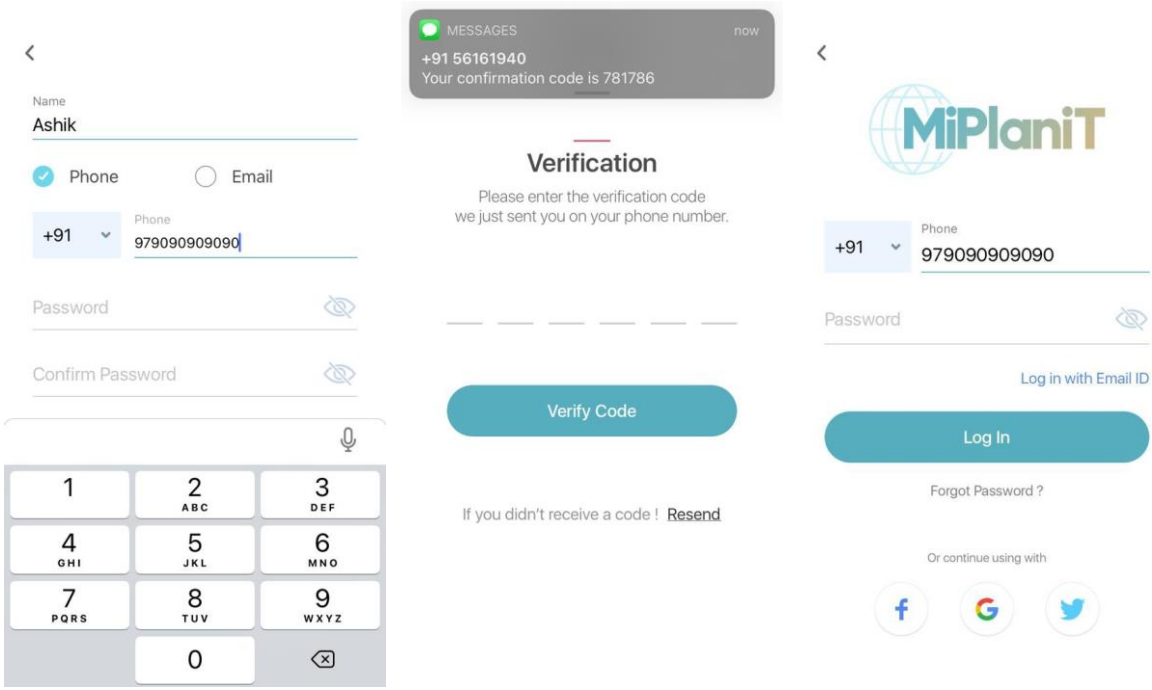
Landing Page

SignUp / Log In



New user registration

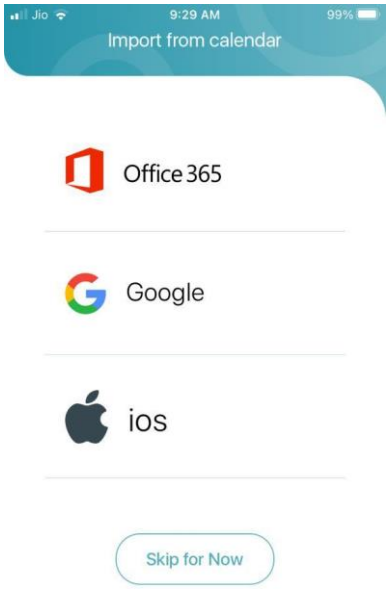
Enter Name -> select phone number or email to register with -> Enter Phone/Email ->

Create a password and re enter to confirm -> Tap proceed to get OTP to Mobile/Email.

On the verification Page, enter OTP and Tap on Verify Code.

Once verified, the new user is redirected to an Import Calendar page. Registered users can Login using registered credentials or through Facebook, Google or Twitter.

