

EAGA CONCIERGE

COMPLETE USER GUIDE

Everything you need to use every feature of EAGA Concierge

Your Time. Our Priority.

Everything EAGA. Made Simple.

Version 1.0 • Based on the current app implementation • August 2026

How to Use This Guide

This guide explains the current EAGA Concierge application as implemented in the supplied project. It is designed for first-time users and experienced users who need a detailed reference. Use the table of contents to locate a feature, then follow the numbered steps exactly as they appear in the app.

EAGA Concierge brings Chat, Calendar, Reminders, Memory, Tasks, History, and Expense Tracker into one application. The same items can appear in several places because the app is intentionally connected: for example, a task can appear in Tasks, Calendar, Daily Briefing, What's Next, and History after completion.

IMPORTANT: The exact appearance of date and time pickers can differ between Android and iOS. The function is the same, but Android usually opens a system picker while iOS may display the picker inside the app screen.

IMPORTANT: Android users: To help EAGA Concierge deliver reminders, tasks, and calendar notifications at the exact scheduled time, enable Alarms & reminders for EAGA Concierge. On most Android devices, open Settings → Apps → Special app access → Alarms & reminders → EAGA Concierge, then choose Allow. Menu names may vary slightly by device and Android version.

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1. Getting Started and Account Access

This chapter explains how to create an account, confirm it, sign in, recover access, and enter the subscribed application.

Create a New Account

1. Open EAGA Concierge and tap Create Account on the Log In screen.
2. Enter a valid email address.
3. Enter a password with at least six characters.
4. Enter the same password again in Confirm Password.
5. Tap Create Account.
6. Open the confirmation email sent to the address you entered and confirm the account.
7. Return to EAGA Concierge and log in with the confirmed email and password.

IMPORTANT: The app will not accept blank fields, passwords shorter than six characters, or password entries that do not match.

Log In

8. Enter your email address in Email.
9. Enter your password in Password.
10. Tap Log In.
11. Wait while the app checks your account and subscription access.
12. You will be taken either to the Home screen or to the subscription screen, depending on your access status.

The login screen explains that signing in allows EAGA to sync events, reminders, tasks, and memories.

Forgotten Password

13. Tap Forgot Password? on the Log In screen.
14. Enter the email address connected to the account.
15. Submit the reset request.
16. Open the password-reset email on the same device when possible.
17. Follow the link into EAGA Concierge.
18. Enter and confirm the new password.
19. Save the new password, then return to Log In.

Email Confirmation

A newly created account must be confirmed through email before normal sign-in. If the email does not arrive, check Spam, Junk, Promotions, or filtered folders, and verify that the email address was entered correctly.

2. Understanding the Header, Modes, and Navigation

The header appears throughout the main app and gives you consistent access to Home, Help, display modes, the navigation menu, subscription, and logout.

Header Controls

Control Purpose Home Returns to the Home screen.

Page title Shows the screen currently open.

Question-mark icon Opens help for the current screen.

Menu icon Opens navigation to all major features, subscription, and logout.

All, Personal, and Work Modes

Directly under the header are three mode buttons: All, Personal, and Work. These modes filter information throughout the app.

Mode What You See All Both personal and work items.

Personal Only items marked Personal.

Work Only items marked Work.

20. Tap All to view your complete life schedule and records.

21. Tap Personal to focus on personal items.

22. Tap Work to focus on work items.

23. Create or edit an item and select Personal or Work to control where it appears.

TIP: When an item seems to be missing, first check whether the app is currently filtered to Personal or Work.

Main Menu

- Home
- Chat
- Calendar
- Memory
- Reminders
- Tasks
- History
- Expenses
- Subscription

3. Home Screen and Daily Overview

The Home screen is the command center of EAGA Concierge. It summarizes today, shows what is coming next, and gives direct access to every feature tile.

Daily Briefing

The Daily Briefing changes with the time of day and begins with Good morning, Good afternoon, or Good evening. It reports how many items are scheduled today. If nothing is scheduled, it tells you that the day is open and encourages you to get ahead.

