

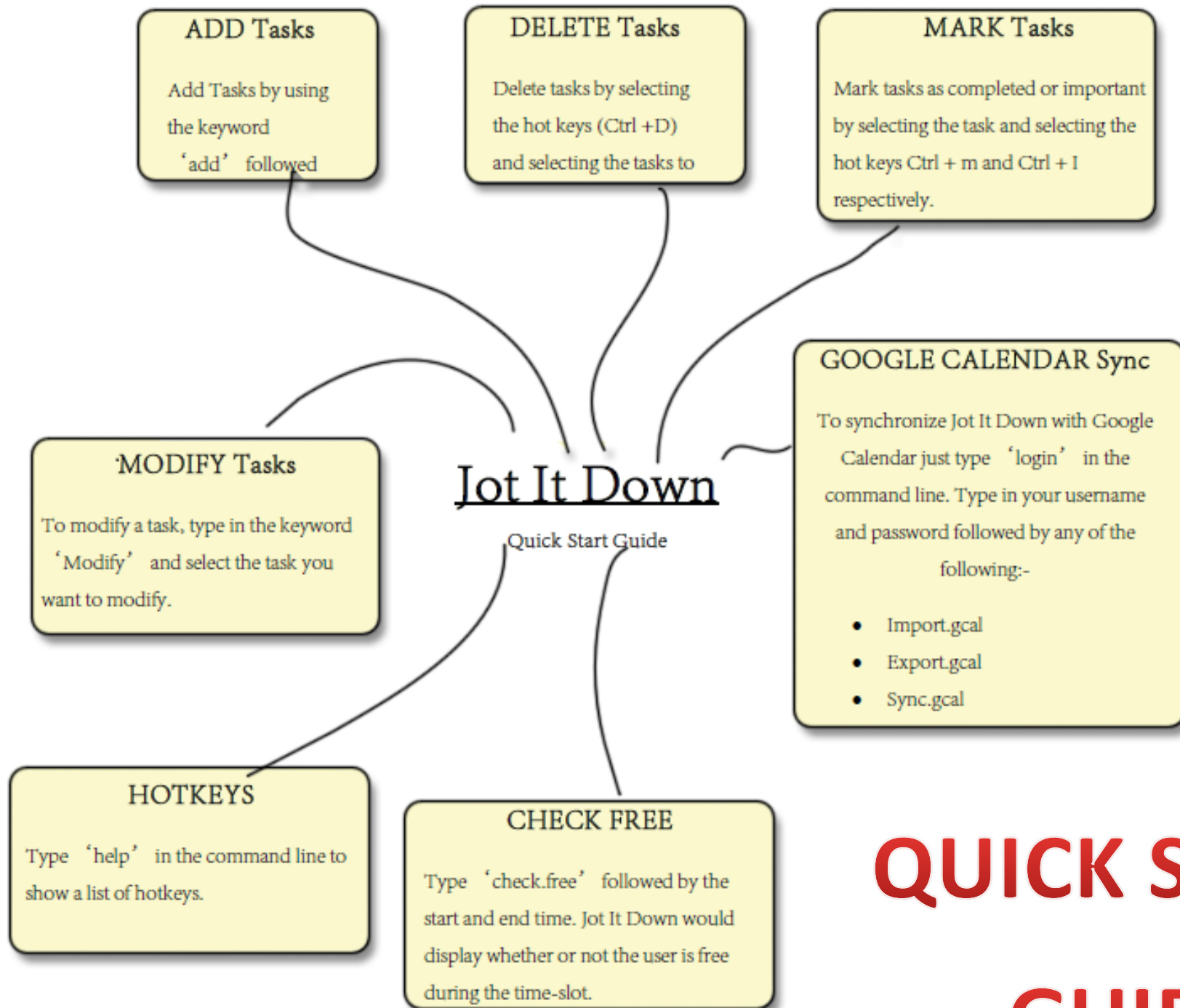
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JOT IT DOWN

