MySchedule

Manual

Copyright © MySchedule 2021. All rights reserved.

GitHub: milad2281

index

Introduction to MySchedule 2
General Warning and Cautions 3
Background and Prerequisites 4
JRE Installation 5
MySchedule Installation 6
Buttons and Environment 7
Add a new item 8
Edit an Item 10
Delete an Item 11
Exporting as MSF 12
Exporting as CSV 13
Importing MSF 14
Merging 15
Multiple Selection 16
Truncating 17
Preferences and Customization 18
Pop-up notification 20
Hot Keys 21
Thank You 22

Introduction to MySchedule

Have you ever wanted to write down all your to-do activities in one place? Easily toggle between and SHARE them or save them into files? Well, MySchedule is here to do all that for you. Being synchronized with your friends and co-workers was never easier.

This application is designed to help you keep track of all your to-do activities, share, import, and merge them together.

In this manual, we will go through all the section of the application, how to set them, how to use them, and all other necessary features and warning.

Further Information: The application is written in Java programming language. It uses JavaFX and CSS for the graphical user interface. The application is currently only available for Windows.

General Warning and Cautions

This application is released in a portable version meaning that the user does not need to install the app. As a result, the application will always need the files that it comes with in order to run.

These files are:

- lib: a folder containing necessary files
- MyScheduleDataItems.msf: where all items' data are stored
- option.dt: where all the option data is stored

Warning: any tampering, edit, and moving of the files can cause loss of data or mal-functionality. Please avoid touching the 3 mentioned files and folder.

Background and Prerequisites

The application use MSF (MySchedule File) format files in order to handle, share, and import data.

MySchedule needs Java Runtime Environment (JRE) minimum version of 1.8 to run. If you do not have JRE already installed on your system, follow the instruction on the next page.

JRE Installation

Notice: These instruction can be slightly different depending on the newest available versions!

In order to download and install JRE on your device:

1. go to the below link address (also available in resource files):
Download Java for Windows

2. Read and Accept the license by clicking on “Agree and Start Free Download”.
3. Download and run the file.
4. Click on install.
5. After the installation is complete, click on close.

Congratulation! You have now installed JRE. Now lets get to the main app.

In case you got the message “older version exists”, you can select the uninstall for it, and continue with the new version.

MySchedule Installation

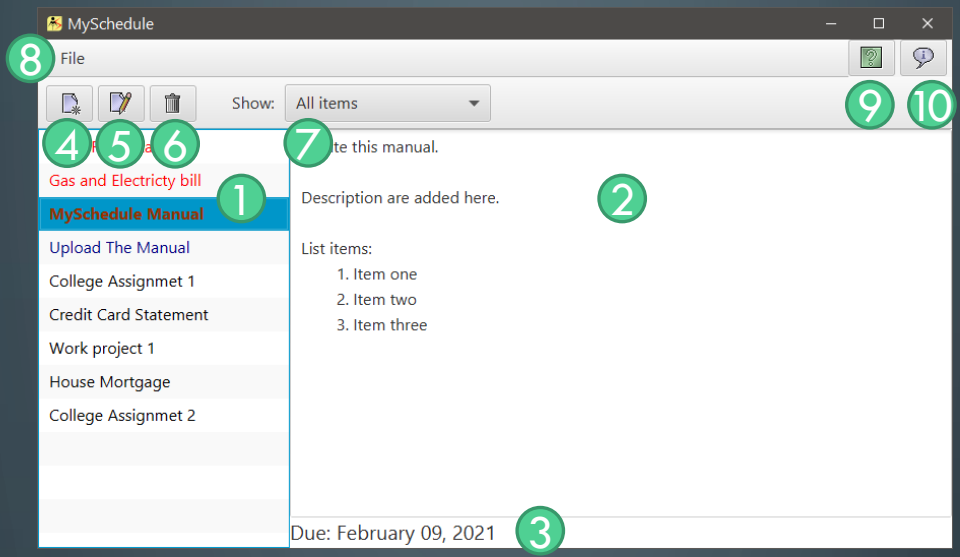
MySchedule is a portable application, meaning it doesn't need installation. You can run the MySchedule.exe within its folder which contains other necessary files from any device with JRE installed.

