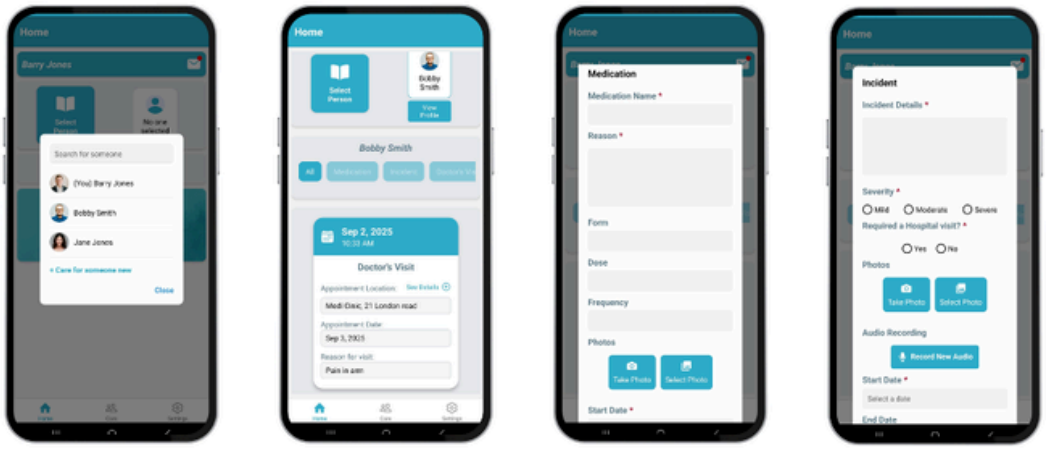
MediLog

Android

User Manual



MediLog supports two user roles: Care Receiver and Carer. The Care Receiver role can also be used by individuals managing their own health information, even if they do not have any carers linked to their account. The Carer role is designed for those who support someone else. Below, we outline the key steps and features available to each role.



How to use MediLog as a Care Receiver

1. Loading your profile
2. Viewing and editing profile details
3. Adding, Editing or Deleting Notes
4. Viewing Notes
5. Accepting a Carer Request
6. Managing Carers



How to use MediLog as a Carer

1. Sending a request to become someone's carer
2. Selecting a person and loading their profile
3. Adding, Editing or Deleting Notes
4. Viewing Notes
5. Notifying other carers
6. Managing people you are caring for

This guide also covers general app functions such as creating an account, updating your settings, and navigating the main dashboard. If you’re looking for something specific, you can use the Table of Contents to quickly jump to the section you need.

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3.4 Add, edit, or delete Notes

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4. Care screen

4.1 My Carers

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4.3 Start Caring

4.4 Pending requests

5. Settings screen

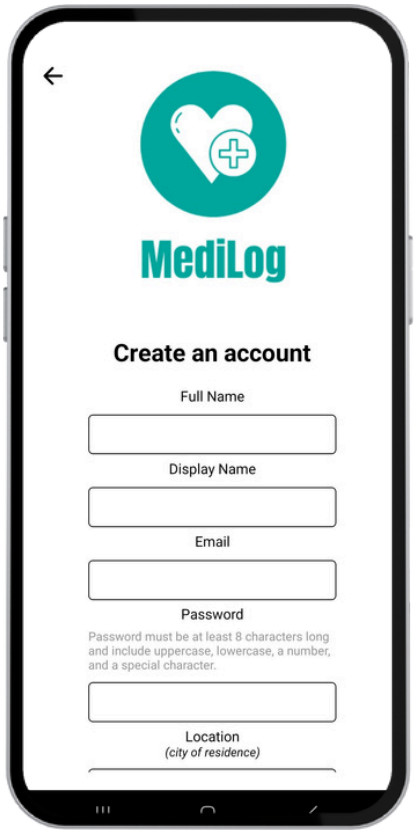
5.1 View and edit personal details

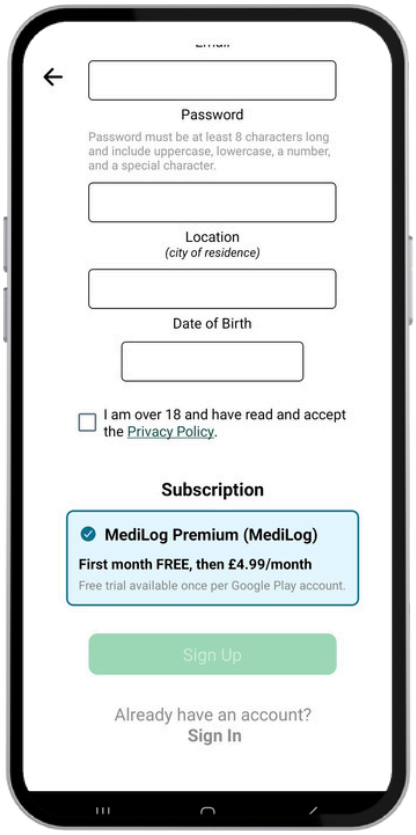
5.2 Change Profile Photo

5.3 Reset Password

5.4 Log Out

Create Account and Subscription





To use **MediLog**, each user must have both:

- A **MediLog account**
- An **active subscription** (managed through the Google Play Store)

Note: One MediLog account is linked to a single Google Play Store account.

