

# Krono User Guide

**Team Leo**



## Installation

**Step-1** Enable the “Allow installation of apps from unknown sources” options.

**Step-2** Before installing the app, read the permissions required by our app.

**Step-3** Click on the install button to install the app on your phone.

App will be installed on your device within seconds. Let's get started.

## Getting Started

When you click on the app first time, there will be a very small overview of the app regarding its properties with the help of snapshots and some other pictures. Click on the next button if you want to view it, otherwise you can simply skip it also.

With this app, you can quickly schedule your events and get reminders for the same, so you are always prepared for what's next. There are some other cool features, which will be described later. Let's take a tour to all the features and specialities.

### 1. Schedule Events

You can schedule one time events, such as Deadline (assignment deadlines), and recurring events, such as Class, Tutorials, Labs, etc. Don't worry, everything will be explained. Click on the plus button on the bottom right end of screen. Then click on the Events button. You will see a list of the categorisation of the events. Let's see what are categories and what you can do with these.

## Categorisation of events

Clicking on the Events button will show you all the events that you can add to the calendar. Here is a list of the events -

1. Event
2. Class
3. Tutorial
4. Lab
5. Deadline
6. Exam

Now, we finally explain you how to add events.

## Create an Event

Here are the steps to create an event.

**Step-1** Click on any of the events according to your requirement.

**Step-2** Fill all the fields, you can skip the optional if you want.

**Step-3** Some of the events have checkboxes on them. Check them appropriately.

**Step-4** Click on the save button.

In case you have a custom event, just click on Event and follow the same steps above.

Pretty simple and obvious, isn't it?

New Weekly			
CS207			
Discrete Structures			
Class Room : LC 102			
2017-07-17		2017-11-09	
<input checked="" type="checkbox"/>	MO	09:30:00	10:25:00
<input checked="" type="checkbox"/>	TH	11:35:00	12:30:00
<input checked="" type="checkbox"/>	TU	10:35:00	11:30:00
<input type="checkbox"/>	MO	Start	End
SAVE		CANCEL	

## 2. Reminders

To remember something on your to-do list, add a personal reminder. Just click on the plus button at the bottom-right end of the screen. You will see a Reminders button. Let's see how to create a remainder.

## Create a reminder

**Step-1** : Click on the Reminders button.

**Step-2** : Fill the field "Remind me to".

**Step-3** : (Optional) If you want to add a note, you can fill the "Notes" field.

**Step-4** : Select Date and Time.

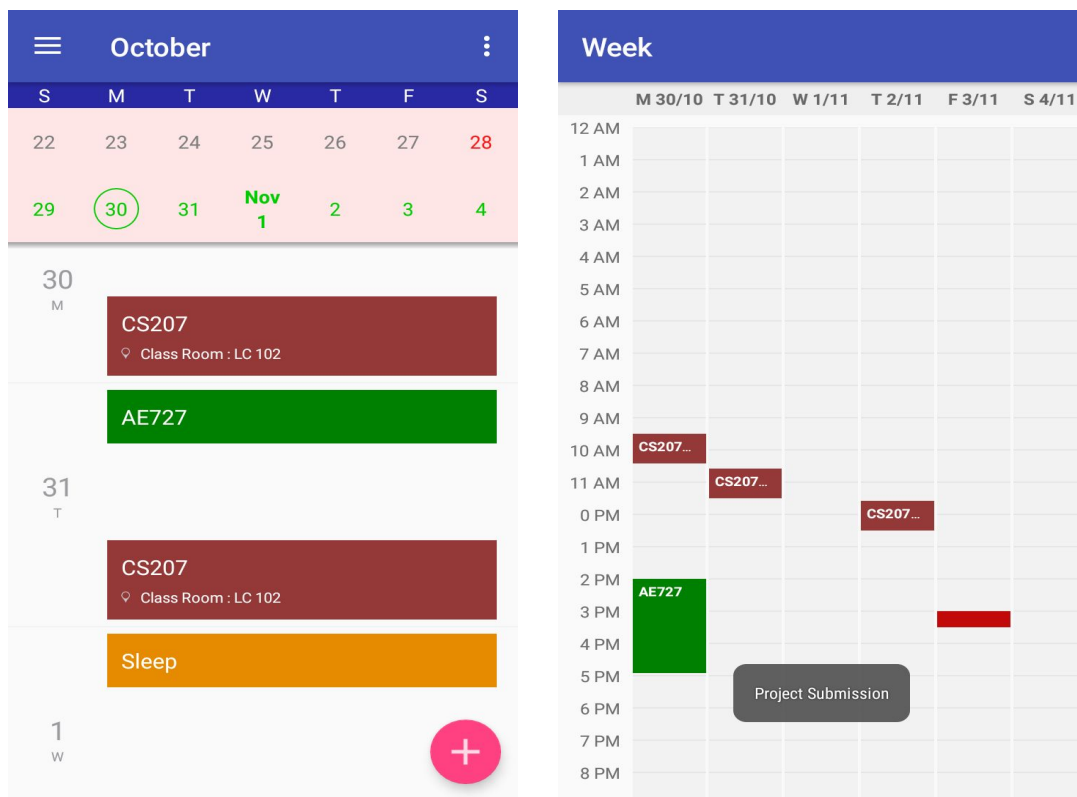
**Step-5** : (Optional) In case you want to repeat the reminder (weekly, forever, until a date, or for a specific number of events), click on Does not Repeat and choose accordingly.

