



MemoCompanion User Guide

Welcome to the MemoCompanion User Guide. 🙌

This guide is designed to help you get started with MemoCompanion, an AI-powered chatbot tailored specifically for individuals living with mild dementia. MemoCompanion helps you in maintaining a daily diary and engaging in memory exercises.

What you Need to Start? ✨

- 1. Email address**— you'll need this to sign up.
- 2. Three Individual photos of people you want to remember**— such as family members or friends. Ensure each photo features only one person. These photos will be used for memory exercises.

MemoCompanion will guide you on when and how to upload these photos when you log in for the first time.

You don't need to install anything—simply use your internet browser on a computer, tablet, or smartphone.

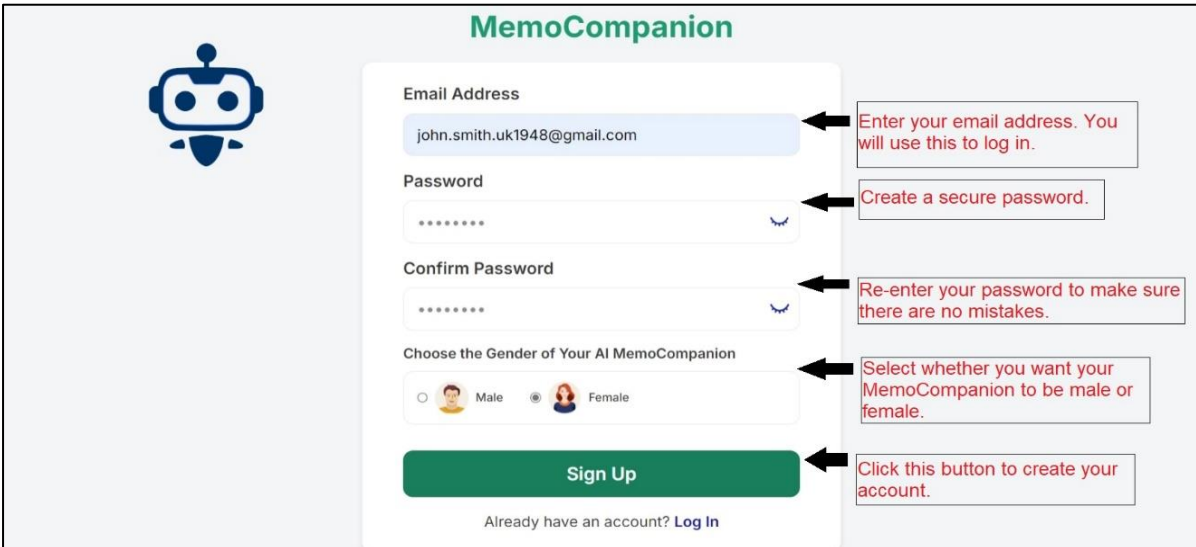
Follow these steps to set up and use your MemoCompanion:

