



MyCalendar - USER MANUAL

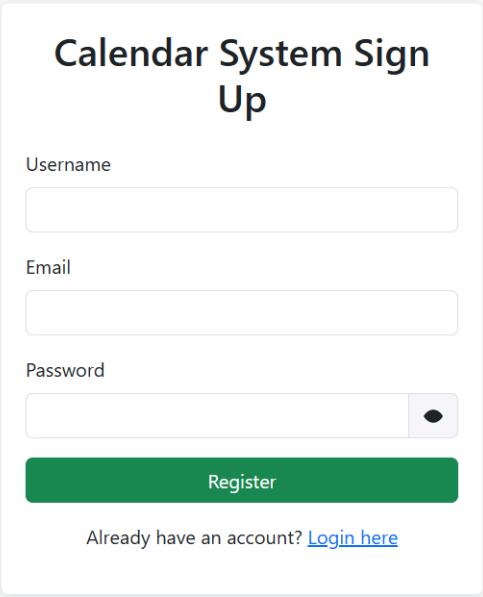
**MICA DANAH P. PARIS
CHRISTIAN PAUL MENDOZA
ELOISA JOYCE CREENCIA
THERESA C. VALIENTE**

BSIT 2205

User Manual

1. Sign Up

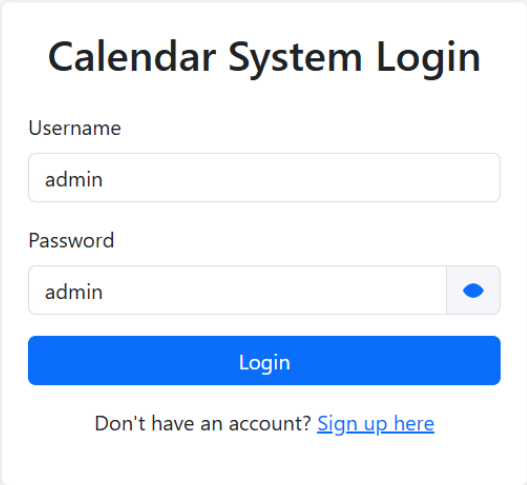
- Go to the Sign-Up page.
- Fill in the required fields (name, email, password).
- Click Sign Up.
- Once signed up, proceed directly to Log In.



The image shows a 'Calendar System Sign Up' form. It has a title 'Calendar System Sign Up' at the top. Below the title are three input fields: 'Username', 'Email', and 'Password'. The 'Password' field has a toggle icon on its right side. Below the input fields is a green 'Register' button. At the bottom, there is a link that says 'Already have an account? [Login here](#)'.

2. Log In

- Enter your registered email and password.
- Click Log In to access the user dashboard.



The image shows a 'Calendar System Login' form. It has a title 'Calendar System Login' at the top. Below the title are two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'admin'. The 'Password' field contains the text 'admin' and has a toggle icon on its right side. Below the input fields is a blue 'Login' button. At the bottom, there is a link that says 'Don't have an account? [Sign up here](#)'.

3. Add Event

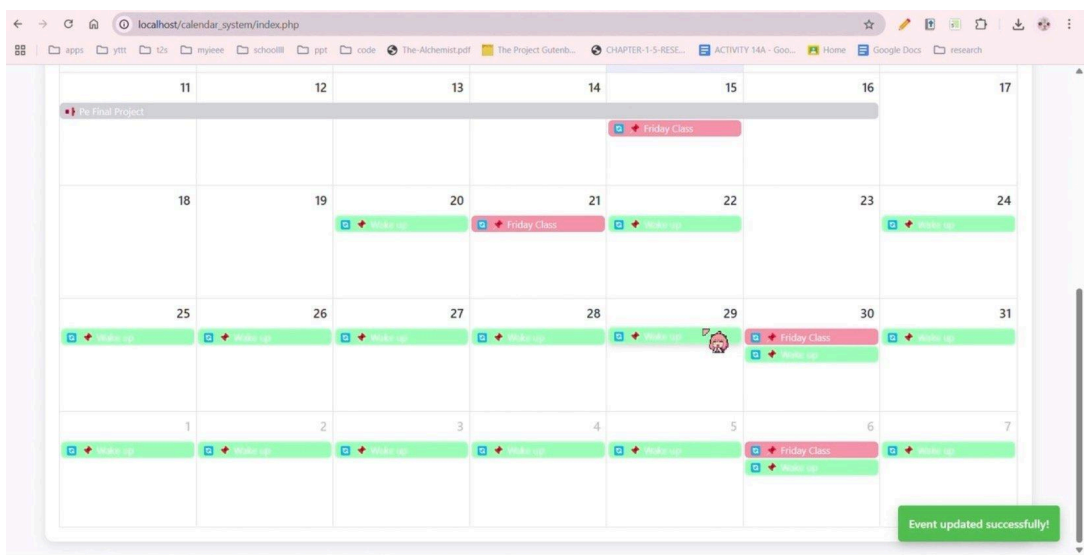
- Click Add Event on your dashboard.
- Fill in the event details (title, date, time, description).

