

main

## Suru Task Manager

[View on GitHub](#)

# Suru - User Guide

By : W09-B3 Since: Feb 2017

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## 1. Introduction

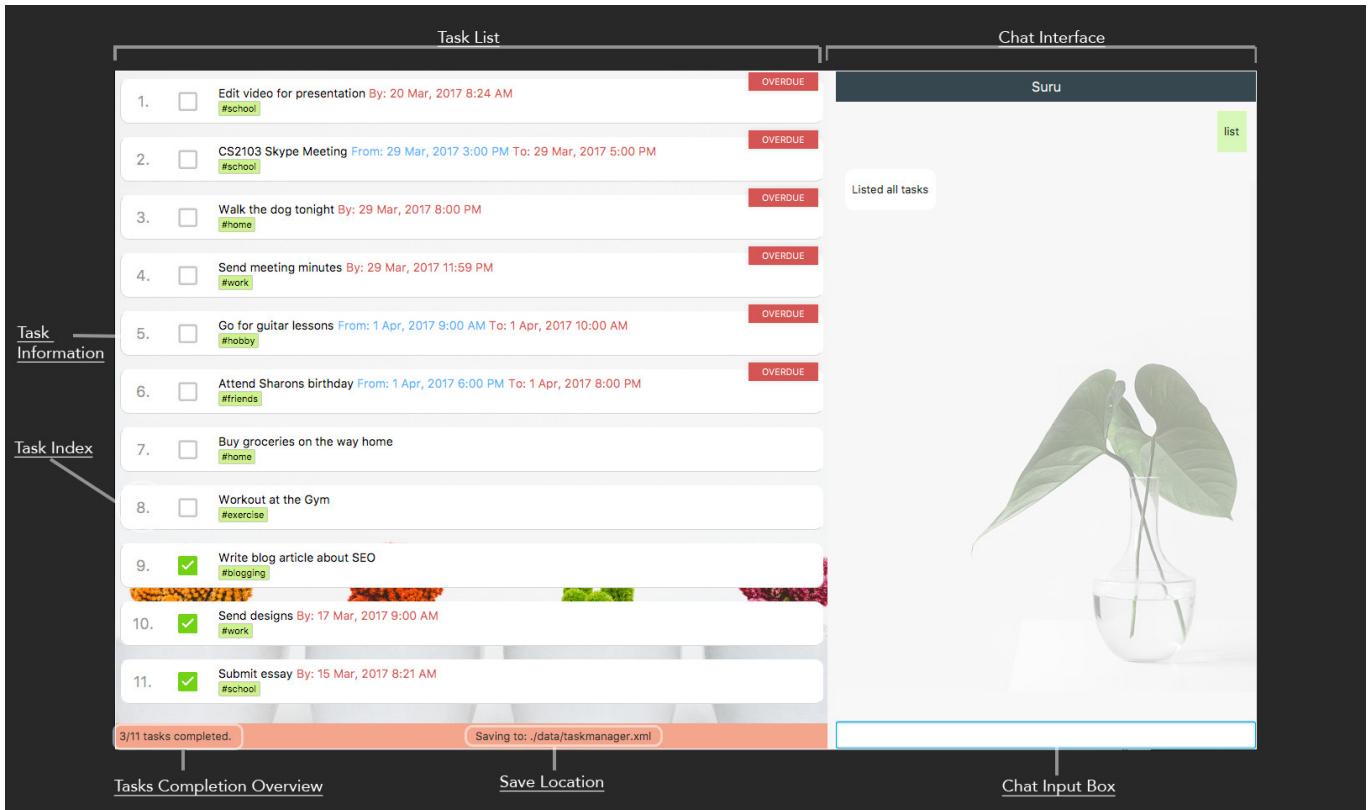
Welcome to Suru, the innovative personal assistant designed to help manage your tasks like a boss. This guide will help you install Suru on your computer and show you how to get the most out of your chatbot.

## 2. Quick Start

1. Before we begin, please 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.

2. Download the latest `suru.jar` from the [releases](#) tab.
3. Copy the file to a folder you want to use as the home folder for Suru.
4. Double-click the file to start Suru. The app should start in a few seconds and you should see an interface similar to this:



5. Type a command in the command box and press `Enter` to execute it e.g. typing `help` and pressing `Enter` will open the help window.
6. Some sample commands you can try:
  - o `add write essay by 13/3/17` : adds a task "write essay" with a due date of "13th March 2017"
  - o `delete 1` : deletes the 1st task shown in the current list
  - o `list` : lists all of your tasks
  - o `exit` : exits the app
7. Refer to the [Features](#) section below for details of each command.

## 3. Features

### Command format

- Items in `UPPER_CASE` are the parameters.
- Items in `SQUARE_BRACKETS` are optional.
- Items with `...` after them can have multiple instances.
- Parameters can be in any order.

## Saving the data

By default, data is saved in the hard disk automatically after each command. There is no need to save manually.

### 3.1. Viewing user guide: `help`

A help window containing the user guide is opened.



### 3.2. Adding tasks

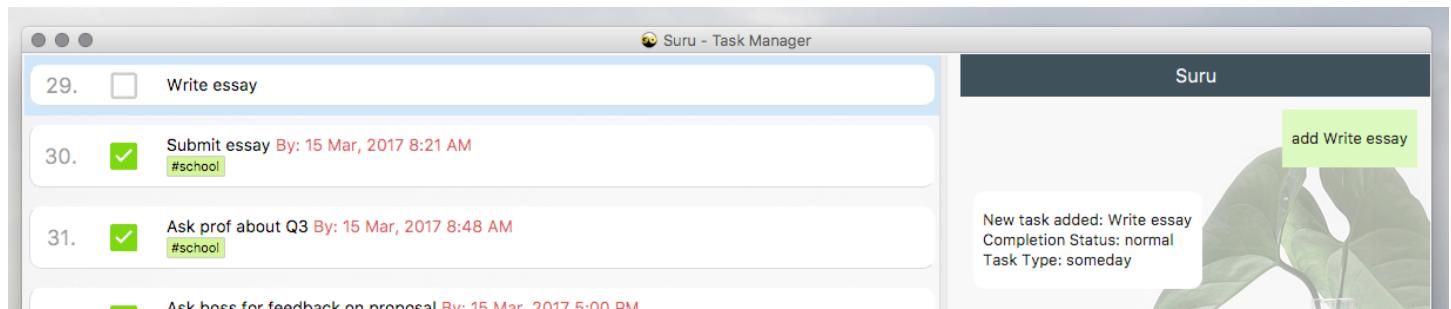
#### 3.2.1. Adding a simple task with no specified dates: `add DESCRIPTION`

To add a simple, non-urgent task, use the `add` command followed by the `DESCRIPTION` of your task.

Example:

- `add Write essay`

A simple task with the description `Write essay` is added to your task list.



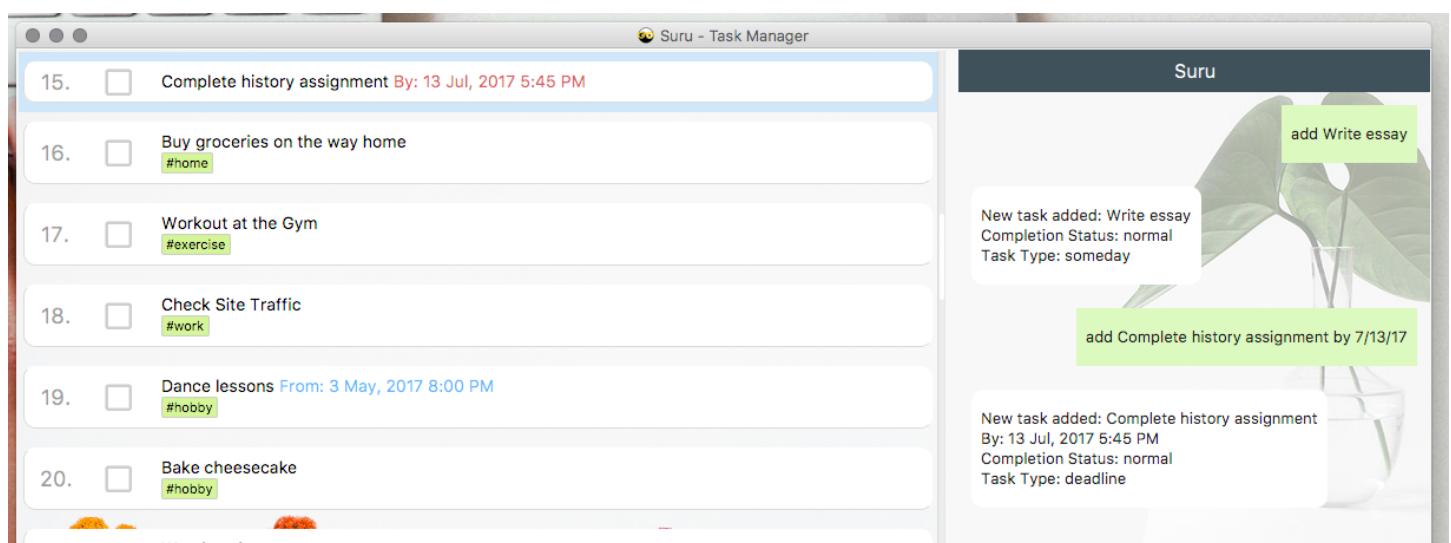
### 3.2.2. Adding a task with a deadline: add DESCRIPTION by|on DUE\_DATE

This command applies to tasks with a deadline, such as assignment submissions. To specify a deadline for a task, use the keywords `by` or `on` followed by your desired `DUE_DATE`.

Example:

- add Complete history assignment by 7/13/17

Adds a new task `Complete history assignment` that is due on `13th July 2017`.



### 3.2.3. Adding an event: add DESCRIPTION from START\_TIME to END\_TIME

Events such as birthday parties and movies have both a start and end time. Suru helps you to keep track of these events with this command.

Example:

- add Attend birthday party from 8pm to 10pm

Adds a new event `Attend birthday party` that is happening from `8pm` to `10pm` on the same day.

The screenshot shows the Suru Task Manager interface. On the left, a list of tasks is displayed:

- 12.  Attend birthday party From: 9 Apr, 2017 8:00 PM To: 9 Apr, 2017 10:00 PM (UPCOMING)
- 13.  Return books By: 12 Apr, 2017 8:44 AM (UPCOMING)
- 14.  Study for CS2103 Exam By: 20 Apr, 2017 8:29 AM (#school)
- 15.  Study for CS3230 Exam By: 21 Apr, 2017 8:31 AM (#school)
- 16.  Complete history assignment By: 13 Jul, 2017 5:45 PM
- 17.  Buy groceries on the way home (#home)
- 18.  Workout at the Gym (#exercise)
- 19.  Check Site Traffic (#work)

On the right, there are two notifications:

- New task added: Complete history assignment  
By: 13 Jul, 2017 5:45 PM  
Completion Status: normal  
Task Type: deadline
- New task added: Attend birthday party  
From: 9 Apr, 2017 8:00 PM  
To: 9 Apr, 2017 10:00 PM  
Completion Status: upcoming  
Task Type: event

### 3.2.4. Adding a task with tags: `add... #TAGNAME`

Tagging your tasks can be a great way to get organized.

Examples:

- add `Write security article #blogging`

Adds a new task `Write security article` with a tag `#blogging`.

