Praca zaliczeniowa - szablon projektu

Persona

Persona name: Beatriz Costa

Persona role: Freelance graphic designer

Job description: Designs logos, posters, and other graphical content for various clients

Company

Company name	self-employed
Company size	1
Industry	graphic design

Demographic information

Age	32
Gender	Woman
Income	€1200 per month
Education level	B.A. in graphic design
Residential environment	urban

Personal quote
I like to stay organized. I make several versions of my daily schedule to account for unpredictable circumstances throughout the day. Then I like to make a version that describes what actually happens.
Biography
Beatriz Costa is a 32-year-old female freelance graphic designer from Portugal who discovered her love for graphic design in her teenage years. After graduating with a degree in Graphic Design, she started working at a design agency, but soon realized that she wanted more creative freedom. This realization led her to become a freelance graphic designer. She is a single mom whose daily schedule contains some tasks that are repeated every weekday (like taking her son to school on weekdays), some repeated every weekend (seeing her son off to her divorced husband who shares custody), and others that are hard to predict (communicating with potential clients and working commissions at different times of the day).

Professional goals	**Motivators**

• Expanding her business and increasing their client base to achieve financial stability and success. • Organizing her time to better communicate her availability to clients. • Building a strong portfolio of work that showcases their skills and expertise in graphic design.	• Beatriz wants to advance her career while maintaining a healthy work-life balance • She wants better financial stability to be able to provide for her son • She wants to identify problem areas in organizing her day to improve her efficiency, gain more free time, and reduce anxiety about time-sensitive tasks
Challenges	**Sources of information**
• Beatriz has an irregular daily schedule with several unpredictable events • She needs to balance work and raising her son on a daily basis • She needs to be available for clients across different timezones	• Beatriz reads graphical design blogs • She browses github for free tools • She watches TV on weekends

Bibliography

Plan pracy

Front Page

License

Introduction

About This User Guide

Overview of DayDial

1. Chapter 1 Getting Started
   a. Downloading the DayDial GitHub Repository
   b. DayDial Local Hosting
2. Chapter 2 Interface [rethink the order, either left-right upper to lower OR order of importance; same for next chapter order]
   a. Editor (what each button does in separate subtopics, ?each button as a separate subtopic?)
   b. calendar
   c. [Base ring]
   d. chart
3. Chapter 3 Editor (the part where selected event block will have it's settings available to be changed by the user)
   a. adding event blocks
   b. deleting event blocks
   c. Modifying Event Blocks (Editor Pane)
4. Chapter 4 Calendar
   a. Adding and Deleting Calendar Columns
   b. Modifying Event Blocks (Calendar Pane)
5. Chapter 5 save, load, reset
   a. Managing Data in Local Storage
   b. Managing Data in JSON Files

Appendix A Chart settings [as one page with subheadings]12h view arched blocks cutoff; [Base ring] usage example

Appendix B Troubleshooting [1. the edge case of event crossing midnight split into 2 events; 2. clicking on column outside block after changing name of block does not change name; 3. jeli przeniesiemy z pierwszej kolumny eventy do drugiej I wywoame z zapisanego pliku to maj te same id, na drugim ringu nie maj podpisów]

Glossary

dokumentacja produktowa najczciej, user guide, instrukcja uytkownika, opis danego produktu; 3 typy: 1. opis, 2. instrukta, 3. cz referencyjna, pomoc w konfiguracji/instalacji;

podzia dokumentacji: cel, medium, odbiorca

cel: osignicie rezultatu, task-oriented, najpowszechniejszy w dok. Uytk. Kocowego, co uytkownik ma zrobi eby osign cel, przykady: canonical jak zainstalowa ubuntu desktop, proces rozpisany na wikse kroki i mniejsze procedury; dokum. Apple: may wycinek, samostanowicy artykul, ma sens nawet bez kontekstu (vs. Canonical potrzebny kontekst caej instrukcji; proces to zbiór procedur, procedura jest samodzielna); concept-oriented; korzyci uytkowania, pierwsze rozdz. podr. Uytkowników

itcqf notes p. 19-25

struktura jak ksika, czsto wspierana przez graficzne elementy, jeli krókti to moe by 1 rozdzia albo 1 obrazek, forma quick start guide, nie wszystkie elementy mog tam by; online nie ma raczej indeksów (jak manualny search, do drukowanych dokumentów);

1. book-like structure – chapters
2. table of content
3. images and diagrams
4. references
5. glossary
6. index

TYPOWA STRUKTURA KSIKI
(WG IBM STYLE GUIDE)
• Okadka przednia
• Strona tytuowa
• Spis treci
• Lista figur/tabel
• Informacje dot. bezpieczestwa i ochrony rodowiska
• Przedmowa
• Lista zmian
• Definicja symboli
• Tre gówna
• Zaczniki
• Informacje gwarancyjne
• Informacje prawne
• Glosariusz
• Bibliografia
• Indeks
• Formularz zwrotny
• Okadka tylna

