User Guide
for ChronoCycle

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1. Introduction

Purpose of the Manual

Welcome to the user guide for ChronoCycle. The purpose of this document is to provide you with instructions on how to use ChronoCycle and teach you about its main features.

ChronoCycle is a web application designed to allow users to manage complex, recurring processes through the use of templates. It is built using modern web technologies, primarily Next.js and React.js.

Scope

The manual covers the usage of ChronoCycle. This guide does not cover the installation or setup on ChronoCycle (see the Installation Manual instead).

Target Audience

This user guide on ChronoCycle's functionalities is targeted at individuals who require a scheduling solution for management of complex processes . It assumes a basic understanding of computers and software usage.

2. Getting Started

System Requirements

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

1. **Compatible Browsers:** Chrome, Firefox, Edge, Safari or any other major browsers

2. **An Internet connection** is required for real-time updates.

Accessing the Application

1. Open a web browser and navigate to: https://chrono-cycle.dixslyf.dev. Alternatively, if you have followed the installation manual, you may enter the URL of your hosted instance.

2. Register for an account or log in with existing credentials.

3. User Interface Overview

Registration / Log In Page

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

Signing Up

If you do not yet have an account, click the **Sign Up button** to be directed to the Sign Up section.

Next, fill in the registration form:

1. **Username:** Must be 3–255 characters long, without spaces or special characters.

2. **Email:** Must be a valid email address.

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

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

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.

Logging In

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 you did not accidentally toggle your caps lock.

Workspace Navigation

Once you have signed in, you will be greeted by the dashboard:
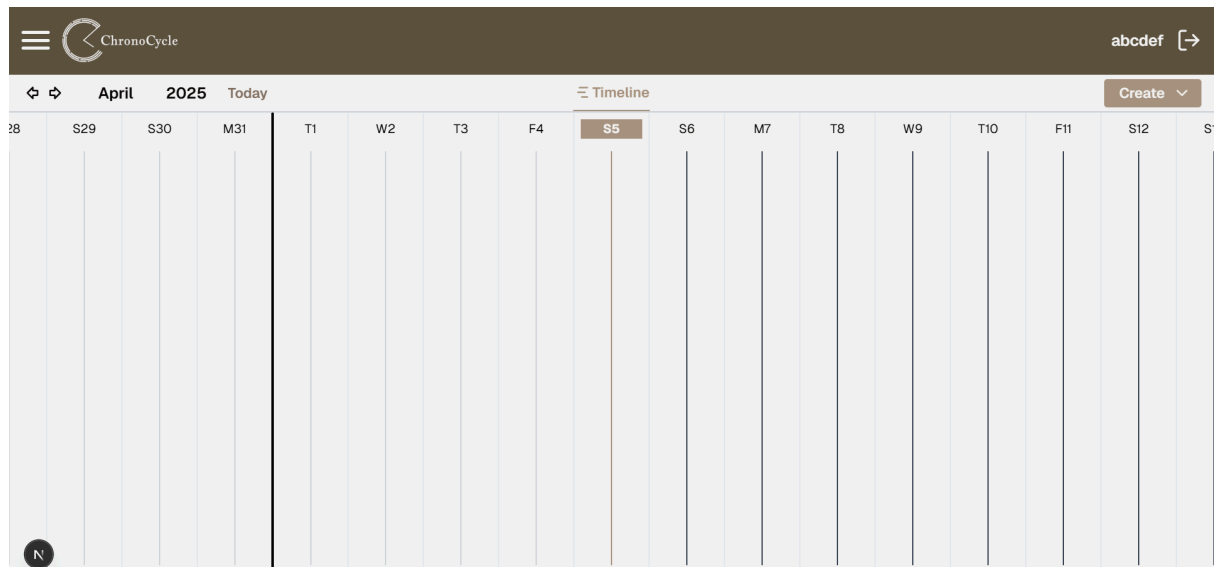
To navigate around the ChronoCycle application, click on the hamburger icon on the top left-hand corner to open a sidebar. From this sidebar, you can navigate to different views within the workspace.

- **Icon:** A hamburger menu icon (three horizontal lines).
- **Dropdown Options:**
    - **Dashboard:** Navigates to the main **Dashboard** page showing the timeline.
    - **Templates:** Navigates to the **Template** Page.
    - **Help:** Downloads this user guide.
    - **Settings:** Navigates to the **Settings** page, where you can customise account preferences.
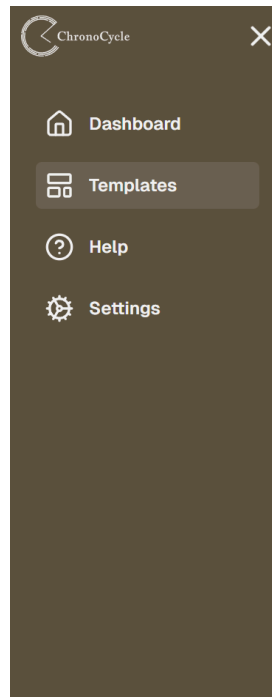
Templates Page
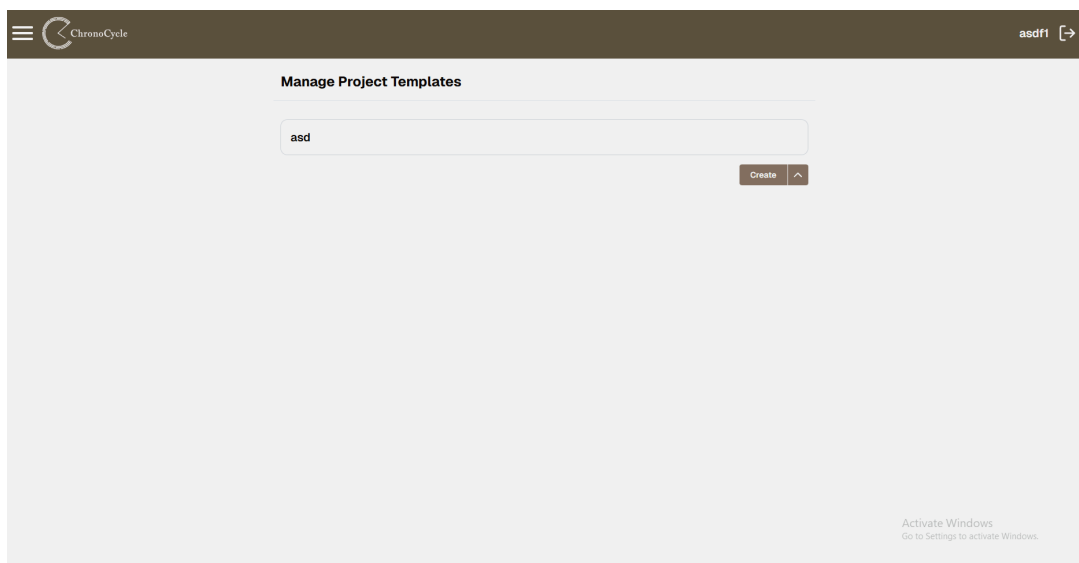
To manage your project templates, head to the **Templates** page from the sidebar. From here, you can manage your project templates. The layout of the templates page is described below:

1. **Templates Table**
   - ○ **Description:** Lists all project templates you have created.
     - ■ 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 at the bottom-right corner of the table.
   - ○ **Functionality:** Opens a popup titled **Create Project Template**, allowing you 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 Dropdown**
   - ○ **Location:** Adjacent to the Create button, indicated by an upward-pointing chevron icon
   - ○ **Dropdown Options:**
     - ■ **Import:** Allows you to upload a pre-existing template file you have previously exported.
     - ■ **Duplicate:** Creates a copy of an existing template.
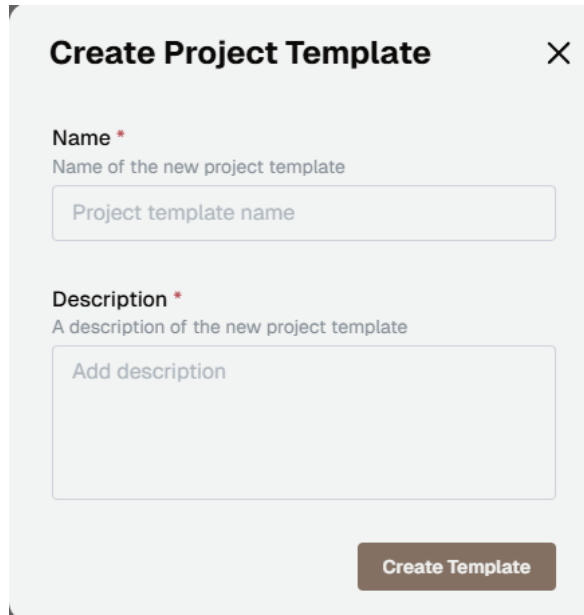
Creating a New Project Template
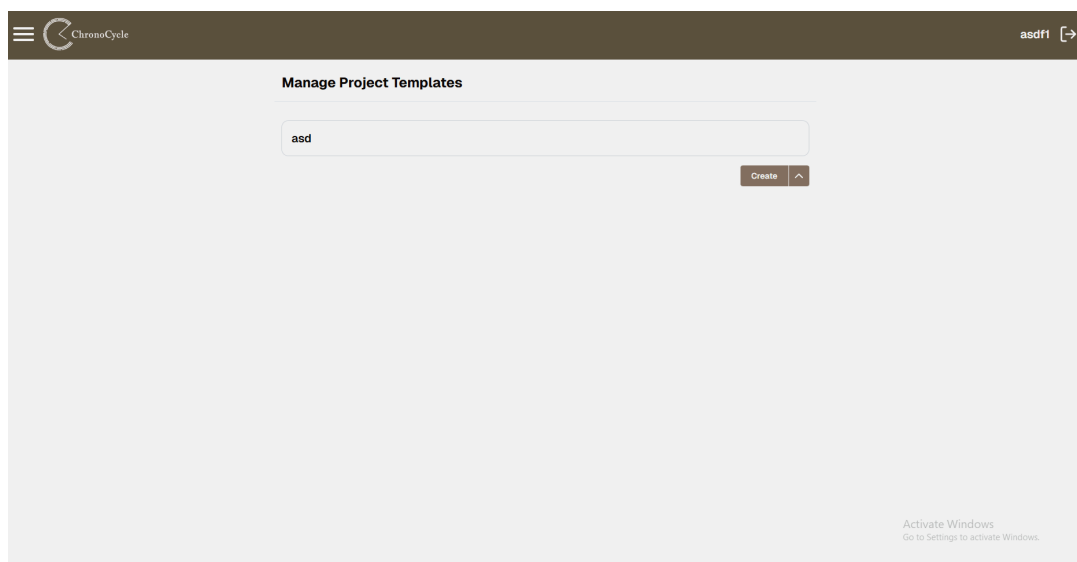
1. **Click the Create Button:**

- ○ Locate the **Create** button at the bottom-right corner of the templates table 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**.

Once you have created a project template, you can click on it in the table to view or update it:

1. **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.
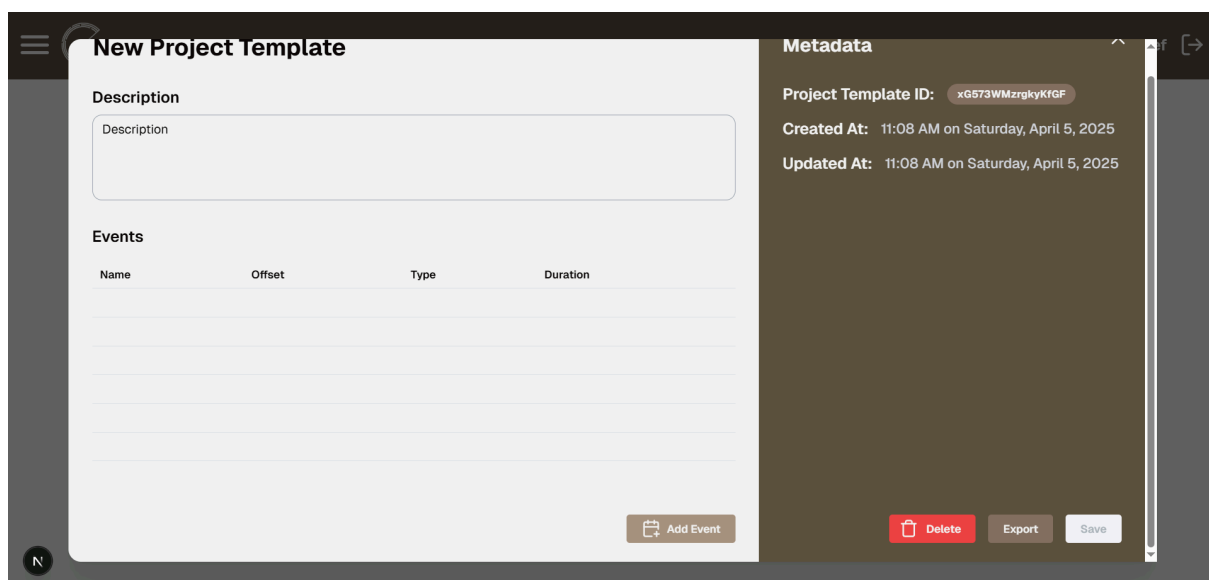
2. **Action Buttons:**
   ○ **Add Event Button:** Located at the bottom center of the popup, this button allows users to add new events to the template.
   ○ **Event Fields:** When clicked, a new popup titled **Create Event Template** appears, prompting users to fill in the following fields:
     ■ **Event 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.
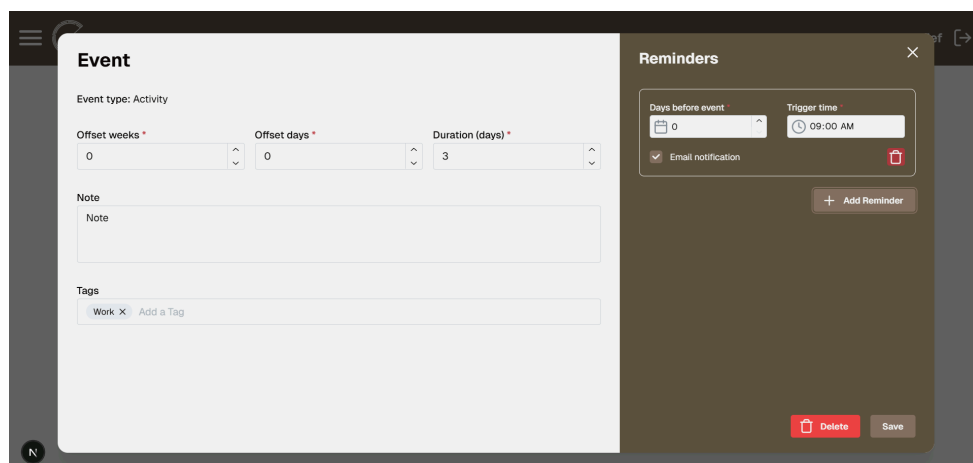
Creating an Event Template:

1. Click on an existing **Project Template**. You can only add an event template to a project template.
2. Click on the **Add Event** button.

3. Complete the required fields for the event (name, notes, tags, reminders, etc.). You can add, delete and modify reminders on the right section of the form.

