



TimeFlow

User Manual

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Table of Contents

Logging In and Creating an Account	3
Language Assistance	4
Dynamic Calendar.....	5
Calendar Function	7
Task Preview	7
In-calendar Add Task	8
Priority Matrix	9
Using the task menu.....	9
Creating & deleting categories	11
Home Page	16
Task Page	17
Sidebar	18

Thank you for using TimeFlow!

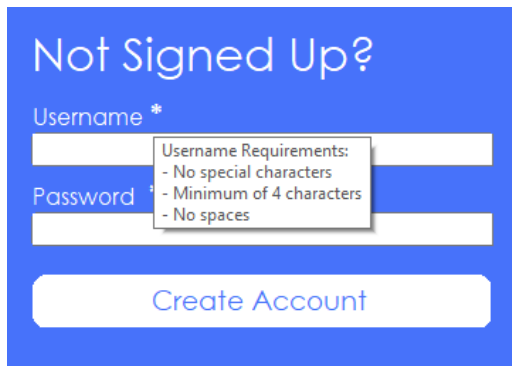
TimeFlow is a simple, easy-to-use time management application that offers fundamental features every time management application needs.

This document serves a user manual for those in need of in-app assistance.

Logging In and Creating an Account

Logging into TimeFlow is very simple, enter the correct credentials and you're in!

Creating an account is also fairly easy using our simple interface making it very straight forward. Begin by writing in your desired username and password, ensure you follow all the requirements for each field. *Please view figures 1 and 2 for visual breakdown.*

A screenshot of a blue-themed web form titled "Not Signed Up?". It contains two input fields: "Username *" and "Password *". A tooltip is visible over the "Username *" field, listing requirements: "No special characters", "Minimum of 4 characters", and "No spaces". Below the fields is a white button with the text "Create Account".

Not Signed Up?

Username *

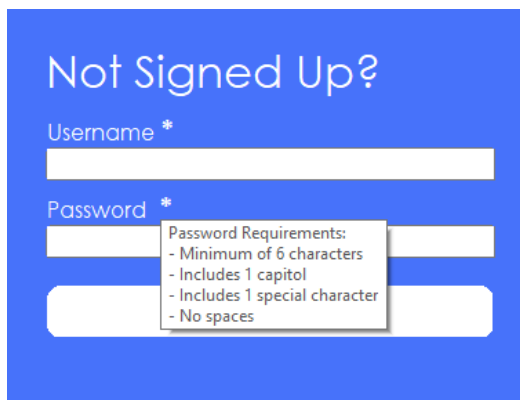
Username Requirements:

- No special characters
- Minimum of 4 characters
- No spaces

Password *

Create Account

Figure 1: Username requirements

A screenshot of the same blue-themed web form titled "Not Signed Up?". The "Username *" field is empty. The "Password *" field has a tooltip showing requirements: "Minimum of 6 characters", "Includes 1 capital", "Includes 1 special character", and "No spaces". The "Create Account" button is still present.

Not Signed Up?

Username *

Password *

Password Requirements:

- Minimum of 6 characters
- Includes 1 capital
- Includes 1 special character
- No spaces

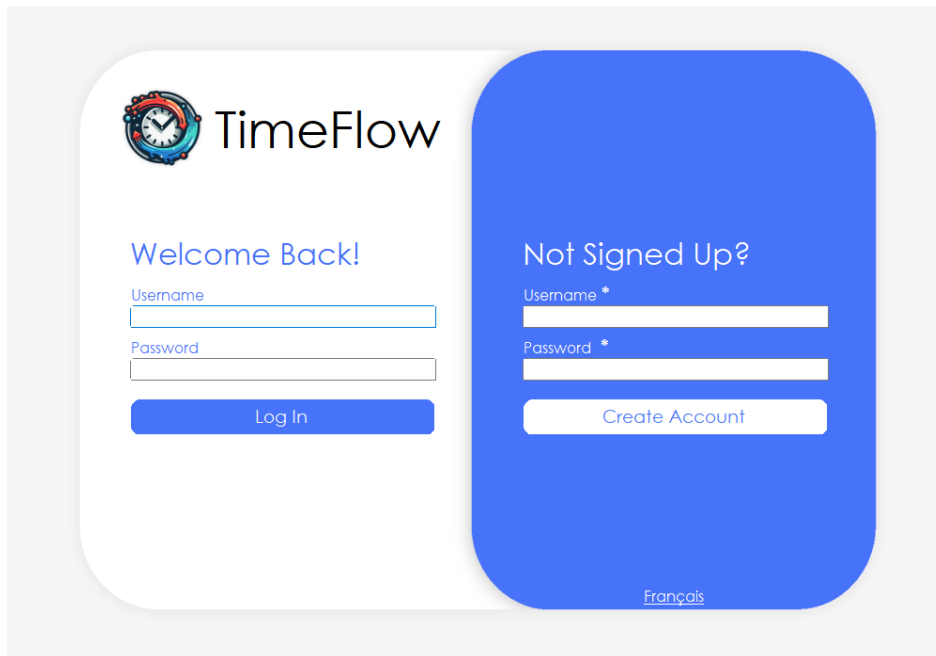
Figure 2: Password Requirements

If you've correctly entered a username and password your account will be created successful, and you can move onto logging in!

Language Assistance

TimeFlow currently allows you to choose between the English and French languages.

By default, TimeFlow is loaded in English. To switch over to **French**, select the French button in the log-in page, or in the settings.



The image shows the English version of the TimeFlow login page. It features a white rounded rectangle on the left with the TimeFlow logo (a clock with a gear) and the text "TimeFlow". Below the logo, it says "Welcome Back!" and has two input fields for "Username" and "Password", followed by a blue "Log In" button. To the right is a blue rounded rectangle with the text "Not Signed Up?" and two input fields for "Username *" and "Password *", followed by a white "Create Account" button. At the bottom right of the blue rectangle is a link for "Français".

