

# Configuring user tasks

## **Social&Care**

User Guide

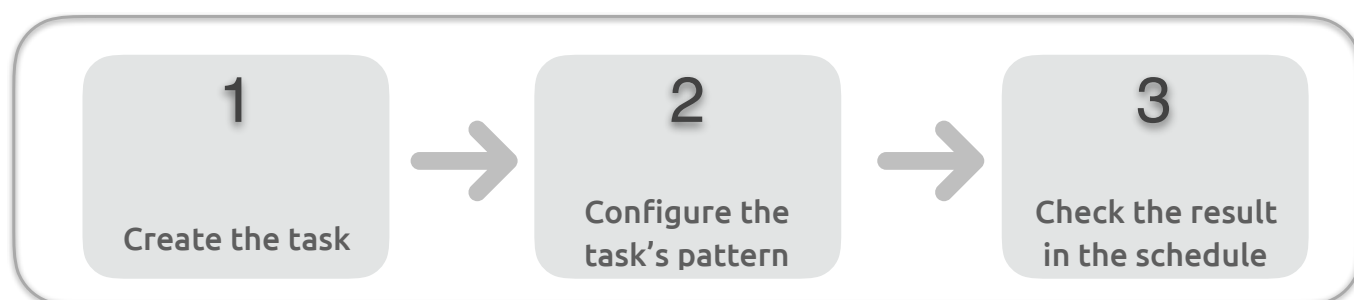
Support Team

With Social&Care you can configure your relatives' tasks and usual activities

Social Care will remind you and your loved ones when they have a scheduled task to do

To do this, you must configure your relative's tasks in Social&Care

## Creating tasks process is very simple



### 1.- Creating the task

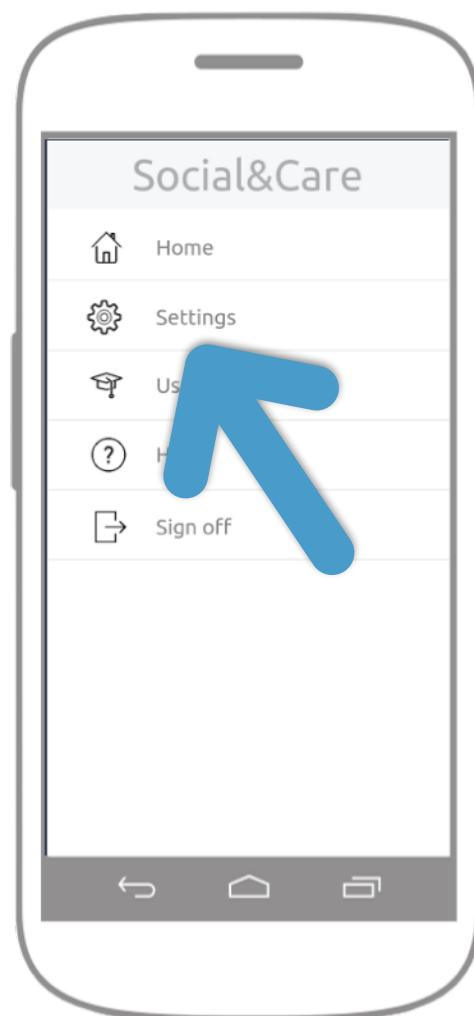
There are two types of tasks in Social&Care:

- Mandatory - Users must do them at a specific date and time
- Variables - Users can do them whenever they want, in a specific location

Only mandatory tasks appear in the user schedule.

#### Let's create a task!

On your device, select Settings from the Social&Care main menu

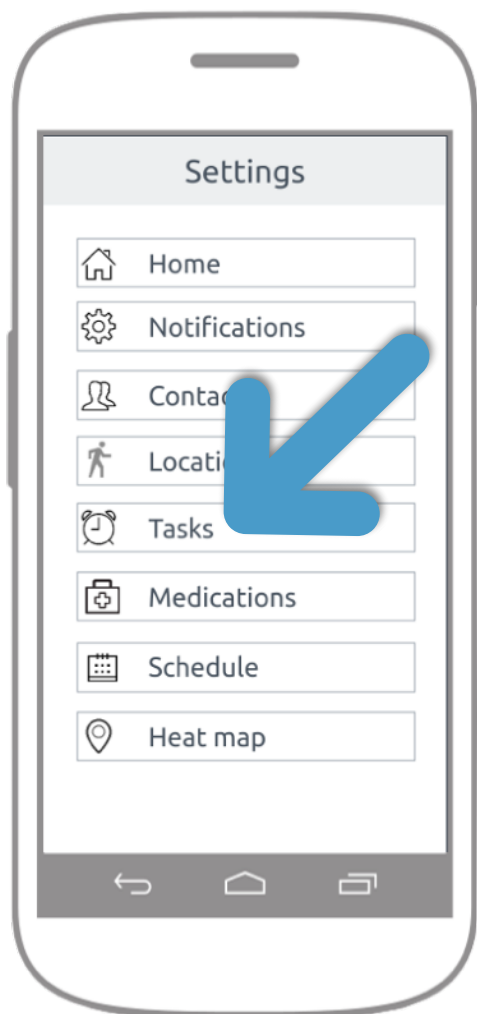


User Guide

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Select the person you want to create the task for.