The screenshot shows the Suru Task Manager interface. On the left, a list of tasks is displayed:

- 33.  Write security article (#blogging)
- 34.  Submit essay By: 15 Mar, 2017 8:21 AM (#school)
- 35.  Ask prof about Q3 By: 15 Mar, 2017 8:48 AM (#school)
- 36.  Ask boss for feedback on proposal By: 15 Mar, 2017 5:00 PM (#work)
- 37.  Send designs By: 17 Mar, 2017 9:00 AM (#work)
- 38.  Collect tickets By: 17 Mar, 2017 9:16 AM (#hobby)
- 39.  Attend launch event From: 18 Mar, 2017 5:00 PM To: 18 Mar, 2017 7:00 PM (#work)

On the right, there are three notifications:

- add Prepare software demo from 7/13/17 to 7/15/17 #school #homework
- New task added: Prepare software demo  
From: 13 Jul, 2017 5:48 PM  
To: 15 Jul, 2017 5:48 PM  
Completion Status: normal  
Task Type: event  
Tags: #school #homework
- New task added: Write security article  
Completion Status: normal  
Task Type: someday  
Tags: #blogging

- add `Prepare software demo from 7/13/17 to 7/15/17 #school #homework`

Adds a new task `Prepare software demo` that lasts from `13th July 2017` to `15th July 2017` with the tags `#school` and `#homework`.

The screenshot shows the Suru Task Manager interface. On the left, a list of tasks is displayed:

- 17.  Prepare software demo From: 13 Jul, 2017 5:48 PM To: 15 Jul, 2017 5:48 PM #school #homework
- 18.  Buy groceries on the way home #home
- 19.  Workout at the Gym #exercise
- 20.  Check Site Traffic #work
- 21.  Dance lessons From: 3 May, 2017 8:00 PM #hobby
- 22.  Bake cheesecake #hobby

On the right, a sidebar titled "Suru" shows task details for "Prepare software demo":

- New task added: Attend birthday party
- From: 9 Apr, 2017 8:00 PM
- To: 9 Apr, 2017 10:00 PM
- Completion Status: upcoming
- Task Type: event

Below this, another section shows details for "Prepare software demo":

- New task added: Prepare software demo
- From: 13 Jul, 2017 5:48 PM
- To: 15 Jul, 2017 5:48 PM
- Completion Status: normal
- Task Type: event
- Tags: #school #homework

### 3.2.5. Adding tags to an existing task: `addtag INDEX #TAGNAME`

You can also add tags to tasks that already exist in your task list.

Example:

- `addtag 1 #history`

Adds a tag `#history` to the first task in the list.

The screenshot shows the Suru Task Manager interface. On the left, a list of tasks is displayed:

1.  do homework By: 30 Mar, 2017 11:59 PM #history
2.  CS2103 Lecture From: 31 Mar, 2017 4:00 PM To: 31 Mar, 2017 6:00 PM #school
3.  Go for guitar lessons From: 1 Apr, 2017 9:00 AM To: 1 Apr, 2017 10:00 AM #hobby
4.  Attend Sharons birthday From: 1 Apr, 2017 6:00 PM To: 1 Apr, 2017 8:00 PM #friends
5.  Meal prep By: 2 Apr, 2017 8:46 AM #hobby #home
6.  Bake Cheesecake By: 2 Apr, 2017 8:48 AM #hobby

On the right, a sidebar titled "Suru" shows task details for "do homework":

- New task added: Write security article
- Completion Status: normal
- Task Type: someday
- Tags: #blogging

Below this, another section shows details for "do homework" after adding the tag:

- Added new tags into task: do homework
- By: 30 Mar, 2017 11:59 PM
- Completion Status: overdue
- Task Type: deadline
- Tags: #history

### 3.3. Editing tasks: `edit INDEX [TASK DETAILS]`

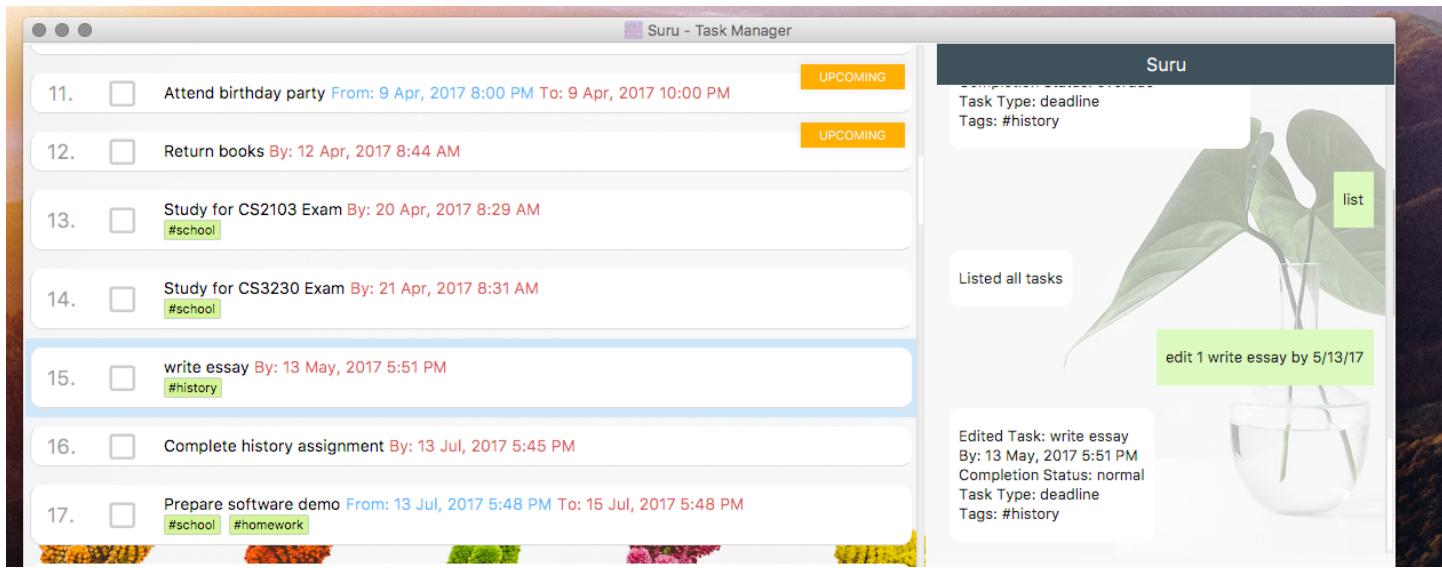
Things don't always go according to plan. For instance, an assignment's deadline may be pushed forward or an event may be postponed. Suru allows you to easily edit your tasks to stay updated with these changes.

Examples:

- list

edit 1 write essay by 5/13/17

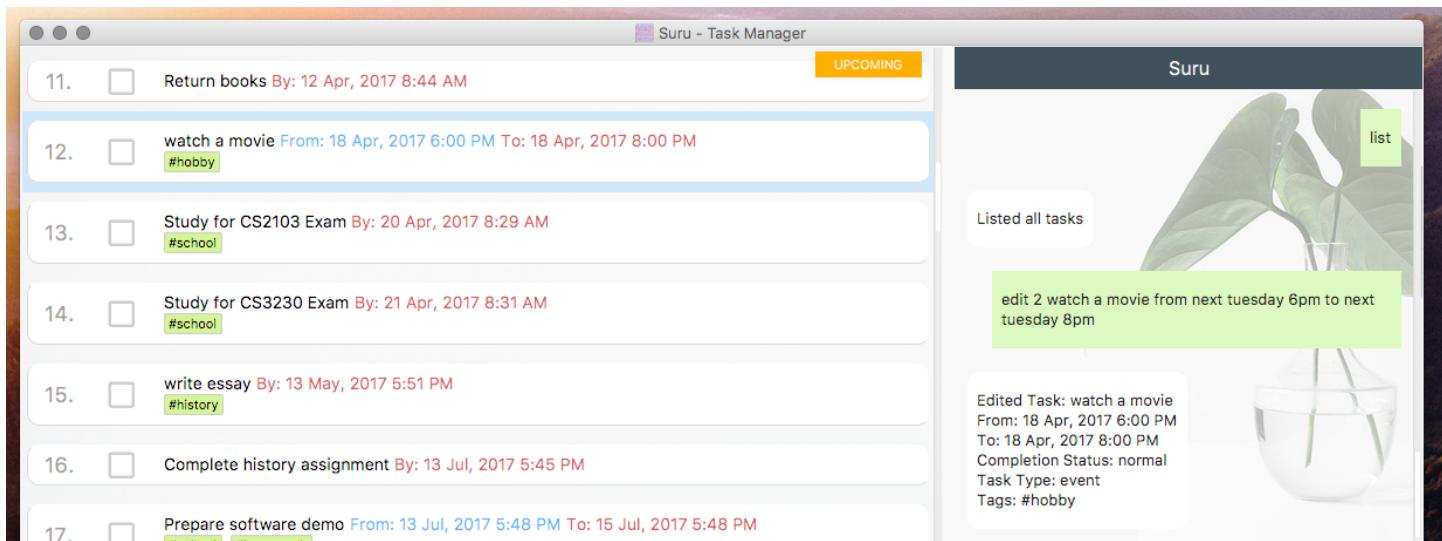
Edits the description of the selected task to write essay and deadline to 5/13/17. Suru also automatically slots it in the correct position on the list, sorted by due date.



- list

edit 2 watch a movie from next tuesday 6pm to next tuesday 8pm

Edits the description of the 2nd task in the list to be watch a movie with a start time of 6pm and an end time of 8pm on next Tuesday's date.



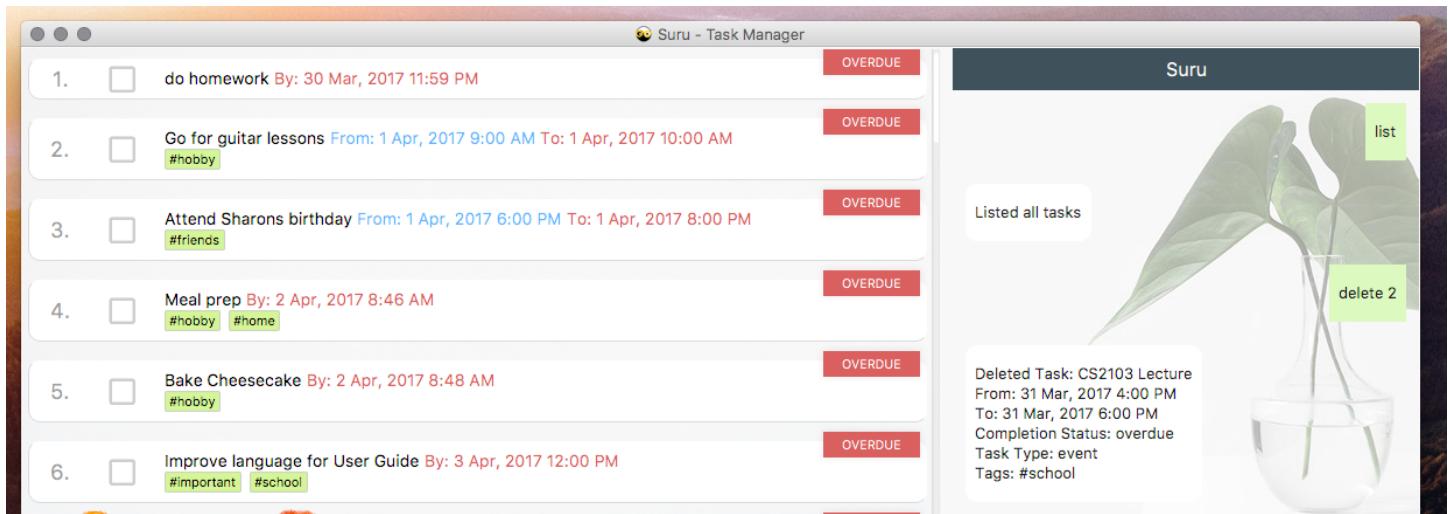
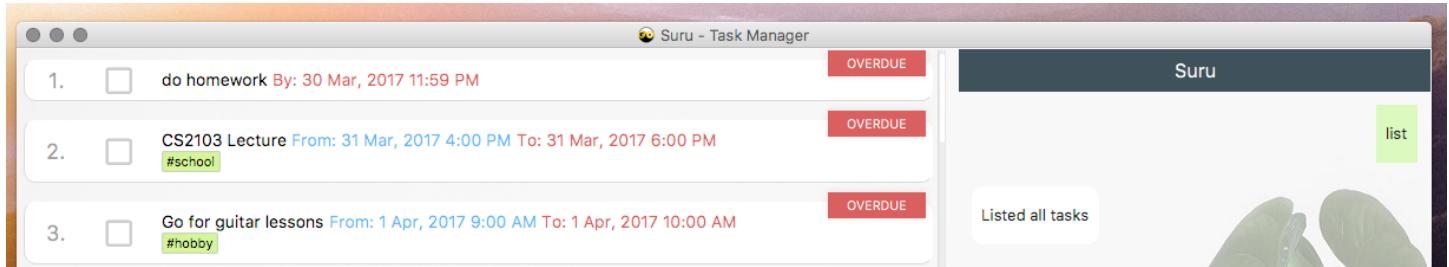
### 3.4. Deleting tasks: delete INDEX

Tasks that have been completed long ago or cancelled altogether should be removed from your task list. Suru allows you to delete tasks from your task list with the delete command.

