

User Manual

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**1 | Introduction**

1.1 | What is FINI?

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1.2 | The FINI Team

In order to ensure FINI is produced with quality, a dedicated team comprising of passionate software engineers had to be form

|  |  |
| --- | --- |
| US%20Photo | Venkatesan Harish  Team Leader, Framework & Deliverables In-Charge  Harish has been a passionate software developer for many years. In his free time, he creates new software. |
| https://lh3.googleusercontent.com/DLN77zS_AZGIMx3c-1U1LZBFjpLWj9y0EM46NyhRwr_jKGOdIEQdalkMoR6gNR6oSKdLxZFSgaEAWkD3SI2egynLuXwzV1NVZWLrT6Lej9AzwPLRRYGbJXVN9i1Csws5xE6znVs | Tan Nge Joel Jonas  Integration, Scheduling & Tracking Expert  Jonas has been studying a lot of algorithms recently, and strives to ensure that FINI runs as efficiently and smoothly as possible. |
| ./Google%20Drive/NUS/AY1516%20Sem%201/CS2103T/Photos/Qiyun.jpg | Yu Qiyun  Documentation & Code Quality In-Charge  Qiyun is a perfectionist and demands that things be done with effort and quality. She ensures that FINI’s code is readable and also abides to proper coding conventions. |
| https://lh6.googleusercontent.com/ElPbxlhiMx6_Qf_GfUi6koL-3HhHMU-09iAUJhr0TyjRcJsDxsThziUdDazj5EisQPIjrSv02uBO3EeWFxky1o4Yn7hBXANcrult2GGz0oUfAaeue1Ygcujvng9luPgTkbb0yQY | Wang Jie  Testing & Tools Expert, Lead Developer  He is Guy Po. |

**1 | Introduction**

1.3 | System Requirements

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**2 | Getting Started**

2.1 | Launching FINI

To launch FINI, simply double-click on the FINI icon in the folder where FINI is installed.

2.2 | Adding Tasks

Adding tasks in FINI has never been simpler. The following command shows how you can specify a task along with its details.

>> add <TASK\_TITLE> // from <12/10/2015> to <15/10/2015> with priority <HIGH>

Please note that the parameters given between “< >” can be substituted with your own.

**Floating Tasks**

The first type of tasks that FINI supports is known as the floating task. Floating tasks do not have a start or end date and time. For example, if you have a book to read and there is no specific deadline associated with this task, you may enter:

>> add Read Harry Potter and the Chamber of Secrets

This command will add a new task to FINI and you should see the following screen.

There is a feedback above the command box which confirms that the task you specified has been created and added.

**Tasks with Deadlines**

The second type of task are the ones which you need to complete by a specific date or time. For example, you receive a call today about an upcoming project meeting with your team manager tomorrow evening at 7pm. To add this meeting, simply enter:

>> add Attend project meeting // 16/10/2015 7pm with priority high

**Tasks with Start and End Date/Time**

Some tasks may be reminder of events that you might need to attend. For example, if you are attending Bob’s birthday party tomorrow from 7pm to 9pm, you enter:

>> add Bob’s Birthday Party // 11/10/2015 from 7pm to 9pm with priority medium

**Tasks with Recurring Deadlines**

Sometimes you may encounter tasks that you need to do on a recurring basis. For example, you may need to submit a weekly report ever Friday at 9pm. To add such a task, enter:

>> add Submit weekly report // every Friday at 9pm

2.3 | Undo Function

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