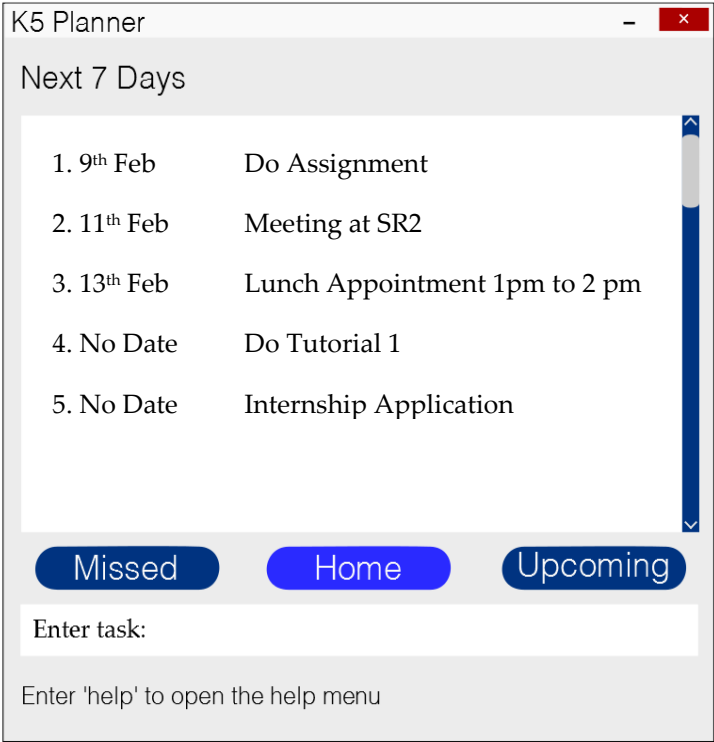


Format bonus: yes  
Punctuality bonus: yes  
What I liked: simple but sufficient command explanation, GUI looks neat :)  
What can be improved: Some of the commands need more explanation and clarification to reduce misunderstanding.





# K5 Planner

Overall: I could see that you have discussed quite a lot details for this manual, but remember to put off advance feature at stage, and all fundamental features should be put as highest priority.



**Supervisor: Huang Da**

**Extra Feature: Recurring Tasks**

 <p>Sakib Bin Farooque Rahmatullah</p> <p>Team lead, Deliverables and Deadlines</p>	 <p>Le Minh Thu</p> <p>Documentation, Integration</p>	 <p>Karthikeyan s/o Shanmugam</p> <p>Testing, Code Quality</p>	 <p>Lee Thye Jie</p> <p>Scheduling and Tracking, Design</p>
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## K5 User Guide

Congratulations on downloading K5 User Guide! K5 is your new companion for life. It keeps track of your various tasks and deadlines. This User Guide provides you with detailed descriptions of K5's functionalities to enable you to use it effectively.

**What is K5?** Really curious what does K5 mean? Lol

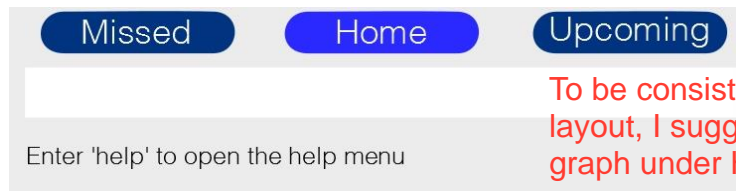
K5's primary function is to organize your tasks and deadlines. As a user you can add an Event or a Task on a particular date and attach the desired information to that entry.

Two types of entries can be input into K5:

1. Events: Track the eventful moments in your life with Events. Useful for birthdays or meetings with friends!
2. Tasks: Similar to Events, but with an added complete/uncompleted status functionality. Useful for homework and deadlines!

### **Anatomy of K5**

#### *Type of Views*



To be consistent on graph layout, I suggest you put this graph under Home View section :)

K5 consists of 3 Views for uncluttered access: Home, Upcoming and Missed. The current View is indicated by a highlighted button with its window name. Users may switch between Views by selecting the corresponding buttons.

