

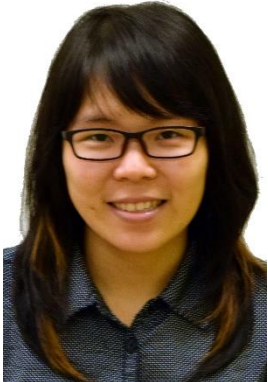



## Task Catalyst

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients
#tdy	3. Office cleaning from today till 15 Sep.
#tmr	
#upc	4. Take photos for #MBS project #slideshow on 17 September.
#done	
#boss	5. Client report for #boss by 19 Sep.
#proposal	
#MBS	
Meet with #marketing 18 Sep.	
Hint: You can add a date or a range anywhere in your task!	

**Supervisor:** Yeow Kai Yao **Extra feature:** Natural Bucket

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## Vision

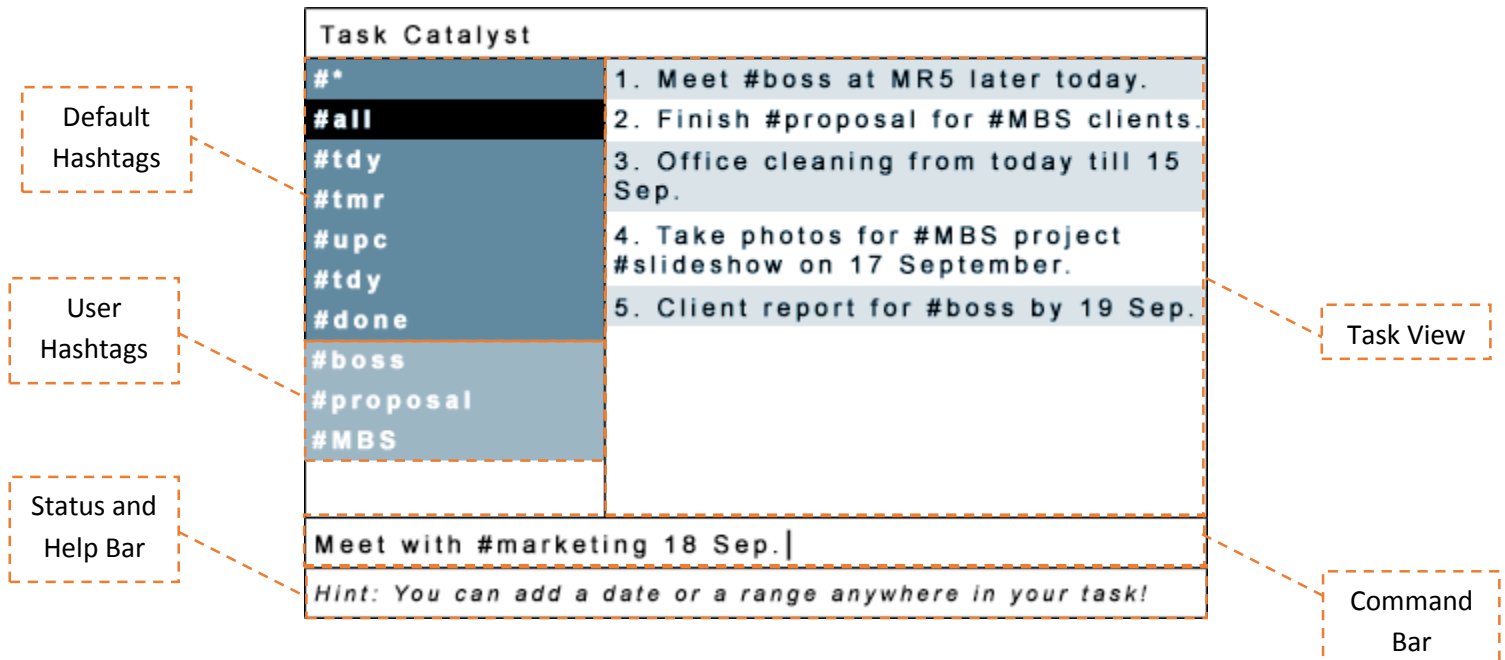
Task Catalyst is a lightweight and simple task manager that aims to provide a natural user experience, serving as a catalyst between the user and their tasks.