Example:

- list
- delete 2

Deletes the 2nd task in the list.



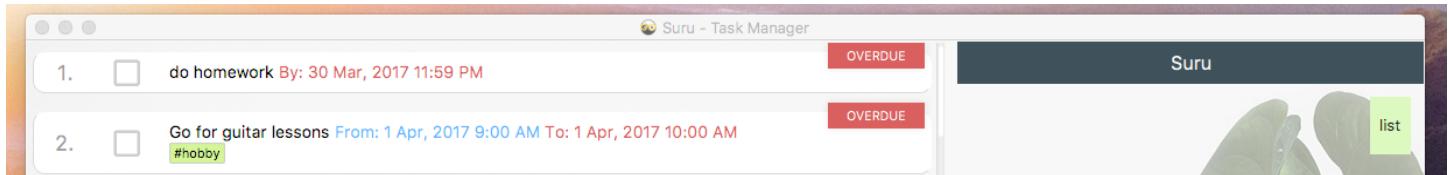
### 3.4.1. Deleting tags in a task: `deltag INDEX #TAGNAME`

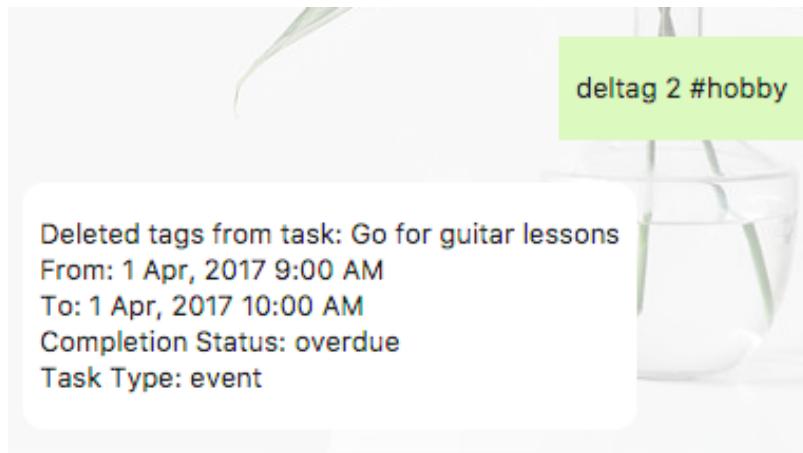
You can also remove tags from an existing task by using the `deltag` command.

Example:

- `deltag 2 #hobby`

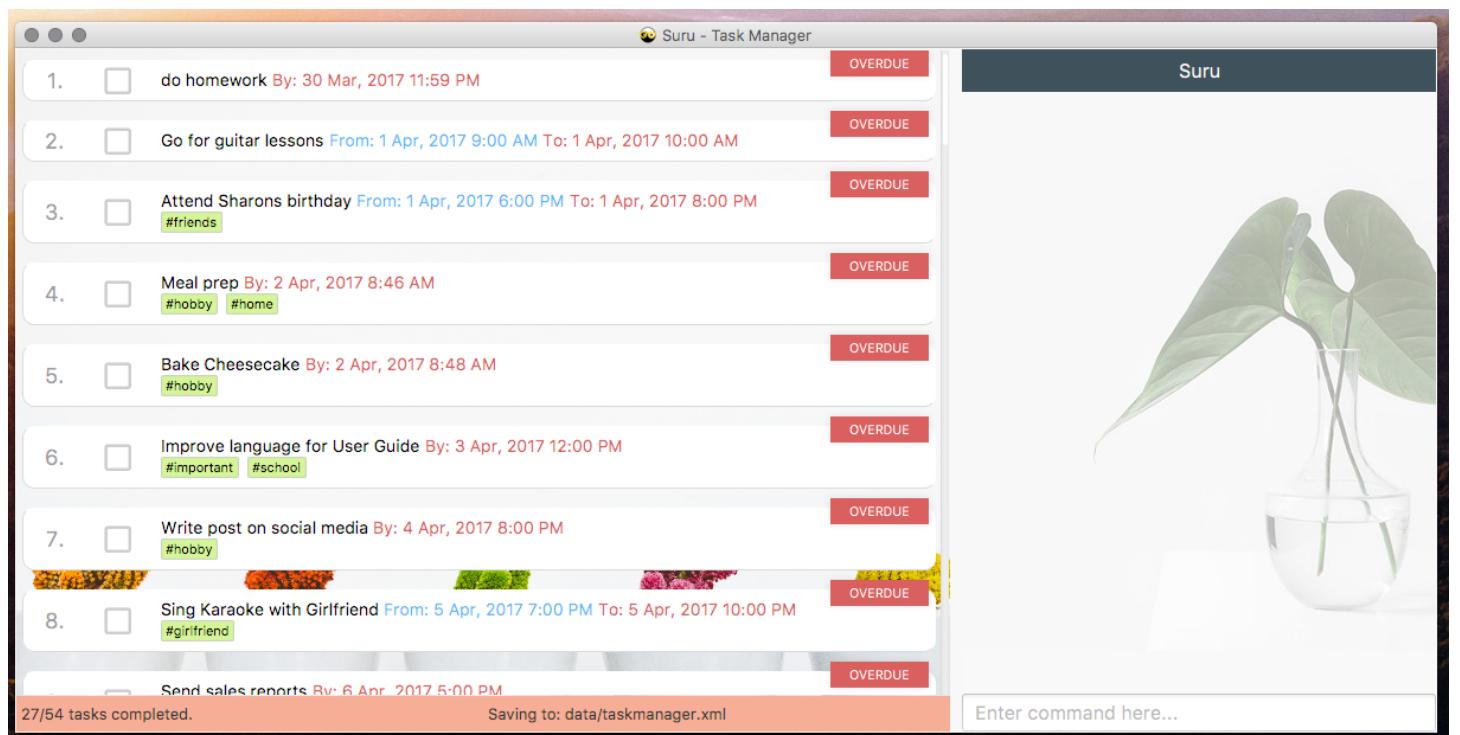
Deletes the tag `#hobby` from the 2nd task in the list.

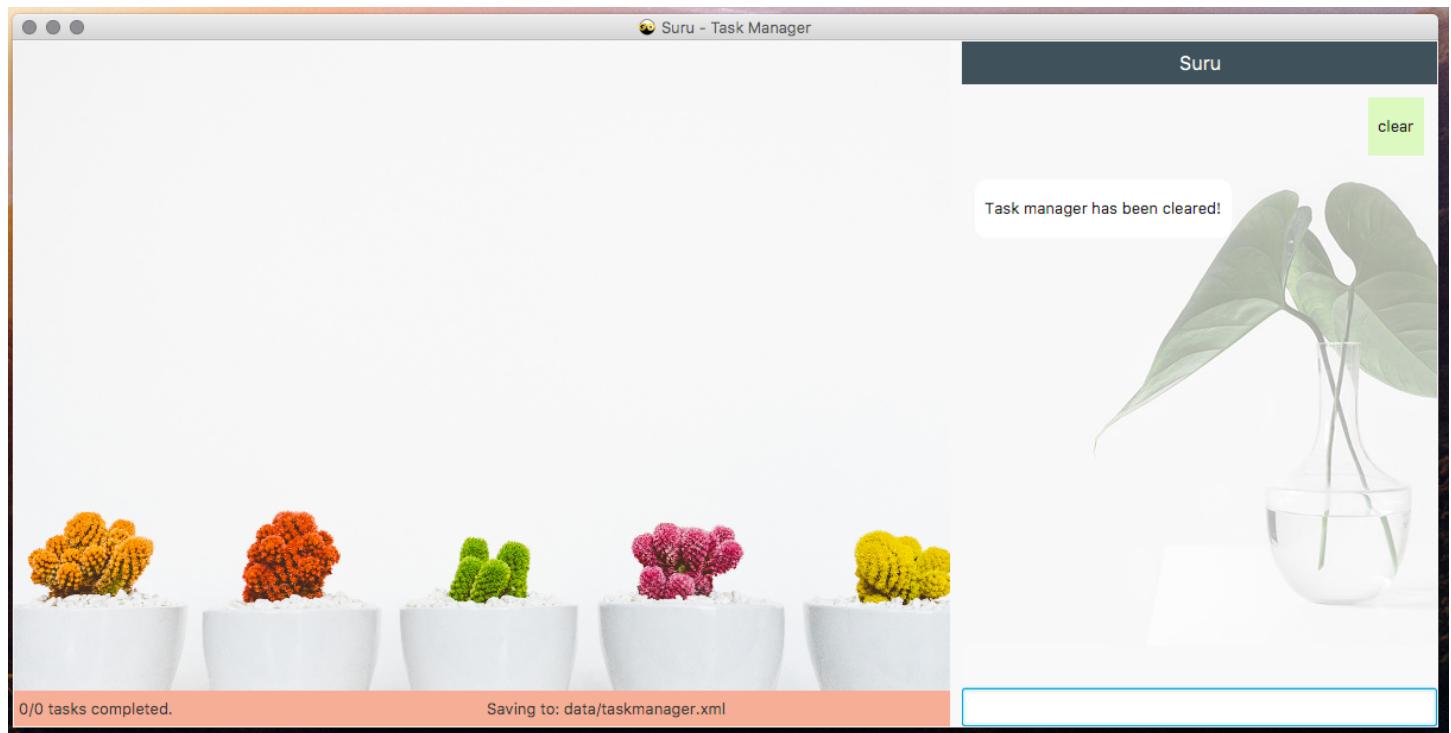




### 3.4.2. Clearing all tasks: `clear`

This command deletes all the tasks from your task list.





