

Portlet based time management tools – User manual

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This user guide describes a set of time management portlets for portal environment. This set includes Calendar, Tasks and Contacts.

Portlet Calendar manages user's calendars which consist of events. User can create several types of calendars (including remote ones) and add events to them. Events of all calendars are aggregated and user has his summary of all events from selected date. In addition, this calendar can display scheduled tasks from portlet Tasks and birthdays and anniversaries of his contacts from portlet Contacts.

Portlet Tasks can manage your tasks effectively according to the technique Getting Things Done (GTD). GTD simply creates a special life-cycle of each task and user knows every time the next task he should work on.

And finally, portlet Contacts allows user to manage his contacts and group them in custom contact groups and search them quickly.

1 Portlet Calendar

Portlet Calendar works in three modes which may be switched using window controllers. Controllers are placed in the upper right corner of the portlet window. The first button handles switching between portlet modes. The second button may be used for minimizing the portlet. The third button switches the portlet to the maximized window and back to the normal window state.

1.1 VIEW MODE

Now let's focus on the VIEW mode which can be seen in Figure 1. The window is divided into three parts – header, body and right block. In the header part, you can see button “New Event” which you can use to create a new event. Then you can see two icons on the right side of the header. The first one is “Refresh” button. If any problem occurred, you can try to refresh page by this button. The second button is the “Menu” button. By clicking this button, a new menu where you can switch portlet modes is opened (navigation panel may be missing – the setting is in portal administration mode).

The right block of the portlet contains the user's calendars. You can have several calendars of different types. Before you can add new event, you have to own at least one editable calendar (types of calendars are described below). In Figure 1 you can see that the calendars can be switched-off by clicking on their title. The calendar “Football club” in our example is disabled. Events from disabled calendars are not visible in the body part. If you put a mouse pointer on a calendar item, special icon appears on the right side of the item. By clicking on it, calendar menu is opened. In this menu, there are options to open calendar detail and calendar edit pop-up window or you can just delete calendar including all its events or synchronize calendar if it is a remote one.

In the body part of the portlet, you can see a calendar where all events from enabled calendars are merged. By clicking on a date, you can see all events for this date ordered by time. Some dates in calendar might contain small gray squares. These represent the number of events of this date. Events in the list below contain title of their calendar in the upper right corner. You can also see special events with dark background and small title “Task” in bottom-right corner. This represents the “ToDo” components. ToDo components cannot be created

