



# User's Guide

## Using SynapMod Mobile

**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). 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 person responsible for completing the work on this objective. Others may be responsible for sub-objectives needed for the completion of this objective.
- **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 other predecessor objectives, or to display or add any sub-objectives.

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

**Predecessor:** The Predecessor button will enable you to display or connect to any predecessor objectives

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

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

**Gantt Chart:** The Gantt Chart button will display a Gantt chart of the objective and 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.

**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.

**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.

**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

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**Login:** The Login button reconnects your device to your Profile information.

**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.

## Using SynapMod Mobile for the First Time

The SynapMod Mobile app serves as a node within a network of users, therefore one of the first functions to be performed is to create a User List of the other individuals with which you intend to communicate. New individuals can be added at any time, but you will probably want to add at least one in the initial setup. Individuals are added to the User List from your mobile device's Contact List and SynapMod Mobile requires a unique e-mail address for each individual which matches the one they will be entering into their Profile on their version of the app.

### Create your User List:

To add an individual to the User List, go to **Settings** and touch the **User List** button. The complete User List will be displayed. To add an individual, touch the **Edit** button and select the option to **Add User from Contacts**. Find and select the individual to be added.

### Request Work to be Done:

A request for work to be done, either by yourself or by someone else (on your User List) is termed an Objective. To create a request for work, go to the **Objectives** list, touch the **Edit** button and select the option to **Add Objective**. When the detail screen is displayed, fill in the **Title**, **Due Date**, **Resource** (from your User List) and **Description**. Save the objective and it will automatically appear on the **New Requests** list of the individual you entered as the Resource.

### Respond to a Request for Work:

A request for you to do work for someone else will appear as a count of **New Requests** on your **Notifications** screen when you first enter the app (in the future, you will be notified by an e-mail that a request has been made). Touch the **New Requests** button and a list of any requests to which you have not yet responded will appear with an **Accept/Reject** button for each. When you touch the Accept/Reject button there is actually a third option of **Maybe, with changes...** Choose the appropriate option:

- If **Yes, accept** is chosen, the State will be changed to **Committed** and a **Promised Date** and **Start Date** should be provided.
- If **No, reject** is chosen, a **Comment** should be added to explain the reason for refusal to the Owner.
- If **Maybe, with changes...** is chosen, a **Comment** should be added or some form of communication should be initiated with the Owner to come to an agreement.