User Guide

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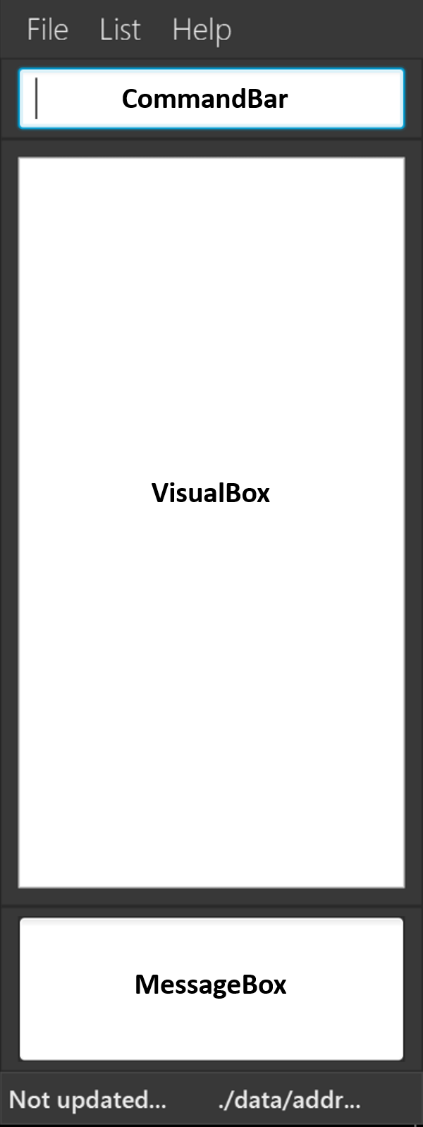
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## 1. Introduction

SmartyDo is a **to-do-list** application. With SmartyDo, forgetting upcoming deadlines and sleepless nights over incomplete tasks are a thing of the past. SmartyDo **increases your efficiency** by showing the lists of tasks that can be completed simultaneously. Treat SmartyDo like your personal assistant and just focus on **completing your tasks**!

## 2. Quick Start

**Launch SmartyDo**: Simply double-click on the SmartyDo.jar file to start SmartyDo. You will be greeted with a simple interface that has three components: a **VisualBox**, a **MessageBox** and a **Command Bar**.



*Figure 1: SmartyDo’s Main Screen*

**Command Bar** is where you enter short commands to tell SmartyDo what to do.  
**VisualBox** is the box where list of tasks are shown.  
**MessageBox** is shows the result of your command.

## 3. Getting Started

In this section, you will be introduced to the various commands that you will need when using SmartyDo. These commands will be described to you in the format described below.

**Command Format**:

* Words in lower case represent the command.
* Words in UPPER CASE represent the parameters.
* Words in[SQUARE BRACKETS]represent optional parameters.
* The order of parameters is flexible.

### 3.1. Requesting Help from SmartyDo

You can use the help command to gain access to this user guide should you need any help with the commands and their format. Should you enter an invalid command (e.g. abcd), information will be shown, when possible, to help correct your mistakes. You may also access this function through a keyboard shortcut.

Format: **help**Keyboard Shortcut: **F1**

**Example:**

|  |  |
| --- | --- |
| *Figure 2: SmartyDo’s Help Command* | If you wish to get help on using SmartyDo,  You may enter,  help  into the Command Bar.  After entering the command, a new window will appear showing you the user guide. |

### 3.2. Adding Tasks into SmartyDo

You can add a task into SmartyDo by using the add command. There are number of parameters that you can use to add more details to the task. Below is a summary of the various parameters and their usage:

|  |  |  |  |
| --- | --- | --- | --- |
| Parameter Type | Usage | Details | Restrictions |
| TASK\_NAME |  | Name of the task |  |
| [START\_TIME] | **t;** | Starting time of the task |  |
| [END\_TIME] | **s;** | Ending time of the task |  |
| [DESCRIPTION] | **d;** | Detailed description of the task |  |
| [LOCATION] | **a;** | Location relevant to the task |  |
| [TAG] | **t/** | One word description | Alphanumeric |

