MyAImanack
User Manual

Preface

With MyAlmanack, you can quickly schedule events, create groups, and connect with other members of MyAlmanack. MyAlmanack is a group focused website that can also be used personally.

About This Manual

This manual consists of information about:

❏ Profiles
❏ Calendar Usage
❏ Groups
❏ Invitations

Intended Audience

This manual is intended for people who have knowledge of:

❏ Basic electronic calendar interaction
❏ Basic social media interaction

Conventions

All sections are navigable from the Table of Contents. Words with a blue underline can be clicked which will navigate you to the appropriate subsection of the manual.
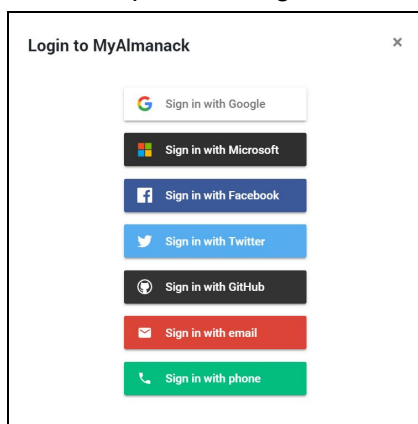
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Login

Logging into MyAlmanack is made easy using Google's Firebase API.
If you are already logged in to MyAlmanack and wish to login with a different account, please see the steps to logging out.

Steps to logging in:

1. Click the LOG IN button at the top right of the browser.
   This will open a dialog shown below:

2. Click your desired method of logging in.
   This will navigate you to the proper page where you can enter your login details.
   Note: MyAlmanack does not store usernames or passwords.
3. If you are not already logged in to the method chosen, enter your login details.
   Note: Using your phone to login will send the phone number a text message for verification purposes only.

If you don't have an account with MyAlmanack, you will be redirected to the Edit Profile view where you must fill out any necessary information. If you do have a preexisting account with MyAlmanack, you will be redirected to your Profile View.

Editing Your Profile

After logging in, you can edit the information that members of MyAlmanack can see about the Profile that you've logged in with.

Navigating to the Edit Profile View:

1. If you are logging into MyAlmanack for the first time, you will automatically be redirected to the Edit Profile view.
2. If you are a pre-existing user of MyAlmanack, you can navigate to the Edit Profile view by clicking the gear icon in the top right of the browser.
   This will open a dropdown as shown below:
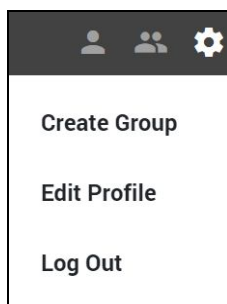
3. Click on "Edit Profile" and you will be redirected to the Edit Profile view.

Using the Edit Profile View:

The information that you can edit for your MyAlmanack profile are:

- ❑ **Profile Picture**
  This image represents your account in interactions across MyAlmanack.
- ❑ **First and Last Name**
- ❑ **Alias**
  This is an identifier which users of MyAlmanack can use to link to your profile.
- ❑ **Email**
- ❑ **Birthday**
  Note: Users of MyAlmanack must be over the age of 18.
- ❑ **Phone Number**
- ❑ **Organization**
- ❑ **Description**

Though you may choose to enter all of the data listed above, the only *required* fields are: **First and Last Name, Alias,** and **Birthday.**

After inputting all of the information that you wish to edit, click the Save Changes button at the bottom of the screen. This will navigate you to your Profile page.

Viewing Your Profile

Navigating to Your Profile:

Some operations of MyAlamack will automatically navigate you to your profile.
Such operations include: [Logging in with a Preexisting Account](#) and [Editing your Profile](#).
If you are not already on your Profile, click the `MyAlmanack` button at the top left of the browser.

Information on Your Profile:

User information is selectively shown to other users based on your current friendships.
By default, you have access to both view and edit your profile information and your calendar
information. Users may only view your profile information, while friends can view both your
profile and calendar information.

The profile information that users can view are your: **Profile Picture, First and Last Name,
Alias, Description, Friends,** and **Groups.** This information is displayed at the top of your
profile.

