Mind Your Loved Ones

Users Guide

MYLO

7 September 2018

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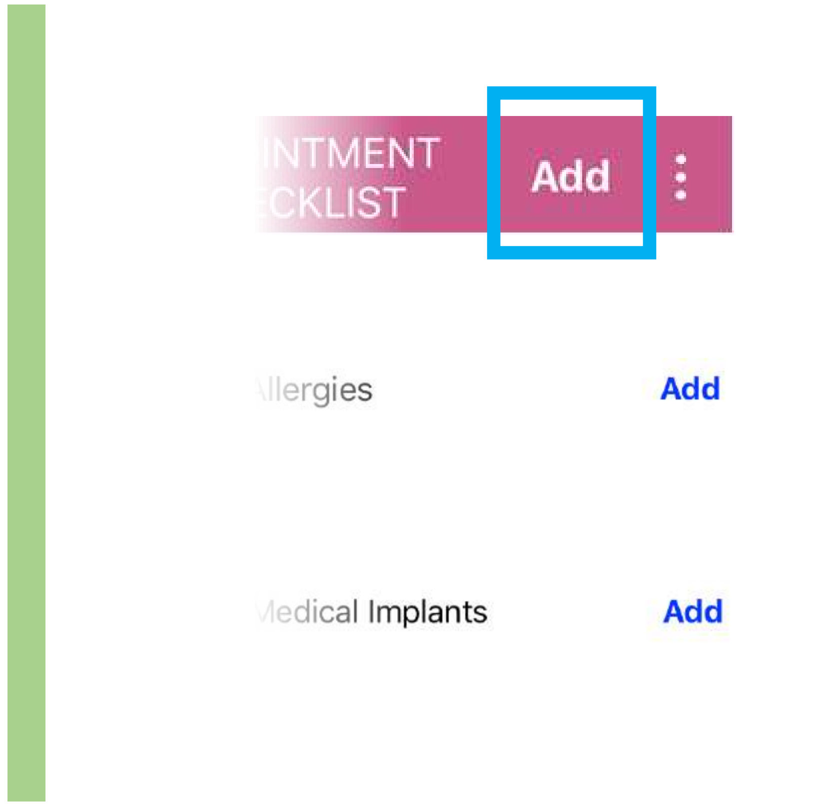
General Controls

Green button, Plus + button, Three dots, Check Mark

The Green button

The green button with a plus + sign is present in most screens. The button is used to **Add** OR **Save** OR **Update** contents of the screen where it is present.



The ADD button

The ADD button is present in some of the screens. The button is used to **navigate** you to a screen **to add contents**. The button is also used to add contents related to a **sub sections** within a screen.

The 3 dots

The three dot button is present on the top right corner of most screens. This button opens up option to **Email, Fax, View PDF** the contents of the screen.

The SAVE Button

The SAVE button is present in some of the screens and is used to **save** the data entered in the screen.

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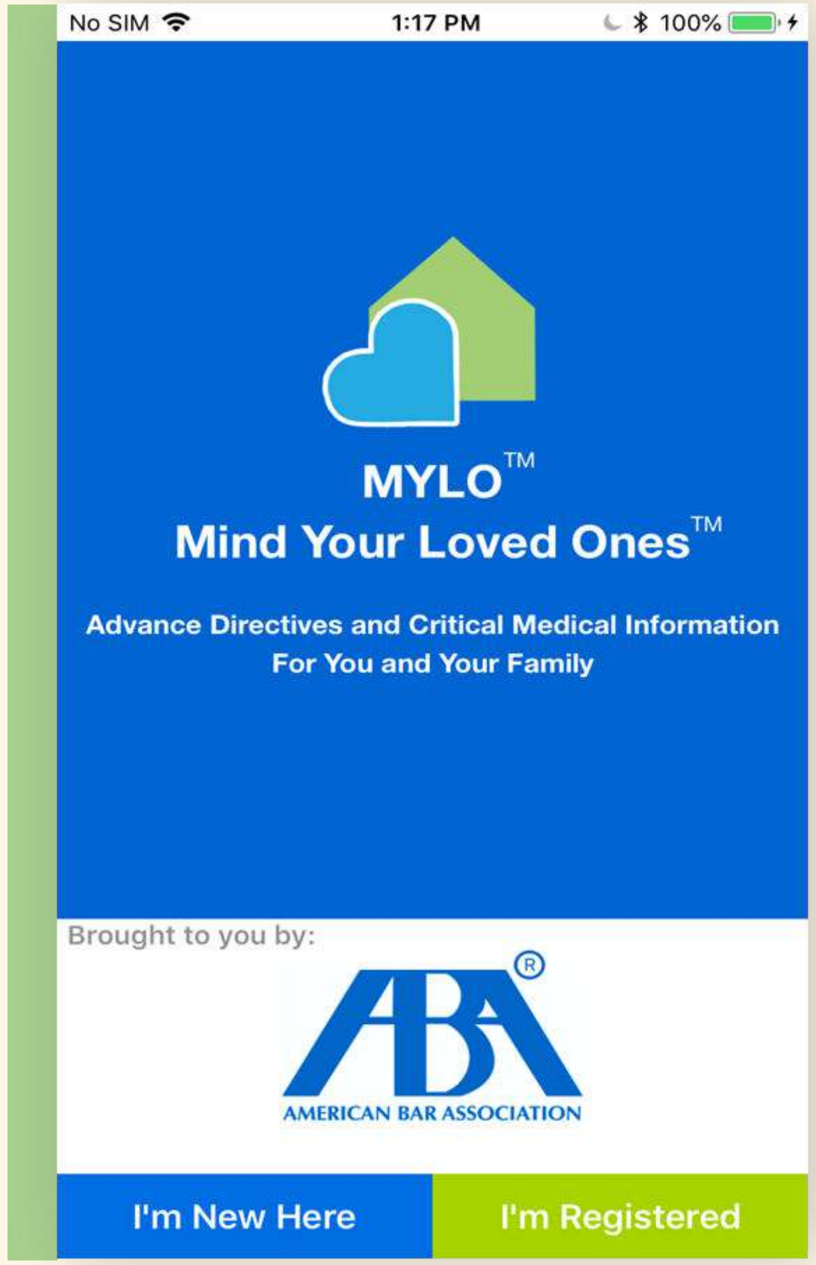
Splash/welcome Screen

Welcome screen



Welcome Screen

This is the welcome screen for the MYLO app. New users take the “I.m New Here” route and a returning user take the “I.m Registered” route.

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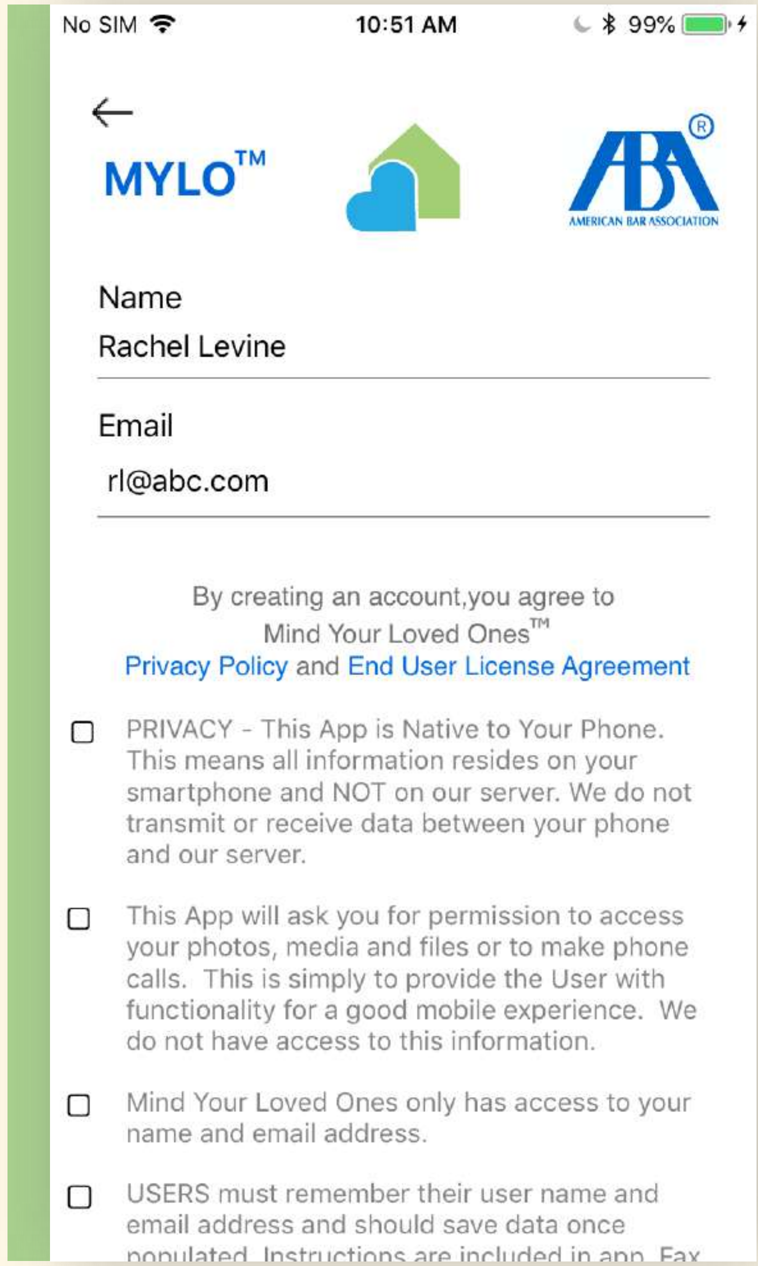

User registration

Enter your name and email to register. This information is stored with us into our central database. We DO NOT share this information with and third party company, agency OR individual.

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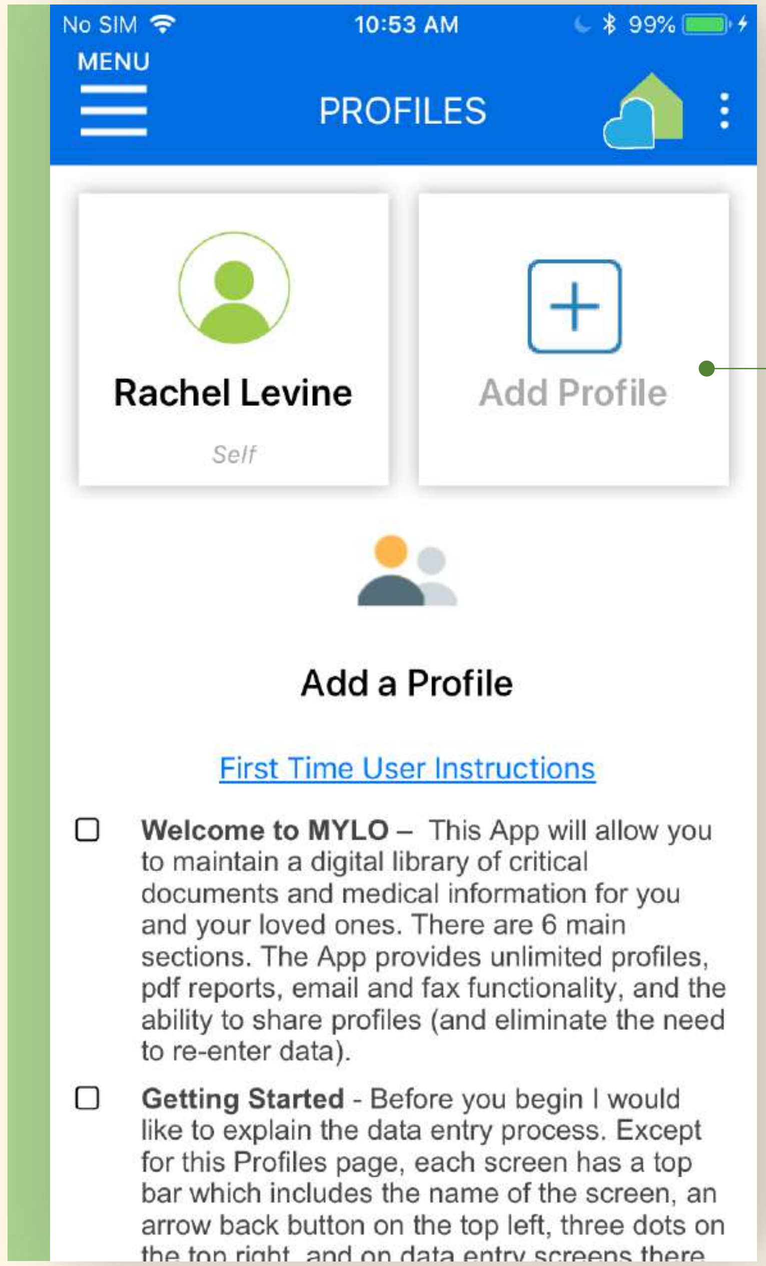
User Profile

Adding a new profile



Add a Profile

To **add** a Profile click the **plus box**. You will be brought to the Personal Information Screen.

