

Get started with myAbilia and MEMOplanner

Generation 4

Get started with myAbilia – step by step

This quick guide describes how you, who have received a MEMOplanner can get started with myAbilia.

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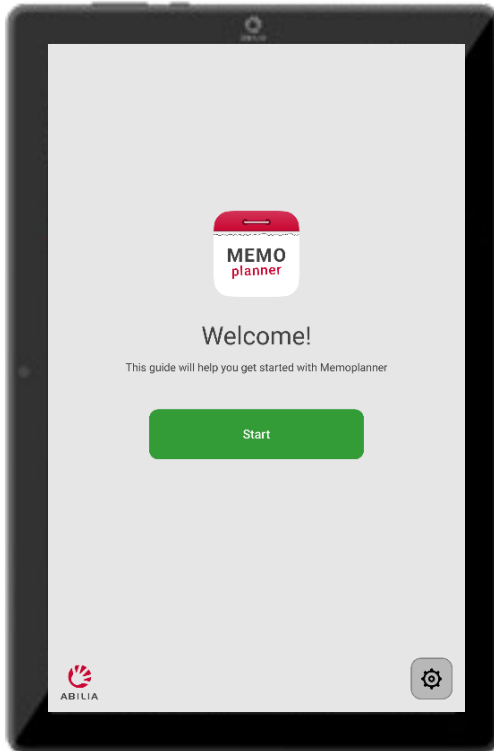
1. Log in to MEMOplanner
2. Log in to myAbilia
3. Overview
4. Add activity
5. Basic Activities
6. Invite Support person

You need a user account in myAbilia, which can be created either in myAbilia or in MEMOplanner.

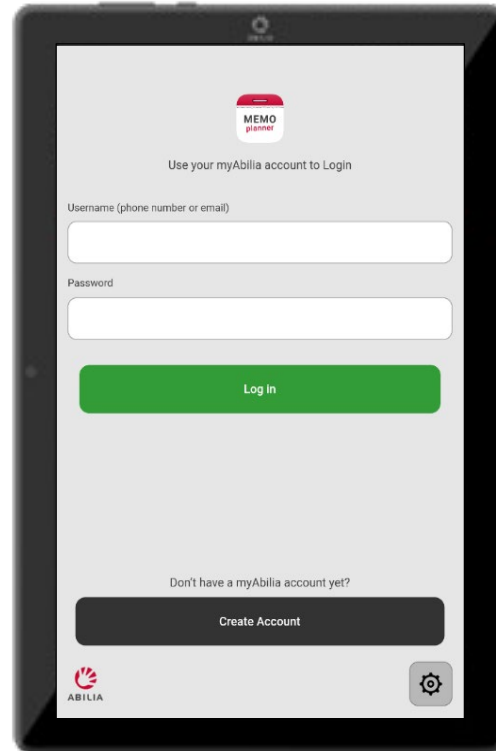


*MEMOplanner
Medium/Large*

1. Log in to MEMOplanner



1. Follow the instructions in the guide that is shown when MEMOplanner is started for the first time.



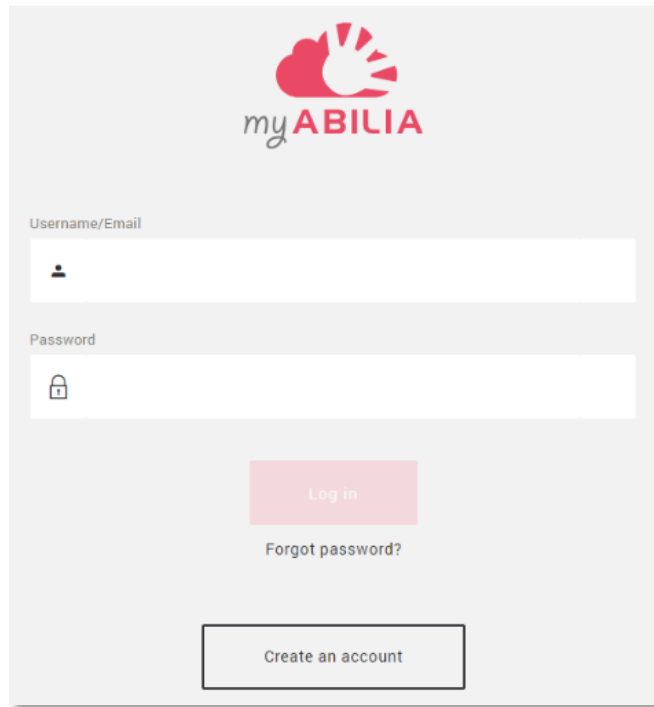
2. Enter your log in details, or create a new myAbilia User account.
Internet connection is required.

Decide whether a starter set with images, templates etc. should be installed.



