Listabot

v1.51

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

Setting Up Your Project
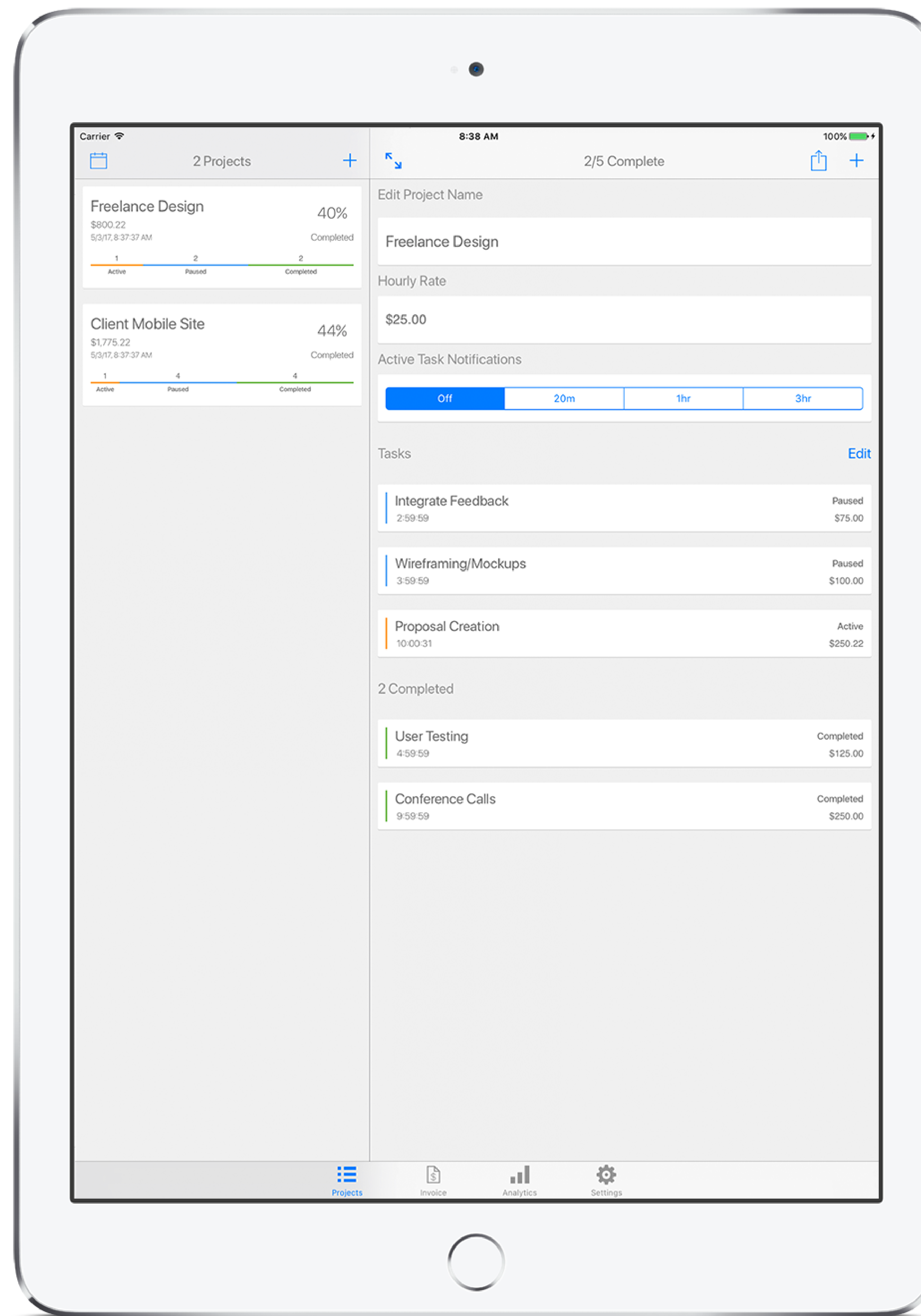
Open Calendar >

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)

