Short-Term Memory System (STeMS)
User Guide
By AlphaSoft

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Revision History

Date	Version	Description	Author
5 Aug 2023	1.0	Initial submission to Client	AlphaSoft

Table of Contents

Figures & Tables

1. Introduction

1.1. Purpose

The purpose of this user guide is to provide complete instructions and information that a user might need to install and use the application. There were written with the intent that anyone that can read can follow them, from 6 and up. Additionally, if someone is using text to speech software, then these instructions should provide a clear idea of how the app looks and works.

1.2. Project Documents

The SRS document is part of a set of documents created to aid in developing the STeMS application and to provide artifacts with vital information for the application's ongoing support and operation throughout its full life cycle.

The following documentation will be included in the entire documentation package for this project.

Document Name	Version	Date
Project Plan (PP)	4.0	5 August 2023
Software Requirements Specification (SRS)	4.0	5 August 2023
Technical Design Document (TDD)	3.0	5 August 2023
Software Test Plan (STP)	3.0	5 August 2023
Programmer Guide (PG)	2.0	5 August 2023
Deployment and Operations Guide (DOG)	2.0	5 August 2023
User Guide (UG)	1.0	5 August 2023
Software Test Report (STR)	1.0	5 August 2023
Traceability Matrix (TM)	1.0	5 August 2023

Table 1: Project Documents

1.3. Acronyms, Definitions, and Abbreviations

Term	Definition
AI	Artificial Intelligence. A technology that enables computers to learn and perform tasks that typically require human intelligence.
Android	An OS created by Google that is designed for some mobile phones.
APK	A file type that is used to install app in Android devices.
App	An abbreviation of "application". A program that is installed on a mobile device.
Browser Extension	A small program that can be added to a browser to extend its functionality
Chat-GPT	An AI that can process natural language.
EULA	End User License Agreement, or the terms that the user must agree to in order to continue using the product.
iOS	An OS created by Apple that is designed for their mobile phones.
KB	Kilobyte

Term	Definition
MB	Megabyte, which equals 1000 KB.
OS	Operating System.
Transmogrification	The process the ConvoBuddy app performs to convert a recorded conversation into useful information.
User Guide	A document that explains to a user how to use the program
UI	User Interface. What the user sees when working within the program
ZIP	A type of file used to compress one or more files. Frequently used to speed-up the downloading of files or to combine many files into one for easier handling. ZIP files must be extracted before the compressed files can be used.

Table 2: Acronyms, Definitions and Abbreviations

1.4. Overview

This user guide is divided into five sections: Introduction, Setup, First Time Launch, Instructions, and Details by Screen. The Introduction gives a broad overview of this document and the ConvoBuddy app. Setup tells how to install and, if applicable, configure the application. First Time Launch gives specific information on things that will only be encountered once when running the ConvoBuddy application. The Instructions section provides details for how to do specific tasks within the app. The Details by Screen section explains all the details for every screen in the application.

The ConvoBuddy application allows one to record conversations and process those conversations with Chat-GPT, an AI that can interpret natural language. Using the power of AI, ConvoBuddy turns the recorded conversations into useful information like reminders and summaries. This process is referred to as Transmogrification.

2. Setup

2.1. ConvoBuddy

2.1.1. Requirements

1. An Android or iOS device with a supported OS.
   - o Android OS version 11 "Red Velvet Cake" or higher.
   - o iPhone OS version 12 or higher.
2. A microphone to record conversations.
3. A speaker or earbuds to playback conversations.
4. An internet connection to process recordings.
5. Hard-drive storage:
   - o 28 MB for the app.
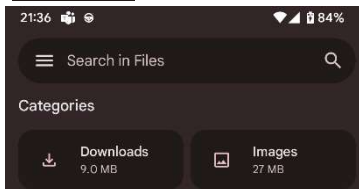   - o Approx 400 KB per minute of recording.

2.1.2. Installation

2.1.2.1.   From APK File

1. Obtain the APK file of the browser extension from an AlphaSoft member.
2. Save or copy the APK file to the phone's Download folder.
3. Open the APK file on the phone. Prompts and screens might vary based on OS version.
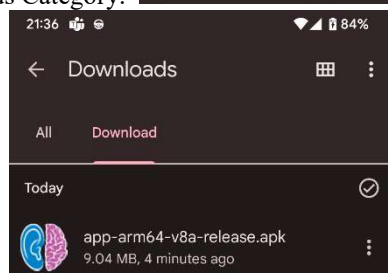

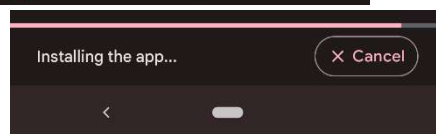   - o Open the Android "Files" app.
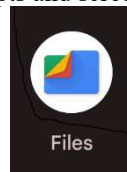
   - o Tap the Downloads Category.

   - o Tap the APK file.