Example	Link	Notes
iPhone User Guide	https://support.apple.com/guide/iphone/welcome/ios	spis treci, podzia na rozdziay, zaczniki na kocu, elementy graficzne, ostrzeenia, nota prawna, symbole, pojcia, dobry przykad do przejrzenia;
Oracle Applications User's Guide	https://docs.oracle.com/cd/A60725_05/pdf/oaug.pdf	bardzo dobra struktura dokumentu: krótki preface, sekcja about z podsumowaniem co jest w którym rozdziale, podrozdz assumptions (krótkie okrelenie poz zaawansu), glossary, index na kocu
How to write user guides	N/D	
ubuntu desktop guide	https://ubuntu.com/tutorials/install-ubuntu-desktop#1-overview	
oxygen XML author user guide	https://www.oxygenxml.com/doc/versions/25.0/ug-author/	
Philips smart TV user guide	https://www.download.p4c.philips.com/files/5/55pfl8007k_12/55pfl8007k_12_dfu_eng.pdf	oprócz hardware'u jest te software
Cisco Embedded Service 6300 Series Router Hardware Technical Guide	https://www.cisco.com/c/en/us/td/docs/routers/embedded/6300/hardware/tech-guide/b-cisco-embedded-service-6300-series-router-hardware-technical-guide/m-product-overview.html#con_103287	te hardware ale ciekawa struktura dokumentu

free style guides	https://learn.microsoft.com/en-us/style-guide/welcome/ https://developers.google.com/style/ https://support.apple.com/guide/applestyleguide/welcome/web https://atlassian.design/content	

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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.

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.

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. It tells you how to download the necessary project files from GitHub, and how to run a local instance of the application.
• Chapter 2, “User Interface,” introduces you to the DayDial user interface and
teaches you the functions of interface elements grouped into four panes: editor, calendar, chart, and [save, load, reset].
• Chapter 3, “Editor,” discusses features that enable you to create, delete, and modify event blocks [time boxing to implement] displayed on the calendar and visualized on the clock chart.
• Chapter 4, ”Calendar,” discusses how you can add and delete columns, modify event blocks, and move them across timeframes and columns.
• Chapter 5, “Chart,” tells you how to use the clock chart to visualize your event blocks as arched blocks. You learn about the display settings of flexfields, and how
to customize them to your needs.
• Chapter 6, “[save, load, reset],” discusses how to save and load your event blocks in your [browser’s local storage] or as JSON files you can save on your computer

There may be additional material that was not available when this users guide was published. To learn if there is a documentation update for this product, see the [GH repo] Github repository at [link].

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 within the allocated time frame without distractions or interruptions. The purpose of DayDial is to present and arrange your

activities on a calendar with multiple columns for event blocks and a corresponding clock chart with rings for arched 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 drag and drop 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 the event blocks you use frequently to your [browser's local storage] or to your computer as JSON files. This way, you can save time by starting with a template of activities you repeat daily, and complement them with the unique tasks that you plan for a given day.

DayDial gives you options to customize your 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.

Chapter 1

Getting Started

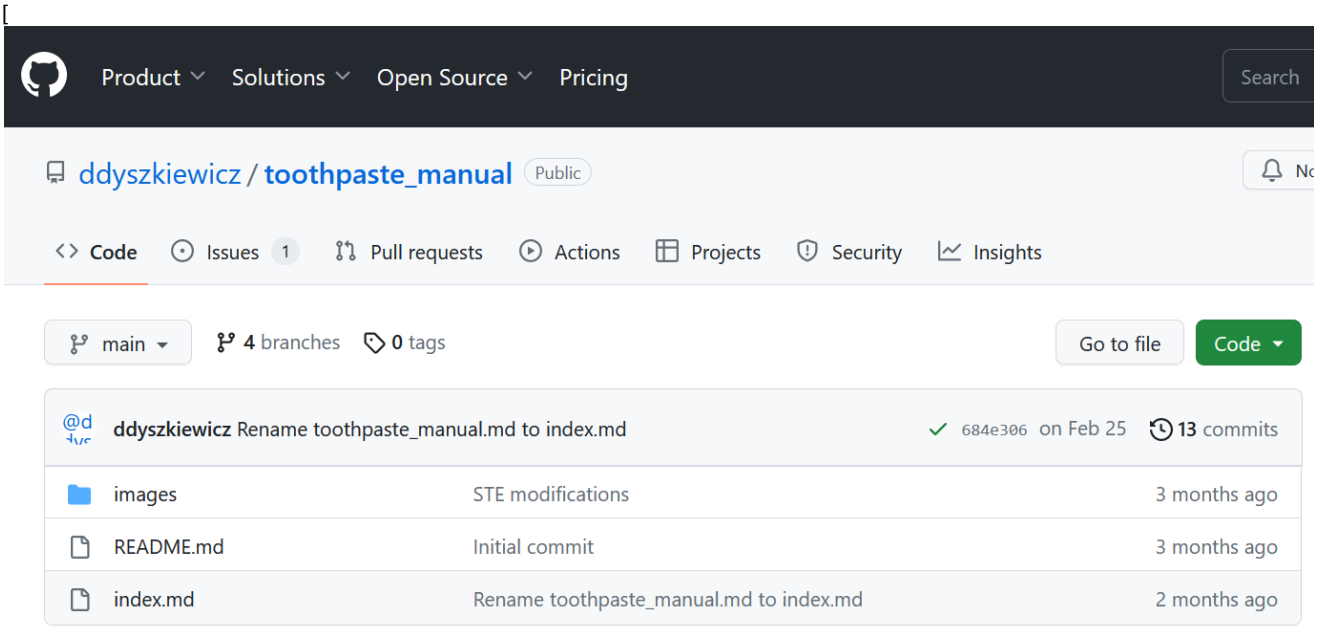
This chapter informs you about the prerequisites that you need to have in place before you start using DayDial. Specifically, this chapter teaches you how to:

- download the GitHub repository that contains DayDial's code,
- choose a supported browser to run DayDial on,
- host DayDial locally in your browser.

