

Your first 15 minutes

Less to remember. More life under control.

Your beta offer

Selected testers receive **two years of free Individual access for one person**, starting when their invitation is activated. No card, milestone conditions or automatic charge.

- 1

Activate your invitation - about 3 minutes
Use the email address your invitation was issued to. Accept the invitation and check the expiry date. See page 2.
- 2

Start the day - about 2 minutes
Choose a scene, open Command Center, and find the main navigation. See page 3.
- 3

Capture one commitment - about 4 minutes
Create one task and one calendar event. Reopen both to check that the title and date saved. See page 4.
- 4

Plan one meal - about 6 minutes
Record a few real Pantry items, suggest ingredients for a meal, and open Shopping List. See pages 5-7.

Keep this guide handy

Activate & sign in	2	Start the Day	3
Calendar & Tasks	4	Pantry quantities	5
Plan a meal	6	Shopping List	7
Scan a receipt	8	Finance basics	9
Health & Fitness	10	School Planner	11
Family & sharing	12	Modules coming soon	13
Help & feedback	14	Your testing checklist	15

Screenshots are labelled where used. Other illustrations are simplified worked examples based on current app controls; dates, amounts and names are examples.

Activate your free access

- 1 Open your personal invitation**
Use the link sent by ZalkiAI. Sign in or create your account with the exact invited email address.
- 2 Review the offer, then accept**
Select **Accept & Activate Access**. Your two-year period begins at activation, not at application and not after testing finishes.
- 3 Check the confirmation**
Your plan is Individual, for one person. Note the displayed expiry date, then select **Open ZalkiAI**.

YOUR BETA INVITATION

Two years. One person. Free.

Example activation: 11 September 2026

Example expiry: 11 September 2028

Accept & Activate Access

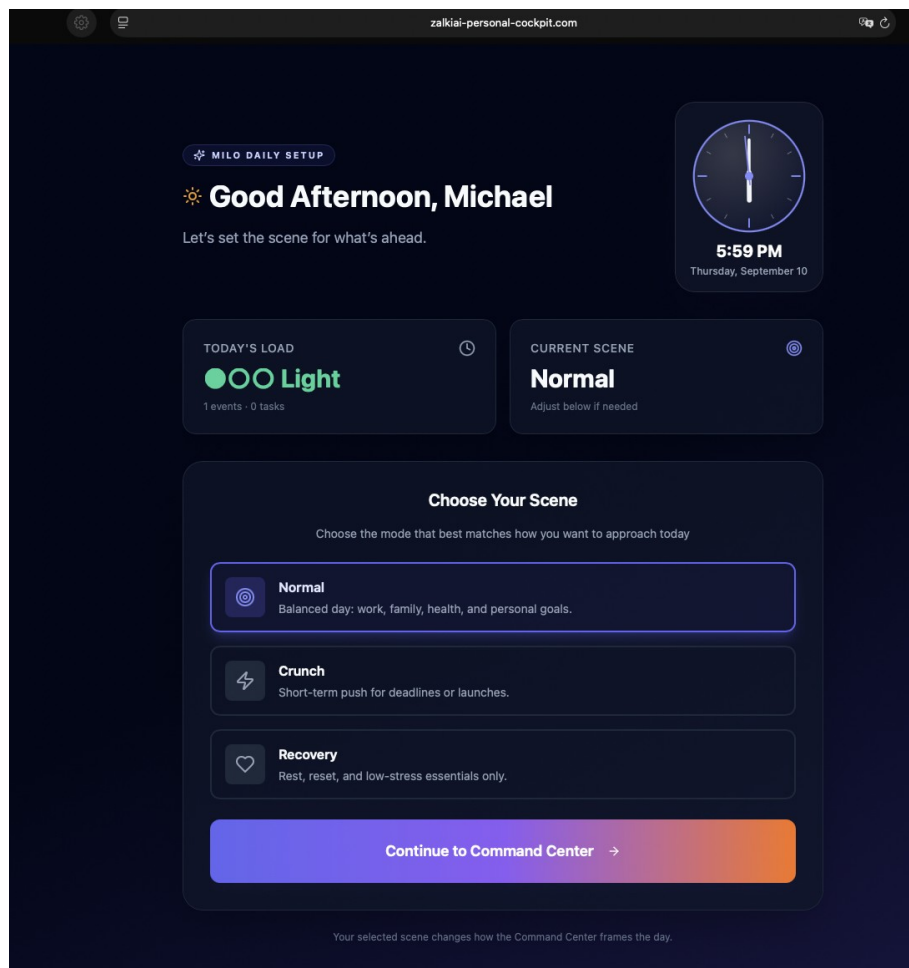
Illustration: the exact expiry date and time are calculated when access activates.

