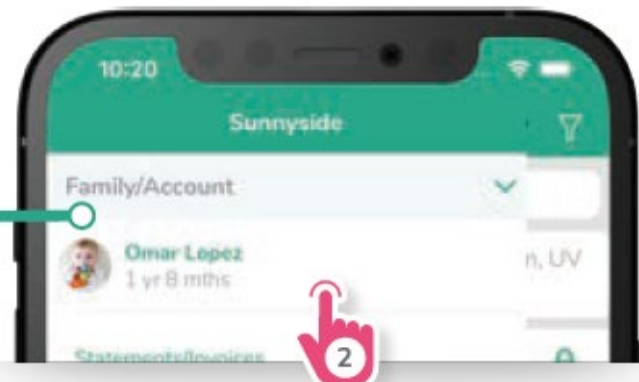
- filter your posts
- by room
- by popularity

- home page
- calendar
- create post
- casual bookings
- handover form
- mark child not attending
- notifications
- settings
- change details
- change password

## OWNA APP GUIDE

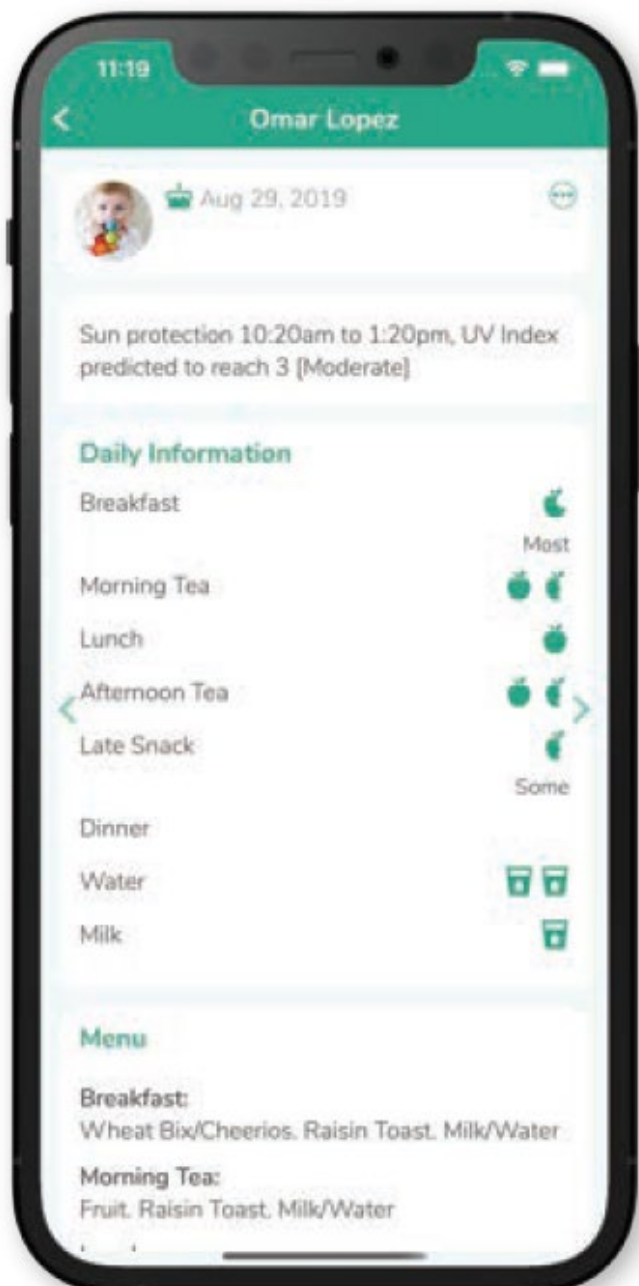
### Daily Information

Includes menu, dietary information and sun protection.



