



# Parent Welcome Pack

How-to guide getting started with Xplor



## **The best way to connect with your children.**

Every moment; every day. Toothless grins, first steps, music, art work, books, and priceless mementos. Broadcast live and saved on a beautiful, organised timeline celebrating your child's learning memories while in childcare.

# Getting Started

Congratulations! Your centre is now part of the Xplor magic.  
More information [www.myxplor.com](http://www.myxplor.com)

## How secure is Xplor?

- Secured by Verizon on their global private network, backed by Advanced Security and Forensic Analytics
- Full application security on all layers with multi-vector protection - just like a tier-one bank
- All data is housed on Verizon's Enterprise Class; intrinsically secure cloud
- Devices are on a closed infrastructure with no external connectivity
- All data transactions are tracked, logged, then backed up incrementally

## Log-in credentials

1. Before you can use Xplor, your centre will need to input your nominated email address into your child's profile
2. An automated email will be sent to your inbox with your log-in details
3. If you forget your password, advise your centre to reset it and an automatic email will be sent to your email address



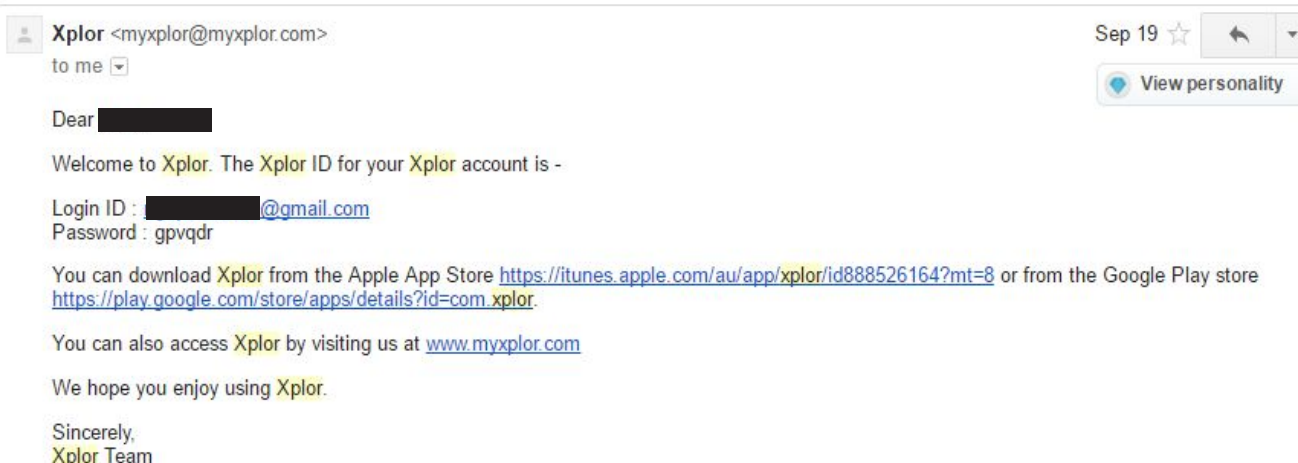


# Getting Your Xplor Password

Xplor is optimised for Google Chrome. Using other web browsers such as Internet Explorer may prevent features from working to its full capability.

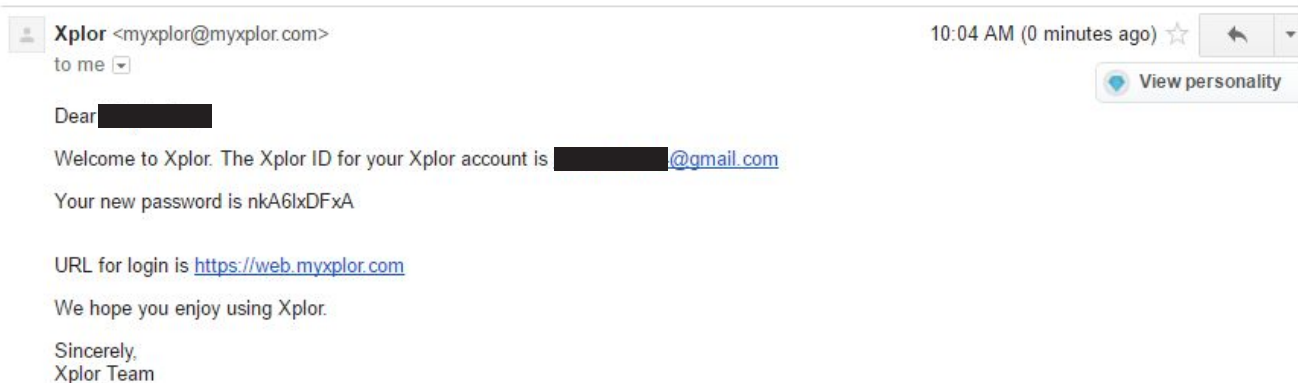
1. When you first join Xplor you will receive an email with your login details (Check your spam folder if you can't see this information and if the email you've provided the centre is correct)