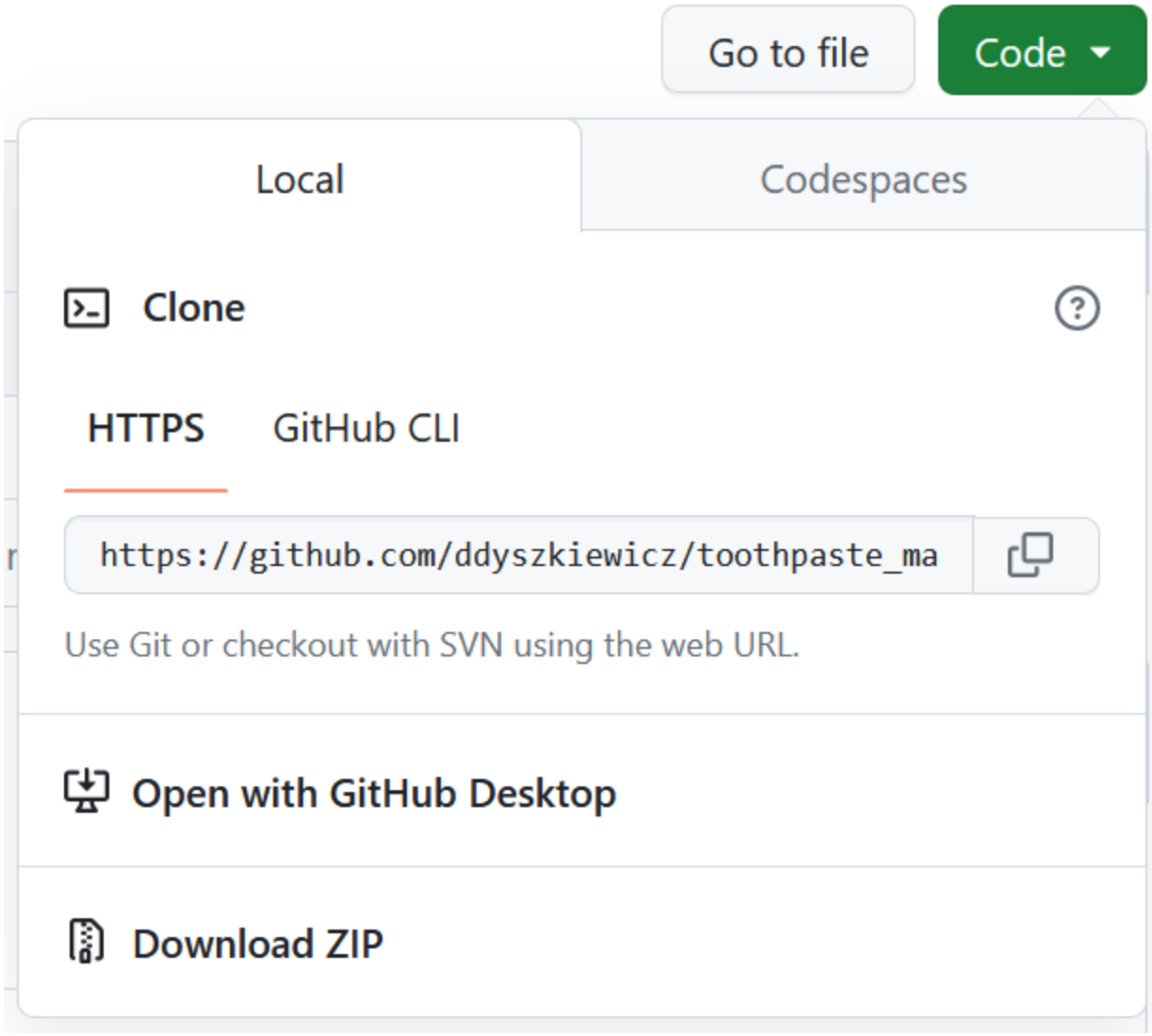
Follow these prerequisites to ensure you have the latest version of the code available on your local machine and a supported browser to host DayDial on. This will help you make the most out of DayDial's features and ensure that you have a positive experience.

Downloading the DayDial GitHub Repository

1. In a web browser of your choice, go to the DayDial GitHub repository website: [https://github.com/].
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 1 – 1.
   Figure 1 – 1
   [



   ]
3. Select "Download ZIP" from the dropdown menu, as in Figure 1 – 2.
   Figure 1 – 2
   [



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

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

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 computer.
2. Double click the “index.html“ file.

DayDial opens in your default browser.

