



USER MANUAL

V1.0.0

PREPARED BY
QUICEASE 2.0 TEAM



QuickEase



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Part 1: The Core Manual

Chapter 1: Welcome to QuickEase

Hey there, Learner!

Thank you for taking interest in using QuickEase, and we welcome you to the official user manual. With this comprehensive guide, we'll help you understand how our application works and how you can use them.

Who is QuickEase For?

QuickEase is for learners like you who want to make their study sessions efficient, smart, and seamless. Whether you're a student who's taking time studying, or even cramming an entire semester's topics in one day, QuickEase is definitely for you! (*But seriously, don't cram though.*)

What is QuickEase?

QuickEase is a *smart AI-powered study helper tool*. With QuickEase, students can create study materials like summary notes, flashcards, or quizzes from uploading documents or images.

Also, QuickEase has a built-in Pomodoro timer for efficient time management—like breaking down your study time and break time into intervals—which is especially useful if you tend to get distracted easily.

And the best of all? In this second version, QuickEase features a built-in community discussion forum where students can share their study materials, ask about a topic they find confusing, or even engage in a fun, academic discussion with others.

Application Features

QuickEase is packed with tools designed to make studying easy and fun. Here are the main features you can start using today:

Smart Study Tools

- **Create Study Materials Instantly:** Upload your lengthy documents or take a picture of your lecture notes or textbook pages to instantly generate summary notes, flashcards, or practice quizzes.
- **Built-in Pomodoro Timer:** Use our simple timer to manage your focus and schedule study time sessions with built-in breaks.

Community & Fun

- **Forum Community:** Connect with fellow students! Post questions, share knowledge, and use the comment and vote features to interact with the community.
- **Material Sharing:** Easily share your best notes, flashcards, or quizzes directly into the Forum so others can benefit from your work.
- **Achievement Badges:** Get rewarded for your hard work! Earn special badges as you use the app, create materials, and help others in the Forum.

Personalization

- **Personalized Themes:** Customize the look of your app (light themes or dark themes) to match your preferred study environment and save your eyes!
- **Personalized Avatars:** Elevate your profile account's appearance with QuickEase 2.0's pre-designed robot avatars!

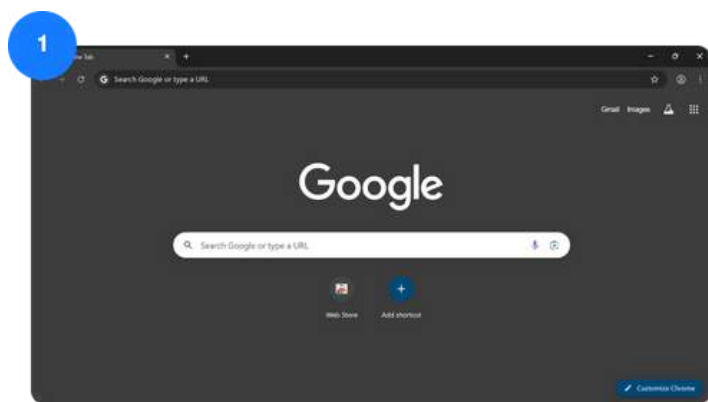
Application Access and Installation

You can use QuickEase on your computer's web browser or on your Android phone.

Important Note: We do not have an app for iPhone or iPad (iOS) at this time.

On Your Computer (Web App)

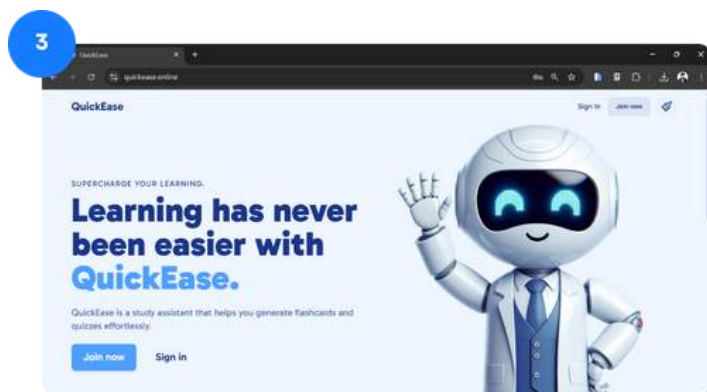
This is the easiest way to use QuickEase. No installation is needed!



Open any web browser on your computer (like Google Chrome, Firefox, Safari, or others).



Go to this link: <https://quickease.online/>



That's it! You can log in or create your account right away.

On Your Android Phone or Tablet (Mobile App)

Heads Up: Our Android app is not on the Google Play Store. This means the installation has a few extra steps. Please follow them carefully!

What You Need (Requirements):

- A phone or tablet that is running in Android, at least version 8.0
- At least 1GB of free space
- At least 2GB of Random Access Memory (RAM)

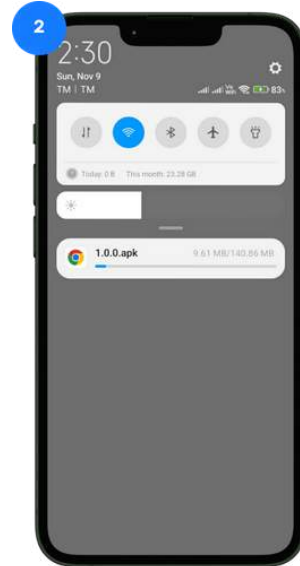
How to Install:

Step 1: Download the App File



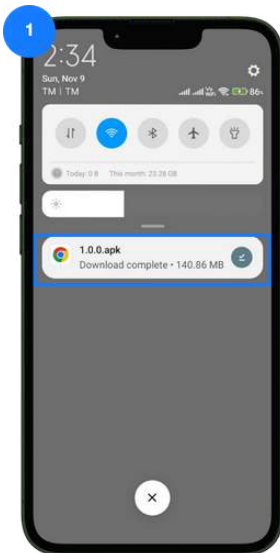
On your Android device, scan this QR code or go to this download link:

<https://github.com/dlord213/quickease-2.0/releases/download/1.0.0/1.0.0.apk>

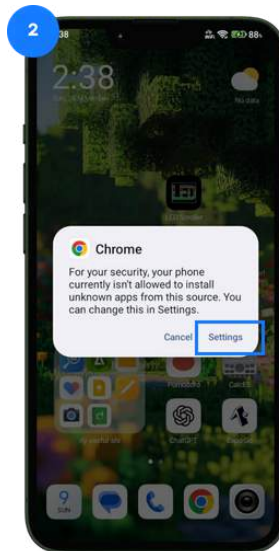


Your device will download a file called **1.0.0.apk**

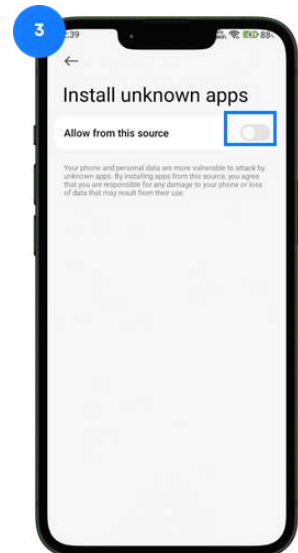
Step 2: Give Permission to Install



After it downloads, tap the file to open it.

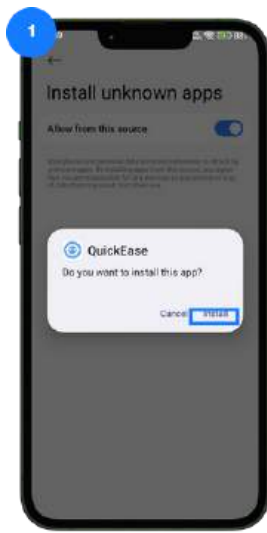


Your phone will show a security pop-up. This is normal. On this pop-up, tap the "Settings" button.



You will be taken to a new screen called **"Install Unknown Apps"**. Tap the switch to **"Allow"** installing from this source.

Step 3: Install the App



This time, a new pop-up will ask: **"Do you want to install this application?"**. Tap **"Install"**.



Once it's finished, you can find the QuickEase app on your phone's home screen!

What to Do If Installation Fails

- **Check your space:** Do you have enough free storage on your phone?
- **Check permissions:** Did you successfully "Allow" the installation in your phone's settings (Step 2)?
- If you're still stuck, we're happy to help! Please contact us at
 - **Facebook Page:** [QuickEase](#)
 - **Email:** quickease.mail@gmail.com

Account Setup and Login

Getting started with QuickEase is fast and easy!

What You Need to Get Started

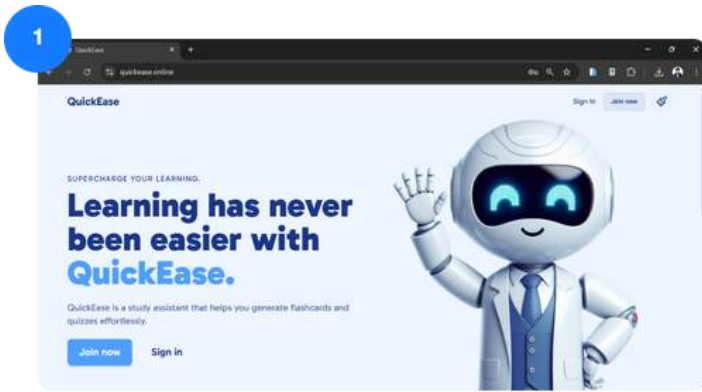
To create your free account, please have these three things ready:

- **Your Name:** First and Last Name.
- **Your Email Account:** Your QuickEase account will be linked to your registered email account.
- **A Strong Password:** Create a new password just for QuickEase.

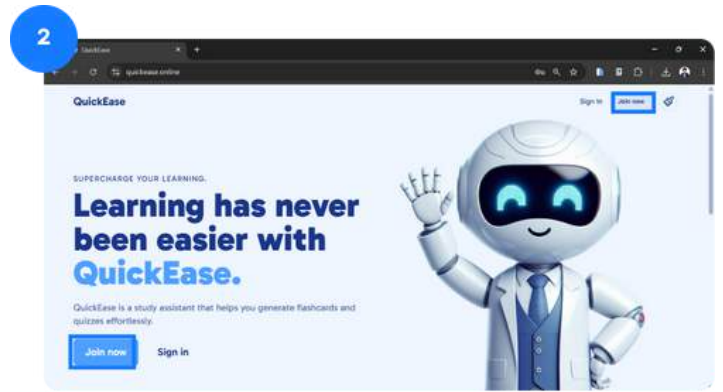
How to Create an Account

Follow these quick steps to create your new account.

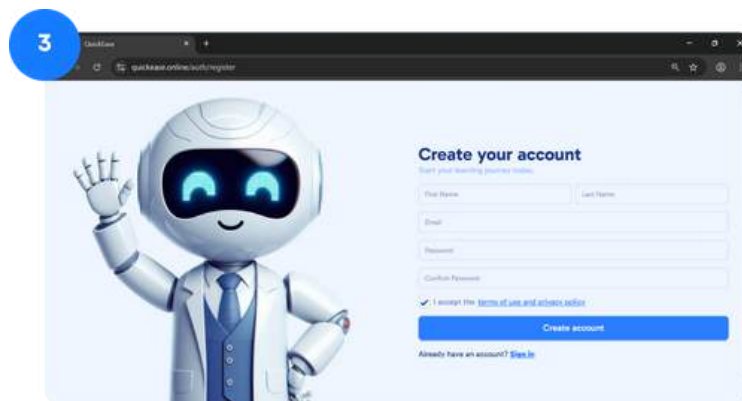
On Web App:



Open your browser and go to the **Start Page** at <https://quickease.online/>



Go to **Signup** page by clicking the **Join Now** button shown at the top-right corner of the screen, or at the huge banner display at the middle.



Fill in the needed information by entering your name (first name), email account, and new password. Then, finish the account creation by accepting the Terms of Use (or Terms of Conditions) and Privacy Policy and clicking the **“Create Account”** button.

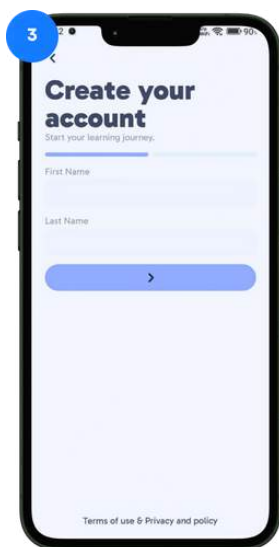
On Mobile App:



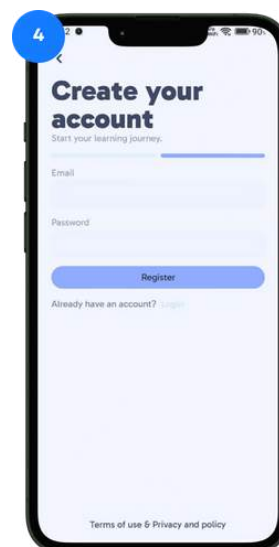
Open the QuickEase app installed on your Android phone or tablet. If you haven't installed yet, please go to **“Application Access and Installation”** section for the installation steps.



On the **Get Started Screen**, tap on the **Register** button displayed on the bottom. This will take you to the screen called **“Create Your Account”**



Enter your First and Last Name, and tap on the bar button with the ► (right arrow) icon.

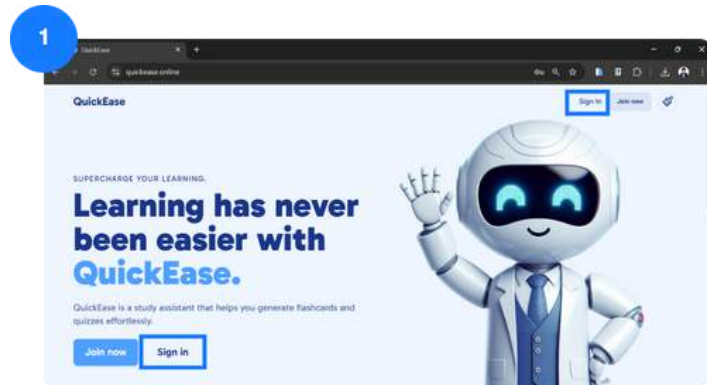


Enter your Email account, and New Password for your QuickEase Account. Finish the account creation by tapping the **“Register”** button.

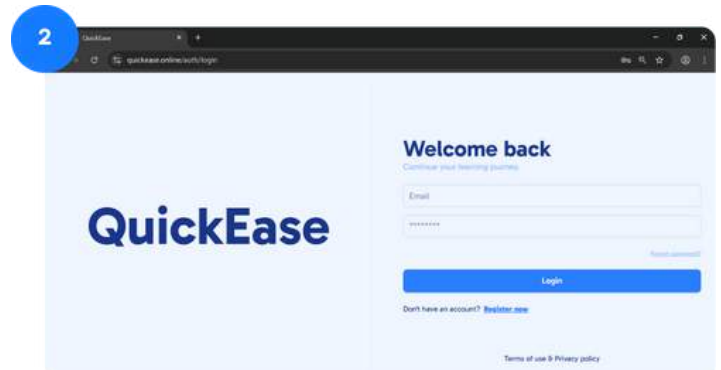
How to Login

Follow these simple steps to login to your new QuickEase account.

On Web App:

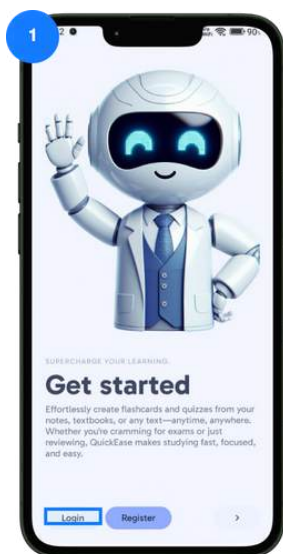


Go to **Sign In** page by clicking the **Sign In** button shown at the top-right corner of the screen beside the Join Now button, or at the huge banner display at the middle.

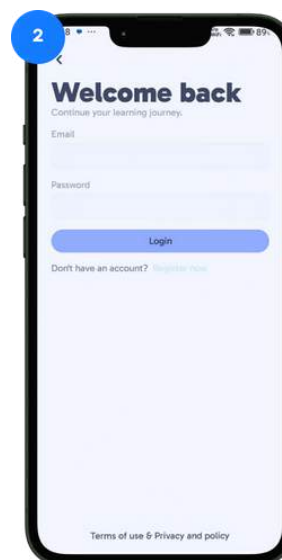


Enter your login credentials such as your linked email account and password, then click on the Login bar button to proceed.

On Mobile App:



On the **Get Started Screen**, tap on the Login button located at the bottom.



Enter your login credentials such as your linked email account and password, then tap on the **Login** bar button to proceed.

Important Note on Your Data

Your privacy is important! We only use your name and email to create your login credentials and help you get back into your account if you forget your password. We never share your personal data to others.

If you want more details involving user accounts and data privacy, please read our [Terms and Conditions](#) and [Privacy Policy](#) first before deciding to create an account and use QuickEase's services.

Chapter 2: Account and Security Settings

In this chapter, we will cover all the important actions related to your QuickEase account, credentials, and security.

Complete Your Account Verification

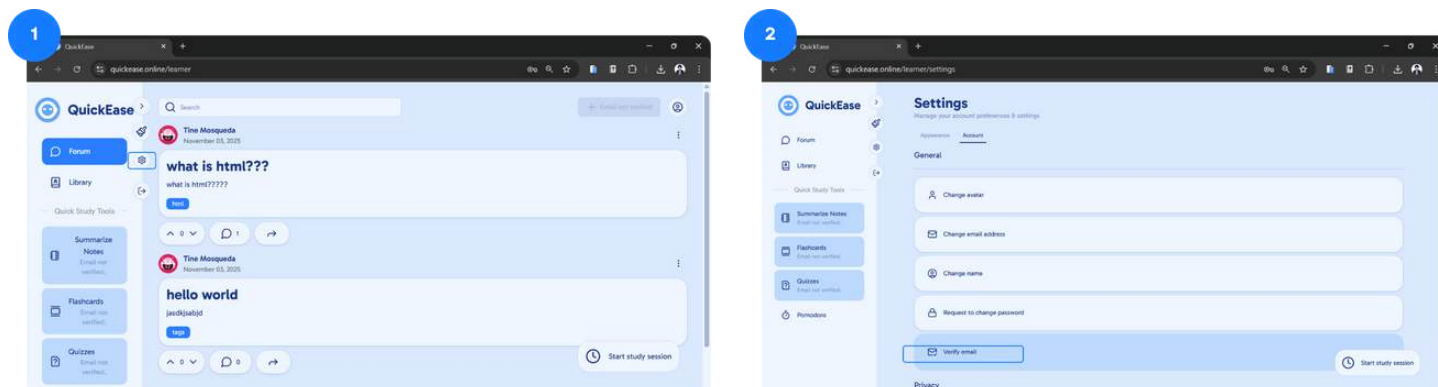
To protect our community and unlock all major features (like generating study materials or posting in the Forum), you need to verify the email linked to your account. There are two ways to verify your account:

- Option 1: Manual Verification Request
- Option 2: Contacting the Admin via Email

Option 1: Manual Verification Request

Follow these steps if you want manually do the verification yourself.

