



Cycle Diary Web Application

USER MANUAL

STEPS TO USE THE CYCLE DIARY WEB APPLICATION:

1. Click “**INTRO**” in the right navigation column of the **Cycle Diary** page to login to the application.
2. When the intro page appears, read the steps and Click “**NEXT**” in the pink box.
3. If you are not already logged in the login page appears so you can enter your email address and password (they are the same you use to access your SweetSpot Labs account).

NOTE: If you are already logged in, you will be directed to the “**QUICK ADD**” page.

4. On the “**QUICK ADD**” page, you can choose the start date of your cycle by clicking the pull down menu on the day, month and year in the **Start Date** row.
5. Here you can add **Comments** to track changes in your cycle, mood, temperature etc.
7. Click “**NEXT**” after completing these fields. All fields are mandatory.
8. The next page describes your “**HISTORY**” and is the summary page of your cycles.
9. You can edit entries and make changes here:
 - a) By Clicking “**Edit**”, you can make changes in the Cycle Name, Comments or Start Date.
 - b) New entries can also be added by clicking **ADD DATE**.
 - c) Entries can be deleted by clicking the X in the **DELETE** Column.

Note: In Edit mode, **ADD DATE** will be changed to **UPDATE DATE** as follows.

10. Click “**SETTINGS**” on the right navigation bar to go the next page.
11. If you click **Calculate your next date**, your next cycle period date will be shown in the box.
12. You can also have alerts through SMS or Email by checking the Check Box and clicking Save Settings.
13. By Clicking “**Save Settings**”, you will be redirected to the “**HISTORY**” page where you can logout of the application.
14. By Clicking “**Default Settings**”, No alerts through Email or SMS will be sent. You can logout of the application by clicking **LOGOUT**.
15. The same web application can be downloaded to your desktop by clicking on “**DOWNLOAD**” in the right navigation column.

Note: You must have logged-in to use this application online.