User Guide

Introduction

ATHENA (Automated Timetable Helper Encourager n' Assistant) is a desktop daily life planner optimized for use via a Command Line Interface (CLI).

Quick Start

1. Ensure that you have Java 11 or above installed.
2. Download the latest version of `ATHENA` from here.
3. Copy jar file into an empty folder.
4. Double-click the jar file. Expected: Shows the command line interface with welcome message.

Features

Notes about the command format:

- Words in UPPER_CASE are the parameters to be supplied by the user. e.g. in `add n/NAME`, NAME is a parameter which can be used as: `add n/Assignment1`.
- Parameters can be in any order. e.g. if the command specifies `n/NAME t/TIME`, `t/TIME n/NAME` is also acceptable.
- Items in square brackets are optional. e.g `n/NAME [d/DURATION]` can be used as `n/Task1 d/1` or as `n/Task1`.
- For some commands, if no parameters are specified, the command will execute using the default values for each parameter.
- For dates, the program follows the DD-MM-YYYY format.
- For time, the program follows the HHMM format.

Viewing Help: `help`

Prints out a message on how to use ATHENA.

Format: `help`

Adding a task: `add` or `a`

Adds a task to the planner.

Format: `add n/NAME t/TIME [d/DURATION] [D/DEADLINE] [r/RECURRENCE] [i/IMPORTANCE] [a/ADDITIONAL—NOTES]`

Parameters:

- `NAME` is the name of the task.
- `TIME` is the time to start doing this task (HHMM). For example, 1100.
- `DURATION` is the expected time taken to complete task (in hours) Default: 1 hour.
- `DEADLINE` is the date to do task by (DD-MM-YYYY). For example, 16-09-2020. Default: No deadline.
- `RECURRENCE` is one of TODAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY, SUNDAY or a specific date (DD-MM-YYYY). Default: TODAY.
- `IMPORTANCE` is one of HIGH, MEDIUM, LOW. Default: MEDIUM.
- `ADDITIONAL—NOTES` is the additional notes of the task. Default: No notes.

Example of usage:

- `add n/Assignment1 t/1100 D/16—09—2020 d/2 r/Today i/high a/Refer to lecture notes`
- `a n/Assignment1 t/1100 D/16—09—2020 d/2 r/Today i/high a/Refer to lecture notes`

Listing tasks: `list` or `l`

Shows a list of all tasks in the planner. Each task will be printed with a number to be used as an identifier for other commands.

Format: `list [f/FORECAST] [i/IMPORTANCE]`

Parameters:

- `FORECAST` : TODAY to show the tasks today, WEEK to show the tasks this week, ALL to show all tasks, or choose a specific date. Default: WEEK.
- `IMPORTANCE` : One of HIGH, MEDIUM, LOW, ALL. Default: ALL.

Shortcut format:

- `l3 = list i/HIGH`
- `l2 = list i/MEDIUM`
- `l1 = list i/LOW`
- `lw = list f/WEEK`
- `lt = list f/TODAY`
- `lm = list f/MONTH`

Example of usage:

- `list f/WEEK i/medium`
- `l2 f/WEEK`
- `lm i/medium`

Mark task as done: `done` or `dn`

Marks the specified task from the planner as done.

Format: `done INDEX`

- `INDEX` refers to the index number shown in the displayed task list. It must be a positive integer.

Example of usage:

- `done 103`
- `dn 103`

Edit task: `edit` or `e`

Allows users to edit the specified task from the planner.

Format: `edit INDEX [n/NAME] [t/TIME] [d/DURATION] [D/DEADLINE] [r/RECURRENCE] [i/IMPORTANCE] [a/ADDITIONAL-NOTES]`

Parameters:

- `INDEX` refers to the index number shown in the displayed task list. It must be a positive integer.
- `NAME` is the name of the task.
- `TIME` is the time to start doing this task (HHMM). For example, 1100.
- `DURATION` is the expected time taken to complete task (in hours).
- `DEADLINE` is the date to do task by (DD-MM-YYYY). For example, 16-09-2020.
- `RECURRENCE` is one of TODAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY, SUNDAY or a specific date (DD-MM-YYYY).
- `IMPORTANCE` is one of HIGH, MEDIUM, LOW.
- `ADDITIONAL-NOTES` is the additional notes of the task.

Example of usage:

- `edit 103 n/Assignment1 t/1100 D/16-09-2020 d/2 r/today i/high a/Refer to lecture notes`
- `e 103 n/Assignment1 t/1100 D/16-09-2020 d/2 r/today i/high a/Refer to lecture notes`

Delete task: `delete` or `dl`

Deletes the specified task from the planner.

Format: `delete INDEX`

- `INDEX` refers to the index number shown in the displayed task list. It must be a positive integer.

Example of usage:

- `delete 103`
- `dl 103`

View task: `view` or `v`

View the specified task details from the planner.

Format: `view INDEX`

- `INDEX` refers to the index number shown in the displayed task list. It must be a positive integer.

Example of usage:

- `view 103`
- `v 103`

Exit program: `exit` or `ex`

Exits the program.

Format: `exit` or `ex`

Saving the data

ATHENA data is saved in the hard disk automatically after any command that changes the data. There is no need to save manually.

FAQ

Q: How do I transfer my data to another computer?

A: You can copy the data.csv file created next to ATHENA.jar to the other computer and place it next to ATHENA.jar there.

Command Summary

- Help `help`
- Add task `add n/NAME t/TIME [d/DURATION] [D/DEADLINE] [r/RECURRENCE] [i/IMPORTANCE] [a/ADDITIONAL-NOTES]`
- List tasks `list [f/FORECAST] [i/IMPORTANCE]`
- Mark task as done `done INDEX`
- Edit task `edit INDEX [n/NAME] [t/TIME] [d/DURATION] [D/DEADLINE] [r/RECURRENCE] [i/IMPORTANCE] [a/ADDITIONAL-NOTES]`
- Delete task `delete INDEX`
- View task `view INDEX`
- Exit program `exit`