

BLOCKSI MANAGER

Education Everywhere

Parent App User Guide

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••	

CHAPTER 1: SIGNING IN

To sign in

1. Tap the Blocksi Parent App. The **Parent Dashboard** sign in screen appears.

11:32 Wed, Mar 1		× 🖘 89% 🖬
	Б ВLOCKSI	
	Parent	
	Dashboard	
	Bachilodia	
G	Sign in with Google	
	Or Sign in with Blocksi	
Emoil		
Eman		
Password		
	Sign In	
Create a New Account		Forgot Password?

2. Sign in with your Google or Blocksi account.

To sign in with your Google account

- 1. Tap **Sign in with Google**. The **Choose an account** screen appears.
- 2. Tap the email account that you want to use to sign in to the dashboard.

To sign in with your Blocksi account

Type your email and password into the corresponding fields and tap **Sign In**.

Creating a New Account

If you do not have a Blocksi parent account, you can create one here.

To create a new account

1. Tap **Create a new account** on the sign in screen. The following screen appears.

11:35 Wed, Mar 1	×	জ 89% 🖻
←	b BLOCKSI	
Create a Blocksi Account		
Email		
Password		
Repeat password		
First name		
Last name		
Phone (Optional)		
Student email		
	Sign Up	

- 2. Complete the fields with the requested information.
- 3. When you are done, tap **Sign in**.

Resetting Your Password

If you forget your password, you can reset it.

To reset your password

- 1. Tap **Forgot password?** on the sign in screen. The **Reset password** window opens.
- 2. Type your email address and tap **RESET**. A reset link is sent to the email address you entered.
- 3. Go to your email, and follow the instructions in the email to reset your password.

CHAPTER 2: DASHBOARD

When you sign in to the Parent App, you are presented with the **Dashboard**. The **Dashboard** contains details about your child's or children's activity.

2:41 Thu, Mar 30 🔺 🕩 🕅			ම 🔌 🕾 100% 🗎
	Dashboard		
Sam Student sam.student@blocksi-sandbox.com Allowed today: 0			Blocked today: 0
Student Filtering and Logging: Parent Restrictions: Access Time Control			Enabled Not Ready
After School			- <i>I</i>
Exception List			
No Videos			- /
Pause internet			
			Validate a new user
Today			
Allowed URLs	Blocked URLs		
Yesterday			
Allowed URLs	Blocked URLs		
111	0	<	

The **Dashboard** displays the following:

- The current ATC filter and exception list that are being used.
- The number of allowed and blocked URLs for today and yesterday.

From the **Dashboard**, you can do the following:

- Change and modify the ATC filter and exception list.
- Pause the internet. This action prevents your child from accessing anything on the internet.
- Validate a new user.

CHAPTER 3: STUDENTS

Viewing Blocked Student Activity

To view blocked student activity

Tap \rightarrow to see student activity. The screen defaults to the URLs that were blocked. You can use the **Filters** to change the timeframe of the activity. Tap one of the URLs to go to that site.

11:37	Wed, Mar 1		💐 🕾 88% 🖬
		Activity of sam.student@blocksi-sandbox.com	
	Blocked	Allowe	
Last 6	months		•
Visits		Тор 10	
11	PM pornhub.com		
9	www.youtube.com		
1	www.wearpepper.com		

Viewing Allowed Student Activity

To view allowed student activity

Tap **Allowed** or swipe to the left to the see the URLs that were visited by the student. Tap one of the URLs to go to that site.

11:40	Wed, Mar 1			💐 🕾 88% 🖬
		Activity of sam.student@bloc	ksi-sandbox.com	
	Blocked		Allowed	
Filters -	months			•
Visits		Тор 10		
362	G www.google.com			Ð
118	🕅 www.ushistory.org			Ð
63	www.whitehouse.gov			Ð
48	🌔 www.si.edu			ð
42	www.youtube.com			ð
27	▲ drive.google.com			ð
26	M mail.google.com			6
14	⊘ www.pikapolonica.si			ð
9	💥 www.edgenuity.com			ð
8	PM pornhub.com			ក
		Ο	<	

Validating a New User

To validate a new user

- 1. Tap Validate a new user. The following window opens.
- 2. Type the student's email address and tap **REQUEST**. The following message appears. When the administrator validates the request, the student is added to the screen.

debbie.student@blocksi-sandbox.com	
Waiting for validation. Request sent to Administrator	

3. Tap **•** to stop the validation request. A confirmation prompt appears. Tap **DELETE** to stop the request.

Pausing the Internet

To pause the internet

Tap the **Pause internet** option to turn off internet access for the student. The student is not allowed to access anything on the internet.