1

Sign Up with MemoCompanion

I. Access the sign-up page by clicking on this link: [MemoCompanion](#).

II. Fill in the sign-up form as shown in the picture below.

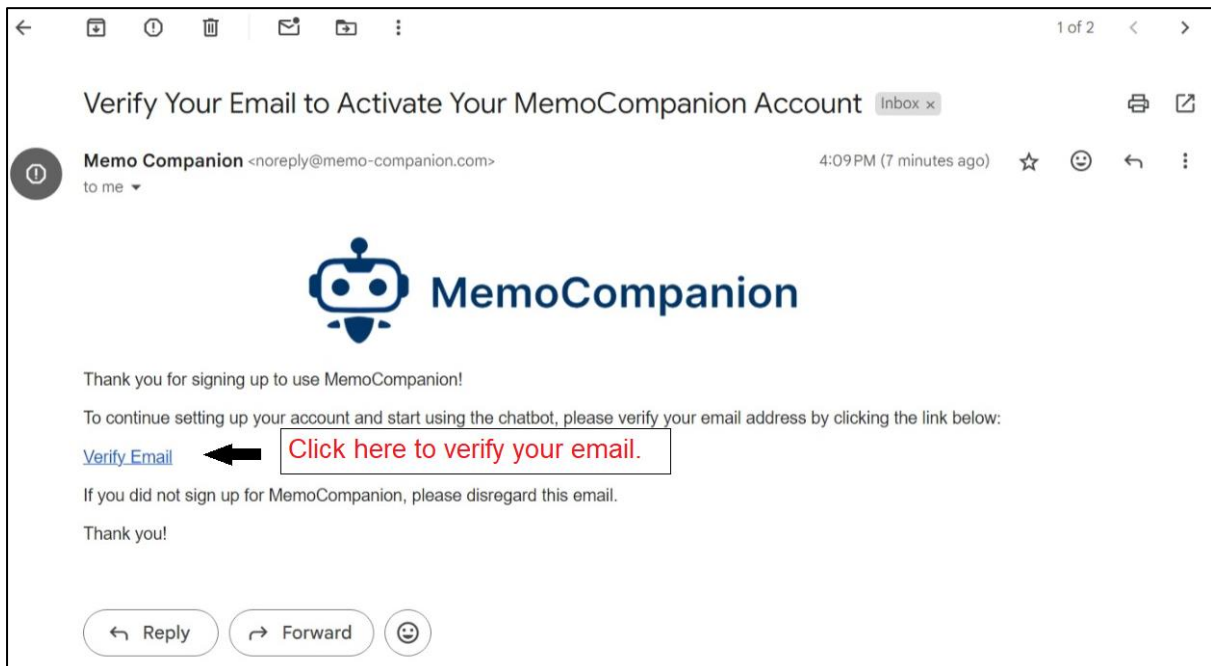


The screenshot shows the MemoCompanion sign-up page. On the left is a blue robot icon. The form fields are: Email Address (with the example 'john.smith.uk1948@gmail.com'), Password, Confirm Password, and Choose the Gender of Your AI MemoCompanion (with radio buttons for Male and Female). A green 'Sign Up' button is at the bottom, with a link 'Already have an account? Log In' below it. Annotations with arrows point to each field and the button:

- Enter your email address. You will use this to log in.
- Create a secure password.
- Re-enter your password to make sure there are no mistakes.
- Select whether you want your MemoCompanion to be male or female.
- Click this button to create your account.

III. Check your email for a verification link. If you don't see it, check your 'spam' or 'junk' folder.

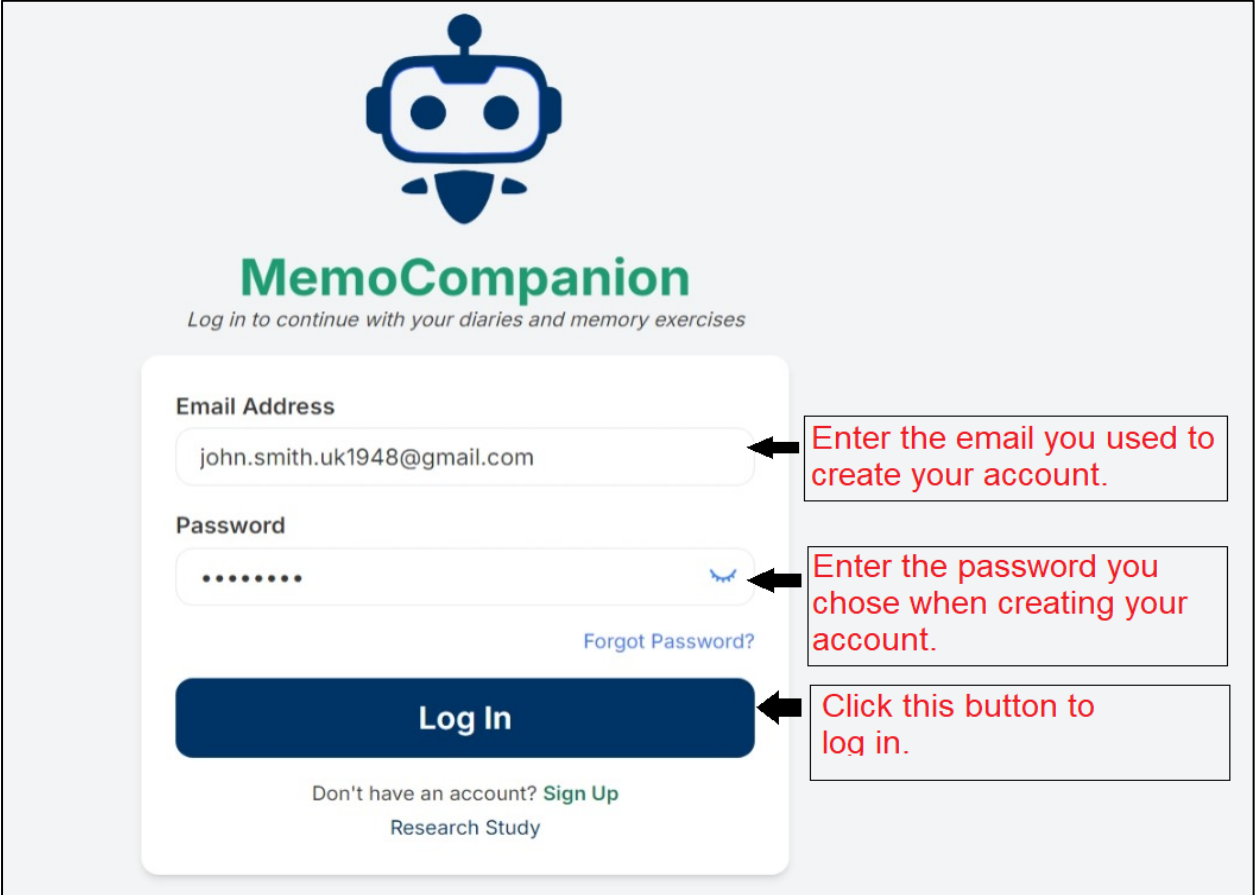
IV. Click on the 'Verify Email' button in your email to activate your account. See the picture below for guidance on where to find it.



