

User Guide

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Introduction

Welcome! This user guide will provide you with all the essential information required for you to make full use of our task manager, TaskKitty.

TaskKitty is a task manager that can help you manage events, deadlines that you have to meet, or simply tasks that you want to get done whenever you have free time.

If you are a keyboard lover and dislike clicking, then TaskKitty is the right task manager for you! It boasts an intuitive command line interface with minimal clicking required, and the commands you have to type in are short and sweet.

-Taskitty



To get started, proceed to the Quick Start section below.

Overview

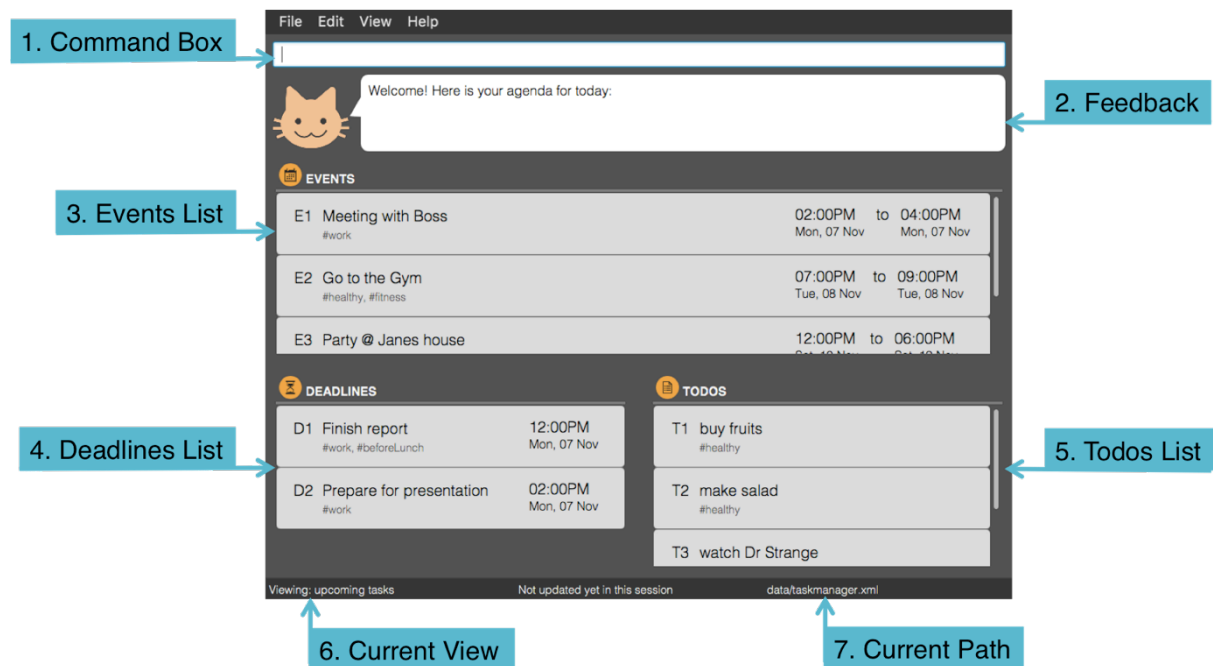


Figure 1: TaskKitty Overview

1. This is the **Command Box** for you to type your commands
2. TaskKitty provides **Feedback** for your actions here
3. **Events List**, where you can view all tasks that have a start and end date
4. **Deadlines List**, where you can view all tasks you need to complete before a certain date
5. **Todos List**, where you can view all your tasks that you wish to do someday
6. This shows the **Current View** of the TaskKitty. Here, it is showing the upcoming tasks
7. This shows the **Current Path** to the file where the data of TaskKitty is stored.

There are two types of file paths:

- Absolute: The file path from the root folder
Eg. C:/TaskKitty/data/taskmanager.xml
- Relative: The file path from TaskKitty
Eg. ./data/taskmanager.xml

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
TaskKitty will not work with earlier versions of Java 8

2. Download the latest TaskKitty.jar from the releases tab
3. Copy the file to the folder you want to use as the home folder for TaskKitty
4. Double-click the file to start the app. TaskKitty should open in a few seconds

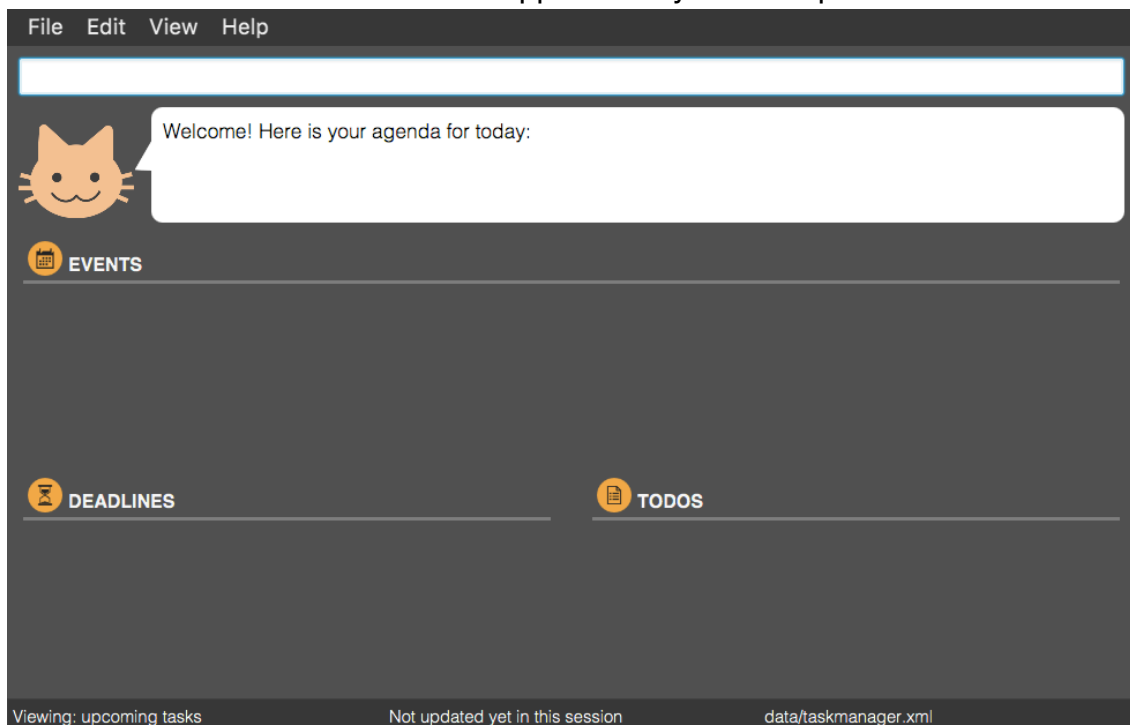


Figure 2: TaskKitty Welcome Screen

5. Type the command in the command box and press **enter** to execute it
Eg. Typing **help** and pressing **enter** will open the help window



While typing commands, I will be there to guide you

6. Some example commands you can try:

- **add** read book - adds a new task named read book
- **add** business proposal 17 nov 2pm - adds a new task that has the deadline 02:00pm, 17 Nov
- **view** - lists all upcoming and uncompleted tasks
- **view** 1 jan - lists all tasks for the specified date
- **delete** d1 - deletes the 1st task shown in the current list of deadline tasks
- **exit** - exits the program

7. Refer to the Features section below for details of each command

Features



Before we move on, do take note that:
Items in **<angle brackets>** are parameters
Items in **[square brackets]** are optional
Items with **...** after them can have multiple instances

Help: **help**

Format: help

Shortcut key: F1

A pop-up window displaying the command summary will be shown.

| Command | Description | Command Format | Example |
|---------------|--|--|---|
| Add | Adds a todo/deadline/event task to the task manager depending on format given. | Todo: add <name> [#tag]... | add buy new tie #work |
| | | Deadline: add <name> [end datetime] [#tag]... | add submit proposal 17 Nov 2pm #work |
| | | Event: add <name> [start datetime] to [end datetime] [#tag]... | add work dog 7 Nov 20116 17:00 to 18:00 |
| View | Filters and lists tasks in the task manager depending on the format. | Upcoming: view Shortcut key: Ctrl + Shift + T | |
| | | All: view all Shortcut key: Ctrl + Shift + L | |
| | | Done: view done Shortcut Key: Ctrl + Shift + D | |
| | | Date: view <date> | view 7 Nov |
| Find | Filters and lists out all tasks in the task manager that contains all keywords given. | find <keyword>... | find prop find #work |
| Edit | Edits the tasks in the given index provided as shown by the current view status into the new one provided. | edit <index> [name] [datetime] | edit d2 16 Nov edit t1 buy blue tie |
| Delete | Deletes the tasks in the given indexes provided as shown by the current view status. | delete <index>... | delete t1 d1 e1 Delete t1-3 |
| Done | Marks the tasks in the given indexes provided as shown by the current view status as done. | done <index>... | done d1 t2 d3 Done e2-4 |
| Path | Sets the save location for the data file to the new location provided | path <filepath>.xml | path D:\Workfolder\TaskList.xml path data\temp.xml |
| Undo | Undoes the last action | undo Shortcut Key: Ctrl + Shift + U | |
| Redo | Redoes the last undone action | redo Shortcut Key: Ctrl + Shift + Y | |
| Clear | Clears out all tasks in the task manager | clear Shortcut Key: Ctrl + Shift + C | |
| Help | Shows the help window (what you are currently seeing now) | help Shortcut Key: F1 | |
| Exit | Exits the task manager app | exit Shortcut Key: Esc | |

Figure 3: Help Window

View Upcoming Tasks: **view**

Format: `view`

Shortcut Key: `Ctrl + Shift + T`

Lists all upcoming and uncompleted tasks.



