



# Mini guide to PlaNet

September 2017

## Log in:

Start by opening the PlaNet app on your smartphone or tablet, and fill in the username and password, as given to you by Mobilize Me or Charlton Park Academy.

If you wish to use a PC or Mac, please go to [www.rosii.planet.dk](http://www.rosii.planet.dk) and fill in your username and password.

If you haven't yet received a username and password, you can contact Mobilize Me at [contact@mobilize-me.com](mailto:contact@mobilize-me.com) to get a trial license.

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## User roles in PlaNet

As a Planet user, you can either be a planner, user or both. Which role(s) you have, decide(s) which app modules are visible to you.

### Planner:

The role as planner is used for persons who are responsible for, or take part in, planning activities for a user.

### User:

The role as user is for persons who need help and support to get more structure in their everyday life. As a user, you can also be responsible for or take part in planning your day, it just requires for you to also have the role as planner.

When you open PlaNet, and have logged in with your username and password, the start menu will look like this - here we have emphasized the most important functionalities for each role:

	Planner	User	

# Planning

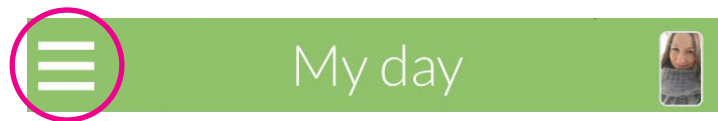
## Consider your planning:

When you create a plan, it is important to consider what kind of support you want to focus on. PlaNet has many different functionalities, but not all of them are needed for all users.

Find out what makes sense for the user, and make sure that the plan suits the user's specific challenges.

## Main menu:

You can always return to the main menu, by tapping the menu button in the top left corner.



As a planner, you have the following options:

- **My day:** This shows the day as seen by the user. Beneath every activity, you can see who created it.
- **Show week:** This shows the week as seen by the user.
- **Plan:** Here you can create and edit activities for the user(s).
- **Contact:** A collection of all communication in PlaNet, such as messages regarding activities and ad hoc messages.

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## Create activities

When you, as a support person or user, want to create an activity, choose "Planning" in the main menu.

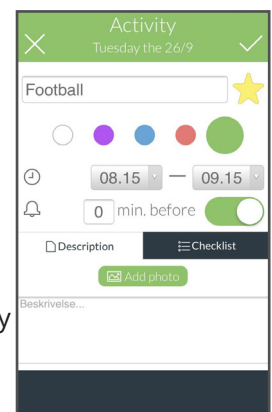
You start by choosing the day of the activity.

You can scroll back and forth in the calendar that appears.

### On the activity, you can:

- Write a headline/title, e.g. "Lunch"
- Assign a color to the activity (optional)
- Adjust starting and ending time
- Assign an alarm (optional)
- Write an elaborating text, e.g. "Remember to put the milk into the refrigerator when you are done"
- Add one or more images
- Create a checklist. You can e.g. remind the user of what they need to pack for the activity

When you have created the activity, you have to approve it for it to be shown in "My day". You approve by tapping the V sign in the top right corner.



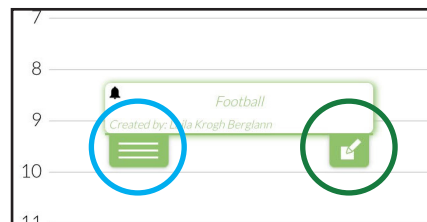
## Edit or delete activity

It is always possible to delete or edit an activity. Find the activity on "My day" or "Show week", and tap it once.

Two icons now appear beneath the activity:

**Icon to the left:** Move the activity

**Icon to the right:** Edit - or delete - the activity

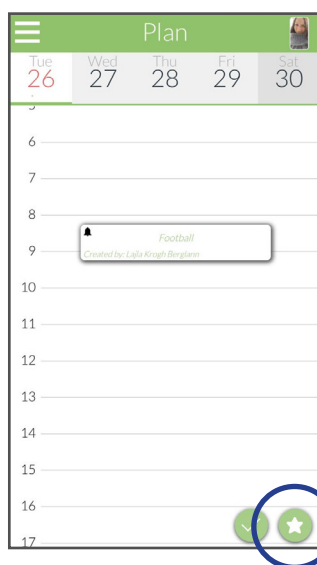
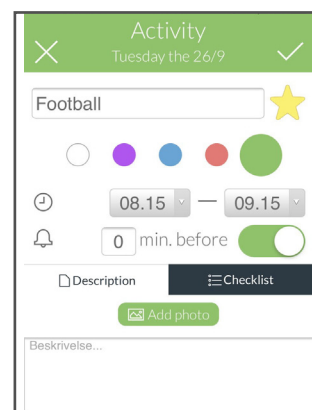