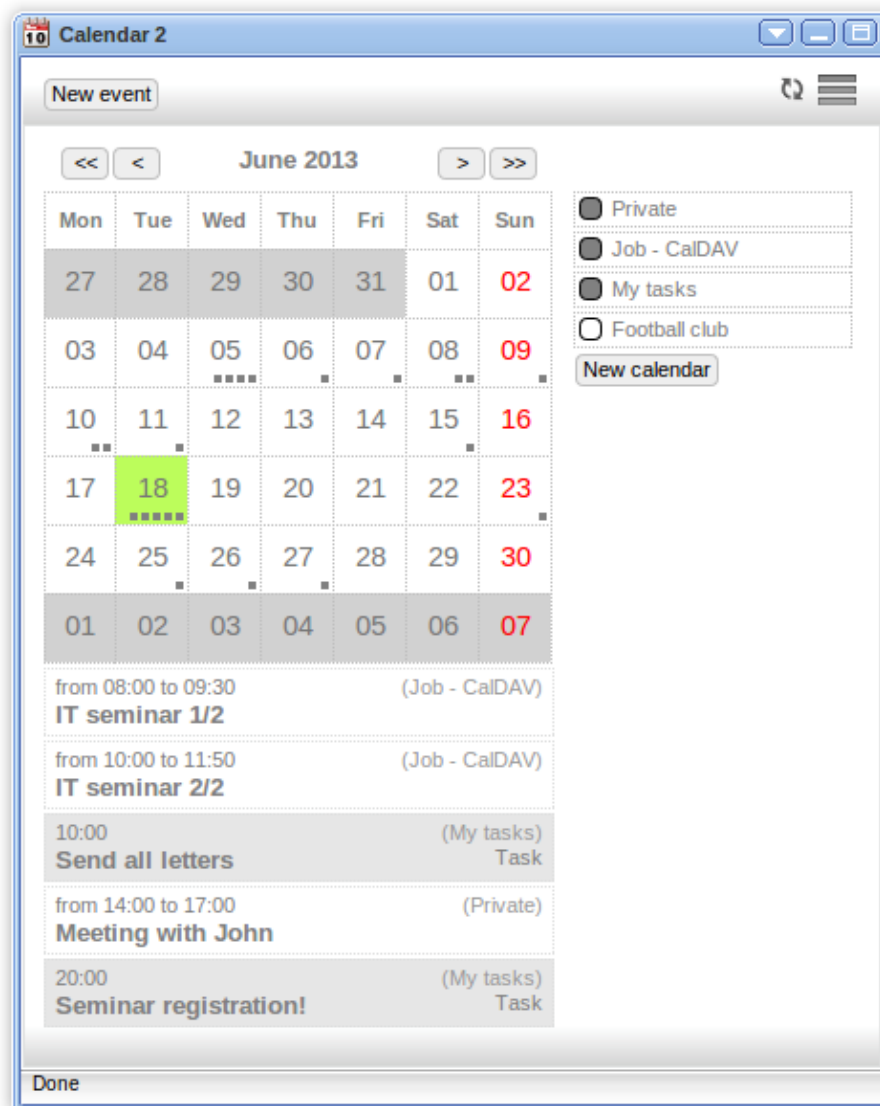


Figure 1: Calendar portlet in the VIEW mode in the normal state window.

in calendar (Calendar portlet is not targeted for creation of tasks) but you can read tasks from remote calendars or from the Tasks portlet which will be described in the next section. Finally, you can see small buttons above calendar used for switching months and years in both directions (back & forward).

In portlet Calendar, you can create several types of calendars. When you click the “New calendar” button, a pop-up window will open (Figure 2) and you can choose the calendar type from several options. Option “Local calendar” will create new local calendar on your portal. Local calendar form screen is displayed in Figure 3. Second option is “File upload”. You can import calendar components (VEVENTs and “scheduled” VTODOs) from iCalendar file to an existing editable calendar. Screen of upload calendar form is shown in Figure 4. The third option is to create “Remote iCalendar”. This form is in Figure 5. You can see field “URL” where you put URL to an iCalendar file. Thanks to this feature you can share calendars on your portal because each calendar is available via REST API. URL of your local calendars can be found in calendar details. Remote calendars are read-only because we cannot modify remote files. The last option is to create new “Remote CalDAV” calendar. These calendars use CalDAV protocol and we can modify them. CalDAV form is in Figure 6. In this form you

A small dialog box titled "New calendar" with a "Close" link in the top right corner. The main heading is "Select type". Below it are four radio button options: "Local calendar" (which is selected), "File upload", "Remote iCalendar", and "Remote CalDAV". At the bottom right is a "Next" button.

Figure 2: Selection of type of new calendar.

A form titled "New calendar" with a "Close" link in the top right corner. The heading is "Local calendar". It contains two fields: a "Title:" field with the text "Classic local calendar" and a "Description:" text area with the text "This is description of new calendar....". At the bottom right is a "Save" button.

Figure 3: New local calendar form.

A form titled "New calendar" with a "Close" link in the top right corner. The heading is "File upload". Below it is a text instruction: "* Select calendar to which events from uploaded calendar will be appended:". This is followed by a dropdown menu currently showing "Private". Below the dropdown is a row of three buttons: "+ Add...", "Upload" (with a green arrow icon), and "Clear All" (with a red X icon). Under these buttons is a table with one row containing the text "14810e9c-af4d-4b05-b59e-06526c3fba56.ics" and a "Delete" link. The table has an empty row below it.

Figure 4: Calendar upload form.

New calendar Close

Remote iCalendar

* **Title:** Shared Portal Calendar

Description: Sharing of calendar from another portlet via iCalendar file thanks to REST API...

* **URL:** http://localhost:8080/dip-xbasov00/rest/c:

Save

Figure 5: New remote iCalendar form.

New calendar Close

Remote CalDAV

* **Title:** FIT calendar

Description:

* **URL:** https://www.google.com/calendar/dav/39...

* **Username:** dip.xbasov00@gmail.com

* **Password:**

Save

Figure 6: New remote CalDAV calendar form.

have to fill your username and password¹ to remote calendar. With this function you can connect to Google Calendar. Users can manually synchronize all remote calendars.

In Figure 7, you can see pop-up window with a calendar detail. Detail contains “edit” and “delete” buttons. Moreover, you can see attribute “Calendar URL”. This URL can be used to share this calendar via different portlet instance. Refresh icon is used to generate new calendar URL. When you generate new URL, all remote calendars using old URL will be broken. Use this option to stop sharing your calendar by remote readers.