Deleting a Student

To delete a student

- Locate the student you want to delete and tap the three horizontal dots to the right of the student's name and tap **Delete**. A confirmation prompt appears.
- 2. Tap **DELETE** to delete the student.

CHAPTER 4: MAIN MENU

2:48 Thu, Mar 30 📥 🖻 🎮
laura.parent@blocksi-sandbox.com Laura Parent
Dashboard
Exception List
Access Time Control
Areas of Concern
Insights
Reports
App Settings

The **Main Menu** displays your email address and your first and last name.

Use the Main Menu to access the following:

- Dashboard
- Exception List
- Access Time Control
- Areas of Concern
- Insights
- Reports
- App Settings

CHAPTER 5: EXCEPTION LISTS

As a parent, you can block and allow access to sites and specific URLs by adding them to an exception list.

Selecting an Exception List

To select a list

Tap the down arrow to the right of the **Exception List** drop-down list on the **Home** screen and select the desired list.

Adding an Exception List

To add a list

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap **Exception List**. The **Exception List** screen appears.

3:15 Thu, Mar 30 📥 💽 🕅				ම් 💐 🕾 100% 🖻
	E	exception List		
No Videos				
Social Media				
				+ Create
	II	0	<	

- 3. Tap **+Create** in the bottom right-hand corner of the screen. The following window opens.
- 4. Type the name of the new exception list and tap **Create**. The new list appears at the end.

Adding a URL to an Exception List

Note: You can add a URL to an exception list directly from the **Home** screen by selecting the desired exception filter using the drop-down arrow and then tapping rocedure.

To add a URL to an exception list

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap **Exception List**. The **Exception List** screen appears.
- 3. Tap the three horizontal dots to the right of the **Exception List** name and tap **Edit**. The exception list opens.

10:54 We	l, Mar 1			🔌 🕾 93% 🖻
÷		Edit School Days		
Allow	Block www.youtube.com			
Allow	Nock www.instagram.com			***
Allow	Nock www.twitter.com			•••
Allow	llock www.facebook.com			
Allow	Nock www.pornhub.com			
				+ Add URL
	111	0	<	

- 4. Tap + Add URL to add a URL. The Add URL window opens.
- 5. Type the URL to add to the list.
- 6. Tap the **Allow** or **Block** button.
- 7. Tap Add URL.

Deleting a URL From an Exception List From the Dashboard

To delete a URL from a list

1. Tap 🖍 to the right of the **Exception List** name on the **Dashboard**. The exception list opens.

10:54 Wed, N	ar 1			🔌 🗟 93% 🖻
÷		Edit School Days		
Allow Blo	www.youtube.com			***
Allow Blo	www.instagram.com			***
Allow Blo	k www.twitter.com			***
Allow Blo	k www.facebook.com			•••
Allow Blo	k www.pornhub.com			***
				+ Add URL
	111	0	<	

- 2. Tap the three horizontal dots to the right of the URL to delete and tap **Delete**. A confirmation prompt appears.
- 3. Tap **DELETE** to delete the URL from the list.

Deleting a URL From an Exception List From the Exception List Screen

To delete a URL from a list

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap **Exception List**. The **Exception List** screen appears.

3. Tap the three horizontal dots to the right of the **Exception List** name and tap **Edit**. The exception list opens.

10:54 We	d, Mar 1			💐 🗟 93% 🖻
÷		Edit School Days		
Allow	Block www.youtube.com			•••
Allow	Block www.instagram.com			000
Allow	Block www.twitter.com			•••
Allow	Block www.facebook.com			
Allow	Block www.pornhub.com			
	Ш	0	<	

- 4. Tap the three horizontal dots to the right of the URL to delete and tap **Delete**. A confirmation prompt appears.
- 5. Tap **DELETE** to delete the URL from the list.