Quick Start Guide &
User Manual





QUICK START GUIDE

User Manual

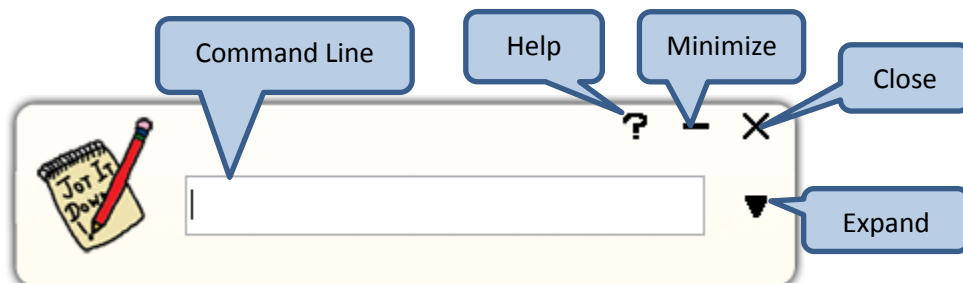
Jot It Down

Jot It Down is a To-Do Manager that allows power users of windows manage their appointments, meetings, tasks with relative ease. The user interface is intuitive to use and the commands taken mostly from plain English to enable users from around the world to use our product easily. By providing support for a variety of date/time formats, Jot It Down provides a simple elegant yet flexible solution to your woes of managing their tasks.

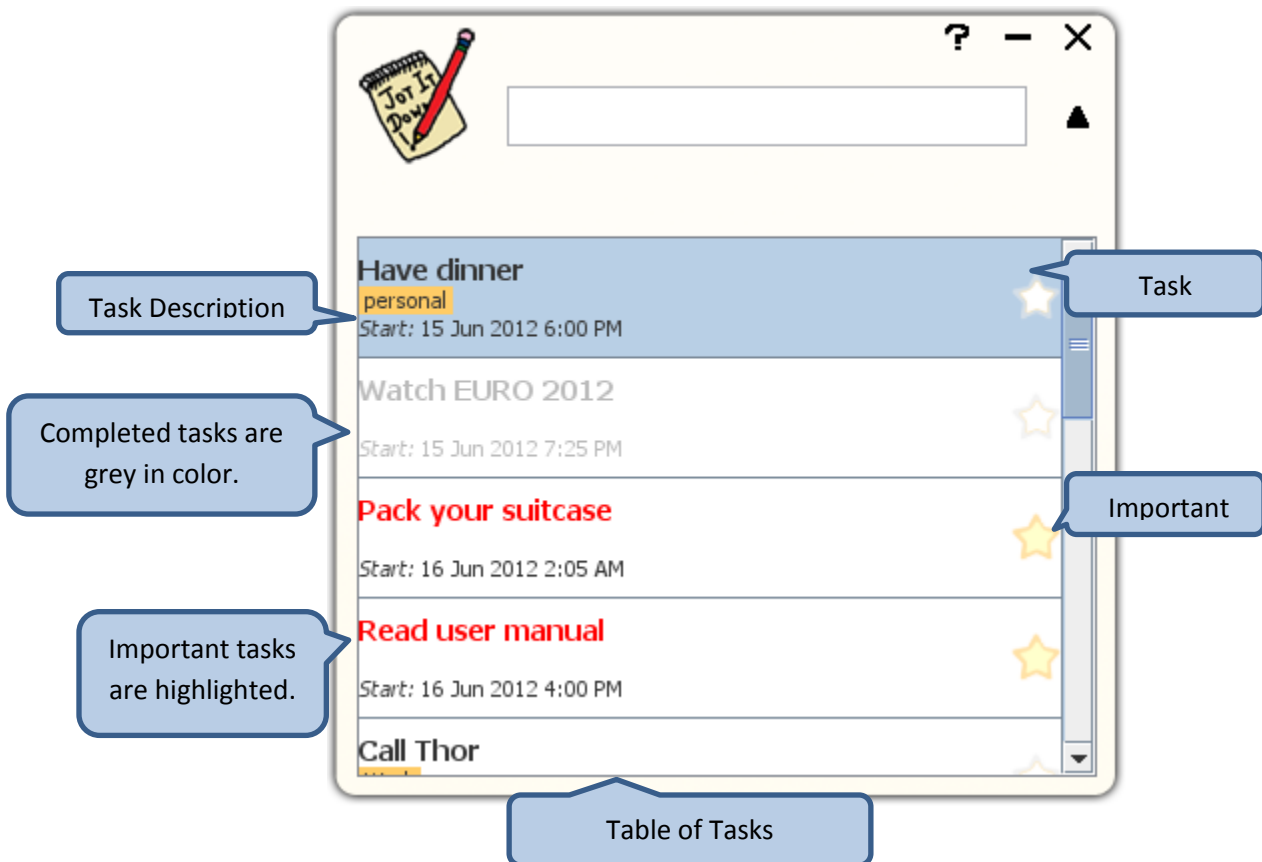
Getting Started:

How to install

Download our program from the given download link and run the JotItDown.exe file. The software will be launched automatically; on running the first time the software will ask you to enter your email address for our software to send you daily email reminders. To hide it press the minimize button and then u can launch it back from your system tray (usually placed at the end of your taskbar).



User Interface in its collapsed form when it first loads



User Interface in its expanded form

List of Operations:

Operation Name	Acceptable Keywords	Hot Key	Operation Description
Add	'add' or 'insert'		Adds a task
Delete	'Delete' or 'remove'	Ctrl + D, DELETE	Deletes a task
Edit	'Edit' or 'modify'		Edits details of a task
Search	'search' or 'find'		Search for a particular task
Toggle Complete	'completed'	Ctrl + M	Used to toggle the Completed status of a task
Toggle Important	'star' or 'important'	Ctrl + I	Used to toggle the important status of a task
Overdue	'overdue'	Ctrl + O	Displays overdue tasks
Check Free	'check.free'		Checks whether the given time slot has any other tasks already scheduled in it.
Refresh List	'list'	Ctrl + L	Refresh the List

Expand/ Collapse the UI	'expand'	Ctrl + E	Expands/Collapses the table out
Archive	'archive'	Alt + A	Used to archive completed task
Import Archive	'import.archive'	Alt + C	Used to import the archived tasks back to the Jot It Down List
Clear Archive	'clear.archive'	Alt + X	Clears Archives
Login to Google Calendar (GCal)	'login'	Ctrl + G	Displays the login pop-up for GCal
Logout of GCal	'logout'	Ctrl + B	Logs out of GCal
Sync To GCal	'sync.gcal'	Alt + S	Syncs Jot It Down with GCal
Import Tasks from GCal	'import.gcal'	Alt + M	Import tasks from GCal to Jot It Down List
Export Tasks to GCal	'export.gcal'	Alt + N	Export tasks from Jot It Down to GCal
Change Agenda Email	'email'		Used to change the agenda email
Help	'help'	F1	Used to display the small pop up help
Exit	'exit'	Alt + F4	Used to exit our program
Undo	'undo'	Ctrl + Z	Undo the last operation
Redo	'redo'	Ctrl + Y	Redo the last undone operation

Special Keywords for recurring tasks:

Operation Name	Acceptable Keywords	Operation description
Delete Recurring tasks	'delete.all'	Deletes all instances of the recurring tasks that were added as one task
Toggle Important Recurring tasks	'star.all'	Toggles the important status of all recurring tasks that were added as one task
Toggle Completed Recurring tasks	'completed.all'	Toggles the completed status of all recurring tasks that were added as one task

Additional Details:

Adding a task:

The Jot It Down command line can accept tasks in a variety of formats. The usual formats are given below. It is not necessary for you to specify all fields. The bare minimum is to specify the task details and a date/time. For others, refer to the appendix of this user Manual.



e.g. add <task description> from <time> <date> to <time> <date> <daily/ weekly/ yearly> - <number of repetitions> @<label1> @<label2>

add <task description> at <time> on <date> <daily/ weekly/ yearly> - <number of repetitions> @<label1> @<label2>

add <task description> by <time> on <date> <daily/ weekly/ yearly> - <number of repetitions> @<label1> @<label2>

Caution: A task with start/ end date and time before the system date and time cannot be added. Also, a task with no start/ end date and time cannot be added.