**Step-6** : Click on the save button.

Now, you may be wondering where all these events and reminders will be shown up. Let's proceed towards it.

## 3. Where will you view your events and reminders

You can view your events and reminders in the Calendar grid. We have provided 2 views. One is a week view that will show you all the events and reminders in a weekly fashion. Other one is an agenda view that is shown up first when you open the app.



We are done with the adding of events and reminders and to view it on the grid. Now sometimes you may want to delete or edit event(s) and/or reminder(s).

## 4. Delete an event or a reminder

To delete an event or a reminder, follow the steps:-

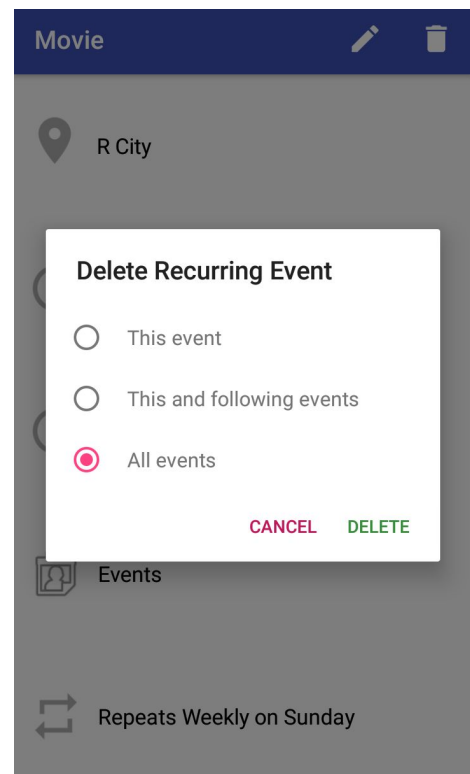
**Step-1** Click on that event/reminder that you want to Delete in the week view or Schedule view.

**Step-2** Click on the delete button on the top-right corner.

**Step-3** If the event is a recurring event, you will see the options of deleting the particular event, that particular and following events or all events. Choose accordingly.

**Step-4** Click on Delete button.

The event/reminder will get deleted from your calendar.



## 5. Edit an event or a reminder

**Step-1** Click on that event/reminder that you want to edit in the week view or Agenda view.

**Step-2** Click on the edit button appearing just before the delete button.

**Step-3** Do the required changes.

**Step-4** Click on the Save button.

Now, let's move to some of the coolest feature of our app. They will definitely make you love our app. Don't you agree? Okay, place a bet. Don't regret if you lose.

## 6. Add your course in the Calendar

We have many courses in a semester. Adding all the classes, tutorials and labs manually is a pain. Now you don't need to add these courses in the calendar manually. We are automating this for you. We have the data like time and venue for all the courses.. Search for your class from our database and add to the calendar. Follow the given steps :-

