Life Achiever User Manual

1. INTRODUCTION

This Life Achiever manual exists to show the users of Life Achiever basic functions and capabilities of the program. Its purpose is to help familiarize the terms we use to describe our App and to provide step-by-step instructions for tasks we deem important, or for tasks that may be hard to understand.

1.1 Purpose and Scope

This User Manual aims to walk users of Life Achiever through specific everyday tasks including earning achievements, gaining new achievement trees, and connecting with advanced users.

1.2 Organization

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1.3 Points of Contact

If further assistance is needed please do not hesitate to call our helpdesk at (907)-455-4764 or at 1-800-469-3257. Or visit our website at www.LifeAchiever.com.

1.4 Project References

For further information about Life Achiever, see A New Way, to Achievement Get -- A White Paper.

1.5 Primary Business Functions

Life Achiever seeks to provide incentive for people to continue growth and learning throughout their lifetime. This can provide better online material for resumes’ and job opportunities for our users. Keeping this in mind, Life Achiever seeks to provide this service in an easy and manageable manner.

1.6 Glossary

Achievements - when a goal is completed users earn these. Achievements consist of a title and summary of what goal was accomplished, seeking to provide the user with immediate positive feedback.

Achievement Trees - much like skill trees, achievement trees are filled with achievements of its type. Achievement trees must be completed with basic achievements first and harder achievements last.

2. SYSTEM CAPABILITIES

Life Achiever provides a way for people to list their life achievements and goal completions in an online and easy to use form. This allows our users to show their friends and boast, show their success to other groups of people, or merely keep the list for themselves.

2.1 Purpose

The purpose of our application is to track our user’s accomplishments and provide more opportunities for them to learn and grow whether it be through our long list of new achievement trees or through their friends’ suggestions.

2.2 General Description
Our system has the ability to contain data on each user’s progress and the activities they like. Life Achiever’s abilities include posting to social media sites, updating a user’s site and achievements automatically in Life Achiever, messaging friends, connecting with more advanced users, occasionally holding a poll for new achievements, and displaying the user’s achievements in a friendly to view list.

Main Menu

Start Menu

- The start menu will contain the option menus:
  - Achievements: Users can access this tab, which will open up all their achievements, and where they can create new ones.
  - Add Tree: Users can select this tab to find achievement trees (sequentially earned achievements), where they can find new trees of achievements.
  - Options: This will bring the user to the technical functions of the app. The user here can file complaints, issues, or change the settings of the app.
  - Community: This will bring the user to the community tab, where they can interact with other Life Achiever users. Here they can connect and follow other users and share achievements through supported social media apps.

Task 1: Earning Achievements (Easy)

3. DESCRIPTION OF SYSTEM FUNCTIONS

The following describes how to utilize the unique features of the Life Achiever app. Each step to earning achievements will be broken down to help the user complete the function of adding and earning achievements.

3.1 Earning Achievements

The user must create an account that includes: a username, their personal first and last name, a password, and an email address. After account creation, the user will have the ability to create and add new achievements from the achievements interface.

3.2 Creating/Adding New Achievements

This section provides a description of each function. Including the following, as appropriate:

- **Purpose**
  - To allow users to record real life achievements.

- **Creating/Adding New Achievement**
  - The user will select the Achievements page through the main interface. Once opened, the user will find a “New” button listed. Once selected, the user will be prompted to enter the following:
    - The name of the achievement.
    - Associated Point Value (displayed as “Points”).
  - The user will enter the following and the new achievement will be created for the user, which will be found in the Achievement page.

- **Completing an Achievement**
  - Once the user creates the achievement, the user can complete it by doing the following:
Agreeing they completed it by selecting “Completed,”
and by providing picture proof of the achievement.
Pictures can be created through the user’s mobile camera, and added to the achievement.

- **Removing an Achievement**
  - Users can simply select the achievement they wish to remove and select “remove” to permanently remove the achievement.
  - This will remove the achievement from the list of achievements the user has earned. It will also detract the point value associated with the achievement, from the total achievement point pool.

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**Task 2: Gaining new Achievement Trees (Medium)**

3.2 **DESCRIPTION OF SYSTEM FUNCTIONS**

3.2.1 **Adding a New Tree**

This section describes how to add a new tree to the set of working trees. In order to do this, one must already have an account created. It will also be necessary to have an internet connection to see the other trees and to update the account. It is suggested that this be done on a computer or tablet rather than on a smartphone since the small screen size can make it difficult to see what is in the trees.

