# 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!

# 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

🛪 Dashboard 🗎 Calendar 🔚 Finances 🔤 Messages 🗐 Information C	Dthers - 1 📽 My family
Members 2 ttings Notifications Subscription	and the second
Please complete your account	Next step: I define my first parenting schedule >
My Family > Members A GLOBAL VIEW OF MY FAMILY	
My children	My family
AN Anna	P C Brenda Thomson Last seen: 13 Mar 2019, 10:53 AM
Tom	P S Sandy Smith No access - P
	New child     No access -
I manage this account with	Tom No access - P
SS Sandy Smith	3
Third party users	
There is still no third party user.	

Send an invite writen by 2houses	<ul> <li>Send an invite writen by me</li> </ul>
ssage	
li Sandy,	
trenda has invited you to join 2houses. 2houses is a d ommunicate and become better organized for the we witation, we invite you to discover how 2houses can ime saved, serenity!	ell-being of their children. Before accepting the help you in your current situation.
you have any questions, please contact us at suppo sers.	rt@2nouses.com. Hope to see you soon among our

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

Dashboard 🛱 Calendar 🖽	Finances Messages 📼 Information Others -	😁 My family
Calendar Events 2 Parenting sc	hedules Visitation Change requests	
Please complete your a Progression: 33 %	account	Next step: I define my first parenting schedule ->
Calendar > Parenting s YOUR PARENTING SCHEDULES	chedules	3 Create a parenting schedule
	No parenting schedule been created 3 Create your first parenting schedule	My family Sandy Smith Sandy Smith No access. P Mo access. P Tom

#### To create your **first custody calendar**:

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

Calendar > Parentin YOUR PARENTING SCHEDULES	g schedules • New				
1. Which children are AN TO 2. Which parenting s 0 Nothing corresponds		responds to yours?	?		
Are Anna and Tom spendir	Main custody Main custody 2019-03-10 aday a the night with you today? your planning	1st, 3rd, & 8th w-e	3344	225.5	22,3

Once you clicked on that button, choose the **mo-del that suits you.** 

Calendar - Parenting YOUR PAPENTING SCHEDULES	g schedules > Ne	w			
1. Which children are	concerned by th	is parenting schedule	?		
2. Which parenting se	chedule model co	prresponds to yours?			
Nothing corresponds t	o your parenting schedul	e? Create yours manually			
Joint custody	Main custody	1st, 3rd, & 5th w-e	3,3,4,4	2,2,5,5	2,2,3
-0	-				0

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"



Progression: 5	ur account		Next step:	I invite my co-parent and u	nlock 7 extra days of trial 🗲
Calendar > Parentin	ig schedules › Ne	w			
1. Which children an	e concerned by th	is parenting schedule	9?		
1		er Create yours manually 2			
Nothing corresponds	to your parenting schedule	Create yours manually 2			
Nothing corresponds	to your parenting schedule	e? Create yours manually 2 1st, 3rd, & 5th w-e	_ 3,3,4,4	2,2,5,5	2,2,3
Nothing corresponds	to your parenting schedule	Create yours manually 2	_ 3,34,4	2,2,5,5	2,2,3

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.»** 

AN TO are sleeping	Is not repeated a	2021-01-02 Ind applies until D	ecember 28, 20	19 3	My family Brends Thomson Last seen: 13 Mar 2019, 11:15 AM Sandy Smith No access - A Anna
W Sunday Monday	ednesday	Thursday	Friday	Saturday	No access - P Tom No access - P
52 SS Sandy Sandy	Dec 25	Dec 26	Dec 27	Dec 28	
			Add a week	k to this 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"

ashboard 🛗 Calendar	Finances Messages Information Others	≁ ₩My famil
endar Events Paren	nting schedules Visitation 2 Change requests	
alendar > Change	e requests D YOUR PARENTING SCHEDULES	3 Create a change request
		🖄 Calendar quick preview
	No change requests have been created	My family
	Create your first change request	Brenda Thomson Last seen: 29 Mar 2019, 12:47 PM
		Lily Smith Last seen: 05 Mar 2019, 01:46 PM
		No access -
		Du Lou

I'm asking that			🛗 Calendar quick preview
		Myt	amily
* Takes care of		6	Brenda Thomson Last seen: 29 Mar 2019, 12:52 PM
* From	2019-04-02 12:00 AM		Lily Smith Last seen: 05 Mar 2019, 01:46 PM
• То	2019-04-09 12:00 AM	0	Lou No access - 🎤
	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.	4	

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**."

