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## First steps on 2houses



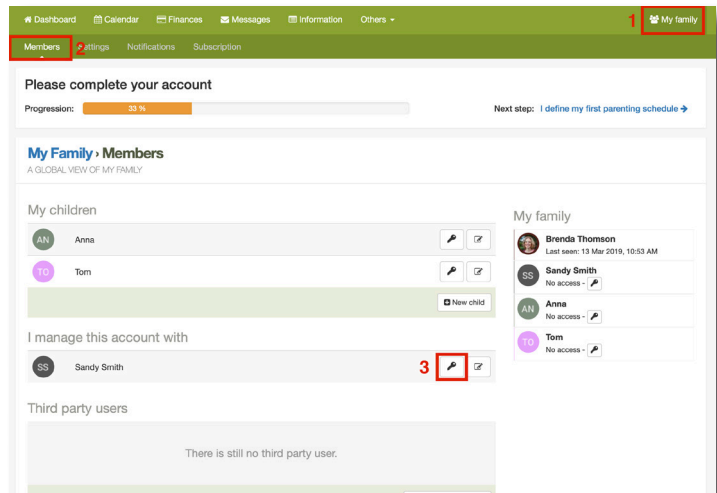
You've just joined 2houses and can't find your way around? Here are some explanations to configure your account. 2houses will no longer keep any secrets from you!

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# Step 1: Invite my co-parent

When you created your account, you entered the name of your **co-parent**. To **invite** him/her, follow this process:

1. Go to **"My Family"**
2. Click on **"Members"**
3. Click on the **key** below your co-parent's name



Invitation will be send to:

john.doe@example.com

☒ Send an invite written by 2houses ☐ Send an invite written by me

**Message**

Hi Sandy,

Brenda has invited you to join 2houses. 2houses is a communication tool that helps separated parents to communicate and become better organized for the well-being of their children. Before accepting the invitation, we invite you to discover how 2houses can help you in your current situation.

Time saved, serenity!

If you have any questions, please contact us at support@2houses.com. Hope to see you soon among our users.

! This message will include a link to confirm the coparent's account. They will not need to create a new one.

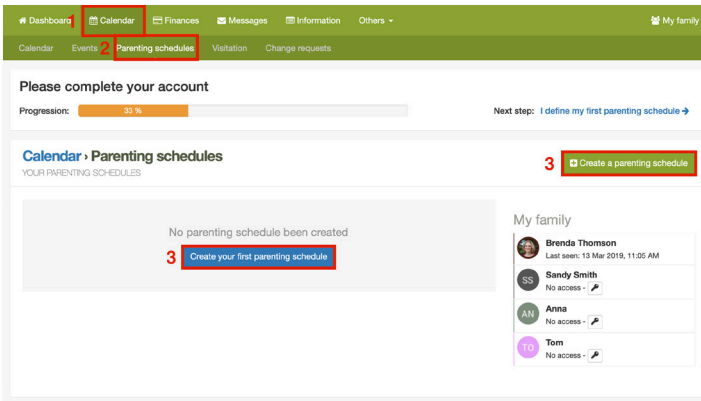
**SEND INVITATION**

When you click on the key, you just have to enter the **co-parent's email address**. You can write a **personal message** or you can send a **pre-written invitation by 2houses**.

Finally, when you want to verify if the co-parent did **accept your request**, you just have to **return to the "My family"** page and you will be able to see if the co-parent accepted your invitation or not.

*Not applicable if you're the invited co-parent.*

## Step 2: Create a parenting schedule



To create your **first custody calendar**:

1. Go to the page "Calendar"
2. Then in the subcategory, select "**Parenting schedules**"
3. Click on "**Create a parenting schedule**" or "**Create my first parenting schedules.**" Both choices will take you to the same page.

