



TC Organizer

User's Manual

A self-hosted personal information manager

Daily Planner · To-Do · Contacts · Notebook · Bookmarks · Passwords

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1. Introduction

TC Organizer is a personal information manager (PIM) that runs entirely on your own Ubuntu LAMP server. Nothing is stored in the cloud — your calendar, tasks, contacts, and notes stay on hardware you control, accessible from any web browser on your network.

The application is written in plain PHP with a MySQL database. There are no frameworks, no build steps, and no external dependencies beyond a standard Apache + MySQL + PHP installation.

1.1 The seven main areas

Tab	What it does
Dashboard	Your day at a glance: the next 7 days of events, open to-dos, recent notes, and quick-add buttons.
Planner	A full calendar with Day, Week, Month, and Year views. Supports repeating events and shows contact birthdays automatically.
To-Do	A task list with due dates and priorities, grouped into Overdue, Today, Upcoming, and No due date.
Contacts	An address book with separate Personal and Business contact types, two addresses per person, and vCard/CSV export.
Notebook	Rich-text notes organized into named notebooks, with a formatting toolbar, pinning, search, and file attachments.
Bookmarks	A categorized manager for web links.
Passwords	An encrypted vault for website logins, application accounts, and other credentials.

A **search box** in the top bar searches all of these areas at once, and the **Settings** page (gear icon) handles your account password, data export, and user management.

1.2 Multiple users

TC Organizer supports multiple user accounts. Every user has a completely private set of data — events, tasks, contacts, notes, bookmarks, and password entries are never shared between accounts. Administrators can add and remove users on the Settings page (see section 11.2).

2. Installation

2.1 Requirements

- Ubuntu Server (any recent release) with Apache 2
- MySQL or MariaDB
- PHP 7.0 or newer with the MySQL extension (php-mysql)

If the server does not have these yet, install them with:

```
sudo apt update
sudo apt install apache2 mysql-server php php-mysql
```

2.2 Step 1 — Create the database

Log in to MySQL as root (sudo mysql) and run:

```
CREATE DATABASE tc_organizer CHARACTER SET utf8mb4 COLLATE utf8mb4_unicode_ci;
CREATE USER 'tcorganizer'@'localhost' IDENTIFIED BY 'YOUR_PASSWORD_HERE';
GRANT ALL PRIVILEGES ON tc_organizer.* TO 'tcorganizer'@'localhost';
FLUSH PRIVILEGES;
EXIT;
```

Note: Replace YOUR_PASSWORD_HERE with a strong password of your own. You will enter the same password into config.php in step 3.

2.3 Step 2 — Copy the application files

Copy the tc-organizer folder into your web root and give ownership to the web server user:

```
sudo cp -r tc-organizer /var/www/html/
sudo chown -R www-data:www-data /var/www/html/tc-organizer
```

2.4 Step 3 — Edit config.php

Open /var/www/html/tc-organizer/config.php in a text editor and set the four database values and your timezone:

Setting	Meaning	Typical value
\$DB_HOST	MySQL server host	'localhost'
\$DB_NAME	Database name from step 1	'tc_organizer'
\$DB_USER	Database user from step 1	'tcorganizer'
\$DB_PASS	The password you chose in step 1	(your password)
\$TIMEZONE	Your local timezone	'America/Los_Angeles'
\$ENCRYPTION_KEY	Secret key that encrypts entries in the Password Manager (see section 9.1)	(a long random string)
\$FAIL2BAN_*	Login-security settings — logging always on; ban thresholds and jail (see section 12)	defaults are fine

Note: A full list of valid timezone names is at www.php.net/manual/en/timezones.php. An incorrect timezone makes events and “today” highlighting appear shifted.

Note: Generate a good encryption key with `php -r "echo bin2hex(random_bytes(32));"` and keep a copy of it somewhere safe. If the key is ever lost or changed, previously stored passwords cannot be decrypted.

2.5 Step 4 — Run the installer

1. In a browser, go to `http://your-server/tc-organizer/install.php`.
2. The installer creates all database tables automatically, then asks you to create the **administrator account**. Choose a username and a password of at least 8 characters.
3. When it confirms success, you are ready to log in.

2.6 Step 5 — Delete the installer

For security, remove the installer file as soon as setup is complete:

```
sudo rm /var/www/html/tc-organizer/install.php
```

Warning: Anyone who can reach `install.php` before users exist could create the admin account. Always delete it after installation.

2.7 Step 6 — Log in

Browse to `http://your-server/tc-organizer/` and sign in with the administrator account you just created. You will land on the Dashboard.

