DayDial

User Guide

Contents

License

Introduction

Welcome to Release 1 of the ***DayDial*** *User Guide*.

This user guide includes the information you need to work with **DayDial** effectively. It contains detailed information about the following:

- Overview and reference information,
- How to navigate the **DayDial** user interface,
- How to use time boxing to present data on a **Calendar** with multiple **columns** and a corresponding **Clock Chart** with **rings**,
- How to save and load your data,
- How to manage problems arising from uncommon use cases.

In summary, this user guide provides detailed instructions on how to effectively use **DayDial**. Whether you're a new or experienced user, this guide will help you achieve optimal results.

Overview of DayDial

DayDial is a web application that implements *time boxing*– a time management concept that involves allocating a fixed amount of time to a specific activity without distractions or interruptions. **DayDial** makes it possible to present and arrange your activities in two distinct but parallel ways. The first one is a **Calendar** with multiple **Columns** for **event blocks**. The other one, which is the feature making **DayDial** unique, is the **Clock Chart**: a clock face with **rings** containing **arches** corresponding to the **Calendar columns** with **event blocks**. **DayDial** is designed to help you manage your time more effectively by providing a visual representation of your schedule and tasks.

DayDial is highly responsive to users, supporting a wide range of functionalities in a compact interface. With **DayDial**, you can easily plan out your day and allocate specific blocks of time to complete your tasks.

The **Calendar** component allows you to see your schedule at a glance, with each **column** representing a different category of tasks, overlapping activities, or different versions of your day. You can customize the number of **columns** and **rings** to fit your needs and easily move tasks into the appropriate **column**.

The **Clock Chart** provides a unique way to visualize your time usage, with each **ring** representing a set of **event blocks** from the corresponding **Calendar column**. You can quickly see how much time you have allocated to each task and adjust as needed.

You can save a configuration of the **Calendar** and the **Clock Chart** that you use frequently to your browser’s local storage or as files to your device. This way, you can save time by starting with a template of activities you repeat daily, and complement them with unique tasks that you plan for a given day.

DayDial gives you options to customize your single-day time boxing experience in a variety of ways to make it work for you. Whether you prefer to plan activities as shorter or longer, repetitive or one-off events, you can use **DayDial** to suit your individual needs and preferences. With the flexibility to adapt to the rhythm and pace of your day, **DayDial** can help you optimize your time management and achieve your goals.

About This User Guide

This guide is the primary source of information for end users about the **DayDial** web application. It contains overviews as well as task and reference information. This guide includes the following chapters:

- Chapter 1, “Getting Started,” introduces you to basic prerequisites for using **DayDial**.
- Chapter 2, “User Interface,” introduces you to the **DayDial** user interface and teaches you the functions of interface elements grouped into four panes: **Blocks Editor**, **Calendar**, **Clock Chart**, and **Save/Load**.

- Chapter 3, “Blocks Editor,” discusses features that enable you to create, delete, and modify **event blocks** displayed on the calendar and visualized on the **Clock Chart** to implement time boxing.
- Chapter 4, ”Calendar,” discusses how you can add and delete **columns**, modify **event blocks**, and move them across timeframes and **columns**.
- Chapter 5, “Clock Chart,” tells you how to use the **Clock Chart** to visualize your **event blocks** as **arches**. You learn about the different display settings, and how to customize them to your needs.
- Chapter 6, “Save/Load,” discusses how to save and load your **event blocks** in your browser’s local storage or as files you can save on your device.

There may be additional material that was not available when this user guide was published. To learn if there is a documentation update for this project, see the GitHub repository at https://daydial.github.io .

Chapter 1

Getting Started

This chapter informs you about the prerequisites that you need to have in place before you start using **DayDial**. Specifically, this chapter teaches you how to:

- choose a supported browser to run **DayDial** on,
- access **DayDial** in your browser of choice.

Follow these prerequisites to ensure you have a supported browser to use all functionalities of **DayDial**. This will help you make the most out of **DayDial's** features and ensure that you have a positive experience.

Make sure your browser has JavaScript support. Keep your browser updated to make sure all features of **DayDial** run correctly.

To have an optimal experience with **DayDial**, avoid accessing it on Internet Explorer, Safari, and stock Android mobile browsers.

To access **DayDial**:

- open your browser,
- go to https://daydial.github.io.

Note: If you plan to use **DayDial** frequently, add it to your browser's bookmarks.

Note: You can also host **DayDial** locally without internet access. See Appendix B for details.

Chapter 2

DayDial User Interface

Topics:

This chapter introduces you to the **DayDial** user interface and teaches you a few functions you need to start working with **DayDial**. The interface is divided into four panes, as in Figure 2 – 1:

1. **Blocks Editor**,
2. **Calendar**,
3. **Clock Chart**,
4. **Save/Load**.

