

Daylike

User Guide

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What is Daylike?

Daylike is new powerful productivity manager and business application that will bring you to success. The app has a simple interface, with powerful underlying functionality. With Daylike you can plan each day of your life and easily track what you have already done

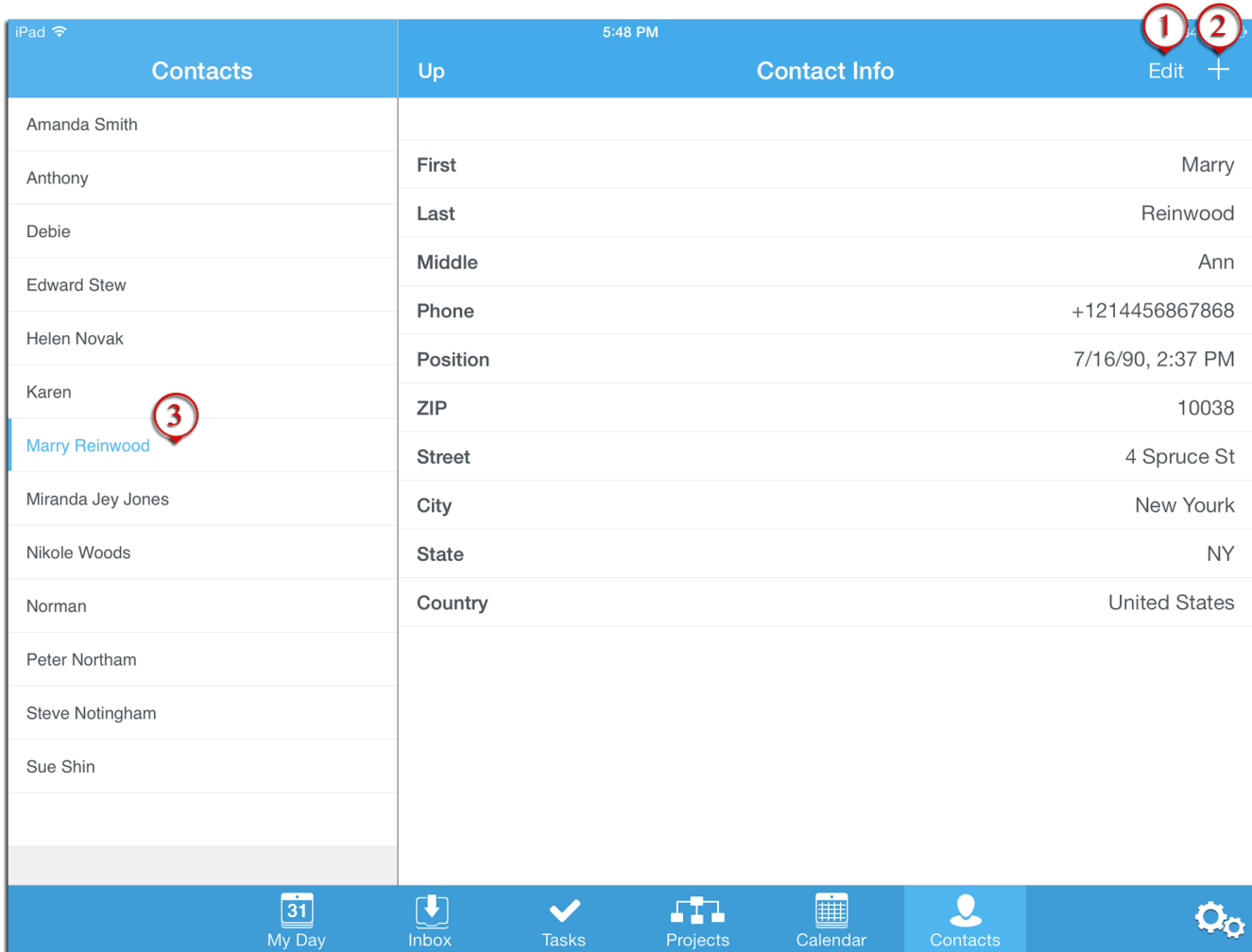
Daylike will help you to:

- Manage your goals and handle your priorities;
- Plan your personal and professional activities and tasks;
- Handle both complex projects and simple tasks;
- And just catch your ideas and thoughts to process them in future;
- Synchronizing – sync all your files via iCloud.