Note that overdue tasks will be displayed in **red**
After each command, the current type of task displayed will be shown on the bottom left corner of TaskKitty

Example:

Command: `view`

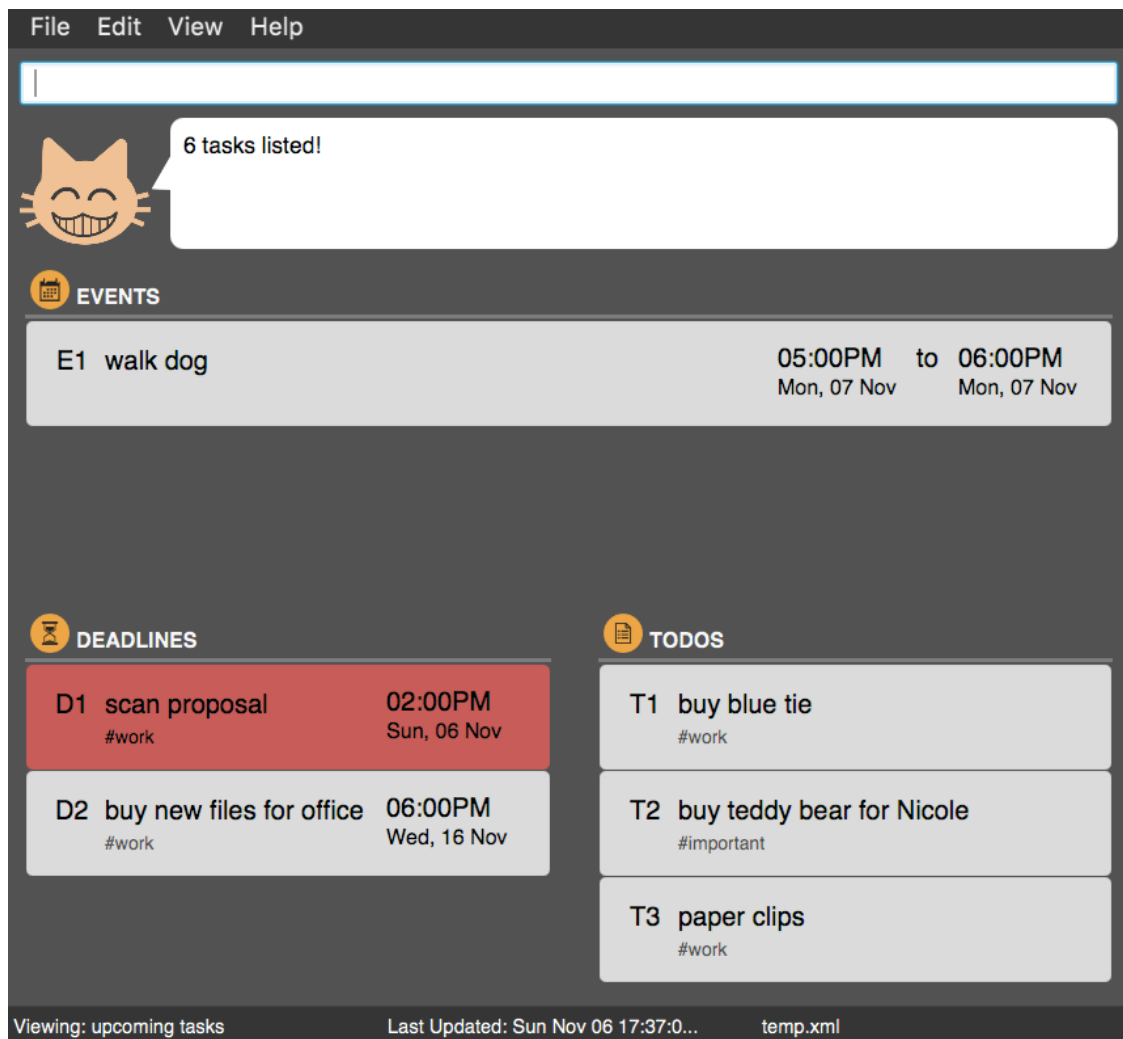


Figure 4: View Command

View All Tasks For Specified Date: **view <date>**

Format: `view <date>`

List all events for the specified date, uncompleted deadlines up to the specified date, and all todo tasks.



<date> is flexible! 2 Jan 2017, 2/1/2017, 2 January, 2-1-2017 are all acceptable formats. Please remember that the day must always come first!

Example:

Command: `view 7 Nov`

A screenshot of the Taskitty application interface. At the top is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu is a search bar. On the left side, there is a cat icon and a speech bubble that says '5 tasks listed!'. The main content area is divided into three sections: 'EVENTS', 'DEADLINES', and 'TODOS'. The 'EVENTS' section shows a single event: 'E1 walk dog' from '05:00PM Mon, 07 Nov' to '06:00PM Mon, 07 Nov'. The 'DEADLINES' section shows a single deadline: 'D1 scan proposal' at '02:00PM Sun, 06 Nov' with the tag '#work'. The 'TODOS' section shows three tasks: 'T1 buy blue tie' with tag '#work', 'T2 buy teddy bear for Nicole' with tag '#important', and 'T3 paper clips' with tag '#work'. At the bottom, there is a status bar with 'Viewing: 07 Nov 2016', 'Last Updated: Sun Nov 06 17:37:0...', and 'temp.xml'.

Figure 5: View <date> Command

View All Completed Tasks: **view done**

Format: view done

Shortcut Key: Ctrl + Shift + D

List all completed todos, deadlines and events. Tasks that are done will be shown in grey.

Example:

Command: **view done**

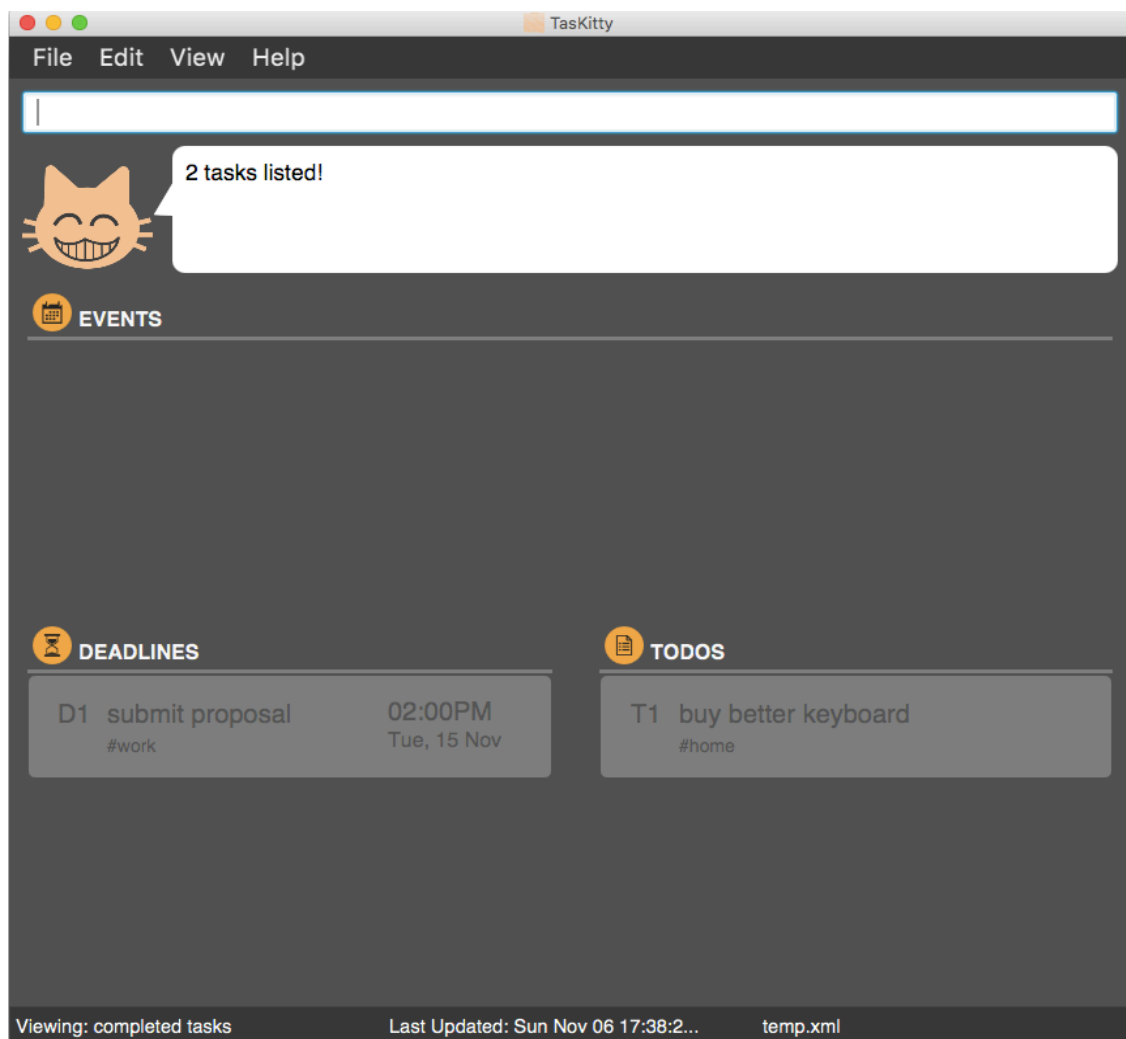


Figure 6: View Done Command

View All Tasks: `view all`

Format: `view all`

Shortcut Key: `Ctrl + Shift + L`

List all todos, deadlines and events that have been added to TaskKitty, including events that have passed and done tasks.