*Table 1: Add Command Parameters*

Format: **add TASK\_NAME d; START\_TIME s; END\_TIME d; DESCRIPTION  
 a; LOCATION t/TAG**

|  |
| --- |
| *You do not have to enter the optional parameters if you do not need them. You may also add multiple tags to a particular task by prepending each tag with the t/ parameter.*  *For example,*  ***add TASK\_NAME a;LOCATION t/TAG1 t;START\_TIME t/TAG2 s;END\_TIME***  *is also an accepted format for the add command.* |

**Example:**

|  |  |
| --- | --- |
| *Figure 3: SmartyDo’s Add Command* | If you wish to add a task named *Presentation* which occurs on 18 July 2016 at 9 am,  You may enter,  add Presentation t;18/7/2016 0900 d; Software Demo  into the Command Bar.  After entering the command, MessageBox will show you if the task is successfully added into SmartyDo and you will see the updated list of tasks in the VisualBox. |

### 3.3. Editing Task Details

You can edit tasks you have previously entered by using the edit command. You can also add and remove details to a task using this function. Each task can be referred to by the index displayed in front of its title.

Format: **edit INDEX PARAMETER\_TYPE NEW\_VALUE**

|  |
| --- |
| ***PARAMETER\_TYPE*** *refers to the type of parameter (see Section 3.2) we wish to edit and* ***NEW\_VALUE*** *is the new value for the specified parameter.* |

**Example:**

|  |  |
| --- | --- |
| *Figure 4: SmartyDo’s Edit Command* | If you wish to change the date of the task named *Presentation* from 18 July to 26 July,  You may enter,  edit 1 t; 26/7/2016  into the Command Bar.  After entering the command, MessageBox will show you if the task is successfully edited and you will see the updated list of tasks in the VisualBox. |

### 3.4. Deleting Tasks

You may remove a task from the SmartyDo by using the delete command. Each task can be referred to by the index displayed in front of its title.

Format: **delete INDEX**

**Example:**

|  |  |
| --- | --- |
| *Figure 5: SmartyDo’s Undo Command* | If you wish to delete the task named *Presentation,*  You may enter,  delete 1  into the Command Bar.  After entering the command, MessageBox will show you if the task has been successfully deleted and you will see the updated list of tasks in the VisualBox. |

### 

### 3.5. Marking Completed Tasks

You can mark a task as complete by using the done command. A check mark will appear next to the task, allowing you to identify the task as completed.

Format: **done INDEX**

|  |  |
| --- | --- |
| *Figure 6: SmartyDo’s Done Command* | If you wish to mark the task named *Presentation* as complete,  You may enter,  done 1  into the Command Bar.  After entering the command, the task will be updated to reflect its new status. |

### 3.6. Undoing and Redoing

You can reverse a change you have made to a task by using the undo command. Subsequently, you may also use the redo command to restore the changes made by undo. Below is a list of commands which can be undone using the undo command:

|  |
| --- |
| Undoable Commands |
| add |
| edit |
| delete |
| done |

*Table 2: List of Undoable Commands*

Format: **undo**, **redo**

|  |
| --- |
| ***undo*** *requires the application to have executed at least one undoable command after launching.*  *Similarly,* ***redo****requires the application to have executed at least one successful****undo****command after launching.* |

|  |
| --- |
| *SmartyDo****does not store****history of actions on your computer. The history of your actions resets when SmartyDo is closed. Also, if you enter any undoable command after entering redo or undo, the history of your actions will be****reset****.* |

**Example:**

|  |  |
| --- | --- |
| *Figure 7: SmartyDo’s Undo Command* | If you have previously made a change to a task, for example edit 1 t; 26/7/2016  and you wish to reverse this edit,  You may enter,  undo  into the Command Bar.  After entering the command, MessageBox will show you if the task is successfully undone and you will see the updated list of tasks in the VisualBox.  You may then reinstate the date change by entering,  redo  Into the Command Bar. |

### 3.7. Viewing Details of a Specific Task

You can view details of a specific task in the listed in the VisualBox by using the view command. Each task can be referred to by the index displayed in front of its title.

