

JelphaBot - User Guide

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1. Preface

1.1. Introduction

Welcome to JelphaBot!

If you are just starting out, the quick start section below will help you get JelphaBot started right away! It will equip you with the basics so that you can quickly enjoy and master the features offered.

JelphaBot is a **desktop app for managing tasks** specially designed by and for NUS students that allows you to **recognise important tasks at a glance** so that you can prioritise commitments and manage your time.

You can enter commands in JelphaBot through a **Command Line Interface (CLI)**, which means that if you can **type quickly**, JelphaBot can help you get work done faster than a traditional mouse-controlled Graphical User Interface (GUI), **while still retaining the benefits of a beautiful user interface**.

Upon running JelphaBot, you will see various components on it's main display screen. The components of the main screen is labelled below.

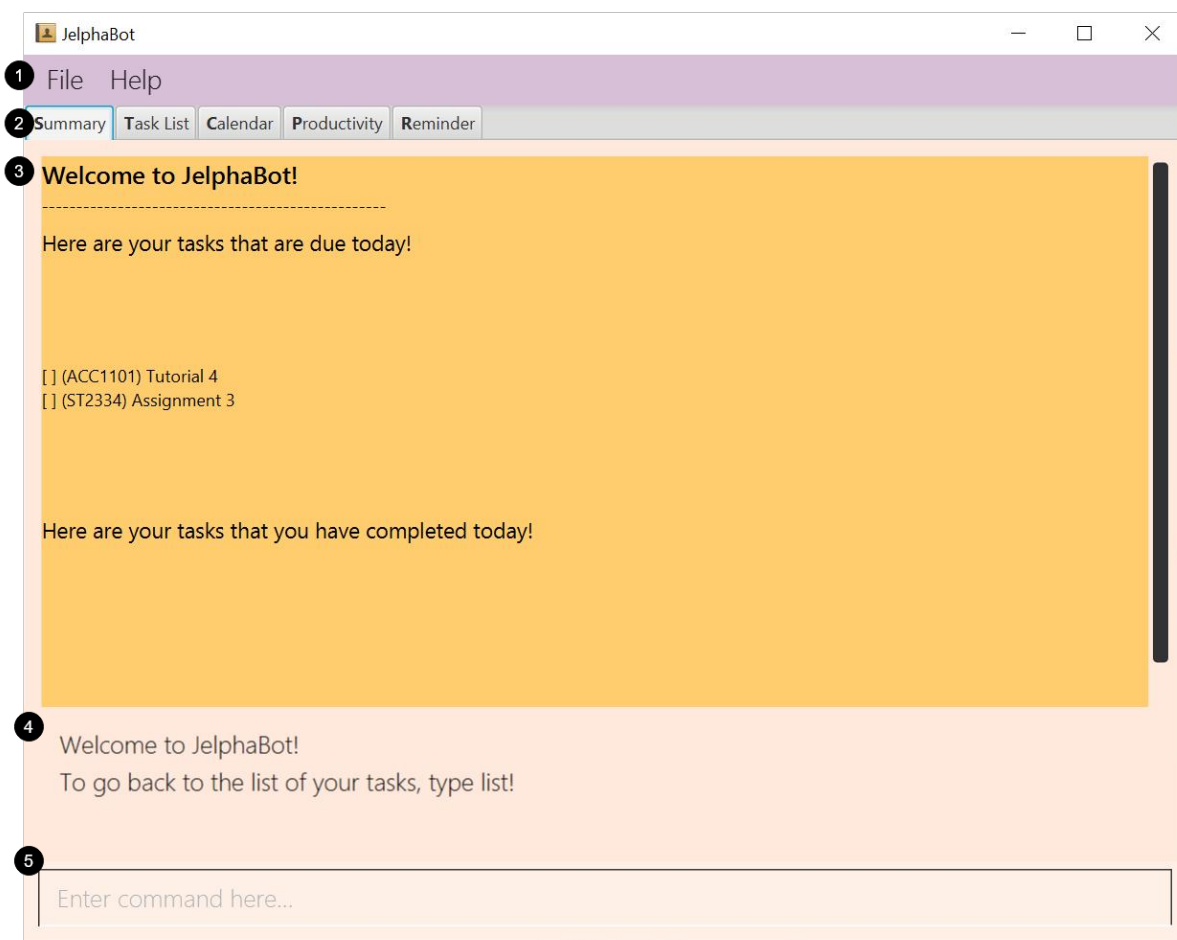


Figure 1. Brief overview of the app

The function of each component is as follows:

1. **Menu bar:** You can access common commands such as **help** and **exit** by clicking the menu items here.
2. **Tabs Pane:** This is where you can navigate between the different features located in various tabs.
3. **Main Panel:** This is the main display screen which corresponds to the tab it is under.
4. **Results Display:** This is where JelphaBot interacts with you by showing you the results of your commands!
5. **Command Box:** This is where you key in your commands.

As seen from above, JelphaBot has five tabs; [Summary](#), [Task List](#), [Calendar](#), [Productivity](#) and [Reminder](#). Each tab provides a specific feature aimed to help you manage your tasks and deadlines more productively!

Interested? Jump to the [Section 2, “Quick Start”](#) to get started. Enjoy!

1.2. Using this User Guide




1.2.1. Purpose of this Guide

This User Guide is filled with information to help you set up and make the best out of you very own JelphaBot! You will be able to learn more about the commands that are available for you, together with examples of how they are used. These commands are also consolidated under [this section](#) for your convenience.

1.2.2. Notation used in this Guide

To aid in your understanding throughout this User Guide, you may find below the different symbols and formatting used throughout this guide.

Table 1. Common symbols used throughout this guide.

Symbol	What does it mean?
command	Command that can be typed into the command box
Key	A Key that you should press on your keyboard
	Tips and tricks that might be useful
	Additional information that is good to know
	Important pointers to take note
link	Link to another section or website

2. Quick Start

1. Ensure you have Java 11 or above installed in your Computer.
2. Download the latest `jelphabot.jar` [here](#).
3. Copy the file to the folder you want to use as JelphaBot's home folder.



This is important because it decides where your information is saved!
Ensure that JelphaBot has write permissions to that folder.

4. Double-click the file to start the app. The GUI should appear in a few seconds.
JelphaBot should initialize with a sample list of tasks as shown in the following diagram.

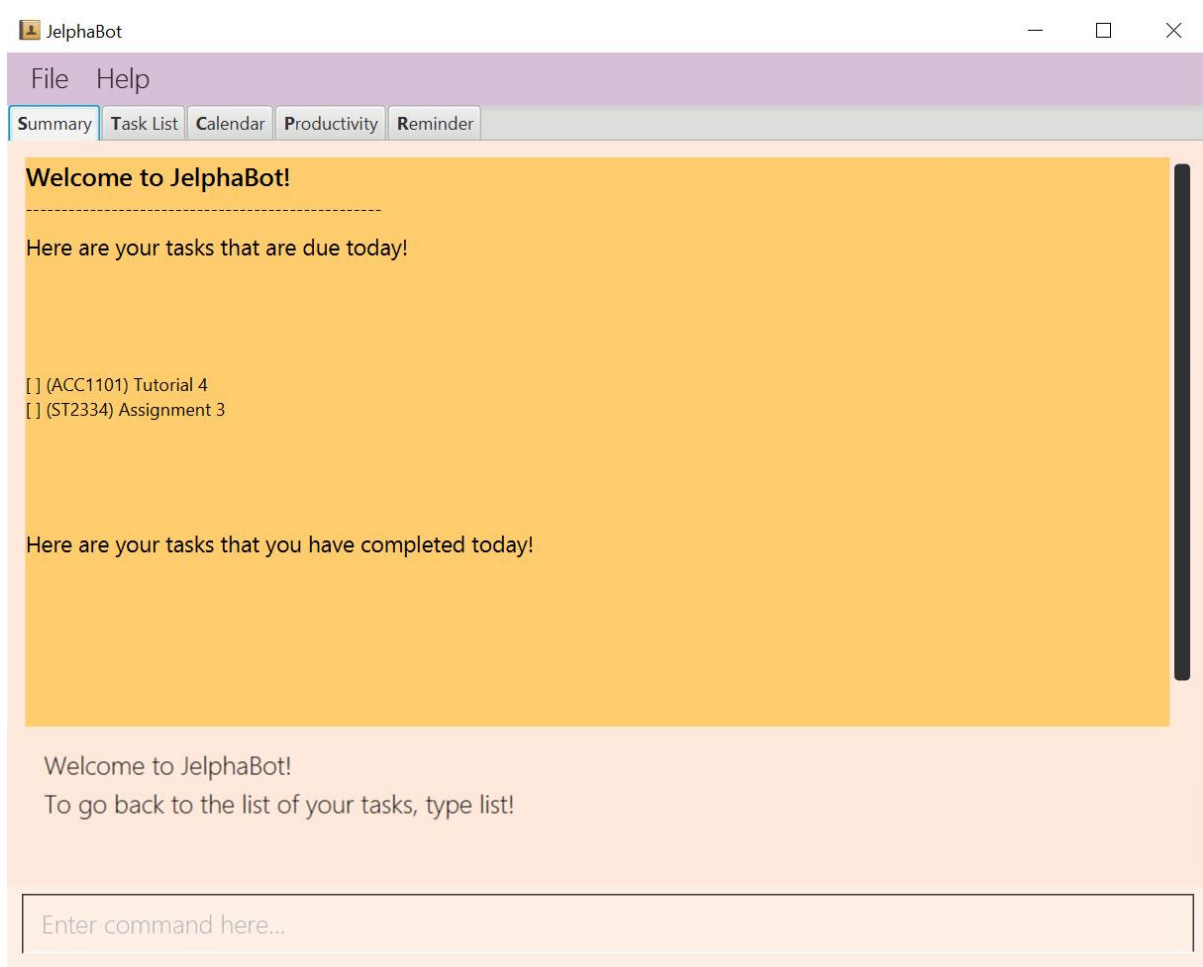


Figure 2. Expected result after running JelphaBot



The sample list of tasks helps test if you installed JelphaBot correctly!
If you do not see this, please try deleting JelphaBot and its accompanying files and folders and repeat steps 2 to 4.

5. Type a command in the command box and press `Enter` to execute it.

e.g. typing `help` and pressing `Enter` will open the help window.

6. Some example commands you can try:

- `add/Assignment 1 dt/10-Mar-2020 23 59 m/CS2103T` : adds a task with description `Assignment 1` to the task list.
- `list` : lists all tasks.
- `delete1` : deletes the 1st task shown in the current list.
- `exit` : exits the app.



You can use the `UP` and `DOWN` keys to view your last entered commands, and `Ctrl` + `Tab` to navigate to the next tab quickly!

7. Refer to [Section 3, “Features”](#) to learn about how each command can help you.

A summarized list of commands is available [here](#).

3. Features

In this section, you can find details about the commands that JelphaBot supports. These include the function of the command, its format, and example usages.

For easier navigation, this guide will go through features according to the order of tabs shown on the User Interface.

3.1. Common commands

3.1.1. Viewing help : **help**

If you can't recall the command you need, you can enter the **help** command in any panel.

A help window appear with a link to this user guide.

Format: **help**

*Figure 3. Expected result after running **help***

3.1.2. Exiting the program : **exit**

You can exit the program anytime by entering the **exit** command directly from any panel.

Format: **exit**

3.1.3. Switching between tabs

You can switch between tabs anytime by pressing **Ctrl** + **Tab** on your keyboard to move to the next tab on the right. If you are already on the rightmost tab, it wraps around to the leftmost tab. You can also move to tabs directly by using the respective shortcut commands. To make JelphaBot easier to use for experienced users, command shortcuts are provided. Easily remember command shortcuts by checking the bolded letter in the title of every panel!

Table 2. List of applicable Switch Tab commands.

Command	Tab switched to
summary , :s	Summary
list , :t	Task List
calendar , :c	Calendar
productivity , :p	Productivity
remindertab , :r	Reminder

3.2. Summary (Eden)

This tab will be the first panel you see after entering JelphaBot!

This section gives you a minimalistic overview of the day, namely tasks that you have due within the day, and tasks that you have completed within the day! Tasks displayed will only have it's module code as well as their description for simplicity!

3.2.1. Viewing the summary tab: `summary`

You can enter the `summary` command or its shortcuts `:S` or `:s` to manually switch to the summary tab. The summary panel will then display a summary of your tasks due and completed today.

Format: `summary`

Shortcut: `:S` or `:s`

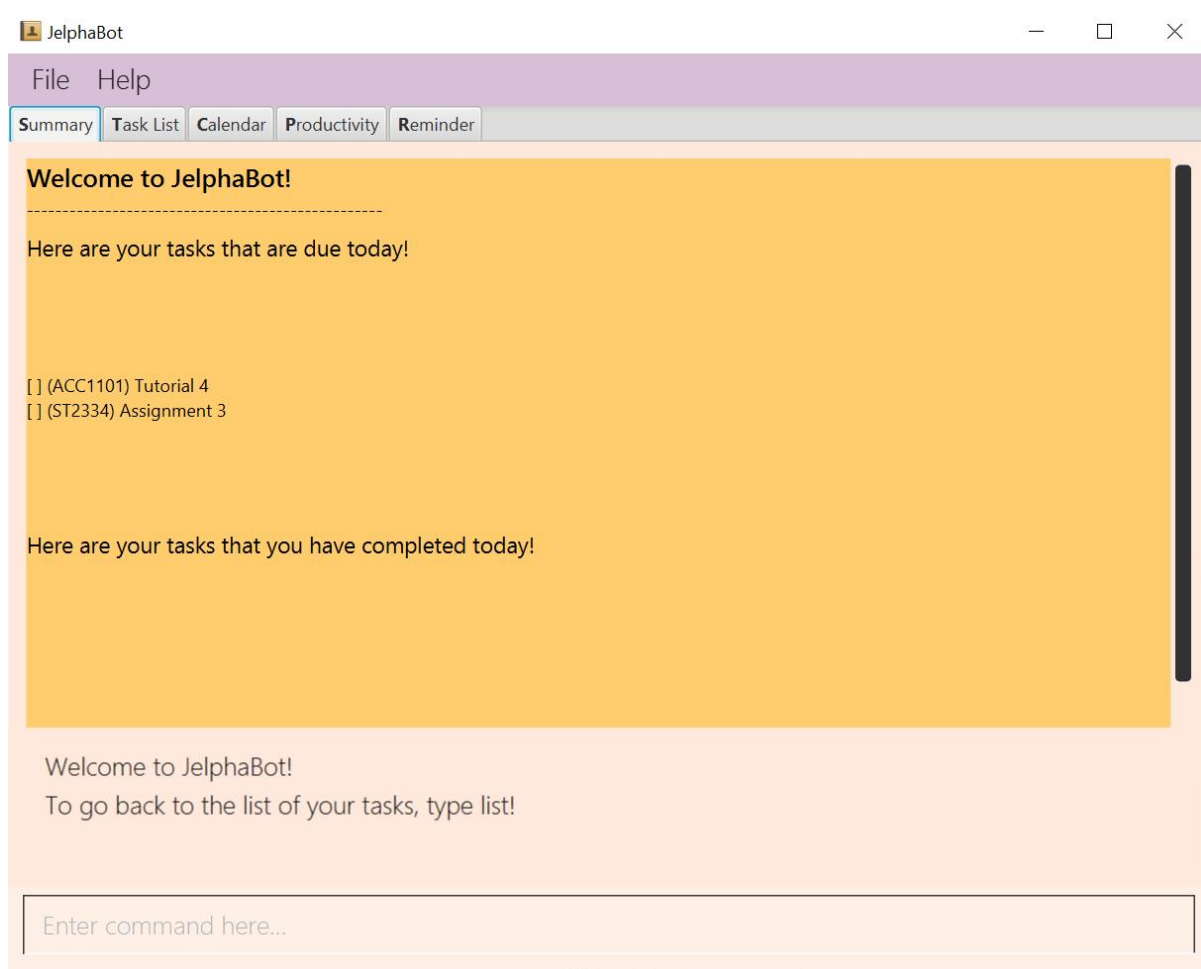


Figure 4. Example of expected result after running `summary`

Displays the two dropdown tabs that show the tasks that are Due Today, and Completed Today.

