



USER MANUAL

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Thank you for downloading MC Calendar! It will become an indispensable assistant with which you will planning of your schedule effectively.

For the application to work properly, you need to grant permissions for the following system settings.

Access to the calendar is required to display events in the MC Calendar.

Access to reminders is required to display reminders in tasks.

Access to reminders is required to display reminders in tasks.

Access to Contacts is required to create appointments and send invitations.

Microphone access permission is required to create voice events, tasks, and notes.

Access to the camera, gallery, and files is required to attach specified files to events, tasks, and notes.

We do not collect any information or data!

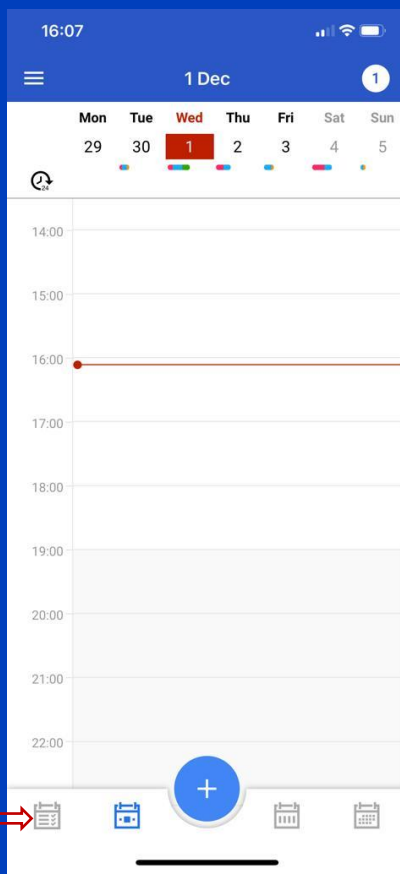


DAY AND WEEK DISPLAY FORMATS



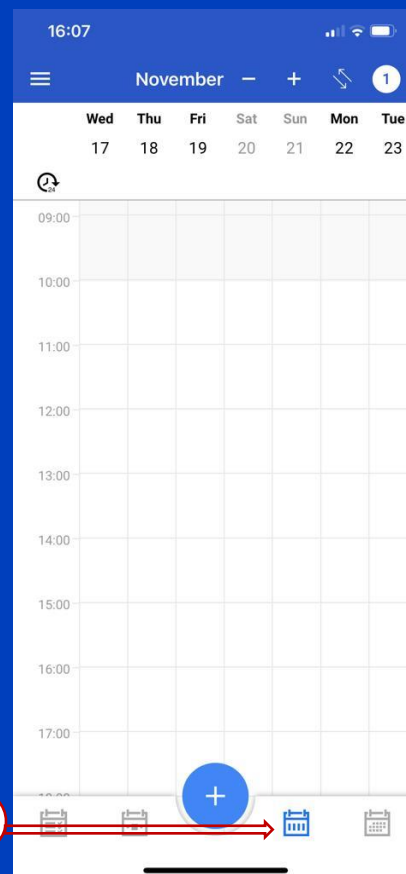
Day

Enable the Icon view **1**



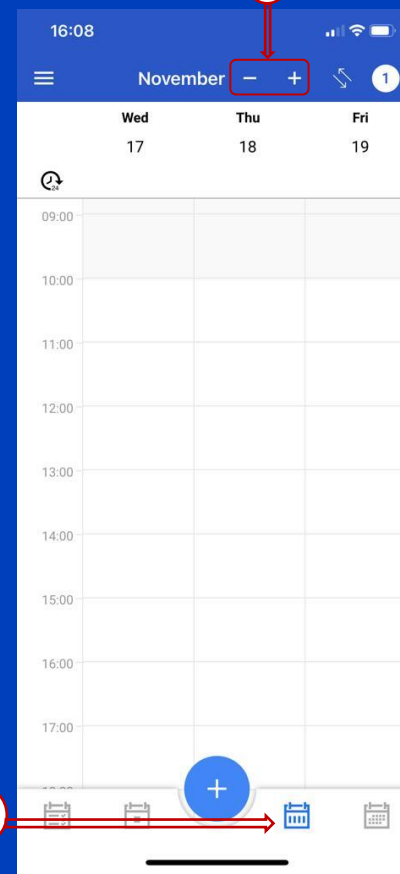
Standard week

Change the view **2**



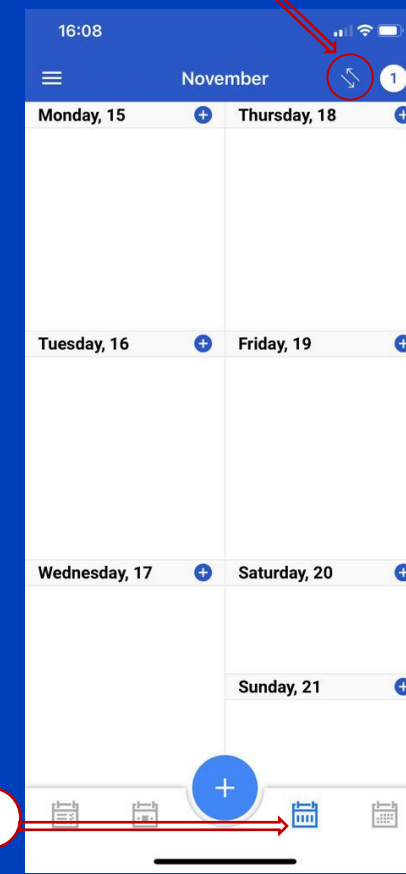
Customizable days

Enable the "+/- Icons" **3** view to increase or decrease the number of days to be displayed



