**Contents**

1: About ........................................................................................................................ 2

2: Quick Start ................................................................................................................ 4

3: Features .................................................................................................................... 6

4: Frequently Asked Questions ................................................................................... 8

5: Command Summary .............................................................................................. 10

USER GUIDE

**1: About**

Do-*er* List is a beginner-friendly desktop program that aids completion of daily tasks. It has a minimalistic and intuitive display that allows you to set up your tasks and schedules easily and sets itself apart from existing similar products in the market through simplicity, by having no extra functions beyond what is necessary for a schedule manager, providing you with a no-frills scheduling experience. Do-*er* List will help you to organize your work and schedules more easily and efficiently.

Do-er List is a user-friendly PC application that aids you in the planning of daily. It not only allows you to plan your tasks to keep your work-life balance in check, it also integrates and largely keyboard-only functions where you can do everything you want with minimal usage of your mouse. Whether you are planning a big event, or a recurring task you need to do every week such as going to lecture, Do-er List is here to solve your problem!

Why choose Do-er List over other apps in the market? It is extremely featured rich, and you have many options to schedule your task. Moreover, it has an absurdly easy user interface, where everything can be launched and navigated with a single line of command, from your very own keyboard. What is more to ask?

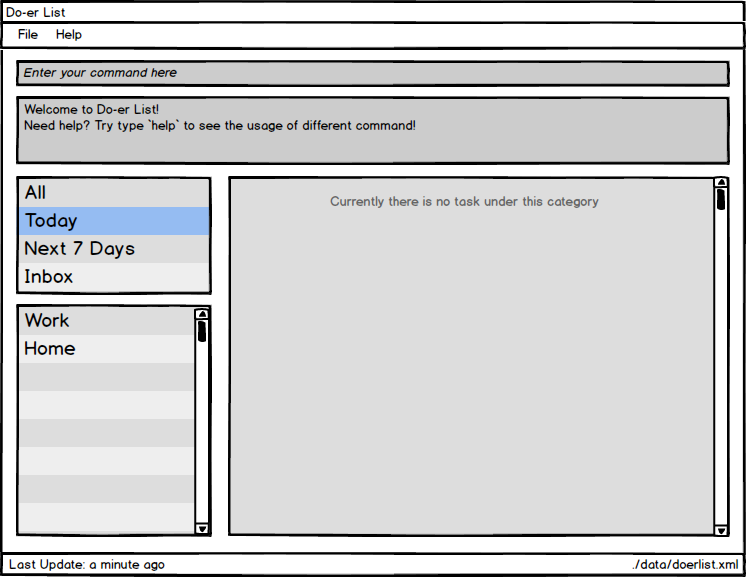
Convinced yet? If you are still hesitating, let discover this awesome app together.

[Placeholder text to be replaced]

**2: Quick Start**

1. Ensure you have Java version 1.8.0\_60 or later installed in your Computer.

Having any Java 8 version is not enough.   
This app will not work with earlier versions of Java 8.

1. Download the latest doerlist.jar from the [releases](https://github.com/TeamPGP/main/releases) tab.
2. Copy the file to the folder you want to use as the home folder for the Do-*er*List.
3. Double-click the file to start the app. The GUI should appear in a few seconds.[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/welcome.png)
4. 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.
5. Some example commands you can try:
   * **add**-t Do post-lecture quiz <today->tomorrow> -c CS2103 : adds a task called Do post-lecture quiz to the Do-*er*List that starts today and ends tomorrow under the category CS2103.
   * **view** CS2103 : lists all tasks in **CS2103**
   * **delete**1 : deletes the 1st task shown in the current list
   * **exit** : exits the application
6. Refer to the [Features](https://github.com/TeamPGP/main/blob/master/docs/UserGuide.md#features) section below for details of each command.

