



25 August 2021

## Instructions for using the Tieto Edu mobile and web application

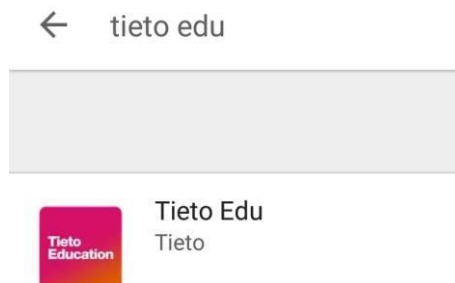
The mobile version of Tieto Edu is compatible with Android and IOs devices, and the recommended browser for the web version is Chrome or Firefox.

**Do not use Internet Explorer** for registering schedules – it is not compatible with the software.

Tieto Edu is available in Finnish, Swedish and English.

### Mobile application

The scheduling application can be found in application stores (Google Play/Apple App Store) with the search term **Tieto Edu**



### Web application

The web version of the scheduling application can be found at

[https://education.service.tieto.com/We.Spaces.Web/?domain=EduAppFI&actor=Actor\\_Relative&idpmethod=SAML](https://education.service.tieto.com/We.Spaces.Web/?domain=EduAppFI&actor=Actor_Relative&idpmethod=SAML)

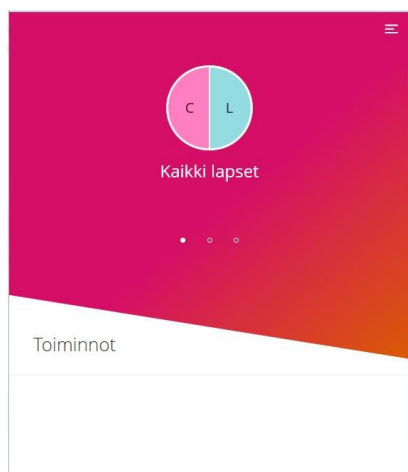
We recommend using the Chrome or Firefox browser.

## Login



The mobile application and web version use the Suomi.fi identification system for login, so either online banking credentials or mobile authentication are required.

After login, the application opens to the home page.



### Instructions and settings

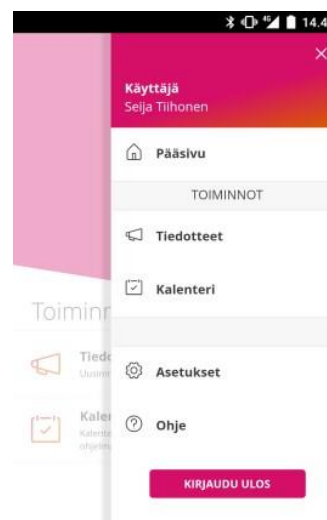
The program's main menu (top right corner) includes:

#### Settings

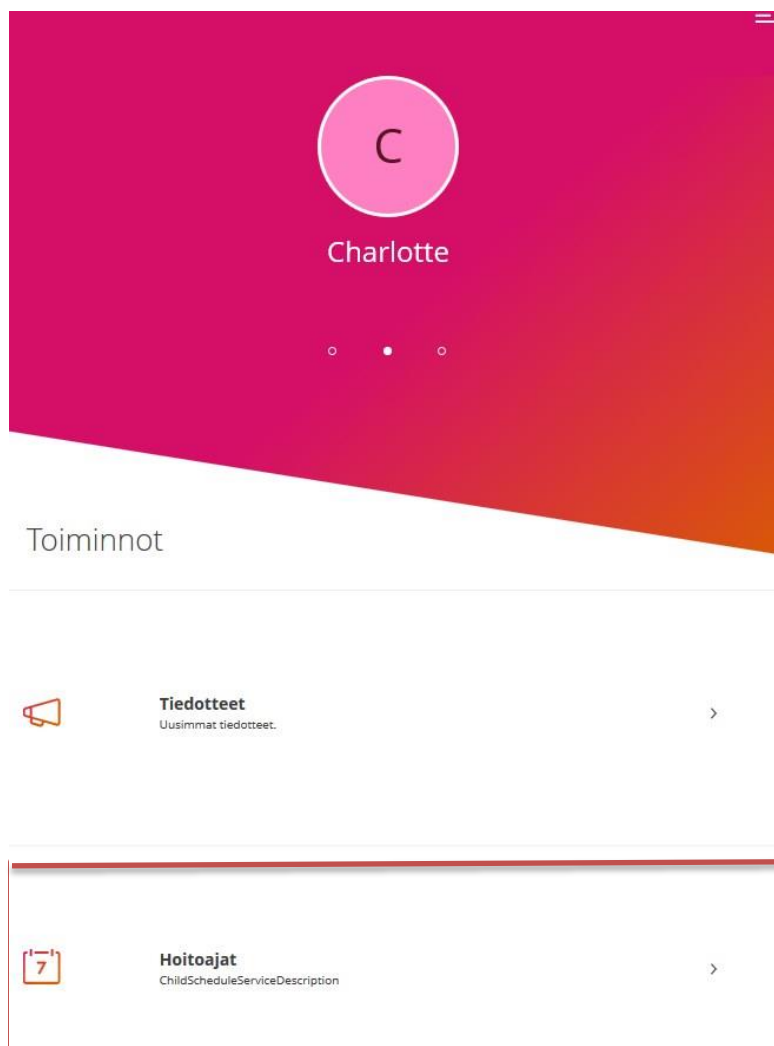
- You can switch the default language of the application.

