User Guide

Welcome to the *TutAssistor User Guide*! Simply choose a topic below to find answers, learn about the features, and manage tutoring better.

Table of Contents

1 Introduction

1.1 What is TutAssistor?

Welcome to the user guide of TutAssistor!

Are you a private tutor struggling to keep track of all your classes and students? Do you spend countless hours on administrative duties such as scheduling classes and updating numerous students' records?

If the above situation sounds familiar to you, fret not, **TutAssistor** is here to save the day!

TutAssistor is a ***desktop app intended for private tutors like yourself to manage their students and classes, and it is optimized for use via a Command Line Interface (CLI)***.

TutAssistor uses Command Line Interface (CLI); this means that you operate the application by typing commands into a Command Box. If you are a fast typer, you can operate the application more easily and faster than Graphical User Interface (GUI) applications; GUI applications allow users to interact with the application via graphical icons such as buttons.

You do not have to worry at all even if you are new to CLI applications as this user guide will take you through step by step on how various features of **TutAssistor** can be utilised, all directed towards providing the best possible experience to the user.

1.2 What can TutAssistor do for you?

TutAssistor provides an all-in-one platform for you to manage information regarding your students and lessons stress-free and efficiently. In the latest version, we offer you the ability to:

- Track student details
- Keep student details up-to-date
- Resolve conflicting time slots of tuition classes
- Efficiently create notes for each class/student
- View scheduled lessons in a timetable

1.3 How to use this guide?

Structure of this document

We have structured this User Guide in a way to help you find what you need easily and quickly. In the following subsections, you will learn about how features are formatted and meanings of several symbols used in later sections. Section 3 - Features, documents the main features of TutAssistor and provides explanations on how to utilise them.

Step-by-step guide for each feature

The features in this guide are formatted with the following conventions:

- **Command Keyword** - Each feature is executed by a command keyword. The shortcut for each command is shown together with its full command keyword separated by the `|` symbol. You can use the command shortcuts to reduce typing.
- **Command Format** - Each command is accompanied by a set of information that you provide. Refer to the Features below for details of each command.
- **Examples** - Possible usage of each feature is provided. You may follow these examples when familiarising with the app.
- **Screenshots** - A visualisation of the expected outcome is provided for some features.

Technical terms

The table below explains some technical terms that you may come across throughout the user guide.

Term	What it means
CLI	The Command-Line Interface (or CLI for short) is the user interface that is used by TutAssistor. Unlike traditional Graphical User Interface (GUI) base applications, it may be less intuitive to new users. However upon familiarisation, fast typists may find it faster to use.
Command word	The Command word refers to the keywords which TutAssistor recognises to invoke specific commands. These command words will be indicated by `COMMAND WORD` in the various sections below.

Term	What it means
Parameter	Parameter refers to the user input required after the user is prompted by TutAssistor

General symbols and syntax used in this guide

For additional information accompanying each segment, look for the following symbols:

Syntax	What it means
ℹ️	Precedes information that is useful to remember.
💡	Precedes information that serves as tips for a feature.
⚠️	Precedes information as an important warning.

Jump right in to the next section: 2 Get Started to get you started!

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2 Get Started

This section gives you step-by-step instructions on how to download and open the application.

2.1 Installation guide

For Windows

1. Ensure you have Java 11 or above installed in your Computer. You may install it here.
2. Download the latest TutAssistor release from our github site.
3. Double click the downloaded `Tutassistor.jar` file to launch TutAssistor.

For Mac

1. Ensure you have Java 11 or above installed in your Computer. You may install it here.
2. Download the latest TutAssistor release from our github site.
3. Open Terminal.
4. Change the active directory to the location of `Tutassistor.jar`.

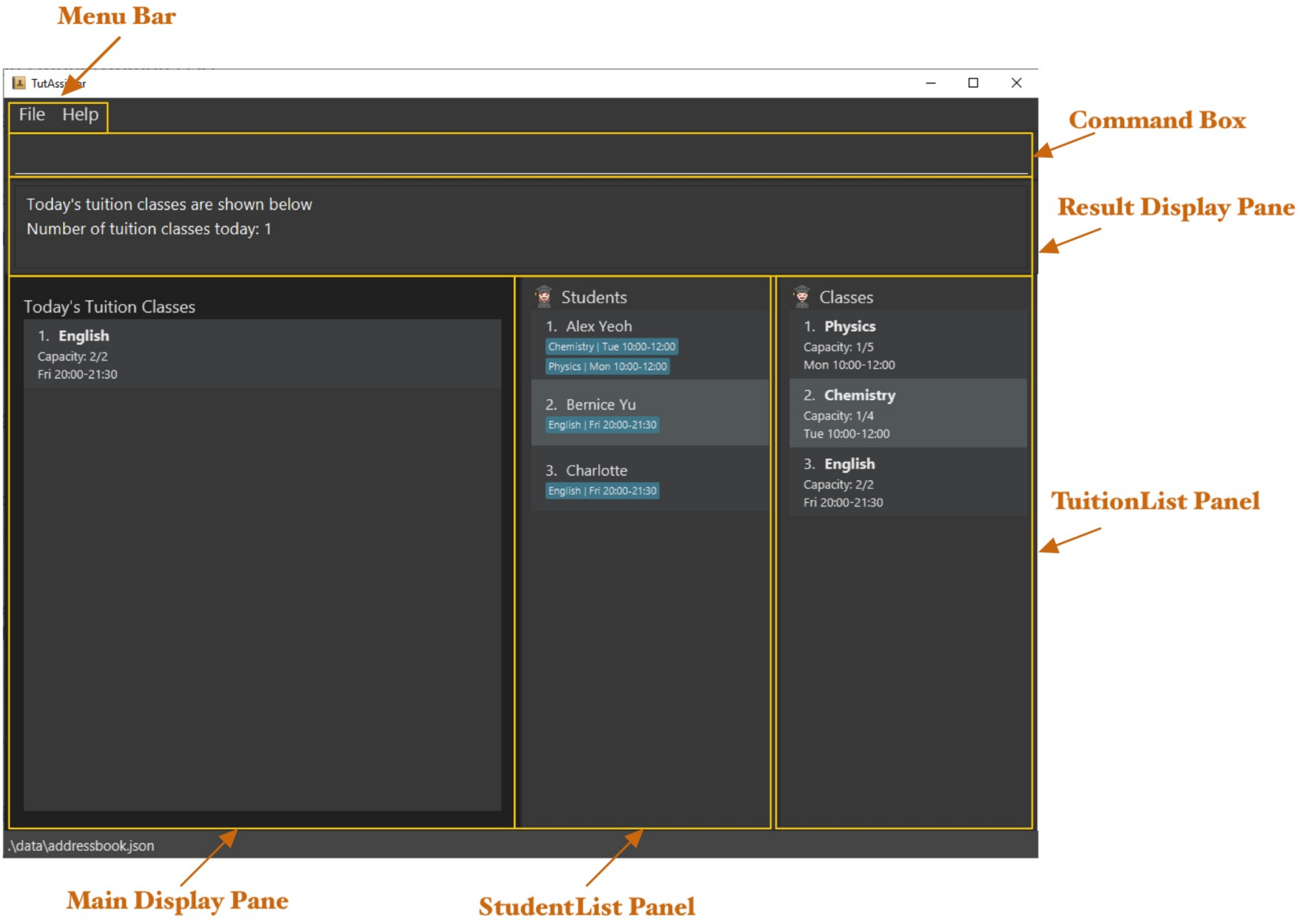
For example,

```
cd Downloads
```

1. Run the following command.

```
java -jar TutAssistor.jar
```

After launching the app, the GUI similar to the one shown below should appear in a few seconds. Note how the app contains some sample data.



