



# Listabot

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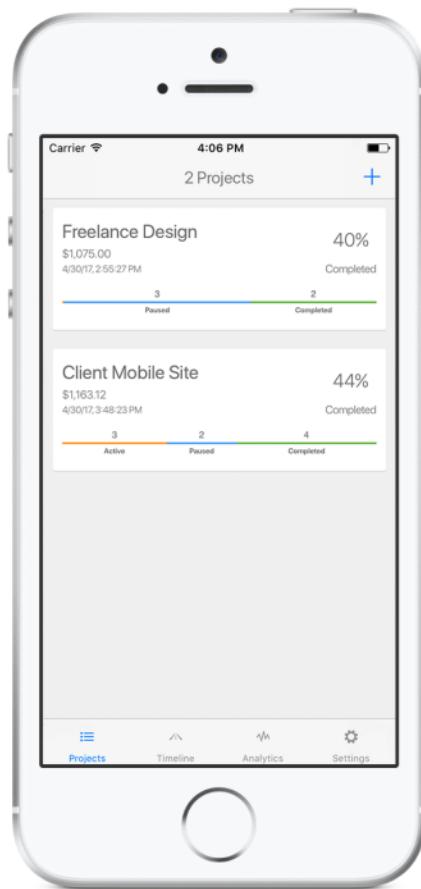
Track Tasks Across Multiple Projects.  
Interactively Analyze Time Usage.  
Generate Time Usage Reports.

# Setting Up Your Project

Project  
Overview >

Status  
Timeline >

The timeline shows  
the status of every  
task in your project.  
Don't stop all your  
tasks are green!



< Add A New  
Project

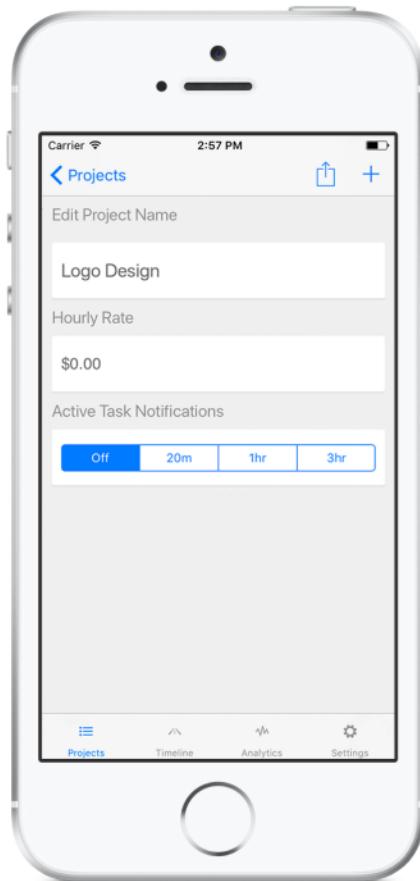
Swipe to remove a project,  
or tap to edit project settings or view its tasks

# Creating Tasks

## Set Hourly Rate For Project

Hourly rate isn't required & it's fully interactive

Try changing this value and make sure you are charging a



## Add Task

## Reminders

Optionally enable reminders that a task is running.

These are designed to help keep you on track and "come up for air".

If you find yourself spending too much time on your tasks, try turning on 20m reminders.

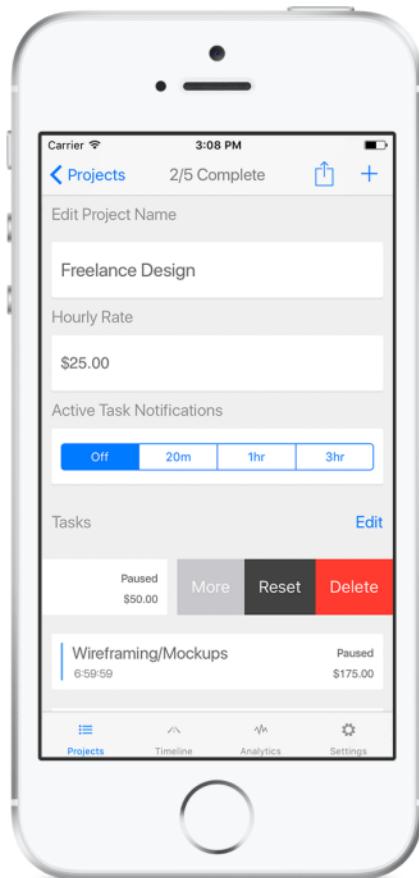
Keep tasks simple with one discrete item to complete  
Doing this allows you to analyze how long each task takes

# Managing Tasks

## Task Browser

Each task shows the color representing it's status & current billable hours (if an hourly rate is set)