(If you have not yet paired with your loved one's device, first consult our **Pairing devices tutorial**)



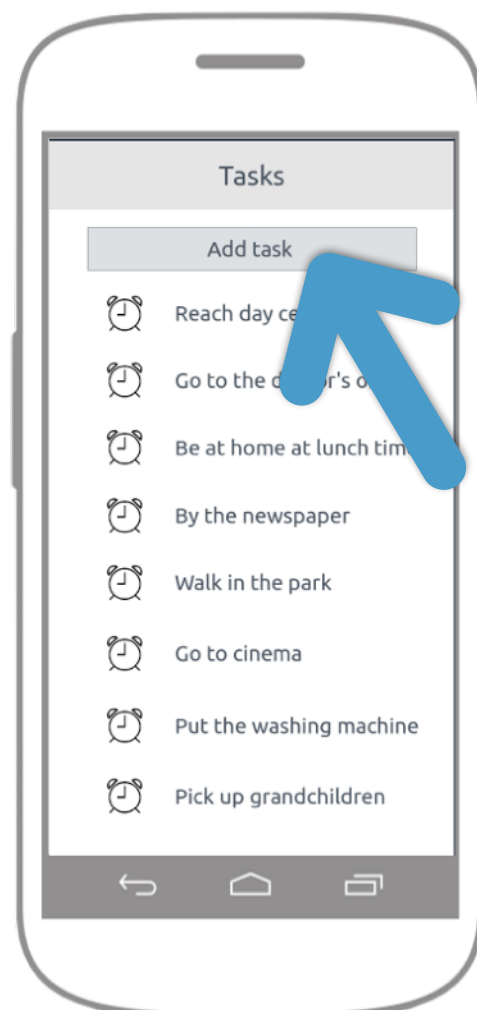
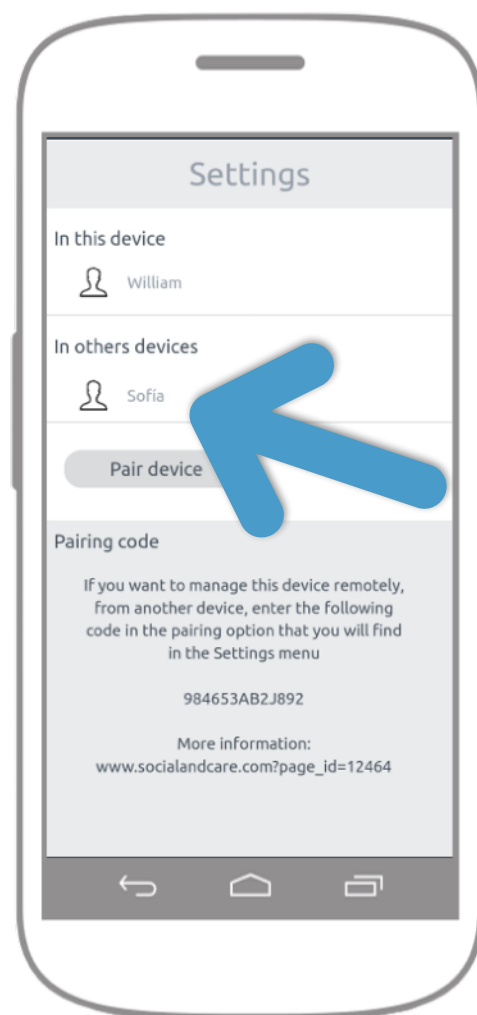
Now, you are remotely configuring your relative's settings.

Press the **Tasks** button

In this screen you can see all the tasks you have created before.

Let's create a new one!

Click on the **Add Task** button



## 2.- Configuring task's pattern

**Title**

Enter a description that the user understand. Reminders sent by Social&Care will contain this description.

**Location**

Tasks may have associated location.

If you indicate a location, Social&Care will notify you if the user was there at the task time ... or not.

**Pattern**

Pattern is the information that Social&Care uses to schedule the task in the user agenda.

Maybe, users can do the task at any time. in that case, pattern is not need.

With the description and location will be enough.

