



**POLITECNICO
DI MILANO**

User manual

MeteoCal

January 20, 2015

Manuel Grillo
Francesco Fermi
Jerry M. Jude

0. Index

Table of Contents of User manual

0. Index.....	2
1. Requirements.....	3
2. Sign up.....	3
2.1. To register on MeteoCal	3
3. Log in.....	6
3.1. To access MeteoCal	6
4. Event management.....	8
4.1. To create a new event.....	8
4.2. To edit an existing event.....	13
4.3. To see the details of an event.....	17
4.4. To answer an invitation.....	18
4.5. To decline a previously accepted invitation	19
5. Search for other users.....	20
5.1. To see other user's profile	20
6. Using the calendar	22
6.1. To go to your calendar	22
6.2. To hide your calendar	23
6.3. To un-hide your calendar.....	24
6.4. To change the calendar view	25
6.5. To go to today in the calendar view.....	27
7. Share calendars.....	28
7.1. To export a calendar	28
7.2. To import a calendar	29
8. Log out	31
8.1. To close your current MeteoCal session.....	31
9. Problems	32
9.1. To retrieve your user name or reset your password	32

The opinions expressed in this document are those of the authors, and do not necessarily reflect the opinions of the mebers of the Politecnico di Milano university.

1. Requirements

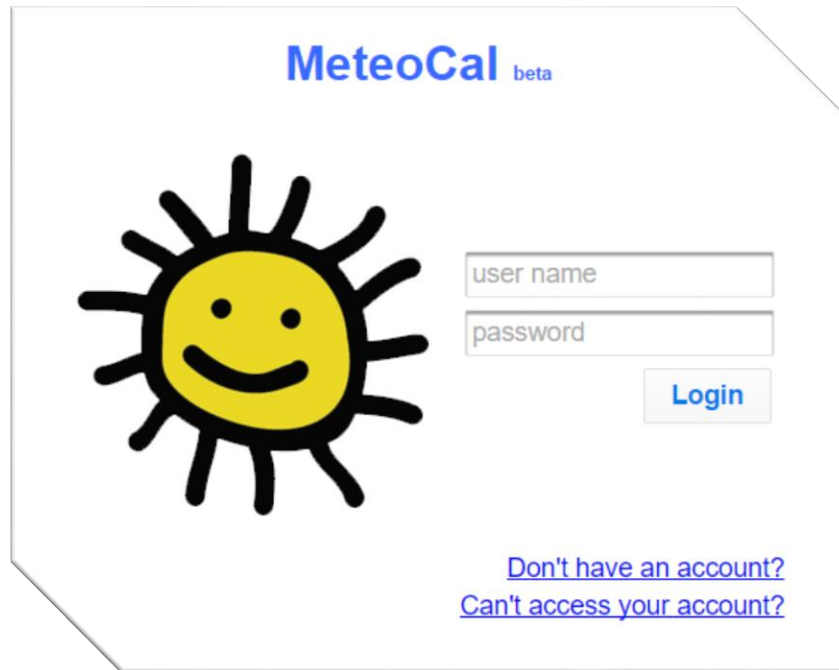
- Internet connection;
- web browser (Internet Explorer 11 or above, Google Chrome 38 or above).

2. Sign up

2.1. To register on MeteoCal

Step 1

Go in the first page.

The image shows the login page for MeteoCal beta. At the top, the text "MeteoCal" is in blue, with "beta" in a smaller font to its right. Below the text is a large, stylized yellow sun with a black outline and a smiling face. To the right of the sun are two input fields: the top one is labeled "user name" and the bottom one is labeled "password". Below these fields is a blue "Login" button. At the bottom right of the page, there are two blue links: "Don't have an account?" and "Can't access your account?".

MeteoCal beta

user name

password

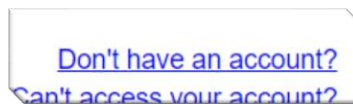
Login

[Don't have an account?](#)

[Can't access your account?](#)

Step 2

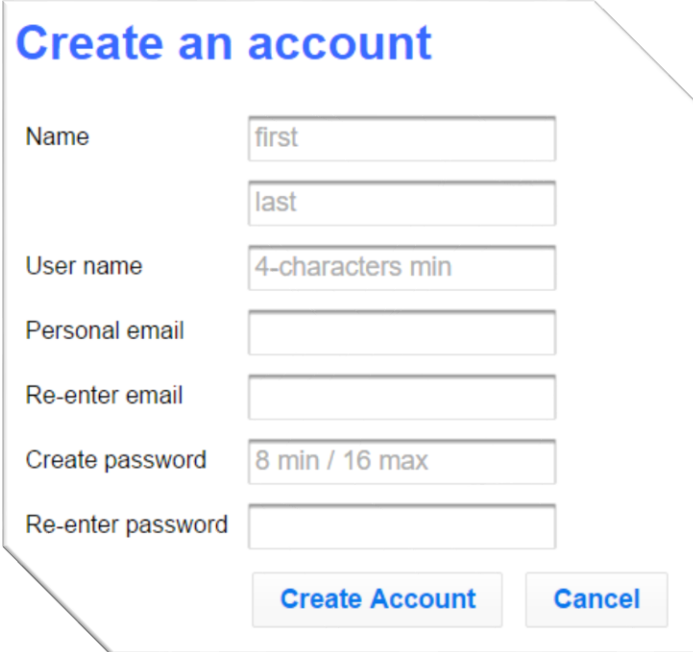
Click on "Don't have an account?"

The image shows a small rectangular box with a light gray background and a thin black border. Inside the box, there are two blue links: "Don't have an account?" and "Can't access your account?".

[Don't have an account?](#)

[Can't access your account?](#)

The sign up page will be displayed.



Create an account

Name

User name

Personal email

Re-enter email

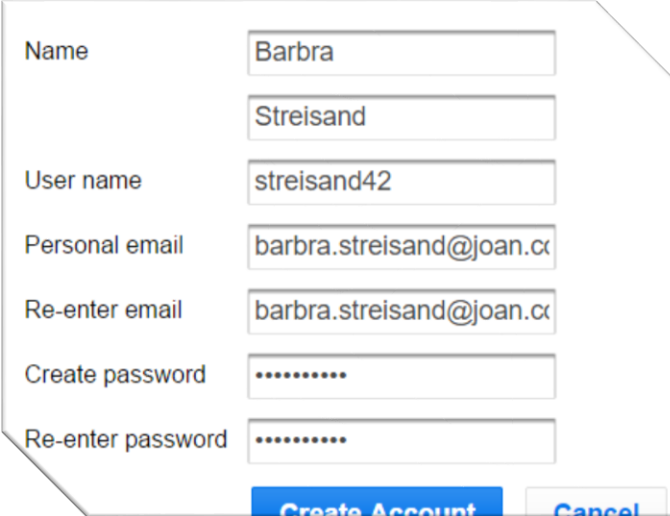
Create password

Re-enter password

[Create Account](#) [Cancel](#)

Step 3

Completely fill the form.



