

# TaskCare Calendar

## User's Guide

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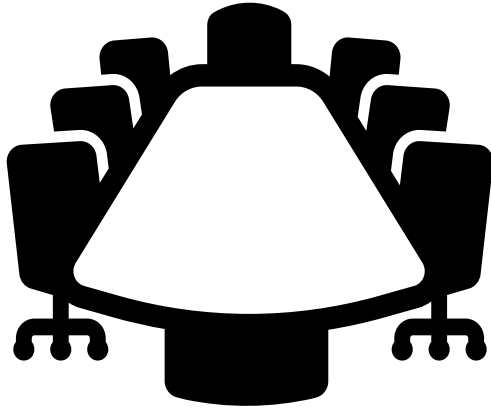


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## Introduction

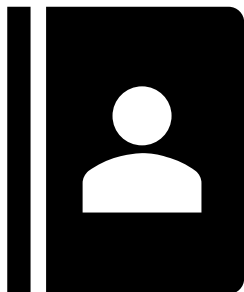


### Overview of TaskCare Calendar

TaskCare Calendar is a comprehensive task and event management application designed to help users track deadlines, organize schedules, and efficiently manage their time. The software allows users to create, update, and delete tasks and events, ensuring a smooth workflow for both personal and professional use. Built using Java with Spring Boot, Thymeleaf for the front-end, and an H2 database, TaskCare Calendar is a lightweight yet powerful tool for managing tasks.

### Purpose of the User Guide

The purpose of this guide is to help users understand the full capabilities of the TaskCare Calendar and ensure successful installation, setup, and use of the application's core features. This guide includes detailed instructions, screenshots, and troubleshooting tips to address common issues and ensure an optimal user experience.



### Target Audience

This guide is intended for individuals or teams looking to organize and streamline their tasks and events. No prior technical experience is necessary, as the guide will walk users through the complete process, from installation to using advanced features.



# Getting Started

## System Requirements

### 1. Tool Configuration

To ensure the environment is properly set up, follow these steps:


#### 1.1 IDE Setup:

- Download **Eclipse** version 4.29.0 (or higher) with **JavaSE-17** or greater.



#### 1.2 Java Spring Boot:

- Install **Spring Boot** by downloading the Spring Tools plugin from the Eclipse Marketplace.

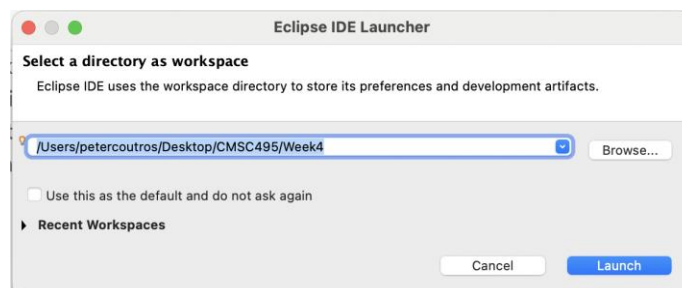


**Spring Tools 4 (aka Spring Tool Suite 4) 4.25.0.RELEASE**  
Spring Tools 4 is the next generation of Spring Boot tooling for your favorite coding environment. Largely rebuilt from scratch, it provides world-class support... [more info](#)  
by [Broadcom](#), EPL  
[spring](#) [Spring IDE](#) [Cloud](#) [Spring Tool Suite](#) [STS](#)  
★ 4275    Installs: **2.96M** (23,503 last month)    Installed

