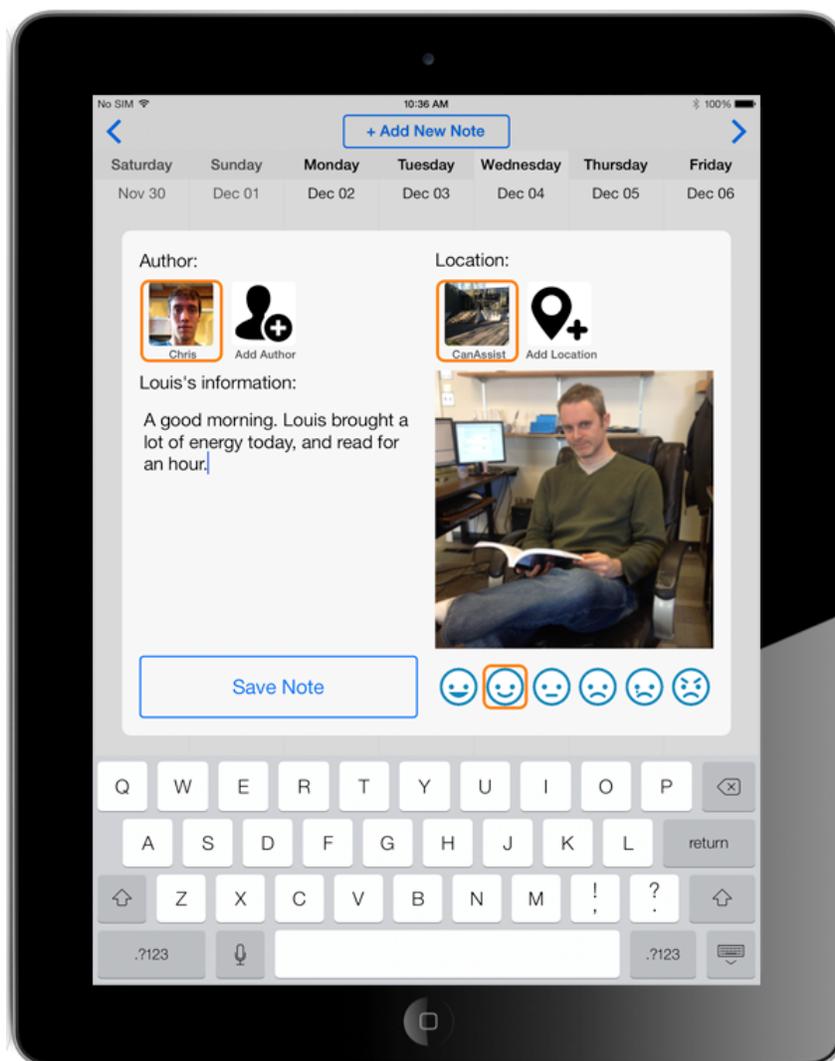# About my day Manual

For iPad

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" **+ Add New Note** button to begin the **Note** creation process.
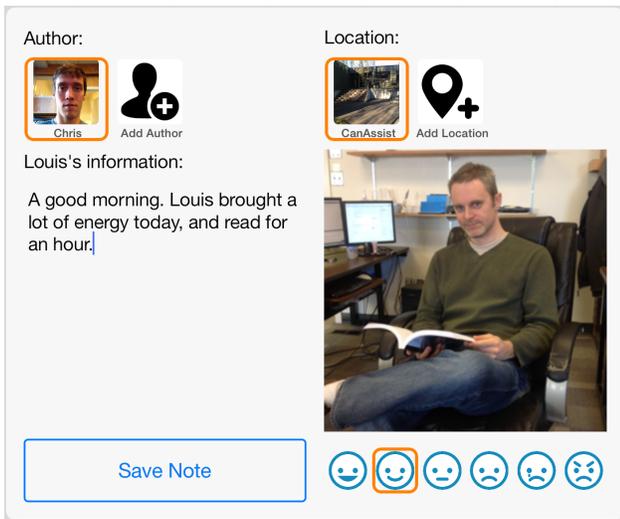
Press the "Add Author" button to add new **Authors**.

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.

Allow note deletion	⚪
Only display todays notes	⚪
Show mood rating	🟢
Allow custom date note creation	⚪
Client's first name: Joe	

About my day settings will appear on the right.

Support

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