MEMORANDA *REVAMPED*

USER MANUAL

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INTRODUCTION

1. WELCOME TO MEMORANDA

Memoranda (formerly known as just Memoranda) is an **open-source personal organization tool** that you can use to manage your work, life, and software projects. It is **very useful** if your day involves work **on multiple software projects**.

Memoranda can be used to manage projects involving multiple people.

As **Memoranda** is built using Java it is **cross-platform** and can be used on a lot of operating systems like Windows, Linux, etc.

Some of the things Memoranda can be used for are:

- To manage "to-do" lists with time limits, completion state, etc.

- To Schedule events and receive notification when they occur.

- Create time recording logs for software projects

- Record defects along with their insertion times and fix time in software projects.

2. FEATURES

- **Memoranda is a cross platform application.** Memoranda is written in pure Java so it is available on any Java-enabled platform (the "System tray icon" feature works only on Microsoft Windows and Linux with KDE).

- **Memoranda is a multi-user application.** Each user has a separate environment to store all his/her data, settings and preferences.

- **Easy exchange the data across the computers.** Memoranda has a special ZIP-based file format for external storing of the projects. You can save ("pack") the project in this file and open ("unpack") it later with another Memoranda installation to get there a complete copy of that project. This is useful for transferring projects between different machines and for backup purposes.

- **Exporting to ICal.** Each project has a calendar, which you can populate with events. This calendar can be exported to an ICal format and integrated with your other calendars on Google or IOS.

- **PSP Functionality.** In this new version of Memoranda, you are now able to do implement some Personal Software Process (PSP) techniques to your projects. This includes maintaining time recording and defect recording logs for your projects.

- **Custom Color Themes.** You can now change the appearance of Memoranda by choosing a color theme, adding style and organization to your life. You can choose from 360 individual colors!

3. ACKNOWLEDGMENTS

Developers (listed alphabetically)

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See original developers at http://Memoranda.sourceforge.net

4. REQUIREMENTS

To ensure you are able to run Memoranda you need to download and install **Java 8 Runtime Environment (JRE)** (version **1.8.0** onwards). You can download the JRE for a number of platforms from http://www.oracle.com/technetwork/java/javase/downloads/index.html. Recommended is version **1.8.0.**

Note: This software has been tested and installed on the following Windows platforms:

> *-Windows 10*

> *-Windows 8.1*

> *-Windows 8*

> *-Windows 7*

5. INSTALLATION

To install Memoranda ensure that you have the installation **saved** in a proper location and **not ran** from a browser.

When running the installer, your operating system may inform you to not trust the installer because of the unsigned signature. We can assure you this program does not modify any of your system's files other than creating an installation directory in the desired location you specify. Please contact us at memoranda.revamped@gmail.com if you have any questions.