Once a task under the Due Today tab is marked as done, it will appear under the Completed Today tab.

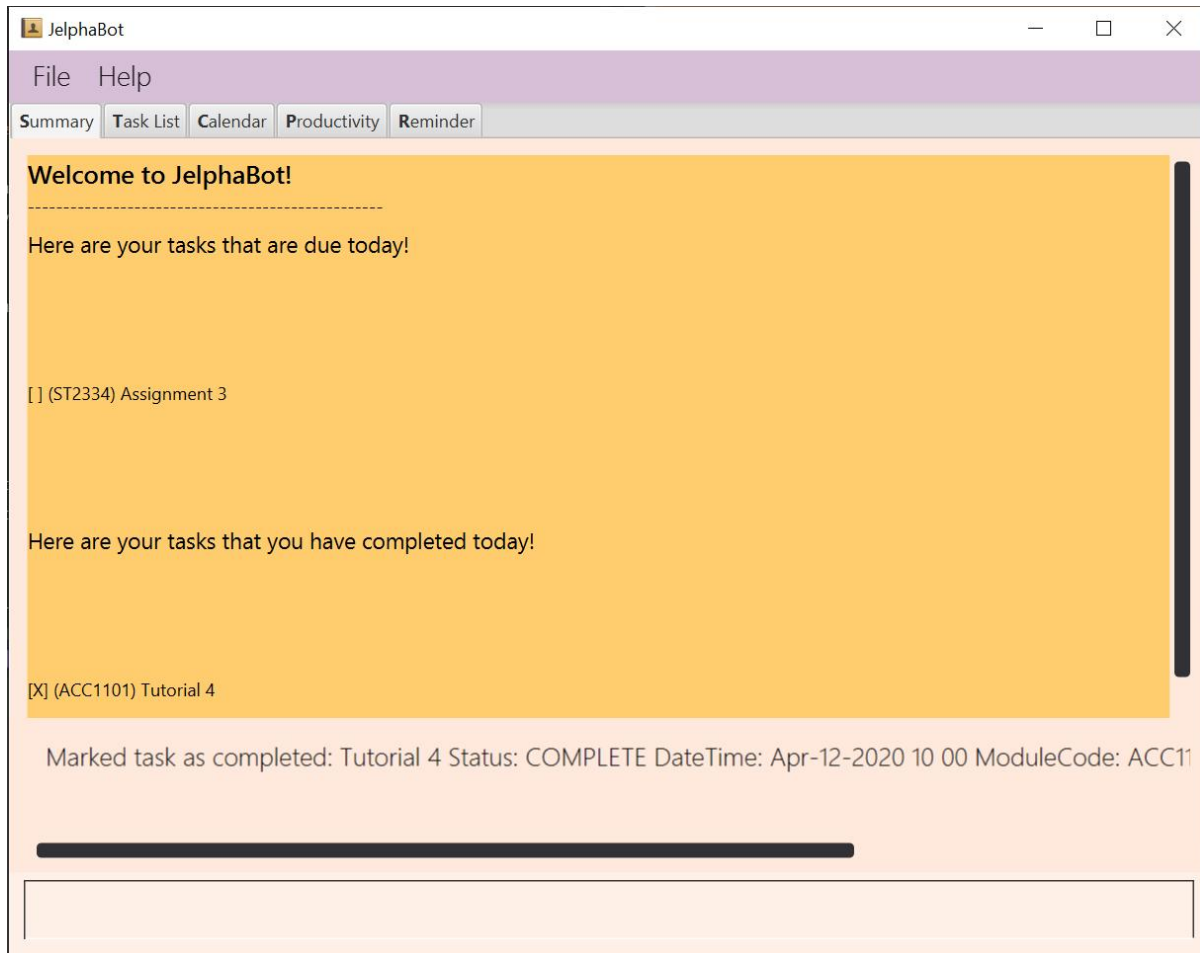


Figure 5. Expected view of the Summary tab after completing the task, ACC1101 Tutorial 4

3.3. Managing Tasks (Yao Jie)

JelphaBot allows you to track and manage your tasks comprehensively as well! You can view and sort all your tasks from the Task List page.

You can enter the `list` command or its shortcuts `:T` or `:t` to instantly switch to the task list tab. The task list panel will then display all your tasks sorted into various categories.

Format: `list`

Shortcut: `:T` or `:t`

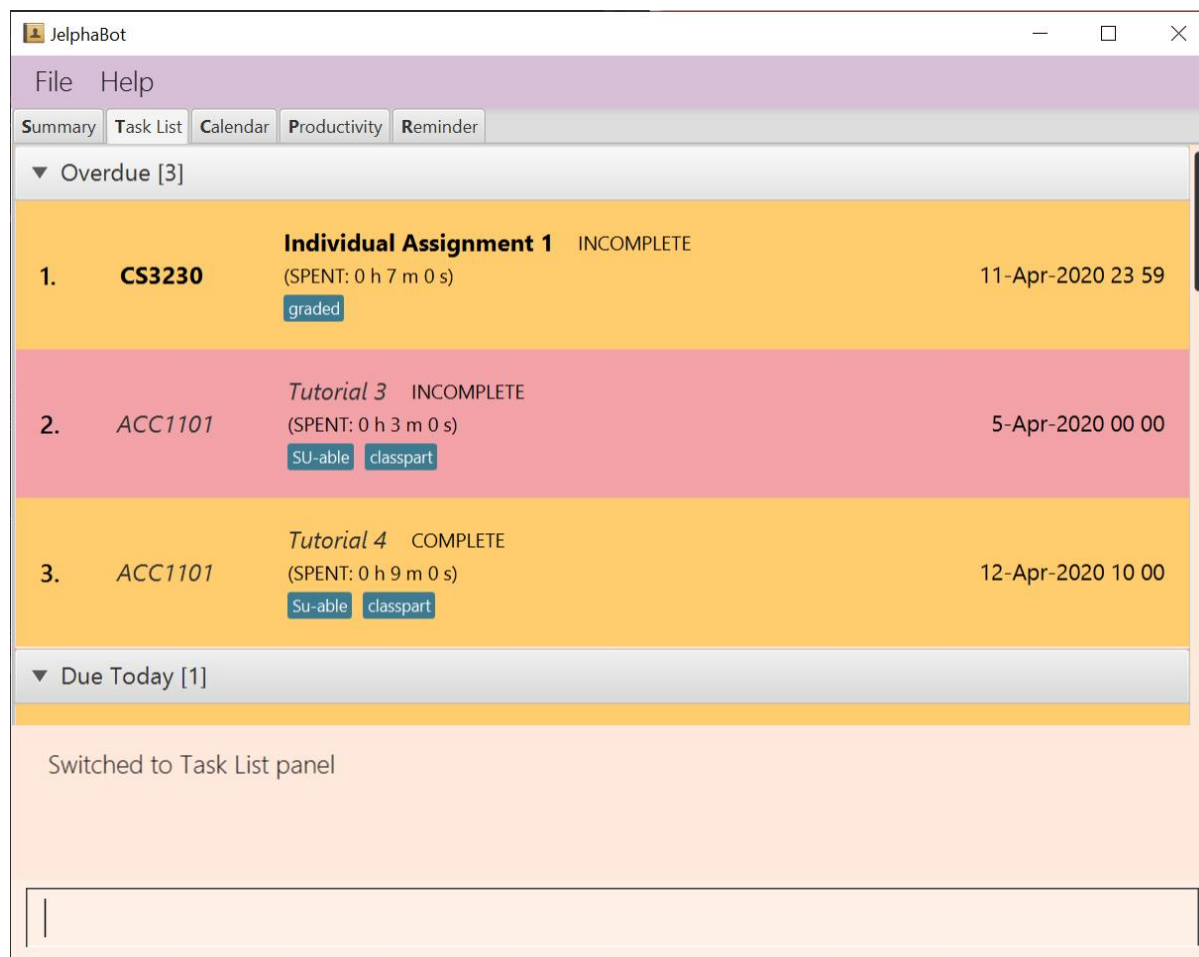


Figure 6. Example of expected result after running `list`

3.3.1. Reading the Task List

The task list is formatted so that you can distinguish urgent tasks at first glance. The start of every task is labelled with a module code so that you can visually categorize them. Tasks are tagged according to their importance:

- Default priority
- **High Priority** tasks will be **bolded** to denote important tasks.
- *Low priority* tasks will be *italicized* to denote optional tasks.

The start of every task will be labelled with a module code so that you can visually categorize them. Go [here](#) to read more about adding tasks with priority and [here](#) for editing task priority.

Command Format for Task list commands

- Parts of the command in `UPPER_CASE` represent command parameters that have to be supplied by you.
e.g. in `add d/DESCRIPTION`, `DESCRIPTION` represents a field where you can provide the appropriate description, such as `add d/Assignment 1`.
- Parameters in square brackets are optional e.g `d/DESCRIPTION [p/PRIORITY]` can be used as `d/Assignment 1 p/0` or as `d/Assignment 1`.
- Parameters with a trailing `...` can be used as many times as you want, or can also be omitted.
e.g. `[t/TAG]...` can be used once as `t/project`, or multiple times like `t/project t/graded`, and so on.
- Parameters can be in any order e.g. if the command specifies `d/DESCRIPTION p/PRIORITY`, `p/PRIORITY d/DESCRIPTION` is also acceptable.

3.3.2. Adding a Task: add

You can add a task to your task list.

Format: `add d/DESCRIPTION dt/DATETIME m/MODULE_CODE [p/PRIORITY] [t/TAG]...`

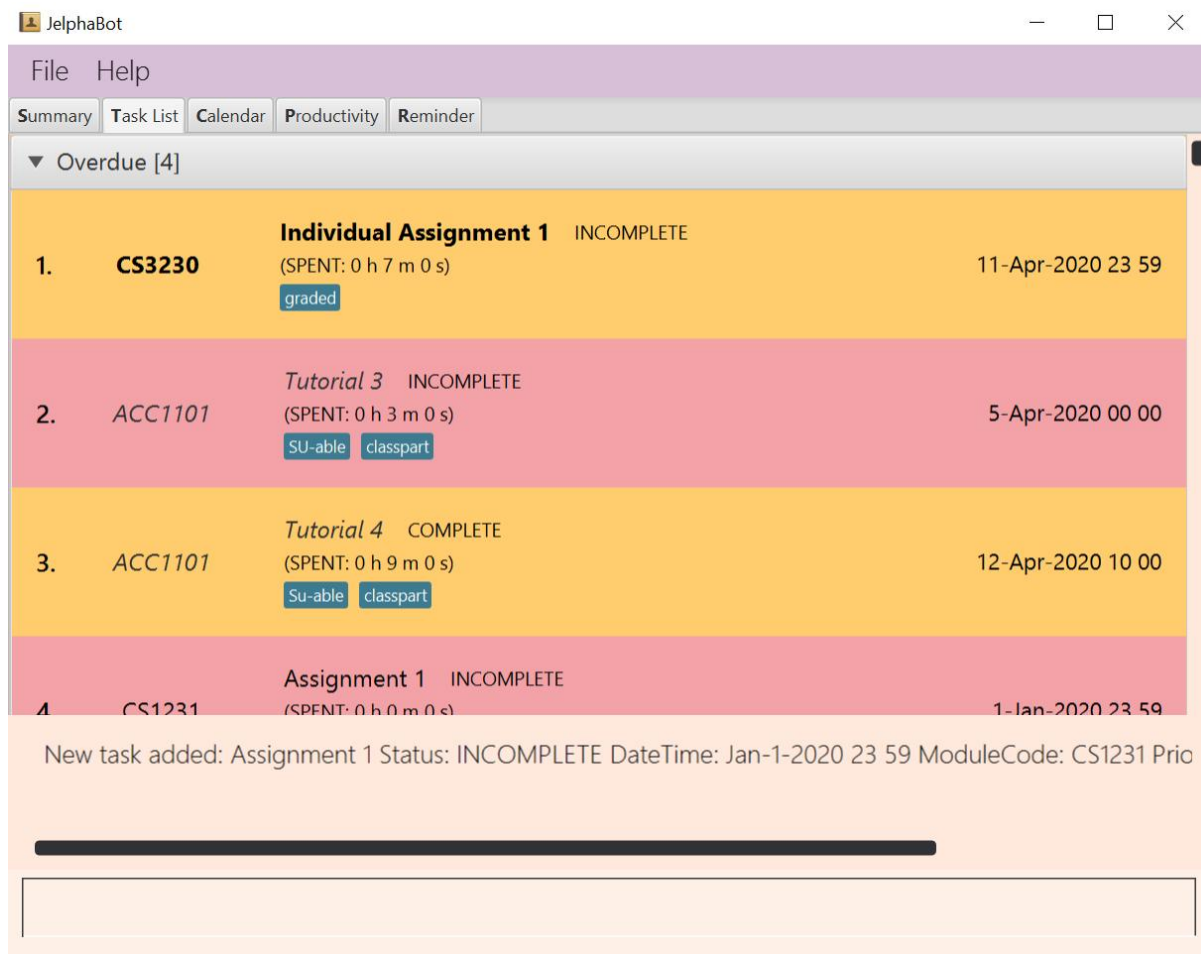


Figure 7. Example of an expected result after running `add d/Assignment 1 dt/Jan-01-2020 23 59 m/CS1231 t/graded`

- For `dt/DATETIME` inputs, please use the format `MMM-dd-YYYY HH mm`.
 - `MMM`: the corresponding month in 3 letters.
 - `dd`: the corresponding day in 2 numbers.
 - `YYYY`: the corresponding year (AD) as 4 numbers.
 - `HH`: the hour the task is due, in 24-hour format.
 - `mm`: the minute the task is due.
- Values that `p/PRIORITY` can take are -1, 0 or 1.



Format of the month in `DATETIME` (`MMM`) input has to have the first letter in upper-case.

E.g `Mar` instead of `mar` when specifying the month of March.

Examples:

- `add d/Assignment 1 dt/Jan-01-2020 23 59 m/CS3230 p/1`
- `add d/Project TP dt/Jan-01-2020 23 59 m/CS2103T p/1 t/pair t/work`



A task can have any number of tags (including 0)!

If the priority field is not specified, the default priority used is Normal Priority.

3.3.3. Listing all Tasks : `list`

You can list all tasks in your task list. Optional arguments can be added to dictate sorting order for your tasks.

Format: `list [SORTING_ORDER]`

- If no `SORTING_ORDER` is provided, tasks will be grouped by date by default, similar to the task list's tab default page as mentioned in the start of this section.
- Valid `SORTING_ORDER` values are `date` (groups tasks by date) and `module` (Groups tasks by module code)

Group Tasks by Date : `list date`

You can group tasks based on their due date. This is also the default interface for the task list tab.