   - o Wait for it to install.

4. Go to the list of apps and look for the ConvoBuddy app.

5.   Drag the ConvoBuddy app to the home screen.

2.1.2.2.   *From Google Play Store*

1.   Open the Google Play Store on your mobile phone.
2.   Search for "ConvoBuddy".
3.   Select the app to see details.
4.   Tap the Install button to install the app.
5.   The app will automatically appear on the home screen once done installing.

2.1.2.3.   *From Apple's App Store*

1.   Open the App Store on your iPhone.
2.   Tap the Search button in the bottom left corner.
3.   Search for "ConvoBuddy".
4.   Select the app to see details.
5.   Tap the GET button.
6.   Tap the Install button.
7.   Sign in with your Apple ID.
8.   The app will automatically appear on the home screen once done installing.
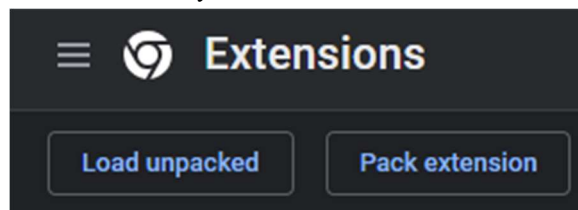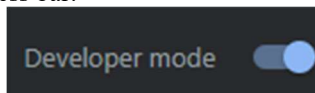
2.2. Browser Extension

2.2.1. Requirements

1.   Chrome Browser, version 102 or higher.

2.2.2. Installation

2.2.2.1.   *From ZIP File*

1.   Obtain the ZIP file of the browser extension from an AlphaSoft member.
2.   Extract the ZIP file to any folder, though we suggest its own folder under C:\Program Files\.
3.   In Chrome, enter chrome://extensions/ in the address bar.

4.   Enable "Developer mode" in the top right corner.
5.   Tap "Load unpacked" and then select the folder where the extension was extracted to. For example: "C:\Program Files\ConvoBuddyExtension\".
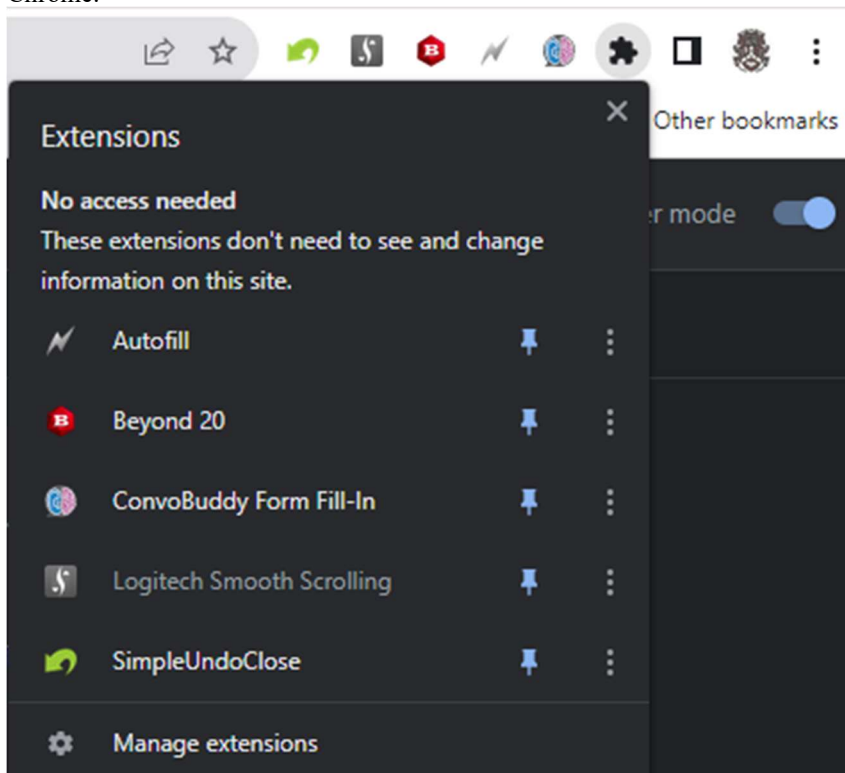

