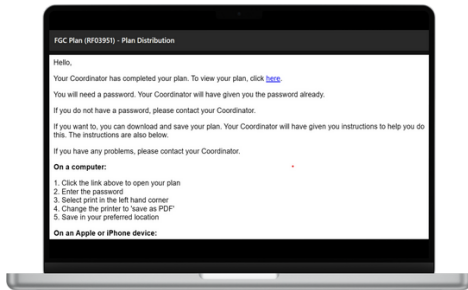


Receiving and Saving your Plan when using a computer

To access your plan, you will need

- ✓ Password from Coordinator
- ✓ Email with link from Daybreak

Receiving the plan



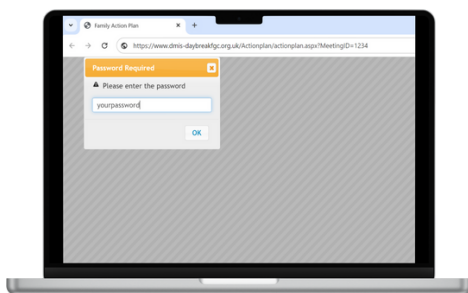
You will receive an email to the address that we have saved for you.

The email will come from **administrator@dmis-daybreakfgc.org.uk**. It will have the subject line: **FGC Plan (RFXXXX) - Plan Distribution**

Click the link 'click here' to open your plan.

Those who were included and provided their email address will receive a link to the plan. The email will also include instructions on saving the plan.

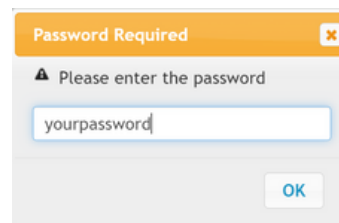
Viewing the plan



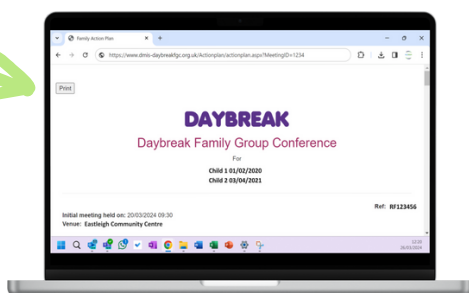
You will be asked to enter a password.

Enter the password that your Coordinator has already given you.

Your plan will now open and you can view it.



Saving the plan



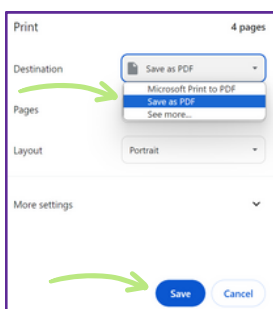
To save it to your computer you need to follow the below instructions.

1. Select **print** in the left hand corner
2. Using the Family drop down box, change the 'destination' to '**save as PDF**'
3. Save it in your preferred location

The file will now be saved as a PDF on your computer, in your selected location. You will be able to open without the password.

If you have a printer, you can also do the above to print it physically - selecting the 'destination' of your printer.

Please note, that depending on your advice things may look a little different to as shown here.

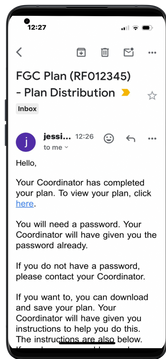


Receiving and Saving your Plan on an iPhone or Apple device

To access your plan, you will need

- ✓ Password from Coordinator
- ✓ Email with link from Daybreak

Receiving the plan



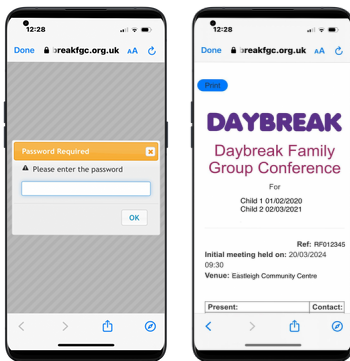
You will receive an email to the address that we have saved for you.

The email will come from **administrator@dmis-daybreakfgc.org.uk**. It will have the subject line: **FGC Plan (RFXXXX) - Plan Distribution**

Click the link 'click here' to open your plan.

