# Table of Contents

**BEFORE GETTING STARTED**........................................................................................................ 4

- **SYSTEM REQUIREMENTS**........................................................................................................ 4

**GETTING STARTED**....................................................................................................................... 4

- **INSTALLING POCKET INFORMANT™**.......................................................................................... 4
- **LAUNCHING POCKET INFORMANT™**.......................................................................................... 4
- **REMOVING POCKET INFORMANT™**............................................................................................ 4

**GETTING FAMILIAR WITH POCKET INFORMANT™**........................................................................ 5

- **INTRODUCTION**......................................................................................................................... 5
- **MULTI-TASKING**.......................................................................................................................... 5
- **USER INTERFACE**....................................................................................................................... 5
- **PROPERTY ICONS**...................................................................................................................... 6
- **BASIC OPERATIONS**................................................................................................................... 7

**THE VIEWS**................................................................................................................................... 8

- **DAY VIEW**.................................................................................................................................. 8
  - Android Menu Button.................................................................................................................... 8
  - View/Edit Calendar Item Details in Day View................................................................................ 8
  - Calendar Filter Button.................................................................................................................. 9
- **CALENDAR VIEW**........................................................................................................................ 9
  - Calendar View Selection Buttons.................................................................................................. 10
  - Month Cell Style.......................................................................................................................... 12
  - Creating Events and Tasks............................................................................................................. 13
  - Tasks in Calendar View................................................................................................................. 13
- **TASK VIEW**............................................................................................................................... 14
  - Projects (Folders) and Contexts..................................................................................................... 15
  - Inbox Group.................................................................................................................................. 15
  - Folders Group............................................................................................................................... 16
  - Creating Folders............................................................................................................................ 16
  - Context Group............................................................................................................................... 16
  - Creating Contexts.......................................................................................................................... 16
  - Starred Group................................................................................................................................ 16
  - Next Action Group......................................................................................................................... 16
  - Filters........................................................................................................................................... 16
- **SEARCH VIEW**............................................................................................................................ 20

**TEMPLATES**.................................................................................................................................... 21

- **EVENT TEMPLATES**................................................................................................................... 21
- **TASK TEMPLATES**....................................................................................................................... 21
- **APPLYING TEMPLATES**.............................................................................................................. 22

**CATEGORY FILTERING**.................................................................................................................. 23

**ALARMS**......................................................................................................................................... 23

- **SNOOZING ALL ALARMS**......................................................................................................... 24
- **ALARMS FROM SYNCED DATA**................................................................................................ 24

**SYNCHRONIZATION**...................................................................................................................... 25

- **TOODLEDO SYNC**...................................................................................................................... 28
- **TASKS**......................................................................................................................................... 26
- **CONTACTS**................................................................................................................................... 26

**SETTINGS VIEW**............................................................................................................................ 27

  - Application.................................................................................................................................... 27
Events ....................................................................................................................................................28
Tasks .....................................................................................................................................................30
Alarms ....................................................................................................................................................32
Templates ...............................................................................................................................................32
Privacy ...................................................................................................................................................33
Fonts .....................................................................................................................................................33
Colors ....................................................................................................................................................34
Menu ......................................................................................................................................................35
Orientation ..........................................................................................................................................35
Advanced .............................................................................................................................................36
About ....................................................................................................................................................36
Import/Export .........................................................................................................................................36

KNOWN ISSUES/COMPATIBILITY/LIMITATIONS..............................................................................36
Before Getting Started

System Requirements
Pocket Informant™ for Android requires the following minimum configurations:

- Any Android device running Android 2.0 or higher.
- Device will need a memory card.

Getting Started

Installing Pocket Informant™
Pocket Informant is installed OTA (over the air) by purchasing from the Android Marketplace.

Launching Pocket Informant™
After installing Pocket Informant, you will see its icon on one of your Application screens. Tap the Informant icon to launch Pocket Informant and begin using it.

Removing Pocket Informant™
Pocket Informant is uninstalled just like any other Android application. Removing Pocket Informant will remove all your data permanently!

To uninstall Pocket Informant, follow these steps:

On Device
1. Go to settings and applications.
2. Tap Manage Applications
3. Tap the Pocket Informant icon then tap the uninstall button.
Getting Familiar with Pocket Informant™

Introduction
Pocket Informant is designed to be easy to use, yet powerful at the same time. Every feature in Pocket Informant is designed to be as unobtrusive and simple to access as possible. Within its simplicity, we’ve added many useful ways to manage your calendar and to-do items — so to get the most out of Pocket Informant, please take a moment to review this user guide.

