Email Manager - User Guide

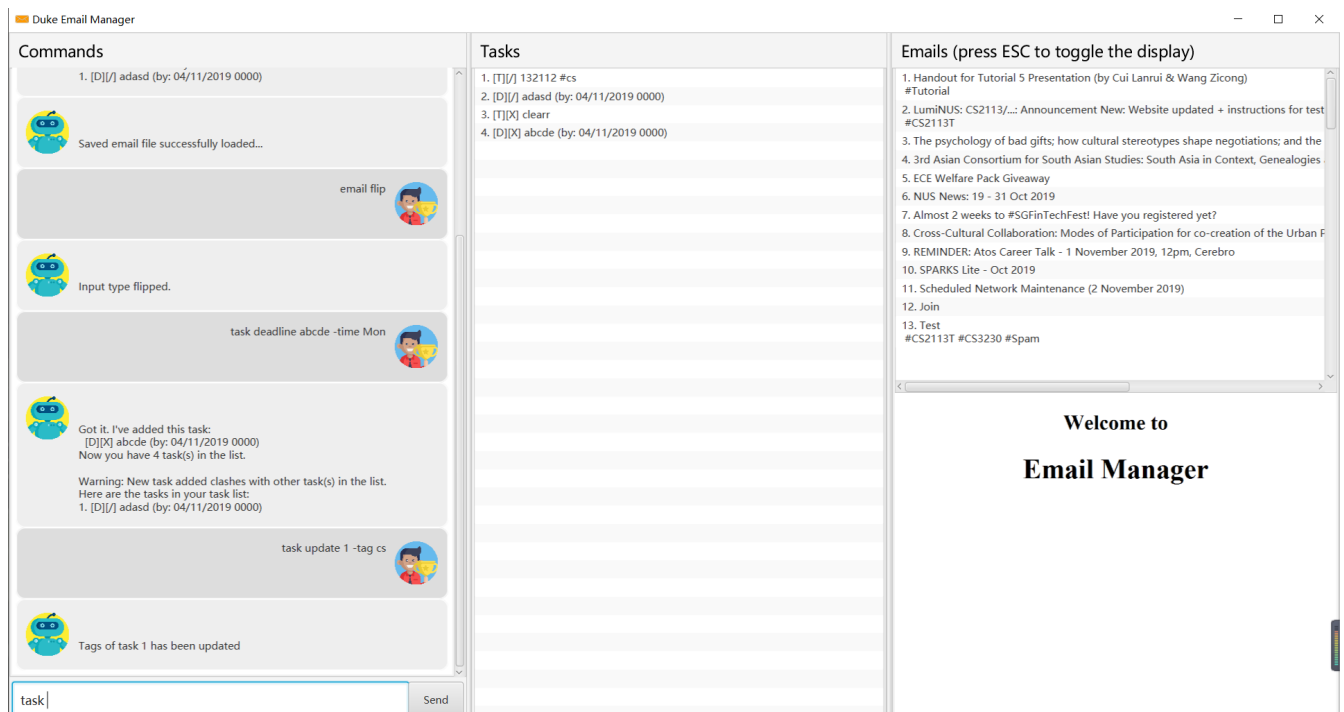By: F11-3

Since: Oct 2019

1. Introduction

Figure 1: GUI interface of Email ManagerGUI Interface

Email Manager is an email and task manager app, specifically designed for NUS School of Computing students to manage their emails and busy schedules. As a text-based application, it is optimized for those who prefer typing and working with Command Line Interface (CLI). Email Manager also has a developed Graphical User Interface (GUI) that allows users to view email and

task details in an appealing, well-organized format. If you can type fast, Email Manager can get your emails and tasks organized quickly and easily.

If you are a busy computing student who is tired of receiving too many emails, you may find this app useful. Jump to [Quick Start] to get started and enjoy!

2. About User Guide

This user guide shows you how to get started with Email Manager. It introduces you to the features of Email Manager and provides you with examples, that you will become an expert user very soon! Throughout this user guide, there will be various icons used, as shown below:

TIP	This is a tip. Following these suggestions will make using Email Manager much simpler!

NOTE	This is a note. Read these for additional information.

WARNING	This is a warning. Heed the warnings for Email Manager to work smoothly!

3. Quick Start

This section serves as a tutorial for a new user to Email Manager.

3.1. Installation

1. Ensure you have Java version 11 or later installed in your computer.
2. Download the latest email_manager.zip here and extract it to a folder.
3. If the download is too slow, please download it from google drive.

3.2. Run Email Manager

WARNING	The program might freeze for a while when fetching and parsing the email. Please wait patiently.

