Manual

Contents

Add Timeline

To create a new timeline, (1) click on the 'File' button on the navigation bar located in the top left corner. (2) There you will find the 'New' button, while hovering over it with your mouse you will see 'Timeline'. (3) Click on 'Timeline' and a new window will appear.

(4) Next, in the new window choose what you want your timeline to be named (the title) and description start date and end date. (5) The last step is to click the 'Create' button and you are set.

[Insert pictures showing 1, 2, 3, 4, and 5]

Edit Timeline

Delete Timeline

Add Event with duration

To create a new event, (1) click on the 'File' button on the navigation bar located in the top left corner. (2) There you will find the 'New' button, while hovering over it with your mouse you will see 'Event'. (3) Click on 'Event' and a new window will appear.

(4) Next, in the new window choose what you want your event to be named (the title) and description, start date, end date, start time and end time. (5) The last step is to click the 'Create' button and you are set.

[Insert pictures showing 1, 2, 3, 4 and 5]

Add Event without duration

To create a new event, (1) click on the 'File' button on the navigation bar located in the top left corner. (2) There you will find the 'New' button, while hovering over it with your mouse you will see 'Event'. (3) Click on 'Event' and a new window will appear.

(4) Next, in the new window choose what you want your event to be named (the title) and description, start date, end date and start time. (5) The last step is to click the 'Create' button and you are set.

[Insert pictures showing 1, 2, 3, 4 and 5]

Modify Event

Search Event

To search for an event, (1) click on the search bar located on the top right corner of the main window. Next, (2) type in the event you want to search for and then (3) click on the arrow right next to the bar.

[Insert pictures showing 1, 2, 3]

Delete Event

Exit Application