Import From Calendar

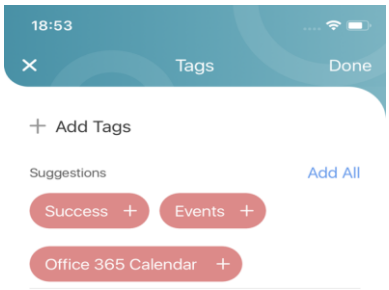


Calendar events can be imported from Office 365, Google or Apple Calendar. Tap the required account to import calendar. Tap Skip For Now to proceed without importing calendar. (Not recommended)

Tags

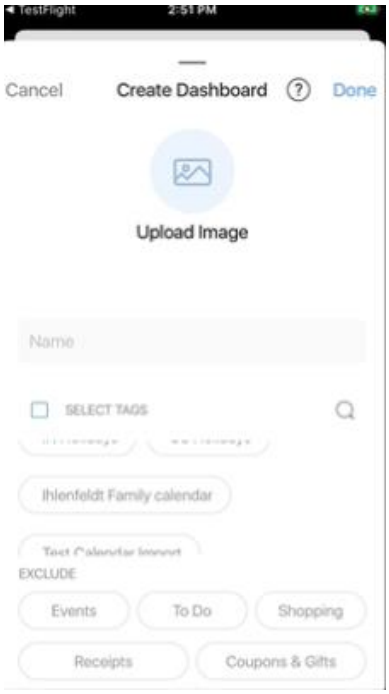
Tags can be seen in each module of the application. A tag is an entity to collectively bring together different events, To Do, shopping, gift cards or event purchases together . Eg. A tag named College can be created and tagged to all events or activities regarding college, now this tag can be used to filter out each activity associated with College from the Dashboard.

Tag icon can be seen at the top of an event creation and when tapped, a new tag can be created or user can pick from one of the suggestions given.



Dashboard

The dashboard is the Landing page after logging in to the app. All the events for the day are listed as cards where in it can be swiped to show the next card. Time can be set for “Today”, “Tomorrow”, “This week” or “All” from the top.
The ‘All’ card shows events with dates till 1 month in future and all events without a date.

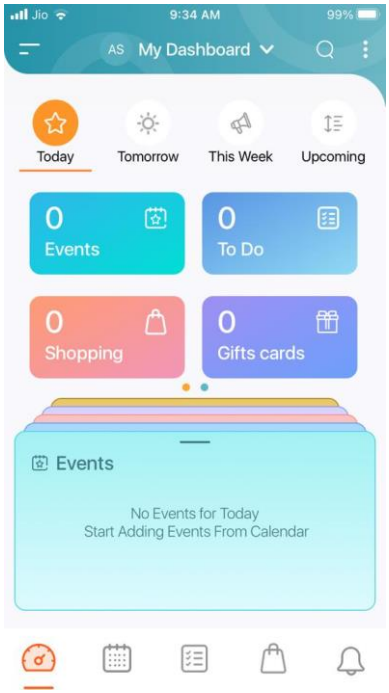


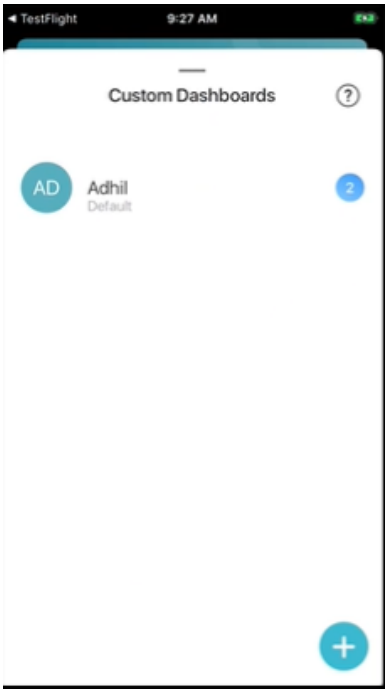
Tags can be added to custom dashboard to create a new custom dashboard for specific purpose, this way all items containing this tag can be viewed.

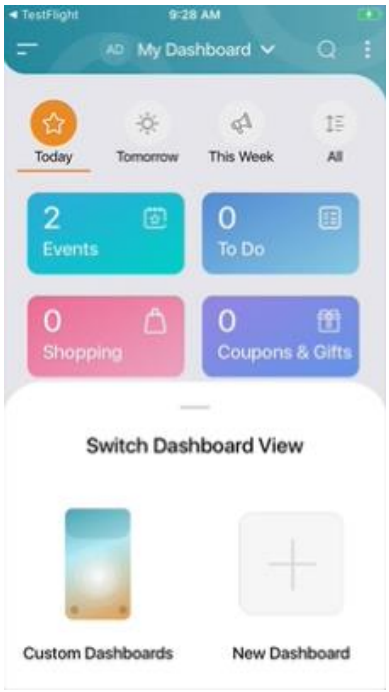
Add new Dashboard -> Tap My Dashboard -> “+” OR Tap Three dots at top right -> “+”
Alternatively a new dashboard can be created by Clicking on 3 dots in dashboard view -> taping ‘New Dashboard’ option

Switch Landing View -> Tap Three dots at top right -> Select Dashboard

View Custom Dashboard -> Tap Three dots at top right -> Custom Dashboards







Calendar

Calendar displays upcoming events and acts as a personal planner.