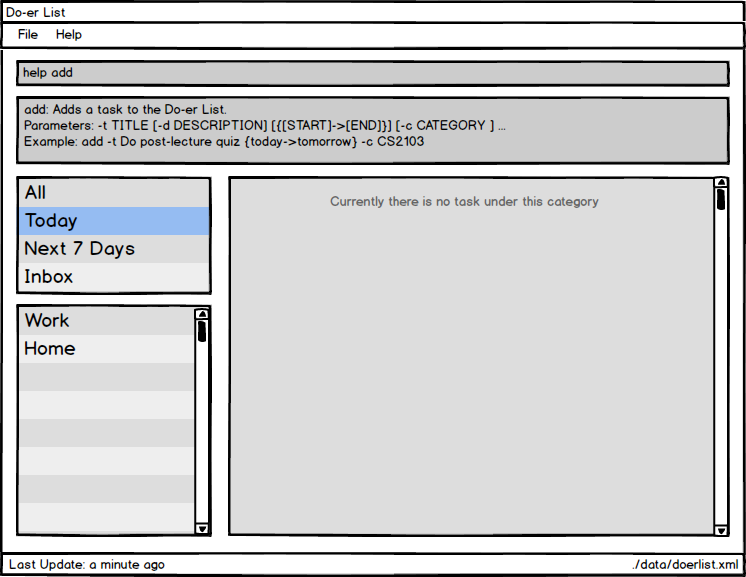
**Features**

**Command Format**

* Words in UPPER\_CASE are the parameters.
* Items in SQUARE\_BRACKETS are optional.
* Items with ... after them can have multiple instances.
* If a command has multiple parameters, the order of parameters doesn't matter.

**Viewing help : help**

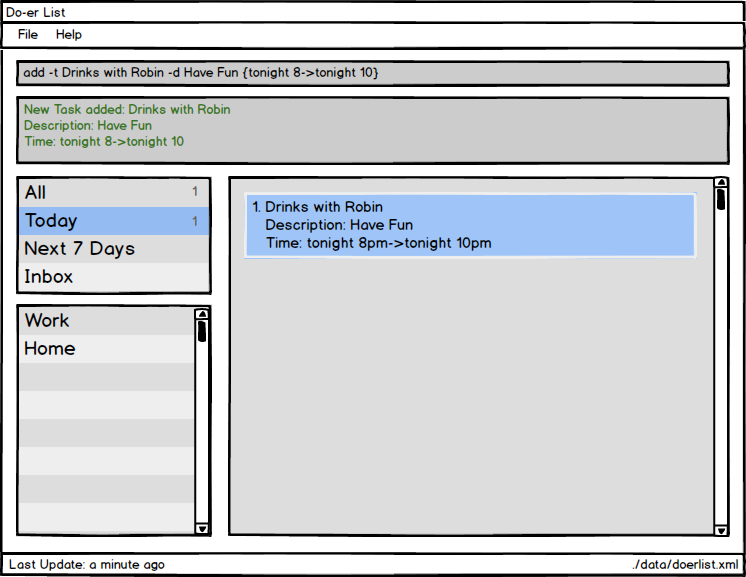
Format: help or help [COMMAND\_NAME]

[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/help_command.png)

If the COMMAND\_NAME is supplied, it will display the instructions of using that command.  
Help is also shown if you enter an incorrect command e.g. abcd

**Adding a task / an event: add**

Adds a task/event to the Do-*er*List  
Format: add -t TITLE [-d DESCRIPTION] [{[START]->[END]}] [-c CATEGORY] ...

[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/add_command.png)

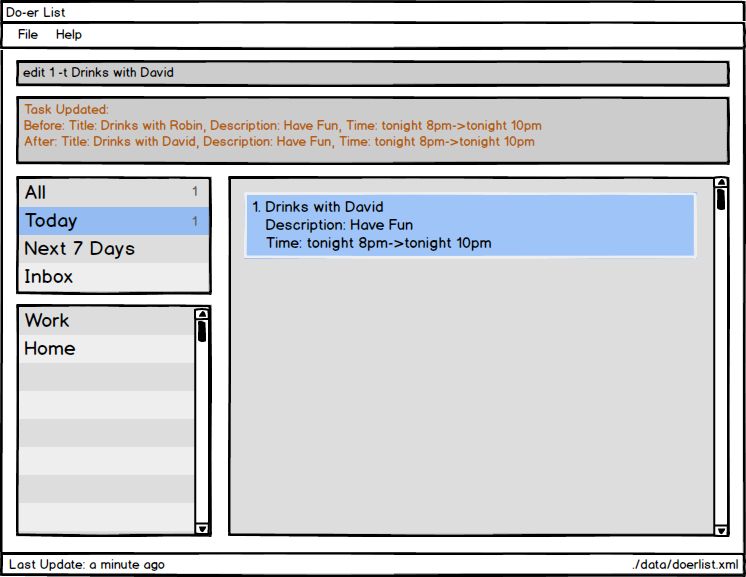
* Task can have any number of categories (including 0)
* The START or END parameter can be in natural language (next X hours, today, tomorrow, next X days, next week, next month) or in standard format “2016-10-3 10:00”
* If the START date is missing, the Do*er*-List set it to today by default.
* If the there is not START->END parameters or END date is missing, the Do*er*-list will create task without start date and end date and move it to Inbox build-in category.