**Step-1** Click on the navigation bar on the top-left corner of screen and choose "Add course".

**Step-2** Search for your course by Course Code.

**Step-3** Click on the course.

**Step-4** Click on any one of the option as your requirement for classes, tutorials or labs.

**Step-5** (Optional) All the fields for that course will be filled automatically. You can edit the fields also.

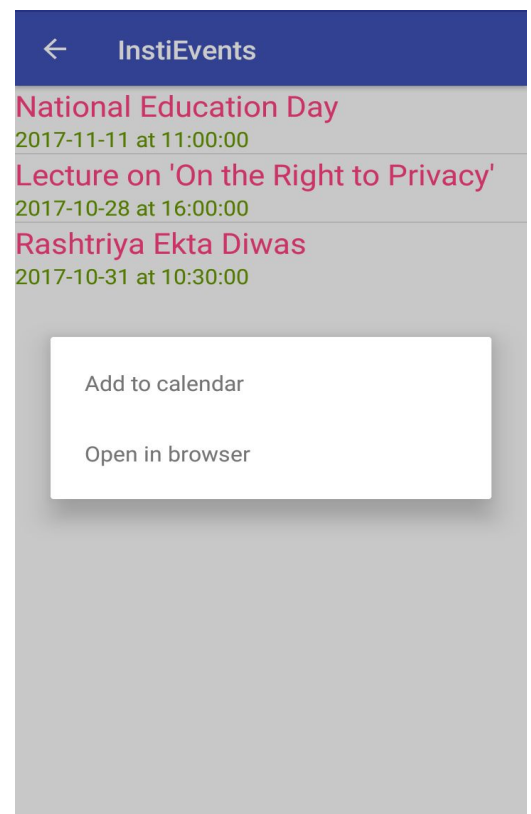
**Step-6** Click on Save button to add the course to your calendar.

## 7. Institute Events

We all know that various interesting and fascinating events are organised by our institute very frequently. But sometimes we forget about them due to some reasons. Now, don't worry. Viewing insti events are just clicks away. The app will notify you about that, if you want. The steps are as follows :-

**Step-1** Click on the button (3-vertical dots) on top-right corner of screen.

**Step-2** Click on "Institute Events". The upcoming events will be shown with time and date.



**Step-3** Click on the event in which you are interested.

**Step-4** If you want to know more details for the events, click on “Open in browser” that will open the associated webpage.

**Step-5** Click on “Add to Calendar”, if you want to add the event to your calendar.

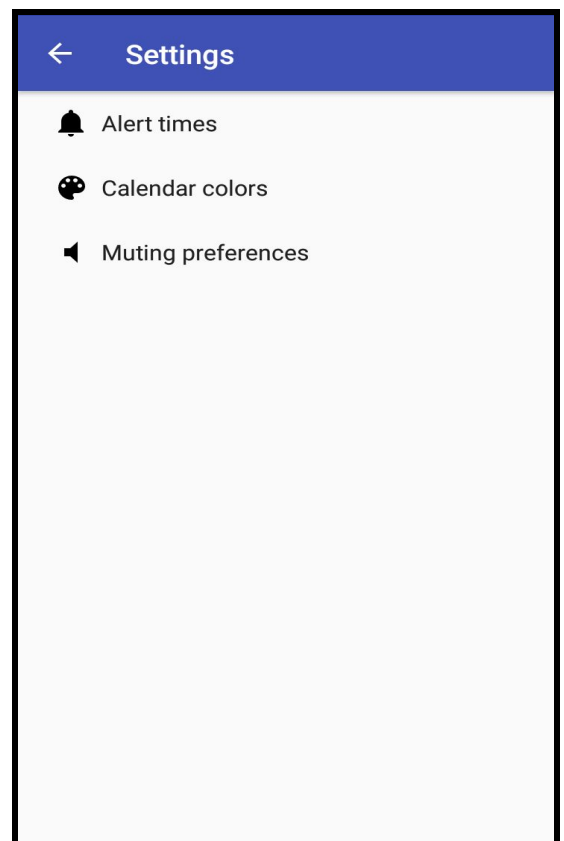
You will get the notification for the event if you choose “Add to Calendar”. Now we hope you will not miss any event in which you are interested.

Now you may want to change some default settings. We have taken care of that. Let’s do some changes in the default values in the settings option.

## 8. Settings

We have set the default values to the notification timings, colors for different events and muting of notifications for events. You may want to change these default values according to your needs. All these changes can be done easily. Just go to the settings.

To reach Settings, just click on the Navigation button on the top-left corner. You will see the Settings option. Click on it. You will be shown some options. The options are shown in the image aside. Let’s describe these options and see how we change them.