<u>To add an event</u>

Navigate to calendar tab from navigation bar at the bottom or from menu -> Click “+” -> Event

Enter Name -> Select calendar in which the event has to be added -> choose if the event has to be notified in other calendars -> select invitees -> All Day event or select time period -> whether to repeat or not -> Set reminder ->Select location ->Travelling or not -> Enter description -> Tap on save to save the new event.

Notify in other calendars – this option can be used to notify a particular event in additional calendars, e.g if you are planning for a family lunch and you wish to notify this in your spouse’s work calendar you can make use of this option.

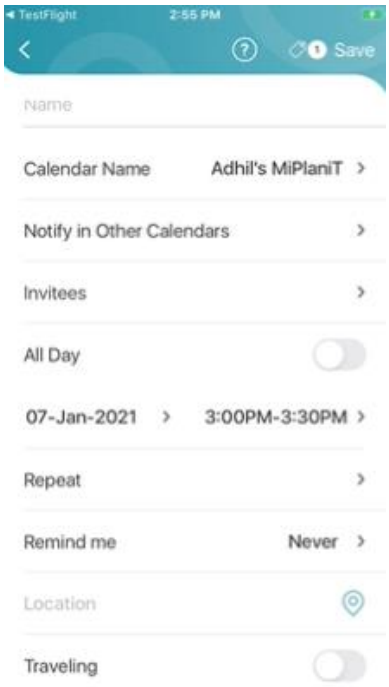
N.B : -

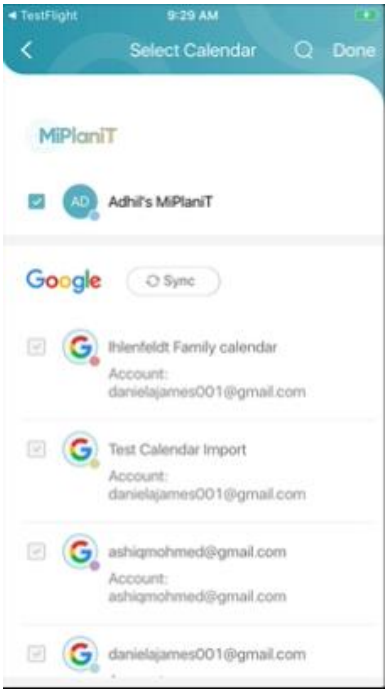
For notifying the calendar it has to be either imported in your application or shared with you by the person who has imported it in their app.

Setting the event as ‘Private’ will not reveal the event name in the calendar which has been notified.

To switch calendar, tap on the profile icon at top right of screen -> select calendar.

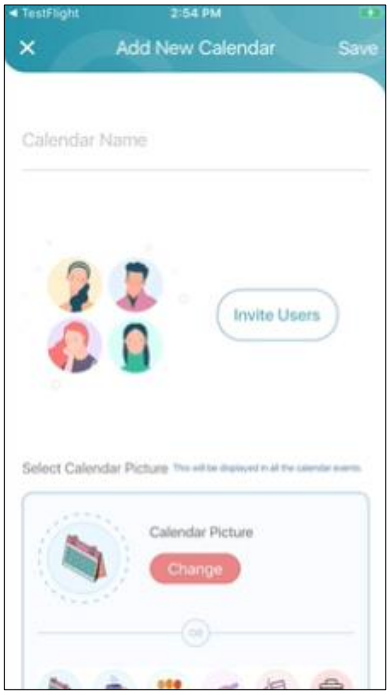
Swipe right to edit a calendar.


