MyCalendar - USER MANUAL

MICA DANAH P. PARIS
CHRISTIAN PAUL MENDOZA
ELOISA JOYCE CREENCIA
THERESA C. VALIENTE

BSIT 2205

User Manual

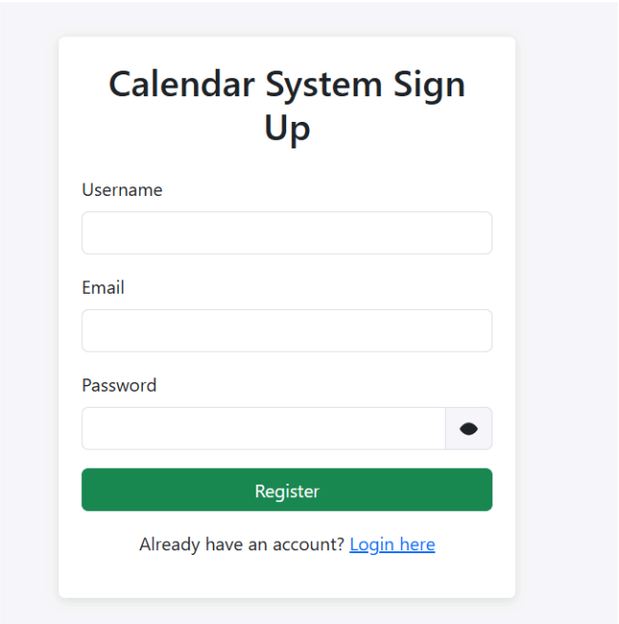
1. Sign Up

- Go to the Sign-Up page.

- Fill in the required fields (name, email, password).

- Click Sign Up.

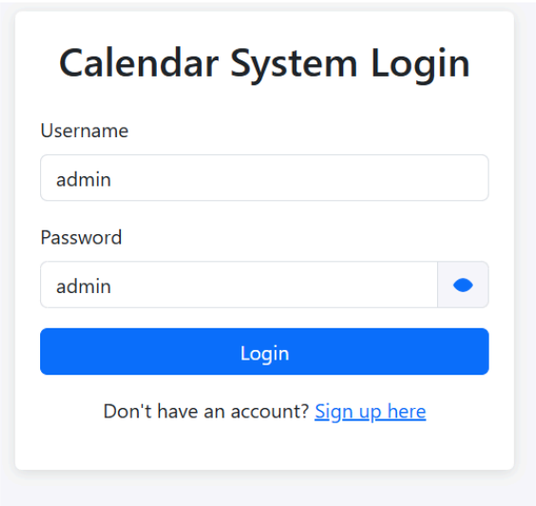
- Once signed up, proceed directly to Log In.



2. Log In

- Enter your registered email and password.

- Click Log In to access the user dashboard.



3. Add Event

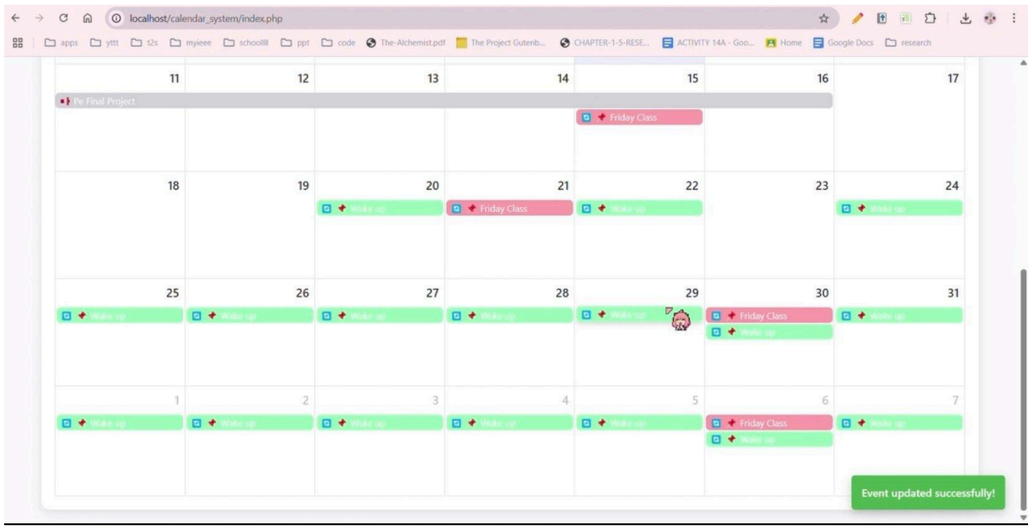
- Click Add Event on your dashboard.
- Fill in the event details (title, date, time, description).