Creating desktop shortcut:

In order to create a desktop shortcut:
1. copy the folder MyScheduleV# (where # is your version number) to your device.
2. Open the folder, and then right click on MySchedule.exe.
3. Select send to > Desktop (create shortcut) .

Now you have everything ready and set. Lets start using the app.

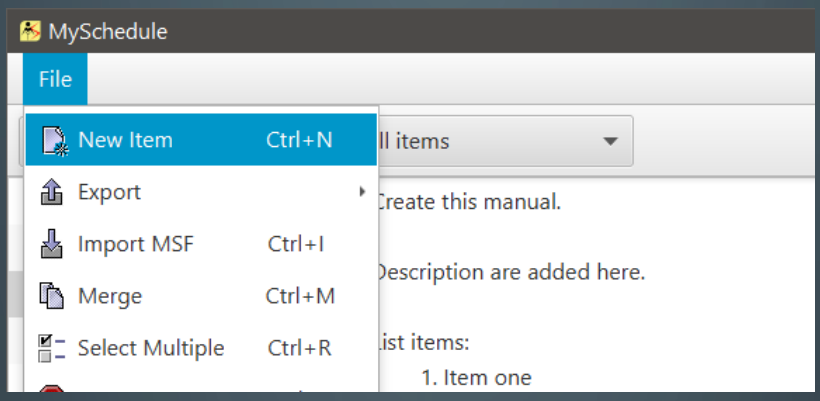
Buttons and Environment



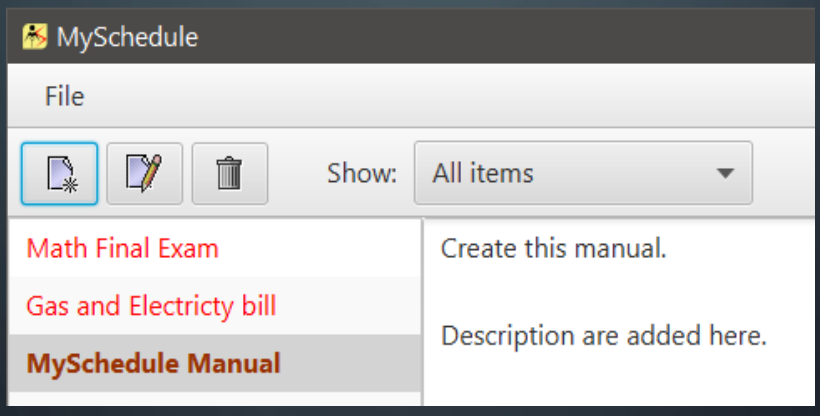
1. A list of title of all items sorted by due date.
2. Text area holding all the description of the item
3. Due date for the item
4. Add a new item button
5. Item edit button
6. Item delete button
7. Filter showing items
8. File list and options
9. Help and support button
10. About button

