

# **armspan (A Calendar Program)**

## **User's Manual**

### **Installation Instructions**

armspan (A Calendar Program) is designed to run on Microsoft Windows using the .NET Framework version 4.0. While it may run on other operating systems (for example, using Mono as a .NET substitute), please do so at your own risk.

It is also designed to run on Windows 7 using the Windows Classic theme. The program is fully functional when using Windows Aero, but does not take some of its aesthetic changes into account.

I recommend that you also run it on a computer with at least 4GB of RAM and a processor speed of at least 3.0Ghz. At lower system specifications it should run properly, but will likely become slow when taking full advantage of its functionality.

Finally, “installing” the program is as simple as copying armspan.exe from the “armspan (A Calendar Program)\armspan\bin\Release” folder into your desired directory and running it. However, please make sure that the directory you put it in allows files to be written to it as needed. To save its state, armspan puts the schedule file in its own directory.

### **Running armspan for the first time**

When you run armspan for the first time, it will prompt you to add some categories. Every event you log using armspan requires at least one category. This allows it to judge whether events happening at the same time are in conflict, as well as making it easier to distinguish them. Make at least one category (though five or six is a good number to start with, so you can have categories for ex: Business, Personal, Travel, Phone, First Priority, Family) and then proceed. Read page M6 to understand how to create categories.

Afterwards, you will be directed to the main screen. This is where the main timeline appears, and where you will be able to log your various events. Read pages M4-M5 to understand how to use the various controls on the main screen.

The rest of the pages explain how to use the various other dialog boxes you will encounter.

