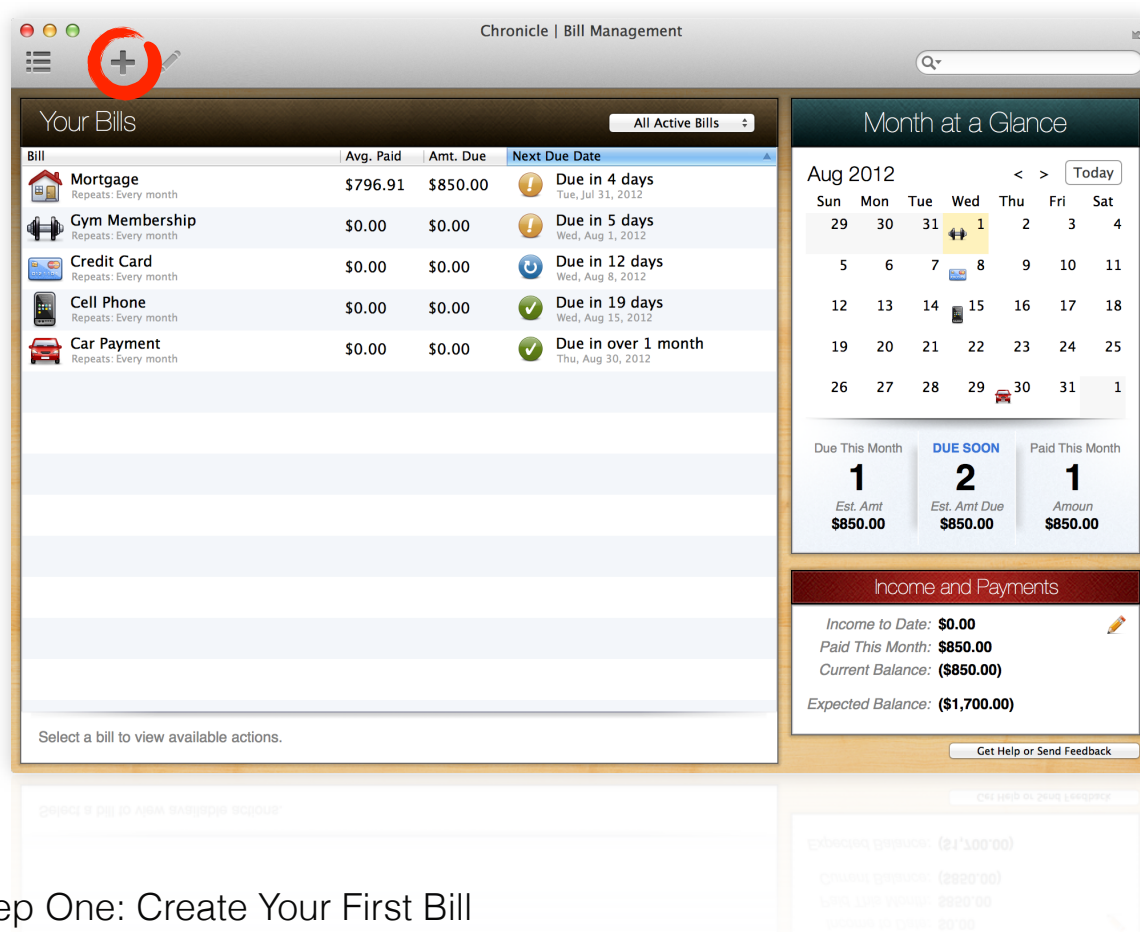


Quick Start Guide

Welcome to Chronicle! This quick, illustrated guide will get you started using Chronicle in a few minutes.



Step One: Create Your First Bill

To create your first bill, click on the red plus icon, circled above. A popup screen will appear, where you can enter your bill's details and repeat interval. The only mandatory fields are the bill's name, repeat interval, icon, and next due date.

