**Functional Documentation for Calendar App**

The Calendar app is a productivity tool designed to help users stay organized by managing their schedules and appointments. The app is intended for use on both mobile and desktop devices, and its user interface is designed to be simple and intuitive.

**First Screen**: Upon launching the app, users are presented with the main screen, which displays the current month in a grid format. The current day is highlighted, and users can swipe left or right to navigate to previous or future months. Tapping on a specific date will bring up that day's schedule.

**Pages and Intended Use:** The app consists of four main pages: Month View, Day View, Event Creation, and Settings.

**Month View**: This page displays a monthly calendar grid with dates and events marked. Users can view their schedule for the month and easily navigate to other months. They can also create and edit events directly from this page by tapping on a specific date.

**Day View:** This page displays a detailed schedule for a single day, including all events and appointments. Users can scroll through their schedule and make changes as needed.

**Event Creation:** This page allows users to create new events by specifying a title, date, time, location, and any relevant notes. Users can set reminders for their events and choose to receive notifications.

Settings: This page allows users to customize the app's settings, such as choosing a preferred time zone, setting notification preferences, and syncing the app with other calendars.

**Customers see on the Screen:** The main screen displays the current month and highlights the current day. In Month View, customers see a calendar grid with events marked, and can easily navigate to other months. In Day View, they see a detailed schedule for a single day, including all events and appointments. In Event Creation, customers see a form for creating a new event, where they can specify details such as the title, date, time, location, and notes. In Settings, customers see options for customizing the app's settings.

**Organized Content:** The content is organized in a logical sequence that follows the user's journey through the app. Users start on the main screen, which leads to Month View, where they can view their schedule for the month and create new events. Tapping on a specific date brings up Day View, where users can view a detailed schedule for that day. From there, users can create new events by accessing the Event Creation page. Finally, users can customize the app's settings by accessing the Settings page. This sequence ensures that users can easily navigate the app and perform the tasks they need to stay organized.

**Tasks for the Customer:**

Add an event to the calendar.

Edit an existing event.

View events for a specific date.

Receive notifications for upcoming events.

Sync the calendar with other devices or applications.

Customize app settings.

**Logical Order:**

View the current month in Month View and navigate to the desired date.

Tap on the desired date to bring up Day View and view any existing events.

To add a new event, tap the "Create Event" button and fill in the necessary details such as event title, date, time, location, and notes. Set reminders and notifications as desired.

To edit an existing event, tap on the event in Day View or Month View and make any necessary changes.

To receive notifications for upcoming events, ensure that notifications are enabled in the app's settings and that the desired notification settings are selected.

To sync the calendar with other devices or applications, follow the app's instructions for syncing or connecting with other services.

To customize app settings, go to the Settings page and make any desired changes, such as setting a preferred time zone or changing notification preferences.

**Supporting Concepts and Information:**

When adding a new event, it is important to provide as much detail as possible to ensure that the event is properly scheduled and the user is adequately prepared.

Users can set multiple reminders and notifications for each event, such as a reminder a day before the event, an alert 30 minutes before the event, and a notification when the event starts.

The app may offer different syncing options, such as syncing with other calendars, cloud services, or email accounts.

Customizing app settings can help users personalize their experience and optimize the app's functionality for their needs.

**Supporting Reference Information:**

The app may have a user manual or online help center that provides detailed instructions and troubleshooting tips.

Users may want to reference a calendar app comparison chart or review site to compare features and functionality of different calendar apps.

The app may offer customer support or a community forum where users can ask questions and get help from other users or support staff.