

# User Guide for ChronoCycle

***Project Team — AlphaVenture:***

*Keith Neo Kai Si 35107628*

*Dixon Sean Low Yan Feng 35170945*

*Heng Shun 33837186*

*Mohamed Rilwan 34667406*

*Khon Min Thite 35141021*

*Wong Liang Jun 35059404*

***Client:*** *Dr. Peter Cole*

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# 1. Introduction

## 1.1. Purpose of the Manual

This manual is designed to provide comprehensive instructions on how to use ChronoCycle. It aims to assist users in understanding the functionalities and features of the software, ensuring a seamless user experience.

## 1.2 Scope

The manual covers the usage of ChronoCycle. This guide does not cover the installation or setup on ChronoCycle.

## 1.3 Target Audience

This user guide on ChronoCycle's functionalities is targeted at established individuals who require a more complex support for calendars. It assumes a basic understanding of computers and software usage.

# 2. Getting Started

## 2.1. System Requirements

Before proceeding with the installation, ensure that your system meets the following requirements:

- Compatible Browsers: Chrome, Firefox, Edge, Safari
- Internet Connection is required for real-time updates

## 2.2. Installation Instructions

1. Open a web browser and navigate to: <https://chrono-cycle.dixslyf.dev> .
2. Register for an account or log in with existing credentials.

## 3. User Interface Overview

### Navigation

#### Login Page

Upon visiting the ChronoCycle website, you will reach the Sign In page. If you are a first-time user, you can create a new account here or log in to access your existing one.

#### Page Layout

- Left Side: Login form where you can input your credentials.
- Right Side: A warm welcome greeting and the option to create an account if you don't already have one.

#### Logging In

**Sign In**

Username \*

Username

Password \*

Password

Sign In

☐ Remember Me

**Welcome back to ChronoCycle!**

Don't have an account?

Sign Up

1. Enter your registered username in the "Username" field.
2. Enter your password in the "Password" field.
3. Check the "Remember Me" box if you want the system to remember your login credentials for future visits.
4. Click the Sign In button beneath the password field.

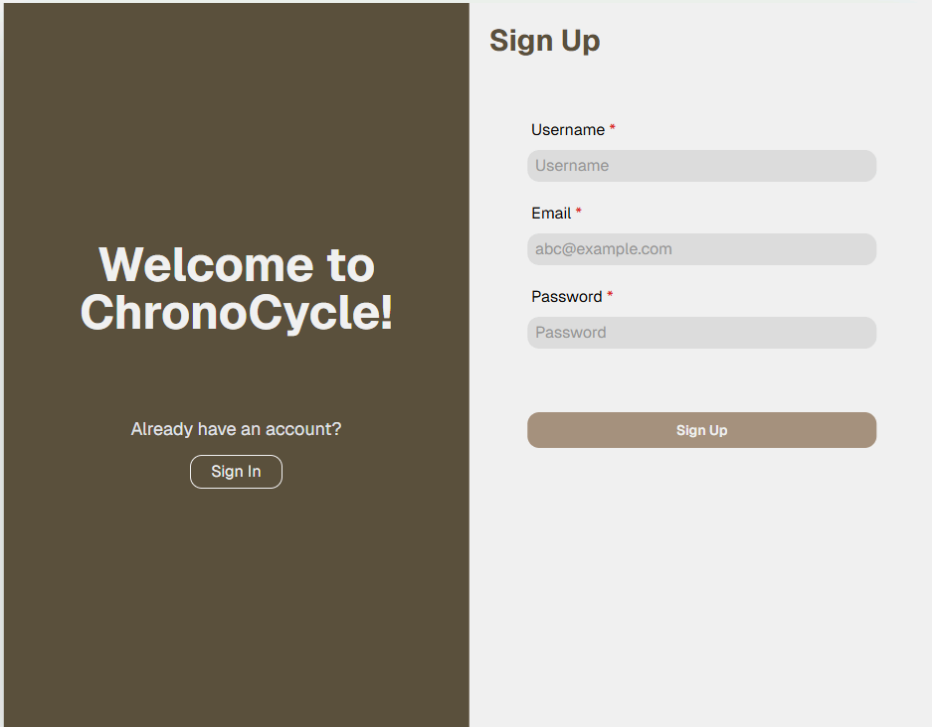
## Troubleshooting Common Issues

- **Incorrect Credentials:** Double-check that you've entered your username and password correctly. Passwords are case-sensitive.
- **Caps Lock Key:** Ensure it isn't inadvertently activated.

## Sign up Page

If you do not yet have an account, click the Sign Up button on the Login page to be directed to the Sign Up page.

### Page Layout



The image shows a web page layout for a 'Sign Up' form. The page is split into two main sections. The left section has a dark brown background and contains the text 'Welcome to ChronoCycle!' in a large, white, sans-serif font. Below this text, there is a smaller line of text 'Already have an account?' and a button labeled 'Sign In'. The right section has a light gray background and is titled 'Sign Up' in a bold, dark font. It contains three input fields: 'Username' with a red asterisk, 'Email' with a red asterisk, and 'Password' with a red asterisk. The 'Email' field contains the placeholder text 'abc@example.com'. Below the input fields is a large, rounded button labeled 'Sign Up'.

- **Left Side:** A warm welcome message with the text "Welcome to ChronoCycle!" and an option to return to the Login page if you already have an account.
- **Right Side:** A form to create a new account.

### Form Fields

1. **Username:** Must be 3–255 characters long, without spaces or special characters.
2. **Email:** Must be valid and frequently checked.

3. Password: Must be 8–128 characters long, include at least one uppercase letter, one lowercase letter, and one number, and contain no spaces.

