



# Listabot

v1.1

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

# Setting Up Your Project

**Open Calendar**



**Status Timeline**

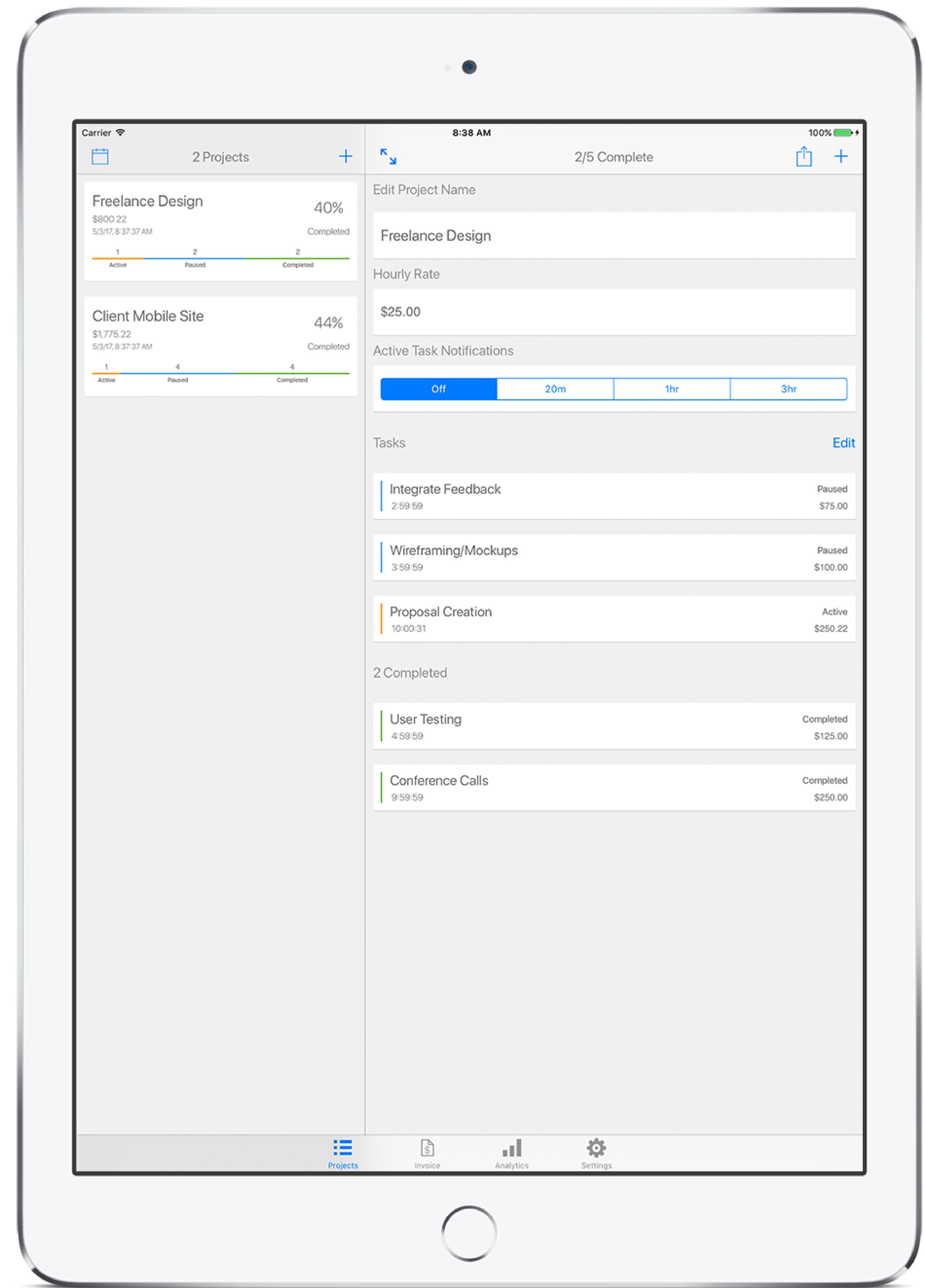


The timeline is the “pulse” of your project

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)

