

HUB

Calendar HUB

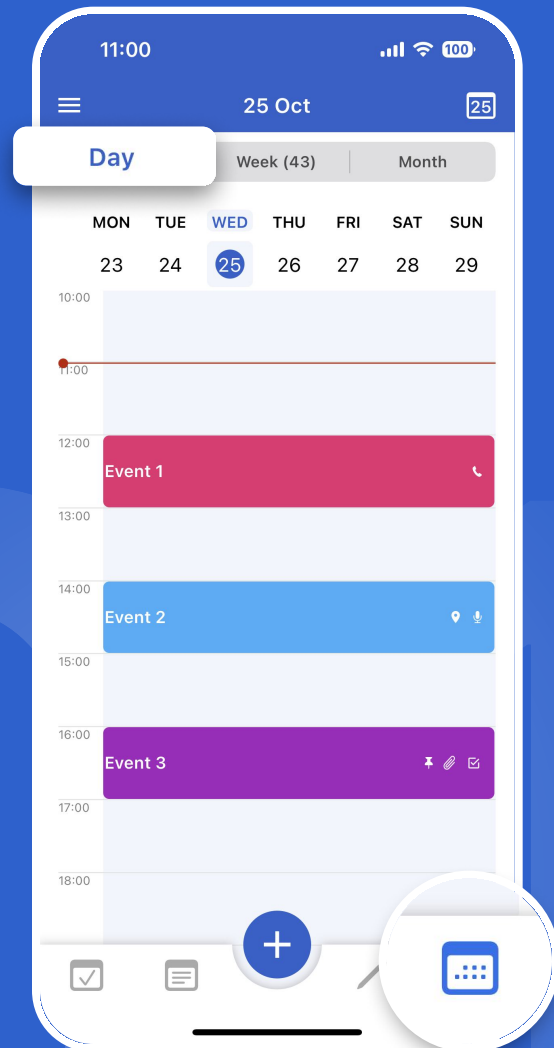
User Manual

Content

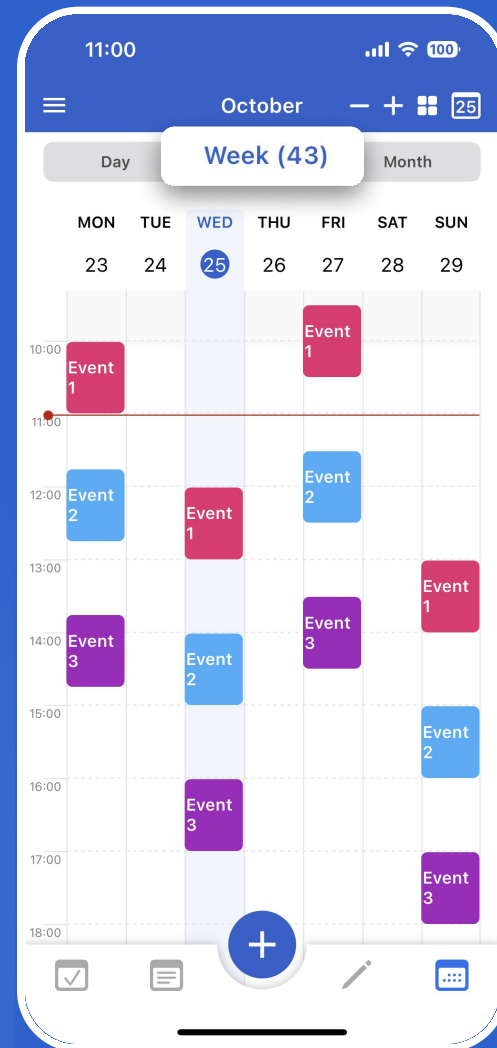
1. DAY AND WEEK VIEW
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DAY AND WEEK VIEW