Examples:

* add -t Do post-lecture quiz {today->tomorrow} -c CS2103
* add -t Do CA1 -d Oral Presentation {->next 2 days} -c CS2101
* add {2016-10-4 10:00->2016-10-4 12:00} -t Take lecture -c CS2102

**Editing an event : edit**

Edit an existing task / event in the Do-*er*List  
Format: edit INDEX [-n TITLE] [-d DESCRIPTION] [{[START]->[END]}] [-c CATEGORY] ...

[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/edit_command.png)

Edit an existing task by calling its index. The event's title, description, start date, end date and category can be edited.

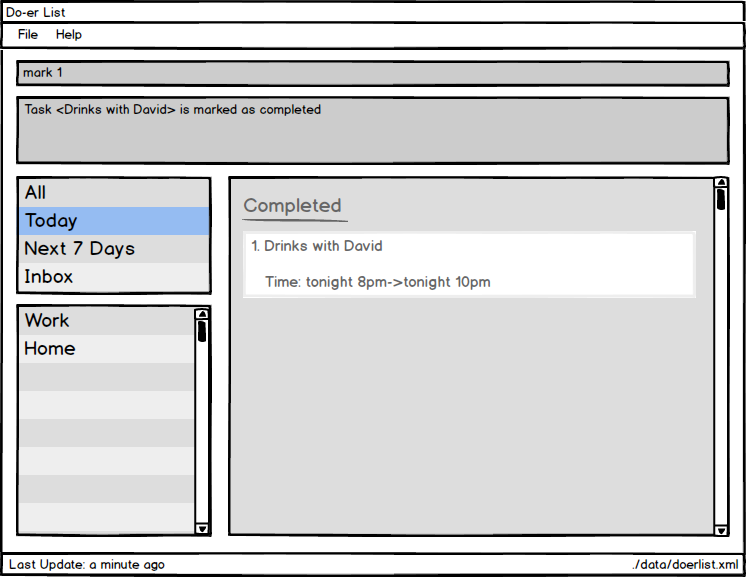
Examples:

* edit 1 -t Do ST2334 quiz -c ST2334
* edit 2 {->next 5 days}

Attributes that aren't supplied will not be updated

**Mark task as done : mark**

Marks a certain task as done in the Do*er*-list.  
Format: mark TASK\_NUMBER

[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/mark_command.png)

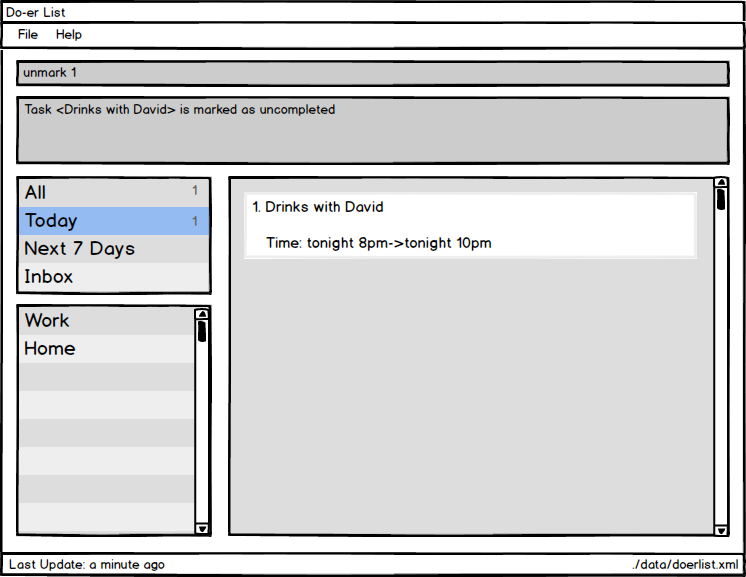
Mark task TASK\_NUMBER as done. The task must exist in the Do*er*-list.