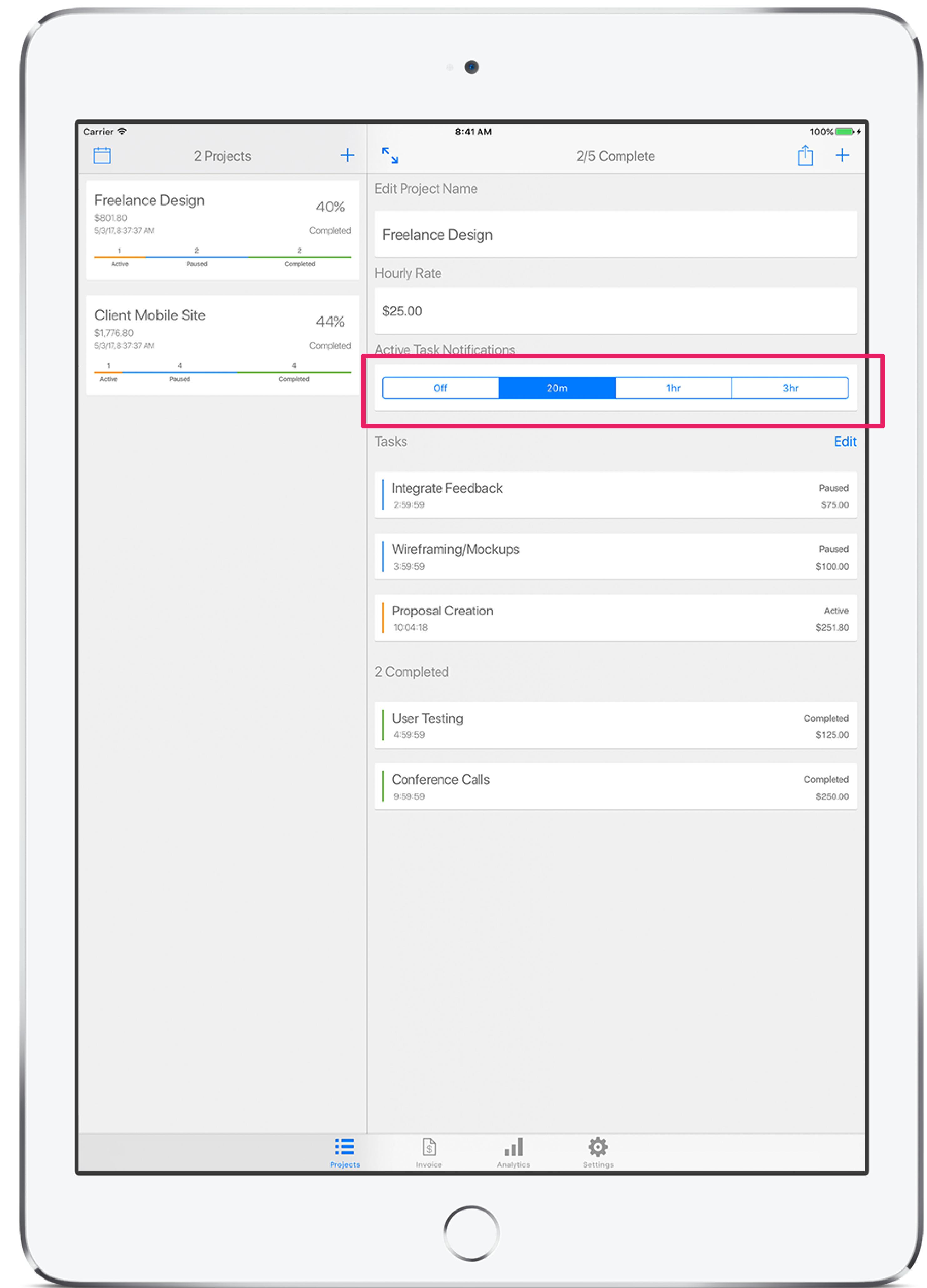
- █ Unstarted
- █ Active (Billable Hours)
- █ Paused
- █ Completed

# Project Settings

## Project Billable Hours

The hourly rate isn't required to get started.

Once an hourly rate is added - all your calculated billable hours are updated automatically.



**Rename Project Or Set Hourly Rate**

**Reminders**

Enable active task notifications to be reminded when you've left a task running.

These simple notifications are designed to help keep you on track & remind you to "come up for air"

If you find yourself spending too much time on your tasks, or leaving a task running, this feature is for you!

Keep tasks simple, with just one discrete item to complete. Doing this will enable you to analyze how long each task takes. This measurable progress is useful for client management & invoicing.

