OOF (Outstanding Organisation Friend) - User Guide

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1. Introduction

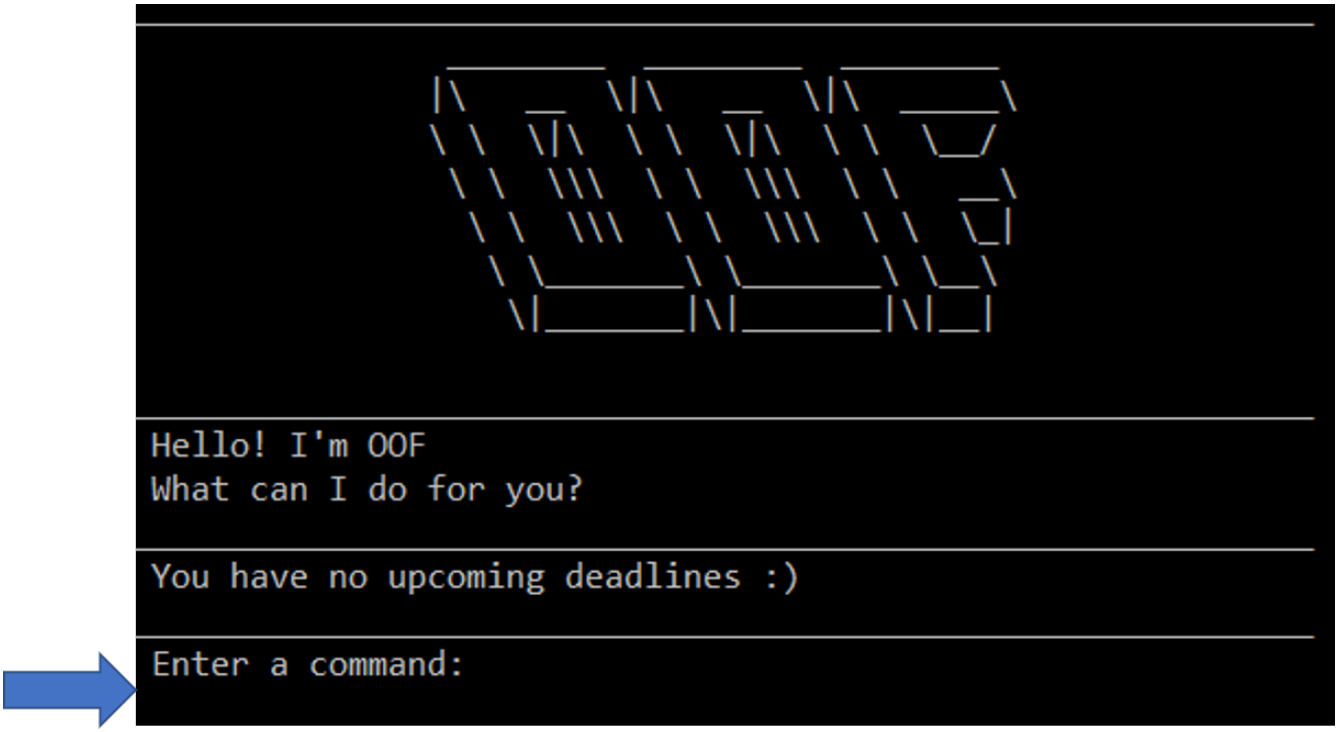

Figure 1. OOF welcome screen

1.1. What is OOF?

OOF (Outstanding Organisational Friend) is a Command Line Interface (CLI) program that allows you to save your tasks, assignments, modules taken, etc. **OOF** is catered towards university students who want to use a desktop application to manage their tasks in a friendly and efficient manner. **OOF** is optimized for users who prefer to work with the CLI.

1.2. What can OOF do?

Besides saving your tasks very effectively in persistent storage, **OOF** allows your tasks to be displayed in user-friendly formats such as a monthly calendar format or a tabular format where your tasks are sorted chronologically for any particular week. You can also allow **OOF** to remind you of tasks that are expiring based on a customisable threshold. On top of that, you can track your progress and see if you are on track by using our tracking feature.

1.3. How does OOF address our target audience?

Most university students are often busy and **OOF** aims to reduce the time spent on managing their tasks. **OOF** allows students to enter one-liner commands quickly into our program and hence spend less time logging down the tasks to be done. Furthermore, **OOF** allows tasks to be viewed in insightful formats and also provides timely reminders for tasks with their deadlines nearing.

1.4. What is this guide for?

This guide aims to educate you on how to use our application by providing example usages of all its features. The features can be found in Section 3, “Features” section.

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

2. Quick Start

2.1. Setting up

1. Ensure you have Java 11 or above installed on your computer.
    a. For `Windows` users:
        i. Download the latest release here.
        ii. Open a `cmd` window.
        iii. Navigate to the directory containing our jar file.
        iv. Press `ALT` + `ENTER` to enter full-screen mode.

If the output is large, windows will wrap the output by default. This makes the output unreadable and hence you should enter full-screen mode to prevent that from happening.

        v. Run the command “java -jar ***[X]***.jar”. The application should load within a few seconds.

[X] refers to the name of our latest jar release.

    b. For `Mac` users:
        i. Download the latest release here.
        ii. Open a `Terminal`.
        iii. Navigate to the directory containing our jar file.
        iv. Run the command `tput rmam`.

This command disables line wrapping which is essential for our output to be sensible to you. You can undo this setting by typing the command `tput smam`. Note that there is no horizontal scrolling feature in terminal. Thus, for bigger output, you may not be able to see the full output. You can attempt to work around this limitation by using the system level feature in `OSx` by holding the `SHIFT` key and scrolling using your mouse scroll wheel.

        v. Run the command “java -jar ***[X]***.jar”. The application should load within a few seconds.

[X] refers to the name of our latest jar release.

    c. For `Linux` users:
        i. Download the latest release here.

ii. Open a `Terminal`.

iii. Navigate to the directory containing our jar file.

iv. Run the command `setterm -linewrap off`.

This command disables line wrapping which is essential for our output to be sensible to you. You can undo this setting by typing the command `setterm -linewrap on`. Note that there is no horizontal scrolling feature in terminal. Thus, for bigger output, you may not be able to see the full output. You can attempt to work around this limitation by zooming out before keying in our commands. You can do so by pressing the combination `CTRL` + `-` multiple times. You can also undo this by pressing the combination `CTRL` + `SHIFT` + `=` or `CTRL` + `+`.

v. Run the command "java -jar ***[X]***.jar". The application should load within a few seconds.

[X] refers to the name of our latest jar release.

2.2. Sample commands

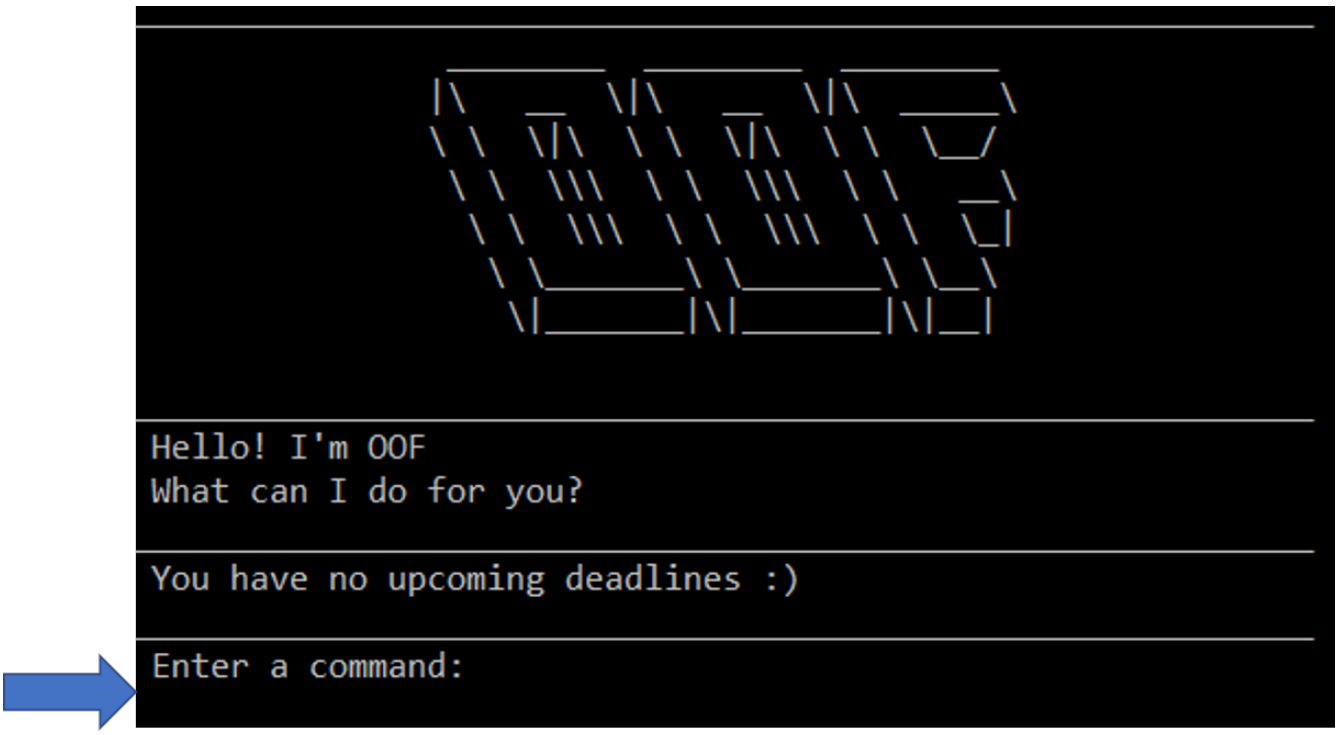

Figure 2. OOF Welcome Screen

1. 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.
2. Some example commands you can try:
   - **`deadline homework /by 12-12-2019 11:11`** : adds a task called `homework` to the saved tasks with the deadline `12-12-2019 11:11`.
   - **`calendar`** : displays all saved tasks in a calendar view.

