

User manual

Andrea Turri
Andrea Salmoiraghi
Fabiano Riccardi

User Manual	1
 Requirements	5
 Sign up	6
Registration	6
Email	7
 Log in	8
 Password recovery	9
 Your personal area	12
At a glance	12
Notification panel	13
User's settings and Logout	13
 Create an event	14
Quick creation	14
Complete creation	14
Add map	15
Add weather	15
Invite users	16
Privacy	16
Overlapping	16
Roles	16
Notifications	16
 See event details	17
Reach event's detail page	17
At a glance	17
Actions	18
Weather	19
Remove invited users or participants	19
Invitation	19
Unauthorized access	20
 Edit an event	21
Quick update	21
Complete update	21
Delete event	23

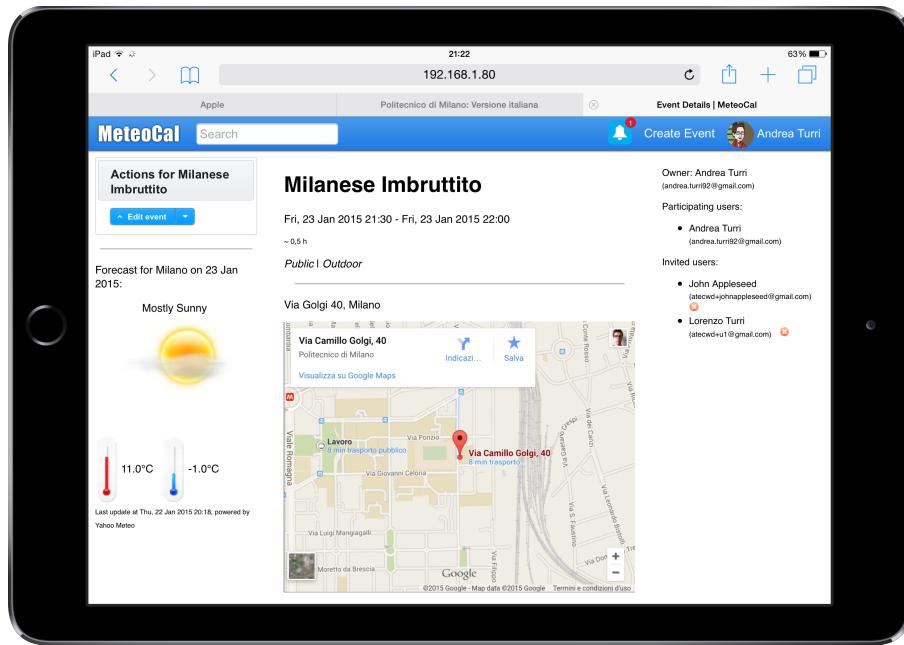
Notification	24
Receive an invitation	25
Notification	25
Event details	25
Accept or refuse	25
Remove event	25
Past events	25
Event date update	25
Invitation list	26
Calendar	27
Privacy	27
Quick create and edit	27
Event styles	28
Switch views	28
Notifications	30
System notifications	30
Email notifications	30
Types of notification	30
Notifications for invitations	30
Notifications for event updates	30
Notifications for weather	31
Search	32
Search panel	32
User profile	33
Event	33
Favorite users	34
Add a favorite	34
Remove a favorite	34
Favorites page	35
Settings	36
At a glance	36
Change theme	37
Change password	37
Change data	38

Upload image	38
Change privacy settings	39
Export calendar	40
Import calendar	41
Support	42

Requirements

In order to be able to access MeteoCal you need only a device with a browser and internet access.

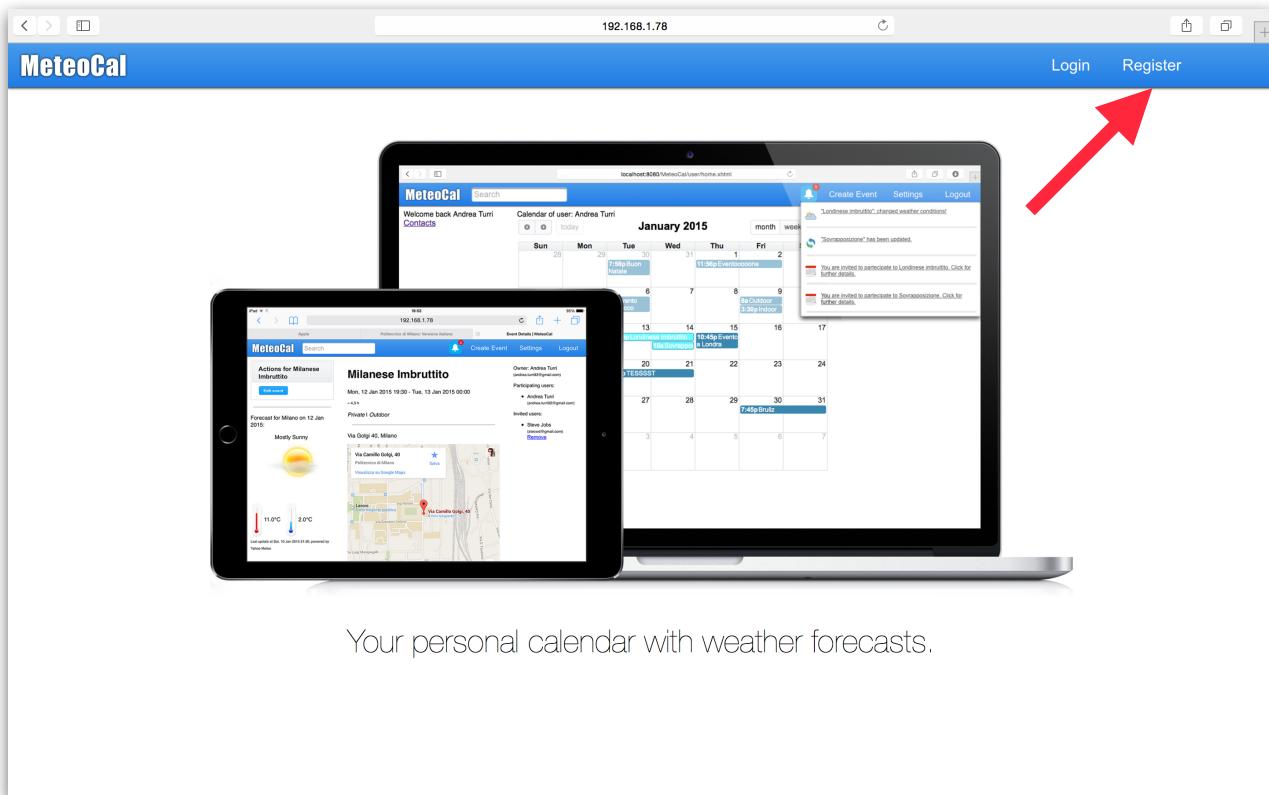
MeteoCal is optimized for Webkit browsers (Google Chrome and Apple Safari). It also supports Mobile Safari on iPad.



Sign up

Registration

Go to MeteoCal's home page at <http://localhost:8080/MeteoCal> and click the "Register" button on the top bar.



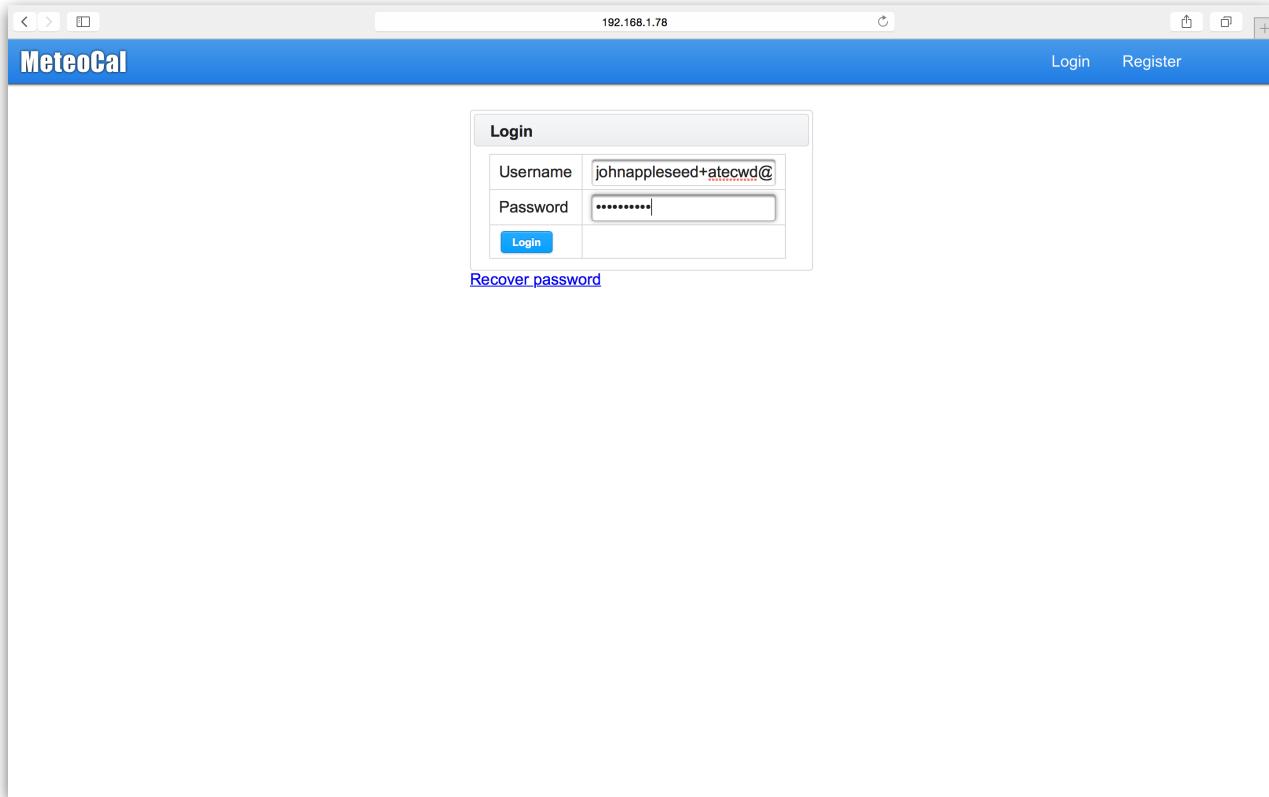
Here you have to fill the form correctly. Fields marked with * are mandatory.

By default when a user is created, his calendar is private.

A screenshot of the MeteoCal registration form. The form is titled 'Registration Form' and contains the following fields: Name (John), Surname (Appleseed), Gender (Man), Date of birth (24/02/55), Address (Infinite Loop), City (Cupertino), Email (johnappleseed+ate cwd@), Password and Confirm Password (both masked). Below the form, a note says '* Mandatory fields'. At the bottom of the form is a blue 'Register' button. A red arrow points from the text above to the 'Register' button. Another red arrow points to the note about mandatory fields.