## Parent Registration Details



## Password Reset

Inbox x



*example of registration email / password reset email*

2. You can log-in on [www.myxplor.com](https://www.myxplor.com) or through the Xplor App

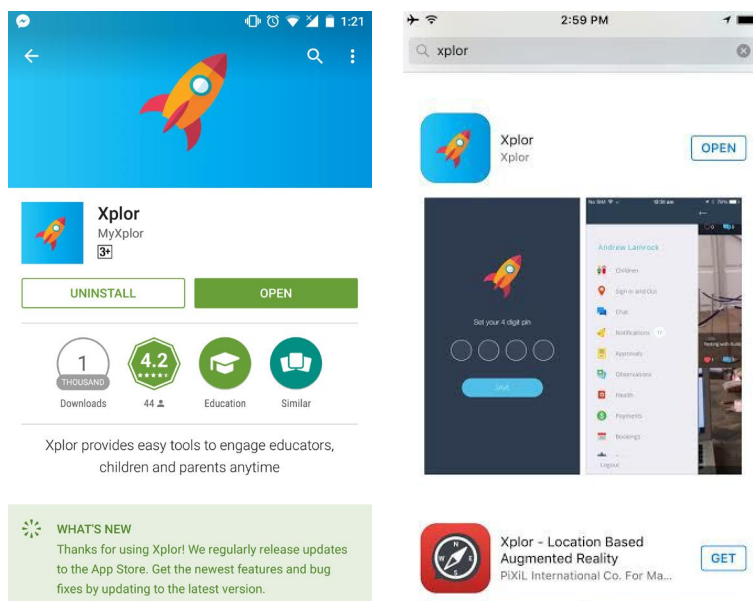





# How to: Download Xplor App

Please ensure you're connected to the internet to successfully download the Xplor application on to your mobile device.

1. Go to Google Play/App Store. Ensure you're logged into a Google/Apple account to download Xplor.
2. In the search bar type in 'Xplor', and download



*example of the Google Play / App Store screens*

3. To log-in for the first time, use the credentials sent to your email address. Turn your LOCATION and BLUETOOTH settings ON
4. Set your PIN. Then tap  , go to SETTINGS and change your password to one that you will easily remember.





# How to: Log-in via Web/App

Xplor is optimised for Google Chrome. Using other web browsers such as Internet Explorer, Firefox, may prevent features from working to its full capability.

## How do parents change their password via the web

1. Log into [www.myxplor.com](http://www.myxplor.com)
2. Go to LOG IN
3. Enter Email Address
4. Enter password in the Edit Password field, sign in
5. Once logged in, navigate to the left hand side of the screen and choose Settings
6. Retype a new 6 digit password. Parents should keep a copy of this password in a safe place.

*If passwords are forgotten then the centre director will need to reset these and the parent will receive a new email with a new generic password and will need to follow the same steps to change.*

## How do parents change their password via the app

1. Sign in (if they log themselves out)
2. Enter 4 digit pin (which they have chosen. This pin can also be reset.
3. Go to Settings
4. Enter password in the Edit Password field
5. Scroll down and SAVE





# How to: Set up Auto Debit

Please note: Setting-up payment details can only be achieved via parent log-in on [myxplor.com](https://myxplor.com)

1. Go to [myxplor.com](https://myxplor.com) and in the top-right corner click LOG IN and fill-out the fields using your EMAIL and PASSWORD
2. On the left hand side navigation click AUTO-DEBIT SETUP, depending on your centres nominated payment gateway you will see the following:

☒ Credit Card Details ☐ Bank Details

Enter Card Number

Exp Date

Month Year CVV

Name on Card

☐ Billing Agreement

Submit

Xplor Invoice

PayPal

Get a PayPal account? Log In

or

Pay with credit or debit card

We don't share your financial details with the merchant.

Country: Australia

Card number

Expires CVV

First name Last name

Phone type: Mobile Phone Country Code: +61 (All)

Phone number

Billing address

Address line 1

Address line 2

Suburb

State/Territory

Postcode

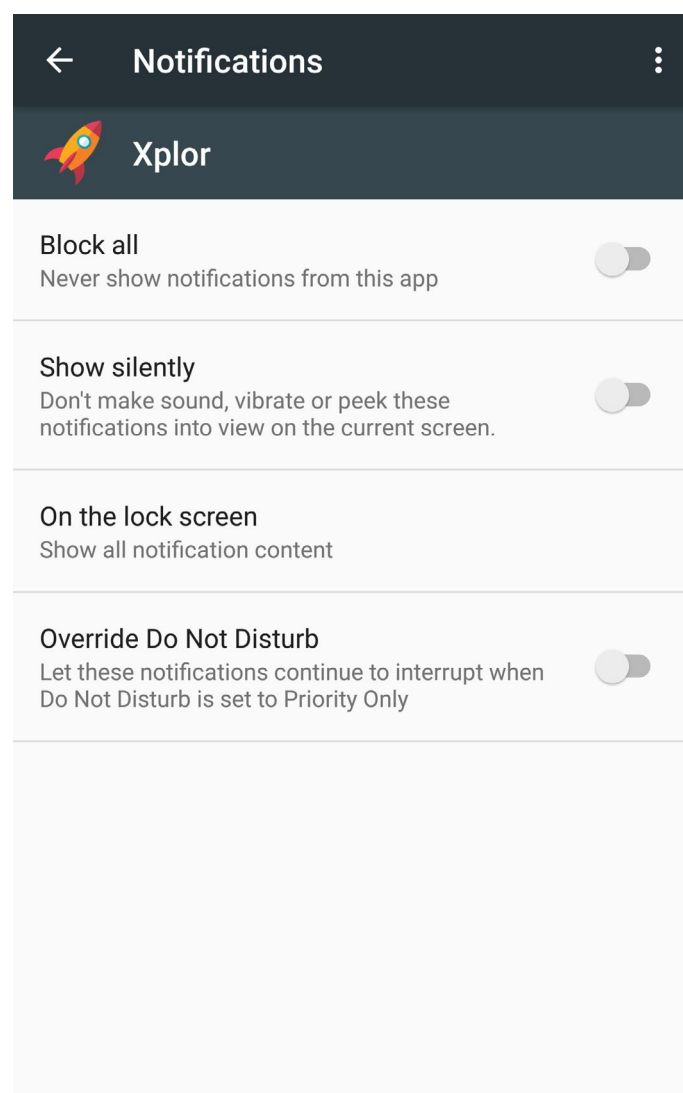
3. Fill-out the fields. Once complete you will be redirected to Xplor with the prompt: 'PAYMENT AUTHORISATION SUCCESSFUL'



# How to: Turn off Notifications

Don't like notifications on your mobile? This is how you turn them off.

