MyCOMMS

MyComms User Guide

Your Guide to Navigating MyComms and Creating Visual Supports

Version 1

2025 Edition

Welcome to MyComms

Purpose of the Guide

This guide is designed to help you get the most out of your MyComms experience. Inside, you'll find clear, step-by-step instructions to help you set up, customise and share visual supports with ease.

By using this guide, you'll learn how to:

- **Efficiently manage tasks:** Create, schedule, and customise task breakdowns, daily schedules, weekly calendars and choice boards tailored to individual needs.
- **Leverage pre-built templates:** Save time by accessing ready-made templates for common routines, easily adapting them as needed.
- **Individualise content:** Use your personal photo library to make visual supports meaningful and relatable.
- **Support multiple people:** Manage multiple profiles under one account. Each profile can have its own personalised visual supports, making it easy to support multiple users across contexts.
- **Export and share visual supports:** Export visuals as PDFs or share them digitally, making it easy to print, email or use across different settings (home, school, community and therapy).
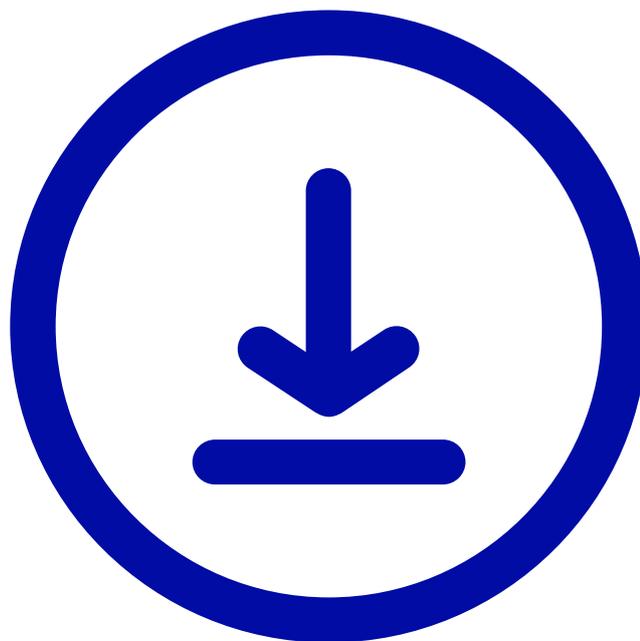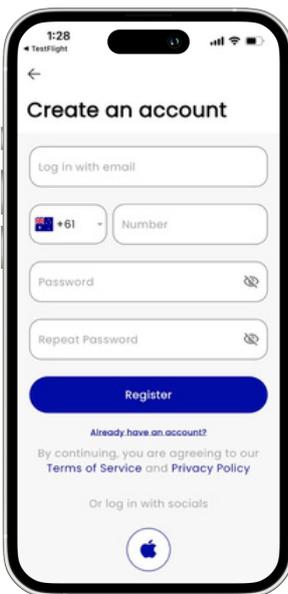
MyCOMMS

Contents

01

Download and Install
Accounts and Profiles

1.1 Download and Install

Step 1: Download and Install
- Open the App Store (iPhone) or Google Play Store (Android).
- Search for "MyComms."
- Tap "Install" and wait for the app to download.

Step 2: Create an Account
- Open the app.
- Tap "Create Account."
- Enter your email address.
- Enter your phone number.
- Create a secure password.
- Tap "Register."
- Verify your email if prompted.

Tip: If you close the app mid-setup, MyComms saves your progress!

![MyCOMMS logo]

1.2 User Profiles

- Each account can create up to 4 user profiles. (please not the free trial is limited to 2 profiles)
- Profiles are personalised for the individual user.
- Profiles store tasks, schedules and settings.

To Add a Profile:

1. Tap the "Profiles" tab on the Home Page.
2. Tap ✚ "Add Profile."
3. Upload a photo.
4. Enter basic information: name, date of birth, dropdown menu (e.g., visual, learner, neurodivergent, etc.).
5. Tap "Save."

Tip: You can edit profiles anytime by tapping "Edit" on the profile page.

1.3 Selecting User Profiles

To help you filter and personalise visuals, you can select the user profile with two simple clicks.
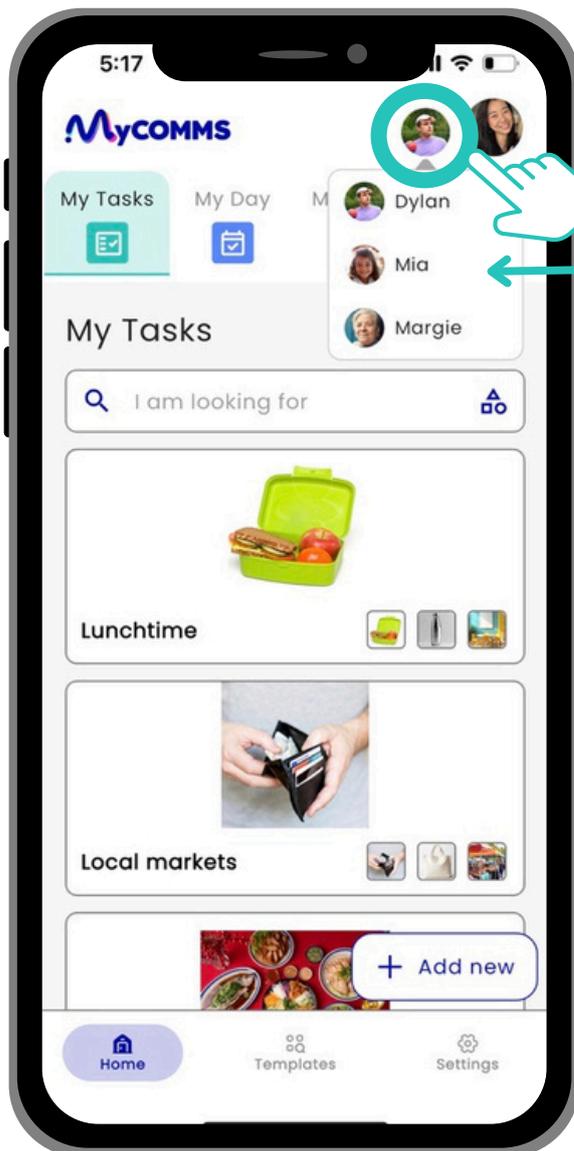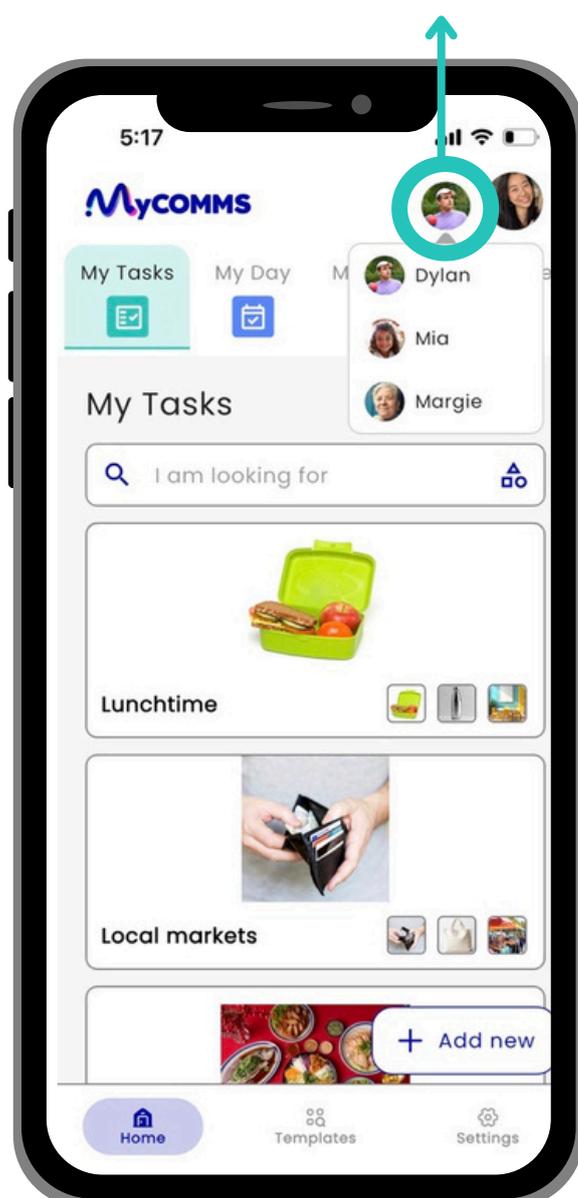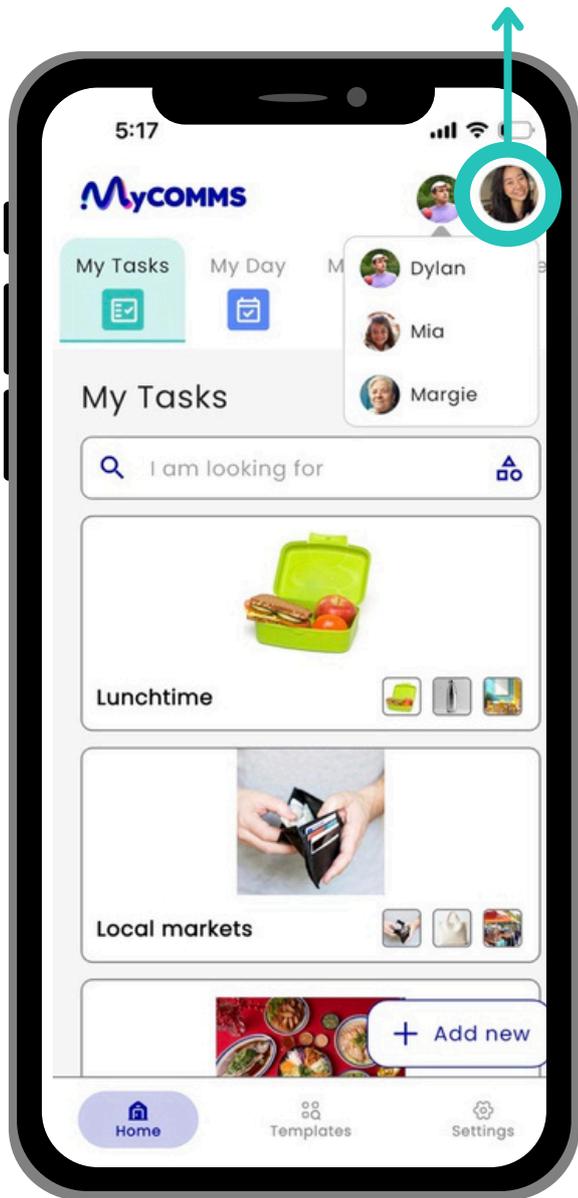