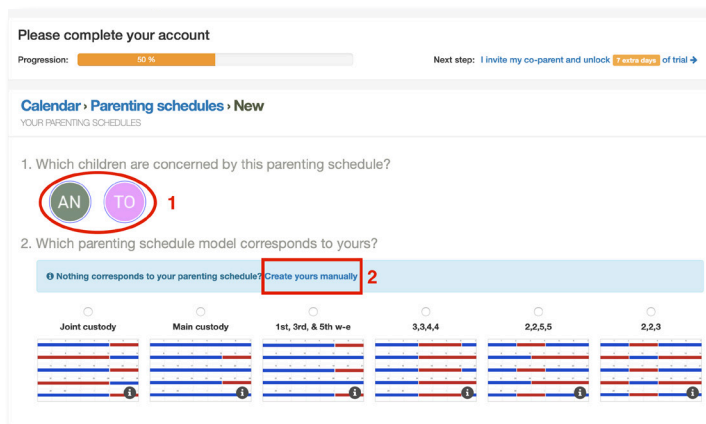
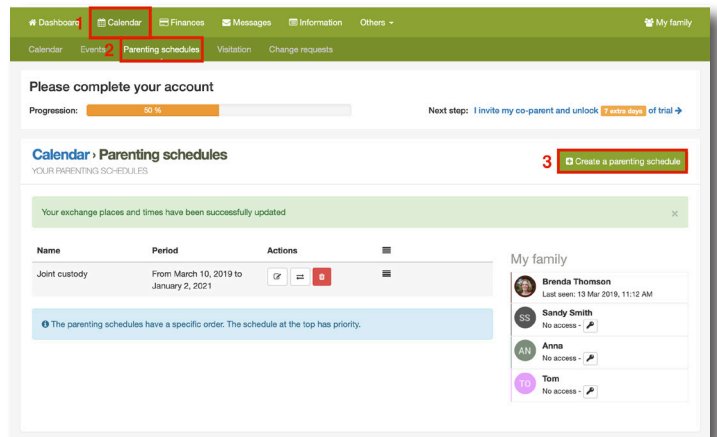
Once you clicked on that button, choose the **model that suits you**.

Or, compose your **schedule manually**. Select the days and the parent to personalize your planning.

## Step 3: Create a holidays schedule

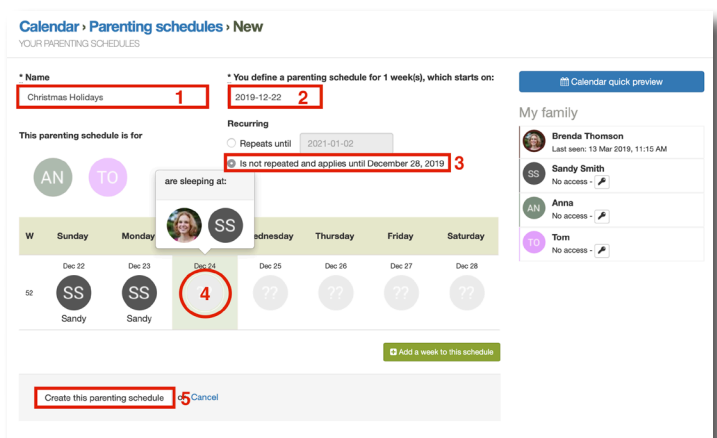
Just like the "joint custody" calendar you need to follow these steps:

1. Go to **"Agenda"**
2. Click on **"Parenting schedules"**
3. Click on **"Create a parenting schedule"**



Then, just as you did for joint custody schedule, select the **child concerned** and select **"create yours manually."**

Once this is done, give your **schedule a name**, and **insert the start and end dates**. Then click on the **first day of the week** and say where the child will spend the night. Repeat this until the desired date. If you want to add an extra week, click on «**add a week.**» If this schedule does not repeat, press «**Do not repeat and apply until ...**» If necessary, press «**Repeats until ...**» When you have established your schedule, click on «**Create this parenting schedule.**»

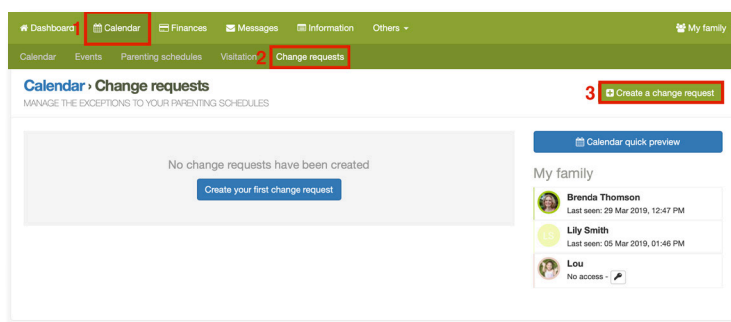


The vacation schedule will overlay the standard schedule on the agreed dates. See: lexicon p.10.

