layout: page title: User Guide

The Intern’s Ship (TinS) is a **desktop app for managing internships application, 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, TinS can help you manage and keep track of your internship applications faster than traditional GUI apps.

- Features (v1.3)
  - Adding an internship application: `add`
  - Listing all internship applications in TinS: `list`
  - Finding a particular internship application in TinS: `find`
  - Editing a details of an internship application: `edit`
  - Locating internship by name: `select`
  - Deleting an internship : `delete`
  - Adding an event to an internship application: `event add`
  - Deleting an event from an internship application: `event delete`
  - Finding all clashing events: `clash`
  - Getting help: `help`
  - Saving the data
  - Exiting the program: `exit`

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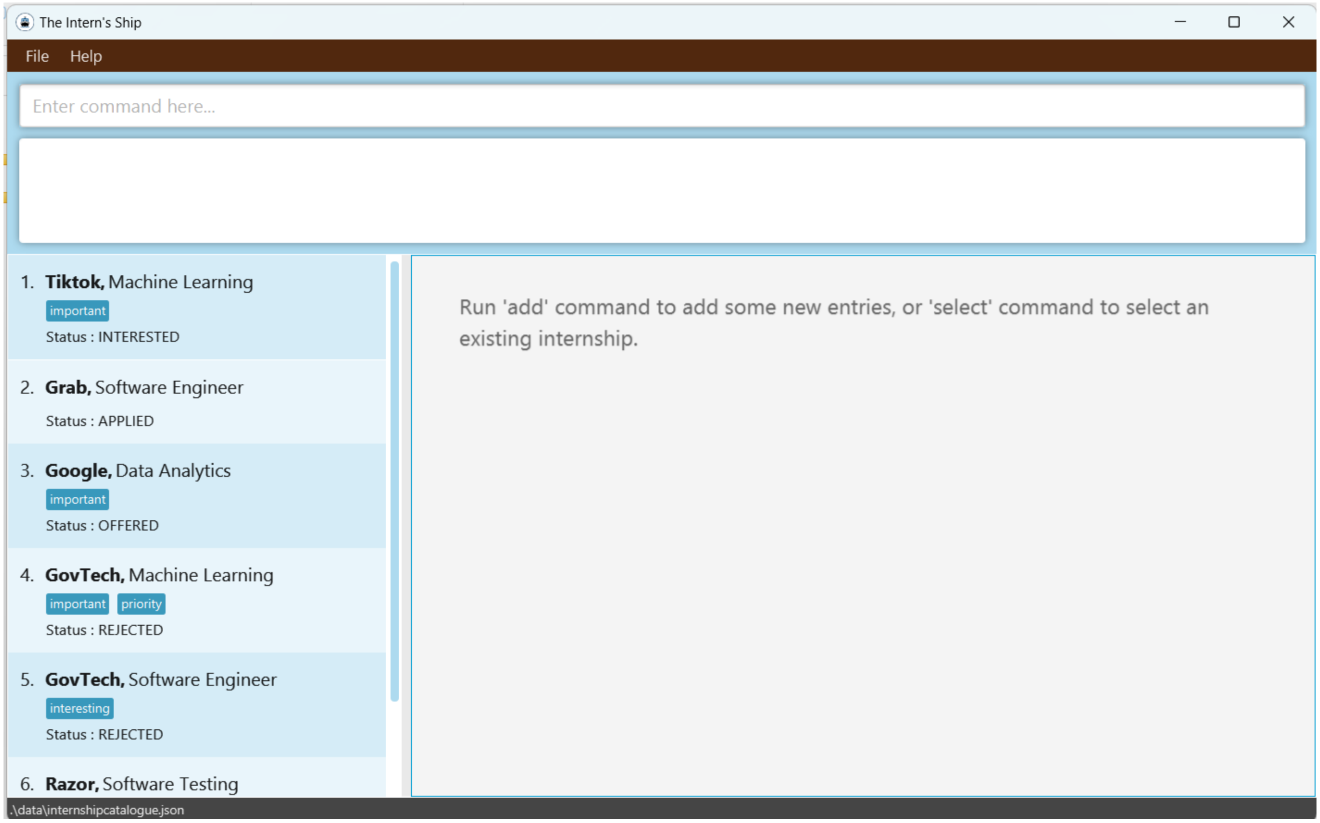
Quick start

1. Ensure you have Java `11` or above installed in your Computer.
2. Download the latest `tins.jar` from here.
3. Copy the file to the folder you want to use as the *home folder* for your TinS.
4. Open a command terminal, `cd` into the folder you put the jar file in, and use the `java -jar tins.jar` command to run the application.
   A GUI similar to the below should appear in a few seconds. Note how the app contains some sample

data.



