SPECIAL NEEDS
COMPUTERS
1-877-724-4922

MEMOplanner

Reference manual

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EN 4.0

ABILIA

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1 Introduction

1.1 About MEMOplanner

MEMOplanner is a digital calendar that provides cognitive support in day-to-day life. MEMOplanner has been developed for people who require specific support with time, planning and graphic clarity.

MEMOplanner provides you with:

- Easy-to-understand overview of the day, week, and month
- Help to keep track of the time of day
- Time presented in a simple manner
- Clear and personal reminders

⚠ *WARNING: Do not use the product as the only support for medication, medical treatment, or other important activities.*

To a large degree, MEMOplanner can be adapted to the user's needs and abilities. You can use your own images, or the images included in MEMOplanner. You can select which functions the user will have access to.
In addition, the user can install the app MEMOplanner Go on his/her smartphone or tablet to get complementary time and planning support when MEMOplanner is not at hand.
Via the *myAbilia* web service, support persons can update the information in MEMOplanner remotely.

This reference manual describes the MEMOplanner G4 application, which is included in several MEMOplanner models. Functionality that is model-specific is described in each model's *User manual*, rather than in this document.

1.2 myAbilia

myAbilia is a web service for MEMOplanner and other products from Abilia.

By using myAbilia, you can:

- Manage the calendar, checklists, and image archive from a web browser on any smartphone, tablet or computer.
- Invite support persons who can update MEMOplanner via Internet.

You must have a user account on myAbilia to use MEMOplanner. However, you are not required to use the actual web service, or to have your device connected to Internet (except during log in).

1.3 Image Archive

Approximately 300 images are included in the starter set. Via myAbilia you can customise the image archive. For example, you can add your own photos or add more images from the image archive in myAbilia.

1.4 Speech Support

MEMOplanner has built-in speech support. This means that a speech synthesis reads out a function when you tap on it for about 1 second. For example, you can tap on the clock and have the time read to you, or you can tap an activity and find out its name and when it begins.

You can choose whether to use the speech support, as well as which speech synthesis voice to use. This is managed in *Settings*, see *Speech Support* on page 55.

1.5 Activity types

There are different types of activities in MEMOplanner, with different characteristics:

Timed activities	Timed activities always have a start time but may also have an end time. Having an end time, the activity will have a “length” on the time pillar, which provides visual time support. The list view shows the start and end time in clear text.
Timed activities on left or right side	The activities can be categorised so that they are shown on either the left or right side of the calendar. In this way, activities for different purposes can be more clearly distinguished.
Timed activities with reminder	Timed activities can receive reminders (pre-warnings) at one or more points before they start. The list view shows the reminder time in clear text.
Timed activities with alarm	When timed activities begin or end, an alarm with sound and/or vibration (if the device has vibration) will usually sound. You can select whether the alarm should be silent, or whether there should be no alarm at all. It is also possible to record spoken messages that will play when the activity starts and/or ends.
All day activities	All day activities have no start time and are shown at the top of the calendar. They are used for special events like birthdays, or anything that you wish to view easily in the month calendar.
Checkable activities	If you want to see clearly in the calendar if an activity is completed or not, you should make it checkable. Then a checkmark will show when you have set the activity as done. You will also be reminded about the activity if it is uncompleted when the time has passed.
Activities with extra information	You can connect extra information to an activity, either a checklist or a note. A checklist can be used to divide an activity into several steps or tasks, e.g., morning routines or to-do lists. The checklist is created directly in the activity. You can also choose from checklist templates created in *myAbilia*.
Timers	A timer is an “activity” that starts directly when you add it and sets an alarm for the end time.
Recurring activities	Activities can be added to be repeated every week (one or more weekdays), every second week, monthly (one or more dates), and yearly.
Activity templates	Activity templates are predefined activities that can be used to make it easier and faster to add new activities. In the activity template, you can set a name, image, checklist, reminder, etc.
Timer templates	Timer templates are predefined timers that can be used to make it easier and faster to start a timer. A timer template has a duration, name, and image (optional).

1.6 The Quarter Hour Watch Principle

The “Quarter Hour Watch Principle” refers to the **Quarter Hour Watch** time assistive device, which was launched 1993 and now is the foundation of Abilia’s cognitive products.

The function of the *Quarter Hour Watch* is to countdown to the start of a specific event with dots, and alert when the time is up.

The *Quarter Hour Watch principle* means:

- Visual countdown to an event
- Fixed, countable, steps
- The dots disappear from top to bottom
- 1 dot = 15 minutes = ”A quarter of an hour”
- More than 8 dots = ”A long time”

With the *Quarter Hour Watch principle*, the "invisible" time becomes visible.

- Displays time as a quantity.
- Everyone can understand what is more and less, and when a dot ”disappears” it is easy to understand that this means less remaining time than before.
- The term "dot" can be used in everyday speech.
- No need of terms like hours and minutes.
- The comprehensible term “dot” helps to build a sense of time.

2 Calendar and views

The calendar is central in MEMOplanner. It provides an overview of the day, week, and month and helps to see what time of day it is. The user will receive a reminder when something is about to start or end. In addition, the user gets help to remember to do tasks, reminders when they have to be done and more.

⚠ *WARNING: Do not use the product as the only support for medication, medical treatment, or other important activities.*

In all calendar views and from the toolbar at the bottom of the screen, a new activity can be added, a timer can be started and it is possible to switch between different calendar views, day, week and month. The Menu button is also located here, which leads to other functions.

To enlarge an activity in the calendar view, tap it and the Activity View will show, see *Activity View on page 12*.

To enlarge a timer in the calendar view, tap it and the Timer View will show, see *Timer View on page 14*.

2.1 Day calendar

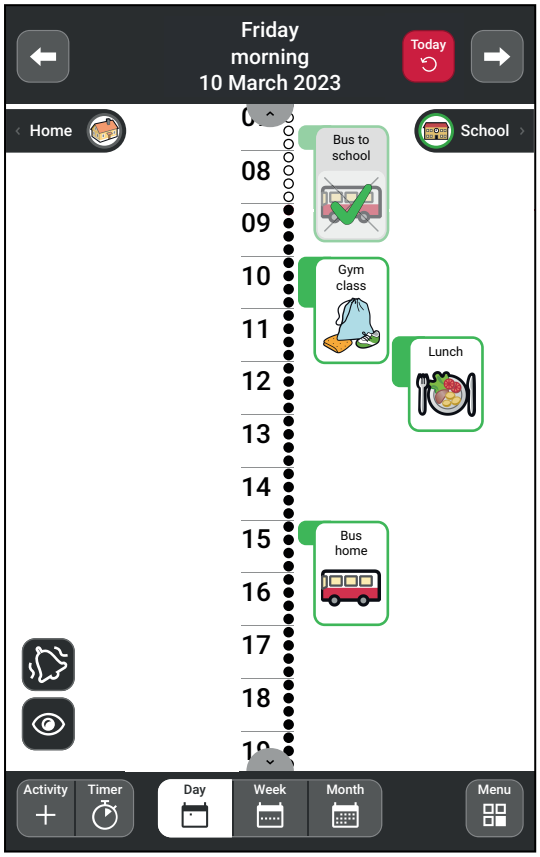
The day calendar shows the day's activities, either along *one time pillar*, *two time pillars* or in a *list*.

By tapping the “eye” button, you can quickly change the appearance of the day calendar, see *Display menu on page 10*.

For more ways to adjust the day calendar view, see *Day calendar on page 41*.

2.1.1 Day calendar with time pillar

Information about day and time is displayed at the very top.



By tapping the arrows, you can browse between the days.

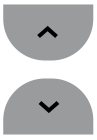
To quickly return to the current day in the calendar, tap the *Today* button.

Activities and timers are shown along the time pillar. Their size corresponds to how long they last, i.e. the number of dots.

The activities can be categorised so that they are shown on either the left or right side of the time pillar, see *Left and right side on page 10*. If categories are not used, the time pillar is positioned to the left.

Days, activities, and timers that have passed are crossed out, see image.

Completed checkable activities have a check mark, see image.

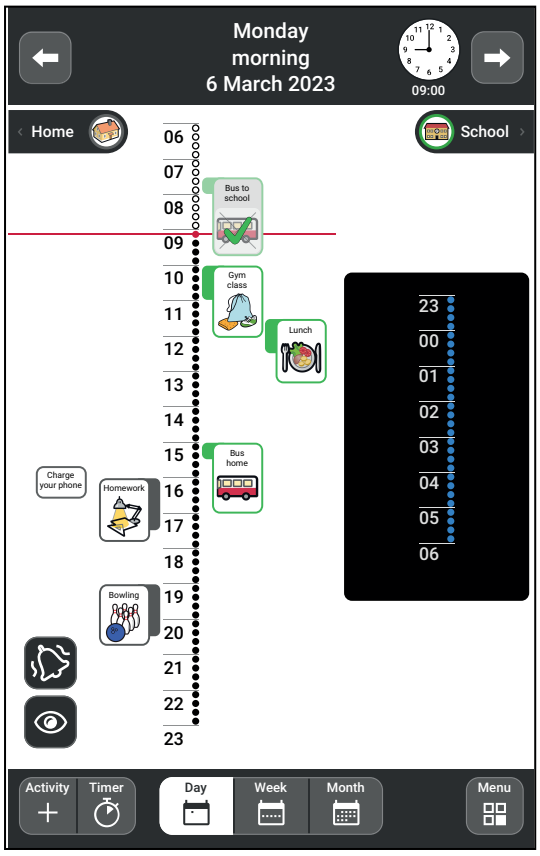


If the entire time pillar is too long to fit the screen, the arrow symbols will be displayed, allowing swiping up/down.

If all activities and timers do not fit on the screen, you can swipe left/right to see all activities and timers.

2.1.2 Day calendar with two time pillars

Information about day and time is displayed at the very top.



By tapping the arrows, you can browse between the days.

To quickly return to the current day in the calendar, tap *Today* button.

The time pillar is shown in two parts, the day to the left and the night to the right.

Activities and timers are shown along the time pillars. Their size corresponds to how long they last, as seen by the number of dots.

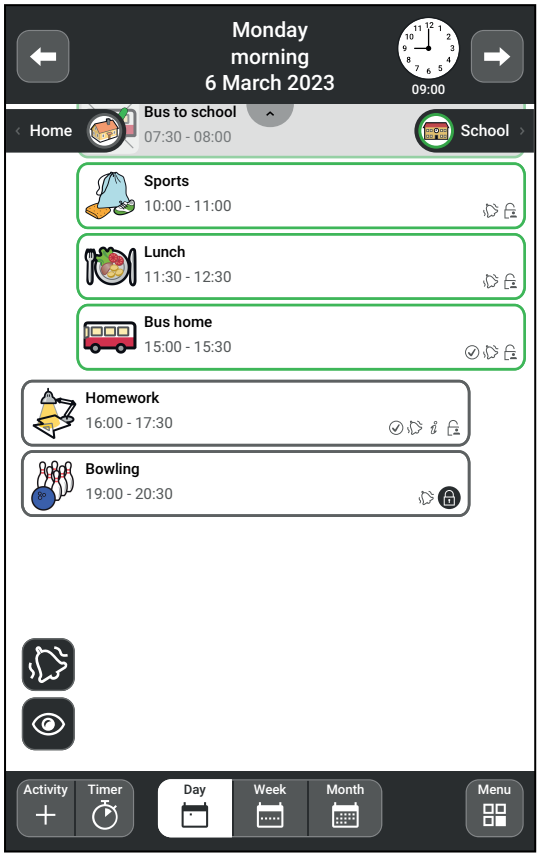
The activities can be categorised so that they are shown on either the left or right side of the time pillars, see *Left and right side on page 10*.

If categories are not used, the time pillars are positioned to the left.

Days, activities, and timers that have passed are crossed out.

Completed activities have a check mark.

2.1.3 Day calendar with list view



Information about day and time is displayed at the very top. By tapping the arrows, you can browse between the days.

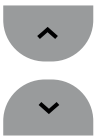
To quickly return to the current day in the calendar, tap the *Today* button.

Activities and timers are shown in a list, with the next activity shown first. The activities can be categorised so that they are shown on either the left or right side, see *Left and right side on page 10*.

Days, activities, and timers that have passed are crossed out.

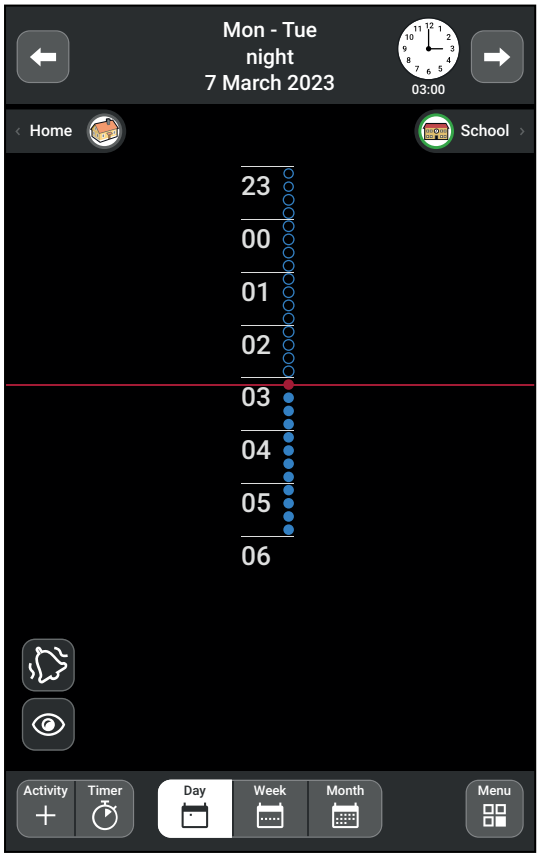
Completed checkable activities have a check mark.

Each activity is also indicated with its alarm type, any reminder, any connected information, and its visibility to support persons.



If there are too many activities/timers to fit the screen, the arrow symbols will be displayed, allowing swiping up/down.

2.1.4 Night calendar



At night, the screen is dark.

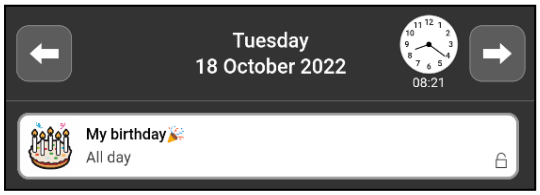
Information about the night, date and time is displayed at the very top.

Only the night's activities will show, but if you browse to the next day, the activities for the upcoming morning will show.

If you also want to see the day's activities during the night, you can choose the setting Day and night in the Display menu, see *Display on page 42*.

2.1.5 All day field

Activities without start or end time (“all day activities”) are shown under the date and time.

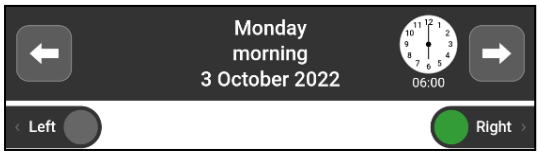


If there are too many all day activities to fit the screen, a number sign will be shown in the field. If you tap the sign, a list of the day’s all day activities will show.

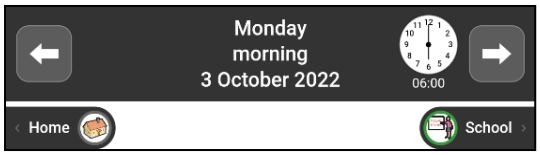
If you want to enlarge the activity, tap it and the Activity View will show, see *Activity View on page 12*.

2.1.6 Left and right side

The activities can be categorised so that they are shown on the left or right side of the time pillar and in the list. In this way, the activities can be more clearly distinguished, for example activities related to school can be shown on the right while activities related to home are shown on the left.



Then icons for the categories are shown at the top of the time pillar or list.



It is possible to set explanatory names and symbols for the categories, see *Categories on page 40*.

2.1.7 Display menu

By tapping the “eye” button, you can change the appearance of the day calendar.

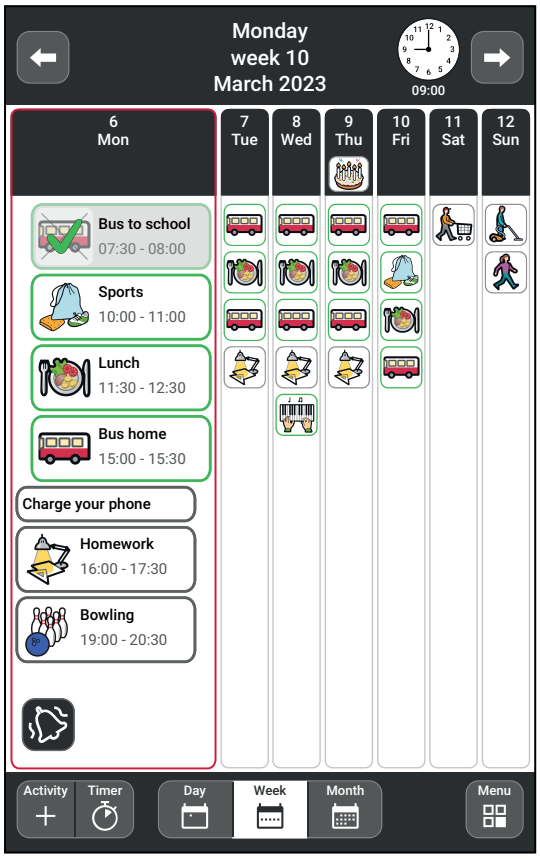
Choose to make settings for:

- View mode
- Day interval
- Timeline zoom
- Activity duration

See *Display on page 42* for a more detailed description.

2.2 Week calendar

The week calendar shows the week's activities, focusing on today.



Information about the week is displayed at the very top. By tapping the arrows, you can browse between the weeks.

Today To quickly return to the current day in the calendar, tap the *Today* button.

The activities are shown in a list, in the same way as in the day calendar.

Days, activities, and timers that have passed are crossed out.

Completed checkable activities have a check mark.

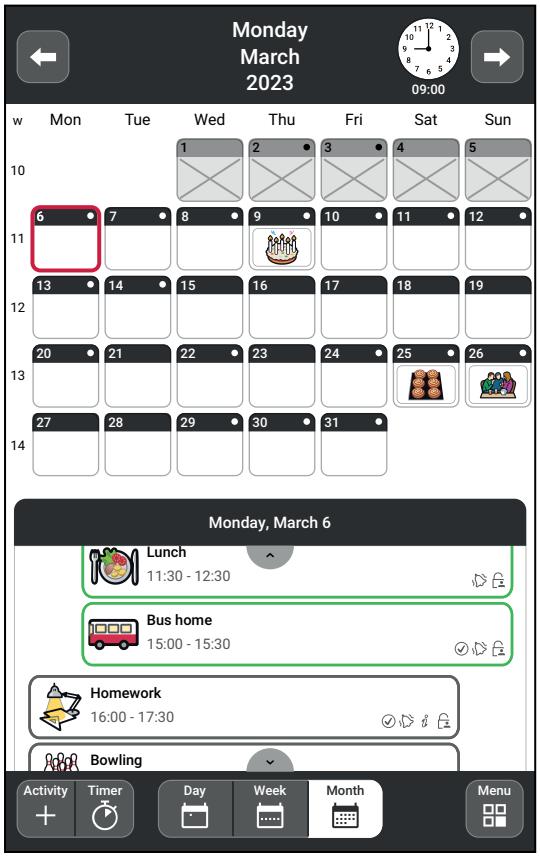
If there are too many activities/timers to fit the screen, the arrow symbols will be displayed, allowing swiping up/down.

To view a particular day, tap at the top of the column. Tap once again to view the day in the Day calendar instead.

You can adjust the appearance to some extent, see *Week calendar on page 44*.

2.3 Month calendar

The month calendar provides an overview of the month's activities.



Information about the month is displayed at the very top. By tapping the arrows, you can browse between the months.

Today To quickly return to the current day in the calendar, tap the *Today* button.

All day activities are shown for each day.

Tap on a particular day to see its activities, which are then displayed in a list view below the calendar. Swipe up/down to see all activities in the list.

