

User Manual for Group 3's Calendar

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(Last Edited April 30th)

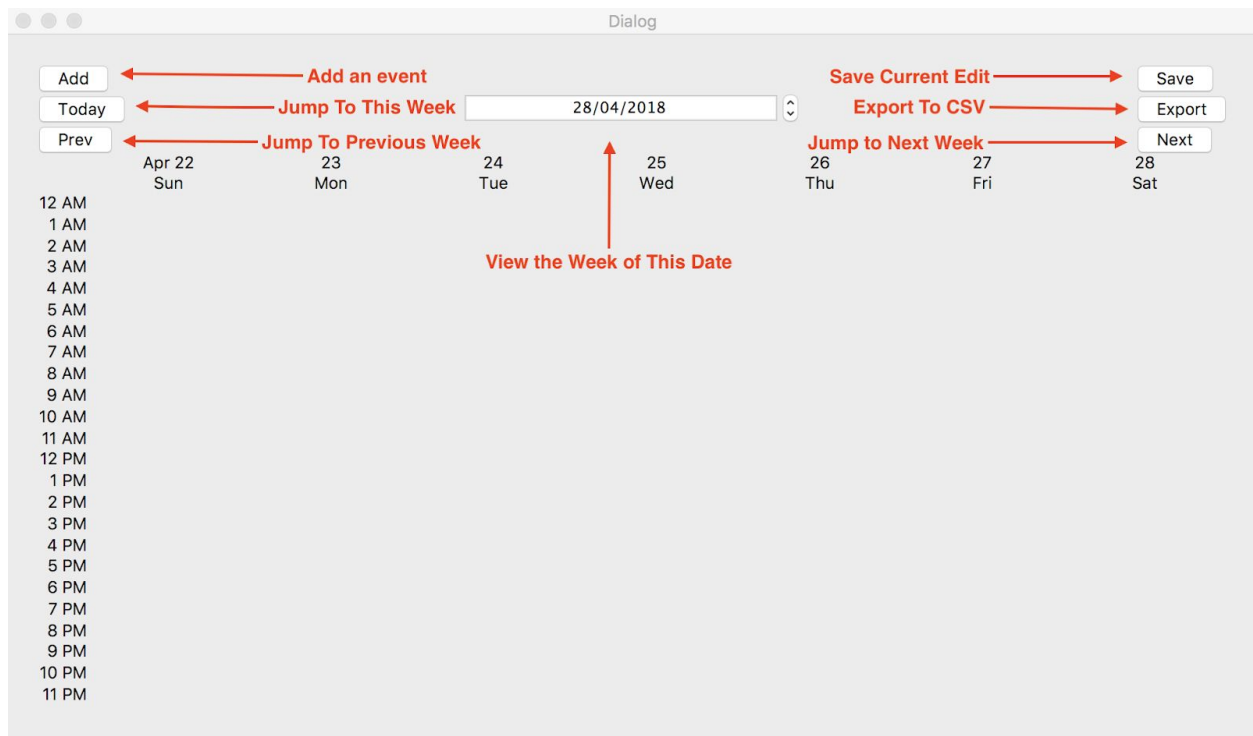
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1. Introduction

Welcome to the Group 3's Calendar application. This program is designed to provide you with an organization utility for your events. It can be used as a tool to aid your memory when you have many events to recall, especially those that might have notes associated with them. It can be a visualizer so that you may view what availabilities you have. Whether you have a busy workers, diligent student, or avid socializer, this program can assist you with event management.

When the application is first launched, you will see this screen without the red arrows. *Note: Your version of the application may look slightly different due to the graphics library using the native widgets of your operating system.*



The interface is comprised of two main component, the Week Viewer and the Control Menu.

The lower portion of the interface is the Week Viewer. At the top of the Week Viewer are the days of the current week, from Sunday to Saturday, along with their corresponding day of the month. Along the left hand side of the Week Viewer component are the hours of the day, marked from 12AM to 11PM. Your events will appear within the body of this component. Events are scaled according to their duration. Events that are colored blue are regular priority, and those that are colored red are high priority.

At the top of the interface is the Control Menu which contains input widgets for interacting with the application.

On the left side of this menu are three buttons:

- Add: Clicking this button will open a menu for inputting data related to an event.
- Today: Clicking this button will adjust the Week Viewer to display the current week.
- Prev: Clicking this button will adjust the Week Viewer to display the previous week relative to what it is currently displaying.