4. Click **Save** to create the event template, which will now show up in the events list for the project template.

Deleting an Event Template

1. On the **Templates** page, click on the existing project template you want to update.
2. Then, click on the event template you want to remove from the list.
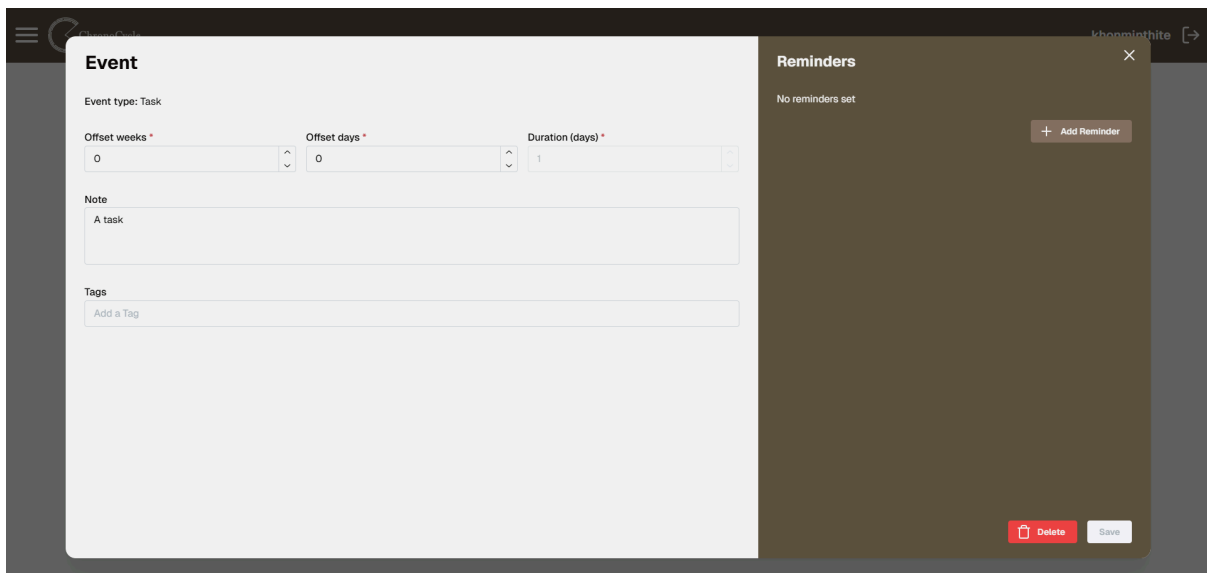

3. Click on the delete button on the bottom right.
4. Click **Delete** to remove the event template.
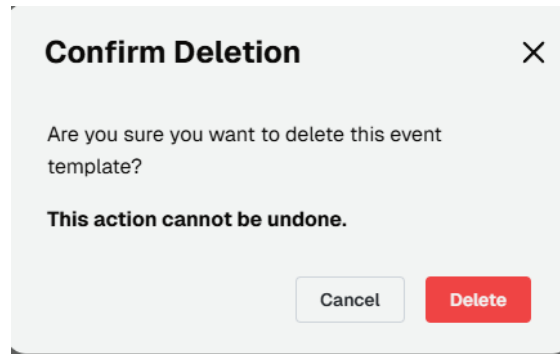
Updating an Event Template

5. On the **Templates** page, click on the existing project template you want to update.

6. Then, click on the event template you want to modify from the list.

7. Make the necessary changes to the event details (e.g., note, tags, reminders, etc.).

8. Click **Save** to update the event template.

Updating a Project Template

1. From the **Templates** page, click on the project template that you want to modify.

2. Make any necessary changes to the name or description fields.

3. Click **Save** to update the project.

Deleting a Project Template

1. From the **Templates** page, click on the project template that you want to delete.

2. Click on the **Delete** button on the bottom-right corner.

3. Once your project template has been deleted, it will no longer show up in the templates table. Existing projects based on the deleted project template will still remain on the timeline.

Exporting a Project Template

1. Access the **Templates** page from the sidebar.

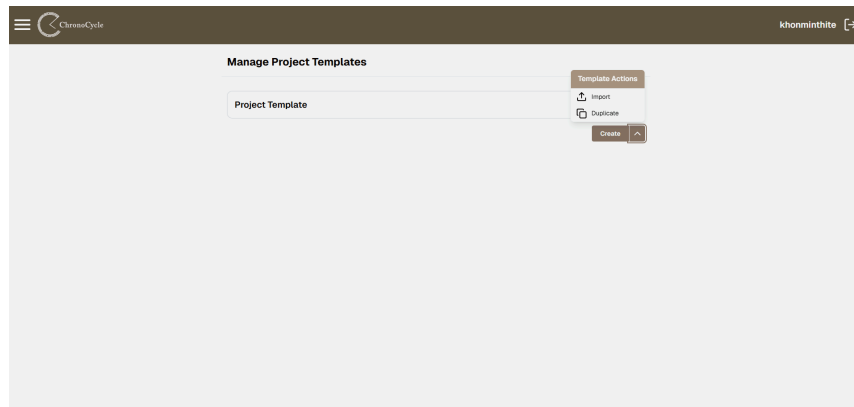2. Click on the project template that you want to export.
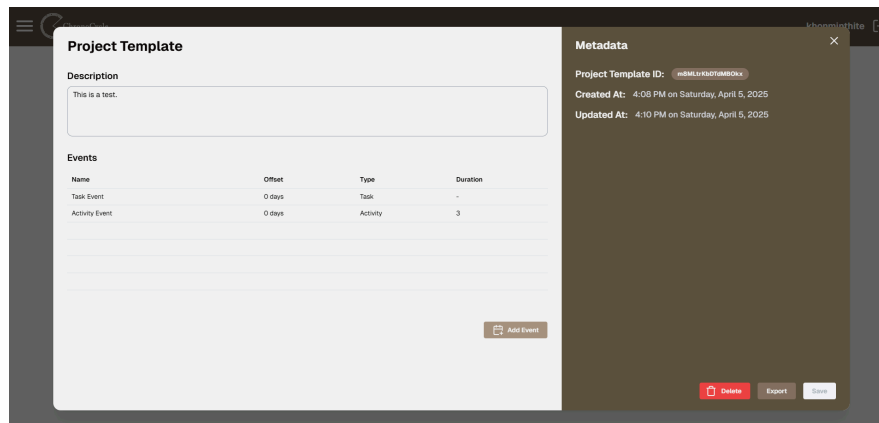
3. Click on the **Export** button next to the save button. This will download a JSON file representing the project template.
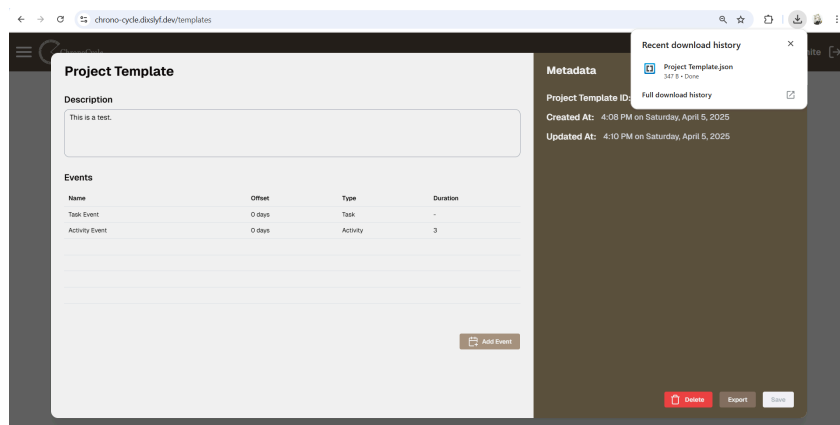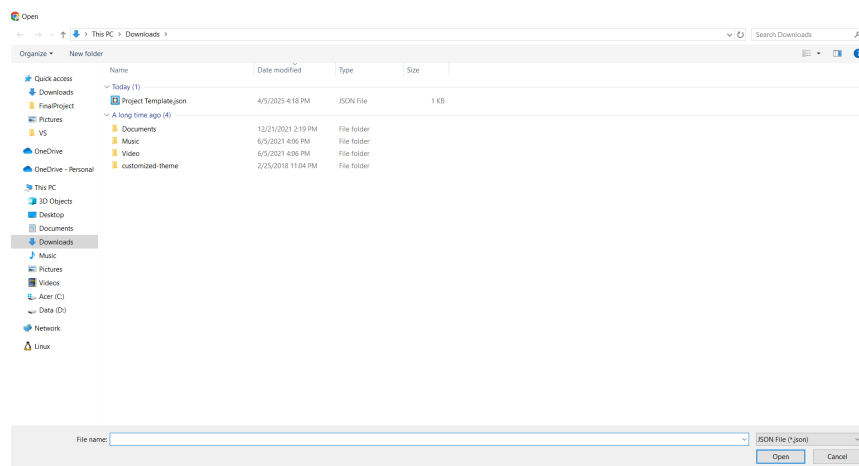