< **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)
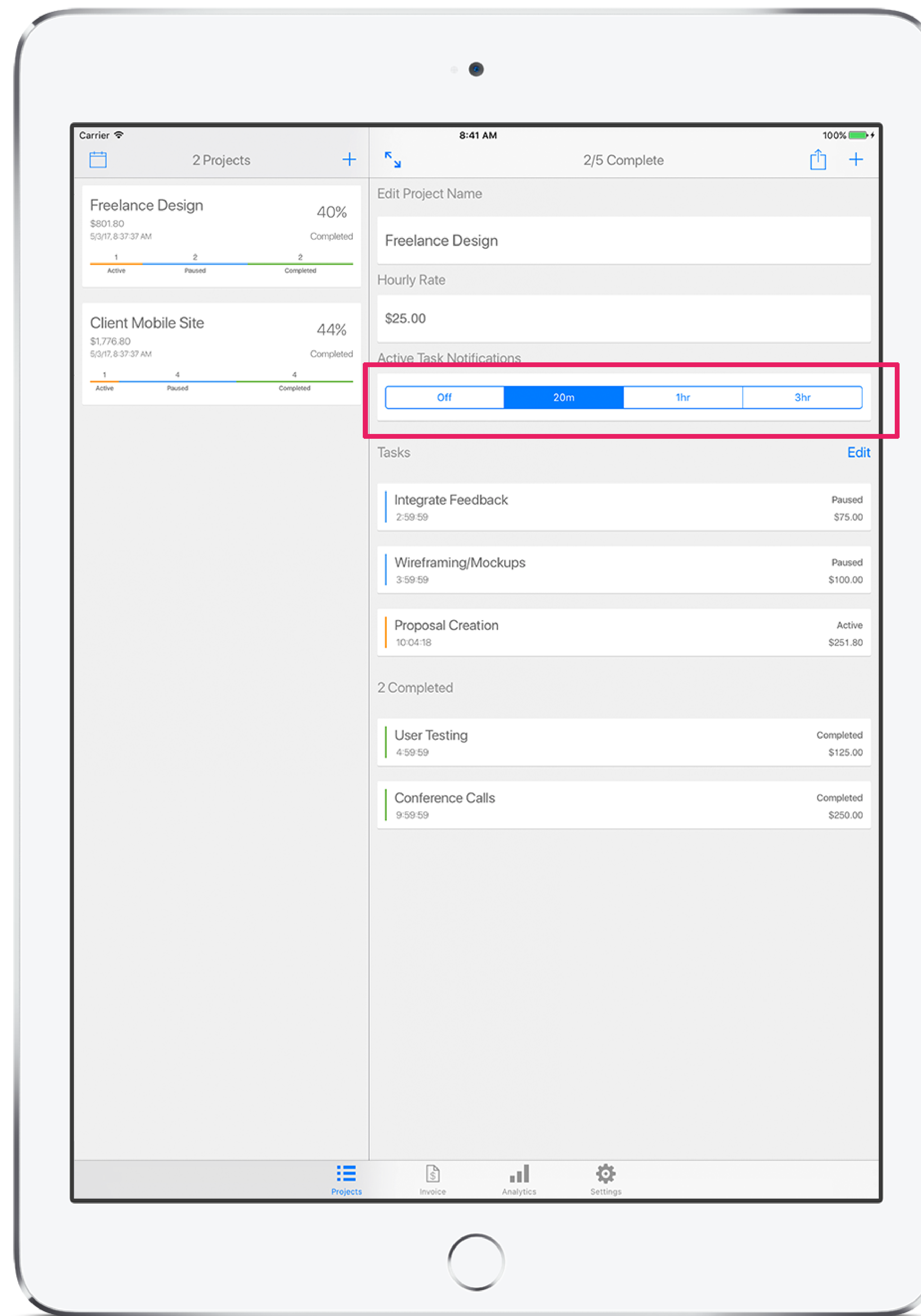
█ Paused

█ Completed

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

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.
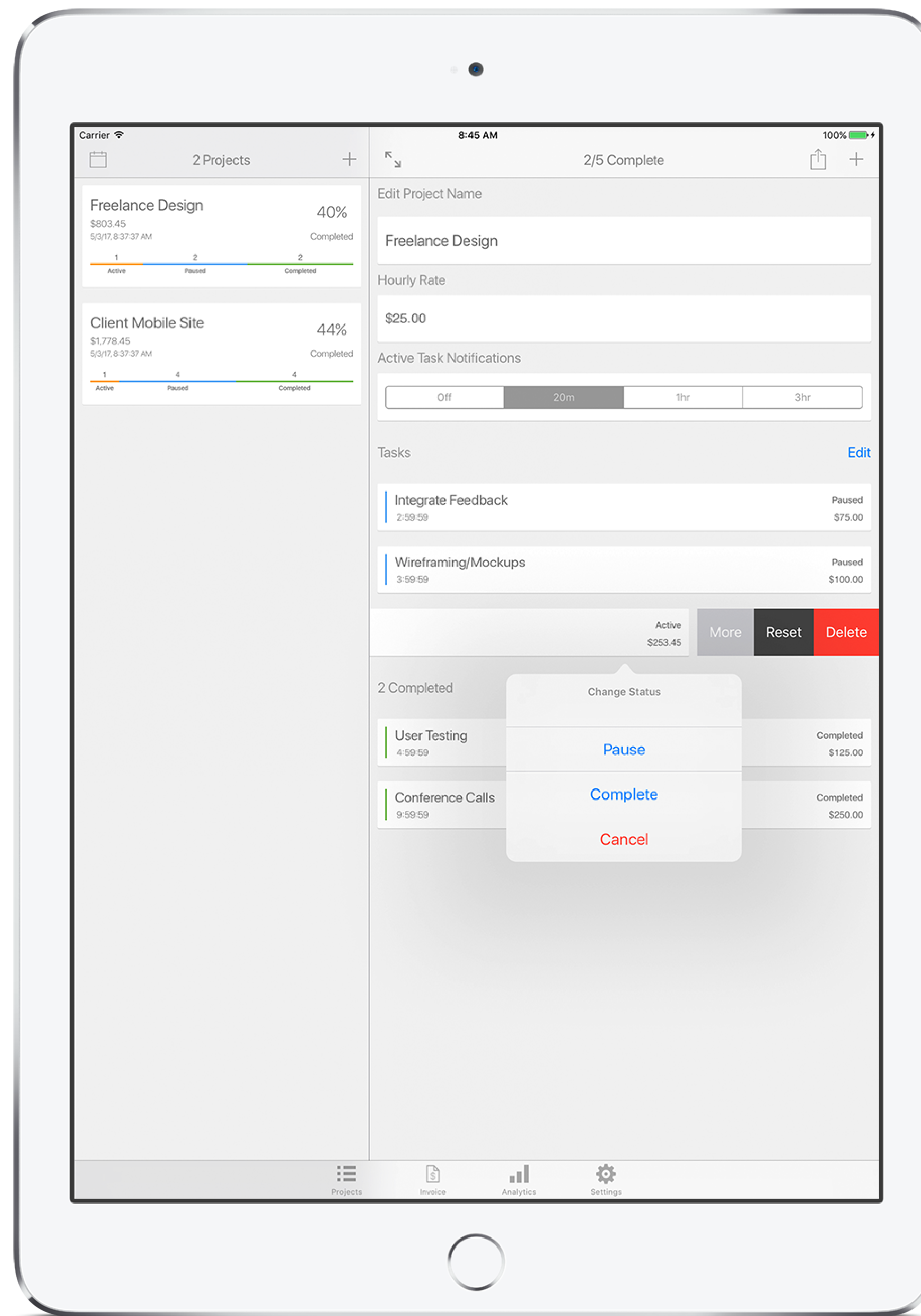This measurable progress is useful for client management & invoicing.