1. **Tiktok,** Machine Learning
important
Status : INTERESTED

2. **Grab,** Software Engineer
Status : APPLIED

3. **Google,** Data Analytics
important
Status : OFFERED

4. **GovTech,** Machine Learning
important priority
Status : REJECTED

5. **GovTech,** Software Engineer
interesting
Status : REJECTED

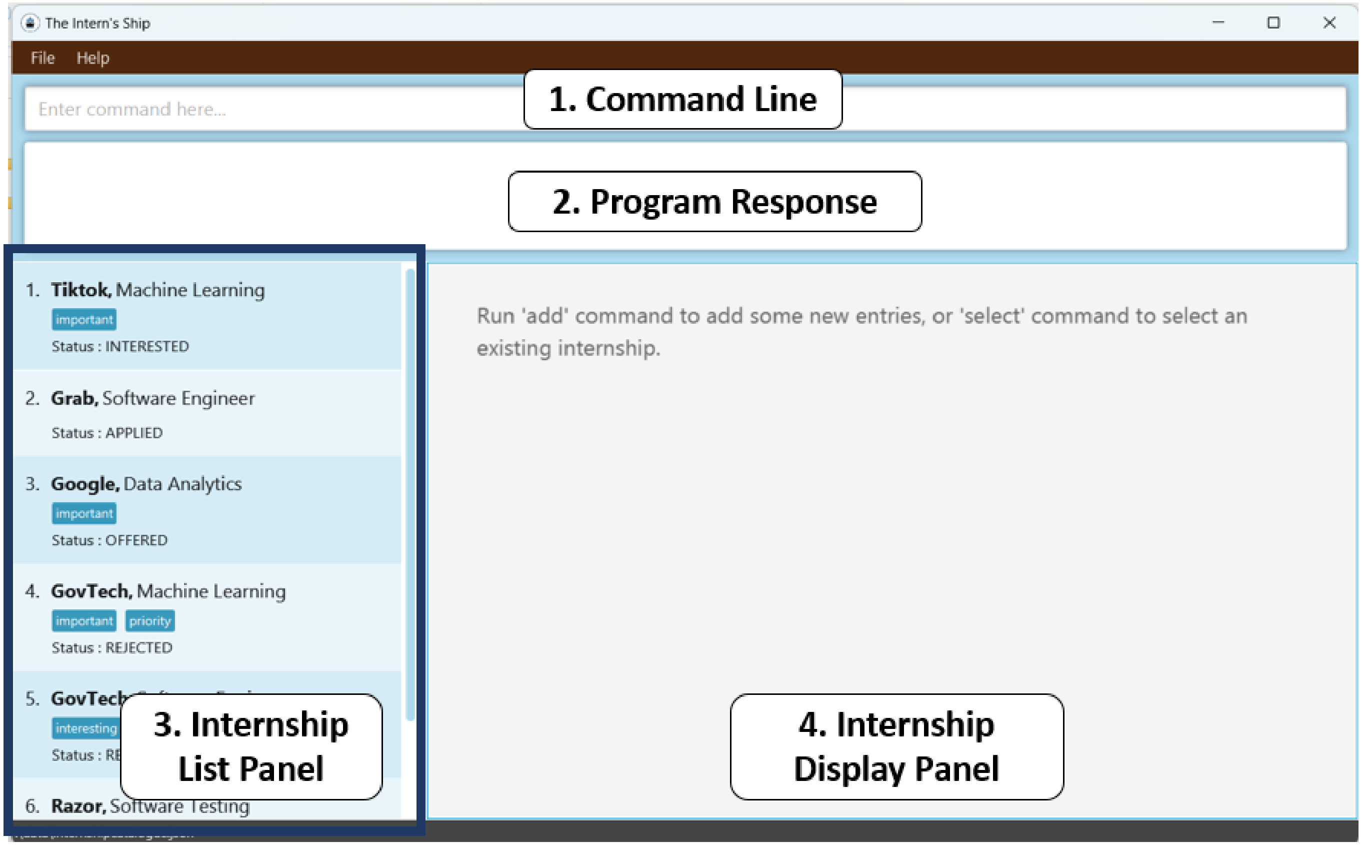
6. **Razor,** Software Testing

Run 'add' command to add some new entries, or 'select' command to select an existing internship.