1. Run the installer and ensure you have permissions to install on your account.
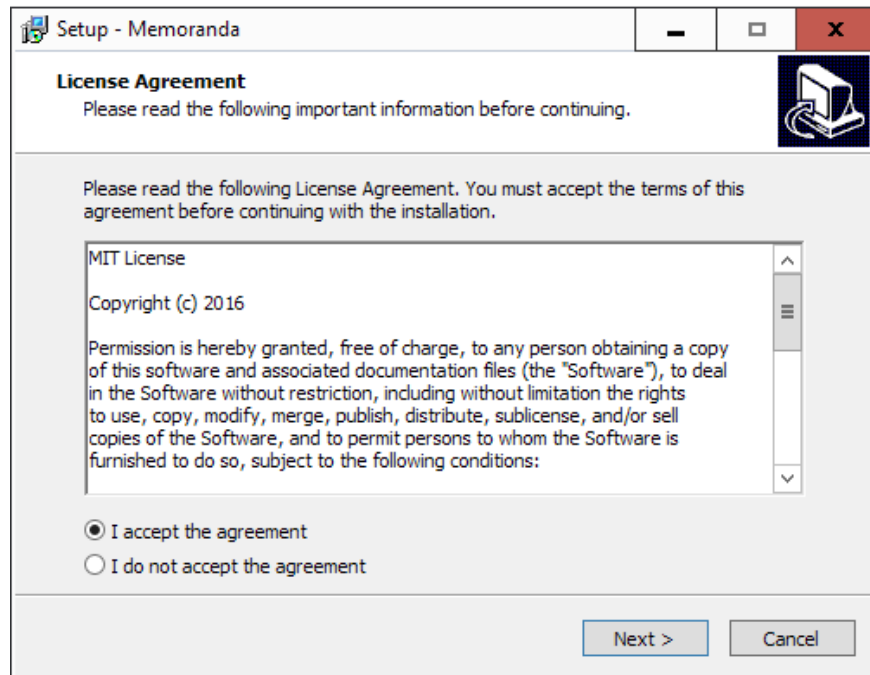
2. You will see the following page when the installer opens. Please read the license and select **I accept the agreement** if you comply with the permissions.
3. *Click* Next.
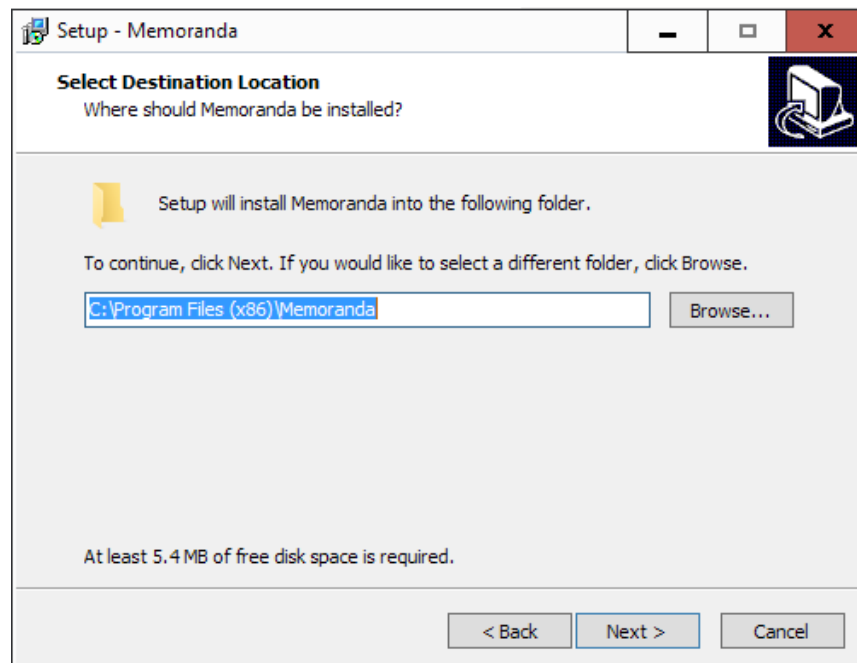
4. By default, the installer will select your usual programs' directory indicated in your operating system's registry. If you choose to install Memoranda to a different location, *type* or *click* Browse to indicate the destination.
5. *Click* Next.
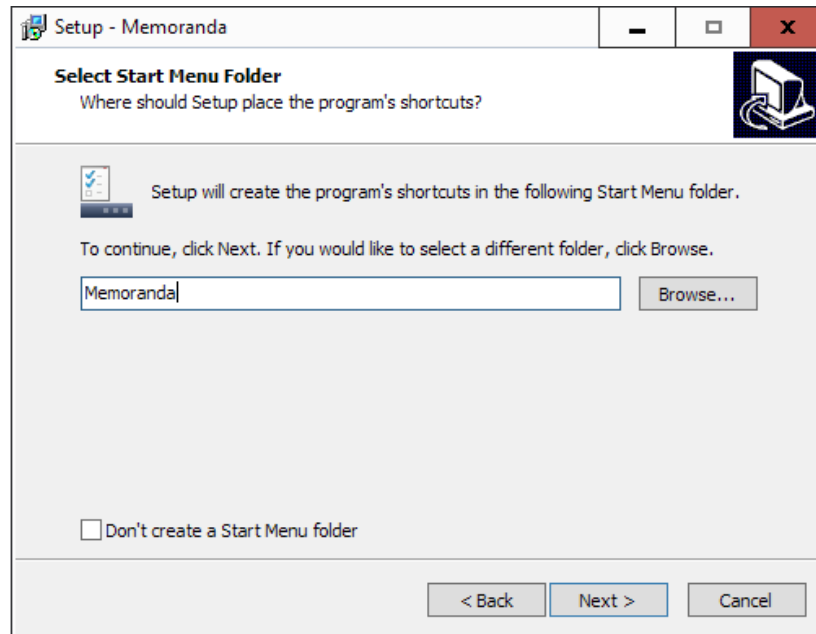
6. The installer will ask if you would like to create a program shortcut in your Start Menu folder. Here you can indicate the name of the shortcut or prevent the installer from creating a Start Menu folder. Once decided and indicated, **click** Next.
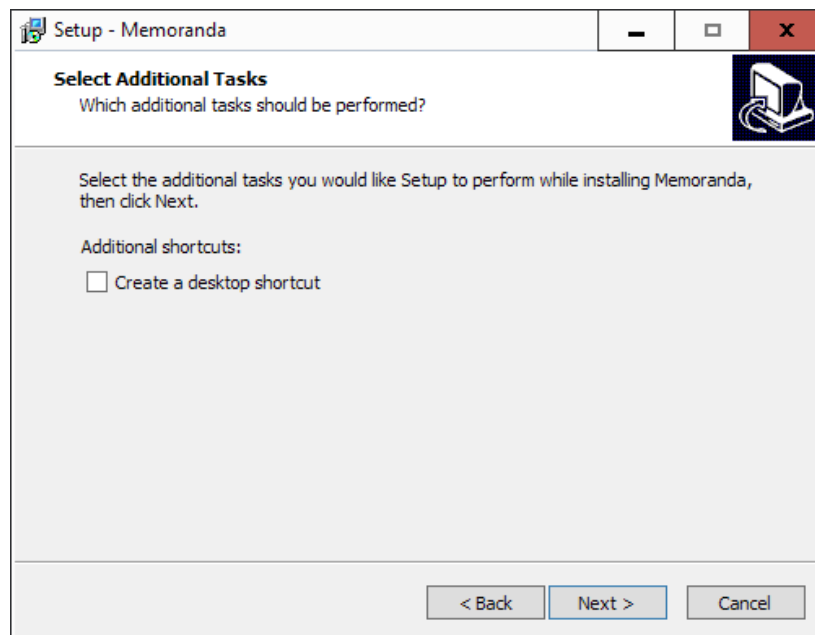
7. Here you will be asked to create a desktop shortcut. Once your decision has been indicated, **click** Next.
8. **Click** Next to install.
9. **Click** Finish to complete the installation.
10. **Run** the program from a shortcut or from the destination you indicated.

