Constellation User Manual

A simple user manual to get around this application

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# General information

## Terms

### Notes

A note is a type of data, it contains a name, a body and a date. These categories make up what makes a note a note. Notes make up the bulk of the application and is all the tasks you create.  
On boards Notes are look like this

A blue and black text

Description automatically generated

In the top left corner you have the name of the note, this is there to give you the general idea of what the note about and the task name.

On the bottom half you have the preview of the notes blurb, this is set to give you an idea of what to expect from the task the note is assigned

In the top right corner you’ll see an “S” this is the settings which opens the note up allowing you to edit the note, for more information see Note Editor Page

Tips  
notes are moved around by clicking and holding on that right bar of the note then simply drag them into the next column or back.

Double clicking the note will also open up the Note Editor.

### Board

A board is a storage container for the notes you create. It has a name and are used throughout the application to select where you want Notes from and where you need Notes. It consists of three columns each being, ToDo, Doing and Done.  
for more information see Boards in the Pages tab

# Pages

## Login page

When launching the application for the first time you’ll be greeted to this page

A screenshot of a computer screen

Description automatically generated

### Signup Button

When pressing the sign up button your entered Username and Passwords will create a profile for you. It will then log you into the Homepage

### Login Button

Pressing this button starts the login Process, it checks the entered username and passwords to see if they are correct or not.

### Other

When signing up you might get a message saying that the Username already exists, to get past this you will need to change your name to a username that isn’t already taken.

For any errors relating to this login page please check out the error page for this section

## Homepage

The homepage where you will be able to see up coming tasks, stuff that needs to be done and navigate to boards

### Navigation Bar

A grey rectangular object

Description automatically generatedthis navigation bar allows you to navigate around the rest of the application, on the top portion, you’ll see your profile picture and your username.

Down from that is the board selection tool (“Open Board”), when opened you will be show with a window that asks what board you want to open, to select a board open the drop-down menu and select your board. A screenshot of a computer

Description automatically generated

Once selected press open and it will open the board up for you, or you could press cancel and stop this action.

Down from open board is your pinned boards, boards you pin will load here and all you do from there is click on the name and it’ll open.

Further down at the bottom we have the “Create Board” and “Settings”.

Create Board –  
This Button opens the board creation tool, a simple dialogue box. A screenshot of a computer screen

Description automatically generated

Here you enter the name of the Board you wish to create after inputting the name into the small textbox press “OK” to confirm this and the board will be created, after this action is complete the Board will open.

Settings –   
this button opens the settings Page for more detailed information please go to the settings Page

### ToDo

Welcome to the ToDo Segment, this nifty little panel will allow you to cycle through all your boards and see what is left to do.  
A screenshot of a computer

Description automatically generatedLets start at the top.on the top half you have the Selector that will cycle through all your boards, to start cycling through them click on the Left and Right arrows either side of the Banner text.

A screenshot of a computer

Description automatically generated

Once you’re on the board you want you’ll see all your notes displayed underneath the selector. To access more information on the note select it from the list by simply clicking on it.

Once selected you’ll see that the three buttons on the left have been enabled as the text becomes clearer. Lets go through each of the buttons.

#### Move

A screenshot of a computer game

Description automatically generatedInteresting three new buttons have appeared, by simply clicking on one of the three new buttons you’ll move the selected note to that column, quick for when you don’t have time to open the board up.

#### Edit

When selecting edit a new window will open, this is the Note editor to find more please go to the Note Editor Page.

#### Delete

This button deletes the selected note from the Board, once this action is done it cannot be undone, don’t worry though as a safety pop up will ask for confirmation

### Coming Up

A screenshot of a computer

Description automatically generated

This Section allows you to see any upcoming deadlines that have been set on notes. This allows you to help plan your day around what needs to be done.   
To starting using this simple press the drop-down menu from the top bars date selector, select a date then all your coming up notes for that day will appear on the left,

A screenshot of a computer

Description automatically generated

When a note is selected you can see it’s body data and see what board it is from, this helps you easily see what projects need to be worked on ASAP, an excellent way to get on top of your work.

## Boards

This is where the magic happens in the application, here you’ll have a large view of your selected board you’ve opened, lets break it down.

### Navigation bar



These three buttons affect the board.

  
These two buttons close the board.

#### Close

Pressing the close button activates an application closing from the Board, this allows you to close the application without going back to the homepage or login page.

#### Back

Pressing the back button takes you back to the homepage and allows you to continue your previous operations in the application.

#### Add Note

Adding a note to the board is easy with this button, simply click on it and you’ll be prompted the make a note using the Note Editor, for more information see the Note Editor Page

#### Delete Note

A screenshot of a computer

Description automatically generated

This is the note deletion screen that pops up when “Delete Note is selected”, here you can delete a note by entering its name into the text box provided. After entering the name select “OK” to remove the note. This action cannot be undone. Pressing cancel at anytime before you press “OK” will stop this action

#### Pin Board

When pressing this button, it’ll allow you to Pin the board to the form. A simple dialogue box will show up as well  
A screenshot of a computer

Description automatically generated

By clicking Yes, you either Unpin or Pin the board to the homepage, a short and simple process for pinning boards.

### NoteGrid

On the bottom side of the screen you have the NoteGrid, this is where the boards magic shines.

A screenshot of a computer

Description automatically generated

#### Understanding the NoteGrid

The NoteGrid is simple and easy to use. To move your notes around between the three columns you can simply drag them across. This is done by holding click down on them and dragging between the columns. The NoteGrid is split into three different columns. To Do, Doing and Done each column represents three stages of production.

#### ToDo

The ToDo column is where notes go when they are created. This column represents the stuff that you need to do. Use this column to have everything you need to do in it

#### Doing

The Doing Column represents what you are currently working on and completing

#### Done

This column represents what Is done in your project and can be cleared out by deleting the notes

## Note Editor

This is where you can freely edit your Notes information, dates, name and description.

A screenshot of a computer screen

Description automatically generatedThis small popup is the Note editor.  
On the left hand side of this window you’ll see the names of each box,

### Name

This row allows you to set the name of the note and what name it displays on the Board.

### Blurb

This row sets the preview text of the Note this preview text can be seen from the Board and allows you to get an idea of what task you have to do

### Information

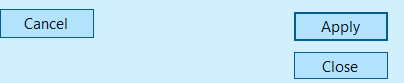
This is the major part of your note here you give the note a description about what needs to be done in it. Give it detail and depth to understand what needs to be done

### Date

Here you set the date of when the Note needs to be completed by. This helps you stay on task and get these jobs done on time

### Buttons

Once all is done press the Apply button, this saves the change you made to the note. Once clicked a new button will appear the close button. This button will close the note and update the board with the new data.



The cancel button closes the note down without any changes

## Settings

Here you can change the look of the application as well as some more advanced settings. To change between the tabs simply click on the tabs as the top

### GraphicsA screenshot of a computer Description automatically generated

Welcome to the graphics tab of the settings here you can modify the colours and create new templates to use.

#### Colour Schemes

Here there are five buttons, each button will open a colour selector menu allows you to select custom colours and apply them to the corresponding name on the buttons text  
A screenshot of a computer

Description automatically generated

A screenshot of a color palette

Description automatically generatedHere is the Colour selector menu, you can select from the basic colours but also by clicking the “Define Custom Colors” button the windows expands to show a colour selector. Simply adjust the colour selector to select the colour

Once you are done with your decision press “OK” to save the changes. Once this is done the preview button will change colour main settings page will change colour

# Errors

## Login Page

Common Errors –