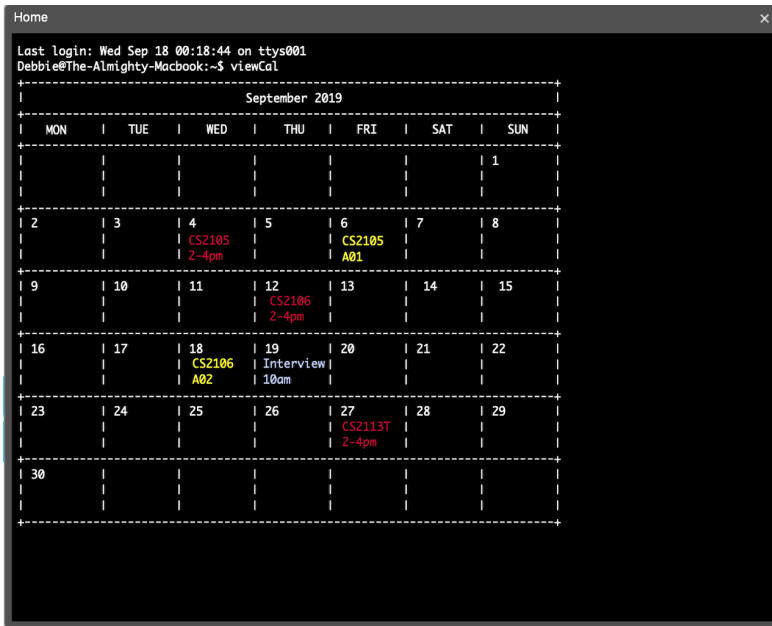


OOF (Outstanding Organisation Friend) - User Guide

| | |
|--|----|
| 1. Introduction | 2 |
| 2. Quick Start | 2 |
| 3. Features | 3 |
| 3.1. Viewing manual : help | 3 |
| 3.2. Viewing individual command help : help | 4 |
| 3.3. Adding a task: deadline | 4 |
| 3.4. Adding a task: event | 4 |
| 3.5. Adding a task: todo | 5 |
| 3.6. Adding a task: do-after | 5 |
| 3.7. Adding a task: recurring | 5 |
| 3.8. Adding a task: tentative | 6 |
| 3.9. Listing tasks: list | 6 |
| 3.10. Marking task as done: done | 6 |
| 3.11. Deleting a task: delete | 7 |
| 3.12. Finding a task: find | 7 |
| 3.13. Filter tasks by categories: filter | 7 |
| 3.14. Choose threshold for tasks: threshold | 7 |
| 3.15. Color code tasks: colorcode | 8 |
| 3.16. Viewing a summary of a day's task by date: schedule | 8 |
| 3.17. Viewing a summary of the next day's task: summary | 8 |
| 3.18. Sorting deadlines in chronological order: sort | 8 |
| 3.19. View undone tasks brought forward to the next day: viewUndone | 9 |
| 3.20. View free time slots: free | 9 |
| 3.21. View all tasks in week view: viewWeek | 9 |
| 3.22. Viewing all tasks in calendar view: calendar | 9 |
| 3.23. Setting reminders for upcoming deadlines: reminder | 9 |
| 3.24. Viewing, adding, editing and removing of semester and module data: semester | 10 |
| 3.25. Exiting the program: bye | 10 |
| 3.26. Add estimated time taken: estimate [coming soon in v2.0] | 10 |
| 3.27. Adding a task: range [coming soon in v2.0] | 10 |
| 3.28. View two different calendars side-by-side: viewDual [coming soon in v2.0] | 11 |
| 3.29. Export calendar: export [coming soon in v2.0] | 11 |
| 4. FAQ | 11 |
| 5. Command Summary | 11 |

By: **Team W17-4** Since: **Aug 2019** Licence: **MIT**

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.

```
C:\Users\Jasper Ong\Desktop\main\build\libs>java -jar mid-v1.1.jar
Hello from

  _____
 | \  _  \ \  _  \ \  _  \
 | \  \ \  \ \  \ \  \ \  \
 | \  \ \  \ \  \ \  \ \  \
 | \  \ \  \ \  \ \  \ \  \
 | \  \ \  \ \  \ \  \ \  \
 | \  \ \  \ \  \ \  \ \  \
 | \  \ \  \ \  \ \  \ \  \

  _____
Hello! I'm OOF
What can I do for you?

  _____
Reminder these tasks have upcoming deadlines:
1.[D][?] ] test (by: 2019-09-18T15:00:00)
2.[D][?] ] testing (by: 2019-09-18T16:16:00)

  _____
```

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 manual : `help`

Shows a list of commands that can be used.

