



# Listabot

v1.51

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

# Setting Up Your Project

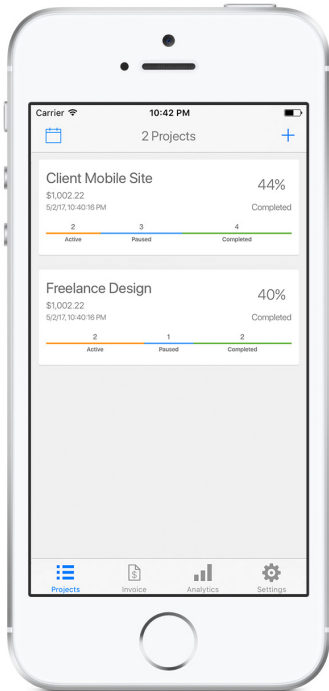
**Open  
Calendar** >

**Project  
Overview** >

**Status  
Timeline** >

The timeline shows the status of every task in your project. Don't stop until all your tasks have turned green!

< **Add A New  
Project**



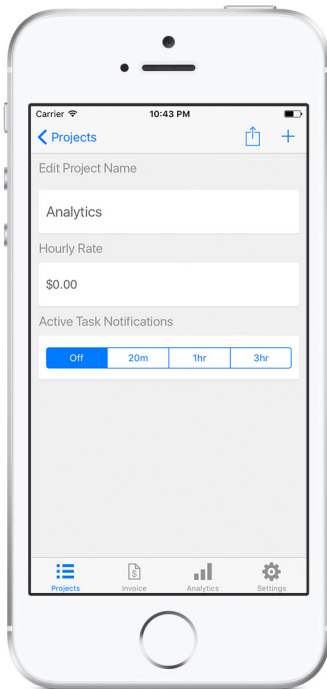
Swipe to remove a project,  
or tap to edit project settings or view its tasks

# Creating Tasks

## Set Hourly Rate For Project

The hourly rate isn't required to get started.

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



## Tap To Add Task

## 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!

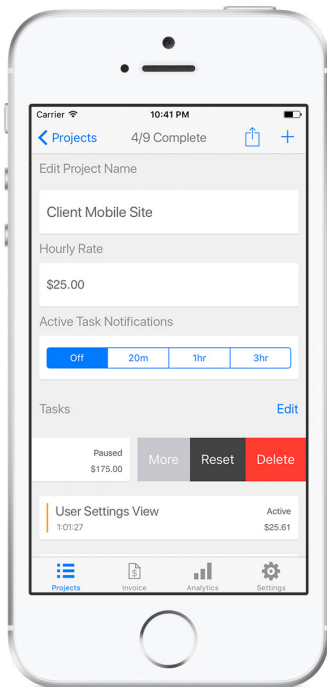
Keep tasks simple, with just **one** discrete item to complete. Doing this will enable you to analyze how long each task takes. This measurable progress is useful for client management & invoicing.

# Managing Tasks

## Task Browser

Each task shows the color representing it's status & current billable hours

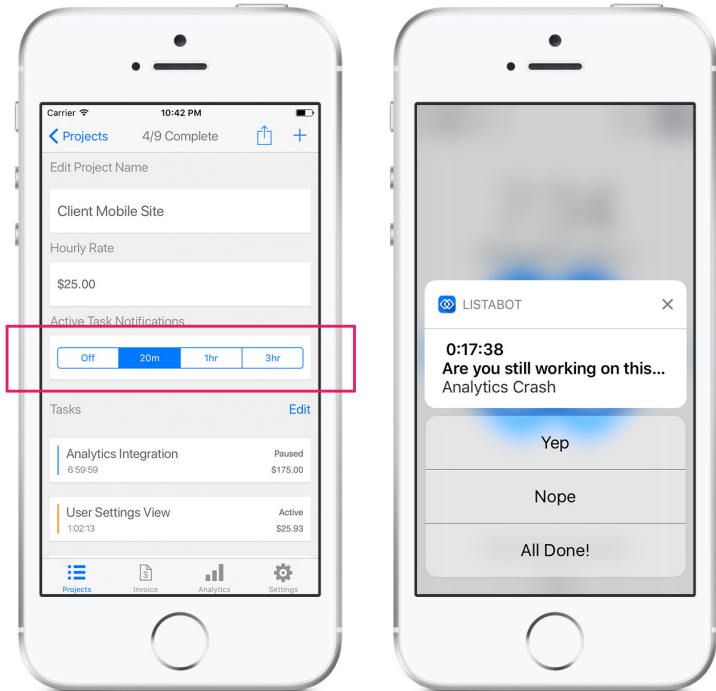
- Unstarted
- Active(Billable)
- Paused
- Completed



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

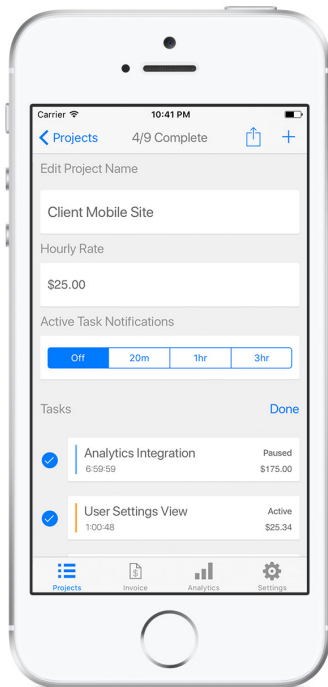


Optionally Schedule Active Task Reminders For Each Project.


