

Calendar HUB User Manual

1. DAY AND WEEK VIEW

2. MONTH AND YEAR VIEW

3. TASKS, NOTES AND BUDGET VIEW

4. MENU AND SETTINGS

5. ACCOUNTS

6. NAVIGATION PANEL AND THEMES

7. EVENT CREATION

8. EDITING AND DELETING EVENTS

9. TASK CREATION, EDITING, AND COMPLETION

10. CREATING, EDITING, AND DELETING NOTES

11. COPY AND FORWARDING

12. BUDGET

13. PASSWORD MANAGER

14. CURRENCY CONVERTER

15. PRINT

16. PRIVATE DATA AND SECURITY

17. WIDGETS

Content

DAY AND WEEK VIEW



PRO Weekly Mode switching



MONTH AND YEAR VIEW

Schedule

Schedule and month

Choose formats - simply swipe up or down.

Month

11:01 🗢 100 25 October Month Day Week MON SAT SUN THU FRI TUF WFD 43 29 23 24 28 ٢ Wednesday, 25 Oct 12:00 - 13:00 6 Event 1 14:00 - 15:00 9 Event 2 50 F 16:00 - 17:00 Event 3 Thursday, 26 Oct Friday, 27 Oct Saturday, 28 Oct Sunday, 29 Oct 09:30 - 10:30 Event 1 11:30 - 12:30 <u>v</u> Event 2 13:30 - 14:30 +.... $\overline{}$

11:	:01				all 3	<mark>و 100 ج</mark>
		C	Octobe	r		2
C	Day		Week		Mo	nth
MON	TUE	WED	тни	FRI	SAT	SUN
⁹ 25	26	27	28	29	30	1
0 2	3	4	5	6	7	8
¹ 9	10	11	12	13	14	15
² 16	17	18	19	20	21	22
³ 23	24	25	26	27	28	29
⁴ 30	31	1	2	3	4	5
Wedne	esday,	25 Oc	t			
12:00 - Event	13:00 1					¢
14:00 - Event	15:00 2					Ū.
16:00 - Event	17:00 3					
Thursday, 26 Oct						
Friday,	27 0	ct				
				_		

	11:	01				al 3	F 100
	≡		c	octobe	r		25
	D	ay		Week		Mo	nth
	MON	TUE	WED	тни	FRI	SAT	SUN
39	25	26	27	28	29	30	1
40	2	3	4	5	6	7	8
		Event 3 Event 2 Event 1			Event 1 Event 2 Event 3		Event 2 Event 3 Event 1
41	9	10	11	12	13	14	15
			Event 1 Event 2			Event 2 Event 3	
42	16	17	18	19	20	21	22
	Event 2 Event 1			Event 2 Event 3			
43	Event 3	24	A	Event 1	27	20	20
	∠3 Event 2	24	Event 3	20	21	20	لالح Event 3
44	Event 1		Event 2				Event 2
	30	31	1	2	3	4	5
							٢
1				+			
							····)

Year

Access via the menu or custom navigation icon

		11	:01									.11	ŝ	10	D)
•	<u>.</u>						2	02	3						25
27	3	4	5	6	7	8	9	32	7	8	9	10	11	12	13
28	10	11	12	13	14	15	16	33	14	15	16	17	18	19	20
29	17	18	19	20	21	22	23	34	21	22	23	24	25	26	27
30	24	25	26	27	28	29	30	35	28	29	30	31			
31	31														
S	ept	em	ber					С	octo	bei	r				
35	м	т	w	т	F 1	S 2	s	39	м	т	w	т	F	S	S 1
26					1	Z	3	40							I.
30	4	5	6	7	8	9	10	40	2	3	4	5	6	7	8
37	11	12	13	14	15	16	17	41	9	10	11	12	13	14	15
38	18	19	20	21	22	23	24	42	16	17	18	19	20	21	22
39	25	26	27	28	29	30		43	23	24	25	26	27	28	29
								44	30	31					
November						D	eco	emł	ber						
	м	т	w	т	F	s	s		м	т	w	т	F	s	s
44			1	2	3	4	5	48					1	2	3
45	6	7	8	9	10	11	12	49	4	5	6	7	8	9	10
46	13	14	15	16	17	18	19	50	11	12	13	14	15	16	17