Example:

Command: `view all`

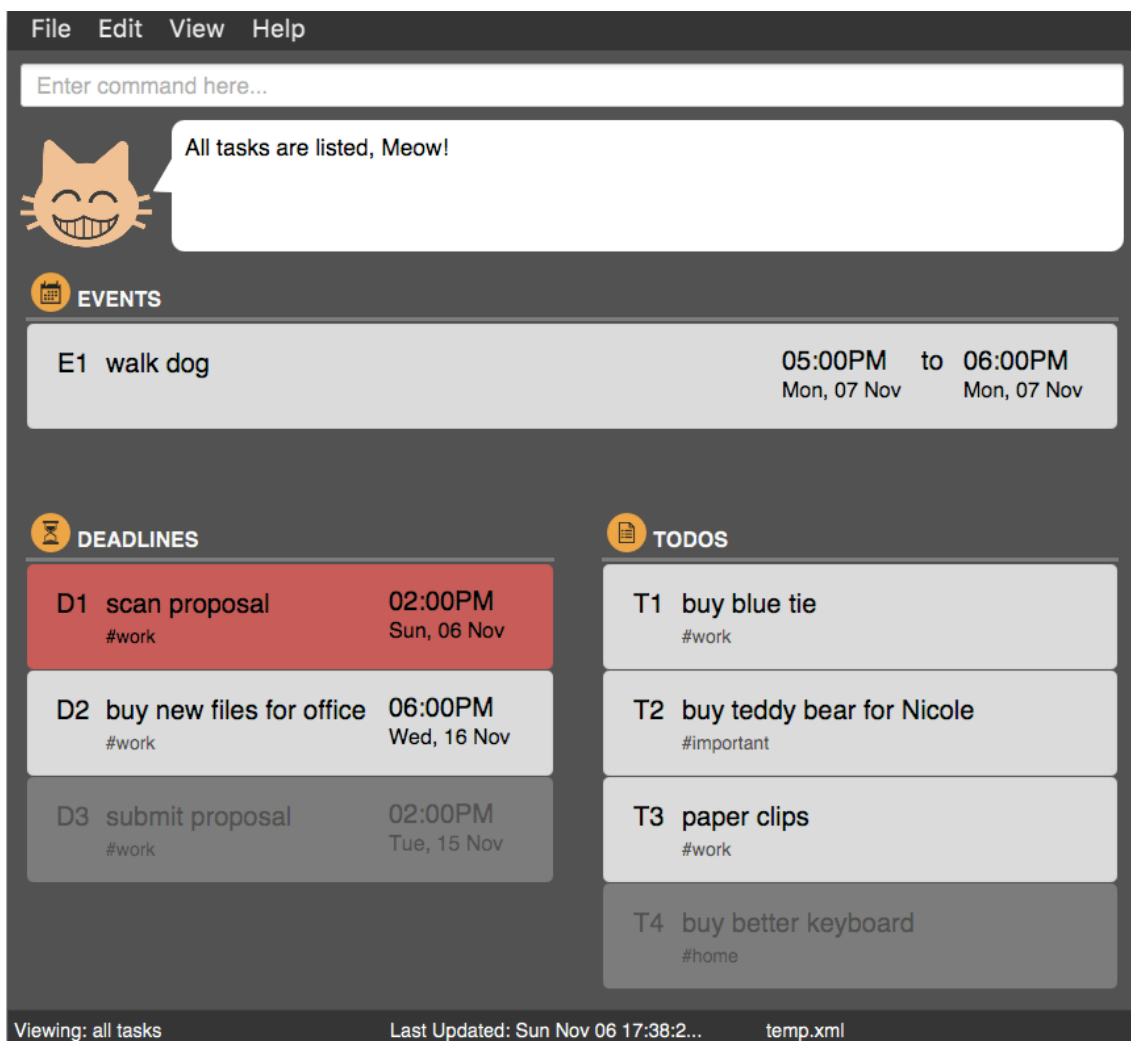


Figure 7: View All Command

Add New Task: **add**

Format (Todo): `add <name> [#tag]...`

Format (Deadline): `add <name> <end datetime> [#tag]...`

Format (Event): `add <name> <start datetime> to <end datetime> [#tag]...`

Adds a new task to the todo, deadline or event list in Taskitty.



Tasks are split into 3 categories:
Todo: tasks without specific date and time
Deadline: task with specific end date and time
Event: task with specific start and end date and time

Example (Todo):

Command: `add buy new tie #work`

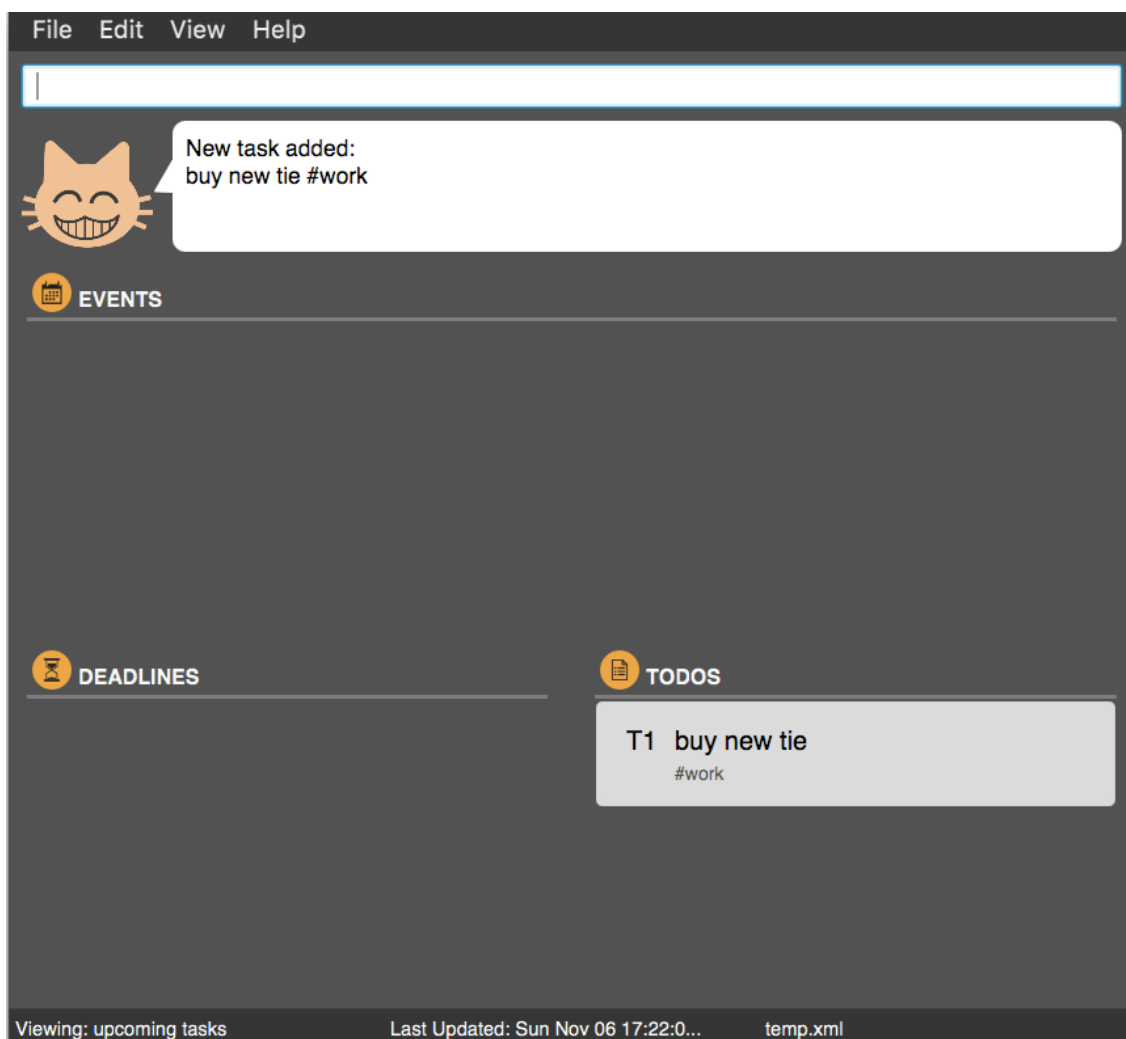


Figure 8: Add Todo Command

Example (Deadline):