Figure 3: English UI



The image shows the French version of the TimeFlow login page. It features a white rounded rectangle on the left with the TimeFlow logo (a clock with a gear) and the text "TimeFlow". Below the logo, it says "Bienvenue!" and has two input fields for "Username" and "Password", followed by a blue "Se connecter" button. To the right is a blue rounded rectangle with the text "Pas Encore Inscrit?" and two input fields for "Username *" and "Password *", followed by a white "Créer un compte" button. At the bottom right of the blue rectangle is a link for "English".

Figure 4: French UI

Dynamic Calendar

TimeFlow offers a dynamic calendar, which enable users to view their tasks in different calendar modes.

TimeFlow's dynamic calendar offers month, week, and day modes. Each view offers a unique experience to accommodate all users.

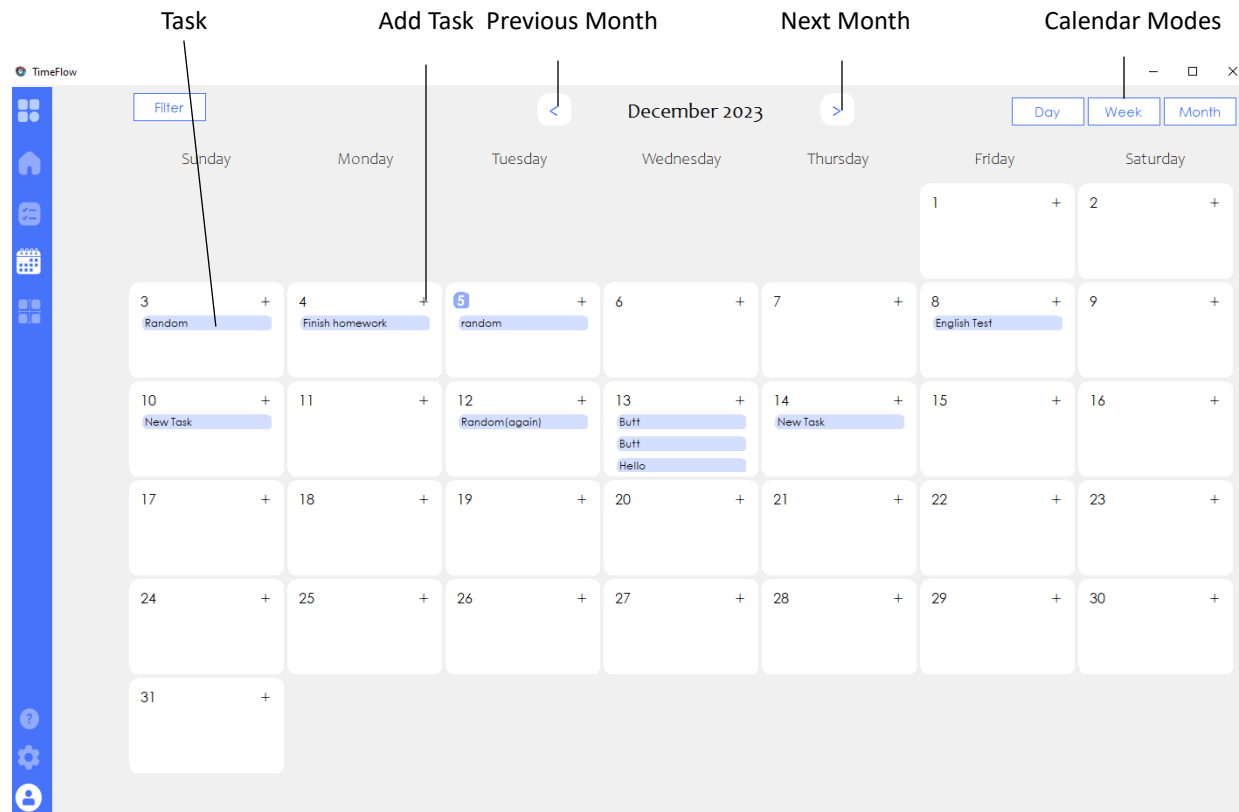


Figure 5: Month View

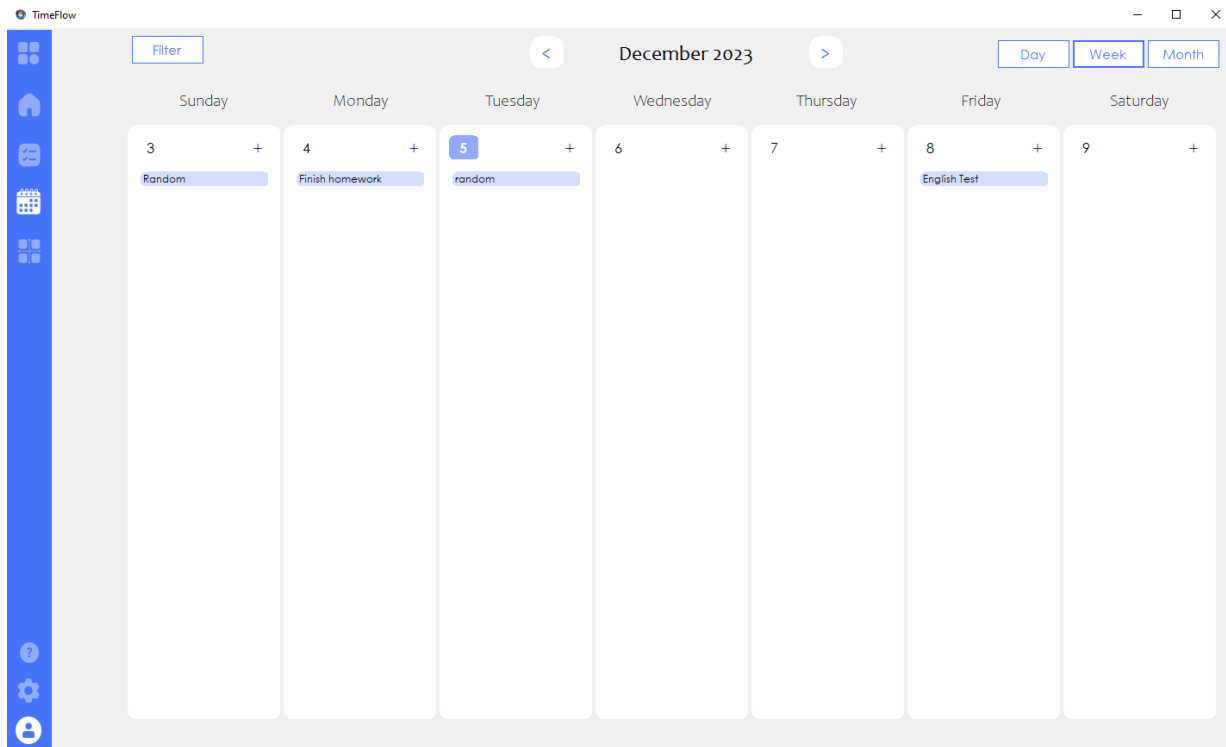


Figure 6: Week View

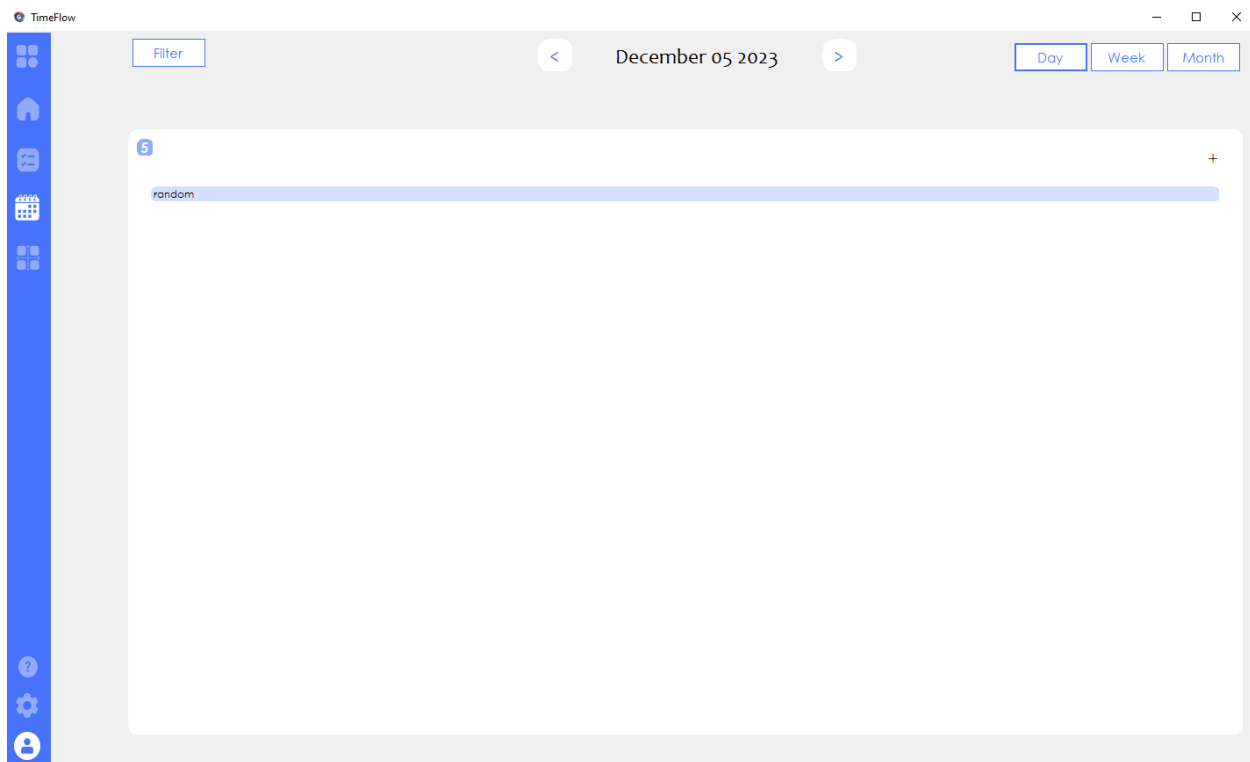


Figure 7: Day View

Calendar Function

Task Preview

By clicking on a calendar entity – a task, you will be greeted with a task preview.

This preview shows you the task name, the date its due, its category, and its description.