- `bye` : exits the application.

A summary of all the features available in **OOF** can be found in Section 5, “Command Summary”.

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`
- The maximum length for a task’s `DESCRIPTION` and a lesson’s `NAME` is `20` characters.
- The maximum length for a semester’s `YEAR` and a module’s `MODULE_CODE` is `10` characters.
- The maximum length for a semester’s `NAME` and a module’s `MODULE_NAME` is `100` characters.

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. Navigation

3.1.1. Viewing the manual: `help`

Shows you a list of commands that can be used.

Format: `help`

Example:

- User enters `help`

Figure 3. Output of `help` command

Usage of all commands is shown to you if `help` is entered.

3.1.2. Viewing the usage of individual commands: `help`

Shows you the specific usage for the command you have entered.

Format: `help COMMAND`

Example:

- `help deadline`

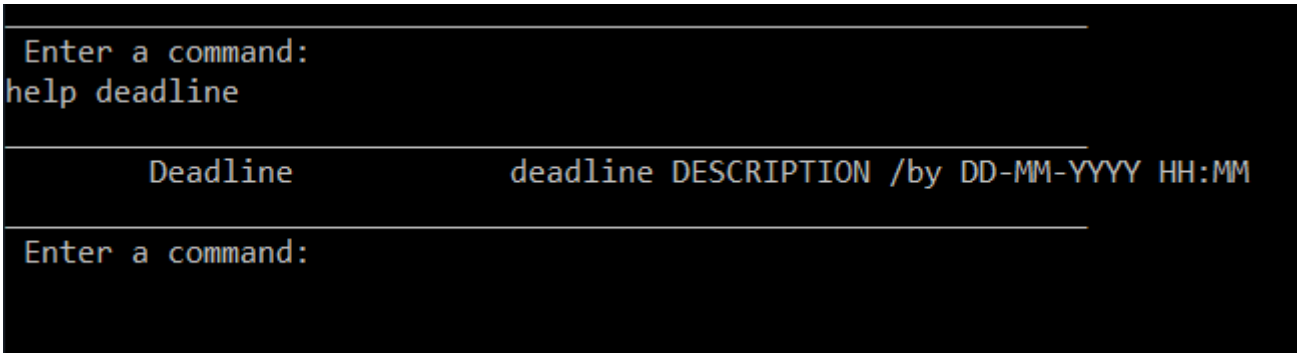

Figure 4. Example of `help COMMAND` usage

Correct syntax for `deadline` command is shown.

3.1.3. Exiting the program: `bye`

Exits the program.

Format: `bye`

3.2. Semesters

You can plan ahead for your entire university journey using a few simple commands.

3.2.1. Adding semesters: `semester /add`

You can add a `semester` to manage your modules.

Format: `semester /add YEAR /name SEMESTER /from START_DATE /to END_DATE`

- `YEAR` represents name of the academic year, `SEMESTER` represents name of the semester, `START_DATE` and `END_DATE` represents the start and end date respectively in `DD-MM-YYYY` format.

`YEAR` and `SEMESTER` have a character limit of 10 and 100 characters respectively.

Example:

- `semester /add 19/20 /name Semester 2 /from 01-01-2020 /to 05-05-2020`

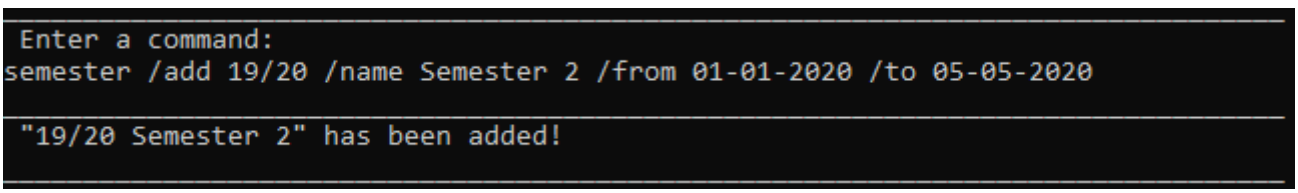

Figure 5. Adding a `semester`

Adds a `semester` for "Academic Year 19/20, Semester 2" which lasts from "01-01-2020" to "05-05-2020".

3.2.2. Viewing semester data: `semester /view`

You can use this command to display all the semesters you have added.

Format: `semester /view`

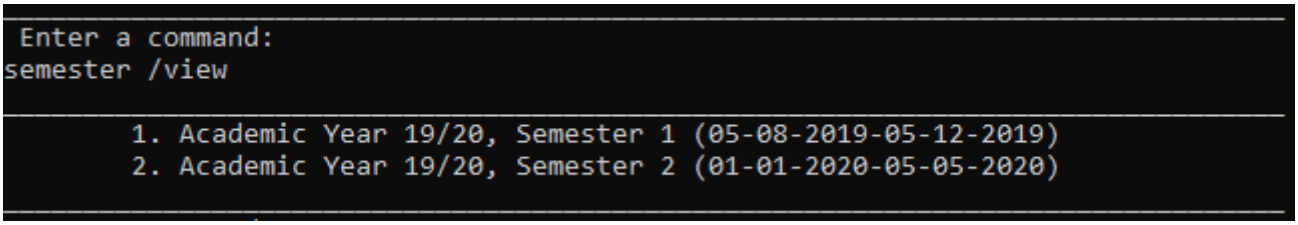

Figure 6. Viewing a `semester`

3.2.3. Removing semester data: `semester /delete`

You can remove unwanted data if you have added a wrong `semester` accidentally.

Format: `semester /delete INDEX`

- The `INDEX` refers to the index number displayed in the list of semesters recorded. (`semester /view` can be used to display the index of added semesters).

Example:

- `semester /delete 2`

Figure 7. Deleting a `semester`.

Deletes the 2nd `semester` in the list of semesters.

3.2.4. Selecting a semester: `semester /select`

You can select a `semester` in order to add modules to under that semester.

Format: `semester /select INDEX`

- The `INDEX` refers to the index number displayed in the list of semesters recorded. (`semester /view` can be used to display the index of added semesters).

Example:

- `semester /select 1`

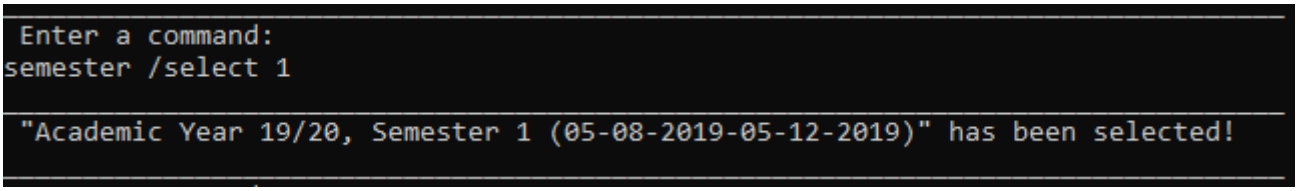

Figure 8. Selecting a `semester`

Selects the 1st `semester` in the list of semesters.

3.3. Modules

You can keep track of your modules for each `semester` with the help of the `module` commands.

All `module` commands require a `semester` to be selected using `semester /select`.

3.3.1. Adding module data: `module /add`

You can add a `module` into `Oof` to manage any lessons, assignments or assessments that you might have.

Format: `module /add MODULE_CODE /name MODULE_NAME`

- `MODULE_CODE` represents the module code and `MODULE_NAME` represents the module name.

`MODULE_CODE` and `MODULE_NAME` have a character limit of 10 and 100 characters respectively.

Example:

- `module /add CS1010 /name Programming Methodology`

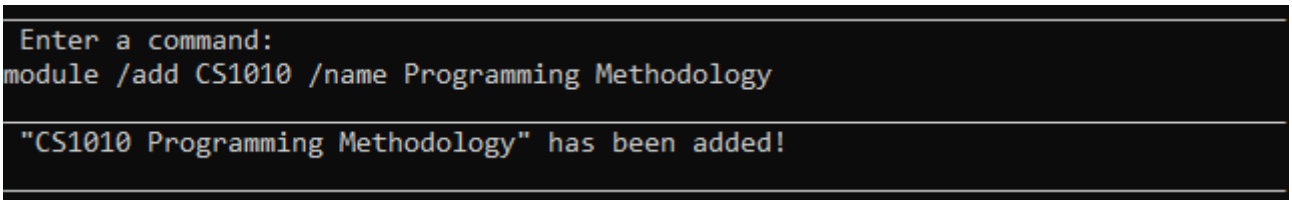

Figure 9. Adding a `module`

Adds a `module` called "CS1010 Programming Methodology".

3.3.2. Viewing module data: `module /view`

You can display all modules in order to have a quick overview of the modules you are taking this semester.