6.   At this point, the extension is installed into your browser.
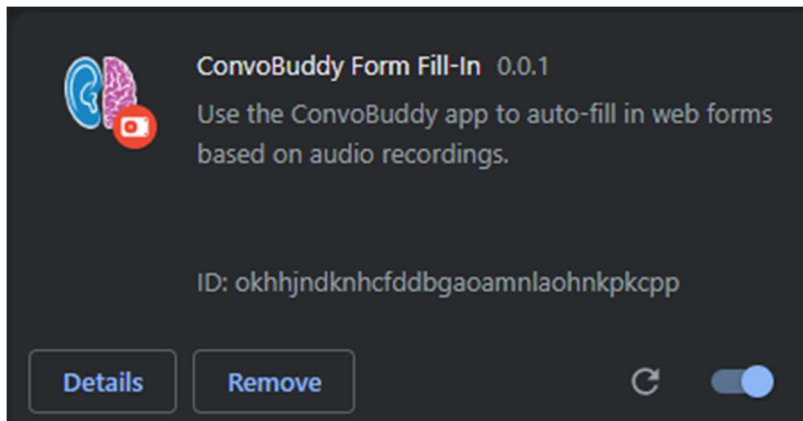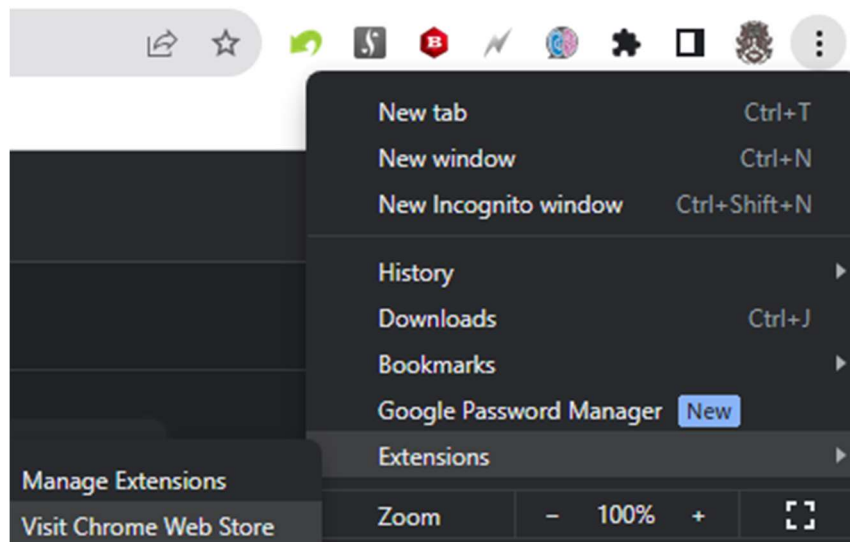
7. To make the extension appear in the extension bar, click the Extensions button in the top right corner of Chrome.

8. Click the push-pin next to the ConvoBuddy Form Fill-In to make it always appear in the extension bar.

2.2.2.2.   Chrome Web Store

1. In Chrome, select the kabob menu in the top right corner.
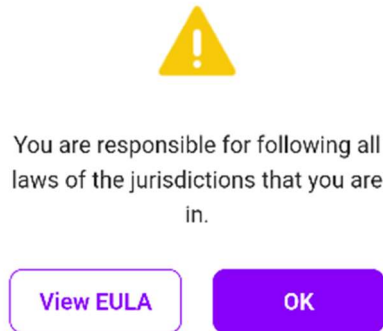2. Select Extensions and then "Visit Chrome Web Store".

3. Search for the "ConvoBuddy Browser Extension".
4. Click on the extension to view details.
5. Click "Add to Chrome" to install the extension.

3. First Time Launch

3.1. EULA

1. Upon launching the app for the first time, a pop-up message will immediately appear.

2. Tapping OK will agree to the EULA and continue to the Conversation List screen.
3. Tapping "View EULA" will continue to the EULA screen (see View the EULA).

3.2. Permissions

This app requires some permissions before all functionality is available.

1. iPhone
   a. Upon opening the app for the first time you will be prompted to grant ConvoBuddy two permissions: notifications and microphone.
   b. Notifications
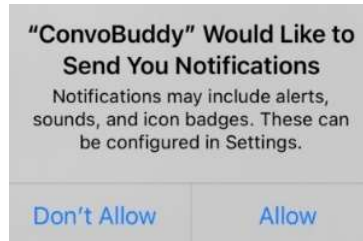
      i. Selecting "Allow" is required for the browser extension to work.
      ii. Selecting "No" will prevent the browser extension from notifying you about incoming requests.
   c. Microphone
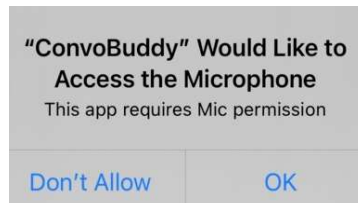
      i. Selecting "OK" is required to record conversations, a primary feature necessary for use of the app.
      ii. Selecting "Don't Allow" will prevent recording conversations.
2. Android
   a. The first time you try to record a conversation, the OS will prompt to grant access to the phone's microphone.
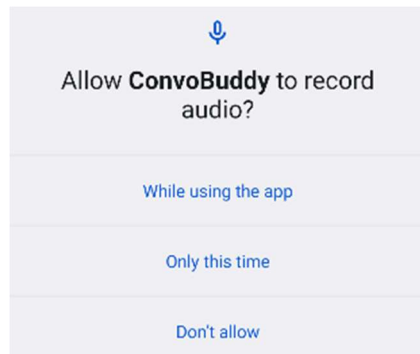
b. You must select either "While using the app" or "Only this time" before recording is possible.
c. Selecting "Don't allow" will return you to the Conversation List screen.
    i. Tapping the Record button a second time will cause the prompt to appear again.