#### Information includes

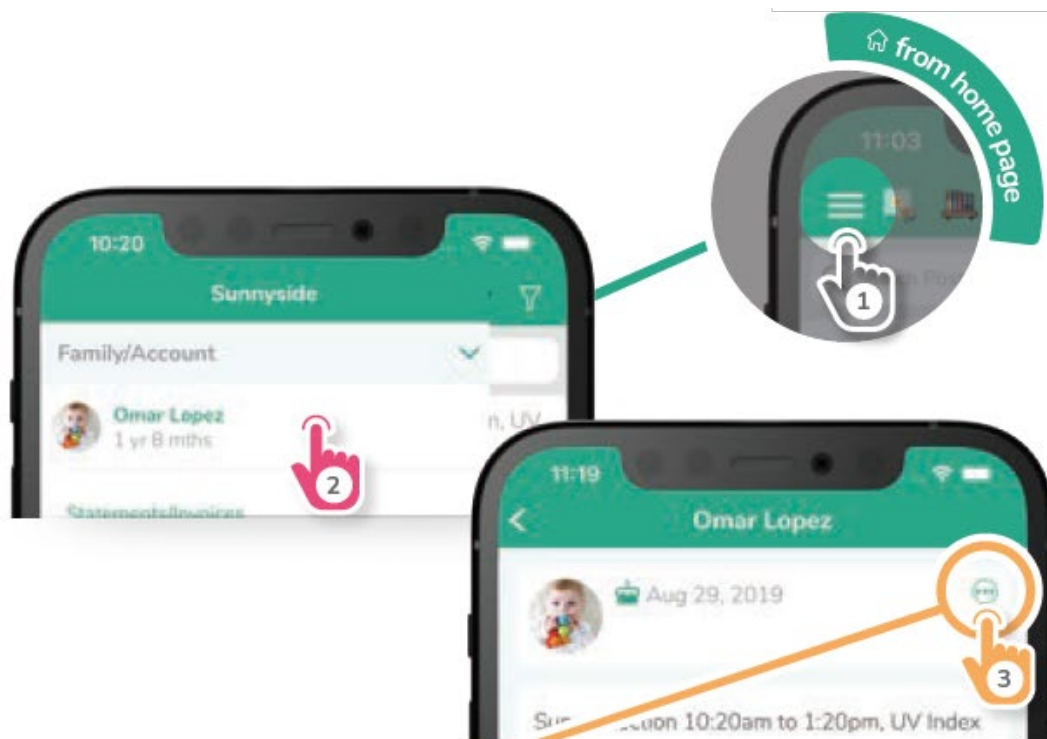
- daily menu
- dietary information
- sun protection updates



## OWNA APP GUIDE

### Records & Reports

Medical records, attendance history and CWA form.



View All Posts	
Developmental Summary Report	
View Incident Reports	○ Sign your child's Incident Reports
Child's Goals	
View Documents	
Create Medication Record	
View Medication Records	○ Record medication that needs to be given to your child
Ongoing/Non Prescribed Cream Form	
Attendance History	
Upload Immunisation Record	
Sign CWA	○ Sign CWA Form

## OWNA APP GUIDE

### Casual Booking

You can make a casual booking, mark absences, fill in handover information and create your own post.