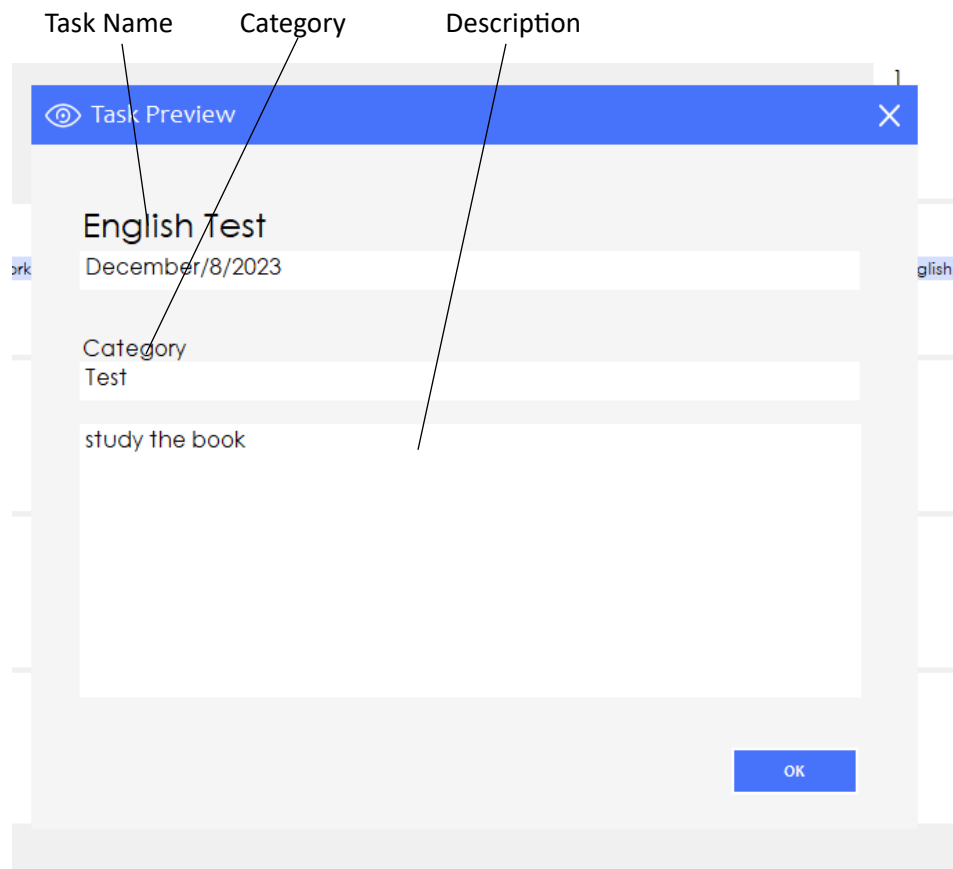


Figure 8: Task Preview

In-calendar Add Task

In addition to the task page, you're able to add a task directly from the calendar, this makes it more functional and customizable.

Following the same paradigm, but in a different UI – Input task name, description, category and date is pre selected to the date you chose.

The image shows a 'New Task' modal form. It has a blue header bar with a pencil icon and the text 'New Task' and a close button (X). Below the header, there are four input fields: 'Task Name' (a single-line text box), 'Description' (a multi-line text area), 'Category' (a dropdown menu), and 'Date' (a text box containing 'December/6/2023'). At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'. Labels with lines pointing to each field and button are provided: 'Task Name' points to the first text box, 'Description' points to the text area, 'Category' points to the dropdown, 'Date' points to the date text box, and 'Save Button' points to the 'SAVE' button.

Task Name

Description

Category

Date

Task Name

Description

Category

Date

December/6/2023

CANCEL

SAVE

Save Button

Priority Matrix

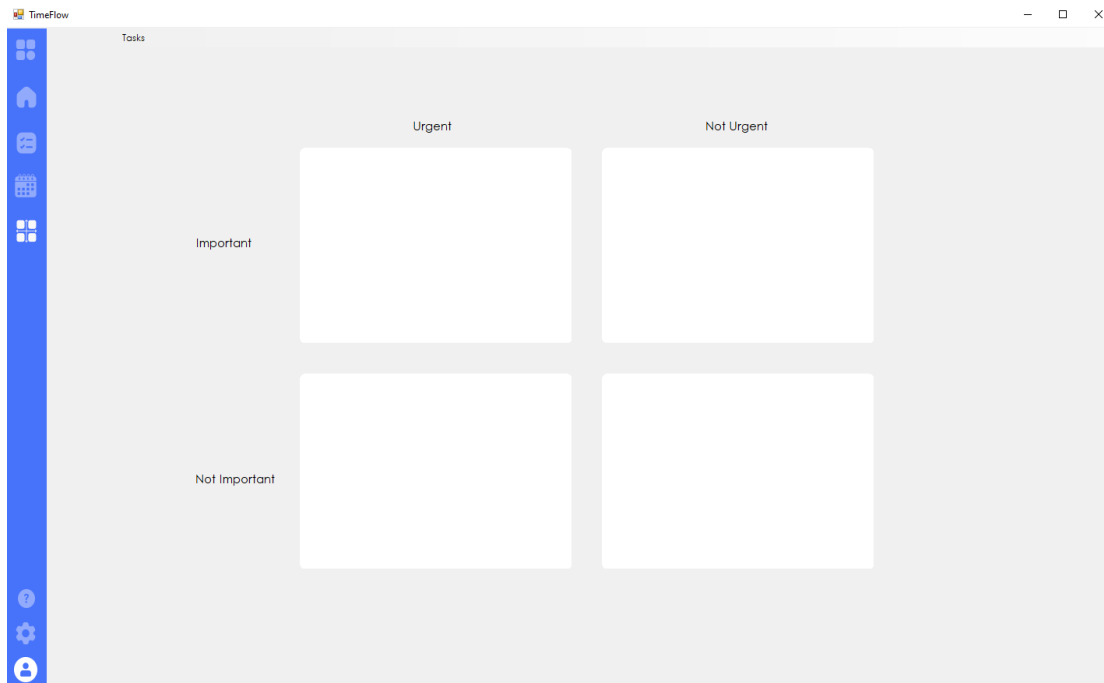


Figure 9: Matrix Overview

Legend:

1. Click on the tasks button to showcase all your tasks.

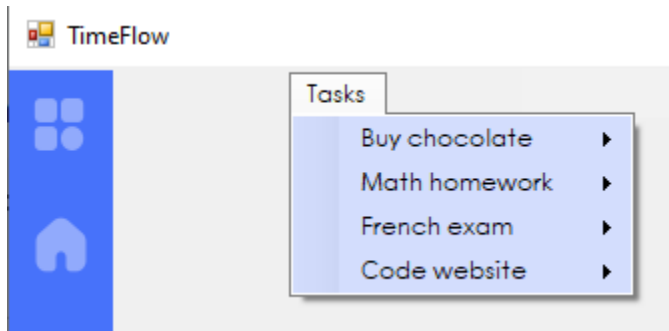
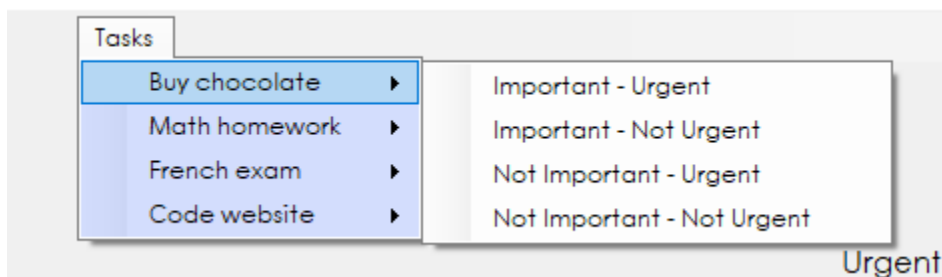


