

**User Guide**

**CS2101/3T**

EFFECTIVE COMMUNICATION FOR COMPUTING PROFESSIONALS  (CS2101) & SOFTWARE ENGINEERING (CS2103T)

**Group POMPOM (F14-3J)**

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**Date of Submission**

* March 2016

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# Introduction

Have you ever felt lost thinking of what to do and ending up procrastinating your way through the day? Fret not! POMPOM is here to help you!

POMPOM is a software application that acts as if it were your secretary. Best thing of all? It’s free! Yes, don’t doubt your eyes. It is targeted to all age group. As long as you need help organizing your daily task, it is here to help.

Unlike other complicated task managers you can find in the market, POMPOM is simple to use, yet interactive and attractive. It gives you the option of using command line, mouse click and even hotkeys to fulfill your basic needs!

What are you waiting for? Download POMPOM now and let’s get started.

# Getting Started

Many of you out there have an abundant of tasks to handle everyday. As a student, do you have too much homework? As a housewife, do you have too much house chores? As a worker, do you have too many assignments? Are handling too much task everyday causing you to miss out certain task, or even not knowing which one to start first?

POMPOM is your solution! With a easy to use to-do list, you will never miss out on any task or feel troubled which one to do first.

## On Launch

|  |  |
| --- | --- |
| On launch, you will be greeted with a dashboard of task | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |

## Add Task

|  |  |
| --- | --- |
| Received a task? It’s time for you to log it down with POMPOM! Let's say you have a project due tomorrow by 6pm. | |
| Command:  *add do project tomorrow 6pm*  *add <task name> f:today e: next Friday*  *add <task name> f:today 10am e: next month10pm* | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |
| *User Interface Style*   * Click on new button * A pop up will appear * Fill the details away | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |
| *Hotkey Style*   * Press Ctrl + A key * A pop up will appear * Fill the details away | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |

## Edit Task

|  |  |
| --- | --- |
| Need to edit a task?  For example, an project is due tomorrow 6pm to a project is due on Monday 7pm. | |
| Command:  *edit do project time monday 7pm* | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |
| *User Interface Style*   * Select task by clicking on it * Click edit button * A pop up will appear * Fill the details away | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |

## View Task

|  |  |
| --- | --- |
| Want to view task? | |
| *Command Style*  show <task id> | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |
| *User Interface Style*   * Click Dashboard | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |
| *Hotkey Style*   * Press Ctrl + T key | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |

## Delete Task

|  |  |
| --- | --- |
| Received a task? It’s time for you to log it down in your best assistant!  For example, a project is due tomorrow 6pm. | |
| *Command Style*  *delete <task id of project>* | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |
| *User Interface Style*   * Click on task * Click delete button | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |
| *Hotkey Style*   * Click on task * Press delete button | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |

## Undo

|  |  |
| --- | --- |
| Make a mistake? Fret not. Undo action is here to save you! | |
| *Command Style*  undo | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |
|  |  |
| *Hotkey Style*   * Press Ctrl + U key | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |

## Mark as finished

|  |  |
| --- | --- |
| Congrats on finishing the task! It’s time for you to mark it as finished. | |
| *Command Style*  *done <task id of project>* | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |
| *User Interface Style*   * Click on task * Click edit * Change status | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |

## Troubleshoot

|  |  |
| --- | --- |
| Troubled by what you can do with POMPOM? Do not worry. Help is on its way | |
| *Command Style*  *help* | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |
| *Hotkey Style*   * Press Ctrl + H key | Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS018321.png Insert photo here. |