



Screen Time Management & Manage Access To Websites

PARENTAL CONTROL SYSTEM TUTORIAL

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Setup Daily Homework Time, Bed Time, & Internet Suspend Time Schedules

Homework Time: Access to social media, online games, and mobile apps are limited to what you allow your child to use while doing school work and assignments.

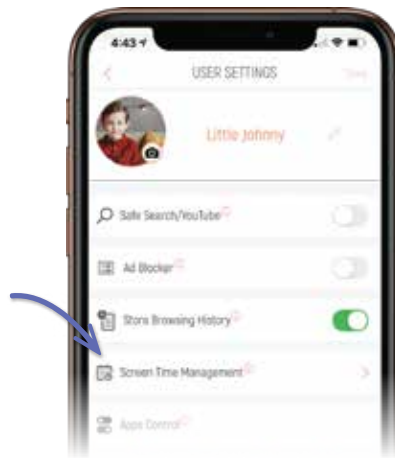
Bed Time: Block all internet and app access when it's time for your child to go to sleep.

Internet Suspend Time: Block all internet and app access at certain points throughout the day.



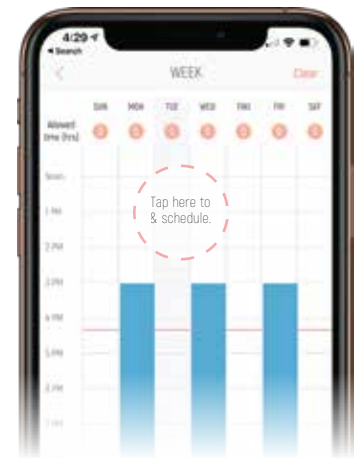
STEP ONE

Click **USERS** from the app dashboard to access user profiles. In the **Users** screen, click user's photo (or avatar) to select their profile and then click the **SETTINGS ICON**.



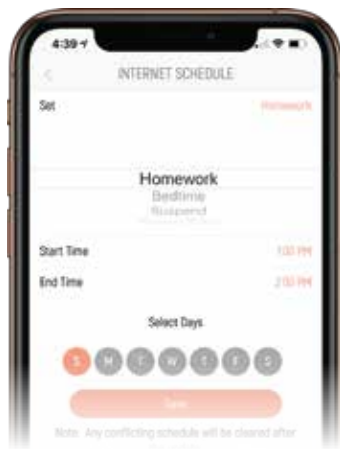
STEP TWO

Click **SCREEN TIME MANAGEMENT** from the menu to access the **Visual Calendar (Week)** screen.



STEP THREE

In **Visual Calendar (Week)** screen, click a day/time area in the calendar to create a schedule for that day. This will take you to the **Internet Schedule** screen.



STEP FOUR

Click **SET** and then choose: Homework Time, Bed Time, or Suspend Time.



STEP FIVE

After setting schedule type, set the **START** and **END** times for that schedule. If scheduling Bed Time, you will also need to set the bedtime and wakeup times.



STEP SIX - DONE

Select the days of the week you want the schedule applied to. Click **SAVE** and **YES** in the confirmation screen to finish.

Edit Daily Internet Schedule: Start & End Times



STEP ONE

In the *Visual Calendar (Week)* screen, click a colored day/time block to edit that schedule. In the following *Internet Schedule* screen, edit the **START** and/or **END** times as needed.



STEP TWO - DONE

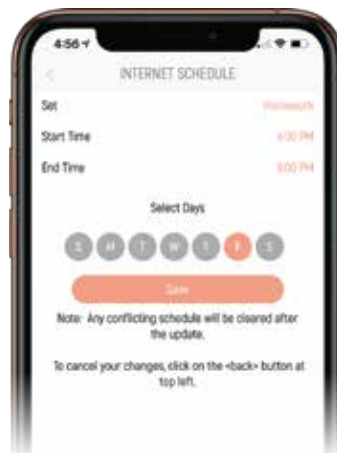
Uncheck day(s) you no longer want the schedule applied to. Click **SAVE** to finish. You will be asked to confirm deletion of the internet schedule for the days you unchecked. Optionally, you can also click **DELETE ALL** to delete the entire schedule.