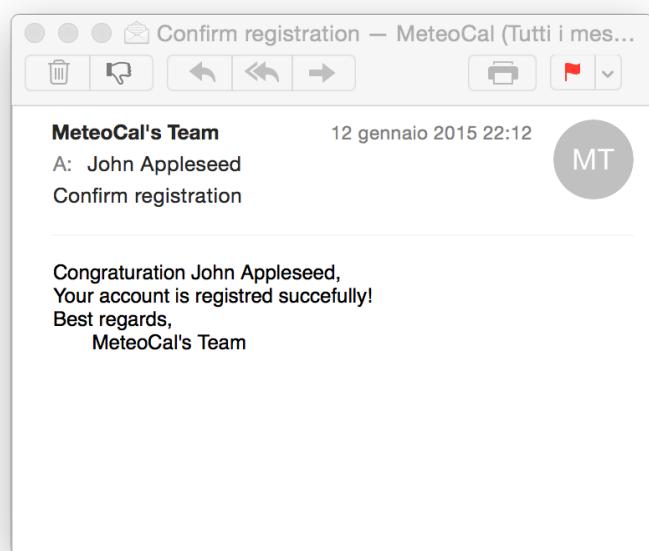
MeteoCal

After you filled the form, click on “Register” button on the bottom and if you are redirected to the login page, you have been correctly signed up and you can proceed with log in. If an error occurred, for example the email you entered was not legal or you forgot a mandatory field, it is shown a message. You can correct the error and retry.



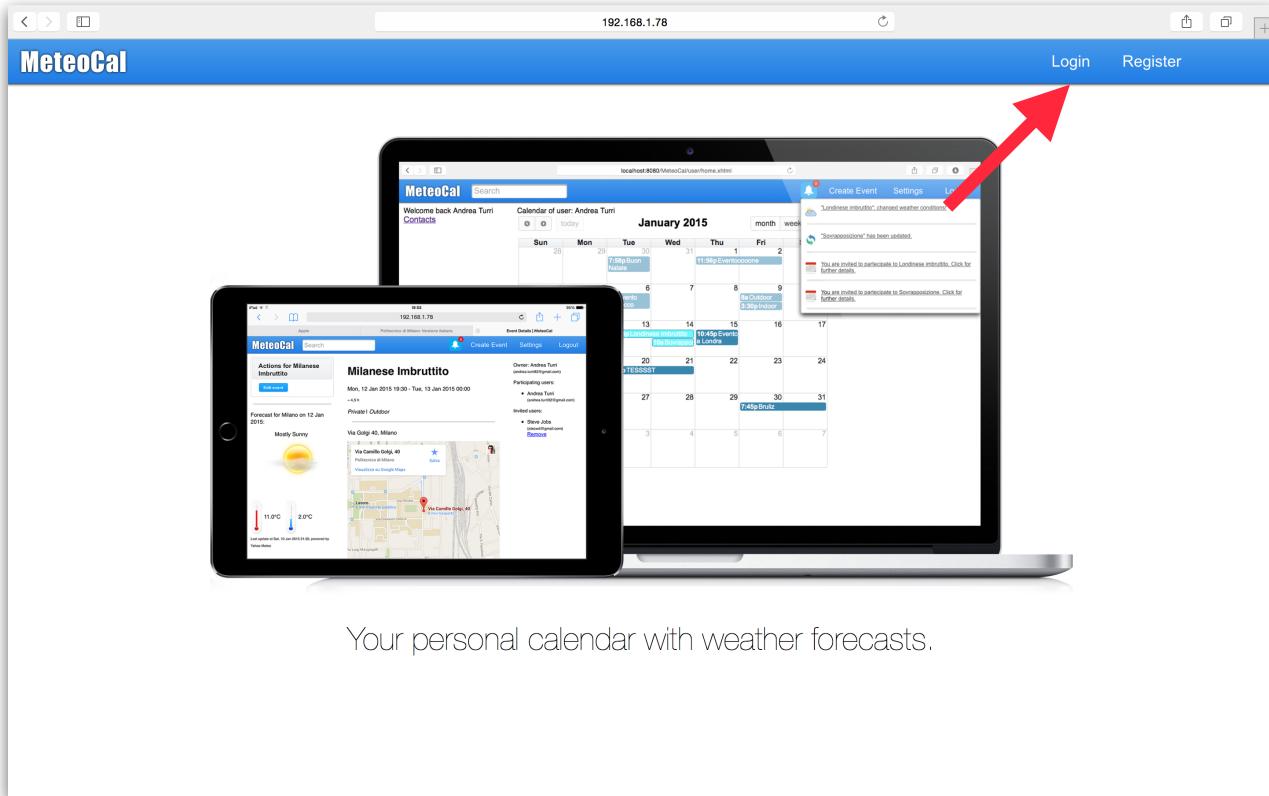
Email

After you signed up, MeteoCal sends you a welcome email.

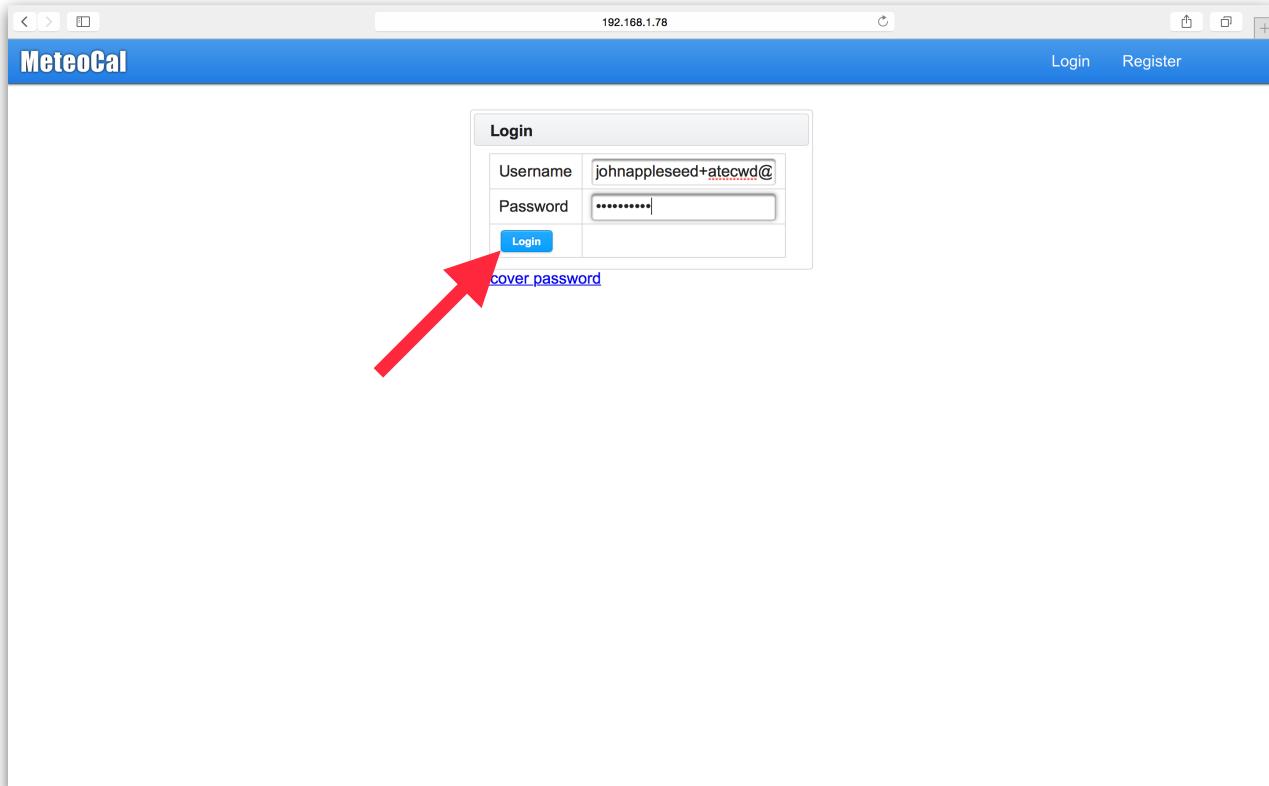


Log in

Go to MeteoCal's home page at <http://localhost:8080/MeteoCal> and click the "Login" button on the top bar.

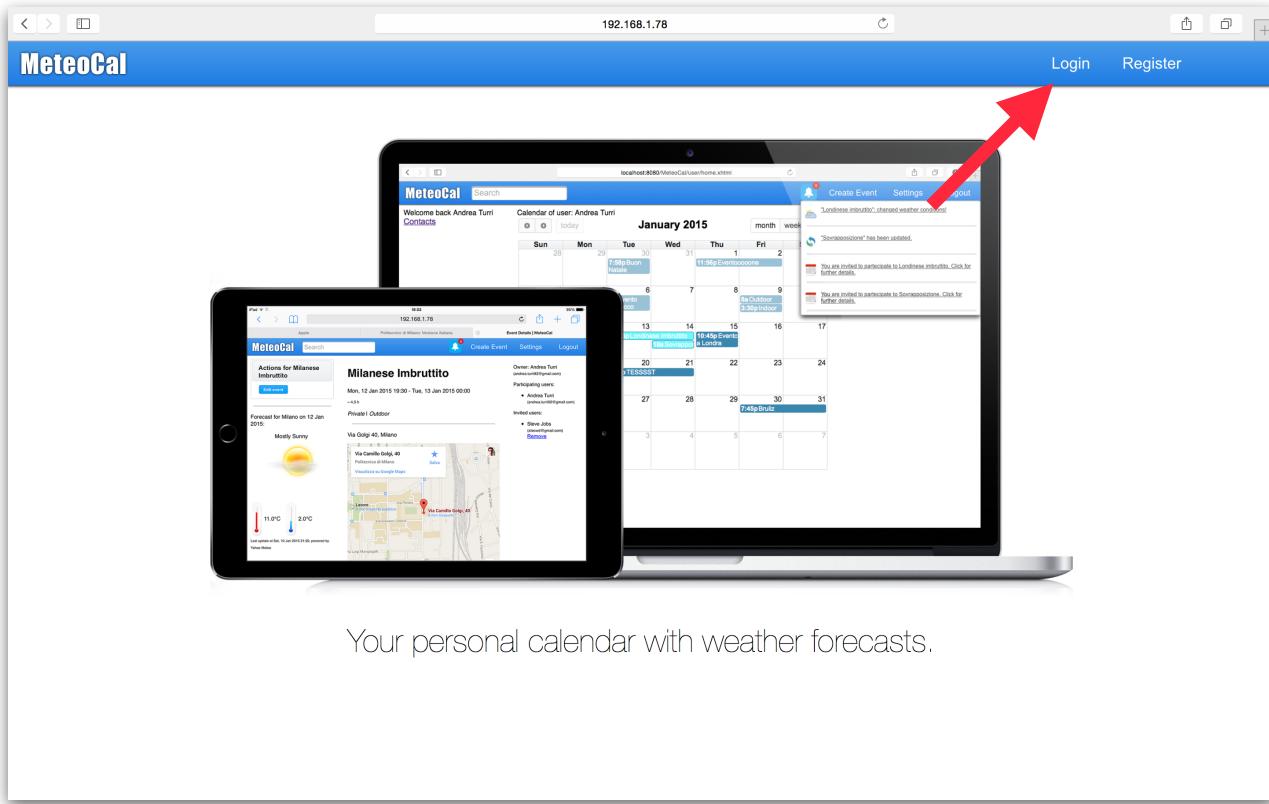


You can now enter your registration email address and the password you chose, then submit the form. If the login goes wrong, it is displayed a message, otherwise you are redirected to your personal calendar.



