User manual

MeteoCal

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0. Index

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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.
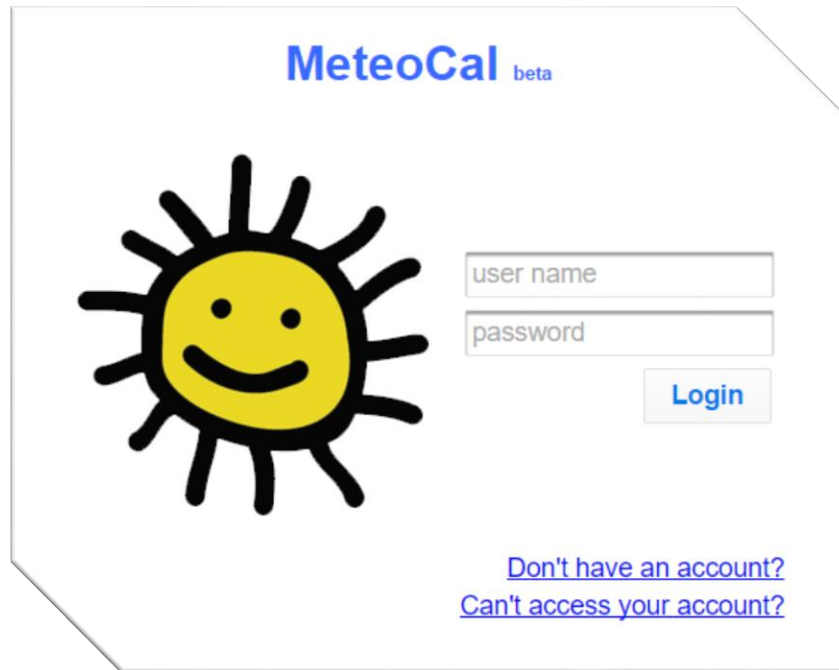
1. Requirements

- 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.
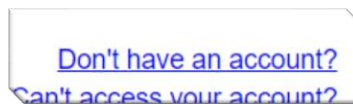
Step 2
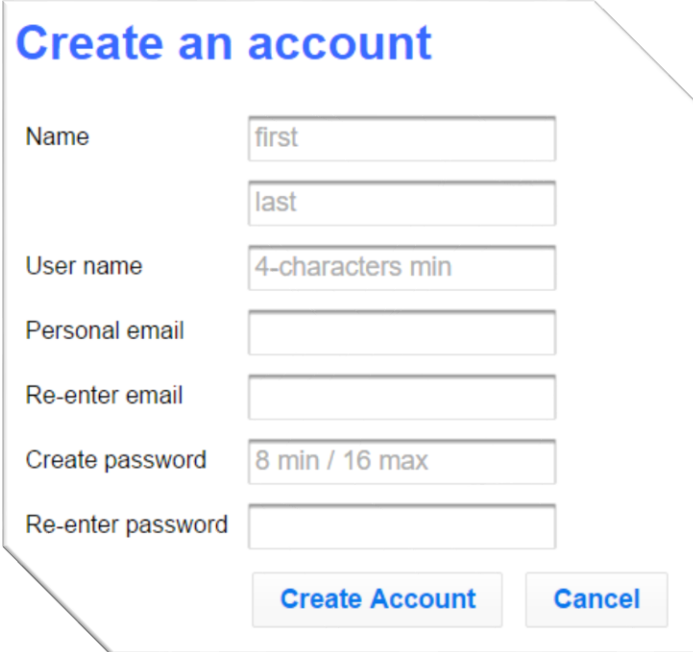
Click on "Don't have an account?"

The sign up page will be displayed.
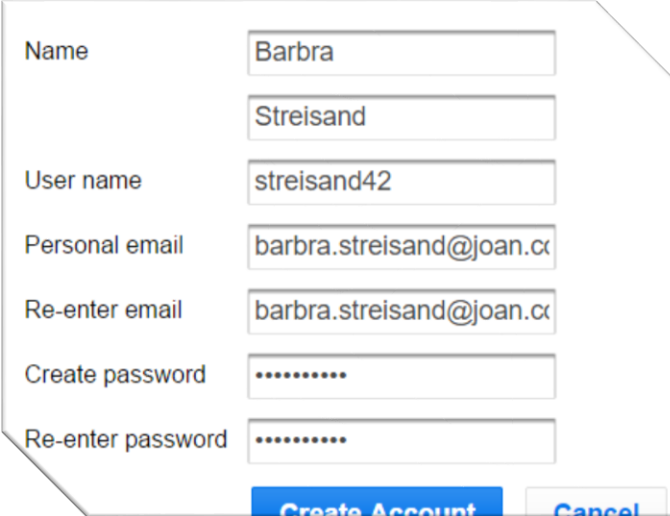
Step 3
Completely fill the form.