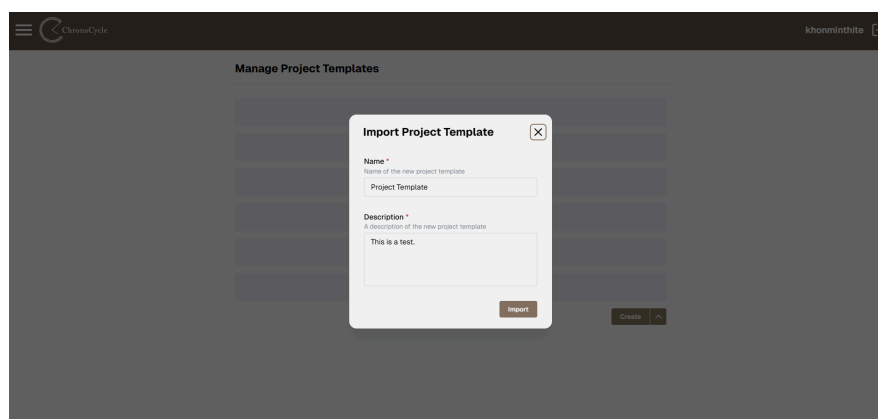## Importing a Project Template

1. Access the **Template** page from the side bar.

2. Click on the **chevron icon** next to the **Create** button.

3. Click on the **Import** button.

4. Navigate to the project template file that you want to import from your local files. This would be a project template you previously exported.

5. Give the imported project template a name and description. The name and description are inferred from the project template file, though you are free to change them.
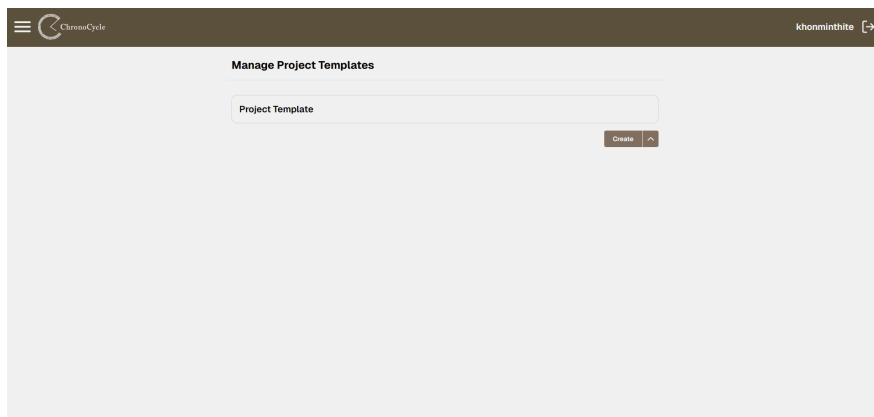

6. Click on the **Import** button, and your project template should now be imported.
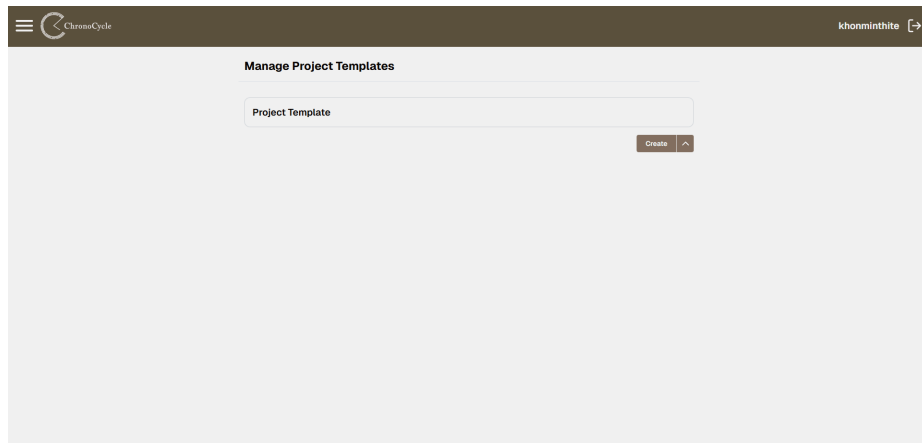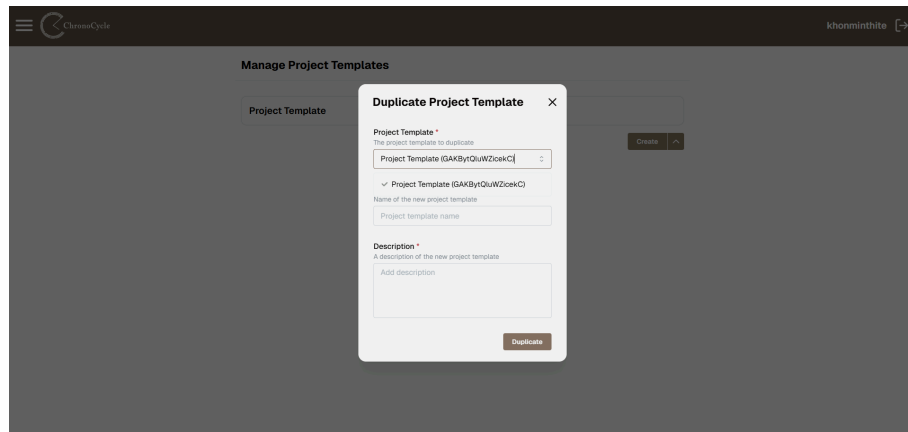
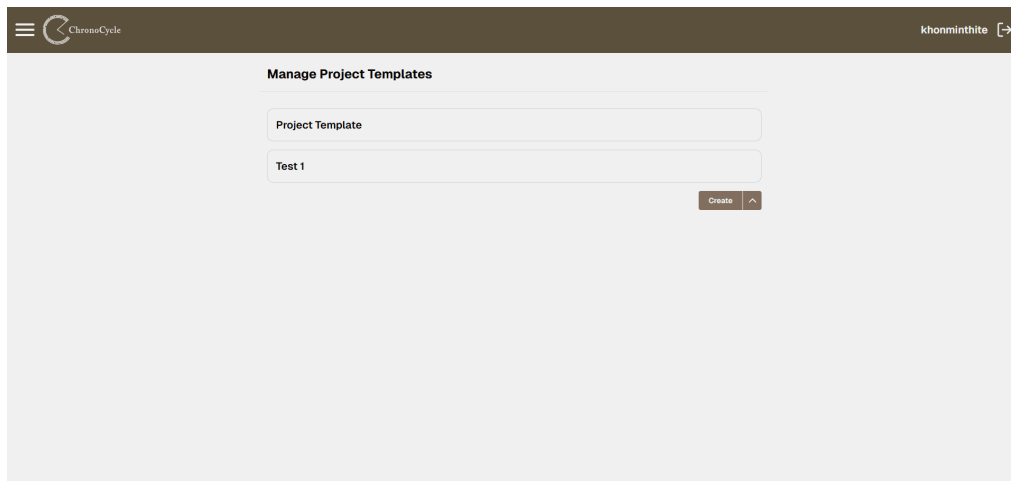## Duplicating a Project Template