TASKS, NOTES AND BUDGET VIEW



Tasks

11:01 -		.ııl ≎ @
≡	Tasks	Q T
🗐 All		— 3
Today		3
Tomorrow		0
👿 Outdated		0
Incoming		3
★ Favorites		1
# Tags		0
Local (3/3) Incoming		^
D > 25 Oct Task 1	2023 11:00	₫ ☆
25 Oct 2023 Task 2	3 11:00	⊠ 🖗 ☆
25 Oct 2023 Task 3	3 11:00	@ ∓★
	÷	/

		0 -
	Notes	Q Y
	All	🗁 3
Ľ	Incoming	3
*	Favorites	1
#	Tags	0
X	Deleted	0
L) Ir	ocal 3 <mark>acoming</mark>	^
	 25 Oct 2023 11:01 Note 1 	*
	25 Oct 2023 11:01 Note 2	@*
	25 Oct 2023 11:01 Note 3	*

Notes

Budget

Access via the menu or custom navigation icon



MENU AND SETTINGS

Personalize your Calendar.

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

Event Duration.





11:01 .ul 🗢 🄟 .ul 🗢 🔟 11:01 11:01 .11 🗢 100 HUR Cancel Settings Done Cancel Settings Done Calendar HUB General General Important events **Applications icons** Application icons > Notifications Show year -🔝 Year Default calendar > **Other Settings** 📅 Birthdays Work Select the default calendar 🔒 Password Manager Customize Tab Bar > **Financial settings** for event storage and sending C Budget Password Manager Account of important events > invitations... Currency Event duration Security > 1 hour 🔽 Tasks PRO Password Change time scale > Notes 1 hour Lock in case of inactivity during You can also block > 60 seconds Q Search Week Numbers the applicatin Accounts Go to date Face ID Show events with "BUSY" status Accounts Change password > Prevent accidental modification of events Settings -👸 Settings with the "BUSY" status Do not show reminders for private events Default Currency 🖒 Refresh > \$ (USD) Hide "Private" events in widget 📄 Print \bigcirc Automatic Rate Updates A Backup Help A Lock ∧ Notifications Notifications Shared Calendar Access ther Settings

Event Status and more.

ACCOUNTS

HUB

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

HUB

lcons

PRO

Themes

Navigation panel and app themes of your choice

11:01	.ııl ≎ @)
← Navigation Icon S	Settings (1)
Important events	c s
Day	
Week	
Month	
Year	
Birthdays	
Budget	
Currency	
Password Manager	
Tasks	
Notes	

Tabs

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

11:01	.ıl 奈 100
÷	Icon Design Selection
Default	
Group 1	
Group 2	
Group 3	
3D-1	
3D-2	7 = 31



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.





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.

11:01				'III	100
=	2	5 Oct			25
Day	We	eek (43)		Mont	h
MON	TUE WED	THU	FRI	SAT	SUN
23	24 25	26	27	28	29
09:00					
10:00					
9 :00					
12:00					
12:30					
13:00	Eve	nt 1			
14:00					
15:00					
16:00					
17:00					
	E			¢	

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

11:0	1	.ul ≎ ‱
≡	Tasks	Q T
🖃 All		0
Toc	lay	0
ច Tor	norrow	0
🗾 Out	tdated	0
🗾 Inc	oming	0
★ Fav	orites	0
# Tag	IS	0
Local Incom	ing	^
× New ta	ask	.
QW	ERTYU	JIOP
AS	DFGH	JKL
▲ Z	XCVB	N M 🔇
123 😀	space	done
		Ŷ

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.

	11:01	.ııl ≎ @)
÷	Add Task	
En	ter title	Ŷ
+	Subtask	
0	Set time and reminders	
1	Location	70
	Show this task in the calendar	
	Incoming Local	
Ŧ	Add notes	
Ø	Add an attachment	+

Save

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.