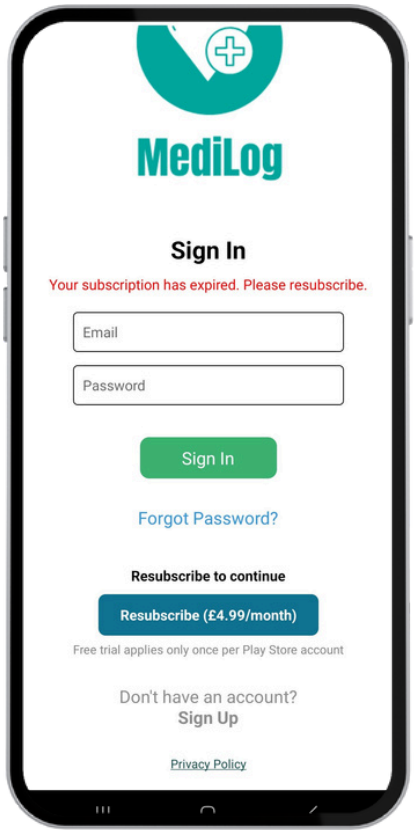
Creating an Account and Subscription

1. On the landing screen, tap "**Get Started**" or "**Create an Account.**"
2. Fill in the account creation form with your details.
3. Review and accept the **Privacy Policy**.
4. Subscription details will be displayed automatically.
5. Tap "**Sign Up**" to proceed.
6. Complete the payment process through the **Google Play Store**.

Once payment is confirmed, your subscription is activated and your MediLog account is ready to use.

Note: The one moth free trial is available once per Google Play account.

Renew Subscription through the app



*Steps to **Renew** subscription through the **MediLog app:***

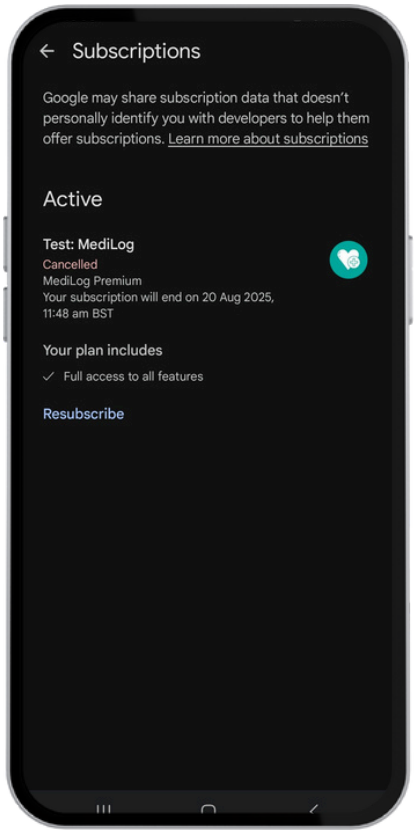
1. Open the **MediLog App** on your device.
2. From the landing screen, tap "**Sign In**."
3. On the **Sign In** screen, enter your **email address** and **password**.
4. Tap "**Sign In**."
5. If the subscription has **expired** you will see a message and the option to Resubscribe**.** Tap "**Resubscribe**" and complete the payment process.

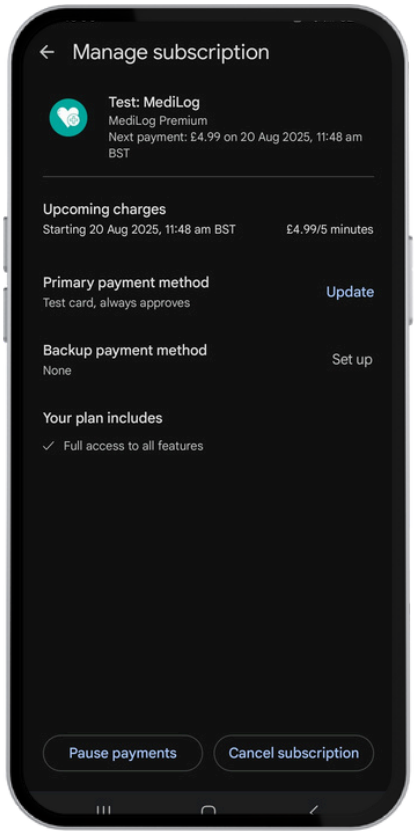
Once payment is confirmed, your subscription is activated and your MediLog account is ready to use.

Note: You can only have one MediLog subscription per Google Play Store account at a time.

If you experience any issues with your account or subscription, please email us at **info@shaficonsultancy.com**.

Renew or Cancel Subscription through Google Play





*Steps to **Renew** or **Cancel** subscription through the **Google Play Store.***

1. Open the **Google Play Store** on your device.
2. Tap your **account icon** (top right corner).
3. Select "**Payments & subscriptions.**"
4. Tap "**Subscriptions.**"
5. Locate your **MediLog subscription**.
6. To **renew** an expired subscription**:**
   - Tap "**Resubscribe**" and complete the payment process.
   - Open the **MediLog app** and log in to finalize activation. Note: This step is very important, as the MediLog account you log in as after renewing your subscription will get the subscription.
7. To **cancel** an active subscription:
   - Tap "**Cancel subscription.**"
   - Confirm your choice.
   - Google Play will cancel your subscription and display the date and time when access will end.

Note: You can only have one MediLog subscription per Google Play Store account at a time.

If you experience any issues with your account or subscription, please email us at **info@shaficonsultancy.com**.