2.8 Upgrading from an earlier version

1. Copy the new PHP files and `css/style.css` over the old ones — **except `config.php`**, which holds your settings. Instead, add any new settings (such as `$ENCRYPTION_KEY`) to your existing copy by hand.
2. Re-upload `install.php`, browse to it once — it creates only the missing tables and folders and leaves all existing data untouched — then delete it from the server again.

3. Getting Started: The Dashboard

The Dashboard is your home page. It shows three panels:

- **Next 7 Days** — every event and birthday coming up in the next week, grouped by day. Click a date heading to jump to that day in the Planner, or click an event to edit it.
- **To-Do** — your open tasks, most urgent first, with overdue items flagged in red.
- **Notebook** — pinned notes first, then your most recently edited notes.

The row of buttons at the top (+ **Event**, + **To-do**, + **Note**, + **Contact**) lets you add anything from anywhere with one click.

3.1 The navigation bar

The dark bar at the top of every page contains the six main tabs, the global search box, a gear link to Settings (labeled with your name), and Log out. The current tab is underlined in blue.

4. The Daily Planner

4.1 Views

The Planner offers four views, switched with the buttons at the top left: **Day**, **Week**, **Month** (the default), and **Year**. The **← Prev / Today / Next →** buttons move through time; Today always returns you to the current date.

- **Day** — a detailed schedule for one day, with times, locations, and notes visible.
- **Week** — seven columns, Sunday through Saturday. The current day has a blue border.
- **Month** — a traditional wall-calendar grid. Days show up to three event chips; “+N more” links to the day view.
- **Year** — twelve mini calendars. Days with events are shaded; click any day to open it.

Tip: Hover the mouse over any day cell and a small + appears — click it to add an event directly to that date.

4.2 Adding an event

Click + **Event** (or a day’s + icon) to open the event form:

Field	Description
Title	The only required field.
Date	The day of the event (or the first day, for repeating events).
Category	Sets the event’s color — see the table in section 4.4.
All day	Tick for events without a specific time; the time boxes gray out.
Start / End time	Optional times shown in every view.
Location	Shown with a pin icon in the day view.
Notes	Free text, visible in the day view.

Repeats	Daily, weekly, monthly, or yearly repetition (see section 4.3).
Repeat until	Optional last date for a repeating event; leave blank to repeat forever.

To **edit** an event, click it in any view, change the fields, and Save. To **delete** it, open it and click the red Delete button.

4.3 Repeating events

Set “Repeats” to make an event recur. A weekly event repeats on the same weekday, a monthly event on the same day of the month, and a yearly event on the same date each year. “Repeat until” caps the last occurrence.

Warning: Deleting a repeating event removes every occurrence — past and future. There is no “delete this occurrence only.”

4.4 Categories and colors

Category	Color	Typical use
Appointment	#2F6FD6	Doctor visits, meetings, reservations
Work	#7B4FD0	Job-related events
Personal	#2E9E5B	Family, hobbies, social events
Health	#D04545	Exercise, medication, checkups
Travel	#D07F2E	Trips, flights, hotel stays
Birthday	#D63384	Birthdays not tied to a contact
Other	#6B7280	Anything else

A color legend appears at the bottom of every Planner view.

4.5 Automatic birthdays

When a contact in your address book has a Birthday filled in, it appears in the Planner **automatically every year** as a pink 🎂 chip showing the person’s age. Clicking it opens the contact. You never need to create these events by hand — and they can only be removed by clearing the birthday on the contact.

4.6 Exporting your calendar

Click **Export iCal** at the top of the Planner to download a standard .ics file containing all your events (repeating rules included). This file can be imported into Google Calendar, Outlook, Apple Calendar, or a phone.

5. The To-Do List

5.1 Adding a task

Type the task into the box at the top (“*What needs doing?*”), optionally pick a due date and a priority (High / Medium / Low), and click **Add**.

5.2 How tasks are grouped

- **Overdue** — due date has passed (shown in red).
- **Today** — due today.
- **Upcoming** — due on a future date.
- **No due date** — tasks without a deadline.

Within each group, tasks sort by due date, then priority.

5.3 Completing, editing, and clearing

- Click the **checkbox** next to a task to mark it done. It moves to the Completed section at the bottom.
- Click a task’s title to **edit** it — title, notes, due date, priority, an optional category label, and a Completed checkbox (untick to restore a finished task). The Delete button removes a single task permanently.
- In the Completed section, click **show** to list finished tasks. The checkbox there restores a task; **Clear completed** deletes all finished tasks at once.

Warning: “Clear completed” and the Delete button remove tasks permanently. There is no undo.