Multi-Tasking
Pocket Informant does not quit when the application is exited. Instead it suspends and goes to the background and waits to be called on again. This is important because Pocket Informant will come back in the screen you last viewed. Not in the selected startup screen as on other platforms that Pocket Informant is available for.

Terminology
The term “Android” in this User Guide is intended to include any portable device that is running the Android operating system. Listed below is a quick explanation of some of the key terminology used in Pocket Informant.

<table>
<thead>
<tr>
<th>Terms</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events</td>
<td>These are appointments, meetings, and Calendar items.</td>
</tr>
<tr>
<td>Task</td>
<td>These are the task or “to do” items.</td>
</tr>
<tr>
<td>Calendar Item</td>
<td>This refers to something that is either an Event or a Task</td>
</tr>
<tr>
<td>Calendar</td>
<td>Each Event or Task belongs to a Calendar. Calendars are directly related to the concept of calendars in Google Calendar.</td>
</tr>
</tbody>
</table>

User Interface
Pocket Informant has multiple Views to manage your information. Each View constitutes its own area of work. Each of the Views integrates with the others and has a similar interface.

There are some basic Views, which are selected using the buttons on the Tab Bar at the bottom of the screen or the built in Android action buttons. The basic Views are as follows:

<table>
<thead>
<tr>
<th>Views</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>Events are shown in the Calendar Views which include in Month, Week, Day, or Agenda View.</td>
</tr>
<tr>
<td>Task</td>
<td>You can manage your Tasks from this View. This View contains several pre-defined filters to efficiently find the Tasks you are looking for. In GTD mode it provides your access to the Inbox, Folders, Context, and Next Action groupings.</td>
</tr>
</tbody>
</table>
Search  This View activated with the Android search button opens the Pocket Informant search engine to allow for quick searching of Contacts, Calendar items, or Tasks.

Settings  All Pocket Informant settings are accessed and changed in this View. The settings are accessed by tapping the Android list button.

See the section of this guide titled “The Views” for more information on the different Views.

**Property Icons**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>⌚</td>
<td>This item has an alarm</td>
</tr>
<tr>
<td>☉</td>
<td>This item is recurring</td>
</tr>
<tr>
<td>☑</td>
<td>This is an exception to the recurrence pattern</td>
</tr>
<tr>
<td>ⓘ</td>
<td>This item has a note</td>
</tr>
<tr>
<td>★</td>
<td>You have flagged this Task item</td>
</tr>
</tbody>
</table>
Basic Operations

• **Tab Bar:** This tool bar is located at the bottom of the screen and is the method used to toggle between the different View options.

• **Gestures:** Normal Android gestures such as swiping up, down, left, and right are the major elements used when navigating through Pocket Informant. The View being used determines which swiping gesture will be used. For example, with the Week View of the Calendar, swiping left-to-right or right-to-left will move a week at a time forward or backward. In the Agenda View, swiping up or down will scroll through the Tasks and Events scheduled for the day. More about gestures will be discussed in the next section.

• **Adding Events:** Events can be added from any of the Calendar Views or the AgendaView. This is done by tapping and holding the date bar at the top of the screen just below the Android navigation bar. Tapping this button will bring up a dialogue that you will use to create an Event. The blanks for creating an Event are self explanatory and easily understood. When all of the information is entered, simply press the **Save** button in the lower left side of the event creation screen to save the new Event. In a Calendar View, you can also tap-and-hold on a date, and the Add Event/Add Task dialog will come up, preset with that date. The application menu button (native to the Android device) can be used for a variety of different things depending on the view. In this context events and tasks can be added from this selection as well.

• **Adding Tasks:** Task items are added in a similar fashion to Events. From the Task screen, tap and hold the date navigation bar. The create task dialogue will open and simply fill in the blanks. When finished, press the **Save** button in the lower left of the task creation screen to save your new Task item. Tasks can also be added from the calendar views by using the tap and hold gesture.
The Views

Day View

The Day View shows you the Tasks and Events occurring on the current day at a glance, as well as current Next Actions, Meeting Attendees, and Alarms. (For more information on Next Actions, see the "Getting Things Done" section below. All of these sections are user configurable in the settings.

This View allows you to simply tap an Event or Task to view its details, such as location, attendees, and notes. Users can also add Events and tasks directly from this screen.