Login and Forgot Password



Logging In

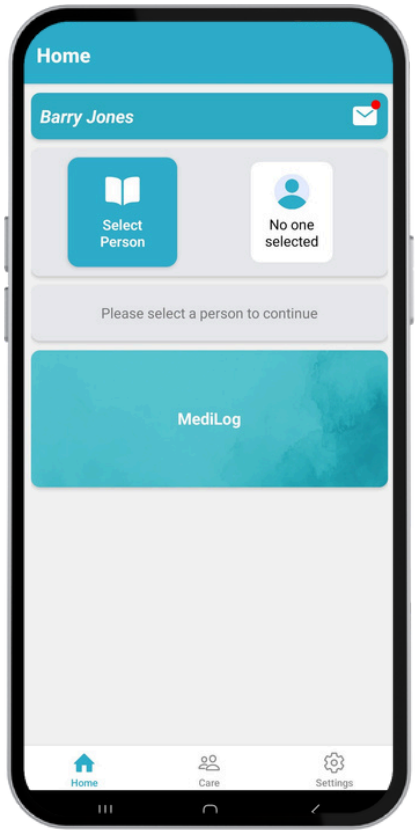
1. From the landing screen, tap "**Sign In.**"
2. On the **Sign In** screen, enter your **email address** and **password**.
3. Tap "**Sign In.**"
4. If your details are correct, you will be taken to the **Home screen** of the MediLog app.

Forgot Password

1. On the Sign In screen, enter your **email address**.
2. Tap the "**Forgot Password**" link.
3. A password reset email will be sent to you.
4. Follow the instructions in the email to create a new password.

Note: If you don't see the password reset email, please check your **Spam** or **Junk** folder.

Home screen



Once you are logged in to MediLog, you will be directed to the **Home screen**. You can also return to the Home screen at any time by tapping the "**Home**" button on the navigation bar at the bottom of the screen.

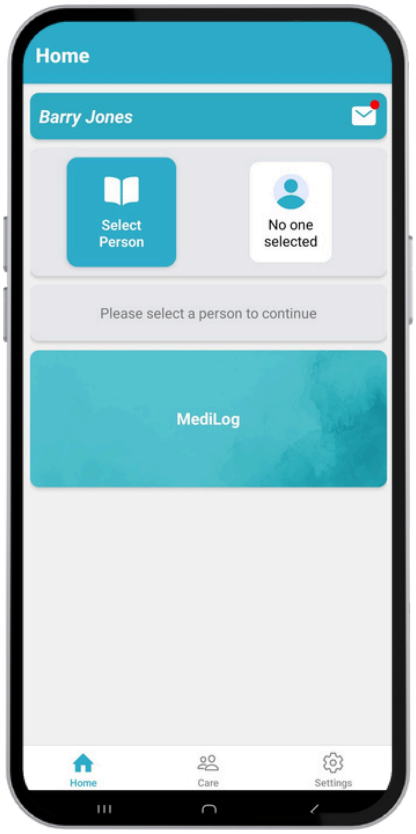
Home Screen Features

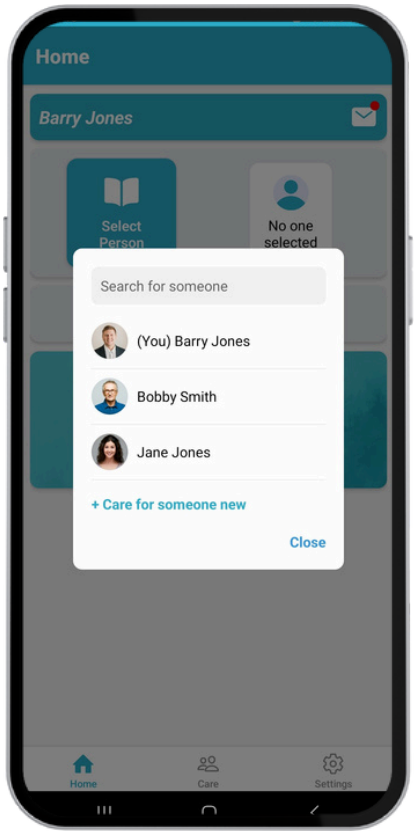
On the Home screen, you can:

1. **Select a person** to load their Profile
2. **View their Profile**
3. **View their Notes**
4. **Add, edit, or delete Notes** for them
5. **Notify** other Carers via a message

These features are explained in more detail in the following sections.

Home - Selecting a person to load their profile





Selecting a Person to load their profile
On the Home screen, you can select a person to load their profile by tapping the "**Select Person**" button. By default only you will be in this list.

Browse from the list

- Find the person in the list and tap their name.

Search by name

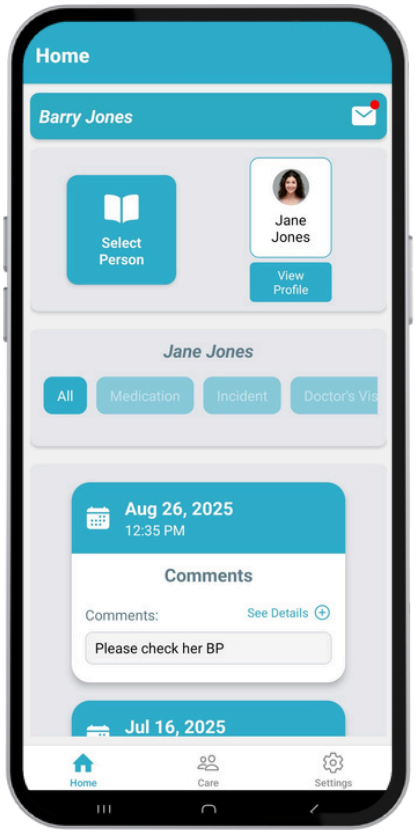
- In the "**Search for someone"** search box, type their name.
- Tap their name to select them.