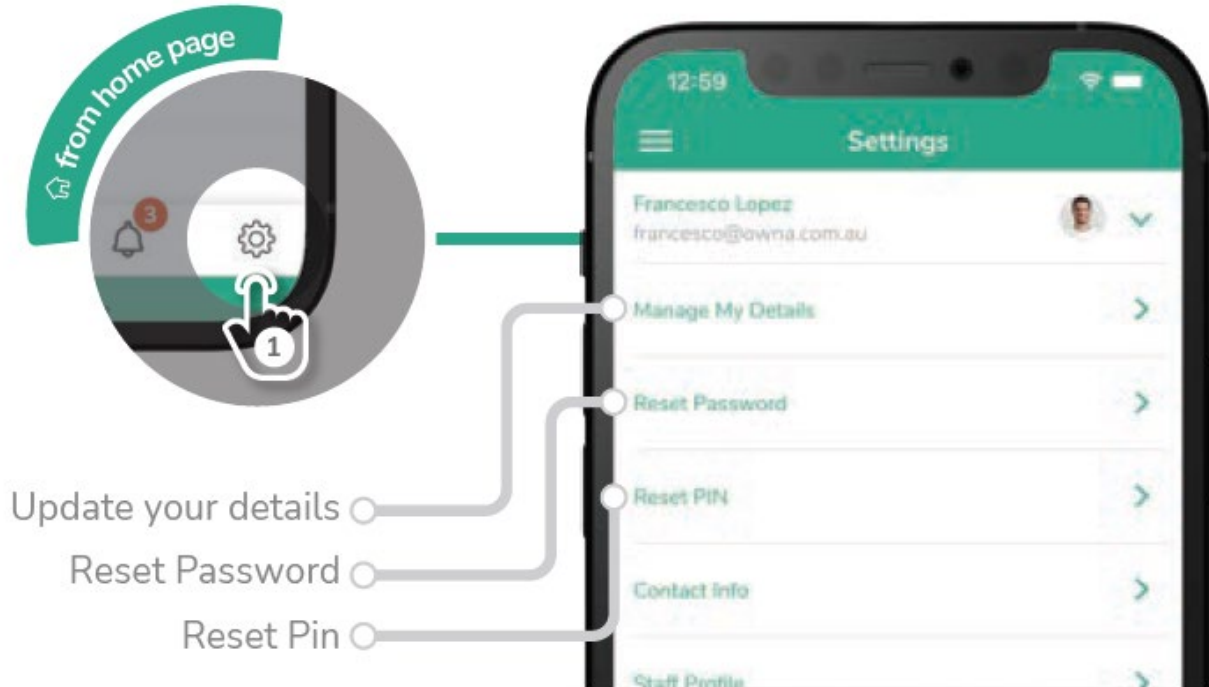




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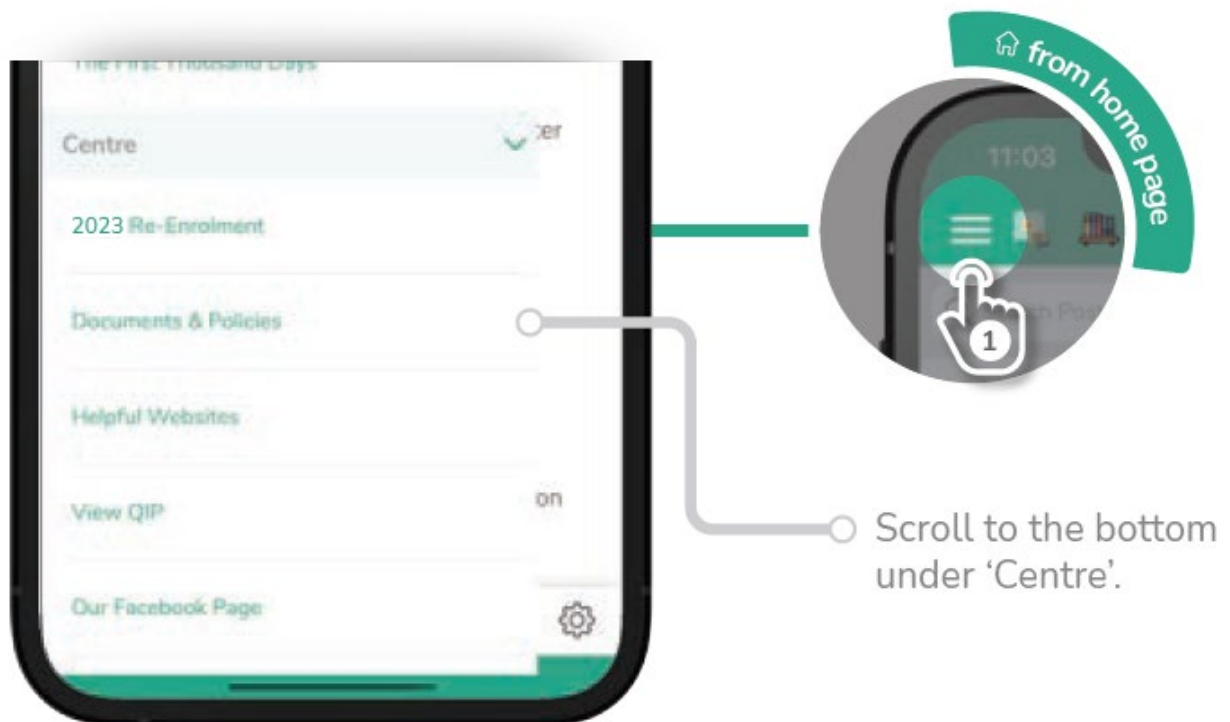
### Change Your Details

Reset your pin, password and update your details here.