Your chosen browser has to support modern JavaScript features to correctly display DayDial. The following versions of popular browsers are recommended for the best experience:

- Google Chrome 106 and later versions,
- Mozilla Firefox 106 and later versions,
- Apple Safari 15.6 and later versions,
- Microsoft Edge 12 and later versions (Microsoft Edge switched to Chromium-based engine from version 79 onwards, and all Chromium-based versions support JavaScript),
- Opera 92 and later versions.

If you're not sure which browser version you have, you can update the browser to the most recent version. We recommend Mozilla Firefox for the optimal experience.

DayDial is currently not optimized for mobile devices. Mobile support will be added in a future release.

Chapter 2

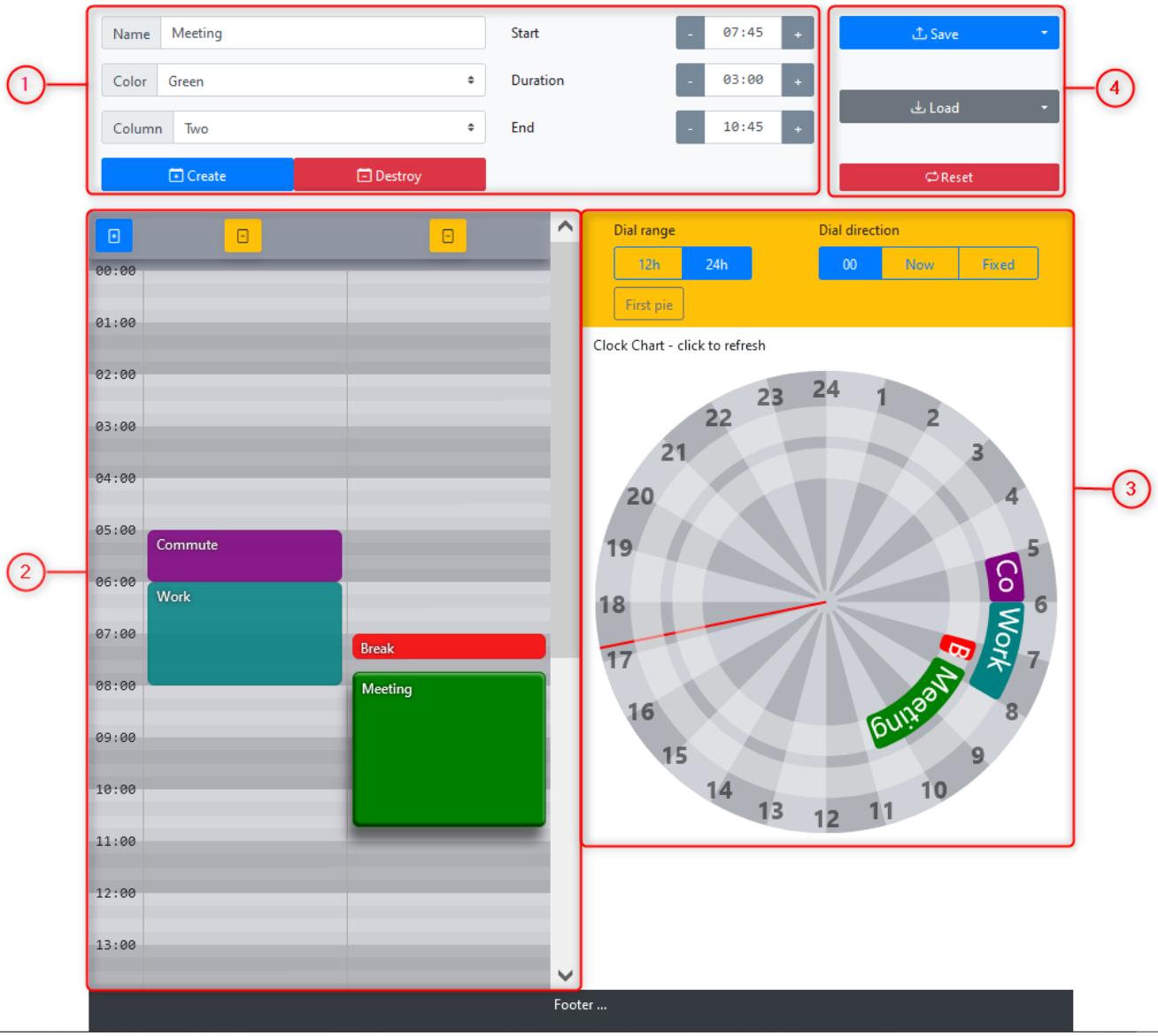
DayDial User Interface

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. Editor,
2. Calendar,
3. Chart,
4. [File Management].

