**Menion User Guide**

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## Introduction

Ever felt overwhelmed from the multitude of tasks you have to complete and have no idea where to start? Are you looking for an easy to work with application to help you track all your activities? Well look no further! Your very own Menion is here to assist you!

Menion is your personal assistant that tracks all your activities and displays them in a simple to read display. It saves you the hassle of remembering what needs to be done and is able to help you prioritise your tasks.

Unlike other complicated task managers, Menion is simple and intuitive. It relies completely on the keyboard and only requires a single line of command, removing the inconvenience of clicking and navigating through multiple interfaces. It also has a flexible command interface, accepting many variations of the same command, removing the need to memorise a certain format for every command.

Let's get started!

**Quick Start**

1. Ensure you have Java version 1.8.0\_60 or later installed in your Computer.

Having any Java 8 version is not enough. This app will not work with earlier versions of Java 8.

1. Download Menion: You can download Menion.jar from the latest release here: **COMING SOON**
2. Copy the file to the folder you want to use as the home folder for Menion.
3. Double-click the file to start the app. The GUI should appear in a few seconds. >Figure 1 : The user interface presented after start up
4. Type the command in the command box as shown in Figure 1 and press Enter to execute it. e.g. typing **help** and pressing Enter will open the help window.
5. Some example commands you can try:
   * **add**Assignment 2 by: TASK\_DEADLINE\_DATE TASK\_DEADLINE\_TIME n: NOTES

* **list** : lists all activities
* **delete**event 3 : deletes the 3rd event shown in the current list
* **exit** : exits the app

1. Refer to the [Features](#features) section below for details of each command.

## Features

**Command Format** Words in UPPER\_CASE are the parameters. Items with ... after them can have multiple instances. The order of parameters is fixed.

**Important** (change to diagram) Menion supports 3 types of activities. Tasks, Events and Floating Tasks.

Task has a deadline.

Event has a starting date/time and an ending date/time.

Floating Task does not have any dates attached to it.

#### Adding an activity add

Adds an activity to Menion

Formats : add TASK\_NAME by: TASK\_DEADLINE\_DATE TASK\_DEADLINE\_TIME n:NOTES... add EVENT\_NAME from: EVENT\_START\_DATE EVENT\_START\_TIME to: EVENT\_END\_DATE EVENT\_END\_TIME n:NOTES... add FLOATING\_TASK\_NAME n:NOTES... > Task and event are differentiated by the input of time tag. Each activity can have any number of notes (can be left blank). > DATE and TIME Formats > > - Formal dates : mm-dd-yyyy hhmm, mm/dd/yyyy hhmm > - Informal dates : tomorrow, next monday 12pm >

Examples: add Dinner With Family from: tomorrow 1900 to: tomorrow 2000 n: bring flowers add Buy lunch n: hawker food add CS2103T final submission by: tomorrow n: important!

>Figure 2 : Screenshot of adding an activity into Menion.

#### Deleting activities delete

Deletes 1 or more activities from Menion at the specified INDEX/INDICES. Format: delete ACTIVITY\_TYPE INDEX...

The Index refers to the index number shown beside the activity. The index must be a positive integer 1,2,3,... There are 3 ACTIVITY\_TYPE: event, task, floating In each delete instance, you can only delete activites from the same activity type.

Examples: delete event 2 3 6 delete floating 2 1 delete task 1

>Figure 3 : The index of activity to be deleted.

#### List Activities list

Shows a list of activities in Menion for specified parameters such as date, month, completion status and keywords.

Formats: list all list MONTH list DATE list COMPLETION\_STATUS

Examples: list all list january list 08-18-2016 list completed

List parameters are case-insensitive. list completed will fit list CoMpleted. Listing of dates has to be in the format of dd-mm-yyyy.

#### Find Activities find

Shows a list of activities in Menion for specified keywords in their activity name and notes.

Format: find KEYWORDS

Examples: find cs2103T find laundry

Find parameters are case-insensitive. Cs2103T will match cs2103t.

#### Clearing all entries clear

Clear all entries from Menion.

Format : clear

#### Editing an activity edit

Edits an activity from Menion at the specified INDEX.

Format : edit ACTIVITY\_TYPE INDEX PARAMETERS > The index refers to the index number shown beside the activity. > The parameters to be edited should be the same parameters as the existing activity type. > The index must be a positive integer 1,2,3, ...

Parameters :

name: ACTIVITY\_NAME by: DEADLINE n: NOTES from: START\_DATE START\_TIME to: END\_DATE END\_TIME

Examples :

edit event 3 from: tomorrow 1900 to: the day after tomorrow 9pm edit floating 1 name: Hello World edit task 2 by: sunday n: Yay extension!

#### Complete an activity complete

Marks an activity as completed.

Format : complete ACTIVITY\_TYPE ACTIVITY\_INDEX

Examples :

complete event 3 complete task 3

#### Uncomplete an activity uncomplete

Marks an activity as uncompleted.

Format : uncomplete ACTIVITY\_TYPE ACTIVITY\_INDEX

Example :

uncomplete event 3 uncomplete task 3

#### Set reminder for tasks remind

Enables menion to send notifications to the specified EMAIL\_ADDRESS to remind users of uncompleted overdue tasks.

Format: remind EMAIL\_ADDRESS

Example: remind jondoe@gmail.com

#### Unset reminder for tasks unremind

Disables menion from sending notifications to previously specified EMAIL\_ADDRESS to remind users of uncompleted overdue tasks.

Format : unremind

#### Undo undo

Undo the most recent command.

Format : undo

#### Redo redo

Redo the most recent command.

Format : redo

#### Modifying the storage path modify

Modifies the storage path that stores all the data.

Format : modify STORAGE\_LOCATION

Example:

modify storage path user/Desktop

#### Viewing help help

Shows a list of available commands and how to use them.

Format : help

#### Exiting the program exit

Exits the program.

Format : exit

#### Saving the data

Menion 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 Menion in the other computer and overwrite the empty data file it creates with the file that contains the data of your previous Menion folder.

## Command Summary

|  |  |
| --- | --- |
| Command | Format |
| Add | add FLOATING\_TASK\_NAME n:NOTES...add TASK\_NAME by: TASK\_DEADLINE\_DATE TASK\_DEADLINE\_TIME n:NOTES...add EVENT\_NAME from: EVENT\_START\_DATE EVENT\_START\_TIME to: EVENT\_END\_DATE EVENT\_END\_TIME n:NOTES... |
| Delete | delete ACTIVITY\_TYPE INDEX |
| List | list list DATE list MONTH list KEYWORDS |
| Clear | clear |
| Edit | edit ACTIVITY\_TYPE ACTIVITY\_INDEX ACTIVITY\_PARAMETER\_TO\_CHANGE ACTIVITY\_PARAMETER\_CHANGES |
| Complete | complete ACTIVITY\_TYPE INDEX |
| Uncomplete | uncomplete ACTIVITY\_TYPE INDEX |
| Set Reminder | remind EMAIL\_ADDRESS |
| Unset Reminder | unremind |
| Undo | undo |
| Redo | redo |
| Modify Storage Path | modify STORAGE\_LOCATION |
| Help | help |
| Exit | exit |

## GLOSSARY

|  |  |
| --- | --- |
| Word | Meaning |
| GUI | Graphic User Interface. The interface presented to users to interact with Menion. |
| Storage Path | This is the directory where your data will be saved. |