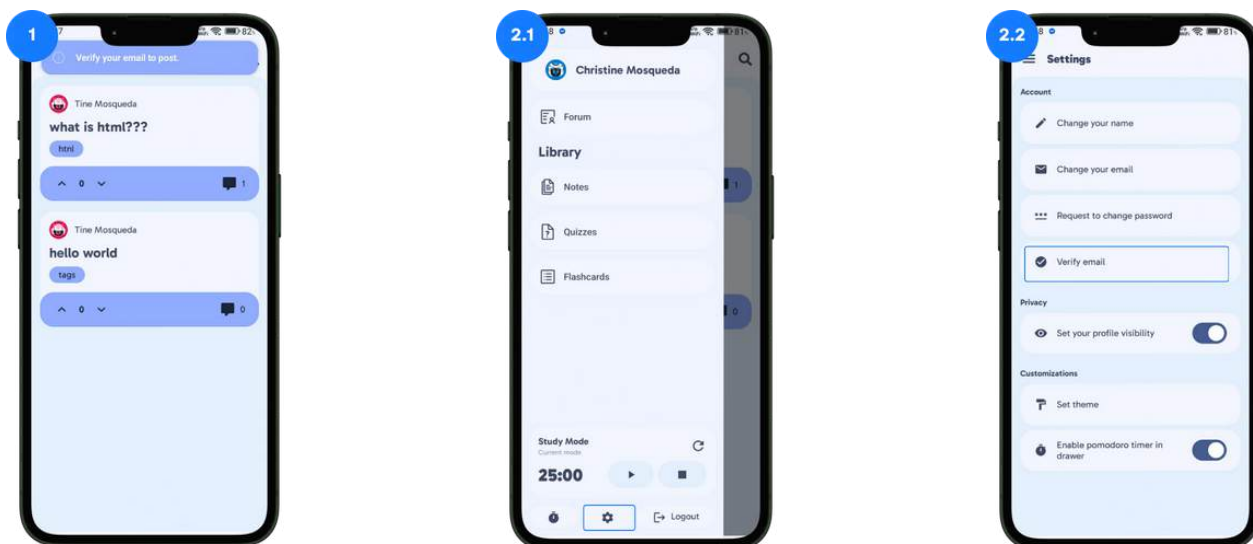
On Web App:



On your web app, this is what you will be seeing when your email is not yet verified. Click on the **Settings** button at the top to go to **Settings**.

Inside the **Settings**, find the **Verify Email** menu and click on it. QuickEase will send you the verification email to your linked email account.

On Mobile App:



Upon logging in first time on mobile, a notification **“Verify your email to post”** will likely pop-up. This means that your email is not yet verified.

Open your sidebar panel by clicking on the **3-line icon** at the top-left corner. When the sidebar is displayed, look for the **Settings** button at the bottom and click on it to go to **Settings**.

Inside the **Settings**, find the **Verify Email** menu and click on it. QuickEase will send you the verification email to your linked email account.

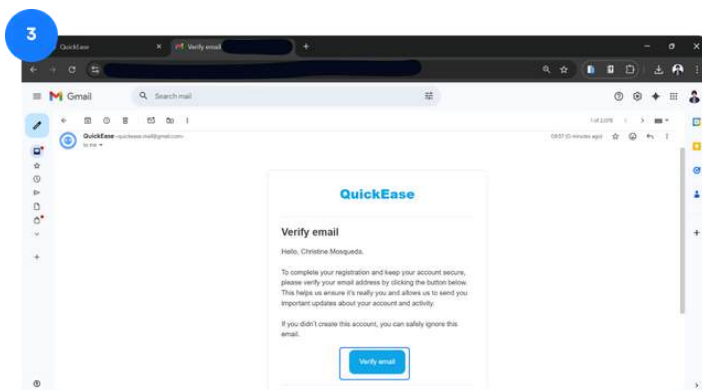
Option 2: Contacting the Admin via Email

The verification process that you will be doing afterwards is still the same. The only difference in this method is that, instead of verifying through app settings, you will be sending a direct request to the Admin to have the **Verification Process** email sent to you. Please follow these steps:

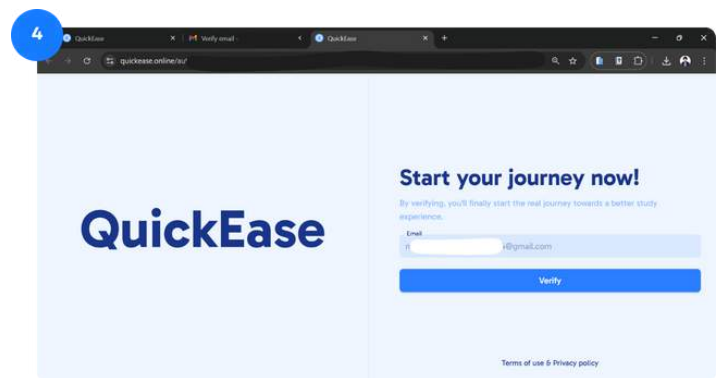
1. Open your email service. It can be Google, Outlook, etc.

2. Create an email message and set the recipient to quickease.mail@gmail.com
3. Enter the subject: **Request Verification for New QuickEase Account**. Although, you can customize your subject message but this format is recommended for easy tracking of emails.
4. Compose the email body. Your body should have the following:
 - a. Full Name (First and Last Name)
 - b. Email Account (the linked email used in your QuickEase account)
 - c. Note/Comments (*Optional*)
5. Send your email message by clicking (or tapping) the **send** button.
6. The Admin will review and respond to your verification request by sending you an email for the **Verification Process**. This will take time, so we ask you to be patient.

Verification Process:

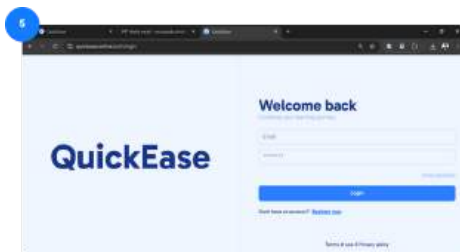


You will receive an email like this. Click on the **Verify email** button to go to the **Verification** process. If you haven't been notified with this email, try to check it on **Important** or **Spam** mails.

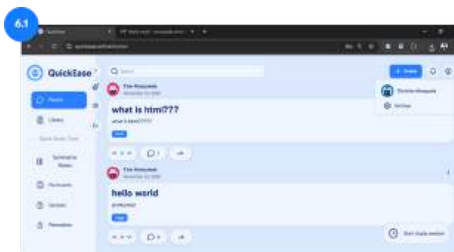


You are now on the **Verification** process. Click on the **Verify** button to confirm account verification.

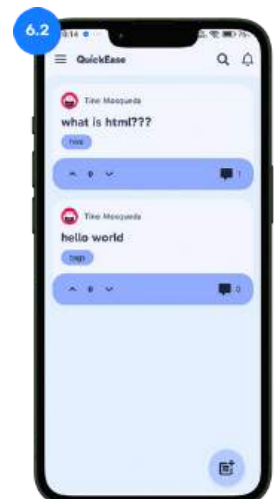
After a successful verification, this will take you back to **Login**.



Enter your login credentials and click **Login**.



Congrats, Learner! You are now verified! *This is how it looks like on Web.*



This is how it looks like on Mobile.

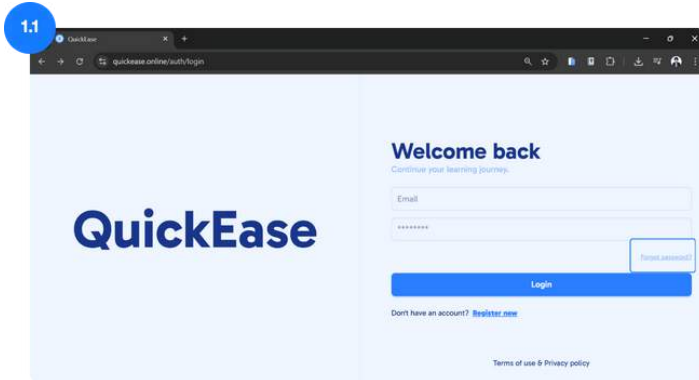
What to do to a Forgotten Password?

Don't worry! We got you. You have three possible ways to reset your password:

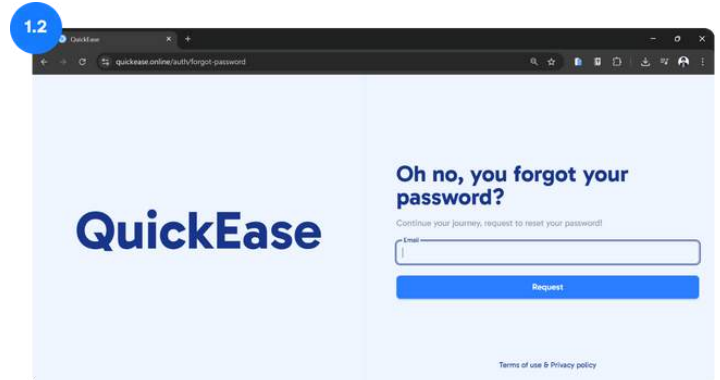
- Option 1: Logged Out (Forgotten Password Link)
- Option 2: Logged In (Account Settings)
- Option 3: Contacting the Admin via Email

Option 1: Logged Out (Forgotten Password Link)

Important Note: This option is only available in Web App.



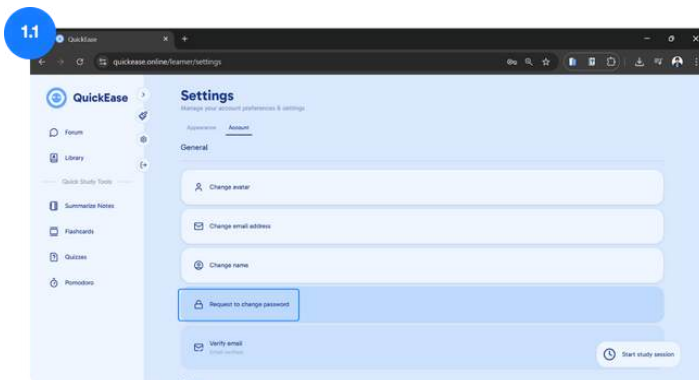
On Web App: Go to **Login** page and click on the “Forgot Password” link.



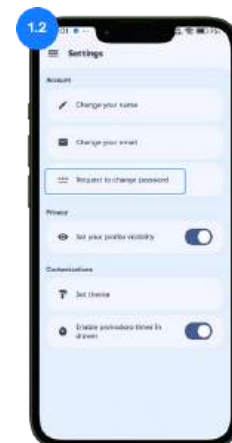
On Web App: This will take you to the “Email Request for Password Change”

Option 2: Logged In (Account Settings)

Important Note: In this option, you are only allowed to request for a password reset once a week.



On Web App: Go to **Settings** and find the “Request to Change Password” menu. Then, click it to have QuickEase send you an email for your password change.



On Mobile App: Go to **Settings**, then find and tap on the “Request to Change Password” menu.

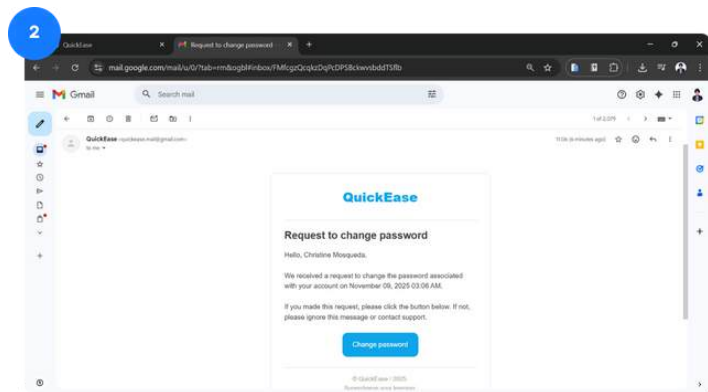
Option 3: Contacting the Admin via Email

In this option (*just like in verification request process*), you will send a direct request to the Admin to have your **Password Change Process** emailed to you. Follow these steps:

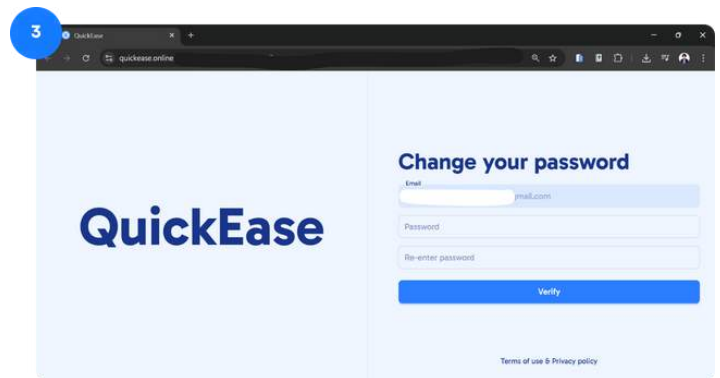
1. Open your email service. It can be Google, Outlook, etc.

2. Create an email message and set the recipient to quickease.mail@gmail.com
3. Enter the subject: **Request Password Change - QuickEase Account**. Although, you can customize your subject message but this format is recommended for easy tracking of emails.
4. Compose the email body. Your body should have the following:
 - a. Full Name (First and Last Name)
 - b. Email Account (the linked email used in your QuickEase account)
 - c. Note/Comments (*Optional*)
5. Send your email message by clicking (or tapping) the **send** button.
6. The Admin will review and respond to your verification request by sending you an email for the **Password Change Process**. This will take time, so we ask you to be patient.

Change Password Process:



You will be receiving this email message. Click on the **Change Password** button to go to the **Password Change** process.



You are now in the **Change Password** process. Enter your new password twice to complete the process. Once successful, you can now login with your new login password credentials.

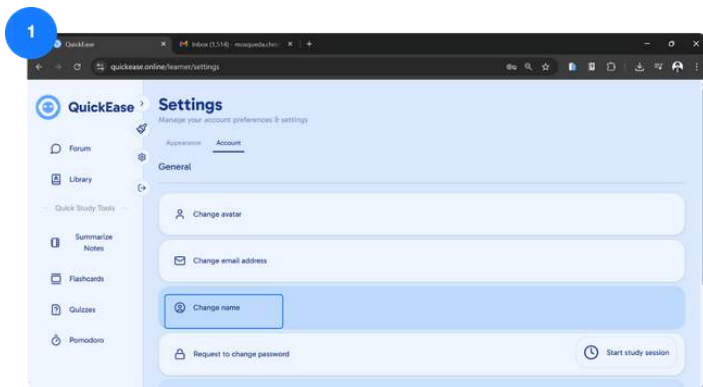
Changing Name or Email

You can update the personal information linked to your QuickEase account.

Changing Name

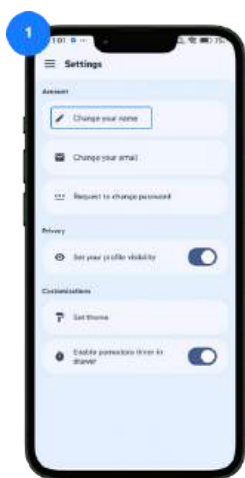
Important Note: You can only change your name once a week.

On Web App:

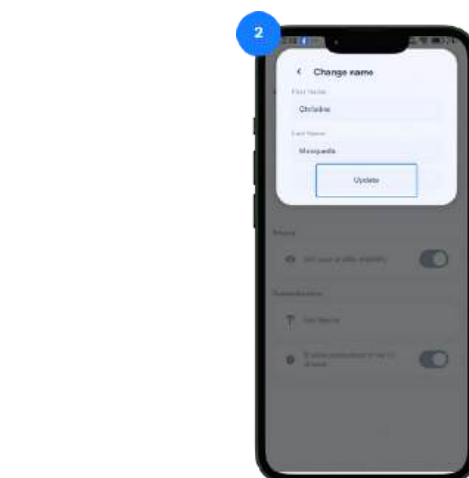


Go to **Settings**, then find and click on the “Change Name” menu.

On Mobile App:



Go to **Settings**, then find and tap on the “Change Name” menu.

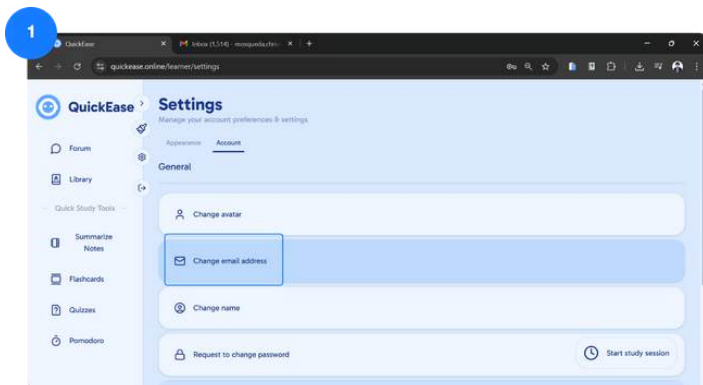


Enter your new name. Once decided, tap on the **Update** button to confirm name change.