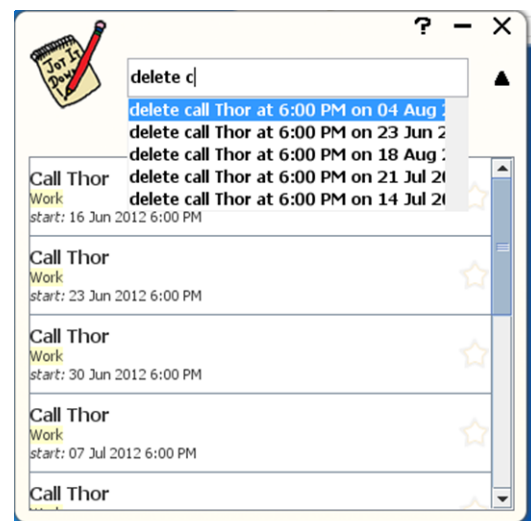
Delete a task (Ctrl +D)

'Delete' keyword can be used to delete a task. Just start typing delete in the input box and type in a search string to find your task. Select it from the drop down and press enter. And it is deleted.

For deleting the whole set of recurring task similarly use the keyword 'delete.all'.

To delete multiple tasks just click on the table and select the tasks u want to delete by holding the shift key and press delete.

Other operations like toggling Complete, toggling Important can be done similarly. For a list of keywords just refer to the table at the end.