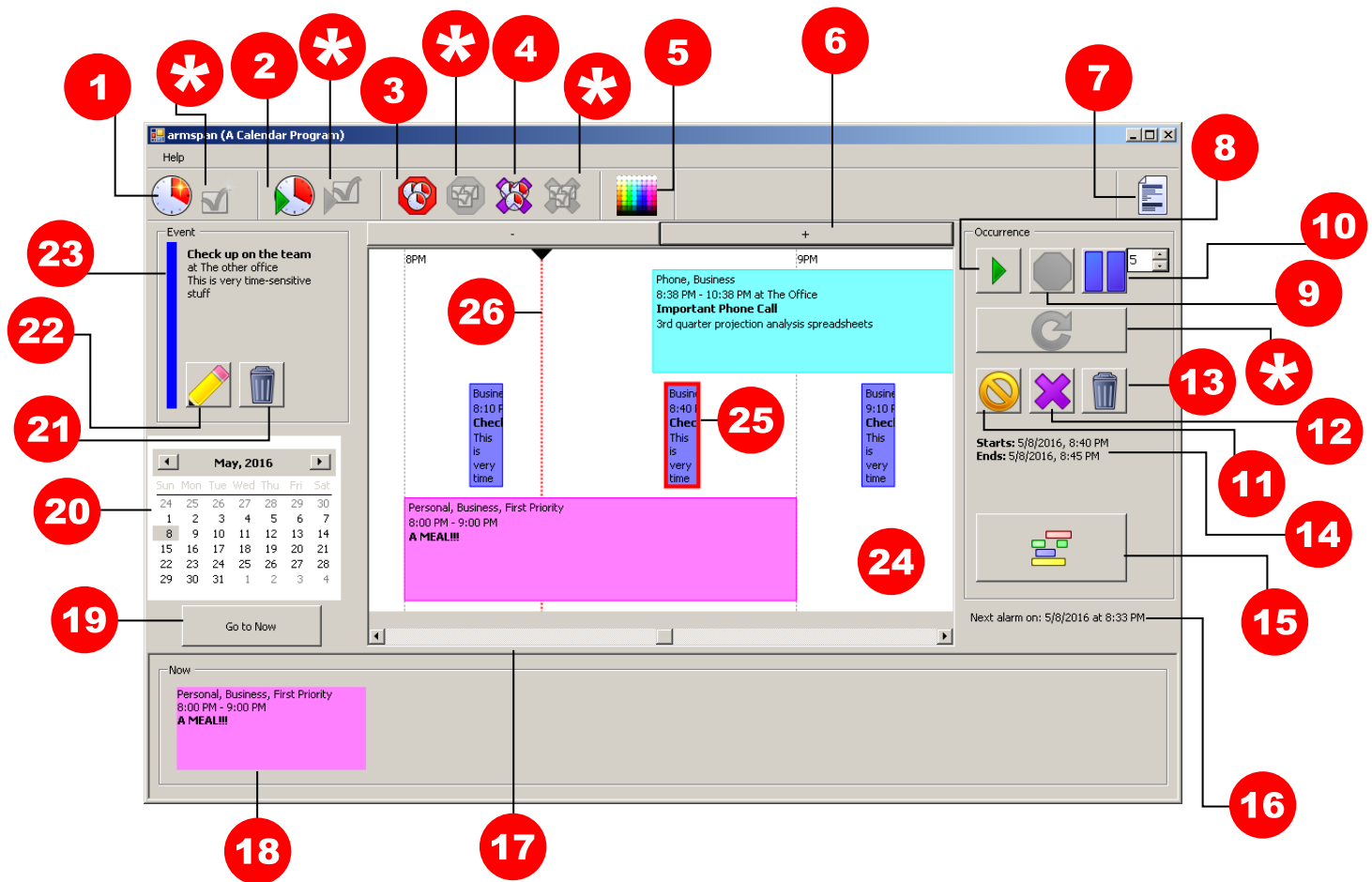
## General Concepts

- Event – Any event that takes place in your life can be added as an event. An event can and often does occur more than once. (In this version of armspan, “appointment” and “event” are interchangeably used to mean the same thing.) An event has a name, place, description, occurrences, categories, and alarms. However, **an event does not have a start and end time.**
- Occurrence – Each event must have at least one occurrence. **Occurrences have start and end times.** This way, an event can occur more than once, and each occurrence of the event has a different start and end time, so they can be edited separately. An occurrence can be on time, ignored (it’s happening but you aren’t going or participating), canceled (it isn’t happening), deleted (use with caution because the program forgets it ever existed, and canceling does the same but remembers it), or postponed (it’s starting “late”, or you’re going/participating late).
  - Manual Occurrence – A manual occurrence happens once. You specify a start and end time, and it will occur between those times.
  - Periodic Occurrence – A periodic set of occurrences happens more than once. You specify a start and end time as before, and all of the occurrences will happen between those times. However, you also specify the duration of each occurrence and the frequency of each occurrence (how long each one lasts and how often each one happens). For example, you could set a periodic occurrence that starts at noon on Monday and ends at 1:00 on Friday afternoon, then set it to occur for one hour every day. The result is that you get five occurrences at 12:00 every weekday, each for one hour.
    - Excluded Periodic Occurrence – A periodic set of occurrences can be excluded. It is scheduled in the same way as a regular periodic occurrence, but it will not appear on the timeline. Instead, any other periodic occurrences scheduled at the same time **will never occur at that time.** For example, if you set a regular periodic set of occurrences to occur every day for a month (say, for a lunch hour at work), you can also set an excluded periodic set of occurrences to occur once a week for a month at the same time of day. If you start it on a Saturday, then the lunch hour will happen every day of the week except Saturday. To exclude Sunday as well, you would need to add another excluded periodic set of occurrences that starts on Sunday. (If this seems a mouthful, don’t worry – armspan itself is more concise about it!)
    - Dechaining an Occurrence – If you want to reschedule a periodic set of occurrences, you can delete it and make a new one. But if you want to reschedule just one of the occurrences in that set, you can de-chain it. The occurrence you rescheduled becomes a manual occurrence, and the periodic set “shrinks” to only include what remains. If you reschedule an occurrence in the middle of a periodic set, the set splits into two. This dechaining can also happen automatically when you respond to alarms or do almost anything else with an occurrence. This prevents old occurrences that have already happened from being deleted.
- Category – each event has at least one category. Categories have a name and a color. They can be added or edited but not deleted. Each event has a primary category, which determines its color on the timeline, and can optionally have some secondary categories as well. Two or more events with the same category at the same time are considered to be in conflict, so use them wisely. For example, if you have a Travel category, and one event involves driving a car and the other involves mountain biking, both of those would make sense as Travel... but they couldn’t be happening at the same time.

Of course there is nothing preventing them from happening adjacent to each other. If you try to schedule both events at the same time, armspan will warn you that they are in conflict, and you can resolve the conflict or allow the conflict.

- Alarm – Each event can have up to fifteen alarms: five before each occurrence starts, five during each occurrence, and five after each occurrence ends. These alarms are the same for all occurrences in one event. You specify how much earlier or later each alarm occurs, and then it will go off to alert you that the event should happen soon / should be happening / should have happened. If an occurrence ends, whether on time or not, only the alarms that happen afterwards will go off. Note: this also means that if there are no alarms set to go off afterwards, the alarms for the next occurrence will only go off if you respond to the alarms for the current one *on time*. Since that is often an unrealistic requirement, **it is recommended that you always set at least one alarm to go off after the occurrence ends.** Secondary note: editing an event or its alarms will cause all of the alarms to reset (and likely go off again immediately). For this reason, **it is also recommended that you limit the number of occurrences in an event** so that you don't spend all day dealing with repeated alarms.