If the person is in your **Contacts** click the gray bar on the top right side of your screen.

Add as much or as little information as you want. The goal is to create less stress and allow you to focus on the issue(s) at hand.

When completed click on the green bar at the bottom of the screen that says **Add Profile**.

To **delete** a Profile **long press** on profile box

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Personal & Medical Profile and Emergency contact

Detailed log of your personal, medical, emergency contact and proxies

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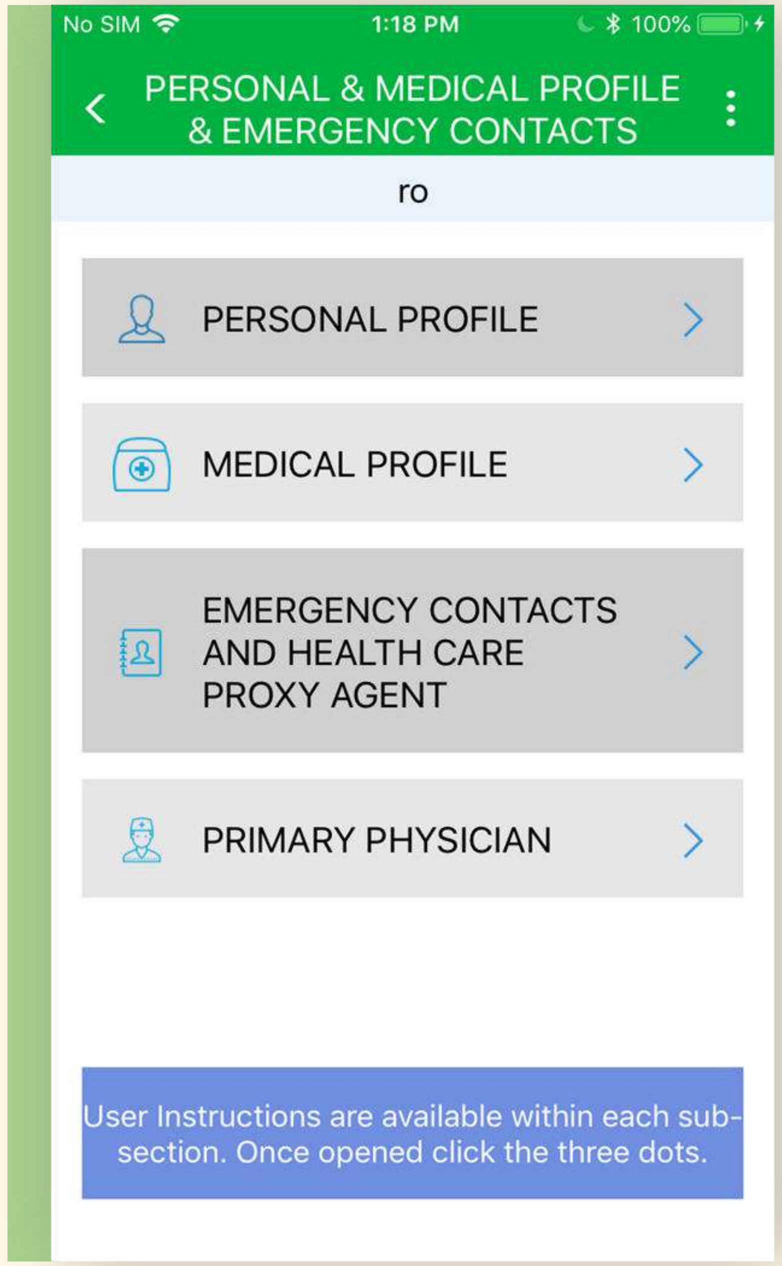
Personal & Medical Profile and Emergency contact



Personal & Medical Profile and Emergency contact

Personal Profile holds all your personal information like name, address, details of your pets, etc.

Medical Profile holds your detailed medical information like medical history, surgeries, allergies, etc.

Emergency Contacts and Health Care Proxy Agents – Enter your emergency and proxy contacts here.

Primary Physician holds the list of your favorite doctors.

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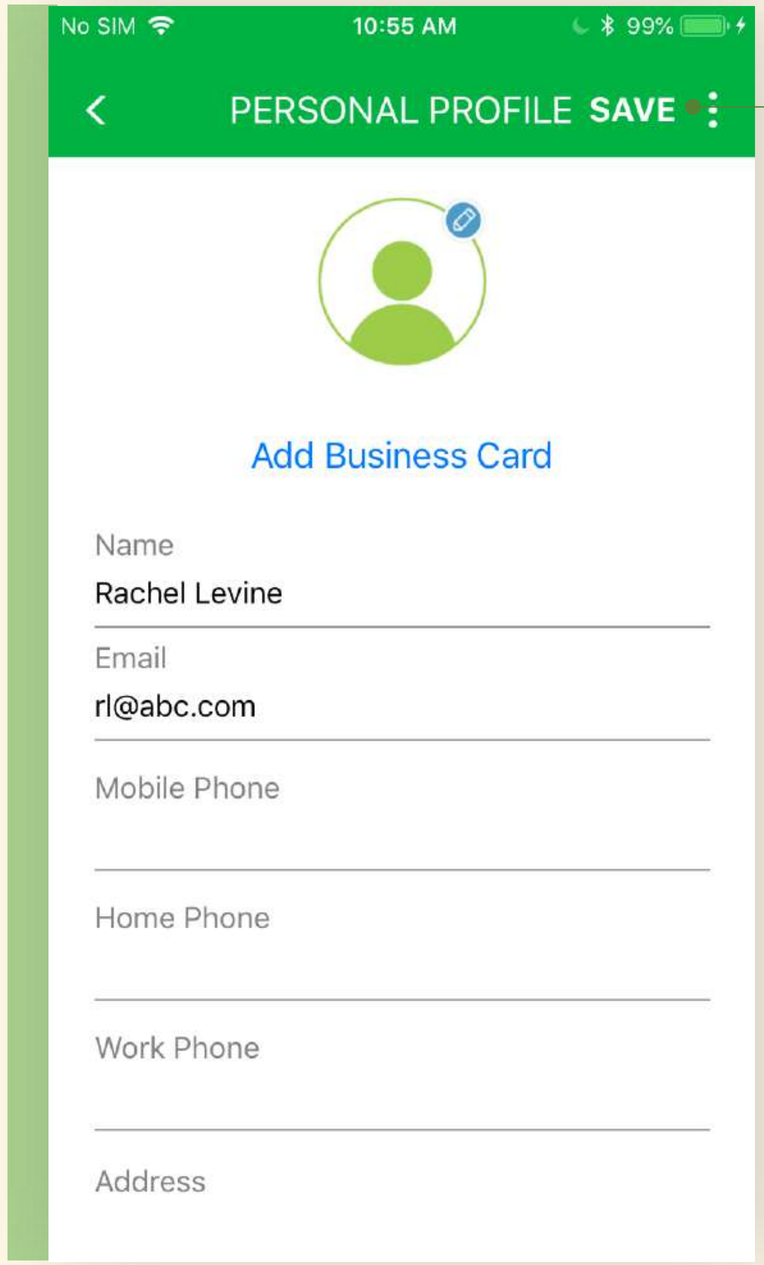

Personal Profile

To add information type responses.

To save information click the SAVE button on the top right side of the screen.

To edit or delete information simply work on the screen and then save your edits by clicking on the check mark on the top right side of the screen.

To view a report or to email the data in each section click the three dots on the top right side of the screen.

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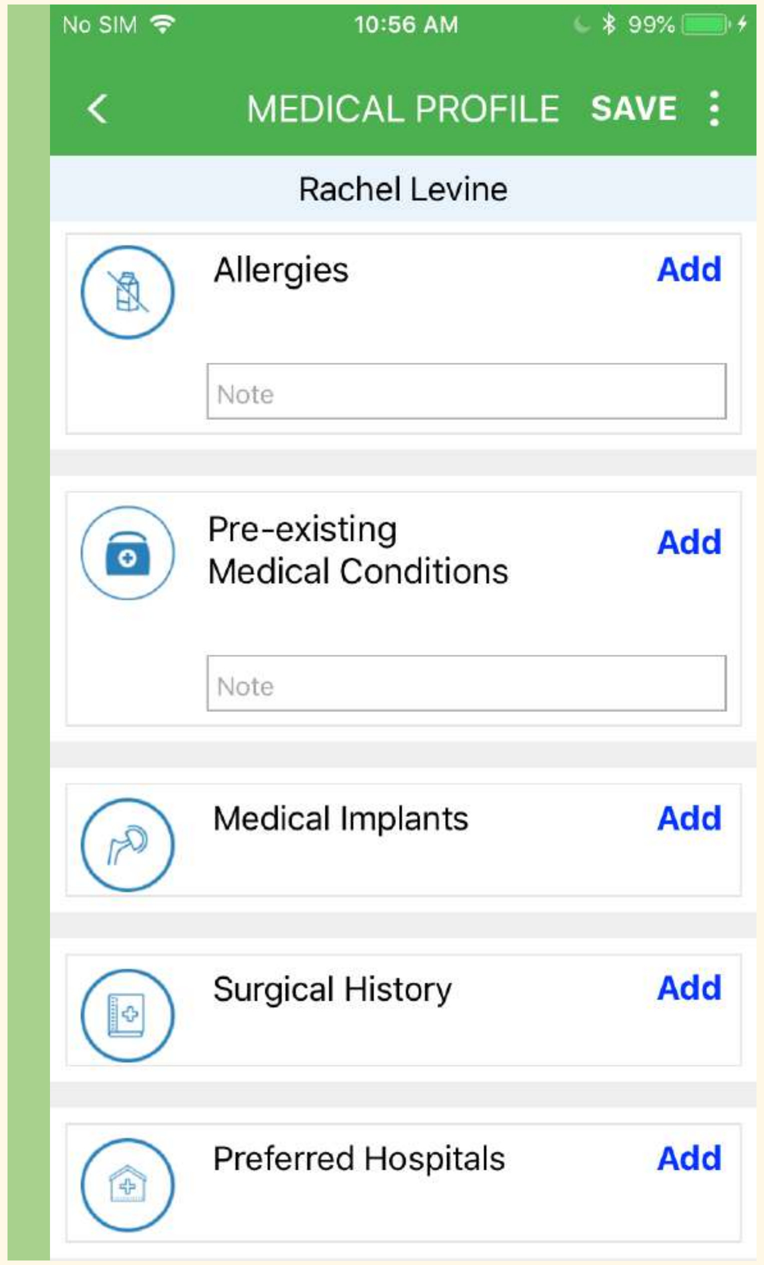

Medical Profile

To **add** information click the ADD button for each section and then click the green bar.