6. Contacts (Address Book)

6.1 Personal and business contacts

Every contact is either **Personal** or **Business** — chosen at the top of the contact form and shown as a badge everywhere. The filter buttons above the list (All / Personal / Business) switch between them.

6.2 Contact fields

- **Name & type** — first/last name, birthday, company, and job title. At least one of first name, last name, or company is required.
- **Phone & email** — mobile, home, work, and fax numbers; two email addresses; website.
- **Home address** and **Work address** — street, city, state, ZIP, country, kept separately.
- **Notes** — anything else worth remembering.

Note: Filling in a contact’s Birthday makes it appear in the Planner and Dashboard automatically each year.

6.3 Finding contacts

- The **A–Z letter bar** filters by the first letter of the last name (or company, when no name is entered).
- The **search box** matches names, company, email, phone numbers, and cities.
- Contacts are sorted by last name, then first name; contacts with only a company sort by company at the end.

6.4 Viewing, editing, and deleting

Click a contact's name to open the detail page with all information laid out. From there, **Edit** opens the form; the red **Delete** button inside the form removes the contact permanently.

6.5 Exporting contacts

- **vCard** — on a contact's detail page, click vCard to download a `.vcf` file that imports into phones, Outlook, and Gmail.
- **CSV** — the Export CSV button on the contact list downloads every contact as a spreadsheet, ideal for backups or Excel.

7. The Notebook

7.1 Notes and notebooks

Notes are formatted pages with a title, shown as cards. Each note belongs to a **notebook** — a simple label such as “Recipes” or “Server Maintenance.” To create a new notebook, just type a new name in the Notebook box while editing a note; notebooks with no notes disappear automatically. The buttons above the note cards filter by notebook.

7.2 Formatting your notes

The note editor is a rich-text editor, much like WordPad — what you see is how the note is stored. A single toolbar sits above the writing area with these tools, left to right:

Tool	What it does
Font and Size	Pick a typeface and a point size for the selected text.
B I U S	Bold, italic, underline, and strikethrough.
A (text color)	Colour the selected text — click the swatch to choose any colour.
Highlight	Highlight the selected text with a background colour.
Align	Left, centre, or right alignment (the three bar icons).
Lists	Bulleted list (•) or numbered list (1.).
Paragraph style	Normal text, Heading 1–3, Quote, or Code block.
Link 	Turn the selected text into a web link (you are asked for the address).
Clear 	Remove formatting from the selected text.

To format text, select it first, then click a toolbar button — exactly as you would in a word processor. Your formatting is saved with the note and shown whenever you open it.

Note: For safety, notes are cleaned when saved: ordinary formatting is kept, but anything that could carry a script or other active content is removed automatically. You never need to think about this — just write.

Notes you created before this feature was added still open normally as plain text; the first time you edit and save one, it becomes a formatted note.

7.3 Pinning

Tick  **Pin** on a note to keep it at the top of the Notebook and the Dashboard — useful for lists you refer to often.

7.4 Searching notes

The search box above the note cards matches both titles and note text. Combined with a notebook filter, it searches only within that notebook.

7.5 File attachments

Any note can carry attached files — scanned documents, photos, PDFs, spreadsheets, anything. In the note editor, use **Attach file(s)** to pick one or more files; they are uploaded when you click Save (for a brand-new note, they upload right along with the first save).

- Existing attachments are listed in an **Attachments** panel below the editor with their size and date. Click a file name to download it; click **remove** to delete just that file.
- Notes with attachments show a paperclip and a count ( 2) on their card in the Notebook.
- Attached files are stored outside the browsable web space and can only be downloaded by the user who owns the note.

Warning: Deleting a note also permanently deletes all of its attachments.

Note: The maximum size per file is set by PHP (2 MB out of the box). To allow bigger files, raise `upload_max_filesize` and `post_max_size` in `php.ini` and restart Apache.

8. Bookmarks

The Bookmarks tab stores web links. Fill in the Title and URL in the top row and click **Add** — if you omit `https://`, it is added for you. The optional Category groups links, and category filter buttons appear once you have some. Click a bookmark's title to open the site in a new browser tab; use the **edit** and **delete** links on the right of each row to change or remove it.

9. Password Manager

The Passwords tab is an encrypted vault for login credentials — website accounts, application licenses, router logins, Wi-Fi keys, door codes, and anything similar.

