TaskShark

ID	Label	Description	Date	Time
		Events		
1	Meeting	Operations meeting	12/Nov	9.00 am - 11.00 am
2	Client	Meet with ABC Company (Bob) @ Dover	12/Nov	2.00 pm - 3.00 pm
3	Kids	Meet-the-Parents Session	13/Nov	5.00 pm - 6.00 pm
4	Family	Mum's eye checkup	14/Nov	10.00 am - 11.00 am
5		Early Christmas Shopping	15/Nov	
6	Meeting	Product sales pitch	16/Nov	3.00 pm - 4.00 pm
7		Product dev team dinner	18/Nov	7.00 pm
8	Meeting	Operations meeting	19/Nov	9.00 am - 11.00 am
9	Leisure	Bali Trip!	26/Nov - 29/Nov	
10	Family	Xmas gathering	24/Dec	
		Todo		
11	Work	Confirm procurement	11/Nov	3.00 pm
12	Work	Collect prelim CAD design	12/Nov	12.00 pm
13	Report	Product development report draft 2	13/Nov	9.00 am
14	Work	Send prototype fabrication	16/Nov	1.00 pm
15	Work	Welcome new sales engineer	17/Nov	
16	Report	Product development report (Final)	23/Nov	9.00 am
		Floating		
17	Chores	Change bedsheet		
18	Errands	Hair cut		
19	Errands	Buy more sunscreen		

Viewing: all

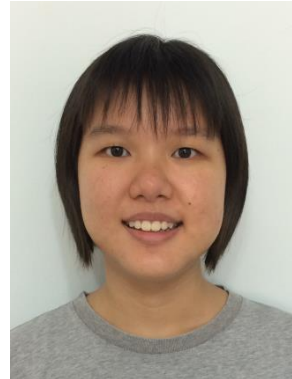Supervisor: Christopher Chak Hanrui   Extra feature: GoodGUI
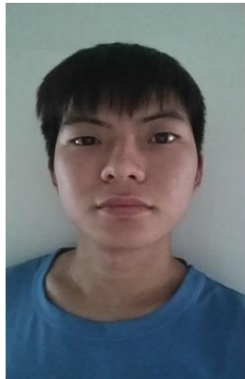
Chin Kiat Boon

Team Lead
Documentation
Deliverables, Deadlines

Aaron Chong Jun Hao

Code Quality
Scheduling and Tracking

Ng Ren Zhi

Integration

Soon Hao Ye

Testing
GUI

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Credits

The following external libraries are used in TaskShark:

1. **RapidJSON**   https://github.com/miloyip/rapidjson

2. **MetroFramework**   http://thielj.github.io/MetroFramework

The logo (shark.ico) belongs to **Tim van de Vall** at http://www.timvandevall.com.

Introduction & Motivation

On a daily basis, you may find yourself bombarded with 'things to do' or 'events to attend'. Some things need to be done during specific times (e.g. attend meeting), some have deadlines (e.g. submit report), and others are simply 'to be done someday' (e.g. get haircut). Do you find these weighing heavily on your mind, or that you forget to do certain things on time?

If you spend most of your time near a computer and prefer typing over excessive use of a mouse, TaskShark was developed for you! TaskShark accepts natural language commands via keyboard, puts these tasks into your schedule and tracks them, so you no longer have so much on your mind.

After evaluating similar software in the market, TaskShark was created as a free software catered to students and office workers who frequently have new things to do or events that may be related.

General Information

Types of Tasks
1. Task   with no deadline   "buy groceries"
2. Todo   with a deadline   "buy groceries <u>by</u> tomorrow"
3. Event with a start and an end date/time   "Great Singapore Sale <u>from</u> 29 May <u>to</u> 26 July"

Flexible Date Formats
1. DD MM*   "9 Nov"
   DD MM* YY*   "9 Nov 15"
   Notes: Works with forward slash '/' as delimiter
   MM* can be MM, MMM or MMMM
   YY* can be YY or YYYY (defaults to current year)

2. DD.MM*.YY*   "9.11.15"
   Note: Does <u>not</u> default to current year, due to time signature

3. tmr   "tmr"
   this DDD/DDDD "this Fri"
   next DDD/DDDD   "next Friday"

Flexible Time Formats
1. HH   AM/PM   "8 AM"
   HH.MM AM/PM   "8.00 AM"
   Note: Optional to specify AM or PM (defaults to AM)

2. HHMM   "0800"

User Guide

Installation

Let's begin by downloading and setting up TaskShark! Setup is highly recommended for ease of use.