4. Instructions

4.1. View the Guided Tour

1. Open the ConvoBuddy app or go to the <u>Conversation List</u> screen.
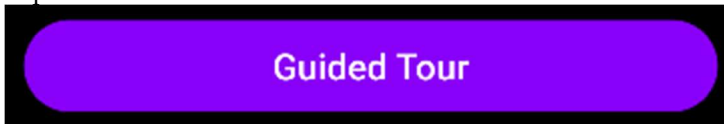
2. Tap the "i" icon in the top right corner to go to the <u>Information</u> screen.
3. Tap the Guided Tour button at the bottom.

4. To move between the tour's screens, either swipe left and right or tap the circles at the bottom.

5. Tap the X in the top left corner to exit the Guided Tour.

4.2. View the EULA

1. Open the ConvoBuddy app or go to the <u>Conversation List</u> screen.

2. Tap the "i" icon in the top right corner to go to the <u>Information</u> screen.
3. Tap the EULA button at the bottom.

4. Scroll vertically to read the entire EULA.
5. Tap either the Disagree or Agree button.

    a. Disagree will close the app. One cannot use the app unless they agree to the EULA.
    b. Agree will exit the EULA and return the user to the app.

4.3. Get the Browser Extension Code

1. Open the ConvoBuddy app or go to the <u>Conversation List</u> screen.

2. Tap the "i" icon in the top right corner to go to the <u>Information</u> screen.
3. The browser extension code is displayed in the center of the screen.

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Browser Extension Code

4.4. Use the Browser Extension

1. Open a webpage form that you wish to fill out.
2. Open the ConvoBuddy browser extension and enter the PIN from the Information screen (see Get the Browser Extension Code).

ConvoBuddy Form Fill-In

Please enter the ConvoBuddy code from the Information screen.

ConvoBuddy Code

Fill Form
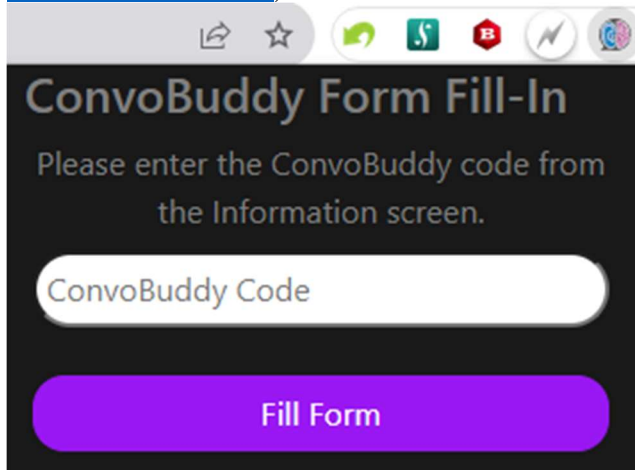
3. The app will prompt you to choose a conversation. Tap "Select a conversation" to go to the Conversation List screen.

4:23

Thu, Aug 3   100%

Notifications
~~NewConversation~~

ConvoBuddy • now

New Request from BESie
Select a conversation
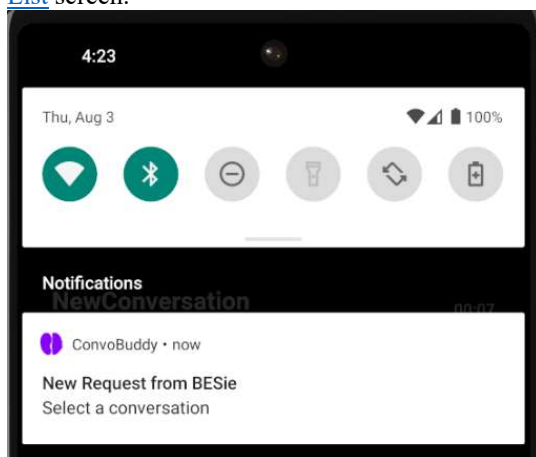
4. Select the conversation that will be used to fill in the webpage by tapping it.
5. After selecting a conversation…
   a. The fields in the webpage will be completed as accurately as possible.
   b. You will be returned to the screen you were last using within ConvoBuddy.

