🌐 www.maphabit.com
✉ support@maphabit.com
📞 1-855-515-4332

MapHabit

ENGAGE. ENHANCE. ENVISION.

BEGINNER'S GUIDE TO MAPHABIT

Table of Contents

✉ support@maphabit.com

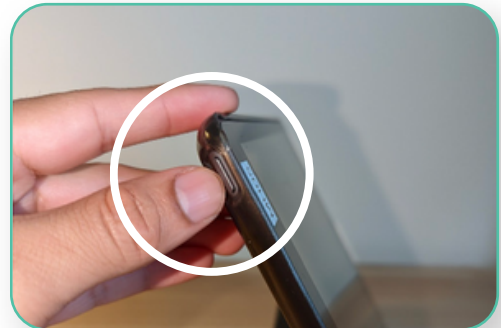## Turning on Your Device

Step 1:

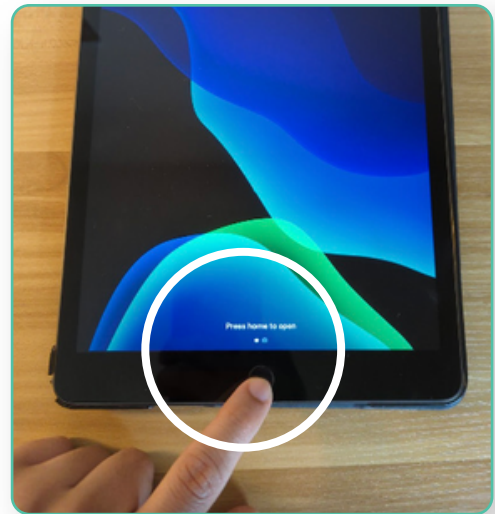Plug in the power cord. Connect it to the iPad.

Step 2:

Turn on the iPad. Hold the **Power Button** until the screen turns on.

Step 3:

Once the device is turned on, press the **Home Button**. Use your provided passcode (tablet PIN) to unlock the device.
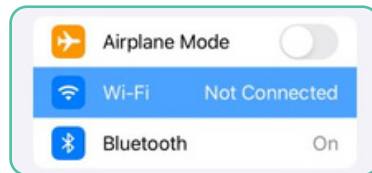

2

Connecting Your Tablet to Wi-Fi

Step 1:
Tap the **Settings** icon on your tablet home screen.

Step 2:
Tap **Wi-Fi**.

Step 3:
Choose your **Wi-Fi Network**.
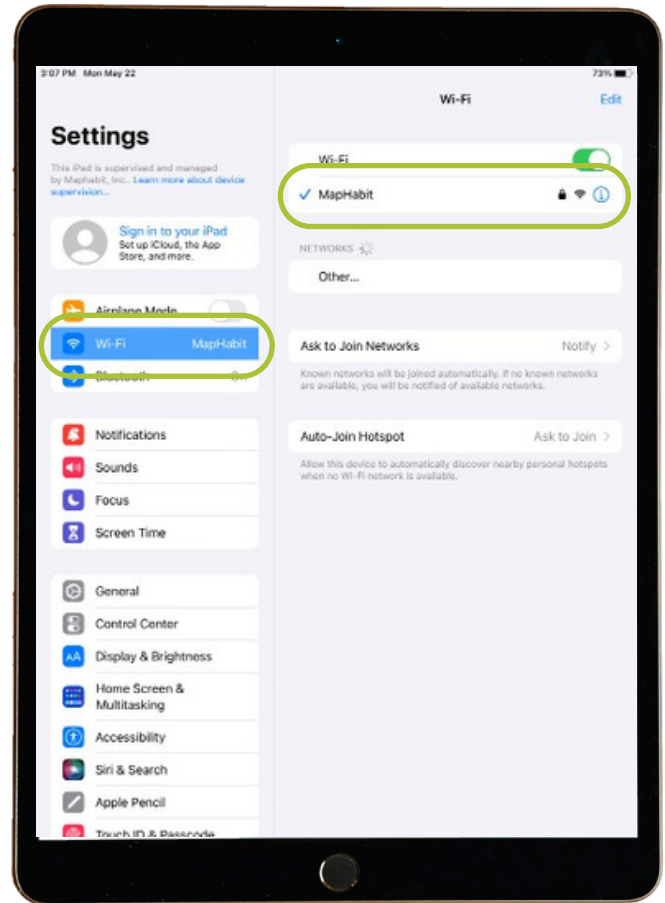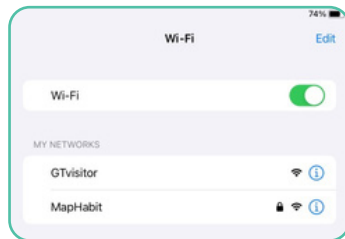
Step 4:
Enter your **Wi-Fi Password**.

Step 5:
Look for the 📶 symbol on the top right of your tablet home screen. This confirms you're connected to Wi-Fi.

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Start the MapHabit App

Step 1:
Return to tablet **Home Screen**. Tap 🔲

Step 2:
Enter the **Username** and **Password** we gave you.

