

Contents

| | |
|--|----|
| Introduction | 3 |
| What are Tasks, Steps, and Categories? | 4 |
| CanPlan Screens: “Calendar”, and “All Tasks” | 5 |
| Managing Tasks | 6 |
| Adding a Task | 6 |
| Adding Steps to a Task | 7 |
| Scheduling a Task | 10 |
| Reordering a Task | 13 |
| More on the “Calendar” Screen | 14 |
| Completing a Task | 15 |
| Settings | 16 |
| Backing Up Your Tasks | 17 |

Introduction

CanPlan promotes independence and builds confidence by helping people with cognitive challenges complete tasks successfully. Virtually any activity can be broken into a sequence of easy-to-follow steps, illustrated by photos or videos and reinforced with optional text and audio. Scheduling and reminder components ensure each job gets done.

Health-care workers and therapists are providing CanPlan to their clients with cognitive disabilities, while families and caregivers are supplying the tool for loved ones. For any given task, a user initially goes through the task with a support person or family member. Together, they take photos of each step in the task, adding text or audio as needed. The task is then filed under a customizable set of categories, which could include areas such as: Food Preparation, Household Chores, Shopping, Transportation, Exercise, Workplace Tasks, and so on.

CanPlan is especially beneficial to people who have memory challenges or difficulty performing activities that require higher-order thinking, including those with:

- Brain injury
- Dementia, including Alzheimer's disease
- Autism Spectrum Disorder
- Fetal Alcohol Spectrum Disorder
- Dyslexia
- Developmental disabilities

Key features of CanPlan:

- **Task Sequencing** – breaks each task into an easy-to-follow sequence of photos, with optional text or audio
- **Scheduling** – shows a list of tasks to be completed during the day
- **Prompting** – provides the option of audible timed notifications
- **Active Task Reminder** – helps the user stick with a task until it's complete
- **Task Categorization** – allows tasks to be filed in customizable categories for easy retrieval

This manual will outline how to use the CanPlan app effectively.

What are Tasks, Steps, and Categories?

CanPlan uses **Tasks**, **Steps**, and **Categories**.

Tasks are things you need or want to do, such as making coffee, walking the dog, or doing laundry.

A task may include one or more **Steps**. Each step may include a picture, video, a short caption, and an audio instruction. Adding steps is optional and can be done if you think the task requires further explanation. For example, to make coffee you might add the steps:

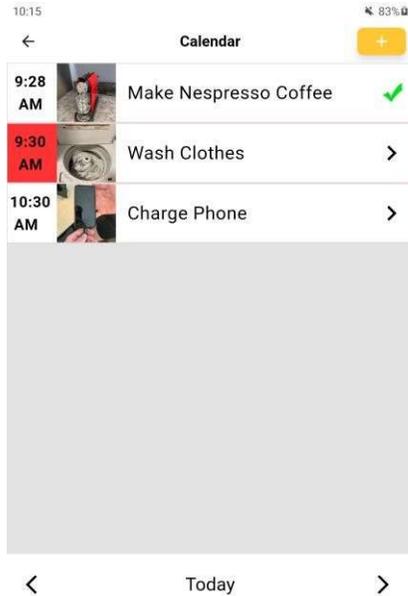
1. Discard the old filter
2. Add a new filter
3. Put 6 scoops of coffee in the filter
4. Fill with water
5. Turn on

Categories are groups of related tasks such as Exercise and Housework. Categories are disabled by default and this manual shows the app in this state. If you have a lot of tasks, you can enable categories to sort them into groups.

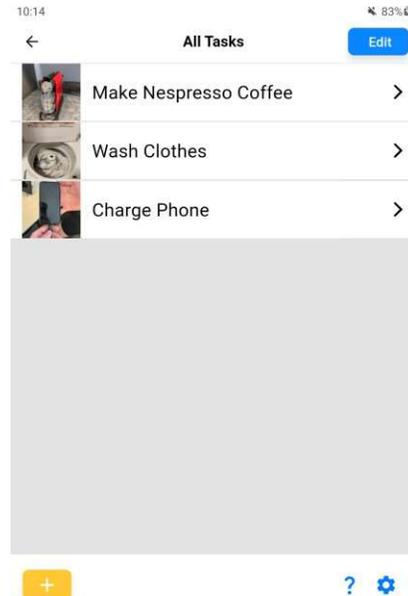
The CanPlan app comes ready for you to enter your personalized tasks.