Diary

Enable the Icon view **4**



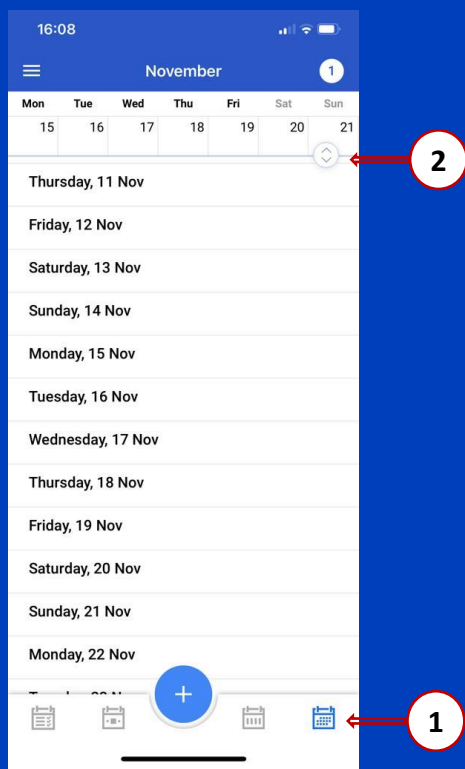


MONTH AND YEAR DISPLAY FORMATS



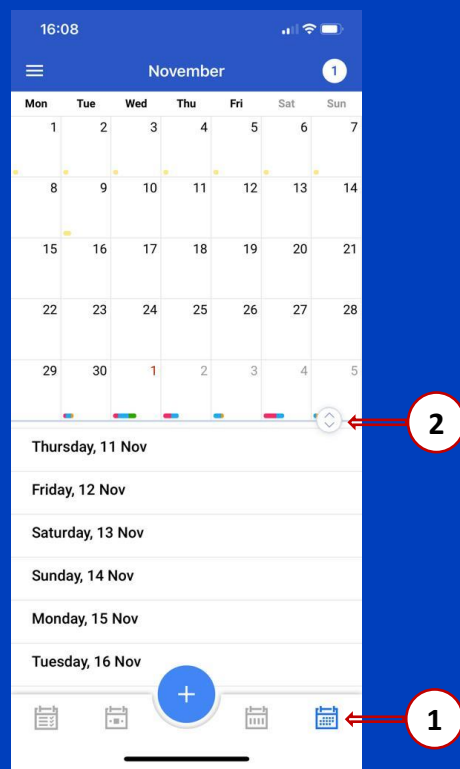
Schedule + Week

Enable the Icon view **1**



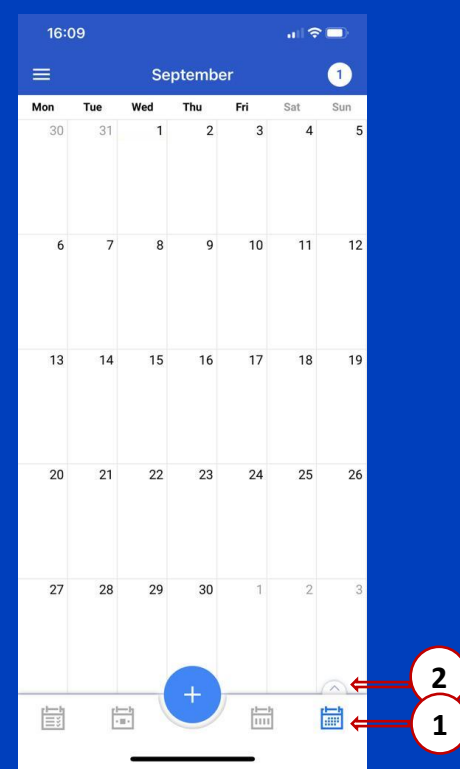
Schedule + Month

Switching views by dragging up and down **2**



Month

Switching views by dragging up and down **2**



Year

Viewing in this mode can be enabled in the main menu



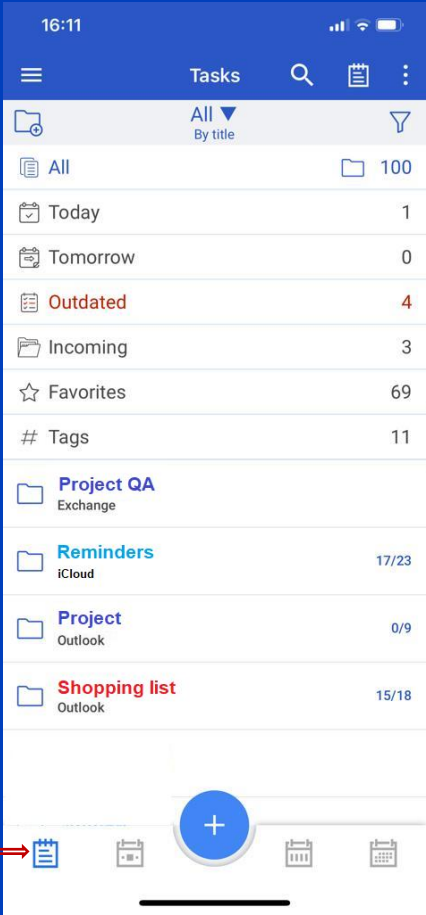


TASK AND NOTE DISPLAY FORMATS



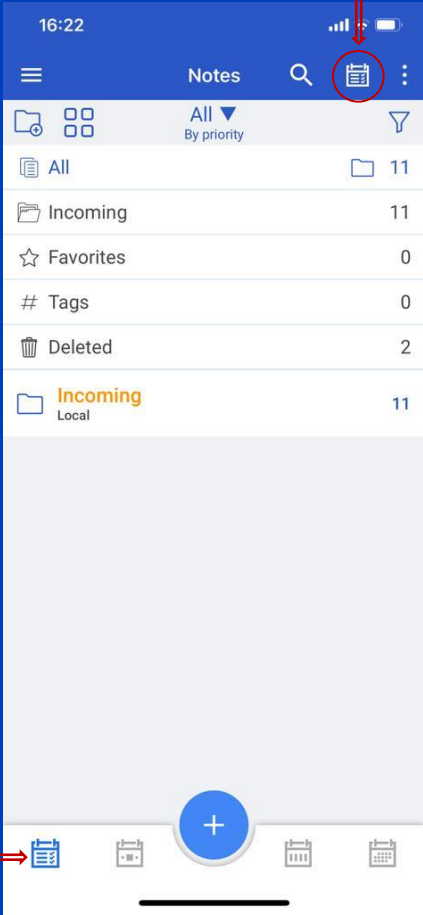
Tasks

Enable the
Icon view **1**



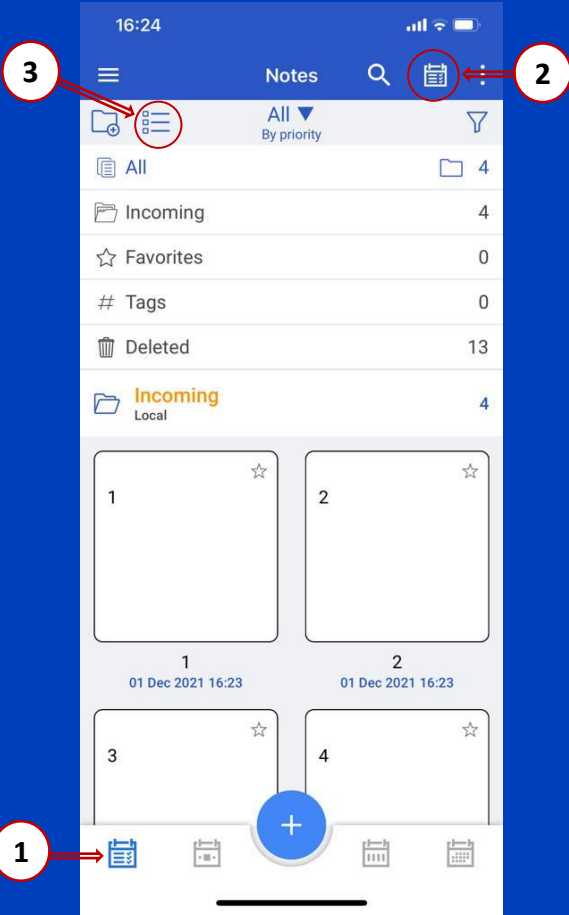
Notes (list)

