



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 formats 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 email, you are at the right place! CelebManager would be the best platform for you with its integration of an address book, calendar and visual maps. Jump to [Section 2: Quick Start](#) to get started. Enjoy!below

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.

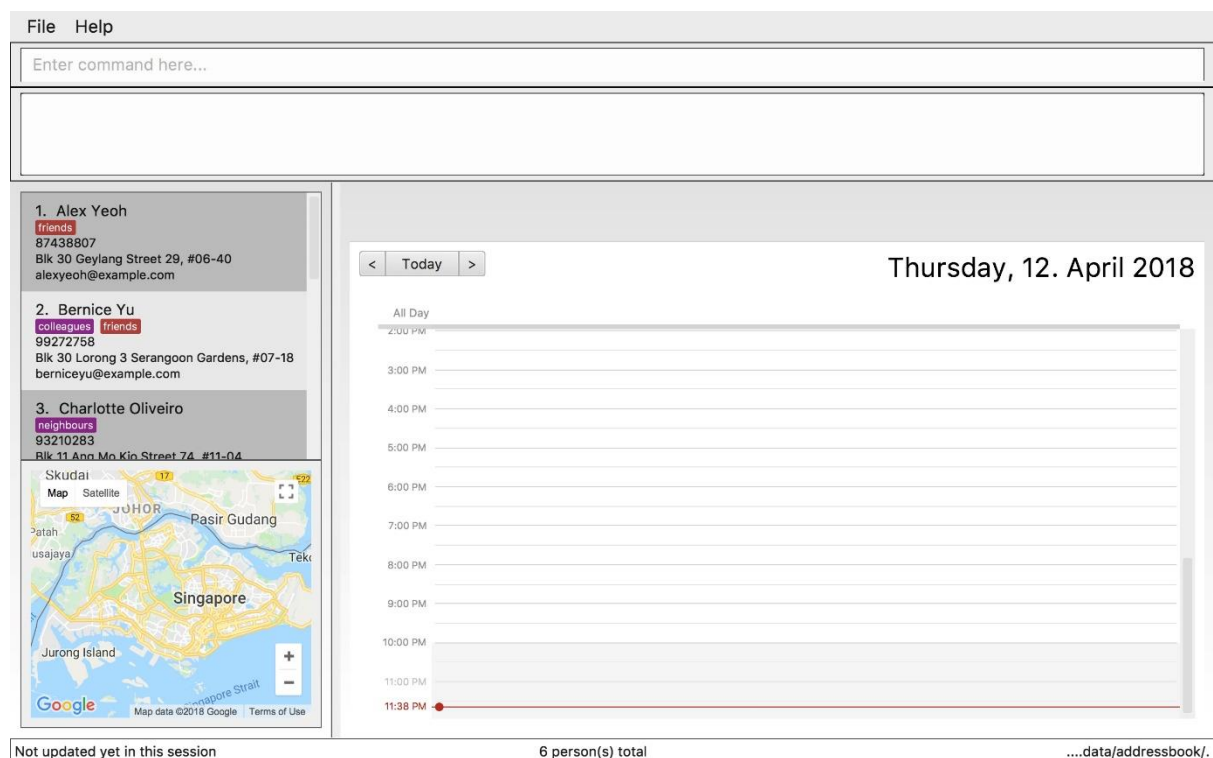


Figure 1 Interface of CelebManager upon the first launch

CeleManager'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.

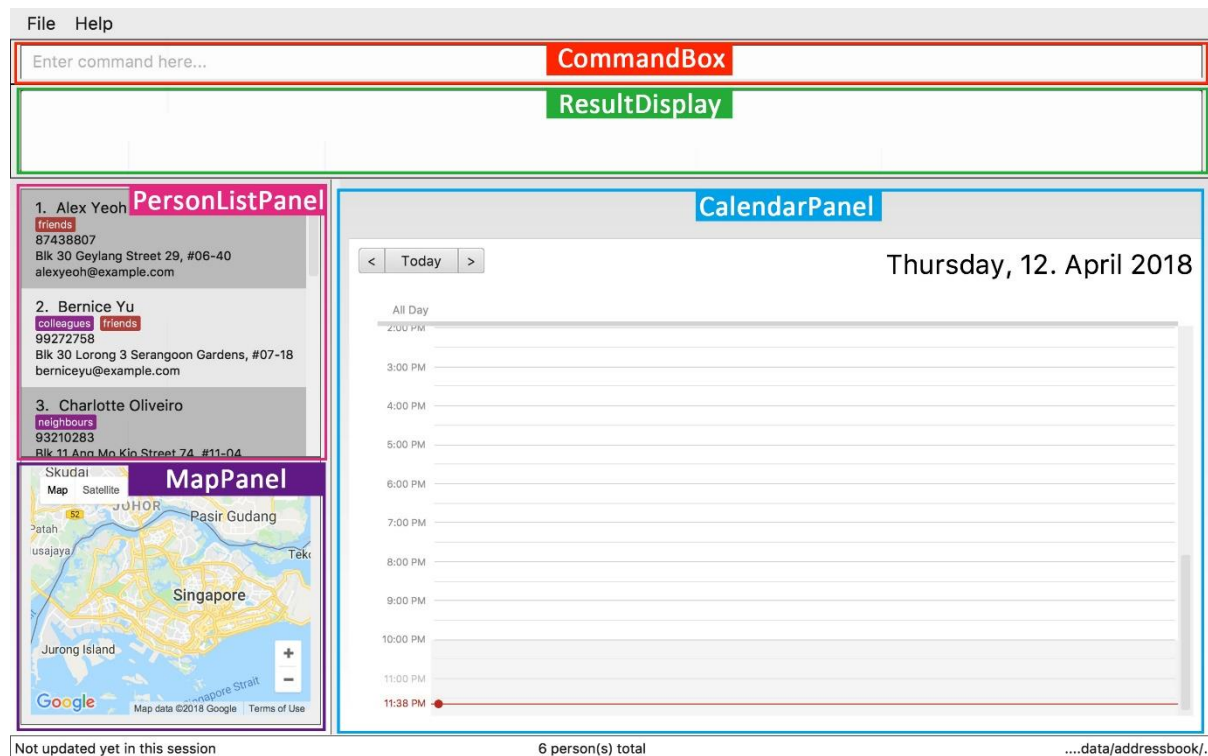


Figure 2 Interface of CelebManager with panel labels

5. Type `help` in the `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 CelebManger.

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 the previous commands by pressing the `↑` and `↓` arrows on your keyboard while you are in the command box.

