

main

Suru Task Manager

[View on GitHub](#)

Suru - User Guide

By : W09-B3 Since: Feb 2017

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1. Introduction

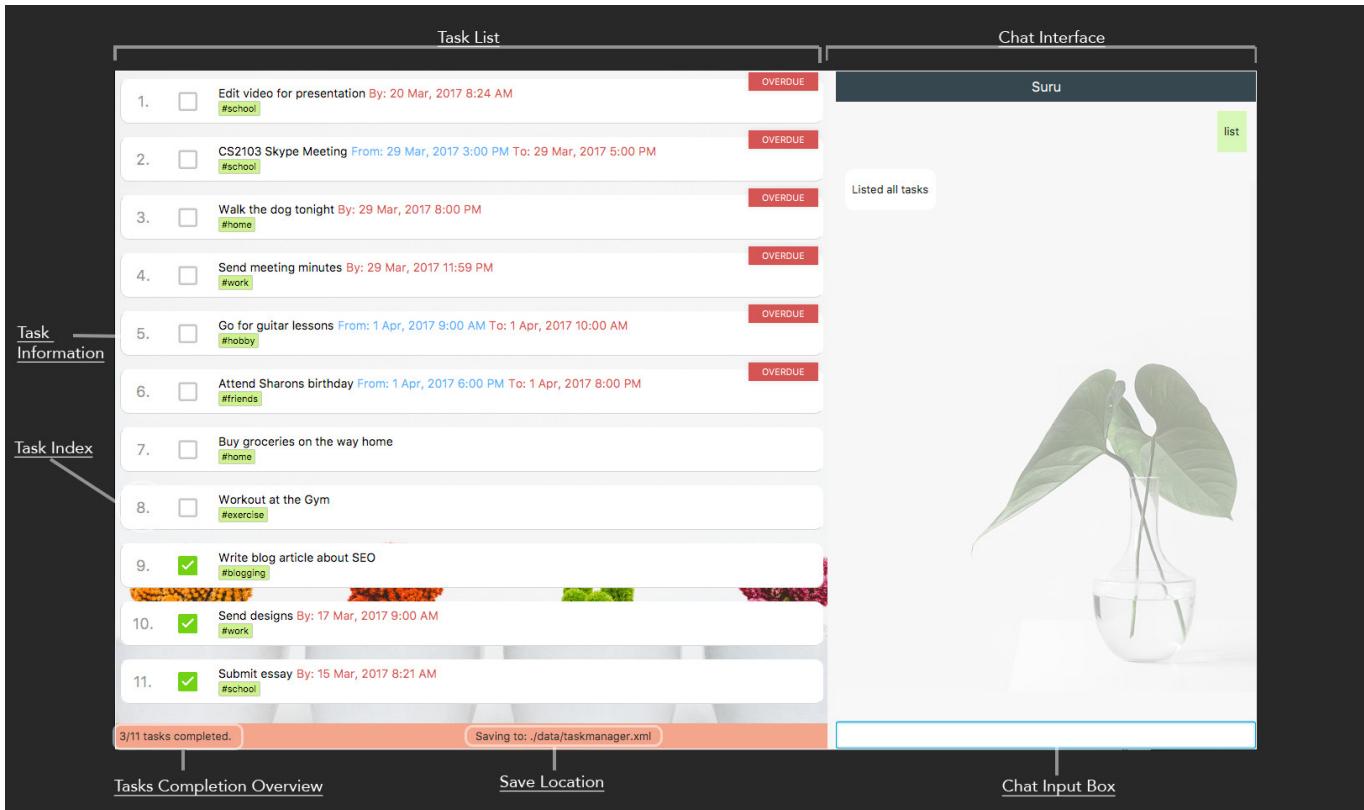
Welcome to Suru, the innovative personal assistant designed to help manage your tasks like a boss. This guide will help you install Suru on your computer and show you how to get the most out of your chatbot.

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.

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

- 47. Write essay
- 48. Submit essay By: 15 Mar, 2017 8:21 AM #school
- 49. Ask boss for feedback on proposal By: 15 Mar, 2017 5:00 PM #work
- 50. Send designs By: 17 Mar, 2017 9:00 AM #work
- 51. Attend launch event From: 18 Mar, 2017 5:00 PM To: 18 Mar, 2017 7:00 PM #work
- 52. Buy formal clothes By: 21 Mar, 2017 9:00 PM
- 53. Attend party From: 29 Mar, 2017 9:00 PM To: 29 Mar, 2017 10:00 PM

On the right, the Suru chat interface is shown:

- Hi there! I'm Suru, your chat-based personal assistant.
- To learn how you can use me to the fullest, type 'help' in the box below!
- If you would like to see some sample data, simply use the command: 'load sampledata.xml'
- Your new task has been added: Write essay
Completion Status: normal
Task Type: someday

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 13/7/17

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

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

- 36. Complete history assignment By: 13 Jul, 2017 12:00 PM
- 37. Buy groceries on the way home #home
- 38. Workout at the Gym #exercise
- 39. Check Site Traffic #work
- 40. Dance lessons From: 3 May, 2017 8:00 PM #hobby
- 41. Bake cheesecake #hobby
- 42. Watch webcasts

On the right, the Suru chat interface is shown:

- Your new task has been added: Write essay
Completion Status: normal
Task Type: someday
- Your new task has been added: Complete history assignment
By: 13 Jul, 2017 12:00 PM
Completion Status: normal
Task Type: deadline

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 application. On the left, a list of tasks numbered 33 to 39. Task 33 is 'Attend birthday party' with a due date of '10 Apr, 2017 8:00 PM' and a duration of '10 Apr, 2017 10:00 PM'. Task 37 is 'Complete history assignment' with a due date of '13 Jul, 2017 12:00 PM'. Task 38 is 'Buy groceries on the way home' with a tag '#home'. Task 39 is 'Workout at the Gym' with a tag '#exercise'. On the right, a sidebar titled 'Suru' displays a message: 'Your new task has been added: Complete history assignment By: 13 Jul, 2017 12:00 PM Completion Status: normal Task Type: deadline'. Below it, another message says: 'add Attend birthday party from 8pm to 10pm'.

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 application. On the left, a list of tasks numbered 50 to 56. Task 50 is 'Write security article' with a tag '#blogging'. Task 51 is 'Submit essay' with a due date of '15 Mar, 2017 8:21 AM' and a tag '#school'. Task 52 is 'Ask boss for feedback on proposal' with a due date of '15 Mar, 2017 5:00 PM' and a tag '#work'. Task 53 is 'Send designs' with a due date of '17 Mar, 2017 9:00 AM' and a tag '#work'. Task 54 is 'Attend launch event' with a duration from '18 Mar, 2017 5:00 PM' to '18 Mar, 2017 7:00 PM' and a tag '#work'. Task 55 is 'Buy formal clothes' with a due date of '21 Mar, 2017 9:00 PM'. Task 56 is 'Attend party' with a duration from '29 Mar, 2017 9:00 PM' to '29 Mar, 2017 10:00 PM' and a tag '#hahhu'. On the right, a sidebar titled 'Suru' displays a message: 'add Attend birthday party from 8pm to 10pm'. Below it, another message says: 'Your new task has been added: Write security article From: 10 Apr, 2017 8:00 PM To: 10 Apr, 2017 10:00 PM Completion Status: upcoming Task Type: event'. Further down, another message says: 'add Write security article #blogging'. At the bottom, another message says: 'Your new task has been added: Write security article Completion Status: normal Task Type: someday Tags: #blogging'.