#### *Home View*

The Home View displays all the entries for the current day and the next consecutive 7 days. Entries that have no date indicated are also shown in the Home View.

#### *Upcoming View*

The Upcoming View displays all the entries with dates past the coverage of the Home View. Users are able to browse distant and recurring tasks in this View.

#### *Missed View*

Well this graph is quite random - why Upcoming view does not have a corresponding graph, but missed view has?



The Missed View displays all the entries with a due date that have not been marked as completed. When a task has passed without completion, the Missed button will turn red to notify the user that he has missed a deadline.

## Keying in Entries

Users key in entries in the text bar that can be found below the View buttons. Entries are processed when the 'Enter' key is pressed. A useful prompt is always present to remind the user to the type of entry that is expected.

## Command Formats

There are 7 basic commands: *add*, *delete*, *undo*, *search*, *clear*, *edit* and *help*.

### 1. Add

*Format: add <entry description>; date<start date> to <end date>; time<start time> to <end time> #impt*

The *add* function allows you to enter information fields into K5 and store your tasks. Information fields are input with a preceding keyword. The full list of keywords can be found below.

The order of the information fields entered does not matter. Irrelevant information fields can also be left out as well.

Separate information fields are separated with the “;” symbol.

For time, how do we handle time  
clashing, and time overlapping?

Keywords	Function
date <start date> to <end date>	To specify start and end dates (DD/MM/YY)
time <start time> to <end time>	To specify time period i.e. time 8pm to 1am If the timing is not on the hour, include a decimal i.e. time 3.30pm to 4.30pm
#impt	Marks the entry as important. #impt entries are prioritised over regular entries if there is an overlap

Examples:

*add* meeting at office ; time 9.30am to 10am #impt

*add* concert at esplanade

*add* assignment; date 02/05/15 to 27/05/15

### 2. Edit an entry

*Format: edit <entry number>*

The *edit* function allows the user to edit specific details of an entry or to mark a Task as completed.

Each entry shown on the screen is numbered in increasing order. Once the corresponding serial number is entered, the contents of the entry to be edited will appear in the text bar. To edit, users modify the contents in the text bar directly.

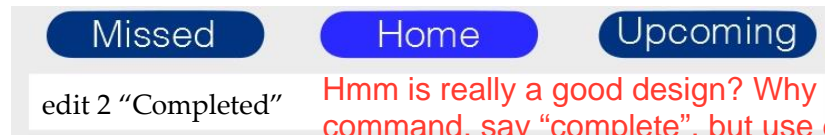


Missed Home Upcoming

edit 2 "Meeting at SR2; date 11/02/2015"

To change the date of the above entry to 12<sup>th</sup> Feb 2015, users simply change the '11' to '12' in the text bar before hitting 'Enter'

To mark a Task as completed, users simply replace the contents of the entry with '*Completed*'



Missed Home Upcoming

edit 2 "Completed"

Hmm is really a good design? Why don't we include a new command, say "complete", but use edit to mark as complete?  
User may get confused :O

A confirmatory prompt will appear if the operations are successful.

### 3. Delete an entry:

*Format: delete <entry number>*

The *delete* function allows the user to delete entries identified by the corresponding entry number.

A confirmatory prompt will appear if the operation is successful.

Example: delete 2

### 4. Clear entries:

*Format: clear*

The *clear* function clears all the entries in K5 Planner. Upon pressing 'Enter', a dialog bar will appear asking you to confirm your decision. Click <Y> for Yes or <N> for No. Do note that *clear* cannot be undone and will delete all information from the database.

