



# Listabot

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

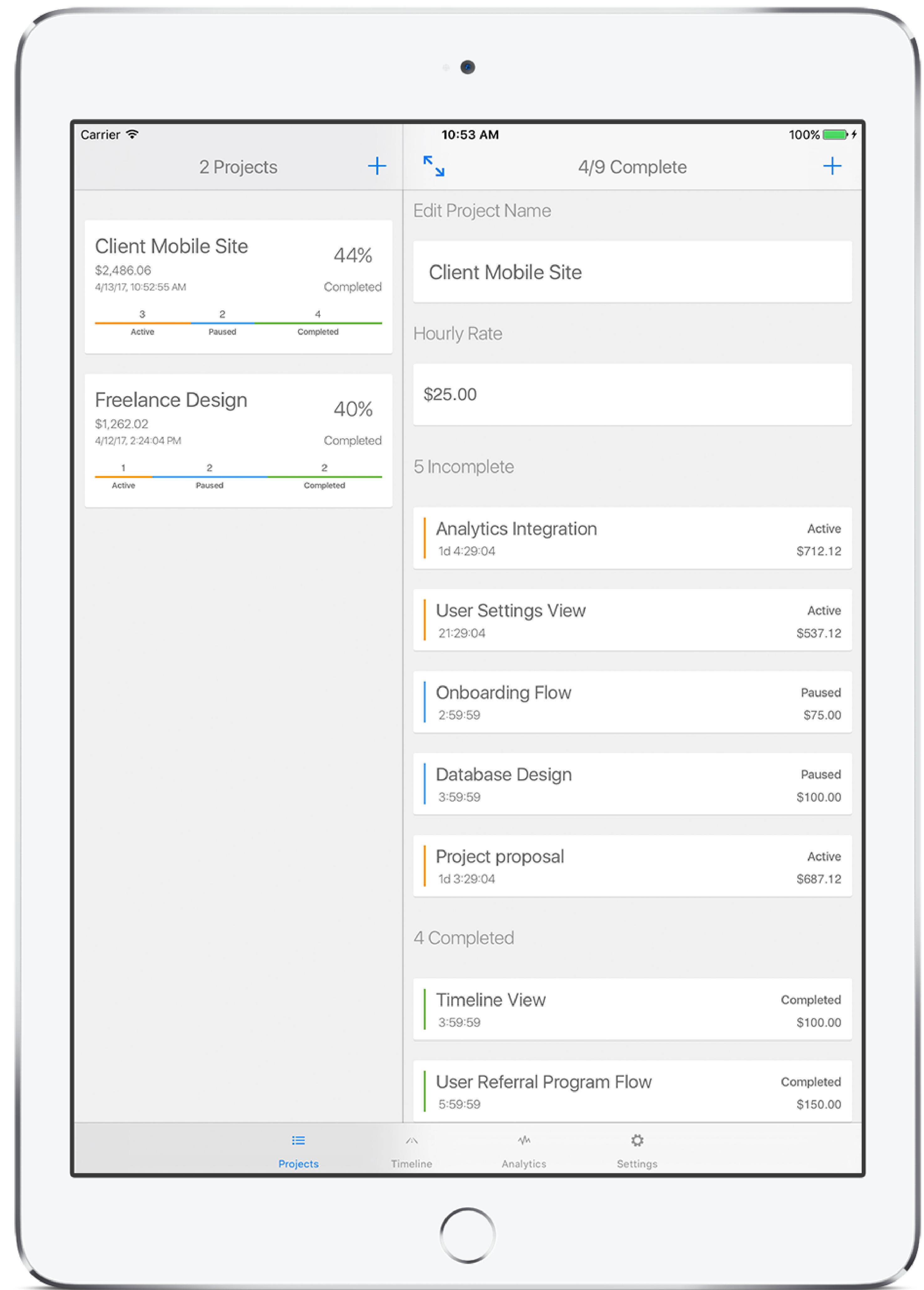
# Setting Up Your Project

## Status Timeline >

The timeline is the “pulse” of your project  
It represents the statuses of each task

## Project Overview

Shows the percentage of completed tasks & current billable hours (if an hourly rate is set)



Swipe right to remove a project,  
or tap the project to modify settings or view task browser