#### Help

- Information and instructions for the use of the application.



Select a child to start registering day-care schedules.



The first week without a schedule opens automatically.

←
**HOITOAJAT**
☰

Charlotte

1.Maria Björkbackens förskola - Freja (1.3.2017) ▾

←
Huhtikuuta 2017
→

vk 13 27.3. - 2.4.	vk 14 3.4. - 9.4.	vk 15 10.4. - 16.4.	vk 16 17.4. - 23.4.	vk 17 24.4. - 30.4.	vk 18 1.5. - 7.5.
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**Ma** 24.4.  Poissaolo

hh:mm - hh:mm + -

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**Ti** 25.4.  Poissaolo

hh:mm - hh:mm + -

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**Ke** 26.4.  Poissaolo

hh:mm - hh:mm + -

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**To** 27.4.  Poissaolo

hh:mm - hh:mm + -

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**Pe** 28.4.  Poissaolo

hh:mm - hh:mm + -

Yhteensä: 0h 0min

↻  
Peru muutokset

📄  
Kopioi viikko

📅  
Liitä viikko

HYVÄKSY

You can register a planned schedule or absence for each day.

←
Huhtikuuta 2017
→

vk 13 27.3. - 2.4.	vk 14 3.4. - 9.4.	vk 15 10.4. - 16.4.	vk 16 17.4. - 23.4.	vk 17 24.4. - 30.4.	vk 18 1.5. - 7.5.
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**Ma** 24.4.  Poissaolo

07:05 - 16:35 + -

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**Ti** 25.4.  Poissaolo

Semester ▾

There must be a schedule or absence for every weekday before you can save the information by selecting Confirm.

It is not necessary to confirm each week separately; you can register schedules for several weeks and then confirm them all together.

Yhteensä: 37h 0min

↻  
Peru muutokset

📄  
Kopioi viikko

📅  
Liitä viikko

HYVÄKSY

Note! For children in pre-primary education, **always register the length of the full day** that the child spends at the day-care centre, including the hours of pre-primary education.

You can easily copy the selected week to several weeks with the copy function.

Before sending the information, the application displays a summary of the saved weeks.

### Yhteenveto

1. Maria Björkbackens förskola - Freja

VK

17 37h 0min ▼ Näytä

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EDELLINEN
LÄHETÄ

**It is possible to register schedules for new weeks before the buffer time. On Sunday at midnight (24:00), the following week and the week after that closes.**

You can also change previously scheduled weeks before the buffer time.

For example, on Sunday, 11 March 2018, you can still change and/or register care times and absences for week 12 (19–25 March 2018). On Monday, 12 March 2018, the entire week 12 is locked and cannot be changed anymore.

You can register future schedules up to six months in advance.

**If no schedule has been registered for a child by the locking date marking the beginning of the buffer time, the assumption is that the child will not need day-care services during that period.**

However, if the child absolutely needs day-care due to the parents' work or studies, contact the day-care centre director immediately.

Information on the subject and frequently asked questions and answers will be available on the City of Lappeenranta website.

**More information about the technical aspects of the application:**

[eduapp@tieto.com](mailto:eduapp@tieto.com)

You may also send feedback/development requests related to the application or its use to the address above.

**For more information about registering schedules, contact the day-care centre director.**

*Lappeenranta is an international university city and popular city for tourism in a logistically significant region in Southeast Finland, near the border between the EU and Russia. Lappeenranta University of Technology (LUT), the innovative operating environment, competent workforce and great networks facilitate launching and expanding international business activities in the city of approximately 73,000 inhabitants. Thanks to its international airport, Lappeenranta offers excellent accessibility. Situated by Lake Saimaa, the city is also valued for its clean environment and attractive residential districts. [www.lappeenranta.fi](http://www.lappeenranta.fi) [www.lappeenranta.fi](http://www.lappeenranta.fi)*

