OOF (Outstanding Organisation Friend) - User Guide

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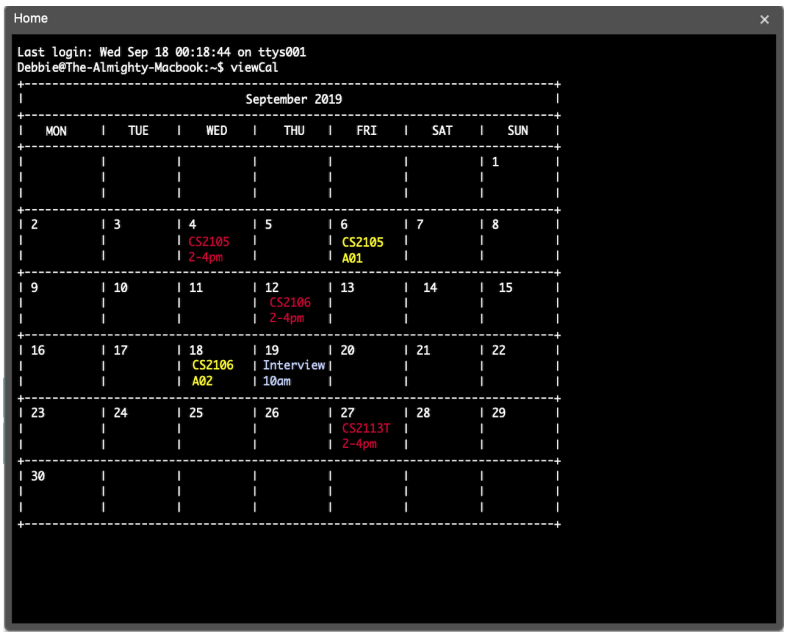
1. Introduction



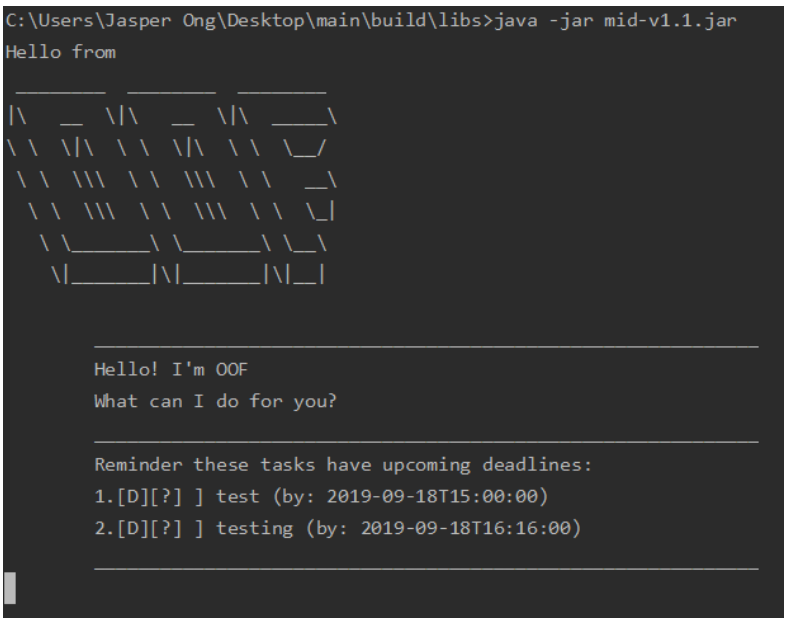
OOF is catered towards NUS computing students who want to use a desktop application to manage their tasks to be done.

OOF is optimized for users who prefer to work with the Command Line Interface (CLI) while still reaping the benefits of a Graphical User Interface (GUI).

Interested in using **OOF** to plan your timetable more effectively? Jump to Section 2, "Quick Start" to get started! Enjoy!

2. Quick Start

1. Ensure you have Java 11 or above installed on your computer.
2. Download the latest `oof.jar` and `save file` here.
3. Copy the files to the folder you want to use as the home folder for your Outstanding Organization Friend.
4. Run the command "java -jar oof.jar". The application should load within a few seconds.



5. Type a task description in the terminal and press `Enter` to run it.
   e.g. typing **`help`** and pressing `Enter` will list the commands present.
6. Some example commands you can try:
   - **`deadline homework /by 12-34-56 11:11`** : adds a task called `homework` to the saved tasks with the deadline `12-34-56 11:11`.
   - **`viewCalendar`** : displays all saved tasks in a calendar view.
   - **`Bye`** : exits the application.
7. Refer to Section 3, "Features" for details of each command.

3. Features

In this section, the expected command format will be introduced, and you can expect to learn the

various commands you can use.