1. On your mobile go to **SETTINGS > APPS > XPLOR**
2. Tap on **PERMISSIONS** or **NOTIFICATIONS** depending on your mobile model
3. Turn off notifications



*Nexus 6P Example*

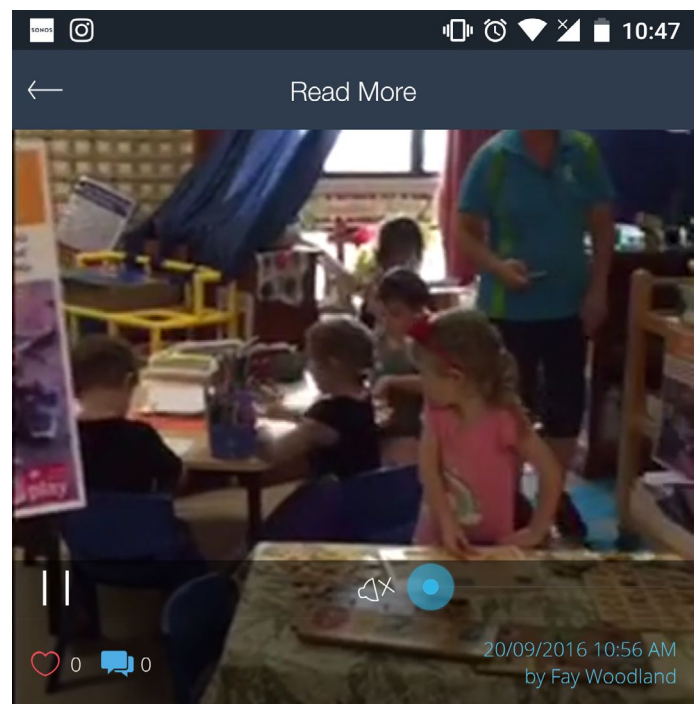




# How to: View Videos With Sound

Make sure your sound settings are turned up

1. Go into your child's timeline
2. Videos on your timeline will play automatically without sound
3. Tap into the video, and slide the volume bar on the bottom right to adjust volume



Indoor activities kinder



Learning Outcome 1  
LOC1: Children have a strong sense of identity.  
Children feel safe, secure, and supported.



Learning Outcome 1  
LOC1: Children have a strong sense of identity.  
Children develop their emerging autonomy, inter-dependence, resilience and sense of agency.

The children choose their indoor activities after morning tea and group time and move around the room independently.

'What's Next?': Every morning the children follow the same routine to encourage confidence in room and control and

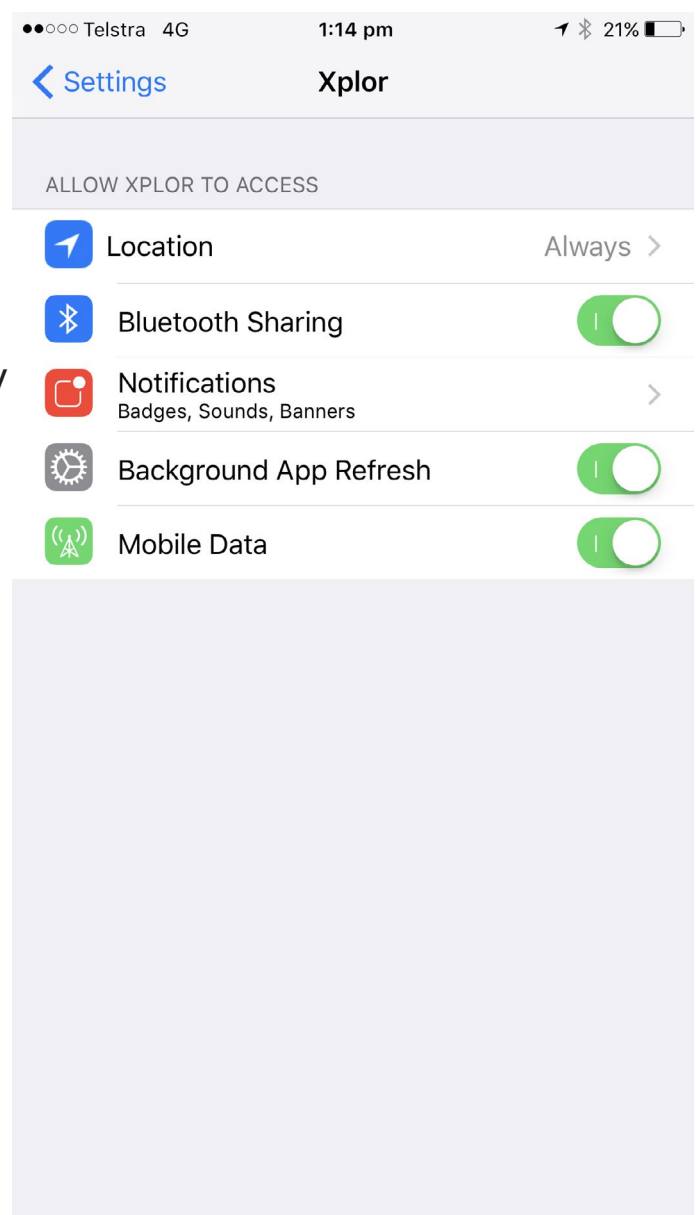




# Can't See Sign In/Out Button

Location and bluetooth settings on? No button to sign child in/out?