Add a new item

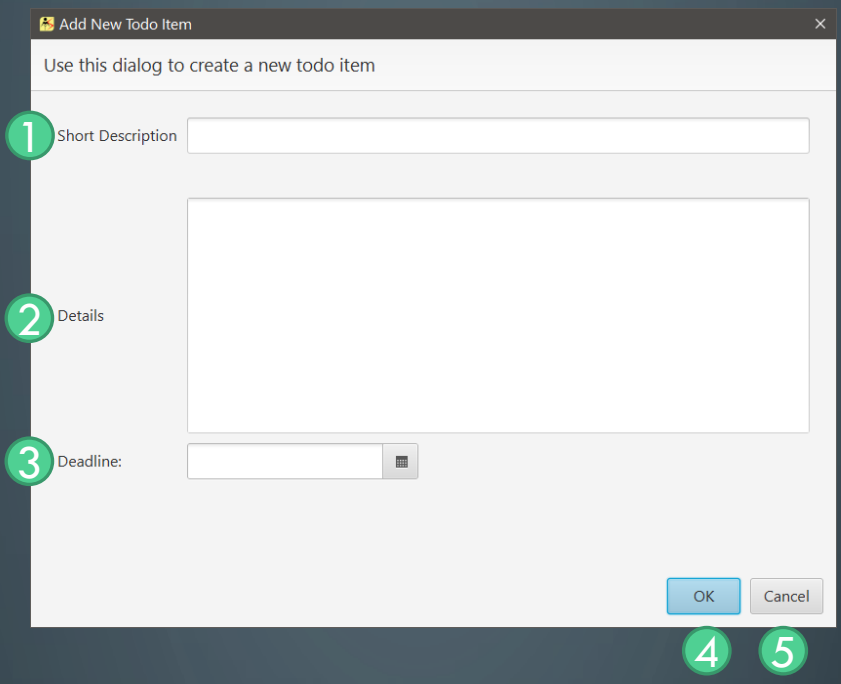
There are two ways to add a new item:

1. 

   a. Click on File .
   b. Click on New item .

2. 

   Click on the new button in the tool bar .



1. Write a short description of the item. This will be shown on the left hand list on the main panel.

2. Write your full description in this section. This will be shown after in the right text area in the main panel after clicking on the item.

3. Select the due date (deadline) for the item by clicking on the calendar icon. This will be shown in the due date section at the bottom of the main panel.

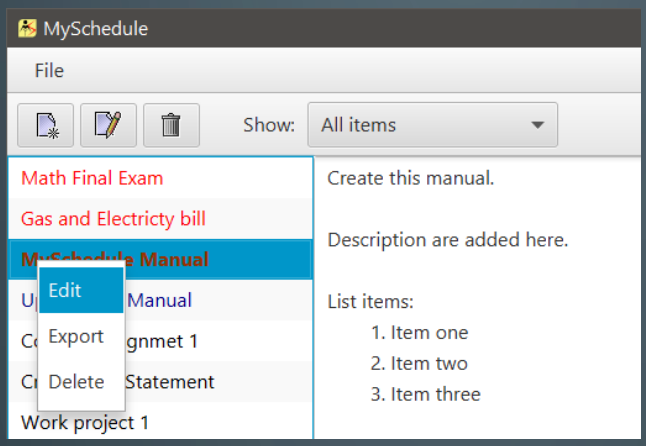
4. Ok button will save the new item .

5. cancel button will cancel the operation .

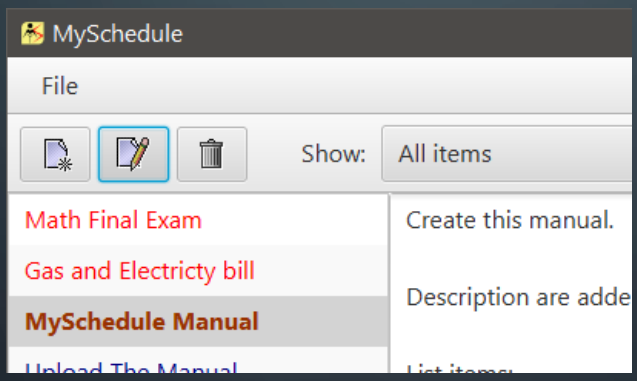
You can NOT save an item without short description and due date. The detail section is optional.

Edit an Item

There are two ways to edit an item:

1. 

a. Right click on the item you want to edit .
b. Select Edit .

2. 