## 3.5. Listing

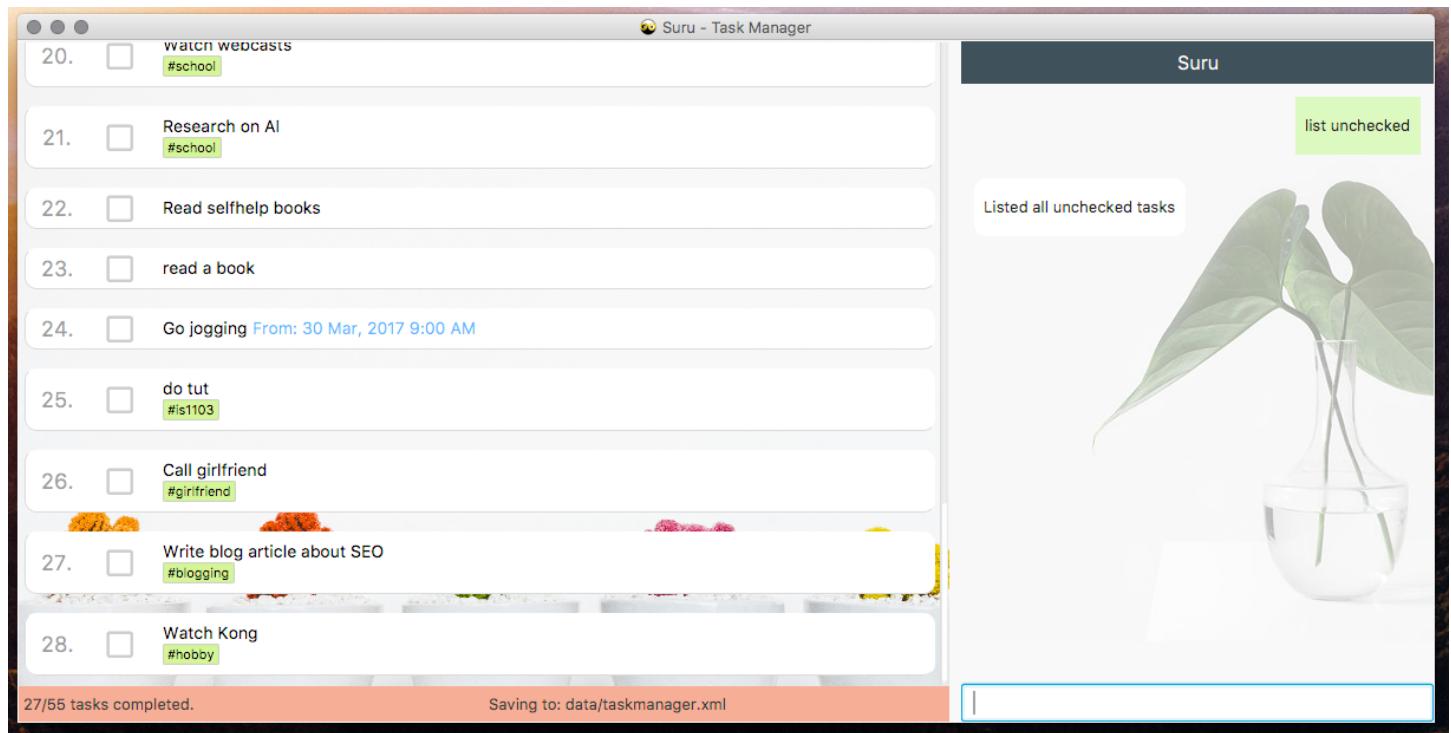
Suru automatically sorts your tasks according to their due date so that your most urgent tasks are always at the top!

### 3.5.1. Listing all tasks: `list`

Suru displays a list of all your tasks.

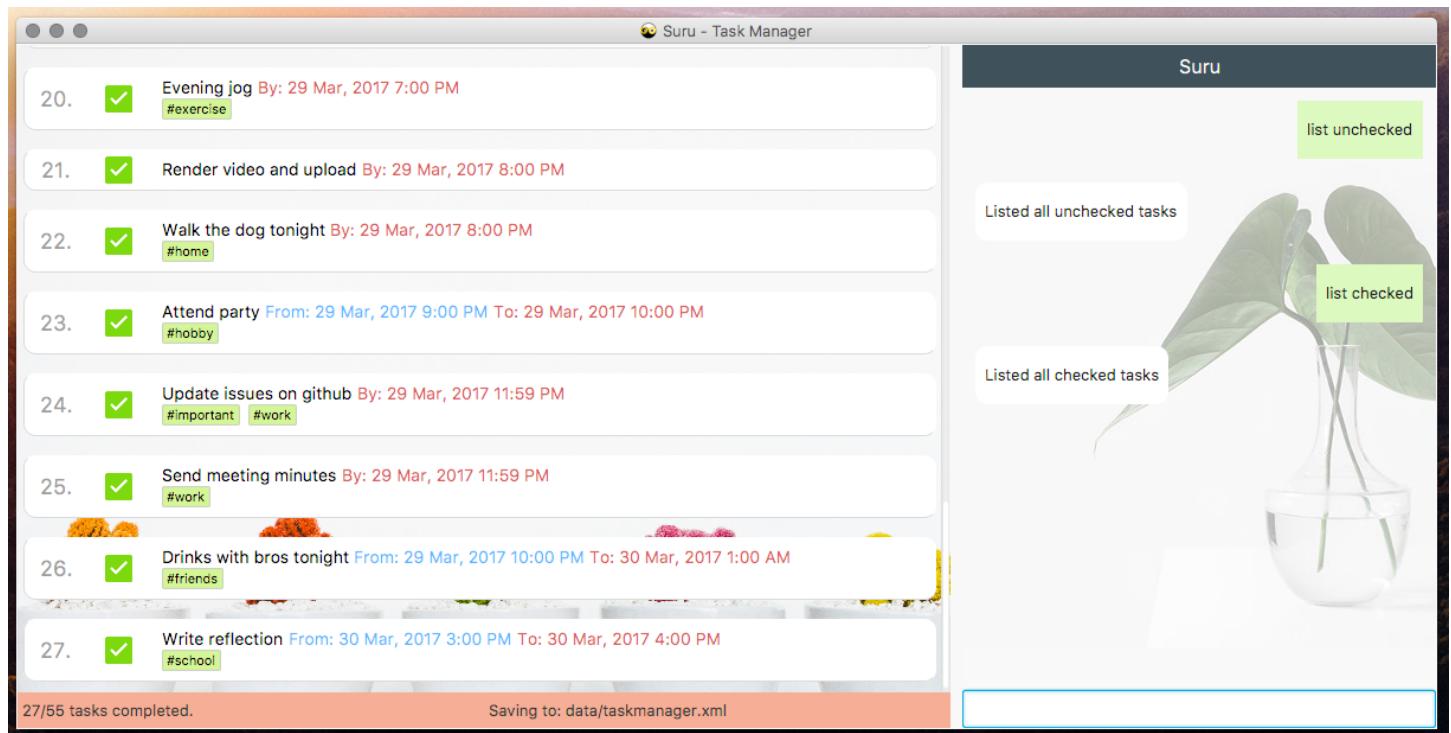
### 3.5.2. Listing unchecked tasks: `list unchecked`

Unchecked tasks are tasks that are still pending and not completed yet. With this command, Suru displays a list of all unchecked tasks.



### 3.5.3. Listing checked tasks: `list checked`

Checked tasks are tasks that are already marked as completed. This command shows you a list of all checked tasks.



### 3.5.4. Listing overdue tasks: `list overdue`

Shows a list of all overdue tasks. Overdue tasks are tasks whose deadlines have passed but are not yet completed.

The screenshot shows the Suru Task Manager application window. The title bar says "Suru - Task Manager". The main area displays a list of 11 tasks, each with a checkbox, a description, a due date, and a "OVERDUE" button. The tasks are:

4.  Attend Sharons birthday From: 1 Apr, 2017 6:00 PM To: 1 Apr, 2017 8:00 PM #friends
5.  Meal prep By: 2 Apr, 2017 8:46 AM #hobby #home
6.  Bake Cheesecake By: 2 Apr, 2017 8:48 AM #hobby
7.  Improve language for User Guide By: 3 Apr, 2017 12:00 PM #important #school
8.  Write post on social media By: 4 Apr, 2017 8:00 PM #hobby
9.  Sing Karaoke with Girlfriend From: 5 Apr, 2017 7:00 PM To: 5 Apr, 2017 10:00 PM #girlfriend
10.  Send sales reports By: 6 Apr, 2017 5:00 PM #work
11.  Submit CS2106 Assignment 3 By: 7 Apr, 2017 11:59 PM #school

At the bottom left, it says "27/55 tasks completed." and "Saving to: data/taskmanager.xml". On the right, there's a sidebar with a green button labeled "list overdue" and a message "Listed all overdue tasks".

### 3.5.5. Listing upcoming tasks: `list upcoming`

Shows a list of all upcoming tasks. Upcoming tasks are tasks that are due in the next 3 days.

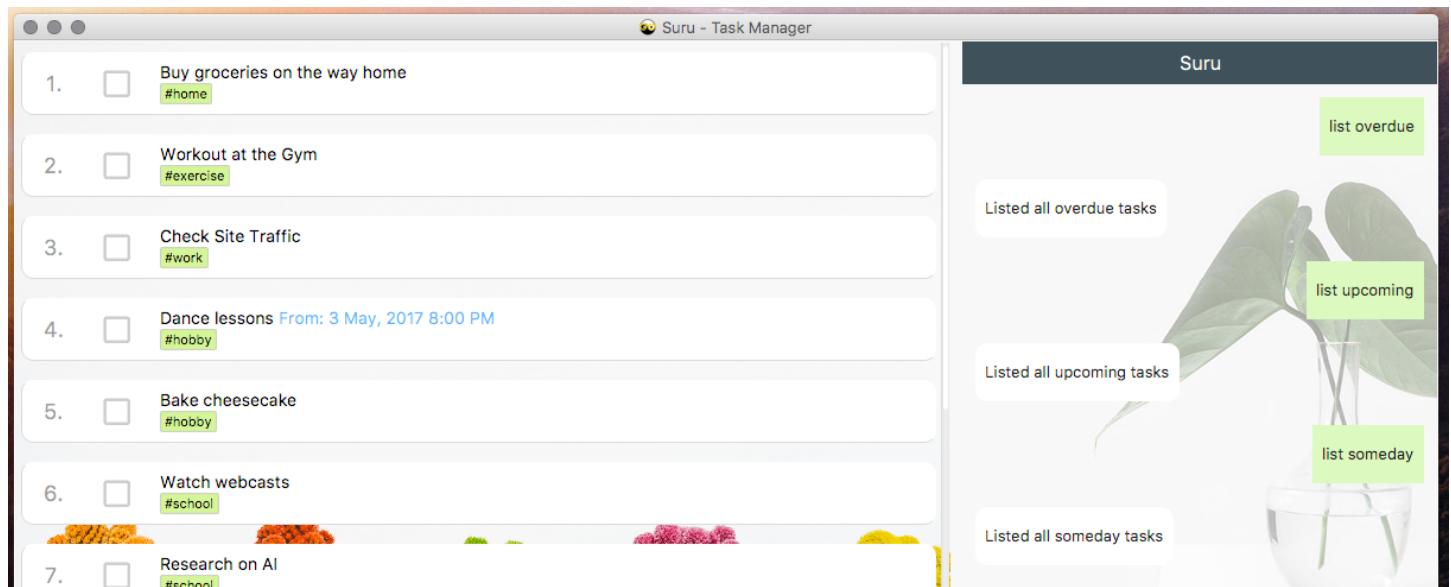
The screenshot shows the Suru Task Manager application window. The title bar says "Suru - Task Manager". The main area displays a list of tasks, with a yellow "UPCOMING" button highlighted. The first task is visible:

1.  Return books By: 12 Apr, 2017 8:44 AM

On the right, there's a sidebar with a green button labeled "list overdue" and a message "Listed all overdue tasks". Below it, another green button labeled "list upcoming" has a message "Listed all upcoming tasks".

### 3.5.6. Listing simple tasks: `list someday`

Shows a list of tasks with no start or end dates. Since you can do them anytime you want, we call them "someday" tasks.



