



Mind Your Loved Ones

Users Guide

MYLO

23 January 2018

Table of Content

- [1. General UI Controls](#)
- [2. Welcome](#)
- [3. Register](#)
- [4. Profile](#)
- [5. Personal and Medical Profile](#)
 - [5.1. Personal Profile](#)
 - [5.2 Medical Profile](#)
 - [5.3 Emergency and Proxy contact](#)
 - [5.4. Primary Physician](#)
- [6. Advance Directives and Other Doc](#)
 - [6.1. Advance Directives](#)
 - [6.2. Other Documents](#)
 - [6.3. Medical Records](#)
- [7. Specialty Contact](#)
 - [7.1. Doctors & Other health Prof.](#)
 - [7.2. Hospitals and Rehab](#)
 - [7.3. Pharmacies and Medical Equipments](#)
 - [7.4. Finance, Legal and Insurance](#)

- [8. Insurance](#)
 - [8.1. Insurance Information](#)
 - [8.2. Insurance Cards](#)
 - [8.3. Insurance Forms](#)
- [9. Notes & Appt. checklist](#)
 - [9.1. Event Notes](#)
 - [9.2. Appointment checklist](#)
 - [9.3. Activities of daily living](#)
- [10. Prescription Tracker](#)
 - [10.1. Prescriptions](#)
- [11. Adding a Business Card](#)
- [12. Adding a Profile picture](#)
- [13. Taking a Picture](#)
- [14. Adding a Contact](#)
- [15. Sending Fax](#)
- [16. Support and FAQs](#)
- [17. Resources](#)
- [18. Contacting Support](#)



General Controls

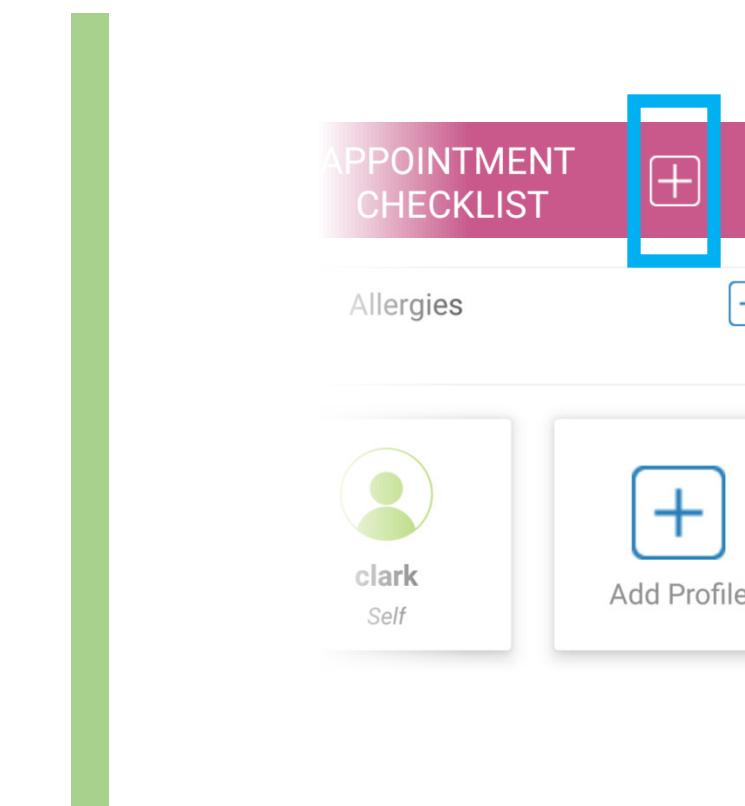
Green button, Plus + button, Three dots, Check Mark

3



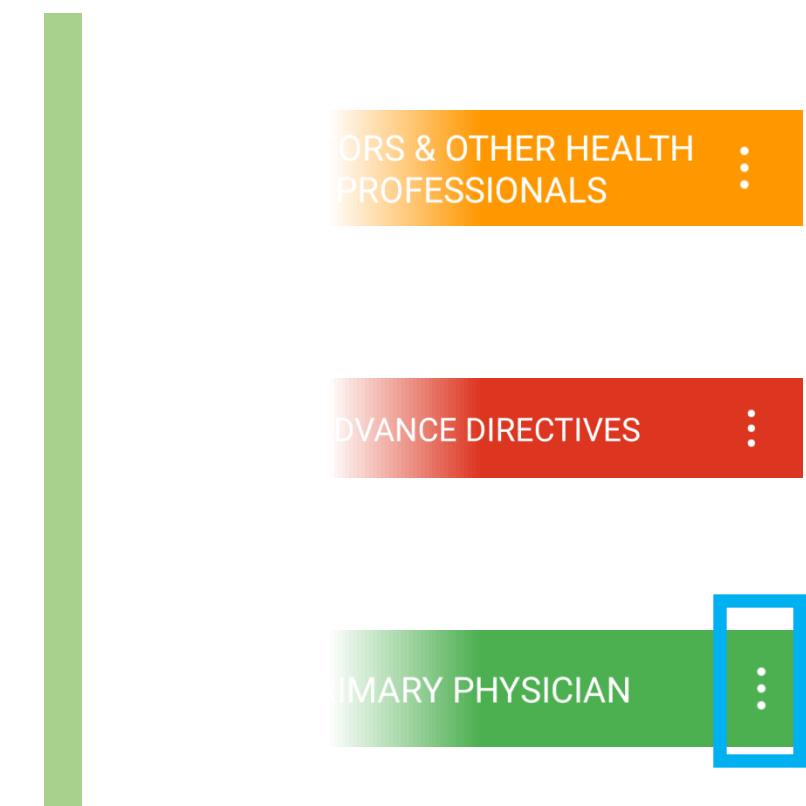
The Green button

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.



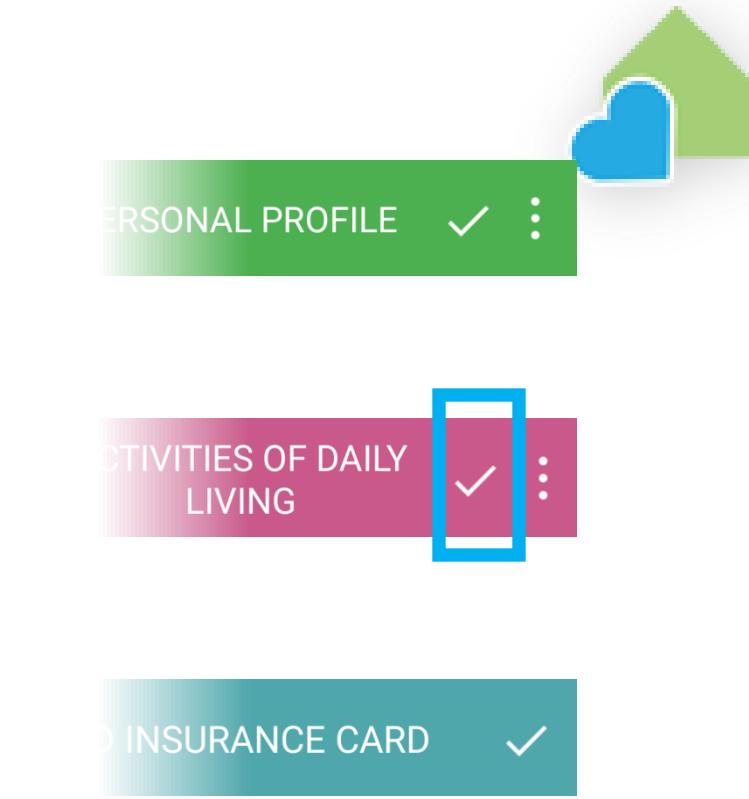
The Plus + button

The plus 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 Check Mark

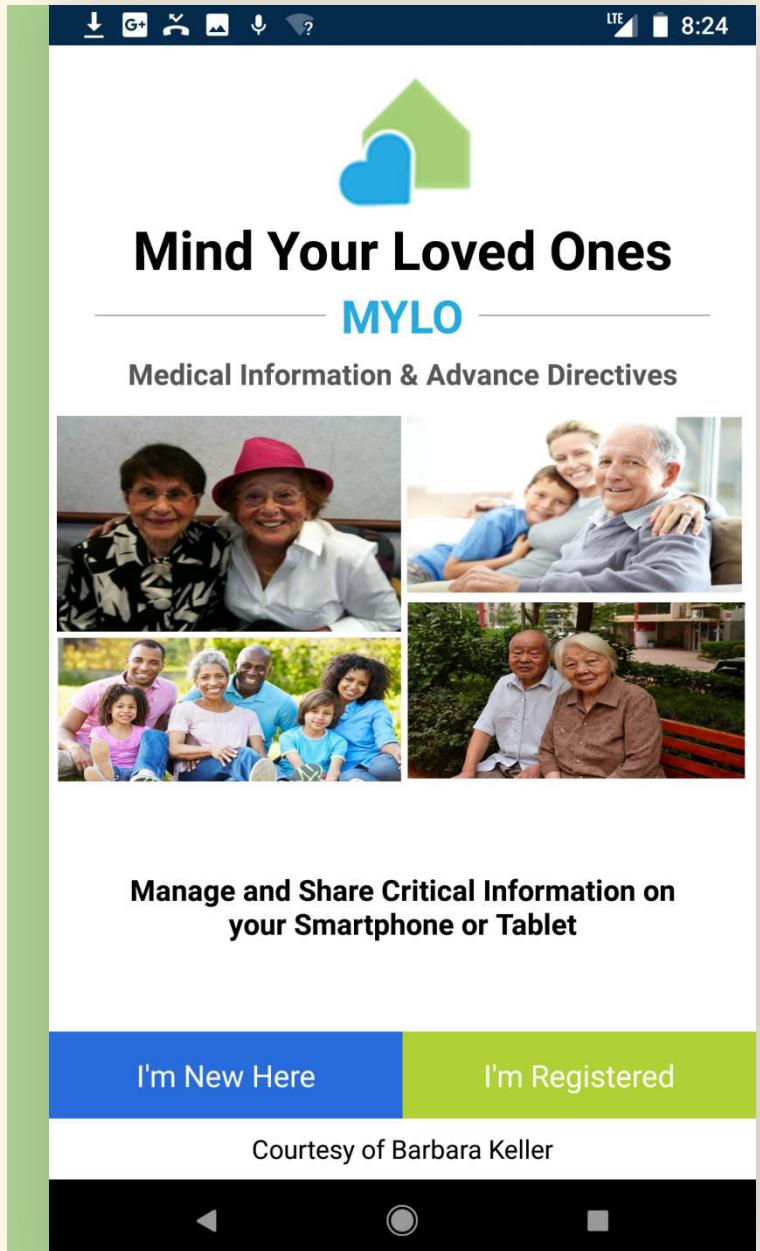
The check mark is present in some of the screens and is used to **save** the data entered in the screen.

