

TIM<sup>EW</sup>HALE

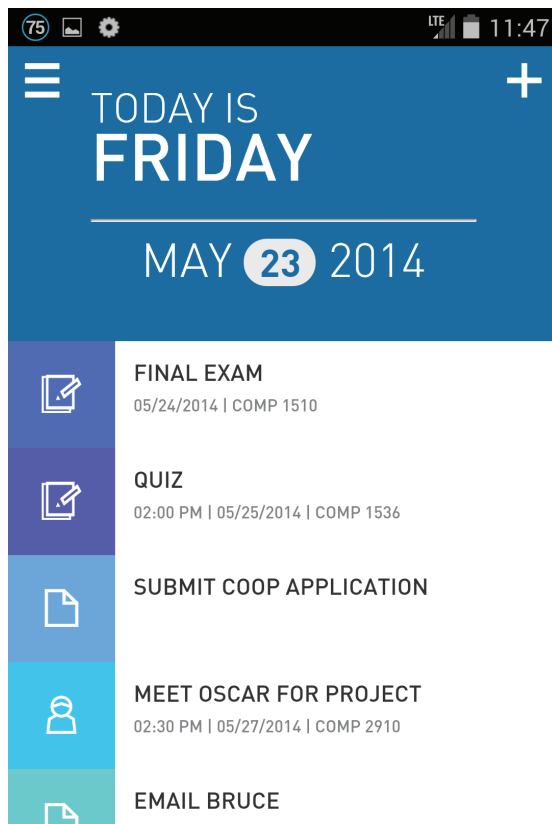
USER GUIDE



# INTRODUCTION

CST students often struggle with time management because of the heavy workload. few solutions exist today that give students the ability to easily and effectively manage time on their mobile devices. We've developed an app called TimeWhale as a solution.

Our goal is to create a mobile time-management agenda,  
and to provide an intuitive, simple, and fun way for users to manage their schedules.

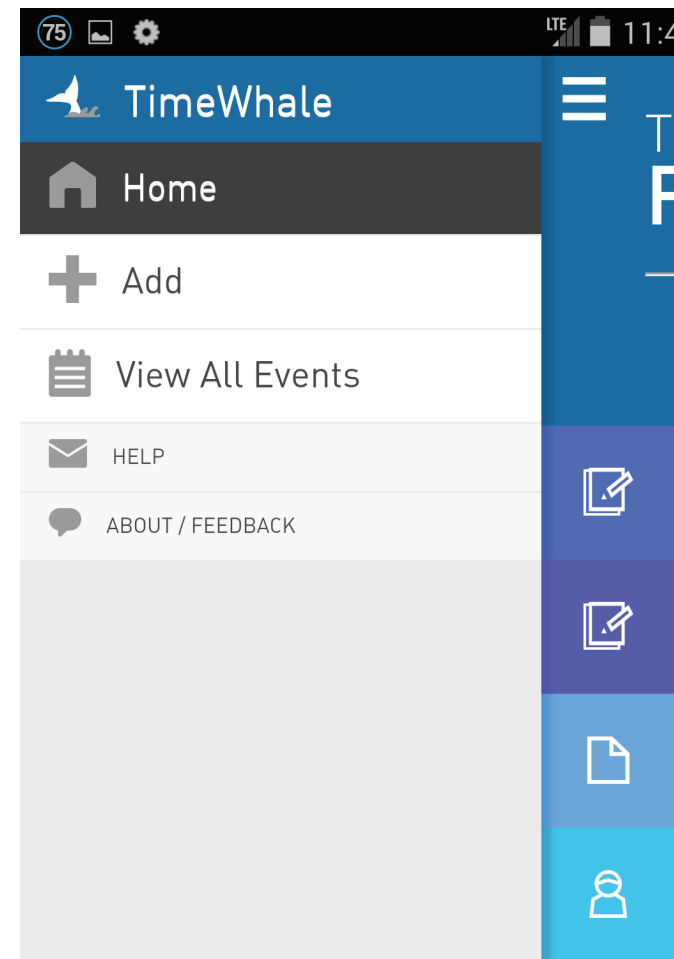


# NAVIGATION

Access the Add Event panel by tapping the plus icon located in the top right of the app.  
Access the navigation panel by tapping the menu icon located in the top left of the app.