CanPlan Screens: “Calendar”, and “All Tasks”

The three main screens in CanPlan are the **Calendar** and **All Tasks** screens.



Calendar



All Tasks

In the **Calendar** screen you will see which tasks are scheduled for today. You can also review past and future tasks by pressing the arrow buttons at the bottom of the screen to change the day.

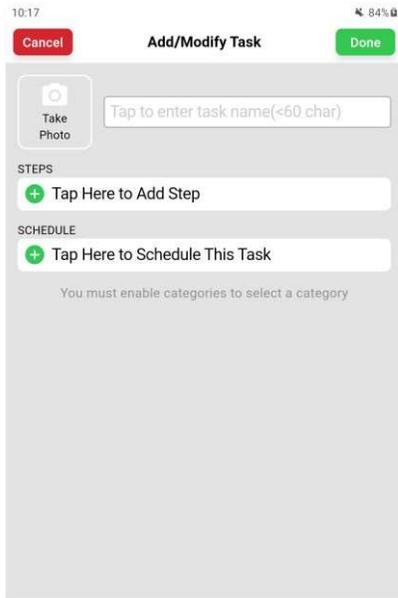
The **All Tasks** screen shows a list of all the tasks you have added in the application. In this screen you can add new tasks, and edit existing tasks.

You can switch between the Calendar and All Tasks screens by pressing the button at the top-left corner.

Managing Tasks

Adding a Task

1. Press the “+” button at the bottom-left corner of the **All Tasks** screen. The Add Task screen will appear:



2. Press “Tap here to enter task name” to enter a name for the Task.
3. Optionally, you can add a picture to the task by pressing “Take Photo”. This will prompt you to choose a photo for the Task from the phone’s album, or to take a new photo with the camera.
4. Adding Steps and scheduling are also optional. They are covered in the next section.
5. When you are satisfied with the new Task, press the “Done” button at the top-right corner of the screen to return to the All Tasks screen.

Adding Steps to a Task

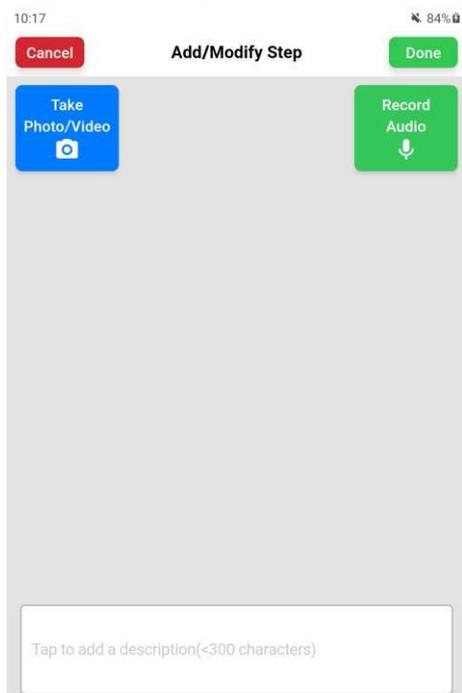
Tasks can contain any number of steps, which will guide the user through completing the task. Each step can have a photo, a caption, and a sound clip to help illustrate how to do the step.

To add Steps to a task *while* you are creating it:

1. From the **Add Task** screen, press “Tap here to Add Step.”
2. Follow steps 4) through 9) below.

To add Steps to a task *after* you have created it:

1. Press the “Edit” button at the top-right corner of the **All Tasks** screen to enter edit mode.
2. Press the name of the Task you want to edit. The Add/Modify Task screen will appear.
3. Press “Add Step.” The Add Step screen will appear with Add/Modify Step at the top:

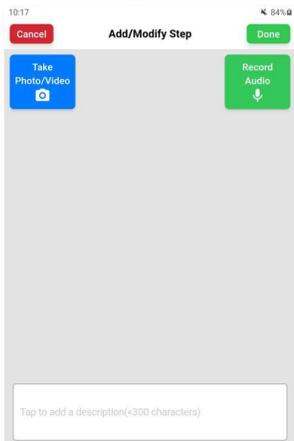


4. You can add a photo or video to the Step. This is *optional*. There are three options to do it:
 - a. Press the “Take Photo/Video” button to:
 - i. Choose a photo or video from the phone’s gallery by pressing “Choose from Gallery”.
 - ii. Take a new photo with the on-board camera by pressing the “Take Photo” button.
 - iii. Take a new video with the on-board camera by pressing the “Record Video” button.
5. You can add a text description of the Step. This is *optional*, but each step should have at least a photo, text, or audio recording.