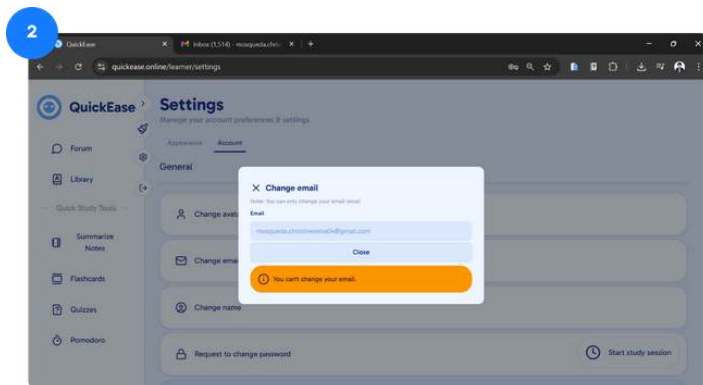
Changing Email

Important Note: You can only change your email once.

On Web App:

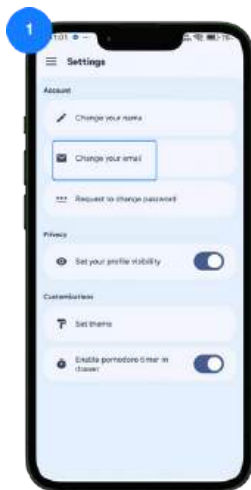


Go to **Settings**, then find and click on the “Change Email Address” menu.

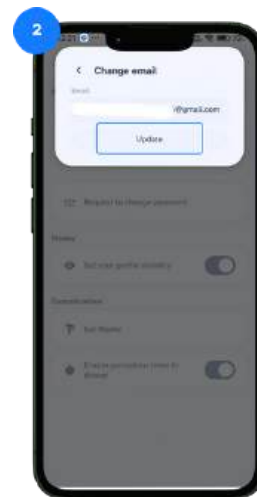


Enter the new email address you want to link to your QuickEase account.

On Mobile App:



Go to **Settings**, then find and tap on the “Change Email Address” menu.



Enter the new email address you want to link to your QuickEase account.

Chapter 3: Understanding Study Materials

The best part of QuickEase is how it turns your long lecture notes or documents into digestible study tools. This chapter explains the three types of materials QuickEase can make for you!

In the next parts (Parts 2 and 3), we'll show you the exact steps on how to create them.

Summary Notes

What are They?

Imagine you have a 20-page pdf of your topic, but the exam is *tomorrow*. A summary note is a short, digestible version of your document or lecture notes that gives you **only the most important information**.

Why Use Them?

To save time, of course! Instead of re-reading everything in your 20-page document, you can quickly review the “gist” or the main point of whatever you’re studying. It's perfect for understanding a new subject or for last-minute exam prep.

How QuickEase Helps

You don’t have to read and highlight for hours. Just upload your document or a photo of a page from your book. QuickEase’s AI service reads the entire text and pulls out the main ideas, key definitions, and important conclusions for you!

Flashcards

What Are They?

These are digital cards perfect for memorizing and reviewing key terms. The “front” side has a question or a key term (*like "What is photosynthesis?"*), and the "back" side has the answer (*like "The process plants use to make food from sunlight."*).

Why Use Them?

They are scientifically one of the best ways to study. They force your brain to actively remember information (*or what is known as **active recall***), which makes it stick to your memory. They're also perfect for quick study sessions on your phone.

How QuickEase Helps

Manually making flashcards is slow and tiring (although QuickEase also allows you to make it manually). With QuickEase's AI service, it scans your notes and automatically creates the "Question" and "Answer" pairs for you. It's great at finding vocabulary words, key dates, and important facts.

Quizzes

What Are They?

A set of questions with multiple choices that QuickEase creates based on your study materials. It's like a pop quiz that also gives you your score to better improve your understanding of the chosen topic.

Why Use Them?

Re-reading your notes can trick you into thinking you know the material. A practice quiz proves it. It's the best way to find your "**weak spots**" (or the things you don't know) so you can review them before the real exam.

How QuickEase Helps

Just give QuickEase your document or a photo from your lecture notes. It's AI will act like a teacher and write practice questions based on that material. Then, you can start answering it and submit it if you're finished. It will then show you the correct answers so that you can review it yourself. You can even try answering again if you're not satisfied with your score!

Important Notes on Document and Photo Uploads:

- Uploads for both document and photo only accept maximum of 5 MB file size, per upload.
- Document uploads only accept file formats like PDF, ODF, DOC, and DOCX

- Photo uploads only accept image formats like PNG, JPG, and JPEG

Chapter 4: The Pomodoro Timer

Studying isn't just about what you study; it's also about how you study. The Pomodoro Timer is a simple tool built into QuickEase to help you manage your time, stay focused, and avoid burnout.

What is the Pomodoro Technique?

It's a famous time management method created by Francesco Cirillo in the late 1980s. Instead of trying to study for 3 hours straight (which is very hard!), you break your work into small, focused blocks of time.

The basic pattern is:

- **Work (25 mins):** Choose one task and work on it with **zero distractions**.
- **Rest (5 mins):** Stop working! Stand up, stretch, check your phone.
- **Repeat:** Do this four times (this is one "set").
- **Long Break:** After your set, take a longer break (like 15-30 minutes).

Why Use It?

- **It fights distractions:** It's easy to tell yourself, "I can't check my phone for just 25 minutes."
- **It prevents burnout:** The small, regular breaks keep your brain fresh.
- **It makes big tasks easy:** A huge project feels less scary when you just focus on the first 25-minute block.

How QuickEase Helps

You don't need a separate app or timer. QuickEase has a built-in Pomodoro Timer.

- You can start the timer, and it will notify you when it's time to work and when it's time to rest.
- The web and mobile app guides (later in this manual) will show you exactly where to find and click the timer button.

Chapter 5: The Forum Community

QuickEase is more than just a personal study tool—it's a community! The Forum is where you can connect with other students to help each other learn.

What is the Forum?

Think of the Forum as a giant online study group. It's a space built right into QuickEase where you can:

- **Ask for Help:** Post any question you're stuck on, from a tricky math problem to a confusing history concept.
- **Share Your Materials:** Created a great set of flashcards? You can share them with the community for others to use by attaching it to your post.
- **Discuss Topics:** Start a public conversation about your classes, study habits, or any academic subject.
- **Vote on Content:** You can upvote (like) posts and comments that you find helpful. This pushes the best content to the top so everyone can see it.

Forum Rules and Etiquette

To keep the Forum a safe and helpful place, we ask that you follow these simple rules:

- **Be Kind and Respectful:** Treat everyone with respect. Bullying, mean comments, or hate speech will not be tolerated.
- **No NSFW Contents:** Contents that are "Not Safe For Work" that depicts violence or inappropriate topics like nudity will be deleted.
- **Stay on Topic:** Keep posts and discussions related to studying, classes, and academic life.
- **No Spam or Ads:** Do not post advertisements or links to other products.
- **Help, Don't Cheat:**
 - **Good:** "Can someone explain why this formula works?"
 - **Good:** "Here's a study guide I made for the mid-term."
 - **Bad:** "What are the answers to tonight's homework?"
 - **Bad:** "Please write this essay for me."
- **Report Problems:** If you see a post that breaks the rules, please use the "Report" button to let our team know.

Managing Your Content

You are always in control of what you create and what you choose to share in public through Forums.

Managing Your Materials

Everything you create (notes, flashcards, quizzes) is automatically saved to your own private library. Only you can see them, unless you choose to share it in your Forums post via attachment (which will be further explained on Parts 2 and 3 of this manual).

- **To Edit:** You can go into your library at any time to fix a typo, add more information, or change your materials.

- **To Delete:** If you no longer need a set of notes or a quiz, you can delete it forever. If the deleted material is shared in a Forum post, the attachment will also be deleted in sync.

Managing Your Forum Posts

Everything that you post and share in the Forum can be seen by other students.

- **Editing Posts/Comments:** If you make a typo or want to add more to your post, you can edit it.
- **Deleting Posts/Comments:** You can delete your own forum posts, questions, or comments at any time. This will remove them from the Forum.
- **Un-sharing Materials:** If you delete a forum post where you shared your study materials, other users will no longer be able to find it through The Forum.

Chapter 6: Achievement Badges

We believe your hard work deserves to be celebrated! Achievement Badges are a fun way for QuickEase to recognize your efforts and accomplishments in the app.

What are Badges?

Badges are special digital rewards in QuickEase that you earn simply by using the app effectively. They automatically unlock when you hit certain milestones.

How Do I Earn Them?

You earn badges by being an active and helpful member of the QuickEase community and by completing your study goals.

Badges You Can Earn

Here are the complete lists of badges you can earn by using the app. Go try to unlock all of them!

Learning Progress Badges



First Step

Created the first note, first flashcards set, and first quiz.



Quick Learner

Achieved at least 80% score on 5 different quizzes.



Note Taker

Created 10 personal notes or summaries.



Flashcard Master

Created 10 flashcard sets.



Master Reviewer

Answered and reviewed the same quiz at least 5 times.

Collaboration and Community Badges



First Post

Share a post with your first attachment (summary notes, flashcard set, or quiz set) to the forum.



Helpful Commenter

Received 10 upvotes across your comments.



Community Favorite

One of your posts with any attached shared materials received 25 upvotes from different users.

Milestones and Achievement Badges



Perfectionist

Achieved 100% score on a quiz.



Achiever

Achieved 100% score on 10 different quizzes.

Why are Badges Important?

- **Motivation:** They serve as a fun reminder of how much progress you've made and encourage you to keep studying.
- **Flexing:** Your badges are displayed on your profile, letting other students see that you are an experienced and helpful QuickEase user!

Finding Your Badges

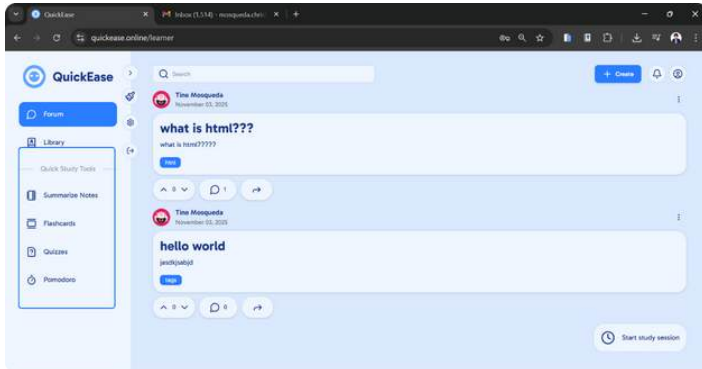
You can view all the badges you have earned by checking your **User Profile** in the app. The next parts of this guide will show you exactly where you can find your profile on the Web App and Mobile App.

Part 2: Using the Web App

Let's get started with using the Web Application of QuickEase! In this part, we'll focus only on how you can use the web app on your computer (or even phone) browser.

Chapter 7: Study Materials in Web

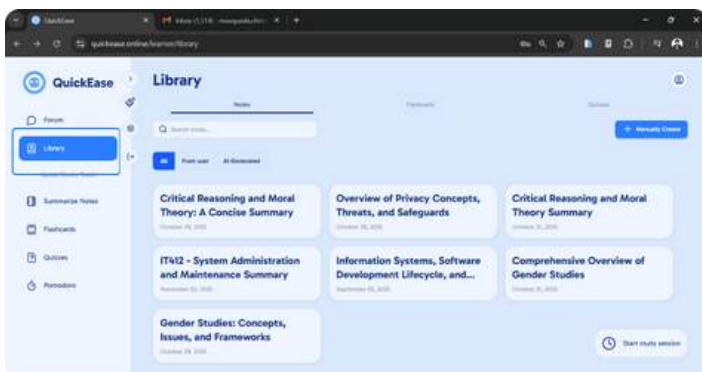
Quick Study Tools



In the web app, the **Quick Study Tools**, located at the sidebar menu, is where the tools are grouped together so that you can use them with no hassle.

Here, you can easily pick and use any tool like instantly generating **Summary Notes**, **Flashcards**, and **Quizzes**, and even **Pomodoro** (*which will be introduced later in this guide*).

Library

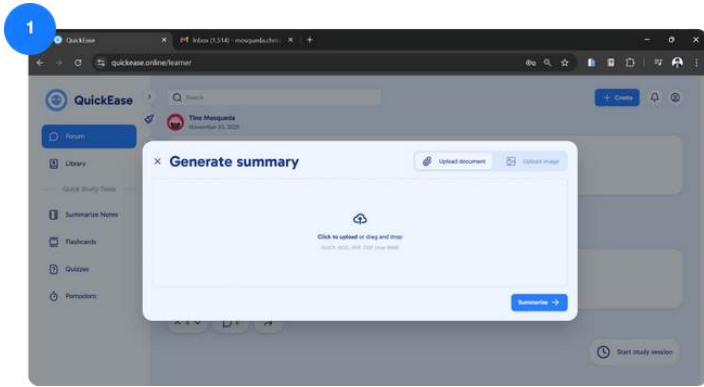


In the web app, the **Library** is like a central hub for where you can manage all of your study materials: Notes, Flashcards, and Quizzes.

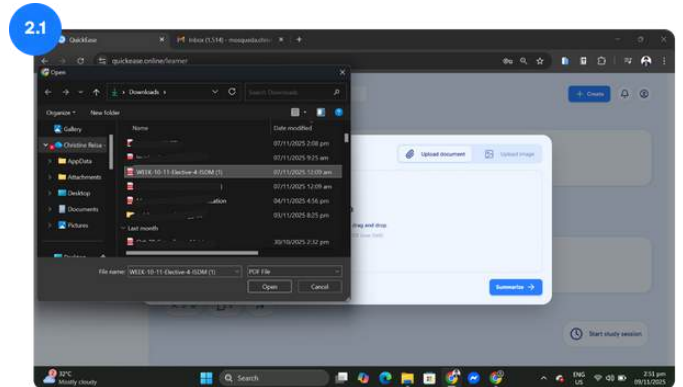
Here, you can manually create materials and access everything in one place.

Generating Summary Notes

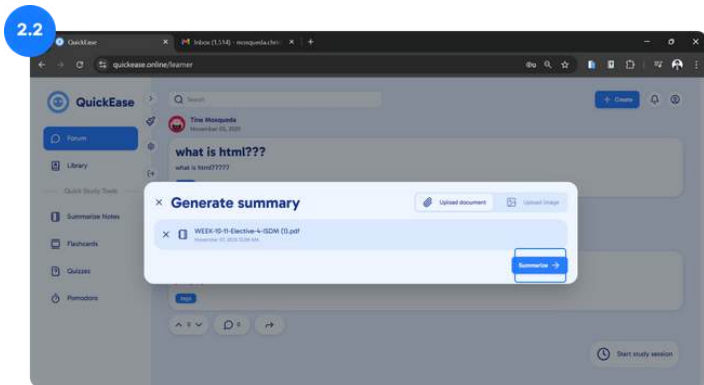
Through Upload Document



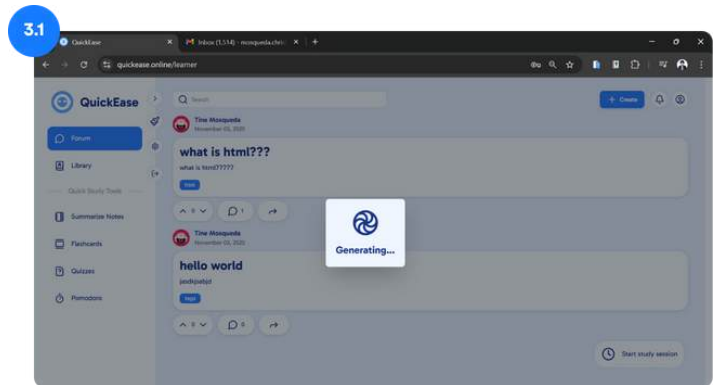
On the *Quick Study Tools*, click on **Summary Notes** and pick the **Upload Document** option. You can drag and drop a file or click on the empty space to open your device's file picker.



Select a document (in PDF, ODF, DOC, or DOCX format).

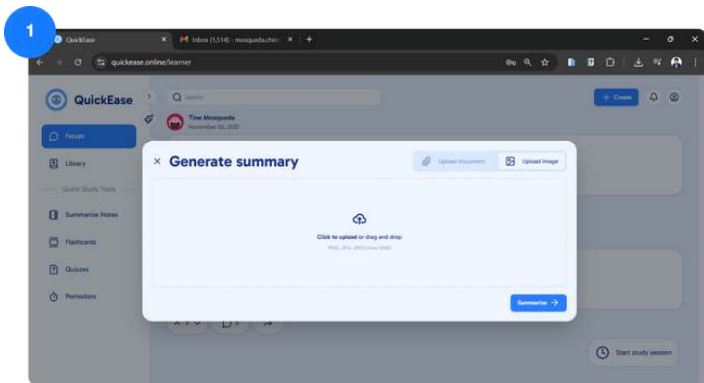


Once a file is selected, click on the **Summarize** button to generate a summary note.

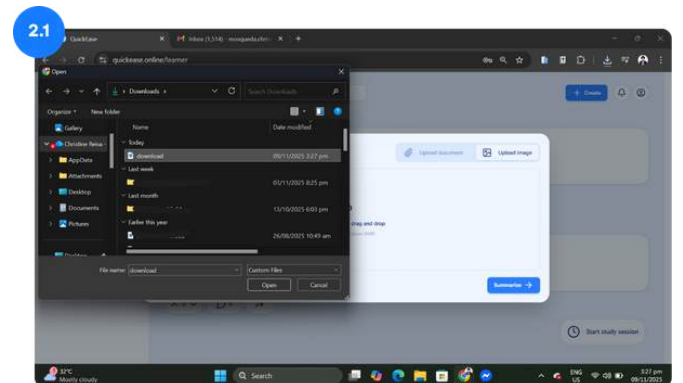


Here, QuickEase is generating your summary.

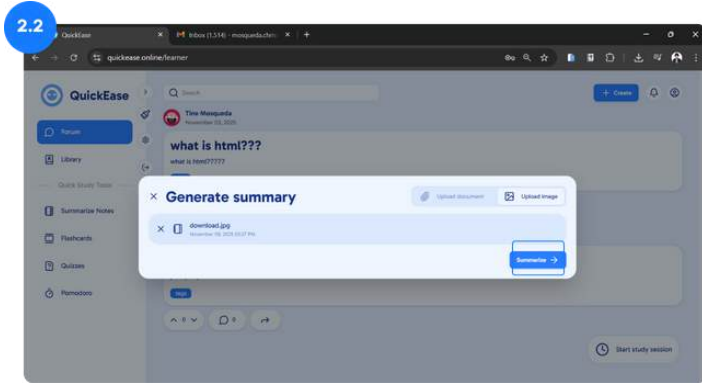
Through Upload Image



On the *Quick Study Tools*, click on **Summary Notes** and pick the **Upload Image** option.