Updating Memoranda

Updating the memoranda software is completed by downloading a patch file from patch section of the GIT hub repository found Here. Once the patch is downloaded from the software patch section of GIT hub you can take one of two options to patching or updating your version of Memoranda.

- **Memoranda Patch Scripts** – Patch Scripts will assist in moving the new data to your software and are used for smaller updates.
- **Windows**
    - **To use these scripts move the patch folder into your Memoranda directory where ever you installed it**.
    - **For windows this folder is in C:\Program Files\Memoranda by default.**
    - **Once the folder has been moved here simply run the bash script within the patch folder and your Memoranda Planner will be updated.**

- **Memoranda Installers –** When the newest version of a patch for Memoranda is an installation wizard the patch is much larger and will require you to update your software in a way that will bring your old data forward. The installer will easily migrate your Memoranda data to the new version.
- **Windows**
    - **Simply run the installer and follow the instructions in the wizard.**
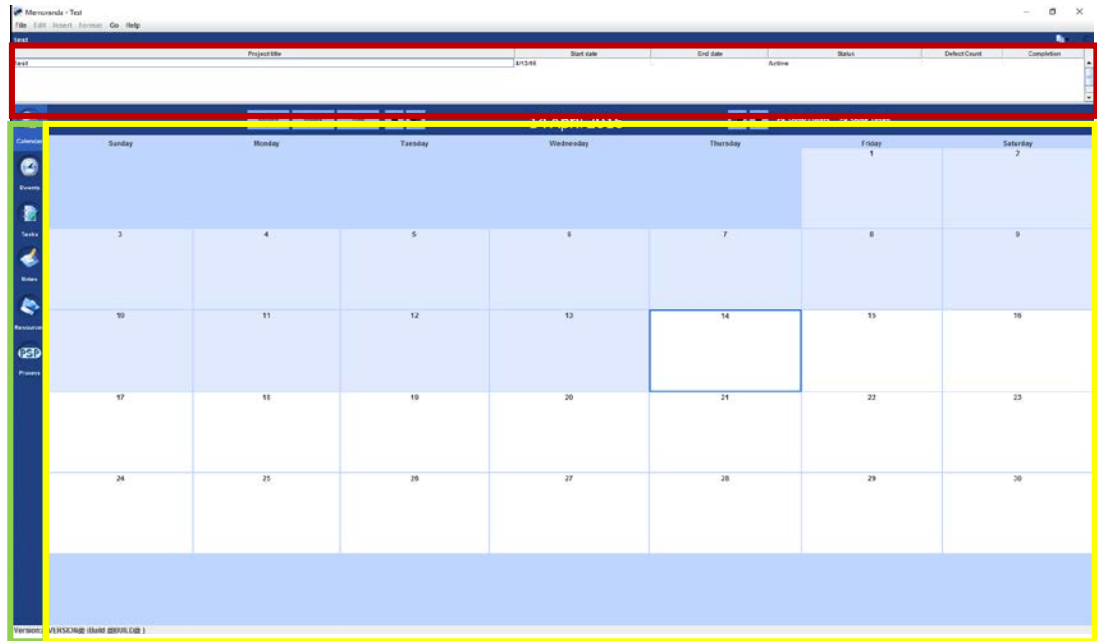
6. PROVIDE YOUR FEEDBACK

Give us your feedback!

We appreciate your thoughts, and are always looking to make our software better. Please email us with any questions or concerns at Memoranda.revamped@gmail.com

BASICS

1. WINDOW LAYOUT

- The section outlined in **red is the Project Manager**, here will be listed all current projects along some data.