Side-panel options:

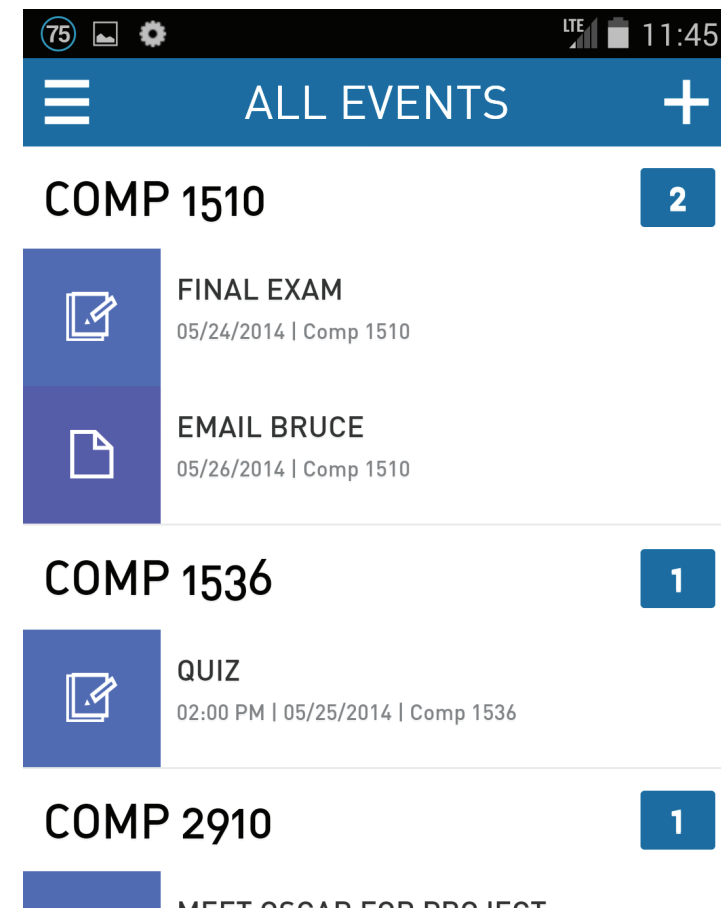
- Homepage
- All Events
- Add Events
- Help
- Feedback



# EVENT MENU

## Actions

- Tap the check mark icon to Complete the Event
- Tap the trash can icon to delete the event
- Tap the pen icon to edit the event