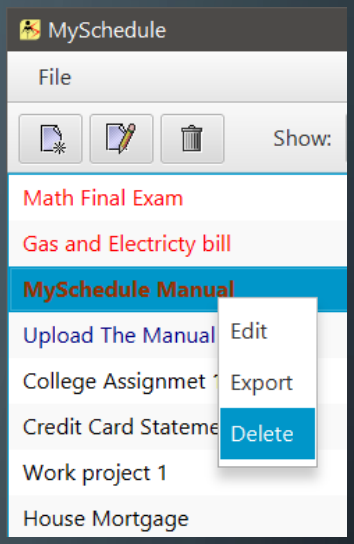
Click on the edit button in the tool bar while selecting the item .

After changing the value, press Apply to save changes, and Cancel to cancel action .

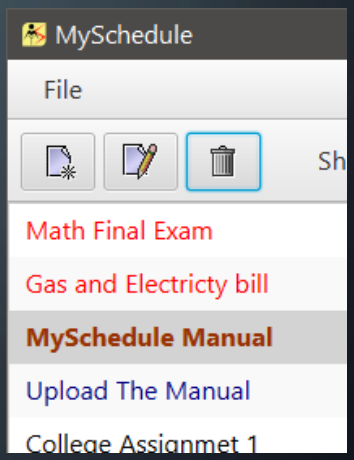
Delete an Item

There are three ways to delete an item:

1. Right click on the item and select delete. Press yes to confirm the deletion.



2. Click on the delete button in the tool bar while selecting the item. Press yes to confirm the deletion.



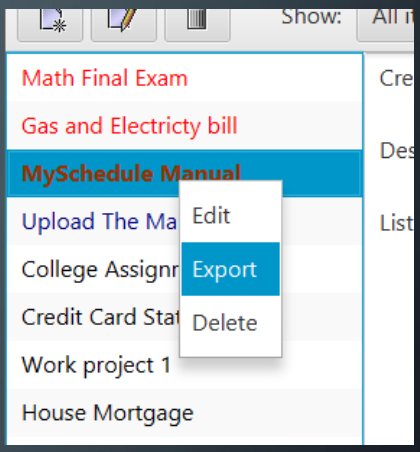
3. The third method is through multiple selection which is explained further in the manual.

Exporting as MSF

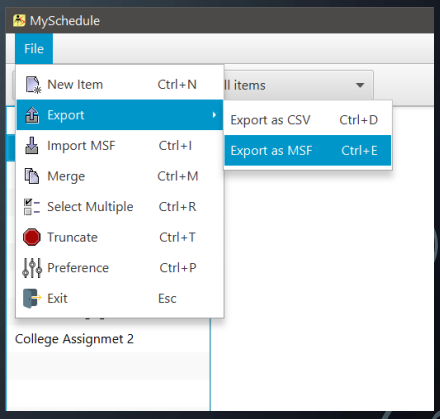
MSF file can be exported and shared among MySchedule users. This file contains all the information about the items.

There are 3 ways the export items as MSF format files.

1. Single Item: in order to export a single item, right click on the item and select export. Then choose a file name and path.



2. All Items: in order to export all the items shown in the list, click on File > Export > Export as MSF. Then choose a file name and path.



