

# El Duque - User Guide

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## 1. Introduction

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El Duque is a desktop task manager made for computing students. More importantly, El Duque is optimized for those who prefer to work with a Command Line Interface (CLI). If you can type fast, El Duque can organise your life better than anything else. Interested? Jump to the [Section 2, “Get Started”](#) to get started. Enjoy!

## 2. Get Started

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1. Ensure you have Java 11 or above installed in your Computer.
2. Download the latest `El-Duque.jar` [here](#).
3. Copy the file to the folder you want to use as the home folder for your Personal Task Manager
4. Double-click the file to start the app. The CLI should appear in a few seconds.
5. Type the command in the command box and press Enter to execute it.  
e.g. typing *help* and pressing enter will show you a brief summary of commands and their format

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Hello! I'm El Duque
What can I do for you?
help
Here is a summary of what you can do in El Duque. For a more detailed explanation, please read the User Guide

help | Shows a summary of commands that are available and how they can be used

task | Creates a task
e.g. task finish spanish tutorial -t 031120

event | Creates an event
e.g. event spanish lesson -t 031119

list | Lists existing tasks and events
e.g. list
e.g. list day
e.g. list week

edit | Edits an existing task or event
e.g. edit 3 -description bring ahma for checkup

delete | Delete an existing task or event
e.g. delete 3

find | Finds existing task(s) and event(s) that contain the query
e.g. find homework

autoassign | Suggest filters to assign a task/event
e.g. autoassign 3
bye | Exits the program

