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.

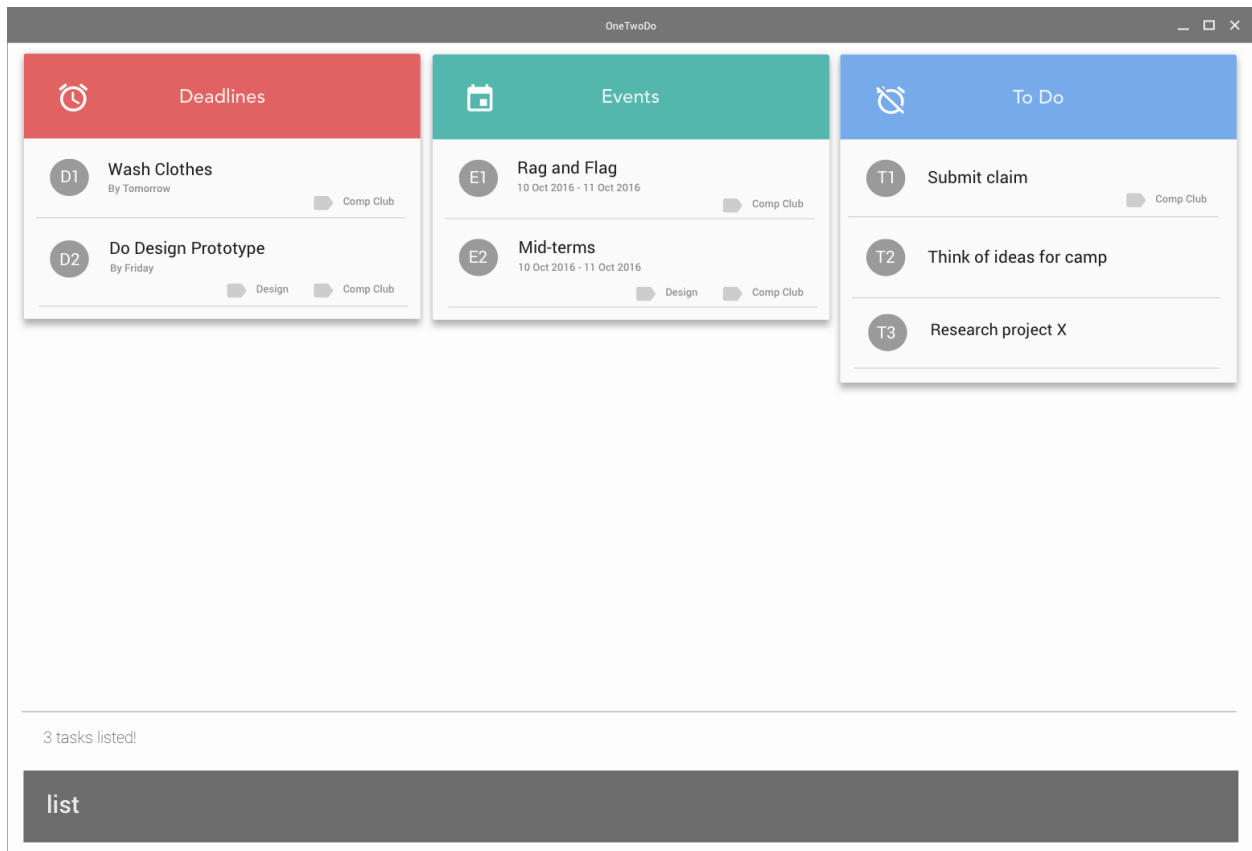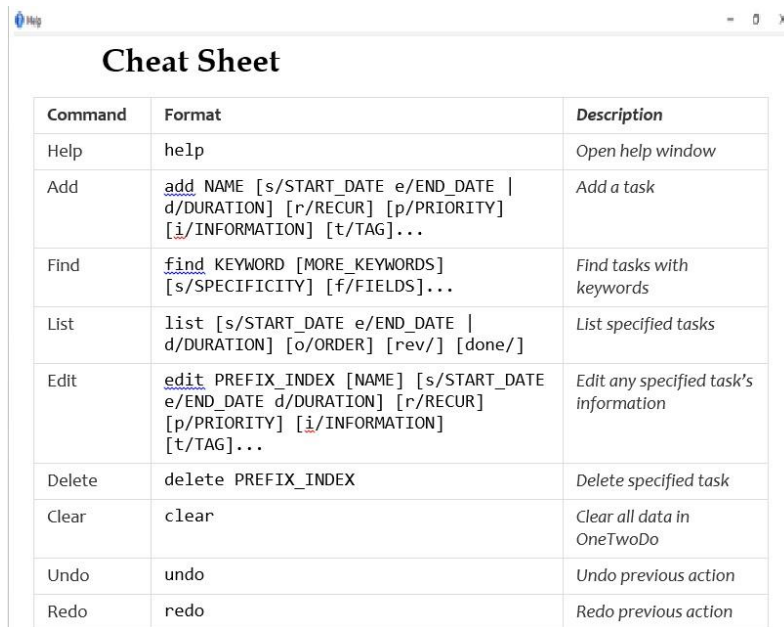You can start OneTwoDo by simply double-clicking the icon!