## Installation Instructions

### 1.2.1 Launch Eclipse:

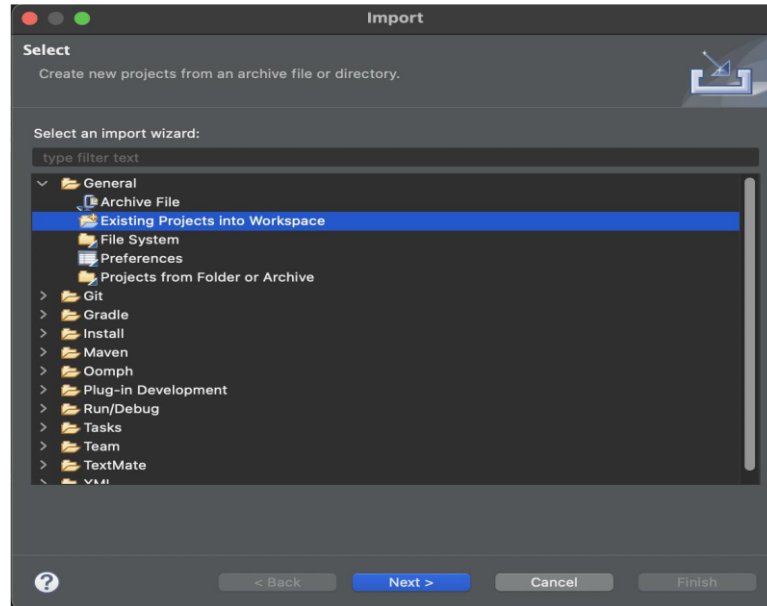
- Open Eclipse and select your workspace directory, then click "Launch".



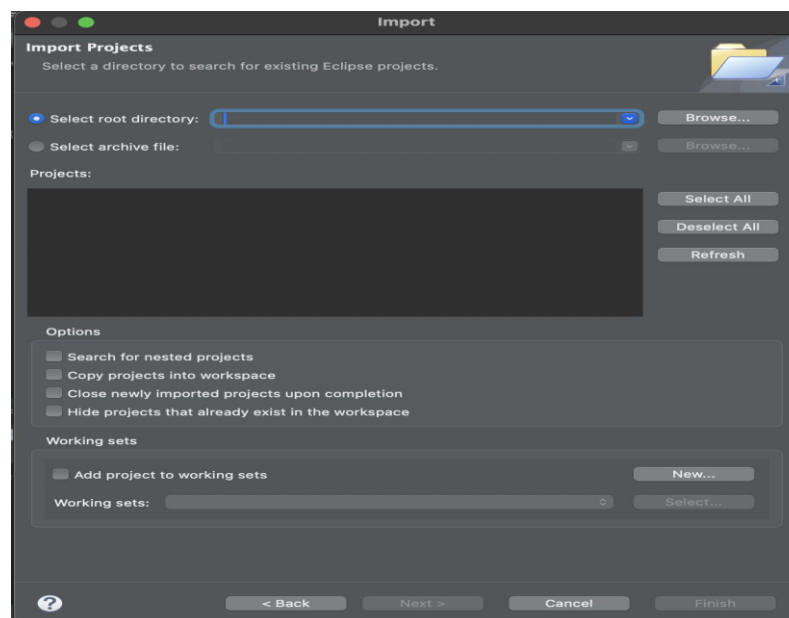


## 1.2.2 Import the Project

Navigate to “File” > “Import...” > “General” > “Existing Projects into Workspace” and click “Next”.