If you see a payment request

A beta invitation does not need a card. Stop and contact support rather than starting the separate paid trial. If an invite reports the wrong email, sign in with the invited address. Existing billing subscriptions need support review.

Start the Day

Choose how you want to approach today, then continue to Command Center.



Screenshot: Start the Day during testing. Your greeting, date and workload will differ.

Normal: a balanced day. **Crunch:** a short-term push. **Recovery:** focus on lower-stress essentials. Your choice changes how the day is framed.

Select **Continue to Command Center**. Review today's events, tasks and items needing attention. A scene selection does not automatically rewrite your commitments.

Finding your way around

On a wide screen, use the top navigation and **Modules**. On a phone, use the bottom navigation and **More**. The initials button opens the account menu, including FAQ and Log out.

Calendar and Tasks

Use an event for time you have committed; use a task for something you need to do.

CALENDAR Event Title TEST - planning break Starts / Ends Tomorrow, 10:00-10:15	TASKS What needs doing? TEST - check shopping list Due Date (Optional) Tomorrow
---	--

Illustration: simple practice entries. Use dates that make sense for your own week.

- 1 Create an event**
Open **Calendar > New Event**. Enter an Event Title, Starts and Ends, then save. Check the day and time in the calendar.
- 2 Create a task**
Open **Tasks > New Task**. Enter what needs doing, choose a Life Area and Priority, and add a Due Date if useful. Select **Create Task**.
- 3 Try the everyday actions**
Reopen your entries and change a detail. Mark the task complete using its completion control, then confirm the result. Remove practice entries using the available delete controls when finished.

Tell us if the result is surprising

A useful report includes the date you chose, where the item appeared, and whether refreshing changed what you saw.

Pantry: record what you have

Open Pantry from Modules or More. Start with a few foods you actually own.

Item name	Amount (required)
Spaghetti	500
Measured in (required)	Location
g	Pantry

Food available: 500 g

Illustration: enter the food amount and its unit together.

- 1 Name the food clearly**
Use a specific variety, such as spaghetti. If you enter Pasta, complete **What kind of pasta?** so meal matching is meaningful.
- 2 Choose an amount and a suitable unit**
Examples: onions **4 each**, spaghetti **500 g**, salt **1 lb**. Salt entered as “1 each” does not describe how much salt is available.
- 3 For packages, enter their contents**
If you choose a container unit, enter the number of containers, contents per container and contents unit. Two 500 g packs means 1,000 g of food.
- 4 Choose storage and save**
Select Pantry, Fridge or Freezer; choose the freezer area if requested. Select **Add Item**, then check the saved quantity. You can edit a saved item later.

Let the app suggest dinner

1 Choose the meal date

Open **Meals** and use **Add** on the date you want. Check the date again in the meal form.

2 Name the meal and set the servings

Try “Fillet steak dinner”. Set **How many is this meal for?**, then choose **Suggest ingredients**. If ingredients are already present, the button may say **Suggest missing ingredients**.

Meal Title

Fillet steak dinner

Suggest ingredients

Ingredients - review and edit

200 g fillet steak
250 g potatoes
100 g green beans
10 g butter

Illustration: example quantities for one dinner, not a fixed recipe or a guarantee of suitability.

