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

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Add New Task

You can have an unlimted 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)







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

Project Settings



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



Add Task

Rename Project Or Set Hourly Rate

Task Overview

Update task status when you working on a taks, 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

Managing Tasks

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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

Choose More To Change Task Status



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

Select The Hours To Include In **Your Report**

Showing Your Work





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.

Choose A **Format For** Report (HTML or CSV)



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.

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

Analyzing Time Usage

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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.



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!

Let's Stay Connected