Enable the
Icon view **2**



Notes (table)

Enable the
Icon view **3**





MENUS AND SETTINGS

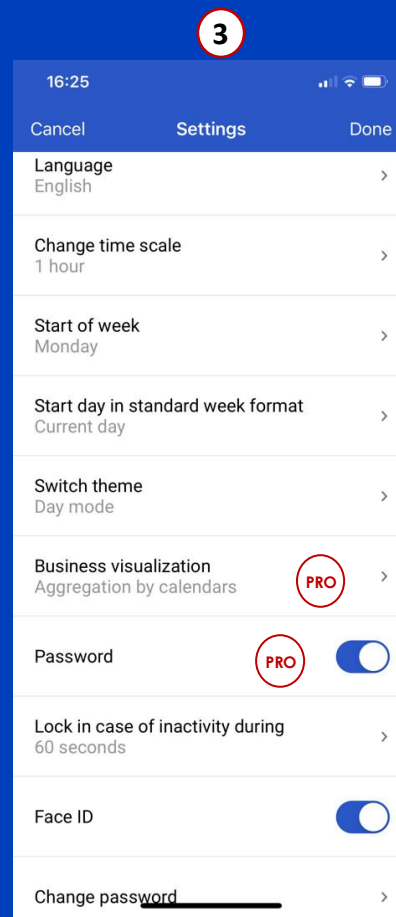
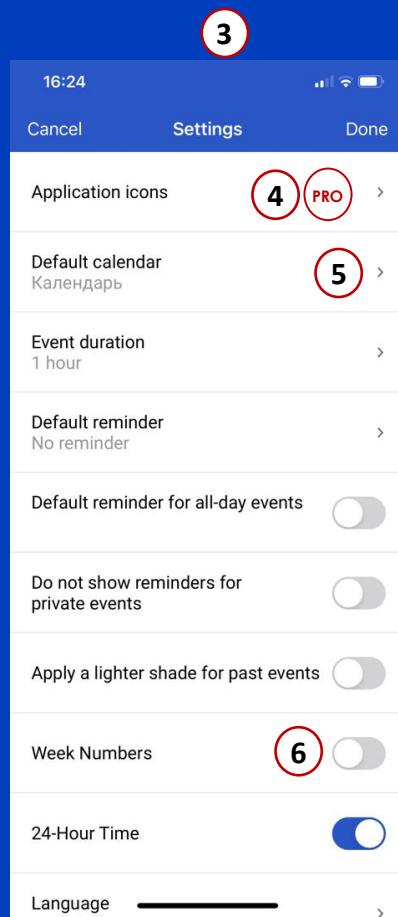
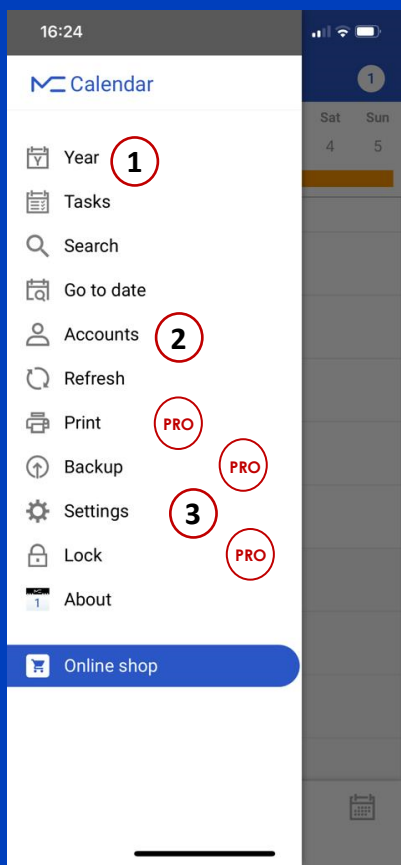


- 1 Year view
- 2 Accounts
- 3 Settings
- 4 Icon selection

- 5 You need to select a default calendar to send invitations, among other things
- 6 To turn on the display of the week number

Please note that many of these features are only available in the Premium version PRO

Even though the basic Calendar settings are set by default, you can change them.



- 1. Set the average duration of the event.
 - 2. How long before the start of the event do you want to be notified?
 - 3. Do you want to receive notifications for private events?
 - 4. Which calendar view is optimal for you (time breakdown)?
 - 5. Visualize your busyness schedule.
 - 6. You can also block the app.
- For more information, please see the Manual.

All of these settings can be set when you create or edit an event. If you are a novice user, we recommend that you keep the default settings.



ACCOUNTS



MC Calendar is synchronized with the smartphone's Calendar accounts and Reminders automatically (provided that, after installation, you have granted all the required permissions). You can also add a calendar account yourself in your smartphone's settings

Accounts

To display a particular calendar, go to the settings, open accounts and turn on the desired calendars; there you can also customize the calendar colors and names (although there are certain limitations). If you want to disable the default calendar, you need to change it in the main settings.