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

- 38. Prepare software demo From: 13 Jul, 2017 12:00 PM To: 15 Jul, 2017 12:00 PM #school #homework
- 39. Buy groceries on the way home #home
- 40. Workout at the Gym #exercise
- 41. Check Site Traffic #work
- 42. Dance lessons From: 3 May, 2017 8:00 PM #hobby
- 43. Bake cheesecake #hobby

On the right, a notification window titled "Suru" displays:

Your new task has been added: Write security article
Completion Status: normal
Task Type: someday
Tags: #blogging

Below the notification, a green button says "add Prepare software demo from 13/7/17 to 15/7/17 #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. Ask prof about Q3 By: 15 Mar, 2017 8:48 AM #school #history
- 2. Collect tickets By: 17 Mar, 2017 9:16 AM #hobby
- 3. Edit video for presentation By: 20 Mar, 2017 8:24 AM #school
- 4. Buy milk By: 20 Mar, 2017 8:39 AM #home
- 5. Do CS2106 Tutorial By: 22 Mar, 2017 8:36 AM #school
- 6. Practice MA1101R Matlab By: 22 Mar, 2017 8:37 AM #school

On the right, a notification window titled "Suru" displays:

Your new task has been added: Prepare software demo
From: 13 Jul, 2017 12:00 PM
To: 15 Jul, 2017 12:00 PM
Completion Status: normal
Task Type: event
Tags: #school #homework

Below the notification, a green button says "addtag 1 #history".

In the bottom right corner, another message box shows:

I have added new tags into task: Ask prof about Q3
By: 15 Mar, 2017 8:48 AM
Completion Status: overdue
Task Type: deadline
Tags: #school #history

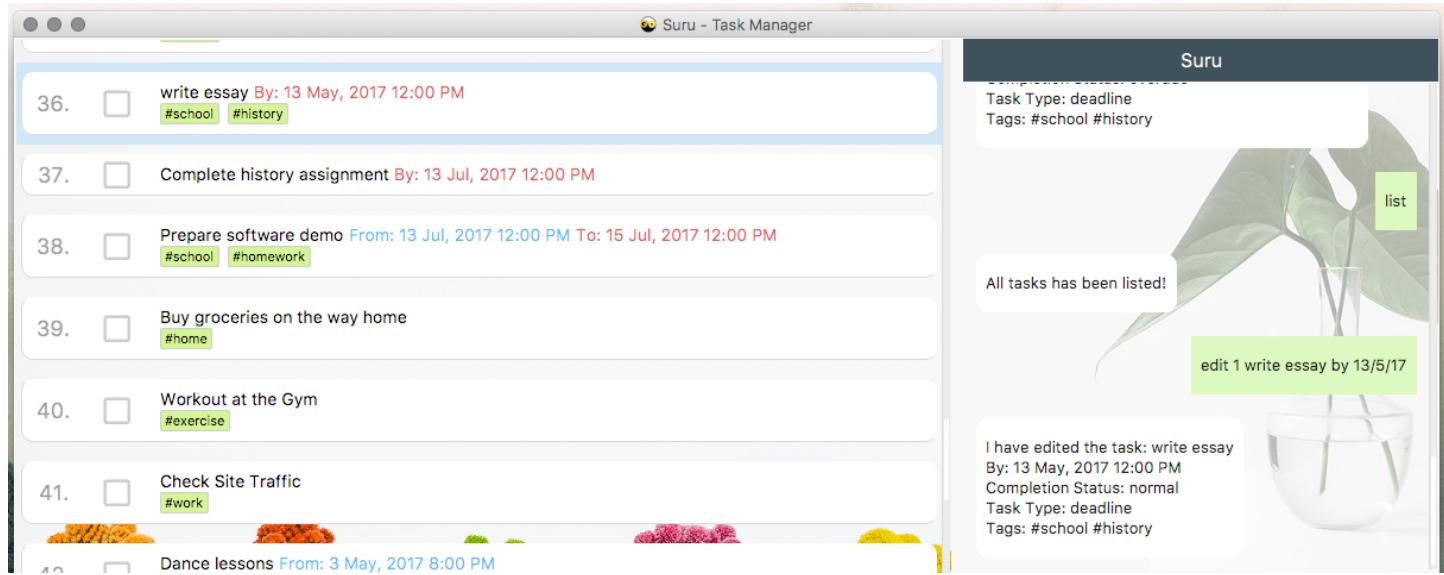
3.3. Editing tasks: `edit INDEX [TASK DETAILS]`

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 13/5/17`

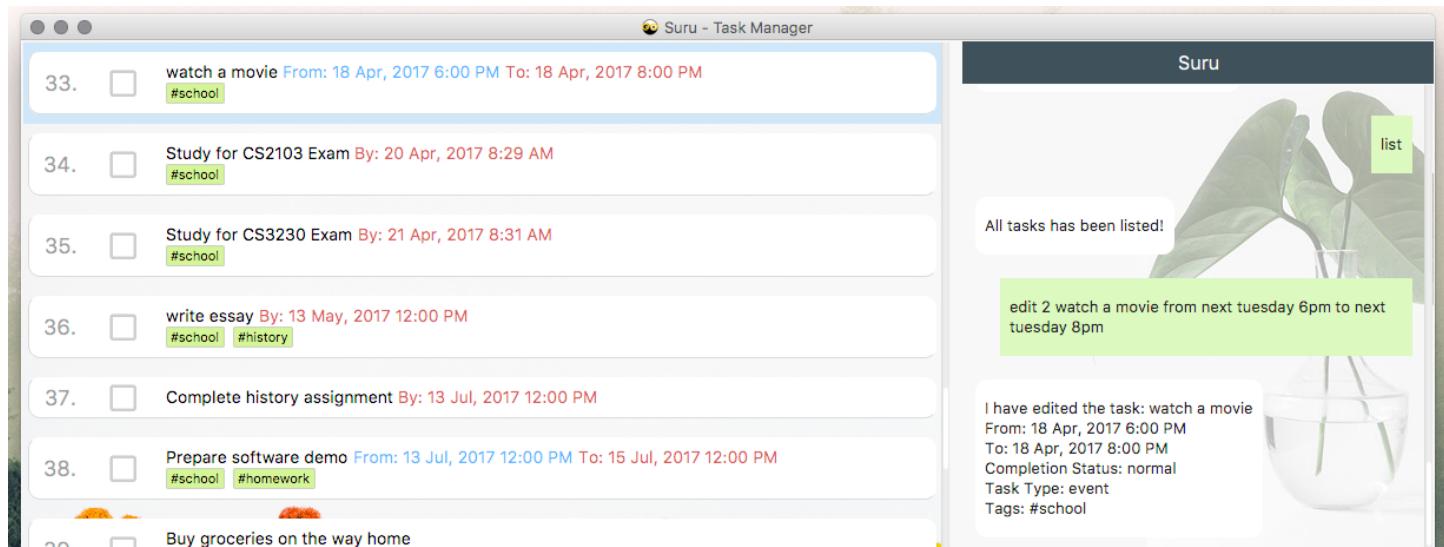
Edits the description of the selected task to `write essay` and deadline to `13/5/17`. Suru also automatically slots it in the correct position on the list, sorted by due date.



