**USER’S**

**GUIDE**

***Forget Me Not***

**for Organizing Life’s Events**

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**Revision Sheet**

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| **Revision No.** | **Date** | **Revision Description** |
| R.0 | 09/26/18 | User’s Guide Created |
| R.1 | 10/04/18 | Added information to all areas as outlined in previous revision. Added images. Edited formatting for easier readability. |
| R.2 | 10/11/18 | Replaced references to SQL database with .txt document due to inability to secure an online SQL server for program. |
| R.3 | 10/12/18 | Completed Section 4.0 . Added screenshots for each subsection along with descriptions. Deleted Appendix B and renamed Appendix A. Fixed headers and footers to match each section and table of contents. |
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**USER'S MANUAL**

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**1.0 GENERAL INFORMATION**

# GENERAL INFORMATION

## 1.1 Purpose

The purpose of Forget Me Not is to store, organize, and remind a user about special occasions. This is accomplished by the user inputting a new entry into user interface (UI) upon application launch. The entries are stored in a database (that is being simulated with a .txt document) to be queried for. Reminders are generated per special occasion by request from user.

## 1.2 Scope

This guide covers only user operation of Forget Me Not and does not provide troubleshooting information. The guide assumes that the system employing Forget Me Not meets all requirements outlined within this guide.

**2.0 SYSTEM SUMMARY**

# SYSTEM SUMMARY

## 2.1 System Requirements

## Forget Me Not requires:

* Windows Vista or greater
* Mac OSX 10.7 or greater
* Java JRE 8.0 or greater

## 2.2 Key Features

Forget Me Not simulates the usage of an online SQL database, but does not actually connect to an SQL database as a suitable SQL server was not secured for the program, and Java DataBase Connectivity (JDBC) does not support the exporting of tables using Netbeans or Eclipse IDE.

**3.0 GETTING STARTED**

# GETTING STARTED

## 

## 3.1 Install

The delivered .jar file is executable and does not need to be installed. Java JRE 7 or higher is required for Forget Me Not to execute.

## 3.2 First Time Users

It is recommended the first time user do the following:

* Place ForgetMeNot.jar inside a folder. (Multiple files will be created during execution)
* Control Forget Me Not through keyboard and mouse.
* Internet access is not required at any point for Forget Me Not.

## 3.3 Access Control

This application does not have security measures in place to prevent unauthorized access. All user inputted data is saved to “database.txt” on the machine’s local disk drive. To prevent unauthorized access use on personal computer that has predictable user activity.