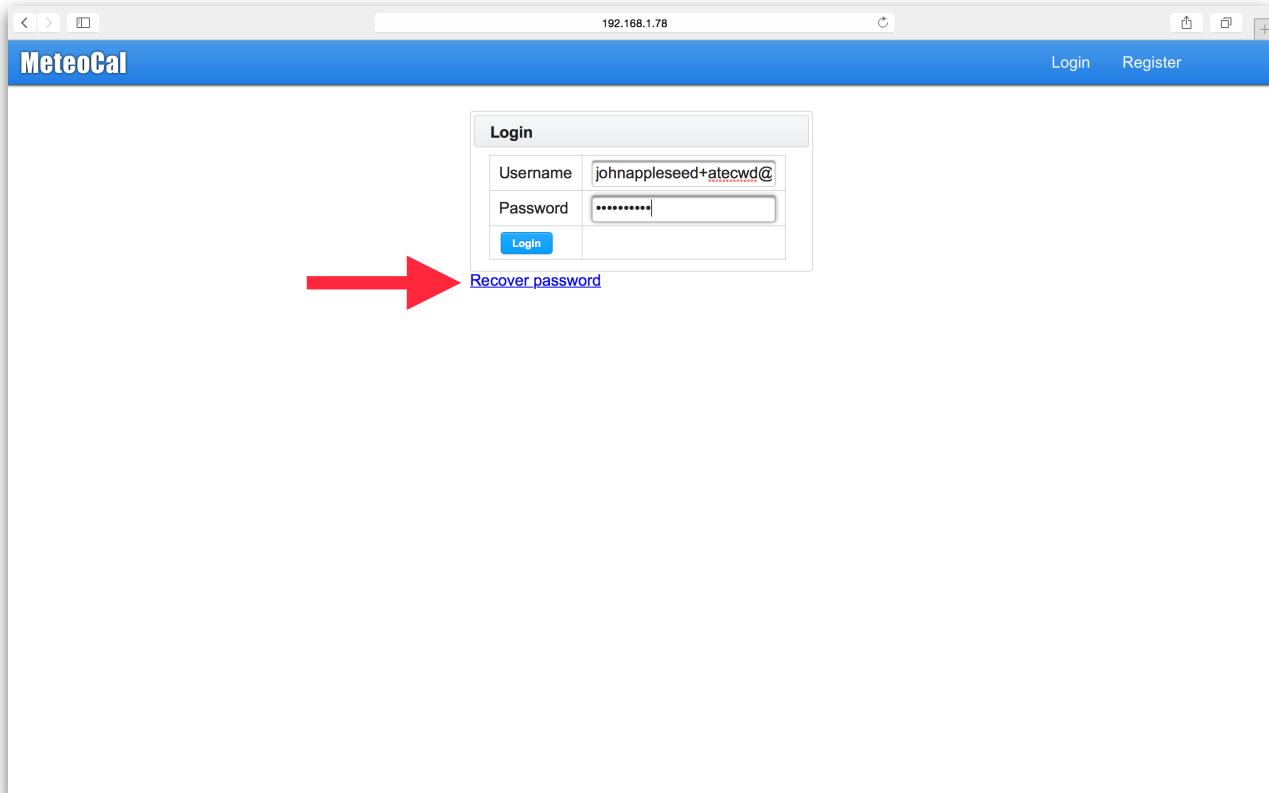
Password recovery

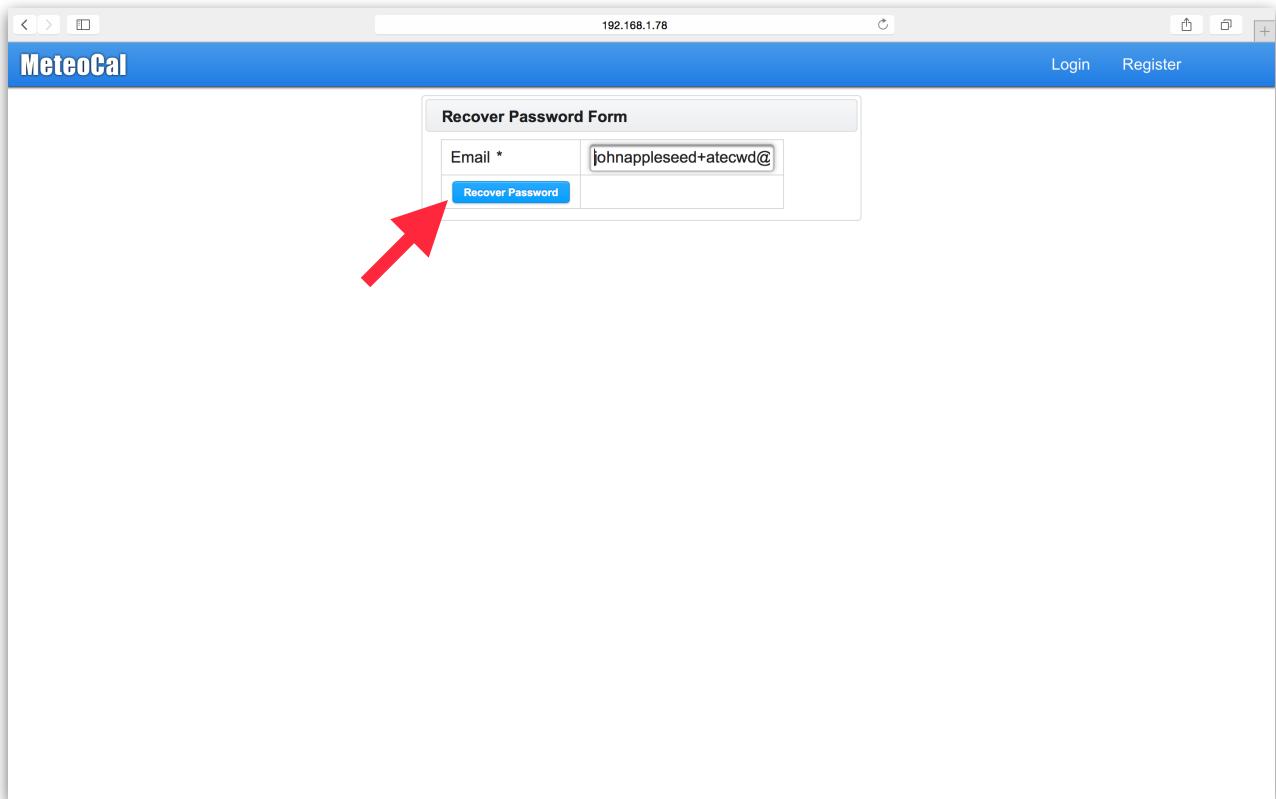
Go to MeteoCal's home page at <http://localhost:8080/MeteoCal> and click the "Login" button on the top bar.



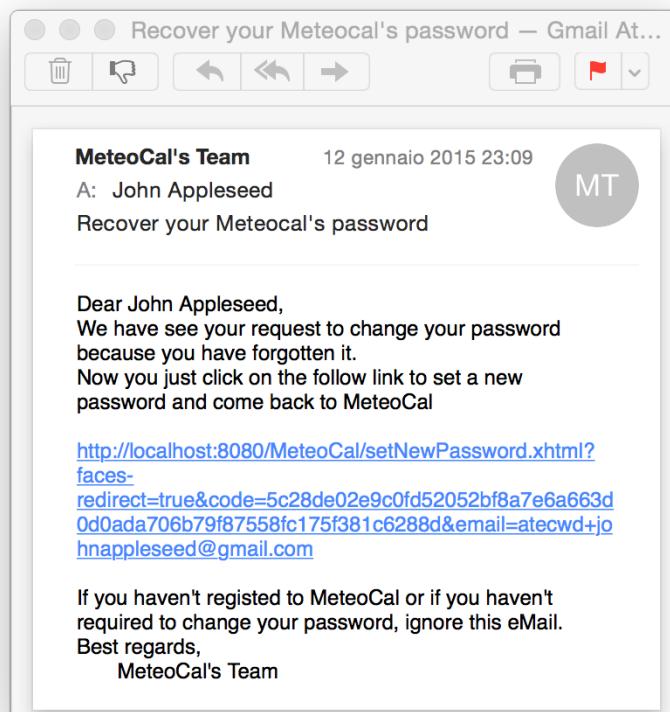
Your personal calendar with weather forecasts.

Here, below the login form, you should see a link called "Recover password": click on it and enter your email address that you used to register in MeteoCal.





Now check your email because the system should have sent you a link to set a new password. Click on the link provided in the email and enter your new password, then confirm.