### 5. Undo:

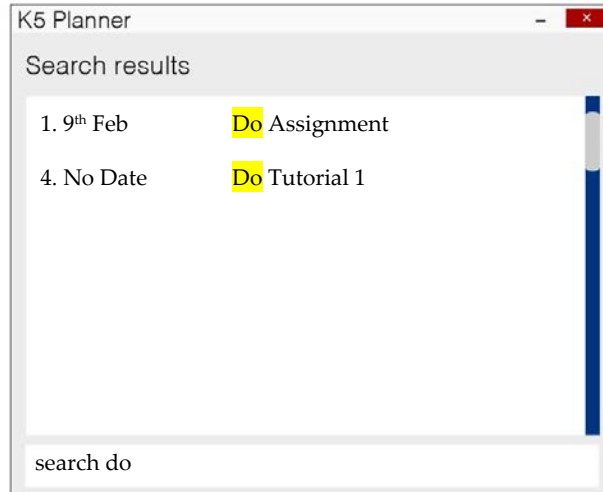
*Format: undo*

The *undo* function undoes accidental deletes and edits and restores entries to their original form. This function can only be executed after a successful <delete> or <edit> command.

### 6. Search:

*Format: search <target word>*

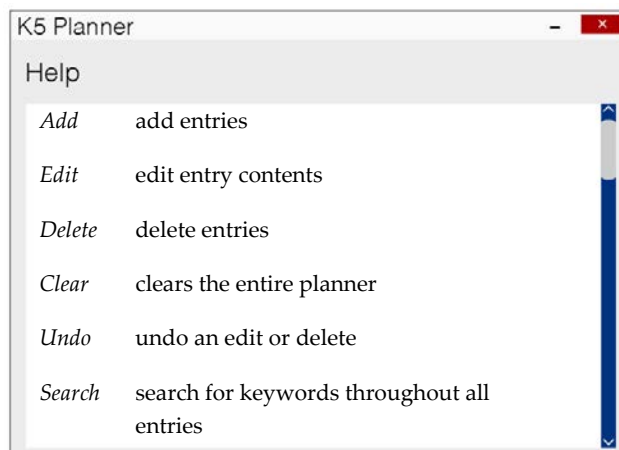
The *search* function allows the user to search for a <target word> in all entries in the planner. All entries that contain the <target word> will be displayed in a search window. There will be a serial number associated with each search result and users can reference this number for future operations.



## 7. Help:

*Format: help*

The *help* function opens a help window that lists down the various commands and their functions.



How about change storage? Seems like you forgot about this fundamental requirement :O

## Appendix A: User stories - As a user, I can...

### High Priority

No.	Functionality (As a user I can...)	Purpose
1	add entries in a single command	so that I work faster
2	delete entries in a single command	so that I work faster
3	undo changes quickly	so that my mistakes are not permanent
4	use the search feature	to search for any tasks from the list
5	can change specific details in entries	so that I don't need to delete the old entry and enter a completely new one
6	view my tasks categorized by importance	so that I know which one needs more attention
7	view my tasks in chronological order	so I know which to do first
8	mark my tasks as completed	so I know which are done
9	add start and end tasks for a task	so that I know when to start and end the task
10	can receive notifications for upcoming deadlines	so that I know a task needs to be completed soon
11	I can record: Tasks/ Events, Time, Venue, Remarks	so I can view and edit them individually
12	I know that there is a save feature	so that when I close and reopen the app, my information is saved
13	I can navigate through the tasks easily	so I can view the list easily
14	I can view past tasks and events	if I ever need to recall anything
15	I can scroll down the list of items	to view the list easily
16	I can click on help if I am unsure	so that I can refer to the commands and shortcuts
17	I can enter recurring tasks easily	so that I don't have to enter them one by one
18	I can save the storage file anywhere	so that I can access it on different computers
19	I can use the application even without Internet	so that I can use it anywhere

### Medium Priority

No.	Functionality (As a user I can...)	Purpose
1	receive notification for missed deadlines	so that I know that a deadline has been missed
2	hide outdated tasks	so that if I don't want to view them, they won't be on the screen
3	use hotkeys to access the application	so that it is easily accessible
4	choose to have the application open in one corner of the screen	so I can easily view upcoming tasks

