

User Manual



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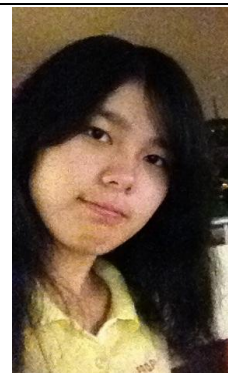
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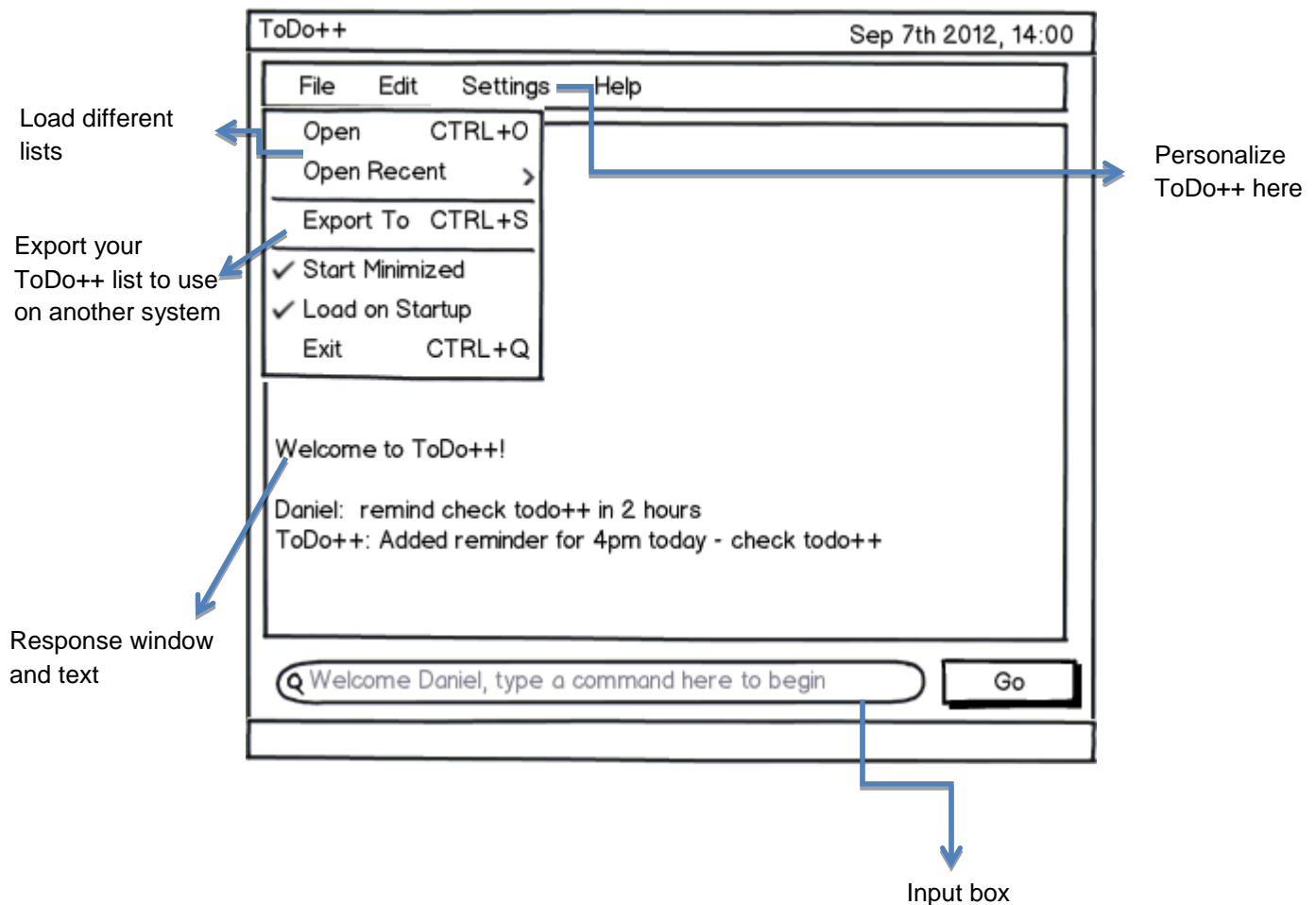
Appendix

The Basics

Introduction

ToDo++ is the to-do application of your choice. Take control of your life like never before, with keyboard shortcut keys and intuitive natural-language-like text commands. Personalize the way you want to interact with the app. Be alerted of your events, and never lose track of your tasks again.