## Main Screen

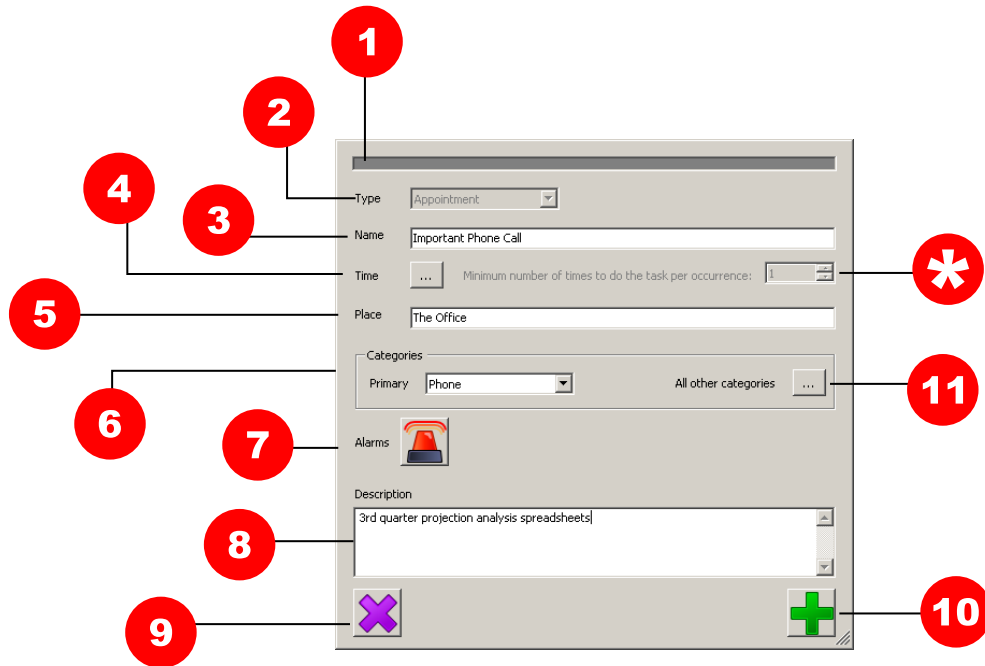


\*This functionality is reserved for future use and has been disabled.

1. Add New Event – Lets you create a new event using the Add Event Window (page M6)
2. Start New Event Now – Creates a new event and starts it immediately, then lets you edit it using the Add Event Window (page M6)
3. Stop All Events Now – Stops all events that are currently happening, so that they are all marked as ending now.
4. Cancel All Events Now – Cancels all events that are currently happening. They will disappear from the timeline.
5. Manage Categories – Goes to the Categories Window (page M9) and allows you to add or edit categories.
6. Zoom In / Out – These buttons are marked “+” and “-”, and allow you to zoom in or out of the timeline respectively. Zoomed out all the way gives you the whole day (or 48 hours if you’re looking at the present time) without scrolling.
7. View Summary – First this brings you to the Categories Window (page M9) and lets you select categories, then takes you to the Summary Window (page M13) and displays the summary of events in those categories.

8. Start Now – Starts the currently selected occurrence now, while preserving the length of the occurrence.
9. Stop Now – If the currently selected occurrence is happening now, stops the occurrence now.
10. Postpone – Postpones the currently selected occurrence for the number of minutes you specify in the textbox to the right of the button.
11. Ignore – Ignores the currently selected occurrence. It will become transparent on the timeline. Alarms for it will still go off.
12. Cancel – Cancels the currently selected occurrence. It will disappear from the timeline, and alarms will not go off for it. The program will recall that it was canceled in the summary.
13. Delete – Deletes the currently selected occurrence. It will disappear from the timeline, alarms will not go off for it, and the program will not recall that it existed. Use with caution.
14. Starts/Ends – Displays the start time and end time for the currently selected occurrence.
15. Reschedule – Opens the Occurrence Scheduler Window (page M10) and allows you to reschedule the currently selected occurrence.
16. Next Alarm – Displays the time when the next alarm is expected to go off (does not have a complete “list”, so sometimes misses certain alarms).
17. Timeline Scrollbar – Allows you to scroll through the timeline when it is zoomed in.
18. Now Panel – Displays all occurrences that are happening now. Clicking on one will select it.
19. Go to Now – Sets the timeline to display the current time as its center, with a 24-hour radius on each side (a total of 48 hours). The timeline will also slowly move forward as time passes.
20. Calendar – Clicking on a day other than today will display that day in the timeline (only 24 hours). Clicking on today’s date has the same effect as “Go to Now”.
21. Edit Event – Edits the event that the currently selected occurrence belongs to (and will reset any alarms for that event).
22. Delete Event – Permanently deletes the event that the currently selected occurrence belongs to.
23. Event Panel – Displays the name, place, description, and color of the event that the currently selected occurrence belongs to.
24. Timeline – This is where all of the occurrences are displayed. Each day is separated by a black dashed line, and each hour is separated by a gray dotted line. Occurrences are placed horizontally based on the time they start and end, and placed vertically based on their events’ primary categories.
25. Selected Occurrence – Clicking on an occurrence on the timeline will select it. Clicking on any other part of the timeline will de-select it.
26. Now – The red dotted line and arrow indicate the current time on the timeline.