Calendar Information

Your calendar information is displayed in a graphical user interface which has [different modes](#)
for viewing events. Users who aren't friends with your MyAlmanack account cannot see this
Calendar, while users who are friends of your account can. By default, a friend can see all of
your events, which you haven't hidden using either a [whitelist or blacklist](#) on [event creation](#). This
Calendar is displayed at the bottom of your profile.

Search

Searching for a User, Group, or Event can be done by typing unique information to the item you're searching for in the navigation bar at the top of your browser. To submit the search, you must press the *Enter* key on your keyboard. This will navigate you to the search page.

Searching for a User:

To search for a User, you may enter either their **First Name, Last Name,** or **Alias**.
This will populate the search view with the possible results. In the result list, the user's **Profile Picture, First Name, Last Name, Alias,** and an interactable button are displayed.
Example (Searching for "hao"):
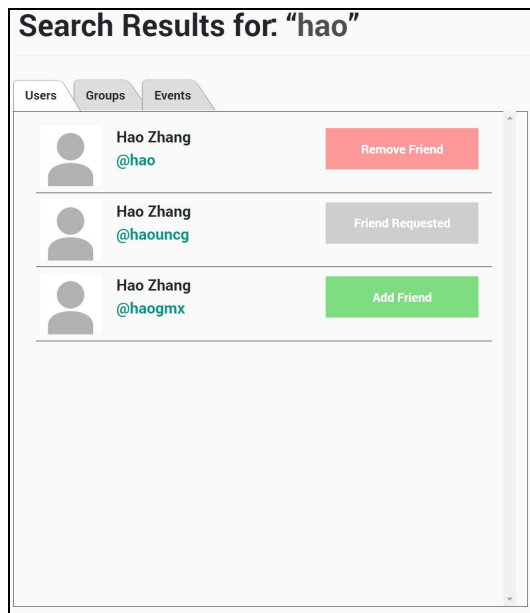
Clicking on a user's alias (marked by an @ symbol) will navigate you to their profile page.

Searching for a Group:

To search for a group, you may enter the **Group Name** that you wish to search for, and then click the *Groups* trapezoid above the search results.

Searching for an Event:

To search for an event, you may enter the **Event Name** that you wish to search for, and then click the *Events* trapezoid above the search results.

Creating an Event

To create an event, you must be on a page that contains a Calendar. Such pages are: your Profile, a friend's Profile, and a Group page that you are a member of.

Once you are on a page that contains a Calendar, scroll down until you see the Calendar Navigation Bar (as shown below):
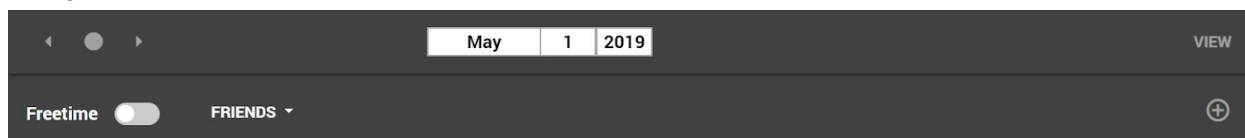
Click on the plus icon which is at the bottom right corner of the navigation bar. This will open an event creation dialog (pictured on the right). The only necessary fields for event creation are: **Event Name, Start Date, Start Time, End Date,** and **End Time.** Entering only the necessary fields will create a standard event where you are the only participating member.

You may choose to invite other users to participate in an event by clicking the *Select Members to Invite* dropdown. This will send an invitation for them to participate in the event which they can choose to accept or reject based on their schedule.

You may also choose to whitelist or blacklist certain members from seeing an event. **Whitelisting** members on an event means that only they can see the event, while **blacklisting** members on an event means that the members selected cannot see the event.
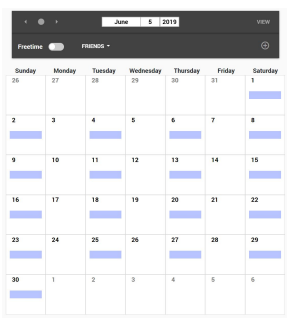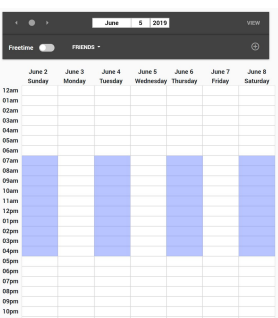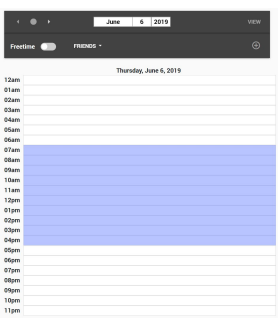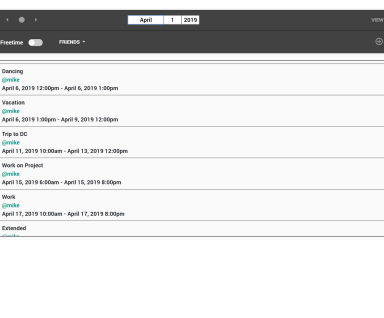
Selecting the *Repeat* slider will show a dialog for the days that you want the event to repeat on. To create a repeating event, simply click the slider and the different checkboxes for days the event should repeat.

