

# CelebManager

User Guide



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# 1 Introduction

Thank you for using CelebManager!

CelebManager is a computer application designed for celebrity managers to manage their celebrities' schedules. It is optimized for managers who prefer to work with keyboards to type in commands.

This user guide provides detailed information to set up CelebManager in your computer and illustrates how to use the different commands with examples. There are five categories of commands: general, address book, appointment, calendar and map commands. Apart from general commands that control the overall status of CelebManager, each of the remaining four is responsible for interacting with one major part of the application as implied by their category names. On top of command usage explanation, some commonly asked questions are also addressed in this guide. When you are in doubt regarding the format of any command, you can refer to the last section on command summary.

If you require a versatile application that can manage contacts, organise schedules, plan trips and send emails, you are at the right place! CelebManager would be the best platform for you with its integration of an address book, calendar and visual map. Jump to <u>Section 2: Quick Start</u> to get started. Enjoy!

# 2 Quick Start

Please follow these steps to have CelebManager quickly up and running on your computer.

1. Ensure you have Java version 1.8.0\_60 or later installed in your computer. You can download the latest version of Java here.



It is important to install Java version 1.8.0\_60 or later, as CelebManager will not work with earlier versions of Java.

- 2. Download the latest CelebManager.jar here.
- 3. Copy the file to the folder you want to use as the home folder for CelebManager.
- 4. Double-click the file to launch CelebManager. Within a few seconds, you should see the interface of CelebManager similar to *Figure 1* below.

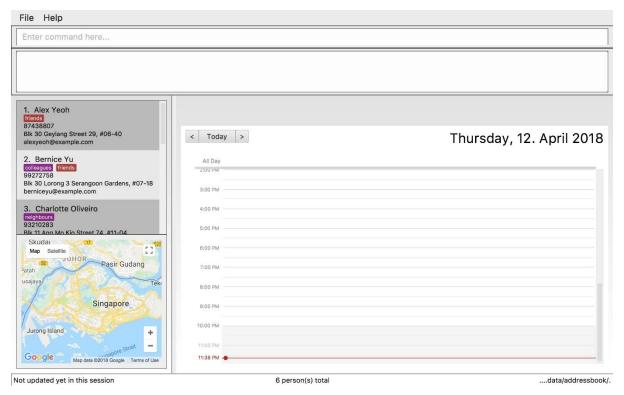


Figure 1 Interface of CelebManager upon the first launch

CelebManager's interface comprises of 5 panels: CommandBox (top), ResultDisplay (right below CommandBox), PersonListPanel (middle left), MapPanel (bottom left) and CalendarPanel (bottom right), as labelled in *Figure 2* below. Note that the labelling is for illustration purpose and will not appear in the actual interface.

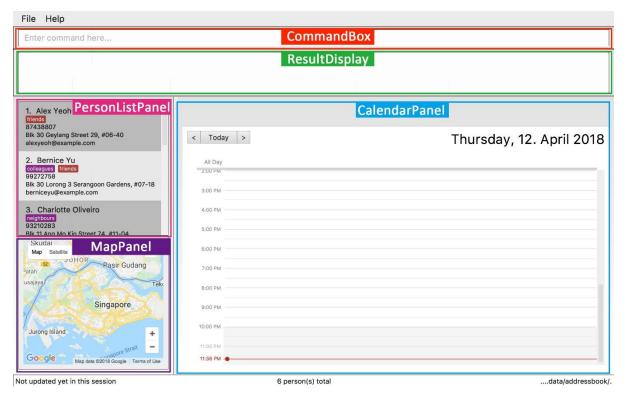


Figure 2 Interface of CelebManager with panel labels

5. Type help in CommandBox and press Enter on your keyboard to execute the command.

A help window should be opened.



CelebManager uses commands to execute tasks. All available commands are listed in Section 3: Commands.

# 3 Commands

This section will introduce to you all commands available in CelebMnager.

All **commands** in CelebManager follow a general format.

- A command has a keyword that identifies itself (e.g. add, exit).
- A command may have an alias which can substitute the keyword to execute the command (e.g. the alias a can be used to substitute the keyword add).
- A command must adhere to the format given, which includes the keyword followed by parameters.

