

Editing an application on the VaSa service



1) Go to the 'Documents' tab on the 'Family' page. You will find the applications at the bottom of the page.



A screenshot of the Vantaa web application interface. The top header is dark teal with the word "Family" on the left and a bell icon on the right. Below the header is a navigation bar with three tabs: "TOPICS", "MEMBERS", and "DOCUMENTS". The "DOCUMENTS" tab is highlighted with a blue dashed border. On the left side, there is a sidebar with a list of items: "Family" (with a house icon), "Ruusantes, Joanna" (with a smiley face icon), "Ruusantes, Uuno" (with a smiley face icon), "Profile" (with a person icon), and "Consents" (with an information icon). The "Family" item is highlighted with a blue border. The main content area has a light gray background. At the top of this area, the word "Documents" is displayed in red, followed by a question mark icon. To the right of this is a button labeled "ACTIONS" with a downward arrow. Below this, there is a section titled "Show documents". Under this section, there are two items: "Joanna Ruusantes" and "Uuno Ruusantes", each preceded by a checked checkbox. At the bottom of the main content area, the word "Decisions" is displayed in dark gray, followed by a question mark icon.

2) You can maximize the application data by clicking the arrow on the right. You can edit the application as long as its status is 'Sent'. Click on the child's name to open the application.



Applications ?

Uuno Ruusantes, Early childhood education and care application

Sent (07.04.2022)

Desired start date

07.08.2022

Preferred early childhood education and care places

Leinelän päiväkoti

Ilolan päiväkoti



3) Choose 'Edit application' on the right.



× Application

Application state: Sent

Application sent: 07.04.2022

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

Vantaa

The application is made for

Uno Ruusantes

4) Now you can edit the information you have already entered on the application. You can, for example, change your wishes for the location.



× Application 🖨️

Application state: Sent
Application sent: 07.04.2022

✓

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

5) Be sure to check that you have filled in all the mandatory data on the application. Go to the third page and choose 'Send changes'.



× Application 🖨️

Postal code	City
01300	VANTAA
Phone	
+358000	
Email	
-	
Employment information	
Employee / Entrepreneur Part time, Work place: Helsingin kaupunki	

Application history

07.04.2022 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 check that the updated data has been saved by clicking the application card open again.



× 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, do not hesitate to contact early childhood education service counselors by email (varhaiskasvatuksen.palveluohjaus@vantaa.fi) or by phone (tel. 09 839 50226, calls will be answered on Mondays at 9-12, on Tuesdays – Thursdays at 9-15 and Fridays at 9-12).

A photograph of a stack of smooth, rounded stones of various colors (blue, brown, grey) balanced on a beach. The background shows the ocean and a cloudy sky.

[VIEW THE APPLICATION](#) [CLOSE](#)

The application can be edited until it is taken into progress