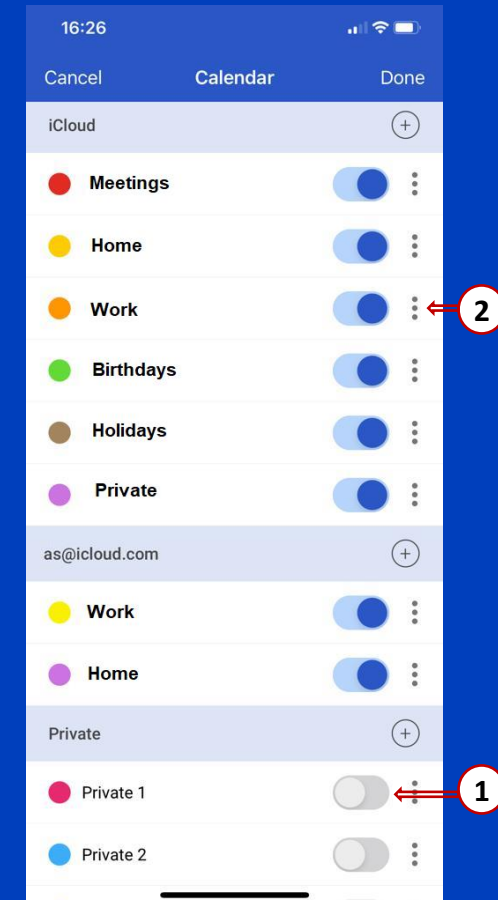
The Calendar allows you to create local calendars (without limitations). ^{PRO}

You can also use Private Calendars (no more than 5). The information in Private Calendars is encrypted in the application itself and is not available for synchronization or other applications, including those on your own smartphone. ^{PRO}

This feature is recommended for use in conjunction with smartphone blocking to ensure the confidentiality of your information; in the settings, you can disable the receipt of notifications about private events. ^{PRO}

Turning the display on or off ¹

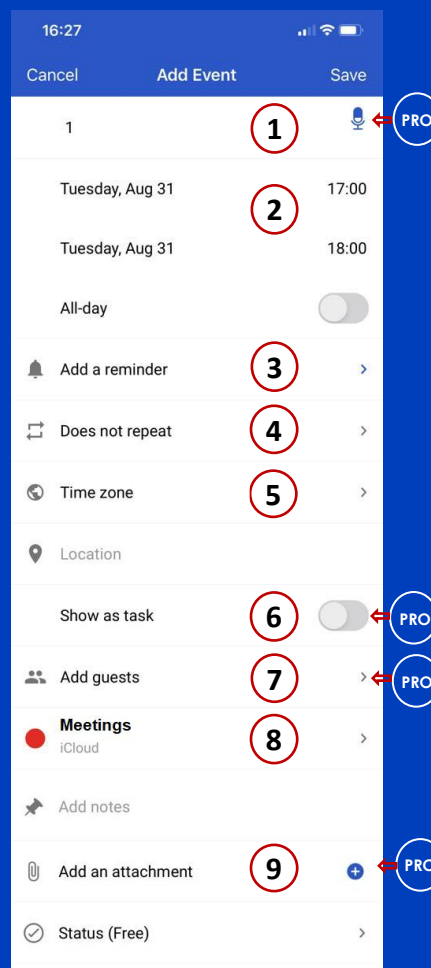
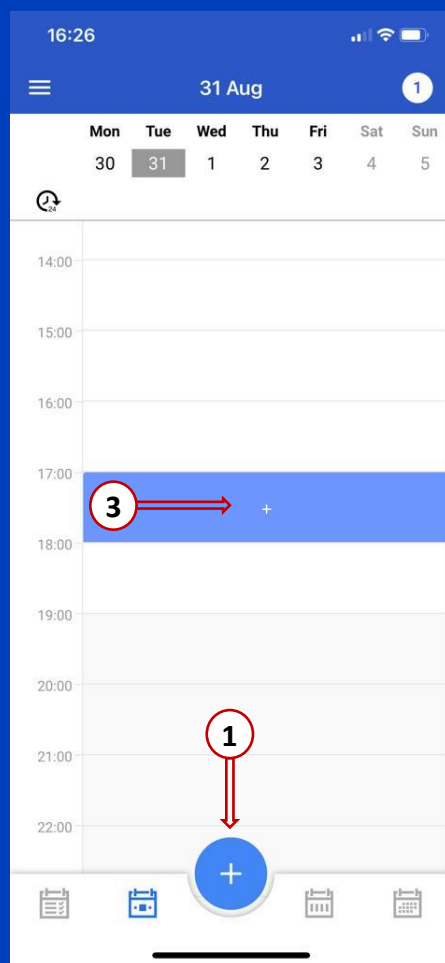
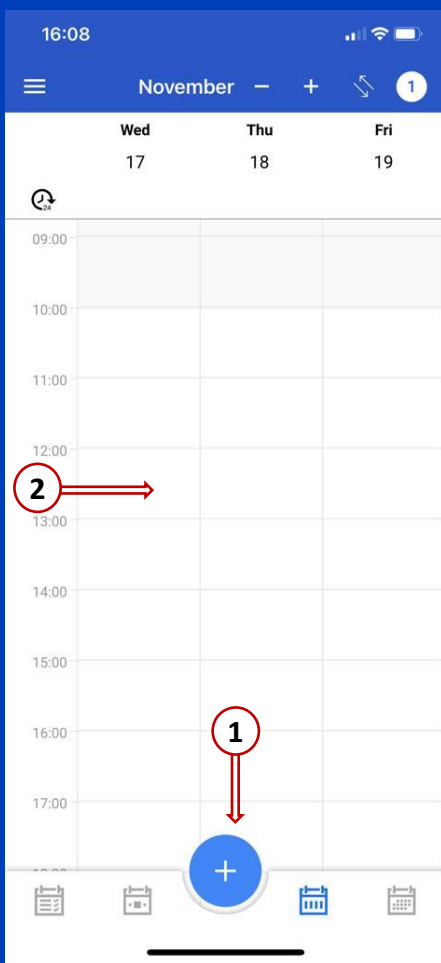
Editing accounts ²





CREATING EVENTS

To create an event, you must tap the **+** **1** button in any of the display formats (at the bottom center of the screen), **2** or tap the desired time on the screen and then tap **3** in the window that appears



In the window that opens

- 1 Describe the event or dictate text by tapping and holding the microphone icon
- 2 Set the time and date
- 3 Set additional reminders
- 4 Set repeats
- 5 Change the time zone
- 6 Convert an event to a task
- 7 Invite participants to events
- 8 Change the Calendar (family, work, etc.)
- 9 Add files, images, and photos

