

Quick guide for MEMOplanner

Step-by-step how to add, edit and delete activities

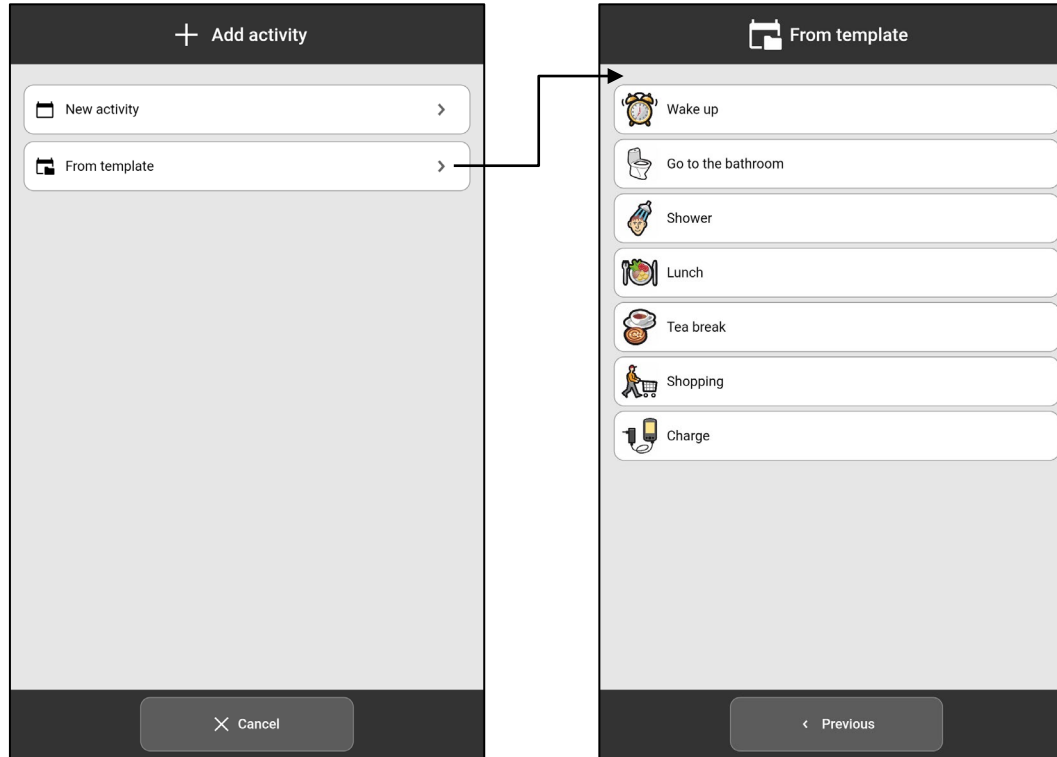
Generation 4

SPECIAL NEEDS
COMPUTERS 
1-877-724-4922



Add activity

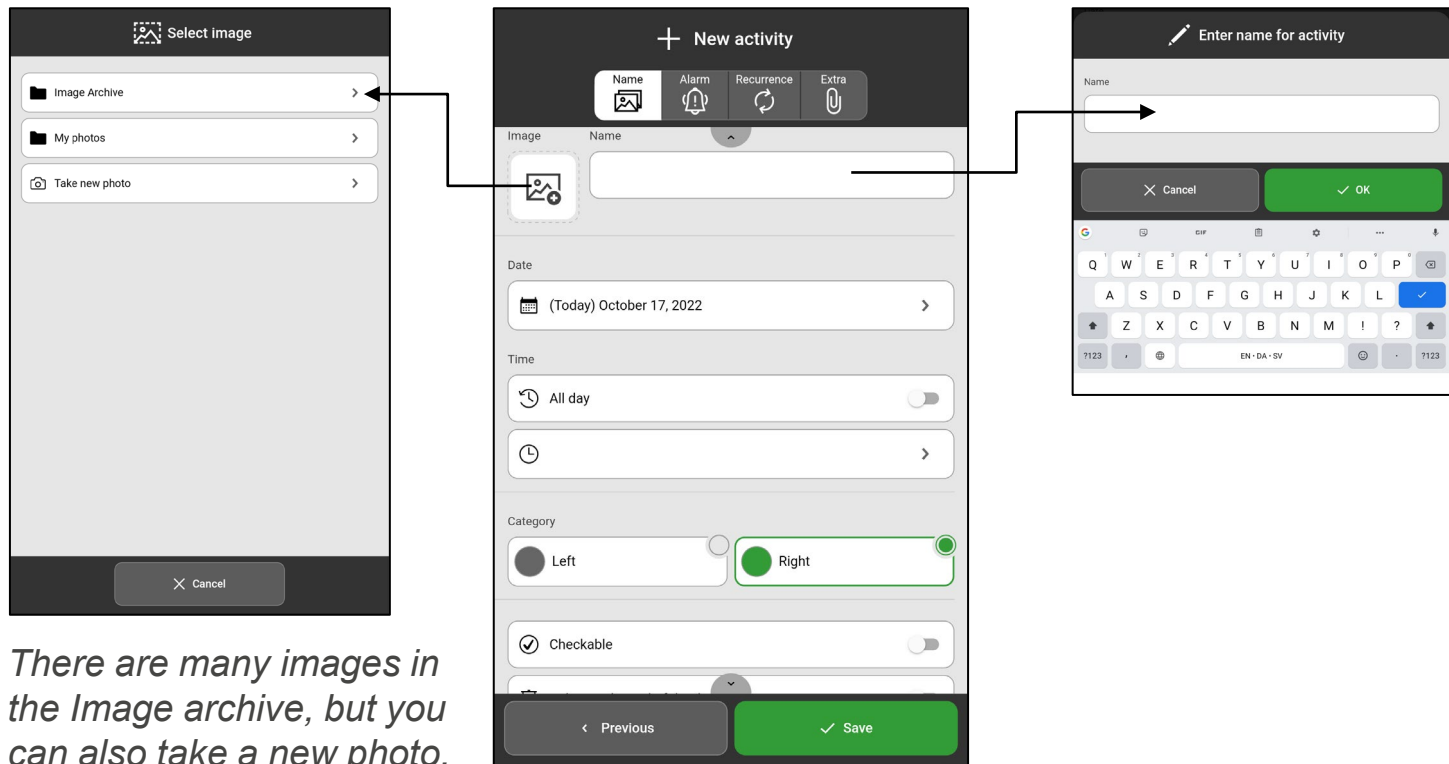
1. Tap  .