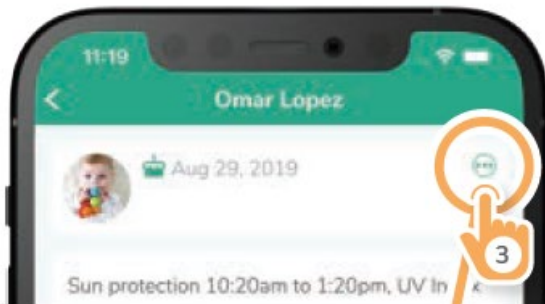
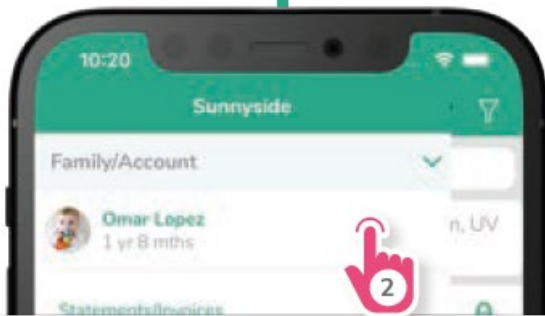
### Documents & Policies

Access fact sheets, forms and centre information.

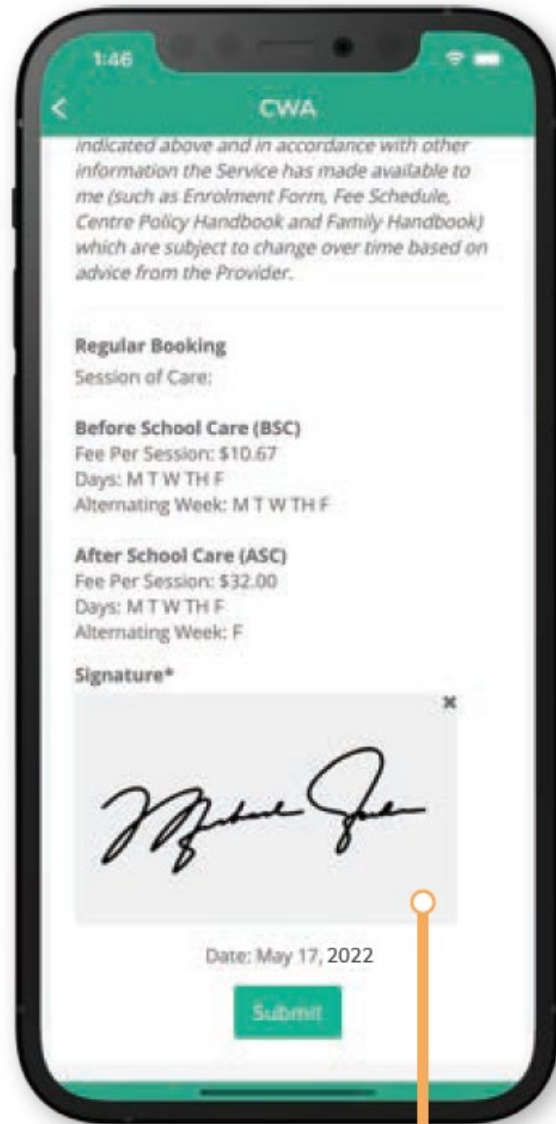


## OWNA APP GUIDE

### Sign the Complying Written Arrangement (CWA) Form



Select "Sign CWA"



Read, scroll through the CWA and sign the signature box.

## OWNA APP GUIDE

### Sign Direct Debit Request (DDR) Form

**from home page**

1

2

3

Click DDR form button

Select your preferred method of payment

Fill in the form, sign and submit.

**Statements/Invoices**

Unsure how to read Invoice?

