

Time Table Program – User Guide

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System requirements

Minimum:

- Colour monitor with resolution 1280x720
- Operating system: Windows XP or above
- RAM: 512MB
- Processor: 1GHz Dual core
- Video card: Intel/NVidia/AMD with 128MB RAM
- HDD: 10MB free space

Recommended (Based on developer's system):

- Colour monitor with resolution 1366x768
- Operating system: Windows 7 64-bit
- RAM: 4GB
- Processor: Intel Core i5 – 2.5GHz Quad Core
- Video Card: Intel Graphics 4000
- HDD: 1GB free space

How to install

Installing onto your computer

To install the program onto your computer, simply insert the provided CD-ROM into the CD drive of your computer. Next go to **My Computer** and open the 'Timetable Program CD'. Now copy the 'Timetable Program' folder and paste it into a suitable location, e.g. the desktop. Finally, create a shortcut of the file called 'Timetable.exe' and place it on your desktop.

How to install with cloud support

To enable automatic cloud back-up on the program, upon copying the 'Timetable Program' folder, paste it into a cloud storage folder, e.g. Drop-box, Google Drive or Microsoft OneDrive. Now create a shortcut of the file called 'Timetable.exe' and place it on your desktop. Now whenever the program is used, the appointment data will automatically backed-up into a cloud storage network.

How to uninstall from your computer

If you no longer require the software, you can uninstall it from your system. This may be useful if your computer has limited storage, or you can no longer find any use for the program.

To uninstall, locate the 'Timetable Program' folder from the location to where you saved it and simply delete it (and remove it from the recycle bin). Finally, delete the shortcut from the desktop.

Overview

Functions of different windows

Main window: Timetable

This is the main window of the program; the program always starts with it visible. You can open other parts of the program from this window and closing it will close the whole program. On this screen, you are able to view the timetable along with the appointments in their correct cells. The forms that can be opened from this screen are 'Add appointment', 'Add subject', 'Print Subject', 'Random subject settings' and this help guide!

Add Appointment window

This is the window you will use to add appointments to the timetable. To add an appointment, simply open this window, enter a title, description, time and day and click 'Add appointment'. This window also contains a subject list for quick title/description adding. (However, the subjects in the subject list are added using the 'Add subject' window).

Add Subject window

This window allows you to add subjects. These subjects appear on the subject list in the 'Add appointment' window, and are very important in the random subject feature. To add a subject, simply add a title and description and click 'Add subject'.

Print window

This window allows you to print the main timetable window onto paper. This can be useful if you want a hardcopy of the timetable to hang on your wall. To print a copy, simply choose a number of copies, which has to be 1 or more, and choose a colour mode, which can be 'black and white' or 'colour', then click 'Print' and a copy will be printed to your default printer.

Random Subject Settings window

This is where you can adjust the settings for the placement of the random subjects. For example, if you only want random subjects to appear after 10 o'clock in the morning, but before 12 at night, you can choose a setting between '1001-1100' and '2301-0000' so that random subjects only appear then.

Help window

The help button in the main window opens this user guide. It can be very useful if you get stuck mid-operation.

Main window: Timetable

This is today's date and time.

This drop-down menu allows you to pick the week you want to see appointments from.

Go Button: Refreshes the Time Table and also changes the week from the week drop down.

These are cells. This is where appointments are stored.

Clicking on a cell below one that already has an appointment, copies the appointment to that cell.

Main window: Detailed view

Add appointment button opens the window that allows you to add an appointment.