## < Add New Task

You can have an unlimited amount of tasks in any state

## < Task Browser

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

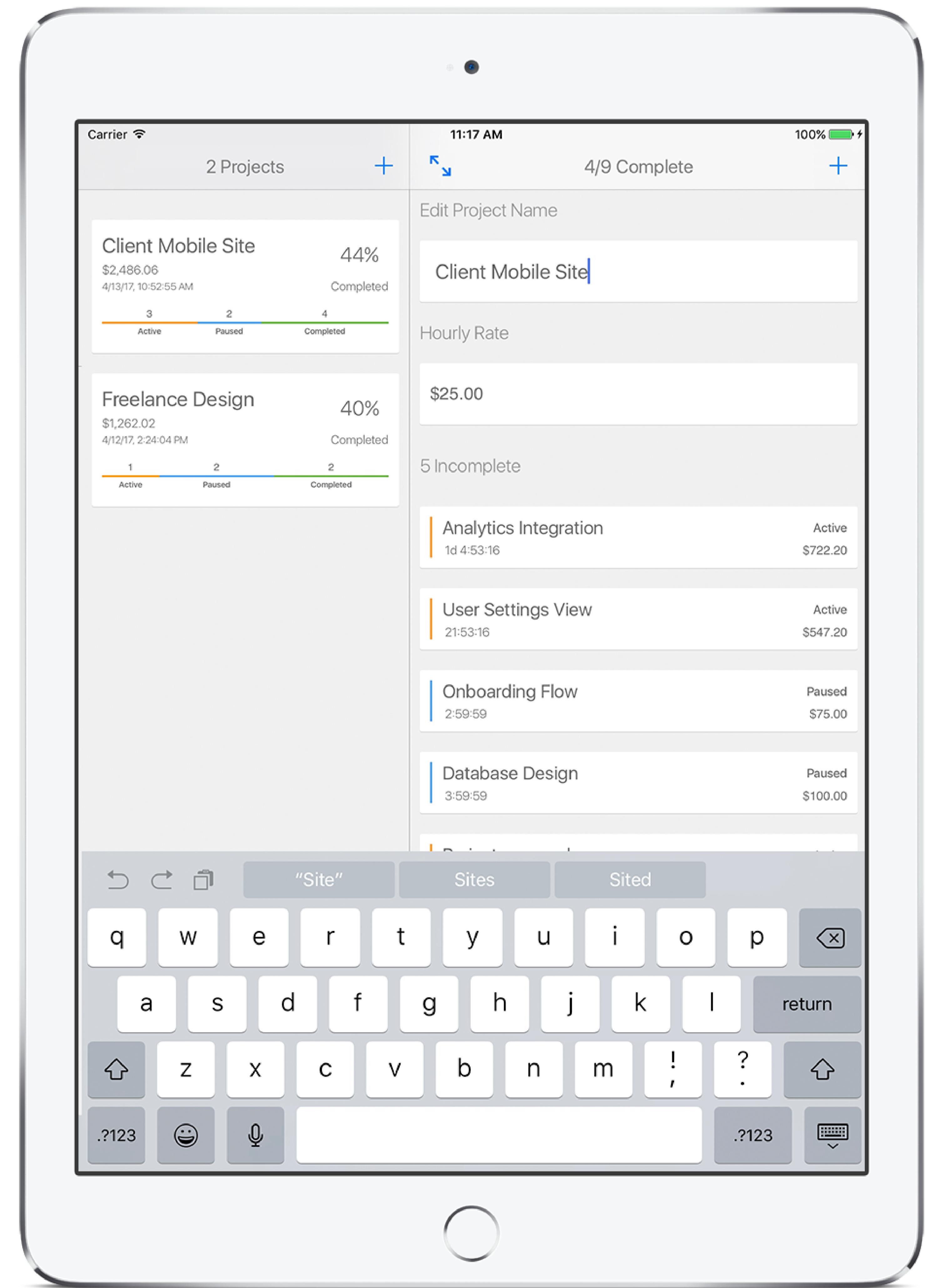
- Unstarted
- Active (Billable Hours)
- Paused
- Completed

# Project Settings

## Project Billable Hours

An hourly rate isn't required, but when you set a rate watch all your task hours update automatically.