.\data\internshipcatalogue.json

5. Type the command in the command box and press Enter to execute it.
6. Refer to the Features below for details of each command.

About the Graphic User Interface (GUI)



1. **Tiktok,** Machine Learning
important
Status : INTERESTED

2. **Grab,** Software Engineer
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3. **Google,** Data Analytics
important
Status : OFFERED

4. **GovTech,** Machine Learning
important priority
Status : REJECTED

5. **GovTech**
interesting
Status : RE

6. **Razor,** Software Testing

Run 'add' command to add some new entries, or 'select' command to select an existing internship.

1. **Command Line**: This is where you would input your commands.
2. **Program Response**: This box displays the program's feedback to your inputted commands.
3. **Internship List Panel**: This panel displays your internships listings stored in TinS (including Position, Company, Status and Tags).
4. **Internship Display Panel**: This panel displays relevant details pertaining to specific internship.

Features

Notes about the command format:

- Words in `UPPER_CASE` are the parameters to be supplied by the user.
  e.g. in `add p/POSITION c/COMPANY_NAME s/APPLICATION_STATUS d/DESCRIPTION` , `POSITION` is a parameter which can be used as `add p/Software Engineer c/Grab s/1 d/Requires knowledge of Python and Java` .
- Items in square brackets are optional.
  e.g `[TAG]` means that the user input is optional.

Adding an Internship Application : `add`

Adds an internship and its details to TinS.

Format: `add p/POSITION c/COMPANY_NAME s/APPLICATION_STATUS d/DESCRIPTION [t/TAG] ...`

- `POSITION` : Name of Internship Position

- `COMPANY_NAME` : Name of Hiring Company

> Note: `POSITION` and `COMPANY_NAME` have to be unique.
> If there is an Internship with `POSITION` as `Software Engineer` and `COMPANY_NAME` as `Grab` already saved in TinS:
>
> - Adding an Internship with `POSITION` as `Software Engineer` and `COMPANY_NAME` as `Grab` is not valid
> - Adding an Internship with `POSITION` as `Software Engineer 1` and `COMPANY_NAME` as `Grab` is valid
> - Adding an Internship with `POSITION` as `Software Engineer` and `COMPANY_NAME` as `Grab 1` is valid

- `APPLICATION_STATUS` : Status of Application
  - `APPLICATION_STATUS` should be an Integer value from 0 to 3. Here are the statuses for the corresponding integer values:
    - `0` : Interested
    - `1` : Applied
    - `2` : Offered
    - `3` : Rejected
- `DESCRIPTION` : Additional details about the Internship (E.g. Contact Details, Link to Webpage, Requirements of Internship)
- `TAG` : Customised Tag
  - This is optional.
  - An Internship can have more than one tag.

Example:

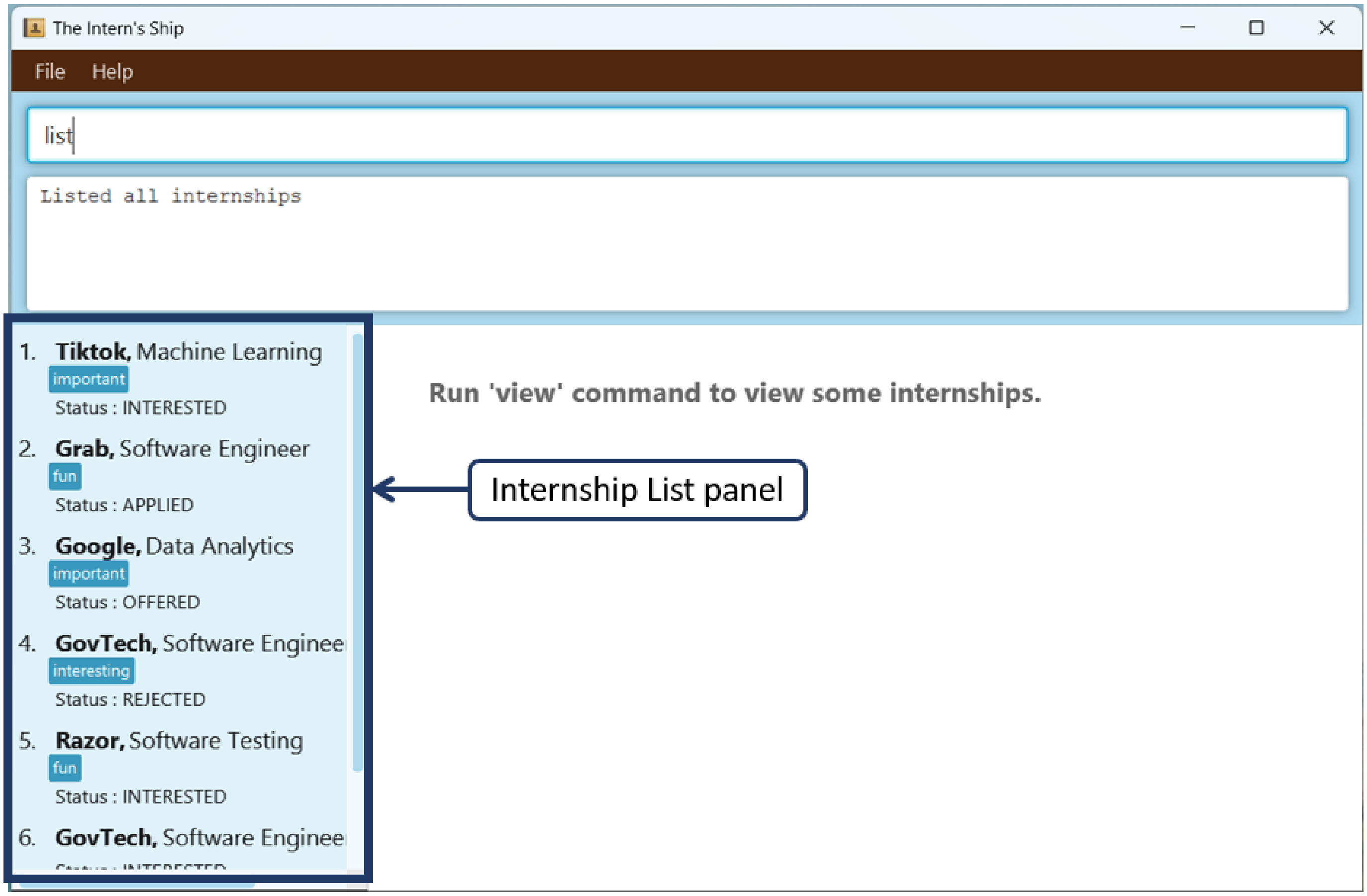
```
add p/Software Engineer c/Grab s/1 d/Requires knowledge of Python and Java t/Important t/Priority
```

Listing all Internships Applications : `list`

List all the internships in Internship List panel of TinS.

- After keying in the `list` command, TinS displays **all** the Internships stored in TinS in the Internship List panel on the left side of TinS Application.
- Only the `POSITION` , `COMPANY_NAME` , `APPLICATION_STATUS` and `TAG` are display in the Internship List panel for each Internship.