After clicking *Create Event*, the event will be added to your Calendar. For information on viewing all events that you have created, see either the Switching Calendar Views section or the Editing an Event section.

Switching Calendar Views

To switch calendar modes, you must be on a page that contains a Calendar. Such pages are: your Profile, a friend's Profile, and a Group page that you are a member of.
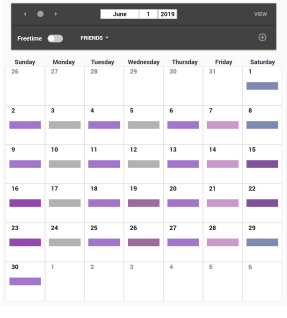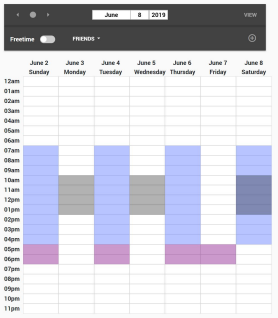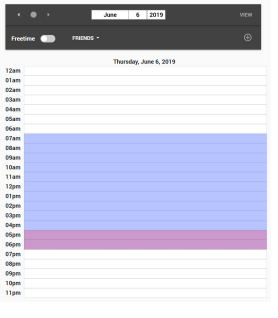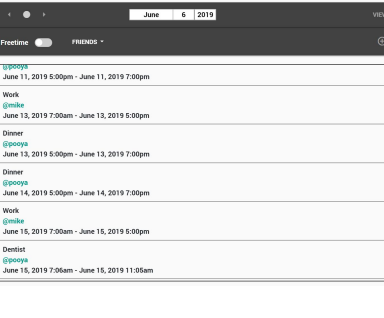
There are four basic calendar views:

Month	Week	Day	List

The different views can be switched between by using the *View* button on the top right of the Calendar navigation bar.

Viewing Friends or Group Members Events

To view a friend's event overlayed with your events, click the dropdown labelled *Friends* on the bottom left of the Calendar navigation bar, then select the friend(s) whose events you wish to overlay from the list. This will populate your calendar with the events of the users selected.
Note: On a Group page that you are a member of, the Friends button is labelled as Members.

Month	Week	Day	List

The events marked in blue are your events, while the events marked in purple are the events of the user(s) selected. Events marked in grey were hidden on event creation.

Editing an Event

To edit an event, you must be on a page that contains a Calendar. Such pages are: your Profile, a friend's Profile, and a Group page that you are a member of.

Scroll down until you see the Calendar. To edit an event, simply click on an event that you've created on any of the Calendar views. Clicking on an event that you've created will open either the **Edit Event View** or the **Edit Repeat Event View** (based on the type of event selected). *Note: You cannot edit an event that was made by another user. But you can view the event if you were given permission to.*

Edit Event View	Edit Repeat Event View
Edit Event Selected ✕	**Edit Repeat Event Selected** ✕
*Event Name	*Event Name
Vacation	Work
Description	Description
*Start Date *End Date	*Start Date *End Date
05/03/2019 05/05/2019	06/01/2019 06/30/2019
*Start Time *End Time	*Start Time *End Time
08:00 AM 05:59 PM	07:00 AM 05:00 PM
Submit Changes	Repeat Pattern
	Su Mo Tu We Th Fr Sa
	✔ ☐ ✔ ☐ ✔ ☐ ✔
	Submit Changes

Changing information about a current event is similar to entering information when creating an event. *Note: Currently, invitations to an event, the event whitelist, and the event blacklist cannot be modified after event creation.*

Viewing an Event

To view an event, you must be on a page that contains a Calendar. Such pages are: your Profile, a friend's Profile, and a Group page that you are a member of.