- 24. Open Home.
- 25. Read the Daily Briefing at the top.
- 26. Tap View when available to open the related Calendar information.

What's Next

What's Next displays upcoming calendar events, reminders, and tasks. Each item includes an icon, title, and a smart time description such as Now, in 25m, Today at 3:00 PM, Tomorrow at 9:00 AM, or a full date for later items.

Home Tiles

Tile Use It For Chat Natural-language scheduling, searching, memory, free-time questions, and app assistance.

Calendar Complete schedule, recurring items, conflict resolution, meeting summaries, PDF export, and date navigation.

Reminders Time-based alerts organized into Overdue, Today, and Upcoming.

Memory Facts, ideas, notes, preferences, and information EAGA should remember.

Tasks Personal and work action items with dates, notifications, completion, editing, and deletion.

History Completed items and previous activity.

Expense Tracker Expense entry, editing, deletion, monthly totals, and PDF reports.

4. Chat: Your EAGA Concierge

Chat lets you type naturally instead of manually navigating every screen. It is designed for EAGA information and actions—not for unrestricted general-purpose conversation.

Chat Screen Basics

27. Open Chat from Home or the menu.
28. Tap a suggested example or type your own request in Type your message.
29. Tap Send.
30. Read EAGA's response.
31. Use the red clock icon beside a newly created item to add or change a notification when it appears.

Speech Controls

Chat can speak EAGA's replies aloud. Speech On means replies may be read aloud. Tap Speech Off to silence future spoken replies. Tap Stop to stop speech that is currently playing.

Create an Event in Chat

Chat recognizes natural scheduling phrases involving meetings, lunch, dinner, breakfast, coffee, appointments, calls, and similar plans.

- Add a meeting tomorrow at 10.
- Lunch with Sarah Friday at noon.
- Schedule a dentist appointment next Tuesday at 2 PM.
- Coffee with Mike this Saturday morning.

Chat attempts to identify the title, date, and time. If required details are missing, it asks for them.

Created items default to Personal unless the screen or future implementation provides another context choice.

Create a Reminder in Chat

- Remind me to call Sarah tomorrow at 3 PM.
- Reminder to renew my passport Friday morning.

Create a Task in Chat

- Create task submit the application tomorrow at 4 PM.
- Add task buy school supplies Saturday afternoon.

Ask About Your Schedule

- What do I have today?
- What do I have tomorrow?
- What's on my schedule?
- When is my next meeting?

Ask About Availability and Free Time

- Am I free today at 3 PM?
- Am I busy tomorrow at 10?
- When am I free today?
- What time am I free tomorrow?

Availability questions check a specific time. Free-time questions return available time windows for a day.

Save a Memory Through Chat

- Remember that my dentist is Dr. Smith.
- Remember that my favorite restaurant is Bella Vista.

Search Everything with a Keyword

When a request does not match a specific command, Chat performs a smart search across EAGA information. This is especially useful for finding saved memories, calendar summaries, meeting recap topics, and other stored information. Type a meaningful word or phrase such as budget, insurance, Johnson, passport, dentist, or a person's name.

Conflicts and Duplicates in Chat

If Chat detects that the same item already exists, it tells you it was not added again. If a proposed time overlaps another item, Chat identifies the conflict and may provide the next available time.

Add a Notification to a Chat-Created Item

32. After Chat creates an item, tap the red clock icon beside the confirmation.
33. Enter the number of minutes before the item.
34. Enter 0 to schedule at the item time.
35. Tap Save.

5. Calendar: Complete Schedule Management

Calendar is the most complete manual-control screen in EAGA Concierge. It supports month navigation, day schedules, events, reminders, tasks, recurring series, conflict detection, summaries, action items, speech, completion, deletion, and PDF exports.

Navigate the Calendar

The screen displays the selected date and the items scheduled for it. A month grid provides date navigation and visual activity indicators. Select a date to load its schedule.