You can try updating your hourly rate and make sure you are billing a fair amount for you and for your client



◀ Add Task

◀ Rename Project  
Or Set Hourly Rate

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

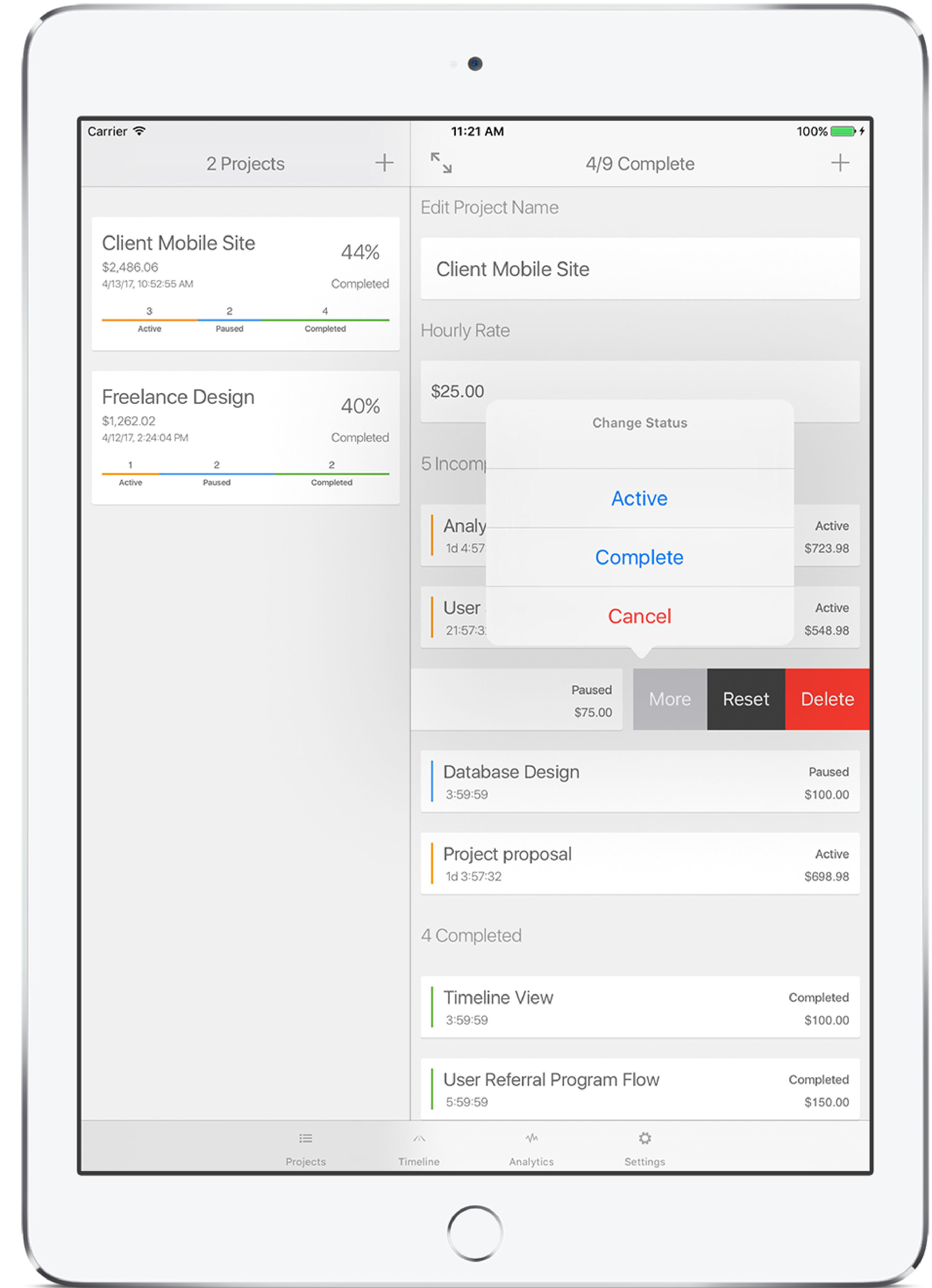
# Managing Tasks

## Task Overview

Update task status when you working on a tasks, when you take a break, or complete the task.