2. Select **New activity** or **From Template**.



It is easy and fast to use activities that have been prepared in advance and are saved as templates.

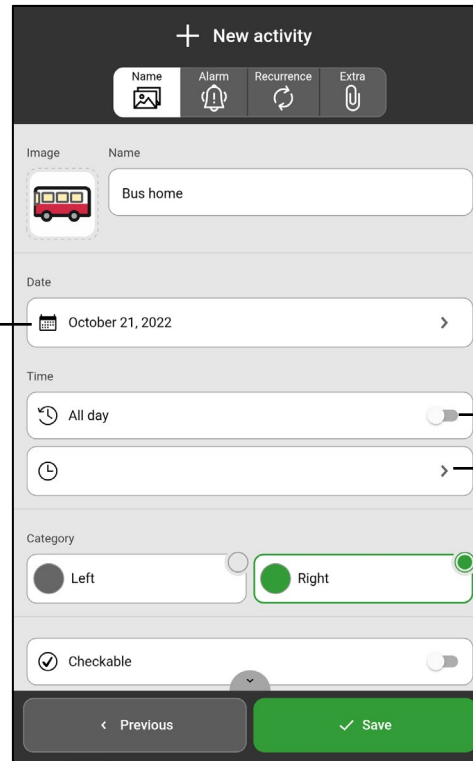
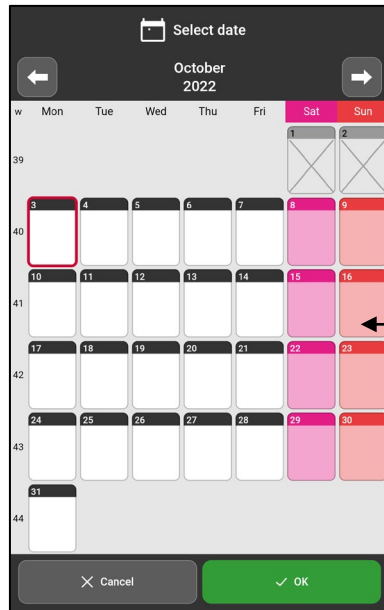
Add activity

