One Two Do

USER GUIDE

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About

Having trouble keeping track of the tasks you need to do? Looking for a simple yet effective task manager to help you organise your day? OneTwoDo is what you need!

OneTwoDo helps you to manage your events, deadlines, and other to-do's so that you will not forget about your important tasks.

OneTwoDo has a simple and clean interface, so that with one glance you can have a clear idea of your tasks ahead.

OneTwoDo is specially designed to be keyboard-friendly. By simply typing commands in one line of text, OneTwoDo will faithfully execute your wish. You do not need to worry about clicking multiple buttons or links.

OneTwoDo is also extremely flexible. It is smart enough to understand various command formats and shortcuts.

Get started with OneTwoDo today!

Getting Started

Before using OneTwoDo, please ensure that you have installed Java version 1.8.0_60 or later as the application does not work with earlier Java 8 versions.

Start your OneTwoDo journey by downloading the latest OneTwoDo.jar from the releases tab. Download OneTwoDo directly into the home folder you want to use for the app.

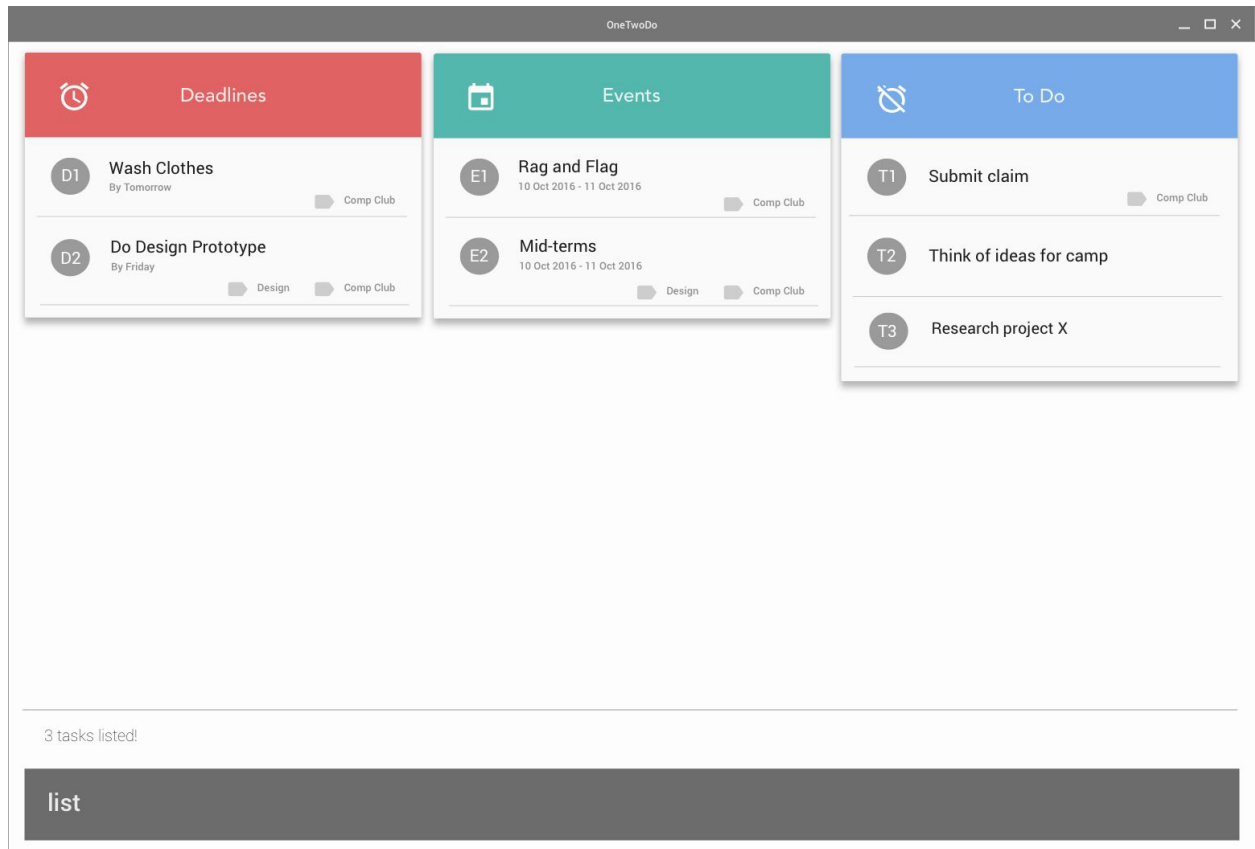You can start OneTwoDo by simply double-clicking the icon!

Figure 1: OneTwoDo User Interface

Congratulations, you are all set up!

Try some of these commands to get started!