All, Personal, and Work Calendar Views

Use the mode buttons to show all schedule items or only those assigned to Personal or Work.

Speak the Day's Schedule

36. Select the day you want.
37. Tap Speak.
38. Listen as the app reads a summary of the selected day.

Export a Day or Week

39. Select a date.
40. Tap Day PDF to create a PDF of that day, or Week PDF to create a weekly schedule.
41. Use the device share sheet to save, email, message, print, or share the PDF.

Create a New Calendar Item

42. Tap the blue plus button.
43. Choose the item type: Calendar, Reminder, or Task.
44. Choose Personal or Work.
45. Enter a title.
46. Choose the start date and time under When.
47. Choose the ending date and time under Ends when applicable.
48. Add zero, one, or two notification offsets. Enter "Days", "Hours", "Minutes" then Click "Add Notification"
49. Choose a repeat option if the item should recur.
50. Choose when the recurring series ends.
51. Tap Save.

Item Types in the Calendar

Type Meaning Calendar An appointment, meeting, activity, or time block.

Reminder Something you want to be alerted about.

Task An action you need to complete.

Notification Offsets

Calendar supports flexible notification timing using days, hours, and minutes. You may add up to two notification selections in the create flow. An offset describes how long before the start time the alert should fire.

- 0 days, 0 hours, 0 minutes: at the event time.
- 0 days, 1 hour, 0 minutes: one hour before.
- 1 day, 0 hours, 0 minutes: one day before.
- 0 days, 0 hours, 10 minutes: ten minutes before.

Tap Remove beside a selected notification to delete that offset.

Repeat Options

Choice Behavior None Creates one item only.

Daily Repeats every day.

Weekly Repeats every week.

Biweekly Repeats every two weeks.

Monthly Repeats every month.

Yearly Repeats every year.

Recurring Series End Options

A recurring item may be set to continue without a defined end, stop on a selected date, or stop after a specified number of occurrences.

Conflict Detection

When you save an item that overlaps another item, EAGA shows a Time Conflict message. If a next available time is found, EAGA offers to move the new item.

52. Read the name and time of the conflicting item.

53. Tap Cancel to abandon the new item, or tap Move it to create it at the suggested available time.

Duplicate Detection

If the same title and start time already exist, EAGA displays a Duplicate message and does not create another copy.

View a Schedule Card

Each schedule card can show the item type, start and end time, title, context, summary, action items, recurrence symbol, and available actions.

Complete an Item

54. Open the appropriate date.

55. Find the item.

56. Tap Complete.

57. Confirm completion when prompted.

58. The item is marked completed and recorded in History.

Edit a One-Time Item

59. Tap Edit on the item card.

60. Change the title, context, start, end, or notifications.

61. Tap Save.

Edit a Recurring Item

- 62. Tap Edit on an occurrence.
- 63. Make the changes.
- 64. Tap Save.
- 65. Choose This occurrence to change only the selected date, or This and future to apply the change from that occurrence onward.

Delete a One-Time Item

- 66. Tap Delete.
- 67. Confirm the deletion.

Delete a Recurring Item

- 68. Tap Delete on a recurring occurrence.
- 69. Choose Delete this occurrence, Delete this and future, or Delete entire series.
- 70. Confirm or return with Cancel.

Export One Item to PDF

- 71. Find the item card.
- 72. Tap Export PDF.
- 73. Use the share sheet to save or send the generated document.

6. Meeting Recaps, AI Summaries, and Action Items

Calendar includes a summary workflow that lets you record or paste a spoken meeting recap, generate a structured summary, extract action items, save them with the event, and later search the content through Chat.

Open the Summary Tool

- 74. Open Calendar and select the date containing the meeting or event.
- 75. Find the event card.
- 76. Tap Summarize.
- 77. The Add notes to summarize window opens.

Option A: Record a Spoken Recap

- 78. Tap Start Recording.
- 79. Speak a concise recap of what was discussed, including decisions, names, topics, and next steps.
- 80. Tap Stop Recording.
- 81. Wait while the recording is processed and the transcript appears.
- 82. Review or edit the transcript before generating the summary.