## Step 4: Create a change request


To create your **change request**, click on:


1. **"Calendar"**
2. **"Change requests"**
3. **"Create a change request"**



Calendar > Change requests > New

MANAGE THE EXCEPTIONS TO YOUR PARENTING SCHEDULES

\* I'm asking that 

\* Takes care of 

\* From: 2019-04-02 12:00 AM

\* To: 2019-04-09 12:00 AM

☐ don't specify hours

Reason: I have to go to a meeting in New York City.

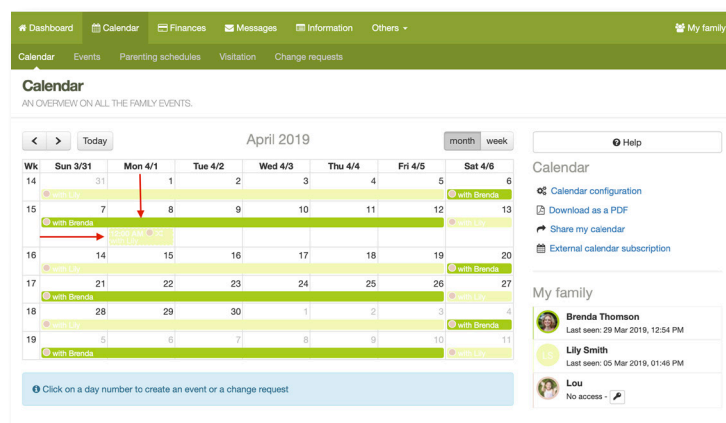
Mention the reason for this change request or any special arrangements here.

[Create change request](#) or [Cancel](#)

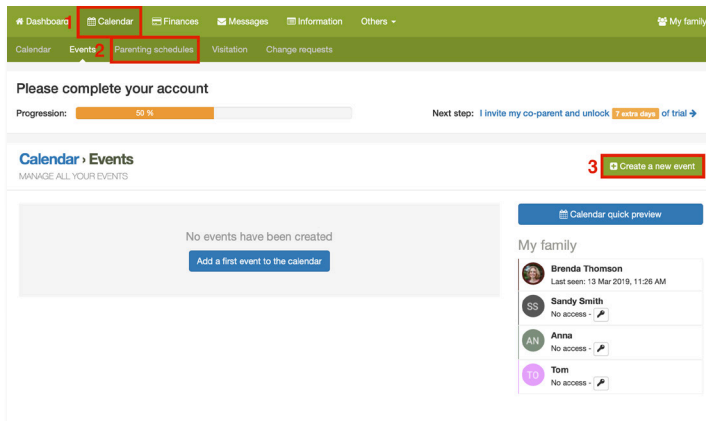
Select the **parent** and a date. Add a note if you want to. Once you entered all of the information, click on **"Create this change request."**

Once this step is done, you will **see the change request in your calendar**.

In this case, the change request hasn't been accepted yet by the co-parent. That's why both of the schedules are visible.



## Step 5: Create an event

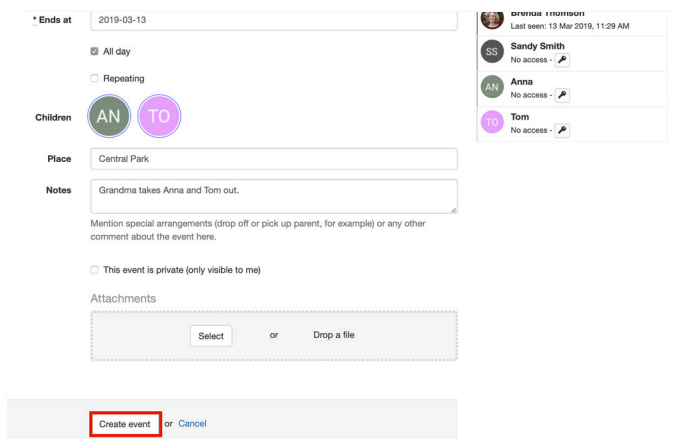
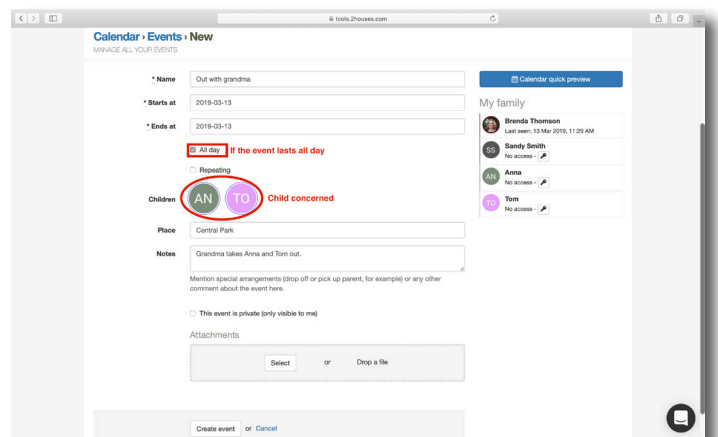