[Back to Table](#)

Splash/welcome Screen

Welcome screen

4



Welcome Screen



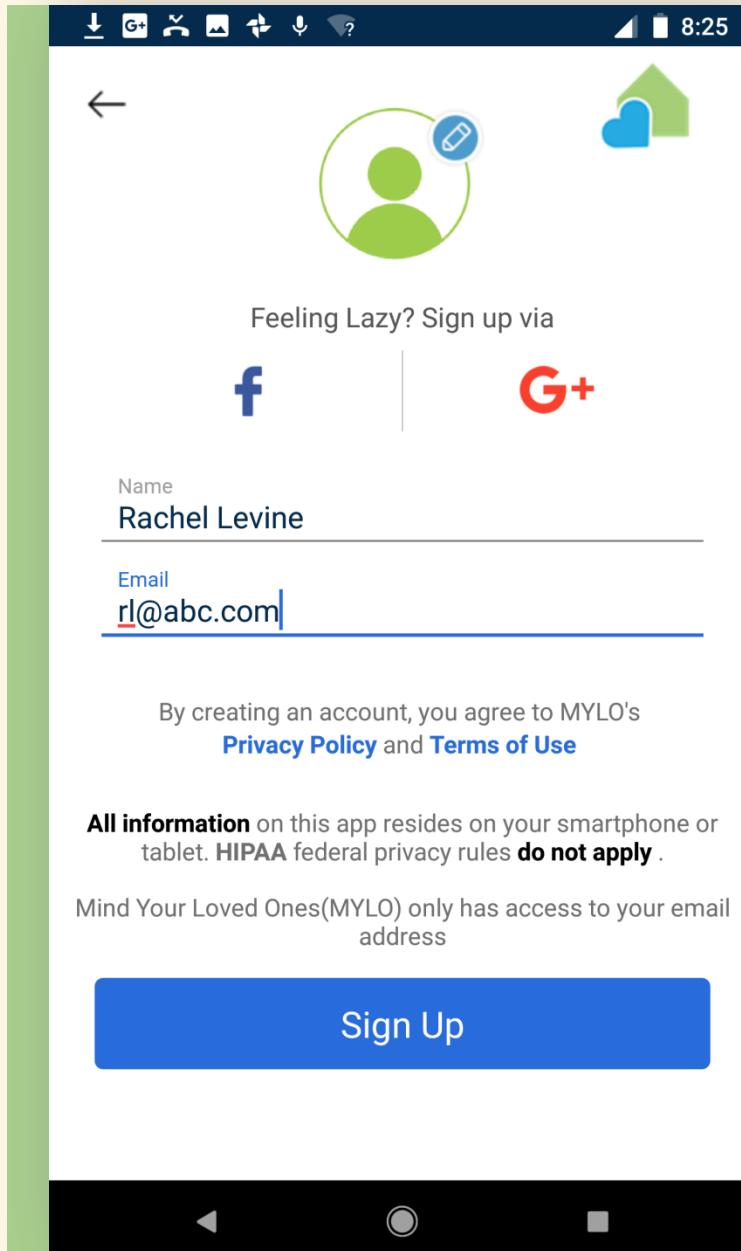
This is the welcome screen for the MYLO app. New users take the “I.m New Here” route and a returning user take the “I.m Registered” route.

[Back to Table](#)

MYLO Users Guide

User registration

User registration screen



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 any third party company, agency OR individual.

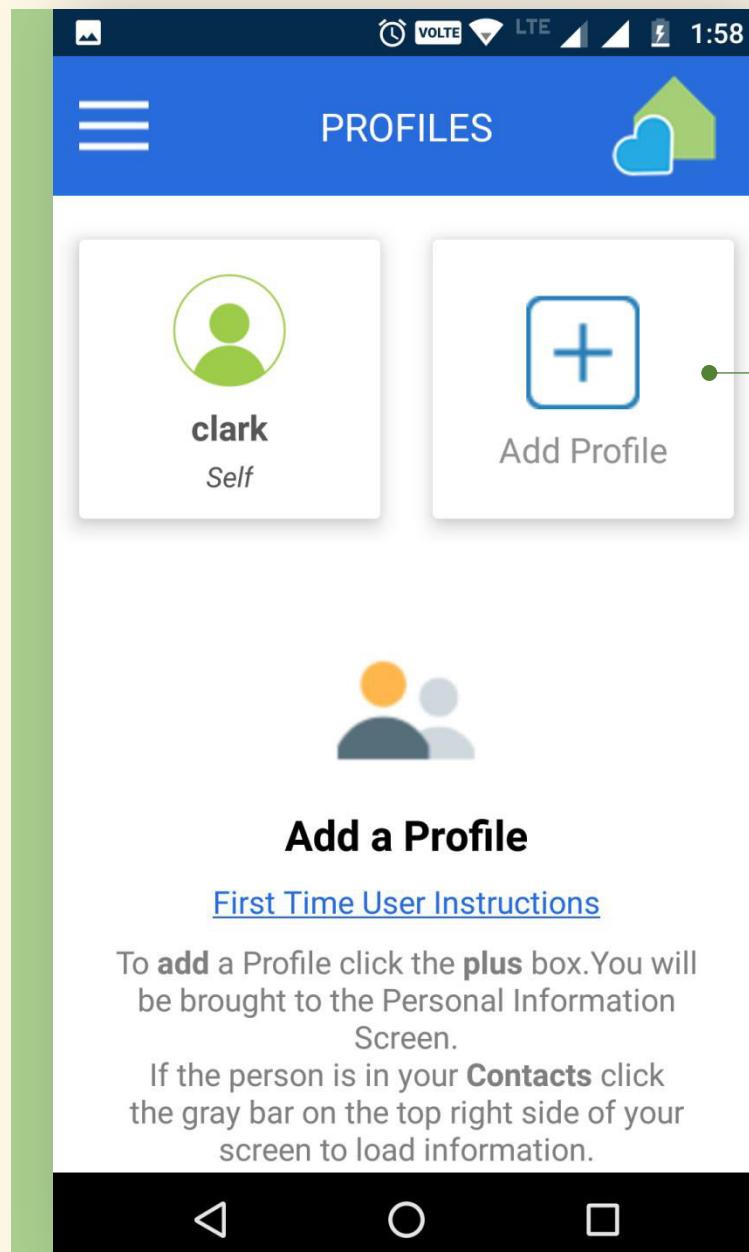


[Back to Table](#)

User Profile

Adding a new profile

6



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



[Back to Table](#)

MYLO Users Guide

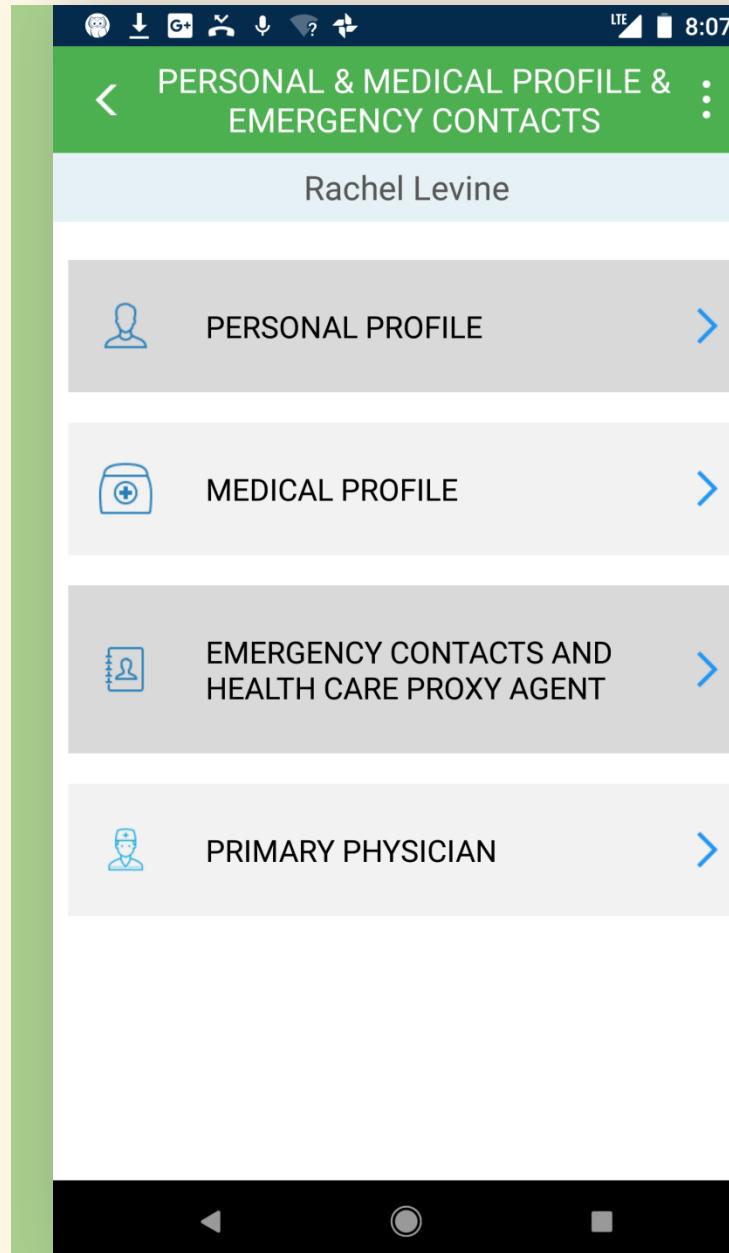


Personal & Medical Profile and Emergency contact

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

[Back to Table](#)

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.

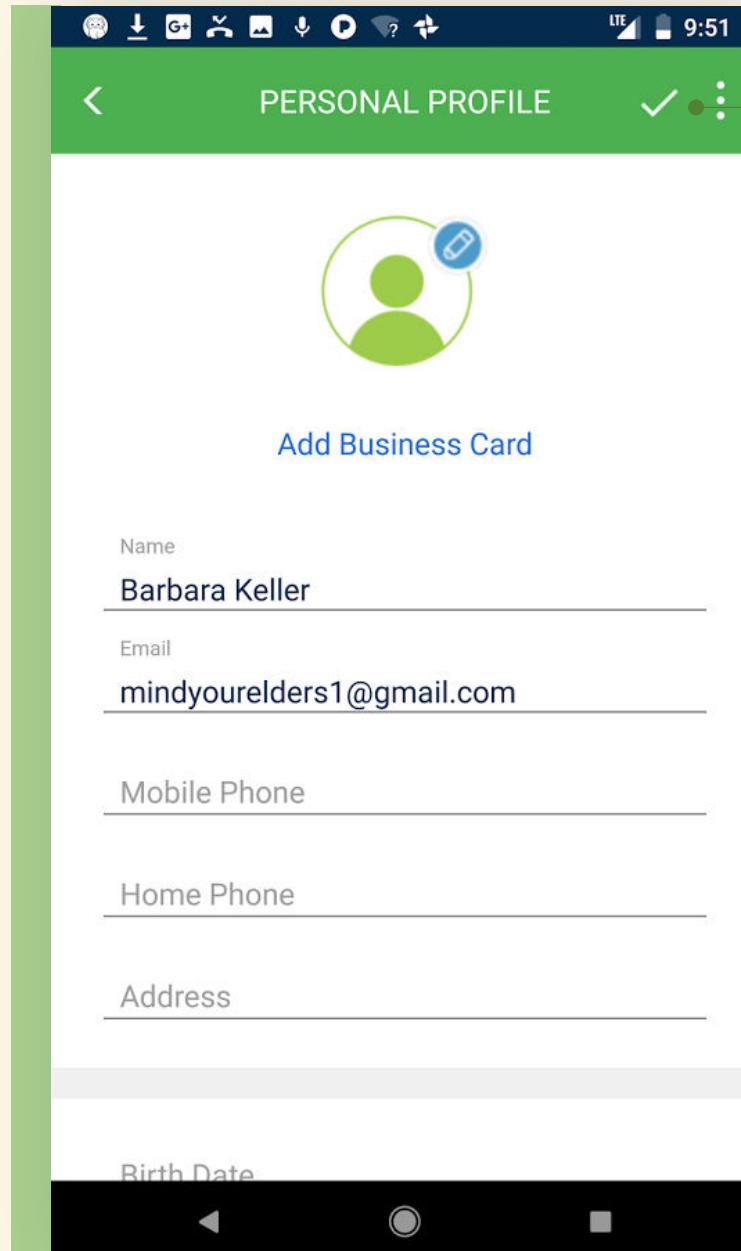
Primary Physician holds the list of your favorite doctors.