TestFlight
2:55 PM
Save
Name
Calendar Name
Adhil's MiPlaniT
Notify in Other Calendars
Invitees
All Day
07-Jan-2021
3:00PM-3:30PM
Repeat
Remind me
Never
Location
Traveling


TestFlight
9:29 AM
Select Calendar
Done
MiPlaniT
AD
Adhil's MiPlaniT
Google
Sync
Ihlenfeldt Family calendar
Account:
danielajames001@gmail.com
Test Calendar Import
Account:
danielajames001@gmail.com
ashiqmohmed@gmail.com
Account:
ashiqmohmed@gmail.com
danielajames001@gmail.com

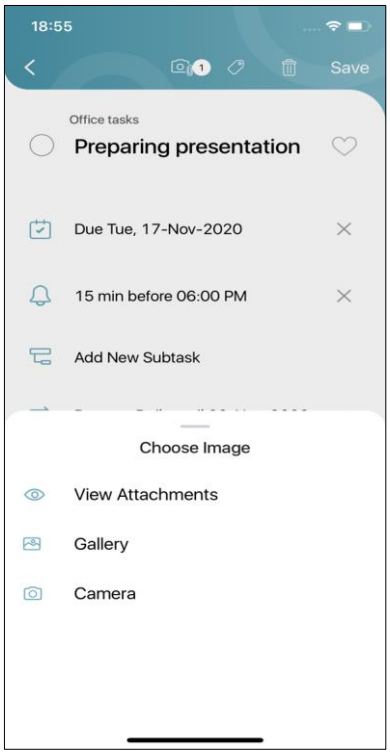
To add a calendar

Navigate to calendar tab from navigation bar at the bottom or from menu -> Tap on “+” -> Enter calendar name -> Invite users -> Upload or select picture -> save.



Add Attachments

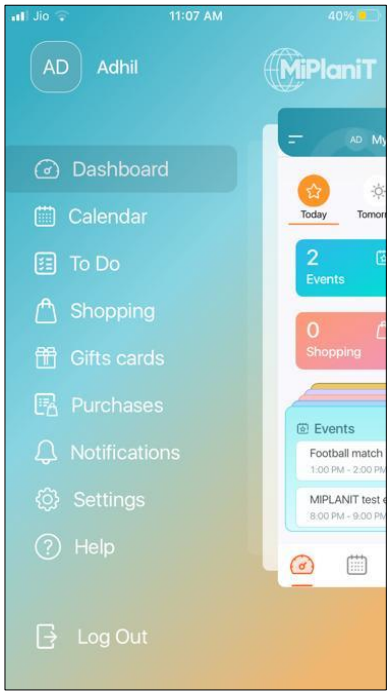
Add attachment option is provided in following modules : To Do, Shopping, Coupons and Gifts, Receipts and bills. It is provided at the top of add pages, the button with a camera icon can be used to upload images or files from gallery or take an image from camera. Uploaded attachments can be accessed by tapping “View Attachment”.

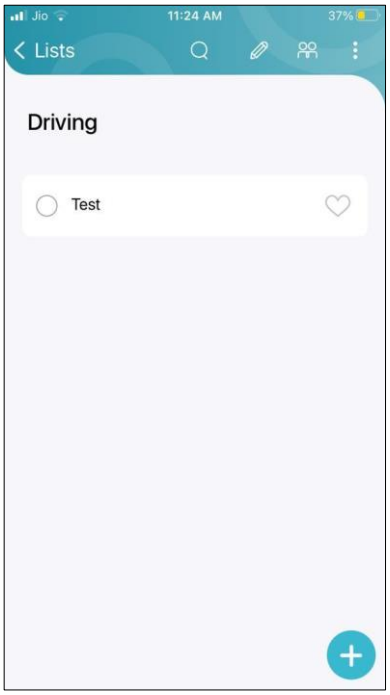

18:55
Save
Office tasks
Preparing presentation
Due Tue, 17-Nov-2020
15 min before 06:00 PM
Add New Subtask
Choose Image
View Attachments
Gallery
Camera