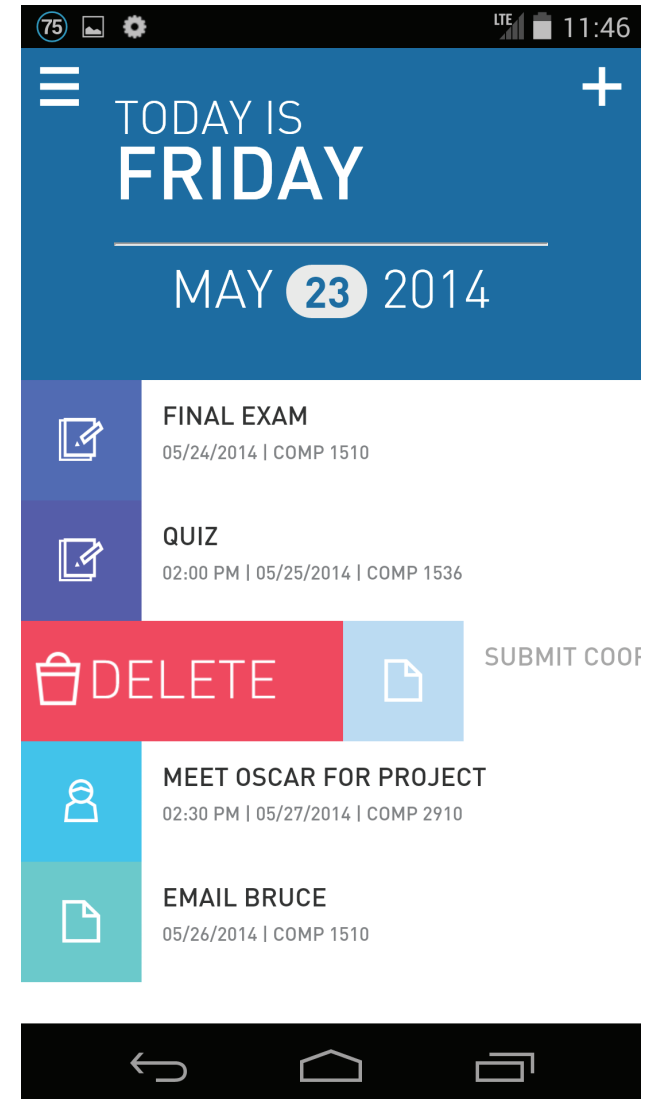
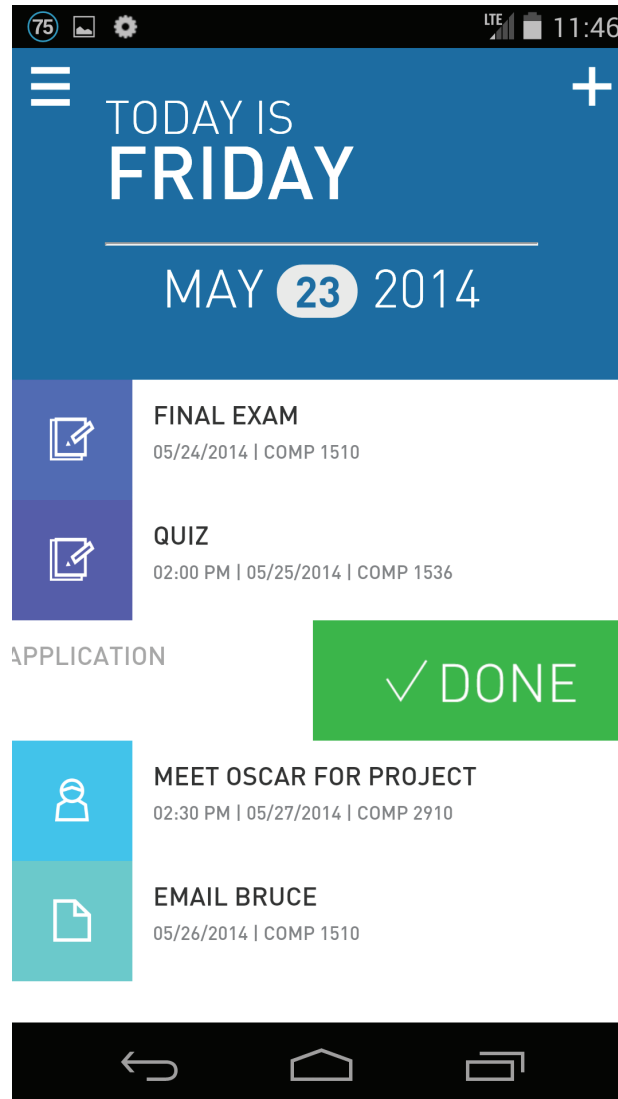
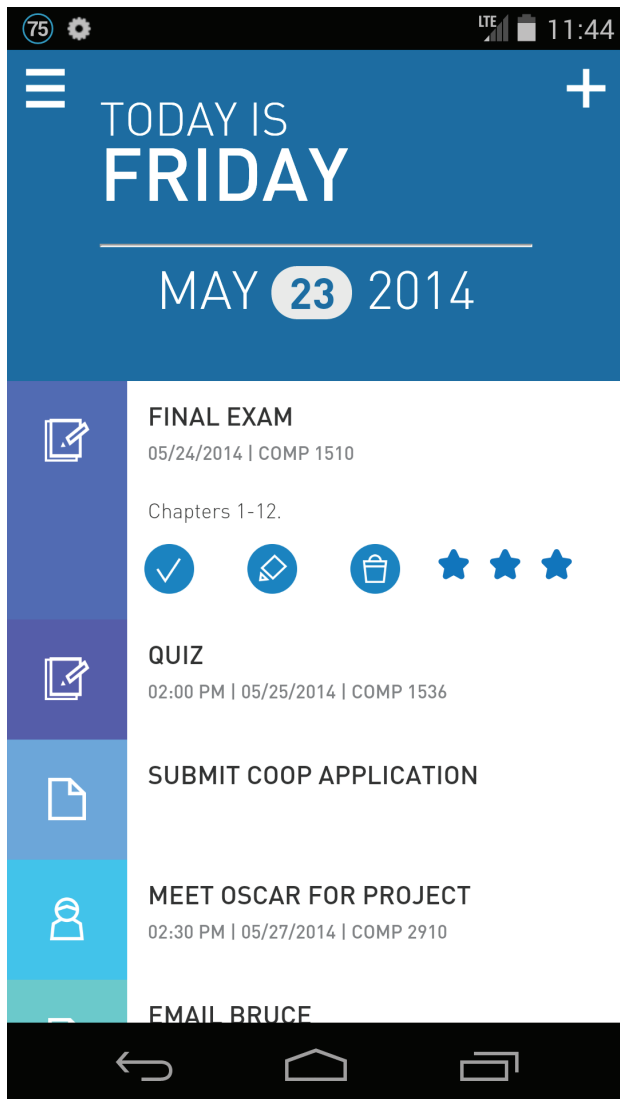
# HOMEPAGE

