v1.51 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

arrier 🗢		8:38 AM			100% 🛑 +
2 Pro	ojects +	R	2/5 Cc	omplete	<u> </u> +
Freelance Design \$800.22 5/3/17.8-37:37 AM 1 2 Active Paused	40% Completed 2 Completed	Edit Project Name Freelance Design			
		Hourly Rate			
Client Mobile Site \$1,775.22 5/3/17.8:37:37 AM	44% Completed	\$25.00 Active Task Notifications			
Active Paused	Completed	Off	20m	1hr	3hr
		Tasks			Edit
		Integrate Feedback 2:59:59			Paused \$75.00
		Wireframing/Mockups 3:59:59			Paused \$100.00
		Proposal Creation			Active \$250.22
		2 Completed			
		User Testing 4:59:59			Completed \$125.00
		Conference Calls 9:59:59			Completed \$250.00
	Projects	Invoice Analytics	Settings		

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)

Paused





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.

> 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.

Project Settings

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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!

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 Any 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





Active Task Notifications

2/5 Complete		100% ● +		
20m	1hr	3hr		
		Edit		
		Paused \$75.00		
		Paused \$100.00		
		Active \$255.33		
		Completed \$125.00		
		Completed \$250.00		
Settings				

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

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0	Project proposal 2:59:59			Paused \$75.00
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	Invoice Analyti	cs Settings		

To Share Your Entire Project Just Tap 🗍 Without Selecting Tasks

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Airdrop

1. Tap Edit

2. Tap the task you wan't to share 3. Tap 📋



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Simple Invoicing

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	Analytics Integration	04/24
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	Analytics Integration	04/24
		05/03
	Onboarding Flow	05/03
	Total Hours: 19.08 Total : \$477.0	

100% 🔲 🕫 🗋 Edit elected Active \$13.42 Active \$13.42 Active \$50.00 Active \$100.00 Active \$100.00 Active \$100.00 Active \$100.00 Active \$25.00 Active \$25.00 Active \$100.00 Active \$25.00 Active

Use the Invoice tab To Generate Invoices. First, Tap Edit And Select The Items You Wan't To Bill For. Then just tap 1 to Generate Invoice As HTML or CVS.

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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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Carrier 🗢	9:1	6 AM	100% 🗪
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All Projects \$2,607.03			43% Completed
	•	• •	
	Bar	Donut	
Unstarted	Paused	Active	Completed
Disabled	44%	56%	Disabled
Proposal Creation Percentage Of Project Time Utilized			7%
Unstarted			Disabled
Active (Billable Hours)			10:38:34
Paused Completed			2:59:59 Disabled
Total Time Total Earnings			13:38:34 \$266.08
Conference Calls Percentage Of Project Time Utilized			8%
Unstarted			Disabled
Active (Billable Hours)			9:59:59
Paused Completed			4:59:59 Disabled
Total Time			14:59:59
Total Earnings			\$250.00
Wireframing/Mockups			
Percentage Of Project Time Utilized Unstarted			8% Disabled
Active (Billable Hours)			3:59:59
Paused			11:38:34
Completed			Disabled
Total Time Total Earnings			15:38:34 \$100.00
User Testing			
Percentage Of Project Time Utilized		_	6%
	Projects Invoice	Analytics Settings	
	(





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.

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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.

Calendar Integration





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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

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Calendar Sync					
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