

User Guide

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About the Task Manager

This product is meant to address the concerns of users who wish to schedule their tasks using a simple and easy command-line interface.

Quick Start Guide

1. Make sure you have Java version `1.8.0_60` or later installed in your computer.

This app will not work with previous versions of Java 8.

2. Download the latest 'The Practical Task Manager' file (tpm.jar) from the [releases](#) tab.
3. Copy the file to a suitable location on your computer. This location will serve as the home folder for the Task Manager.
4. Double-click the file to start the application. The GUI should appear as shown below in a few seconds.

TPTM

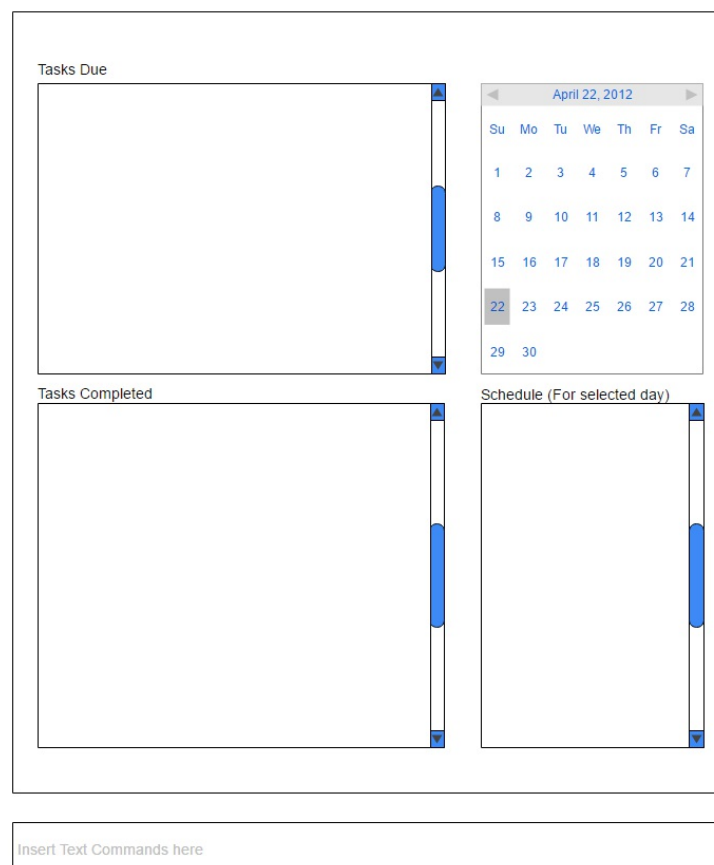


Figure 1: Graphical User Interface (GUI) Mockup

5. Type a command in the command box and press `enter` to execute it. Depending on the command, the Task Manager will respond by displaying a message in the console window.
6. Some example commands you can try:
- i. **'list'** : lists all tasks
 - ii. **'add task'** Project due for CS2103 d/121116 p/3 : adds a Task named 'Project due for CS2103' on the 12/11/2016 at a priority of level 3 to the Task Manager.
 - iii. **'delete'** 1 : deletes the first task shown in the current list
 - iv. **'exit'** : exits the application
7. Refer to the [Features](#) section below for details of each command.

Command Summary

Command	Format
Add	add <TASKNAME> d/<DEADLINE> p/<PRIORITY>
Clear	clear
Edit	edit <INDEX> <TASKNAME> d/<DEADLINE> p/<PRIORITY>
Delete	delete <INDEX>
Find	find KEYWORD <MORE_KEYWORDS>
List	list
Help	help
Select	select <INDEX>
View	view <TASKNAME>

Features

Command Format

- Words in `UPPER_CASE` are the parameters.
- Items in `SQUARE_BRACKETS` are optional.
- Items with `...` after them can have multiple instances.
- The order of parameters is fixed.

Viewing help : `help`

Description: Displays all commands

Format: `help`

Help is also shown if you enter an incorrect command e.g. `abcd`

Adding a task: `add`

Description: Adds a task to the task manager

Format: `add TASKNAME d/<DEADLINE> p/<PRIORITY> t/<TAG>...`

Tasks can have no deadline. If so, leave the DEADLINE field blank.

Tasks can have different priority levels or none at all (from 1 to 5, where 1 is the lowest priority and 5 is the highest priority).

Tasks can have any amount of tags (even 0).

Examples:

- `add CS2103 project d/231016 p/5 t/Group`
- `add make sandwich d/111016 p/1 t/hungry`
- `add complete report`

Listing all tasks : `list`

Description: Shows a list of all tasks in the task manager.

Format: `list`

`list` will show in order of tasks added.

Finding all tasks containing any keyword in their name: `find`

Description: Finds task/s whose names contain any of the given keywords.

Format: `find KEYWORD <MORE_KEYWORDS>`

The search is not case sensitive. e.g. `cs2103t` will match `CS2103T`

The order of the keywords does not matter. e.g. `Software Engineering` will match `Engineering Software`

Only the task name is searched.

Only full words will be matched e.g. `CS2103` will not match `CS2103T`

Tasks matching at least one keyword will be returned (i.e. `OR` search).

e.g. `Software` will match `Software Engineering`

Examples:

- `find Software`
Returns `Software Engineering` but not `software`
- `find CS2103T Software Engineering`
Returns Any task having names `CS2103T` , `Software` , or `Engineering`

Deleting a task : `delete`

Description: Deletes the specified task from the task manager.

Note: This process is irreversible.

Format: `delete INDEX`

Deletes the task at the specified `INDEX` .
The index refers to the index number shown in the most recent listing.
The index **must be a positive integer** 1, 2, 3, ...

Examples:

- `list`
`delete 2`
Deletes the 2nd task in the task manager.
- `find CS2101`
`delete 1`
Deletes the 1st task in the results of the `find` command.

Selecting a task : `select`

Description: Selects the task identified by the index number used in the last task listing.

Format: `select INDEX`

Selects the task and loads the Google search page the task at the specified `INDEX` . The index refers to the index number shown in the most recent listing.
The index **must be a positive integer** 1, 2, 3, ...

Examples:

- `list`
`select 2`
Selects the 2nd task in the address book.
- `find CS2103T`
`select 1`
Selects the 1st person in the results of the `find` command.

View details of a task: `view`

Description: Displays all details of a specified task or all tasks due on a certain day. Format: `view TASKNAME` or `view DEADLINE`

Examples:

- `view CS2103T`
- `view d/121116`

Clearing all entries : `clear`

Description: Clears all entries from the task manager.

Format: `clear`

If user enters `clear` the program will prompt `Program will wipe ALL entries do you still want to proceed? y/n`
If the User confirms `y` then `clear` will execute, if `n` it will not.

Exiting the program : `exit`

Description: Exits the program.

Format: `exit`

Editing a task: `edit`

Description: Edits the last task selected.

Format: `edit INDEX INPUT [INPUT] [INPUT]`

Edits the task by replacing the information stored with the input entered.
Inputs are the same as specified in the `add` command function.

Examples:

- `list`
`edit 3 Finish studying for EE2021 d/121116 p/4`
Edits the third task in the list of the task manager by replacing the description, changing the date and the priority.
- `find CS2101 meeting`
`edit 1 CS2101 meeting d/131016 p/5 t/John will be late`
Added in the tag `John will be late` and changed the priority.

Saving the data

Task Manager 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: 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 Task Manager folder.