

# Quick Cheat Sheet

## 1. QuickAdd

- 1.1 To add an event, type add followed by the event details.
- 1.2 You can enter the event in the same way you would say it
- 1.3 An example would be "add meeting on 23/12/2011 at 09:00am"

## 2. QuickFind

- 2.1 To find an event, type find followed by the event name or event time or any detail of the event and the related events will pop up.

## 3. QuickEdit

- 3.1 To edit an event, select the event and press ctrl+e.
- 3.2 The event to be edited will come up on your command box. Edit the event as you would wish(changing the necessary fields) and press enter.

## 4. QuickStar

- 4.1 To star an event and signify its priority, select the event and press ctrl+s or click on the star to the left of the event.
- 4.2 To unstar a starred event, do the same.
- 4.3 To star or unstar multiple events, select all events needed and press ctrl+s.

## 5. QuickTick

- 5.1 To tick an event and signify its done status, select the event and press ctrl+t or click on the tick to the right of the event.
- 5.2 To untick a ticked event, do the same.
- 5.3 To tick or untick multiple events, select all events needed and press ctrl+t.
- 5.4 All done items can be retrieved by typing done or archive.

## 6. QuickDelete

- 6.1 To delete an event, select the event and press ctrl+d or del.
- 6.2 It is possible to delete multiple events.

## 7. QuickUndo

- 7.1 Type "undo" into the command box
- 7.2 Undo can be done for add, edit, postpone, star and tick. So it is possible to undo the previous action.

## 8. QuickCheckFree

- 8.1 If you need to check if a particular time slot is available, the checkfree function allows you to do it
- 8.2 Type "free?" followed by the time you wish to check
- 8.3 eg "free? Saturday 2pm"

## 9. QuickSchedule

- 9.1 If you need a block of say, 15 mins, the schedule function gives you available 15 mins block for the day
- 9.2 Type "schedule" followed by the day and the block of time
- 9.3 eg "schedule Sunday 15mins"

## 10. QuickReminder

- 10.1 Reminder displays to you all your overdue events, starred events, and all other events in that order.
- 10.2 Type "reminder" into the command box to view this display
- 10.3 When you first open QuickToDo, this will be the reminder list will be displayed to you

## 11. QuickOverdue

- 11.1 Overdue gives you a display of all events that are overdue in order of importance
- 11.2 Type "overdue" into the command box

## 12. QuickUpdate

- 12.1 Updates your version of QuickToDo to the latest version available, with your data will be protected and safe.
- 12.2 Type "update" into the command box.

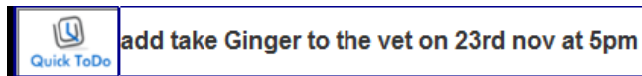
## 13. QuickLogin

- 13.1 You can login to GoogleCalendar within QuickToDo, enter your username and password and QuickToDo will be automatically synchronized with GoogleCalendar.
- 13.2 Type "login" in the command box and your username and password in the pop-up box

## User Guide

### QuickAdd

Adding a task is very simple. Enter the task in the command box just as you would say it, for example-



And that is it! This event has been added for you. The feedback pop-up informs you that the task has been added. There is no need for you to remember cumbersome entries or click on several dropdown menus.

QuickToDo is also highly flexible in understanding what you intend to add.

**“add pick up dry cleaning tmr”**

This schedules the task for the next day.

**“add meeting in room2 at 2pm”**

This automatically schedules your meeting at 2pm for the same day or the next day, if it is later than 2pm today.

Sometimes you may wish to enter an event in its raw form. For instance, to store dates as part of event names, you can make sure QuickToDo does so, by entering it like this-

**“add “prepare 4th of july meal” on Friday”**

What you enter in the quotes will be saved as it is by QuickToDo. In this case 4<sup>th</sup> of July will be taken as part of the event name and not the date of the event.

### QuickSort

We help you categorize your schedule so that it is easier to view and sort later. You can therefore group related tasks, so that it is better organized.

QuickToDo allows you to tag each event you add with a label. So for instance you may add an event like this:

**“add buy milk and eggs @shopping”**

This tags the event under the “shopping” label, and thus groups all your shopping tasks.

