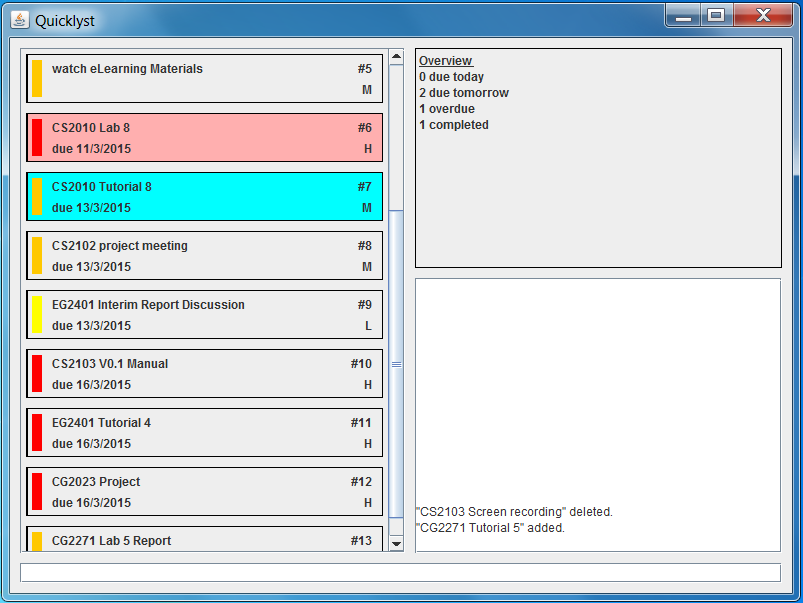
Quicklyst



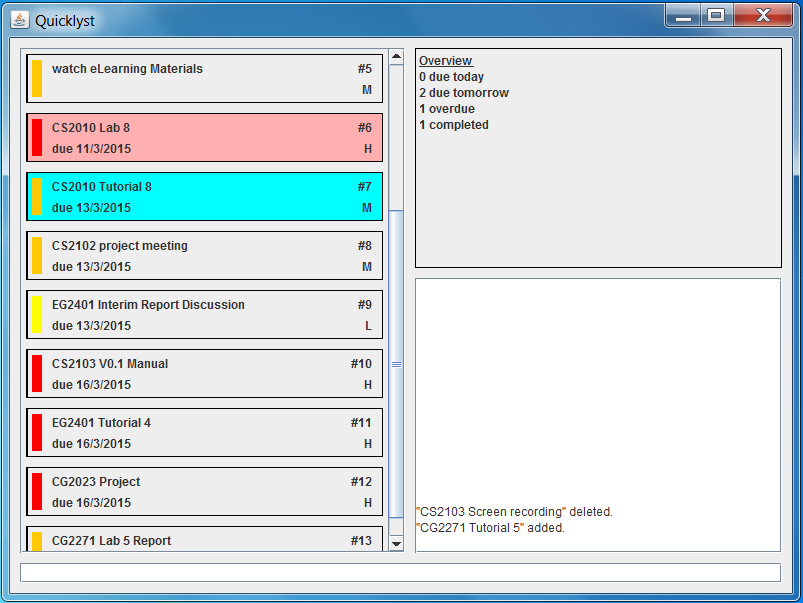
Supervisor: *Michelle Tan*

Extra feature: *Google Integration*

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| --- | --- | --- |
| photo  **Shao Fei** Team Leader Documentation Code quality | cheongkeyou  **Cheong Ke You** Team Member Testing Integration | luyanning  **Lu Yanning** Team Member Testing Scheduling |

# Getting started with Quicklyst

## Understanding the User Interface



Secondary Pane

Primary Pane

Feedback Pane

Command Line

### Primary Pane

In this pane, you will see all the tasks the way you want to see it. Whether is it viewing tasks for a certain day or period, streamlining them into categories or sorting them according to different criteria, Quicklyst offers simple commands to achieve any combinations of the above. You can refer to *Section 3. How to use the Commands* on how exactly to exploit the commands.

The default display when you open Quicklyst is all the uncompleted tasks sorted according to due date in ascending order. If you are using Quicklyst for the first time, this pane will be blank.