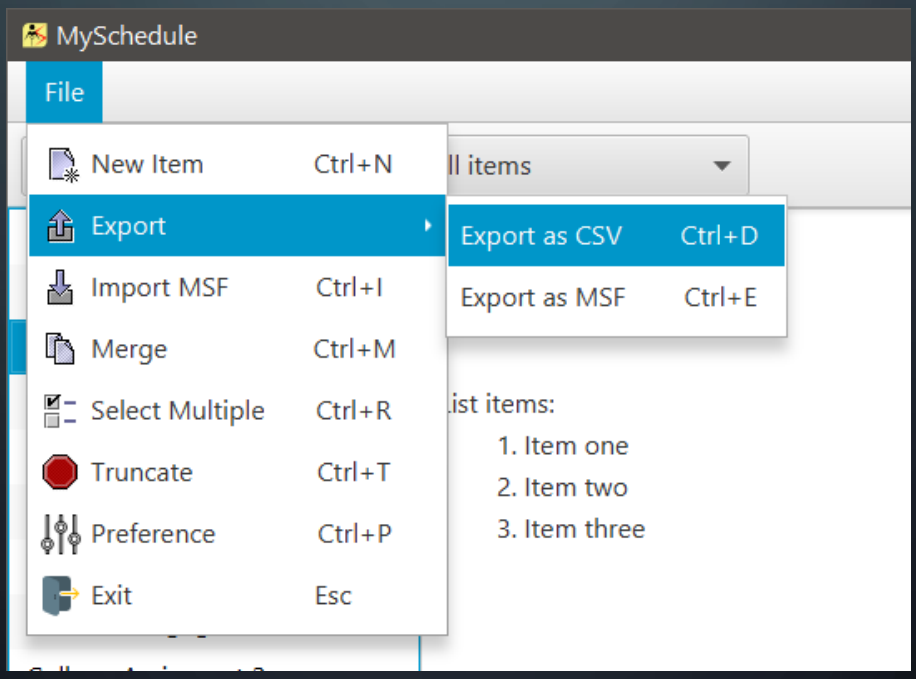
3. Selected Items: this option will be explained further in the manual. With this option you can export only your selected items.

Exporting as CSV

You can also export your items as a comma-separated value (CSV) file which allows you to open it in other software that support CSV such as Excel and some other database applications.

To export all your items as a CSV file follow these steps:

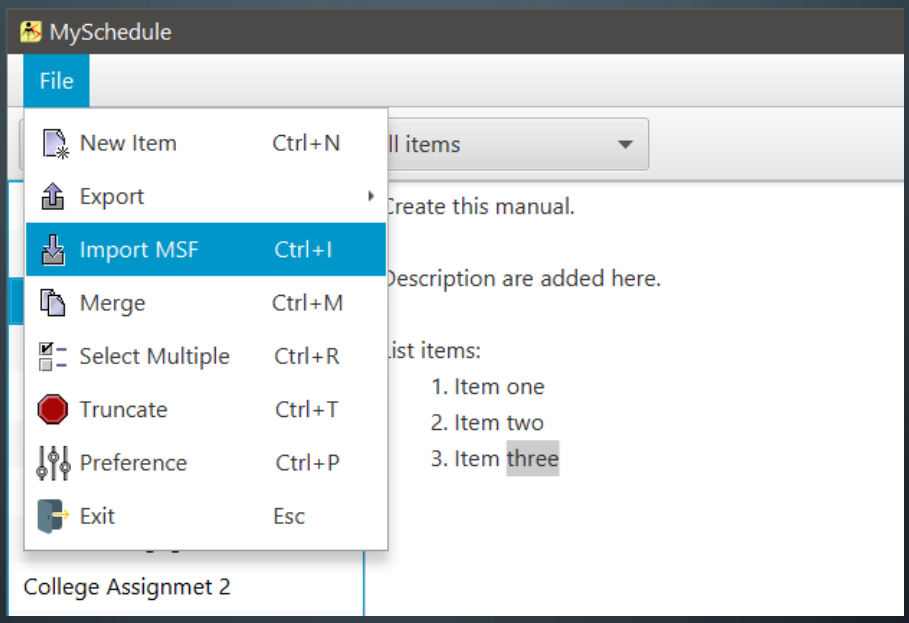
1. Click on File .
2. Select Export .
3. Select Export as CSV .
4. Select a name and a path .
5. Click on save .