3.2.1. Windows User

1. Double click the jar file in the extracted folder.
2. If any error occurs, try to follow the mac/linux user instructions to run the program from command line.

3.2.2. Mac/Linux User

1. Open the command prompt.

2. Change the working directory of the command prompt to the extracted program folder using `cd` command.

3. Check java version using `java -version` command. It should be java 11.

4. Run `java -jar email_manager-1.3.jar` and you are good to go.

WARNING	Make sure that your command prompt is at the directory of the folder extracted, otherwise the data structure might not be recognised. Creating data file structure coming in v1.4

TIP	Please send an email to jokeryan1997@gmail.com if you cannot successfully run the program.

3.2.3. Use and Test with/without Internet

Our product can automatically parse and manage the emails in your mailbox. It is best to be used and tested with Internet connection. If you do not have Internet connection, we have also prepared some data for you to test offline.

- If you have Internet connection:

  1. You will be directed to a web page to authorize our access to your mailbox. Please login to the **dummy email** we provided to you. (Dummy email account: cs2113t@outlook.com, Password: nusf11-3)

  2. Close the browser and return back to the Email Manager. Wait for a while for the email to be fetched and parsed.

WARNING	Our product does not support non UTF-8 characters. Using your own mailbox for testing may lead to redundant saving and loading with the current version. More charsets will be supported in v2.0

- If you do not have Internet connection:

  1. Paste everything under `test_data` file in the program folder, to the `data` folder. Replace all the files in the `data` folder.

  2. Close the Email Manager and Start it again.

  3. Wait for a while for all the emails to be parsed.

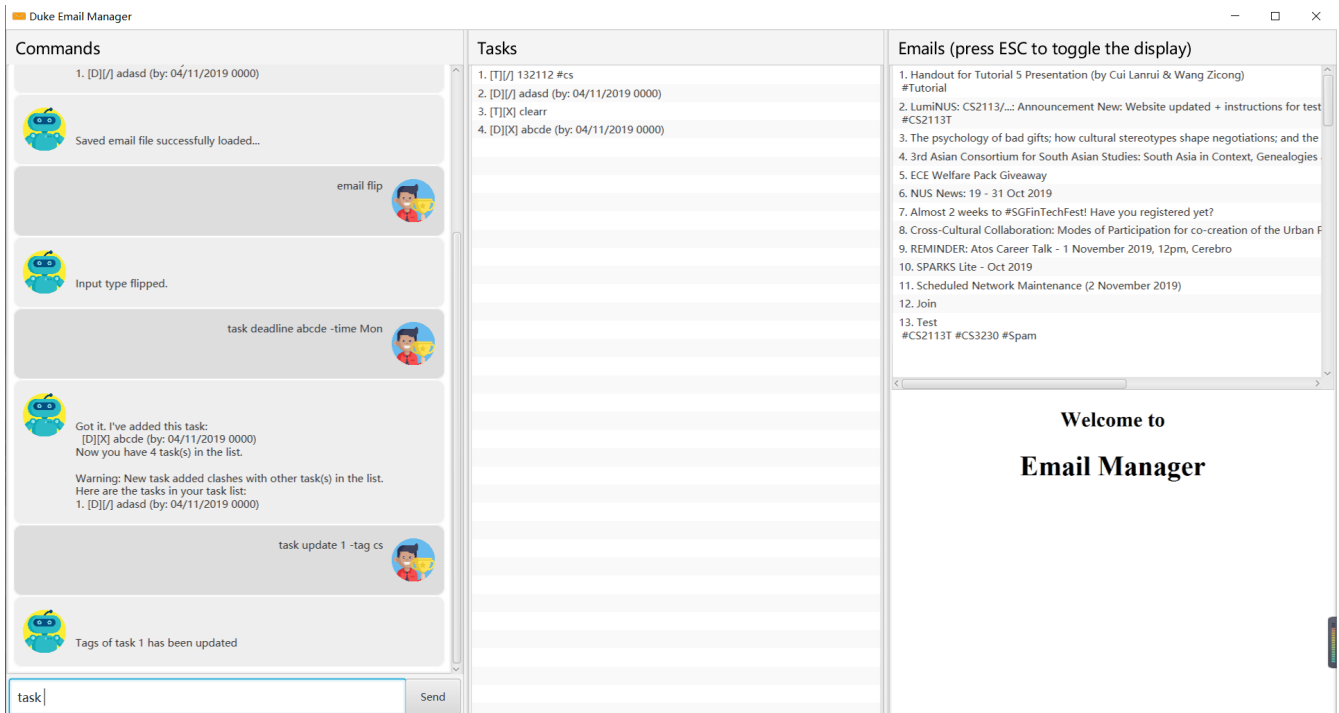|	
WARNING	Any hanging or "not responding" when first launch the app is normal, please wait for the app to get ready.