# One 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.

# Dasi	hboard f	Calendar		es 🖂 Messa	iges 💷 Info				營 My family
Calend	ar Event								
	endar erview on a	ALL THE FAM	ILY EVENTS.						
<	> Too	ay		Ap	oril 2019			month week	@ Help
Wk	Sun 3/31	Mon	4/1 1	ue 4/2	Ned 4/3	Thu 4/4	Fri 4/5	Sat 4/6	Calendar
14		31	1	2	3	4	5		© Calendar configuration
15	with Lify	7	8	9	10	11	12	with Brenda 13	Download as a PDF
- 6		12:00 AM							A Share my calendar
16		14	15	16	17	18	19		External calendar subscription
17	D with Lily	21	22	23	24	25	26	with Brenda 27	My family
18		28	29	30	1	2	3		Brenda Thomson Last seen: 29 Mar 2019, 12:54 PM
19	with Brenda	5	6	7	8	9	10	11 with Lily	Last seen: 29 Mar 2019, 12:34 PM
00	lick on a da	number to	create an eve	ent or a change i	equest				No access -

## Step 5: Create an event

# Dashboard 🛱 Calendar 🚍 Finances	Messages 🗐 Information C	Others - 😁 My family
Calendar Events2 Parenting schedules	Visitation Change requests	
Please complete your account Progression: 00%	•	Next step: I invite my co-parent and unlock Team and of trial I
Calendar > Events		3 Create a new event
	events have been created ki a first event to the calendar	Calendar quick preview  My family  Frond Thomson Last seen: 13 Mar 2019, 11:28 AM  Solution  Ana No

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.** 



Ends at	2019-03-13	Last seen: 13 Mar 2019, 11:29 AM
	All day	SS Sandy Smith
	C Repeating	Anna Anna
Children	AN TO	No access - P Tom No access - P
Place	Central Park	No access -
Notes	Grandma takes Anna and Tom out.	
	Mention special arrangements (drop off or pick up parent, for example) or any other comment about the event here.	
	This event is private (only visible to me)	
	Attachments	
	Select or Drop a file	
	Create event or Cancel	
_		

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"

	a Finances	🗠 Messages				🐸 My far	
Overview 2 Expenses	Balance Wish list	Child support	Reports t	y category	Reports by period	•	
Please complete Progression:	your account				Next step: 1 inv	vite my co-parent and unlock Textra days of trial -	•
Finances • Exper BALANCE THE ACCOUNTS:		WRENT AND REPO	RT IT HERE			3 B Report a new expense	
Name Q. Search						Balance	
All	Accepted		Pending		Rejected	The accounts are balanced	
	_	ises have beer port your first expe				My family Brenda Thomson Last seer: 13 Mar 2019, 11:40 AM Sandy Smith No access - A	

* I have spent	56,78 €	Balance
* On	2019-03-13	Daiance
* For	Shoes	The accounts are balance
* Category	\$	The accounts are balances
	or Create a new category	My family
Concerned children	AN TO	Brenda Thomson Last seen: 13 Mar 2019, 11:44 AM
	Subject to a reimbursement? 0	Sandy Smith
Notes		Anna No access - P
	Attachments	Tom No access - P
	Select or Drop a file	

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.**"



* I have spent	56,75 €	Balance
• On	2019-03-13	Duttito
For	Shoes	The accounts are balanced
* Category	Cicthes \$	The accounts are balanced
Notes	Subject to a reimbursement? Tom needed some new tennis shoes. Additional notes	SS Sandy Smith No access - P Anna No access - P
	Attachments	No access -
	Select or Drop a file	

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 <b>external reimbur-</b>
sement (ex: health service), click on "subject to a
reimbursement" and tell the beneficiary.

* I have spent	56,75	e Balance
* On	2019-03-13	
* For	Shoes	The accounts are balanced
* Category	Clothes or Create a new category	the accounts are balanced
ncerned children	AN The expense will be partially reinbursed by an ogenitation or a bitwo party (ap, hanth service) Subject to a reimbursement?	My family Brenda Thomson Last server: 13 Mar 2010, 12:00 PM Sandy Smith Laccoss - / P
Beneficiary	SS SS	Anna No access - P
Notes		Tom No access -
	Attachments	

Inances > Expenses		D REPORT IT HERE		C Report a new expense
Expense successfully reported	I			×
Name				Balance
Q Search				The accounts are balanced
All	Accepted	Pending	Rejected	
Expense date Name	Amount Categ	jory Status A	ctions	My family
March 13, Shoes	€28.38 Clothes on a total of BT 50% / SS	Pending 3 🗗	Q @ 0 0	Last seen: 13 Mar 2019, 12:07 PM
2019	656.75 50%	_	_	SS Sandy Smith No access - An Anna
Finances > Exq BALANCE THE ACCOUR Am	ee.75 2014	HE CO-PARENT AND R		Anna Anna
Reimburse	eess she penses she nts: ReiMourse Tr ount 14 2019-03		EPORT IT HERE	Anna eeent

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**.

## 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  $\in$  and parent B makes a 50/50 expense at 60  $\notin$ , then parent A must pay 4  $\notin$  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.