Some commands contain **parameters**, which are information entered by you for executing the command.

- Parameters are denoted in upper case, and may be prefixed with a lower case letter and a slash (e.g. n/NAME, t/TAG).
- Parameters are optional if they are denoted in square brackets in the command format (e.g. [t/TAG]).
- Parameters can be included any number of times if they are followed by ... symbol (e.g. [t/TAG]... in command format implies that the command can take in any number of tags, including 0, as parameters).
- Parameters can be included in any order after the command keyword.

#### 3.1 General Commands

This section details information on the general commands in CelebManager. These commands affect the overall status of CelebManager.

# 3.1.1 Opening help window: help

This command shows a help window that contains this user guide.

Format: help

# 3.1.2 Cleaning all entries: clear

This command can result in loss of information stored in CelebManager. Please double-check before executing it.

This command clears all saved person contacts and appointments in CelebManager.

Format: clear

Alias: c

# 3.1.3 Listing past commands: history

This command lists all the previous commands entered in reverse chronological order in ResultDisplay.

Format: history

Alias: h



You can navigate through the previous commands by pressing the 1 and 1 arrows on your keyboard.

# 3.1.4 Exiting application: exit

This command exits CelebManager.

Format: exit

Alias: x

#### 3.2 Address Book Commands

This section details information on the commands for the address book in CelebManager. These commands allow you to modify and interact with PersonListPanel at the middle left portion of CelebManager.

# 3.2.1 Adding contact: add

This command adds a new contact to CelebManager.

Format: add n/NAME p/PHONE NUMBER e/EMAIL a/ADDRESS [t/TAG]...

Alias: a

If you want to add a contact who is not a celebrity you are managing, you should not add celebrity tag.

#### Example:

• add n/John Doe p/98765432 e/johndoe@email.com a/123 Barkerate Street #01-01 Singapore 512123

This adds John Doe to CelebManager. PersonListPanel should be updated to Figure 3 below.



Figure 3 State of PersonListPanel after executing add n/John Doe p/98765432 e/johndoe@email.com a/123 Barkerate Street #01-01 Singapore 512123

If you want to add a contact who is a celebrity you are managing, you should add celebrity tag.

# Example:

• add n/Jay Chou e/jay@email.com p/72048625 a/123 Taiwan #01-01 Singapore 512123 t/celebrity t/singer

This adds Jay Chou to CelebManager. PersonListPanel should be updated to Figure 4 below.



Figure 4 State of PersonListPanel after executing add n/Jay Chou e/jay@email.com p/72048625 a/123 Taiwan #01-01 Singapore 512123 t/celebrity t/singer

# 3.2.2 Listing all contacts: list

This command shows a list of all the contacts you have saved in CelebManager in PersonListPanel.

Format: list

Alias: 1

#### 3.2.3 Finding contact by name: find

This command shows a list of all the contacts whose names contain any of the given name keywords in PersonListPanel.

Format: find KEYWORD [MORE KEYWORDS]...

before executing find john

#### Alias: f

- The match of keyword(s) is case-insensitive and the order of KEYWORDs does not matter.

  e.g. The list generated after finding using Tim James will be the same as the list generated after finding using james tim.
- Only full words will be matched.
  e.g. The list generated after using Tim will not have a contact with the name Timothy.

#### Example:

#### • find john

This lists out contacts whose names contain john in PersonListPanel.

If you have followed the examples for adding contacts in previous part, PersonListPanel should look like Figure 5 on the left below before executing find john. Out of the two contacts in CelebManager, only one contact's name contains john. As such, only this contact gets listed after executing find john as shown in Figure 6 on the right below.



after executing find john

# 3.2.4 Deleting contact: delete

This command can result in loss of information stored in CelebManager. Please double-check before executing it.

This command deletes a contact specified by the index in the most recent contact listing in PersonListPanel.

Format: delete INDEX

Alias: d

#### Example:

• list delete 2

This deletes the second person from the list of contacts in PersonListPanel.

If you have followed the examples to add and find contacts in previous parts, PersonListPanel should look like Figure 7 on the left below after executing list. The second contact is Jay Chou and hence he will be deleted after executing delete 2, leaving only John Doe in PersonListPanel as shown in Figure 8 on the right below.