3.3. Introducing the Interface

Figure 2: Main window of Email ManagerMain Window

As shown in Figure 2, the main window of Email Manager has three sections.

- On the left, it is the command interface, where you should be entering your command and get response from the Email Manager.

- In the middle, it is the task list, which displays all tasks information.

- On the right, it is the email list and content display. You can press `Esc` key on your keyboard any time to switch display between the list and content view of emails.

3.4. Try It Out!

Now that you understand the app's interface, you can now try keying in commands to interact with Email Manager.
Type the command in the command box and press Enter to execute it.
All commands have a prefix, indicating whether the command belongs to the `Email` Mode or the `Task` Mode. The default prefix is `Email` and you can always enter a `flip` command to toggle between `Email` and `Task`.
e.g. typing help and pressing Enter opens the help window.
Some example commands you can try in task mode:

- `list`: lists all tasks

- `deadline submit report -time 12/12/2019 2359`: adds a deadline task named submit report to your task list

- `event meeting -time 10/09/2019 1200 -tag work`: adds an event task named meeting to your task list.

Some example commands you can try in email mode:

- `list`: lists all the emails

- `show 3`: shows the 3rd email shown in the email list

Some example commands you can try in both modes:

- `flip`: toggle between email and task command

- `bye` : exits the app Refer to Features for details of each command.

4. Features

This section tells you about the features available in Email Manager and how to use them.

Command Format

- The main command is in lowercase.

- User data is in UPPERCASE, which are parameters to be inputted by the user. e.g. if the command states -time TIME, TIME is a parameter which can be used as -time 12/12/2019 1200.

- Items in square brackets are optional. e.g. -time TIME [-tag TAG] can be used as -time 12/12/2019 1200 -tag urgent or as -time 12/12/2019 1200.

NOTE | You are only allowed to enter alphanumeric (a-z, A-Z, 0-9), space and underscore (_) characters. All other symbols will not be accepted by Email Manager.

TIP | You can press UP key to show previous input in the text box.

4.1. General Commands

NOTE | Any negative input of number will not be accepted, but since it will contain the negative sign -, it will be considered as an invalid command argument in the first place.

General commands will work in either mode.

4.1.1. Viewing help: `help`

Format: `help`

A pop up window appears and gives information on what commands are available and its respective format. (The help page might be outdated, please use this guide instead.)

4.1.2. Change Mode: `flip`

Format: `flip`

Flips/toggles between email mode and task mode. The prefix of the command in the text box will also be changed.

In task mode, the text box will display `task` as a prefix. In email mode, the text box will display

`email` as a prefix.

4.1.3. Exiting the program: `bye`

Format: `bye`

Exits the program and closes the window.

4.1.4. Apply colour code: `colour` (coming in v2.0)

Format: `colour ITEM_NUMBER COLOUR`

The specified item will be shown in the colour specified in the command.

4.2. Task Mode

> **NOTE** To enter task commands, please ensure you are in task mode. If not, see Section 4.1.2 for change mode command using `flip`.

4.2.1. Add Tasks Commands

Adding a todo: `todo`

Format: `todo TASK_NAME [-doafter DOAFTER_TASK][-priority PRIORITY_LEVEL][-tag TAG1]`

Adds a task of todo type.

Examples:

`todo buy milk`

`todo take cat to vet -priority High -tag pet`

`todo coding -doafter math -priority high -tag fun`

> **TIP** Parameters other than item number can be entered in any order.

> **NOTE** PRIORITY_LEVEL is restricted to **high**, **med**, **low**. Any other PRIORITY_LEVEL will be invalid.

Adding an deadline: `deadline`

Format: `deadline TASK_NAME -time dd/mm/yyyy hhMM [-doafter DOAFTER_TASK][-priority PRIORITY_LEVEL][-tag TAG1]`

Adds a task that has a deadline. The task name and deadline are required. A doafter task, priority level or any number of tags are all optional. Order of the modifiers do not matter.

Examples:

```
deadline categorise -time
```

```
deadline submission -time 31/10/2019 2359 -doafter coding -priority high -tag fun
```

```
deadline submission -time Thu 2359
```

TIP	Parameters other than item number can be entered in any order. Natural date format can be used instead of ISO date format.

NOTE	PRIORITY_LEVEL is restricted to **high**, **med**, **low**. Any other PRIORITY_LEVEL will be invalid.