1. Access the **Template** page from the sidebar.

2. Click on the **chevron icon** next to the **create** button.

3. Click on the **Duplicate** button.

4. Select the project template you want to duplicate.

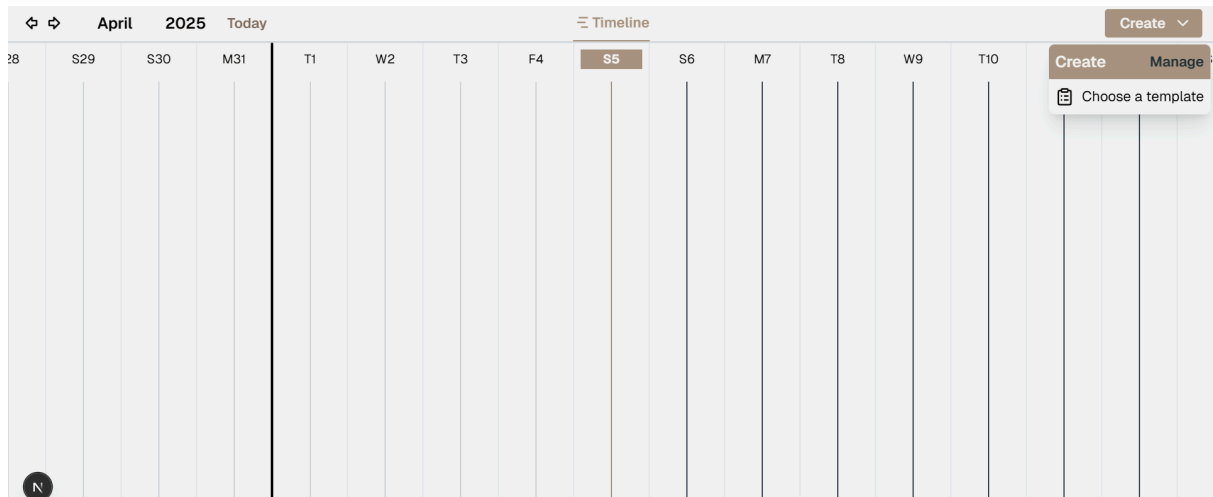5. Add a new name and description for the new template.

6. Your template should now be duplicated.


Dashboard Page

Creating a Project

1. Ensure you have a project template to create a project from.

2. Head to the **Dashboard** page.

3. Click on the **Create** button on the top right corner of the dashboard timeline. An error message will show if you do not have any project templates.

4. Fill in the required fields as prompted:

○ **Template:** The project template you want to use.

○ **Name:** Enter a unique name for the project.

○ **Description:** Provide a brief description of the project's purpose.

○ **Start Date:** The project's start date. When the events in the project template are added to the project, their dates will be calculated based on this project start date and their offset.
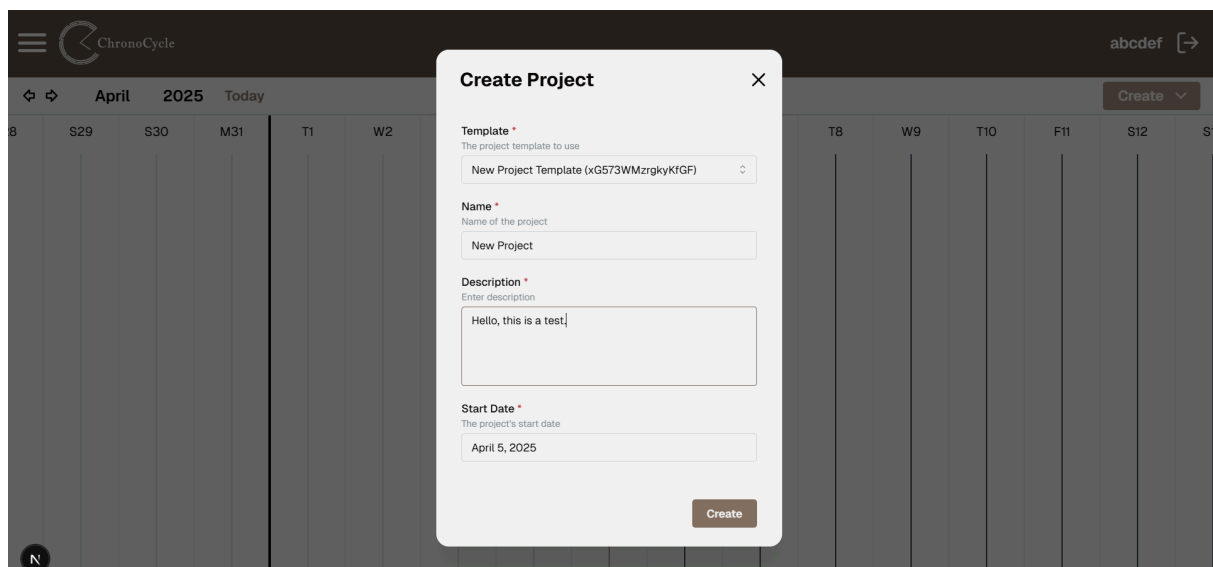
5. Click **Create** to create the project. Once the project has been created, it will appear on the timeline.
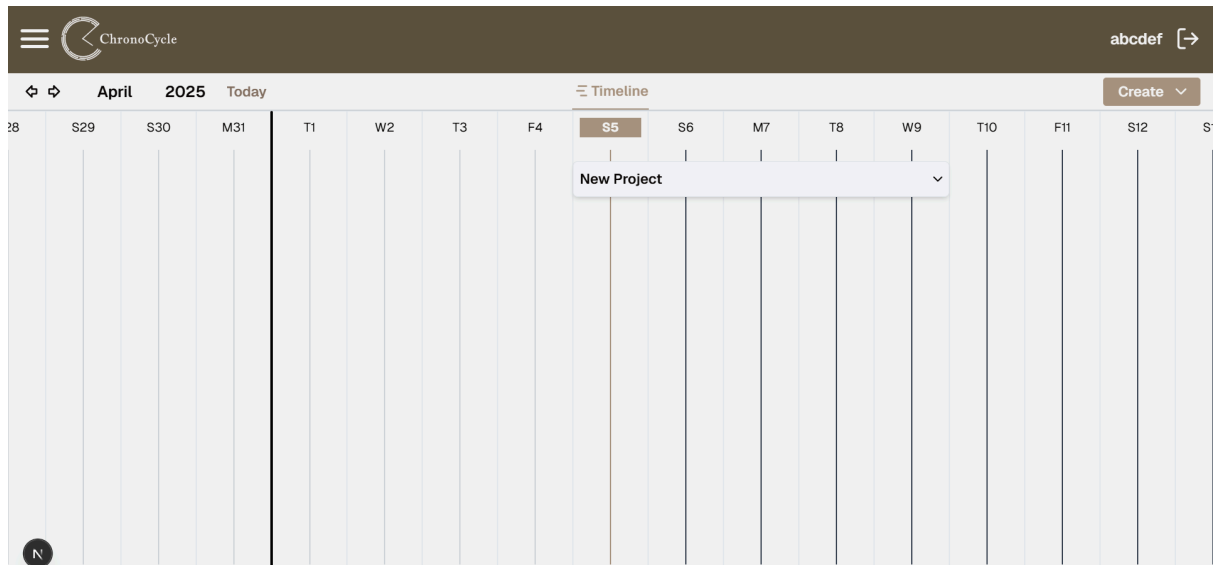
6. You can click on the project to view and modify its details.
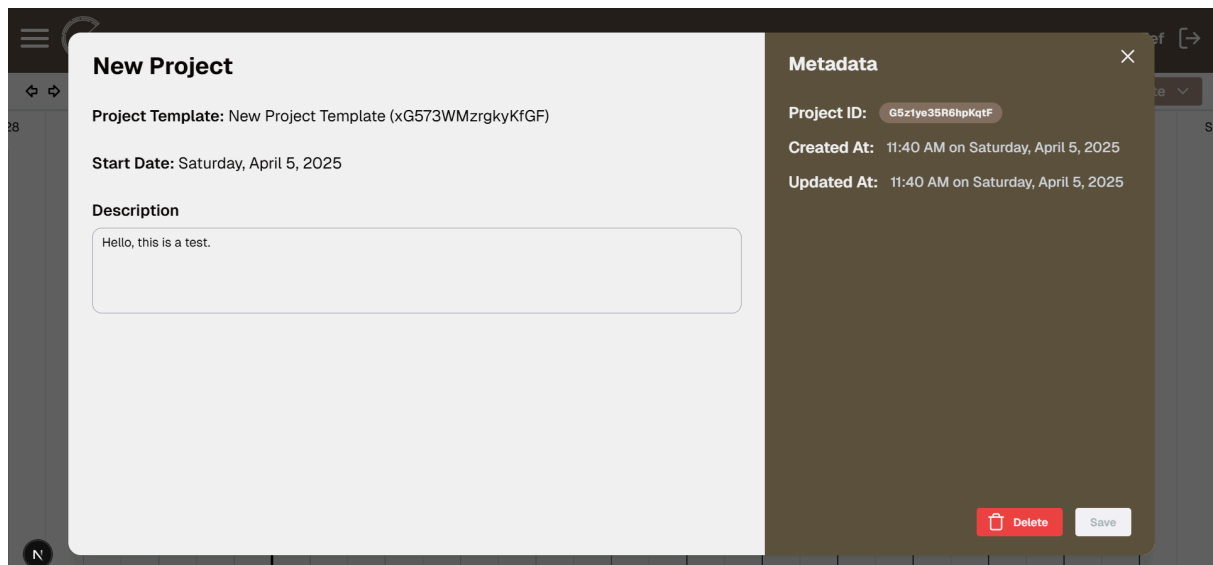
7. To toggle showing the project's events on the timeline, click on the chevron icon next to its name.
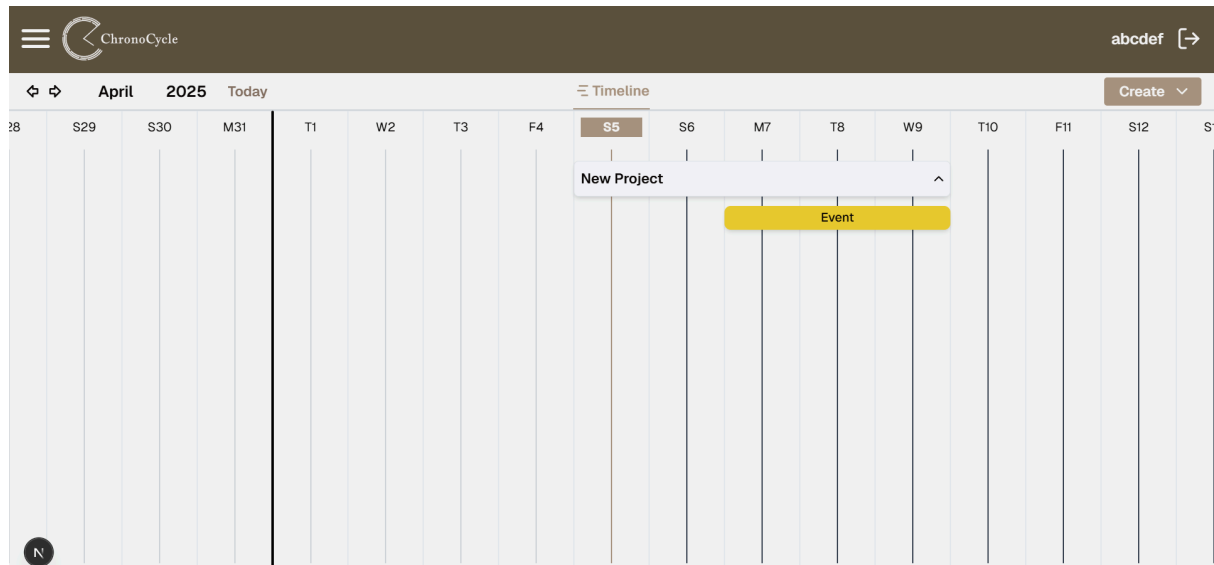
Updating a Project