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.

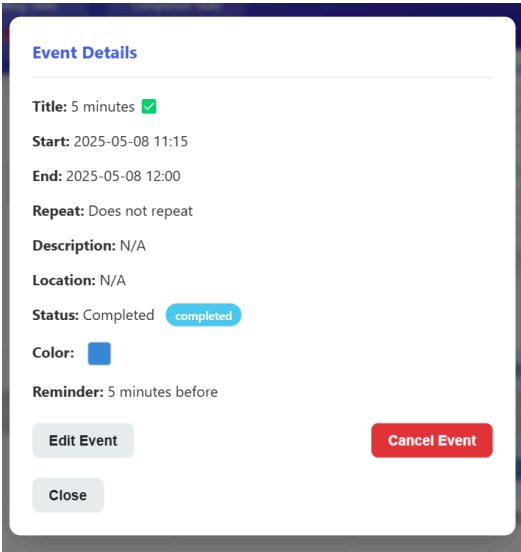
7. Update Event Status

Choose one of the statuses:

- Completed
- Pending
- Cancelled

8. Add Reminder

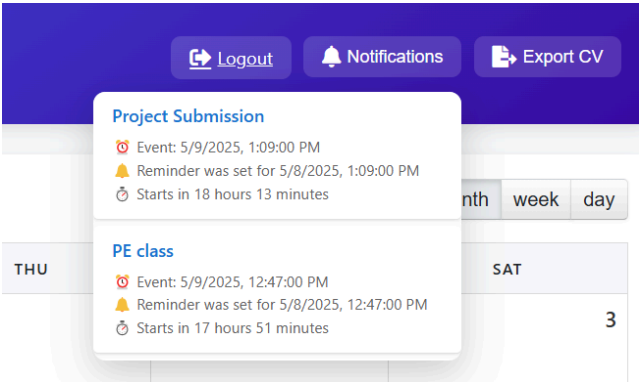
- Select a Reminder Time (e.g., 5 minutes before, 1 hour before).