Examples:

* mark 5   
  Returns task number 5 as done.

**Unmark task as done : unmark**

Marks a certain task as undone in the Do*er*-list.  
Format: unmark TASK\_NUMBER

[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/unmark_command.png)

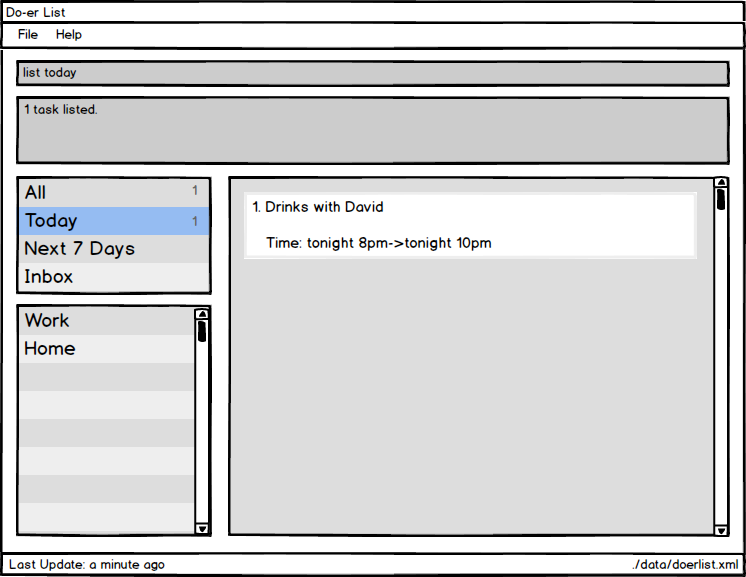
Mark task TASK\_NUMBER as undone. The task must exist in the Do*er*-list.

Examples:

* unmark 5   
  Returns task number 5 as undone.

**Listing tasks in a certain category : list**

Shows a list of all tasks in the Do*er*-list under the specific category.  
Format: list [CATEGORY]

[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/list_command.png)

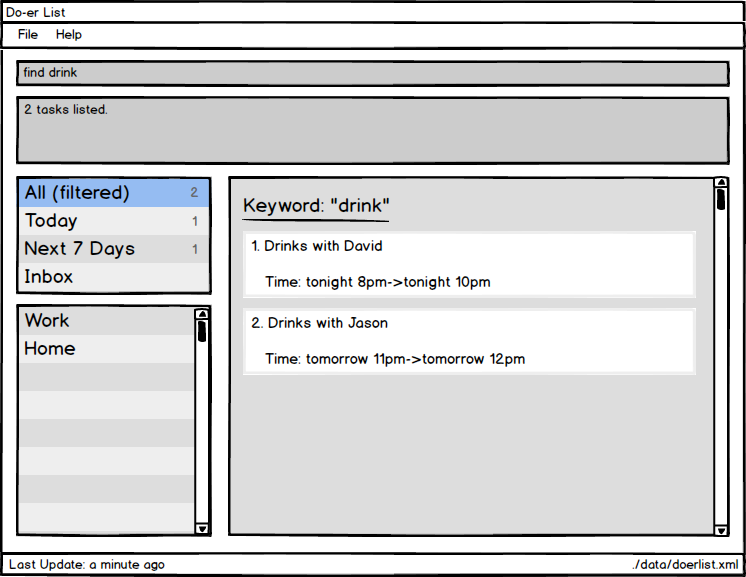
If the CATEGORY parameter is not supplied, then list all tasks.

