Commands In Use

**1.** **add|create <task-description> @hh:mm (optional) :** To create a new task

Examples:

i. **add** *Call John for requirement analysis*

ii. **create** *Call John for requirement analysis*

iii. **add** *Call John for requirement analysis @ 15:30*

*iv.* **create** *Call John for requirement analysis @ 15:30*

**task\_number = last added task, if <task\_number> is not provided**

**2.** **update <task\_number> <task-description> @hh:mm (optional):** To update the description and time of an existing task.

Examples:

i. **update** *Call John for requirement analysis and timeline discussion*

*ii.* **update** *Call John for requirement analysis and timeline discussion @ 18:00*

*iii.* **update*****3*** *Deploy code @20:00*

***3. delete <task\_number|all>:*** To delete an existing task.

*Examples:*

i*.* **delete**

ii. **delete** **2**

iii. **delete** **all**

First will delete last added task. Second will delete task number 2 and third will delete all tasks.

**4. show <task\_number>:** To display details of an existing task.

Examples:

i. **show**

ii. **show 3**

First will display details of last added task and second will show details of task number 3.

**5. note <task\_number> <note-description>:** To add note for a task.

Examples:

i. **note** *Inform Mark after completing the task.*

ii. **note** **3** *Inform Mark after completing the task.*

**6. complete <task\_number>:** To mark a task as complete.

Examples:

i. **complete**

ii. **complete 3**

**7. time <task\_number> <time in the format hh:mm>:** To change time for a task.

Examples:

i. **time** 10:15

ii. **time** **3** 10:15

**8. date <task\_number> <date in the format DD-MM-YYYY>:** To change date for a task.

Examples:

i. **date** 22-08-2015

ii. **date** **3** 22-08-2015

**9. date <task\_number> today+n:** To change date for a task.

Examples:

i. **date** today

ii. **date 3** today+1

**10. list:** To display list of tasks.

Example:

i. **list**

**11. subtask <description> for <parent-task-number>:** To add subtask for a task.

Example:

i. **subtask** *Send status email after code deployment* **for 3**

**12. default time HH:MM:** To set default time for task creation.

Example:

i. **default time** 22:00

**13. default date today+n:** To set default date for task creation.

Example:

i. **default date** today+1

**14. default date <DD-MM-YYYY>:** To set default date for task creation.

Example:

i. **default date** 15-08-2015

**15. assign <task\_number> @User\_Id:** Assign a task to any other user.

Examples:

i. **assign** @vishal.singh

ii. **assign 3** @vishal.singh

**16. notifications:** To display all notifications (tasks assigned/rejected by users)

Example:

i. **notifications**

**17. accept <task\_number>:** To accept a task assigned by any user.

Examples:

i. **accept**

ii. **accept 3**

**18. reject <task\_number>:** To reject a task assigned by any user.

Examples:

i. **reject**

ii. **reject 3**

**19. clear:** To clear all notifications

Example:

i. **clear**

**20. search <keywords>:** To search for tasks based on keywords(separated by space).

Example:

i. **search** Meeting Call Deploy