Day

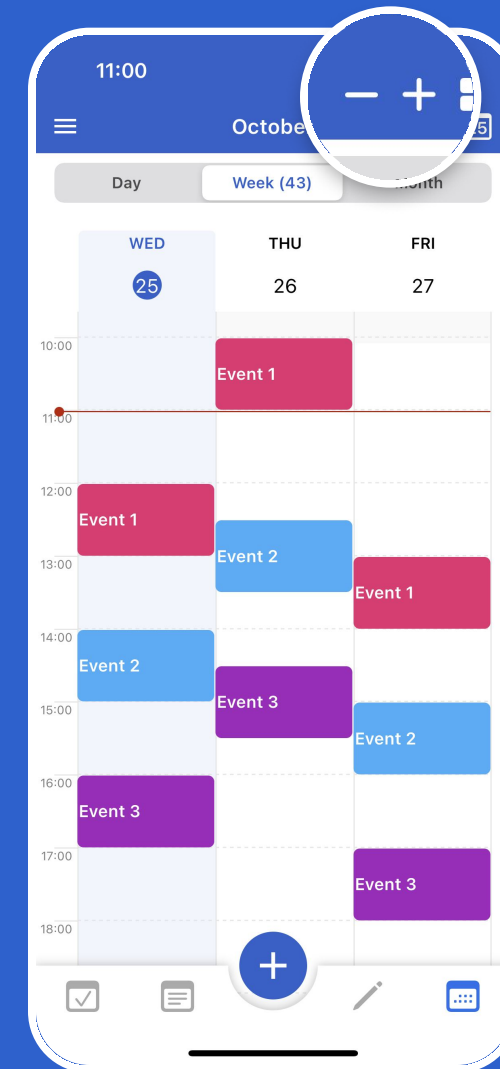


Week



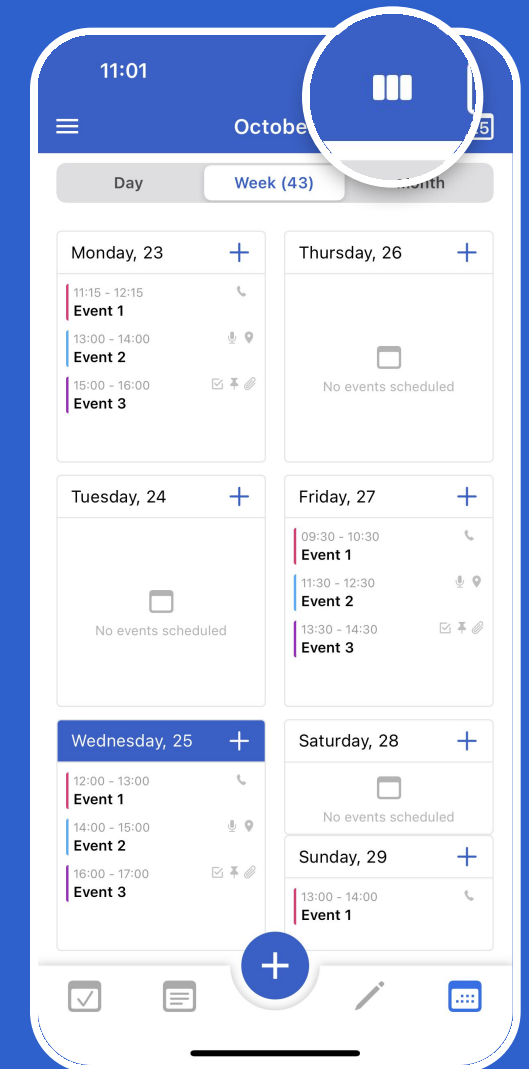
Week 1-14

"+/-" Select the number of days for viewing



Weekly

Mode switching



MONTH AND YEAR VIEW

Schedule

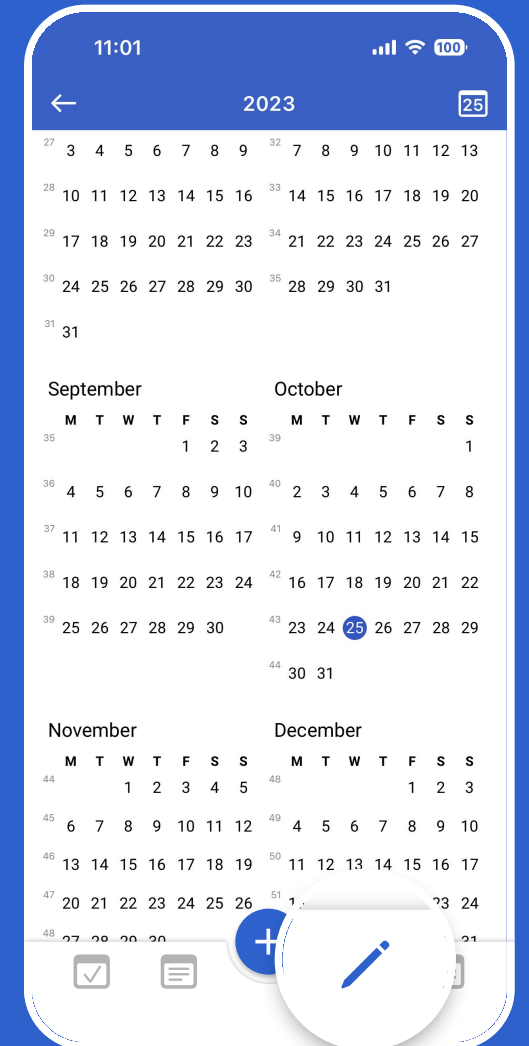
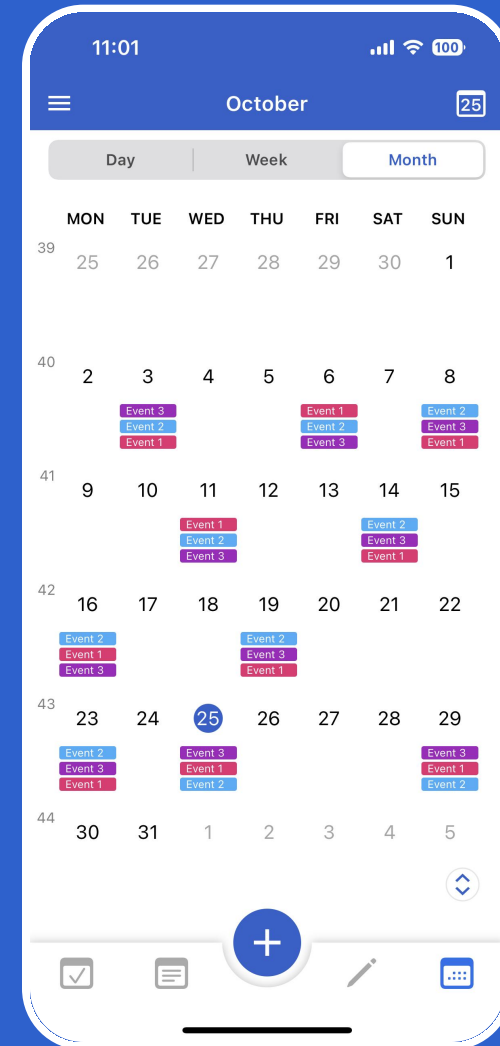
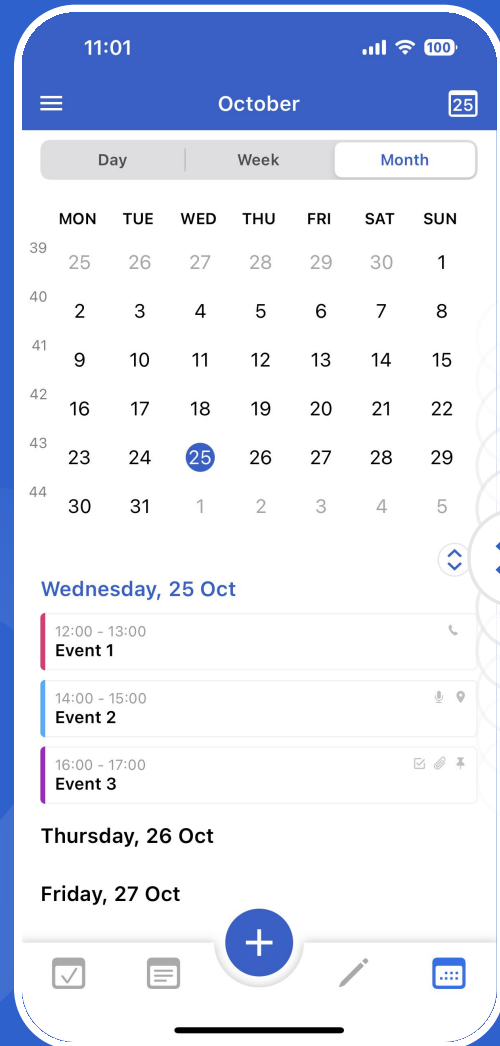
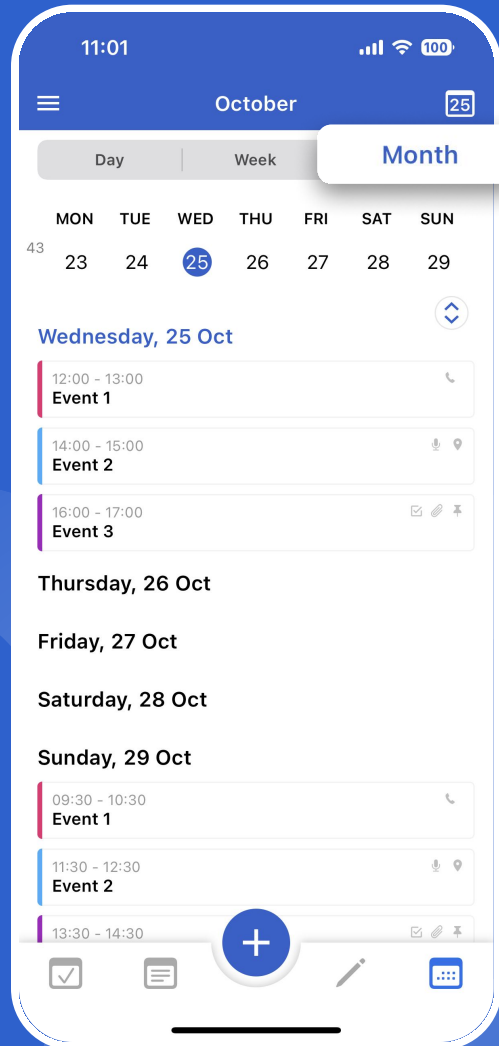
Schedule and month

Month

Year

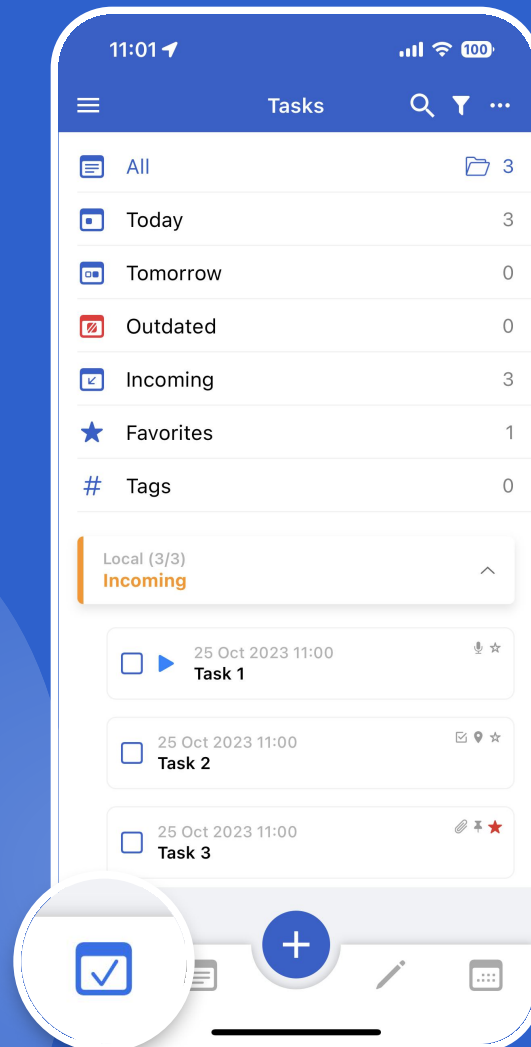
Choose formats - simply swipe up or down.

Access via the menu or custom navigation icon

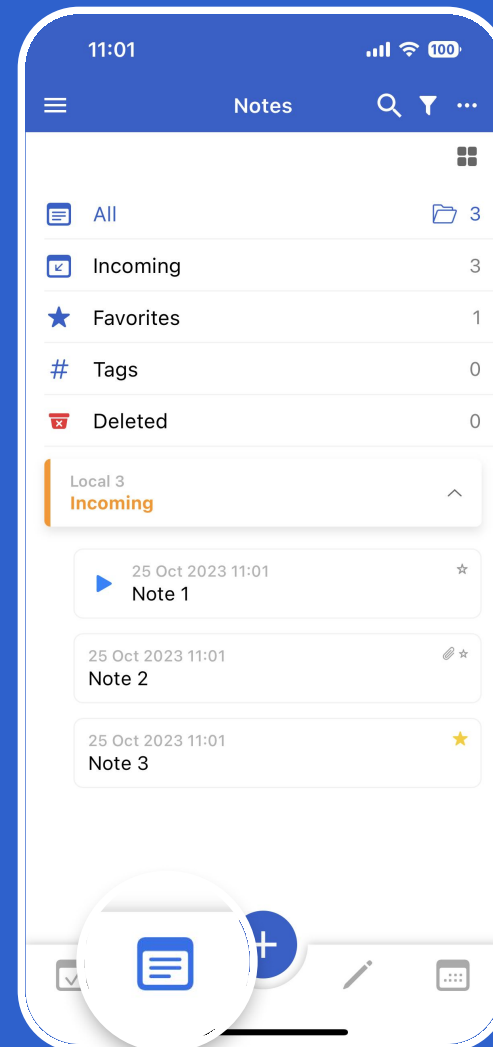


TASKS, NOTES AND BUDGET VIEW

Tasks

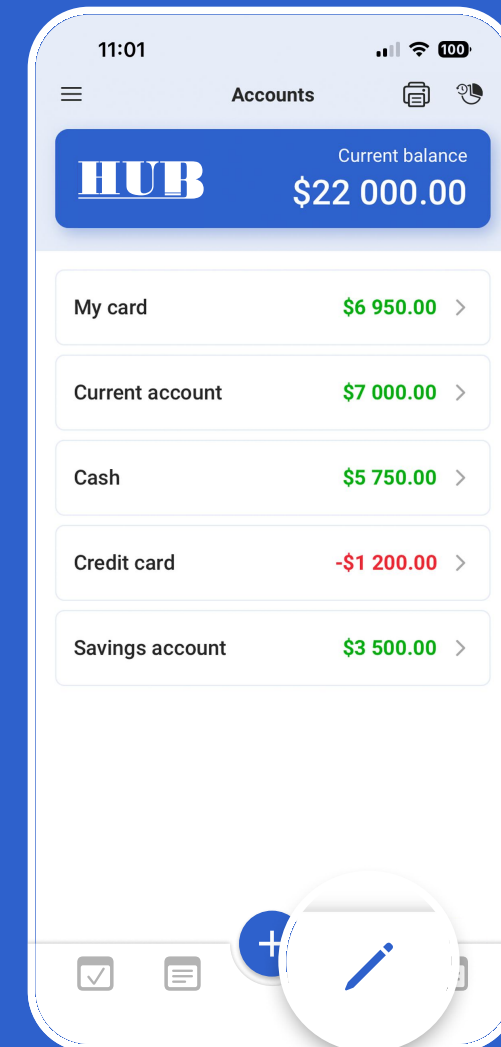


Notes



Budget

Access via the menu or custom navigation icon



MENU AND SETTINGS

Please note that access to many of these features is available only in the paid PRO version.

