

# EasyToDo

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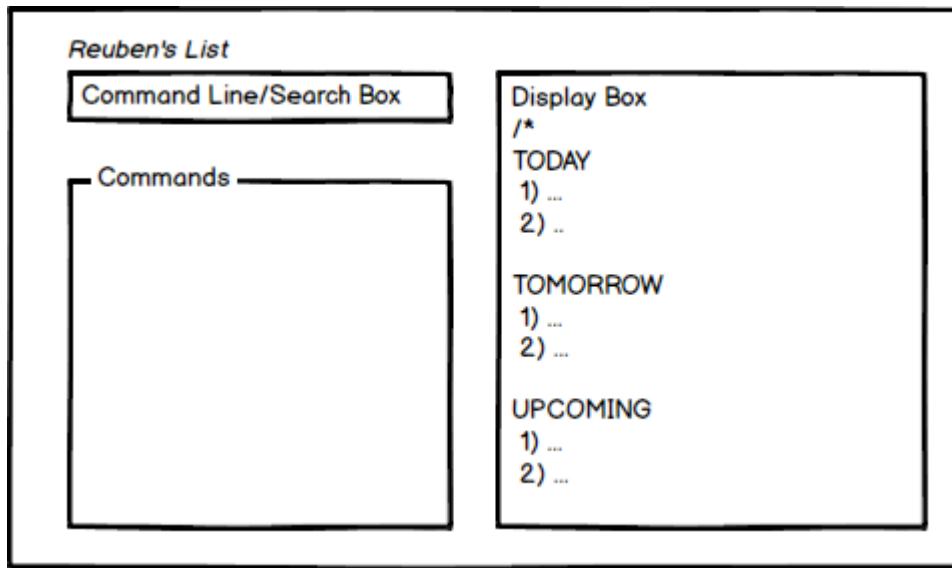
Supervisor: Ryan

		
<p>Choo Jun Min Documentation, code quality</p>	<p>Ivy Tool X expert, Integration</p>	<p>Zhang Xiang Testing, Deliverables and datelines</p>

# EasyToDo User Guide

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## Introduction



## Product Description

EasyToDo is a user-friendly and easy to use to-do list that enhance and simplify your life! With EasyToDo, you can manage your personal goals, work related task and all appointments in just one place. The application is intuitive to use and works with the user typing simple commands into the program.

## Features

### **Simple, Intuitive Commands**

EasyToDo works on simple and intuitive commands. For example:

- Dinner with Amanda on friday 7pm
- CS1010E mid-term test at MPSH 2 on tuesday

### **Mouse-free Access**

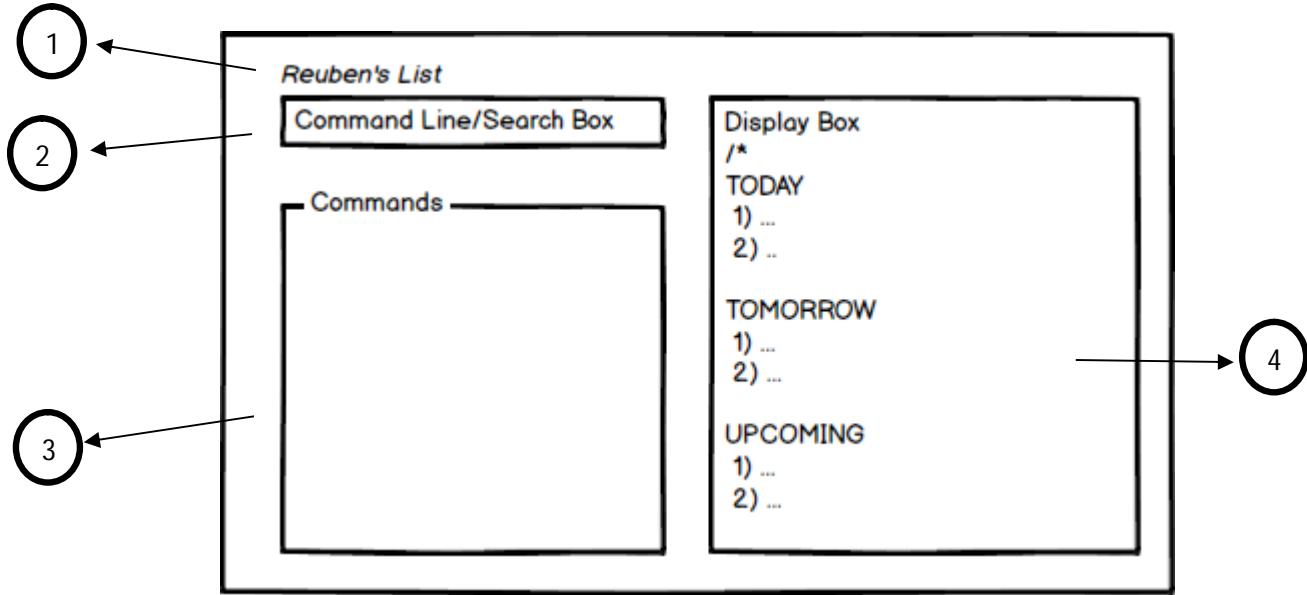
EasyToDo may appear to be difficult to use, but once you get accustomed to the program, it provides a very quick way of managing your tasks. All is controlled by just typing in the Command Line toolbox.

### **A Straight Forward Task Management System**

EasyToDo is a simple yet powerful application that will help to handle your to-do list, deadline task, appointments and many more!

## Getting Started

Double click on the application icon to start the Program. The picture below should appear as illustrated and the program interface will consist of the several following.



- 1) **Title of the list:** You can add the title of your to do list when you first run the program
- 2) **Command Line/Search Box:** This is where you will input your command to add, delete or search a task etc.
- 3) **Commands:** This part of the interface will show your command history
- 4) **Display box:** The display box will display tasks according to the priority level of the command you have entered in the command line

## Commands Lists

This section elaborates what and how the user is expected to key in for the software to parse in the correct input. All commands are case-sensitive.

Command	Explanation	Remarks
add	<p><b><i>add &lt;taskname&gt; <u>with</u> &lt;person&gt; <u>at</u> &lt;place&gt; <u>from</u> &lt;start time&gt; <u>to/on/by</u> &lt;ending time&gt;</i></b></p> <p>to create:</p> <ul style="list-style-type: none"> <li>1. Timed task           <ul style="list-style-type: none"> <li>• add CS2103 finals from 1-3pm</li> <li>• add swimming training from 4-6pm</li> </ul> </li> <li>2. Deadline task           <ul style="list-style-type: none"> <li>• add assignment due on Wednesday 12pm</li> <li>• add brunch with Abigail at café on 11am</li> </ul> </li> <li>3. Floating task           <ul style="list-style-type: none"> <li>• add pack table</li> <li>• add buy gift for Amy's 21st</li> </ul> </li> </ul>	Underlined words can be omitted as they are connectors
delete	<p><b><i>delete &lt;taskID&gt;</i></b></p> <ul style="list-style-type: none"> <li>• delete 1</li> </ul>	taskID will be displayed on the user interface
update	<p><b><i>update &lt;taskID&gt; &lt;follow by add format above&gt;</i></b></p> <ul style="list-style-type: none"> <li>• update 2 dinner with alexia</li> </ul>	Replace the previous task description
done	<p><b><i>done &lt;taskID&gt;</i></b></p> <ul style="list-style-type: none"> <li>• done 3</li> </ul>	
display	<p><b><i>display &lt;today/tomorrow/upcoming&gt;</i></b></p> <ul style="list-style-type: none"> <li>• display today</li> </ul>	
undo	<p><b><i>undo</i></b></p> <ul style="list-style-type: none"> <li>• undo</li> </ul>	Undo the last action of add/delete/update/done

# Appendix A

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## User stories. As a user ...