Name

User name

Personal email

Re-enter email

Create password

Re-enter password

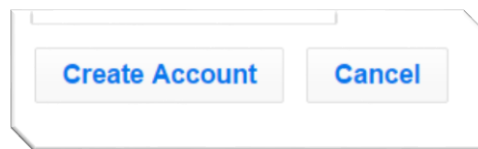
[Create Account](#) [Cancel](#)

The requested information are:

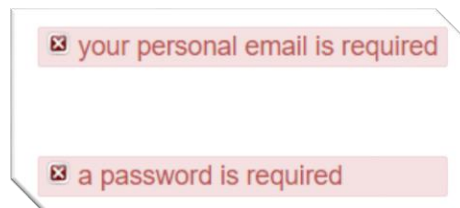
- **Name (first):** your personal name.
- **Name (last):** your surname.
- **User name:** your user name for MeteoCal – must be **at least** composed by **4 characters** and it must not already exist in the system.
- **Personal email:** your email address.
- **Re-enter email:** again, your email address – must be the same entered in the previous input and must not already exist in the system.
- **Create password:** the password that you will use to access the system – its number of **characters** must be **between 8 and 16**.
- **Re-enter password:** again, the password – must be the same entered in the previous input.

Step 4

Click on “Create account” to submit the form – otherwise click on “Cancel” to undo, and come back to the first page.



When submitting, you will be alerted of possible issues. Otherwise, if everything is correct, you will be redirected to the first page.

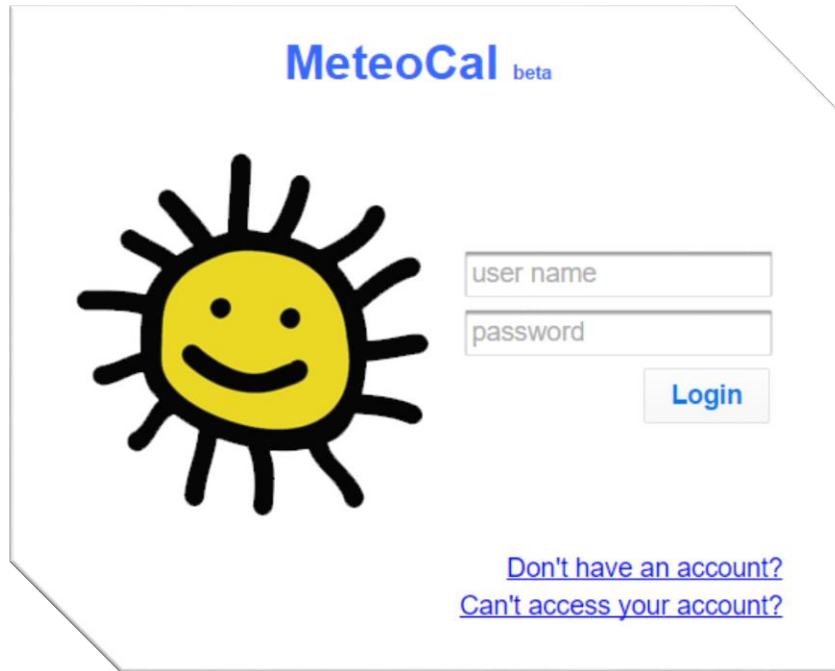


3. Log in

3.1. To access MeteoCal

Step 1

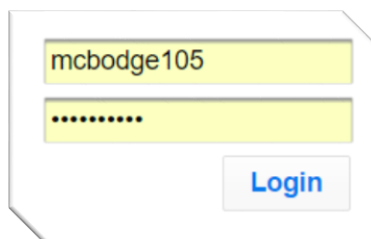
Go in the first page.



The image shows the MeteoCal beta login page. At the top, the text "MeteoCal" is in blue, with "beta" in a smaller font to its right. Below the text is a large, stylized yellow sun with a black outline and a smiling face. To the right of the sun are two input fields: the top one is labeled "user name" and the bottom one is labeled "password". Below these fields is a blue "Login" button. At the bottom right of the page, there are two links: "[Don't have an account?](#)" and "[Can't access your account?](#)".

Step 2

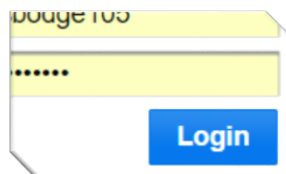
Completely fill the form, inserting your username and password (specified during the registration).



The image shows the login form with the username field filled with "mcbodge105" and the password field filled with a series of dots. The "Login" button is still light blue.

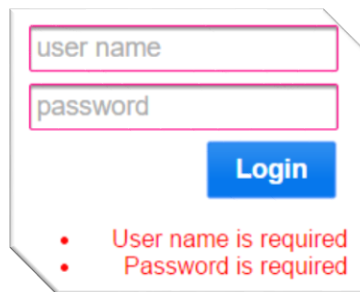
Step 3

Click on "Login" to submit the form.



The image shows the login form with the "Login" button now highlighted in a darker blue, indicating it has been clicked.