- 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`

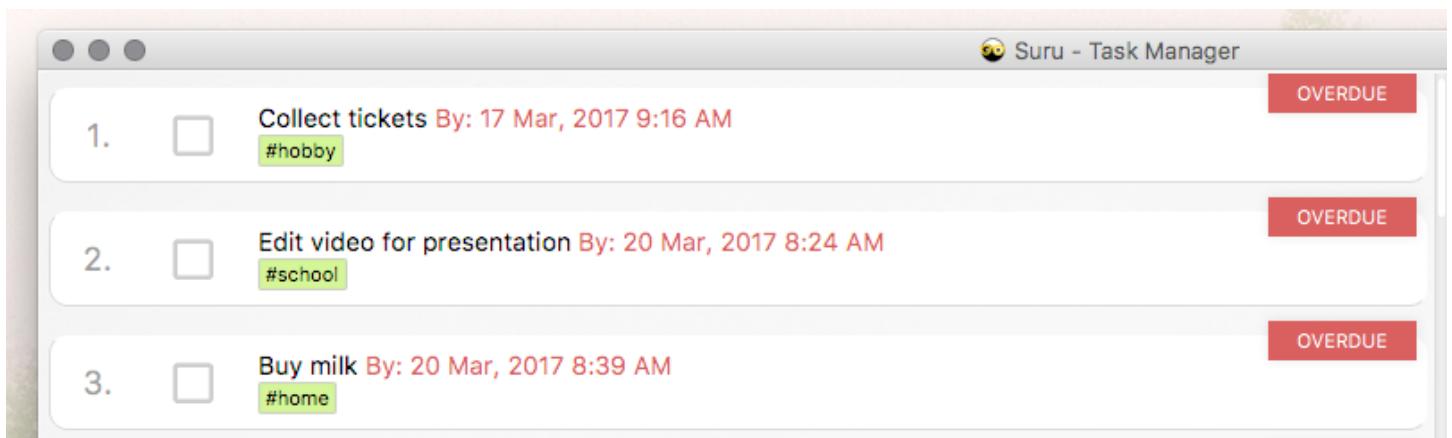
Tasks that have been completed long ago or cancelled altogether should be removed from your task list. Suru allows you to delete tasks from your task list with the `delete` command.

Example:

- list

`delete 2`

Deletes the 2nd task in the list.



The screenshot shows a window titled "Suru - Task Manager" with a list of seven tasks:

1. Edit video for presentation By: 20 Mar, 2017 8:24 AM #school
2. Buy milk By: 20 Mar, 2017 8:39 AM #home
3. Do CS2106 Tutorial By: 22 Mar, 2017 8:36 AM #school
4. Practice MA1101R Matlab By: 22 Mar, 2017 8:37 AM #school
5. Buy USB cable By: 22 Mar, 2017 8:44 AM
6. Code Review for Jim By: 22 Mar, 2017 9:00 AM #school
7. Do the laundry By: 28 Mar, 2017 8:40 AM

A separate window titled "Suru" contains a message:

Hi there! I'm Suru, your chat-based personal assistant.
To learn how you can use me to the fullest, type 'help' in the box below!
If you would like to see some sample data, simply use the command:
'load sampledata.xml'

On the right, there's an illustration of a glass of water with a straw. A green button labeled "delete 1" is overlaid on the image.

I have deleted the Task: Collect tickets
By: 17 Mar, 2017 9:16 AM
Completion Status: overdue
Task Type: deadline
Tags: #hobby

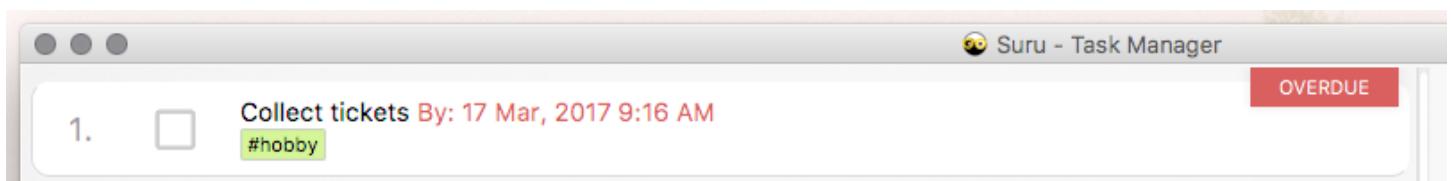
3.4.1. Deleting tags in a task: `deltag INDEX #TAGNAME`

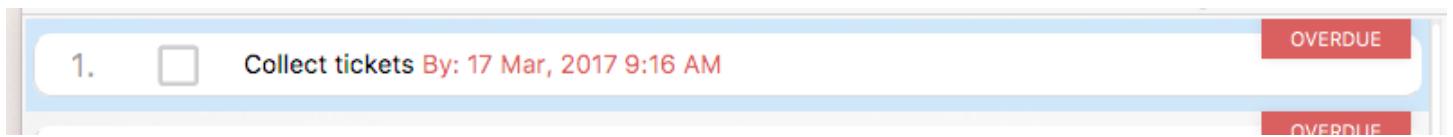
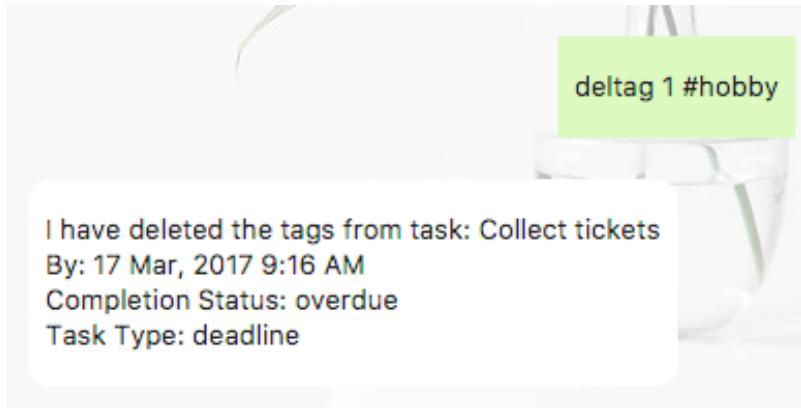
You can also remove tags from an existing task by using the `deltag` command.

Example:

- `deltag 1 #hobby`

Deletes the tag `#hobby` from the 1st task in the list.





3.4.2. Clearing all tasks: `clear`

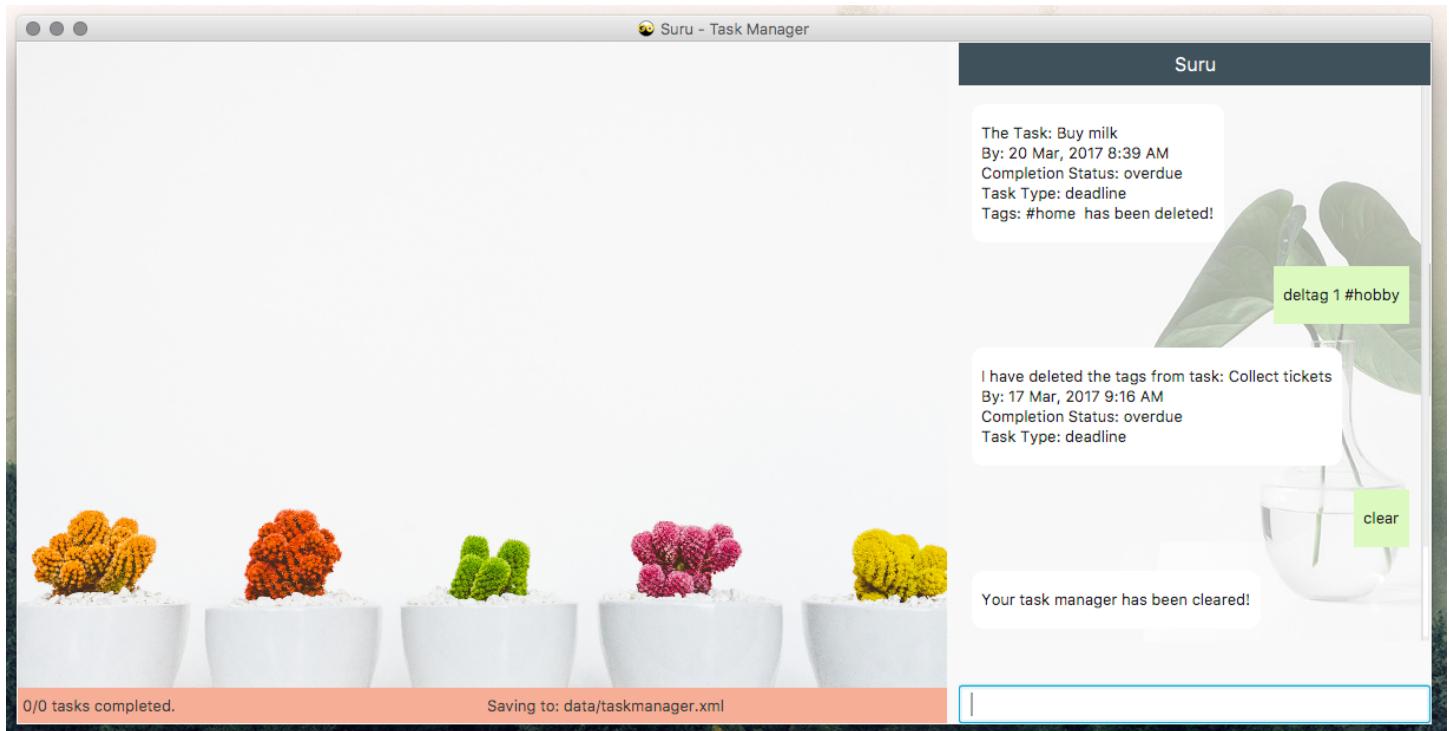
This command deletes all the tasks from your task list.

