



Quick start guide Release 3.0.3 February 2024

Special thanks to "Max B." for writing this guide.

https://nesoge.com

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Version 3.0.0 – 07/01/2024	
Version 3.0.1 – 19/01/2024	

Installation

FileEspresso is a content manager (files and folders) for Windows. The installer can be downloaded from the website <u>https://nesoge.com</u>

Requirements

The following prerequisites are required to install this app:

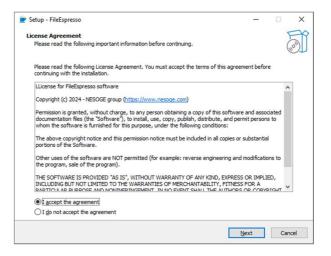
- Windows version 11 operating system (version 10 is also supported)
- 8 GB of RAM
- .NET framework version 4.8

Setup

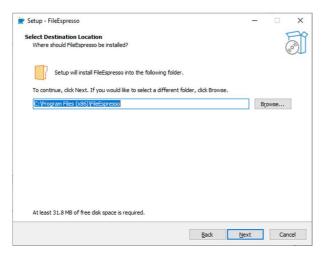
After downloading the "fileespressosetup.zip" file, right-click the file, select the "Properties" command and uncheck the "Unlock" option if the file is locked. Unzip the compressed file into a folder and launch the "FileEspressoSetup.exe" program. Accept Windows permission requests. During the setup wizard, press the "Cancel" button at any time to abort the installation. If .NET framework 4.8 is not present it will be installed automatically.

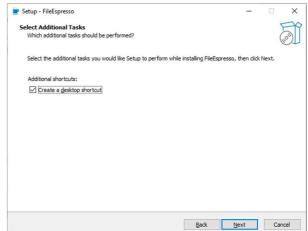
Select	Setup Language	\times
	Select the language to use during the installation.	
	English	`

Select the language to use during setup and confirm with the "OK" button.



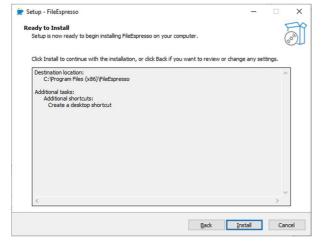
Accept the terms of the agreement to continue installation. Press the "Next" button.





Select the destination folder. We recommend using the one proposed automatically. Press the "Next" button.

To create a shortcut to the program on the desktop, tick the option. Press the "Next" button.



Setup - FileEspresso	- • ×
	Completing the FileEspresso Setup Wizard
	Setup has finished installing FileEspresso on your computer. The application may be launched by selecting the installed shortcuts.
	Click Finish to exit Setup.
(IIO)	Launch FileEspresso
	Einish

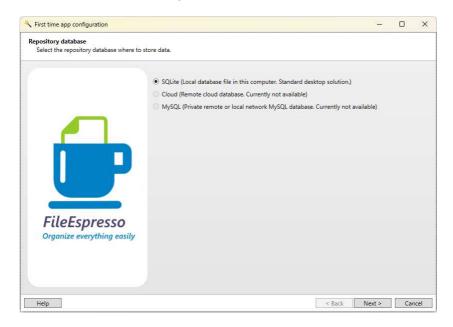
Press the "Install" button to confirm the start of the installation. Wait for the file copy to complete. Press the "Finish" button to finish the installation.

At the end of the installation, the program should start automatically (if the option "Launch FileEspresso" was enabled during setup). To start the program manually, double click on the "FileEspresso" shortcut on the desktop.

First start

At the end of the installation, the program should start automatically (if the option "Launch FileEspresso" was enabled during setup). To start the program manually, double click on the "FileEspresso" shortcut on the desktop.

At the first start, the application's first configuration wizard is automatically launched. We recommend leaving the settings automatically suggested by the program. At the end of completing this wizard you will be able to use the program. Press the "Next" button to continue.



The most important setting is the selection of the "Home" folder which will act as a central repository for all content (files and folders). We recommend using the proposed folder. If you want to use a different folder this must be new or empty. Once set and in use it cannot be renamed or moved because it is linked to the data it contains. If in the future the FileEspresso installation is moved to a new computer, by copying the "Home" folder to the new computer and redoing the initial setup, all the data will be retained. Press the "Next" button to continue.

