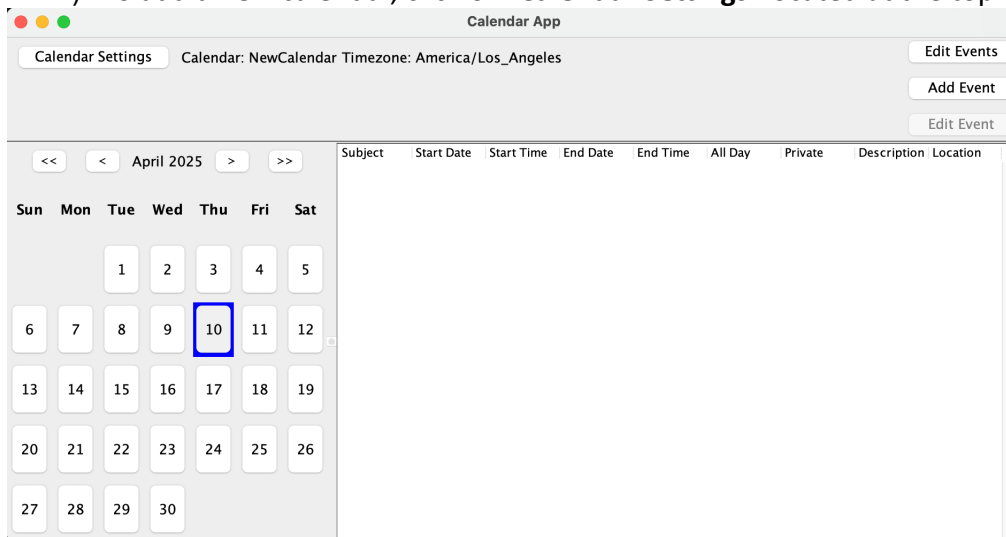


## Adding new calendar

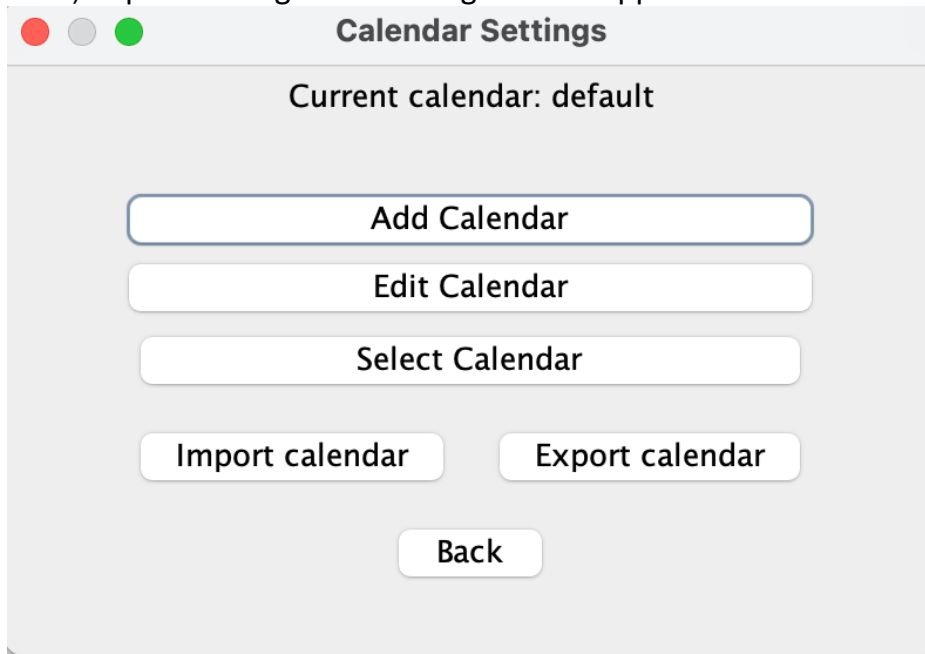
- 1) The Calendar app launches with a default calendar named **'default'** and timezone **America/New\_York**.

Calendar: default Timezone: America/New\_York

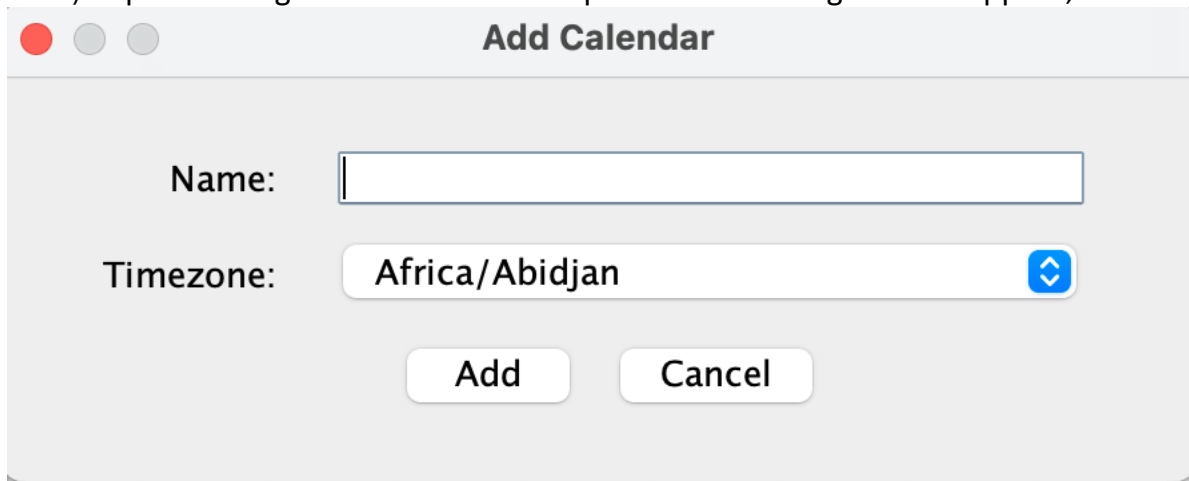
- 2) To add a new calendar, click on **'Calendar Settings'** located at the top-left corner.



- 3) Upon clicking a new dialog box will appear as shown in the image,

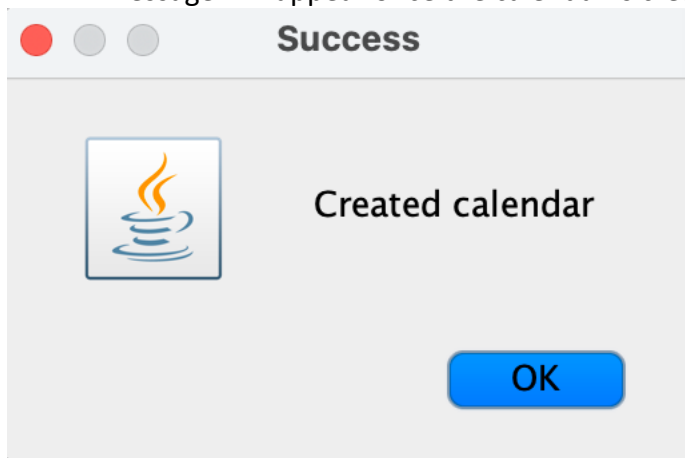


4) Upon clicking the 'Add calendar' option a new dialog box will appear,



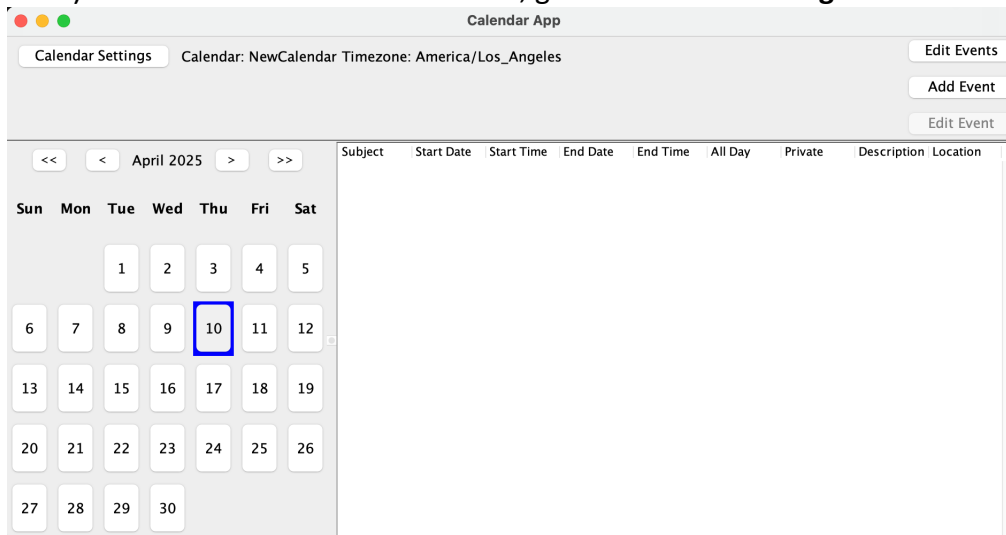
A dialog box titled "Add Calendar" with a standard macOS window header (red, yellow, and green buttons). The dialog contains two input fields: "Name:" followed by a text input box, and "Timezone:" followed by a dropdown menu currently showing "Africa/Abidjan". At the bottom, there are two buttons: "Add" and "Cancel".