## Add Event Window

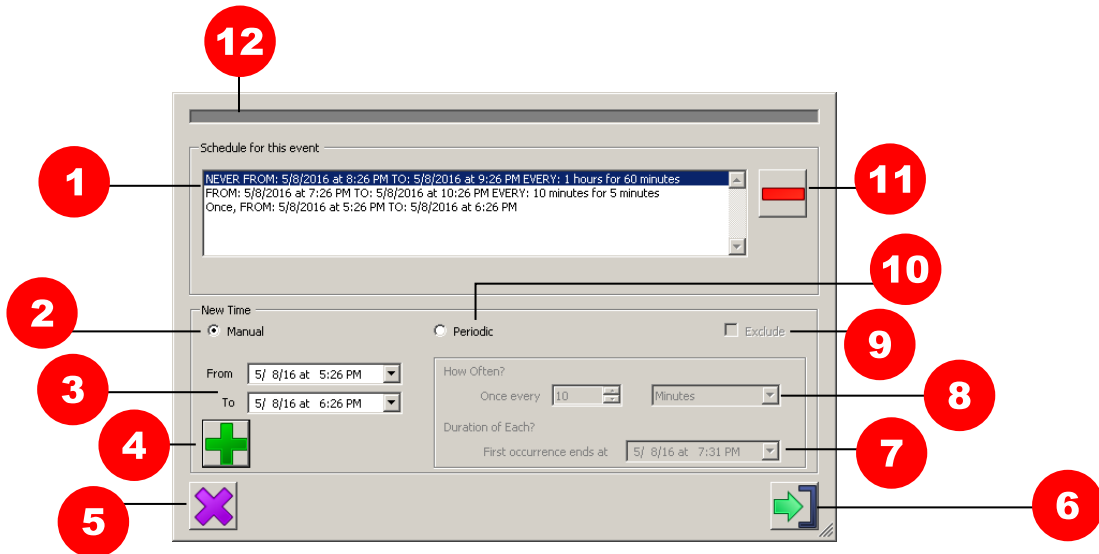


Lets you add a new event or edit an existing one.

\*This functionality is reserved for future use and has been disabled.

1. Drag-box – Click and drag on this box to move the window around.
2. Type – Since the functionality has been disabled, this should always say “Appointment”.
3. Name – Enter a name for this event. This cannot be left blank.
4. Time – Click on the button to go to the Event Scheduler Window (page M7) and add occurrences to the event. This cannot be left blank.
5. Place – Enter a location for this event. This is optional.
6. Primary Category – Specify a primary category for this event. This cannot be left blank, but defaults to the first category.
7. Alarms – Click on the button to go to the Alarm Settings Window (page M8) and set up alarms for this event.
8. Description – Enter a description for this event. This is optional; line breaks are allowed.
9. Cancel – Stops the event from being created or edited.
10. Confirm Event – Adds the event or confirms the changes to it.
11. Secondary Categories – Click on the button to go to the Categories Window (page M9) and select secondary categories. This is optional.

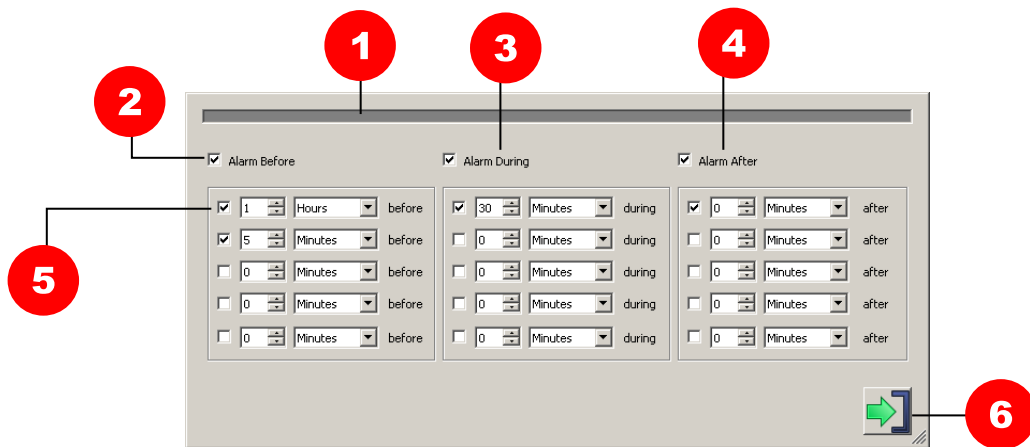
## Event Scheduler Window



Allows you to add manual or periodic occurrences to the event.