NOTE	Deadline with time prior to the current time is allowed to be added, but will be marked as **Overdue**.

Adding an event: event

Format: event TASK_NAME -time dd/mm/yyyy hhMM [-doafter DOAFTER_TASK][-priority PRIORITY_LEVEL][-tag TAG1]⬚

Adds a task of event type.

Example:

```
event PE -time 31/10/2019 2359 -doafter coding -priority high -tag fun
```

```
event PE -time Thu 2359
```

TIP	Parameters other than item number can be entered in any order.

NOTE	PRIORITY_LEVEL is restricted to **high**, **med**, **low**. Any other PRIORITY_LEVEL will be invalid.

NOTE	Similar to the deadline, event with time prior to the current time is allowed to be added, but will be marked as **Past** ==== List Tasks Commands: list Format: list

Gives a complete list of tasks.

4.2.2. Update Tasks Commands: update

Format: update ITEM_NUMBER [-time dd/mm/yyyy hhMM] [-doafter DOAFTER_TASK][-priority PRIORITY_LEVEL][-tag TAG1]⬚

Updates attributes of the specified task. Requires minimum of one attribute to function.

Example:

`update 1 -time Mon `

```
update 1 -priority low -doafter eat dinner -tag food
```

TIP	Option parameters starting with `-` can be entered in any order, but all of them must be entered after the main command body. For example, `deadline 123 -time 11/11/2020 1100 -tag CS` and `deadline 123 -tag CS -time 11/11/2020 1100` are both valid, but `deadline -time 11/11/2020 1100 123 -tag CS` is not.

NOTE	If there are more than one `time`, `doafter` or `priority` parameters, only the last one will be valid.

WARNING	Any tags in the command will overwrite **all** current tags in the task

4.2.3. Delete Tasks Commands: `delete`

Format: `delete ITEM_NUMBER`

Deletes the item specified.

Example: `delete 1`

4.2.4. Find task(s) with keyword: `find`

Format: `find KEYWORD`

Returns a list of items that contains KEYWORD. This feature will search through the displayed string of the task including all the attributes and signifier. (Case insensitive)

Example: `find cat` will return `cat`, `tabby #cat`, `SoCcat`, `concatenation`

TIP	`find` command has a lot of flexibility in usage. If the user wants to find all deadlines, they can search using `find by:` since all deadlines will contain a `by:` as shown in the list. This is also applicable to keywords like `Overdue` and `Past`.

4.2.5. Done a task: `done`

Format: `done ITEM_NUMBER`

Marks the item specified as done.

Example: `done 1`

4.2.6. Reminder for upcoming task(s): `reminder`

Format: `reminder NO_OF_DAYS`

Shows the deadline or event tasks for the next NO_OF_DAYS days.
Only positive integers from 1 to 99999 are accepted for `NO_OF_DAYS`.

Example: `reminder 4`

4.2.7. Do after: `doafter`

Format: `doafter ITEM_NUMBER -msg DESCRIPTION`

Records a task to be done after the original task is done.

Example:

`doafter 2 -msg work on project`

> **NOTE** Only one doafter task can be added. To modify an existing doafter task, see the update command.

4.2.8. Snooze a task: `snooze`

Format: `snooze ITEM_NUMBER -by NO_OF_DAYS`

Snoozes the task by the NO_OF_DAYS.

Examples:

`snooze 1 -by 4`

`snooze 1`

> **NOTE** If the NO_OF_DAYS is not input, the `snooze` command will automatically snooze the task by 3 days. Only tasks of type `deadline` and `event` can be snoozed.

4.2.9. Set Priority Command: `set`

Format: `set ITEM_NUMBER -priority PRIORITY`

Sets a priority to a task.

Examples:

`set 1 -priority high`

`set 2 -priority med`

> **NOTE** The PRIORITY input is restricted to only **high**, **med** or **low** (case insensitive). Any other PRIORITY inputted will be invalid.

> **WARNING** This command can override the priority set to a task by the command `update ITEM_NUMBER -priority PRIORITY` and vice versa.

4.2.10. Detect Anomalies (coming in v2.0)

4.2.11. Linking with emails: `link`

Format: `link ITEM_NUMBER [-email EMAIL_NUMBER]`

Notes which email is related to the task specified. If there is no email parameter, the command will return a list of the emails linked to the task.

Examples:

`link 2` will give a list of all emails that is linked to task 2.

`link 2 -email 2 -email 4` will link emails 2 and 4 to task 2.

4.2.12. Clear task list: `clear`

Format: `clear`

This command deletes all tasks in the list.