4.5. Search and Sort Conversations

4.5.1. Searching

1. Open the ConvoBuddy app or go to the Conversation List screen.
2. In the Search Bar at the top, type all or part of the Title you want to see.
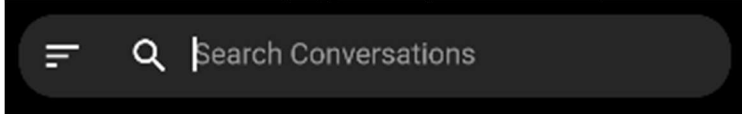
3. Tap the Return key on the keyboard.
4. Any Conversations that match your search will appear.
   a. In this example, we are searching for conversations that have "doc" in the title.
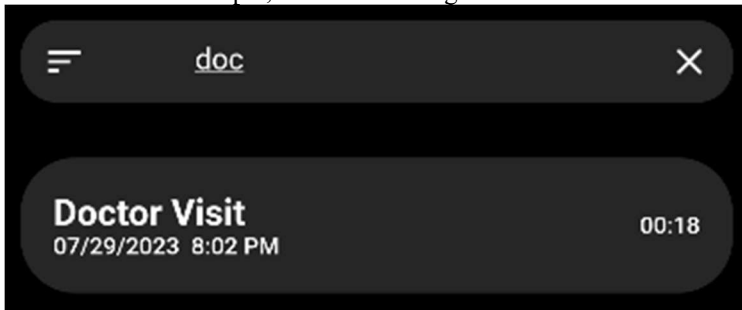
   b. In this example, we are searching for conversations that have "sa" in the title.
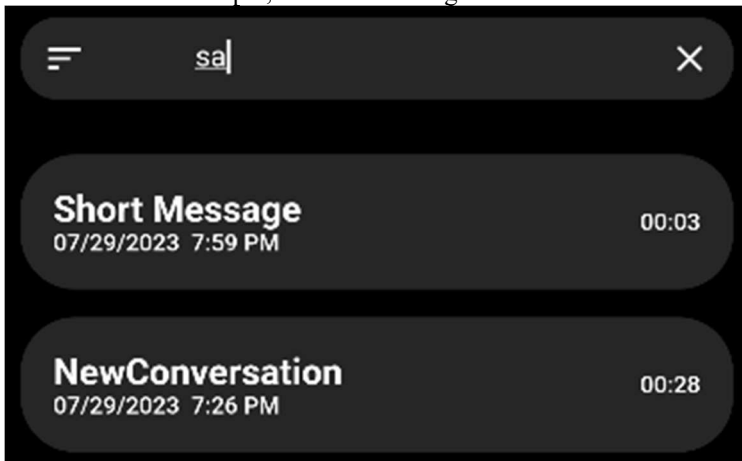
5. To see all conversations, clear the search bar. This can be done one of two ways:
   a. Tap the X to the right of the entered text.
   b. Delete all entered text via the keyboard.

4.5.2. Sorting

1. Open the ConvoBuddy app or go to the Conversation List screen.
2. Tap the 3 horizontal lines on the left side of the search bar.
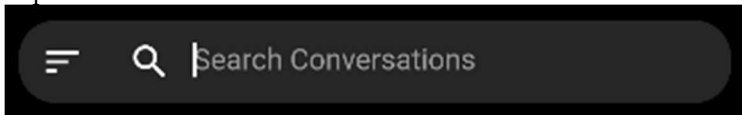
3. A sort menu will appear.

4. Select the sort option of your choice.
   a. The menu will disappear
   b. The conversations will be sorted.

4.6. Record a Conversation
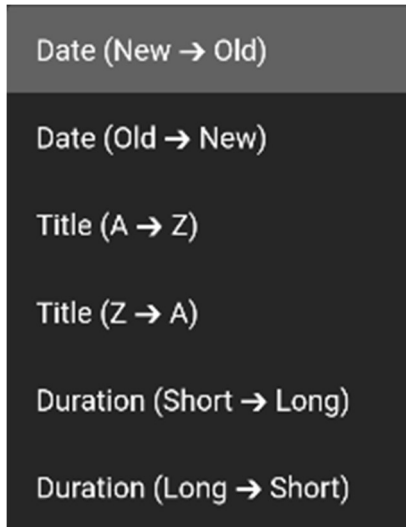
1. Open the ConvoBuddy app or go to the Conversation List screen.
2. Tap the purple Record button at the bottom of the screen.

3. The Recording screen will appear.
   a. The waveform will move to indicate it is recording and increase in height when the microphone picks up sound.
   b. The timer will start, showing the length of the recording.
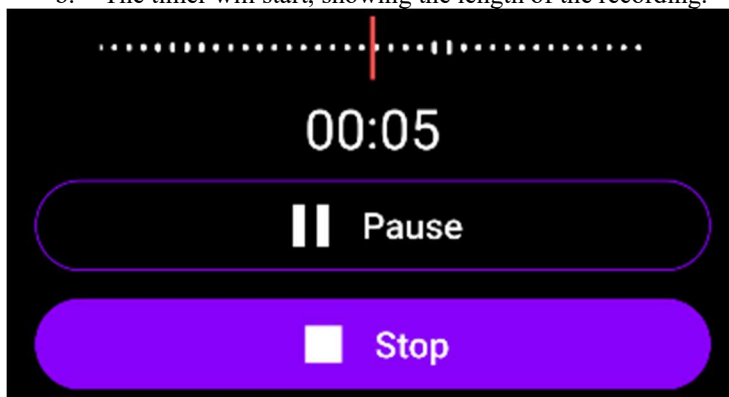
4. To pause the recording with the ability to continue the same recording, tap Pause.
5. To stop the recording and save it for processing, tap Stop.

