**Kalendar User Guide**

# Setting up:

1. Download the executable file from (www.kalendar.com/executable/file/here)
2. Double click the executable file
3. Follow the installation instructions

# Adding Events:

1. Press on the “+” sign on the bottom right of the screen to create a new task
2. Press on the edit icon to see all the available information fields for the event
3. Add a Title to the event (Must be added)
4. Pick which calendar the event belongs to
5. Fill out the optional fields for the event
6. Press “Save”

# Moving Events:

1. Select the event you want to move
2. Drag it to the desired day
3. Choose “Move just this event occurrence”

# Deleting Events:

1. Select the event you want to delete
2. Press on the options button
3. Select “Remove this occurrence”

# Handling Conflicts:

Kalendar has built in potential conflict handlers. It does so by displaying warnings to the user when they try to schedule an event that conflicts with another existing event.

# Reinforcing Healthy Living:

Kalendar is built with the user’s health in mind. Kalendar will display warnings for the users if they try to schedule events late in the day to ensure the user get proper sleep. Kalendar also using “Health Rings” to show the user if they are getting enough sleep, scheduling enough time in their day to eat, and enough time to do some physical activity.