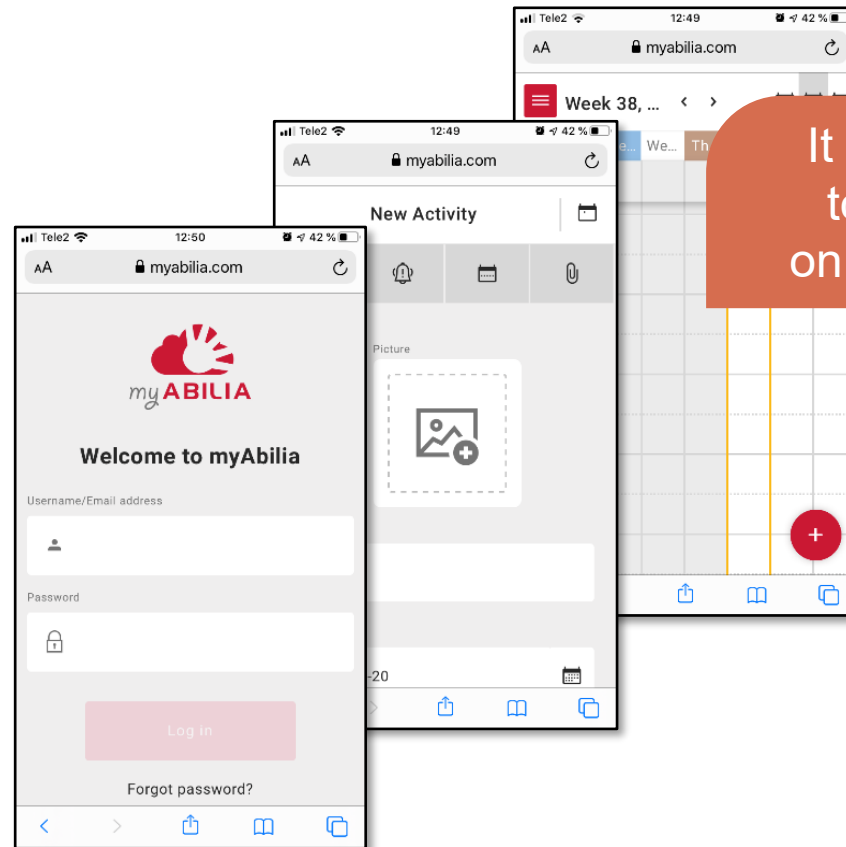
3. Synchronisation with myAbilia takes place in the background.

2. Log in to myAbilia



The desktop login form features the myABILIA logo at the top. Below it are two input fields: 'Username/Email' and 'Password'. A pink 'Log in' button is positioned below the password field, with a 'Forgot password?' link underneath. At the bottom, there is a 'Create an account' button.