Figure 1: OneTwoDo User Interface

Congratulations, you are all set up!

Try some of these commands to get started!

`help`

>> *Shows the help window*

Figure 2: Help Window

`add Scuba Diving session s/tomorrow 1pm e/tomorrow 3pm`

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

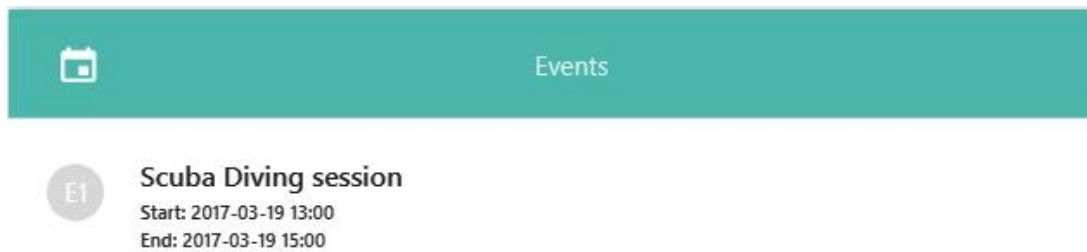*Figure 3: Add Scuba Diving task*

`list`

>> *Shows a listing of all your tasks*

`delete e1`

>> *Deletes the first Event shown in the current list of events*

Features