### 3.6. Search for tasks: `find|search KEYWORDS...`

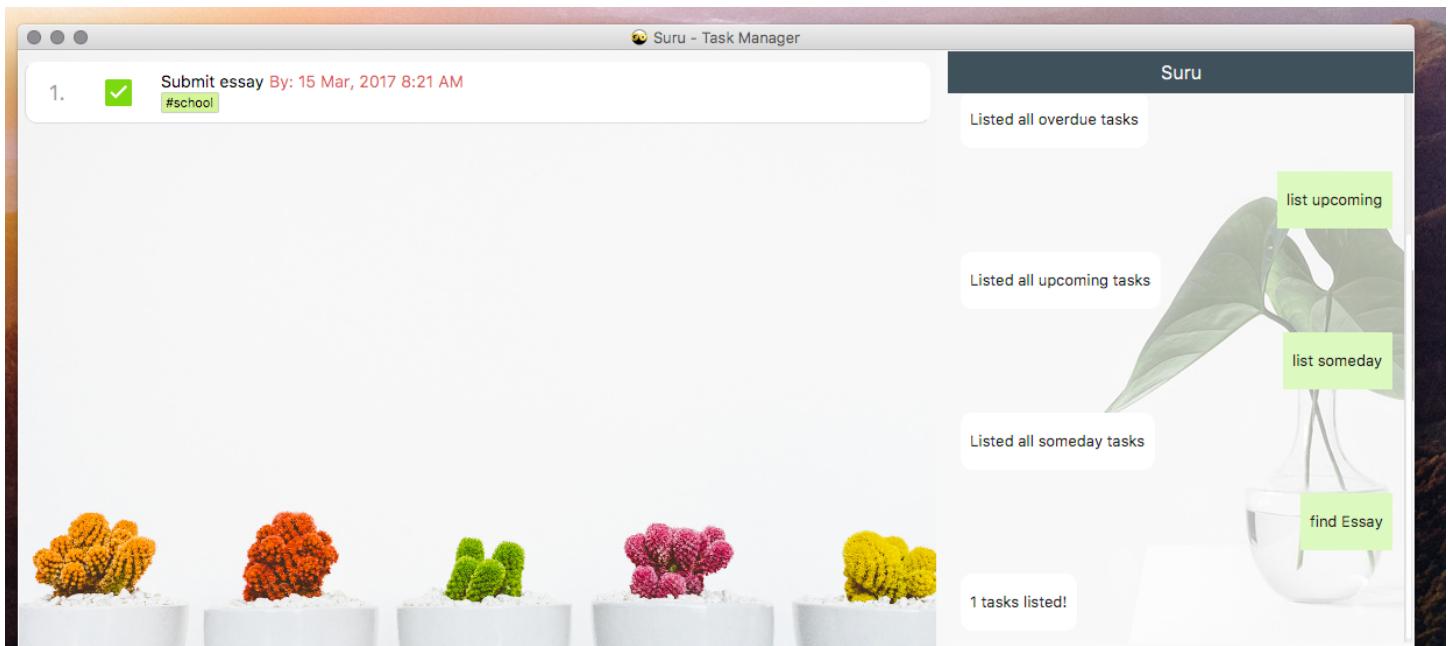
Over time, you may start having a large number of tasks stored in Suru. Fortunately, Suru allows you to easily find tasks by searching for them.

- The search is **NOT** case sensitive e.g. `write` will match `Write`.
- The order of the keywords does not matter e.g. `Write Essay` will match `Essay Write`.
- Only `DESCRIPTIONS` and `TAGNAMES` are searched.
- Only full words will be matched e.g. `Ess` will not match `Essay`.
- Tasks matching at least one keyword will be returned e.g. `Essay` will match `Essay Writing Competition`.

Examples:

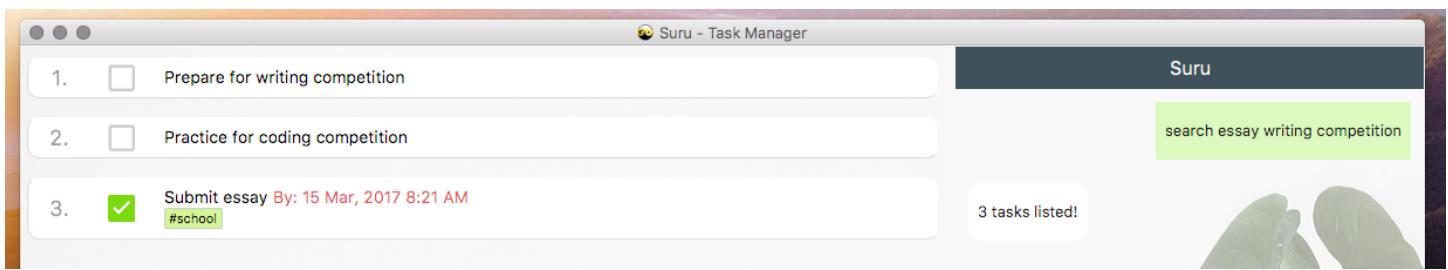
- `find Essay`

Returns `Write Essay` and `essay writing`.



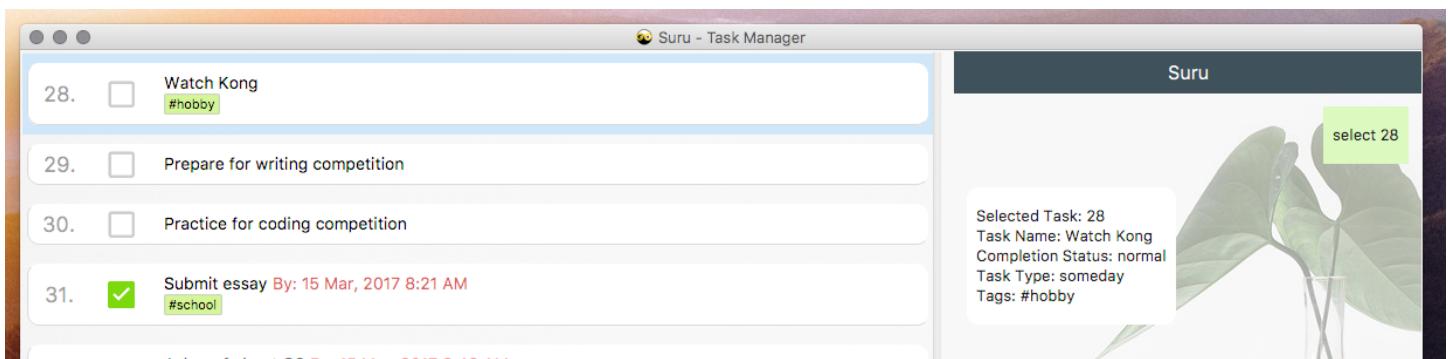
- search `Essay Writing Competition`

Returns all tasks having keywords `Essay`, `Writing`, OR `Competition`.



### 3.7. Select tasks: `select INDEX`

View more information regarding a task by using the `select` command.



### 3.8. Marking tasks as completed or incomplete

Suru allows you to check off your tasks as you complete them. When a task is completed, it moves to the bottom of the list so that you can focus on your most important tasks at the top.

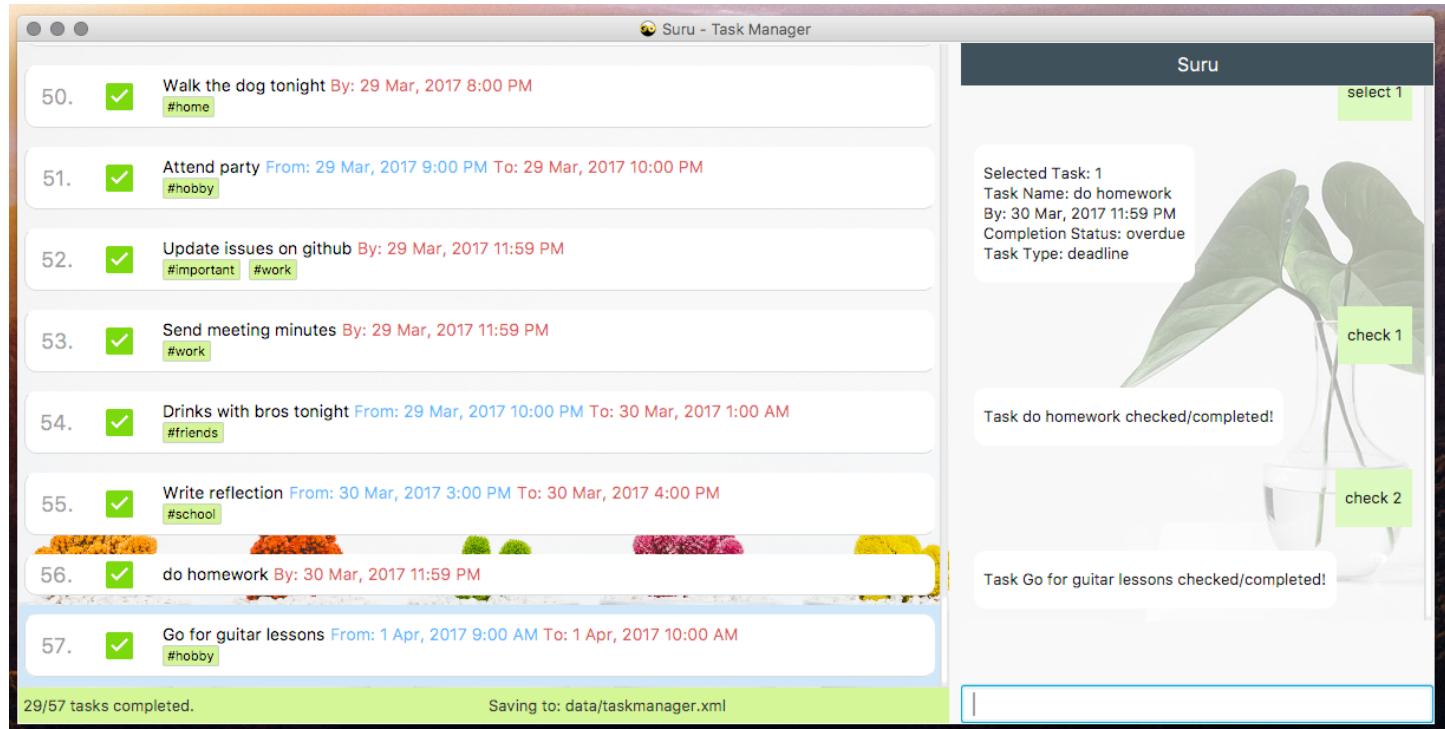
#### 3.8.1. Checking off a task: `check INDEX`

Checks off a task to indicate that it has been completed.

Examples:

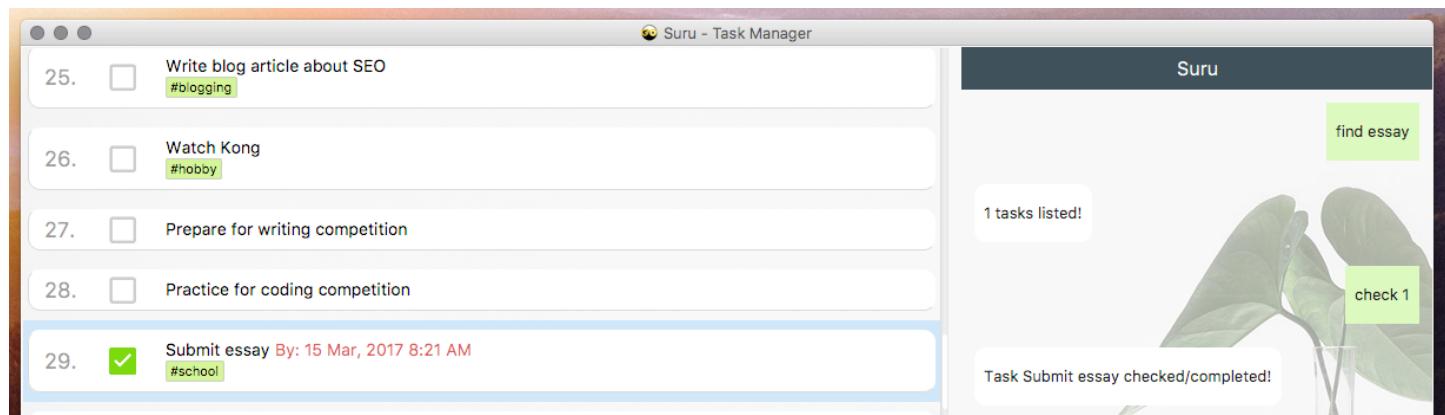
- list
- check 2

Checks off the 2nd task in the listing.