Importing MSF

In order to import a previously exported file follow these steps:

1. Click on File .
2. Select import MSF .
3. Direct to the place where the file is and select it .
4. Press open .



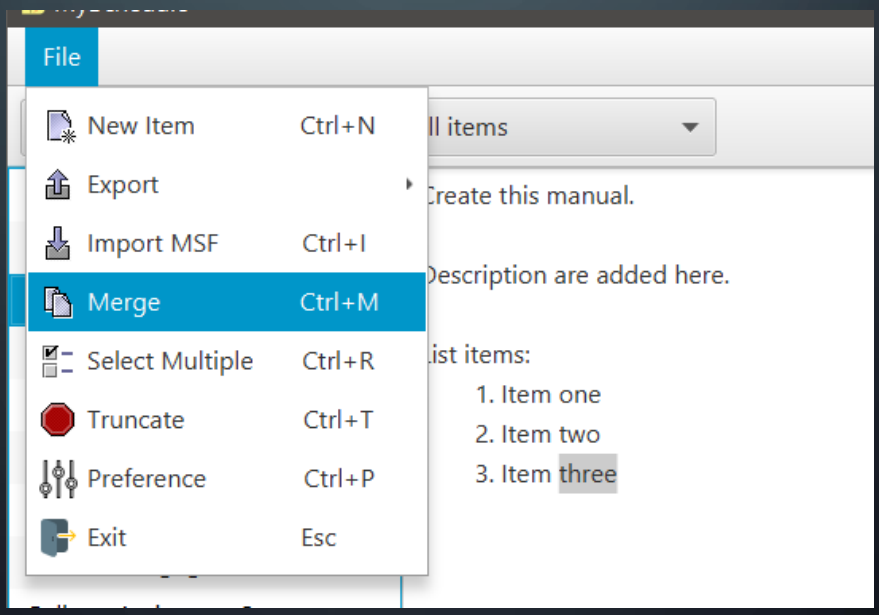
Warning: Importing will overwrite all the previous data. Meaning it will **delete all** the old items and replace them with the new ones in the selected file. If you want to keep you items and new ones to it, check out merge section

Merging

With merging you can now add items in the MSF files that your friends and co-workers have sent you. This option will add item to the existing items. If two items are completely identical, it will only keep one of them.

In order to merge a file follow these steps:

1. Click on File .
2. Select Merge .
3. Direct to the path where the file is and select it .
4. Press open to add .



Multiple Selection

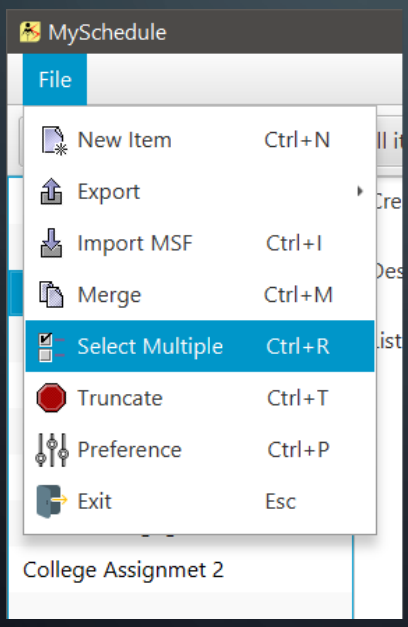
Multiple selection will allow you to select only the items that you want to export or delete so that you wouldn't have to do it one by one or all of them at once.

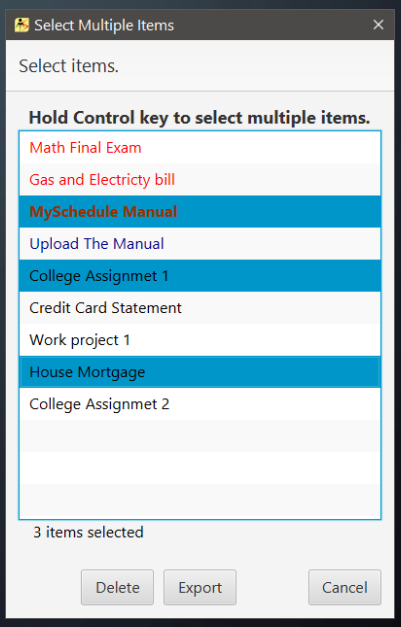
To select multiple items follow these steps:

1. Click on File .
2. Select Select Multiple .
3. Select the items that you want on the newly opened panel by pressing and holding down the control key on the keyboard.
4. Click on Export to export all the selected items.
5. Select a path and press on save.