2

Logging in for the First Time

- I. **Access the login page:** After verifying your email, you will be directed to the MemoCompanion login page.
- II. **Fill in the login form** as shown in the picture below for guidance.

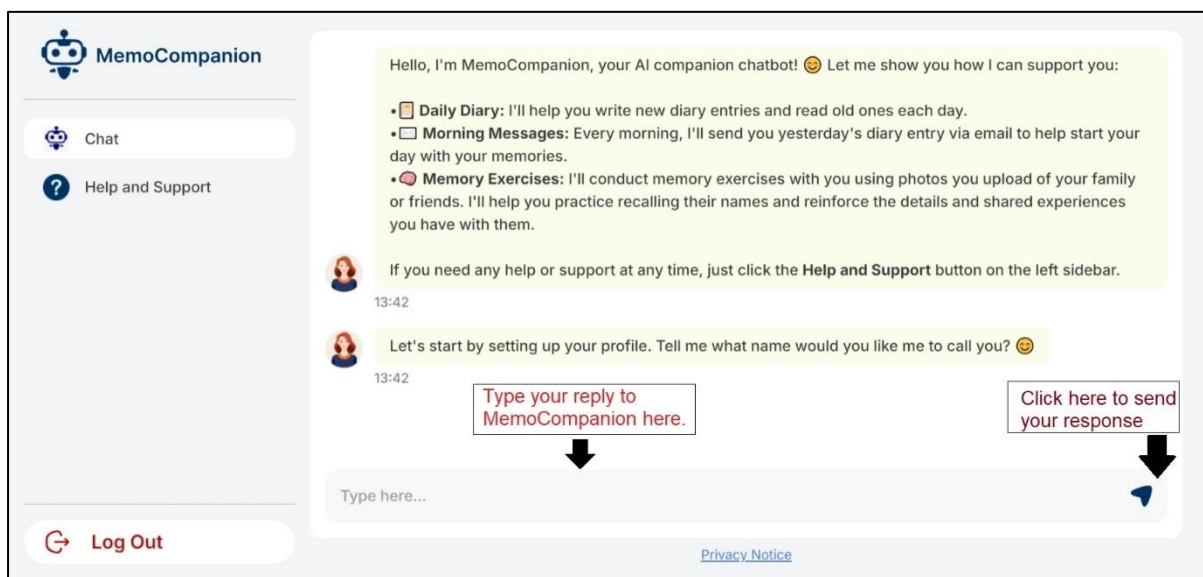


The screenshot shows the MemoCompanion login interface. At the top is a blue robot icon and the text "MemoCompanion" in green, with the subtitle "Log in to continue with your diaries and memory exercises". Below this is a white login form. The form has two input fields: "Email Address" containing "john.smith.uk1948@gmail.com" and "Password" with masked dots. To the right of the password field is a blue eye icon. Below the password field is a link "Forgot Password?". At the bottom of the form is a large blue "Log In" button. Below the button is the text "Don't have an account? Sign Up Research Study". Three red annotations with arrows point to the form: "Enter the email you used to create your account." points to the email field, "Enter the password you chose when creating your account." points to the password field, and "Click this button to log in." points to the "Log In" button.

- III. **Set up your profile:** Once you log in, MemoCompanion will greet you and assist in setting up your profile.

Follow the on-screen prompts to enter your basic information, such as your name, date of birth, place of birth, and marital status.

Refer to the picture below to see where to type your responses and how to send them.



- IV. **Upload individual photos for memory exercises:** After setting up your profile, MemoCompanion will guide you to upload three individual photos of people, such as family members or friends, whom you want to remember.