3 Review the suggestion

Check ingredients, quantities and cooking instructions. Adjust them for your preferences and dietary needs. Suggestions are editable and do not save the meal by themselves.

4 Save and build the list

Choose **Save Meal & Build Shopping List**. The app compares planned ingredients with Pantry and opens Shopping List. Use **Edit Meal & Ingredients** when you need to revise a saved meal.

Check uncertain quantities

Correct any uncertain recipe amount or incompatible Pantry unit, then refresh Shopping List.

Take Shopping List with you

Open **Meals > Shopping List**, or **More > Shopping List** on your phone.

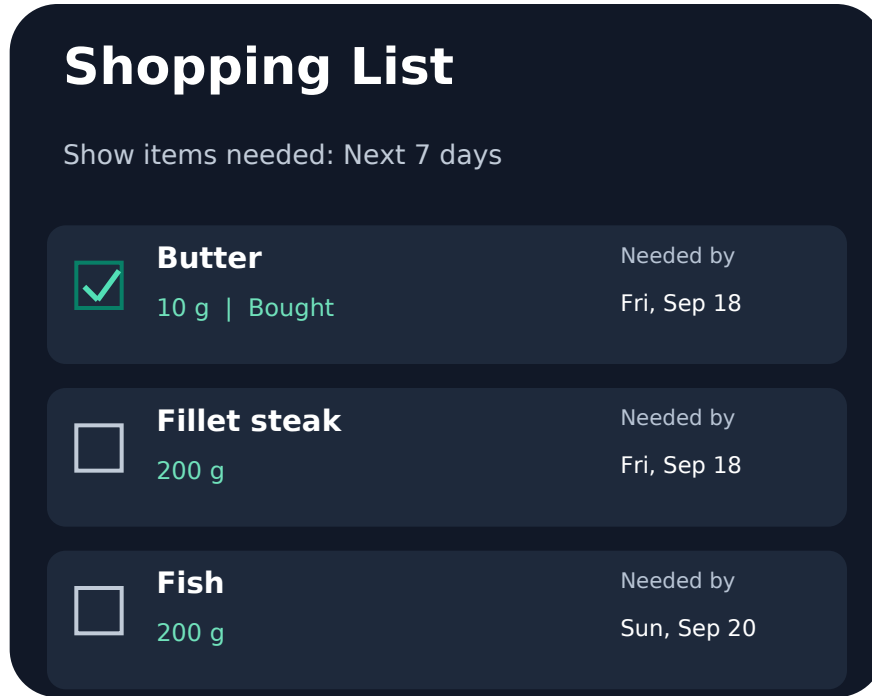


Illustration: purchased items stay in place with a tick and “Bought” shown.

1 Choose your shopping horizon

Filter Today, Next 3 days, Next 7 days, Next 14 days or All planned dates. Changing the filter does not delete later items.

2 Use the need date to decide when to buy

Needed by is the meal date. Buy when it suits your routine. The same food needed on different dates can have separate lines.

3 Tick items as they go into the cart

The tick stays visible and is saved. Untick an item if necessary. Checking Bought does **not** add anything to Pantry.

The shopping amount is not always the purchased amount

Need one onion but buy four? Receipt review records the four you actually purchased.

One receipt, two reviews

In Shopping List, select **Scan Receipt** beside the “Finished shopping?” prompt. This opens the scanner in Finance.

1 Capture

Take Photo or
upload a receipt

2 Finance

Review card/account
and receipt total

3 Pantry

Review actual food
amounts and storage

1 Take a clear photo or upload a file

Choose **Take Photo** or **Upload Email Receipt**. Use JPG, PNG, WEBP or PDF, under 20 MB. If a HEIC/HEIF image is rejected, use a screenshot instead.

2 Confirm the Finance transaction

Review the merchant, date, amount and payment card/account. A matching last four digits may suggest an account; check it. Save the transaction to update its **recorded balance**. This does not make a new card charge.

3 Review Pantry Items

Check each food item, quantity and unit. Fill in missing pack contents and choose Pantry, Fridge or Freezer. Use **Add to** to choose a compatible existing item or create a new one.