Or

4. Click on Delete to delete all the selected items.
5. Confirm that you are sure by pressing Yes.



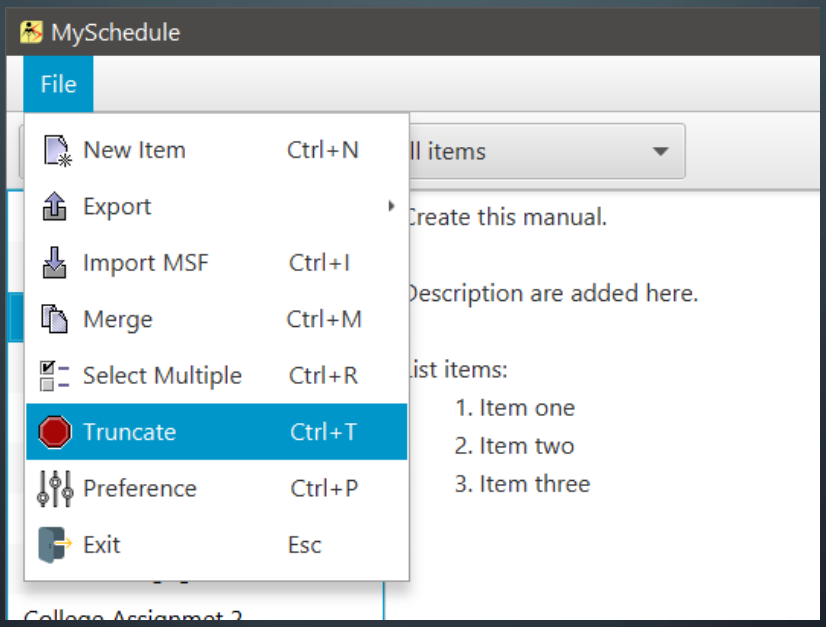


Truncating

Truncating will allow you to delete all the items all at once, and gives a clear list.

To truncate your application follow these steps:

1. Select File .
2. Select Truncate .
3. Confirm the action by clicking on Yes .



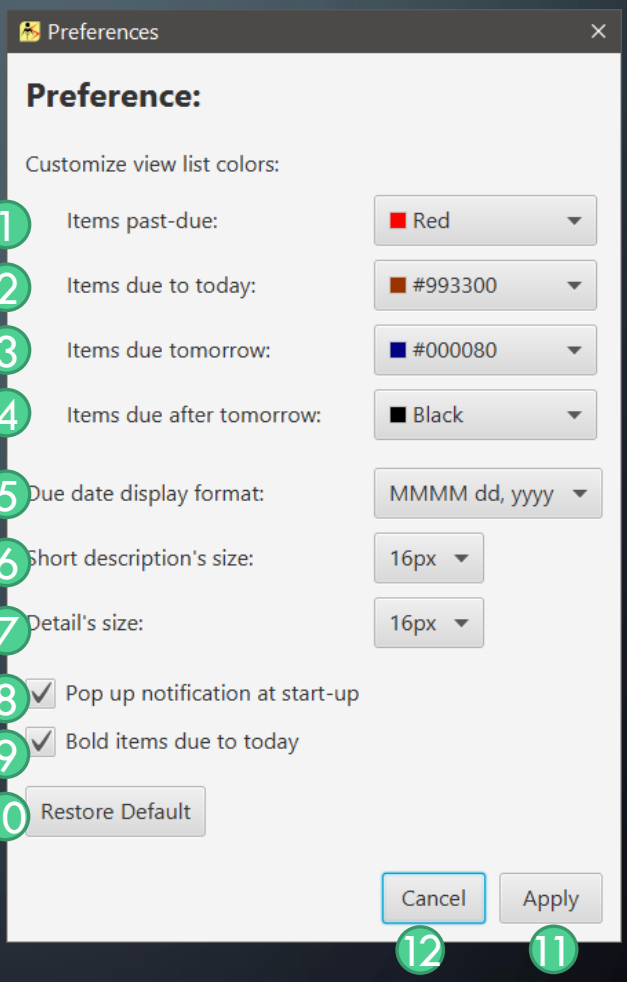
Warning: truncating will **delete all** the items. Be careful working around with this option.