1. Tap the Play Mode profile picture.
2. Choose the User profile you would like to create or view visual supports for. (For example, choose Dylan, Mia or Margie).
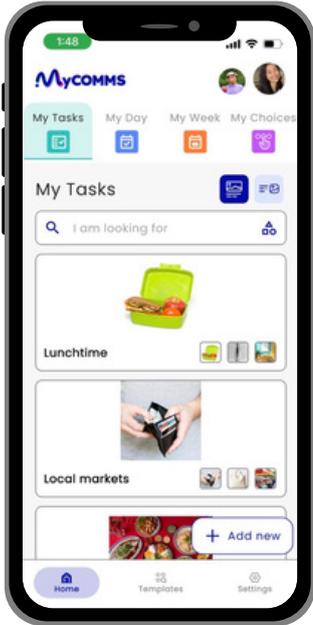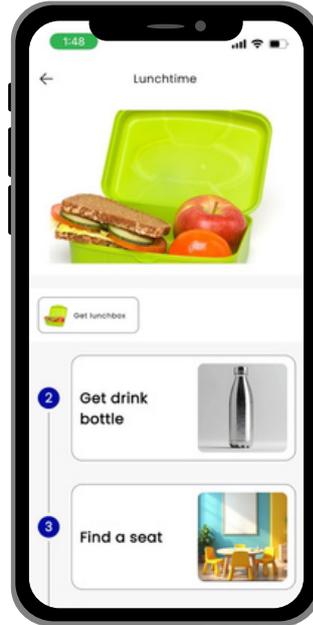
1.4 Creator Mode vs Play Mode

Account holder/Creator

Play Mode User

1.4 Creator Mode vs Play Mode

Creator Mode	Play Mode
• The Account holder is the creator • The Creator has access to <u>all</u> features The Creator can: • Create visuals from scratch • Access, edit and save templates • Duplicate, share, export and delete visuals • Cancel the account	• The individual who uses visuals uses Play Mode • The Play Mode user only has access to the visuals allocated to them • Play Mode allows users to interact with visual supports.

1.5 How to turn on Play Mode

1.Tap on the Creator profile picture to enable Play Mode.
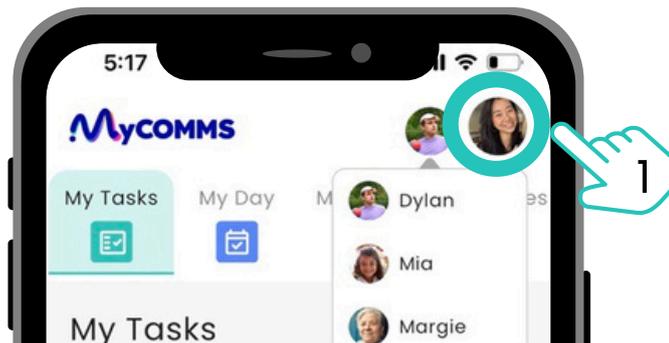
2. Select the Play Mode user you would like to 'switch' to.