- The section outlined in **green is the Workpanel**, here you can switch between views.

- The section outlined in **yellow is the Main Panel,** this panel will change depending on what task you are working on.

2. MODES AND SCREENS

Memoranda has 6 different modes and respective screens.

- **Calendar Mode** allows you to create events and tasks on you calendar and includes three other views that will be covered in a later section.
- **Events Mode** allows you to create and manage events, displaying them in order along with other information.
- **Tasks Mode** allows you to create and manage tasks, displaying them in order, alongside other important information.
- **Notes Mode** lets you create notes with a text editor, giving them format and attaching them to a day.
- **Recourses** organize and load resources into your Memoranda project.
- **PSP Mode** provides PSP functionality to your Memoranda project, by tracking defects and recording time logs tied to your project.

3. THE CALENDAR AND DATE NAVIGATION

The Calendar can be navigated using the Calendar Taskbar (depicted below).

| Month | Week | Day | ◀ ← | **21 April 2016** | → ▶ | ☑ Show Events ☑ Show Tasks |
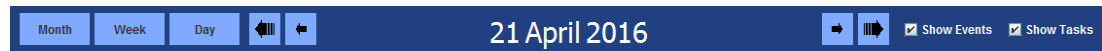
- **The Month, Week, and Day** buttons can be used to change the view of the calendar
- **The Big Back/ Forward Arrows** can be used to skip back a month, week, or day depending on your current view.
- **The Small Back/Forward Arrows** can be used to skip forward a day or hour depending on your current view.

PROJECTS

1. PROJECT BASICS

What are projects?

A project is an activity you need to organize, it has a start date and an end date. For example, a student may have projects like 'exam preparation', 'exercise schedule', etc.

Each project has its **own calendar, events, tasks, etc**. Projects are **completely independent of each other** and so take care not to schedule different events for the same time!

Why use projects?

Organizing your schedule into separate projects is a great idea. For example, you can have separate schedules for working and entertainment. Also, software developers often work on a number of projects that have need to have separate schedules.

2. START A NEW PROJECT

1. *Click* on the **project icon** at the top right end of the window and *select* **new project** (Alternatively you may *click* on **New Project** from the **File menu**).

   The following box will appear:

2. *Enter* a **title**, **start date, a description,** and any **team contacts** lastly *click* **on 'Ok'**. **If you know** the **end date** *click* on the **checkbox first**.

   You can also **select the date from a calendar** by *clicking* the **calendar icon after** the **date box**.

3. Start creating tasks, events, etc. for this project.

4. To open a project, right click on it and select **Open Project**.

3. DELETE A PROJECT

Important notes:

**Warning:** Once deleted, projects are **lost permanently** and cannot be opened again.

You **cannot delete** the **current project** being worked on (the one whose name is in the title bar).

1. *Click* on the symbol at the top right end of the window. You should see a list of projects like this:

Project title	Start date	End date	Status	Defect Count	Completion
Test	4/13/16	-	Scheduled		
Test2	4/14/16	-	Scheduled		
Test3	4/14/16	-	Scheduled		

2. *Click* on a project to **select it**, then *press* the **delete key** on your keyboard (Alternatively you may then *Right-click* and *select* **Delete Project**).
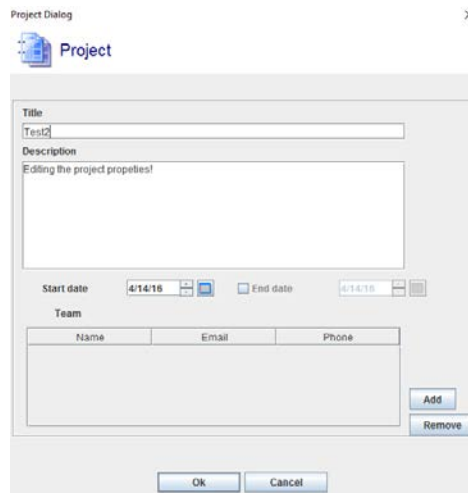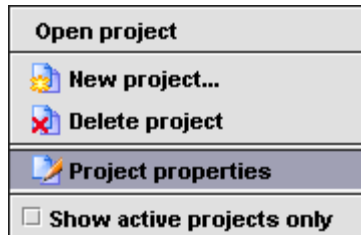
   The following confirmation box will appear:
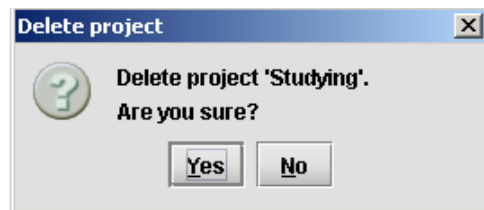
3. *Select* **'Yes'** to delete the project.