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.

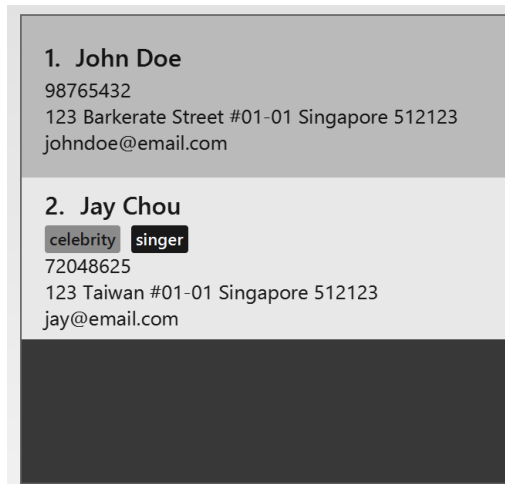


Figure 4 State of `PersonListPanel` after executing `add n/Jay Chou e/jay@email.com p/72048625 a/123 Taiwan #01-01 Singapore 512123 t/celebrity t/singer`

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: `l`

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]...`

Alias: `f`

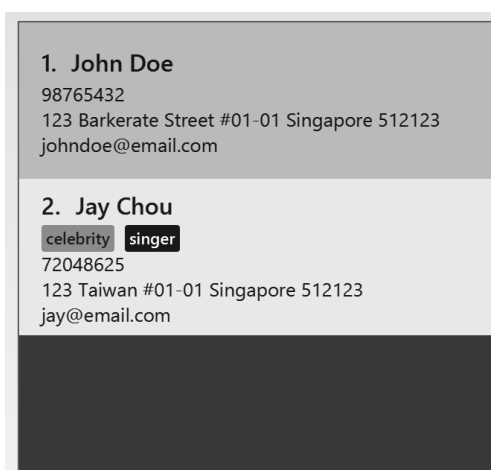
- The match of keyword(s) is case-insensitive and the order of the `KEYWORD` does not matter.
e.g. The list generated after finding using `Tim James` will be the same as the list generated after finding using `james tim`.
- Only full words will be matched.
e.g. The list generated after using `Tim` will 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.



*Figure 5 State of `PersonListPanel`
before executing `find john`*



*Figure 6 State of `PersonListPanel`
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`

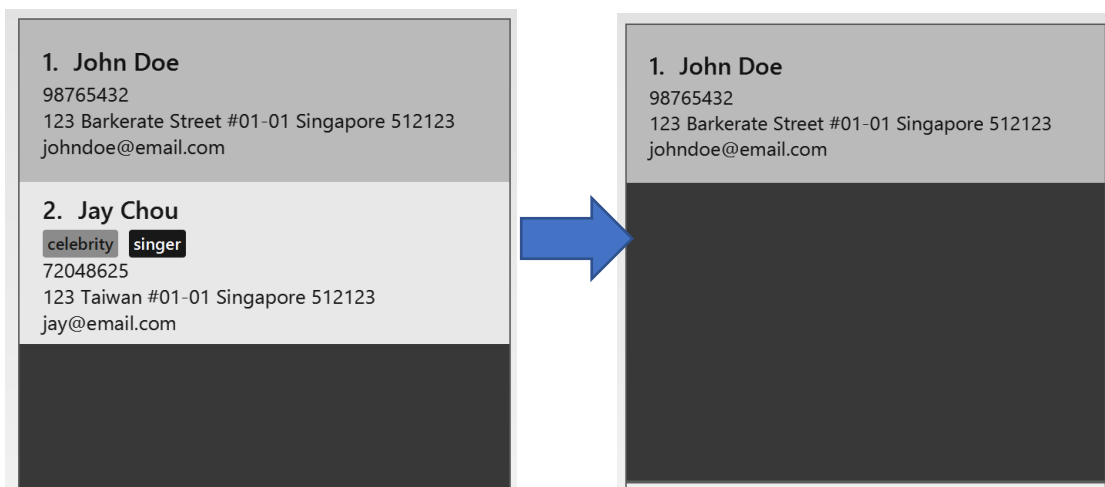
Alias: `d`

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`

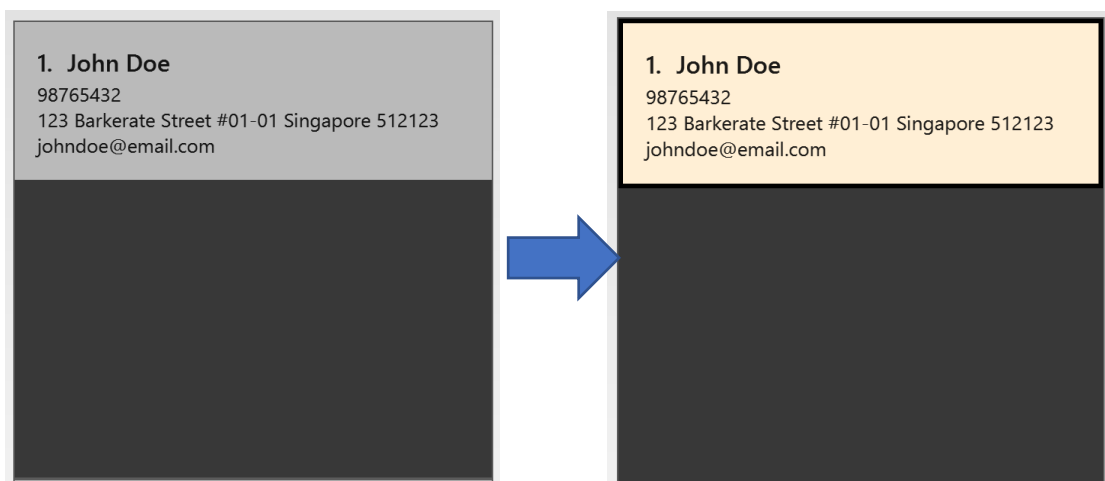
Alias: `s`

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 `PersonListPanel`
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 will edit the email address and phone number of the first person from the existing list of contacts in CelebManager.