1. **Schedule** – Displays the current schedule for this event. Each manual and periodic occurrence is described in an intelligible way and is one entry in the list.
2. **Manual Occurrence** – Clicking this enables only the start and end time, so that you can create a manual occurrence with them.
3. **Start and End Time** – For a manual occurrence, specifies when it starts and ends. For a periodic occurrence, specifies when the first occurrence starts and by what time the last occurrence must be over.
4. **Add Occurrence** – Adds the occurrence you have defined to the schedule.
5. **Cancel** – Cancels the changes made to the schedule.
6. **Confirm Changes** – Confirms the changes made to the schedule. Requires that there is at least one occurrence in the schedule.
7. **Duration of Each Occurrence** – For a periodic occurrence only, specifies when the first occurrence ends. The duration is calculated from this value. If you have specified a value earlier than when the occurrence starts, it will only last one minute.
8. **Frequency of Each Occurrence** – For a periodic occurrence only, specifies how often the occurrences will happen. You can specify a certain number of minutes, hours, days, weeks, months, or years. (This is useful because months and years vary in length.)
9. **Exclude** – For a periodic occurrence only, when checked the occurrence will not happen, but other periodic occurrences also cannot happen during each excluded occurrence. (Each occurrence turns into a “gap”.)
10. **Periodic Occurrence** – Clicking this enables Duration and Frequency of Each Occurrence in addition to the start and end time, so that you can create a periodic occurrence with them.
11. **Remove from Schedule** – When a manual or periodic occurrence in the schedule is selected, clicking this button removes it from the schedule.
12. **Drag-box** – Click and drag on this box to move the window around.

## Alarm Settings Window

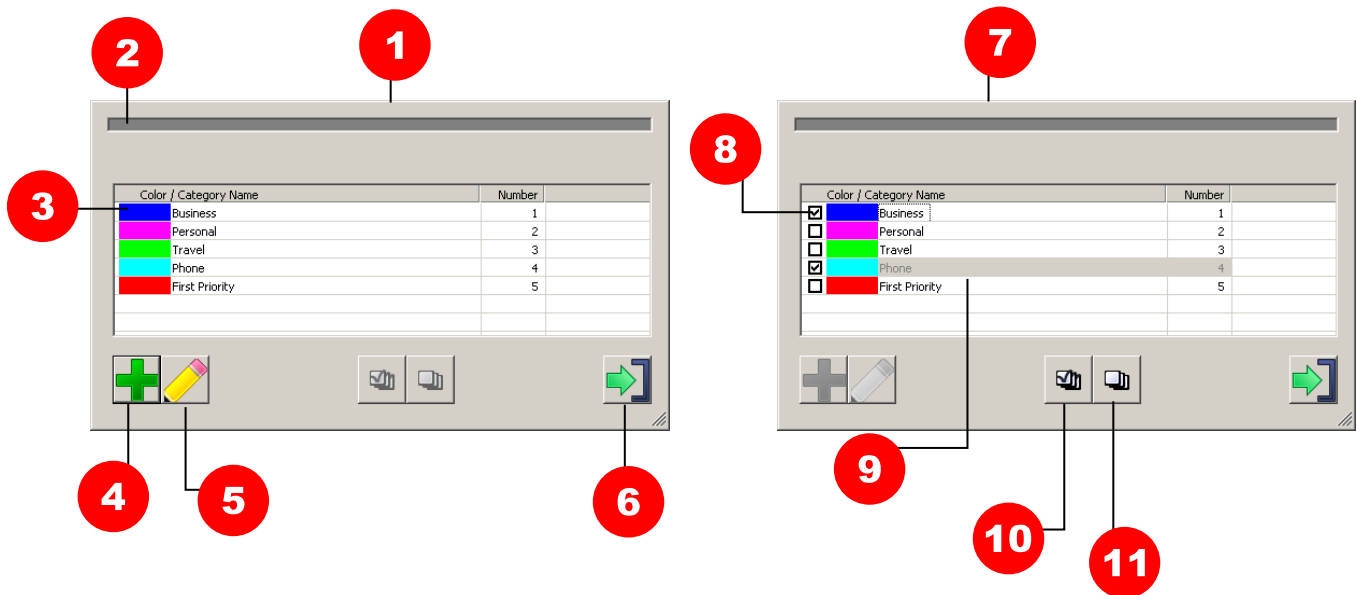


Allows you to adjust the alarm settings for an event and its occurrences.