4.7. Playback a Conversation

1. Open the ConvoBuddy app or go to the Conversation List screen.
2. Tap a Conversation from the list to see its details (see Conversation Details).
3. Tap the purple Play button at the bottom of the screen to listen to the conversation.

4.8. Edit a Conversation

1. Open the ConvoBuddy app or go to the Conversation List screen.
2. Tap a Conversation from the list to see its details (see Conversation Details).
3. Tap or long-press on the conversation's title located in the middle of the top of the screen.
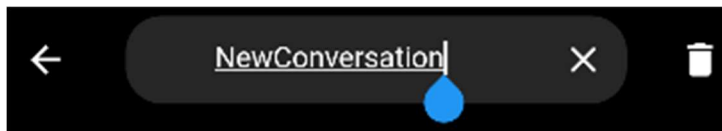

    a.   The title will transform into an editable text field.

4. Edit the title by entering new characters or removing existing characters.
5. Tapping the "X" icon on the right of the text field will remove all characters in the title.
6. Tap anywhere outside of the text field to save the new title.
    a.   The text field will revert to its original look.
    b.   If the text field is empty when tapping outside of it, then the Conversation's original title will be used.

4.9. Delete a Conversation

1. Open the ConvoBuddy app or go to the Conversation List screen.
2. Tap a Conversation from the list to see its details (see Conversation Details).

3. Tap on the trashcan icon in the top right corner of the screen.
4. A popup will appear asking if you are sure you want to delete the conversation.
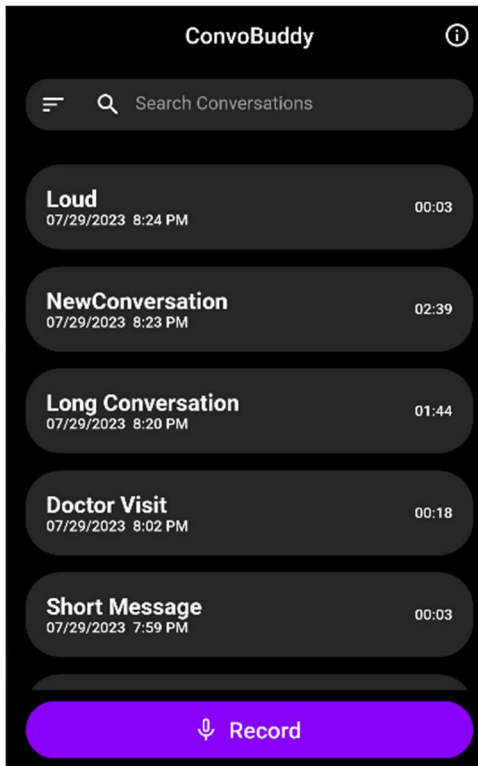

    a.   "OK" will permanently delete the conversation and you will be returned to the Conversation List screen.
    b.   "Cancel" or tapping anywhere outside of the popup will close the popup and return you to the conversation's details.

5. Details By Screen

5.1. Conversation List

The Conversation List screen is the main screen of ConvoBuddy. It provides access to all of its major features. An information button appears in the top right of the screen (see Information) and a search bar appears centered just below. Under the search bar is a list of all of the recordings made with the app. The details of each conversation are displayed, including title, date and time, and length of the recording. At the bottom is a Recording button.

The conversations default to being listed from newest to oldest. The sort order of the conversations can be changed via the sort menu on the left side of the search bar (see Sorting). Conversations can also be filtered by title (see Searching). A new conversation can be created by starting a recording (see Record a Conversation). Tapping a conversation will display the Conversation Details screen.

5.2. Recording
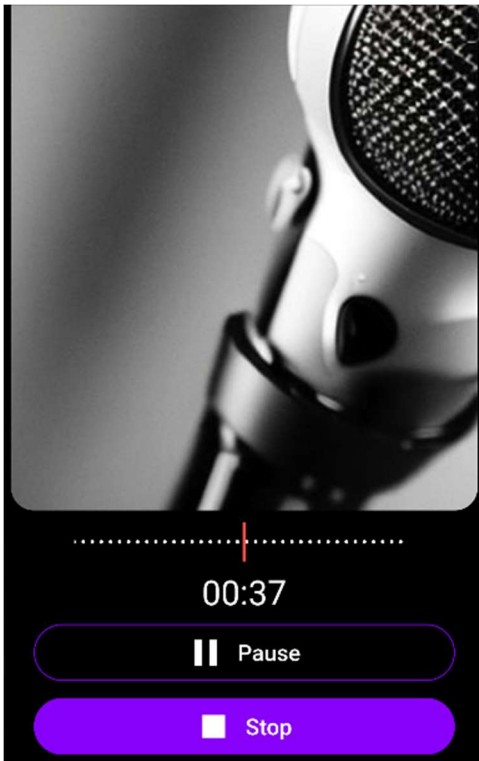
The Recording screen appears when the phone is recording. It displays an image of a microphone across the top half of the screen. Under that, a waveform shows when the phone is recording and when the microphone picks up sound (the dots grow taller the more sound it picks up). Under the waveform is a timer showing the length of the recording. At the bottom are the Pause and Stop buttons.