Managing Tasks

Task Overview

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

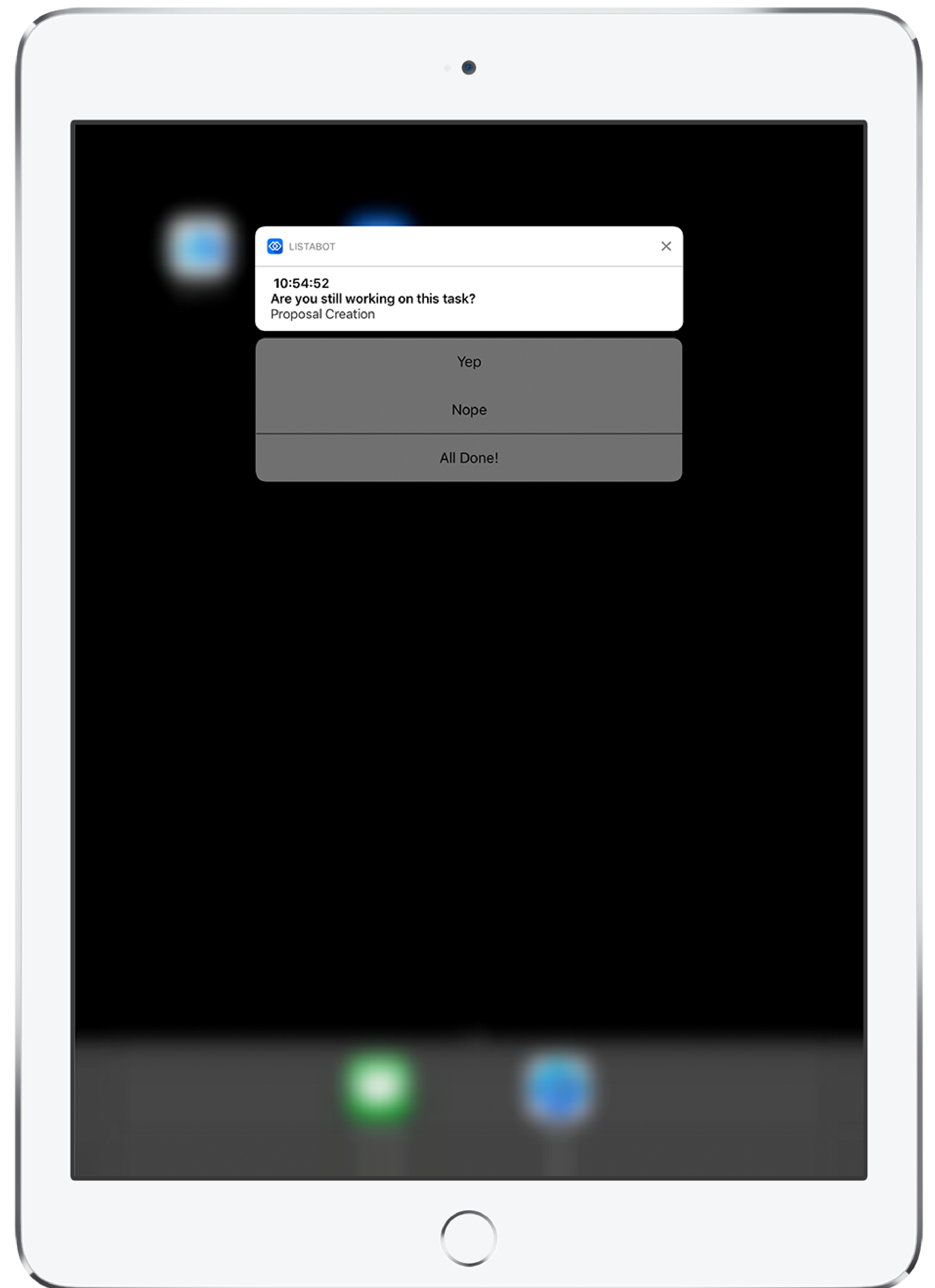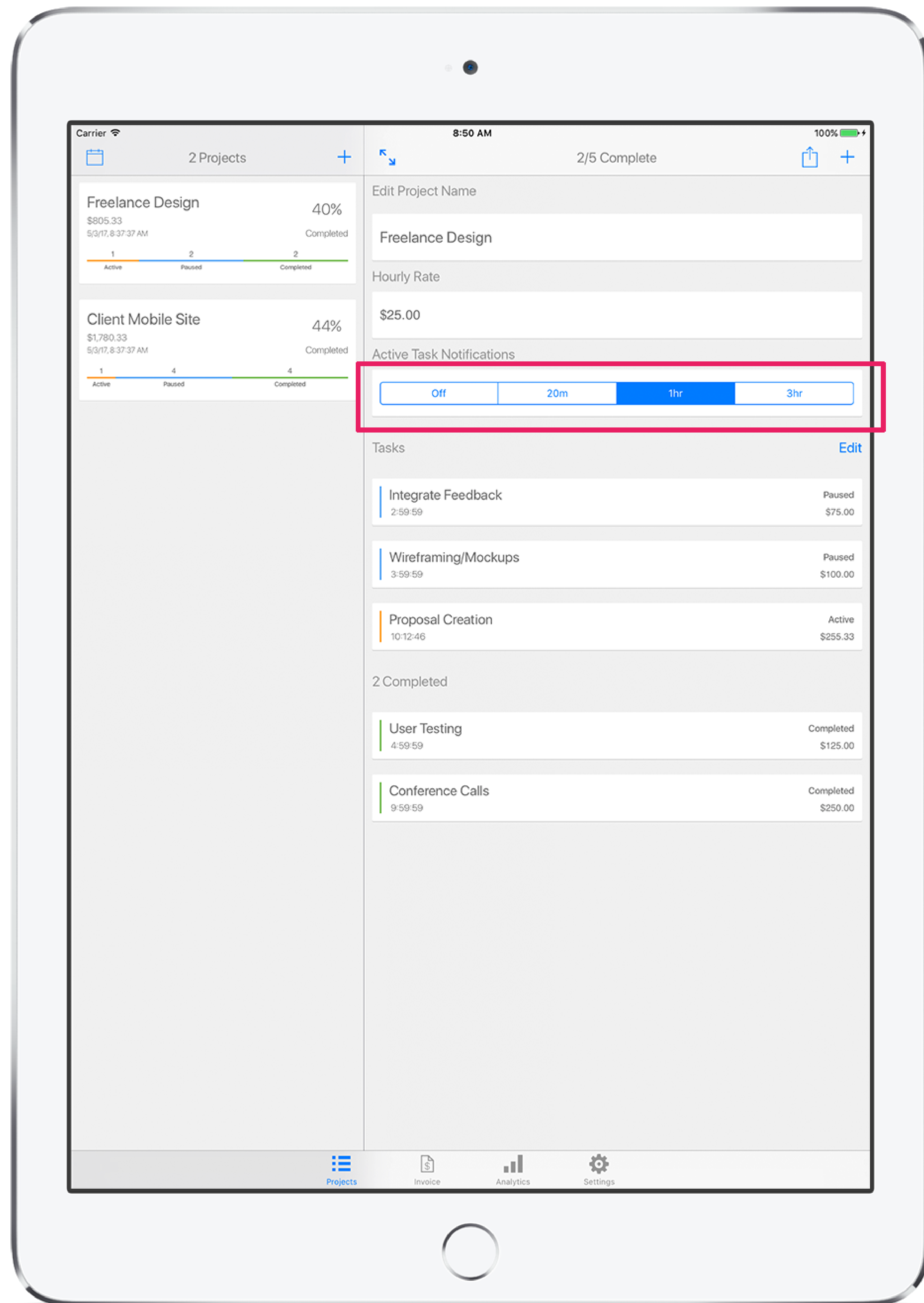Swipe and choose reset to reset all the recorded time for a task