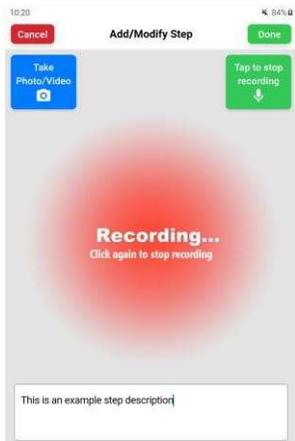
- a. Press the text box at the lower half of the Add Step screen. The keyboard will appear.



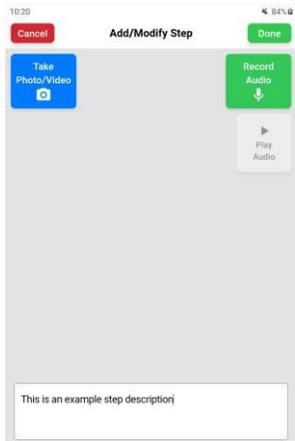
- b. Type a description of the step.
 - c. When you are done typing, press the "Done" button at the top-right corner of the screen. Or dismiss the keyboard to preview the task before saving.
6. By default, the app will speak your text description entered in step 5. Instead of the computer voice, you may record your own audio clip as follows:
 - a. Press the green "Record Audio" button to start recording.



- b. Press the "Tap to Stop Recording" button to stop recording.



c. You can review the recording by pressing the white "Play Audio" button.



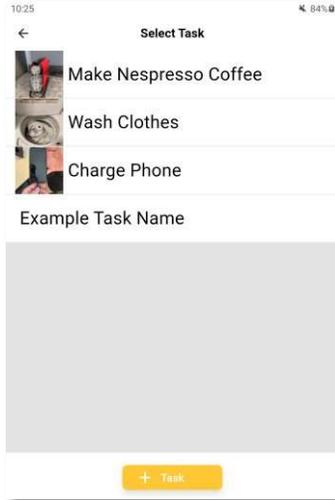
- d. If you wish to delete the audio, hold your finger on the "Play Audio" button, and it will delete.
7. Once you are satisfied with the Step, press the "Done" button at the top-right corner of the screen.
 8. You can add more Steps by repeating 3) through 7).
 9. When you are satisfied with the Task, press the "Done" button at the top-right corner of the screen to return to the All Tasks screen.

Scheduling a Task

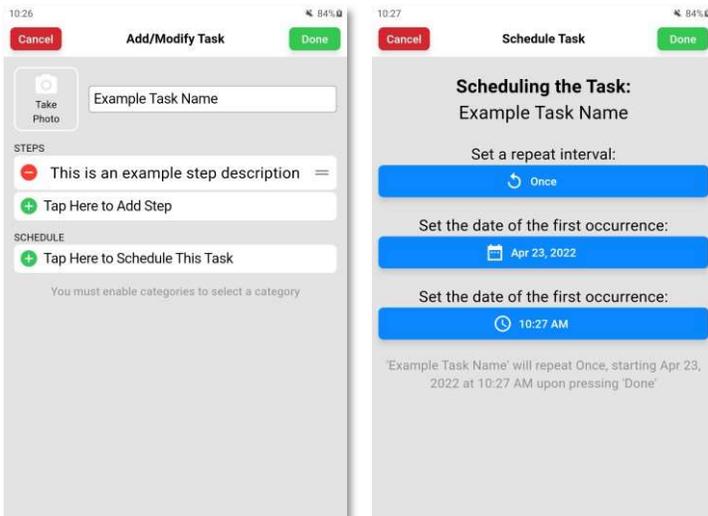
If you *schedule* a task, the app will remind you when it is time to do it.