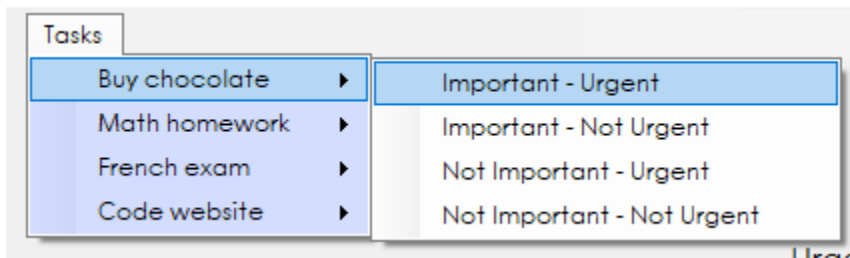
Figure 10: Task Menu

Using the task menu

2. Hover over your tasks to display which priority you want to place it as



3. Click on the priority you want it to be set as



Now the task will automatically be placed under the priority box you assigned it to!

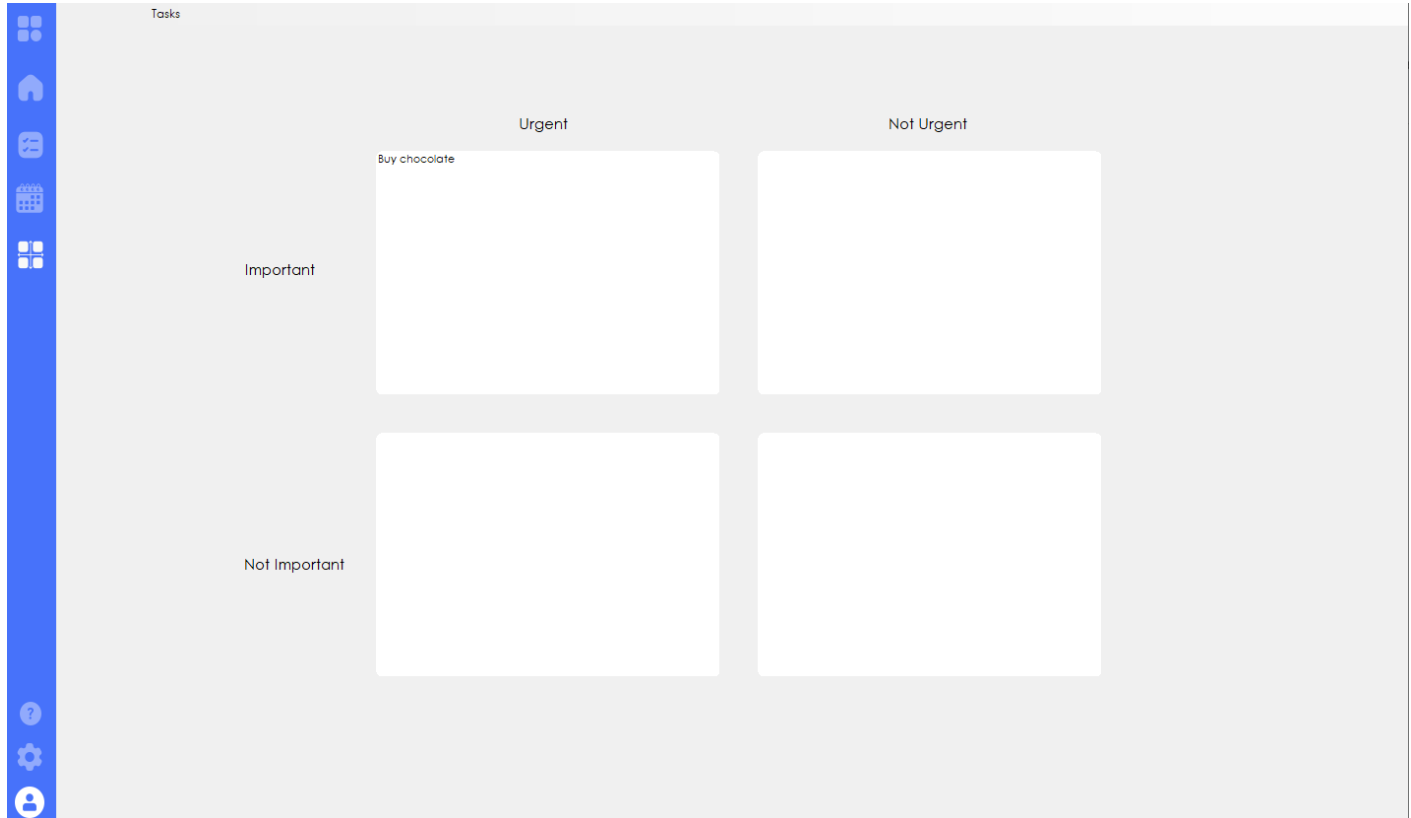


Figure 11: Task added to the matrix

Creating & deleting categories

Categories allow you to classify your tasks, this is good for organization.