First time app configuration		- 0
lome folder If the suggested path is not the one you folder does not exist it will be created a	want, press the Browse button or drag and drop an existing folder atomatically.	(repository folder for files/folders). If th
Home folder (root folders for your data	files and folders):	
C:\FileEspresso\Home		
Select a folder:		
	Drop an existing folder here	
Help		< Back Next > Cance

Set the username and password to access the system. Press the "Next" button to continue.

ogin account Set the master log	he master login account. ame: admin admin admin							
User name:	admi	n						
Password:	admi	n						
Login options								
Remember usern	name and pas	word (faster	access but les	ss secure)				
Remember usern	name only (qu	ick login, me	dium security	level)				
Always enter use	ername and pa	ssword (slow	ver login but h	high security)				

Press the "Finish" button to complete the wizard. The main program window will appear.

🔧 First time app configuration		-		×
Finish Press the finish button to complete the wizard and save the main app configuration.				
File copy procedure completed successfully				
Help	< Back	inish	Can	el

Category configuration

To see the list of configured categories go to the "Category / Tag / Type" menu and click on the "Edit category" command.

A list of categories is shown on the screen. The proposed list is purely indicative, as an example, and can be completely customized. If a category is not used it can be deleted by pressing the "Delete" button. To name a category, select it in the list so that the relevant row is highlighted, enter the new name in the text box and press the "Rename" button. Each category must have a unique description.

0	dit Categories		X
l		Add ne	w
1	Invoice	Renam	ie
2	Project	Link tao	ns
5	B.I. Application		-
7	C# Application	Delete	•
8	Windows Application		
9	License		
10	Quote		
11	PHP Project		
12	Personal		
13	User manual		
14	Support tickets		
		Close	

Tag configuration

A tag is metadata, that is, an entity represented by a key and its value. For example the "Item size" tag could have a list of possible values "S", "M", "L", "XL", "XXL". Or the "Weight (Kg)" tag could have a number value between 0 and 150.

To manage the list of custom tags go to the "Category / Tag / Type" menu and select the "Edit tags" option.

Edit Tags	-		×
1 Product line	_	New	,
2 Customer		Edit	
3 Enabled			
4 Product		Delet	e
5 Date			
6 Document ID 7 Status			
8 Username			
9 Password	-	Close	e

You can add as many tags as you want to describe a property in one or more categories. The tags can in fact be combined with the categories so that they can be described in detail. Furthermore, tags cut across categories. A tag can be combined with different categories. The tags initially proposed are indicative/example type. If they are not used, they can be deleted by selecting the tag to highlight the relevant line and then pressing the "Delete" button. However, if a tag is in use it cannot be deleted and an explanation message will be displayed. It will first need to be removed from association with the matched categories. If used at the contents data level (user files and folders) it must also be removed from there in order to be able to delete it.

File type configuration

In the "Category / Tag / Type" menu, select the "Change file type" command to display the list of file types (defined based on the file name extension). When you start it for the first time, a default list is provided which you can however modify freely. It is advisable to include in the list the file types that are normally used on your computer.

1		No extension or user defined file extens	ion 🔺	New	
2	exe	Executable app		Edit	
3	txt	Generic text file		Conc	
4	jpg	Compressed image file		Delet	e
5	png	Image file			
6	zip	Conpressed archive			
7	docx	Word dcument (Office)			
8	xlsx	Excel documet (Office)			
9	pptx	PowerPoint document (Office)			
10	pdf	Portable document format			
11	html	Hyper text markup language			
12	xml	Extensible markup language	-	Close	

Associate tags to a category

As already mentioned, it is possible to define a list of predefined tags associated with a category.

In the "Edit categories" window, pressing the "Link tags" button opens the window that allows you to associate all the tags to be combined by default with the selected category. On the left is a list of all tags configured in the system. On the right, under the category name, are the currently paired tags. By selecting a tag in the left list or in the right list and using the "Link tag" / "Unlink tag" buttons you can add and remove tags associated with the category. If you want to add a tag that has not been previously defined, you can press the "New" button without having to exit this procedure and enter the tag management menu.

In the future, when user contents (files and folders) are managed, each user will be asked to match them to a category that describes them. The list of default matched tags will be proposed by default. The user will still be able to customize this list by removing or adding, in each specific case, the desired tags.