Format: `module /view`

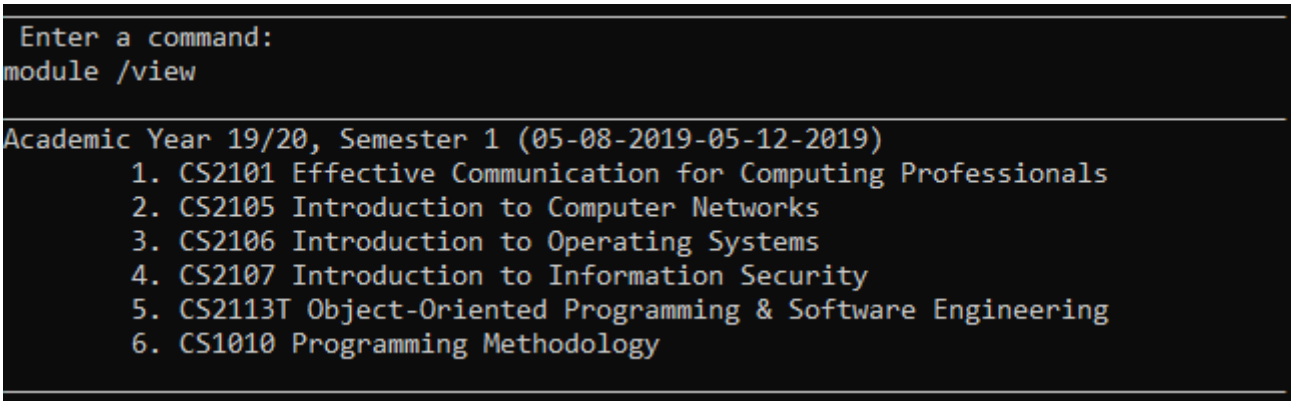

Figure 10. Viewing a `module`

3.3.3. Removing module data: `module /delete`

You can remove unwanted data if you have added a wrong `module` accidentally.

Format: `module /delete INDEX`

- The `INDEX` refers to the index number displayed in the list of modules recorded. (`module /view` can be used to display the saved semesters).

Example:

- `module /delete 6`

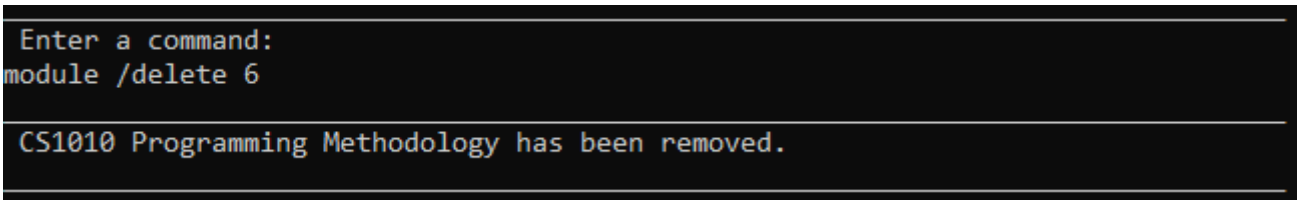

Figure 11. Deleting a `module`

Deletes the 6th `module` in the list of modules.

3.3.4. Selecting a module: `module /select`

You can select a `module` in order to add any `lesson`, `assignment` or `assessment` for that module.

Format: `module /select INDEX`

- The `INDEX` refers to the index number displayed in the list of modules recorded. (`module /view` can be used to display the added modules).

Example:

- `module /select 3`

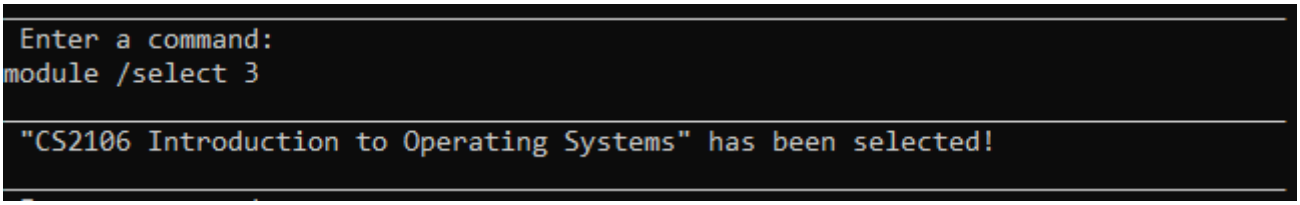

Figure 12. Selecting a `module`

Selects the 3rd `module` in the list of modules.

3.4. Lessons

Keep track of your lessons for each `module` with the use of `lesson` commands!

All `lesson` commands require a `module` to be selected using `module /select`.

3.4.1. Viewing lesson data: `lesson`

You can display all the lessons you have added for a `module`.

Format: `lesson`

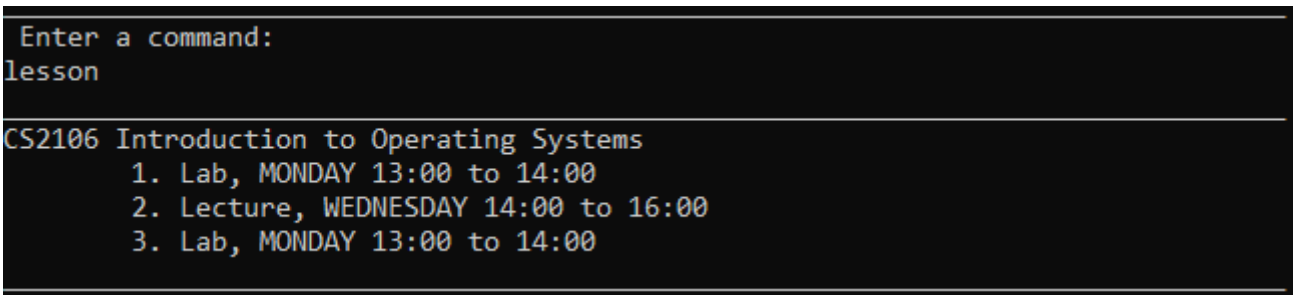

Figure 13. Viewing list of `lesson`

3.4.2. Adding lesson data: `lesson /add`

You can add a `lesson` into `Oof`.

Format: `lesson /add NAME /day DAY /from HH:MM /to HH:MM`

`NAME` has a character limit of 20 characters.

- `NAME` of the `lesson` can have multiple words, not just limited to single-word descriptions.
- `DAY` of the `lesson` ranges from `MONDAY` to `SUNDAY`.
- Start and end time of a `lesson` have to **strictly** be in the `HH:MM` format.

Example:

- `lesson /add lecture /day FRIDAY /from 14:00 /to 16:00`
  Adds "Lecture" on "Friday" from "14:00" to "16:00" for the selected `module`.

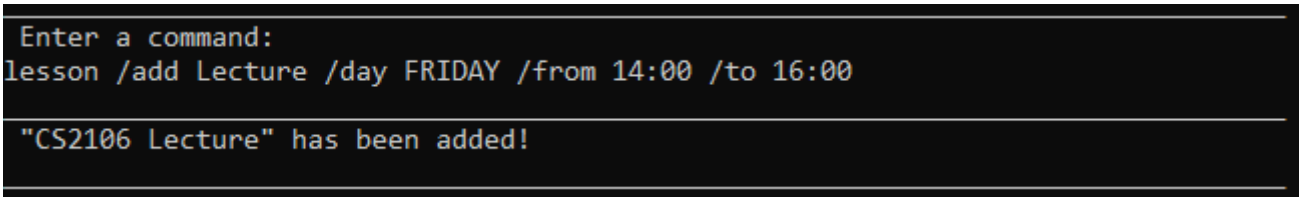

Figure 14. Adding a `lesson`

3.4.3. Removing lesson data: `lesson /delete`

You can remove unwanted data if you have added the wrong information for a `lesson`.

Format: `lesson /delete INDEX`

- The `INDEX` refers to the index number displayed in the list of lessons recorded. `lesson /view` can be used to display the added lessons).

Example:

- `lesson /delete 4`

Figure 15. Deleting a `lesson`

Deletes the 4th `lesson` in the list of lessons.

3.5. Adding tasks

3.5.1. Adding assessment data: `assessment`

You can keep track of all your assessments by using the `assessment` command.

Requires a `module` to be selected using `module /select`.

Format: `assessment DESCRIPTION /from DD-MM-YYYY /to DD-MM-YYYY`

`DESCRIPTION` has a character limit of 20 characters.

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

Example:

- `assessment Finals /from 31-10-2019 16:00 /to 31-10-2019 18:00`

Adds an `assessment` for selected `module` (`CS2106` in the example above) with name, start and end time

as "Finals", "31-10-2019 13:00", "31-10-2019 15:00" respectively.

```
Enter a command:
assessment Finals /from 31-10-2019 16:00 /to 31-10-2019 18:00

Got it. I've added this task:
       [A][N] CS2106 Finals (from: 31-10-2019 16:00 to: 31-10-2019 18:00)
Now you have 14 tasks in your list.
```

Figure 16. Adding an `assessment` task

3.5.2. Adding assignment data: `assignment`

You can use this command to keep track of an `assignment` for a particular module.

Requires a `module` to be selected using `module /select`.

Format: `assignment DESCRIPTION /by DD-MM-YYYY`

`DESCRIPTION` has a character limit of 20 characters.

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

Example:

- `assignment Lab /by 23-11-2019 23:59`

```
Enter a command:
assignment Lab /by 23-11-2019 23:59

Got it. I've added this task:
       [A][N] CS2106 Lab (by: 23-11-2019 23:59)
Now you have 15 tasks in your list.
```

Figure 17. Adding an `assignment` task

Adds an `assignment` for selected `module` (`CS2106` in the example above) with name and due date as "Lab" and "23-11-2019 23:59" respectively.

3.5.3. Adding a deadline: `deadline`

You can choose to add a task with a `deadline`.

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

`DESCRIPTION` has a character limit of 20 characters.

- `DESCRIPTION` of the `deadline` can have multiple words, not just limited to single-word

descriptions.

