

## **User documentation:**

### **Welcome:**

"Portable calendar" is a mobile application which is a personalized digital calendar both available on Android and IOS users. This app allows users to plan their daily schedules and set reminders to avoid missing important events. Users can create schedules and set the time of reminders in different languages. Portable calendars use three steps to achieve a more personalized user experience which are overviewing of all events and searching, creating event, and function setting.

### **How to download:**


Users open the app store of Android or IOS, and click the download button to get the app.

### **How to use it:**

Making allowance of access rights for "Portable Calendar".

When you open the app, you will look at three interface buttons  Calendar  Create Event  Setting .


The first "Calendar" page is nothing now until you create the first event.

1. Clicking the second button on the page bottom which is "Creat Event"  Create Event .


- a) Filling the information in each box through the title at front.


*Notice:* You must fully fill every box to create an event successfully.

- b) The function of email reminder and clock alarm is off at the initial state.

Turning on or off the button by clicking here  to make or not make the notification reminder.

c) Clicking “Creating button”  to verify creating.




2. Choosing the last button “Setting”  to set the functional characters according to your performance.


a) If you turn on the button behind “Email” on last page, “Portable Calendar” will send reminder through email, clicking “edit”  to fill your email address like: xxx1234@mylaurier.ca.


b) If you turn off the button behind “Alarm” on the last page, the alarm preference will be at Mute state.


If you turn on the button on the last page: you can choose “Vibrate” or “Sound” to make the clock state.


*Notice:* how to know which state the alarm performance is: where the button becomes blue and has a blue underline, what state you are in.


e.g.  MUTE  VIBRATE  SOUND you are in the “sound” state. The clock will make sound when the time comes.


c) Clicking here  to turn on the dark mode when you feel the interface color is too bright. *Recommendation:* turn on when you are using the app at night.

d) Choosing which languages, you prefer when you use “Portable Calendar”.  
Clicking this arrow  to choose options.

3. Clicking the first button at bottom “Calendar” to check and search

 Search \_\_\_\_\_ all the events you created.

a) Clicking “view” button to check the event details .

b) Clicking “remove” button to delete the events .

### **Any Questions?**

Please contact us to get technical support.

**Now, you can start and enjoy your “Portable Calendar” trip.**