

Duke v2.0 - User Guide

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By: **Team F10-3** Since: **Aug 2019**

1. Introduction

Duke is a personal assistant for NUS club treasurers to easily manage their payment forms to be submitted.

2. Quick Start

1. Some example commands you can try:
 - **list** : lists all tasks
 - **delete3** : deletes the 3rd task shown in the current list
 - **bye** : exits the app
2. Refer to [Section 3, “Features”](#) for details of each command.

3. Features

Command Format

- Words in **UPPER_CASE** are the parameters to be supplied by the user e.g. in **add TASK_CONTENT**, **TASK_CONTENT** is a parameter which can be used as **add submission**.
- Items in **square brackets** are optional e.g **d/DESCRIPTION [p/PAYMENT_DETAIL]** can be used as **d/welcome tea p/food 12** or as **d/welcome tea**
- Items with **[]** after them can be used multiple times including zero times e.g. **[p/PAYMENT_DETAIL][]** can be used as (i.e. 0 times), **p/food 12**, **p/food 12 p/drinks 7** etc

3.1. List out all current deadlines/payment forms: **list**

List out all current items with their index number+ Format: **list**

3.2. Adding a deadline: **deadline**

Adds a new deadline

Format: **deadline d/DESCRIPTION t/TIME**

TIP | there can have spaces in the deadline description

TIP | the format of time should be DD/MM/YYYY HHMM

Examples:

- **deadline d/submit venue payment t/05/10/2019 1159**

3.3. Adding a new payment: **payments**

Adds a new payment form with details

Format: **payments d/DESCRIPTION [p/PAYMENT_DETAIL][]**

TIP | there can have spaces in the description and payment detail

TIP | there can be any number of payment details added

Examples:

- **payments d/welcome tea p/food 12**
- **payments d/maintenance fee**

3.4. Edit the task description: **edit**

Edit a previously added task's description and details

Format: **edit ID d/NEW_DESCRIPTION**

TIP | there can have spaces in the description

TIP | the id should not be out of range

Examples:

- `edit 2 d/welcome tea for freshmen`

3.5. Edit the deadline time: `reschedule`

Edit a previously added deadline's time

Format: `reschedule ID t/NEW_TIME`

TIP | the id input should not be out of range

TIP | the format of time should be DD/MM/YYYY HHMM

TIP | to postpone the deadline for a short time, use easier commands such as `postpone`(see 3.6) or `snooze`(see 3.7)

Examples:

- `reschedule 2 07/10/2019 2359`

3.6. Postpone the deadline time: `postpone`

postpone the deadline of a previously added task by certain hours

Format: `postpone ID n/NO_OF_HOURS`

TIP | the id input should not be out of range

TIP | the format of time should be DD/MM/YYYY HHMM

Examples:

- `reschedule 2 07/10/2019 2359`

3.7. snooze the deadline: `snooze`

snooze the deadline time by 1 hour

Format: `snooze ID`

TIP | the id input should not be out of range

Examples:

- `snooze 5`

3.8. Edit the payment details: **redetail**

Edit a previously added payment's details

Format: **redetail** ID [d/PAYMENT_DETAIL]

TIP | the id input should not be out of range

TIP | there can be any number of details

Examples:

- **redetail** 2 d/drinks 8 d/snacks 20
- **redetail** 2(i.e. this operation removes all previous details)

3.9. Find a payment or deadline based on its description: **find**

Find a payment or deadline based on its description

Format: **find** d/DESCRIPTION

TIP | there can have spaces in the description

Examples:

- **find** d/welcome tea

3.10. Delete a deadline/payment form: **delete**

Delete a deadline/payment from the task list

Format: **delete** ID

TIP | the index of the task should not be out of range

Examples: * **delete** 3

3.11. Approve a payment form: **approve**

Approve a payment form with a message+ Format: **approve** ID [m/MESSAGE]

TIP | the index of the task should not be out of range

Examples:

- **approve** 3 m/approved by xxx on Monday
- **approve** 3

3.12. Mark a deadline as done: **done**

mark a deadline task as done

Format: **done** ID

TIP | the index of the task should not be out of range

Examples:

- **done** 5

3.13. Exit command: **bye**

exit from Duke

Format: **bye**

3.14. Saving the data

Task List data are saved in the hard disk automatically after any command that changes the data. There is no need to save manually.

4. Command Summary

- **list**: **list**
- **deadline**: **deadline** d/DESCRIPTION t/TIME
- **payments**: **payments** d/DESCRIPTION [p/PAYMENT_DETAIL]□
- **edit**: **edit** ID d/NEW_DESCRIPTION
- **reschedule**: **reschedule** ID t/NEW_TIME
- **postpone**: **postpone** ID n/NO_OF_HOURS
- **snooze**: **snooze** ID
- **redetail**: **redetail** ID [d/PAYMENT_DETAIL]□
- **find**: **find** d/DESCRIPTION
- **delete**: **delete** ID
- **approve**: **approve** ID [m/MESSAGE]
- **done**: **done** ID
- **exit**: **bye**