5. Is it a Recurring Event?

Select Yes or No:

- Yes: If updated or cancelled later, the system will ask: “Update/Cancel all occurrences or just this instance?”

- No: The system will simply Save the Event.



6. Modify Event

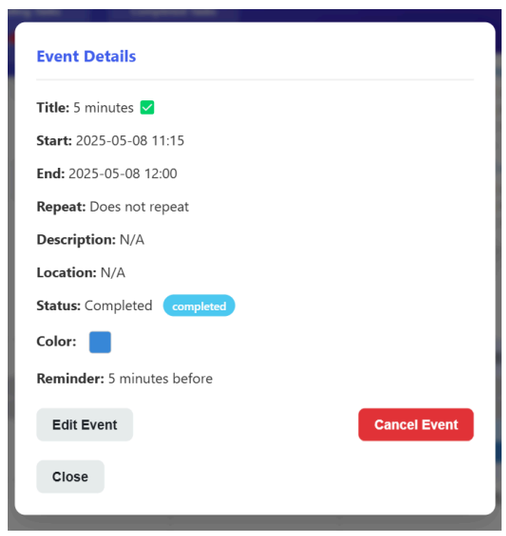
You can:

- Update event details (title, date, time, etc.).
- Drag & drop events on the calendar to reschedule.
- Cancel an event if needed.

7. Update Event Status

Choose one of the statuses:

- Completed
- Pending
- Cancelled



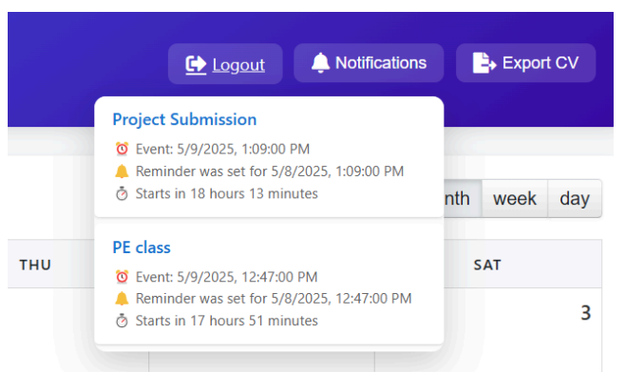
8. Add Reminder

- Select a Reminder Time (e.g., 5 minutes before, 1 hour before).

9. System Notification

The system will:

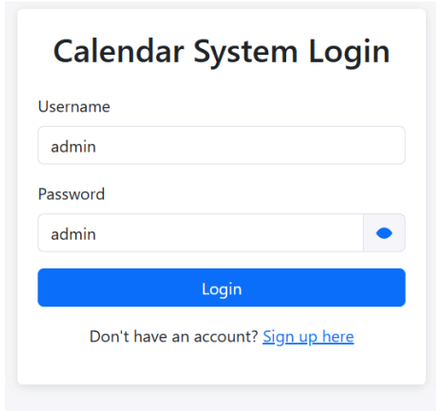
- Send a notification and email at the reminder time.