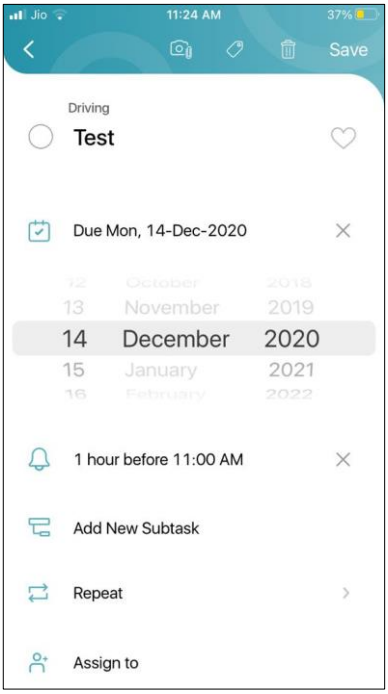
To Do

To add a new To Do list navigate to the To Do module from the navigation bar at the bottom or from the side menu. Now tap the “+” sign at the bottom right, enter a List name eg. “Driving”. Once the To Do list, i.e in this case ‘Driving’ is created tap on the “+” sign again to create a To-Do within Driving. Enter To-Do name eg. “Test”. Now tap on Test and set details like Date, Notify, Add subtask, Assign to etc. Tap ‘Save’ on top right to save the To-Do. You will be able to ‘Sort’ , ‘Share’ , ‘Print’ and ‘Delete’ To-Do from inside a list.
Once the To Do is shared with other users they will be able to make changes to the list, i.e add , edit as well as delete items

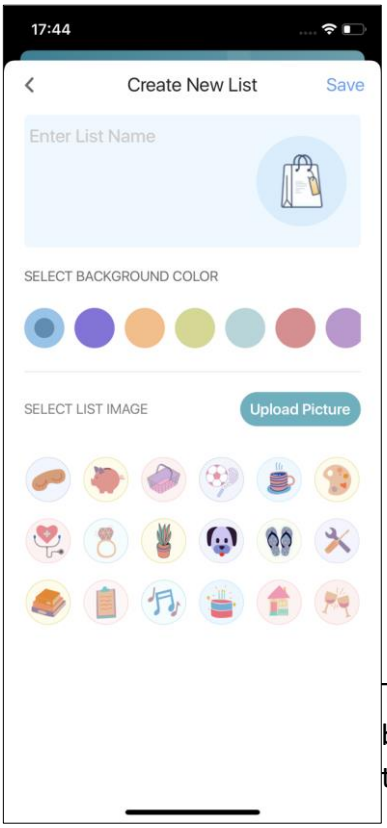
Add to-do. To-Do -> “+” -> Select/add tag -> Add attachment ->Select date -> Set notification time -> Add new subtask -> whether to repeat or not -> Assign to -> Save
To complete a To Do click on the round circle next to the listed item, to un-complete uncheck the circle from the list of completed items
To edit multiple items at once you can make use of ‘Edit mode’ from the top bar, click on the pencil button to go to ‘Edit mode’ and make change to multiple items at once.