Today's tuition classes are shown below
Number of tuition classes today: 1

Today's Tuition Classes

1. **English**
Capacity: 2/2
Fri 20:00-21:30

Students

1. Alex Yeoh
Chemistry | Tue 10:00-12:00
Physics | Mon 10:00-12:00

2. Bernice Yu
English | Fri 20:00-21:30

3. Charlotte
English | Fri 20:00-21:30

Classes

1. **Physics**
Capacity: 1/5
Mon 10:00-12:00

2. **Chemistry**
Capacity: 1/4
Tue 10:00-12:00

3. **English**
Capacity: 2/2
Fri 20:00-21:30

.\data\addressbook.json

Figure 1: GUI of TutAssistor

Component	What it does
Menu Bar	Exits TutAssistor or views help.
Command Box	Key in commands.
Result Display Pane	Displays feedback of commands.
TuitionList Panel	Displays all tuition classes.
StudentList Panel	Displays all students.
Main Display Pane	Displays classes scheduled today, details of students and classes, or a timetable.

2.2 Try it yourself!

Once you have installed the latest TutAssistor, why not give it a try?

Type the command in the command box and press Enter to execute it. e.g. typing help and pressing **Enter** will open the help window.

Some example commands you can try:

- `student 1` : Views the first student shown in the student list.
- `add n/John Doe p/98765432 e/johnd@example.com a/John street, block 123, #01-01` : Adds a student named `John Doe` to TutAssistor.
- `addtoclass si/3 tc/1` : Adds the 3rd student in the student list to the 1st class in the tuition class list.
- `deleteclass 2` : Deletes the 2nd class shown in the tuition class list.
- `clear` : Deletes all students and classes. Note that this action is irreversible.
- `exit` : Exit TutAssistor.

Now that you are more familiar with our app, make it yours! Head over to section 3 Features to learn more about the features TutAssistor can offer you!

3 Features

This section contains all the information about the features of **TutAssistor**. You may enter a command into the CLI to use each feature.

ℹ️ **Notes about the command format:**

- Words in `UPPER_CASE` are the parameters to be supplied by the user.
  e.g. in `add n/NAME`, `NAME` is a parameter which can be used as `add n/John Doe`.

- Items in square brackets are optional.
  e.g `n/NAME [r/REMARK]` can be used as `n/John Doe r/student` or as `n/John Doe`.

- Items with `…` after them can be used zero or more times.
  e.g. `si/STUDENT_INDEX [STUDENT_INDEX]…` can be used as ` ` (i.e., 0 times), `si/1`, `si/1 2 3` etc.

- Parameters can be in any order.
  e.g. if the command specifies `n/NAME p/PHONE_NUMBER`, `p/PHONE_NUMBER n/NAME` is also acceptable.

- If a parameter is expected only once in the command but you specified it multiple times, only the last occurrence of the parameter will be taken.
  e.g. if you specify `p/12341234 p/56785678`, only `p/56785678` will be taken.

- Extraneous parameters for commands that do not take in parameters (such as `help`, `list`, `exit` and `clear`) will be ignored.
  e.g. if the command specifies `help 123`, it will be interpreted as `help`.

Refer to the Additional Command Format Information under section 4 to learn the requirements of the various parameters used.

3.1 Add student/tuition class

Adding a student: `add` | `a`

You can add a student with his/her specified information such as name, phone number, email and address.

> 💡 **Tip:** Read more on the requirements of the various parameters used.

Usage scenario:

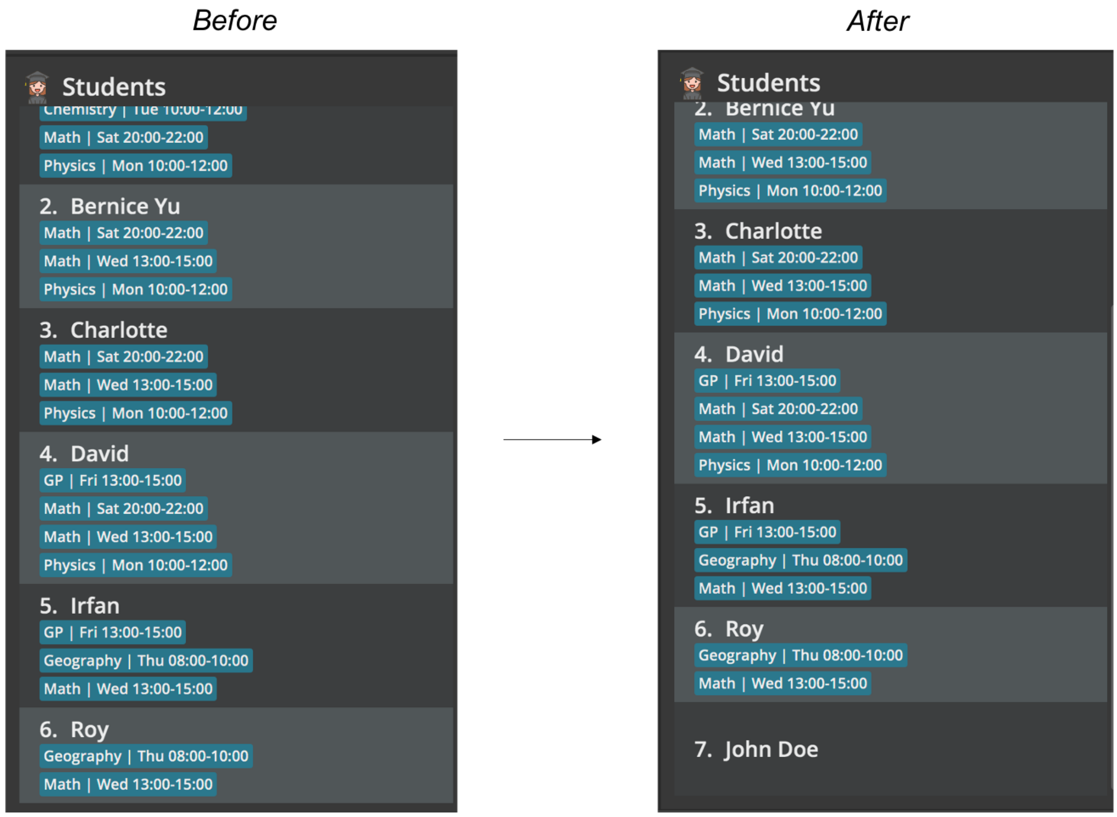
- You want to register a new student who wants to enrol in one of your classes.

Format: `add n/NAME p/PHONE_NUMBER e/EMAIL a/ADDRESS [r/REMARK]`

Examples:

```
add n/John Doe p/98765432 e/johnd@example.com a/John street, block 123, #01-01
```

```
a n/Tom Ng p/97865342 e/tomng@eg.com a/221B Baker St r/Can only attend on even weeks
```



Before

Students

Chemistry | Tue 10:00-12:00

Math | Sat 20:00-22:00

Physics | Mon 10:00-12:00

2. Bernice Yu

Math | Sat 20:00-22:00

Math | Wed 13:00-15:00

Physics | Mon 10:00-12:00

3. Charlotte

Math | Sat 20:00-22:00

Math | Wed 13:00-15:00

Physics | Mon 10:00-12:00

4. David

GP | Fri 13:00-15:00

Math | Sat 20:00-22:00

Math | Wed 13:00-15:00

Physics | Mon 10:00-12:00

5. Irfan

GP | Fri 13:00-15:00

Geography | Thu 08:00-10:00

Math | Wed 13:00-15:00

6. Roy

Geography | Thu 08:00-10:00

Math | Wed 13:00-15:00

After

Students

2. Bernice Yu

Math | Sat 20:00-22:00

Math | Wed 13:00-15:00

Physics | Mon 10:00-12:00

3. Charlotte

Math | Sat 20:00-22:00

Math | Wed 13:00-15:00

Physics | Mon 10:00-12:00

4. David

GP | Fri 13:00-15:00

Math | Sat 20:00-22:00

Math | Wed 13:00-15:00

Physics | Mon 10:00-12:00

5. Irfan

GP | Fri 13:00-15:00

Geography | Thu 08:00-10:00

Math | Wed 13:00-15:00

6. Roy

Geography | Thu 08:00-10:00

Math | Wed 13:00-15:00

7. John Doe

Figure 2: Add a new student

> ℹ️ Note: `James Yeoh` and `james    yeoh` are considered the same person, namely `Name` is case-insensitive and the differences in whitespaces would not be considered.