At a Glance



Quick Start

Upon launching ToDo++, you are presented with a minimalistic and intuitive screen. All you have to do to start creating your list is to just start typing!

- Create your first item by typing the keyword “add” followed by your item or event name into the input box, followed by the event time or deadline if any.
- For example, to add your Mom’s birthday brunch this Sunday, simply type in something like “*add mom’s bday this sunday*”. Then, hit enter and the item is added!
- To view what you have added, just key in “display”, and your list, ordered by date and time (or however you have customized it in the Settings page) will be displayed!

Note: If you have an event or item name that includes a date, time, or keyword, such as ‘Thank God It’s Friday’ or ‘delete ex-girlfriend’s number’, use quotation mark or brackets around the name to prevent ToDo++ from messing up your instruction.

You can search, modify and delete your items in the list using these respective words as keywords too. Alternative keywords are found in the appendix.

Remember the order of what you enter does not matter! Take a look at *FlexiCommands* to find out more and learn how to customize ToDo++ to your needs.

The following sections will describe basic ToDo++ operations in more detail.

Creating Your ToDo++ List

Types of Tasks

There are three basic types of tasks you can add to your list.

Event tasks: items that have a start time (and possibly an end time).

Deadline tasks: items that have to be done before a specific time.

Floating tasks: items that have no timings attached to them.

As always, there is no fixed way to add a certain type of task. Simply type in what make sense to you, and ToDo++ will know what type of task to add! See the next section, “Adding an Item” for more information.

Basic Operation

The order of input of all required fields is flexible. Date input is context sensitive. For more information, please see “4.1 FlexiCommands”.

For a complete list of default keywords and more details on how to use bracketing, please see “4.1.3 Using Reserved Keywords”

You can quickly undo a wrongly input command using the “undo” command. For more information, please see “4.2.1 Undoing a Command”.

The following sections detail the basic operations.

Adding an Item

Using the default “*add*” keyword, you can add all types of items to the list easily in a structured format similar to natural language. The task type will depend on the inclusion or omission of start/end times/deadlines. You can add items in the following ways.

Adding a floating type item	Enter “add [task name]” eg. add finish project
Adding an event item	Enter “add [task name] [start time] {end time} {day/date}” eg. add check todo++ in 2 hours eg. add max birthday 4pm tomorrow eg. add team meeting 2pm-4pm next wed
Adding a deadline item	Enter “add [task name] by [deadline]” eg. add do cs2103 CE2 by saturday midnight

Note: Optional keywords are in curly braces. See Appendix for a full list of keywords and defaults.

Searching & Viewing

Using the default “*display*” keywords, you can search, filter and view your list of to-do items. ToDo++ has a powerful sort and search algorithm to find your tasks with intuitive commands.

A search request may be made up of more than one search requirement. Below are examples of how you can use this feature to its full potential. Optional commands are in curly braces.

Display all tasks	Enter “display”
Search for and display all or some of the tasks scheduled on, before or after a specific day/date	Enter “display [day/date] {before/after} {time}” eg. display 06/09/2012 eg. display Sunday after 1500hrs eg. display 6 sept before 10pm eg. display next Saturday eg. display tomorrow
Search for and display tasks by task names or descriptions	Enter “display [name]” eg. display buy milk
Search for and display tasks by task types	Enter “display [type]” eg. display event eg. display deadline eg. display floating

Note: Optional keywords are in curly braces. See Appendix for a full list of keywords and defaults.

Search results will be displayed in the feedback window as an indexed list. Each task will be given a numbered ID for easy reference. From here, you can do further operations, such as modifying or deleting an item. See the following sections for more information.