Example:



```
list
```

```
Listed all internships
```

1. **Tiktok,** Machine Learning
important
Status : INTERESTED

2. **Grab,** Software Engineer
fun
Status : APPLIED

3. **Google,** Data Analytics
important
Status : OFFERED

4. **GovTech,** Software Enginee
interesting
Status : REJECTED

5. **Razor,** Software Testing
fun
Status : INTERESTED

6. **GovTech,** Software Enginee
Status : INTERESTED

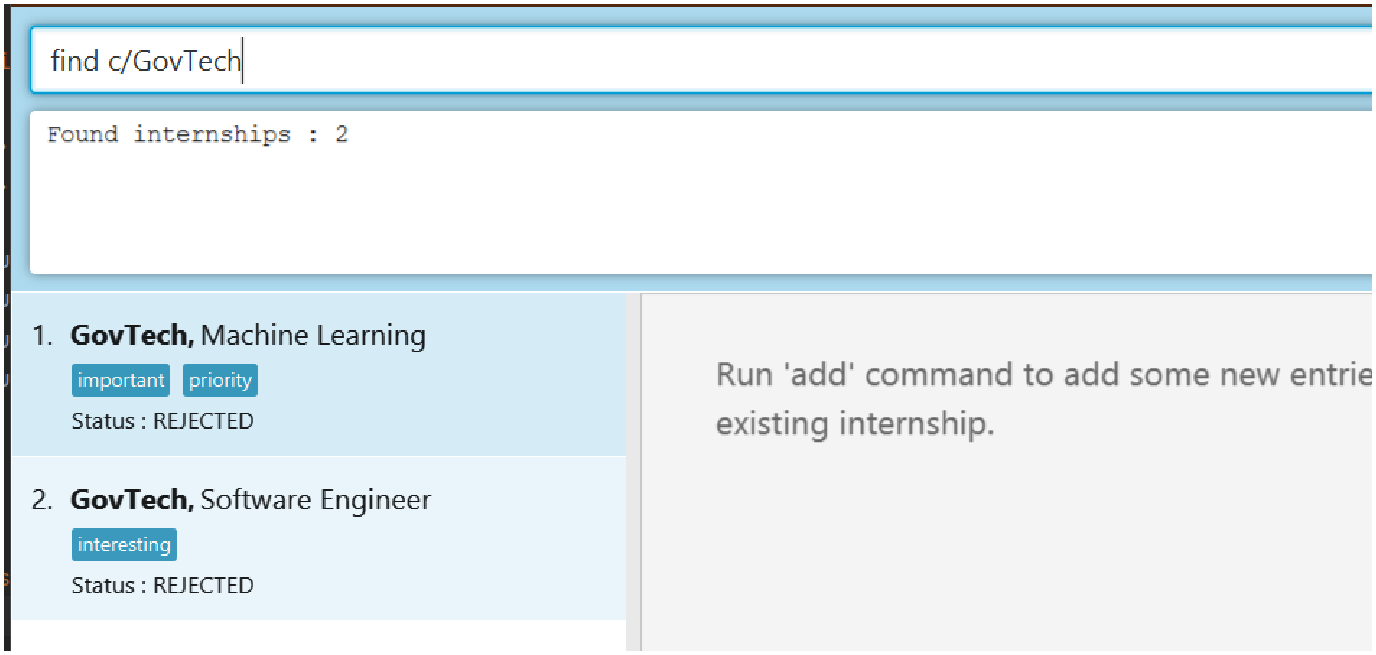
Run 'view' command to view some internships.

Finding Internships: `find`

Finds Internships by Position, Company, Status. Format: `find p/[POSITION] c/[COMPANY_NAME] s/[APPLICATION_STATUS]`

- After keying in the `find` command, the program will filter the internship catalogue accordingly.
- To revert the list back to the original, just simply enter the `list` command.

Example: Default TinS has 6 internship listings. `find c/GovTech` would return the list of internships with company name GovTech.



```
find c/GovTech
```

```
Found internships : 2
```

1. **GovTech,** Machine Learning

   important priority

   Status : REJECTED

2. **GovTech,** Software Engineer

   interesting

   Status : REJECTED

Run 'add' command to add some new entrie
existing internship.