[Back to Table](#)

Personal Profile

Adding personal information



Personal Profile

To **add** information type responses.

- To **save** information click the check mark 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** or **fax** the data in each section click the three dots on the top right side of the screen.

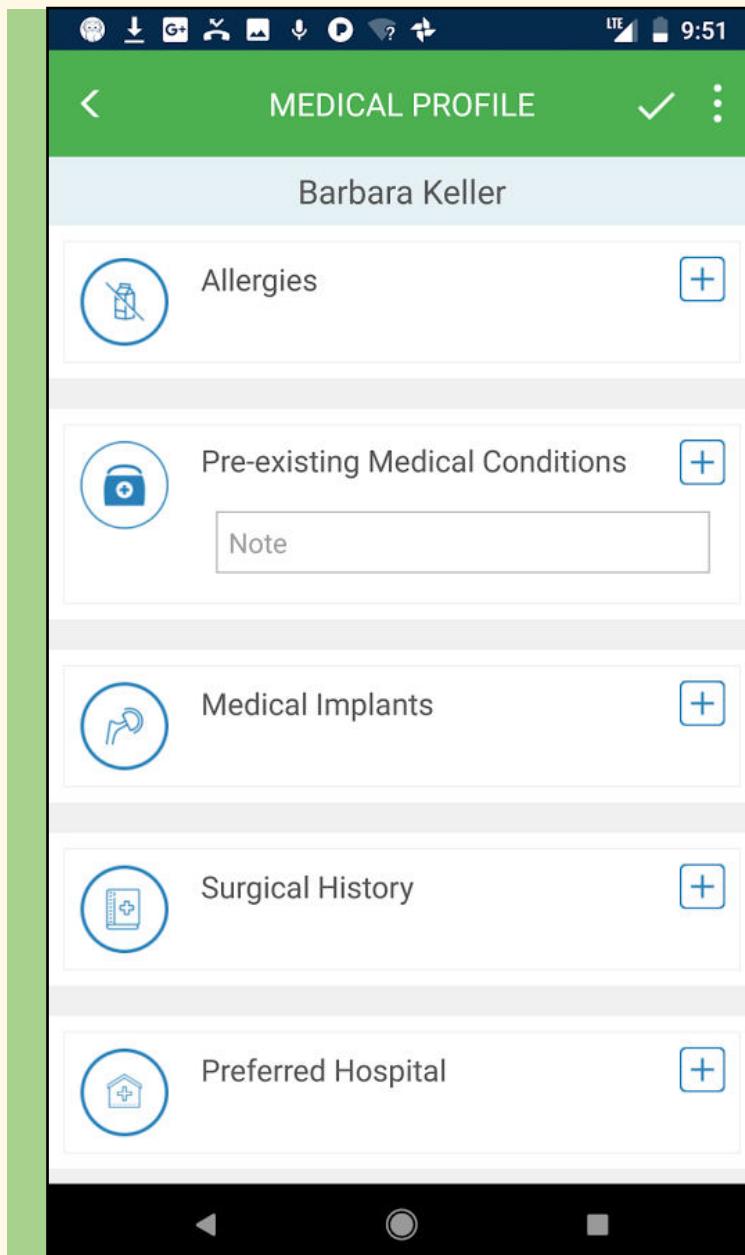


[Back to Table](#)

Medical Profile

Adding medical information

10



Medical Profile



To **add** information click the plus box for each section and then click the green bar.

To **save** information click the check mark 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.

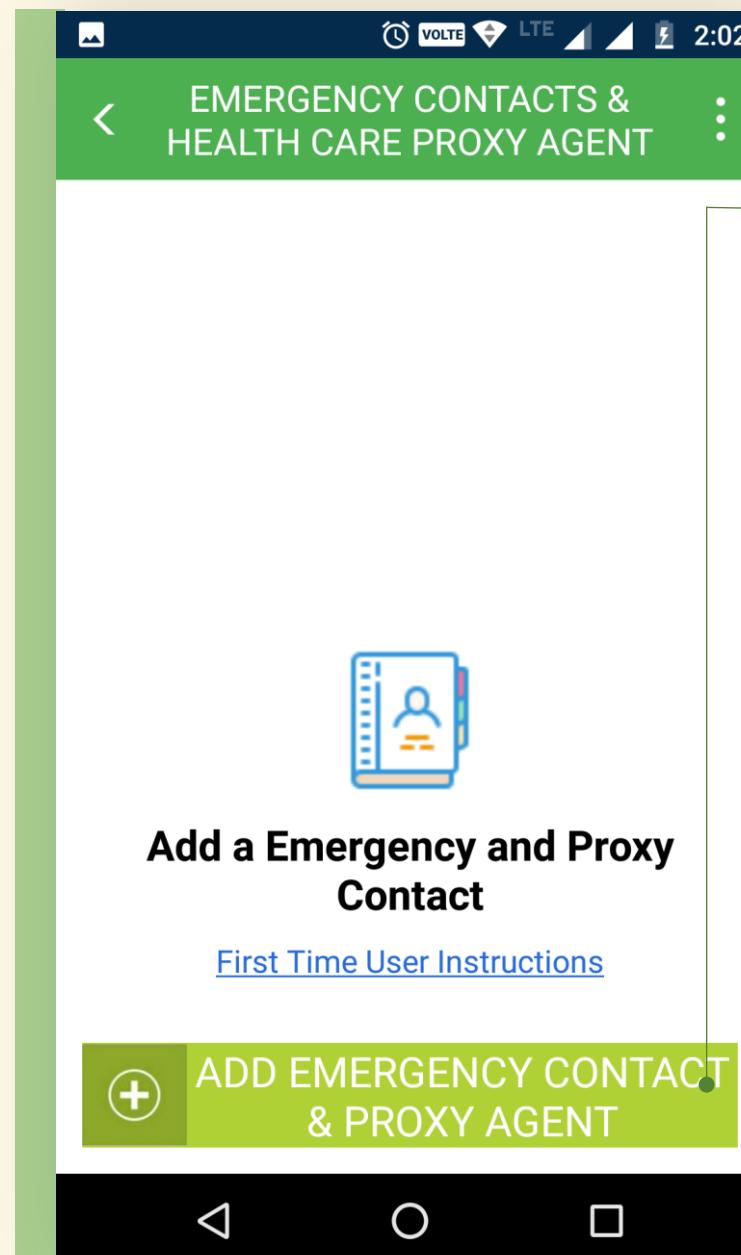
To **view a report** or to **email** or **fax** the data in each section click the three dots on the top right side of the screen.

[Back to Table](#)

Emergency and Proxy Agent Contacts

Add Emergency and Proxy Agent Contacts

11



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** or **fax** the data in each section click the three dots on the top right side of the screen.

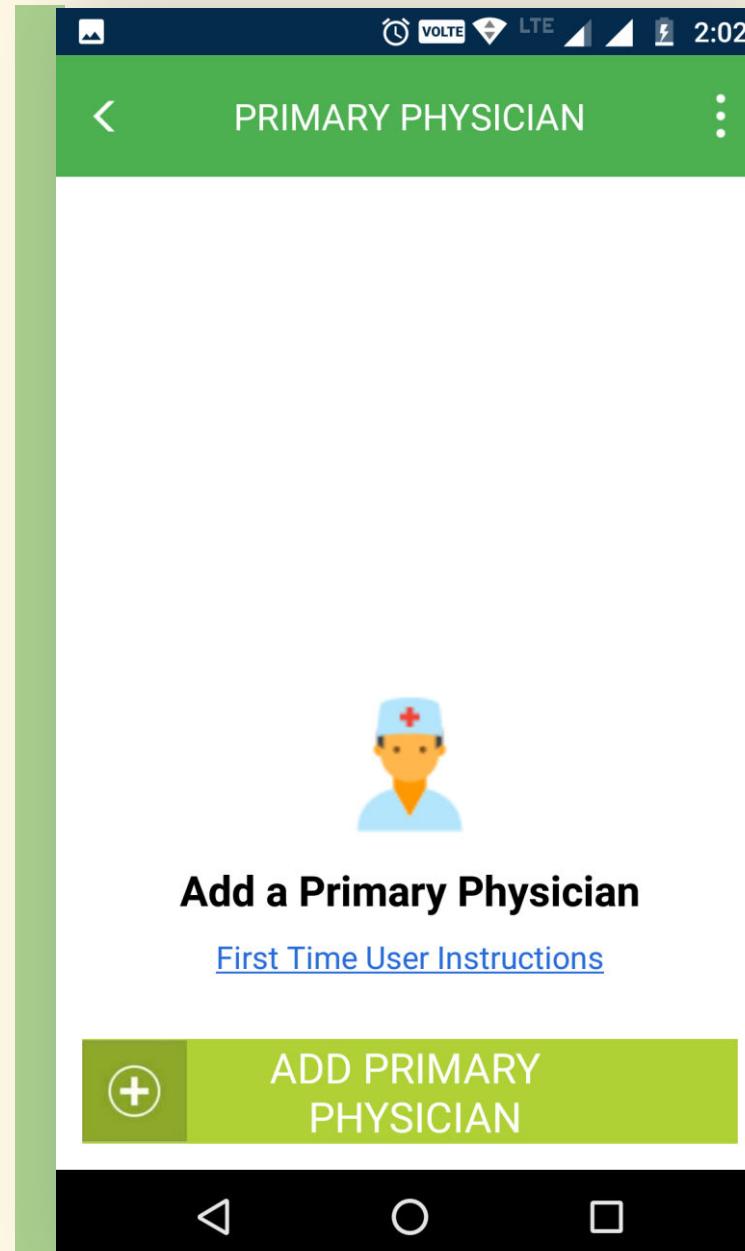


[Back to Table](#)

Primary Physician

Adding a primary physician

12



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.

