

NETime Planner

- Create Account
 - 1) In order to use NETime Planner one must create an account.
 - 2) This requires a username and password.
- Sign In
 - 1) To sign into your planner you must sign in with your username and password
 - 2) Your profile screen will displayed upon signing into a user's account
- Profile Screen
 - 1) Your profile screen will displayed upon signing into a user's account
 - 2) This screen will have a button called "view my schedule" that will pull up a weekly view of the users schedule
- View Schedule Screen This screen will have a grid view of the users weekly schedule
On this screen there are many functions in order to effectively manage and view your Schedule
 - 1) A schedule consists of 2 types of events, Activities and Deadlines. Activities take up a given time on a schedule, like a meeting or a class. A deadline consists only of a single time, like a due date or a quiz.
 - 2) By right clicking on an empty cell the options to add a deadline or an activity are presented to the user. In selecting either of these options the respective form for adding to each is presented
 - 3) By right clicking on a non empty cell, in addition to "add deadline" and "add activity", the options to remove, edit, or copy are presented to the user. Removing removes the event(s) present in the current cell of the schedule. Editing pulls up a form for the user to edit the deadline or event at the current cell. Copy allows the user to copy the Activity/Deadline in the current cell with any alterations.
 - 4) On the bottom of the screen there are 8 buttons in 2 categories for the user to select
 - a) Actions
 - i) Share This Schedule
 - ii) Calculate Free Time
 - (1) Calculates and displays time not occupied by any activity in the current week to the user
 - iii) Generate To-Do List
 - (1) Generates a list of all deadlines in the current week
 - (2) Displayed to the right of the schedule, by default the todo list is blank
 - iv) Set Work Times
 - (1) Sets Works times for deadlines that the user has created
 - b) Editing
 - i) Add Deadline
 - (1) Pulls up a form for the user to fill out in order to create a new deadline

- ii) Add Activity
 - (1) Pulls up a form for the user to fill out in order to create a new activity
 - iii) Edit Selected
 - (1) Edits the Activity/Deadline in the currently selected cell
 - iv) Remove Selected
 - (1) Removes the Activities/Deadlines in the currently selected cell
- 5) At the top of the screen there are 2 arrows that allow the user to advance forwards or backwards a single week