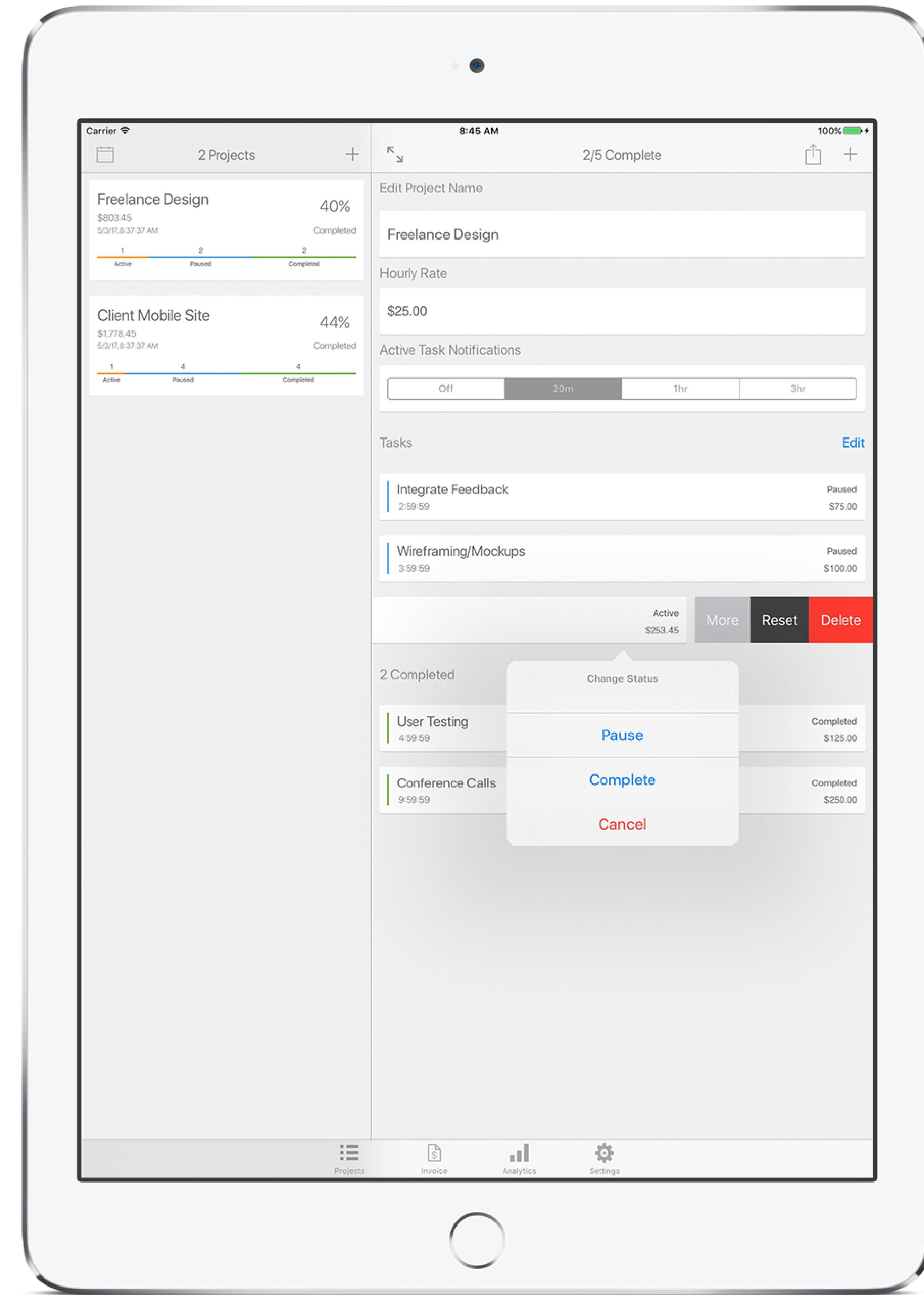
# Managing Tasks

## 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

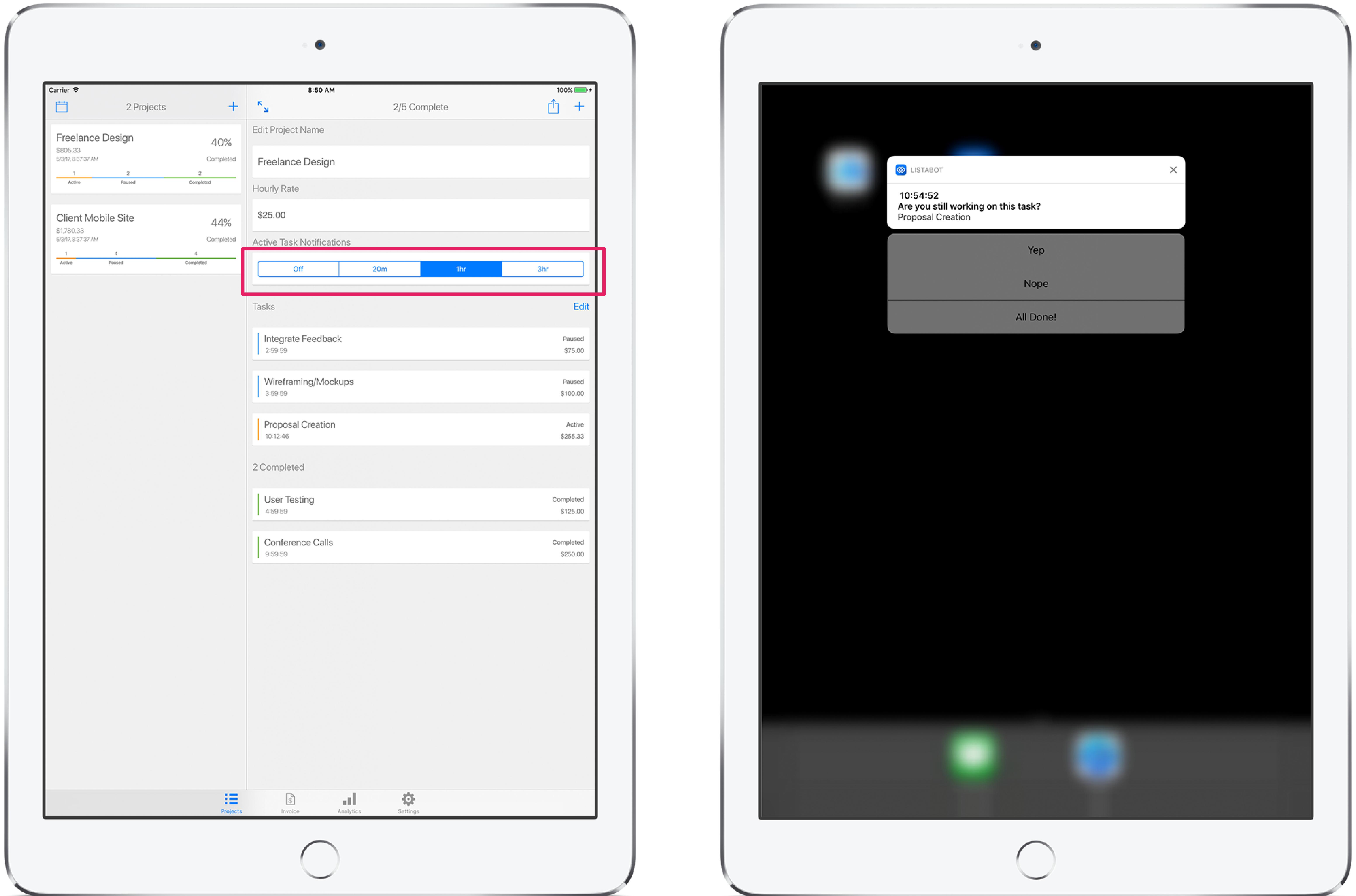
Swipe To Remove  
Or Update Any  
Task's Status 