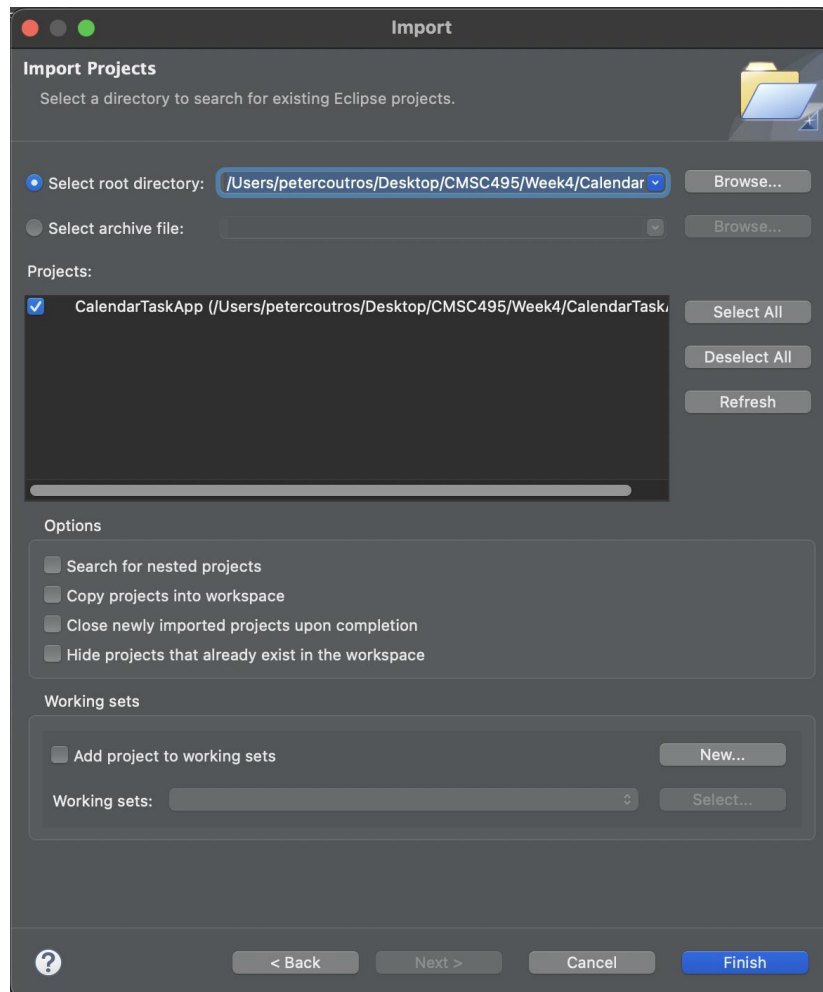


Press the “Select root directory” radio button and select the folder containing the entire project.

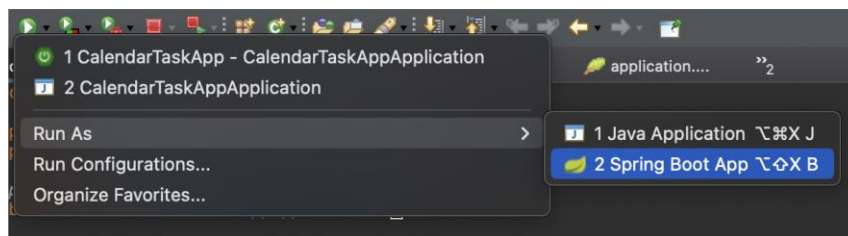




Ensure that the folder containing the project is checked in the “Projects:” section of the import and click “Finish”.



Navigate to the file containing the main method (in CalendarTaskAppApplication.java) and run as “Spring Boot App”.





## 2. Access the Application:

Open your chosen browser and go to <http://localhost:8081/> to interact with the application.