Figure 2 – 1

[add red line on the calendar to the ss



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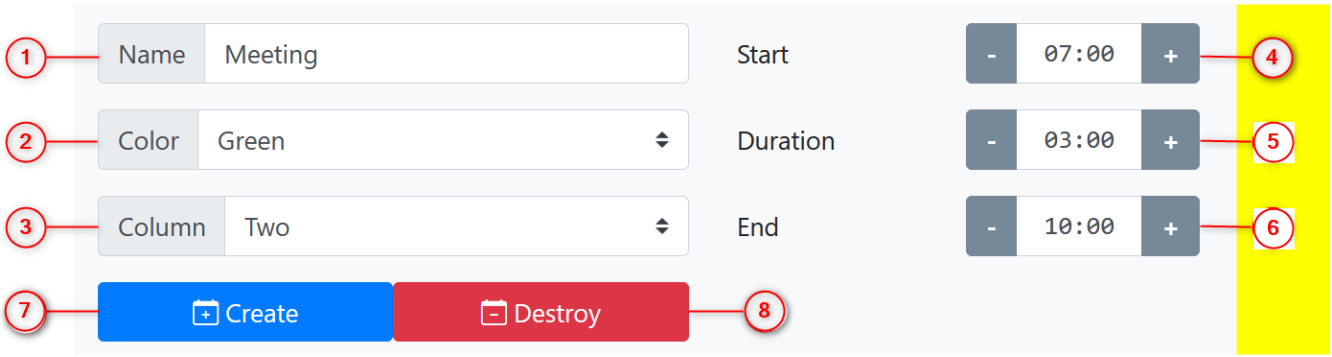
Editor

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

Figure 2 – 2

[



]

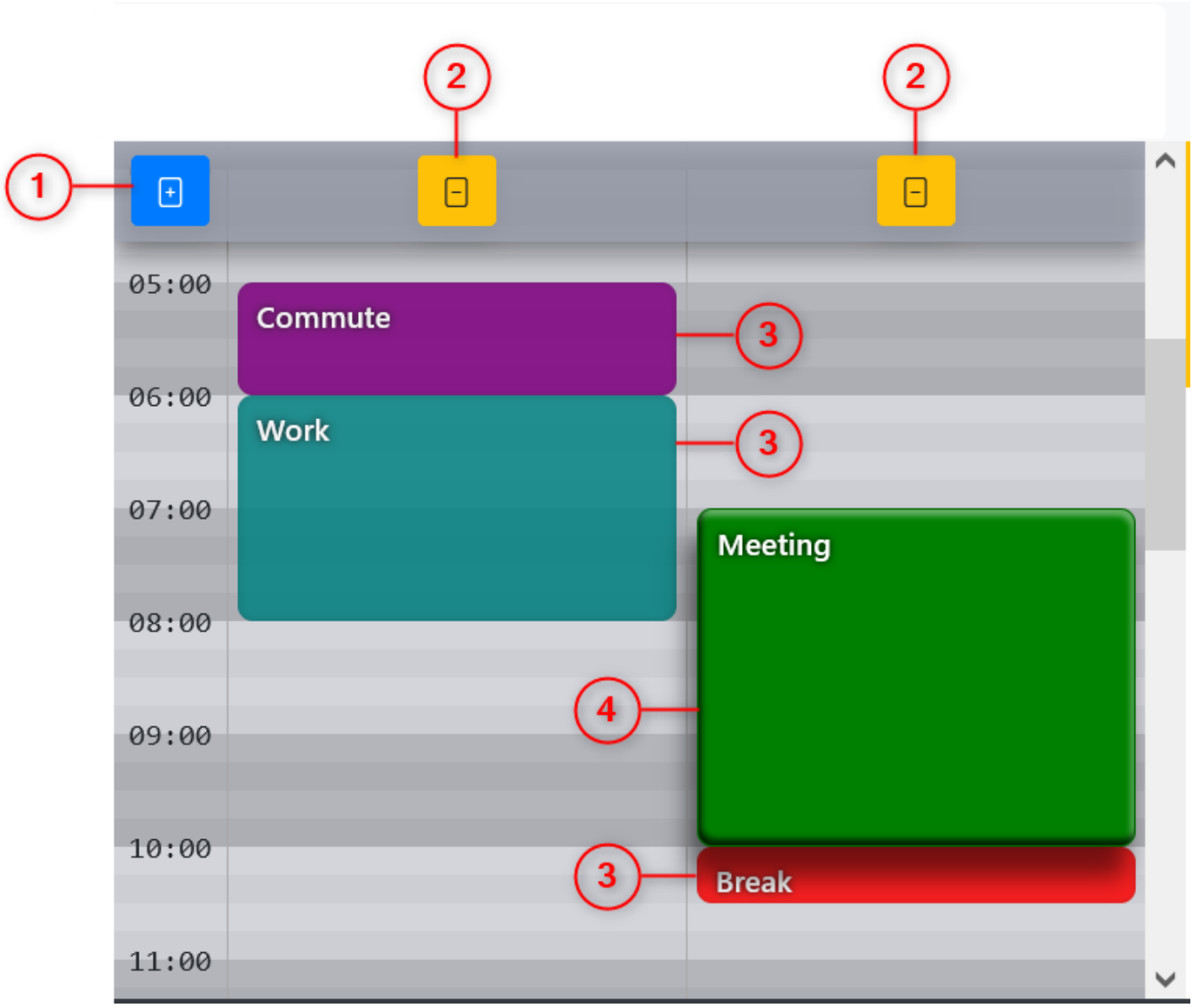
1. Name—create or edit the name of an event block.
2. Color—choose a color for an event block from the dropdown list.
3. Column—pick a column from One to Five where you want an event block to appear or move to.
4. Start—choose the start time of an event block using [minus] and [plus].
   [/info] Time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

Calendar

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

Figure 2 – 3

[add red line on the calendar to the ss



]