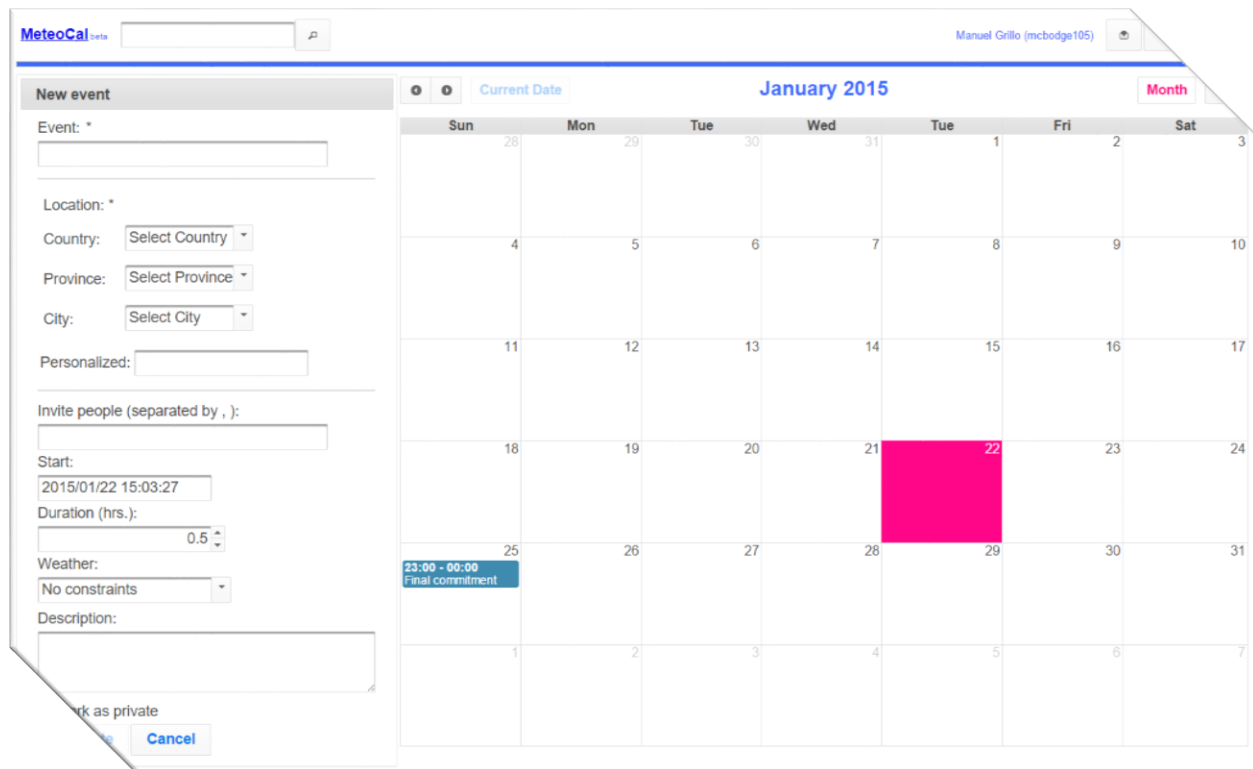
When submitting you will be alerted of possible issues.



A login form with two input fields: "user name" and "password". Below the fields is a blue "Login" button. At the bottom, there are two red error messages:

- User name is required
- Password is required

If everything is correct, you will be redirected to the first page.



The MeteoCal interface shows a calendar for January 2015. The left sidebar contains a "New event" form with the following fields:

- Event: *
- Location: *
- Country: Select Country
- Province: Select Province
- City: Select City
- Personalized:
- Invite people (separated by ,):
- Start: 2015/01/22 15:03:27
- Duration (hrs.): 0.5
- Weather: No constraints
- Description:
- Mark as private
- Cancel

The main calendar area shows a grid for January 2015. The date 22nd is highlighted in pink. A blue box on the 25th indicates a "23:00 - 00:00 Final commitment".

4. Event management

4.1. To create a new event

Step 1

Open your personal page.

The screenshot shows the Meteocal application interface. On the left is a 'New event' form, and on the right is a calendar for January 2015.

New event form:

- Event: * (text input)
- Location: *
 - Country: Select Country (dropdown)
 - Province: Select Province (dropdown)
 - City: Select City (dropdown)
- Personalized: (text input)
- Invite people (separated by ,): (text input)
- Start: 2015/01/22 15:03:27 (text input)
- Duration (hrs.): 0.5 (spin button)
- Weather: No constraints (dropdown)
- Description: (text area)
- Mark as private (checkbox)
- Cancel button

Calendar (January 2015):

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

A pink square highlights the date 22 on the Tuesday of the first week. A blue box on the 25th indicates a 'Final commitment' from 23:00 to 00:00.

In the left side of the screen, identify the “New event” panel.

New event

Event: *

Location: *

Country:

Select Country

Province:

Select Province

City:

Select City

Personalized:

Invite people (separated by ,):

Start:

2015/01/22 15:03:27

Duration (hrs.):

0.5

Weather:

No constraints

Description:

☐ Mark as private

Create

Cancel

Step 2

Fill the form inserting at least an event name and a location (and, of course, an initial point in time).

New event

Event: *

Pseudo-birthday

Location: *

Desenzano del Garda (BS) - IT

Country:

IT

Province:

BS

City:

Desenzano del

Personalized:

Invite people (separated by ,):

cescofrank, streisand42

Start:

2015/01/30 19:30:00

Duration (hrs.):

10

Weather:

No constraints

Description:

I know, it's not my birthday, but who cares! :D

☒ Mark as private

Create

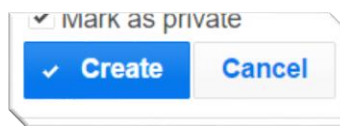
Cancel

Meaning of the event information:

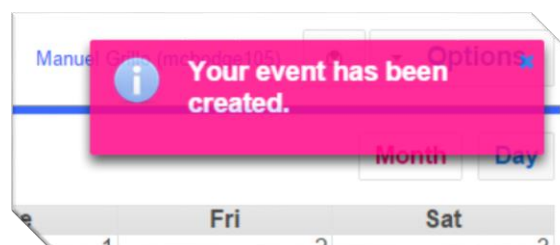
- **Event:** the name of the event.
- **Location:** here will be displayed the selected location. The location can either come from the assisted selection (i.e. generated) or personalized (i.e. typed):
 - o **Assisted selection:** you must select the country, then the province and then the city. At the end of the selection you will be able to see the selected place next to the "Location" label. **You must select the location in this way to exploit the weather functionalities of the web app.**
 - o **Personalized location:** as an alternative to the assisted location you can write a location by yourself. You will be able to see the typed location next to the "Location" label, in brackets. Remember that, since no formal location information can be retrieved, **no weather functionalities will be provided.**
- **Invite people:** here you must write the exact user name of the users that you want to invite to the event, separated by a comma (","). Leave this field empty to invite no one (we define it a personal event).
- **Start:** select the day when the event starts (remember that it must be in the future).
- **Duration:** the actual duration (in hours) of the event.
- **Weather:** eventually select the weather constraint that mostly fits with the event you are creating (you can choose from: no constraints, requires clear sky, requires no precipitation, requires snow, no extreme conditions). Please remember that you must provide a location using the assisted selection feature to exploit this functionality.
- **Description:** eventually describe the event.
- **Mark as private:** if you want that the other user will be only able to see the timeslot (start and end) of the event and no other information will be available, check this box. The event will be private and only you and who are invited can see its details.

Step 3

Click on "Create" to submit the information about the event, otherwise click on "Cancel" to undo.



In the upper-right side of the screen, an alert about the successful (or not) creation of the event will be displayed.



If the event has been correctly created, it will also appear in your calendar.

