

ClientBook User Guide

ClientBook is a desktop app for managing client contacts, optimized for use via a Command Line Interface (CLI) while still having the benefits of a Graphical User Interface (GUI). If you can type fast, ClientBook can get your client management tasks done faster than traditional GUI apps.

- Features
 - Viewing help : help
 - Adding a person: add
 - List all persons: list
 - Locating persons by name: find
 - Deleting a person : delete
 - Exiting the program : exit
 - Saving the data
-

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/John Doe.
- Items in square brackets are optional.
e.g n/NAME [t/TAG] can be used as n/John Doe t/friend or as n/John Doe.
- Items with ... after them can be used multiple times including zero times.
e.g. [t/TAG]... can be used as (i.e. 0 times), t/friend, t/friend t/family etc.
- Parameters can be in any order.
e.g. if the command specifies n/NAME p/PHONE_NUMBER, p/PHONE_NUMBER n/NAME is also acceptable.
- If a parameter is expected only once in the command but you specified it multiple times, only the last occurrence of the parameter will be taken.
e.g. if you specify p/12341234 p/56785678, only p/56785678 will be taken.
- Extraneous parameters for commands that do not take in parameters (such as help, list, exit and clear) will be ignored.
e.g. if the command specifies help 123, it will be interpreted as help.

Viewing help : help

Shows a message explaining how to access the help page.

// Popup with url, same as AB3

Format: help

Adding a client: add

Adds a client to ClientBook.

Format: add n/NAME p/PHONE_NUMBER e/EMAIL a/ADDRESS [i/POLICY_ID] ...

- POLICY_ID is optional, if client has not bought a policy with the insurance agent yet

Examples:

- (example with policy) add n/John Doe p/98765432 e/johnd@example.com a/Ochard i/Policy_12738176
- (example with no policy) add n/Betsy Crowe e/betsycrowe@example.com a/Kent Ridge

Listing all clients : list

Shows a list of all clients in ClientBook.

Format: list

Editing a client : edit

Edits an existing person in the address book.

Format: edit INDEX [n/NAME] [p/PHONE] [e/EMAIL] [a/ADDRESS] [i/POLICY_NUMBER]...

- Edits the person at the specified INDEX. The index refers to the index number shown in the displayed person list. The index must be a positive integer 1, 2, 3, ...
- At least one of the optional fields must be provided.
- Existing values will be updated to the input values.

Examples:

- edit 1 p/91234567 e/johndoe@example.com

- Edits the phone number and email address of the 1st person to be 91234567 and johndoe@example.com respectively.
- edit 2 n/Betsy Crower
 - Edits the name of the 2nd person to be Betsy Crower

Locating client by name: find

Finds persons whose names contain any of the given keywords.

Format: find KEYWORD [& MORE_KEYWORDS]

- The search is case-insensitive. e.g hans will match Hans
- The order of the keywords does not matter.
- Only the name field is searched.
- Persons matching at least one keyword will be returned (i.e. OR search). e.g. Hans, Bo will return Hans Gruber, Bo Yang.

Examples:

- find John returns john and John Doe
- find alex, david returns Alex Yeoh, David Li
- find alex david returns Alex David Lee

Deleting a client : delete

Deletes the specified person from ClientBook after listing or finding contacts.

Format: delete INDEX

- Deletes the person at the specified INDEX of the list.
- The index refers to the index number shown in the displayed person list.
- The index must be a positive integer 1, 2, 3, ...

Examples:

- list followed by delete 2
 - Deletes the 2nd person in the client book.
- find Betsy followed by delete 1
 - Deletes the 1st person in the results of the find command.

Exiting the program : exit

Exits the program.

Format: exit

Saving the data

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