5) Enter a name for the new calendar, choose a timezone, and press '**Add**'. A confirmation message will appear once the calendar is created successfully.

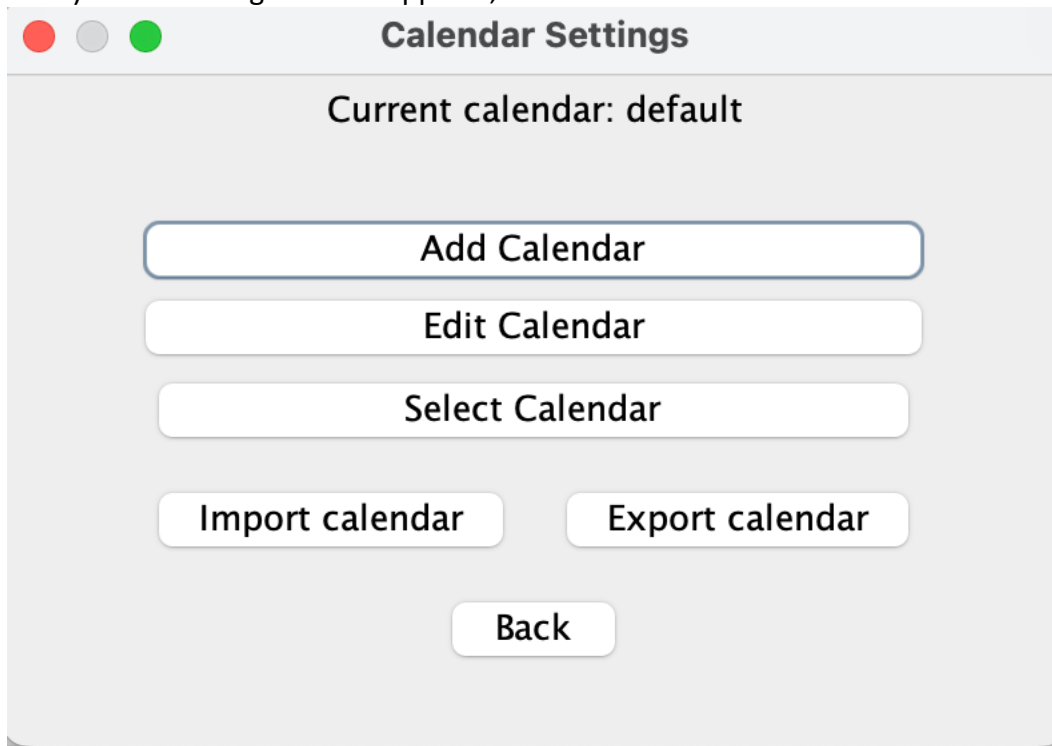


## To select a calendar on which user wants to work

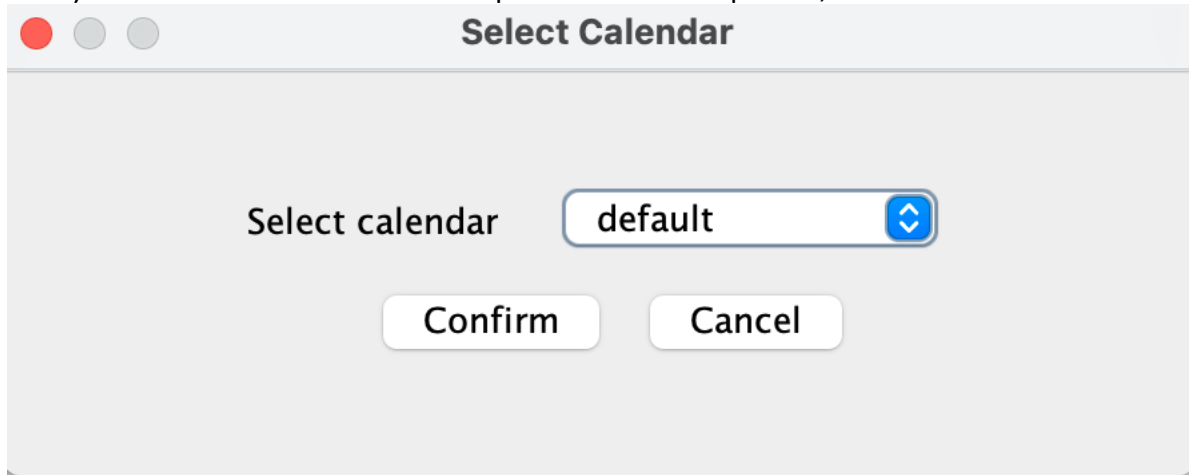
1) To switch to a different calendar, go to 'Calendar Settings'.



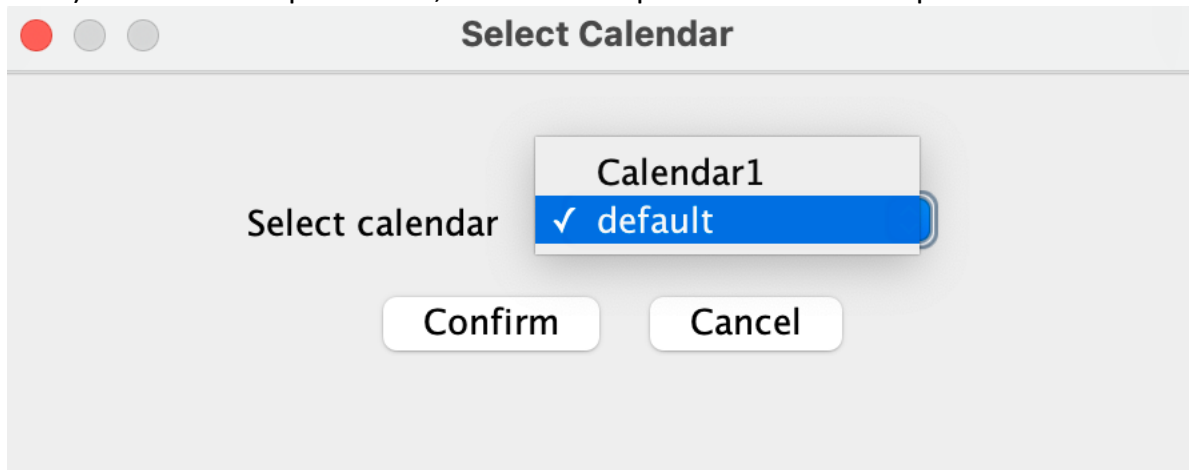
2) In the dialog box that appears, click 'Select Calendar'.



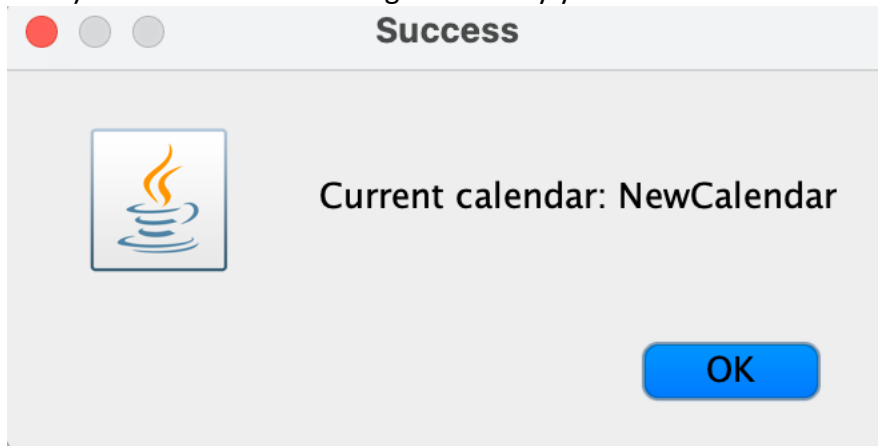
3) A new selection window will open. From the dropdown, choose the desired calendar.