Format: `list date`

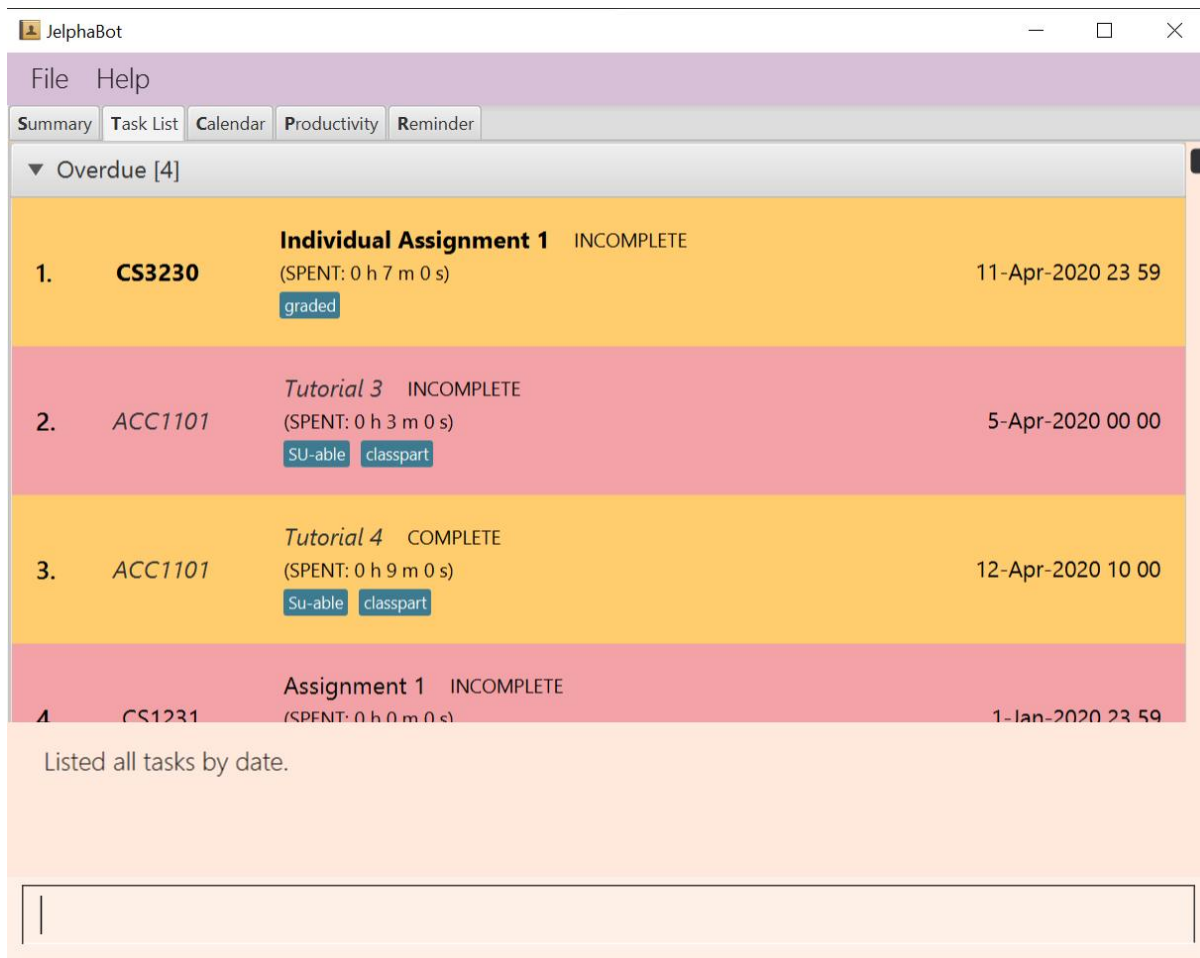


Figure 8. Example of an expected result after running `list date`

`list date` allows you to group your tasks into the following categories:

- **Pinned** [Coming in V2.0]
(Pinned tasks will always be displayed at the top. To read more about pinning tasks, go [here](#))
- **Overdue**
(Shows tasks which are past their due date)
- **Due Today**
(Shows tasks not overdue and due by the end of the current day)
- **Due This Week**
(Shows tasks due within the next seven days)
- **Due Sometime**
(Shows all other tasks that do not fit into prior categories)

These categories are arranged to make it easier for you to see what is immediately due. By moving tasks that are due soon to the top of the list, you can decide what to focus your time on.

Group Tasks by Module : `list module`

You can also group your tasks based on their module code.

Format: `list module`

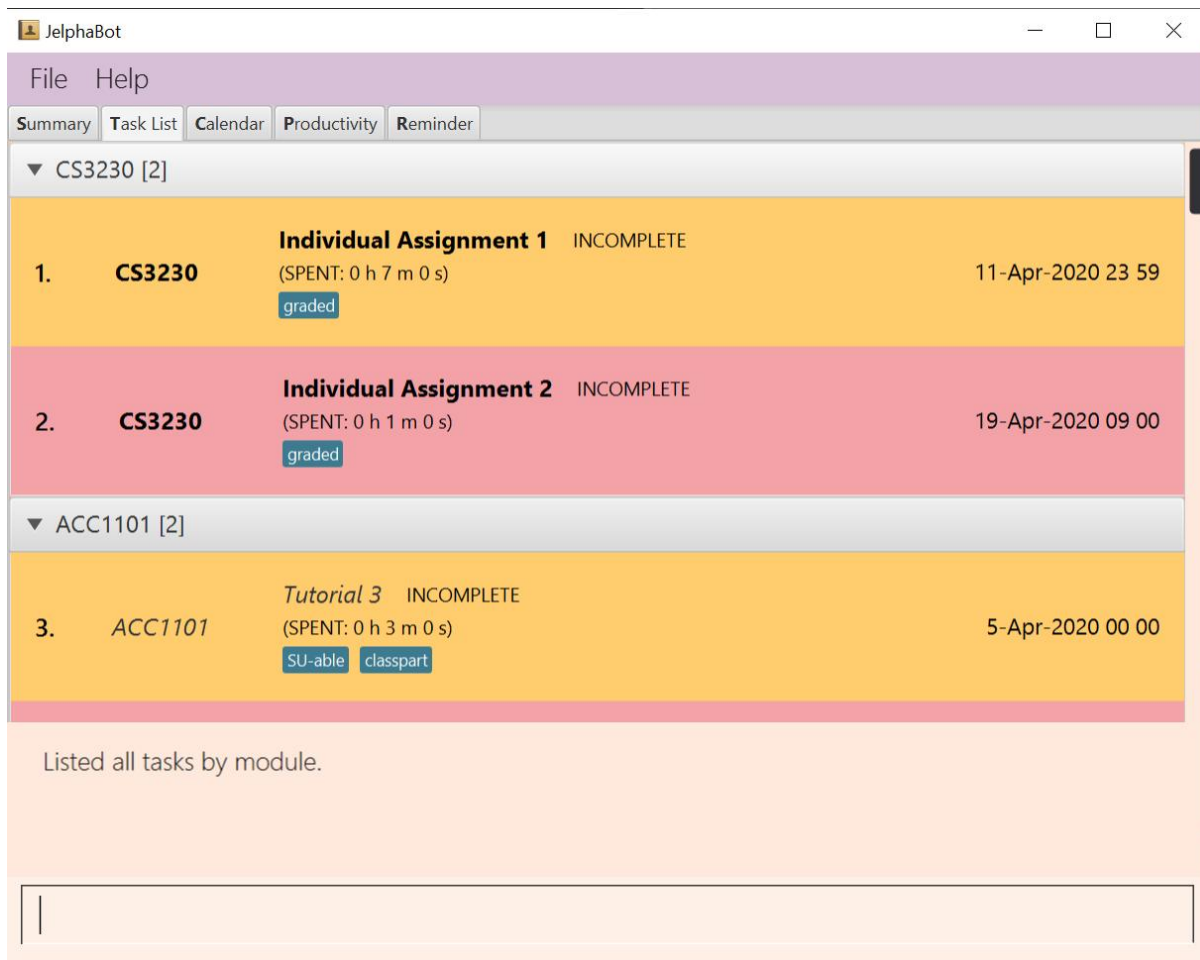


Figure 9. Example of an expected result after running `list module`

This grouping allows you to manage your time by tracking the amount of time spent on each module. You can also see which modules are more intensive or have upcoming projects or assignments due.

3.3.4. Locating Tasks by name: find

You can find tasks in your task list with description containing any of the given keywords.

Format: `find KEYWORD [MORE_KEYWORDS]`

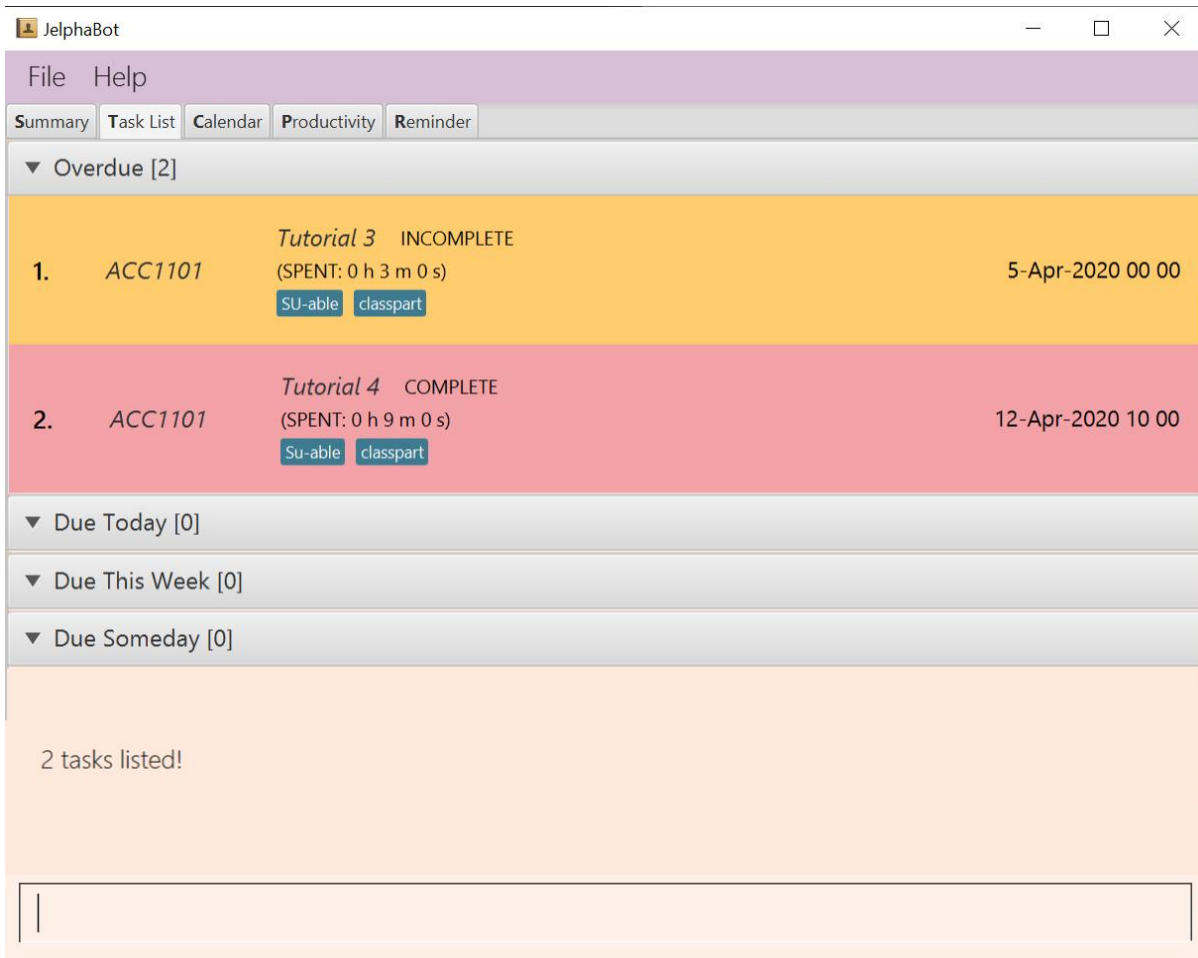


Figure 10. Example of an expected result after running `find tutorial`

- The search is case insensitive. e.g `tut` will match `Tut`
- The order of the keywords does not matter. e.g. `project Work` will match `Work project`
- Only the description is searched.
- Only full words will be matched e.g. `Tut` will not match `Tutorial`
- Tasks matching at least one keyword will be returned (i.e. `OR` search). e.g. `Project Work` will return `Project Group`, `Work meeting`

Examples:

- `find assignment`
Returns `Assignment 1` and `assignment task`
- `find Tutorial Project MidTerm`
Returns any task having descriptions of `Tutorial`, `Project`, or `MidTerm`

3.3.5. Editing a Task : `edit`

You can edit an existing task in your task list.

Format:

`edit INDEX [d/DESCRIPTION] [dt/DATETIME] [m/MODULE_CODE] [p/PRIORITY (-1, 0, or 1)] [t/TAG]...`

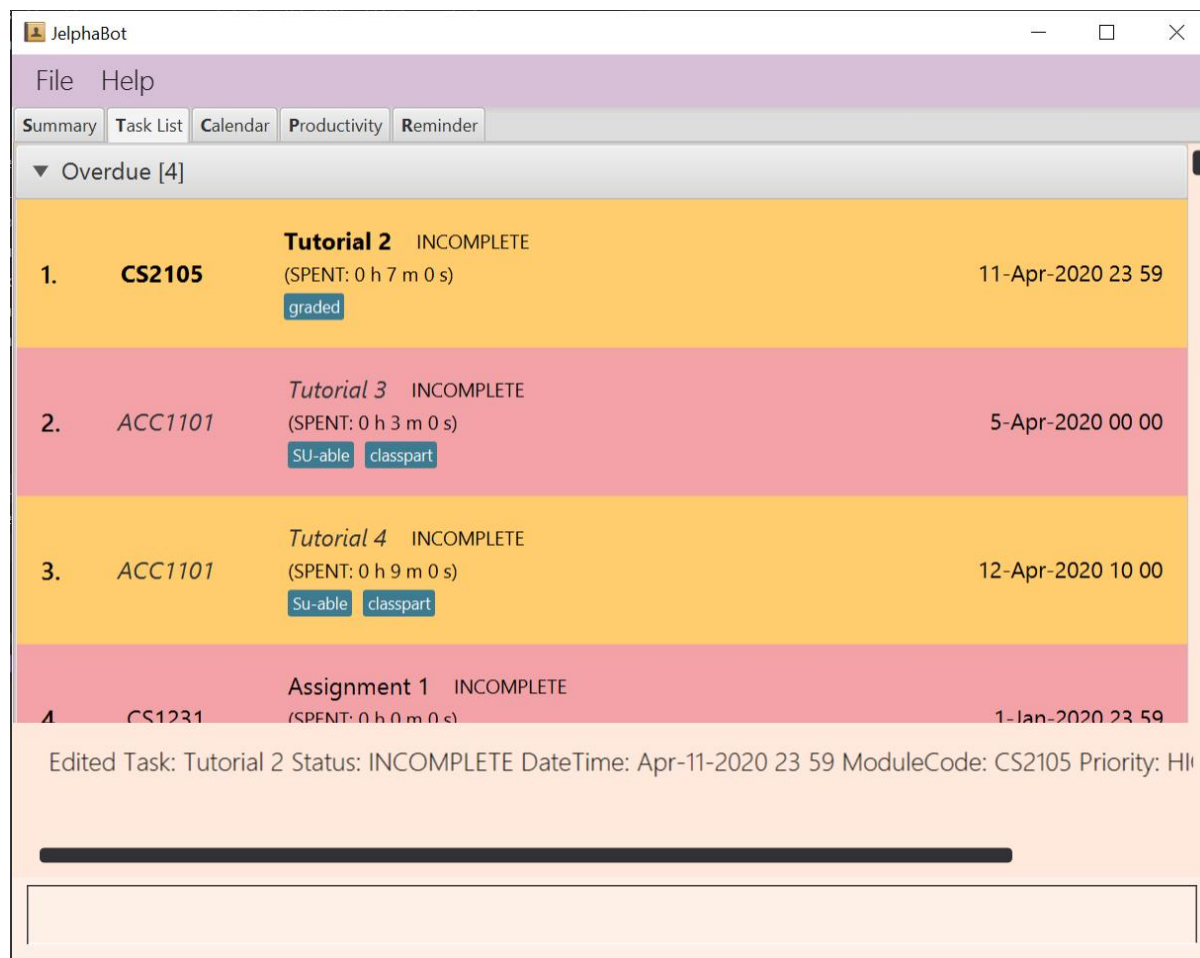


Figure 11. Example of an expected result after running `edit 1 m/CS2105 d/Tutorial 2`

- Edits the task at the specified **INDEX** number shown in the displayed task list.
- The index provided **must be positive** and the task to edit cannot have a running timer.
- At least one of the optional fields must be provided.
- Existing values will be updated to the input values.
Eg. When editing tags, all existing tags of the task will be removed and replaced with the new tags.