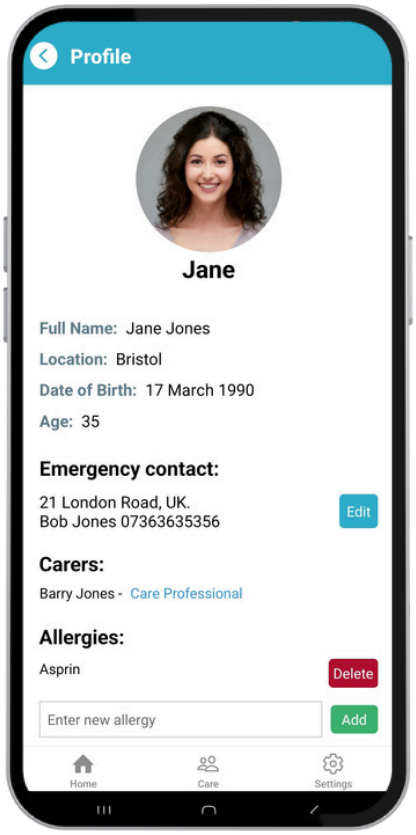
This will load the selected person's profile and you can View, and Mange their Notes.

Note for Carers: Before you can select someone, you must first send a Carer Request to another MediLog user. Once they have accepted your request, you officially become their Carer and can View, and Mange their Notes. (see the section "Start Caring" for details).

Back to MediLog Roles

Home - View Profile





After selecting a person, you can view their details by tapping the "**View Profile**" button located beneath their profile card.

Profile Information

The profile screen displays key information about the person, including:

- Full name
- Location
- Date of Birth
- Age
- Emergency Contact details
- List of carers
- Allergies

Editable Items (for Carers)

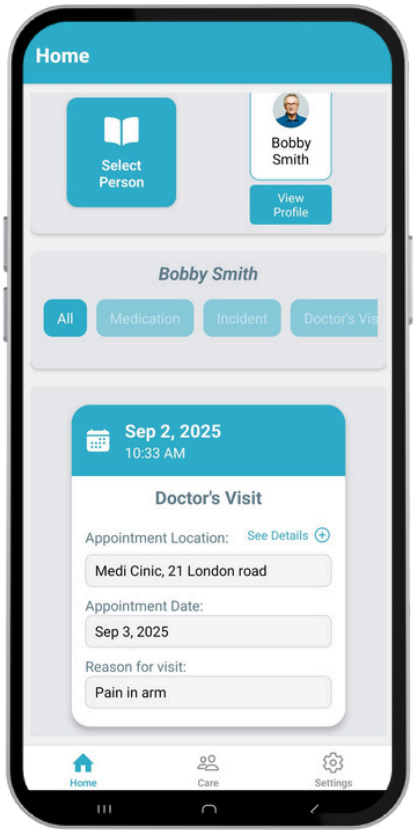
As a Carer, you are allowed to edit or delete certain details on the person's profile screen:

- Emergency Contact details
- Allergies

Note: Any changes you make to a person's profile will be visible to all carers linked to that person.

Back to MediLog Roles

Home - View Notes



After selecting a person, notes can be viewed by the person themselves, and their carers.

Note Category

You can filter the notes by tapping the desired category. You navigate this list by tapping and dragging Right/Left.

List of categories:

- All
- Medication
- Incident
- Doctor's Visit
- Blood Pressure
- Weight
- Comments

Active Medication toggle

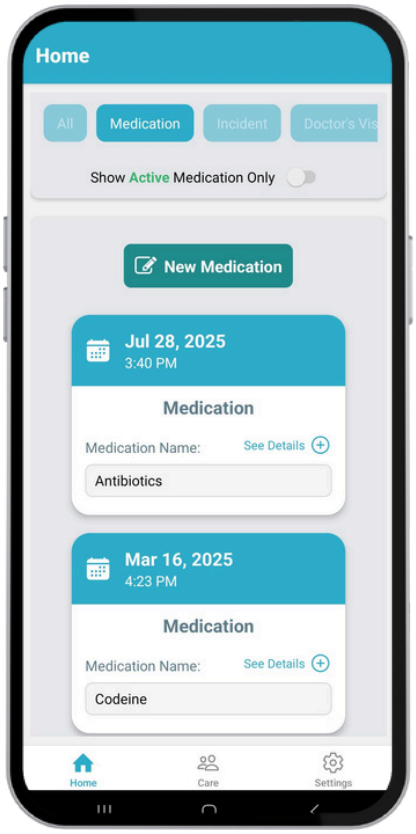
In the **Medication** category you can toggle the switch "**Show Active Medication Only**" to see active medication. This will hide all Medication where the End Date has passed.

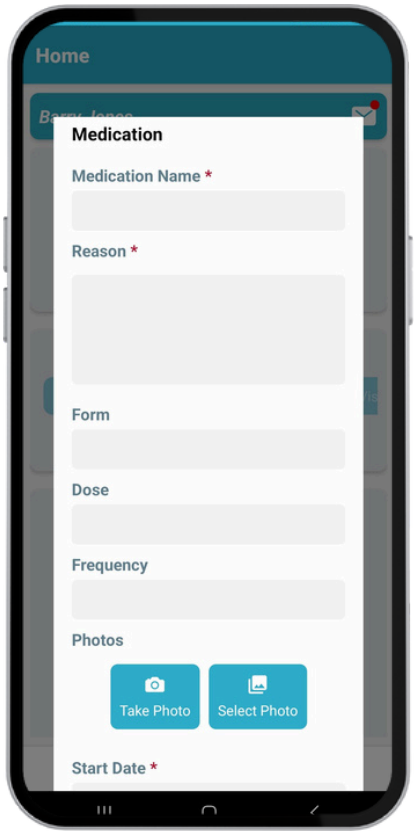
See/Hide Details toggle

The notes will show only the key information depending on the Note Category. To see the full note details click on the "**See Details**" toggle button. Once toggled on, you can tap "**Hide Details**" to hide the details again.

