

IGlapp user manual

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What is IGlapp?

IGlapp is a *to do list*.

But not that usual one with fancy graphics and huge memory requirements. It doesn't need 16-core processor to operate smoothly and water cooling after few minutes of usage.

We're back to the origins using only text based user interface and basic colours. Environment is well arranged, movement in menu is quick and everyone is onboard almost immediately.

Give it a try today!

Application start

You can start this application as any other java application you are already using. If this is your first java application, we're genuinely honoured and then you should probably contact your system administrator to set up your system for you.

When starting, application looks for the task database. If you are using this application for the first time, the task database is not yet created and you will be informed about it. You can also notice that you have 0 tasks to do. That will definitely change!

First three options of the application menu:

- (1) *Show task list*
- (2) *Add new task*
- (3) *Edit task*

are in more detail explained in the separate chapters of this manual.

The last option:

- (4) *Quit*

not only ends the application, but also saves current task database to the hard drive of your computer, so you can continue to use when opening the application again in the future.

Adding new task

New task is added through the application menu using option:

(2) *Add new task.*

Application asks for all mandatory fields:

- *task name*
- *task project*
- *task deadline*

Task name contains the text of the task (e.g. buy potatoes). There is no limit for the length of the text, but when reviewing tasks, the application is limited by the size of your monitor (usually around 10 words).

Task project is the category used for grouping similar tasks. It can be left blank, if you don't want to use it. There is likewise no length limit for this information, but to keep task summary consistent, only first 20 characters is shown (usually 3-4 words).

Tasks can be sorted by this field in alphabetical order.

Task deadline is a date that converts our dreams into our goals. This date needs to be entered in specific format - 4 numbers for year, 2 numbers for month, 2 numbers for day, all separated by dashes. Sounds complicated? Let's have an example, for example the last day of January is written as 2020-01-31. At least this year.

Deadline is a mandatory information, like in real life, so in case that you won't be successful in adding it, you will get another opportunity to add correct date in correct format. But when it's already there, tasks can be sorted also by it.

Example of adding new task is shown bellow.

```
Pick an option:
(1) Show task list
(2) Add new task
(3) Edit task
(4) Quit
2
What is the name of the task?
buy potatoes
What is the name of the project?
dinner preparation
When is the deadline? Date has format 2020-02-29
2020-03-01
Task successfully added.
```

Summary of tasks

Summary of all tasks entered to the application is available in the main application menu using option

(1) *Show tasks list*

There are two options how tasks can be sorted:

1) *By date*

2) *By project*

By date sorts tasks in chronological order, oldest first.

By project sorts tasks in alphabetical order by the project name.

Task summary contains all information that are stored in the application:

- *order number*
- *task date*
- *task status*
- *task project*
- *task name*

Please note that the same task can have different order number when sorted by date and when sorted by project. It will also be shown on a different line as well.

When there are no tasks, system just shows the information that the database of tasks is empty.

That can be quite boring, so our example bellow that's directly from the application, there are already 3 pre-created tasks.

```
Pick an option:
(1) Show task list
(2) Add new task
(3) Edit task
(4) Quit
1
How do you want to sort the list?
1) By date
2) By project
1
Current list of tasks contains:
*****
#  date          status  project          task
0) 2020-02-20    open    dinner preparation  invite friends
1) 2020-03-01    open    dinner preparation  buy potatoes
2) 2020-03-03    open    dinner afterparty   do the dishes
```

Edit task

This section of menu explains multiple editing functions. But one thing can be said for sure. Marking as read is on a long-term basis most popular function of this application. It can be found when choosing:

(3) *Edit task*

afterwards picking one of the tasks and then choosing:

1) *mark as done*

Other options are:

2) *change title*

3) *change project*

4) *change deadline*

5) *delete*

And in case that everything is alright, you can return to main menu using:

0) *return to previous menu*

After picking the task to edit, application automatically verifies if your selection has matched actual task. If not, you will be automatically redirected to the main menu of application.

Changing title, project or deadline are quite straightforward operations, you just need to provide new piece of information and everything is changed automatically. However, changing deadline brings the same rule as setting of the deadline - format of the field is mandatory. Fortunately, even here you can have multiple tries.

Deleting task is an irreversible operation, there is no trash for later review. What is gone, is gone forever. Unless you create it again.

Access to this section is opened after adding first task - otherwise there is nothing to edit. When application contains no tasks, just informative message about this situation is shown, edit menu is not available.

The example on the right side shows the way how the task is marked as read. Application actually doesn't verify, if the task was really done. That's why we all love it.

```
Pick an option:
(1) Show task list
(2) Add new task
(3) Edit task
(4) Quit
> 3

Current list of tasks contains:
*****
#  date      status  project                task
0) 2020-02-20 done    dinner preparation    do the dishes
1) 2020-03-01 open    dinner preparation    buy potatoes
2) 2020-03-03 open    dinner afterparty     do the dishes

Which task do you want to edit?
> 0

What to you want to do?
1) mark as done
2) change title
3) change project
4) change deadline
5) delete
0) return to previous menu
> 1

Task is marked as done.
```