ADMIN

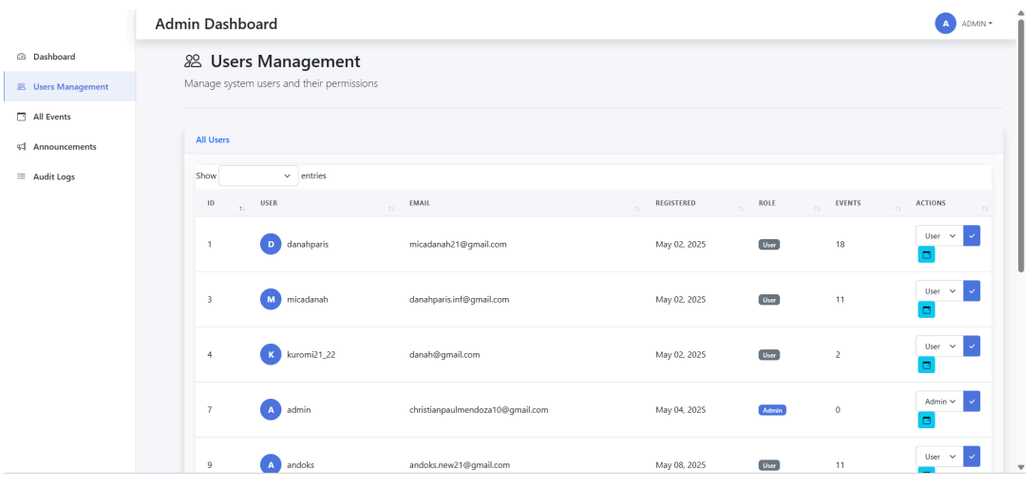
1. Admin Login

- Enter admin credentials on the login page.
- Click Login to access the admin panel.



2. Manage User Roles

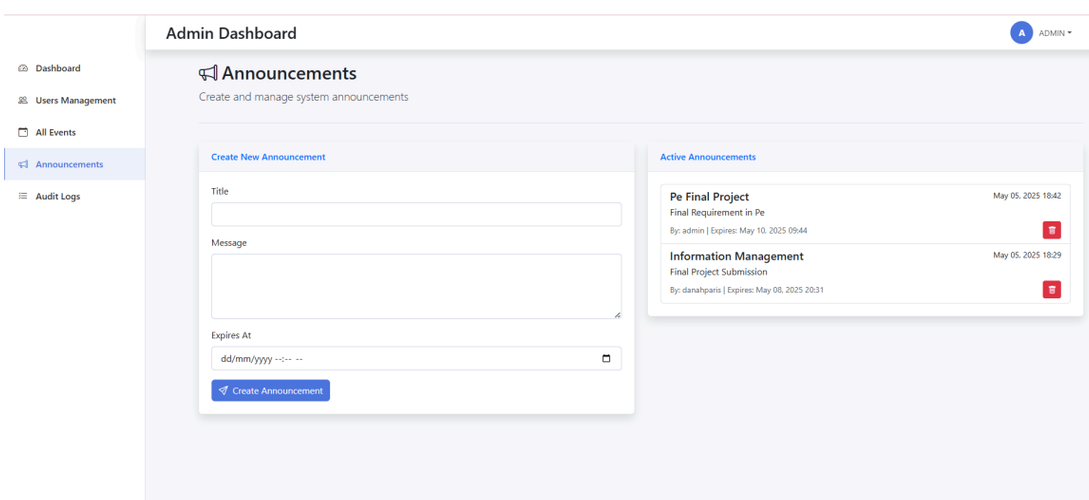
- Navigate to User Management.
- Assign or change user roles (e.g., regular user, event manager).



3. Create Announcements

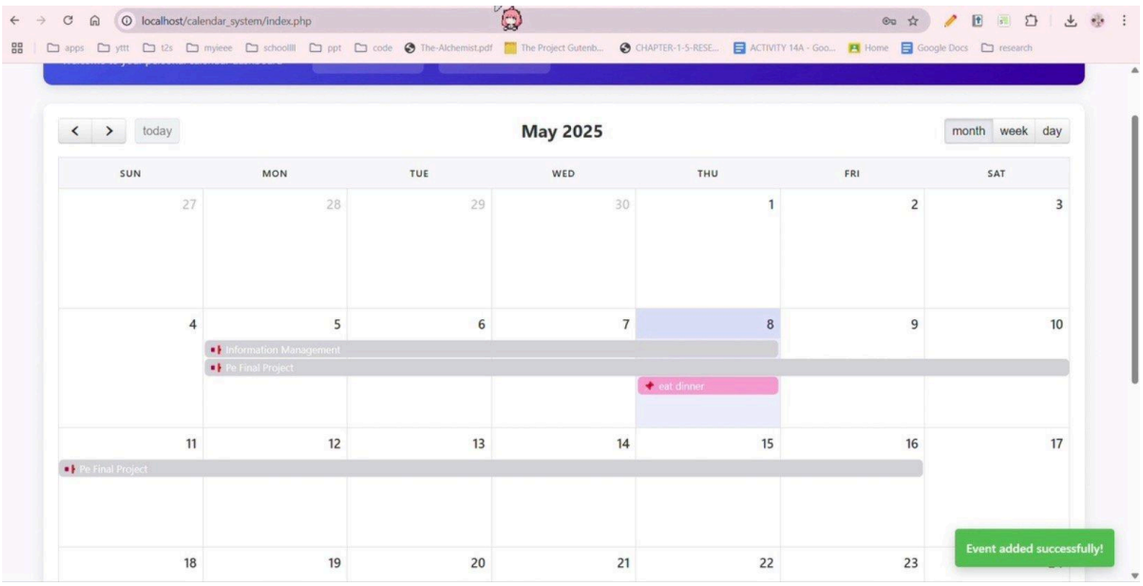
•Click on Announcements.

