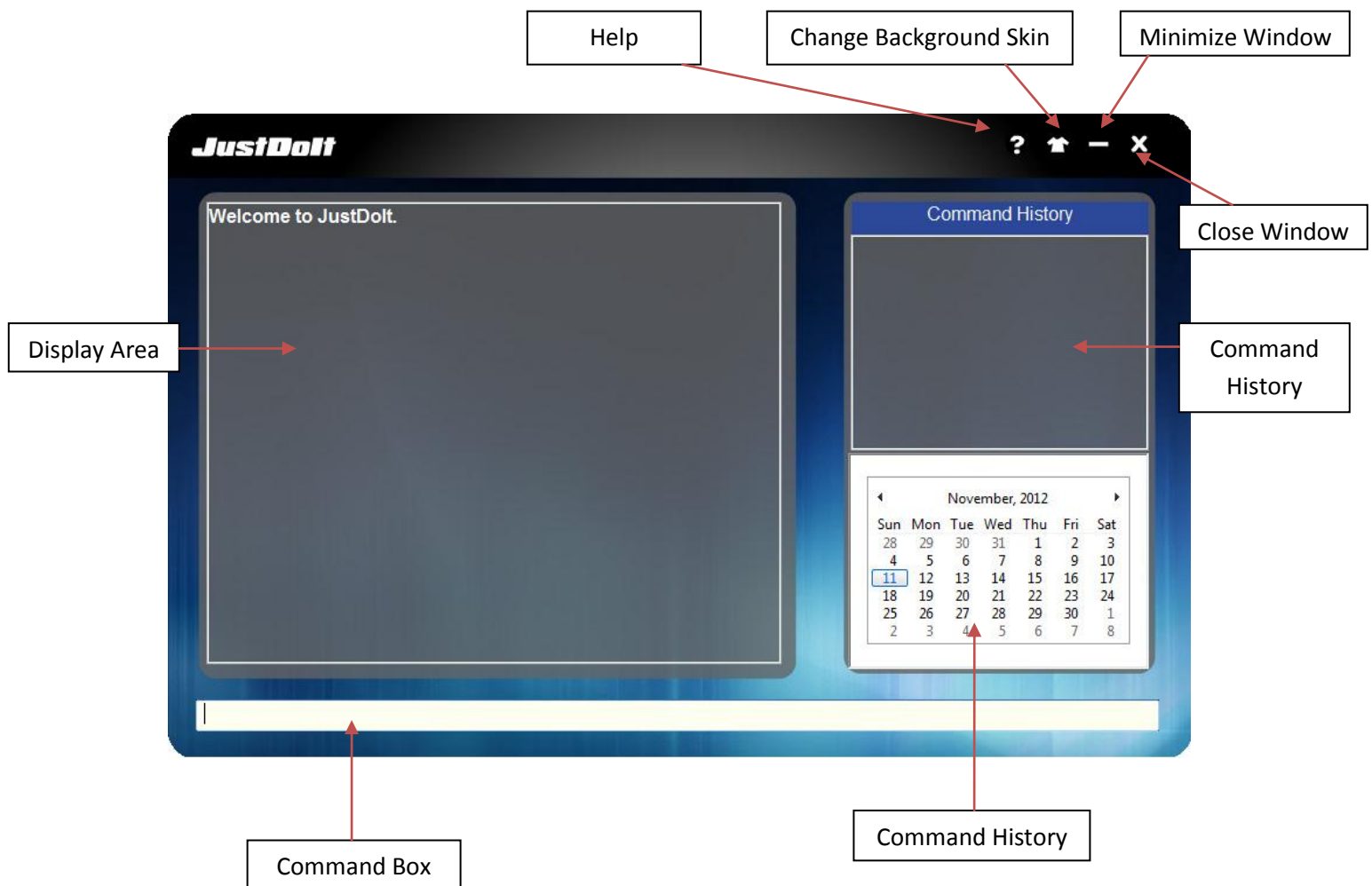**JustDoIt**

Your ideal scheduler

User Manual

Introduction

JustDoIt is a text-based desktop task manager that users can use to create a To-Do list. Users can add tasks they need to do, including specifying deadlines, to a list. These tasks can later be read, modified, or deleted at later times. The tasks can also be searched for by using keywords and times, even if the keywords or times are not identical to the details in the task. JustDoIt also supports tagging of tasks so that users can categorize their tasks.

In the following sections, this manual will guide through the various features and functions of JustDoIt.

User Interface

How to Run

1. Download and install the latest version of Java
   (http://www.oracle.com/technetwork/java/javase/downloads/index.html).
2. Download the JustDoIt.jar and save it in your desired location.
3. Double click on the jar file to begin running JustDoIt.

General Command Input Format

<command> <Task Name/ Additional Command> **\<command>** <Info> **\<command>** <Info>

> Important Note: Commands indicating starting and ending times, as well as new Task names, are indicated by a "\" before the command.

Shortcut Keys

Shortcut	Function
Ctrl – A	Display all
Ctrl – P	Display pending
Ctrl – U	Display Unfinished
Ctrl – Z	Undo
Up/Down	Previous/Next Command
ESC	Quit

Features

Add Tasks

To ADD an untimed task:

1. Type '**add**', followed by the task name.
2. Optionally, tag the task by adding '**\#**' followed by the tag.
3. Press ENTER key.