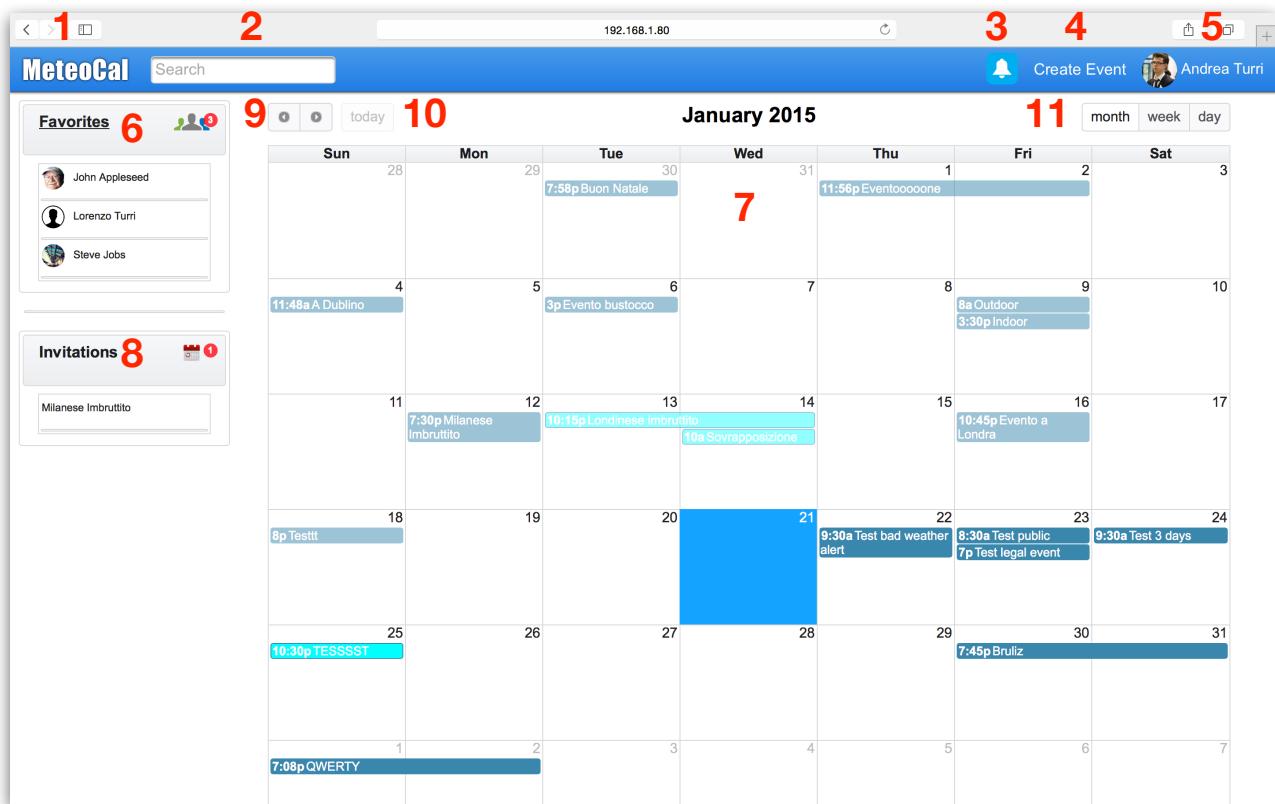
MeteoCal

A screenshot of a web browser window showing the MeteoCal 'Set New Password Form'. The form has two input fields: 'Password *' and 'Confirm Password *', both containing masked text. Below the fields is a blue 'Set New Password' button. A red arrow points to this button, indicating where the user should click to submit the new password.

You have now successfully changed your password and you can log in.

Your personal area

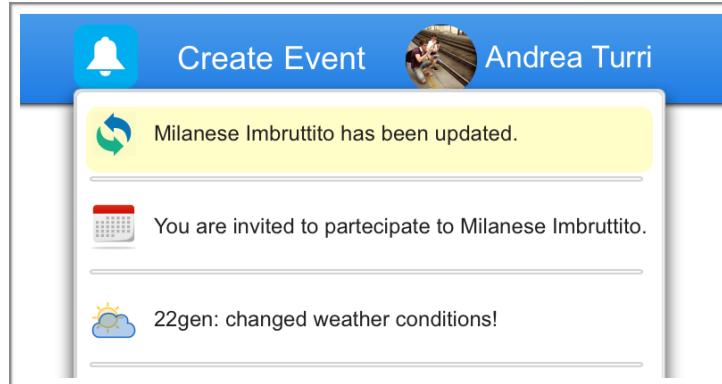
At a glance



1. Link to your home page
2. Search users and events
3. Notifications
4. Create Event button
5. Your name and image, click to see "Settings" and "Logout" links
6. Favorite users, click on one user to reach his profile
7. Your calendar
8. Your invitations, click on one invitation to see event's details
9. Buttons to move into calendar
10. Today button: to go to the view where you find the current date
11. Calendar view selection (Month, Week, Day)

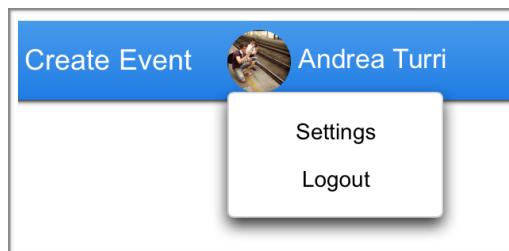
Notification panel

Click on the notification icon to see the notification panel. See details in chapter **Notifications**.



User's settings and Logout

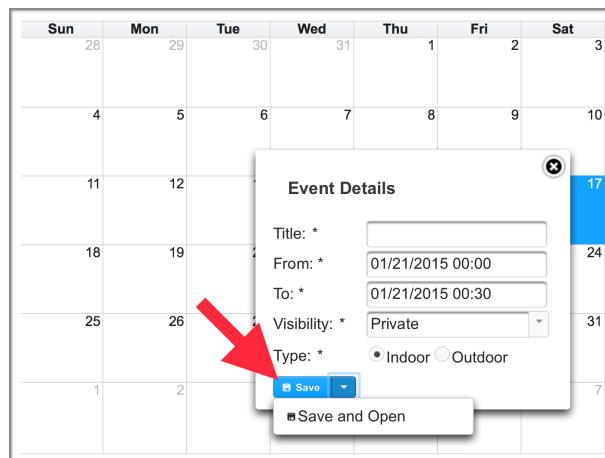
To see the user's menu with Settings and Logout links, just click on your image or on your name in the top bar, on the right.



Create an event

Quick creation

You can create quickly an event from your calendar. Just click on an empty “future” area of your calendar and it will be shown a panel, where you can insert all the essential data of the event.



As you can see there are only essential information: title, start and end date/time, visibility, indoor/outdoor.

You can in a second moment complete all additional information (including weather) by editing it. If you click “Save” you will see the event in your calendar, if you click “Save and Open” you will see event’s details page.

Complete creation

From the top bar, click on the “Create event” button. You will see now the complete form to create an event. All fields marked with * are mandatory.

 A screenshot of the MeteoCal "Create event" form. The form is divided into two columns. The left column contains numbered steps (1-12) corresponding to fields: 1. Title (Milanese Imbruttito), 2. Description (Meet all!), 3. Starting time (01/22/2015 18:45), 4. End time (01/22/2015 23:15), 5. Address (Via Golgi 40), 6. City (Milano), 7. Weather (Forecast for Milano on 22 Jan 2015: AM Showers, with high of 7.0°C and low of -1.0°C), 8. Location additional info (Building 42), 9. Visibility (Public), 10. Type (Indoor), 11. Invite users (oleseed@gmail.com), and 12. Create button. The right column contains a "Create Event" button and a user profile for Andrea Turri. A red arrow points from the text below to the "Create" button. A yellow warning box is displayed on the right side of the form, stating: "There is bad weather for the time and location you chose! But MeteoCal found good weather on 23 Jan 2015: Mostly Sunny, with high of 11.0°C and low of -1.0°C".

- 1.** Title: event title, max 160 char
- 2.** Description: a short description / comment about the event, max 255 chars
- 3.** Starting time: the date and time when the event starts, you can choose every date/time in the future, minutes :00, :15, :30, :45
- 4.** End time: the date when the event ends, you can choose every date/time after the starting time, minutes :00, :15, :30, :45. Note that when you select the starting time, the end time is reset.
- 5.** Address: the address where the event will take place
- 6.** City: the city where the event will take place
- 7.** Weather: if available, weather information is shown here
- 8.** Location additional info: some comments about location
- 9.** Visibility: private or public
- 10.** Type: indoor or outdoor
- 11.** Invite users: users that will receive an invitation to join the event

When you have filled the form, you can create the event by clicking on the button on the bottom (**12**).

If there is any problem with the creation of the event, such as overlapping with other events or inconsistent data, a message will be shown.

Add map

If you want to add the map to your event, just be sure to add the City and Address fields. If it is not possible to retrieve the address you entered, it will be shown the whole world map, so ensure that you enter correct data.

Address	Via Golgi, 40
City	Milano

If Address or City are missing, the event's page will not show the map.

Add weather

If you want to activate the weather for your event, just enter the City where the event will take place, so MeteoCal will be able to provide you notifications about weather and all information you may need.

Starting time *	01/15/2015 19:45
End time *	01/15/2015 23:30
City	Milano

After inserting City, Starting time and End time of the event, MeteoCal will immediately perform a weather search: if available, it is shown under the "City" field. If it is not available it will be shown "Not available", but don't worry that you will be notified as soon there will be weather forecasts.

If it happens that for the time and location you chose there is bad weather, MeteoCal shows a message on the right top of the page, suggesting the closest sunny day, if found.

Forecast for Milano on 22 Jan 2015: AM Showers, with high of 7.0°C and low of -1.0°C



There is bad weather for the time and location you chose! But MeteoCal found good weather on 23 Jan 2015: Mostly Sunny, with high of 11.0°C and low of -1.0°C

Invite users

If you want to invite other users to join the event, just begin to type their email address registered in MeteoCal and click on the suggestion.

Invite users

ate cwd@gmail.com

You can remove a user by clicking on the “X” on the right of every email.

If the email of the user is too long, you may need to scroll horizontally into the input to find the “X”.

Privacy

“Private”: the event is visible only to you, users that receive invitation (unless they refuse), users that accepted the invitation. If your calendar is public, it will be shown a “busy time slot”.

“Public”: the event is visible to everyone.

Type *	<input checked="" type="radio"/> Indoor <input type="radio"/> Outdoor
--------	---

Overlapping

Events cannot overlap in MeteoCal. If you are trying to add an event that overlaps with another already existing, it will be shown a message and you have to change date/time of starting and/or end.

Roles

Creator / Owner: the user that created the event. This is the only user that can update the event or delete it.

Participants: this list contains always the owner of the event and all invited users that accepted the invitation. These users are able to see the event's details also if it is private.

Invited users: this list contains all the invited users that haven't replied yet to the invitation. They can see event's details also if it is private.

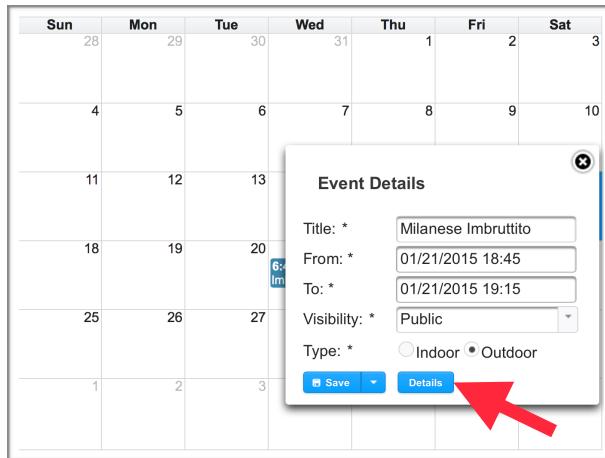
Notifications

Every user you invite will receive a system and an email notification. See the chapter **Receive an invitation**.

See event details

Reach event's detail page

Just click on the event in your calendar and it will be shown a panel, where you can find a button "Details".



Click it and you will be redirected to the compete page of the event.