3. Select **Image** (optional).
4. Enter **Name**.

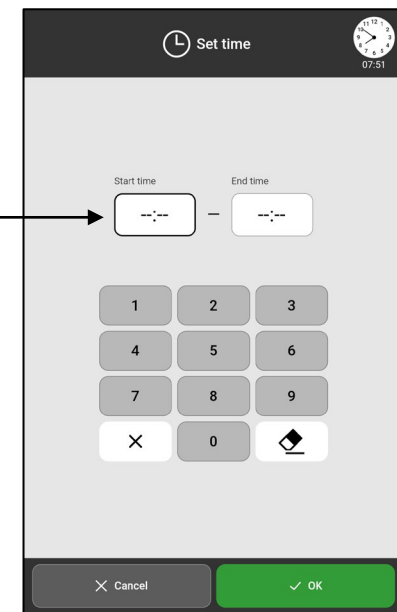


Add activity

5. Select **Date**.
6. Select **Time** (End time is optional), or select **All day**.

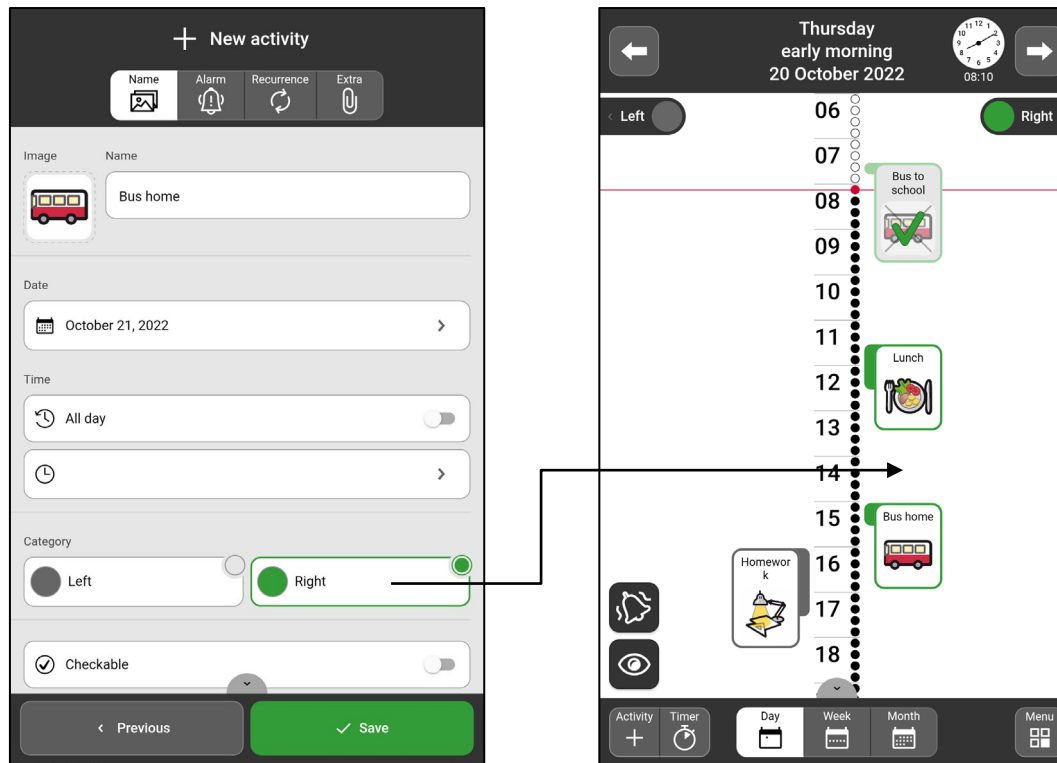


All day: Enable if an activity does not need a start or end time, such as someone's birthday. The activity appears below the date and time information in the daily calendar.



Add activity

7. Select **Category**. (Left or Right)



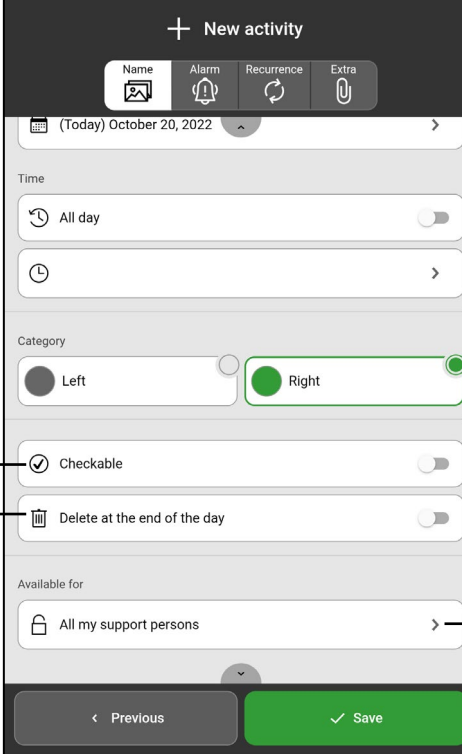
***Left/Right:** The activity is shown either on the left or right side of the timeline.*