## Audience

Task Catalyst caters to the modern urban crowd with a busy lifestyle. The program is optimized for keyboard-use, and hence provides for many command styles (UNIX, DOS, plain English, etc.) and uses familiar features like hashtagging for organization.

## User guide

### Main Interface



The **Task View** is where tasks are displayed. It changes accordingly to category, hashtags and search term.

The **Command Bar** is where commands are entered. It is the main mode of operating the software.

The **Default Hashtags** contain categories that tasks are grouped into by default. Below is an explanation of what they mean:

#\* - Priority Tasks

#all - All Tasks

#tdy - Today's Tasks

#tmr - Tomorrow's Tasks

#upc - Upcoming Tasks

#done - Done Tasks

The **User Hashtags** section displays hashtags used by the user when adding tasks. They can be quickly used to organize tasks.

The **Status and Help Bar** displays helpful context-sensitive hints and status messages.

## Adding a Task

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients.
#tdy	3. Office cleaning from today till 15 Sep.
#tmr	
#upc	4. Take photos for #MBS project
#done	#slideshow on 17 September.
#boss	5. Client report for #boss by 19 Sep.
#proposal	
#MBS	
Meet with #marketing 18 Sep.	
<i>Hint: You can add a date or a range anywhere in your task!</i>	

Adding a task is as simple as typing it into the command bar. **You do not have to follow strict formats** as the program naturally understands date and time.

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients.
#tdy	3. Office cleaning from today till 15 Sep.
#tmr	
#upc	4. Take photos for #MBS project
#done	#slideshow on 17 September.
#boss	5. Meet with #marketing 18 Sep.
#proposal	6. Client report for #boss by 19 Sep.
#MBS	
#marketing	
Task successfully added!	

You can make use of the **hashtagging** feature to organize your tasks. When hashtags are specified, they appear in the hashtag list at the left.

## Working with Hashtags

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients
#tdy	3. Office cleaning from today till 15 Sep.
#tmr	
#upc	4. Take photos for #MBS project #slideshow on 17 September.
#done	
#boss	5. Client report for #boss by 19 Sep.
#proposal	
#MBS	
#marketing	
#boss	
Hint: Press ENTER to display all items with specified hashtag!	

You can quickly navigate through **categories** or **custom hashtags** simply by typing the hashtag in the command bar.

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Client report for #boss by 19 Sep.
#tdy	
#tmr	
#upc	
#done	
#boss	
#proposal	
#MBS	
#marketing	
Showing items with hashtag #boss!	

This will display the corresponding items with the hashtag. Notice that **the selected hashtag is highlighted**.

## Searching for Tasks

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients.
#tdy	3. Office cleaning from today till 15 Sep.
#tmr	
#upc	4. Take photos for #MBS project
#done	#slideshow on 17 September.
#boss	5. Client report for #boss by 19 Sep.
#proposal	
#MBS	
#marketing	
search client	
Hint: Press ENTER to display all items with specified term!	

You can also search for tasks typing “**search**”, or alternative commands, followed by a **search string**.

Task Catalyst	
#*	1. Finish #proposal for #MBS clients.
#all	2. Client report for #boss by 19 Sep.
#tdy	
#tmr	
#upc	
#done	
#boss	
#proposal	
#MBS	
#marketing	
Showing items containing "client"!	

Matching items are quickly displayed in the task view.

## Editing a Task

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients.
#tdy	3. Office cleaning from today till 15 Sep.
#tmr	4. Take photos for #MBS project
#upc	#slideshow on 17 September.
#done	
#boss	
#proposal	
#MBS	
edit 3	
Hint: Type a task number to edit! You can also click the task!	

You edit a task simply by typing “**edit**”, or alternative commands, followed by the **task number**.