Sun	Mon	Tue	Wed	Tue	Fri	
28	29	30	31	1	2	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

23:00 - 00:00
Final commitment

19:30 - 05:30
(P) Pseudo-birthday

4.2. To edit an existing event

Step 1

From a calendar or a notification, **reach the interested event page:**

- From a calendar: click on the label of the event.
- From a notification: click on the “Go to event” button.

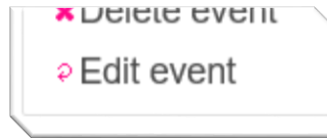
The screenshot shows the Meteocal beta web interface. At the top, there's a search bar and a user profile for 'Manuel Grillo (mcbodge105)'. The main event is titled 'Pseudo-birthday' and is marked as a 'Public event'. To the left of the event details is a weather icon showing a cloud with rain. Below the icon, it says 'Forecast: Rain' and 'No weather constraint'. On the right side, the event details are listed: 'Date: Fri, 2015/01/30, 19:30 - Sat, 2015/01/31, 05:30', 'Location: Desenzano del Garda (BS) - IT', 'Attendees: Manuel Grillo (mcbodge105) [creator]', 'Maybe going: Barbra Streisand (streisand42)', 'Not going:', and 'Description: I know, it's not my birthday, but who cares! :D'. In the bottom-left corner, there is a tools panel with two buttons: 'Delete event' (with a red 'x' icon) and 'Edit event' (with a circular arrow icon).

In the bottom-left side of the screen, identify the tools panel.

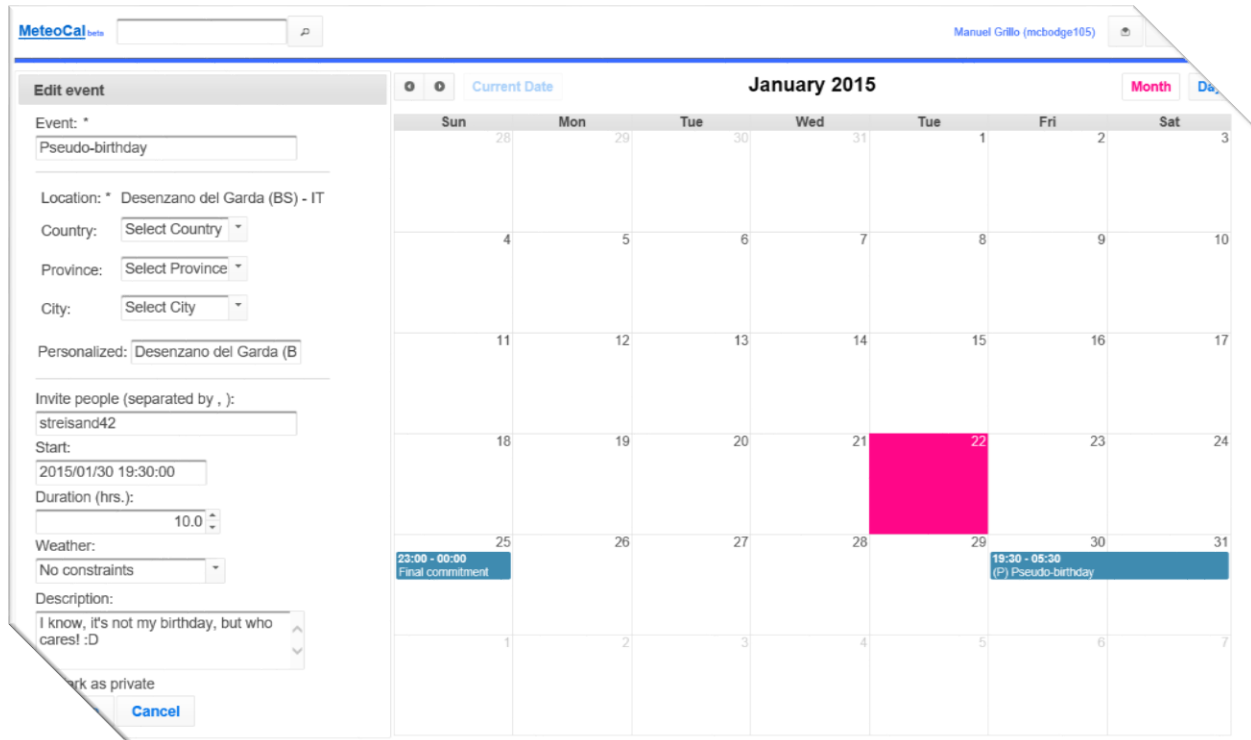
This is a close-up of the tools panel from the previous screenshot. It is a white box with a grey border and a drop shadow. It contains two buttons: 'Delete event' with a red 'x' icon and 'Edit event' with a circular arrow icon. Above the buttons, the text 'NO weather constraint' is visible.

Step 2

Click on “Edit Event”.



Your personal page will be displayed.



The screenshot shows the MeteoCal application interface. On the left is the 'Edit event' form, and on the right is a calendar for January 2015.

Edit event form:

- Event: * Pseudo-birthday
- Location: * Desenzano del Garda (BS) - IT
- Country: Select Country
- Province: Select Province
- City: Select City
- Personalized: Desenzano del Garda (B)
- Invite people (separated by ,): streisand42
- Start: 2015/01/30 19:30:00
- Duration (hrs.): 10.0
- Weather: No constraints
- Description: I know, it's not my birthday, but who cares! :D
- Mark as private
- Cancel

Calendar (January 2015):

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Events on the calendar:

- January 22: Pink square event.
- January 25: 23:00 - 00:00 Final commitment
- January 29: 19:30 - 05:30 (P) Pseudo-birthday

In the left side of the screen, identify the “Edit event” panel.

Edit event

Event: *

Pseudo-birthday

Location: * Desenzano del Garda (BS) - IT

Country: Select Country

Province: Select Province

City: Select City

Personalized: Desenzano del Garda (B

Invite people (separated by ,):

streisand42

Start:

2015/01/30 19:30:00

Duration (hrs.):

10.0

Weather:

No constraints

Description:

I know, it's not my birthday, but who cares! :D

☒ Mark as private

Save Cancel

Step 3

Do your changes.

Edit event

Event: *

Pseudo-birthday

Location: *

Desenzano del Garda (BS) - IT

Country:

Select Country

Province:

Select Province

City:

Select City

Personalized:

Desenzano del Garda (B

Invite people (separated by ,):

streisand42

Start:

2015/01/30 20:30:00

Duration (hrs.):

9

Weather:

Requires no precipitation

Description:

cares! :D
We'll meet in Piazza del Lago, as
usual. ;)

☒ Mark as private

✓ Save

Cancel

Step 4

Apply the changes that you made **clicking on “Save”**. Otherwise click “Cancel” to undo.

usual. ;)

☒ Mark as private

✓ Save

Cancel

4.3. To see the details of an event

From a calendar or a notification, reach the interested event page:

- From a calendar: click on the label of the event.
- From a notification: click on the “Go to” button.