Figure 7 State of PersonListPanel after executing list

Figure 8 State of PersonListPanel

after executing delete 2

# 3.2.5 Selecting contact: select

This command selects the contact specified by the index in the most recent contact listing in PersonListPanel.

Format: select INDEX

Alias: s

#### Example:

#### • select 1

This selects the first person from the list of contacts in PersonListPanel.

If you have followed the examples to add, find and delete contacts in previous parts,

PersonListPanel should look like Figure 9 on the left below before executing select

1. From Figure 9, John Doe is the first person in PersonListPanel. Hence he gets selected after executing select 1, as shown in Figure 10 on the right below. Note John Doe's information box changes colour after the execution.

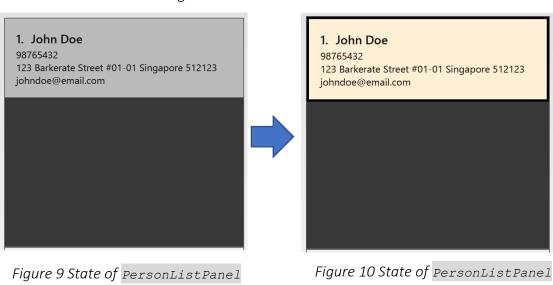


Figure 9 State of PersonListPa.

before executing select 1

Figure 10 State of PersonListPanel
after executing select 1

# 3.2.6 Editing contact: edit

This command can result in loss of information stored in CelebManager. Please double-check before executing it.

This command edits an existing contact specified by the index in the most recent contact listing in PersonListPanel.

Format: edit INDEX [n/NAME] [p/PHONE\_NUMBER] [e/EMAIL] [a/ADDRESS] [t/TAG]...

Alias: e

- At least one of the optional fields must be provided.
- When you are editing tags, all existing tags of a contact will be substituted with the new tags given in the command.
- You can remove all existing tags of a contact by using t/ without specifying any tags.

#### Example:

edit 1 e/johndoe@email.com p/98765432
 This edits the email address and phone number of the first person from the list of contacts in CelebManager.

If you are converting a normal contact to a celebrity, you need to include celebrity tag along with any other tag you wish to add. Conversely, if you are converting a celebrity to a normal contact, you will need to include at least one tag and ensure celebrity tag is not used. Examples:

- edit 3 t/celebrity t/singer
   This converts the third person from the exisiting list of contacts to a celebrity.
- edit 3 t/singer
   This converts the third person from the exisiting list of contacts to a normal contact.

#### 3.2.7 Removing tag: removeTag

This command removes the specified tag from every contact in CelebManager.

Format: removeTag TAG

Alias: rt

TAG must not be celebrity.

#### Example:

removeTag friends

This removes the tag friends from every contact in CelebManager.

Suppose before executing removeTag friends, PersonListPanel looks like Figure 11 on the left below. From Figure 11, John Doe and Alex Lee have the tag, friends. Hence after executing removeTag friends, friends tag gets removed from both of them.

PersonListPanel now looks like Figure 12 on the right below.



Figure 11 State of PersonListPanel before executing removeTag friends

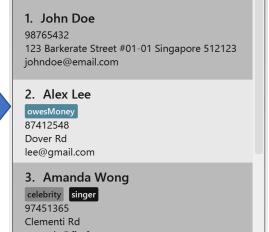


Figure 12 State of PersonListPanel after executing removeTag friends

# 3.2.8 Undoing previous commands: undo

This command restores CelebManager to its previous state before the execution of the previous undoable command.

Format: undo

Alias: u

- Undoable commands refer to the commands that modify CelebManager's saved contact list, such as add, delete, edit, and clear.
- Undoing celebrity deletion or celebrity tag removal through editing will not undo the changes made to the celebrity's calendar. A new calendar will be created for the restored celebrity instead.

# Example:

• delete 1

list

undo

This restores CelebManager to the state before executing delete 1.

# 3.2.9 Redoing undone command: redo

This command can result in loss of information stored in CelebManager. Please double-check before executing it.

This command reverses the most recent undo command.

