

 Work Days Application – User Manual

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Overview

Work Days is a calendar-based application for planning and categorizing workdays: on-site, **Remote**, and **Holiday**. It provides a visual interface, automatic backups, holiday import, and flexible data management through the database.

The primary goal is to assist employees in tracking work patterns across quarters. Built-in logic assumes an average of 3 on-site workdays per week.

Application Usage

◆ Getting Started

1. **Launch** the application executable file.
 2. **View the Monthly Calendar**.
 3. **Click on a date** to select it.
 4. Use the side buttons to mark the selected date:
 -  **On Site**
 -  **Remote**
 -  **Holiday**
 -  **PTO**
 -  **Travel**
 -  **Sick**
 -  **Weekend**
 5. If “Calendar Tag” is enabled (checkbox at the bottom), a tag input box will appear for you to classify the entry.
 6. The **Blank** button resets the status of the day.
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Importing Holidays

You can batch import a list of official holidays to pre-populate the calendar:

Steps:

1. Open the menu: File > Data > Import Holidays File.
2. Choose a formatted file.
3. The system reads and registers each holiday.

Format:

Each line in the import file must follow this structure:

YYYY/MM/DD-TYPE-TAG

Example:

2025/01/01-H-New Year
2025/12/25-H-Christmas

TYPE:

- O = On Site
- R = Remote
- H = Holiday

 Ensure the date formatting is correct and consistent.

Backup and Restore

◆ Automatic Backups

- Automatically saves every 7 days.
- Also creates a file named `autosave.db` (This file is replaced on every backup).

◆ Manual Backup

1. Go to File > Data > Create Backup.
2. This saves a copy of the current workday data for safekeeping or transfer.

◆ Restore

1. Go to File > Data > Restore Backup.
 2. Select a previously saved `.txt` file using the required format.
 3. The application re-registers entries and tags accordingly.
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Resetting the Database

To start fresh or fix corrupted data:

Steps:

1. Go to: File > Data > Reset Database.
 2. This clears **all saved entries** (dates and tags).
 3. It is useful at the beginning of a new year or after major changes.
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Troubleshooting

Problem	Solution
Data not saving	Ensure your Windows account has permission to write to the registry.
The imported holidays are not showing.	Check the file structure and ensure each line is formatted correctly.
Calendar tags are not working.	Disabling and re-enabling the “Calendar Tag” checkbox or resetting the database.
UI is not responding or is inconsistent.	Restart the application or delete the registry key under HKEY_CURRENT_USER\Software\WorkDays (advanced users).

Changing Colors

You can customize the calendar color for each event

Steps:

1. Go to Settings > Colors
2. Select the color related to each category.
3. Select the type of font color (white or black).
4. Click on the close button to save and refresh the screen.

Quarterly Statistics

Workday statistics are automatically calculated per quarter:

- **Q1:** January – March
- **Q2:** April – June
- **Q3:** July – September
- **Q4:** October – December

These help you monitor trends and maintain work balance.

Data Storage Location

All data is saved **per user and year** in:

HKEY_CURRENT_USER\Software\WorkDays

Each year's data is stored under a subkey, with separate entries for each day's type and tag.

Pro Tips

-  Use **batch import** at the beginning of the year to save time.
-  Back up before doing a reset.
-  Change colors to make the calendar easier to read or to reflect company branding.
-  Reset yearly to avoid clutter or incorrect stats.