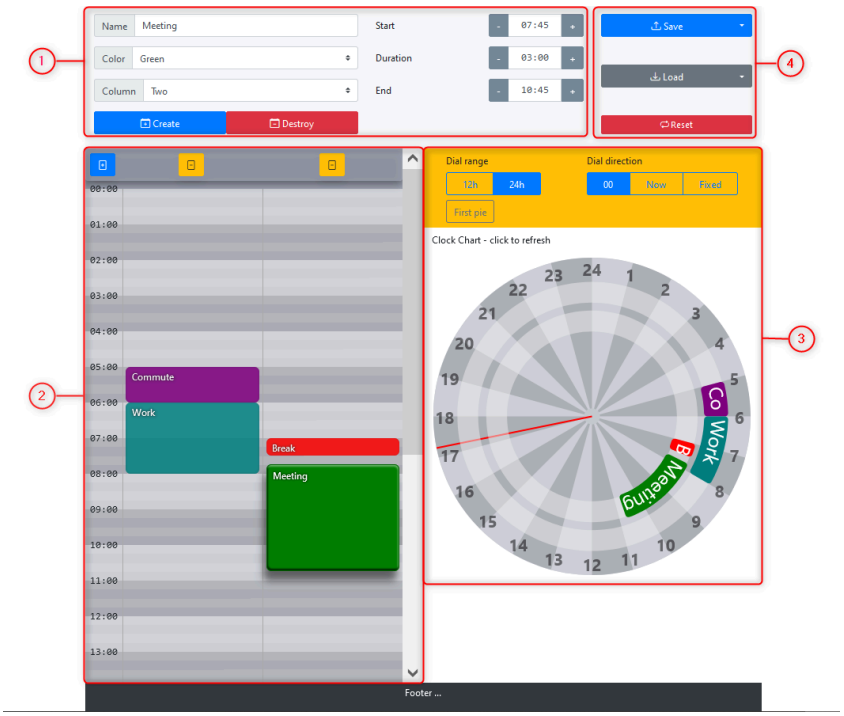

Figure 1: Figure 2 – 1

Note: Each settings pane is collapsible. Click any pane's name to collapse it, then click it again to expand it.

Blocks Editor

The **Blocks Editor** pane contains fields you can use to create, delete, and modify **event blocks**, as in Figure 2 – 2:

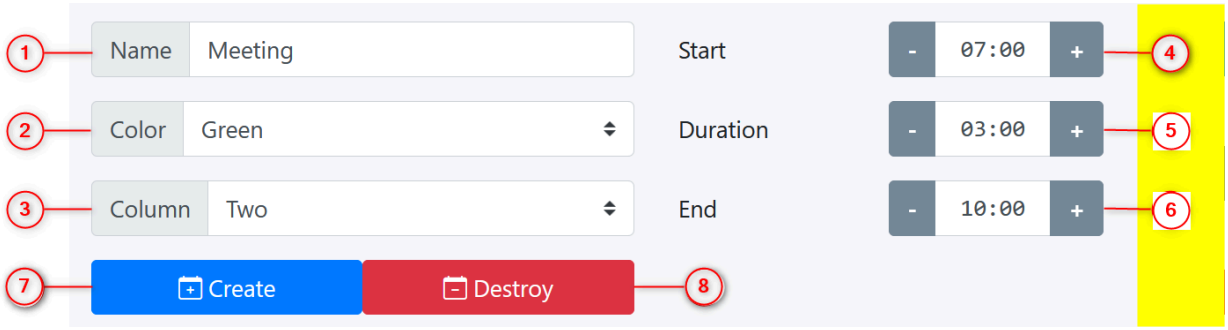

Figure 2: Figure 2 – 2

1. **Name**—create or edit the name of an **event block**.
2. **Color**—choose a color for an **event block** from the dropdown list.
3. **Column**—pick a **column** from one to five where you want an **event block** to appear or move to.
4. **Start**—choose the start time of an **event block** using **minus** and **plus**.

   Note: Time fields use 15-minute intervals.
5. **Duration**—choose the length of an **event block** using **minus** and **plus**.
6. **End**—choose the end time of an **event block** using **minus** and **plus**.
7. **Create**—create an **event block** based on the data in fields 1 – 6.
8. **Destroy**—delete the **active event block**.

   Note: Destroy is only available if you select an **active event block**.

Calendar

The **Calendar** pane contains **event blocks** arranged in 2 – 5 **columns**, as in Figure 2 – 3:

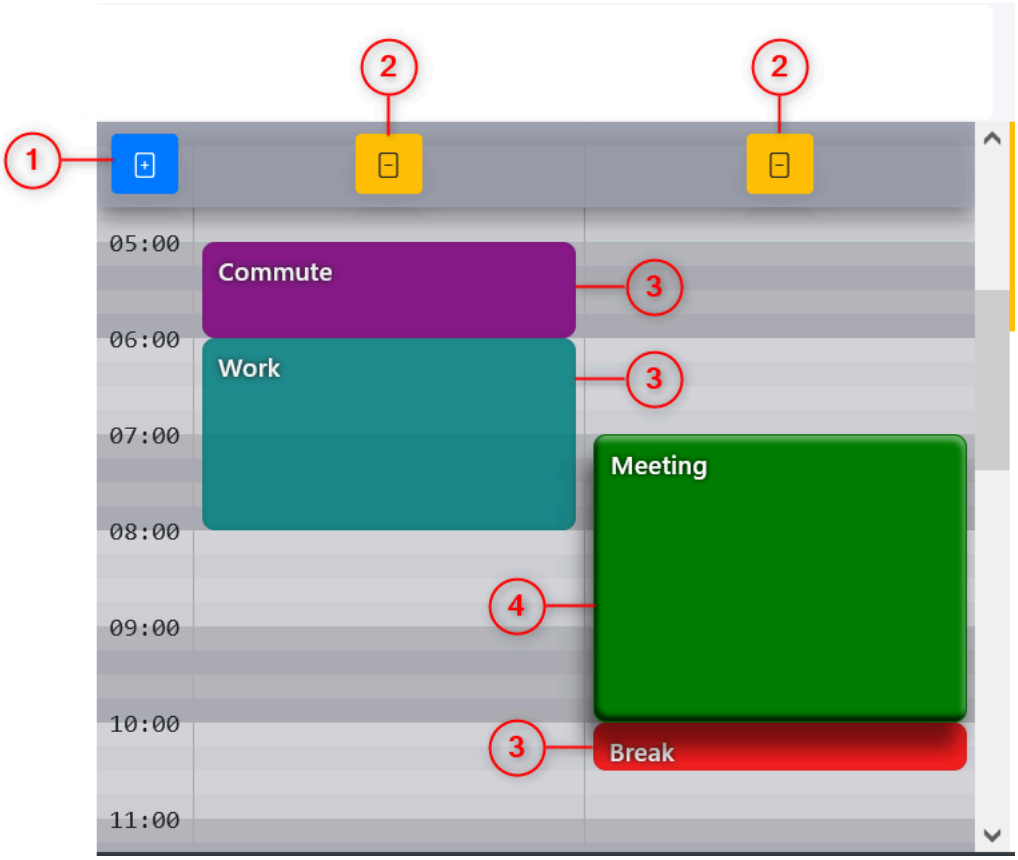

Figure 3: Figure 2 – 3

1. **Delete column**—delete the **column**. The number of **columns** must be between 2 and 5.
2. **inactive event block**—a **Calendar** pane container representing a designated period of time set aside for an event or activity.

   Note: If the name of an **event block** is too long to display in the **Calendar** in its full form, you can hover over the **event block** to see its full name in a tooltip.

   Hover over an **event block** to see its full name in a tooltip.
3. **active event block**—a currently clicked **Calendar** pane container representing a designated period of time set aside for an event or activity.

   Note: **Active event blocks** have a characteristic border and a shadow that set it apart from **inactive event blocks**. Click an **inactive event blocks** to make it active. You can move and resize **active event blocks** directly in the **Calendar** pane.
4. **Hour indicator**—a red line indicating the current time (except for the **Fixed Dial direction** in **Chart view**, in which the **Hour indicator** shows the chosen hour).
5. **Calendar/Chart divider**—a dividing tab between the **Calendar** and the **Clock Chart**, which allows modifying their size relative to one another.
6. **Add column**—add a **column** to the right of the last **column**.

Clock Chart

The **Clock Chart** pane contains:

- the **Clock Chart** with **arches** on **rings** corresponding to **event blocks** in **columns** in the **Calendar** pane, and
- settings to modify its view (these settings do not modify **event block** data in any way).

See Figure 2 – 4:

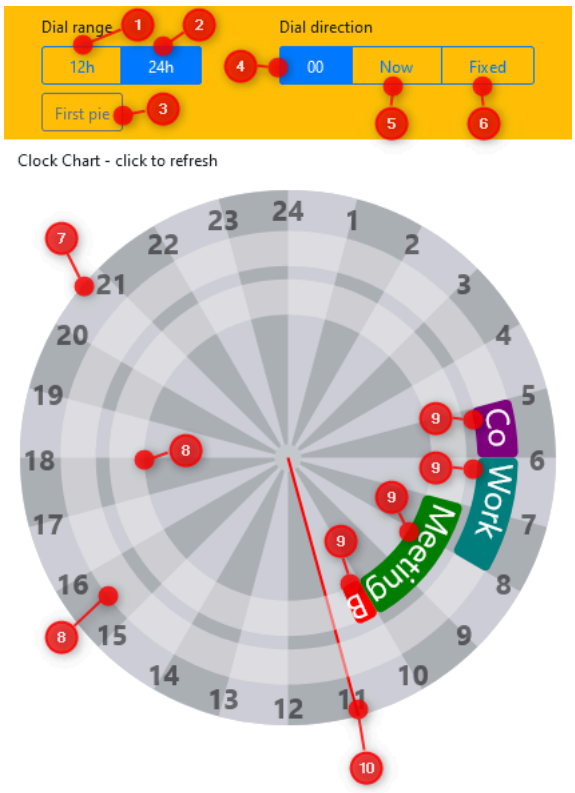

Figure 4: Figure 2 – 4

1. **12h**/**24h**—toggle between **12h** and **24h Chart view**.
2. **Base ring**—visually modifies **arches** from the first **ring** to indicate them as context for **arches** in other **rings**. See a usage example in Appendix A.
3. **00**—toggle the **Chart view** to show 24 (in **12h Dial range** if 00:00 is in range; always in **24h Dial range**) or 12 (in **12h Dial range** if 12:00 is in range) at the top of the chart. The **hour hand** shows the current time.