Swipe To Remove Or Update Any Task's Status
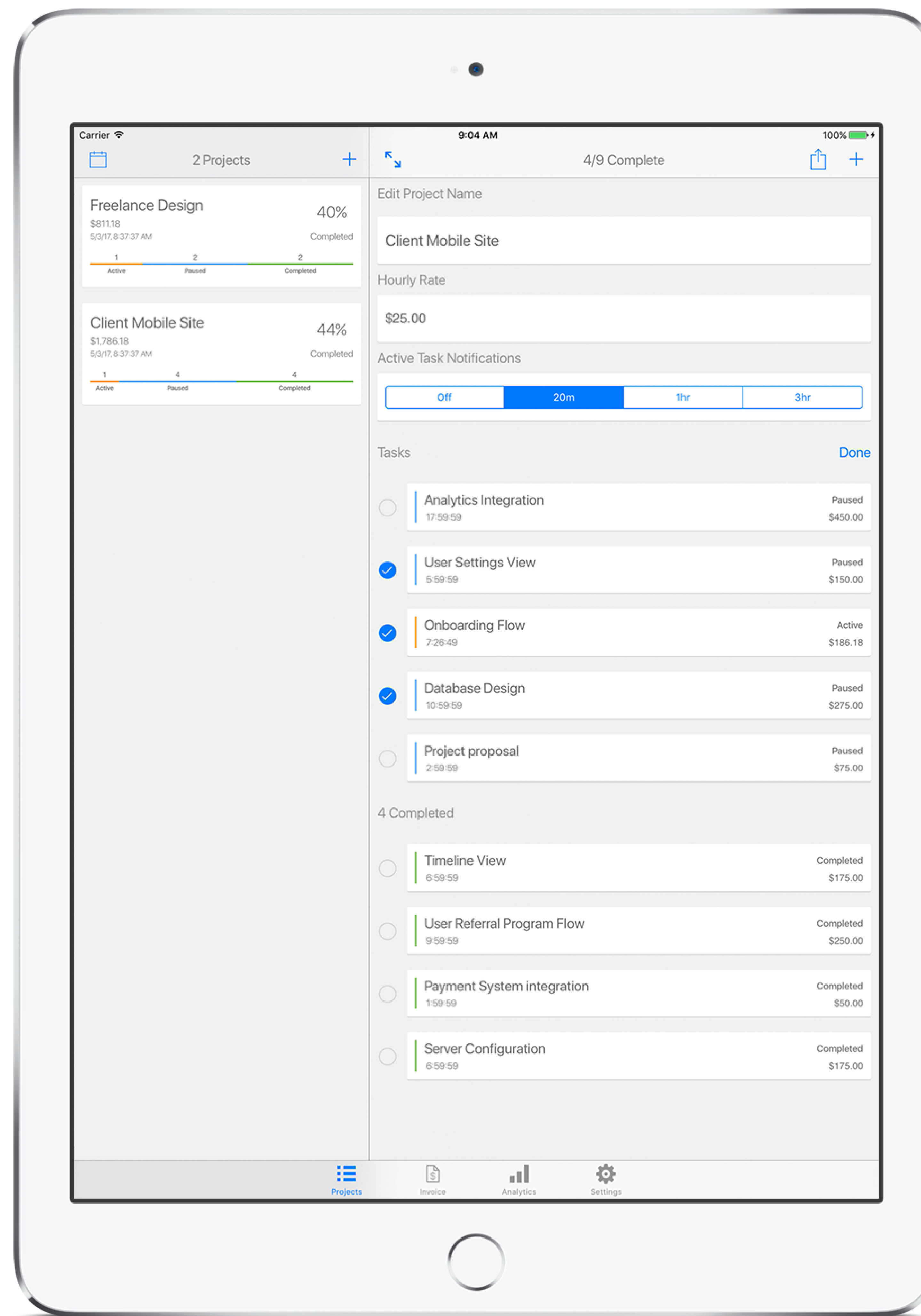
Choose More To Change Task Status