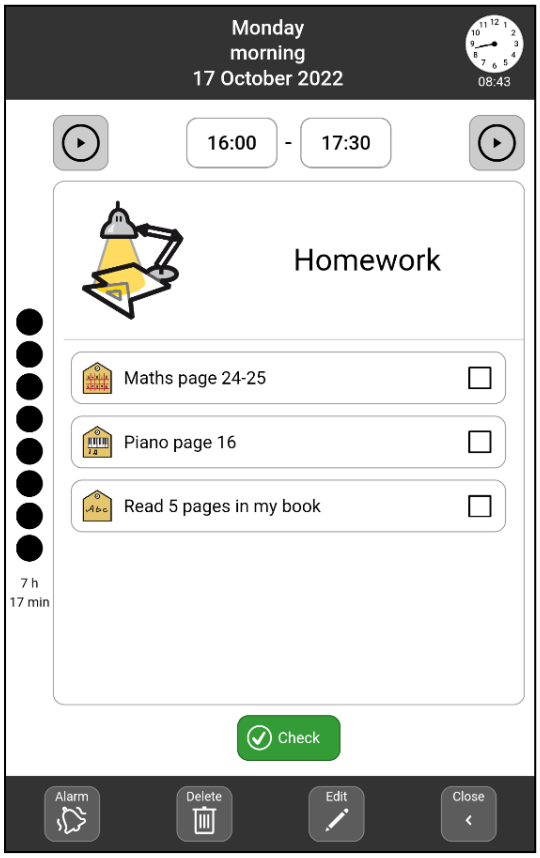
Days that have passed are crossed out in the month calendar, as well as the current day's activities and timers that have passed are crossed out in the list below.

If not all activities/timers are visible in the list, the arrow symbols will appear, allowing to swipe up/down.

You can adjust the appearance to some extent, see *Month calendar on page 45*.

2.4 Activity View

The Activity View provides more information about an activity. The appearance of the Activity View depends on whether the activity has an image, text, checklist or note connected to it.



At the top, information about the date and time of the activity is displayed.

If the activity has a **spoken message**, it will have *Play* buttons beside the start and end times. Tap the buttons to listen to the message.

The **Quarter Hour** dots shows how much time remains until the activity starts or ends.

If the activity has a **checklist**, you can check off the activities as they are completed.

If the activity instead has a note, the note is displayed.

If the activity is checkable, there will be a **Check button** that you can use to mark the activity as completed.

At the very bottom there are buttons used to undo checking of the activity, change the activity's alarm, remove the activity and edit the activity.

You can set what should be shown in the Activity View, see *Activity View on page 12*.

2.4.1 Undo check

Press *Undo* if the activity has been checked by mistake, and the activity will be reset. The Undo button appears only when you have checked an activity.

2.4.2 Change the activity's alarm

Tap the *Alarm* button to change how the alarm should sound when the activity starts or ends. To change the alarm signal or the alarm time, see *Alarm settings on page 50*.

2.4.3 Delete the activity

Tap *Delete* to delete an activity, see *Delete activity on page 29*.

2.4.4 Edit the activity

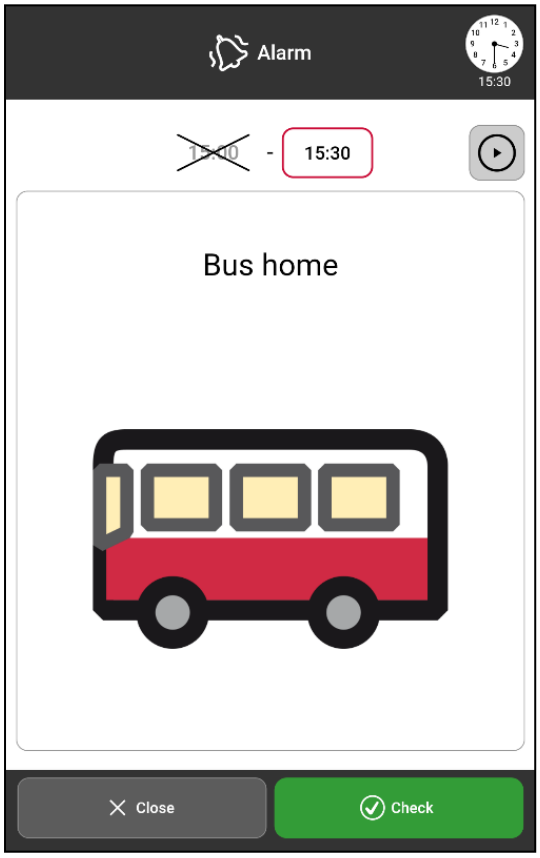
Tap *Edit* to open the activity in the Edit View, see *Edit activity on page 29*.

2.4.5 Close the activity view

Tap *Close* to hide the activity view.

2.5 Alarm View

The *Alarm View* is prompted when an activity is set to either start or end. If reminders are enabled, the view is also displayed before the activity starts or if a completed activity has not been checked.



When alarming, an alarm signal will first be played, and then, if set, a spoken message.

If the activity has a spoken message attached to it, tap the *Play* button to hear it again.

If the activity is checkable, tap the *Check* button to confirm that has been completed, see *Check activity on page 29*. When an activity has been checked, the alarm view closes automatically.

Tap *Close* to hide the alarm view, when just reviewing the alarm without checking.

ⓘ *NOTE: MEMOplanner will alarm even if the screen is in sleep mode and at the same time the screen lights up.*

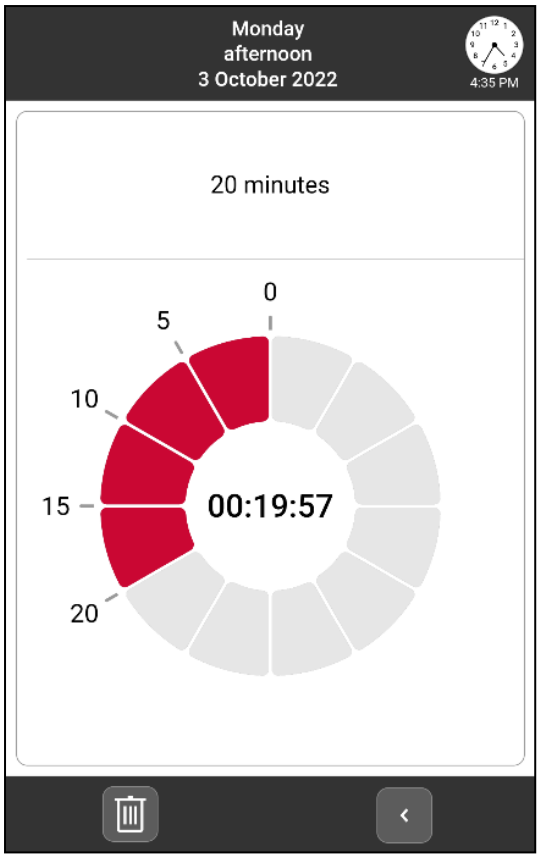
2.5.1 Disable alarms

It's possible to disable all alarms on the device by activating and using the *Disable alarms* function displayed at the bottom left of all main screens. When the function is activated, all alarms on the device will be disabled until 23:59 the same day. To activate and display the Disable alarms button, see *Alarm settings on page 50*.

If *Disable alarms* is activated, the button turns red.

2.6 Timer View

In the *Timer View*, an ongoing timer is displayed.



Tap *Delete* to stop a running timer.

A confirmation is required before the timer is stopped and removed.

Tap *Close* to hide timer view.

Even if the timer view for an ongoing timer is closed, the timer continues until the specified time is reached.

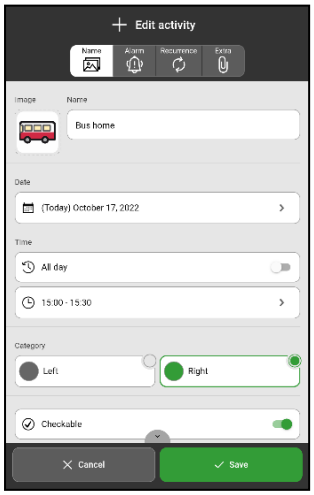
For more information on how to start a timer, see *Start a timer on page 30*.

2.7 Edit View

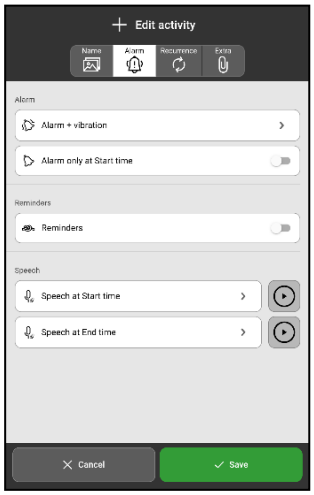
The view for adding and editing an activity is called the *Edit View* in MEMOplanner. Via Edit View, you specify the properties of an activity.
The Edit View is used both when creating new activities or changing activities. The only difference is the heading "New activity" or "Edit activity". How to add an activity, see "Activities" on the facing page. For an already added activity, the Edit View is accessed by clicking the Edit button in the Activity view, see "Edit activity" on page 29.

The Edit View has four tabs:

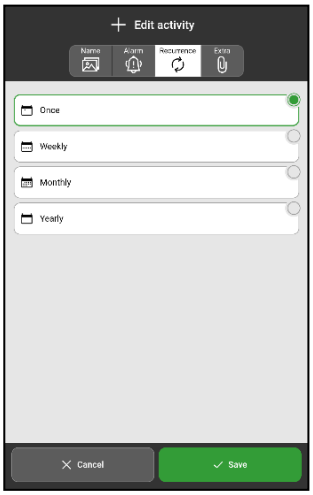
Name tab



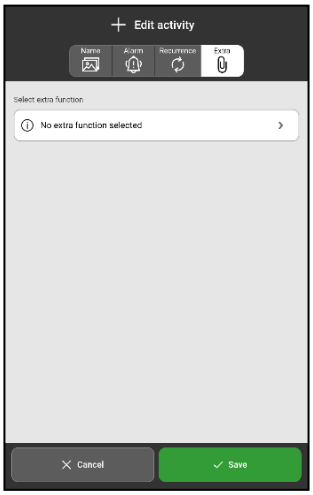
Alarm tab



Recurrence tab



Extra tab



To get more information about each tab and its settings, see *Add an activity on page 16*.

3 Activities

To add an activity, tap the *Activity* button in the toolbar at the bottom of the main screen.

There are two different methods of adding an activity:
- Add an activity through Edit View
- Add an activity Step-by-step

MEMOplanner is pre-set to add activities via the Edit View. In *Settings* you choose the desired method and how it should work, see *Add activity on page 46*. You also choose which functions should be selectable in each method.

If you choose Step-by-step as the method, the recommendation is to customise your own step-by-step-guide, so it contains as few steps as possible, in order to quickly add a new activity.

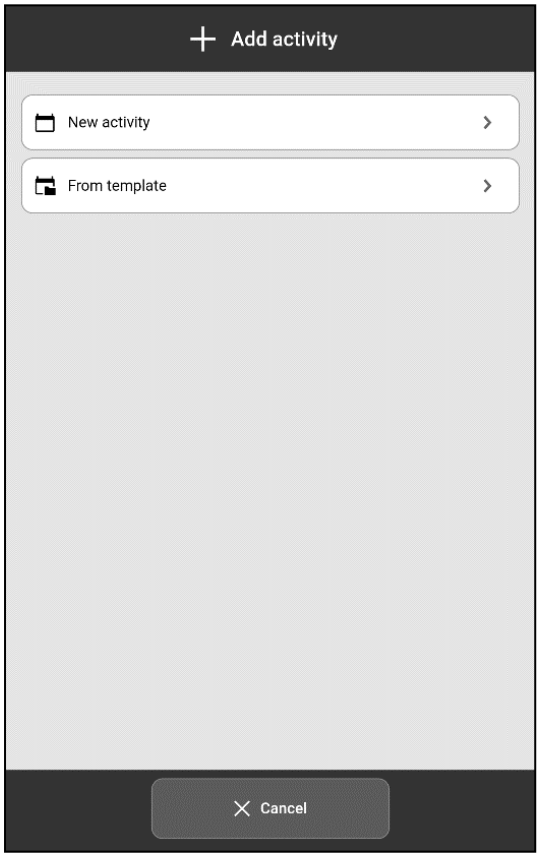
The chapter *Add an activity on page 16* describes how to enter a new activity regardless of method and where all functions are selectable and therefore described.

The instruction is divided according to the four tabs that appear at the top when you add an activity, *Name*, *Alarm*, *Recurrence* and *Extra*.

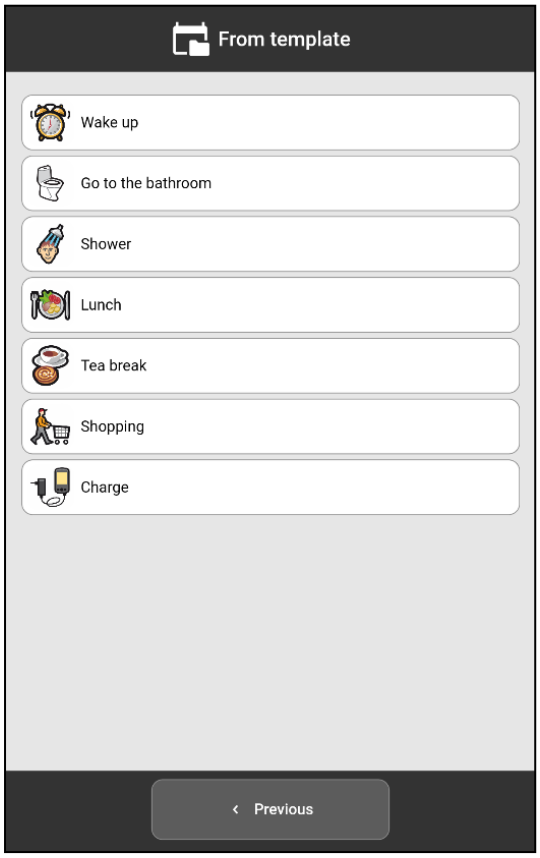
ⓘ *NOTE: The following chapter describes what it looks like when all functions are activated. If the settings in your MEMOplanner have been changed, some functions may be hidden.*

3.1 Add an activity

Regardless of which method you choose when creating a new activity, you start by choosing between *New activity* or *From template*.



Select *New Activity* if you want to enter all available properties yourself.



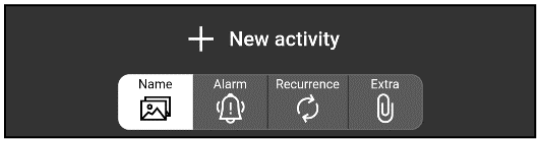
Select *From template* if there is a suitable template to use.

When you select *From template*, the activity has certain information pre-set, for example *Image* and *Name*.

Select the desired template for an activity from the list of predefined templates.

You create your own templates in *myAbilia* or directly in MEMOplanner, see *Create an activity template on page 36*.

TIP: It is convenient to create templates for frequently used activities.



When the choice between *New activity* and *From template* is made, the Edit View opens where you enter the properties of the activity. The properties are divided into four tabs, *Name*, *Alarm*, *Recurrence* and *Extra*.

3.1.1 Name tab, overview

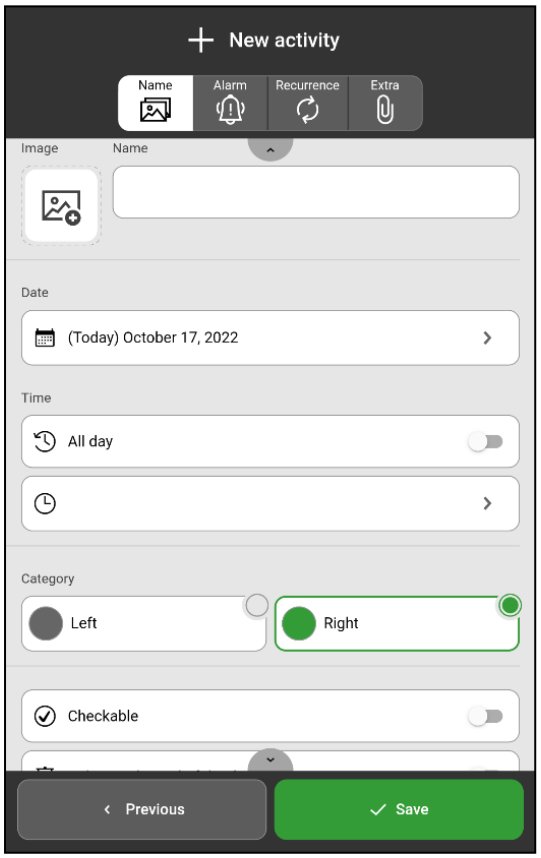
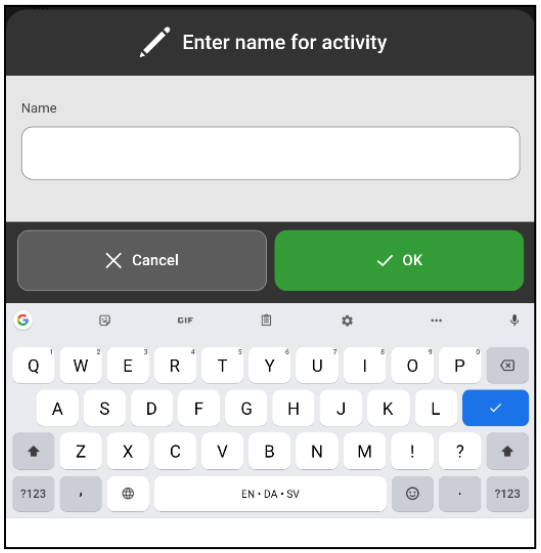


*Image**	Tap to select an image.
*Name**	Tap to name the activity.
*Date**	Tap to select a date in the date picker.
*All day**	Enable if the activity should not be timed but apply throughout the day.
*Time**	Tap to enter start time and end time (optionally).
Category	Tap left or right which refers to the activity's position on the time pillar.
Checkable	Enable whether the activity should be marked as checked when it is completed.
Delete at the end of the day	Enable whether the activity should be deleted automatically at the end of the day.
Available for	Tap to select to whom the activity should be visible for.

> ⓘ *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.*

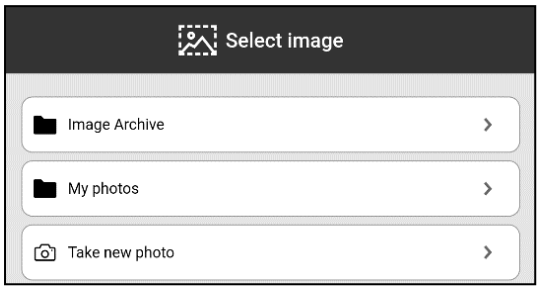
ⓘ *NOTE: Data marked with * must be filled in. Select either an image or name and either time or all day when a new activity is added. The rest of the information is optional and can be added later, see "Edit activity" on page 29.*

3.1.1.1 Enter name



Tap *Name* and a keyboard view opens where you enter the name of the activity.

3.1.1.2 Select image



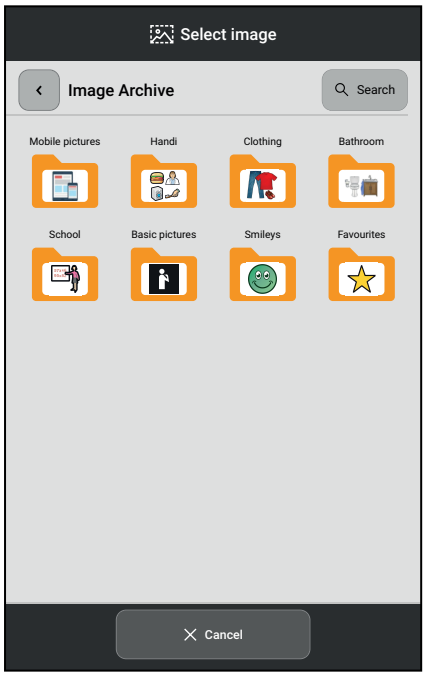
Tap the image picker .

Select image source:

- Image Archive
- My photos
- Take new photo

You can set which sources should be available, see *Image picker on page 53*.