Updating & Modifying

Using the default “*modify*” keyword, you can easily modify and edit your task details. For example, you may wish to change the scheduled date for a task or rename it to correct a typographical error. You can call for a task and modify it by the 2 following ways:

- *By task name:* Call the task by its name. If more than one task matches the input name, all matching tasks will be reflected in the feedback window as if you have done a search operation. Each task will be given a numbered index for easy reference.
- *By task index/ID:* Call the task by its given index, as displayed in the feedback window.

Modify task name	Enter “modify [task name/ID] [new name]” eg. modify 5 buy car (<i>search command has displayed indexed results</i>) eg. (User) modify milk (ToDo++) 1. milk Steven for more info 2. buy less milk (User) modify 2 buy more milk
Modify task time	Enter “modify [task name/ID] [new start time/deadline] {end time} {day/date}” eg. modify visit the vet Sunday

Note: Optional keywords are in curly braces. See Appendix for a full list of keywords and defaults.

Removing an Item

Using the default “*done*”, “*delete*” or “*remove*” keywords, you can remove previously added tasks from your to-do list. You can call for a task and delete it by the 2 following ways:

- *By task name*: Call the task by its name. If more than one task matches the input name, all matching tasks will be reflected in the feedback window. Each task will be given a numbered index for easy reference.
- *By task index/ID*: Call the task by its given index, as displayed in the feedback window.

Delete a single task	Enter “delete [task name/ID]” eg. delete 3 (<i>previous search command has displayed indexed results</i>) eg. (User) delete milk (ToDo++) 1. milk Steven for more info 2. buy more milk (User) delete 2
Delete all or some of the tasks scheduled on, before or after a specific day/date	Enter “delete [day/date] {before/after} {time}” eg. done today eg. remove Sunday after 1500hrs eg. delete 31 December after 10pm

Note: Optional keywords are in curly braces. See Appendix for a full list of keywords and defaults.

Moving Your List

Locating & Loading your ToDo++ List

By default, when ToDo++ is run the first time, a new list is created and all items are saved in the default.todo.xml file in the same directory. Note that manually saving is not required as the file is saved automatically after each command.

Whenever ToDo++ is ran subsequently, the last used list is loaded. To load a different list, navigate to File>Open under the menu bar and select the appropriate todo.xml file.

Exporting your ToDo++ List

To export your list as a different format, such as a text file, or for Google Calendar, select the File>Export To under the menu bar.

Advanced Features

FlexiCommands

ToDo++ is an intelligent software that allows you to input commands in a way that is natural to you. Your input is therefore not case sensitive, and not order specific. What this means is the commands *“add max’s birthday”* and *“max’s birthday Add”* are both equivalent and valid! In fact, all commands in the above sections can be swapped around as long as each entity is contained. (i.e. Do not put a keyword in the middle of an event name!)

Custom Keywords

ToDo++ is a to-do list made to be familiar and intuitive to the individual user. We realize that you may not want to use the default command keywords and have therefore allowed you to set custom keywords for the various basic operations. You can do this under Settings>Custom Keywords in the menu bar.

Using Reserved Keywords

There may be times when you want to use a keyword within an event name. Simply enclose your event name within any of the following delimiters to do so.

- Quotation marks
 - *add “add girl to facebook”*
 - *done ‘delete error’*
- Brackets
 - *modify 2 {reserve dinner for 3}*
 - *(go to 2am Bar) 2am tomorrow add*
 - *add <watch Saturday Night Live> Saturday 8pm*
 - *display [21st birthday]*

As shown above, the same goes for days, dates and times. For operations where indexing is possible (i.e. modify, delete), floating numbers should also be enclosed in delimiters.

Important features for Power Users

Undoing a Command

In order to quickly undo a mistyped command, simply enter in *“undo”* to revert the last entered command. You can also use the ALT-Z keyboard shortcut to execute the undo.

Minimizing to Taskbar

In order to hide the ToDo++ GUI, simply enter the *“hide”* command to reduce the window to a icon in the taskbar notification area. Either restore the window from the icon, or use the ALT-Q keyboard shortcut to toggle between minimized and restored states.