1. Turn your LOCATION and BLUETOOTH settings ON
2. Make sure you're within the 12 meter radius of the centre's beacons, you will automatically be pinged to sign your child in out when in range
3. Your BLUETOOTH connectivity may need to refresh, turn it on and off. An automatic ping should then appear on your mobile
4. Your mobile's permission may be turned off. Go to SETTINGS > APPS > PERMISSIONS





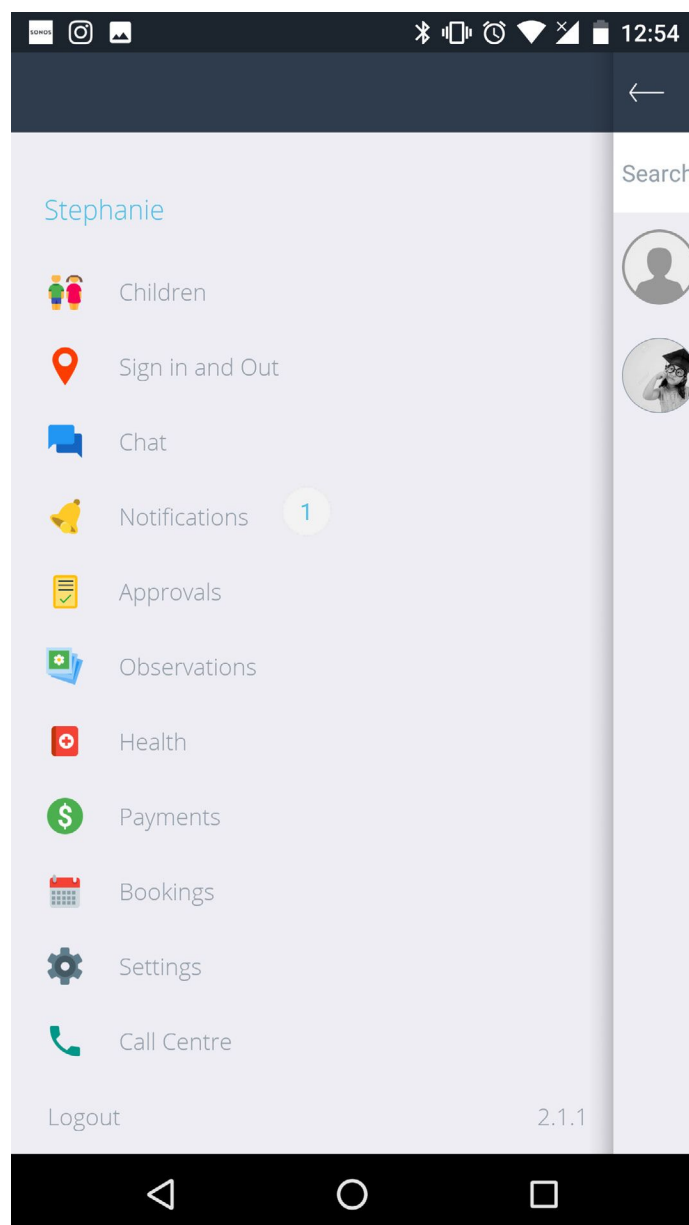
# Getting to know the App

Parents ensure your LOCATION and BLUETOOTH settings are turned ON.



## Overview

- View child's timeline ►
- Sign your child in/out from the centre ►
- A notification will appear once you are within the 12m radius of the beacons ►
- Chat directly with educators ►
- New posts, signed in/out, medical event ►
- Approve when your child is signed in/out ►
- Photos/Videos/Bookmarks ►
- Record of your child's health events/sleep ►
- View your statement and pay by your device ►
- Add an activity ►
- Change password here ►
- Call the centre directly ►







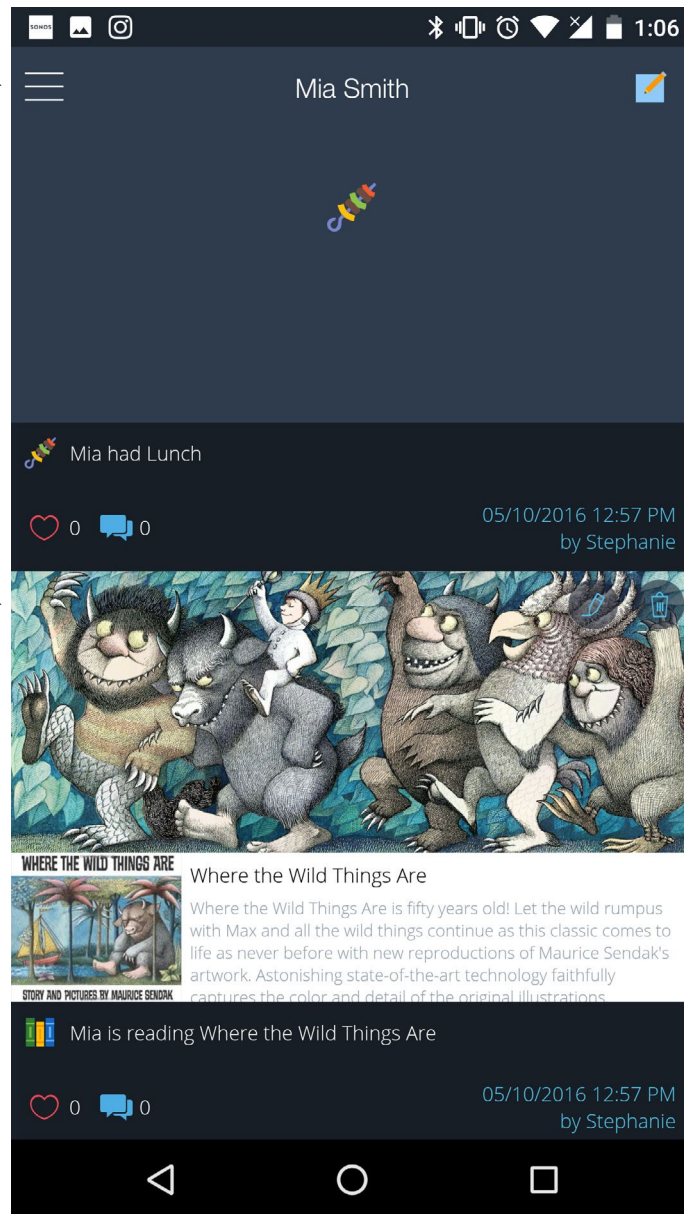
# Children: Timeline & Posting

Here you can see posts made by educators, and add to your child's activity with your own updates.