1. Drag-box – Click and drag on this box to move the window around.
2. Alarms Before – Checking this box will enable / disable up to five alarms before each occurrence. These alarms will only go off before or during the occurrence, never after it.
3. Alarms During – Checking this box will enable / disable up to five alarms during each occurrence. These alarms will only go off during the occurrence, never after it.
4. Alarms After - Checking this box will enable / disable up to five alarms after each occurrence. These alarms will go off after the occurrence, so it is recommended that you create at least one.
5. Alarms – Each alarm can be enabled by checking its box, and you can specify the time before / during / after the occurrence in minutes, hours, days or weeks.
6. Confirm Alarm Settings – Clicking this button will confirm the changes to the alarm settings for the event.



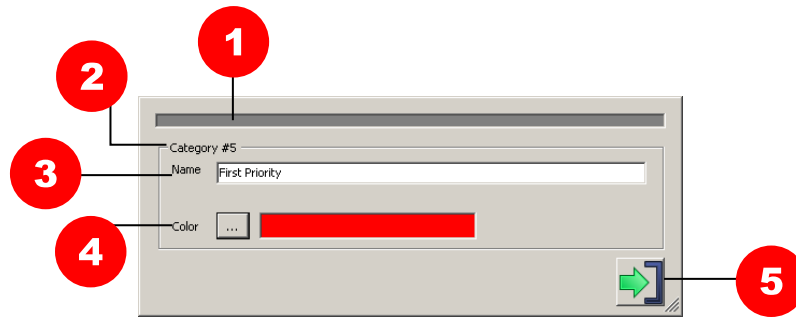
## Categories Window



Lets you either: add or edit categories, or select categories for an event or for the summary.

1. Add or Edit Categories – This is what the window looks like when you manage categories.
2. Drag-box – Click and drag on this box to move the window around.
3. Editable Categories – Categories display their name, color and number. You can select only one at a time.
4. Add Category – Opens up the Edit Category Window (page M10) and lets you add a new category.
5. Edit Category – If a category is selected, opens up the Edit Category Window (page M10) and lets you add a new category.
6. Confirm – Either closes the window or confirms the selected categories.
7. Select Categories – This is what the window looks like when you select categories for an event or for the summary.
8. Checkable Categories – Categories display their name, color, number, and a checkbox. Checking a category will add it to the desired selection, and you can check more than one at a time.
9. Disabled Category – When selecting secondary categories for an event, the primary category will be disabled. It is perpetually checked and you cannot uncheck it. The only way to “uncheck” it is to change the primary category using the Add Event Window (page M6).
10. Select All – Checks all categories.
11. Select None – Unchecks all categories except for the disabled category, if there is one.

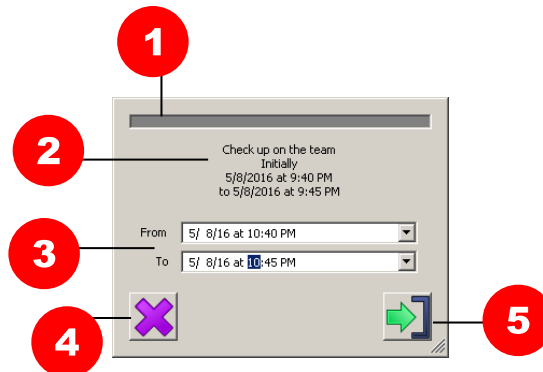
## Edit Category Window



Allows you to edit a category.

1. Drag-box – Click and drag on this box to move the window around.
2. Category Number – Displays the number of the category. This will never change.
3. Name – Type a name for the category. This must not be blank.
4. Color – Click on the button to select a color for the category. The color appears in the rectangle beside it.
5. Confirm – Confirms the changes to the category if it exists, or adds the category if it does not.