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.
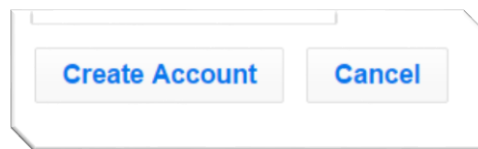- **Create password**: the password that you will use to access the system – its number of **characters** must be **between 8 and 16**.
- **Re-enter password**: again, the password – must be the same entered in the previous input.

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.
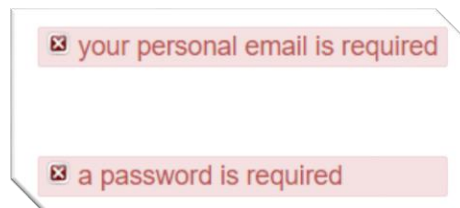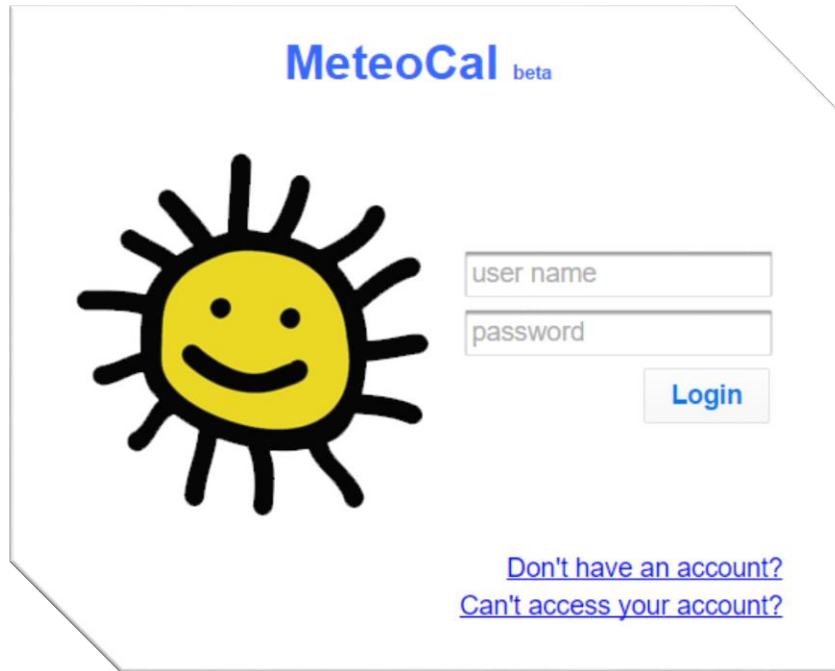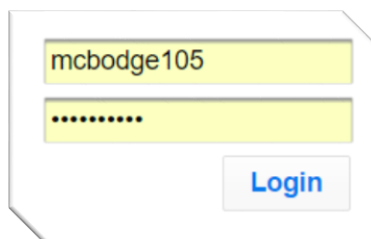
3. Log in

3.1. To access MeteoCal

Step 1

Go in the first page.

Step 2
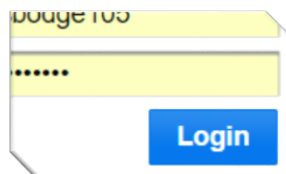
Completely fill the form, inserting your username and password (specified during the registration).
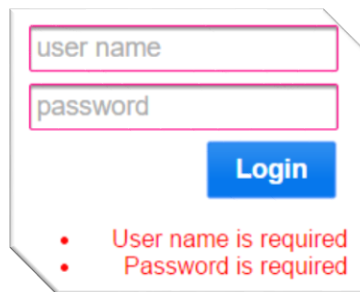
Step 3

Click on "Login" to submit the form.

When submitting you will be alerted of possible issues.

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

4. Event management

4.1.   To create a new event

Step 1

Open your personal page.