If you are converting a 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 ensure that one tag field is included, and `celebrity` tag is not used.

Examples:

- `edit 3 t/celebrity t/singer`

This converts the third person from the existing list of contacts to a celebrity.

- `edit 3 t/singer`

This converts the third person from the existing 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`

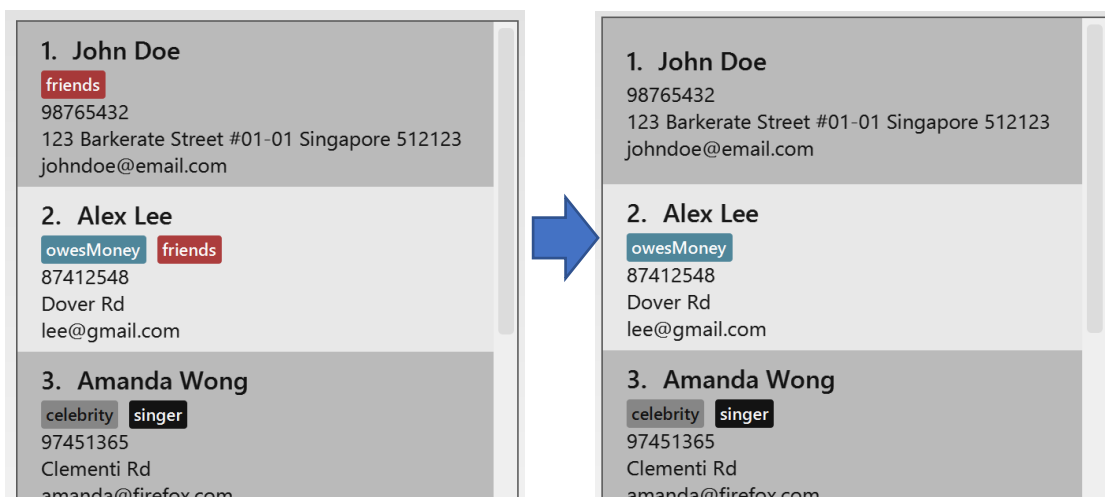
This removes the tag `friends` from every contact in CelebManager.

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 previous undoable command was executed.

Format: `undo`

Alias: `u`

- Undoable commands refer to the commands that modify CelebManager's saved contact list, such as `add`, `delete`, `edit`, `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 [l/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. 3rd 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`.

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

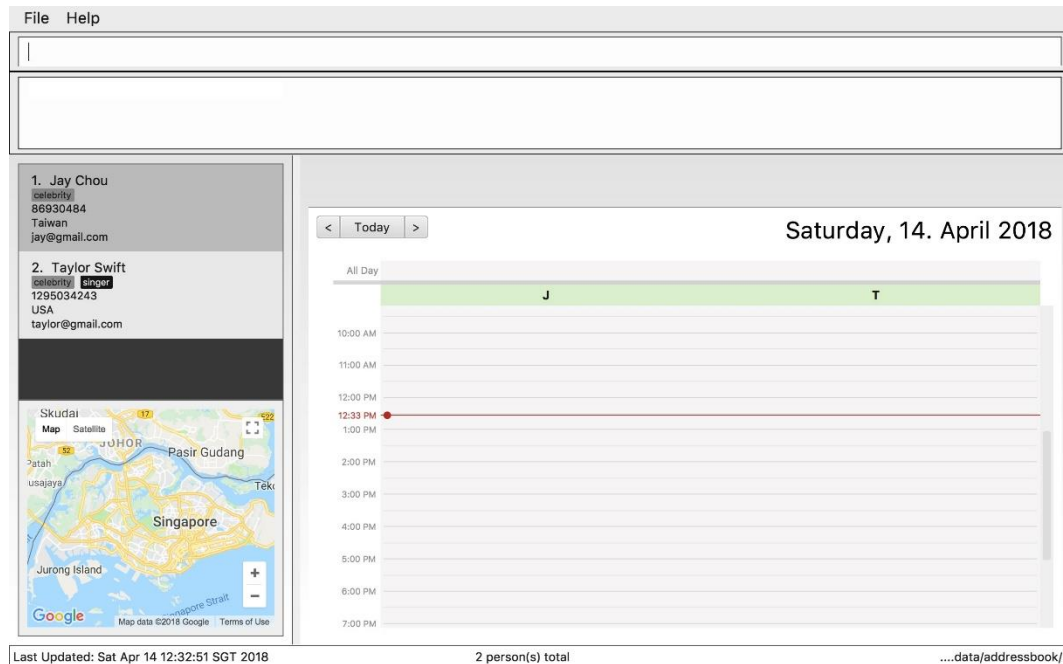


Figure 13 State of CelebManager before executing `addAppointment n/Concert sd/14-04-2018 st/14:00 ed/14-04-2018 et/16:00 c/1`