`help`

>> *Shows the help window*

`add Scuba Diving session s/tmrw 1pm`

>> *Adds a task named 'Scuba Diving session' to your OneTwoDo*

`list`

>> *Shows a listing of all your tasks*

`delete e3`

>> *Deletes the third Event shown in the current list of events*
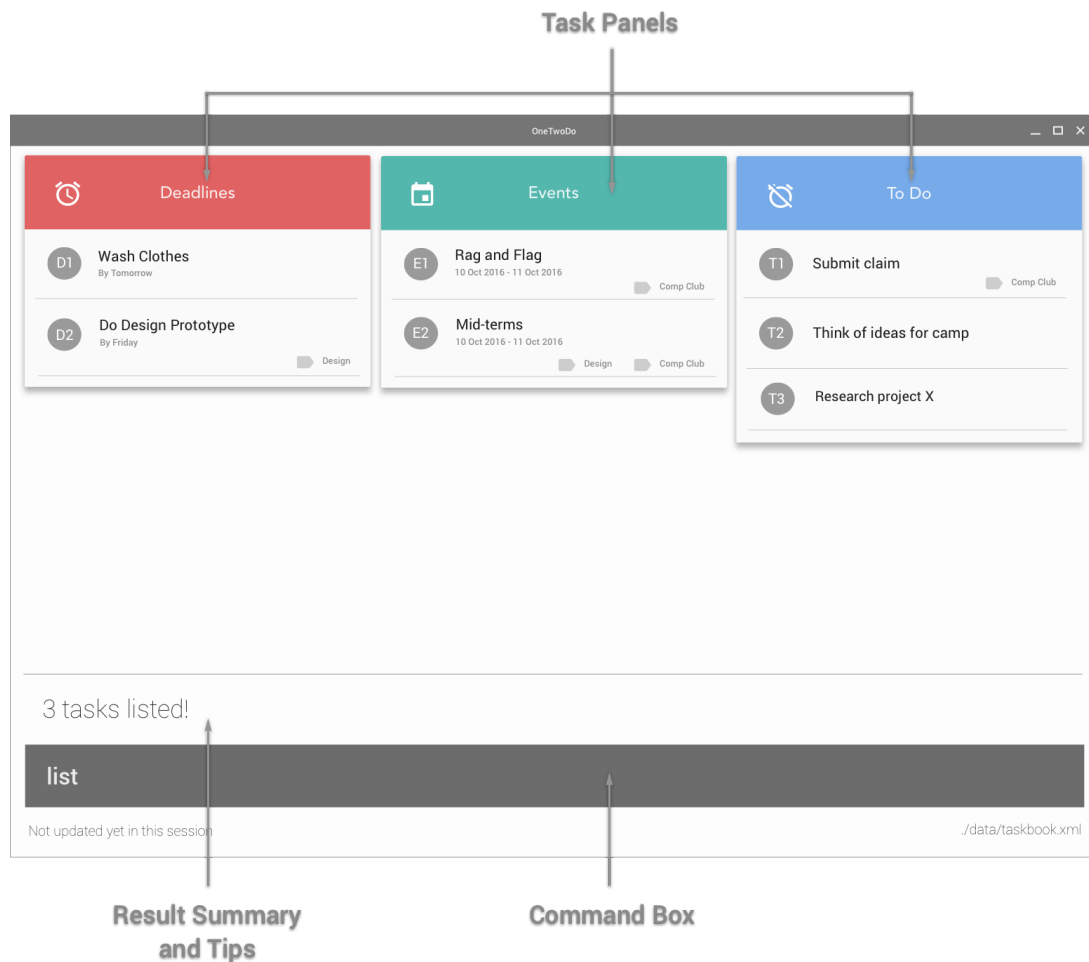
Features

Figure 2: Breakdown of all the features offered in OneTwoDo

After you have started OneTwoDo, you will see the following:
1. ***Command box***
   - Enter a command into this box and press enter to execute the command.
2. ***Result summary and tips***
   - A summary of the results of the executed command is shown to the user to give feedback about the effects of the command.

3. *Task panels*

- ○ Each panel displays your tasks depending on the category they belong to.
- ○ Other commands also allow you to retrieve the tasks to be shown here (e.g. list or find command. Please refer to the command format below).

Your tasks are separated into 3 categories, where each category is displayed in a task panel:

Figure 3: 3 categories of Tasks

Format

Command Format

- Command words are the first word of the command.
  o For example: `help` or `find`
- Command options specifies additional information needed by the command.

  o Character followed by a forward slash: `s/`
  o Date: `s/tomorrow 9pm`

- The order of options is not fixed after the task name. For example:
  `add Go home p/high i/after class = add Go home i/after class p/high`

- Options surrounded by square brackets [ ] are optional.

- Options with ellipses ... after them can be specified multiple times. For example: `t/friends t/highschool`

- Options with the pipe symbol | means that either option on the left or right should be used

- Command parameters are `UPPER_CASE` words representing required data for a command word or its options.