### Secondary Pane

In this pane, the default display is the Overview of your tasks shown as the number of tasks due today, due tomorrow, overdue and completed.

If you ever need help using the commands in Quicklyst, the help page will be displayed in this pane upon request. You can refer to *Section 3. How to use the Commands* on how to open the help page.

### Feedback Pane

This pane is where Quicklyst “talks” to you. Here, you can see how Quicklyst has responded to each command you entered.

### Command Line

This is where you type your commands. To execute a command, simply press ENTER after you have finished typing it.

## What is in a Task?



Task Name

Task Number

Due Date

Priority Level

Priority Color



Normal task

Overdue task



Completed task

### Task Name

This is the name of your task the way you entered it when you added the task. Every task must have a name. You can edit the task name any time you want.

### Due Date

This is the date when you need to do your task by/on. You have the option to include the due date when you add the task or go back to edit/add it any time you want. If you did not include a due date in a task, it will not be shown.

### Task Number

This is a numbering system that runs in ascending order down the list in the Primary Pane regardless of the way the tasks are displayed. This is to make things easy when you want to access (e.g. edit, delete, etc.) a task. It is decided by Quicklyst so you cannot change it.

### Priority Level and Label

This is the priority level you give to the task. There are 3 levels of priority- High, Medium and Low. You have to option to include the Priority Level when you add the task or go back to edit/add it any time you want. If you did not tag a Priority Level to a task, it will not be shown and there will be no Priority Label. The Priority Level is also reflected through the Priority Label which takes on Red, Orange, Yellow for High, Medium and Low priority tasks respectively.

## How to use the Commands

You have to type the commands in one line in the Command Line. When you finish typing a command, press ENTER to execute the command.

In this section, each command is explained by Description, Command and Fields. *Words in italics* are user defined and may follow certain formats. Key in only the Fields that you need in any order that you want. Commands are not case-sensitive. Commands enclosed in [ ] are in primitive formats, while those enclosed in { } are in more natural formats. The current version only supports primitive formats and features/ commands in grey will only be available in later versions. You can refer to Appendix C for examples of how to use the commands.

### Task Commands

#### Add

Description: Add a task into the list.

Command: ADD/A + *Task Name + Fields*

Fields:

1. Start date: [–s *date/day*[[1]](#footnote-1)] {from/start *date/day*}
2. Due date: [-d *date/day*] {to/due/by/end *date/day*}
3. Priority level: [-p *H/M/L*]{priority *H/M/L*}
4. Reminder: [-r *date/day*] {remind *date/day*}

#### Edit

Description: Edit/add fields of an existing task.

Command: EDIT/E + *Task Number* + *New/Updated* *Fields*

Fields:

1. Name: [-n *name*] {name}
2. Start date: [–s *date/day/CLR*] {from/start *date/day/CLR*}
3. Due date: [-d *date/day/CLR*] {to/due/by/end *date/day/CLR*}
4. Priority level: [-p *H/M/L/CLR*]{priority *H/M/L/CLR*}
5. Reminder: [-r *date/day/CLR*] {remind *date/day/CLR*}

#### Complete

Description: Complete/uncomplete a task. If Y/N is not defined, completed status is simply toggled.

Command: COMPLETE/C + *Task Number* + *Y/N*

#### Delete

Description: Delete a task

Command: DELETE/D + *Task Number*

### Display Commands

#### Find

Description: Find the tasks that fit certain criteria.

Command: FIND/F + *Fields*

Fields:

1. Task name: [-n *name*] {*name*}
2. Start date: [-s + bf/af/on *date/day* ORbtw *range*[[2]](#footnote-2)]

{due/end + before/after/on *date/day* OR between *range*}

1. Due date: [-d + bf/af/on *date/day* ORbtw *range*]

{start + before/after/on *date/day* OR between *range*}

1. Priority level: [-p *H/M/L*]{priority *H/M/L*}
2. Completed: [-c *Y/N*] {completed OR not completed}
3. Overdue: [-o Y/N] {overdue OR not overdue}
4. Show all tasks: ALL

#### Sort

Description: Sort the tasks currently displayed in the Primary Pane according to certain criteria. If more than one field is entered, the tasks will be sorted in the order that the fields are keyed in.