Adding a tuition class: `addclass` | `ac`

You can add a tuition class with a limit for student capacity at a specified timeslot. TutAssistor will notify you if there are any conflicting time slots with existing classes.

Usage scenario:

- You want to create a new Math class for your students.

Format: `addclass n/NAME l/LIMIT ts/TIMESLOT [s/NAME,NAME,NAME...] [r/REMARK]`

- It is optional to add students into the class when creating a tuition class. See `addtoclass` for more information.
- The timeslot should follow the format “Ddd HH:mm-HH:mm”.
- The limit of a class should be more than 0 and should not exceed 1000.

> 💡 **Tip:** There should not be a space after each comma when listing multiple students.

Examples:

```
addclass n/Chemistry l/16 ts/Thu 15:00-17:00 s/Bernice Yu,Richard Ng
```

```
ac n/Math l/8 ts/Mon 11:00-14:00 r/Quiz on final lesson
```

3.2 View student/tuition class

You can view all the details of a specified student or class in the information page.

3.2.1 Viewing a student: `student` | `vs`

Usage scenario:

- You want to obtain all the details of a particular student.

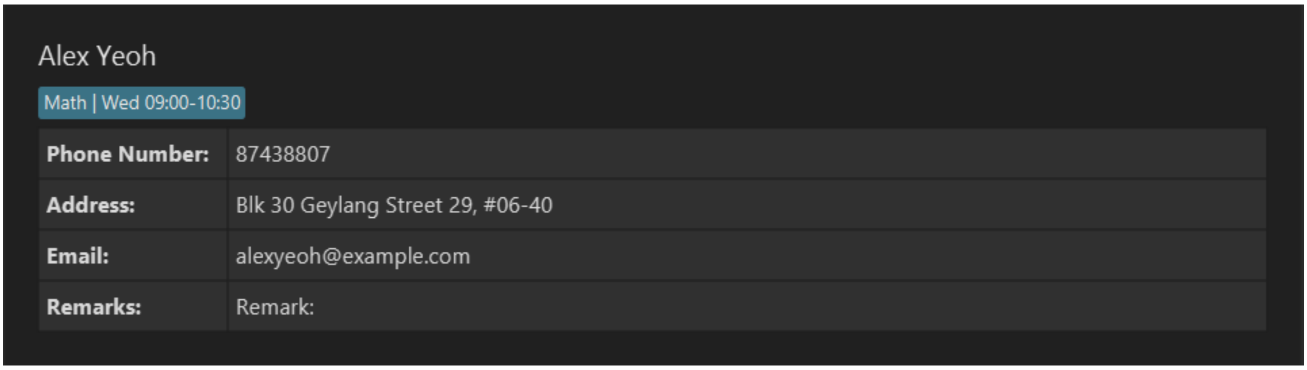
Format: `student INDEX`

Example:

```
student 2
```

or

```
vs 2
```



Alex Yeoh

Math | Wed 09:00-10:30

Phone Number:	87438807
Address:	Blk 30 Geylang Street 29, #06-40
Email:	alexyeoh@example.com
Remarks:	Remark:

Figure 3: Displaying a student's details in the information page

3.2.2 Viewing a tuition class: `class` | `vc`

Usage scenario:

- You want to obtain all the details of a particular class.

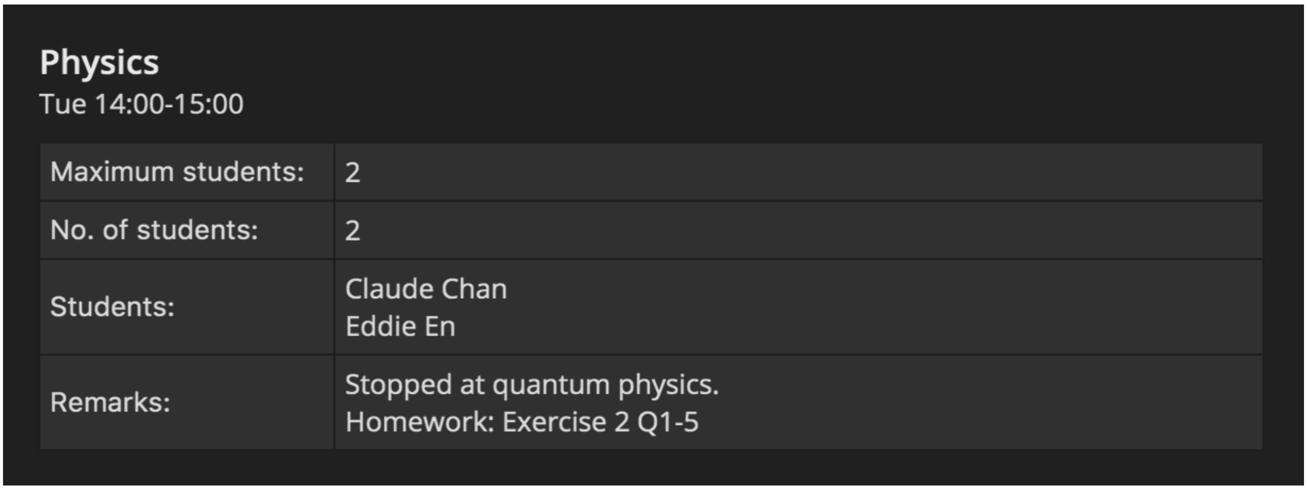
Format: `class INDEX`

Example:

```
class 3
```

or

```
vc 3
```



Physics
Tue 14:00-15:00

Maximum students:	2
No. of students:	2
Students:	Claude Chan Eddie En
Remarks:	Stopped at quantum physics. Homework: Exercise 2 Q1-5

Figure 4: Displaying details of a class in the information page

3.3 Edit student/tuition class

You can edit details of an existing student or tuition class.

> ℹ️ Note: At least one parameter must be provided.

Editing a student: `edit` | `e`

Usage scenario:

- You realise that you entered the phone number of a student wrongly and want to rectify it.

Format: `edit INDEX [n/NAME] [p/PHONE] [e/EMAIL] [a/ADDRESS]`

Examples:

```
edit 1 n/Jason Tan a/221b Baker Street
```

or

```
e 1 n/Jason Tan a/221b Baker Street
```

> ℹ️ Note: The edited name must be unique and should not be the same name of another existing student.

Editing a class: `editclass` | `ec`

Usage scenario:

- You want to change the timing of a particular class.
- You wish to update the name of a class.

Format: `editclass INDEX [n/NAME] [l/LIMIT] [ts/TIMESLOT]`

Examples:

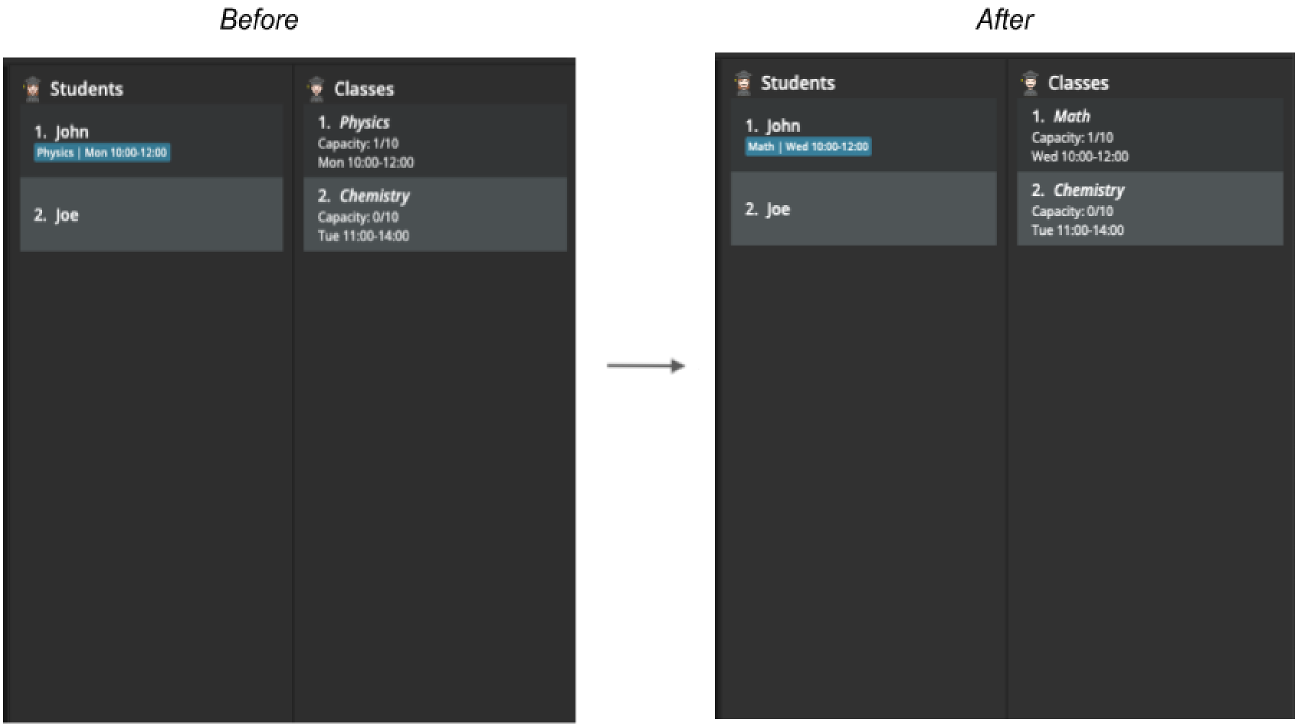
```
editclass 1 n/Math ts/Wed 10:00-12:00
```

or

```
ec 1 n/Math ts/Wed 10:00-12:00
```

ℹ️ Note: The edited timeslot cannot conflict with an existing timeslot of another class. See timeslot for more information.

An example output of using the `editclass` command is shown below:



Before:

Students

1. John
Physics | Mon 10:00-12:00

2. Joe

Classes

1. *Physics*
Capacity: 1/10
Mon 10:00-12:00

2. *Chemistry*
Capacity: 0/10
Tue 11:00-14:00

After:

Students

1. John
Math | Wed 10:00-12:00

2. Joe

Classes

1. *Math*
Capacity: 1/10
Wed 10:00-12:00

2. *Chemistry*
Capacity: 0/10
Tue 11:00-14:00

Figure 5: Example of executing `editclass 1 n/Math ts/Wed 10:00-12:00` command

3.4 Delete student/tuition class

You can delete multiple students and tuition classes from TutAssistor.

- At least one student or class index must be provided.
- Provide multiple indices to delete multiple students or classes at once.

> ⚠️ THIS COMMAND IS IRREVERSIBLE. IT WILL DELETE ALL DATA OF THE IDENTIFIED STUDENT OR CLASS.

Deleting students: `delete` | `del`

Usage scenario:

- You would like to remove a student who has dropped out of all your classes.

Format: `delete STUDENT_INDEX [STUDENT_INDEX]...`

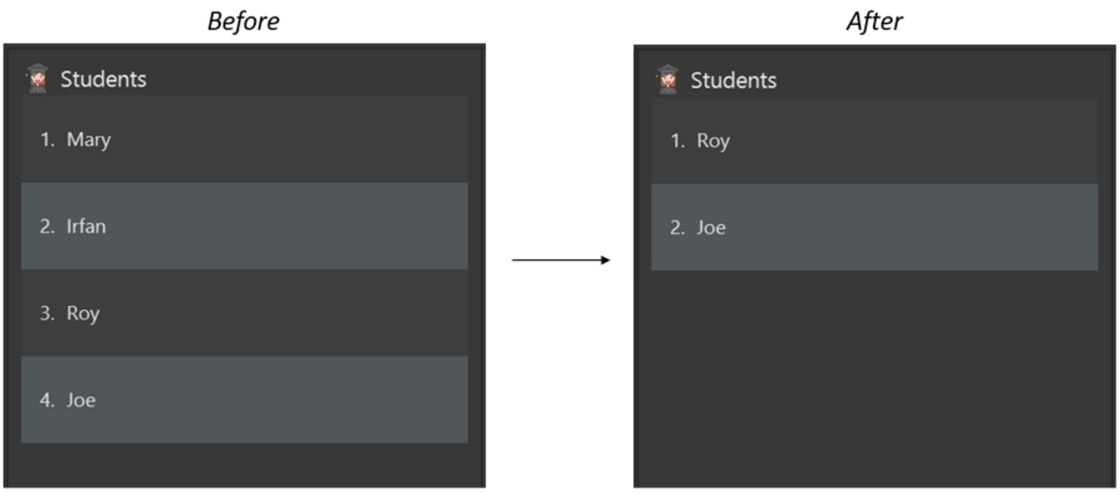
Example:

```
delete 1 2
```

or

```
del 1 2
```

An example output of using the `delete` command is shown below:



Students
1. Mary
2. Irfan
3. Roy
4. Joe

Students
1. Roy
2. Joe

Figure 6: Example of executing `delete 1 2` command

Deleting tuition classes: `deleteclass` | `delc`

Usage scenario:

- You would like to delete a class that is not popular among your students.

Format: `deleteclass CLASS_INDEX [CLASS_INDEX]...`

Example:

```
deleteclass 1 2
```

or

```
delc 1 2
```

3.5 Add/Remove student from class

You can add students to an existing class. Similarly, you can remove students enrolled in a class as well.

Adding existing students to a class: `addtoclass` | `atc`

You can add one or more students to an existing class.

> ℹ️ Note: When adding multiple students at once:
>
> - use commas(`,`) to separate names, with no spaces after each comma.
> - use spaces to separate indices.

Usage scenario:

- You would like to enrol a student into a particular class.

Format:

`addtoclass si/STUDENT_INDEX [STUDENT_INDEX]... tc/CLASS_INDEX`

or

`addtoclass s/NAME[,NAME,NAME...] tc/CLASS_INDEX`

Examples:

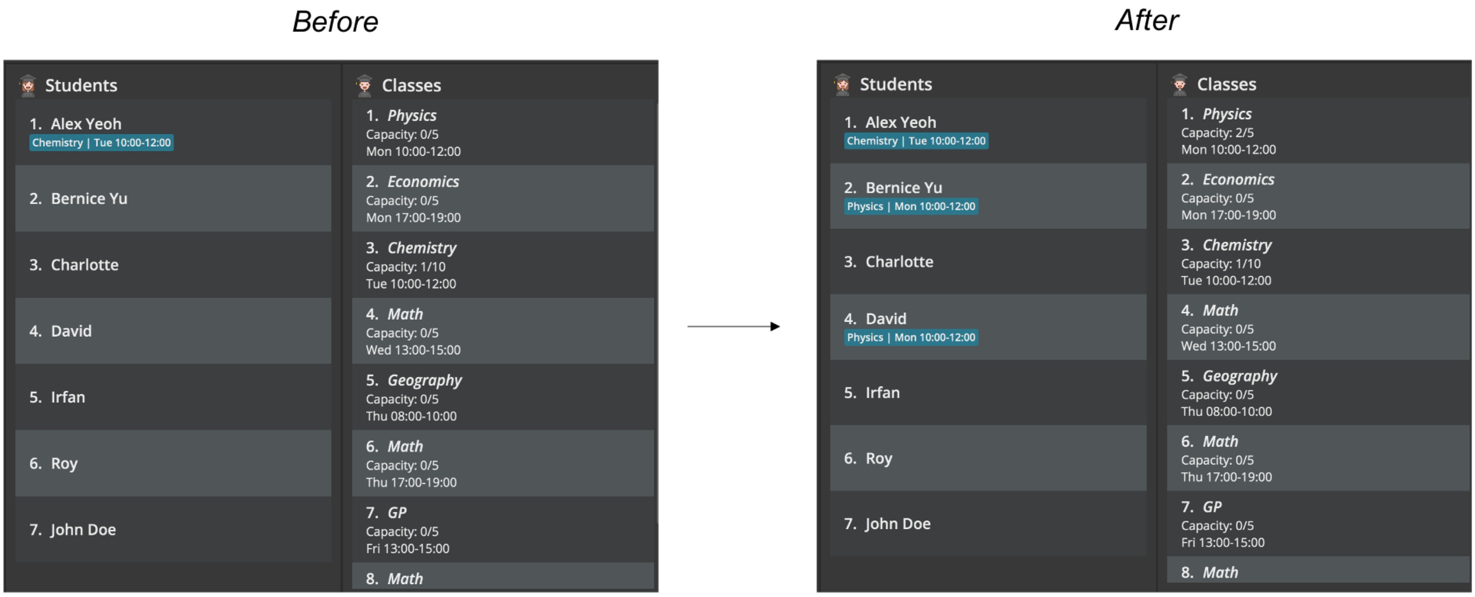
```
addtoclass si/1 tc/1
```

```
atc si/1 2 3 4 tc/1
```

```
addtoclass s/James,Felicia tc/2
```

```
atc s/James tc/3
```

The following is an example for `atc si/2 4 tc/1`.