Image Archive



Select Image Archive

Select image

Confirm the selection

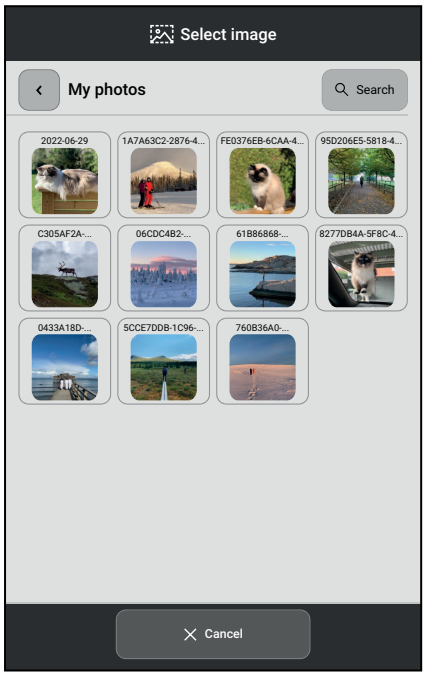
Swipe down/up in an image archive to see more images than will fit on the page.

TIP: In the search box in the upper right corner, a keyword can be entered to search for images in the Image Archive.

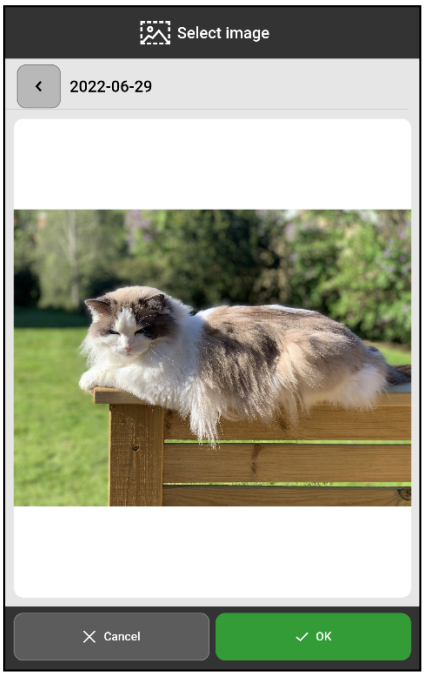
My photos

In *My photos*, the photos taken with the camera or synchronised via myAbilia are shown.

By swiping down/up, you can see more images than fit on the screen. For more information, see *My photos on page 33*.



Select image

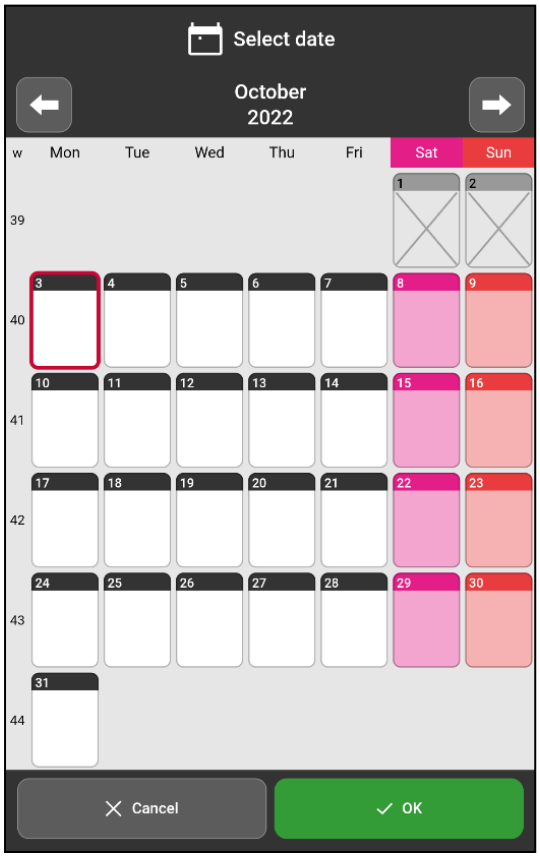


Confirm the selection

Take new photo

Take a new photo using the MEMOplanner camera. The new picture is automatically saved in the image archive in the folder Mobile pictures. For more information, see *Camera on page 33*.

3.1.1.3 Select date



Tap the field next to *Date* to select a date for the activity.

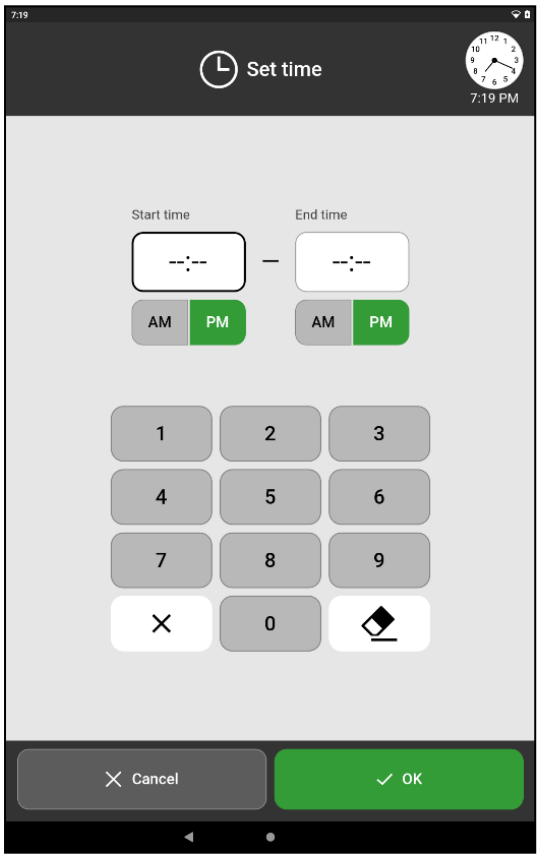
The date selector in MEMOplanner will be displayed.

Browse months forward in time.

Browse months back in time.

3.1.1.4 Select time

Set the activity's start time and end time (optional).



Tap the time field for either start or end time, and enter the time using four digits, e.g. 10:00.

Erase all digits in the highlighted time field.

Erase the last digit in the highlighted time field.

It is possible to hide the time field for end time, see *Add activity on page 46*.

NOTE: If 12-hour format is used, make sure AM and PM are selected correctly for both the start and end time.

3.1.1.5 Select all day

Enable if the activity should be an "all-day activity", i.e. not have a specific start time and be displayed under day and time information.

Disable if the activity should have a specified start time and/or end time.

NOTE: If All day is activated, no alarm can be set for the activity, and the alarm tab is not displayed.

3.1.1.6 Select category

Select *Left* or *Right* depending on which side the activity should be displayed on, both in terms of the time pillar or in the list view.

3.1.1.7 Select checkable

Here you specify whether the activity should be checked off as soon as it is completed.

Disable if there is no need for the activity to be checked.

A checkable activity provides extra support, as you will receive reminders if the activity has not been performed when it should be, and you can clearly see on the calendar when it is done.

3.1.1.8 Select Delete at the end of the day

Enable if the activity should be deleted automatically the day after it has occurred.

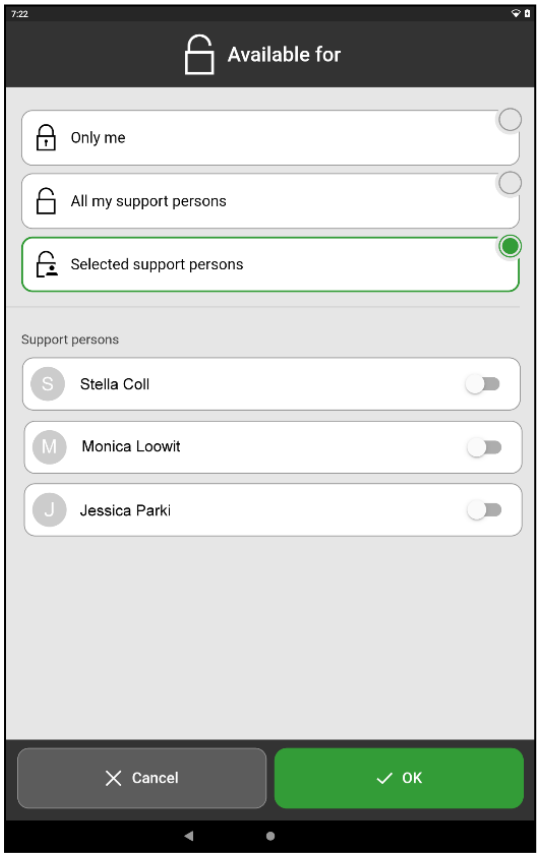
Disable if the activity should remain in the calendar even if the day of the activity has passed.

TIP: It is advisable to enable this function for "unimportant" activities. Then it will be easier to find the important activities when you look back at the calendar.

3.1.1.9 Select Available for

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.

Choose who the activity should be visible to when you use myAbilia web service.



Select one of three options:

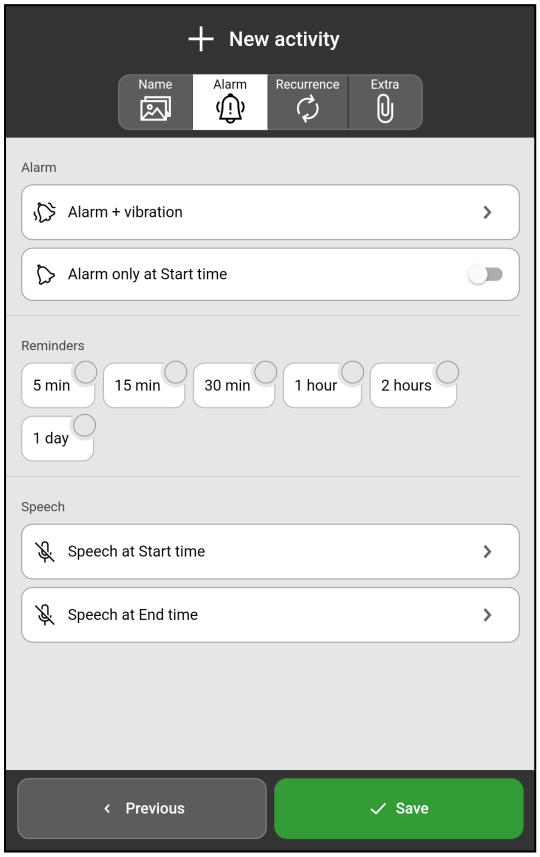
Only me The activity is not visible to others.

All my support persons The activity is visible to all support persons in myAbilia.

Selected support persons The activity is only visible to selected support persons in myAbilia. Enable desired support persons from the list of available support persons.

If the *Only me* setting is selected and there are support persons connected to the logged-in account, a padlock icon will appear on the activity in the various calendar views, as an indication that it is hidden from the support persons. The padlock icon appears in both MEMOplanner and myAbilia.

3.1.2 Alarm tab, overview



Make settings for the following:

Alarm + vibration Tap to select the type of alarm or no alarm at all.

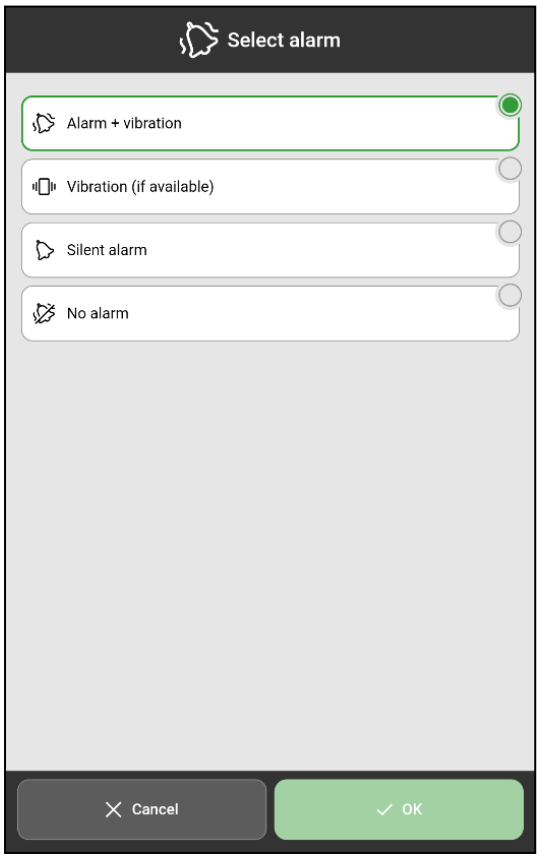
Alarm only at Start time Enable whether the alarm should sound only at start time.

Reminders Select one or more reminder times for the activity.

Speech Tap *Speech at start time* and/or *Speech at end time* if a spoken message is to be read directly after the alarm sound, at the start time and/or end time.

3.1.2.1 Select Alarm

To set type of alarm tap *Alarm + vibration* (see image in previous chapter).



Select one of four options:

Alarm + vibration Sound signal, a potential spoken message and vibration (if the device has vibration).

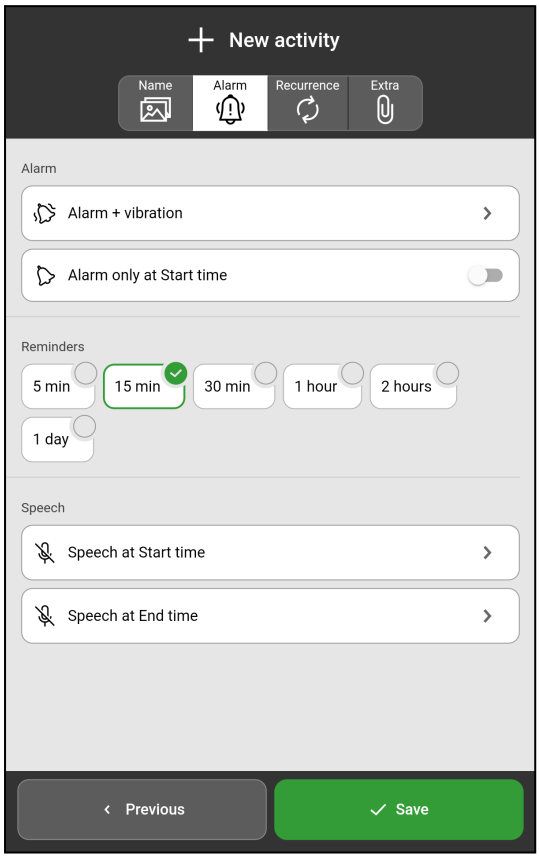
Vibration (if available) Vibration only (if the device has vibration).

Silent alarm Silent alarm is displayed on the screen.

No alarm Alarm off.

ⓘ *NOTE: If no active selection is made, the default option will be used, see Alarm settings on page 50.*

3.1.2.2 Select Reminder



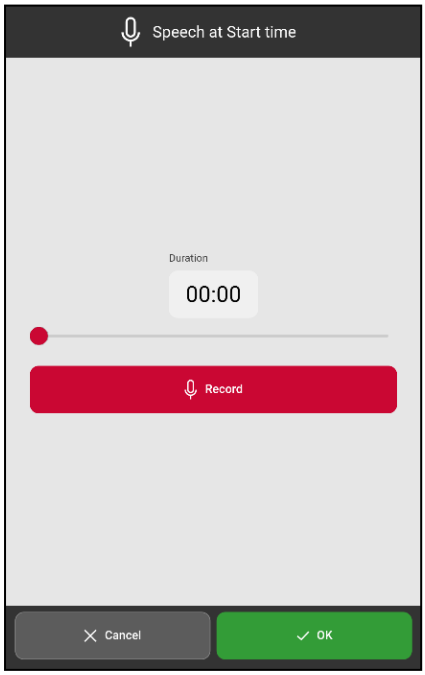
Select one or more reminder times to receive reminders (pre-warnings) before the activity starts.

Choose from the following times:

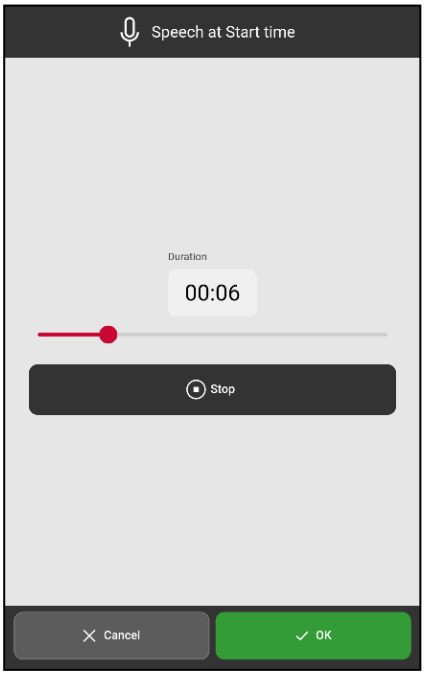
- 5 minutes
- 15 minutes
- 30 minutes
- 1 hour
- 2 hours
- 1 day

3.1.2.3 Select Speech

The alarm can be reinforced with a recorded spoken message.



Tap *Record*, speak the message.



Tap *Stop* once you are done.

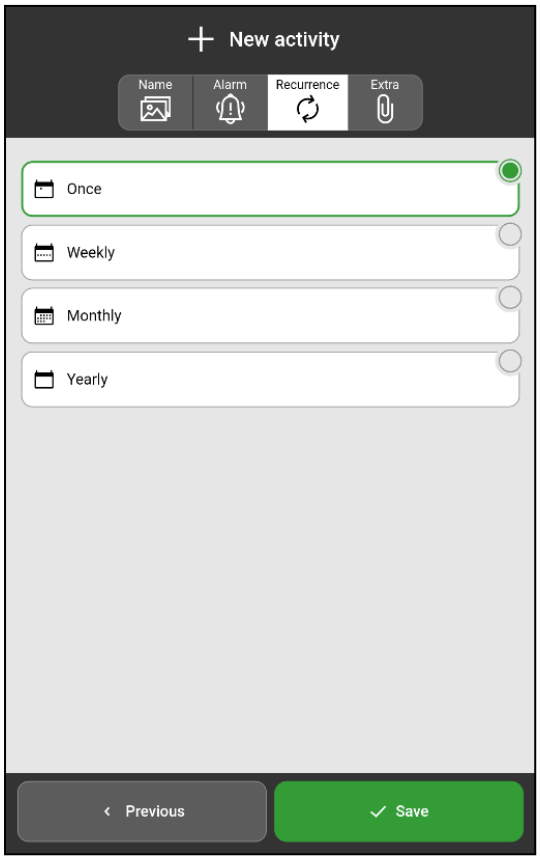
Tap *Play* to listen to the recorded message.

Tap *Delete* to discard the message if it needs to be re-recorded.

ⓘ *NOTE: The recorded spoken message can be a maximum of 30 seconds long.*

3.1.3 Recurrence tab, overview

Under the *Recurrence* tab, it is specified whether the activity is recurring and how often it should be repeated.



Select one of four options:

Once The activity should only occur once.

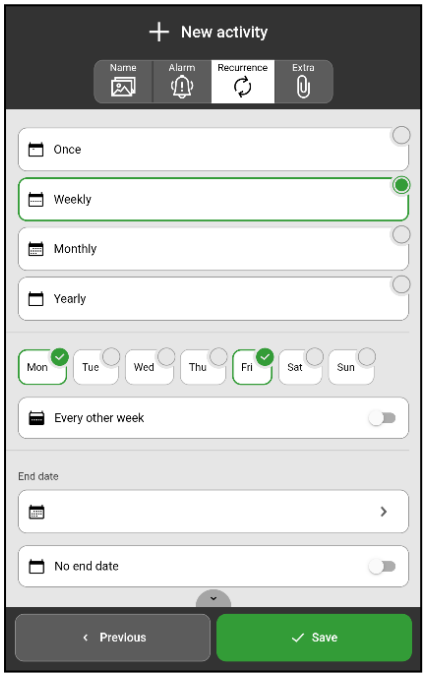
Weekly The activity should occur on certain days every week.

Monthly The activity should occur on certain days every month.

Yearly The activity should occur on the selected date every year.

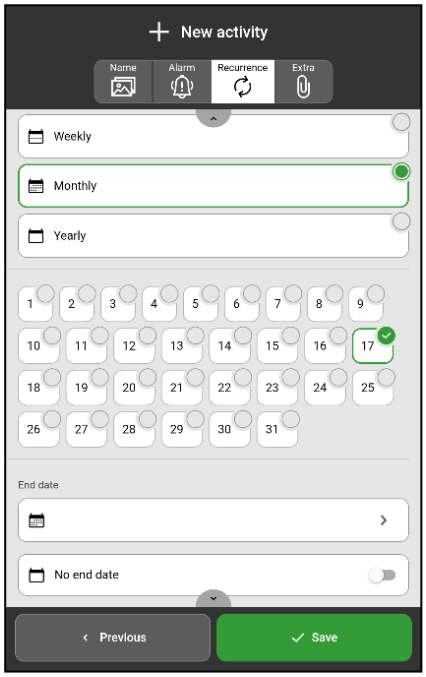
Depending on the choice made, a view for week, month, or year will be displayed.

