

# Execution Instructions for CollegeCalendar

## Basic Usage

1. Download the executable .jar file onto a computer that has the latest version of Java installed.
2. Double click the .jar file to run the application.
3. The application should show the main monthly view of the Calendar.
4. To switch to the Weekly View, use the dropdown in the top right corner.
5. Add events and manage your contacts with the buttons in the top right.
6. To edit or delete events, click on them in the monthly view.
7. To switch the month/week being viewed, use the arrows in the top left corner.

## Functionality

### Switching Views

1. Selecting either option from the dropdown in the top right will switch the calendar view to your selection.

### Managing Events

1. To add an event,
  - a. Click Add Event
  - b. Fill out all the information
  - c. Click Add Event
  - d. The Event will appear on the calendar on the day and time you specified
2. To edit/delete an event,
  - a. Click on the event in the calendar view
  - b. Make some changes to the fields if you want to edit the event, then click Confirm Changes
  - c. Click Delete Event if you want to delete the event

### Navigating the Calendar

1. Use the arrow keys in the top left corner to view different weeks/months. The left arrow will go back in time, the right arrow will go forward.
2. Click Today to view the month or week, depending on the Calendar View you're using, that contains today's date.

## **Managing Contacts**

1. To add a contact,
  - a. Click Manage Contacts on the right side of the view
  - b. Type the name of the contact you want to add
  - c. Click Add Contact
  - d. The database will store your contact, and add random events to the calendar to remind you to contact them.
2. To delete a contact,
  - a. Click Manage Contacts
  - b. Fill out the name of the contact
  - c. Click Remove Contact
  - d. This will delete all events for contact from database.

## **Changing Account**

1. To change the username you're using
  - a. Click Change Account
  - b. Fill out the username field in the popup
  - c. Click Submit and the username change will take effect

## **Suggest Event Time**

1. To get a suggested time for an event
  - a. Click Add Event
  - b. Give the event a duration
  - c. Click suggest and it will fill the fields with the next appropriate time slots

## **Receiving Pop-Up Notifications**

1. To receive notification prior to an event.
  - a. Click on the desired event in any of the calendar views (or upon event creation).
  - b. Check the 'Notify Me' box.
  - c. Confirm changes.
2. To receive reminders during an event.
  - a. Click on the desired event in any of the calendar views (or upon event creation).
  - b. Check the 'Constant Reminder During Event' box.
  - c. Confirm changes.
3. To receive notification when an event ends.
  - a. Click on the desired event in any of the calendar views (or upon event creation).
  - b. Check the 'Notify When Over' box.
  - c. Confirm changes.