Before

Students

1. Alex Yeoh
Chemistry | Tue 10:00-12:00
2. Bernice Yu
3. Charlotte
4. David
5. Irfan
6. Roy
7. John Doe

Classes

1. *Physics*
Capacity: 0/5
Mon 10:00-12:00
2. *Economics*
Capacity: 0/5
Mon 17:00-19:00
3. *Chemistry*
Capacity: 1/10
Tue 10:00-12:00
4. *Math*
Capacity: 0/5
Wed 13:00-15:00
5. *Geography*
Capacity: 0/5
Thu 08:00-10:00
6. *Math*
Capacity: 0/5
Thu 17:00-19:00
7. *GP*
Capacity: 0/5
Fri 13:00-15:00
8. *Math*

After

Students

1. Alex Yeoh
Chemistry | Tue 10:00-12:00
2. Bernice Yu
Physics | Mon 10:00-12:00
3. Charlotte
4. David
Physics | Mon 10:00-12:00
5. Irfan
6. Roy
7. John Doe

Classes

1. *Physics*
Capacity: 2/5
Mon 10:00-12:00
2. *Economics*
Capacity: 0/5
Mon 17:00-19:00
3. *Chemistry*
Capacity: 1/10
Tue 10:00-12:00
4. *Math*
Capacity: 0/5
Wed 13:00-15:00
5. *Geography*
Capacity: 0/5
Thu 08:00-10:00
6. *Math*
Capacity: 0/5
Thu 17:00-19:00
7. *GP*
Capacity: 0/5
Fri 13:00-15:00
8. *Math*

Figure 7: Example of executing `atc si/2 4 tc/1` command

Removing existing students from a class: `remove` | `rm`

You can remove existing students from a tuition class.

Usage scenario:

- You would like to update the students in a particular class, as a few students have dropped out of the class.

Format: `remove si/STUDENT_INDEX [STUDENT_INDEX]... tc/CLASS_INDEX`

Examples:

```
remove si/1 tc/1
```

```
rm si/1 2 3 4 tc/2
```

3.6 Add remark to student/tuition class

Adding remark to a student: `remark` | `re`

You can add remarks to a student.

Usage scenario:

- You would like to set a reminder for a student who has yet to pay tuition fees.

Format: `remark STUDENT_INDEX`

Example:

```
remark 2
```

or

```
re 2
```

Adding remark to a tuition class: `remarkclass` | `rec`

You can add a remark for a tuition class.

Usage scenario:

- You would like to remind yourself of the homework that is due for a class.
- You would like to keep track of the topics covered for a class.

Format: `remarkclass CLASS_INDEX`

Example:

```
remarkclass 2
```

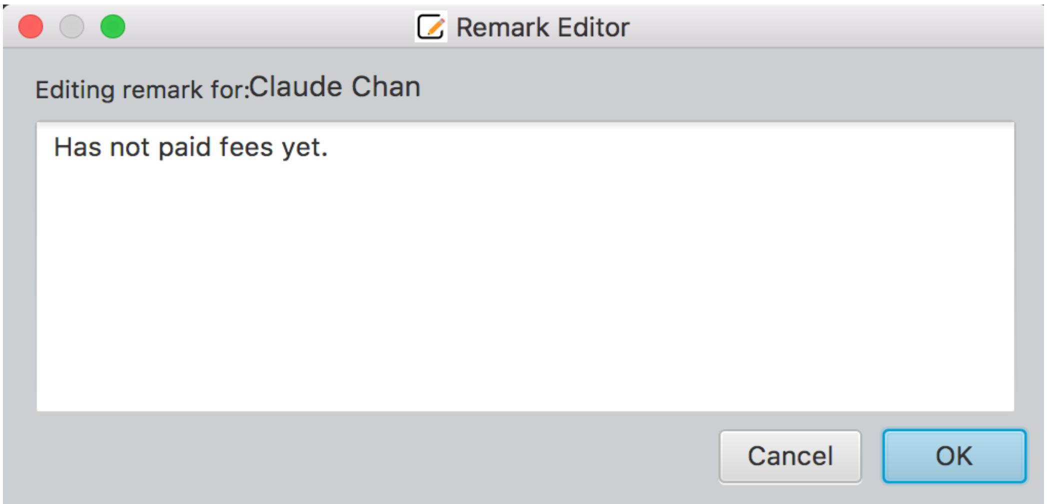
or

```
rec 1
```

> ℹ Note: When creating a new student or tuition class using the `add` and `addclass` commands, you can use the optional `r/REMARK` parameter to add remarks directly.

Upon entering the `remark` or `remarkclass` command, a pop-up window with a text box is displayed for you to add, edit or remove remarks.

> 💡 **Tip:** To remove the remark, simply enter an empty remark and press `OK`. If you choose not to edit the remark, press `Cancel` to close the editor window.



Editing remark for:Claude Chan

Has not paid fees yet.

Figure 8: Editing remarks with editor window

> ⚠️ For MacOS users, the remarks editor may open as a new tab instead of a window, which can cause the buttons to be not displayed correctly. To open the editor as a new window instead, go to System preferences > General > Prefer tabs and choose never.

3.7 Find student/tuition class

You can filter the list of students and classes based on the given keywords. The keywords are case-insensitive.

> ℹ️ Note: Keywords will be matched entirely. Example: The command `findclass phys` will not filter physics classes.

Finding students by name: `find` | `f`

You can search and find students using keywords.

Usage scenario:

- You would like to locate a student named `alice`.

Format: `find KEYWORD [KEYWORD]...`

Example:

```
find alice tan
```

or

```
f alice tan
```

TutAssistor will display a list of all students with `alice` or `tan` in their name.

Finding classes by name: `findclass` | `fc`

You can search and find tuition classes using keywords.

Usage scenario:

- You would like to locate all the Physics classes in your list of tuition classes.

Format: `findclass KEYWORD [KEYWORD]...`

Example:

```
findclass physics chemistry
```

or

```
fc physics chemistry
```

TutAssistor will display a list of all classes with `physics` or `chemistry` in their name.