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.

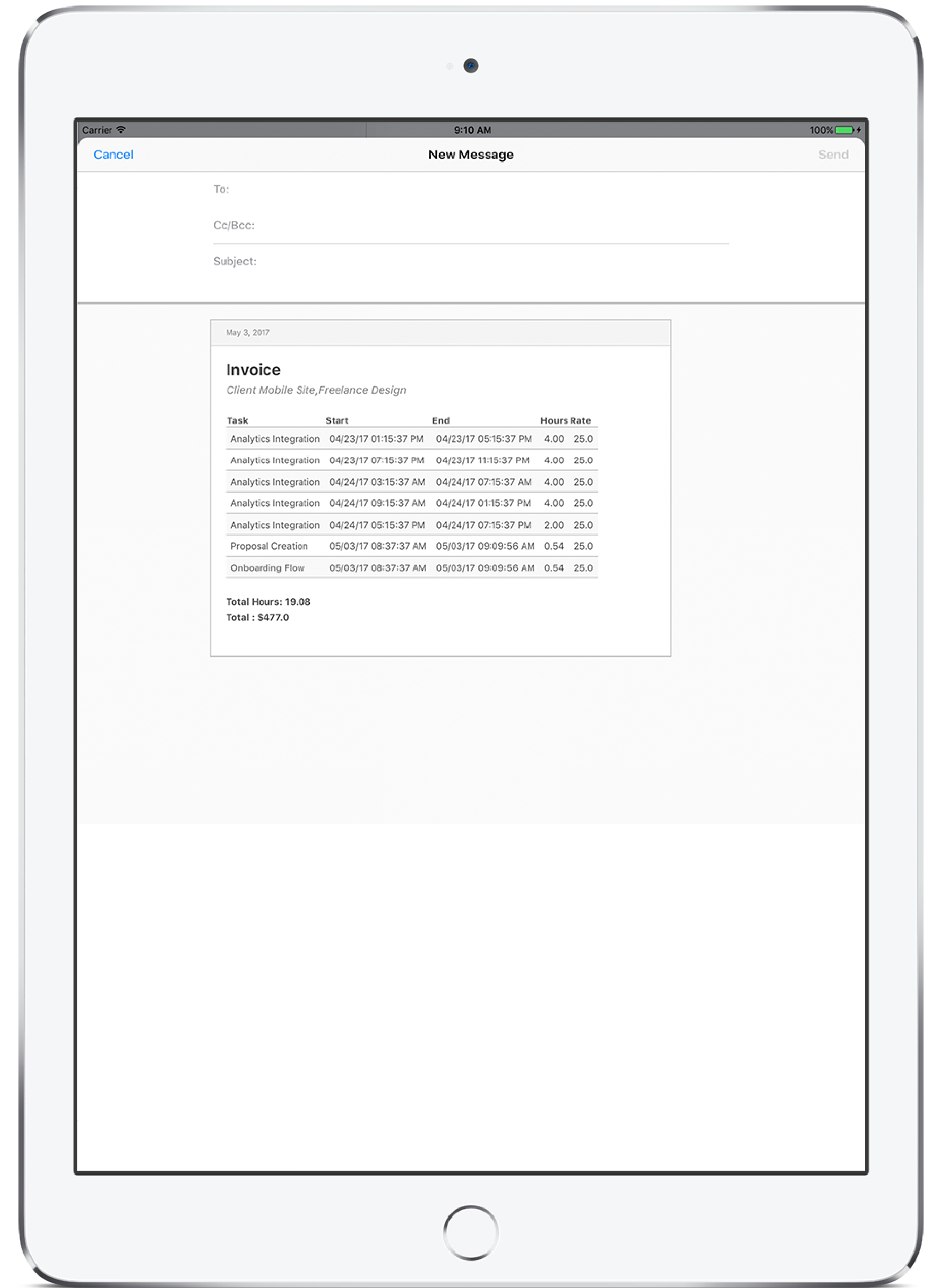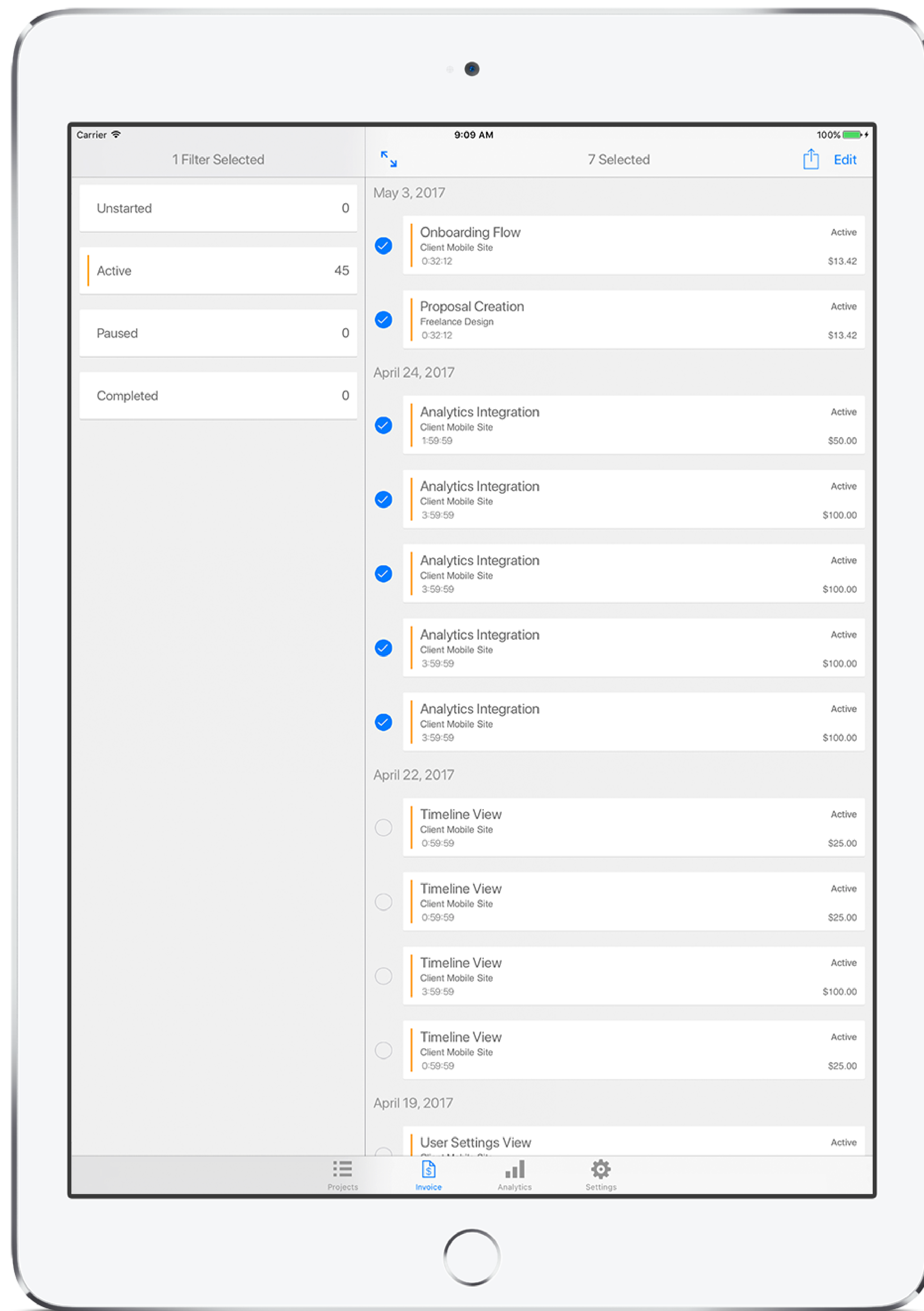# Sharing Tasks With Airdrop

Airdrop

1. Tap Edit

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 [share icon] to Generate Invoice As HTML or CVS.