At a glance

The screenshot shows the following numbered elements:

- 1** Action panel / Invitation panel: Shows 'Actions for Milanese Imbruttito' and an 'Edit event' button.
- 2** Forecast for Milano on 24 Jan 2015: Shows 'Mostly Sunny' with a sun icon and temperatures of 11.0°C and 3.0°C.
- 3** Milanese Imbruttito: Event title.
- 4** Meet all!: Event start time (Sat, 24 Jan 2015 19:30) and end time (Sat, 24 Jan 2015 23:00).
- 5** ~3.5 h: Duration of the event.
- 6** Public | Outdoor: Event type.
- 7** Via Golgi 40, Milano: Location address.
- 8** Map of the area around Via Camillo Golgi, 40, Politecnico di Milano.
- 9** Building of Politecnico: Label for the building shown on the map.
- 10** Owner: Andrea Turri (andrea.turn92@gmail.com)
- 11** Participating users: John Appleseed and Andrea Turri.
- 12** Invited users: Lorenzo Turri.

- 1.** Action panel / Invitation panel: it can be different according to user role and invitation status, see next section for further information.

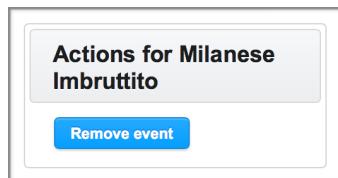
- 2.** Weather forecasts
- 3.** Title of the event
- 4.** Description of the event
- 5.** Start, end date/time and duration
- 6.** Event visibility and type
- 7.** Address, City
- 8.** Map
- 9.** Location additional info
- 10.** Owner of the event
- 11.** Participant users
- 12.** Invited users

Actions

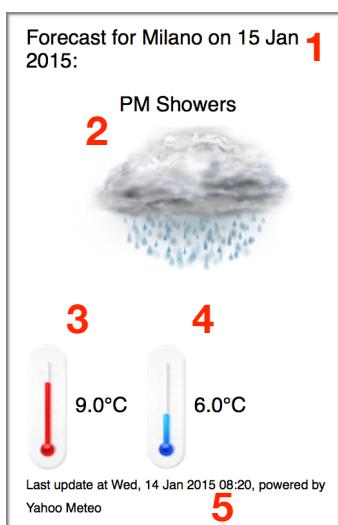
If you are the creator, until the event begins, you can find the button to edit the event, after the event begins, you can only delete the event.



If you are a participant of an event, you can remove it from your calendar.



Weather



1. City and date of the weather forecast
2. Forecast description and image
3. Low temperature
4. High temperature
5. Date of the last update of the weather (from the provider)

Remove invited users or participants

If you are the creator, you can remove one by one every invited user or every participant user (except you) by clicking on the “x” button next to the name of the user.

Owner: Andrea Turri
(andrea.turri92@gmail.com)

Participating users:

- John Appleseed ✖
(ate cwd+johnappleseed@gmail.com)
- Andrea Turri
(andrea.turri92@gmail.com)

Invited users:

- Lorenzo Turri ✖
(ate cwd+u1@gmail.com)

Owner: John Appleseed
(ate cwd+johnappleseed@gmail.com)

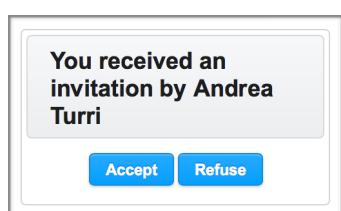
Participating users:

- John Appleseed
(ate cwd+johnappleseed@gmail.com)
- Andrea Turri
(andrea.turri92@gmail.com)

Invited users:

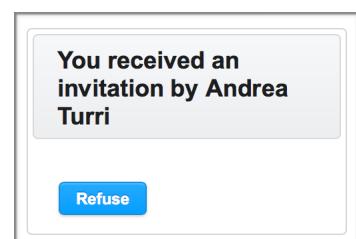
- Steve Jobs (ate cwd@gmail.com)

Invitation



If you receive an invitation, you can accept or refuse with the buttons on the top left. If the event is private and you refuse, you will be no longer able to see its details, unless the creator invites you again.

After the event begins, if you didn't accept nor refuse, you can still see event's details and the only action allowed is to refuse.



Unauthorized access

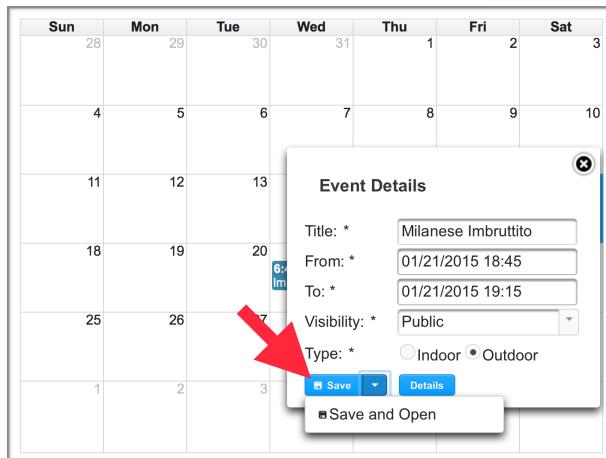
If the event is private and you are not authorized to see its details, this is what you will see:

You can't view the details of this event because you don't participate and the event is not public.

Edit an event

Quick update

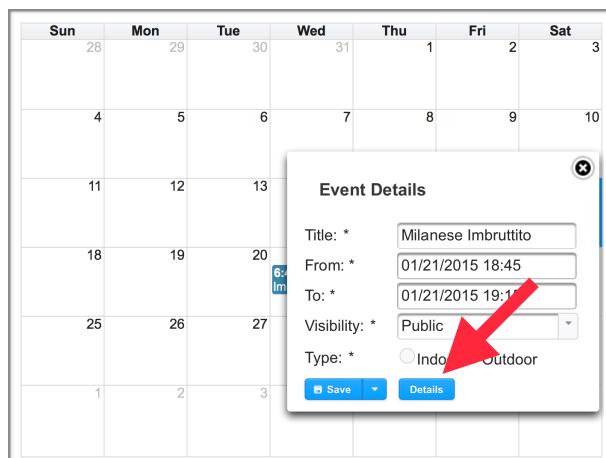
You can update quickly an event from your calendar, if you are the creator and the event has not started yet. Just click on the event in your calendar and it will be shown a panel, where you can edit all the essential data of the event.



To complete the update, click on the “Save” button or “Save and Open” to see immediately all details updated. If you want to see event’s detail page or you want to reach the page for complete update, click on “Details”.

Complete update

Just click on the event in your calendar and it will be shown a panel, where you can find a button “Details”. Click it and you will be redirected to the event’s detail page.



MeteoCal

Here, in the action panel, if you are the creator of the event and the event has not started yet you can find the edit button.

The screenshot shows the MeteoCal interface for an event titled "Milanese Imbruttito". A red arrow points to the "Edit event" button in the top left corner of the action panel. The page includes a map of Milan showing the event location at Via Golgi 40, a weather forecast for Milano on 24 Jan 2015 (mostly sunny, 11.0°C high, 3.0°C low), and a list of participants and invited users.

Click it and you will see the form that looks like the one you used to create the event. When you finish, click on "Save" and you will see the page of the event that has been updated. You can also choose to save the event and see immediately all event's details.

The screenshot shows the "Edit event" form for the same event. A red arrow points to the "Save" button at the bottom left of the form. A message box on the right informs the user about bad weather for the chosen time and location, but notes good weather on 23 Jan 2015. The form fields include Title, Description, Starting time, End time, Address, City, Weather forecast, Location additional info, Visibility, Type (set to Outdoor), and an "Invite us" field.

For further details see details under the chapter dedicated to **Create an event**.

Delete event

Reach the page of event's details and click on the downside arrow button, next to "Edit":

The screenshot shows the 'Edit event' form for an event titled 'Milanese Imbruttito'. The form includes fields for Title, Description, Starting time, End time, Address, City, Weather forecast, Location additional info, Visibility, Type (set to Outdoor), and Invite users. A warning message in a box states: 'There is bad weather for the time and location you chose! But MeteoCal found good weather on 23 Jan 2015: Mostly Sunny, with high of 11.0°C and low of -1.0°C'. At the bottom right of the form, there is a 'Save' button with a dropdown arrow and a 'Delete' button. A red arrow points to the 'Delete' button.

You can also delete an event from the page for complete update of the event, click on the downside arrow near the "Edit" button and click on "Delete":

The screenshot shows the event details page for 'Milanese Imbruttito'. It displays the event title, date, time, duration (~3.5 h), visibility (Public | Outdoor), address (Via Golgi 40, Milano), and weather forecast (Mostly Sunny). Below the map, there is a section for 'Actions for Milanese Imbruttito' which includes an 'Edit event' button and a 'Delete' button. A red arrow points to the 'Delete' button. To the right of the map, there is information about the owner (Andrea Turi), participating users (John Appleseed, Andrea Turi), and invited users (Lorenzo Turi).

If the event has already started you can only delete it by reaching the event's detail page where you will see in the action panel a button "Delete".

Notification

Every time you update the event, a notification (both on the system and by email) is sent to every invited user and to every participant, excluding the creator.

The same happens when you delete an event, but the system will only send email notifications.

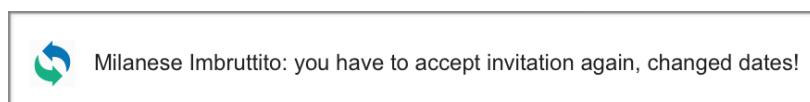
The screenshot shows a comparison between a system notification and an email notification.

System Notification: A modal window displays a green circular icon with a white arrow and the text "Milanese Imbruttito has been updated."

Email Notification: An email from "MeteoCal's Team" dated "12 gennaio 2015 22:31" is shown. The subject is "An event that you'll partecipate is updated...". The message body includes:

- A recipient "A: Steve Jobs"
- The text "An event that you'll partecipate is updated"
- A signature "MeteoCal's Team"
- A message to Steve Jobs: "Dear Steve Jobs, The following event is updated from the organizer John Appleseed (johnappleseed+ate cwd@gmail.com):"
- A link "[Milanese Imbruttito](#)"
- A note: "Click on the link to see more details."
- A closing statement: "All the participating users and invited users are be notified. Sorry for the drawback." followed by "MeteoCal's Team"

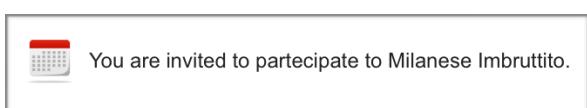
If you update also date/time of start and/or end of the event, every participant user will have to reaccept the invitation:



Receive an invitation

Notification

When you are invited to join an event you receive both a system and an email notification.



The email header shows three gray dots, the subject line "Invite to partecipate to Milanese Imbruttito – G...", and a toolbar with icons for trash, reply, forward, and attachments. The message is from "MeteoCal's Team" on "12 gennaio 2015 22:21" to "Steve Jobs". It contains the text: "Invite to partecipate to Milanese Imbruttito". A circular profile picture of Steve Jobs is shown with the initials "MT". The body of the email reads:
Dear Steve Jobs,
You are invited from John Appleseed to partecipate to
Milanese Imbruttito. Click on the follow link to see more
details:
[Milanese Imbruttito](#)
Enjoy it ;)
MeteoCal's Team

Event details

When you are invited to join an event you can access event's details also if it is private. If you accept you will continue to see these details, if you refuse and the event is private you will be no longer able to see details (unless the creator invites you again).