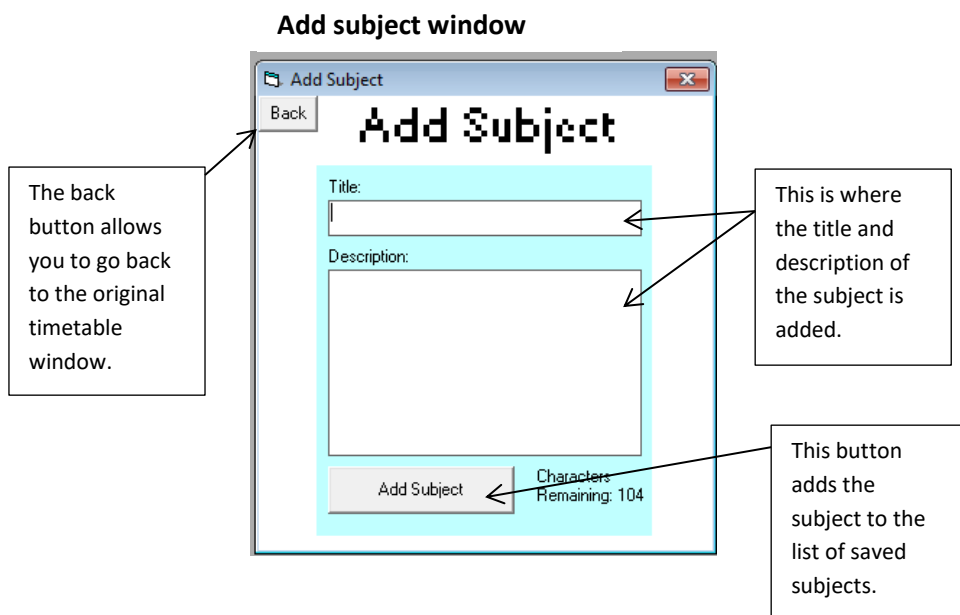
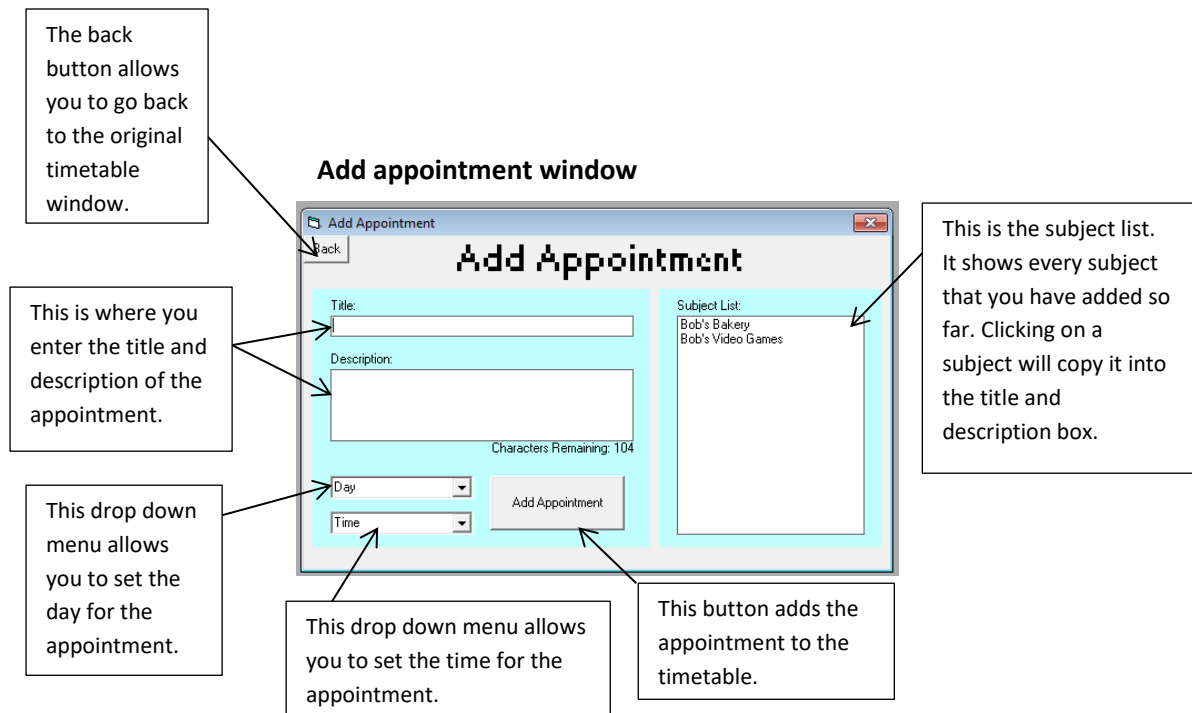
Add subject button opens the window which allows you to add a subject

Random subject button adds a random subject in a random cell who's maximum and minimum locations of the random cell is set using the Random Subject Settings Button.

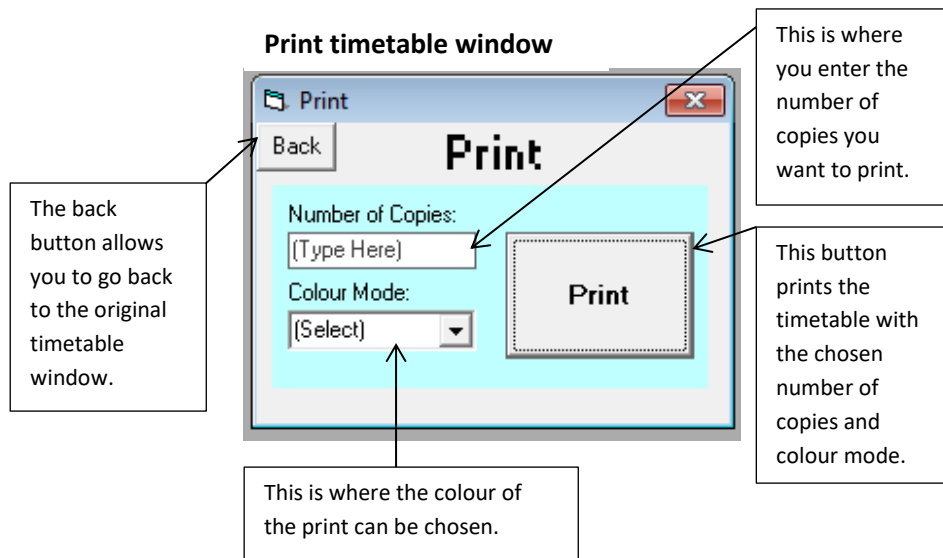
The Print button, it opens a window which allows you to print the timetable.