Format: redo

Alias: r

# Example:

• delete 1 undo

redo

This restores CelebManager to the state after executing delete 1.

#### 3.3 Appointment Commands

This section details information on the commands for managing appointments in CelebManager. These commands allow you to modify the appointments stored in CelebManager but note that they are all NOT undoable.

#### 3.3.1 Adding appointment: addAppointment

This command adds an appointment to CelebManager.

Format: addAppointment n/APPOINTMENT\_NAME [1/LOCATION] [sd/START\_DATE] [st/START\_TIME] [ed/END\_DATE] [et/END\_TIME] [c/CELEBRITY\_INDEX]... [p/POINT OF CONTACT INDEX]...

#### Alias: aa

- START\_DATE and END\_DATE should be in the format dd-mm-yyyy.

  e.g. 3<sup>rd</sup> July 2018 should be 03-07-2018.
- START\_TIME and END\_TIME should be in the format hh:mm. e.g. 2.05pm should be 14:05.
- START TIME must be at least 15 minutes before END TIME.
- CELEBRITY INDEX should refer to a contact with celebrity tag.
- POINT OF CONTACT INDEX should refer to a contact without celebrity tag.

#### Example:

• addAppointment n/Concert sd/14-04-2018 st/14:00 ed/14-04-2018 et/16:00 c/1

This adds an appointment with the information provided and associates this appointment with the first celebrity in PersonListPanel.

Please refer to the next page for screenshot illustration.

Suppose CelebManager has two celebrities, Jay Chou and Taylor Swift. It should look like *Figure 13* below before executing the command.

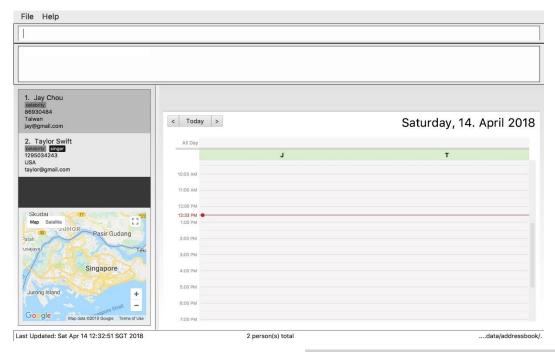


Figure 13 State of CelebManager before executing addAppointment n/Concert sd/14-04-2018 st/14:00 ed/14-04-2018 et/16:00 c/1

As the first celebrity is Jay Chou, the appointment gets added to Jay Chou's calendar and updates CelebManager to *Figure 14* below.

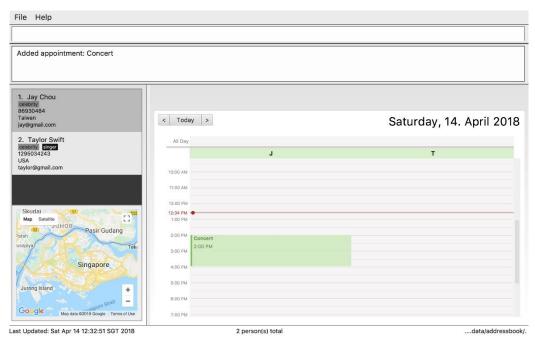


Figure 14 State of CelebManager after executing addAppointment n/Concert sd/14-04-2018 st/14:00 ed/14-04-2018 et/16:00 c/1

# 3.3.2 Listing all appointments: listAppointment

This command lists all the appointments.

Format: listAppointment

Alias: 1a

The calendar inside CalendarPanel will be replaced by an appointment list.

# Example:

• listAppointment

Please refer to the next page for screenshot illustration.

Suppose CalendarPanel displays a calendar similar to the one in Figure 15 below.

Today >	Friday, 13. April 201
All Day	
2:00 PM	
3:00 PM	
4:00 PM	
5:00 PM	
6:00 PM	
7:00 PM	
8:00 PM -	
9:00 PM	
10:00 PM	
11:00 PM	

Figure 15 State of Calendar Panel before executing listAppointment

After executing listAppointment, this calendar will be replaced by an appointment list as shown in *Figure 16* below.