Edit Daily Internet Schedule: Days of the Week



STEP ONE

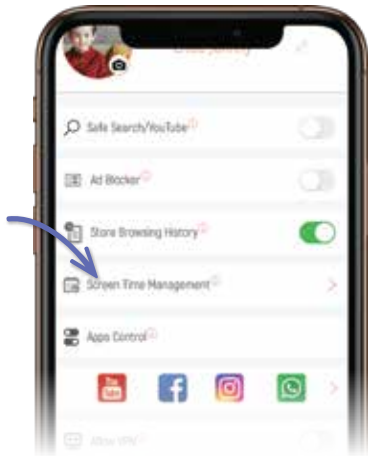
To edit days of the week an internet schedule is applied to, go to the *Visual Calendar (Week)* screen and click a colored day/time block to go to the *Internet Schedule* screen and edit the internet schedule for that day.



STEP TWO - DONE

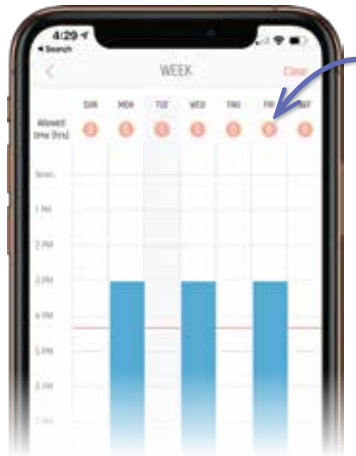
Select the days you want added to the schedule or deselect day(s) you want to remove from the schedule. Click **SAVE** and then **YES** to confirm and finish.

Setup Daily Internet Screen Time Limits



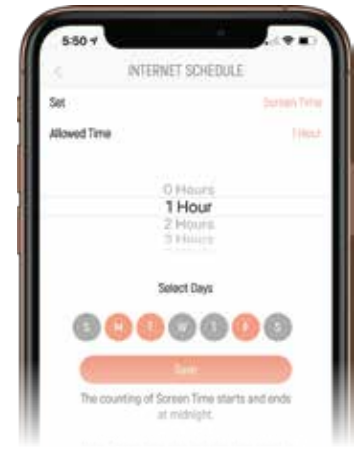
STEP ONE

Click **USERS** to access profiles. Click user's photo (or avatar) and then click the **SETTINGS ICON** beneath their photo. Click **SCREEN TIME MANAGEMENT** from the menu to access the *Visual Calendar (Week)* screen.



STEP TWO

Click the **ALLOWED TIME (HRS)** number beneath the day of the week you wish to edit. In the following *Internet Schedule screen*, click **ALLOWED TIME** and select the number of internet hours allowed per day.



STEP THREE

In the *Internet Schedule* screen, under *Select Days*, click additional days you would like to apply the screen time limit schedule to. When finished, click **SAVE** and then **OK** in the confirmation message to finish.



STEP FOUR - DONE

Select the days of the week you want the schedule applied to. Click **SAVE** and **YES** in the confirmation screen to finish.



TO REMOVE INTERNET TIME LIMITS

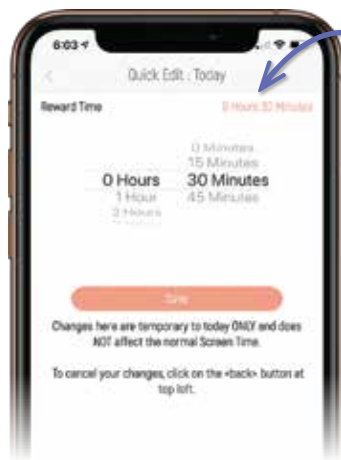
Repeat Steps One and Two to return to the *Internet Schedule* screen. Under *Select Days*, uncheck the day(s) you wish to remove internet time limits from. To finish, click **SAVE** and then **OK** in the confirmation message.

Reward Additional Internet Screen Time



STEP ONE

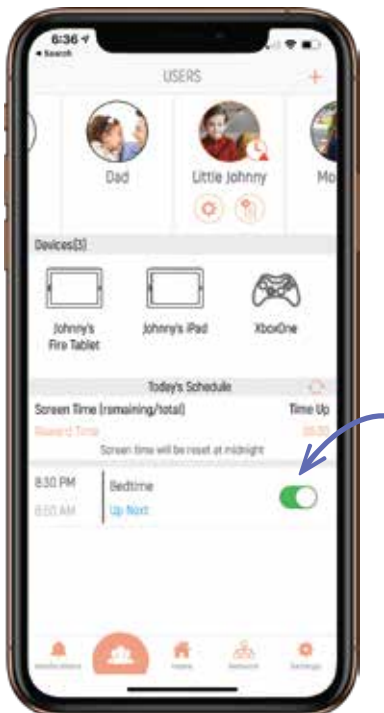
Click **USERS** to access profiles and then click user's photo (or avatar) to select their profile. Under *Today's Schedule* your child's remaining and total Screen Time for the day is displayed. Click **REWARD TIME** to access the *Quick Edit: Today* screen.