[Back to Table](#)

MYLO Users Guide



Advance Directives and Other Documents

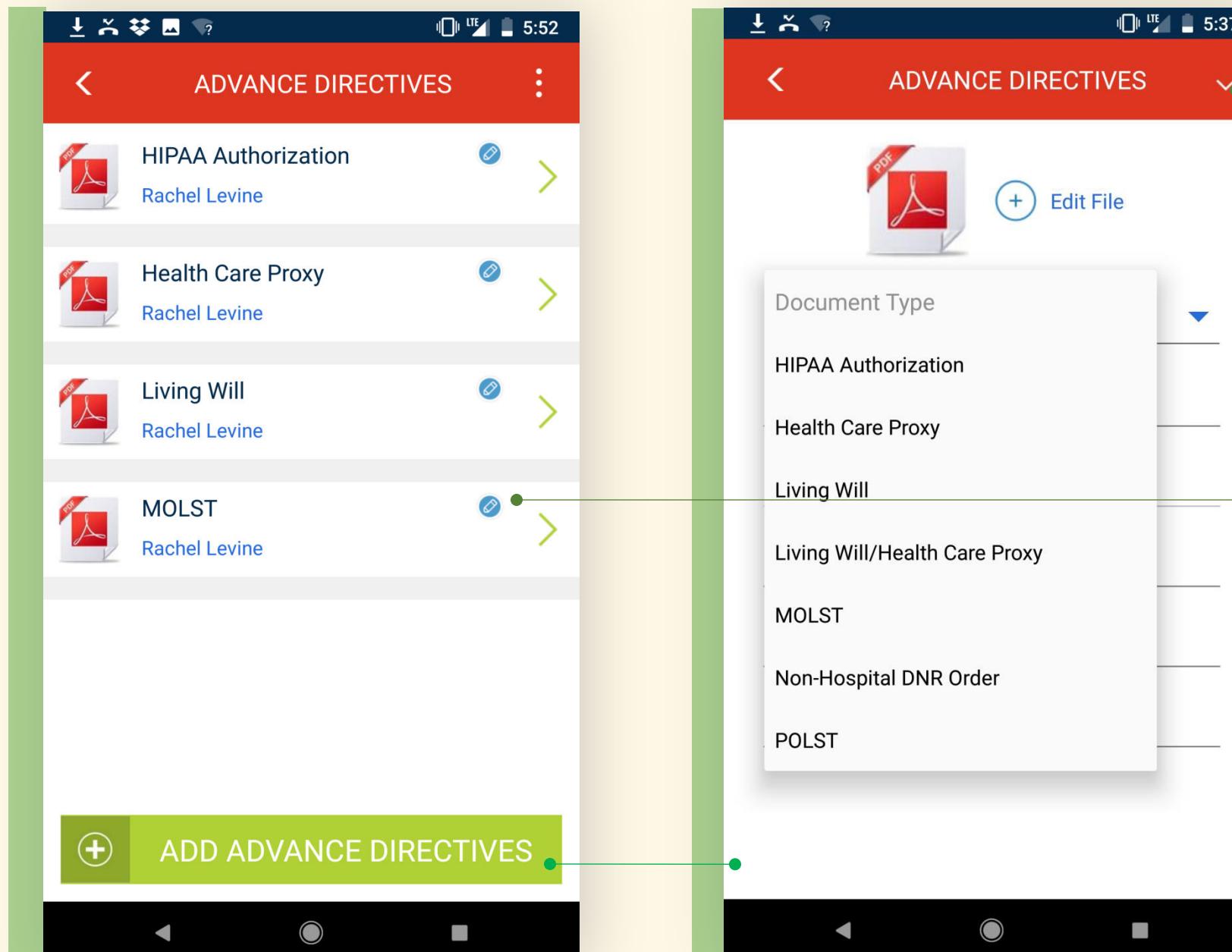
Store a digital copy of all your important documents like Advance directives, medical records and other documents.

[Back to Table](#)

Advance Directives

Adding Advance directive documents

14



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 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 of the screen.

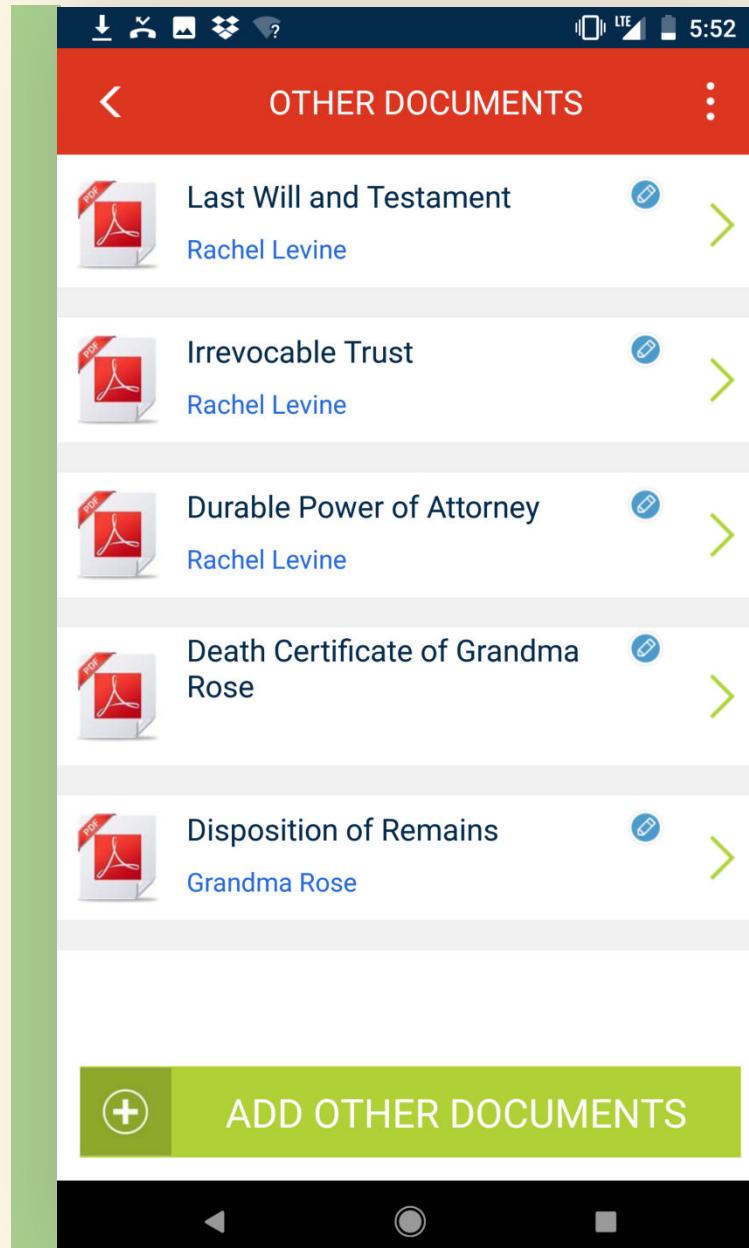
To **view a report or to email or fax** the data in each section click the three dots on the upper right side of the screen.

[Back to Table](#)

Other Documents

Adding Other documents

15



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

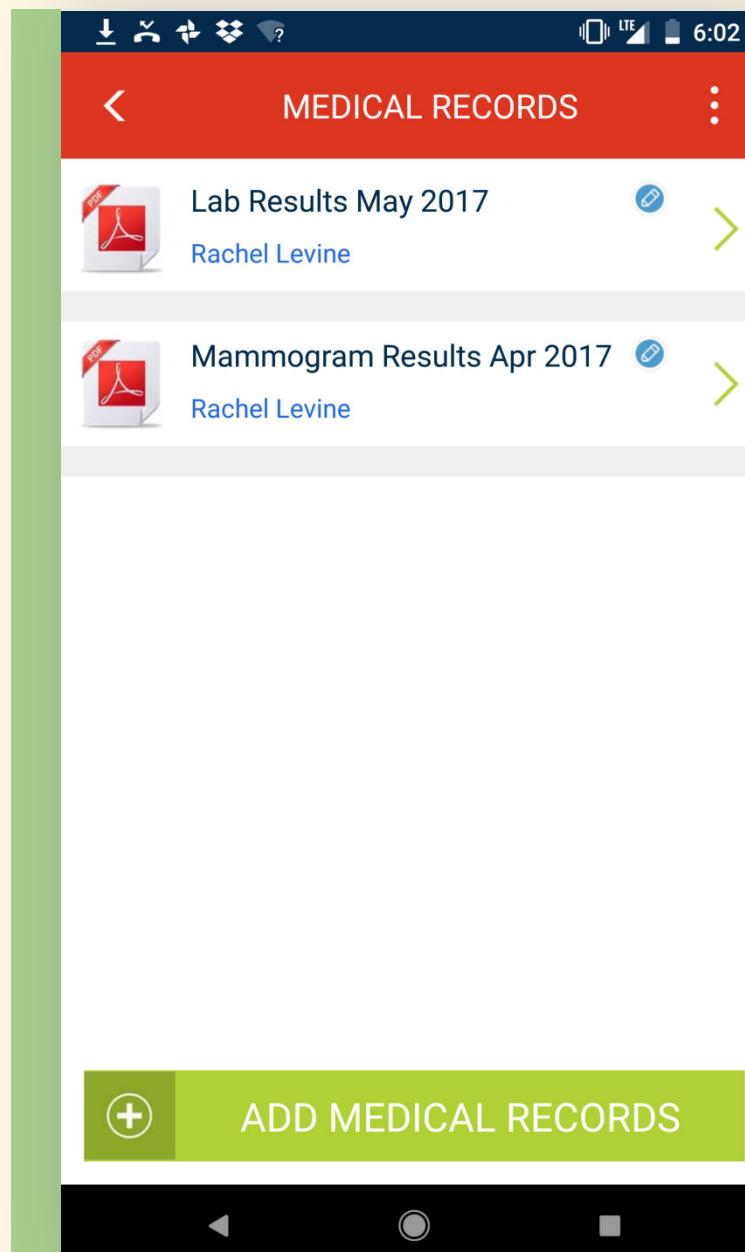
To **view a report** or to **email** or **fax** the data in each section click the three dots on the upper right side of the screen.

[Back to Table](#)

Medical Records

Adding Medical Records

16



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.

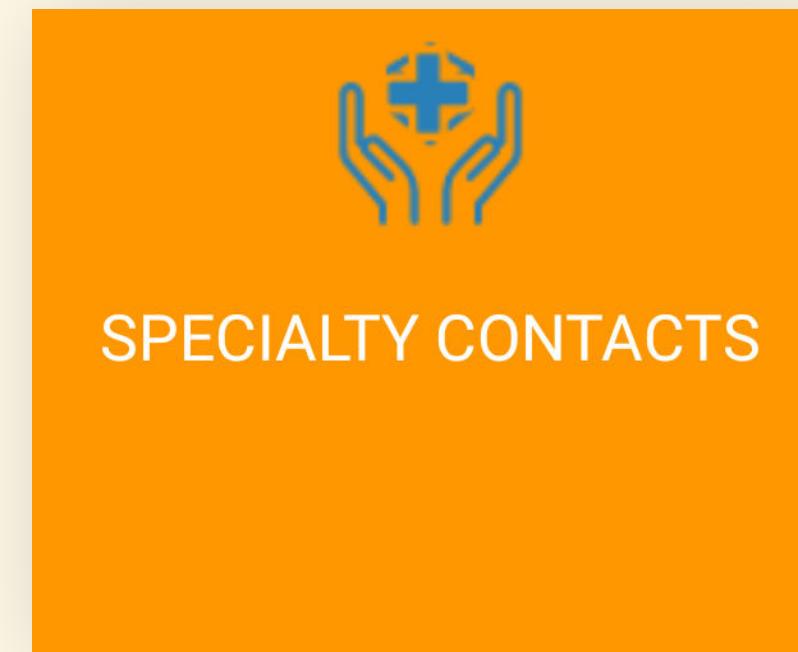
To make an **automated call or delete** the entry swipe the right arrow symbol.

