**SmartyDo** **User Guide**



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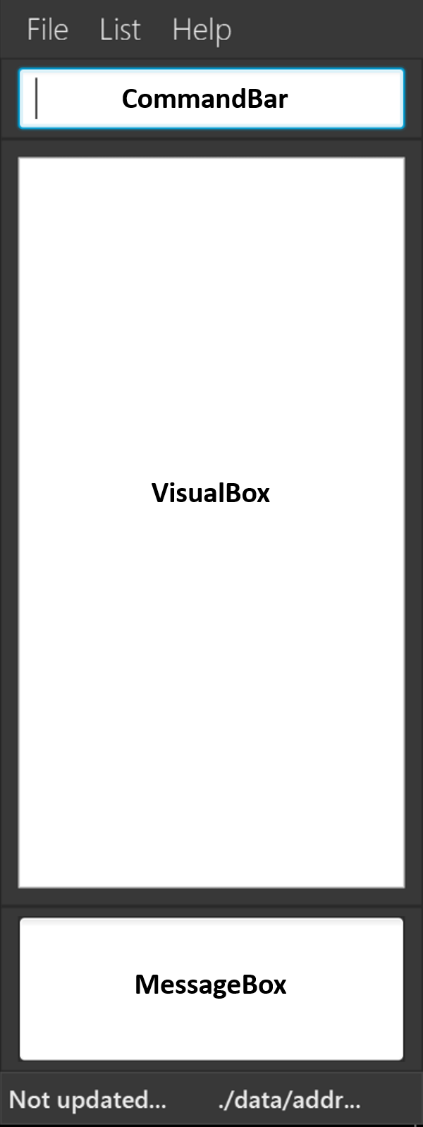
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## 1. Introduction

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 **Visual Box**, a **Message Box** and a **Command Bar**.



*Figure 1: SmartyDo’s Main Screen*

**Command Bar** is where you enter short commands to tell SmartyDo what to do.  
**Visual Box** is the box where the list of tasks is shown.  
**Message Box** 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

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: **Ctrl+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 a summary of all commands and keyboard shortcuts. |

### 3.2. Choosing Your Save Location

You can choose where to save your data on your computer by using the save command. The save location will be referenced from the directory in which SmartyDo is stored. From this point, all data will be saved to the file you specified.

Format: **save FILEPATH.xml**

**Example:**

|  |  |
| --- | --- |
| *Figure 3: SmartyDo’s Save Command* | If you wish to save your files to the filepath **data/todolist.xml**,  You may enter,  save data/todolist.xml  into the Command Bar.  After entering the command, Message Box will show you if your new save file has been successfully created. |

### 3.3. Loading Save Files

You can load different save files from your computer into SmartyDo by using the load command. The location from which your save file is retrieved will be referenced from the directory in which SmartyDo is stored. From this point, all data will be saved to the file you specified.

Format: **load FILEPATH.xml**

**Example:**

|  |  |
| --- | --- |
| *Figure 4: SmartyDo’s Load Command* | If you wish to load a previously saved file stored in **data/my\_todo\_list.xml**,  You may enter,  load data/my\_todo\_list.xml  into the Command Bar.  After entering the command, Message Box will show you if the save file has been successfully loaded to SmartyDo. |

### 3.4. Adding Tasks

You can add a task into SmartyDo by using the add command. There are a number of parameters 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 | **[n;]** | Name of the task | Alphanumeric |
| [TIME] | **t;** | Time specifications of the task |  |
| [DESCRIPTION] | **d;** | Detailed description of the task | Alphanumeric |
| [LOCATION] | **a;** | Location relevant to the task | Alphanumeric |
| [TAG] | **t/** | One word description of the task | Alphanumeric |

*Table 1: Add Command Parameters*

Format: **add TASK\_NAME d; TIME d; DESCRIPTION a; LOCATION t/TAG  
 [t/ADDIIONAL\_TAGS]…**

|  |
| --- |
| *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;TIME t/TAG2***  *is also an accepted format for the add command.* |

|  |
| --- |
| *If the TASK\_NAME is not the first parameter being entered, an additional delimiter* ***n;*** *is required for SmartyDo to read your command correctly.*  *For example, the equivalent of*  ***add TASK\_NAME a;LOCATION t/TAG1 t;TIME t/TAG2***  *is,*  ***add a;LOCATION t/TAG1 t;TIME t/TAG2 n;TASK\_NAME*** |

**Example:**

|  |  |
| --- | --- |
| *Figure 5: SmartyDo’s Add Command* | If you wish to add a task named *Presentation* which occurs on 18 July 2016 at 9 am at the School of Computing,  You may enter,  add Presentation t;18/7/2016 0900 a; School of Computing d; Software Demo  into the Command Bar.  After entering the command, Message Box will show you if the task is successfully added into SmartyDo and you will see the updated list of tasks in the Visual Box. |