### Troubleshooting Common Issues

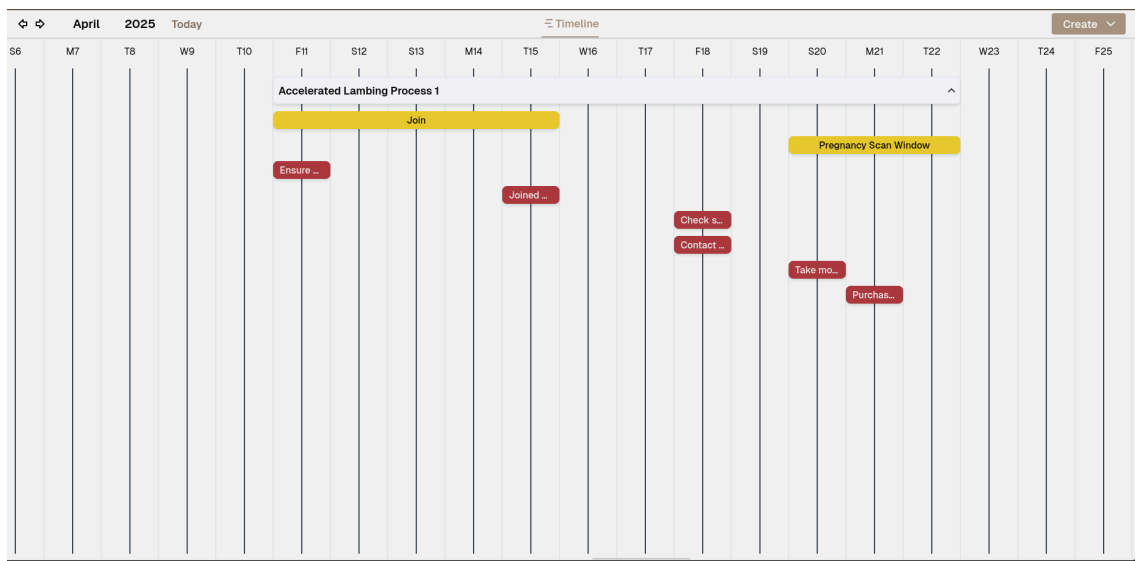
- Invalid Email: Verify that your email address is correct.
- Weak Password: Ensure your password meets all requirements.
- Duplicate Username: Adjust your username slightly or add numbers if it's already taken.

### Completing Registration

After filling out the fields, click the Sign Up button. You will be redirected to the Login page to enter your credentials.

After completing the fields, you can establish your account by clicking the Sign Up button. Once you click sign up, you will be sent to the login page again to input your credentials for the logging in.

### Dashboard



After signing in, you will be greeted with the dashboard page, consisting of the timeline view, a menu button on the top left, a create button and the log out button on the top right.

## 4. How to Use ChronoCycle

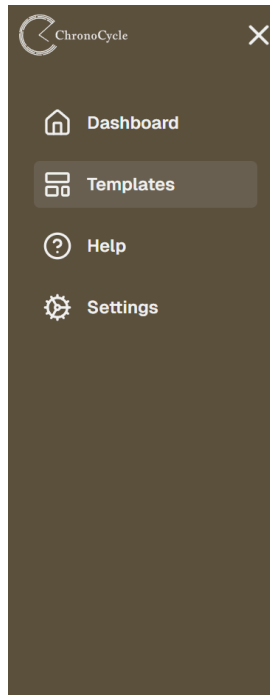
### Page Layout

1. **Navigation Menu (Upper Left Corner)**

- **Icon:** A hamburger menu icon (three horizontal lines).

**Dropdown Options:**

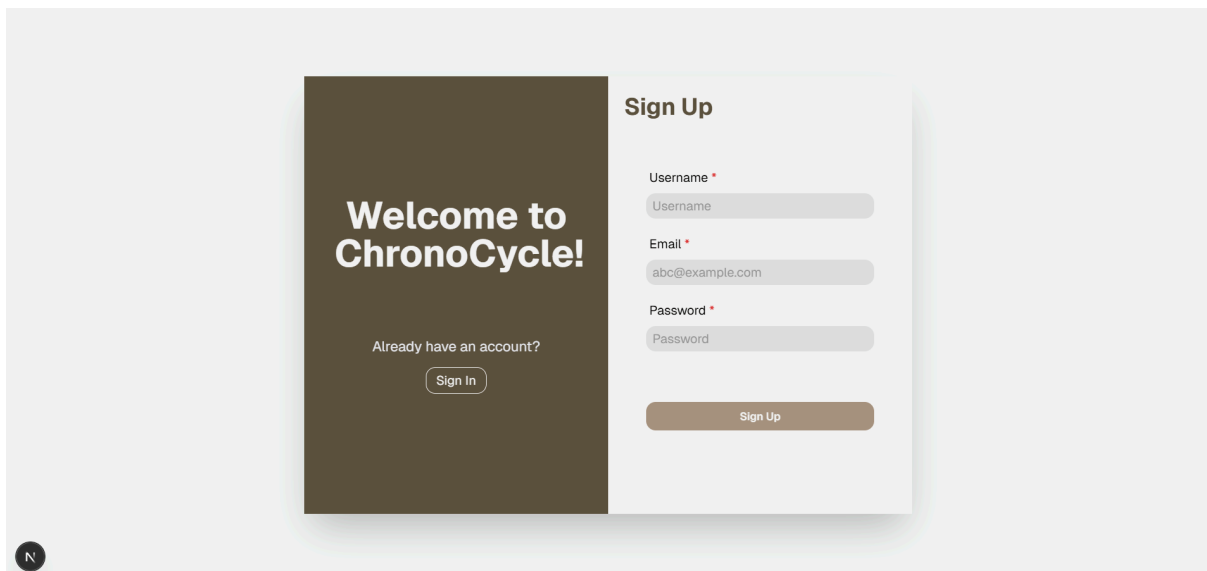
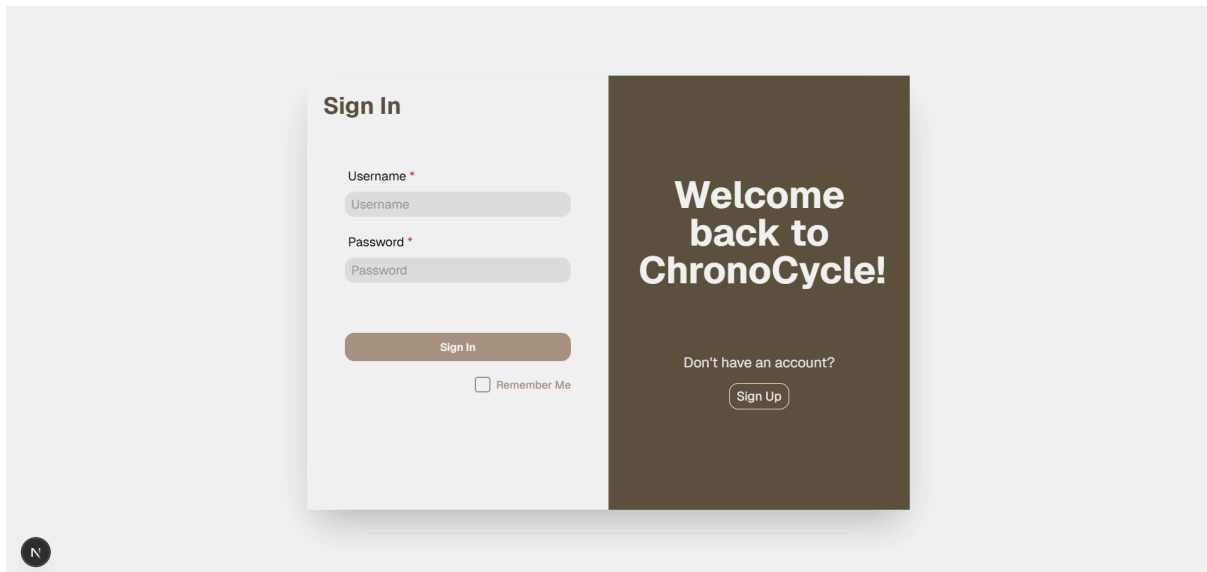
- **Dashboard:** Returns to the main Dashboard page.
- **Templates:** Reloads the current Template Page.
- **Help:** Access FAQs, documentation, and support materials.
- **Settings:** Customize account preferences.