General	1 Product line	Add tag >>	Category : Quote		
Cer	2 Customer 3 Enabled	< Remove tag	Customer	Global Informatics	\vee
_	4 Product		Product	Qlik Sense	V
duler	5 Date		Date	11/10/2023	• •
Scheduler	6 Document ID 7 Status		Status	Closed/Terminated	ų
=	8 Username				
-					
10	9 Password				
	SECERT STREET				
sgs 📎	9 Password				

As you can see from the example above, the "Status" tag has also been added to content associated with the "Quotes" category. This versatility allows us to manage any specific need of each individual case. Each content can therefore be described by properties in a 100% representative way.

Adding new content (file or folder)

Usage content is a single file or folder (containing other folders and files) that is managed through FileEspresso. This program automatically stores them in the "Home" folder set when first started. It also allows you to combine a category and set the values of all the related tags, in order to describe what we are storing and facilitate the search later. In fact, when we think of something that we have digitized in a file, perhaps we do not remember the name of the file, but what it represents, we remember the "values" of the "tags" or part of them. The search power of FileEspresso lies precisely in its intelligent search.

File C						FileEspress	0						-	
All File Folder	Categ		/ Type Content Help		Search mode		New	Folder Insert	Delete Undelete Edit	Open	Open folder	Run Automation	Data grid	Sheduler
ID Content	• (Content			Content Value	Category	Create D		Last Usage Date		e Count	lcon	Product li	ne Custo
41		Ms Copi			D:\Home\2024\01\05\CC			24 18:43:2	-	-		2		
40	1	FileMak	er User Manual		D:\Home\2023\12\28\fm	User manual	28/12/20	23 11:44:3	2 29/12/2023 09:59:27	13		g		
39		Etichette	e logistiche - Legenda		D:\Home\2023\12\15\20	User manual	15/12/20	23 09:21:3	1 15/12/2023 09:21:31	1		G		Vetri
38		Order A	nalysis		D:\Temp\Rapportini_web	B.I. Application	08/12/20	23 22:19:1	7 28/12/2023 12:55:21	162		0		Palla
37		Intoduc	tion Dalladio		D:\Home\2023\12\07\Int	User manual	07/12/20	23 12:32:5	0 31/12/2023 09:43:31	3				
36		-	dit Open	Г	D:\Home\2023\12\06\QI	User manual	06/12/20	23 17:59:4	4 06/12/2023 17:59:44	1		(e)		
5			Open Open folder	d di	v.1 D:\Home\2023\12\06\20	Support tickets	06/12/20	23 17:40:1	2 08/12/2023 16:48:10	11		1	Sense	Vetr
14			Run automation		D:\Home\2023\12\06\Inv	Invoice	06/12/20	23 10:41:1	7 28/12/2023 10:57:07	5			Sense	Palla
33		~	lename content		DULL		05/12/20	23 09:19:4	06/12/2023 09:19:41	1			Sense	Fung
32		-	New content		New folder		/12/20	23 12:19:2	5 01/12/2023 12:19:25	1				Fung
31		-	Delete		(No extension or user defined file exe - Executable app	extension)	/11/20	23 11:10:4	4 24/11/2023 11:10:44	1				Squi
30	ł	-	Open recycle bin Apps Inventory List		txt - Generic text file		/11/20	23 14:14:2	4 22/11/2023 09:13:08	15				Gris
29		Grisport	Quality Analysis Qlik Sen		jpg - Compressed image file		//11/20	23 17:34:4	5 17/11/2023 17:34:45	1				Gris
28	(Qlik Sen	se GeoOpreration Examp		png - Image file zip - Conpressed archive		//11/20	23 15:13:1	9 17/11/2023 15:13:19	1		6		Palla
7		Sidastic	AMP Qlik Sense License		docx - Word dcument (Office)		6/11/20	23 12:53:3	5 01/12/2023 16:01:03	5		2	Sense	Sida
26		Grisport	VPN readme		xlsx - Excel documet (Office)		/11/20	23 16:05:0	3 28/12/2023 13:06:40	65		F		Gris
5		Palladio	customer invoices		pptx - PowerPoint document (Of pdf - Portable document format	ice)	1/11/20	123 16-03-0	15/11/2023 16:03:01	1		-	Sence	Palla
					html - Hyper text markup langua	ge								
H4 1ST)	•	FR (< Rwd		xml - Extensible markup languag			of 1					▶ Fwd) ▶	FF) (Del E
age size :	50				json - JavaScript object notation log - Usage patterns, activities, a	nd operations	e size :	50					Total ele	ments count :

To add a new file there are two different ways. You can right-click, select the "New Content" command from the popup menu, then select the type of file to add. Alternatively, in the "Content" command bar, select the "New file" command (the file type will be selected later).

