



Pti'Planning

User Guide — get started on your computer and phone

Your nurturing space to prepare your childcare days

Welcome! **Pti'Planning** helps you prepare activities adapted to the children you care for, organize your days, manage your equipment, and send beautiful reports to parents. This small guide walks you through step by step. No need to be tech-savvy: we will move forward together, at your own pace. 😊

1 Installing Pti'Planning on your computer

From the www.dahlikit.com website, download the file that corresponds to your computer, then open it to start the installation.

Windows

- Double-click the downloaded file (.exe or .msi).
- If a blue "Windows protected your PC" window appears, click on **"More info"** then **"Run anyway"**.

Mac

- Open the .dmg file and drag Pti'Planning into "Applications".
- At first launch, **right-click** → **"Open"**, then confirm "Open".

⚠ These warning messages are **normal**: the application is recent and not yet recognized by Microsoft or Apple. This is **not a virus**. You can proceed with complete confidence.

2 Your first steps

At the very first launch, a short assistant asks you a few questions to prepare your workspace:

- **Your profile**: your first name, your care hours, your working days.
- **Your little ones**: the children you care for (first name, age, days of presence, small useful info).
- You can change everything later in **Settings**. Nothing is set in stone!

💡 Take 5 minutes to enter your children's profiles: this allows Pti'Planning to suggest activities **truly adapted** to their age.

3 Finding your way around the application

The menu on the left gives access to everything:

- **Today**: your day at a glance (who is present, what activities).
- **My Schedule**: generate and adjust the program for the days ahead.
- **Mes p'tits louns (My little ones)**: child profile cards.
- **Mon matériel (My equipment)**: your library of games and educational materials.
- **Settings and Help**: customize everything and find answers.

4 Your equipment, recognized by the smart assistant

In **My Equipment**, add your games and educational objects. The smart assistant (AI) saves you time:

- 📷 **Take a photo** of an object: the assistant recognizes it, suggests its name, educational themes, recommended age, and ideas for use.
- Or simply type the **name** of an object and let the assistant complete the card.
- You always keep control: you can correct what is suggested.

💡 The smart assistant is **included**, you do not have to configure any key or technical settings: it works automatically.

5 A schedule that adapts

- Pti'Planning **suggests activities** taking into account the age of the children present, your themes, and your equipment.
- The program **adapts to the weather**: on rainy days, it favors indoor activities.
- With one click, the assistant can **customize the instructions** of a day according to the names and ages of the children present.

6 Your reports to parents

- Fill in the **daily report** (meals, nap, mood, small notes...).
- Transform it into a **beautiful PDF** to print, or **send it by email** to parents directly from the application.

💡 Remember to inform parents and obtain their agreement before sending them reports or photos of their child.

7 Pti'Planning on your phone

You can access your data on your phone, and even **take photos of equipment** on the go. Everything stays synchronized with your computer.

Installing the mobile app

- On your phone, open your browser and go to: app.dahlikit.fr
- In the browser menu, choose **"Add to home screen"**: Pti'Planning will appear as a real application.

Connecting to sync (computer ↔ phone)

- On the computer and on the phone: Settings → **Synchronization** → **"Connect my Google Drive"** (use the **same Google account** on both sides).
- Your children, equipment, and schedules will then appear on both devices. 🎉

⚠️ If a "Google hasn't verified this app" screen appears, this is **normal** during this phase: tap **"Advanced"** then **"Go to Pti'Planning"** and **"Allow"**. Your data remains in **your** Google Drive space; no one else has access.

8 Your data belongs to you

- Everything you enter is saved **on your computer**, not with us.
- Synchronization goes through **your own** personal Google Drive space: you remain in control of your information.
- Remember to **back up** from time to time (Settings → Backup).

Thank you for trusting Pti'Planning ❤️

A question, a concern, an idea? Write to us: contact@dahlikit.com

Find the application and this user guide on www.dahlikit.com