2. **Username Bar and Logout Button (Upper Right Corner)**

- **Username Bar:** Displays the logged-in user's username.
- **Logout Button:** Ends the session and returns the user to the login page.





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## Managing Templates

1. **Current Templates**
  - **Description:** Lists all templates created by the user.
    - This list will update as templates are added or removed from the list.
  - **Example:** If you've created a template named "Test," it will appear here. Additional templates will also be displayed as they are created.
2. **Create Button**
  - **Location:** Located in the center-right corner of the page.

- **Functionality:** Opens a popup titled **Create Project Template**, allowing users to create a new template.

- **Fields in the Popup:**

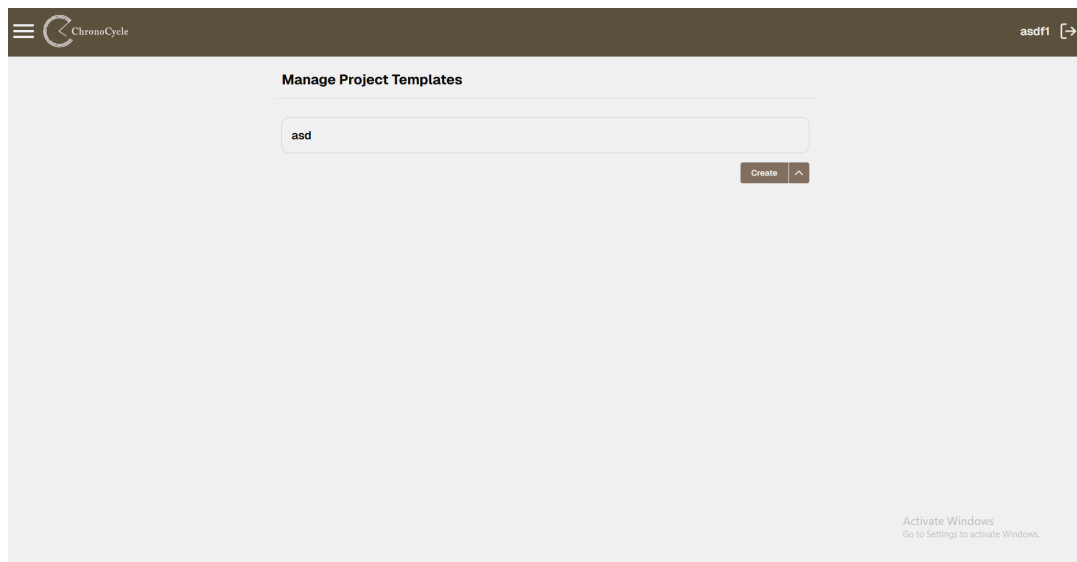
- **Name:** Enter a unique name for the template. (Mandatory)
- **Description:** Provide a concise description of the template. (Mandatory)
- **Create Template Button:** Click to save the new template.

3. **Import/Duplicate Button**

- **Location:** Adjacent to the Create button, indicated by an upward-pointing arrow (↑).
- **Dropdown Options:**
  - **Import Template:** Allows users to upload a pre-existing template file (e.g., JSON or another compatible format).
  - **Duplicate Template:** Creates a copy of an existing template, enabling modifications without altering the original.

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## Creating a New Template



1. **Click the Create Button:**

- Locate the **Create** button in the center-right corner of the page and click it.
- A popup titled **Create Project Template** will appear.

2. **Fill in the Fields:**

- **Name:** Enter a meaningful name for the template (e.g., "Marketing Campaign").
- **Description:** Provide a brief overview of the template's purpose (e.g., "A template for planning and executing marketing campaigns").