Figure 16 State of Calendar Panel after executing listAppointment

# 3.3.3 Editing appointment: editAppointment

Pre-requisite: you can only edit an appointment when CalendarPanel is showing an appointment list.

This command edits the information of the appointment specified by the index in the current appointment list in CalendarPanel.

Format: editAppointment APPOINTMENT INDEX [n/APPOINTMENT NAME] [1/LOCATION] [sd/START DATE] [st/START TIME] [ed/END DATE] [et/END TIME] [c/CELEBRITY INDEX] ... [p/POINT OF CONTACT INDEX] ...

Alias: ea

- At least one of the optional fields must be provided.
- Existing values will be updated to the input values.
- START TIME must be at least 15 minutes before END TIME.

#### Example:

editAppointment 2 n/Dentist Appointment 1/Orchard Road p/3 This updates the second appointment in the appointment list with the information provided.

#### 3.3.4 Deleting appointment: deleteAppointment

This command can result in loss of information stored in CelebManager. Please double-check before executing it.

Pre-requisite: you can only delete an appointment when CalendarPanel is showing an appointment list.

This command deletes the appointment specified by the index in the current appointment list in CalendarPanel.

Format: deleteAppointment INDEX

Alias: da

#### Example:

deleteAppointment 1 This deletes the first appointment from the appointment list.

# 3.3.5 Viewing appointment: viewAppointment

Pre-requisite: you can only view an appointment when CalendarPanel is showing an appointment list.

This command shows all information about the appointment specified by the index in the current appointment list in CalendarPanel. ResultDisplay will show the details of the appointment and MapPanel will show the exact location of the appointment on Google Map.

Format: viewAppointment INDEX

Alias: va

#### Example:

• listAppointment viewAppointment 1

This shows all information about the first appointment in the appointment list.

Suppose the state of CelebManager is as shown in *Figure 17* below before executing 
viewAppointment 1.

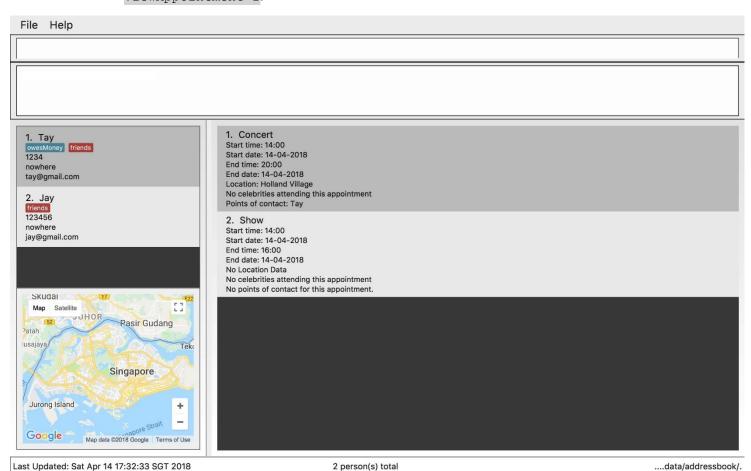


Figure 17 State of CelebManager before executing viewAppointment 1

The first appointment is Concert. Hence after executing viewAppointment 1, Concert's information is displayed in ResultDisplay and location is marked in MapPanel, as shown in Figure 18.

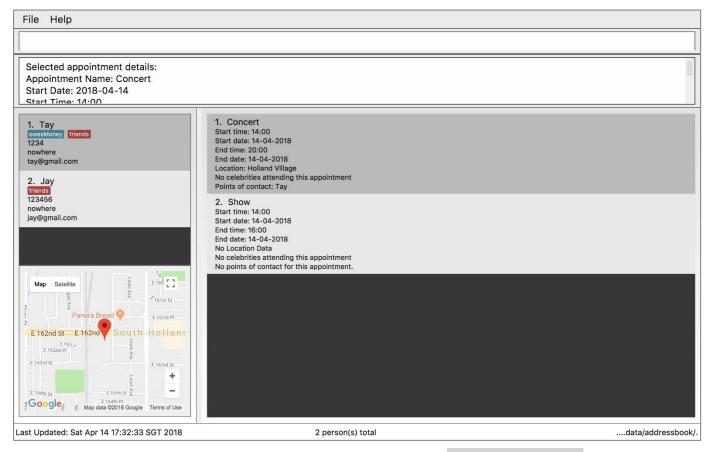


Figure 18 State of CelebManager after executing viewAppointment 1

#### 3.4 Calendar Commands

This section details information on the commands to manage the calendars in CelebManager.