Scroll down until you see the Calendar. If you have navigated to a friend's profile, their events are automatically populated in the calendar views. If you are either on your profile or a Group page that you are a member of, select the user(s) whose events you wish to view from the *Friends / Members* dropdown in the bottom left of the Calendar navigation bar. Clicking on an event that you haven't created will open one of two different views: **View Event Selected** or **View Repeat Event Selected**.
*Note: If the event you're trying to view is marked in grey, the creator has hidden the event.*

View Event Selected	View Repeat Event Selected
View Event Selected ✕ **Event Creator** @pooya **Event Name** Working **Event Description** No description has been provided. **Start** April 1, 2019 10:00am **End** April 3, 2019 10:00am	**View Repeat Event Selected** ✕ **Event Creator** @pooya **Event Name** Dinner **Event Description** No description has been provided. **Start** June 1, 2019 5:00pm **End** June 30, 2019 7:00pm **Repeat** Sunday, Tuesday, Thursday, Friday

Viewing Freetime

To view your freetime, you must be on a page that contains a Calendar. Such pages are: your Profile, a friend's Profile, and a Group page that you are a member of.

Scroll down until you see the Calendar. To enable the freetime display, click the slider marked *Freetime* on the Calendar navigation bar. The freetime will be displayed in both the Month and List Calendar Views.

| Month User Freetime	List User Freetime
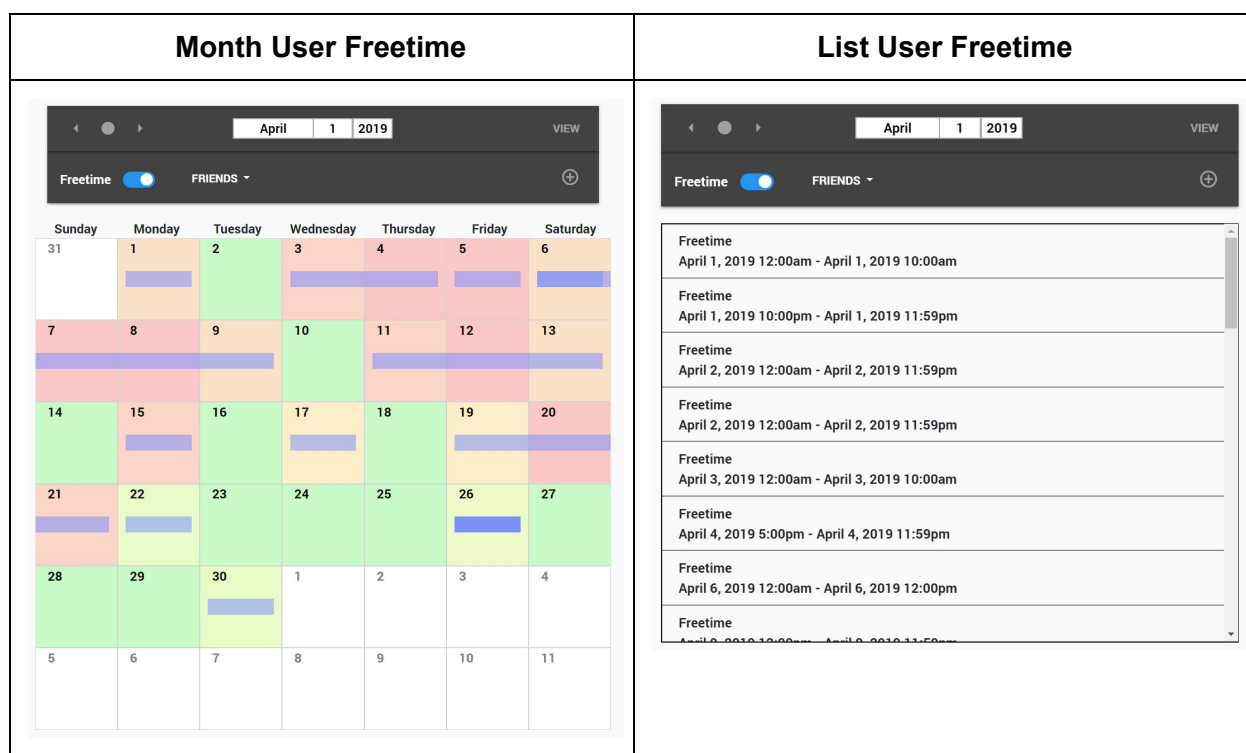
The freetime in the Month view is color coded based on the amount of hours in a day that you have free, where red is less than eight hours (for sleep purposes), and red-orange to green is based on how much time you have for the remaining sixteen hours in a given day.

