



Version 0.2

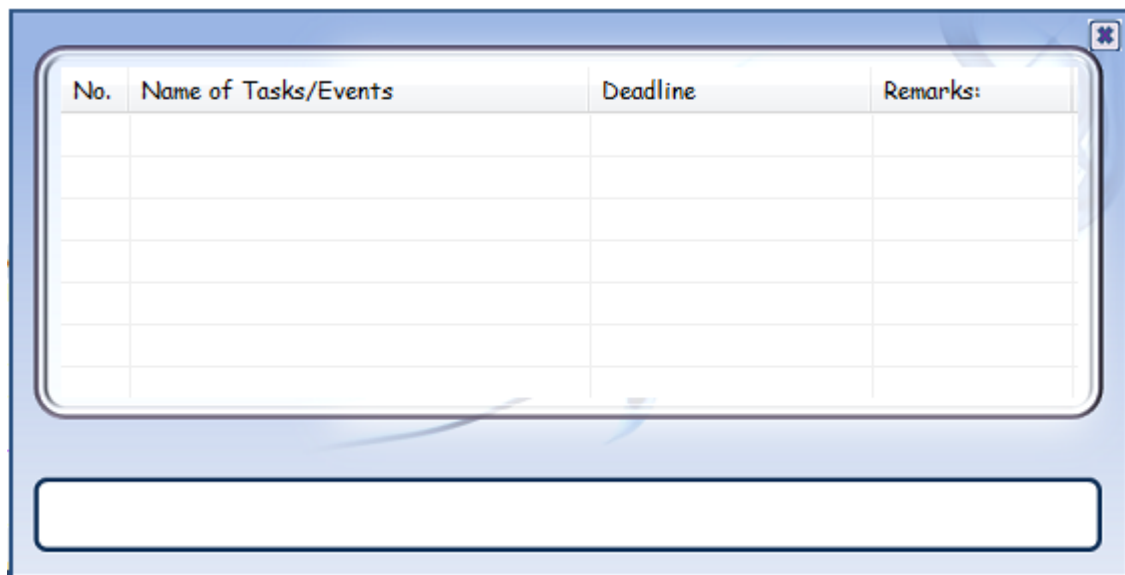
USER GUIDE

Introduction:

Too many jobs to complete? Need to organize your events but find it tedious in online calendars? QWik is the perfect solution for you. This to-do list allows you to store information about your events, tasks and any other commitment in an organised, user friendly manner. You can even use a keyboard shortcut key to quick-edit your to-do list! This user manual provides a step-by-step guide on doing just that.

A QWik step through:

Main screen:



No.	Name of Tasks/Events	Deadline	Remarks:

The table in the display box will show the tasks for the week by default. You may key in view commands such as “view all” to view events after the current week. QWik has a tray icon where you can press Esc to minimize the screen and use Alt+A to make the screen appear again!

Features:

Add:

The great thing about QWik is that you are not restricted to enter a specific format for adding events. The software will automatically identify the information of the event and add it in!

Additional features to add to your task:

1. Alarm (type in the keyword alarm followed by the time which can be in any format)
2. Urgent (type in the keyword urgent)
3. Allocating an event to a free day:
If you are unsure of what day to allocate an event/task to, you may simply type in “shopping next week” or “shopping this week”. This will schedule the event on a free day this/next week

An example of the add function is shown below:

No.	Name of Tasks/Events	Deadline	Remarks:
1.	meeting	7/11/2011 3:00 PM	Alarm 2:00 PM

meeting 7/11/2011 3:00 PM is added.

meeting tmr at 3pm urgent alarm 2 pm

Urgent tasks will be highlighted in red

OR

meeting on 10/11 alarm 2 pm
 meeting tmr
 meeting this week
 meeting 10.11.11 at 3pm
 10/11/11 meeting 3 pm urgent
 meeting 10/10 at 3pm

If you do not specify the time of the meeting such as in the first example in the red box above, the task deadline will be set to the alarm time.

If you did not specify the alarm time such as in the second example in the red box, the task deadline will be set to 12.00 am on the date specified.

Search/Find:

Enter the keyword "search" or "find" followed by the search word.