Analyzing Time Usage

Select Project To Analyze >

< **Real-Time Charts**

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.
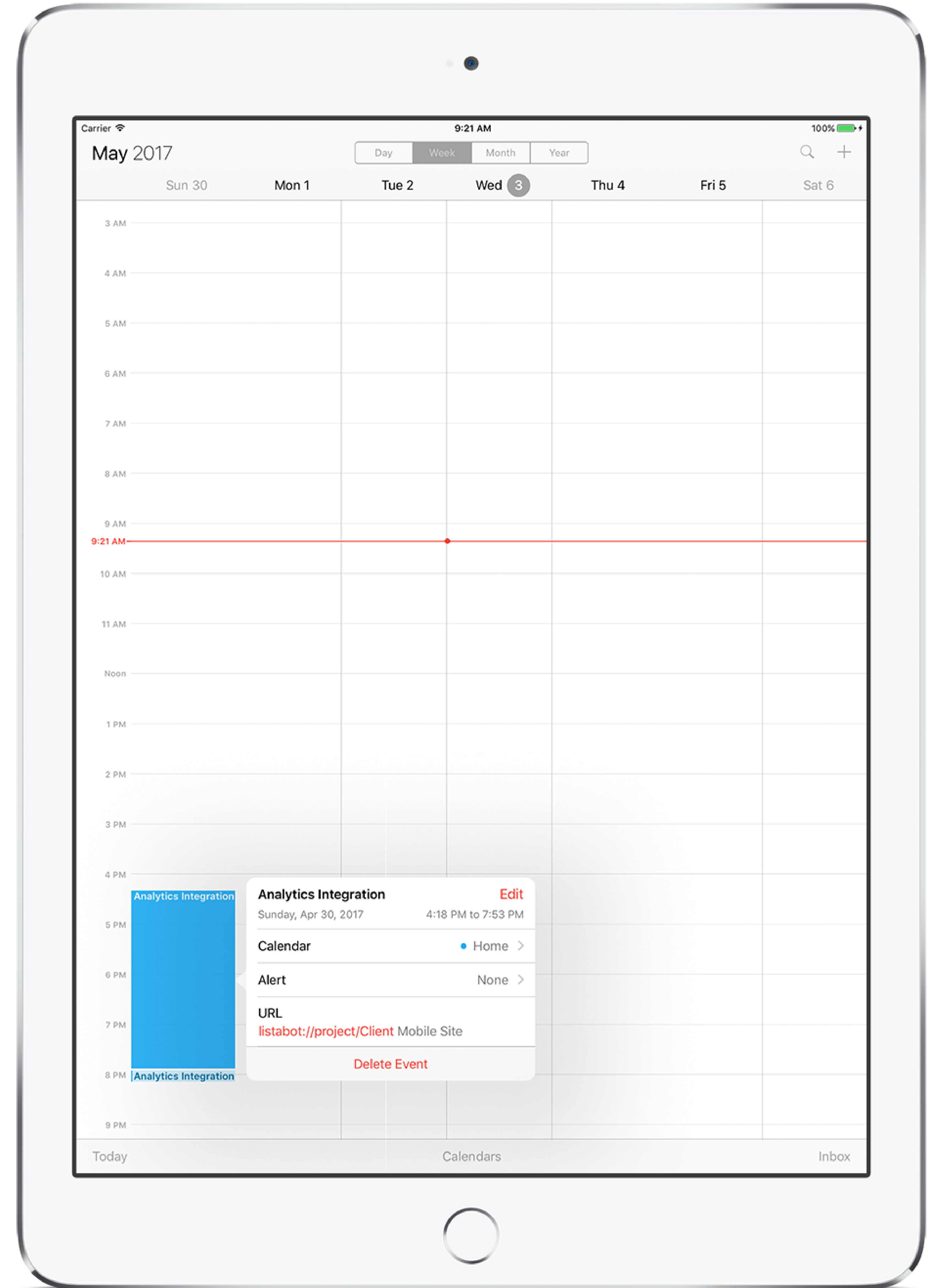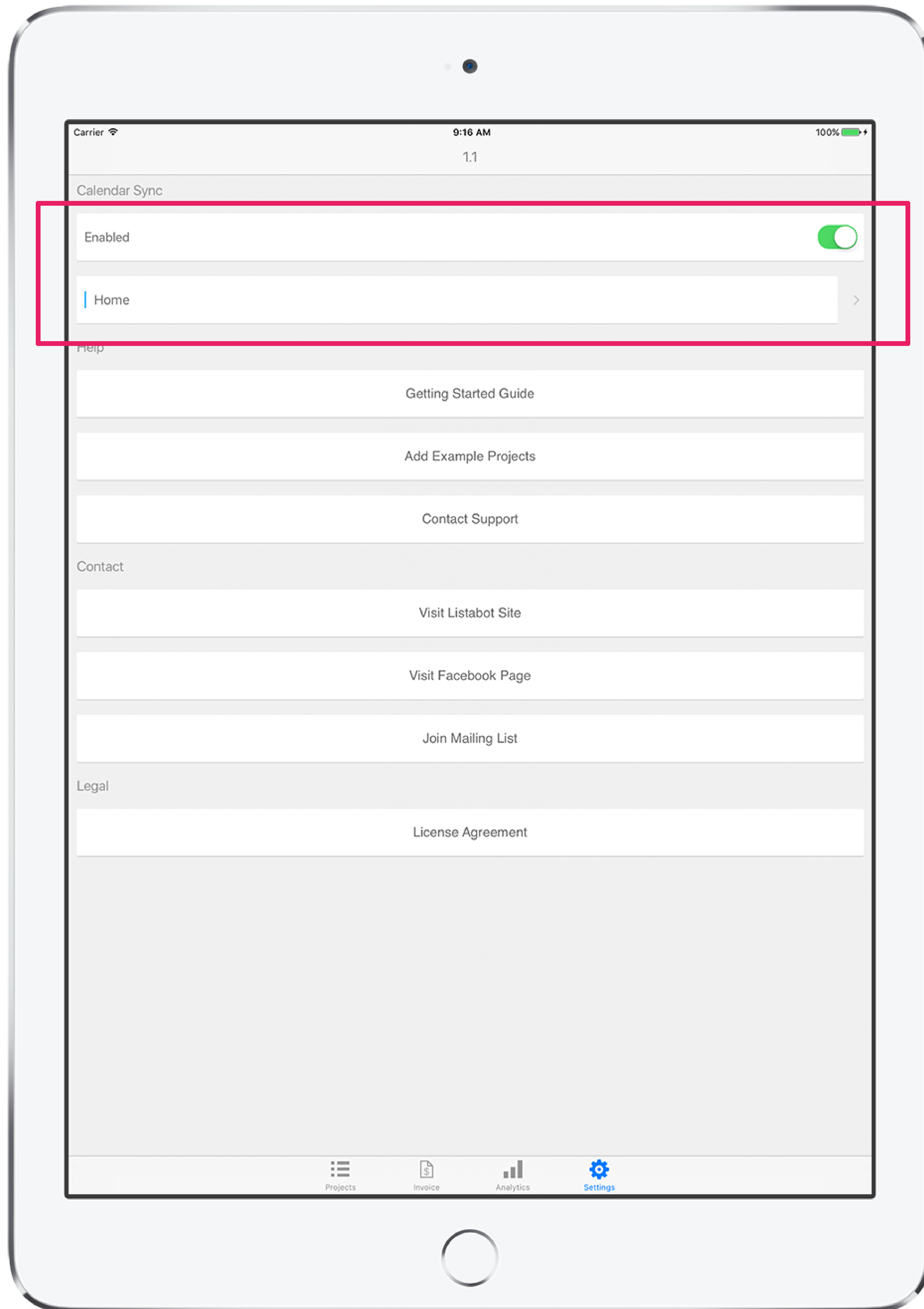
< **Per-Task Break Down**