Examples:

* list
* list CS2101

**Finding all tasks / events containing any keyword in their name: find**

Finds tasks / events whose names contain any of the given keywords.  
Format: find KEYWORD [MORE\_KEYWORDS]

[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/find_command.png)

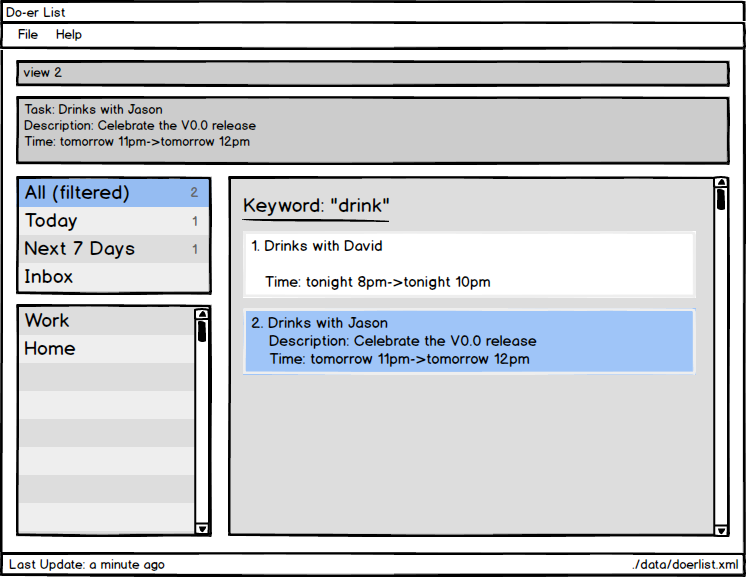
* The search is not case sensitive. e.g lecture will match LecTure
* The order of the keywords does not matter. e.g. go to lecture will match Lecture go to
* Title and Description is searched.
* All data in the Do-*er*List matching at least one keyword will be returned (i.e. OR search). e.g. lecture will matchhave lecture

Examples:

* find david  
  Returns Drinks with David

**View a task : view**

Views the task identified by the index number used in the last task listing.  
Format: view INDEX

[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/view_command.png)

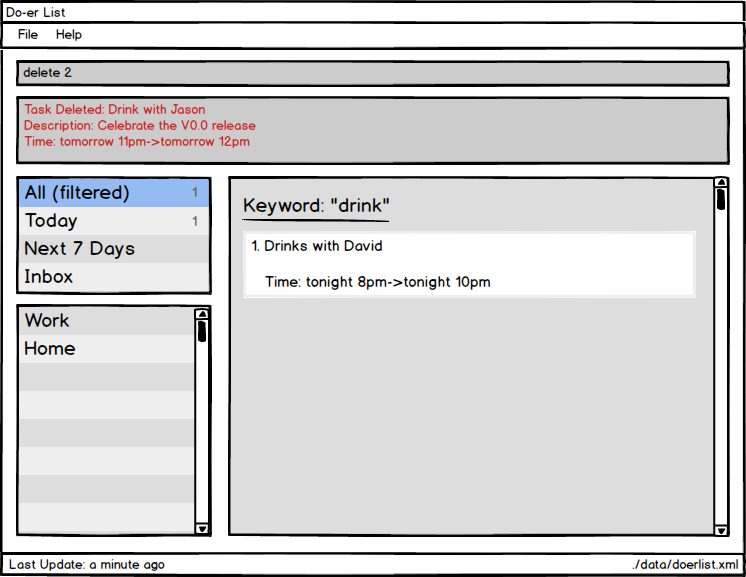
* Views the details of the task at the specified INDEX.
* The index refers to the index number shown in the most recent listing.  
  The index **must be a positive integer** 1, 2, 3, ...

Examples:

* list  
  view 2  
  Views the 2nd task in the Do*er*-list.
* find David   
  view 1  
  Views the 1st task in the results of the find command.

**Deleting a task / an event : delete**

Deletes the specified task / event from the Do-*er*List. Irreversible.  
Format: delete INDEX

[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/delete_command.png)