To **save** information click the SAVE button on the upper right side of the screen.

To **edit** information in a particular section click the picture of the pencil. To save your edits click the green bar at the lower half of the screen.

To **delete** information in a particular section click the garbage can. For sections without the garbage can, simply delete the data.

To **view a report** or to **email** the data in each section click the three dots on the top right side of the screen.

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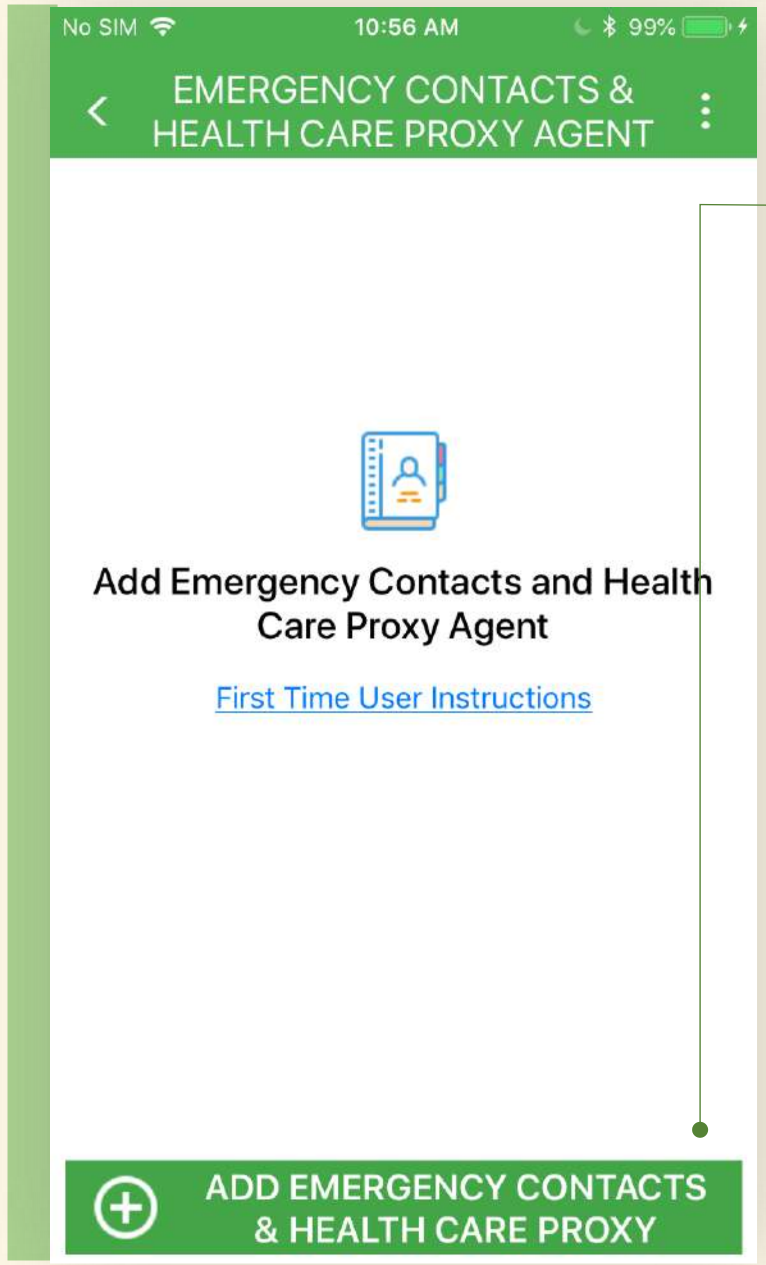

Add Emergency and Proxy Agent Contacts

To **add** information click the **green bar** at the bottom of the screen. If the person is in your Contacts click the gray bar on the top right side of your screen.

To **save** information click the green bar at the bottom of the screen.

To **edit** information click the picture of the pencil. To save your edits click the green bar at the bottom of the screen.

To make an **automated call** or **delete** the entry left swipe the arrow symbol on the right side.

To **view a report** or to **email** the data in each section click the three dots on the top right side of the screen.

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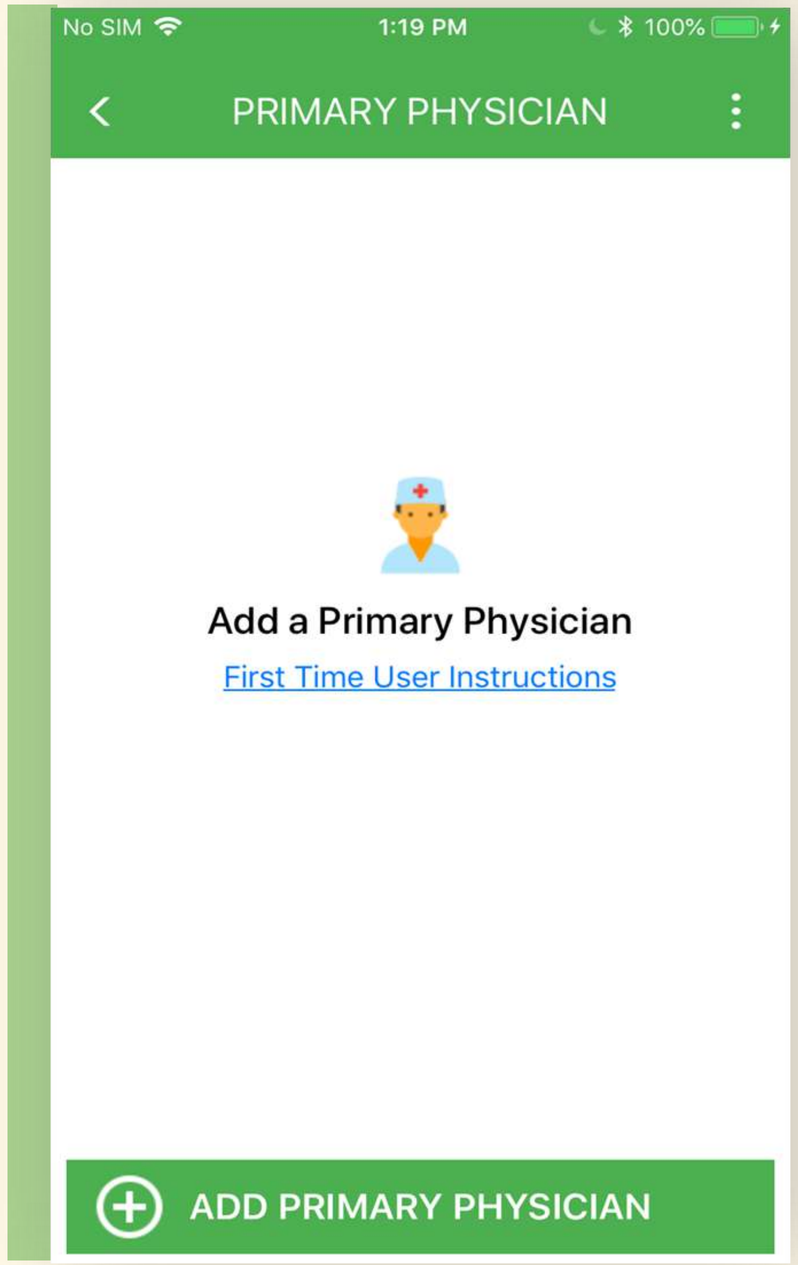

Adding a primary physician

To add information click the green bar at the bottom of the screen. If the person is in your Contacts click the gray bar on the top right side of your screen.

To save information click the green bar at the bottom of the screen.

To edit information click the picture of the pencil. To save your edits click the green bar at the bottom of the screen.

To make an automated call or delete the entry swipe the right arrow symbol.

To view a report or to email or fax the data in each section click the three dots on the top right side of the screen.

To add a picture click the picture of the pencil and either take a photo or grab one from your gallery. To edit or delete the picture click the pencil again. Use the same process to add a business card. It is recommended that you hold your phone horizontal when taking a picture of the business card.

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Advance Directives and Other Documents

Store a digital copy of all your important documents like Advance directives, medical records and other documents.

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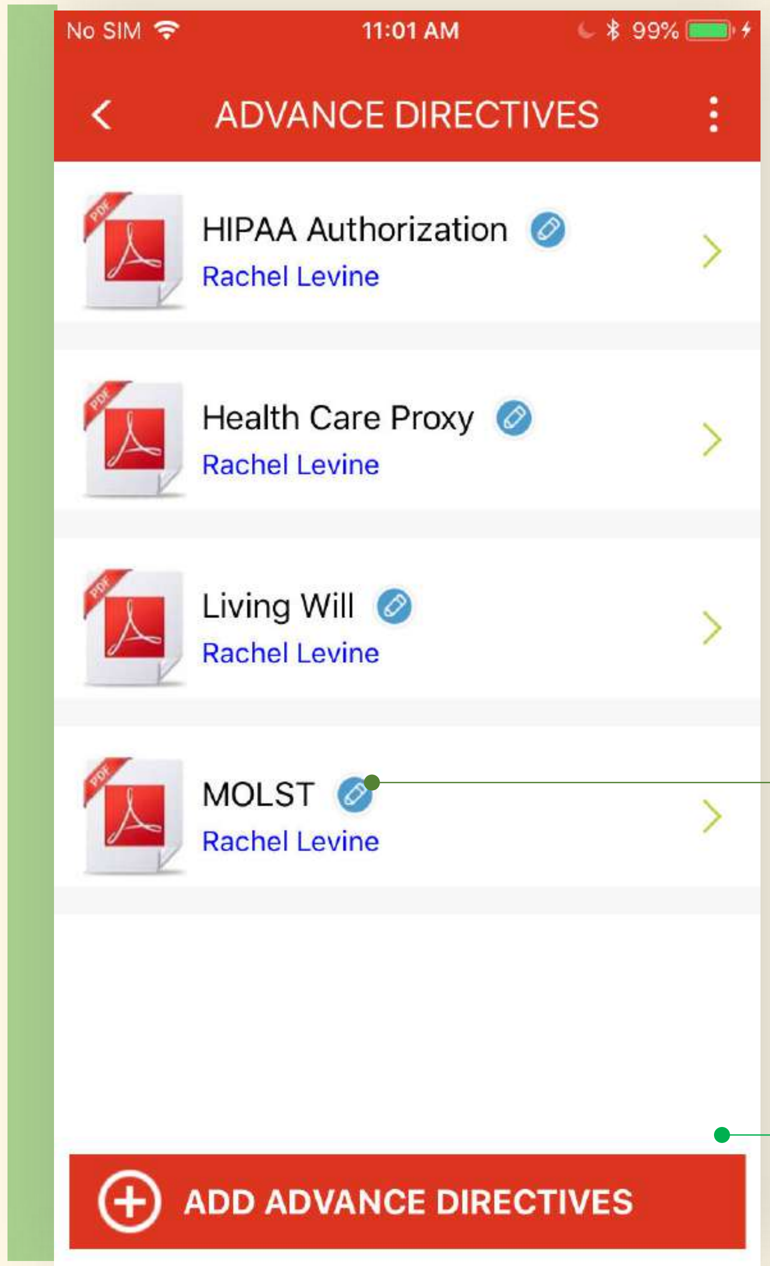