1.6 How to turn off Play Mode

1.Click the Play Mode Profile in the top right corner to exit Play Mode
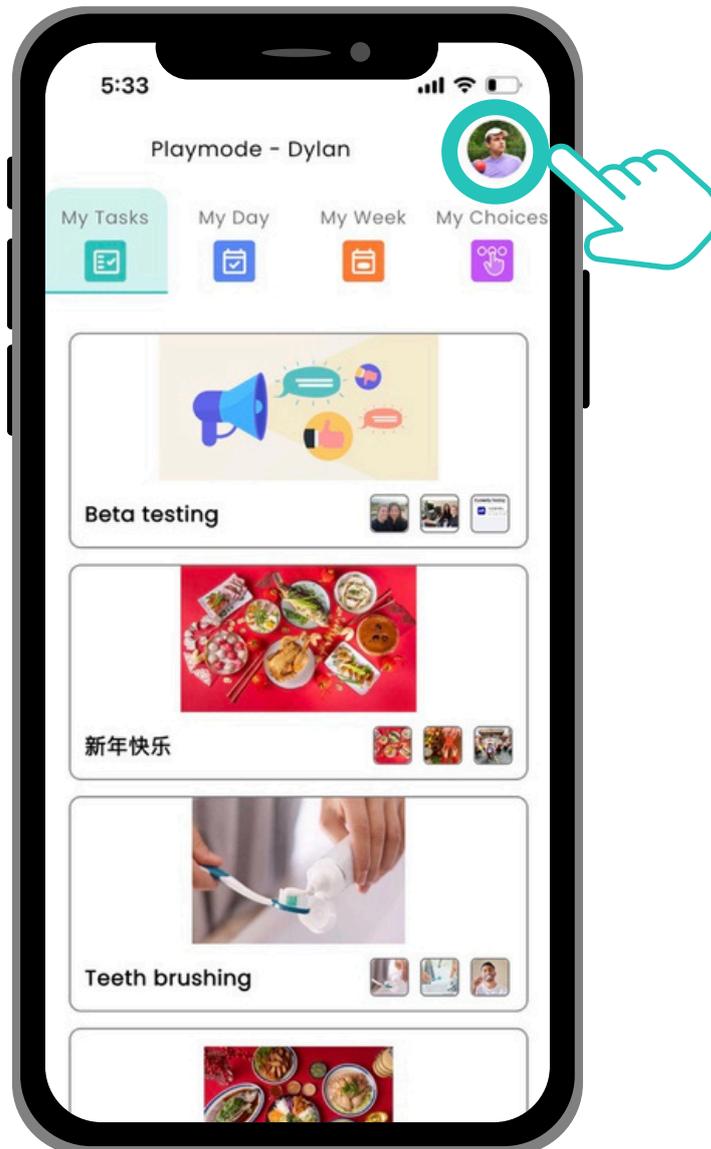
02

The Home Page

2.1 Your Home Screen - Tabs Overview
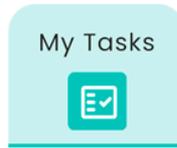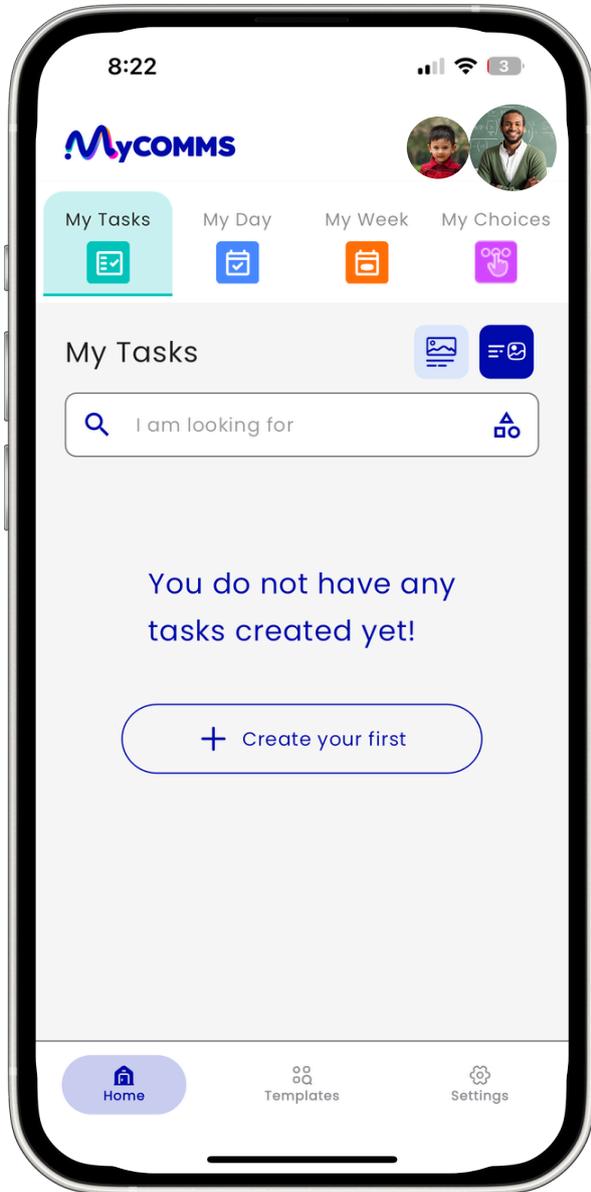
My Tasks

- Lists task breakdowns that you have created and saved.
- Scroll up and down to view different tasks.
- Use the search bar or filter tasks by category.

My Day

- Displays today's schedule with visual steps.
-
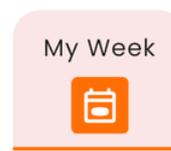
My Week

- Displays a weekly calendar view.
- Toggle the calendar icon to view different weeks.
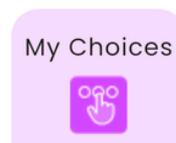
My Choices

- Displays visual choice boards.
-
-

2.2 Bottom Navigation Bar
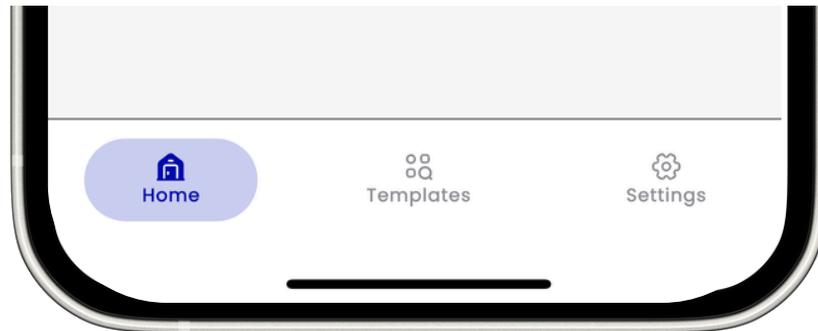
Home

- This is where everything you have created and saved is stored and located.
- In Home, you can view, search for, create, duplicate, share, export and delete visuals.

Templates

- This is where you can browse, edit and save Task and Choice Templates.
- Templates are created by industry experts in communication and visual supports.

Settings

- This is where you can personalise your MyComms experience.
- Edit profile information, manage notifications, subscription, app settings and log out of the app.

2.3 Templates

There are 2 types of MyComms Templates: Task templates and Choice templates.
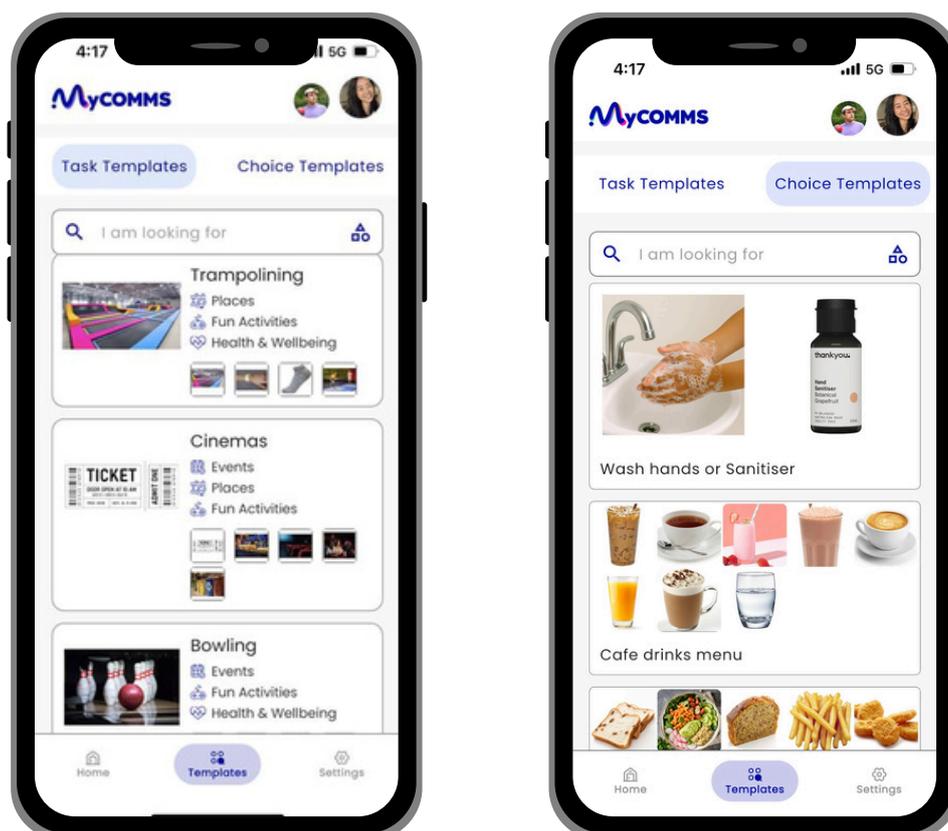
Templates