Accept or refuse

See details under the chapter dedicated to **See event details > Invitation**.

Remove event

See details under the chapter dedicated to **See event details > Actions**.

Past events

After the event begins, you can only refuse the invitation by reaching the event's page and clicking on the "Refuse" button. See details under the chapter dedicated to **See event details > Invitation**.

Event date update

Every time that the organizer of the event updates the begin and/or the end date/time, every user that accepted the invitation will be removed from participants and he is invited again. He will receive a notification that will remind to do that. This happens because MeteoCal avoids events overlapping for every user, so the user will have to take note of the modified date/time and he will have to accept again.



Milanese Imbruttito: you have to accept invitation again, changed dates!

Invitation list

In your home page, in the right bar, there is the list of events that are in invitation state. They will remain there until you accept or you refuse.



You can click on one of them to see the page with details. The red bubble on the top indicates the number of invitations you have.

Calendar

Privacy

“Private calendar”: when a user reaches your profile, you calendar will be completely hidden, but if you have a public event, you will appear to every user in the list of participants.

You can't view the calendar of this user cause the owner set his calendar PRIVATE

“Public calendar”: when a user reaches your profile, he will be able to see your public events completely, while he will see a “busy time slot” in place of private events.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13 10:15p Occupied	14	15	16	17
18	19 7:30a Occupied	20	21 11:45a Public event	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Every user can be searched in the system and has a profile, the privacy settings apply only to the calendar.

Every user has always the name, surname, email, city which can be seen by every user.

Quick create and edit

See details under the chapters dedicated to **Create an event > Quick creation** and **Edit an event > Quick update**.

Event styles

In the calendar, events are colored with three different colors (according to your theme) to distinguish between your events, events for which you accepted an invitation and those that already began.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
		7:58p Buon Natale		11:56p Eventooooone		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
				7:45p Bruliz		
1	2	3	4	5	6	7
	7:08p QWERTY					

Past events: semi-transparent

Dark color: events for which the user is the owner

Light color: events for which the user accepted the invitation

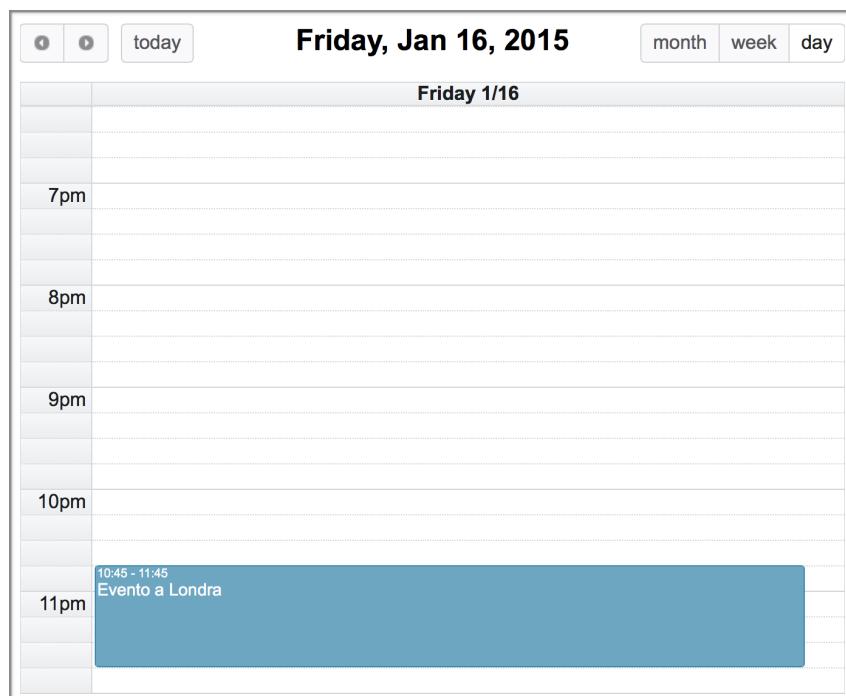
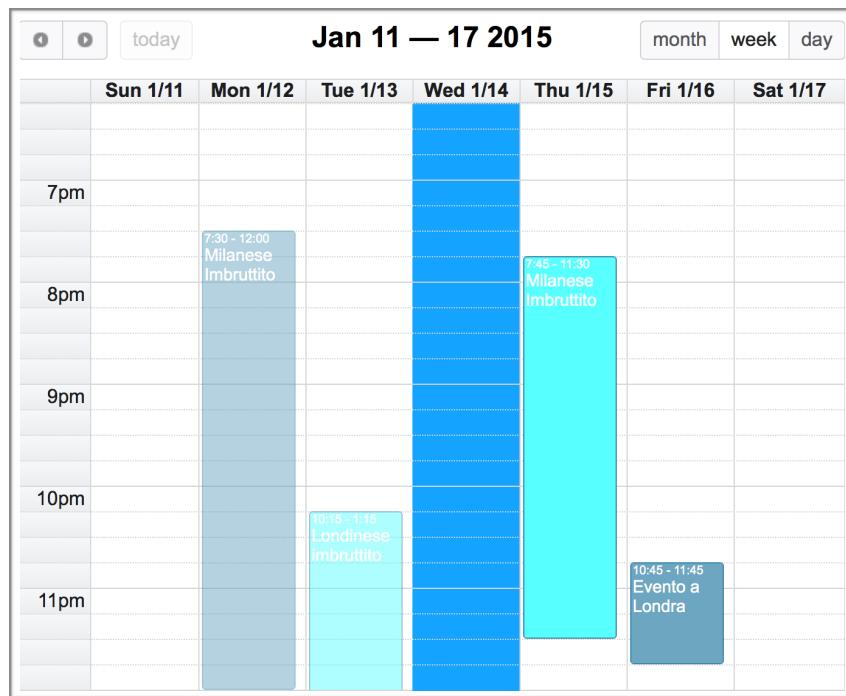
Switch views

Both your calendar and profile's calendar can be switched to "Month" (default), "Week", "Day" too have an overview of events more or less detailed, according to your needs.

You can use the arrow buttons to change the period shown.

today	January 2015							month	week	day
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
28	29	30	31	1	2	3	11:56p Eventooooone			
4	5	6	7	8	9	10	8a Outdoor 3:30p Indoor			
11	12	13	14	15	16	17	7:30p Milanesi Imbruttito 10:15p Londinese imbruttito 10a Sovrapos	7:45p Milanesi Imbruttito 10:45p Evento a Londra		
18	19	20	21	22	23	24	7a Test meteo 3 gg	7:12p TESSST		
25	26	27	28	29	30	31		7:45p Bruliz		
1	2	3	4	5	6	7	7:08p QWERTY			

MeteoCal



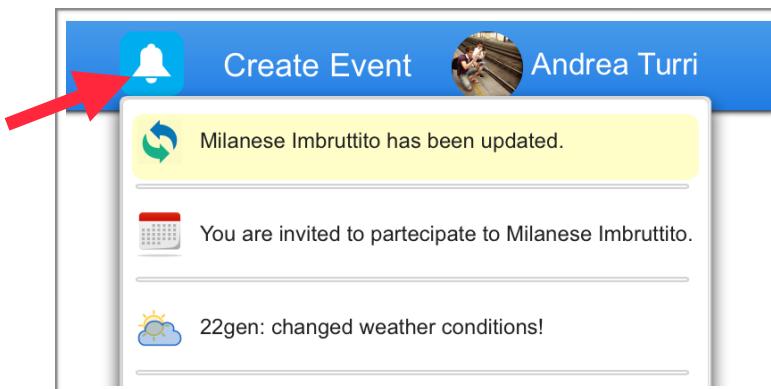
Notifications

System notifications

To see notifications, just click on the notification icon on the top bar: a scrollable panel should appear. Here you will find all your recent notifications.



New notifications are highlighted with a yellow background.



The red bubble on the notifications icon says you how many not read notifications you have. Open the notification panel to read them.

If you click on the notification, you are redirected to the page of details of the event associated to.

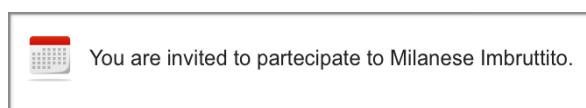
Email notifications

MeteoCal also sends to the user email notifications.s

Types of notification

Notifications for invitations

Every time the creator of an event invites a new user, both a system notification and an email notification are generated for every new invited user.



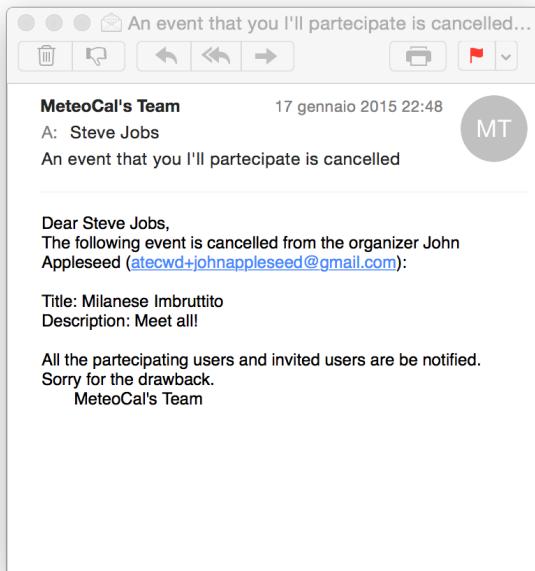
Notifications for event updates

Every time the creator of an event updates it, both a system notification and an email notification are generated for every invited user and every participant (excluding the creator).

If the organizer of the event also updates begin and/or end date/time, the notification also reminds the users who accepted the invitation to accept it again, because the system has removed them from participants.

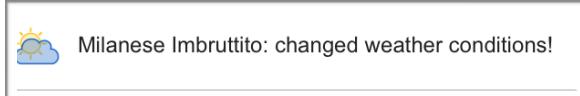


Every time the creator of an event deletes it, an email notification is generated for every invited user and every participant (excluding the creator).



Notifications for weather

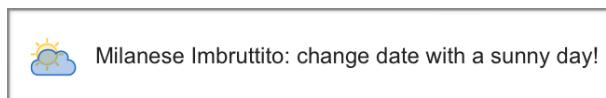
Every hour MeteoCal updates the weather of the future events. If there is any change, the creator, all invited and participant users receive a system and an email notification in order to have a look at the weather conditions changed.



Every morning, at 10:00 AM, MeteoCal checks all outdoor events of the next day: if the weather is bad, the creator, all invited and participant users receive a system and an email notification, a “bad weather alert”.



Every morning, at 10:00 AM, MeteoCal checks all outdoor events of the third next day (i.e. the events of the day after the day after tomorrow): if the weather is bad, the creator is notified with a system and email notification. It will suggest to edit the event, so MeteoCal will be able to suggest the closest sunny day, if available.