Icon minimized to notification area

Autorun

In order to automatically run ToDo++ on Windows startup, check “Load on Startup” under File in the menu bar. You can also check “Start minimized” to load ToDo++ in a minimized state.

Hotkeys

Keyboard shortcuts can be changed under Settings>Hotkeys in the GUI menu ribbon. A list of default hotkeys can be found in the Appendix.

Appendix

Note: Optional keywords are in curly braces. Square brackets are inputs that must be valid for the keywords to work.

COMMAND KEYWORDS

ADD: add, -new

SEARCH/VIEW: display, view, search

MODIFY: modify, -update

DELETE: delete, done, -remove

UNDO: undo

LOAD: -load

EXPORT: -export

MINIMIZE: -min

ADD FUNCTION KEYWORDS

DAY: mon, monday, tues, tuesday, wed, wednesday, thurs, thursday, fri, friday, sat, saturday, sun, sunday, today, tomorrow

MONTH: jan, feb, mar, apr, may, jun, jul, aug, sept, oct, nov, dec, january, february, march, april, may, june, july, august, september, october, november, december

DATE: [1-31]{st/nd/rd/th} {MONTH} {valid year}

**spaces are optional. date must be in the future to be valid*

TIME: [1-12] am/pm, [0000-2359] hrs/hours

**spaces are optional.*

CONDITIONAL ADJECTIVES: [next/following] [DAY/MONTH]

SIGNIFY EVENT TASK: {from} [DATE/DAY/TIME] {– / to} {DATE/DAY/TIME}

**omission of time/month keyword for start time is valid as long as it is present in the end time (e.g. 2-4pm)*

SIGNIFY DEADLINE TASK: by [DATE/DAY/TIME]

ADD FUNCTION DEFAULT BEHAVIOR

- Not specifying any fields in date or time will cause the software to assume the most upcoming date which fits the entered fields. For example, add event 2nd will set the event to 2nd October if today's date is 3rd September but 2nd September if today's date is 1st September.
- Not specifying the "by" keyword will create an event task instead of a deadline task if only one date/time is specified. The date/time specified will be the event's start time.
- Omission of both time and month keyword when creating event task will cause ToDo++ to assume that the numbers refer to month by default.

SEARCH/VIEW FUNCTION KEYWORDS

DAY/MONTH/DATE/TIME: *same as ADD. see above*

DISPLAYING BY EVENT/DEADLINE TIMES: *same as ADD. see above.*

TYPE: event, deadline, type

INDEX/ID: all integer numbers are reserved if and only if the previous command caused indexed results to be displayed

SEARCH/VIEW FUNCTION DEFAULT BEHAVIOR

- All possible results will be displayed when keywords are omitted. For more specific results, try to enter a more specific search string.
- When searching by date or day, as long as the specified search date or day falls within the time window of an event task, the event task will also be displayed as a search result.

MODIFY FUNCTION KEYWORDS

DAY/MONTH/DATE/TIME: *same as ADD. see above*

MODIFYING EVENT/DEADLINE TIMES: *same as ADD. see above.*

INDEX/ID: all integer numbers are reserved if and only if the previous command caused indexed results to be displayed

MODIFY FUNCTION DEFAULT BEHAVIOR

- When more than one result is found when trying modifying by name or date/time, the operation functions similar to a search/view operation and returns a list of matching hits.

- When updating the start or end time for a timed task, if there was no explicit specification by the keywords “start” and “end”, by default, the start time (and not the end time) will be modified.

DELETE FUNCTION KEYWORDS

DAY/MONTH/DATE/TIME: *same as ADD. see above*

INDEX/ID: all integer numbers are reserved if and only if the previous command caused indexed results to be displayed

DELETE FUNCTION DEFAULTS

- When more than one result is found when trying delete by name or date/time, the operation functions similar to a search/view operation and returns a list of matching hits.
- Immediately call the undo command if you deleted the wrong item. The item is lost to the system and has to be manually re-entered if another command is entered.