

ECHO

TODO MANAGER

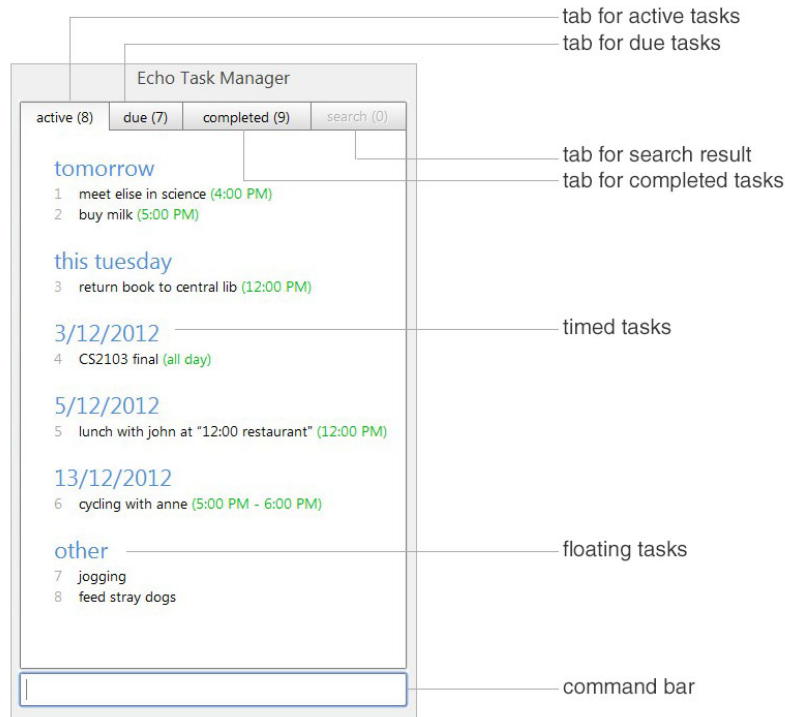
USER MANUAL

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1. Overview

Echo is a fast, simple and powerful todo manager that helps you manage your daily tasks. It is designed to help you keep up with your busy schedules without having to worry about missing your deadlines.



Echo user interface

Echo organizes your tasks into four different tabs: *active*, *due*, *completed* and *search*, allowing you to easily navigate between the different categories of tasks that matter most to you. It intelligently sorts your tasks based on the nearest deadlines and automatically notifies you when tasks are past due by moving them into the *due* tab. The *completed* tab manages tasks that you have completed so that you can always refer them any time in the future. Meanwhile, the *search* tab contains tasks that you intend to look for.

The main driver of Echo is its powerful *command bar* that intelligently interprets the command you type. You can start adding tasks by typing straight into the Echo *command bar*. Echo recognizes the types of tasks automatically (for example whether a certain task should have a deadline). Similarly, you can easily edit, delete and search for tasks right from the *command bar*. You would be surprised by how good Echo is at reading your mind.

Echo is a portable and standalone application so you can run it straight from your Desktop without having to install it. It is a simple and powerful software that cares about you.

2. Creating a new task

2.1 Task Format

You can create a new task in Echo by typing straight into the *command bar*. Echo recognizes the following format when you're adding a new task:

[task title] [start date] [start time] [end date] [end time]

The date and time following the task title are optional, giving you options to create both timed tasks and floating tasks (when no date and times are entered)

2.2 Date Format

By entering date or time, you can create three types of timed tasks:

a. Tasks with time range

You can specify the time range by using the keyword "to" or "-", which separates the start and end time.

Cycling with Anne 13/12/2012 17:00 to 18:00
Road trip to Alabama 02/05/2012 17:00 to 05/05/2012 18:00

b. Tasks with deadlines

You can enter a time along with the date to specify the deadline for that particular task. If you enter a start time with no given date, Echo assigns the date to be the earliest date in the future.

Dinner at Anne's house at 19:00
If current time is earlier than 19:00 the date will be tomorrow, otherwise it will be today.

If your task name contains a date or time (e.g. "Subway Sunday" or "12:00 Inn"), enclose them in quotation marks so that ECHO does not treat them as keywords.

c. Tasks that happen the whole day

You can enter an all-day task by entering a task title followed by only a date, for example when you're celebrating an anniversary or you are not sure about the end time.

Celebrate Star Trek Anniversary 08/09/2012

The following list the range of date format that Echo recognizes:

Date Format	Example Date
DDMMYYYY	12122011, 28022012, 090912 ('0' cannot be omitted; for years that contain four digits, the two left most bit can be omitted)
DD/MM/YYYY	12/12/2011, 28/02/2012, 9/9/2012 ('0' can be omitted)
DD-MM-YYYY	8-8-13, 23-5-2013
DD.MM.YYYY	8.8.13, 12.12.2011, 09.09.13

The following list the range of time format that Echo recognizes:

Time Format	Example Time
hh:mma	(12 hours format) 12:00pm (means 12:00), 09:30pm (means 21:30), 12:00am (means 00:00)
hh.mma	(12 hours format) 12.00pm, 09.30pm, 12.00am
hha	(12 hours format; only for every hour) 12pm (means 12:00), 12am (means 00:00), 02pm
HH:mm	(24 hours format) 13:00, 23:59, 00:30
HH.mm	(24 hours format) 13.00, 23.59, 00.30
HHmm	(24 hours format) 1300, 2359, 0500

3. Deleting a task

You can delete a single task by typing the keyword "del" or "delete" followed by task no. To delete a multiple task, you can separate the task no by a space.

delete 2

delete 3 4 9

4. Editing a task

You can edit a task by typing the keyword "edit" followed by the task no. After pressing [Enter] the selected task description will be shown in the command bar. You can directly edit the task description in the command bar and add it again to the task list.

edit 2

buy lunch for kitty 20/11/2012 1200 -->

buy lunch for kitty 21/11/2012 1200

If your task name starts with the word edit, then you can enclose it in quotation marks, i.e. 'edit' so that Echo will not perform the edit command

5. Undoing / Redoing an action

You can undo the latest command by typing the keyword "undo" in the command bar. If you change your mind later, you can always redo the latest change made by undo by typing the keyword "redo".

Alternatively, Echo provides you with shortcuts [CTRL + Z] and [CTRL + Y] to perform undo and redo respectively.

6. Marking / Unmarking a task as done

You can mark a task as done or not done typing the keyword "done" or "undone" followed by the task no. Similar to deleting tasks, you can mark multiple tasks by separating each task no with a space

done 1

undone 3 6

7. Searching for tasks

You can search for active tasks containing a certain word by typing the keyword "search" followed by the word you are looking for.

search project

search meeting