You can remove all the task's tags by typing **t/** without specifying any tags after it.

Valid command examples for **edit**:

- **edit 1 m/CS2105 d/Tutorial 2**
Edits the moduleCode of the 1st task to be **cs2105** and description to **Tutorial 2** respectively.
- **edit 2 dt/Jan-2-2020 23 59 t/**
Edits the date and time of the 2nd task to be **Jan-2-2020 23 59** and clears all existing tags.

3.3.6. Completing a Task : done

You can mark a task in your task list as done and the task's status will be updated in the display.
Format: **done** INDEX

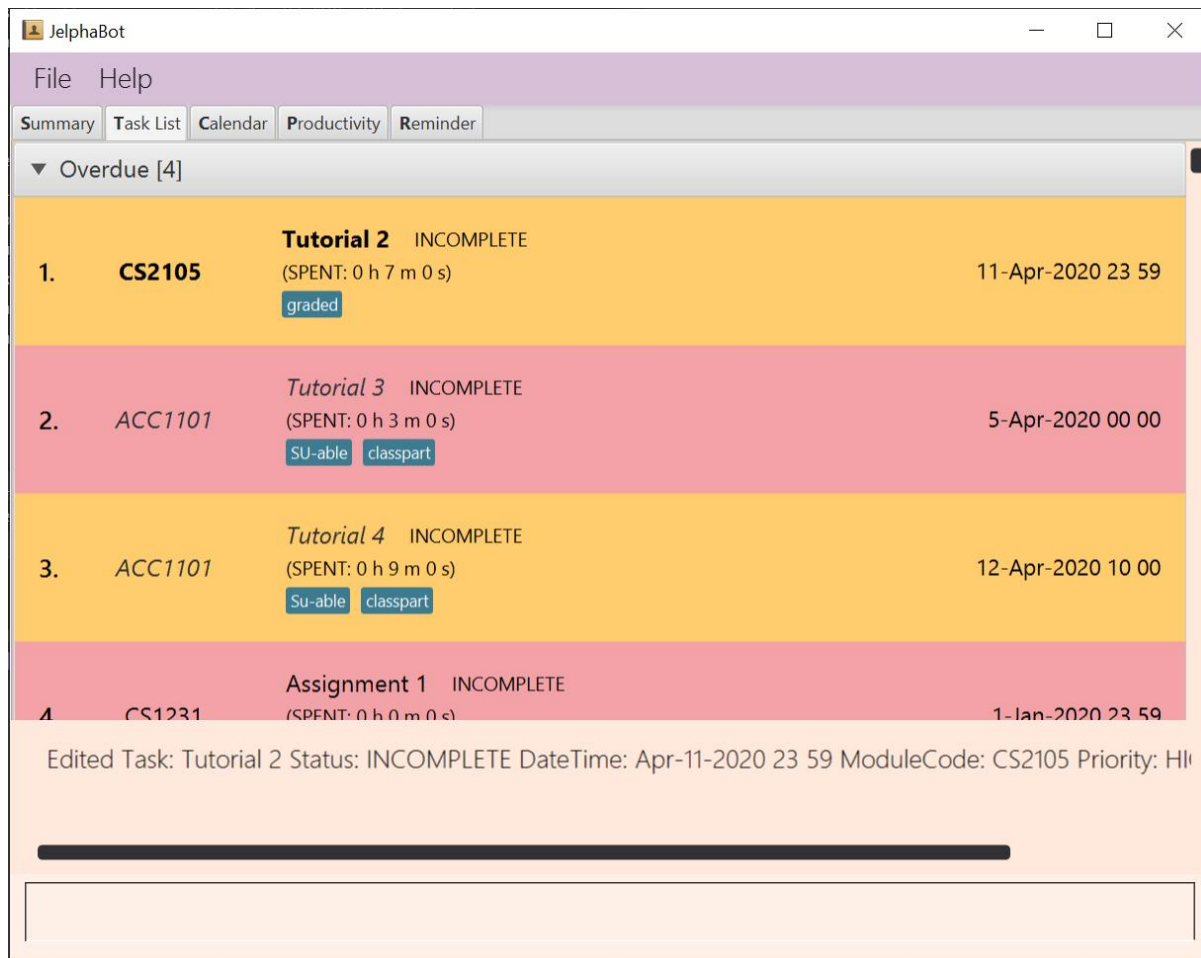


Figure 12. Example of an expected result after running **done 1**

- Marks the task at the specified **INDEX** as done.
- The index refers to the index number shown in the displayed task list.
- The index **must be a positive integer** 1, 2, 3, ...
- The task must not have a running timer.

3.3.7. Deleting a Task : delete

You can delete a task from your task list.

Format: delete INDEX

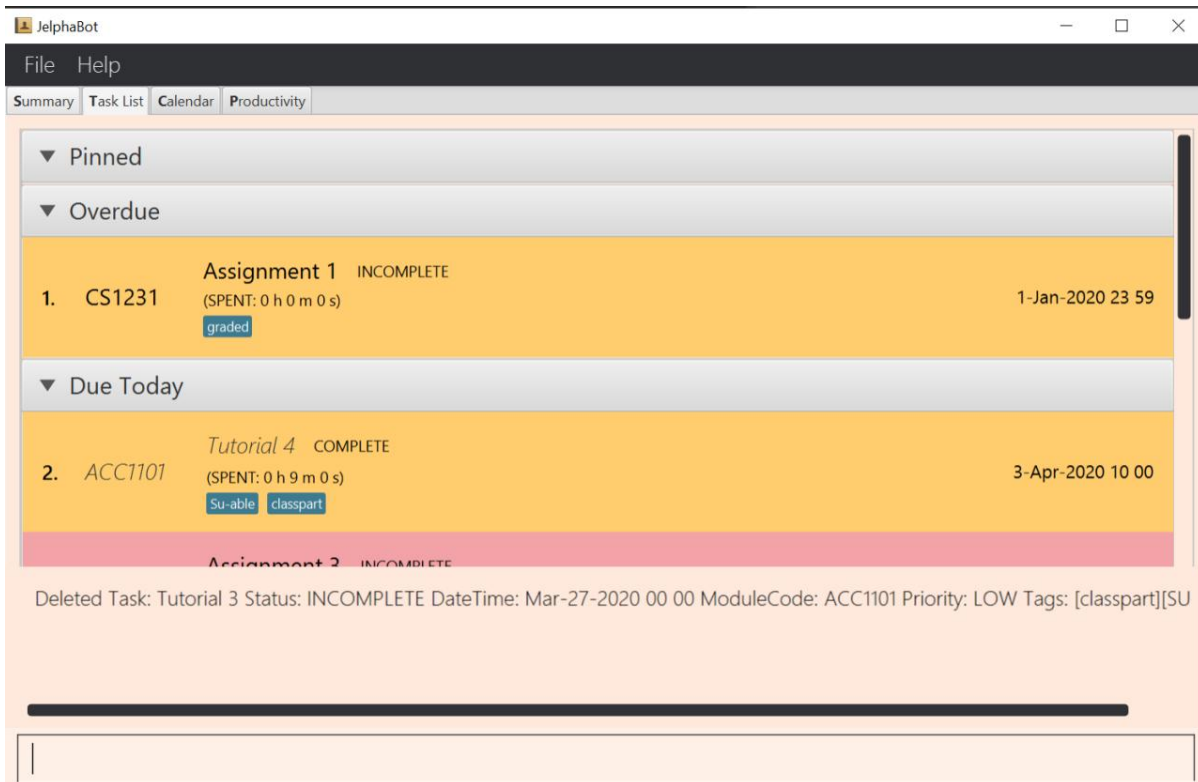


Figure 13. Example of an expected result after running delete 1

- Deletes the task at the specified INDEX.
- The index refers to the index number shown in the displayed task list.
- The index **must be a positive integer** 1, 2, 3, ...
- Deleting a task deletes any reminders for it too.

Examples:

- list
delete 2
Deletes the 2nd task in the task list.
- find Betsy
delete 1
Deletes the 1st task in the results of the find command.

3.3.8. Clearing all Tasks : **clear**

You can clear all tasks from your task list.

Format: **clear**

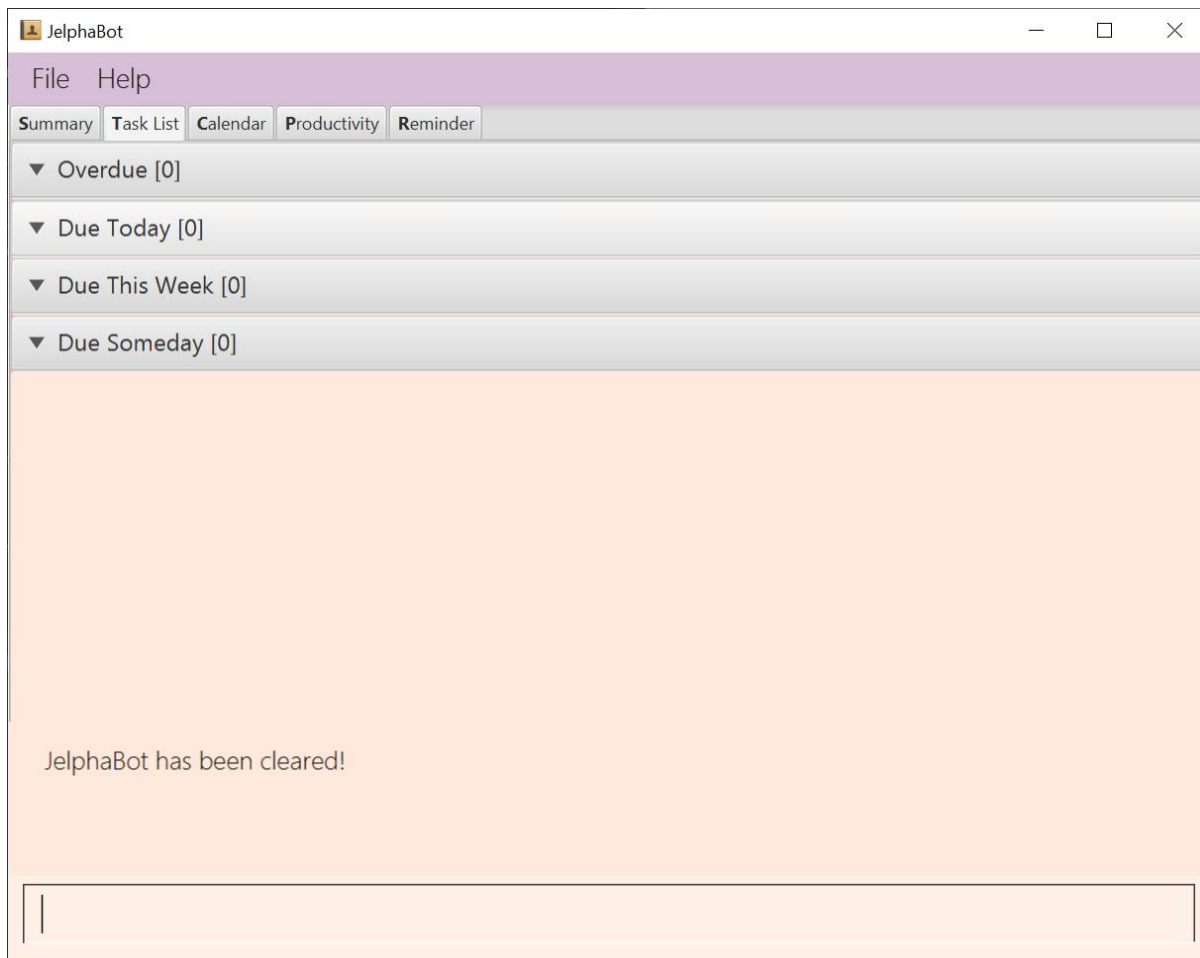


Figure 14. Example of an expected result after running **clear**

- All reminders will be cleared together with the tasks.

3.3.9. Show all completed Tasks : `show-completed` (Eden)

You can display all the tasks in your task list that have been completed.