🔍 Add new f	le	-		×
New file nar Please ins	ne rt the new file name and description. File will be created automaically in the repository home folder.			
New cont	ant file type (depending on file extension):			
M	txt Generic text file			~
New cont	ent file name:			
	le description:			
Notes abo	ut some idea for a new project			
D:\Home\2	02401\05Wotestxt			
Help	< Back N	ext >	Car	ncel

Follow the wizard's instructions to insert the new file. In a similar way you can add a new folder.

Adding existing content

To add existing content (file or folder) there are two ways. You can use the drag&drop function by taking the file/folder directly from the desktop (or from Windows Explorer) and dragging it into the "FileEspresso" window. The content import wizard starts automatically with the selected file/folder. Alternatively, in the "Content" command bar, select the "File insert" or "Folder insert" command. The same wizard starts but you will have to select the content later, in the first page wizard.

elect existing file			
Select the file to add to the contents b	y clicking on the browse button or drag-and-drop it on the icon shown be	low.	
Content file name:			
C:\Users\maxbr\Desktop\COPILOT.url			
Select file:			
	1000		
	Chul-		
	C-6.7		
	~		
	Drop a single		
	file here		
	Browse		
	browse		

Follow the wizard instructions to insert the content. The second page of the wizard deserves special attention. You are asked what type of action to apply to the content. If the content being imported is stored in a temporary area (for example the user desktop or the internet download folder) and can be removed at the end of the import, it is recommended to use the third option (MOVE). If you want to manage the content where it is stored and do not want to duplicate or move it, select the first option "CREATE A LINK". In all other cases select the second option "COPY". The copy option will duplicate the content by storing it in FileEspresso's "Home" folder. The original content will not be managed in any way.

🔧 Add existing file	-		×
Content link, clone or move You can create a link to the selected file, copy it to the home folder (recommended) or move it the home folder			
Content file action:			
 Create a link to current selected file (keep current location, not recommended) 			
 Copy selected file to home folder (clone content, recommended) 			
Move the selected file to the root folder (the initial content will no longer be available)			
D\Home\2024\01\09\COPILOT.url			
The use of the Home folder is recommended. Centralizing the contents in the Home folder allows for better data manac	rement for eva	mole a	
possible migration to a new system.	concert, for each	inpic o	
Helo < Back	Next >	Car	real
- Help - Sock	INCAL #		icei

Using the FileEspresso "Home" folder would be recommended to centralize all content. However, this choice is at the user's discretion.

Deleting or recovering content

To delete content, select the relevant line, right-click and in the pop-up menu select the "Delete" command. Alternatively, select the "Delete" command in the command bar at the top.

When the content is deleted it disappears from the list of available contents. This is not a physical deletion because the content is moved to the "FileEspresso" trash can. It is always possible to recover it at any time. To do this, select the "Undelete" command. A window will appear with a list of all deleted contents.

Recycle bin							-		×
ID Content	Content Name	Content Value	Category	Create Date	Last Usage Date	Usage Count	Icon		U
41	Ms Copilot	D:\Home\2024\0	Personal	01/05/2024 18:20	01/05/2024 18:20	3	2		
			Restore selected						
			Delete selected						
			Restore all						
			Delete all						-
∢									
	FR Rwd		Page 1	of 1		Fwd	► FF) (+	End
Page size :	50		Curr.pa	ge size : 50		1	Total eleme	nts cour	nt : 1

To recover specific content, select it in the list, right-click and in the popup menu select the "Restore selected" command. To restore all the contents in the trash, select the "Restore all" command.

The "Delete selected" command is used to delete specific content from the trash. The "Delete all" command must be used with particular care because it permanently deletes all the contents of the trash can. For further security, however, contents deleted from the Recycle Bin (only linked files and folders) are moved to the Windows Recycle Bin. By emptying the Windows Recycle Bin, the contents are permanently deleted and can no longer be recovered.

Using the calendar

In the content definition wizard, at a certain point a page is proposed that allows you to activate the display of the content in the calendar and also set a reminder for a job that must be done with that content. It is always possible to activate these settings later. For example, select content so that the relevant row is highlighted, then select the "Edit" command in the command bar at the top (in the "Content" section).