Weekly



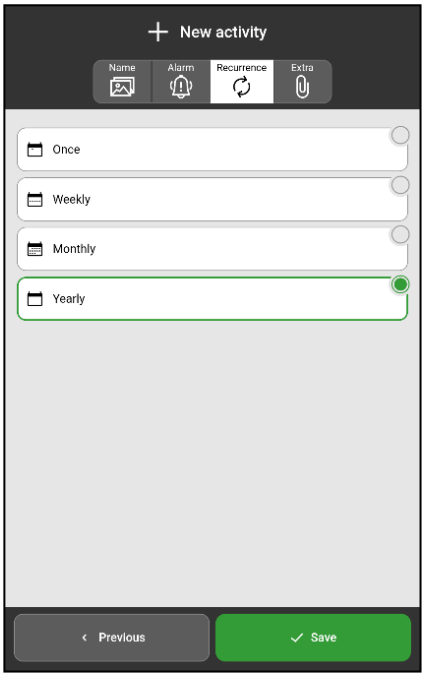
For *Weekly*, you can select several days, for example every Tuesday and Thursday. Select *Every other week* if the activity occurs on certain days every second week.

Monthly



You can select several days for the *Monthly* option, for example the 1st and 15th.

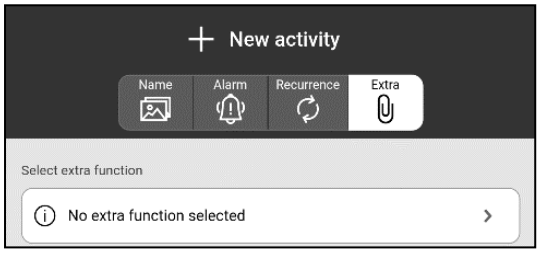
Yearly



For the *Yearly* option, the activity will be added annually and perpetually on the selected date.

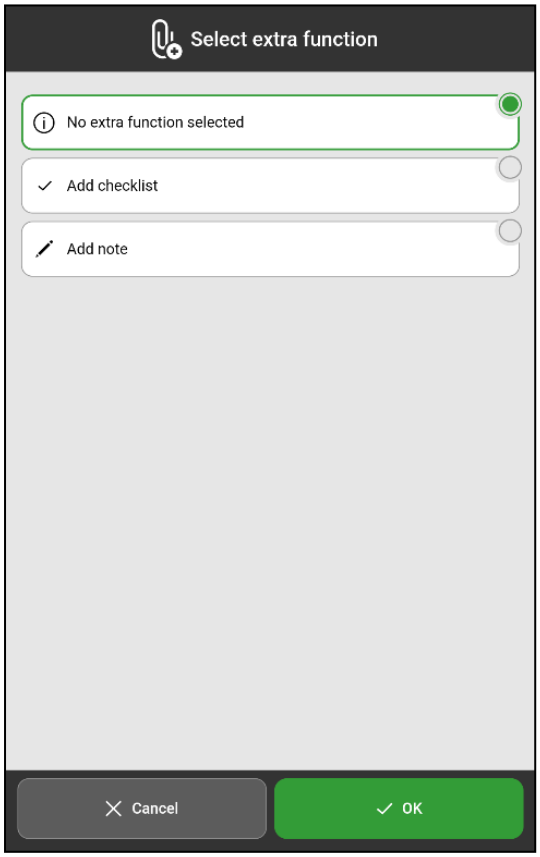
ⓘ *NOTE: When No end date is disabled an end date must be set in the End date field. When No end date is enabled, the activity will be added "for ever".*

3.1.4 Extra tab, overview



Select the *Extra* tab to connect additional functions to the activity.

Tap *No extra function selected* (see image) to add one of the following functions:



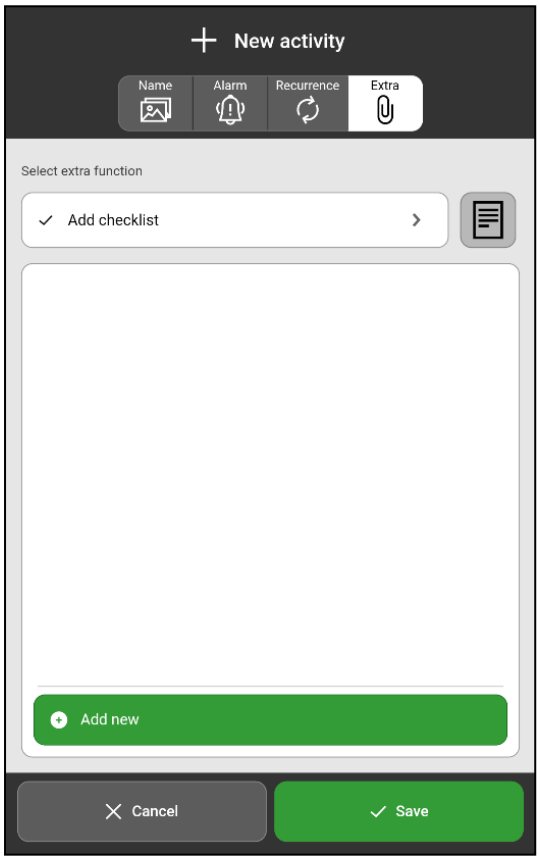
Add checklist — Select to create a new checklist or select a checklist from the library.

Add note — Select to create a new note or select from existing notes.

ⓘ *NOTE: The libraries with checklists and notes are managed via myAbilia.*

ⓘ *NOTE: You can only add one checklist or one note to an activity.*

3.1.4.1 Choose checklist from library

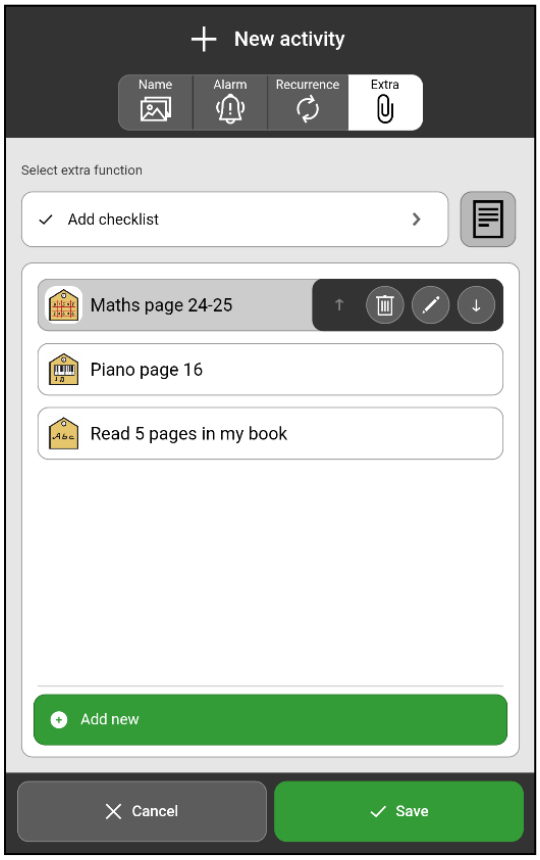


Start by selecting *Add checklist* followed by tapping the *OK* button and the view to the left will open.

Tap the Library-button to select a checklist from the library.

ⓘ *NOTE: The library with checklists is managed via myAbilia.*

3.1.4.2 Create new checklist



Start by selecting *Add checklist* followed by tapping the *OK* button and a view where to add a checklist will open.

How to create a new checklist:

1. Tap the green *Add new* button to add a task.
2. Tap the *Image*-field to select an image.
3. Tap the *Name*-field to name the task.
4. Tap *OK* to add the task to the list.
5. Tap *Add new* to add more tasks in the same checklist.

Tap a task in the checklist to edit:

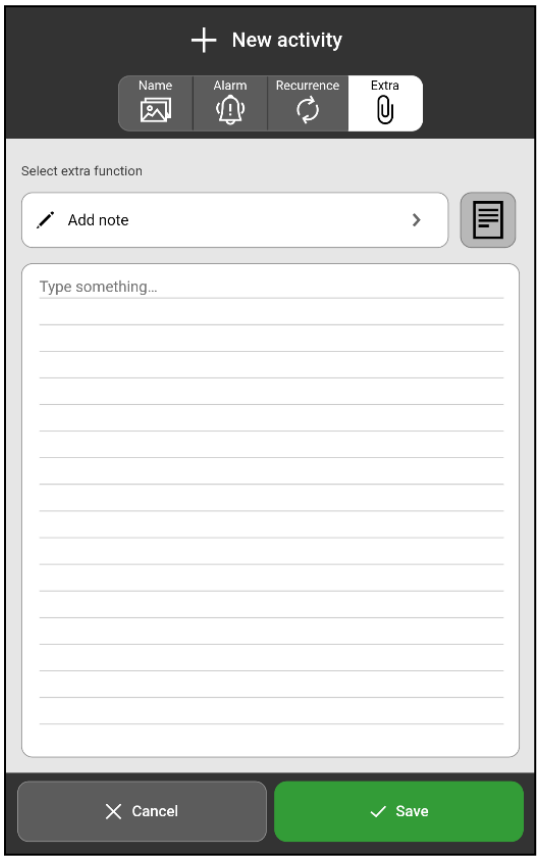
Tap to place higher up in the list.

Tap to delete the task.

Tap to edit the task.

Tap to place further down the list.

3.1.4.3 Choose note from library

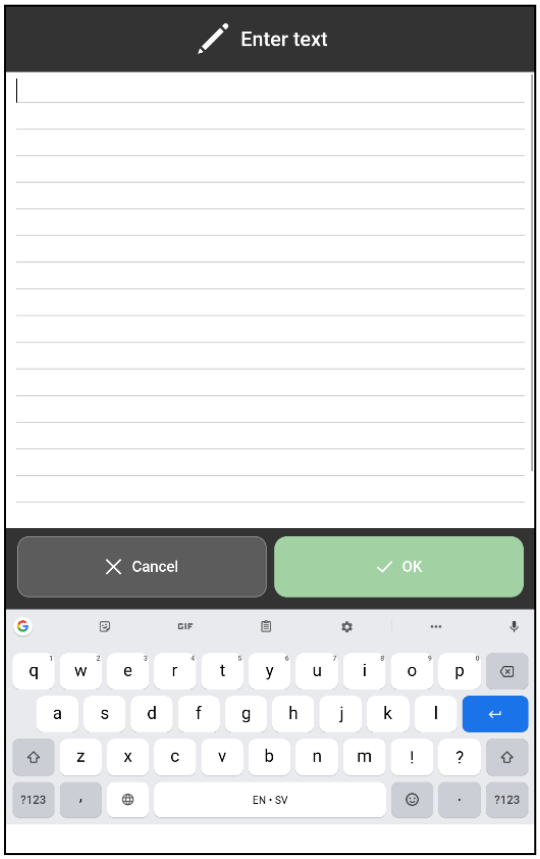


Start by selecting *Add note* followed by tapping the *OK* button and the view to the left will open.

Tap the *Library*-button to select a note from the library.

ⓘ *NOTE: The library with notes is managed via myAbilia.*

3.1.4.4 Write a new note



Start by selecting *Add note* followed by tapping the *OK* button.

Tap in the notes area to write a new note.

3.2 Edit activity

To edit an activity, enter Activity View and tap the *Edit* button and the Edit View will appear.

If the activity is recurring, you need to choose for which days the activity should be changed:

Only this day	Only the specific activity on the selected day will be changed.
This day and forward	All recurring activities starting from the selected day will be changed.

3.3 Delete activity

To delete an activity, enter Activity View and tap the *Delete* button. Before the activity is deleted, you must confirm that you really wish to delete it.

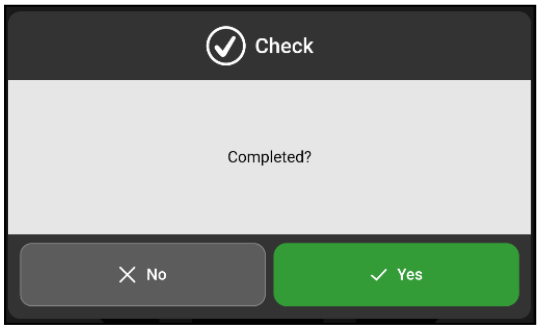
If the activity is recurring, you need to choose for which days it should be removed:

Only this day	Only the activity on the selected day will be deleted.
All days	All existing activities are deleted, both backwards and forwards in time.
This day and forward	All activities starting from the selected day will be deleted.

3.4 Check activity

A checkable activity provides extra support, as you will receive reminders if the activity has not been performed when it should be, and you can clearly see on the calendar when it is done.

Activities are checked from the *Alarm View* or from the *Activity View*.



Tap *Yes* to confirm that the activity has been completed. The activity will now be marked with a green tick in the Activity View and all calendar views.

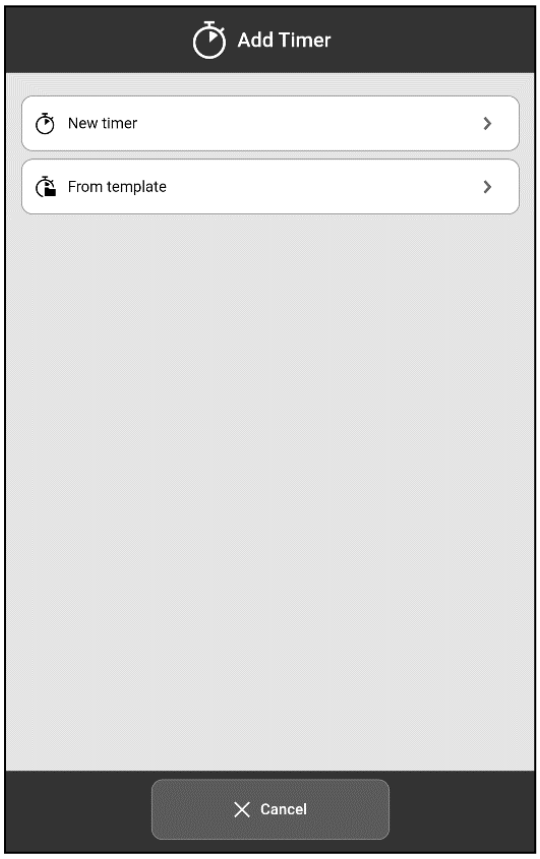
If you forget to check off an activity, or you tap Cancel, a reminder will show up every 15 minutes for two hours.

If you have checked an activity by mistake, you can tap the *Undo* button in the Activity View.

ⓘ *NOTE: If you confirm an activity on one device, the activity will be acknowledged on all other devices connected to the same user account.*

4 Start a timer

To start a timer, tap the *Timer* button in the toolbar at the bottom of the main screens.



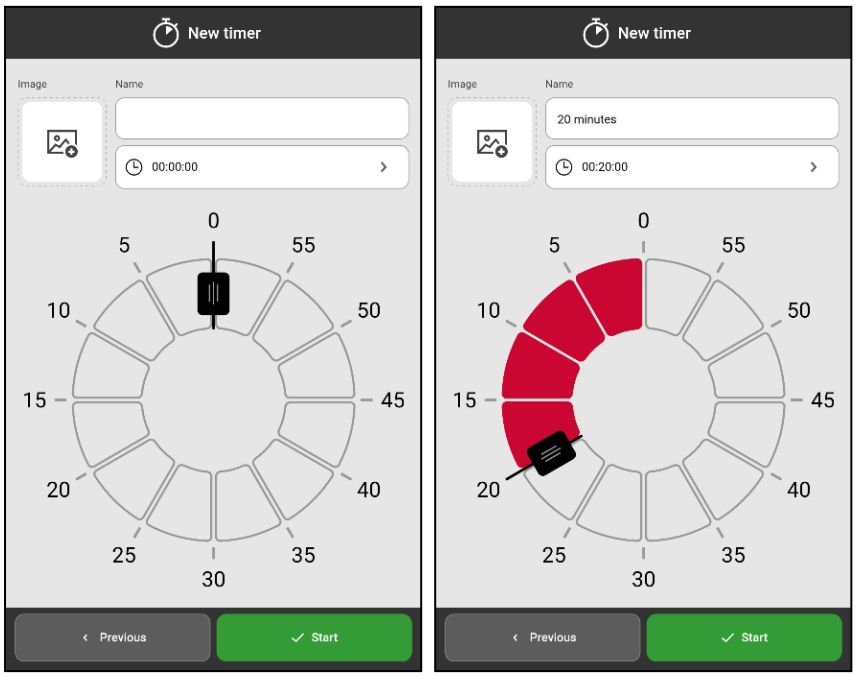
Using the timer can make it easier to keep track of how much time can be spent on completing a task or how much time is left until a task needs to be started.

Choose to either start a new timer or a timer from a template.

> ⓘ *NOTE: Timers will not be synchronised with other MEMOplanner devices or with myAbilia.*

4.1 Start a new timer

Choose *New timer* and set the timer duration by dragging the clock pointer counter clockwise and placing it at the desired time. Another way is to set the timer time manually by tapping the time field and enter the time in minutes.



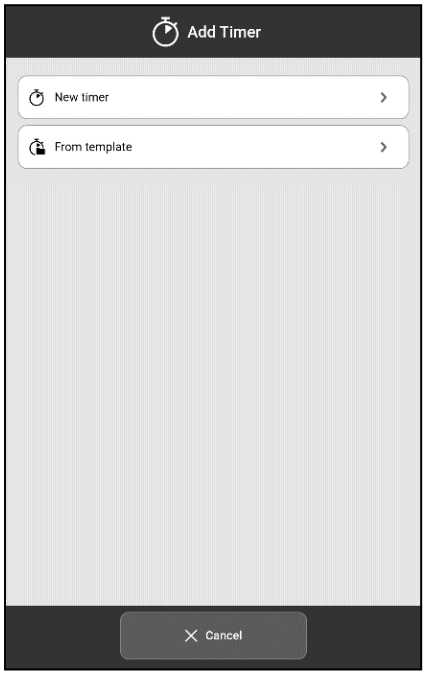
The timer's name will be set to the time length that you have chosen. To rename the timer, tap the name field and enter the desired name.

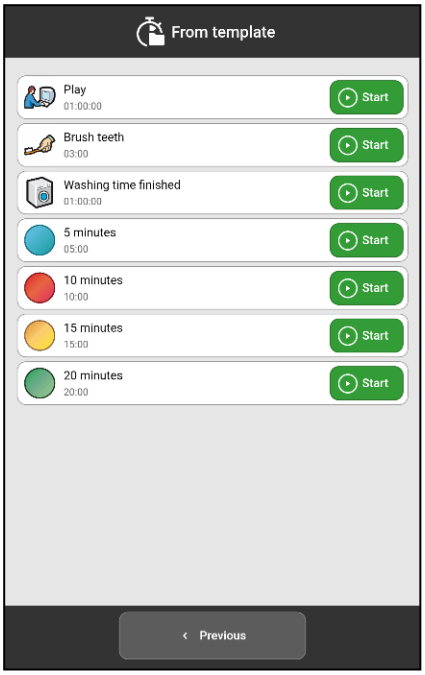
To add an image, tap the image field and select an image via the image picker. The image picker is described in *Select image on page 18*. The timer starts when you tap *Start*.

For more information, see *Timer View on page 14*.

4.2 Start a timer from template

To start a new timer from a template, press *From template* and select the appropriate timer template from the list.



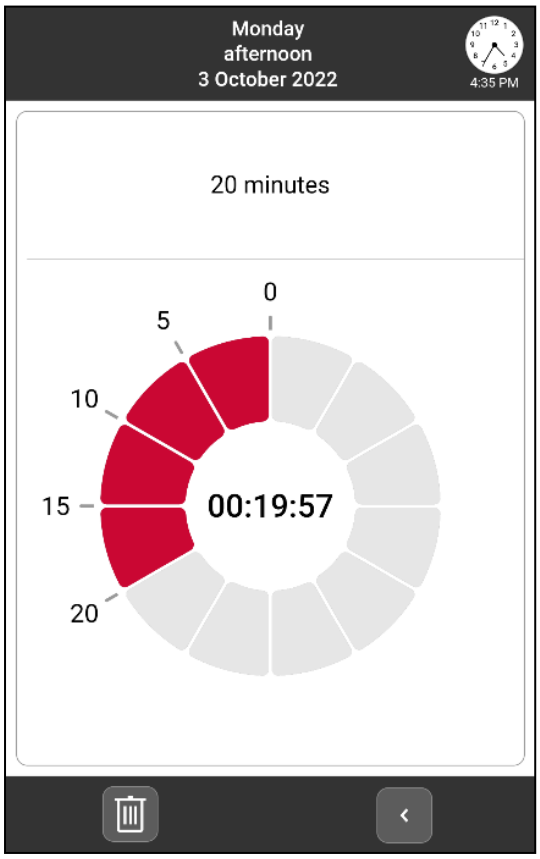


The timer starts immediately and the Timer View appears.