## 8.1 Alert Times

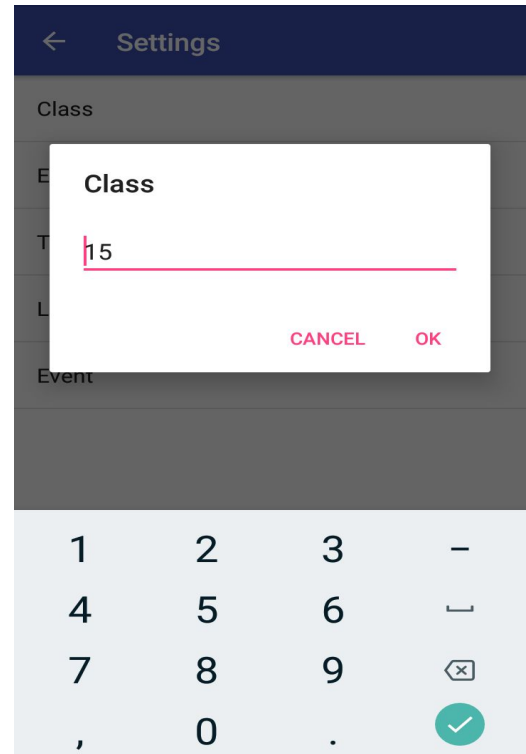
You generally want an alert time for exams a little earlier than classes and tutorials. Well let's not generalise this. It totally depends on you. So if you want to change the time for notifications for different events, you can do that here. Just follow these steps :-

**Step-1** Click on "Alert times".

**Step-2** Click on that event for which you want to change the notification timings.

**Step-3** Change the notification timings and click OK.

With this feature, you can customise the notification timings for different types of events. Isn't it pretty cool?



## 8.2 Calendar colors

Different colors for different events/reminders looks pretty good. But our definition of 'good' may differ from yours. So this is the feature that suits your definition. You can choose your own color own color coding scheme for events/reminders. Here are the steps :-

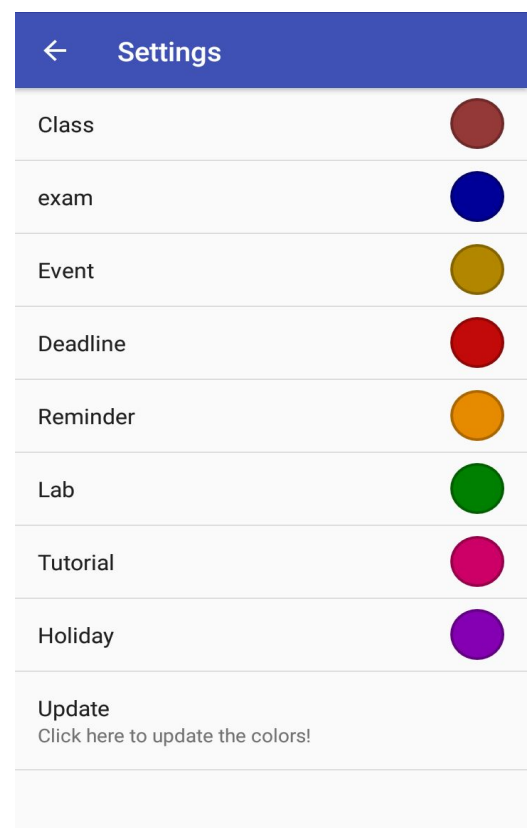
**Step-1** Click on "Calendar colors".

**Step-2** Click on that event/reminder for which you want to change the color.

**Step-3** Select the color that defines your "good".

**Step-4** Click on the Update button.

The color will be changed for that event.



## 8.3 Muting preferences

You never want that your phone rings in the middle of a class or exam. You can enable muting options as your wish. Steps to do the same are as follows :-

**Step-1** Click on “Muting Preferences”.

**Step-2** Enable on/off the muting option for the event that you want.

**Step-3** In case you want to enable on/off the muting option for all the events with one click, just click on “Enable muting behaviour”.

Now you have really started liking this app. Aren't you?

We know our app is not perfect. We could never make a perfect app. But with your help, we can approach it. So this is the last but a very important part of our app, i.e., “Help and Feedback”.

## 9. Help and Feedback

Just click on the navigation button on the top-left corner, and choose “Help and Feedback”.

You will see a list of FAQs. Go through it if you want. It has some questions with answers that may come up to your mind related to the app.

### Sending feedback

To send us a feedback, click on the pink feedback button on the screen. We really require your feedback. Do send feedback to us. It will help us to improve our app.

Thank you for showing your interest in our app.