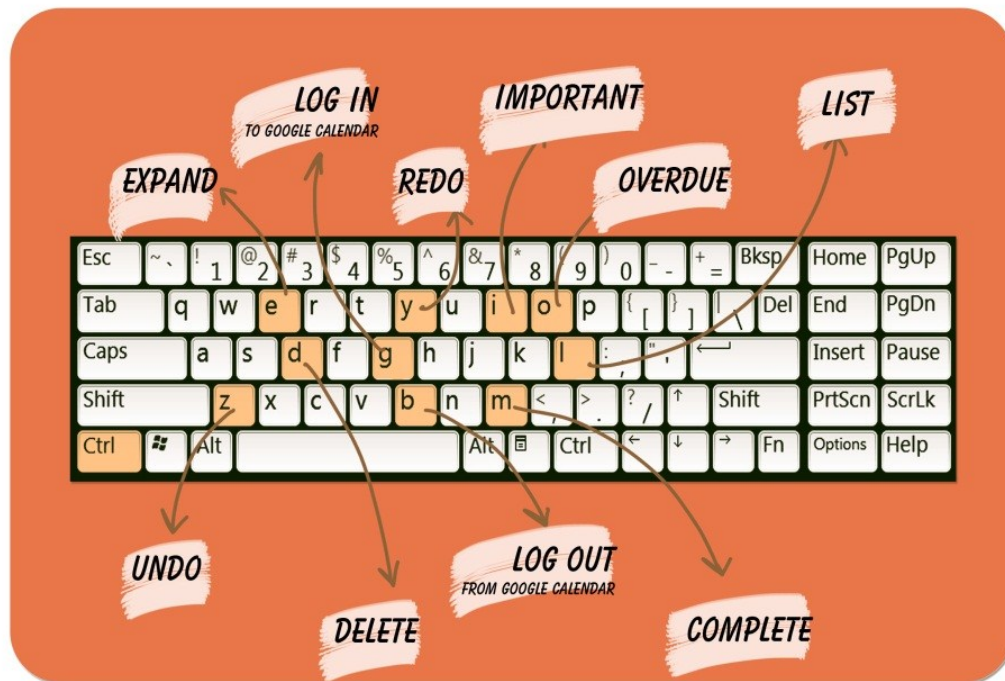


Modify a task

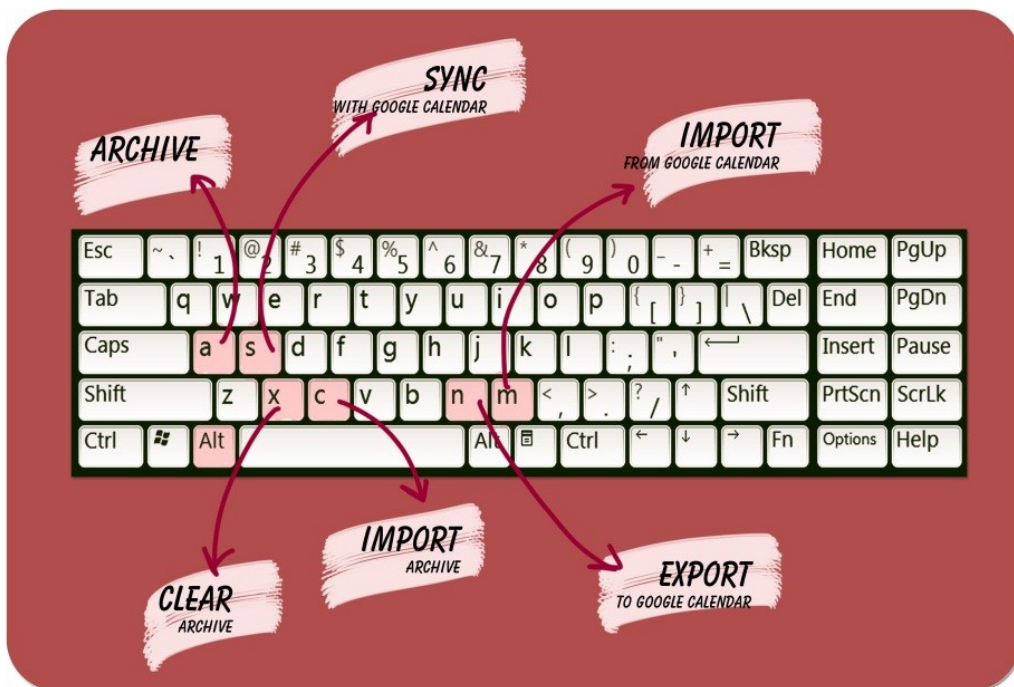
A task can be modified by keying in the keyword 'modify' or 'edit' and selecting the task to edit using incremental search. Then just changing the details and pressing the enter results in modifying an existing task.

Hot Keys

1. Ctrl HotKeys



2. Alt Hotkeys



Features:

1. Natural Language Parsing

Our program is designed to understand a variety of user Time and Date formats. Also you can enter details usually in any order and we will process the details for you. However if any

Following are some examples of acceptable time formats –

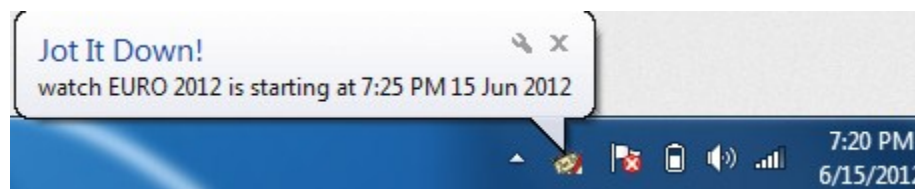
01:00, 1.00, 13:00, 23.59, 0:00, 12.00, 21:15 hrs, 20.00HRS, 17:00hr, 18:00 hours, 1.00am, 1:00PM, 12pm, 3pM, 02Am

Following are some examples of acceptable date formats –

30/3/2012, 30-1-2013, 15/5/12, 14-2-14, 15/1, 17-11, 31/12, 30 march 2012, 14 apr 12, 14 NOV 13, 27 aug, 5 JUN, 1st january 2014, 14th FEB 12, 22nd may, 23rd nov, 10th jul, today, tmr, tomorrow, TMR, Monday, SUNDAY, fri, WED, next Tuesday, NEXT thu, next FRI.

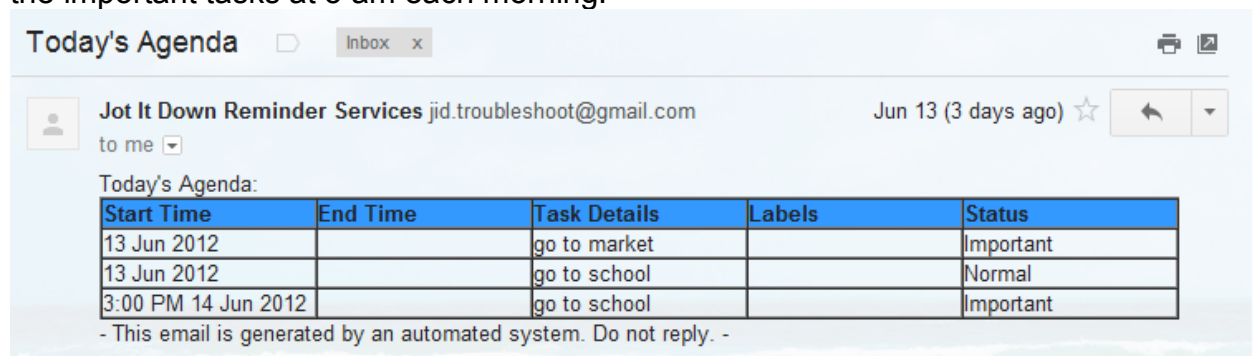
2. Reminders/ Alerts

A reminder in the form of a notification is displayed in the task bar 5 minutes before every task. Also, an alarm is sounded 5 minutes before every important task.