Renaming an Exception List

To rename a list

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap **Exception List**. The **Exception List** screen appears.
- 3. Tap the three horizontal dots to the right of the **Exception List** name to rename and tap **Rename**. You are prompted for a name for the new list.
- 4. Type the new name for the list.
- 5. Tap **RENAME** to rename the list.

Duplicating an Exception List

To duplicate a list

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap **Exception List**. The **Exception List** screen appears.
- 3. Tap the three horizontal dots to the right of the **Exception List** name to rename and tap **Rename**. You are prompted for a name for the new list.
- 4. Type the name for the new list.
- 5. Tap **DUPLICATE** to name the list.

Deleting an Exception List

To delete a list

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap Exception List. The Exception List screen appears.
- 3. Tap the three horizontal dots to the right of the **Exception List** name to delete and tap **Delete**. A confirmation prompt appears.
- 4. Tap **DELETE** to delete the list.

CHAPTER 6: ATC FILTERS

Blocksi allows parents to control when their child is allowed to access the internet or popular applications like YouTube and Facebook. Access Time Control can be used only with regular policy types and apply only while their child is out of school; during school hours, these settings do not apply.

You can set access times for the following categories:

- Bedtime
- YouTube
- Streaming
- Gaming
- Social
- Google games

Selecting an Access Time Control Filter

To select a filter

Tap the down arrow to the right of the **Access Time Control** drop-down list on the **Dashboard** and select the desired access time control.

Adding an Access Time Control Filter

To add a filter

- 2. Tap Access Time Control. The Access Time Control screen appears.

- 3. Tap + **Create** in the bottom right-hand corner of the screen.
- 4. Type the name of the new access time control and tap **Create**.

Setting Access Times

Note: You can set access time directly from the **Dashboard** by selecting the desired ATC filter using the drop-down arrow and then tapping it to the right. Then go to **Step 3** of the following procedure.

To set access times

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap Access Time Control. The Access Time Control screen appears.

		□ 🔨 🖘 100 % 🗖
	Access Time Control	
After School		
No Gaming		
		+ Create
III	0 <	

3. Tap the three horizontal dots to the right of the ATC filter for which to set the times and tap **Edit**. The following screen appears. By default, the filter is set to **Bedtime** and contains no time restrictions.

9:35 Wed, Mar 1 🔺 🕅 🙆					💐 🗟 100% 🖻
		Exam V	Veeks		
	YouTube	Streaming	Gaming	Social	Google games
Monday 0					+ 1
Tuesday					+ 1
Wednesday 0					+ 🖸 24
Thursday 0					+ 1
Friday 0					+ 1
Saturday					+ 1
Sunday					+ 1
	111	Capture screenshot.		<	

4. Tap the category at the top of the screen. For this example, let's select YouTube. Now, let's assume you want to restrict your child's access to YouTube to between the hours of 7:00 P.M. to 9:00 P.M on Monday through Friday. To do so, you have to set the times your child cannot access YouTube, which are midnight to 7:00 PM and 9:00 PM to midnight. 5. Tap the blue plus sign to the right of Monday to set the times for that day. The following window opens.



- 6. Tap and drag the orange circle on the right (this is the **To** hour) clockwise to 12:00 AM.
- 7. Tap and drag the orange circle on the left (this is the **From** hour) clockwise to 9:00 PM. The setting should now look like this.



- 8. Tap **OK**. Now we set the other timeframe.
- 9. Tap the blue plus sign to the right of Monday.

- 10. Tap and drag the orange circle on the right (this is the **To** hour) clockwise to 7:00 PM.
- 11. Tap and drag the orange circle on the left (this is the **From** hour) counterclockwise to 12:00 AM. The setting should now look like this.



12. Tap **OK**. The time you set now appears on the Monday entry, as shown below. Not that the time your child is allowed to use YouTube appears in blue. Now, rather than set each of the other days of the week individually, you can copy this setting to the other days.