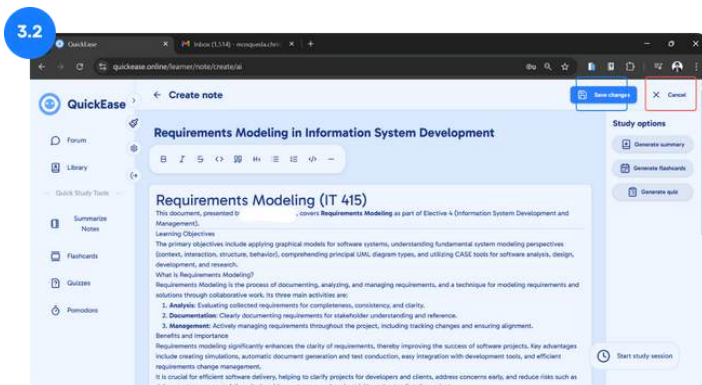


Select an image file (in JPEG, JPG, or PNG format).

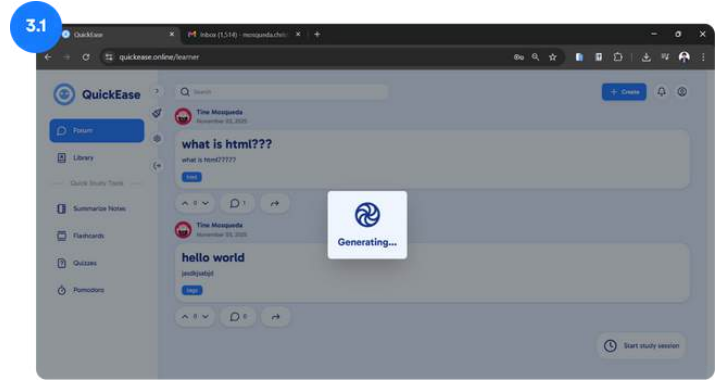


Once an image is selected, click on the **Summarize** button to generate a summary note.

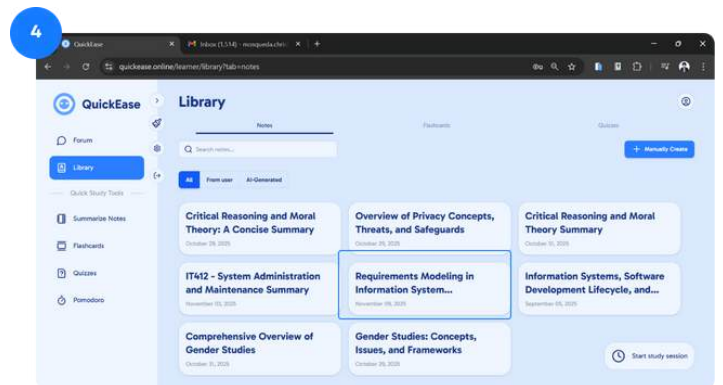
Saving Generated Summary Notes



Here, a summary note has been generated. You can save it by clicking on the **Save Changes** button, or discard it by clicking the **Cancel** button.



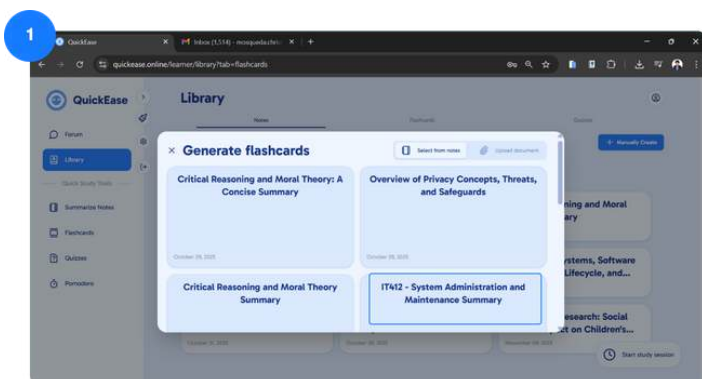
Here, QuickEase is generating your summary.



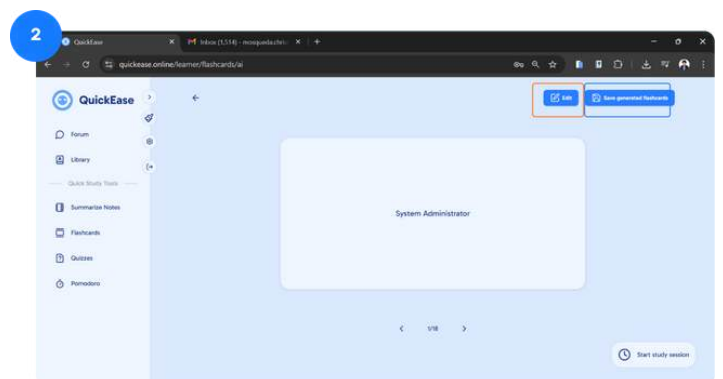
Your saved/created summary note will be placed inside the **Library**.

Generating Flashcards

Through Select From Notes

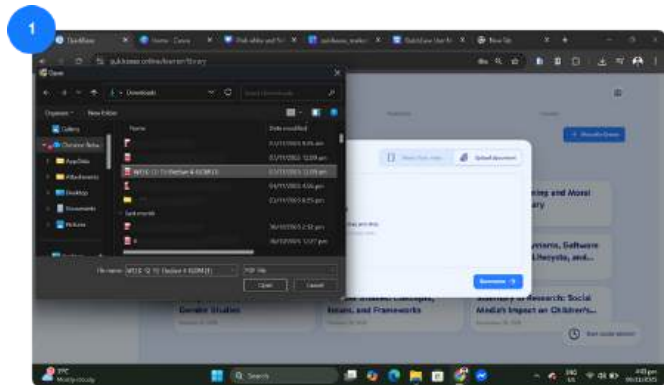


Select an existing note to generate flashcards from.

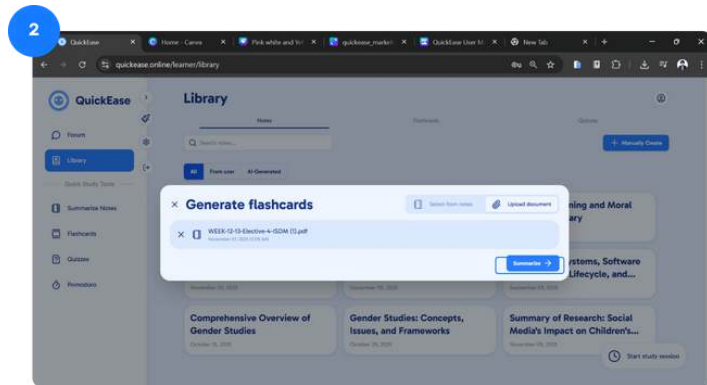


Once generated, click on **Save generated flashcards** button to save. To edit the contents, click on the **Edit** button.

Through Upload Document

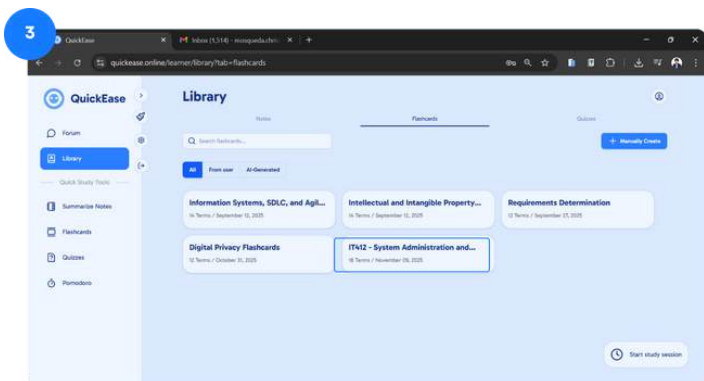


Pick a document from your device. You pick a file through drag and drop or clicking the empty space to open the file picker.

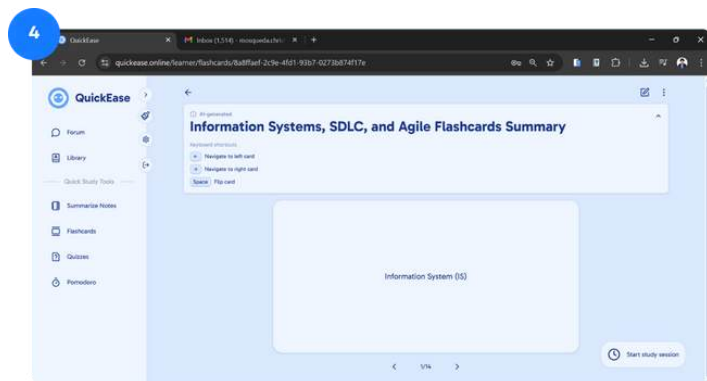


Once picked, click on the **Generate** button to start generating your flashcard set.

Saving Generated Flashcard Set



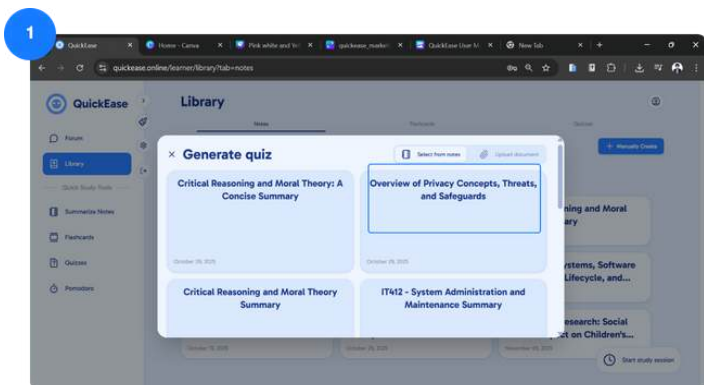
Your generated flashcard set will be placed inside the **Library**, at the **Flashcards** tab.



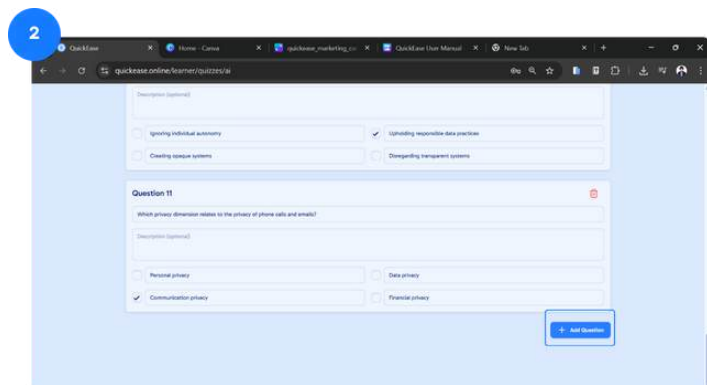
You can now view your generated flashcard set by accessing it through the **Library**.

Generating Quizzes

Through Select From Notes

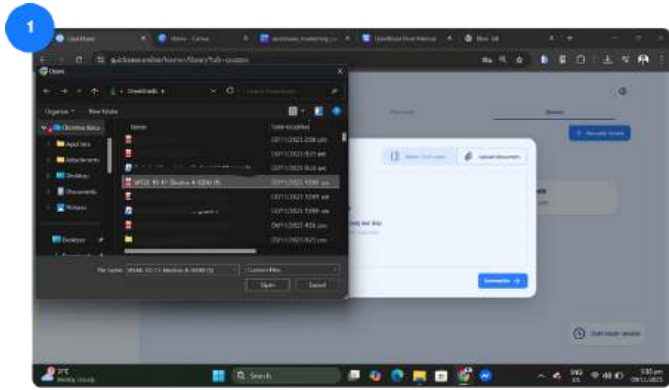


Select an existing note to generate your quiz from.

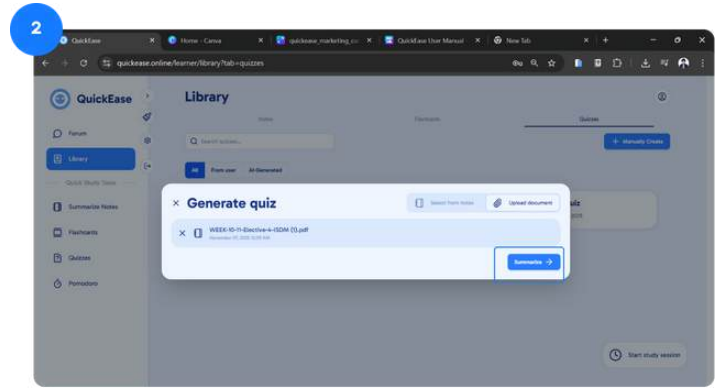


Once generated, a form-like display like this will be shown in your screen. You can edit the quiz or review it before saving.

Through Upload Document

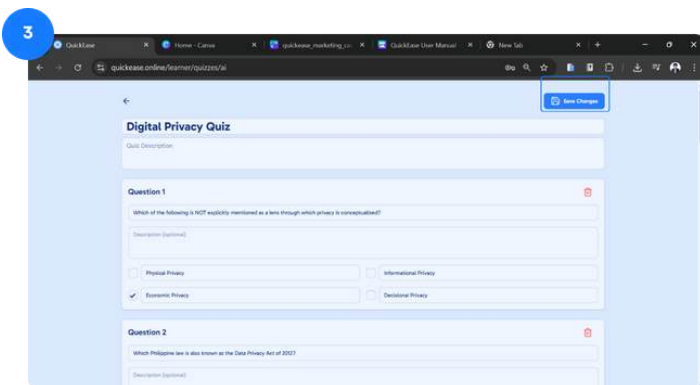


Pick a document from your device. You pick a file through drag and drop or clicking the empty space to open the file picker.

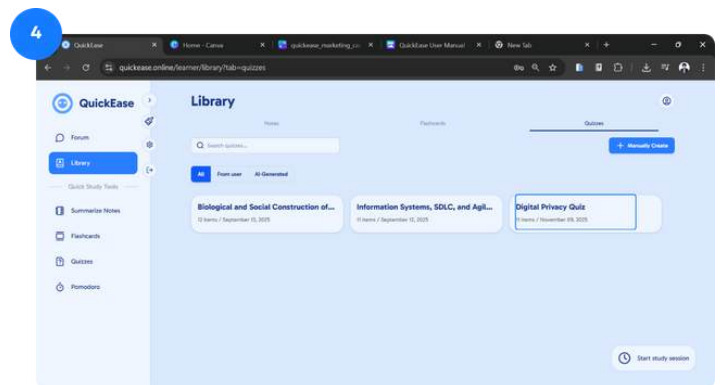


Once picked, click on the **Generate** button to start generating your quiz.

Save Generated Quiz



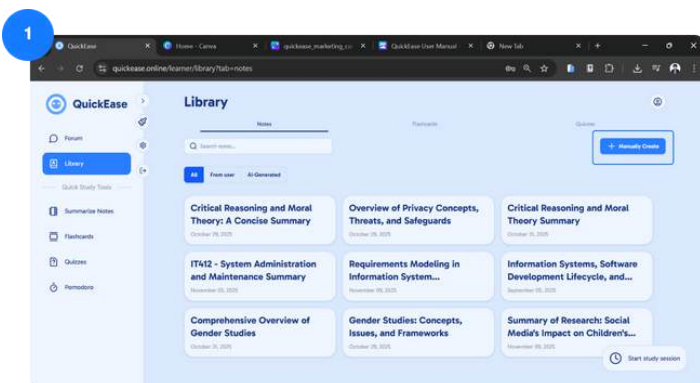
Save your generated quiz by clicking the **Save Changes** button located at the top-right screen.



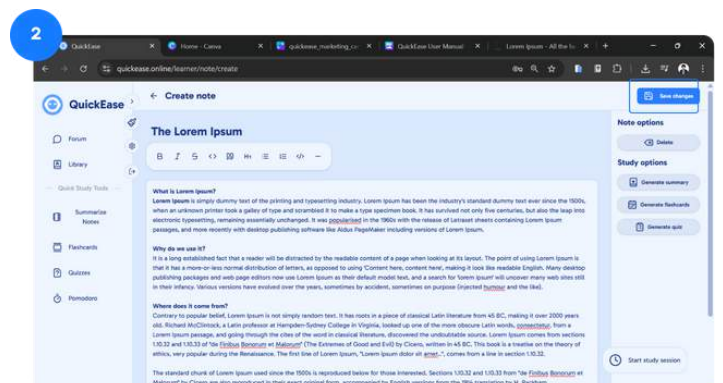
Your generated quiz will be placed inside the **Library**, at the **Quizzes** tab.

Study Notes

Manually Create or Edit Study Notes



Go to the **Library** inside the **Notes** tab. Then, click on the **Manually Create** button.



You can start typing your Notes entry on the text editor. If you're already satisfied, you can save your Notes by clicking on the **Save Changes** button.

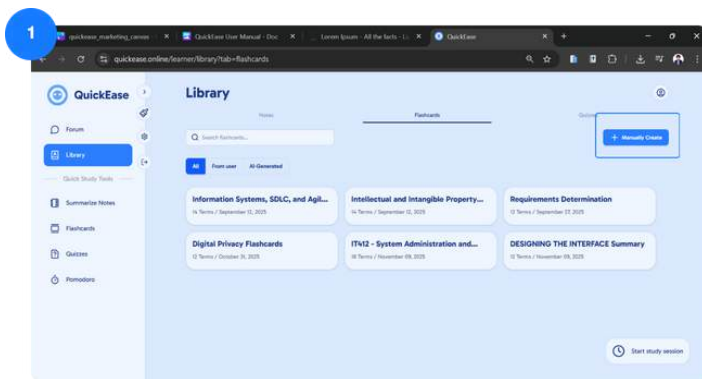
Delete a Study Note



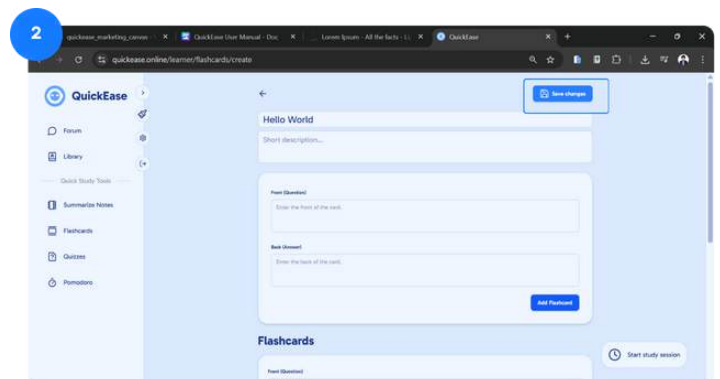
To delete a note, access an existing note from your **Library** and click on the **Delete** button.