Personalize your Calendar.

Event Duration.

Time Interval Format for Viewing.

Notification Time for Events, Tasks and Birthdays.

Event Status and more.

Show year

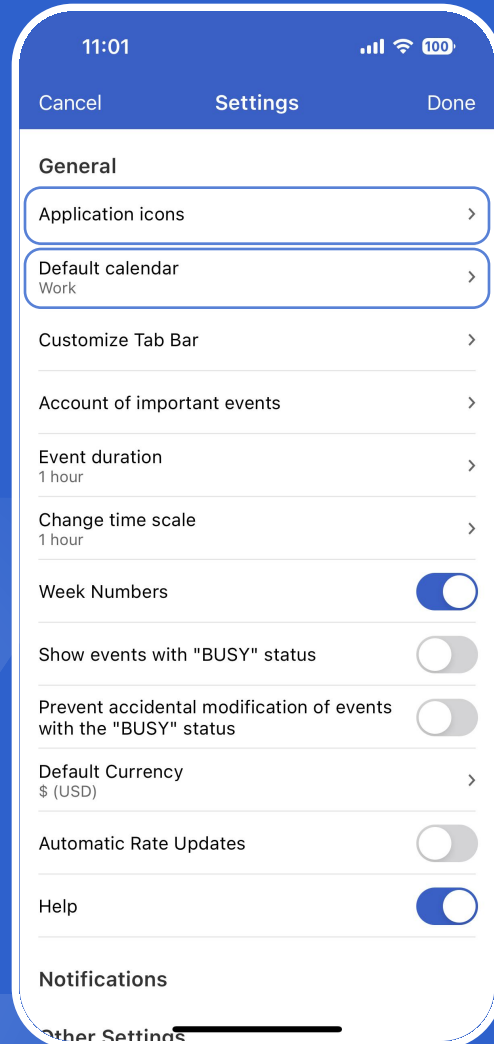
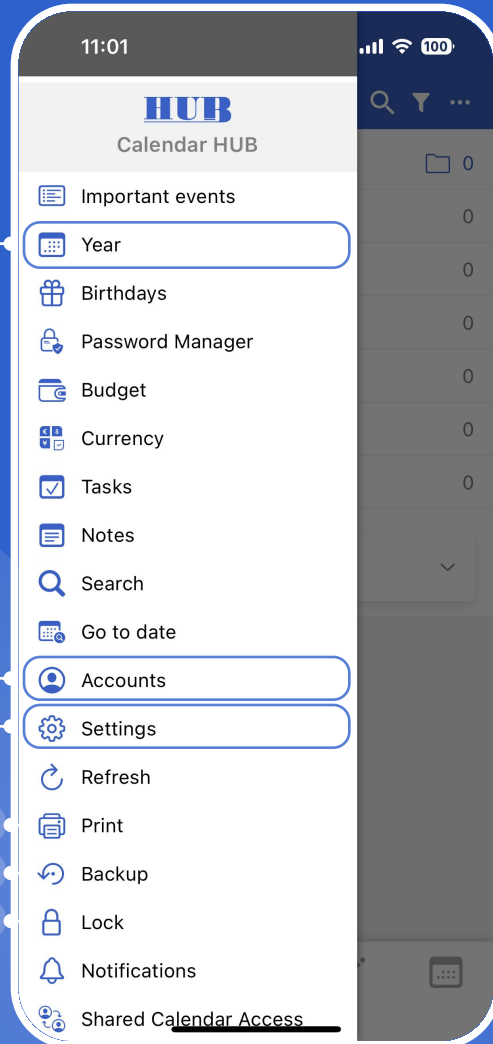
Accounts

Settings

PRO

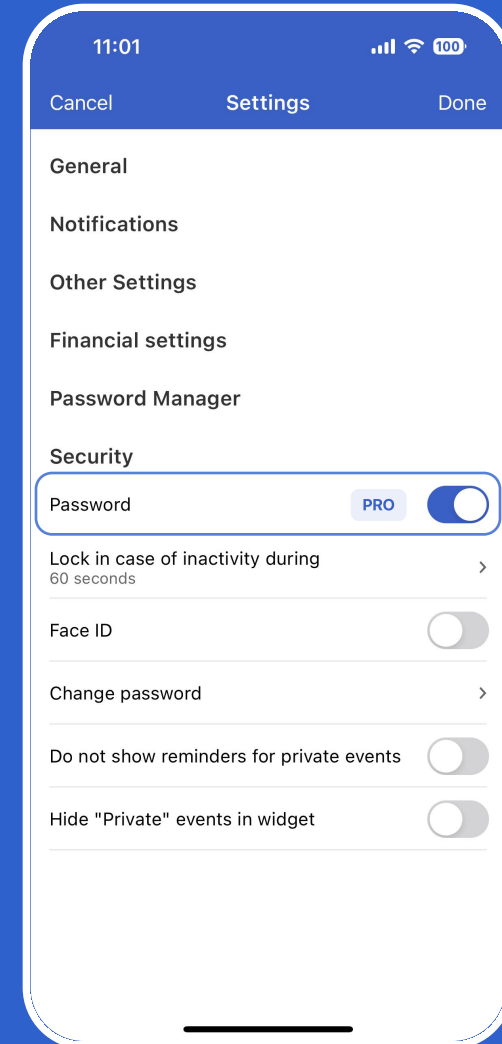
PRO

PRO



Applications icons

Select the default calendar for event storage and sending invitations...

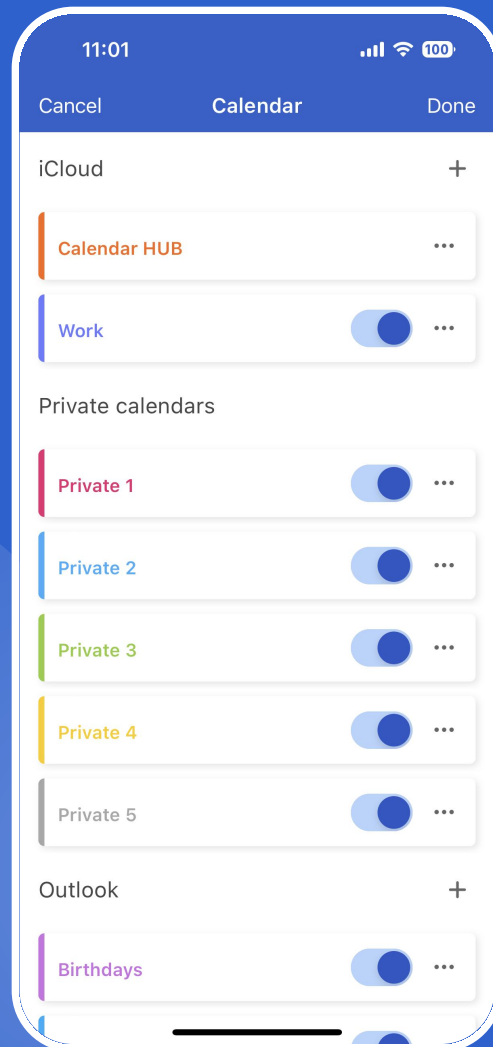


You can also block the applicatin



ACCOUNTS

The application automatically syncs with calendars and Reminders on your smartphone after permissions are granted.



To manage calendars, follow these steps:

1. Go to the "Accounts" menu.
2. Enable the calendars you need, configure their colors and names.

If you do not have synchronization with other devices, you can create and use local calendars.

To change or disable the default calendar, go to the general settings. All new events will be automatically stored in the default calendar.

PRO

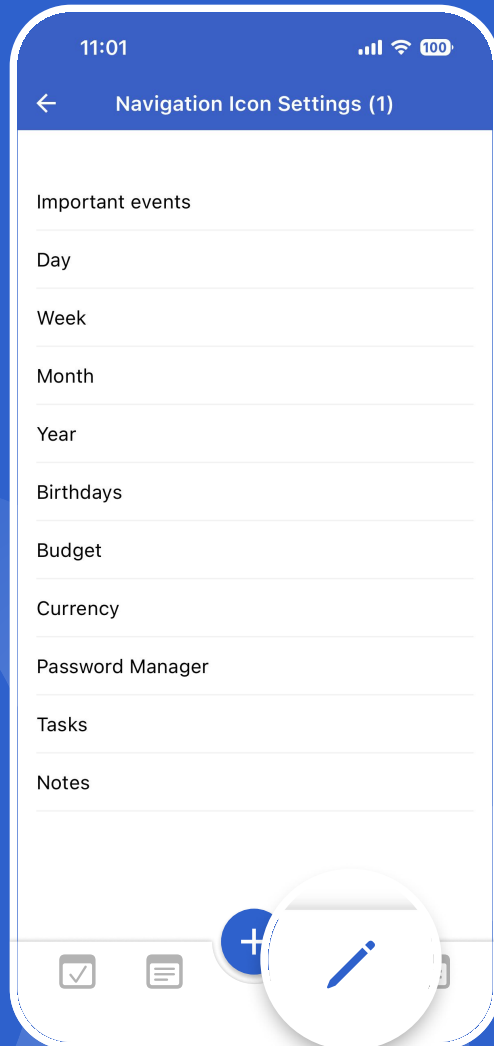
You have access to 5 Private calendars with maximum confidentiality. All information is encrypted and not synchronized with other applications or your device. For additional security, activate the app lock. Optionally, you can disable notifications for Private events in the settings and hide their display in widgets.