Now let’s have a look on creation of a new event. In Figure 8 we can see a form to create a new event. The meaning of most of the fields is obvious. For each event, you have to select a calendar to which the event

¹Warning: Passwords are stored in database as plaint-text now!

Calendar detail
Close

Local calendar

Private

Neque porro quisquam est, qui dolore ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem.

Calendar URL:
<http://localhost:8080/dip-xbasov00/rest/calendars/98f5cfff-7b82-4a12-9f74-01120a79dc83>

* Calendar URL is private! Provide this URL to people who want to share this calendar. Calendar will be read-only. You can stop sharing by setting flag of privacy (private/public).

edit delete

Figure 7: Local calendar detail.

New event
Close

New event

* Title: Football match

Description:

Location: Brno hall

From: 22/06/2013 10:00

To: 18/06/2013 12:00

All-day:

Calendar: Football club

Repeat

Repeat: weekly

☒ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

Interval: Every 1st occurrence

End of recurrence: After a number of times

Count: 10

Save

Figure 8: New event form.

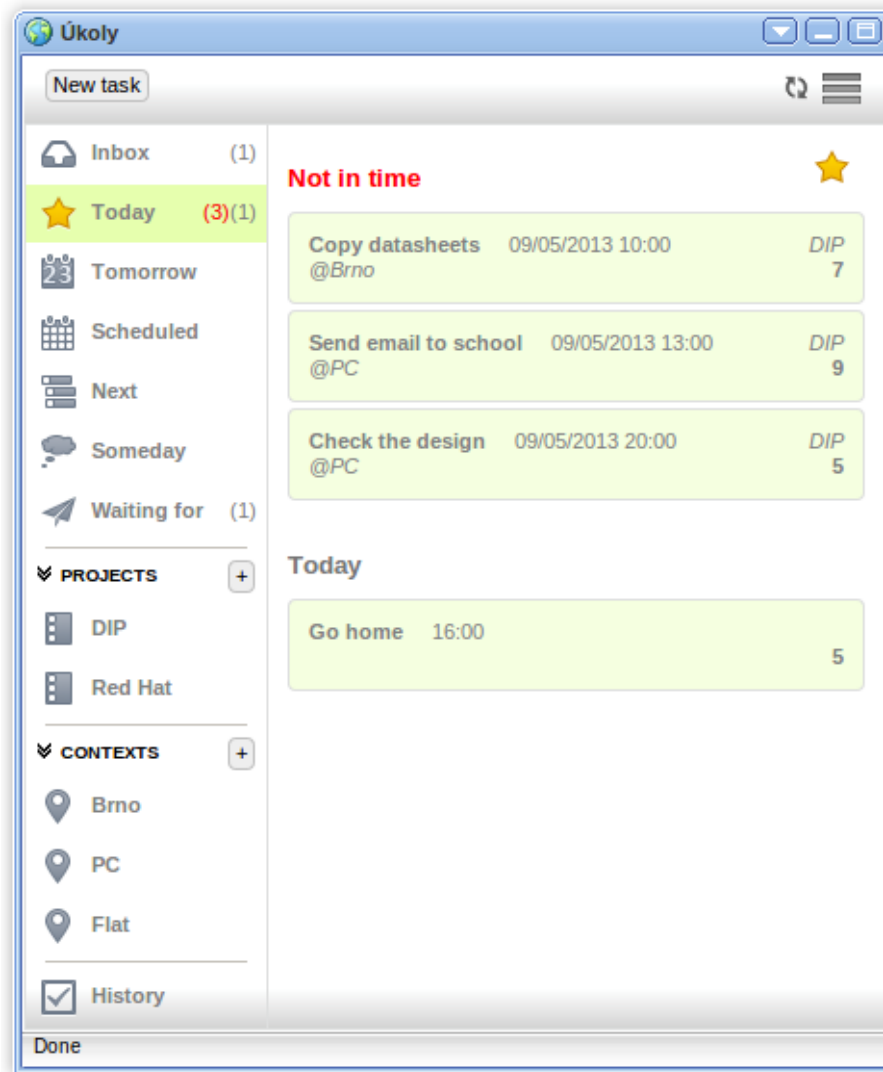


Figure 9: Portlet Tasks in VIEW mode in normal window state.

will be added. If you want, you can use repeat block to setup recurrences of your event. Occurrence types are “daily”, “weekly”, “monthly”, “yearly” and “none” (to switch-off occurrences). Each type has its own attributes. In the figure, there is selected week occurrence and you setup week days when you want to repeat your event. Attribute “Interval” is used for skipping defined occurrences. If the interval is of value 3, every second and third occurrences will be skipped. You can also define a type of end of occurrences. Options are “Never”, “After a number of times” and “Specific date”.