Flashcards

Manually Create Flashcard Set

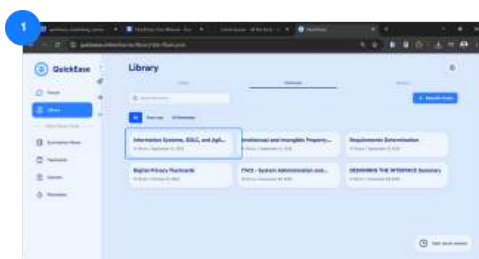


On the **Library** at the **Flashcards** Tab, click on the **Manually create** to create a flashcard set.

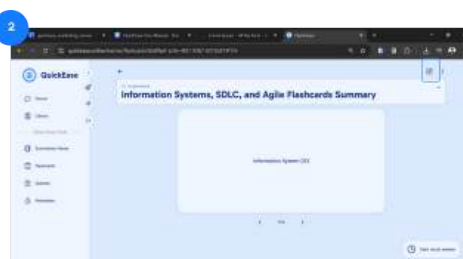


Start filling in the card contents. Once you're satisfied, you can save it by clicking on the **Save Changes** button.

Edit a Flashcard Set



Open a flashcard set in Library.

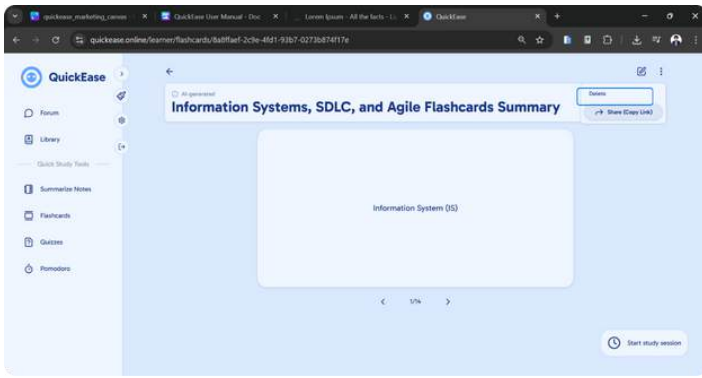


Click on the edit icon located at the top-right corner.



You can start editing the contents. If you're satisfied, click on the **Save Changes** button to save your edit.

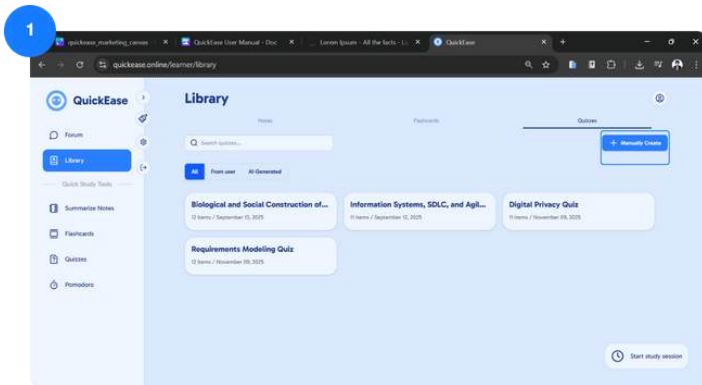
Delete a Flashcard Set



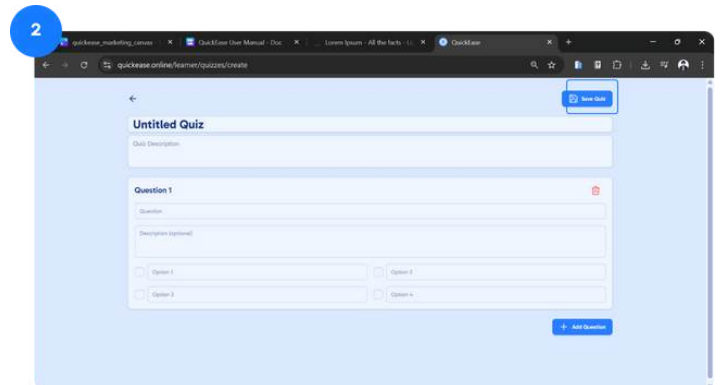
To delete a flashcard set, open a flashcard from Library. Upon full display, click on the three-dots icon at the top-right corner to toggle other Flashcard set options. From there, click on the **Delete** button.

Quizzes

Manually Create Quiz



To manually create a **quiz**, inside the Library at the **Quizzes** Tab, click on the **Manually Create** button.



You can start filling in the quiz contents. If you're already satisfied, you can save it by clicking on the **Save Changes** button.

Edit a Quiz Content



Open any existing quiz from the **Library**.

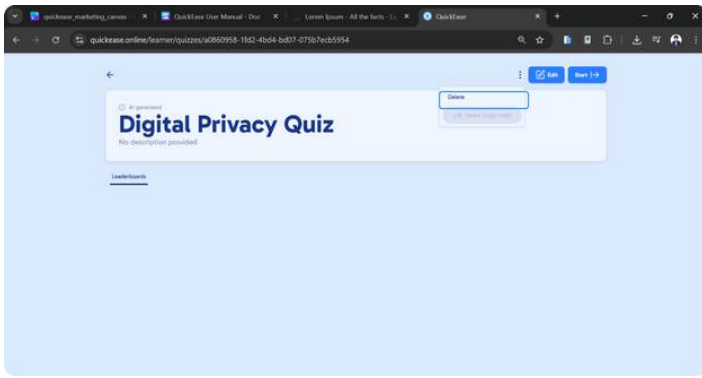


Upon opening, cling on the **Edit** button.



You can start editing now. If you're already satisfied, you can save it by clicking the **Save Changes** button.

Delete a Quiz

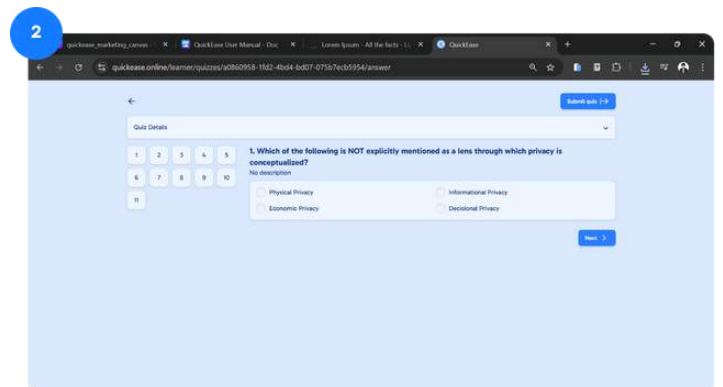


Open a quiz from the Library. Then, look for the three-dots icon at the top-right corner, then click on the **Delete** button.

Answering a Quiz in Library



Open a quiz from Library.



You can start answering the quiz. Once you're finished, you can click on the **Submit Quiz** button to submit your attempt.



After answering, you will immediately get your score.



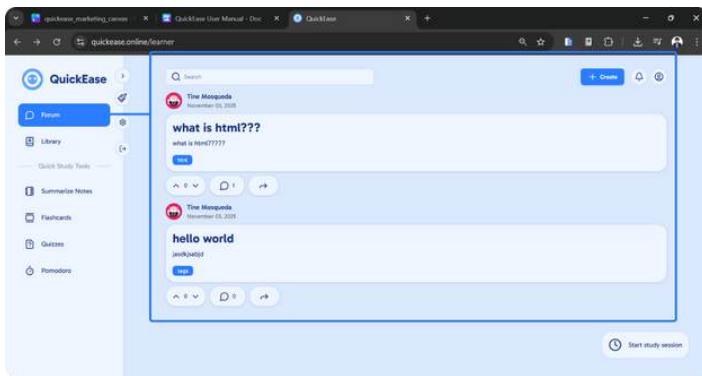
You can also review your answers here.



You can also view your recorded attempts, as well as leaderboard ranks (if the quiz is also shared to others on Forum).

Chapter 8: Using the Forum in Web

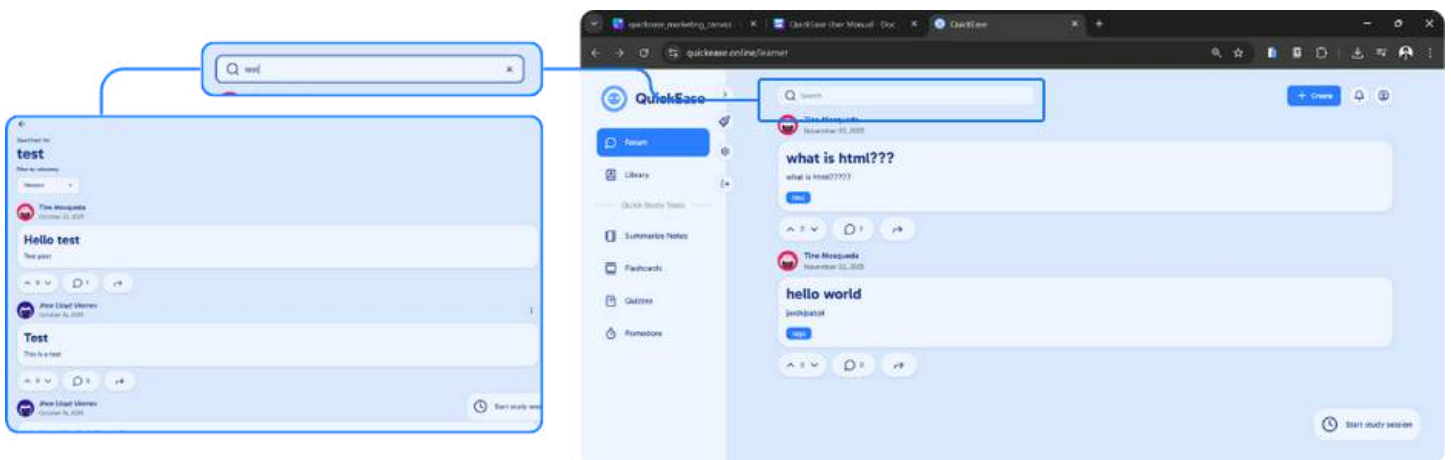
Forum Community



The **Forum Community** is QuickEase's built-in discussion and knowledge-sharing platform where you can also interact with other students!

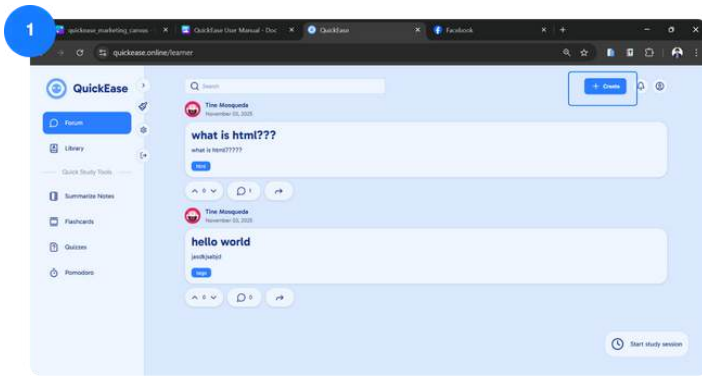
Want to ask a question? Or maybe you have an interesting topic that you wanna bring to the table? Hit that post button and start a fun, academic discussion with others through **Forum**!

Searching Posts

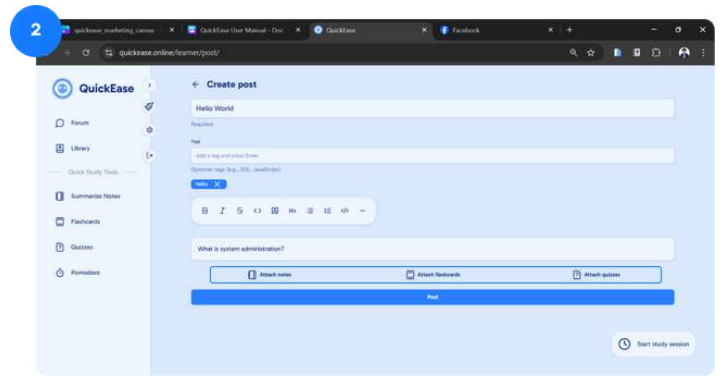


To search for a post, click on the search bar at the top and enter the key terms you want to search for. It can search terms based on post title, tags, or content.

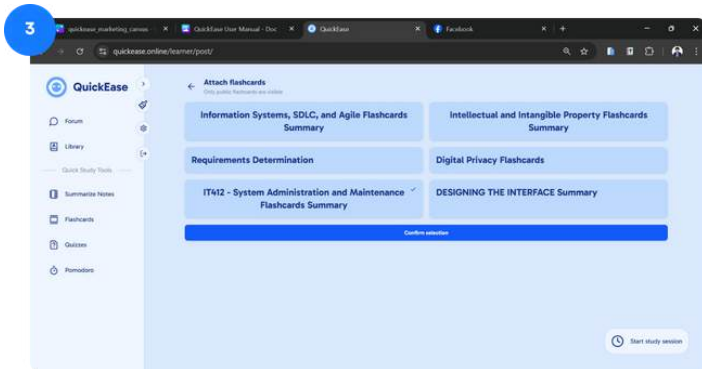
Posting



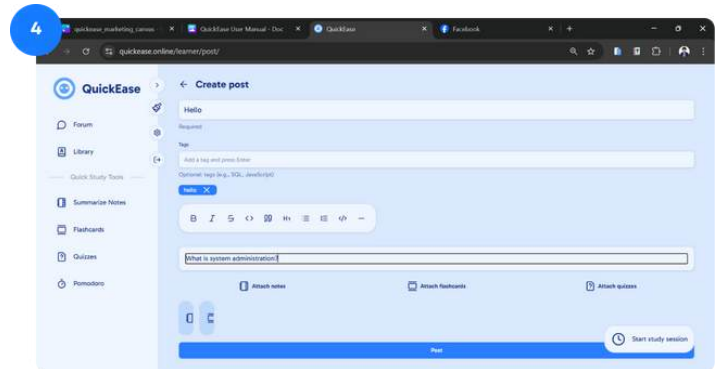
To create a post, click on the **Create** button located at the top-right corner of the screen. Just keep in mind that respect and peaceful interaction must be kept inside the Forum Community.



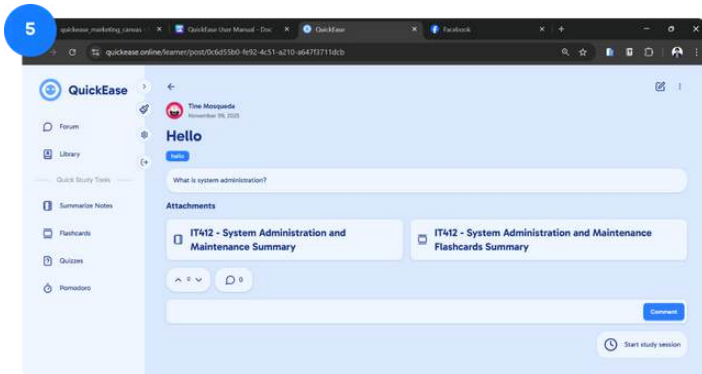
Enter the topic or discussion you want to post. You can ask something, initiate a friendly virtual debate, or even just a simple discussion. You can also share your study materials by attaching it in your post.



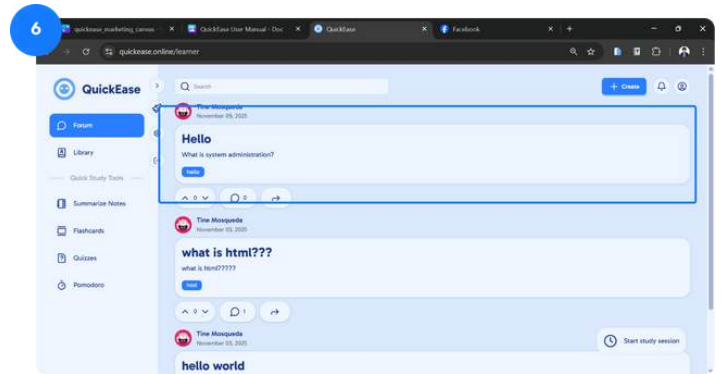
If you want to share your study materials in your post, just select what you want to attach and confirm your selection.



If you think you're all set, you can submit your post by clicking the **Post** bar button.



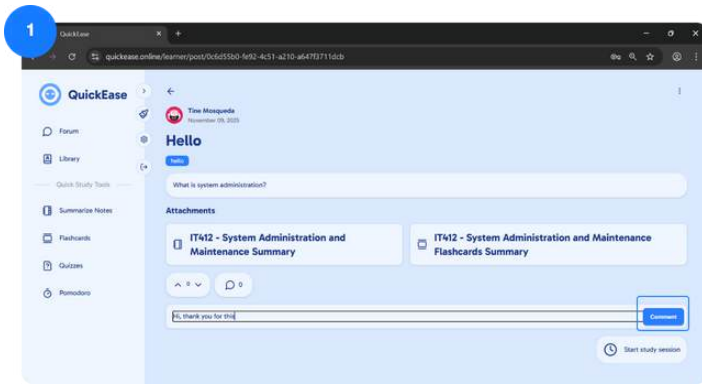
You have successfully created your post! This is how your full post view should look like.



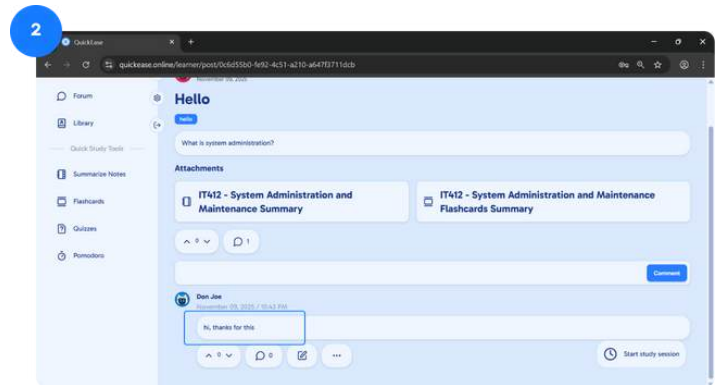
And this is how your post should look like on the Forum feed.