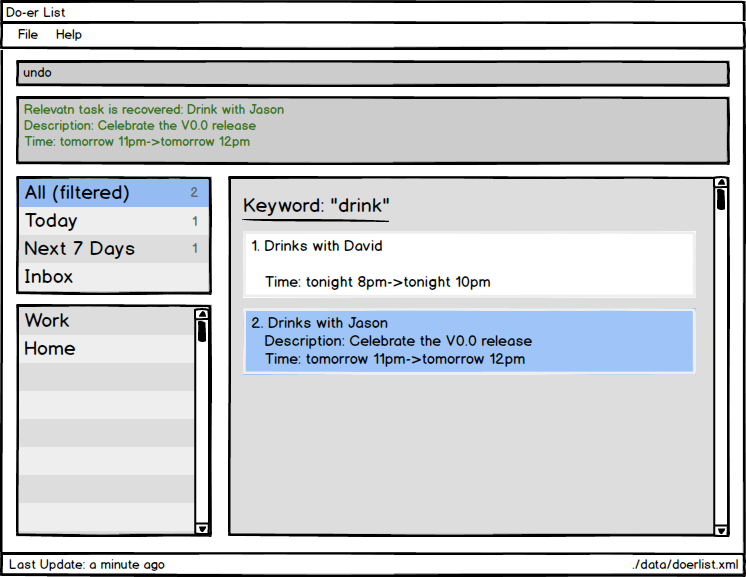
* Deletes the task / event at the specified INDEX.
* The index refers to the index number shown in the most recent listing.  
  The index **must be a positive integer** 1, 2, 3, ...

Examples:

* list  
  delete 2  
  Deletes the 2nd task / event in the Do-*er*List.
* find David  
  delete 1  
  Deletes the 1st task / event in the results of the find command.

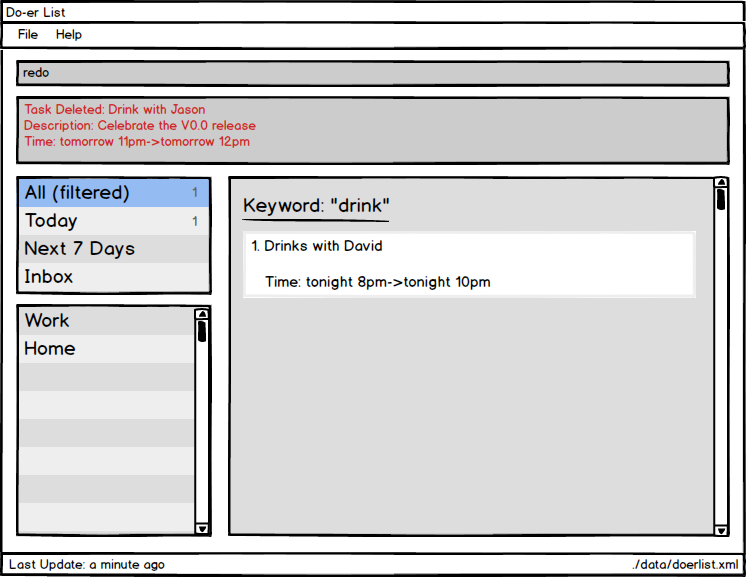
**Undo the most recent operation : undo**

Undo the most recent operation which modify the data in the Do*er*-list  
Format: undo

[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/undo_command.png)

**Redo the most recent operation : redo**

Redo the most recent undo  
Format: redo

[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/redo_command.png)

**Find all tasks due : taskdue**

Finds all tasks due on and before the date specified in the Do*er*-list.  
Format: taskdue END\_DATE

[](https://github.com/TeamPGP/main/blob/master/docs/images/UI_Guide/taskdue_command.png)

Finds all tasks due on and before END\_DATE.  
The date can be in natural language (E.g. next X hours, today, tomorrow, next X days, next week, next month) or in standard format (E.g. 2016-10-3 10:00)

Examples:

* taskdue tomorrow

**Exiting the program : exit**

Exits the program.  
Format: exit

**Saving the data**

The Do*er*-list data are saved in the hard disk automatically after any command that changes the data.  
There is no need to save manually.

## FAQ

**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 Address Book folder.

## Command Summary

| **Command** | **Format** |
| --- | --- |
| Help | help [COMMAND] |
| Add | add -t TITLE [-d DESCRIPTION] [{[START]->[END]}] [-c CATEGORY] ... |
| Edit | edit INDEX [-t TITLE] [-d DESCRIPTION] [{[START]->[END]}] [-c CATEGORY] ... |
| Mark Done | mark TASK\_NUMBER |
| Mark Undone | unmark TASK\_NUMBER |
| List | list [CATEGORY] |
| Find | find KEYWORD [MORE\_KEYWORDS] |
| View | view INDEX |
| Delete | delete INDEX |
| Undo | undo |
| Redo | redo |
| Task Due | taskdue END\_DATE |