View navigation bar

Create a new post: Add a picture, video, emoji, and more

Click on post for more information; You can also like/comment



See the day and who created the post



# Notifications & Approvals

View what activity is occurring in your child's timeline.  
Approve or Reject when an educator sign's your child in/out of the centre.

Notifications		
	Sam Armstrong signed in A...	06/10/2016 10:19 AM
	Sam Armstrong signed in...	06/10/2016 10:19 AM
	New post by Ava's Educator	05/10/2016 09:49 PM
	Andy.L signed in Ava at Re...	05/10/2016 09:24 PM
	Andrew Lamrock signed ou...	05/10/2016 08:58 PM
	Andrew Lamrock signed ou...	05/10/2016 08:58 PM
	New post by Mia's Educator	05/10/2016 08:34 PM
	New post by Ava's Educator	05/10/2016 08:34 PM
	Andrew Lamrock signed in...	05/10/2016 08:33 PM
	Andrew Lamrock signed in...	05/10/2016 08:33 PM
	Stephanie Nguyen bookma	05/10/2016 04:31 PM

Approvals		
	Sam Armstrong signed in Ava at Re School 06/10/2016 10:19 AM	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Sam Armstrong signed in Mia at Re School 06/10/2016 10:19 AM	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Andy.L signed in Ava at Re School 05/10/2016 09:24 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Andrew Lamrock signed out Ava from Re ... 05/10/2016 08:58 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Andrew Lamrock signed out Mia from Re ... 05/10/2016 08:58 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Andrew Lamrock signed in Mia at Re Scho... 05/10/2016 08:33 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Andrew Lamrock signed in Ava at Re School 05/10/2016 08:33 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Stefan signed in Ava at Re School 30/09/2016 10:27 AM	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Stephanie Nguyen signed in Mia at Re Sch... 27/09/2016 08:18 AM	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Sam Armstrong signed in Mia at Re School 26/09/2016 08:02 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Sam Armstrong signed in Ava at Re School 26/09/2016 08:02 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>



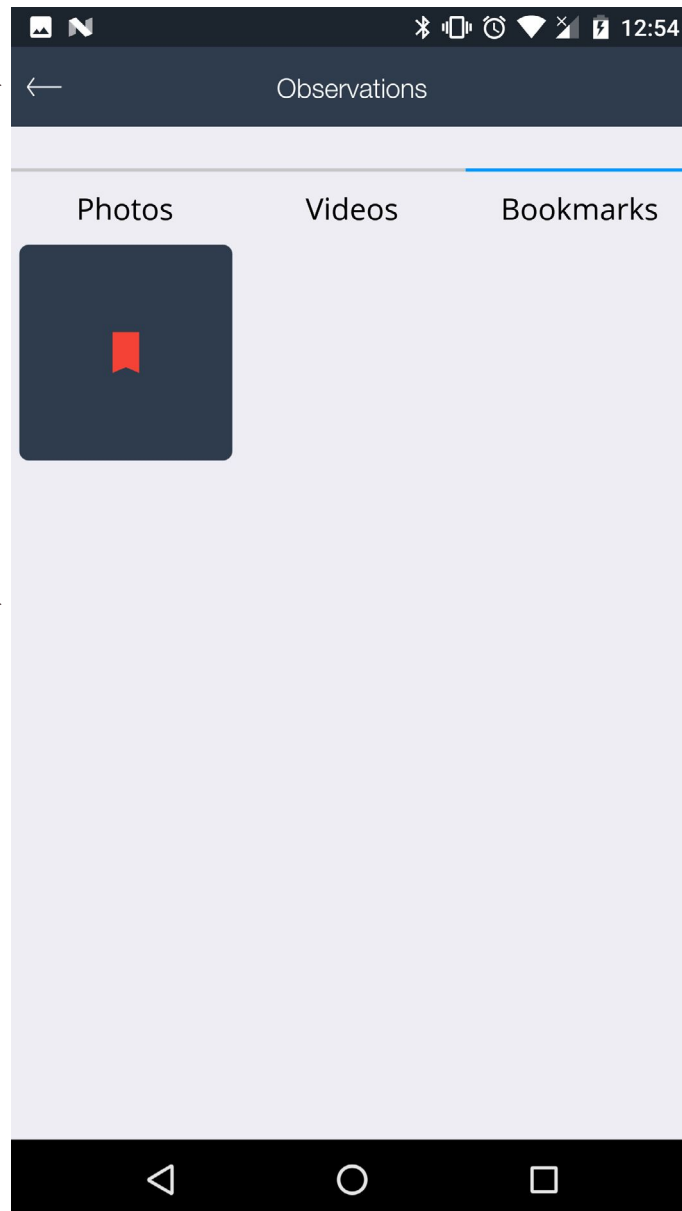
# Observations



View all the photos/videos posted about your child.  
See important posts about your child Educators have 'bookmarked'