The freetime rows in the List view displays the amount of time you have free on given days by listing the start and end times of your freetime chunk that day. Clicking a freetime row in the List view will open a prompt for event creation on the given time window.

Viewing freetime also works among friends selected in the Calendar navigation bar (as described on the next page).
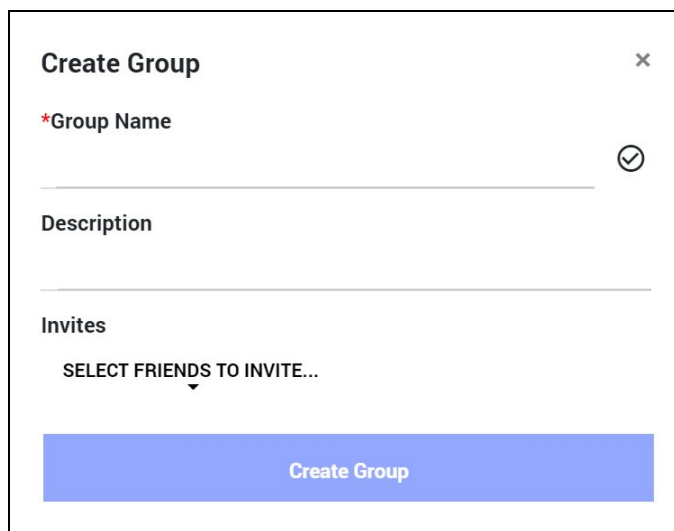
Viewing the Freetime of Others

As referenced in the Viewing Freetime section, you may also selectively view the freetime of other users. Select the users whose freetimes you wish to see on the Calendar navigation bar. Then click the slider labelled by *Freetime*. This will display the freetimes of you and the members selected in the Month and List Calendar Views.

| Month Members Freetime	List Members Freetime
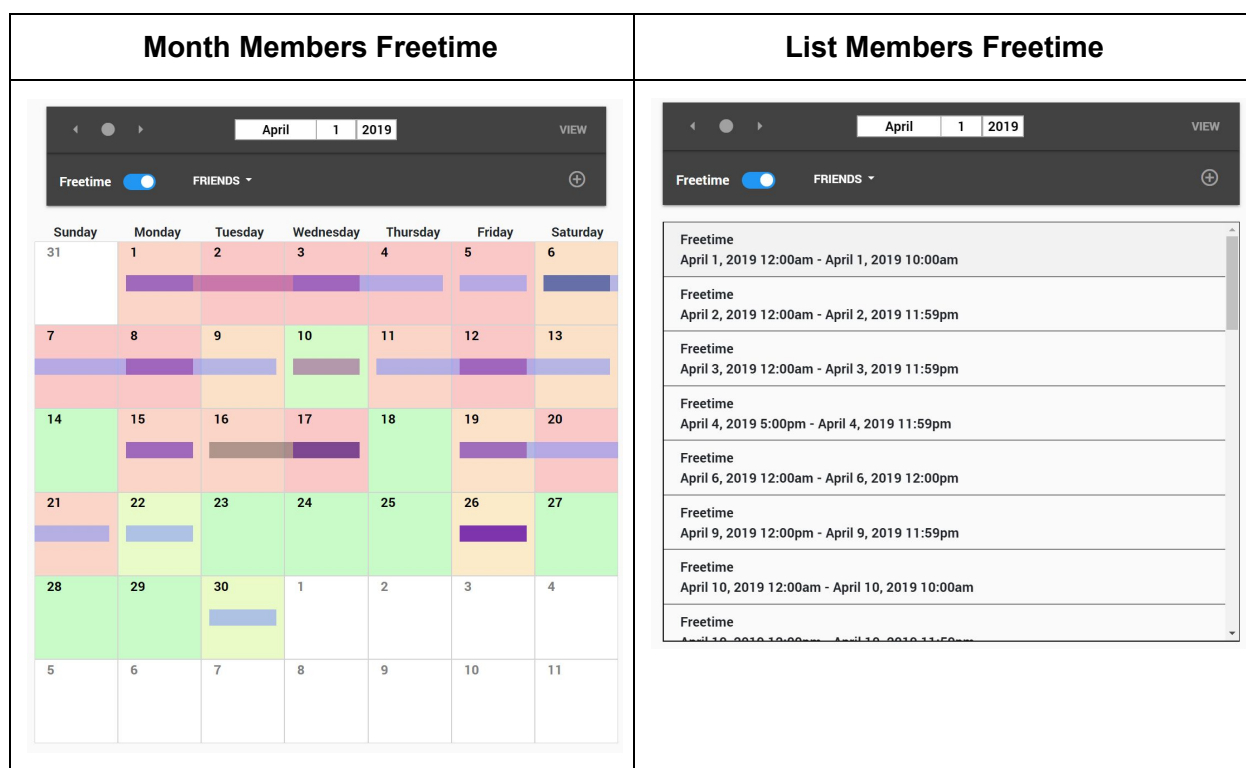
Notice how on April 16th, there is a hidden event displayed. The freetime calculation doesn't care whether events have been marked hidden or not, as it's *only* concerned with finding the time that you and other members have free.

