



Kill The Deadline User Guide

This user guide describes Kill The Deadline Version 0.2 and later.

By T10C6 A#

Aditya Sambamoorthy
Muhammad Zaki B Juhari
Rahul Rajeev
Shambavi Krishnamurthi
Vo Nhat Nguyen

Introduction

1.1 What is *Kill The Deadline*?

Kill The Deadline is a to-do manager for people who want an organized solution for the mess of their daily to-do tasks. Its goal is to enable you to record and track your ever-coming tasks, so that you will never again miss a deadline.

1.2 Who is *Kill The Deadline* For?

You'd want to use *Kill The Deadline* if;

- You need a way to organize your to-do tasks
 - You want to have a tool to track when your tasks are due
 - You appreciate a clean and easy to use interface
 - You prefer the keyboard over the mouse
-

1.3 About This Guide

This guide will allow you to learn how to use the features of *Kill The Deadline*, and in no time at all, you'd be stress-free from having to manage your piling to-do tasks.

1.4 Conventions Used In This Guide

To help you better understand the guide, we provide with you below the conventions used in this guide;

- task - Refers to your to-do task i.e tasks that you need to be managed
 - Pay attention when ***Bold Italics*** are used. They usually refer to important concepts that require your attention such as file extensions, input syntax, keyboard shortcuts,
 - Inputs are enclosed by square brackets i.e [add Lunch with Rebecca]
-

2. Getting Started

2.1 Downloading and Installing

2.1.1 System Requirements

Before you could use Kill The Deadline, please take a look at the minimum system requirements below.

Operating System : Windows Vista, Windows 7

Hard Disk : 1 MB at least

Apparently, the only thing you need is a Windows operating system.

2.1.2 Installing/Uninstalling

Kill The Deadline does not need to be installed to run. All you need is the *KillTheDeadline.exe* file, and you're good to go.

To un-install, you need to delete

- *KillTheDeadline.exe* file
- KillTheDeadline storage files i.e. files that ends with *.KDL* extension.

NOTE: If you would like to keep your tasks, you can do so by preserving the *.KDL* files and converting them to a *.txt* file. Refer to “2.2.3 Converting a *.KDL* to *.txt* file”.

2.2 Understanding How Tasks Are Stored

2.2.1 The .KDL file extension

Kill The Deadline stores all your tasks in *.KDL* files. We chose a unique extension name to help you identify which files are being used to store and manage all your tasks.

2.2.2 Default Directory and Default File Name

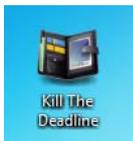
The default file name is *todo.KDL*.

The default directory path is the directory in which you're running *Kill The Deadline* from.

In short, if your *KillTheDeadline.exe* file is on the desktop, and you run it from there, you will find a *todo.KDL* file generated also on your desktop.

2.3 Starting *Kill The Deadline*

To start using *Kill The Deadline*, you simply double click on the KillTheDeadline icon.