Command: SORT/S + *Fields*

Fields:

1. By due date: [-d *A/D*] {due/end *A/D*}
2. By task duration length: [-l *A/D*] {duration/length *A/D*}
3. By priority level: [-p *A/D*] {priority *A/D*}

### Other Commands

#### Undo

Description: Undo the previous command.

Command: UNDO/U

#### Redo

Description: Redo the previous command.

Command: REDO/R

#### Sync with Google

Description: Synchronise all tasks to or from Google Calendar.

Command: SYNC/SG + To/From

#### Load file

Description: Load tasks from a specific file path.

Command: LOAD/L + File path

#### Save file

Description: Save tasks into a specific file path.

Command: SAVE/S + File path

#### Help

Description: Open/close the Commands Directory in the Secondary Pane

Command: ? (enter ? again to close the Commands Directory)

# 

# 

# Appendix C: Command Examples

## Add

1. Command: A Task 1 –d 1608 –p H  
   Result: Added *“Task 1”, due on 16 Aug, High priority*
2. Command: ADD Task 2 –p L

Result: Added *“Task 2”, Low priority*

1. Command: ADD Task 3

Result: Added *“Task 3”*

1. Command: a Task 4 –s TDY –d TMR

Result: Added *“Task 4”, starts today, due tomorrow*

1. Command: a Task 5 from 1303 to 13022016 priority L remind 3112

Result: Added *“Task 5”, starts on 13 Mar, due on 13 Feb 2016, Low priority, remind on 31 Dec*

## Edit

Examples are independent of each other.

*Original Task: #3, “Task 1”, due on 16 Aug 2015, High priority*

1. Command: E 3 –n Task 2 –d 1708 –p L

Result: *#3, “Task 2”, due on 17 Aug, Low priority*

1. Command: EDIT 3 –d 1708

Result: *#3, “Task 1”, due on 17 Aug, High Priority*

1. Command: EDIT 3 –d CLR

Result: *#3, “Task 1”*

1. Command: e 3 start 1303 due 13022016 priority CLR

Result: *#3, “Task 1”, starts on 13 Mar, due on 13 Feb 2016*

## Complete

1. Command: C 3Result:
   1. Task #3(uncompleted) that is currently displayed on the list in the Primary Pane is marked as completed
   2. Task #3 (completed) that is currently displayed on the list in the Primary Pane is marked as incomplete
2. Command: Complete 3 N

Result: Task #3 is marked as incomplete regardless of its current status

1. Command: Complete 3 Y

Result: Task #3 is marked as complete regardless of its current status

## Delete

Command: D 3Result: Task #3that is currently displayed on the list in the Primary Pane is deleted

## Find

1. Command: FIND –n task one

Result: Find all tasks that contain the word “task” and “one”, with closer match listed at the top

1. Command: FIND –o YResult: List all tasks that are overdue
2. Command: FIND –d on TDY –c YResult: List all tasks that are due today and completed
3. Command: F –p H –d btw TMR:1608 –c NResult: List all tasks that are High priority, due between tomorrow and 16 Aug and not completed
4. Command: FIND –s bf 1608 –d af 1709

Result: List all tasks that start before 16 Aug and is due after 17 Sep

1. Command: f start after 1608 due before 1509 not completed

Result: List all tasks that start after 16 Aug and due before 15 Sep that are not completed

1. Command find start from TDY to TMR due from 1409 to 1609 priority H

Result: List all tasks that start between today and tomorrow, and is due between 14 Sep and 16 Sep, that are High priority

1. Command: find all

Result: List all tasks

## Sort

1. Command: S –p A –d D –l AResult: Sort tasks in primary pane by Priority Level in ascending order, then by Due Date in descending order, then by task duration length in ascending order

1. Date can be represented in the format DDMM (for current year) and DDMMYYYY.

   Day can be represented by TDY (today), TMR (tomorrow) and MON – FRI (for current week, if passed then next for next week) [↑](#footnote-ref-1)
2. Range refers to a range of date, it can be represented in the primitive format *date/day*:*date/day* and the natural format from *date/day* to *date/day* [↑](#footnote-ref-2)