Calendar Event/Task Manager

Create

Event Task

View

Event

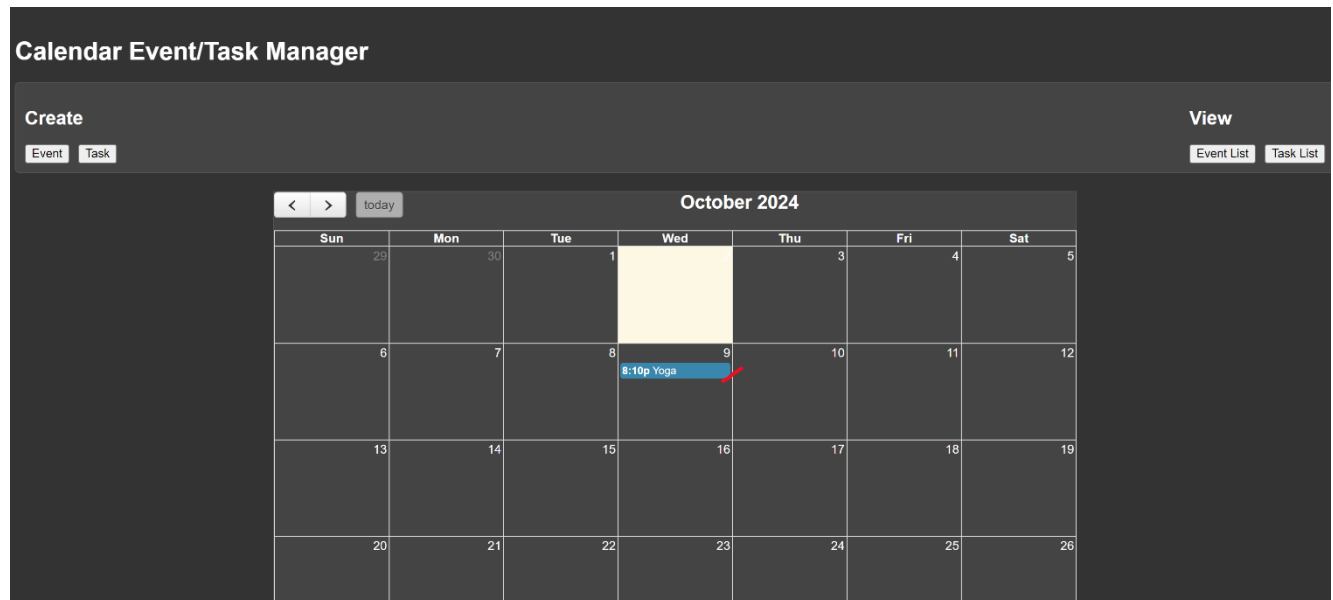
< > today

October 2024

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 29  | 30  | 1   |     | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |



## User Interface Overview



### 1. Event/Task Population:

- Displays events and tasks on the calendar.

### 2. Create Event/Task:

- You can view the event or task in the calendar or from the task/event list from the top-right corner of the screen.

### 3. Update Event/Task:

- To update, select the task or event from the list or calendar view.

### 4. Delete Event/Task:

- Select the task/event from the list, then click the delete option from the details box.

### 5. View Event/Task:

- View your events or tasks in the calendar view or from the task/event list accessible on the homepage (top-right corner).

### 6. Track Events/Tasks:

- To organize events or tasks. Filtered events will be categorized based on your selected criteria for easy tracking.





## Using the Calendar

### 1. Event/Task Population:

- **Step 1:** Open the calendar on the main interface.
- **Step 2:** All existing tasks and events will automatically display on the calendar view according to their date and time.
- **Step 3:** Click on a specific date to see a detailed view of events or tasks for that day.

A screenshot of a dark-themed 'Event' form. The form has a title 'Event' at the top. Below it is a table with five columns: Title, Date, Recurring, Category, and Location. The table contains one row of data: 'Yoga', '2024-10-09T20:10', 'false', 'Gym', and 'East Street'. At the bottom of the form are two buttons: 'Create New Event' and 'Home'.

### 2. Create Event/Task:

- **Step 1:** Navigate to the "Create Event/Task" button (usually found on the top menu or side panel).
- **Step 2:** A form will appear with fields like:
  - **Title:** Enter the event or task name.
  - **Date/Time:** Specify the date and time.
  - **Recurrence:** Choose if the task should repeat (daily, weekly, etc.).
  - **Category:** Select the category (Work, Personal, etc.).
  - **Location:** Add a location if applicable.
  - **Reminders:** Set any reminders (e.g., 10 minutes before).
- **Step 3:** Once the form is filled, click "Create" or "Submit."



- **Step 4:** The newly created event or task will now be visible on the calendar or accessible from the task/event list (top-right corner).

## Events

### Add Event

Title: Class

Date: 10/18/2024 09:00 AM

Category: School

Location: UMGC

Recurring? ☐

Set Reminder? ☐

Add Event

Home

### 3. Update Event/Task:

- **Step 1:** Click Event List or Task list under View

## View

Event List

Task List

- **Step 2:** Click on the task or event to open its details.