Step 3:
Tap **Log In**.

LOG IN

MapHabit App Tutorials
How to Use the Home Screen

The **Home Screen** shows all the maps that are scheduled for the entire day, as well as any notifications that might have come in while you were away.
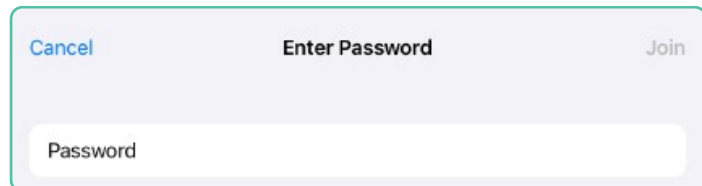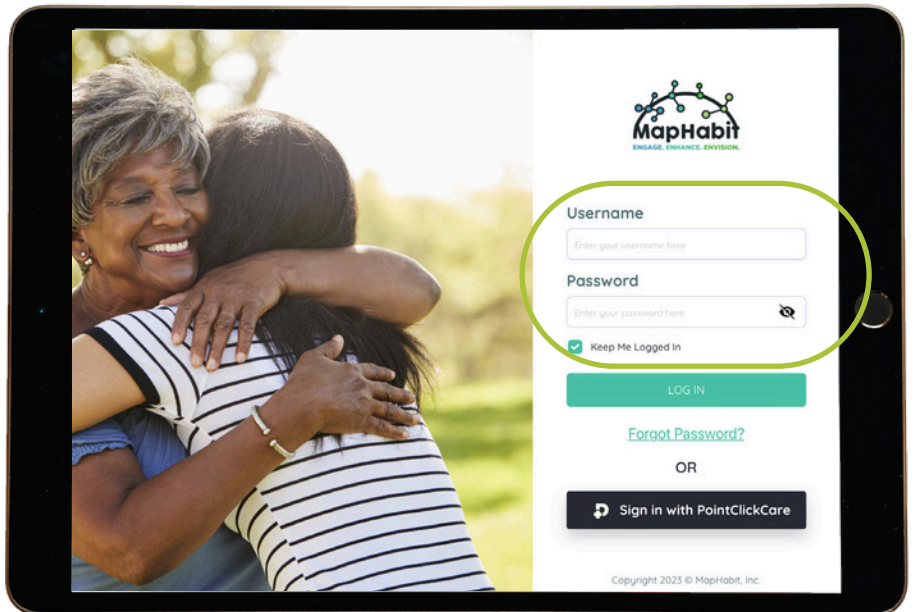
Access the **Home Screen** by tapping on the **Home** tab on the bottom left of the screen.

Switch between **Support View** and **User View**.

See **Schedules** and **Notifications** on the **Home Page**.

See map usage by day, week, and month in **Reports**.

Read and respond to **Messages** from your Circle of Support (if chat feature is enabled).

Create **New Maps** by tapping the **+** icon.
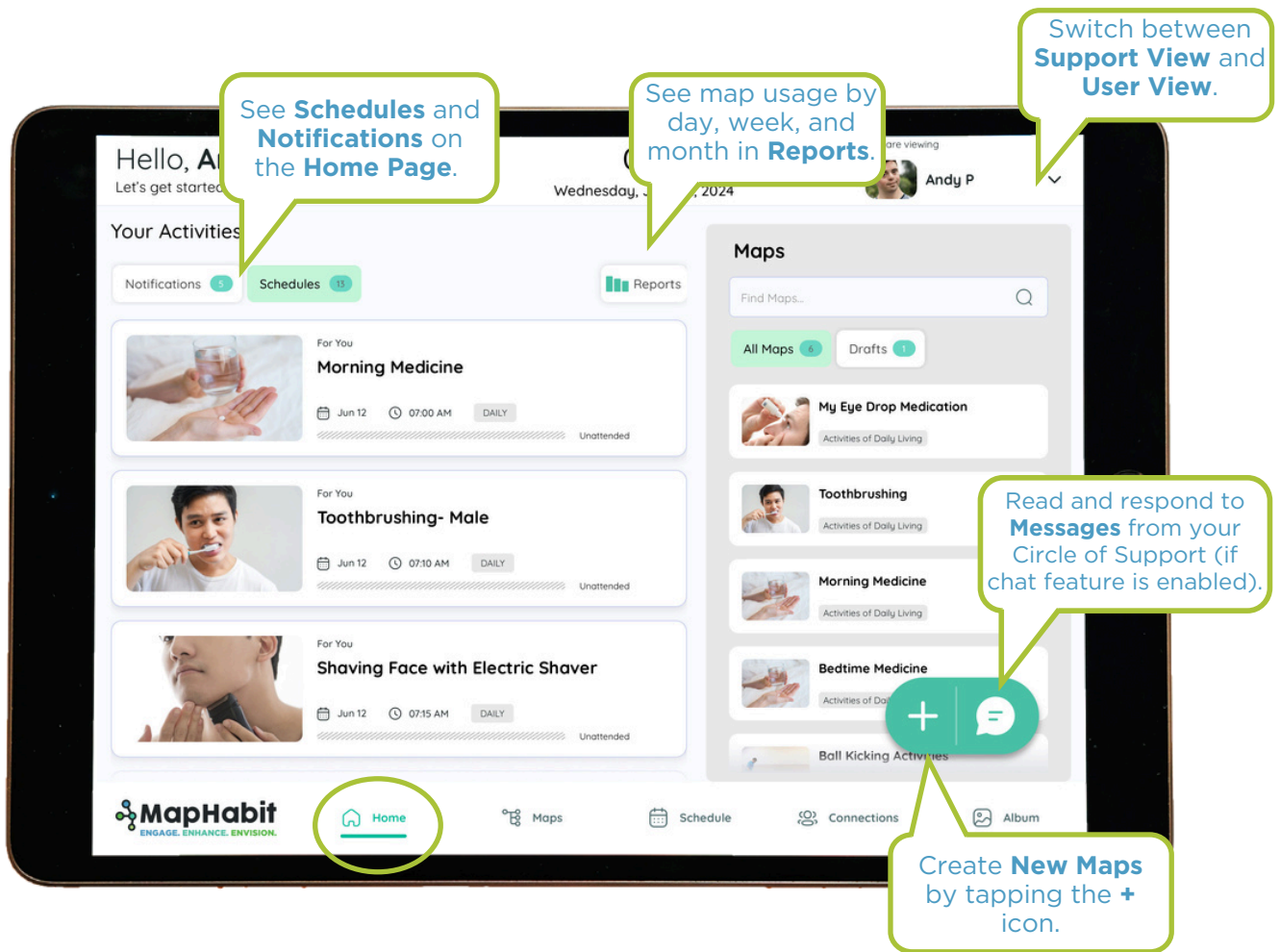
Switch Between Support and User View
Please note this functionality is only available if you are part of a Circle of Support for the primary individual. Individual and standalone users do not have access to switch between views.