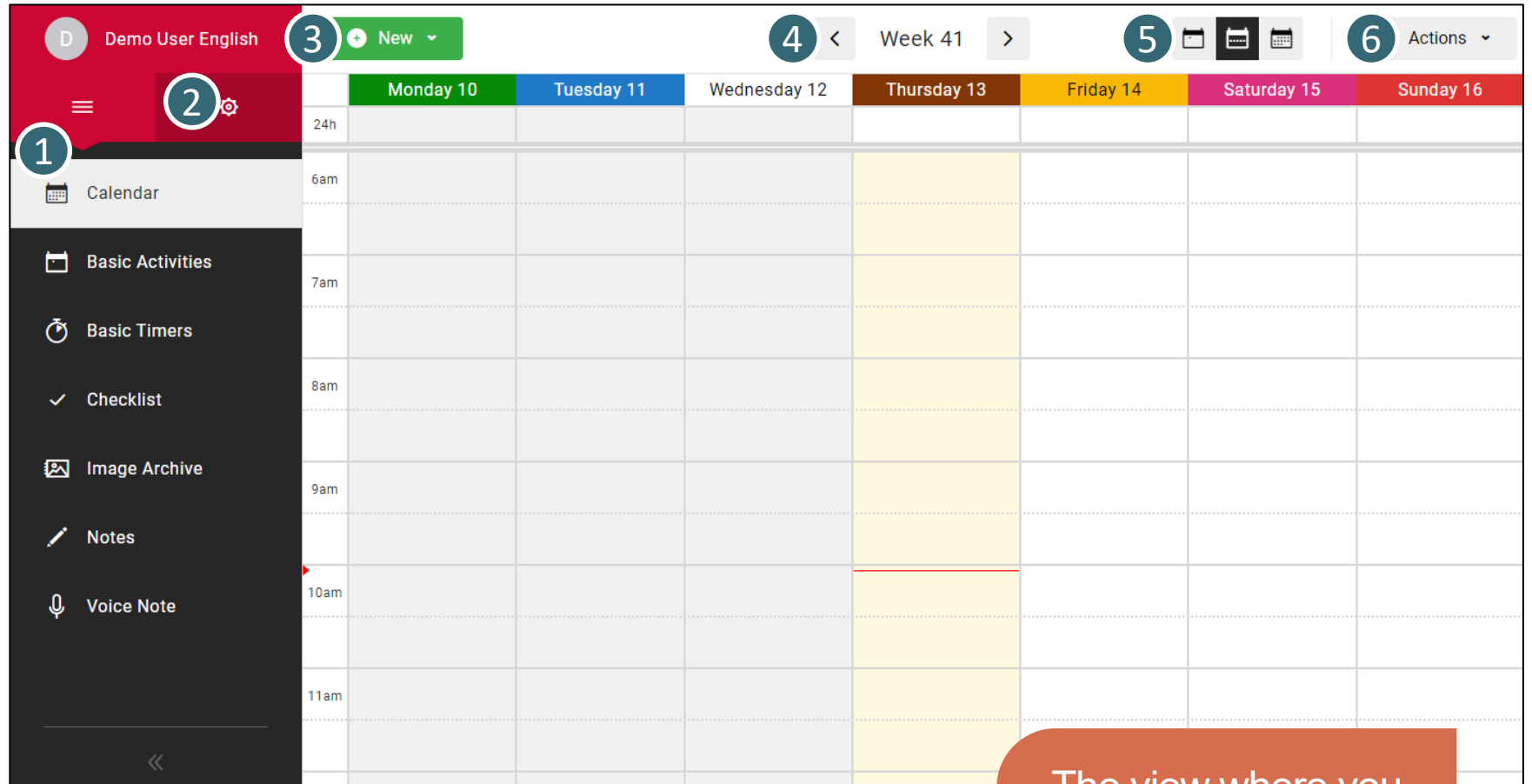
www.myabilia.com



It is also possible to use myAbilia on a mobile device

3. Overview – Calendar view

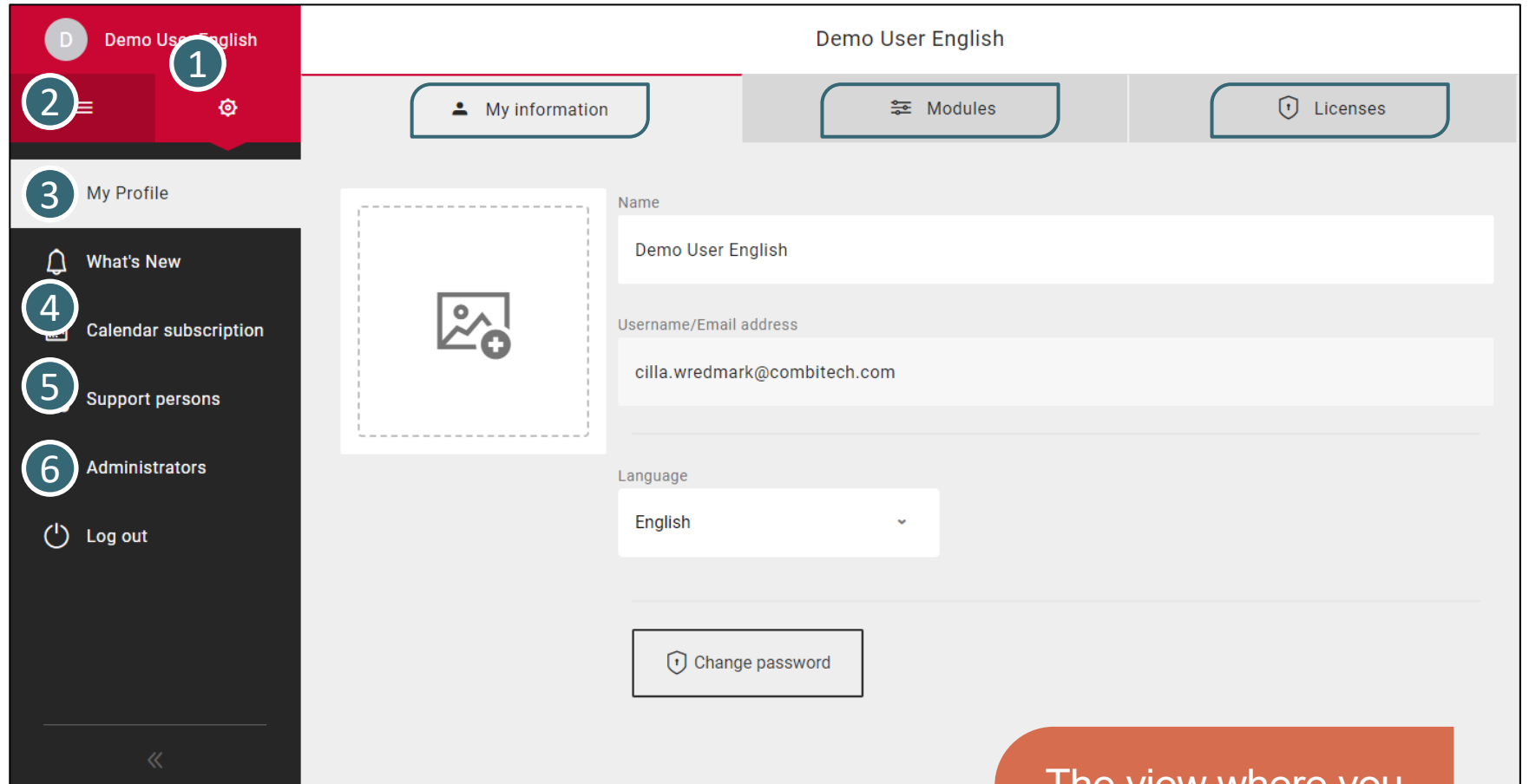
- 1 Calendar view
Menu with
 - ▶ Templates
 - ▶ Image Archive
- 2 Open Account settings
To get information about your account, invite support persons etc.
- 3 Add a new activity
- 4 Change calendar view, day, week, or month
- 5 Browse forward and backward in the calendar
- 6 Actions to
 - ▶ print page
 - ▶ open vacation manager



