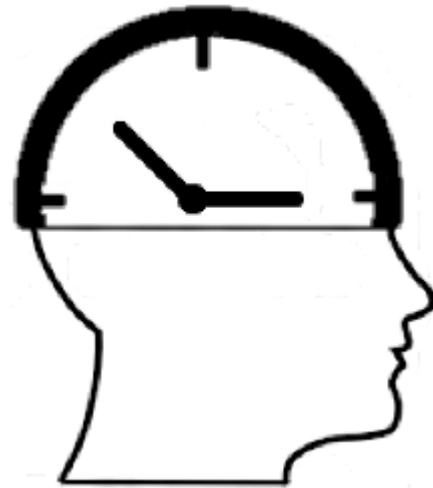# INNOTI.ME

User Guide

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INNOTI.ME

About This Guide

The purpose of this guide is for understanding the features of the innoti.me website. Innotime is a productivity web application that will help you organize and manage your day to day life. We will discuss how to properly use the 4 key features of the app: The Clock and Timer, Notes, To Do list, and Calendar. The intended user of this guide is someone who has very little knowledge of computers. We hope this guide helps you improve your ability to use the Innotime app.

Basic Layout and Usage

The basic layout of the app is designed to be as simple as possible for ease of navigation. Everything will be available on one primary screen. As you initially open the application, the first thing that will be visible is the clock on the main application window on the right, and the menu on the left, see below.
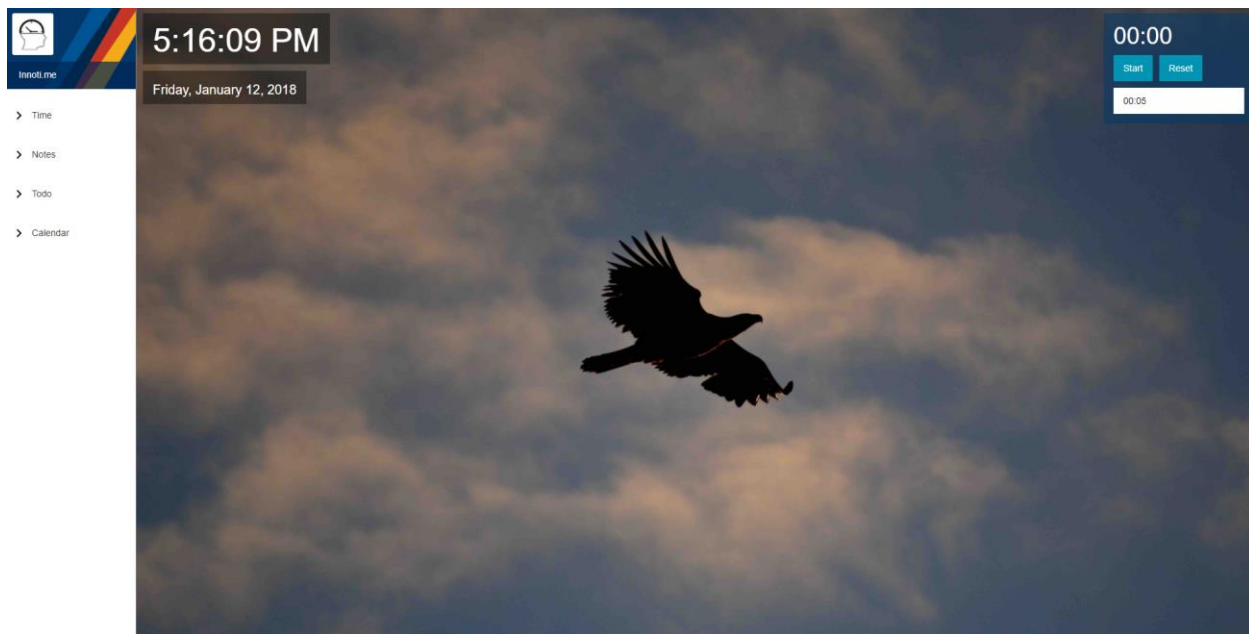

Figure 1. Picture of the opening screen of the application (Time screen)

The clock is the default feature that will occupy the main application window. The menu on the left side of the screen contains the 4 key features of the application. To start using any of the features, simply click on their name. That will then make that particular feature visible in the main application window.