Command: `add submit proposal 17 Nov 2pm #work`

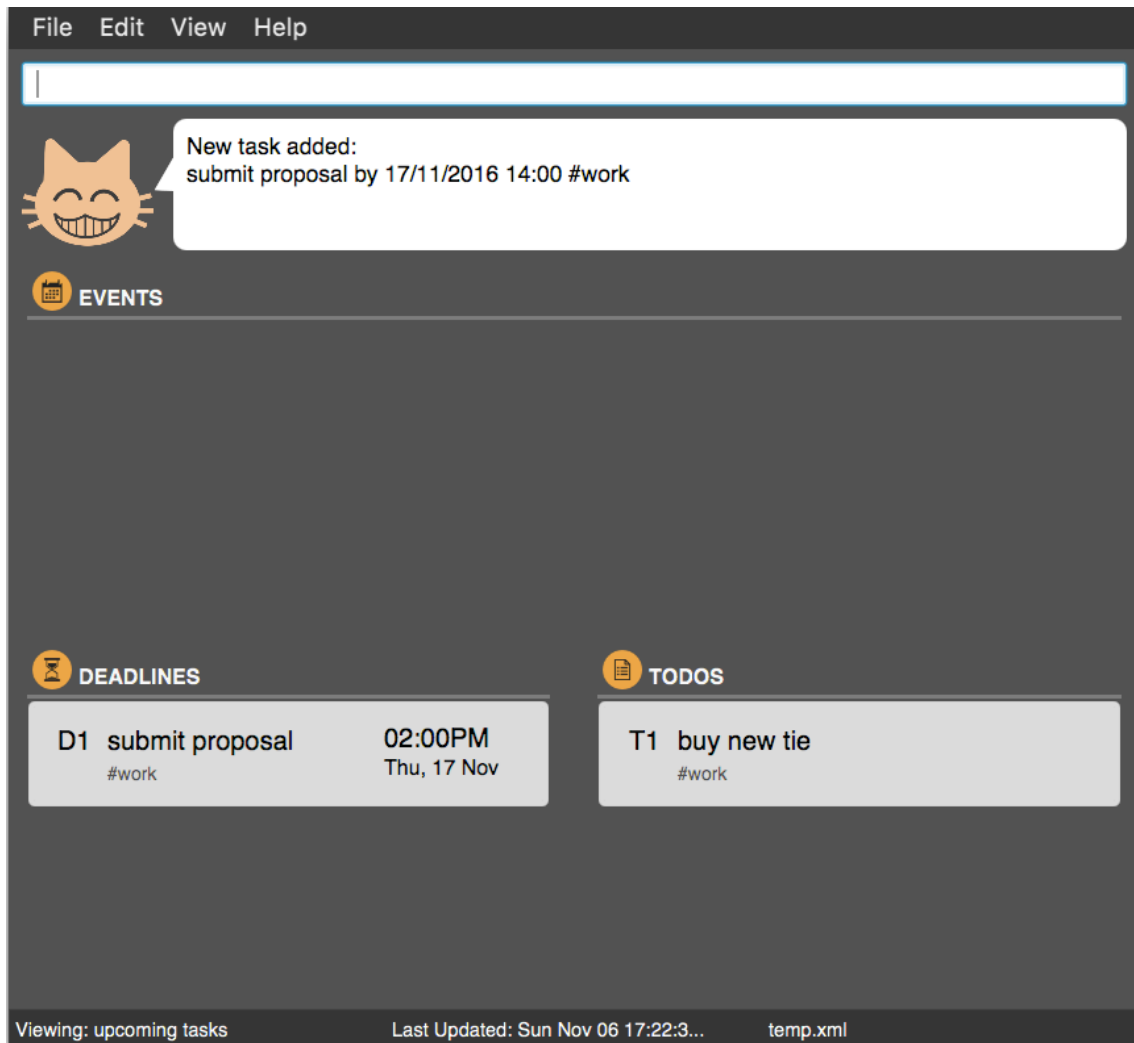


Figure 9: Add Deadline Command

Example (Event):

Command: `add walk dog 7 Nov 2016 17:00 to 18:00`

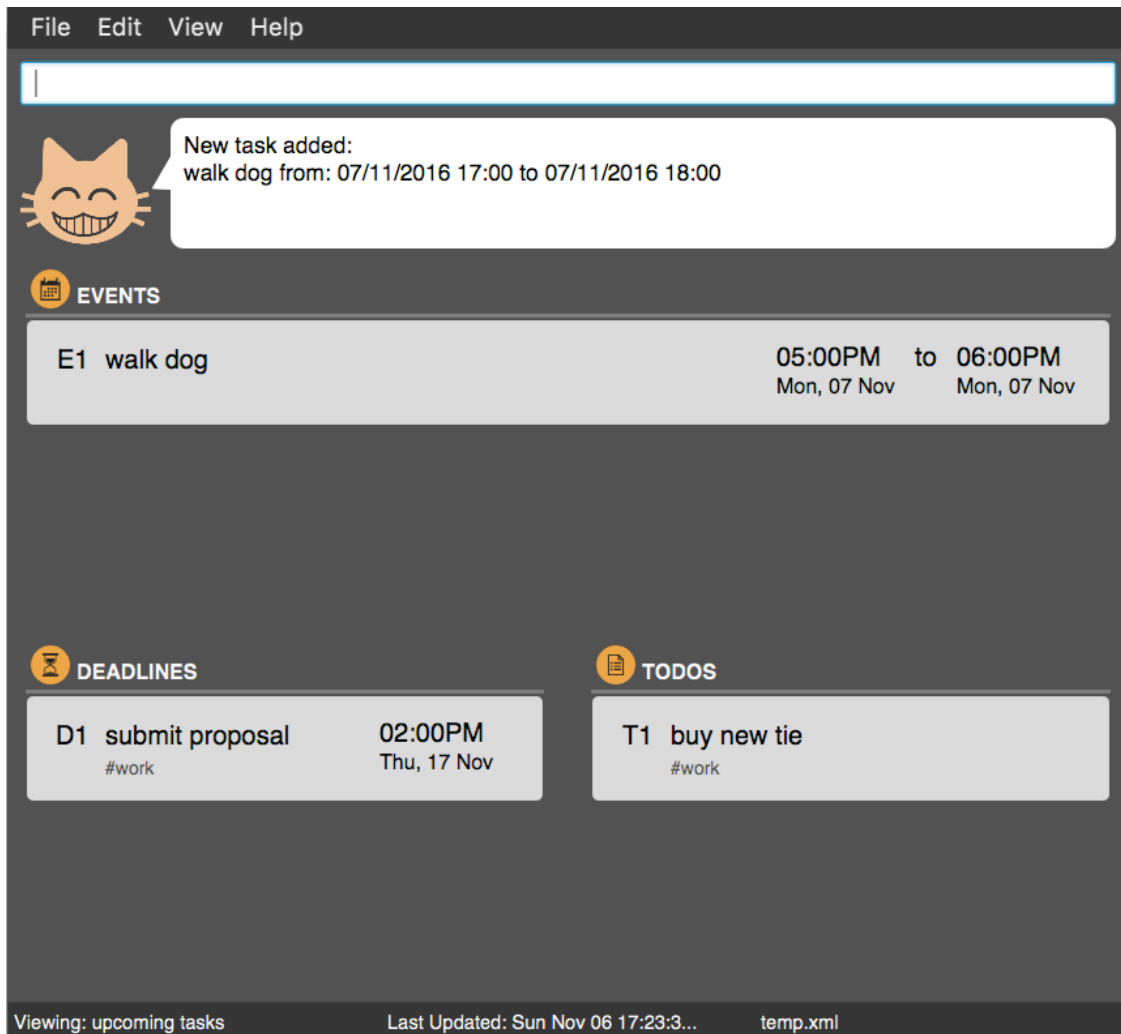


Figure 10: Add Event Command

Find Task: **find**

Format: `find <keyword>...`

Finds tasks based on keywords. Tasks that partly or completely match keywords entered will be displayed. You can also find tags using #.

Example:

Command: `find prop`

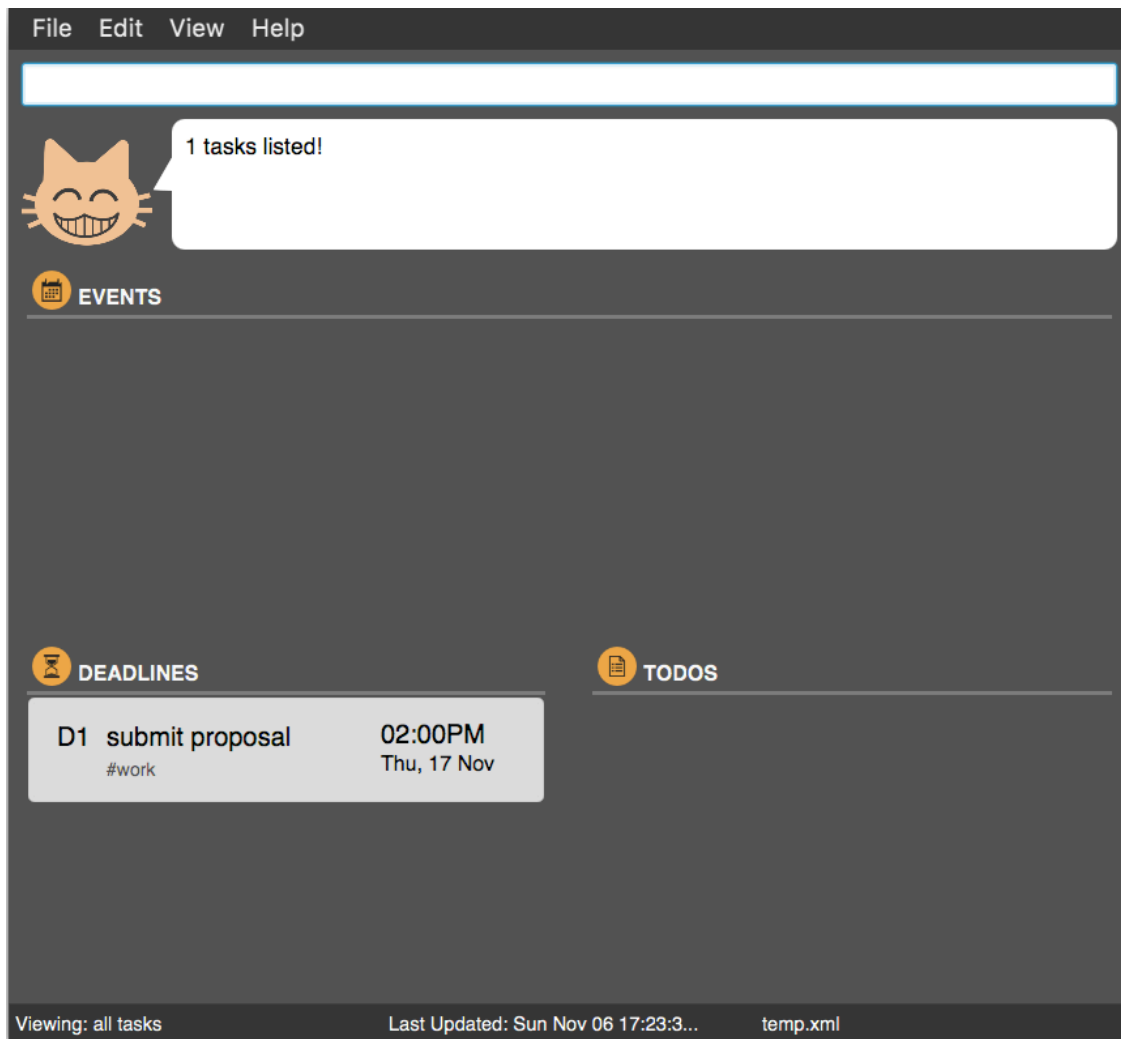


Figure 11: Find Command

Example:

Command: `find #work`

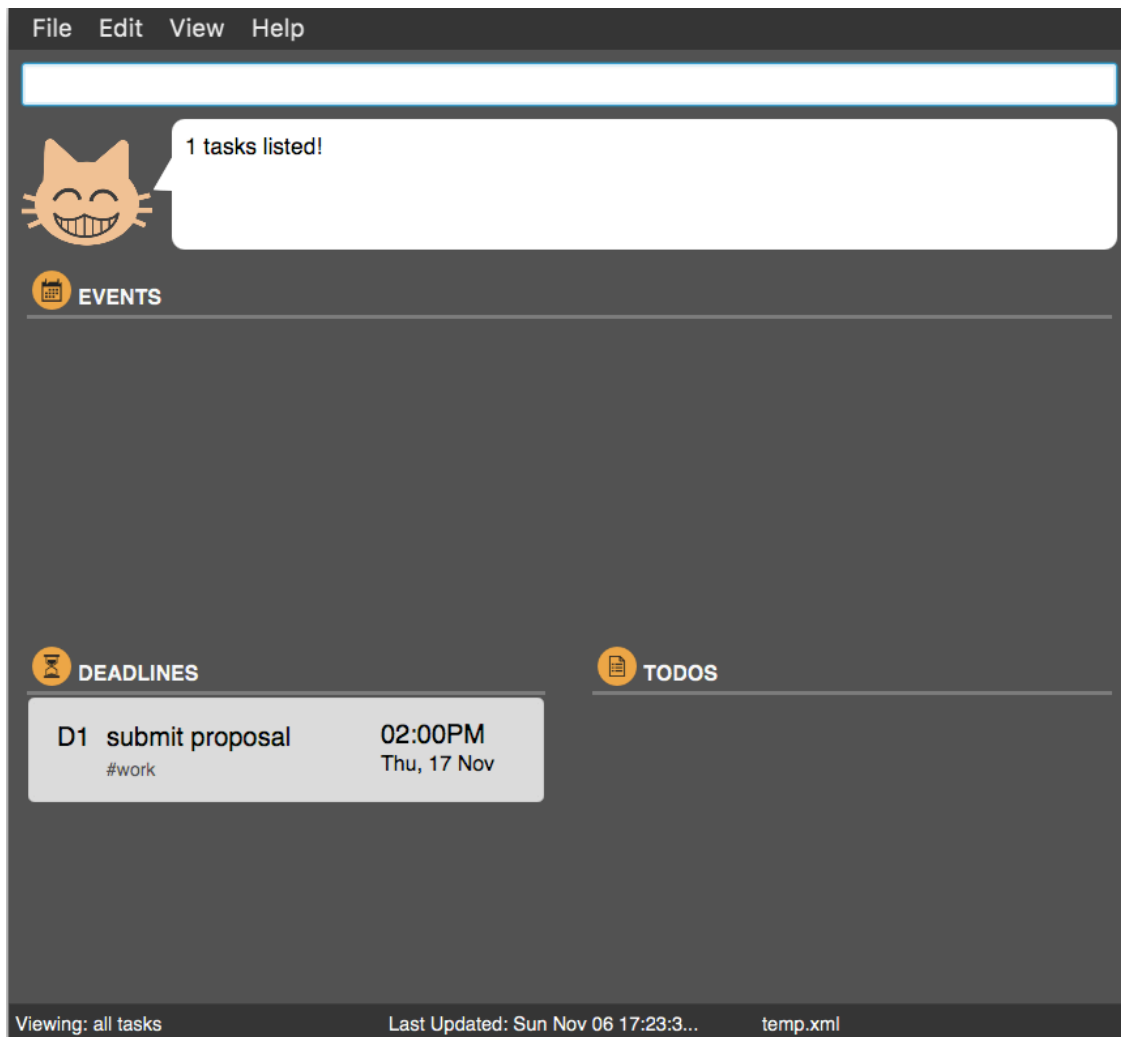


Figure 12: Find Tag Command

Edit Task: **edit**

Format: `edit <index> [new name] [new datetime]`

Edits a todo, deadline or event already inside Taskitty using the index of the task. Format depends on the type of task being edited. For deadlines, you can edit only the date by keying in the new date only



<index> is the index of the task shown in the most recent listing, including the prefix **t** for todo, **d** for deadline or **e** for event. Eg. t2, d1, e4

Example:

Command: `edit d2 16 Nov`

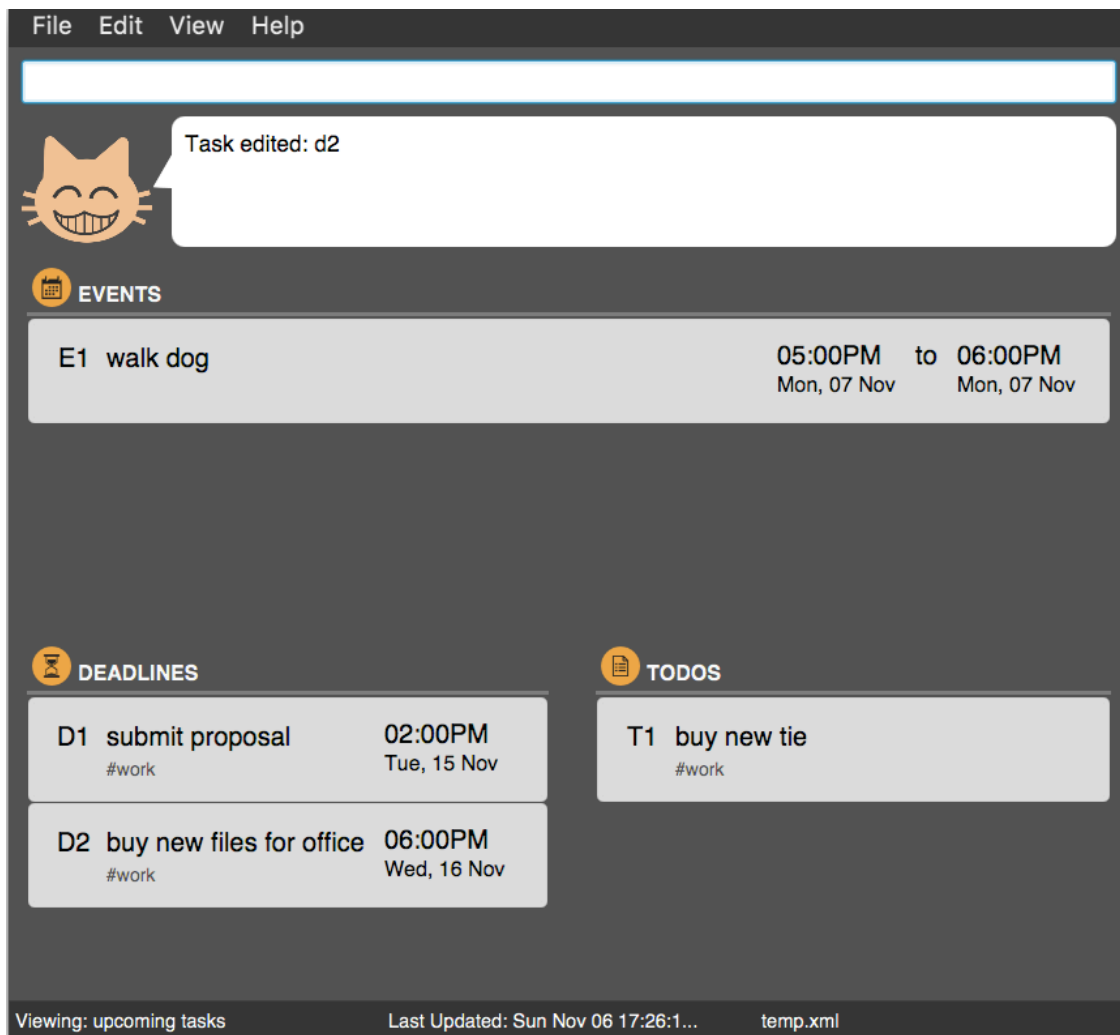


Figure 13: Edit Date Command




Tip! You can enter **view** or **find** command before edit command to narrow down the displayed list!