To create view your categories, create categories, and delete categories:

Go on the calendar view. Click on the filter button

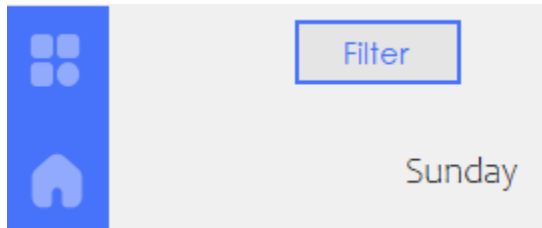


Figure 12: Filter button on calendar view

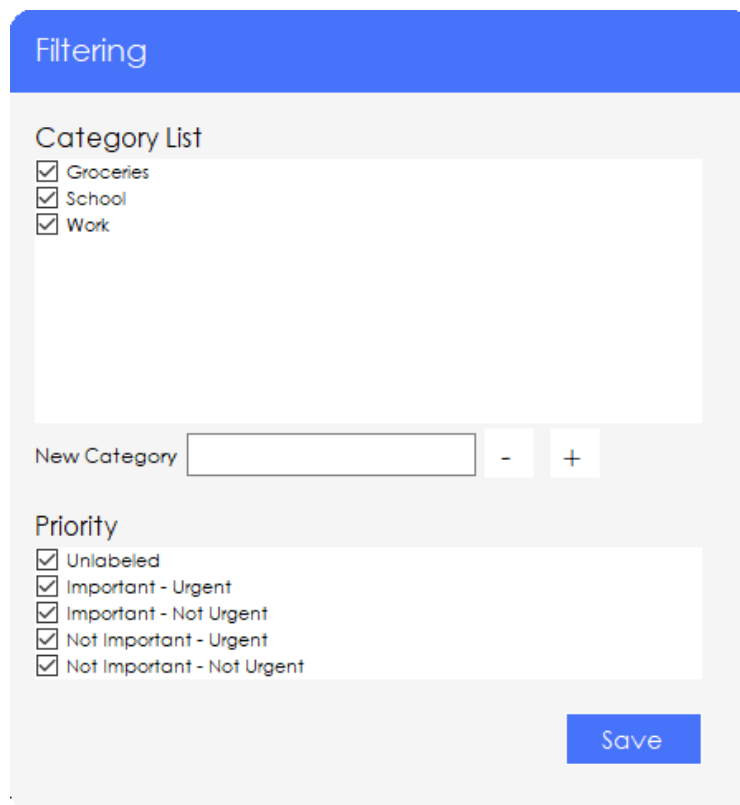
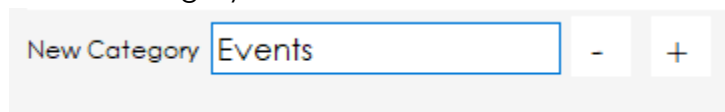


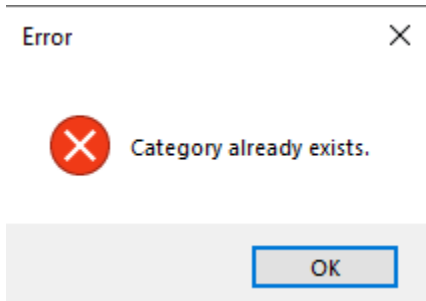
Figure 13: Filtering menu

To add a new category:

1. Type the name of the category in the text field, then click the "+" button to add the category



2. Note: you can't create a category that already exists.

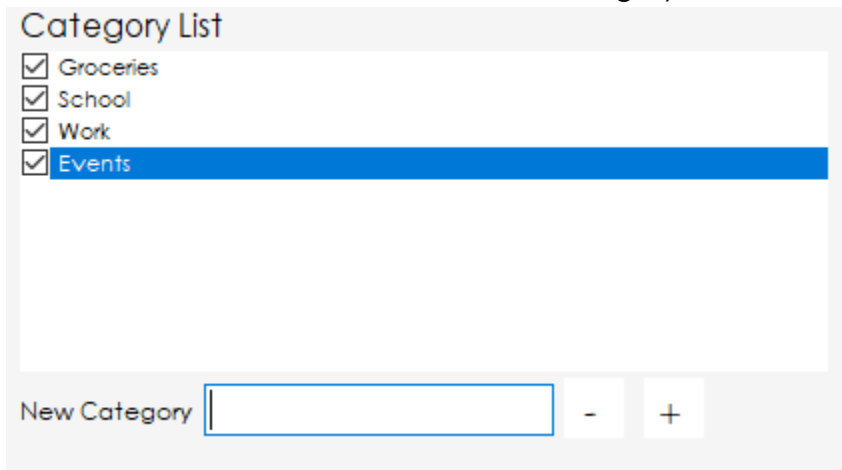


To remove a category:

1. Select the category you want to delete by clicking once on it in the Category List



2. Click the "-" button to remove the category



Category List

- ☒ Groceries
- ☒ School
- ☒ Work

New Category - +

Figure 14: Category Deleted

When a category is removed, all tasks with its category becomes uncategorized.

Filtering

Filter by category and/or priority

Filtering

Category List

- ☒ Groceries
- ☒ School
- ☒ Work

New Category - +

Priority

- ☒ Unlabeled
- ☒ Important - Urgent
- ☒ Important - Not Urgent
- ☒ Not Important - Urgent
- ☒ Not Important - Not Urgent

Save

1. Check the boxes of the priorities that you want to see. The unchecked boxes will not display in the calendar.
2. Press the save button

Filtering

Category List

☐ Groceries

☒ School

☒ Work

New Category

-

+

Priority

☒ Unlabeled

☒ Important - Urgent

☒ Important - Not Urgent

☒ Not Important - Urgent

☒ Not Important - Not Urgent

Save

Result: (no longer displaying the buy chocolate task)

