



OMNICAL USER MANUAL

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Login

Once the program is opened you (the user) have a choice of the following:

1. Enter user type and details to login (home)
2. Choose to register (Proceed to register form)
3. The user may at any point in the login screen click on file and change the language of the program

Register

Here the user may enter their details and sign up to continue with the creation of the timetable.

- Enter all necessary details required making sure that there are no validation errors
 - o Name
 - o Surname
 - o Initials
 - o Course
 - o Address
 - o City
 - o Postal Code
 - o Cellphone Number
 - o Email Address
- You will then be taken to the license agreement where you have to accept the conditions before being allowed to continue

Home

This is the main hub of the program, linking all essential forms in one simple to use form. On the main screen there are different options according to user type.

- Student (IT / Other)
 - o View Timetable
 - o View Calendar
 - o Preferences
 - o Meet the team
 - o Statistics
 - o Announcements
 - o Cal My Friend
 - o Update Profile
 - o Log out



- Staff
 - o View Timetable
 - o View Calendar
 - o Edit Modules
 - o Preferences
 - o Meet the team
 - o Statistics
 - o Announcements
 - o Update Profile
 - o Log out
- Admin
 - o View Data
 - o Settings
 - o Meet the team
 - o Update Info
 - o Statistics
 - o Log out

View Data

Clicking on the respective buttons will cause the following to happen:

1. View data, here the admin may view all information the timetable has. - -
 - o Admin also have the ability to change and edit any and all information regarding the Students, Here the admin may add, edit or remove any students.
 - o Staff members, here the admin has the ability to add, edit or remove any staff
 - o Module, here the admin may add, edit or remove any modules.
 - o Schedule, the admin may add, edit or remove any details in the schedule.
 - o Timetable, here the admin may add, edit or remove any timetables made by students
 - o Period, here the user may add, edit or remove any periods.
 - o Courses, the admin may remove, edit or add any courses.
 - o Roster, the admin may add, edit or remove any rosters.

If any changes are made during the view data session the admin may click on the save changes button locate at the bottom of every screen to save any changes made



View Calendar

View calendar, here the user may see their timetable implemented onto a calendar for a larger perspective of things.

- Add an event by:
 - Selecting a day
 - Click add event
 - Select start time
 - Select end time
 - Enter event name
 - Enter description
 - Optionally add it to announcements by checking announcements
 - Add description and click done
 - Click Add
- Remove an event by:
 - Selecting a day
 - Click remove event
 - Select start time
 - Select end time
 - Enter event name
 - Enter description
 - Click Remove
- To edit an event, you need to remove the event then add a new event

Preferences

Preferences, here the user will be able to change preferences such as the current language and the date settings.

- View All Announcements
- View Course Announcements
- Show Date
- Automatic Time Zone
- Default Language
 - English
 - Afrikaans
 - Sesotho
 - Zulu

Once these setting have been changed as applicable, save can be clicked to record the changes in the database.

Statistics

Statistics, on this form the user will be able to see statistics regarding the program such as the amount of users per faculty and the most logged in user. Admin will also have access to the last logged in user.



Meet The Team

Meet the team, here the user can see the OmniCal team and their positions in making the program possible

Announcements

Announcements, here the user may see any announcements made by the staff members or admin regarding anything to do with the timetables. Announcements are created in View Calendar, (please refer back to *View Calendar* for the steps to create an announcement if necessary).

To delete an announcement:

- Select the announcement
- Click delete

To delete all announcements:

- Click delete all
- Answer the message dialog with yes

To mark an announcement as read:

- Select an announcement
- Click Mark As Read

To mark all announcements as read:

- Click on Mark All As Read
- Answer the message dialog with yes

To mark an announcement as unread:

- Select an announcement
- Click Mark As Unread

To mark all announcements as unread:

- Click on Mark All As Unread
- Answer the message dialog with yes

To mark an announcement as starred:

- Select the announcement
- Click on the star button

To mark all announcements as starred:

- Click on Mark All as Starred
- Answer the message dialog with yes

To mark an announcement as unstarred:

- Select the announcement
- Click on the star button



To mark all announcements as unstarred:

- Click on Mark All as Starred
- Answer the message dialog with yes

Update Profile

Here the user may choose to update any personal details and then click save changes

Cal My Friend

Here the user is allowed to make a request to view a friend's timetable, view requests made by other users for that user's timetable as well as managing requests sent and received.

How to make a request:

- Select request timetable
- Insert Student number
- Click request

How to view requests:

- Select view requests

How to delete a request:

- Select the request
- Click on Delete Request

How to change permissions:

- Select the request
- Click on the appropriate action

How to view a timetable:

- Select View Timetable
- Select a student number from the list of accepted students