The screenshot shows the "Suru - Task Manager" window with a list of 8 tasks. The tasks are:

1. Collect tickets By: 17 Mar, 2017 9:16 AM OVERDUE
2. Do CS2106 Tutorial By: 22 Mar, 2017 8:36 AM OVERDUE
3. Practice MA1101R Matlab By: 22 Mar, 2017 8:37 AM OVERDUE
4. Buy USB cable By: 22 Mar, 2017 8:44 AM OVERDUE
5. Code Review for Jim By: 22 Mar, 2017 9:00 AM OVERDUE
6. Do the laundry By: 28 Mar, 2017 8:40 AM OVERDUE
7. CS2103 Tutorial From: 29 Mar, 2017 9:00 AM To: 29 Mar, 2017 10:00 AM OVERDUE
8. ST2334 Tutorial From: 29 Mar, 2017 12:00 PM To: 29 Mar, 2017 2:00 PM OVERDUE

At the bottom left, it says "9/59 tasks completed." and "Saving to: data/taskmanager.xml".

To the right of the main window, a context menu is open over a task. The menu items are "delete 2" and "deltag 1 #hobby". A message box in the background displays the following text:
The Task: Buy milk
By: 20 Mar, 2017 8:39 AM
Completion Status: overdue
Task Type: deadline
Tags: #home has been deleted!



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.

The Task Manager application shows a list of 8 tasks:

- Ask prof about Q3 By: 15 Mar, 2017 8:48 AM (OVERDUE)
- Collect tickets By: 17 Mar, 2017 9:16 AM (OVERDUE)
- Edit video for presentation By: 20 Mar, 2017 8:24 AM (OVERDUE)
- Buy milk By: 20 Mar, 2017 8:39 AM (OVERDUE)
- Do CS2106 Tutorial By: 22 Mar, 2017 8:36 AM (OVERDUE)
- Practice MA1101R Matlab By: 22 Mar, 2017 8:37 AM (OVERDUE)
- Buy USB cable By: 22 Mar, 2017 8:44 AM (OVERDUE)
- Code Review for Jim By: 22 Mar, 2017 9:00 AM (OVERDUE)

9/55 tasks completed. Saving to: data/taskmanager.xml

Suru

the command:
'load sampledata.xml'

All tasks has been listed!

All completed tasks has been listed!

All unchecked tasks has been listed!

list checked

list uncheck

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.

The Task Manager application shows a list of 8 checked tasks:

- Submit essay By: 15 Mar, 2017 8:21 AM (#school)
- Ask boss for feedback on proposal By: 15 Mar, 2017 5:00 PM (#work)
- Send designs By: 17 Mar, 2017 9:00 AM (#work)
- Attend launch event From: 18 Mar, 2017 5:00 PM To: 18 Mar, 2017 7:00 PM (#work)
- Buy formal clothes By: 21 Mar, 2017 9:00 PM
- Attend party From: 29 Mar, 2017 9:00 PM To: 29 Mar, 2017 10:00 PM (#hobby)
- Watch Kong #hobby
- Write blog article about SEO #blogging

9/55 tasks completed. Saving to: data/taskmanager.xml

Suru

Hi there! I'm Suru, your chat-based personal assistant.

To learn how you can use me to the fullest, type 'help' in the box below!

If you would like to see some sample data, simply use the command:
'load sampledata.xml'

All tasks has been listed!

All completed tasks has been listed!

list checked

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 interface. On the left, a list of tasks is displayed:

- Ask prof about Q3 By: 15 Mar, 2017 8:48 AM (OVERDUE)
- Collect tickets By: 17 Mar, 2017 9:16 AM (OVERDUE)
- Edit video for presentation By: 20 Mar, 2017 8:24 AM (OVERDUE)
- Buy milk By: 20 Mar, 2017 8:39 AM (OVERDUE)
- Do CS2106 Tutorial By: 22 Mar, 2017 8:36 AM (OVERDUE)
- Practice MA1101R Matlab By: 22 Mar, 2017 8:37 AM (OVERDUE)
- Buy USB cable By: 22 Mar, 2017 8:44 AM (OVERDUE)
- Code Review for Jim By: 22 Mar, 2017 9:00 AM (OVERDUE)

At the bottom, it says "9/55 tasks completed." and "Saving to: data/taskmanager.xml".

The right side features a sidebar with a green plant background and several notifications:

- list checked
- All completed tasks has been listed!
- list unchecked
- All uncheck tasks has been listed!
- list overdue
- All overdue tasks has been listed! Please hurry up and complete them!

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 interface. On the left, a list of tasks is displayed:

- Return books By: 12 Apr, 2017 8:44 AM (UPCOMING)

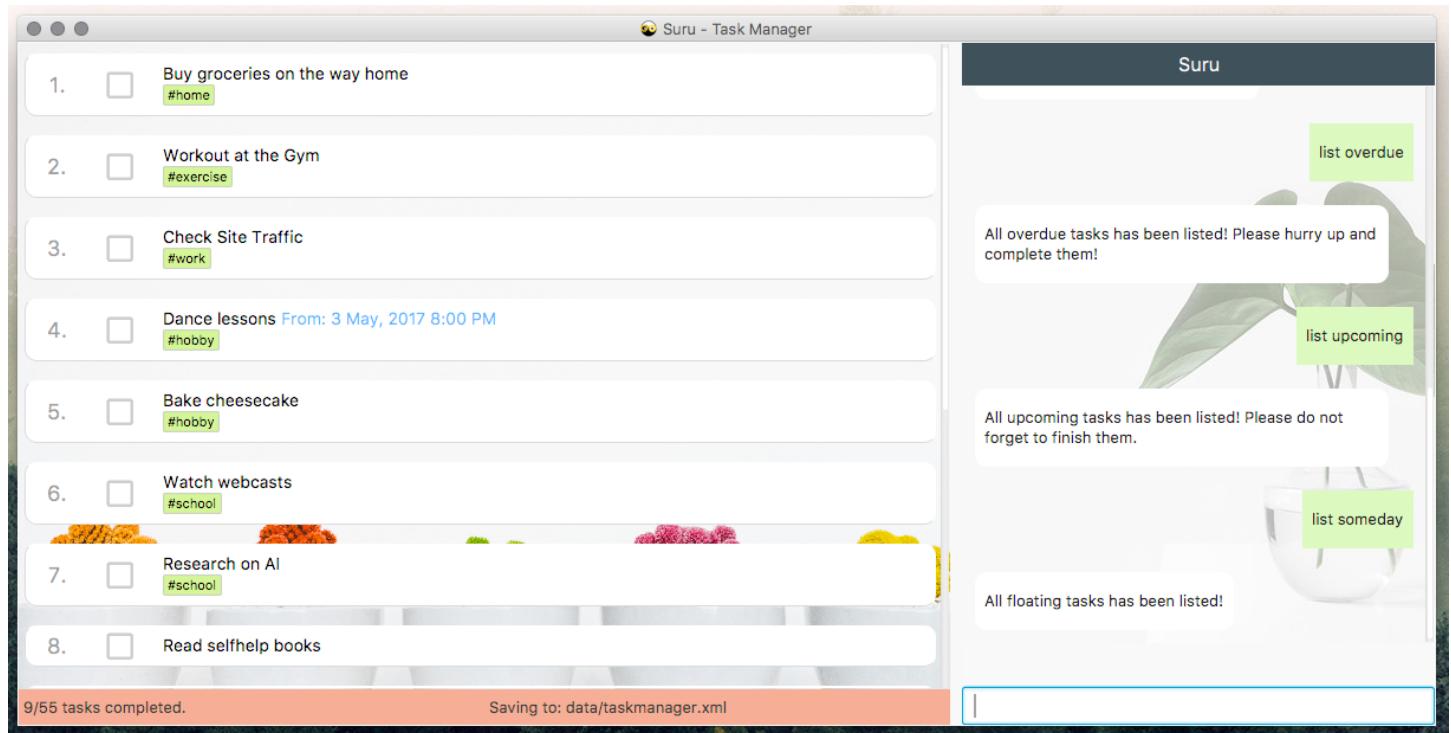
At the bottom, it says "9/55 tasks completed." and "Saving to: data/taskmanager.xml".