Search result

No.	Name of Tasks/Events	Deadline	Remarks:
1.	meeting with Janice later	6/11/2011 5:00 PM	
2.	proj meeting	10/11/2011 10:00 AM	
3.	meeting with prof X	12/11/2011 3:00 PM	

3 results found.

search meet

OR

Find meet
 search meeting

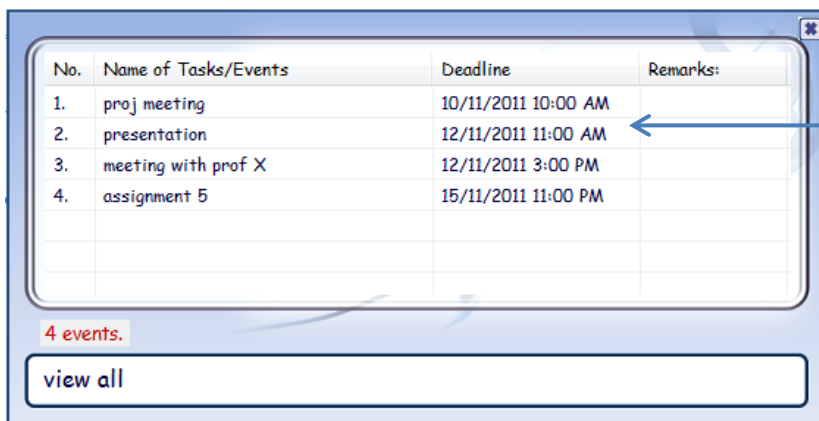
You do not need to key in the entire word to find a task. You may also use the keyword find. The notable benefit of QWik is that it automatically refreshes the search list as u type in the words- something like how Google refreshes the search list as you key into the search box!

View:

Types of view:

1. View all
2. View (date) – you may type in the date in any format
3. View urgent
4. View done
5. View by week – you may “view this week” or “view next week”
6. View from (date) to (date) – the dates can be in any format

For example,

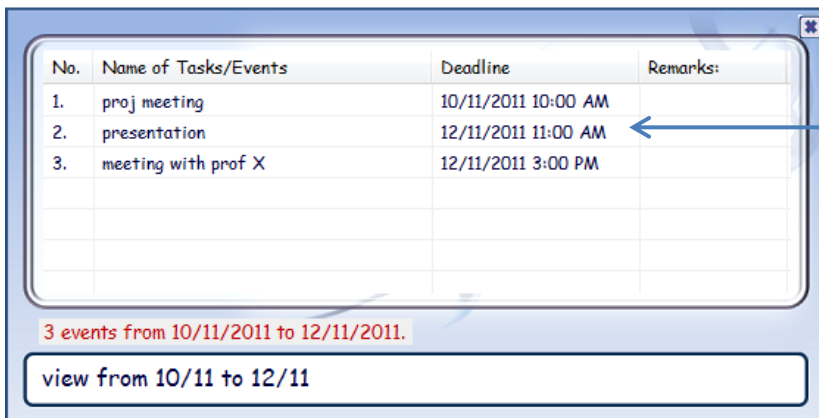


No.	Name of Tasks/Events	Deadline	Remarks:
1.	proj meeting	10/11/2011 10:00 AM	
2.	presentation	12/11/2011 11:00 AM	
3.	meeting with prof X	12/11/2011 3:00 PM	
4.	assignment 5	15/11/2011 11:00 PM	

4 events.

view all

Result for view all



No.	Name of Tasks/Events	Deadline	Remarks:
1.	proj meeting	10/11/2011 10:00 AM	
2.	presentation	12/11/2011 11:00 AM	
3.	meeting with prof X	12/11/2011 3:00 PM	

3 events from 10/11/2011 to 12/11/2011.

view from 10/11 to 12/11

Result for view from 10/11 to 15/11

No.	Name of Tasks/Events	Deadline	Remarks:
1.	assignment 5	15/11/2011 11:00 PM	

1 event on 15/11/2011.

view 15.11

Result for view 15.11

Delete:

To delete a task, enter the index of the task. You can also delete multiple events by entering a few indexes. You can also delete all events by entering "delete all".

Enter the index of the task as shown in the list. For example, proj meeting was the 1st event in the list and assignment 5 was 4th. Hence, enter delete 1, 4!