- Date and time of the `deadline` have to **strictly** be in the format as stated above.

Example:

- `deadline homework /by 20-11-2019 13:00`

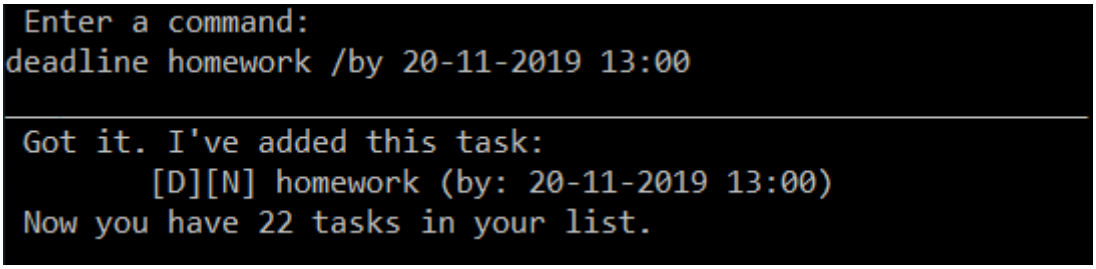

Figure 18. Adding a `deadline` task

Adds a `deadline` task with description and deadline as "homework" and "20-11-2019 13:00" respectively.

3.5.4. Adding an event: `event`

You can add an `event` with a scheduled starting and ending time.

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

`DESCRIPTION` has a character limit of 20 characters.

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

Example:

- `event project meeting /from 20-11-2019 13:00 /to 20-11-2019 17:00`

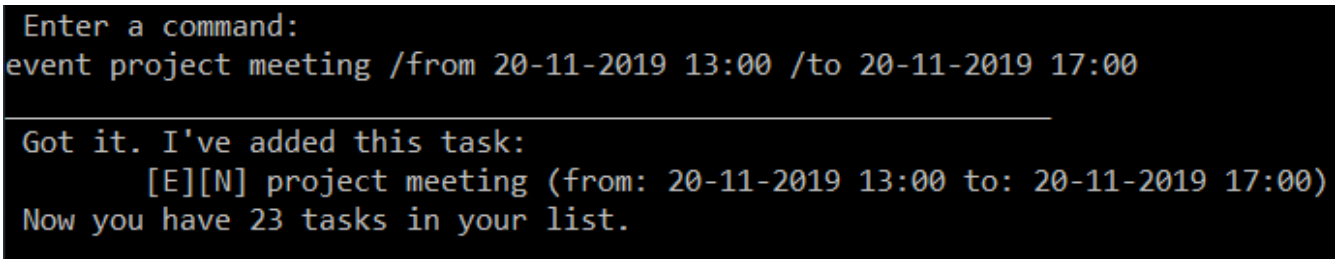

Figure 19. Adding an `event` task

Adds an `event` task with description, start and end time as "project meeting", "20-11-2019 13:00" and `20-11-2019 17:00` respectively.

3.5.5. Adding a todo: `todo`

You can choose to add a `todo` task to be done on a specific day.

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

`DESCRIPTION` has a character limit of 20 characters.

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

Example:

- `todo withdraw money /on 19-11-2019`

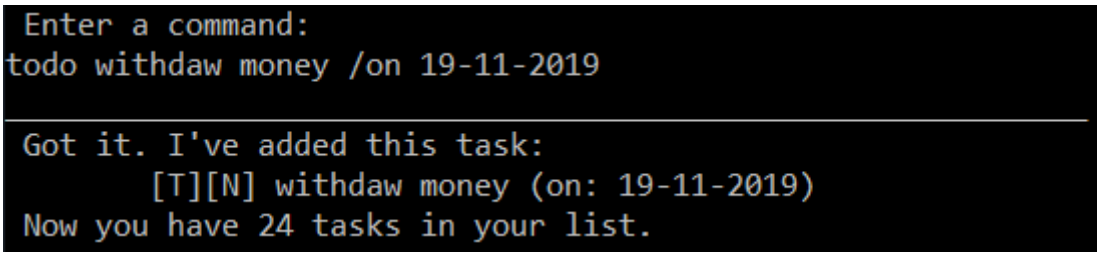

Figure 20. Adding a `todo` task

Adds a `todo` task called `withdraw money` on `19-11-2019`.

3.6. Modifying tasks

3.6.1. Setting a recurring task: `recurring`

You can select a task that will be repeated based on your preference.

Format: `recurring INDEX NUMBER_OF_OCCURRENCES FREQUENCY`

- 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 which is an integer from `1-10`.
- `FREQUENCY` refers to the recurring frequency which is an integer from `1-4`.
    - 1. DAILY
    - 2. WEEKLY
    - 3. MONTHLY
    - 4. YEARLY

Example:

1. The user enters `recurring 1 1 1`

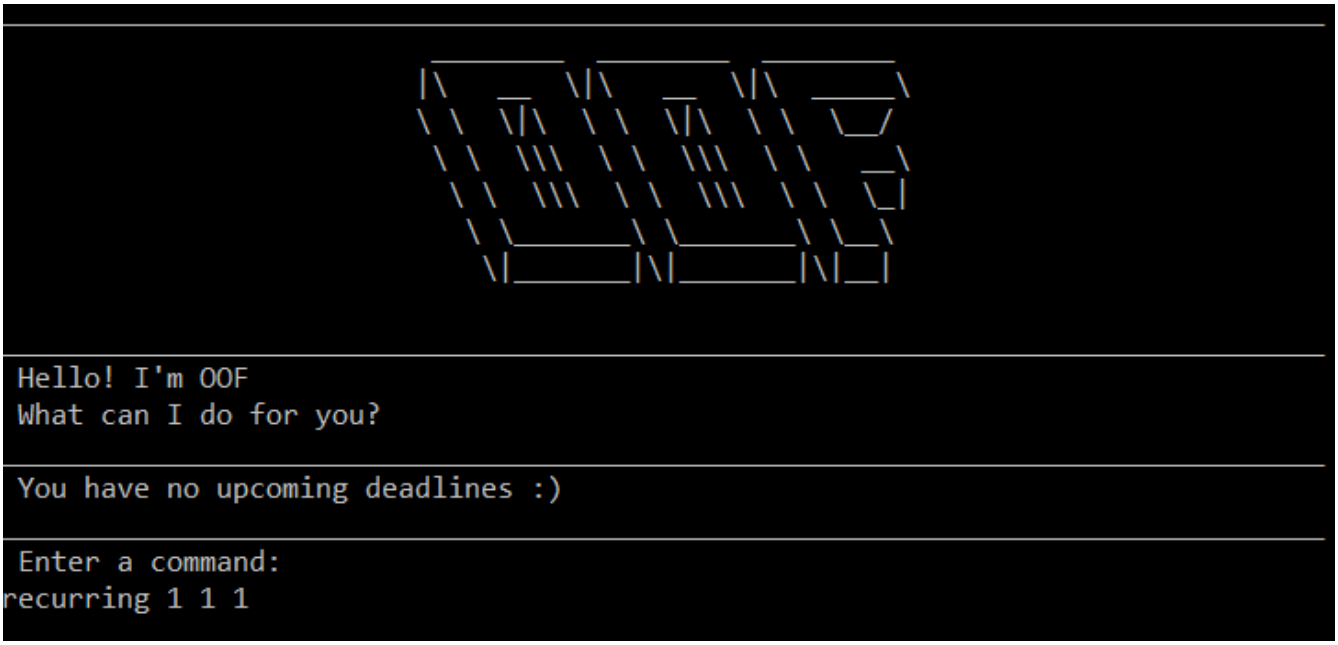

Figure 21. Example to show recurring feature's usage

2. The user presses `ENTER`

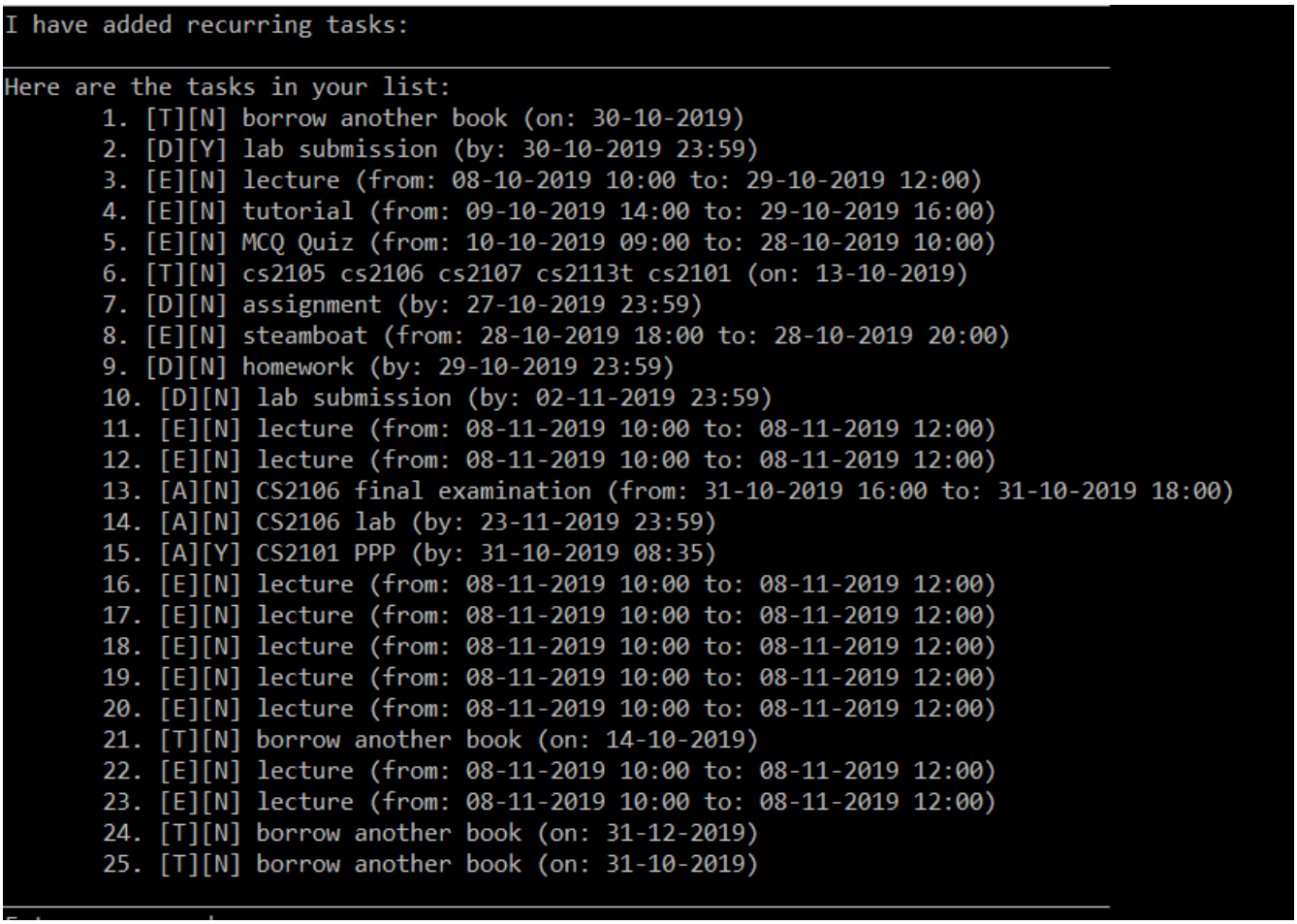

Figure 22. Output after selecting option 2

The command shows the new recurring task that was added.

3.6.2. Marking a task as done: `done`

You can mark tasks as completed so that you can track your progress.

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 2`

```
 Enter a command:
done 2

____________________________________________________________
 Nice! I've marked this task as done:
       [D][Y] homework (by: 13-10-2019 23:59)
```

Figure 23. Output of done command.

Marks the 2nd task in the list of tasks as done.

3.6.3. Deleting a task: `delete`

You can delete tasks that you have completed or are no longer valid.

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 10`

```
 Enter a command:
delete 10

____________________________________________________________
 Noted. I've removed this task:
       [D][N] homework (by: 14-10-2019 10:00)
 Now you have 23 tasks in your list.
```

Figure 24. Output of delete command

Deletes the 10th task in the list of tasks.

3.7. Productivity

3.7.1. Finding tasks quickly: `find`

You can quickly find anything you have inputted by providing **OOF** with a keyword.

Format: `find DESCRIPTION`

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

Example:

- `find complete`

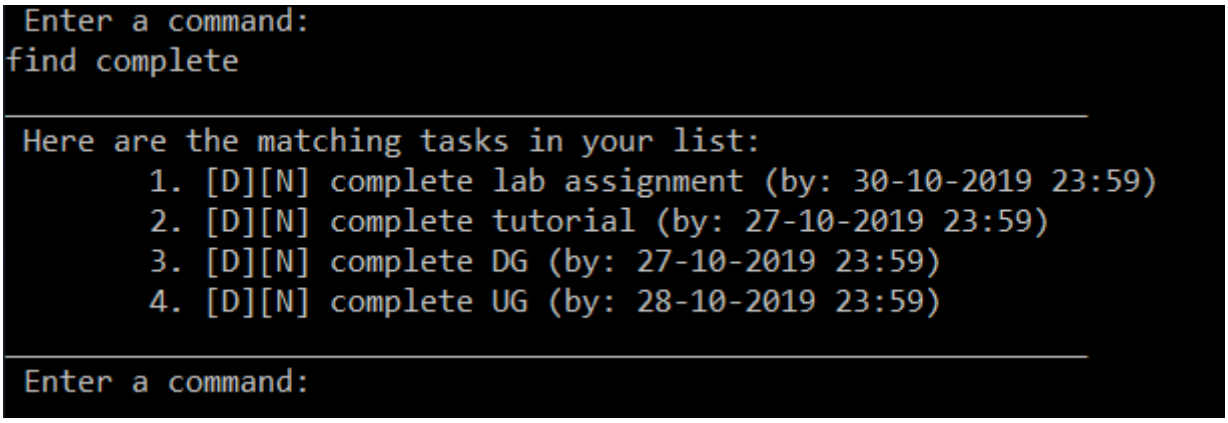

Figure 25. Output of find command

Finds tasks with `complete` in the description.

3.7.2. Viewing free time slots: `free`

You can view the time slots you are available on a specific day so that you can plan project meetings with your friends. You can also receive suggestions on which deadlines to complete in your free time if they are due one week from the date specified.

Format: `free DD-MM-YYYY`

- `DATE` has to **strictly** be in the format `DD-MM-YYYY`.
- `DATE` has to be either the current date or a date in the future.

Example:

- `free 08-11-2019`

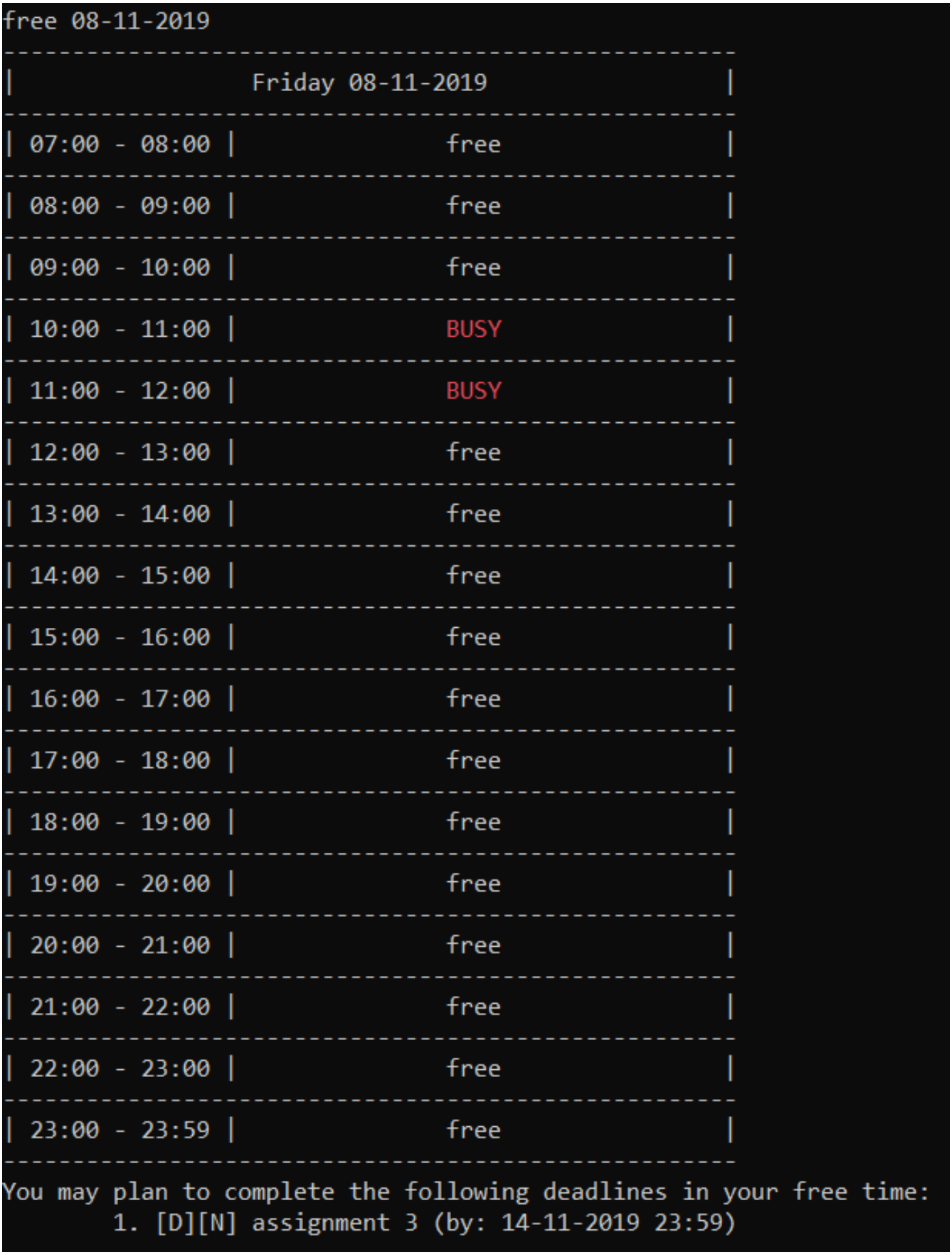

Figure 26. Viewing free time slots for "08-11-2019"

3.7.3. Setting reminders for upcoming deadlines: `NIL`

You can get reminders for any upcoming `deadline`.

