

Zuludesk Parent Portal Quick Guide

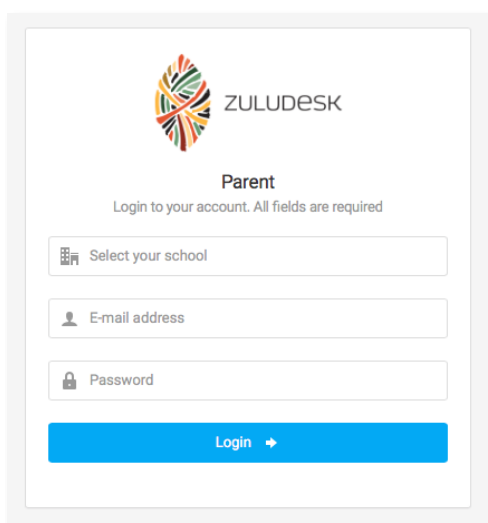
Logging In

There are two ways to access the parent tools for ZuluDesk. If you have an Apple iOS device (that is not your child's device that you wish to control) you can download the ZuluDesk app from the App Store.

If you do not have an Apple iOS device you can use a web browser on any device that is connected to the internet by going to parent.zuludesk.com.

This guide will use screen shots and guidance for the web portal.

When you arrive at parent.zuludesk.com you will see a login window. Firstly start to type in the school name in the 'select your school' box. You will find that the school name will pop up as you are typing and you can click on it when it appears.

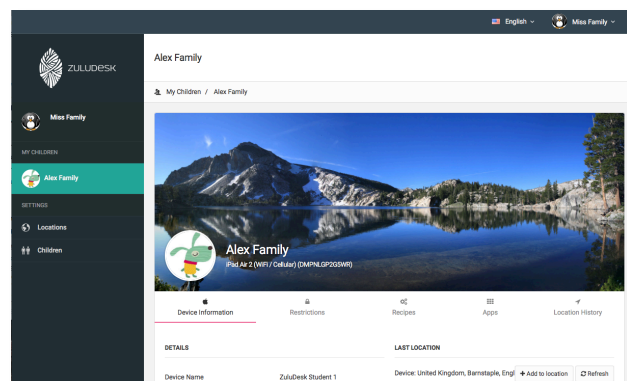


Enter the email address and password that was provided to you by the school and click 'login'

If you have any issues logging into the portal please contact the school who will be able to check your details.

The Main Window

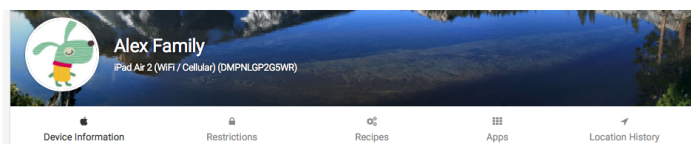
Once you have logged into the ZuluDesk portal you will see the main window.



The name and a picture (if assigned) of your child will be displayed, along with details of their device such as serial number, charge and how much storage is being used.

If you have more than one child with a device you should see their names in the left hand menu under 'My Children'. Click on the child to switch between the children.

Underneath the picture where your child's name is you will find the main menu.



During this guide we will be looking at 'Restrictions', 'Recipes' and 'Apps'.

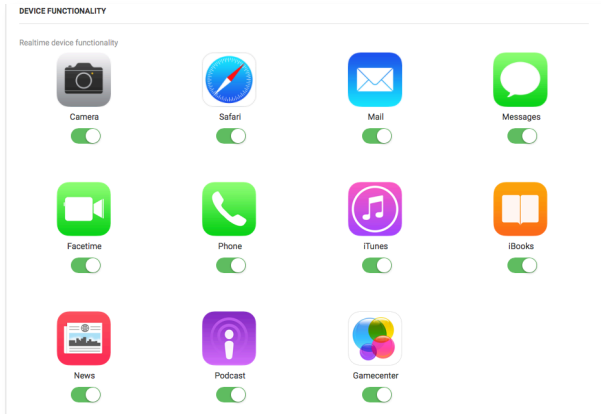
Setting Restrictions

The restrictions selection enables you to remove or lock your child's iPad apps and features. This page has three sections 'App Lock', 'Device Functionality' and 'App Blocker'.