Back to MediLog Roles

Home - Add, edit, or delete Notes



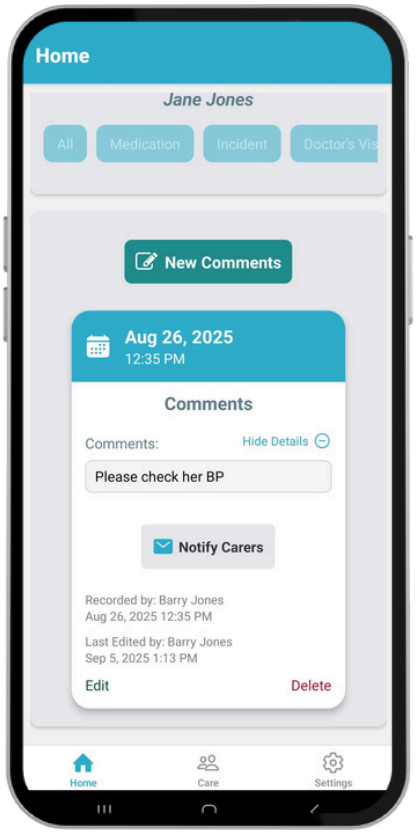


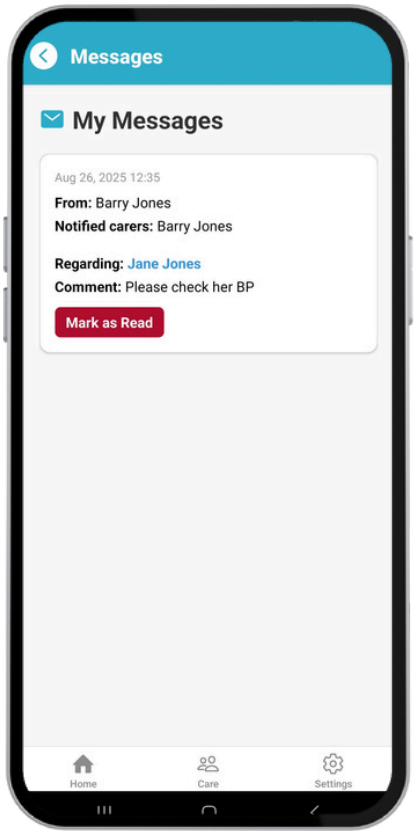
After selecting a person, notes can be added, edited or deleted by the person themselves, and their carers.

1. ***Add*** *note*
   - Filter the **Note Category** to the desired category.
   - Tap the "**New**" button.
   - A form will show for the selected category, complete this form then tap the "**Save**" button.
2. ***Edit*** *note*
   - Once a note is added tap the "**See Details**" button to expand the note then tap the "**Edit**" button on the **bottom left** of the **note card**.
   - This will open the form again allowing you to edit the form.
   - After making the edits tap the "**Save**" button.
3. **Delete** note
   - Once a note is added tap the "**See Details**" button to expand the note then tap the "**Delete**" button on the **bottom right** of the **note card**.
   - This will prompt you for **confirmation**. After confirming it will delete the note. Deleting the note will also delete all photos and audio recordings tied to that note.

Back to MediLog Roles

Home - Notify Carers and Messages





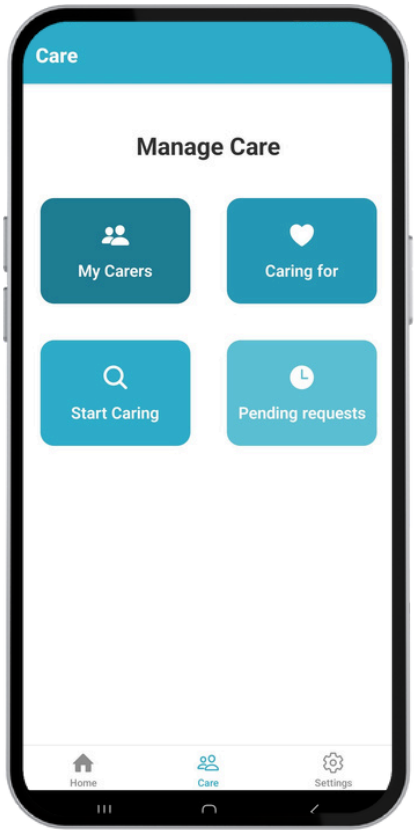
MediLog allows you to **notify other carers** of a selected person using the Note Category "**Comments.**"

This feature is useful when you want other carers to be aware of something they need to action, and they will receive an **in-app message**.

1. ***Adding Comments***
   - Filter the **Note Category** to "**Comments."**
   - Tap the "**New**" button.
   - Enter your comment and tap "**Save.**"
2. ***Notifying Carers***
   - After saving the comment, tap the "**See Details**" button to expand the note then a "**Notify Carers**" button with a mail icon will appear on the note card.
   - Tap "**Notify Carers.**"
   - A confirmation prompt will appear — confirm to send the message.
   - The comment will be sent to **all carers** of the selected person.
3. ***Viewing messages***
   - All carers of the selected person will receive the comment as a message.
   - A **mail icon** with a **red dot** will appear on the top right of the Home screen for new messages.
   - Tap the icon to view your messages.
   - Marking all message as **read** will remove the red dot.