Swipe and choose reset to reset all the recorded time for a task

Swipe To Remove  
Or Update A  
Task's Status



Choose More To  
Change Task Status

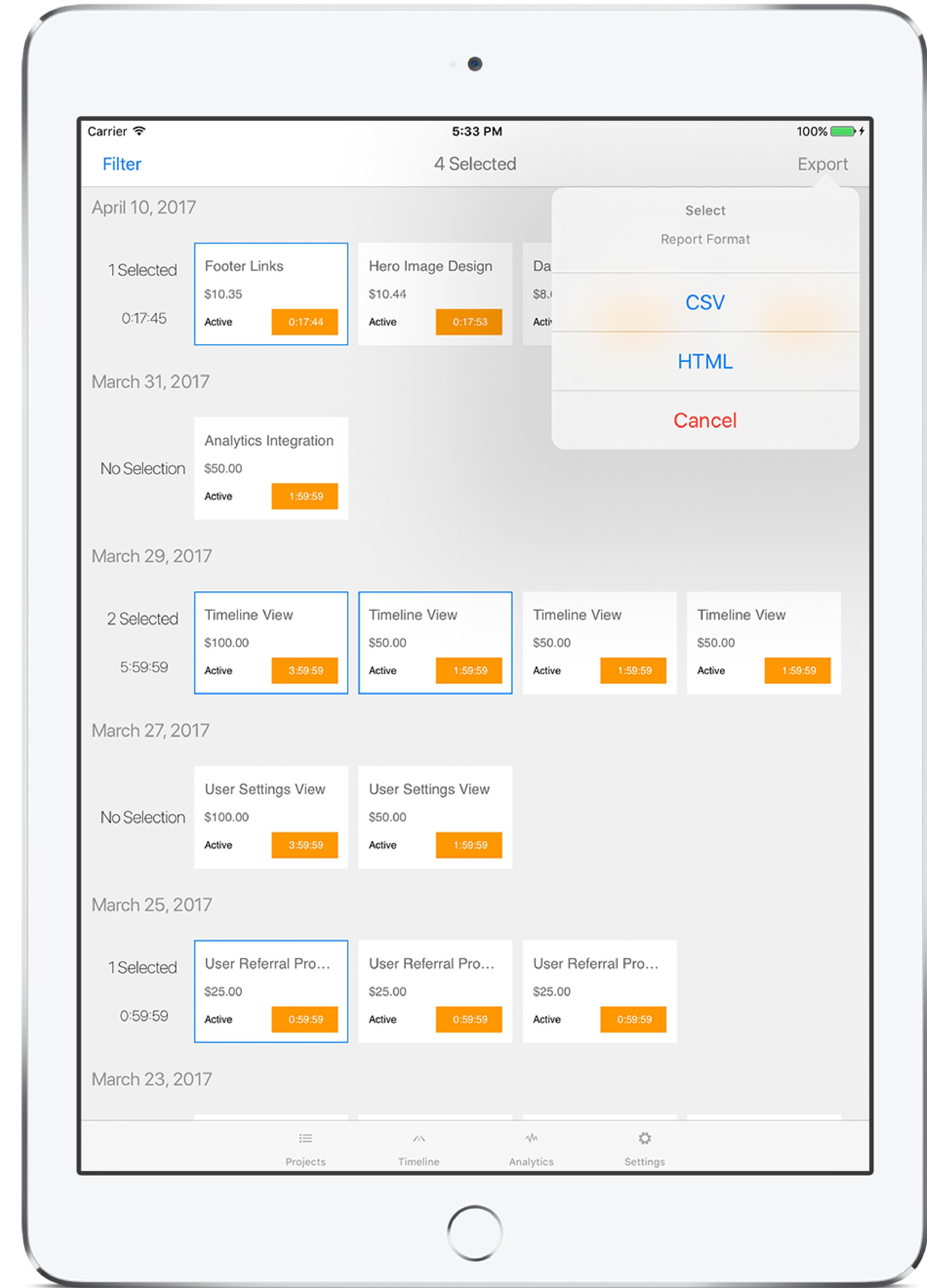
You can have an unlimited number of active tasks.  
When an hourly rate is set each active task  
counts towards your projects total billable hours

# Showing Your Work

Only Billable  
Hours Are Shown  
By Default  
Use Filter To  
Show All Times

Choose A  
Format For  
Report  
(HTML or CSV)

Select The Hours  
To Include In  
Your Report



Generate status reports from any of your projects.  
You choose what to include, then just pick a format to export.  
Hourly Rates Applied Automatically To Each **Active** Task.