11:01	. at	∻ ™
=	Notes	
E All		
Incoming		3
★ Favorites		1
# Tags		0
Deleted		0
Local 3 Incoming		^
25 Oct 2023 11:01 Note 1	 ★ 25 Oct 2023 11:0 Note 2 	1 <i>@</i> ★
25 Oct 2023 11:01 Note 3	*	
	+ /	
<u> </u>		

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

Сору



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

11:01 ≡ Acc	・II 〒 1100 counts 同 199
HUB	Current balance
My card	\$6 950.00 >
Current account	\$7 000.00 >
Cash	\$5 750.00 >
Credit card	-\$1 200.00 >
Savings account	\$3 500.00 >



	~
Incomes	Expenses
pping	-\$2 150.00 \$6 950.00
pping 1 Attached File	-\$210.00 \$9 100.00
	-\$690.00 \$9 310.00
	\$10 000.00 \$10 000.00
	Incomes pping pping 1 Attached File

11:01 **T** 🗗 ⊟ Expense -\$1 300.00 HUR 9.2% 7,6% 13,1% 6,8% 3,8% 2.7% 15,3% 22,3% 19,2% Taxes -\$290.00 -\$249.00 Travel -\$199.00 Groceries -\$170.00 Cafes, Restaurants -\$120.00 Shopping -\$99.00 Car repair Gifts -\$89.00 $\sum_{i=1}^{\infty}$ Fuel Utility bills -\$35.00

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.



1	1:01	.ul 🗟 (100
≡	Categories	>	Q
â	ID	8	>
ľ	Notes	4	>
	Emails	3	>
	Documents	5	>
盦	Bank Details	2	>
6	Payment Cards	4	>
6	Payment Systems	3	>
	Photo Gallery	37	>
\$	User Settings	1	

11:01		.ul ≎ 000
÷	Documents	Ć
Name		
International pas	sport	
Document Number		
111111111		
Issue date		
01/04/2024		
Expiry Date		
01/04/2034		
Issued by		
Issuing authority		

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

HUB

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.

	11:01		''II S	100,
	Calendar HUB		Montl	25 1
	Important events		SAT	SUN
	Year		28	29
₿	Birthdays			
e	Password Manager			
	Budget			
 I ≥ 	Currency			
	Tasks			
	Notes			
Q	Search			
	Go to date			
٢	Accounts			
හු	Settings			
S	Refresh			
ē	Print	PRO		
\$	Backup			
8	Lock			
¢	Notifications		*	
07 t0	Shared Calendar Acces	SS		

_	11:01					''II &	100
				5 Oct			25
	Day		We	ek (43)		Mon	th
N	ION	TUE	WED	THU	FRI	SAT	SUN
	23	24	25	26	27	28	29
09		Star	:		En	nd	
10:							
	22 23		July Augus	st	20	020	- 1
PI II	24		Septe	mber	2	022	
	25		Octol	ber	2	023	
12:	26		Nover	nber	2	024	
401	27		Decer	nber	2	025	
13:							_
14:					Cance	1 0	ок
				T		*	

11:0	1				.ıll ຈົ	100
		2!	5 Oct			25
Day	,	We	ek (43)		Mont	:h
MON	TUE	WED	THU	FRI	SAT	SUN
23	24	25	26	27	28	29
09:00						
10:00		Choose	print fo	rmat		
9 :00		Sch	nedule)		
12:00			Day			
		V	Veek			
13:00		Ca	ancel			
14:00						
15:00						
16:00						
17:00			+			
					p*	



PRIVATE DATA AND SECURITY PRO

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.

11:01		.ul 🗢 🚥	Impo
÷	Backup		espe
Events			1. C
Recover data			2. S
Backup			p
			Rest
Tasks			local
Recover data			• P
Backup			• L
			• N
Notes			• A
Recover data			• P
Backup			
			Impo
Budget			the d
Recover data			
Backup			
Password Mana	ger		
Pacavar data		_)	

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.



11:	27				::!! 🥱	27)	
HU	ry +						
MON	TUE	WED	THU	FRI	SAT	SUN	
26	27	28	29	30	31	1	
" 2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
⁽³⁾ 16	17	18	19	20	21	22	
⁽⁴⁾ 23	24	25	26	27	28	29	
(5) 30	31	1	2	3	4	5	
		Ca	alendar 🎚	UB			
]	HUB	Audio r	ecordin	g		
)	
	₽		Ţ		Ţ		
		Ca	alendar 🂵	UB			
SUNDA						<u>~</u>	
Zz				<u> </u>		31	
-						-	

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