**1.  Introduction**

DDMS is a command-line based application designed to help you manage records, reminders, and your user profile. It allows you to organize your information efficiently.

System Requirements:

        OS: Windows, linux and MacOS (Limited)

        Processor: Processor: AMD Ryzen 3 1200 / Intel Core i5 (4th gen)

        Memory: 1GB RAM

**2.  Getting Started**

Installation:

        - To install DDMS simply extract and place the DDMS folder in your system.

Execution:

       - To run the program, run 'DDMS.exe'.

        - You will be prompted to log in with your username and password.

        - If you forget your password, you can reset it by following the instructions.

Logging In:

        - Enter your username and password to log in.

        - After successful login, you will access the main menu.

Resetting Password:

        - If you forget your password, you can reset it by entering your registered email address.

        - Follow the on-screen instructions to reset your password.

**3.  Main Menu**

The main menu is the central hub of DDMS, where you can access various features and functionalities.

Available Options:

        - Add a new record: Create a new record and save information.

        - Open a record: View the contents of an existing record.

        - Edit a record: Modify the contents of an existing record.

       - Delete a record: Remove a record from your collection.

        - Edit User Data: Change your username, password, or email address.

        - Reminders: Manage reminders, including adding, removing, and clearing.

        - Help/About: Access program-related information.

        - Exit: Quit the program.

Navigating the Menu:

        - Use the numeric keys to select the option you want.

        - Follow on-screen prompts to complete actions.

- Enter ‘.’ to Exit any window.

**4.  Managing Records**

Adding a New Record:

        - Select "Add a new record" from the main menu.

        - Enter a unique record name.

        - Input the record's content.

        - Save the record.

Opening a Record:

       - Select "Open a record" from the main menu.

       - Enter the name of the record you want to view.

       - View the contents of the selected record.

Editing a Record:

       - Select "Edit a record" from the main menu.

       - Enter the name of the record you want to edit.

       - Make changes to the content.

       - Save the updated record.

Deleting a Record:

       - Select "Delete a record" from the main menu.

       - Enter the name of the record you want to delete.

       - Confirm the deletion.

**5.  Managing User Data**

Editing Username:

        - Select "Edit Username" from the User Data submenu.

        - Enter your new username.

        - Save the changes.

Editing Password:

        - Select "Edit Password" from the User Data submenu.

        - Enter your new password.

        - Save the changes.

Editing Email Address:

        - Select "Edit Email Address" from the User Data submenu.

        - Enter your new email address.

        - Save the changes.

**6.  Managing Reminders**

Adding a Reminder:

        - Select "Add Reminder" from the Reminders submenu.

        - Enter the reminder details, including title and due date/time.

        - Save the reminder.

Removing a Reminder:

        - Select "Remove Reminder" from the Reminders submenu.

        - Choose the reminder to remove by its line number.

        - Confirm the removal.

Clearing All Reminders:

        - Select "Clear Reminders" from the Reminders submenu.

        - Confirm if you want to clear all reminders.

**7.  Help/About**

        Select "Help/About" from the main menu to view program-related information and guidance.

**8.  Exiting the Program**

        To exit the program, select "Exit" from the main menu.