When you're on the dashboard:

1. Click on "**Calendar**"
2. Then on the subdivision "**Event**"
3. Finally on "**Create an event**"

When you click on that button, you will arrive on the **event page**. Fill in what's asked. You can choose this event to be **recurring**.

You also can choose this event to happen **only once**.

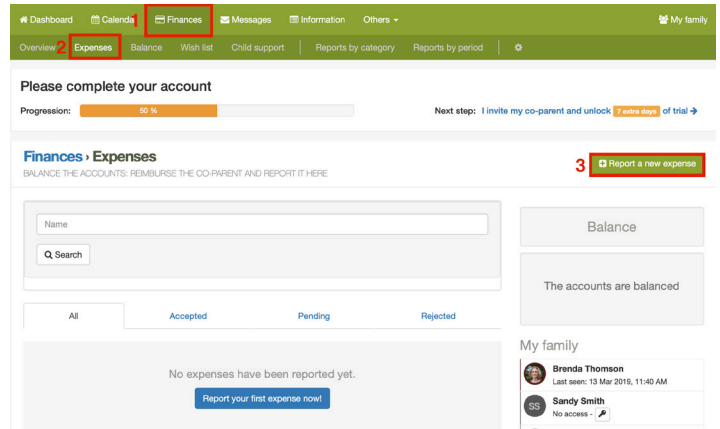


Once you configure your event, click on "**Create this event.**"

## Step 6: Create an expense

To create an expense, please follow these steps:

1. Click on **"Finances"**
2. Then on the subdivision **"expenses"**
3. Finally on **"Report a new expense"**



When you're on the expenses page, fill in the **price**, the **date**, and the **reason**. Then, for the **category**, if you don't have any yet, click on **"create a new category."**

For the **category**, fill in the title, the share proportion, and if you want to, an explanation note. Click on **"create a category."**

**Finances > Expenses > Report an expense**  
BALANCE THE ACCOUNTS, REIMBURSE THE CO-PARENT AND REPORT IT HERE

\* I have spent: 56,75 €

\* On: 2019-03-13

\* For: Shoes

\* Category: Clothes  
or Create a new category

\* Concerned children: AN TO ← Child concerned

Notes: Tom needed some new tennis shoes. ← Additional notes

Attachments: Select or Drop a file

Report this expense or Cancel

You now can fill in all of the **other details** of the expense. You also can **attach a file** (the picture of your receipts, for example).

If your expense is subject to an **external reimbursement** (ex: health service), click on “**subject to a reimbursement**” and tell the **beneficiary**.

BALANCE THE ACCOUNTS, REIMBURSE THE CO-PARENT AND REPORT IT HERE

\* I have spent: 56,75 €

\* On: 2019-03-13

\* For: Shoes

\* Category: Clothes  
or Create a new category

\* Concerned children: AN TO

Subject to a reimbursement? This expense will be partially reimbursed by an organisation or a third party (e.g. health service)

Beneficiary: SS

Notes:

Attachments: Select or Drop a file

**Please complete your account**

Progression: 50 % Next step: I invite my co-parent and unlock 7 extra days of trial →

**Finances > Expenses**  
BALANCE THE ACCOUNTS, REIMBURSE THE CO-PARENT AND REPORT IT HERE

Expense successfully reported

Name:

Q Search

Balance: The accounts are balanced

All Accepted Pending Rejected

| Expense date   | Name  | Amount  | Category                                  | Status  | Actions   |
|----------------|-------|---|---|---------|---|
| March 13, 2019 | Shoes | €28.38<br><small>on a total of €56.75</small> | Clothes<br><small>€1 50% / SS 50%</small> | Pending | <span style="border: 1px solid red; padding: 2px;">3</span> <span style="border: 1px solid red; padding: 2px;">↔</span> <span style="border: 1px solid red; padding: 2px;">Q</span> <span style="border: 1px solid red; padding: 2px;">C</span> <span style="border: 1px solid red; padding: 2px;">R</span> <span style="border: 1px solid red; padding: 2px;">I</span> |

