



Application badge and title show number of due/open tasks (configurable in preferences)

Synchronisation & Settings

Tap here to view to access SyncML synchronisation, autosync settings, and other app preferences. While sync is in progress, this button changes to a activity wheel - tap it to show/hide the synchronisation progress panel

Current Focus

(Tag name or in case of subtasks: main task name)

Search in Tasks

The search field is at the very beginning of the list; just scroll to reveal it

Add new task

The task will be added to the currently focused tag automatically. Additional tags can be attached or removed as needed.

In **tag edit mode**, use this button to **add new tags**

Swipe horizontally to switch views

See settings to configure which views you want to use and in which order they appear

Task items

Tap to view or edit:



Quickly mark done, change priority, add alarm tomorrow, delete

Tap to toggle **selection** (for moving tasks and tags, indicated by yellow background)

"Nearby" tag

If you have location tracking enabled, this tag shows the tasks around your current location.

Sort Order

- by due date
- by task priority
- by tag

Enter/leave Tag edit mode

In Tag edit mode you can:

- add new tags by using the top right "+" button.
- edit a tag by selecting it from the tag bar.
- Leave tag edit mode by pressing the button again

Subtags

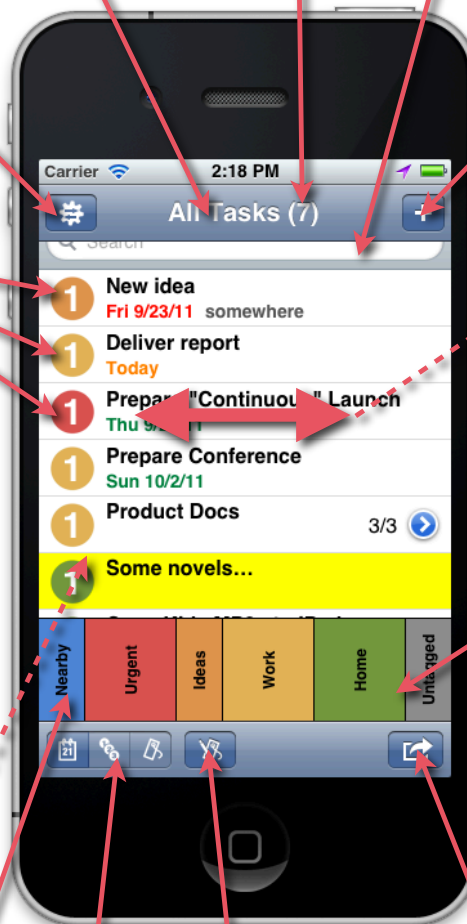
You can nest tags and create subtags and even subsubtags to hierarchically structure tasks

Focused Tag

tap to leave focus and navigate back to previous level (or unfocused state where all tasks are shown)

Perform an action

- Send list of tasks as email (you can set default email address in preferences)
- Move selected (marked yellow) tasks or tags to current task/view
- Unselect all currently selected tasks and tags



Tag bar

scroll horizontally if you have many tags. Tags are sorted by rank first (edit tags to change ranks) and alphabeth second. Width of colored boxes represent number of tasks having this tag. Tap a tag to focus it (show only tasks related to this tag)



plan44.ch "Tasks+Cal+Sync"

Calendar

Synchronisation & Settings

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Tap title: goto now

Hold title: choose date
Just tapping the title of a calendar view brings you back to the current date. Holding the title a short while brings up a dialog where you can choose a destination date farther away.

Add new calendar or task entry

The plus button brings up the quick add screen (can be disabled in preferences) to quickly enter the most important aspects of a new calendar event or task. New calendar entries will be added to the default calendar tag, unless only one calendar is visible exclusively - then new entries are added there. The default calendar can be set using the "make default calendar" button when editing its tag. (triple-tap on tag in calendar or from task view). Tag assignment can be changed later, of course.



Swipe horizontally to switch views

See settings to configure which views you want to use and in which order

Single tap a tag to show / hide entries related to the tag (note that entries may have multiple tags, and will show as long as any of these are highlighted)

Double-tap a tag to view only this tag and deselect all others. Or, when it already is the only highlighted tag, highlight all other tags again.