9.1 One-time setup: the encryption key

Stored passwords are encrypted with AES-256 using a secret key kept in `config.php` on the server — the key is never stored in the database. The first time you open the Passwords tab, if the key has not been set yet, the page explains what to do and even offers a freshly generated key. Simply paste it into this line of `config.php`:

```
$ENCRYPTION_KEY = 'your-long-random-string-here';
```

Warning: Keep a copy of the encryption key somewhere safe (for example, printed and stored with your backups). If the key is lost or changed, every stored password becomes permanently unreadable.

9.2 Adding and editing entries

Click **+ Entry** to open the entry form:

Field	Description
Title	A name for the entry — “Gmail”, “Router admin”, “Office PC”. The only required field.
Type	Web address, Application, or Other. Used for the filter buttons on the list.
URL or location	For websites, the login page address (it becomes a clickable link). For anything else, where the account lives — an application name, a device, a room.
Username or account	Login name, email address, or account number.
Password	The secret itself. Use Show/hide to check your typing, or click Generate strong password to create a random 20-character password.
Notes or description	Security questions, PINs, license keys, or anything else related.

To change an entry later, click its title in the list; the red **Delete** button inside the form removes it permanently.

9.3 Using the list

- Passwords display as ●●●●●● dots. Click the  eye button to reveal or re-hide one.
- Click a  clipboard button to copy the username or the password without revealing it on screen — handy for pasting into a login form. The button briefly shows ✓ when the copy succeeds.
- Filter with the **All / Web address / Application / Other** buttons, or search by title, URL, username, or notes.
- Global search (top bar) also finds entries by title, URL, username, and notes — but never searches or displays the passwords themselves.

9.4 How safe is it?

- Passwords are encrypted at rest, so a stolen database backup alone does not reveal them.
- Entries are private per user and only visible after logging in.
- Anyone who has **both** the database and the key in config.php can decrypt entries — so protect server access and treat config.php and backups as sensitive.

9.5 Exporting to CSV

The **Export CSV** button on the Passwords list downloads every entry — including the passwords in plain, readable text. It exists for two purposes: migrating to a dedicated password manager (KeePass, Bitwarden, and others import CSV), or producing a one-time printed copy for a physical safe. It is **not needed for routine backups** — the database dump already contains your entries in encrypted form.

Because the file defeats the encryption, the export is guarded:

- You must re-enter your login password on a confirmation page, even with an active session.
- Every export is recorded in the login log, and a wrong password on the confirmation page is treated exactly like a failed login — it counts toward the fail2ban rule.

Warning: Delete the CSV file (and empty the trash) as soon as you are done with it. Never leave it in a Downloads folder, email it, or let it sync to cloud storage.

10. Global Search

The search box in the top navigation bar searches **everything at once**: event titles, locations and notes; to-do titles and notes; contact names, companies, emails and phone numbers; note titles and content; bookmark titles, URLs and descriptions; and password entries (by title, URL, username, and notes — never the stored password). Results are grouped by type, and every result links straight to the item.

11. Settings

11.1 Changing your password

Open Settings (the gear icon with your name), enter your current password and the new one twice, and click Change password. Passwords must be at least 8 characters.

11.2 Managing users (administrators only)

Administrators see a **Users** panel listing every account. To add a user, fill in a username, display name, and password, optionally tick **Administrator**, and click Add user. Each new user starts with a completely empty, private organizer.

Warning: Deleting a user permanently removes their account and ALL of their events, to-dos, contacts, notes, note attachments, bookmarks, and password entries. You cannot delete your own account.

11.3 Exporting your data

The Export panel offers one-click downloads of your calendar (`.ics`) and contacts (`.csv`). These are also the recommended quick backups before major changes.

12. Login Security and the Login Log

12.1 The login log

Every login attempt — successful or not — is recorded automatically with the **username entered**, the **IP address** it came from, the **date and time**, and the result. Even attempts with usernames that do not exist are logged, so you can see who is knocking on the door.

Administrators can browse the log at **Settings → Security → View login log**. The page shows a 24-hour summary, filter buttons (All / Successes / Failures / Ban events), a search box for usernames and IP addresses, and the 500 most recent matching entries with green Success or red Failed badges.

12.2 Automatic IP bans with fail2ban

When someone enters a wrong password **3 times from the same IP address within 5 minutes**, TC Organizer calls the server's fail2ban service to ban that address in the `apache-auth` jail — the firewall then drops all traffic from it for the jail's ban time. The outcome of every ban attempt is written to the log's Note column, so the log viewer shows whether the integration is working (a missing sudo rule, for example, appears there in plain text).