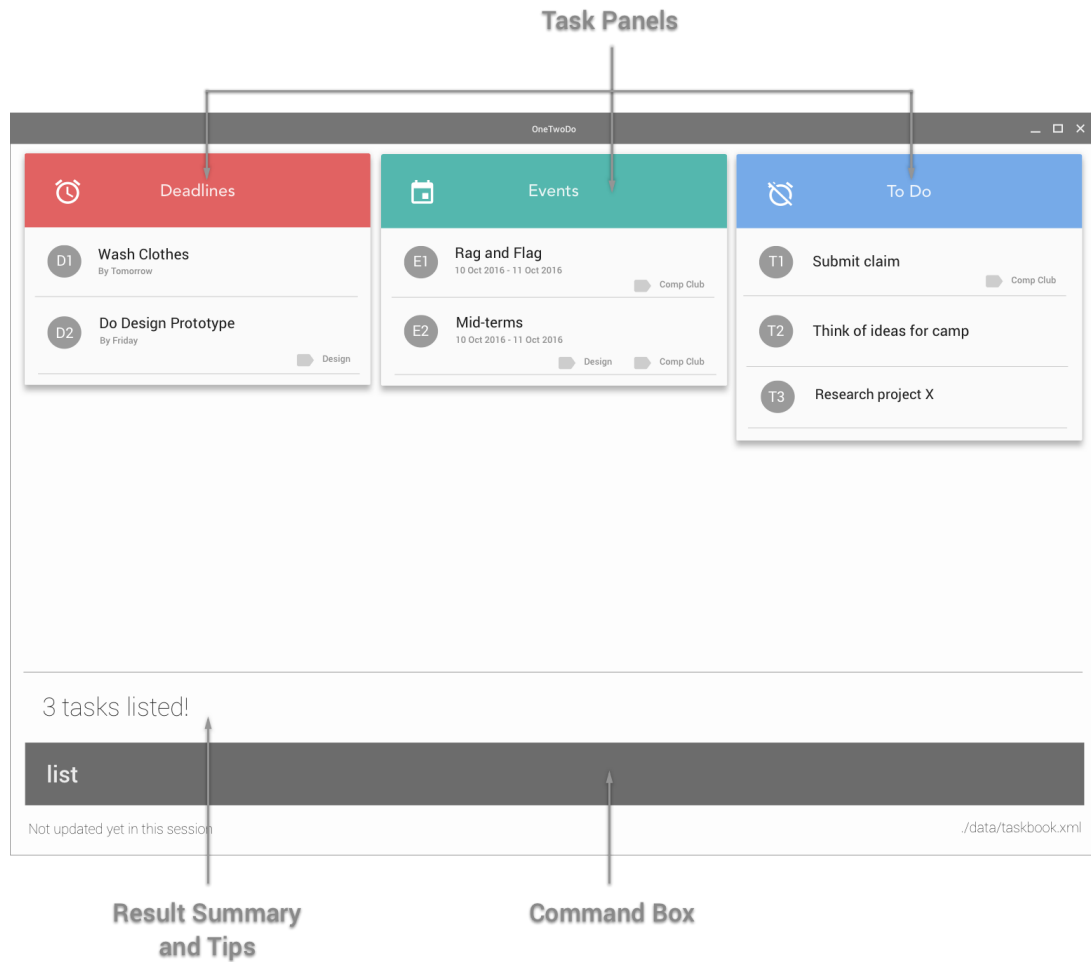
Figure 4: Breakdown of all the features offered in OneTwoDo

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 5: 3 categories of Tasks

Format

Command Format

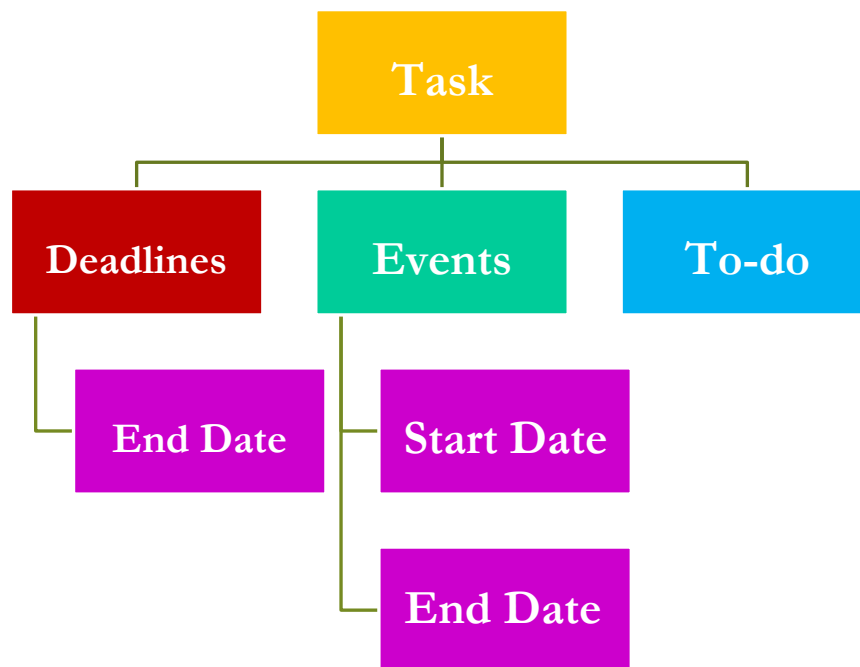We know that you are excited to try out all the different features available in OneTwoDo. But before we introduce you to our wonderful features, here are some things you should take note of so that it's easier for you to understand the format we will use for our commands later on.