Thus, Social&Care will notify you when the user arrives at that location and will assign the task as completed.

Examples of this type of task are:

- Go to cinema
- Walk in the park

**Pattern data**

**Start date**

It is the first day when the task must be made and the time to do it.

**End date**

If the task must be repeated between two dates, indicate the last day when it has to be performed.

**Repeat**

Select the days of the week users have to repeat this task.

**Save changes**

**Don't forget to save changes!**

User Guide

Support Team

## TIP

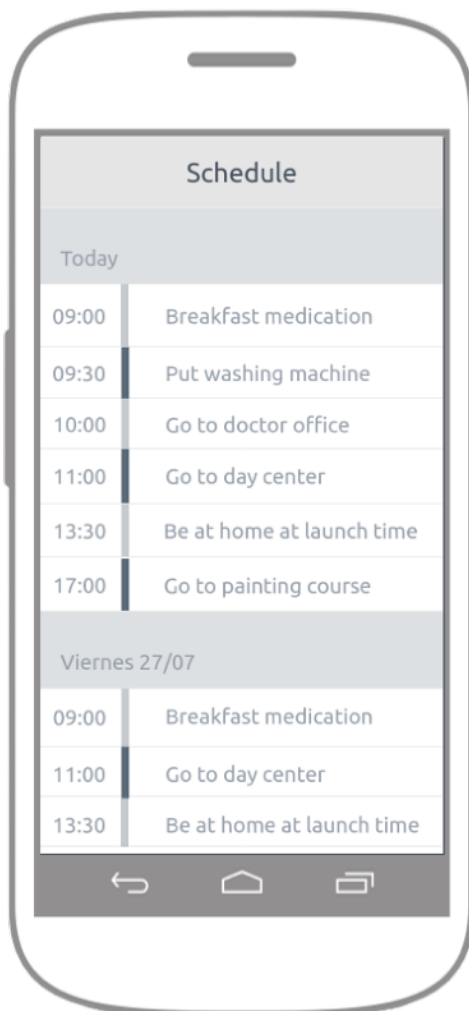
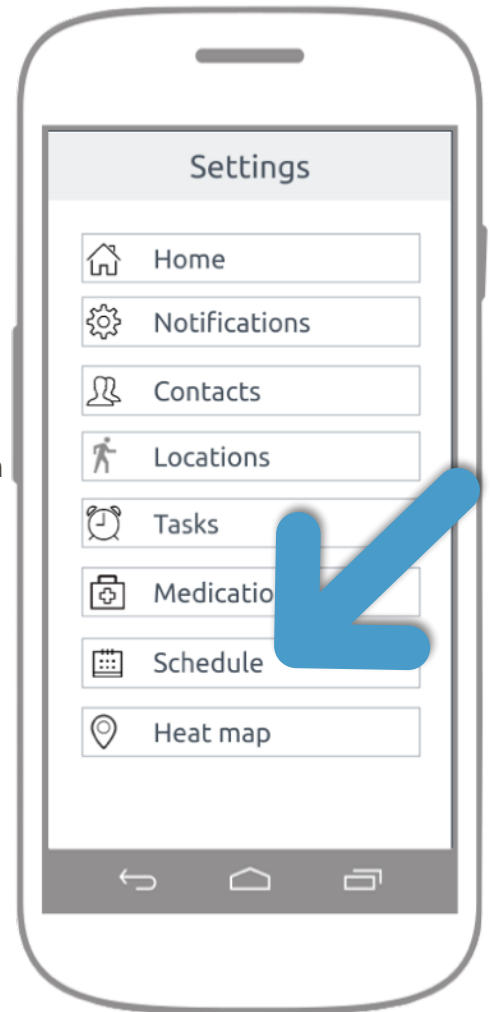
Tasks are designed to be done once a day.

If the task you are creating can be done more than once a day (for example, be at home), create different tasks associated with the same location (for example: returning

### 3.- Check the user schedule

To make sure that the tasks have been added correctly in the user's calendar, we will consult the schedule.

In the User Settings menu, select Schedule



A list of the tasks and medication of the user sorted by day and time will be displayed.

#### Reminder

Tasks without pattern, those that users can perform at any time, do not appear in the user's calendar

Only the patterned tasks (with date and time) and their medication are displayed in the user's schedule.

User Guide

Support Team

Repeat this process for each user task

## We have finished configuring user tasks tutorial!

You will now receive notifications when your relatives have a pending task, informing you if they were there at the right time

If you have any doubts or need assistance setting up Social&Care, please let us know and we will call you for FREE.

Send an email to [help@socialandcare.com](mailto:help@socialandcare.com) indicating a landline number and the time you want us to call you.

Thank you for download Social&Care

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User Guide

Support Team