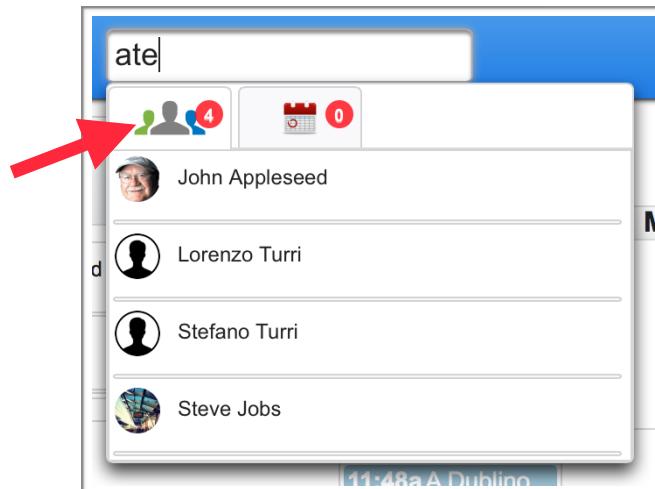


Search

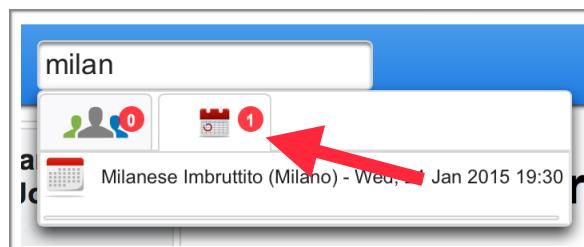
Search panel

To see the search panel, just click on the search input on the top bar and begin to type. You will see users on the left and public events on the right.

Click on a result in the users tab to reach user's profile. You can search users by email, name or last name.



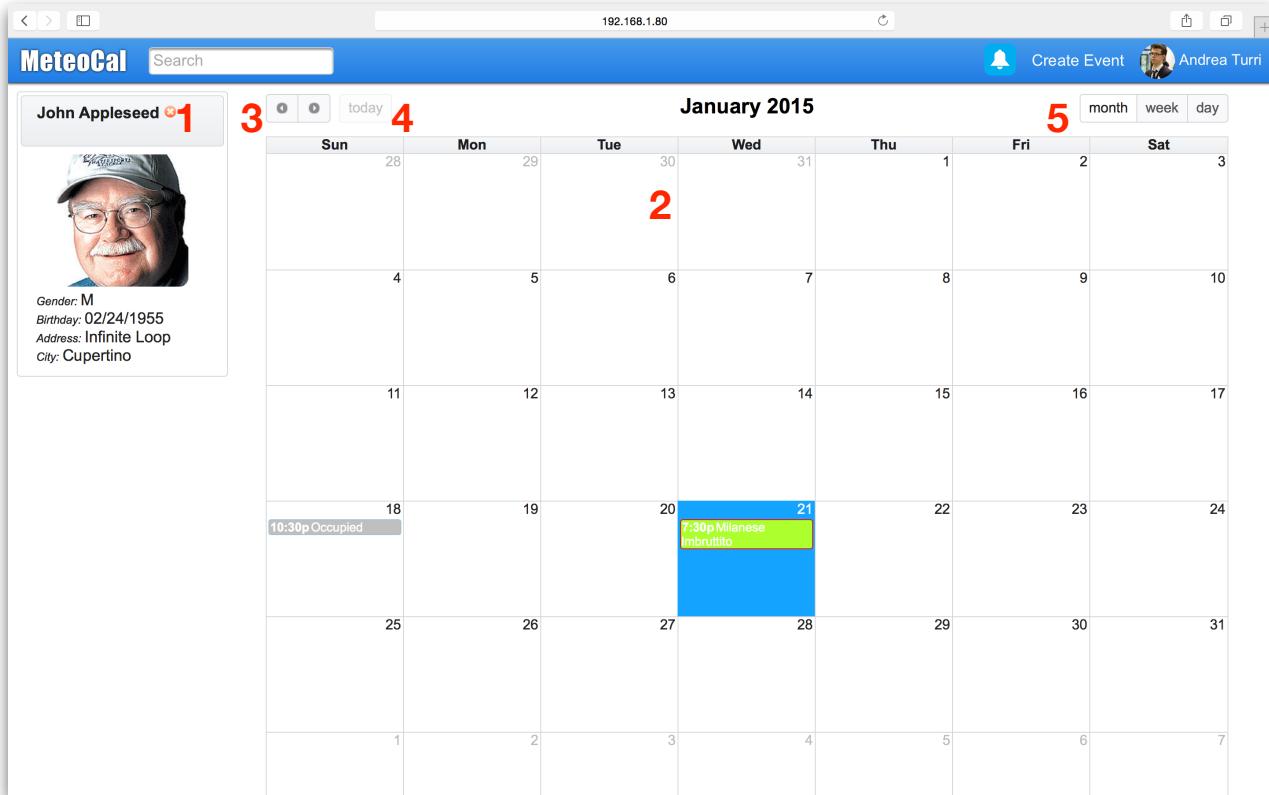
Click on a result in the events tab to reach event's detail page (public events). You can search events by title or city.



User profile

You will see a different user profile according to user's privacy settings.

See details under the chapter dedicated to **Calendar > Privacy**.



1. User's information: picture, name, surname, gender, date of birth, address, city.
2. User's calendar (if public).
3. Buttons to move into calendar
4. Today button: to go to the view where you find the current date
5. Calendar view selection (Month, Week, Day)

Event

See details under the chapter dedicated to **See event details > At a glance**.

Favorite users

Add a favorite

To add a user as a favorite, search the profile and then click on the “+” button next to the user’s name:

The screenshot shows the MeteoCal application interface. On the left, there is a sidebar with a user profile for "John Appleseed" featuring a photo of a man with glasses and a mustache. Below the photo are details: Gender: M, Birthday: 02/24/1955, Address: Infinite Loop, City: Cupertino. A red arrow points to the small blue plus sign (+) icon next to the user's name. To the right is a monthly calendar for January 2015. A green event box is visible on January 21st, labeled "7:30p Milanesa Imbrutito".

Remove a favorite

To remove a user from favorites, search the profile and then click on the “x” button next to the user’s name:

This screenshot is identical to the one above, showing the MeteoCal interface with the "John Appleseed" profile on the left and the January 2015 calendar on the right. However, the small blue plus sign (+) icon has been replaced by a red "X" icon, indicating that the user is no longer a favorite.

Favorites page

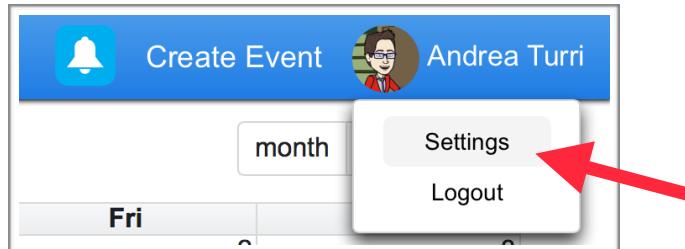
You can reach the favorites page from your home page, clicking on “Favorites” in the left bar:

The screenshot shows the MeteoCal web interface. At the top, there's a blue header bar with the MeteoCal logo, a search bar, and user profile information for "Andrea Turri". Below the header, the main content area has a sidebar on the left with sections for "Favorites" and "Invitations". The main panel is titled "Manage Favorites Users". It lists three users with checkboxes next to their names: "John Appleseed (ate cwd+johnappleseed@gmail.com)", "Lorenzo Turri (ate cwd+u1@gmail.com)", and "Steve Jobs (ate cwd@gmail.com)". A red number "1" is placed above the first checkbox, and a red number "2" is placed below the "Remove from favorites" button. The "Invitations" section on the left shows one item: "Milanese Imbruttito".

Here you can select favorite users that you want to remove (1) and then click on “Remove from favorites” (2) to delete them.

Settings

At a glance



You can reach the settings page by clicking on your name or your image in the top bar and then the “Settings” link.

The screenshot shows the MeteoCal web interface with various configuration options:

- Panel 1:** Change Password (with fields for Old Password, New Password, and Confirm new password).
- Panel 2:** Change User's Data (with fields for Name, Surname, Gender, Date of birth, Address, City, and a Save button).
- Panel 3:** Change Calendar Visibility (with a Visibility dropdown set to Private).
- Panel 4:** Change Theme (with a dropdown menu showing "delta").
- Panel 5:** Select your picture (with a preview image of a person wearing glasses and a red jacket, and buttons for "Scegli file", "nessuno selezionato", and "Upload Picture").
- Panel 6:** Export your data form (with a Download button).
- Panel 7:** Import your data (with a "Scegli file" button, "nessuno selezionato" message, and an Upload button).

1. Change password panel
2. User's data panel
3. Calendar visibility panel
4. Theme panel
5. User image panel
6. Export calendar panel
7. Import calendar panel

Change theme

To change theme just select a theme from the select menu it is provided under the Theme panel. It will be saved automatically. Default theme is "Delta".

The screenshot shows the MeteoCal dashboard with several panels. The 'Change Theme' panel on the right has a dropdown menu with themes like flick, cruze, dark-hive, delta (which is selected), dot-luv, eggplant, excite-bike, and flick. A pink box with an info icon says 'Theme correctly changed'. Below the dropdown is a user profile picture of a man with glasses and a red jacket. There's also a 'Scegli file' button, a 'nessuno selezionato' message, and an 'Upload Picture' button.