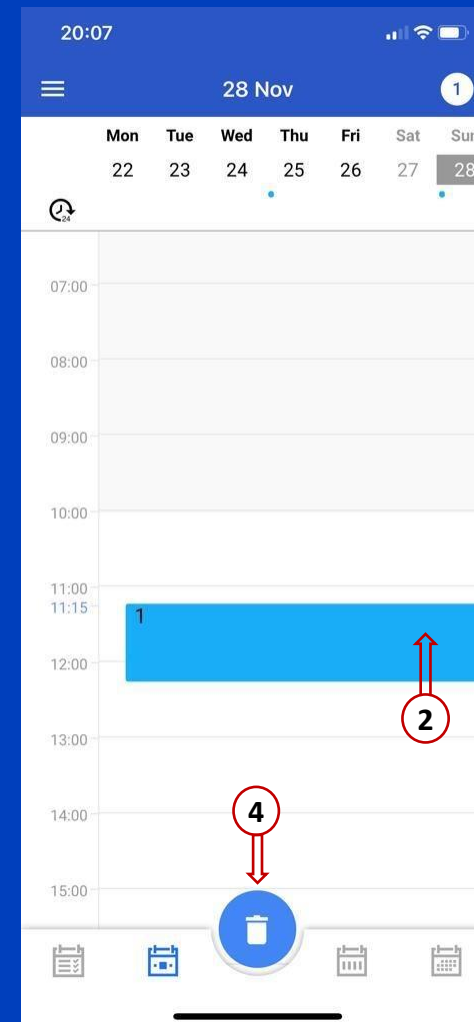
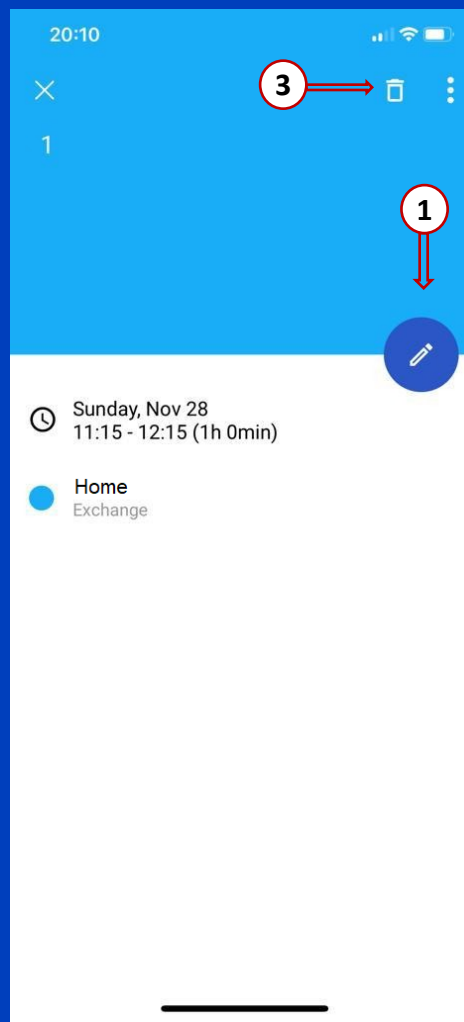


EDITING AND DELETING EVENTS

EDITING

Open the target event,
In the preview, tap the edit icon  **1** (right corner of the preview) and change the corresponding data.

If you just need to change the date, time or duration, then simply drag the event to the desired location on the screen **2**.
Drag&Drop can be used in all display modes (days or weeks), and flipping occurs if the event has reached the edge of the screen



DELETING

Open the target event,
in the preview, tap the Delete icon **3** drag the event and drop it on the '+' **4** button at the bottom center of the screen (the "+" button will automatically turn into a trash can icon) **4**



CREATING, EDITING, COMPLETING, AND DELETING TASKS



Go to the Tasks and Notes tab **1**. Accounts for storing and syncing tasks are automatically synced with your smartphone's Reminders app, and you can also create an unlimited number of local accounts. To do this, tap the icon **2** or enter the corresponding menu **3** and open the account management screen.

To create a task, tap **+** **4** (and add a new task; you can also dictate the text of the task by tapping the microphone button **5** **PRO**). By default, the task is saved in the Inbox folder if there is no other open (active) folder.

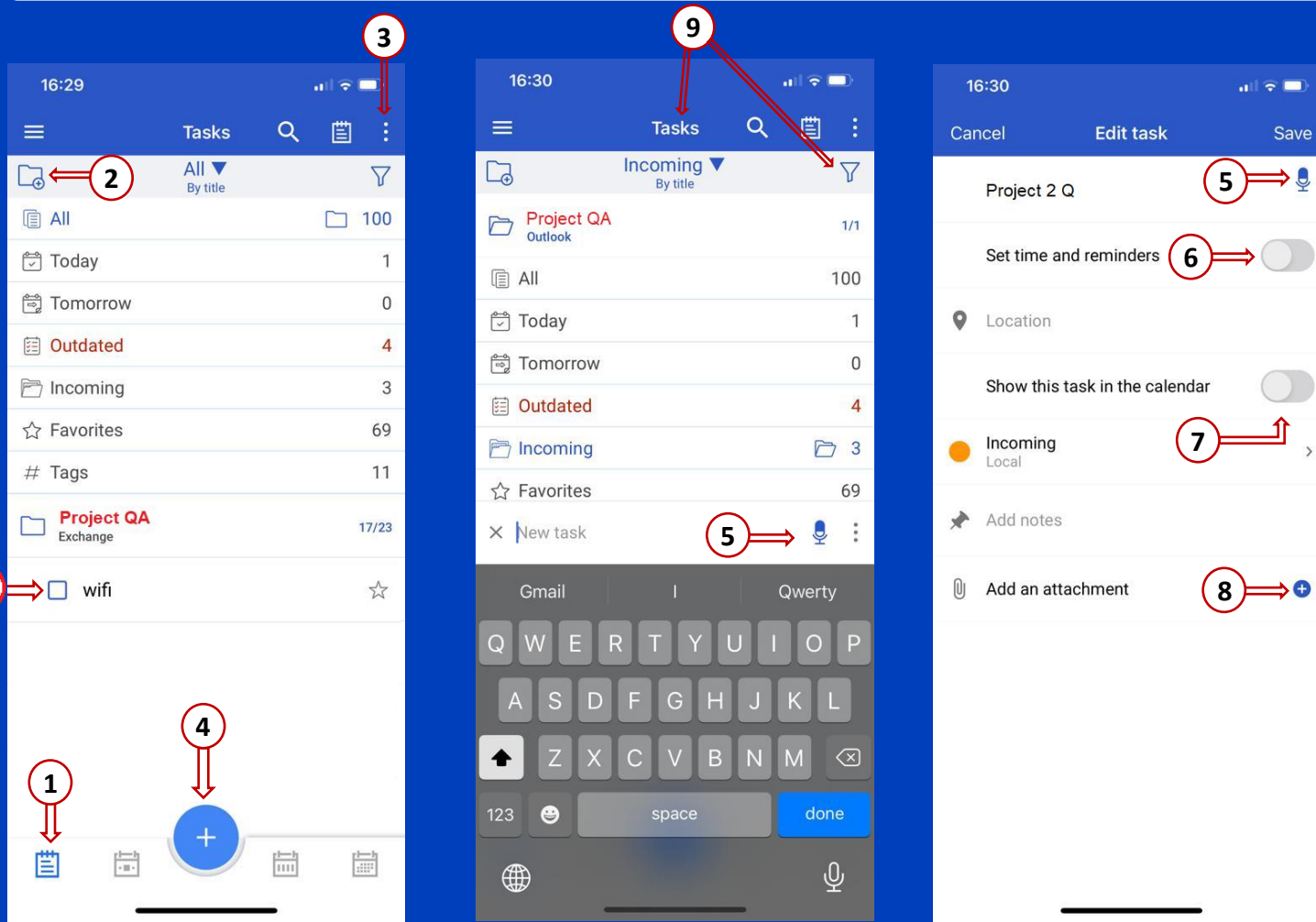
To edit a task, open it, tap the edit button and make the necessary changes in the window that opens. There, you can also set the execution time, reminders, and repetitions **6** or convert the task to an event to be displayed in the Calendar **7** **PRO**, attach photo files ... **8**