Timer templates are created via myAbilia or in Templates, see *Create a timer template on page 36*.

4.3 Timer View

In the calendar view, ongoing timers are shown in the same way as an activity, i.e. it is displayed with a name and image.



To enlarge a timer in the calendar, tap it and it will be shown in the Timer View.

When the time is up, the Timer view will prompt and a timer alarm will sound.

A completed timer is displayed in the calendar for 24 hours.

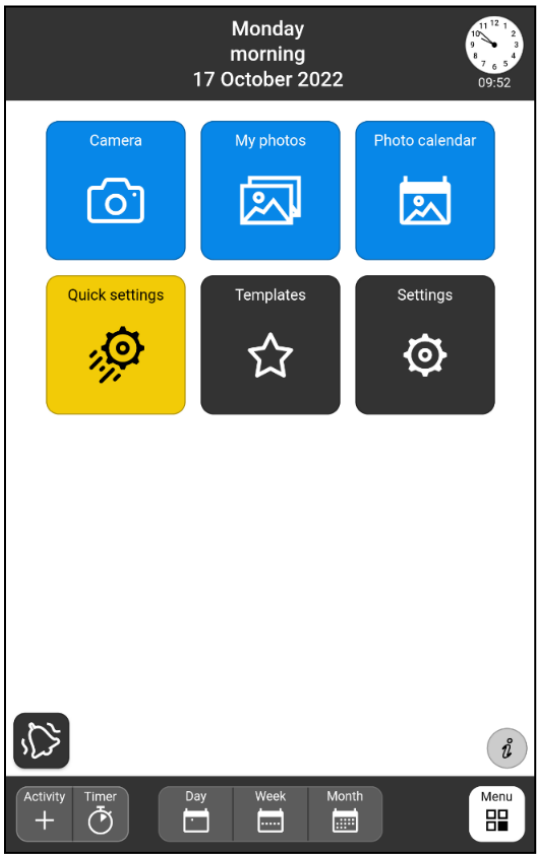
From the Timer View you can do the following:

Tap *Delete* to stop a running timer. Another confirmation is required before the timer is removed / stopped.

Tap *Close* to hide the timer view.

5 Menu

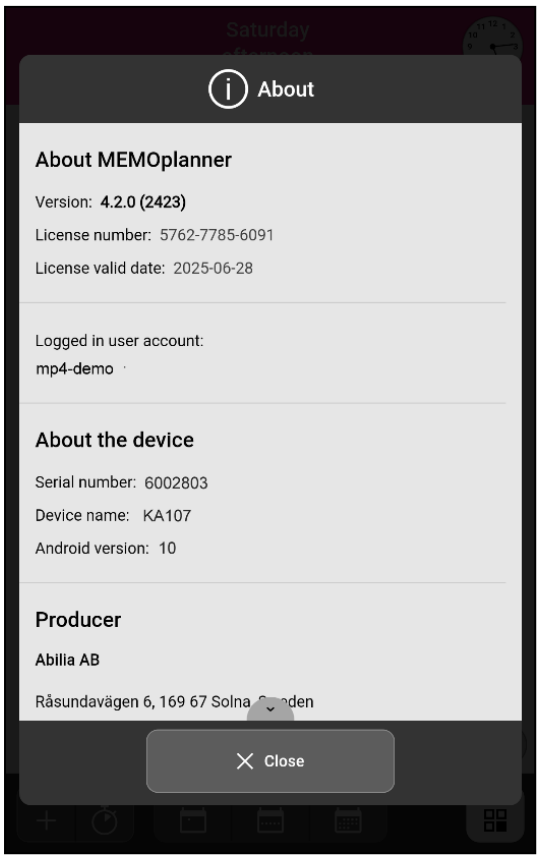
Tap the *Menu* button in the toolbar to see a menu with additional MEMOplanner functions.



The following functions are show in the menu:

Camera	To start the camera.
My photos	To open My photos.
Photo calendar	To open Photo calendar.
Quick settings	To access basic settings.
Templates	To manage the library of activity and timer templates.
Settings	To open the settings menu, see "Settings" on page 37.

To change which functions should be displayed when you press the Menu button, see *Menu on page 53*.



Tap the *Info* icon to open the view with information about the MEMOplanner license and the device, for more information see *About on page 56*.

5.1 Camera

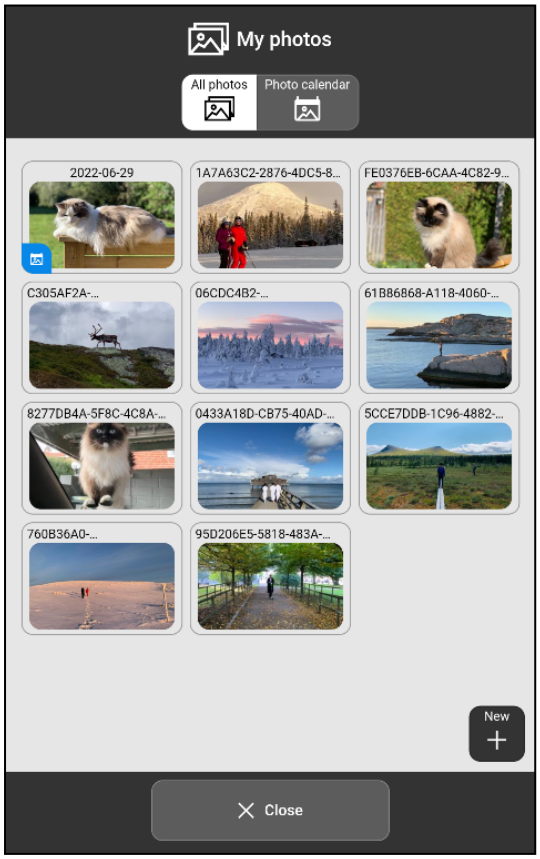
Use the camera to take your own pictures. The pictures are shown in *My photos*. See the *User manual* how the camera works on your MEMOplanner device.

5.2 My photos

In *My photos*, you can view the pictures taken with the camera, or other images that are synchronised with the device via myAbilia.

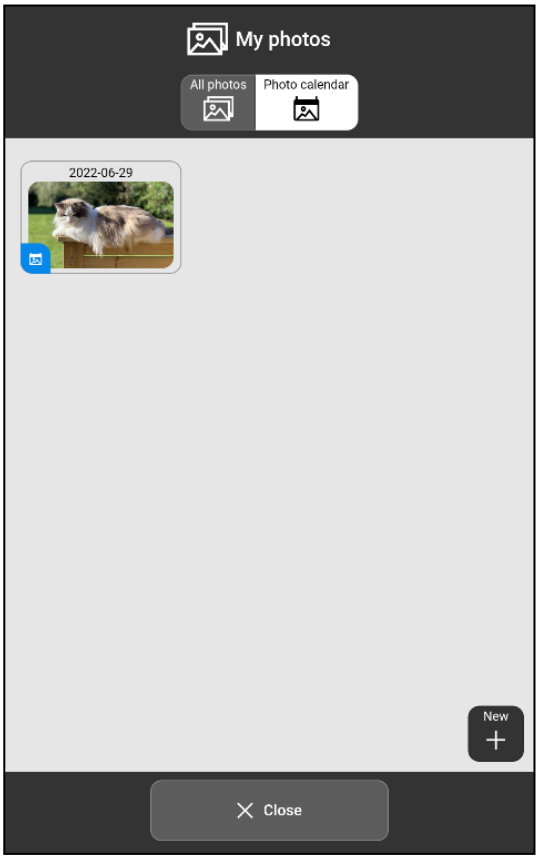
In My Photos, pictures are shown on two different tabs, *All photos* and *Photo calendar*. Tap a photo to view it in full screen.

All photos



In *All photos* are all photos added to the device displayed. The photos are shown in chronological order, starting with the most recent picture. From here you can add photos to the photo calendar.

Photo calendar



In the *Photo calendar* are all photos added from the tab All photos displayed.

ⓘ *NOTE: On myAbilia photos are shown in the My photos folder in the Image Archive.*

5.2.1 Add and remove a photo in the photo calendar

Add a photo to the photo calendar by first selecting it in *All photos* and then tap the *Add* button.

A blue icon will appear in the lower left corner of the photo as an indication that the photo is also in the photo calendar.

Remove a photo from the photo calendar by tapping it so that it is shown in full screen and then tap the *Remove* button.

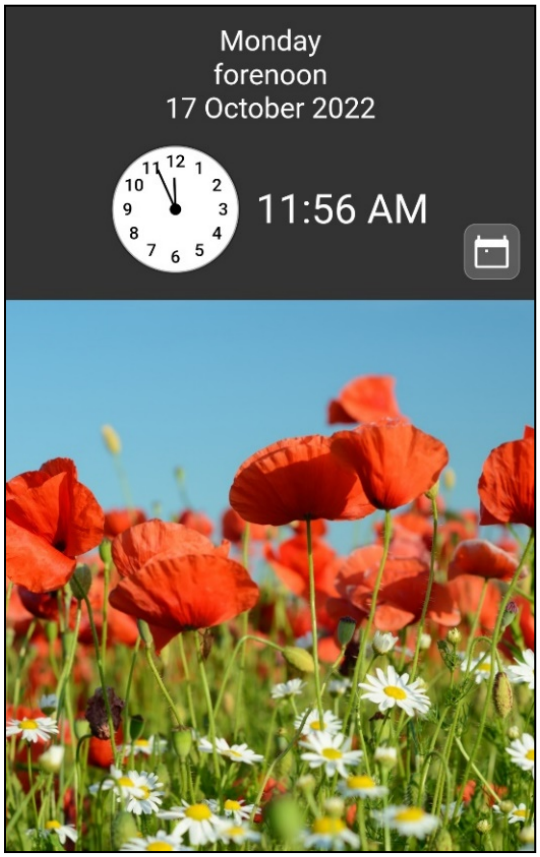
5.2.2 Delete a photo

Delete a photo by selecting it in *All photos* so that it is shown in full screen, and then tap the *Delete* button.

ⓘ *NOTE: This function deletes the photo completely from MEMOplanner.*

5.3 Photo calendar

The Photo calendar is used as a “screensaver” if you do not wish to have the calendar on display constantly.



The photos that have been added to the Photo Calendar from My Photos are shown here. If there are several images, they will automatically swap every five minutes. You can tap quickly twice to change images manually.

A default image is displayed if you have chosen not to add any images to the Photo calendar.

The photo calendar can be used to display images that are positive and motivating for the user.

Tap the button to the right of the clock to go back to selected home screen.

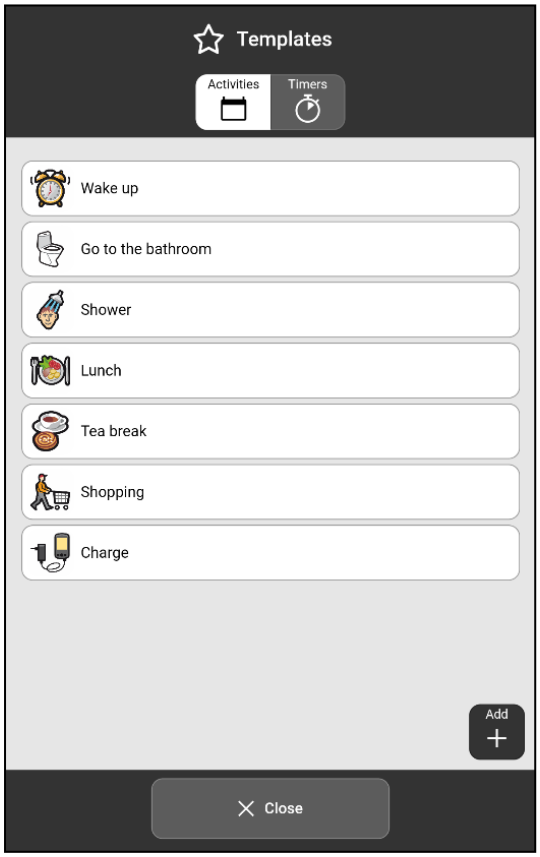
For more information about home screen, see *Home screen on page 52*.

5.4 Quick settings

From *Quick settings*, you can set basic settings for the device like Wi-Fi connection, sound and volume, and screen settings. See the *User manual* for more information.

5.5 Templates

In *Templates*, predefined activities and timers are managed.



There are two tabs: one for *activity templates* and one for *timer templates*.

Here you can edit or delete templates as well as create new ones.

Tap a template to edit:

Tap to place higher up in the list.

Tap to delete the task.

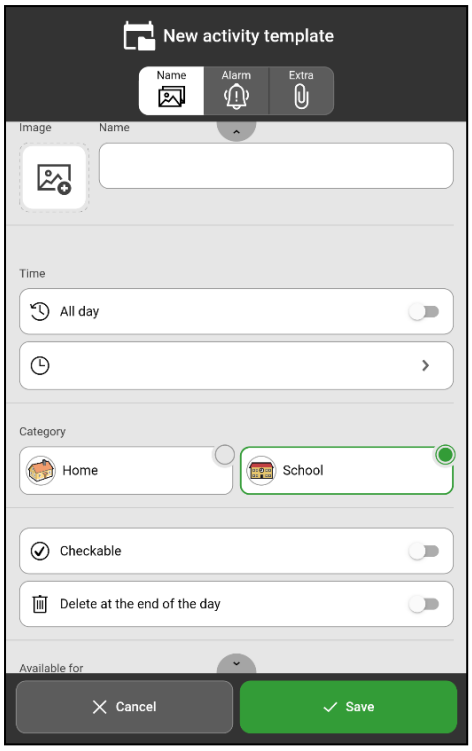
Tap to edit the task.

Tap to place further down the list.

TIP: Templates can also be managed via myAbilia.

5.5.1 Create an activity template

Select the *Activities* tab and press the *Add* button to create a new activity template.



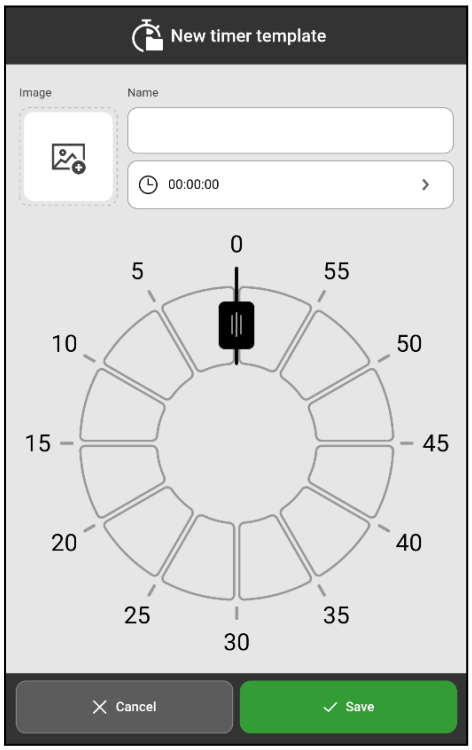
A view with three tabs, *Name*, *Alarm*, *Extra*, opens.

Add the properties of the new activity template by tapping each tab and entering the necessary information, in the same way as when you add a new activity, see *Add an activity on page 16*.

Finish by clicking the *Save* button and the new template will now be listed in the library among the other activity templates.

5.5.2 Create a timer template

Select the *Timer* tab and press the *Add* button to create a new timer template.



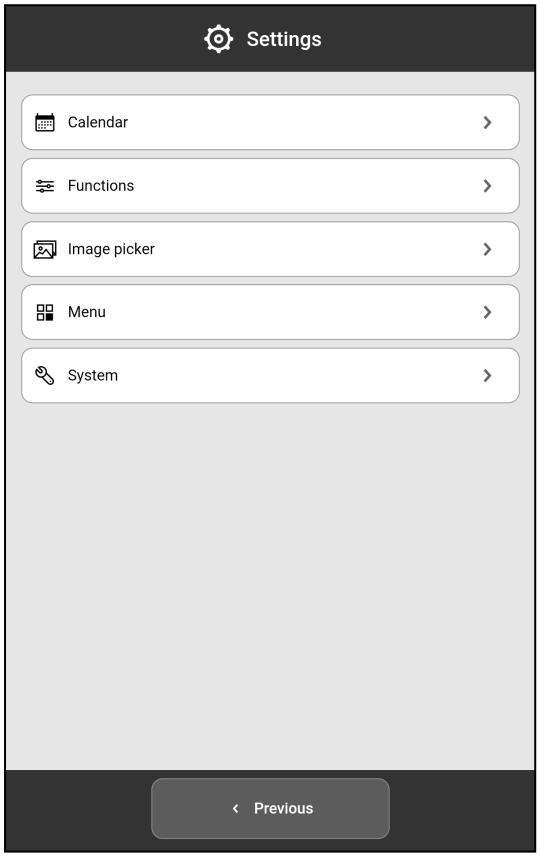
Add the properties of the new timer template (name, image, and duration), in the same way as when you add a new timer, see *Start a new timer on page 30*.

Finish by clicking the *Save* button and the new template will now be listed in the library among the other timer templates.

6 Settings

Via *Settings*, you can customise MEMOplanner to suit the user's needs and abilities.

This chapter describes the settings in the same order and structure as they are found in MEMOplanner.

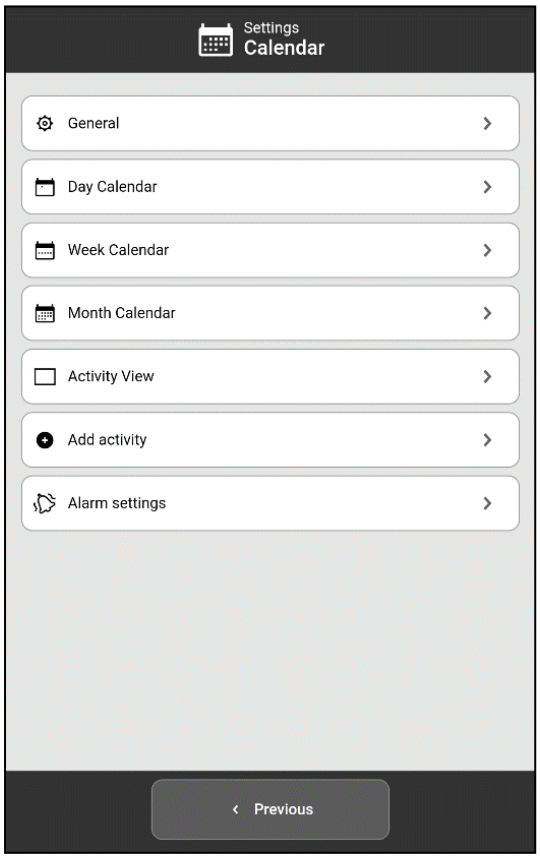


Calendar	Settings related to clock, calendar appearance, how to add an activity and alarm settings.
Functions	Settings related to toolbar, home screen, and timeout.
Image picker	Which image sources should be selectable in Image picker.
Menu	Which functions should be visible in the menu.
System	Settings related to code protection, voice support, Android settings, device and license.

ⓘ *NOTE: Settings can be hidden, or code protected for the user, see Code protect on page 54.*

6.1 Calendar

Settings related to the calendar and its appearance.



General Settings that affect the clock, how the day is divided, whether the calendar days should have different colours and whether categories should be used.

Day Calendar Settings for how the day calendar should be displayed.

Week Calendar Settings for how the week calendar should be displayed.

Month Calendar Settings for how the month calendar should be displayed.

Activity View Settings for how the activity view should be displayed.

Add activity Settings for which method should be used when a new activity is added, and which options should be available.