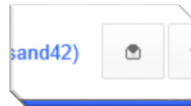
4.4. To answer an invitation

Step 1

In the upper-side any page, **identify the toolbar**.



On the toolbar, identify the notifications icon.

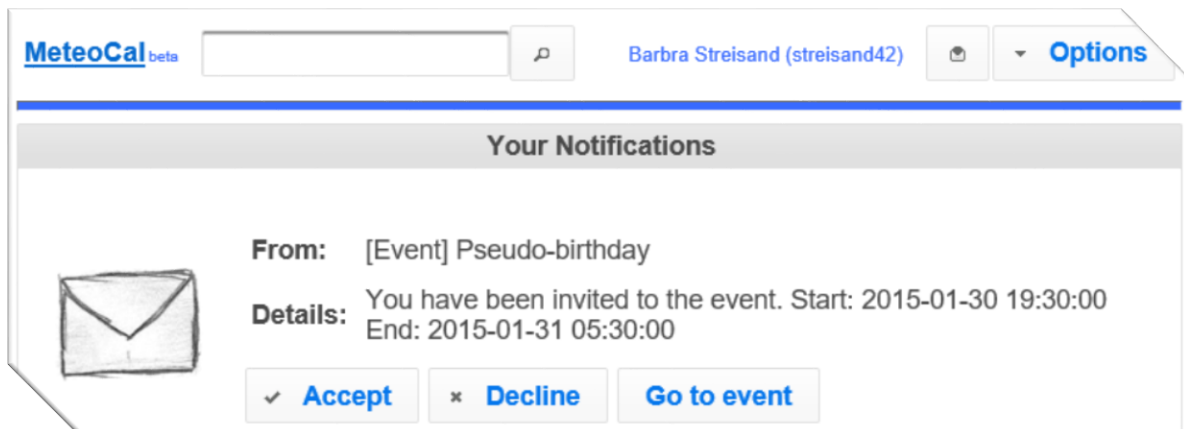


Step 2

Click on the notifications icon.



The page with your notifications will be displayed.



Step 3

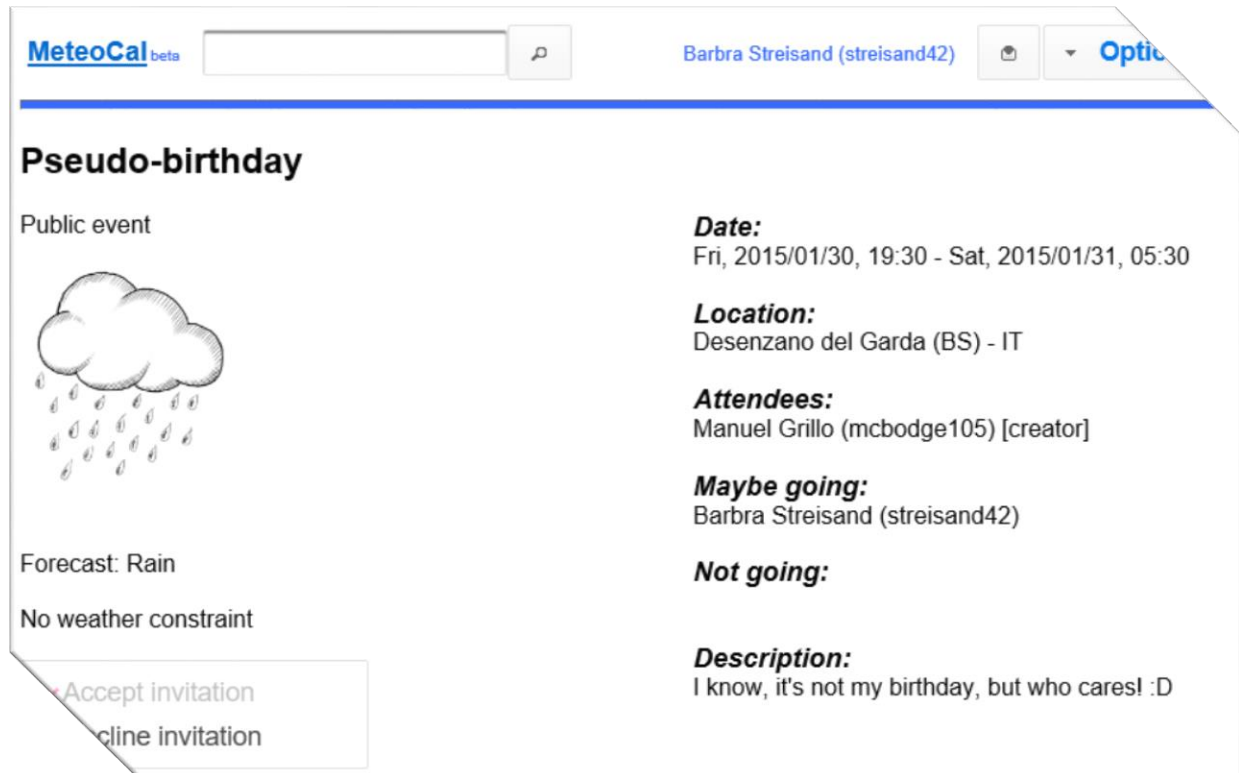
Click on the action buttons to accept or decline the invitation. If you want to see the detailed event page click on "Go to event".

4.5. To decline a previously accepted invitation

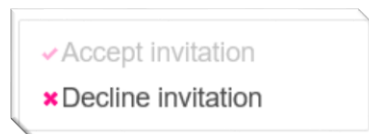
Step 1

From a calendar or a notification, **reach the interested event page:**

- From a calendar: click on the label of the event.
- From a notification: click on the “Go to event” button.

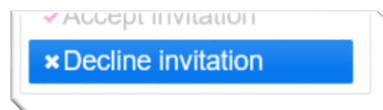


In the bottom-left side of the screen, identify the tools panel.



Step 2

Click on “Decline invitation”.



Your invitation will be permanently declined (you can be re-invited).

5. Search for other users

5.1. To see other user's profile

Step 1

On the upper-side of any page, **identify the toolbar**.

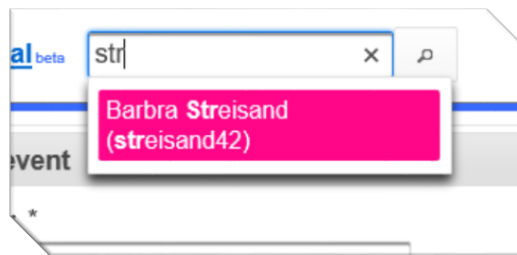


On the toolbar, identify the search box.