Step 1:
Tap ⌄ in top right corner.

Step 2:
Tap the User you want to view.

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How to Create Maps

The **Maps Page** is where you can **View, Create,** and **Edit Maps**.

Step 1:
Tap **Maps** at the bottom of the screen.

Home   Maps   Schedule   Connections

Step 2:
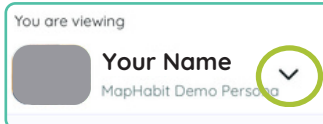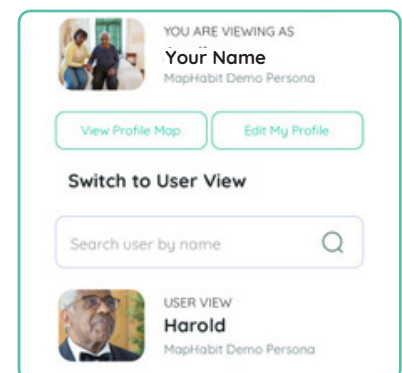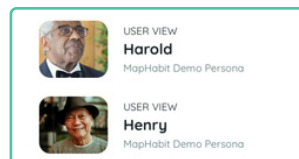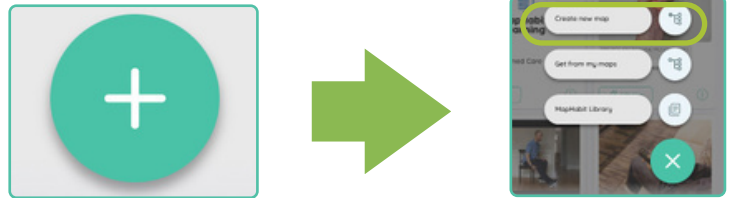Press ⊕ button on the bottom right, then press **Create New Map**.

Create new map
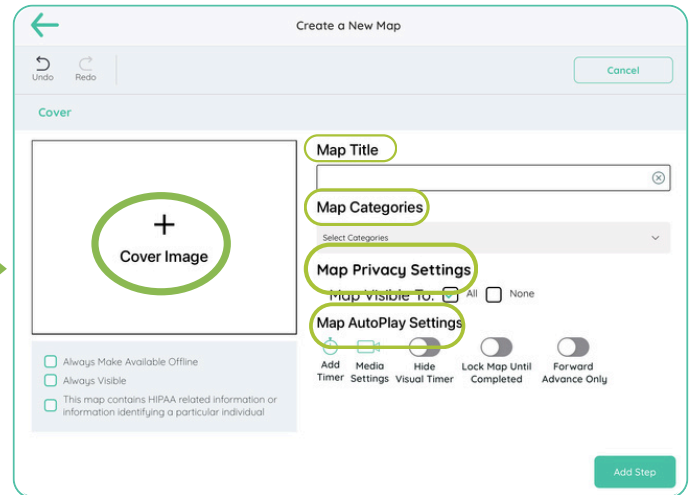Get from my maps
MapHabit Library

Step 3:
Select cover image by tapping **+ Cover Image**.

Choose from **Camera (take a picture)**, **MapHabit Album**, or **Device Gallery**.

Type map title under **Map Title** and select **Map Category** from the drop-down.