2.4 Navigating The Interface

2.4.1 Getting to Know The Main Window

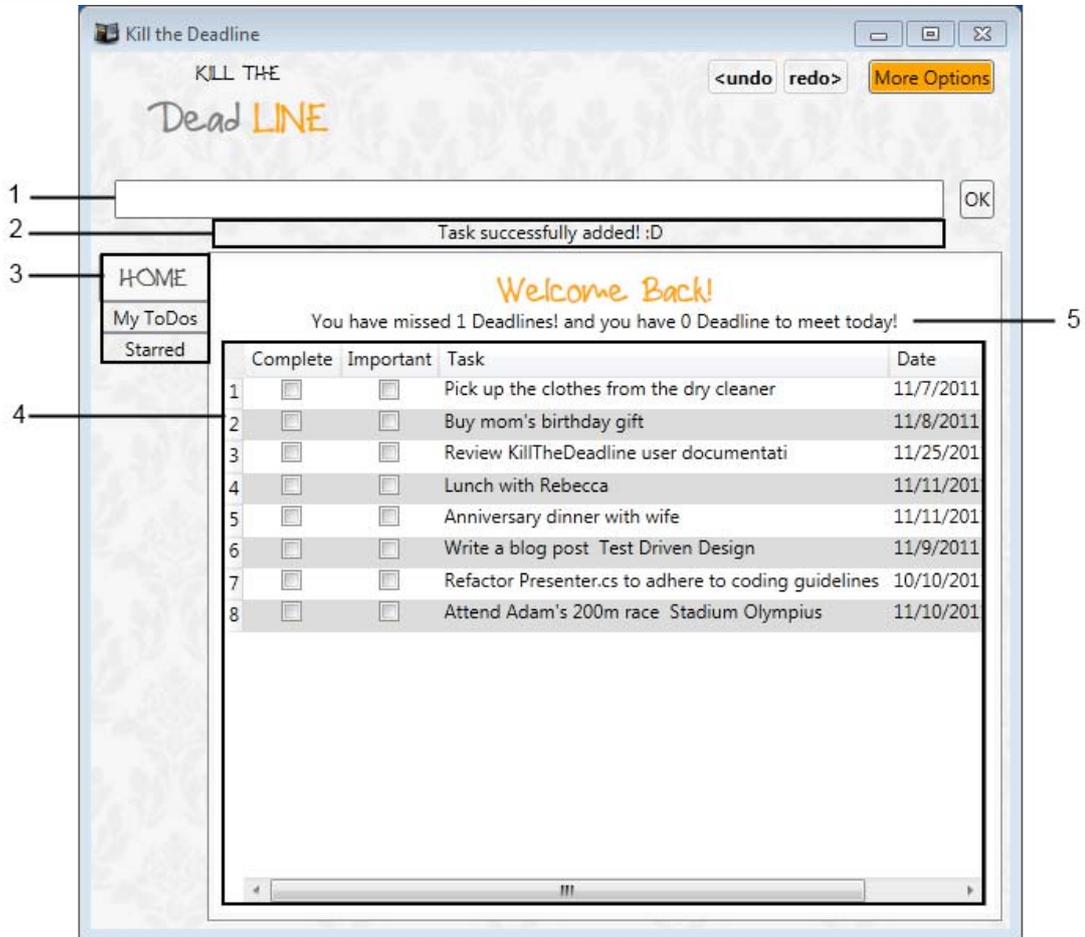


Figure 1.1

1. Command Box

Use this text box to perform the basic functions. By default, Kill The Deadline will perform search and filter based on what you type into the box. To perform other functions such as adding a new task or deleting an existing task, you have to use the proper keywords. Refer to “3. Basic Features”.

2. Feedback Box

This area will show you the appropriate feedback based on your commands.

3. Tab Displays

This allows for quick access to common filters. The default view only shows 3 filters as shown in Figure 1.1. However, additional options are available when you click the **More Options** button. Figure 1.2 below shows the additional filters.

The Home Tab - List all tasks, Allow real-time searching, and shows Deadline alerts

HOME	
My ToDos	My ToDos Tab - List all tasks
Today	Today - List tasks due today
Starred	Starred - List tasks that are starred
1-7 Days	1 - 7 Days - List tasks that are due in 7 days
8-14 Days	8 - 14 Days - List tasks that are due
Sometime	Sometime - List tasks without a deadline
Completed	Completed - List tasks that are marked as completed
Expired	Expired - List tasks that are overdue

Figure 1.2

4. Task List

View your tasks and their details. Task details can be updated from the interface itself.

5. Deadline Alerts [Home Tab]

*This section is only available in the **Home Tab**.*

This allows you to see alerts on deadlines. Currently, you will be able to view

1. the total number of tasks that are already past the deadlines and,
2. the number of tasks that are due today.

Clicking the following buttons will;

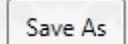
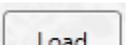
	- Performs Undo/Redo Operation
	- Show/Hide More Options Toolbar (Figure 1.3)
	- Display the Save As File Dialog Box
	- Display the Load File Dialog Box
	- Display Help Window
	- Run Automated Tests
	- Run Demo



Figure 1.3 More Options Toolbar

2.4.1 Performing Search In The Home Tab

One of the unique features of the Home Tab display is that it allows you to do a real-time search. This means that as you key into the Command Box, the task list will be updated to show only matching results.