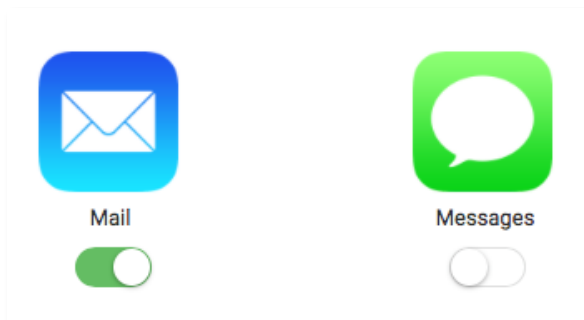
The first section that we will look at is the

Setting Restrictions (cont)

'Device Functionality' section.



This section shows apps that ship with the iPad such as Camera and Messages. To remove any of these apps from the iPad simply click or tap the switch under the app.



A green switch means that the app is available and a white switch means that the app has been removed from the device.

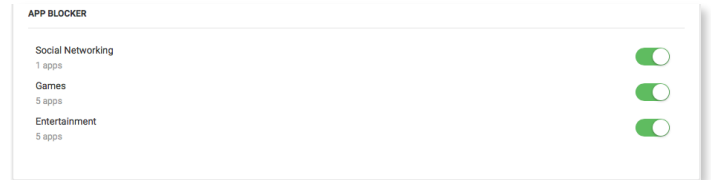
These changes should happen within 30 seconds of selecting a switch.

These settings will stay on the device until you enable them again. To enable any of these apps simply click or tap the switch again to make it green.

App Blocker

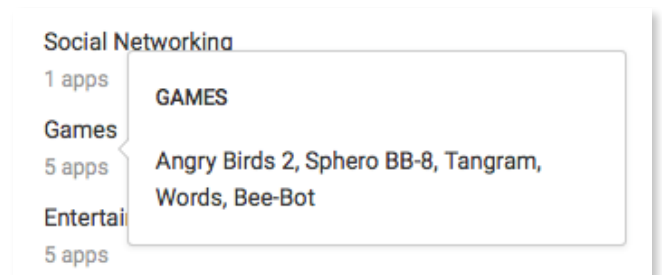
The next section that we are going to look at

Is the App Blocker section. This section enables you to quickly restrict 3 categories of apps, 'Social Networking', 'Games' and 'Entertainment'.



Like with the restrictions this is simply done with a switch. A green switch means that the iPad has access to these apps and a white switch means that they do not.

You can see how many apps will be removed under the category heading. In this example screen shot you can see that if we turned off the 'Games' category we would remove 5 apps.



Hovering over a category with the mouse enables you to see what apps that these are.

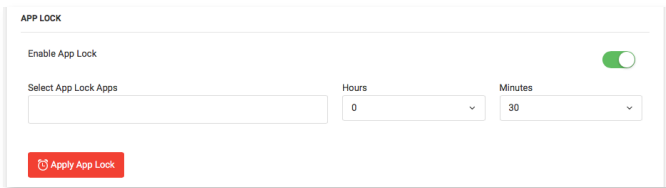
These settings will stay on the iPad until you use the switch to turn categories back on.

App Lock

When you first look at the 'App Lock' section you will just see a switch that is white. To reveal the setting click the switch to make it green.

You will then get a menu as shown in the following screen shot

App Lock (cont)



If you click in the 'Select App Lock Apps' box a list of all of the apps on your Child's device appears. You can simply scroll and select or type to search the app(s) you want to be available on the iPad.

Once you have selected the app(s) you can then use the 'Hours' and 'Minutes' boxes to select the amount of time you want the iPad to be locked to these times for.

When you are happy with these settings, simply click the 'Apply App Lock' button to start 'App Lock'.

Unlike 'App Blocker' and 'Device Functionality' the device will go back to being a fully functional device when the time set runs out, providing the iPad is connected to WiFi.

Recipes

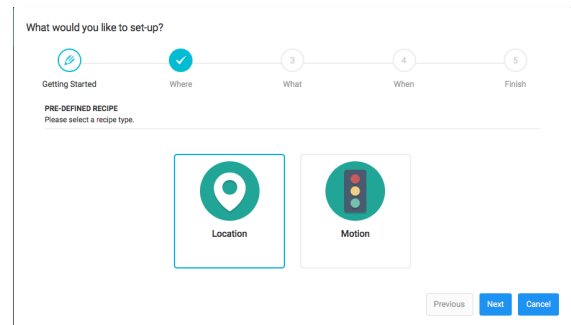
If you find yourself creating the same 'App Locks' or 'App Blockers' everyday or on a regular basis then you may wish to create a 'Recipe' instead.