 Choose More To  
Change Task Status

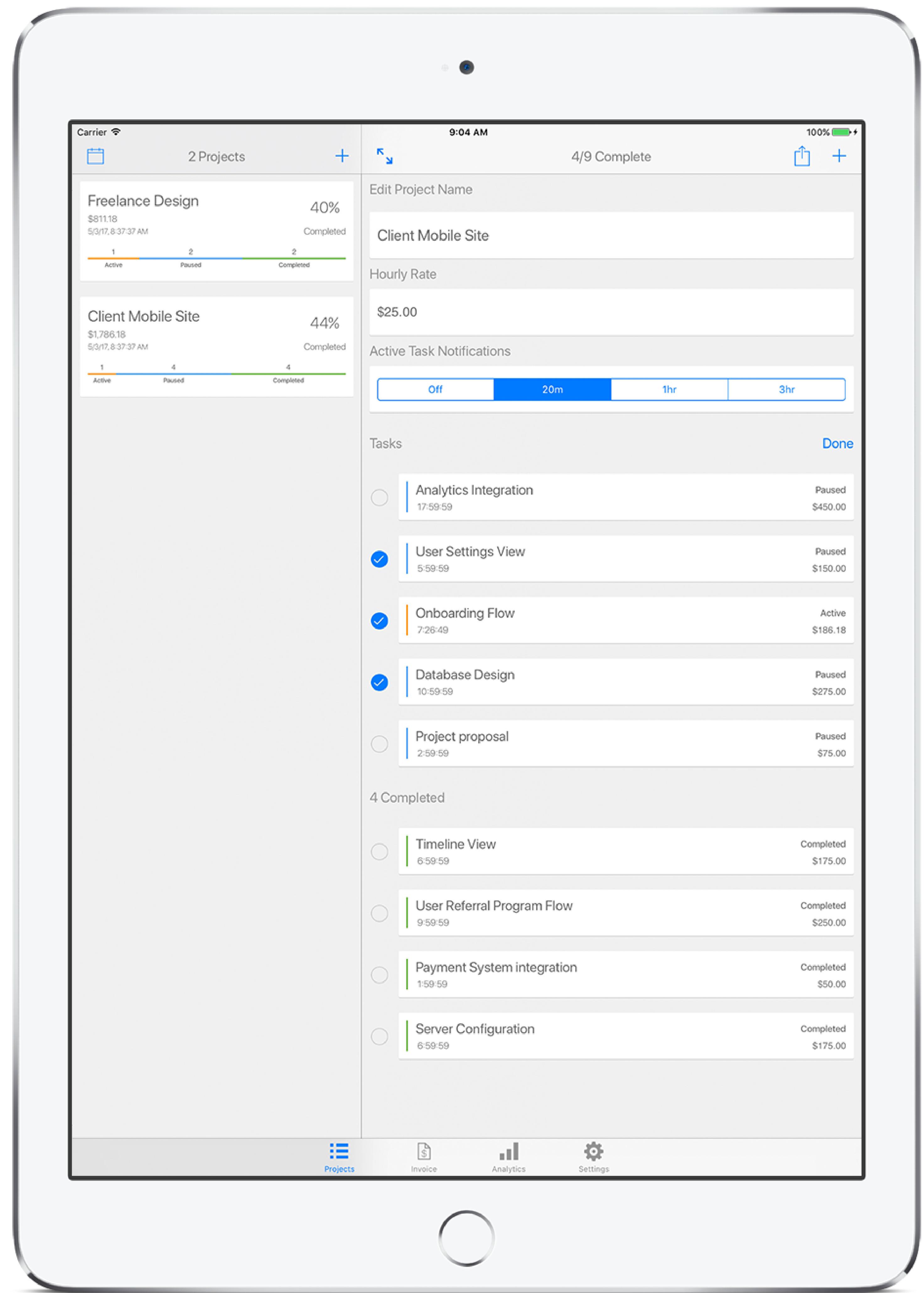
You can have an unlimited number of active tasks.  
When an hourly rate is set each active task  
counts towards your projects total billable hours