1.2 EDIT MODE and HELP MODE

Edit mode contains portlet settings. Portlet settings include attribute “Start of week”. Possible values are “Sunday” and “Monday”. Be careful where is your portlet instance put. In group portal page, every member of group can change this settings. Your private portlet instances should be put on your private dashboard! Only portlet instances on your dashboard are really private!

Help mode contains link to this user manual.

Figure 10: New task form.

2 Portlet Tasks

Portlet Tasks works in two modes which may be switched using window controllers. Controllers are placed in the upper right corner of the portlet window. The first button handles switching between portlet modes. The second button may be used for minimizing of the portlet. The third button switches the portlet to the maximized window and back to the normal window state.

2.1 VIEW MODE

Now, let's focus on the VIEW mode which can be seen in Figure 9. The window is divided into three parts – header, left block and body. In the header part, you can see button “New task”, which you can use to create new tasks. Then you can see two icons on the right side of the header. First one is “Refresh” button. If any problem occurred, you can try to refresh page by clicking this button. The second button is “Menu” button. By clicking this button, a new menu where you find several options is opened. Firstly, you can switch portlet modes (navigation panel may be missing – the setting is in portal administration) and secondly, you can open the menu for import and export of tasks. (More information about import and export are described bellow.)

The left block is divided into four parts. In the most top part, you can find menu items “Inbox”, “Today”, “Tomorrow”, “Scheduled”, “Next”, “Someday” and “Waiting for”. These items represent groups of tasks. Groups are named according to the technique GTD². Group “Scheduled” is in my portlet divided into three groups – “Today”, “Tomorrow” and “Scheduled”. User has better view of the most immediate tasks. Next section in the left block is “Projects” section. Each task can belong to zero or one project. New project can be

²<http://hamberg.no/gtd/>



Figure 11: Task detail.

created by clicking the button “+” in the header of this section. Pop-up window will be opened and you can enter name and description of a new project. If you put mouse pointer on a project item, special icon will appear on the right side of this item. By clicking on it, project menu is opened. In this menu you can find options to edit and delete project. When you delete project, all of its task will be deleted. In section “Contexts” in the left block, you can find possible contexts for your tasks. Manipulating with contexts is similar to manipulating with projects. Each task can belong to several contexts. When you delete a context, its tasks will not be deleted, only this context will be removed from their attributes. The last item in the left block is called “History” and here you can find all tasks which have been completed but not yet definitely removed.

Now let’s have a look at Figure 10. Task form in this figure contains several common attributes of tasks such as “Title”, “Description”, “Locality” and “Priority”. The first select box in form is used to choose a GTD folder where should be a new task stored. If you choose folder “Scheduled”, new attribute “Date” will be appended. You can also define possible project and some contexts. In figure 11, there is an example of task detail. You can see common buttons like “Delete” and “Edit”. Important button is the button “Done!”. Clicking this button makes this task completed. Completed task can be found in section “Completed”. If you open a task detail in section “Completed”, it contains the button “Open!”. By clicking it you will clear completed flag and return the task back to an original GTD folder.

You can also export all of your tasks from your portlet instance by clicking on option “Export iCalendar” in the main menu (menu can be opened by clicking on the most left icon in header). Format iCalendar does not support project attributes so, unfortunately, this information will be lost! On the other hand, contexts will be stored in attribute “Categories” of iCalendar format. In an export pop-up window you can also find URL which can be used to import tasks to portlet Calendar. Import of events is similar to uploading of calendars.

2.2 EDIT MODE and HELP MODE

EDIT mode does not contain any user settings for this portlet and HELP mode contains link to this user manual.