   Note: The **hour hand** pulls the current time from your system settings and refreshes every minute (except for the **Fixed Dial direction**).
4. **Width**—toggle the **Chart view** to fit the entire width of the **Clock Chart**. The height is not limited and can be scrolled up and down.
5. **Fit**—toggle the **Chart view** to show the **Cock Chart** as large as possible in the available space, limited by either width or height, depending on which of the dimensions is smaller.
6. **Full**—toggle the **Chart view** to expand the **Clock Chart** to all available space within the browser tab. All other elements of the interface are obscured by the **Clock Chart**.
7. **Now**—toggle the **Chart view** to show the current time at the top of the **Clock Chart**. The **Clock Chart** position updates every minute and the **hour hand** stays at the top of the **Clock Chart**.
8. **Fixed**—toggle the **Chart view** to show any whole hour of your choice at the top of the **Clock Chart**. The **Clock Chart** and **hour hand** positions are stationary. When you toggle the **Fixed Dial direction**, you can use the **plus** and **minus** in the time field that appears to set the desired hour.
9. **Clock Chart**—the **Clock Chart** visualises the **columns** and **event blocks** in the **Calendar** on corresponding **rings** and **arches**. The numbers on the edge of the **Clock Chart** represent hours of the day:
   - from 1 to 24 in the **24h Dial range**,
   - from 6 hours before to 6 hours after, rounded to the whole hour closest to the 6-hour cutoff in the **12h Dial range**,
   - or from 6 hours before to 6 hours after the whole hour nearest to the fixed time you chose in the **12h Dial range**,

depending on the settings you selected (see Appendix A for details).

10. **Ring**—**Rings** visualize corresponding **columns** in the **Calendar** and contain **arches** corresponding to **event blocks** in the **Calendar**.

    Note: The **Clock Chart** can fit up to 5 **rings**. The **rings** are arranged from the outside to the inside of the **Clock Chart** (the first **column** corresponds to the outermost **ring**). Empty **columns** are not shown as **rings** on the **Clock Chart**. The width of the **rings** depends on their number: the less **rings** appear on the **Clock Chart**, the wider they are.

11. **arch**—**arches** represent **event blocks** in the **Calendar** on the **Clock Chart**.

    Note: The names of **event blocks** are left-aligned and trimmed to the size of the **arch**. Hover over the **arch** with trimmed name to view its full name. Click on the **arch** to make it the **active event block** in the **Blocks Editor** pane.

12. **hour hand**—the **hour hand** shows the current hour (except for the **Fixed Dial direction**, in which the **hour hand** shows the chosen hour). The lighter gradient of the **Clock Chart** on one side of the **hour hand** indicates the beginning of the **Clock Chart** and gradually gets darker darker towards the end.

Save/Load

The **Save/Load** pane contains buttons that let you manage your data, as in Figure 2 – 5:

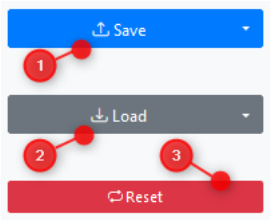

Figure 5: Figure 2 – 5

1. **Save**—save your **column** and **event block** data in your browser's local storage.
2. **Save as**—save your **column** and **event block** data as a file on your device.
3. **Load**—load **column** and **event block** data.
4. **Load as**—load **column** and **event block** data from a file on your device.
5. **Reset**—return **DayDial** to its initial state.
6. **Destroy blocks**—delete all **event blocks**.

Chapter 3

Blocks Editor

Topics:

This chapter informs you about the practical usage of the functionalities available in the **Blocks Editor** pane. You learn how to:

- add customized **event blocks** to the **Calendar**,
- delete **event blocks** from the **Calendar**,
- modify existing **event blocks** in the **Blocks Editor** pane.

Adding Event Blocks

To add a new **event block** to the **Calendar**:

1. Click anywhere on the **Calendar** to ensure no **event block** is the **active event block**.
2. Click the existing name in the **Name** field and type the desired name of your activity.
3. Click the **Color** field drop-down to pick one of the available colors.
4. Click the **Column** field drop-down to pick an existing **Calendar column**.
5. Set the desired start time in the **Start time** field by clicking the time field and picking a value from the list, or using **plus** and **minus**.

   Note: You can hold **plus** and **minus** in any time field to change the time in larger intervals faster.
6. Set the desired duration in the **Duration** time field using **plus** and **minus**, or set the end time in the **End time** field by clicking the time field and picking a value from the list, or using **plus** and **minus**.
7. Click **Create**.

The newly created **event block** appears on the **Calendar** as the **active event block**.

Deleting Event Blocks

To delete an existing **event block** from the **Calendar**:

1. Click the **event block** you want to delete on the **Calendar**.
2. Click **Destroy** in the **Blocks Editor**.

The **event block** is deleted from the **Calendar**.

Modifying Event Blocks (Blocks Editor Pane)

To modify an existing **event block** in the **Blocks Editor** pane:

1. Click the **event block** you want to modify on the **Calendar**.
2. Use the **Name** field, **Color** and **Column** drop-downs, or **Start/End** and **Duration** time fields to change the desired properties of the **event block**.
3. To ensure the **event block** becomes inactive, click anywhere else on the **Calendar** when you finish editing properties of the **event block**.

   Note: A frame around the **Blocks Editor** pane indicates that an **event block** is active.

Note: You can also modify time-related properties in the **Calendar** pane. See “Modifying Event Blocks (Calendar Pane)“ for more information.

