My Spiritual Toolkit Documentation

Product Documentation and User Manual for MySpiritualToolkit.com

This document will help you get the most out of MySpiritualToolkit.com and possibly answer any questions you have about the software. If any answers are not found email me: admin@myspiritualtoolkit.com or call 1-877-264-5820

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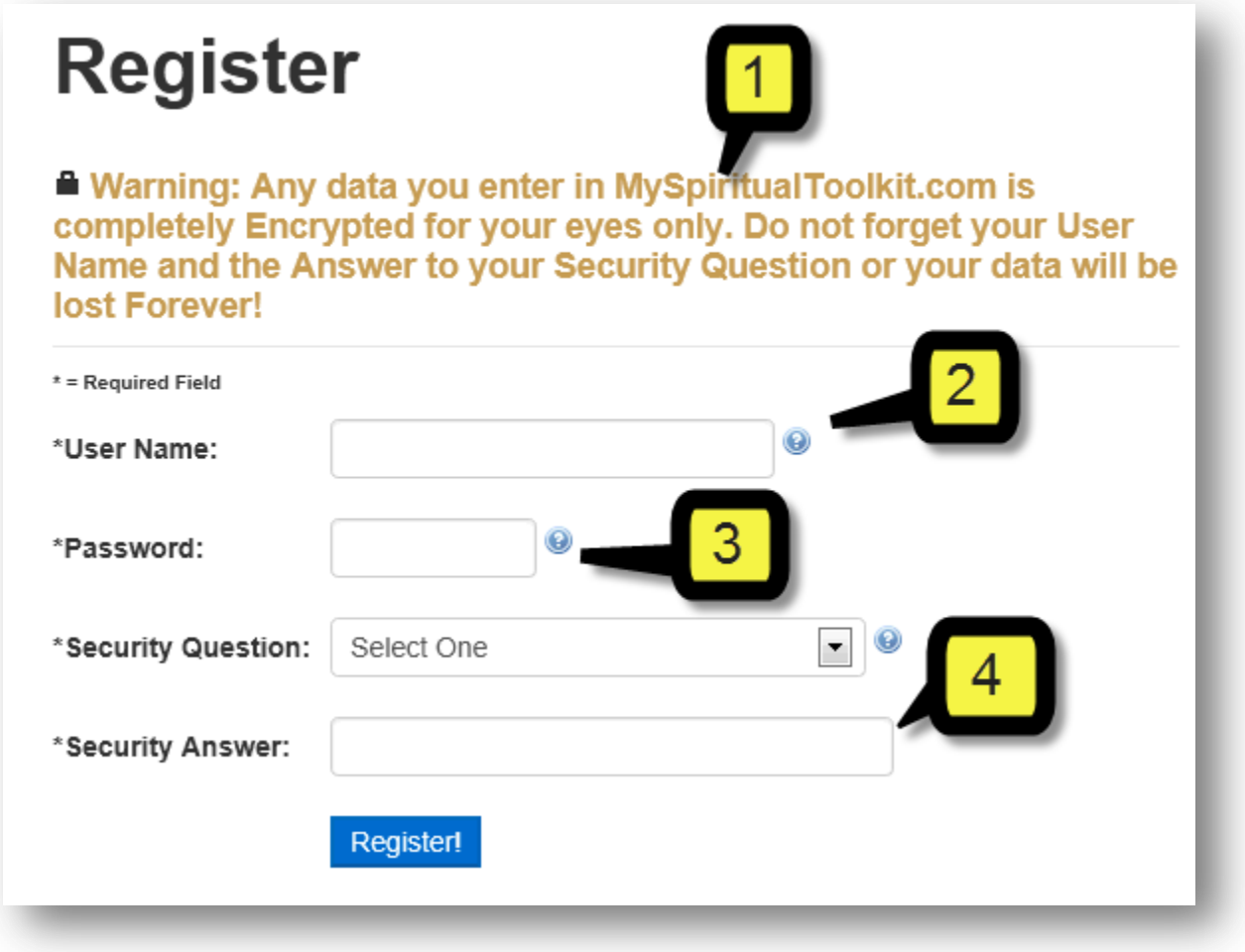
Notes for Registering

1.) Is this Secure?