The behavior is controlled by four settings in `config.php`:

Setting	Meaning	Default
<code>\$FAIL2BAN_ENABLED</code>	Turn automatic banning on or off (logging happens regardless)	<code>true</code>
<code>\$FAIL2BAN_JAIL</code>	The fail2ban jail the ban is filed under	<code>'apache-auth'</code>
<code>\$FAIL2BAN_MAX_FAILS</code>	Failures allowed before the ban triggers	<code>3</code>
<code>\$FAIL2BAN_WINDOW_MIN</code>	The time window, in minutes, for counting failures	<code>5</code>

12.3 One-time server setup

1. Install fail2ban if needed (`sudo apt install fail2ban`) and enable the `apache-auth` jail by putting these two lines in `/etc/fail2ban/jail.local`, then restarting fail2ban:

```
[apache-auth]
enabled = true

sudo systemctl restart fail2ban
```

2. Allow the web server user to run fail2ban-client — and nothing else — as root:

```
echo 'www-data ALL=(root) NOPASSWD: /usr/bin/fail2ban-client' | \
  sudo tee /etc/sudoers.d/tc-organizer-fail2ban
sudo chmod 440 /etc/sudoers.d/tc-organizer-fail2ban
```

3. Test: enter a wrong password 3 times **from a device you can afford to ban**, then confirm the address appears in `sudo fail2ban-client status apache-auth` and as a red “Ban events” entry in the log viewer.

Warning: Be careful not to lock yourself out while testing. Add your own workstation’s address to “ignoreip” in the jail configuration first, or test from a phone or spare machine.

To lift a ban manually, run on the server:

```
sudo fail2ban-client set apache-auth unbanip 192.168.1.50
```

13. Backups and Maintenance

Nearly all data lives in the MySQL database; the one exception is note attachments, which are stored as files in the `uploads/` folder. To back up the database, run on the server:

```
mysqldump -u tcorganizer -p tc_organizer > tc_organizer_backup.sql
```

And the attachment files:

```
tar -czf tc_organizer_uploads.tar.gz -C /var/www/html/tc-organizer uploads
```

To restore, load the SQL dump into an empty database and unpack the archive back into the application folder:

```
mysql -u tcorganizer -p tc_organizer < tc_organizer_backup.sql  
tar -xzf tc_organizer_uploads.tar.gz -C /var/www/html/tc-organizer
```

Tip: Scheduling both backup commands in cron (for example, nightly) is an easy way to protect your data automatically. Remember that restoring password entries also requires the original `$ENCRYPTION_KEY` from `config.php`.

14. Troubleshooting

Problem	What to check
“Database connection failed” on every page	The credentials in <code>config.php</code> do not match MySQL, or MySQL is not running. Verify with <code>sudo systemctl status mysql</code>
Browser shows raw PHP code instead of the app	PHP is not installed or not enabled in Apache. Install <code>php</code> and <code>php-mysql</code> , then restart Apache: <code>sudo systemctl restart apache2</code>
Events or “today” appear on the wrong day	The <code>\$TIMEZONE</code> value in <code>config.php</code> does not match your location.
<code>install.php</code> says “Already installed”	Setup is complete — an account already exists. Simply delete <code>install.php</code> and log in normally.
A birthday chip cannot be deleted in the Planner	It comes from a contact. Edit the contact and clear the Birthday field.
The Passwords tab asks for an encryption key	Normal on first use — add the <code>\$ENCRYPTION_KEY</code> line to <code>config.php</code> as described on that page and in section 9.1.
Stored passwords suddenly show as (none) or blank	The <code>\$ENCRYPTION_KEY</code> in <code>config.php</code> was changed. Restore the original key — entries encrypted with a different key cannot be read.
A file will not attach to a note	It is probably larger than PHP’s upload limit. Raise <code>upload_max_filesize</code> and <code>post_max_size</code> in <code>php.ini</code> , then restart Apache.
Ban events say “sudo rule missing” or “ban attempt failed”	The sudoers rule that lets the web server run <code>fail2ban-client</code> is not in place. Follow the setup in section 12.3.
Cannot reach the app at all after failed logins	Your IP was banned by <code>fail2ban</code> . From the server console run <code>sudo fail2ban-client set apache-auth unbanip <your address></code> — and consider adding your workstation to the jail’s

	ignoreip list.
Locked out — forgot the only admin password	Generate a new hash on the server, then write it into the database (see section 14.1).

14.1 Resetting a lost password from the server

1. Generate a password hash: `php -r "echo password_hash('NewPass123', PASSWORD_DEFAULT);"`
2. Open MySQL (`sudo mysql tc_organizer`) and run: `UPDATE users SET password_hash='PASTE_HASH_HERE' WHERE username='yourname';`
3. Log in with the new password and change it in Settings.