So should you need to pull up your shopping list, you just have to type “@shopping” in your command box and all items with the shopping label will be displayed.

A task may also have multiple labels- as such:

**“add do assignment @homework @CS2103”**

## QuickFind

If you wish to find a task, there is no need for you to type out the entire event in the format you added it. Simply type what you can remember into the command box. This can be a part of the task name, like this:

**“ginger”**

Or the date of the task, like this :

**“23<sup>rd</sup>nov”**



Details of event selected

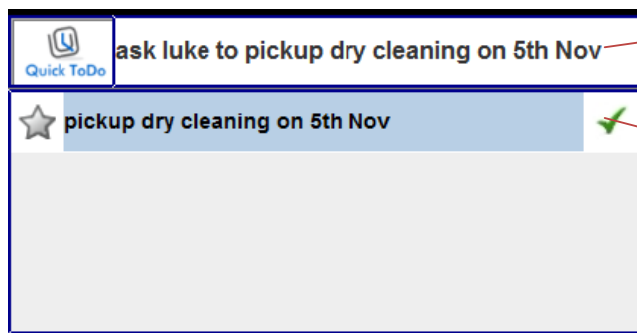
As you type, QuickToDo dynamically displays the tasks which are related to whatever you had typed into the command box.

Once you spot your task, simply scroll down to it and hit enter, and the task details will be displayed in the pane. Hence you can obtain all the details you need about that event, after which you can press **“escape”** to leave this box.

This google-like search makes it very easy for you to retrieve your task details without having to enter too many details or do so in any rigid format.

## QuickEdit

Say you want to change an event you had previously added. Simply find the event you wish to edit( refer to QuickFind). To edit this event, select the event and press **ctrl+e** and the event automatically moves into the command box. Make the necessary changes and hit enter. Your event has been edited accordingly!



Edit the event like this

Original event

### QuickDelete

Done with a task? Or feel that you do not need this task anymore? You can delete an event from your to-do manager. Find it (refer to QuickFind) and you can either hit the **delete key** or press **ctrl+d**. With it, your event has been deleted. It is possible to delete multiple events. Select all the events you wish to delete and likewise, hit the **delete key** or press **ctrl+d**.

### QuickUndo

Accidentally deleted something? Fret not, all you have to do is type **"undo"** into the command box and all your events can be retrieved. You can do the same for add, edit, postpone, star and tick as well.

### QuickTick

Once you have completed an event, you can choose to tick it off. To do so, select the event and press **ctrl+t**, which will tick the event. You could, alternatively, **click on the tick to the right of the event**.

In order to untick your events, do the same! Select the event and press **ctrl+t** or **click on the tick** again.

You can mark multiple events as done by selecting all of them and ticking simultaneously. Suppose you have completed your shopping trip-you can simply find @shopping and press **ctrl+t**. You could untick multiple events in the same manner.

To see all the events you have already ticked off, type **"done"** or **"archive"** in the command box. This will give you the list of items you have already done.

### QuickStar

Some tasks are more important to you than others- just star them! You can enter a starred event like this-

**"add \*renew passport on Monday at 4pm "**

The \* added before the event signifies a starred event and the event will be entered with a star for you. You can also star a previously added event by pressing **ctrl+s** or **clicking on the star to the left of the event**.

If you decide that a task is no longer as important, you can unstar a previously starred event, again using **ctrl+s** or **clicking on that star**.

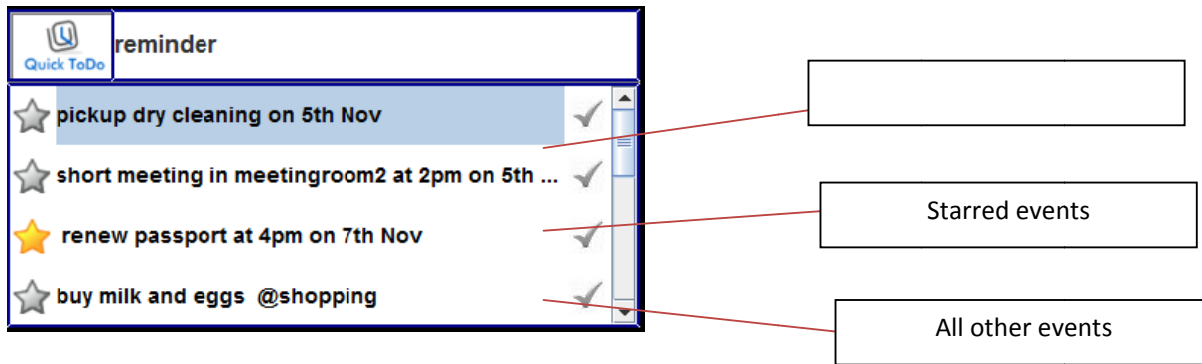
Again, you can star or unstar multiple events by selecting them and pressing **ctrl+s**.