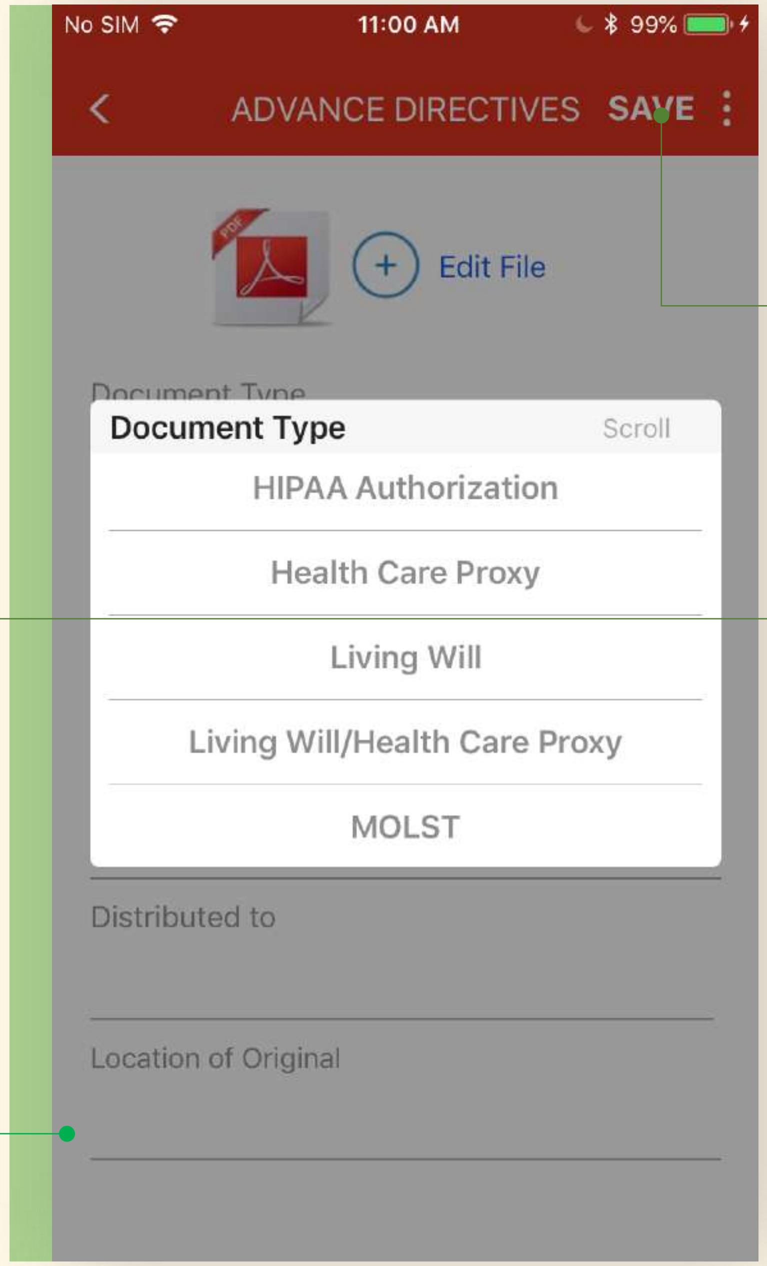

Adding Advance Directive documents

To add information click the green bar at the bottom of the screen. Click the plus sign to Select the File.

The file is either sitting on your phone or in your Dropbox. Choose the location and click Add.

To save information click the SAVE button on the top right side of the screen.

To edit information click the picture of the pencil. To save your edits click the check mark again.

To delete the entry left swipe the arrow symbol on the right side of the screen.

To view a report or to email or fax the data in each section click the three dots on the upper right side of the screen.

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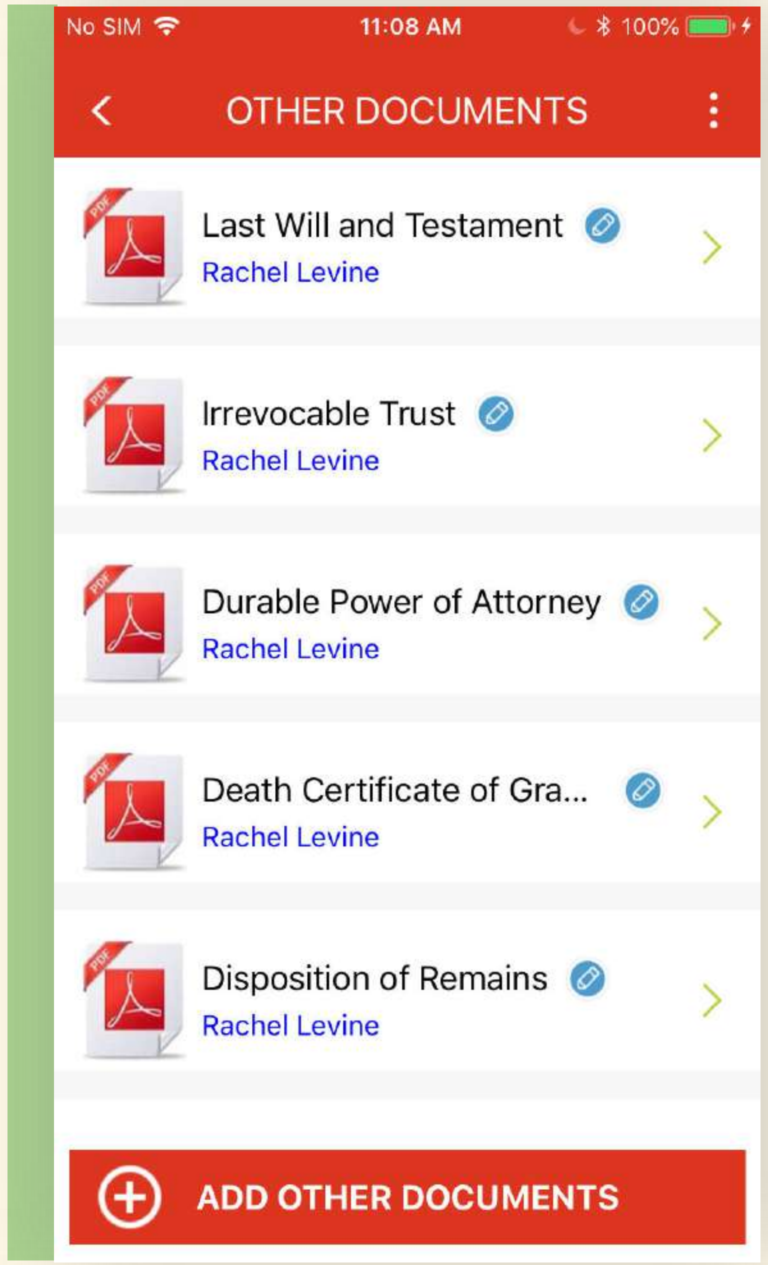

Adding Other Documents

To add information click the green bar at the bottom of the screen. Click the plus sign to select the file.

To save information click the green bar at the bottom of the screen.

To edit information click the picture of the pencil. To save your edits click the green bar at the bottom of the screen.

To view a report or to email or fax the data in each section click the three dots on the upper right side of the screen.

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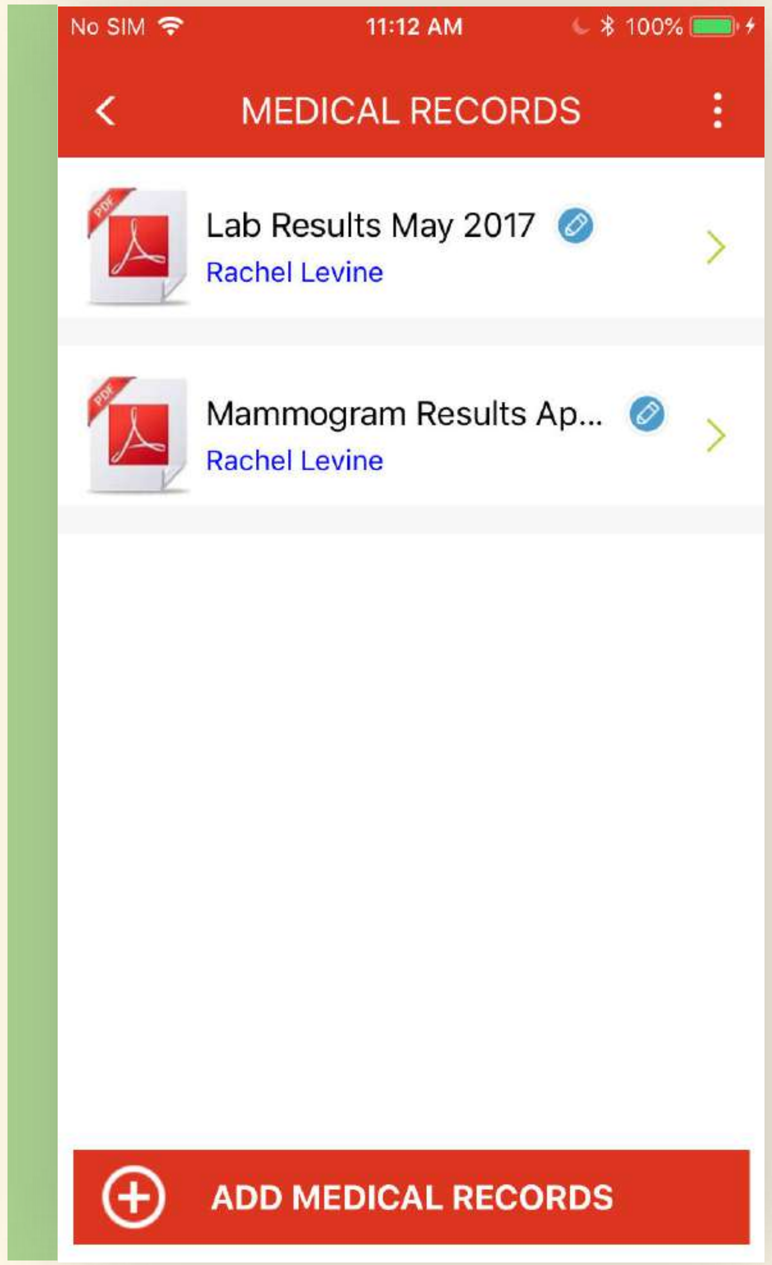

Adding Medical Records

To **add** information click the green bar at the bottom of the screen. Click the **plus** sign to select the file.

To **save** information click the green bar at the bottom of the screen.

To **edit** information click the picture of the pencil. To save your edits click the green bar at the bottom of the screen.

To **view a report** or to **email** or **fax** the data in each section click the three dots on the upper right side of the screen.

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Speciality Contacts

Store the list all your doctors, legal advisors, pharmacies, in one place.

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Specialty Contact

Doctors & Other Health Professionals – Holds the list of all doctors and other health professionals in one list.

Hospitals & Rehabilitation Centers – This is list of all your hospitals and rehab centers if applicable.

Pharmacies & Medical Equipments – Holds the list of all your pharmacies and contacts of medical equipments outlet.

Finance, Insurance, Legal – This holds the lost of all your finance, legal, insurance agents.