Specify **Map Privacy** and **AutoPlay (auto-start map step) settings**.

Create a New Map
Undo   Redo   Cancel
Cover
+ Cover Image
Map Title
Map Categories
Select Categories
Map Privacy Settings
Map Visible To: All   None
Map AutoPlay Settings
Add Timer   Media Settings   Hide Visual Timer   Lock Map Until Completed   Forward Advance Only
☐ Always Make Available Offline
☐ Always Visible
☐ This map contains HIPAA related information or information identifying a particular individual
Add Step

Step 4:
Add a step to a map by tapping on **Add Step**.

Add Step

Step 5:
Tap **+ Image or Video** and add photo or video.

Type step instructions under **Step 1 Description**.

Tap **Add Step** to add more steps.

Create a New Map > Morning Routine
Undo   Redo   Cancel   Save & Close
Cover | Step 1
+ Image or Video
Step 1 Title (optional)
Enter text here...
Step 1 Description (optional)
please input content
B I ≡ ⚯ Aa
Step Settings (optional)
Record Audio   Upload Audio   Add Timer   Hide Visual Timer
Delete Step   Previous   Add Step
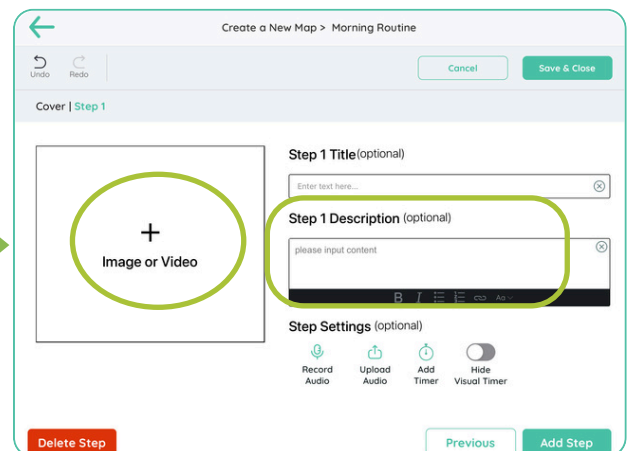
Step 6:
Tap on **Save & Close** once you are done to save the map.

Save & Close

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How to Schedule Maps

You can add all maps that you have created or saved to your MapHabit Schedule.

Step 1:
Tap **Schedule** at the bottom of the screen.

🖧 Maps	📅 Schedule	👥 Connections

Step 2:
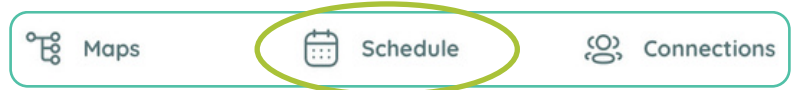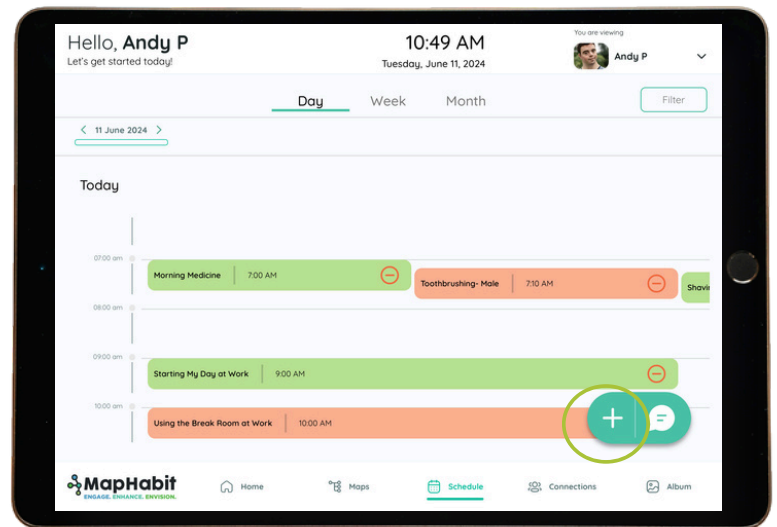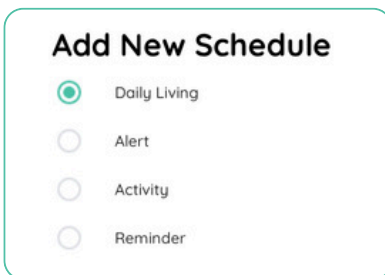Tap ⊕ at the bottom right corner of the screen.

Step 3:
Select your schedule type.

Add New Schedule
- ◉ Daily Living
- ○ Alert
- ○ Activity
- ○ Reminder

Hello, **Andy P**
Let's get started today!