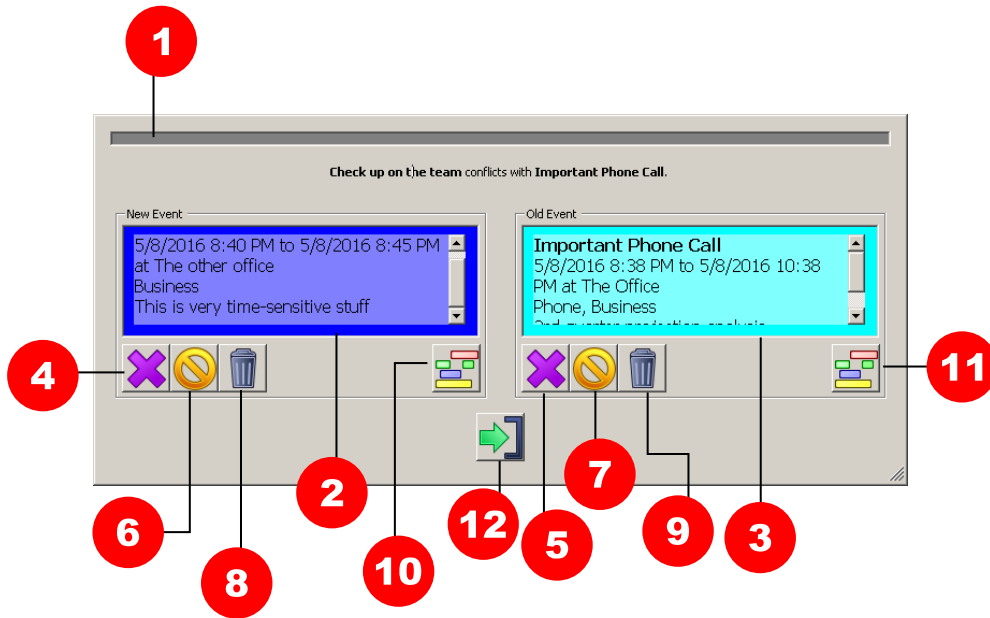
## Occurrence Scheduler Window



Allows you to change the start and end time of a manual occurrence (or dechain a periodic one to do the same).

1. Drag-box – Click and drag on this box to move the window around.
2. Initial Start and End Time – Displays the name of the event, and the start and end time of the occurrence as it is currently.
3. Start and End Time – Specifies the new start and end time of the occurrence.
4. Cancel – Closes the window without confirming the changed start and end time.
5. Confirm – Closes the window and changes the start and end time of the occurrence as desired.

## Event Conflict Window (2 events)



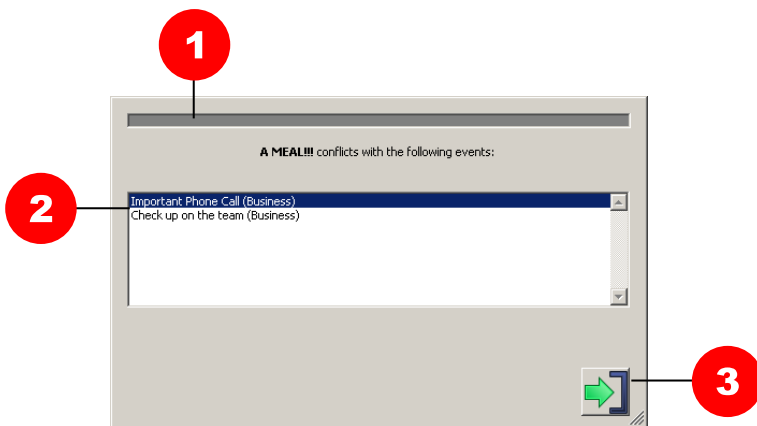
When two events with the same category occur at the same time, this window appears so you can resolve the conflict.

1. Drag-box – Click and drag on this box to move the window around.
2. New Event – Displays information about the new event, and the occurrence where the conflict was found.
3. Old Event – Displays information about the old event, and the occurrence where the conflict was found.
- 4 and 5. Cancel Occurrence – Cancels the new / old occurrence to resolve the conflict.
- 6 and 7. Ignore Occurrence – Ignores the new / old occurrence to resolve the conflict.
- 8 and 9. Delete Occurrence – Deletes the new / old occurrence to resolve the conflict (use with caution).
- 10 and 11. Reschedule Occurrence – Opens the Occurrence Scheduler Window (page M10) to reschedule the new / old occurrence to resolve the conflict.

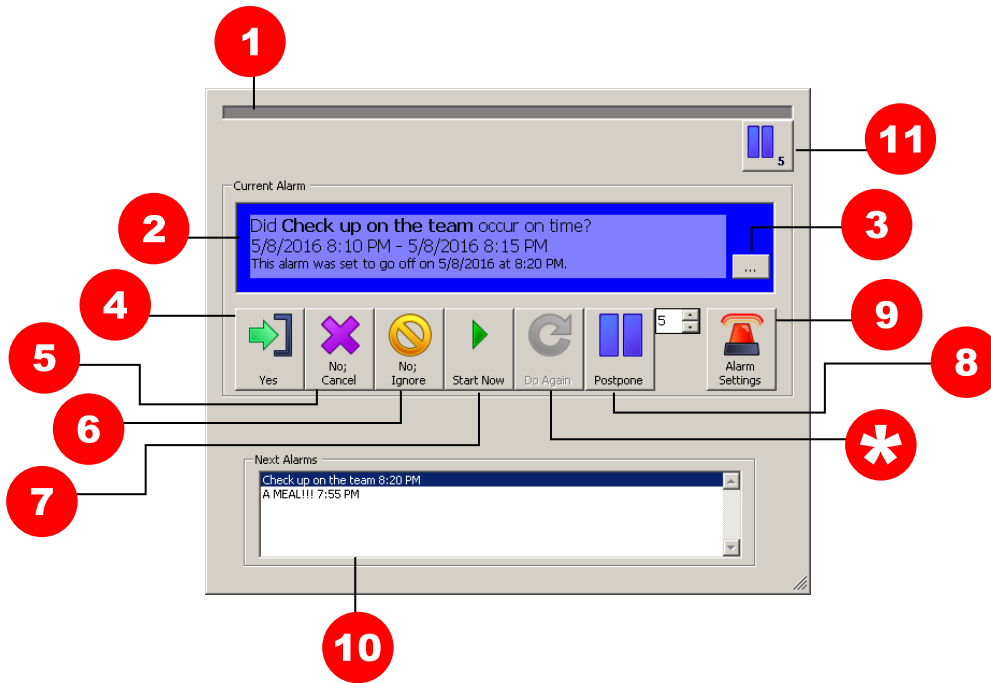
## Event Conflict Window (3 or more events)