Remember this command?

```
add Scuba Diving session s/tomorrow 1pm e/tomorrow 3pm
```

Let's use this command to get you familiar with how OneTwoDo commands work. `add` is the command word. Command words are the first words in a command, such as `add, help or find. s/` and `e/`are command options. Command options specify any additional information needed by the command, such as start date and end date in this example. What if we used the below command instead?

```
add Scuba Diving session e/tomorrow 3pm s/tomorrow 1pm
```

There is no difference in the first and second command, as the order of options are not fixed after the task name. So you can add the start date or end date first, it doesn't matter.

Some commands later may look like this:

```
add NAME [s/START_DATE e/END_DATE | d/DURATION] [t/TAG]...
```

Are you confused? Well, it's natural to get confused with so many brackets and notations in the command. Let's clear the confusion. Options surrounded by square brackets [ ] are optional, while options with the pipe symbol | means that either the option on the left or right should be used. For the above command, adding the task name (NAME) is necessary while start date, end date and duration are optional. Moreover, you can choose to either add the start date and end date or the duration of task.

Options with ellipses ... after them can be specified multiple times. This means that you can add more than one tag for the above command, for example: t/friends t/highschool t/reunion.

Did you notice that some words in the commands are in CAPITAL LETTERS, such as NAME and START_DATE? These words represent the command parameters. Below are some of the parameters used in our commands.

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

- o PREFIX_INDEX
  - This 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…).
  - Example: e1 - Event with index 1

- 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

Figure 6: Supported date/time formats

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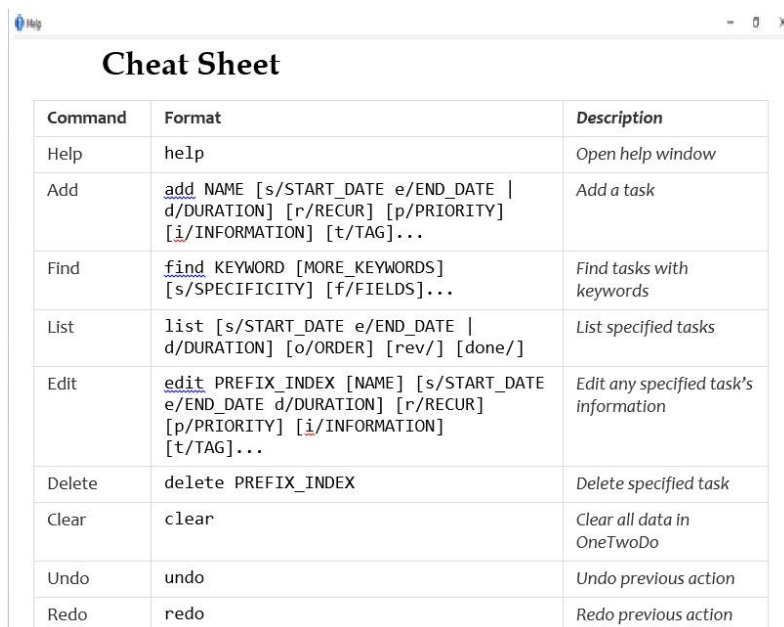
Commands

Help

Having trouble navigating through OneTwoDo? Confused about which command to type? Don't worry, simply type `help` and our help window will pop up to assist you!

Format: `help`

Help is also shown if you enter an incorrect command. e.g. hellpppppp

Figure 7: Help Window

Add

Everyday seems the same. We wake up, shower, eat a quick brunch and are on our way to school or work. But every day is not the same, and we always tend to forget to do something. You could forget to feed your fish before going to work, forget to bring that important file for the meeting or forget to wish your mother on her birthday. Not to fear, simply `add` your task to OneTwoDo and you will never forget anything again!

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.

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.

