**Adding task:**

Keyword: add, create

Add *[task followed by time]*

Highly flexible, the largest constraint is to specify task description before any time and date.

Keywords “from, to, by, till, until, on” are accepted, please use quotation marks around date or time words in name or location, eg. Good “Friday” Friday.

**Editing task:**

Edit function allows user to change details of a task by specifying keywords (desc, starttime, etc). User cannot change task type and is forbidden to change areas which are unspecified by its task type. Illegal operations such as making start time later than end time are disallowed.

Keyword: update, edit

Edit **desc** *[task\_id] [new\_description]*

Edit **starttime** *[task\_id] [start\_time]*

Edit **startdate** *[task\_id] [start\_date]*

Edit **endtime** *[task\_id] [end\_time]*

Edit **enddate** *[task\_id] [end\_date]*

**Deleting task:**

Keyword: delete

Delete *[task\_id]*

**Searching for task:**

Keyword: search

Search **desc** *[task\_desc\_keyword]*

Search **type** *[task\_type\_keyword]* (floating, deadline, due, timedtask, event)

Search **before** *[date]* (refer to the date formats supported in the date/time format list)

Search **date** *[date]*

User can operate on sorted list. Press BACK\_SPACE Key to go back to the main list.

**Undo:**

Keyword: undo; Hot Key: Ctrl + U

Number of undos is up to number of operations after starting the application. Undo for search, back is not supported.

**Redo:**

Keyword: redo; Hot Key: Ctrl + R

Number of redos is up to number of undos. User cannot redo after executing other commands than undo and redo.

**Mark a task as Done**

Keyword: mark, done

Mark *[task\_id]*

User can mark a task as done and the task will drop to the end of the list.

**Mark a task as Undone:**

Keyword: unmark, undone

Unmark *[task\_id]*

Reverse function of marking a task as undone.

**Prioritise task**

Keyword: flag, prioritise

Flag *[task\_id]*

User can prioritise a task to make it appear at top.

**Change Directory:**

Keyword: changedir

**Clear List of Tasks:**

Keyword: clear

**Time/Date formats**

|  |  |
| --- | --- |
| Format | Example |
| 24-hour clock | HH:mm ‘09:00’, H:mm ‘9:00’ |
| 12-hour clock | ha ‘9pm’, h.ma ‘4.13pm’ |
| DayMonthYear | d M uuuu ‘1 1 2015’, ‘1-1-2015’, ‘1/1/2015’, ‘1 Jan 2015’, ‘Jan 1 2015’, ‘01 Jan 2015’ |
| MonthDay | MMMM d ‘February 2’, ‘MMM d Feb 2’ |
| DayMonth | d-M ‘2 2’, ‘2/2’, ‘2-2’ |
| Day of Week | ‘Monday’, ‘Mon’ |
| Special Words | ‘Today’, ‘Tomorrow’, ‘tmr’, ‘tdy’ |