To schedule a task *after* you have created it:

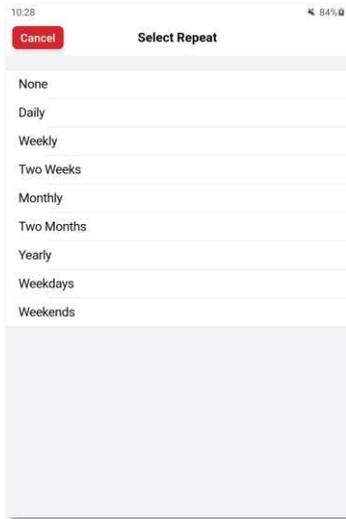
1. Press the “+” button at the top-right corner of the **Calendar** screen.
2. Press the name of the Task you want to schedule.



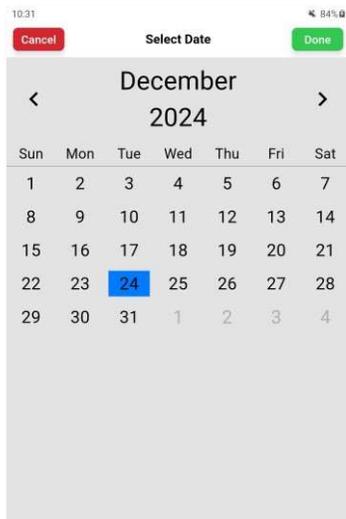
3. To create a schedule instance, “Tap Here to Schedule This Task” button at the bottom on the screen:



4. Tap the button under “Set a repeat interval” to select the repeat interval you wish to have this task repeated. This defaults to once.



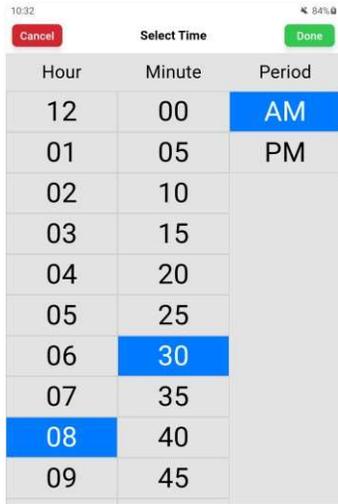
5. Tap the button under “Set the date of the first occurrence” to set the date of the first occurrence.
 - a. Navigate between months by pressing the arrows at the top of the screen.
 - b. Press the day that is appropriate for the first occurrence.
 - c. Press the “Done” button at the top right corner of the screen.



6. Tap the button under “Set the date of the first occurrence” to select the time *that you wish to be reminded* of the task:
 - a. Select a number from the Hour column. The hour and minute columns scroll.
 - b. Press a number from the Minute column.
 - c. Press “AM” or “PM” for morning or evening, as appropriate.
 - d. Press the “Done” button at the top right corner of the screen.



For example, if a task is at 9:00 PM, you may want to be reminded at 8:30 PM:



7. Back on the Task Screen, press “Done” to save the task.

Reordering a Task

Reorder Mode lets you manually change the order of tasks in your list to better fit your routine or preference.

How to use it:

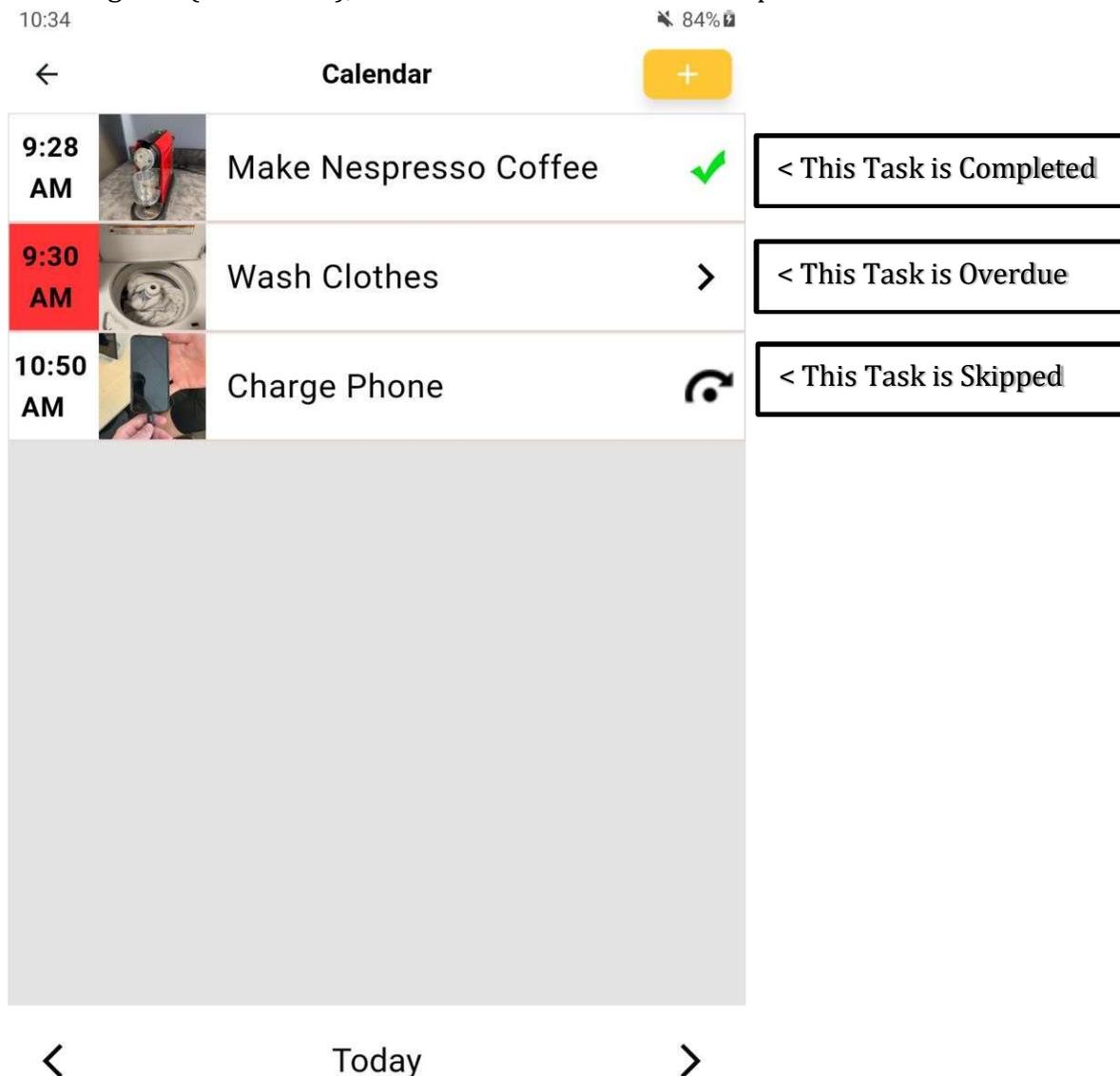
- Tap the  icon on the bottom bar to turn on Reorder Mode. It will turn green.
- Hold and drag a task to move its position.
- Release it where you want it to appear.
- Tap the hand icon again to turn off Reorder Mode and save the new order.
- Your updated order will be remembered the next time you open the app.

More on the “Calendar” Screen

The Calendar shows scheduled tasks. There are several buttons at the bottom:

- < allows you to view past Tasks.
- > allows you to view future Tasks.
- You can get back to today’s Tasks by pressing the date at the bottom.