The filtered list should look similar to the example shown below:

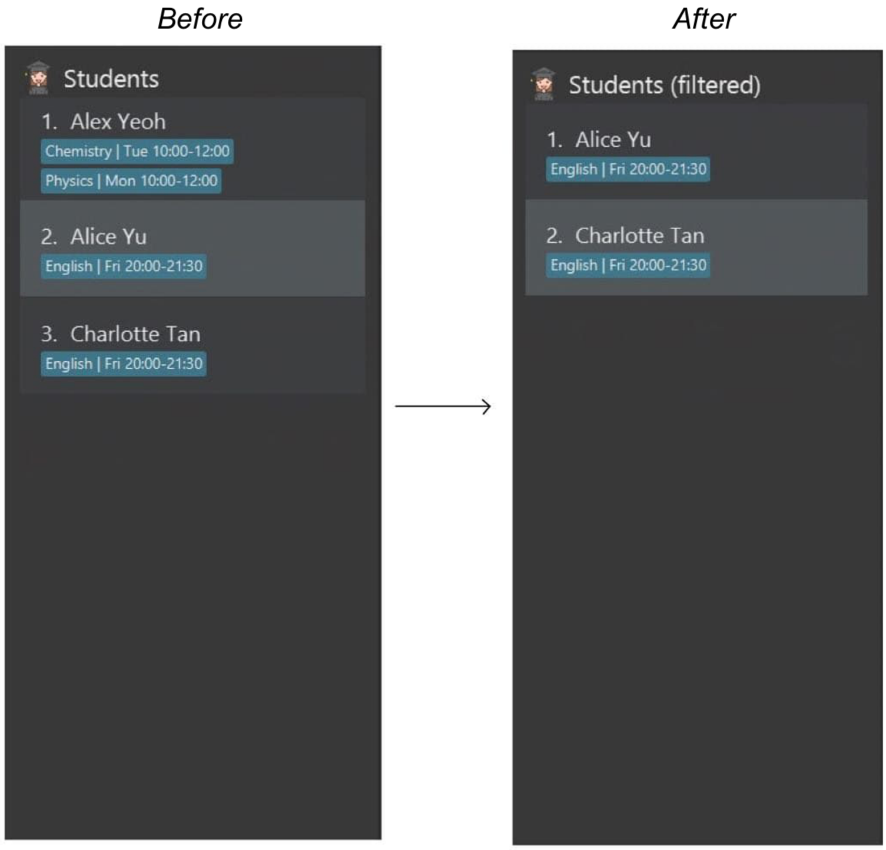

Before
Students
1. Alex Yeoh
Chemistry | Tue 10:00-12:00
Physics | Mon 10:00-12:00
2. Alice Yu
English | Fri 20:00-21:30
3. Charlotte Tan
English | Fri 20:00-21:30
After
Students (filtered)
1. Alice Yu
English | Fri 20:00-21:30
2. Charlotte Tan
English | Fri 20:00-21:30

Figure 9: Example of executing `find alice tan` command

3.8 List all students/tuition classes

Shows the full list of students or classes.

Listing all students: `list` | `l`

You can view all the students in TutAssistor.

Usage scenario:

- You would like to have an overview of all your students.

Format: `list`

Listing all classes: `listclass` | `lc`

You can view all the tuition classes in TutAssistor.

Usage scenario:

- You would like to have an overview of all your classes.

Format: `listclass`

3.9 Sort tuition classes: `sort` | `s`

Sorts tuition class list according to time or alphabetical order.

- After the user executes the `sort` command, the list will continue to remain sorted even after adding or editing classes.
- The list will not be automatically sorted upon restarting TutAssistor, i.e., the user will have to execute the `sort` command again.

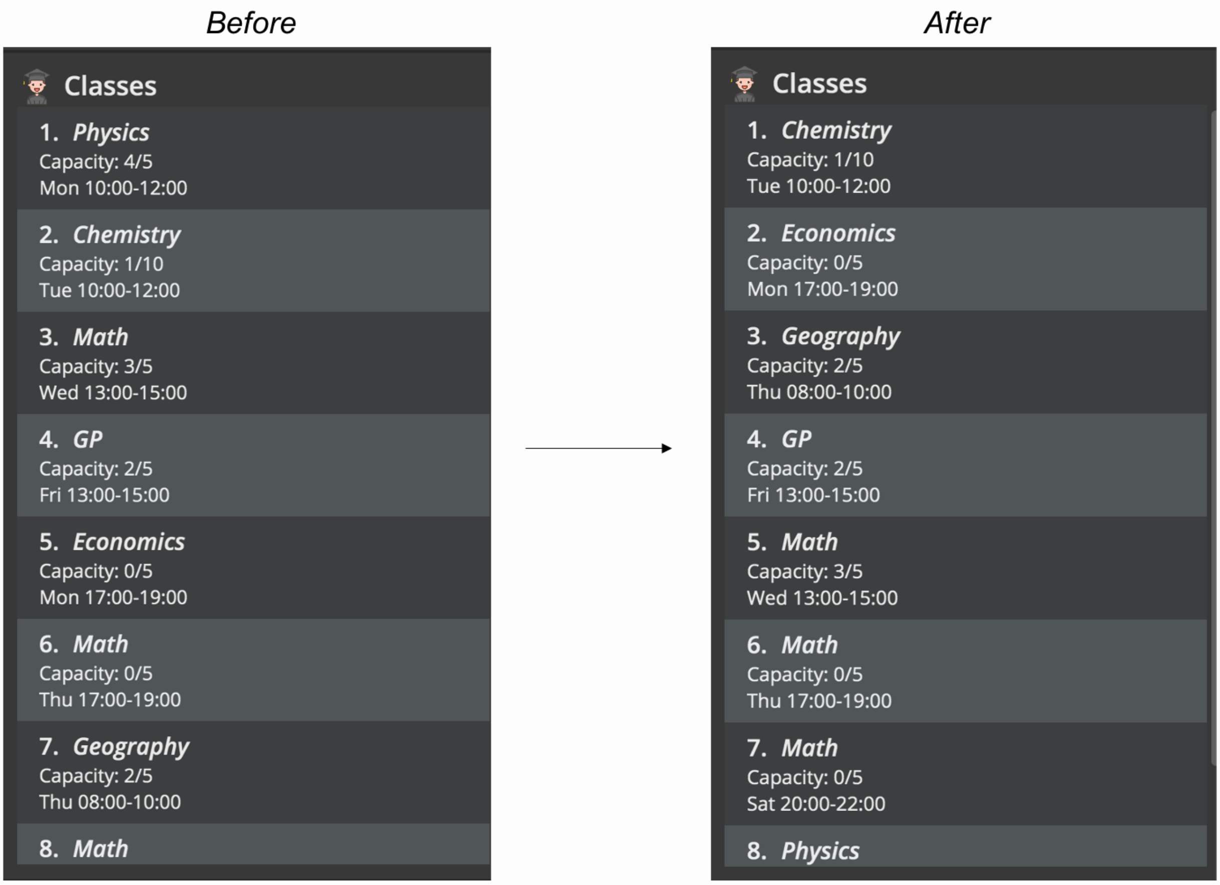
The possible usages of `sort` are given below:

- `sort` sorts by time
- `sort o/asc` sorts by ascending alphabetical order
- `sort o/desc` sorts by descending alphabetical order
- `sort o/time` sorts by time

ℹ Note:

- For alphabetical order, the sorting is case-insensitive. For example, `chem` is considered the same as `Chem`.
- For time order, the sorting assumes Gregorian calendar format. i.e., Sunday is considered the start of a week and Saturday is considered the end of a week.

An example output of the `sort` command is shown below:



```
Classes
1. Physics
Capacity: 4/5
Mon 10:00-12:00
2. Chemistry
Capacity: 1/10
Tue 10:00-12:00
3. Math
Capacity: 3/5
Wed 13:00-15:00
4. GP
Capacity: 2/5
Fri 13:00-15:00
5. Economics
Capacity: 0/5
Mon 17:00-19:00
6. Math
Capacity: 0/5
Thu 17:00-19:00
7. Geography
Capacity: 2/5
Thu 08:00-10:00
8. Math
```

```
Classes
1. Chemistry
Capacity: 1/10
Tue 10:00-12:00
2. Economics
Capacity: 0/5
Mon 17:00-19:00
3. Geography
Capacity: 2/5
Thu 08:00-10:00
4. GP
Capacity: 2/5
Fri 13:00-15:00
5. Math
Capacity: 3/5
Wed 13:00-15:00
6. Math
Capacity: 0/5
Thu 17:00-19:00
7. Math
Capacity: 0/5
Sat 20:00-22:00
8. Physics
```

Figure 10: Example of executing `sort o/asc` command

3.10 View timetable: `timetable` | `tt`

You can view all classes scheduled this week in a timetable.