You can perform search through the following criteria;

- Task description

3. Basic Features

This section will guide you through familiarizing with the basic commands that you can execute through the **Command Box**. Commands are executed when you use the appropriate keywords at the start. An overview list of the keywords are; *add, mrk, imp, del, clr, q, undo, redo*

3.1 Adding a New Task

Keyword : *add*

One of our main goals in creating this application is to ensure that you would never miss a deadline. As such we took special care to make it easy for you to schedule your tasks. *Kill The Deadline* doesn't require you fill out tedious forms just to add a new task. Instead, if you enter something like [Pick up the clothes from the dry cleaner today], the application will figure out what you mean and create the new task with the right details for you.

How The Intelligent Add Feature Works

Kill The Deadline comes with an intelligent date parser; in other words, it can understand a wide variety of date-time formats. For example, you can enter words like Today, Tomorrow or the days of the week like Monday. Or if you prefer, you could still enter date-time formats like 12 December 2012, 12 Dec 2012 or 12/12/2012. *For the complete list of Date-Time formats you could use, refer to "5. Date-Time Formats"*.

For the examples below, take the scenario that the Date now is 1 November 2011(11/01/2011) and the Time is 3PM.

If you enter a **task without a deadline**, Intelligent Add will assign the default value of 31/12/9999 11:59HR

- Enter [add Travel around the world], the deadline is set to 12/31/9999 11:59:00PM

If you enter a **task with Date without Time**, Intelligent Add will assign it to the end of the day by default

- Enter [add Go to sleep today], the deadline is set to 11/01/2011 11:59:00PM

If you **use a Day word** (eg. Today, Friday), Intelligent Add will find the date for you. If Day of Week is used (Monday - Sunday), Intelligent Add will find the nearest date for you.

- Enter [add Dinner with John today], and the deadline is set to 11/01/2011 11:59:00PM
- Enter [add Dinner with John Monday], since Monday has already passed, Intelligent Add will find the date for next Monday, and the deadline is set to 11/06/2011 11:59:00PM
- Enter [add Dinner with John Friday], since Friday has not yet passed, Intelligent Add will find the date for the coming Friday, and the deadline is set to 11/06/2011 11:59:00PM

If you enter the command with two possible dates or two possible times, the Intelligent Add will notify you. Even when the command is too complicated, or there are some typos, Intelligent Add will try the best to parse for possible parameters. You are encouraged to check again whether information of the tasks are the same as what you want. If not, you can still edit them by simply clicking on the fields and change it.

3.2 Completing/Starring/Deleting a Task

Keywords : *mrk, imp, del*

- To mark your task as completed use the *mrk* keyword.
- To star your task, giving it priority, use the *imp* keyword.
- To delete a task, use the *del* keyword.

These three functions uses the same pattern to be executed; **Search to Select**.

How The Search To Select Feature Works

One of the greatest under-the-hood feature of Kill The Deadline is our search algorithm. *Kill The Deadline* will perform intelligent searches based on what you enter (refer to 2.4.1 Performing Search In The Home Tab). That very same intelligent search is also what you'd be using to select your tasks.

For the examples below, we'd be showing you how to star a task. The same principles are applied to marking a task as complete as well as deleting a task.

If you want have task that is important/urgent and you need a way to keep track of it, simply star it with the *imp* keyword.

- Enter [imp Pick], Search To Select will intelligent look through all the tasks to find a positive match. If found, it will execute the command on that task. In this case, it will star "Pick up the clothes from the dry cleaner".



Figure 1.4a Before Starring



Figure 1.4b After Starring

3.3 Clearing the File

Keyword: *clr*

If you would like to start a fresh, you can clear all your tasks with the clear command.