Format: `help`

Example:

- **help**
Provides a list of commands available to the user.

3.2. Viewing individual command help : **help**

Shows instructions for an individual command that can be used.

Format: **help** COMMAND

- **Command** that Help instruction is required for.

Example:

- **help Deadline**
Provides the instruction to add a task with a deadline.

3.3. 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.

3.4. 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.

3.5. Adding a task: **todo**

Adds a task to be done on a specific day.

Format: **todo** DESCRIPTION /on DD-MM-YYYY

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

Example:

- **todo withdraw money /on 19-09-2019**
Adds a task called **withdraw money** on **19-09-2019**.

3.6. Adding a task: **do-after**

Adds a task that needs to be done after a specified task.

Format: **do-after** INDEX DESCRIPTION

- The **INDEX** refers to the index number displayed in the list of tasks recorded. (**list** can be used to display the saved tasks).
- **Description** of the task to be done can have multiple words, not just limited to single word descriptions.

Example:

- **do-after 1 buy groceries**
Adds a do-after task called **buy groceries** that will be displayed once the 1st task in the list has been completed.

3.7. Adding a task: **recurring**

Adds a task that will be repeated every week.

Format: **recurring** INDEX NUMBER_OF_OCCURRENCES

- The **INDEX** refers to the index number displayed in the list of tasks recorded. (**list** can be used to display the saved tasks).
- **NUMBER_OF_OCCURRENCES** refers to the number of times the selected task recurs.
- User chooses to enter a **FREQUENCY** which is an option from 1-4.



The task will require the user to enter the frequency of recurrence in this manner afterwards:

1. DAILY
2. WEEKLY
3. MONTHLY
4. YEARLY

Example:

- **recurring 4 3**
Adds a recurring task called at index **4** that will be repeated for **3** times. User can then choose an option by entering a number **1-4** to choose the frequency of recurrence.

3.8. Adding a task: **tentative**

Adds a task that can be confirmed at a later time.

Format: **tentative DESCRIPTION**

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

Example:

- **tentative group lunch**
Adds a tentative task called **group lunch**.

3.9. Listing tasks: **list**

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

Format: **list**

3.10. 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.

3.11. 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.

3.12. 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.

3.13. Filter tasks by categories: **filter**

Filter tasks by matching the category given.

Format: **filter** CATEGORY

- **Category** of the task can be any one of the following: todo, deadline, event, recurring.

Example:

- **filter todo**
Displays all todo tasks.

3.14. Choose threshold for tasks: **threshold**

Adjusts the threshold of tasks to the duration given.

Format: **threshold** HH

- **time** has to **strictly** be in the format as stated above.

Example:

- **threshold 48**
Changes the threshold of the program to 48 hours.

3.15. Color code tasks: **colorcode**

Changes the entire task font color to the one given.

Format: **colorcode INDEX #RRGGBB**

- The **INDEX** refers to the index number displayed in the list of tasks recorded. (**list** can be used to display the saved tasks).
- **#RRGGBB** refers to the hex color codes corresponding to the html color names.

Examples:

- **colorcode 1 #008000**
Color codes the 1st task in the list of tasks to a green color.

3.16. Viewing a summary of a day's task by date: **schedule**

Gives a summary of all the tasks and events that is related to a specific date.

Format: **schedule DD-MM-YYYY**

- **Date** have to strictly be in the format as stated above.

Example:

- **schedule 04-10-2019**
Provides a summary of a list of todo, deadlines and events that will occur on **04-10-2019**.

3.17. 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**

Example:

- **summary**
Provides a summary of a list of todo, deadlines and events that will occur tomorrow.