~ Examples ~

~ ToDo ~

`add Feed Fish d/5m r/1d t/pets p/h`

Adds a "Feed Fish" task which recurs daily, starting from the today at 0900 hours and lasts for 5 minutes. It is tagged "pets" and has a high priority. Don't be surprised if your fishes live longer after using OneTwoDo!
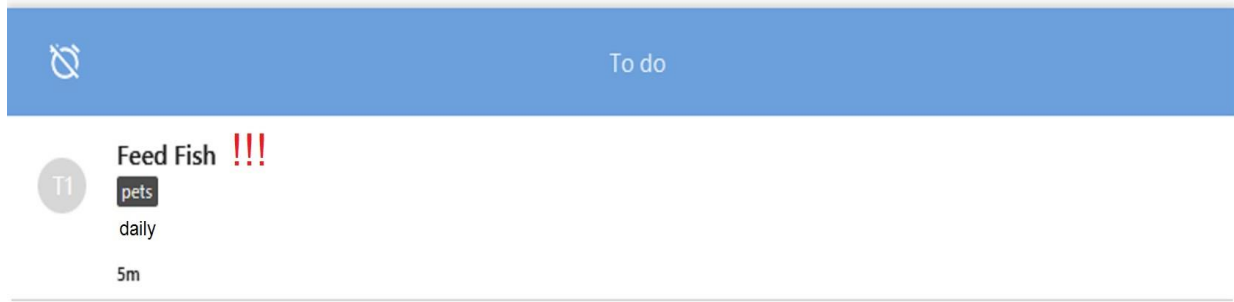
Figure 8: Add Feed Fish to-do task

~ Deadline ~

```
add CS3230 Assignment e/next week 2359 i/submit hardcopy and
on IVLE t/3230 p/h
```

Adds a "CS3230 Assignment" task which ends next week just before midnight. It has the task description "submit hardcopy and on IVLE". It is tagged "3230" and has a high priority. Never will you be shocked again when your professor asks you to submit that assignment.

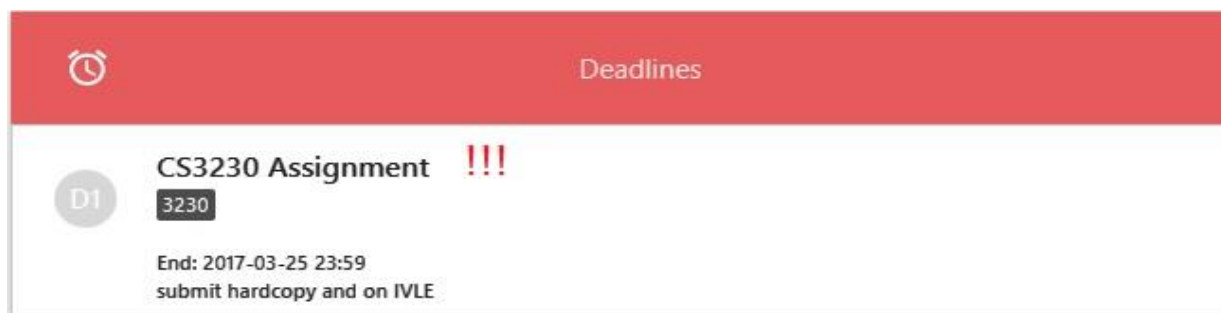*Figure 9: Add CS3230 Assignment deadline task*

~ Event ~

```
add Holi party s/next Saturday 5pm e/next Saturday 10pm
i/Bring extra clothes t/fun
```

