

How to use this app

This short guide explains what this app is, who it is for, and how to find accounts, papers, and people to call. Take it one screen at a time. You do not have to finish everything in one sitting.

What this app is

This app is a private walkthrough of household accounts, bills, contacts, and papers. It lives on this phone or computer. The name on Home is set in Settings under Home title (the default is Left For You). An optional backup in Settings stores a copy on the family's server, keyed to this install.

User names, passwords, and account numbers are stored in an encrypted file on this device. The unlock code is the key. The code itself is never saved.

What it is meant for

It is for the person who needs to keep the household going if the person who usually handles bills and logins is not there. It is not a public death notice, and it is not a password manager in the cloud. Think of it as a quiet folder: a letter, a checklist, the logins you will need, files that were left for you, and people to call.

- Home holds a letter written for you, and the next unfinished step.
- Steps is a numbered checklist you can check off as you go.
- Accounts holds websites, user names, passwords, and account numbers.
- Files holds letters, PDFs, and Word documents, including this one.
- Contacts holds people to call: family, the attorney, and anyone listed first.

How to open it

Open the app and type the unlock code. If a hint was saved, it appears on that screen. The hint is not secret; it is only a reminder.

If the code is wrong, try again and read the hint. If the code is lost, the passwords in this guide cannot be recovered. Do not tap Create new account unless you mean to erase this copy. That button permanently deletes accounts, files, contacts, and the unlock code on this device.

Finding your way

On a phone, the sections are along the bottom, each with an icon: Home, Steps, Accounts, Contacts, Files, and Settings.

On a Mac or Windows computer, those same sections are in a left sidebar and in a green icon row under the window title. The current section is highlighted. On a Mac there is also a Go menu at the top of the screen (Command-1 through Command-6). Windows does not use that menu.

On Windows, some screens hide the usual back arrow. Use Back to accounts, Back to files, or the matching button at the top of the page.

Home

Home shows a greeting, the letter, how far the checklist has come, and the next step. Buttons at the bottom jump to Accounts, Files, and Contacts. Read the letter first, then open this file if you have not already, then work the Steps list.

Steps

Work from the top down. Tap a box to mark a step done. Open Edit only if you need to change the wording. You do not have to do every step the same day. Household bills should stay current; some calls can wait until you are ready.

A step can include a link to an Account or a Contact. Green underlined names, and the matching button under the details, open that account or person.

Accounts

Accounts are grouped (Bills, Banking, Insurance, and any other groups that were added). Tap an account to see the website, user name, password, and account number.

- Open website launches the login page in your browser.
- Copy user name and Copy password put those values on the clipboard.
- Show password reveals it on the screen; hide it when you are done.

After you save an account on Windows, use Back to accounts. The screen does not show a back arrow there.

Files

This PDF is always the first file. Other letters, PDFs, and Word documents appear under it. Tap Open to read a file in the app, or Open in another app to use Preview, Word, or a PDF reader. You can add a note on a file and save it.

This how-to file cannot be removed. Other files can be added or removed until editing is locked in Settings.

Contacts

Contacts is in the main menu (sidebar, top buttons, or the phone tab bar). It is the short list of people to call: family, the attorney, a pastor, or anyone marked as call first.

Phone numbers are formatted as you type, United States by default. Change the country under Settings if the number is not a US number.

Settings

Settings is mainly for the person who filled this guide in: names, the Home letter, phone country, account groups, the unlock code, Lock editing, and an optional cloud backup.

- Lock editing when the list is ready so nothing is deleted by accident. Unlock it in

Settings if you later need to add or change something.

- Changing the unlock code keeps existing passwords readable. Write the new code down somewhere besides this device. There is no reset if it is forgotten.
- Account categories are the groups on the Accounts tab. Renaming a group updates the accounts in it. Removing a group moves those accounts to Other.
- This install has a unique id. Back up this guide stores the database and files on the server under that id. This app cannot read that backup. If you uninstall the app, the id is gone and the backup cannot be retrieved. Erase local guide keeps the id so Restore still works. After restore, use the same unlock code.
- Erase local guide and start empty (in Settings) deletes the household database on this device while the app is still open, then returns to the unlock screen. The install id and any cloud backup are not deleted.

A few important reminders

- Write the unlock code down somewhere besides this phone or computer.
- If the code is lost, passwords stored here cannot be recovered.
- Keep a printed copy of the most important logins as well.
- Create new account on the unlock screen, or Erase local guide in Settings, wipes this copy. Use it only to start a blank guide. If you already backed up in Settings, you can restore on the next screen.
- You are not alone in this. Take one item at a time.

This app keeps data on this device. Settings can store an optional backup on the family server.