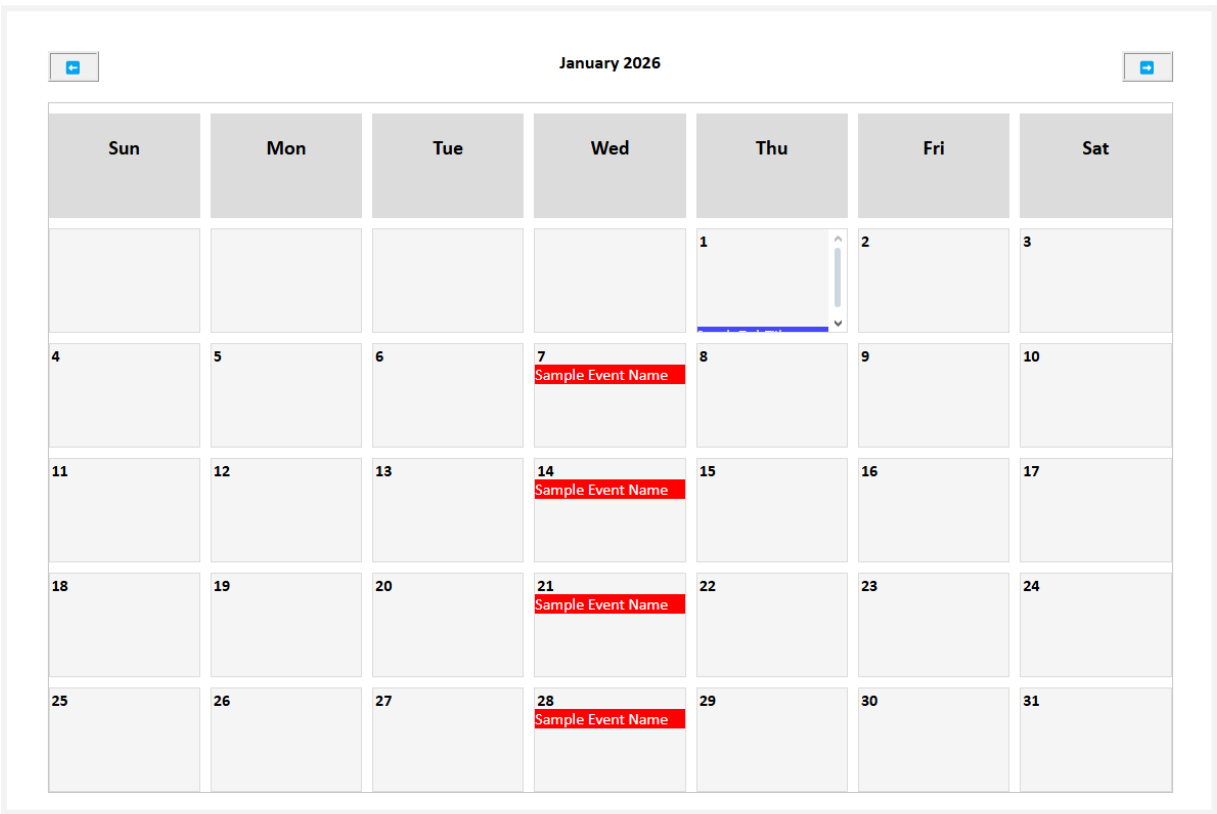


User Guide: Event Horizon Calendar

Calendar Viewport

The calendar viewport is where you can see your events and tasks. The calendar has several features that all help to allow you to manage your schedule effectively. The viewport is built with adaptability in mind allowing for viewing individual days, weeks, months, and even adjusting what day weeks start on by 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 each time during that 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.
- **Week Start Select:** The dropdown menu at the bottom of the viewport allows you to select which day the week starts on in the Month and Week views allowing the calendar to cater much more to your personal schedule.
- **Day Jump Select:** The calendar select menu at the bottom right edge of the viewport allows you to quickly and easily jump to any date you want saving you the time of having to use the navigation arrows.



January 2026

Sun 28

Mon 29

Tue 30

Wed 31

Sample Event Name

Thu 1

Sample Task Title

Fri 2

Sat 3

January 2026

Thu, 1

12 AM

Sample Task Title

1 AM

2 AM

3 AM

4 AM

5 AM

6 AM

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

11 PM

Task Prioritizer

Month

Week

Day

Tuesday


Save

2025-03-27

Go

Events and Tasks

The Events and Tasks viewport allows you to at a glance see all your tasks, events and the locations they are all at. The viewport also features buttons to remove activities, modify existing activities, and view the more specific details about individual activities. The viewport is always locked to a fixed position on your screen meaning that you can quickly make changes to your events/tasks while viewing them in the calendar viewport.

- **Add Event/Task Buttons:** These two buttons are going to be your most used ones, they allow you to actually add events and tasks, each type of activity has its own requirements which are expanded on below.
- **Search Bar:** The search bar allows you to quickly search through your activities by both title and location allowing you to find and pinpoint certain activities.
- **Activity Buttons:** These three buttons can be found next to each and every activity and each have a very important purpose.
 - **Delete Button** (




Events & Tasks


Add Event

Add Task




Search...

Events:



Sample Event Name —  Sample Event Location

Tasks:



Sample Task Title

Sample Event Name

Description: Sample Event Description

Location: Sample Event Location

Start: 1/1/2025, 12:00:00 AM

End: 1/1/2025, 12:00:00 PM

Priority: Medium

Sample Task Title

Description: Sample Task Notes

Deadline: 1/1/2026, 12:00:00 AM

Priority: Medium

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, keep in mind that this will be the way you can search for specific tasks.

Ex: Group Science Project
2. **Description** (Optional):
A brief description of the task, the description is only shown when you inspect the task so put more important details in the title.

Ex: I have to complete the final part of the project which includes a conclusion essay

3. **Deadline** (Required):

The date and time by which the task must be completed, this will be shown on the calendar itself which may vary depending on which view you currently have.

Ex: 07/16/2025

4. **Priority** (Required):

Defines the priority level of the task, helping the system to organize tasks by both deadline and importance. This allows you to keep track of more time sensitive tasks.

Ex: My science project is due in two days and set to high priority so the system will put the project on the top of the priority list.

5. **Color** (Required):

The color that represents the task, used across all viewing modes.

Ex: Group Science Project

Loading From A File:

You are able to load either a task or an event with the data from a text, docx, or pdf file, this system will automatically grab some of the most important words in the text file and use them to autofill certain fields such as the corresponding dates, title, and description. This system is not perfect but can assist in quickly loading the basics of an activity which can then be further refined and polished.

Add Event

Title:

Notes:

Start Time:

End Time:

Location:

Priority:

Repeat:

Colour:

Upload File:
 No file chosen

Add Task

Title:

Notes:

Deadline:

Priority:

Colour:

Upload File:
 No file chosen