## Favorites

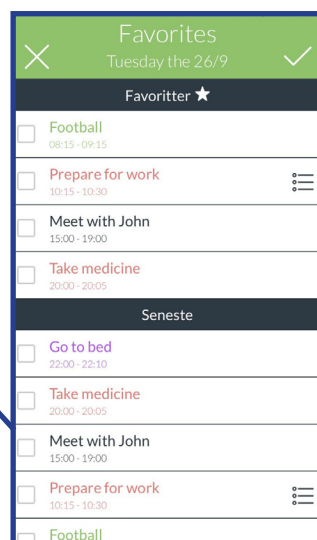
It is not necessary to create the same activity again and again. You can utilize the function "Favorites" when planning for the user or yourself.

To make an activity a favorite, you can tap the star next to the activity title, when creating or editing an activity.

You can find favorites under "Planning". Scroll to the day you want to plan, and tap on the star in the lower left corner. Here you can find a list of the activity that you have given a star and the latest activities you have created.



List of favorites and newly created activities.



You can add activities from the favorites list, by tapping on the activity on the list. Remember to tap the V sign in the upper left corner, when you have added the favorites to the plan. That way your planning is approved and visible for the user.

When favorites are added to the day, you can move and edit them, just like regular activities.

You mark an activity by tapping them once, and then you can move them around as desired.

## User

When you open PlaNet as a user, you automatically starts on your profile and the menu that is shown in the beginning of this guide.

Here you can e.g. tap on "My day" to see your plan and to get an overview of the activities of the day:

- What activities are done?
- Which activity happens right now?
- Has there been communication about an activity?
- What types of information is linked to an activity?

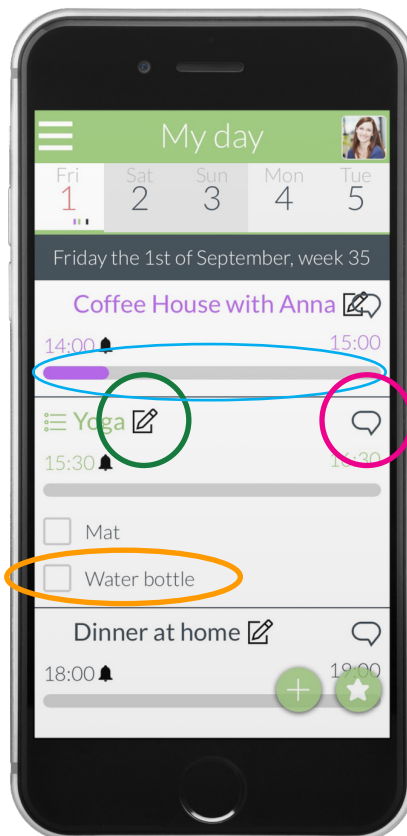
In the example beneath, "My day" is shown for a user, who can plan for himself. This means that the user has the option to edit their activities. You can see this, by the visible editing icon. If the user didn't also have the role as a planner for himself, the editing icon would have been hidden.

### Edit or delete an activity

If you want to change the activity, tap the **editing icon**.

### Check off

As you proceed through the day's activities, **you can check them off on the plan**. If you have connected with support persons, they can also see if you can handle the day's challenges or if the plan needs adjustment.



### Chat function

If you need to communicate with any support persons about an activity, you just tap the **chat icon**, marked here.

If you use this function, everyone in your PlaNet network can see and reply to the message.

If you want to initiate a private conversation with one or more persons, you need to use the "Contact" button in the main menu.

### Timer

This shows how much time is left of the activity. In the example, the activity is on-going.

If you have further questions, don't hesitate to contact us at [support@mobilize-me.com](mailto:support@mobilize-me.com)

You can also check our website [www.mobilize-me.com](http://www.mobilize-me.com) for more information.