The view where you manage your calendar

3. Overview – Account setting

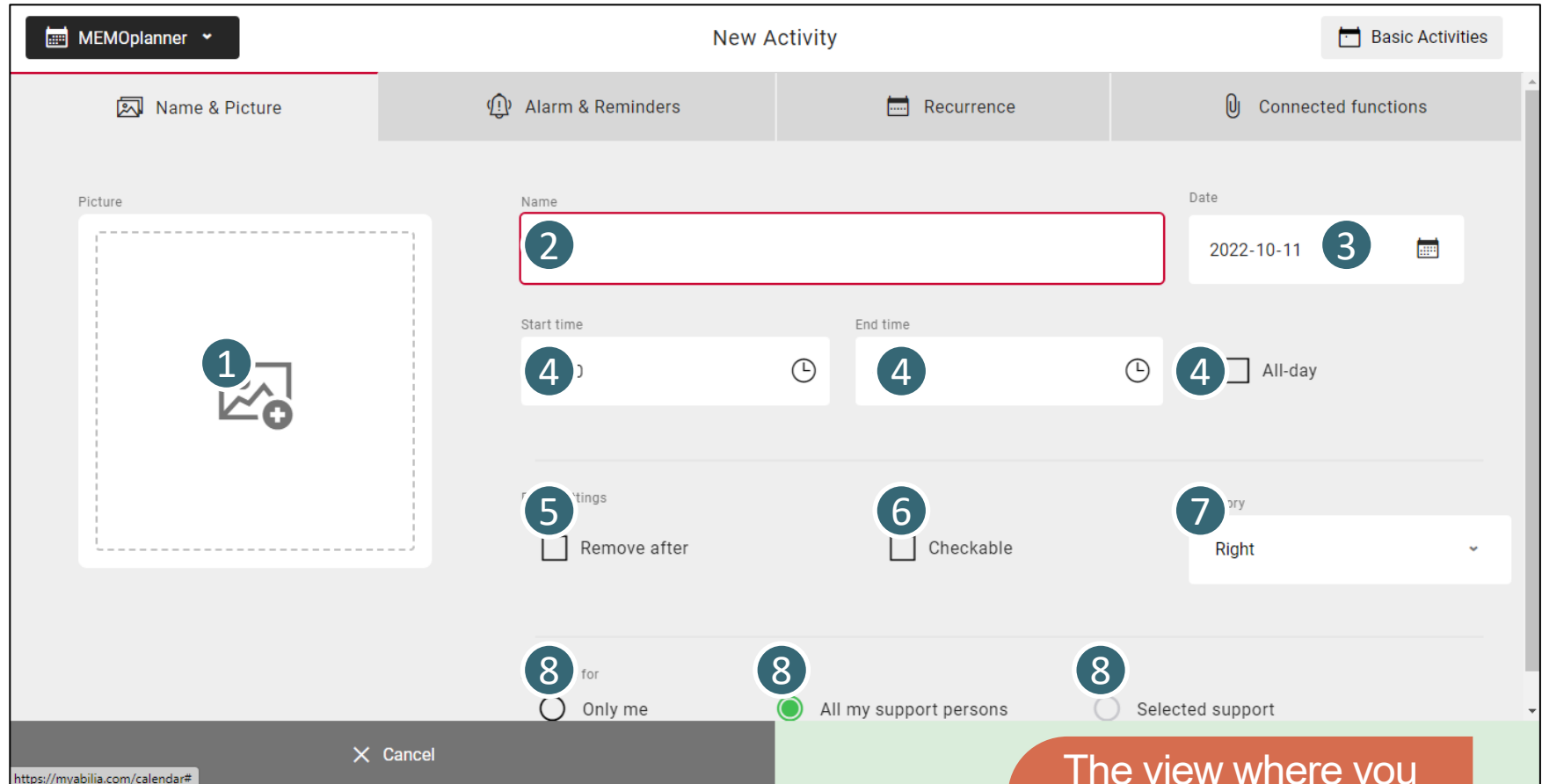
- 1 Account settings view with the tabs
 - ▶ My information
 - ▶ Modules
 - ▶ Licenses
- 2 Click to open Calendar view
- 3 My profile
Information about your account.
- 4 Calendar subscription
Create a link to your myAbilia calendar that can be used in other calendar programs, such as Google Calendar.
- 5 Support person
Manage support persons, i.e. persons that should be able to update your calendar.
- 6 Administrators
Manage administrators, i.e. persons that should be able to manage your account information without having access to your personal information.



The view where you manage your account

4. Add activity – Name & Picture tab

- 1 Click to select *picture* from Image Archive.
- 2 Enter name in *Name* field.
- 3 Select *Date*.
- 4 Select *Start time* and *End time* or *All-day*.
- 5 Select whether the activity should be *deleted the day after* it occurs.
- 6 Select if the activity should be *checkable*.
- 7 Select how the activity should be *categorised* (left/right).
- 8 Select if the activity should be private, i.e. *Only me*, or available for *All* or *Selected Support persons*.



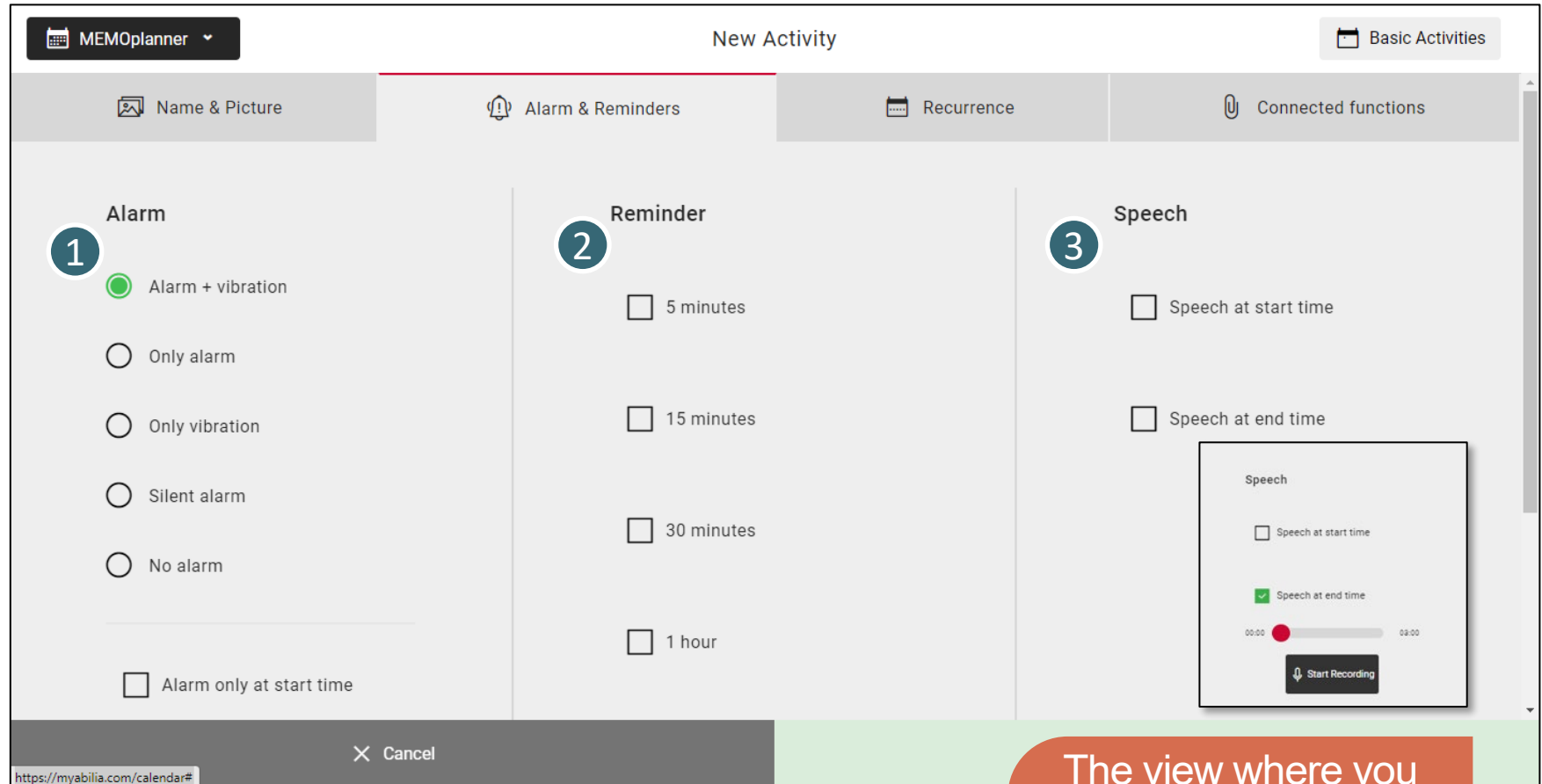
The screenshot shows the 'New Activity' form in the MEMOplanner app, specifically the 'Name & Picture' tab. The form is divided into several sections: 'Name & Picture', 'Alarm & Reminders', 'Recurrence', and 'Connected functions'. The 'Name & Picture' section contains a 'Picture' selection area (marked with a '1'), a 'Name' text input field (marked with a '2'), and a 'Date' field (marked with a '3') showing '2022-10-11'. Below these are 'Start time' and 'End time' pickers (both marked with a '4'), an 'All-day' checkbox (marked with a '4'), and a 'Remove after' checkbox (marked with a '5'). The 'Recurrence' section includes a 'Checkable' checkbox (marked with a '6') and a 'Priority' dropdown menu (marked with a '7') set to 'Right'. The 'Connected functions' section has three radio button options for visibility: 'Only me' (marked with an '8'), 'All my support persons' (marked with an '8' and selected), and 'Selected support' (marked with an '8'). A 'Cancel' button is at the bottom left. A URL 'https://myabilia.com/calendar#' is visible at the bottom left of the app interface.