NAVIGATION PANEL AND THEMES

PRO

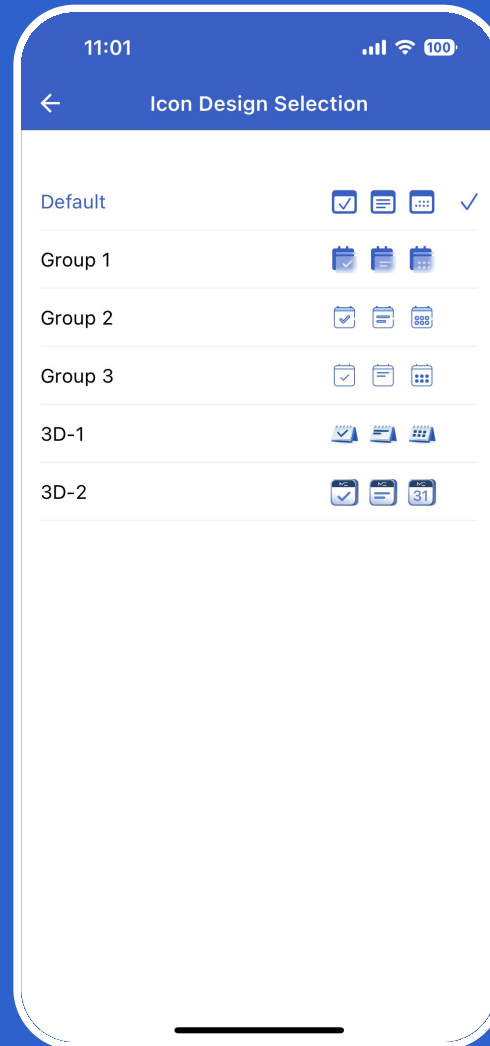
Tabs



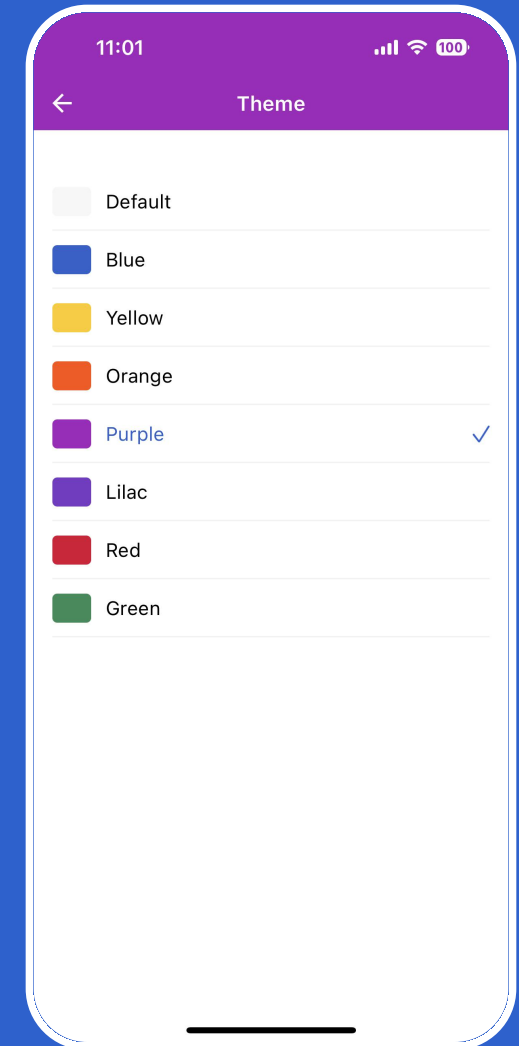
Choose the tab you will use most frequently. You can change your selection in settings later.

Icons

Navigation panel and app themes of your choice

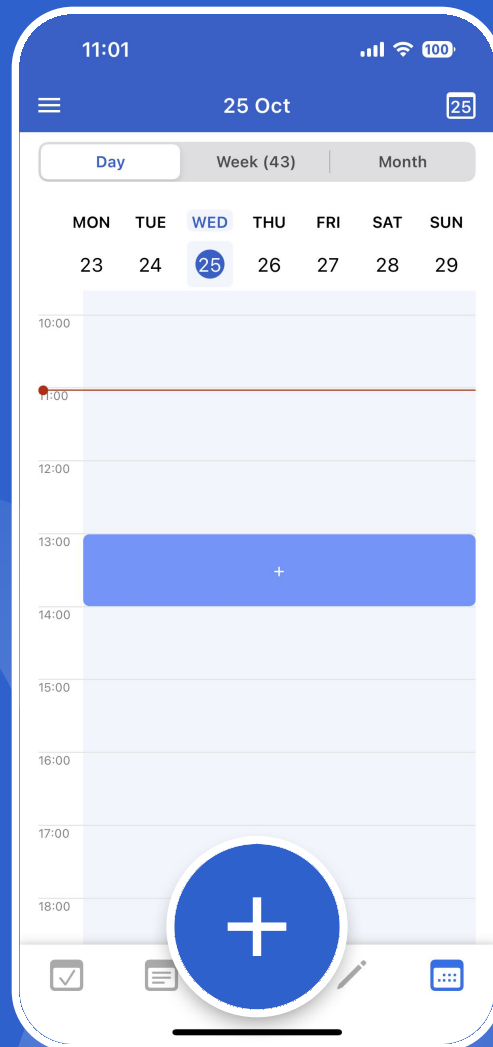


Themes



EVENT CREATION

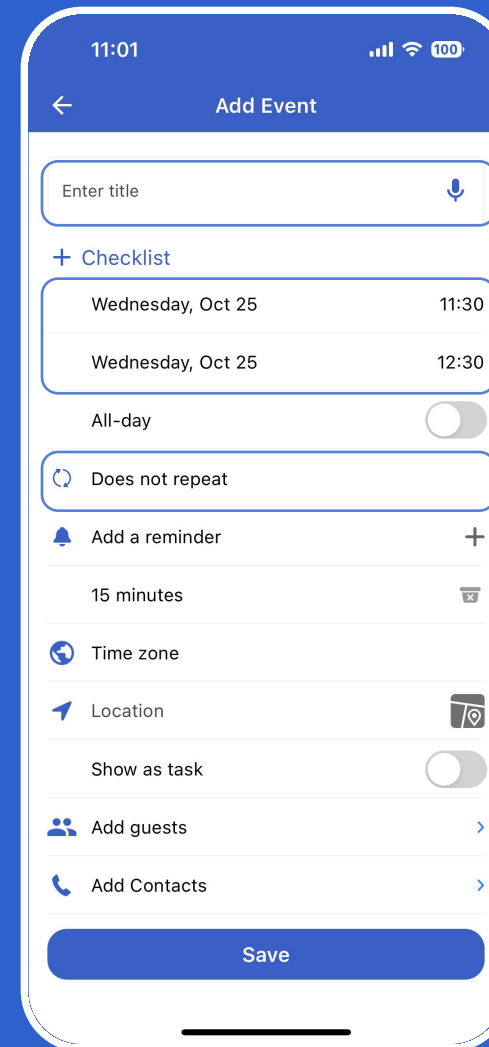
Addition



Add an event by tapping the "+" button. A short press will create a regular event, while a long press will create an all-day event.

You can also create an event by selecting a time on the screen.

Enter



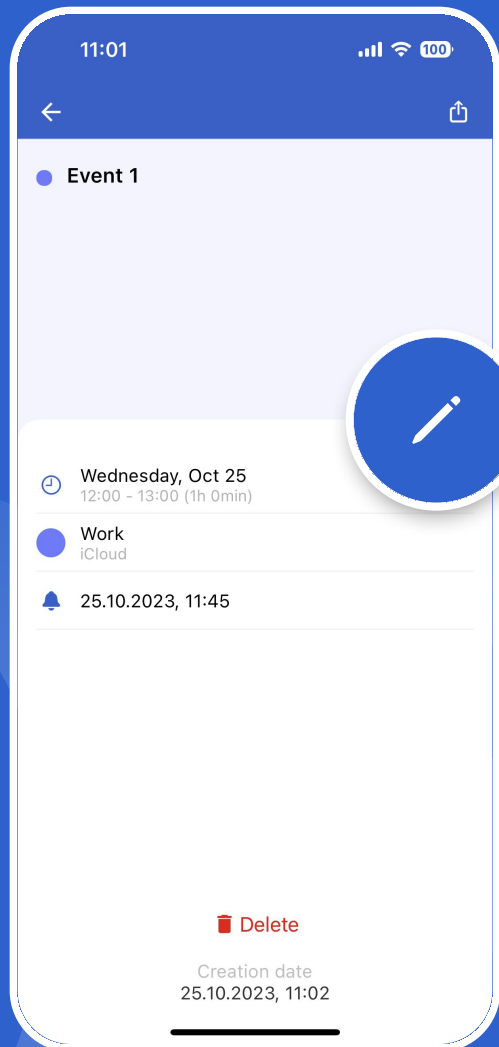
Record and/or create an audio note.

Set the date and time.

Set up repetitions and reminders.

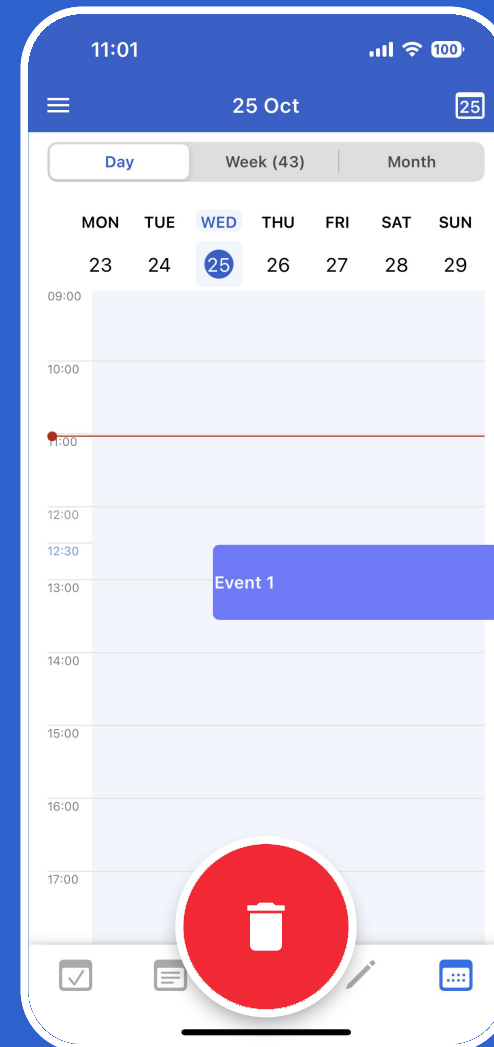
EDITING AND DELETING EVENTS

Editing



Open the event, tap the edit icon, and make changes. To quickly adjust the date, time, or duration, simply drag and drop the event.