Understanding how filters work:
A filter is like a sublist. Most command can begin with a filter. E.g. -cs2113 .....
When you use a filter, the index in the command is RELATIVE to the filtered list!
-cs2113 delete 1 CAN BE EQUAL TO delete 3

```

6. Some example commands you can try:
  - *list* : lists all tasks
  - *Task [DESCRIPTION]* : adds a task to El Duque
  - *Bye* : says goodbye to El Duque and exits the app
7. Refer to [Section 3, “Features”](#) for details of each command.

## 3. Basic Features

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El Duque commands are optimised to be as natural and easy to use as possible. We'll look at a few basic commands and syntax to get you started with our program.

### 3.1. Adding a task

Format: *task ST2334 Tutorial*

### 3.2. Listing your tasks

Format: *list*

## 3.1. Completing a task

Format: *done 1*

These basic 3 commands *task*, *list* and *done* are really the three main commands you need to know to get started with El Duque. There are many other features and commands that you can learn but that is entirely up to you. If you want to bring your task managing skills to another level, read on to find out what other things you can do with El Duque!

## 4. Advanced Usage

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El Duque relies on a flexible command line syntax to parse in commands. Here is the general form of that said syntax.

*-[FILTER] COMMAND -[MODIFICATION]*

There are 3 main parts to the syntax and *filter* and *modifications* has to be prefixed with a '-' and are optional. They serve to add extra depth to the basic commands.

You can think of filters as sublists. To learn more filters, go to Section 4.5, "Project Filters". One very important point to note is that *INDEX* is relative to *FILTER*.

For example, *edit 3 -description do laundry* can be doing exactly the same thing as *edit -housechores edit 1 -description do laundry* if the first task in *housechores* filter tasklist is the same as the third task in the overall tasklist.

We'll use the following notation to explain the commands and features in greater detail.

- Words in *UPPER\_CASE* are the parameters to be supplied by the user e.g. in *task DESCRIPTION*, *DESCRIPTION* is a parameter which can be used as in *task read book*.
- Items in square brackets are optional e.g *DESCRIPTION [-FLAG]* can be used as *task read book -r weekly* or as *read book*.

### 4.1. Help

In-built guide on the commands you can use for different features.

Format: *help*

## 4.2. Delete

Delete takes in the index of the task that you wish to delete as part of the command.

Format: *delete INDEX*

Specific task list index can be accessed by including the filter in front of the command edit.

Format: *-school delete 1*

This will delete the first task in the school filtered task list.

## 4.3. Edit

El Duque supports editing any parameters of a given task. The index of the task has to be passed into the command. Attributes of the tasks that are to be edited must begin with *-[PARAMETER]* in lowercase followed by the edit to be made.

Format: *edit 1 -description ST2334 Tutorial 9 -t 101019*

Specific task list index can be accessed by including the filter in front of the command edit.

Format: *-school edit 1 -description ST2334 Tutorial 9 -t 101019*

Will edit the first task in the school filter task list with the description *ST2334* and deadline *101019*

## 4.4. Multiple task types

El Duque supports two different task types for input, *task* and *event*. Note that El Duque supports smart date and time values with a flexible structure.

### Task

Task is a basic task type that records down the item that you wish to complete.

Format: *task DESCRIPTION -t 201120*

### Event

Event is an extension of the task. While it is optional for Task to have time, Event must have a starting time attached to it. In addition, behind the scenes, we check for clashing in starting timing between Events but not for Tasks. Refer to 4.8 for more details on what formats are accepted.

Format: *event DESCRIPTION -t 201019*

## 4.5. Project Filters

We understand that a computing student are busy people and are experts at multitasking, taking on multiple projects at one time. This is why El Duque provides support for different lists for each facet of life. You could have a list for *home*, *CS2113* and *Orbital*.

### Creating a new filter list

You can create a new filter list with the following command.

Format: *-cs2113 task PPP*

Every task comes with an optional filter that can be added to it. Individual list doesn't need to be created first. Creating a task with a specific filter will automatically create that filter for access and listing.

### Accessing a filtered list

Specific list can be accessed by adding the name of the list with the "-" prefix at the start of the command and combined with other commands to execute the desired command. This can be confusing at first but as you get used to this, you will know that this is a powerful and flexible feature.

Format: *-[FILTER] task DESCRIPTION*  
*-[FILTER] list day*

## 4.6. Find

El Duque supports partial matching in the search operation. If there is no exact match found, El Duque will list down all the possible partial match.

Format: *-[FILTER] find DESCRIPTION*

## 4.7. Undo

El Duque allows you to undo your most recent undoable commands. Undoable commands are *task*, *done*, *event*, *edit* and *delete*.

Format: *-undo*

## 4.8. AutoAssign

El Duque allows you to auto assign tasks that have yet to have a filter using certain heuristics. Note that this is not perfect - it relies on filter name matching or having similar description words. For example, if *-cs* filter has many tasks with descriptions that contain 'programming', when you auto assign a task with description that contains 'programming', it is likely that auto assigning will suggest *-cs* as a filter.

Format: *autoassign INDEX*

## 4.9 Modifications

El Duque supports additional modifications to certain commands.

*Task*, *Event* and *Edit* are commands that support the following

### Priority

El Duque supports priority tagging for tasks. There are 3 values: 1,2 and 3. Priority tags are added at the end of the command with a *-p* prefix priority followed by the priority level.

Format: *-[FILTER] task tutorial -p [PRIORITY LEVEL]*

### Recurring Tasks

El Duque supports recurring task. The modification is denoted by *-r* followed by the recurrence period either *daily* or *weekly*.

Format: *-[FILTER] task tutorial -r [PERIOD]*

### Duration

El Duque supports a duration parameter for the task. The modification is denoted by *-d* followed by the duration in hours.

Format: *-[FILTER] task tutorial -d [HOURS]*

## Time

El Duque supports deadline. The modification is denoted by *-t* followed by the date. Dates can be inputted in the following ways: *ddMMyy* or *ddMMyy HHmm*

Format: *-[FILTER] task tutorial -t 101019*

El Duque also supports smarter dates for ease of use. Phrases currently supported are *today* and *tomorrow*. Format is as follows: *today*, *tomorrow*, *today HHmm* or *tomorrow HHmm*.

Format: *-[FILTER] task tutorial -t tomorrow 1000*

## Description(For Edit)

This parameter denotes the new description of the task being edited.

Format: *-[FILTER] edit 1 -description [DESCRIPTION]*

## 4.10. My Day [Coming in v1.4]

El Duque has a tasklist that resets everyday. When planning your day in the morning, you can add existing task you wish to complete today into this list.

Format: *add [INDEX] to daily*

## 4.11. Pomodoro

El Duque supports a pomodoro timer workflow option. If you use this method in your usual workflow, you can use this to complement your work. You can use it purely as a timer or add tasks[coming in v1.4] to a particular pomodoro that you are completing. Pomodoro commands begin with a *pomo*. Pomodoro has 3 states, a work timer, short break timer and a long break timer with 25, 5 and 15 minutes periods respectively. The first instance of the timer start will be the work cycle and it will automatically update to the short break once the timer has ended. Pomodoro timing reminders are printed out every 5 minutes.

Format: *pomo start*

Other commands for the pomodoro are:

*Status* - This status command prints out time remaining and current state.

*Reset* - Resets the current state to the previous state.

*Restart* - Restarts the pomodoro back to first work cycle

*Stop* - Stops the timer.

## 4.12. Enhanced list

El Duque supports an upgraded version of listing your task. You can choose to list different parameters.

### Urgency [Coming in v1.4]

Listed tasks are automatically shown in order of increasing urgency. This matrix takes into account the priority as well as the deadline of the task.

### Time-Based

You can list tasks that are due in a certain time frame. I.e *day and week*.

Format: *list [TIME FRAME]*

### Undone

El Duque supports listing of undone tasks as well.

Format: *list undone*

## 4.13. Improvements

### QOL

El Duque supports auto correction of commands. If an input command is off by 1 letter (substitution), El Duque will suggest the right command to you. Also, if there exists a proper command that starts with the input command, El Duque will suggest the right command to you as well.

### Saving

El Duque supports auto saving of the data to the hard disk. There is no need to manually save your data.

## 5. Summary

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- Help : `help`



- Task: task  
e.g. task spanish tutorial
- Event: event  
e.g. event spanish tutorial -t t 031019
- List: list
- Edit: edit INDEX  
e.g. edit 3 -description ST2334 tutorial
- Delete: delete INDEX  
e.g. delete 3
- Find: find KEYWORD [MORE\_KEYWORDS]  
e.g. find spanish
- Auto Assign: autoassign INDEX  
e.g. autoassign 2
- Exit: bye

## 6. FAQ

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