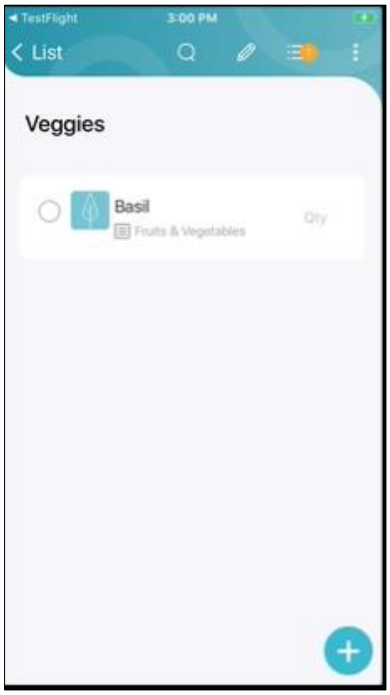


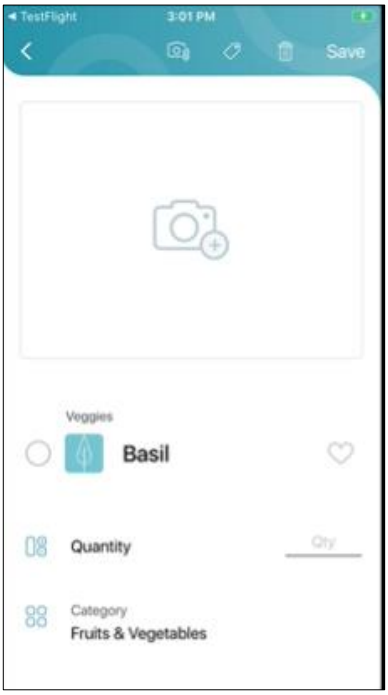


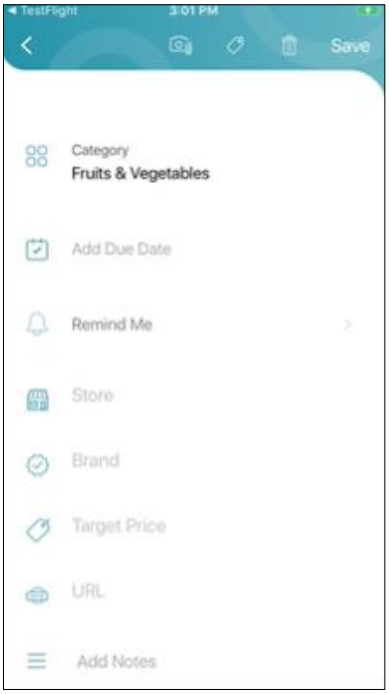
Shopping



Tap the “+” button, Enter list name, can also select a background color and upload or select a list image. Press ‘Save’ to create the list and proceed with adding items to it.



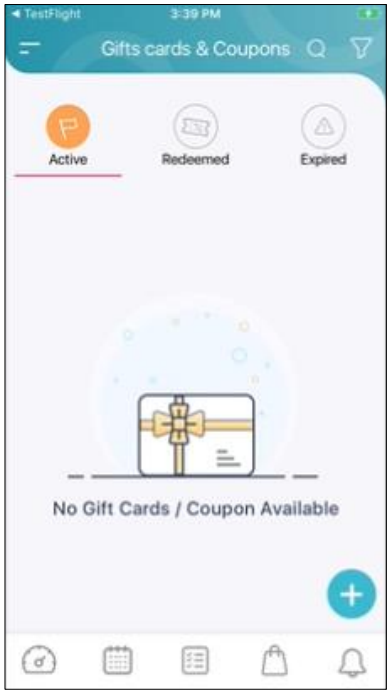


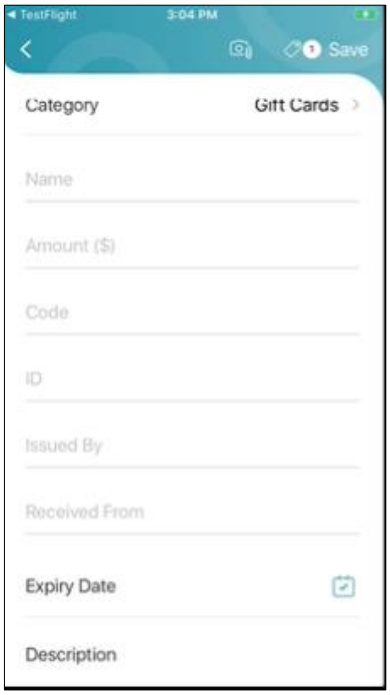


A new list called “Veggies is created. To add items for eg “Basil” to the shopping list, Tap “+” -> search items / pick from categories, recent items or favorites.

If the searched item is not there on the list you can always add it as a new items by clicking '+; button next to search area, if adding from within a category the new item will be added to that category by default or else it be added to category named 'Others'
Once an item is added you can Favorite the items or delete the item by swiping to the right and left respectively
To edit multiple items at once you can make use of 'Edit mode' from the top bar, click on the pencil button to go to 'Edit mode' and make change to multiple items at once.

Coupons and Gifts



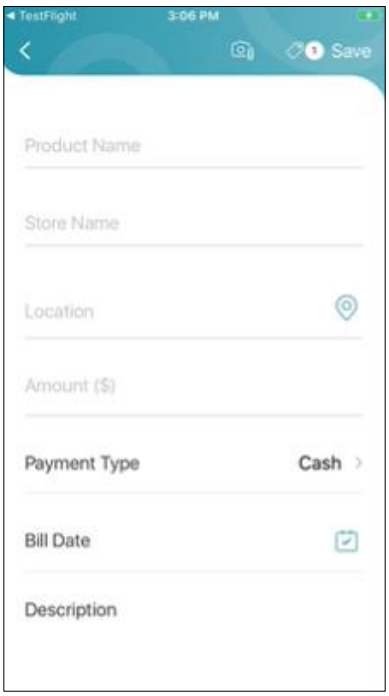


Use the menu to navigate to Coupons and Gifts
Active, redeemed and expired gift cards can be selected form the top.

To add a new gift card or Coupon tap "+".

Select category-> enter name ->Amount ->enter gift Code ->ID -> Issued by ->Received From-> enter expiry ->enter description -> tap save.