- find Essay
- check 1

Checks off the 1st task in the results of the `find` command.



### 3.8.2. Unchecking a task: `uncheck INDEX`

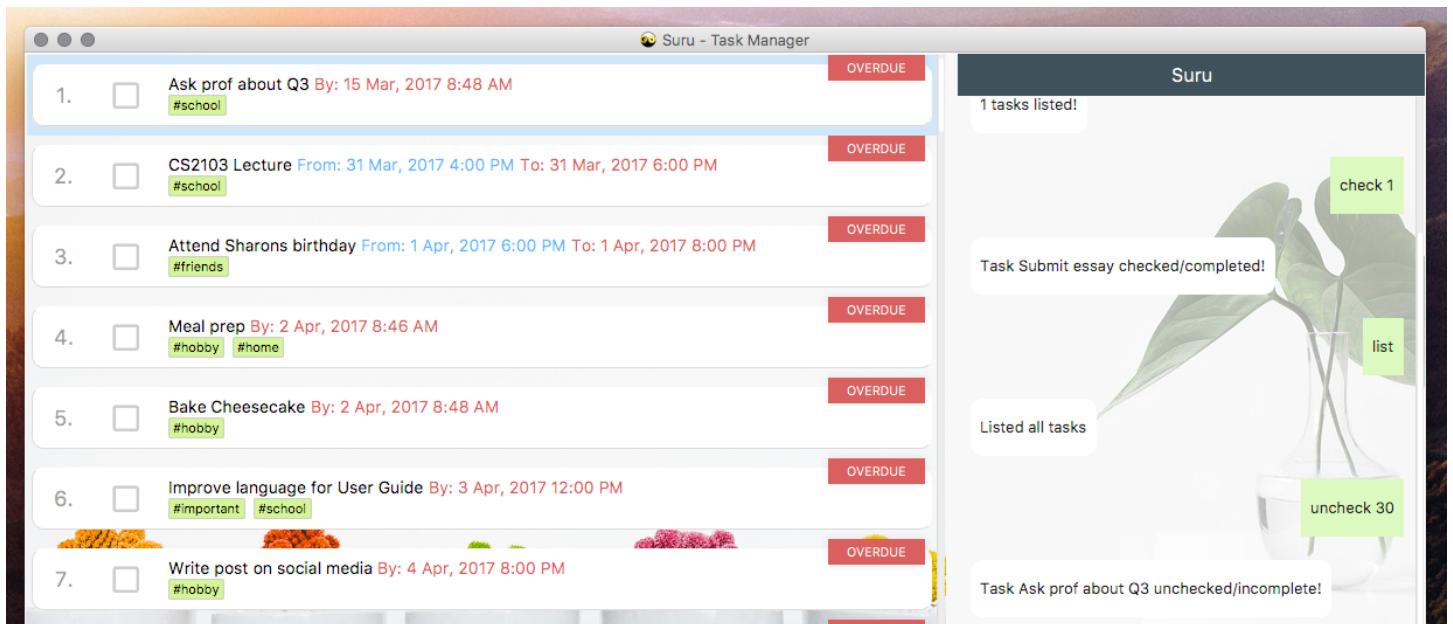
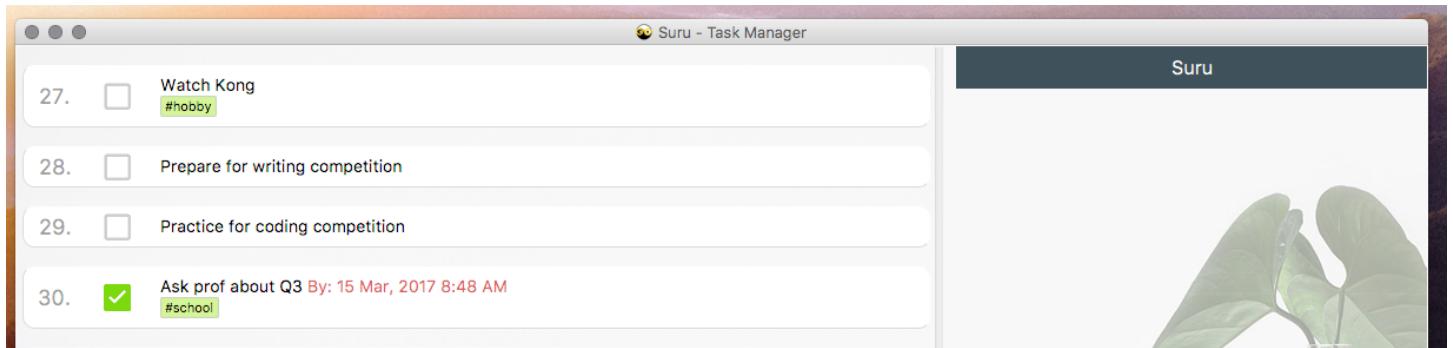
Unchecks a task to indicate that it is incomplete.

Examples:

- list

uncheck 30

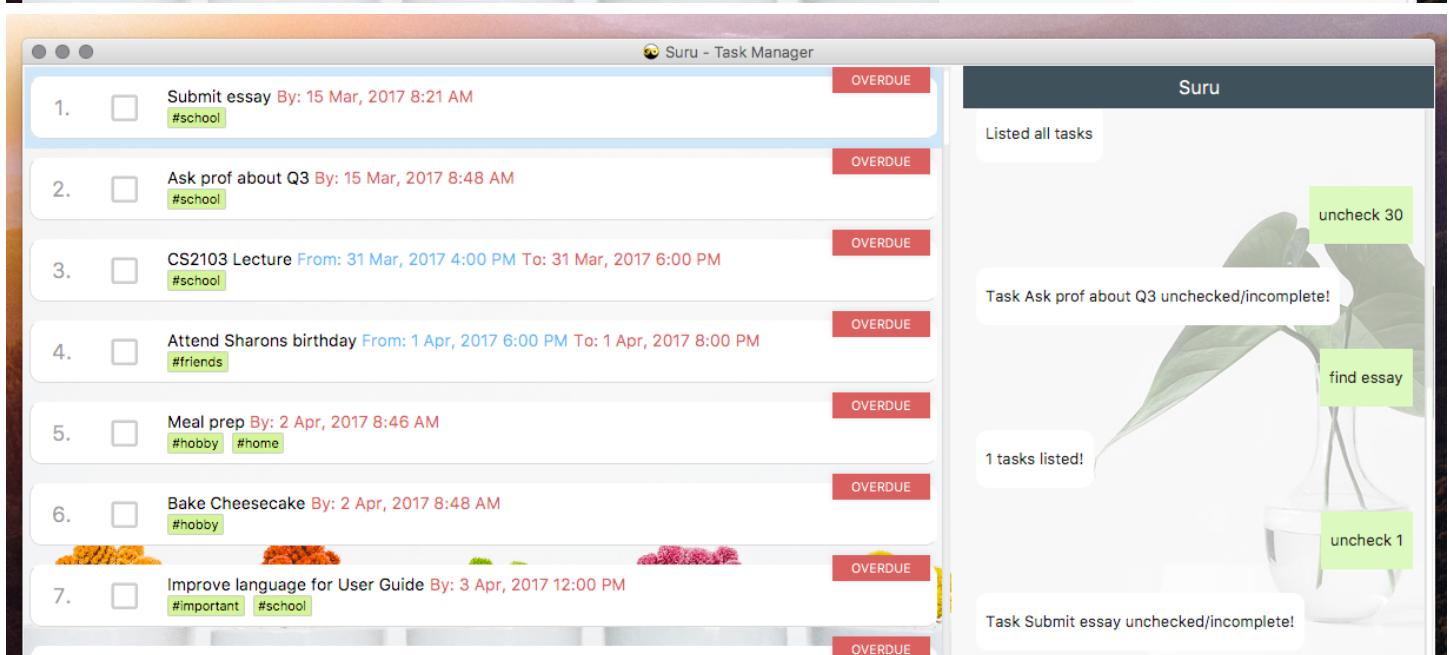
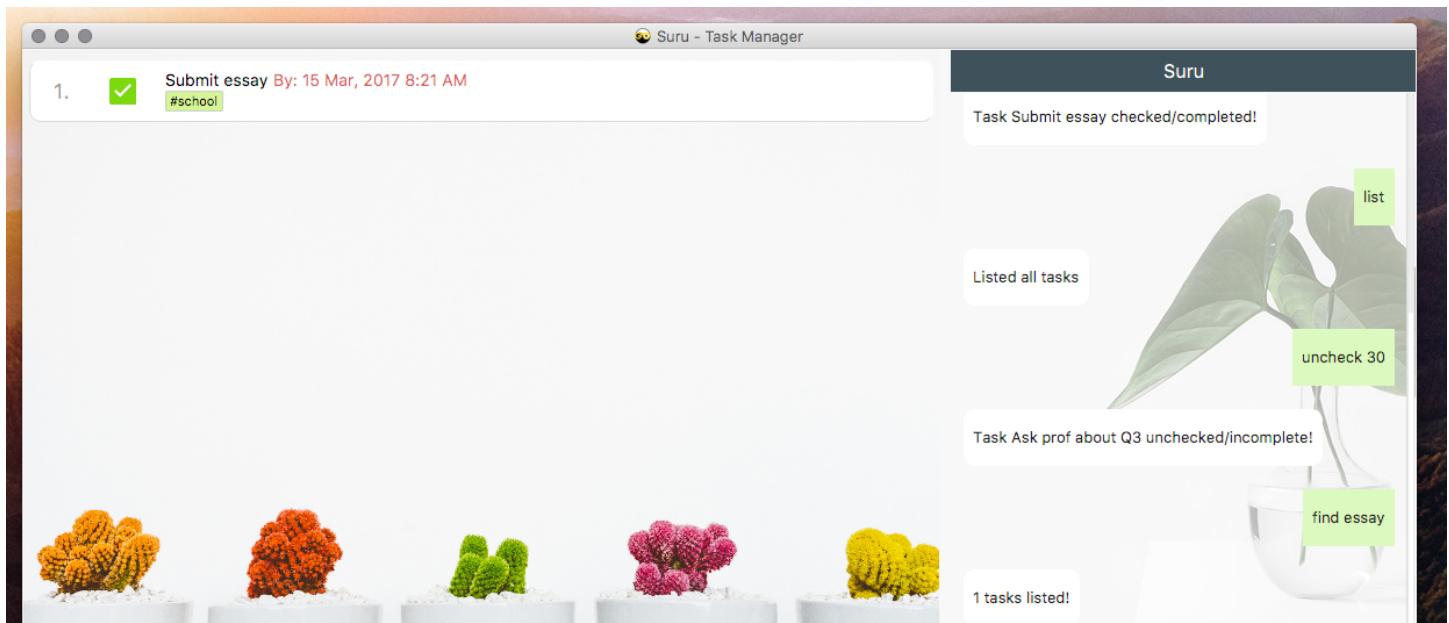
Unchecks the 30th task in the listing.



- find Essay

uncheck 1

Unchecks the 1st task in the results of the `find` command.



## 3.9. Undo and redo

People can make mistakes. Thankfully, Suru makes it easy to undo any accidents.

### 3.9.1. Undoing a command: `undo`

Reverses your previous command.

Only reverses operations that alter data, i.e. `add`, `edit` and `delete`.