Chapter 4

Calendar

Topics:

This chapter introduces you to the functionalities availiable in the **Calendar** pane. Specifically, this chapter teaches you how to:

- add and delete **Calendar columns**,
- modifying **event blocks** in the **Calendar** pane.

Adding and Deleting Calendar Columns

To add a **Calendar column**, click Add **column** in the upper right corner.

Add **column** is not available if you have 5 **columns**.

To delete a **Calendar column**:

1. Click **Delete column** in the upper row above the **column** you want to delete.
2. In the dialog box that appears, choose **OK** to confirm deleting the **column** with all the **event blocks** in it.

   The dialog box only appears if there are **event blocks** in the deleted **column**.

The **column** is deleted from the **Calendar**.

Deleting a **column** also deletes all **event blocks** in that **column**. Use one of the save options in the **Save/Load** pane to back up **columns** and their **event blocks** and restore them in case you unintentionally delete **columns**.

Modifying Event Blocks (Calendar Pane)

Some properties of **event blocks** can be modified directly in the **Calendar** pane. To modify an existing **event block** in the **Calendar** pane:

- Click and drag an **event block** to move it to a different time slot and between **columns**.

  Note: If you drag an **event block** over an **inactive event block**, the **inactive event block** will change its start and end times to take up a time slot directly above or below the **active event block**. To undo the temporary changes to the **inactive event block's** position before you release the left mouse button, move the **active event block** away from the **inactive event block**.
- Hover over the lower edge of an **event block**. Click and drag the edge to change the duration of the **event block**.

Note: You can modify more **event block** properties in the **Blocks Editor** pane. See "Modifying Event Blocks (Blocks Editor Pane)" for more information.

Chapter 5

Save/Load

Topics:

This chapter informs you about the functionalities available in the **Save/Load** pane. You learn how to:

- save your **column** and **event block** data,
- load your **column** and **event block** data.
- delete locally stored **column** and **event block** data.

Managing Data in Local Storage

The **Save/Load** pane allows saving and loading your **column** and **event block** data directly in your browser.

To save **column** and **event block** data in your browser's local storage, click **Save**.

To load **column** and **event block** data from your browser's local storage:

1. Click **Load**.
2. In the dialog box that appears, choose **OK**.

Note: Loading **column** and **event block** data from your browser's local storage overrides the **event block** in the corresponding existing **columns** with **event block**. If the number of **columns** in the **Calendar** is greater than the number of **columns** in the saved data, the data in the extra **columns** is not changed.

To remove all **column** and **event block** data from your browser's local storage, click **Reset**.

CAUTION: Your browser settings or other software can remove your browser's local storage. To avoid accidentally losing your local storage data,save your data to a file on your device (see "Managing Data in JSON Files")

Managing Data in JSON Files

The **Save/Load** pane allows saving and loading your **column** and **event block** data locally on your device in files with .json extension.

Saving Data in Files

To save **column** and **event block** data locally in a file on your device:

1. Click **Save as**.
2. Navigate to the location where you want to save the file.
3. (Optional) Click on the default name in the **File name** field and type a new name.
4. Click **Save**.

Loading Data from Files

To load **column** and **event block** data from a file:

1. Click **Load as**.
2. In the dialog box that appears, choose **OK**.
3. Navigate to the location where you saved your file.
4. Click the file.
5. Click **Open**.

Note: Loading **column** and **event block** data from a file overrides the **event blocks** in the corresponding existing **columns** with **event blocks**. If the number of **columns** in the **Calendar** is greater than the number of **columns** in the saved data, the data in the extra **columns** is not changed.

CAUTION: Do not attempt to edit or modify the saved file in any way. Doing so risks corrupting the data and making the file unuseable.

Chapter 6

Troubleshooting

This chapter provides you with a list of potential problems you may encounter while using **DayDial**. This section is designed to help you diagnose and solve these problems, with instructions to guide you through the troubleshooting process (See Table 5 – 1).

Table 1: Table 5 – 1

Problem	Possible reason	Solution
An event block moves back to end time at 20:**00** when attempting to set the end time later than **00**:**00**	Event blocks have a cutoff at **00**:**00**.	Create two event blocks with the same name in the same **column**: one that starts at the chosen time before **00**:**00** and ends at **00**:**00** and another one that starts at **00**:**00** and ends before the start time of the next event block in that **column**.
An event block doesn't move when attempting to set the start time earlier than **00**:**00**	Event blocks have a cutoff at **00**:**00**.	Create two event blocks with the same name in the same **column**: one that starts at the chosen time before **00**:**00** and ends at **00**:**00** and another one that starts at **00**:**00** and ends before the start time of the next event block in that **column**.

Glossary

12h

A Dial range setting in which the Clock Chart shows 6 hours before and after the whole hour nearest to the fixed time you chose (in Fixed Dial direction), the present time (in Now Dial direction), or 00:00 (in 00 Dial direction).

24h

A Dial range setting in which the Clock Chart shows 24 hours.

00

A Chart view setting which shows 24 (in 12h Dial range if 00:00 is in range; always in 24h Dial range) or 12 (in 12h Dial range if 12:00 is in range) at the top of the Clock Chart. The hour hand shows the current time.

arch

A visual representation of an event block in the calendar on the Clock Chart.

