



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.

The screenshot shows the 'Register' page of MySpiritualToolkit.com. At the top, the word 'Register' is in a large, bold, black font. Below it is a warning message in orange text: 'Warning: Any data you enter in MySpiritualToolkit.com is completely Encrypted for your eyes only. Do not forget your User Name and the Answer to your Security Question or your data will be lost Forever!'. Below the warning is a horizontal line. Under the line, on the left, is the text '* = Required Field'. The form contains five fields, each with a yellow callout bubble containing a number: 1. A blue question mark icon next to the title. 2. A blue question mark icon next to the 'User Name' field. 3. A blue question mark icon next to the 'Password' field. 4. A blue question mark icon next to the 'Security Question' dropdown menu. The fields are: '*User Name:' (text input), '*Password:' (text input), '*Security Question:' (dropdown menu with 'Select One' selected), and '*Security Answer:' (text input). At the bottom of the form is a blue button with the text 'Register!'.

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

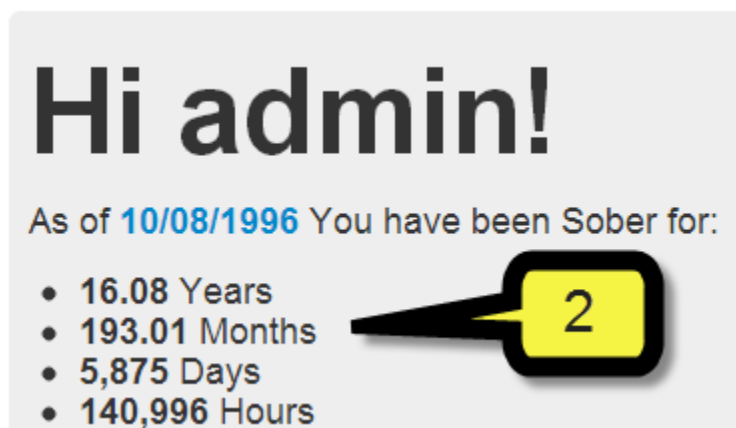
- Enter your sobriety date to see how many years, months, days, and hours you've been sober.



The screenshot shows a web form titled "Enter Your Sobriety Date to See How Long you've been sober!". A text input field contains the date "10/8/1996". To the right of the input field is a blue button labeled "Save Sobriety Date". Below the input field is a calendar for "October 1996". The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (1 through 31). The date "8" is highlighted. A yellow callout bubble with the number "1" points to the "Save Sobriety Date" button.

2.) Calculated Sobriety

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



The screenshot shows a grey box with the text "Hi admin!" in large, bold, black font. Below this, it says "As of 10/08/1996 You have been Sober for:". Underneath, there is a list of calculated sobriety values:

- 16.08 Years
- 193.01 Months
- 5,875 Days
- 140,996 Hours

A yellow callout bubble with the number "2" points to the list of calculated values.

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 its 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 MySpiritualToolkit.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.

Spot Check Inventory

* = Required Field

*I'm resentful at:

Mr. Brown

 Is this secure?

*The Cause:

His attention to my wife.
Told my wife of my mistress.
Brown may get my job at the office.

*Affects My:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Fear | <input type="checkbox"/> Personal relationship |
| <input checked="" type="checkbox"/> Self-esteem | <input checked="" type="checkbox"/> Sex relations |
| <input type="checkbox"/> Security | <input type="checkbox"/> Pride |

*My Part:

My Part

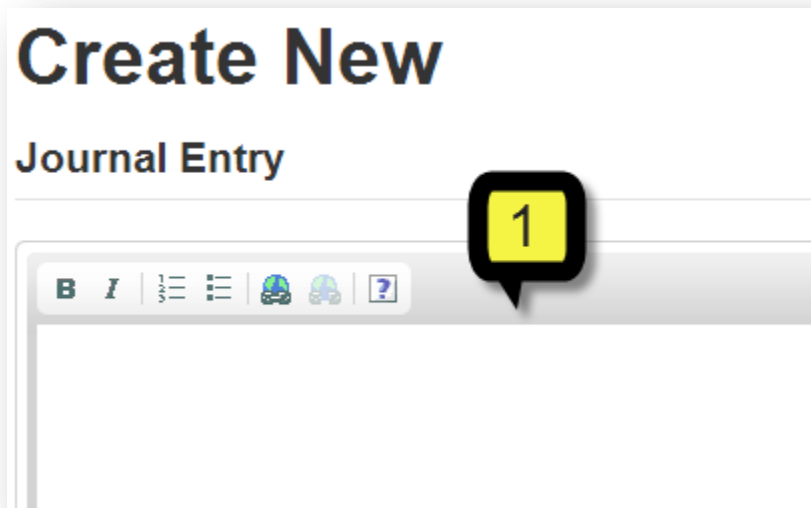
Save

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 the accuracy of the results.