4. PROJECT PROPERTIES

1. **Click** on the ⟱ symbol to view the list of projects.

2. **Click** on a project to **select it**.

3. **Left-click** and **select** **Project properties**.

Open project
🗋 **New project...**
❌ **Delete project**
📝 **Project properties**
☐ **Show active projects only**

4. The following box will appear:

Project Dialog ✕

📑 Project

Title
Test2
Description
Editing the project propeties!

Start date 4/14/16 ☐ End date 4/14/16
Team

Name	Email	Phone

Add
Remove

Ok   Cancel

Change the **project name, start date, etc.** in the box which appears. Finally **click** on **Ok**.

If you know the **end date** **click** on the **checkbox** so you can edit it as well.

You can also **select the date from a calendar** by **clicking** the **calendar icon after** the **date box**.

5. To add a contact **Click Add** and the following dialog box will appear.

Enter the desired information and *Click OK*.

5. PACKING AND UNPACKING A PROJECT

If you want to **transfer a project** from one computer to another, then it must be **packed** into a **.ZIP file**.

Packing a project

1. *Click* on '**Pack project...**' from the **File menu**.

2. *Enter* a file name for the **.ZIP file** and click on **Save**.

3. You can now **unpack** the **.ZIP file** on another computer where Memoranda is installed.

Unpacking a project

1. *Click* on '**Unpack project...**' from the **File menu**.

2. *Enter* a file name for the **.ZIP file** and click on **Open**.

3. You can now work on the project.

NOTES

1. NOTES BASICS

What are notes?
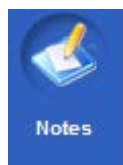
Notes are essentially notes in your **project** that correspond to a date you select. Memoranda will **automatically show** you your notes on the **Notes panel**.

Notes can only be saved and viewed in the **Notes panel**.

You may only have one note for each date on your calendar.

2. SAVING A NOTE

1. *Click* on the Notes icon on the Workpanel to the left to view your to-do list.

2. Select a date by **clicking** or **typing** a date on the calendar panel to the left.
3. Fill out **at least** a Title, and any other information you would like to enter.
4. Select a different date by **clicking** a different panel to save the note.

3. IMPORT OF HTML FILES

1. **Click** *File > Import one note* OR *Import multiple notes*.
2. **Select** your HTML files.

4. EXPORT OF HTML FILES

1. **Click** File > Export notes OR Export current note.
2. **Select** your destination folder.

5. NAVIGATION TAB

In the Navigation tab you can manage your notes, set and remove bookmarks (favorites), and search keywords or other information throughout all your notes.

TO CLEAR A NOTE

1. **Right-click** on the note.
2. **Click** Clear Note.

SET A BOOKMARK

1. **Right-click** on the note.
2. **Click** Set bookmark.

REMOVE A BOOKMARK

1. **Right-click** on the note.
2. **Click** Remove bookmark.

SEARCH A NOTE

1. **Click** the Search tab on the left calendar panel.
2. **Type** your details and **select** the corresponding filters.
3. **Click** Search.

TASKS

1. TASK BASICS

What are tasks?

Tasks are items on your **to-do list**. Tasks can be further divided into several sub-tasks. Memoranda will **automatically show** you **deadlines, upcoming tasks, etc.** on the **Agenda panel**.

Make sure you update the progress report on each task as you work on it. Memoranda will remind you if tasks are not completed before their end date.

2. START A NEW TASK/SUBTASKS

1. *Click* on the Tasks icon on the Workpanel to the left to view your to-do list.

2. *Right-click* on the blank area that appears to the left. *Click* on **New Task** from the menu that appears.

3. The following dialog box will appear:

If your task **has to be completed before** a **certain date,** then *click* the checkbox near **End date** and enter a date.

You can also enter an estimate of the number of hours of effort this task will take to complete.

You can also create an event (think of events as alarms) by *clicking* on **Set notification**.

4. You have successfully created a task! *Right-click* on a task to update progress information, priority, etc.

5. For adding subtasks, **Right-click** on a task and **click add subtask.**

3. SET A PERCENT OF EXECUTION

To edit the **percentage of execution,** Left**-click** the plus and minus signs on the percentage done section of the task. (Illustrated below)
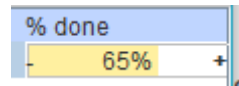
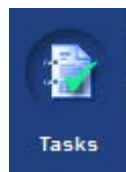This can also be done directly from the **properties** of the task as highlighted below.
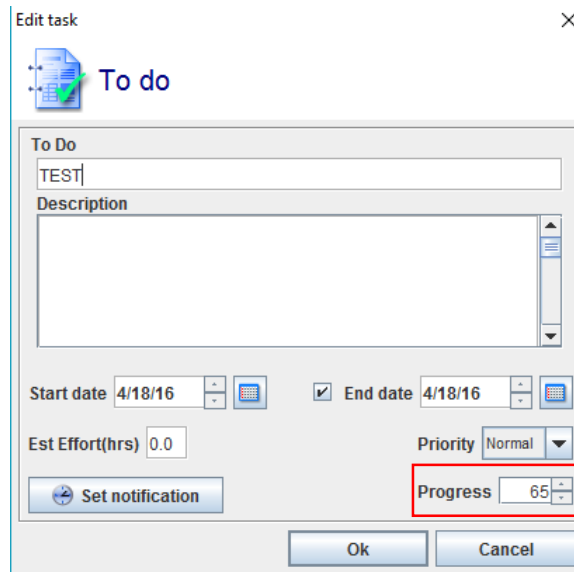
4. REMOVE A TASK