Deletion

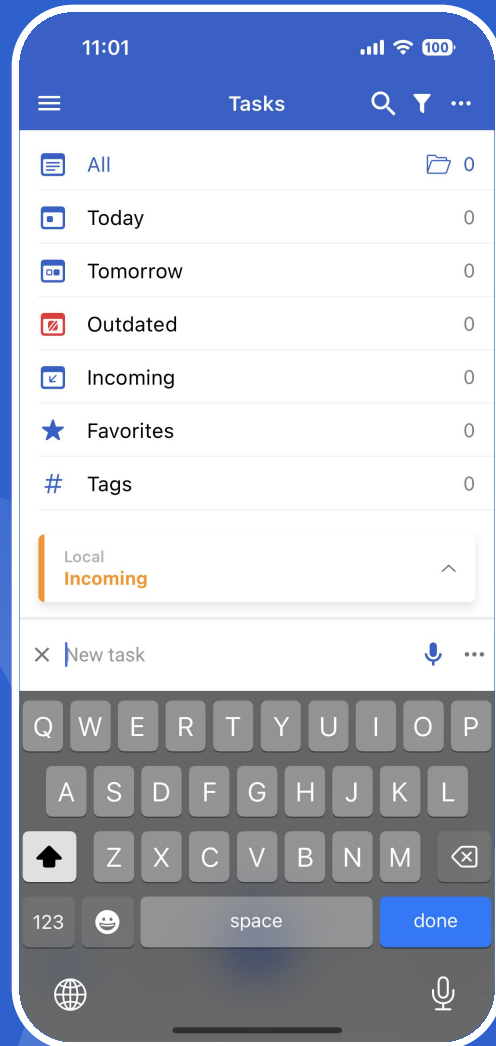


To delete an event, open it in the preview, and tap the 'Delete' icon or just drag the event onto the '+' button, which automatically turns into a 'Trash' icon.

TASK CREATION, EDITING, AND COMPLETION

Synchronization with the 'REMINDERS' App

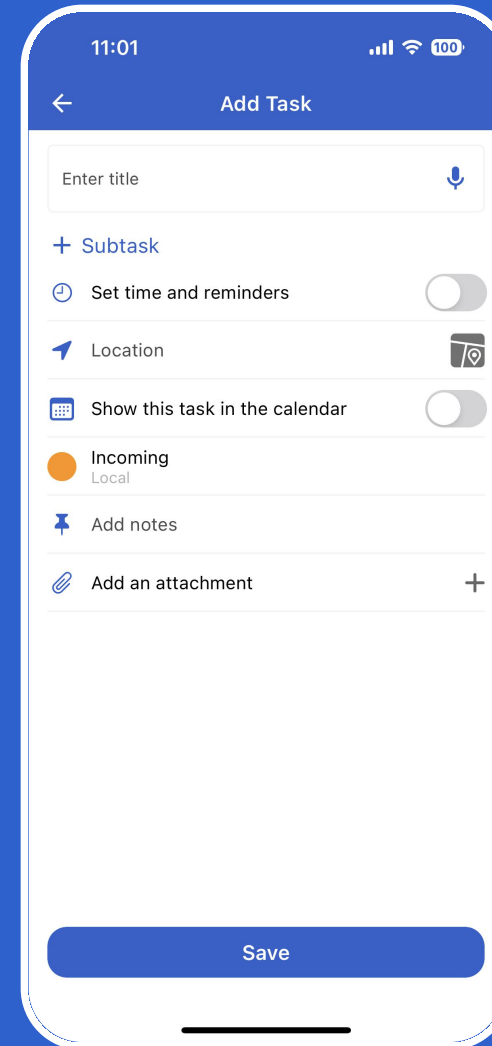
Creation



Create a task by tapping the '+' icon or dictate it using the voice button. By default, tasks are saved in the 'Incoming' folder.

For more detailed task organization, use sub-tasks. Create sub-tasks and specify them within the main tasks. Just add them, mark them as completed, and track your progress.

Input



For additional task options, open the task.

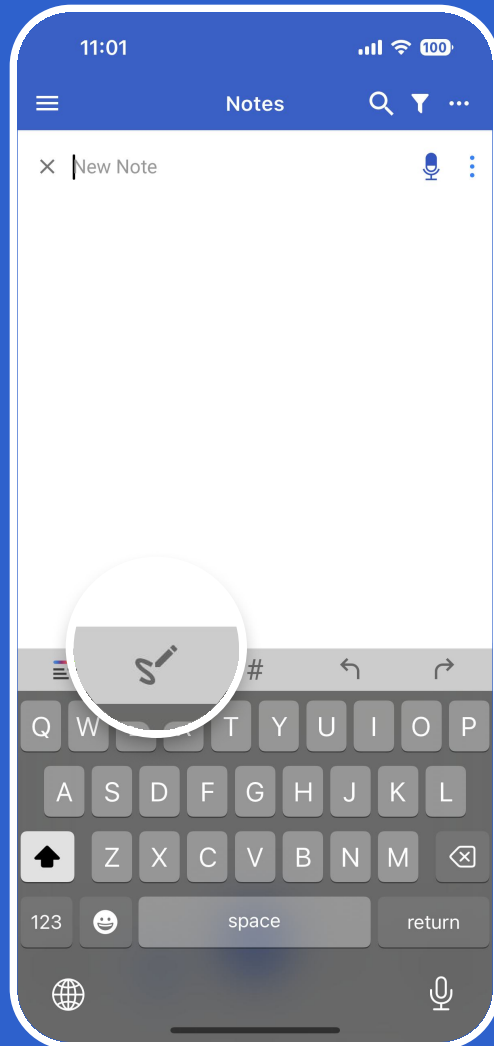
To delete a task, simply drag it to the '+' sign, which will turn into a trash can, or use the 'Delete' button in the viewing window.

Multi-copying is a tool that simplifies working with tasks: assigning, deleting, and more.

Easily sort your tasks and reminders using a fixed page and convenient filters.

CREATING, EDITING, AND DELETING NOTES

Standard

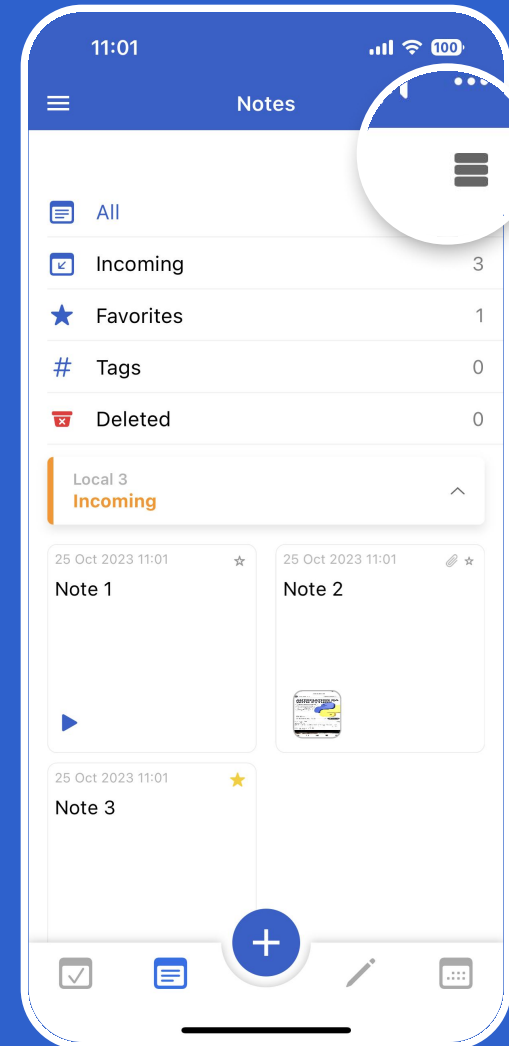


To create a note, simply press "+," and add a new entry or voice message. The note will be automatically saved in the "Incoming" folder if you haven't selected another active folder.

To create a drawing or sketch, just tap on the respective icon.

Table

Changing the Viewing Format



To delete a note, simply drag it to the '+' icon – it will automatically turn into a trash bin. If you need to delete multiple notes at once, just hold them and select 'Delete' from the top-right menu.

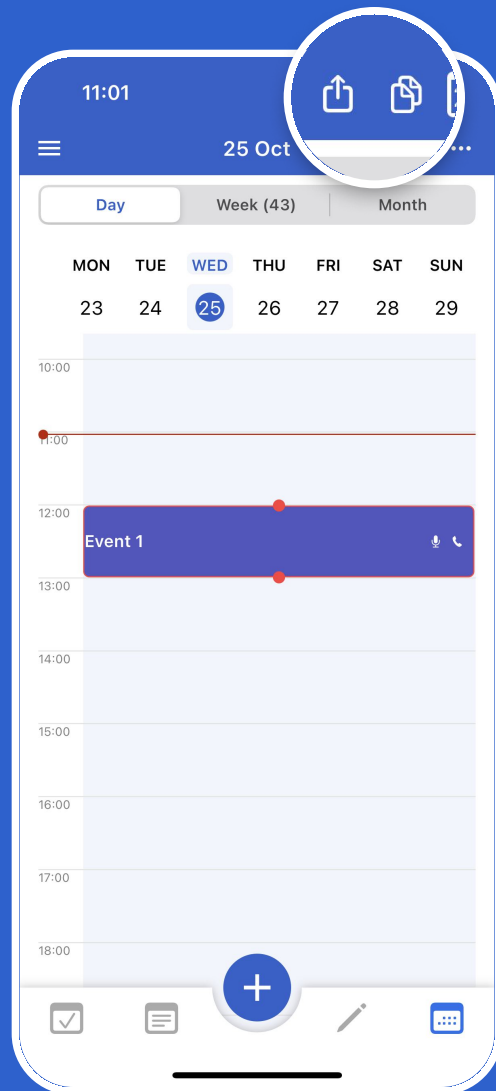
Fixed pages and intuitive filters will allow you to easily organize notes by different criteria.