IMPORTANT: This feature records your spoken recap for summary generation. It is not presented as a complete live meeting-recording system.

Option B: Paste or Type Notes

- 83. Tap the notes field.
- 84. Paste meeting notes or type a recap.
- 85. Include clear statements about decisions and next steps.

Generate and Save the Summary

- 86. Tap Generate Summary.
- 87. Wait while EAGA produces a concise summary and actionable items.
- 88. The summary is saved to the selected calendar item.
- 89. Close the summary window when finished.

Review Summary and Action Items

After saving, the event card can display the summary and an Action Items section. Each action item can be converted into a Task, Reminder, or Event using the controls beside it.

Turn an Action Item into a Task, Reminder, or Event

- 90. Open the date containing the summarized event.
- 91. Locate Action Items under the event.
- 92. Tap Task, Reminder, or Event beside the relevant action.
- 93. Complete any requested date/time details.
- 94. Save the new item.

Find the Discussion Later

Saved summaries become searchable information. Weeks or months later, open Chat and type a distinctive keyword, project, person, or topic used in the saved summary. Chat searches EAGA information and returns relevant results when found.

- budget
- life insurance
- Johnson proposal
- marketing
- vacation
- a participant's name

TIP: Use specific names and meaningful keywords in your spoken recap. Better source detail makes later searching more useful.

7. Reminders

The Reminders screen organizes alerts into Overdue, Today, and Upcoming sections and supports creation, editing, completion, deletion, context filtering, and notification timing.

Create a Reminder

95. Open Reminders.
96. Tap the floating plus button.
97. Choose Personal or Work.
98. Enter the Reminder title.
99. Tap the date field and choose a date.
100. Tap the time field and choose a time.
101. Enter the notification offset in minutes.
102. Tap Save.

The notification field uses minutes before the reminder. A displayed value of 0 is treated as at time or no advance notification, depending on the scheduling state.

Reminder Sections

Section Includes Overdue Uncompleted reminders whose scheduled time has passed.

Today Future reminders later today.

Upcoming Reminders scheduled after today.

Read a Reminder Card

A reminder card shows the title, scheduled date and time, Personal or Work context, notification timing, a completion checkmark, Edit, and Delete.

Edit a Reminder

103. Tap Edit.
104. Change the title, context, date, time, or notification minutes.
105. Tap Save.

Complete a Reminder

106. Tap the checkmark.
107. Confirm Complete reminder?.
108. Tap Complete.
109. The reminder is completed and an entry is added to History.

Delete a Reminder

110. Tap Delete.
111. Confirm that you want to delete the reminder.

Conflict and Duplicate Messages

Reminder creation uses the same conflict and duplicate system as Calendar. A reminder that overlaps an existing timed item may be blocked with a Conflict message. An exact duplicate may be blocked with a Duplicate message.

8. Tasks

Tasks helps you manage dated personal and work action items. Tasks also appear in Calendar and can be completed into History.

Create a Task

- 112. Open Tasks.
- 113. Tap the plus button.
- 114. Enter the task title in Add a task....
- 115. Choose Personal or Work.
- 116. Select the task date and time.
- 117. Enter notification minutes before the task.
- 118. Tap Save.

View Tasks

The screen lists tasks with their date/time and context. The global All, Personal, and Work mode changes which tasks are visible.

Edit a Task

- 119. Open the task's edit control.
- 120. Change the title, date/time, context, or notification offset.
- 121. Tap Save.

Complete a Task

- 122. Tap the task completion control.
- 123. Confirm when prompted.
- 124. The task is marked completed and appears in History.

Delete a Task

- 125. Open the task's delete control.
- 126. Confirm deletion.

Conflict and Duplicate Handling

Tasks created manually use conflict and duplicate detection. If the chosen time is already occupied, EAGA explains the conflict instead of silently double-booking the time.