The right side features a sidebar with a green plant background and several notifications:

- list unchecked
- All uncheck tasks has been listed!
- list overdue
- All overdue tasks has been listed! Please hurry up and complete them!
- list upcoming
- All upcoming tasks has been listed! Please do not forget to finish them.

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...`

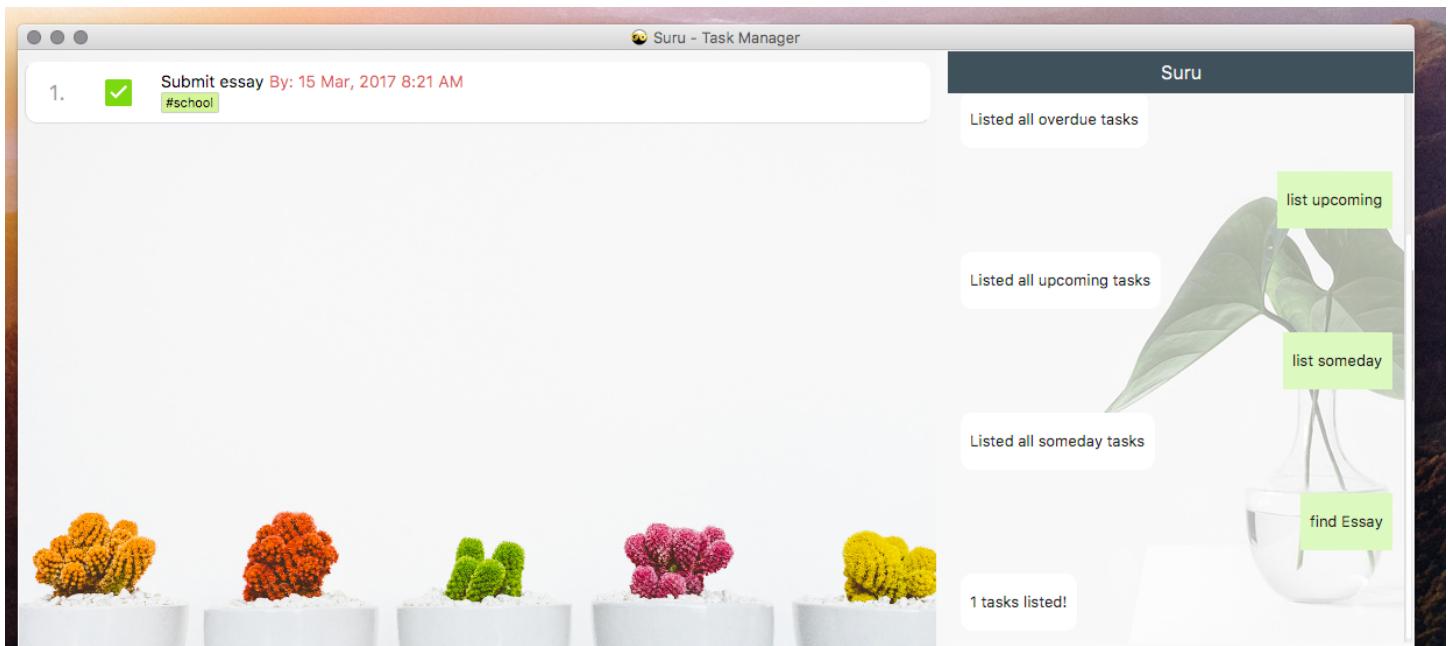
Over time, you may start having a large number of tasks stored in Suru. Fortunately, Suru allows you to easily find tasks by searching for them.

- 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:

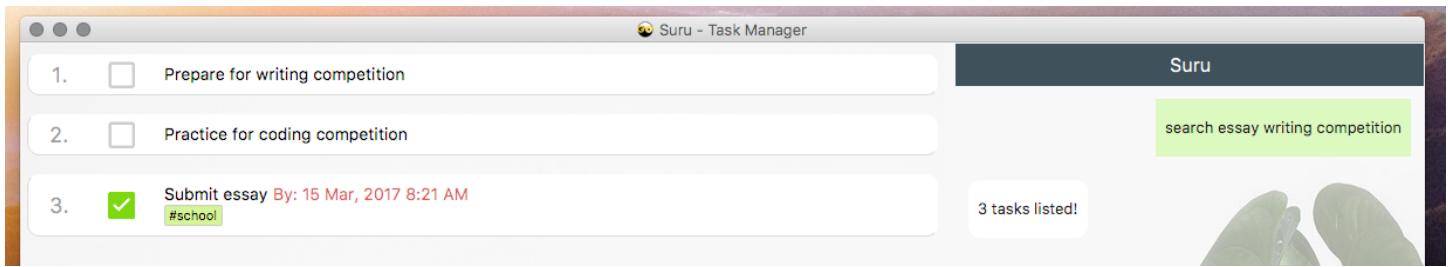
- `find Essay`

Returns `Write Essay` and `essay writing`.