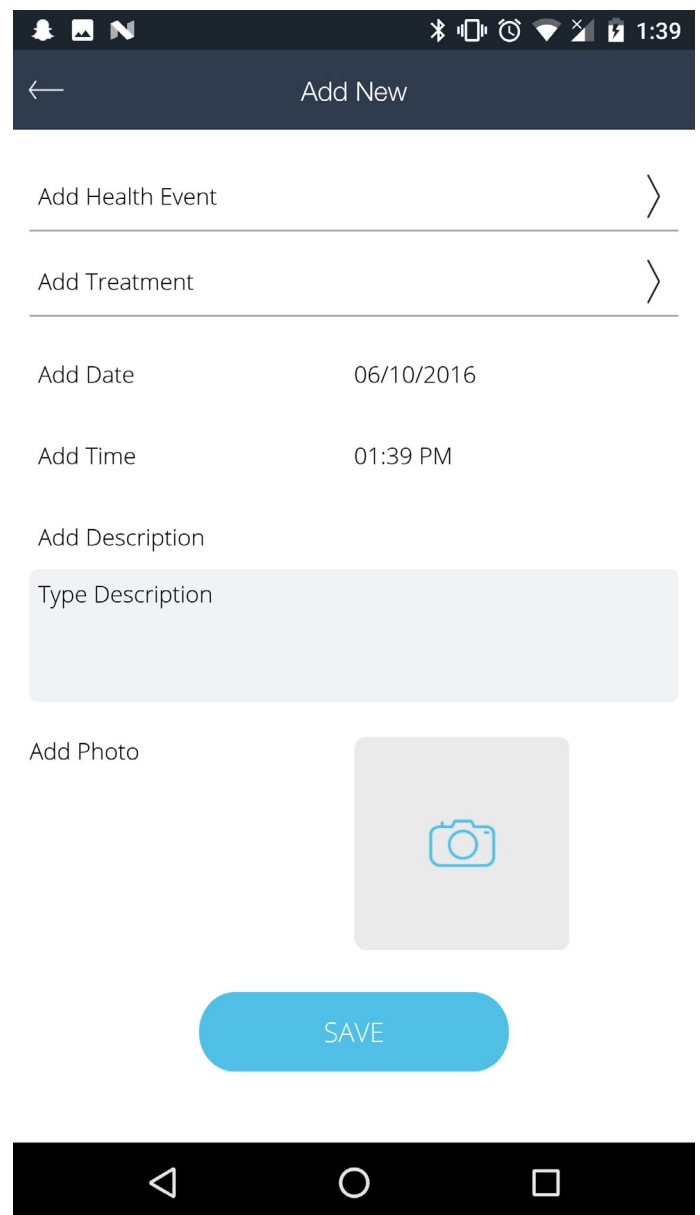
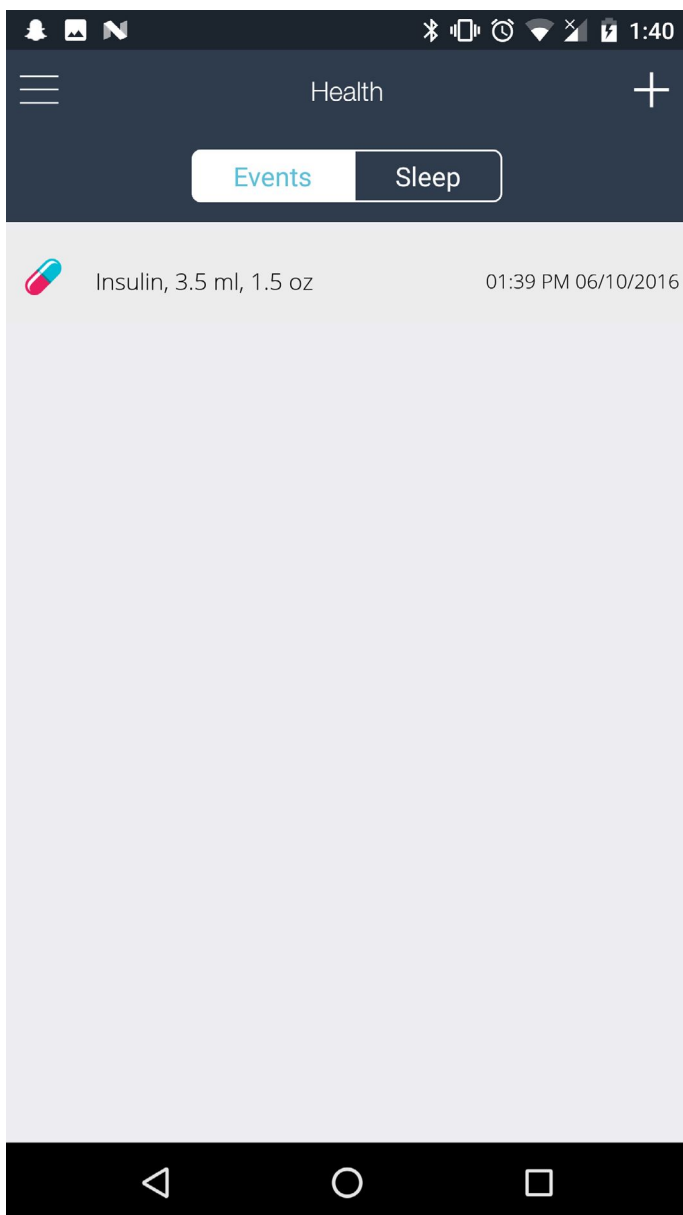
Back to navigation bar ►

Posts will appear here ►



# Health

Record/View your child's health events and sleeping patterns. Bring the Xplor App to your next doctor's appointment for an accurate record of your child's health.