On the right side of this menu are another three buttons:

- Save: Clicking this button will save to the database all modifications performed during this session of use with the application.
- Export: Clicking this button will create a tab separated csv file of all event data. **Note: Exporting to CSV will also save all modification performed during the current session of use with the application.**
- Next: Clicking this button will adjust the Week Viewer to display the next week relative to what it is currently displaying.

In the middle of these sets of buttons is a field for inputting a date. Changing this day input will adjust the Week Viewer to display the week of that day.

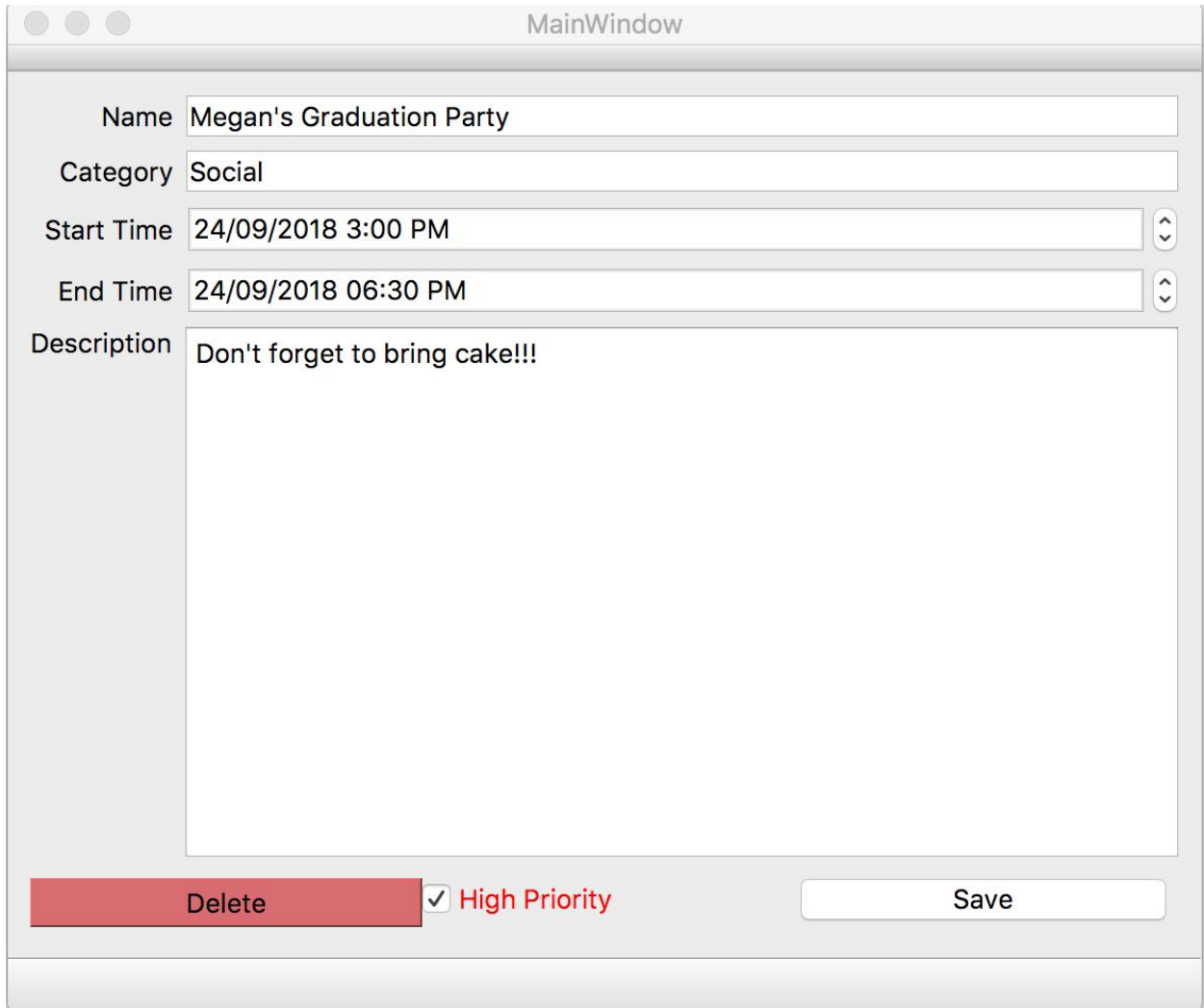
When adjusting text fields in the application, input is restricted for dates and times. Dates will require that they are input with valid days of the month [1-31*], month of the year [1 -12], and year [>1752 and <7999]. Times will require valid hour[1-12], minute[00,15,30,45], and meridian indicator [AM, PM]. **Note: Times will be expected to be in fifteen minute intervals as shown above. Times will be automatically adjusted to a multiple of fifteen.**

Tip: Although text fields and their individual elements can be selected with the mouse, we recommend using the tab button to move between elements of each field and each field.