# Active Task Notifications



Optionally Schedule Active Task Reminders For Each Project.  
The Project's Active Tasks Will Automatically Pause At The Interval You Choose.  
Notifications Allow You To Update Your Status With A Tap.

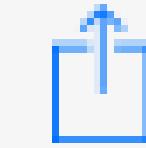
# Sharing Tasks With Airdrop



## Airdrop

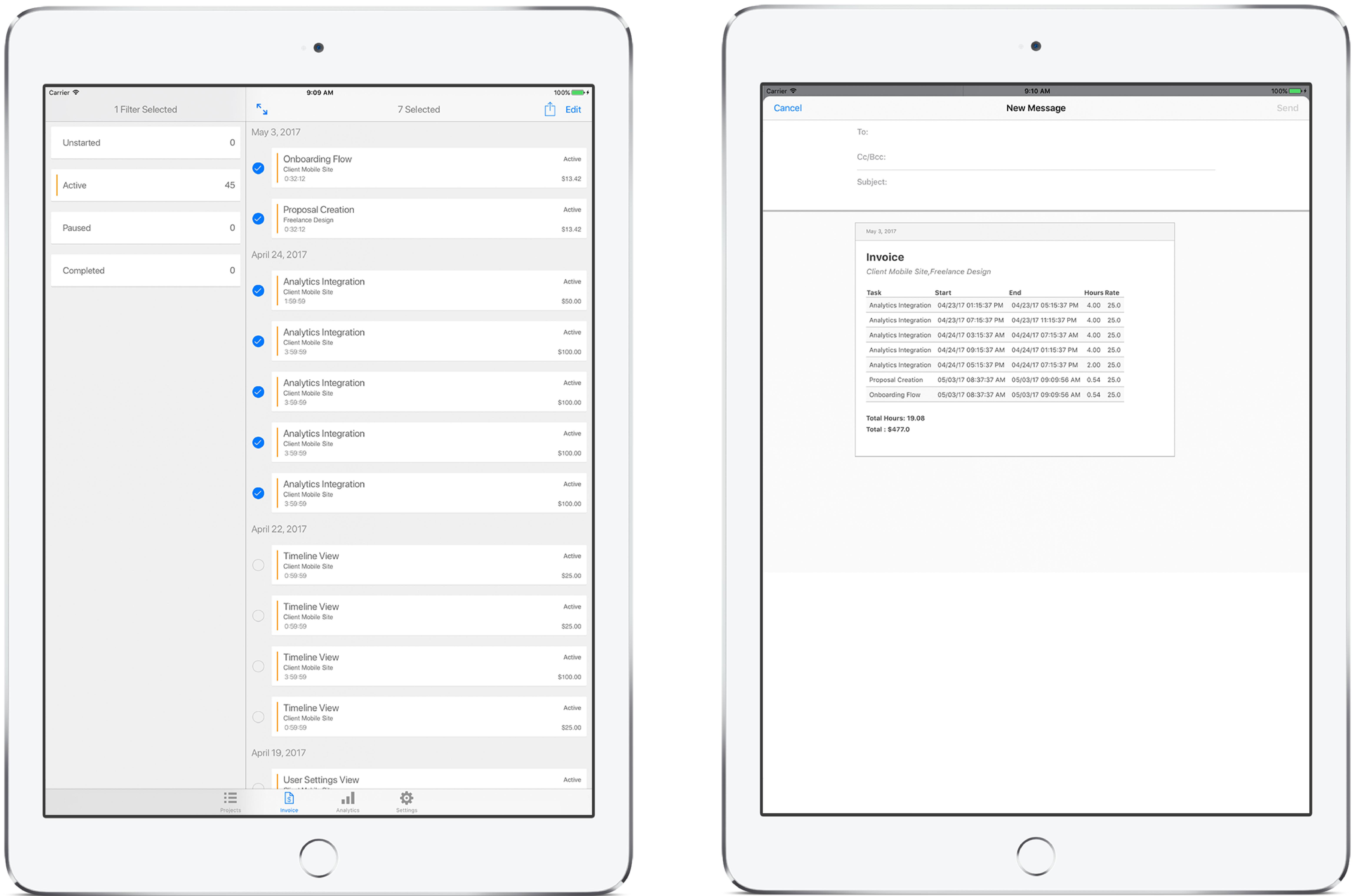
1. Tap 

2. Tap the task you  
wan't to share

3. Tap 

To Share Your Entire Project Just Tap  Without Selecting Tasks

# Simple Invoicing



Use the Invoice tab To Generate Invoices.  
First, Tap **Edit** And Select The Items You Wan't To Bill For.  
Then just tap **↑** to Generate Invoice As HTML or CVS.