COPY AND FORWARDING

PRO

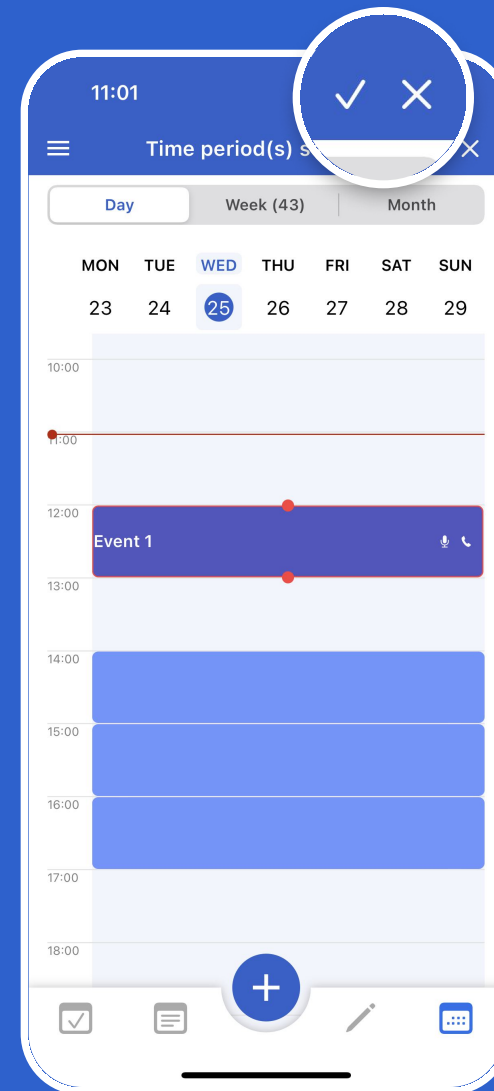
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Copy



To copy an event, simply tap and hold it, select the copy icon in the top right corner of the screen, choose the destination, and press 'Done.'

Insert



Multiple event copy and paste: just click on the desired events in sequence.

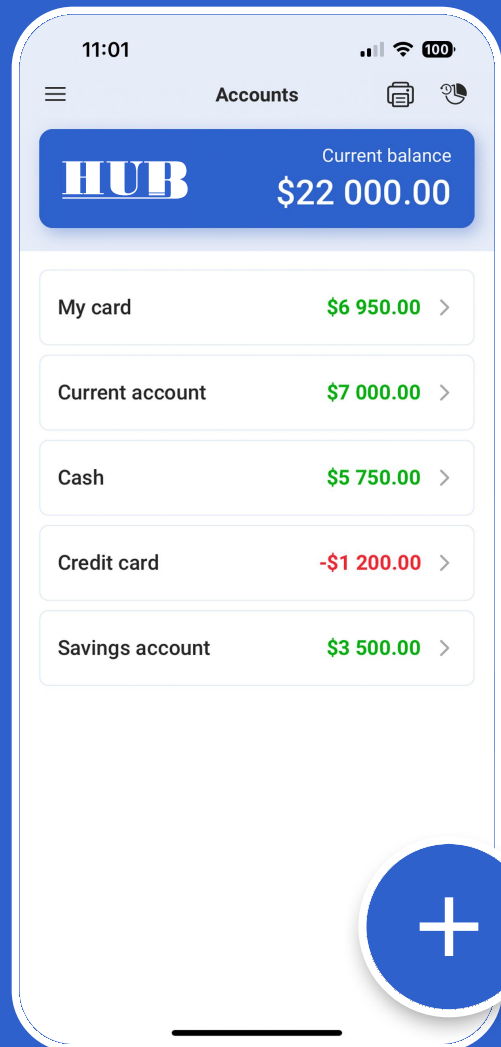
To forward an event, use the menu in the top right corner.