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



[Back to Table](#)

MYLO Users Guide



Speciality Contacts

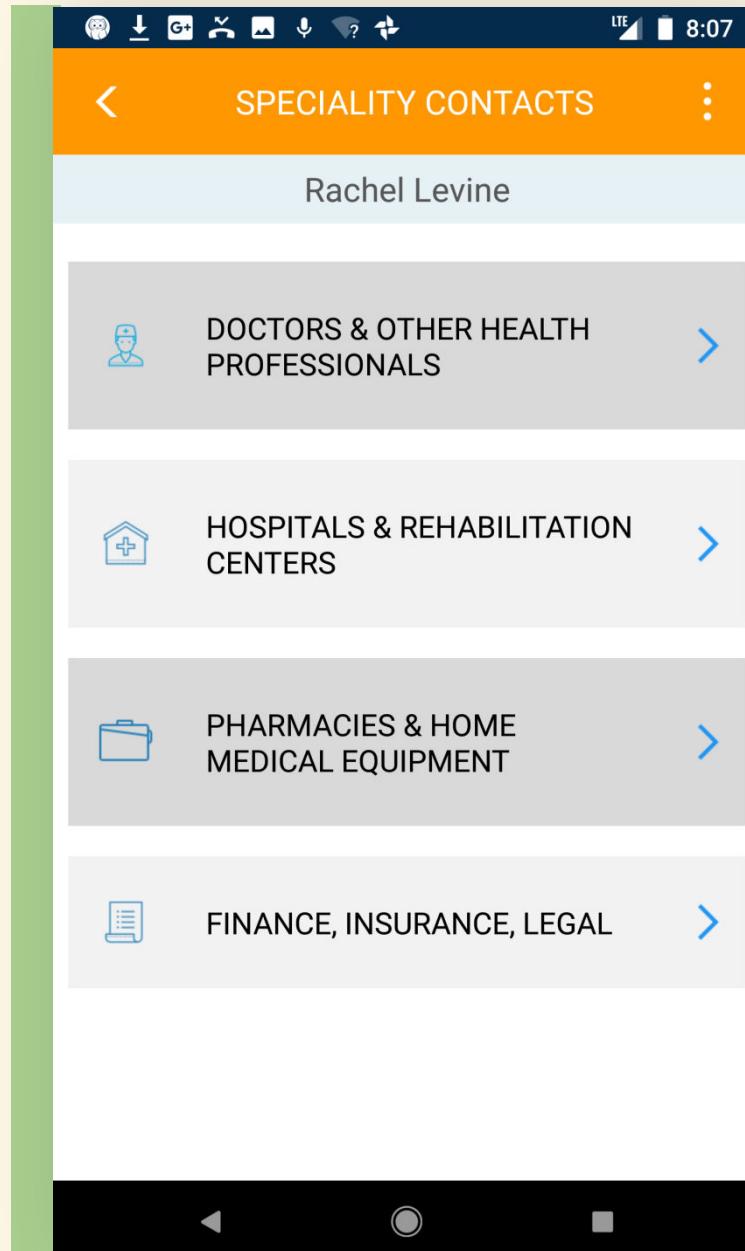
Store the list all your doctors, legal advisors, pharmacies, in one place.

[Back to Table](#)

Specialty Contact

Specialty Contact

18



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.

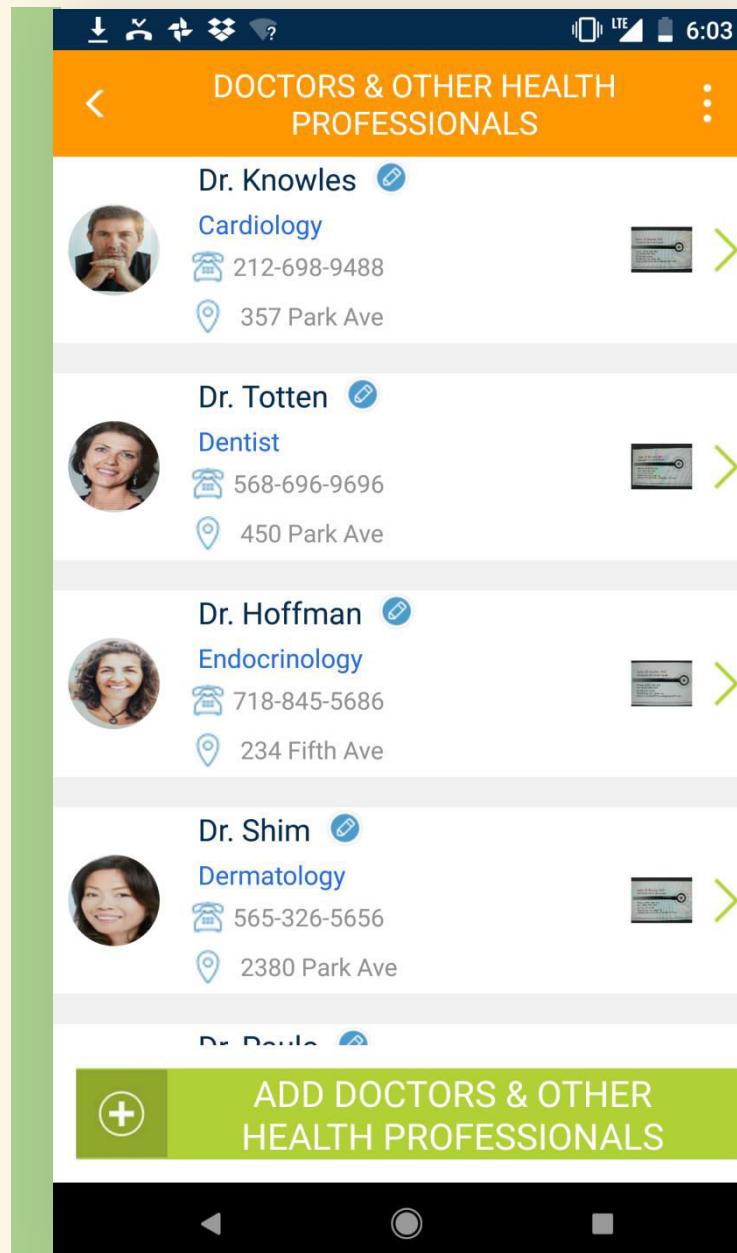
Finance, Insurance, Legal – This holds the list of all your finance, legal, insurance agents.

[Back to Table](#)

Doctor and Other Health Care Professional

Doctor and other Health Care Professional

19



Doctor and Other Health Care Professional

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 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.



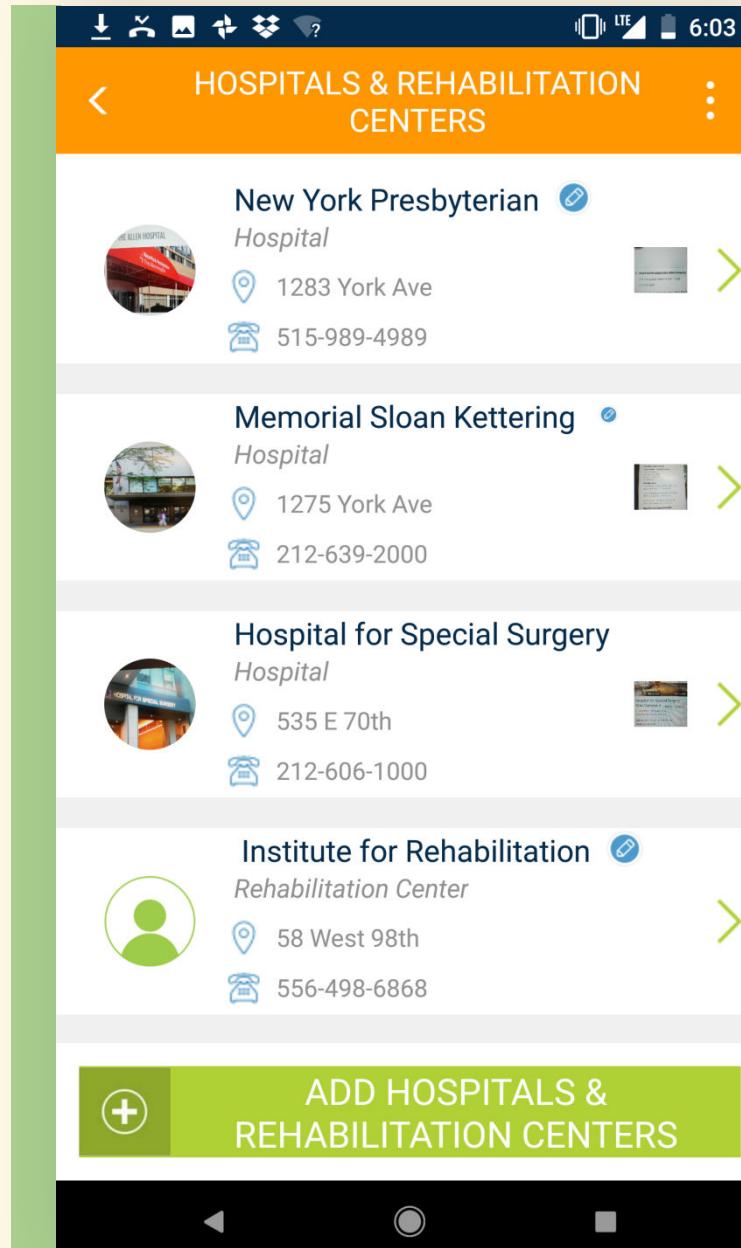
[Back to Table](#)

MYLO Users Guide

Hospitals and Rehabilitation Centers

Hospitals and Rehabilitation Centers

20



Hospitals and Rehabilitation Centers

To **add** information click the green 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.