Adds a "Holi party!!" task which starts next Wednesday at 5pm and ends at 10pm. It has the task description "Bring extra clothes "and is tagged "fun.
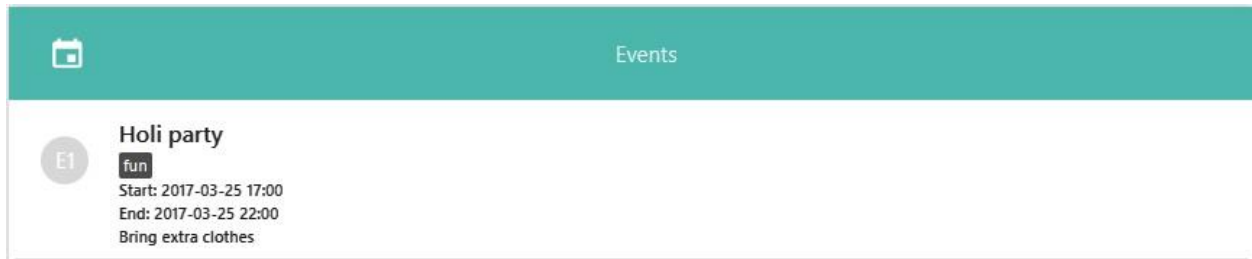
13

Figure 10: Add Holi party event task

Find

Can't remember if you added that task as "Homework" or "Assignment" or "hmwrk"? Simply use the `find` command and any tasks with matching keywords will be listed out for you.

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.

The search is case-insensitive. e.g xmas = Xmas = XMAS

~ Example ~

```
find Project Tutorial Assignment
```

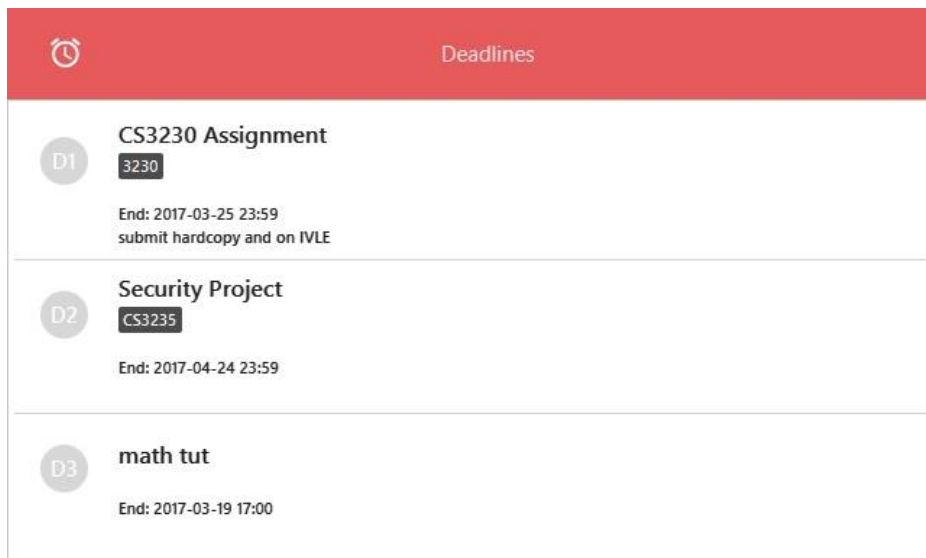*Shows any task having names, tags, or information strings which contain:*
Project OR
Assignment OR
Tutorial OR
Any substring e.g.Tut OR
Case-insensitive e.g. ASSIGNMENT

Figure 11: find task

List

Want to view all the tasks which are due today? Simply use the `list` command and only the tasks satisfying your criteria will be listed.

Format: `list [s/START_DATE e/END_DATE d/DURATION] [o/ORDER] [rev/] [done/]`

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 (dd)`: sort in ascending chronological order
    - `alphabetical (a)`: sort in alphabetical order
    - `priority (p)`: 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.