**Low priority**

<b>No.</b>	<b>Functionality (As a user I can...)</b>	<b>Purpose</b>
1	enter tasks using short form	so that it is faster
2	be notified if the task being entered has a duplicate	so that I can avoid duplication
3	can add checklists to multi-stage tasks	so that I can keep track of smaller tasks that fall under a major task
4	I can block multiple time slots if unsure about a task and the application will automatically delete the other time slots when one is confirmed	so that I can place task in planner even without a confirmed timing and prevent clashes
5	I can sync my tasks to other devices	so that I can use the planner from other devices
6	I can have suggested words that I commonly use	so that I can type faster
7	I can sync my planner with Google Calendar	so that I can use both the application and google calendar

## Appendix B: Non-Functional Requirements

- K5 should automatically save any changes made after each action performed
- K5 should be able to save calendars as readable text files so that the user can easily edit the contents directly if he/she so wishes
- K5 should be able to run as a standalone .exe file
- K5 should be able to perform CRUD functions with no perceivable lag time
- K5 should be compatible with computers that run Windows XP, Windows Vista, Windows 7 and Windows 8.1 Operating System with Microsoft .NET framework 4.0 installed
- K5 should maintain a clean UI that can be easily read at all times
- K5 should conform to C++ coding standards so that other developers can pick up the project
- Development of K5 should be documented diligently so that the development process is accountable



## Appendix C: Product survey

**Product:** Any.do **Documented by:** Karthikeyan s/o Shanmugam

Strengths:

- Easy to add new tasks – just click add and type in task and hit enter
- Easy to mark as done – just mouse over task, click on the tick icon that appears
- Easy to update and delete
- Tasks marked as done continue to appear at the bottom with a strikethrough allowing user to keep track of work that is done.
- Can sync with phone and computer as long as there is internet.
- Good categorisation - can sort according to “today, tomorrow, upcoming, someday” or into groups “personal, work, <add own name> etc”
- Can add a text note (picture, video, camera, attachment, voice recording)
- Can add subtasks
- Can add Reminders for tasks
- Can collaborate tasks with other people using same application
- Can mark tasks as important or special attention
- Can order tasks according to importance/priority
- GUI is simple, sleek and easy to use
- Has good flexibility since it is not really a command input type organiser. Just input exactly what the task is, and it appears as so.
- Can search for tasks by typing in keywords
- Supports recurring tasks

Weaknesses:

- Web-based application – so there is a need to go to the site to use it. Not a desktop application
- Since its web based, it cannot be accessed on computer without internet. Possible to access in on phone app without internet access.
- Cannot undo changes
- No support for timed task. Since its purely text based, not like a calendar where it is possible to block out time, it will not be able to tell if there is a clash in timing of task

**Product:** S Planner **Documented by:** Le Minh Thu

Strengths:

- Ability to sort tasks in chronological order of due dates
- Ability to sync entries to Google Calendar, which can be accessed using computer
- Ability to differentiate tasks of different priorities
- Ability to notify conflicting events
- Ability to use the program without internet

Weaknesses:

- Cannot categorize tasks according to user's preferences
- Cannot clear the entire list of tasks

**Product:** Outlook Calendar **Documented by:** Lee Thye Jie

Strengths:

- Allows syncing across devices
- Colour-coded entries for different categories
- Ability to import/export new calendars
- Clear indication of the current day
- Extensive information fields for individual entries e.g. Location, Reminder etc.
- Simple, clear interface

Weaknesses:

- No search function
- Unable to add tags to entries
- If there are too many entries on a day, the newer entries are not visible until the view mode is changed

**Product:** Google Calendar **Documented by:** Sakib Bin Farooque Rahmatullah

Strengths:

- Ability to take in info by single command
- Ability to colour code items
- Ability to rank items by priority
- Ability to set reminders
- Ability to add locations
- Ability to add remarks
- Ability to set durations
- Ability to recurring events

Weaknesses:

- Settings page is very large and troublesome to change items one by one
- Need internet to sync