"Continuous" view

Seamlessly scroll through all past and future, and instantly see all of your schedule

Week view

See one entire week at a time, and get a precise overview of scheduled hours

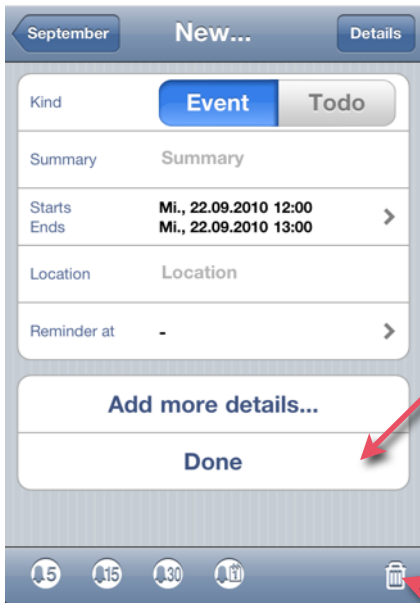
Day View

One day, in three different densities from day overview to 5 min resolution.

List View

With search field at the top of the list; just scroll to reach it.

Detail Views

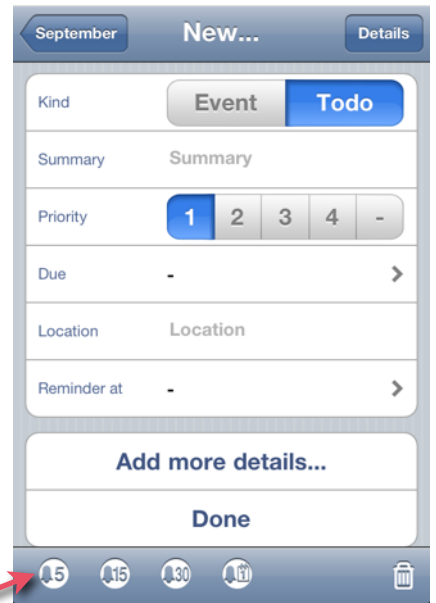


Quick Add Screen

This screen helps entering events or tasks quickly. If you want to start new entries directly in the detail screens, turn off "QuickAdd" in the preferences.

If there are no details to add, just press "Done" to complete a new entry

Tapping "Details" or "Add more details" opens detail edit screen



Add a reminder 5, 15, 30 mins or one entire day before the start time, or move existing reminder earlier.

Tapping "Details" or "Add more details" opens detail edit screen



Detail edit screens

These screens appear to show and enter all details of entries. When editing existing entries, press the "Details" button in the top right to show all details.

Free/Busy

- busy
- free
- ? tentative
- ✗ away

Classification

- public
- private
- confidential

Color Chooser

This is to assign a specific color to a single entry. By default, entries "inherit" the color from their assigned tags.

Assign Tags

Tap to assign and unassign tags (categories) Swipe horizontally to scroll in case you have a lot of tags/categories.

Location Alarms

If the task or one of its tags has a geographic location set, you can switch on alarms when coming close or leaving the location

Subtasks

Tap here to create subtasks to this task. Tasks with subtasks will show their subtask's summarized status, priority and due date

Postpone (snooze) reminder by 5, 15, 30 mins or add new reminder 5, 15, 30 mins before start

Delete Entry

Duplicate Entry (default date is next day)