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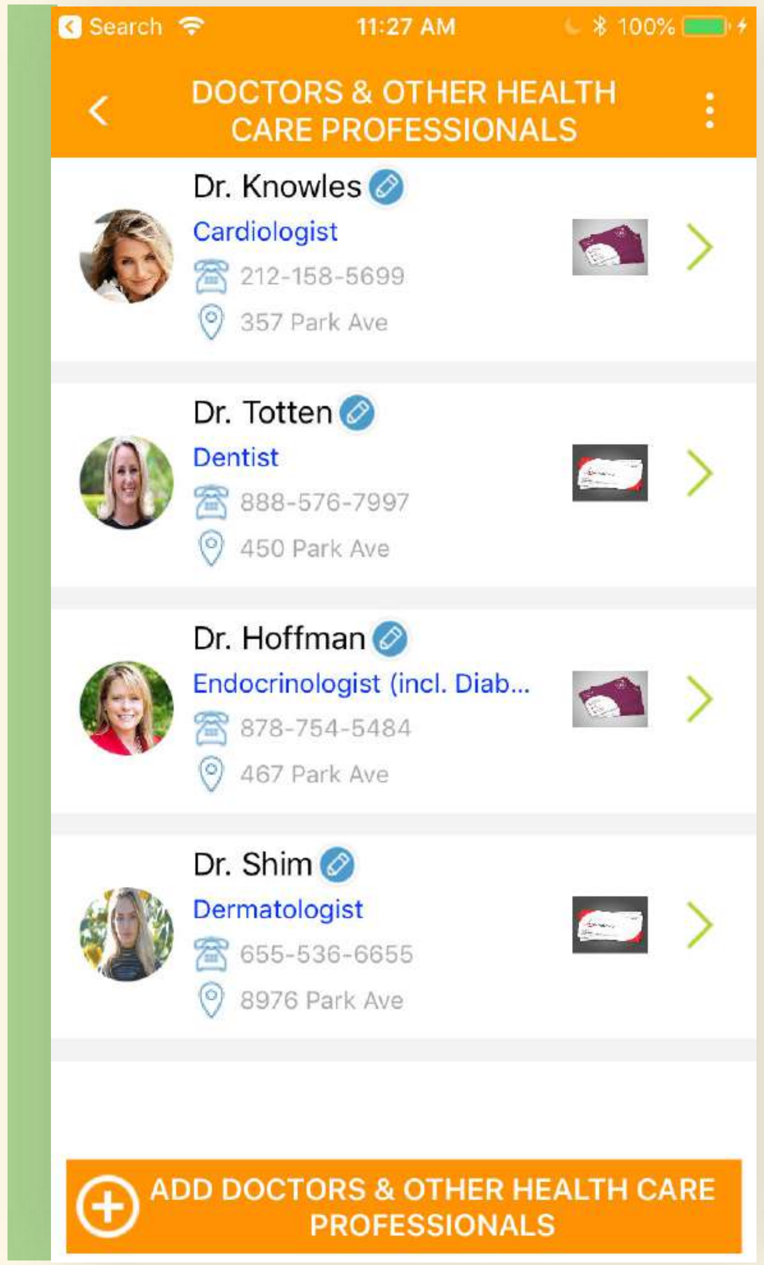

Doctor and Other Health Care Professional

To add information click the yellow bar at the bottom of the screen. If the person is in your Contacts click the gray bar on the top right side of your screen.

To save information click the green bar at the bottom of the screen.

To edit information click the picture of the pencil. To save your edits click the green bar at the bottom of the screen.

To make an automated call or delete the entry swipe the right arrow symbol.

To view a report or to email the data in each section click the three dots on the upper right side of the screen.

To add a picture click the picture of the pencil and either take a photo or grab one from your gallery. To edit or delete the picture click the pencil again. Use the same process to add a business card. It is recommended that you hold your phone horizontal when taking a picture of the business card.

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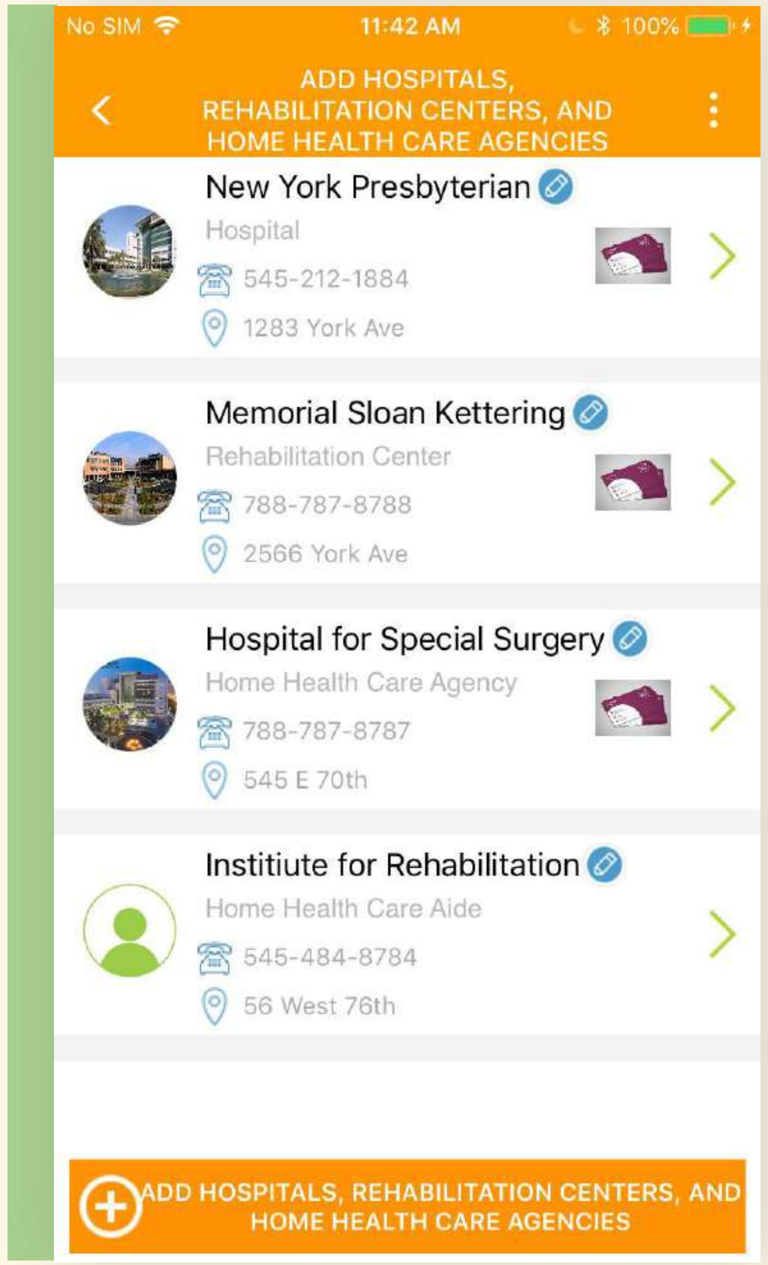

Hospitals and Rehabilitation Centers

To add information click the yellow bar at the bottom of the screen. If the entity is in your Contacts click the gray bar on the top right side of your screen to load data.

To save information click the green bar at the bottom of the screen.

To edit information click the picture of the pencil. To save your edits click the green bar at the bottom of the screen.

To make an automated call or delete the entry swipe the right arrow symbol.

To view a report or to email or fax the data in each section click the three dots on the top right side of the screen.

To add a picture click the picture of the pencil and either take a photo or grab one from your gallery. To edit or delete the picture click the pencil again. Use the same process to add a business card. It is recommended that you hold your phone horizontal when taking a picture of the business card.

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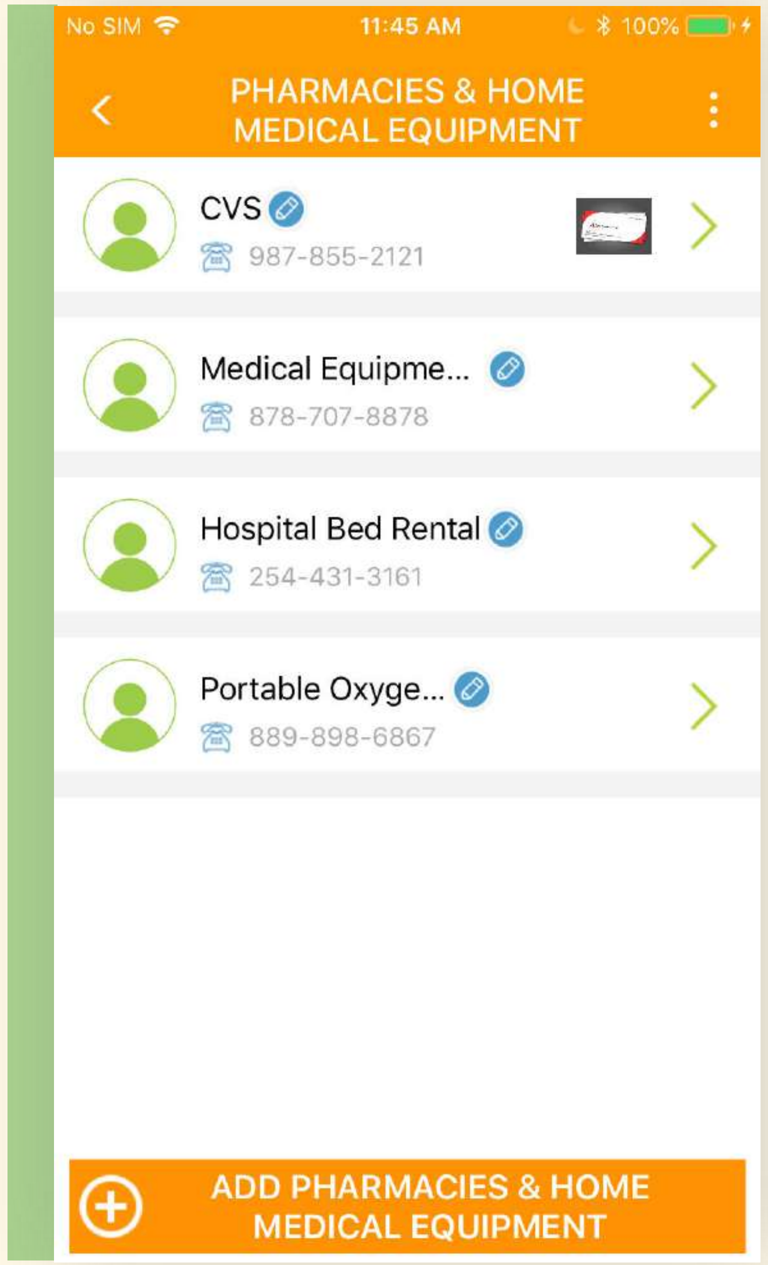

Pharmacies & Home Medical Equipments

To add information click the yellow bar at the bottom of the screen. If the person is in your Contacts click the gray bar on the top right side of your screen.

To save information click the green bar at the bottom of the screen.

To edit information click the picture of the pencil. To save your edits click the green bar at the bottom of the screen.

To make an automated phone call or delete the entry left swipe the right arrow symbol.

To view a report or to email the data in each section click the three dots on the top right side of the screen.

To add a picture click the picture of the pencil and either take a photo or grab one from your gallery. To edit or delete the picture click the pencil again. Use the same process to add a business card. It is recommended that you hold your phone horizontal when taking a picture of the business card.