4) From the dropdown list, select the required calendar and press 'confirm'.

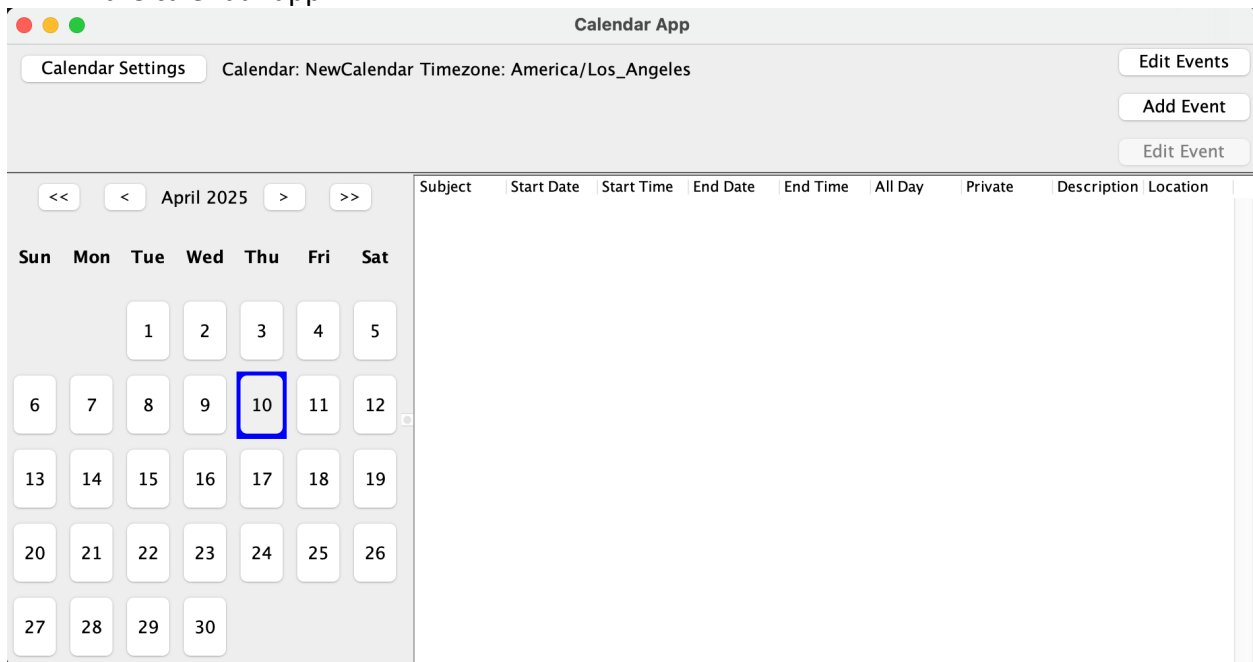


5) A confirmation message will notify you that the calendar has been switched.



## Creating an event

- 1) To add an event to a specific date, click the **'Add Event'** button in the top-right corner of the calendar app.

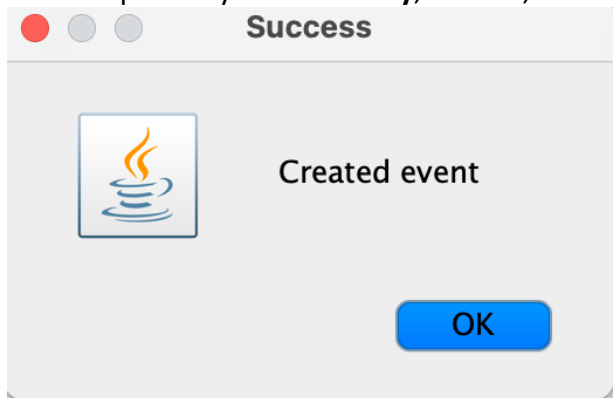


- 2) Upon clicking the 'Add Event' dialog box will appear,

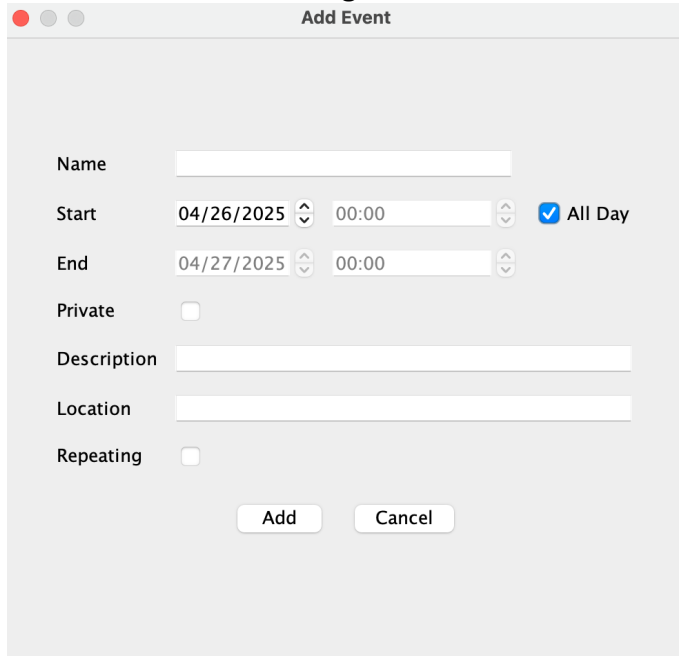
The 'Add Event' dialog box is shown. It has a title bar with standard macOS window controls. The form contains the following fields and controls:

- Name:** A text input field.
- Start:** A date picker showing '04/10/2025' and a time picker showing '05:21'. There is an 'All Day' checkbox to the right.
- End:** A date picker showing '04/10/2025' and a time picker showing '05:21'.
- Private:** A checkbox.
- Description:** A text input field.
- Location:** A text input field.
- Repeating:** A checkbox.
- Buttons:** 'Add' and 'Cancel' buttons at the bottom.

- 3) Fill in the necessary details such as **Name**, **Start/End Date**, **Start/End Time**, and optionally check **All Day**, **Private**, or fill in **Description**, **Location**. And press 'add'.



- 4) In case if you want to create all day event then mark the 'All Day' checkbox in the 'Add Event' dialog box and follow the steps mentioned in the above.

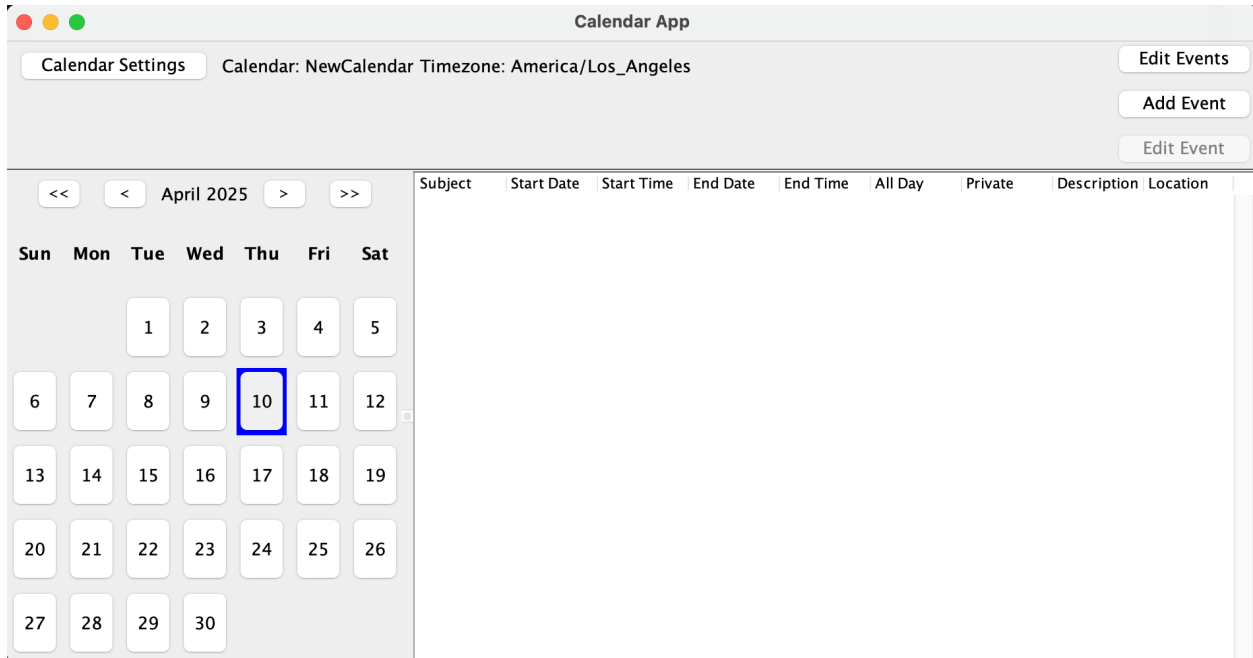
A screenshot of an 'Add Event' dialog box. The title bar says 'Add Event'. The form contains the following fields and controls:

- Name**: A text input field.
- Start**: A date and time selector showing '04/26/2025' and '00:00' with up/down arrows, followed by a checked 'All Day' checkbox.
- End**: A date and time selector showing '04/27/2025' and '00:00' with up/down arrows.
- Private**: A checkbox that is currently unchecked.
- Description**: A text input field.
- Location**: A text input field.
- Repeating**: A checkbox that is currently unchecked.