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

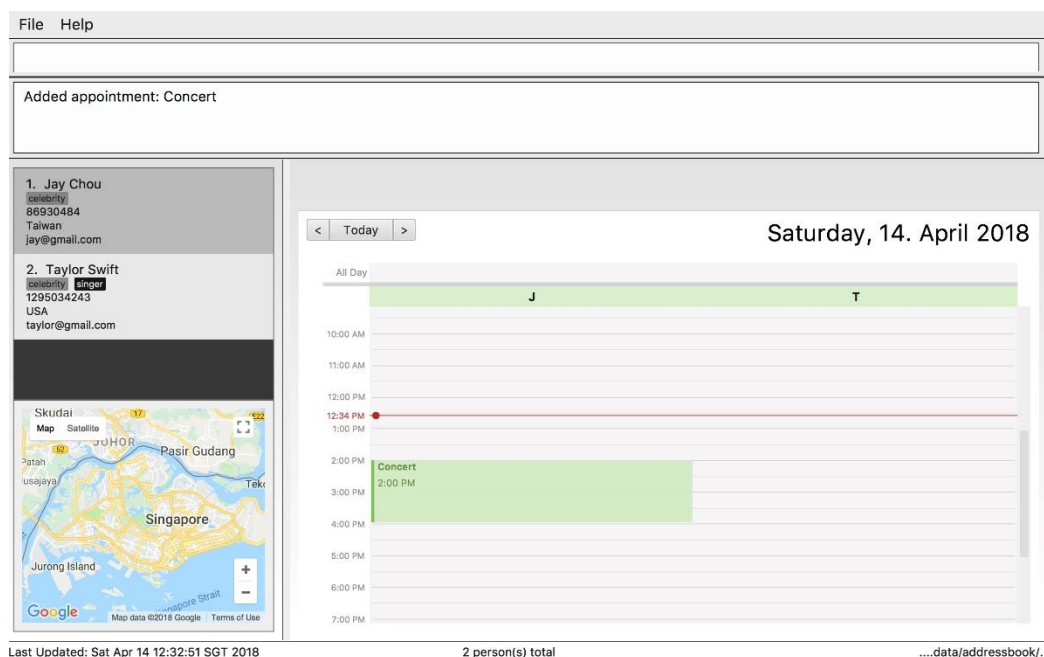


Figure 14 State of CelebManager after executing `addAppointment n/Concert sd/14-04-2018 st/14:00 ed/14-04-2018 et/16:00 c/1`

3.3.2 Listing all appointments: `listAppointment`

This command lists all the appointments.

Format: `listAppointment`

Alias: `la`

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

Example:

- `listAppointment`

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

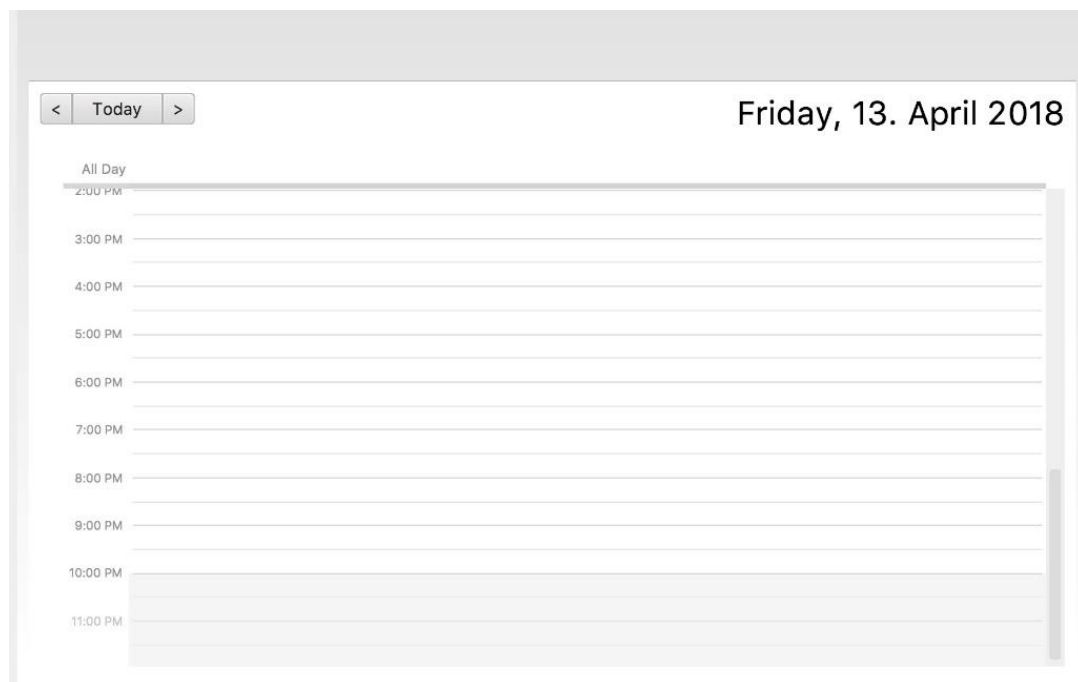


Figure 15 State of `CalendarPanel` before executing `listAppointment`

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



Figure 16 State of `CalendarPanel` 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] [l/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 l/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 provides a view of 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 provides a view of the first appointment in the appointment list.