- Add title and content.
- Publish an announcement for all users to view.



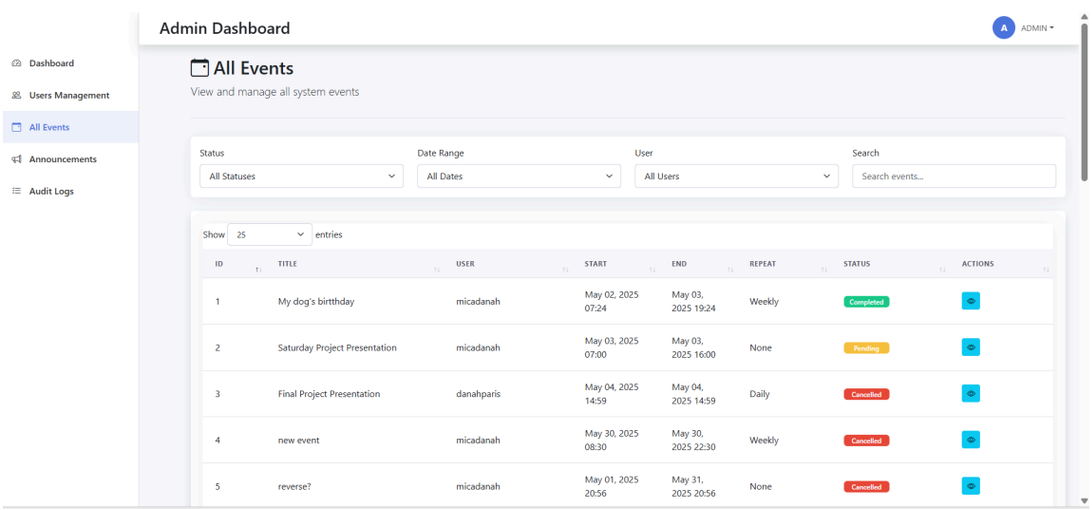
4. View Announcements

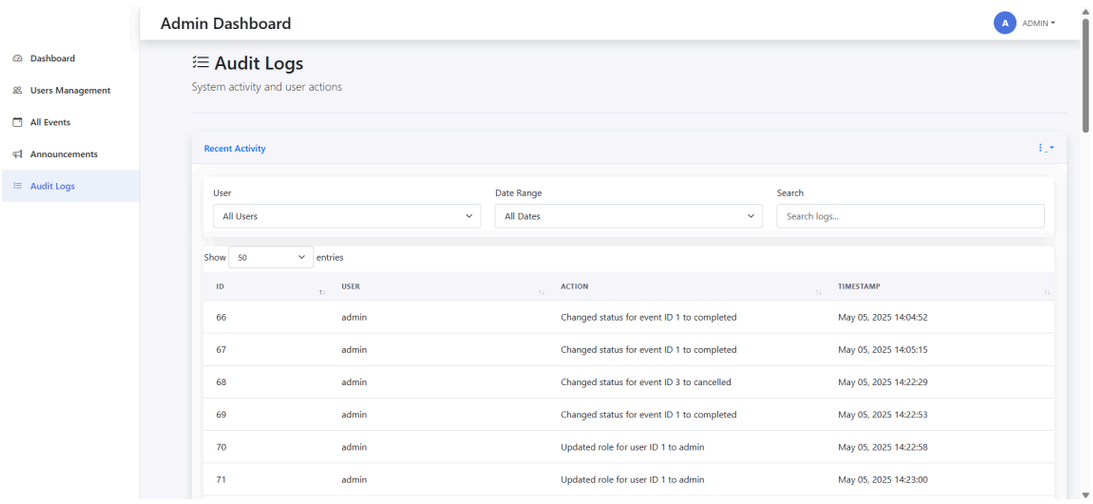
- Users can see announcements on their dashboard or a dedicated section.



5. View Events

- Admin can view all user events and details for monitoring.



6. View Audit Logs

- Navigate to Audit Logs.
- Review all user actions and event changes for accountability.