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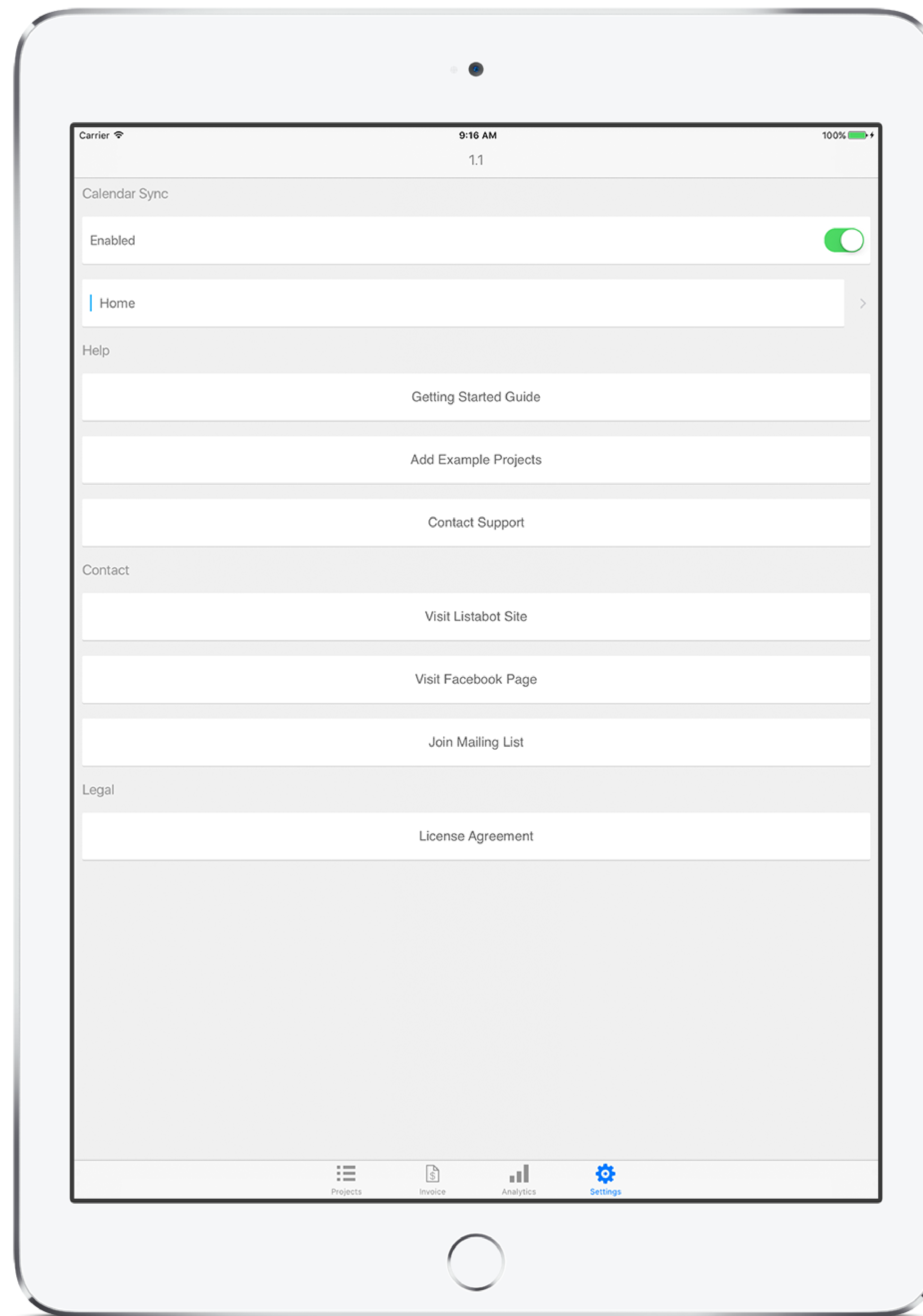
Take the guesswork out of creating project estimates.
Use historical data to help you determine how long a task should take.

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

Calendar Sync

Enabled

| Home

Help

Getting Started Guide

Add Example Projects

Contact Support

Contact

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Join Mailing List

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License Agreement

Projects   Invoice   Analytics   Settings

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!