The view where you add image, name, date, time

4. Add activity – Alarm & Reminders tab

- 1 Select *type* of alarm.
- 2 Select one or several *reminders*, i.e. if ant heads-up should sound before the activity starts.
- 3 Select if the alarm should be complemented with *speech*.
Check *Speech at start time* and/or *Speech at end time* and a recording button is displayed.

To record speech, myAbilia must have access to the microphone, click *Allow* in the box that appears.



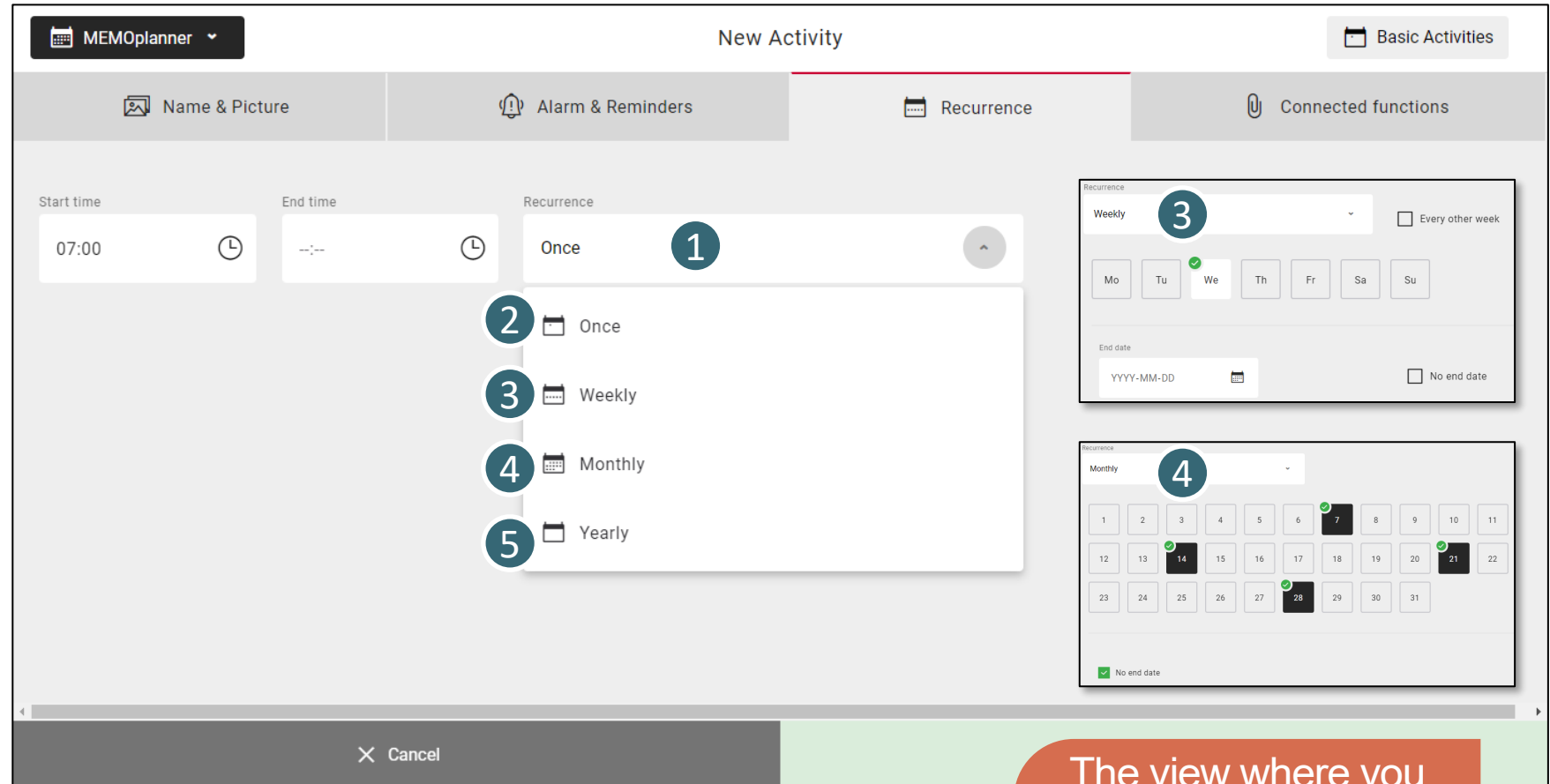
The view where you select alarm and reminder