Example:


Command: **view**

edit t1 buy blue tie

File Edit View Help




Task edited: t1

 **EVENTS**

E1 walk dog

05:00PM to 06:00PM
Mon, 07 Nov Mon, 07 Nov


 **DEADLINES**

D1 submit proposal
#work

02:00PM
Tue, 15 Nov

D2 buy new files for office
#work

06:00PM
Wed, 16 Nov

 **TODOS**

T1 buy blue tie
#work

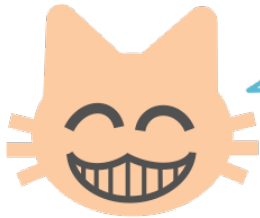
Viewing: upcoming tasks Last Updated: Sun Nov 06 17:26:4... temp.xml

Figure 14: Edit Name Command

Delete Task: **delete**

Format: `delete <index>...`

Deletes one or more todo, deadline or event tasks already inside TaskKitty using the index of the task.



Tip! You can enter tasks in a range too!
Eg. t1-3

Example:

Command: `view 7 Nov`
`delete e1`

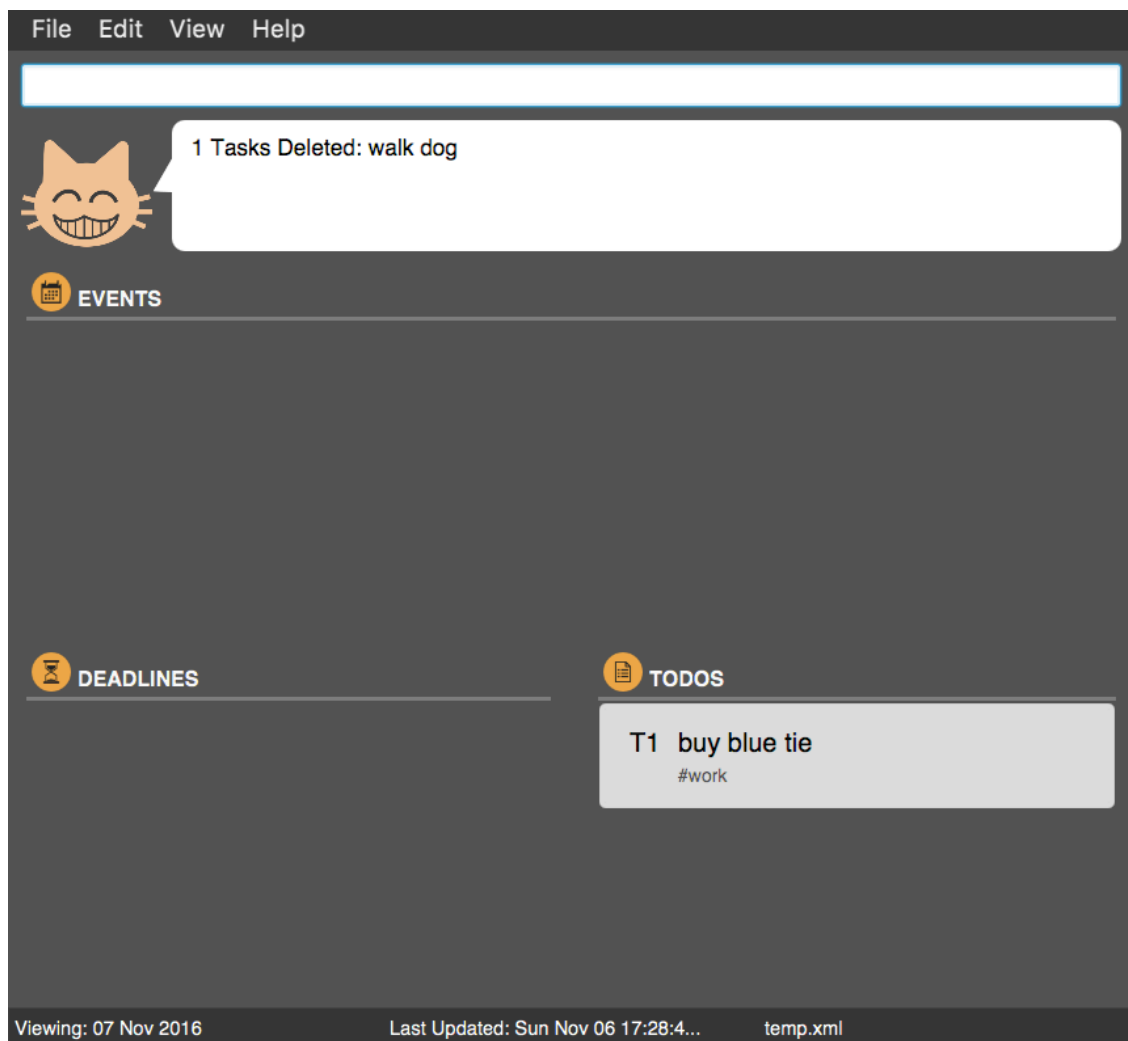


Figure 15: Delete Command

Example:

Command: `view`
`delete t1 d1 e1`

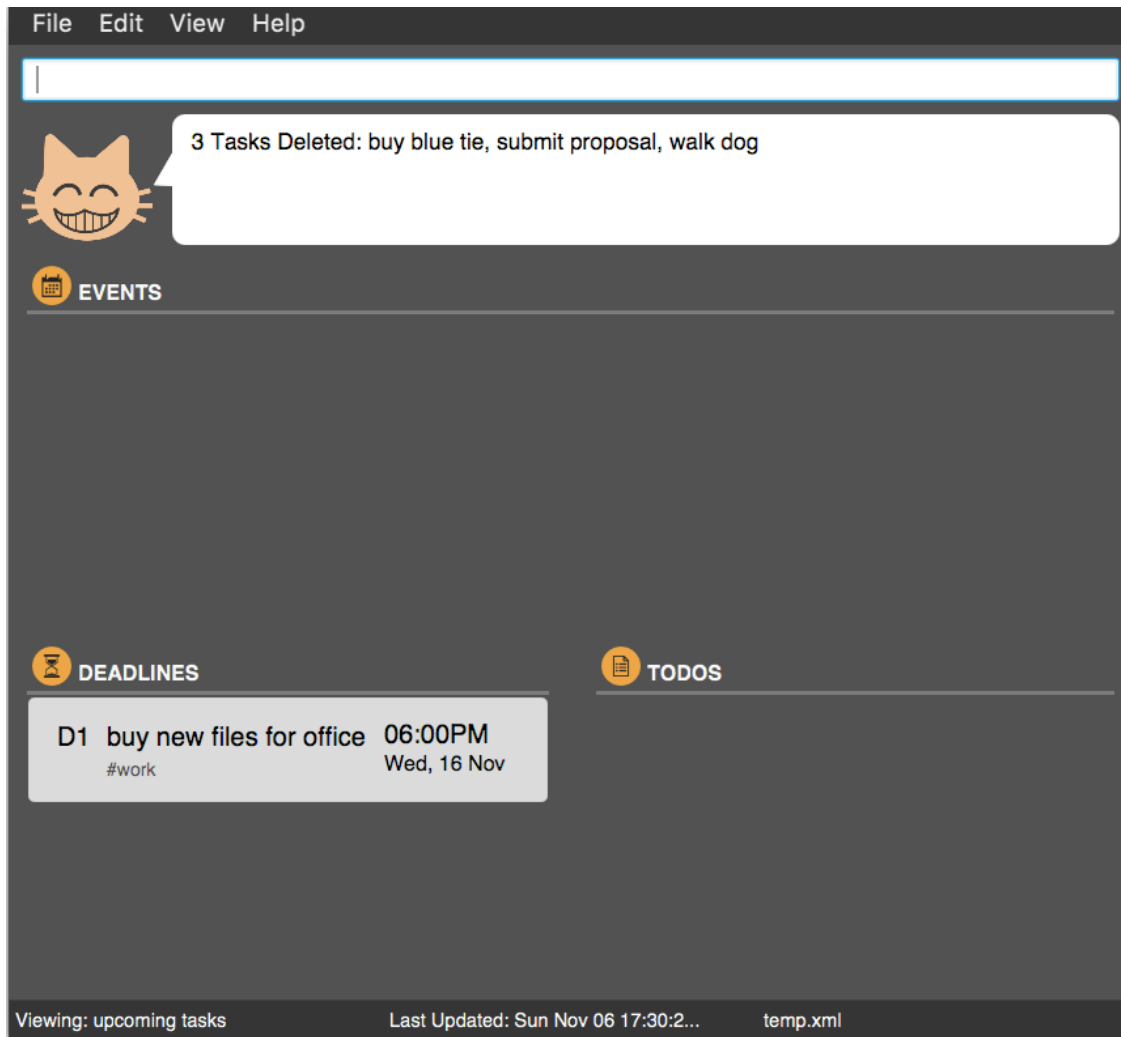


Figure 16: Delete Multiple Command

Mark Task as Done: **done**

Format: `done <index>...`

Marks one or more todo, deadline or event tasks already inside TaskKitty as done using the index of the task. Tasks that are marked as done are moved to the bottom of their respective lists.



