# 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, and timings, from starting time to an ending time, as well as importance level as indicated by ‘!’. Events can be specified as a deadline event.

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

When a new event is added, it will be highlighted in green on display. All other existing events will be displayed in blue.   
If there is a clash of timing between the newly added event and existing events, both events will be highlighted in red to warn of the clashing.

To add Ongoing Events, only an event name is needed.  
“add [event name]”  
[Insert image of command line]  
[insert image of display with task]

To add 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]”

[Insert image of command line]  
[insert image of display with task]

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

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

[Insert image of command line]  
[insert image of display with task]

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

“add [event name] [date]”

[Insert image of command line]  
[insert image of display with task]

To add 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]”

[Insert image of command line]  
[insert image of display with task]

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

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

[Insert image of command line]  
[insert image of display with task]

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]”

[Insert image of command line]  
[insert image of display with task]

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

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

[Insert image of command line]  
[insert image of display with task]

Adding deadline events require a “due” or “by” word. Deadline events can only accept a maximum of 1 date and 1 time input.  
“add [event name] [due/by] [date] [time]”  
[Insert image of command line]  
[insert image of display with task]  
  
Events can also be assigned an importance level. There are 3 levels of importance, and are indicated by the number of ‘!’ used, ! meaning 1 importance level and !!! being 3 importance level.  
“add [event name] [!!!] [date] [time]”  
[Insert image of command line]  
[insert image of display with task]  
  
Recognizable forms of dates:  
14apr / 14april / 14 apr  
today / tdy / tomorrow / tmr / mon / tues / wed / thurs / fri / sat / sun   
next mon/tues/...  
  
Recognisable forms of time:  
1am / 1 am / 1.30 am / 1.30am

SEARCHING FOR AN EVENT

The search bar is located at the top right of the window and it can be accessed by pressing TAB when you are in the command box.

The search results will update every time a new character is typed into the search bar.

Press TAB to go back to the command line after you are done searching.

EDITING AN EVENT

The details of an event can be edited by using the command “edit”.

The general format for editing an event: (excluding “” & [])

“edit [event name/index]**;** [new event name] [new date] [new time]”

An event can be edited by its display index or the event name. A ‘**;**’is required after the event name/index and before the new details to be edited.

Any of the new details can be excluded and they will not be modified in the existing event. Only the new details will be edited.

[Insert pics of 2 forms of edit – 1 for single edit, 1 for multiple edits]

If the event is not an ongoing event, and no new details are specified, the event will be converted to an ongoing event.

“edit [normal event name/index]**;**”

[Insert pic of editing normal to ongoing]

Additionally, ongoing events can be edited to a normal event if new dates or new timings are specified.  
“edit [ongoing event name/index]**;** [date] [time]”

[insert pic of editing ongoing to normal]

DELETING AN EVENT

To delete an event, use the command “delete” or “del”.

General format for deleting an event: (excluding “” & [])

“del [event name]”

DISPLAYING EVENTS

To display events, use the command “show”.

The general format for showing events:

“show [dates to show/]”