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**

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 become from the assisted selection (i.e. generated) or personalized (i.e. typed):
    - **Assisted selection**: you must select the country, then the province end 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.**
    - **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.
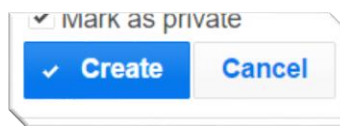
In the upper-right side of the screen, an alert about the successful (or not) creation of the event will be displayed.
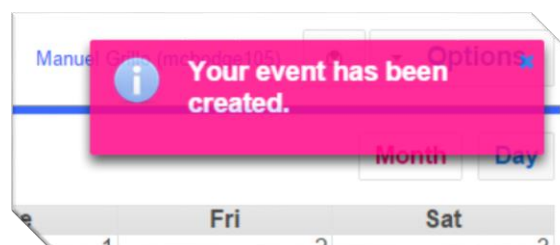
If the event has been correctly created, it will also appear in your calendar.

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 **23:00 - 00:00** Final commitment	26	27	28	29	30 **19:30 - 05:30** (P) Pseudo-birthday	31
1	2	3	4	5	6	7

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.
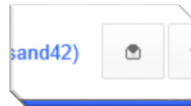- From a notification: click on the "Go to event" button.

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

Click on "Edit Event".

Your personal page will be displayed.

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.

Step 4

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

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

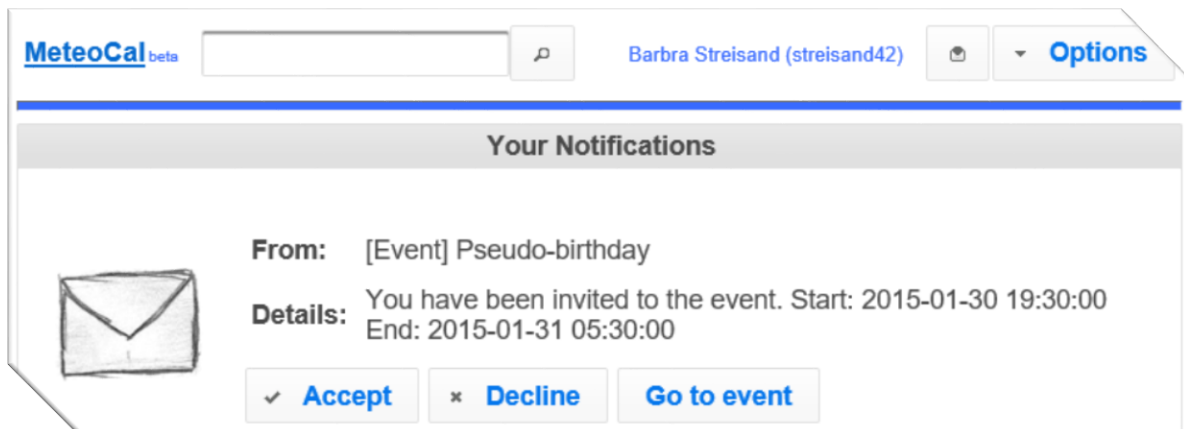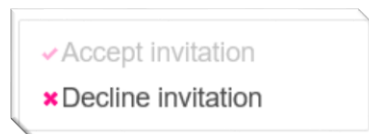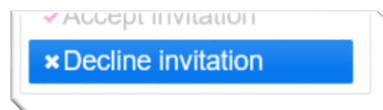In the upper-side any page, **identify the toolbar**.
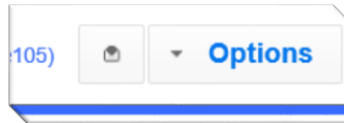

On the toolbar, identify the notifications icon.