4. Add activity – Recurrence tab

- 1 Click to open dropdown to select *how often* the activity should recur.
- 2 Select *Once* if the activity should not recur.
- 3 Select *Weekly* if the activity should recur every week. You can select more than one day.
- 4 Select *Monthly* if the activity should recur every month. Select dates in the calendar.

If *No end date* is disabled, an end date must be specified.

- 5 Select *Yearly* if the activity should recur on the same day every year.



MEMOplanner New Activity Basic Activities

Name & Picture Alarm & Reminders Recurrence Connected functions

Start time 07:00 End time --- Recurrence Once

Once Weekly Monthly Yearly

Recurrence Weekly

Mo Tu We Th Fr Sa Su

End date YYYY-MM-DD No end date

Recurrence Monthly

1 2 3 4 5 6 7 8 9 10 11

12 13 14 15 16 17 18 19 20 21 22

23 24 25 26 27 28 29 30 31

No end date

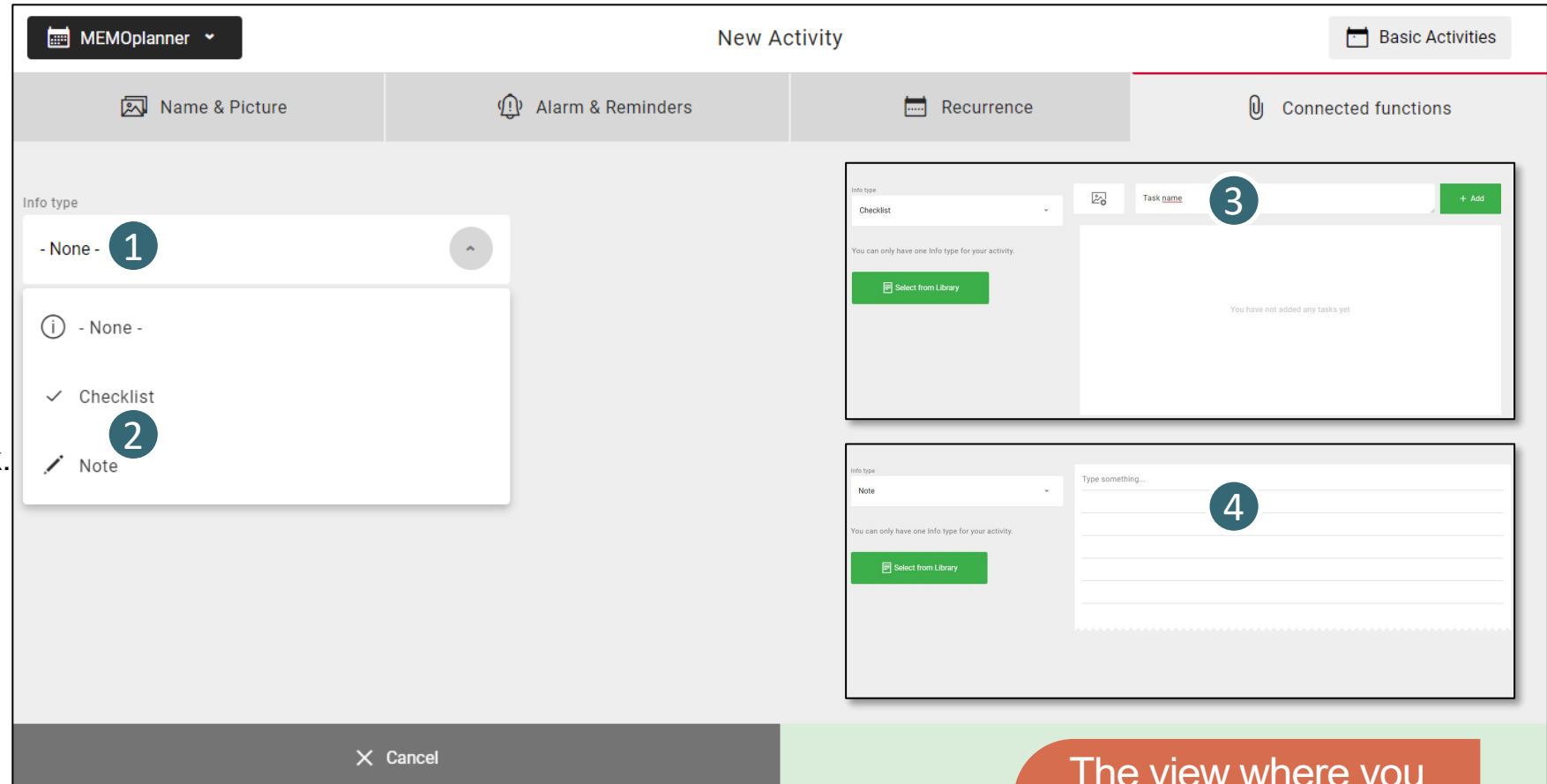
Cancel

The view where you choose if the activity should be recurring

4. Add activity – Connected function tab

- 1 Click to open the dropdown to select an extra function. Select either *Checklist* or *Note*.
- 2 Select either *Checklist* or *Note*.
- 3 *Checklist*
Click *Select from Library* to use a template or enter a name and click *+ Add* to create a new task.
- 4 *Note*
Click *Select from Library* to use a template or type something in the note field to create a new note.