Back to MediLog Roles

Care screen



The **Care screen** allows you to manage all aspects of your caring relationships.
You can return to this screen at any time by tapping the “**Care**” button on the navigation bar at the bottom of the screen.

Care Screen Features

My Carers

- View a list of all your carers and your care history. You can also remove carers from this here.

Caring for

- View a list of all the people you are caring for, along with your care history. You also have the option to stop caring for someone.

Start Caring

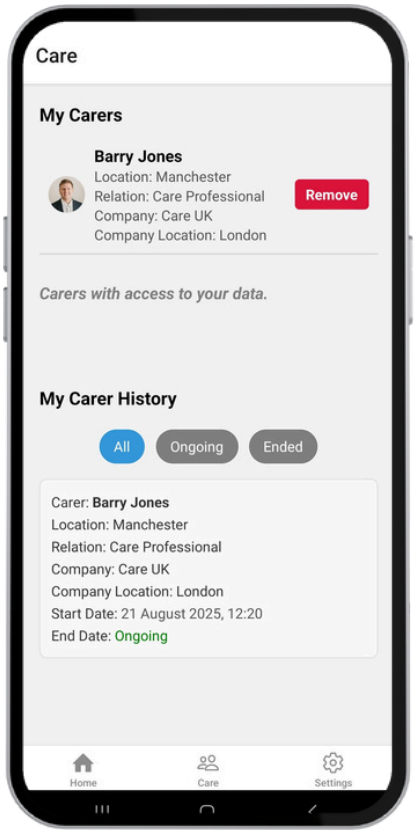
- Search for a MediLog user and send them a request to become their carer.

Pending requests

- View and manage any pending requests from users who want to become your carer.

Each of these features is explained in more detail in the following sections.

Care - My Carers



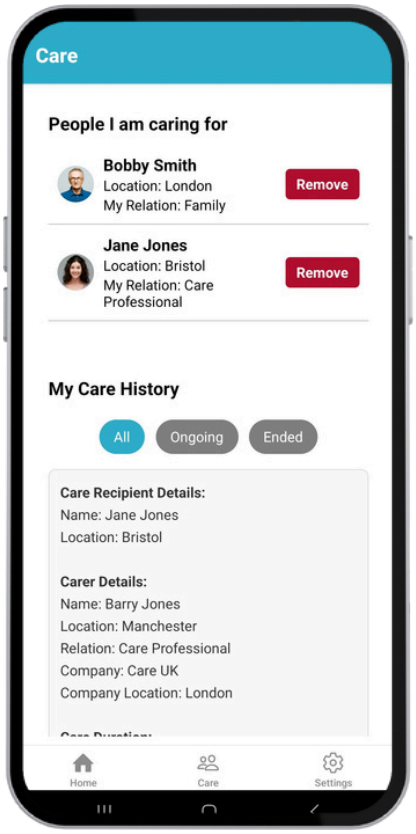
You can navigate to this screen by tapping the "**Care**" Icon in the navigation bar at the bottom and then tapping the "**My Carers**" Button.

In the **My Carers** screen you can**:**

- View the "**My Carers**" list, a list of all your current carers.
- To remove a carer tap the "**Remove**" button next to a carer and confirm. This will end your relationship with the carer, and they will no longer have access to your data.
- View "**My Carer History**". This shows a more detailed list of all your Ongoing and Ended Care. You can filter "**Ongoing**" and "**Ended**" by using the buttons. For each record, you can see the **Start Date** and (if applicable) the **End Date** of the care.

Back to MediLog Roles

Care - Caring for



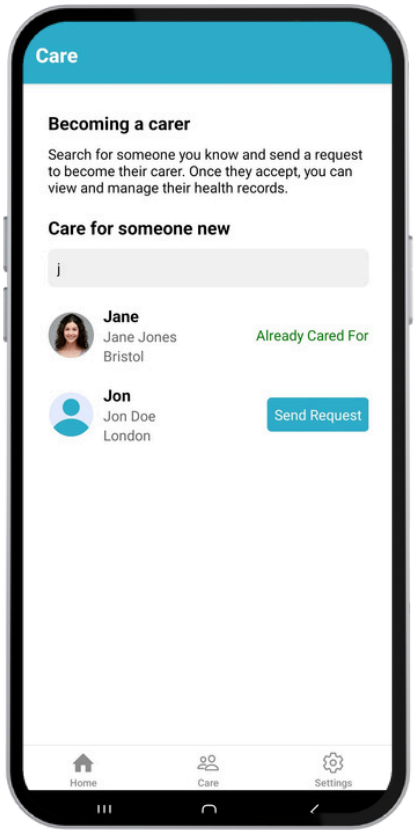
You can navigate to this screen by tapping the "**Care**" Icon in the navigation bar at the bottom and then tapping the "**Caring for**" Button.