3. **Submit the Form:**

- Click the **Create Template** button at the bottom of the popup to save the new template.
  - The newly created template will be added to the list of existing templates on the **Template Page**.
- 

## Editing Template

The screenshot displays a 'test1' template editing interface. The main form area includes a 'Project Template' field with the value 'asd (bRHVJR1Mst8XAMTr)', a 'Start Date' field set to 'Monday, March 31, 2025', and a 'Description' field containing 'asd'. A 'Metadata' sidebar on the right provides additional details: 'Project ID: XlgRldb2A9twzc9J', 'Created At: 2:29 PM on Monday, March 31, 2025', and 'Updated At: 2:29 PM on Monday, March 31, 2025'. At the bottom right of the sidebar, there are 'Delete' and 'Save' buttons. A Windows watermark is visible at the bottom right of the image.

1. **Select a Template:**

- Click on an existing template from the list of templates.
- A popup with detailed information about the selected template will appear.

2. **Popup Layout:**

- **Template Name:** Displays the name of the selected template (e.g., "asdf").
  - **Description:** Shows the template's description.
-

- **Events Table:** Lists all events associated with the template. Initially, this table may be empty.
- **Metadata:** Provides additional details such as the template's ID, creation date, and modification date.

3. **Action Buttons:**

- **Add Event Button:** Located at the bottom center of the popup, this button allows users to add new events to the template.
- **Event Fields:** When clicked, a new popup titled **Create Event Template** appears, prompting users to fill in the following fields:
  - **Event Name:** Enter a meaningful name for the event (\*).
  - **Event Type:** Choose from a dropdown menu (e.g., Task, Activity).
  - **Offset Days:** Specify how many days after the project start date the event should occur (\*).
  - **Duration (Days):** Indicate the event's duration in days (\*).
  - **Note (Optional):** Add additional context or instructions.
  - **Tags:** Use tags to categorize the event for easier filtering and searching.
  - **Reminders:** Set up alerts by clicking the **Add Reminder** button on the right side of the popup.
- **Create Button:** Click this button at the bottom right of the popup to save the event.
- **Delete Button:** Deletes the selected template permanently. Use with caution.
- **Export Button:** Exports the template in a file format (e.g., JSON) for storage or sharing.
- **Save Button:** Saves any modifications made to the template, including added events or changes to existing data.

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## Help Page

1. **Accessing the Help Page:**

- Select the **Help** option from the navigation menu (hamburger icon).

2. **Page Features:**

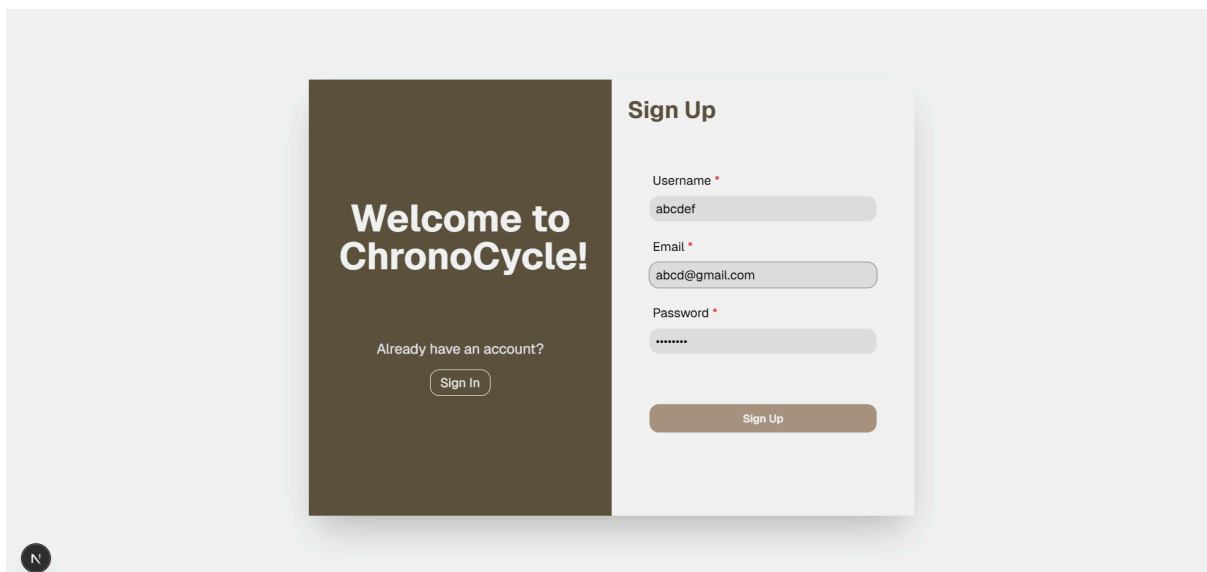
- **Download User Guide Link:** Provides access to this user guide document.