1. **Download TaskShark**
   Go to https://github.com/cs2103aug2015-t13-3c/release/archive/master.zip.

2. **Configure TaskShark (optional)**
   Open your **Downloads** directory.
   Extract without changing the path. (Don't worry, we will clean up the files for you.)
   Double-click on **setup.bat**.

Getting Started

This section describes a simple use of TaskShark. For more commands, refer to the Cheatsheet.

1. **Launch TaskShark** (Note: If setup was not done, double-click TaskShark.exe directly.)
   Open command prompt by pressing **Win+R** on your keyboard and type:
   ```
   cmd
   ```
   Run TaskShark:
   ```
   ts
   ```

2. **Add a task**
   Add a new task and specify various optional attributes:
   ```
   add Tutorial 4 by 11.59pm : cs2103
   ```

3. **Modify a task**
   Amend mistakes and specify additional attributes easily:
   ```
   modify 1 Tutorial 8 by tmr at 11.59pm
   ```

4. **Mark a task as done**
   Mark completed tasks as done to remove them from Home view:
   ```
   done 1
   ```
   View completed tasks:
   ```
   view past
   ```

5. **Delete a task**
   Delete tasks that are no longer relevant:
   ```
   delete 1
   ```
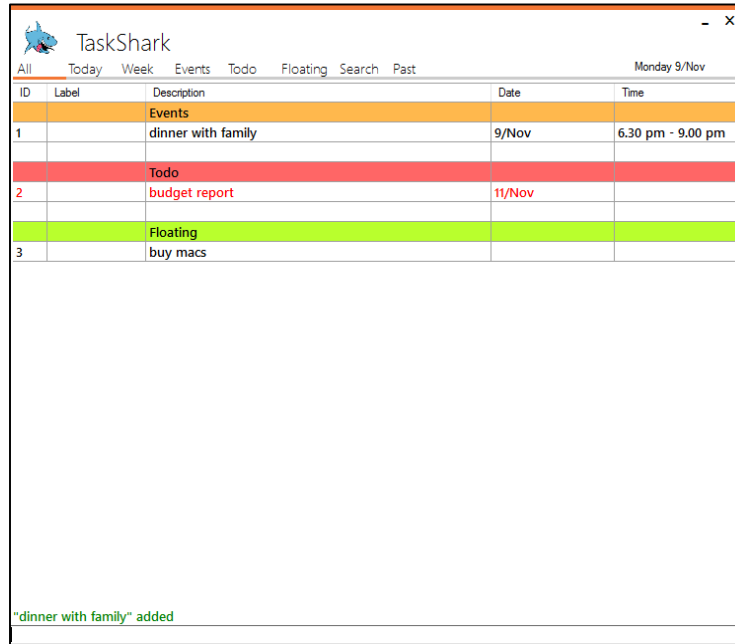
6. **Exit the program**
   When you are done with TaskShark, exit the program:
   ```
   exit
   ```

Feature Details

1. **GUI**

TaskShark comes with an intuitive graphical user interface (GUI). When you launch TaskShark, a dynamic overview of your tasks and events is immediately shown:

Tasks are separated into 3 categories: Events, Todo, Floating.

When the list is too long, press [SHIFT]+[UP/DOWN] to scroll through the list.

- When the characters entered match a certain command, a dropdown list will appear, populated with a list of suggestions.

- After selecting a suggestion from the dropdown list, fields to be completed are highlighted. After completing 1 field, press [TAB] to jump immediately to the next field.