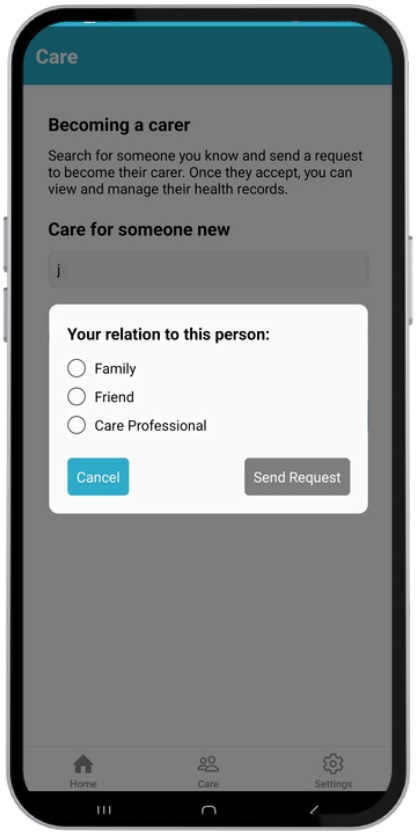
In the **Caring for s**creen you can**:**

- View the "**People I am caring for"** list, a list of all the people you are currently caring for.
- To stop caring for a person tap the "**Remove**" button next to their name and confirm. This will end your relationship with them, and you will no longer have access to their data.
- View "**My Care History**". This shows a more detailed list of all your Ongoing and Ended Care. You can filter "**Ongoing**" and "**Ended**" by using the buttons. For each record, you can see the **Start Date** and (if applicable) the **End Date** of the care.

Back to MediLog Roles

Care - Start Caring





You can navigate to this screen by tapping the "**Care**" Icon in the navigation bar at the bottom and then tapping the "**Start Caring"** Button.

In the **Start Caring** screen you can**:**

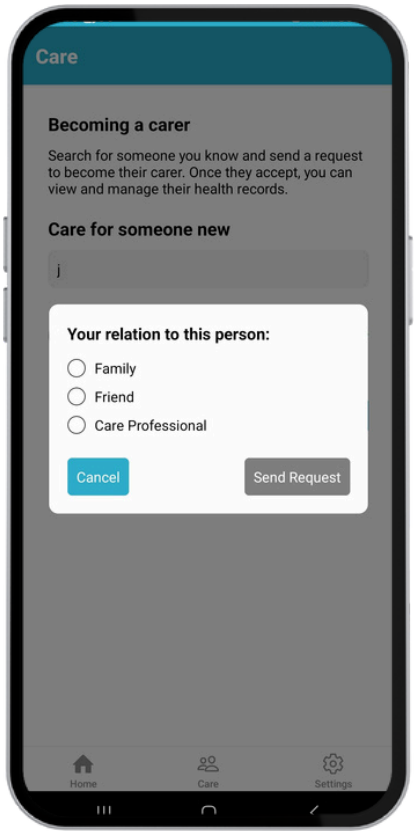
Search for a MediLog user and send them a request to become their carer.

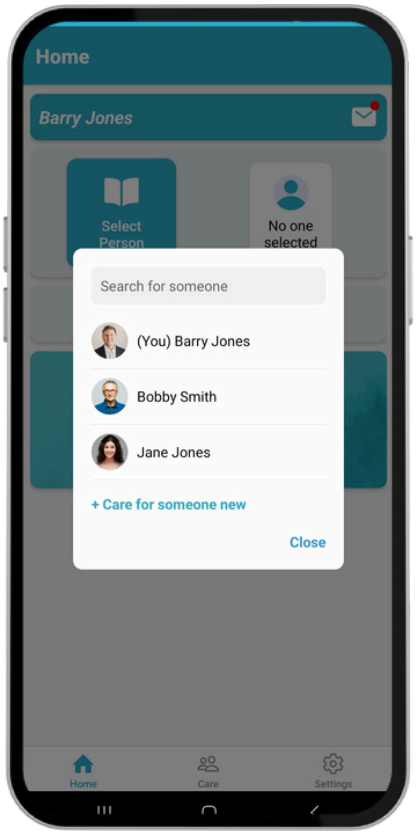
How to send a request

- Using the "**Care for someone new**" search box. Type in their name.
- Make sure you have the correct person, it will also display their photo (if they have added one) and their Location to help narrow it down.
- Tap the "**Send Request**" button beside their name.
- It will then ask you to enter your relationship to the person, which can be one of the following:
  - Family
  - Friend
  - Healthcare Professional

continued on next page...

Care - Start Caring



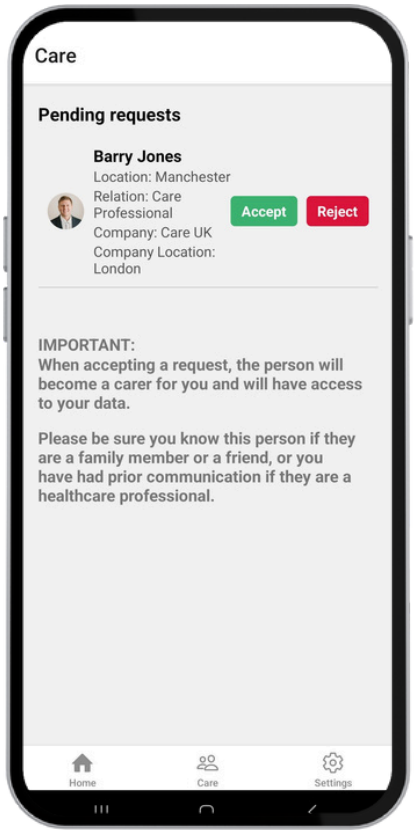


- If **Healthcare Professional** Is selected you must also provide your
  - Company Name
  - Company Location
- Then tap the "**Send Request**" button.
- This will send the person a request with the information you have provided.
- If the person accepts the request, you will become their carer.
- In the Home screen you can select them by using the "**Select Person**" button and they will appear in your list.
- You can check the status of request by searching for the same person again and it will say "**Request Pending**" until they accept or reject.