Calendar

A pane that contains event blocks arranged in 2 – 5 columns.

Calendar/Chart divider

A divider between the Calendar and the Chart which allows you to change the proportion of their size relative to one another.

Chart view

A pane that contains settings to modify the size of the Clock Chart.

Clock Chart

A clock face with rings containing arches corresponding to calendar columns with event blocks.

column

A container for event blocks in the Calendar pane.

DayDial

A web application that implements time boxing with the use of a calendar with multiple columns for event blocks, and a Clock Chart with rings for arches corresponding to the calendar columns with event blocks.

Dial direction

A toggle with 00, Now, and Fixed Chart view.

Dial range

A toggle with 12h, 24h, and Base ring settings.

Blocks Editor

A pane that contains fields you can use to create, delete, and modify event blocks.

event block

A Calendar pane container representing a designated period of time set aside for an event or activity.

File Management

A pane that contains buttons and dropdowns that let you manage your data.

Now

A Chart view setting which shows the current time at the top of the Clock Chart. The Clock Chart position updates every minute and the hour hand stays at the top of the Clock Chart.

ring

Rings visualize corresponding columns in the calendar and contain arches corresponding to event blocks in the calendar.

time boxing

A time management concept that involves allocating a fixed amount of time to a specific activity without distractions or interruptions.

Appendix A

Chart View

This chapter contains reference information about selected functionalities of the **Clock Chart**. You will learn about:

- the **12h Dial range** visualization of **arches**,
- an example of using the **Base ring** toggle.

12h Dial Range Arches Cutoff

The **12h Dial range** is an option available to users who want to limit the visualized **Clock Chart** to only **12h**, as opposed to the full **24h**, **Dial range** corresponding to the **Calendar**. This feature makes the **Clock Chart** look more like a traditional clock face. The dial in **12h Dial range** shows 6 hours after the whole hour nearest to the fixed time you chose (in **Fixed Dial direction**), or the present time (in now **Dial direction**). To acommodate for less space on the dial, **arches** do not have the same start or end times as in the **Calendar** in cases where the start time of the **arch** is before the 6-hour cutoff before the time indicated by the **hour hand**, or where the end time of the **arch** is after the 6-hour cutoff after the time indicated by the **hour hand**. The cutoff is visible as the point of transition between darker and brighter gradients fading out.

For example, the *Meeting* **event block** in Figure A – 1 spans from 1:45 to 4:45. The fixed time is set to 8:45. The cutoff is set to 3:00. The *Meeting* **arch** spans from the cutoff (3:00) to 4:45.

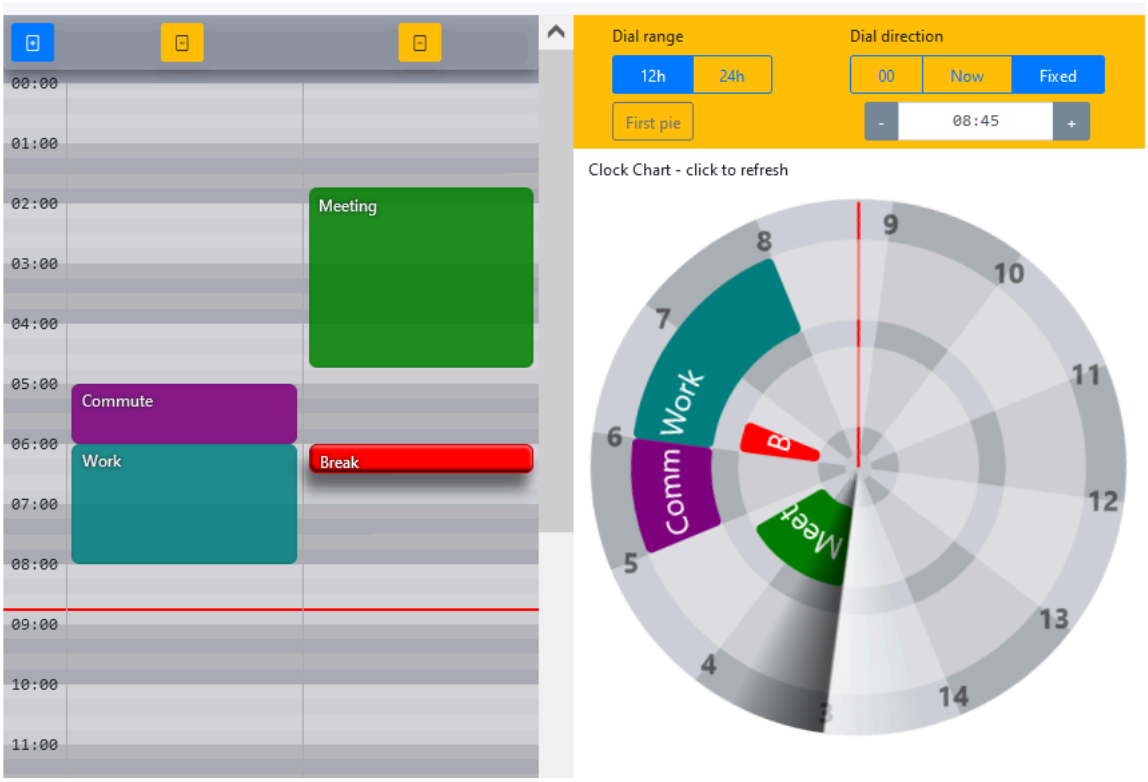

Figure 6: Figure A – 1

In the **12h Dial range**, if the **event blocks** in the **Calendar** are outside of the 6-hour range from the current time (in **00** and **Now Dial direction**s) or the set time (in **Fixed Dial direction**), the **Clock Chart** will not display any **rings** or **arches**.