9. Memory

Memory stores information you want EAGA to retain for future retrieval and Chat searches.

What to Save

- Names and contact-related facts
- Personal preferences
- Favorite places
- Important notes
- Gift ideas
- Reference information
- Work facts
- Anything you want to retrieve later using a keyword

Create a Memory

127. Open Memory.
128. Tap the plus button.
129. Choose Personal or Work.
130. Type the information in Write something important....
131. Tap Save.

Edit a Memory

132. Tap an existing memory.
133. Edit the text or change Personal/Work context.
134. Save the changes.

Delete a Memory

135. Open the memory for editing.
136. Use Delete and confirm the action.

Retrieve a Memory in Chat

137. Open Chat.
138. Type a question or keyword connected to the memory.
139. Review the matching information returned by EAGA.
 - Who is my dentist?
 - What is my favorite restaurant?
 - passport
 - gift idea for Sarah

IMPORTANT: You control what is stored. Avoid saving passwords, payment-card details, government identification numbers, or highly sensitive secrets unless you fully understand and accept the security implications.

10. Expense Tracker

Expense Tracker records personal and work spending, displays the current monthly total, and exports expense reports to PDF.

Monthly Summary

At the top of the screen, This Month displays the total of expenses dated within the current month and visible in the selected All, Personal, or Work mode.

Add an Expense

140. Open Expense Tracker.
141. Tap the plus button.
142. Enter Amount.
143. Enter Category.
144. Enter an optional Note.
145. Tap Save.

Recommended Categories

- Groceries
- Dining
- Transportation
- Medical
- Utilities
- Subscriptions
- Entertainment
- Travel
- Office
- Client Expense
- Education
- Other

Edit an Expense

146. Tap an expense row.
147. Change the amount, category, or note.
148. Tap Save.

Delete an Expense

149. Tap the expense row.
150. Tap Delete.
151. Confirm the deletion if prompted.

Read the Expense List

Each row shows the category, optional note, date, and dollar amount. Tap a row to edit it.

Export an Expense PDF

152. Tap Export PDF on the monthly summary card.

153. Wait for the report to be generated.

154. Choose a destination from the device share sheet.

The report includes the EAGA Expense Report heading, monthly total, and itemized expenses.

11. History

History provides a record of completed items and activity.

What Appears in History

- Completed tasks
- Completed reminders
- Completed calendar items and selected recurring-notification activity
- The item type
- The item title
- Personal or Work context
- The completion/activity date and time

Use History

155. Open History.

156. Select All, Personal, or Work.

157. Scroll through completed activity.

158. Use the type, title, context, and timestamp to verify when something was completed.

History is primarily a reference screen. The current interface does not expose editing controls for history entries.

12. Notifications

EAGA uses local notifications for calendar items, reminders, and tasks. The current notification system supports one-time alerts, multiple offsets for calendar items, and a rolling scheduler for recurring series.

Allow Notification Permission

The first time EAGA schedules an alert, the device may ask for permission. Choose Allow. If permission is denied, notifications cannot be delivered until enabled in the device settings.

Notification Timing

A notification offset is the amount of time before an item starts. Calendar supports day/hour/minute combinations. Reminders and Tasks use minutes-before fields in their dedicated screens.

Recurring Notification Window

For recurring series, EAGA schedules a limited rolling set of upcoming notifications rather than attempting to store an unlimited number on the device. As notifications fire and the app is opened or updated, the window is replenished.

Notification Delivery Variance

Android and iOS control final delivery. Battery optimization, Doze mode, Focus modes, notification permissions, device manufacturer settings, and system load may cause a notification to appear slightly later than requested.

If a Notification Does Not Arrive

- 159. Verify notification permission in the phone settings.
- 160. Confirm the item time is in the future.
- 161. Confirm a notification offset was added.
- 162. Check Do Not Disturb, Focus, and battery optimization.
- 163. Open EAGA so the recurring notification window can reconcile.
- 164. If old test notifications persist after upgrading, uninstall and reinstall the app to clear device-scheduled notifications, then recreate the item.