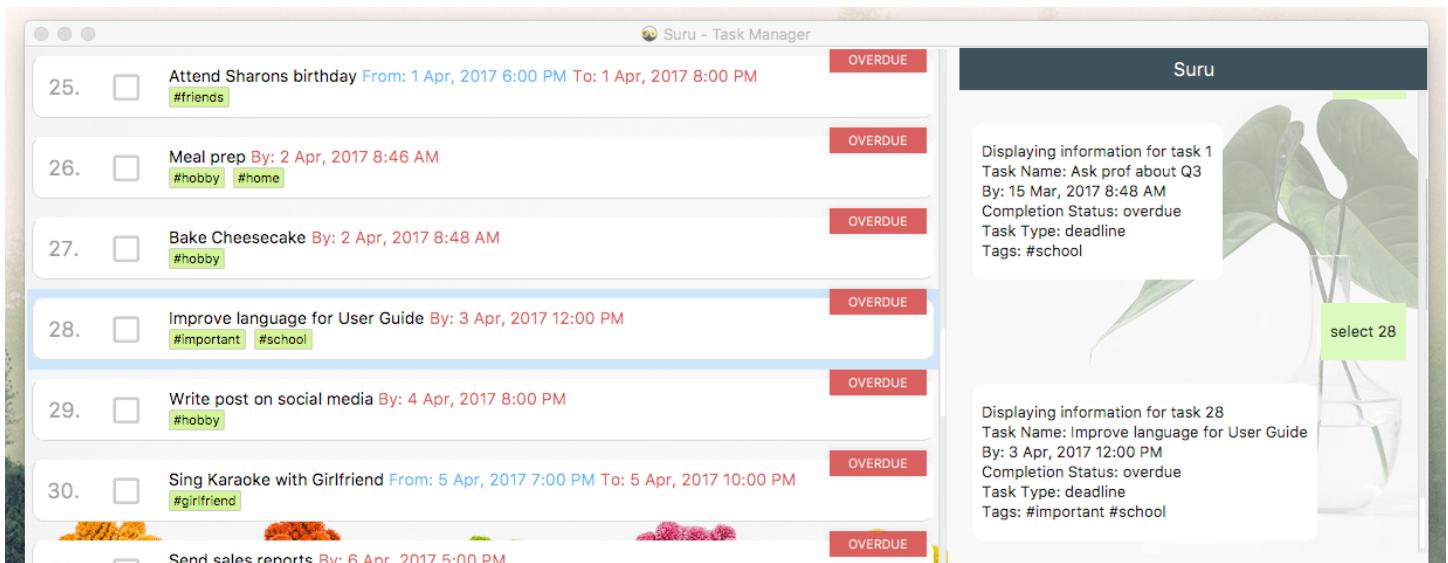
- search `Essay Writing Competition`

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.

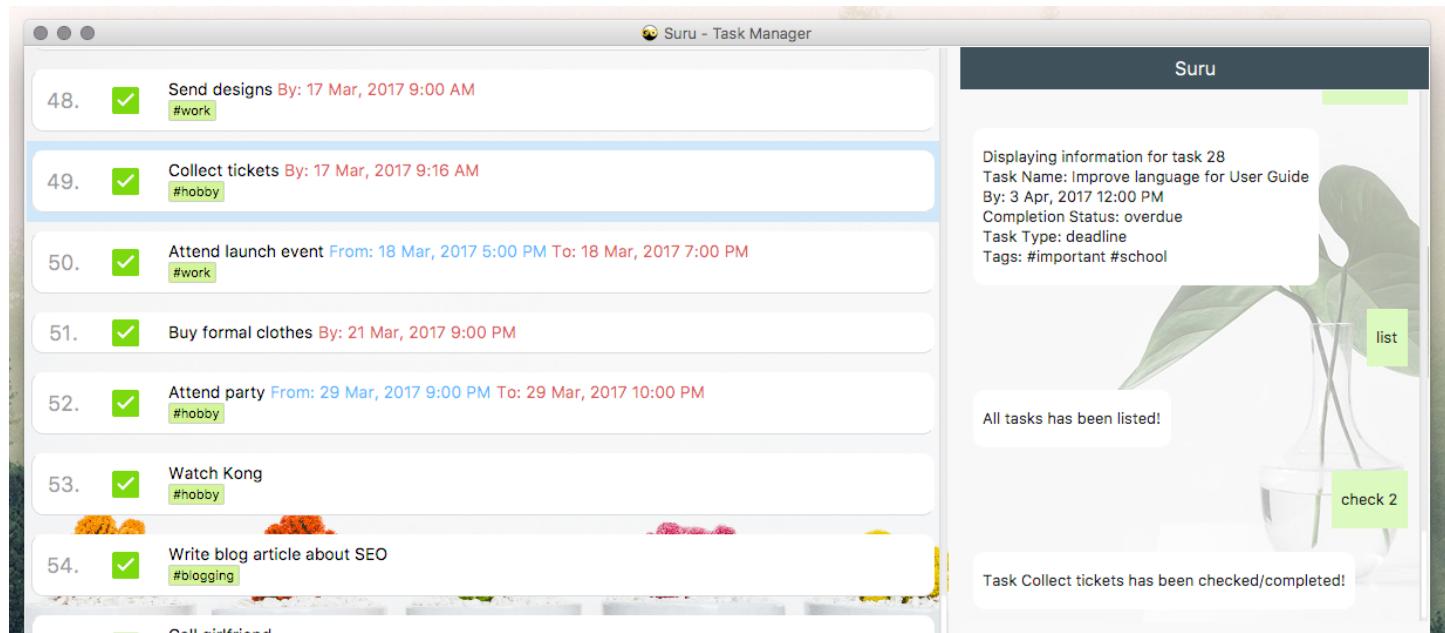
3.8.1. Checking off a task: `check INDEX`

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

Examples:

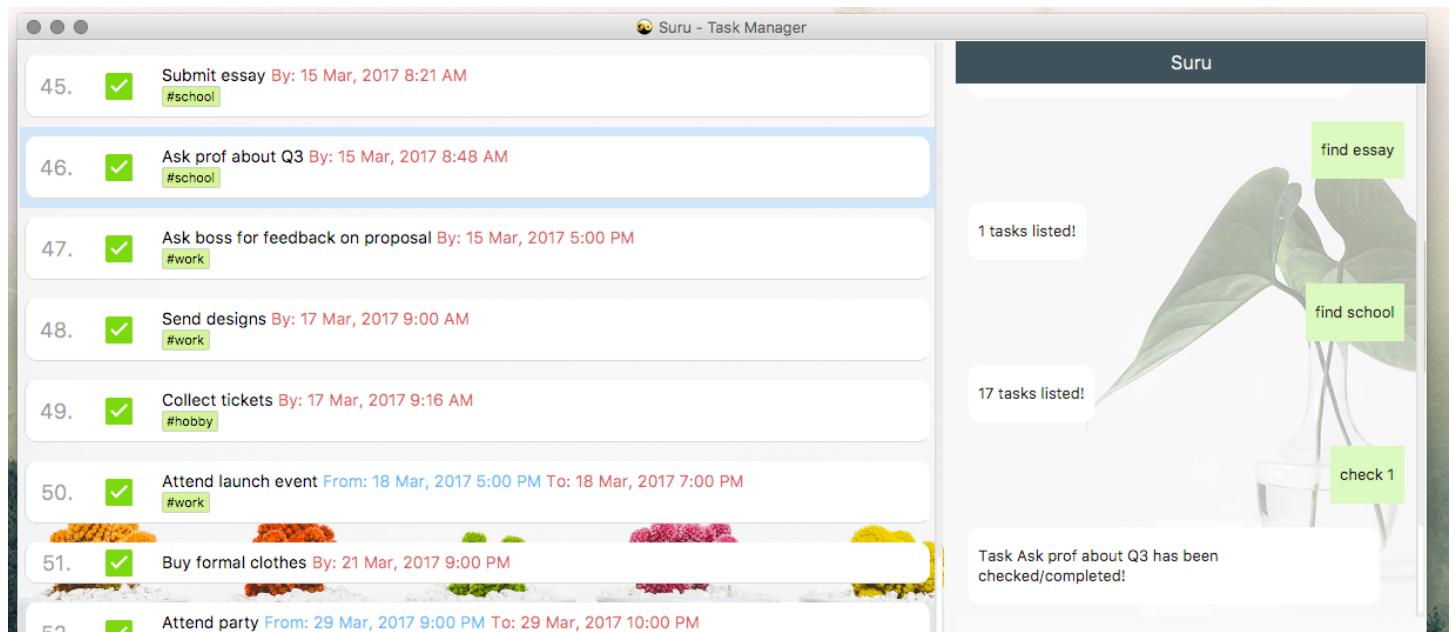
- `list`
- `check 2`

Checks off the 2nd task in the listing.



- `find school`
- `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 45

Unchecks the 45th task in the listing.

