



Tempus Quick Start Guide

Getting Started

1. Download Tempus (It's Free!)
2. Double-Click on the Tempus Icon. The Tempus display window appears.
3. Simply start entering your Events and Deadlines.

Add Events

1. Here are 2 examples of how you can add an Event in Tempus:
 - Meeting with Bob **time** 2pm-4pm **location** clementi **date** 10 dec
 - Project proposal **by** 11:59pm **date** 11.11.2011

Event Name, Time/Deadline and Date are necessary for creating a new Event.

QUICK TIP

Delete Events

1. Just use the **delete** keyword followed by the index of the Event to be deleted.

Edit Events

1. Use the **edit** keyword followed by the index of the Event to be edited and then the new details.
2. Below are some sample commands:

- **edit 2 date** 6 october 2011
- **edit 5 new event name by** 11pm
- **edit 11 time** 4.30pm-6.15pm **date** 7/11

Add '/' before a keyword if it appears in the event

QUICK TIP

Show/Search Events

1. The **show** command can be used as follows:

- **show meeting**
- **show date** 11 October
- **show location** com2

Shortcuts

- Press **CTRL+ALT+S** to minimize/restore the display window to/from the system tray
- Press **CTRL+ALT+A** to switch to Agenda view from anywhere in the application.

Next Steps

Refer to the **Tempus User Manual** to learn about the full range of features and shortcut commands available in Tempus.



Tempus User Manual

Thank you for choosing Tempus!

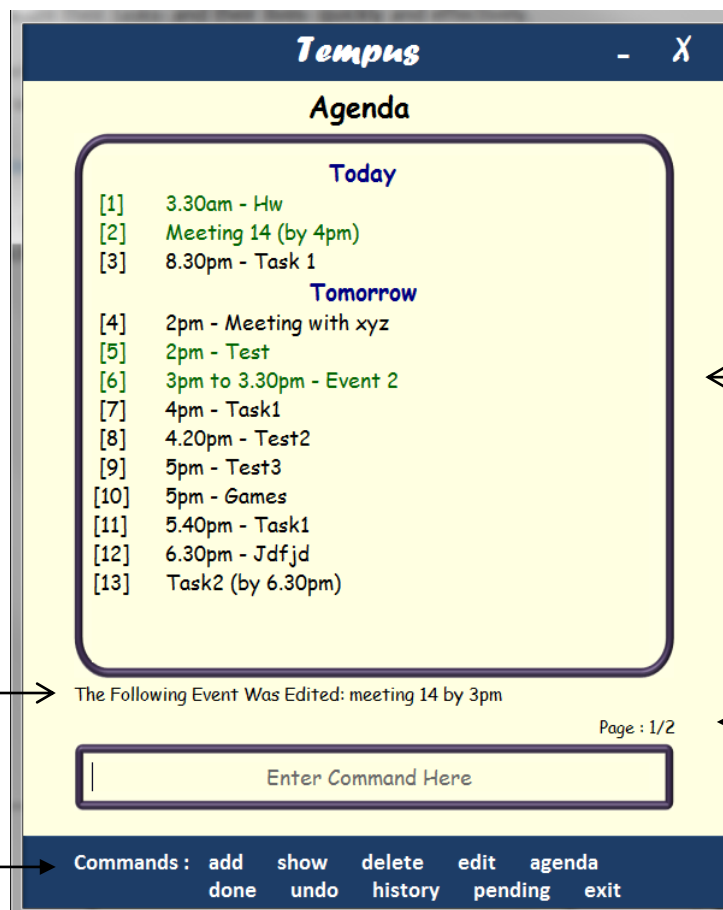
Tempus is a free and user friendly organizer to ensure that you never miss a deadline again. Besides the usual capabilities of a task manager, Tempus comes with a host of other features such Quick Activation and Adding, Event Search, Rescheduling and Editing, Task Archive, shortcut commands and much more.

What sets Tempus apart from other systems is a powerful yet easy to use Graphical User Interface (GUI) which supports an exhaustive list of commands, making it the right choice of task manager especially for those power users who want to add, view and organize their tasks- and their lives- quickly and effectively.

This manual will guide you through the various features available in Tempus and how you can make full use of its wide range of functionalities.