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients.
#tdy	3. Office cleaning from today till 17 Sep. Bring wet wipes!
#tmr	4. Take photos for #MBS project
#upc	#slideshow on 17 September.
#done	
#boss	
#proposal	
#MBS	
Hint: Edit your task and press ENTER to save!	

This will move your **cursor focus** to the task where you can make your changes. **Simply hit ENTER to save the changes.**

## Completing a Task

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients.
#tdy	3. Office cleaning from today till 15 Sep.
#tmr	4. Take photos for #MBS project
#upc	#slideshow on 17 September.
#done	5. Client report for #boss by 19 Sep.
#boss	
#proposal	
#MBS	
#marketing	
done 5	
Hint: Type a task number to complete!	

You can complete a task simply by typing “**done**”, or alternative commands, followed by the **task number**.

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients.
#tdy	3. Office cleaning from today till 15 Sep.
#tmr	4. Take photos for #MBS project
#upc	#slideshow on 17 September.
#done	
#boss	
#proposal	
#MBS	
#marketing	
Task successfully completed!	

The specified task is moved into the **#done list** and will no longer show up in other categories.



## Deleting a Task

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients.
#tdy	3. Office cleaning from today till 15 Sep.
#tmr	4. Take photos for #MBS project
#upc	#slideshow on 17 September.
#done	5. Client report for #boss by 19 Sep.
#boss	
#proposal	
#MBS	
#marketing	
delete 5	
Hint: Type a task number to delete!	

You can delete an unwanted task simply by typing “**delete**”, or alternative commands, followed by the **task number**.

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients.
#tdy	3. Office cleaning from today till 15 Sep.
#tmr	4. Take photos for #MBS project
#upc	#slideshow on 17 September.
#done	
#boss	
#proposal	
#MBS	
#marketing	
Item successfully deleted!	

The item is deleted and removed from view.

## Undoing an Action

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients
#tdy	3. Office cleaning from today till 15 Sep.
#tmr	4. Take photos for #MBS project #slideshow on 17 September.
#upc	
#done	
#boss	
#proposal	
#MBS	
#marketing	
undo	
Hint: You can undo more than once!	

You may undo an action by typing “undo”, or alternative commands.

Task Catalyst	
#*	1. Meet #boss at MR5 later today.
#all	2. Finish #proposal for #MBS clients.
#tdy	3. Office cleaning from today till 15 Sep.
#tmr	4. Take photos for #MBS project #slideshow on 17 September.
#upc	5. Client report for #boss by 19 Sep.
#done	
#boss	
#proposal	
#MBS	
#marketing	
Item successfully restored!	

The previous action is undone. You may also redo by typing “redo”.

## ***Setting Priority***

You can set priority by hashtagging an entry with #\*. The item specified will be marked with a graphical star in the list view. For example:

*Meet #boss at MR5 later today. #\**

## ***Adding Reminders***

You may also specify reminders by using a pipe (“|”) followed by the time and an optional date. For example:

*Meet #boss at MR5 later today. | 15:00*

If no date is specified, then the reminder would be set for the particular date the entry is due.

## ***Hotkey Summoning***

You will be able to summon the program using a user-defined global hotkey you set from the settings page. We will introduce this feature later on in the program.

## ***Smart Paste***

You will be able to quickly paste highlighted text from other applications using a user-defined global hotkey. We will also introduce this feature later on in the program.

## Appendix A: User stories.

### *Likely*

ID	I can ... (i.e. Functionality)	so that I ... (i.e. Value)
Basic Add	I can add tasks to the program	so that the program can manage my TODO for me.
Date and/or Time	I can specify date and/or time when adding tasks,	so that I can keep track of the tasks.
Display Tasks Chronologically	I can view tasks in chronological order,	so that I know the upcoming tasks.
Mark As Done	I can mark tasks that are done,	so that I can view the outstanding tasks.
Edit Tasks	I can edit my tasks,	so that I can make changes where necessary.
Delete Tasks	I can delete a task	
Undo / Redo	I can undo or redo an action,	so that I can revert any unwanted changes.
Alternative Commands	I can make use of different keywords to represent the same command,	so that I can use what's most natural to me.
Date Range	I can specify a date range for my tasks,	so that I do not have to add multiple tasks to cover the range.
Deadline Categories	I can view tasks that are sorted into different deadline categories (today, tomorrow, upcoming),	so that I can better organize my tasks.
Hashtag Marking	I can make use of hashtags,	so that I can mark important keywords.
Hashtag Retrieve	I can retrieve tasks marked by a hashtag,	so that I can view related tasks.
View Done History	I can view my task history,	so that I can review what I've completed.