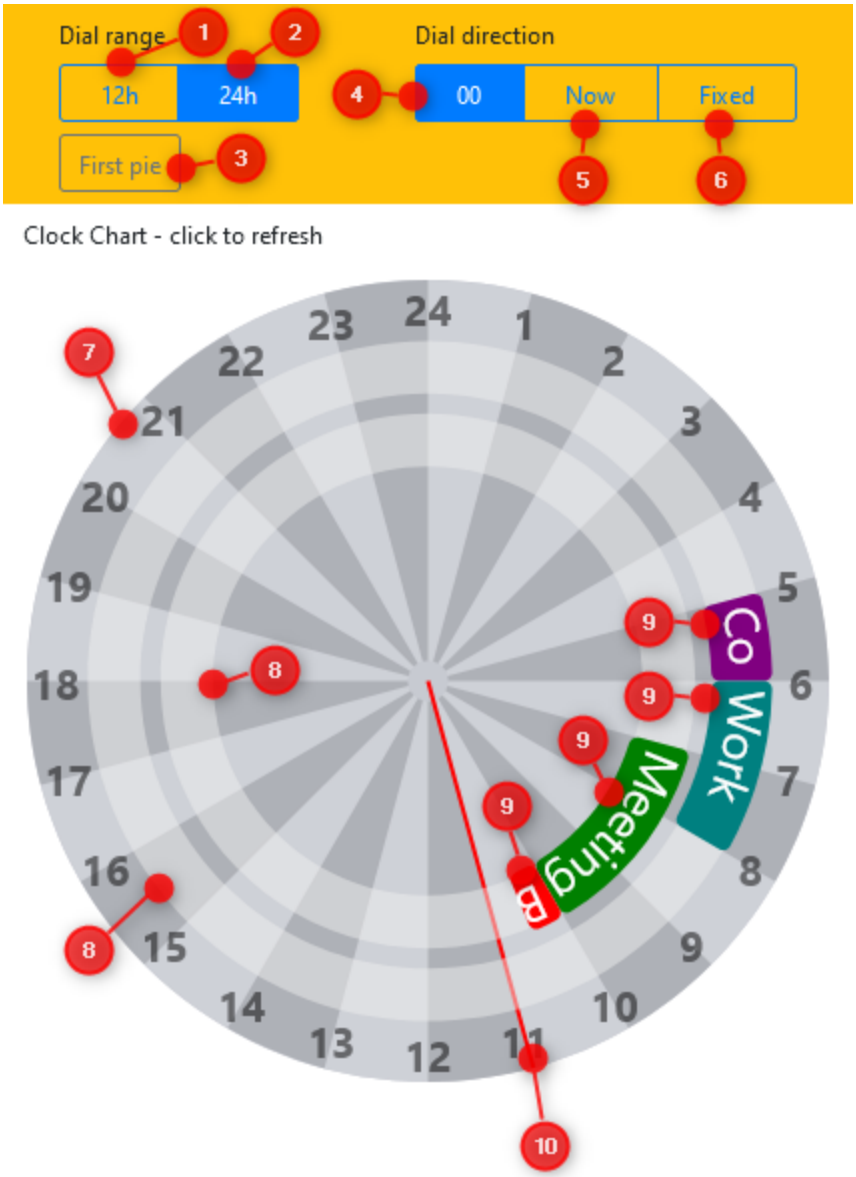
1. [add col]—add a column to the right of the last column.
2. [del col]—delete the column.
   [/info] The number of columns must be between 2 and 5.
3. Event Block (inactive)—a calendar pane container representing a designated period of time set aside for an event or activity.
4. Event Block (active)—a currently clicked calendar pane container representing a designated period of time set aside for an event or activity.
   [/info] Active event blocks have a characteristic border and a shadow that set it apart from inactive event blocks. Click an inactive event block to make it active. [Active event blocks can be dragged, dropped, and resized directly in the Calendar pane.]
5. [Hour indicator]—a red line indicating the current time (excep for the fixed view in chart options, in which the [Hour indicator] shows the chosen hour).

Chart

The Chart pane contains a clock chart with arched blocks on rings corresponding to event blocks in columns in the Calendar pane, and options to modify its view, as in Figure 2 – 4:

Figure 2 – 4

[



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1. 12h—toggle 12h chart view.
2. 24h—toggle 24h chart view.
3. [Base ring]—visually modifies arched blocks from the first ring to indicate them as context for arched blocks in other rings. [See usage example in Appendix A]
4. 00—toggle the chart view to show 24 (in 24h view) or 12 (in 12h view) at the top of the chart. The hour hand shows the current time.
   /info the hour hand pulls the current time from your system settings and refreshes every minute (except for the fixed view).
5. Now—toggle the chart view to show the current tme at the top of the chart. The chart position updates every minute and the hour hand stays at the top of the chart.
6. Fixed—toggle the chart view to show an hour of your choice at the top of the chart. The chart and hour hand positions are stationary. When you toggle the fixed view, you can use the [plus] and [minus] in the time field that appears to set the desired hour.
7. Chart—the clock chart visualises the columns and event blocks in the calendar on corresponding rings and event blocks. The numbers on the edge of the chart represent hours of the day, from 1 to 24 in the 24h view or from 1 to 12 in the 12h view according to selected settings.
8. Ring—Rings visualize corresponding columns in the calendar and contain arched blocks corresponding to event blocks in the calendar.
   /info The chart can fit up to 5 rings. The rings are arranged from the outside to the inside of the 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 chart, the wider they are.
9. Arched block—arched blocks represent event blocks in the calendar on the clock chart.
   /info The names of blocks are left-aligned and trimmed to the size of the block.