No.	Name of Tasks/Events	Deadline	Remarks:
1.	presentation	12/11/2011 11:00 AM	
2.	meeting with prof X	12/11/2011 3:00 PM	

proj meeting and assignment 5 are deleted.

delete 1, 4

This command deletes all events shown in the list. NOT all events that you've created so far!

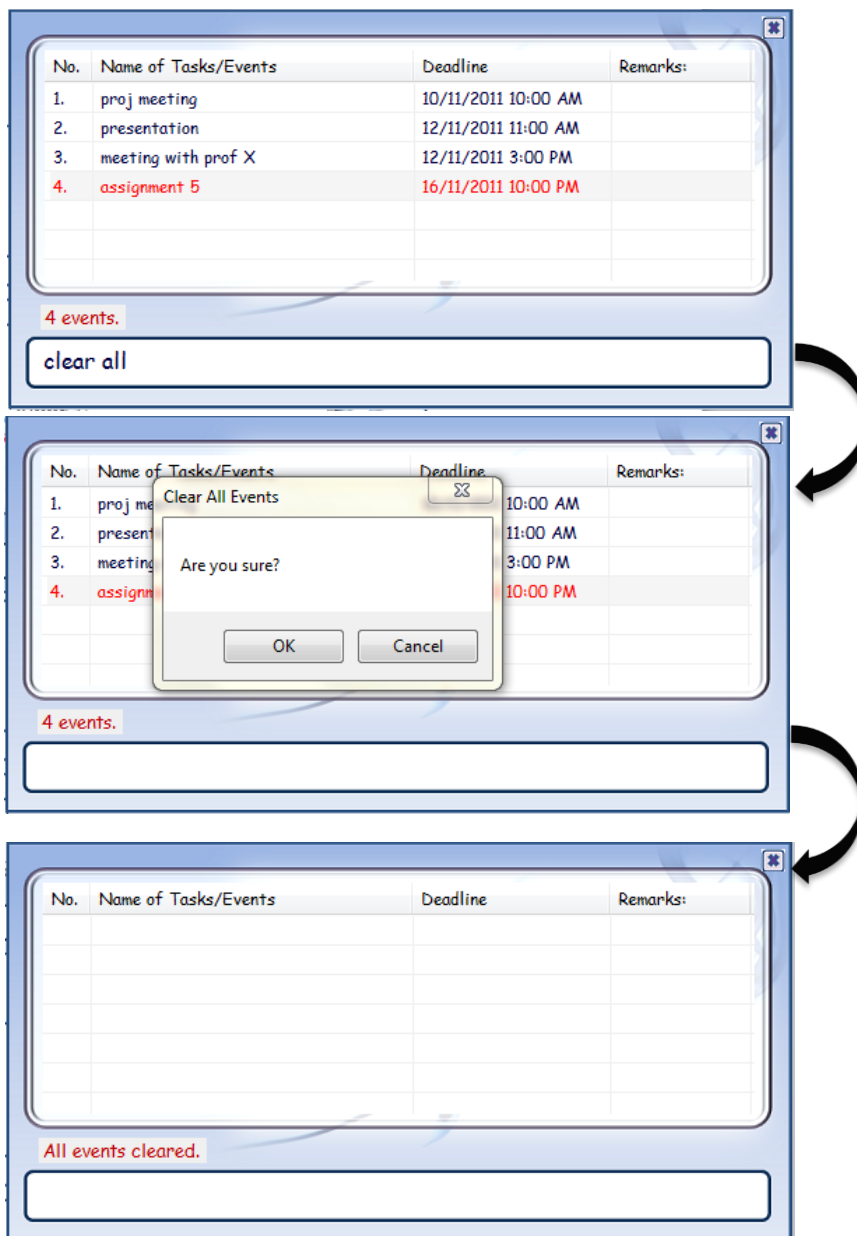
No.	Name of Tasks/Events	Deadline	Remarks:

All the above tasks are deleted.