Time

The time application provides both a clock and a timer available for use. The clock provides both the current date and time accurate to your current location.
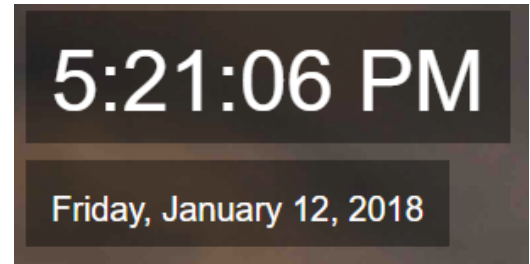

Figure 2. The Date and Time Clock

The timer provides timing by seconds. The timer provides intuitive start/stop and reset buttons for the timer, and a window where to put the desired time. To start the timer, press the start button, and to stop it, press the stop button. To reset the timer to the set time, press the reset button. When the timer finishes, it will sound a bell, and tell you what time it completed.
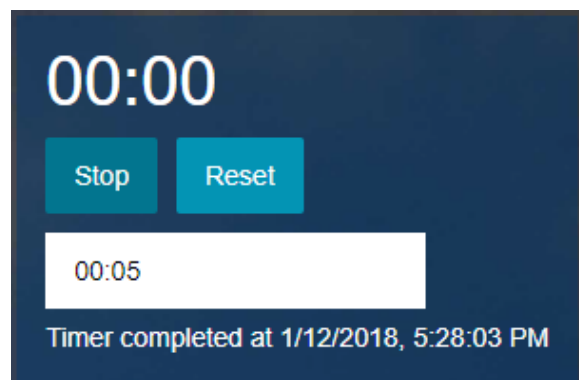

Figure 3. Timer window

Notes

If you are familiar with writing sticky notes, then the Notes feature will be easy to use. To add new note, click on the 'Add New Note' button under the lowest row of notes in the main application window. After you are done writing the note, click on the 'Save Note' button to save your note. The notes are stored locally, so they will be available without internet connection.
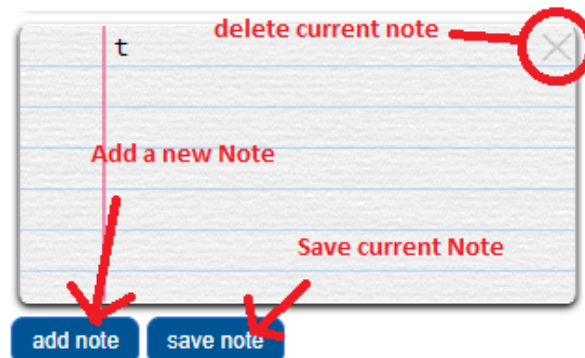

Figure 4. Example note with functionality buttons

To Do List

The to do list is very simple to use, and uses a single column. To add something to the to do list, click on the 'Add Task' button in the top middle of the main window after typing in your desired To Do item. To consider a task done, simply click on it, and it will strike through the writing, as well as turn it green. This will then mark it as done, and this can be undone by simply clicking on the task again. You can also delete tasks by clicking the 'X' on the right side of the task, which turns red when your mouse is hovered over it.