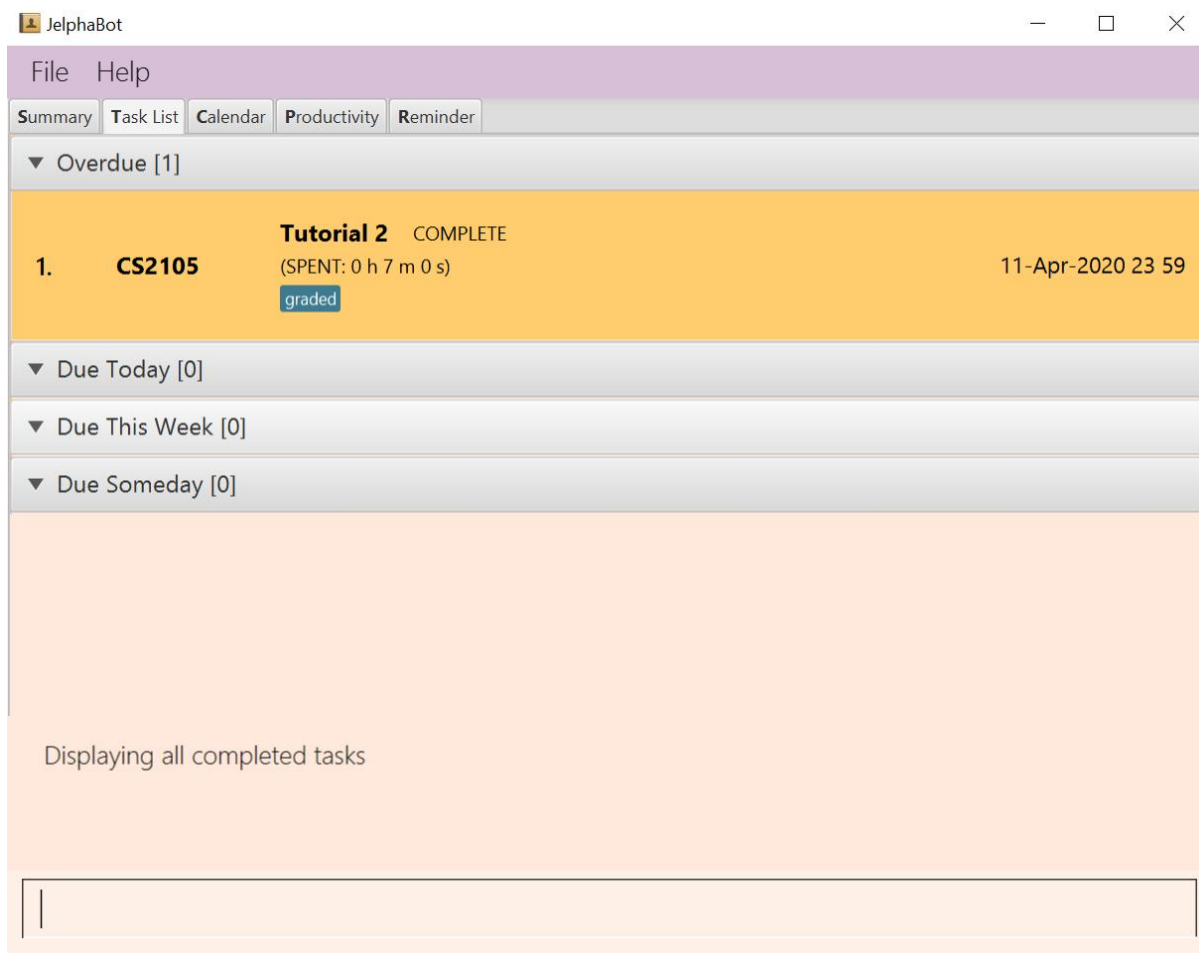


Figure 15. Example of an expected result after running `show-completed`

If you do not have any tasks that are complete in your tasklist, the displayed list will be empty and a message will be shown telling you that you currently do not have any completed tasks!

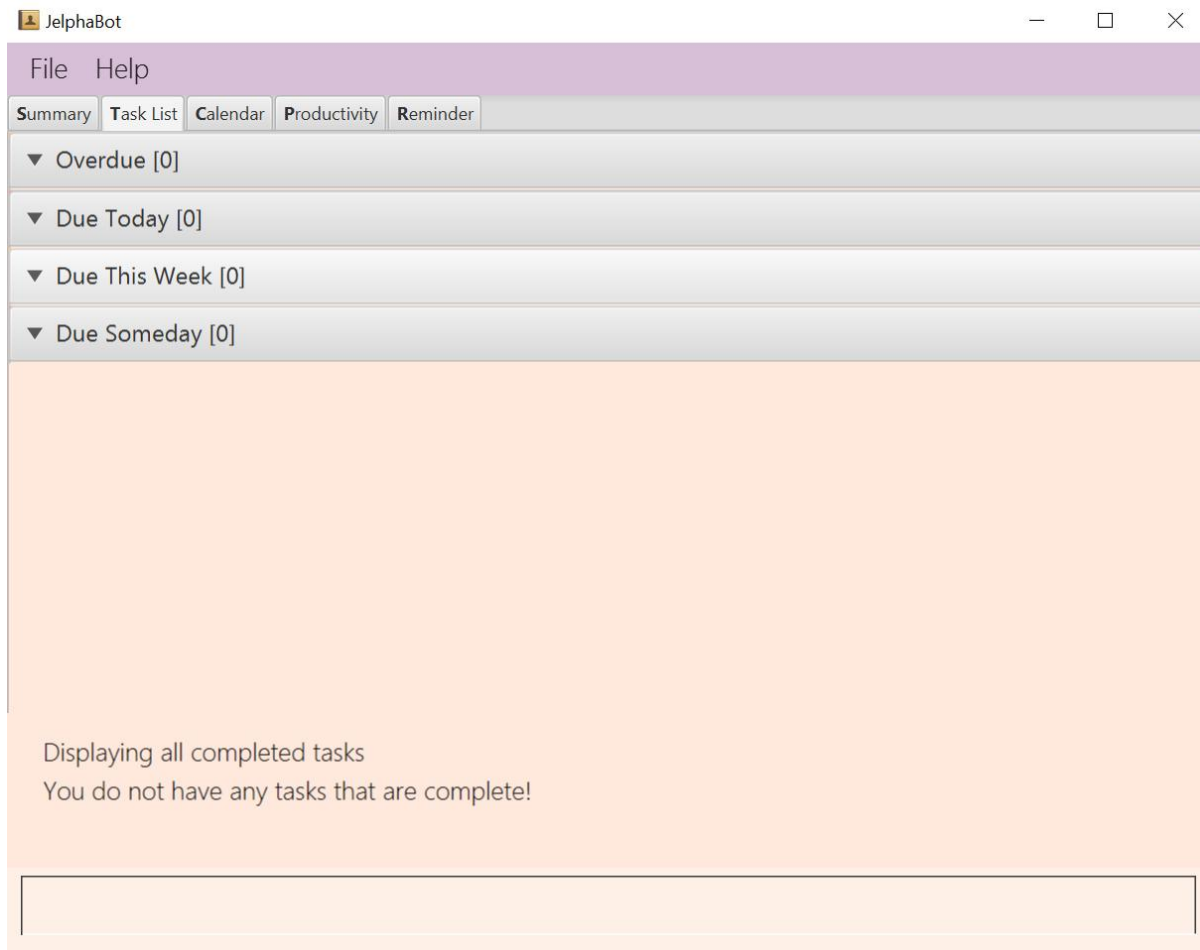


Figure 16. Example of an expected result after running `show-completed`, if the tasklist does not have any completed tasks

3.3.10. Show all incomplete Tasks: `show-incomplete` (Eden)

You can display all the tasks in your task list that are currently incomplete.

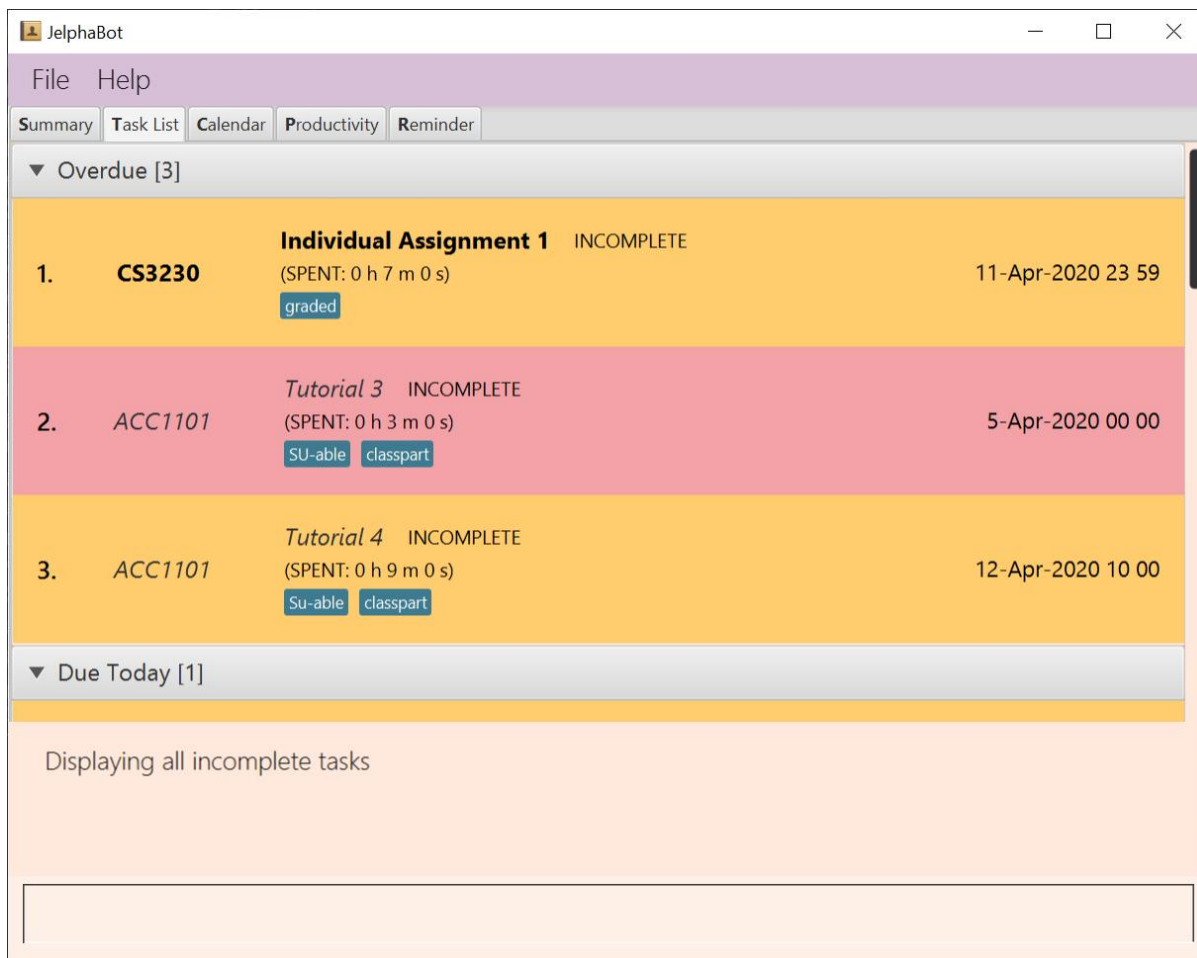


Figure 17. Example of an expected result after running `show-incomplete`

If you do not have any tasks that are incomplete in your tasklist, the displayed list will be empty and a message will be shown telling you that you currently do not have any incomplete tasks!

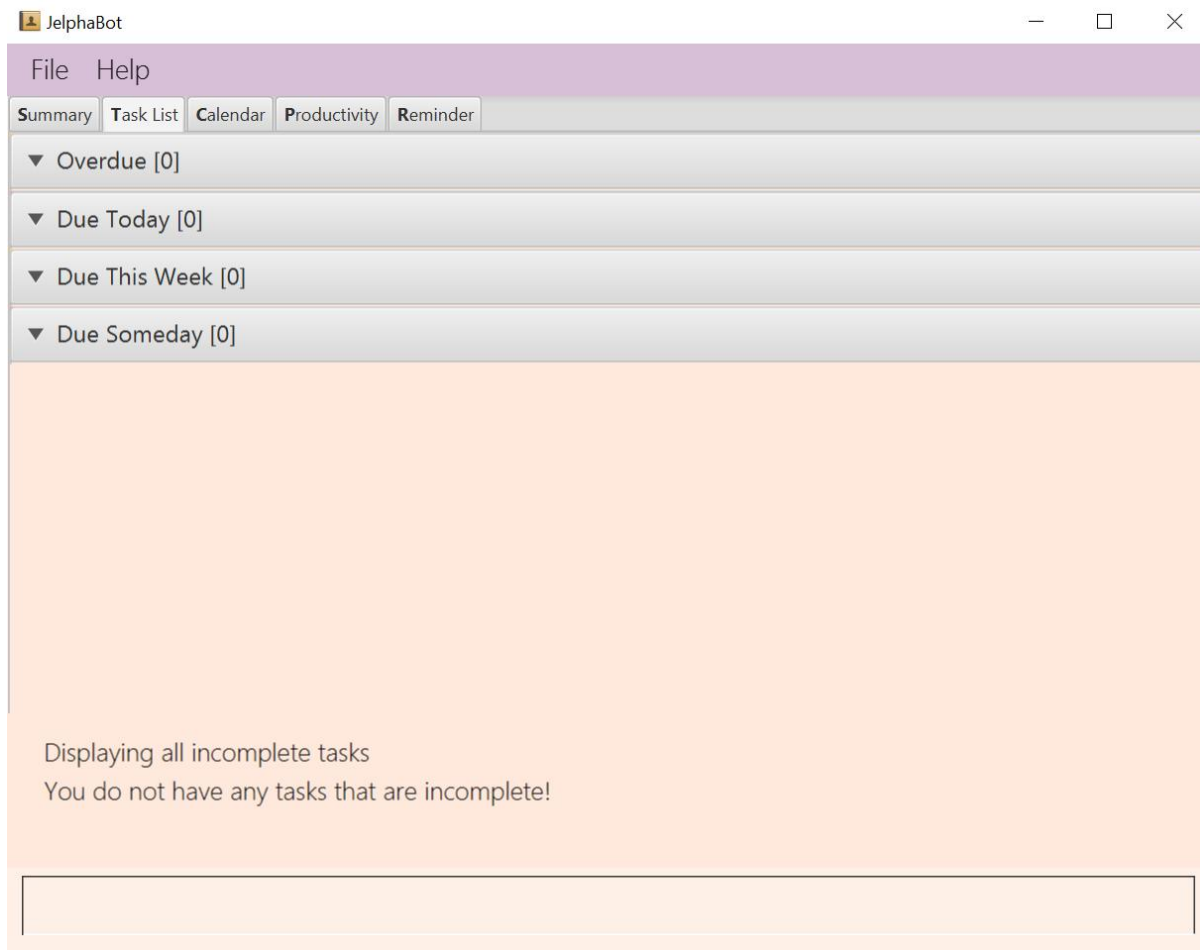


Figure 18. Example of an expected result after running `show-incomplete`, if the tasklist does not have any incomplete tasks

3.3.11. Pin Important Tasks : `pin` [Coming in V2.0]

You can pin important tasks to the top of the task list with the `pin` command. Pinned tasks will always be displayed in the Pinned Tasks group in the task list. Trying to `pin` a task that is already pinned will unpin it.

3.3.12. Sort Tasks : `sort` [Coming in V2.0]

You can change how tasks are sorted with the `sort` command. Format: `sort SORTING_ORDER`

Valid `SORTING_ORDER` values include `date`, `module`, and `priority`.

3.4. Calendar (Amanda)

JelphaBot also comes with a built-in calendar view that allows you to view your overarching tasks due on a monthly basis. Dates that have tasks due would have a dot indicator shown on the calendar. You would also be able to navigate to specific dates to view your tasks due for that day of the month!

3.4.1. View calendar : `calendar`

Apart from the function to switch tabs by pressing `Ctrl + tab` on your keyboard, you can enter the `calendar` command or its shortcuts `:C` or `:c` to manually switch to the calendar tab. The calendar panel will then show you your schedule for the current month with today's date highlighted.