4 Add only the items you approve

Uncheck products you do not want in Pantry. Select **Add Selected to Pantry**, then verify the saved stock. For example, four purchased onions should add four onions, even if the meal needed only one.

Avoid entering the same purchase twice

If a receipt is flagged as already saved, review its existing Finance transaction. If you skip Pantry review, reopen the receipt transaction and use **Review Pantry Items** where available. Do not scan it again just to repeat Pantry import.

Finance: start small

Set up the payment account you will use before scanning your first receipt.

EXAMPLE: A CARD PURCHASE

Recorded balance owed	\$100.00
Receipt you approve	+ \$42.80
Updated balance owed	\$142.80

Illustration only. A purchase increases a credit-card balance owed; spending from a checking account reduces its recorded balance.

- 1 Add an account**
Open **Finance > Accounts > Add Account**. Choose the account type and enter a clear name and current balance. For a card, enter its last four digits if useful for receipt matching.
- 2 Record a purchase once**
Use **Add Transaction** or scan the receipt. Select the correct account and transaction type. Verify the resulting account balance and transaction entry.
- 3 Explore at your own pace**
Add income, bills and budgets when useful. Open an account to inspect its transactions. When practising, use clearly labelled test entries and avoid mixing them with your real records.

Before correcting a balance

First check for a duplicate purchase, wrong account or wrong amount. Report unexpected behaviour before repeatedly resubmitting a save. This beta guide does not ask you to make a real payment.

Health & Fitness

Open Health from Modules or More. Use Overview, Workouts, Habits and Goals to keep your own routines in one place.

1 Create a habit

Select **New Habit**. Give it a name and choose its schedule. Save, then check that it appears in Habits. Scheduled habits also appear in today's overview.

2 Record completion

Mark a scheduled habit complete for today, then reopen Health. Check that the completion remains. Toggle it again if you marked it by mistake.

EXAMPLE: A SIMPLE DAILY HABIT

Read for 10 minutes

Completed today

Illustration: choose a routine that suits you. Completion is recorded for the day.

3 Plan a workout

Select **New Workout**, enter a name, date, start and end time, then save. Reopen it in Workouts and check it in Calendar. Mark the session complete when done.

4 Try a goal

Open **Goals** and add a goal using the target and period controls. Check progress after recording a matching habit or workout. Edit the target if needed; the goal title alone does not set the target.

Useful Health feedback

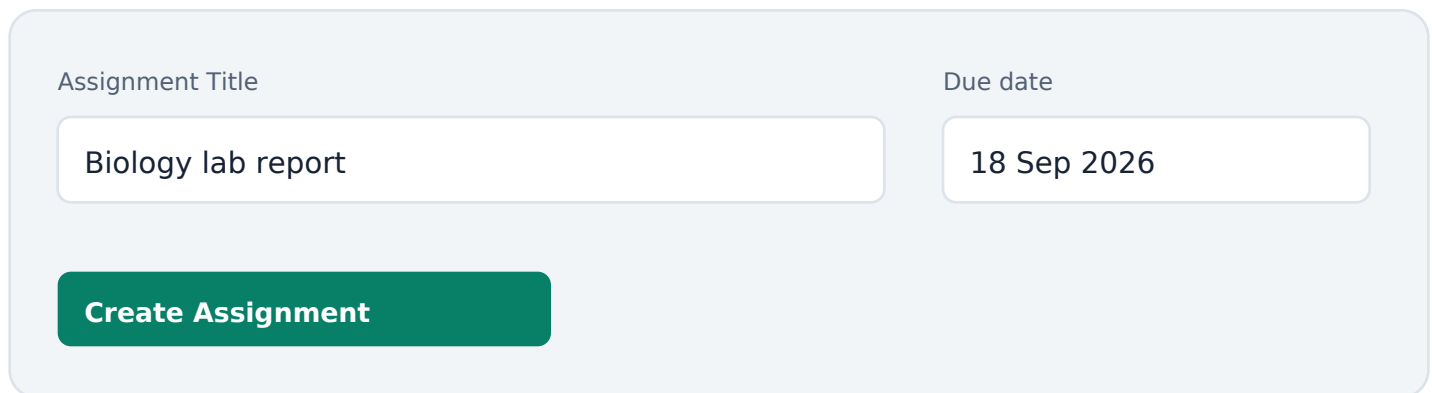
Tell us if a schedule, completion tick or goal count fails to persist. Health is private; household sharing does not make your Health records visible to other members.