Format: **view INDEX**

**Example:**

|  |  |
| --- | --- |
| *Figure 8: SmartyDo’s View Command* | If you wish to view details of the task named *Presentation* which has the index of 1,  You may enter,  view 1  into the Command Bar.  After entering the command, a new window will appear showing you the details of the task you requested. |

### 3.8. Finding Specific Tasks

You can search for specific tasks stored in SmartyDo by using the find command. You may use one or more keywords as your search parameters, and tasks that match at least one keyword will be returned.

Format: **find KEYWORD [MORE\_KEYWORDS]**

|  |
| --- |
| *find is not case sensitive, and will search both the TASK\_NAME and TAG for tasks that match the keywords given. In addition, the order of the keywords is not important.*  *For example,*  ***find CS2103 Project*** *is equivalent to* ***find project cs2103*** |

### 3.9. Filtering Task List

You may filter which task are shown in the VisualBox by using the list command. There are five options for filtering tasks as described below:

|  |  |  |
| --- | --- | --- |
| List Parameters | Keyboard Shortcut | Details |
| all | Ctrl + 1 | Lists all tasks stored in SmartyDo |
| overdue | Ctrl + 2 | List all incomplete tasks that are due before the current date |
| upcoming | Ctrl + 3 | List all incomplete tasks that are due starting from the current date |
| completed | Ctrl + 4 | Lists all completed tasks |
| incomplete | Ctrl + 5 | Lists all incomplete tasks |

*Table 2: List Command Parameters*

Format: list LIST\_PARAMETER

**Example:**

|  |  |
| --- | --- |
| *Figure 9: SmartyDo’s View Command* | If you wish to view details of the task named *Presentation* which has the index of 1,  You may enter,  view 1  into the Command Bar.  After entering the command, a new window will appear showing you the details of the task you requested. |

### 3.10. Exiting SmartyDo

You may close SmartyDo using the exit command.

Format: **exit**

**Example:**

|  |  |
| --- | --- |
| *Figure 10: SmartyDo’s Exit Command* | If you wish to exit SmartyDo,  You may enter,  exit  into the CommandBox.  SmartyDo will save all your data and terminate. |

## 4. Smart Features

### 4.1. FlexiCommand

It is okay if you cannot remember the syntax entirely! As long as you remember the keyword, the ordering of subsequent parameters entered is fine. Our program will ask you for confirmation if we are unsure what you want.

### 4.2. Saving the Data

SmartyDo will automatically save your data in the hard disk after any command that changes the data. There is no need to save manually.

## 5. Summary

### 5.1. Command Summary

|  |  |  |
| --- | --- | --- |
| Command | Parameters | Format |
| help |  | **help** |
| add | TASK\_NAME, [START\_TIME], [END\_TIME], [DESCRIPTION], [LOCATION], [TAG] | **add TASK\_NAME d; START\_TIME s; END\_TIME d; DESCRIPTION a; LOCATION t/TAG** |
| edit | INDEX, PARAM\_TYPE, NEW\_VALUE | **edit INDEX PARAM\_TYPE NEW\_VALUE** |
| delete | INDEX | **delete INDEX** |
| done | INDEX | **done INDEX** |
| undo |  | **undo** |
| redo |  | **redo** |
| view | INDEX | **view INDEX** |
| find | KEYWORD, [MORE\_KEYWORDS] | **find KEYWORD [MORE\_KEYWORDS]** |
| list | LIST\_PARAM | **list LIST\_PARAMETER** |
| exit |  | **exit** |

### 5.2. Keyboard Shortcuts

|  |  |
| --- | --- |
| Command | Keyboard Shortcut |
| help | F1 |
| list all | Ctrl + 1 |
| list overdue | Ctrl + 2 |
| list upcoming | Ctrl + 3 |
| list completed | Ctrl + 4 |
| list incomplete | Ctrl + 5 |