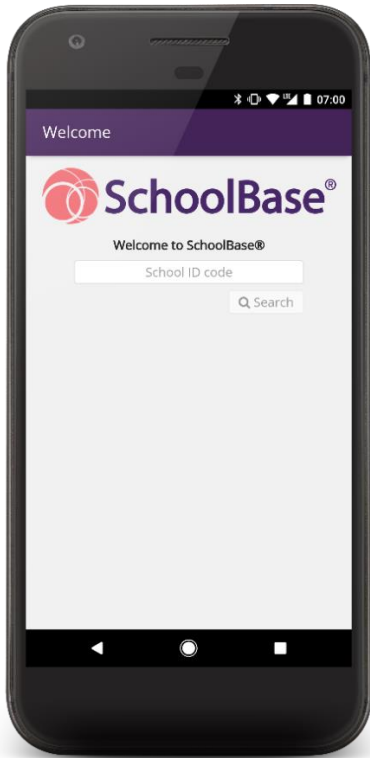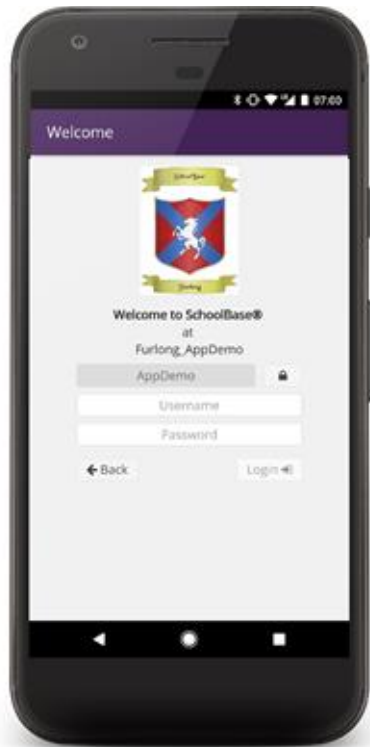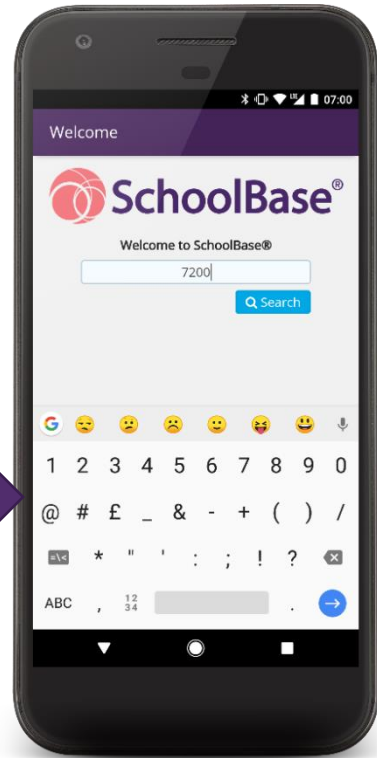# SchoolBase App parent user guide

Furlong Solutions Ltd

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App Setup Steps

When opening the app for the first time, you will be prompted for your school's **ID code**.

Enter your school's code, and click the **Search** button.

After a brief pause, the app will style itself using your school's colours and logo.

You will be asked for your **Username** and **Password**.

You can also change the **Database Domain**, if needed.

The app will then contact your SchoolBase instance and request an **authorisation token**. This token is authenticated against your user account, meaning you do not have to enter a password each time you close and reopen the app. Two-Step Authentication

If your school has enabled **Two-Step Authentication** for your user type, you will be required to create a new PIN.

Your PIN is **encrypted** and stored **locally** (on the device). Your device's keyboard is not used to enter it (so there is no risk of you being prompted by autocorrect – particularly on third-party keyboards) and it is *never* sent anywhere (not to SchoolBase, not to your school, not to Furlong).

Type a new 4-digit PIN and tap **Enter**.

Confirm your new PIN, and you will be taken to the Dashboard – you will need to remember your PIN for subsequent logins.

Forgotten PIN

If you forget your PIN, tap the O**ptions** button (⋮) and select **Forgot my PIN**.

You will be asked to confirm that you want to log out of SchoolBase.

You will then be required to setup a new PIN, following the steps above.

Main Menu

The Main Menu can be accessed by tapping the (≡) icon.

Each module to which you have access is listed, in the order set by your school, along with a few extras, detailed below.

SchoolBase

The SchoolBase link will launch your default browser and navigate to SchoolBase Online.

You will be automatically signed in.

Change PIN

If your school has enabled Two-Step Authentication, the option to change your PIN is available.

Log Out

Logging out of SchoolBase will delete your authentication token and return you to the Login screen. You will need to log in with your username and password before you can continue using the app.