## Settings Page

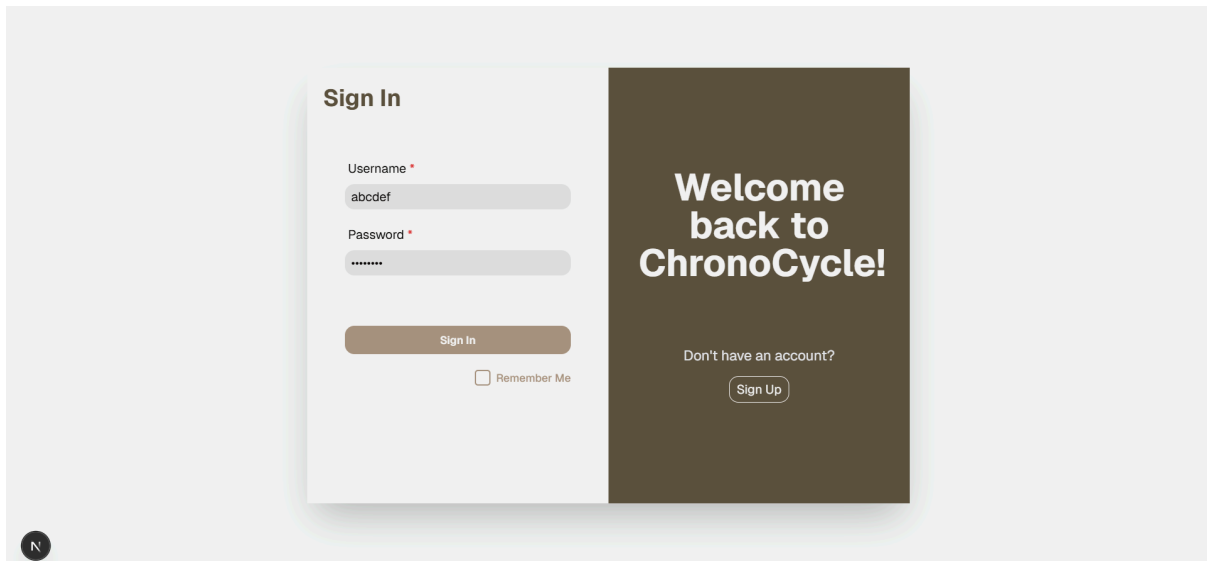
1. **Accessing the Settings Page:**
    - Select the **Settings** option from the navigation menu (hamburger icon).
  2. **Page Section:**
    - **General Settings:** Adjust preferences like the start day of the week and date format.
    - **Notification Section:**
      - **Email Notifications:** Update your email notification settings.
- 

## User Registration & Login

1. **User Registration:**
  - **Steps:**
    - Go to the **ChronoCycle** website and click on the "Sign-up" button.
    - Enter your personal details, such as username, email address, and password.



2. **User Login:**
    - **Steps:**
      - Access **ChronoCycle**.
      - Click on the "Sign in" button.
      - Enter your username and password.
      - Click "Sign In" to log in to your account.
-



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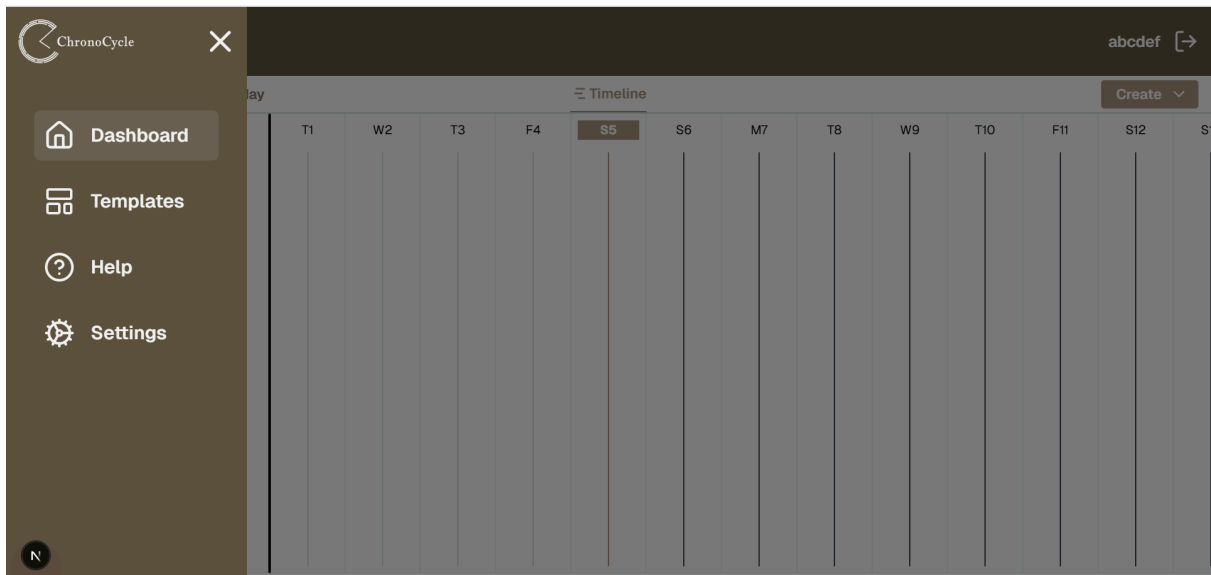
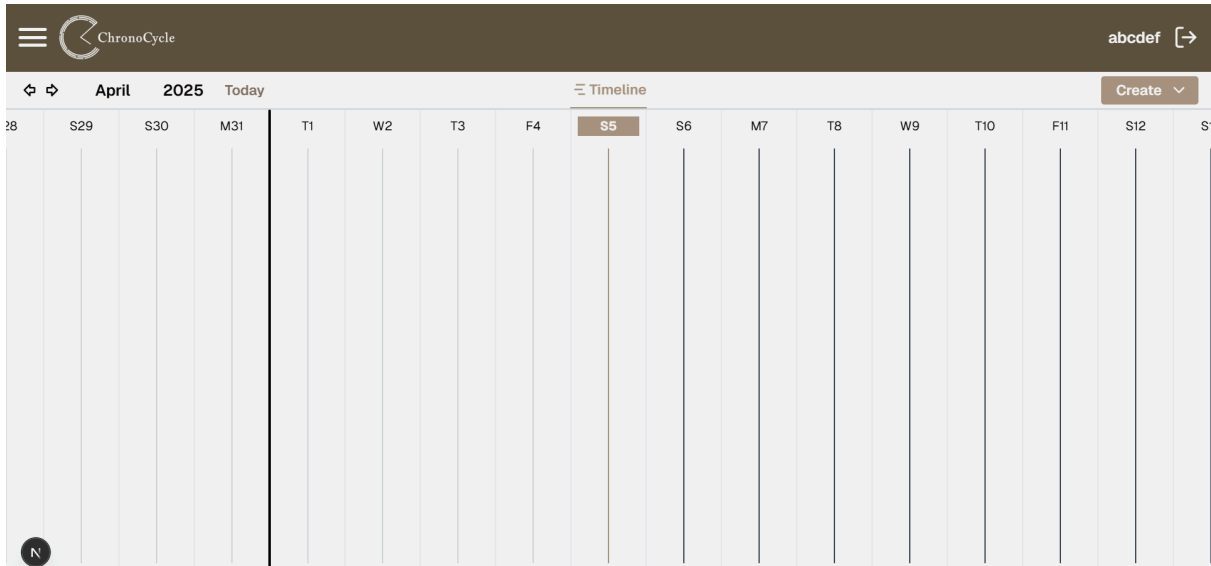
## Data Entry