At the bottom, there are two buttons: 'Add' and 'Cancel'.

## Creating recurring event

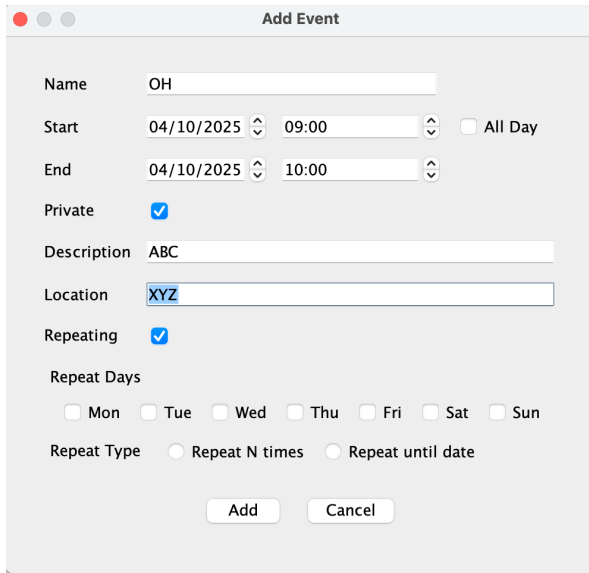
- 1) To create a recurring event press 'Add Event' button in the top right corner of the calendar app frame.



- 2) Upon clicking 'Add Event' dialog box will appear,

The screenshot shows the 'Add Event' dialog box. It has a title bar with standard macOS window controls (red, yellow, green buttons) and the text 'Add Event'. The dialog contains several input fields and checkboxes. The 'Name' field is empty. The 'Start' field shows '04/10/2025' and '05:21'. The 'End' field shows '04/10/2025' and '05:21'. There is an 'All Day' checkbox which is unchecked. The 'Private' checkbox is unchecked. The 'Description' field is empty. The 'Location' field is empty. The 'Repeating' checkbox is unchecked. At the bottom, there are two buttons: 'Add' and 'Cancel'.

3) Provide the required details and mark the 'Repeating' checkbox.



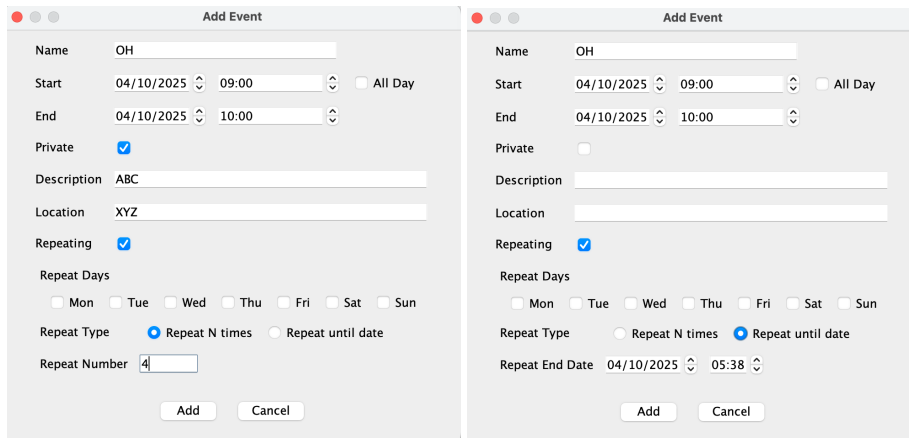
The 'Add Event' dialog box is shown with the following details:

- Name: OH
- Start: 04/10/2025 09:00
- End: 04/10/2025 10:00
- Private: ☒
- Description: ABC
- Location: XYZ
- Repeating: ☒
- Repeat Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun
- Repeat Type: ☐ Repeat N times ☐ Repeat until date
- Buttons: Add, Cancel

4) Select the required days of the week you want the event to reoccur.

5) If you want the event to occur for certain number of times the press 'Repeat N Times' and provide the number of frequency.

6) If you want the event to occur until certain date then select 'Repeat Until date' option and provide the required end date.



The image shows two side-by-side screenshots of the 'Add Event' dialog box, illustrating different repeat configurations.

**Left Screenshot:**

- Name: OH
- Start: 04/10/2025 09:00
- End: 04/10/2025 10:00
- Private: ☒
- Description: ABC
- Location: XYZ
- Repeating: ☒
- Repeat Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun
- Repeat Type: ☒ Repeat N times ☐ Repeat until date
- Repeat Number: 4
- Buttons: Add, Cancel

**Right Screenshot:**

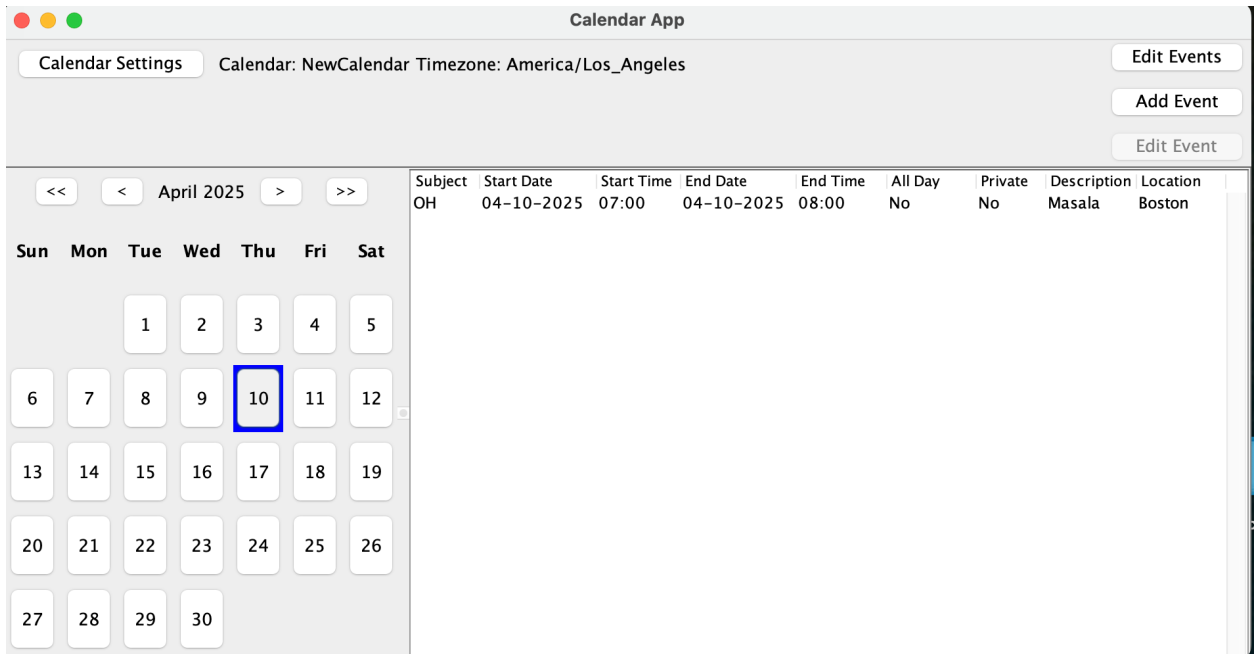
- Name: OH
- Start: 04/10/2025 09:00
- End: 04/10/2025 10:00
- Private: ☐
- Description:
- Location:
- Repeating: ☒
- Repeat Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun
- Repeat Type: ☐ Repeat N times ☒ Repeat until date
- Repeat End Date: 04/10/2025 05:38
- Buttons: Add, Cancel

7) Press 'Add' button to create a reoccurring event after providing the required details.