10:49 AM
Tuesday, June 11, 2024

You are viewing
Andy P

Day   Week   Month   Filter

< 11 June 2024 >

Today

07:00 am — Morning Medicine | 7:00 AM ⊖   Toothbrushing- Male | 7:10 AM ⊖   Shave

08:00 am

09:00 am — Starting My Day at Work | 9:00 AM ⊖

10:00 am — Using the Break Room at Work | 10:00 AM   ⊕ ☰

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⌂ Home   🖧 Maps   📅 Schedule   👥 Connections   🖼 Album
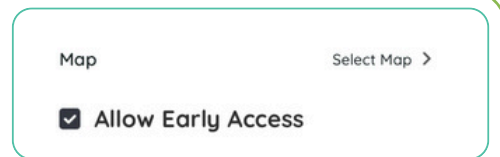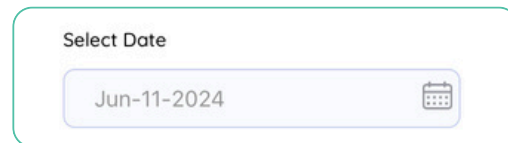
Step 4:
Tap **Select Map** and choose map you would like to schedule.
Check **Allow Early Access** if you want to give access to the map ahead of the scheduled time.

Map	Select Map >
☑ Allow Early Access	

Step 5:
Adjust date by selecting date box under **Select Date**.

Select Date

Jun-11-2024	📅

Step 6:
Tap **Select Times** and edit time.

Select Times	None >

Step 7:
Tap **Location** and select a location, if desired.

Location	None >

7
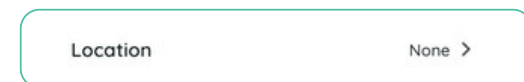
How to Schedule Maps

Step 8:
Add a **Notification** to send to your Circle of Support.

Notification	Default >

Step 9:
Tap **Repeat Map** to repeat this map and turn on **Map Completion Survey** if desired.

Repeat Map	Never >

Step 10:
Tap **Save**, and your scheduled item will appear on the calendar.

Save

Hello, **Andy P**
Let's get started today!

10:52 AM
Tuesday, June 11, 2024

You are viewing
Andy P

Day Week Month Filter

< 11 June 2024 >

Today

12:00 pm
01:00 pm
02:00 pm

Going to the Dentist: Step-by-Step 2:00 PM

03:00 pm

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Home Maps Schedule Connections Album

72%

Add New Schedule

- ● Daily Living
- ○ Alert
- ○ Activity
- ○ Reminder

Map	Select Map >

☑ **Allow Early Access**

Select Date

Jun-11-2024

Select Times	None >
Location	None >
Notification	Default >
Repeat Map	Never >
Map Completion Survey	⬜

Cancel Save

How to Use the MapHabit Album

Share **Photos**, **Vidoes**, and **Audio** with your Circle of Support.

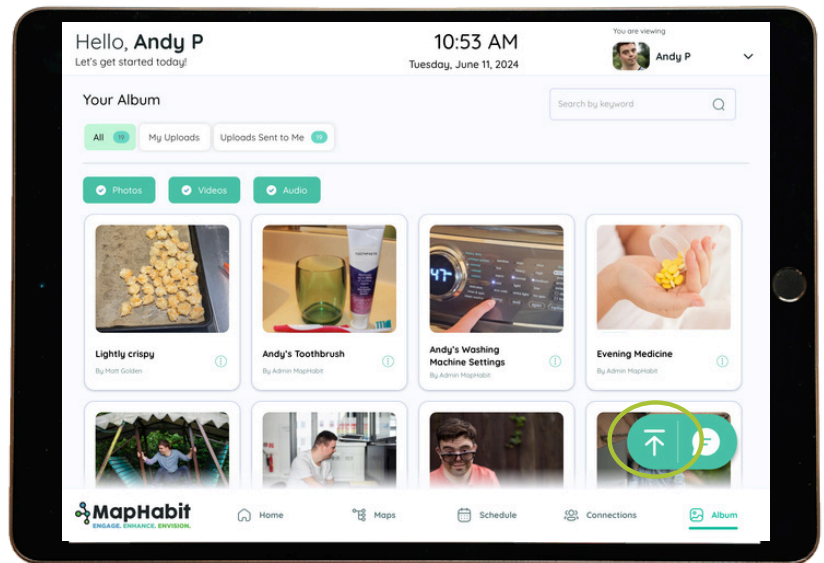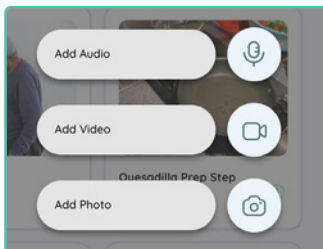**Step 1:**
Select **Album** tab on bottom right of screen.

Step 2:
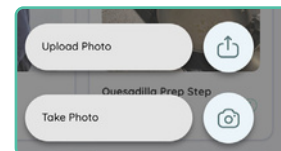Tap ⬆ on bottom right part of the screen.

Step 3:
Select **Audio**, **Video**, or **Photo**.