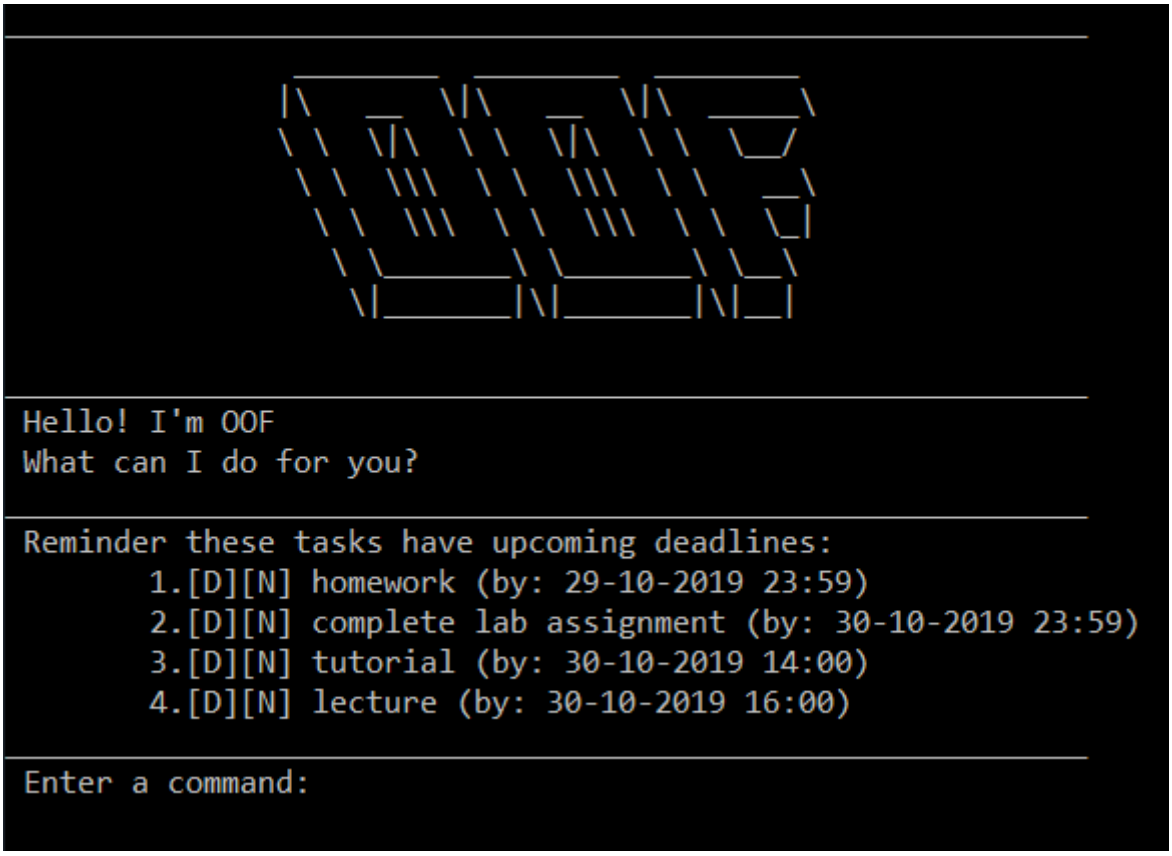

Figure 27. Reminder for upcoming deadlines

This command functions in the background so **OOF** automatically reminds you of the expiring tasks when you start our program.
You can set the `threshold` for **OOF** to remind you to complete your tasks. (The default threshold is 24 hours)
View the detailed description on the usage of `threshold` below.

3.7.4. Choosing a threshold for tasks: `threshold`

You can set a comfortable threshold to tell **OOF** when to remind you to complete your tasks.

Format: `threshold HH`

- `HH` represents the minimum number of hours from the current time to the `deadline` of tasks before **OOF** reminds you of those tasks.

Example:

- `threshold 48`

Example:

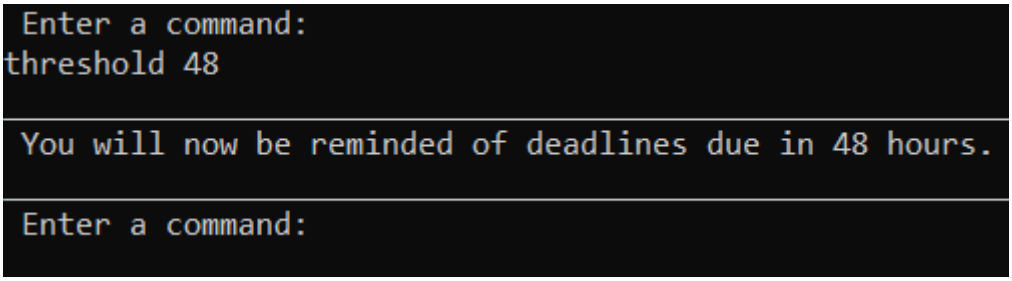

Figure 28. Output of threshold command

Tasks that have `deadline` within 48 hours from the current time will be in the reminders.

3.7.5. Starting/Stopping/Pausing Task Tracker: `tracker`

You can track a task from the current time.

Format: `tracker /INSTRUCTION TASK_INDEX MODULE_CODE`

Options for INSTRUCTION

start
: begin tracking a task from the current time.

pause
: pause tracking a task from the current time.

stop
: stop tracking a task from the current time.

view
: view a histogram featuring the total amount fo time spent on each module.

Example: `tracker /start 13 cs2101`

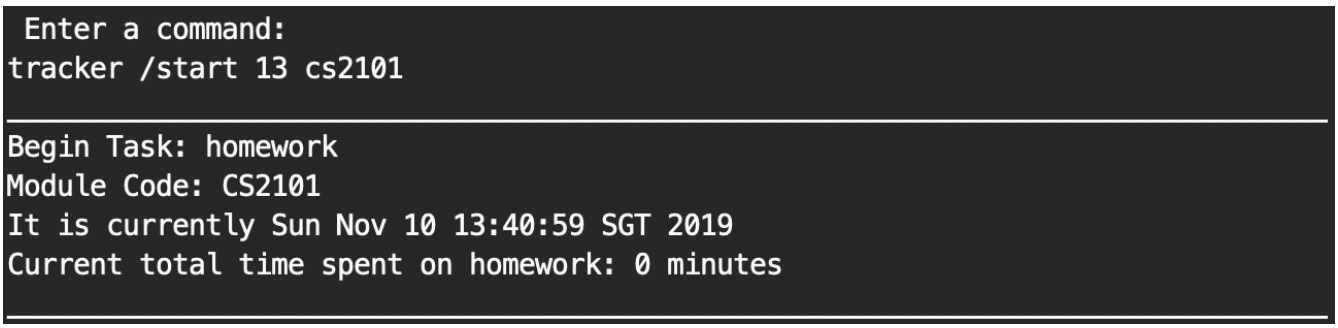

Figure 29. Starts Task Tracker

Example: `tracker /pause 13 cs2101`

```
 Enter a command:
tracker /pause 13 cs2101
____________________________________________________________
Pausing Task: homework
Module Code: CS2101
It is currently Sun Nov 10 13:43:01 SGT 2019
Total time spent on homework: 3 minutes
____________________________________________________________
```

Figure 30. Pauses Task Tracker

Example: `tracker /stop 13 cs2101`

```
 Enter a command:
tracker /stop 13 cs2101
____________________________________________________________
Ending Task: homework
Module Code: CS2101
It is currently Sun Nov 10 13:43:50 SGT 2019
Total time spent on homework: 3 minutes
____________________________________________________________
```

Figure 31. Stops Task Tracker

3.7.6. Viewing Task Tracker: `tracker`

You can view a histogram featuring the amount of time you spend on each module in blocks of 10 minutes.

Format: `tracker /view PERIOD`

Options for TIME_PERIOD

day
: filter time spent on each `Module` today.

week
: filter time spent on each `Module` over the last 7 days.

all
: filter time spent on each `Module` over all entries.

Example: `tracker /view week`

```
 Enter a command:
tracker /view week
____________________________________________________________
|
|       st2334 -- 2 minutes
|
| #     cs2106 -- 10 minutes
|
| #     cs2101 -- 10 minutes
|
| #     cs2101 -- 10 minutes
|
| #     cs2101 -- 10 minutes
|
| ####  cs2105 -- 40 minutes
____________________________________________________________
Total Time: 82 minutes
```

Figure 32. Displays Task Tracker by Module Code

3.7.7. View Task Tracker List: `tracker`

You can view a list of all your Task trackers.

Format: `tracker /list`

```
 Enter a command:
tracker /list
____________________________________________________________
 1. CS2106 lab -- 10 minutes
 2. CS2101 PPP -- 4 minutes
 3. lecture -- 40 minutes
 4. homework -- 2 minutes
 5. homework -- 3 minutes
 6. homework -- 1 minutes
```

Figure 33. Displays a list of Task Trackers

3.7.8. Delete a Task Tracker: `tracker`

You can delete a Task Tracker.

Format: `tracker /delete TRACKER_INDEX`

Example: `tracker /delete 6`

```
 Enter a command:
tracker /delete 6
____________________________________________________________
 Deleting tracker: homework -- 3 minutes
 Now you have 5 trackers in your list.
____________________________________________________________
```

Figure 34. Deletes a Task Tracker

3.8. Organisation

3.8.1. Listing tasks: `list`

You can list all the tasks that you have saved in **OOF**.