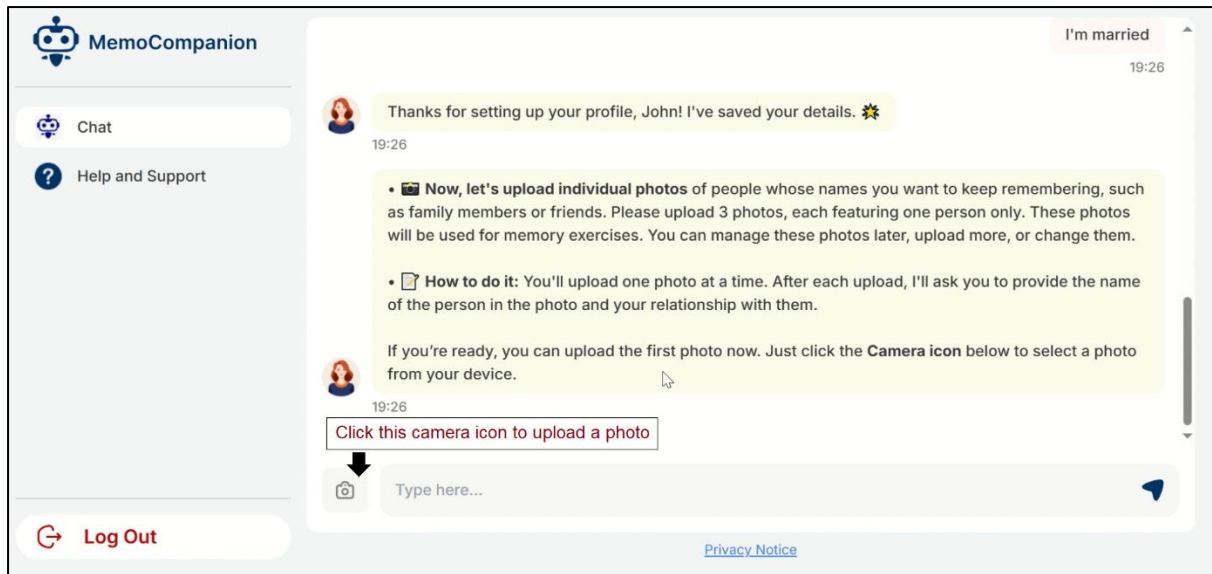
Ensure each photo features **only one person**.

Follow the instructions provided by MemoCompanion to upload the photos.

After each photo is uploaded, MemoCompanion will prompt you to enter the name of the person in the photo and specify your relationship to this person.

You can manage these photos later using the “**Manage Photos**” option.

Refer to the picture below for guidance on how to upload photos.

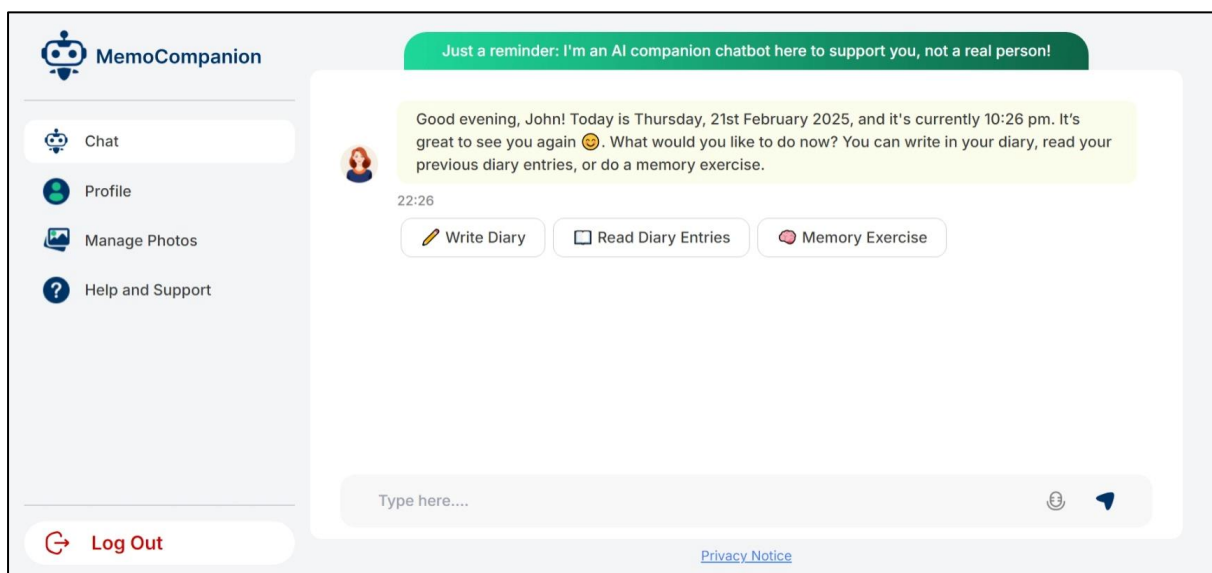


3

Navigating the MemoCompanion Interface

Home Screen Overview

Each time you log in, MemoCompanion will welcome you. The home screen that appears is your main interface for interaction.