School Planner

School can organise your own coursework or study. Personal assignments are available without a shared household.

1 Add an assignment

Open **School > Add Assignment**. Enter an Assignment Title, choose a due date and complete the relevant fields, then select **Create Assignment**.



Assignment Title

Due date

Biology lab report

18 Sep 2026

Create Assignment

Illustration: a personal assignment with an example due date.

2 Check, edit and complete

Reopen the saved assignment in Assignments. Check the due date, try an edit, then mark it complete. Check that your changes survive leaving and returning to School.

3 Keep class dates together

Use School's **Calendar** tab. To create a class event, select **Open Main Calendar** and add an event with Life Area set to School. It can then appear in Upcoming Classes.

4 Keep a supplies checklist

Open **Supplies**, enter an item such as a notebook and add it. Tick it when obtained; use the remove control when you no longer need the entry.

Personal now; shared School later

In a shared household, School can show assignments for household members. Test shared assignments only after a separate Duo or Family invitation. Your Individual beta does not require adding household members.

Family & household sharing

For the later household testing phase

The shared Family Planner needs an active household on Duo or Family. Individual testers may see **Set up household sharing**. You do not need to pay for an upgrade or invite anyone during Individual testing.

SHARED FAMILY PLANNER

Feed the chickens

Assigned household member | Due tomorrow

Everyone in the household can see the responsibility.

Illustration: shared responsibilities are visible to the household.

1 Join only when invited to household testing

Use the supplied Duo or Family testing instructions. The household owner creates the household and invites members; invited people accept using their own accounts.

2 Try a responsibility and an event

In Family, add a shared responsibility with a title, due date and assigned member. Add a family event with its dates and times. Ask the other tester to verify both from their own account.

3 Check changes across accounts

Complete a responsibility and check the other account. Use **Refresh** if needed. Deleting a shared item removes it for everyone, so agree before deleting practice entries.

Know what is shared

Family commitments and responsibilities are shared. Personal Finance and Health remain private. Use **Household Sharing** to review the household and sharing settings; report anything visible that you expected to be private.

Modules coming soon

Some modules are still being prepared for wider testing. This guide focuses on the features available to Individual beta testers.

COMING SOON

Travel

Still in final testing

Illustration: Travel is not yet available to ordinary beta accounts.

Travel is not part of your test checklist

You may see a Travel tile or menu item, but opening it currently shows **Coming Soon**. Trip planning is restricted to admin testing while the booking experience is being prepared.