Commenting

Commenting on a Post

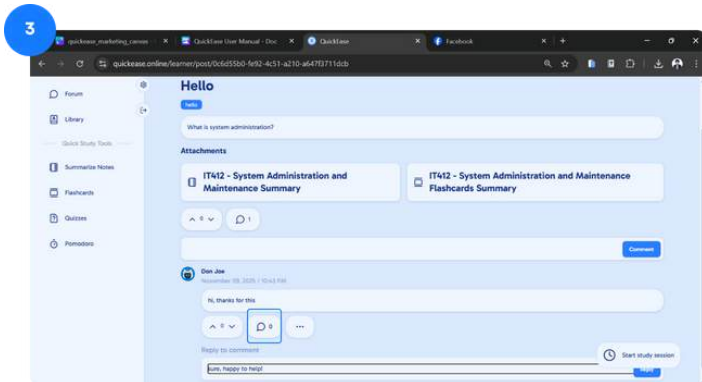


If you feel like leaving a comment on someone's post, just click on the blank comment bar and enter your comment. Then, click on the **Comment** button to submit your comment.

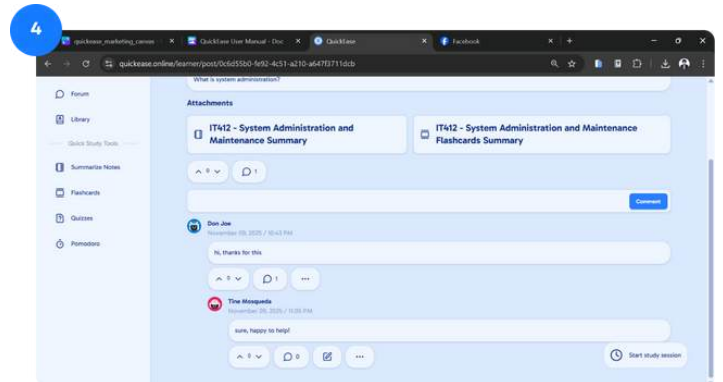


The post you commented on will be updated and will now show your comment.

Threaded Replies

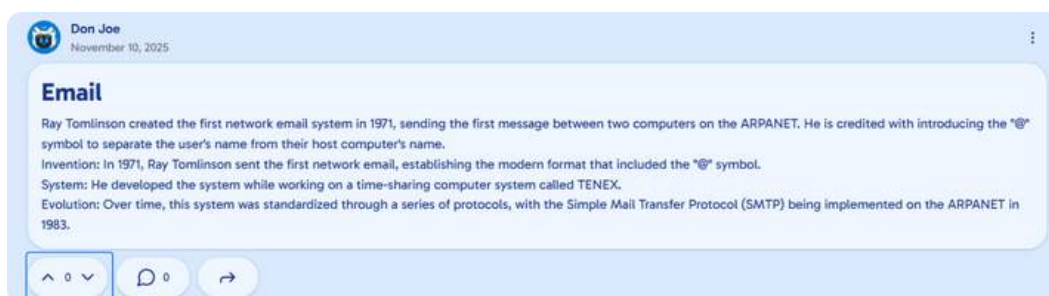


You can also reply on a comment by clicking on the comment icon.



And you can also do threaded replies!

Voting



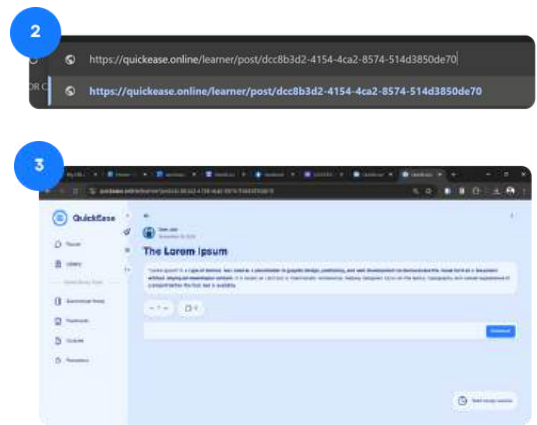
Much like other social platforms, votes and engagements make virtual interactions fun.

You can **upvote** or **downvote** posts and comments, just look for these **up** and **down** arrow-like buttons and click on any of it to add your vote!

Post Sharing

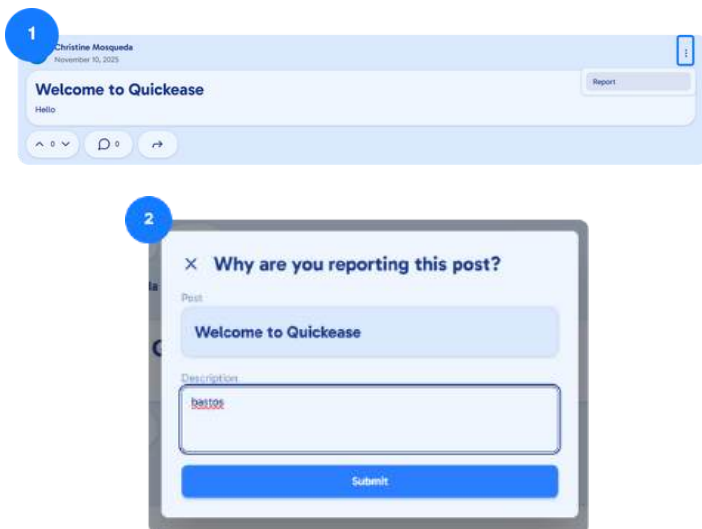


To share your post to other QuickEase users, you can click on the **Share** button. This copies your Forum post link, so that you can also share it with others outside the QuickEase platform!



After copying the link, you can now paste it to other platforms. Share your forum post anywhere for other people to see it!

Reporting Posts and Comments

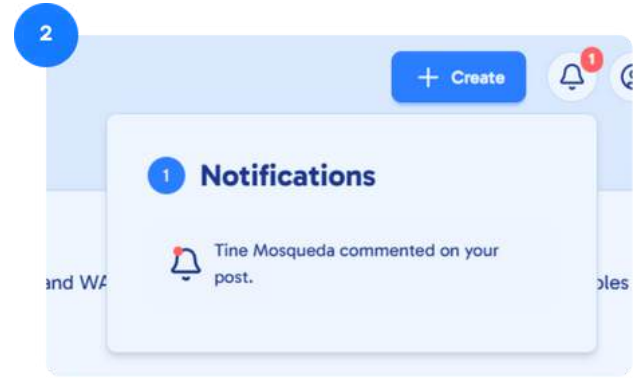
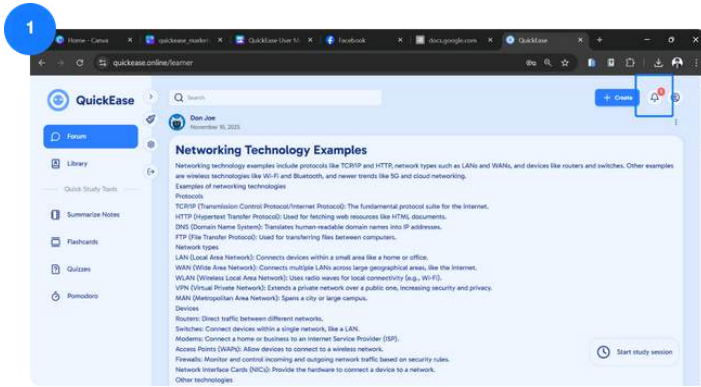


Found a toxic content? You can report it right away by clicking on the **Report** button. This keeps QuickEase a safe platform to share about academic-related topics.



This will notify us about the toxic content you reported so that we can immediately take action. *This is what it looks like on the Admin side.*

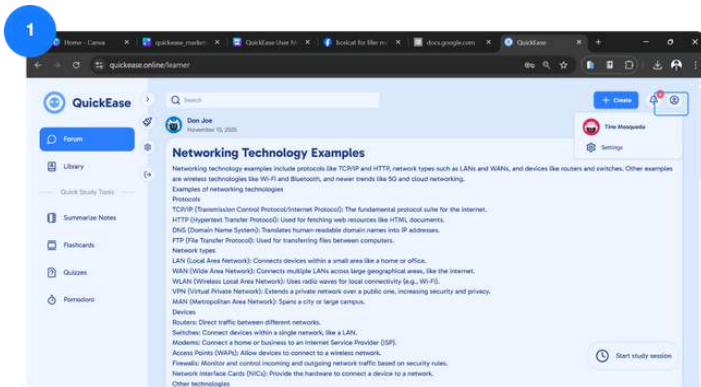
Notifications



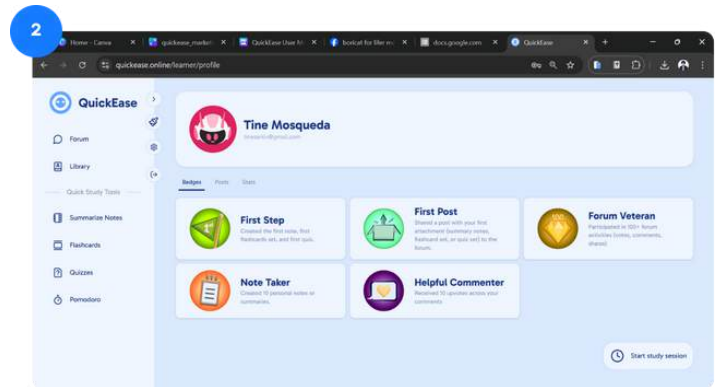
You will be notified if someone comments on your posts. To view comments, click on the **Notification** button on the top-right corner.

Clicking this will expand the notification display.

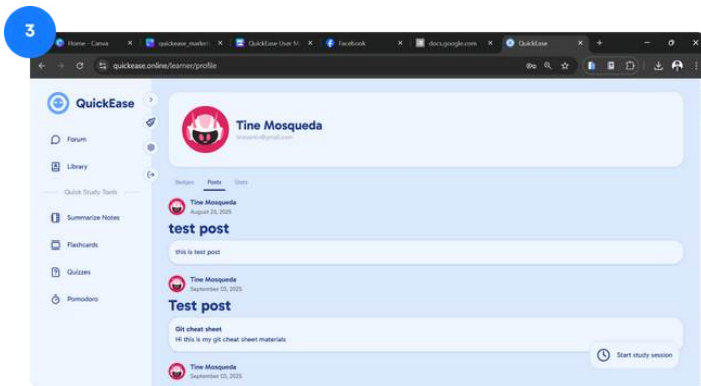
Chapter 9: Managing Your Account Profile in Web Viewing Profile



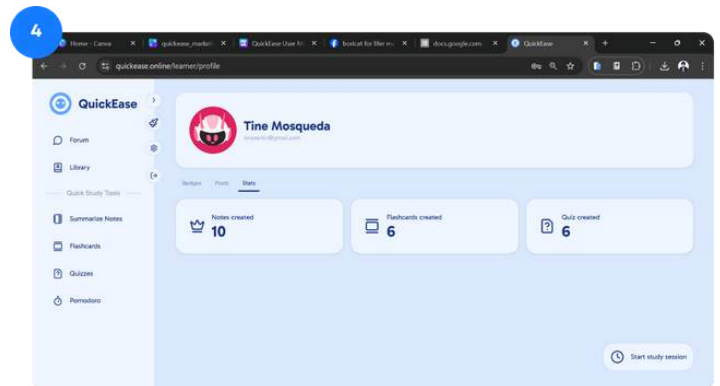
To view your account profile and stats, find the profile icon at the top-right corner and click on it. Then, click on your **Profile** name.



This is how your profile badges would look like.

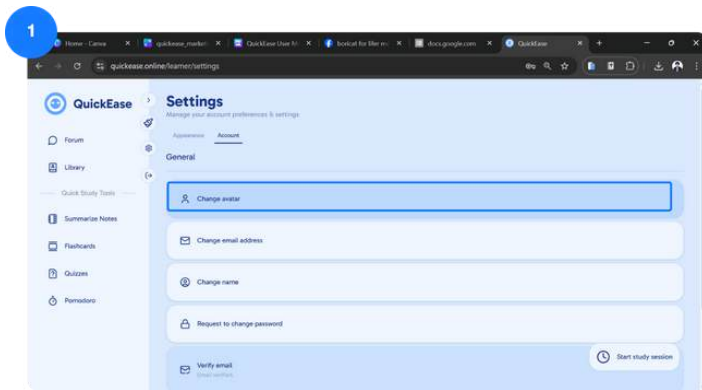


You can also revisit your previous forum posts from here.

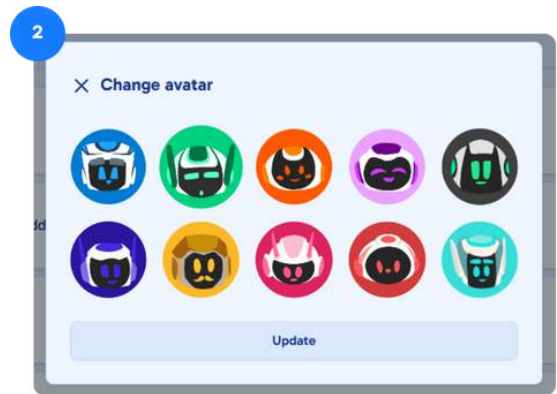


And view your account stats here, such as the number of notes, flashcards, and quizzes you created.

Profile Avatar Customization

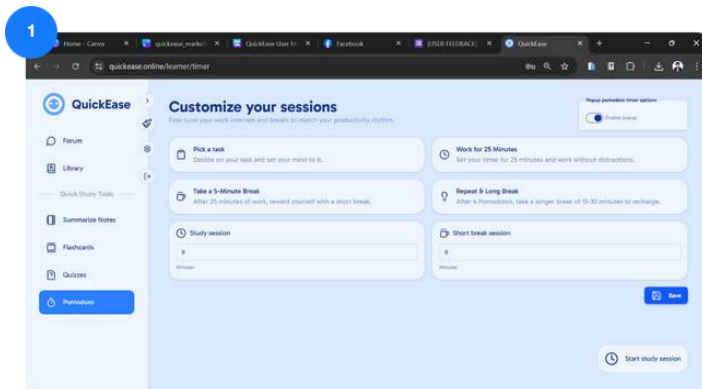


You can customize your profile avatar appearance. Go to **Settings**, look for the **Change avatar** menu, and click on it.

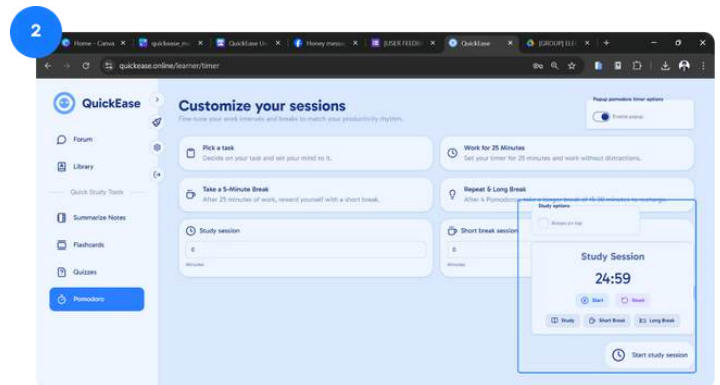


Currently, we have designed these 10 different Bot character avatars that you can use as your profile display icon!

Chapter 10: Using the Pomodoro Timer in Web



You can change settings for the pomodoro timer inside the **Pomodoro** screen. Just click on the Pomodoro menu located at the sidebar.



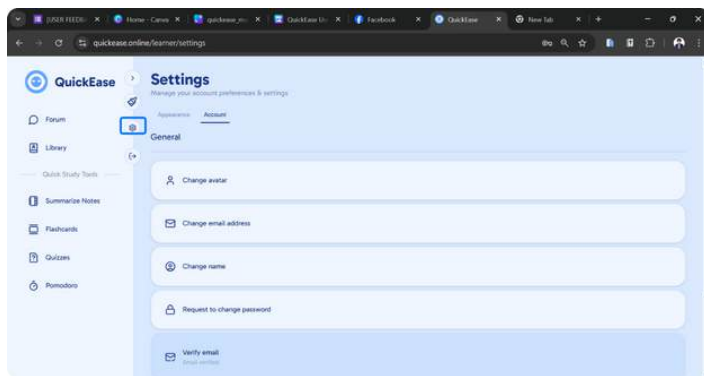
To show or hide your pomodoro display, click on the **Start study session** popup located at the bottom-right corner of the screen. The timer allows you to choose from 3 different modes: **study**, **short break**, and **long break**.

How to Use Pomodoro Timer

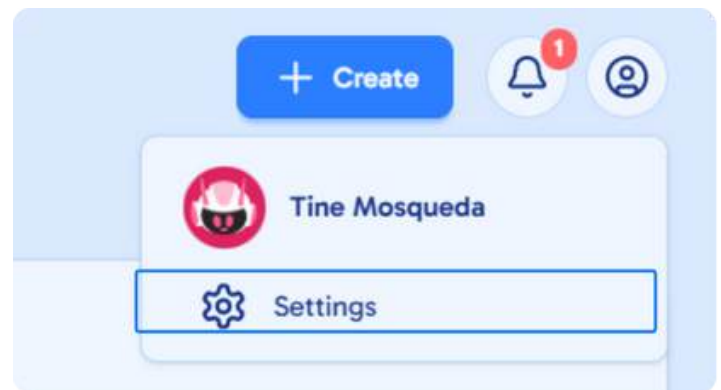
- **Study Mode:** This is the time interval where you direct your focus on a single task. This is usually *25 minutes*.
- **Short Break Mode:** Give yourself *5 minutes* to pause and breathe for a bit to avoid overwhelming yourself.
- Switch between **Study Mode** and **Short Break Mode** for 4 times. This equals to **one set**.
- **Long Break Mode:** After a set, take a long break. This is usually done in *15 minutes*.