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

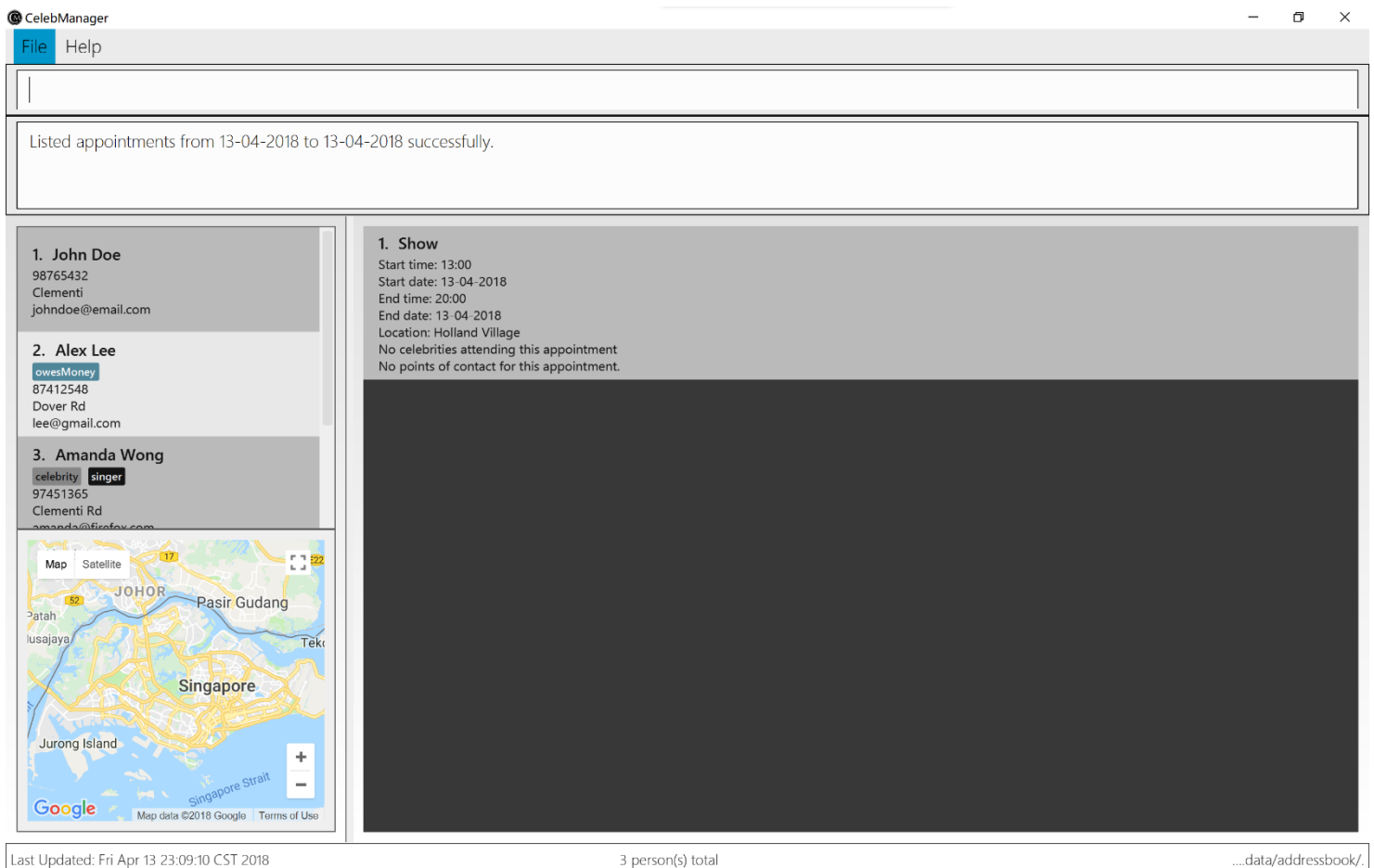


Figure 17 State of CelebManager before executing `viewAppointment 1`

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

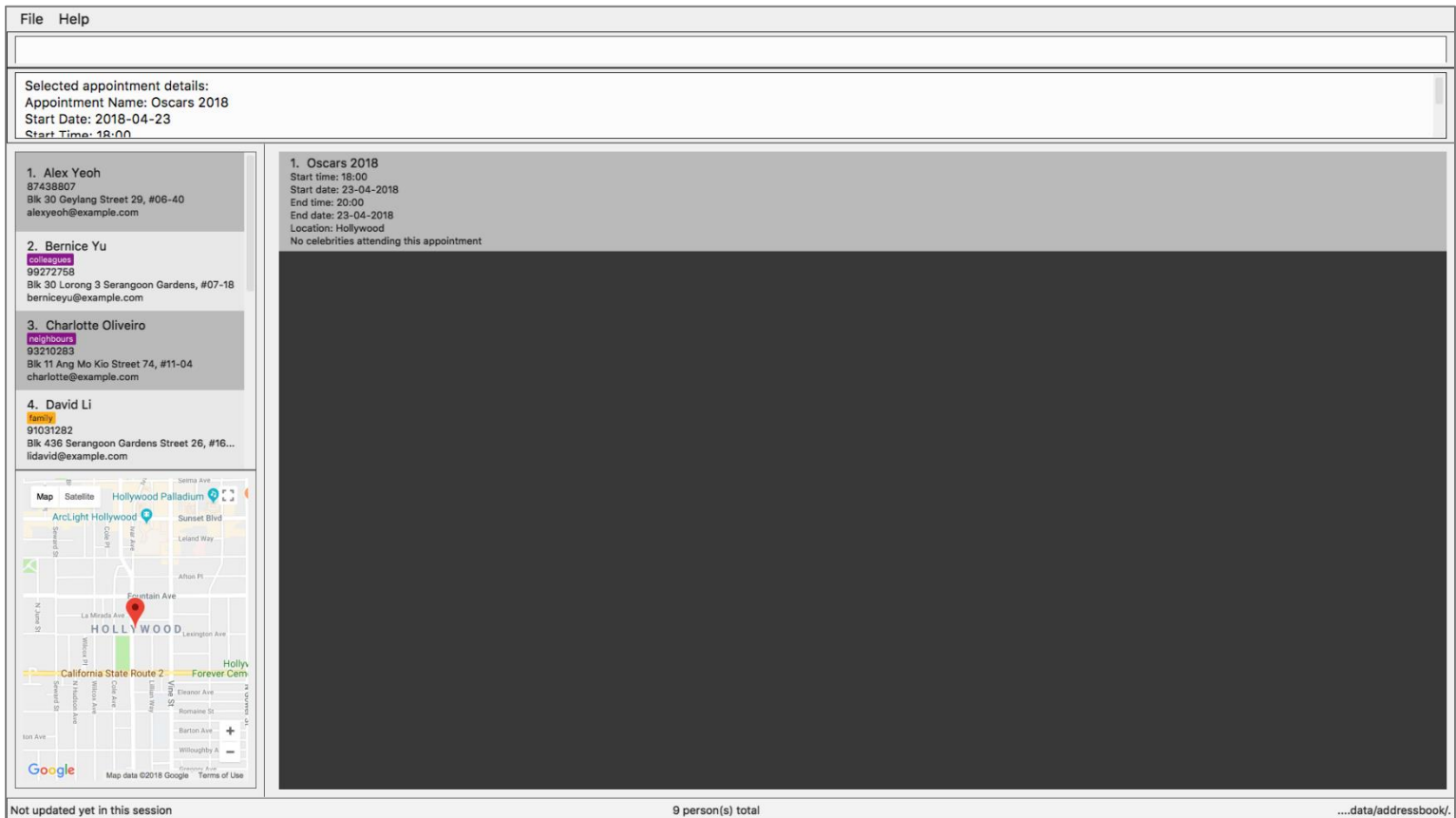


Figure 18 State of CelebManager after executing `viewAppointment 1`

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, `listAppointment` 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`.