3 Portlet Contacts

Portlet Contacts works in two modes which may be switched using window controllers. Controllers are placed in the upper right corner of the portlet window. The first button handles switching between portlet modes. The

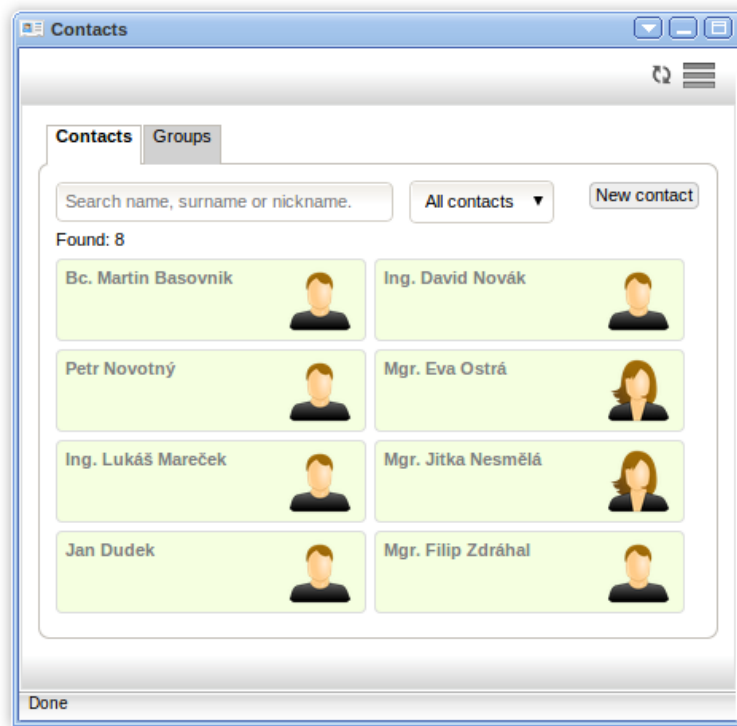


Figure 12: Portlet Contacts in VIEW mode and normal window state.

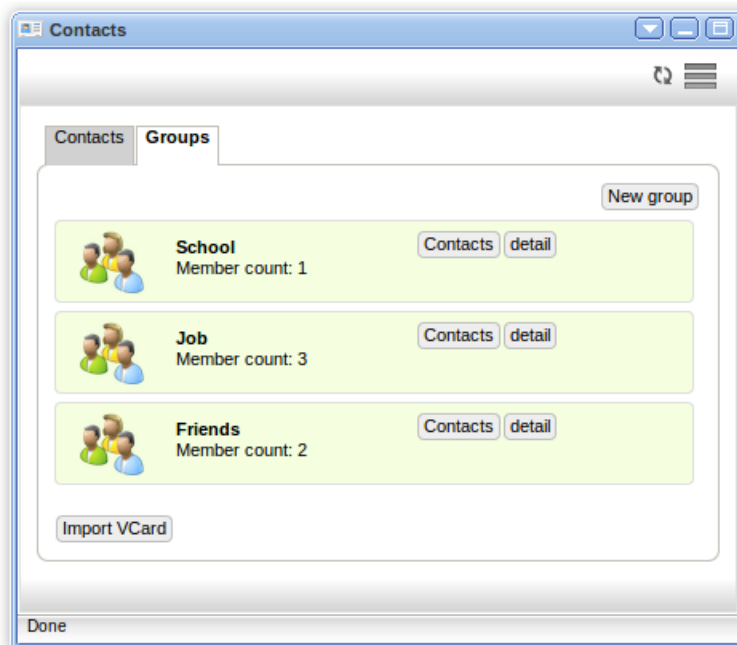


Figure 13: Section “Groups” in portlet Contacts.