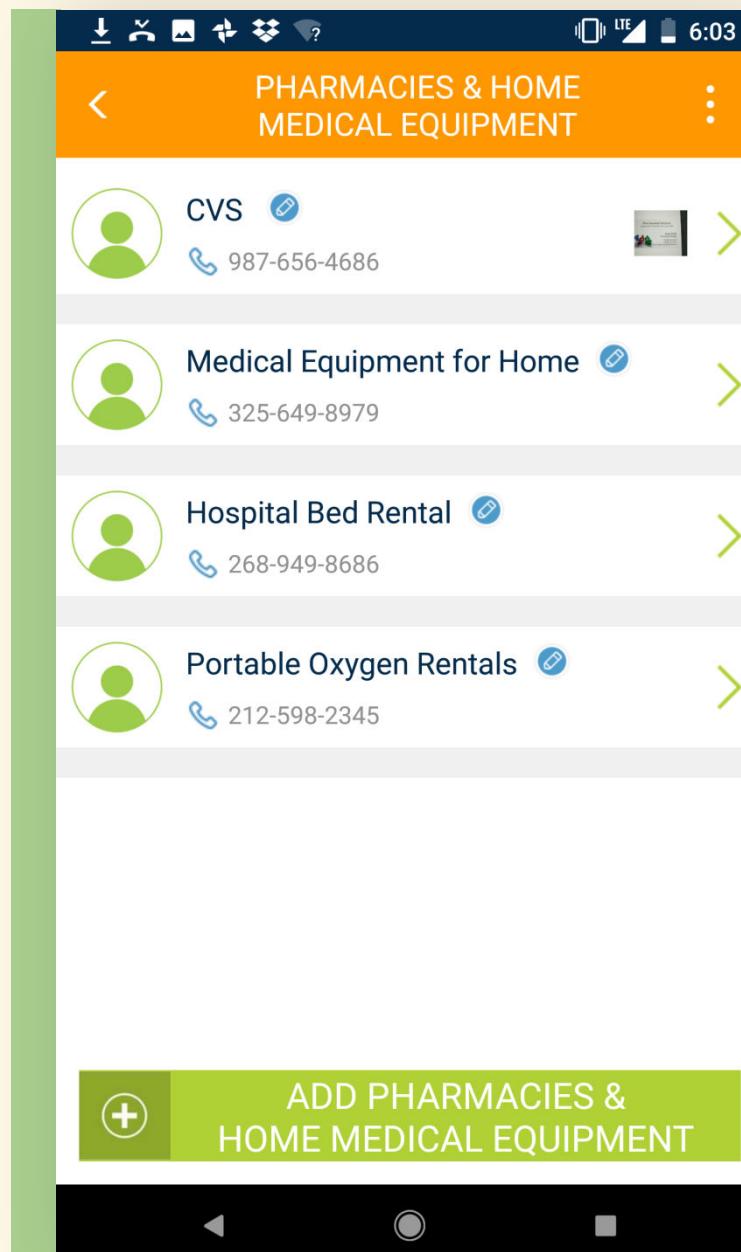
To add a picture click the picture of the pencil and either take a photo or grab one from your gallery. To edit or delete the picture click the pencil again. Use the same process to add a business card. It is recommended that you hold your phone horizontal when taking a picture of the business card.

[Back to Table](#)

Pharmacies & Home Medical Equipments

Pharmacies & Home Medical Equipments

21



Pharmacies & Home Medical Equipments

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** or **fax** the data in each section click the three dots on the top right side of the screen.

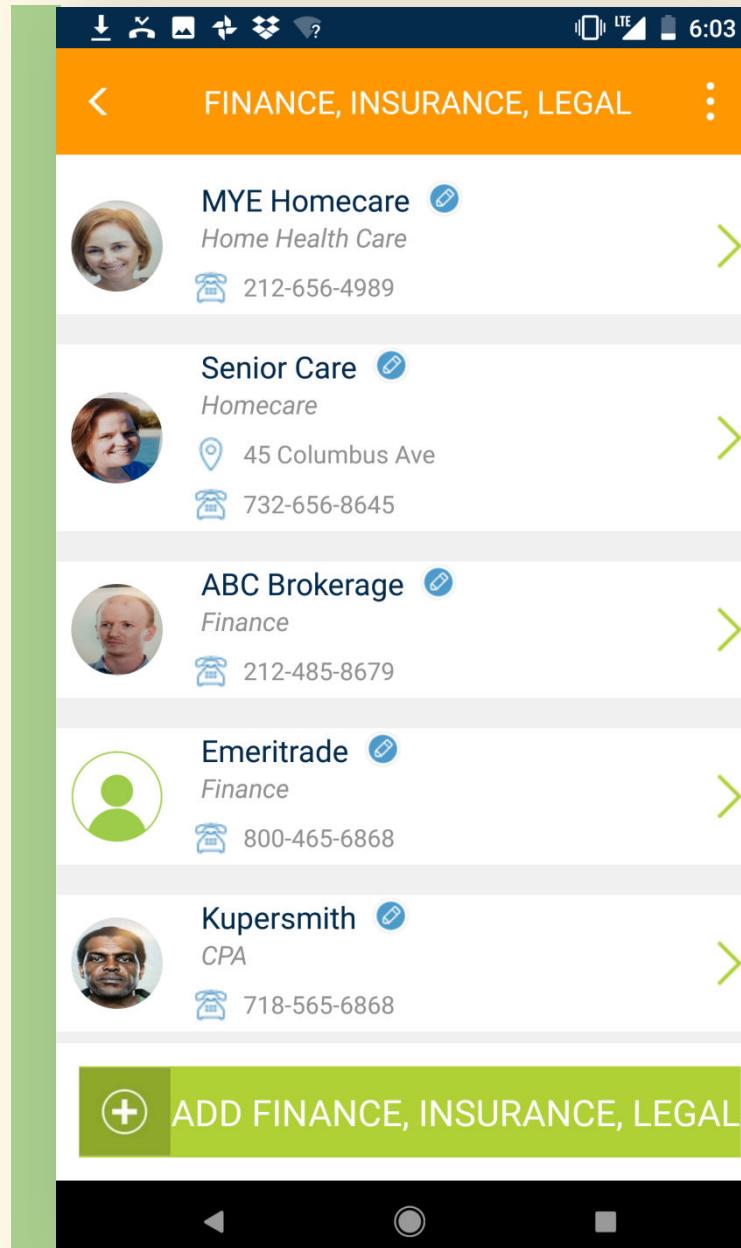
To add a picture click the picture of the pencil and either take a photo or grab one from your gallery. To edit or delete the picture click the pencil again. Use the same process to add a business card. It is recommended that you hold your phone horizontal when taking a picture of the business card.

[Back to Table](#)

Finance, Insurance, Legal

Finance, Insurance, Legal

22



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.

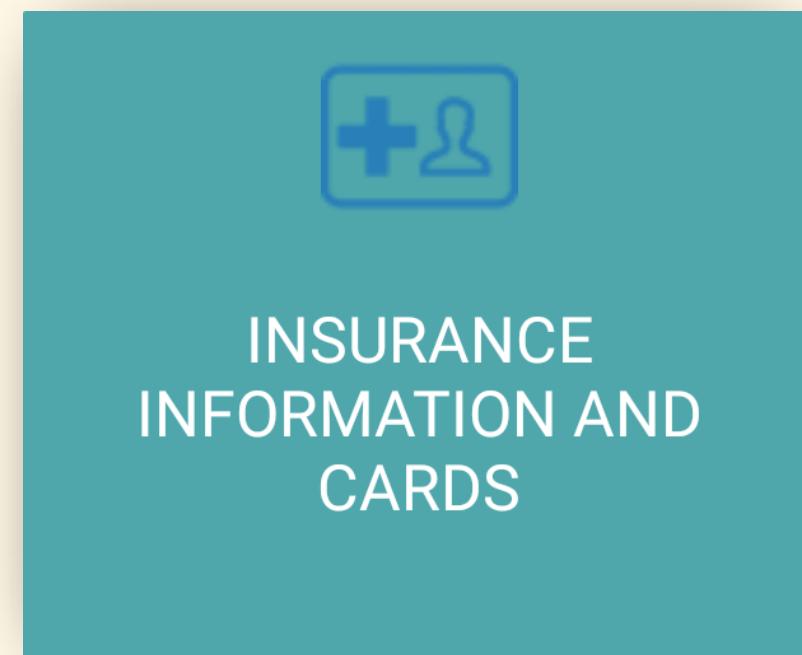
To **edit** information click the picture of the pencil. To save your edits click the green bar at the bottom of the screen.

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

To **view a report** or to **email** 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.

[Back to Table](#)



Insurance

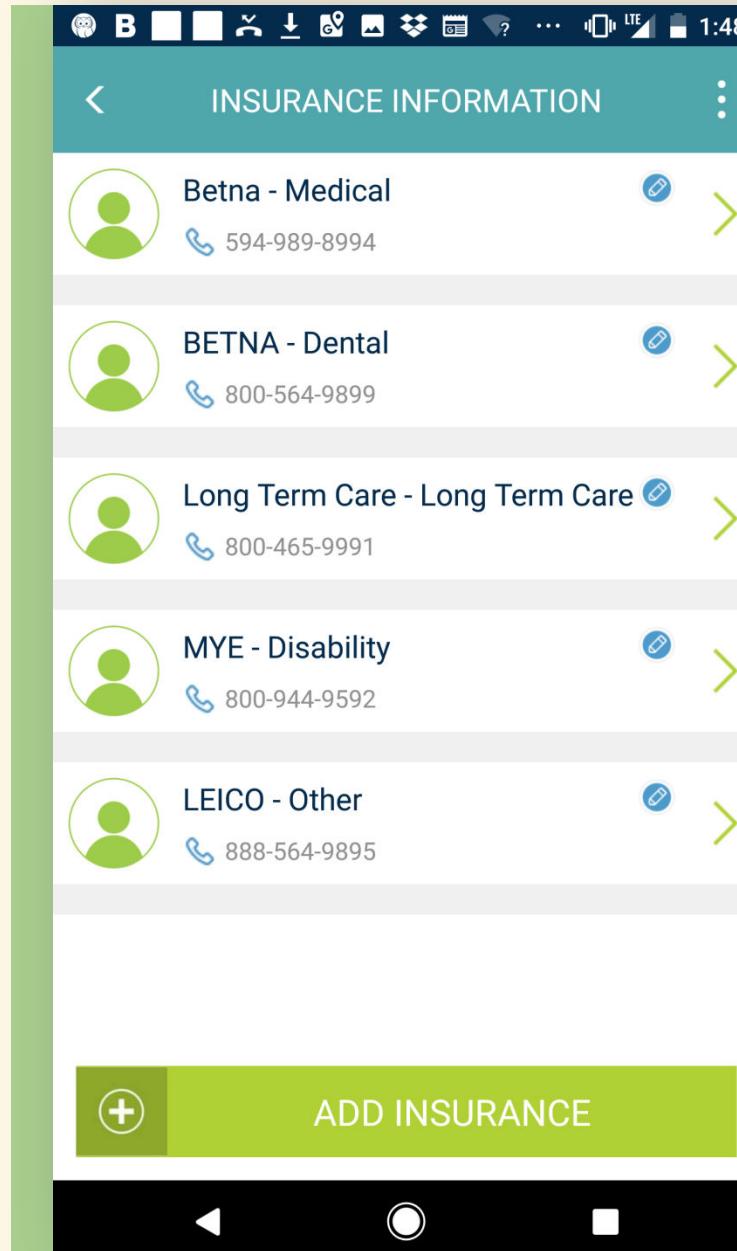
Keep a digital copy of your insurance cards and forms.

[Back to Table](#)

Insurance Information

Insurance Information

24



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 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.