Creating a Group

Creating a group can be done on any page of MyAlmanack. Simply click the gear icon in the top right of the browser. Click the *Create Group* option from the dropdown. This will open the *Create Group View* dialog.
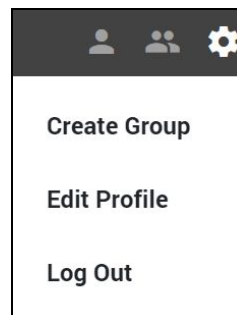
In the *Create Group View*, you must provide a valid **Group Name**, whereas a **Description** and **Invites** are optional. Inviting members to a group will send them a [Group Invitation](). After entering the necessary information, you will be redirected to the [Group Page]().

Viewing a Group

To view a group, you can either search for the group, or you can click on the **Group Name** from a user's profile.
Note: Creating a group will also redirect you to this page after creation.

As an admin of a group, you can choose to invite other members, and as a user you can either join or leave the group.
Note: The calendar view is only viewable to members of the group in question. Members who are not friends with another group member will only see hidden events for that member.

Joining a Group

Once a group admin has created a group and sent an invite to friends, the users invited are able to **accept** or **reject** joining the specific group.
Note: See [Group Invites](#) for information on how to accept a group invite.

Once the user accepts the group invite, they are now a part of the group and are visible to other members of the group. This will update the *Members* list of the group (as shown below).

*Note: For members of a group who are not also friends with each other, all of their events will be displayed in **grey** as they are [hidden](#).*

Leaving a Group

Leaving a group is possible by [navigating to the group page](#) and clicking **Leave Group** on the top right of the group page.
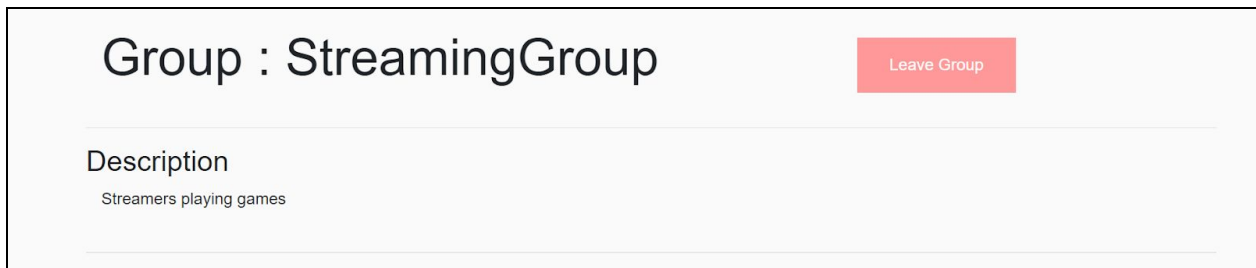

Once the user leaves the group, the group will be removed from their profile, their name will be removed from the *Members* section, and all calendar data pertaining to the group is hidden from the user.