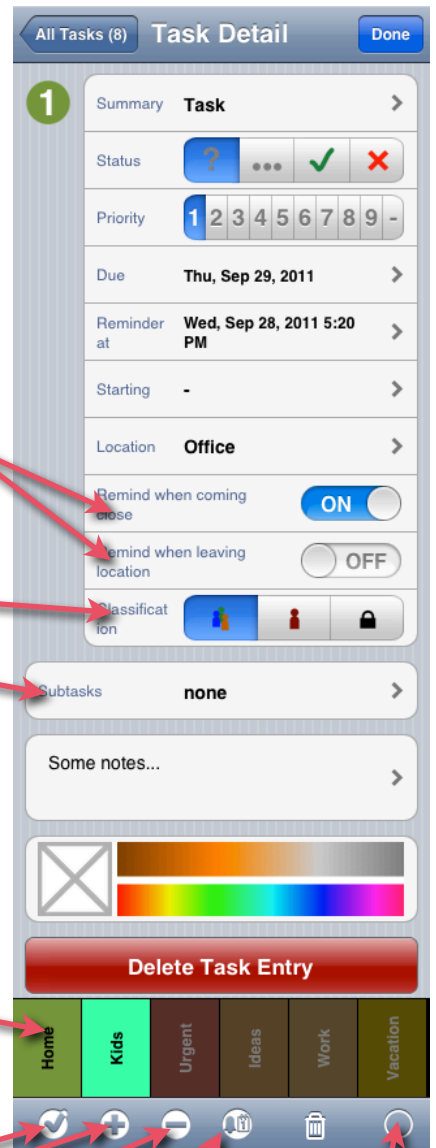
Mark done

Increase Priority

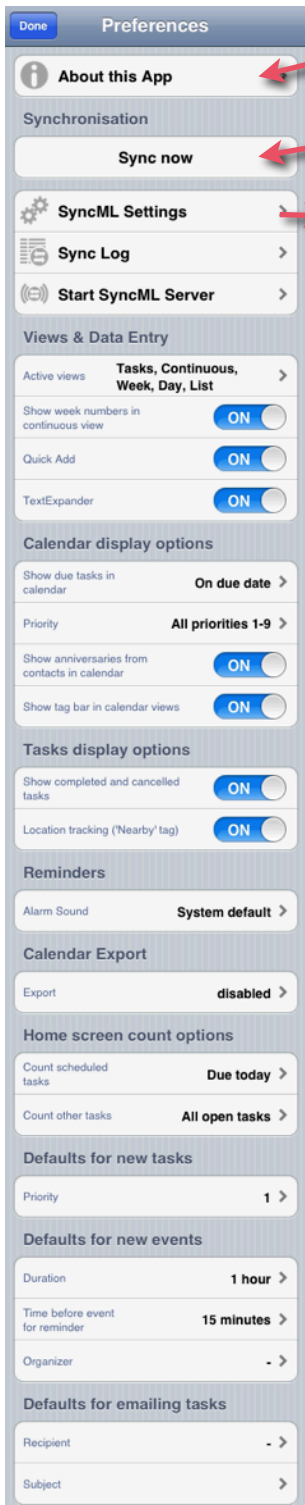
Reduce Priority

Add Alarm tomorrow same time

Select task for moving in main task/subtask hierarchy



SyncML Synchronisation and Settings



See App version and version of SyncML engine

Synchronize all accounts that have "sync this account..." switch set to on.

Automatically synchronize
Only accounts that have "sync this account..." switch set to on are included in autosync.

Automatic sync can take place

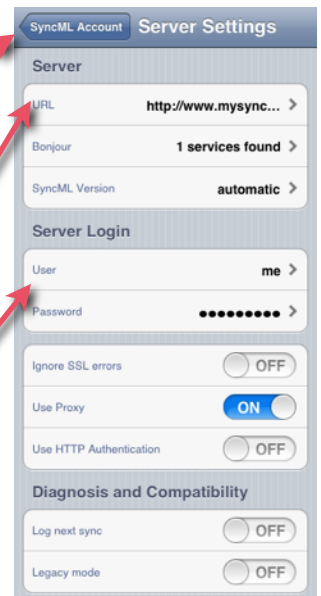
- when app is entered (brought to view).
- when the app is left (hidden from view).

You can define the minimal interval between two syncs to avoid too much traffic. You can also allow automatic syncs only when WiFi is available to save bandwidth cost.



Synchronize only this account (even if not enabled for global & autosync)

Multiple Accounts
If you want to keep your data in sync with more than a single SyncML server, you can add and remove additional accounts.



Settings your SyncML server provider needs to tell you:

- SyncML Server URL
- Login details into your server account
- Server Paths for each data type you want to synchronize

Sync modes

- **Normal Sync:** two way sync. Automatically becomes slow sync in the first sync and sometimes after failed syncs
- **Slow Sync:** match client entries with server entries by comparing contents. Servers with insufficient matching algorithm can create duplicates in slow sync.
- **Update device:** device gets a updated with server changes www.plan44.ch, but changes on the client are not synced back. Not suitable to mix private data on the device with some server updates, as data on the device gets wiped and replaced by server data on initial syncs.
- **Update server:** same as update device, but reversed roles.
- **Reload device/server:** Initial syncs to completely replace device's or server's, resp., data.