Step 2

Search for the user and click on her name.



Step 3

Confirm clicking on button on the right side.




You will be redirected to the user's profile, where you'll be able to see her calendar.

MeteoCal beta

Manuel Grillo (mcbodge105) **Op**

Barbra Streisand (streisand42)

Barbra Streisand (streisand42)



Current Date

January 2015

Month Day

Sun	Mon	Tue	Wed	Tue	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

15:00 - 19:00
Pool party

19:30 - 05:30
(P) Pseudo-birthday

6. Using the calendar

6.1. To go to your calendar

Your calendar is in your personal page. You can go there from any page clicking on MeteoCal's logo, in the toolbar.

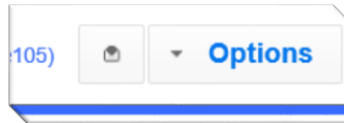
6.2. To hide your calendar

Step 1

In the upper-side any page, **identify the toolbar**.

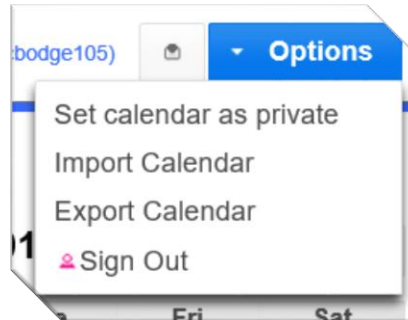


On the toolbar, identify the “Options” icon.



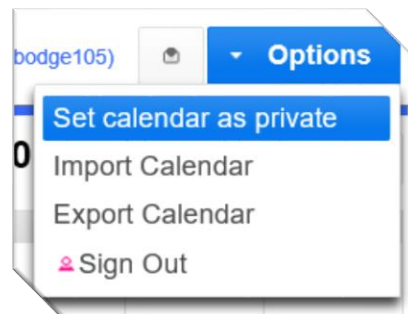
Step 2

Click on the “Options” icon to let the menu appear.



Step 3

Click on “Set calendar as private”.



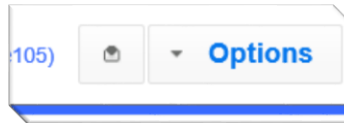
6.3. To un-hide your calendar

Step 1

In the upper-side of any page, **identify the toolbar**.

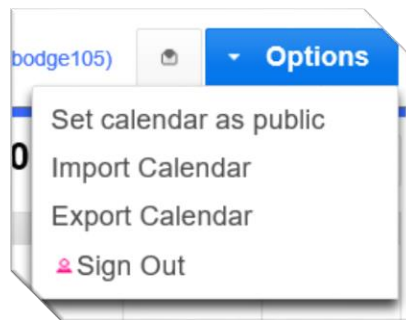


On the toolbar, identify the “Options” icon.



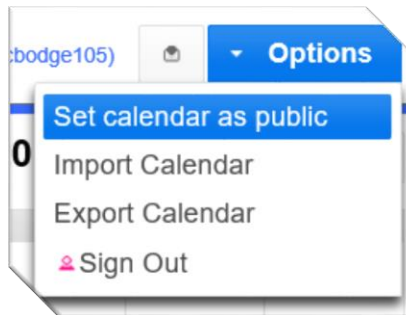
Step 2

Click on the “Options” icon to let the menu appear.



Step 3

Click on “Set calendar as public”.



6.4. To change the calendar view

Step 1

Open your personal page.

The screenshot shows the MeteoCal application interface. On the left is a 'New event' form with fields for Event, Location (Country, Province, City), Personalized, Invite people, Start, Duration, Weather, and Description. On the right is a calendar for January 2015. The calendar shows a grid of days from Sunday to Saturday. A pink square highlights the date 22nd. Two blue bars represent events: '23:00 - 00:00 Final commitment' on the 25th and '19:30 - 05:30 (P) Pseudo-birthday' on the 29th. The top of the interface includes the MeteoCal logo, a search bar, and the user name 'Manuel Grillo (mcbodge105)'.

Identify the upper-side of the calendar.

This close-up shows the top part of the calendar interface. It includes a 'Current Date' button, the month 'January 2015', and tabs for 'Month' and 'Day' views. Below the tabs is a row of day labels: Sun, Mon, Tue, Wed, Tue, Fri, Sat. The calendar grid below shows the days of the month, with the 22nd highlighted in pink.

Step 2

Click on the “Day” or “Month” button to change the view.

The screenshot displays the MeteoCs! beta application interface. On the left, a 'New event' form is visible with the following fields:

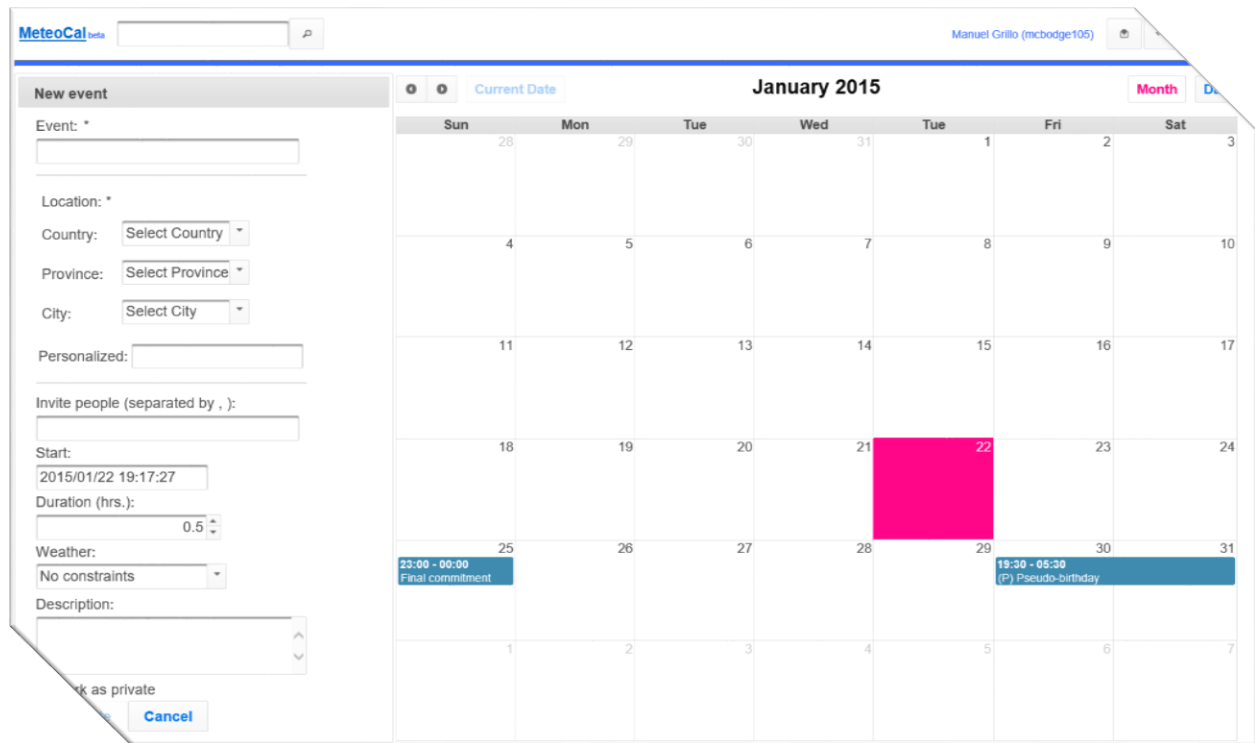
- Event: *
- Location: *
- Country: Select Country
- Province: Select Province
- City: Select City
- Personalized:
- Invite people (separated by , ;):
- Start: 2015/01/22 19:17:27
- Duration (hrs.): 0.5
- Weather: No constraints
- Description:
- Mark as private
- Cancel