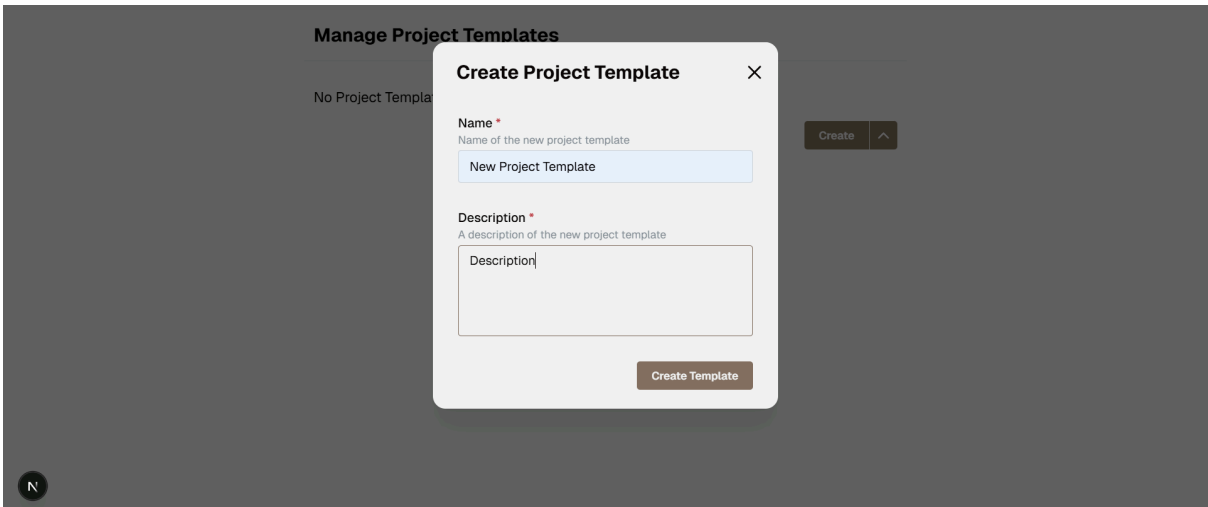
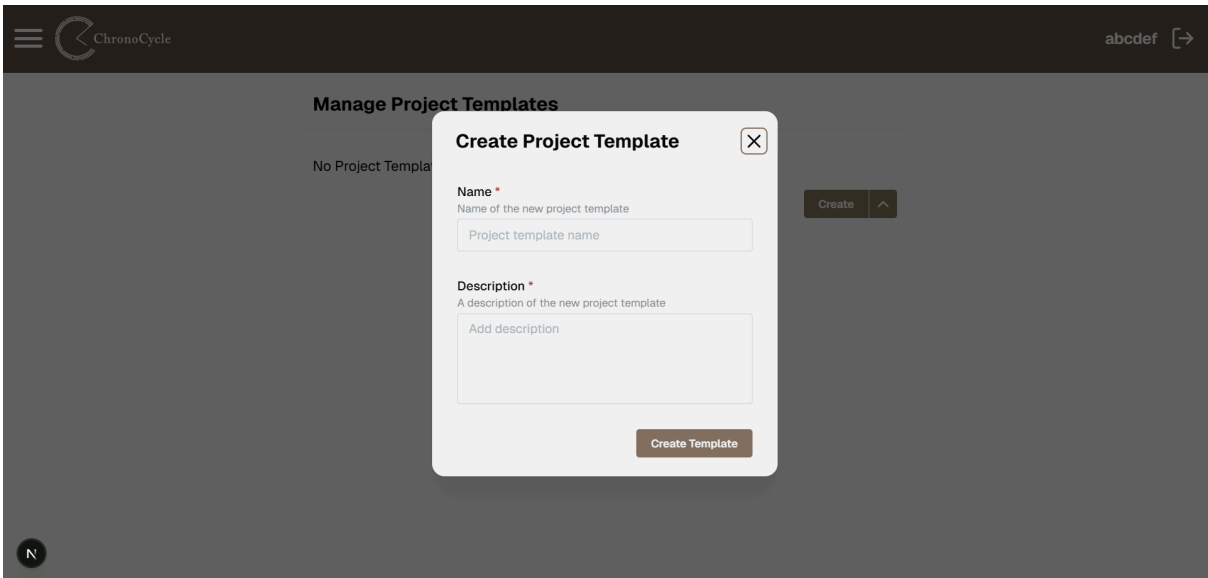
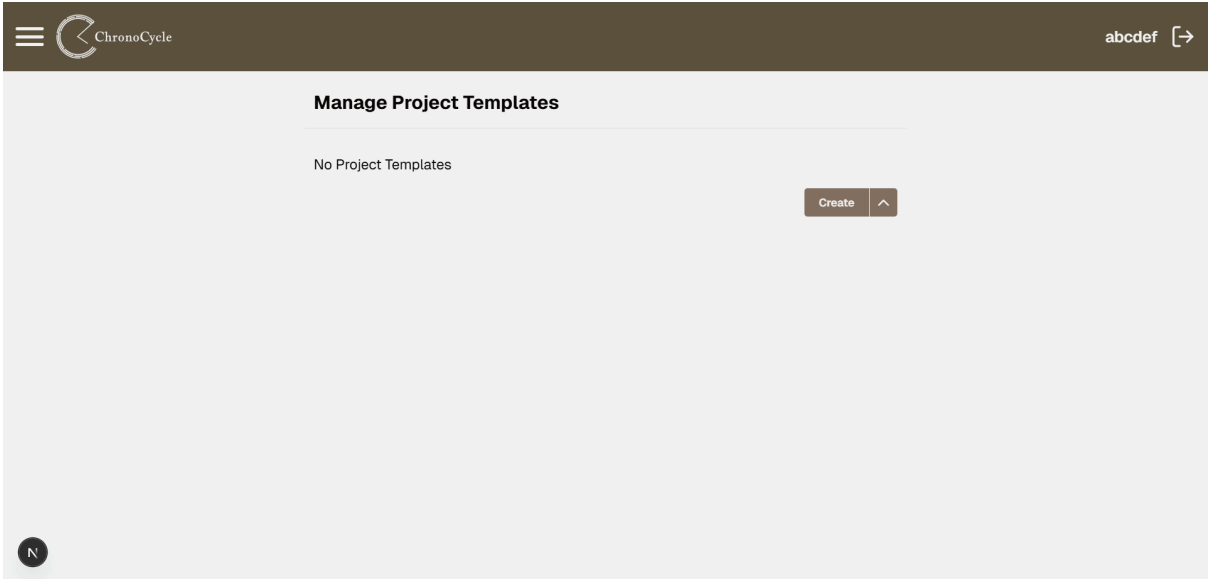
### Create Project Template:

A screenshot of a "Create Project Template" form. The form has a title bar with the text "Create Project Template" and a close button (X). It contains two main sections: "Name \*" with a subtitle "Name of the new project template" and a text input field containing "Project template name"; and "Description \*" with a subtitle "A description of the new project template" and a larger text input field containing "Add description". A "Create Template" button is located at the bottom right of the form.

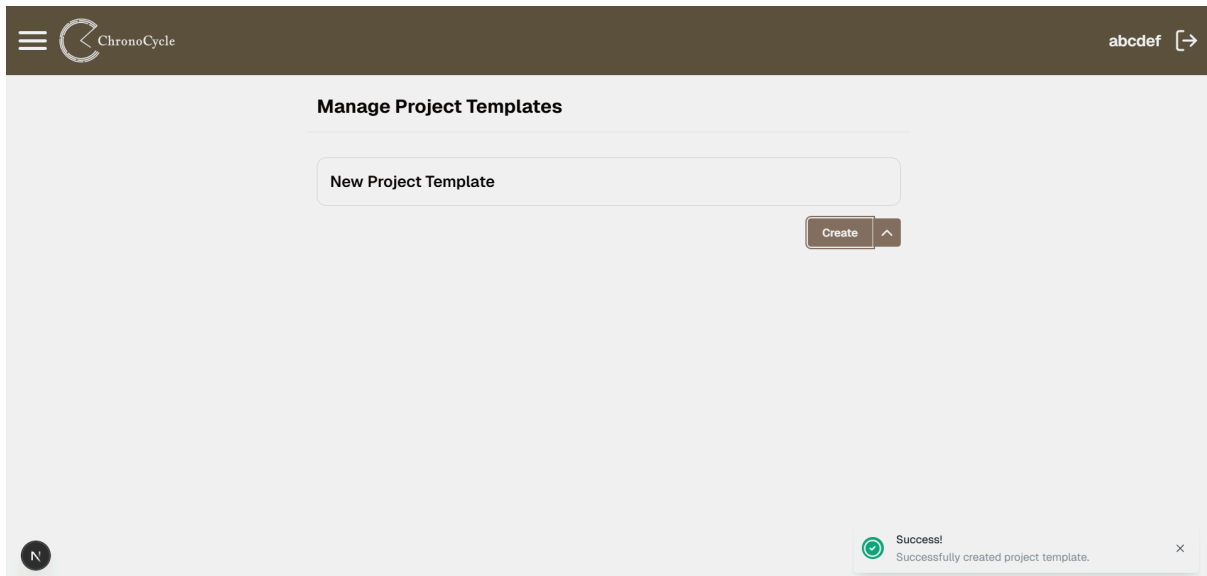
1. From the main dashboard, click on the **menu button** or **Chrono-Cycle** logo.
2. From the menu, click on **Templates**.

3. On the template page, click on **Create** to start creating your own template.
4. Fill in the required fields as prompted:
  - **Name:** Enter a unique name for the template.
  - **Description:** Provide a brief description of the template's purpose.
5. Click **Save** to create the project template.









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### Create Event Template (Task):

1. Follow the same steps as **Create Project Template**. ( as you cannot create event template without a project template)
2. Click on the new created Project template.
3. Scroll down to the button to
4. When prompted, select **Task** as the event type.
5. Complete the required fields for the event (Event Name, Notes, etc.).
6. Click **Save** to create the event template.