If the Pause button is tapped then the recording is temporarily stopped and the button changes to Resume. Tapping Resume will start the recording again, keeping all of it as a single conversation. The Stop button will stop the phone from recording, save the recording, and take the user to the Conversation Details screen.

5.3.Conversation Details
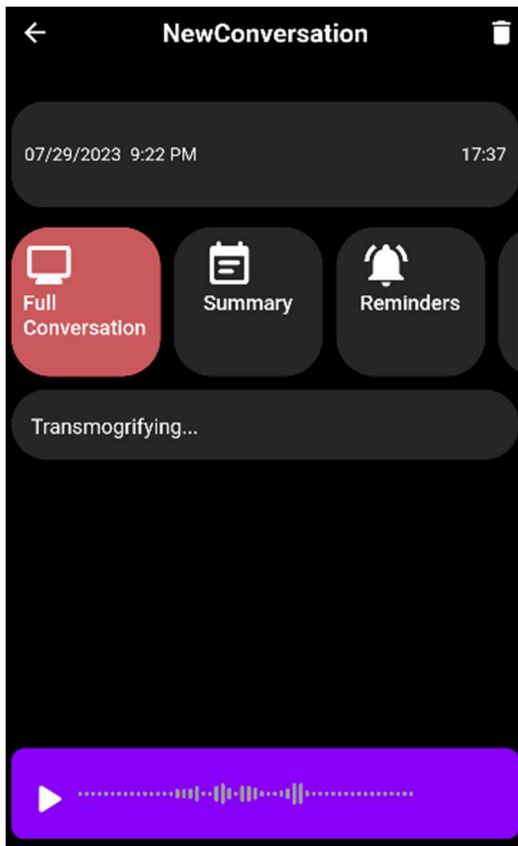
The Conversation Details screen displays all information about a selected recording and allows playing the recording. At the top is a back arrow to return to the Conversation List screen, the title of the conversation, and a delete button. Under this is the meta data for the conversation, which includes the date and time it finished recording and the duration of the recording. Next, the available transmogrifiers are displayed. The selected transmogrifier's details are shown under the carousel. At the bottom is a Playback button next to the full waveform of the conversation.

The additional information under each Transmogrifier is provided by ChatGPT. These results are saved with the conversation and are not regenerated. Selecting a different transmogrifier will display the saved results or generate them if none are saved. The transmogrifiers appear in a horizontally scrolling carousel, and include the conversation transcription, a summary, a list of reminders generated from the conversation, and a food order based on the conversation.

From this screen you can also delete the conversation with the delete button (see Delete a Conversation). The recording can be played with the purple Play button at the bottom (see Playback a Conversation).

5.4.Information
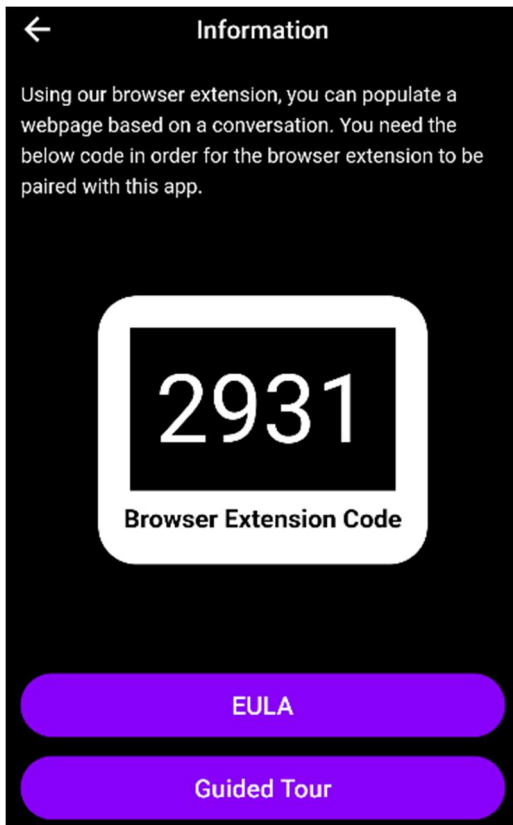
The Information screen contains items that are secondary to the application's core functionality. In the top left corner is a back button with the screen name to the right of that. Under this heading is some text explaining the purpose of the Browser Extension Code. In the middle of the screen is the Browser Extension Code used for working with ConvoBuddy's Browser Extension. At the bottom are 2 buttons: the EULA and the Guided Tour.