Getting Started

1. Download Tempus (It's Free!)
2. Double-Click on the Tempus Icon. The Tempus display window appears.



Display Box: Supports different views such as agenda, pending and archive

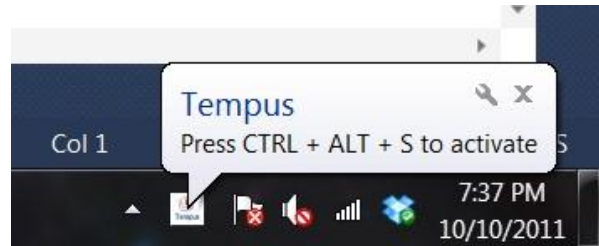
Status Bar: Shows feedback based on command entered

Dynamic Help Bar: Shows Accepted Commands and their respective formats.

Page Count:
Page Up
↓ Page Down

Shortcuts

Press CTRL+ALT+S to minimize/restore to/from system tray.
Press CTRL+ALT+A to show the agenda page.



Different Views

There are three different views in Tempus:
-> **History**- Shows all the past events
-> **Pending**- Shows the missed deadlines and events in the past 3 days
-> **Agenda**- Shows all the future events



Adding an Event

Page : 1/2

meeting with Bob tomorrow time 2pm-3pm

e.g meeting date 31 oct time 7 pm - 8 pm location home

Compulsory Details*:

-> Name, written after **add**
-> Date, written after **date**
-> Time, written after **time**.
Alternatively the **by** keyword can be used to specify a deadline.

Optional:

-> Location, written after **location**

Eg: make up lecture **time** 2pm **location** LT16 **Tuesday**

Eg: project work **by** 4pm **date** 8 nov

Deleting an Event

Page : 1/2

delete 4

Enter the index of the item that you wish to edit

Eg: **delete** 3

Editing an Event

Page : 1/2

edit 3 date 20 nov location home

Add '/' before a keyword if it appears in the event

QUICK TIP

-> Enter the index of the item that you wish to edit
-> This is followed by the field you want to edit and new value.

You must enter at least one field to be edited

Eg: **edit 2 time** 11:15am
edit 2 date 6 october 2011
edit 11 time 4.30pm-6.15pm **date** 7/11

Search for an Event

Page : 1/2

show meeting

Page : 1/1

show tomor**row**

Ways of Using "show" command

-> **show**, displays the agenda
-> **show meet**, searches all events with the phrase "meet"
-> **show location src**, searches all event locations with the phrase "src"
-> **show date 18.10**, displays all the events for that date
-> **show Monday**, displays the agenda for coming monday

Mark As Done

Enter the index of the item that you wish to edit

E.g. **done 2**

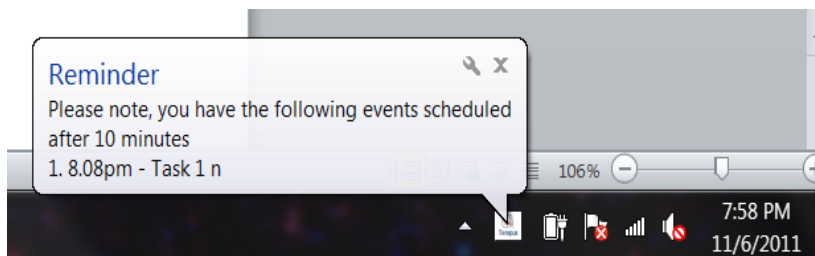
To mark all the displayed events as done, enter **done**

The colour of the event is changed to green when it is marked as done

Page : 1/2

done 2

Reminders



A reminder will pop up 10 minutes before the scheduled time of an event or 10 minutes before a deadline is due.

Acceptable Date/Time Formats

Date: 26/10, 26.10, 26 oct, Oct 26 2011, today, tomorrow
Time: 7pm, 7.10pm, 7:10pm, 7pm-8pm, 7pm-8:30pm

Shortcuts can be used to replace the command **date**.

E.g. Michelle's party time 8pm **today**

E.g. show **Tuesday**

E.g. edit 4 **tomorrow**

The **Undo** command can be used to undo any previous operation

QUICK TIP

Auto-Complete Feature

The auto-complete feature detects any keyword you are about to enter. Press **enter** or **tab** to confirm auto-complete.



Show Free Time

Press **ftime** followed by a valid date to show all the free times for that date (between 7am and 12am)

You can press **Exit** at any time to close the program.

QUICK TIP