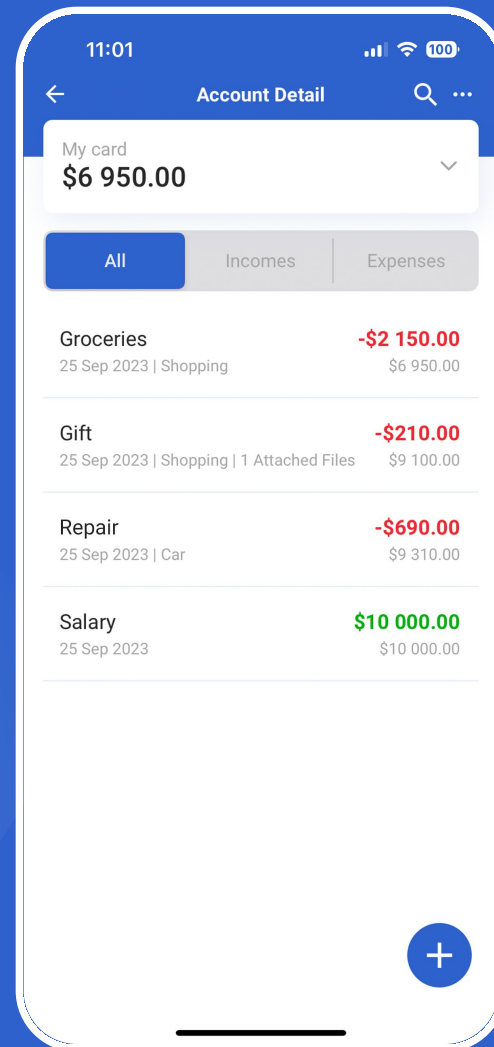
BUDGET

Keep your finances under control

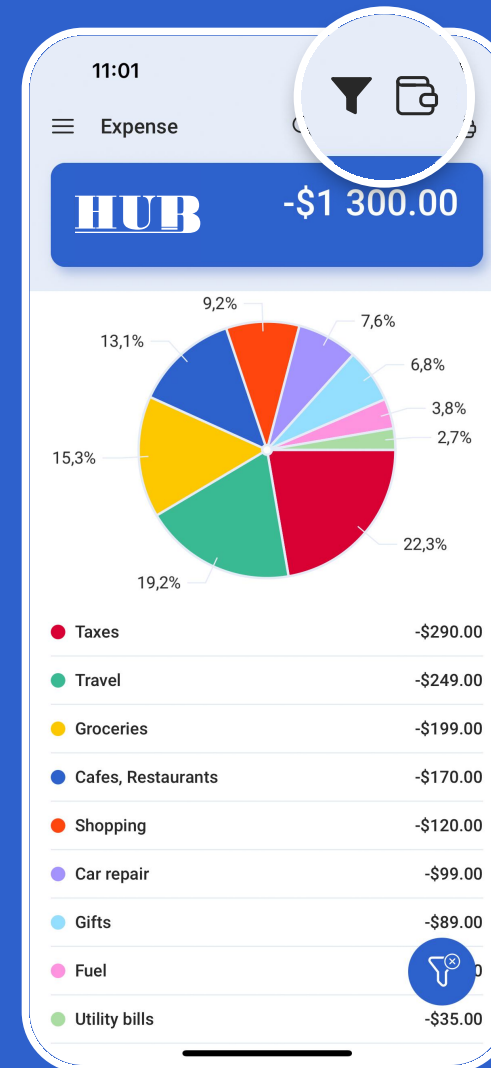
Accounts



Transactions



Diagrams

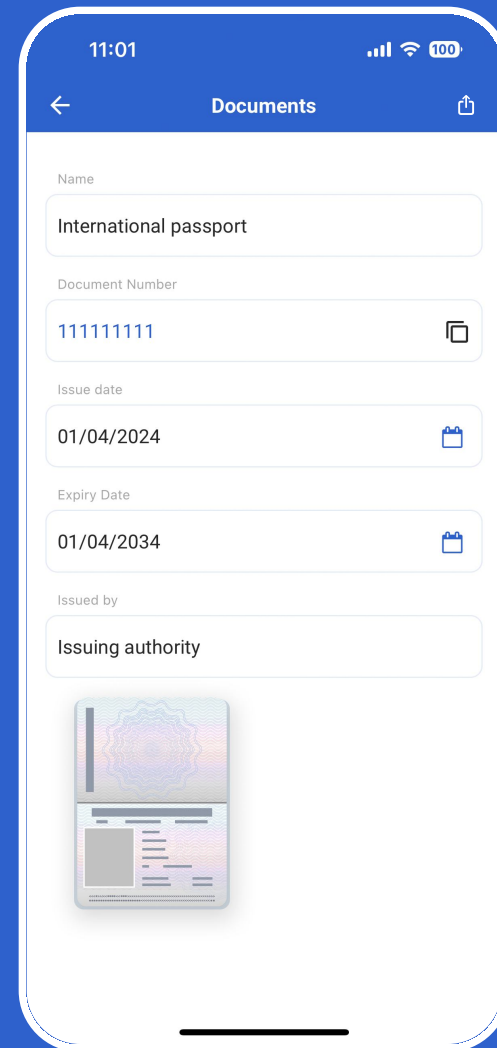
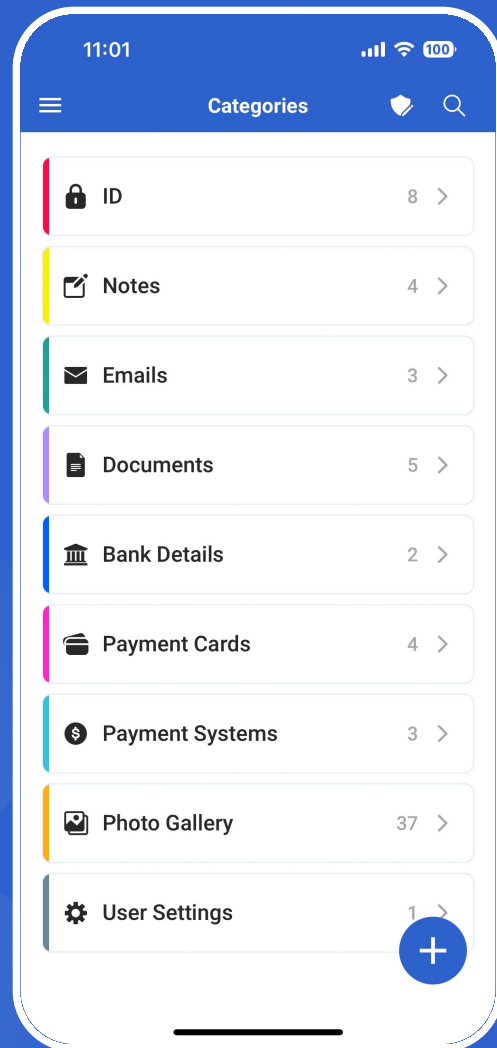
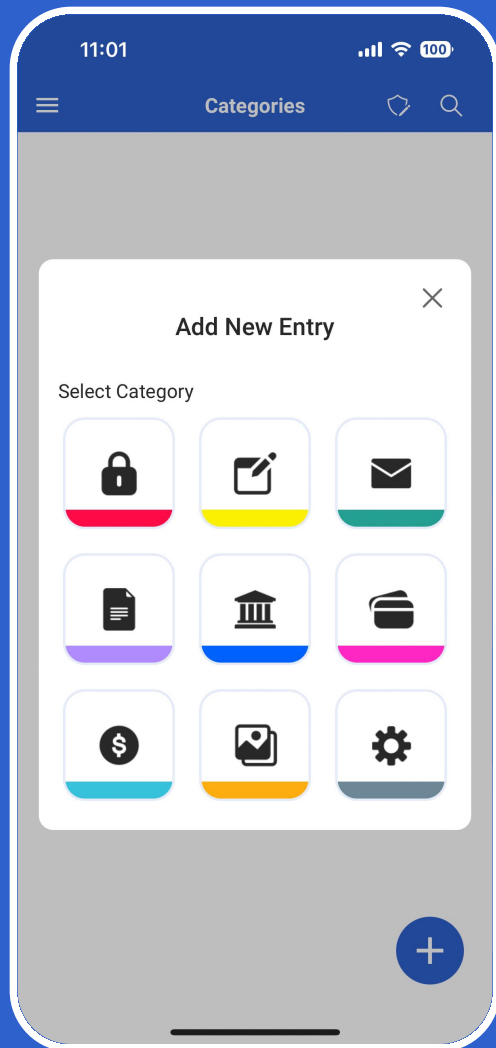


1. Create accounts and choose the default currency for each of them.
2. Record your expenses and incomes, don't forget to create categories for convenient tracking.
3. Get various types of reports, using multiple filters to analyze your finances.
4. Regularly create backups! Regularly creating backups of your data is a key aspect of protecting your information. Do not neglect this simple but crucial step!



PASSWORD MANAGER

Personal digital safe for secure and convenient storage of all your confidential data. Store credit card numbers, bank accounts, important documents, or simply photos.



Add, edit, and delete items, organize them into convenient categories.

Easily find, view, and if necessary, forward any information.

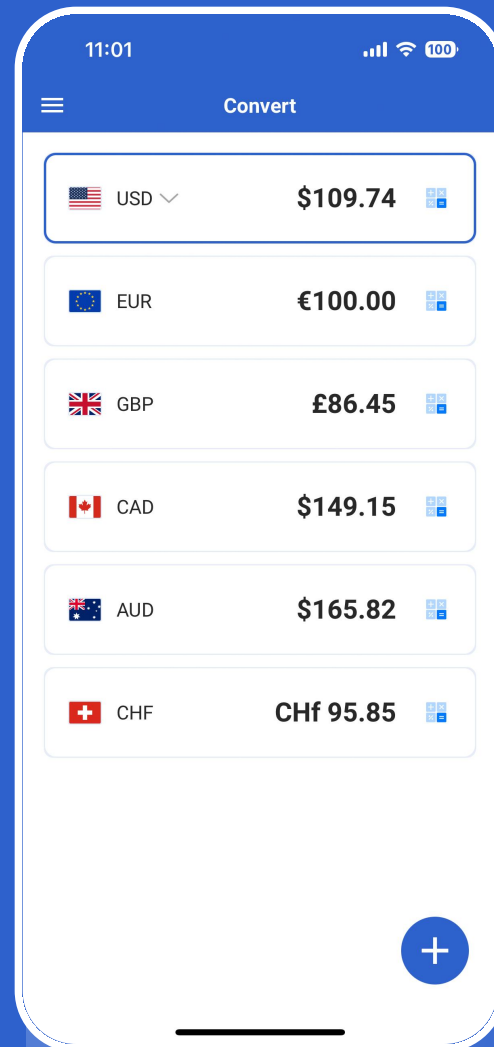
Access functionality through a menu or customizable navigation icon.

Regularly backing up data is a key aspect of protecting your information. Do not overlook this simple but crucial step!



CURRENCY CONVERTER

Get real-time currency exchange rates and enjoy a convenient and intuitive interface for conversion.



Select the target currency.

Choose currencies for display and conversion.

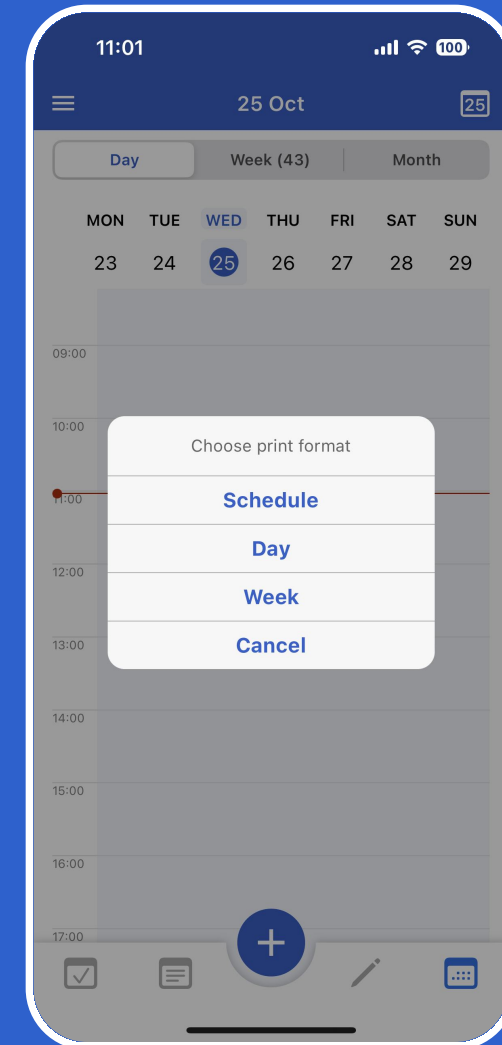
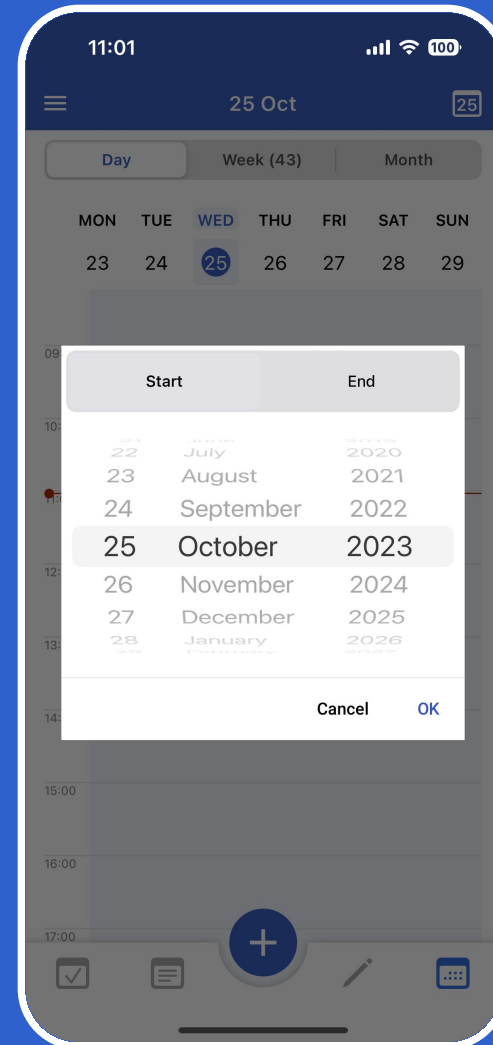
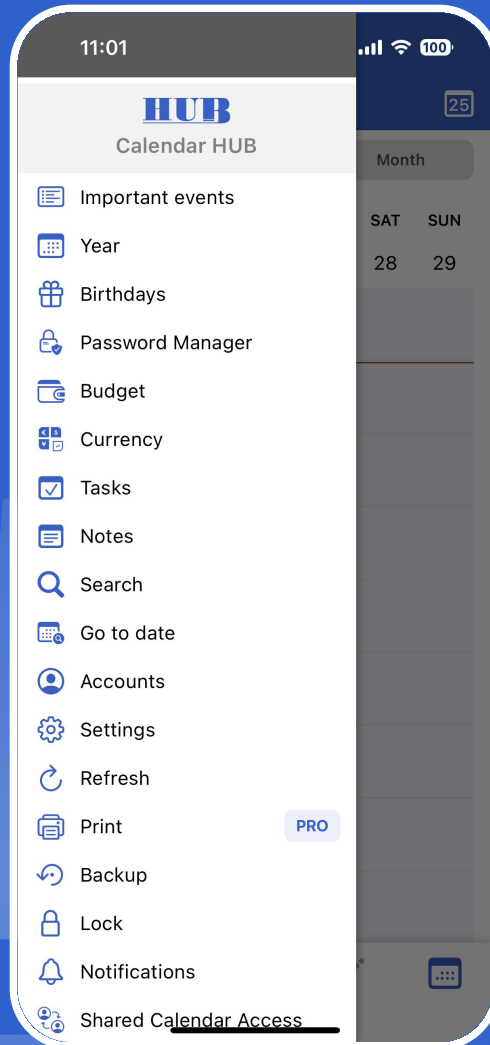
Instant result display.