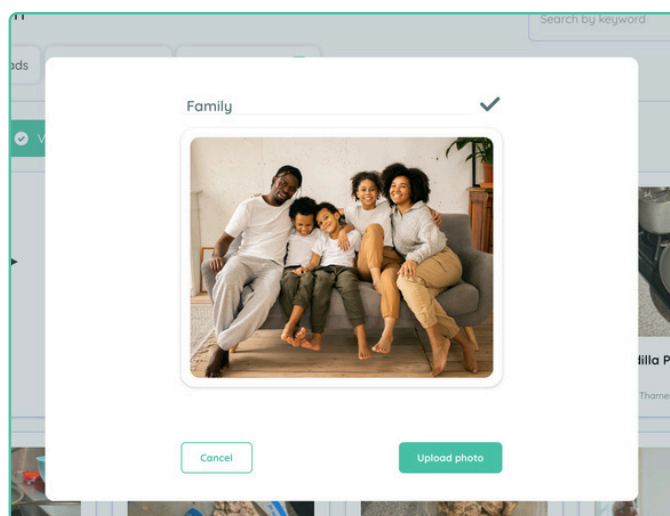**Step 4:**
Choose **Take Photo** or **Upload Photo**.

Step 5:
Preview image.

Add **Title** to your image.

Tap **Upload Photo**.

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How to Export a Paper Map

You can download maps as PDF files and print them.

Step 1:
Select **Maps** on the bottom of the screen.

🏠 Home   ⌘ Maps   📅 Schedule   👥 Connections

Step 2:
On your map of choice, tap ⋮ and select **Print PDF**.

ACTIVITIES OF DAILY LIVING
Getting Dressed - ADRD
By Admin MapHabit

✏️ Edit Map   ⋮

Print PDF
Duplicate map
Transfer map
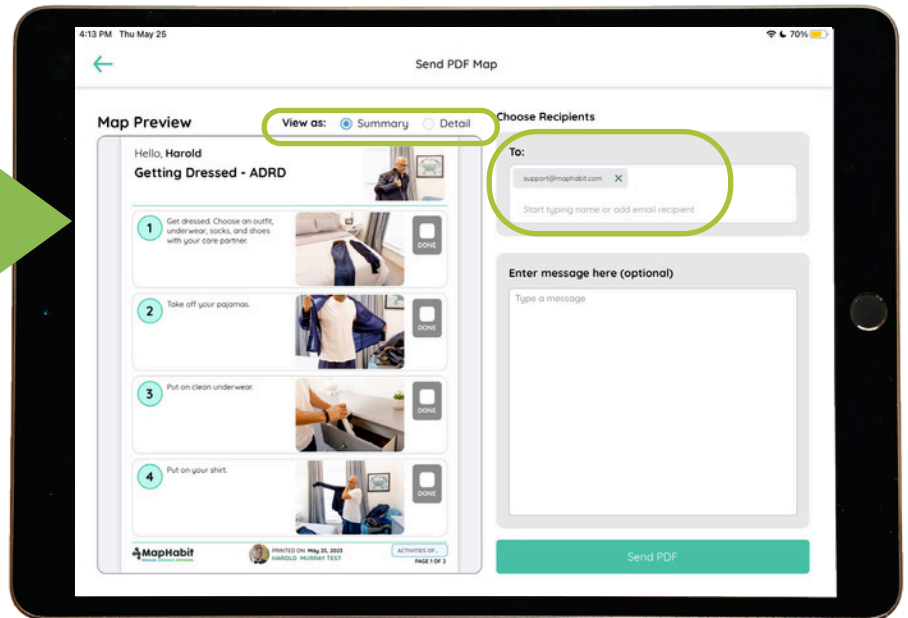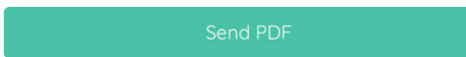Share in message
Delete Map
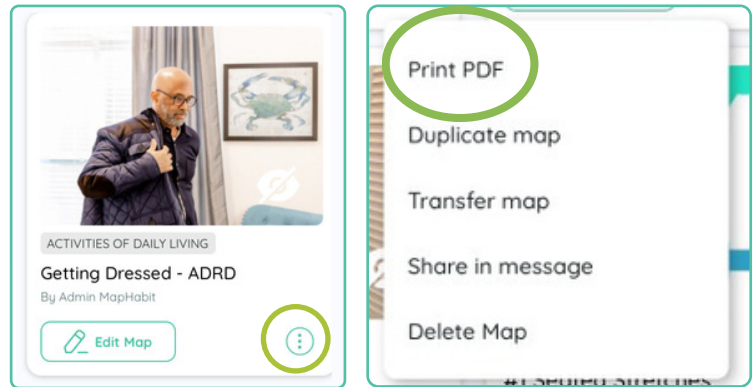
Step 3:
Above map, select between **Summary View** or **Detail View**.

Step 4:
Under **Choose Recipients**, type the email address of person you are sending to.

Step 5:

Tap **Send PDF**.

Send PDF

4:13 PM Thu May 25   70%

← Send PDF Map

Map Preview   View as: ⦿ Summary ○ Detail   Choose Recipients

Hello, **Harold**   To:
Getting Dressed - ADRD   support@maphabit.com X

                                                     Start typing name or add email recipient

1 Get dressed. Choose an outfit,
   underwear, socks, and shoes
   with your care partner.   DONE   Enter message here (optional)

2 Take off your pajamas.   DONE   Type a message

3 Put on clean underwear.   DONE

4 Put on your shirt.   DONE

MapHabit   PRINTED ON May 25, 2023   ACTIVITIES OF...
           HAROLD MURRAY TEST   PAGE 1 OF 2   Send PDF

Step 6:
You will receive an email with a link to the PDF. You can print from there.