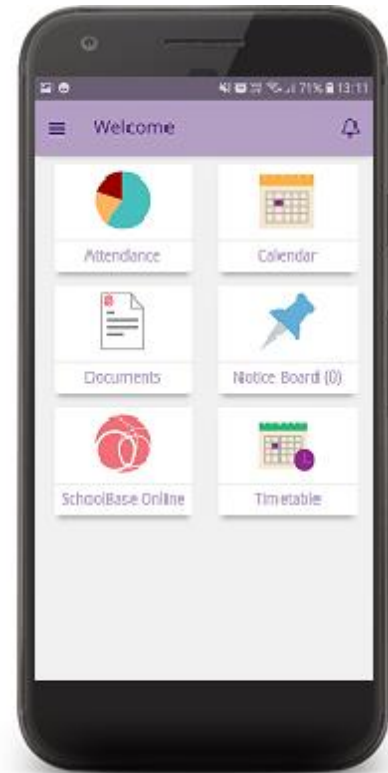If Two-Step Authentication was enabled, you will need to set it up again.
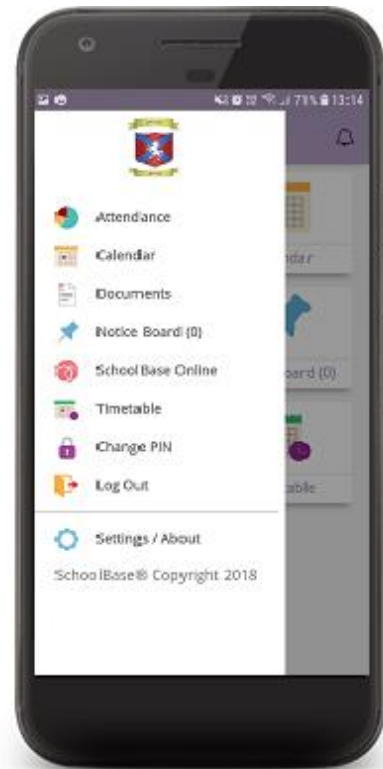
Dashboard

The Dashboard is similar to the **Quick Launch** gadget in SchoolBase Online.

Each module to which you have access is listed on it.

To go to a module, tap its card.

You can return to the Dashboard at any time, by touching your school's logo in the **Main Menu**.

Notice Board

The Notice Board can be accessed via the Main Menu, the Dashboard, or the notification icon (🔔).

A count of how many unread notices you have is shown in both the Main Menu, and on the Dashboard.

From the **Unread** tab, notices can be marked as read – doing so means they are no longer included in the counts on the Main Menu and Dashboard.

The **Read** tab shows notices you have marked as read. You can mark a notice as unread again if you wish. It will then be included in the counts on the Main Menu and Dashboard.

The **Options** menu includes the ability to mark all notices as read/unread.

Notices can be coloured, as in SchoolBase Online. On the Notice Board view (shown right), this colour is represented by the stripe below the date and sender. On the Notification Shade (below), it is represented by the dot shown before the date.
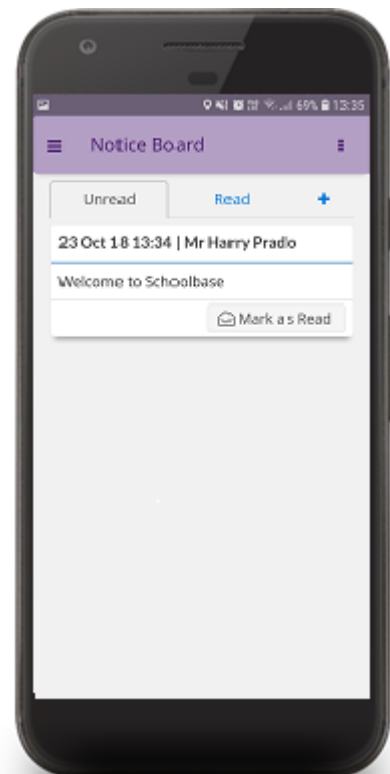
Calendar

The Calendar module shows all the events from your calendar, for a chosen date range. The stripe in each card represents the event's colour (if it has one).

To lower mobile data usage, the default behaviour is to load **today's** events. There is a toggle switch to quickly flip between **today** and **this week**. Alternatively, you can set your own date range by updating the **from** and **to** fields, and then clicking the **Search** button.