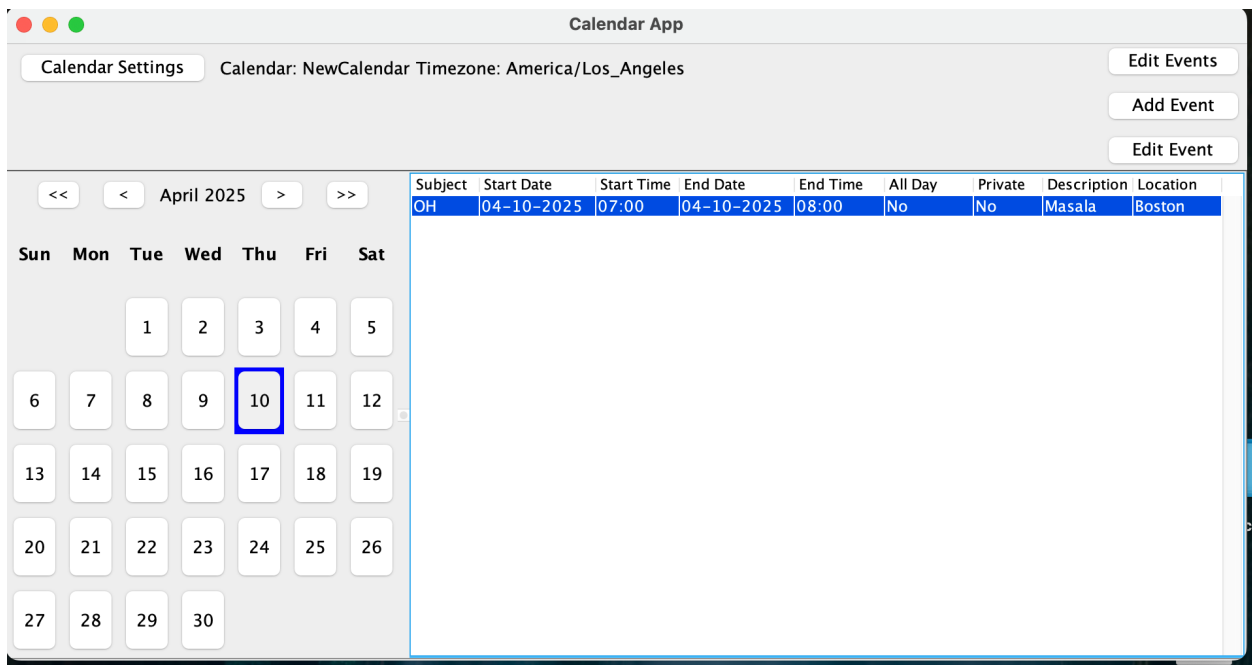


## Editing an event

1) The events are listed in the center pane of the Calendar app.



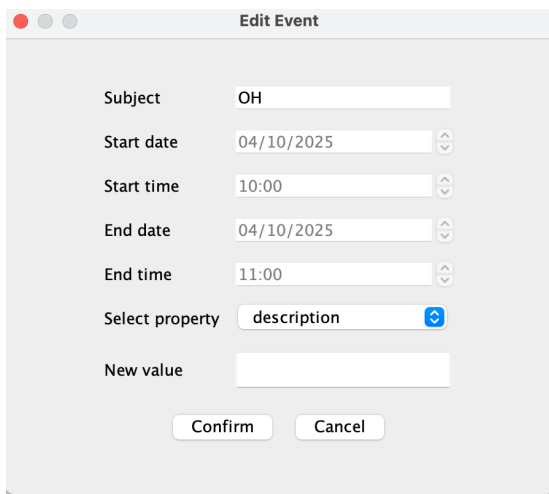
2) Select the required event you want to edit, and click 'Edit Event'.



3) You can view the event details.

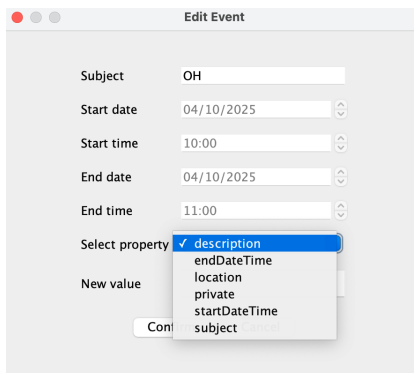
Subject	Start Date	Start Time	End Date	End Time	All Day	Private	Description	Location
OH2	04-26-2...	18:00	04-26-2...	19:00	No	No		

4) Upon clicking 'Edit event' dialog box will appear.



The 'Edit Event' dialog box is a light gray window with a title bar containing three colored buttons (red, yellow, green). It contains several input fields and two buttons at the bottom. The fields are: 'Subject' with the value 'OH', 'Start date' with '04/10/2025', 'Start time' with '10:00', 'End date' with '04/10/2025', 'End time' with '11:00', 'Select property' with a dropdown menu showing 'description', and 'New value' with an empty text box. The 'Confirm' and 'Cancel' buttons are at the bottom right.

5) Select the required property you want to change from the 'Select property' dropdown.



The 'Edit Event' dialog box is shown with the 'Select property' dropdown menu open. The menu lists several properties: 'description' (which is highlighted with a blue checkmark), 'endTime', 'location', 'private', 'startTime', and 'subject'. The other fields in the dialog box remain the same as in the previous image.

6) Provide a new value for the selected property and press 'Confirm'.

The image shows two side-by-side screenshots of a software interface. The left window is titled "Edit Event" and contains a form with the following fields:

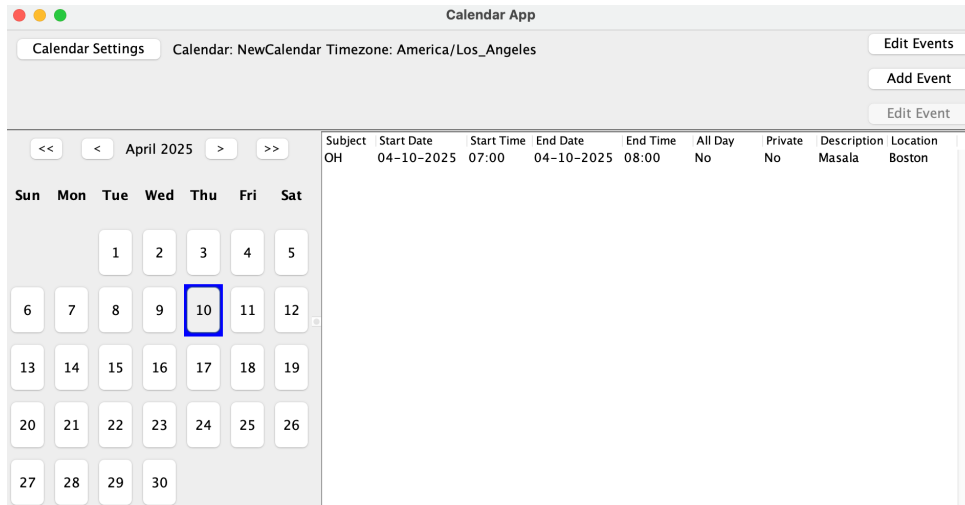
- Subject: OH
- Start date: 04/10/2025
- Start time: 10:00
- End date: 04/10/2025
- End time: 11:00
- Select property: subject
- New value: OfficeHours

At the bottom of the "Edit Event" window are two buttons: "Confirm" and "Cancel".

The right window is titled "Success" and displays a message "Edited event" next to a small icon of a flame over a stack of plates. A blue button labeled "OK" is located at the bottom right of the "Success" window.

## Editing multiple events with same Subjects

- 1) To edit multiple events simultaneously click on 'Edit Events' button on the top right corner.