delete all

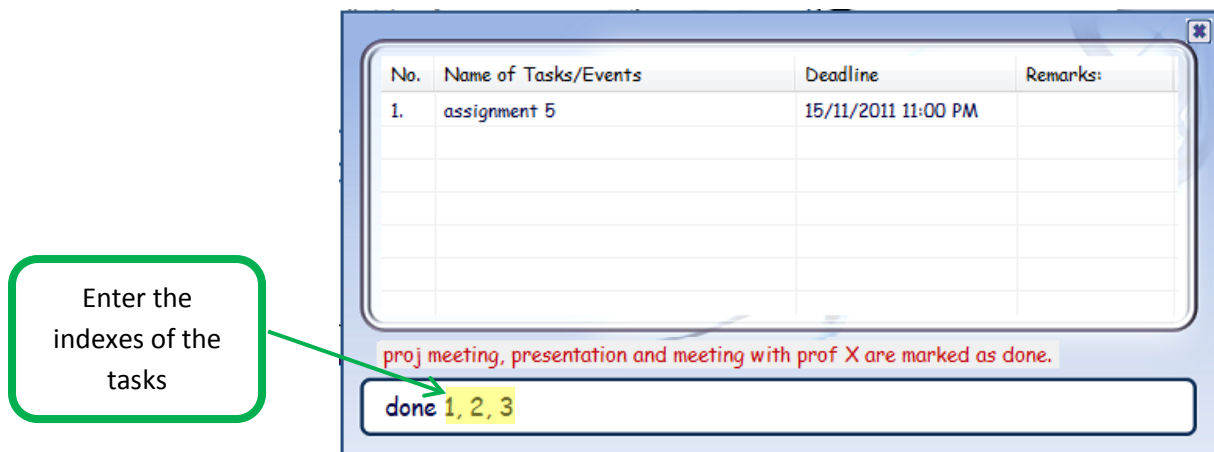
Clear:

You can clear all the events, enter "clear all". A message box will prompt you to confirm. Click "Ok" and you're task-free!



Done:

Done is similar to the delete command. Enter the index of the task to mark as done. Enter multiple indexes to mark a few as done. To mark all the tasks shown in the list, enter "done all". For example,

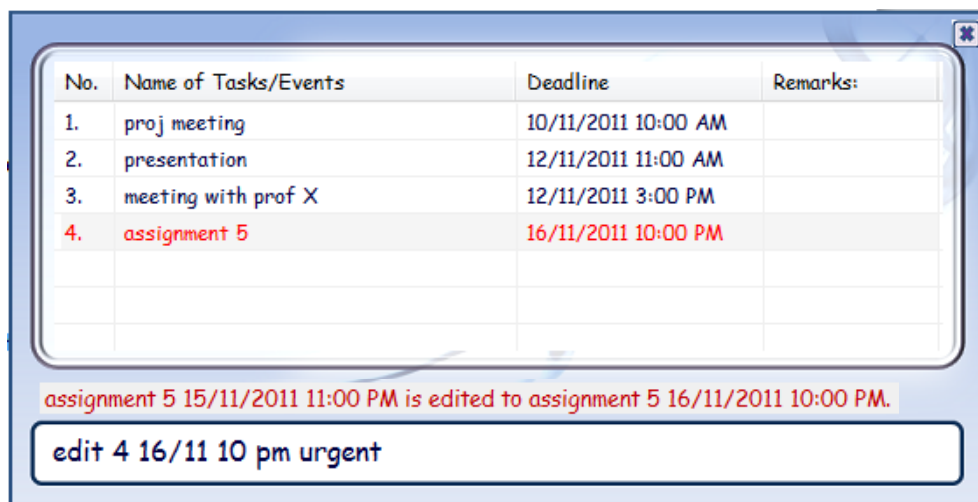


Edit:

Enter “edit” followed by the index of the task then enter the information of what you want to change. Take the assignment 5 task for example. You can do the following edit commands:

1. Edit 4 assignment 7 – changes the name to assignment 7
2. Edit 4 urgent – mark the task as urgent
3. Edit 4 16/11 – change the deadline
4. Edit 4 10 pm – change the deadline
5. Edit 4 16/11 11 pm – you can change multiple parameters of the task in 1 edit statement

An illustration is shown below:



Undo:

Simply enter “undo” to undo an action. You can perform the undo command multiple times in a row.

Quit/Exit:

Enter “quit” or “exit” to exit the shortcut panel.