- Designed and created by industry experts (speech therapists, teachers, occupational therapists, behaviour support practitioners and researchers) to reflect best practice in communication support.
- Provide a starting point for creating visual supports without the overwhelm of starting from scratch.
- Can be easily personalised to meet individual needs - edit steps, text and images to make supports more meaningful.

2.4 Settings
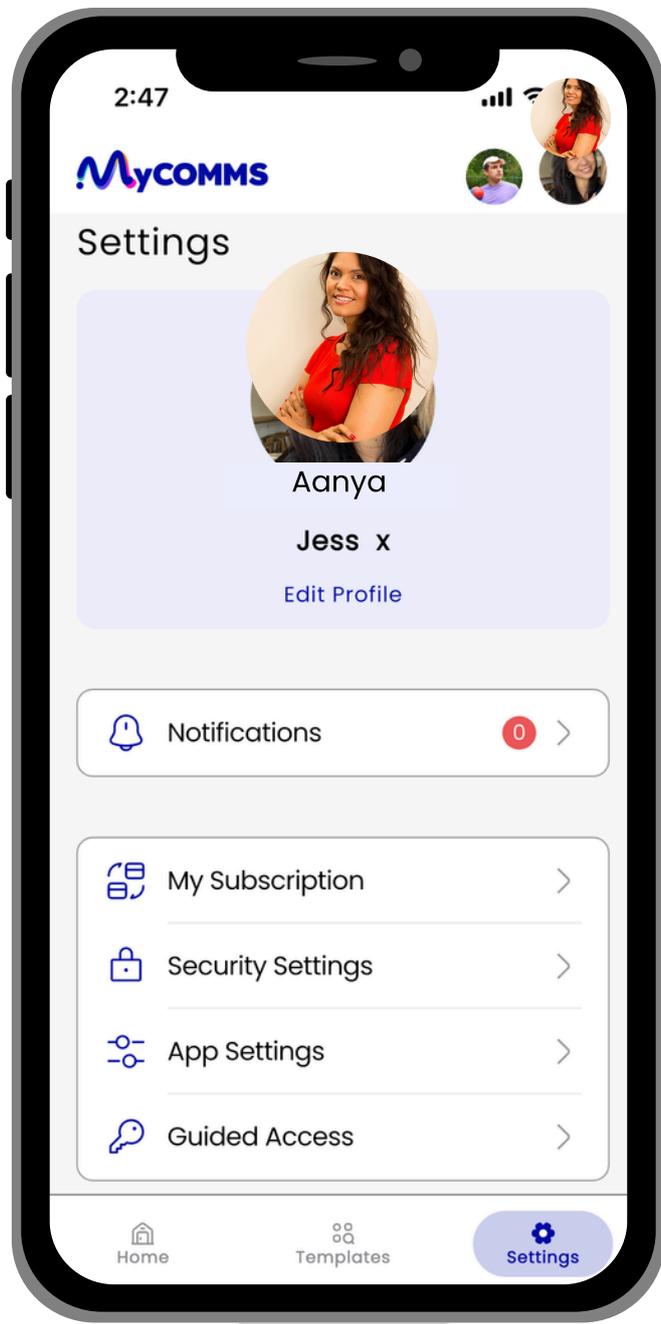
Customise Your Experience with settings. You can:

- **Edit your profile** information (Photo, contact details)
- View **notifications**
- Manage your **subscription**
- **Security Settings -** Reset your password
- **App Settings** - toggle on/off:
  Enable device camera
  Display widgets in playmode
  Notification sounds
  Email notification
  Option to Delete account
- **Guided Access** - create passcode to switch between Creator Mode and Play Mode
- View our **Terms and Conditions and Privacy Policy**
- **Log out** of MyComms

2.5 Categories
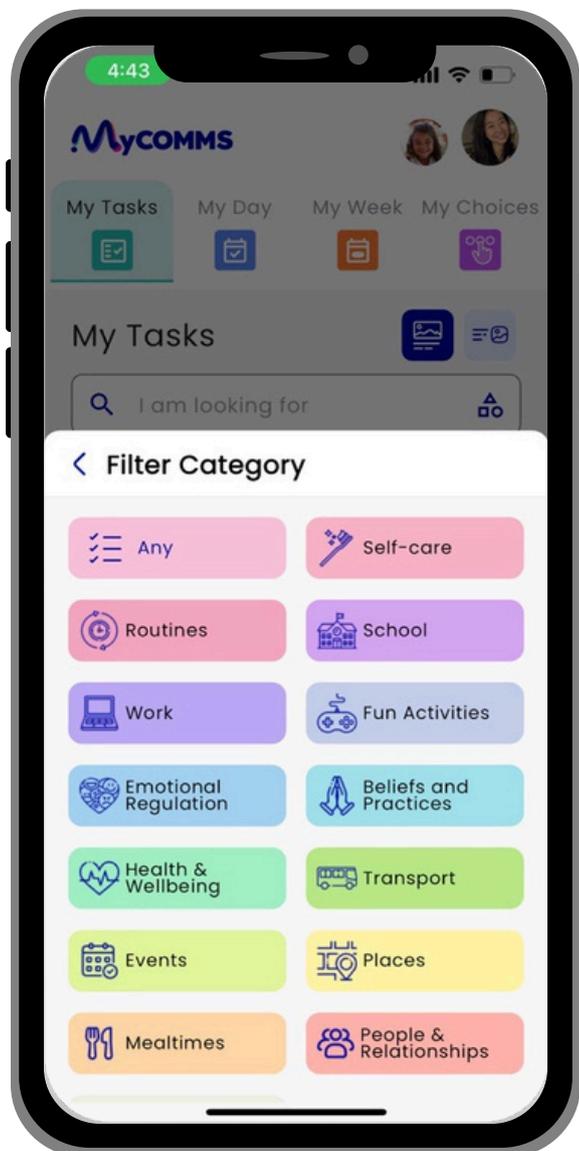
About Categories

The following categories:

- Any
- Self-care
- Routines
- School
- Work
- Fun Activities
- Emotional Regulation
- Belief and Practices
- Health and Wellbeing
- Transport
- Events
- Places
- Mealtimes
- People and Relationships

Ways to Use Categories

- My Tasks (Tasks breakdowns) and My Choices (choice boards) can be filtered by categories - this helps you locate relevant visual supports.
- Browse templates by category.
- Select up to 3 categories per visual support.