Suppose CelebManager looks like *Figure 19* below.

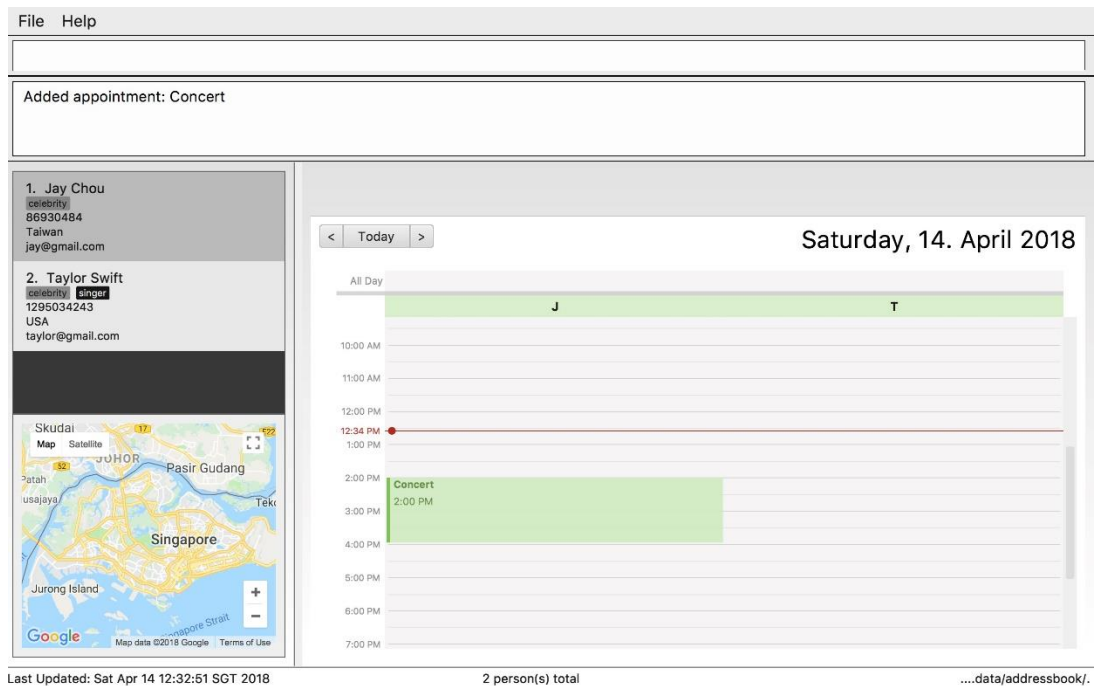


Figure 19 State of CelebManager before executing `viewCalendar 1`

Jay Chou is the first celebrity in `PersonListPanel1`. Hence, his calendar gets shown after executing `viewCalendar 1`. `CalendarPanel` gets updated to *Figure 20* below.

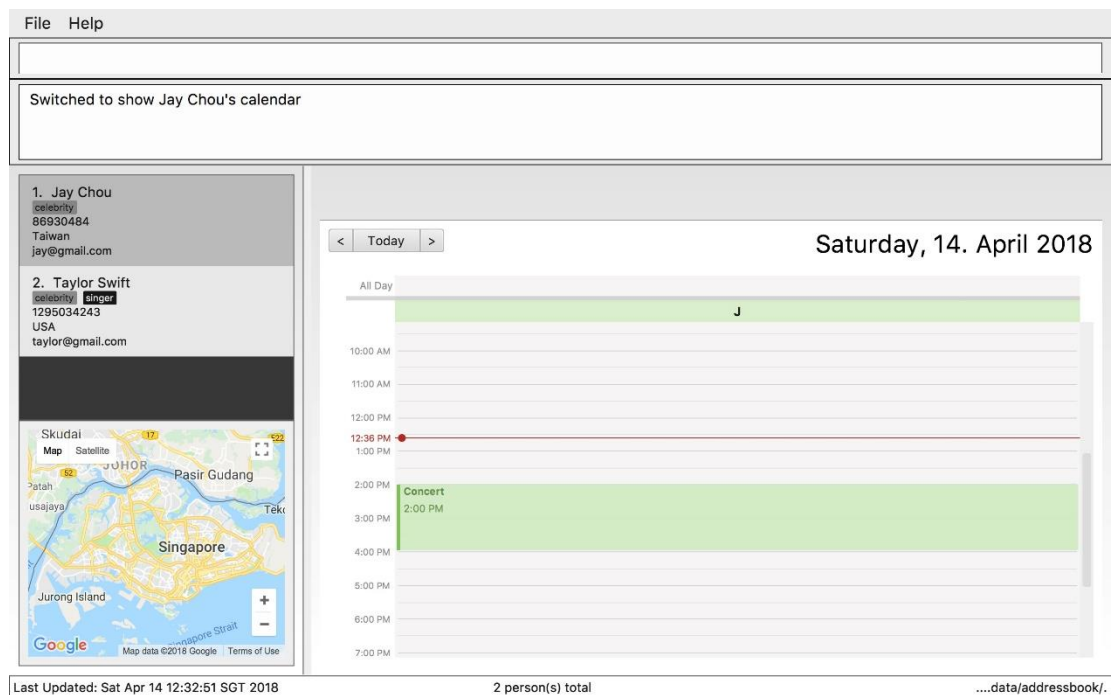


Figure 20 State of CelebManager after executing `viewCalendar 1`

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*.