Preferences and Customization

MySchedule gives you lots of customization options. You can choose the colors, fonts size and other options to create the best experience.

To go to preferences section, select File and the Preferences.

1. Select the color for the short description of the items that their due date has been past.
2. Select the color for the short description of the items that their due date is today.
3. Select the color for the short description of the items that their due date is tomorrow.
4. Select the color for the short description of the items that their due date is in the future.
5. Select the format that the due date is displayed on the bottom of the main panel.



6. Select the font size for the short description displayed on the left side of the main panel.

7. Select the font size for the details section displayed on the right side of the main panel.

8. Activate/Deactivate the pop up notification at the start up of the application. More info further in the manual.

9. Activate/Deactivate the bold font weight for the items that are due today displayed on the short description section on the left side of the main panel.

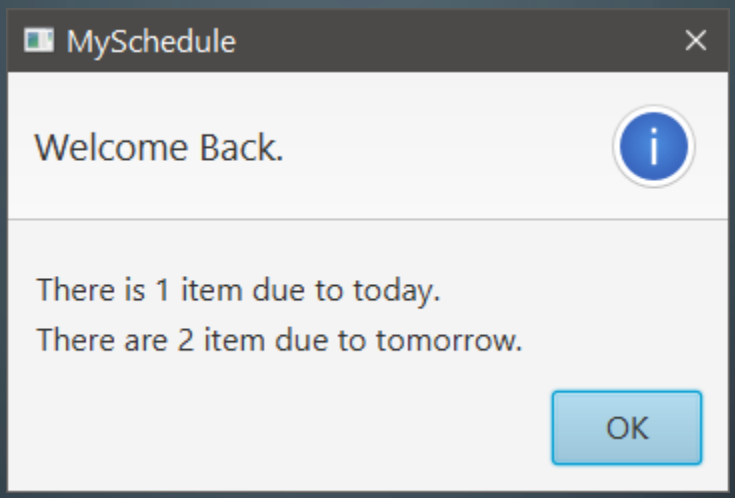
10. Restore all the options to the default format.

11. Apply all the changes to the application.

12. Close and cancel all the changes.

Pop-up notification

MySchedule can send you pop up notification when you open the application each time. This option can be activated/deactivate from the preferences.



The pop up notification will tell you the number of the items that are due to today and due to tomorrow so that you never miss any.

Hot Keys

You can work faster with MySchedule by using the HOT KEYS.

Del	delete selected item
ESC	exit the MySchedule
Ctrl + N	create a new item
Ctrl + H	edit selected item
Ctrl + E	export all items as MSF
Ctrl + D	export all items as CSV
Ctrl + I	import MSF file
Ctrl + M	merge MSF file
Ctrl + T	truncate application
Ctrl + P	open preferences panel
Ctrl + R	open multiple selection panel
F1	open help and support
F2	open about

Thank You

Thank you for choosing MySchedule. We appreciate you selection, and we try our best in providing the best customer services. Please check our website occasionally to make sure that you always have the latest version. We don't want you to miss our awesome new feature. Also feel free to contact us in case of any issues or questions.

Copyright © MySchule 2021. All rights reserved.

GitHub: milad2281