Those who were included and provided their email address will receive a link to the plan. The email will also include instructions on saving the plan.

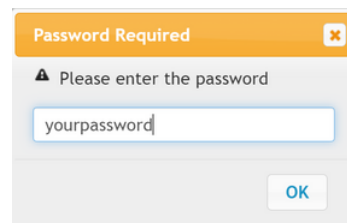
Viewing the plan



You will be asked to enter a password.

Enter the password that your Coordinator has already given you.

Your plan will now open and you can view it.



Saving the plan



1. Select the **share** button in the bottom of the screen.
2. Select 'Options' and then select 'PDF'. You will now have the option to 'Save to Files'.
3. Scroll down, and select '**Save to Files**'
4. Save it in your preferred location

The file will now be saved as a PDF on your phone, in your selected location.

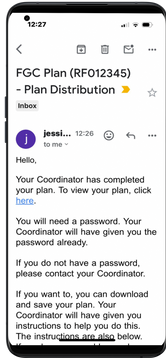
You will be able to open without the password.

Receiving and Saving your Plan on an Android device

To access your plan, you will need

- ✓ Password from Coordinator
- ✓ Email with link from Daybreak

Receiving the plan



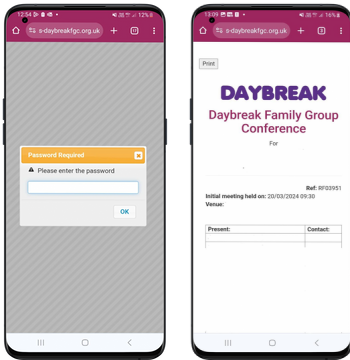
You will receive an email to the address that we have saved for you.

The email will come from **administrator@dmis-daybreakfgc.org.uk**. It will have the subject line: **FGC Plan (RFXXXX) - Plan Distribution**

Click the link 'click here' to open your plan.

Those who were included and provided their email address will receive a link to the plan. The email will also include instructions on saving the plan.

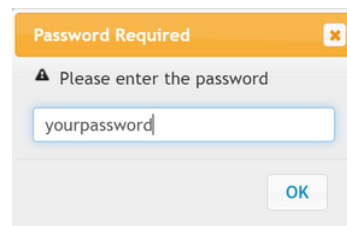
Viewing the plan



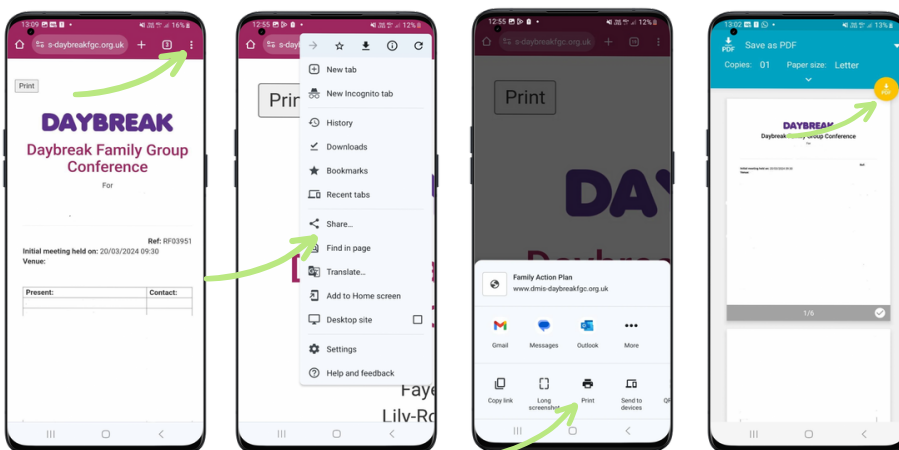
You will be asked to enter a password.

Enter the password that your Coordinator has already given you.

Your plan will now open and you can view it.



Saving the plan



1. Select the **three little dot** on the top right of the screen
2. Select **'Share'**
3. Select **'Print'**
4. A new window will open. Check it saves **'Save as PDF'**. If not, select the down arrow to choose this option.
5. Press the **yellow circle download button** to save it into **'My Files'**

The file will now be saved as a PDF on your phone, in your selected location.

You will be able to open without the password.