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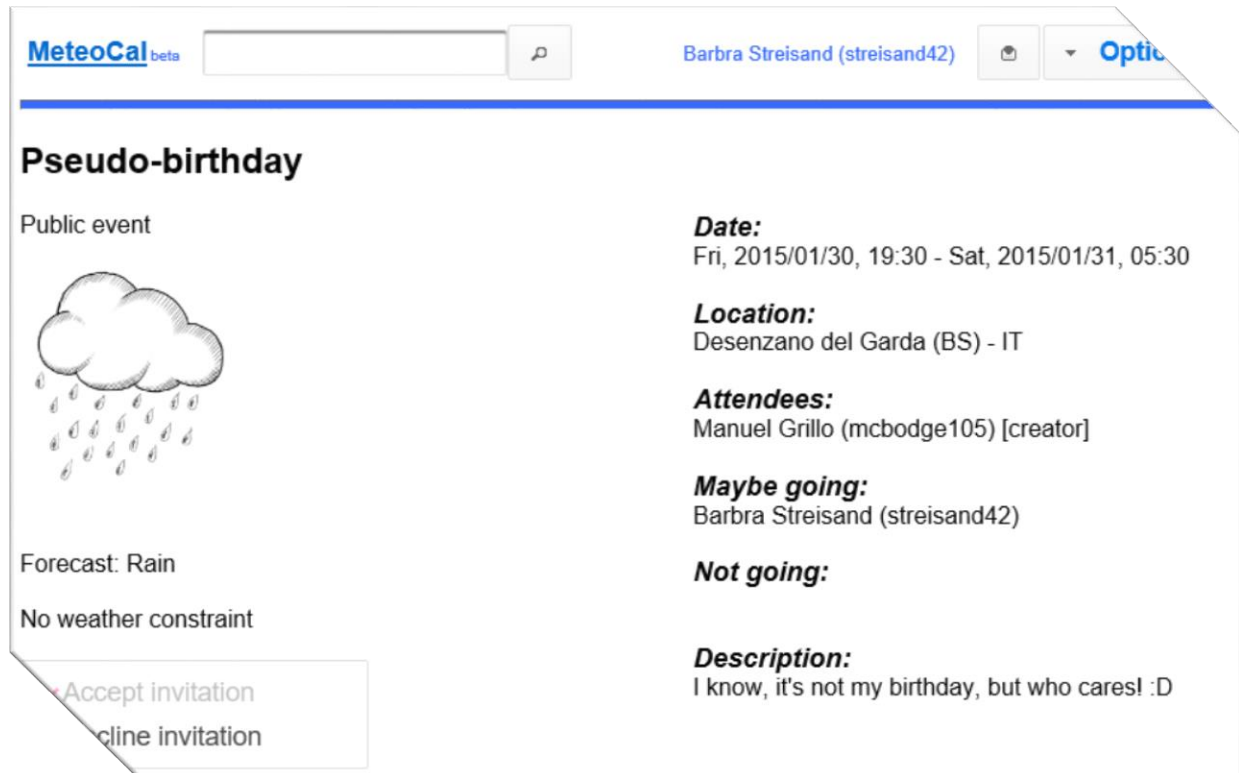
In the bottom-left side of the screen, identify the tools panel.

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.
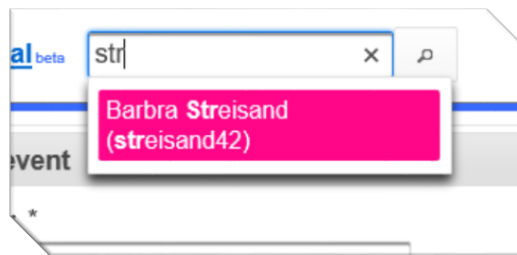
Step 3

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.

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**.
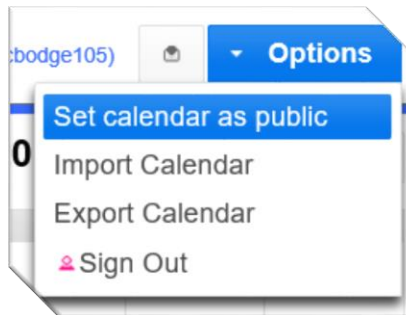

On the toolbar, identify the "Options" icon.

Step 2

Click on the "Options" icon to let the menu appear.
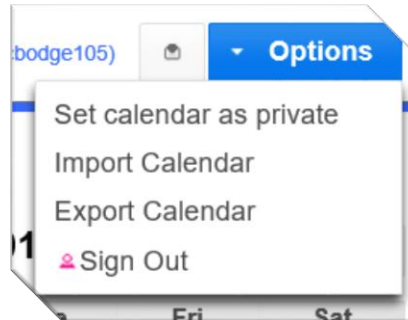
Step 3

Click on "Set calendar as private".
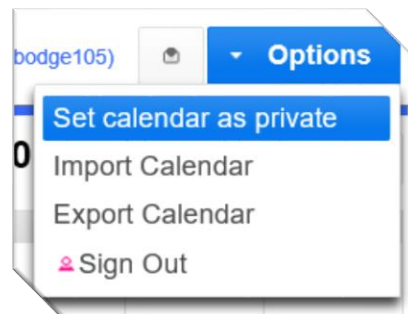
6.3. To un-hide your calendar