Format: `calendar`

Shortcut: `:C` or `:c`

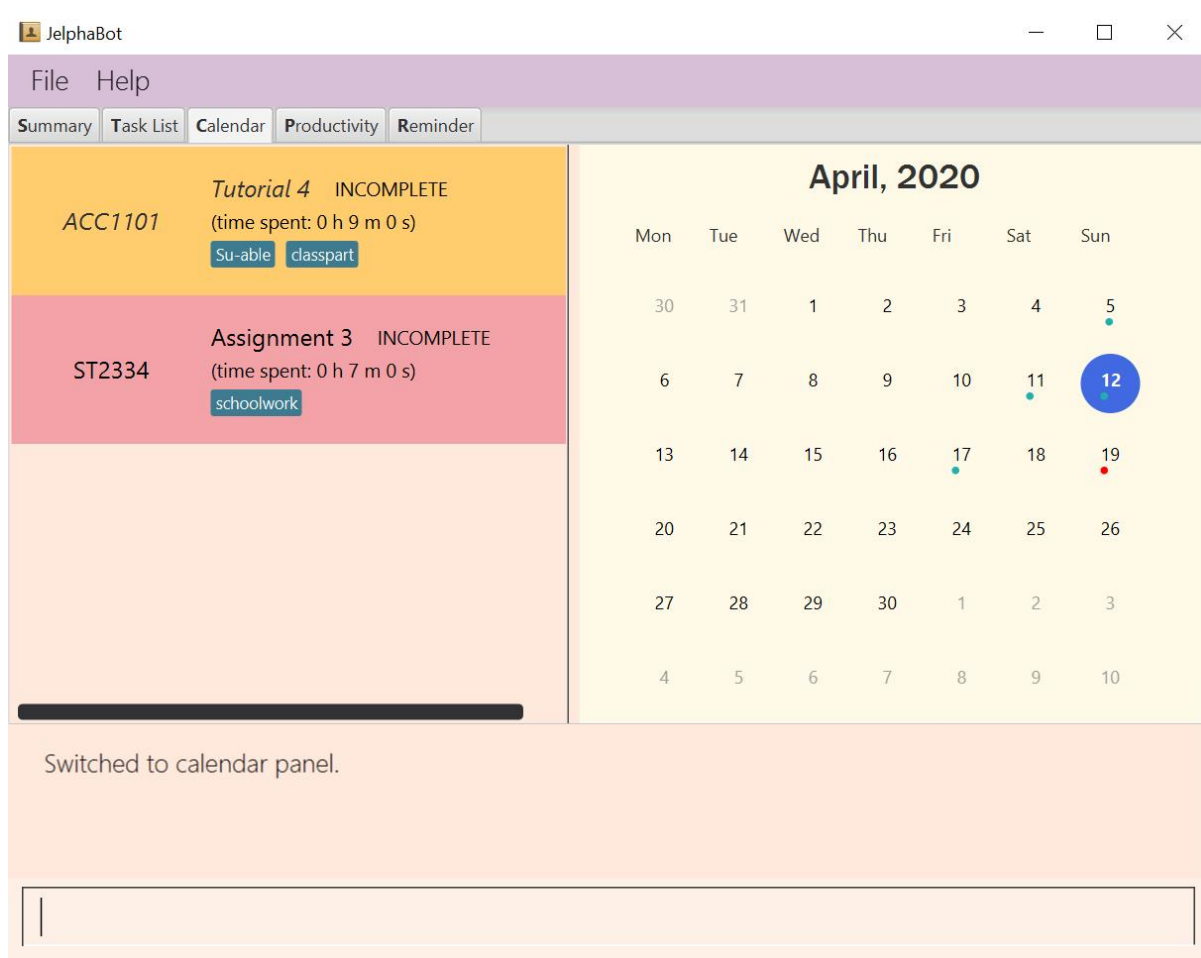


Figure 19. Example of expected result after running `calendar`



Highlighting of Dates: Today's date would be highlighted in dark blue, while other dates would be in light blue.

3.4.2. Change month and year view of Calendar : `calendar`

You can navigate the calendar panel to another month and year by specifying it. The calendar panel would be updated accordingly while highlighting the first day of the month. The task list panel on the left will display the tasks due on the first day of the month.

Format: `calendar MONTHYEAR`

- For MONTHYEAR format, it should be MMM-YYYY, but it also allows some other formats shown when your format is invalid.

Examples:

- `calendar May-2020`

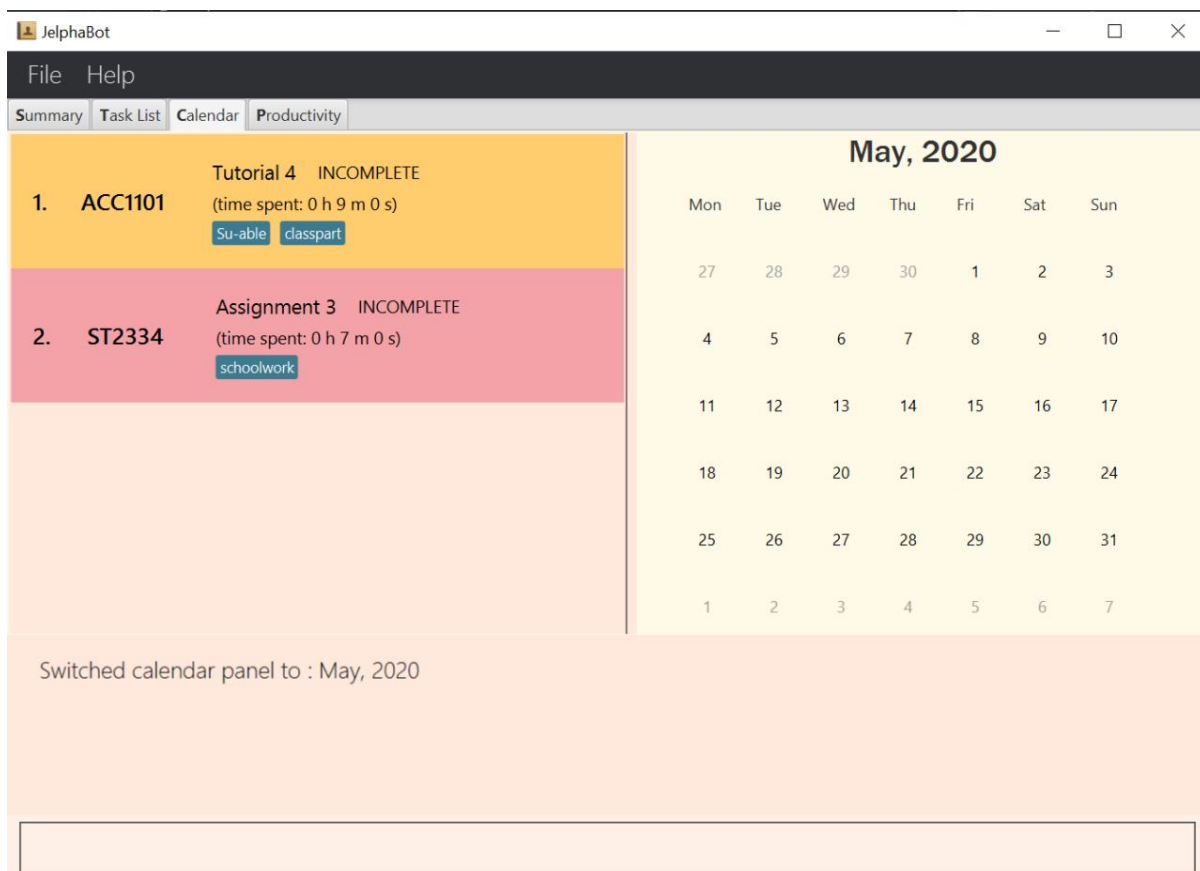


Figure 20. Example of expected result after running `calendar May-2020`

Displays month of May in the year 2020 in the calendar panel on the right.



Format of the month in MONTHYEAR (MMM) input has to have the first letter in upper-case.

E.g `Mar` instead of `mar` when specifying the month of March.



Dot indicator showing tasks: Dates that have more than 3 tasks due would have a red dot indicator, while dates with at least 1 task but less than 4 tasks due would be represented with a green dot indicator.

3.4.3. Show tasks due on specific date : `calendar`

Displays the tasks due on specified date, while highlighting that day on the calendar

Format: `calendar DATE`

- The date specified **must be for the month and year of the shown Ui** for that corresponding date to be highlighted
- For DATE formats, we recommend the format to be MMM-dd-YYYY, but it also allows some other formats shown when you type in the command word.

Examples:

- `calendar Apr-1-2020`
- `calendar Apr/1/2020`

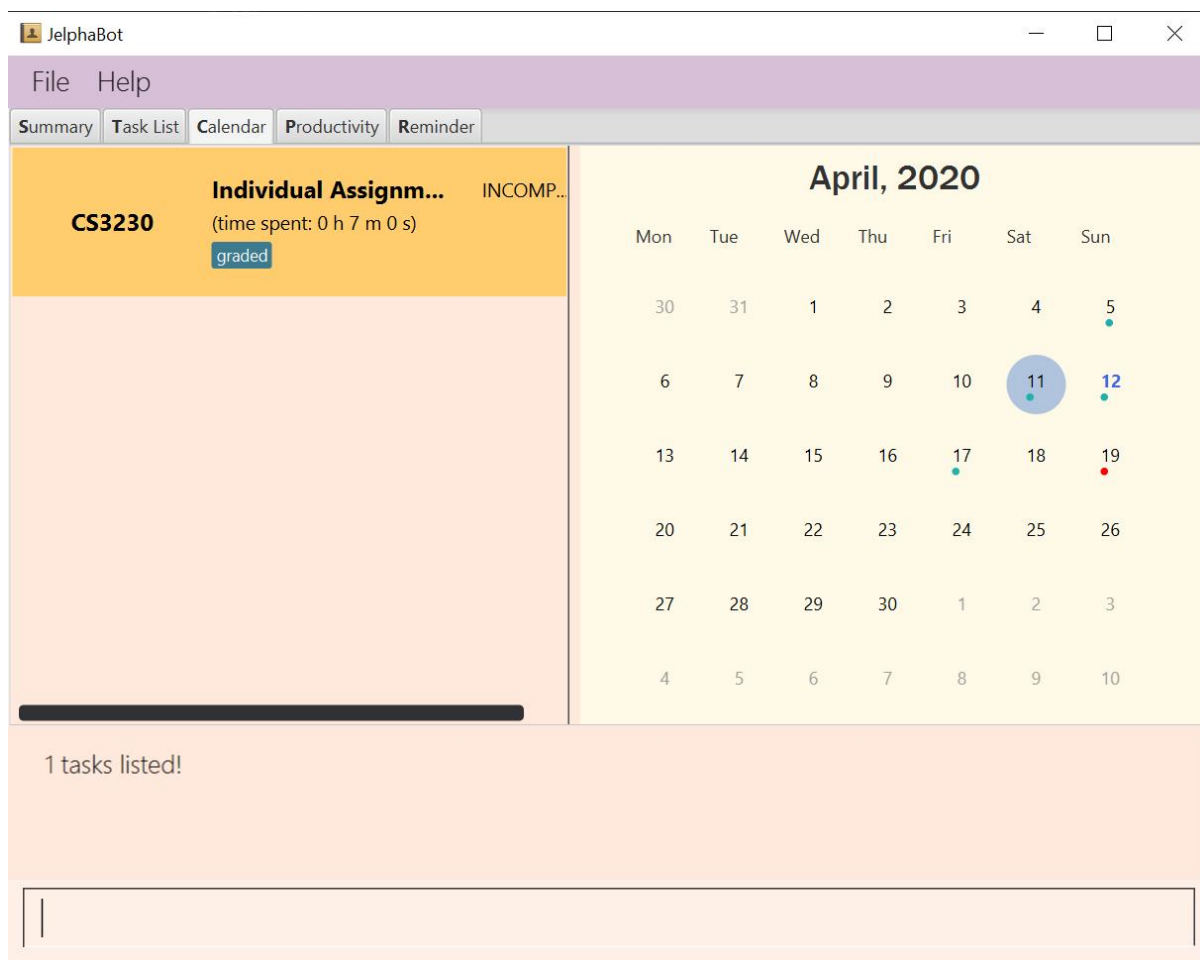


Figure 21. Example of expected result after running `calendar Apr-1-2020`

Highlights 1st of April in the calendar panel on the right and displays the corresponding tasks due on the left.

3.4.4. Navigate directly to today's date on Calendar : `calendar`

Immediately displays the calendar view for this month and highlights today's date. The task list panel on the left will display the tasks due today as well.

Format: `calendar today`

Examples:

- `calendar today`

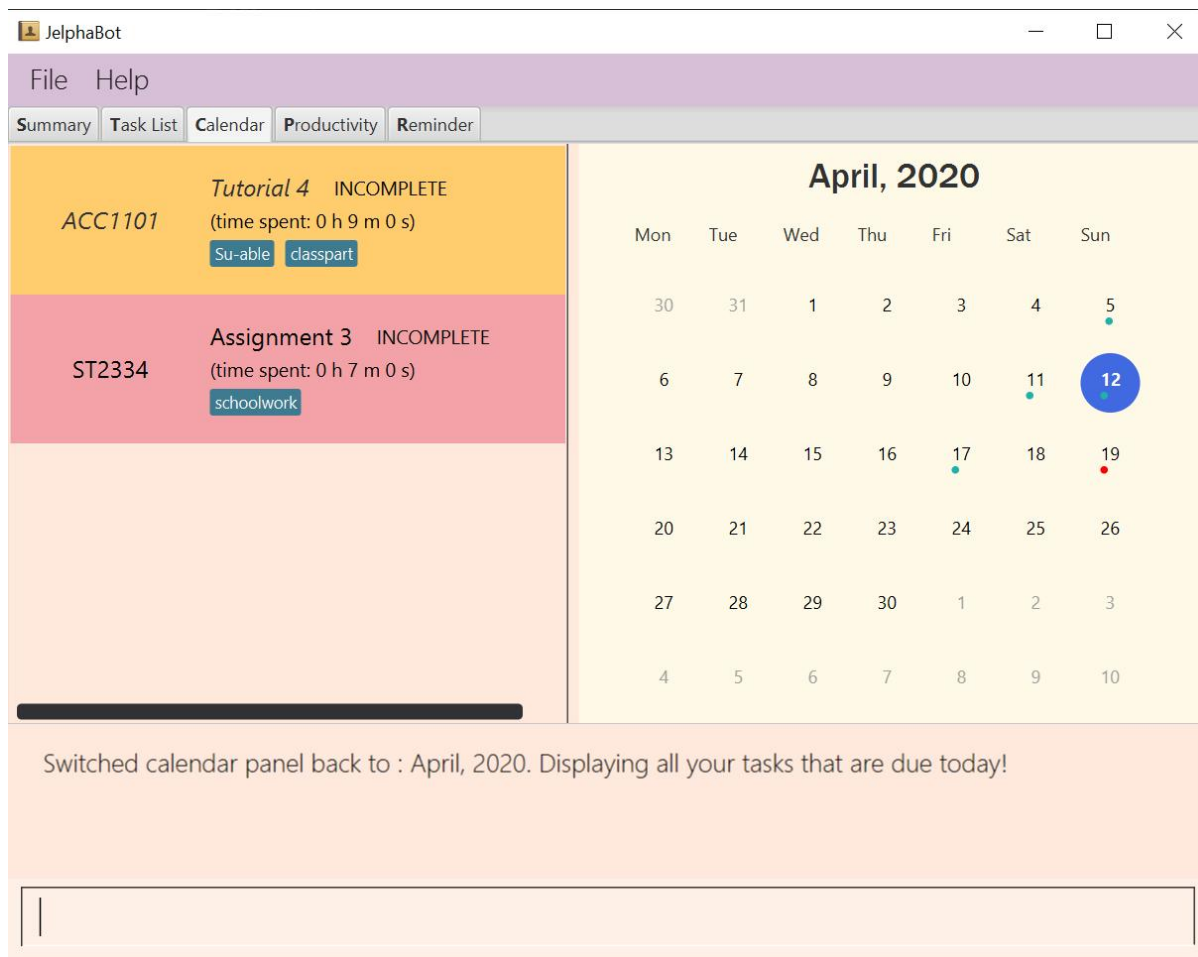


Figure 22. Example of expected result after running `calendar today`

Displays month of April in the year 2020 in the calendar panel on the right, with today's date highlighted and displays the corresponding tasks due today on the left.