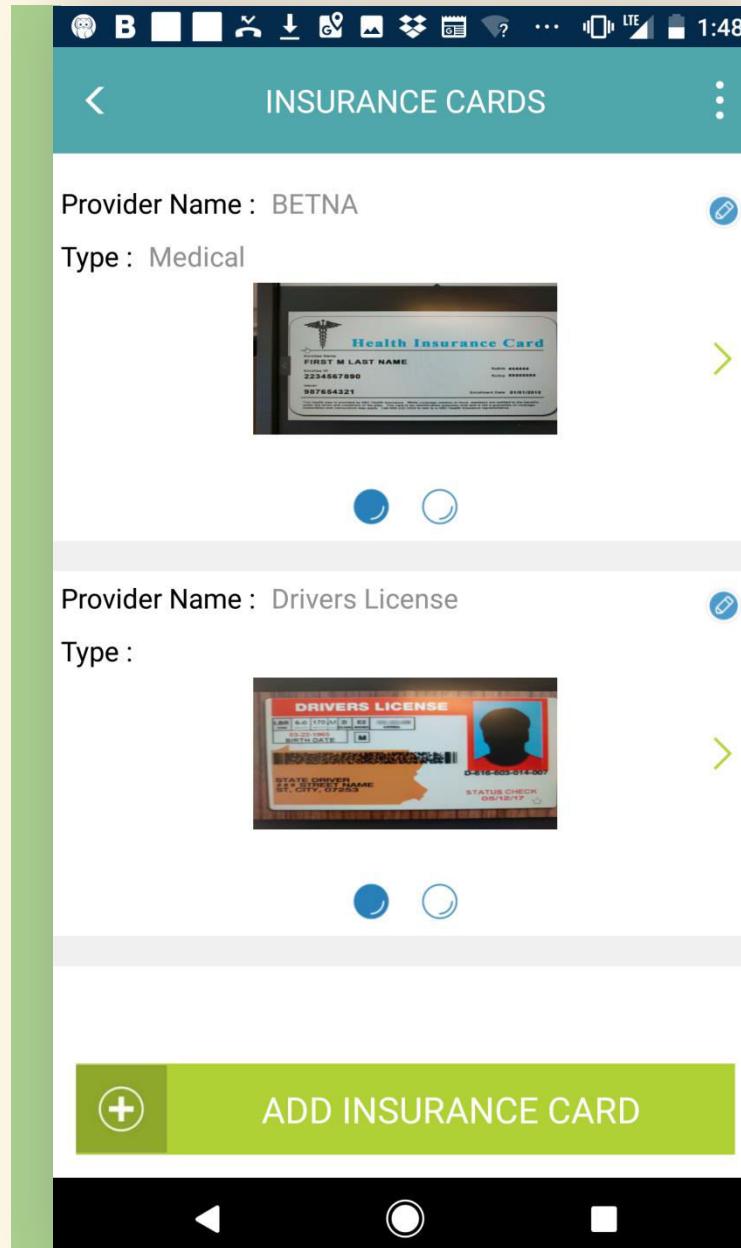
[Back to Table](#)

MYLO Users Guide

Insurance Cards

Insurance Cards

25



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 or fax** the data in each section click the three dots on the upper right side of the screen.

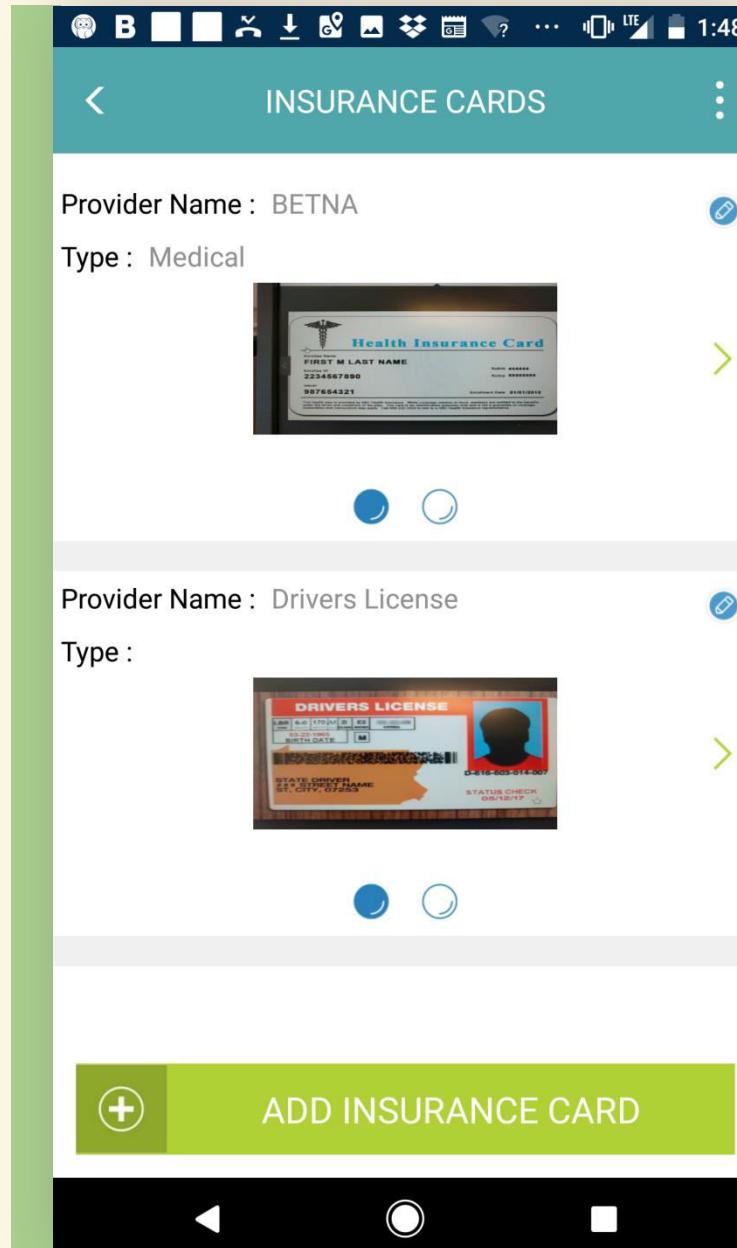
[Back to Table](#)

MYLO Users Guide

Insurance Claim Forms

Insurance Claim Forms

26



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.

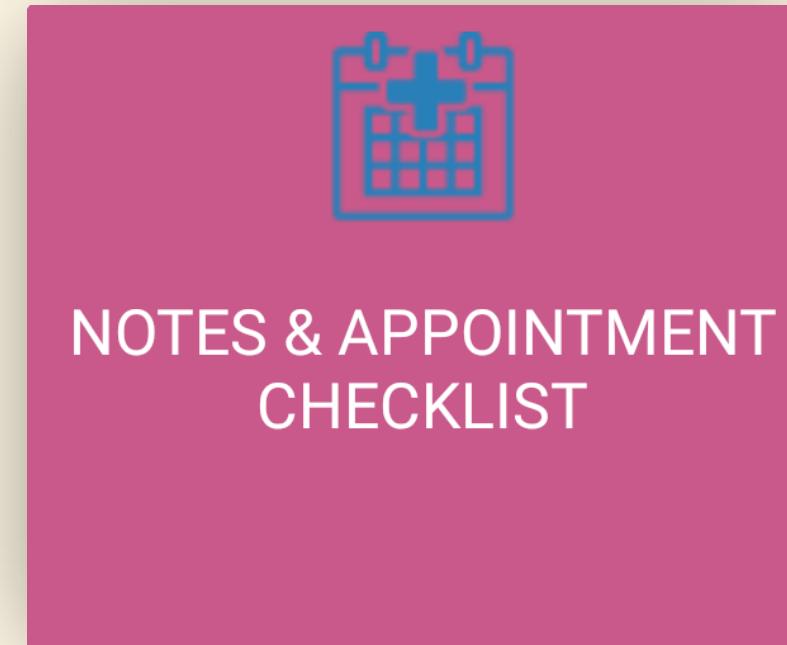
To **save** information click the check mark on the top upper right side of the screen.

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 or fax** the data in each section click the three dots on the upper right side of the screen.

[Back to Table](#)



Notes and Appointment Checklist

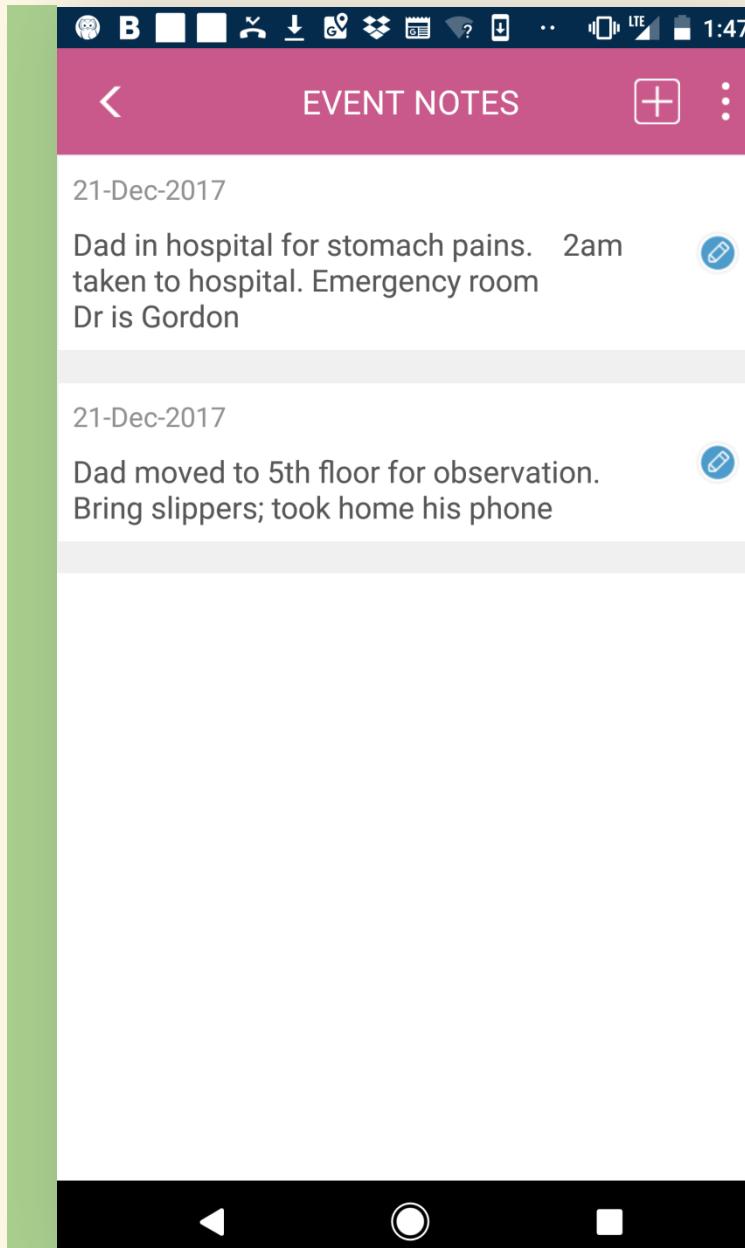
Capture notes at run time and maintain checklist of appointments

[Back to Table](#)

Event Note

Adding Event Note

28



Adding Event Note



To **add** a note click plus box 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.