- Enter [clr]

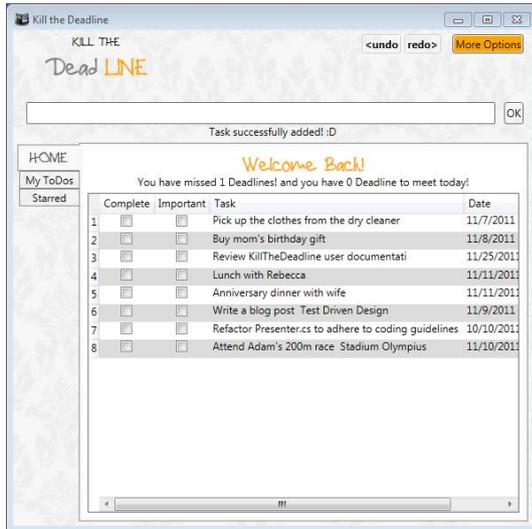


Figure 1.5a Before Clearing



Figure 1.5b After Clearing

3.6 Undo/Redo Previous Commands

Keywords: *undo*, *redo*

If you executed your command and then decided you didn't want to, you can easily perform an undo

- Enter [undo]

And if you decided that you didn't want to execute the undo command, you can perform a redo

- Enter [redo]

Honestly, who doesn't know an undo/redo function?

3.7 Quitting the Application

Keywords: *q*

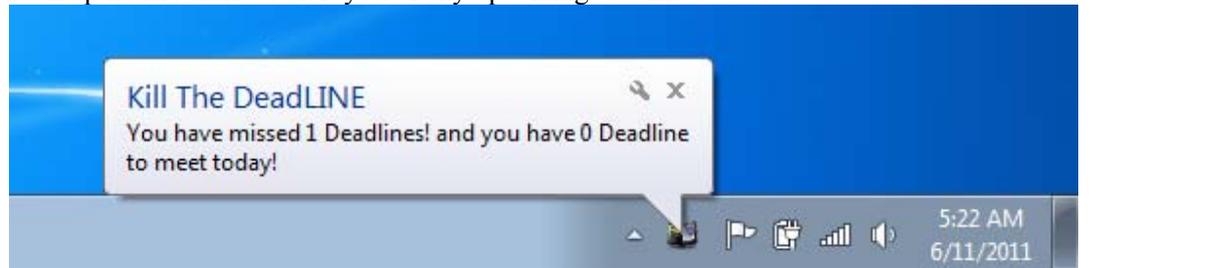
When you're done with managing your tasks, and don't want to minimize *Kill The Deadline* to the system tray giving you awesome desktop notifications (refer to 5.1 Desktop Notifications), just call the quit command.

- Enter [q]

4. Special Features

4.1 Desktop Notifications

We understand that screen real-estate can be a precious thing, so we've designed Kill The Deadline to minimize to System Tray. And to make sure you'll never miss a deadline, Kill The Deadline will provide desktop notifications to alert you of any upcoming deadlines.

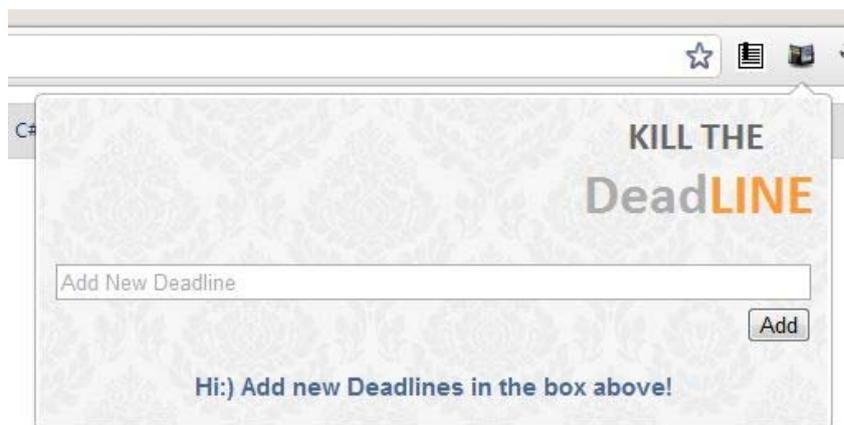


4.2 Google Chrome Extension

More importantly, we understand that our initial goal is to help Jim with his huge amount of **emails**. So, is it quite inconvenient for him if we just build a desktop application? Here, our team represent a special feature, Kill The Dealine **Chrome Extension**.



