

# STEP-BY-STEP INSTRUCTIONS FOR USING MEMBO NOTICEBOARD APP & ONLINE HUB

## Make a Note of Your Account Credentials

App User Account Number \_\_\_\_\_ App Password \_\_\_\_\_

Online Hub Username \_\_\_\_\_ Hub Password \_\_\_\_\_

These can be altered in the Account area of the Management Hub. We recommend you keep the same Password for both, but it can be changed at any time.

**IMPORTANT NOTE:** If the Password for the App is changed, the new Password will need to be entered in Settings on **every Device** using the App.

## FROM THE APP

### Create or Change an Appointment

1. From the Noticeboard Summary page, click on Appointments Tab at top right.
2. Click on Manage button at the bottom.
3. Click New Appointment bottom left.
4. Type a simple title and description. The time will automatically show on the board, so don't type in.
5. Choose green Save Appointment button.
6. Choose Refresh the List button at bottom right.
7. Choose back arrow at bottom or top of screen to go back to the Noticeboard Summary page.

### Create or Change a Note

1. From the Noticeboard Summary page, click on Notes Tab at top centre.
2. Click on Manage button at the bottom.
3. Click on Add a new note bottom right.
4. Type a simple title and description.
5. Nominate the "From" and "Until" dates you want the Note to display for.
6. Choose green Save Note button.
7. Choose Refresh the List button at bottom right.
8. Choose back arrow at bottom or top of screen to go back to the Summary page.

### Display a Photo

1. From Main Menu choose Pictures button, and if asked choose Allow access to device
  3. Choose Camera and take photo in usual way including "selfie" mode
  5. Choose send to MemBo, and if you wish, give the photo a title
- A confirmation message appears and photo will display in accordance with the "revert to when idle" setting.

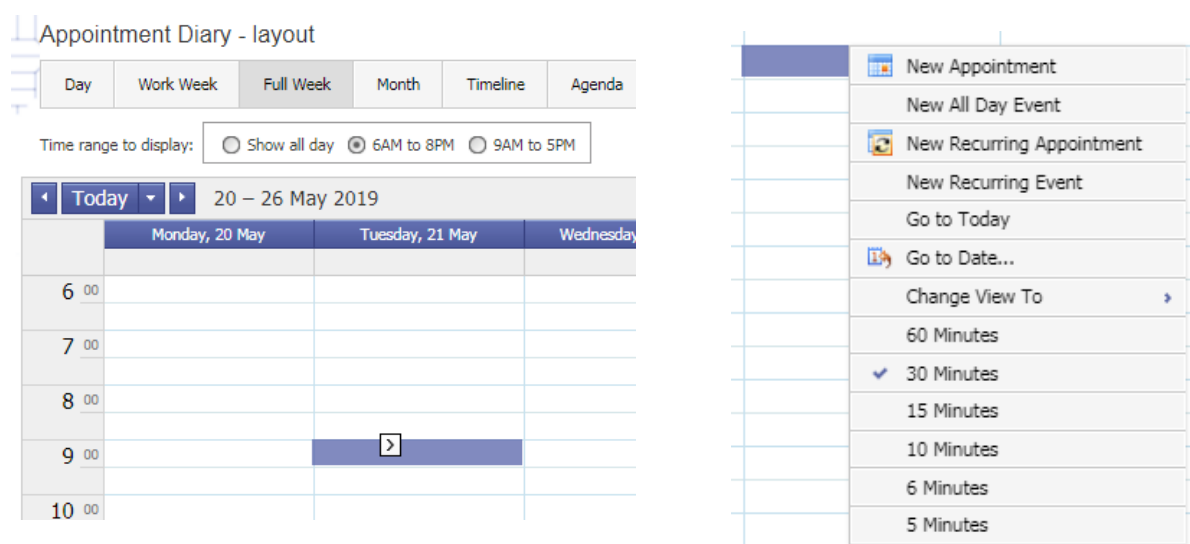
# IN THE ONLINE ACCOUNT MANAGEMENT HUB

## Log In

1. Go to MemBo Noticeboard site [www.membonoticeboard.com](http://www.membonoticeboard.com) and choose the Log In button at top.
2. Enter your Email or User ID and your Password.
3. The Hub opens in Today's page of the Diary.
4. At the top, choose the layout you want to display – just the day, a full week, month or other.