These commands allow you to interact with the calendar in CalendarPanel.

In previous section on appointment commands, <code>listAppointment</code> is introduced to help you list out all appointments by replacing the calendar with an appointment list. To get the calendar back, you can use any of the commands mentioned in this section.

# 3.4.1 Viewing celebrity's calendar: viewCalendar

This command changes the calendar displayed to the calendar of the contact specified by the index in the most recent contact listing in PersonListPanel.

Format: viewCalendar INDEX

Alias: vc

#### Example:

• viewCalendar 1

This displays the calendar of the first person in the most recent contact listing in PersonListPanel.

Please refer to the next page for screenshot illustration.

Suppose CelebManager looks like Figure 19 below.

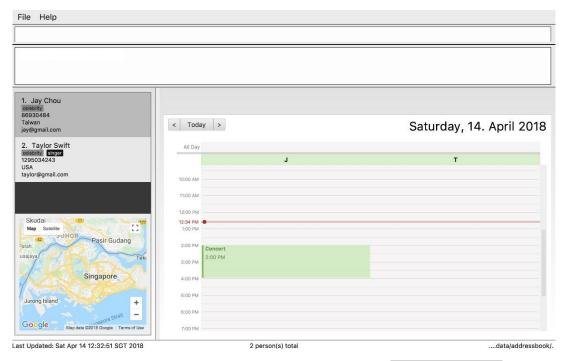


Figure 19 State of CelebManager before executing viewCalendar 1

Jay Chou is the first celebrity in PersonListPanel. Hence, his calendar gets shown after executing viewCalendar 1. CalendarPanel gets updated to Figure 20 below.

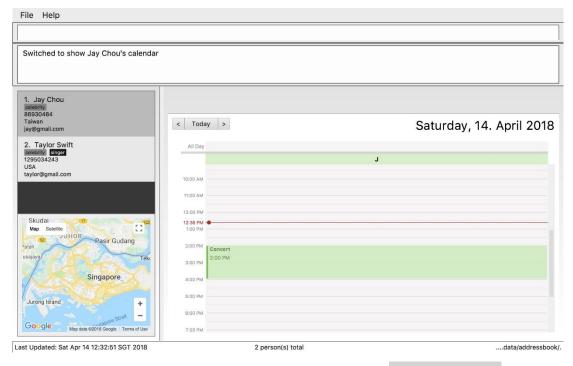


Figure 20 State of CelebManager after executing viewCalendar 1

# 3.4.2 Viewing combined calendar: viewCombinedCalendar

This command changes the calendar to a combined calendar that contains all celebrities' appointments.

Format: viewCombinedCalendar

Alias: vcc

# 3.4.3 Changing calendar view type: viewCalendarBy

This command changes the calendar view to a different type: day, week, or month.

Format: viewCalendarBy VIEW

Alias: vcb

VIEW is not case-sensitive.

# Examples:

viewCalendarBy day

This displays a calendar that consists of a day's appointments, as shown in Figure 21.



Figure 21 State of CalendarPanel after executing viewCalendarBy day

# viewCalendarBy week

This displays a calendar that consists of a week's appointments, as shown in *Figure 22*.

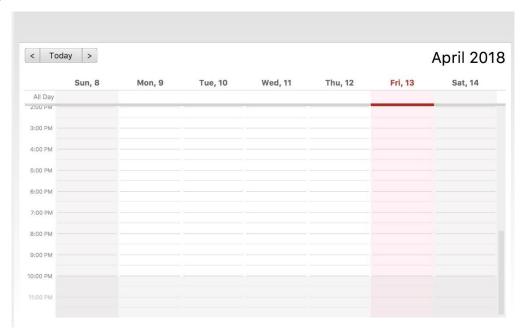


Figure 22 State of CalendarPanel after executing viewCalendarBy week

# viewCalendarBy month

This displays a calendar that consists of a month's appointments, as shown in *Figure 23*.