On the right, the calendar view is set to 'Current Date' and shows 'Friday, Jan 30, 2015'. The view is currently set to 'Day'. The calendar shows a timeline from 8am to 11pm. A blue event block is visible, spanning from 7pm to 11pm, with the text '19:30 - 05:30 (F) Pseudo-birthday'.

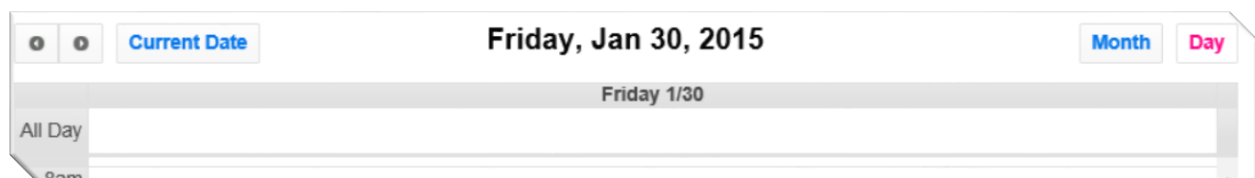
6.5. To go to today in the calendar view

Step 1

Open your personal page.



Identify the upper-side of the calendar



Step 2

Click on the "Current Date" button to quickly reach the current day.

7. Share calendars

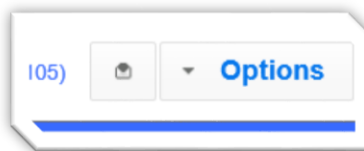
7.1. To export a calendar

Step 1

In the upper-side of any page, **identify the toolbar**.

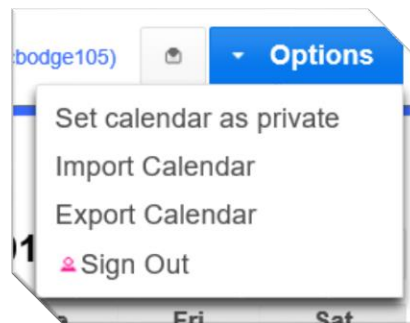


On the toolbar, identify the “Options” icon.



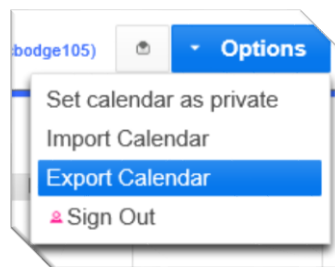
Step 2

Click on the “Options” icon to let the menu appear.



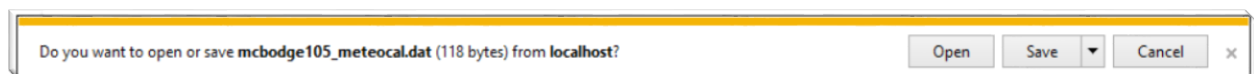
Step 3

Click on “Export calendar”.



Step 4

Click “Save” to actually download the calendar.



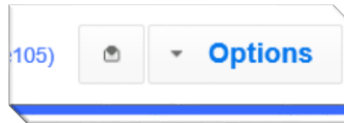
7.2. To import a calendar

Step 1

In the upper-side of any page, **identify the toolbar**.

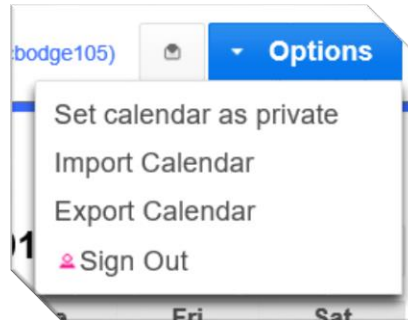


On the toolbar, identify the “Options” icon.



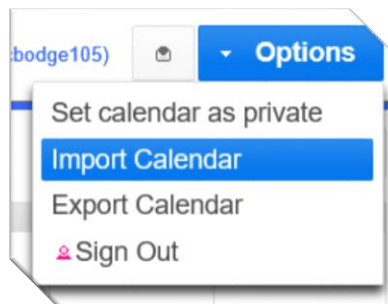
Step 2

Click on the “Options” icon to let the menu appear.

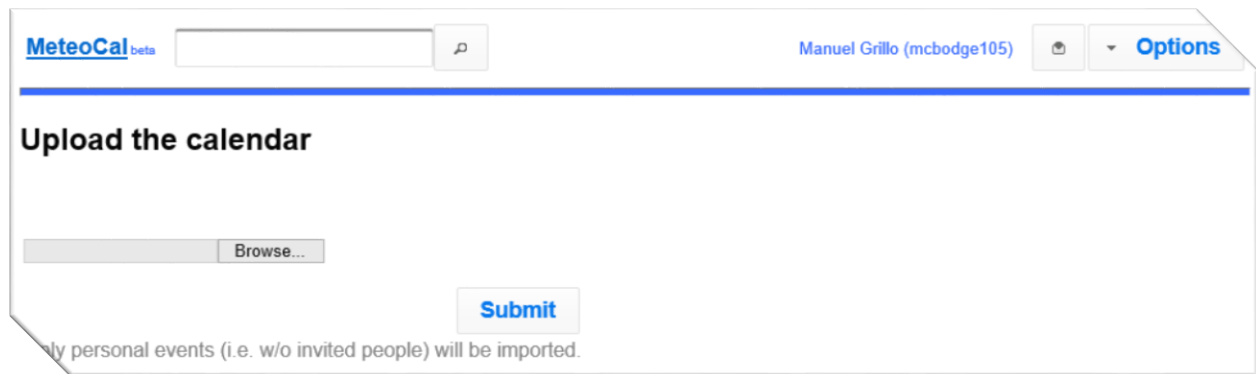


Step 3

Click on “Import calendar”.