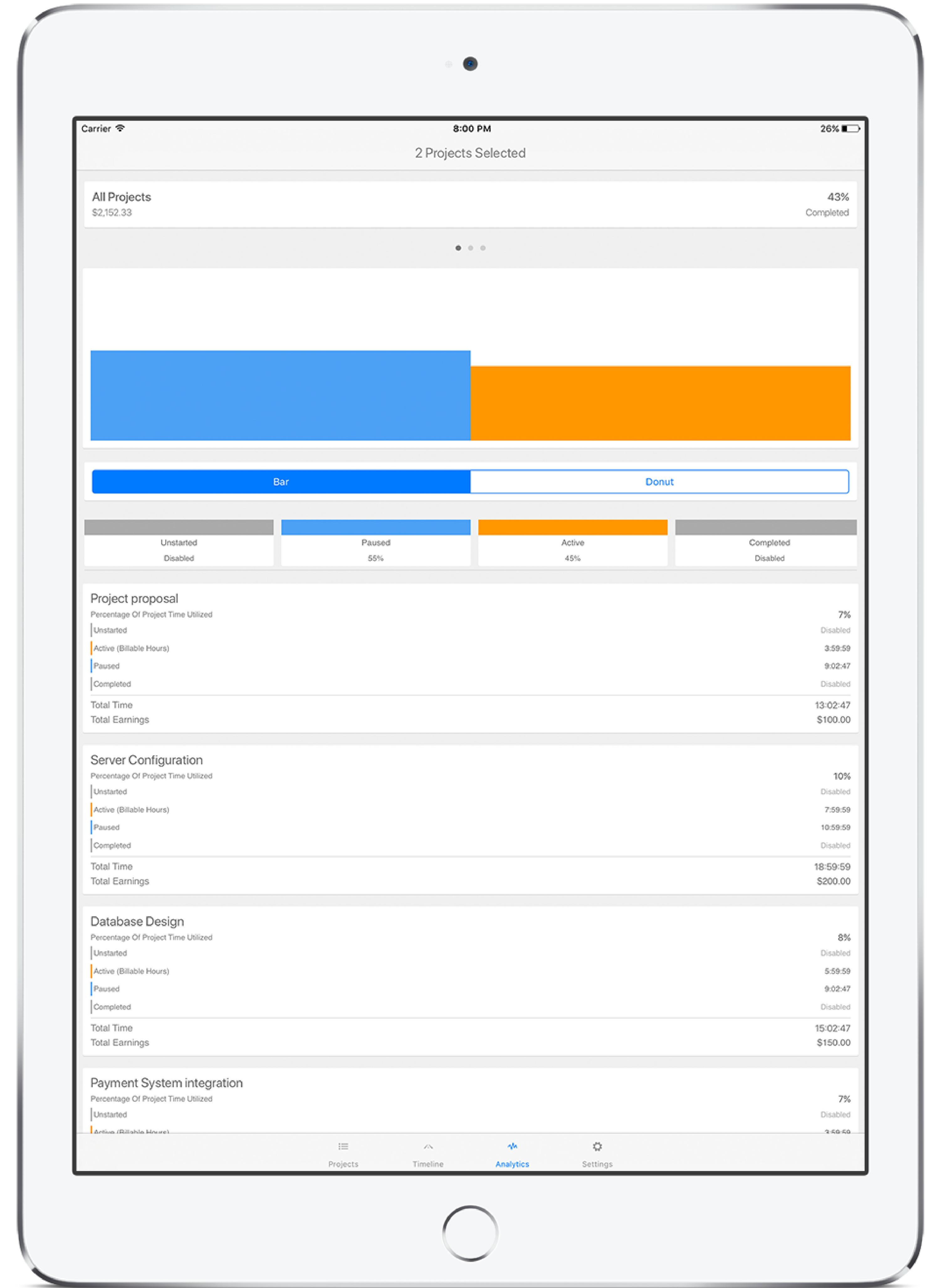
# Analyzing Time Usage

Select  
Project To >  
Analyze

## Analytics Overview

By default only the (Active) billable hours and times a task are paused are shown.