Step 1

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

On the toolbar, identify the "Options" icon.
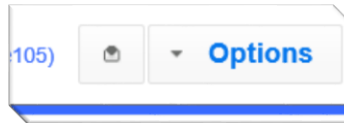
Step 2

Click on the "Options" icon to let the menu appear.
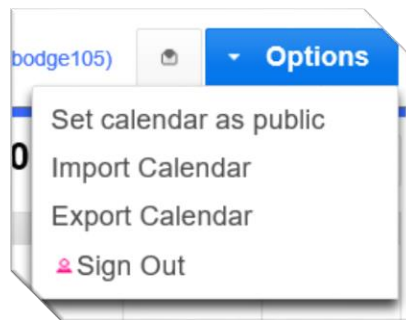
Step 3

Click on "Set calendar as public".

6.4.   To change the calendar view

Step 1

Open your personal page.

Identify the upper-side of the calendar.

Step 2
Click on the "Day" or "Month" button to change the view.
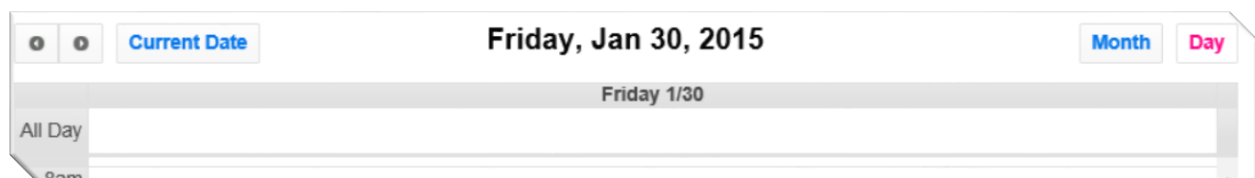
6.5.   To go to today in the calendar view

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.
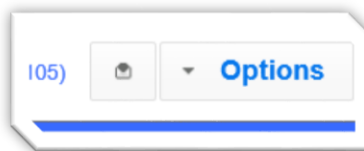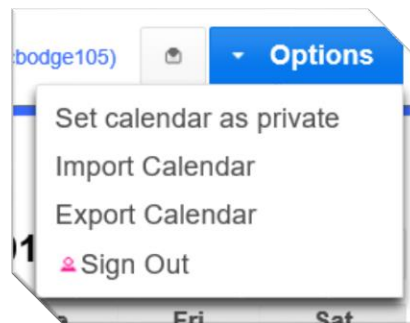
7. Share calendars

7.1.   To export a calendar

Step 1

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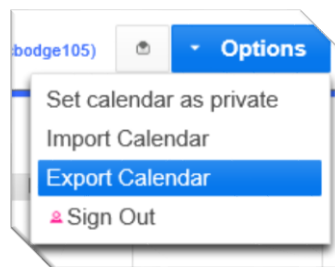

On the toolbar, identify the "Options" icon.

Step 2

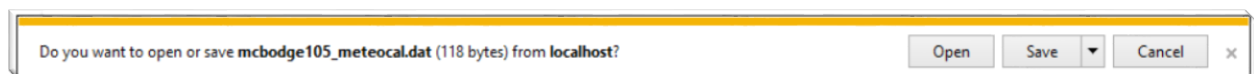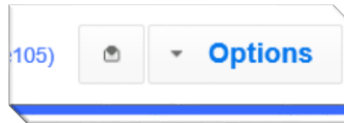**Click on the "Options" icon** to let the menu appear.

Step 3

Click on "Export calendar".

Step 4

Click "Save" to actually download the calendar.