Chapter 11: Settings Configuration in Web

Accessing Settings

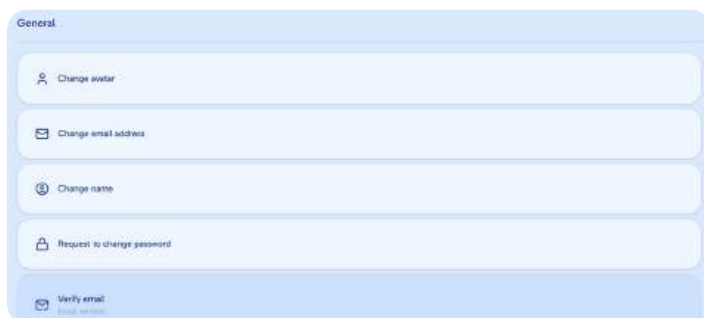


You can open the **Settings** by clicking the floating **Settings** button beside the sidebar.

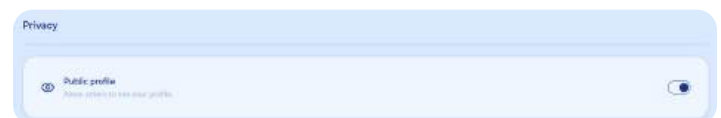


Or, you can also open it by toggling the **Profile Icon** button found at the top-right corner when you're inside the **Library** or **Forum**.

Account Settings

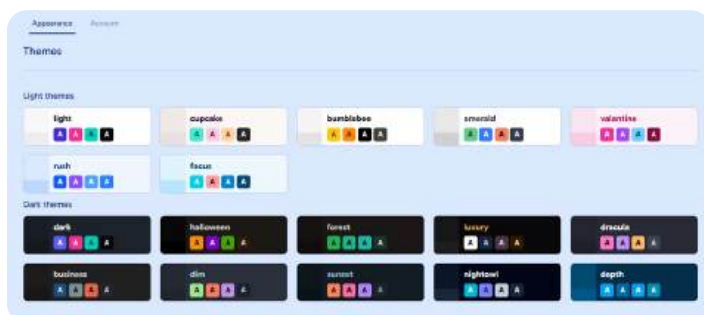


The account settings is where you can make changes on your account. In the **General**, you can set your avatar, email address, name, and you can also request to change your password.

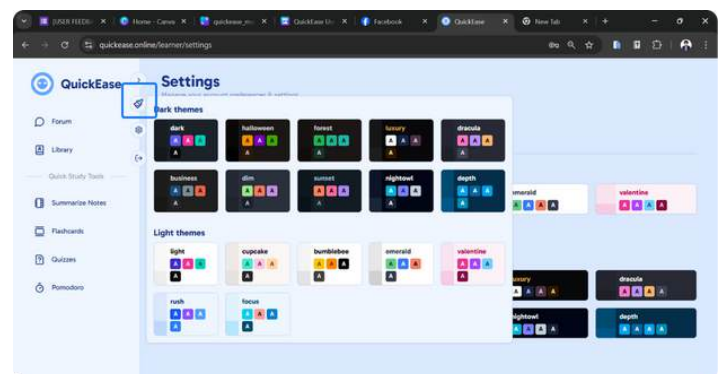


The **Privacy** allows you to public or private your account. Making your account public allows others to see your Profile, and making it private means others cannot view your Profile.

Application Appearance Settings



The **Themes** inside the **Appearance** lets you switch to different theme displays. Multiple themes support light mode and dark mode.



You can also access the themes by clicking the floating **Theme** button

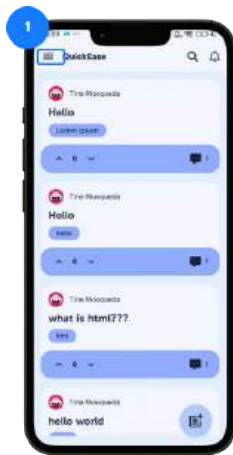
Part 3: Using the Android App

Want to use the Mobile app instead? Awesome! In this part, we'll focus on how you can use the mobile application on your Android phone or tablet.

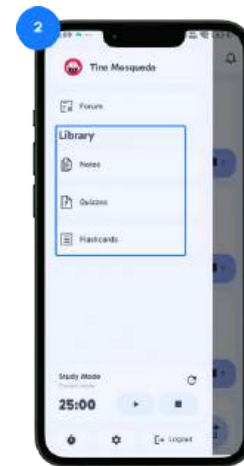
Chapter 12: Study Materials in Mobile

Library Tools

In web, we have this feature called **Library** where your study materials are all located. In the mobile version, the **Library** is a group of tools to manage your study materials.



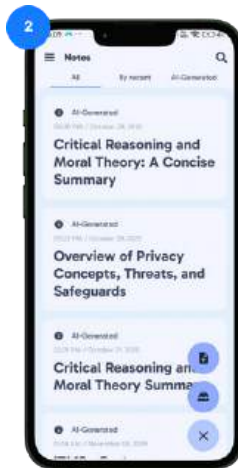
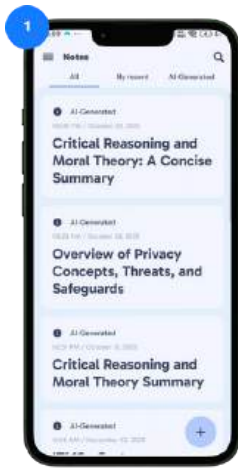
To open the **Library** tools, tap on the **3-line** icon found at the top-left corner.



Library tools are composed of **Notes**, **Quizzes**, and **Flashcards**.

Notes

Manually Create Study Notes

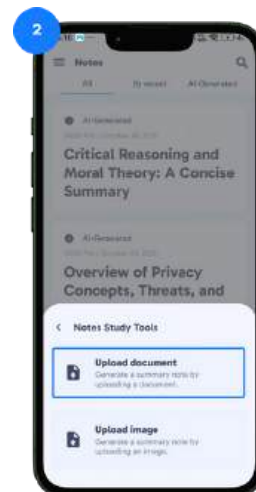
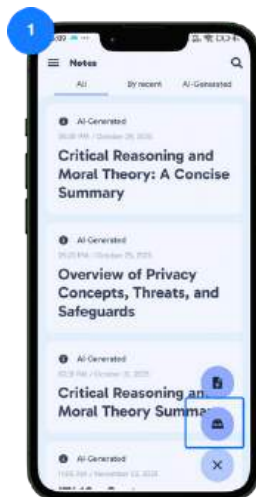


Tapping the **Notes** inside the **Library tools** should direct you to this screen. This is where your study notes will be saved and stored. You can also filter which notes are recently created or AI-Generated.

To create a new note, tap on the “Create Options” **Plus** button to expand two create options. Then, tap on the topmost floating button to manually create a note.

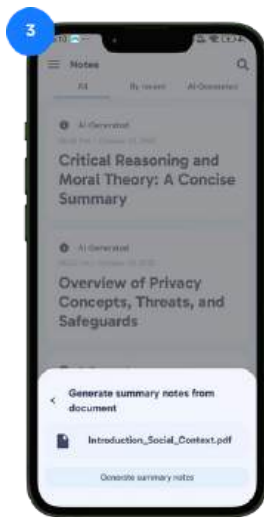
You can start typing on the text editor. Once satisfied, you can save it by tapping on the **Save** icon found at the top-right corner.

Generate Study Note From File Upload

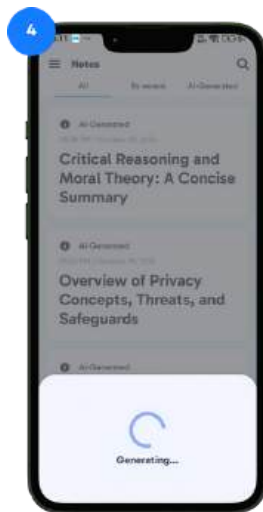


You can generate a study note by uploading a file. On the create options buttons, choose and tap on the second option. This option generates your study note by uploading a file.

Tap on the **Upload Document** option. Note: *QuickEase accepts only files in formats PDF, ODF, DOC, and DOCX.*



Click on the **Generate Summary Note** button to start generating.

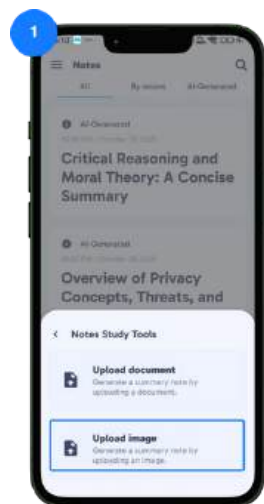


Wait for your summary note to be generated.

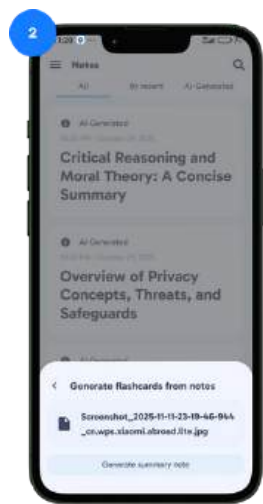


Your summary has been generated! You can save this by tapping on the **Save** button found at the top-right corner.

Generate Study Note From Image Upload



In the expanded **Note Study Tools**, pick the **Upload Image** option.

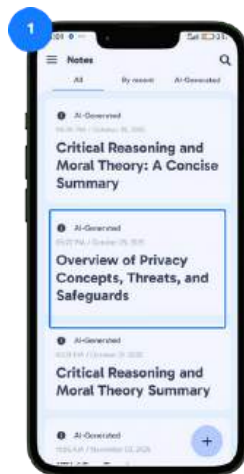


This will select the image you have uploaded. Then, tap on the **Generate Summary Note**

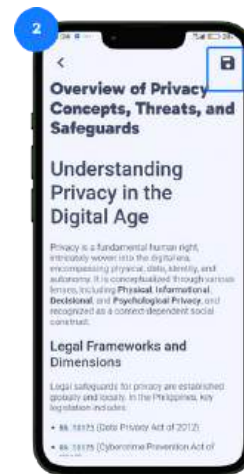


Your generated summary from image will be displayed.

Edit a Study Note

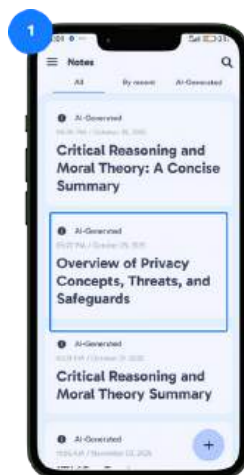


Pick a note to edit inside your **Notes**.

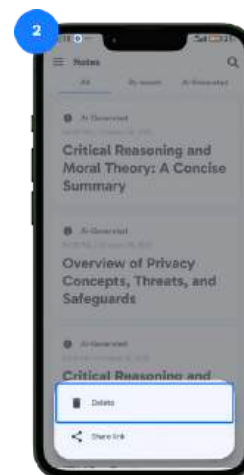


Then, you can start editing your notes content using the text editor. Once satisfied, you can save your new changes by tapping on the **Save** icon found at the top-right corner of the screen.

Delete a Study Note



To delete a note, long-press an item to display the options.



This is what the Note options would look like. Then, tap on the **Delete** button to delete the selected note.

Quizzes

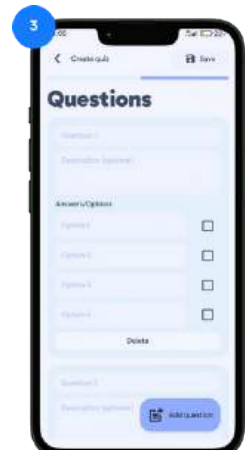
Manually Create Quiz



In the expanded Quiz create options, tap on the first round button to manually create a quiz.

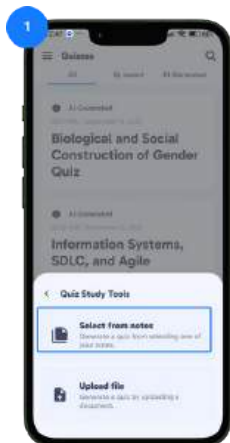


Enter the quiz title and description (*optional*). Once set, tap on the **Next** button below to start entering your questions.

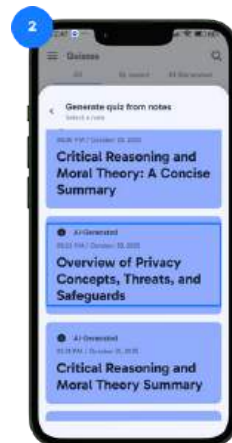


Then, you can start creating your quiz by typing and entering your questions for each items, along with the choices and the correct answer. To save your created quiz, tap on the **Save** button at the top-right corner.

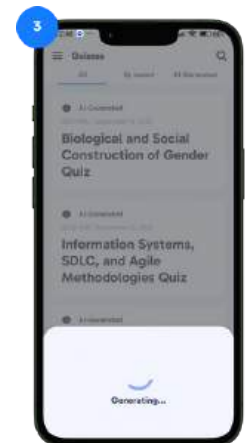
Generate Quiz From Note



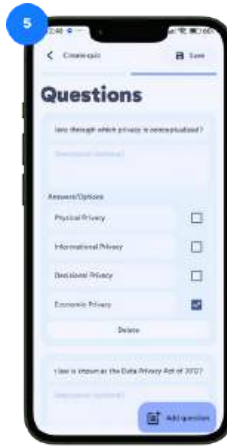
In the expanded **Quiz Study Tools**, pick the **Select From Notes** option.



Pick one note that you want to create quiz from.



Wait for your quiz to generate.



After a successful generation, review your generated quiz. You can edit the title and description here. Once satisfied, tap on the **Next** button below to go to your generated questions.

These are your generated questions which you can review and edit. Once satisfied, you can save everything by tapping on the **Save** button at the top-right corner.

Your quiz is now saved. You can start answering it by tapping on the **Start** button below.

Generate Quiz From File Upload



In the expanded **Quiz Study Tools**, pick the **Upload File** option. *Note: QuickEase accepts only files in formats PDF, ODF, DOC, and DOCX.*

After picking a file, tap on the **Generate Quiz** button below.

Wait for your quiz to generate.

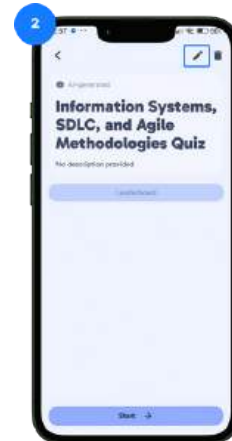
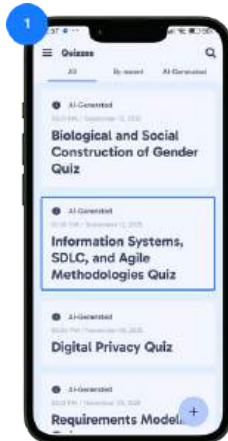


Your quiz has been generated! You can review and edit your quiz before saving. You can edit the title and description here. Once satisfied, tap on the **Next** button below to go to your generated questions.

These are your generated questions which you can review and edit. Once satisfied, you can save everything by tapping on the **Save** button at the top-right corner.

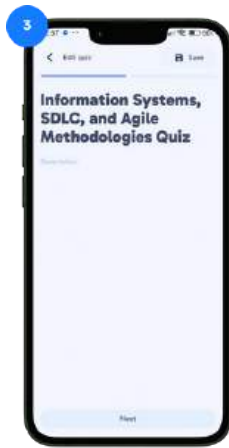
Your quiz is now saved. You can start answering it by tapping on the **Start** button below.

Edit a Quiz Content



Pick a quiz to edit inside your **Quizzes**.

Tap on the **Pen** icon at the top-right corner to edit your selected quiz.

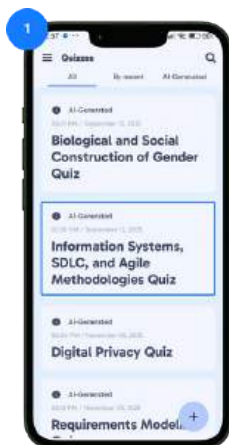


Edit the title and description. Once satisfied, tap on the **Next** button below.



Edit the questions, choices, and the correct answers on the Quiz form. You can also add a new question by tapping on the **Add Question** button at the bottom-right corner. Once satisfied, tap on the **Save** button at the top-right corner to save your changes.

Delete a Quiz

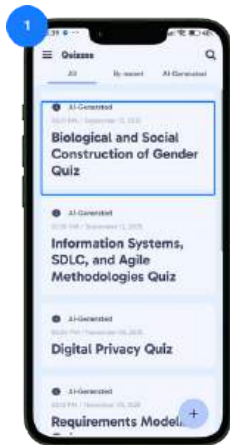


To delete a quiz, long-press an item to display the options.



This is what the Quiz options would look like. Then, tap on the **Delete** button to delete the selected quiz.

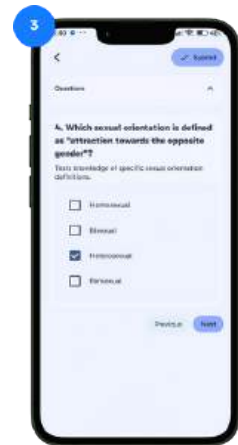
Answering a Quiz



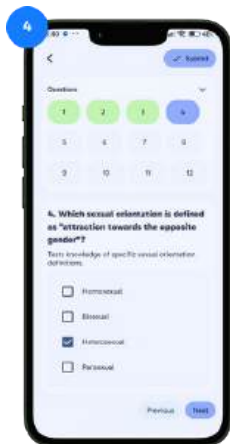
Pick a quiz you want to answer.



Start answering by tapping on the **Start** button below.



You can answer the questions by tapping on the choices. To go to next or previous pages, tap on the **Next** or **Previous** buttons.



You can also view or hide all items by tapping on the **Arrow** dropdown button. Once you've finished answering, submit your attempt by tapping on the **Submit** button at the top-right corner.



You can view your score right away after submission.



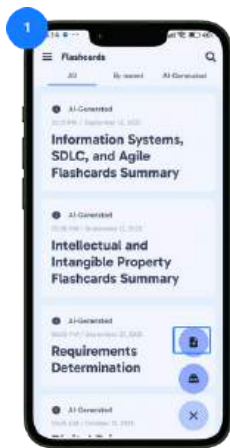
You can also review your answers, along with the correct quiz answers.



Your attempt scores will be recorded and displayed at the quiz details.

Flashcards

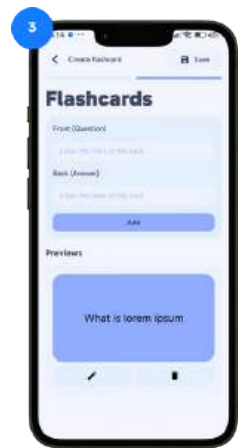
Manually Create Flashcard Set



In the expanded Flashcard create options, tap on the first round button to manually create a flashcard set.