The Help button opens this user guide!

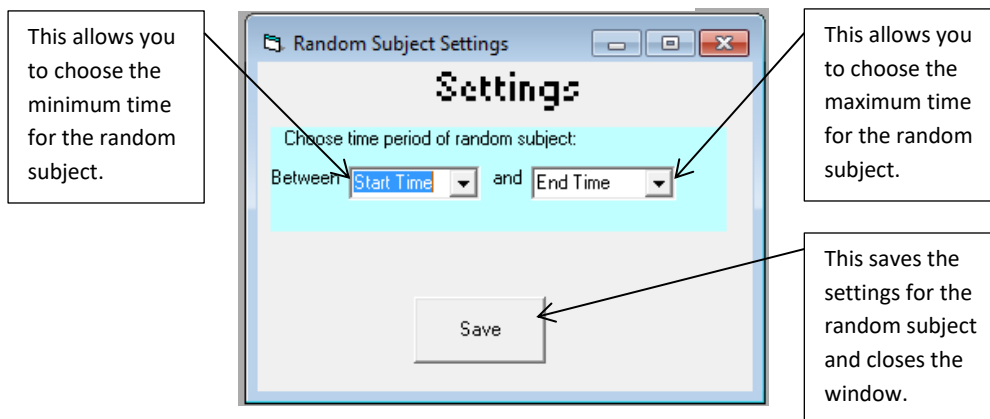
Random Subject Settings button opens a window which allows you to set the settings for the Random Subjects button.



Print timetable window



Random subject settings window



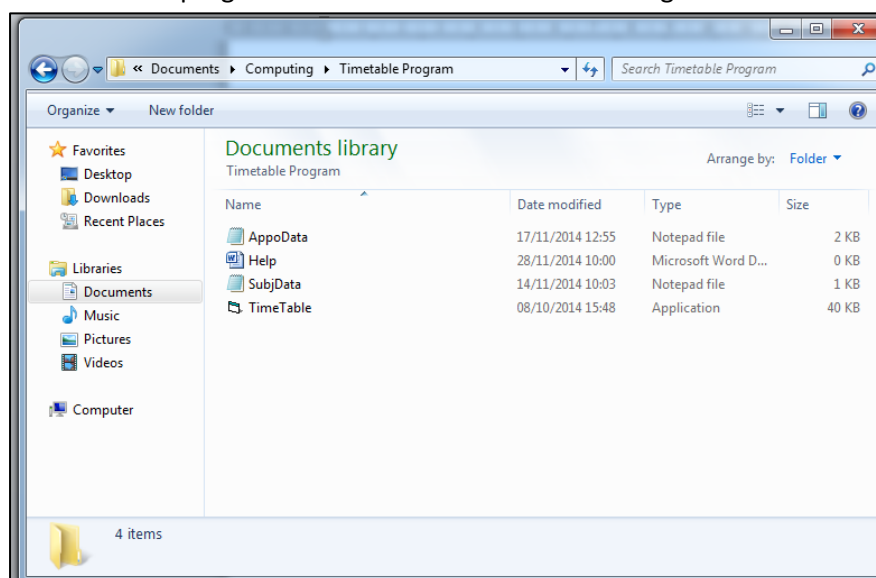
Back-up and Restore

It is important to constantly back-up your data in-case of data corruption. Backing-up will mean that you'll be able to restore your timetable data if data corruption occurs.

How to Back-up your timetable data

The back-up procedure involves saving a few ".txt" files to a different location. These txt files are found in the "Timetable Program" folder where the program is installed.

The timetable program folder should have the following files:



Follow these steps to back up the useful data from this folder

1. Copy the files called "AppoData" and "SubjData".
2. Paste the files into another location, e.g. a USB flash drive, or a cloud storage network.

How to restore your timetable data

If somehow data in your timetable becomes corrupted, you can follow the following steps to restore the data you backed-up.

1. Firstly, open the folder called "Timetable Program" and delete the files called "AppoData" and "SubjData".
2. Now copy the files called "AppoData" and "SubjData" you backed up from where you backed them up.
3. Paste these files into the "Timetable Program" folder.