- Unstarted
- Active(Billable )
- Paused
- Completed



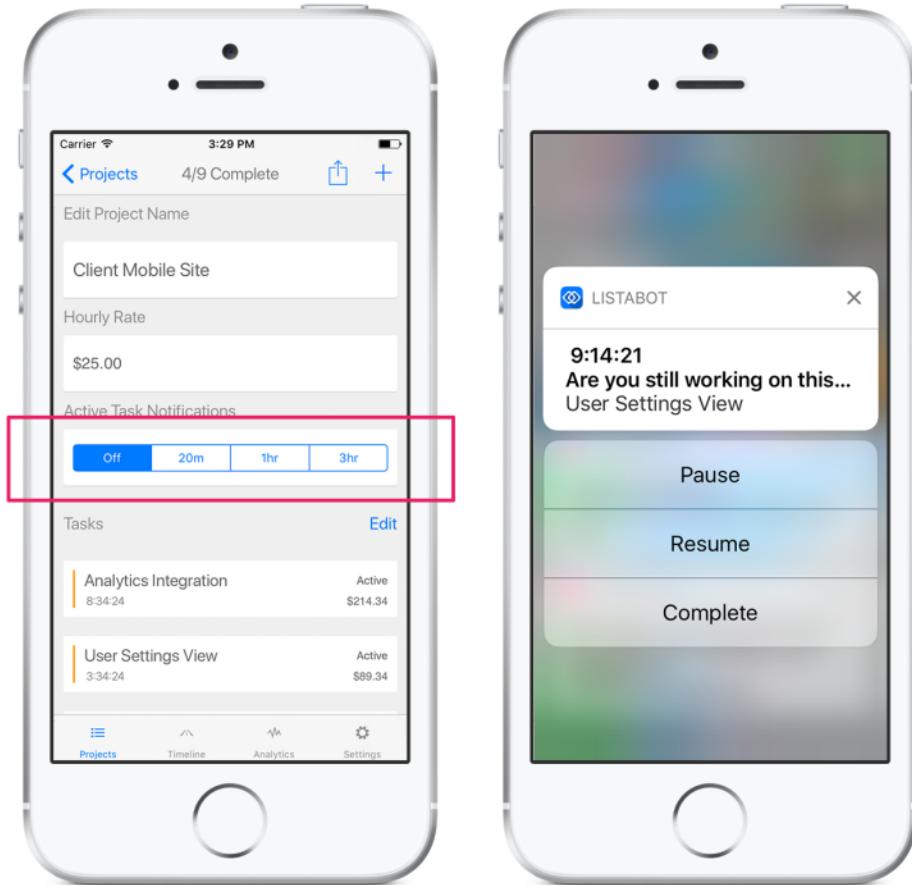
Choose  
More  
To Change  
Task  
Status



You can have an unlimited number of active tasks.

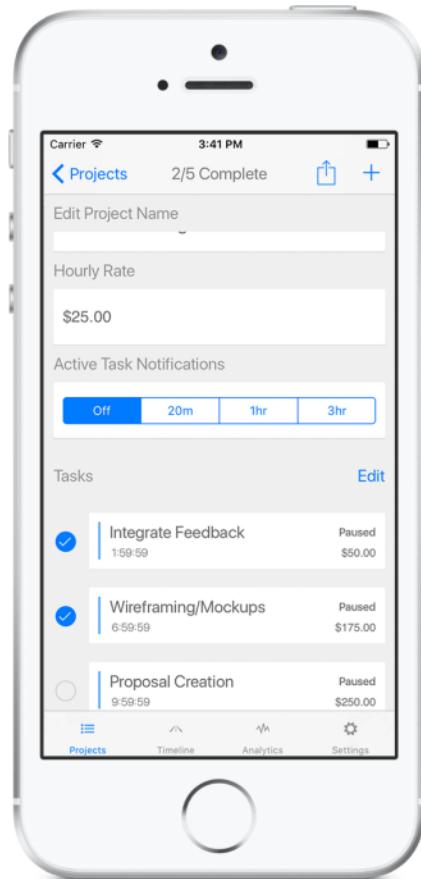
When an hourly rate is set each active task counts towards your projects total billable hours

# Active Task Notifications



Schedule Active Task Reminders Inside Your Project.  
Notifications Allow You To Update Your Status With Just A Tap.  
Useful For Keeping You On Track & Your Hours Up-To-Date.