Automatic real-time currency exchange rate updates.

Ability to create and save a list of favorite currencies.



To print data, simply go to the application menu and select "Print." Then, choose the period and print format: schedule, day, or week. Click "Print," and you will have a ready document for sending to a printer, sharing, or saving in convenient formats. For printing tasks, notes, and the budget, use the upper right menu.

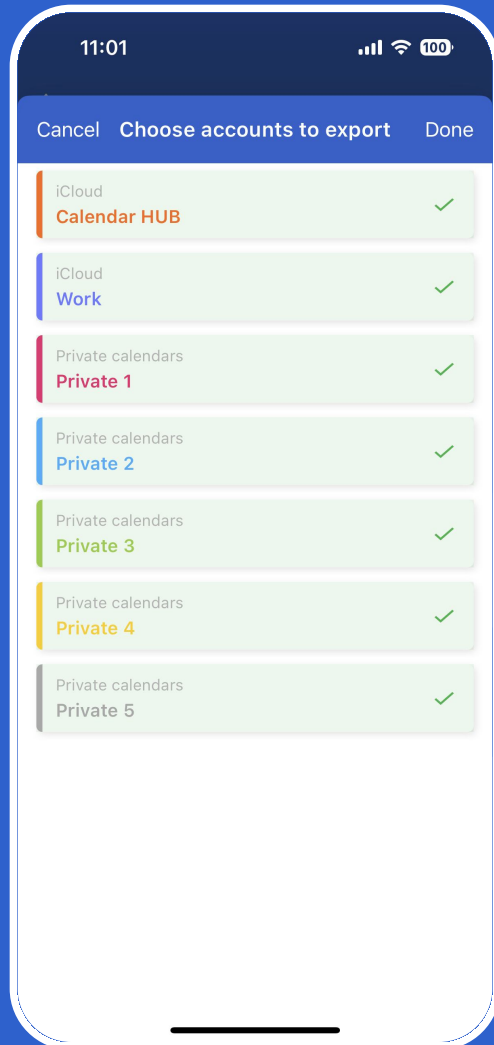


PRIVATE DATA AND SECURITY

PRO

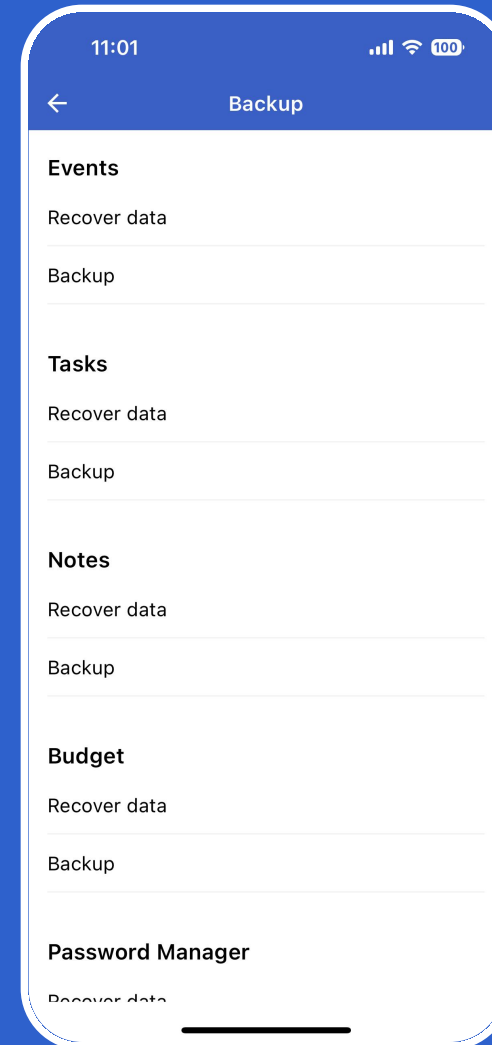
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Lock. After activating the lock and setting a password, in the security settings menu, you can set the lock time and enable unlocking using Touch ID or Face ID (depending on the smartphone settings).



Private and local data is stored in encrypted form directly within the application. This data is not synchronized and is inaccessible to external systems or other applications on the smartphone.

It is recommended to use private calendars in combination with app locking. Additionally, notifications from private accounts can be disabled and hidden from widgets.



Important: regularly create backups, especially of local partitions.

1. Create a backup.
2. Save the file and keep the password in a secure place.

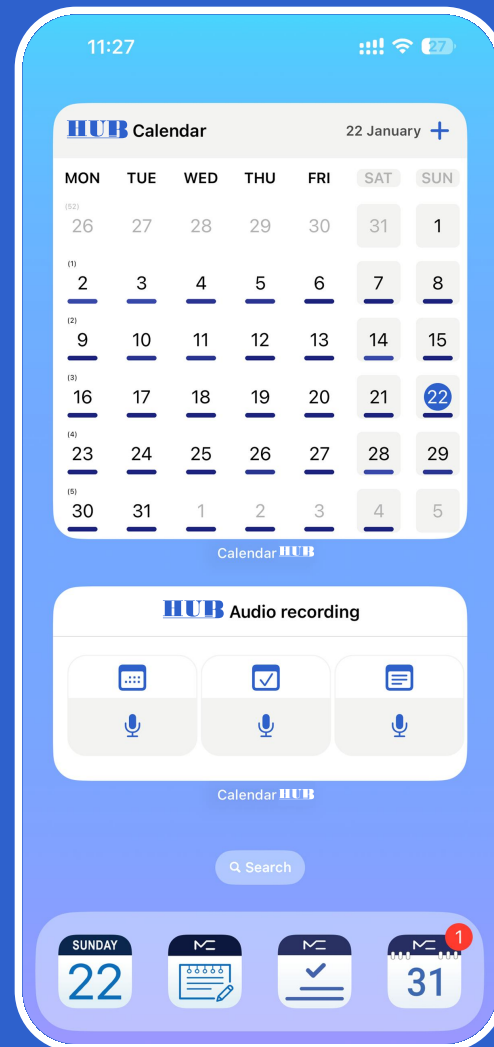
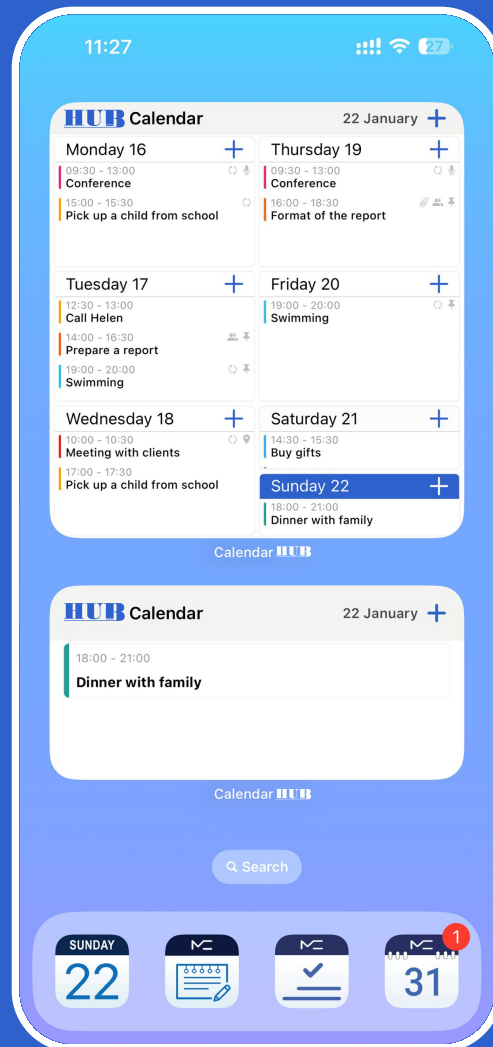
Restoration will return all data in your local account, including:

- Private calendars
- Local tasks
- Notes
- Accounting
- Password manager

Important: If the password is lost, the data cannot be recovered.

WIDGETS

We offer you 11 unique widgets to enhance your productivity and organize your day more effectively.



Installation and Use of Widgets.

Option 1 - Swipe right to access the Widgets screen: Tap "Edit" at the bottom center, then "+" at the top left corner. Locate the desired widget and tap "Add Widget" at the bottom of the screen.

Option 2 - Long-press an empty space on the screen (activating the screen), then tap the "+" at the top left corner. This window contains widgets. Find the desired widget and simply drag it to the screen.

Widget Configuration: Some widgets have settings that you can customize according to your preferences. Touch the widget and select "Edit Widget" if this feature is available.





THANK YOU!

This user guide may have minor variations due to processes related to calendar improvement. We are ready to answer any questions and provide additional information at hub@plantech.app