Daylike is a perfect tool for managing your busy life.

Contacts

This tab displays all imported and created contacts. On this page you can:



1. Edit – tap  button to edit selected contact.

2. Add – tap  button to create new task.

3. View – tap on contact  to see all information about this contact.

Inbox, Tasks & My Day




«Inbox» displays all created tasks without **Due Date**.

If user set Due Date of the task, this task moves **from** «Inbox» tab **to** «Tasks» & «My Day» tabs.

«My Day» displays only those tasks which were added to project.

Tasks

To create new task, tap  button in the upper right corner of Navigation Bar.



After that, system opens «New Task» modal window

Cancel
New Task
Save

Title

Project None >

Type ToDo Call E-mail Appointment Checklist

Status Active Pending Done

Priority No priority Low High

Start Date >

Due Date >

Owner None >

Details None >

Repeat Single Weekly Monthly Annually

Location None >

Linked Items None >

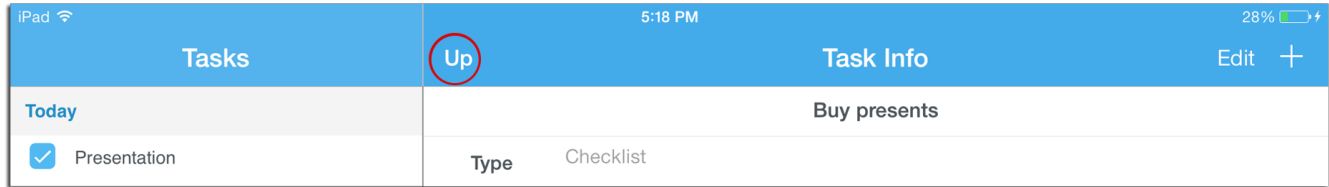
Tags None >

Created 7/22/14, 5:48 PM

Here you can add title of task, select type of task, status and priority, set Start Date & Due Date, Assign task to team members and etc.

Filter

To active filter, tap  button.



The system allows you to filter tasks by:

Type

Due Date

Status

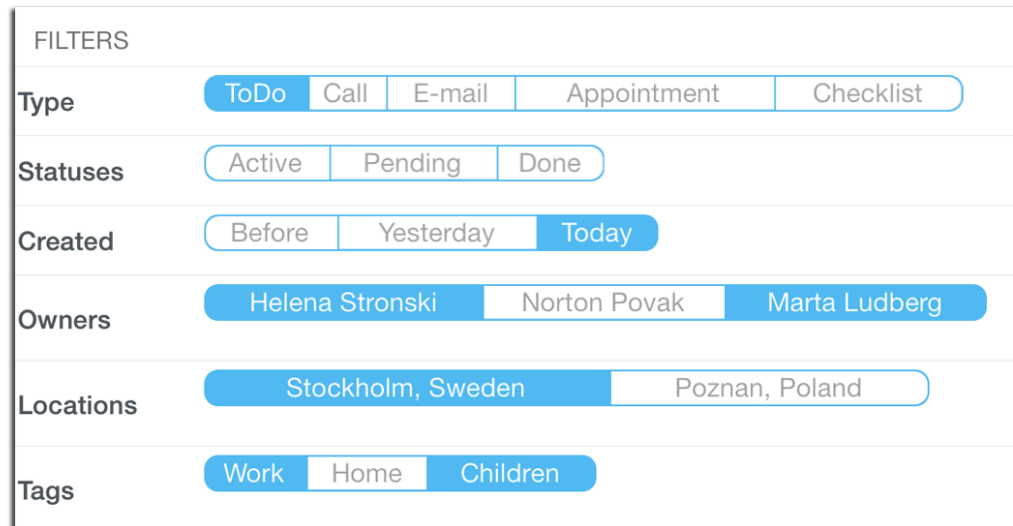
Time of Creation

Owners


Participants

Location

Tags



Projects

To create new project, tap  button in the upper right corner of Navigation Bar.



