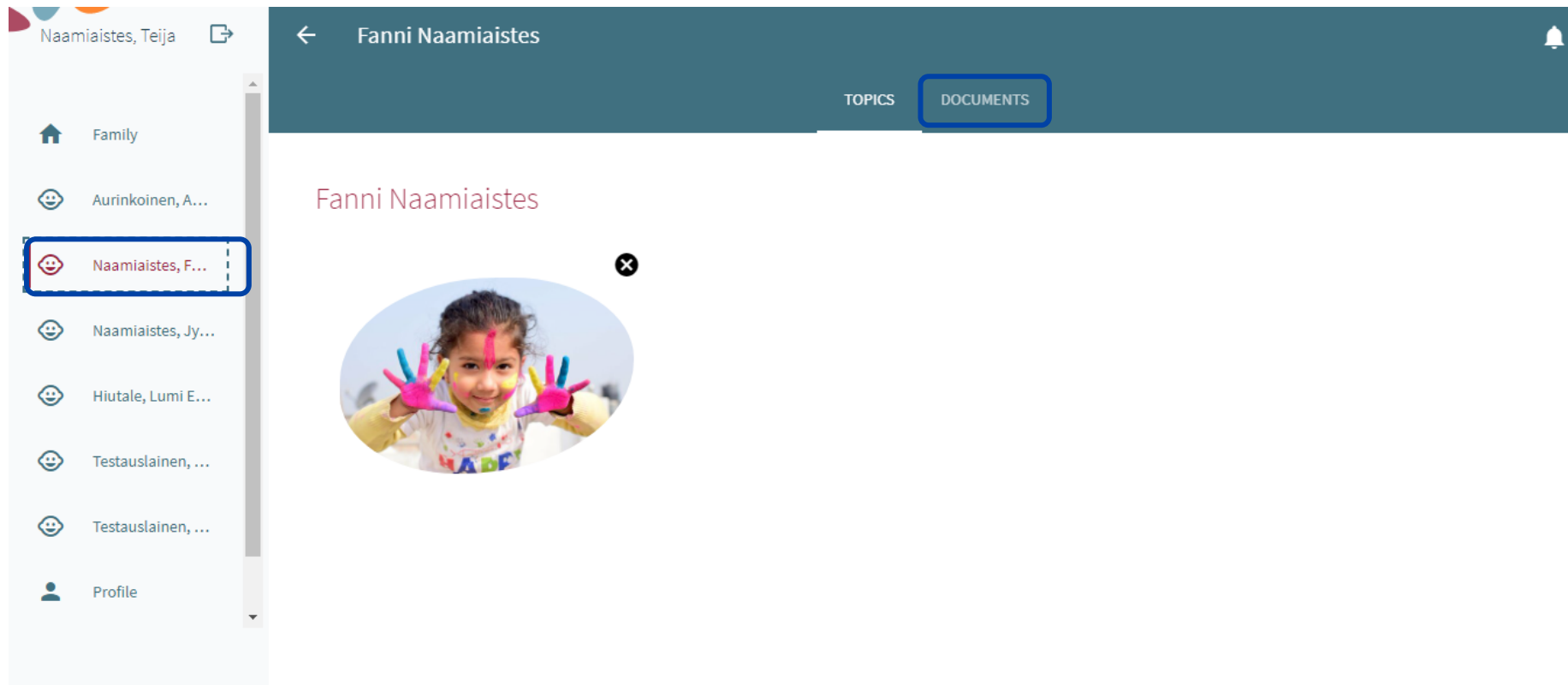


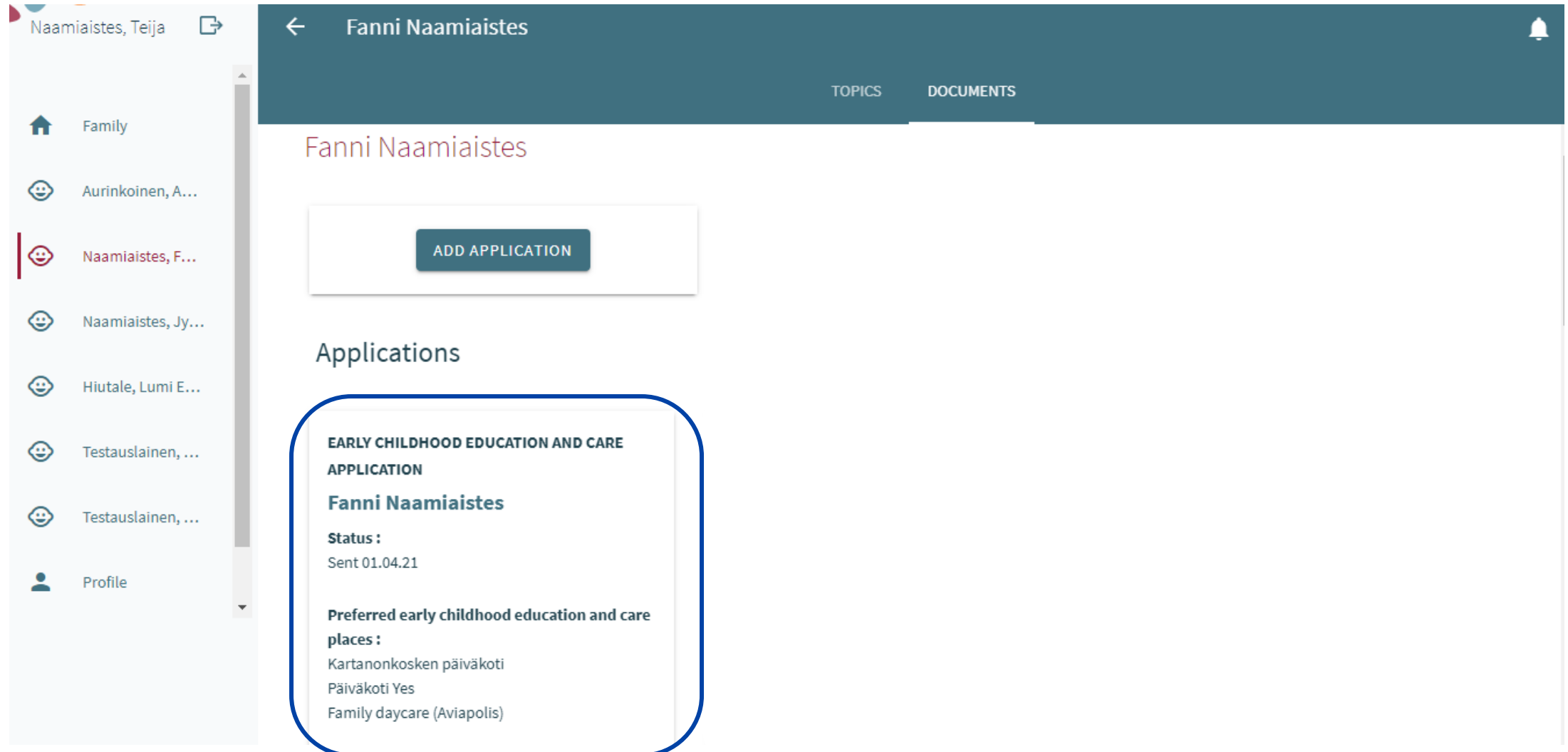
HOW TO EDIT APPLICATION



1. Select the child and click Documents-tab.




2. You can edit the application when the status is “Sent”. Click the application card open.



The screenshot displays a user interface for a family management system. On the left is a vertical navigation menu with icons and labels: 'Family', 'Aurinkoinen, A...', 'Naamiaistes, F...' (highlighted with a red bar), 'Naamiaistes, Jy...', 'Hiutale, Lumi E...', 'Testauslainen, ...', 'Testauslainen, ...', and 'Profile'. The main content area has a dark teal header with a back arrow, the name 'Fanni Naamiaistes', and a notification bell. Below the header are two tabs: 'TOPICS' and 'DOCUMENTS'. The main content shows the name 'Fanni Naamiaistes' and a large 'ADD APPLICATION' button. Underneath is a section titled 'Applications' containing a single application card. This card is highlighted with a blue rounded rectangle and contains the following text: 'EARLY CHILDHOOD EDUCATION AND CARE APPLICATION', 'Fanni Naamiaistes', 'Status : Sent 01.04.21', and 'Preferred early childhood education and care places : Kartanonkosken päiväkoti, Päiväkoti Yes, Family daycare (Aviapolis)'.

3. Choose “Edit application”.

× Application 

Application state: Sent
Application sent: 01.04.2021

CANCEL APPLICATION EDIT APPLICATION

The application can be edited until it is taken into progress

Personal and address information is extracted from the Population Information System and it can not be edited. Changes that are made to the application are automatically saved to early childhood education and care information system as draft and the application can be continued later.


Application basic information

Municipality
Vantaan kaupunki




The application is made for
Fanni Naamiaistes

Application type
Early childhood education and care

4. Now you can edit the already given information. For example, change the preferred places.

✕ Application 

Application state: Sent
Application sent: 01.04.2021

 Preferences —  Personal information —  Summary

The application can be edited until it is taken into progress