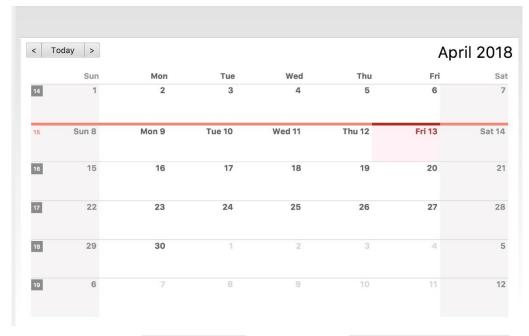


Figure 23 State of CalendarPanel after executing viewCalendarBy month

# 3.4.4 Viewing specific date: viewDate

This command displays a calendar of the specified day's appointments.

Format: viewDate [DATE]

Alias: vd

- If DATE is omitted, CelebManager will take the current date.
- DATE should be in the format dd-mm-yyyy or dd-mm. For dd-mm, CelebManager will take the current year.
  - e.g. 3<sup>rd</sup> July 2018 should be 03-07-2018.
- Using this command together with viewCalendarBy allows you to view the calendar for a different week or month.

e.g. After executing viewDate 03-07-2018, executing viewCalendarBy week will show the calendar for the first week of July 2018, and executing viewCalendarBy month will show the calendar for July of 2018.

#### Examples:

- viewDate
  - This displays a calendar of the current day's appointments.
- viewDate 2018-05-03

This displays a calendar of the appointments on 3<sup>rd</sup> May of 2018. The calendar displayed should look like the one shown in *Figure 24* below. The date on the top right corner should be the same as the date entered.

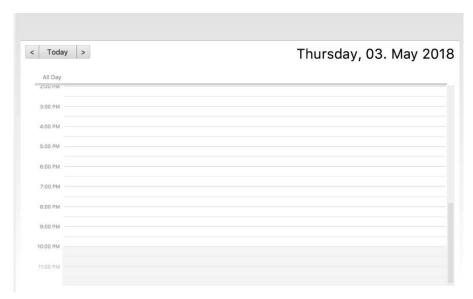


Figure 24 State of Calendar Panel after executing viewDate 2018-05-03

# 3.5 Map Commands and Features

This section details information on the commands and features for map in CelebManager.

These commands and features allow you to interact with the map in MapPanel.

# 3.5.1 Clicking buttons on map:

There are the three ways in which you can use mouse click to interact with MapPanel.

- You can click the Map or Satellite button to toggle between road map view and satellite view.
- You can click the + or button to zoom in and out of the map respectively.
- You can click, hold and move the mouse cursor to shift the current view of the map.

# 3.5.2 Showing location on map: showLocation

This command shows a specific location on the map.

Format: showLocation ma/ADDRESS

#### Alias: s1

- ADDRESS should be a postal code, road name, location name or building name.
- Any existing route or location marker will be removed after executing a showLocation command.

#### Example:

• showLocation ma/Punggol

This re-centers MapPanel to the new location marker on Punggol.

Initially, MapPanel should look like Figure 25 on the left below. After executing showLocation ma/Punggol, MapPanel should look like Figure 26 on the right below.

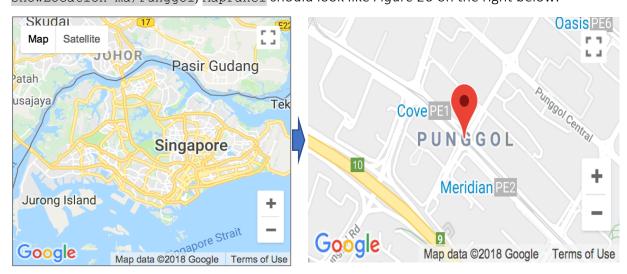


Figure 25 State of MapPanel before executing showLocation ma/Punggol

Figure 26 State of MapPanel after executing showLocation ma/Punggol

# 3.5.3 Estimating routes on map: estimateRoute

This command estimates the route to travel from one address to another on the map in MapPanel and displays the estimated distance and time of travel in ResultDisplay.