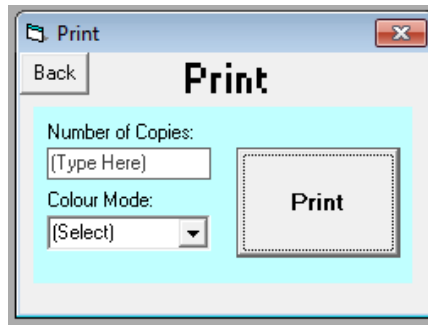
Tips on backing-up your data

- Save your backed-up files into multiple locations. It is recommended that you back up to 3 locations, e.g. a USB flash drive, the cloud and a CD-RW.
- Preferably, back-up your data after each time you use the program. Otherwise do it once a week.

Helpful Tips

Back button

Did you know windows have a back button built-in on the top left corner? This button will automatically take you back to the main timetable window and will close the window where you clicked it. The print window below shows the placement of the back button.



Copy appointment

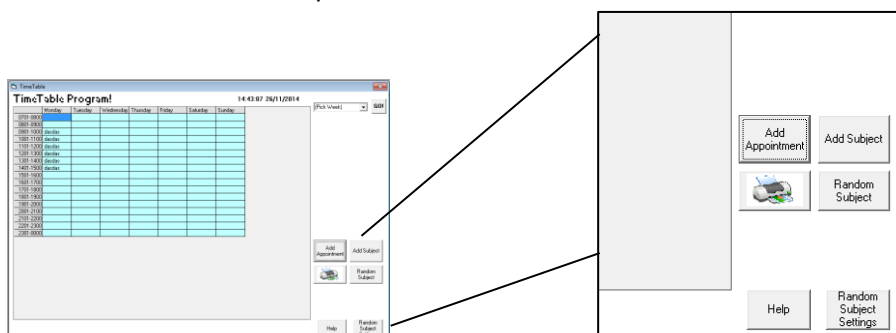
Did you know you can easily copy appointments into a cell directly below it? This is very useful if you have an appointment that runs into multiple timeslots. Simply click on the cell below the appointment you want to copy and the title and description will be copied!

Delete appointment

Did you know that you can delete an appointment? You can do this by adding an appointment with a title which consists of a space (" ") and no description. If you place this appointment in the same time and day as another appointment, that appointment will be deleted.

Help guide

Did you know you can easily open this help guide from the program? All you have to do is click on the 'Help' button on the main window.



Random subjects

Did you know you can add subjects from the subject list in random appointment times and days? This is really useful when trying to make a revision timetable.

FAQs

How do I enable automatic cloud storage on the program?

Cloud storage will allow the program to automatically back-up to the cloud and will allow the user to access the program from anywhere and be able to use the same data. To enable automatic cloud storage, download a cloud storage client, e.g. [Drop-box](#), [Google Drive](#) or [Microsoft OneDrive](#), and place the 'Timetable program' folder in it.

How do I delete all data, but keep the program?

If you no longer want the appointment and subject data, but want to keep the program, all you have to do is delete 2 files from the 'Timetable Program' folder. The files you will have to delete are 'AppoData.txt' and 'SubjData.txt'. Once you have deleted these files, simply start up the program and you should no longer see any appointments or any subjects on the subject list.

How do I print to a printer other than my default one?

Unfortunately, currently the only way to print the timetable is to print to the default printer. The only way to print to another printer is to change the default printer in the Windows settings.

However, in the next version of the program, there will be a big upgrade to the current printer menu, giving the user many more options, for example, printing to another printer, changing the quality and changing the orientation of the print.

Can I use the program from my mobile device?

Currently, the only way to access the program is to use a Windows computer. However, an Android and iOS version is being developed and is due to be released in about 6 months' time. After the iOS and Android release, a Windows Phone version will be made.

My question isn't listed here!

Due to the small scale of feedback, there haven't been too many frequently asked questions. However, if you do have any further queries, you can email me on 13SinghShantnu@Colchsfc.ac.uk and I will try my best to answer your questions.

Glossary

.txt file: A file format used by the program to store data from the appointments.

Back-up: The act of saving data in another place than the program itself. It allows data to be restored in case of corruption.

CD-RW: A type of CD in which data can be "edited".

Cell: A single appointment box in a timetable.

Cloud-Storage: A type of data storage method where data is stored in a server, so it can be accessed from multiple locations easily, if internet access is available.

Data Corruption: When errors become present in the data so it can no longer be used.

Data: Information stored in a computer system.

Restore: The act of retrieving backed up data. It is used to overcome data corruption.

USB flash drive: A type of portable storage device which is plugged into a USB slot.

Window: A part of a program on the screen with its own close, minimise and resize buttons.