[Likely]

ID	I can ... (i.e. Functionality)	so that I ... (i.e. Value)
<b>add</b>	Add tasks (timed, deadlines and floating) to my to-do list	can have a list of all my tasks that needs to be done
<b>delete</b>	Remove the task from my to-do list	Don't have to set time aside to do that task as it won't be on the to-do list
<b>update</b>	Edit deadlines or the task description	Can edit accordingly as and when I need to without deleting and adding a new task again
<b>done</b>	Consider the task done after I have completed it	Can move it down list of to-do
<b>undo</b>	Undo my last action	Can easily reverse any mistakes I made
<b>display {today/tomorrow/upcoming}</b>	Display all both my done and not-yet done tasks either for today, tomorrow or upcoming	Know all the tasks and easily allow me to keep track of them
<b>clear {today/tomorrow/upcoming}</b>	remove all my tasks for today/tomorrow/upcoming	So that I can easily start a brand new to-do list if needed to
<b>newuser</b>	See all the different functions/shortcuts that is available	Can familiarize with the different commands as I am new to the program
<b>sync</b>	Sync the tasks to the date and time of computer	Know all my task with deadlines are up to date
<b>next</b>	Display my next immediate task	To focus on finishing the upcoming task quickly
<b>search</b>	Search specific task	Trace my tasks easily
<b>search extension: delete [shortcut]</b>	Delete specific task after searching	Remove task
<b>search extension: edit [shortcut]</b>	Edit details of existing task	Make amendments easily

<b>search extension:</b> <b>repeat[shortcut]</b>	Repeat my task [weekly, daily monthly]	Minimize effort to key in repeated events
<b>exit</b>	Close my program	

## Appendix B

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### [Unlikely]

ID	I can ... (i.e. Functionality)	so that I ... (i.e. Value)
<b>Multiple priorites</b>	Focus on different priorities with different color coding	Complete tasks with high priority
<b>Real-time data synchronization</b>	Type "now" or tomorrow" for dateline	Enhance user effectiveness
<b>notifications</b>	Get notified when datelines are up with a push notifications	Can be reminded of overdue tasks
<b>change {colour}</b>	Change colour of my task to help colour code it	Can easily differentiate the tasks that need to be done in once glance or just to improve the aesthetical value of the program
<b>alarm</b>	Set an alarm for a particular task	To remind myself that there is task to be complete by a certain dead line
<b>picture</b>	Attach an image or document to the specific task	Aid the user to complete the task faster and manage his documents better.
<b>history</b>	View the history of my past completed task	Keep track of the task that I have completed

# Appendix C

## Product survey

**Product:** ToDoist – To-Do List and Task Manager – Chrome **Documented by:** Choo Jun Min

**Strengths:**

- 1) Set recurring dates with a built-in calendar
- 2) Add emails as task directly from gmail
- 3) View task from mobile phone
- 4) Friendly on all kinds of platform {web, android phone/tablet, mac os, windows,...}

**Weaknesses:**

**Product:** Any.do Task Management App **Documented by:** Zhang Xiang

**Strengths:**

- 1) Simple and beautiful UI
- 2) Able to create and edit folders for different task and projects
- 3) Able to create backup in case of any loss of information
- 4) Easy to add, delete, mark or unmarked any task
- 5) View Task due date down to the minute mark
- 6) Provides auto complete

**Weaknesses:**

- 1) Limited Themes
- 2) Doesn't come with a calendar view

**Product:** Google QuickAdd feature **Documented by:** Ivy Tan

**Strengths:**

- 1) Simple and easy to use, very intuitive
- 2) Easy to add a task with just the typing of a single line
- 3) A notification of the added task will appear on the interface

**Weaknesses:**

- 1) Only able to add tasks; unable to edit or delete a task
- 2) Unable to add floating tasks
- 3) Unable to repeat tasks