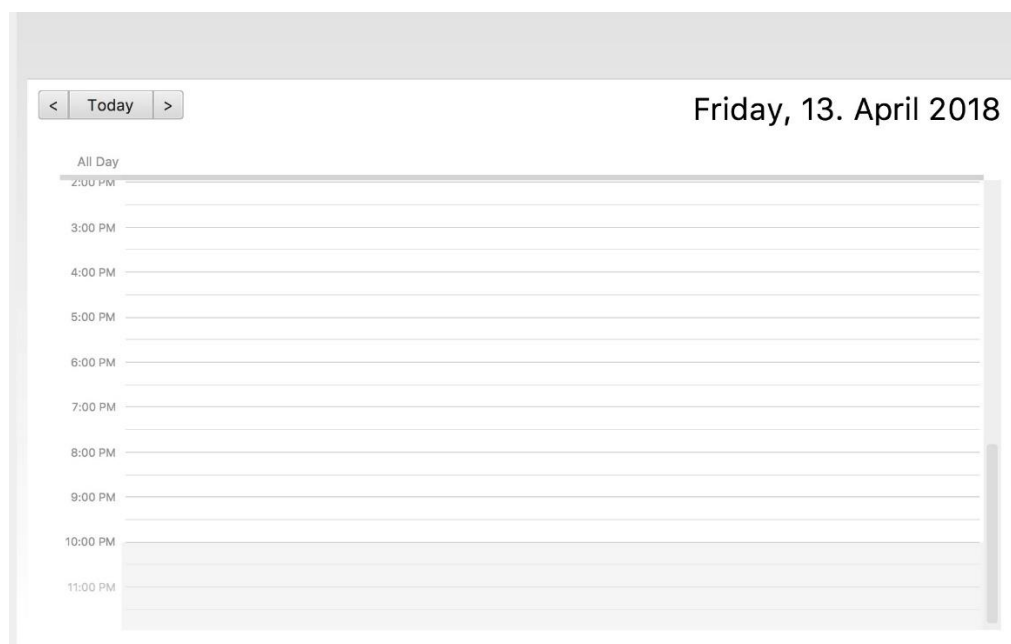


Figure 21 State of `CalendarPanel` after executing `viewCalendarBy day`

- `viewCalendarBy week`

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

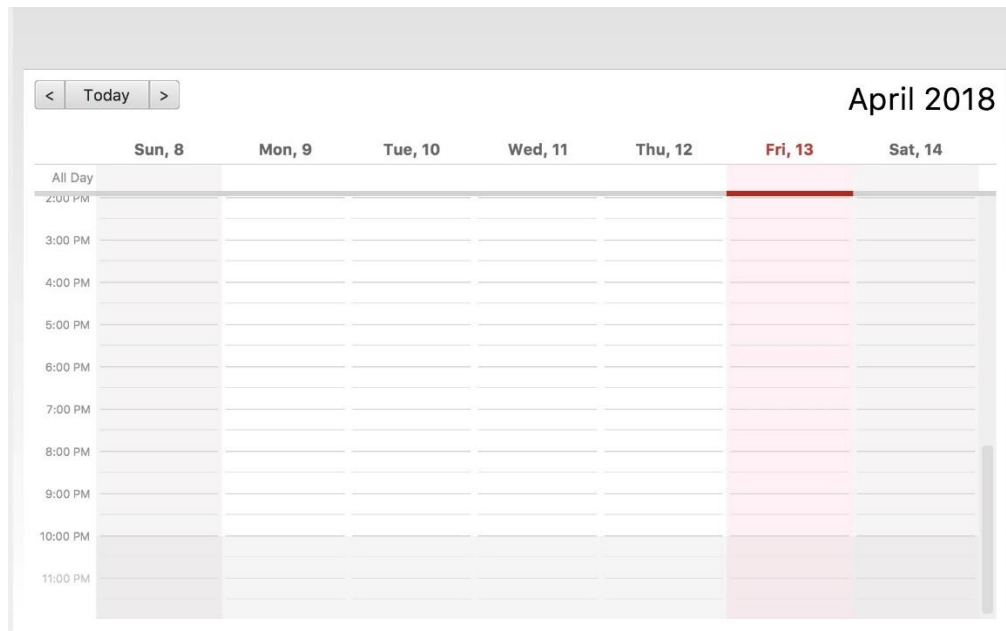


Figure 22 State of `CalendarPanel` after executing `viewCalendarBy week`

- `viewCalendarBy month`

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

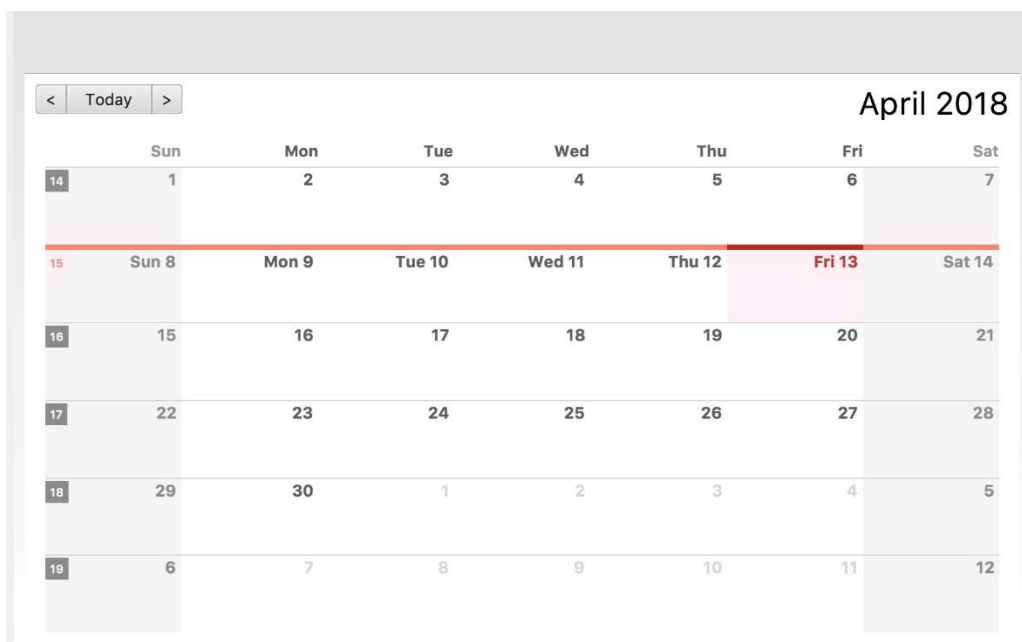


Figure 23 State of `CalendarPanel` after executing `viewCalendarBy month`

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. 3rd July 2018 should be `03-07-2018`
- Changing the base date allows you to view the calendar for different weeks and months.
e.g. After executing `viewDate 03-07-2018` command, 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 3rd 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.