13. Tap 🗍 . The following window opens.

Cop	y to				×
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
Canc	el				Сору
		111	0	<	

14. Tap the checkboxes for **Tuesday**, **Wednesday**, **Thursday**, and **Friday**, and tap **Copy**. The time you set is copied to the other days of the week, as shown below.



15. You can set up the other settings in the same manner.

A note about the **Bedtime** setting. You can use the **Bedtime** setting to enforce bedtime by defining the days of the week and hours when your child can use their Chromebook. Days and times during which your child cannot use their Chromebook are blocked off in red and during these times the Chromebook is in **lockdown browser** mode, and your child is unable to use the device to visit websites, rendering it useless.

Renaming an Access Time Control Filter

To rename a filter

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap Access Time Control. The Access Time Control screen appears.

3:05 Thu, Mar 30 🔺 🕩 🕅				🖻 💐 🕾 100%∎
	Access Tim	e Control		
After School				
No Gaming				
				+ Create
	0		<	

- 3. Tap the three horizontal dots to the right of the filter you want to rename and select **Rename**. You are prompted for a name for the new filter.
- 4. Type the new name of the filter and tap **RENAME**. The filter appears with the new name.

Duplicating an access Time Control Filter

To duplicate a filter

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap Access Time Control. The Access Time Control screen appears.



- 3. Tap the three horizontal dots to the right of the filter you want to duplicate and select **Duplicate**. You are prompted for a name for the new filter.
- 4. Type the name of the new filter and tap **DUPLICATE**. The new filter appears at the end.

Deleting an Access Time Control Filter

To delete a filter

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap Access Time Control. The Access Time Control screen appears.



- 3. Tap the three horizontal dots to the right of the filter you want to delete and select **Delete**. A confirmation prompt appears.
- 4. Tap **DELETE** to delete the filter.

CHAPTER 7: AREAS OF CONCERN

These various areas can be identified in Google Emails, Google Chats, Google Docs, Google Sheets, Google Slides, search engine queries, and images.

Accessing Areas of Concern

To access areas of concern

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap **Areas of Concern**. The **Areas of Concern** screen defaults to **Areas of Concern** and the timeframe defaults to the current day.

The screen shows data for the following areas: Google Emails, Google Chats, Google Docs, Google Sheets, Google Slides, search engine queries, YouTube search engine queries, and images.



3. Tap a section to see data for that section. You can tap the down arrow to right of the timeframe to select a different timeframe.

Accessing Student Data

To access student data

1. Tap **Students** or swipe once to the left to see data for your child.



CHAPTER 8: INSIGHTS

The Parent App provides analytics to track student behavior on the internet.

Viewing Web Analytics

To view web analytics

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap **Insights**. The screen defaults to **Web**. This screen displays the most popular sites, most popular categories and all search engine queries.

3:27 Thu, Mar 30 🔺 🖸 🕅		ê 🔧 😤 100% 🕻
=	Insights	
Web		
Last 6 Months	▼ Users	•
Popular Sites		
G www.google.com Hits: 121 Allow: 121 Block: 0 Warning: 0		
www.youtube.com Hits: 28 Allow: 24 Block: 4 Warning: 0		
Www.si.edu Hits: 26 Allow: 26 Block: 0 Warning: 0		
drive.google.com Hits: 13 Allow: 13 Block: 0 Warning: 0		
www.edgenuity.com Hits: 9 Allow: 9 Block: 0 Warning: 0		
Www.ushistory.org Hits: 6 Allow: 6 Block: 0 Warning: 0		
pornhub.com Hits: 5 Allow: 2 Block: 3 Warning: 0		
W en.wikipedia.org Hits: 4 Allow: 4 Block: 0 Warning: 0		
M mail.google.com Hits: 3 Allow: 3 Block: 0 Warning: 0		
	0	<

- 3. Tap a URL entry in the **Popular Sites** section to go to that URL.
- 4. Tap a category entry in the **Popular Categories** section to expand the category and see a breakdown of the subcategories, as shown below.