1. ***Click*** on the tasks icon on the Workpanel to the right to view your to-do list.

2. ***Click*** on the task you want to delete.

3. ***Press*** the **delete key**.

5. EDIT THE TASK PROPERTIES

1. ***Right-click*** on the desired task.

2. Select **edit task.**

EVENTS

1. EVENTS BASIC

What are events?

Events are something like **reminders** that you can set to remind you of appointments, meetings or other events. Events can be **made to repeat at regular intervals** so you don't have to repeatedly enter reminders for everyday tasks like staff meetings.

2. SET A NEW EVENT

1. *Click* on the events icon on the Workpanel to the right to view the list of events for today.

2. *Right-click* on the blank area that appears to the left. *Click* on **New Event** from the menu that appears.

3. The following dialog box will appear:

Note that **Saturday and Sunday** are **non-working days**.

4. This is where you can set **reoccurring events**, and **exceptions** to those events. **Exceptions** are dates that the event will not repeat on but otherwise not affect the repeating event (For example, choosing your birthday as an exception date for "Work" event, to represent you do not have work on your birthday)

5. You have successfully created an event in the **Calendar.**

6. To create an event from the **Calendar** panel, **right click** on the time period of your choice, and press **add event.**

3. REMOVE AN EVENT

Warning: If you **delete** an event that **repeats at regular intervals** it will **not repeat anymore**!

1. *Click* on the events icon on the Workpanel to the right to view the list of events for today.

2. *Click* on the event you want to delete.

3. *Press* the **delete key**.

RESOURCES

1. RESOURCES BASICS

What are Recourses?
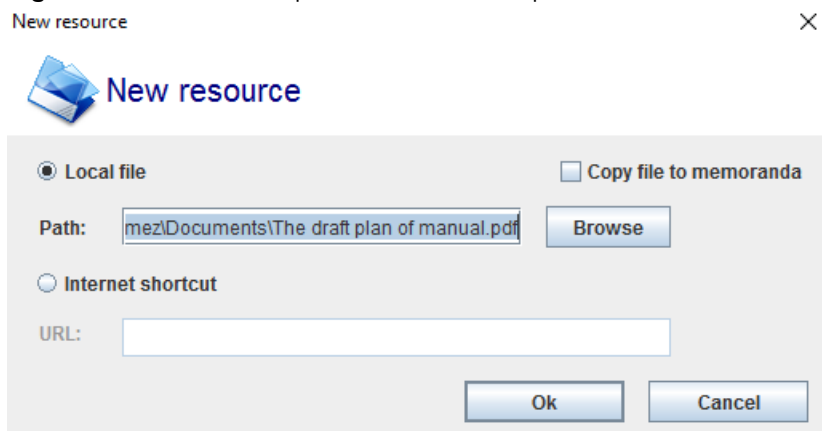
Recourses are **local files** or **internet shortcuts** that are tied to your **Memoranda Project**, giving you **quick access** to important files related to your project.

2. ADD A RESOURCE

1. *Click* on the resources icon on the Workpanel to the right to view the resources on the project.


Right-click on the white space in the resources panel and select **New Resource.**

2. **Right-click** the **browse** button and select the file from your storage space, or type in a **URL** for a shortcut.

3. **Click Open,** then click **ok.**

4. You have successfully added a new resource from a local file.

3. REMOVE A RESOURCE

1. *Right-Click* on the resource.

2. *Click* on **remove resource.** The following dialog will appear.

Remove resource   ✕

? Remove the shortcut to resource 'test.txt.txt'
Are you sure?

[Yes] [No]
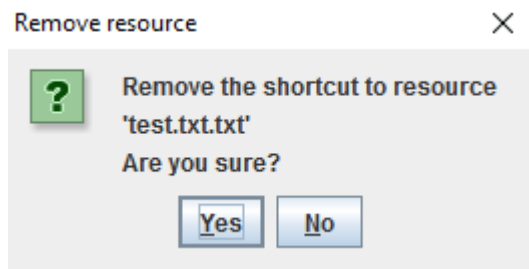
Select **yes** to delete the resource.

