

Help for the Calendar App

Questions or Comments?

Please use the contact details provided in our GitHub repository.

Calendar

1. Different Views

In the calendar app, you can switch between different views to adapt the calendar to your individual needs:

- **Year (Default View):**
 - Displays the entire year and all months at a glance.
 - Use the arrow buttons < and > to navigate between years.
- **Month:**
 - Displays a whole month.
 - Use the arrow buttons < and > to navigate between months.
- **Week:**
 - Displays a complete week (Monday is the starting day of the week).
 - Use the arrow buttons < and > to navigate between weeks.
- **Day:**
 - Displays a single day.
 - Use the arrow buttons < and > to navigate between days.
- **Appointment Overview:**
 - Displays all appointments for the current week in a tabular view instead of the classic calendar format.

2. Language Settings (German/English)

You can switch between German and English to set the user interface to your preferred language.

- Titles and descriptions of calendar entries remain unchanged.
- This setting can be adjusted via a dropdown menu in the header.

3. Display Options (Light/Dark Mode)

Switch between light and dark mode to adapt the app's appearance to your environment or preferences.

- The toggle switch is located at the top of the header.
- Dark mode is easier on the eyes in low light, while light mode is more comfortable in daylight.

Calendar Entries

1. Filter by Category

You can filter the calendar view by specific categories of calendar entries.

- Select the desired category from the dropdown menu and click „**Apply Filter**“.
- A list of available categories is provided below.

2. Search for Calendar Entries (Title)

Use the search bar at the top of the app to search for calendar entries by their title.

- Enter the title and start the search with „**Apply Filter**“.
- Ensure correct spelling of the search terms.

3. Help (User Documentation)

A „?-button“ at the bottom of the website leads you to this help page.

4. View Additional Calendar Entries

If not all calendar entries for a day are displayed, you can view all entries in a popup by clicking the „+more“ button.

5. Details of Calendar Entries

Clicking on a calendar entry opens a popup with detailed information:

- **Title:** A brief description of the entry.
- **Description:** Additional details.
- **Start Time:** Date and time when the entry begins.
- **End Time:** Date and time when the entry ends.
- **Category:**
 - **Course:** Regular events that are part of a curriculum.

- **Seminar:** Interactive sessions, often for smaller groups.
- **Conference:** Larger events with multiple sessions.
- **Minimum Participants:** The minimum number of participants required for the event to take place.
- **Maximum Participants:** The maximum number of participants who can attend.

Admin Area

The admin area is only accessible to administrators and is protected by a username and password. Here, you can manage calendar entries.

1. View All Calendar Entries

All calendar entries are displayed in a tabular view, similar to the „Appointment Overview“ in the regular calendar.

2. Add Calendar Entries

Administrators can create new calendar entries via the „**Add Appointment**“ button. During this process:

- **Mandatory Fields:** All the properties described above (title, description, start and end time, category, etc.) must be completed.
- **Validation:** The form automatically checks if:
 - The minimum number of participants is less than the maximum number of participants.
 - The start time is before the end time.
- **Recurring Entries:**
 - Enable the „**Recurrence**“ option to create a recurring event.
 - Select the frequency (e.g., every Tuesday and Thursday) from the dropdown.
 - Enter the start and end times as well as the date. When „All-day“ is selected, the time fields will be disabled.

To submit, click „**Add Appointment**“, or choose „**Cancel**“ to return to the tabular view.

3. Delete Calendar Entries

Use the trash icon in the overview to delete calendar entries. Deleted entries are permanently removed from the system.