3. Emailing of Agenda

The user is sent a list of tasks to be completed on a particular day along with all the important tasks at 5 am each morning.

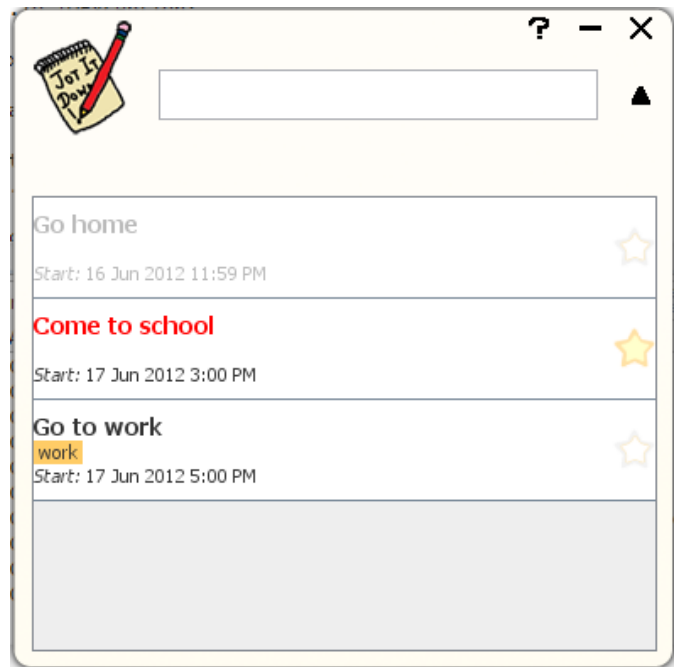


4. Change of colors to depict completed/important status.

Tasks marked as completed are **GREYED** out in the User Interface.

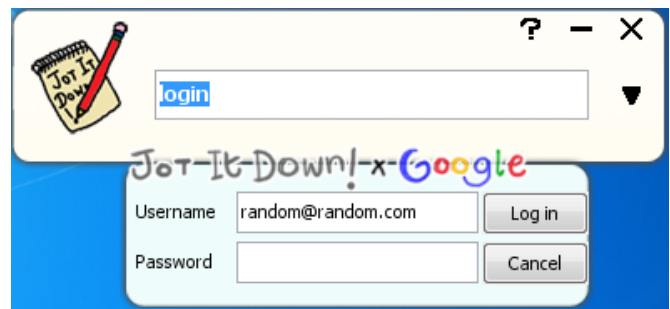
Tasks marked as important are shown in **RED** with a **GLOWING YELLOW STAR** next to them. Their important status can be toggled by just clicking on the star as well.

The labels entered by the user are shown in **ORANGE** backdrop for easy visibility.



5. Google Calendar Integration

Jot It Down synchronizes with the Google calendar of the user when the user logs in by typing in the keyword 'login' or selecting the hot key (Ctrl +G).



- Import - All the tasks in the Google calendar are imported except the ones already in the Jot It Down list. **Keyword** – 'import.gcal'.
- Export - All the tasks from the live Storage are exported except the ones already in the Google Calendar are exported. **Keyword** – 'export.gcal'.
- Sync - Synchronizing involves deleting all events from Google calendar not present in the live Storage, along with importing and exporting functionalities. **Keyword** – 'sync.gcal'.

6. Multiple Undo and Redo

The user can undo and redo all commands which are undoable by typing in the keywords 'undo' and 'redo' in the command line or by pressing the evergreen Ctrl + Z and Ctrl + Y key respectively till the last operation that can be undone/redone since the software started running.

7. Adding tasks from Email

Understanding that many meetings and appointments these days are set using emails, Jot It Down allows u to add a task easily from your email. So just Copy the appointment details in your email, right click the jot it down icon in the system tray and select add from clipboard. Your appointment gets added automatically.