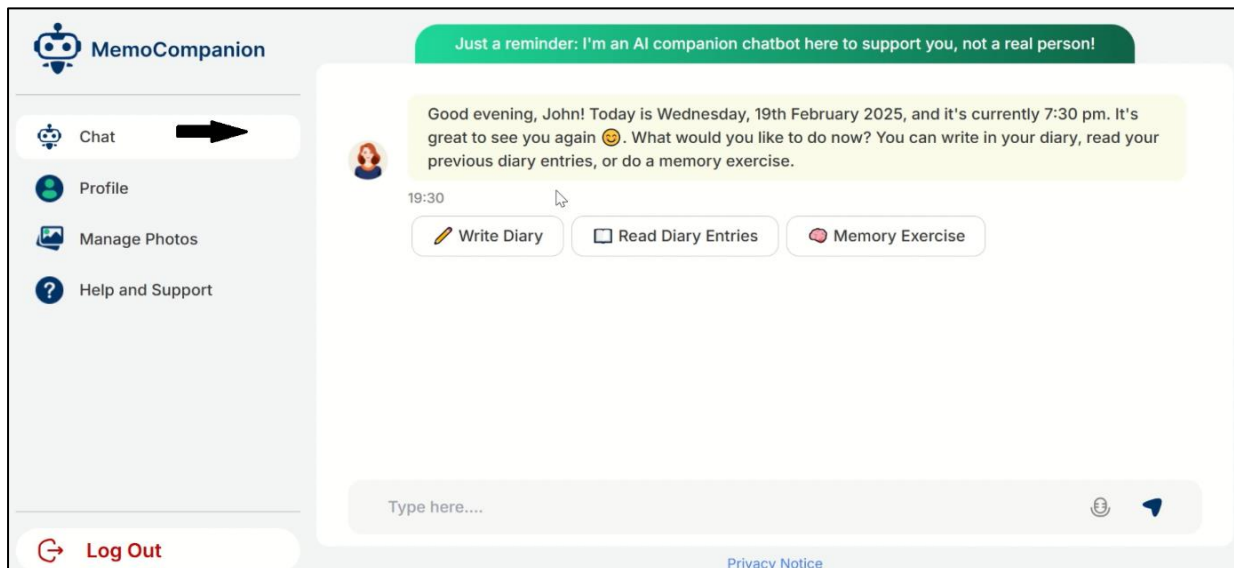


Sidebar Menu Options

On the left-hand side of the screen, you will find the sidebar menu, which includes the following options:

- **Chat**

Start new conversations with MemoCompanion here. This is your primary interface for daily interactions with MemoCompanion.



- **Profile**

View or edit your personal information such as your name, date of birth, etc. Along with these details, you can also change the gender of your MemoCompanion.

Please note that your **email address** is permanently set and cannot be changed.

See the pictures below for guidance on how to edit your personal information.

MemoCompanion

Chat

Profile →

Manage Photos

Help and Support

Log Out

Your Profile

Welcome to Your Profile!

Here you can view the personal details you have provided. If you need to update any information, simply click the "Edit" button.

Name: John

Email: john.smith.uk1948@gmail.com

Date of Birth: 05/07/1948

Place of Birth: Bristol, England

Marital Status: married

AI Gender: Female

Edit → Click here to edit your details. **1**

MemoCompanion

Chat

Profile

Manage Photos

Help and Support

Log Out

Your Profile

Welcome to Your Profile!

Here you can view the personal details you have provided. If you need to update any information, simply click the "Edit" button.