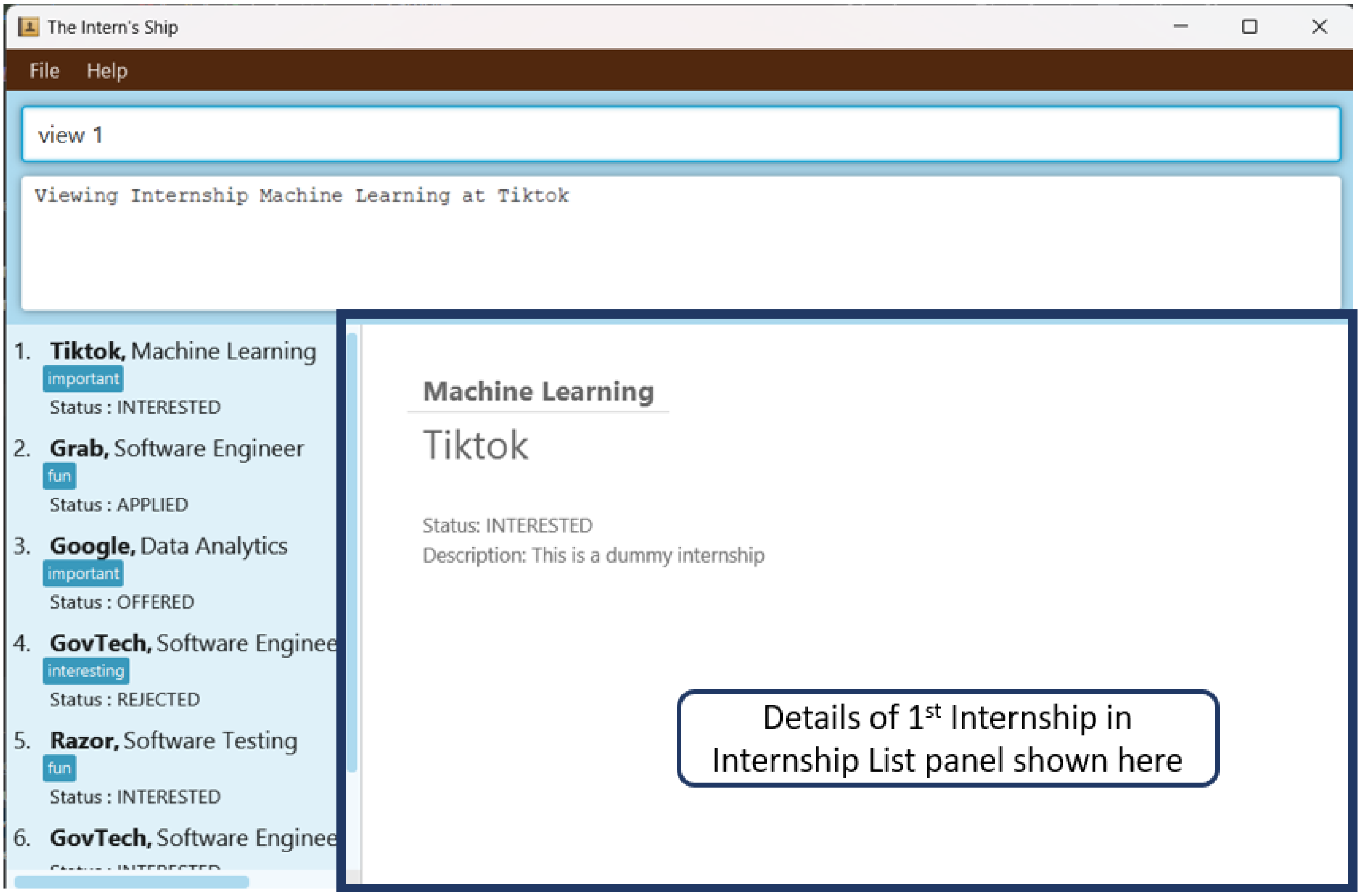
Viewing Details of a Particular Internship : `select`

View details of the internship selected by ID.

Format: `select ID`

- `ID` : The number of the selected internship in the Internship List Panel
- After keying in the `select` command, the program will return the all details of the selected internship in the right panel.

Example:



view 1

```
Viewing Internship Machine Learning at Tiktok
```

1. **Tiktok,** Machine Learning
   important
   Status : INTERESTED
2. **Grab,** Software Engineer
   fun
   Status : APPLIED
3. **Google,** Data Analytics
   important
   Status : OFFERED
4. **GovTech,** Software Enginee
   interesting
   Status : REJECTED
5. **Razor,** Software Testing
   fun
   Status : INTERESTED
6. **GovTech,** Software Enginee
   Status : INTERESTED

Machine Learning

Tiktok

Status: INTERESTED
Description: This is a dummy internship

Details of 1st Internship in Internship List panel shown here

Editing Details of Internship Application : `edit`

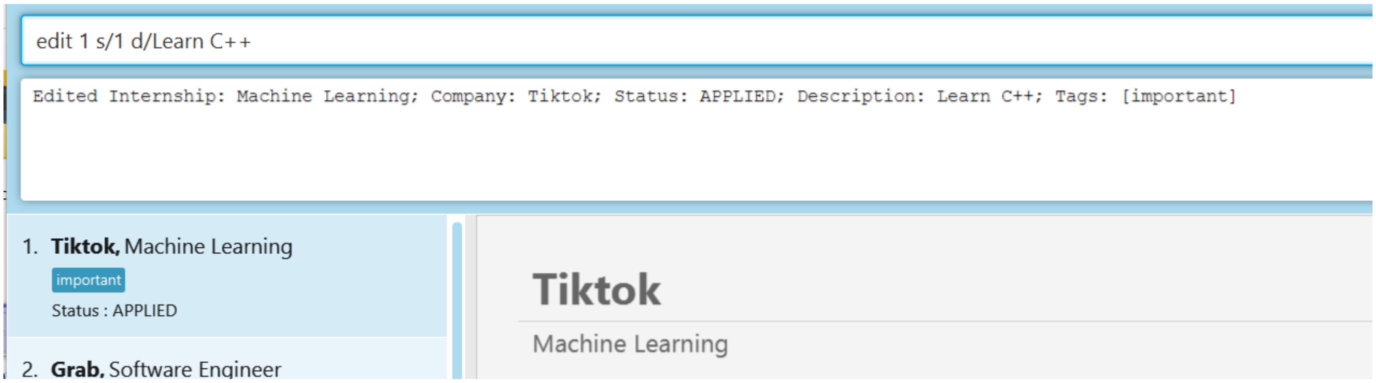
Edit details of the internship selected by ID.