Personal and address information is extracted from the Population Information System and it can not be edited. Changes that are made to the application are automatically saved to early childhood education and care information system as draft and the application can be continued later.

Application basic information

Municipality



5. Please make sure that all the required information fields are filled. Go to the 3rd page and choose “Send changes”.

✕ Application 

Address
Orvokkitie 30 A 3

Postal code **01300** City **VANTAA**

Phone **+358123456789**

Email **[redacted]@vantaa.fi**

Employment information
Employee / Entrepreneur Full time, Work place: Fazer Oy

Application history

01.04.2021 Sent

[PREVIOUS PAGE](#) [SEND CHANGES](#)

Application is ready to be sent. The application can be edited until it is taken into progress.

6. When you close the Thank you-page, you can open the application again and make sure it has all the correct information.

× Application

The application is sent

Thank you for your application.

If you need, you can edit and cancel your application. The "View the application" button below will take you to your application and later you can access it by logging in VaSa. If you entered your email address on the application, an email that contains a link to the application has been sent to the address you gave. You can edit and cancel the application until Vantaa Early Childhood Education has taken it for processing. After that, you need to contact your major region's service counsellor if you wish to edit or cancel your application.

The service counsellor will contact you before decision-making:

- If the desired start date on your applications falls on the next two weeks, the service counsellor will contact you in two days.
- If the first preferred place on your application is a private day care place, the service counsellor will contact you in two weeks.
- Otherwise, the service counsellor will contact you about a month before the desired start date.

If you have any questions, contact your major region's service counsellor. You can find the service counsellors' information [here](#) (only in Finnish, search for "palveluohjaajat").

VIEW THE APPLICATION

CLOSE