# General Usage

The application is CLI based. You can interact with the application by entering supported commands to either create or query tasks.

## Creating New Tasks

The application supports 3 different commands for creating new tasks: record, add, and create. These can be used interchangeably with one another:







The format for adding tasks must follow the below format. The order must be followed:



**Additional Formatting notes:**

Task description needs to be surrounded with double or single quotes for it to be saved properly.

A colon must be prepended before the tag

Dates support the keyword “today” in which program will automatically retrieve current day’s date. It also supports the below formats:



Times should be in standard time format utilizing four digits and a colon

* Examples of supported styles:

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## Querying Tasks

Querying can be done with the commands **search** or **query**

Typing either of these keywords on their own will print a list of all tasks currently stored in the application

Furthermore the **search** and **query** keywords can be followed up with either dates, tags, or descriptions to find all results relevant to the searches. Here are some examples below:



The formatting rules for creating tasks also apply here.

* A colon must be prepended before the tag
* Task descriptions should be surrounded by double or single quotes
* And the **today** keyword is supported with dates

## Finding tasks by date

Tasks can also be queried by date range using the **report** command with a start date and end date. This will return a list of tasks that are supposed to *start* within this range.



For example, the report command above will find all tasks that have a occur between May 8th 2002, and September 20th 2002.

A screenshot of a computer program

Description automatically generated

## Reporting Longest Tasks

Users are able to generate a list of the most time-consuming tasks. This is done with the command **Report:**



This will generate a list of tasks similar to the query command, however in this list all tasks will be present from the database in order of most time consuming to least time consuming. The most time consuming tasks will appear on the bottom and the least time consuming tasks will be further up. Example below:

A screenshot of a computer program

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