My family: Brenda Thomson, Sandy Smith, Anna, Tom

Finally, click on “**Report this expense**” and don’t forget that the beneficiary of the reimbursement will need to encode this reimbursement once he/she receives it. A **blue notification** will appear until the reimbursement is done. You can encode it via the **double arrow**.

**Finances > Expenses > Shoes > Report a reimbursement**  
BALANCE THE ACCOUNTS, REIMBURSE THE CO-PARENT AND REPORT IT HERE

Amount: 14 €

Reimbursed at: 2019-03-13 12:15 PM

Notes: The Tennis club refund me a part of the shoes amount.

Update this reimbursement or Cancel



## That's not all...

### **Messaging**

This allows you to communicate directly with your ex-partner or any other person related to the account. The messages cannot be deleted and you can extract the conversations in a PDF. You can also archive all your conversations. Of course, you can only communicate with an «active» member,” that is, one who has been invited and who has accepted the invitation.

### **Journal**

The log allows you to publish a status, images, or situations. It works like Facebook except that all posted information is confidential between you and the people who use the account.

### **Photo album**

The photo album allows you to post photos of vacations, outings, parties, etc. with the other members of the account.

### **Database**

This allows you to publish all information about your children (size, blood type, measurements, clothing size, etc.), folders (school records, medical records, etc.), or to indicate contacts (school, babysitter, doctor, etc.).

# Dictionary & examples

## Change request

The change of custody request is initiated by a parent when he wants to make a change to the day care schedule for one or more nights. This request must be accepted to be taken into account in the calendar.

*Example: You want your child to stay at home one weekend (when he should be at the other parent's house) because you have a planned family event. Make a change request, the other parent will receive a notification that they can accept or reject.*

## Visitation

The visit represents the time spent with one of the parents without including the night. In practice, it is a day or a few hours spent with the other parent or the third person.

*Example: Dad has the children on Wednesday afternoons from 1pm to 6:30 pm without them spending the night there*

## Expenses

Shared expenses for children can be entered in 2houses. The person who encodes the expense is the person who paid for that expense. Each expense is entered into a (configurable) category that defines the percentage of sharing. The parent receives a notification that they can accept or refuse. When the expense is accepted (and only then), the balance will be updated.

*Example: You buy shoes for Thomas, so you are the person who encodes the expense so that the system can balance the balance on the right side. This expense is added to the «Clothing» category (which you have created and set the share to 50/ 50.)*

## Balance of payments

The balance of payments balances the amount based on the expenses and payments made by each parent. It is therefore not necessary to make payments to the other parent «expense by expense.» 2houses calculates the overall balance for you. So you know at all times who should make a payment to the other parent and by how much.

*Example: If parent A makes a 50/50 expense at 56 € and parent B makes a 50/50 expense at 60 €, then parent A must pay 4 € to parent B. The balance automatically counts according to the expenses of each.*

## Payment

The payment serves to balance the balance of payments.

*Example: Parent A has a negative balance, so to balance it, he has to make a payment to parent B for the balance to balance.*

## **Parenting schedule**

The parenting schedule is based on the guard rules defined in the agreement (alternate guard, main guard, etc.). We have defined standard guard models based on the most popular chords. You can also manually set your own schedule of 1, 2, or 3 weeks, which will be repeated to create your ongoing schedule.

## **Holiday schedule**

The holiday planning (which is also a «guard schedule» in 2houses) overlays the standard schedule. Indeed, the calendars you create have a hierarchy that you can modify. The schedule above will have priority in the calendar view compared to the one below in the list, so your vacation schedule is above the standard schedule but does not remove the standard one. If you move the vacation schedule under the standard schedule, then the standard schedule takes precedence over the vacation schedule.

## **Invitation of the co-parent**

Note that the co-parent has as many rights as the person who creates the account. He can edit any information he wants and is as free to do so as is the creator of the account.

*Example: Parent A creates the account, inviting parent B. Parent B can create the guard schedule if parent A has not done so yet.*