# User guide

**Introduction**

Welcome to MapleSyrup, your go to application to keep track of tasks and events. An event in MapleSyrup consists of several details: the name, date, time and additional descriptions. In this guide, we will walk through the process of adding, deleting, editing, displaying events, undoing and redoing.

**Getting Started**

1. Double click MapleSyrup on your desktop.
2. A welcome message will appear to greet you when the program opens.
3. The main display will show all your tasks and events for today. On-going tasks will be permanently displayed on the left column.

**Functions**

ADDING AN EVENT:

Events (or tasks) can be added with the command “add”. They must have an event name, and can be assigned dates, from a starting date to an ending date, as well as timings, from starting time to an ending time, and importance level as indicated by ‘!’. Events can be specified as a deadline event.

The general format for adding an event is: (type into command box excluding “” & [])  
“add [event name] [date] [time]”

For Ongoing Events, only an event name is needed.  
“add [event name]”

For Single Day Event, one day has to be specified.

If start time and end time are specified as well.

“add [event name] [date] [start time]-[end time]”

If start time is specified only, end time will be set 1 hour after start time.

“add [event name] [date] [start time]”

If no timing is specified, it will be considered a full day event.

“add [event name] [date]”

For Multiple day events, a starting date and an ending date, that are not the same, is needed.

If both start time and end time are specified.

“add [event name] [start date] [start time] – [end date] [end time]”

If only start time is specified, the last day will be considered full day.

“add [event name] [start date] [start time] - [end date]”

If only end time is specified, the event start time will be 12am of the first day.

“add [event name] [start date] - [end date] [end time]”

If no timing is specified, it will be taken as a multiple full day event.

“add [event name] [start date]-[end date]”