Tasks that are marked as done will be shown in reversed order base on their `<datetime>`!

Example:

Command: `view all`
`done d1`

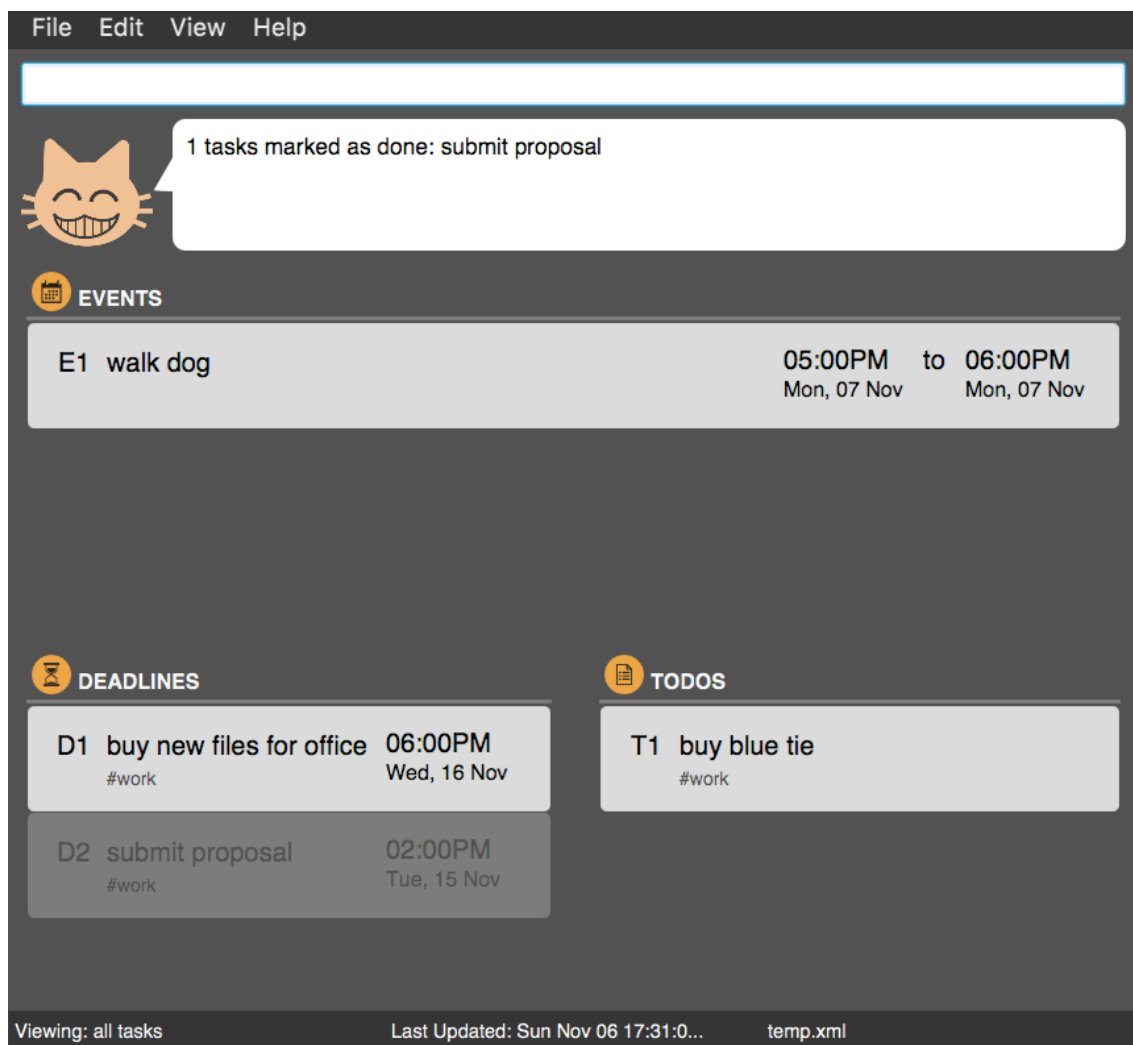


Figure 17: Done Command

Example:

Command: `view all`
`done t1-3`

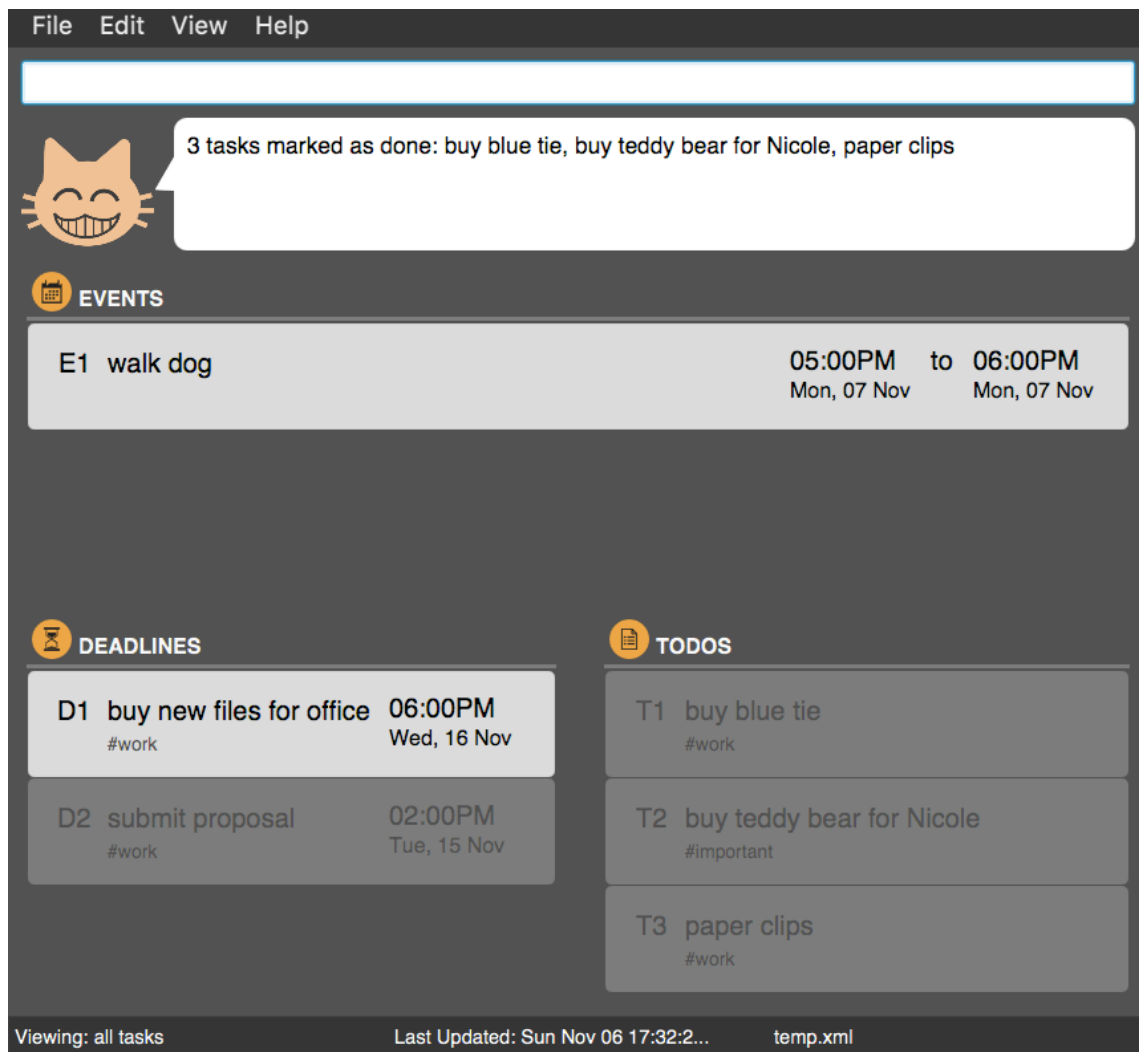


Figure 18: Done Multiple Command

Undo Previous Action: **undo**

Format: `undo`

Shortcut Key: `Ctrl + Shift + U`

The previous action will be undone. You can undo as many times as you want until the start of the current session.