Flexible Date/Time Format	I can use many different formats for date and time,	so that I can use what is natural to me.
Overlap Notification	I am notified when I have overlapping tasks,	so that I know if I need to reschedule tasks.
Priority	I can set priority to tasks,	so I know what to do first.
Reminder	I can set reminders for tasks,	so that I will not miss my appointments.
Delete/Done Multiple Tasks	I can select multiple tasks to delete or complete,	so that it will speed up my workflow.
Shortcut Keys to Summon	I can make use of global shortcut keys to summon the program,	so that I do not have to use the mouse for that.
Shortcut Keys to Paste	I can quickly add items from another application (i.e. Email Client, Web Browser) into my TODO using hotkeys,	so that it speeds up my workflow.

### ***Unlikely***

ID	I can ... (i.e. Functionality)	so that I ... (i.e. Value)
Email Notification	I receive notifications for reminders via email,	so that I will be notified on the go.
Google Calendar Integration	As a user, I can view and edit the tasks in Google Calendar,	so that I can manage my TODO on other computers using a web-browser.

## Appendix B: Product survey

**Product:** Any.do **Documented by:** Ang Kah Min, Kelvin



### Strengths:

- Very simple workflow if we are just using it to manage our tasks. (Add task into command bar, then complete tasks by swiping.)
- Tasks are added as they are with minimal parsing and processing.
- Automatic categorization based on date (Today, Tomorrow, Upcoming, Someday, etc.).
- Synchronization with central server so tasks are accessible on any device.
- Optimized for touch interface.

### Weaknesses:

- Contains many advanced features most people will not use.
- Any.do moments, their daily planning feature, can be too flashy and slow.
- Autocomplete transmit task details to the web, possibly leading to privacy issues.
- Quite difficult to delete tasks.
- Folders feature badly implemented. Very impractical to use.

**Product:** Remember the Milk **Documented by:** Toh Zhen Yu



**Strengths:**

- There's a user login feature which enables users to access their tasks through their web browser or phone.
- Able to synchronize from phone to other devices.
- Able to integrate with Google calendar.

**Weaknesses:**

- Unable to add tasks beyond 7 days in advance.
- There's no command line interface, have to use mouse to navigate the interface.
- There's no desktop version of this product.
- Requires Internet access, or you can't view your task.

**Product:** Todoist **Documented by:** Thida



**Strengths:**

- Simplicity in work flow, easy to manage task by using shortcut or clicking (add task into command bar, done task by ticking on task, set priority)
- Flexible format for adding date including recurring tasks.
- Sorting by date, priority and name.
- Automatically categorize by day (today, next 7 days), folders (personal, work or any preferred types that can be added on) and labels.
- Notification through email for a summary of tasks on a particular day.
- Can synchronize with any device or platform.

**Weaknesses:**

- The display for “today” does not show only today tasks (included uncompleted tasks on other days).
- Bulk processing features are missing (remove a due date, assign/remove a label and assign/change/remove priority).
- Recurring tasks are available only by typing the natural language syntax (not support for mobile version).



**Product:** Wunderlist **Documented by:** Lim Wei Jie



**Strengths:**

- Relatively easy to add, edit and delete tasks.
- There is a reminder function to set the time when you will receive a notification.
- Able to mark a task as done, shifting the task to the completed tasks column.
- Easy to set important tasks by tapping the star icon on the right of a task.
- There is a share function to share a list of tasks with family or friends.

**Weaknesses:**

- There is no undo function to undo the action that has been accidentally made.
- Notification for recurring tasks only occur once (may be a bug).