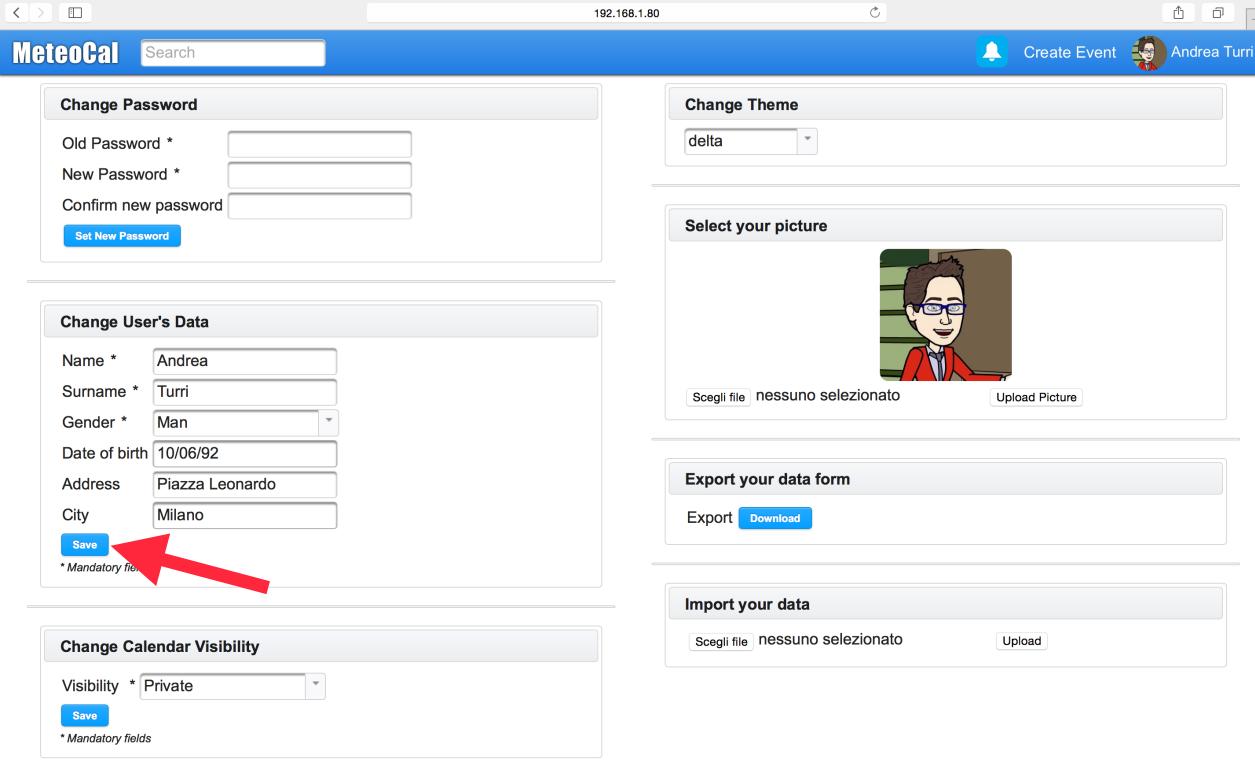
Change password

To change password just fill the form under the Password change panel. Click on the button to confirm.

The screenshot shows the MeteoCal dashboard with several panels. The 'Change Password' panel on the left has fields for 'Old Password *' (with placeholder '*****'), 'New Password *' (with placeholder '*****'), and 'Confirm new password' (with placeholder '*****'). Below these is a 'Set New Password' button, which is highlighted with a red arrow. The other panels on the right are identical to the first screenshot, showing the 'Change theme' section with the 'delta' theme selected.

Change data

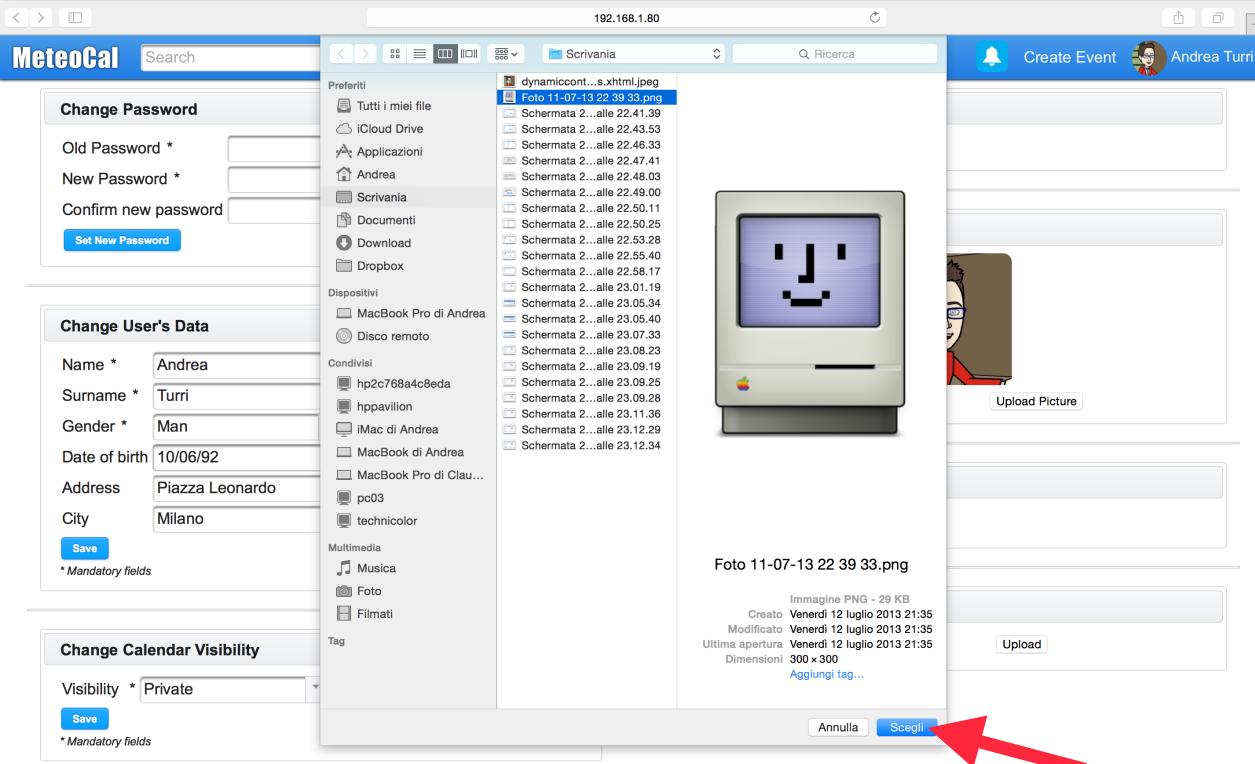
To update your basic data, you can use the form under the User's data panel. Click on the "Save" button.



The screenshot shows the MeteoCal user profile interface. In the center, there is a form titled "Change User's Data" containing fields for Name (Andrea), Surname (Turri), Gender (Man), Date of birth (10/06/92), Address (Piazza Leonardo), and City (Milano). Below the form is a "Save" button, which is highlighted with a red arrow. At the bottom left of the form, there is a note: "* Mandatory fields". To the right of the form, there are other sections: "Change Password", "Change Theme", "Select your picture" (with a preview image and file selection buttons), "Export your data form" (with "Export" and "Download" buttons), and "Import your data" (with file selection and upload buttons).

Upload image

You can choose an image for your profile by clicking on "Select file" in the user's picture panel. The image must be square, it is advisable that it is smaller than 150KB. After you chose the image, click on the button to upload it.



The screenshot shows the MeteoCal user profile interface with the "Select your picture" section open. On the left, there is a sidebar with "Preferiti" (Favorites) containing links to "Tutti i miei file", "iCloud Drive", "Applicazioni", "Andrea", "Scrivania", "Documenti", "Download", and "Dropbox". The main area shows a file dialog with a list of files, including "Foto 11-07-13 22 39 33.png" which is selected. To the right of the file list, there is a preview image of a computer monitor displaying a smiley face icon. Below the preview, the file name "Foto 11-07-13 22 39 33.png" is shown along with its details: "Immagine PNG - 29 KB", "Creato Venerdì 12 luglio 2013 21:35", "Modificato Venerdì 12 luglio 2013 21:35", "Ultima apertura Venerdì 12 luglio 2013 21:35", and "Dimensioni 300 x 300". At the bottom of the dialog, there are "Annulla" and "Scegli" buttons, with a red arrow pointing to the "Scegli" button.

Change Password

Old Password *

New Password *

Confirm new password

Set New Password

Change User's Data

Name * Andrea

Surname * Turri

Gender * Man

Date of birth 10/06/92

Address Piazza Leonardo

City Milano

Save

* Mandatory fields

Change Calendar Visibility

Visibility * Private

Save

* Mandatory fields

Change Theme

delta

Select your picture

Scegli file nessuno selezionato

Export your data form

Export

Import your data

Scegli file nessuno selezionato

Change privacy settings

To change your calendar privacy settings from Private to Public or from Public to Private, just select what you want from the select menu under the Privacy panel. Click on the button to confirm.

Change Password

Old Password *

New Password *

Confirm new password

Set New Password

Change User's Data

Name * Andrea

Surname * Turri

Gender * Man

Date of birth 10/06/92

Address Piazza Leonardo

City Milano

Save

* Mandatory fields

Change Calendar Visibility

Visibility *

Private

Save

* Mandatory fields

Change Theme

delta

Select your picture

Scegli file nessuno selezionato

Export your data form

Export

Import your data

Scegli file nessuno selezionato

By default, when you register, your calendar is private.

Export calendar

To export calendar, just click on the “Export” button in the “Import/Export” Panel. The download of the xml file containing your basic data and events starts automatically.

The screenshot shows the MeteoCal user profile interface. At the top, there's a blue header bar with the MeteoCal logo, a search bar, and a user profile icon for Andrea Turri. Below the header, there are several sections:

- Change Password:** Fields for Old Password, New Password, and Confirm new password, with a "Set New Password" button.
- Change User's Data:** Fields for Name (Andrea), Surname (Turri), Gender (Man), Date of birth (10/06/92), Address (Piazza Leonardo), and City (Milano). There's also a "Save" button and a note about mandatory fields.
- Change Calendar Visibility:** A dropdown menu set to "Private". There's a "Save" button and a note about mandatory fields.
- Change Theme:** A dropdown menu set to "delta".
- Select your picture:** Displays a cartoon profile picture of a man with glasses and a red jacket, with options to "Scegli file", "nessuno selezionato", and "Upload Picture".
- Export your data form:** A section with an "Export" button and a "Download" button, highlighted by a large red arrow pointing to it.
- Import your data:** A section with a "Scegli file" button, "nessuno selezionato", and an "Upload" button.

Import calendar

To import calendar, click on the button to choose file in the “Import your data” panel, select the xml file containing the calendar you want to upload and click “Upload”. If the import succeeds, you will see a message, if there is an error it is shown.

Please note that every past event will be ignored and if there is only one event in the xml file that overlaps to an event already present in the system or the file contains some errors (also wrong dates, i.e. events that finish before starting), no event will be imported (you see a message).

The screenshot shows the MeteoCal web interface with several panels open. On the left, there are 'Change Password', 'Change User's Data', and 'Change Calendar Visibility' sections. In the center, a file browser window is open, showing a file named 'events.xml'. To the right, a large text area displays the XML code of the imported calendar. At the bottom right of the XML area, there is a 'Upload Picture' button. Below the XML code, there is a status message: 'Testo XML - 9 KB' followed by creation, modification, and last access times. At the bottom right of the XML area, there is a blue 'Upload' button. A red arrow points to the blue 'Scegli' (Select) button in the 'events.xml' file upload dialog.

The screenshot shows the MeteoCal web interface after a successful import. The central area now displays a 'Change Theme' section with a dropdown menu set to 'delta'. To the right, there is a message bubble with an info icon and the text 'Events are correctly imported.' A red arrow points to this message. Below the message, there are sections for 'Select your picture' (with a placeholder silhouette image and 'Upload Picture' button), 'Export your data form' (with 'Export' and 'Download' buttons), and 'Import your data' (with 'Scegli file' and 'Upload' buttons). The left side of the screen has the same user data and calendar visibility sections as the first screenshot.

Support

You can contact our support team by email at afa.meteocal+support@gmail.com. The team will reply within 24 hours.

If you have any request, doubt or everything else do not hesitate to contact us!