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

- 44. do tut #s1103
- 45. Submit essay By: 15 Mar, 2017 8:21 AM #school
- 46. Ask prof about Q3 By: 15 Mar, 2017 8:48 AM #school
- 47. Ask boss for feedback on proposal By: 15 Mar, 2017 5:00 PM #work
- 48. Send designs By: 17 Mar, 2017 9:00 AM #work
- 49. Collect tickets By: 17 Mar, 2017 9:16 AM #hobby
- 50. Attend launch event From: 18 Mar, 2017 5:00 PM To: 18 Mar, 2017 7:00 PM #work

On the right, a summary panel titled "Suru" displays the following information:

- 1 tasks listed!
- 17 tasks listed!
- Task Ask prof about Q3 has been checked/completed!
- All tasks has been listed!

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

1. Submit essay By: 15 Mar, 2017 8:21 AM #school OVERDUE
2. Edit video for presentation By: 20 Mar, 2017 8:24 AM #school OVERDUE
3. Buy milk By: 20 Mar, 2017 8:39 AM #home OVERDUE
4. Do CS2106 Tutorial By: 22 Mar, 2017 8:36 AM #school OVERDUE
5. Practice MA1101R Matlab By: 22 Mar, 2017 8:37 AM #school OVERDUE
6. Buy USB cable By: 22 Mar, 2017 8:44 AM #school OVERDUE
7. Code Review for Jim By: 22 Mar, 2017 9:00 AM #school OVERDUE
8. Do the laundry By: 28 Mar, 2017 8:40 AM #school OVERDUE

On the right, a summary panel titled "Suru" displays the following information:

- 17 tasks listed!
- Task Ask prof about Q3 has been checked/completed!
- All tasks has been listed!
- Task Submit essay has been unchecked!

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

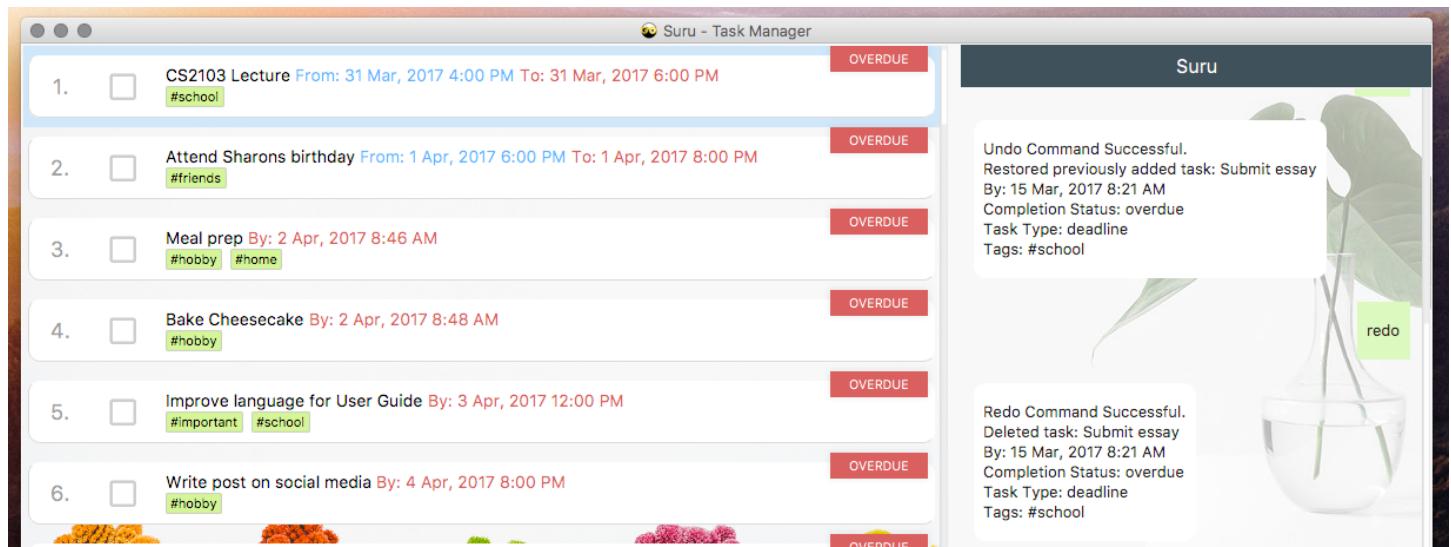
undo

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.

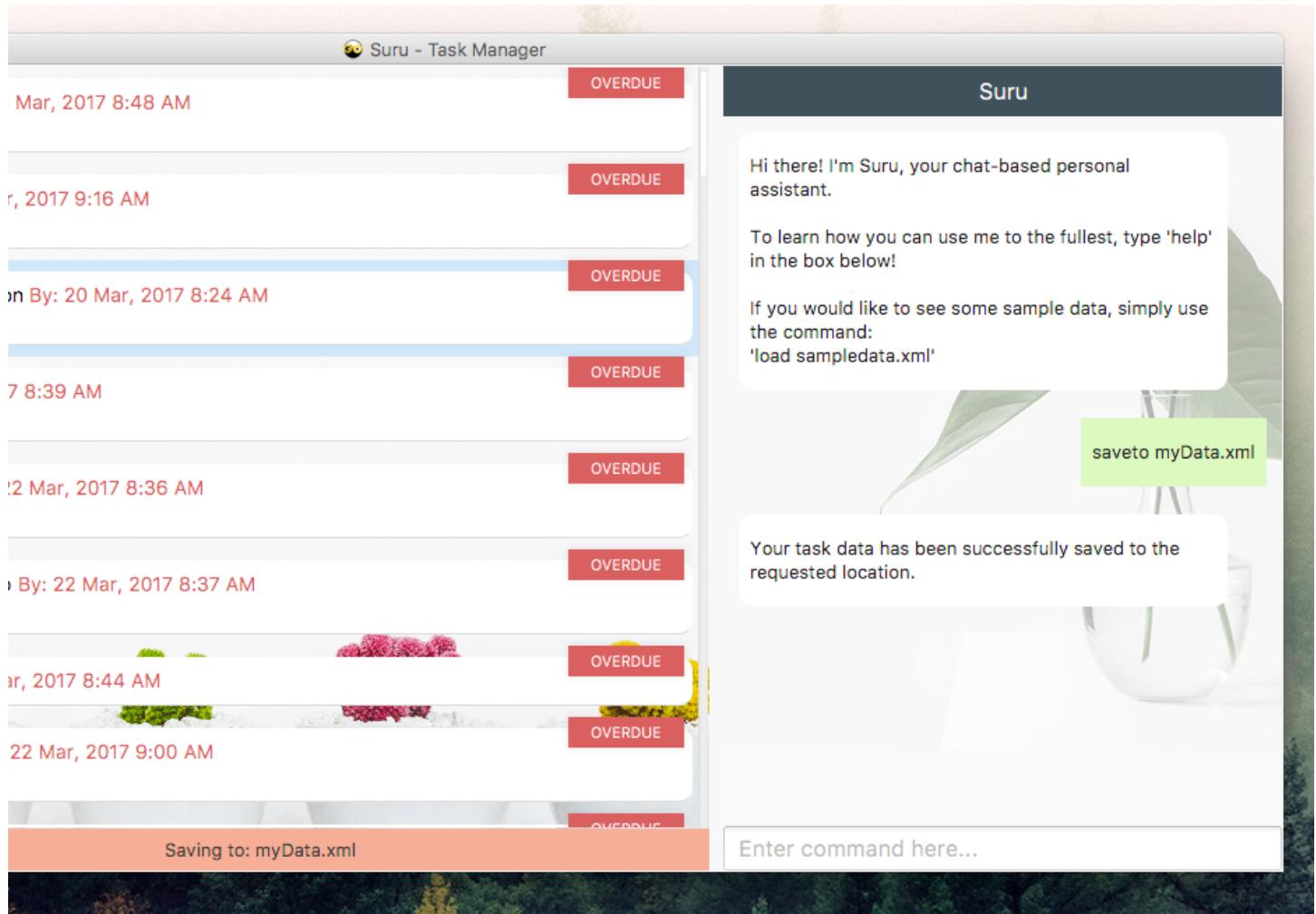
Note:

- 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.