2. Adding an Event

If you would like to add an event to the calendar follow these steps. For example, let's say Mary was recently notified of her niece Megan's graduation, it's far off so she decides to add it to her Group 3 Calendar Application.

1. Open the application.
2. From the main window click the **Add** button. This will open a window

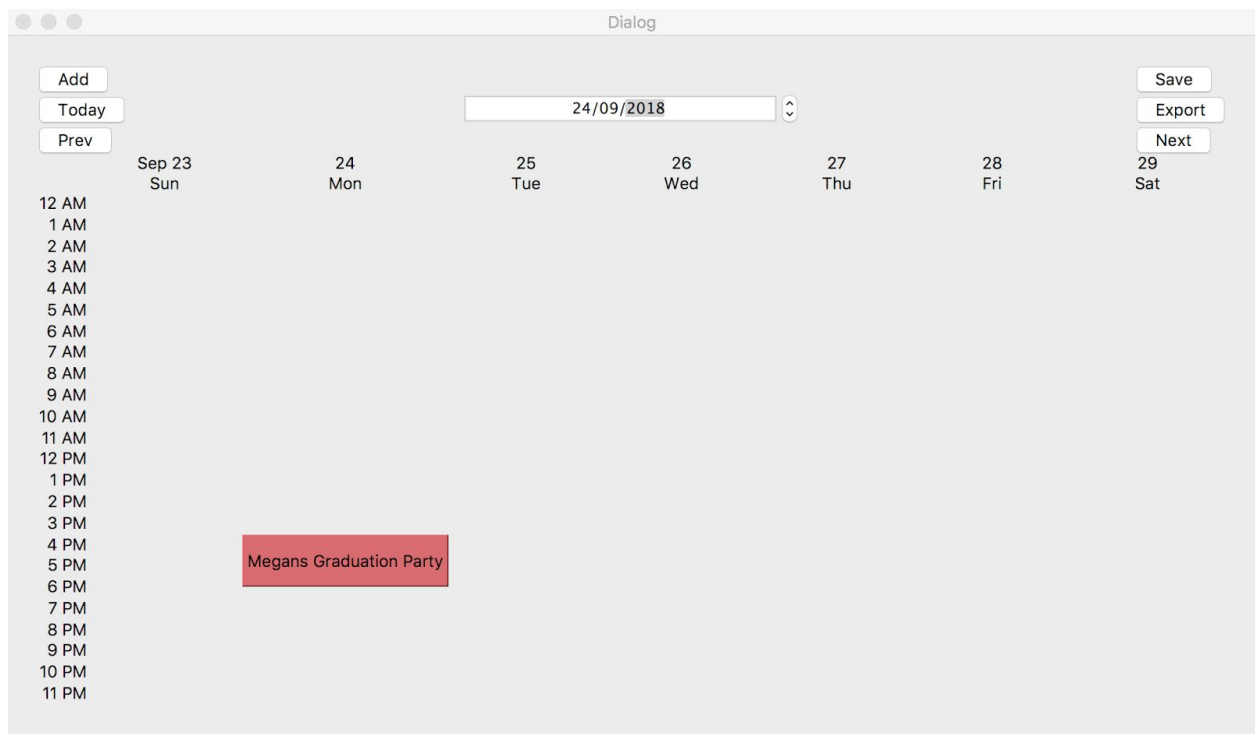


The screenshot shows a window titled "MainWindow" with a light gray border and three small circles in the top-left corner. Inside the window, there are several input fields and a large text area. The "Name" field contains "Megan's Graduation Party". The "Category" field contains "Social". The "Start Time" field contains "24/09/2018 3:00 PM" and has a small up/down arrow icon to its right. The "End Time" field contains "24/09/2018 06:30 PM" and also has a small up/down arrow icon to its right. Below these fields is a large text area labeled "Description" containing the text "Don't forget to bring cake!!!". At the bottom of the window, there is a red button labeled "Delete", a checkbox labeled "High Priority" which is checked, and a white button labeled "Save".