- To add a health event tap + in the top right corner
- Tap 'SLEEP' to view sleep graph





# Payments

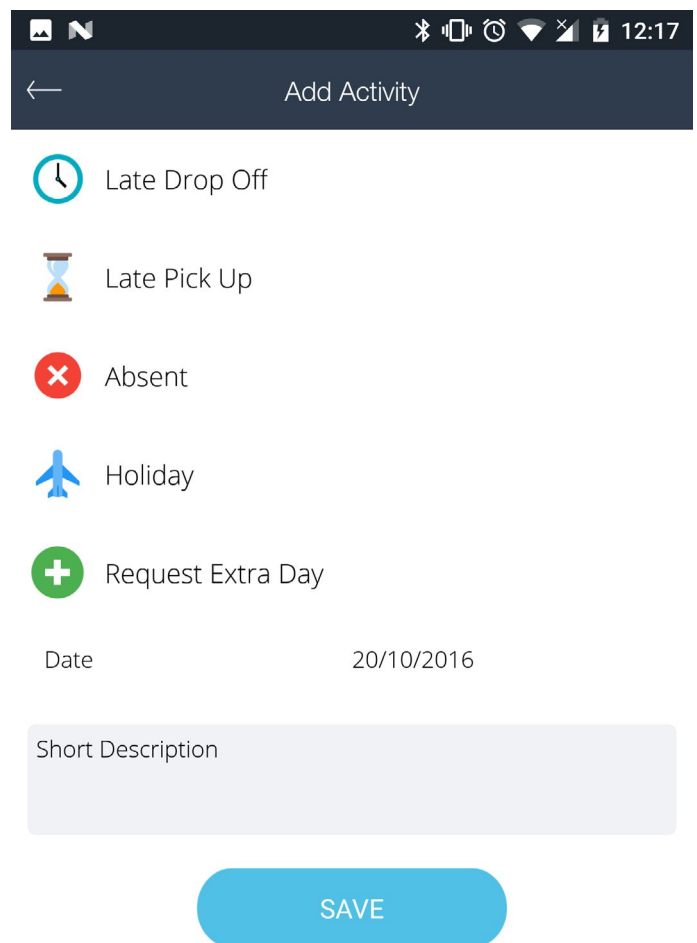
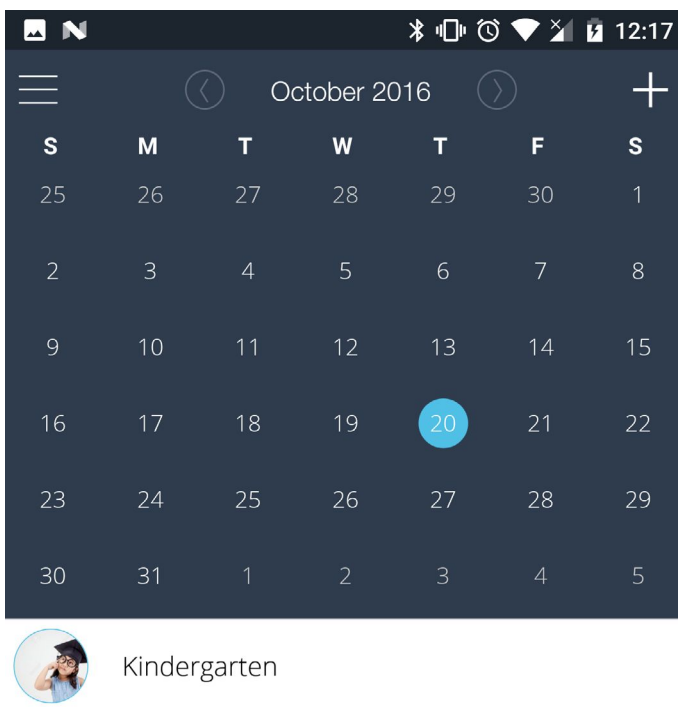
Record/View your child's health events and sleeping patterns.  
Bring the Xplor App to your next doctor's appointment for an accurate record of your child's health.

1. Set-up payments online by signing-in through the parent web at [myxplor.com](http://myxplor.com) (See P.6 How to set-up Auto Debit)
2. Once payment details are set only the Primary Carer can view payments on the app
3. Click the credit card symbol in the top-right to pay via the app

Payments		
Owing	Balance	
	\$869.00	
Date	Fee	Total
12/09/2016	\$0.00	\$55.00
19/09/2016	Paid	-\$10.00
19/09/2016	\$412.00	\$412.00
26/09/2016	\$412.00	\$412.00

# Bookings

View your child's calendar and schedule for the month.



▲  
Add an activity by tapping + in the top-right corner, fill out the required fields and hit SAVE





# Settings

Xplorer's are additional people you give access to your child's timeline

Account Settings

Edit Name: Stephanie

Edit Phone: 0404123987

Edit Password: Password

Edit Address 1: Number and Street Name

Edit Address 2: 1 Collins St

Australia

State

Add an Xplorer

Invite a family member to your Childs profile. They'll have full access to view your Childs profile, however, they will not be able to comment or like posts.