Format: `edit ID p/[POSITION] c/[COMPANY_NAME] s/[APPLICATION_STATUS] d/[DESCRIPTION] t/[TAG]`

- `ID` : Identification number of the Internship.
- `[POSITION]` : Name of Internship Position (optional).
- `[COMPANY_NAME]` : Name of hiring company (optional).
- `APPLICATION_STATUS]` : Status of Application (`ACCEPTED` , `APPLIED` , `PENDING` , `REJECTED`) (optional).
- `[DESCRIPTION]` : Additional details of the internship application (optional).
- `[TAG]` : Labels for the internship application (optional).
- After keying in the `edit` command, along with the selected fields the user wishes to edit, TinS will update the corresponding fields of the internship application accordingly.

Example:
After keying in the `edit` command followed by an existing `ID` and the fields `APPLICATION_STATUS` and `DESCRIPTION` , TinS will update the `APPLICATION_STATUS` and `DESCRIPTION` fields of the internship application with the specified `ID` , then display the newly updated internship application

```
edit 1 s/1 d/Learn C++
```



```
edit 1 s/1 d/Learn C++
```

```
Edited Internship: Machine Learning; Company: Tiktok; Status: APPLIED; Description: Learn C++; Tags: [important]
```

1. **Tiktok,** Machine Learning
important
Status : APPLIED

2. **Grab,** Software Engineer

Tiktok
Machine Learning

Deleting an Internship Application : `delete`

Deletes an internship along with its details.

Format: `delete ID`

- Deletes the person at the specified `ID` in the Internship List Panel.

Example: `delete 1` deletes the first internship displayed in the Internship List Panel

Adding an Event to an Internship Application : `event add`

Adds an Event along with its details to the selected internship.

> Note: Before adding an event , you have to select an internship using `select ID`

Format: `event add na/EVENT_NAME st/[START_DATETIME] en/END_DATETIME de/DESCRIPTION`

- If you want to add an `event` :

```
event add na/EVENT_NAME st/START_DATETIME en/END_DATETIME de/DESCRIPTION
```

- If you want to add an `deadline` :

```
event add na/EVENT_NAME en/END_DATETIME de/DESCRIPTION
```

- `EVENT_NAME` : Name of the Event
- `START_DATETIME` : Starting time of an event (optional) (in the format: DD/MM/YYYY HHMM)
- `END_DATETIME` : Ending time of an event (in the format: DD/MM/YYYY HHMM)
- `DESCRIPTION` : Description of the Event (e.g. Venue, Things to take note of)

Examples:

```
event add na/Technical Interview st/10/09/2023 1500 en/10/09/2023 1700 de/On Zoom
```

Deleting an Event from an Internship Application : `event delete`

Deletes selected Event along with its details from the selected internship.

> Note: Before deleting an event, you have to select an internship using `select ID`

