About my day Manual

Manual

For iPad

Author:

Location:

Louis's information:

A good morning. Louis brought a lot of energy today, and read for an hour.

University of Victoria
Introduction

About My Day allows caregivers, family, and staff to make notes about the daily events and experiences of an individual they are working with throughout the day. This app is designed to replace paper journals that might be carried in a binder and serve to pass information between family and support workers that work with an individual.

What are Clients, Authors, Locations, Notes?

The Client is the person whom the About my day app is talking about. You may enter only one Client per iPad. The first time you run the app you will be prompted for the Clients name. Enter it into the provided field and press the save button.

An Author is a person who enters Notes into the app about the Client. You may add as many Authors as needed.

A Location is a place that the Client frequently visits. The Location is used to provide a context to the Notes contents. You may add as many Locations as needed.

A Note is the individual entry in the About my day app about the Client. You may add as many Notes as needed.

Adding a Note

Press the “+Add New Note” button to begin the Note creation process.

Press the “Add Author” button to add new Authors.

Press the “Add Location” button to add new Locations.

Once you have added at least one Author and one Location, you can select them. When selected they appear with an orange line around them. Once a Location has been selected the other elements of the Add Note screen will appear.
You must enter some text into the **Note** text field before you can save your new note.

You can optionally add a photo to the **Note**, and select a general mood using the emoticons at the bottom right.

When finished press “Save Note” and your new **Note** will be saved to be read later by other interested people.

If enabled you can press and hold a date to add a note on a custom date.

**Editing/Deleting**

From the main calendar view press a note and hold for a second to edit it. If deletion is enabled a delete button will appear on the edit screen.

You can also press and hold an Author or Location to edit those too.

**Accessing settings**

The settings for **About my day** are located near bottom of the main iPad settings screen. From the home screen locate and press the settings icon.

Scroll to the bottom of the settings page and press the **About my day** entry in the bottom most section on the left hand side of the screen.
About my day settings will appear on the right.

Support
To report a problem with the app, please email appsupport@canassist.ca