Base Ring Usage Example

The **Base ring** toggle mode visually modifies **arches** from the first **ring** to indicate them as context for **arches** in other **rings**. A possible usage scenario example is presented below (Figure A – 2).

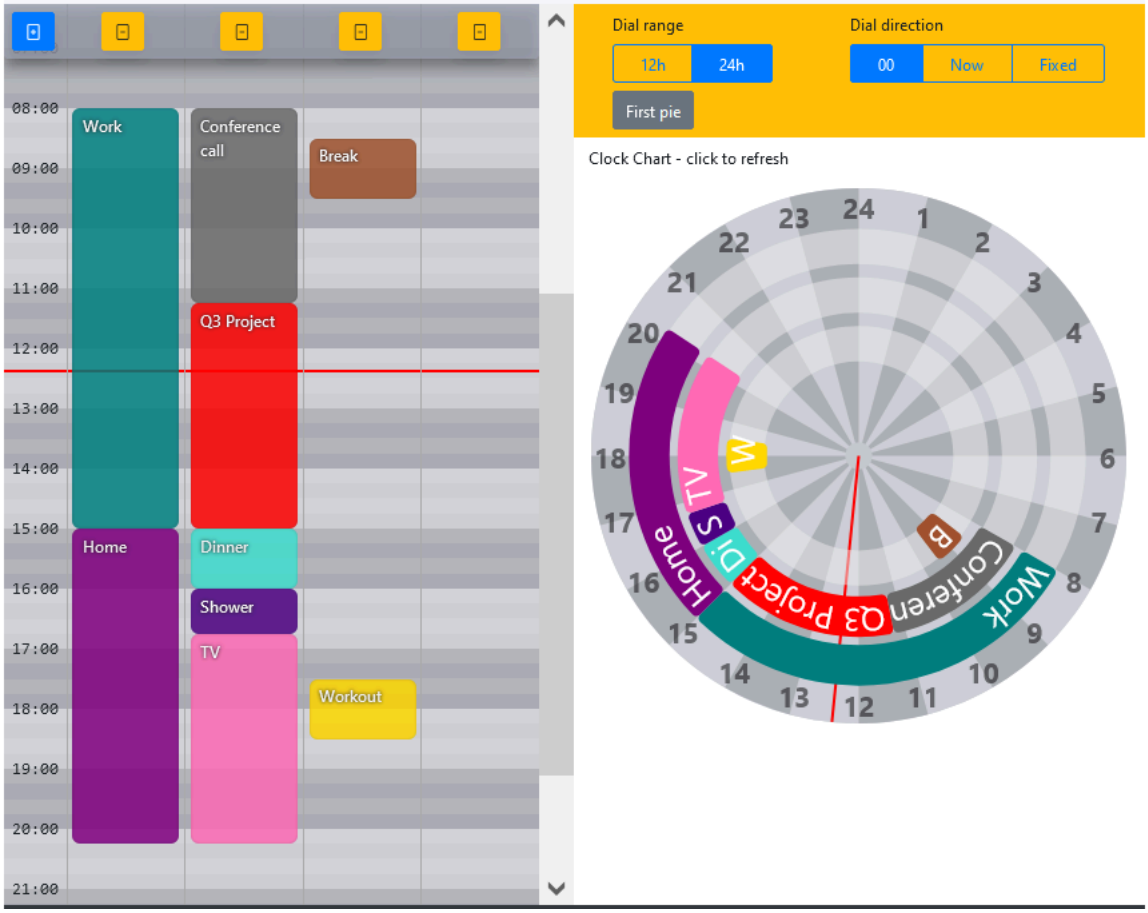

Figure 7: Figure A – 2

For example, you want to visually divide your day between being at work and being at home. You create **event blocks** in the first **column** called *Work* and *Home* spanning several hours. You add multiple **event blocks** in other **columns** in time slots fitting into the time slots of the **event blocks** in the first **column**. You click **Base ring** to visually distinguish the first **ring** as the overarching frame of your activities.

Other Tips and Usage Examples

You can add empty **columns** in the **Calendar** between **columns** with **event blocks** to have more space between **rings** on the **Clock Chart**.

Apart from the **Chart view** pane, you can also use the divider between the **Calendar** and the **Clock Chart** to make the **Clock Chart** larger or smaller depending on your preferences.

Appendix B

This chapter informs users about using **DayDial** offline. Specifically, this chapter teaches you how to:

- download the GitHub repository that contains **DayDial's** code,
- host **DayDial** locally in your browser.

Follow these instructions to ensure you have the latest version of the code available on your device. This will help you make the most out of **DayDial**'s features and ensure that you have a positive experience even without access to the internet.