Personal	14.93%
e Education	55 Hits
Arts and Culture	49 Hits
News and Media	8 Hits
Reference	4 Hits
Social Networking	2 Hits
Health and Wellness	1 Hits
Instant Messaging	1 Hits

Viewing YouTube Analytics

To view YouTube analytics

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap Insights. The screen defaults to Web.
- 3. Tap **YouTube** or swipe once to the left. This screen displays the most allowed and most blocked videos, and search engine queries.

10:08 Mon, Nov 6 🐻 🕅 🕅		🖻 🔌 🗟 80% ه
≡	Insights	
Web		
Filters Last 6 Months	▼ Users	•
Most Allowed Videos		
Probably the Funniest Pet Video on V Hits: 3 Category: Pets & Animals	Youtube	
Most Blocked Videos	\bigcirc Expand your time range or refine your filters \bigcirc	3
Search Engine Queries		
cupcake recipes Hits: 2		
funny animal videos Hits: 2		

4. Tap an entry to go to that video.

Viewing the Analytics Logs

To view the analytics logs

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap Insights. The screen defaults to Web.

3. Tap **Logs** or swipe twice to the left.

3:40 Thu, M	Лаг 30 🔺 🕞 🕅		🖻 🌂 🗟 100% 🕽
≡		Insights	
			Logs
Export CSV			
Filters Last 6 Mon	ths	✓ Users	•
www.googl Wednesday,	e.com/search?q=risky+behavior&rlz=1CA November 9, 2022 5:25 PM	0W0B_enUS1020&oq=risky+behavior&aqs=chrome	69i57j0i512I9.10294j0j15&sourceid=chrome&ie 🗮
www.googl Wednesday,	e.com/search?q=risky+behavior&rlz=1CA November 9, 2022 5:25 PM	.OWOB_enUS1020&oq=risky+behavior&aqs=chrome	69157j0151219.10294j0j15&sourceid=chrome&ie 🔦
en.wikiped Wednesday,	ia.org November 9, 2022 5:23 PM		*
en.wikiped Wednesday,	ia.org/wiki/Gambling November 9, 2022 5:23 PM		*
www.googl Wednesday,	e.com/search?q=gambling&rlz=1CAOWO November 9, 2022 5:22 PM	B_enUS1020&oq=gambling&aqs=chrome69i57j0i43	3i512j0i131i433j0i433i512l2j0i131i433i512j0i5 🔸
www.googl Wednesday,	e.com November 9, 2022 5:22 PM		~
www.googl Wednesday,	e.com/search?q=gambling&rlz=1CAOWO November 9, 2022 5:22 PM	B_enUS1020&oq=gambling&aqs=chrome69i57j0i43	31512j011311433j01433151212j0113114331512j015 🗮
www.googl Wednesday,	e.com/search?q=gambling&rlz=1CAOWO November 9, 2022 5:22 PM	B_enUS1020&oq=gambling&aqs=chrome69i57j0i43	31512j011311433j01433151212j0113114331512j015 🗮

4. Tap a log entry to see details about that URL, as shown below. Details include the username, website category, action (whether the attempt was allowed or blocked), organizational unit, policy in effect at the time, location (in or out of school), and the WAN and LAN IP addresses.



5. Tap the arrow in the upper right corner of the entry to go to that Web page.

Exporting the Analytics Logs

You can export the analytics logs to a CSV file for your records.

To export the analytics logs

1. Tap **Export CSV** in the upper left-hand corner of the screen. The **Export CSV** window opens.

2. Type the email address to which you want to send the report and click **Send**.

CHAPTER 9: REPORTS

You can create Web Activity reports that generate daily, weekly, and monthly. These reports include the following information:

- Filters used to generate the report
- Report time
- Allowed, blocked, and sites that required a warning for each organizational unit
- Breakdown of each category, including most visited URLs
- Most active users and the number of hits for each
- Most blocked users and the number of hits for each

Creating a Report

To create a report

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap Reports. The Reports screen appears.

3:44 Thu, Mar 30 🔺 🖻 🕅				🖻 🔌 😤 100% 🖻
=		Reports		
Automated Weekly Reports				
		Category Report		
Report Interval				
Monthly				*
Recipients				
Enter email				Add
laura.parent@blocksi-sandbox.com 😣				
		Automated Weekly Report		
Report Interval				
weekiy				*
Recipients				
Enter email				Add
laura.parent@blocksi-sandbox.com 8				
				+ Create Report
	111	0	<	

- 3. Tap + Create report. The Create report window opens.
- 4. Type the report name in the first text box.