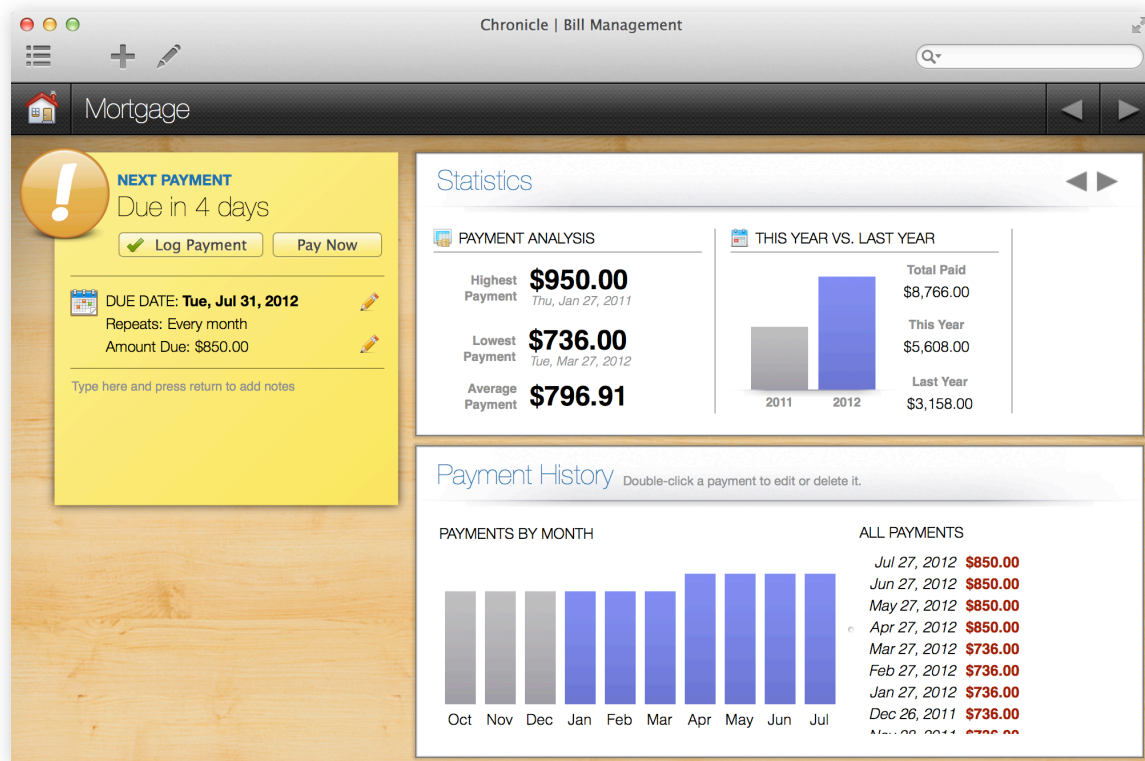
You can always edit the bill later to add more information: just select a bill and click the pencil icon next to the plus icon on the toolbar.

Tips:

- If you leave the *Remind Me* box checked, Chronicle will remind you to pay your bill, even if it isn't running.
- The *Amount Due* is how much you pay each time. You can leave it blank if the amount changes each time.
- Chronicle will try to guess a good icon based on the bill's name. If you don't like what Chronicle picks, just click on the icon and you can select a new one.

Step Two: Viewing Your Bill

After creating the bill, it appears in the *Your Bills* area, (the screenshot on the previous page shows several bills in this area). You can double click on your bill to view more details about the bill, and you will see the *Bill Detail Screen*, pictured below:



When you first view your bill, the *Payment History* area will be empty. The screenshot above shows what the bill looks like after many payments have been logged.

The most important information about your bill is located on the yellow *Sticky Note*. It tells how many days until your bill is due, and also tells you the due date and amount due.

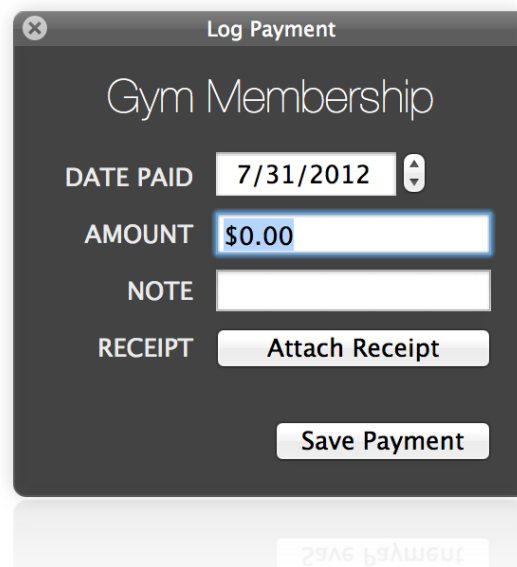
The sticky note also contains the *Log Payment* button, which you use to record payments in Chronicle. This is described in the next section.

Step 3: Logging a Payment

When you log a payment in Chronicle, it tells Chronicle you have paid the bill. Chronicle will automatically update your bill due date, reminders, and other information when a payment is logged.

To log a payment, click the *Log Payment* button, which is located on the yellow *Sticky Note* on the Bill Detail Screen.

