

Principal Planner Deployment Document

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Principal Planner allows users to schedule tasks and daily activities. This product is useful in both professional and non-professional environments allowing users to organize work activities or events that they wish to be reminded of. This product is also useful for scheduling tasks and reminders.

Github Repository: [https://github.com/m-aldelah/Principal\\_Planner](https://github.com/m-aldelah/Principal_Planner)

#### How to open principal planner:

1. Download project files from github repository and unzip onto your computer
2. Open '376 project' in a browser
3. After reading the start page, click the 'Get Started' button

#### How to add event:

1. Click on the day the event will be added to
2. Enter the event's name into the text box that pops up
3. Click the 'save' button

#### How to reschedule event:

1. Press calendar day with an event
2. Enter new date of event
3. Press 'Reschedule' button

#### How to show today's tasks:

1. Add an event for today's date
2. Refresh the page if necessary
3. Press the green 'Show events' button on the left side of the screen
4. Today's events will show on the lined paper to the left of the screen.

#### How to delete event:

1. Click on date with event
2. Click delete event button

#### How to view today's date:

1. Find date with blue background
2. Click on date for today's date and event

How to show reminders:

1. Refresh the page
2. Click the 'Show Notifications' button on the top
3. Click the 'OK' button

How to add reminders:

1. Click on 'Schedule Reminder' button
2. Click on the text box and enter name of the reminder
3. Enter date of the reminder
4. Click the 'Done' button