4.3. Email Mode

> **NOTE**   To enter email commands, please ensure you are in email mode. If not, see Section 4.1.2 for change mode command using `flip`.

4.3.1. Listing all emails: `list`

Format: `list`

Gives a complete list of emails.

4.3.2. Showing an email: `show`

Format: `show INDEX_NUMBER`

Show the email content of the email at the index number in the email list.

Example: `show 3`

> **TIP**   You can press `Esc` key on your keyboard any time to switch display between the list and content view of emails.

4.3.3. Fetching emails from server: `fetch`

Format: `fetch`

Fetches email from Outlook.com.

> **WARNING**   The window might freeze for a while as it is fetching and parsing emails. Please wait patiently.

4.3.4. Auto parsing and tagging of emails

This feature is automatically triggered by fetching emails from Outlook Server and adding new

keyword. It will automatically parse "keywords" that might be shown in your emails in different forms/expressions.

For example, the keyword CS2113T might be in the expression of CS2113T, CS2113, Akshay Narayan, Akshay etc. All emails containing these expressions will be recognized as containing the keyword CS2113T. This helps the email manager to better categorize your emails. For example, some emails might not explicitly include the module code, still belong to that module as it is sent by the lecturer.

For easier usage and testing, we have prepared a few default keyword + expressions pair as shown in Figure 3, which will be loaded when the program starts.

Keyword	Expressions
CS2113T	CS2113
	TAN KIAN WEI, JASON
	Leow Wei Xiang
	Akshay Narayan
	Akshay
CS2101	CS2101
	Anita Toh Ann Lee
CG2271	CG2271
	Djordje Jevdjic
CS2102	CS2102
	Adi Yoga Sidi Prabawa
CS3230	CS3230
	Divesh Aggarwal
CEG Admin	Low Mun Bak
SEP	SEP
	Student Exchange Programme
Tutorial	Tutorial
Assignment	Assignment
Spam	UHC Wellness
	luminus-do-not-reply
	NUS Libraries

If the email contains some expressions, the respective keyword will be used to tag that email. It can be seen from the # sign on the email list. When showing the email using show command, the parsed expressions will also be highlighted in yellow (except for SPAMs).

NOTE	The parsing only allows exact matching of words, which means expression 2113 will not be matched with text CS2113. Any extra characters before and after the word will not be accepted. This is to avoid unintentional match for short expressions. Please add more expressions if you want more matching patterns.
NOTE	Some emails have pictures in it, and obviously we do not intend to capture the words in those pictures.

TIP	To test this feature, you are recommended to use `addKeyword` command, or sending email to the dummy mailbox. Remember to call `fetch` command after sending and leave a few seconds for the email to be transmitted before calling the `fetch`.

4.3.5. Add Keyword: `addKeyword`

Format: `addKeyword KEYWORD -exp EXPRESSION1 [-exp EXPRESSION2]`
Adds a keyword or expressions to the keyword list. If the keyword is already in the list, the expression will be added to the expressions belonging to that keyword. So this is a command to add both keyword and expression.

TIP	The easiest way to verify whether this command is working properly is to check whether the email containing the expression has a tag of this keyword in the email list, or just use `show ITEM_NUMBER` command to see whether the expressions are correctly highlighted. Please call the `show` command again after adding the keyword if you have already opened an email.

NOTE	All emails will be parsed again upon the updates in keyword and expression, so the window might freeze for a while. Please wait patiently.

4.3.6. Delete keyword (coming in v1.4)

4.3.7. Tagging Email: `update`

Format: `update ITEM_NUMBER -tag TAG1 [-tag TAG2]`

Tags the specified item with the tag(s) minimum number of tags is 1. Tags without duplication will be added.

Examples:

`update 1 -tag CS2113T`

`update 2 -tag Tutorial -tag Spam`

4.3.8. Filtering email: `list`

Format: `list [-tag TAG1] [-tag TAG2]`

Gives a list of emails with the tags. Minimum number of tags is 1, and the maximum number of tags is 2.

Examples:

`list -tag CS2113T -tag Tutorial`

`list -tag Spam`

4.3.9. Sending Email (coming in v2.0)

4.3.10. Auto delete emails (coming in v2.0)

4.3.11. Linking Tasks and Email (coming in v2.0)

4.3.12. Apply priority level (coming in v2.0)

4.4. Saving data

Data is automatically saved after any command modifies the file.

5. FAQ

Q: I cannot open the application correctly on my computer. What should I do? A: First ensure you have the correct Java version (JAVA 11) and followed the Installation and Run Email Manager guide correctly. If that still does not resolve your issue, please send an email to jokeryan1997@gmail.com with a description of your situation.