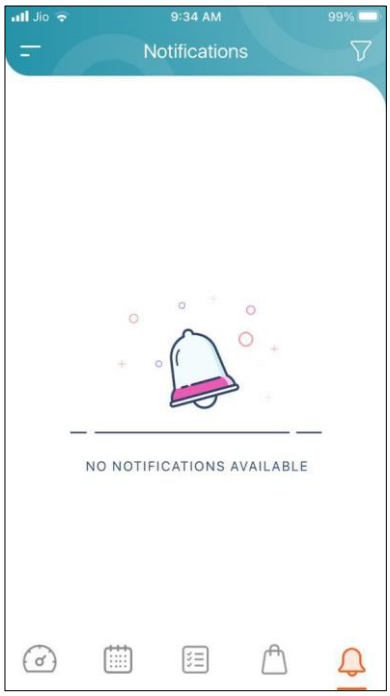
Receipts and Bills



Add new ➢ Tap “+” -> Select category -> Enter name -> Vendor -> Location -> Amount > Payment Type -> Date -> Description -> Tap save.

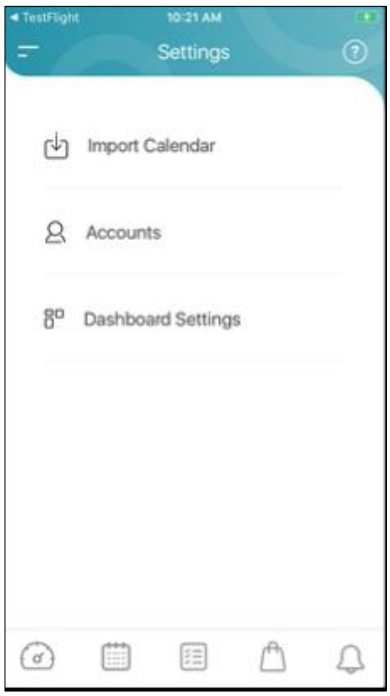
Payment type can be selected from the following : Cash, Cards or Others.

Notifications



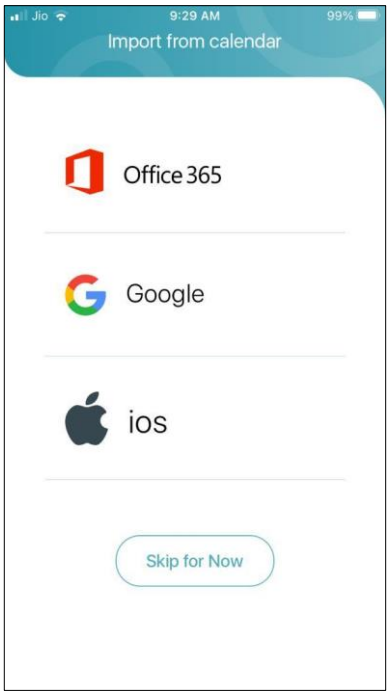
Tap on the bell icon at bottom navigation bar to view any notifications, also notifications can be accessed from side Menu. A “Clear all” is available and when tapped clears all notifications except those for which an action is not taken.

Settings

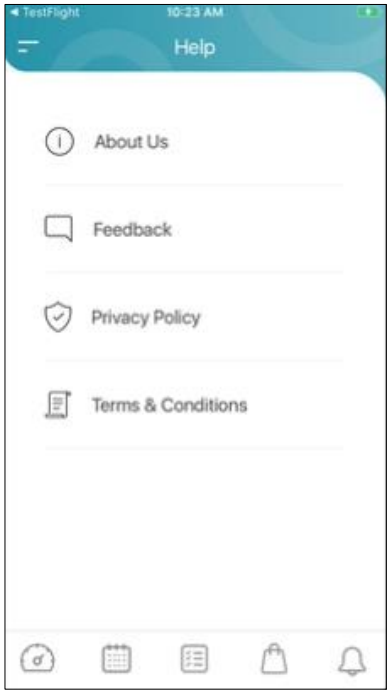


Additional functions like Import calendar, select Account and change Dashboard view can be found in Settings. Tap on Menu bar -> Tap settings.

When “Import Calendar” is tapped a new page to choose calendar similar to that in “New user registration”, pops up.



Help



To open Help, Tap Menu bar -> Tap Help.

Information like About the application, Privacy Policy, Terms and Conditions and a Feedback option is available.