Add activity

8. Select **Checkable** and **Delete at the end of day**.
9. Select **Available for**.

*If “Checkable” is selected:
You can mark the activity
as done and clearly see the
check mark in the calendar.*

*If “Delete at the end of
day” is selected: The
activity is deleted from the
calendar the next day.*




***Available for:** The activity is
visible in the myAbilia calendar
for Only me, All my support
persons or Selected support
persons.*

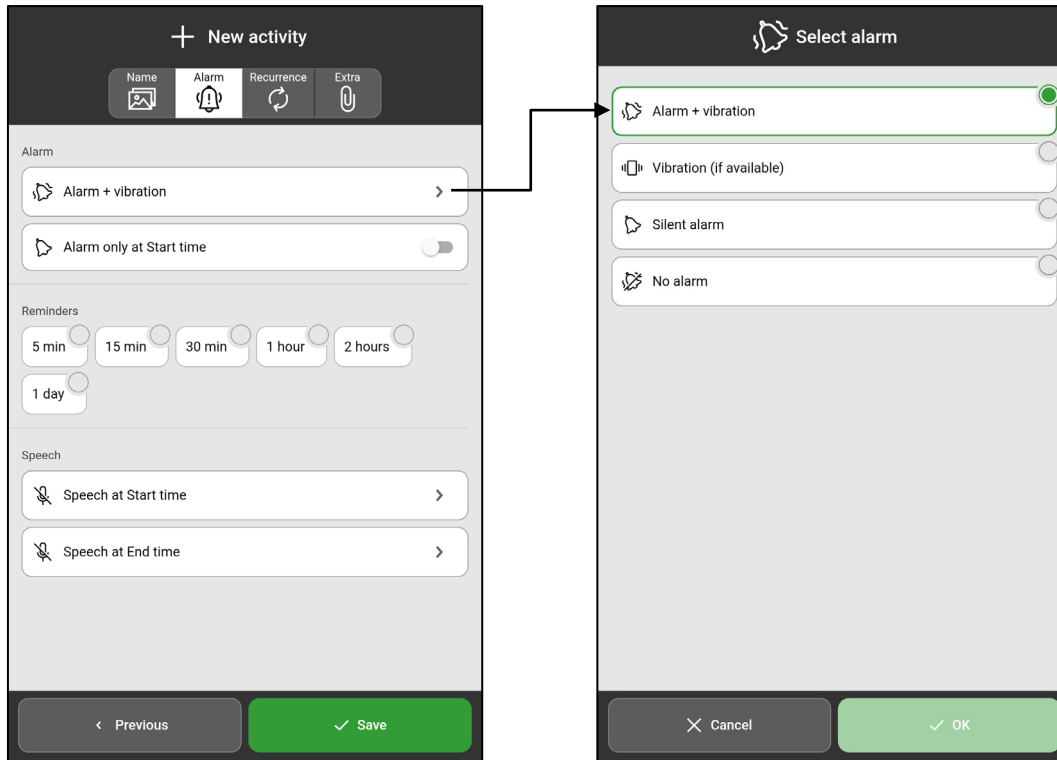
NOTE

*Settings for "Available for" are
only shown if there are support
persons connected to the
logged-in account. Support
persons are added via myAbilia.*

Extra

Add activity – Alarm

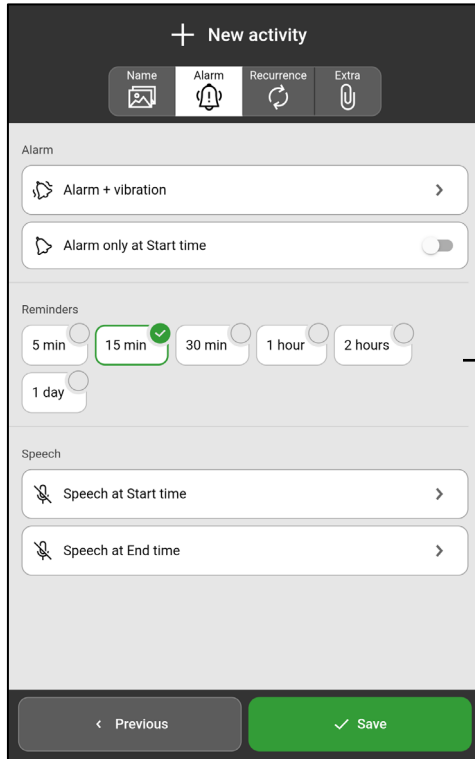
10. Select the tab **Alarm** .
11. Select how the activity should **alarm**.
12. Select whether there should be an **Alarm only at Start time**.