Note: Leaving a group does not make the user who left also leave any group events that they confirmed to while in the group.

Adding a Friend

Adding a friend can be done by selecting a users profile (other than yourself) and clicking on the **add friend** button in the upper right. This can also be done in the search view.

Hao Zhang	Add Friend
Personal info No description has been provided. @hao	
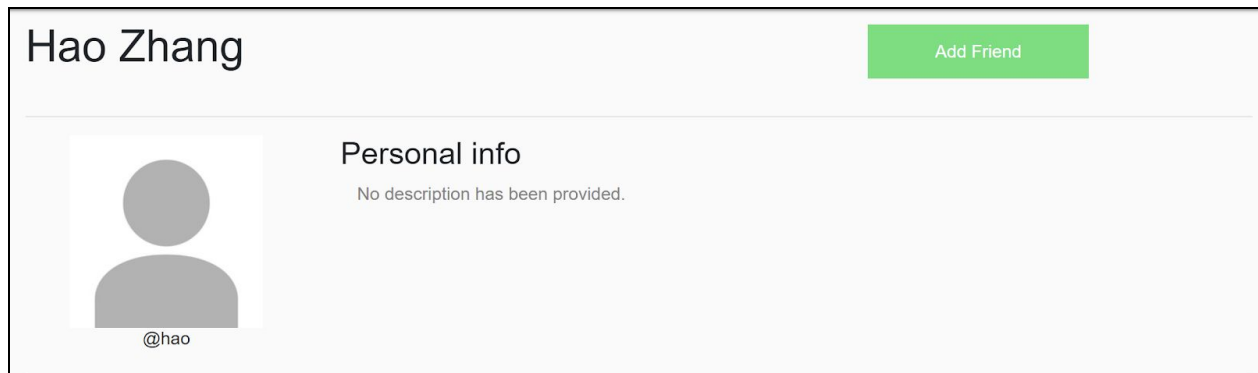
Adding another user as a friend will then send them a friend request which they can choose to accept or reject.

Note: Before adding a user as a friend, their calendar view is not displayed, however you can still view their friends and groups.

Invitations

Event Invites

A user is able to **confirm** or **reject** an event invitation after they have been invited for a specific date and time. Confirming the event will then add it to the user's calendar. Rejecting the event will not add it to the user's calendar. Event invites can be sent on event creation.
*Note: Only the event admin can edit the event, those participating in the event who are not admins can only view the event.*
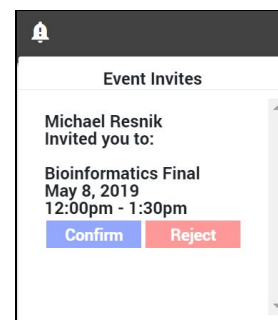
Friend Requests

A user is able to **accept** or **reject** the friends request by clicking the user button on the top right of the webpage. Accepting the friend request will give both users view access to the other's calendar. Rejecting the friend request will not change the view access to the other's calendar.
See Adding a Friend for more information.
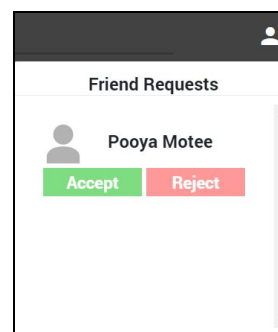
Group Invites

A user is able to **accept** or **reject** a group invitation after they have been invited to a group (either on group creation, or by a group admin). Accepting the group invite will redirect the user to the group page. Rejecting a group invite will redirect the user back to their profile.
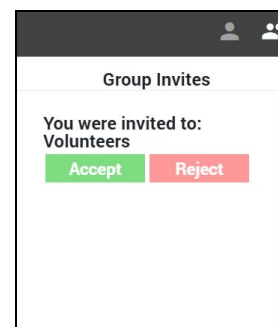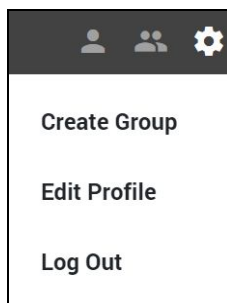
Logout