- **Step 3:** Select the "Edit" or "Update" option.

| ID | Title | Date             | Recurring | Category | Location    | Actions                           |
|----|-------|------------------|-----------|----------|-------------|-----------------------------------|
| 1  | Yoga  | 2024-10-09T20:10 | false     | Gym      | East Street | <div>Edit</div> <div>Delete</div> |
| 2  | Class | 2024-10-18T09:00 | false     | School   | UMGC        | <div>Edit</div> <div>Delete</div> |

- **Step 4:** Make the necessary changes to the event details (e.g., time, title, reminders).
- **Step 5:** Save the changes, and the updated event or task will reflect on the calendar.

## Events

### Update Event

Title: Yoga

Date:

Category: Gym

Location: East Street

Recurring? ☐

Set Reminder? ☒

Update Event

#### 4. Delete Event/Task:

- **Step 1:** Open the task/event list from the top-right corner or click directly on the event/task from the calendar view.
- **Step 2:** When the event or task details are displayed, look for the "Delete" option.



- **Step 3:** Confirm the deletion, and the event/task will be removed from the calendar and list.



| ID | Title | Date             | Recurring | Category | Location    | Actions                           |
|----|-------|------------------|-----------|----------|-------------|-----------------------------------|
| 1  | Yoga  | 2024-10-09T20:10 | false     | Gym      | East Street | <div>Edit</div> <div>Delete</div> |
| 2  | Class | 2024-10-18T09:00 | false     | School   | UMGC        | <div>Edit</div> <div>Delete</div> |

## 5. View Event/Task:

- **Step 1:** You can view all upcoming tasks or events from the main calendar view.
- **Step 2:** Alternatively, click the task/event list on the top-right corner of the screen to get a detailed list.
- **Step 3:** Select any task or event from the calendar or list to view its full details.

## 6. Track Events/Tasks:

- **Step 1:** On the bottom-left side of the screen of View, locate the filter options.
- **Step 2:** Choose filters like **Category** (Work, Personal, etc.) or **Priority** (High, Medium, Low) to narrow down the tasks and events.
- **Step 3:** The events and tasks will be categorized and displayed based on the selected filter, helping you to track and manage them more easily.

Filter by Category:



### Troubleshooting Tips

- **Issue: Unable to launch the application**  
Solution: Ensure Java SE 17 is installed on your machine. If Java is installed, try restarting your computer or reinstalling TaskCare Calendar.
- **Issue: Calendar not displaying events**  
Solution: Check the date filters to ensure you're viewing the correct date range. If the issue persists, refresh the page or restart the application.



## Glossary of Terms

- **TaskCare Calendar:** A task and event management application designed for tracking deadlines and organizing schedules.
- **Event/Task Population:** The process of displaying events and tasks on the calendar view.
- **Create Event/Task:** A feature that allows users to add a new event or task by filling out a form with details like title, date, and reminders.
- **Update Event/Task:** The action of modifying an existing task or event to reflect new information or changes.
- **Delete Event/Task:** A feature that enables users to remove a task or event from the calendar or task/event list.
- **Recurrence:** A feature that allows an event or task to repeat on a daily, weekly, or custom basis.
- **Category:** A filter or label that helps organize tasks and events into specific groups, such as Work or Personal.
- **Reminder:** A notification that alerts users of an upcoming event or task, typically set for a specific time before the event.
- **Calendar View:** The main interface where users can see their scheduled events and tasks by day, week, or month.
- **Task/Event List:** A detailed list of all tasks or events that users can view or manage, typically found on the top-right corner of the application.
- **Filter:** A tool used to organize tasks or events based on specific criteria like Category or Priority.
- **Priority:** A label or classification used to determine the importance or urgency of a task or event (e.g., High, Medium, Low).
- **IDE (Integrated Development Environment):** A software application that provides comprehensive tools for coding, testing, and debugging (e.g., Eclipse).
- **Spring Boot:** A framework used in Java development for building stand-alone, production-grade Spring-based applications.
- **H2 Database:** A lightweight, embedded database often used with Java applications for local storage and data management.