- **Yes!** All data entered in MySpiritualToolkit.com is completely encrypted for your eyes only. Your data is uniquely tied to your user account so that it can only be decrypted by you. Therefore, you must not ever forget your username and the answer to your Security Question because otherwise your data will be lost forever.



2.) User Name:

- No one will ever see your user name, but if it makes you feel more secure you may want to choose a User Name that no one could ever guess was you.

3.) Password:

- For the highest level of security your password must be Eight characters long and contain a non-alphanumeric characters such as: !#$%

4.) Security Answer:

- This is your answer to your chosen Security Question. If you ever forget your password you will be required to provide this answer. It is Case Sensitive.

Sobriety Calculator

1.) Save Sobriety Date

- Enter your sobriety date to see how many years, months, days, and hours you've been sober.

2.) Calculated Sobriety

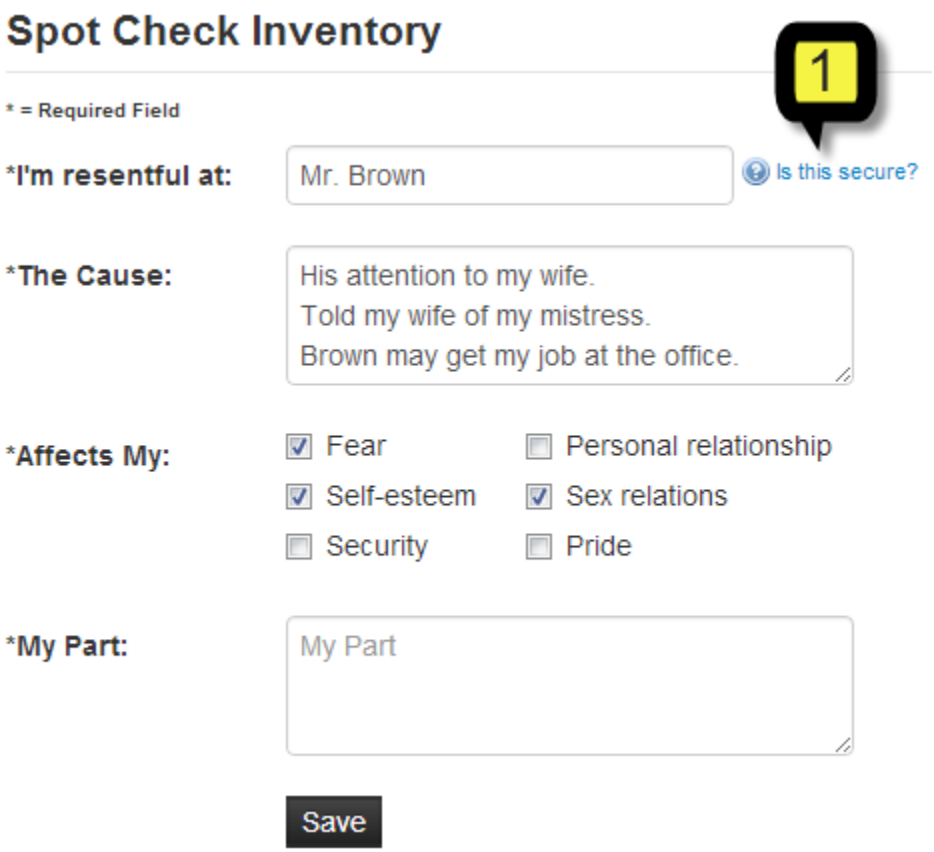
- Your calculated sobriety will be automatically updated every time you visit the site.