You can connect either a checklist or a note to an activity, not both of them.



The view where you add a checklist or a note

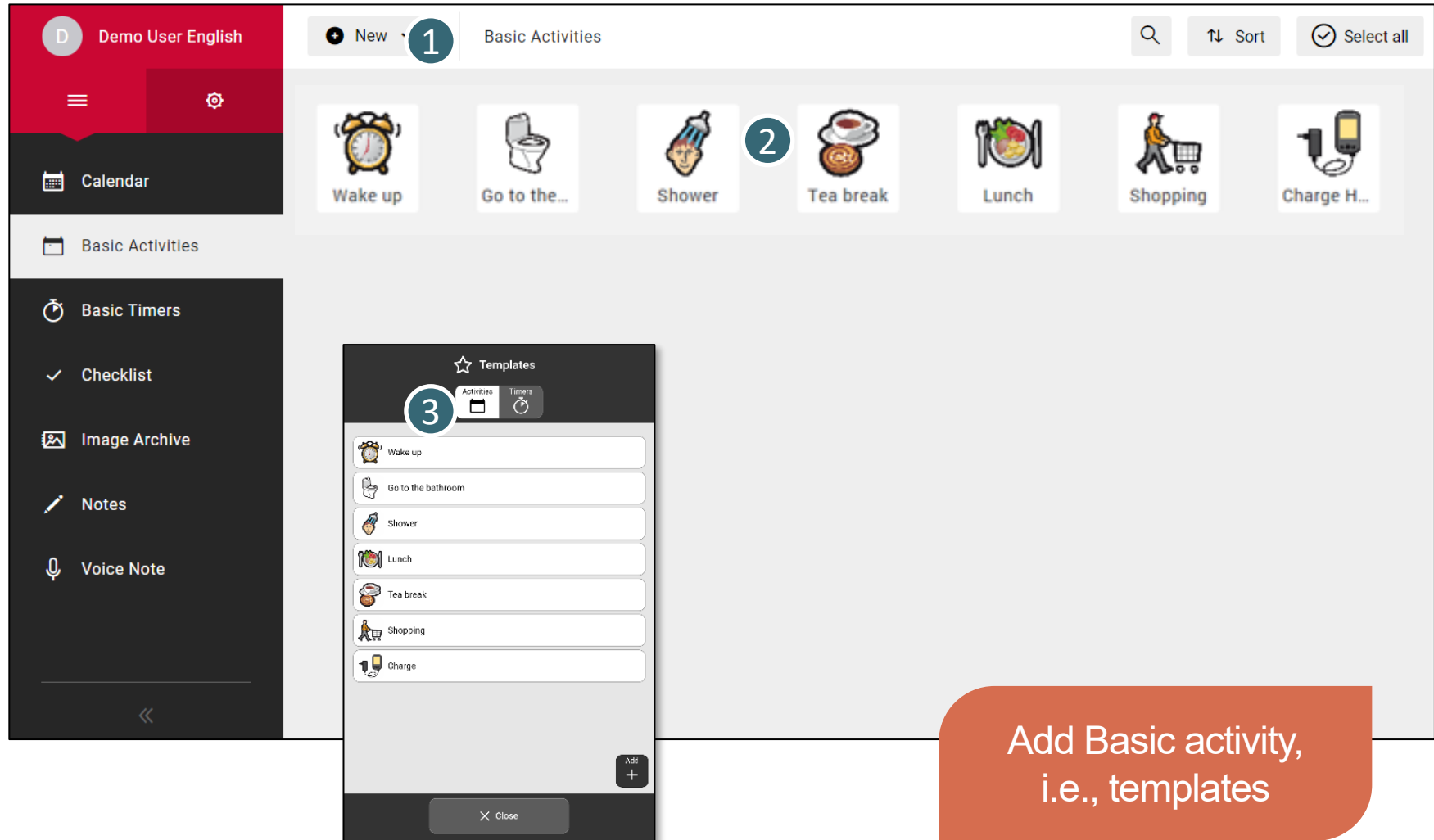
5. Basic activity – Add a new

Basic Activities are *predefined activities* in order to make it easier to add activities.

You find the Library with basic Activities on the Main Menu page when the calendar view is open.