Downloading the DayDial GitHub Repository

1. In a web browser of your choice, go to the **DayDial** GitHub repository website: https://daydial.github.io.
2. On the repository page, click the green **Code** button located on the right-hand side of the page above the list of files, as in Figure B – 1.

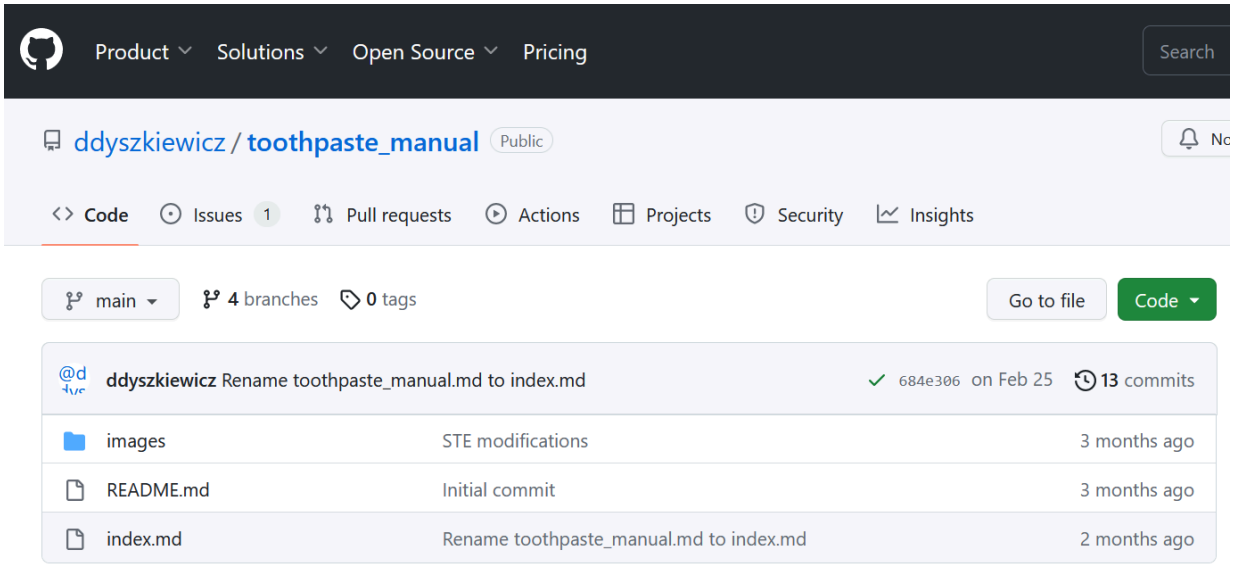

Figure 8: Figure B – 1

3. Select **Download ZIP** from the dropdown menu, as in Figure B – 2.

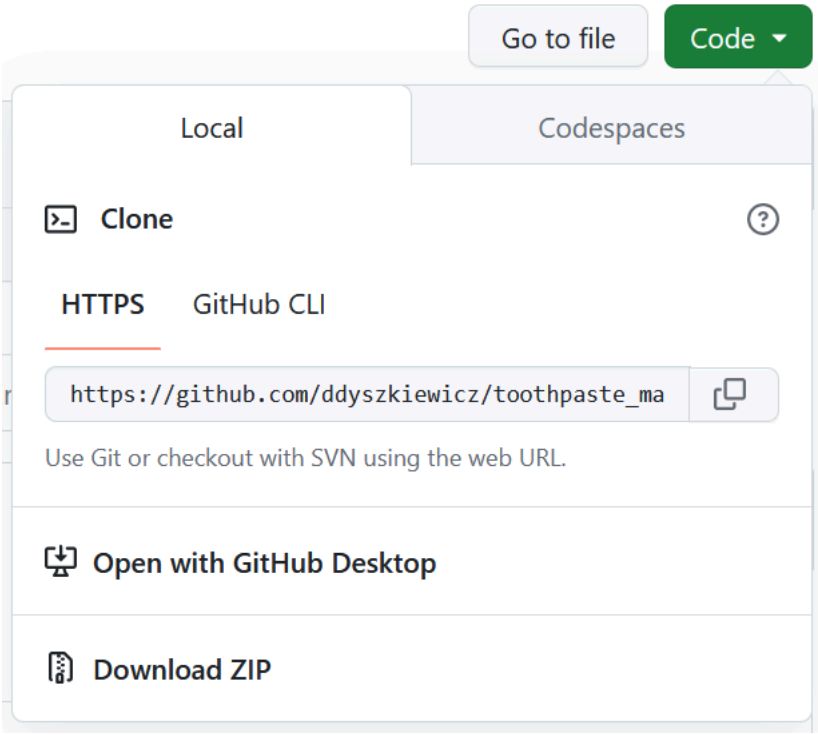

Figure 9: Figure B – 2

4. Once the download is complete, locate the downloaded ZIP file on your device and extract its contents (extract the file by right-clicking it and selecting **Extract All**).

You now have a local copy of the **DayDial** GitHub repository on your device.

DayDial Local Hosting

To use **DayDial**, you need to locally host an instance of the web application in an internet browser:

1. Navigate to the folder where you extracted the **DayDial** repository files on your device.
2. Double click the *index.html* file.

DayDial opens in your default browser.

Note: Your chosen browser has to support JavaScript to correctly display **DayDial**.

Production Notes

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