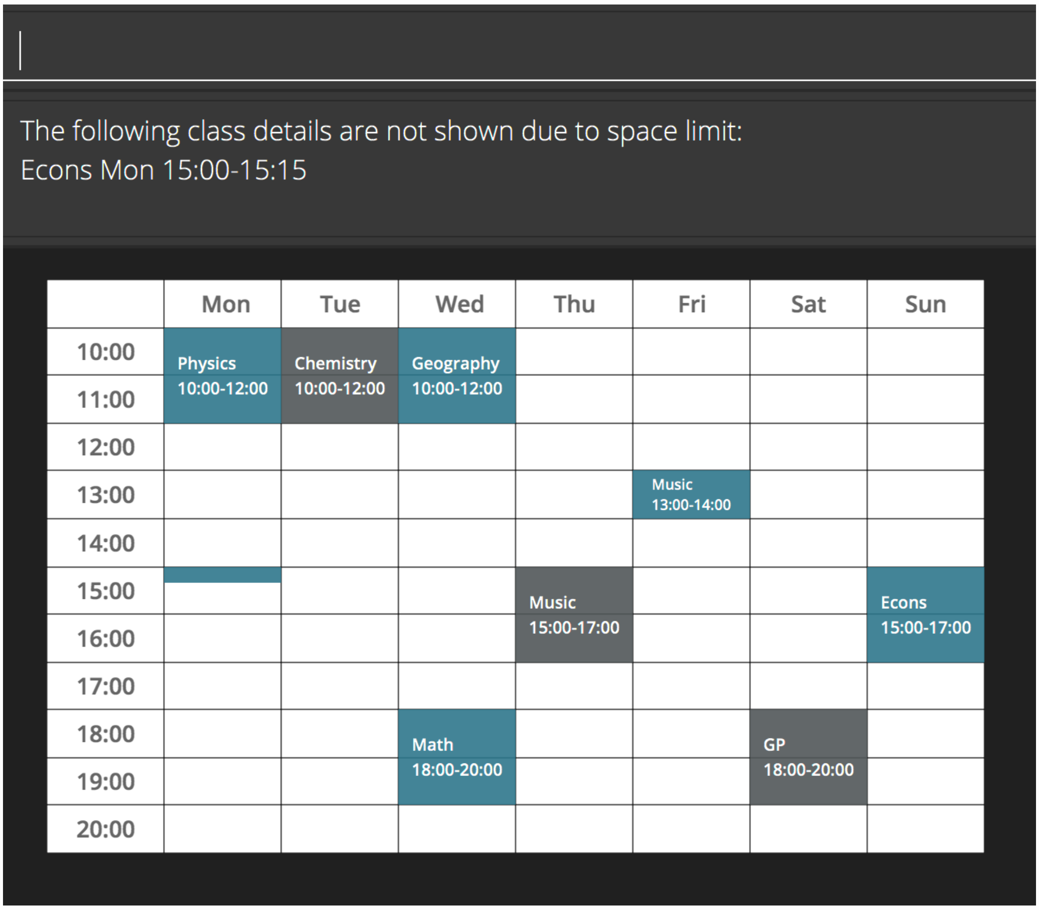
Usage scenario:

- You would like to have an overview of all the classes in a week.

Format:

```
timetable
```

> ℹ Note:
>
> If a lesson is shorter than one hour, the timetable may not display its details properly, as it uses a smaller font size or omits the details completely due to limited space available in the time block.
>
> For example, in Figure 11 below, the class on Monday, 15:00-15:15 is only 15 minutes long and therefore is not displayed with details such as the name and timeslot.



```
The following class details are not shown due to space limit:
Econs Mon 15:00-15:15
```

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
10:00	Physics 10:00-12:00	Chemistry 10:00-12:00	Geography 10:00-12:00				
11:00							
12:00							
13:00					Music 13:00-14:00		
14:00							
15:00				Music 15:00-17:00			Econs 15:00-17:00
16:00							
17:00							
18:00			Math 18:00-20:00			GP 18:00-20:00	
19:00							
20:00							

Figure 11: A timetable view of all tuition classes in a week

3.11 View today’s classes: `today` | `td`

You can view all classes scheduled today.
Additionally, a reminder of classes scheduled today will be displayed on the MainWindow when you open TutAssistor.

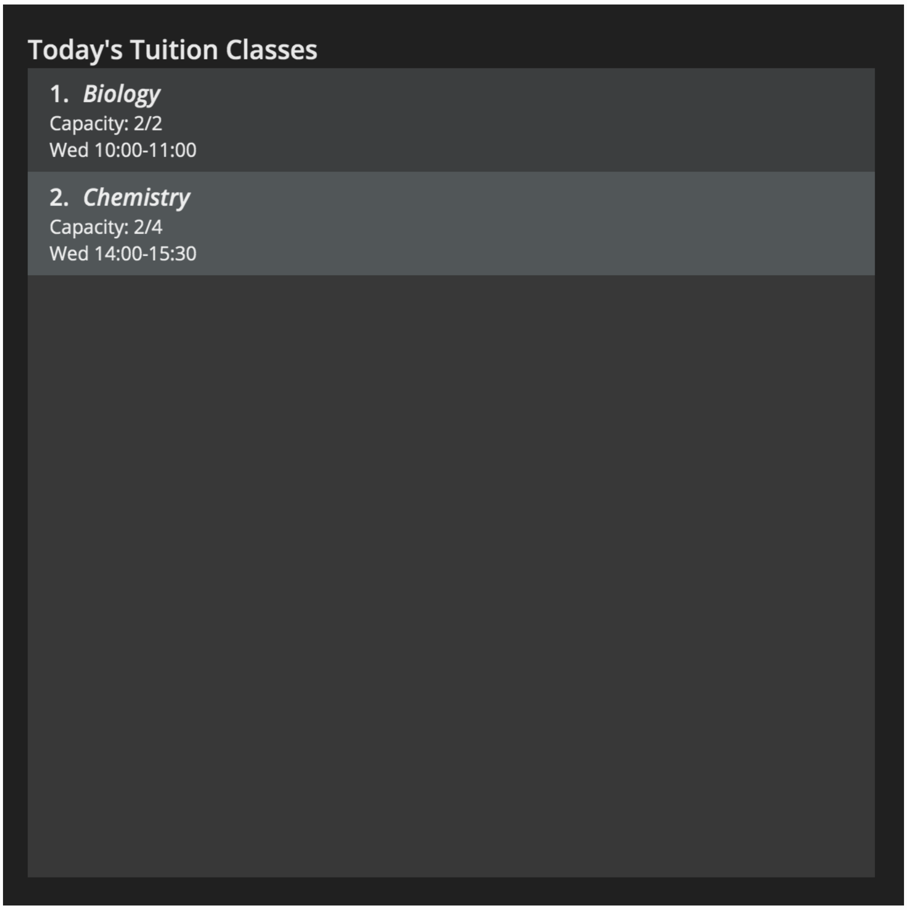
Usage scenario:

- You want to prepare the materials for all the upcoming classes today.