Format: `list`

Example:

- User enters `list`

```
 Enter a command:
list
____________________________________________________________
 Here are the tasks in your list:
       1. [T][Y] borrow another book (on: 13-10-2019)
       2. [D][N] homework (by: 13-10-2019 23:59)
       3. [E][N] lecture (from: 08-10-2019 10:00 to: 08-10-2019 12:00)
       4. [E][N] tutorial (from: 09-10-2019 17:00 to: 09-10-2019 18:00)
       5. [E][N] test (from: 10-10-2019 09:00 to: 10-10-2019 10:00)
       6. [T][N] cs2105 cs2106 cs2107 cs2113t cs2101 (on: 13-10-2019)
       7. [D][N] homework (by: 14-10-2019 23:59)
       8. [E][N] steamboat (from: 15-10-2019 18:00 to: 15-10-2019 20:00)
       9. [D][N] homework (by: 29-10-2019 23:59)
       10. [D][N] homework (by: 14-10-2019 10:00)
       11. [E][N] tutorial (from: 16-10-2019 17:00 to: 16-10-2019 18:00)
       12. [E][N] tutorial (from: 23-10-2019 17:00 to: 23-10-2019 18:00)
       13. [E][N] tutorial (from: 30-10-2019 17:00 to: 30-10-2019 18:00)
       14. [D][N] complete lab assignment (by: 30-10-2019 23:59)
       15. [T][N] go to make up lecture (on: 29-10-2019)
       16. [T][N] go to lecture (on: 27-10-2019)
       17. [D][N] complete tutorial (by: 27-10-2019 23:59)
       18. [D][N] complete DG (by: 27-10-2019 23:59)
       19. [D][N] complete UG (by: 28-10-2019 23:59)
       20. [D][N] tutorial (by: 30-10-2019 14:00)
       21. [D][N] lecture (by: 30-10-2019 16:00)
       22. [D][N] homework (by: 20-11-2019 13:00)
       23. [E][N] project meeting (from: 20-11-2019 13:00 to: 20-11-2019 17:00)
       24. [T][N] withdaw money (on: 19-11-2019)
____________________________________________________________
 Enter a command:
```

Figure 35. Output of list command

A list of tasks currently saved in **OOF** will be displayed.

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

You can view a summary of all the tasks to be done for the next day.

Format: `summary`

Example:

- `summary`

```
 Enter a command:
summary
____________________________________________________________
 Here are your tasks for 30-10-2019:
        1. [E][N] tutorial (from: 30-10-2019 17:00 to: 30-10-2019 18:00)
        2. [D][N] complete lab assignment (by: 30-10-2019 23:59)
        3. [D][N] tutorial (by: 30-10-2019 14:00)
        4. [D][N] lecture (by: 30-10-2019 16:00)
____________________________________________________________
 Enter a command:
```

Figure 36. Output of summary command

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

3.8.3. Viewing a summary of a day's task by date: `schedule`

You can view a summary of all the tasks and events on a specific day of your choice.

Format: `schedule DD-MM-YYYY`

- `DATE` has to strictly be in the format as stated above.

Example:

- `schedule 30-10-2019`

```
 Enter a command:
schedule 30-10-2019
____________________________________________________________
 Here are your tasks for 30-10-2019:
        1. [E][N] tutorial (from: 30-10-2019 17:00 to: 30-10-2019 18:00)
        2. [D][N] complete lab assignment (by: 30-10-2019 23:59)
        3. [D][N] tutorial (by: 30-10-2019 14:00)
        4. [D][N] lecture (by: 30-10-2019 16:00)
____________________________________________________________
 Enter a command:
```

Figure 37. Output of schedule command

Provides a summary of a list of todo, deadlines and events that will occur on `30-10-2019`.

3.8.4. Viewing tasks in week view: `viewweek`

You can view the tasks for any particular week in a table format so that you can have a grasp of what to expect for a particular or even track your own progress.

Format: `viewweek DD MM YYYY`

Note that the parameters `DD MM YYYY` are optional and the command will automatically show tasks for the current week if these parameters are not shown. The tasks for each day are chronologically sorted.

Example:

1. Type `viewweek` as a command and press `ENTER`

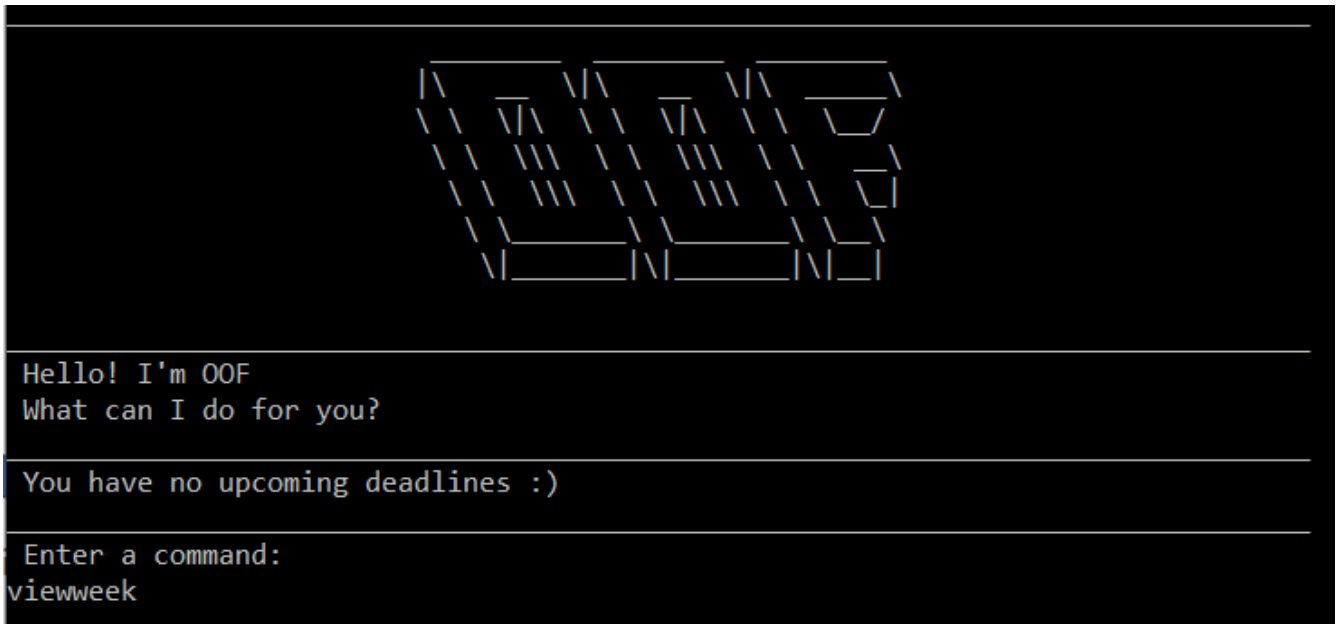

Figure 38. Typing viewweek into OOF

2. `OOF` displays tasks for the week for you.

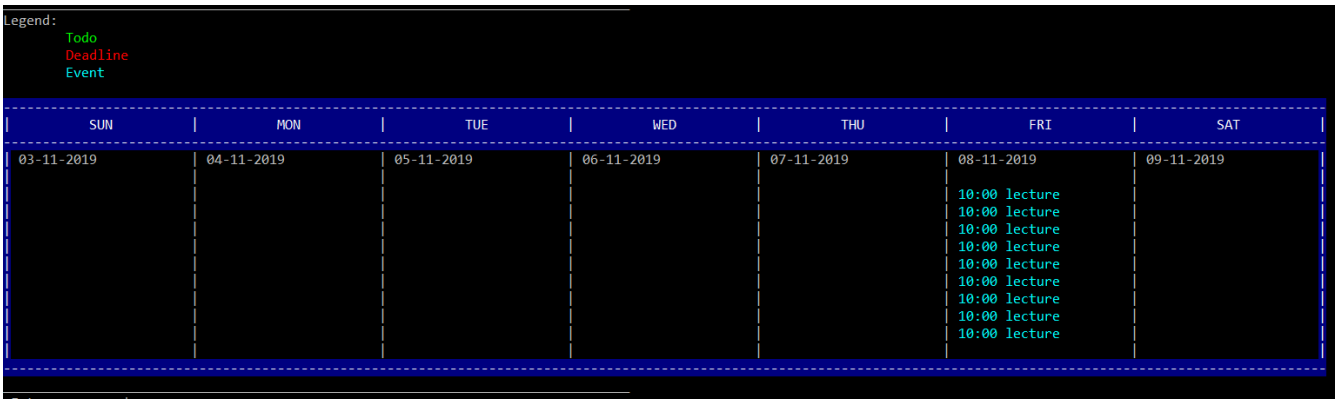

Figure 39. Typing viewweek without date

3. If you wish to display tasks for a particular week, you can input `DD MM YYYY`.

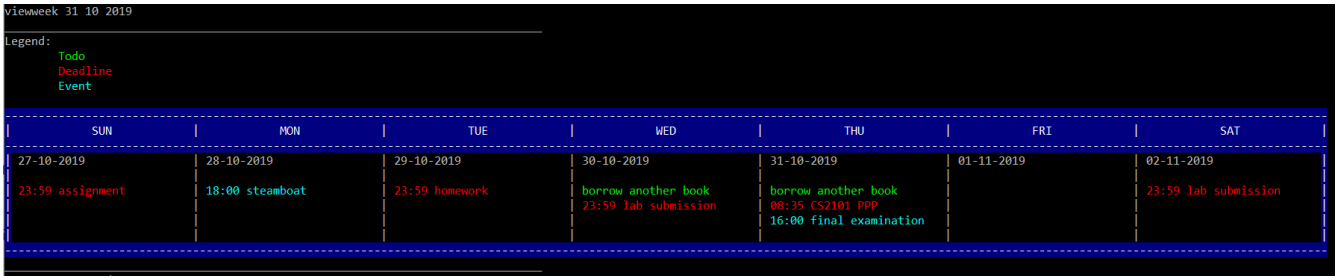

Figure 40. Typing viewweek with date

3.8.5. Viewing all tasks in calendar view: `calendar`

You can view all your tasks for any month so that you are aware of your schedule for that month.