IMPORTANT - Android exact-time notifications: On Android, exact notification timing may require Alarms & reminders access. Open Settings → Apps → Special app access → Alarms & reminders → EAGA Concierge and choose Allow. If an Android notification arrives later than the time selected, confirm that this access is still enabled.

13. Recurring Items and Series Management

Recurring items are created as a series but can be changed or removed at different scopes.

Create a Series

- 165. Create an item in Calendar.
- 166. Choose Daily, Weekly, Biweekly, Monthly, or Yearly.
- 167. Choose Never, an end date, or a number of occurrences.
- 168. Add notifications.
- 169. Tap Save.

Edit Only One Occurrence

Choose This occurrence. EAGA excludes that date from the original series and creates a separate one- time item containing the changed information.

Edit This and Future

Choose This and future. EAGA applies the new title, date/time pattern, and notification information from the selected occurrence onward.

Delete Only One Occurrence

Choose Delete this occurrence. The series remains active, but the selected date is excluded.

Delete This and Future

Choose Delete this and future. Earlier occurrences remain; the series ends at the selected point.

Delete the Entire Series

Choose Delete entire series to remove the recurring base item and its scheduled notifications.

14. PDF Export and Sharing

Calendar and Expense Tracker can generate PDFs that use the device share sheet.

Calendar PDF Options

- Event PDF: summary, action items, and event details.
- Day PDF: schedule for the selected date.
- Week PDF: schedule grouped across the selected week.

Expense PDF

- Monthly total
- Expense categories
- Notes when provided
- Dates and amounts

Share or Save a PDF

170. Generate the PDF.

171. Wait for the device share sheet.

172. Choose email, messaging, cloud storage, print, Save to Files, or another available destination.

15. Subscription and Purchase Management

EAGA Concierge Pro is presented in the current app as a 7-day free trial followed by \$4.99 per month.

Store pricing and availability should always be confirmed on the live purchase screen because app- store terms can change.

Start a Subscription

173. Open Subscription from the menu or continue from the paywall after login.

174. Review the available package.

175. Tap the package button.

176. Complete the Apple App Store or Google Play purchase flow.

177. After successful activation, EAGA opens the Home screen.

Restore Purchases

178. Sign in with the EAGA account you intend to use.

179. Open Subscription.

180. Tap Restore Purchases.

181. Use the Apple ID or Google account that originally made the purchase.

182. If an active purchase is found, EAGA restores access and opens Home.

Restore Purchases does not create a new subscription. It asks the store to reconnect an existing eligible purchase.

Use a Different Account

183. On the subscription screen, tap Sign In with a Different Account.

184. EAGA signs out of the current app and purchase identity.

185. Log in with the intended EAGA account.

16. Password and Account Management

Log Out

- 186. Tap the menu icon.
- 187. Scroll to Logout.
- 188. Tap Logout.
- 189. You are returned to the Log In screen.

Change a Forgotten Password

Use Forgot Password? from the Log In screen and complete the email reset flow described in Chapter 1.

Switch Accounts Safely

Always use Logout or Sign In with a Different Account. This allows EAGA to sign out both the app account and the purchase identity before another user signs in.

17. Cloud Sync and Using More Than One Device

EAGA signs users in through a cloud account and uploads or downloads supported data. Current source code includes cloud services for events, memories, expenses, and history.

What Sync Means

When an item is created or changed, EAGA saves it locally and, for supported features, uploads it under the signed-in user. On startup, the app can download cloud events and merge new records into local storage.

Recommended Multi-Device Practice

- 190. Use the same confirmed EAGA account on each device.
- 191. Allow the first device to finish saving before opening the second.
- 192. Open the app on the second device to trigger startup synchronization.
- 193. Confirm that the All/Personal/Work filter is not hiding the item.

IMPORTANT: Local notifications are scheduled on each device separately. A synced event may need the app to open on the second device before its local notification window is filled.