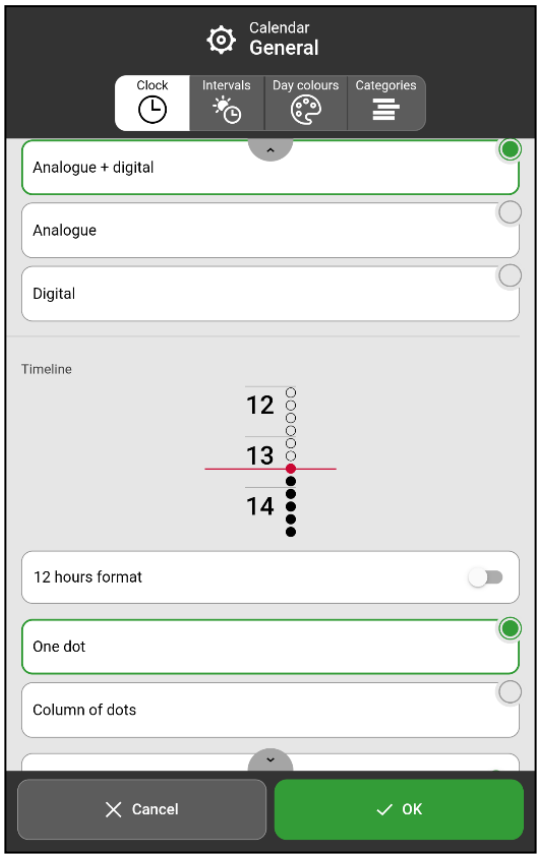
Alarm settings Default sound settings for alarms.

6.1.1 General

The settings are divided into four tabs *Clock*, *Intervals*, *Day colours*, and *Categories*.

6.1.1.1 Clock

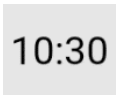
Setting for how the clock is displayed in the top bar in the different calendar views and menu.



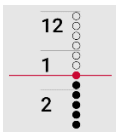
Analogue+digital

Analogue

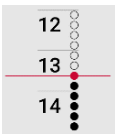
Digital



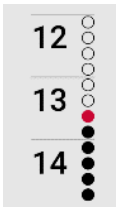
12 hours



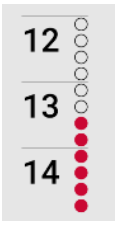
24 hours



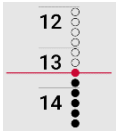
One dot



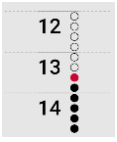
Pillar of dots



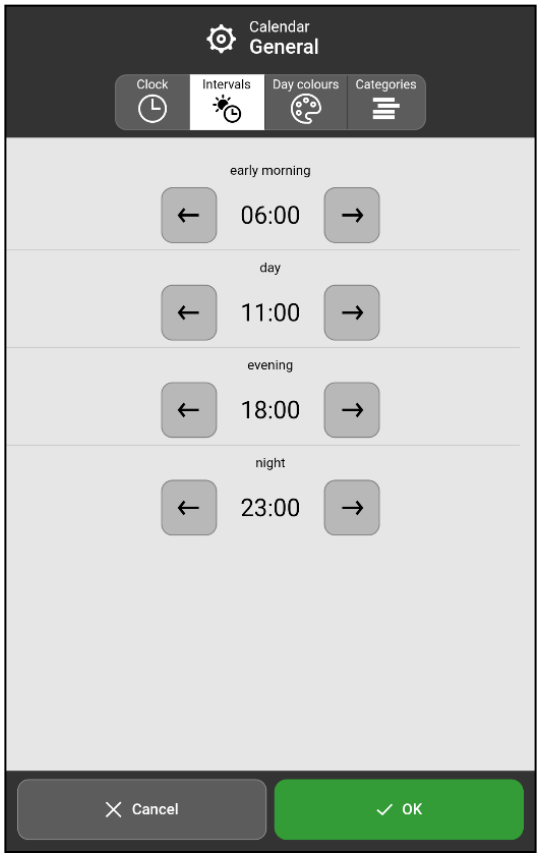
Line across current time



Lines for each hour



6.1.1.2 Intervals



Settings for how the day is divided into morning, day, evening and night.

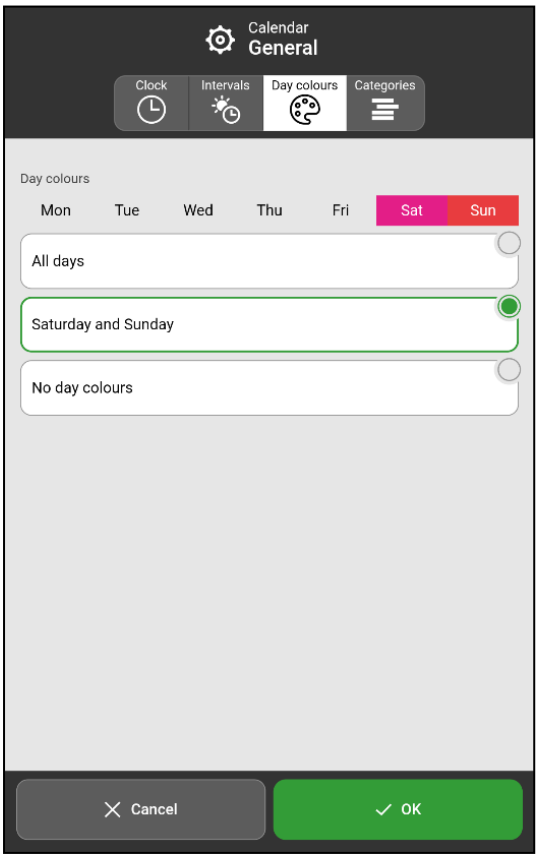
The division of the day impacts what is displayed in the top field in the day calendar, week calendar, month calendar and menu.

It also impacts the interval display for the time pillar, see *Display menu on page 10*.

To change the start time, press the arrows, backwards or forwards.

6.1.1.3 Day colours

Settings for if and how day colours should be used.

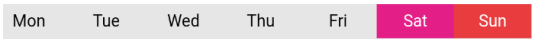


The day colours are shown in the day calendar, week calendar, month calendar, and photo calendar.

► Select which option to be active:

All days

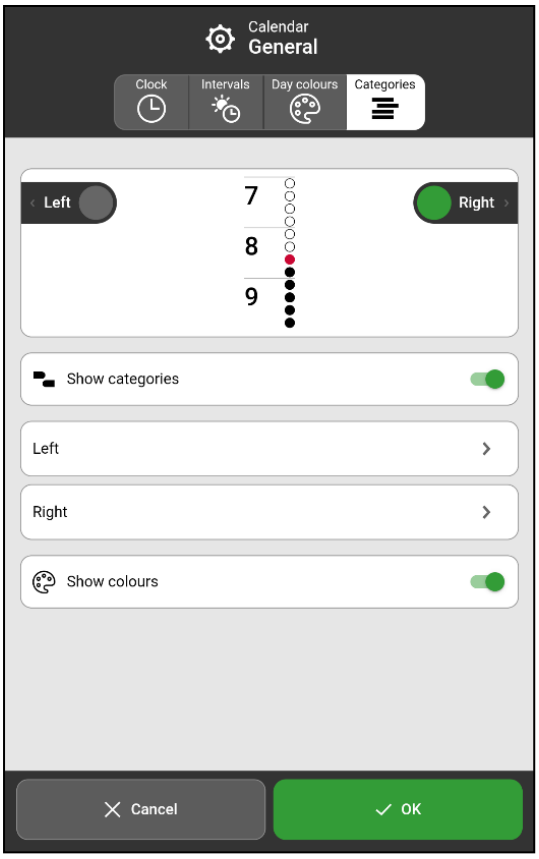
Saturday and Sunday



No day colours

6.1.1.4 Categories

Settings for whether activities should be categorized and thus displayed on the right or left side of the day calendar.



► Select settings for the following:

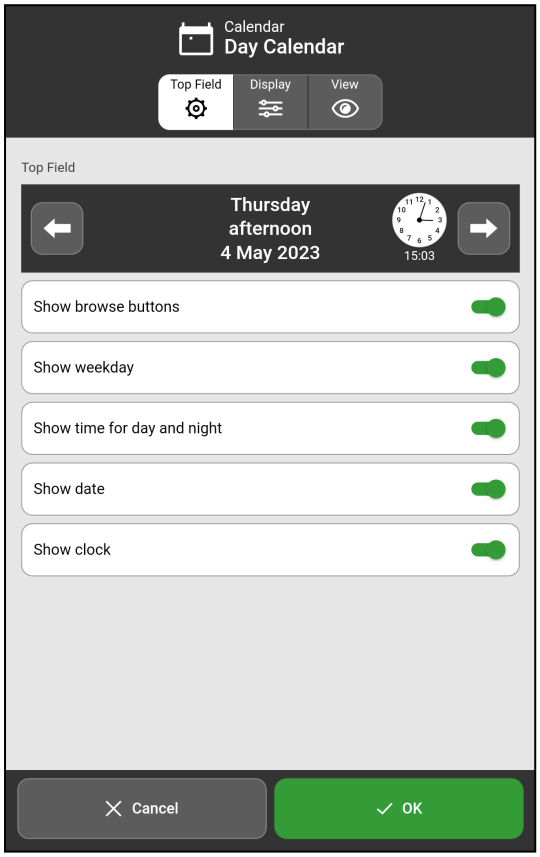
Show categories	Enable whether the activities should be shown on the right and left side.
Left	Tap to change name and add an image to symbolize the category.
Right	Tap to change name and add an image to symbolize the category.
Show colours	Enable to indicate the activities on the left side with grey colour and the activities on the right with green colour.

6.1.2 Day calendar

Settings for the day calendar are divided into three tabs, *Top Field*, *Display* and *View*.

6.1.2.1 Top Field

Settings for what should be displayed in the top field of the day calendar.



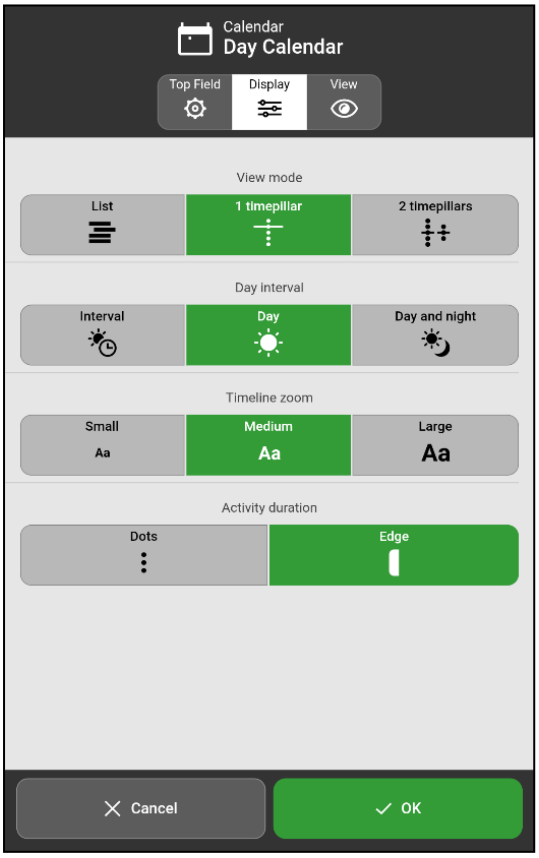
► Choose to enable or disable:

Show browse buttons	Enable to display the arrow buttons to browse day by day, forward and backward.
Show weekday	Enable to display Monday, Tuesday, etc.
Show time for day and night	Enable to display early morning, day, evening, and night.
Show date	Enable to display date, e.g. “4 May 2023”.
Show clock	Enable to display the clock. To set clock style, see *Clock on page 39*.

ⓘ *NOTE: If all options in the day calendar's top field are disabled, the top bar will be hidden in both the day calendar and in the menu.*

6.1.2.2 Display

Default settings for the day calendar. The default setting is most important for those who should not have access to the display menu.



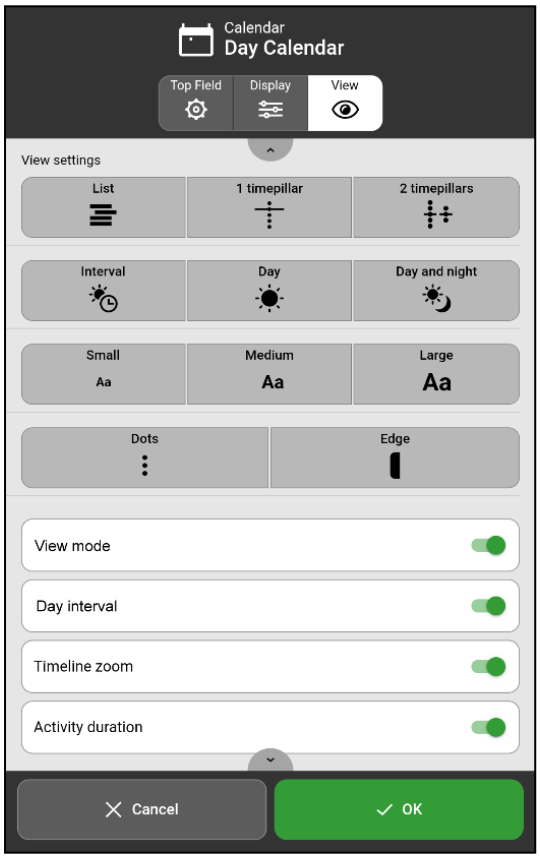
► Select settings for the following:

View mode	*List*	Activities are shown in a list.
	1 time pillar	1 time pillar where activities are anchored to the time in which they take place.
	2 time pillar	As 1 time pillar with the addition of a separate time column for the night period next to it.
Day interval	*Interval*	Early morning, day, evening, and night are separated.
	Day	The time pillar displays the morning, the day, and the evening. The night is shown separately.
	Day and night	The time pillar shows the entire 24-hour day.
Timeline zoom	*Small*	Set size of the time pillar. If it doesn't fit on the same page, you can swipe up/down to see everything.
	Medium	
	Large	
Activity duration	*Dots*	Shows the activity duration as dots or a solid edge.
	Edge	

Day interval and Timeline zoom are only applicable for 1 time pillar. Activity duration is only applicable for 1 time pillar and 2 time pillars.

6.1.2.3 View

Settings for functions shown in the display menu, see *Display menu* on page 10.



► Choose to enable or disable:

View mode	Display the setting: List, 1 time pillar and 2 time pillars.
Day interval	Display the setting: Interval, Day and Day and Night.
Timeline zoom	Display the setting: Small, Medium, and Large.
Activity duration	Display the setting: Dots and Edge.

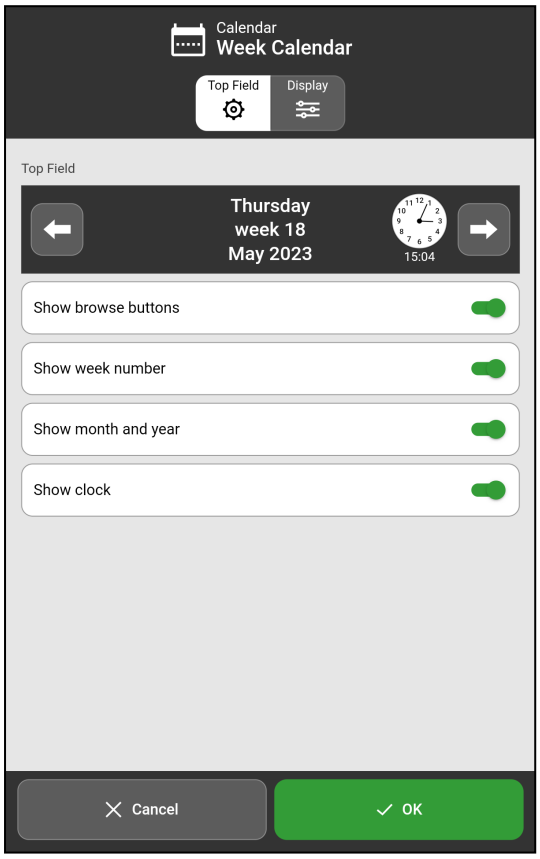
The functions are described in *Display on page 42*.

ⓘ *NOTE: If all functions are disabled, the display menu is hidden, and the "eye" button is no longer visible.*

6.1.3 Week calendar

Settings for the appearance of the week calendar are divided into two tabs, *Top Field* and *Display*.

6.1.3.1 Top Field

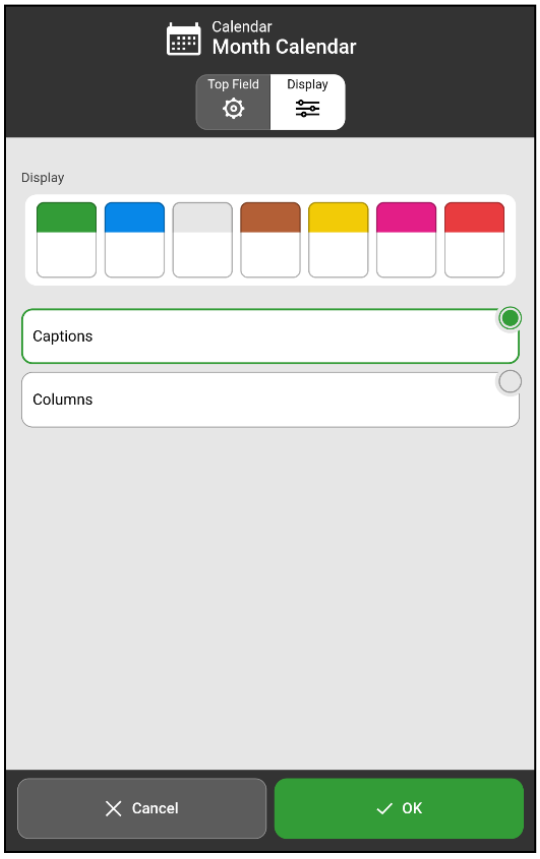


Settings for what should be displayed in the top field of the week calendar.

► Choose to enable or disable:

Show browse buttons	Enable to display the arrow buttons to browse between weeks, forward and backward weekly.
Show week number	Enable to display the week number, e.g. week 40.
Show month and year	Enable to display month and year, e.g. May 2023.
Show clock	Enable to display the clock. To set clock style, see *Clock on page 39*.

6.1.3.2 Display

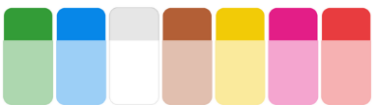


Settings for how the week calendar looks and is coloured according to selected day colours.

► Select one of two options:

Every day (7)	If all 7 days of the week are to be visible, Monday – Sunday.
Weekdays (5)	If only the 5 weekdays are to be visible, Monday – Friday.

► Select one of two options:

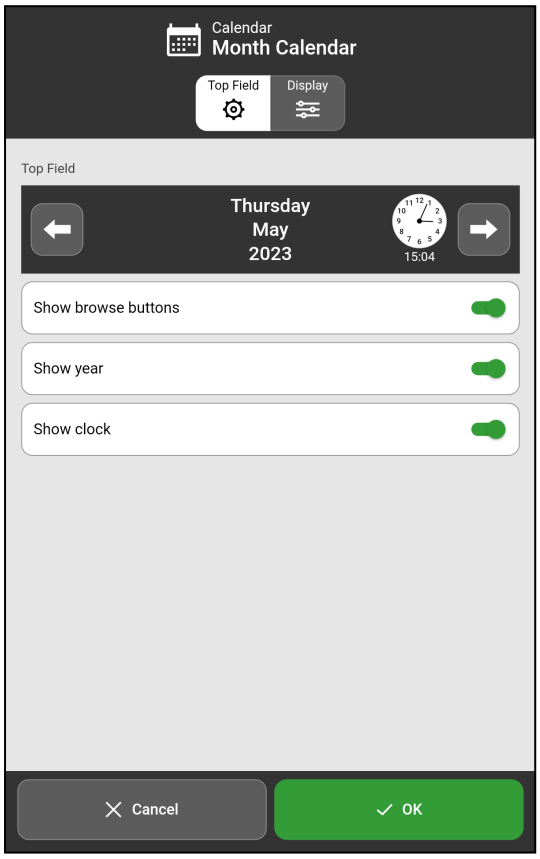
Captions	If each day of the week is to be coloured with the selected day colour only in the upper part where the date is shown.
Columns	If each day of the week is to be coloured completely in the selected day colour. 

Settings for day colours are described in *Day colours on page 40*.