To move through multiple Events or Tasks quickly, up-and-down scrolling is available in this View. By default, the color of the title text for the Event will match the Calendar that the Event belongs to. You may also configure this View so that the background of the cell shows the color instead of the text. Events and Tasks may have one or more system icons displayed in their cells to give you some quick information about this item at a glance. Refer to the table on page 7 for an explanation of these icons.

Swiping left and right will move to previous days or future days.

Android Menu Button

This button activates a dialogue which allows you to add new Events/Tasks directly from the Day View. This button also provides access to the category filter, the option to hide completed tasks and access to the application settings.

View/Edit Calendar Item Details in Day View

To view the details of an Event from the Day View, simply tap that Event. This will open a new View that shows the Event information. At the bottom of the screen there are two buttons. The Edit button on the left will allow you to change the Event currently being displayed. The edit screen is identical to the Add Event screen discussed earlier in this guide. The button on the bottom right of the screen is the Delete button which will of course permanently delete the item.
**Calendar Filter Button**

The Calendar Filter button is accessed from the Android menu button. To learn more about this feature, read the section on [Calendar Filtering](#).

**Calendar View**

The Calendar View is one of the most powerful Views in Pocket Informant. This View will allow you to select from multiple types of Calendar Views: Day, Week, Month, and List Views. Events can be edited and added from here as well. Calendar colors appear in these Views with the Event title and other Event information. You can also display tasks with a variety of options within each calendar view. These attributes will be discussed in further detail below.

Events or Tasks can be edited from any of the Calendar Views by tapping the Event or Task. This will show more detail and show the Edit button on the right side of the Navigation Bar. Tapping the Edit button will bring up an edit screen that is very similar to the Add Event screen. Once you are done editing, simply tap the Done button to save your changes.

Doing a Tap and Hold on the day name in the Day View or the month name in the Month View will bring up a dialogue menu allowing the user to make many different selections such as add and an event or task, jump to today or a date, etc.
Calendar View Selection Buttons

In the Navigation Bar at the bottom of the screen are the main Calendar View selection buttons:

**Day**

The Day View displays information for a single day. Event bubbles cover the duration of the Event and are the color of the Calendar that the Event is stored on or the tag if Tags are used. Navigation in this Calendar View is also done by swiping up or down for the selected day or left and right for switching between days. Holding down a time will bring up the add task or event dialogue. The Day View now features a red line to indicate the current time. It is also available in the Week View when in the horizontal or landscape orientation.

**List/Agenda**

This button shows a List of all the Events and tasks stored in Pocket Informant. Individual items can be selected to see more detail and for editing. Scroll left for future days and right for past days. Once your starting day is selected scrolling down will show you the events coming from that day forward.
The Week View allows you to see seven days at a time in a staggered formation. You can configure which day you would like to see on top (any day of the week or "Today"). Each day "cell" includes a "time bar" at the top with the Event listing below that. The time bar is a graphical representation of the hours in a day with Events shaded in. (The left-hand side of the time bar is 12:00 A.M. and the right-hand side is 11:59 P.M. for that day.) The gold-shaded area represents your work hours, which are selected in the Settings tab.

You can swipe left or right to move between weeks in this View. Tapping holding a day cell will open the dialogue for adding, editing, or selecting a specific date.
Month

The Month View is very similar to the Week View in its behavior. Swiping left or right allows you to navigate between months. Tapping and holding the month name brings up the date navigation menu. Tapping on a specific day will bring up the day detail in a window below the month view. Tapping the task or event from that view will open the event/task edit dialogue. Swiping down will give a full month view, swiping up will show the summary view as shown in the screenshot below.

Month Cell Style

Pocket Informant’s time bars are one of our most loved and innovative features that allows you to quickly see how your day and weeks and months are filled by different kinds of appointments. The time bars in the Month View are slightly different than the ones in the Week View; a gray line separates A.M. and P.M. (with A.M. being on top). The top left of the time bar is 12:00 A.M., with the top right being 11:59 A.M. The bottom left of the time bar is 12 P.M., with the bottom right being 11:59 P.M.

However not everyone needs or wants to use the time bars. There are other view options available. These are Nothing (no time bars or info shown), Mini-Text, Has Events and Timeline. Mini text shows the information in a very small font within each cell and can be configured with different options, such as a colored
background to make identification easier.

A single tap on a day will take you to a summary view of that day, similar to that in Week View. From here the events/tasks can be tapped to see the details or the edit. It is important to note here that events and tasks can be added from this subview of the month view.