Suru - Task Manager

OVERDUE

1.  Submit essay By: 15 Mar, 2017 8:21 AM #school
2.  CS2103 Lecture From: 31 Mar, 2017 4:00 PM To: 31 Mar, 2017 6:00 PM #school
3.  Attend Sharons birthday From: 1 Apr, 2017 6:00 PM To: 1 Apr, 2017 8:00 PM #friends
4.  Meal prep By: 2 Apr, 2017 8:46 AM #hobby #home
5.  Bake Cheesecake By: 2 Apr, 2017 8:48 AM #hobby
6.  Improve language for User Guide By: 3 Apr, 2017 12:00 PM #important #school
7.  Write post on social media By: 4 Apr, 2017 8:00 PM #hobby
8.  Sing Karaoke with Girlfriend From: 5 Apr, 2017 7:00 PM To: 5 Apr, 2017 10:00 PM #girlfriend

28/57 tasks completed.

Saving to: data/taskmanager.xml

**Suru**

Suru - Task Manager

OVERDUE

1.  CS2103 Lecture From: 31 Mar, 2017 4:00 PM To: 31 Mar, 2017 6:00 PM #school
2.  Attend Sharons birthday From: 1 Apr, 2017 6:00 PM To: 1 Apr, 2017 8:00 PM #friends
3.  Meal prep By: 2 Apr, 2017 8:46 AM #hobby #home
4.  Bake Cheesecake By: 2 Apr, 2017 8:48 AM

**Suru**

delete 1

Deleted Task: Submit essay  
By: 15 Mar, 2017 8:21 AM  
Completion Status: overdue  
Task Type: deadline  
Tags: #school

Suru - Task Manager

OVERDUE

1.  Submit essay By: 15 Mar, 2017 8:21 AM #school
2.  CS2103 Lecture From: 31 Mar, 2017 4:00 PM To: 31 Mar, 2017 6:00 PM #school
3.  Attend Sharons birthday From: 1 Apr, 2017 6:00 PM To: 1 Apr, 2017 8:00 PM #friends
4.  Meal prep By: 2 Apr, 2017 8:46 AM #hobby #home
5.  Bake Cheesecake By: 2 Apr, 2017 8:48 AM #hobby
6.  Improve language for User Guide By: 3 Apr, 2017 12:00 PM #important #school

**Suru**

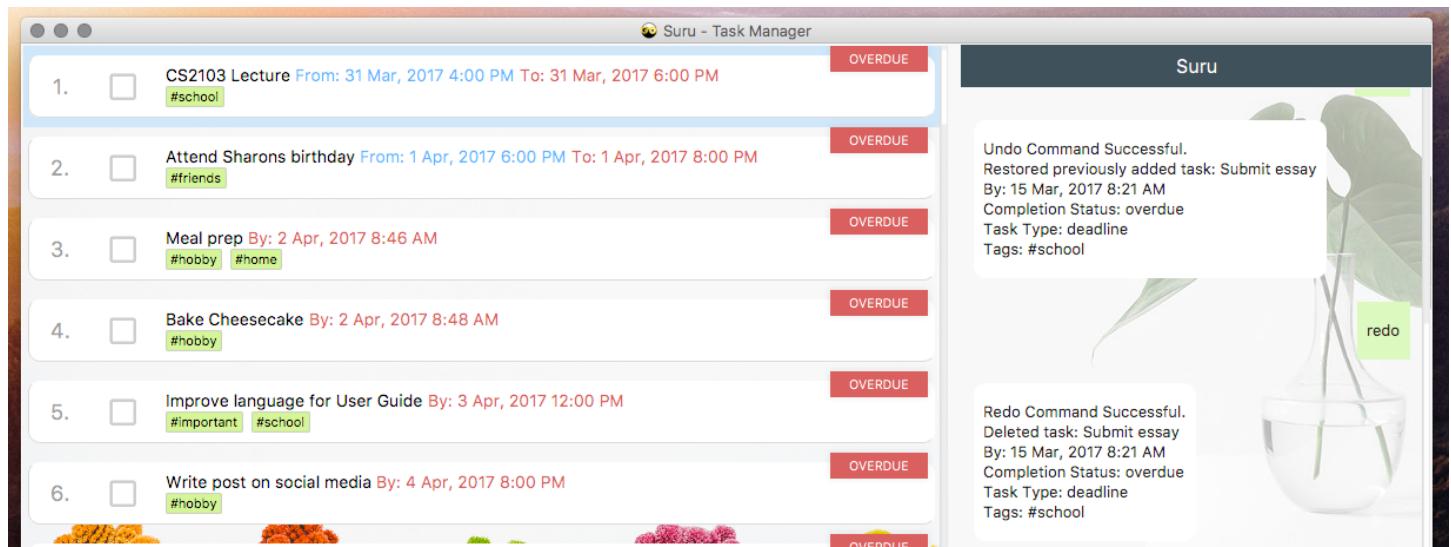
undo

Deleted Task: Submit essay  
By: 15 Mar, 2017 8:21 AM  
Completion Status: overdue  
Task Type: deadline  
Tags: #school

Undo Command Successful.  
Restored previously added task: Submit essay  
By: 15 Mar, 2017 8:21 AM  
Completion Status: overdue  
Task Type: deadline  
Tags: #school

### 3.9.2. Redoing an undone command: redo

Reverses your previous undo operation.



## 3.10. Saving and loading

### 3.10.1. Setting save destination: `saveto|save|export FILE_PATH`

Allows you to save to another file.

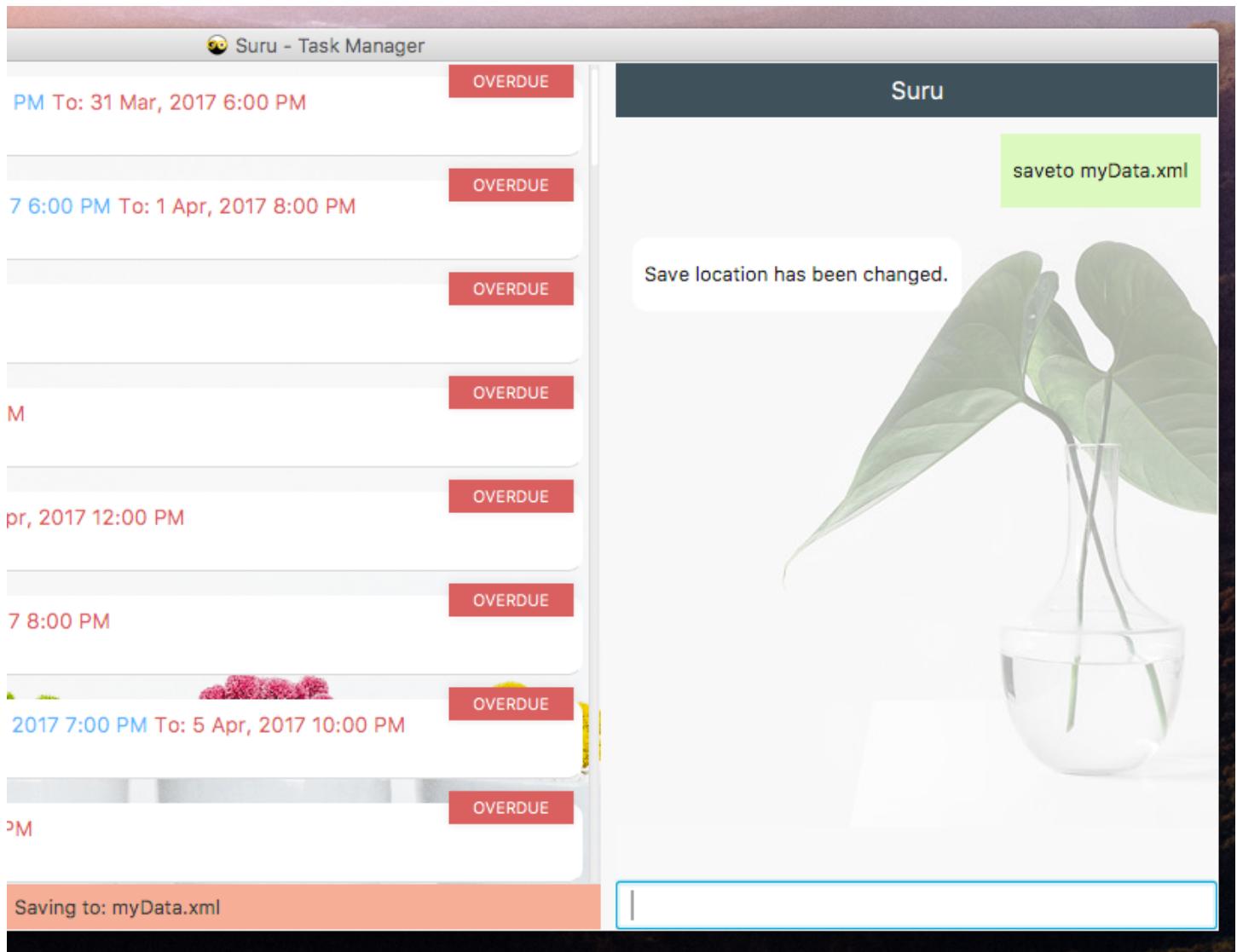
Note:

- The `FILE_PATH` should be the address of the file you wish to save your tasks to.
- Only XML files that comply with Suru's storage format are accepted.

Example:

- `saveto myData.xml`

Changes the save location to the specified file path and writes to that file. This file also becomes your working copy i.e. any commands executed after this are saved into this file.