 Extra

Add activity – Reminders

13. Select **Add Reminders**, if there should be reminders before the activity begins.





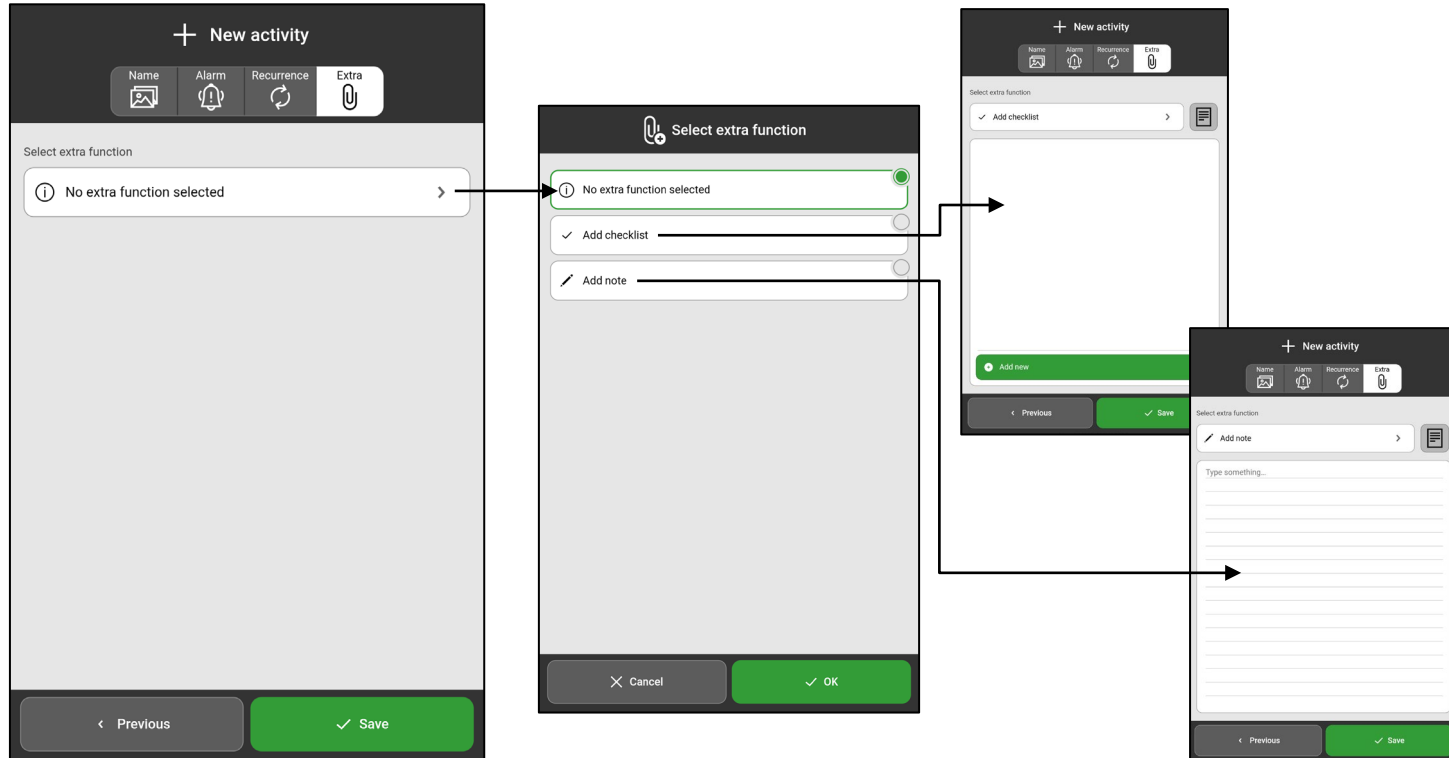
The screenshot shows the 'New activity' settings screen. At the top, there are four tabs: 'Name', 'Alarm', 'Recurrence', and 'Extra'. The 'Alarm' tab is selected. Below the tabs, there are sections for 'Alarm', 'Reminders', and 'Speech'. In the 'Reminders' section, there are five radio button options: '5 min', '15 min', '30 min', '1 hour', and '2 hours'. The '15 min' option is selected, indicated by a green checkmark. Below these options is a '1 day' option. At the bottom of the screen, there are two buttons: '< Previous' and a green '✓ Save' button.