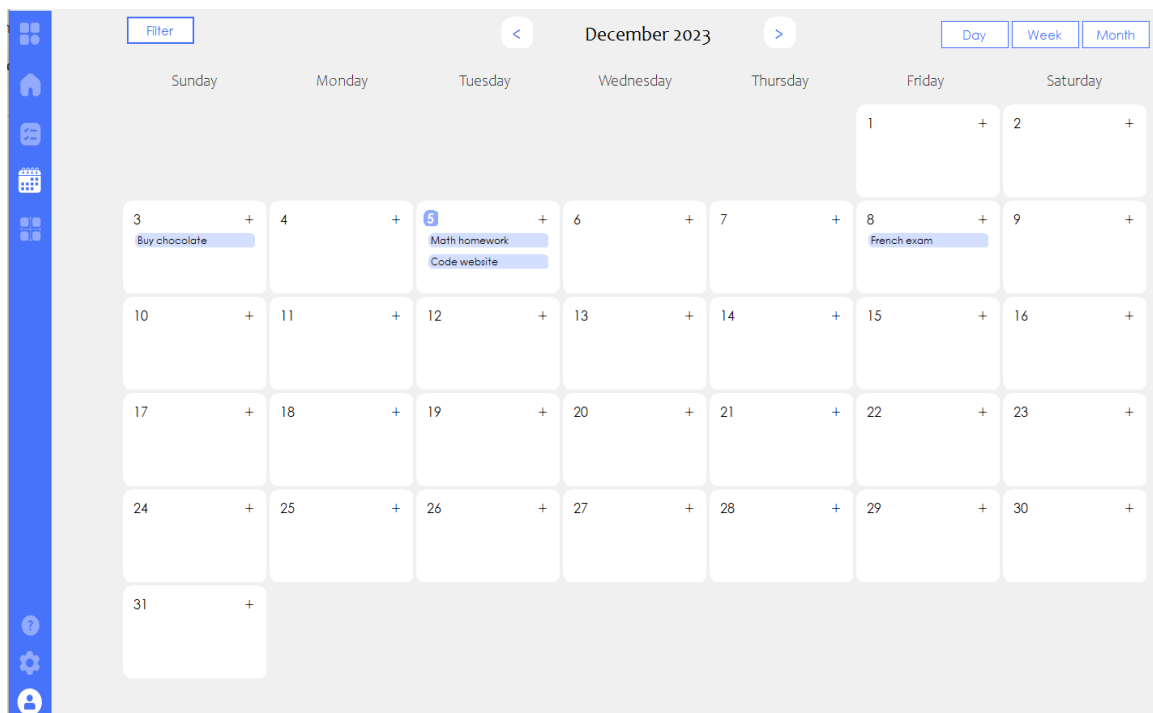


Figure 15: Before filter (With buy chocolates task)

