A Magical Donkey that makes your busy life easier...

USER GUIDE

Version V0.2

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1. Introduction

**ToDonkey** is a To-Do Manager catered specifically to power users to manage various events. Todonkey is simple, intuitive, and minimalistic. Yet Todonkey is fully featured and does not compromise on functionality.

2. Quick start guide.

If you already have the application, you can skip this step. Otherwise, you can download it at our website (the file name **todonkey.zip**) [http://www.comp.nus.edu.sg/~trung/](http://www.comp.nus.edu.sg/~trung/)

**Todonkey does not require you to install**, you can just click-and-run it directly. Once Todonkey is running, you would see the main window as well as a System Tray Icon. You can press the **Close button** or hit “ESC” to make Todonkey run on background and you should see the application icon in the System Tray. **You can activate Todonkey** at any time by pressing the combination **Ctrl + Shift + T**.

![Figure 1 - Icon in the System Tray](image1)

**Figure 1 - Icon in the System Tray**

You can switch between the **mini view and the full view** of the application by using two command “mini” and “full”.

![Figure 2 - The two different views, mini view versus full view](image2)

**Figure 2 - The two different views, mini view versus full view**
To add an event: type the event’s information into the text box, preceded by “add”, then press Enter. You can enter the information in any order, using comma “,” to separate the different fields.

To edit an event: type the information of the event you want to edit preceded by “edit” and the ID shown on the screen, then press Enter.

To view events for today: type “today” into the text box, then press Enter.

To search for events: type “search” followed by your search word into the text box, press Enter and let Todonkey handle the rest. You can click any event to see full its information in a pop up window.

These are some basic features of the application Todonkey. Now you can start using the application to help you organize your time more efficiently. Let the donkey rocks your world.
3. User manual

3.1. Make ToDonkey run in back ground and reactivating

ToDonkey is a fully keyboard-centric application. Because your hands are going to be on the keyboard to type the event anyway, we figured that it made more sense that you can access every feature of our application using your keyboard only. Yes, this includes making ToDonkey appear and disappear all fully accessible from your keyboard! However, we also recognize the fact that being able to launch ToDonkey using your mouse is essential.

**ToDonkey will appear when...**

1. You press CTRL + SHIFT + T on your keyboard (yes, even when you are reading your e-mail in Internet Explorer!)
2. You double click the ToDonkey icon in the system tray.

**ToDonkey will disappear when...**

1. You press the ESC key on your keyboard
2. You press the close button in the Main Window.

3.2. Undo/Redo

There is sometimes when you delete the wrong event, or you postpone the wrong task. Todonkey usderstands that mistakes can happen to anyone at any time, so Todonkey provides you the Undo/Redo feature. It is very intuitive and easy to use, all you have to do is type “undo” or “redo” into the text box and press Enter.

3.3. Add an event

**To add an event**, you just have to type the event’s information into the text box, preceeded by “add”, then press Enter. You can enter the information in any order, using comma “,” to separate the different fields. Todonkey understands that you users are not familiar and comfortable with the switches, that’s why there is no switches you have to remember. Everything you have to remember is using comma to split the different value of an event (name, time,hash tags...). Todonkey is also trained well enough to understand the time you entered, Todonkey supports normal time format as well as some special time formats such as “today”, “tomorrow”, “this Sunday”, “next tue”, “next week”... You can put an asterisk (*) to indicate that your adding event is an important event, you can add hash tags to
your event also just by using the hash symbol and the tag (e.g. #homework). The event information can be entered in a flexible format.

Some example of adding an event
- add today 1pm to 4pm, clean my own room, #housework
- add submit project, 7-11 1:00, #cs2103, version V0.2, *
- add study for final exams, next monday to next sunday, *, #study

3.4. Edit an event

To edit an event, you can type the information of the event you want to edit, preceded by “edit” and the ID shown on the screen, then press Enter. Todonkey will instantly update the information of the event for you. The information can be entered in any order just as when you add an event.

Some example of editing an event
- edit 0 this is the new event name, today 10pm, *
- edit 2 *, tomorrow, #newTag

3.5. Search for events

To search for events, you can type “search” followed by your search word into the text box. Todonkey is born to make your life easier, you don’t need to remember many commands for different searching needs, everything is just inside one function “search”. Todonkey will try to interpret the search word and determine whether you want to (i) search for events in a specific date, (ii) search for event between two specific time, (iii) search for events whose names contain a key word.

The events will be displayed in the main window. The overdue task will have pink color while the completed task will have green color, normal tasks will have default color.

Some example of searching
(i) search 11-11-2011
(ii) search today 10pm to next tuesday
(iii) search project submission

3.6. View all events for today

To view events for today, you can type “today” into the text box, then press Enter. You would see all the events belongs to today displayed in the main window.
3.7. View all events

To view all events, you can simply type “all” into the text box, then press Enter. You would see all the events in your event list displayed in the main window.

3.8. Mark an event as done/not done

To mark an event as done, you can type “done” followed by the event ID shown on the main window into the text box, then press Enter. You would see the event is marked as done in the main window.

To mark an event as not done, you can type “unmark” followed by event ID shown on the main window into the text box, then press Enter. You would see the event is marked as not done in the main window.

Example of marking an event as done/undone:
- done 2
- unmark 3

3.9. Delete an event

To delete an event from your event list, you can type “del” followed by the event ID shown on the main window, then press Enter. You would see the event deleted from the main view.

Example of deleting an event - del 3

NOTE: Remember that you can undo your action at any time, which means you can recover any wrongly deleted events.

3.10. Exit the application

To exit the application completely: Type “exit” in the text box. You will see that the main window and the system tray icon both disappear.
4. For help/assistance

If you need help or encounter any problem when using Todonkey, please feel free to contact us at email todonkey@gmail.com. We would glad to receive your feedback about our application also.

-End-