Format: `event delete ID`

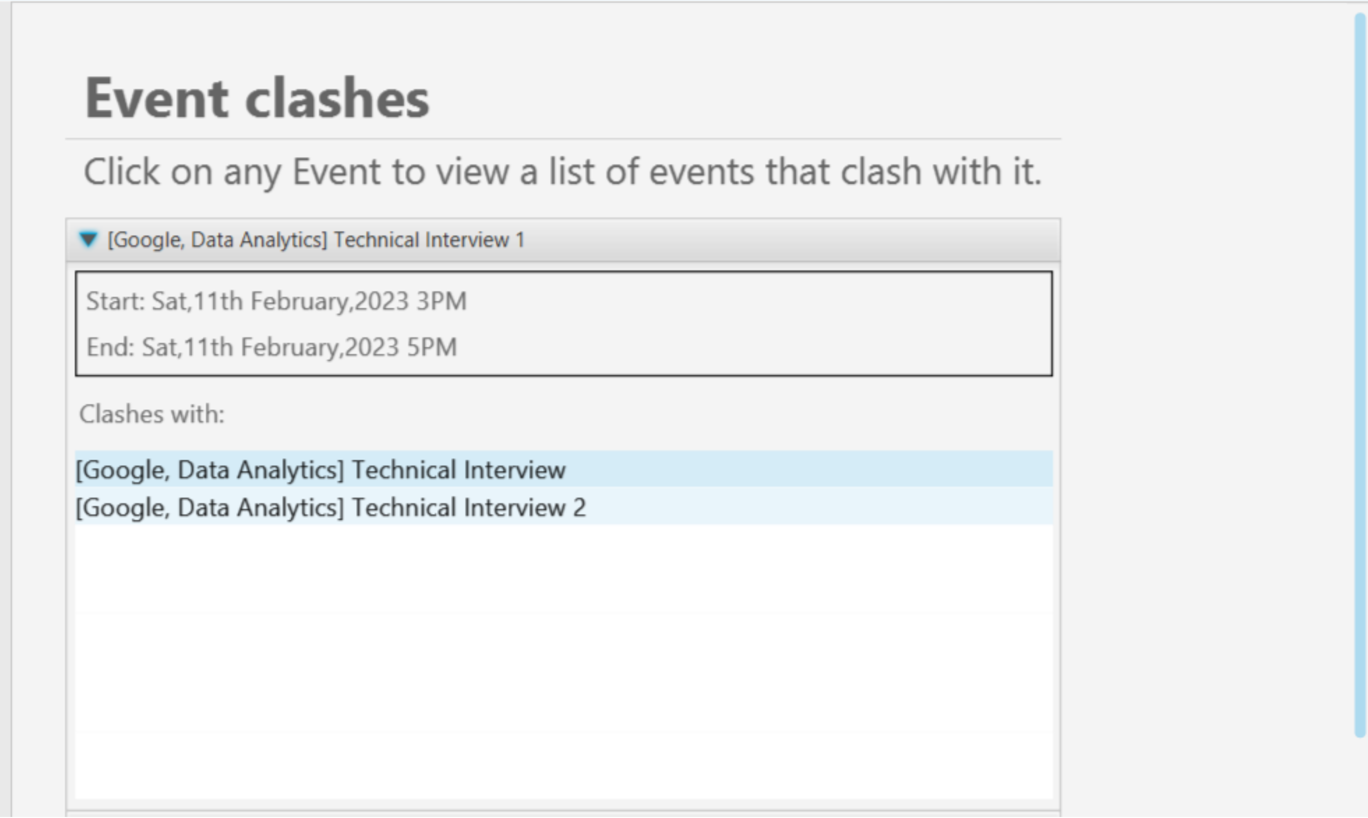
- `ID` : The ID of the selected event in the list

Examples: `event delete 1` entered after `select 1` deletes the first event in the first internship.

Finding all Clashing Events : `clash`

Displays all events with clashing timings.

Format: `clash`



Event clashes

Click on any Event to view a list of events that clash with it.

[Google, Data Analytics] Technical Interview 1

Start: Sat,11th February,2023 3PM

End: Sat,11th February,2023 5PM

Clashes with:

[Google, Data Analytics] Technical Interview

[Google, Data Analytics] Technical Interview 2

Exiting the program : `exit`

Exits and closes the TinS application.

Format: `exit`

Saving the data

The Intern Ship’s data is saved in the hard disk automatically after any command that changes the data. There is no need to save manually.

Command summary

Action	Format
Add	`add p/POSITION c/COMPANY_NAME s/APPLICATION_STATUS d/DESCRIPTION [t/TAG] ...` E.g. `add p/Software Engineer c/Grab s/1 d/Requires knowledge of Python t/Important t/Priority`
List	`list`
Edit	`edit ID [p/POSITION] [c/COMPANY_NAME] [s/APPLICATION_STATUS] [d/DESCRIPTION] [t/TAG] ...` E.g. `edit 1 p/Data Analyst` edits the `POSITION` of first internship in the Internship List panel to Data Analyst
Delete	`delete ID` E.g. `delete 1` deletes the first internship in the Internship List panel
Select	`select ID` E.g. `select 1` selects the first internship in the Internship List panel
Add Event	`event add na/EVENT_NAME st/[START_DATETIME] en/END_DATETIME de/DESCRIPTION` E.g. `event add na/Technical Interview st/10/09/2023 1500 en/10/09/2023 1700 de/On Zoom`
Delete Event	`event delete ID` E.g. `event delete 1`
Finding Clashing Events	`clash`
Help	`help`
exit	`exit`