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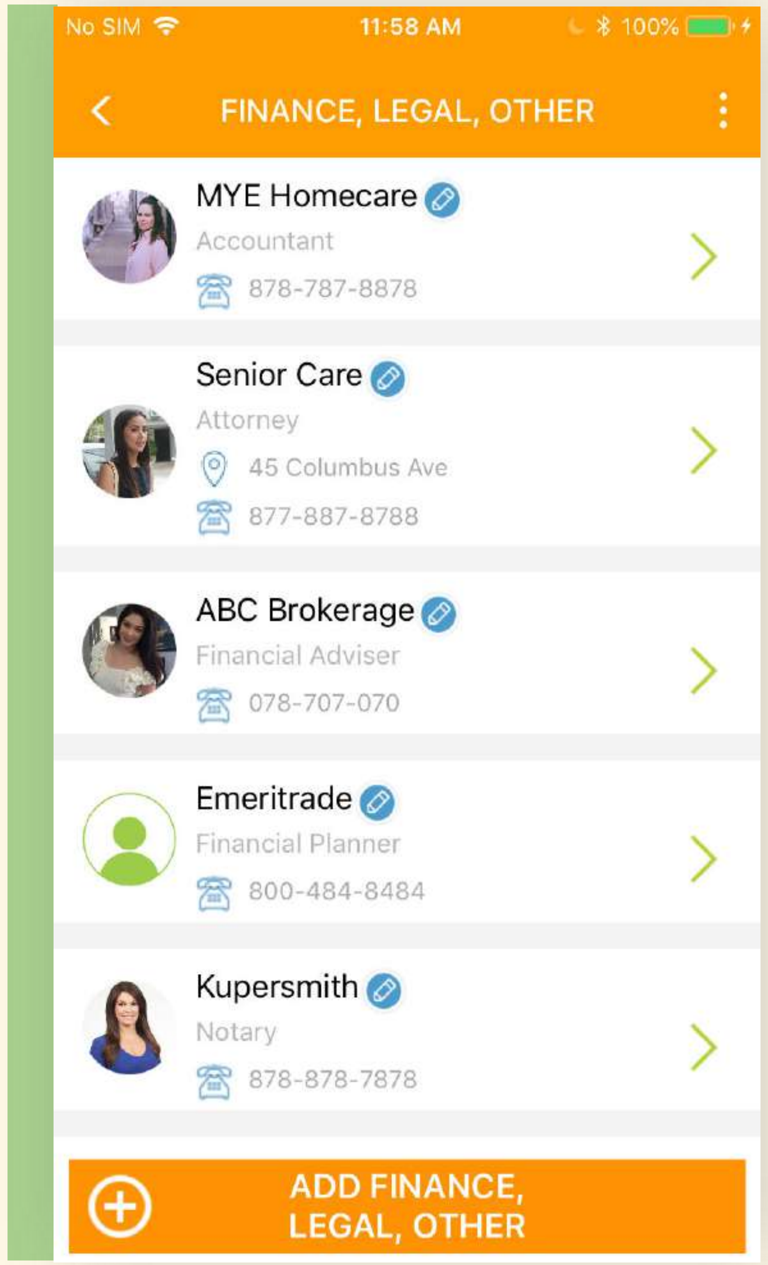

Finance, Insurance, Legal

To add information click the green bar at the bottom of the screen. If the person is in your Contacts click the gray bar on the top right side of your screen.

To save information click the green bar at the bottom of the screen.

To edit information click the picture of the pencil. To save your edits click the green bar at the bottom of the screen.

To make an automated phone call or delete the entry left swipe the right arrow symbol.

To view a report or to email the data in each section click the three dots on the top right side of the screen.

To add a picture click the picture of the pencil and either take a photo or grab one from your gallery. To edit or delete the picture click the pencil again. Use the same process to add a business card. It is recommended that you hold your phone horizontal when taking a picture of the business card.

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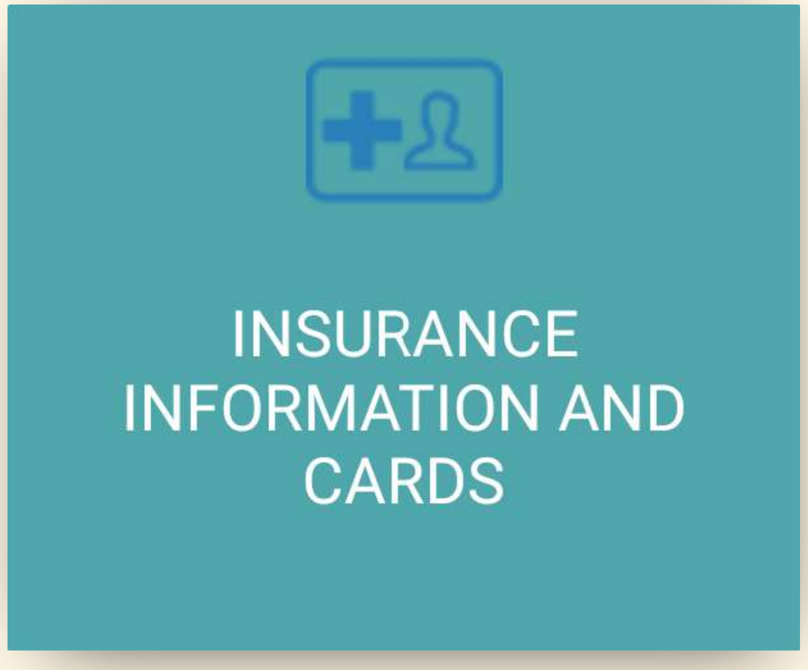

Insurance

Keep a digital copy of your insurance cards and forms.

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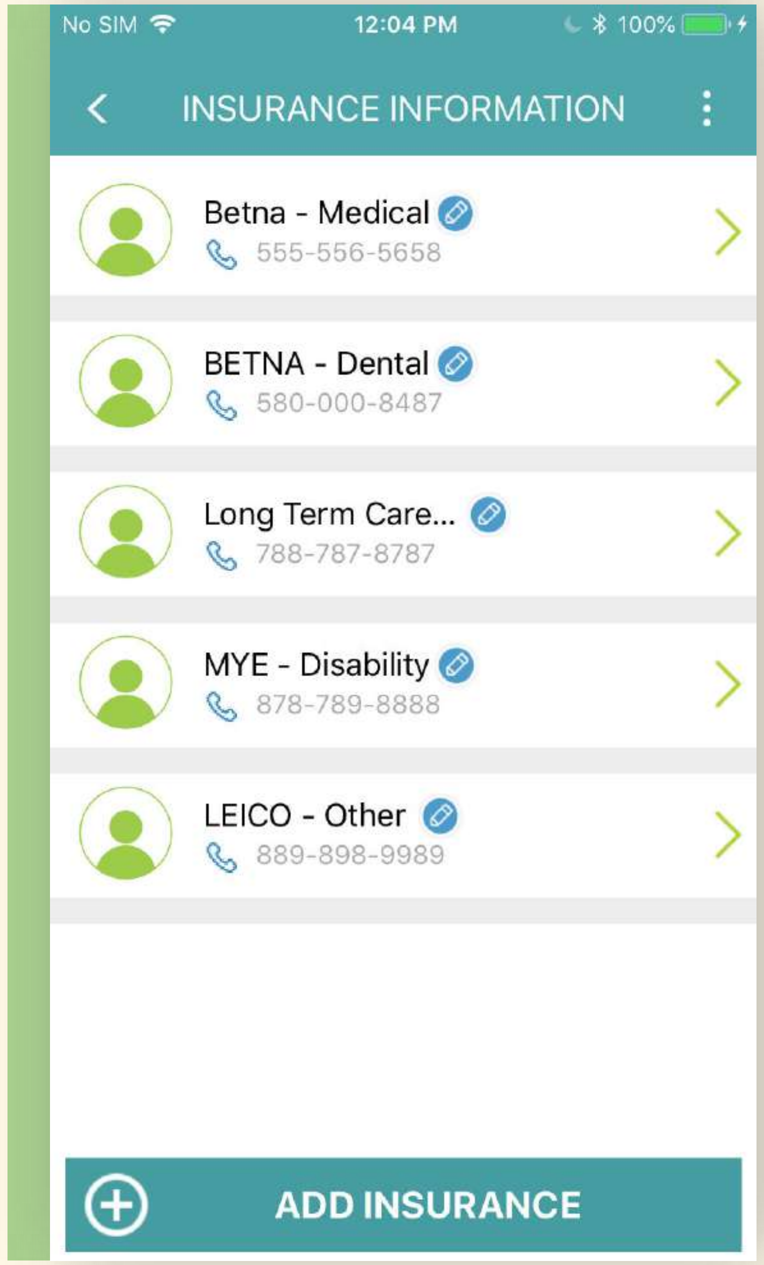

Insurance Information

To add information click the green bar at the bottom of the screen. If the person or Company is in your Contacts click the gray bar on the top right side of your screen.

To save information click the green bar at the bottom of the screen.

To edit information click the picture of the pencil. To save your edits click the green bar at the bottom of the screen.

To make an automated phone call or delete the entry left swipe the right arrow symbol.

To view a report or to email the data in each section click the three dots on the top right side of the screen.

To add a picture click the picture of the pencil and either take a photo or grab one from your gallery. To edit or delete the picture click the pencil again. Use the same process to add a business card. It is recommended that you hold your phone horizontal when taking a picture of the business card.

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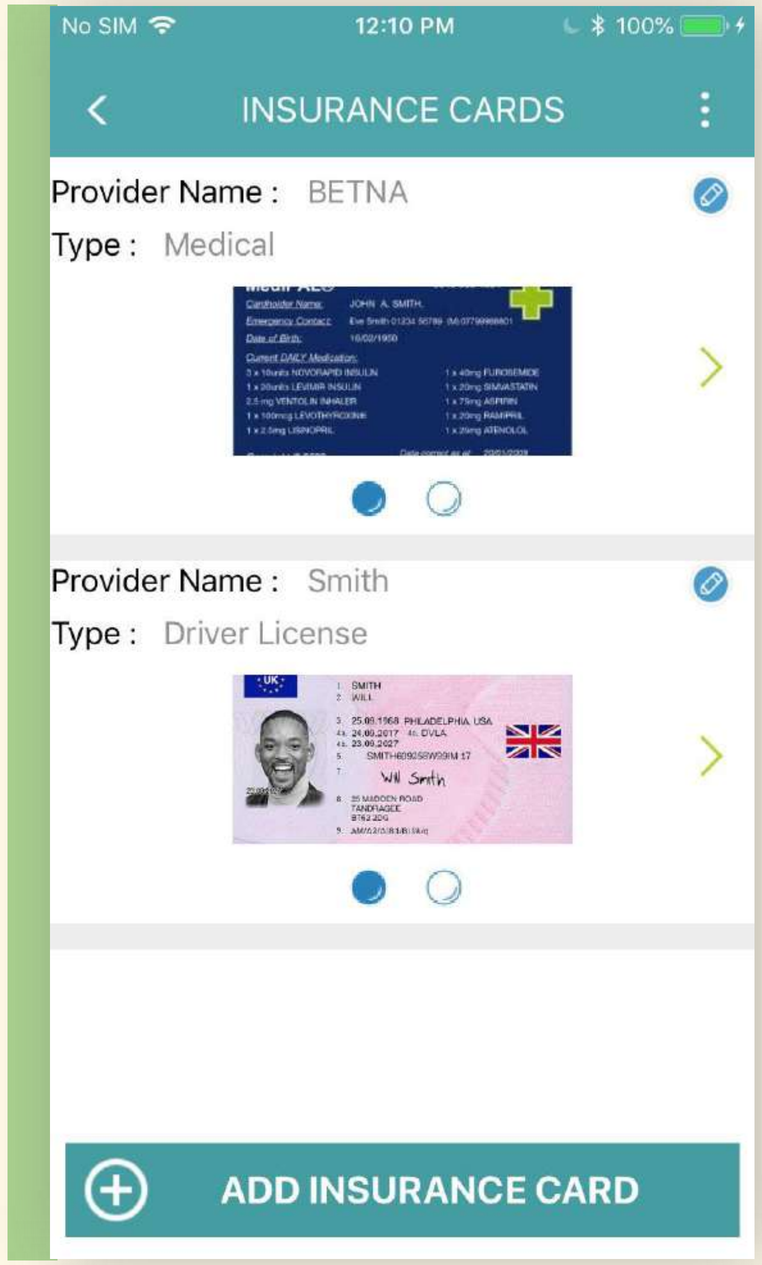

Insurance Cards

To get started click the **green bar** at the bottom of the screen Add Insurance Card.