***Reminders:** Select one or more times when a reminder should sound before the activity starts.*

Extra


Add activity – Checklist or Note

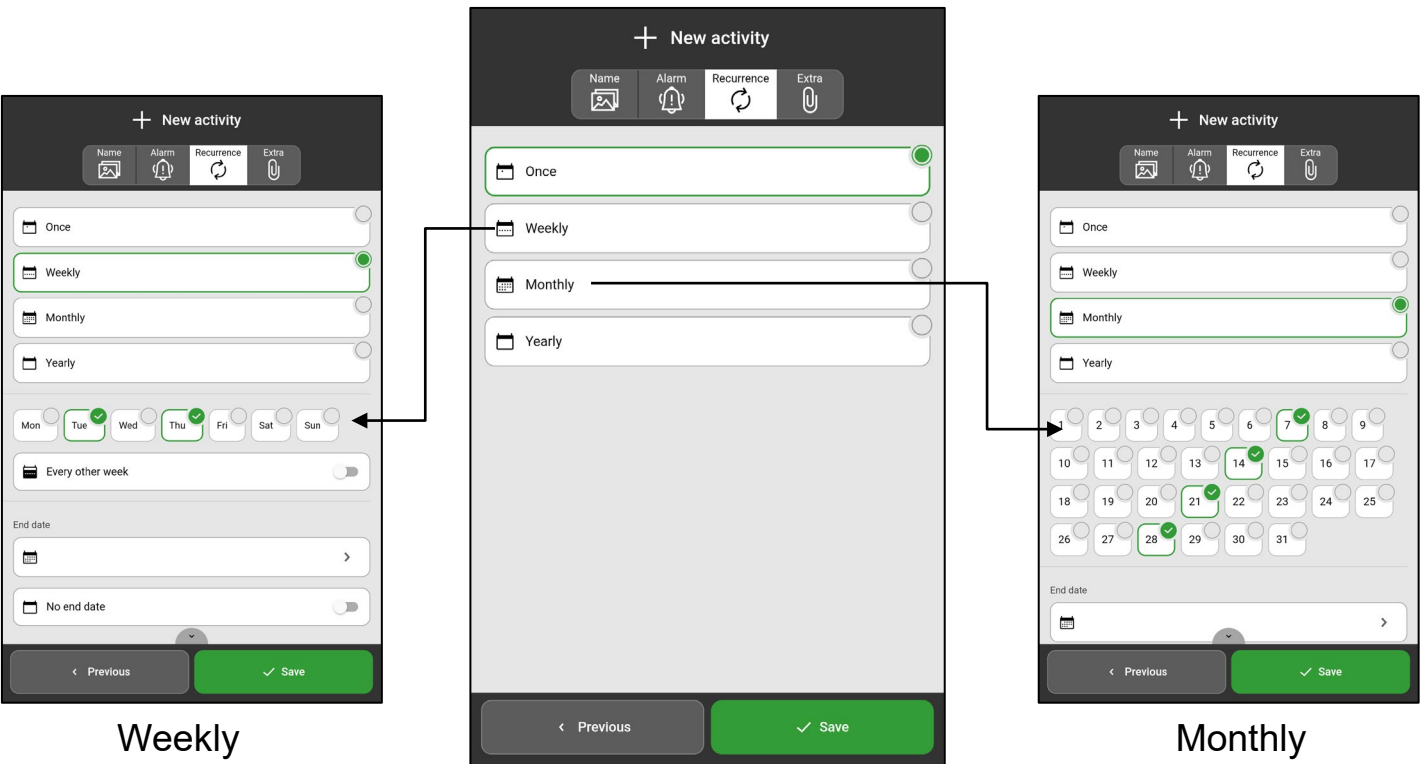
14. Tap the tab **Extra** .
15. Select **Add checklist** or **Add note**.
Choose a template from the library  or create a new one.





Add activity – Recurrence

- 16. Press the tab **Recurrence** .
- 17. Select if the activity should take place one or more times. For example, every Tuesday and Thursday.



The image displays three sequential screenshots of the 'New activity' application interface, specifically the 'Recurrence' tab. The first screenshot shows the 'Weekly' recurrence option selected, with the days of the week (Mon-Sun) and a calendar grid below it. The second screenshot shows the 'Recurrence' tab selected, with options for 'Once', 'Weekly', 'Monthly', and 'Yearly'. The third screenshot shows the 'Monthly' recurrence option selected, with a calendar grid below it. Arrows indicate the flow from the first to the second, and then from the second to the third.