Command Format

- Words in `UPPER_CASE` are the parameters to be supplied by the user e.g. `deadline DESCRIPTION /by DD-MM-YYYY HH:MM`

Don't worry if you do not understand everything at once.
There are plentiful examples provided to aid your understanding of the commands' usage.

3.1. Viewing help : `help`

Format: `help`

3.2. Adding a task: `deadline`

Adds a task with a deadline to be completed by.

Format: `deadline DESCRIPTION /by DD-MM-YYYY HH:MM`

- `Description` of the task to be done can have multiple words, not just limited to single word descriptions.
- `Date and time` have to **strictly** be in the format as stated above.

Example:

- `deadline homework /by 2019 20-09-2019 13:00`
  Adds a task with description and datetime to be `homework` and `2019 20-09-2019 13:00` respectively.

3.3. Adding a task: `event`

Adds an event with a scheduled time.

Format: `event DESCRIPTION /from DD-MM-YYYY HH:MM /to DD-MM-YYYY HH:MM`

- `Description` of the task to be done can have multiple words, not just limited to single word descriptions.
- `Date and time` have to **strictly** be in the format as stated above.

Example:

- `event project meeting /from 20-09-2019 13:00 /to 20-09-2019 17:00`
  Adds an event with description, start and end time to be `project meeting`, `20-09-2019 13:00` and `20-09-2019 17:00` respectively.

3.4. Adding a task: `todo`

Adds a task to be done.

Format: `todo DESCRIPTION`

- `Description` of the task to be done can have multiple words, not just limited to single word descriptions.

Example:

- `todo withdraw money`
  Adds a task called `withdraw money`.

3.5. Listing tasks: `list`

Lists all the tasks that are currently saved in **OOF**.

Format: `list`

3.6. Marking task as done: `done`

Marks a task as complete.

Format: `done INDEX`

- The `INDEX` refers to the index number displayed in the list of tasks recorded. (`list` can be used to display the saved tasks).

Examples:

- `done 1`
  Deletes the 1st task in the list of tasks.

3.7. Deleting a task: `delete`

Deletes a task in the list of tasks.

Format: `delete INDEX`

The `INDEX` refers to the index number displayed in the list of tasks recorded. (`list` can be used to display the saved tasks).

Examples: * `delete 1`
Deletes the 1st task in the list of tasks.

3.8. Finding a task: `find`

Finds tasks that match the description given.

Format: `find DESCRIPTION`

- `Description` of the task to be done can have multiple words, not just limited to single word descriptions.

Example:

- `find withdraw money`
  Finds tasks with `withdraw money` in the description.

3.9. Viewing a summary of the next day's task: `summary`

Gives a summary of all the tasks to be done for the next day.

Format: `summary`

3.10. Sorting deadlines in chronological order: `sort`

Sorts and displays all current deadlines recorded by chronological order.

Format: `sort`

3.11. Viewing all tasks in calendar view: `viewCalendar`

Transforms all current tasks recorded into a calendar view for easy time management.

Format: `viewCalendar`

3.12. Setting reminders for upcoming deadlines: `reminder`

Reminders will be given when the application is launched if deadlines are due in less than 24 hours.

Format: `reminder`

3.13. Exiting the program: `bye`

Exits the program.

Format: `bye`

4. FAQ

Q: How do I view my tasks on the Calendar?
A: Use the `viewCalendar` command.

Q: How do I transfer my data to another Computer?
A: Copy the `output.txt` into the same directory as `oof.jar`.

Q: How do I save my tasks in **OOF**?
A: There is no need to explicitly save the tasks as **OOF** will automatically saved all tasks that are added during runtime.

5. Command Summary

- **Help**: `help`
- **Deadline**: `deadline DESCRIPTION /by DD-MM-YYYY HH:MM`
  e.g. `deadline homework /by 2019 20-09-2019 13:00`
- **Event**: `event DESCRIPTION /from DD-MM-YYYY HH:MM /to DD-MM-YYYY HH:MM`
  e.g. `event project meeting /from 20-09-2019 13:00 /to 20-09-2019 17:00`
- **Todo**: `todo DESCRIPTION`
  e.g. `todo withdraw money`
- **List**: `list`
- **Done**: `done INDEX`
  e.g. `done 1`
- **Delete**: `delete INDEX`
  e.g. `delete 1`
- **Find**: `find DESCRIPTION`
  e.g. `find withdraw money`
- **Summary**: `summary`
- **Sort**: `sort`
- **ViewCalendar**: `viewCalendar`
- **Reminder**: `reminder`
- **Bye**: `bye`