### 

### 3.5. 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 6: 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 0900  into the Command Bar.  After entering the command, Message Box will show you if the task is successfully edited and you will see the updated list of tasks in the Visual Box. |

### 3.6. 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 7: SmartyDo’s Delete Command* | If you wish to delete the task named *Presentation,*  You may enter,  delete 1  into the Command Bar.  After entering the command, Message Box will show you if the task has been successfully deleted and you will see the updated list of tasks in the Visual Box. |

### 

### 3.7. 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 8: 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. |

### 3.8. 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****its history 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 9: SmartyDo’s Undo & Redo Commands* | 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, Message Box will show you if the task is successfully undone and you will see the updated list of tasks in the Visual Box.  You may then reinstate the date change by entering,  redo  Into the Command Bar. |

### 3.9. Selecting Specific Tasks

You can see details a specific task in the listed in the Visual Box by using the select command. A separate window will appear showing the details of the selected task. Each task can be referred to by the index displayed in front of its title.

Format: **select INDEX**

**Example:**

|  |  |
| --- | --- |
| *Figure 10: SmartyDo’s Select Command* | If you wish to view details of the task named *Meet Galahad to Buy Shoes* which has the index of 3,  You may enter,  select 3  into the Command Bar.  After entering the command, a new window will appear showing you the details of the task you requested. |

### 3.10. 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*** |

### 3.11. Filtering the Task List

You may filter which tasks are shown in the Visual Box by using the view command. There are five options for filtering tasks as described below:

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

*Table 3: List Command Parameters*

Format: **view LIST\_PARAMETER**

**Example:**

|  |  |
| --- | --- |
| *Figure 11: SmartyDo’s View Command* | If you wish to view a list of all completed tasks,  You may enter,  view completed  into the Command Bar.  After entering the command, you will see the updated list of tasks in the Visual Box. |

### 3.12. Locating a Destination

You may search for destinations listed in the LOCATION parameter of your task by using the locate command. A separate window will appear showing the details of the location mentioned (if any) in your task. Each task can be referred to by the index displayed in front of its title.

Format: **locate INDEX**

|  |
| --- |
| *Do note that locate requires a working internet connection to function correctly.* |

**Example:**

|  |  |
| --- | --- |
| *Figure 12: SmartyDo’s Locate Command* | If you wish to search for the location of the task named *Presentation* which has the index of 3,  You may enter,  locate 3  into the Command Bar.  After entering the command, a new window will appear showing you the details of the task you requested. |

### 3.13 Clearing Saved Data

You may clear all data stored in SmartyDo by using the clear command. SmartyDo will prompt you to confirm this action. Enter yes to complete the command. Entering a different command will cancel the clear command.

Format: **clear**

|  |
| --- |
| *Beware! Data removed using clear* ***cannot*** *be recovered using undo. Please ensure that you have taken precautions to back-up your data if you wish to retrieve any information after using this command.* |

**Example:**

|  |  |
| --- | --- |
| *Figure 13: SmartyDo’s Clear Command* | If you wish to clear all data in SmartyDo,  You may enter,  clear  into the Command Bar.  After entering the command, a prompt will appear in the Message Box asking you to confirm this action.  To proceed, enter  Yes  into the Command Bar, and SmartyDo will clear all saved data. |

### 3.14. Exiting SmartyDo

You may close SmartyDo by using the exit command.

Format: **exit**

**Example:**

|  |  |
| --- | --- |
| *Figure 14: SmartyDo’s Exit Command* | If you wish to exit SmartyDo,  You may enter,  exit  into the Command Bar.  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** |
| save | FILEPATH | **save FILEPATH.xml** |
| load | FILEPATH | **load FIlEPATH.xml** |
| add | TASK\_NAME, [TIME], [DESCRIPTION], [LOCATION], [TAG] | **add TASK\_NAME t; TIME d;DESCRIPTION a;LOCATION t/TAG [t/ADDIONTAL\_TAGS]…** |
| edit | INDEX, PARAM\_TYPE, NEW\_VALUE | **edit INDEX PARAM\_TYPE NEW\_VALUE** |
| delete | INDEX | **delete INDEX** |
| done | INDEX | **done INDEX** |
| undo |  | **undo** |
| redo |  | **redo** |
| select | INDEX | **select INDEX** |
| find | KEYWORD, [MORE\_KEYWORDS] | **find KEYWORD [MORE\_KEYWORDS]** |
| view | LIST\_PARAM | **view LIST\_PARAMETER** |
| locate | INDEX | **locate INDEX** |
| clear |  | **clear** |
| exit |  | **exit** |

*Table 4: Command Summary*

### 5.2. Keyboard Shortcuts

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

*Table 5: Keyboard Shortcuts*