When more than two events with the same category occur at the same time, this window appears. You will need to resolve the conflict using the Main Screen controls (page M4).

1. Drag-box – Click and drag on this box to move the window around.
2. List of Conflicts – Displays the names of all conflicting events, with the categories that overlap in parentheses.
3. Confirm – Closes the window.



## Alarm Window

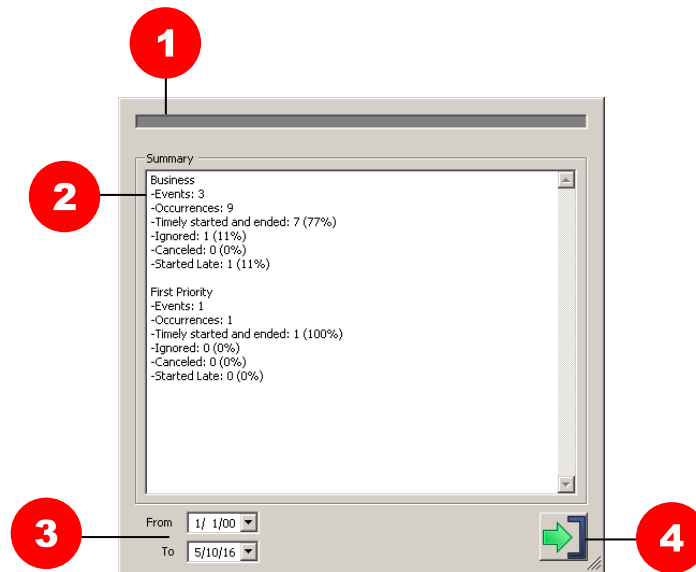


Every ten seconds, armspan checks for alarms that are due to go off (or *were* due to go off, if the program was reopened). This window allows you to confirm the alarms or take other actions.

\*This functionality is reserved for future use and has been disabled.

1. Drag-box – Click and drag on this box to move the window around.
2. Current Alarm – Asks whether the occurrence will happen / is happening / has happened, along with the event name and time the alarm was set to go off.
3. Description – Clicking this button displays the description of the event this occurrence belongs to.
4. Yes – Confirms that the occurrence is going smoothly and removes the alarm from the list of alarms.
5. No; Cancel – Cancels the occurrence.
6. No; Ignore – Ignores the occurrence. Alarms will still go off for it.
7. Start / Stop Now – Starts the occurrence now if it is not currently happening, or stops the occurrence if it is currently happening.
8. Postpone – Postpones the occurrence for the number of minutes you specify in the textbox to the right of the button.
9. Alarm Settings – Displays the Alarm Settings Window (page M8) and allows you to change the alarm settings (note: this will reset all of the alarms).
10. Alarm List – As new alarms go off while this window is open, they are added to the list. Clicking on one of the alarms in the list will display it. Clicking buttons 4 through 9 will remove the alarms from the list; when it is empty, the window closes.
11. Postpone All – For convenience, clicking this button will close the window immediately, but postpones all occurrences with alarms in the list by five minutes, effectively making all of the alarms go off again in five minutes.

## Summary Window



When you click on the button to bring up the summary button, the Categories Window (page M9) is displayed first, allowing you to pick the categories of events for which to create the summary. Once they have been selected, this window displays the summary. Note: the summary *does not judge you*, it simply provides statistics of the events and occurrences within a block of time you define, so you can draw your own conclusions.

1. Drag-box – Click and drag on this box to move the window around.
2. Summary Textbox – Displays the summary. For each category, it displays the total number of events and occurrences within the time specified, and the number and percentage of occurrences that were on time, ignored, canceled, and started late.
3. Start and End Time of Summary – You can specify the start and end time to summarize. For example, you could only focus on the past month or the past year, or on all the occurrences from two weeks ago and no sooner.
4. Confirm – Closes the window.