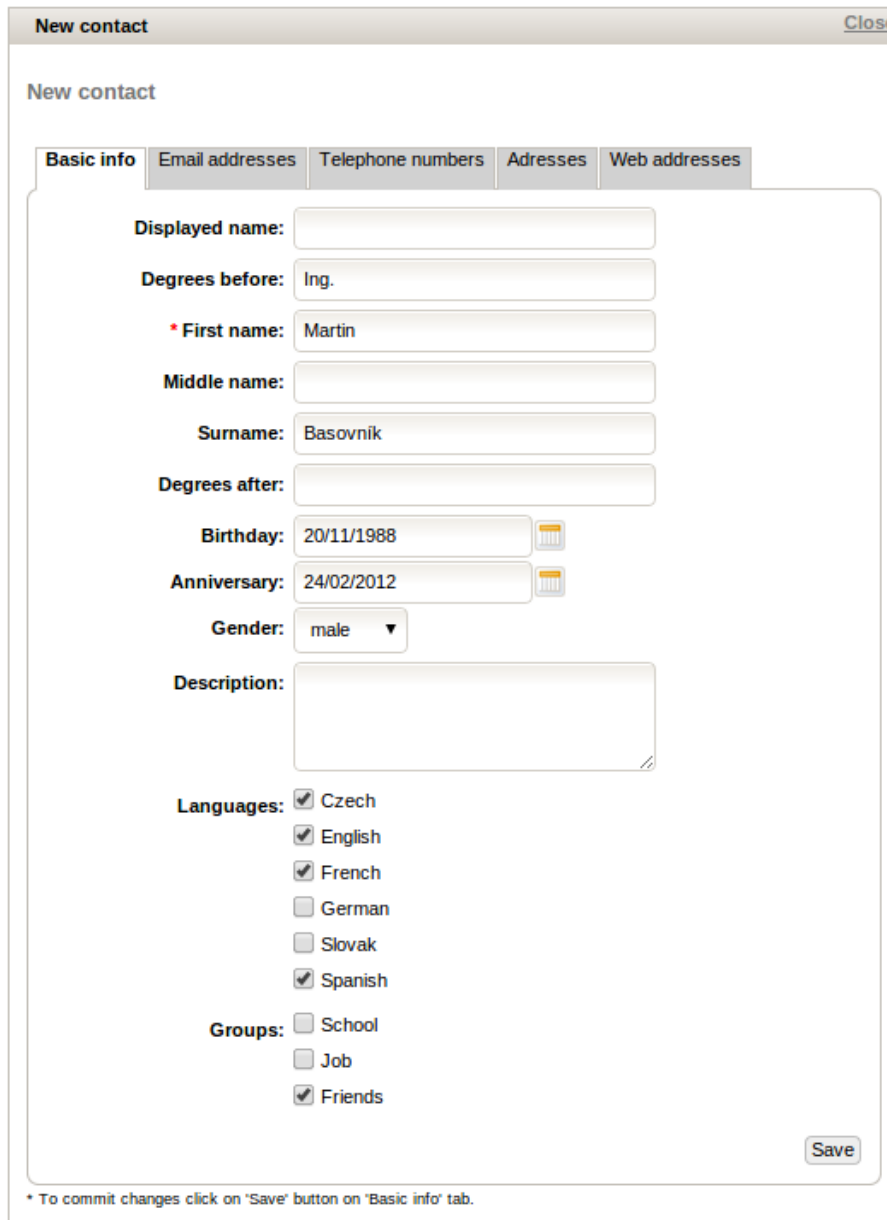


Figure 14: New contact form.

second button may be used for minimizing the portlet. The third button switches the portlet to the maximized window and back to the normal window state.

3.1 VIEW MODE

Now let's focus on the VIEW mode which can be seen in figures 12 and 13. The window is divided into two parts – header and body. In the header part on the right side, you can see two icons. The first one is the “Refresh” button. If any problem occurred, you can try to refresh page by clicking this button. The second button is the “Menu” button. By clicking this button, new menu where you can switch portlet modes is opened (navigation panel may be missing – the setting is in portal administration mode).

Body part contains tabbed panel with two tabs. The first one is called “Contacts” and the second one is called “Groups”. Tab “Contacts” contains all user's contacts which can be filtered firstly by groups of contacts and secondly by string which should represent substring of name, surname or nickname. In this tab, you can also

find the button “New contact” used to open pop-up window with new contact form (Figure 14). An example of contact detail can be seen of Figure 15.

Tab “Groups” contains your groups of contacts. Each contact can belong to several contact groups. By clicking the button “New group”, a new group form will be displayed in pop-up window. Every group item contains two buttons. The button “Contacts” switches tab to “Contacts” and filters specified group. The second button “Detail” opens pop-up window with detail of selected group. Finally, you can see the button “Import VCard” on the bottom of current tab. By clicking it, pop-up window with upload form will be opened. You can import tasks from specified file and all of its contacts will create new group with a generated name. Name can be changed later.

3.2 EDIT MODE and HELP MODE

EDIT mode does not contain any user settings for this portlet and HELP mode contains link to this user manual.

Contact detail Close

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Web addresses: **jboss homepage**
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gatein homepage
<http://www.jboss.org/gatein/>

Birthday: 20/11/1988

Anniversary: 24/02/2012

Languages: English, Czech

REST URL: [http://localhost:8080/dip-
xbasov00/rest/contacts/vcard/2d7428a6-b58c-
4008-8575-f05549f16301](http://localhost:8080/dip-
xbasov00/rest/contacts/vcard/2d7428a6-b58c-
4008-8575-f05549f16301)

Figure 15: Contact detail.