2. **Filtering Tasks**

  View only selected tasks on your dashboard by filtering through these modes:

`ts`	shows tasks over the next 2 days (default TaskShark Home view)
`view all`	shows all incomplete tasks
`view today`	shows tasks with today's date
`view week`	shows tasks with start date within the next 7 days
`view events`	shows all tasks with start and end date/time
`view todo`	shows all tasks with deadlines
`view floating`	shows all tasks with no deadlines
`view past`	shows all completed tasks
`view label`	shows incomplete tasks that are tagged with *label*

3. **Search by Name / Date**

  TaskShark allows you to search (case-insensitive) for a task:

`search cs2103`	searches within task descriptions
`search software before 10 aug 2015`	searches before a date
`search module from 10 aug to 5 dec`	searches between dates
`search from 10 aug to 5 dec for 1 h`	searches for 1-hour free slots within dates

4. **Save to New File Name / Location during the Session**

  TaskShark allows you to change your file name or location halfway through a session:

  `save newFilePath`

  Specify additional attribute "to" if you want to leave nothing behind:

  `save to newFilePath`

Cheatsheet (part 1 of 2)

Keyword(s)	Example(s)	Function
help	help	Displays the help menu
add [taskname]	add lunch meeting	Adds floating task (since no dates are provided)
add [taskname] from [DD] [MMM] ([HH.MM] [AM/PM]) to [DD] [MMM] ([HH.MM] [AM/PM]) (Please refer to the flexible date formats under 'general information' for other possible date inputs)	add seminar from 16 Aug at 12 pm to 20 Aug at 1 pm add seminar from 16 Aug to 20 Aug	Adds event with a start and end date for the task
add [taskname] by [DD] [MMM] [HH.MM] [AM/PM] (Please refer to the flexible date formats under 'general information' for other possible date inputs)	add tutorial 4 by 20 Oct at 6 pm add tutorial 4 by 20 Oct	Adds tasks that have a deadline
add [taskname] : [label]	add lunch meeting : work	Adds label to task
add [taskname] on [DD] [MMM] by [HH.MM] [AM/PM] reserve on [DD] [MMM] from [HH.MM] [AM/PM] to [HH.MM] [AM/PM]	add meeting on 1 dec by 2pm reserve on 3 dec from 4pm to 5pm	Reserves an additional timeslot to be chosen later (Tentatively, task will be set on 1 dec by 2 pm)
pick [ID] reserve	pick 1 reserve	Picks the reserved slot
delete [ID]	delete 2	Delete the number 2 task on the list
modify [ID] [taskname] [date] [starttime] (to [endtime])	modify 1 dinner meeting from 20 Aug 3.00pm to 21 Aug 4.00pm	Modifies the 1st task shown, according to user input
modify [ID] [field] [text]	modify 1 abcd modify 1 info defg modify 1 by 5 Aug modify 1 : computer	Amends particular sections of the number 1 task as requested in the keywords
modify [ID] star	modify 3 star	The number 3 task on the list will be put at high priority if it is not. Otherwise, message "task 3 is already prioritized" will be displayed
modify [ID] unstar	modify 3 unstar	The number 3 task on the list will be removed of its priority status if it has. Otherwise, "task 3 is already not prioritized" will be displayed

Cheatsheet (part 2 of 2)

Keyword(s)	Example(s)	Function
view [command]	view all	Shows list of all tasks stored
	view floating	Shows all floating tasks
	view past	Shows tasks that have been done/past 'today'
	view star	Shows tasks that are prioritised
	view todo	Shows tasks that have not been completed
	view week	Shows tasks, done and undone, for the week
	view : [label]	Shows tasks tagged with the specified label
search [text] (from [DD] [MMM] at [HH.MM] [AM/PM]) (bef/to [DD] [MMM] at [HH.MM] [AM/PM]) (If text contains any of the commands above, need to put '/' before the word eg. search /weekly tutorials aft 10 aug)	search abcd	Searches for tasks with task description containing abcd. Keywords in round brackets represent optional search constraints, e.g. before/after/between certain dates.
	search abcd from 10 aug to 5 dec	
	search abcd bef 5 dec	
	search abcd aft 10 aug	
	search : cs2103	
search from [DD] [MMM] at [HH.MM] [AM/PM] to [DD] [MMM] at [HH.MM] [AM/PM]	search from 10 Aug at 2pm to 12 Sep at 3pm	Searches for unoccupied timeslots within the time period specified
done [ID]	done 1	Marks task status as done
undo	undo	Allows user to undo most recent action