The appropriate page will be loaded.



The screenshot shows a web interface for 'MeteoCal beta'. At the top, there is a search bar and a user profile for 'Manuel Grillo (mcbodge105)' with an 'Options' dropdown. The main heading is 'Upload the calendar'. Below this, there is a file selection area with a 'Browse...' button. A 'Submit' button is located below the file selection area. At the bottom, a note states: 'Only personal events (i.e. w/o invited people) will be imported.'

Step 4

Click on “Browse...” to select the file

Step 5

Click on “Submit” to import the calendar saved in the file.

8. Log out

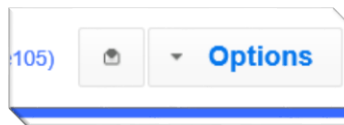
8.1. To close your current MeteoCal session

Step 1

In the upper-side of any page, **identify the toolbar**.

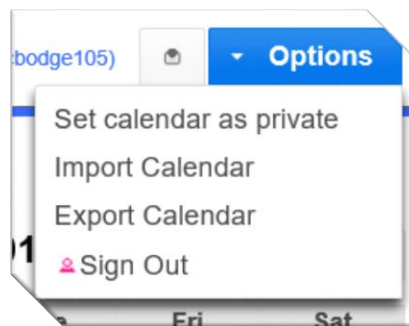


On the toolbar, identify the “Options” icon.



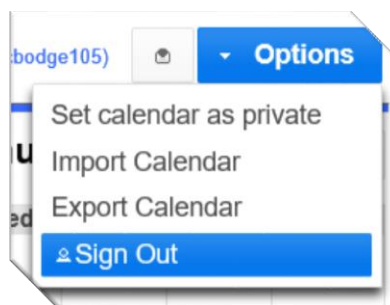
Step 2

Click on the “Options” icon to let the menu appear.



Step 3

Click on “Sign out”.



9. Problems

9.1. To retrieve your user name or reset your password

Step 1

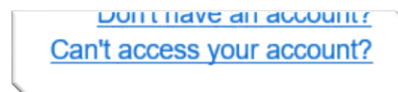
When not logged, **connect to MeteoCal**.



The login form for MeteoCal beta features a large yellow sun icon with a smiling face on the left. To the right of the icon are two input fields: 'user name' and 'password'. Below these fields is a 'Login' button. At the bottom right of the form, there are two links: 'Don't have an account?' and 'Can't access your account?'.

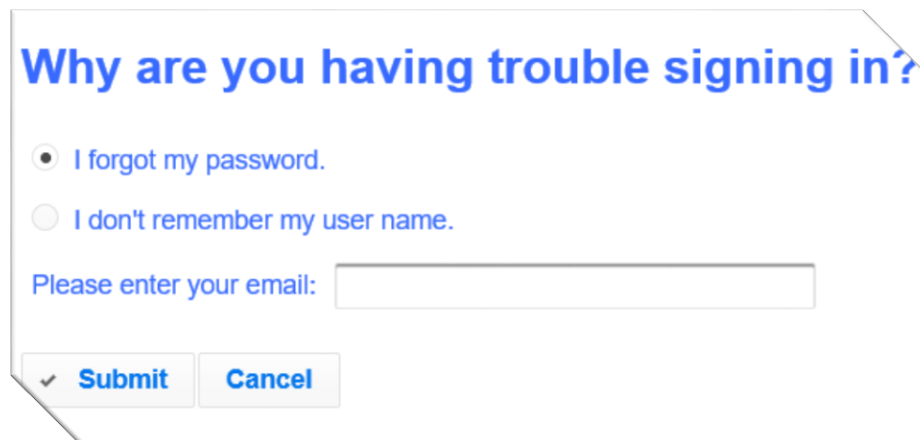
Step 2

Click on "Can't access your account?"



A small box containing two links: 'Don't have an account?' and 'Can't access your account?'.

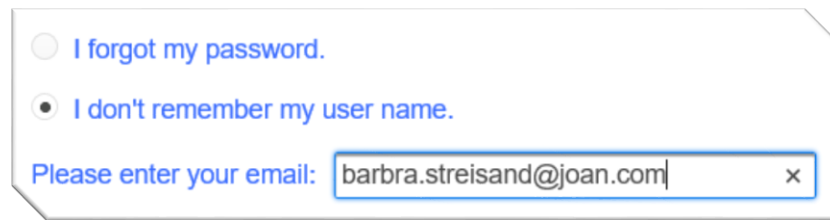
The problems page will appear.



The 'Why are you having trouble signing in?' form has a title in blue. Below the title are two radio button options: 'I forgot my password.' (selected) and 'I don't remember my user name.'. Below these options is a text input field labeled 'Please enter your email:'. At the bottom of the form are two buttons: 'Submit' (with a checkmark icon) and 'Cancel'.

Step 3

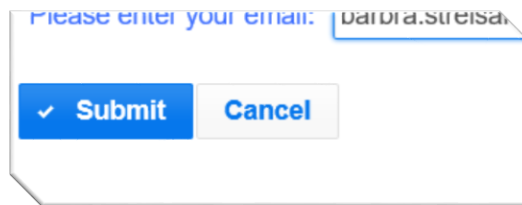
Select your problem between “I forgot my password” and “I don’t remember my user name” and type the email used during the registration.



A form with two radio buttons and an email input field. The first radio button is labeled "I forgot my password." and is unselected. The second radio button is labeled "I don't remember my user name." and is selected. Below the radio buttons is a text input field with the label "Please enter your email:" and the text "barbra.streisand@joan.com". There is a small 'x' icon in the top right corner of the input field.

Step 4

Click on “Submit” to receive support: check out your email. Click on Cancel to go back.



A form with two buttons. The first button is labeled "✓ Submit" and is blue. The second button is labeled "Cancel" and is white. Above the buttons is a text input field with the label "Please enter your email:" and the text "barbra.streisa".

Thank you

Appendix – Revision history

Initial release:	v1.0
Current release:	v1.0
Date of the last review:	2015/01/24

V0.90

2014/01/22 – Release candidate 1 (complete)

V1.00

2014/01/24 – Initial release