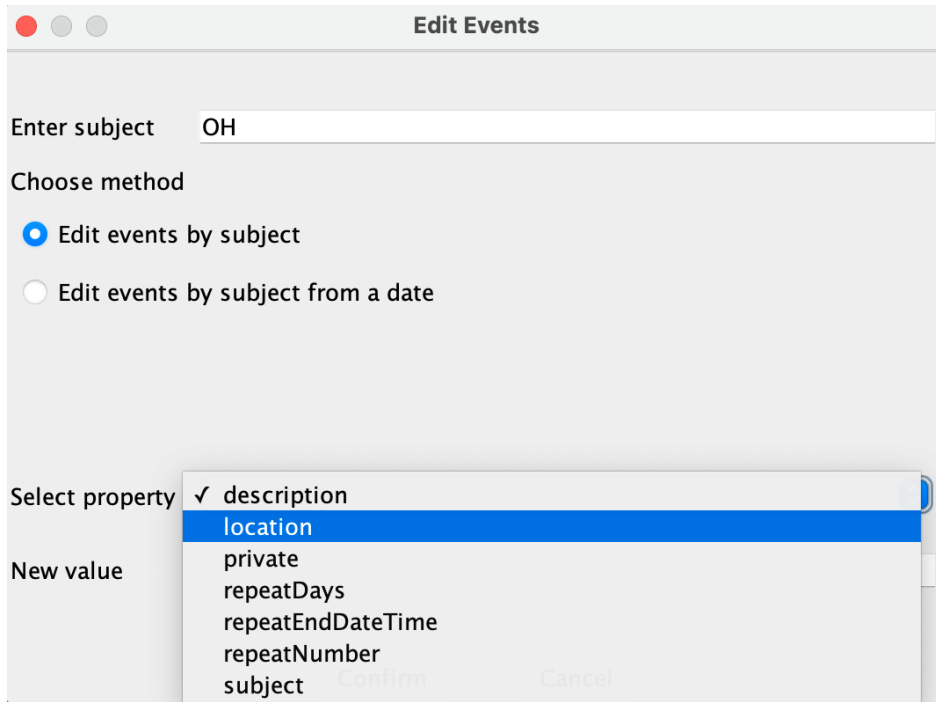


- 2) Provide the name of the events in the subject field. And choose one of the methods
  - a) Edit events by subject- If you want to change any specific property for all the events with the same subject.
  - b) Edit events by subject from a date- updates events from a specific start date.

The screenshot shows the 'Edit Events' dialog box. It has a title bar with three colored buttons (red, yellow, green) and the text 'Edit Events'. The main area contains the following fields and controls:

- 'Enter subject' with a text input field.
- 'Choose method' with two radio buttons:
  - ☒ Edit events by subject
  - ☐ Edit events by subject from a date
- 'Select property' with a dropdown menu showing 'description' and a blue arrow button.
- 'New value' with a text input field.
- At the bottom, there are 'Confirm' and 'Cancel' buttons.

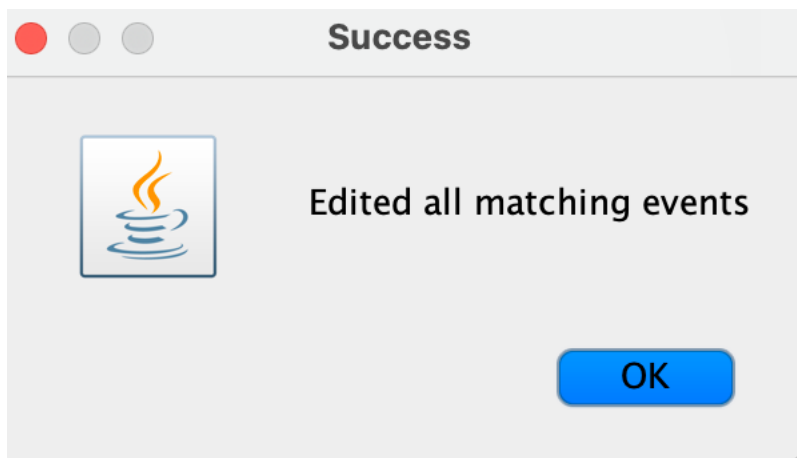
3) Select the desired property you want to change.



The 'Edit Events' dialog box is shown with the following fields and options:

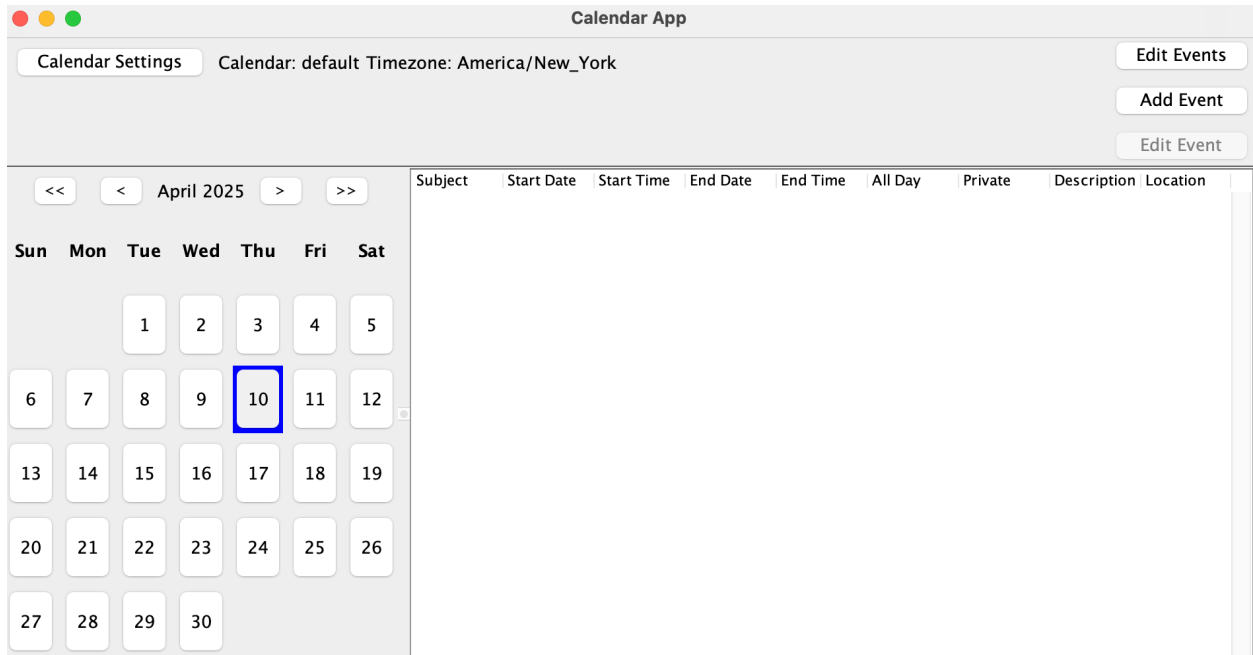
- Enter subject:** A text field containing 'OH'.
- Choose method:** Two radio buttons. The first, 'Edit events by subject', is selected. The second is 'Edit events by subject from a date'.
- Select property:** A dropdown menu is open, showing a list of properties: 'description' (checked), 'location' (highlighted in blue), 'private', 'repeatDays', 'repeatEndDateTime', 'repeatNumber', and 'subject'.
- New value:** A text field that is currently empty.
- Buttons:** 'Confirm' and 'Cancel' buttons are visible at the bottom right of the dialog.

4) Provide a new value for the selected property and click confirm.