Last 30 days

Transaction Description	DR
Oct 23, 2022 OPENING BALANCE	\$18,898.68
Oct 23, 2022	\$638.75

**DDR Authority**

Select preferred Method\*

- Credit Card/Debit Card
- Direct Debit from Bank Account

Signature\*

Name on Card\*

Card Number\*

Expiry Date\*

MM

YY

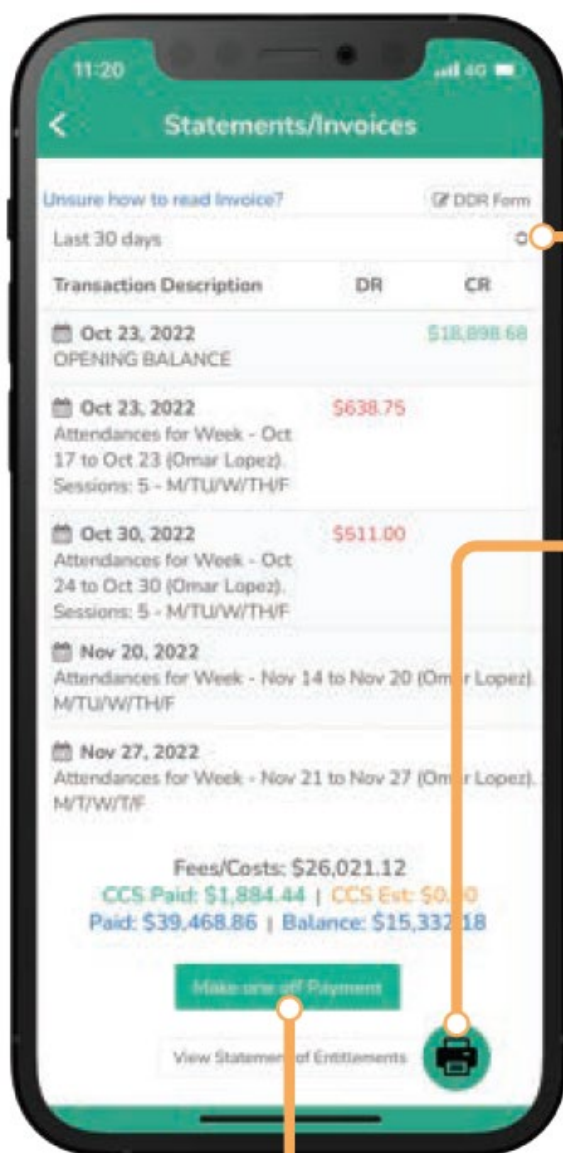
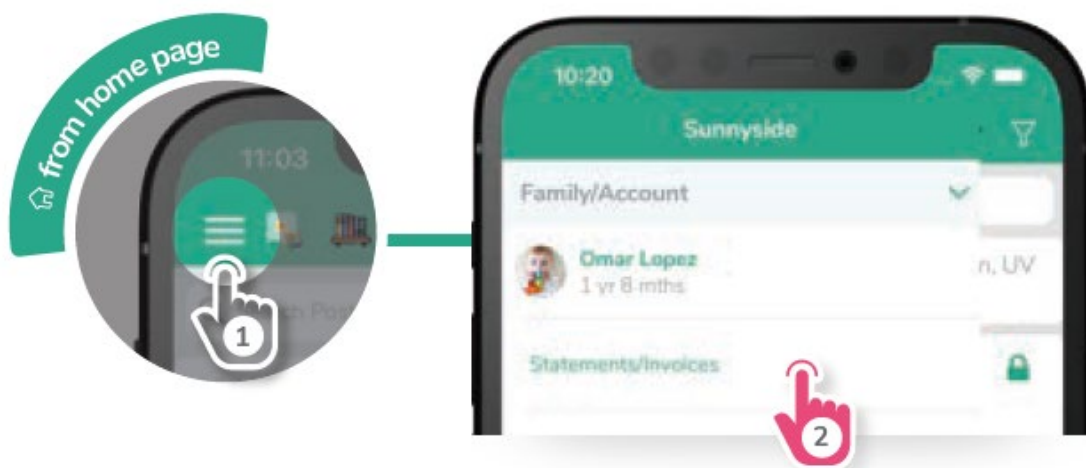
Security Code\*





## OWNA APP GUIDE

### Statements & Invoices



View your statements from the last 30 days or up to 24 months.

Print your statements and invoices whenever you see this icon.

Scroll to the bottom to make a one off payment.