9. System Notification

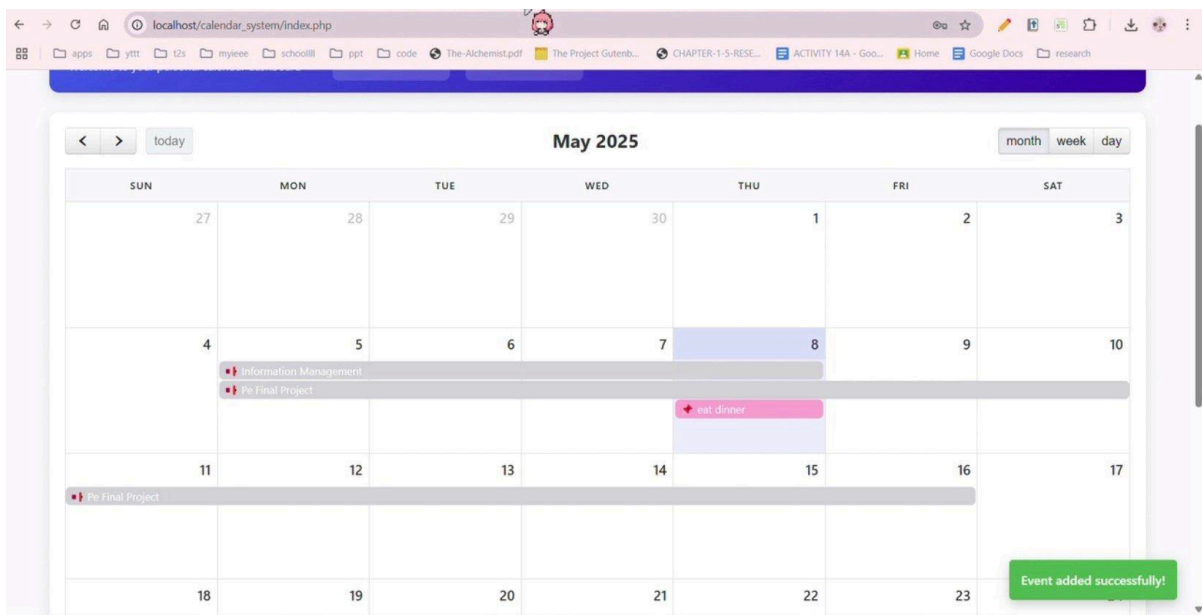
The system will:

- Send a notification and email at the reminder time.



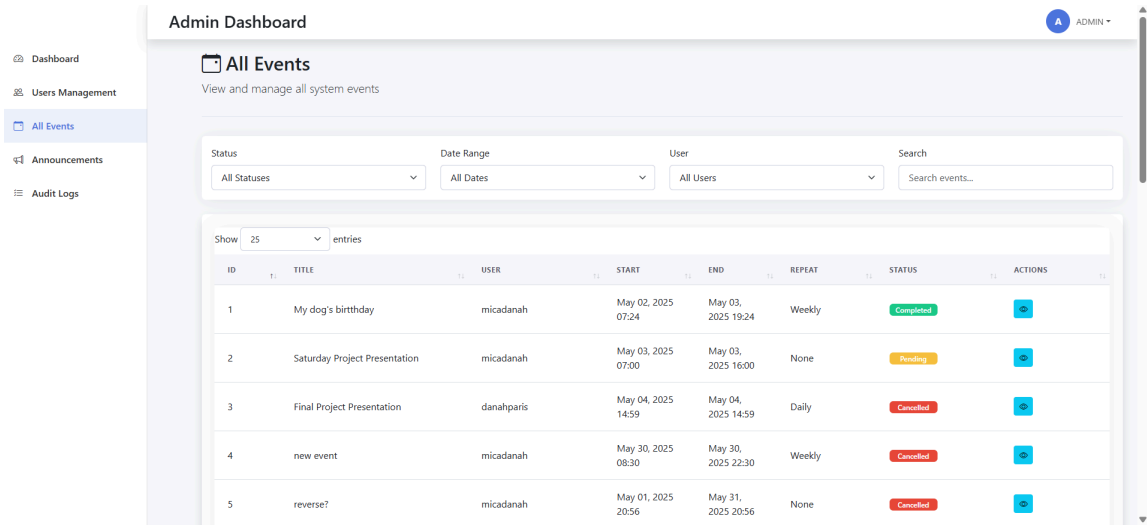
4. View Announcements

- 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.

Dashboard

Users Management

All Events

Announcements

Audit Logs

Admin Dashboard

Audit Logs

System activity and user actions

Recent Activity

User

Date Range

Search

All Users

All Dates

Search logs...

Show

50

entries

ID	USER	ACTION	TIMESTAMP
66	admin	Changed status for event ID 1 to completed	May 05, 2025 14:04:52
67	admin	Changed status for event ID 1 to completed	May 05, 2025 14:05:15
68	admin	Changed status for event ID 3 to cancelled	May 05, 2025 14:22:29
69	admin	Changed status for event ID 1 to completed	May 05, 2025 14:22:53
70	admin	Updated role for user ID 1 to admin	May 05, 2025 14:22:58
71	admin	Updated role for user ID 1 to admin	May 05, 2025 14:23:00