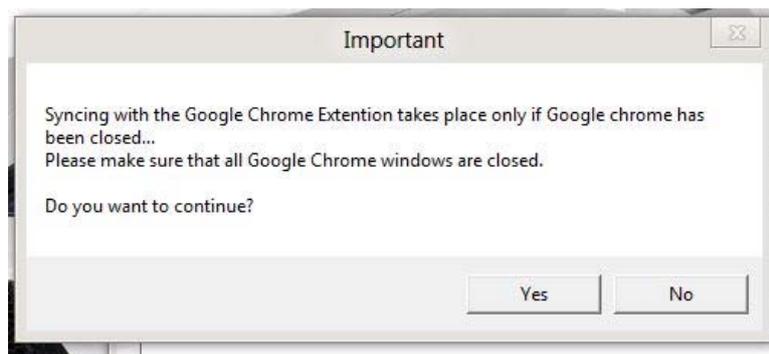
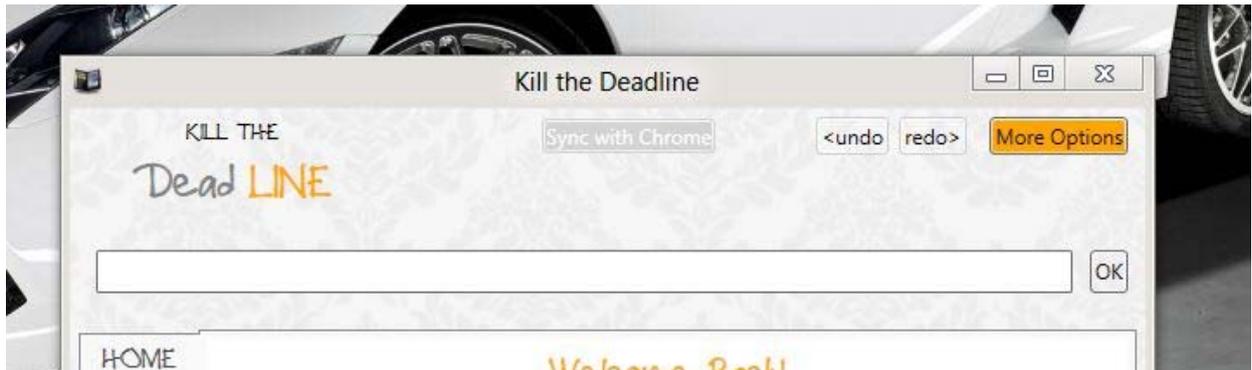
Kill The Deadline Extension Icon



Kill The Deadline Extension's Interface

Now, you can enter task in the extension in the way you add new task in Kill The Deadline(Please refer to **3. Basic Feaures**). Notice that in extension, no **add, inser,** or **do** is required. For example, this is a valid command: submit ee2021 assignment before tmr 11 am.

To sync the all the tasks that you have entered in the Extension, go to Kill The Deadline and press **Sync with Chrome**. Notice that you are required to close Google Chrome in order to sync sucessfully.



As all the tasks have been synced , you can see them in HOME list.

5. Date-Time Formats for Deadlines

List of indicator words

The following words are words that will be trimmed out of the task description as they are presumed to be indicators of deadline; *on, at, by, before*

Example: Enter [add Lunch with Rebecca at 10pm], the task will be stored as “Lunch with Rebecca”

Day words

Long Format	Short Format
Today	tdy
Tomorrow	tmr
Monday	mon
Tuesday	tue
Wednesday	wed
Thursday	thu
Friday	fri
Saturday	sat
Sunday	sun

Date Formats

Format Pattern	Example
dd MMMM yyyy	31 January 2012
dd MMM yyyy	31 Jan 2012
dd/MM/yyyy	31/01/2012

Time Formats

Format Pattern	Example
h TT	8 pm
hh:mm TT	09:09 pm
h:mm TT	9:09 pm

6. Keyboard Shortcuts

Mastering these keyboard shortcuts can help you save time.

Shortcut Key	Definition	What it Does
Ctrl + S	Save To File	Displays SaveFileDialog, to allow you to save to a new file.
Ctrl + O	Open File	Displays LoadFileDialog, to allow you to load a new file.
Ctrl + M	Minimize	Minimize the application to System Tray
Ctrl + H	Help	Display the Help window
Ctrl + Z	Undo	Undoes your previous command
Ctrl + Y	Redo	Undoes your previous Undo Command