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### Create Event Template (Activity):

1. Follow the same steps as **Create Project Template**.
  2. When prompted, select **Activity** as the event type.
  3. Complete the required fields for the event (Event Name, Duration, etc.).
  4. Click **Save** to create the event template.
-

### Create Reminder Template:

1. Follow the same steps as **Create Project Template**.
  2. Configure the reminder settings (Offset Days, Reminders, etc.) when prompted.
  3. Click **Save** to create the reminder template.
- 

### Create Project:

1. Follow the same steps as **Create Project Template**.
  2. Instead of creating a template, fill in the required fields for a project.
  3. Click **Save** to create the project.
- 

### Update Project:

1. On the main dashboard, click on the **menu button** or **Chrono-Cycle** logo.
  2. From the menu, click on **Templates**.
  3. On the template page, click on the **Edit** button next to the project template you want to update.
  4. Make any necessary changes to the template or project fields.
  5. Click **Save** to update the project.
- 

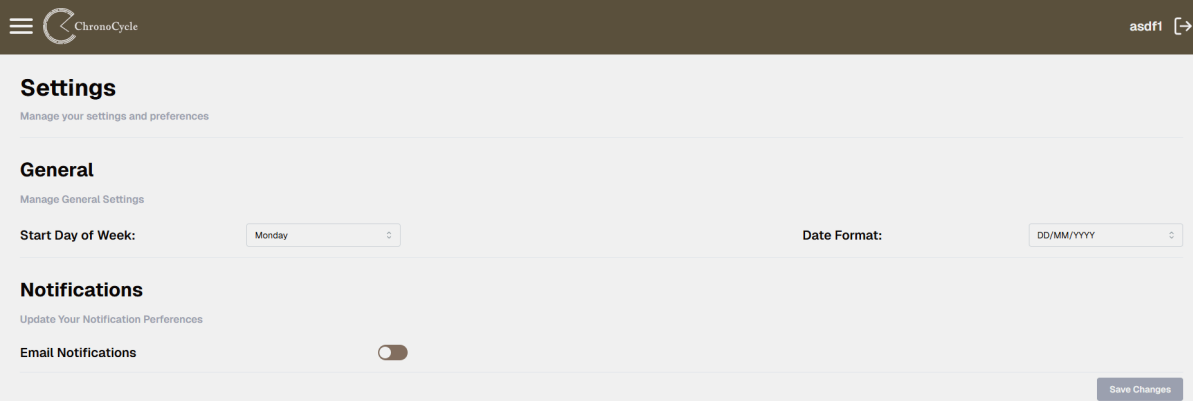
### Update Event (Task):

1. From the main dashboard, click on the **menu button** or **Chrono-Cycle** logo.
  2. From the menu, click on **Templates**.
  3. On the template page, click on the existing task template you want to update.
  4. Select the **Update** button to modify the event template.
  5. Make the necessary changes to the event details (Duration, Tags, etc.).
  6. Click **Save** to update the event template.
-

## Update Event (Activity):

1. From the main dashboard, click on the **menu button** or **Chrono-Cycle** logo.
  2. From the menu, click on **Templates**.
  3. On the template page, click on the existing activity template you want to update.
  4. Select the **Update** button to modify the event template.
  5. Make the necessary changes to the event details (Duration, Tags, etc.).
  6. Click **Save** to update the event template.
- 

## Update Settings:



1. From the main dashboard, click on the **menu button** or **Chrono-Cycle** logo.
  2. From the menu, click on **Settings**.
  3. On the settings page, modify preferences such as the start day of the week or email notifications.
  4. Click **Save** to update your settings.
- 

## Import/Export Templates

1. **Import Templates:**
    - Access the **Template Page** from the left menu.
-

- Click on the **down arrow button**.
  - Click on the **Import** button.
  - Navigate to the project template files that you want to import from your local files.
2. **Export Templates:**
- Access the **Template Page** from the left menu.
  - Click on the project template that you want to export.
  - Click on the **Export** button near the save button.
  - Save the file to your preferred location.

## 5. Frequently Asked Questions (FAQs)

### 5.1. General Inquiries:

**Q: What is Chrono-Cycle?**

**A:** Chrono-Cycle is a web-based project and task management application designed to help teams and individuals streamline their workflows, track progress, and enhance productivity through efficient scheduling and task tracking features.

**Q: Can I use Chrono-Cycle for both personal and team projects?**

**A:** Chrono-Cycle can be used to track both personal and team projects. For team projects, you or your team can create accounts and utilize the platform as a shared team calendar.

**Q: What features does Chrono-Cycle offer for task management?**

**A:** Chrono-Cycle offers a range of task management features, including the ability to schedule recurring tasks, set reminder notifications for tasks and activities, and, most importantly, create entire projects without the need to re-enter details every time.

**Q: Can I access Chrono-Cycle from multiple devices?**

**A:** *Chrono-Cycle is a web-based application, so you can access it from any device with an internet connection, whether it's a laptop, tablet, or smartphone.*

**Q:** *Does Chrono-Cycle offer customer support?*

**A:** *As of now, there will be no customer support available for this year.*

**Q:** *How can I get started with Chrono-Cycle?*

**A:** *Getting started is easy! Simply sign up for an account on our website, create your first project, and start adding tasks. Our help guide will help you set up your workspace.*

## 5.2. Troubleshooting:

**Q:** *My project templates are not saving properly. What should I check?*

**A:**

- *Make sure that all required fields in the project template form are completed. Incomplete forms may prevent saving.*
- *Ensure your internet connection is stable to prevent data loss.*
- *If the issue continues, try refreshing the page or logging out and back in.*
- *If the problem persists, clear your browser cache and try again.*

**Q:** *I cannot import or export templates. What can I do?*

**A:**

- *Double-check that the file you are attempting to import/export is in the correct format (supported file types for import/export).*
- *Verify that your internet connection is active during the import/export process.*
- *If you're facing issues with a specific file, try importing/exporting a different template to check if the issue is file-specific.*
- *If these steps don't resolve the issue, contact support for further assistance.*

**Q: My reminder notifications are not being sent. How can I fix this?**

**A:**

- *Ensure that reminder notifications are enabled in your settings.*
- *Double-check that the date and time for your reminders are correctly set, especially with the time zone.*
- *If you're still not receiving notifications, verify that your email address is correctly entered in your account settings.*
- *Lastly, check your spam or junk folder to make sure the reminders aren't being filtered out.*

## 6.Screenshots:

### Duplicate Project Template ×

**Project Template \***  
The project template to duplicate

asd (bRHVJR1Mst8XAmTr) ↕

**Name \***  
Name of the new project template

Project template name

**Description \***  
A description of the new project template

Add description

Duplicate