To **add** information type the Provider name and the Type of Insurance and click the check mark on the top right side of the screen.

To **take a picture** of your insurance card (front and back). Click the plus box. It is recommended that you hold your phone horizontal when taking a picture of the card.

To **save** your information click the check mark on the top right side of the screen.

To **edit** information click the picture of the pencil. To save your edits click the check mark again.

To **delete** the entry left swipe the arrow symbol on the right side.

To **view a report or to email** the data in each section click the three dots on the upper right side of the screen.

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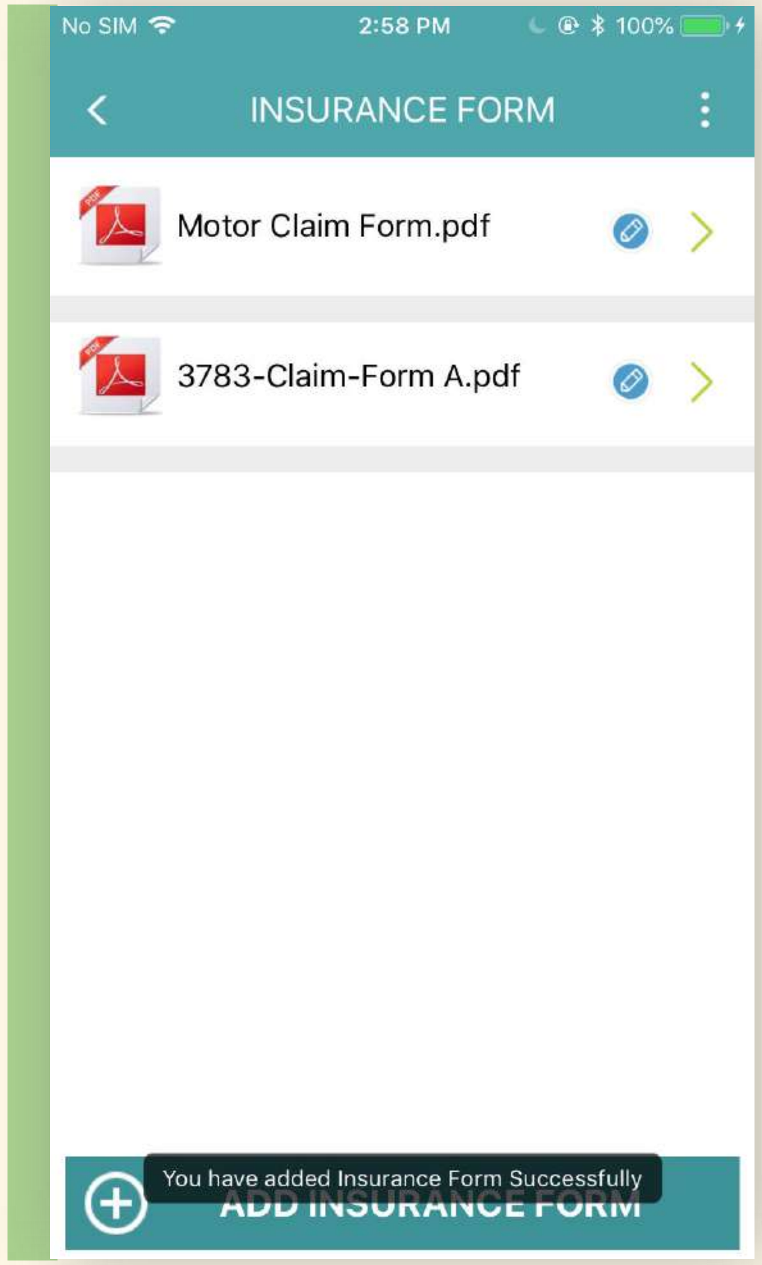

Insurance Claim Forms

To **add** information click the green bar at the bottom of the screen. Click the plus sign to Select the File.

The file is either sitting on your phone or in your Dropbox . Choose the location and click Add.

To **save** information click the check mark on the top upper right side of the screen.

To **edit** information click the picture of the pencil. To save your edits click the check mark again.

To **delete** the entry left swipe the arrow symbol on the right side of the screen.

To **view a report or to email** the data in each section click the three dots on the upper right side of the screen.

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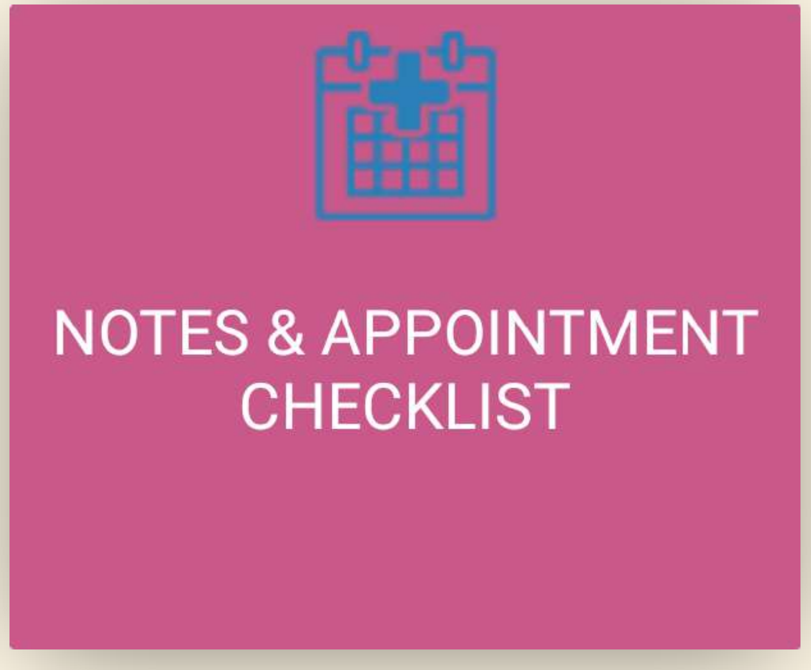

Notes and Appointment Checklist

Capture notes at run time and maintain checklist of appointments

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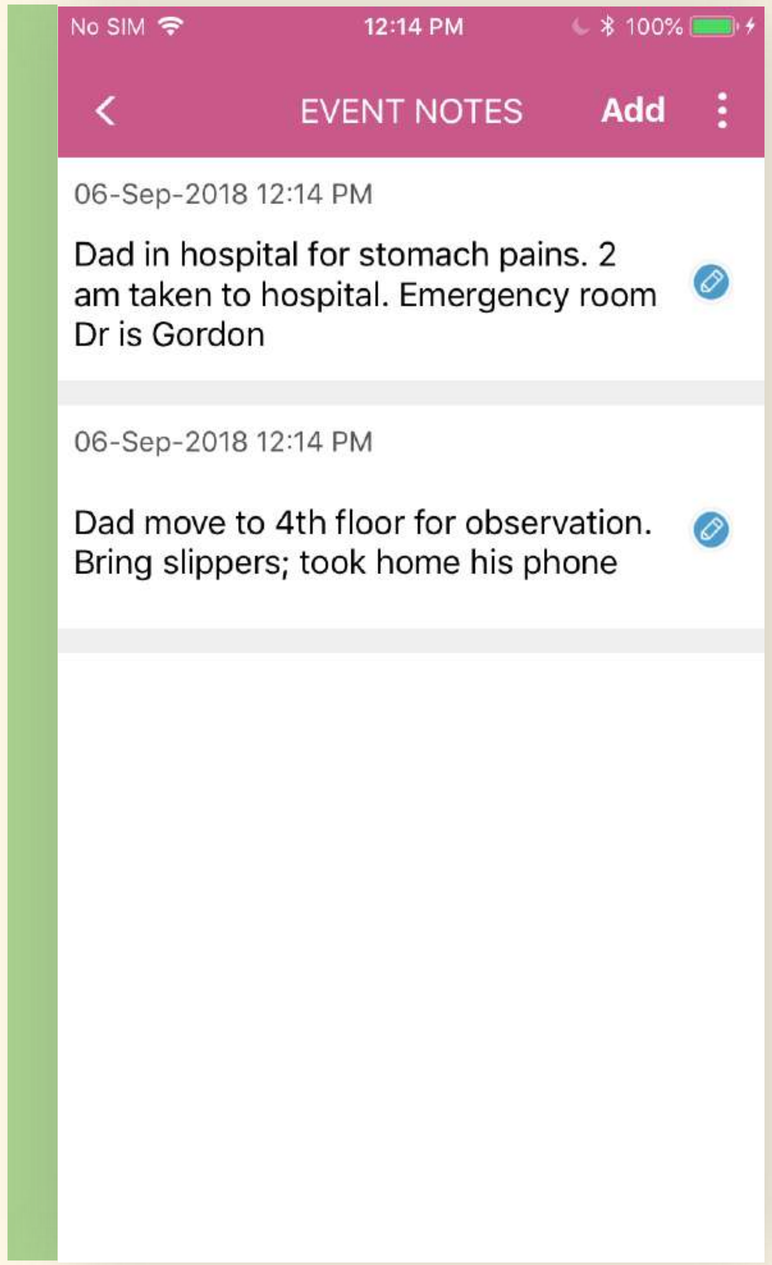

Adding Event Note

To add a note click ADD button at the top right of the screen. Once completed click Add. The note is automatically saved.

To edit the note click the picture of the pencil to the right of the screen. To save your edits click the check mark at the top right of the screen. To delete the note click the garbage can at the bottom of the screen.

To view a report or to email the data in each section click the three dots on the upper right side of the screen.

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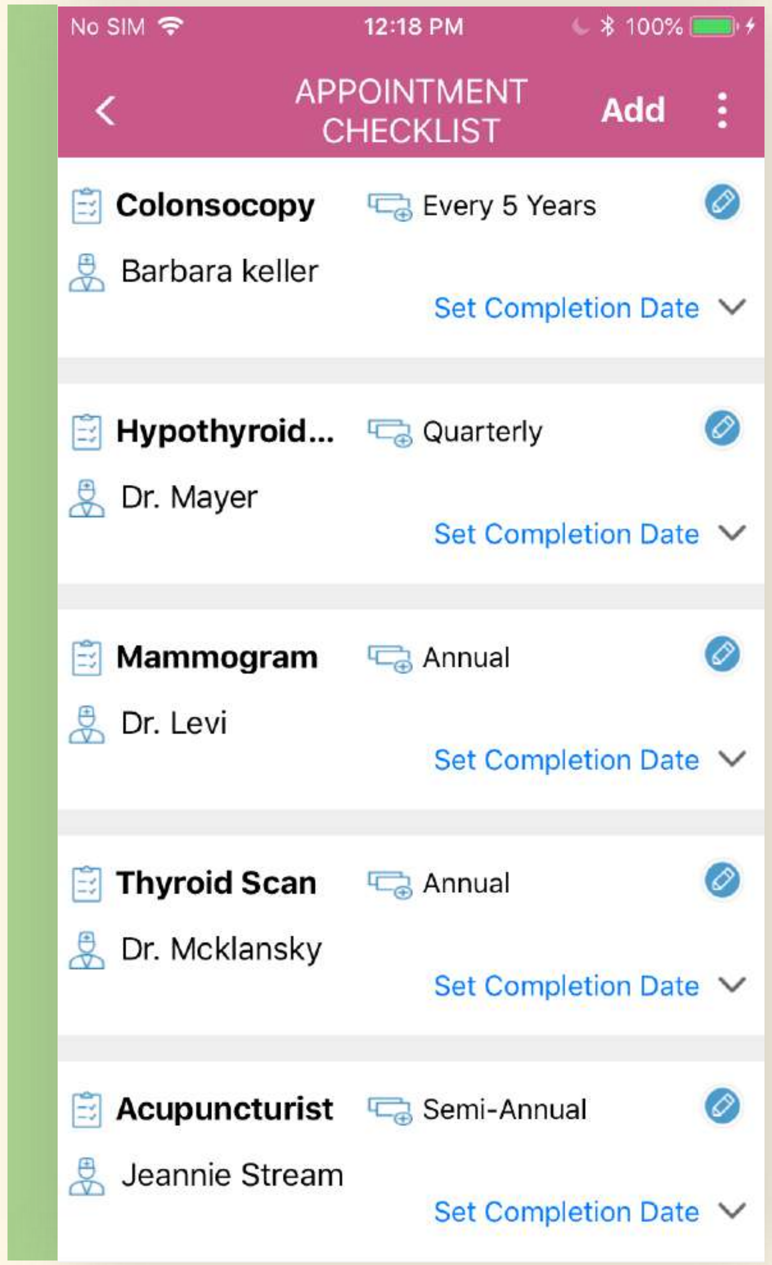

Appointment Checklist

To add an Appointment click the ADD button at the top right of the screen. Choose a Specialist or Type of Test, add the name of your doctor and frequency of appointment. Once completed click Add Appointment on the green bar.

