

CalClerk

User Manual



1 Intro

CalClerk turns notes, dictated text and clipboard content into organized appointments and reminders. Use it to review schedules, create events and tasks, plan travel, import appointments, manage calendars, and access weather and speech features.

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3 About this app

CalClerk combines appointments, tasks, travel time, reminders, weather information, multiple calendars and invitation preparation. Grant access, choose visible calendars, set Home and Office addresses, review the Week, Month or daily timeline, and create or import schedule items. Review proposed details before saving them to Calendar.

4 Downloading the App

Use the official link below to download the app:

<https://www.enlightenment.school/calclerk.html>

5 Functions

5.1 Install and begin

Install and launch CalClerk on macOS, iPhone or iPad. Allow Calendar, Reminders, location and notification access when prompted. On iPhone or iPad, use Open Settings to complete a permission step. Select visible calendars and begin planning.

Use mouse, trackpad or touchscreen to interact with the app.

5.2 Navigate the workspace

Use Calendar to view appointments, tasks and travel blocks. On macOS, choose Calendar view, Today, Week or Month. On iPhone or iPad, tap Calendar, then Week or Month. Tap Today to return to the current date. Scroll the timeline vertically with the mouse, trackpad or finger. Use the zoom control, or Show all 24 hours on iOS. In Month view, select a date to open its agenda. Tap + on iOS or choose the creation control on macOS.

5.3 Search calendar items

On macOS, select the search field, type a query and press Return. On iPhone or iPad, tap Search, enter text and submit with Search. Select a result to open its details. Choose Clear search to restore the calendar view.

5.4 Choose visible calendars and a default calendar

Open Calendar Settings on iOS or the calendar controls on macOS. Use Choose visible calendars or My Calendars to show or hide calendars. Select Default Calendar to choose where new appointments are placed. Tap the controls on iPhone or iPad, or click them with the mouse or trackpad on macOS. Tap Done on iOS.

5.5 Create an event manually

Choose New Event, Quick New Event, Create or Add Event. On iOS, tap + and choose New Event. Enter the title, start and end times or All-day, duration, calendar, availability and time

zone. Add a location, meeting link, notes, reminder and repeat settings. Use Home, Office or Find Company or Address, then choose a result. Add invitees separated by commas and choose Find Email Addresses. Save with Save Changes, Save or Add Event.

Use tap or click to create event on the timeline.

5.6 Edit or delete an event

Select an event and choose Edit appointment or Edit. Change its details and choose Save Changes on macOS or Save on iOS. For recurring events, choose Only This Event or This and Future Events. Choose Delete Event, Delete This Event or Delete This and Future Events, then confirm. On macOS, press Delete (⌘) to remove the selected item.

Use secondary click or double click to edit appointment.

Use delete key to remove item.

5.7 Create and manage tasks

Open Tasks and choose New Task, Quick New Task or Add Task. Enter a title, reminder list, due date and priority. Add notes, a location or meeting link, and a reminder time. Choose Save or Add Task. Open a task and choose Edit Task to change it. Use the completion control to complete it. Choose Delete Task, or press Delete (⌘) on macOS.

5.8 Review and complete tasks

Open Tasks to see incomplete reminders. Select a task to review its details. Use the completion control to change its completion state. Choose Edit Task, make changes and select Save. Choose Delete Task to remove it.

5.9 Parse text into appointments

Choose Parse New Event, Parse Text or Quick Import. Type or paste ordinary language describing an appointment. On macOS, choose Parse. On iPhone or iPad, tap Parse Appointments or Import. Review the proposed details, correct them and choose Accept, Accept All, Send to Calendar or the save control.

5.10 Parse clipboard content

Copy appointment text, then open CalClerk. On macOS, choose Parse Clipboard. On iPhone or iPad, open Quick Import and choose Clipboard. Review and edit proposals. Choose Accept or Send to Calendar for one item, or Accept All or Send All for every item. Choose Remove pending event on macOS or Delete on iOS to remove one.

5.11 Use dictation for quick import

Open Quick Import and choose Dictation. On macOS, click Dictation; on iPhone or iPad, tap Dictation. Speak the appointment details. Choose OK when the transcript is ready, review it and choose Parse, Accept or Send to Calendar. Use the stop control to end recording.

5.12 Review pending imports

Open Pending Events on macOS or Pending Imports on iPhone or iPad. Select an entry, review its details and choose Edit when needed. Choose Send All or Accept All for every proposal, or Send to Calendar or Accept for one. Choose Remove pending event on macOS or Delete on iOS to discard one.

5.13 Use optional AI import

CalClerk has a build in AI for recognizing appointment data. Depending on formatting appointments may or may not be recognized. To make the onboard AI smarter one can add an Open AI key. This can be done by going to Import settings, enter the access key in OpenAI API key or Paste Key, and choose Save Key. Open Quick Import, enter or paste appointment text, and choose the AI import action. Review the drafts, then choose Accept, Accept All, Send to Calendar or Send All.

