

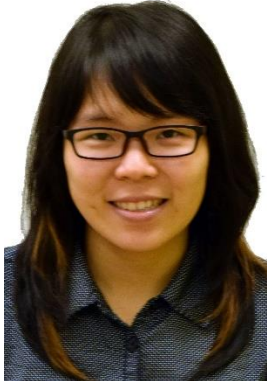



Task Catalyst

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

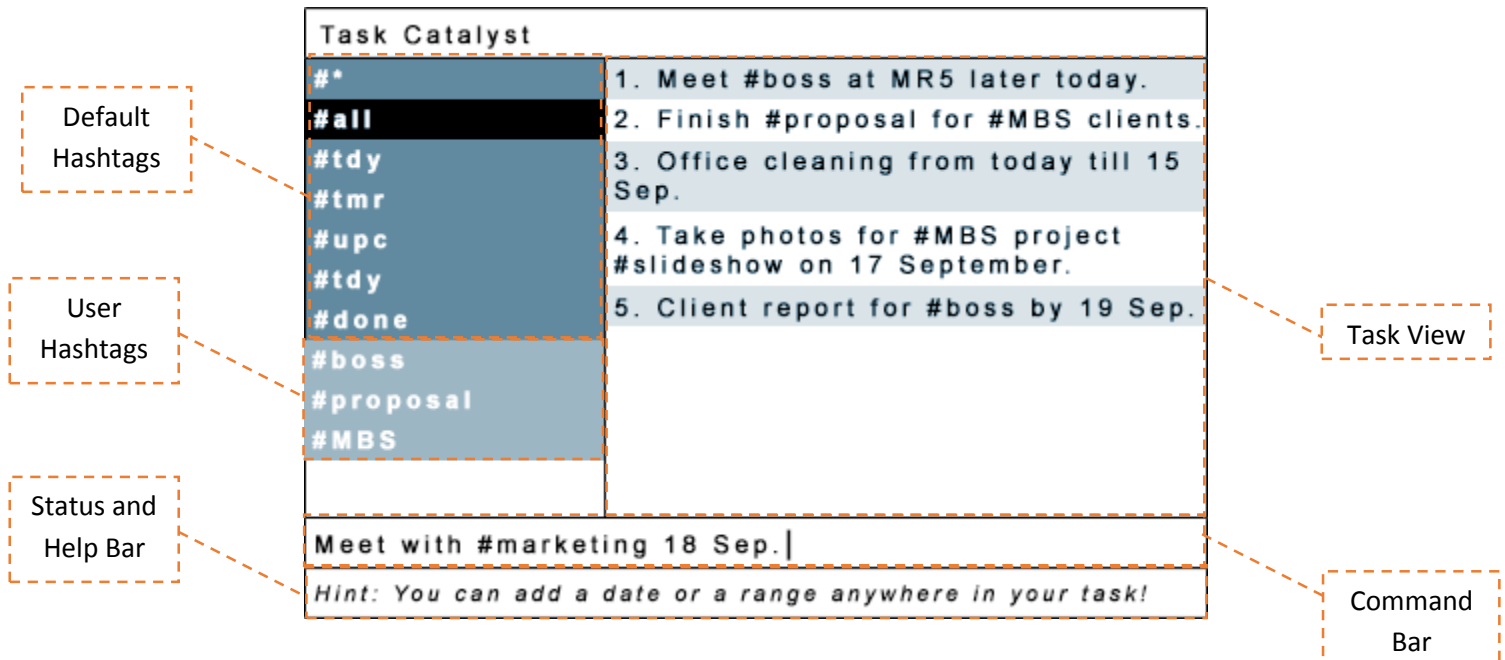
Task Catalyst is a lightweight and simple task manager that aims to provide a natural user experience, serving as a catalyst between the user and their tasks.

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	
<div>Meet with #marketing 18 Sep. </div>	
Hint: You can add a date or a range anywhere in your task!	

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	
<div>#boss </div>	
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
#upc	#slideshow on 17 September.
#done	5. Client report for #boss by 19 Sep.
#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).