3. In this menu, type in the Name. The name must be shorter than 30 character. Optionally add a Category, this can be 50 characters long. Choose a start and end time, and add a description for added notes, this may be 300 character long. Optionally, indicate if the event is high priority. **Note: Tabs will be replaced with four spaces and newline characters are replaced with '\n'.**

4. When you are finished modifying the event information, click "Save". If you'd like to restart, click "Delete" or exit the window.

When you complete these instruction your event appears as so.

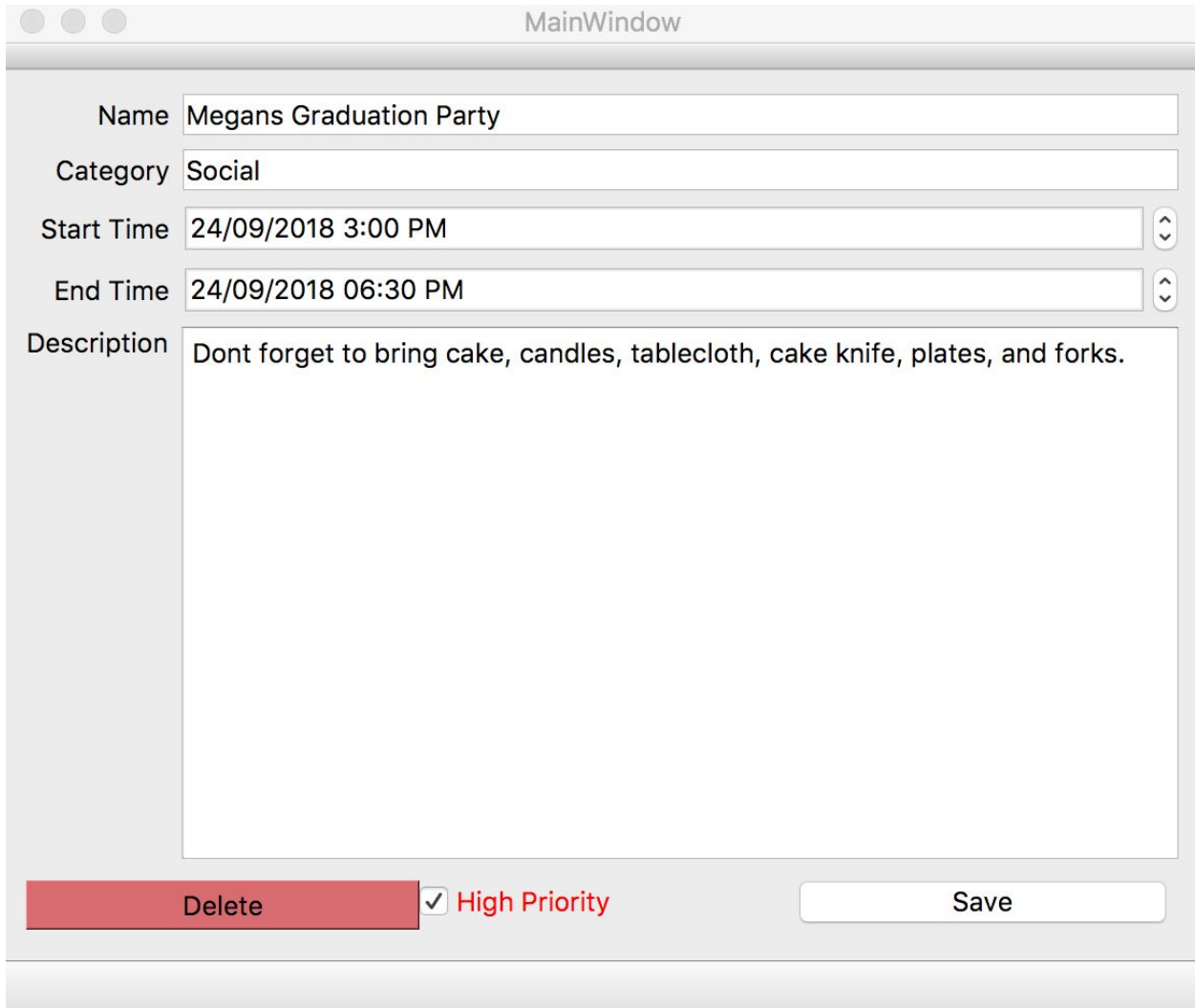


Note: Your changes have not been saved permanently yet. You must click “Save” or exit the application by pressing the X button at the top left corner of the window.