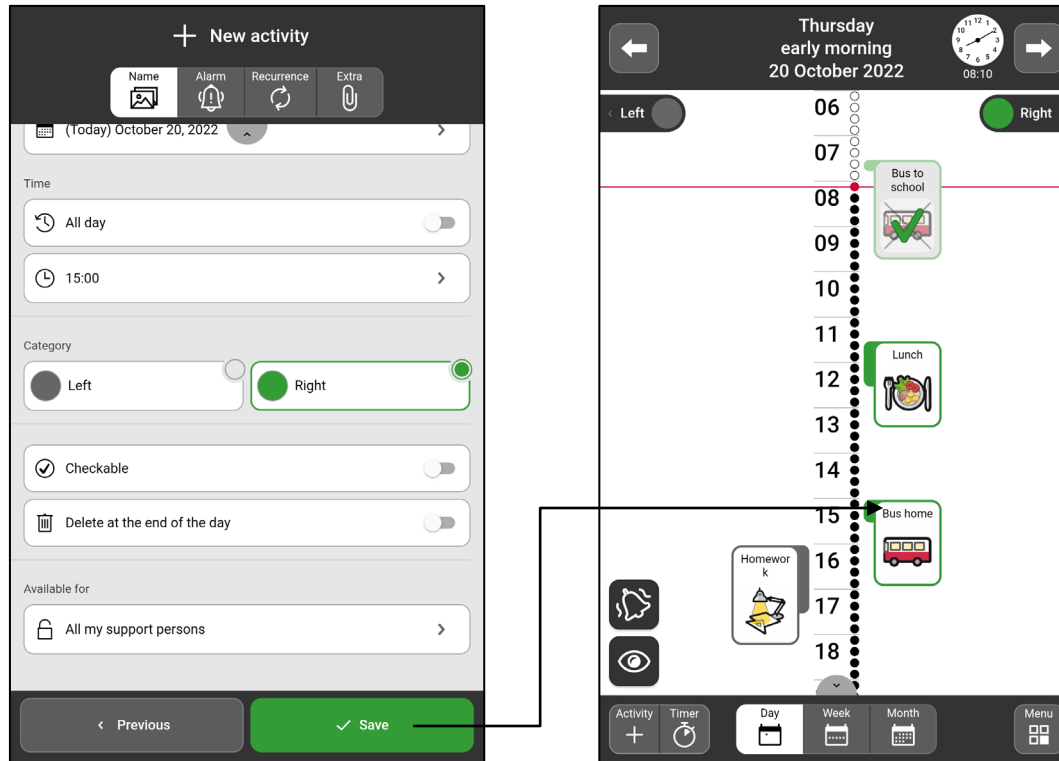
Weekly

Monthly

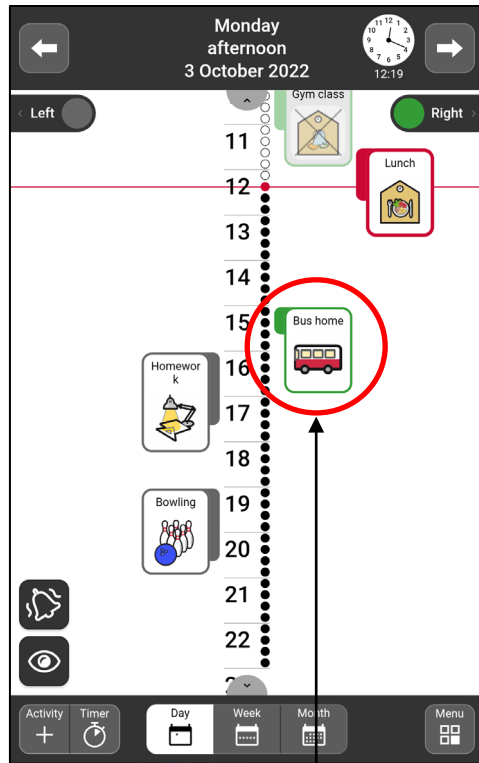
Add activity – Save

18. Tap **Save**.

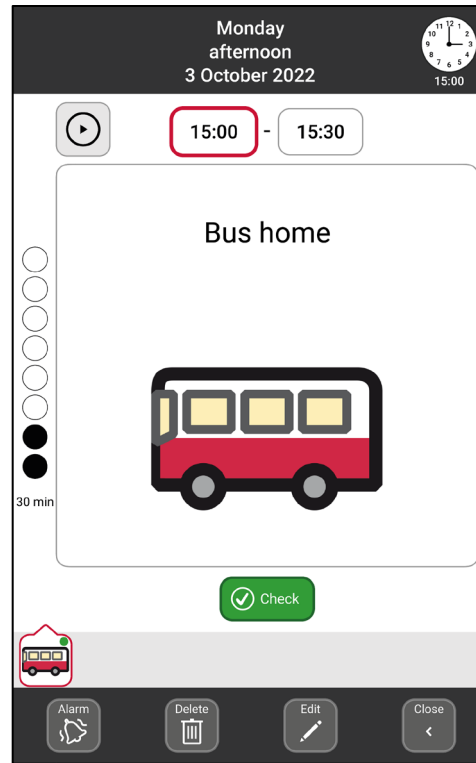
Now the activity is saved and displayed in the calendar.