Format: estimateRound sma/START ADDRESS ema/END ADDRESS

#### Alias: er

- START\_ADDRESS and END\_ADDRESS should be postal codes, road names, location names or building names.
- Any existing route or location marker will be removed after executing an estimateRoute command.

# Example:

estimateRoute sma/Punggol ema/NUS
 This re-centers MapPanel to the route from Punggol (marked as A) to NUS (marked as B).

Initially, MapPanel should look like Figure 27 on the left below. After executing estimateRoute sma/Punggol ema/NUS, MapPanel should look like Figure 28 on the right below.

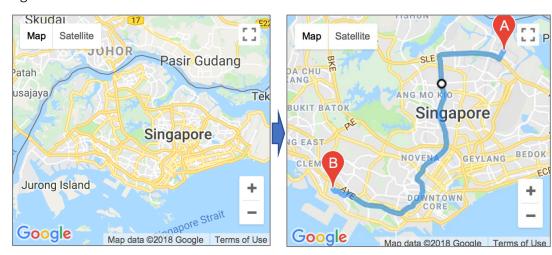


Figure 27 State of MapPanel before executing estimateRoute sma/Punggol

Figure 28 State of MapPanel after executing estimateRoute sma/Punggol

# 4 Frequently Asked Questions

Question: How do I transfer my data to another computer?

**Answer:** Install CelebManager in the computer which you want to transfer your data to. Replace the empty data file created with the data file created by CelebManager in the previous computer.

**Question:** What if there is an error message after entering a command?

**Answer:** Please ensure that you adhere to the command format stated in this user guide. If you think there is a bug, please email the details to <a href="mailto:teamB4CelebManager@gmail.com">teamB4CelebManager@gmail.com</a>.

# 5 Command Summary

The following table summarises all commands introduced in <u>Section 3: Commands</u> in alphabetical order. The commands are displayed with their respective command format and an example highlighting the usage if the command has parameters.

Command Keyword	Format	Example
add	add n/NAME p/PHONE_NUMBER e/EMAIL a/ADDRESS [t/TAG]	add n/James Ho p/22224444 e/jamesho@example.com a/Clementi Rd t/friend t/colleague
addAppointment	addAppointment n/APPOINTMENT_NAME [1/LOCATION] [sd/START_DATE] [st/START_TIME] [ed/END_DATE] [et/END_TIME]	add n/Oscars 2018 1/Hollywood sd/23/03/2018 st/14:00 ed/23/03/2018 et/20:00
clear	clear	
delete	delete INDEX	delete 3
deleteAppointment	deleteAppointment INDEX	deleteAppointment 1
edit	edit INDEX [n/NAME] [p/PHONE_NUMBER] [e/EMAIL] [a/ADDRESS] [t/TAG]	edit 2 n/James Lee e/jameslee@example.com
editAppointment	editAppointment INDEX [n/APPOINTMENT_NAME] [1/LOCATION] [sd/START_DATE] [st/START_TIME] [ed/END_DATE] [et/END_TIME] [c/CELEBRITY_INDEX] [p/POINT_OF_CONTACT_INDEX]	editAppointment 1 n/Dentist Appointment 1/Clementi Road st/15:00 et/16:00 c/3
estimateRoute	estimateRoute sma/LOCATION ema/LOCATION	estimateRoute sma/Punggol ema/NUS

Command Keyword	Format	Example
find	find KEYWORD [MORE_KEYWORDS]	find James Jake
help	help	
history	history	
list	list	
listAppointment	listAppointment [START_DATE END_DATE]	listAppointment 04-05-2018 05-05-2018
redo	redo	
removeTag	removeTag TAG	removeTag friends
select	select INDEX	select 2
showLocation	showLocation ma/LOCATION	showLocation ma/Prinsep Street
undo	undo	
viewAppointment	viewAppointment INDEX	viewAppointment 1
viewCalendar	viewCalendar INDEX	viewCalendar 1
viewCalendarBy	viewCalendarBy VIEW	viewCalendarBy week
viewCombinedCalendar	viewCombinedCalendar	
viewDate	viewDate [DATE]	viewDate 2018-05-03