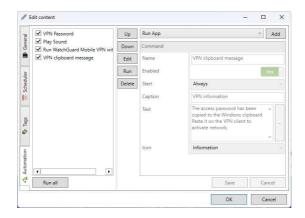
🥒 E	dit content	-		×
eral	Scheduler enabled		ON	
General	Reminder note	Test this new app		
-	Reminder color	Lavender		•
ler	Scheduled date start	lunedi 8 gennaio 2024 18	:43:10 🗘	•
Scheduler	Scheduled date end	lunedi 8 gennaio 2024 20	:43:10 🔷	•
	Reminder enabled		ON	
	Reminder before day		0	* *
Tags	Reminder before hou		0	^ ▼
	Reminder before mir		0	* *
ion				
Automation				
AL AL				
		ОК	Cancel	

When the calendar has been enabled you can see the content schedule in the calendar view. A window showing due or overdue reminders opens automatically based on the times you set. It is possible to snooze a specific reminder using the "Snooze" button. To accept a reminder, select the "Dismiss" command. The reminder will no longer be shown for that specific event.

iie ▼ File (Category / Tag / Typ	e Content H	Help	FileEspresso			- □ ×
 All File Folder 	Category Content/Tag	Personal	v Q V Search mode •	New File New File Insert Folde		Open Open folder	Run Automation Buta grid
Prev.	lanus	Basic se	earch		Content management : file/folder		View
Mon	Janua	Tue	Wed	Thu	Fri	Sat	Sun
1		2	3	4	5	6	7
8		9	10	11	12	13	14
	1 - Personal his new app - Ms Copilo		1 Reminder		-		
15		16	Test this new app From : 08/01/2024 18:43:10 To : 08/01/2024 20:43:10				21
22		23	Ms Copilot Snooze - Hours: 0 🔦 Minutes:	1 Snooze	Dismiss Edit Open	Open folder	28
29		30	41 Test this new app		2 days 23:47		4.
							11
admin Ba	sic search done in 0,	020 seconds				Close	1 Reminders (06:55:45)

Setup and run automation

In the content definition wizard, at a certain point a page is proposed that allows you to set a sequence of commands (automation). You can always activate these settings later. For example, select the content so that the affected line is highlighted, then select the "Edit" command in the command bar at the top (in the "Content" section).



If a sequence of commands is defined, when the content is opened, the related automation is also executed at the same time. To run the automation only, without opening the content, select the content row and then click on the "Run automation" command in the "Content" section.

Searching for content

To quickly search for content, use the "Basic search" commands in the command bar, "Content" section. Type some text to search for at the level of any tag associated with the content and press the button with the filter symbol to perform the search.

É ▼ File (Category / Tag /	Туре	Content Help			Filel	Espresso									-		×
 All File Folder 	Category Content/Tag	[grisp Basic search	v V	O Search mode •	New File	File Insert	New Folder	Folder Insert Cont		Undelete Edit	1	Open folder	Run Automation	Data grid	lcons View	Sheduler	
ID Content	▼ Conten	t Nan	ne	Content Value	Catego	ny	Create	Date	Last Usa	ge Date	Usage Count	lcon		Customer	Prod	uct		
30	Grispor	rt App	os Inventory List	D:\Home\2023\1	B.I. App	plication	11/21/2	2023 14:1-	11/22/2	023 09:1	15	W		Grisport	Qlik	Sense		
29	Grispor	rt Qua	ality Analysis Qlik Sense App	D:\Home\2023\1	B.I. App	plication	11/17/2	2023 17:3-	11/17/2	023 17:3-	1	O		Grisport	Qlik	Sense		
26	Grispor	rt VPN	l readme	D:\Home\2023\1	User m	anual	11/15/2	2023 16:0:	12/28/2	023 13:0	65	P		Grisport	Cust	omer VP	N connect	ions
4																		•
HI IST	₩ FR	∢ R	wwd				Page 1	a	of 1						► Fwd		F	End
Page size :	50						Curr.p	age size : !	50							Total eler	ments cou	nt : 3
admin Bas	ic search done	in 0,0	110 seconds															

If this type of search does not produce the expected results, you can perform an advanced search. To activate the relevant panel, click on the "Search mode" command and select "Advanced". In this panel it is possible to define, for each tag, the comparison criterion and the value to search for.