2.6 Image-dominant View and Text-dominant View

To switch between views, simply click either Image-dominant view button or the text-dominant view icon. Task breakdowns, and daily schedules can switch between to best support the comprehension needs of the user.

Image-Dominant View

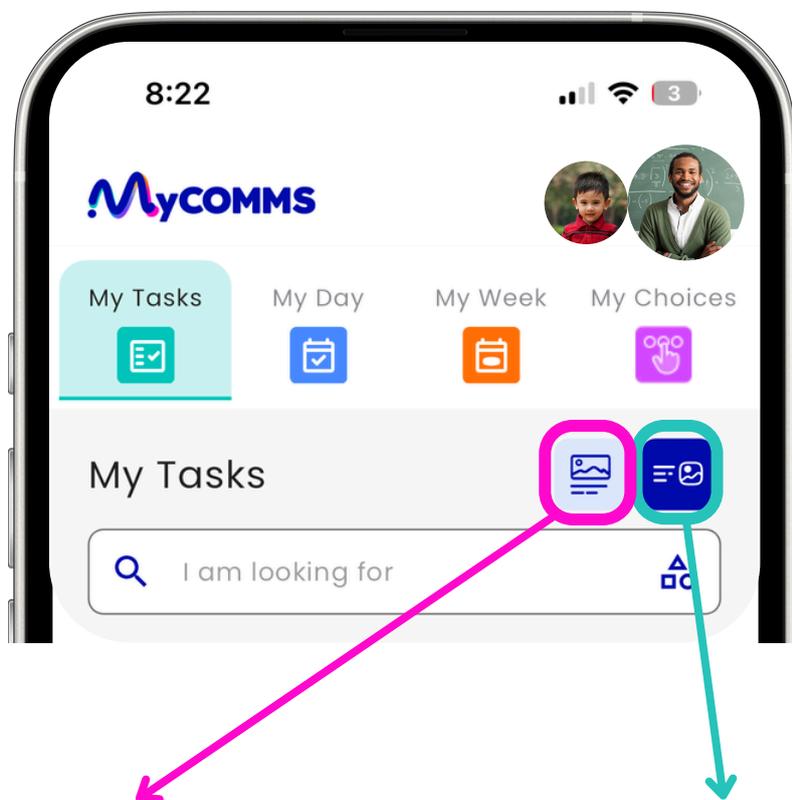- Image-dominant view is for users who rely on imagery to gain meaning - they are likely still developing the skills needed to read words.
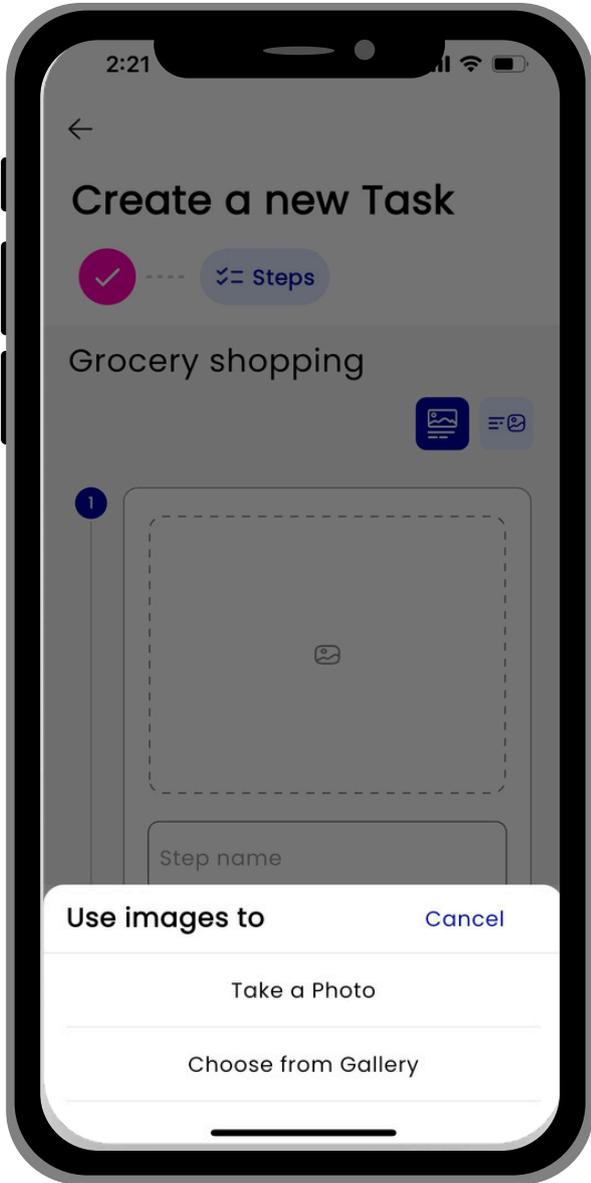- In this view, images are larger and text is smaller.

Text-Dominant View

- Text-dominant view is for users who can read or are starting to reference written language more.
- In this view, the text size is larger and images are smaller.

03

MyComms Features

3.1 My Tasks - Task breakdowns

The top image in a task is the cover image for the task, select the small circle on your photo to designate the cover image.

There are 2 ways to create a task:
1. Create a new task from scratch
2. Edit and save a Task Template

1. Create a New Task breakdown:
1. Tap "My Tasks."
2. Tap ✛ "Add New Task."
3. Enter a Task Name (e.g., "Brush Teeth").
4. Choose up to 3 categories.
5. Tap "Add Step" to break it down into smaller actions.
6. For each step:
   - Add a title.
   - Upload a photo.
   - Set an optional timer.
7. Tap "Save" when finished.

2. Create a Task Breakdown using a Template:
1. Tap "Templates" in the Home Page menu.
2. Browse or search templates.
3. Tap a template to preview it.
4. Tap "Add Task".
5. Edit details (name, categories, photos, step names) and assign the Task to a user profile.
6. Tap "Save Task"

3.2 My Day - Daily Schedules
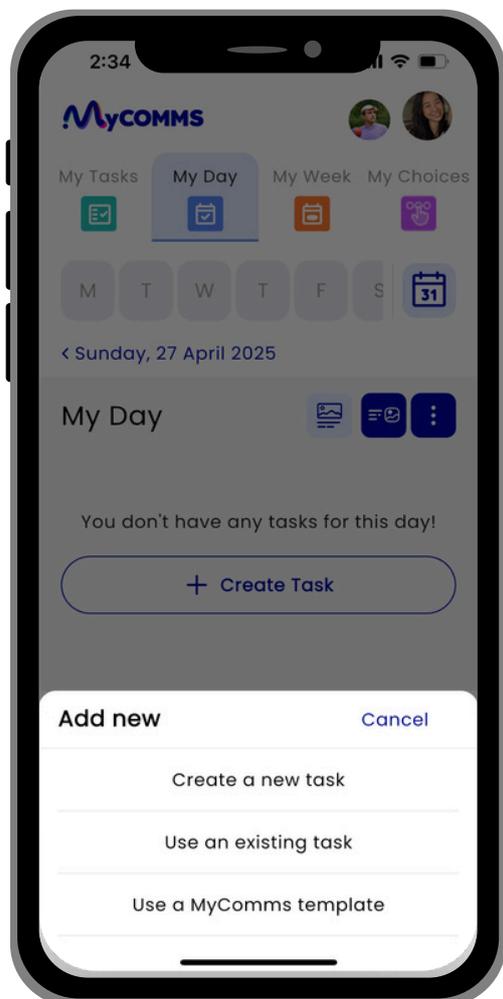
Creating a Daily Schedule

1. Tap "My Day."
2. Tap ✚ "Add Event."
3. Choose a Task.
4. Set the time.
5. Repeat for each planned event.

![MyCOMMS logo]