5.14 Send reviewed events to Calendar

Choose Send to Calendar for one item, Send Selected to Calendar for selected items, or Send All for every reviewed item. On iOS, choose Accept or Accept All when shown. Verify the appointment details before sending.

5.15 Set Home and Office addresses

Open Home and Office settings. On macOS, choose Edit Home and Work addresses...; on iPhone or iPad, open Home and Office in Calendar Settings. Enter and save each address. Choose Home or Office when creating or editing an event.

5.16 Calculate travel time and add travel blocks

Open an event with a location and choose Travel, Calculate or Recalculate travel time. Select From Home, From Office, Current Location or another available base. Review the route and travel time. Choose Time to Leave for a departure reminder, then apply travel to add a travel block before the appointment. Use Refresh route from nearby calendar events when needed.

5.17 Search and resolve locations

Select Location, Enter a location or Find Company or Address. Enter a place or address, choose the correct result and choose the nearest location when shown. Use Home or Office for saved addresses. Choose Open in Maps on macOS or Open in Apple Maps on iOS. For online meetings, enter the meeting URL in Location or meeting link or Online meeting. Save the event.

5.18 View weather information

Review weather in the forecast strip or daily timeline. View the temperature, condition, daily high and low, and precipitation information. On macOS, choose Refresh weather forecast. On iPhone or iPad, open the relevant calendar day. Navigate by day, week or month to inspect another date. Weather is provided by an external source and is only available for some days. In certain areas it may not be available too.

5.19 Check schedule conflicts and fit

Review the conflict indicator and Schedule Fit banner. Open Daily Timeline - Conflict Check or Review Event. Choose Edit to change the time, duration or calendar. On iPhone or iPad, tap Edit to resolve an overlap. Save the appointment when it fits.

5.20 Manage reminders and notifications

Open Alert and repeat or Reminder. Choose At time of event, 5 minutes, 15 minutes, 30 minutes, 1 hour or 1 day before. For tasks, choose an alert at the due time or an available advance interval. Save the item.

5.21 Prepare invitations

Open Invite People or Share and Invite People. Enter attendee names or email addresses separated by commas and choose Find Email Addresses. Review the invitees and choose Prepare Invitation Email. On iPhone or iPad, choose Open Full Apple Event Editor to continue. Save the event.

5.22 Open appointments in Maps or calendar editors

Select an event and choose Open in Maps on macOS or Open in Apple Maps on iOS. On iPhone or iPad, choose Open Full Apple Event Editor. Return to CalClerk and refresh the calendar to display changes.

5.23 Use speech accessibility

Open Accessibility or the speech setting and enable Speak items on hover or long press. On macOS, move the pointer over a supported button or calendar item. On iPhone or iPad, press and hold a supported item. Use the stop control or move to another item to stop speech. Turn the setting off when finished.

Use pointer hover to hover speech.

5.24 Refresh calendars and live travel information

Choose Refresh in the calendar workspace to reload events and tasks. On macOS, select Refresh live traffic for current route information. On iPhone or iPad, open the event or travel section and use its refresh control. Review updated times, routes, conflicts and weather.

5.25 Use keyboard and direct interaction

On macOS, use the mouse or trackpad to select controls, fields and calendar items. Type in focused fields and press Return (↵) where indicated. Press Delete (⌫) to remove a selected event or task. On iPhone or iPad, tap controls and fields, swipe through timelines and pages, drag the timeline, and use the on-screen keyboard. Use Done, Save, Cancel and Delete as displayed.

5.26 Cancel

Press Esc to cancel or pause.

5.27 Import

When CalClerk is configured as the default agenda, appointments recognized by your device can be shared directly from there. Additionally, you can select any text on your Mac, two finger click, and choose Services > Send to CalClerk. Multiple appointments can be sent this way. Upon opening CalClerk, all appointments will be displayed in Pending Events. Alternatively, appointments can also be copied and pasted into the Quick Import screen.

5.28 Quarter Hour Slot

Use tap or click to quarter hour slot.

Use tap or click to empty slot.

5.29 Appointment move (Mac)

Use the pointer and hover over the appointment.

Click and hold the left mouse button on the appointment, then drag it to a new time slot.

5.30 Show all 24 hours

Use pinch to zoom in or out on the timeline.

5.31 Tab (Mac)

Use tap key to move cursor to the next field when creating or editing an appointment.

5.32 Conflicts with another calendar

If your calendar is shared with users who do not use CalClerk, certain features may not be displayed in the same manner.

6 Helpdesk

Please feel free to reach out to us with any inquiries or suggestions for new features.

<https://www.enlightenment.school/contact.html>

7 Copyright

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