MapHabit
VISUALIZE YOUR DAY

Hello

Annika Thames sent you a PDF. Please click here to download your PDF.
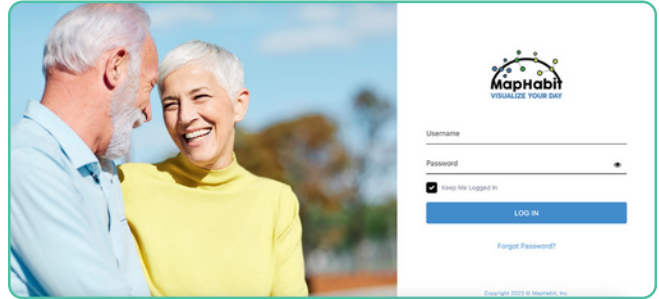
Thanks,
The MapHabit Team

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Adding People to Your Circle of Support

Step 1:
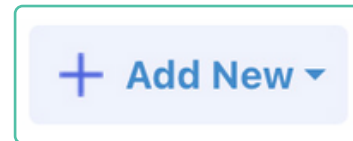On your computer, go to:
app.maphabit.com

Step 2:
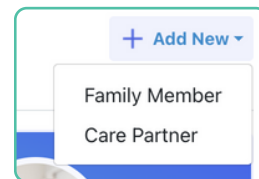Enter your **Username** and **Password**, then tap **Log In**.

Step 3:
On top right of screen, tap **Add New**.

Step 4:
Select **Family Member** or **Care Partner** depending on the individual's role in your Circle of Support.

Step 5:
Select the person's **Relationship**.

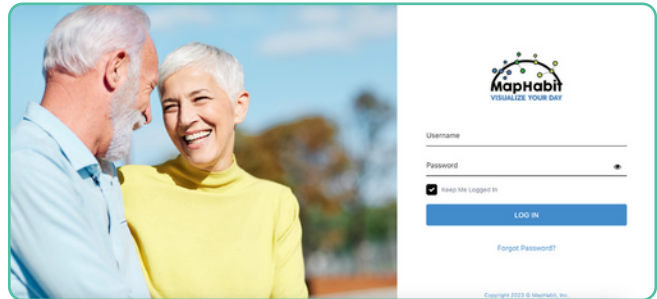Enter the **Email Address** of the person you would like to add.

Step 6:
Select **Send Invite**. You can adjust visibility and editing permissions after the invite is accepted.

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Removing People From Your Circle of Support

Step 1:
On your computer, go to:
app.maphabit.com

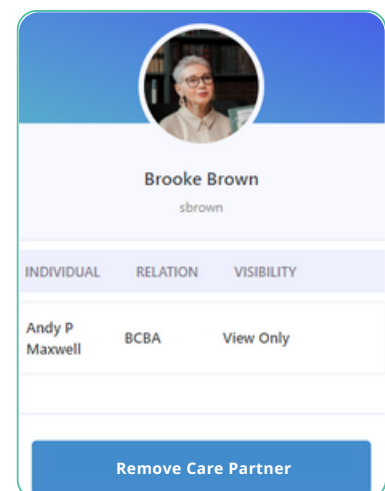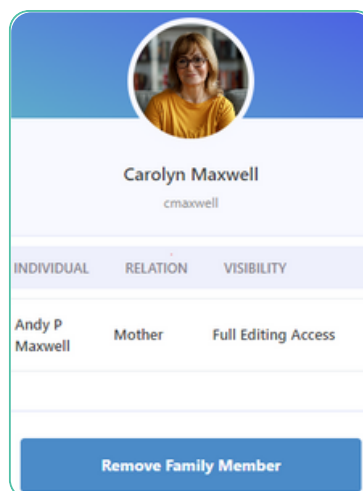**Step 2:**
Enter your **Username** and **Password**, then tap **Log In**.

Username

Password

Keep Me Logged In

Step 3:
Select the name of the Circle of Support member you want to remove.