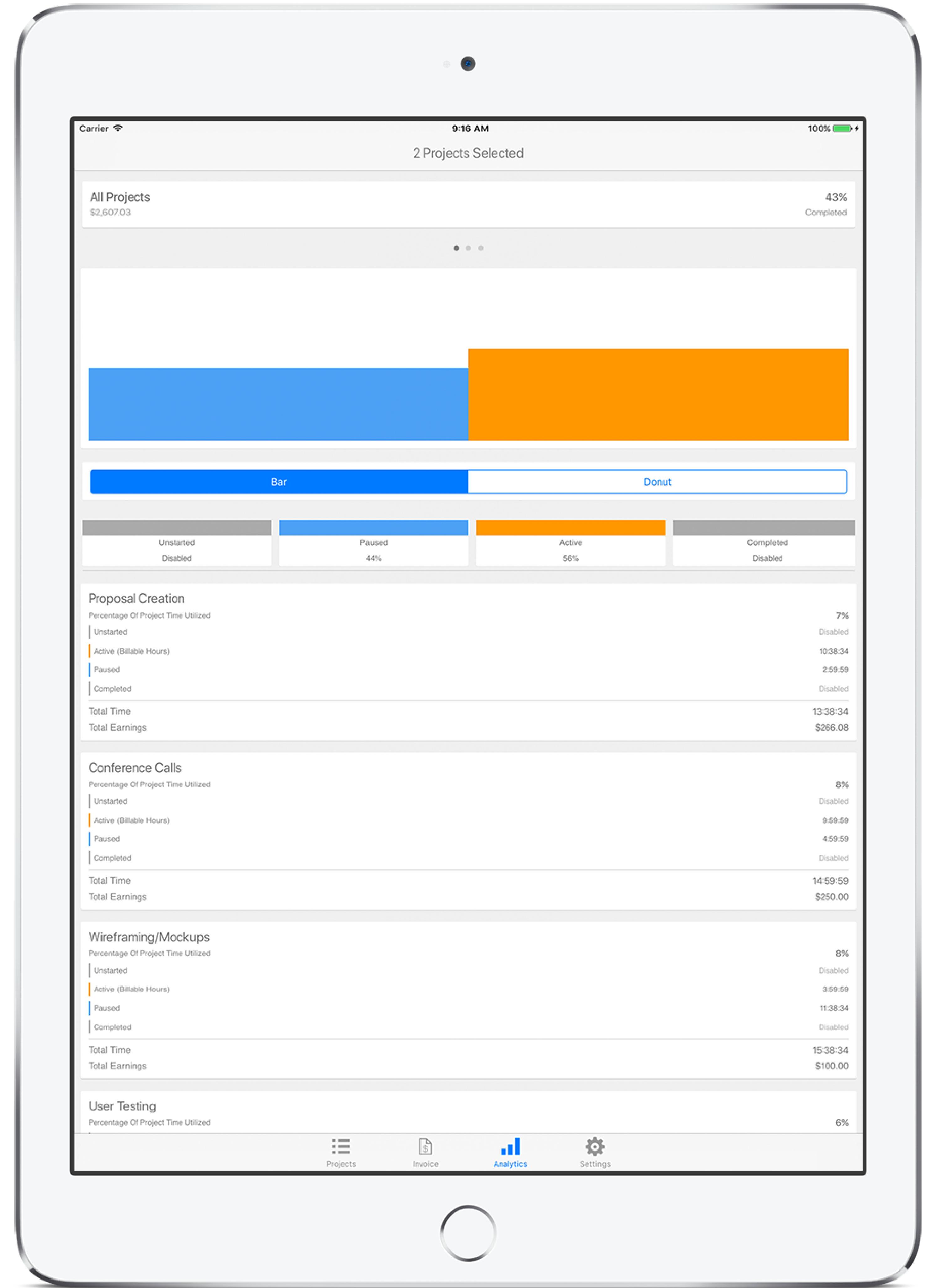
# Analyzing Time Usage

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