7.2. To import a calendar

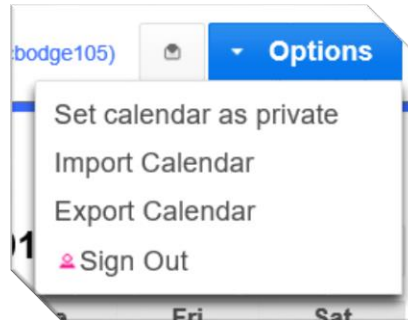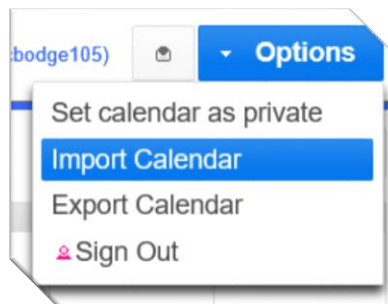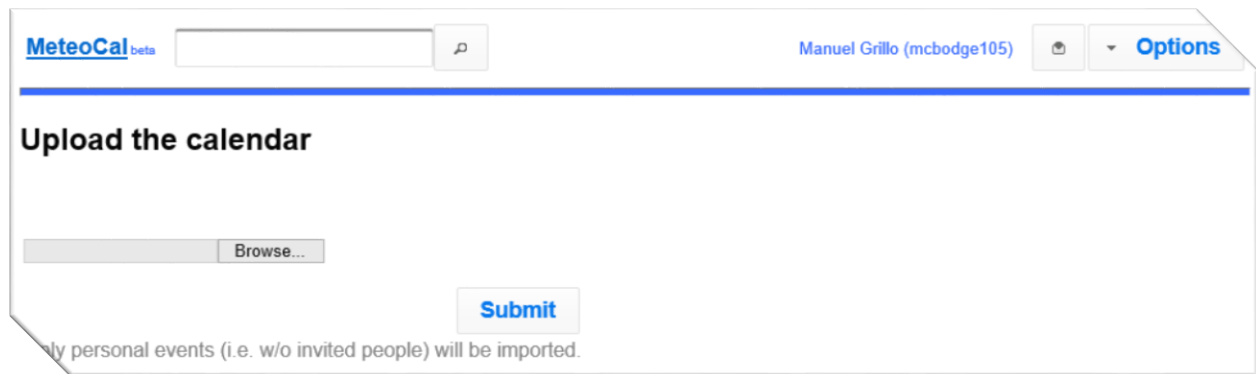*Step 1*

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.

Step 4
Click on "Browse…" to select the file

Step 5
Click on "Submit" to import the calendar saved in the file.
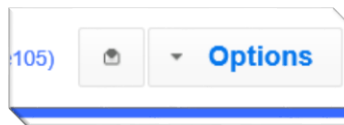
8. Log out

8.1. To close your current MeteoCal session

Step 1

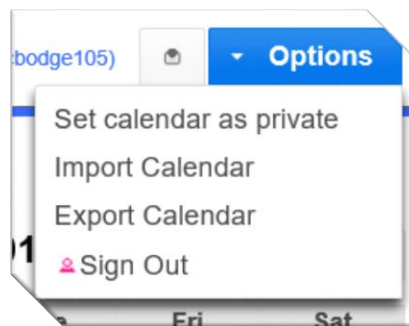In the upper-side of any page, **identify the toolbar**.
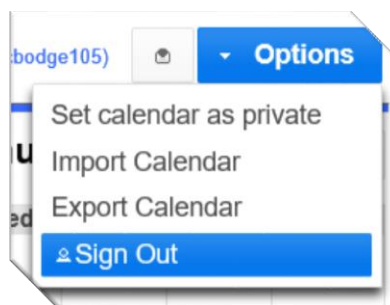

On the toolbar, identify the "Options" icon.

Step 2

Click on the "Options" icon to let the menu appear.

Step 3

Click on "Sign out".

9. Problems

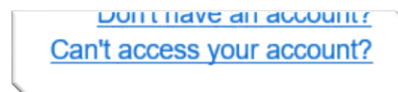## 9.1. To retrieve your user name or reset your password

Step 1

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

Step 2

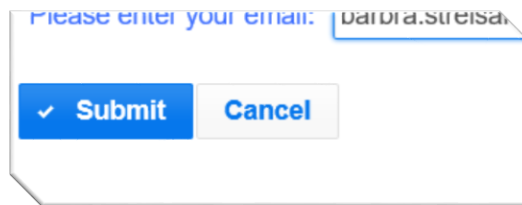**Click on "Can't access your account?"**
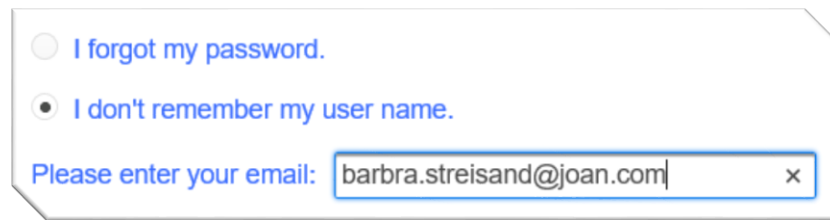
The problems page will appear.

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

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

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