1. From the dashboard timeline, click on the project that you want to modify.
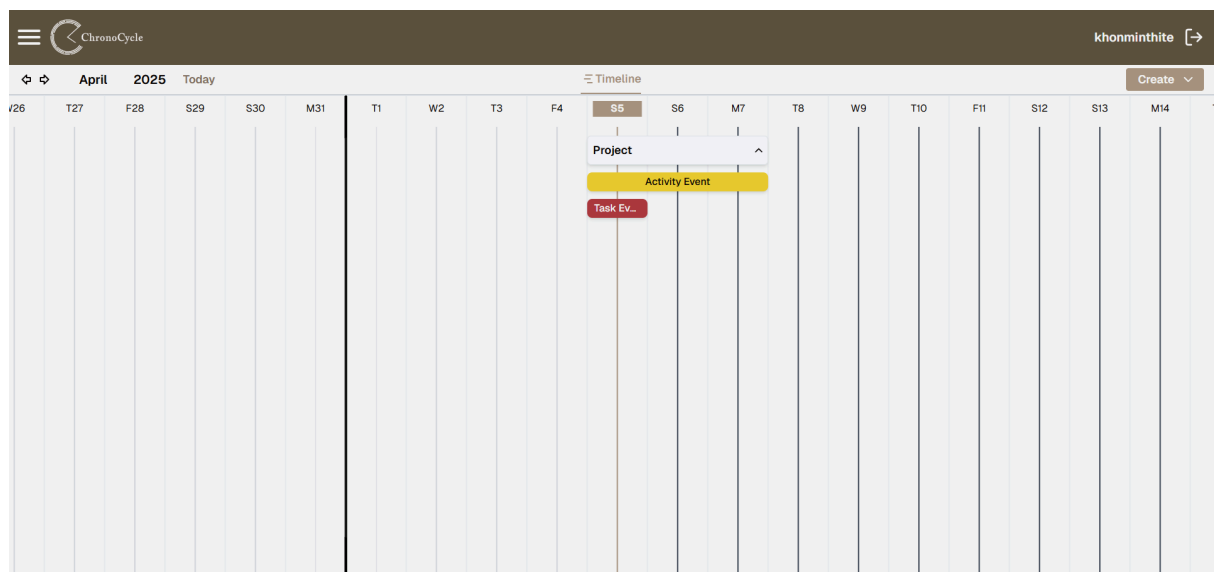
2. Make any necessary changes to the name or description fields.
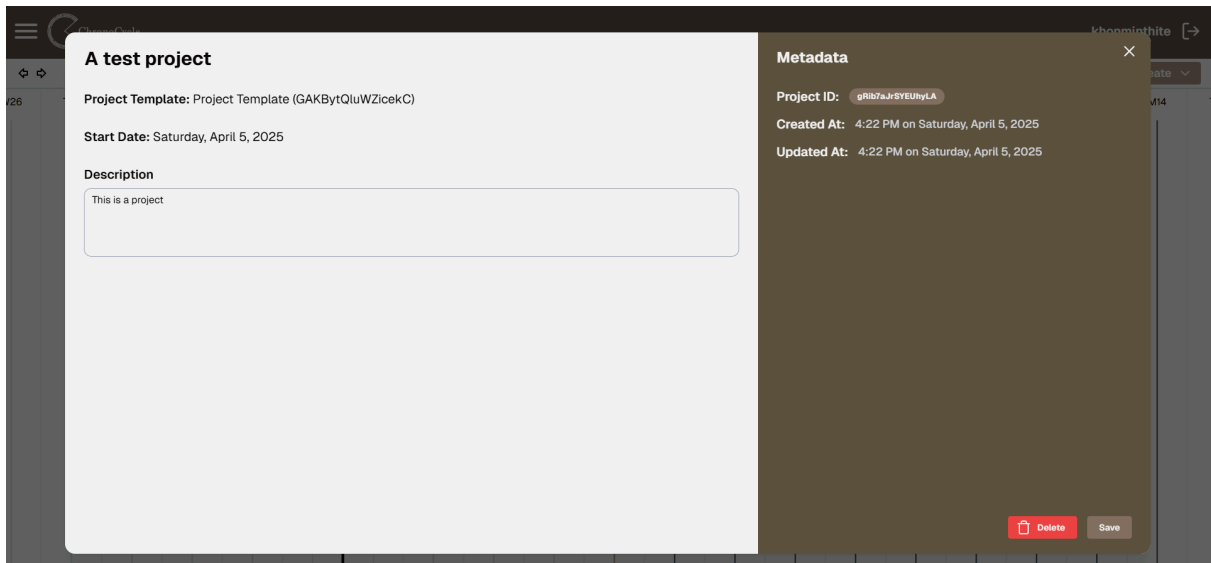
3. Click **Save** to update the project.
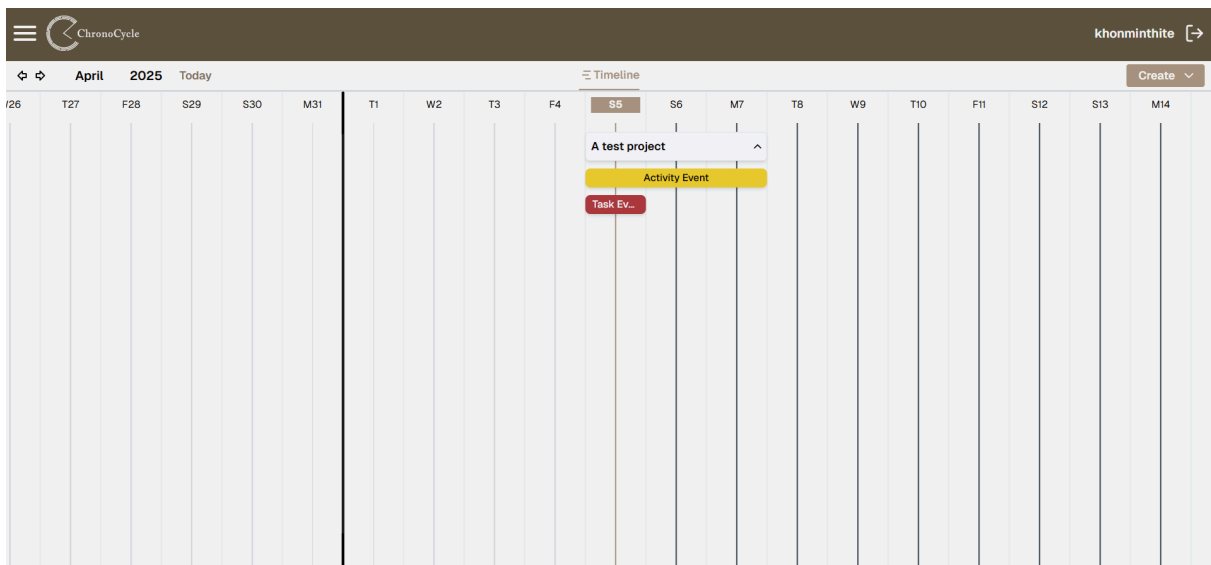
Deleting a Project