6.1.4 Month calendar

Settings for the appearance of the month calendar are divided into two tabs, *Top Field* and *Display*.

6.1.4.1 Top Field



Settings for what should be displayed in the top field of the month calendar.

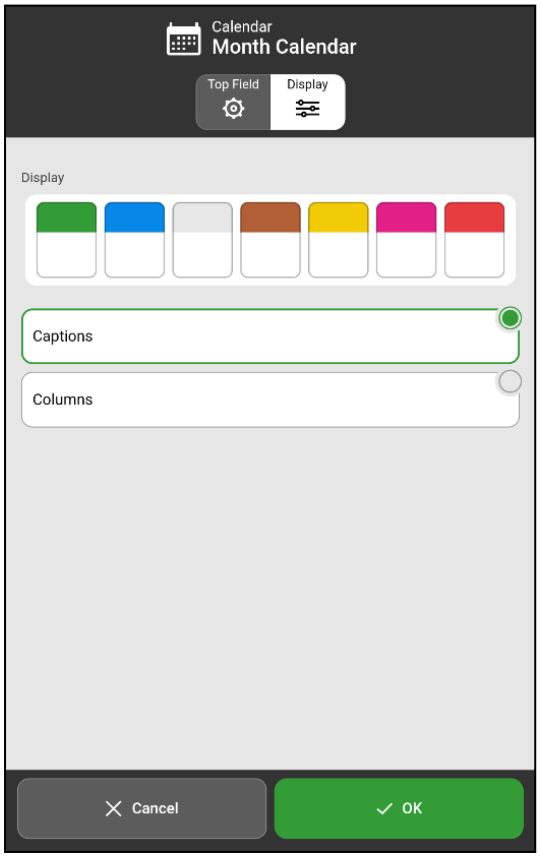
► Choose to enable or disable:

Show browse buttons — Enable to display the arrow buttons to browse forward and backward between months.

Show year — Enable to display the year, e.g. 2023.

Show clock — Enable to display the clock. To set clock style, see *Clock on page 39*.

6.1.4.2 Display



Settings for how the month calendar should look and be coloured according to selected day colours.

► Choose how the day colours should be displayed in the month calendar.

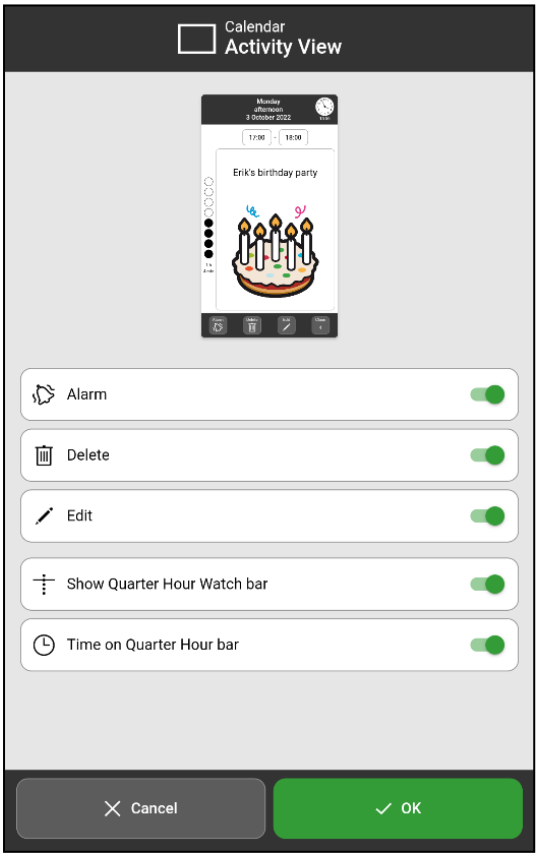
Captions — If each day of the month is to be coloured with the selected day colour only in the upper part where the date is shown.

Columns — If each day of the month is to be coloured completely in the selected day colour.

Settings for day colours are described in *Day colours on page 40*.

6.1.5 Activity View

Settings for the appearance of the activity view.



► Choose to enable or disable:

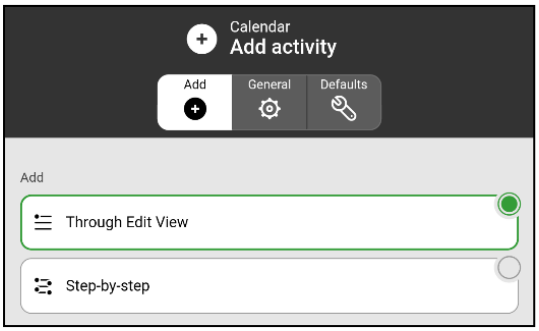
Alarm	Whether to display a button to enable editing of the activity's alarm.
Delete	Whether to display a button to enable the activity to be deleted.
Edit	Whether to display a button to enable the activity to be edited.
Show Quarter Hour Watch bar	Whether to display the quarter hour watch bar in today's activities.
Time on Quarter Hour bar	Whether the time remaining, until start or end of an activity, is to be displayed digitally.

6.1.6 Add activity

The settings for how an activity should be added are divided into three tabs.

6.1.6.1 Add

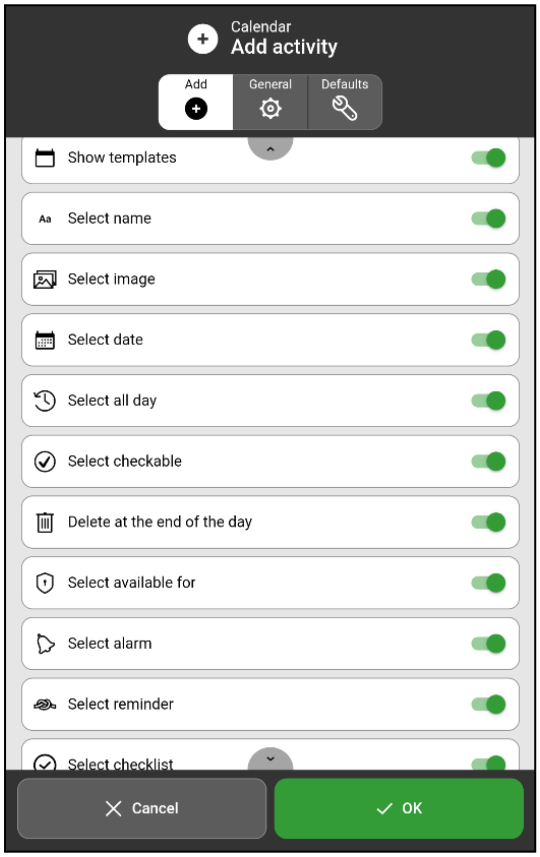
Settings for how the display should look when you enter a new activity.



► First choose which method to use:

Through Edit View	With this method, you start from the Edit View and make all the desired choices without guidance.
Step-by-step	With this method you are guided through all available choices.

When method is selected, specify which properties should be available and visible when a new activity is added/edited.



► Choose to enable or disable:

Show templates	Whether templates should be visible and selectable.
Select name	Whether it should be optional to enter a name (If disabled, Image must be enabled).
Select image	Whether it should be optional to select an image. (If disabled, Name must be enabled).
Select date	Whether it should be optional to enter a date.
Select all day	Whether the option “All day” should be visible when adding/editing an activity.
Select checkable	Whether it should be optional that the activity is checkable.
Delete at the end of the day	Whether the option should be visible when adding/editing an activity.
Select available for	Whether it should be optional to specify for whom the activity should be visible.

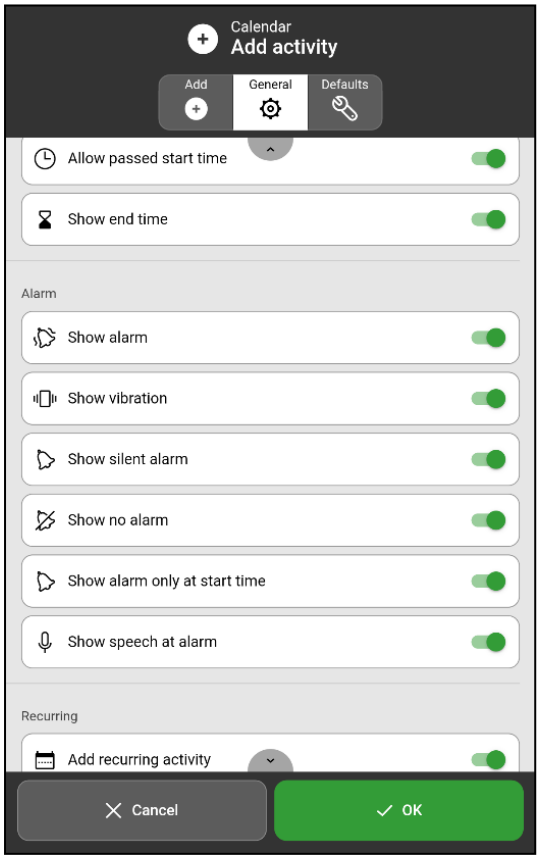
ⓘ *NOTE: Settings for "Available for" are only shown if there are support persons connected to the logged-in account. Support persons are added via myAbilia.*

Select alarm	Whether alarm settings should be visible when adding/editing an activity.
Select reminder	Whether reminder should be visible when adding/editing an activity.
Select checklist	Whether checklist should be visible when adding/editing an activity.
Select note	Whether note should be visible when adding/editing an activity.

ⓘ *NOTE: If both Name and Image are disabled, only templates will be selectable when an activity is added.*

For instructions on how to add an activity, see *Activities on page 15*.

6.1.6.2 General

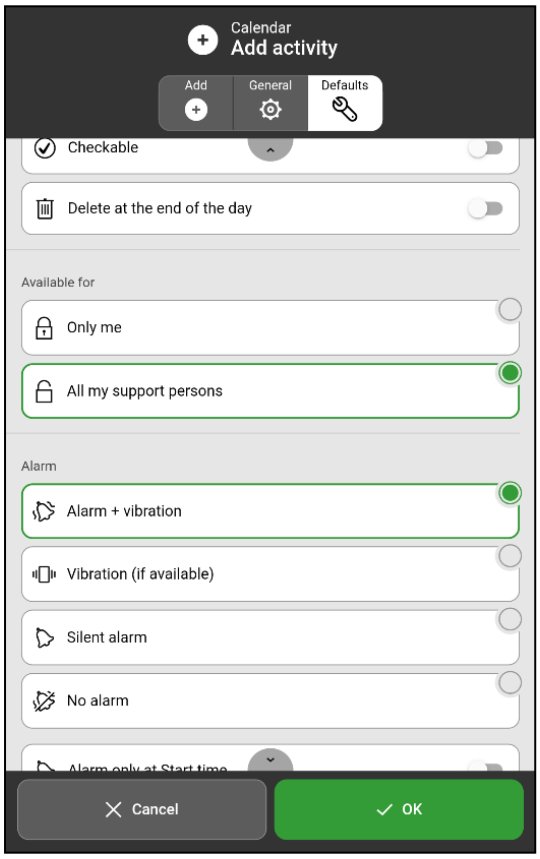


► Choose to enable or disable:

Allow passed start time	Whether it should be possible to add an activity at a time that has passed, for example earlier the same day or yesterday.
Show end time	Whether it should be possible to set end time.
Show alarm	Whether alarm with sound should be optional when selecting alarm.
Show vibration	Whether vibration should be optional when selecting alarm.
Show silent alarm	Whether silent alarm should be optional when selecting alarm.
Show no alarm	Whether no alarm should be optional when selecting alarm.
Show alarm only at start time	Whether it should be possible to set alarm only at start time.
Show speech at alarm	Whether it should be possible to record a spoken message.
Add recurring activity	Whether it should be possible to add activities that are repeated weekly, monthly, or yearly.

6.1.6.3 Defaults

Settings for which options should be default when an activity is added.



► Choose to enable or disable:

Checkable	Whether it should be possible to specify that an activity should be checkable.
Delete at the end of the day	Whether it should be possible to specify that an activity should be deleted automatically at the end of the day.

► Select one option to be default:

Only me	Visible only to me.
All my support persons	Visible to all 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.*

► Select one option to be default:

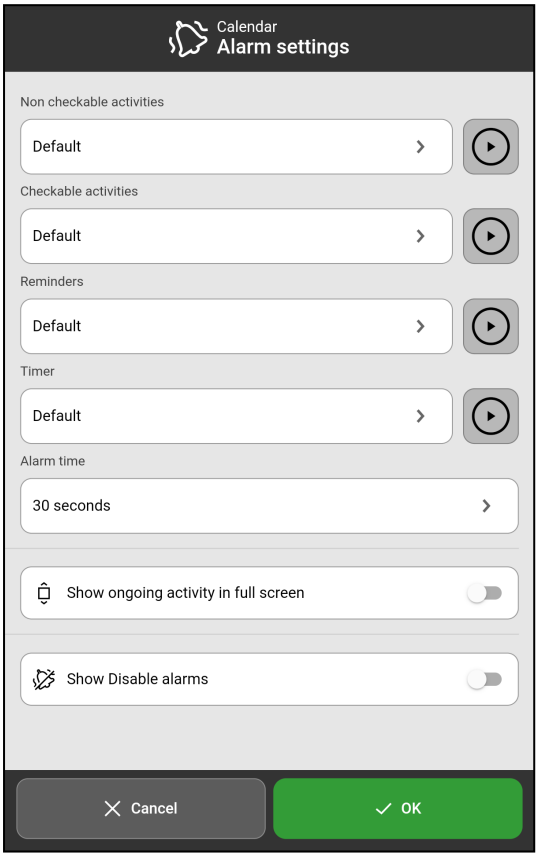
Alarm + vibration	Alarm and vibration in combination. (Device must have vibrate function)
Vibration (if available)	Vibration only. (Device must have vibrate function)
Silent alarm	No sounding alarm.
No alarm	Alarm is turned off.

► Choose to enable or disable:

Alarm only at Start time	Enable if *Alarm at end time* option should not be selectable.

6.1.7 Alarm settings

Settings to specify which alarm sound should be default for activities, reminders and timers.



► Following alarm settings can be set:

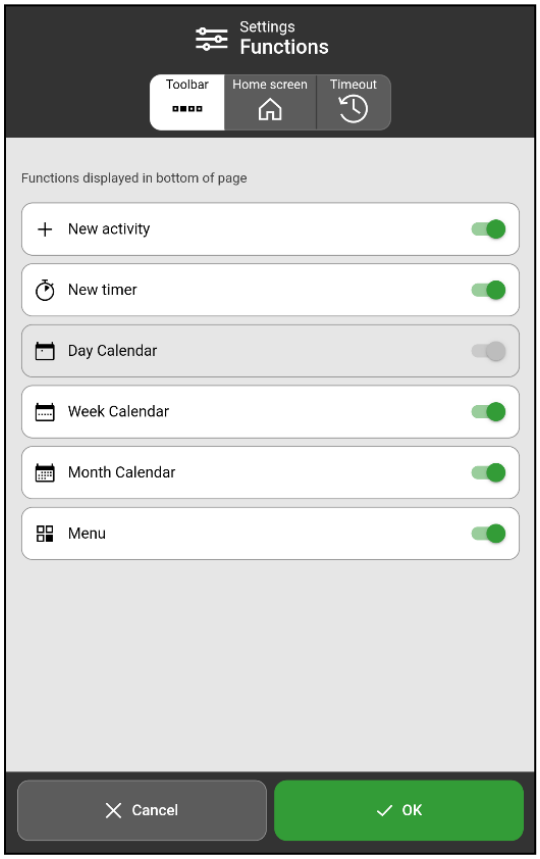
Non checkable activities	Tap to select a desired default alarm sound for activities that don't require confirmation.
Checkable activities	Tap to select a desired default alarm sound for activities that require confirmation.
Reminders	Tap to select a desired default alarm sound for reminders.
Timer	Tap to select desired default alarm sound for the timer.
Alarm time	Tap to select how long an alarm will sound if it is not actively turned off.
Show ongoing activity in full screen	Whether the alarm view should close automatically when the time has expired. If several activities exist at the same time, they are shown as thumbnails at the bottom.
Show Disable alarms	Whether *Disable alarms* function should be displayed on all main screens, see *Disable alarms on page 13*.

6.2 Functions

The Functions settings view is divided into three tabs, *Toolbar*, *Home screen*, and *Timeout*.

6.2.1 Toolbar

Settings for which functions should appear in the toolbar at the bottom of the main screen.



► Enable or disable the following options:

New activity

New timer

Day Calendar (cannot be disabled)

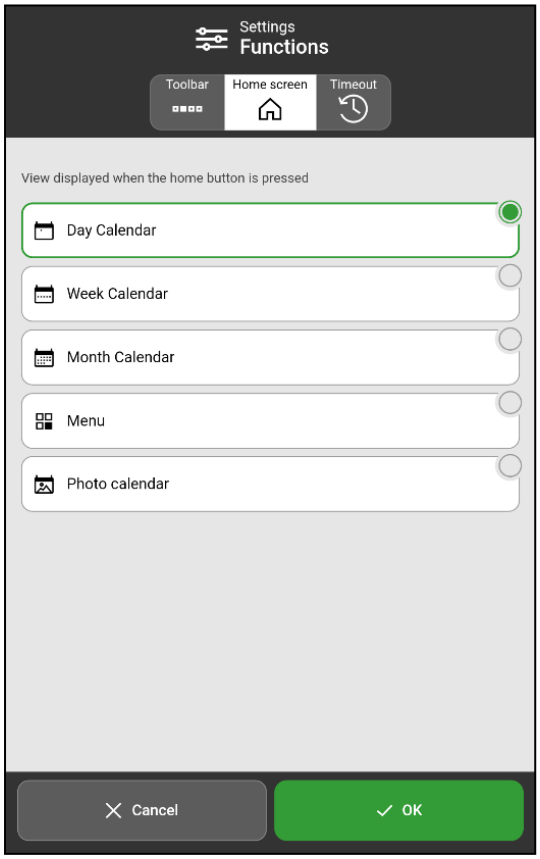
Week Calendar

Month Calendar

Menu

ⓘ *NOTE: When Menu is not displayed, Menu is accessed by pressing left - right - left under the category symbols in the day calendar. If you have chosen to hide the category icons, tap the corresponding surface.*

6.2.2 Home screen



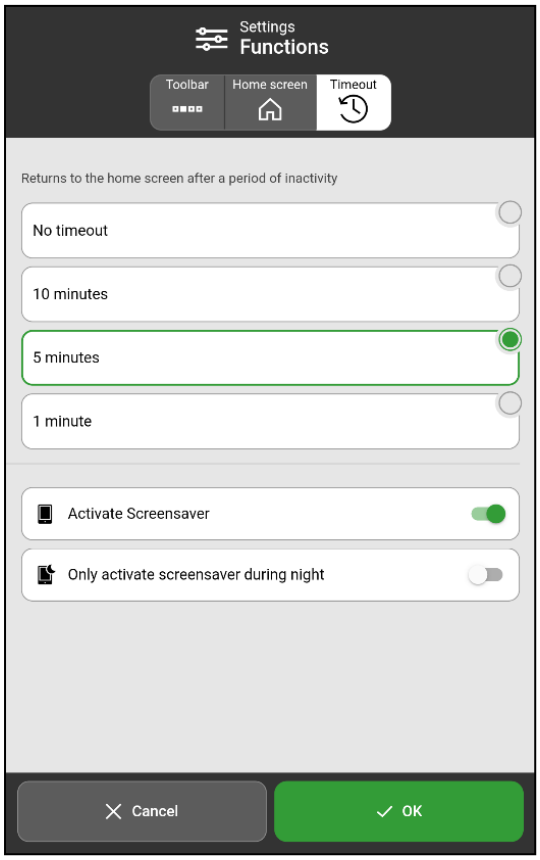
Settings for which view should be the start page.

The home screen is the view that is displayed when MEMOplanner is started, or when you tap the *Home* button.

► Choose one of the following options as home screen:

- Day calendar
- Week calendar
- Month calendar
- Menu
- Photo calendar

6.2.3 Timeout



Settings for whether MEMOplanner should return automatically to the home screen after a certain period of inactivity.