Figure 5. An example To Do List

Calendar

The calendar is an excellent way to organize your days. It can organize your itinerary by you easily adding and removing your events throughout the day.
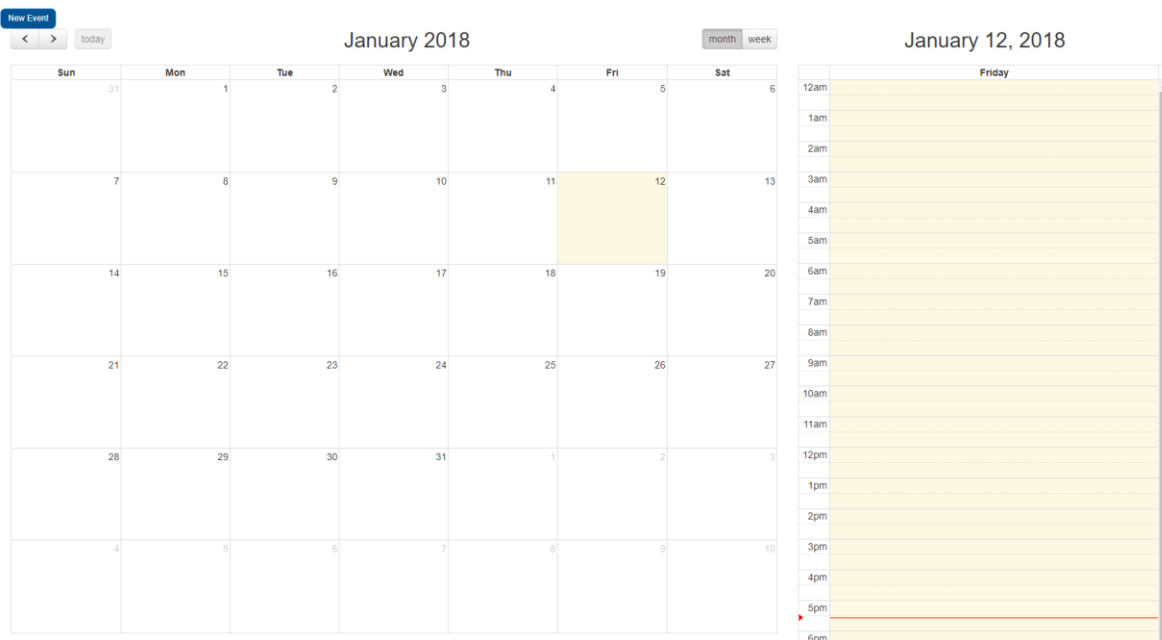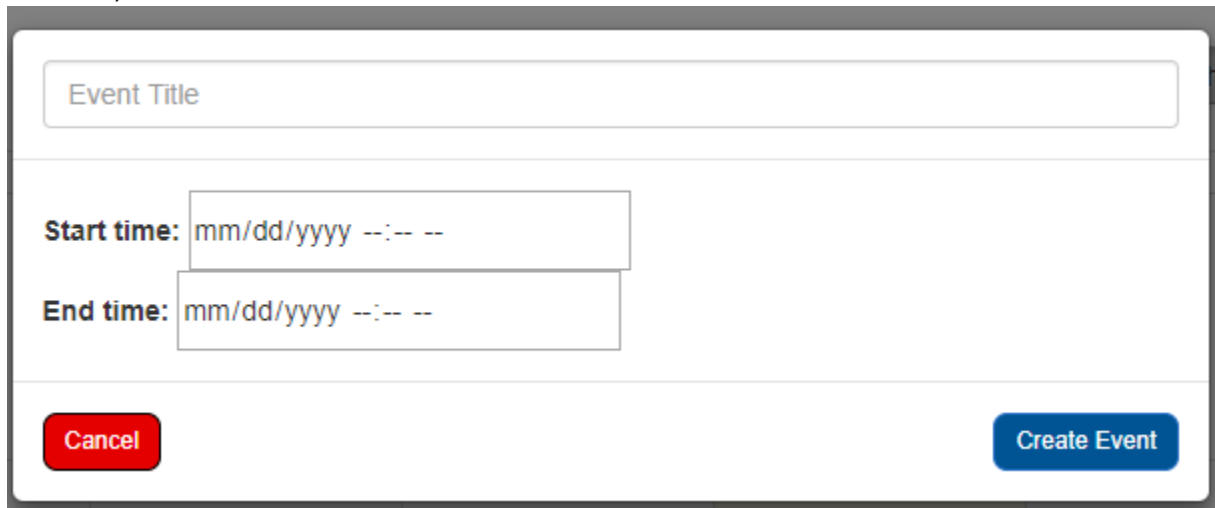

Figure 6. Calendar main window

To add an event, click on the 'New Event' button at the top of the application window. The following window below will pop up on the screen. Simply set the 'Event Title', and start and end times, and click create event. The event will then show up in the calendar. To cancel creation, click the cancel button.

Figure 7. New Event Window

Further Assistance

Thank you for reading the user guide, we hope that you have found it to be useful, and learned about the features of the Innotime application. If you still find yourself having further troubles, we would be happy to provide further assistance via e-mail or telephone.

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