The main functionality of this subsection is designed to complete tasks.

To complete a task, tap the box in front of it **10**, and the task will automatically switch to Completed status. To view completed tasks, go to the top-right menu **3** and tap Show Completed Tasks.

To delete a task, drag it to the icon **+** when you drop the task, the icon will turn into a trash can icon **+**. If you want to delete several tasks at the same time, tap and hold the task until its background changes, then select all the necessary tasks and use the delete command in the upper right menu. **3**

Also, with the help of the fixed page and convenient filters, you can sort your tasks and reminders using many parameters **9**. In addition, you can set up the display of completed tasks in the same menu (see figure).





CREATING, EDITING, AND DELETING NOTES



To switch to Notes mode, tap on the Tasks tab **1**. You can create an unlimited number of notes.

By default, your notes are saved in the Inbox.

You can create your own folders for the notes by tapping the following icon **2**.

To create a note, click **+** and add a new note. You can also dictate the text of the note by tapping the microphone button **PRO** that will appear in the window that opens.

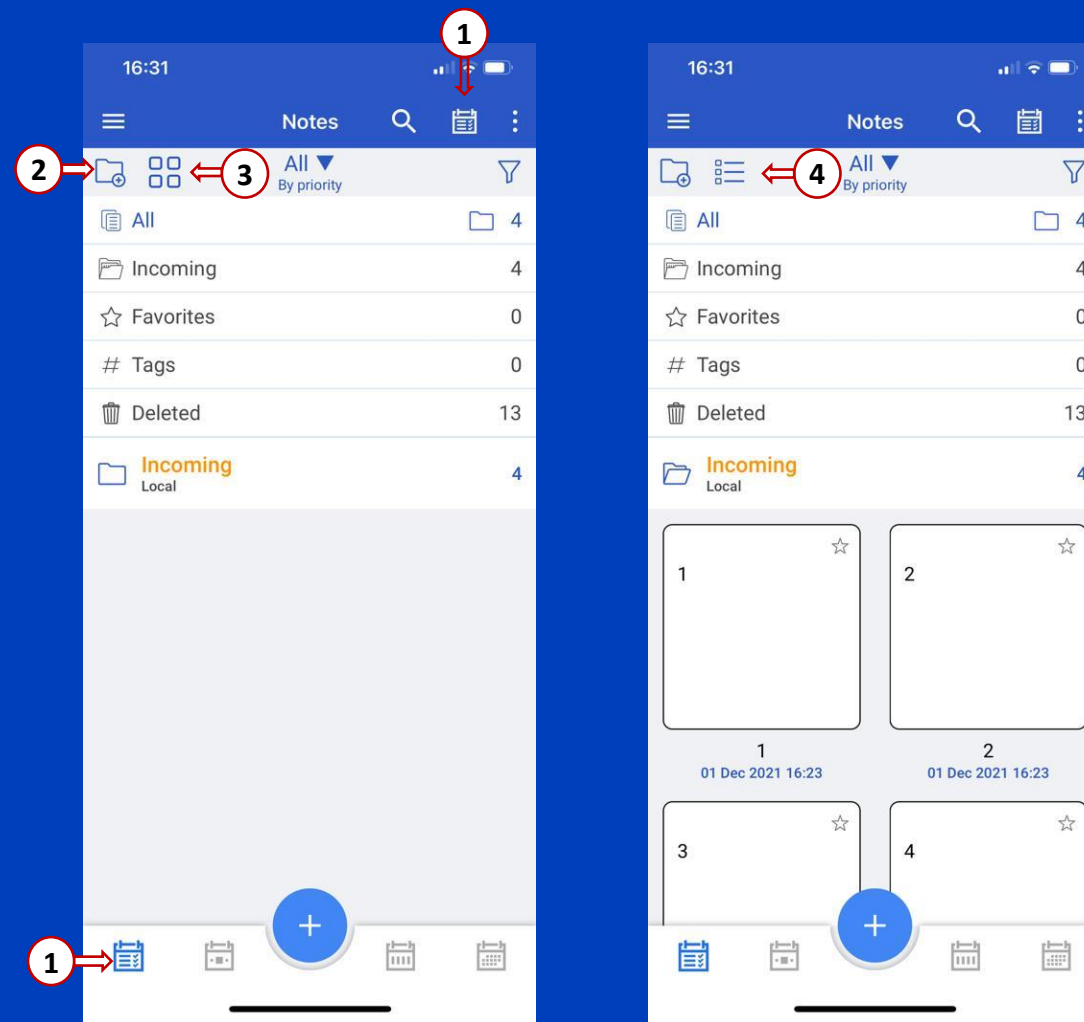
By default, the note is saved in the Inbox folder if there is no other open (active) folder.

To edit a note, open it, tap the edit button and make the necessary changes in the window that opens. There, you can also convert a note into a task to be displayed in the Tasks section. Attach photo files... **PRO** (see the Tasks chapter).

To change the display format from List to Board, tap the icon **3** to return **4**.

To delete a note, drag it to the icon **+**, when you drop the note, the icon will turn into a trash can icon **🗑**. If you want to delete several notes at the same time, tap and hold the note until its background changes, then select all the necessary notes and use the delete command in the upper right menu.