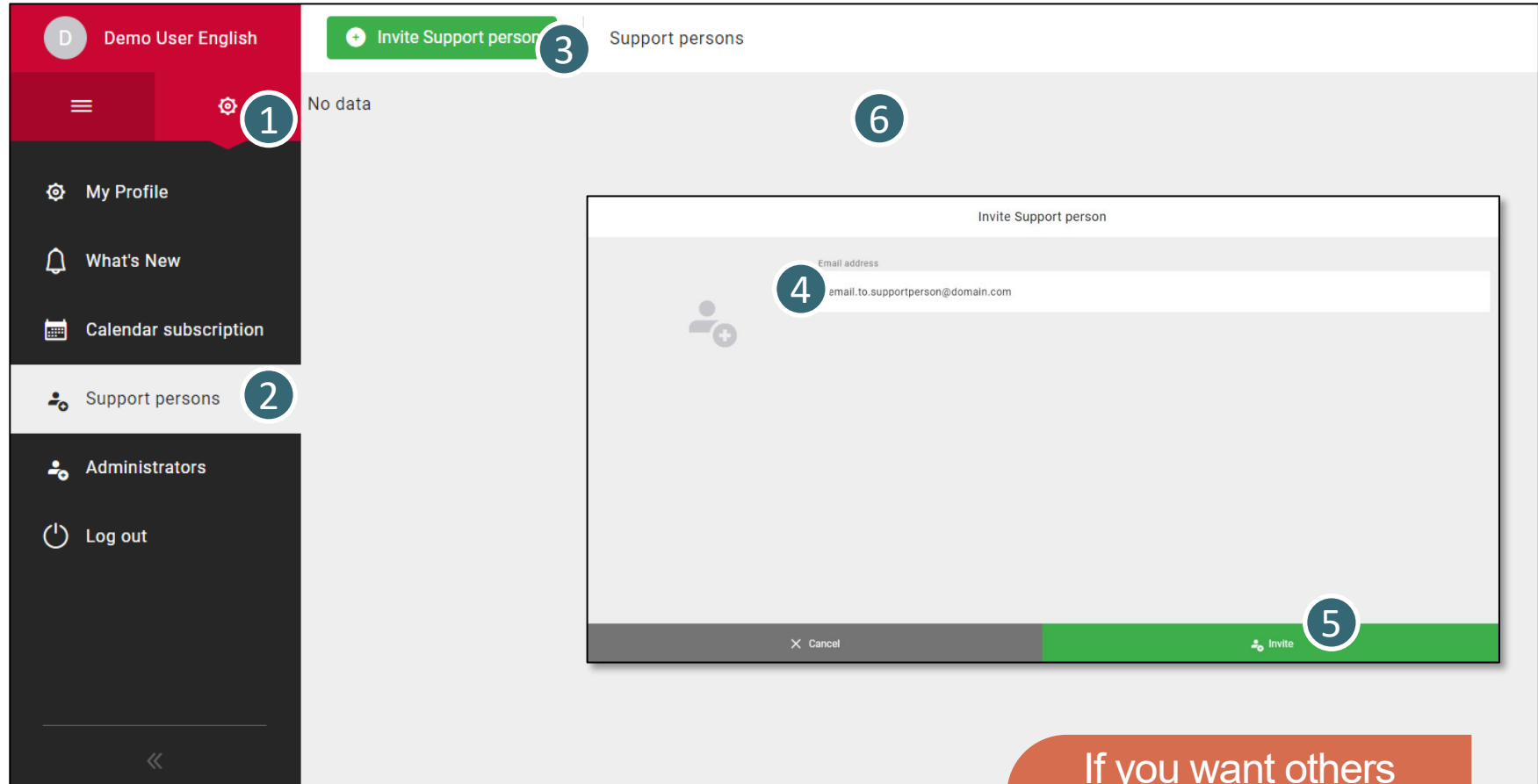
- 1 Click on *New* to add a new basic activity. Then you create a basic activity in the same way as when adding a activity.
- 2 All available Basic activities are listed in the view.
- 3 Templates in MEMOplanner.

Basic activities added in myAbilia are synchronized with the same user account logged in to MEMOplanner.



6. Invite support person – Send a invitation mail

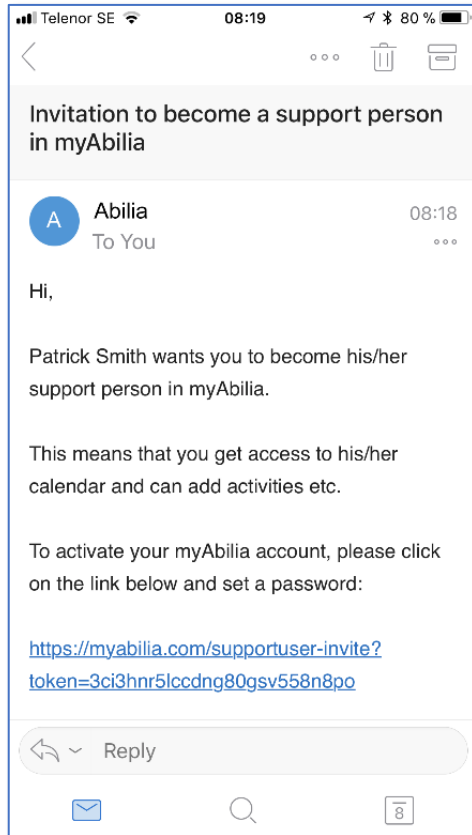
- 1 Open the *Account settings* tab.
- 2 Click *Support persons*.
- 3 Click the green button *Invite Support person*.
- 4 Enter the email address of the Support person you want to invite.
- 5 Click on *Invite* for an invitation email to be sent.
- 6 Once the invited Support person has confirmed the invitation, the persons name will be listed here.



If you want others to help you with your calendar

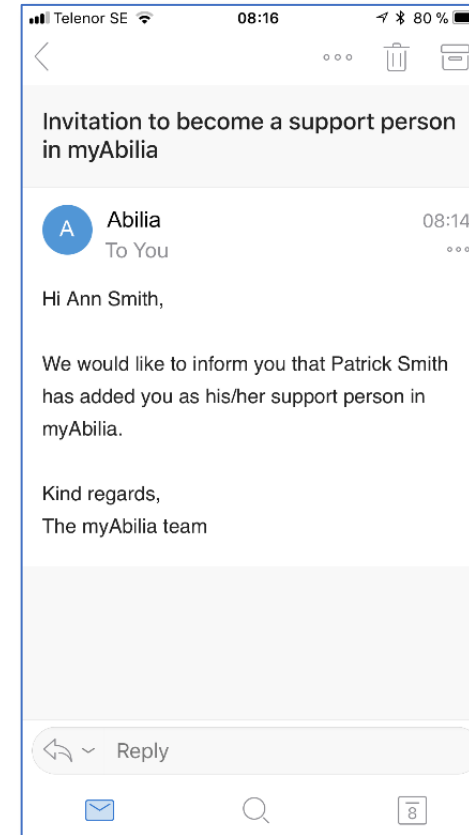
6. Invite support person – Invitation mail sent

1 Support person does not have an account in myAbilia.



- Click on the link in the mail to activate the account.
- The Activation page for myAbilia will be opened.
- Choose a password and click Save.

2 Support person has already an account in myAbilia.



- The person will receive an email from myAbilia, as information.
- Nothing needs to be done.

Mail sent to invited support person



An aid for security and independence

Read more at www.abilia.com or scan the QR code with your mobile phone camera to find the latest manuals