Format:

```
today
```

An example of the `today` command is shown below:



Today's Tuition Classes

1. *Biology*
Capacity: 2/2
Wed 10:00-11:00

2. *Chemistry*
Capacity: 2/4
Wed 14:00-15:30

Figure 12: The view of all classes scheduled today in the Main Display Pane

3.12 View help: `help` | `h`

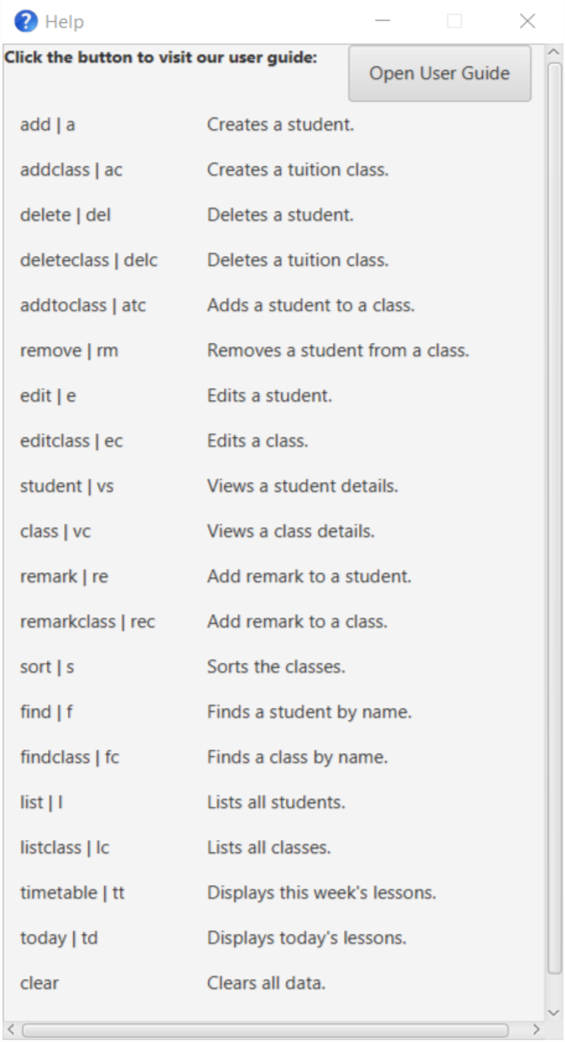
If you are unsure of the format of any command, you may view a command summary, as well as a link to the user guide using the `help` command.

Usage scenario:

- You are new to the app and want to learn the basic commands.

Format: `help`

An example output of the `help` command is shown below:



Click the button to visit our user guide:

add | a	Creates a student.
addclass | ac	Creates a tuition class.
delete | del	Deletes a student.
deleteclass | delc	Deletes a tuition class.
addtoclass | atc	Adds a student to a class.
remove | rm	Removes a student from a class.
edit | e	Edits a student.
editclass | ec	Edits a class.
student | vs	Views a student details.
class | vc	Views a class details.
remark | re	Add remark to a student.
remarkclass | rec	Add remark to a class.
sort | s	Sorts the classes.
find | f	Finds a student by name.
findclass | fc	Finds a class by name.
list | l	Lists all students.
listclass | lc	Lists all classes.
timetable | tt	Displays this week's lessons.
today | td	Displays today's lessons.
clear	Clears all data.

Figure 13: The help window

3.13 Navigate command history

When typing in the command box, you can use the **up** and **down** arrow keys to access and navigate through previously entered commands.

3.14 Clear data: `clear`

You can clear the data of all students and tuition classes.

Usage scenario:

- You wish to wipe out the current data and start afresh.

Format: `clear`

> ⚠️ THIS COMMAND IS IRREVERSIBLE. IT WILL DELETE ALL THE DATA OF EXISTING STUDENTS AND CLASSES.

3.15 Exit the app: `exit`

Exits TutAssistor.

Format: `exit`

3.16 Track payment `coming in v2.0`

Details coming soon…

---

4 Additional Command Format Information

The section explains the requirements of the various parameters used for the commands. Head back to Features to refer to general notes on the command format.

4.1 Name

Student name is unique, i.e., there cannot be 2 or more students registered with the same name. TutAssistor ignores letter case and trivial whitespaces when it checks for duplicate names.

Note that if you successfully add a student, the name will appear exactly as what you typed, including trivial whitespaces.

For example, when adding a new student, given an existing student named `John Doe`,

- Valid: `John Doe the Great`
- Invalid: `john doe`, `John   Doe`

Names for tuition classes may be reused.

For example, given an existing class named `Biology`, you may add a new class also named `Biology`.

4.2 Phone Number

Phone number should only contain digits, and should be at least 3 digits long.

4.3 Email

Email should be of the format `local-part@domain` and adhere to the following constraints:

1. The `local-part` should only contain alphanumeric characters and these special characters, `+` `_` `.` `-`. The `local-part` may not start or end with any special characters.
2. This is followed by a `@` and then a `domain` name. The domain name is made up of domain labels separated by periods. The domain name must:
    - end with a domain label at least 2 characters long
    - have each domain label start and end with alphanumeric characters
    - have each domain label consist of alphanumeric characters, separated only by hyphens, if any

4.4 Timeslot

Timeslot for classes follows the format:

```
Ddd HH:mm-HH:mm
```

where

- `Ddd` is the day of the week, **abbreviated to the first three letters, with only the first letter capitalised**.

Examples:

- Correct: `Mon`, `Tue`, `Wed`, `Thu`, `Fri`, `Sat`, `Sun`
- Incorrect: `mon`, `tuesday`, `WED`, `Thurs`, `Friday`, etc
- `HH:mm` is the time with 2 digits for the hour and 2 digits for the minute. The first time must be earlier in the day than the second time.

Examples:

- Correct: `09:00-14:30`
- Incorrect: `9:00-14:00`, `9am-2pm`, `9-2`, `09:00-08:00`

4.5 Index

Index for a student or tuition class must be a positive integer, starting from `1`. It must not exceed the size of the list.

For example, if the list consists of `5` students/tuition classes:

- Correct: `1`, `2`, `3`, `4`, `5`
- Incorrect: `0`, `1.5`, `a`, `6`, etc.

---

5 FAQ

Q: Where is my data saved?
A: When our app is first opened, it will create a folder named data in the same folder where the `Tutassistor.jar` file is located. This folder contains a file called `tutassistor.json` which contains all the details of your students and classes.

Q: How do I transfer my data to another Computer?
A: Install the app in the other computer and overwrite the empty data file it creates with the file that contains the data of your previous TutAssistor home folder.

Q: Do I lose all the details of classes and students when I close the application?
A: All of your data is stored locally in a file under the data folder and will be loaded upon the next entry, hence you do not lose any data.

Q: What should I do if I am unsure of the command formats?
A: Please type `help` to learn the command formats.

Q: Can I restore my data if I accidentally delete it?
A: No, `clear`, `delete`, and `deleteclass` commands are irreversible.

Q: Can I export my timetable schedule from TutAssistor?
A: Currently, we do not support exporting timetable. However, you can screenshot the timetable to store it locally.

Q: Who can I contact for further assistant?
A: If you need further assistance, please email us.

6 Command Summary

Head back up to section 3 Features to refer to notes about the command format.

Action	Format	Shortcut
Add Student	`add n/NAME p/PHONE_NUMBER e/EMAIL a/ADDRESS [r/REMARK]`	`a`
Add Class	`addclass n/NAME l/LIMIT ts/TIMESLOT [s/NAME,...] [r/REMARK]`	`ac`
View Student	`student INDEX`	`vs`
View Class	`class INDEX`	`vc`
Edit Student	`edit INDEX [n/NAME] [p/PHONE] [e/EMAIL] [a/ADDRESS]`	`e`
Edit Class	`editclass INDEX [n/NAME] [l/LIMIT] [ts/TIMESLOT]`	`ec`
Delete Student	`delete STUDENT_INDEX [STUDENT_INDEX]...`	`del`
Delete Class	`deleteclass CLASS_INDEX [CLASS_INDEX]...`	`delc`

Add Student to Class	`addtoclass si/STUDENT_INDEX [STUDENT_INDEX]... tc/CLASS_INDEX`
	or
	`addtoclass s/NAME[,NAME...] tc/CLASS_INDEX`
		`atc`

Remove Students from Class	`remove si/STUDENT_INDEX [STUDENT_INDEX]... tc/CLASS_INDEX`	`rm`
Add Remarks to Student	`remark STUDENT_INDEX`	`re`
Add Remarks to Class	`remarkclass CLASS_INDEX`	`rec`

Action	Format	Shortcut
Find Student by Name	`find KEYWORD [KEYWORD]...`	`f`
Find Class by Name	`findclass KEYWORD [KEYWORD]...`	`fc`
List all Students	`list`	`l`
List all Classes	`listclass`	`lc`
Sort Tuition Class	`sort [o/ORDER]`	`s`
View Timetable	`timetable`	`tt`
View Today’s Classes	`today`	`td`
Help	`help`	`h`
Clear all data	`clear`	-
Exit	`exit`	-