► Select one of the following options:

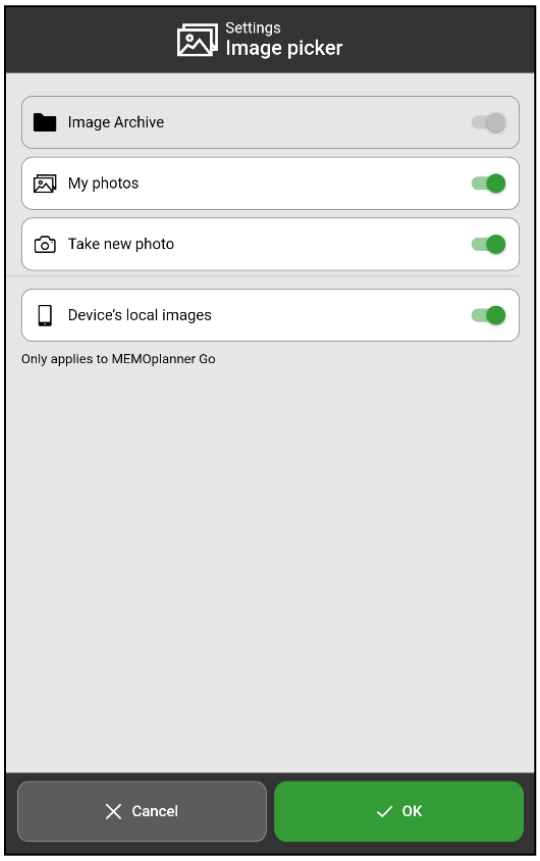
- No timeout
- 10 minutes
- 5 minutes
- 1 minute

When a timeout time is set, it is possible to enable the screensaver function, *Activate Screensaver*.

If *Activate Screensaver* is enabled and MEMOplanner is not used for at least the set timeout time, the screen turns black and the clock together with today's date is shown. When you press the screen, the screensaver mode ends and MEMOplanner can be used as usual.

When you do not want to have a screensaver during the day, you can enable *Only activate screensaver during the night*. Then MEMOplanner always shows the regular display during the day, even if MEMOplanner is not used for a longer time and the screensaver will be shown only during the night.

6.3 Image picker



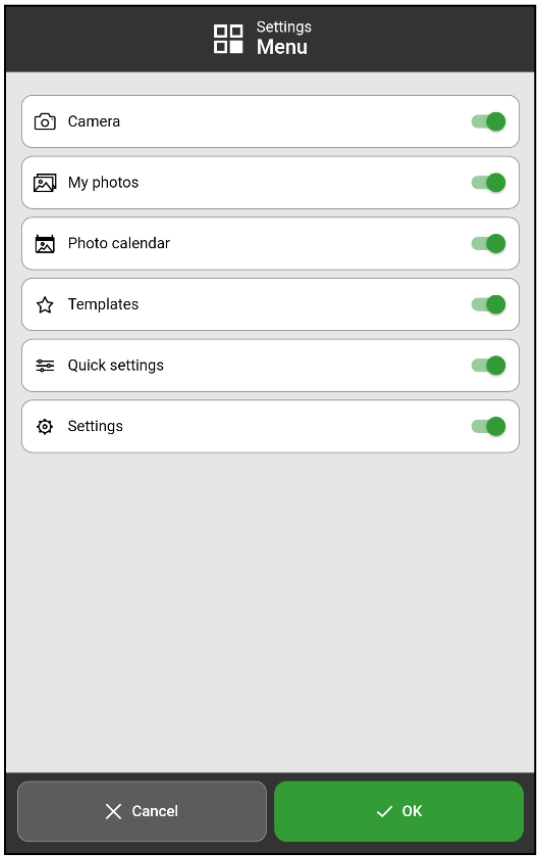
Settings for which image sources should be selectable when selecting an image for an activity, timer or category.

► Following image sources can be enabled or disabled:

- Image Archive (cannot be disabled)
- My photos
- Take new photo
- Device's local images (only applies to MEMOplanner Go)

The functionality of the image picker is described in *Select image on page 18*.

6.4 Menu



Settings for which functions should be visible in Menu.

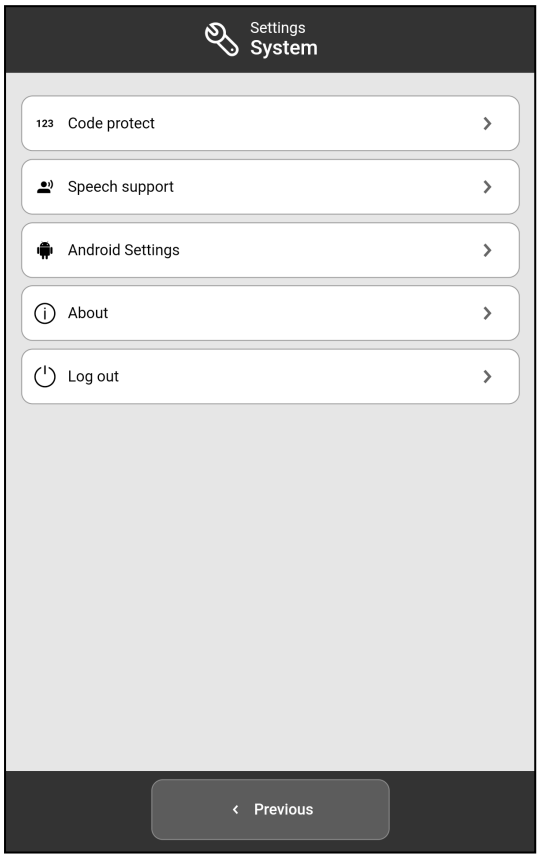
► Choose to enable or disable:

- Camera
- My photos
- Photo calendar
- Templates
- Quick settings
- Settings

ⓘ *NOTE: If all functions are disabled, the menu is not displayed.*

ⓘ *NOTE: When Menu is not displayed, Settings is accessed by pressing left - right - left under the category symbols in the day calendar. If you have chosen to hide the category icons, tap the corresponding surface.*

6.5 System



Settings relating to code protection, voice support, Android settings, information about logged in user and active license as well as login and logout.

► Tap to enter settings for following:

Code protect How to code protect some settings and views.

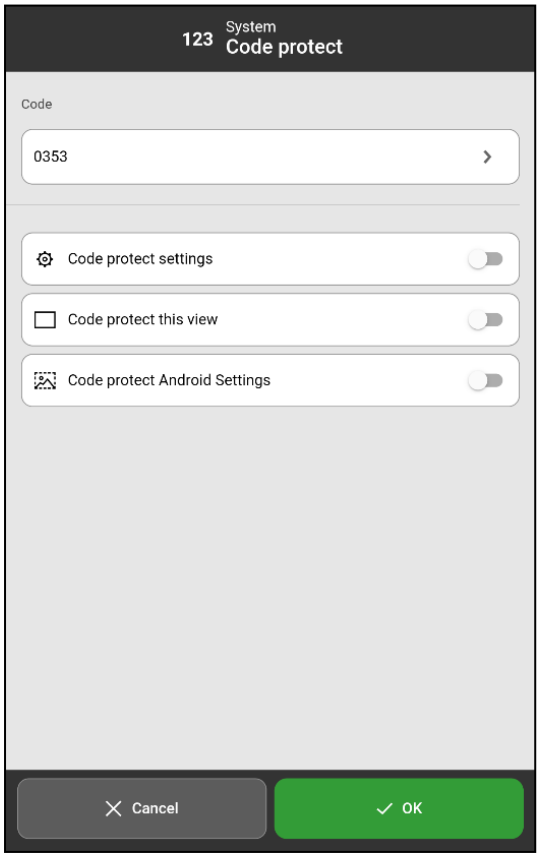
Speech support Speech support settings and voice downloads.

Android Settings Access to device settings regarding language, time, keyboard, etc.

About Product and license information and manual software update.

Log in/out Information about logging in and logging out.

6.5.1 Code protect



The purpose of the code protection is to prevent users from changing the settings so that the product no longer functions as intended.

► Enter a code for code protection:

Code Tap to enter your own code instead of the default one, **0353**.

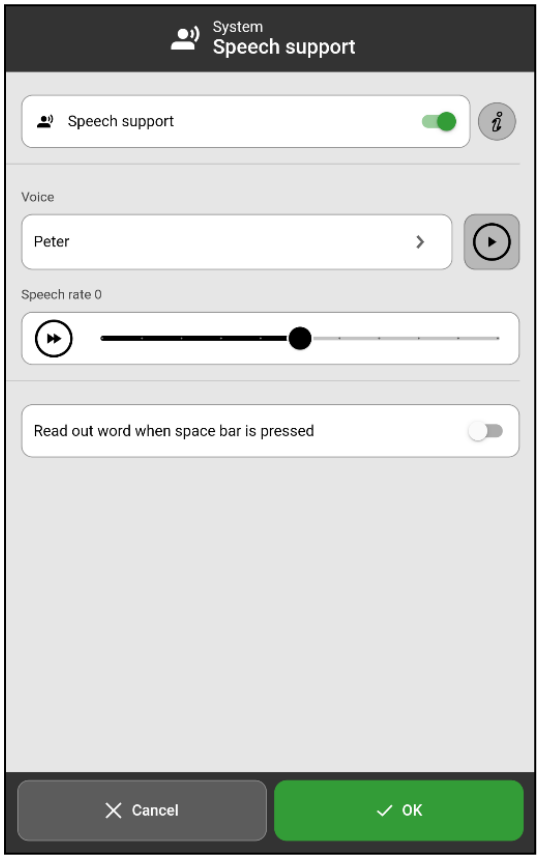
► Enable what to code protect:

Code protect settings Whether *Settings* should be code protected.

Code protect this view Whether *this view* is to be code protected. Recommendation is that this choice should be activated, especially if Settings is not code protected.

Code protect Android Settings Whether *Android settings* should be code protected.

6.5.2 Speech Support



Settings for speech support. To find out how speech support works, see "Speech Support" on page 4.

Speech support — Whether speech support should be switched on. If enabled, more features will appear below.

Voice — Select which voice should be active. Installed voices are shown in a list. Each voice has a personal name, e.g. "Elin".

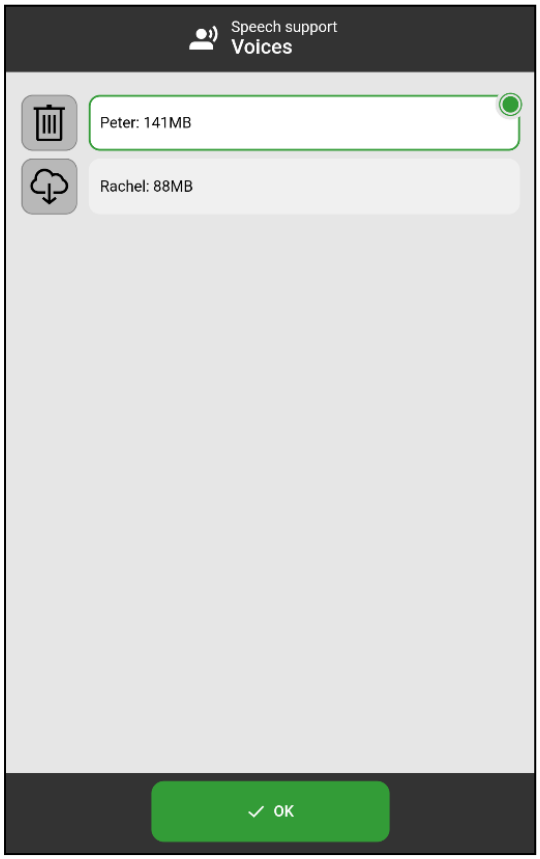
Tap *Play* to listen to the voice.

Speech rate — Drag the slider to set how fast the voice will speak.

Tap *Play* to listen to the selected voice's speaking rate.

Read out word when space bar is pressed — Whether words should be read out automatically without pressing the Speech support button in the text input view.

6.5.2.1 Download voices



ⓘ *NOTE: Internet connection is required to download voices.*

Tap displayed name to download voices, see previous picture.

Available voices are shown in a list.

Tap the *Download* button next to the desired voices and the download will start.

Tap *Delete* button, to delete a downloaded voice that you are not using (e.g. to save device memory).

6.5.3 Android settings

Provides access to Android system settings. Useful settings for MEMOplanner are described in *User manual*.

6.5.4 About

Displays information about MEMOplanner such as:

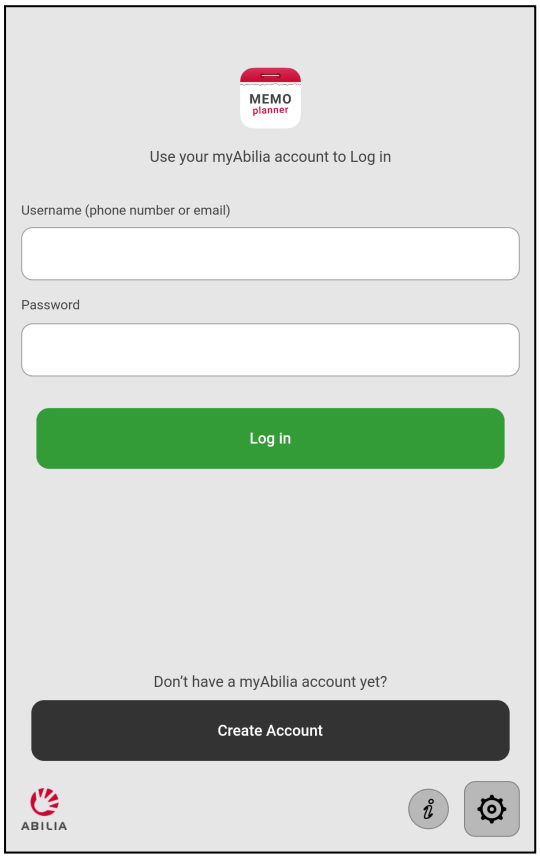
- MEMOplanner version
- License key and expiration date
- Logged in user account
- Device serial number

You can also search for update to install. For more information and how to search and update MEMOplanner, see the *User manual*.

6.5.5 Logging in and logging out

Information about logging in and out from MEMOplanner depending on current status.

6.5.5.1 Log in



NOTE: Internet connection is required to log in.

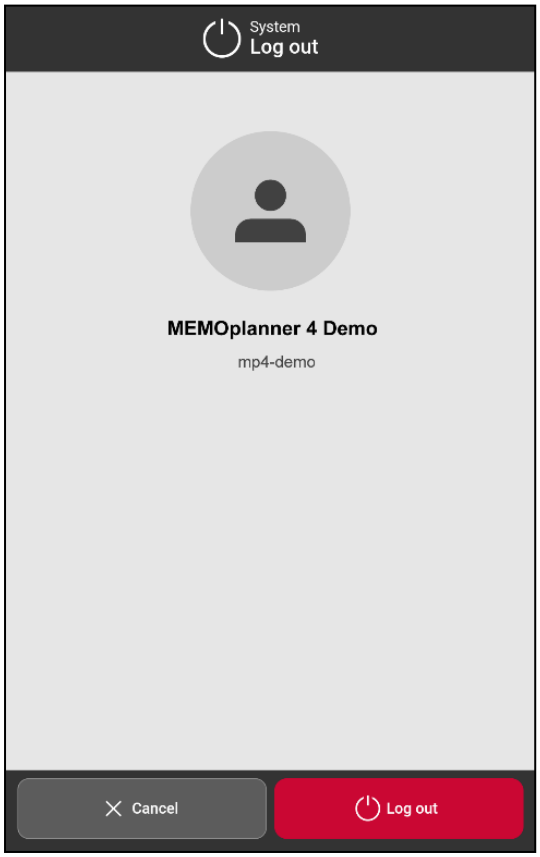
Create a new user account or log in with an existing one.

When you log in to a **new user account**, you are offered to add a starter set with images, activity templates and timer templates .

When you log in to an **existing user account**, activities, images, etc. are downloaded from myAbilia.

Pressing the *Info* button in the bottom right corner provides information about the device, see also *Menu on page 32*.

6.5.5.2 Log out



When you log out, MEMOplanner is cleared of all user data: activities, activity templates, timer templates, images, and settings.

NOTE: If the device has been used offline or the license has expired, user data is only saved locally on the device and will therefore not be recoverable after logging out.

7 Default settings in MEMOplanner

When MEMOplanner is started for the first time, it will be set up according to a default setting. This occurs to allow a reasonable start mode for the individual adjustments that should always be performed. Below is a description of what the default setting entails.

MEMOplanner				Status
Calendar	General	Clock	Analogue+digital	◉
			Analogue	○
			Digital	○
		Timeline 12/24	12 hours	☐
		Timeline dots	One dot	◉
			Column of dots	○
		Timeline	Line across current time	☑
			Lines for each hour	☐
		Intervals	Early morning	06:00
			Day	10:00
			Evening	18:00
			Night	23:00
		Day colours	All days	◉
			Saturday and Sunday	○
			No day colours	○
		Categories	Show categories	☑
			Left name	Left
			Right name	Right
			Show colours	☑
	Day Calendar	Top Field	Show browse buttons	☑
			Show weekday	☑
			Show time for day and night	☑
			Show date	☑
			Show clock	☑
		Display - *View mode*	List	○
			1 time pillar	◉

			2 time pillar	○
		Display - *Day interval*	Interval	○
			Day	◉
			Day and night	○
		Display - *Timeline zoom*	Small	○
			Medium	◉
			Large	○
		Display - *Activity duration*	Dots	○
			Edge	◉
		View	View mode	☑
			Day interval	☑
			Timeline zoom	☑
			Activity duration	☑
	Week Calendar	Top Field	Show browse buttons	☑
			Show week number	☑
			Show month and year	☑
			Show clock	☑
		Display	Every day (7)	◉
			Weekdays (5)	○
		Display day colours	Captions	○
			Columns	◉
	Month Calendar	Top Field	Show browse buttons	☑
			Show year	☑
			Show clock	☑
		Display	Captions	○
			Columns	◉
	Activity View	*Toolbar*	Alarm	☑
			Delete	☑

			Edit	☑
		Quarter Hour Watch	Show Quarter Hour Watch bar	☑
			Time on Quarter Hour bar	☑
	Add activity	Add	Through Edit View	◉
			Step-by-step	○
			Show templates	☑
			Select name	☑
			Select image	☑
			Select date	☑
			Select all day	☑
			Select checkable	☑
			Delete at the end of the day	☑
			Select available for[1]	
			Select alarm	☑
			Select reminder	☑
			Select checklist	☑
			Select note	☑
		General - *Time*	Allow passed start time	☑
			Show end time	☑
		General - *Alarm*	Show alarm	☑
			Show vibration	☑
			Show silent alarm	☑
			Show no alarm	☑
			Show alarm only at start time	☑
			Show speech at alarm	☑
		General - *Recurring*	Add recurring activity	☑
		Defaults	Checkable	☐
			Delete at the end of day	☐

		Defaults – *Available for*[1]	Only me All my support persons	○
		Defaults – *Alarm*	Alarm + vibration	◉
			Vibration (if available)	○
			Silent alarm	○
			No alarm	○
			Alarm only at Start time	☐
	Alarm settings	*Sound*	Non checkable activities	Default
			Checkable activities	Default
			Reminders	Default
			Timer	Default
		Alarm time	Alert	○
			15 seconds	○
			30 seconds	◉
			1 minute	○
			2 minutes	○
			5 minutes	○
			Show ongoing activity in full screen	☐
			Show Disable alarms	☐
Functions		Toolbar	New activity	☑
			New timer	☑
			Day Calendar[2]	☑
			Week Calendar	☑
			Month Calendar	☑
			Menu	☑
		Home screen	Day Calendar	◉
			Week Calendar	○
			Month Calendar	○
			Menu	○
			Photo calendar	○

		Timeout	No timeout	◉
			10 minutes	○
			5 minutes	○
			1 minute	○
			Activate Screensaver[3]	☐
			Only activate screensaver during night[4]	☐
Image picker			Image Archive[2]	☑
			My photos	☑
			Take new photo	☑
			Device’s local images	☑
Menu			Camera	☑
			My photos	☑
			Photo calendar	☑
			Templates	☑
			Quick settings	☑
			Settings	☑
System		Code protect	Code (default)	0353
			Code protect settings	☐
			Code protect this view	☐
			Code protect Android Settings	☐
		Speech support	Use speech support	☐
			Speech rate	0
			Read out word when space bar is pressed	☐

[1]Settings for "Available for" are only shown if there are support persons connected to the logged-in account.
[2]Setting cannot be changed.
[3]Can only be set if a timeout time has been specified.
[4]Can only be set if Activate Screensaver is on.

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