**Creating Events and Tasks**

To add an event or task in Pocket Informant simply tap the Android menu button. This can be done from any of the Calendar Views, the Agenda View, and the Task View. Simply tap the appropriate button, for “New Event” or “New Task” which will bring up the “New” dialogue allowing you to create the item.

Pocket Informant supports many complex recurrence types natively and allows you to create all of them within the user interface. You can create simple recurrences in the Repeat Event View.

Recurrences for both tasks and events are one of the more complicated operations that Pocket Informant supports.

**Tasks in Calendar View**

Agenda, Week, and Month Views can be configured to include tasks.

In Month View Tasks will appear with the events in the summary view, with a “completion” square next to them, but they will not appear in the month over the day they are due. In Week View, these Tasks appear under your events in each cell, with the "completion" box next to them. In List View, Tasks will also appear under events.

You can also configure Pocket Informant to display completed tasks or to exclude them.
**Task View**

The Task View essentially has six main views that are toggled through by tapping the computer button in the bottom right corner. The views are as follows; the first view simply shows all of the tasks. The next view will display the tasks with a category, sorted by the category. If a task has no category then those tasks are grouped into a “No Category” view. The third view is a filtered view showing tasks in various filters. The folders view is next, this view will display tasks by the folder they are in. Tasks without a folder appear under a header labeled “No Folder”. The fifth view displays the tasks by context, as with other views, tasks without a context are grouped under “No Context”. The sixth view available will show tasks by their Next Action setting. Any tasks that don’t have an action assigned to them will be grouped under a header listed as “None”.

When you tap on a Group or Filter you will be presented with a list of Tasks. The user interface for the Task lists provides a quick-and-easy way to work with tasks. To mark a Task completed, simply tap on the square to the left. To view the details or to edit the Task, simply tap the task which will open the detailed view and provide access to the edit dialogue.
**Projects (Folders) and Contexts**

Projects are part of the Organize phase of GTD. Every regular To Do that requires more than one physical action to achieve becomes a Project. These Projects are tracked and periodically reviewed to make sure that every Project has a “Next Action” associated with it, and thus can be moved forward. Projects are visible as Folders in the task filter view.

For example, you may need to fix the alternator on your car. This one To Do becomes a Project and the subsequent Tasks might be:

- Look through phone directory for a mechanic
- Call mechanic
- Ask about estimated costs to fix the alternator
- Schedule an appointment
- Bring car to mechanic
- Pick up car

The next uncompleted action in this Project becomes the Next Action. This type of list allows you to easily see what you have to do to complete a Project and organize your time more effectively. We commonly get stuck with simple Tasks (“Fix Alternator”) on our list that we keep procrastinating because we have yet to accomplish the first step. This process breaks down the steps and makes it mentally easier to process and complete.

Now couple the list above with Contexts. Contexts can be thought of as a physical location (such as Grocery Store), or a mode of operation (such as “Phone Call”) or even a time of day. For example “Call Mechanic” would potentially be associated with a “Phone Calls” Context. The next time you are making a phone call you can look at your “Phone Calls” Context and see that this would be the perfect time to complete all Tasks that require a phone call, thus moving multiple projects forward at once.

It is important to note here that within Pocket Informant a **GTD project** is referred to and viewed as a **folder**.

**Inbox Group**

Pocket Informant lets you quickly create new Tasks without assigning dates, Folders, or any other information, simply to get the Task out of your head. The Inbox is where Tasks that have no associated folders, contexts, or next actions are shown. Once any of these elements are assigned to the task it will move out of the inbox. You will at some point process these Tasks by either completing them or organizing them into Folders and Contexts.

Once a Task is assigned a date, context, project, or status it is moved out of the Inbox.
**Folders Group**
This Task Group View will allow you to see the folders. Tapping on a folder will show the Tasks in that folder.

**Creating Folders**
- While creating a new Task you can create a Folder by selecting the folder option and then tapping the Android menu button. The add button will show at the bottom of the screen, tap that button and the Folder will be added to the list and assigned to the task you are currently building.

**Context Group**
The Context Group keeps Task items grouped by their Context. A Context is typically used to group by location or mode of operation, such as “Email,” “Phone Calls,” “Home Depot,” etc.

**Creating Contexts**
- While creating a new Task you can create a context, in a similar fashion to a Folder, by selecting the context option and then tapping the Android menu button. The add button will show at the bottom of the screen, tap that button and the Context will be added to the list and assigned to the task you are currently building.

**Starred Group**
The Starred Group keeps Task items that have been starred. You can use starred tasks as a hotlist, favorite tasks, or a quick list, a special priority list or any other reason that works for you.