### 3.10.2. Setting target to load from: `loadfrom|load|import FILE_PATH`

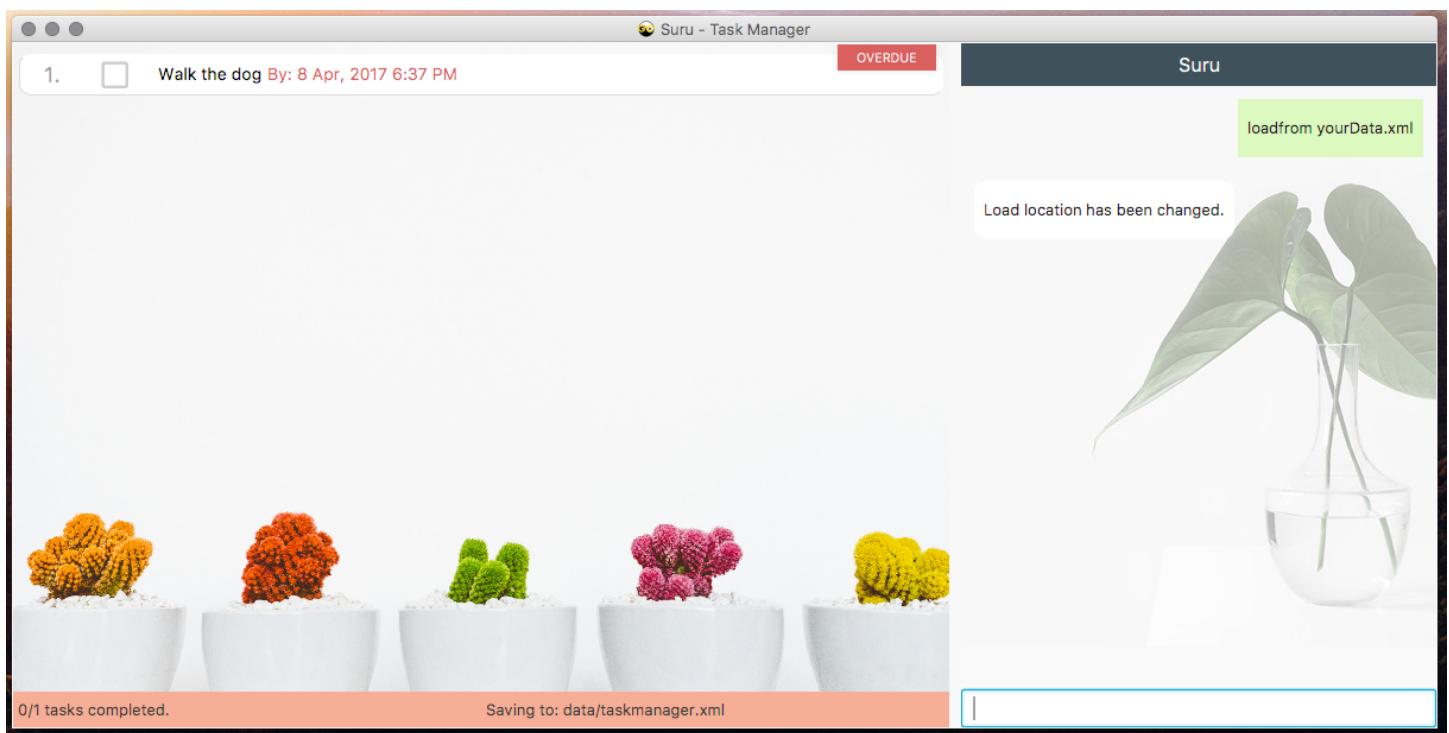
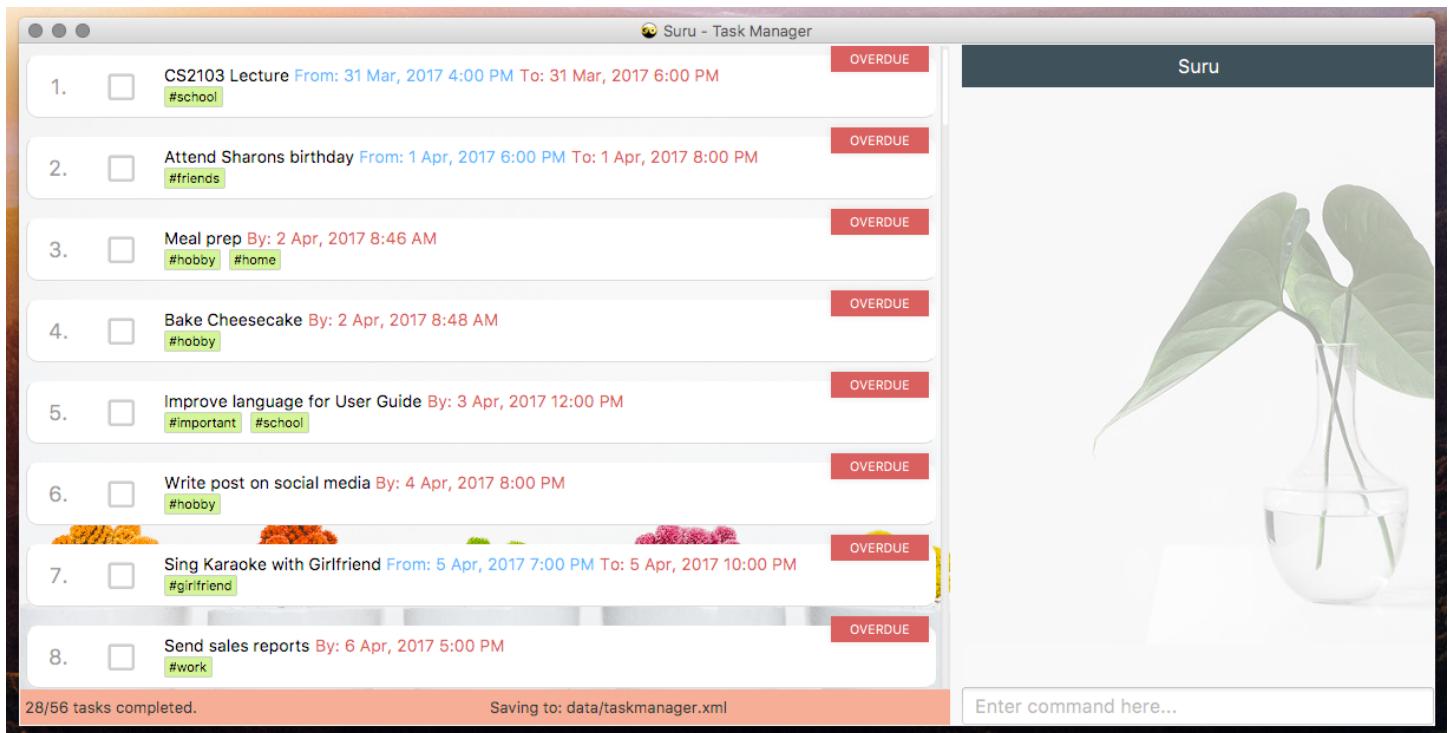
Allows you to load data from another file.

- The `FILE_PATH` should be the address of the file you wish to load your tasks from.
- Only XML files that comply with Suru's storage format are accepted.

Example:

- `loadfrom yourData.xml`

Loads data from an external file at the specified file path and updates Suru's task list.



## 3.11. Email Reminders

Suru sends reminders via email for all your tasks. This means that as long as you have your email set up, you can get reminders on any device!

### 3.11.1. Setting preferred email: `email EMAIL_ADDRESS`

First, set up your email with this command.

Example:

- `email shawn@suru.com`

Suru will now send email reminders to this `shawn@suru.com`

### 3.11.2. Enabling reminders: `reminders enable`

This command enables reminders for Suru.

Note:

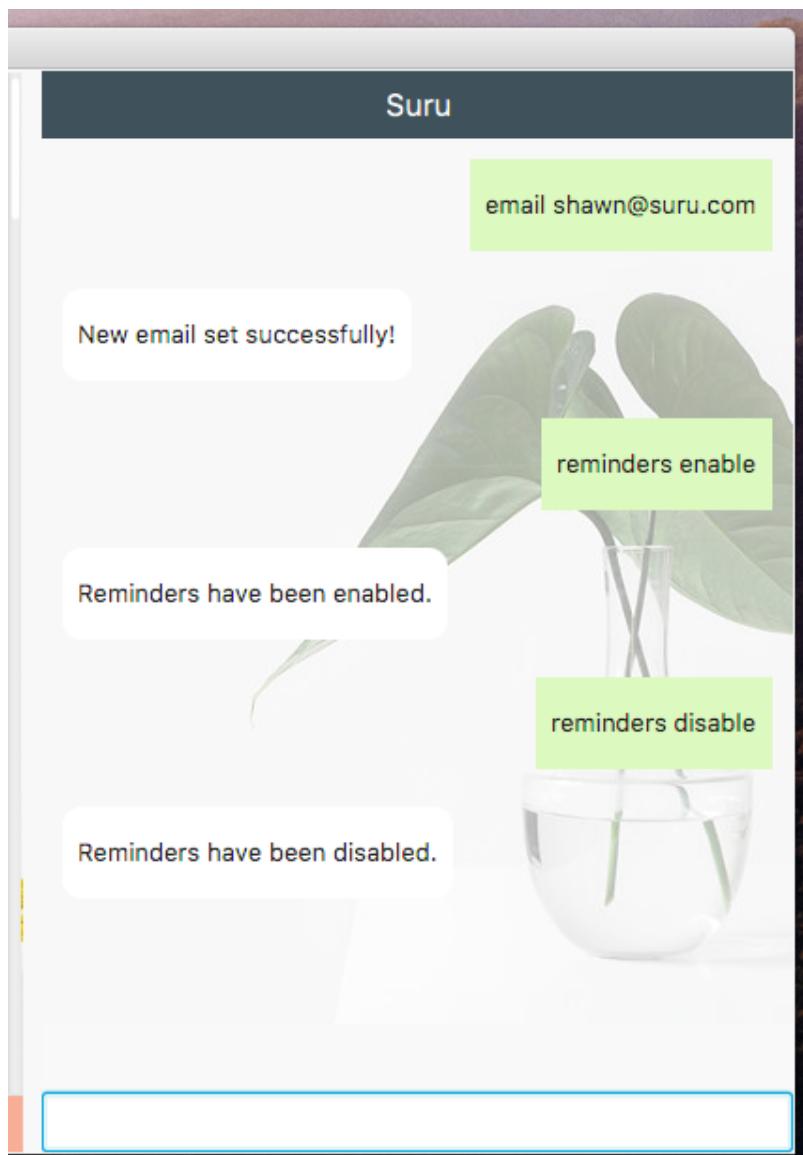
- Reminders are sent out for all tasks that have a start time.
- Suru sends reminders 1 hour before the task's start time.
  - The reminder duration is not editable in this version of Suru.

After executing this command, Suru will send email reminders to the specified email.

### 3.11.3. Disabling reminders: `reminders disable`

This command disables reminders for Suru.

After executing this command, Suru will stop sending email reminders.



## 3.12. Accepted date and time inputs

Suru accepts a wide range of natural date and time inputs to make it as comfortable as possible for you to manage your tasks.

### 3.12.1 Accepted date Inputs:

Numbers & Slashes	Months	Relative Dates
04/11/2017 (MM/DD/YYYY)	11 April 2017	Today
04/11/17 (MM/DD/YY)	11 Apr	Tomorrow/Tmr
04/11	Apr 11	Yesterday
		Last/next week
		3 days ago/later
		Last/next month
		Last/next year

### 3.12.2 Accepted time inputs:

24-hr notation	AM/PM	Presets
08:00	8am	Morning(8am)
1200h	12.00pm	Afternoon(12pm)
1900	7pm	Evening(7pm)
	8pm	Night(8pm)

## 3.13. Exiting the app: `exit`

Exits Suru.

Format: `exit`

## 4. FAQ

1. How do I transfer my data to another Computer?

**A:** Install the app in the other computer and use the `loadfrom` command to specify your desired directory to load data from.

## 2. Does Suru sync my data across different devices?

**A:** Unfortunately, Suru currently does not offer support to sync your data across different devices. Alternatively, you can specify your save location in a synced folder (such as a Dropbox folder) on your computer using the `saveto` command. Thereafter, simply use the `loadfrom` command on your other device to retrieve your synchronized data.

## 3. Where can we seek further assistance for Suru?

**A:** Feel free to contact us at [e0003823@u.nus.edu](mailto:e0003823@u.nus.edu).

# 5. Command Summary

Command	Syntax	Examples
<b>add, -a</b>	<code>add DESCRIPTION from START_DATE to END_DATE #TAGNAMES...</code>	<code>add Write essay add Write essay by 12/24/17 add Write essay from 12/24/17 to 12/24/17</code>
<b>addtag</b>	<code>addtag #TAGNAME</code>	
<b>check, complete</b>	<code>check INDEX</code>	<code>list &gt; check 1</code>
<b>clear</b>	<code>clear</code>	
<b>delete, remove, del, -d</b>	<code>delete INDEX</code>	<code>delete 3</code>
<b>deltag</b>	<code>deltag #TAGNAME</code>	
<b>edit, change, -e</b>	<code>edit INDEX</code>	<code>edit 2 buy groceries edit 1 buy groceries by 5/13/17</code>
<b>email</b>	<code>email EMAILADDRESS</code>	<code>email shawn@suru.com</code>
<b>exit, quit</b>	<code>exit</code>	
<b>find, search</b>	<code>find KEYWORD [MORE_KEYWORDS]</code>	<code>find Essay find Essay Jogging</code>

Command	Syntax	Examples
help	help	
list	list	list unchecked list checked list overdue list upcoming list someday
loadfrom, load, import	loadfrom FOLDER_PATH	loadfrom C:/Suru/import.xml
redo	redo	
reminders	reminders enable/disable	
saveto, save, export	saveto FOLDER_PATH	saveto C:/Suru/export.xml
select	select INDEX	select 1
uncheck, incomplete	uncheck INDEX	list > uncheck 1
undo	undo	

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