

# **DayDial**

## **User Guide**



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# Introduction

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Welcome to Release 1.0.0 of the *DayDial User Guide*.

This user guide includes the information you need to work with **DayDial** effectively. It provides details 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

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**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 the **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

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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: **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://plastikmaykr.github.io>.

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# Chapter 1

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## Getting Started

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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 the features of **DayDial** 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://plastikmaykr.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.





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# Chapter

# 2

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## DayDial User Interface

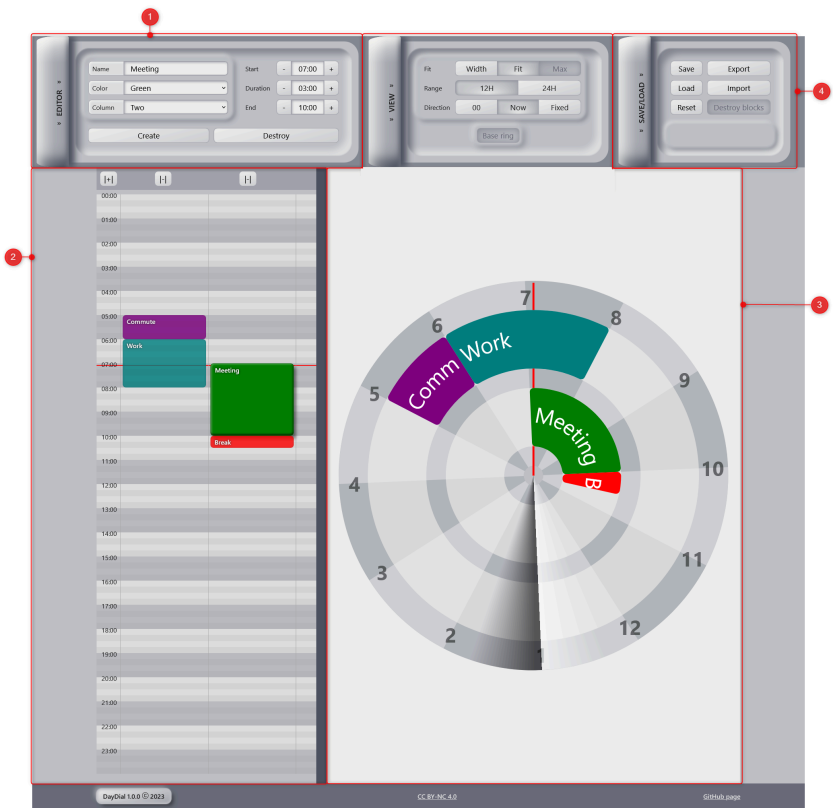
---

### Topics:

- [Editor](#)
- [Calendar](#)
- [Clock Chart](#)
- [Save/Load](#)

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 1: DayDial user interface](#) on page 11:

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

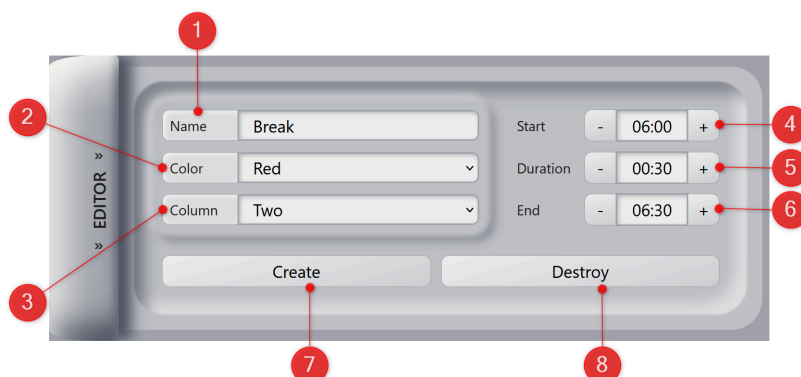




**Note:** Each settings pane is collapsible. Click any pane's name to collapse it, then click it again to expand it.

## Editor

The **Editor** pane contains fields you can use to create, delete, and modify **event blocks**, as in [Figure 2: Blocks editor pane](#) on page 13:



**Figure 2: Blocks editor pane**

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  and .



**Note:** Time fields use 15-minute intervals.

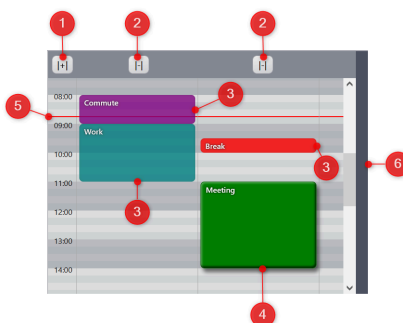
5. **Duration**—choose the length of an **event block** using  and .
6. **End**—choose the end time of an **event block** using  and .
7. **Create**—create an **event block** based on the data in fields 1 – 6.
8. **Destroy**—delete the **active event block**.



**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 3: Calendar pane](#) on page 13:



**Figure 3: Calendar pane**

1. **Add column**—add a **column** to the right of the last **column**.
2. **Delete column**—delete the **column**. The number of **columns** must be between 2 and 5.