**Next Action Group**
This Task Group View will allow you to see the Next Actions for each Project. A Next Action is the first Task that is uncompleted in a Project. You can also assign a Next Action to a Task that is not assigned to a Project if you wish, and it will show up here.

**Filters**
The lower half of the Task screen is the Filter area. There are several pre-defined Filters. The various Filters are listed below with their detailed descriptions. The detailed Filter Views are very similar in operation. At the far left of each Filter name is a bubble with a number in it if there are any Tasks in that Filter. The number indicates how many Tasks are in that Filter. Tapping any of
the Filters will show you the following, as well as the specific Filter detail:

**All Tasks**  This View shows all Tasks that have not been marked Completed.

**Undated Tasks**  This View shows all Tasks that have been never been assigned a date.

**Overdue Tasks**  This View shows all Tasks that are currently overdue (i.e., the current date is past the due date of that Task and it has not been marked Completed).

**Not Completed**  This View shows all Tasks that are currently not completed

**Completed**  This View shows all Tasks that have been marked Completed.

**Due Today**  This View shows all Tasks that are due today or tomorrow. This filter will also show Overdue Tasks.

---

**Creating Tasks**

When you create a Task, you have many options within the Task screen. **Only the subject is a required field.**

---

**Folders and Context**

By selecting the Context or Folder View, you can select or create Contexts and Projects for this Task. To create a Context or Folder simply select Folders or Context item during the task setup.
Then tap “New” and create your new Project/Folder or Context.

**Actions**
Pocket Informant supports several action types that you can use for managing your Tasks.

**Task Alarms**
Pocket Informant allows you to set an alarm for a Task which will be used for an alarm.

**Dates**
Pocket Informant allows you to set optional start or end dates for a Task. Simply set a date or use the x to clear a date.

**Recurring/Regenerating**
Recurrences do not show up in the editor until you have added a due date to the Task. The recurrence rule you set can be applied to the "completion date" of a Task, or to the "assigned due date." For example, if you set a Task to recur weekly on the completion date, when you mark the Task as Completed, the next Task will be due a week from the date you mark it Completed. Alternatively, if it's set to recur from the assigned due date, the new Task will be due a week from when the last Task was due (regardless of when you actually completed it). All recurrence options listed in the "Recurring Events" section are available for recurring Tasks as well.
Creating Events
When you create an Event, you have many options within the event creation screen. Only the subject is a required field. Below are some of the highlights.

Location
It is possible to assign an event to a specific location. The location information can be as basic or elaborate as you wish. From a complete address to simply “Conference Room” this field can help you to not only know that you have to be somewhere but can remind you where “somewhere” is.

All Day
It is possible to designate the event as an all day item by placing a check mark in the all day field. This will set your event to display as an all day item in the various views.

Recurrence
Like tasks, events can be set with recurrence patterns as well so that they always show up in your calendar.

Event Alarms
Pocket Informant allows you to set an alarm for an event which will be used as a reminder.

Categories
Events can be built with categories assigned to them. This option will allow you to either create a new category to assign to the event or to use an existing category.

Calendar Selection
Events, can be assigned to any of the Calendars that Pocket Informant has access to. In this area the event calendar can be chosen or changed. It is also in this view that the default calendar can be set.

Privacy
This area designates the privacy level of the event.

Notes
An event can carry specific notes. In this field you can enter any notes that you would like on the event.
**Search View**

The Search is a powerful tool when used with Pocket Informant allows you to search for items such as Tasks, and Events by simply typing in a characteristic or element such as a first name or an Event name. All items that match the search criteria will be displayed below the search bar. As in other views, to look at an item simply tap it, you will be shown the item details and have the option of editing at that time.

The Search is activated by tapping the Android search button while Pocket Informant is running.

It is important to note here for devices that do not have the search button one can be activated within Pocket Informant by going to Settings>Menu and activating the search button. Then when the Android list button is pushed a search button will be shown among the available buttons.
Templates
Templates are a way to create preset events or tasks that you can apply to event or tasks while creating it. You can create templates by tapping the settings button from any of the main views then tapping the Templates option. Then choose if you want to build a template for events or tasks. The creation of the template is very similar to the actual creation of a task or event, with the exception of assigning a name to the template.

Event Templates
Event templates are like regular appointments except that you don’t set the date or calendar of the template. You can set the time of the template and when you apply that template to any date, the time will be applied.

All Day Events are treated specially by letting you choose a duration of the all day event which is then applied when you choose that template.