To edit the Appointment click the picture of the pencil to the right of the screen. To save your edits click the green bar marked Update Appointment. To delete the appointment swipe right to eft and click the garbage can.

To add the completed date(s) click Set Completion Date and click Add.

To view a report or to email the data in each section click the three dots on the upper right side of the screen.

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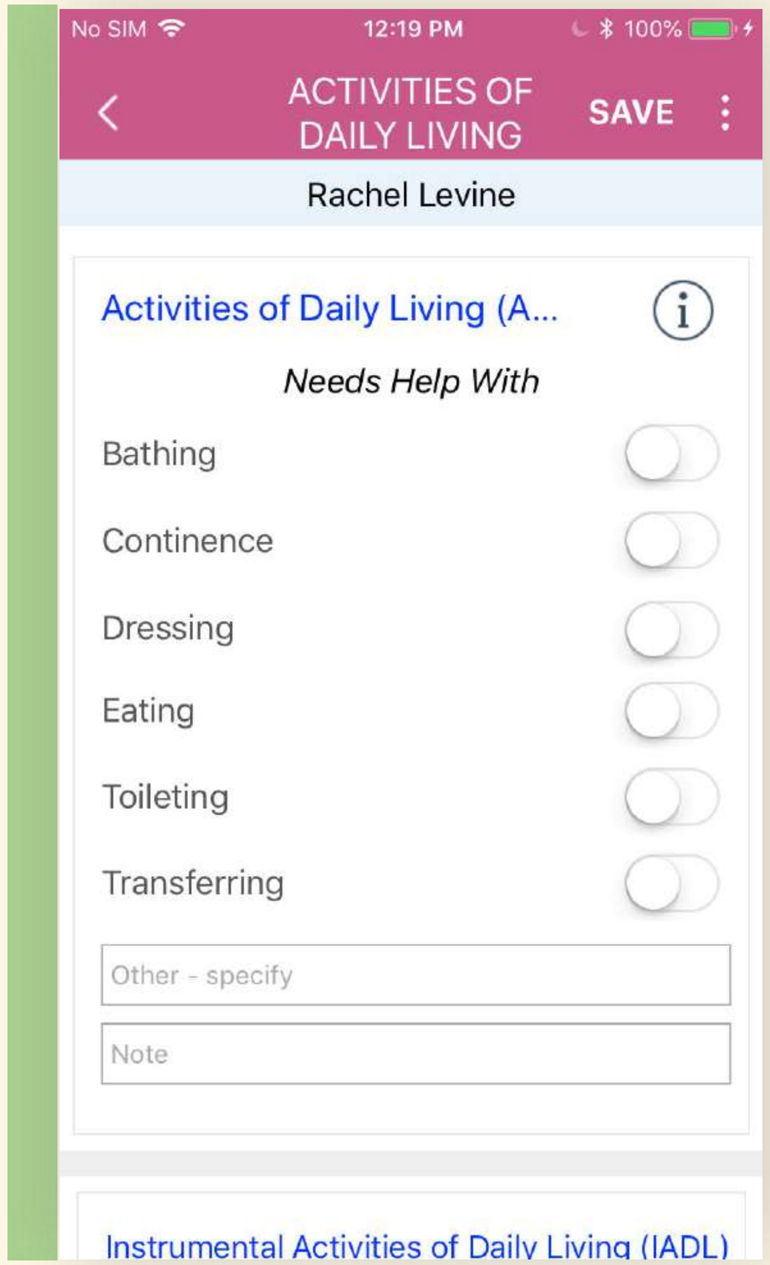

Activities of Daily Living

To **save** information click the SAVE button on the **top** right side of the screen.

To **edit** information simply change the data and then save your edits by clicking on the check mark on the top right side of the screen.

To **view and email** the data in each section click on the three dots on the top right side of the screen.

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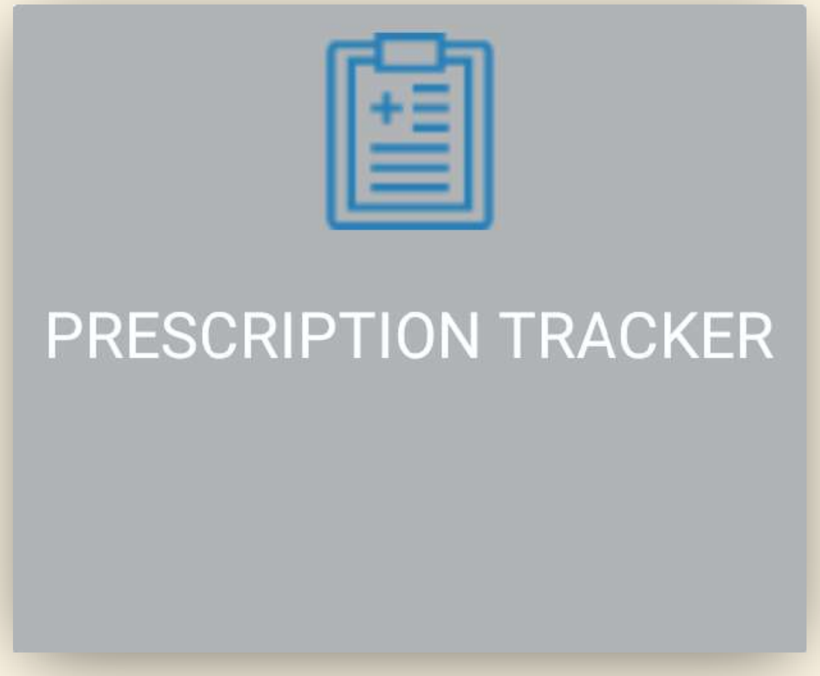

Prescription Tracker

Maintain a digital copy of all your prescriptions.

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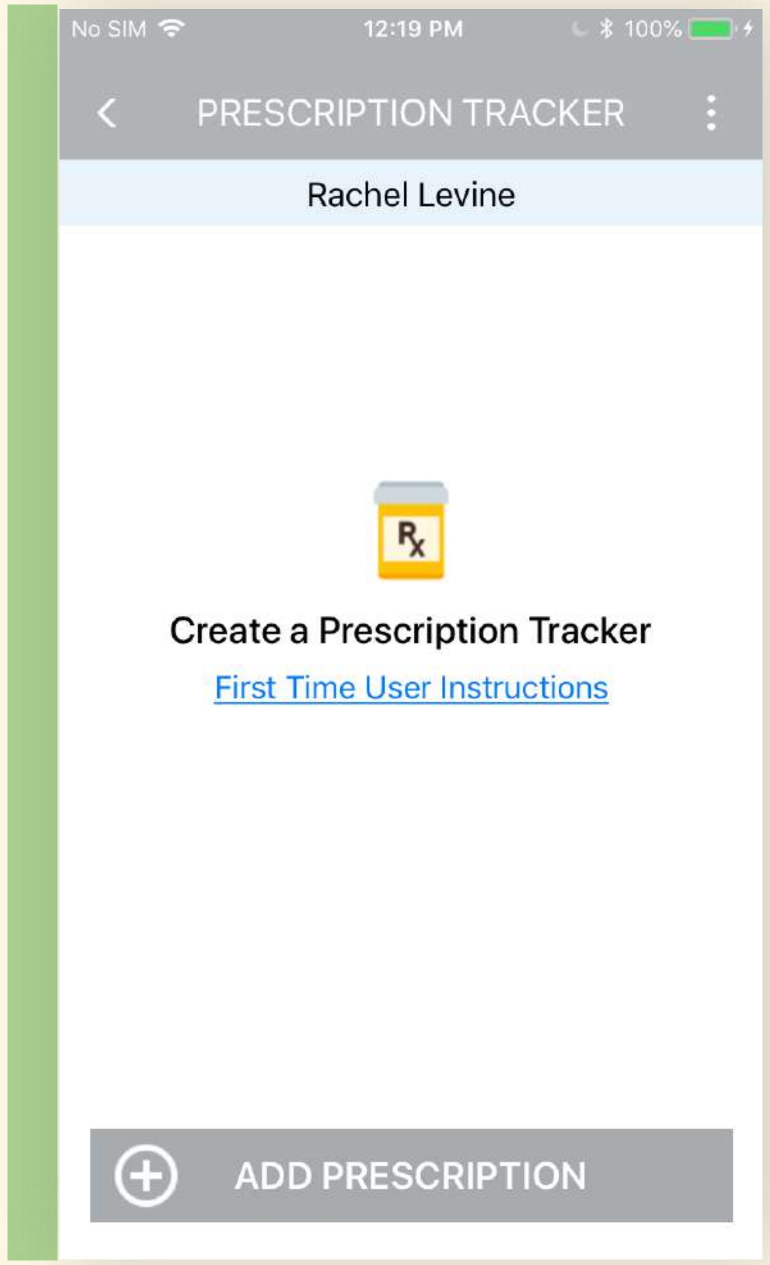

Prescription Tracker

To **add** information click the grey bar at the bottom of the screen Add Prescription

To **save** information click the SAVE button on the top right side of the screen.

To **edit** information left swipe the arrow symbol on the right side of the screen and make changes. Save by clicking the check mark again.

To **delete** left swipe and click the garbage can.

To **view a report or to email** the data in each section click the three dots on the upper right side of the screen.

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Other Sections

Other sections

Adding Business Cards

To add a picture of a Business Card - click the picture of the pencil and either take a photo or grab one from your gallery. To edit or delete the picture click the pencil again. It is recommended that you hold your phone horizontal when taking a picture of the business card.

Adding a Profile

To add a picture of a Business Card - click the picture of the pencil and either take a photo or grab one from your gallery. To edit or delete the picture click the pencil again. It is recommended that you hold your phone horizontal when taking a picture of the business card.

Taking a Picture

It is recommended that you hold your phone horizontal/landscape when taking a picture of the business card.

Adding a Contact

If the person is in your Contacts click the gray bar on the top right side of your screen.

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Other Sections

Other sections

Sending Fax

Each User is eligible for 7 free pages per year. After that there is a charge of $1 a page.

View of Data Input Reports are available for review but also can be emailed and of course printed.

Support and FAQs

We have provided a few FAQs and a USER GUIDE. If you need additional support please send us an email along with a telephone number and we will contact you.

Resources

We will be updating this section from time to time. If you have any suggestions please send us an email.

Contacting Support

Please email us at

customersupport@MindYour-LovedOnes.Com

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