3. You have successfully deleted a resource.

PSP (PERSONAL SOFTWARE PROCESS)

1. DEFECT LOG

What is a Defect Log?

Defect logs in PSP are meant to facilitate the tracking of bugs and **defects in source code**, along with their **injection times** and **removal**. This allows developers to see where they are making mistakes and how much time it costing them, giving them insight into how to make software better.

Creating a new Defect

1. *Click* on the PSP button in the WorkPanel to enter PSP mode and select Defect Log from the taskbar.

PSP
Process

| Summary | Planning Log | Time Log | Defect Log |

2. ***Right-Click*** on the white space in the **Defect Log panel** to add a new **defect**, the following dialog will appear.

Record New Defect: 5   ✕

📄 Record New Defect: 5

Description

Date Found 4/21/16 📅 Type 10 Documentation ▼	☐ Date Fixed 4/21/16 🔲
Est Fix Time(mins) ___ Injection Planning ▼	Act Fix Time(mins) _____ Remove Planning ▼
⊕ Set notification	☐ Fix Reference _____

OK   Cancel

3. ***Fill in*** the desired information for the defect and ***click OK***

4. *You have successfully created a defect!*

2. TIME RECORDING LOG
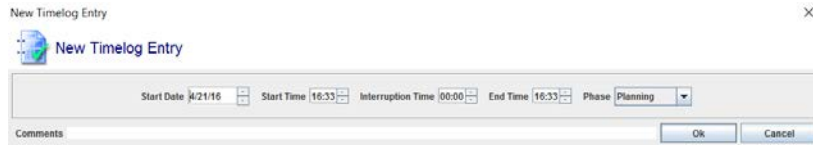
What is a Time Recording Log?

Time recording logs in PSP are meant to time to allow a developer to track time spent on tasks related to the **software process**. Some of the information that time recording logs provide include: **Start and end times**, along with **interruption** and total **times.**

Creating a new Time Entry

5. ***Click*** on the PSP button in the WorkPanel to enter PSP mode and select **Planning Log** from the taskbar.

PSP Process

Summary   Planning Log   Time Log   Defect Log

6. ***Click*** on the new task button 🗹 on the top left corner of the **Planning Log panel** to add a new **task**, the following dialog will appear.

7. *Fill in* the desired information for the **time entry** and *click OK.*

8. You have successfully created a time entry!
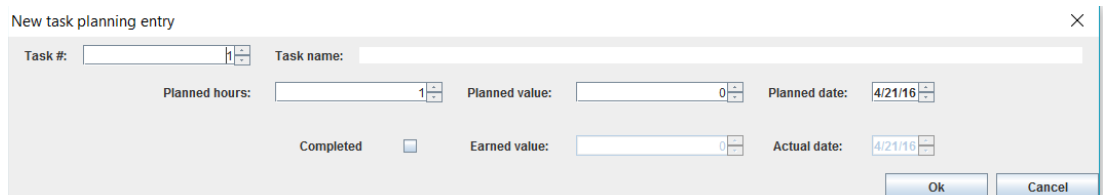
3. PLANNING

What is a PSP Planning?

Planning in PSP requires **estimating** the completion times of task. By creating tasks and tracking the **estimated time versus the actual time** to complete, you can begin to gain great insight into how well your project is adhering to your **schedule.**

Creating a new Time Entry

9. *Click* on the PSP button in the WorkPanel to enter PSP mode and select Time Log from the taskbar.

10. *Click* on the new time entry button on the top left corner of the **Time Log panel** to add a new **time entry**, the following dialog will appear.

11. *Fill in* the desired information for the **task** and *click OK.*

12. You have successfully created a **task**!

4. SUMMARY

What is a PSP Summary?

In Memoranda's **PSP Summary Panel**, Memoranda aggregates all your **tasks defects and time entries** into a **centralized location** optimizing its readability enabling developers to make use of this information.

Planning Week Summary

Week #14	Plan	Actual	Plan / Actual
Schedule hours for this week	1.5	1.58	1.2
Earned value for this week	10	10	1.0
Week #15	Plan	Actual	Plan / Actual
Schedule hours for this week	8	1.98	4.2
Earned value for this week	85	80	1.06
Week #16	Plan	Actual	Plan / Actual

Total	Plan	Actual	Plan/Actual
Schedule hours	55.5	12.82	4.2
Earned value	490	270	1.81

Phase Summary

Time in Phase (In Minutes)		Actual	To Date %
Planning		111	14.4%
Design		31	4%
Code		105	13.7%
Code Review		22	2.9%
Compile		0	0%
Test		50	6.5%
Postmortem		450	58.5%
Total		769	100%

Injected Bugs

Defects Injected		Actual	To Date %
Planning		2	33.3%
Design		1	16.7%
Code		2	33.3%
Code Review		0	0%
Compile		0	0%
Test		0	0%
Postmortem		1	16.7%
Total		6	100%

Removed Bugs

| Defects Removed		Actual	To Date %
Planning		1	50%
Design		1	50%
Code		0	0%
Code Review		0	0%
Compile		0	0%
Test		0	0%
Postmortem		0	0%
Total		2	100%

COLOR THEMES

CHANGING COLOR THEMES

Warning: Changing the color scheme requires Memoranda to be restarted.

