## Marvellour

#### Welcome to Marvellour!

Marvellour is an open source project which keeps track of your daily schedule by helping you create an easy-to-use todo list. Here's the interface...

**Command window:** Commands for adding, editing, deleting and searching an event are entered here.

**Task Pane:** Displays the first 11 tasks in order of deadline. Tasks whose date has not been specified are included at the head of the list.

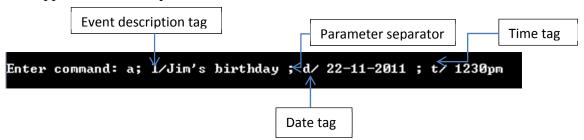
#### **Notification tab:**

- Displays number of events whose deadline has elapsed but have not been marked as "done".
- Displays number of events stored in the archive.

#### Getting started is easy...

## **Quick Start Guide**

1) Open the Marvellour.exe file and key in the command below to create your first event [Jim's birthday] and press enter. All the parameters are optional. Notice that the event now appears in the task pane.



2) Let us now edit the date of the event. Key in the command and press enter. The date is in the ddmmyyyy format. [18] is the unique event ID for Jim's birthday. You can locate the ID on the task pane.

```
Enter command: e;18; d/23-11-2011_
```

3) Let us now search for the event we have just created. Here, the user is searching for events containing the word [birthday] and date [22-04-2011].

```
Search

Enter command: s;birthday;d/22-04-2011_
```

On returning, the details of the event should be displayed as given below

```
Title : Jim's birthday
Date : 22–11–2011
Time : 12:30 pm
Priority : Normal
Event Code : 59
```

4) When the event has been attended to, we will mark it as "done" using the given command.



Notice that the event does not show up on the task pane any more. But the event isn't lost yet; it can be accessed in the archives and will show up in searches.

5) Let's now permanently delete the event we created by keying in the command.



The event no longer exists in the system.

Congratulations! You have just completed a full event cycle ☺

Refer to the user guide to learn shortcuts for entering the date and time.

# **USER GUIDE**

## A list of the main shortcut keys:

#### OR denotes that either of the two keys can be used

SHORTCUT	DESCRIPTION
a;	Add event
e;	Edit event
s;	Search event
del;	Delete event
l/	<b>Denotes event description</b>
<b>d</b> /	Denotes date
t/	<b>Denotes time</b>
p/	Denotes priority
u OR z	Undo
r OR y	Redo
md	Mark event as done
mdd	Mark event as done and delete event
h	Display user guide
arch	View archive
n	Display events not completed post deadline
X	Exit

#### **Date Format:**

ddmmyyyy is the default date format however the system will also check for mmddyyyy if the first format fails. The date can also be expressed in the following formats (Let the current year be 2011):

- ddmm: if the date falls in the current year e.g. 1202 or 12/02 or use of any other separator represents 12<sup>th</sup> feb, 2011
- ddmmyy: if the date falls in the current century e.g. 12-02-13 or any other separator represents 12<sup>th</sup> Feb, 2013
- dd [month name]: At least 1<sup>st</sup> 3 letters of the month need to be stated.

input e.g.: 11 feb, 1<sup>st</sup> jan, 4 dec

- days of the week input: e.g. next [day of week]. At least 1<sup>st</sup> 3 letters of the day need to be present. Eg. next Wed, cmng Tue, nxt thur.
- next week, today(tdd), tomorrow. Eg. d/today, d/tdd

A list of additional keywords is listed in the appendix.

## **Time Format:**

Time can be entered in both the 12hr and 24hr format. Eg. 2pm, 5am, 545pm, 1400, 2300. If entered in the 12hr format, am/pm should be stated. Any form of separator can be used between the digits.

#### Adding an event

**Format**: a; d/[date]; l/[description]; t/[start time]; p/1

Parameters d/, l/, t/,p/ can be interchanged and are all optional. Events can either be high priority or neutral. The default priority is neutral.

#### Editing an event

**Format:** e; [event code]; d/[date]

use the prefix of d/, l/, t/, p/ to edit the relevant category. Any priority level other than 1 is considered as neutral.

Format to edit multiple categories: e;[event code]; d/[date]; l/[description]; t/[time] Event code of the event can be found on the task pane.

If the event is not listed, the code can be found by searching for the event.

## Searching for an event

**Format :** s;[words to be searched] d/[date]; t/[time]; p/1

The l/, d/, t/, p/ categories are optional.

Multiple word search is supported.

A list of events matching the search is displayed with the events which match closest to the search being displayed at the top of the list.

#### **Deleting an event**

Format: del;[event code]

The event code can be found in the task pane (if the event is listed) else by searching the event.

# Marking an event as done

**Format:** md[event code]

The event code can be found beside the event on the task pane. If the event is not listed in the pane, the code can be found by searching for the event.

A task which is marked as done will not be displayed in the task pane. This task would be stored in the task archive. Tasks in the archive will be considered for search queries. If you do not wish to store the task in the archive, you should permanently delete the event.

#### Task archive

All events marked as done will be stored in the task archive.

The keyword "arch" displays all events in the archive. Events in the archive will be considered for search queries.

## **Notifications**

This is accessed by the shortcut "n". All event details of all events which have crossed their deadline (date) and which have not been marked as done will be displayed. We make sure you never forget your event.

## **Undo/ Redo**

Just deleted the wrong event? Or added an incorrect event? The undo/redo feature can restore multiple previous states of the system . Just type "u" for undo and "r" for redo. Alternate keywords are stated in the appendix.

# **Appendix**

Keyword	Alternate words
Tomorrow	tmrw, tmr, next day, nxt
	day,
next week	next wk , nxt wk
next [day of week]wednsdy	coming wed, cmng wed,
	cmg wed,following wed,
	fllng wed, flwg wed
Help	h, userguide, guide, g,
	helpmenu
Priority: 1	high, top, imp, important,
	critical, crit, fav, favourite
<b>d</b> /	date/
t/	time/
1/	event, label, description,
	title
a;	add;
e;	edit;
s;	search;
X	exit, x, terminate
del	remove, rmv, delete
md	done, mark done,
	markdone
n	ntf, ntfs, notification,
	notifications
z	undo, u
у	redo, r