After that, system opens «New Project» modal window.

Here you can add title of project, select status of project, set Start Date & Due Date, add tasks to project and etc.

Except created projects, system displays all task which were added to projects.

Calendar

System displays all scheduled tasks (tasks which have Due Date). You can choose calendar view: day, week or month.

You also can create new tasks and events.

The screenshot displays the iPad Calendar app in 'Week' view for the week of December 22-28, 2013. The top status bar shows 'iPad', signal strength, '3:14 PM', and '36%' battery. The left sidebar contains a list of tasks with checkboxes: 'Private data network' (unchecked), 'Data analysis and management' (checked), 'Route' (checked), 'Selling consulting' (unchecked), 'Buy presents' (unchecked), 'Vacation' (unchecked), 'Party' (unchecked), 'Christmas vacation' (unchecked), 'Presentation' (unchecked), 'Goals' (unchecked), 'Commercial insurance' (checked), and 'Executive summary' (checked). The main calendar grid shows an 'All-day' event for 'Vacation' on Dec 22-23, 'Party' on Dec 23, and 'Christma' on Dec 24. A detailed view of the week shows event blocks: 'Private data network' (11:00-14:00), 'Data analysis and management' (14:00-18:00), 'Route' (11:00-12:00), 'Selling consulting' (18:00-19:00), 'Buy presents' (12:00-16:00), 'Presentation' (12:00-14:00), 'Goals' (17:00-18:00), 'Commercial' (17:00-18:00), 'Executive summary' (11:00-14:00), 'Company' (15:00-16:00), and 'Situation' (17:00-18:00). The bottom navigation bar includes icons for 'My Day', 'Inbox', 'Tasks', 'Projects', 'Calendar', and 'Contacts'.

Due Date

When Due Date of task / project comes, task's/project's color becomes red.

The screenshot displays a mobile application interface for task management. The top status bar shows 'iPad', signal strength, '5:33 PM', and '31%' battery. The main interface is split into two panels: 'Inbox' on the left and 'Filtered' on the right.

Inbox Panel: A list of tasks with checkboxes. The tasks are:

- Enterprise technology sales
- Promotion
- Visit Gallery
- Situation analysis** (red text)
- Presentation** (red text)
- Company overview** (red text)
- Plan Summer vacation
- Go alpine skis
- Plan for the next year
- Situation analysis
- Company overview
- Make a presentation
- Family weekend

Filtered Panel: A filter configuration screen with the following sections:

- FILTERS**
- Type:** Buttons for 'ToDo' (selected), 'Call', 'E-mail', 'Appointment', and 'Checklist'.
- Statuses:** Buttons for 'Active', 'Pending', and 'Done'.
- Created:** Buttons for 'Before', 'Yesterday', and 'Today'.
- Owners:** Buttons for 'Helena Stronski', 'Norton Povak', and 'Marta Ludberg'.
- Locations:** Buttons for 'Stockholm, Sweden' and 'Poznan, Poland'.
- Tags:** Buttons for 'Work', 'Home', and 'Children'.

Bottom Navigation Bar: Contains icons and labels for 'My Day', 'Inbox' (selected), 'Tasks', 'Projects', 'Calendar', 'Contacts', and a settings gear icon.

Additional Resources

Feel free to drop us a line and let us know what you like about Daylike, this manual, or if you need a helpful hand to sort out how to do something in Daylike.

You can always contact us by help.ivanzaliznyj@gmail.com!