1. From the dashboard timeline, click on the project that you want to delete.
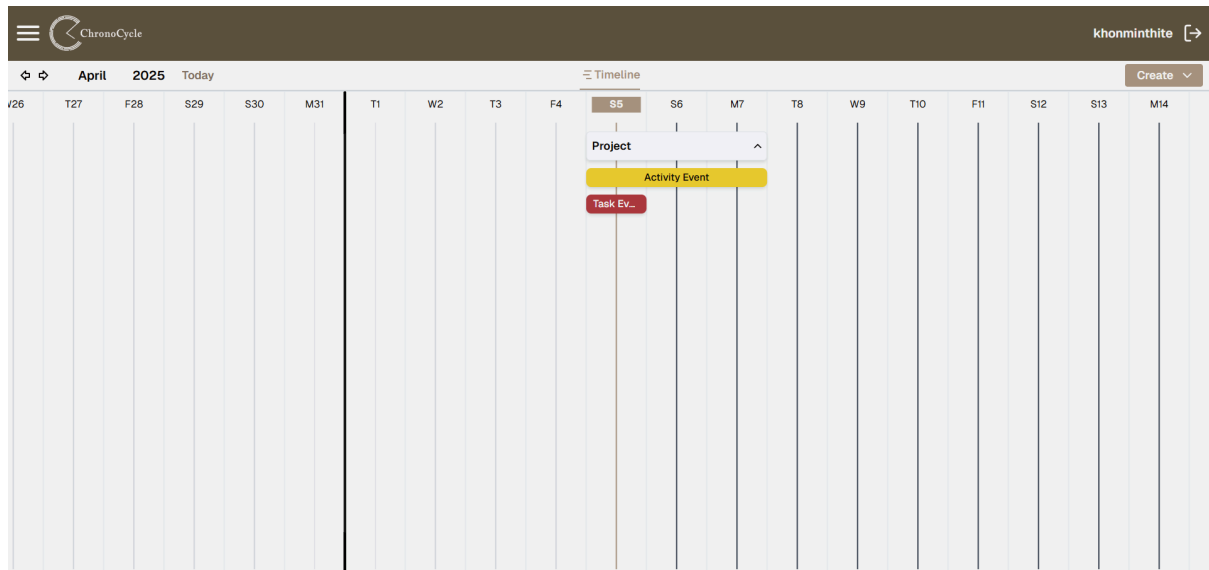
2. Click **Delete** to remove the project from the timeline.
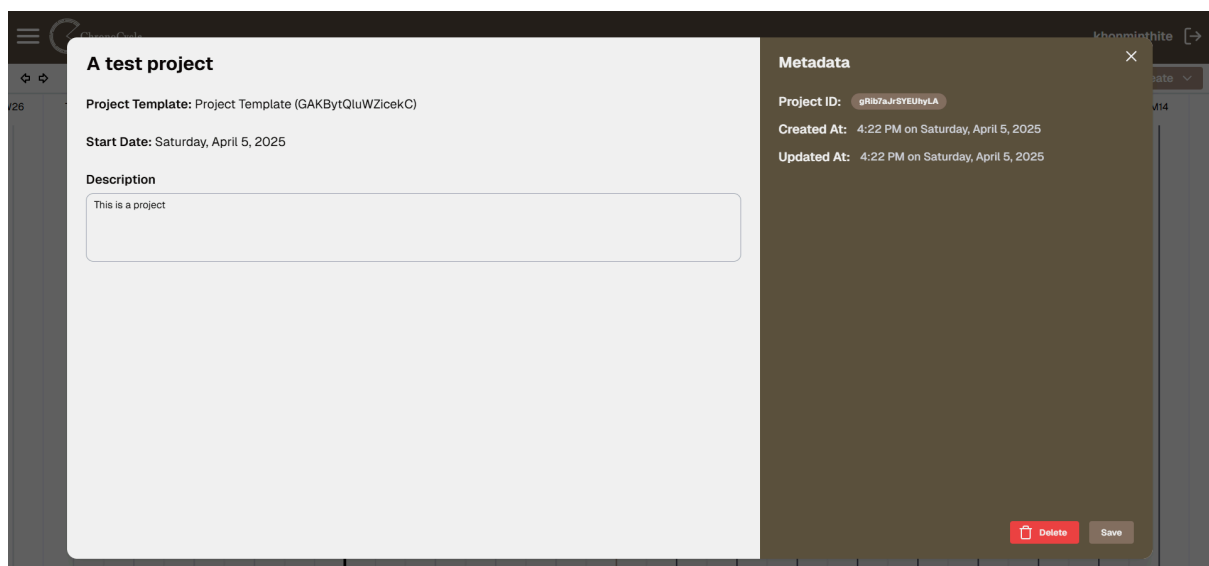
3. Note that deletion is irreversible! Once you're sure you want to delete the project, click on the **Delete** button in the confirmation dialogue.
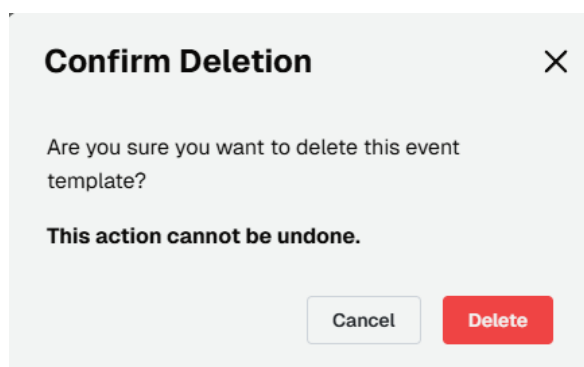
Updating an Event