# Sharing Tasks

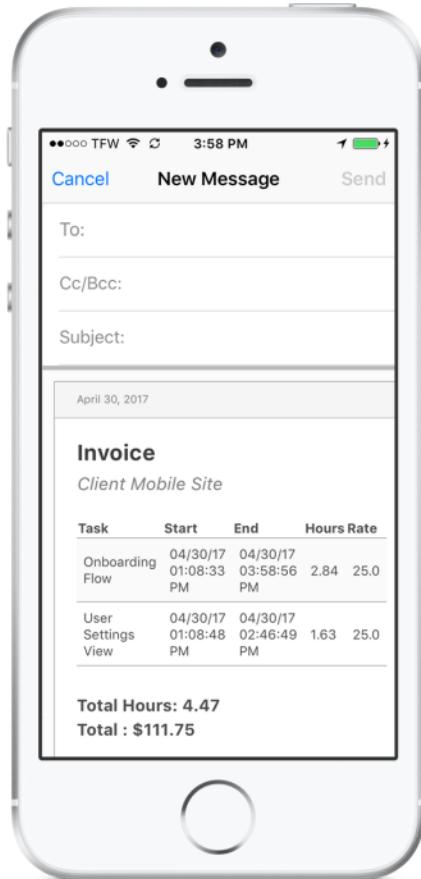
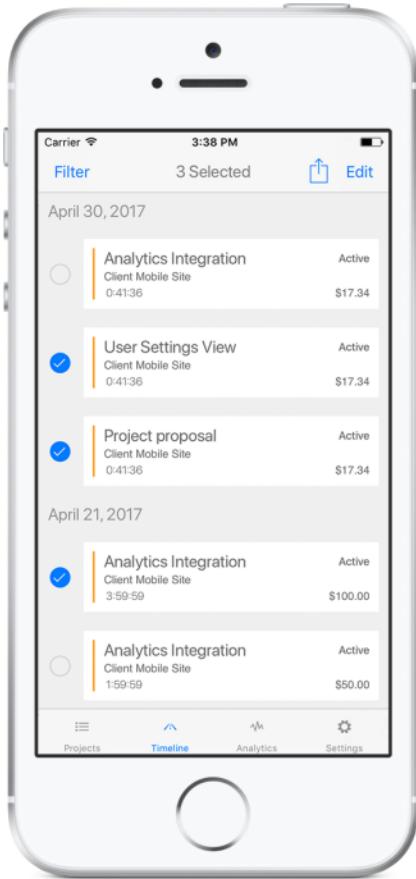


## Airdrop

1. Tap 
2. Select the tasks you wan't to share
3. Tap 
4. Choose how you wan't to share (email , iMessage, or Bluetooth)

To Share Your Entire Project Just Tap  Without Selecting Tasks

# Simple Invoicing



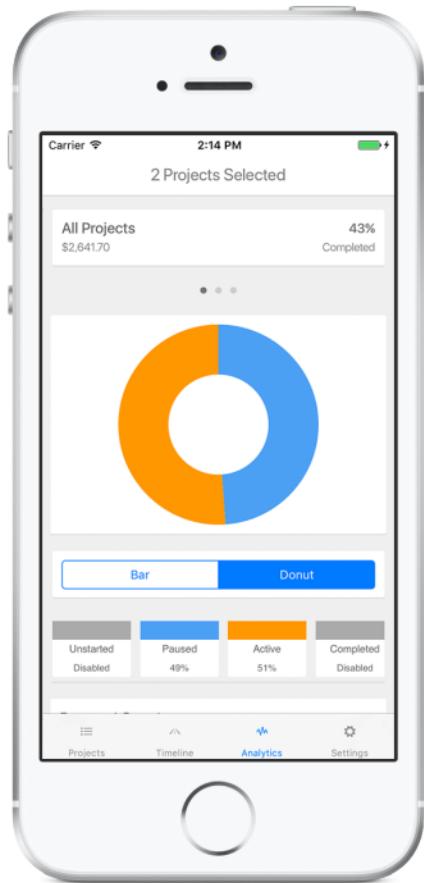
Use Timeline To Generate Invoices  
Tap **Edit** Then Select Items To Include  
Then Tap **↑** And Choose HTML or CVS

# Analyzing Time Usage

## Select Project To Analyze >

By default you'll see all project data, just swipe to analyze each individual project

## Interactively Display Time Utilization >



## Real-Time Charts <

Try toggling the Unstarted times or Paused times to see if you are wasting time that you could be billing for instead

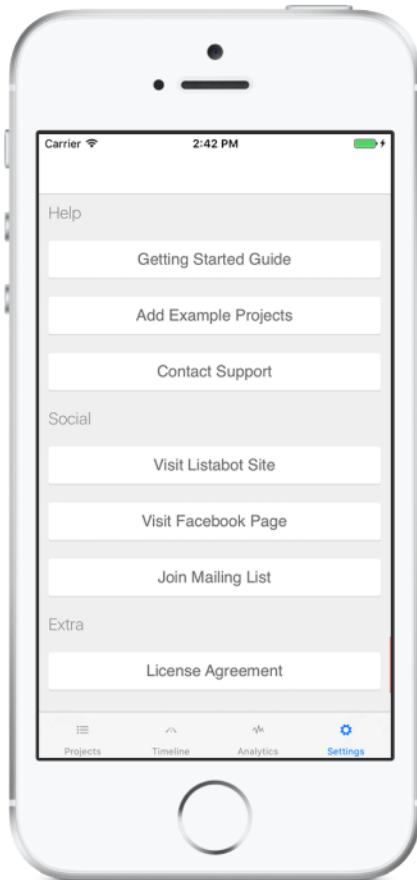
Take the guesswork out of creating project estimates.  
Use historical data to help you determine how long a task should take.

# Calendar Integration



Turning On Calendar Sync In Settings Will Keep The Tasks You Work On Synced With The Calendar Of Your Choice.  
iCloud Calendars Will Sync Across All Your iCloud Devices.

# Let's Stay Connected



Thank **You** for your support!

If you need help or have questions please contact me!  
Join the mailing list for time saving tips & learn about new features!