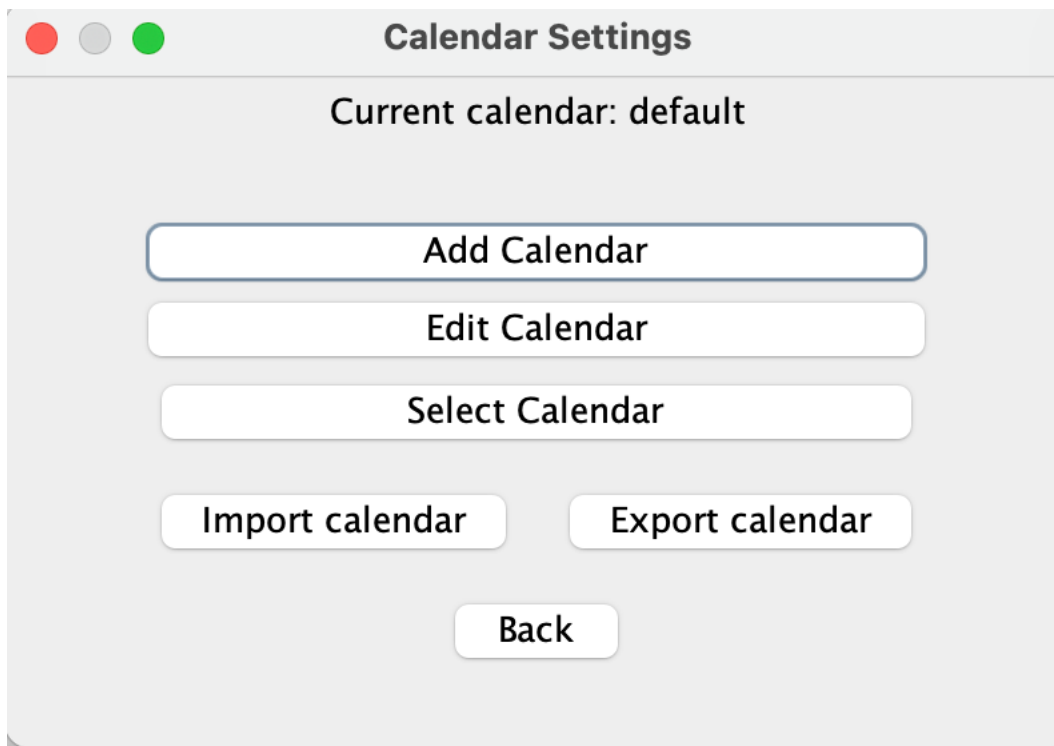


## Exporting events from the GUI

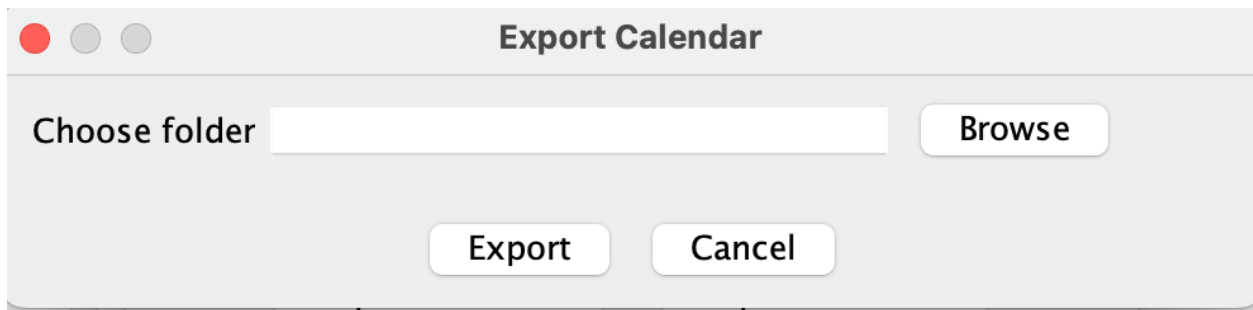
- 1) To export the events Click on the 'Calendar Settings' button on the top left corner of calendar app frame.



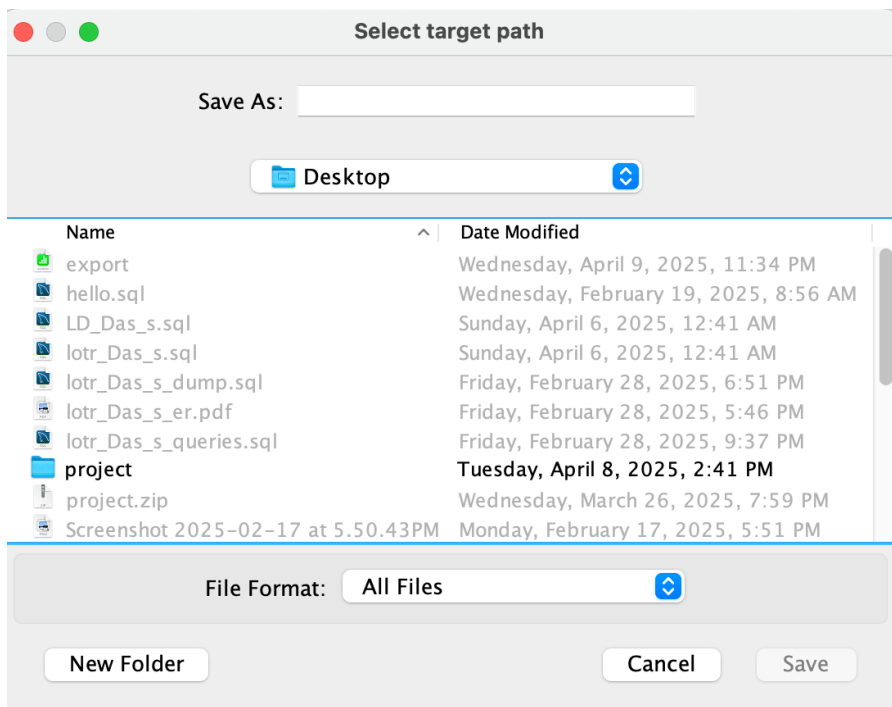
- 2) Upon clicking the below dialog box will appear.



3) Upon clicking the 'Export Calendar' button, the below dialog box will appear.

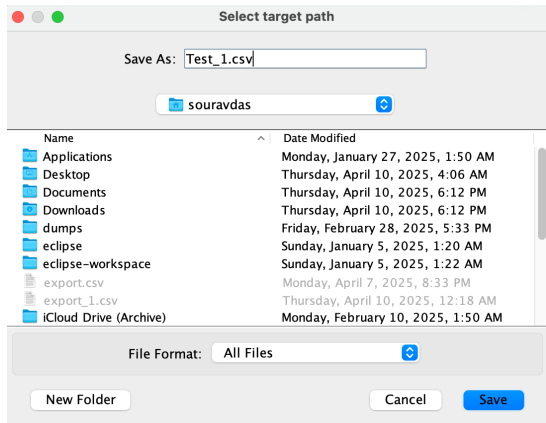


4) Browse the folders to set the path in which you want to save the CSV file.

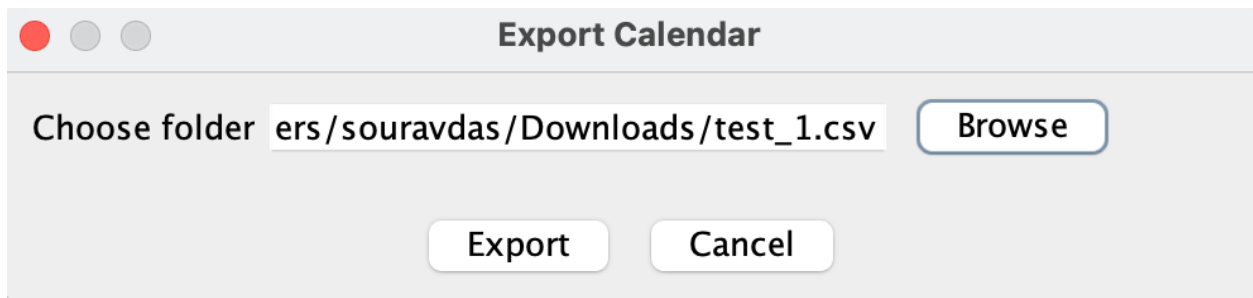


5) Once the folder is selected, provide the new filename with extension in the 'Save As:' field.

For eg:- 'Test.csv' or 'meeting.csv'



- 6) Once the file name is provided then click on 'Save'. After that another dialog box will appear prompting to export.