3. **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.

4. **active event block**—a currently selected **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 block** to make it active. You can move and resize **active event blocks** directly in the **Calendar** pane.

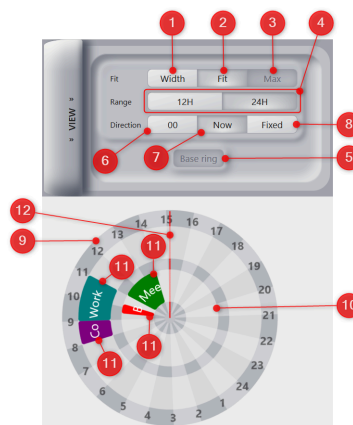
5. **Hour indicator**—a red line indicating the current time (except for the **Fixed Direction** in **View**, in which the **Hour indicator** shows the chosen hour).
6. **Calendar/Chart divider**—a dividing tab between the **Calendar** and the **Clock Chart**, which allows modifying their size relative to one another.

## 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 4: Clock Chart pane](#) on page 14:




**Figure 4: Clock Chart pane**


1. **Width**—toggle the **View** to fit the entire width of the **Clock Chart**. The height is not limited and can be scrolled up and down.
2. **Fit**—toggle the **View** to show the **Clock Chart** as large as possible in the available space, limited by either width or height, depending on which of the dimensions is smaller.
3. **Full**—toggle the **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**.
4. **12h/24h**—toggle between **12h** and **24h View**.
5. **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](#).
6. **00**—toggle the **View** to show 24 (in **12h Range** if 00:00 is in range; always in **24h Range**) or 12 (in **12h 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 Direction**).

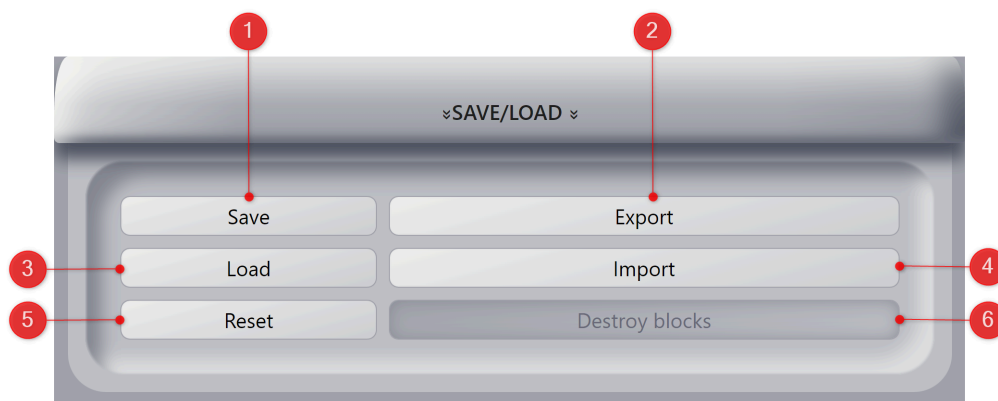
7. **Now**—toggle the **View** to show the current time at the top of the **Clock Chart**. The **Clock Chart** position updates every minute and the **Hour hand** stays at the top of the **Clock Chart**.
8. **Fixed**—toggle the **View** to show any whole hour of your choice at the top of the **Clock Chart**. The **Clock Chart** and **Hour hand** positions are stationary. When you toggle the **Fixed Direction**, you can use the  and  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 Range**,
  - from 6 hours before to 6 hours after, rounded to the whole hour closest to the 6-hour cutoff in the **12h Range**,
  - or from 6 hours before to 6 hours after the whole hour nearest to the fixed time you chose in the **12h 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 **Editor** pane.
12. **Hour hand**—the **Hour hand** shows the current hour (except for the **Fixed 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 towards the end.

## Save/Load

The **Save/Load** pane contains buttons that let you manage your data, as in [Figure 5: Save/Load pane](#) on page 15:



**Figure 5: Save/Load pane**

1. **Save**—save your **column** and **event block** data in your browser's local storage.
2. **Export**—save your **column** and **event block** data as a file on your device.
3. **Load**—load **column** and **event block** data.
4. **Import**—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**.

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# Chapter

# 3

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## Editor

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### Topics:

- [Adding Event Blocks](#)
- [Deleting Event Blocks](#)
- [Modifying Event Blocks \(Editor Pane\)](#)

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





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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** field by clicking the time field and picking a value from the list, or using  and .



**Note:** You can hold  and  in any time field to change the time in larger intervals faster.

6. Set the desired duration in the **Duration** time field using  and , or set the end time in the **End** time field by clicking the time field and picking a value from the list, or using  and .
7. Click **Create**.

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

## Deleting Event Blocks

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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 **Editor**.

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

## Modifying Event Blocks (Editor Pane)

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

1. Click the **event block** you want to modify in 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 **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.

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# Chapter

# 4

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## Calendar

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### Topics:

- [Adding and Deleting Calendar Columns](#)
- [Modifying Event Blocks \(Calendar Pane\)](#)

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

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

## Adding and Deleting Calendar Columns

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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.