3.5. Productivity Tracking (Jel)

JelphaBot automatically tracks your productivity within the day, and provides a bar graph which allows you to track the progress of your tasks in the current week. You would be able to see the progress bar fill up as you complete more tasks.

JelphaBot also dynamically provides feedback responses to the user's achievements and task completion rate. Hopefully, this would make you even more productive by encouraging you to get more done!

3.5.1. Track productivity : **productivity**

Apart from the function to switch tabs by pressing `Ctrl + tab` on your keyboard, you can enter the **productivity** command or its shortcuts **:P** or **:p** to manually switch to the productivity tab. The productivity panel will then show you your productivity for the day.

Format: **productivity**

Shortcut: **:P** or **:p**

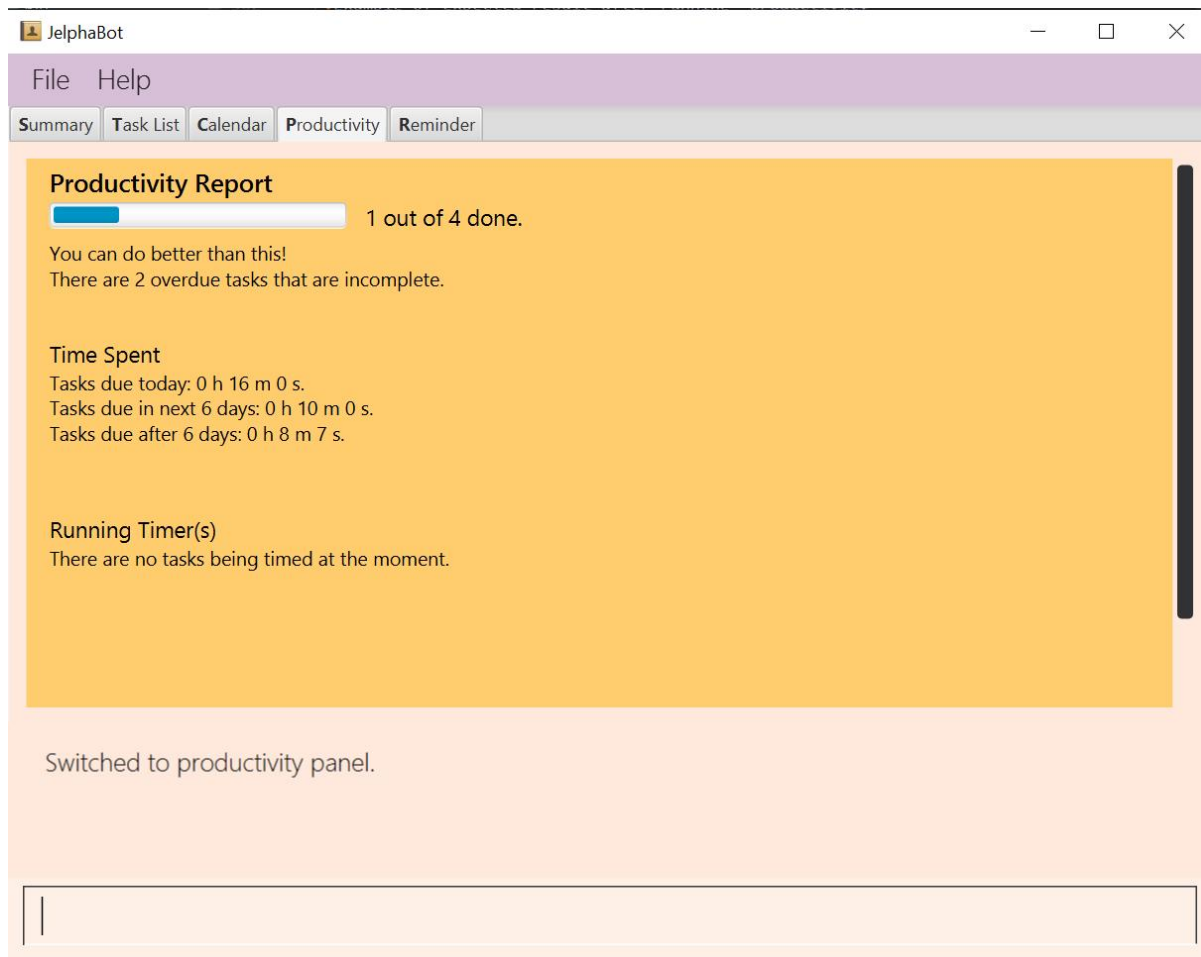


Figure 23. Example of expected result after running **productivity**



The progress bar and the text following it only shows tasks that are due on the day JelphaBot is running.

3.5.2. Starting timer for a task : **start**

You can start a timer for your task.

Format: **start** INDEX

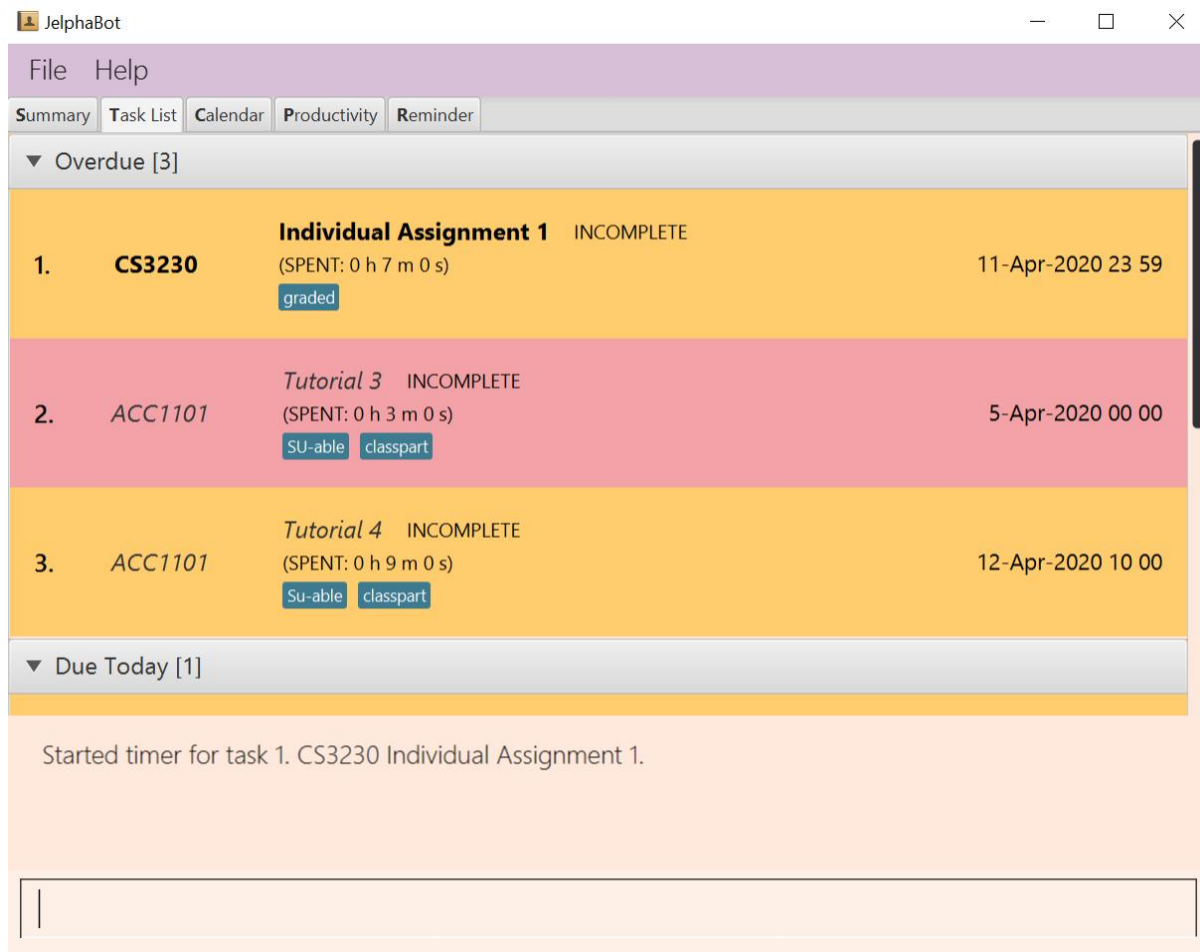


Figure 24. Example of expected result after running **start** 1

- Each task can only have 1 running timer.
- Starts the timer for the task at the specified **INDEX** if timer was not already running.
- The index refers to the index number shown in the displayed task list.
- The index **must be a positive integer** 1, 2, 3, ...
- A completed task cannot be timed.
- New timer entry under "Running Timer(s)" in the productivity tab will be added if execution is successful.

3.5.3. Stopping timer for a task : stop

You can stop a running timer for your task.

Format: stop INDEX

JelphaBot

File Help

Summary Task List Calendar Productivity Reminder

▼ Overdue [3]

1.	CS3230	Individual Assignment 1 INCOMPLETE (SPENT: 0 h 7 m 43 s) graded	11-Apr-2020 23 59
2.	ACC1101	Tutorial 3 INCOMPLETE (SPENT: 0 h 3 m 0 s) SU-able classpart	5-Apr-2020 00 00
3.	ACC1101	Tutorial 4 INCOMPLETE (SPENT: 0 h 9 m 0 s) Su-able classpart	12-Apr-2020 10 00

▼ Due Today [1]

Stopped timer for task 1. CS3230 Individual Assignment 1.
Total time spent on this task: 0 h 7 m 43 s.

Figure 25. Expected result after running stop 1

- The task has to have a running timer.
- Stops the timer for the task at the specified INDEX if timer was running.
- The index refers to the index number shown in the displayed task list.
- The index **must be a positive integer** 1, 2, 3, ...
- Timer entry under "Running Timer(s)" in the productivity tab will be removed if execution is successful.
- Time spent on timed task will be added to the respected time spent section in the productivity tab.



Exiting the application before stopping any running timer will cause all recorded time since the timer was started to be lost.

3.6. Set Reminders (Dian Hao)

JelphaBot allows you to set reminders for tasks and manage your tasks comprehensively! You can view all your existing reminders from the reminders tab.

3.6.1. View reminders : `remindertab`

Apart from the function to switch tabs by pressing `Ctrl + tab` on your keyboard, you can enter the `remindertab` command or its shortcuts `:R` or `:r` to manually switch to the reminder tab. Every `Reminder` will show the `Task` `s module code, description, due date, the days that will be reminded before the deadline, and the hours that will be reminded before the deadline.

Format: `remindertab`

Shortcut: `:R` or `:r`

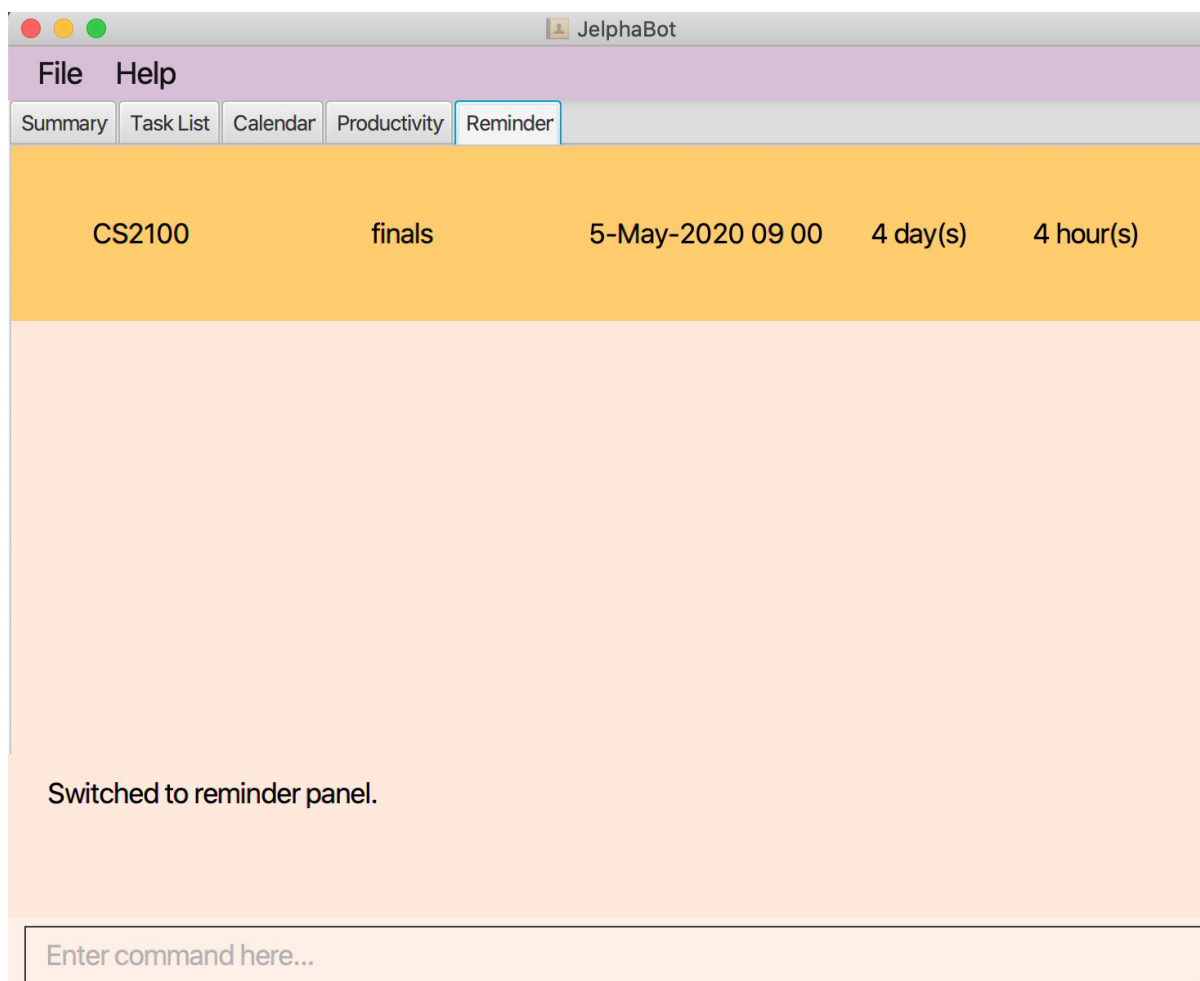


Figure 26. Example of expected result after running `remindertab`

3.6.2. Adding reminder : reminder

You can add a reminder to your specified task to remind yourself of the task if the current time is within the time-frame specified by you.