- 5. Select the report interval from the **Report interval** drop-down list.
- 6. Type the recipient's email address in the **Recipients** text box and tap **Add**.
- 7. Tap Create report.

Adding a Recipient to a Report

You can add as many recipients to a report as you need.

To add a recipient to a report

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap **Reports**. The **Reports** screen appears.

3:44 Thu, Mar 30 🔺 🖻 🕅				ଛି 🔌 🕾 100% 🖻
=		Reports		
Automated Weekly Reports				
		Category Report		***
Report Interval				
Monthly				*
Recipients				
Enter email				Add
laura.parent@blocksi-sandbox.com 😵				
		Automated Weekly Report		
Report Interval				
Weekly				*
Recipients				
Enter email				Add
laura.parent@blocksi-sandbox.com 8				
				+ Create Report
	111	0	<	

3. Locate the report to which you want to add a recipient and type the recipient's email address in the **Recipients** text box and tap **Add**. The recipient is added to the report.

Removing a Recipient From a Report

You can remove a recipients when they are no longer need to receive the report.

To remove a recipient from a report

2. Tap **Reports**. The **Reports** screen appears.

3:44 Thu, Mar 30 🔺 🖻 🕅				🗟 🔌 🕾 100% 9
=		Reports		
Automated Weekly Reports				
		Category Report		
Report Interval				
Monthly				*
Recipients				
Enter email				Add
laura.parent@blocksi-sandbox.com ⑧				
		Automated Weekly Report		
Report Interval				
Weekly				•
Recipients				
Enter email				Add
laura.parent@blocksi-sandbox.com 😣				
				+ Create Report
	111	0	<	

3. Locate the report from which you want to remove a recipient and tap the X to the right of the email of the recipient you want to remove. A confirmation prompt does not appear; the recipient is immediately removed from the report.

Deleting a Report

To delete a report

2. Tap **Reports**. The **Reports** screen appears.

3:44 Thu, Mar 30 🔺 🖻 🕅				🗟 💐 🕾 100% 🖻
≡		Reports		
Automated Weekly Reports 🛛 🥌				
		Category Report		•••
Report Interval				
Monthly				*
Recipients				
Enter email				Add
laura.parent@blocksi-sandbox.com 8				
		Automated Weekly Report		
Report Interval		, ,		
Weekly				*
Recipients				
Enter email				Add
laura.parent@blocksi-sandbox.com ⊗				
				+ Create Report
		0	<	

- 3. Tap the three horizontal dots to the right of the report name and tap **Delete**. A confirmation prompt appears.
- 4. Tap **DELETE** to delete the report.

Creating an Automated Weekly Report

To create an automated weekly report

2. Tap **Reports**. The **Reports** screen appears.

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- 3. Tap the **Automated Weekly Reports** option. The report appears in the list.
- 4. Type the recipient's email address in the **Recipients** text box and tap **Add**.

CHAPTER 10: APP SETTINGS

On the **Settings** screen, you can change the timezone, language, theme, view the privacy policy, and sign out of the app.

To view the app settings

- 1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
- 2. Tap App Settings.

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Changing the Timezone

To change the timezone

Tap the down arrow to the right of the **Timezone** drop-down list and select your timezone.

Changing the Language

To change the language

Tap the down arrow to the right of the **Language** drop-down list and select your desired language.

Changing the Theme

To change the theme

The Parent App has three themes that change the appearance of the app: **system**, **light**, and **dark**. Tap the one that you prefer.

Viewing the Blocksi Privacy Policy

To view the Blocksi Privacy Policy

Tap Privacy policy. The policy opens on your device.

Deleting Account

To delete your account

- 1. Tap **Delete account**. A confirmation prompt appears.
- 2. Tap **DELETE** to remove your account.

Signing out of the App

To sign out of the app

Tap **Sign Out**. You are returned to the signin screen.