3.3 My Week - Weekly Calendars
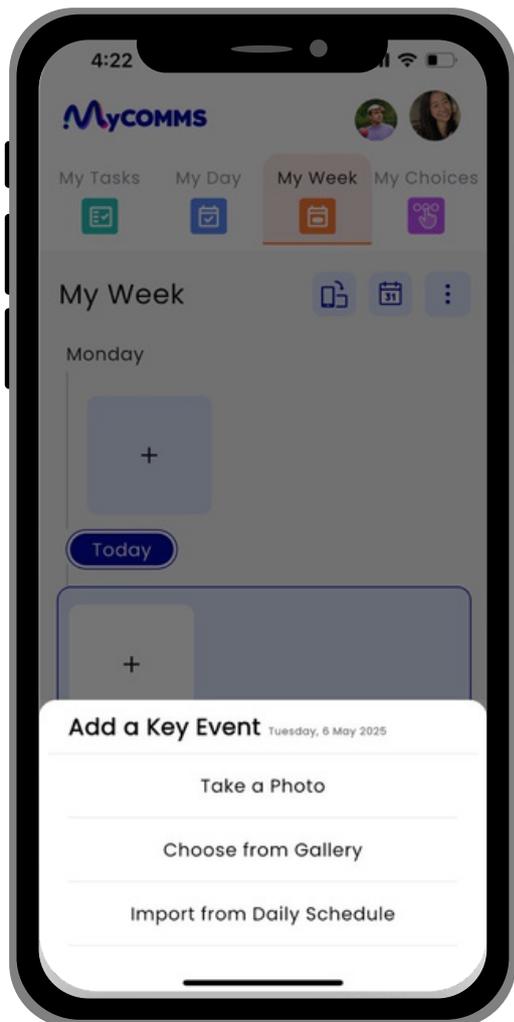
Creating a Weekly Calendar

1. Tap "My Week."
2. Tap the day you want to edit.
3. Add a key event. Choose from the options:

- Take a photo with your device's camera.
- Upload a photo from your device's image gallery.
- Import a task from your daily schedule.

4. Enter 'Key event title' (e.g. Swimming lesson)
5. Create a maximum of 3 key events per day.

3.3 My Week - Weekly Calendars

What can I do with weekly calendars I have made?
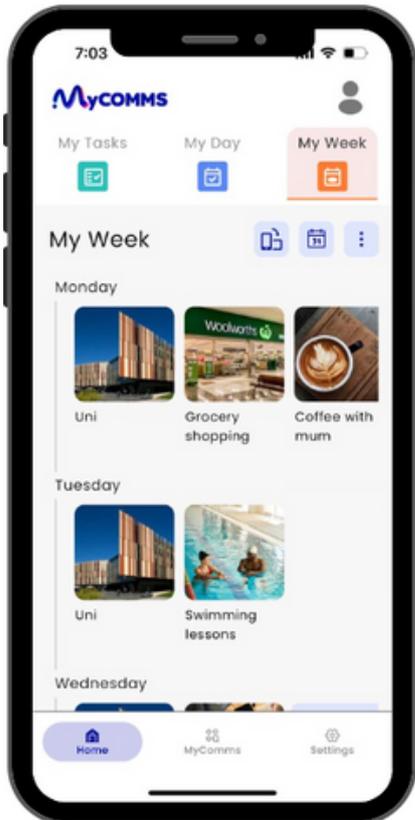
Switch between vertical or horizontal view.

Select the date you would like to view or create a weekly calendar for.

Duplicate the calendar to another week.
Share
Export the calendar into a PDF file. Find the file in your downloads or phone files.
Delete the calendar.

3.4 My Choice - Choice boards

This image is a visual representation of how to create a Choice board from scratch

There are 2 ways to create a task:

- Create a new Choice board from scratch
- Edit and save a Choice board Template

1. Create a Choice Board from scratch

1. Tap "My Choices"
2. Tap "Add new"
3. Tap " Create a new Choice board"
4. Enter a Choice board Name (e.g., Snacks).
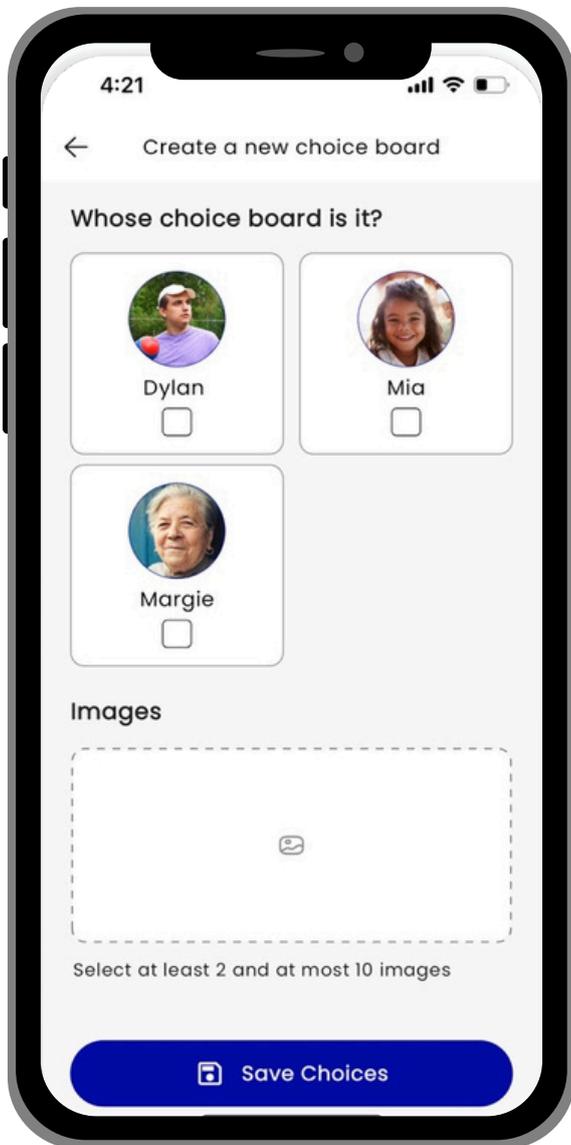5. Choose up to 3 categories.
6. Assign choice board to a Play Mode User Profile (e.g. Dylan, Mia or Margie) - you may select multiple or all.
7. Upload between 2-10 photos.
8. Tap "Save Choices"

2. Create a Choice Board using a Template

1. Tap "My Choices"
2. Tap "Add new"
3. Tap " Use Choice board Template"
4. Select a Choice board Template
5. Edit details (name, categories, photos) and assign the Choice board to a user profile.
6. Tap "Save Choices"