Arthur Jones — Active

Brooke Brown — Active

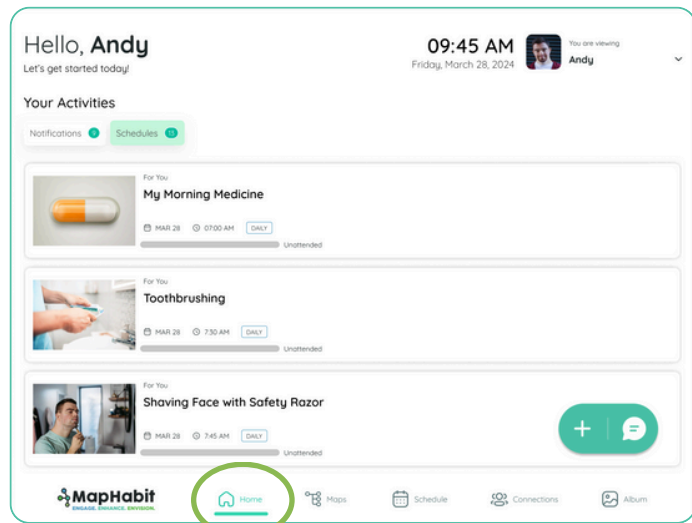**Step 4:**
Select **Remove Family Member** or **Remove Care Partner**. The individual will automatically be removed from your Circle of Support.
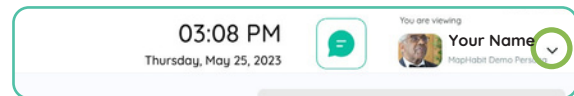
Carolyn Maxwell
cmaxwell

INDIVIDUAL	RELATION	VISIBILITY
Andy P Maxwell	Mother	Full Editing Access

Remove Family Member

Brooke Brown
sbrown

INDIVIDUAL	RELATION	VISIBILITY
Andy P Maxwell	BCBA	View Only

Remove Care Partner
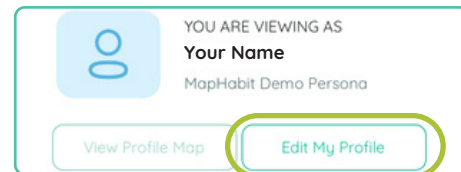
Changing Your Password

Step 1:
Go to **MapHabit Home Page**.

Step 2:
Tap ⌄ in top right.

Step 3:
Tap **Edit My Profile**.

Step 4:
Scroll down and enter old password.

Step 5:
Enter new password.

Step 6:
Tap **Save All Changes**.
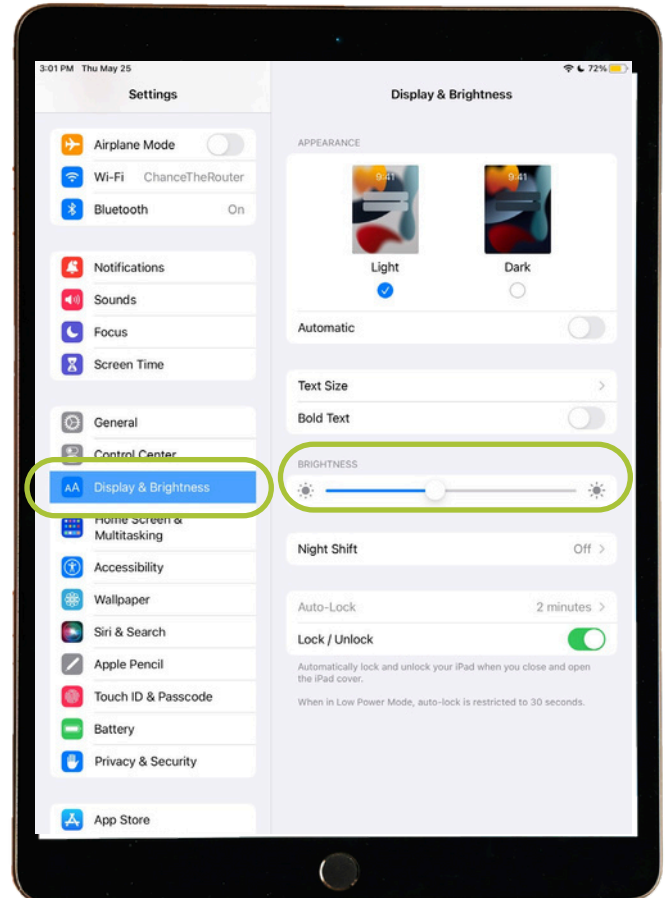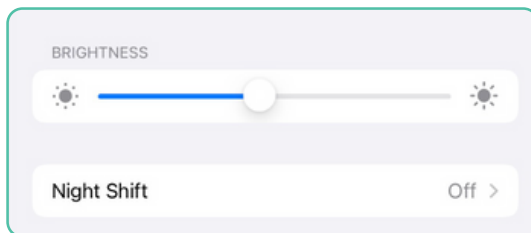
Save All Changes

Adjusting Device Brightness

Step 1:
In **Settings**, tap **Display & Brightness**.

AA Display & Brightness

Step 2:
Drag your finger on the bar to adjust brightness.

BRIGHTNESS

Night Shift   Off >

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Glossary

Word	Definition
Passcode/ Tablet PIN	The 4-digit code used to unlock your iPad.
Username	The name you use to log in to your MapHabit account.
Password	The secure code you use with your username to log in to your MapHabit account.
Maps	MapHabit's step-by-step guides that use pictures, audio, and video to break down daily tasks. You can use our pre-built maps or make your own.
PDF	A type of file that keeps your map formatting the same as on the app and allows you to print or email your maps.
Circle of Support	A group of people who are there to help and support you, like friends, family, therapists, and more.
Profile	A personal page where you can adjust account settings, including your name and photo, as well as changing your username and password.

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