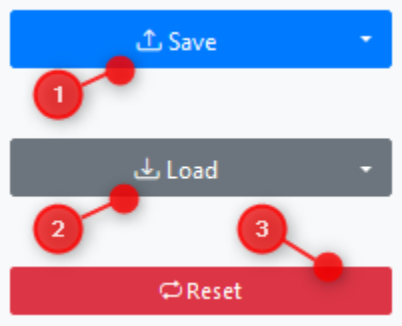
10. Hour hand—the hour hand shows the current hour (except for the fixed view, in which the hour hand shows the chosen hour). The lighter gradient of the chart on one side of the hour hand indicates the beginning of the chart and gradually gets darker darker towards the end.

[File Management]

The [File Management] pane contains buttons and dropdowns that let you manage your data, as in Figure 2 – 5:

Figure 2 – 5

[



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1. Save—save your column and event block data.
2. Load—load your column and event block data.
3. Reset—delete locally saved column and event block data.

Chapter 3

Editor

This chapter informs you about the practical usage of the functionalities available in the 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 Editor pane.

Adding Event Blocks

To add a new event block to the calendar:

1. Click anywhere on the calendar to ensure there are no active event blocks.
2. Double-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 or the end time in the End time field using [plus] and [minus].
6. Set the desired duration in the Duration time field 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 block you want to delete on the calendar.
2. Click Destroy

The block is deleted from the calendar.

Modifying Event Blocks (Editor Pane)

To modify an existing event block in the 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. If you changed the name of the event block, click on the block in the calendar to update the name.
4. When you finish editing properties of the event block, click anywhere else on the calendar to ensure the event block becomes inactive.

ℹ You can also modify selected properties in the calendar pane. See “Modifying Event Blocks (Calendar Pane)“ for more information.

Chapter 4

Calendar

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 col] in the upper left corner.

To delete a calendar column:

1. Click [del col] in the upper row above the column you want to delete.
2. In the dialog box that appears, choose OK.

✔ 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 [data manegement panel] 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.
  /warning 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 changes to the inactive event block’s position, drag the active event block away from the inactive event block, or release the left mouse button and press Ctrl + Z to undo the last position change of the event blocks.
- Hover over the lower edge of an event block. When your cursor changes to an arrow, click and drag the edge to change the duration of the event block.

ℹ You can modify more event block properties in the editor pane. See “Modifying Event Blocks (Editor Pane)“ for more information.

Chapter 5

[File Management]

This chapter informs you about the functionalities available in the [File Management] 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 [File Management] panels 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.

⚠ Loading column and event block data from your browser’s local storage will override all unsaved changes in your calendar.

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.

Managing Data in JSON Files

The [File Management] panels allows saving and loading your column and event block data locally on your computer in JSON files.

To save column and event block data locally on your computer in a JSON file:

1. Click the drop-down list on the right side of Save.
2. Choose Save JSON as…
3. Navigate to the location where you want to save the JSON file.
4. (Optional) Click on the default name in the File name field and type a new name.
5. Click Save.

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

1. Click the drop-down list on the right side of Load.
2. Choose Open JSON…
3. In the dialog box that appears, choose OK.
4. Navigate to the location where you saved your JSON file.
5. Click the JSON file.
6. Click Open.

Loading column and event block data from a JSON file will override all unsaved changes in your calendar.

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.

Appendix A

Chart Settings

This chapter contains reference information about selected functionalities of the clock chart. You will learn about:

- the 12h view visualization of arched blocks,
- an example of using the [Base ring] toggle.

12h View Arched Blocks Cutoff

The 12h view is an option available to users who want to limit the visualized chart to only 12h, as opposed to the full 24h view corresponding to the calendar. The dial in 12h view shows the 6 hours prior to and after the start time current view. To acommodate for less space on the dial, arched blocks do not have the same start or end times as in the calendar in cases where the start time of the arched block is before the 6-hour cutoff before the time indicated by the hour hand, or where the end time of the arched block is after the 6-hour cutoff after the time indicated by the hour hand.

If the event blocks in the calendar are outside of the 6-hour range from the current time in the 12h view (in 00 and Now display modes) or the set time (in Fixed mode), the chart will not display any rings or arched blocks.

[Base ring] Usage Example

The [Base ring] toggle mode visually modifies arched blocks from the first ring to indicate them as context for arched blocks in other rings. One usage scenario example is presented below (Figure 5 – 1).