Spot Check Inventory

Bill Wilson describes a Spot-Check Inventory in Step 10 of the Twelve and Twelve at the bottom of page 90 as follows: "A spot-check inventory taken in the midst of such disturbances can be of very great help in quieting stormy emotions. Today's spot check finds it chief application to situations which arise in each day's march. The consideration of long-standing difficulties had better be postponed, when possible, to times deliberately set aside for that purpose. The quick inventory is aimed at our daily ups and downs, especially those where people or new events throw us off balance and tempt us to make mistakes." http://www.aa.org/twelveandtwelve/en_pdfs/en_step10.pdf

A Spot-Check inventory is a quick fourth step. If you are unfamiliar with taking a fourth step inventory please read about step four in the big book of alcoholics anonymous starting at the last paragraph on the bottom of page 63 and definitely work with a sponsor to do this step.
http://www.aa.org/bigbookonline/en_bigbook_chapt5.pdf

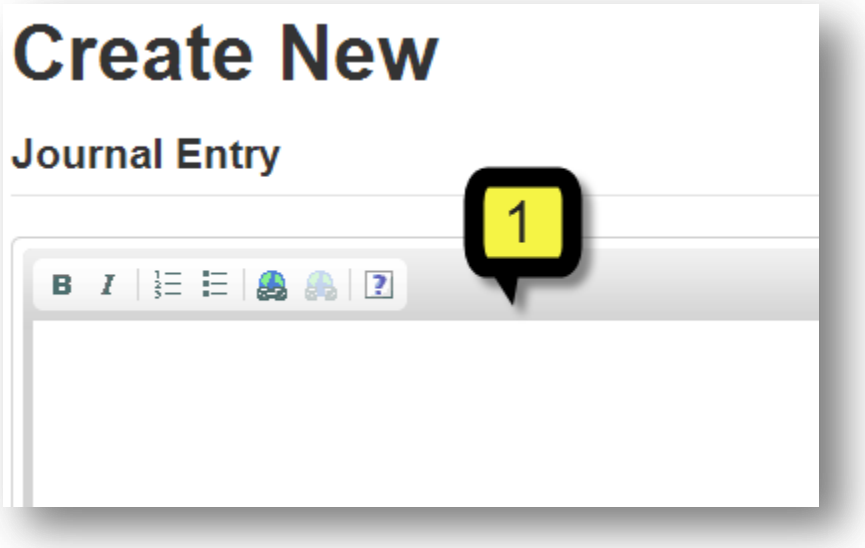
1.) Is this Secure?
   - All data entered into MySpirituatlToolkit.com is encrypted for your eyes only and will never be seen by anyone but you. But if it makes you feel more comfortable you may want to use fake names that only you would recognize.



Journal

Your MySpiritualToolkit.com membership includes a journal that will automatically time stamp your entries and all data is encrypted and secure for your eyes only. You never have to worry about someone accidentally or intentionally reading your journal/ diary entries again!

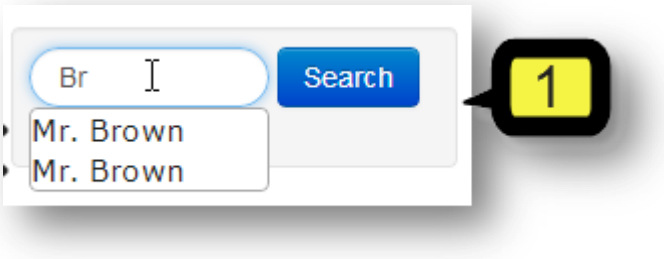
1.) Create New Journal Entries:
- You have the ability to bold and format the text of your journal entries any way you want via the rich text editor.



Search

The best thing about storing your journal entries and inventories in MySpiritualToolkit.com is that they will be saved in a safe and secure environment for ever. This will allow you to see how you've grown over time by reviewing inventories and journal entries you did years ago. The search feature makes it easy to lookup a journal entry about a specific topic or to see how you've handled resentments in the past toward a certain individual or institution.

1.) Search Auto-Complete:
   a. Just start typing in your search term and the auto-complete feature will try to guess what you are searching for to make your keyword search term easier to find. Because the data is encrypted the narrower the search terms the better and misspellings or grammar errors will affect he accuracy of the results.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