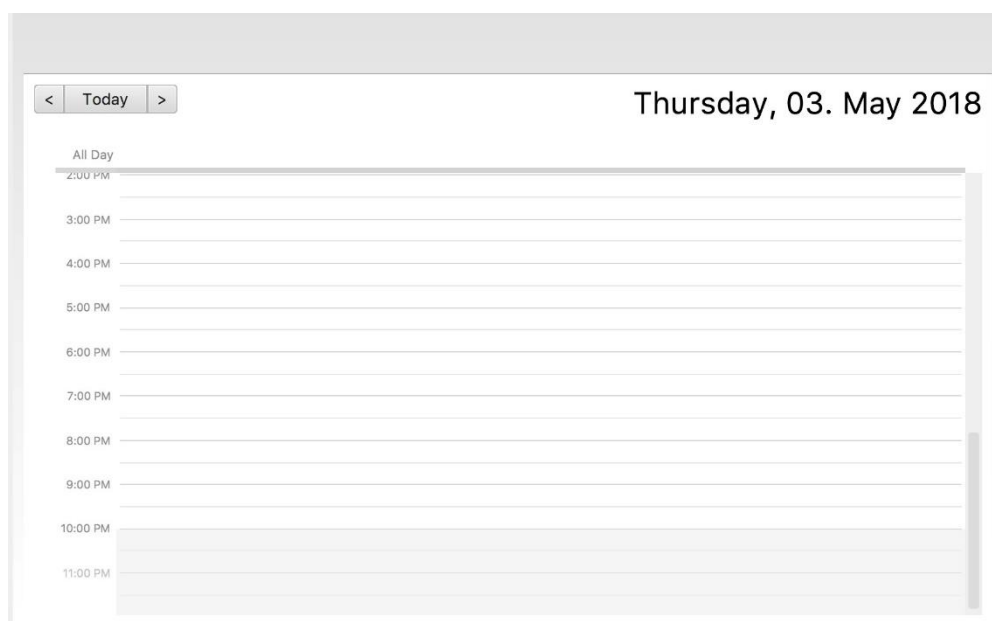


Figure 24 State of `CalendarPanel` after executing `viewDate 2018-05-03`

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 three ways in which you can use mouse click to interact with `MapPanel`.

- You can click on the `Map` or `Satellite` button to toggle between road map view or 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 the specific location in the map. Any existing location marker or route will be removed.

Format: `showLocation ma/ADDRESS`

Alias: `sl`

- `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.

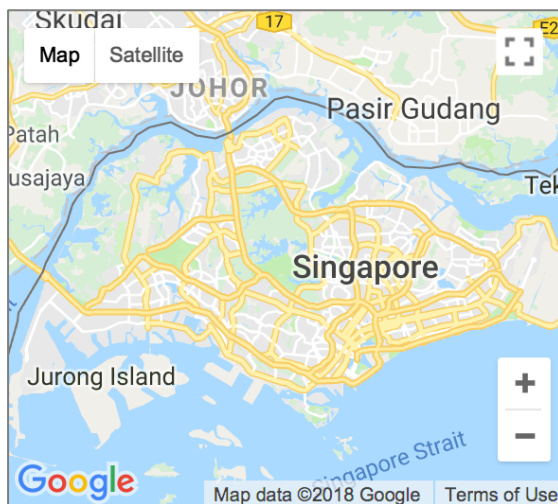


Figure 25 State of `MapPanel` before executing `showLocation ma/Punggol`



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 in `MapPanel` and displays the estimated distance and time of travel in `ResultDisplay`.

Format: `estimateRoute sma/START_ADDRESS ema/END_ADDRESS`

Alias: `er`

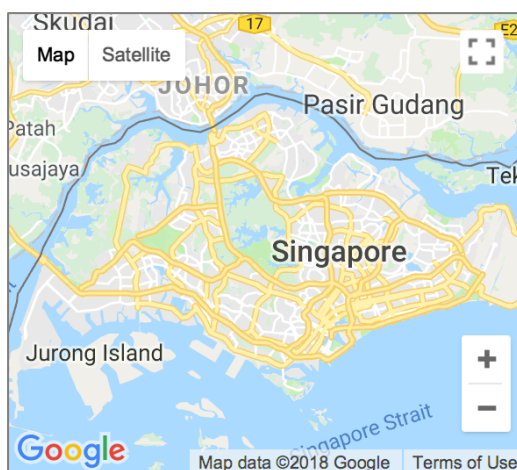
- `START_ADDRESS` and `END_ADDRESS` should be postal codes, road names, location names or building names.
- Any existing route or location marker will be removed after executing an `estimateRoute` command.

Example:

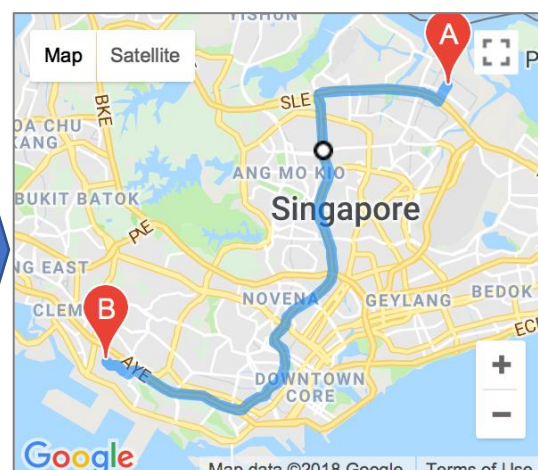
- `estimateRoute sma/Punggol ema/NUS`

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 the app in the other computer and overwrite the empty data file it creates with the file that contains the data of your previous CelebManager folder.

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, and ensure that you are not accessing the wrong pointer.

5 Command Summary

The following is the summary of all the commands introduced in [Section 3: Commands](#) displayed 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 [l/LOCATION] [sd/START_DATE] [st/START_TIME] [ed/END_DATE] [et/END_TIME]	add n/Oscars 2018 l/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] [l/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 l/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