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`

~ Examples ~

`list done`

All your completed tasks are listed. The feeling of satisfaction after seeing all the tasks you have successfully accomplished is indescribable.
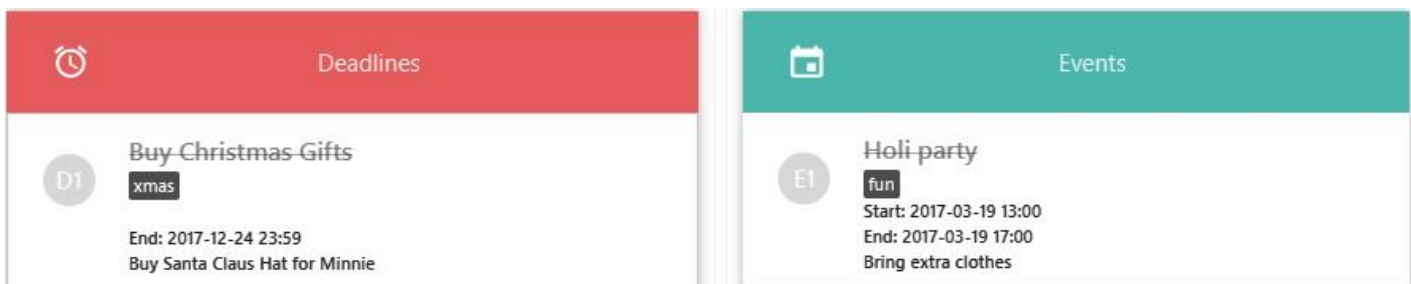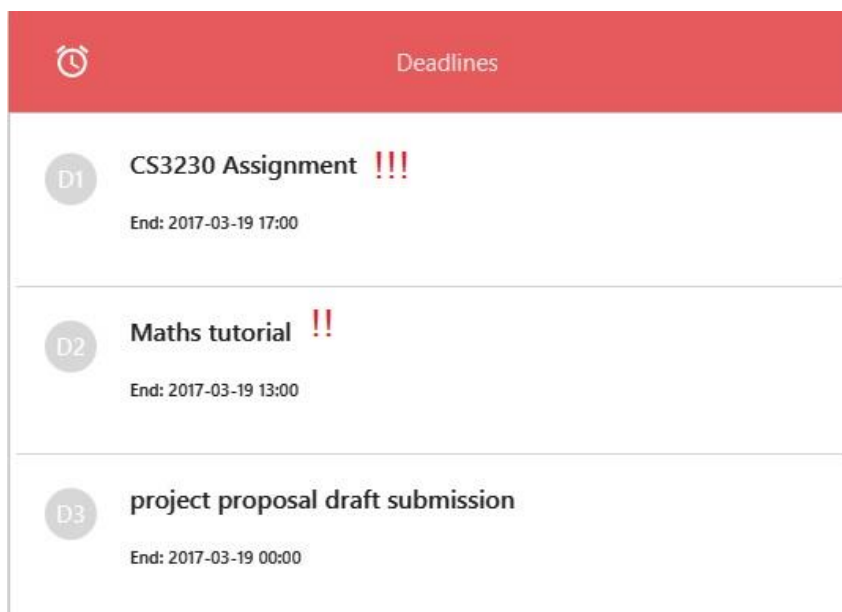

Figure 12: List all completed tasks

Tasks which occur before tomorrow are sorted by their priority (from highest to lowest) and listed. This way, you can do the most urgent task for tomorrow first, followed by the rest.

Figure 13: Sort tasks by priorty

Edit

Oops, did you add "Buy Christmas Gifts!" for "26th Dec" instead of "24th Dec"? Don't worry! It's natural for us to make mistakes while adding our tasks. Simply type `edit` and update your task anytime, anywhere.

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

The command above will edit your task at the specified `PREFIX_INDEX`, which is the number in the bubble beside the task in the list. However, for the magic of edit to work, be sure to provide at least 1 of the optional fields.

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.

~ Examples ~

```
edit d1 t/
```

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

Figure 14: Before - With tags

Figure 15: After – Without any tags

```
edit d1 e/24 Dec i/Buy Santa Claus hat for Minnie t/xmas
```

