CSC207 - Group 0256 - Help Page

Login and User Creation [Phase 1]

Logging In

1. Enter correct username and password
   - ➢ If needed first Create User
2. Click "Login"

Create Users

1. From the login screen
2. Enter a username and password, both of length greater than 1
   - ■ Note: If a username is taken it can no longer be used again
3. Click "Submit"

Events
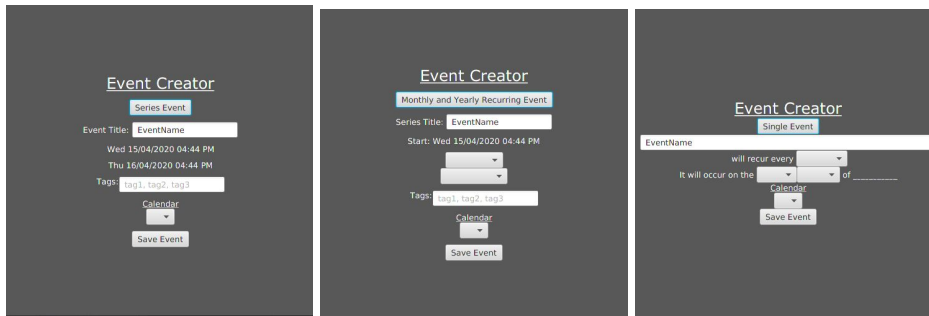
Creating Single Events [Phase 1]

1. Click "Create Event" (Left Hand Side)
2. Enter Title, Start Time, End Time (Or use the defaults)
3. Add any desired tags
4. Choose which calendar will hold this event
   ➢ The user always has a default calendar (It is called their username)
5. Click "Save"

Creating Series Events [Phase 1]

Generated

1. Click "Create Event" (Left Hand Side)
2. Click "Series Event"
3. See Creating Single Events for basic information
4. Choose
   i.   Frequency (Note: Weekly require 1+ days to be selected)
   ii. End Date
       ➢ End On → Choose an end date
       ➢ End After → Choose how many recurrences you want
5. Click "Save"

Manually Linked

1. Create a single Event
2. Click on a created event (Either in the main window or in the searcher)
3. Enter a series name
4. Click "Manually Add To Series"

Creating Statutory Events [Phase 2 - Optional Feature]

1. Click Create Event (Left Hand Side)
2. Click "Series Event". Then "Click Monthly and Yearly Recurring Event"
   ➢ Note click again to loop back to single events

3. Fill in the appropriate blanks
4. Choose which calendar will hold this event
   ➢ The user always has a default calendar (It is called their username)
5. Enter a series name and click "Save Event"

Editing Events [Phase 2]

1. Click on a created event (Either in the main window or in the searcher)
2. Enter the new information
   ➢ Note: For a series event all of the information must be filled in
3. Click "Save"

Deleting Events [Phase 2]

1. Click on a created event (Either in the main window or in the searcher)
2. Click "Delete"

Sharing Events [Phase 2]

1. Click on a created event (Either in the main window or in the searcher)
2. Click "Share"
   i. Choose which user to share the event with
   ii. Choose which calendar the event will be shared into
   iii. Click "Share"
3. Click "Save" to exit the editor

Viewing Events [Phase 2 - Optional Feature]

1. Use radio buttons on the top to switch between different view modes
2. In Month and Week use the navigation buttons (< and >)to go backwards and forwards
3. Click any events to open their editor

Alerts

Creating Single Alerts [Phase 1]

1. Click on a created event (Either in the main window or in the searcher)
2. Click the ⊕ under Alerts
3. Choose the message, alert time and click "single alert"

Creating Series Alerts [Phase 1]

1. Click on a created event (Either in the main window or in the searcher)
2. Click the ⊕ under Alerts
3. Choose the message, start time and click "countdown alert"
4. Specify how frequently until from start to the event time you want alerts
   ➢ Quadhourly = 15 mins, bihourly = 30 mins

Viewing All Alerts [Phase 1]

1. See right-hand panel

Deleting Alerts [Phase 2]

1. Click on a created event (Either in the main window or in the searcher)
2. Click on the alert you want to delete
3. Click "delete"
4. Click "save" to close the event editing menu

Alert Popups [Phase 1]

1. Alerts will pop up at the specified times.
2. Click close to close the popups

Memos

Creating Memos [Phase 1]

1. On the right-hand side, enter a memo description and the calender which it will associate with.
2. Click "+"

Delete Memos

1. On the right-hand side click the ⊖ next to a memo to delete it

Linking Events to Memos [Phase 1]

1. Click on a created event (Either in the main window or in the searcher)
2. Click "add/remove memo"
3. Select which memo to link and click "add"
4. Click "save"

Delinking Events to Memos [Phase 2]

1. Click on a created event (Either in the main window or in the searcher)
2. Click "add/remove memo"
3. Click "Remove Event from Memo"
4. Click "Save"

See Memos

1. All of the current Memos and their associated events are displayed on the right-hand side

Searching [Phase 1]

1. Go to the right-hand side and choose what to search by
2. Enter the needed data and click "Search"
3. A list of the events which meet the search criteria will be displayed
4. [Click any events to open their editor](#)

Calendars [Phase 2]

Default Calendar

1. All Users will have a default calendar which cannot be disabled. It will have the same title as their username.

Creating Calendars

1. On the left-hand side enter a calendar name, choose a colour [optional] and click the "+".

Enabling / Disabling Calendars

1. On the left-hand side click the checkboxes to enable/disable calendars

Changing Time [Phase 2]
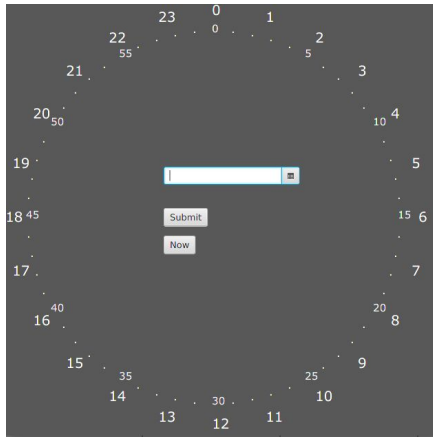
Wed 15/04/2020 04:38 PM   1 tick = 1 sec

1. On the bottom panel, click "1 tick = 1 _____"
   ➢ _____ will cycle between sec, min, hour, day and week
2. Note: Time can only go forwards not backwards

Dark Mode [Team Specific Feature]

1. Click either "Light" or "Dark" on the top panel to switch between light and dark mode

Time Picker

1. Choose an hour, minute and day. Then click "Submit"
   OR
2. Click "Now" for the current date and time

Export

Export the Calendar for the current month, week of current day, current day and current hour to a text file:

1. Click on the drop-down box to the right of the Logout button (or to the left of the Select Path button) and select the criteria for export (from month, week, day or hour).
2. Select the desired folder where the text file is to be saved.
3. Click on the Export button to export and save the text file at your desired location on your computer.

Running The Code

1. Run Main.java