1. From the dashboard timeline, expand the project you want to update to view its events.
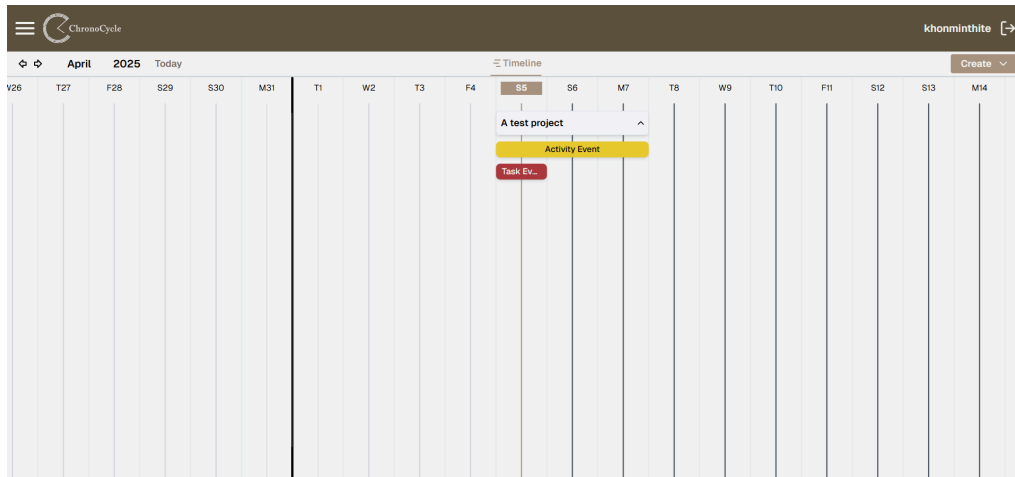
2. Then, click on the event that you want to update.
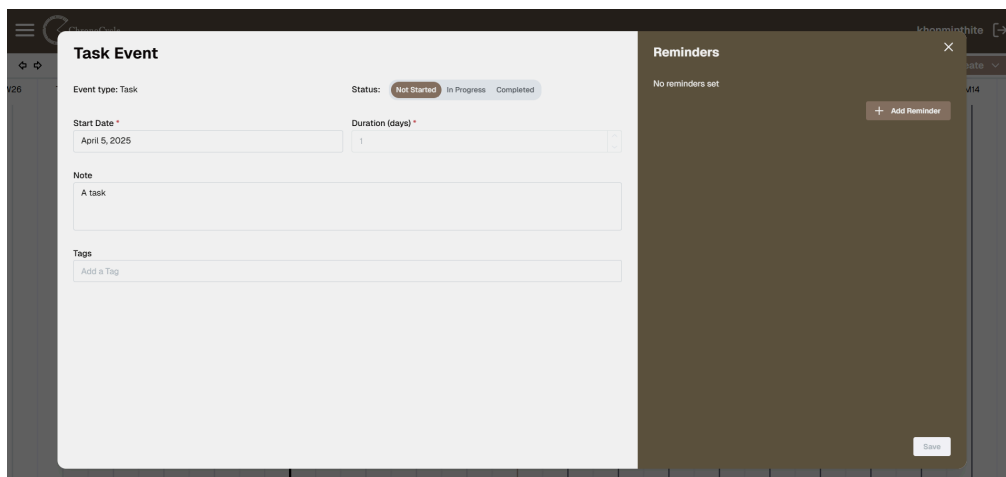
3. Make the necessary changes to the event details (e.g., notes, tags, reminders, etc.).
   - You can modify the status for tasks. The color of tasks on the timeline changes depending on the current task status:
     i. **Not started:** Red
     ii. **In progress:** Blue
     iii. **Completed:** Brown
4. Click **Save** to update the event.
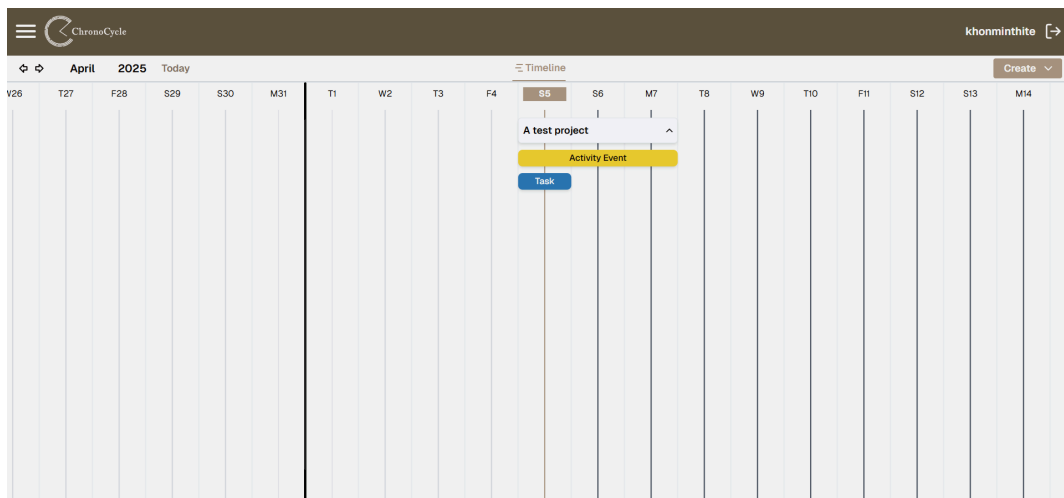
Settings Page

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.

Updating Settings

1. Navigate to the **Settings** page using the sidebar.

2. On the settings page, you may modify preferences such as the start day of the week or email notifications.

3. Click **Save** to update your settings.

Downloading This User Guide

To download the latest version of this user guide, click on the **Help** button in the side bar:

4. Frequently Asked Questions (FAQs)

General Inquiries

Q: What is Chrono-Cycle?

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

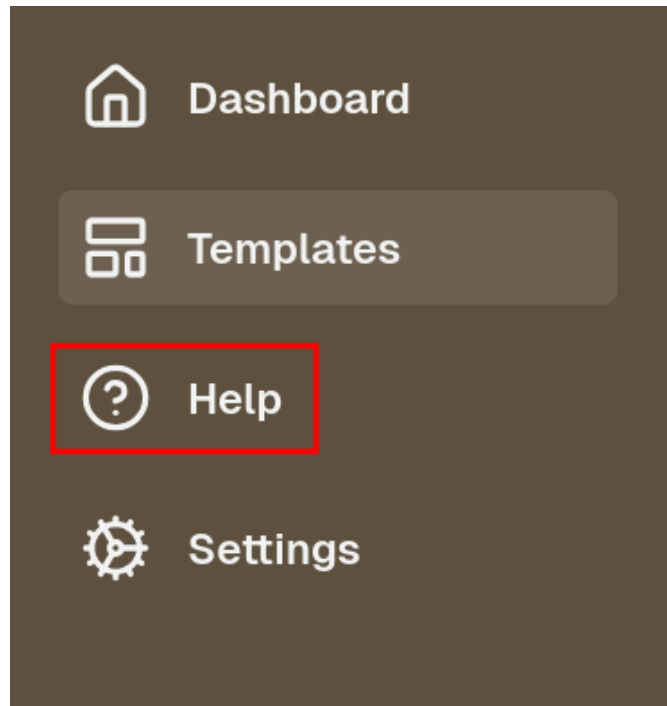*Q: What features does Chrono-Cycle offer for task management?*

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 single 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. However, mobile support is currently limited.

Q: Does Chrono-Cycle offer customer support?

A: As of now, there is no customer support available.

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. This guide will help you set up your projects and events.

Q: Can I add an event to an existing project?

A: Currently, there is no way to add an event to an existing project. To achieve this, you would need to add an event to one of your project templates, and re-create a new project from it.

Q: Can I delete an event from an existing project?

A: Currently, there is no way to delete an event from an existing project.

Troubleshooting

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

- 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?

- Double-check that the file you are attempting to import/export is in the correct format (you can only import a project template you exported from ChronoCycle).
- 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.

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

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