Edits the 2nd task in To-Do category to update the end date of task to 24 Dec 2017. The description is updated to "Buy Santa Claus hat for Minnie" and tag is updated to "xmas".
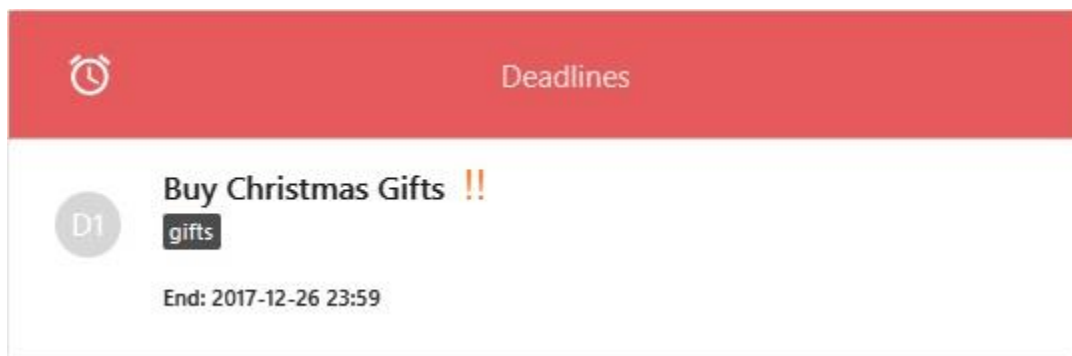

Figure 16: Before – Christmas task
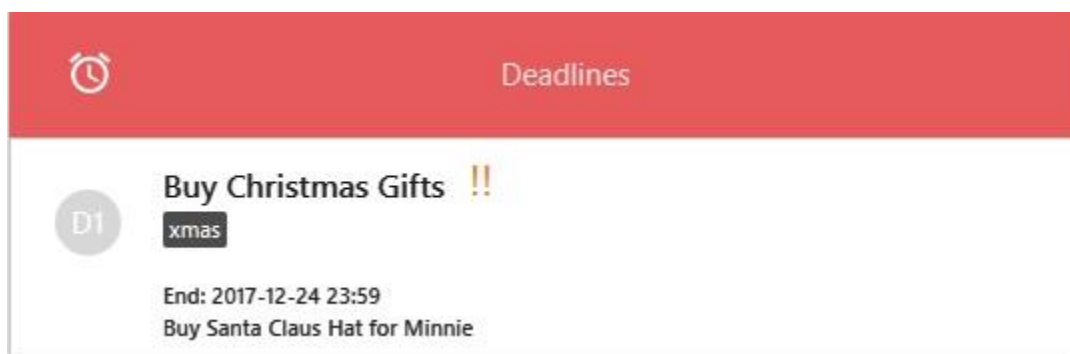
Figure 17: After – Christmas task

Delete

Don't need to do a task anymore? Just type `delete` and the task will be removed from OneTwoDo.

Format: `delete PREFIX_INDEX`

Deletes the task at the specified PREFIX_INDEX.

~ Example ~

`delete e2`

Deletes the 2nd task under Event category in OneTwoDo.

Clear

Want to start afresh? No problem! Simply type `clear` and start your OneTwoDo journey again on a new note!

Format: `clear`

Undo

Panicking because you accidently deleted that high priority task? Keep calm and type `undo`, and that extremely important task will magically reappear on your OneTwoDo!

Format: `undo`

Redo

After heaving a sigh of relief and reversing your actions using `undo`, you realize

that extremely important task is not that important after all. Continue to keep calm and type redo, and that not-so-important task will disappear again from your OneTwoDo!

Format: `redo`

Done

Completed next week's assignment today? Give yourself a pat on the back and type done to mark the task as completed.

Format: `done PREFIX_INDEX`

~ Example ~

`done t1`

Archive 1st to-do as completed.

Undone

After giving yourself a pat on the back, you flip the assignment over. To your horror, there is a 25 mark essay question at the back which you had not seen previously! Type undone to mark the task as uncompleted, and get back to scratching your head over the essay question!

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. However, you can always change the file location by providing a new file name as the parameter for easier access.

Format: `save NEW_FILE_NAME`

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

Are you sure you have added all your tasks to OneTwoDo already? If you are, simply type `exit` and the OneTwoDo window will disappear from your screen!

Format: `exit`

Are you sure you have added all your tasks to OneTwoDo already? If you are, simply

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.