STEP TWO - DONE

In the *Quick Edit: Today*, select the amount of time you wish to reward your child and then click **SAVE**. Click **OK** on confirmation message to finish. After your child uses up the additional screen time, their normal internet time schedule will resume.

Temporarily Disable Internet Screen Time Schedule



Click **USERS** to access user profiles and then click user's photo (or avatar) to select their profile. Under *Today's Schedule* your child's remaining and total Screen Time for the day is displayed. Turn the switch off for the schedule(s) you wish to temporarily deactivate.

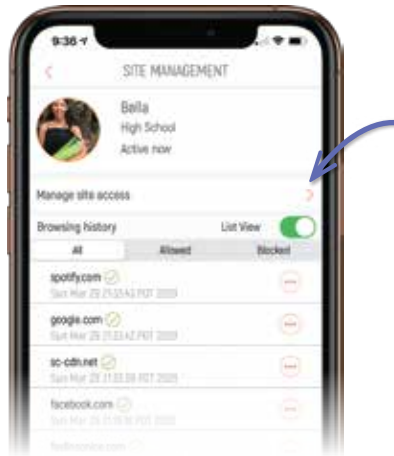
Their regular internet schedule will resume the following day.

Manage Access To A Specific Website



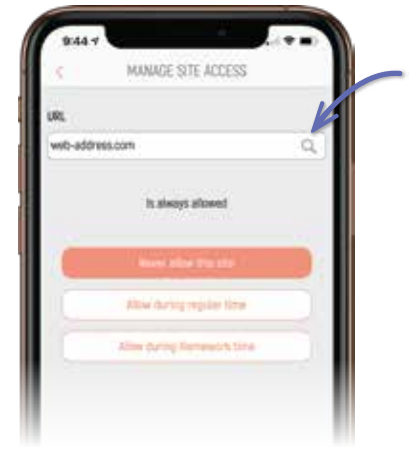
STEP ONE

Click **USERS** from the app dashboard to access user profiles. In the *Users Screen* click user's photo (or avatar) to select their profile and then click the **SITE MANAGEMENT** icon.



STEP TWO

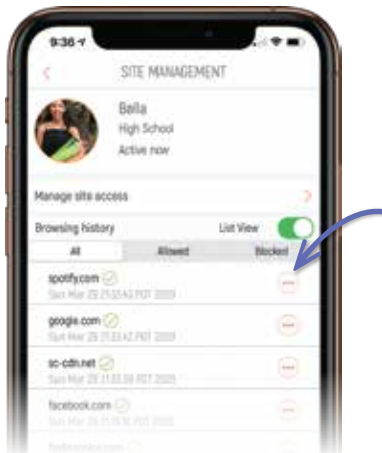
Click **MANAGE SITE ACCESS** to access the *Manage Site Access* screen and then enter the address of the website you want to block. Then click the **SEARCH** icon.



STEP THREE - DONE

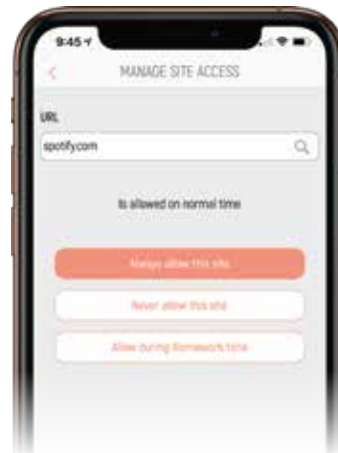
After searching the website address, the current access status to the site is displayed. Click **NEVER ALLOW THIS SITE** to block permanently. Click **ALLOW DURING REGULAR TIME** to block during Homework Time. Click **ALLOW DURING HOMEWORK TIME** to only allow access to the site during Homework Time.

Review & Manage Websites Your Children Have Visited



STEP ONE

Repeat Step One from the previous step to access the *Site Management* screen. Select **ALL** to view all of the websites your child has visited. Select **ALLOWED** to view list of sites they are allowed to visit. Select **BLOCKED** to see list of currently blocked sites. Click the **EDIT** icon to access *Manage Site Access* and edit access to any website listed.



STEP TWO - DONE

In the *Manage Site Access* screen, the current access to the site is displayed. Click **NEVER ALLOW THIS SITE** to block permanently. Click **ALLOW DURING REGULAR TIME** to block during homework time. Click **ALLOW DURING HOMEWORK TIME** to only allow access to the site during Homework Time.