Edit or Delete activity

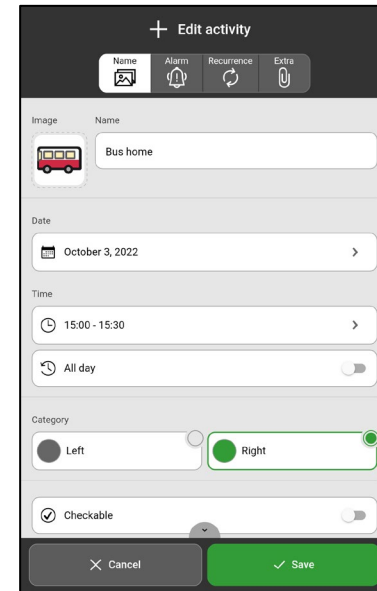


Tap the activity in the day calendar.

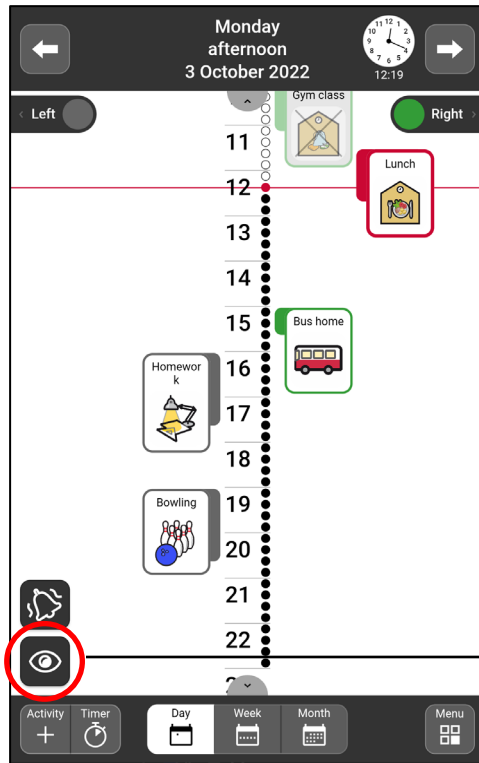


*Tap here to **delete** the activity.*

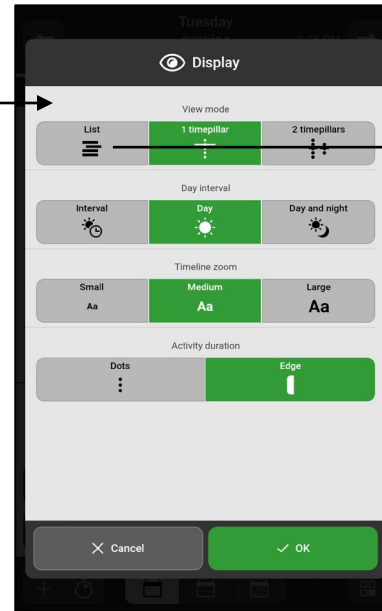
*Tap here to **edit** the activity.*



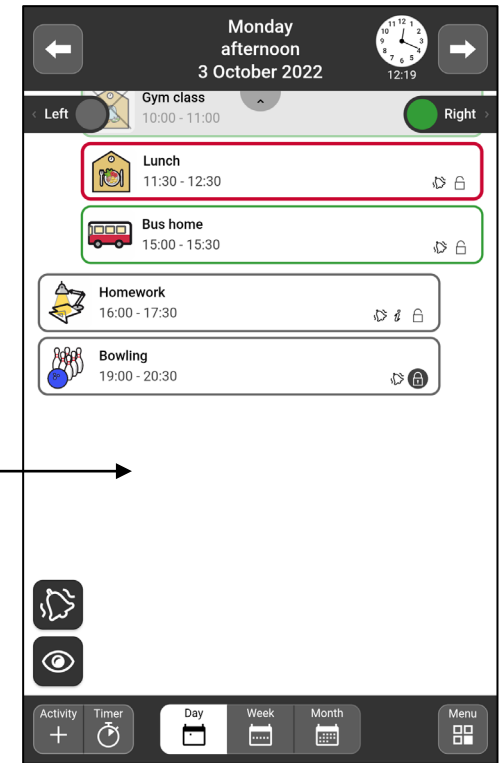
Switch between time pillar and list



Tap the "eye".



Select "List".



List view.



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