Example:

Command: `delete t1`
`undo`

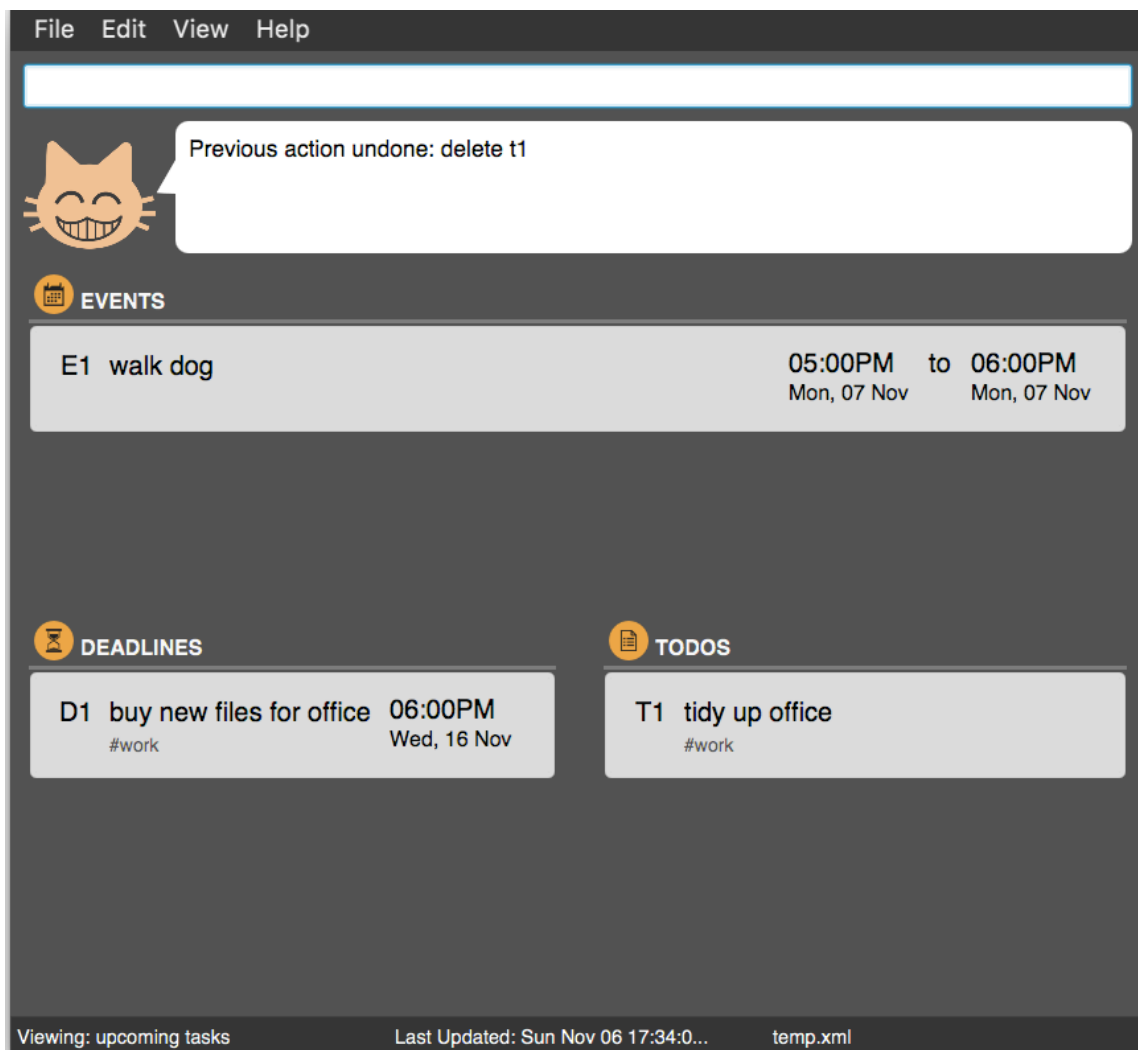


Figure 19: Undo Command

Redo Previous Undo: redo

Format: redo

Shortcut Key: Ctrl + Shift + Y

The previous undo will be redone. You can redo as many times until the latest change.

Example:

Command: redo

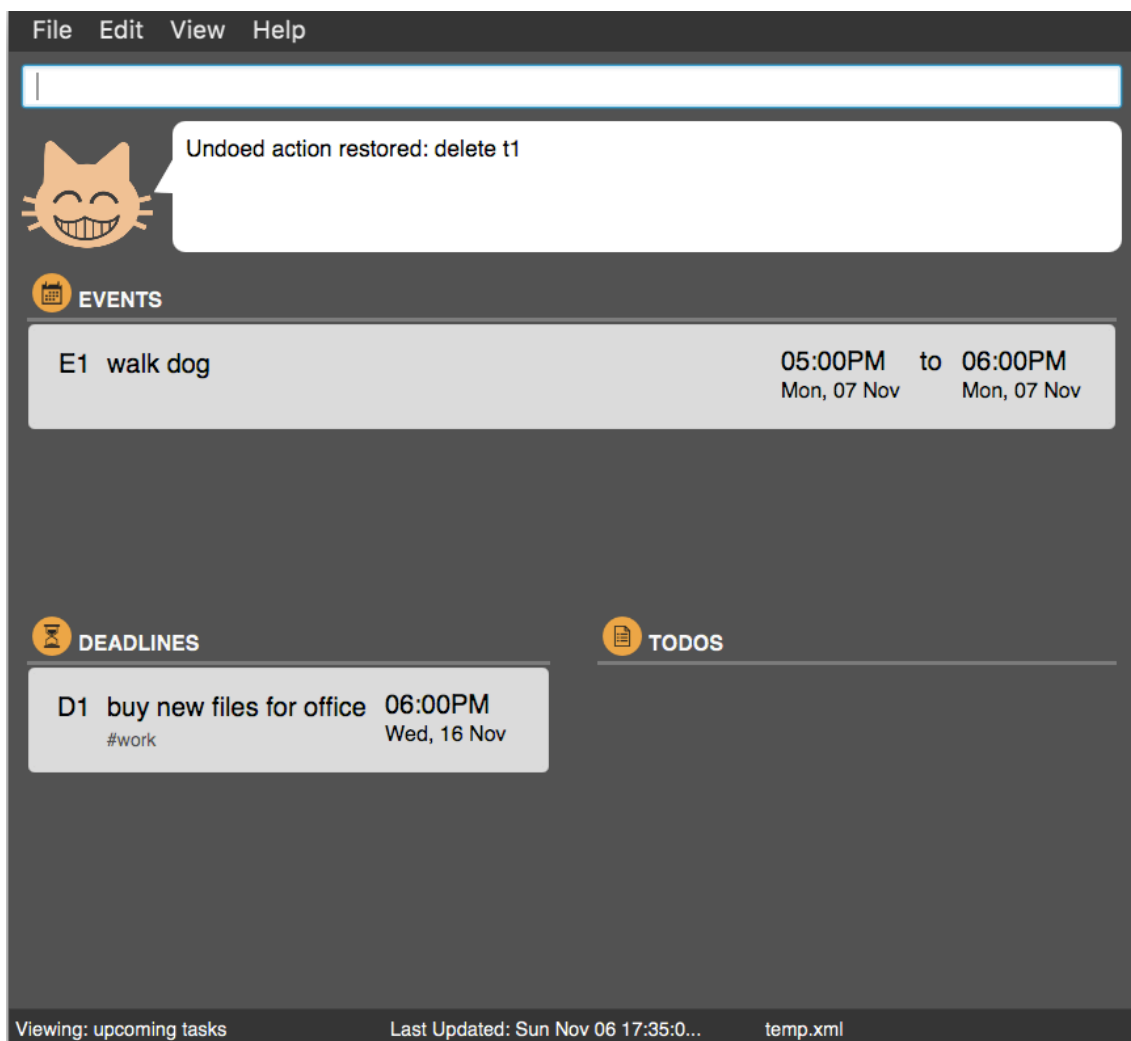


Figure 20: Redo Command



You are only able to undo/redo commands that change data in Taskitty. Eg. add, delete, done, etc.

If you undo and enter a valid undoable command, you can no longer redo. Please be careful!

Save or Load Data: **path**

Format: `path <filepath>.xml`

Saves the data to a specified folder. TaskKitty will automatically create the folder if the folder is not present. If a file already exists, you can choose to either load the data from the existing file or overwrite the data in the existing file and save the current data in TaskKitty into the existing file .

Example:

Command (Mac): `path /Users/TaskKitty/Desktop/TaskKitty.xml`

Command (Windows): `path C:\TaskKitty\Desktop\TaskKitty.xml`

Clear All Data: **clear**

Format: `clear`

Shortcut Key: Ctrl + Shift + C

Clears all the data in TaskKitty.

Exit TaskKitty: **exit**

Format: `exit`

Closes TaskKitty.

FAQ

Q: The app is not recognizing my tasks correctly!

A: Try to use "quotes" around your task names to help TaskKitty differentiate between your task name and other parameters.

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's folder.

Command Summary

| | |
|---------------|---|
| add todo | add <name> [#tag]... Eg. add groceries #milk |
| add deadline | add <name> <end datetime> [tag]... Eg. add hand in proposal tmr 1500 |
| add event | add <name> <start datetime> to <end datetime> [tag]... Eg. add date with Trump 17 Dec 3pm to 5pm |
| view date | view <date> Eg. view 17/09 |
| view upcoming | view or Ctrl + Shift + T |
| view all | view all or Ctrl + Shift + L |
| view done | view done or Ctrl + Shift + D |
| find | find <keyword>... Eg. find work |
| edit | edit <index> [new name] [new datetime] Eg. edit d1 date with Suzy tmr 10pm to 11pm |
| delete | delete <index>... Eg. delete t1 d3 e5 |
| done | done <index>... Eg. done d1 d2 d3 |
| path | path <filepath>.xml Eg. path D:\Workfolder\TaskList.xml |
| undo | undo or Ctrl + Shift + U |
| redo | redo or Ctrl + Shift + Y |
| clear | clear |
| help | help |
| exit | exit |