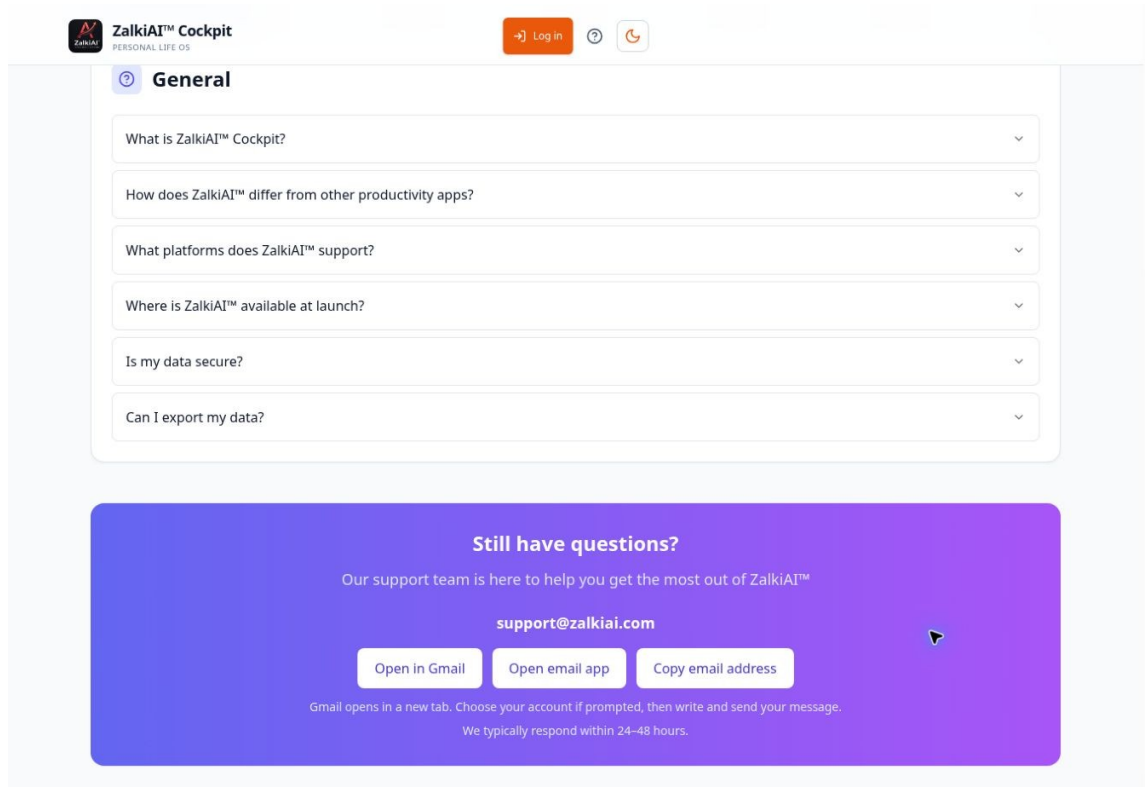
- 1 Keep testing the available features**
Use Calendar, Tasks, Pantry, Meals, Shopping List and Finance as described in this guide. You do not need to plan or book a trip.
- 2 Check availability before trying a new module**
A visible module name does not necessarily mean it is ready. Follow the availability message inside the app. If it is unclear, tell support.

When Travel opens

Travel instructions will be added to a future guide revision once the module is available to beta testers.

Help us improve it

Open the initials/account menu, choose **FAQ**, then go to **Still have questions?** You can also visit the FAQ directly.



Screenshot: the FAQ support section. Gmail, email app and copy-address options are available.

Send to: support@zalkiai.com

Subject: Beta feedback - [module] - [short description]

Include: what you were trying to do; the steps you took; what you expected; what actually happened; your device and browser; and a screenshot if helpful. Tell us whether a refresh changed the result.

Example: “Shopping List on iPhone/Safari. I ticked butter, reopened the page, and the tick was gone. I expected it to stay checked.”

If something goes wrong

Wait for a save to finish. If the screen appears stale, refresh once and check the result before retrying. Never send passwords, full card numbers or sensitive account details. Remove private information from screenshots.

A useful first week

These are suggested activities, not milestones you must complete to earn your access. Your two-year Individual access starts at activation.

**Get started**

Activate your invite, choose a scene and find FAQ.

**Plan a day**

Create, edit and reopen one task and one event.

**Stock Pantry**

Enter foods using actual amounts, units and locations.

**Plan dinner**

Suggest ingredients, review them and save the meal.

**Go shopping**

Check dates, tick a purchase and reopen the list.

**Review a receipt**

Confirm Finance details, then purchased Pantry quantities.

**Explore Health and School**

Try a habit and a personal assignment; see pages 10-11.

**Tell us what happened**

Send one thing that helped and one thing that confused you.

Individual now; household testing later

This guide covers the Individual plan. Duo and Family testing will be by a separate invitation with household-specific instructions. You do not need to upgrade or invite anyone to take part now.

Thank you for testing ZalkiAI in real life. Honest feedback is more useful than a perfect-looking test run.