Also, with the help of the fixed page and convenient filters, you can sort your notes using many parameters





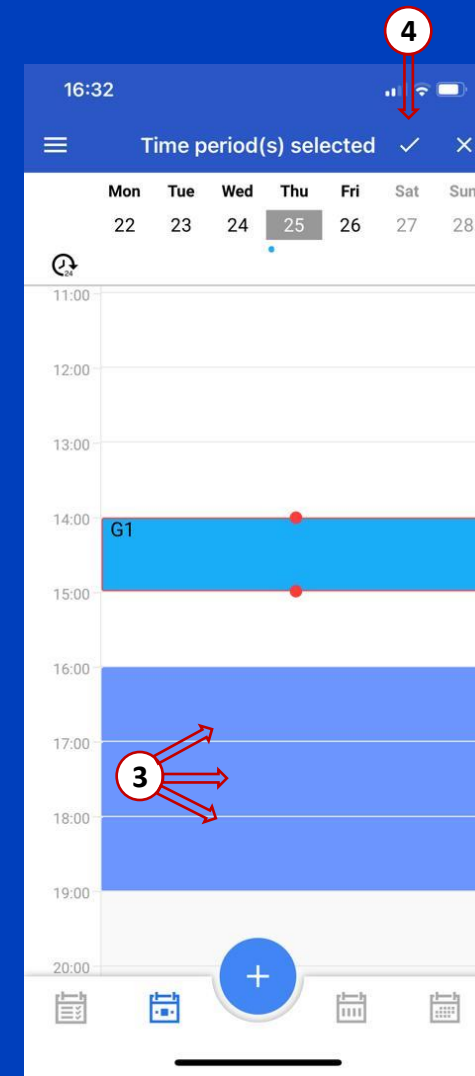
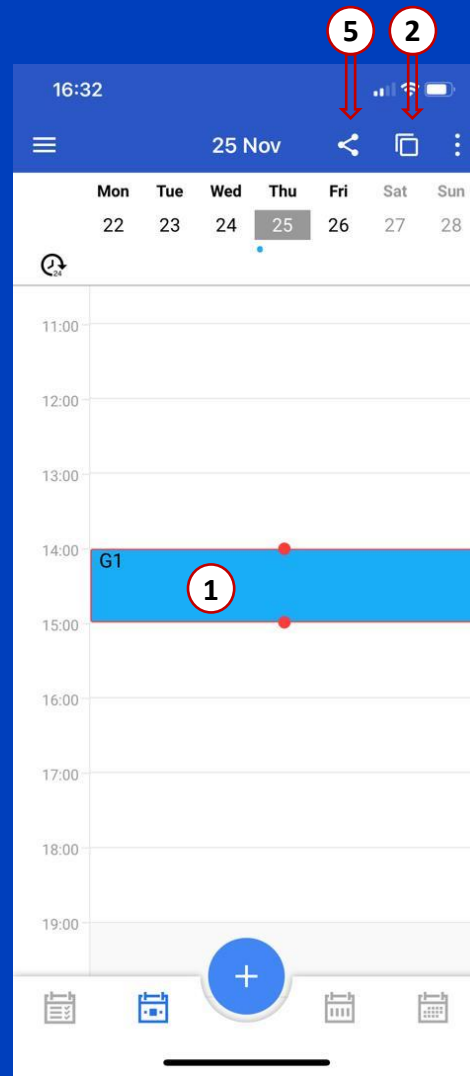
DUPLICATING AND FORWARDING EVENTS



The application allows you to copy events in any of the display modes (except for the Monthly view). Tap and hold the event **1**, when the event becomes active, tap the copy icon in the top right corner of the screen that appears **2**, after which you need to select the location(s) **3** where you want to insert a copy of the event and tap **4**. In the same way, you can copy and paste multiple events by tapping and holding them in turn.

To forward events, you must make them active as mentioned above, and use the icon **5**. The application will prompt you to send events through the applications you use, convert them to PDF, or simply print them.

These commands work in the same way on the Tasks and Notes tabs





PRINT PRO



The application provides a customizable printing function

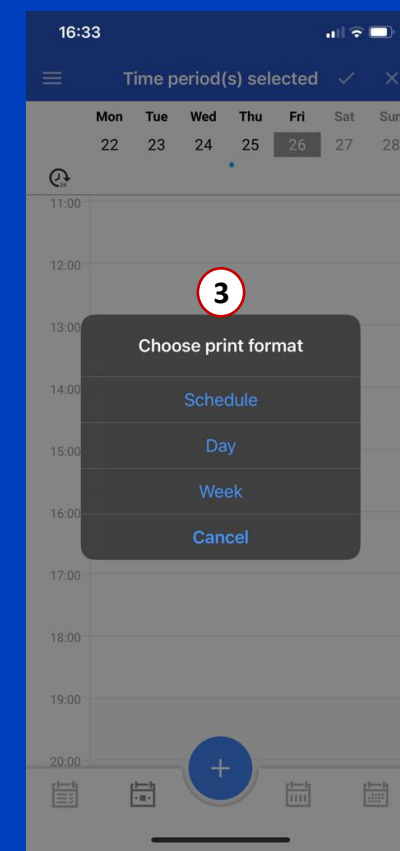
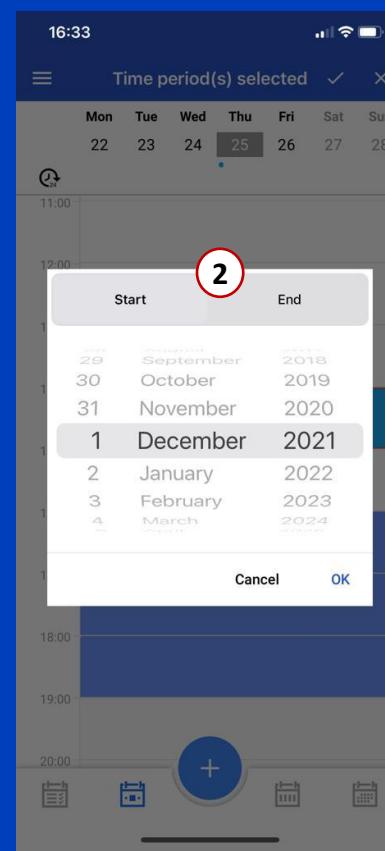
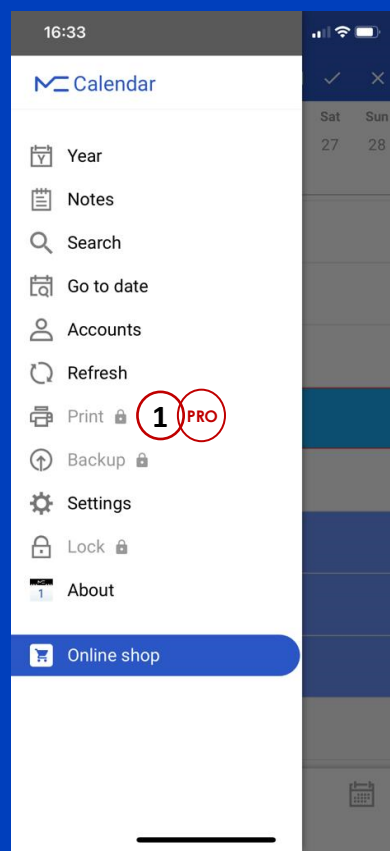
To do this, select Print in the Settings menu **1**

Please note that the information about the last activity (Calendar, Tasks, or Notes) is printed!