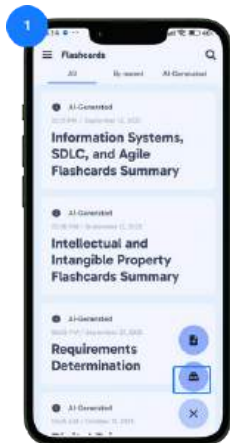


Set the title and description (optional) for your flashcard set.

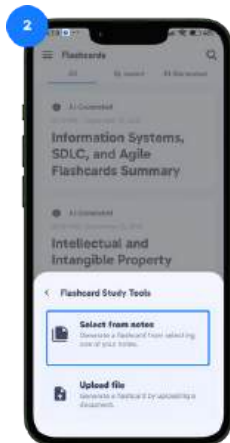


You can start adding or editing your cards in your new flashcard set. Once satisfied, tap on the **Save** icon at the top-right corner.

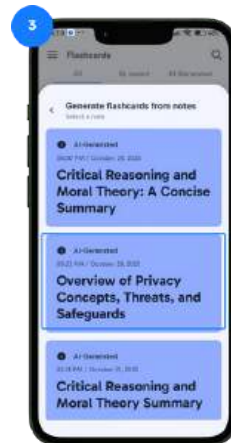
Generate Flashcard Set From Note



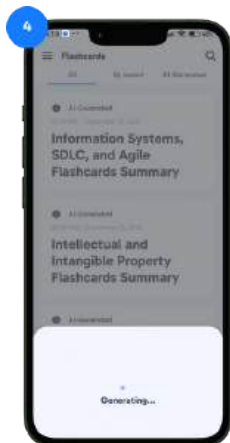
Tap on the second round button



Tap on the **Select From Notes** option.



Pick from any note you want to generate your flashcard set from.



Wait for your flashcard set to generate.

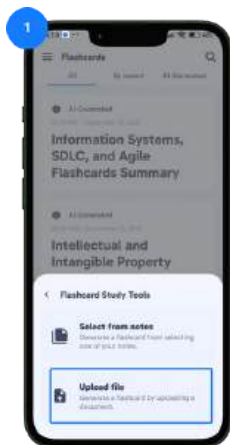


Edit you flashcard set title and description (optional). Once satisfied, tap on the **Next** button below.

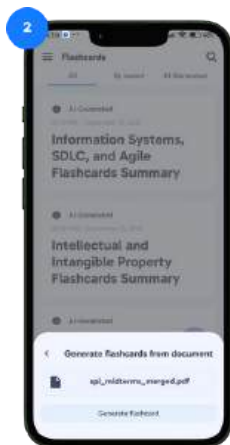


Review and edit your generated flashcard set. Once satisfied, tap on the **Save** icon at the top-right corner.

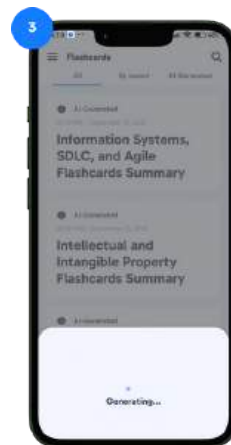
Generate Flashcard Set From File Upload



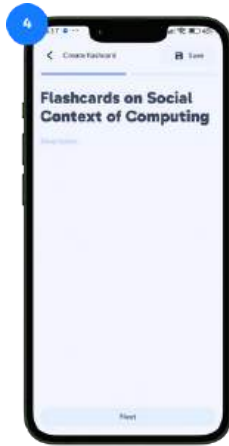
In the expanded **Flashcards Study Tools**, pick the **Upload File** option. *Note: QuickEase accepts only files in formats PDF, ODF, DOC, and DOCX.*



After picking a file, tap on the **Generate Flashcard** button.



Wait for your flashcard set to generate.

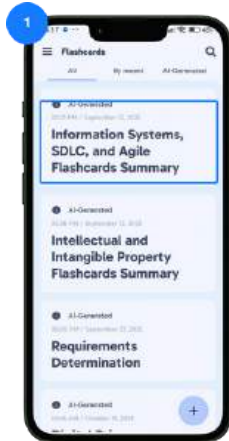


Edit your flashcard set's title and description (optional). Once satisfied, tap on the **Next** button to go to your generated cards.

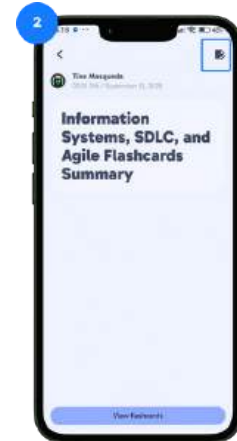


Edit your cards by tapping on the **Pen** button. To delete a card, tap on the **Trash** button. You can also add new cards by entering the terms for front and back. Once satisfied, tap on the **Save** icon at the top-right corner.

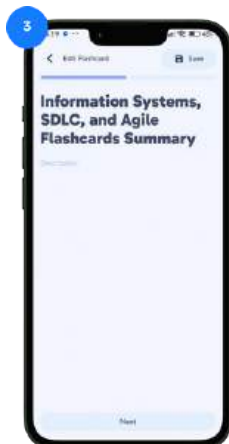
Edit a Flashcard Set



Pick a flashcard set you want to edit.



Tap on the **Edit** icon to edit your selected flashcard set.

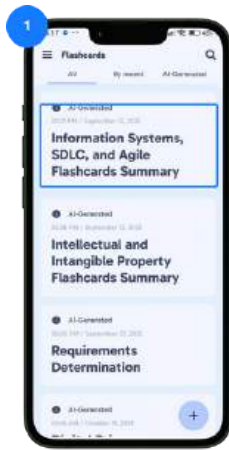


Edit the title or description (optional) of your set. Once satisfied, tap on the **Next** button below to go to your flashcard set's contents.

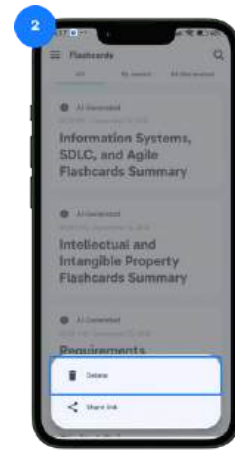


You can edit your cards by tapping on the **Pencil** button, and delete cards by tapping on the **Trash Bin** button. Once satisfied, tap on the **Save** button at the top-right corner.

Delete a Flashcard Set



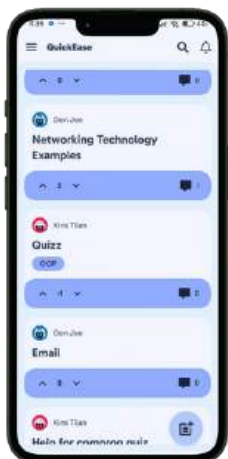
Pick a flashcard set to delete by long-pressing an item.



Tap on the **Delete** option to delete the chosen flashcard set.

Chapter 13: Using the Forum in Mobile

Forum Community

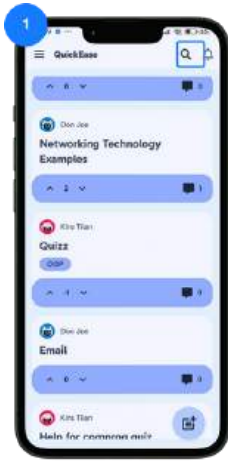


The **Forum Community** is QuickEase's built-in knowledge-sharing platform where you can ask questions, discuss, and interact with other students!

Post something to share your thoughts, answer someone's question by commenting, or agree on someone's thoughts by upvoting.

Through posts, you can also attach your study materials to your post so you can share it to other students. You can also answer other students' shared quizzes and see where you stand in the leaderboard ranks.

Searching Posts



In the Forum, tap on the **Search** icon to use the search feature.

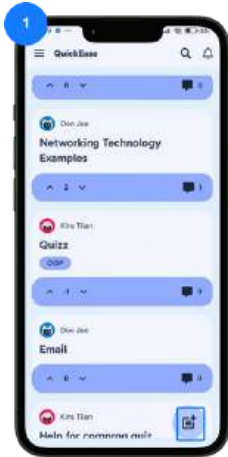


Enter search terms like a post's title, content, or tag.



This will show you the search results.

Posting



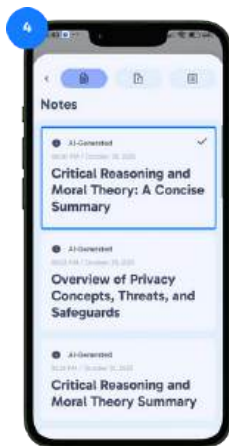
To create a post in Forum, on the **Create Post** button at the bottom-right corner.



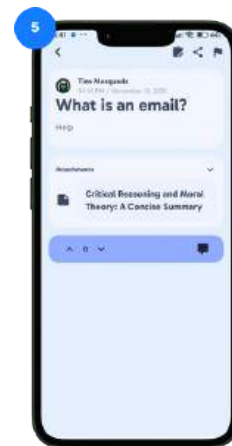
Enter your post contents like the title and description.



You can also add tags to your post for better discoverability and filtering for search.

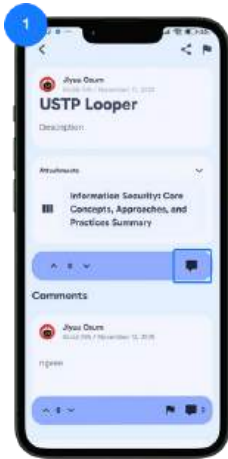


If you want to share your notes, flashcards, or quizzes to other students, you can also add study material attachments to your post.

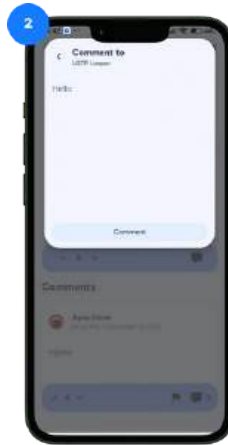


Once satisfied, you can tap on the **Submit** button at the top-right corner (found in step 2). Once posted, this is what your post (in full view) should look like.

Commenting



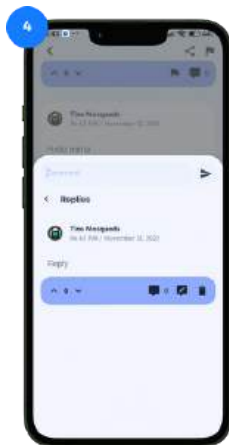
To comment on a post, tap on the **Comment** icon.



Enter your comment on the text field. Once done, you can submit by tapping on the **Comment** button.



You can also do threaded replies by commenting or replying on a comment. Simply tap on the **Comment** icon.



You can enter your reply entry on the specific comment. This will start a reply thread.

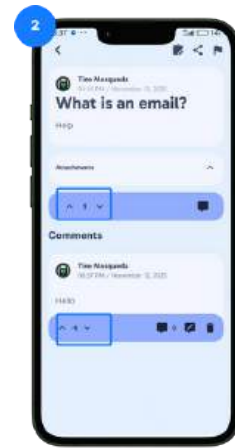


This is what a reply thread looks like.

Voting



To upvote or downvote, look for up and down arrow icons in the Forum. Tapping the up arrow makes you upvote the post, while down arrow makes you downvote the post. Here, you can vote on the feed.



And you can also vote in a full post view.

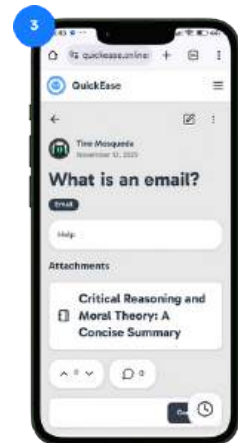
Post Sharing



You can share your post or other user's post by tapping on the **Share** icon at the top-right corner. This copies the link of the post.



To access the shared post, open it in a browser and enter the copied link.



The link will take you to the exact link post you copied from the mobile app. *Note: In the browser, you need to log in to QuickEase's browser web app version to view the shared post.*

Reporting Posts and Comments

Reporting a Post

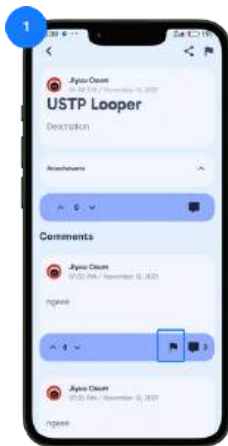


Open a post in full view. Then, tap on the post's **Flag** icon at the top-right corner.

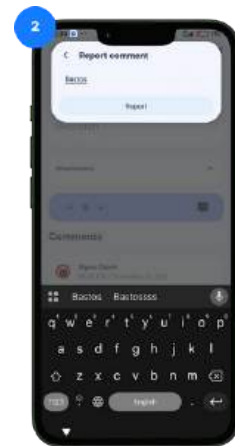


Enter your reason for reporting. After submitting, this will notify our Admin about your report.

Reporting a Comment

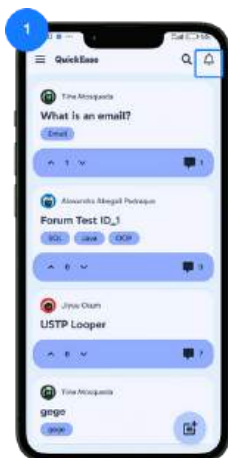


If you found a toxic comment, tap on a comment's **Flag** icon.

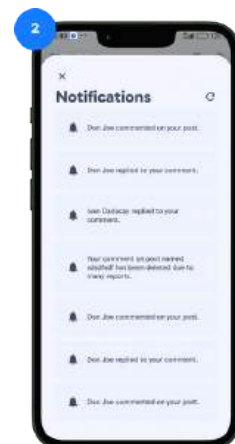


Enter your reason for reporting. After submitting, this will notify our Admin about your report.

Notifications



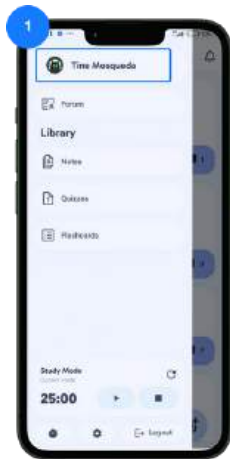
To view your app notifications, tap on the **Notification Bell** icon at the top-right corner.



You can also open any notification by tapping on any of the items inside your notification drawer.

Chapter 14: Managing Your Account Profile in Mobile

Viewing Profile



To view your account profile, tap on your Account menu (which can be opened via sidebar panel).



To view your badges, tap on the **Badges** button.



And you can also view your previous to your most recent posts by tapping the **Post** button.

Profile Avatar Customization

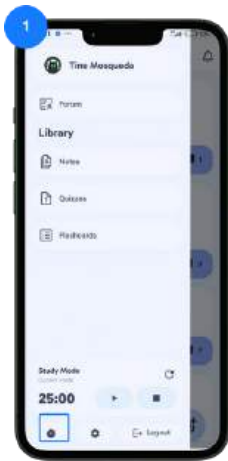


You can also customize your profile avatar. Tap on the **Profile Edit** icon beside your avatar.

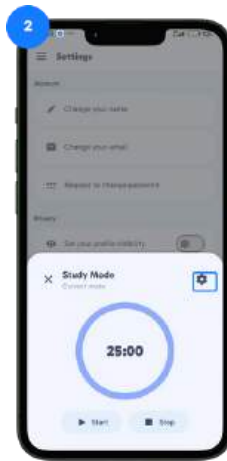


Then, you can pick from any of these 10 different Bot character icons as your profile avatar display. Once satisfied, tap on **Save** button to save changes.

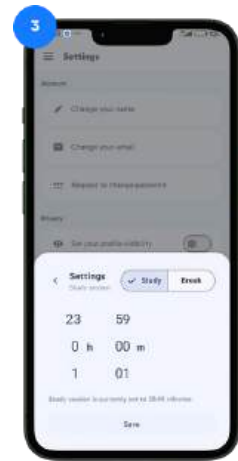
Chapter 15: Using the Pomodoro Timer in Mobile



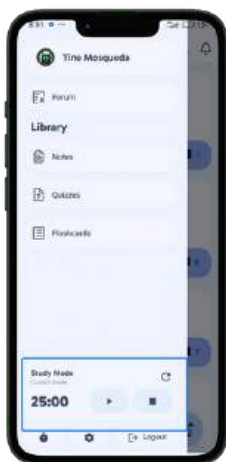
To open **Pomodoro**, tap on the **Timer** icon on the sidebar panel.



You can customize your time intervals by tapping on the **Settings** icon.



Modify the time intervals to your desired choice. Once satisfied, tap on the **Save** button below.

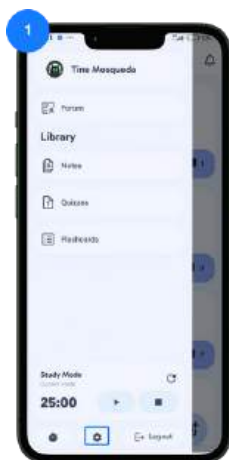


You can use the Pomodoro timer through the Timer controls attached on the sidebar panel.

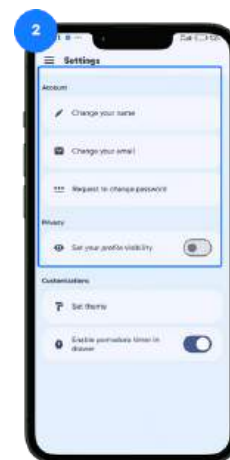
- **Play/Pause:** Starts or pauses the timer
- **Stop:** Stops and resets the timer
- **Restart:** Resets the timer

Chapter 16: Settings Configuration in Mobile

Account and Privacy Settings

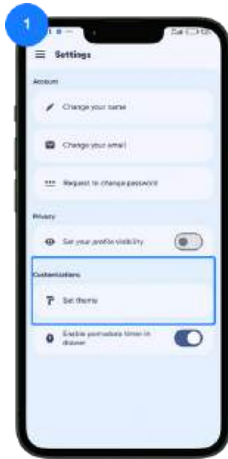


To open the app settings, tap on the **Settings** icon on the sidebar panel.



You can access and modify your account and privacy settings here.

Application Appearance Settings



Under the Customizations, you can also change QuickEase's appearance by tapping on the **Set Theme** menu.



Here, you can switch to multiple different themes in light mode or dark mode.

QUICK>EASE 2.0

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