3.2.2 **Detailed Description**

- These steps are to help you add a new tree to the current set of trees.
- This involves searching for and finding the right tree to add.
- Start with an idea of what tree you would want to add or just go searching for an idea.
- After using these steps you will have added the new tree to your account and it should pop up on all your devices.

3.2.3 **Preparation of Function Inputs**

This section defines required inputs. These inputs should include the basic data required to operate the system. The definition of the inputs include the following:

1. Go to “Add Tree”

2. **Search for a term**
   - Type in what tree or task you are trying to find and we will try to get that tree or a tree containing that task.
• Tip: Try to keep your search term broad, because narrow terms can lead to a tree that leaves out your desired task.

3. Find your tree
• Look for a tree or task that matches your description and select it.

• If none of the results match, try searching again.
Tip: If you did not find it on the first try, attempt to make your search term more broad or rephrase your search differently.

4. Open the new tree
   - Verify this is the tree you wanted

   - The tasks are listed on the left and the sub tasks, dependent tasks, are listed on the right.
   - Now either select the tree or click on the back button. Selecting the tree will add it to your trees (do not worry if you mess up, the tree can be removed later), while going back will let you look through more trees to try to find the right one.

Task 3: Connecting with Advanced Users (Hard)

3.3 DESCRIPTION OF SYSTEM FUNCTIONS

   This is how you request support from a advanced user, otherwise known as an expert, in order to complete achievements. The goal is to connect with an expert in the achievement you are seeking in order to receive assistance, such as learning new skills.

3.3.1 Connect with an Advanced User

   The user must have an authenticated account in good standing in order to utilize this function. This is for the protection of other users. When making a request, the system will attempt to find a suitable expert, considering achievements, standing, and location.
3.3.2 **Detailed Description**
- To start finding an expert, first select the achievement you wish assistance on. There will be a button to help you find an expert.

![Build a Birdhouse!](image)

- You will have the option of setting options including but not limited to whether you are seeking an expert to help online or in person, the range for an in person expert, and language(s) spoken by the expert.
- The system will return the number of matching experts found, allowing you to refine the search if too few or too many results were found.
- Once a suitable number of results are found, you may finalize the request, which will forward the request to the matching experts.
- When an expert replies to the request, this reply will be forwarded to you, allowing a conversation to start to determine if the expert can indeed help you and to arrange in person meetings.

3.3.3 **Inputs**
- The number of inputs requested is deliberately limited to keep ease of access as simple as possible.
- You select whether or not you wish to meet in person, the range at which you are willing to search for an in person meeting, and the requested language. Do note, it will remember your primary language from your settings.

![Location, Range, and Language Selection](image)

- Once you submit, it returns how many experts match your criteria.

![4 Experts found!](image)

3.3.4 **Results**
When contact is established with an expert, you will receive a dialog box allowing you to respond, ignore, or block the contact, for example, if the expert sends you inappropriate materials.
4. OPERATING INSTRUCTIONS

This section seeks to give basic operation instructions including: installing and setting up Life Achiever for the first time, maintenance operations, and restarting the application.

4.1 Starting Life Achiever

Life Achiever can be downloaded from almost any app store, including the Apple App Store, Google Play, Windows Store, and more. Or Life Achiever can be downloaded directly from our website, www.LifeAchiever.com. Life Achiever makes it easy for users to start. Once the application has been clicked and Life Achiever loads it will ask the user to sign into an existing account or create a new one. Once the setup information is given (assuming new account), name, email, username, password, etc, Life Achiever will give a quick tutorial on how it works. Once the user has completed this tutorial they will be awarded their first achievement, “Learned Life Achiever.” From then on the functions will be the same as if you have been using it for years.

4.2 Maintenance

Life Achiever may be periodically send updates via the Internet to provide bug fixes or new features. Each user may be required to agree to these updates depending on their system or push download if updates are not configured automatically.

4.3 Terminate and Restart Operations

Life Achiever is web based and as such, any restarts that are necessary will not likely destroy any data if the program freezes. However, if the user was currently in the middle of adding a new tree or achievement the data might not have gone through, and the task will likely have to be redone. Restarting the application may depend on the device it is being used on, see your device manual on restarting applications for the correct procedure.

5. ERROR HANDLING

Life Achiever handles errors by displaying plainly worded text to the user directly. The most common error messages are “Internet connection is not available,” and “An error occurred, please restart the program.” To resolve the error restart the program or follow the direction the error gives for solving the problem.

5.1 HELP FACILITIES

For further troubleshooting and help with error handling call (907)-899-4359 or visit our tech blog at www.LifeAchiever.com/techblog.