The back button returns the user to the previous screen, which is the Conversation List screen. When using the ConvoBuddy browser extension, the Browser Extension Code is required (see Use the Browser Extension). The EULA button displays the End User License Agreement (see View the EULA). The Guide Tour button starts a tour of the app and its functionality (see View the Guided Tour).

5.5. Guided Tour
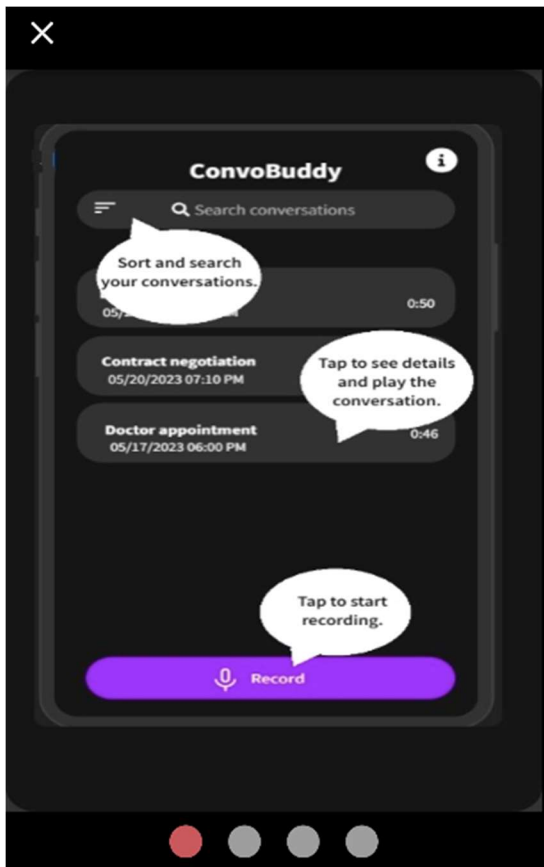
The Guided Tour screen is reached via the Information screen. The Guided Tour screen contains an image carousel where each image depicts a screen in the app with helpful tooltip bubbles containing details of how certain parts of the screen work.

The image carousel can be swiped left or right to move to a different image. The circles at the bottom can be tapped to go to a particular image. Tap the X in the top right corner to exit the Guided Tour and go back to the Information screen.

5.6. EULA

ConvoBuddy

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Tellus mauris a diam maecenas sed enim ut sem viverra. Lorem donec massa sapien faucibus et molestie ac. Posuere morbi leo urna molestie. Lectus magna fringilla urna porttitor rhoncus dolor. Ullamcorper malesuada proin libero nunc consequat interdum varius sit. Dictum sit amet justo donec enim diam. Sapien nec sagittis aliquam malesuada bibendum arcu vitae elementum. Sed vulputate odio ut enim blandit volutpat. Pellentesque pulvinar pellentesque habitant morbi tristique senectus. Sit amet

Disagree

Agree

The End User License Agreement can be accessed from either the Information screen or from the prompt that appears on first launch of the ConvoBuddy app. The entire agreement is displayed here. A user can scroll down to read the whole text. There are two options: Agree and Disagree.

Tapping Agree will close the EULA and return the user to the prior screen. On first launch, this is the Conversation List screen. Otherwise, it is the Information screen. Tapping Disagree will cause the application to close.

6. Troubleshooting

Symptom	Suggested Solution
Phone not picking up audio.	Make sure phone in range of people speaking and the microphone is uncovered.
Transmogrifiers are not working.	Ensure that you are connected to the internet.
App cannot save to device.	Ensure that you have enough storage space for the recording you are trying to save.
Do not see any recordings.	Clear the Search Bar or create some recordings.
Web page does not populate fields.	Select another conversation with relevant information.
Receive warning "Unable to connect. Your device may be offline."	Ensure that you are connected to the internet.
Receive error "Cannot save the recording. Insufficient storage."	Ensure that there is enough available storage space to record new conversations.
Receive error "Cannot save new conversations to device. Insufficient storage."	Ensure that there is enough available storage space to store transmogrifier results.
Receive error "Could not locate the conversation's recording."	The audio file for this conversation was deleted. If the file can not be recovered to the same location, then playback for this conversation is not possible.
Receive error "There was a problem with the application."	This is a generic error. Try reinstalling the ConvoBuddy app, clear the cache, or clear the storage. Warning: clearing storage will delete all conversations.
Receive error "Could not retrieve conversations from device."	There is a problem reading the data for a conversation. Try reinstalling the ConvoBuddy app, clear the cache, or clear the storage. Warning: clearing storage will delete all conversations.

Table 3: Troubleshooting Tips