



Calendar Application

User Manual

Version 1.0

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Introduction

What is Calendar App?

A **modern, feature-rich calendar application** designed for efficient event management with:

- **Dual Views:** Monthly grid and Weekly columns
- **Cloud Storage:** Events saved to MongoDB database
- **Color Coding:** Organize events by category
- **Real-Time Clock:** Always know the current time
- **Desktop Optimized:** Best experience on larger screens

Getting Started

System Requirements

- **Browser:** Chrome, Firefox, Edge, or Safari (latest version)
- **Screen:** 1024x768 minimum resolution
- **Internet:** Required for database sync
- **Backend:** FastAPI server running on localhost:8000



Getting Started

First Launch

1. Start the Backend Server

```
cd backend  
python -m uvicorn main:main --reload
```

2. Open the Application

- Open `index.html` in your web browser
- OR use Live Server extension in VS Code

3. You're Ready!

✨ Features Overview

Main Features

1. 📅 **Monthly View** - Traditional calendar grid
2. 📊 **Weekly View** - Vertical day columns
3. + **Create Events** - Click any day to add events
4. ✎ **Edit Events** - Click events to modify
5. 🗑️ **Delete Events** - Remove unwanted events
6. 🎨 **Color Coding** - 7 color options
7. 🕒 **Live Clock** - Current time display
8. ☁️ **Cloud Sync** - MongoDB storage



Using Monthly View

Viewing the Calendar

- **Default view** when you open the app
- Shows **6 weeks** to display all days
- **Current day** highlighted in blue gradient
- **Previous/next month** days shown in gray

Navigation

- **Previous** button: Go back one month
- **Next** button: Go forward one month



Using Monthly View

Understanding the Grid

- **7 columns** for days of the week (SUN-SAT)
- **Up to 6 rows** for weeks
- **Day number** in top-left corner
- **Events** listed below day number
- **Grayed days** are from adjacent months



Using Weekly View

Switching to Weekly View

1. Click "**Weekly**" button in top-right
2. Calendar switches to week view
3. Shows current week (SUN-SAT)

Week View Features

- **7 vertical columns** (one per day)
- **Full day schedule** visible
- **Event times** displayed on each event



Using Weekly View

Navigation in Week View

- **Previous:** Go back 7 days
- **Next:** Go forward 7 days
- **Today:** Jump to current week

Tips

- Best for **detailed day planning**
- See **time conflicts** at a glance
- Great for **busy schedules**

+ Creating Events

How to Create an Event

1. **Click any day** in monthly or weekly view
2. **Event form opens** in a modal window
3. **Fill in details:**
 - **Title** (required) - Event name
 - **Date** (pre-filled) - Can change if needed
 - **Start Time** (required) - When event begins
 - **End Time** (required) - When event ends

+ Creating Events

Event Form Rules

- **Title:** 1-100 characters
- **Start/End Time:** HH:MM format (e.g., 09:30)
- **End time** must be **after** start time
- **Description:** Maximum 500 characters
- **Color:** Choose from color picker

Saving

1. Click "**Save Event**" button



Editing Events

How to Edit an Event

1. **Click on any event** in the calendar
2. Event form opens with **existing data**
3. **Modify** any fields you want
4. Click "**Save Event**" to update

What You Can Edit

- Change event title
- Move to different date

Deleting Events

How to Delete an Event

1. **Click on the event** you want to delete
2. Event form opens
3. Click **red "Delete Event"** button at bottom
4. **Confirm deletion**
5. Event removed from calendar and database

Important Notes

- **Deletion is permanent**

Color Coding

Available Colors

Choose from **7 beautiful colors**:

1. **Blue** (#0EA5E9) - Default, meetings
2. **Green** (#10B981) - Completed tasks
3. **Yellow** (#F59E0B) - Important reminders
4. **Orange** (#F97316) - Urgent items
5. **Red** (#EF4444) - Deadlines
6. **Purple** (#8B5CF6) - Personal events
7. **Pink** (#FC4899) - Social activities

Color Coding

Best Practices

- **Consistent categories** - Use same color for similar events
- **Priority levels** - Red for urgent, blue for normal
- **Work/Life balance** - Different colors for work vs personal
- **Visual scanning** - Quickly identify event types



Live Clock Feature

What is it?

- **Real-time clock** in the header
- Shows **current time** in 12-hour format
- **Updates every second**
- Always visible while using the app

Format

- **12-hour time** with AM/PM
- Example: `2:30 PM`

Data Synchronization

How Your Data is Saved

- **Automatic saving** to MongoDB cloud database
- **Real-time sync** when creating/editing/deleting
- **No manual save** required
- **Internet required** for sync

What if Server is Down?

- Error message will appear
- Changes won't be saved

Troubleshooting

Events Not Appearing

Problem: Created event doesn't show up

Solutions:

1. Check if backend server is running
2. Look at browser console for errors
3. Verify MongoDB connection
4. Refresh the page
5. Check correct date is selected

Troubleshooting

Cannot Save Events

Problem: "Failed to save event" error

Solutions:

1. Verify all required fields are filled
2. Check end time is after start time
3. Ensure title is 100 characters or less
4. Check internet connection
5. Verify backend API is accessible

Troubleshooting

Calendar Not Loading

Problem: Blank screen or errors on launch

Solutions:

1. Check browser console for errors
2. Ensure backend server is running on port 8000
3. Verify MongoDB connection string is correct
4. Clear browser cache
5. Try different browser

Troubleshooting

Time Format Issues

Problem: Time displays incorrectly

Solutions:

1. Enter times in HH:MM format (09:30, not 9:30am)
2. Use 24-hour format when entering (14:00 for 2pm)
3. Events display in format you entered
4. Check for typos in time fields

? FAQ

Q: Can I use this offline?

A: No, internet connection required for database sync.

Q: How many events can I create?

A: Unlimited events stored in MongoDB.

Q: Can I delete multiple events at once?

A: Not currently - delete events one at a time.

Q: Does it work on mobile?

A: Optimized for desktop, mobile may have limited functionality.

? FAQ

Q: Can I print my calendar?

A: Use browser print function (Ctrl+P / Cmd+P).

Q: How do I backup my events?

A: Events stored in MongoDB - configure database backups.

Q: Can multiple people use this?

A: Yes, but all share same event database.

Q: What if I enter wrong time?

A: Click event to edit and update the time.

Support & Help

Getting Help

- **Documentation:** Refer to this manual
- **Code Comments:** Extensive inline documentation
- **GitHub Repository:** Check README.md
- **Issues:** Report bugs on GitHub Issues page

Contact Information

- **GitHub:** Jolteer/Calender
- **Repository:** github.com/Jolteer/Calender

Tips for Best Experience

Productivity Tips

1. **Use color coding** consistently
2. **Check weekly view** for detailed planning
3. **Monthly view** for big picture overview
4. **Add descriptions** for important context
5. **Update events** promptly when plans change

Keyboard Shortcuts

- **Ctrl+F / Cmd+F**: Search page (find event titles)

Conclusion

You're All Set!

You now know how to:

- ✓ Navigate monthly and weekly views
- ✓ Create, edit, and delete events
- ✓ Use color coding effectively
- ✓ Troubleshoot common issues
- ✓ Understand data synchronization

Start organizing your schedule today!

Thank You!

Happy Scheduling!  

Calendar Application v1.0

Built with HTML5, CSS3, JavaScript, Bootstrap 5, and MongoDB