3. Editing an Event

If you would like to edit an event in the calendar, follow these steps. For example, Mary plans to attend her niece Megan's graduation party later this year. She added here event already, however she is notified that she must bring more supplies for people to eat her cake with and must arrive earlier than expected.

1. Open the application.
2. Navigate to the week of the event by clicking "Next/Prev" or use the week selection input as described in the introduction.
3. Click on the event in the Week Viewer component. This will open a window.



The screenshot shows a window titled "MainWindow" with a light gray border and three small circles in the top-left corner. Inside the window, there are several input fields and a large text area. The "Name" field contains "Megans Graduation Party". The "Category" field contains "Social". The "Start Time" field contains "24/09/2018 3:00 PM" and has a small up/down arrow icon to its right. The "End Time" field contains "24/09/2018 06:30 PM" and also has a small up/down arrow icon to its right. Below these fields is a large text area labeled "Description" on the left, containing the text "Dont forget to bring cake, candles, tablecloth, cake knife, plates, and forks." At the bottom of the window, there is a red button labeled "Delete", a checkbox that is checked and labeled "High Priority" in red text, and a white button labeled "Save".

4. In this menu, type in the Name. The name must be shorter than 30 character. Optionally add a Category, this can be 50 characters long. Choose a start and end time, and add a description for added notes, this may be 300 character long. Optionally, indicate if the event is high priority.

Note: Tabs will be replaced with four spaces and newline characters are replaced with '\n'.

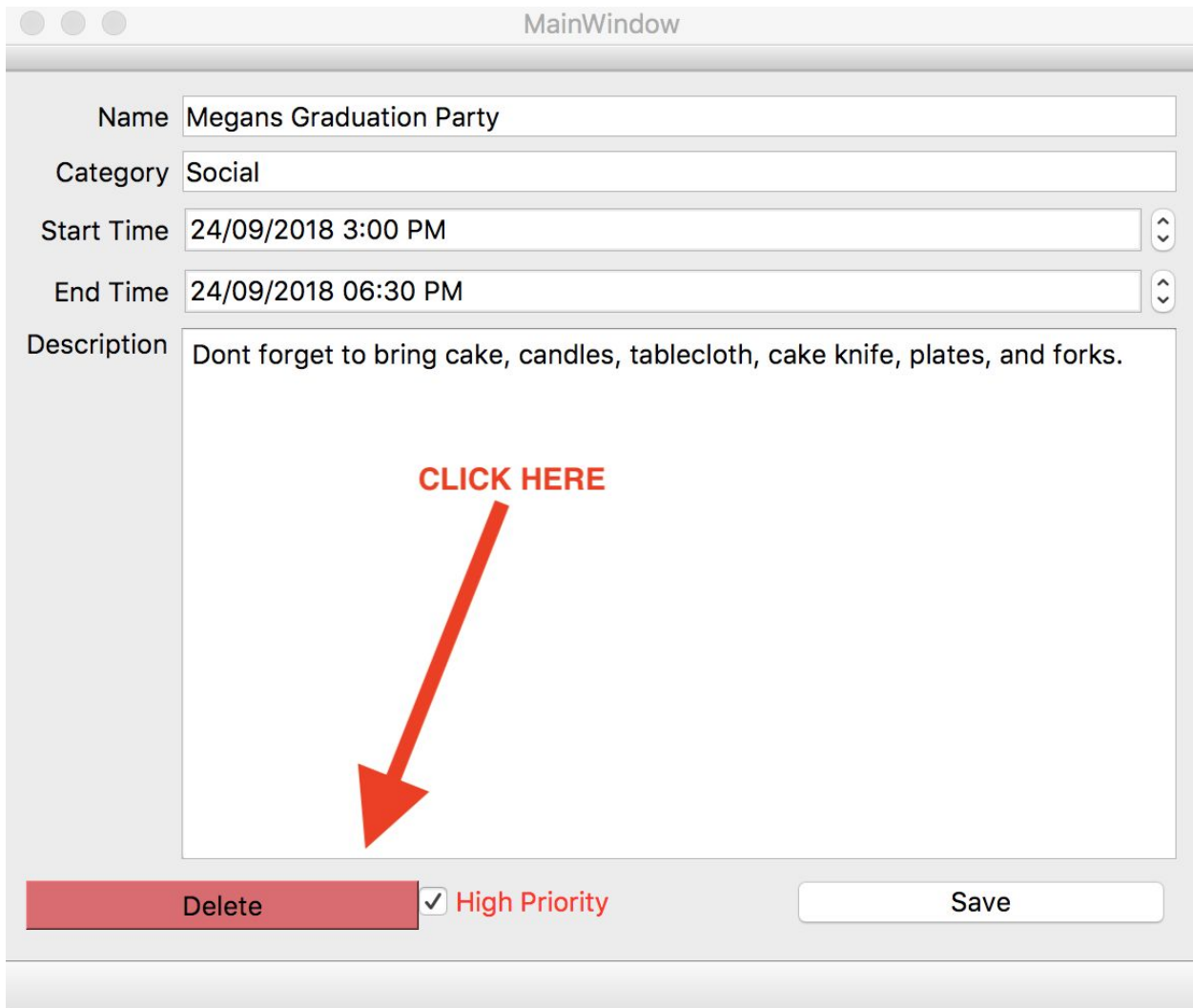
5. When you are finished modifying the event information, click “Save”. If you’d like to restart, exit the window.