3.5 Exporting and Sharing Visual Supports in My Tasks

All visuals made within MyComms can be duplicated, shared, exported and deleted.
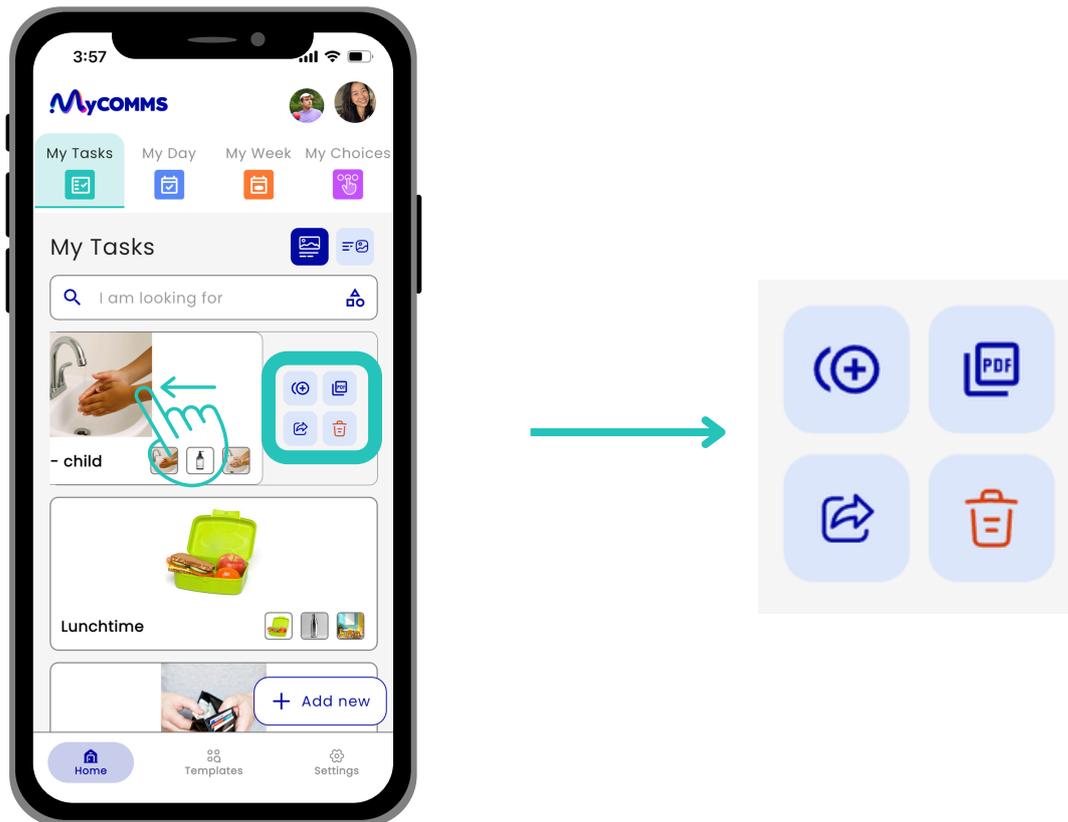
To access exporting and sharing functions in My Task, swipe left on the Task and access the 4 buttons:

Duplicate the Task breakdown - create another copy.

Share via messages, email and/or social media channels

Export the Task Breakdown into a PDF file. Find the file in your downloads or phone files.

Delete the Task Breakdown.

3.5 Exporting and Sharing Visual Supports in My Day

All visuals made within MyComms can be duplicated, shared, exported and deleted.

To access exporting and sharing functions in My Day, click the 3 vertical dots button:

- **Duplicate** the Daily Schedule to another week.
- **Share** via messages, email and/or social media channels
- **Export** the Daily Schedule into a PDF file. Find the file in your downloads or phone files.
- **Delete** the Daily Schedule.

3.5 Exporting and Sharing Visual Supports in My Week

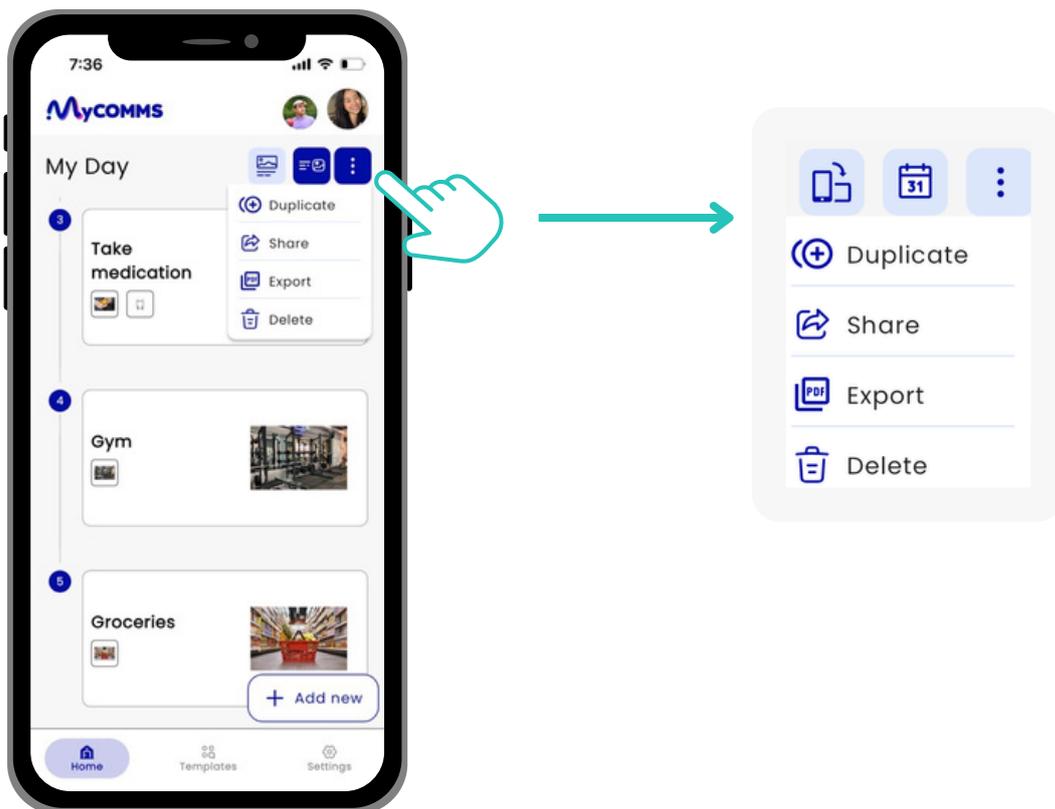All visuals made within MyComms can be duplicated, shared, exported and deleted.
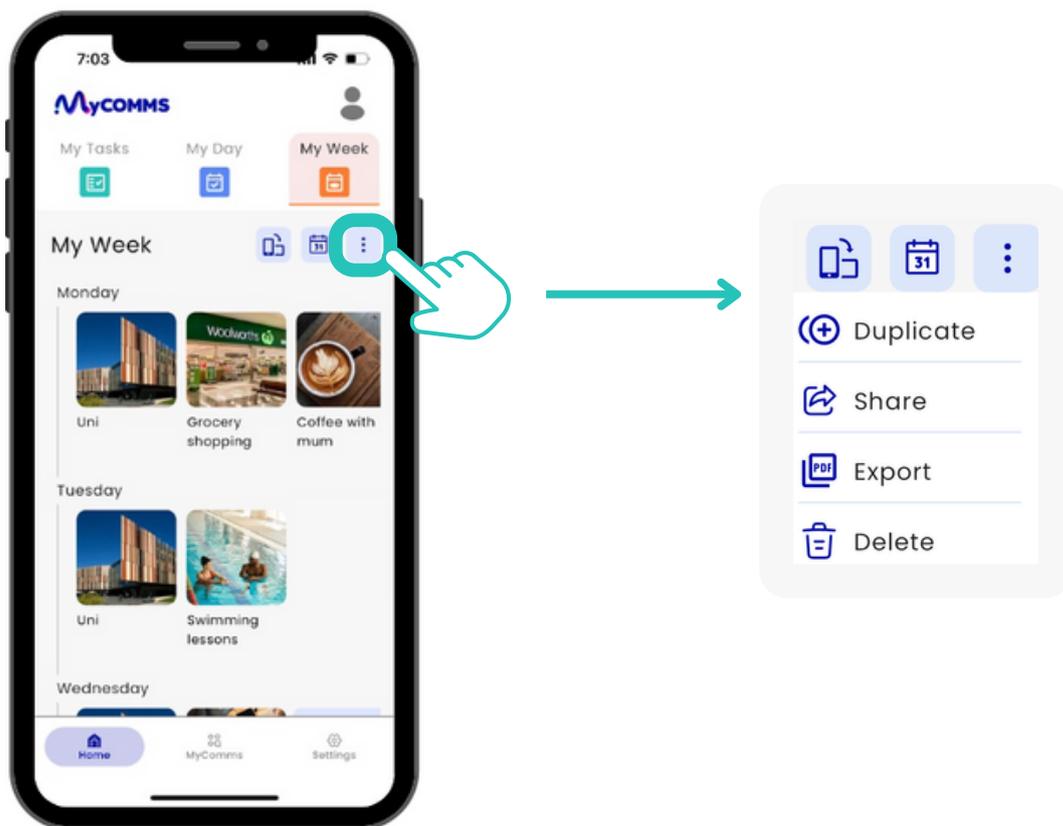

