

Task PRO

Cheat sheets & Helpful tips

Updated for Version 1.3

Home



Saturday, April 25, 2009

new task

Main (root) tasks



Lists

4



Due

2



Overdue



Starred

2



Priority

2



All tags are listed.
Tap to view tasks
associated with the tag

Tags:



Important

View, add/edit tags

Access to application
settings & Toodledo
import/export



Personal



No Service



5:44 AM



Home

Lists **tap to add
new task/sub-task**



Search



Welcome to Task PRO ★

Edit

Thank you for purchasing Task PRO. PR...
**search bar.
flick down list to bring it**



My Projects

2

Edit



\$ Shopping List

6

Edit

**tap to check/uncheck
task**

**shows sub tasks
count**

**tap to view/add
sub tasks**

**tap to view/edit
task**

home

menu

sort/group
or re-order list

search

tap to star
(bookmark) this
list



Cancel

Edit Task

Save



Audit all PCs on the network

tap to start writing title



Thu, Jun 4, 2009

due date & time



Monthly

task repeating



Important, Work

tags

Set priority for the task



High

Normal

Low

Tap to add notes



user access. firewall. virus/malware check.

delete

duplicate

Email task

Move task

Star it



Useful Tips

- To type in landscape with larger keyboard, simply turn your iPhone into landscape orientation. Task PRO will automatically adjust the screen and give you a big keyboard to type in. Landscape mode is only available in detail and note views.
- Every task stores its own sorting preference individually. This allows different task-list (projects) to have different purpose. For example, if you have task called “To-do” and another one called “Countries I want to visit”, then you might want to keep To-do task sorted by due dates however visited countries sorted by Alphabetical order.
- When you check/uncheck a task, all of its sub tasks will be affected as well.
- To quickly delete a task, simply swipe across from the list and then tap the red

‘Delete’ button.

- Next Repeated task will be created immediately after previous task has been marked completed.
- Repeat will be scheduled based on due date, not completed date.
- Badge counts will only include tasks those have not been completed yet.
- Task PRO will attempt to automatically restore last viewed page.
- Task PRO will automatically save changes when you quite your application, or get any kind of interruption.
- Visit <http://www.alifsoft.com/taskpro> for additional information.
- Email support@alifsoft.com if you need any further assistance.