Suru - Task Manager

Task	Due Date	Labels	Status
1. Ask prof about Q3	By: 15 Mar, 2017 8:48 AM	#school	OVERDUE
2. Collect tickets	By: 17 Mar, 2017 9:16 AM	#hobby	OVERDUE
3. Edit video for presentation	By: 20 Mar, 2017 8:24 AM	#school	OVERDUE
4. Buy milk	By: 20 Mar, 2017 8:39 AM	#home	OVERDUE
5. Do CS2106 Tutorial	By: 22 Mar, 2017 8:36 AM	#school	OVERDUE
6. Practice MA1101R Matlab	By: 22 Mar, 2017 8:37 AM	#school	OVERDUE
7. Buy USB cable	By: 22 Mar, 2017 8:44 AM		OVERDUE
8. Code Review for Jim	By: 22 Mar, 2017 9:00 AM	#school	OVERDUE

9/55 tasks completed. Saving to: data/taskmanager.xml

Suru

Hi there! I'm Suru, your chat-based personal assistant.

To learn how you can use me to the fullest, type 'help' in the box below!

If you would like to see some sample data, simply use the command: 'load sampledata.xml'

Enter command here...

Suru - Task Manager

Task	Due Date	Status
1. Walk the dog	By: 9 Apr, 2017 12:00 PM	OVERDUE

0/1 tasks completed. Saving to: data/taskmanager.xml

Suru

Hi there! I'm Suru, your chat-based personal assistant.

To learn how you can use me to the fullest, type 'help' in the box below!

If you would like to see some sample data, simply use the command: 'load sampledata.xml'

loadfrom yourData.xml

Your requested task data has been successfully loaded!

Enter command here...

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. Set time before event to remind: `remindme MINUTES`

Suru changes the number of minutes before an event before sending out a reminder for the user.

Example:

- `remindme 5`

Suru will send reminders 5 minutes before the deadline of the task.

3.11.3. Enabling reminders: `reminders enable`

This command enables reminders for Suru.

Note:

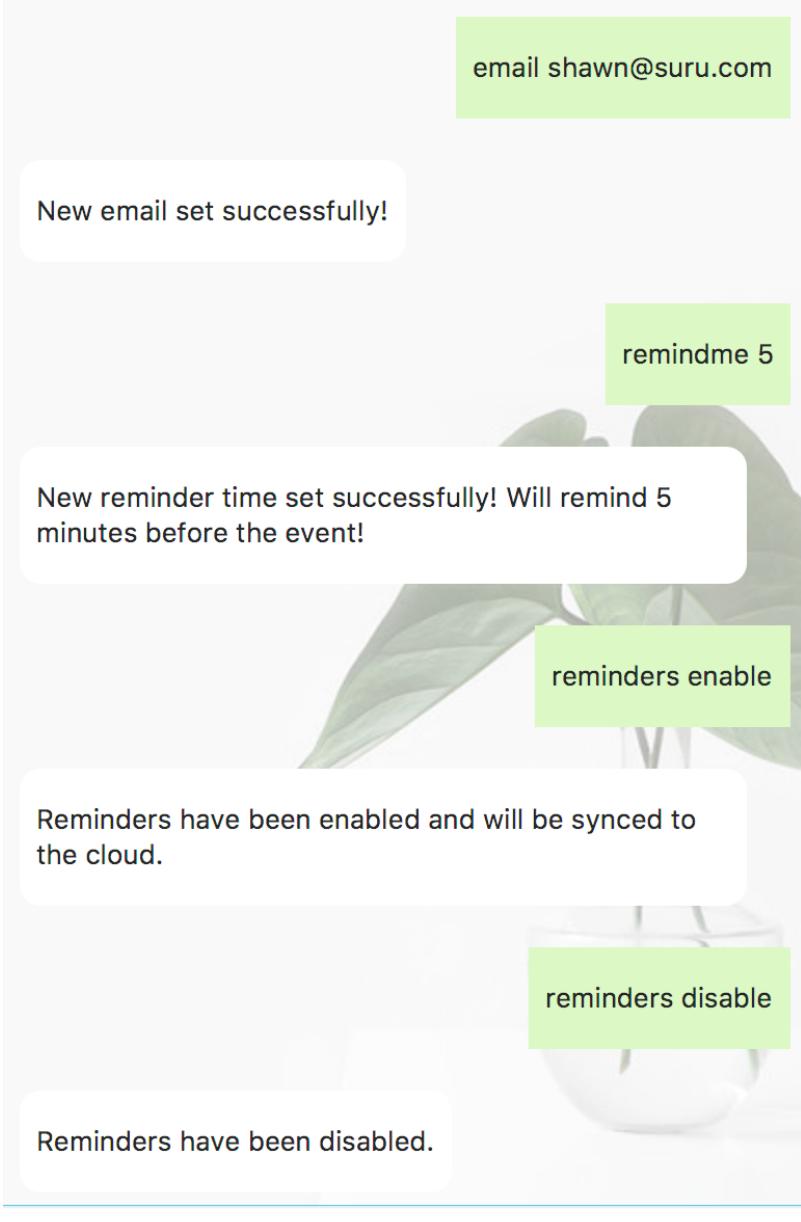
- Reminders are sent out for all tasks that have a start time.
- Suru sends reminders 1 hour before the task's start time.
 - The reminder duration is not editable in this version of Suru.

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

3.11.4. Disabling reminders: `reminders disable`

This command disables reminders for Suru.

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



email shawn@suru.com

New email set successfully!

remindme 5

New reminder time set successfully! Will remind 5 minutes before the event!

reminders enable

Reminders have been enabled and will be synced to the cloud.

reminders disable

Reminders have been disabled.

3.12. Command history: ↑

If you are a fan of command line, Suru's command history will be familiar to you. Simply press the ↑ arrow key on your keyboard and the previous command is filled in the textbox!

3.13. 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.

3.13.1 Accepted date Inputs:

Numbers & Slashes	Months	Relative Dates
04/11/2017 (MM/DD/YYYY)	11 April 2017	Today

Numbers & Slashes	Months	Relative Dates
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

3.13.2 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)

3.14. 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.

5. Command Summary

Command	Syntax	Examples
add, -a	<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>
addtag	<code>addtag #TAGNAME</code>	
check, complete	<code>check INDEX</code>	<code>list > check 1</code>
clear	<code>clear</code>	
delete, remove, del, -d	<code>delete INDEX</code>	<code>delete 3</code>
deltag	<code>deltag #TAGNAME</code>	
edit, change, -e	<code>edit INDEX</code>	<code>edit 2 buy groceries edit 1 buy groceries by 5/13/17</code>
email	<code>email EMAILADDRESS</code>	<code>email shawn@suru.com</code>
exit, quit	<code>exit</code>	
find, search	<code>find KEYWORD [MORE_KEYWORDS]</code>	<code>find Essay find Essay Jogging</code>
help	<code>help</code>	
list	<code>list</code>	<code>list unchecked list checked list overdue list upcoming list someday</code>

Command	Syntax	Examples
loadfrom, load, import	<code>loadfrom FOLDER_PATH</code>	<code>loadfrom C:/Suru/import.xml</code>
redo	<code>redo</code>	
reminders	<code>reminders enable/disable</code>	
saveto, save, export	<code>saveto FOLDER_PATH</code>	<code>saveto C:/Suru/export.xml</code>
select	<code>select INDEX</code>	<code>select 1</code>
uncheck, incomplete	<code>uncheck INDEX</code>	<code>list > uncheck 1</code>
undo	<code>undo</code>	

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