iii ₹ File (. <i>.</i>	- /-	<u> </u>					FileEsp	resso										-		×
All File Folder	Category / Category Content/		e Content Basic	Help			earch ode •	New File	File Insert	New Folder	Folder Insert Conte		Undelete gement : file	Edit	Den Open	Open folder	Run Automation	Data grid	lcons View	Sheduler	~
Advanced se	earch - Ma	in					ID Co	Content	Name		Content V	alue	Category	Crea	te Date		Last Usage I	Date	Usage	Count	lcon
Category		User man	ual			~	26	Grisport	VPN read	lme	D:\Home\	2023*	User manual	15/1	1/2023 1	16:05:03	28/12/2023	13:06:40	65		<u>.</u>
Туре			File O Fo	older																	_
Advanced se	arch - Co	ntent / Tag	1																		
1 🗢 Pro	duct	\sim	LIKE ~	VPN	∽ OR	· - +															
1 🗘 Cus	tomer	\sim	= ~	Grisport	∽ OR	· - +															
🛛 🌱 Se	arch		Clear all)																	
Category = I ContentType ((Product LIK (Custower = Elapsed Time Result : OK	= FILE AN E VPN) OF Grisport))	ID																			
							4														•
								ST	FR	◀ Rv	vd		Page	1	of 1			▶ Fwd		F	End
							Page s	ize: 5	0				Cu	rr.page si	ze : 50			1	lotal eler	nents cou	nt : 1
admin Ad	vanced sea	irch done	in 0,010 seco	nds															0 Rem	inders (07	:29:30)

Export/Import content

To export a single content, select the relevant line and in the "File" menu select the "Export content" command. A dialog box appears. Select the folder where you want to export the contents and the name of the export file (a file with a .ZIP extension). Press the "Save" button to confirm and execute the export.

To perform the reverse operation, in the "File" menu select the "Import content" command. In the dialog box, select the file with the .ZIP extension exported by FileEspresso. Once the contents of the selected file have been validated, the data is imported into FileEspresso.

FileEspresso is a constantly evolving app. In case of problems, it is possible to analyze it by reading the LOG file. If you are unable to resolve the problem yourself, you must open a request to technical support.

LOG file

In order to investigate any bugs and problems, the program records the most important operations and errors detected in a log file. It is a text file that can be opened with a program such as Notepad. This file is cleaned every time the program starts. Therefore, if you encounter a problem, before restarting the program, save the LOG file that is generated in this path:

"%userprofile%\appdata\Roaming\FileEspresso"

Get technical support

To obtain technical support, enter the "Help" section and select the "Get support" command. You will be redirected to the reserved area of the NESOGE website. If you have not yet registered an account, you need to do so by pressing the "New account" button. Otherwise, enter the user and password of your account. During account registration, you must provide a valid and active email address because the account activation link will be sent to that address.

File Cate		Help	leEspresso			- C]
index suppo							
ID Content 🔻	Content Name	Content Value	Category	Create Date	Last Usage Date	Usage Count	lcon
41	Ms Copilot	D:\Home\2024\0	Personal	05/01/2024 18:4	05/01/2024 18:59:28	7	2
40	FileMaker User Manual	D:\Home\2023\1	User manual	28/12/2023 11:4	29/12/2023 09:59:27	13	Ģ
39	Etichette logistiche - Leç	D:\Home\2023\1	User manual	15/12/2023 09:2	15/12/2023 09:21:31	1	G
38	Order Analysis	D:\Temp\Rappor	B.I. Application	08/12/2023 22:1!	28/12/2023 12:55:21	162	٥
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35	Support ticket for report	D:\Home\2023\1	Support tickets	06/12/2023 17:4	08/12/2023 16:48:10	11	E.
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If you think this program is useful, please support us with a small donation (click on the Pheart icon). Thanks for your attention.

Below is the history of the versions released.

Version 3.0.0 – 07/01/2023

• Publication of the first desktop version in FREE USAGE mode

Version 3.0.1 – 19/01/2023

- Fixed a bug when moving a folder in the import an existing folder wizard
- Double-click command in grid data view was ignored (fixed)

Version 3.0.2 – 29/01/2023

- Fixed a bug that doesn't display calendar reminders on the last day of the month
- Application settings are now retained if the program is uninstalled and reinstalled or in the case of a version update
- Added detailed information in the log

Version 3.0.3 – 01/02/2023

- Fixed a bug in the calendar view that did not display reminders beyond those of the current month
- Improved security by masking the system access password on the screen
- Review of some on-screen labels
- Fixed a bug that did not allow you to edit content from the calendar view
- In the "Edit > General" tab, the possibility of modifying the category of a content has been added