You can choose any of the from any of the status update types to help see how time is being used.



Real-Time  
Charts

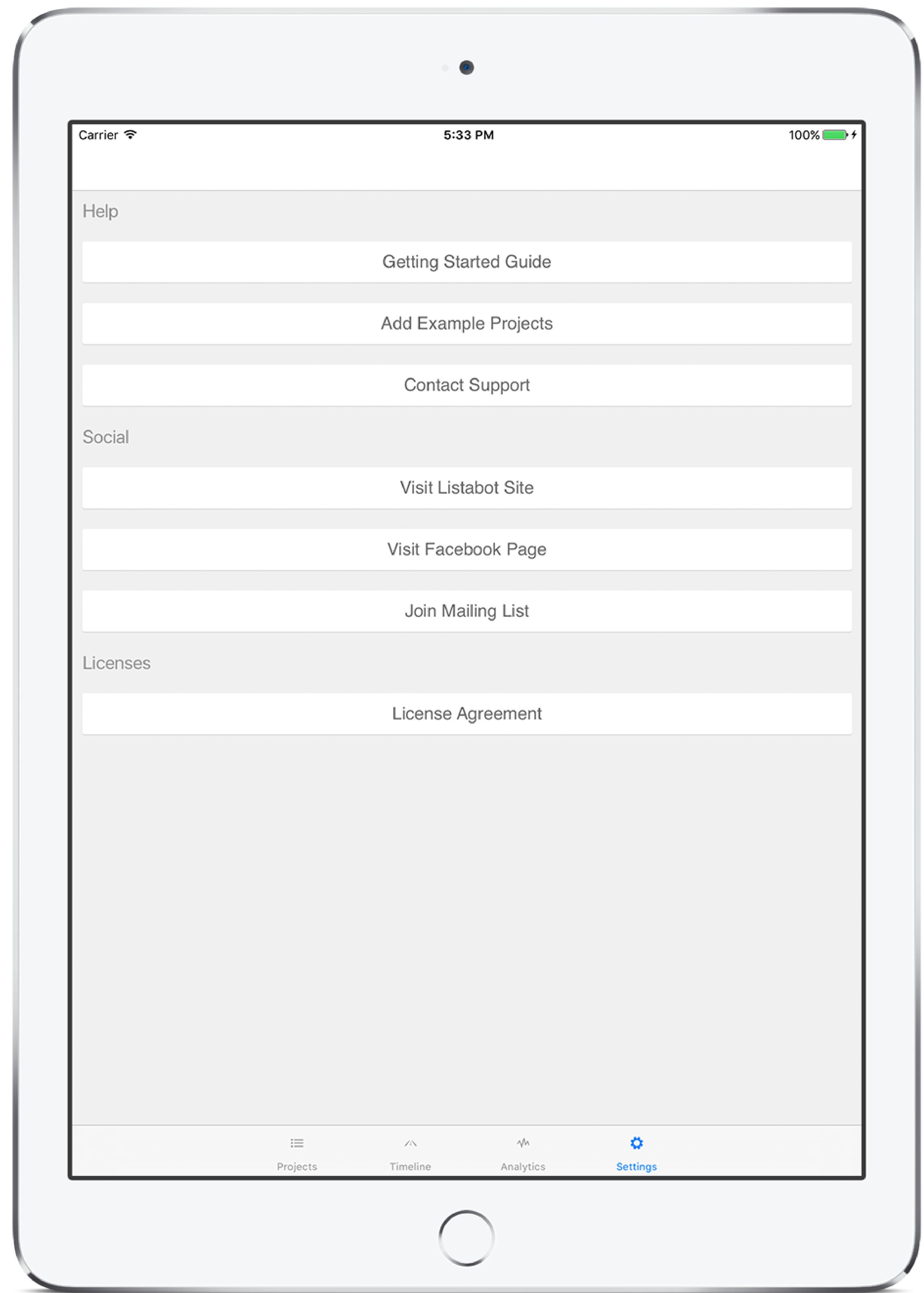
Per-Task  
Break Down

This allows you to inspect the percentage of your projects time each task utilizes.

And see how long each task has been Active, Paused, or even how long it took to actually be started.

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

# Let's Stay Connected



That's me ;-)

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!