3.18. Sorting deadlines in chronological order: **sort**

Sorts and displays all current deadlines recorded by chronological order.

Format: **sort**

3.19. View undone tasks brought forward to the next day: **viewUndone**

Gives a list of all the tasks not done that were brought forward to the next day.

Format: **viewUndone**

3.20. View free time slots: **free**

Gives a list of free time slots for the date given.

Format: **free** DD-MM-YYYY

- **Date** has to **strictly** be in the format as stated above.

Example:

- **free** 10-10-2019
Searches for free time on the given date of 10-10-2019.

3.21. View all tasks in week view: **viewWeek**

Transforms all current tasks recorded into a week view to plan for the week.

Format: **viewweek** DD MM YYYY



Note that the parameters **DD** **MM** **YYYY** are optional and the command will automatically generate the current time if no date is entered or when the date entered is invalid.

3.22. Viewing all tasks in calendar view: **calendar**

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

Format: **calendar** MONTH YEAR

- **MONTH** is an integer from 1-12 (representing January to December).
- **YEAR** is an integer greater than or equal to 0.

Example: **calendar** 10 2019

3.23. 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**

3.24. Viewing, adding, editing and removing of semester and module data: **semester**

Opens menu to view, add, edit and remove Semester and Module data.

Format: **semester**

3.25. Exiting the program: **bye**

Exits the program.

Format: **bye**

3.26. Add estimated time taken: **estimate** [coming soon in v2.0]

Adds the estimated time taken to complete a task.

Format: **estimate** INDEX HH

- The **INDEX** refers to the index number displayed in the list of tasks recorded. (**list** can be used to display the saved tasks).
- **time** has to **strictly** be in the format as stated above.

Example:

- **estimate 1 48**
Adds to the 1st task the estimated time taken of 48 hours to complete it.

3.27. Adding a task: **range** [coming soon in v2.0]

Adds a task that needs to be completed within a certain time period

Format: **range** 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:

- **range study for exam /from 01-10-2019 21:00 /to 05-10-2019 11:00**
Adds a task with description and time period to be **study for exam** and between **01-10-2019 21:00** to **05-10-2019 11:00**.

3.28. View two different calendars side-by-side: `viewDual` [coming soon in v2.0]

Transforms all current tasks into two calendar views, one for tutor tasks and one for student tasks.

Format: `viewDual`

3.29. Export calendar: `export` [coming soon in v2.0]

Export all current tasks recorded into a shareable format in calendar view.

Format: `export`

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 save 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 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 /on DD-MM-YYYY`
e.g. `todo withdraw money /on 19-09-2019`
- **Do-after:** `Do-after INDEX DESCRIPTION`
e.g. `do-after 1 buy groceries`
- **Recurring:** `recurring INDEX NUMBER_OF_OCCURRENCES`
e.g. `recurring 4 3`
- **Tentative:** `tentative DESCRIPTION`
e.g. `tentative group lunch`
- **List:** `list`
- **Done:** `done INDEX`
e.g. `done 1`

- **Delete:** delete INDEX
e.g. delete 1
- **Find:** find DESCRIPTION
e.g. find withdraw money
- **Filter:** filter CATEGORY
e.g. filter todo
- **Threshold:** threshold HH
e.g. threshold 48
- **Colorcode:** colorcode INDEX #RRGGBB
e.g. colorcode 1 #008000
- **Schedule:** schedule DD-MM-YYYY
e.g. schedule 04-10-2019
- **Summary:** summary
- **Sort:** sort
- **ViewUndone:** viewUndone
- **Free:** free DD-MM-YYYY
e.g. free 10-10-2019
- **ViewWeek:** viewWeek
- **Calendar:** calendar MONTH YEAR
e.g. calendar 10 2019
- **Reminder:** reminder
- **Bye:** bye
- **Estimate:** estimate [coming soon in v2.0]
e.g. estimate 1 48
- **Range:** range [coming soon in v2.0]
e.g. range study for exam /from 01-10-2019 21:00 /to 05-10-2019 11:00
- **ViewDual:** viewDual [coming soon in v2.0]
- **Export:** export [coming soon in v2.0]