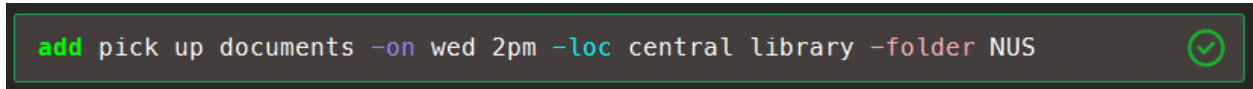


## User Interface:

### Input Bar:



*“We know you don’t like to waste time filling up text boxes. TASCA’s powerful input bar provides you access to all the available functions without leaving the comfort of your keyboard!”*

*- TASCA development team*

Eg: “**add** Pick up documents **-on** wed 2pm”

This creates a new task with the description “pick up documents” and sets the start time as Wednesday 2:00 PM, with location “central library” under the folder “NUS”.

The keywords that you can use in TASCA are shown below.

#### Note:

*To create a new item, the task description is a required. Other parameters i.e. -on, -end, -loc, are supplementary. Your to-do items with specified timings will be listed in chronological order. Tasks with unspecified timing will be listed in the order in which they were created.*

### Color-coded Keywords:

Whenever a keyword is recognized, TASCA automatically color-codes them, indicating that it has recognized your input and is awaiting for the proper parameters.

### Commands:

TASCA makes it convenient by colour coding commands for better readability and prompts you if the commands are invalid or parameters are missing.

The keywords for commands and parameters can be user defined.

Parameters, with a '-' delimiter, are to be used with add or modify commands.

Detailed explanation of the commands are shown below:

**add / create / new** : Creates a new task with a description

```
add new task
```



**-on / -during / -time** : Specify the timing of the task (Ctrl-s)

```
add new task -on thursday
```



**-end / -due / -by** : Set the due date for a task (Ctrl-e)

```
add revision for ee2024 -end 7 may 2014
```



**-at / -location** : Specify the location of the task (Ctrl-l)

```
add meeting with kimberly -at office
```



**-priority** : Mark task as important (Ctrl-p)

```
add study for cs2103 exam -pri high
```



**-folder / -fol** : Search and add the task to the specified folder (Ctrl-f)

```
add meeting with prof damith -folder NUS
```



**-remind** : Sets a reminder time for a given task. (Ctrl-r)

```
add submit my proposal -end monday -remind friday
```



**delete / remove / cancel** : Delete a task by searching for keywords in its description or its date

```
delete cs1010e
```



**check / done / complete / mark** : Mark a task as completed, if you don't want to use the GUI button

```
mark -no 1
```



**update / mod / modify / renew**: Change properties of a task by searching for keywords in its description or its date

```
mod pay singtel handphone bill for grandma -no 3
```



**search / find / look** : Search for keywords in task descriptions or task timings

```
find refactoring homework
```



**today / tmr / tomorrow / week** : List all upcoming tasks for the specified period

```
today
```



**undo / redo** : Toggle operations forward and backward (max 5 steps)

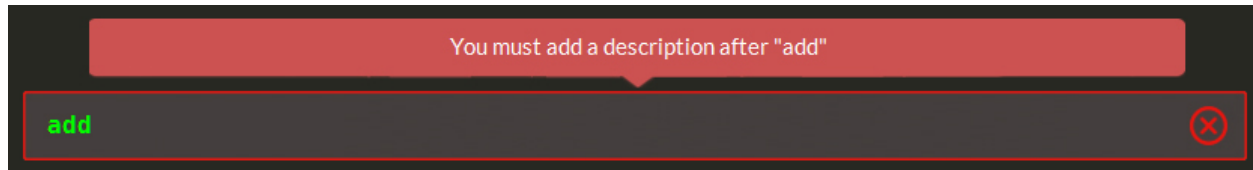
```
undo
```



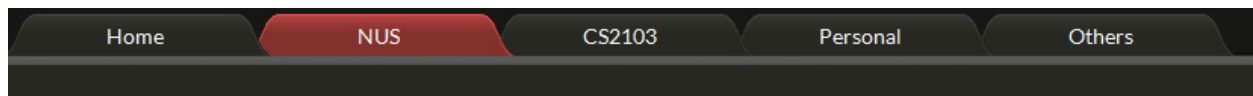
*Note:*

*The arrangement of the keywords are in no particular order.*

*Different folders can be accessed using a keyboard shortcut (Control + Tab).*

***Command syntax assistance:***

*TASCA* will not prompt alert dialogs with error messages if the input format is incorrect. Instead, *TASCA* will highlight the expected string for proper communication between the user and *TASCA*. This feature can also be turned off in the settings menu.

***Folders:***

Tasks can be put into sub groups or folders for better organisation. This prevents browsing through a lengthy list of to-dos.

***Other Features:***

The timed and priority indicators are displayed at the end of each item on the list.

***Timed Indicator:***

A small clock icon indicates tasks for which you have specified a date or time.

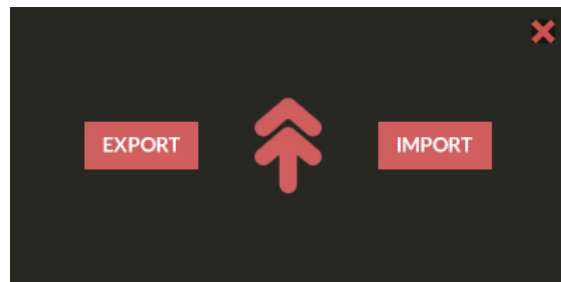
***Priority Indicator:***

The exclamation mark icon indicates tasks that have have a priority number.

*ICS Plain text format export/import:*



Clicking this icon will open this dialog that allows easy exporting and importing of tasks.



You can export all your timed to-dos into a .ics file and import it into your favorite calendar app (eg: Google Calendar, iCal, Outlook etc). Or if you are worried about switching over to TASCA, you can always import your calendar from your existing manager.

Settings:



Clicking this icon will open this dialog to adjust your preferences.

**PREFERENCES**

Active Input Feedback ☒ Default Folder collates tasks ☐

DEFAULT	FOLDER1	FOLDER2	FOLDER3	FOLDER4	FOLDER5
folder2 ▼	Home	NUS	CS2103	Personal	Others

COMMANDS		PARAMETERS	
Add	add,new,create,a,n	Start Time	start,on,during,time,s
Delete	delete,remove,d,cancel,kill,del	End Time	end,by,due
Clear Completed	cc,clr,markC,	Reminder Time	remind,notify,alert,reminder

**CANCEL** **SAVE**

You can configure command keywords and change name of folders.

**Command Format:** (different from V0.0)

“<mainCommand> *description* -<parameter1> *argument1* -<parameter2> *argument2* ...”

mainCommand: The key action to be implemented (eg: add, modify, delete etc.)

parameter#: An associated parameter of the mainCommand (eg: -on, -location etc.)

parameter# is optional.

Check [here](#) for the latest set of keywords for Commands and Parameters.

## Credits: (3<sup>rd</sup> Party Open-Source Software)

Date/Time natural language processing:

- [Antlr 2.7.7](#)
- [Antlr Runtime 3.2](#)
- [ANTLR StringTemplate 4.0.2](#)
- [Backport of JSR 166](#)
- [Commons Codec](#)
- [Commons Lang](#)
- [Commons Logging](#)
- [Natty 1.0.2](#)

ICS Export/Import & Reminder Notification:

- [iCal4j](#)
- [Desktop Maven Notifier](#)