## Create an Appointment

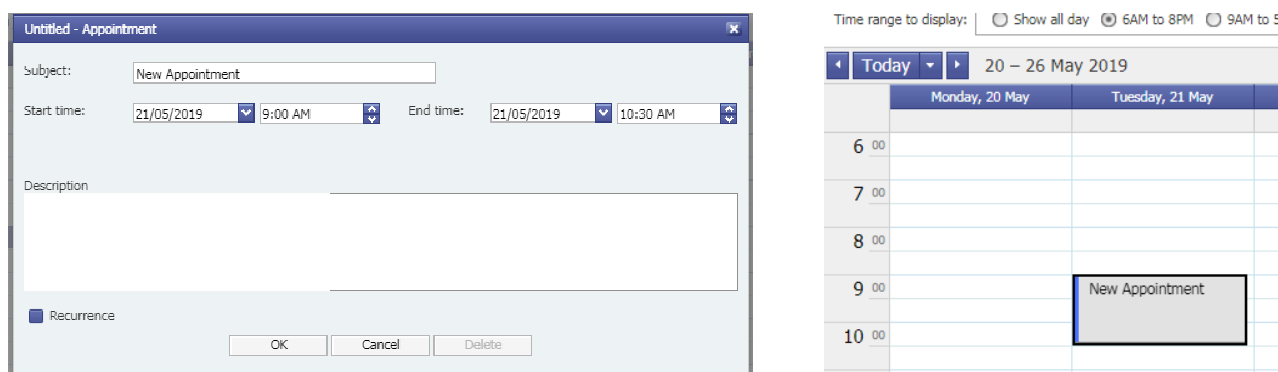
1. Click in the cell at approximately the appointment time. When the little arrow appears, move the mouse over the arrow until the hand shows, then click with mouse.
2. Choose New Appointment to make just one appointment, or New Recurring Appointment if this is a regular daily, weekly, or monthly appointment.



3. In the window that appears, include the appointment details including the start and approximate end time.

It's not necessary to include the end time, but if you have numerous appointments on one day, this will help to avoid slotting a new appointment over an existing one.

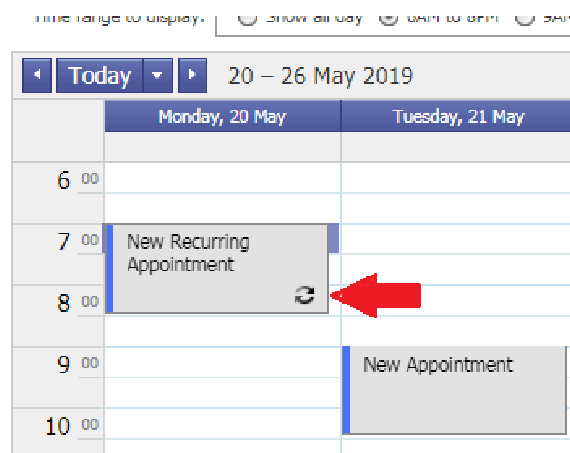
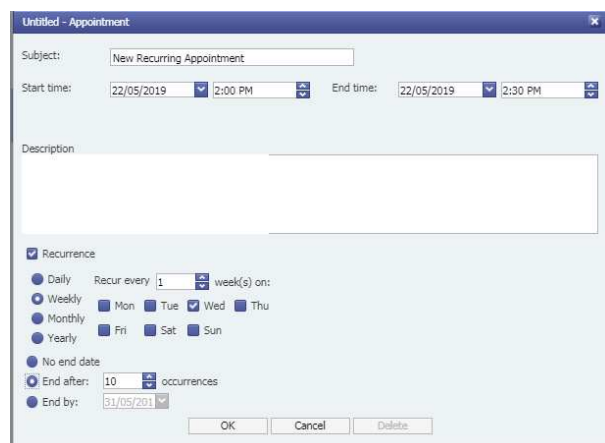
5. Choose OK and the appointment appears on the diary.





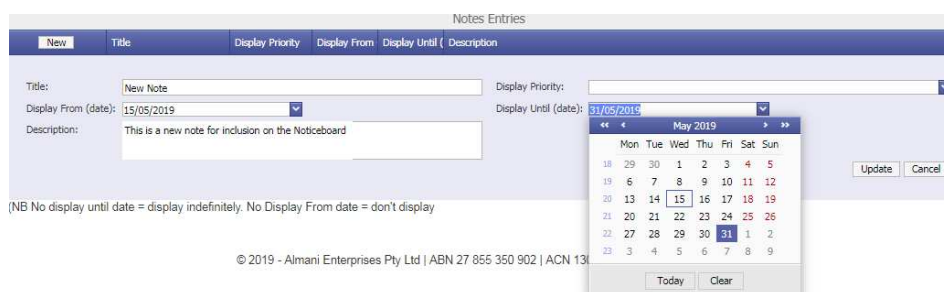
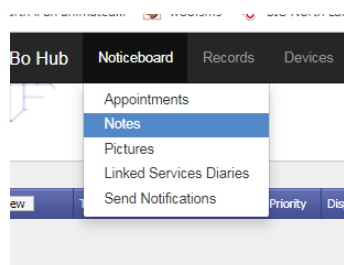
## Create a New Recurring Appointment

1. Click in the cell, and when the arrow appears click to reveal the drop down list.
2. Choose New Recurring Appointment.
3. In the window that appears, select the start and end time, and then choose the details for the recurrence. Recurring Appointments feature the arrow icon in the bottom corner



## Create a New Note

1. Click on the Noticeboard tab at the top of the page and choose New Note from the drop down list.
2. Include information for the Note including start and end date using the calendar that appears when you click on the drop down arrow.



## View Device List

These are the Mobiles and Tablets that have installed the App. In this area you can alter the type of access for this user from Full to Basic.

You cannot alter the Name or User ID, this must be done from the device itself.

## HELP

If you need help, please email us at [info@membonoticeboard.com](mailto:info@membonoticeboard.com) or phone us on 0400 644 684