After tapping Print, you need to specify for what period **2** you want to print the data (there are no limitations), after which you will be prompted to choose a print format **3**. We offer 3 print formats: schedule, day, and week. After you select the format and tap Print, a document will be generated that you can send to the printer, forward, or save in the formats convenient for you.

The Print command on the **Notes** and **Tasks** tabs works similarly to Events.

To use the Print command for the Tasks and Notes, use the right menu!





LOCKING, PRIVATE CALENDARS AND BACKUP^{PRO}



The PRO version of the application provides Private calendars ¹, which are stored in encrypted form in the application itself. This information is not available to external systems such as mailbox accounts, or to internal systems such as local smartphone calendars.

The use of private calendars is recommended in conjunction with application blocking; in addition, you can turn off notifications from these accounts in the settings.

Attention! Since the information from Private Accounts is confidential, it can only be viewed on the device on which such records were created. Private calendar entries are not synchronized!

Blocking^{PRO}: after activating the blocking function and after the user sets a password, you can re-enter the Settings menu which you can unlock using Touch ID or Face ID (depending on the settings of the smartphone).

Attention! If you lost your password or changed your smartphone, the data from your local and private accounts cannot be restored!

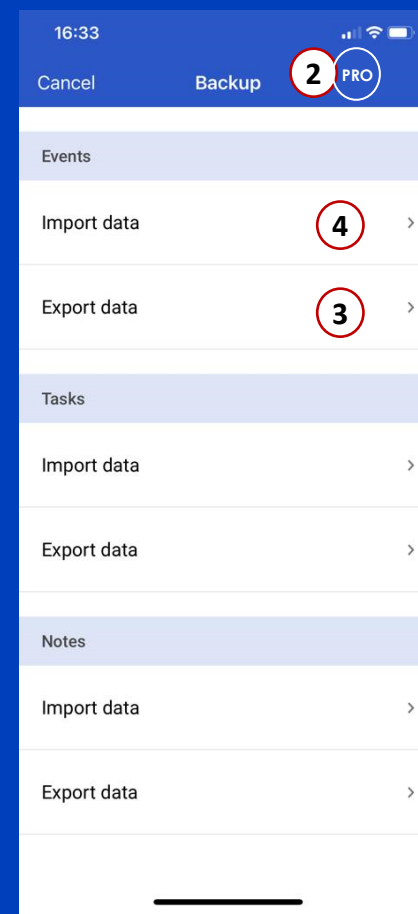
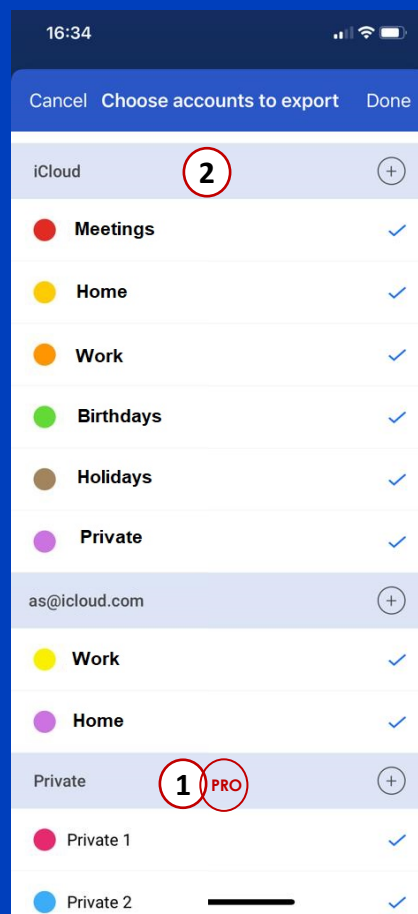
If this happens, you can reinstall the application, but the information entered will be lost.

To avoid loss of information, we recommend that you periodically make full backups or backups of selected accounts. ² ^{PRO}

To do this, go to the main menu, select Backup and create a backup ³, which will be saved on your smartphone. In the same way, you can restore ⁴ all the information. When restoring, select a backup for your desired date if you make backups periodically. Don't forget the password for the backup file.

When creating a backup, we recommend that you leave all the default values ¹, unless you want to make backups of specific accounts.

When restoring a backup, all information will be restored to the local account





INVITATION TO EVENTS PRO



To send an invitation to an event, go to the Create/Edit tab and tap the Contacts icon, where you will see a drop-down list of contacts who can be invited to the event. If the desired person is not on the list, you need to enter his/her e-mail in the address bar and confirm it. After describing the event and specifying the place/time, click Save, and the invited persons will receive notifications in the form of events in their calendars and by email. Attention! Invitations are sent using the calendar that is set as the default one in the app settings; this calendar must be linked to your email address. If a local or private calendar is selected by default in the application settings, invitations will not be sent!

BUSYNESS MAP PRO

The application provides 2 types of busyness maps.

Heat map (shows the busyness by changing the color shades).

Calendar aggregation (shows the level of busyness by changing the color of calendars).

This feature (except for the busyness for the current day or week) also makes it easier to schedule tasks.

Attention! Events and activities that last all day are not included in the algorithm for calculating the daily level of busyness.



OTHER USEFUL FEATURES



The function of using a light shade for events with an execution time that has passed is available in menu -> Settings

- The display function Week numbers is available in menu -> Settings
- The function of setting the viewing format for the first day (standard week) is available in menu -> Settings
- Plenty of widgets for quick viewing of upcoming events or a task list
- A function to change the application icons is available in menu -> Settings You can set various icons including two interactive ones.

Birthdays

In the application menu, tap Birthdays, where you will see a list of all birthdays. **Important! This list is created based on the contacts from your smartphone after granting permission to synchronize with Contacts!** The list of birthdays doesn't sync with your other devices! It is created from the Contacts on your device.

- And much more ...



COMING SOON



MAPS

After the next update of the application, Apple and Google maps will be available to you, now when creating tasks or events, you can specify the meeting place on your preferred map. To automatically determine the location, you must give permission.

Hopefully, this manual will be useful for you. However, if you have any questions, please contact us: support@plantech.app