**Note:** 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)

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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 position of the **inactive event block** 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 **Editor** pane. See “[Modifying Event Blocks \(Blocks Editor Pane\)](#)” for more information.

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# Chapter

# 5

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## Save/Load

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### Topics:

- [Managing Data in Local Storage](#)
- [Managing Data in JSON Files](#)

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

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The **Save/Load** pane allows for 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

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The **Save/Load** pane allows for 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 **Export**.
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 **Import**.
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 poses the risk of corrupting the data and making the file unuseable.

# Chapter

# 6

## Troubleshooting

This chapter presents solutions to 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 1: Troubleshooting table.](#) on page 22).

**Table 1: Troubleshooting table.**

Problem	Possible reason	Solution
An <b>event block</b> moves back to end time at 20:00 when attempting to set the end time later than 00:00	<b>Event blocks</b> have a cutoff at 00:00.	Create two <b>event blocks</b> with the same name in the same <b>column</b> : 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 <b>event block</b> in that <b>column</b> .
An <b>event block</b> doesn't move when attempting to set the start time earlier than 00:00	<b>Event blocks</b> have a cutoff at 00:00.	Create two <b>event blocks</b> with the same name in the same <b>column</b> : 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 <b>event block</b> in that <b>column</b> .



# Glossary

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## 12h

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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.

## 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.

## Direction

---

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



## 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.

## 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.

## Range

---

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

## ring

---

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

## Save/Load

---

A pane that contains settings that let you manage your data.

## time boxing

---

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

## View

---

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

# Appendix A

## Chart View

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

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

### 12h Dial Range Arches Cutoff

The **12h Range** is an option available to users who want to limit the visualized **Clock Chart** to only **12h**, as opposed to the full **24h, Range** corresponding to the **Calendar**. This feature makes the **Clock Chart** look more like a traditional clock face. The dial in **12h Range** shows 6 hours after the whole hour nearest to the fixed time you chose (in **Fixed Direction**), or the present time (in **Now Direction**). To accommodate 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 6: 12h Range example](#) on page 26 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.

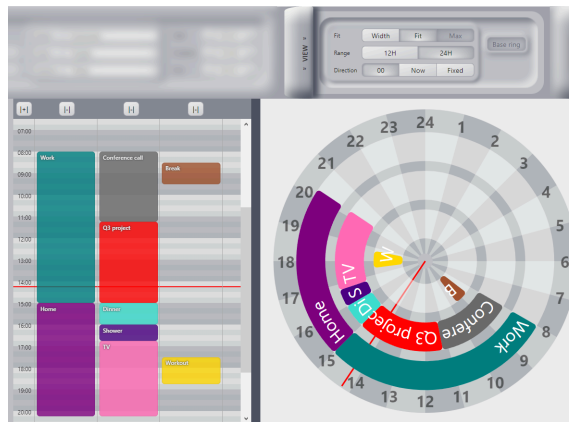


Figure 6: 12h Range example

In the **12h Range**, if the **event blocks** in the **Calendar** are outside of the 6-hour range from the current time (in **00** and **Now Directions**) or the set time (in **Fixed 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 7: Base ring usage example](#) on page 27).



**Figure 7: Base ring usage 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 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 **View** pane, you can also use the **Calendar/Chart divider** to make the **Clock Chart** larger or smaller depending on your preferences.

## Appendix B

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

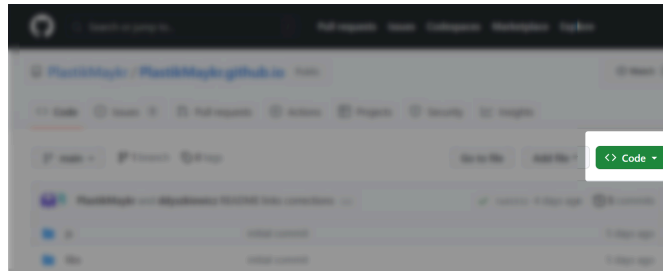
- download the GitHub repository that contains the code of **DayDial**,
- host **DayDial** locally in your browser.

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 the features of **DayDial** and ensure that you have a positive experience even without access to the Internet.

### Downloading the DayDial GitHub Repository

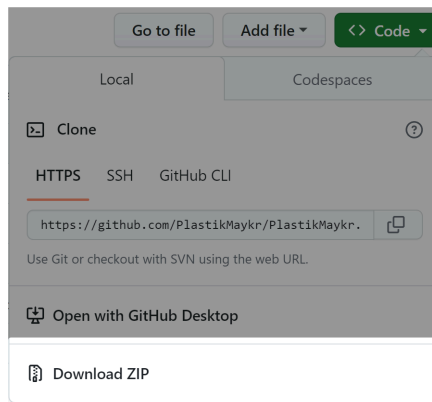
---

1. In a web browser of your choice, go to the **DayDial** GitHub repository website: <https://plastikmaykr.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 8: Repository page window](#) on page 28.



**Figure 8: Repository page window**

3. Select **Download ZIP** from the dropdown menu, as in [Figure 9: Download ZIP](#) on page 28.



**Figure 9: Download ZIP**

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

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To locally host an instance of **DayDial** 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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