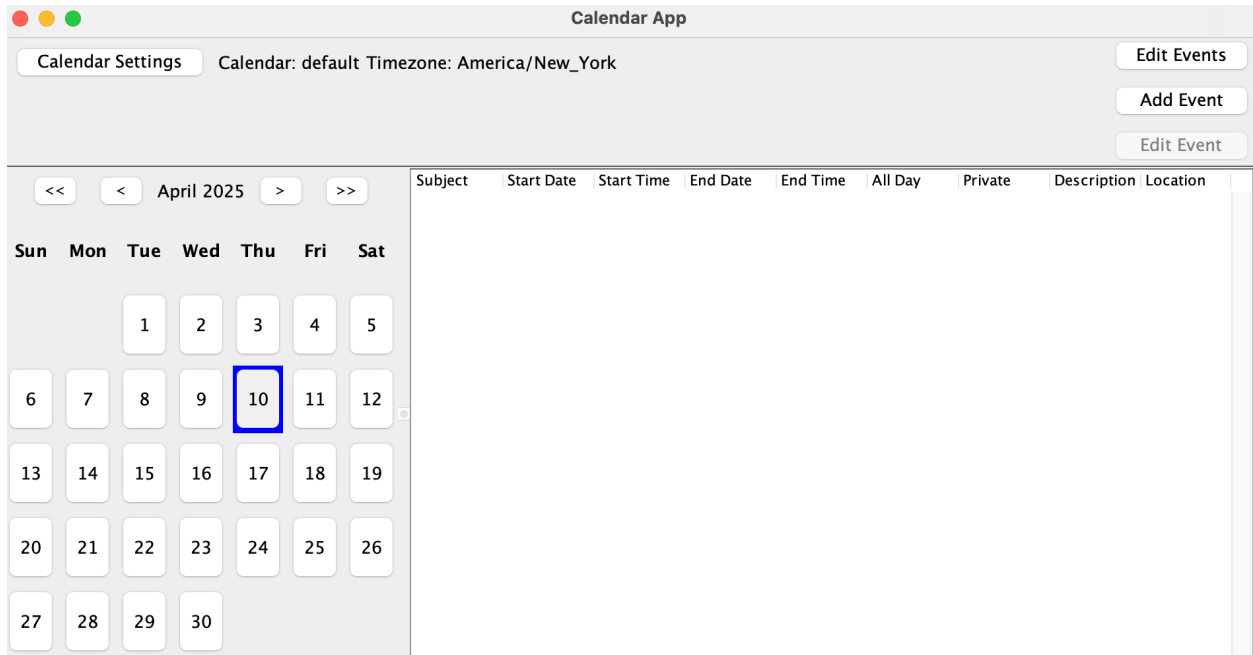


- 7) By clicking on 'Export' button the file will be saved in the desired folder path.

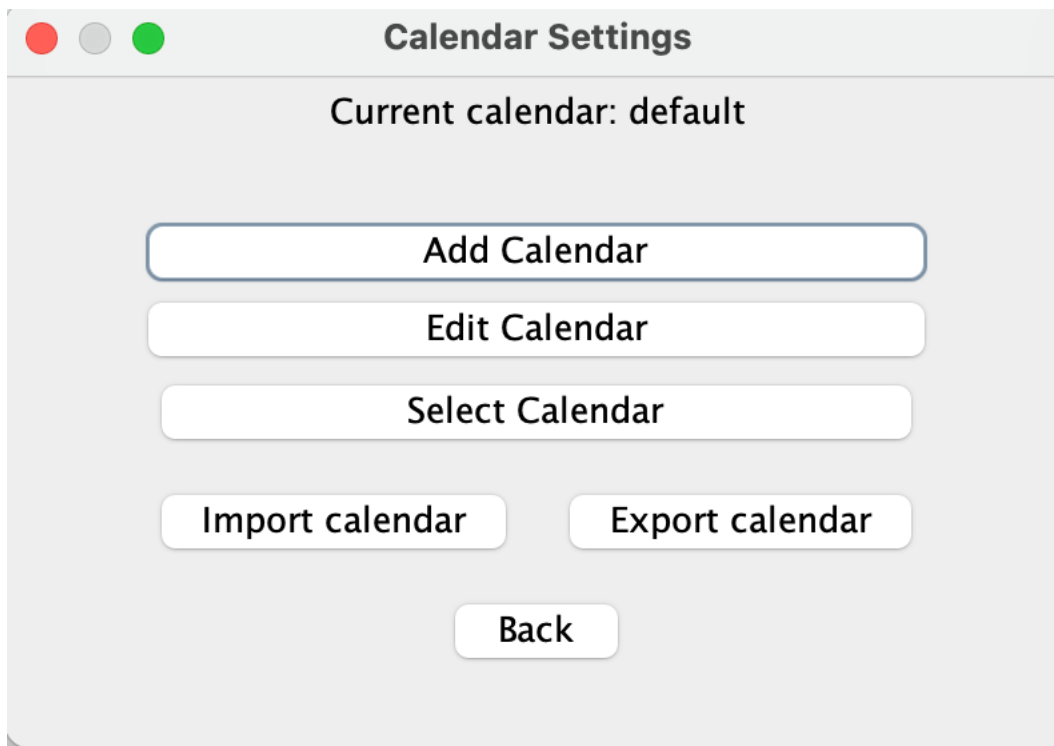


## Import a CSV file of event list into GUI

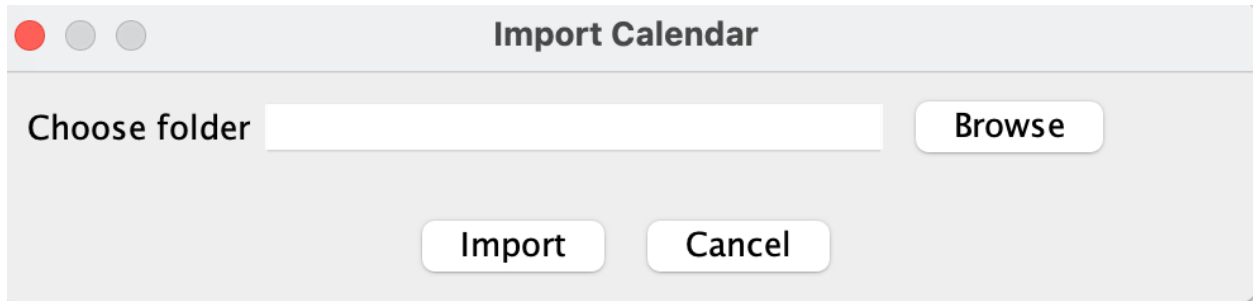
- 1) To import the events Click on the 'Calendar Settings' button on the top left corner of calendar app frame.



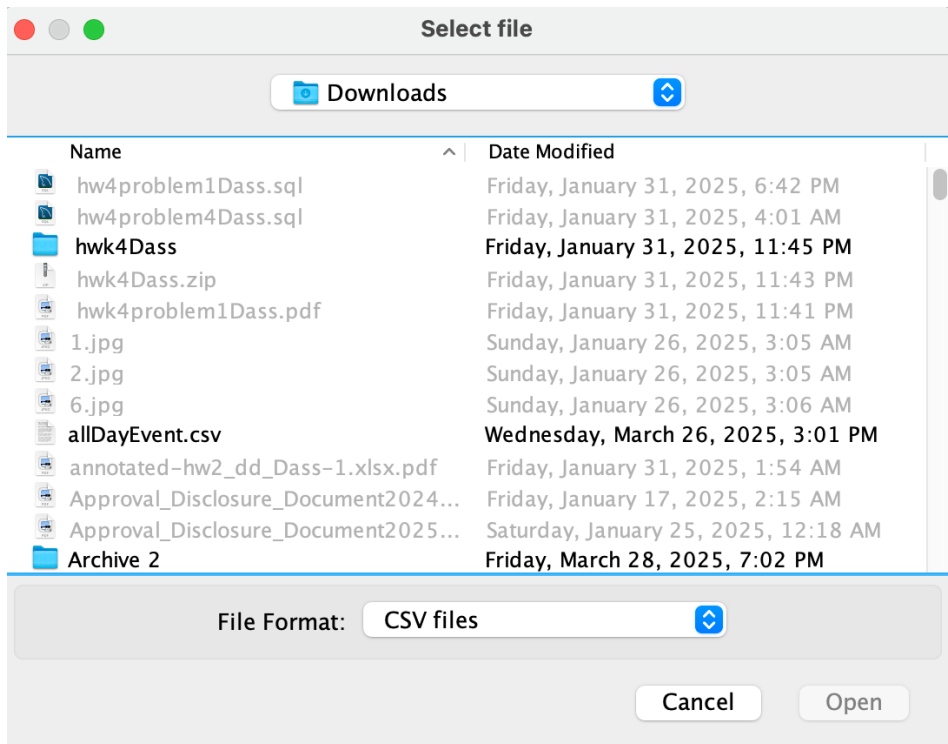
- 2) Upon clicking the below dialog box will appear.



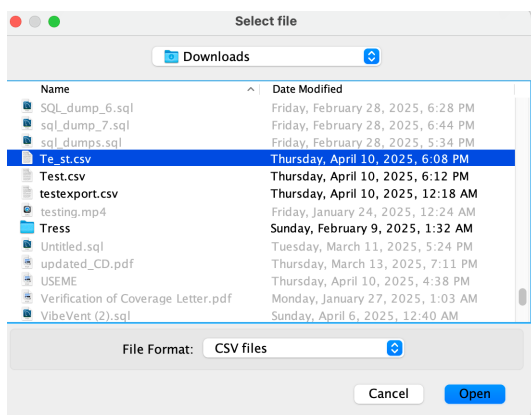
3) Upon clicking the 'Import Calendar' button, the below dialog box will appear.



4) Browse the folders to select the required csv file.



5) Once the file is selected, Click open



6) Once open is clicked all the files are imported.