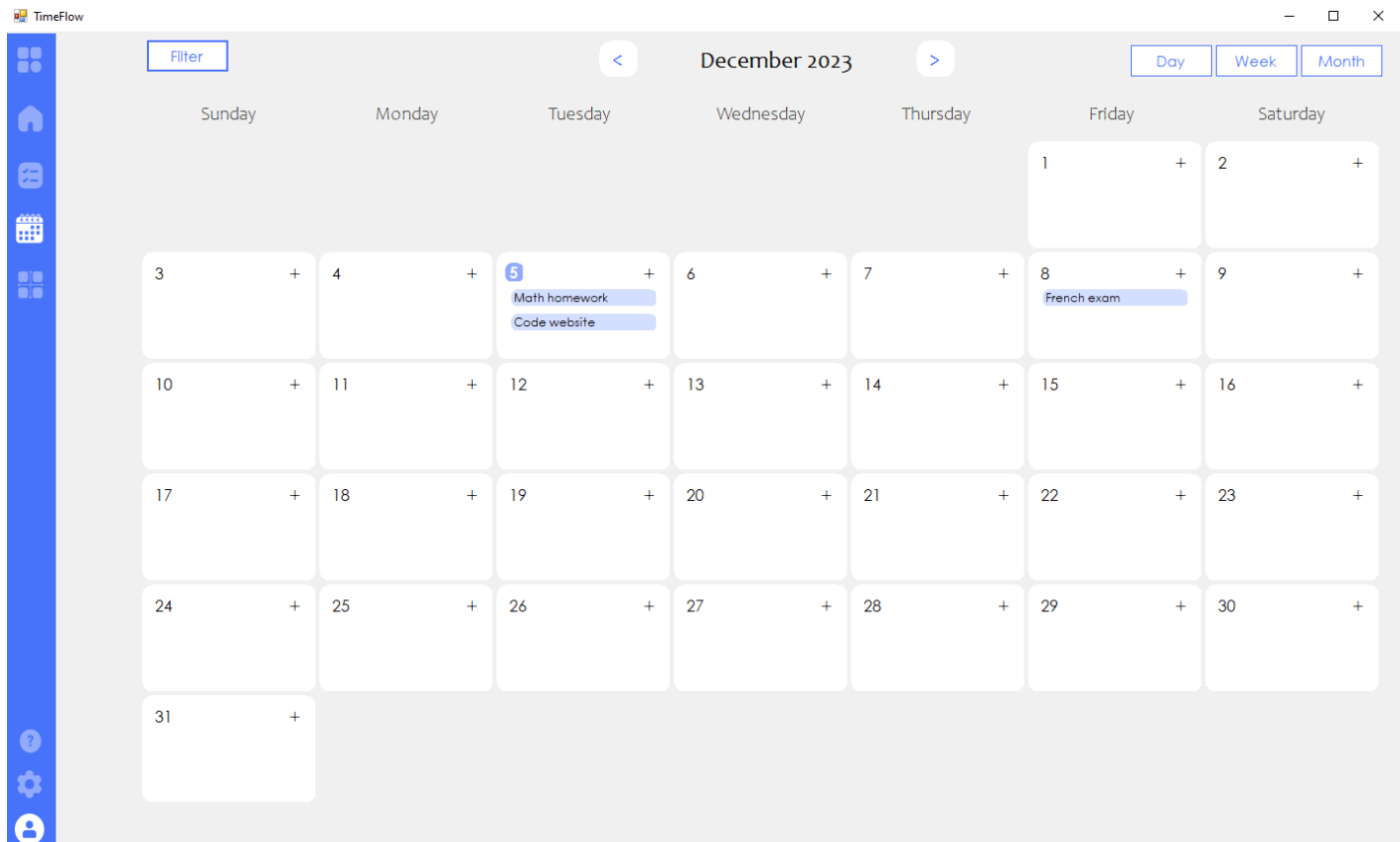
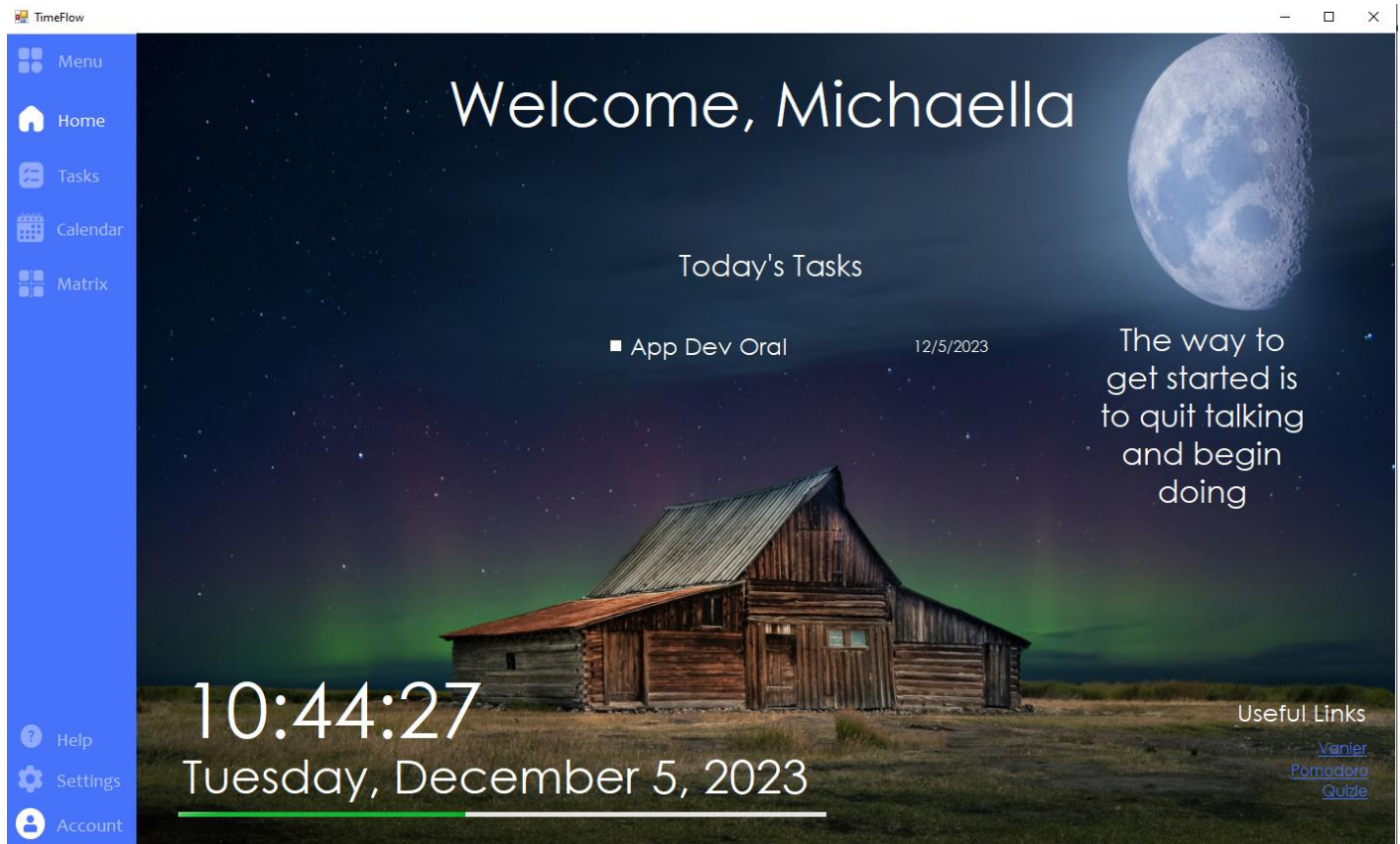


Figure 16: After filter buy chocolates has been filtered out

Home Page

The home page displays key information such as time, date, and tasks of the day. It also has a progression bar at the bottom to show the remaining time left of the day, a quote generator on the right side and some useful links to help the student get started with his work.



Task Page

The add task page displays all the tasks that the user has created, no matter when the due date is. On the right side, the user has the option to add a task by providing a task name(mandatory), task description (optional), type of category (optional), and a due date (optional). Once the user clicks on the add task button, the task is then added to the list on the left. If the user entered a task today's date, then it will also display it on the home page.

TimeFlow

Menu

Home

Tasks

Calendar

Matrix

Help

Settings

Account

To Do List

□ App Dev Oral 12/5/2023

Add Task

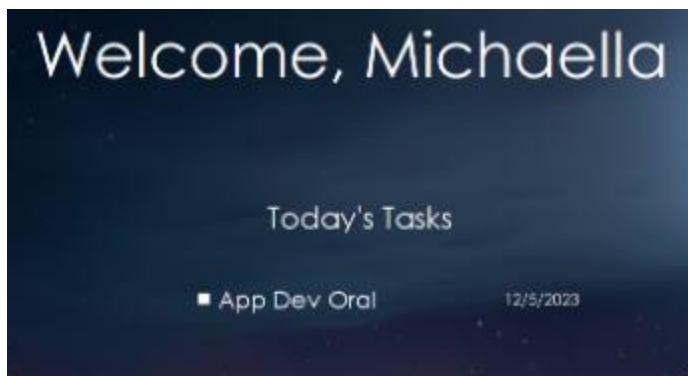
Task Name

Description

Category

Date Tuesday, December 5, 2023

Add Task Delete Task



Sidebar

The sidebar regroups all the necessary buttons so that the user can navigate through the app smoothly. The user can expand to view the name of each button or shrink the sidebar.