- Some common examples include:

  - o `NAME`
    - ▪ This refers to the name of the task.

  - o `PREFIX_INDEX`
    - ▪ Refers to the index number shown in the most recent listing.
    - ▪ Comprises of a *category prefix* (e, d, or t, representing Event, Deadline and To-Do categories respectively) and *category index* (a positive integer, e.g. 1, 2, 3…).

  - o `START_DATE`
    - ▪ Represents start date and time entered.
    - ▪ Time defaults *0000* hrs if no time is indicated.
    - ▪ Must be before `END_DATE`.

  - o `END_DATE`
    - ▪ Represents end date and time entered.
    - ▪ Time defaults *2359* hrs if no time is indicated.
    - ▪ Must be after `START_DATE`.

Date and Time Format Specification

OneTwoDo accepts most date and time formats, including:

2016/12/31	2016-12-31	12/31/2016
31st of December	Dec 31st	Next Tues 3pm
Tomorrow 5:30am	Last Wed 6pm	31st Dec 2016

Refer to http://natty.joestelmach.com/doc.jsp for a full list of supported formats.

Commands

Help

This command is for viewing help.

Format

```
help
```

Notes

- Help is also shown if you enter an incorrect command. For example:
  `hellpppppp`

Add

This command adds your tasks and displays it in the user interface, allowing you to view them anytime you want.

Format

```
add NAME [s/START_DATE e/END_DATE | d/DURATION] [r/RECUR]
[p/PRIORITY] [i/INFORMATION] [t/TAG]...
```

Options

`s/` *Start date and time of a task.*

`e/` *End date and time of a task.*

`d/` *Duration of a task*

- Should not be used together with `e/`, and defaults to 1 hour if both `d/` and `e/` is not specified.
- Represent the task duration `DURATION` using a positive integer, followed by a letter or word - m, h, d, w (for minutes, hours, days, weeks respectively), or min, mins, hr, hrs, day, days, week and weeks. (e.g. 1m, 2h, or 3day)

`r/` *Recurrence interval of a task*
- Should not be less than the duration of the task.
- Represent the recurrence interval duration `RECUR` using a positive integer, followed by a letter or word - m, h, d, w (for minutes, hours, days, weeks respectively), or min, mins, hr, hrs, day, days, week and weeks. (e.g. 1m, 2h, or 3day)

`p/` *Priority of a task*
- Represent `PRIORITY` with high, medium, low. or h, m, l for their respective priorities.

`i/` *Information about a task*
- A sentence to describe extra details about the task may be placed here.

`t/` *Tags for a task*
- An alphanumeric tag word helps in searching for tasks of a similar nature.
- A task can have any number of tags.

Notes
- A task cannot have `START_DATE` but no `END_DATE`.
- A task with both `START_DATE` and `END_DATE` is an Event.
- A task with no `START_DATE` but has an `END_DATE` is a Deadline.
- A task with no `START_DATE` and no `END_DATE` is a To-Do.

Example

You want to do your exercise daily, but starting tomorrow, at 9 am everyday, to prepare for your IPPT test, and you think it is a good and important habit to have.

```
add Exercise s/tomorrow 0900 d/1h i/core and running workout
r/1d t/IPPT t/habits p/h
```

Adds an "Exercise" task which recurs daily, starting from the next day at

0900 hours, and contains the details of that exercise session, the "core and running workout". It is tagged "IPPT", "habits", and has a high priority.

Find

This command shows tasks which have names, tags, or information containing the given keywords.

Format
```
find KEYWORD [MORE_KEYWORDS] [s/SPECIFICITY] [f/FIELDS]...
```

Options

s/ Specificity of the search
- Represents SPECIFICITY with:
    - phrase (matches if **all** keywords are in the same order as field data)
    - word (matches if **any** keyword is the same as any word in field data)
    - substring (matches if any keyword is a **substring** of field data)
    - Defaults to substring if not specified.

f/ Fields for search
- Represent FIELDS with name, tag, or information fields.
- Defaults to name, tag, and information if not specified.

Notes
- The search is case-insensitive. e.g work = Work = WORK

Example

```
find Project Tutorial Assignment
```

Shows any task having names, tags, or information strings which contain Project, Tutorial, or Assignment as substrings.

List

This command shows a listing of tasks in the OneTwoDo that satisfy the given criteria.

Format

<code>list [s/START_DATE e/END_DATE d/DURATION] [o/ORDER] [rev/] [done/]</code>

Options

s/ *Start Date of listing*

- Only tasks occurring after this date are shown.
- Should be used together with either d/ or e/.

e/ *End Date of listing*

- Only tasks occurring before this date are shown.
- Should not be used together with d/.

d/ *Duration from start date.*

- Should not be used together with e/.

o/ *Order of listing.*

- Represent ORDER with:
    - datetime: sort in ascending chronological order
    - alphabetical: sort in alphabetical order
    - priority: sorted in order of high, medium, then low

rev/ *Reversed listing order.*

- The order of the tasks in the list is reversed if this flag is used.

done/ *Done task filter*

- Only completed tasks are shown if this flag is used.