Format: reminder INDEX days/DAYS hours/HOURS

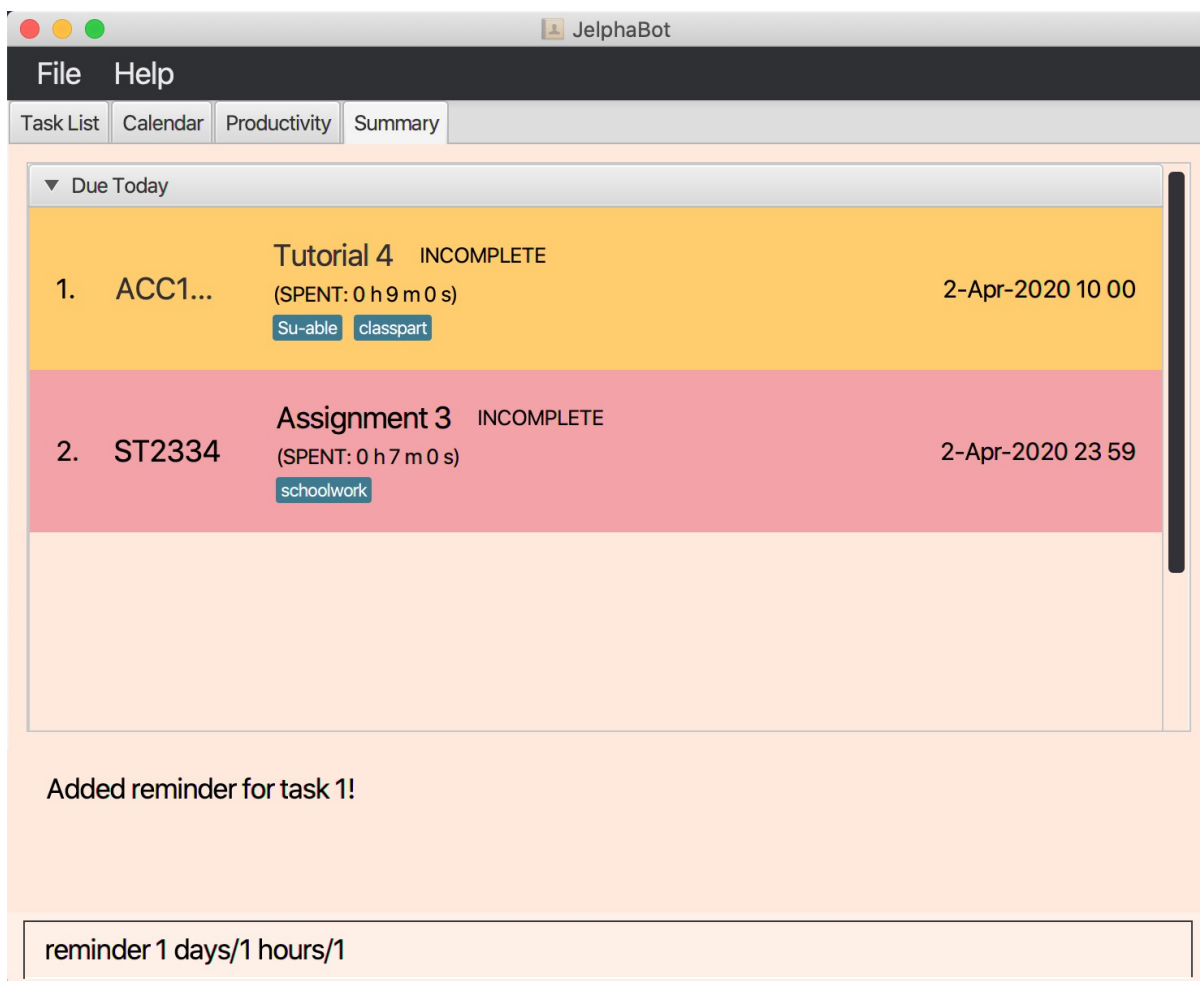


Figure 27. Example of expected result after running reminder 1 days/1 hours/1

- Adds a reminder to the task which is at the specified **INDEX**.
- The index refers to the index number shown in the displayed task list.
- The index **must be a positive integer** 1, 2, 3,
- **DAYS** refers to the number of days before the due date of the task when you want to be reminded of it.
- **HOURS** refers to the number of hours before the due date of the task when you want to be reminded of it.
- You can only specify **DAYS** to be in the range 0 - 7 inclusive.
- You can only specify **HOURS** to be in the range 0 - 24 inclusive.
- Every **Task** can only have one **Reminder** .
- A **Task** that is completed cannot have a **Reminder** .
- A **Task** that is reminded but are not completed after the deadline will still be reminded for.
- A **Task** will not be reminded if the task is completed but it has a **Reminder** .

3.6.3. Removing reminder : `delrem`

If you would like for a task's reminder to be deleted, you can enter the `delrem` command to remove the reminder of that task.

Format: `delrem INDEX`

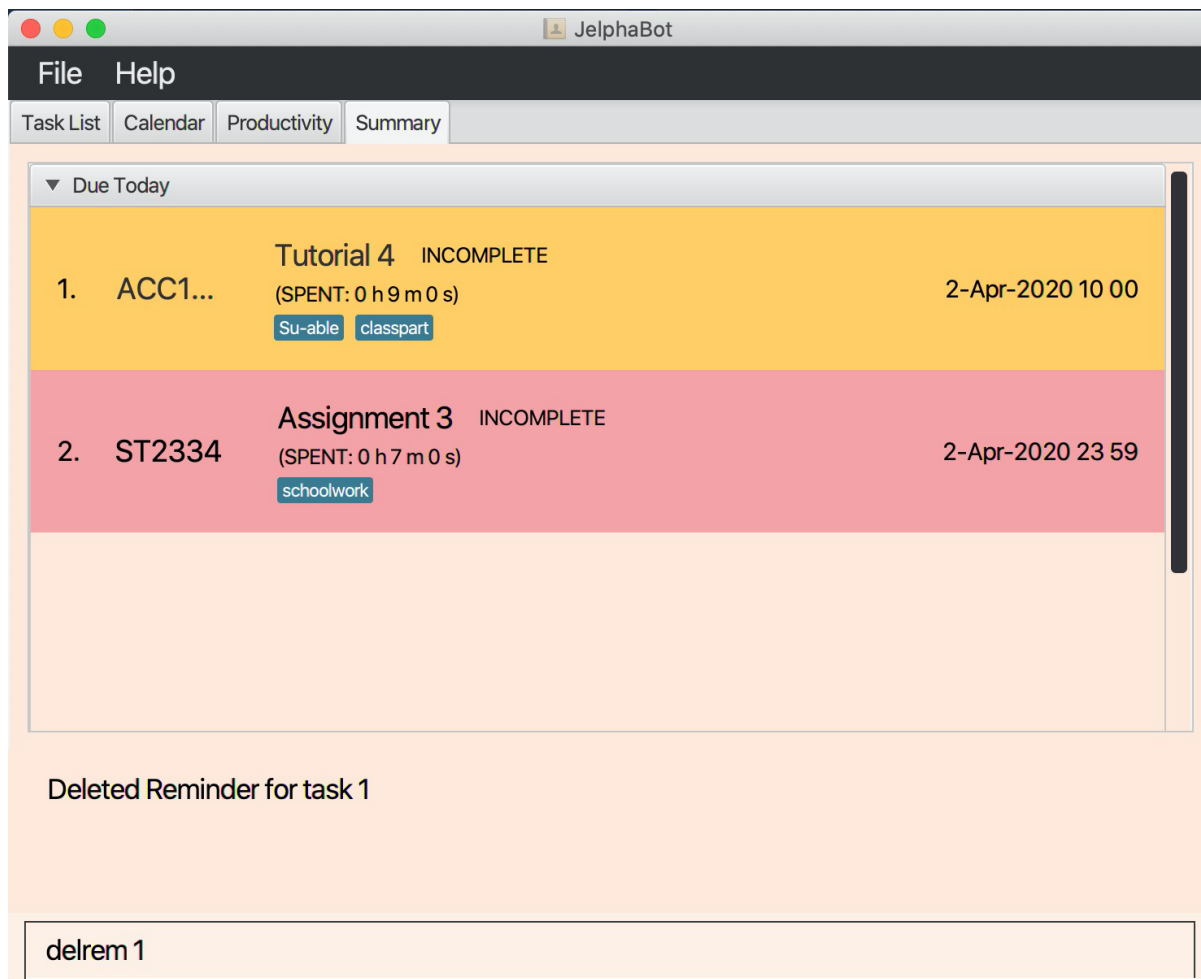


Figure 28. Example of expected result after running `delrem 1`

- Removes a reminder associated to the task at the specified **INDEX**.
- The index refers to the index number shown in the displayed task list.
- The index **must be a positive integer** 1, 2, 3,
- Whenever a task is deleted, the corresponding reminder will also be removed.

3.6.4. Reminder popup notification

Every time you run JelphaBot after adding your reminders, JelphaBot will show a list of tasks that will be overdue soon, and tasks that are past their deadline but have not been completed.

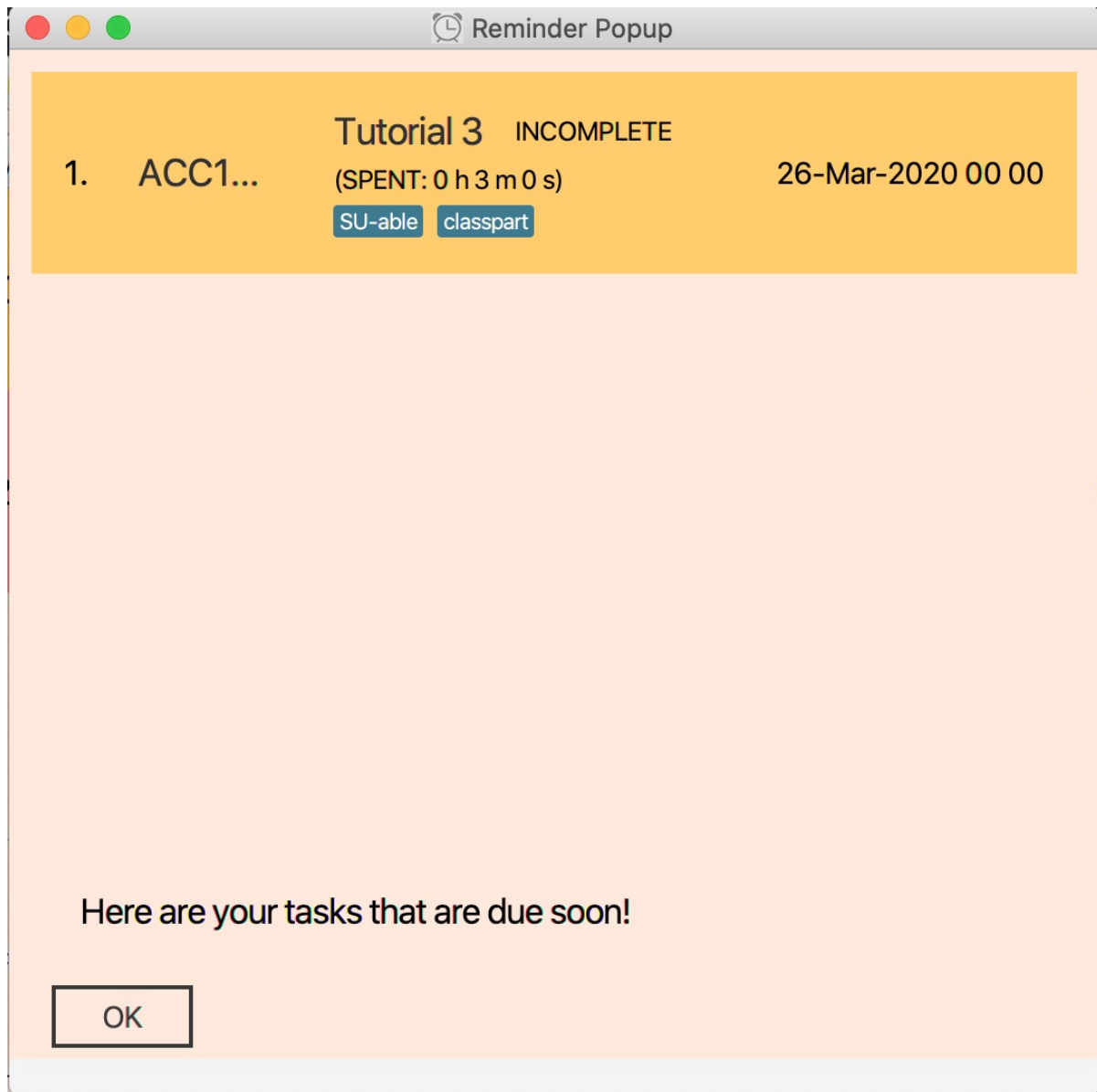


Figure 29. Example of expected result after tasks are being reminded.

- Whenever JelphaBot is booted, if you have any tasks that is not completed but has a reminder, JelphaBot's reminder window will popup.
- This will persist until you either complete the **Task**, or delete the **Reminder**.

3.7. Colour-coded module codes [Coming in V2.0]

Users can customise the font colours of different modules to better distinguish between different tasks. The module codes displayed in the Main Window will be similar to the tags displayed to make it easier for users to view them.

4. FAQ

Q1: Is JelphaBot free?

A: Yes, JelphaBot is completely free to use!

Q2: How do I transfer my data to another Computer?

A: Install the app in the other computer and overwrite the empty data file it creates with the file that contains the data of your previous JelphaBot folder.

Q3: How do I save my data?

A: JelphaBot automatically saves your data whenever you make a change. There is no need to save manually.

Q4: Can I add multiple tasks using a command line?

A: Sorry, we currently do not support this feature. We will consider this in v2.0.

Q5: How do I add tasks with no deadline or description?

A : Sorry, we currently do not support task entries with no deadline or descriptions. We will consider this in v2.0.

Q6: Do I need an Internet connection to use JelphaBot?

A: No, you don't. JelphaBot works completely offline.

5. Command Summary

- **Help** : `help`
- **Summary** : `summary` or `:s` or `:S`
- **Add** `[d/DESCRIPTION] [dt/DATETIME] [m/MODULE_CODE] [p/PRIORITY] [t/TAG]...`
e.g. `add d/Project TP dt/Jan-01-2020 23 59 m/CS2103T p/1 t/pair work`
- **List** : `list` or `:t` or `:T`
- **List by Date** : `list date`
- **List by Modules** : `list module`
- **Find** : `find KEYWORD [MORE_KEYWORDS]`
e.g. `find Tutorial Assignment`
- **Edit** : `edit INDEX [d/DESCRIPTION] [dt/DATETIME] [m/MODULE_CODE] [p/PRIORITY] [t/TAG]...`
e.g. `edit 1 m/CS2105 d/Tutorial 2`
- **Done** : `done INDEX`
e.g. `done 1`
- **Delete** : `delete INDEX`
e.g. `delete 3`
- **Clear** : `clear`
- **Exit** : `exit`
- **Show Completed Tasks** : `show-completed`
- **Show Incomplete Tasks** : `show-incomplete`
- **Add Reminder** : `reminder INDEX days/DAYS hours/HOURS`
e.g. `reminder 2 days/1 hours/1`
- **Delete Reminder** : `delrem INDEX`
e.g. `delrem 2`
- **View Reminders** : `remindertab` or `:r` or `:R`
- **Productivity** : `productivity` or `:p` or `:P`
- **Timer** : `start INDEX` or `stop INDEX`
e.g. `start 1` or `stop 1`
- **Calendar** : `calendar` or `:c` or `:C`
- **Calendar Date** : `calendar DATE`
e.g. `calendar Jan-1-2020`
- **Change Calendar View** : `calendar MONTHYEAR`
e.g. `calendar Apr-2020`
- **Today's Calendar View** : `calendar today`