Note, you can also navigate to this screen by tapping the "**+ Care for someone new**" link in the "**Select Person**" list in the home page.

Back to MediLog Roles

Care - Pending requests



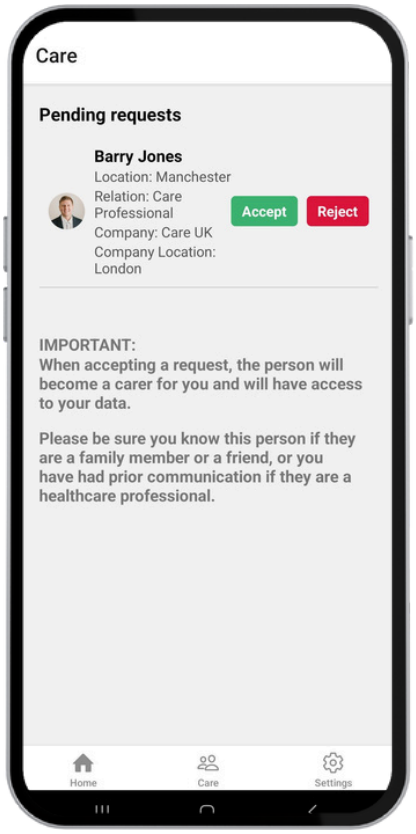
You can navigate to this screen by tapping the "**Care**" Icon in the navigation bar at the bottom and then tapping the "**Pending requests"** Button.

In the **Pending requests** screen you can**:**

- View and manage any pending requests from users who want to become your carer.
- If you have a Pending request you can see this in two ways:
    - You will see a User Icon with a red dot on the top right of the **Home** screen. Tapping the icon will bring you to this screen.
    - In the **Care** screen you will see a red dot on the "**Pending request**" button. Tapping the button will also bring you to this screen.
- If you have a Pending request, on this screen you will see the request. You will see the requester's Name, Location, Profile photo (if they have added one), and if they are a **Healthcare professional** you will also see their Company Name and Company Location.
- Beside the request you will see a "**Accept**" and "**Reject**" button.

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Care - Pending requests

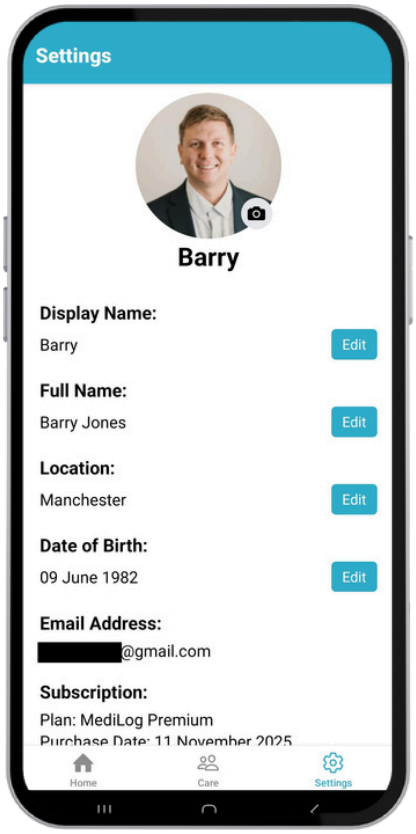


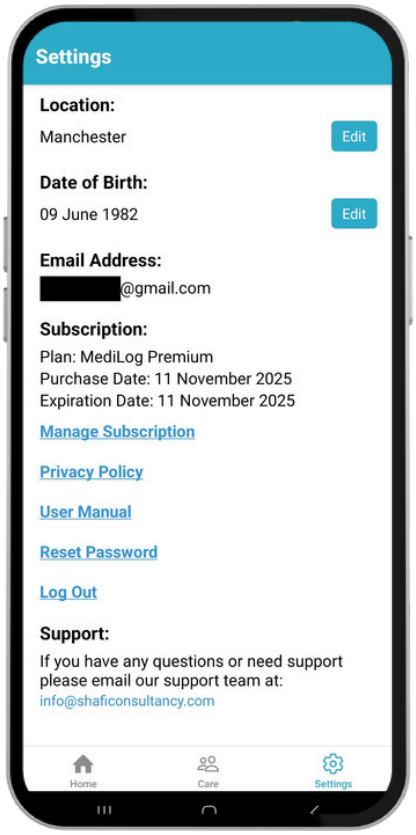
- To accept the request, tap the “**Accept**” button. Or to reject, tap the “**Reject**” button.

- **IMPORTANT**: if you accept the request the person will become your carer and will have access to your data. Please be sure you know this person before accepting.

Back to MediLog Roles

Settings screen





The **Settings screen** allows you to manage your account and **Log Out** of MediLog. You can return to this screen at any time by tapping the "**Settings**" button on the navigation bar at the bottom of the screen.

View and edit personal details

- The settings screen will display your personal information such as your:
  - Display Name
  - Full Name
  - Location
  - Date of Birth
  - Email Address
- You can edit these by using the "**Edit**" button. Note that Email Address cannot be changed.

Change Profile Photo

- Tap the "**Camera**" button on the Profile Photo at the top to upload a new photo.

Manage Subscription

- This will take you to your google play store subscriptions page where you can mange your subscription to Medilog.

Reset Password

- Tap the "**Reset Password**" button to receive an email to reset your password. **Note:** If you don't see the password reset email, please check your **Spam** or **Junk** folder.

Log Out

- Tap the "**Log Out**" button to log out of MediLog and return to the Landing Screen.