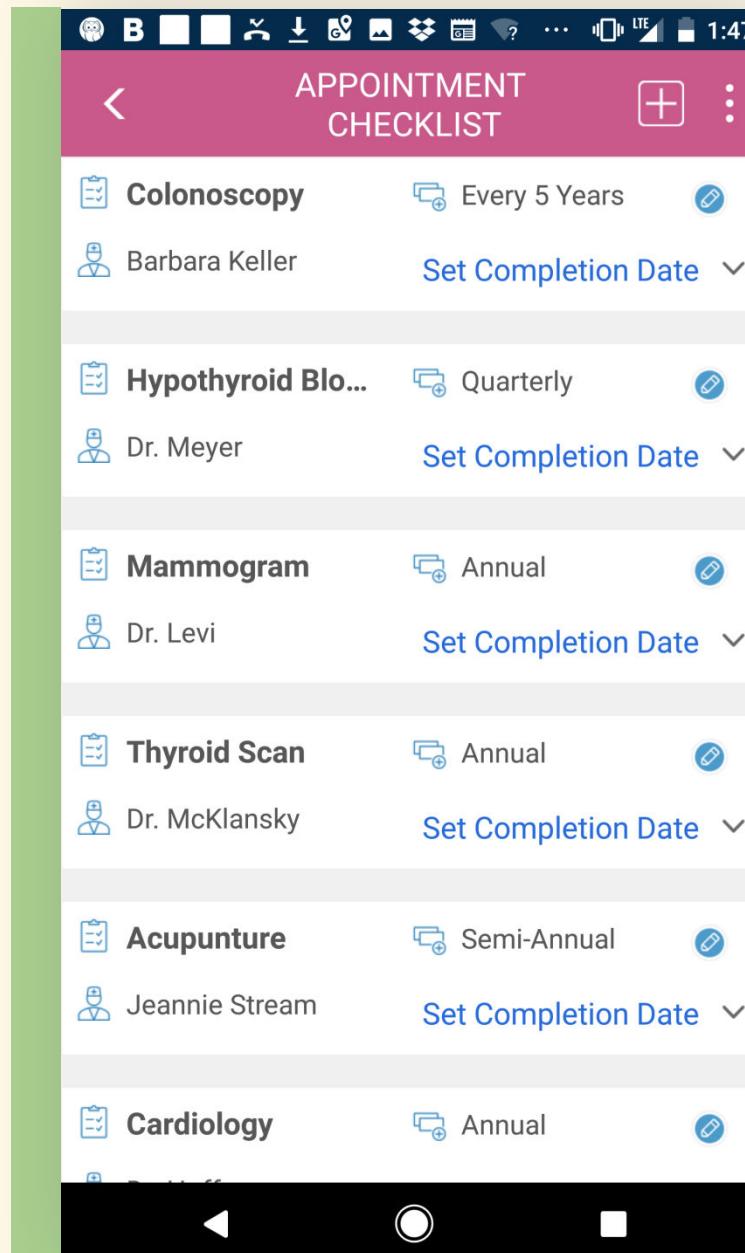
To **view a report or to email or fax** the data in each section click the three dots on the upper right side of the screen.

[Back to Table](#)

Appointment Checklist

Appointment Checklist

29



Appointment Checklist

To **add** an Appointment click the plus box 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 left 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 or fax** the data in each section click the three dots on the upper right side of the screen.



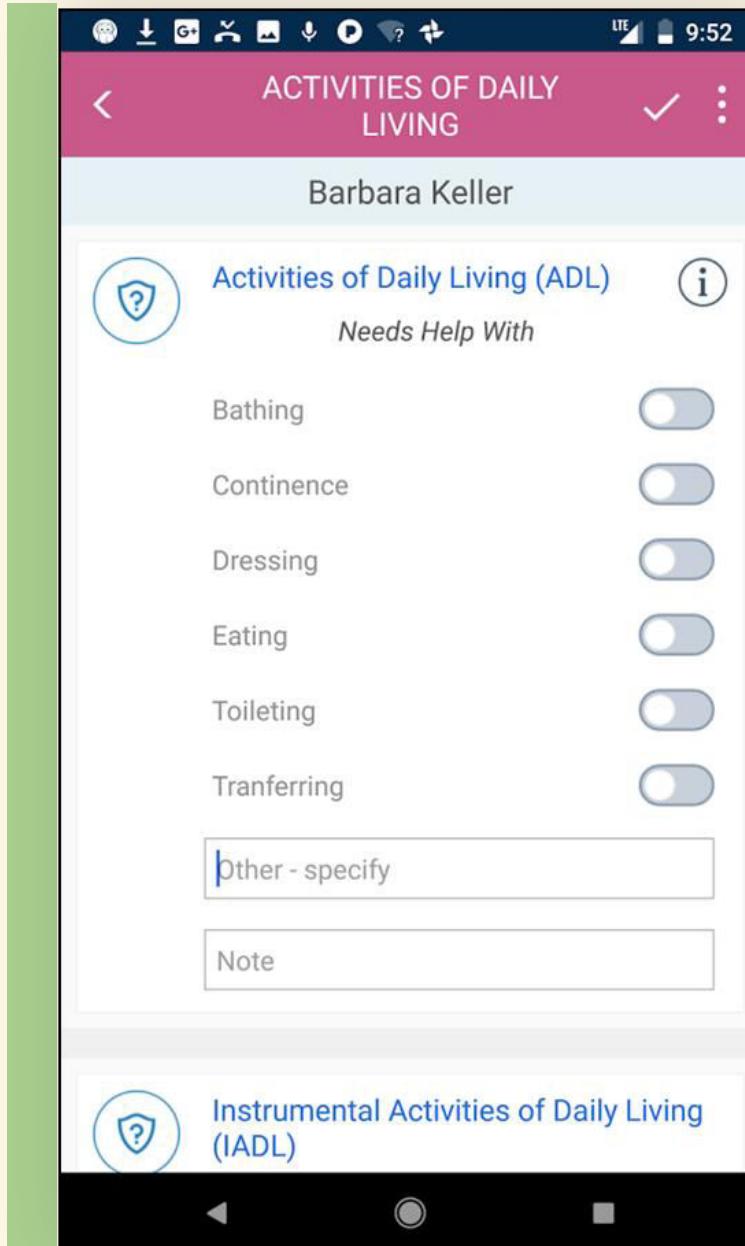
[Back to Table](#)

MYLO Users Guide

Activities of Daily Living

Appointment Checklist

30



Activities of Daily Living

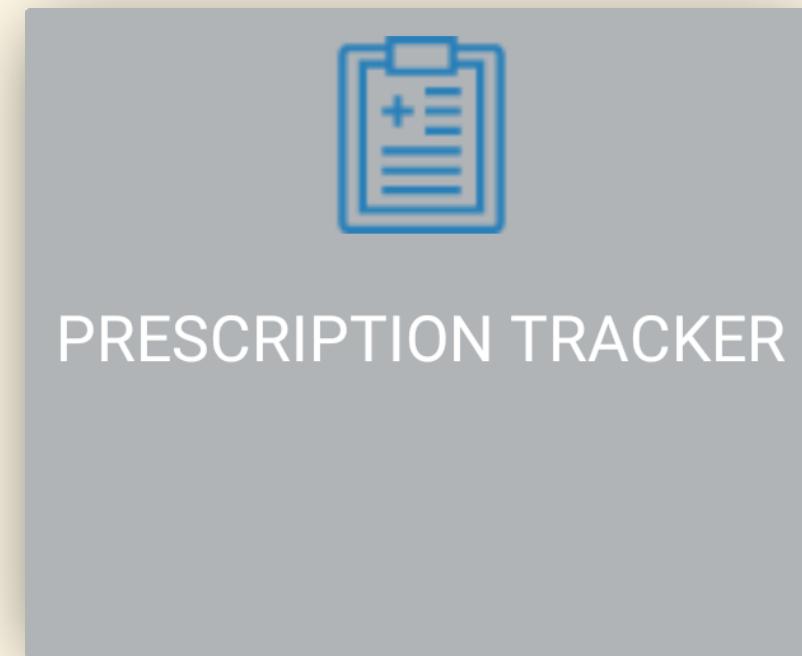


To **save** information click the **check mark** on the **top** right side of the screen.

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, email, or fax** the data in each section click on the three dots on the top right side of the screen.

[Back to Table](#)



Prescription Tracker

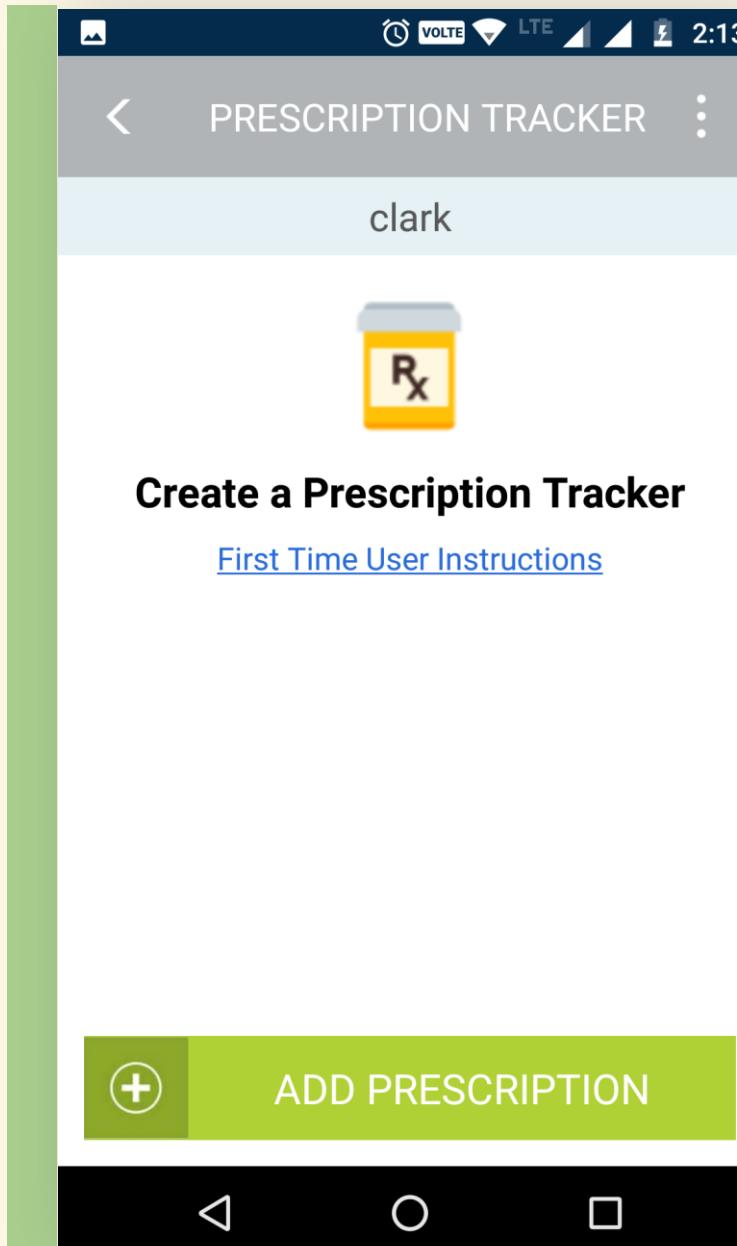
Maintain a digital copy of all your prescriptions.

[Back to Table](#)

Prescription Tracker

Prescription Tracker

32



Prescription Tracker

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

To **save** information click the check mark 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 or fax** the data in each section click the three dots on the upper right side of the screen.



[Back to Table](#)

MYLO Users Guide

Other Sections

Other sections

33

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.

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.

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.

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.

Taking a Picture

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

Resources

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

Adding a Contact

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

Contacting Support

Please email us at
customersupport@MindYourLovedOnes.Com



[Back to Table](#)

MYLO Users Guide