Notes

- To-do tasks are shown regardless of `START_DATE` and `END_DATE` as they contain no dates and are thus their occurrence is not constrained by them.

- Deadline tasks are considered to be occurring before their `END_DATE`

Example

<code>list e/03 Mar 2017</code>

Lists all the tasks that has occurs before 03 Mar 2017

Edit

This command updates an existing task in the OneTwoDo with new data.

Format
```
edit PREFIX_INDEX [NAME] [s/START_DATE e/END_DATE
d/DURATION] [r/RECUR] [p/PRIORITY] [i/INFORMATION]
[t/TAG]...
```

- Edits the task at the specified `PREFIX_INDEX`.
- At least one of the optional fields must be provided.
- Existing values will be updated to the input values.
- When editing tags, all existing tags of the task will be replaced. (i.e adding of tags is not cumulative)
- You can remove all the task's tags by typing `t/` without specifying any tags after it.

Example I
```
edit d1 t/
```

Edits the 1st task in DEADLINE category to remove all its tags.

Example II
```
edit t2 e/16 Dec 2017 t/project t/2103
```

Edits the 2nd task in To-Do category to update the end date of task to 16 Dec 2017 and update tags to "project" and "2103".

Delete

This command removes the specified task from OneTwoDo.

Format
<code style="color:red">delete PREFIX_INDEX</code>
- Deletes the task at the specified PREFIX_INDEX.

Example I
<code style="color:red">list</code>
<code style="color:red">delete e2</code>

Deletes the 2nd task under Event category in OneTwoDo.

Example II
<code style="color:red">find Assignment</code>
<code style="color:red">delete t1</code>

Deletes the 1st task under To-Do category in OneTwoDo.

Clear

This command removes all tasks in OneTwoDo.

Format
<code style="color:red">clear</code>

Undo

This command reverts OneTwoDo to the state before the previous command was executed.

Format
<code style="color:red">undo</code>

Redo

This command repeats the previous command that was reversed with the undo command.

Format
redo

Done

This command archives the task at PREFIX_INDEX.

Format
done PREFIX_INDEX

Example
done t1

Archive 1st to-do as completed.

Undone

This command unarchives the task at PREFIX_INDEX.

Format
undone PREFIX_INDEX

Example
undone e1

Unarchive 1st event as uncompleted.

Save

By default, OneTwoDo data is saved in a file called todolist.xml in the data folder. You can change the file location by providing a new file name as the parameter.

Format
save NEW_FILE_NAME

Notes
- Changes made to OneTwoDo are automatically saved. You do not need to manually save them each time using the save command.

Example
save newFile.txt

Save the OneTwoDo data in a new file entitled newFile.txt.

Exit

This command exits the program.

Format
exit

Cheat Sheet

Command	Format	Description
Help	`help`	*Open help window*
Add	`add NAME [s/START_DATE e/END_DATE | d/DURATION] [r/RECUR] [p/PRIORITY] [i/INFORMATION] [t/TAG]...`	*Add a task*
Find	`find KEYWORD [MORE_KEYWORDS] [s/SPECIFICITY] [f/FIELDS]...`	*Find tasks with keywords*
List	`list [s/START_DATE e/END_DATE | d/DURATION] [o/ORDER] [rev/] [done/]`	*List specified tasks*
Edit	`edit PREFIX_INDEX [NAME] [s/START_DATE e/END_DATE d/DURATION] [r/RECUR] [p/PRIORITY] [i/INFORMATION] [t/TAG]...`	*Edit any specified task's information*
Delete	`delete PREFIX_INDEX`	*Delete specified task*
Clear	`clear`	*Clear all data in OneTwoDo*
Undo	`undo`	*Undo previous action*
Redo	`redo`	*Redo previous action*
Done	`done PREFIX_INDEX`	*Archive the specified task*
Undone	`undone PREFIX_INDEX`	*Unarchive the specified task*
Save	`save FILE_PATH`	*Save file to specified location*
Exit	`exit`	*Quit the program*

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 OneTwoDo folder.

Q: I tend to forget the commands available. Using the help command always give me too much information. How do I recall all commands quickly?

A: You can check the command summary located at the bottom most of the user guide.

Q: What type of date and time format can I use?

A: OneTowDo support a variety of formats. You can checkout some of the more common formats above. For complete list of format, checkout the Natty website: http://natty.joestelmach.com/doc.jsp.

Q: How do save my OneTwoDo data?

A: We will save your data automatically every time you input.