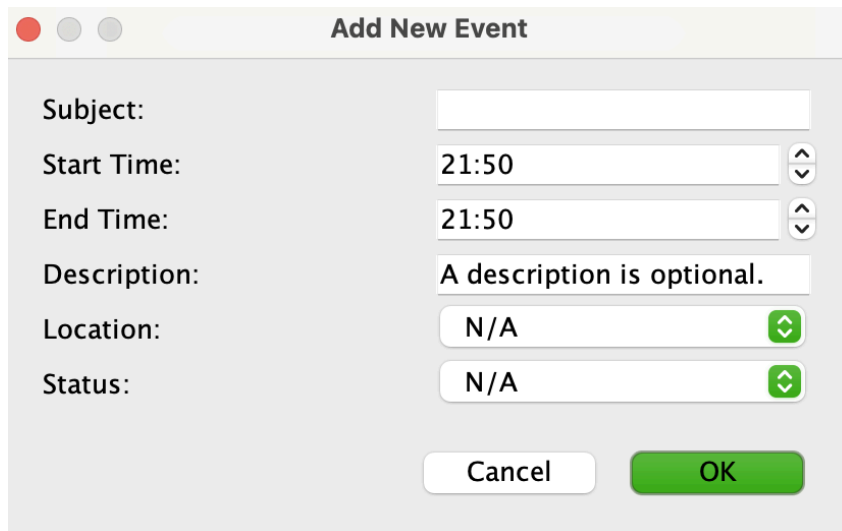Upon opening the system, you will be shown a blank screen with the options to select a date, view the schedule, add an event, edit an event, switch the calendar, and to create a calendar. Below is a guide on how to use the commands for this program.

View Schedule

★ Add an event and view schedule both use the select date feature.
★ To view the schedule after a certain date, use the select date options and press view schedule
★ If you create an event, and would like to see the schedule before the event's date, simply use the select date feature to go back whatever number of days, and hit view schedule.
  ○ Ex: you add an event on June 16, 2025, and then afterwards want to see events from June 15, 2025. After adding the event using the select date feature, just go back 1 day, and instead of pressing add event, now press view schedule.
★ The schedule only supports seeing 10 events from a date, if there are more events on a date/time past the 10th event, simply increase the day and hit view schedule to see those events.

Add an event

★ First, select the date you would like to add the event to using the selector at the top left.
★ After, click add event. Provide the subject of the event, start time, and end time of the event. The description, status, and location are all optional.
★ If you would like to leave them blank, do not enter anything and hit OK.
★ If you would like to choose, you can select a choice for any (or all) of the optional properties, and then hit OK.
★ You should now see your event on the schedule.

Edit an event

★ If you have no events to edit, an error will pop up.
★ If you have an event to edit, select which one it is using the drop down menu. The drop down menu shows the subject and the start time. Then select the change you would like to make (subject, start date/time, end date/ time, etc.)
★ Type the change in the field provided.
   ○ If you are changing the start or end time, you only need to input the time you would like to change to.
   ○ This also applies for changing the date, simply input just the date with the format yyy-mm-dd
★ Press OK to view your updated event

Create Calendar

★ If you would like to create a new calendar that isn't the default, click this button.
★ Provide the name of the calendar, and the timezone of the calendar with the correct format
★ To switch to your new calendar, press the switch calendar button.

Switch Calendar

★ This allows you to switch between all the calendars you have. If there is only the default, no other calendar will appear.
★ If there are multiple calendars, use the drop down menu to select which calendar you want to switch to.