Name: John

Email: john.smith.uk1948@gmail.com

Date of Birth: 05/07/1948

Place of Birth: Bristol

Marital Status: married

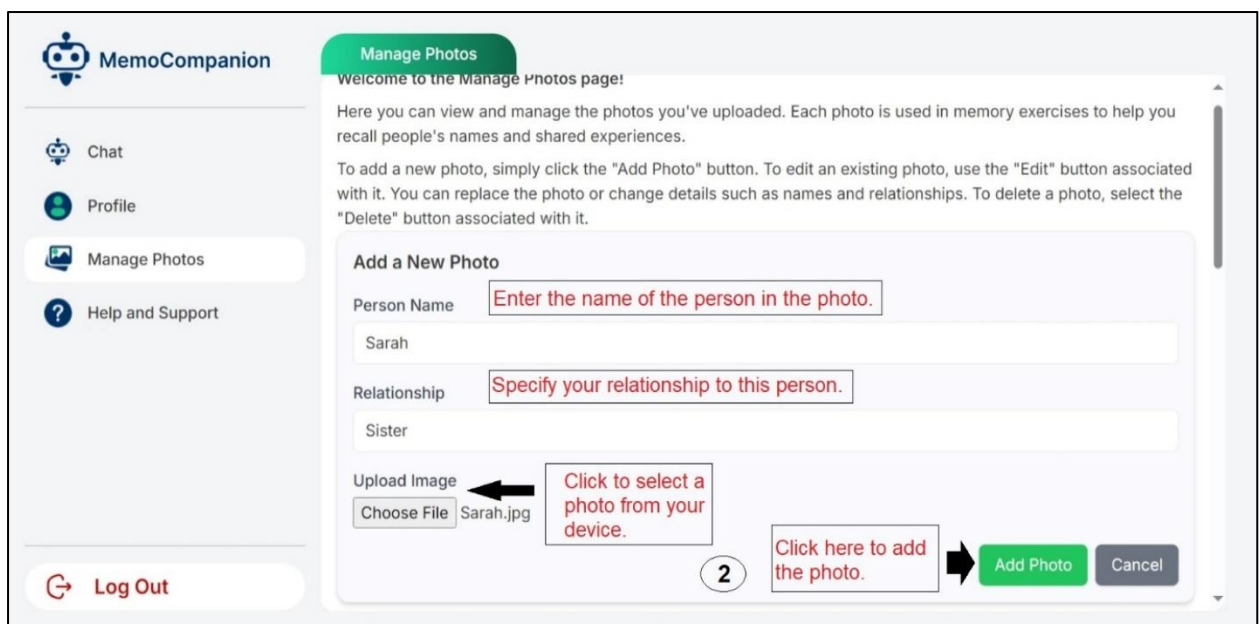
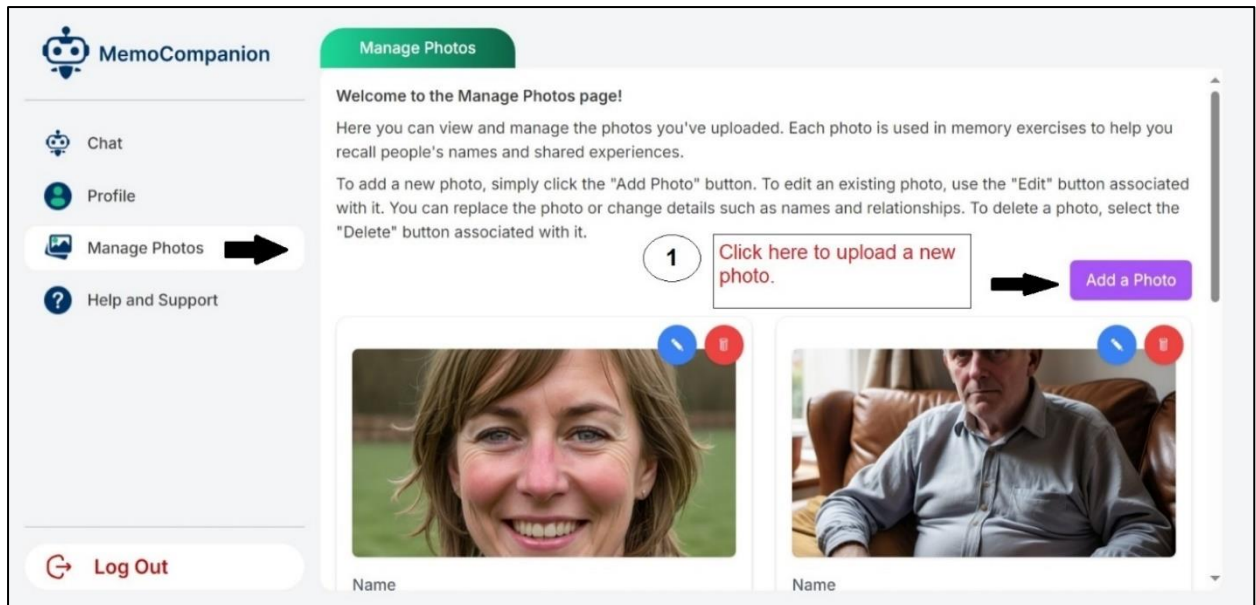
AI Gender: Female