Those events occurring today appear in a **yellow** card, and if the event starts or ends today, this is indicated with a badge (TODAY).
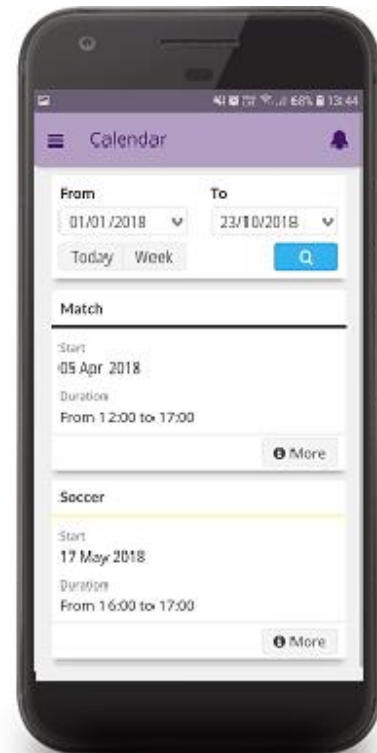
More details about an event can be seen by tapping the **More** button.
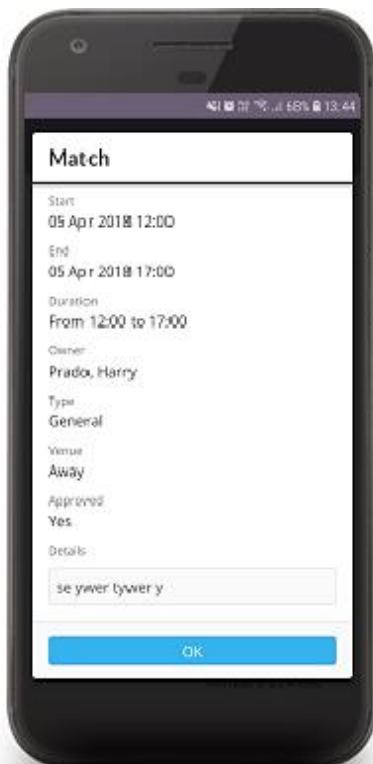
Real Timetable

The Timetable module shows your children's timetable.

The **Options** button allows "free" periods to be shown/hidden.

You can move forward/backward in time, one day at a time, by tapping the arrow buttons, or you can choose a date from the date picker.

Clicking on the 3 dots allow you to change between your children.

This will show not only your child's normal timetable but also activities, music lesson etc as long as the school has timetabled these.
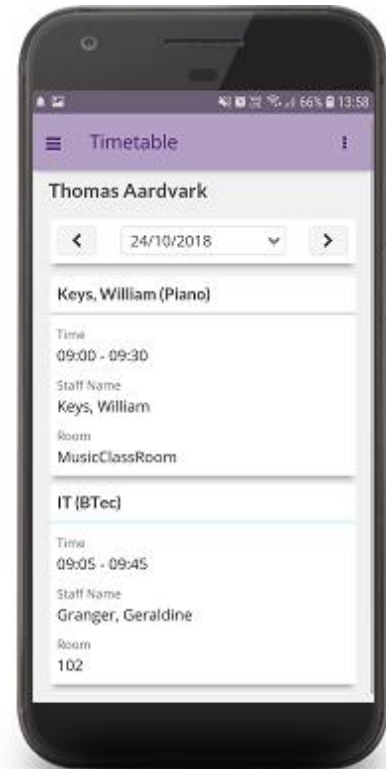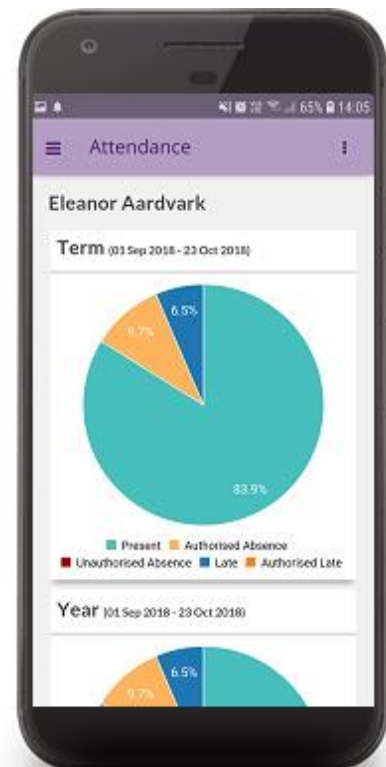

Attendance

The attendance form always you to view the attendance percentage via a nice pie chart. This breaks down into present, authorised and non-authorised absences.

Clicking on the 3 dots allow you to change between your child's attendance.

You can also see their attendance for the current term and also the year.

Documents

The document allows the user to view documents that the school have uploaded from school news letters to school reports.

This is also split into documents that you have read and unread.

The document is downloaded and view on most devices. If you do have issues with viewing please contact your school.