# User Guide: Event Horizon Calendar

## Viewing Modes

You can switch between different timeframes to manage your schedule effectively using the buttons located at the bottom of the viewport.

- **Month, Week, Day View**: The three buttons at the bottom allow you to toggle between viewing the current **Month**, **Week**, and **Day**, displaying the events and tasks scheduled for that specific period.

- **Navigation Arrows**: The left and right arrow buttons, located next to the current month display, enable you to navigate between months, weeks, or days. This allows you to view future events or review past activities.
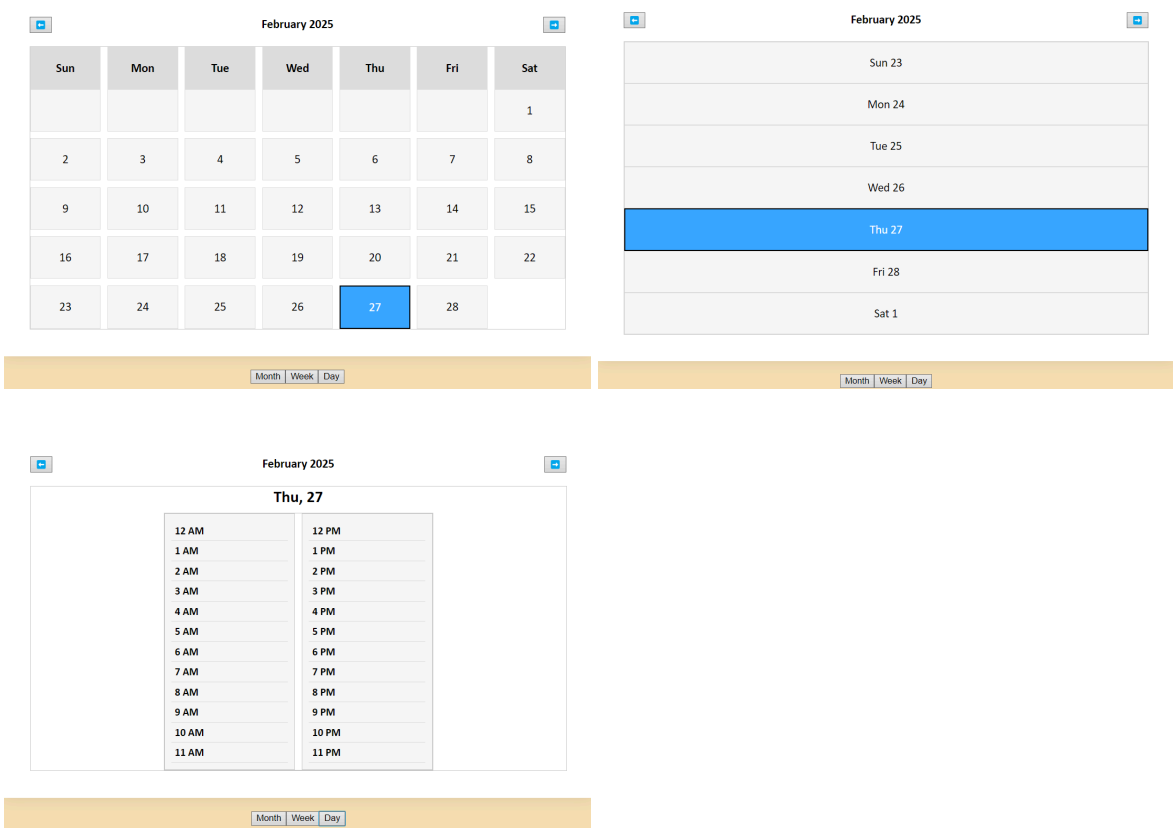
## Adding Events and Tasks

To add an event or task, use the **Add Button** on the right side of the interface. This will open a form where you can input the details of the event or task. Note that **Events** have a designated duration, whereas **Tasks** only require a specific deadline.

## Event Fields

Each **Event** has the following required fields:

1. **Title** (Required):
   The name of the event, visible across all viewing modes (Month, Week, Day).

2. **Notes** (Required):
   Detailed information or notes about the event. These are visible only when the event is clicked.

3. **Start Time** (Required):
   The exact date and time the event begins.

4. **End Time** (Required):
   The exact date and time the event ends.

5. **Location** (Optional):
   The location of the event, visible only in Day view.

6. **Repeat** (Required):
   Specify how often the event recurs. Options include:

   - **Once**
   - **Weekly**
   - **Monthly**
7. **Color** (Required):
   The color that represents the event, used in all viewing modes for easy identification.

## Task Fields

Each **Task** has the following required fields:

1. **Title** (Required):
   The name of the task, visible in all viewing modes.

2. **Deadline** (Required):
   The date and time by which the task must be completed.

3. **Status** (Required):
   Indicates whether the task is **Pending** or **Completed**. Tasks marked as completed will be hidden from view.

4. **Priority** (Required):
   Defines the priority level of the task, helping the system to organize tasks by both deadline and importance.

5. **Color** (Required):
   The color that represents the task, used across all viewing modes.

Type:

| Task ⌄ |

Title:

| |

Deadline:

| yyyy-mm-dd --:-- -- 📅 |

Status:

| Pending ⌄ |

Priority:

| Medium ⌄ |

Color:

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Add

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Type:

| Event ⌄ |

Title:

| |

Notes:

| |

Start Time:

| yyyy-mm-dd --:-- -- 📅 |

End Time:

| yyyy-mm-dd --:-- -- 📅 |

Location:

| |

Repeat:

| Once ⌄ |

Color:

| ▬▬▬▬▬▬▬ |

Add