To access exporting and sharing functions in My Week, click the 3 vertical dots button:

- **Duplicate** the Weekly Calendar to another week.
- **Share** via messages, email and/or social media channels
- **Export** the Weekly Calendar into a PDF file. Find the file in your downloads or phone files.
- **Delete** the Weekly Calendar.

3.5 Exporting and Sharing Visual Supports in My Choices

All visuals made within MyComms can be duplicated, shared, exported and deleted.
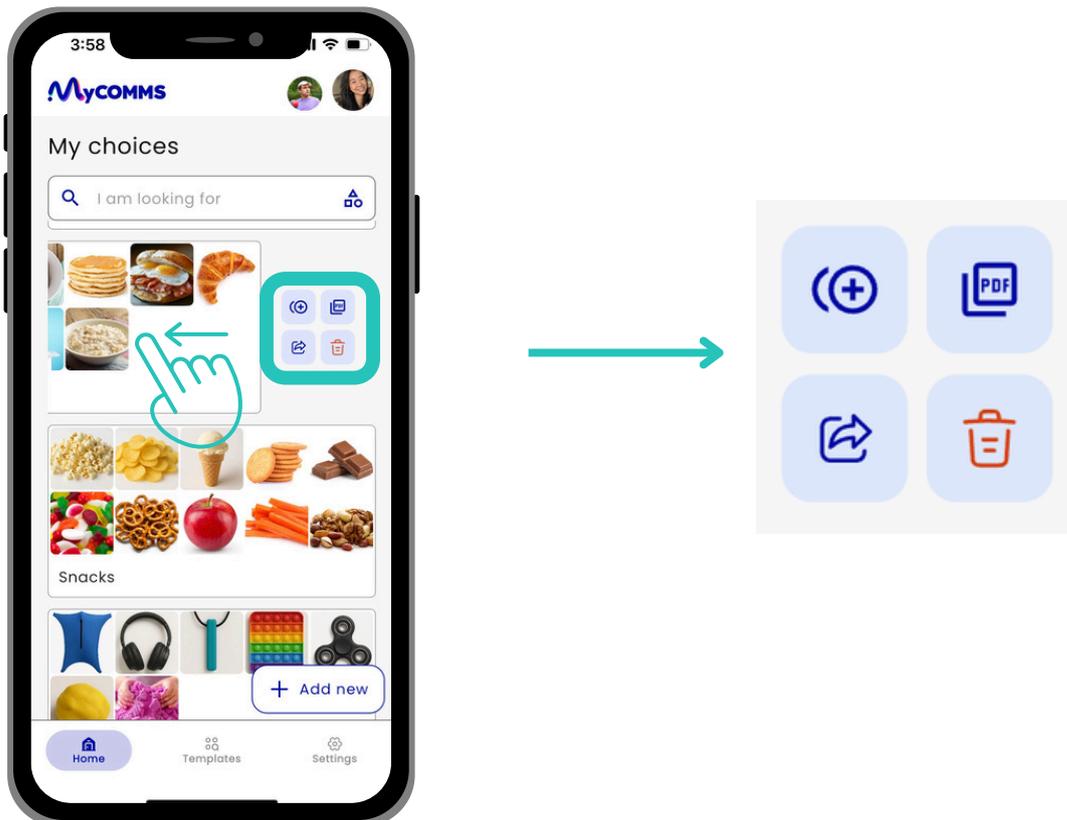
To access exporting and sharing functions in My Choices, swipe left on the Choice Board and access the 4 buttons:

Duplicate the Choice board - create another copy.

Share via messages, email and/or social media channels

Export the Choice board into a PDF file. Find the file in your downloads or phone files.

Delete the Choice board.

04

MyComms Stories

4.1 MyComms Stories

How are others using MyComms?

MyComms is built for all ages and abilities. This means we have users that come from all walks of life. We love to share examples of how MyComms is making positive impact:

John, 40, Brain Injury Survivor

Uses MyComms task breakdowns to independently cook meals at home. The Play Mode feature helps his working memory track where he is up to. The visual timer is a feature John uses frequently.

Lily, 5, Preschooler with Anxiety

Relies on a daily visual schedule to feel calm about what's happening during her preschool day and when mummy is picking her up. Lily brings the printout to school with her and likes to reference it with her peers and teachers.

Margaret, 76, Living with Dementia

Uses tasks for personal care, maintaining dignity and independence. Margaret prefers to have a go with self-care tasks rather than relying solely on a carer. Following the step-by-step visual instructions helps Margaret plan ahead and engage more readily.

Tyler, 16, Autistic High School Student

Chooses regulating activities from a MyComms choice board when feeling overwhelmed in class. His teachers have noticed increased engagement and emotional regulation in class since Tyler has been offered choice and autonomy at school.

4.1 MyComms Stories

How are others using MyComms?

Amira, 8, Primary School Student of Refugee background
Having recently resettled in Australia as a refugee, Amira uses MyComms to support her school life. English is her fourth language and being able to reference culturally familiar images and read supports in her home language of Arabic helps her feel more connected, confident, and engaged in her new learning environment.

Darren, 22, Supported Independent Living Resident
Darren, who is non-verbal, uses MyComms to follow his daily routines and complete tasks like personal care and transitions more independently. His support workers also use MyComms choice boards when visiting the pub or cafe, helping Darren make his own choices and stay engaged in community life.

Sophie, 32, Living with Down syndrome
Uses MyComms at her new job in retail to break down repetitive tasks like setting up displays and handling stock. Her personalised task lists help her feel confident, stay on track and reduce anxiety during busy work hours.

Michael, 50, Intellectual Disability & Health Access Needs
Uses MyComms to prepare for and attend health appointments. His carers create visual breakdowns showing what will happen at each appointment, which reduces his stress and supports him to communicate his needs more effectively with doctors.

Have you got a MyComms story you would like to share? We would love to hear from you - email us at info@commspec.co

MyCOMMS

Thank You

Together, we're making communication more accessible for everyone

Contact Information

Website www.commspec.co

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