

SynapMod Lite iPhone Usage Guide

Notifications: The notifications page displayed upon entry is the app's version of a personal dashboard. It shows you any modified objectives, new requests, objectives coming due with the next 7 days and objectives that are past due. Touching any button will give you a list of the affected objectives.

Menu Icons: The menu icons at the bottom of each screen will take you directly to any of the Objective Lists, the Settings or back to the Notifications screen.

Objectives: The objectives list shows all objectives on which you are an Owner (initiator of the objective) or a Resource (responsible for completing the objective). Completed objectives will remain on the Resource's list for 1 week and on the Owner's list for 2 weeks.

Edit: The Edit button enables you to edit the list of objectives. You can delete any objective (being aware of any repercussions to parent and sub-objectives), and add new objectives (on which you will be the Owner and Resource). Pressing the Edit button a second time returns you to the regular list.

Objective Detail: The Detail button (blue circle with a right pointing arrow) enables you to display the detail information of a specific objective in edit mode. Depending on your role in the objective, you can only edit certain information. The Owner can enter/edit the Title, Due Date, Resource and Description. The Resource can enter/edit the Promised Date, Health, Start Date and Actual End Date.

- **Title:** A brief description of the work to be done in order to complete this objective.
- **Owner Name:** The name of the person entering the objective into the system.
- **Due Date:** The date on which this objective must be completed in order to keep everything on schedule.
- **Added Date:** The date on which this objective was first entered into the system. Non-editable.
- **State:** Indicates whether this objective is New, Requested and awaiting a response, Rejected, Committed or complete.
- **Resource:** The name of the person entering the objective into the system.
- **Health:** Indicates whether the objective is Not Started, On Target, At Risk or Off Target. Some changes to other values will trigger an automatic change to this value.
- **Promised Date:** The date on which work is expected to be completed on the objective. This date is subject to change based on changing circumstances.
- **Start Date:** The date on which work began on this objective.
- **Actual End Date:** The date on which all work on this objective was completed.
- **Estimate:** The estimated number of hours to be spent on this objective.
- **Description:** A detailed description of exactly what is necessary to complete this objective. This serves to inform the Resource of exactly what is expected by the Owner.

Save: The Save button will cause any changes you have made to the objective values to be saved permanently.

Back: The Back button will return you to the list from which you came.

Related: The Related button will enable you to display or connect to the parent, or to display or add any sub-objectives.

Parent: The Parent button will enable you to display or connect to the parent objective.

Objective Name: The button with the name of the objective you came from will return you to that objective.

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Subs: The Subs button will enable you to display or add any sub-objectives.

Comments: The Comments button displays a list of all comments associated with this objective and enables you to add a new comment. Comments are listed with the most recent at the top of the list, however the button for adding a new comment is at the end of the list.

Listed Objective: Touching the listed objective anywhere other than the Objective Detail button will show the list of sub-objectives for the specific objective, and enable you to add a new sub-objective of which you will be the Owner and Resource.

Commitments: A sub-set of your objectives showing just the ones on which you are the Resource (responsible for completing the objective) and have committed to completing it by a certain Promised Date.

Edit: The Edit button enables you to delete any objective on the list. *Be aware that deleting an objective also removes it from the Owners list.* Pressing the Edit button a second time returns you to the regular list.

Listed Objective: Touching the listed objective anywhere other than the Objective Detail button will show the list of sub-objectives for the specific objective, and enable you to add a new sub-objective of which you will be the Owner and Resource.

Requests: New requests which you have not yet committed to or rejected.

Edit: The Edit button enables you to delete any objective on the list. *Be aware that deleting an objective also removes it from the Owners list.* Pressing the Edit button a second time returns you to the regular list.

Listed Objective: Touching the listed objective anywhere other than the Objective Detail button will show the list of sub-objectives for the specific objective, and enable you to add a new sub-objective of which you will be the Owner and Resource.

Settings: The User Profile enables the user to enter a user name, e-mail address, and other personal information. Eventually the company code will also be added to enable access to corporate data on the software-as-a-service system.

- **E-mail:** The e-mail address to be used throughout the SynapMod system. This must match the one other users have entered for you in their user list.
- **Password:** The password created to give you access to the SynapMod system.
- **First:** First Name
- **Last:** Last Name
- **Username:** The username created to give you access to the SynapMod system.
- **Last Login:** The timestamp showing the last time you logged into the SynapMod system.

User Lists: Name and e-mail address of individuals to which you can make requests. New names can be added from your Contacts list in your iPhone or iPad. The e-mail address of any user must match the one they have in their user profile

Reset: The Reset button clears out your Profile information and enables you to re-enter other values. You will get a verification message before the values are cleared out.