1. *Click file* from the top left of the Memoranda window

File Edit Insert Format Go Help

2. *Click Preferences* from the menu that appears

3. From the preferences dialog, *click* on the **Appearance** tab
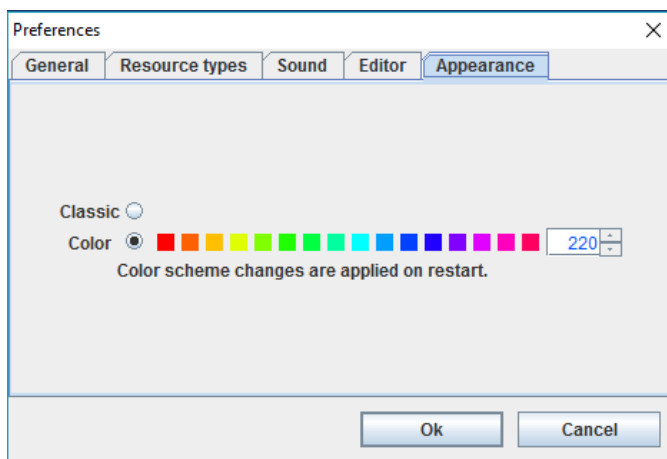
4. Select **Classic** for Memoranda's original look, for a **custom color** select from the available **swatches** or move the radial switch to the desired **color value.**

5. Remember to restart Memoranda.

EXPORTING TO ICAL

What is iCal?

iCal (short for iCalendar) is a computer file format supported by a **large number of products**, including **Google Calendar** and **Apple Calendar** (formerly known as iCal). Memoranda allows users to **export their events** as an **.ics** file in order to transfer them to other software or web tools mentioned previously.
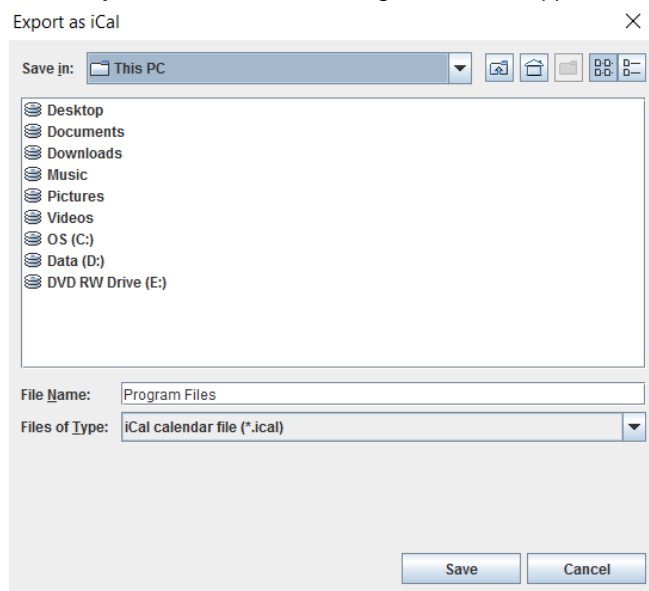
Exporting as iCal

1. ***Click*** file at the top left corner of Memoranda

This will open the following window,
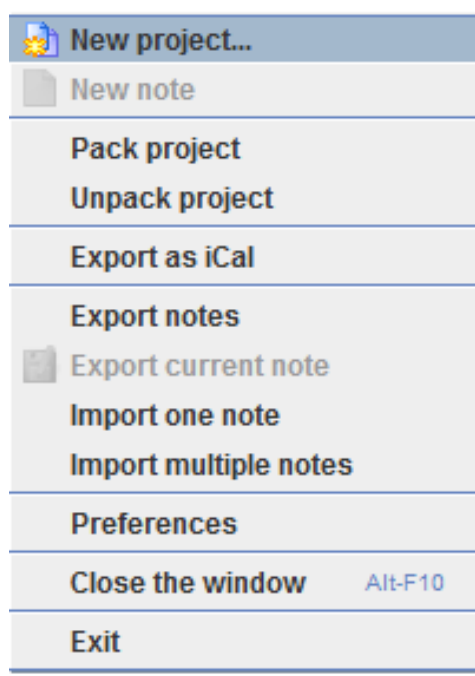
2. *Click* **Export as iCal,** the following window will appear,

3. *Browse* to the desired **save folder**, name the file.

4. *Click* **save.**

5. You have successfully exported to **iCal!**