Example: **add** Clean my room **\#** chores

To ADD timed task:

1. Type '**add**', followed by the task name, as well as the start and/or end times.

2. Optionally, tag the task by adding '**\#**' followed by the tag.

3. Press ENTER key.

Example: **add** Orientation Camp **\from** 9/11/2012 **\to** 12/11/2012

 add CS2103T Homework **\by** 9 September 23.59 **\#** Work

Delete Tasks

To DELETE a task:

1. Type '**delete**', followed by keywords.

2. Press ENTER key.

Example: **delete** CS2103T homework

To DELETE a task (Alternative method):

1. SEARCH for a task or DISPLAY multiple tasks.

2. Type '**delete'**, followed by the number of the task on the displayed list.

3. Press ENTER key.

Example: **delete** 2

To DELETE all the tasks:

1. Type '**delete**', followed by '**all**'

2. Press ENTER

Example: **delete all**

To DELETE all the completed tasks:

1. Type '**delete**', followed by '**completed**'

2. Press ENTER

Example: **delete completed**

Modify Tasks

To MODIFY the details of a task:

1. Type '**update**' followed by the task name.

2. Alternatively, enter the index of the task in the displayed list.

3. To change the task name, type **'\name'** followed by the new name.

4. To change the starting time, type **'\from'** followed by the new time.

5. To change the ending time, type **'\to'** followed by the new time.

6. To change the tag, type **'\#'** followed by the new tag.

7. Press ENTER key.

Example: **update** Orientation Camp **\name** OC at SOC **\from** 13/11/2012 **\to** 15/11/2012

update 1 **\from** 15.30 **\#** needs

To mark a task as COMPLETED:

1. Type '**update**' followed by '**completed**' and the task name.

2. Press ENTER key.

Example: **update completed** CS2103T Homework

To mark a task as COMPLETED (Alternative method):

1. SEARCH for a task or DISPLAY multiple tasks.

2. Type '**done'**, followed by the number of the task on the displayed list.

3. Press ENTER key.

Example: **done** 2

Display Tasks

To DISPLAY all the tasks:

1. Type '**display**', followed by '**all**'

2. Press ENTER key.

3. Alternatively, press CTRL – A on the keyboard.

Example: **display all**

To DISPLAY pending tasks:

1. Type '**display**', followed by '**pending**'.

2. Press ENTER key.

3. Alternatively, press CTRL – P on the keyboard.

Example: **display pending**.

To DISPLAY a certain number of pending tasks:

1. Type '**display**', followed by '**pending**' and a number.

2. Press ENTER key.

Example: **display pending** 5

To DISPLAY unfinished tasks:

1. Type '**display**', followed by '**unfinished**'.

2. Press ENTER key.

3. Alternatively, press CTRL – U on the keyboard.

Example: **display unfinished**

Search Tasks

To SEARCH for a task with keywords:

1. Type '**search**', followed by the keywords.

2. Press ENTER.

Example: **search** CS2103 work

To SEARCH for a task by time:

1. Type **'search'**, followed by the time.

2. Press ENTER key.

3. Alternatively, click on a date on the calendar to search for that particular date.

Example: **search** 11/11/2012 23.59

To SEARCH for tasks by a time frame:

1. Type **'search'**, followed by the time frame to search.

2. Enter a start time by typing **'\from'** and a start time.

3. Enter an ending time by typing **'\to'** and an end time.

Example: **search \from** 10/10/2012 **\to** 17/10/2012

To SEARCH for tasks within current week:

1. Type **'search'**, followed by the **'this week'**

2. Press ENTER key.

Example: **search this week**

To SEARCH for a task by tags:

    1. Type **'search'**, followed by the **'\#'** and the tag name.

    2. Press ENTER key.

    Example: **search \#** work

Read Help Document

To read the HELP document:

    1. Type **'help'**.

    2. Press ENTER key.

    3. Alternatively, click the help button at the top right of the window.

Undo Operations

To UNDO the last add, modify or delete operation:

    1. Type '**undo**'.

    2. Press ENTER key.

    3. Alternatively, press CTRL – Z on the keyboard.

Exit the Program

To EXIT the program:

    1. Type '**exit**'.

    2. Press ENTER key.

    3. Alternatively, click the close button at the top right of the window or press the ESC button on the keyboard.

Valid Input Formats

Acceptable Commands

Command Type	Acceptable Commands
Add Task	"add", "create", "new"
Delete Task	"delete", "remove"

Modify Task	"modify", "change", "update"
Display Task	"display", "show"
Search Task	"search", "find"
Undo	"undo"
Exit	"exit", "quit", "close"
Start Time	"from", "start", "at"
End Time	"by", "end", "to"
New Task Name	"name", "description"
Tag	"#"
All	"all", "everything"
Complete	"complete", "completed", "finish", "finished", "done"
Pending	"pending"
Unfinished	"unfinished"

Acceptable Date & Time Formats

Legend: Each symbol represents a character in the input

d – Date	H – Hour (24 hour)	h – Hour (12 hour)
m – Month	m – Minute	a – AM/PM
y – Year		

Date

- dd/mm/yyyy
- dd-mm-yyyy
- dd mmm yyyy

Time

- HHmm
- HH.mm
- HH:mm
- hhmmaa
- hh.mmaa
- hh:mmaa