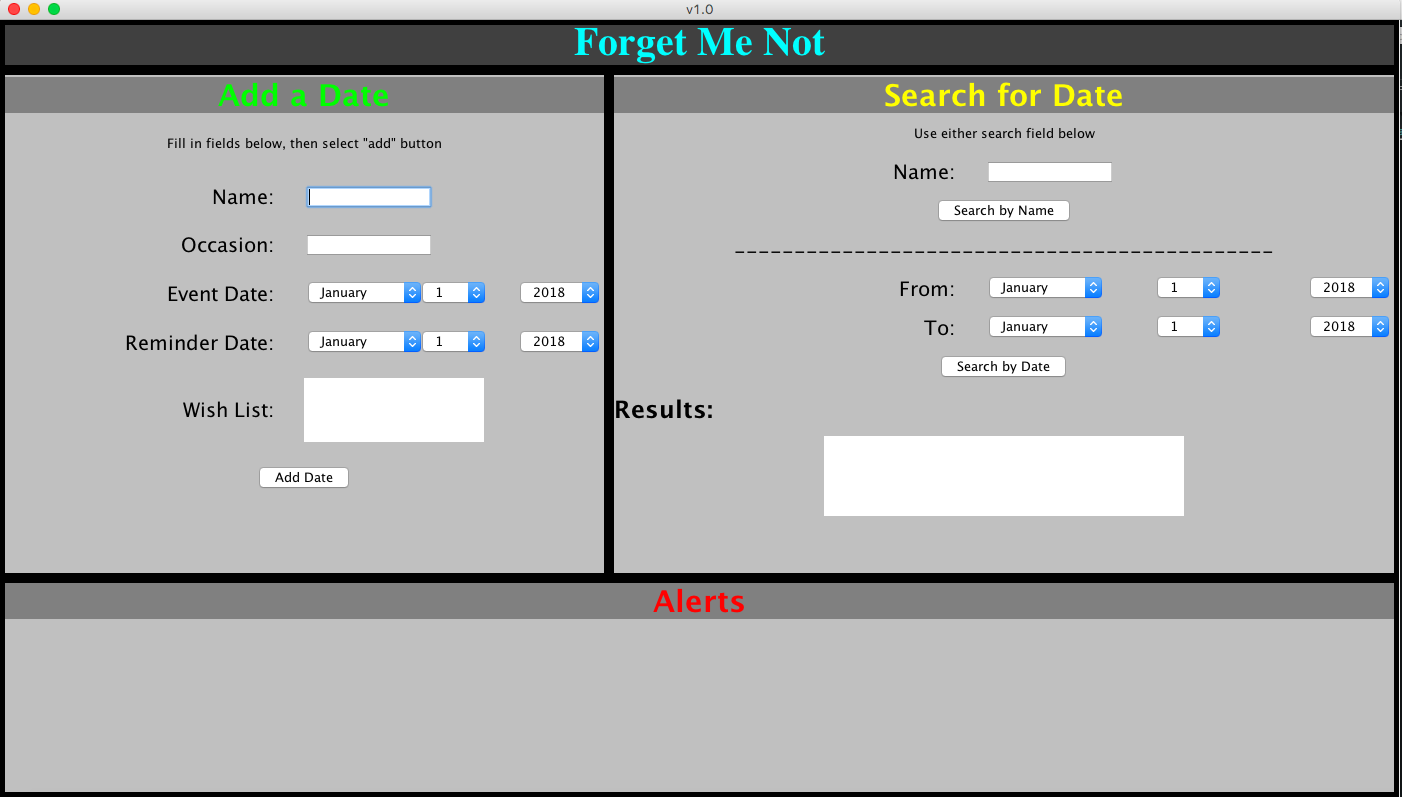
**4.0 USING THE APPLICATION**

# USING the CLIENT APPLICATION

## 4.1 Starting Forget Me Not

To start Forget Me not, open ForgetMeNot.jar by double-clicking icon.

Forget Me Not will open and the user interface will be visible as shown below.



## 4.2 User Interface Layout

Forget Me Not UI consists of the following fields and clickable buttons:

* Add a Date Panel:
  + Name field
  + Occasion field
  + Event Date combo box
  + Reminder Date combo box
  + Wish List field
  + Add Date button
* Search for Date Panel:
  + Search by Name
    - Name field
    - Search by Name button
  + Search by Date
    - From Date combo boxes
    - To Date combo boxes
    - Search by Date button

## 4.3 Adding a Special Occasion Entry

To add a special occasion entry complete all fields and select “Add Date” button.

This will add entry to “database.txt” file to be recalled from.



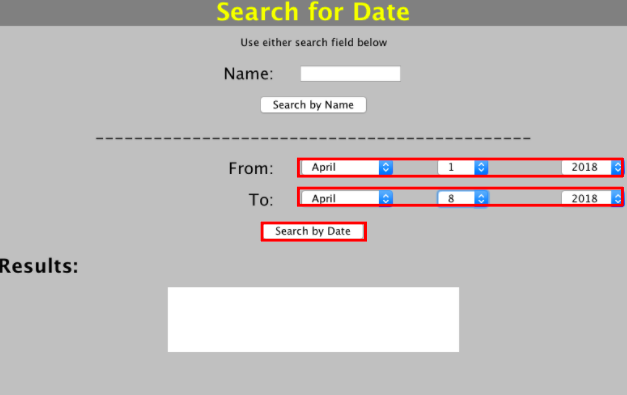
## 4.4 Search Function

The user can search all entries via two different ways:

* Search by Name
  + Forget Me Not accepts either first name or last name for search.
  + Fill in Name field and select “Search by Name” button



* Search by Date
  + Select desired date range from From/To date combo boxes and select “Search by Date” button

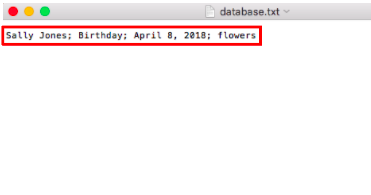


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## 4.5 Deleting a Special Occasion Entry

Entry deletion cannot be accomplished through UI. Follow the manual steps listed below:

* Open database.txt file
* Find entry to be deleted
* Remove from file and save



## 4.6 Enabling Reminders

**5.0 APPENDIX A – GLOSSARY OF TERMS**

5.1 Appendix A – Glossary of Terms

|  |  |
| --- | --- |
| **Term** | **Meaning** |
| **.jar** | Java archive file is used to aggregate many Java class files and other associated files into one file for distribution |
| **JRE** | Java Runtime Environment. An application provided by Oracle that provides for execution of java applications. |
| **Database** | A storage system for managing data on computers. Usually a database is stored separately from the application that uses the information stored in the database. |
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