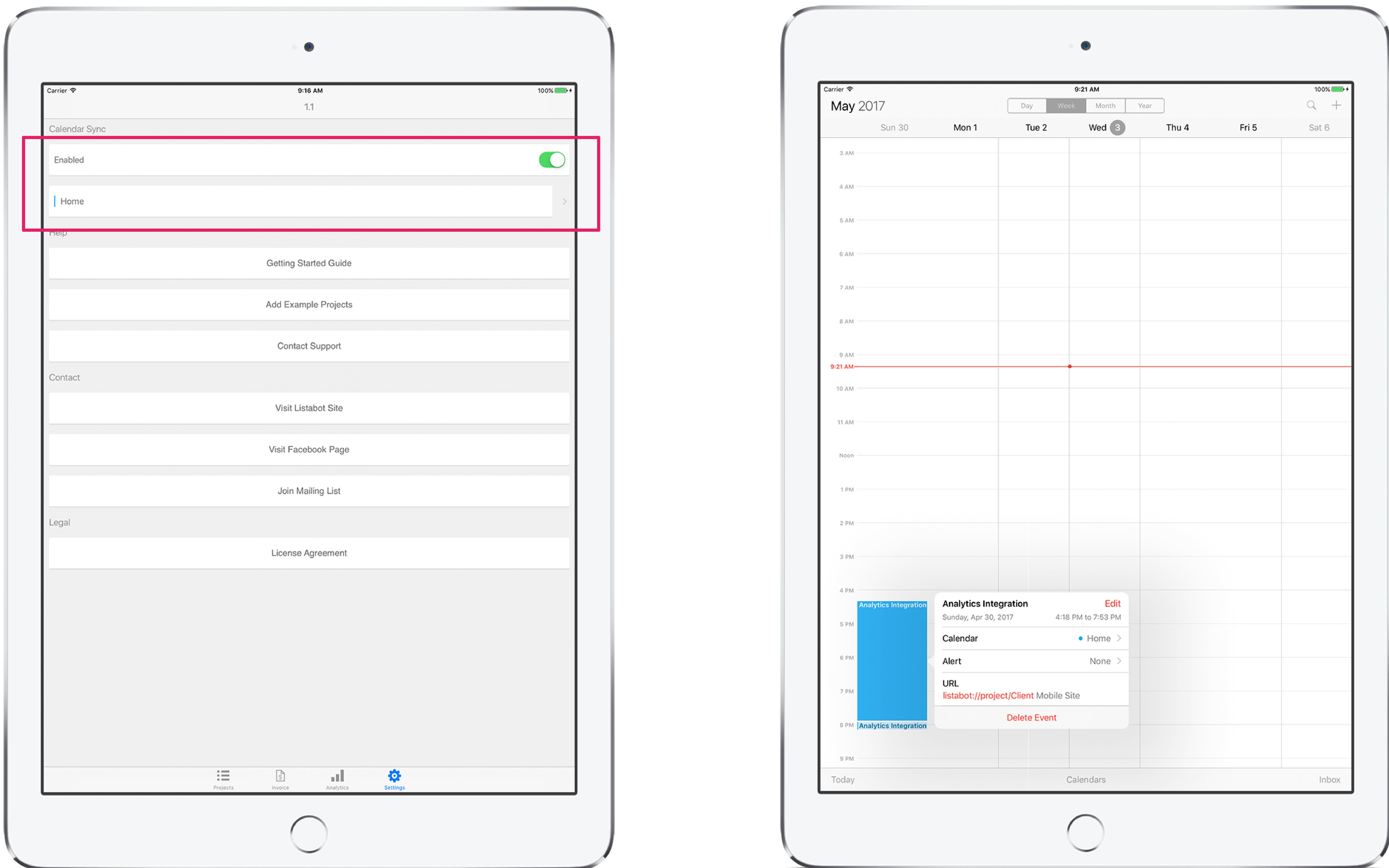
Per-Task Break Down

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.