First Name: Type First Name Here

Last Name: Type Last Name Here

Email: Type Email Here

Relationship: Select

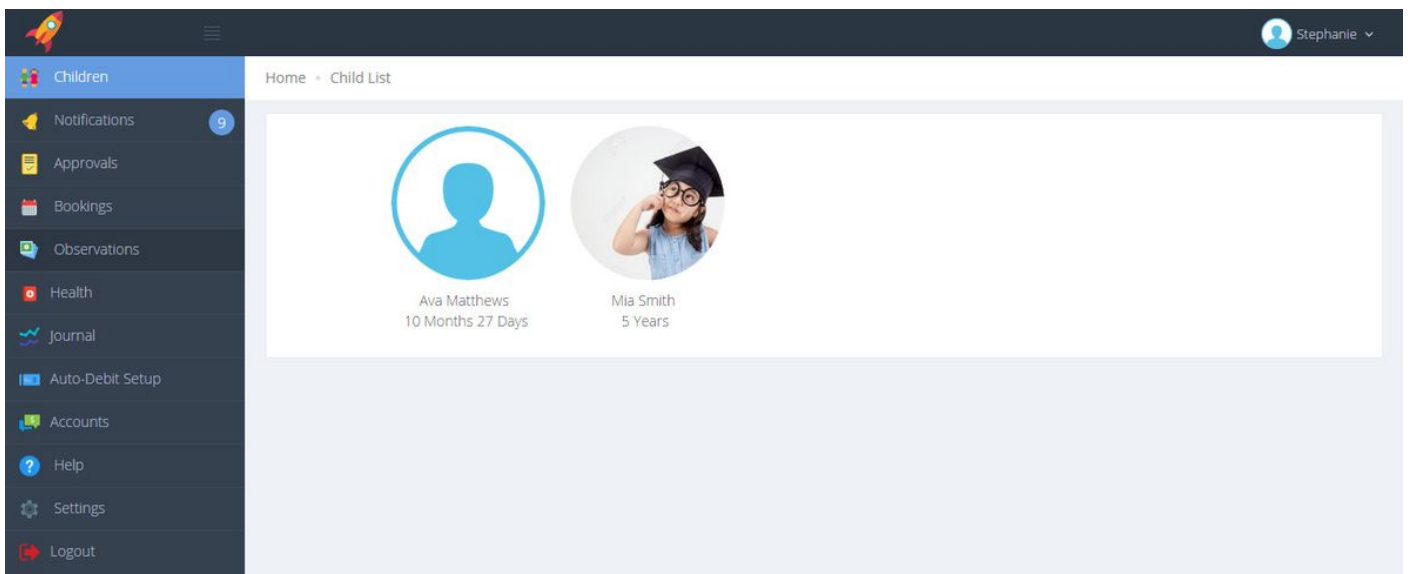
ADD

▲  
Give family and friends access to your child's timeline by tapping the envelop in the top-right corner



# Parent Web

Xplor is optimised for Google Chrome, using other web browsers may cause features to work incorrectly.



Similar features to the Xplor App, but with extra goodies. To log-in go to [www.myxplor.com](http://www.myxplor.com)

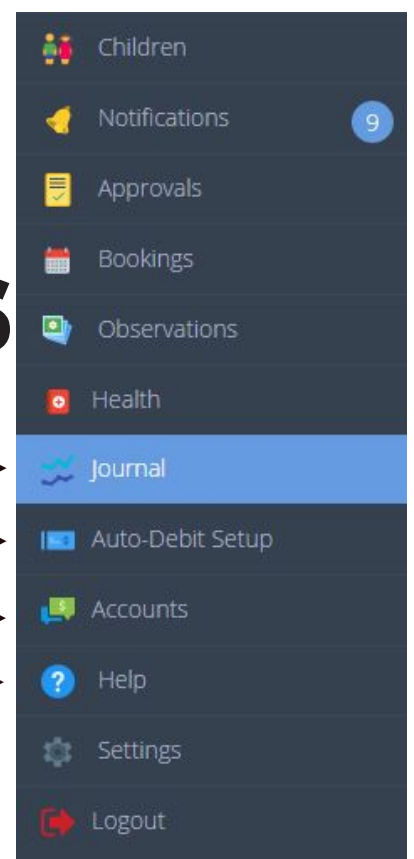
## Extra Features

View/print Journal's educators have written about your child's learning ►

Set-up account payments will be taken out of ►

Detailed statements ►

Need more help? Click here ►







# Journals

View your child's learning journey, what they are working on in the childcare centre, analysis of learning, what they will be doing next, and print for your records!



Lexi Lamrock

## Observations / Collections

[Early Years Learning Framework](#)

Early Years Learning Framework Learning Outcome 5

LOC5: Children are effective communicators.

Children demonstrate an increasing understanding of measurement and number using vocabulary to describe size, length, volume, capacity and names of numbers.

[Early Years Learning Framework](#)

Early Years Learning Framework Learning Outcome 4

LOC4: Children are confident and involved learners.

Children participate in a variety of rich and meaningful inquiry-based experiences.



## Analysis of Learning

Placing a group of objects in each top circle and understanding that when the objects are combined in the bottom circle that represents the total. ie a group of 3 plus a group of 7 combined, add up to 10.

## Whats next?

Continue to experiment with "groups of" in real life- chairs, children, beds, etc.



# Accounts

View Hours, CCMS information, Adjustments, Receipt, Total Balance

Week	Transaction	Wk Hrs	CCB %	Hr Limit	Fee	Adjust	SCCB Code	CCB Rec'd	CCB Est	CCR Rec'd	CCR Est	Receipt	Total	Balance
19/09/2016	Smith, Mia	16	0	0	\$206.00	0	-	0	\$0.00	0	0	0	\$206.00	\$206.00
19/09/2016	Matthews, Ava	16	0	0	\$206.00	0	-	0	\$0.00	0	0	0	\$206.00	\$412.00
26/09/2016	Miscellaneous Fees-Hats (Term 1 need hats)	0	0	0	0	\$50.00	-	0	0	0	0	0	\$50.00	\$462.00
26/09/2016	Miscellaneous Fees-Hats (Term 1 need hats)	0	0	0	0	\$50.00	-	0	0	0	0	0	\$50.00	\$512.00
26/09/2016	Miscellaneous Fees-Bond Fee ()	0	0	0	0	\$10.00	-	0	0	0	0	0	\$10.00	\$522.00
26/09/2016	Discount-Other fees (Test)	0	0	0	0	- \$10.00	-	0	0	0	0	0	-\$10.00	\$512.00
26/09/2016	Miscellaneous Fees-Enrolment Fees - Non Refundable (Start of term )	0	0	0	0	\$50.00	-	0	0	0	0	0	\$50.00	\$562.00
03/10/2016	Matthews, Ava	24	0	0	\$306.00	0	-	0	\$0.00	0	0	0	\$306.00	\$868.00
03/10/2016	Smith, Mia	40	0	0	\$515.00	0	-	0	\$0.00	0	0	0	\$515.00	\$1383.00





# Need More Help?

Find more helpful information in our help tab

How can we help you ?

Choose a category to find the help you need.



Bookings



Chat



Health



Sign in and Out



Timeline



Notification



Payments



Posting



Smart Lists



Xplorers

# #BLASTOFF



# Because the next generation matters