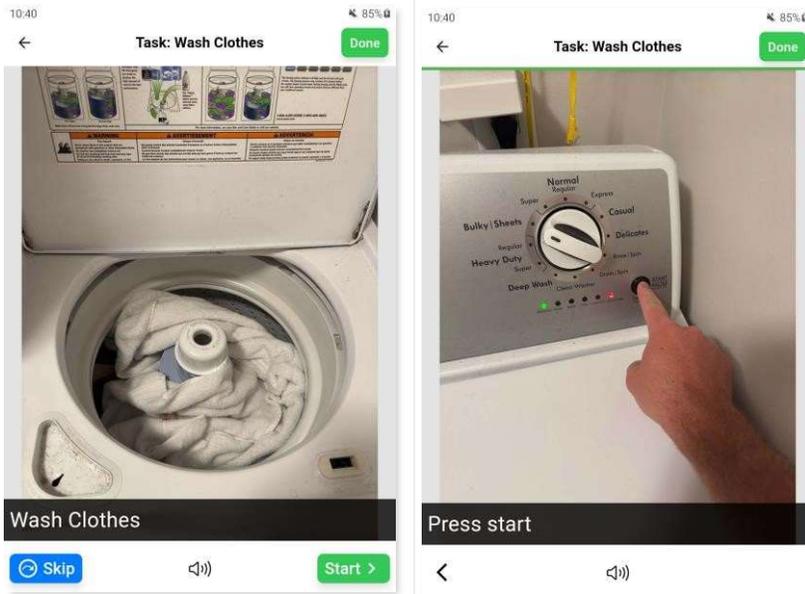
A green checkmark next to a Task name means the Task was completed. A curving arrow over a dot next to the Task name means the Task was skipped. If a Task is red, it is overdue. If a task is shaded green (not shown), it is the current task. For example:



Completing a Task

Once CanPlan detects that a Task is due, it will remind you.

1. Press the Task name in the **Calendar**. The Task screen will appear. This step may not be required if you are already in the Task screen.



2. If the Task has any Steps, you can review them by pressing the “Start” button.
 - a. You can move from step to step using the arrow buttons.
 - b. The green progress bar at the top shows the progression of the task that you are working on.

There are two ways to end the Task:

- a. Press the  button. This marks the Task as *completed*.
- b. Press the  button. This marks the Task as *skipped*.

If you do not want to mark the Task as completed or skipped just yet, press the back button at the top-left corner of the Task screen to return to the **Calendar** screen.

Settings

To launch Settings, press the  button at the bottom-right corner of the **All Tasks** screen.

The Settings screen has the following controls:

Notifications

1. NOTIFICATIONS ALERT – When notifications are scheduled
 - a. “None” – No notifications are created for scheduled tasks
 - b. “15 Minutes Before Event” – Creates notifications for tasks 15 minutes before they’re due
 - c. “At Time of Event” – Creates notifications at the time the task is due

Note: Currently, notifications settings are applied to tasks when they are saved, and therefore changing these settings won’t change previously scheduled tasks.

Interface

1. Enable ‘Simple Mode’ – Enables a simple mode that prevents the user from accidentally going to screens, and on starting the application it will start on the page selected under STARTING PAGE which is only visible once ‘Simple Mode’ is enabled.

Note: To access settings after enabling simple mode press the settings icon

 - a. “Calendar” - Starts the application on the Calendar screen.
 - b. “All Tasks” - Starts the application on the All Tasks screen.
 - c. “Categories” - Starts the application on the Categories screen(This will replace All Tasks if categories are enabled).
2. “Allow changing date in Calendar” – Whether the Calendar will allow the user to view dates other than today. Disable this option to simplify the interface.
3. “Use categories to manage tasks” – If you have many tasks, enabling categories will allow you to organize them into groups.
4. “Show overdue tasks on launch” - Automatically show the overdue tasks when starting the application.
5. “Only show today’s tasks” - Only show tasks that are scheduled for today in today’s To-do List. Overdue tasks from previous days will not be shown.
6. “Allow completing tasks at start” – Shows the buttons to mark a task as done or skipped before going through all its steps.
7. “Task Icon Size” - Changes the height of rows in the Calendar and the All Tasks screen.

Audio & Speech

1. “Automatically play step sounds” – If enabled, the app will play audio instructions automatically when a task or step is shown.

2. "Speech Speed" - Control how quickly CanPlan speaks text.

Backing Up Your Tasks

It is important to regularly back up your information, in case your device is lost or broken. If you have an IOS(Apple) device, CanPlan supports backing up your information to iCloud. Android has different mechanisms for backing up your applications, but this version of CanPlan does not explicitly support them.

To back up information using iCloud:

1. Navigate to Settings>iCloud Settings.
2. Press "Backup to iCloud" to store your information within iCloud.

To get your backed up information from iCloud:

1. Navigate to Settings>iCloud Settings.
2. Press "Load from iCloud" to overwrite your local information with that is stored in iCloud.