Note: Your changes have not been saved permanently yet. You must click “Save” or exit the application by pressing the X button at the top left corner of the window.

4. Deleting an Event

If you would like to delete an event then follow these steps. For example, Mary plans to attend her niece Megan's graduation party in September, however, Megan intends to graduate earlier but without a specified date as of yet. Now, Mary must remove the previous event from her schedule.

1. Open the application.
2. Navigate to the week of the event by clicking "Next/Prev" or use the week selection input as described in the introduction.
3. Click on the event in the Week Viewer component. This will open a window.



The screenshot shows a window titled "MainWindow" with a light gray border and three small circles in the top-left corner. Inside the window, there are several input fields and a large text area. The "Name" field contains "Megans Graduation Party". The "Category" field contains "Social". The "Start Time" field contains "24/09/2018 3:00 PM" and has a small up/down arrow icon to its right. The "End Time" field contains "24/09/2018 06:30 PM" and also has a small up/down arrow icon to its right. Below these fields is a "Description" label followed by a large text area containing the text "Dont forget to bring cake, candles, tablecloth, cake knife, plates, and forks." A red arrow points from the text "CLICK HERE" to the bottom of the description text area. At the bottom of the window, there is a red button labeled "Delete", a checkbox that is checked and labeled "High Priority", and a white button labeled "Save".

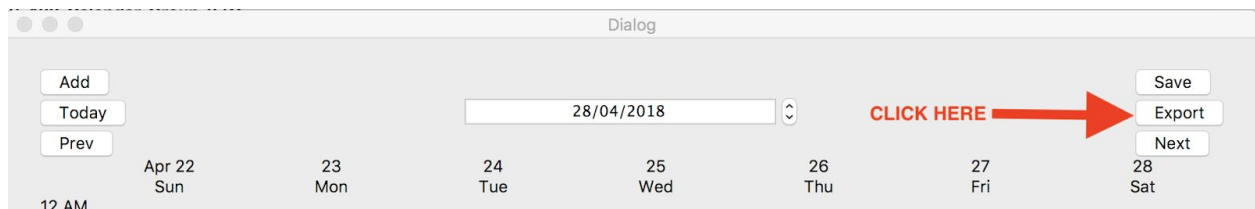
4. Click "Delete" to remove the event from the schedule.

Note: Your changes have not been saved permanently yet. You must click "Save" or exit the application by pressing the X button at the top left corner of the window.

5. Exporting to CSV

If you would like to export your the data from your calendar, follow these steps. For example, Mary's niece Megan is a computer science major and wished to train a neural network with data about people's schedules. Mary decides to provide Megan with an easily parsed tab separated file of her schedule.

1. Open the application.
2. Click "Export" button. This will add a backup file to the same folder that contains the application. The backup file will be named "backup-yyyy-mm-dd.csv" where yyyy is the current year, mm is the current month of the year, and dd is the current day of the month. The format of the file is one line per event structured as "<start_date> tab <start_time> tab <end_time> tab tab tab tab tab <end_time>".



Note: Exporting multiple times on one day will override the previous backup files of that day.