Update → Click here to save your changes. **2**

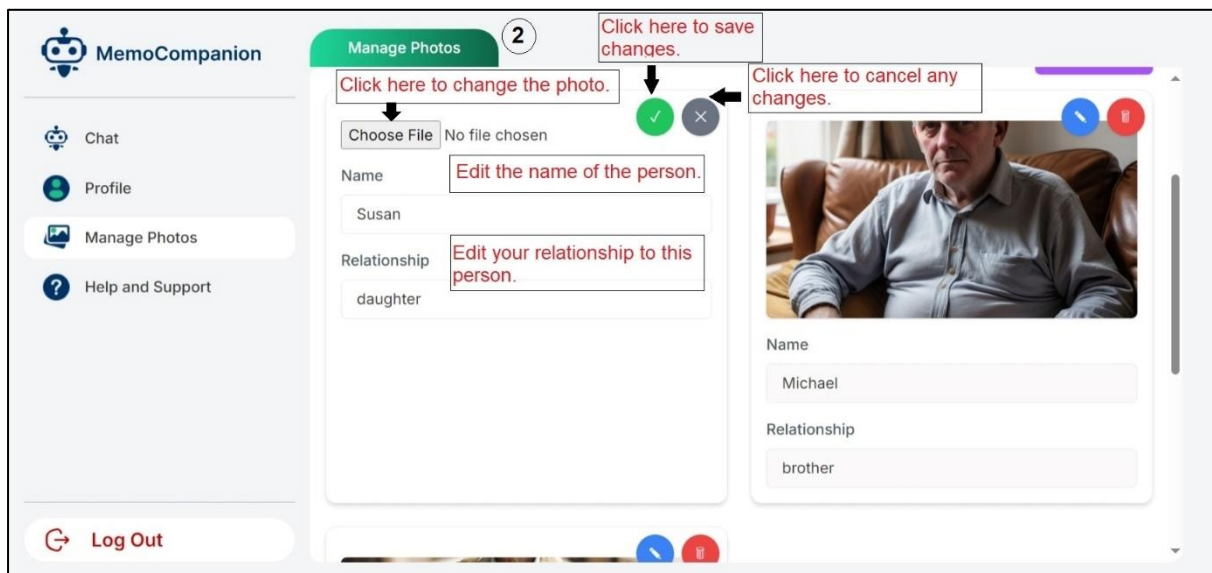
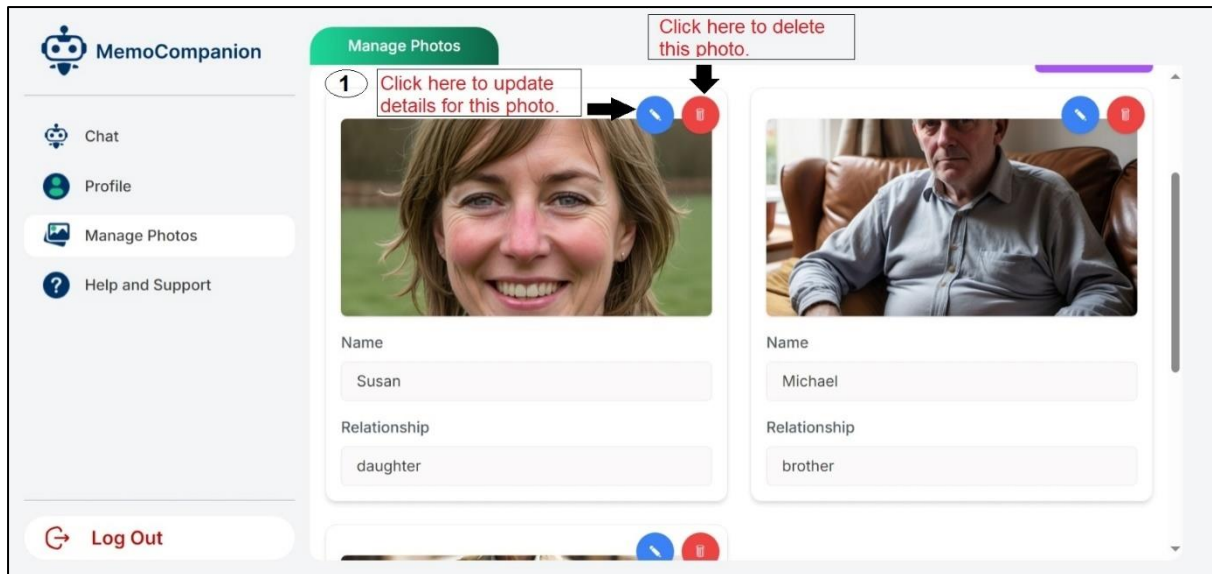
- **Manage Photos**

View and manage the photos you've uploaded for memory exercises, or add new ones.

To add a new photo, see the pictures below for guidance.



To edit or delete an existing photo, follow the instructions shown in the pictures below.



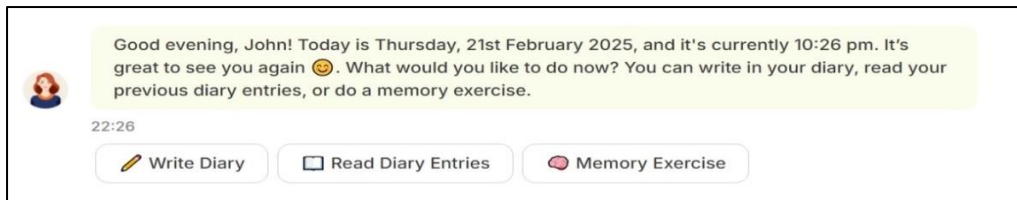
- **Help and Support**

Select this option to directly access help and support from the primary researcher if you encounter any issues or have questions. You will also find guidance materials here for using MemoCompanion.

4

Daily Activities with MemoCompanion

Every time you log in, MemoCompanion will welcome you and offer three main activities:



Write Diary

Select this option to add new entries to your diary. Follow the on-screen prompts from MemoCompanion, which will ask you to respond to three questions:

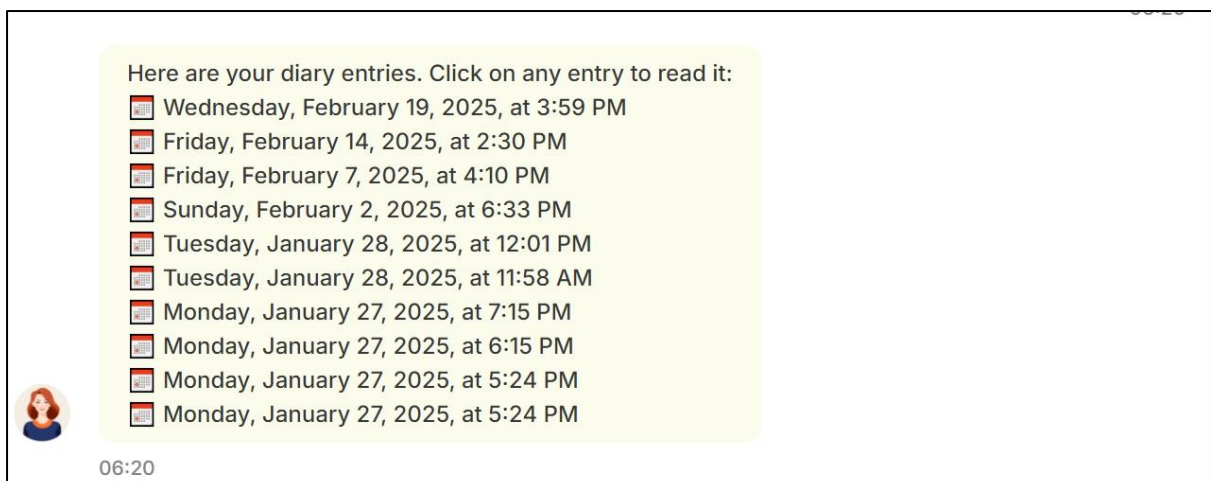
- ✓ What you did today?
- ✓ What you want to remember for tomorrow?
- ✓ What made you happy or you found difficult today?

Your entry will be automatically saved with the current date and time.

You can create as **many diary entries** as you like **throughout your day**.

Read Diary Entries

Select this option to review your past diary entries. A list of the entries you've recorded will be displayed, as shown in the picture below. Click on any entry to read it in full.



Memory Exercise

Select this option to start a session of memory exercise using the photos you have uploaded.

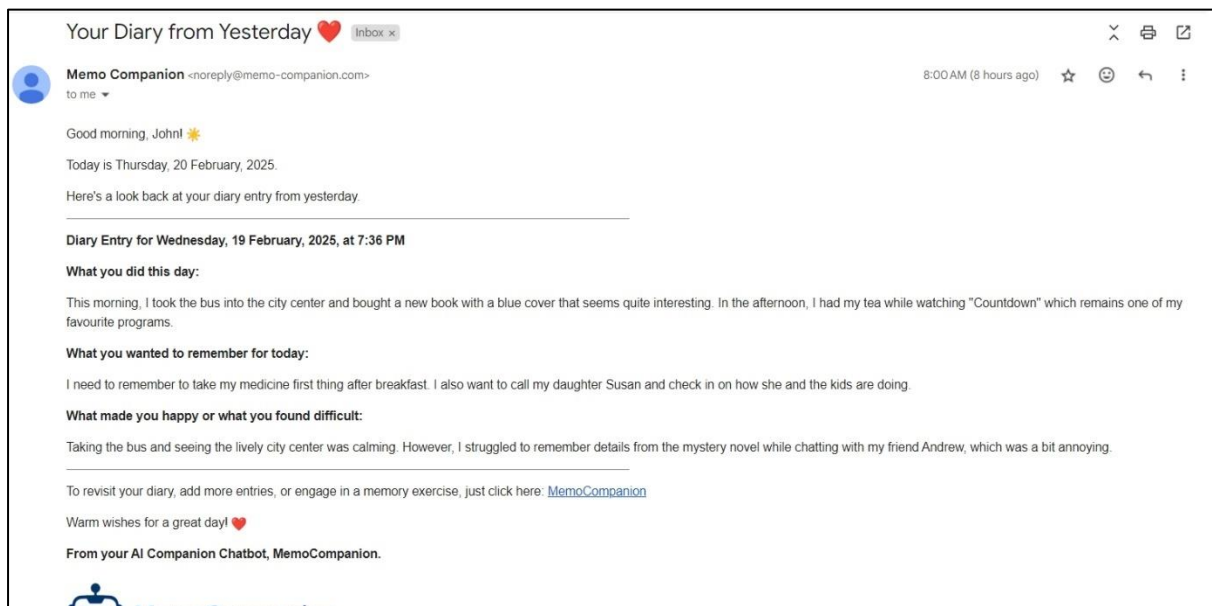
1. MemoCompanion will display a photo of someone you know.
2. Follow the on-screen prompts to recall and type in the person's name. If you're having trouble, MemoCompanion will offer hints, such as the first letter of the name.
3. After you name the person, MemoCompanion will ask follow-up questions about them and the shared experiences you have.

Morning Message

Additionally, every morning, you will receive a **Morning Message** in your email from MemoCompanion.

This message will contain your diary entry from the previous day, helping you start your day connected to your memories.

Refer to the example shown in the picture below.



5

Communicating with MemoCompanion

● Typing

Type your responses in the chat box at the bottom of the screen. If MemoCompanion provides clickable options, you can simply click on one of them to respond.

● Speaking

Use the microphone icon in the chat box to speak your responses. Speak clearly, and MemoCompanion will automatically convert your spoken words into text.

Refer to the picture below for guidance.