'Recipes' is a pre-defined setting which is applied at particular time of the day on selected days.

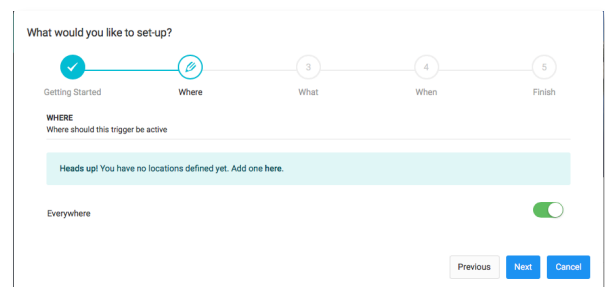
To create a recipe click on the 'Recipe' tab from the main window. If you have created recipes in the past you will see them in this screen and can click on them to edit the settings.

To create a new 'Recipe' click the '+' button to bring up a new window.

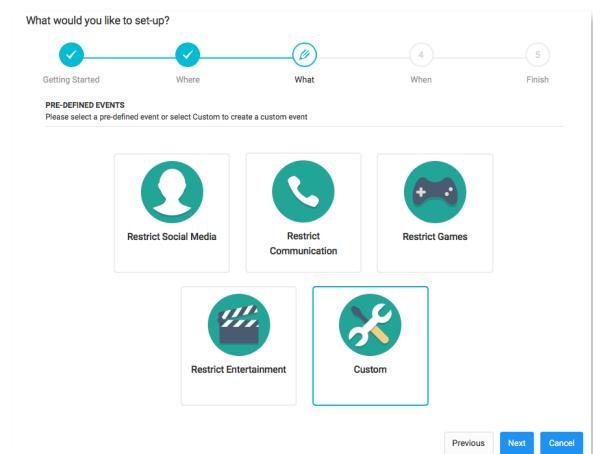
Firstly select 'Location' and click the next button.



Make sure that the switch next to 'everywhere' is on green and click the next button.



On the next screen select 'Custom' and click the next button.



Recipes (cont)

On the next screen, select which days you want this recipe to be active and during which times. You will need to make the 'Always' switch white if you want to select different days of the week.

Once you have configured this press the next button.

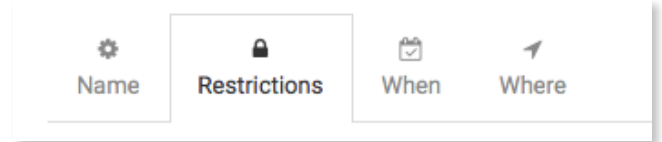
The 'WHEN' configuration screen shows a list of days with toggle switches. The 'Always' switch is currently off (white), while Monday through Sunday are all on (green). Below the list are 'Begin' and 'End' time fields. The 'Begin' field is set to 'Begin' and the 'End' field is set to '17:00'. At the bottom are 'Previous', 'Next', and 'Cancel' buttons.

Next you will need to name your recipe and check the setting before clicking the 'Configure' button

The 'Configure' screen shows a progress bar with five steps: 'Getting Started', 'Where', 'What', 'When', and 'Configure'. The 'Configure' step is currently active. Below the progress bar, there is a 'NAME' field with the value 'Parent'. A 'SUMMARY' section shows 'Overview of configured trigger'. Below that, there are sections for 'WHEN' (Fri Sat Sun from 00:00:00 till 17:00:00) and 'WHERE' (Everywhere). At the bottom are 'Previous', 'Configure', and 'Cancel' buttons.

Finally you will need to configure the settings. Click on the 'Restrictions' tab within

the recipe window. You have access to the 'App Lock', 'Device Functionality' and 'App Blocker'



Should you want to edit a recipe click the 'Recipe' tab from the main window and select the recipe you wish to edit. You will then be able to configure the restriction and timings as required.

Apps

The 'Apps' tab from the main window enable you to see all of the apps that are installed on your child's device. These are both Apps that have been installed by the school as well as any apps that have been installed by your child through the main App Store.

App	Storage Usage
Education, Utilities	
Additio Didactic Labs, S.L.	24.0 KB
Productivity, Photo & Video	
Spark Video Adobe	12.0 KB
Clips Apple	68.1 KB
Storytime	12.0 KB
BBC News BBC Media Applications Technologies Limited	28.0 KB

Although you are not able to interact with the apps this does give you visibility of what apps your child is using on their iPad and which apps you may want to block using the 'Restrictions' tab