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

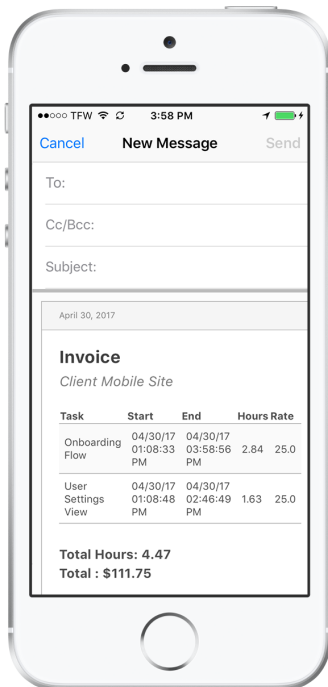
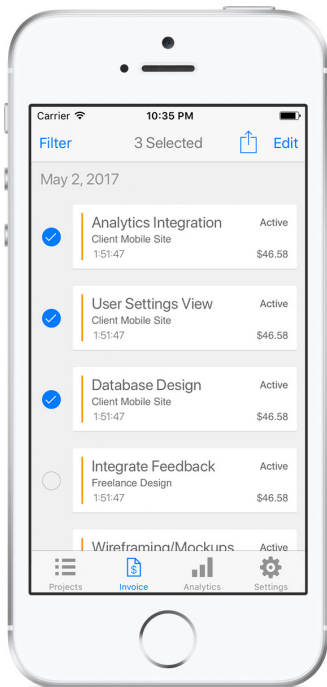


## Airdrop

1. Tap [Edit](#)
2. Select the tasks you want to share
3. Tap 

To Share Your Entire Project Just Tap  Without Selecting Tasks

# Simple Invoicing



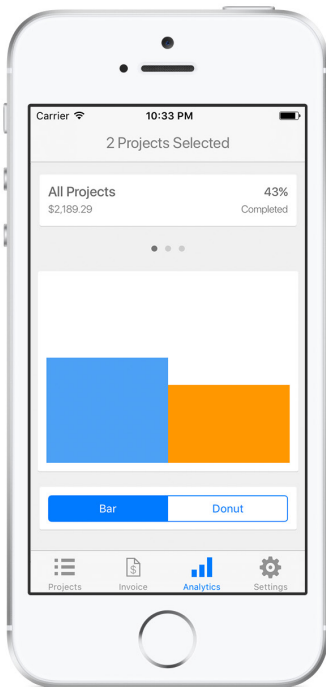
Use the Invoice Tab To Generate Invoices.  
First, Tap [Edit](#) And Select The Items You Wan't To Bill For.  
Finally Tap [Invoice](#) To Generate Invoice As HTML or CVS.

# Analyzing Time Usage

## Select Project To Analyze

By default you'll see all project data, just swipe to analyze each individual project

## Interactively Display Time Utilization

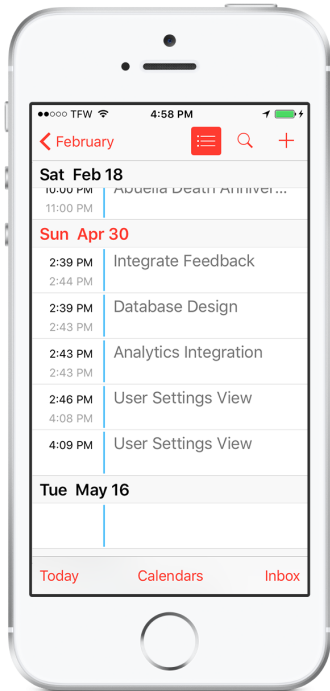
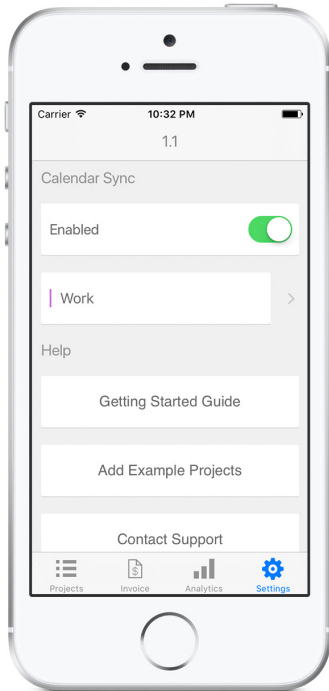


## Real-Time Charts

Try toggling the Unstarted times or Paused times to see if you are wasting time that you could be billing for instead

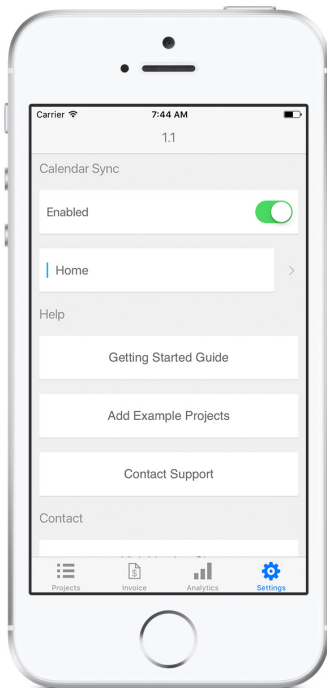
Take the guesswork out of creating project estimates.  
Use historical data to help you determine how long a task should take!

# Calendar Integration



Turning On Calendar 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!