To log out of MyAlmanack, you must first be logged in.
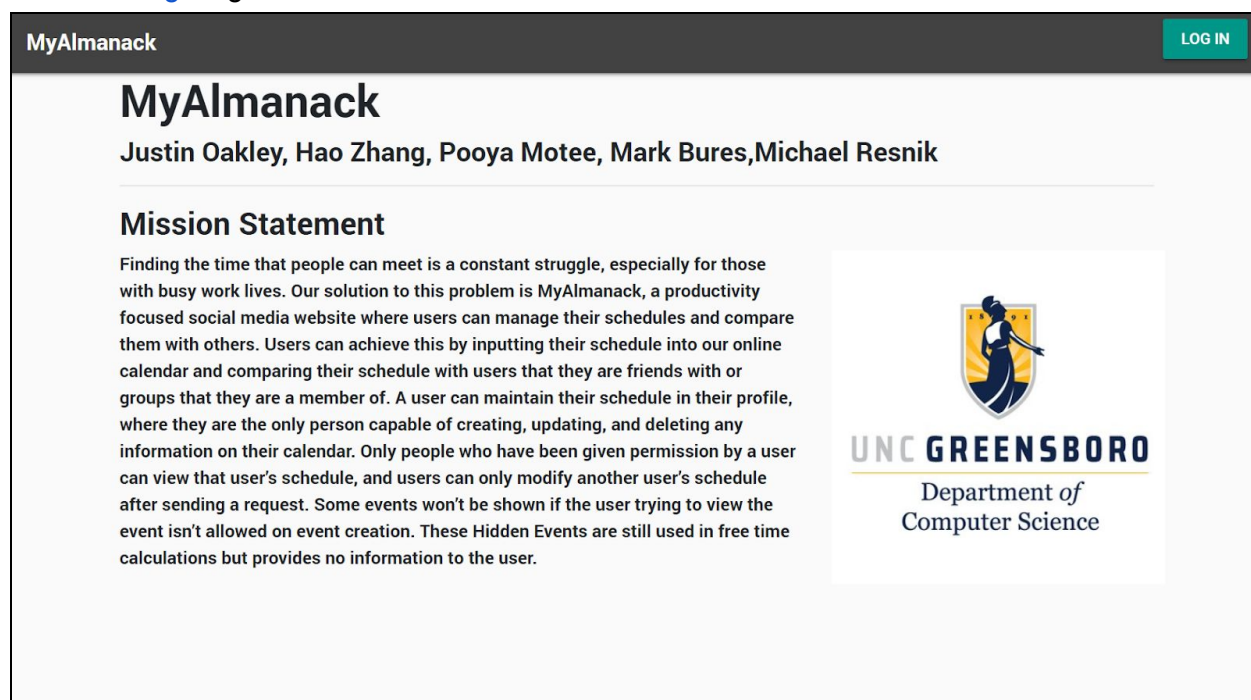
Steps to logging out:

1. Click the gear icon in the top right of the browser.
   This will open a dropdown as shown below:

2. Click on "Log Out" and you will be logged out of MyAlmanack.

After logging out of MyAlmanack, you will be redirected to the default view, where you may then choose to login again. The default view is shown below:

Frequently Asked Questions

Q: Does it cost anything to use MyAlmanack?
A: MyAlmanack is both open source and free to use.

Q: How does MyAlmanack protect my privacy and keep my information safe?
A: Privacy and security is important to the MyAlmanack team. MyAlmanack does not store usernames or passwords, meaning the source you sign up for will handle your login information. We keep your information safe by both restricting the information that other users can view and edit on the website and behind the scenes.

Q: What does it mean if an event is greyed out?
A: Greyed out events are better known as Hidden Events. If an event is Hidden, that means you weren't granted view access to this event.

Q: How do I add members to a group if I'm not friends with them?
A: If you share the URL of the group in question or name of your group with people on different platforms, they can open their MyAlmanack account and join from there.

Q: What is acceptable behavior while using MyAlmanack?
A: Acceptable behavior on MyAlmanack includes: inputting appropriate and valid user information, uploading an appropriate profile picture, and not misusing the event system. Profiles deemed unacceptable will be disabled by the MyAlmanack team.

Q: What personal information does MyAlmanack store and where is it stored?
A: MyAlmanack only stores a user's Google Firebase identifier and their schedule information, all of which is privately kept away from public viewing using a dedicated Heroku database. Heroku is responsible for all data storage security.