## Features

- The current date is displayed
- Your 5 most important events are shown here
- A completed or deleted event will be replaced with the next most important event
- Your events are automatically sorted and prioritized based on:
  - The priority you set
  - The selected category
  - Date and Time

## Actions

- Tap an event to display more details and the event menu
- Swipe left to complete an event
- Swipe right to delete an event
- Expired events will have greyed out icons



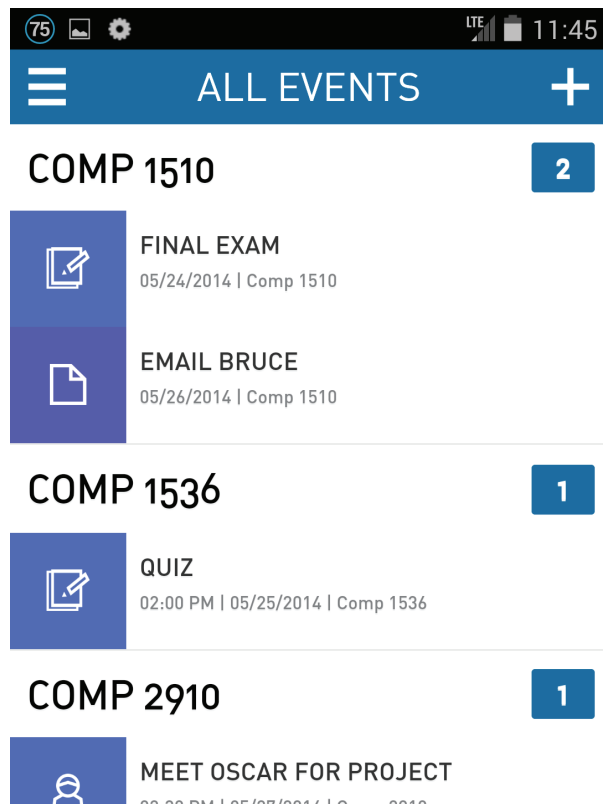
# ALL EVENTS PAGE

## Features

- All events are displayed on the page, by course.
- Events without courses are placed under the OTHER heading

## Actions

- Tap a course heading to view the events for that course
- Tap an event to display more details and the event menu



# ALL EVENT PAGE

## Features

- Event creation or editing
- Title field (Required)
- The following fields are optional:
  - a. Priority: Tapping on the 3 stars will set the event's priority (Low, Med, High)
    - Defining a priority for your event will override the priority presets that come with selecting a category.
  - b. Date: The date of your event
  - c. Time: The time of your event
    - Setting a date and time for your event will enable automatic "time-bumping" for events of a certain category.
    - Time-bumping will increase the priority of your event by 1 star (Low > Med, Med > High, High > displayed above other High priority events)
  - d. Course: You can create and select a course for your event.
    - This will sort it on the All Events page.
  - e. Category: Selecting a category will preset the priority as follows:
    - Exam: High
    - Quiz, Project Meeting, Assignment: Med
    - Reading Assignment, Other
  - f. Description: Any other event details



# HELP PAGE

Navigating to this page will run through the tutorial guide that was shown on the app's first launch

- You can skip or start the tutorial. Once completed / skipped, you will be redirected to the homepage where you can begin to use the app
- The help page consists of three main pages that describes the features and functions of TimeWhale
- Navigate to Help from the navigation panel to display the tutorial again

# CONTACT AND SUPPORT

Send questions, comments, or bug reports to:

[timewhale@gmail.com](mailto:timewhale@gmail.com)

## DEVELOPERS

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