Figure 5 – 1

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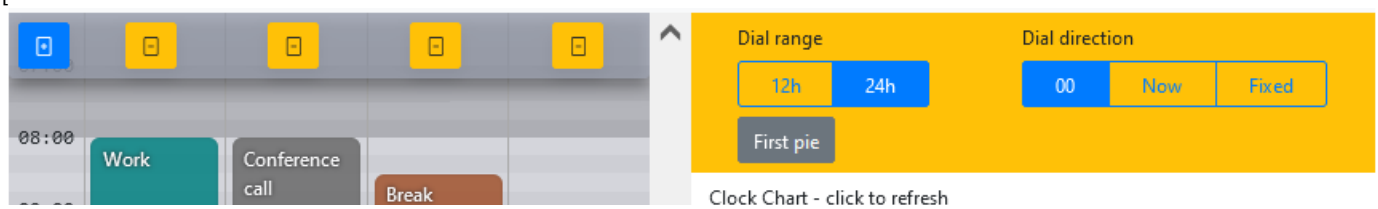

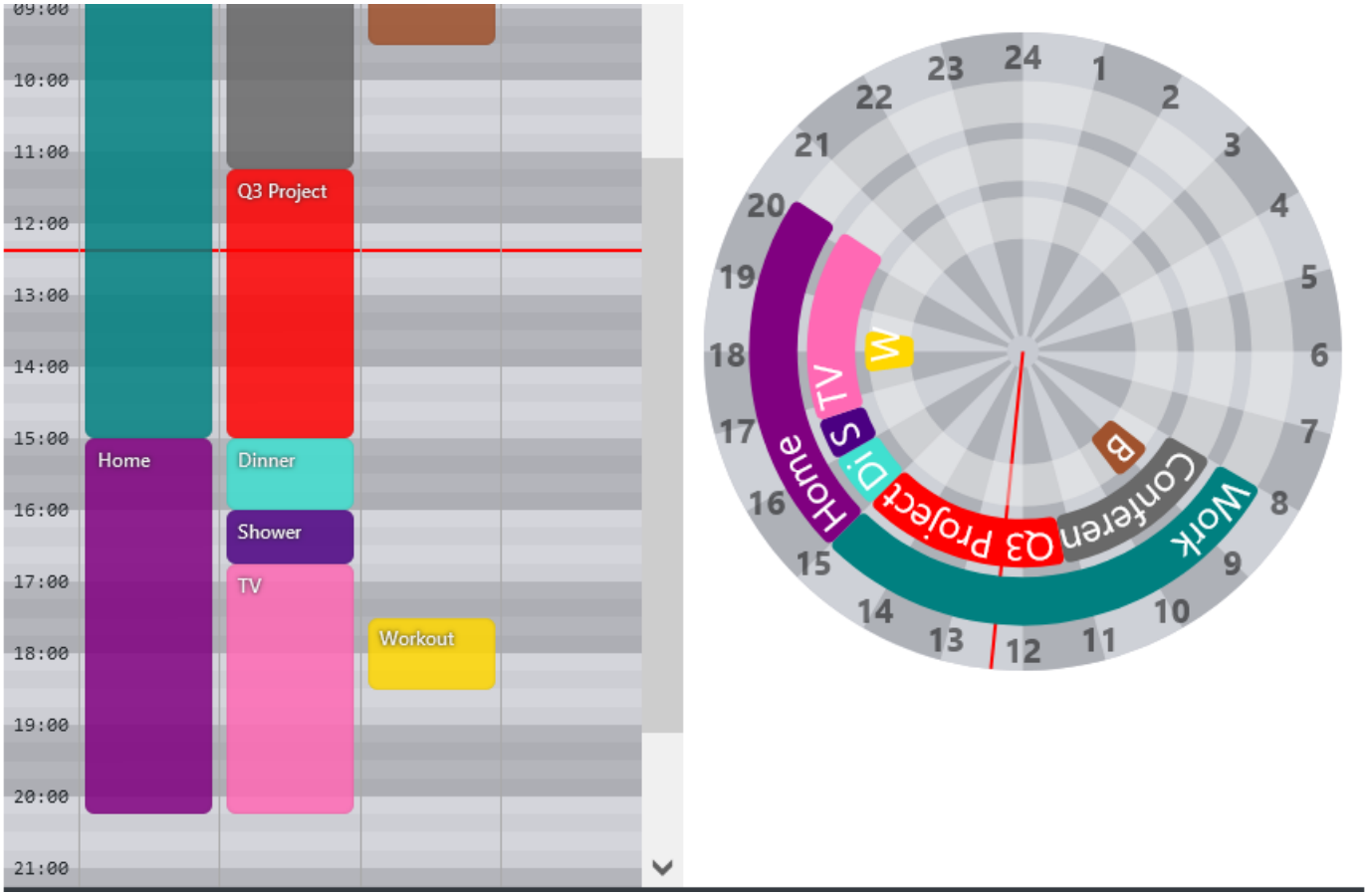

]

/example 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 event blocks in the first column. You click [Base ring] to visually distinguish the first ring as the overarching frame of your activities.

Appendix B

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).

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 hour after 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 hour after 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.
The changed name of the active event block is not shown on the calendar after clicking on the calendar outside of the active event block.	Clicking on the on the calendar outside of the active event block changes the event block from active to inactive.	After changing the name of the active event block, click the active event block on the calendar. The calendar shows the new name of the active event block.
Arched blocks based on event blocks moved from a column loaded from a JSON file or local browser storage to another column that was not saved do	The chart interprets duplicated event blocks in both columns as the same events.	Create new event blocks with the same properties as the event blocks you want to move in the column where you want to move the events before loading saved data.

not have names shown on the chart ring corresponding to the new column of the event blocks when the saved data is loaded again.		