### QuickOverdue

If you have missed deadlines for some events or simply not had the time to do them, you can see these events typing the keyword **"overdue"** into the command box. This will show you all events that have passed you by in the order of most importance. This helps you sort out the task you need to give priority to.

### QuickReminder

To see all the events on your to-do list, type **"reminder"** into the command box. QuickToDo will show you all your events in order of importance. This is also the first pane that opens up when you open QuickToDo, so that a list of most important things is right there in front of you, without you having to find it.



### QuickCheckFree

QuickToDo does not just store what you tell it, it can also help you organise! Suppose a friend asks you for lunch on Saturday at 2pm, QuickToDo can help you check if you are free at that time. Simply type

**“free? Saturday 2pm”**

If you are not free, QuickToDo will show you what you are doing instead and you can then shuffle your schedule if you want.

### QuickSchedule

QuickToDo can also tell you where you can slot a task. Suppose you know a quick phone call with your mother will take 15 minutes and you want to see where you can fit this slot you can type-

**“schedule today 15 mins”**

QuickToDo gives you options to schedule your phone call.

### QuickFill



As if entry was not easy enough, we make it even easier to use. Once you type “a” it will auto fill to “add”. So entry becomes that much easier.

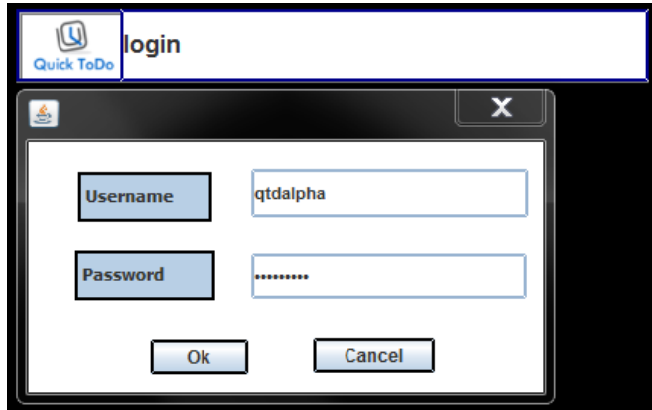
### QuickShow

Have too many tasks in your pane? QuickToDo makes your life easier by allowing you to show select the number of tasks you wish to view.

Simply type “show” followed by a number between 5 and 10. Henceforth, this will be the number of events displayed.

### QuickLogin

QuickToDo can synchronize with your Google Calendar. To login, just type **“login”** into the command box and in the pop-up box **type in your username and password**.



From this point on until you logout or exit, QuickToDo will just update your Google Calendar with your events. So for instance if you add an event, it will be automatically be updated on your GoogleCalendar.

### QuickUpdate

We will be releasing newer versions of QuickToDo that will make it even better. To ensure you have the latest version, just type **“update”** into your command box. QuickToDo will automatically bring itself up to speed with our latest release. Do not worry, your data will be protected and safe.

### QuickCall

Suppose you are done using QuickToDo for now, you can simply type **“hide”** into the command box.

Later, if you are, say, browsing through your mail and you want to schedule an event, all you have to do is press **ctrl+shift+d**, and QuickToDo pops up on your screen, making it easy for you to add that event, with your mail in the background. QuickToDo stays with you wherever you go on your computer. So if you move from one application to another, QuickToDo moves with you. If you do not want that, all you have to type is **“hide”**. This ensures that it stays accessible at all times, so you can immediately schedule tasks as they come up.

So this is QuickToDo. Quick way to declutter your life.