Format: `calendar MM YYYY`

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

Note that if `MONTH` and `YEAR` arguments are invalid (e.g. `calendar 13 2019`) or missing (e.g. `calendar`), the calendar for the current month and year (according to system settings) will be displayed

Example: `calendar 11 2019`

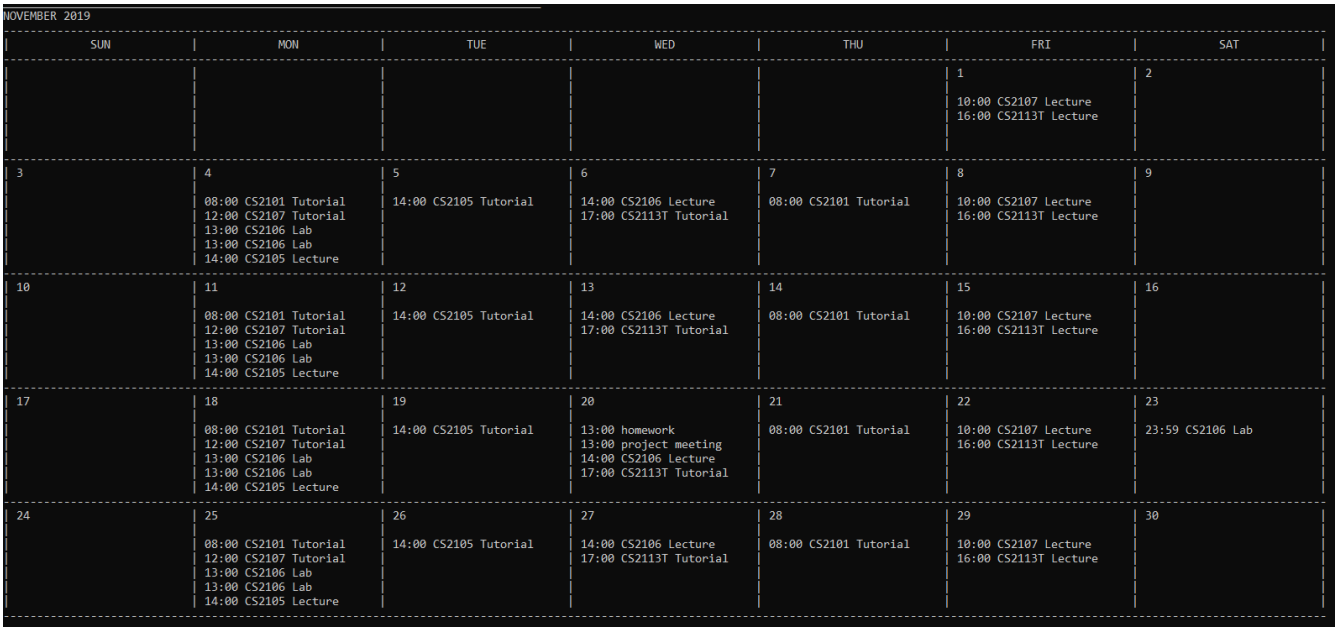

Figure 41. Viewing Calendar for month of November 2019

3.9. *Coming soon in v2.0*

3.9.1. Viewing incomplete tasks: `undone`

You can view the list of all the tasks not done that were brought forward to the next day.

Format: `undone`

Example:

- `undone` You can postpone the tasks that were not fulfilled to the next day.

3.9.2. Filtering tasks by categories: `filter`

You can 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`
  You can display all todo tasks.

3.9.3. Adding a task: `tentative`

You can add 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`.

3.9.4. Adding a task: `do-after`

You can add 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.

3.9.5. Adding a task: `range`

You can add a task that needs to be completed within a certain time period

Format: `range DESCRIPTION /from DD-MM-YYYY /to DD-MM-YYYY`

- `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 `study for exam` and between `01-10-2019 21:00` to `05-10-2019 11:00`.

3.9.6. Viewing two different calendars side-by-side: `viewDual`

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

Format: `viewDual`

3.9.7. Exporting the calendar: `export`

You can 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: You can use the `calendar` command.

Q: How do I transfer my data to another Computer?
A: You can copy the entire directory containing our program into the destination directory.

Q: How do I save my tasks in **OOF**?
A: You are not needed to explicitly save the tasks as **OOF** will automatically save all tasks that are added during runtime.

5. Command Summary

5.1. Available Commands

View the list of features and their usages.

- **Help**: `help`

You can view the usage of a specific command by typing `help COMMAND`, where `COMMAND` is the name of the command. e.g. `help calendar`

Managing Semesters.

- Adding a **Semester**: `semester /add YEAR /name SEMESTER /from DD-MM-YYYY /to DD-MM-YYYY`
  e.g. `semester /add 19/20 /name Semester 2 /from 05-01-2020 /to 05-05-2020`
- Deleting a **Semester**: `semester /delete INDEX`
  e.g. `semester /delete 1`
- Selecting a **Semester**: `semester /select INDEX`
  e.g. `semester /select 1`
- Viewing selected **Semester**: `semester`
- Viewing list of **Semester**: `semester /view`

Managing Modules.

- Adding a **Module**: `module /add MODULE_CODE /name MODULE_NAME`
  e.g. `module /add CS1010 /name Programming Methodology`
- Deleting a **Module**: `module /delete INDEX`
  e.g. `module /delete 1`
- Selecting a **Module**: `module /select INDEX`
  e.g. `module /select 1`
- Viewing selected **Module**: `module`
- Viewing list of **Module**: `module /view`

Managing Lessons.

- Adding a **Lesson**: `lesson /add NAME /day DAY /from HH:MM /to HH:MM`
  e.g. `lesson /add Lecture /name TUESDAY /from 08:00 /to 10:00`
- Deleting a **Lesson**: `lesson /delete INDEX`
  e.g. `lesson /delete 1`
- Viewing list of **Lesson**: `lesson`

Add an assignment task.

- **Assignment**: `assignment DESCRIPTION /by DD-MM-YYYY`
  e.g. `assignment Assignment 1 /by 31-10-2019 23:59`

Add an assessment task.

- **Assessment**: `assessment DESCRIPTION /from DD-MM-YYYY /to DD-MM-YYYY`
  e.g. `assessment Finals /from 01-12-2019 10:00 /to 01-12-2019 12:00`

Add a deadline task.

- **Deadline**: `deadline DESCRIPTION /by DD-MM-YYYY`
  e.g. `deadline homework /by 20-09-2019 13:00`

Add an event with start and end time.

- **Event**: `event DESCRIPTION /from DD-MM-YYYY /to DD-MM-YYYY`
  e.g. `event project meeting /from 20-09-2019 13:00 /to 20-09-2019 17:00`

Add a todo on a specific date.

- **Todo**: `todo DESCRIPTION /on DD-MM-YYYY`
  e.g. `todo withdraw money /on 19-09-2019`

Set a recurring task.

- **Recurring**: `recurring INDEX NUMBER_OF_OCCURRENCES FREQUENCY`
  e.g. `recurring 1 1 1`

List all the tasks you have saved in **OOF**

- **List**: `list`

Mark a task as done.

- **Done**: `done INDEX`
  e.g. `done 1`

Delete a specific task.

- **Delete**: `delete INDEX`
  e.g. `delete 1`

Find any task using keywords.

- **Find**: `find DESCRIPTION`
  e.g. `find withdraw money`

Set a threshold in hours for reminders.

- **Threshold**: `threshold HH`
  e.g. `threshold 48`

Check your schedule on a particular day.

- **Schedule**: `schedule DD-MM-YYYY`
  e.g. `schedule 04-10-2019`

View a summary of your tasks for the next day.

- **Summary**: `summary`

View free time slots on a specific day.

- **Free**: `free DD-MM-YYYY`
  e.g. `free 10-10-2019`

View all tasks in a table form for any particular week.

- **ViewWeek**: `viewweek DD MM YYYY` e.g. `viewweek 30 10 2019`

Note that the parameters `DD MM YYYY` are optional and the command will automatically show tasks for the current week if these parameters are not shown. The tasks in each day is chronologically sorted.

View tasks for any particular month in calendar format.

- **Calendar**: `calendar MM YYYY`
  e.g. `calendar 10 2019`

Note that the parameters `MM YYYY` are optional and the command will automatically show tasks for the current month if these parameters are not shown. The tasks in each day is chronologically sorted.

View reminder for `deadlines` based on the threshold set.

- **Reminder**: `NIL`

This feature runs on startup.

Starts Task tracker.

- **Start Task Tracker**: `tracker /start TASK_INDEX MODULE_CODE`
  e.g. `tracker /start 20 cs2113t`

Pauses Task tracker.

- **Pause Task Tracker**: `tracker /pause TASK_INDEX MODULE_CODE`
  e.g. `tracker /pause 20 cs2113t`

Stops Task tracker.

- **Stop Assignment Tracker**: `tracker /stop TASK_INDEX MODULE_CODE`
  e.g. `tracker /stop 20 cs2113t`

View Task tracker diagram.

- **View Task Tracker**: `tracker /view TIME_PERIOD`
  e.g. `tracker /view week`
- **List Task Trackers**: `tracker /list`
- **Delete a Task Tracker**: `tracker /delete TRACKER_INDEX`
  e.g. `tracker /delete 1`

Exit **OOF** by using this command.

- **Bye**: `bye`

5.2. Coming Soon

- **Tentative**: `tentative DESCRIPTION`

- **Do-after**: `do-after INDEX DESCRIPTION`
- **Filter**: `filter CATEGORY`
- **ViewUndone**: `viewUndone`
- **Range**: `range`
- **ViewDual**: `viewDual`
- **Export**: `export`