The *Log Payment Window*, pictured below, will appear:

The image shows a 'Log Payment' window with a dark background. At the top, it says 'Gym Membership'. Below that, there are four rows of input fields: 'DATE PAID' with a date picker showing '7/31/2012', 'AMOUNT' with a text box containing '\$0.00', 'NOTE' with an empty text box, and 'RECEIPT' with a button labeled 'Attach Receipt'. At the bottom right, there is a 'Save Payment' button. The window has a close button (X) in the top left corner.

To log a payment, fill in the details and press the *Save Payment* button. Chronicle will update your next due date and update your reminders automatically.

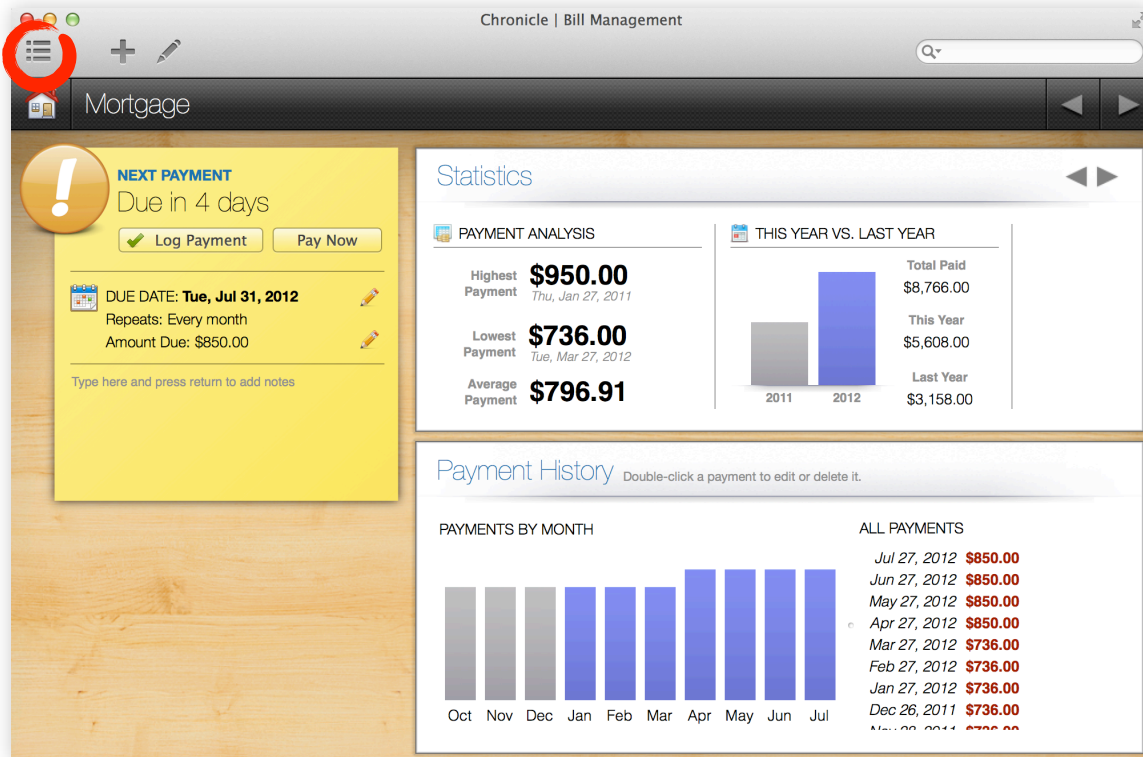
After logging a payment, it appears on your *Payment History* area. You can double click any payment if you need to edit it or delete it.

Tips:

- If you want to log a payment *without* changing the bill's due date (for example, to record a partial payment, or to enter a past payment for your records, hold down the *Option* key before pressing the *Log Payment* button on the sticky note.
- If you entered a URL when creating your bill, you can click the *Pay Bill* button on the sticky note to be taken to the URL to pay your bill (this button doesn't appear if you haven't entered a URL).

Return to the Overview

After logging a payment, you can return to the *Overview* anytime by clicking the leftmost toolbar button, circled below.



The *Overview* was pictured on the first page of this guide, and contains a list of all the bills you have created.

Where to Go From Here

Chronicle includes a number of other features, and there are shortcuts to doing a lot of the things mentioned in this guide. Most of it you can no doubt figure out on your own.

If you need further help, you can access Chronicle's user manual from the *Help* menu, or you can contact us. We try to respond as quickly as possible, and usually, we can get back to you the same day.

Learn More Online: <http://www.chronicleapp.com>

Contact Support: support@littlefin.com