18. Practical Examples and Recommended Workflows

Plan a Medical Appointment

- 194. Create a Calendar item with the appointment start and end time.
- 195. Set context to Personal.
- 196. Add notifications such as one day and one hour before.
- 197. Add a reminder for preparation or medication instructions if needed.
- 198. Use Chat later to ask What do I have tomorrow?

Manage a Work Meeting

- 199. Create a Work calendar event.
- 200. Add a reminder before the meeting.
- 201. After the meeting, open Summarize.
- 202. Record a spoken recap or paste notes.
- 203. Generate the summary and action items.
- 204. Convert action items into Tasks or Reminders.
- 205. A month later, search Chat using a project keyword.

Track a Household Expense

- 206. Open Expense Tracker.
- 207. Choose Personal mode.
- 208. Add the amount, category, and optional note.
- 209. Review This Month.
- 210. Export PDF when you need a report.

Use EAGA as a Personal Memory

- 211. Save the information in Memory or say Remember that... in Chat.
- 212. Include useful names and keywords.
- 213. Later ask a natural question or type a keyword in Chat.

Review the Day

- 214. Open Home and read Daily Briefing.
- 215. Review What's Next.
- 216. Open Calendar for the complete day.
- 217. Complete tasks and reminders as you finish them.
- 218. Open History later to verify completed activity.

19. Troubleshooting and Frequently Asked Questions

I Cannot Find an Item

- Switch to All mode.
- Check the Calendar date.
- Search the item title or keyword in Chat.
- Confirm you are signed into the correct account.
- Open the app to allow cloud sync to run.

The App Says the Time Conflicts

Another timed item overlaps the one you are creating. Cancel, change the time, or accept the suggested next available time when offered.

The App Says Duplicate

An item with the same title and start time already exists. Open the existing item instead of creating another copy.

A Recurring Event Did Not Show on One Date

- The date may have been excluded as a single-occurrence deletion or edit.
- The series may have ended by date or occurrence count.
- The mode filter may be hiding its context.

The Notification Text Looks Old After an Upgrade

The operating system can retain notifications scheduled by the previous installation. Uninstall the app, reinstall the current build, and recreate the test item to clear the old scheduled notification data.

The Notification Was Late

The operating system controls final delivery. Check permission, battery optimization, Focus/Do Not Disturb, and manufacturer power-management settings.

Restore Purchases Found Nothing

- Confirm you are using the store account that originally subscribed.
- Confirm the subscription is still eligible.
- Confirm the device is online.
- Try again after the store account finishes syncing.

I Do Not See Cloud Data from Another Account

Data belongs to the signed-in user. Log out and sign in with the correct account. Do not expect one user's events, memories, or expenses to appear under another user.

Does Chat Answer Any General Question?

Chat is intentionally focused on EAGA functions and information. It handles greetings, scheduling, reminders, tasks, calendar questions, free-time questions, memory, and smart search across stored EAGA data. When no stored information is found, it says so rather than acting as a general unrestricted chatbot.

Quick Reference

Goal	Fastest Method
Create an appointment	Calendar plus button or Chat: "Add a meeting tomorrow at 10."
Create a reminder	Reminders plus button or Chat: "Remind me to..."
Create a task	Tasks plus button or Chat: "Create task..."
Check today	Home Daily Briefing or Chat: "What do I have today?"
Check availability	Chat: "Am I free at 3 PM?"
Find old meeting information	Chat with a keyword from the saved summary.
Save a fact	Memory plus button or Chat: "Remember that..."
Track spending	Expense Tracker plus button.
Review completed work	History.
Export schedule	Calendar Day PDF or Week PDF.
Manage subscription	Menu → Subscription.

Final Notes

This guide documents the supplied EAGA Concierge project and its visible user workflows. It intentionally avoids claiming features not supported by the source. The interface and store terms may evolve in later releases; update this guide whenever the app changes.

EAGA Concierge — Your Time. Our Priority. Everything EAGA. Made Simple.