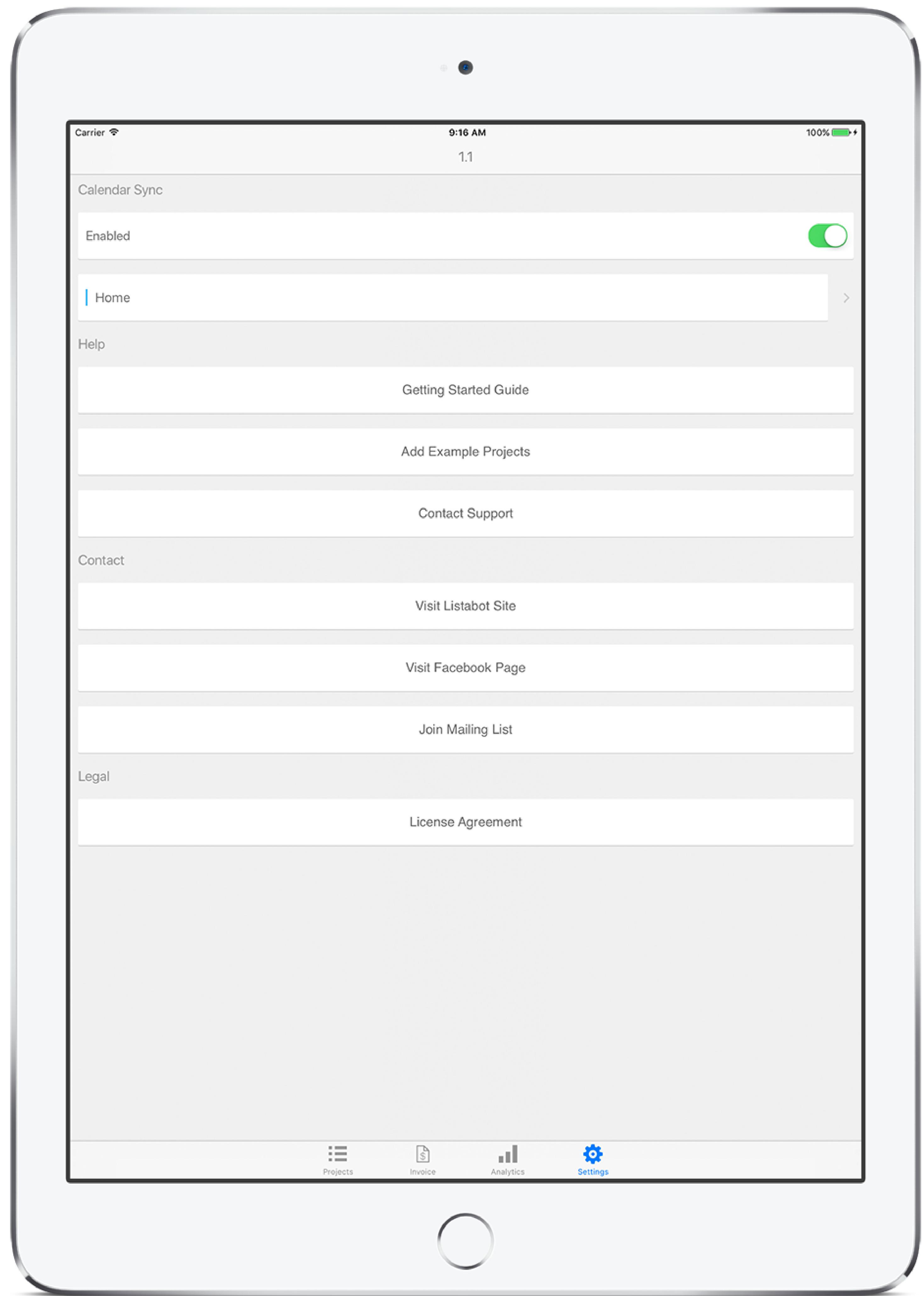
Take the guesswork out of creating project estimates.  
Use historical data to help you determine how long a task should take.

# Calendar Integration



Turning On Calandar Sync In Settings Will Sync Active Tasks  
With The Calendar You Choose.  
iCloud Calendars Will Sync Across All Your iCloud Enabled 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!