Task Templates
Task templates are likewise like regular tasks except that you don’t set the dates or calendar of the templates. You can choose folders, contexts and even recurrences and apply those to the template. Dates are applied when you choose the template.
**Applying Templates**

In the event or task editor tap the Android menu button and the “Apply Template” button will be shown. Tap that button and you will be presented with the template list. Tap the template you would like to use and it will be applied to your event or task. From there edit the details and save a normal. The new item will be created and will include the template elements.
Category Filtering
Each event or task in Pocket Informant lives in a Calendar. Each Calendar can have a color associated with it. Calendar filtering can be accomplished by choosing in the settings what calendars you would like to be visible.

Category or Tag filtering can be done from any Pocket Informant view by tapping the Android menu button and then tapping the category filter button. The category list will be shown and you will simply need to check the categories that you would like to filter by. You can also add filters from this view.

Alarms
Pocket Informant allows you to set an alarm for each event and task that you create. However there is an important distinction with regards to ownership of the alarms. This information is helpful for troubleshooting and understanding how they work. If your task or event is assigned to a Pocket Informant calendar then Pocket Informant will be the manager of those alarms. If the event was assigned to a native Android calendar via Pocket Informant than the alarm duties are handed off to the operating system. All task alarms are managed by Pocket Informant. This should be a seamless transition for the user but is worth mentioning in the event that troubleshooting is needed for alarms. As of this writing there are no
limits on the numbers of alarms that Pocket Informant can support.

**Snoozing All Alarms**
Pocket Informant allows you to set a standard snooze for your alarms. From the Settings menu choose Alarms and Default Snooze. Once this is set each time you tap snooze from the alarm notification this will be the amount of time between alarms. It is important to note here that the "snooze rule" will only be applied to alarms that are on Pocket Informant calendars, it won’t be applied to items that are on the native calendar.

**Alarms from Synced data**
Pocket Informant will create Alarms for data synchronized down immediately after the sync is complete. To confirm that the alarm has been created, look for the alarm "bell" icon next to the event.
Synchronization
Pocket Informant will sync tasks via ToodleDo. For PocketInformant users from other Pocket Informant platforms such as the iPhone it is important to explain here that Pocket Informant for Android does show and allow creation and editing of Google Calendar items. However they are not synced by Pocket Informant, they are read and written to through the native Android calendars. Much the same way that iOS calendars are treated on the iPhone.

ToodleDo Sync
To sync with ToodleDo you will need to have an existing account it can be the free account or Pro. Either will work. To set up Pocket Informant to sync with this service start at the Synchronization option on the Settings then tap Toodledo. From there the menu options are self explanatory.

Sync is a continually evolving and improving process, we will be posting more information and announcements on our website http://pocketinformant.com.

The two buttons Sync Now and Reset Sync serve two different purposes. The Reset Sync button will erase the tasks from PI and overwrite with the data synced down from ToodleDo in its entirety. The Sync Now button will just perform a normal sync updating the existing data.

Automatic Sync intervals are also set here. It is important to know that the auto sync is just a basic sync as if you had pushed the Sync Now button.
**Tasks**

To sync your Tasks, we have partnered with ToodleDo as an online service that provides us with a great web interface as well as syncing service. We recommend [this knowledgebase article](#) for information on how to sync your Tasks to ToodleDo.

When using GTD, Pocket Informant maps ToodleDo fields in the following manner:

- ToodleDo Folders are mapped to Pocket Informant Folders.

**Contacts**

Pocket Informant does not yet support a full Contacts view.
Settings View
The Settings View allows you to see and set all of the options in Pocket Informant. One of the great features of Pocket Informant is the flexibility it affords you to configure it to what fits you the best.

Users are encouraged to try out the different settings to see just how flexible Pocket Informant is and to find a custom fit that maximizes all that Pocket Informant has to offer. The settings are divided into thirteen categories listed below:

Application

Enable Logging
With this setting enabled Pocket Informant is recording data pertinent to its operation generating log files which are very helpful in troubleshooting. Disabling this feature is not advised and will make troubleshooting very difficult and will not improve the performance of the application. The Export Log button sits just below the enable logging settings. Tapping this button will export the log to the storage card where it can be emailed to support when needed.

Show
This feature activates and deactivates the view selector toolbar. In the main view, with this option enabled, allows for easy one touch navigation by providing buttons to take you through the different views.

Portrait Position
This setting determines where the navigation bar will be displayed on the screen in the main views. The choices are top of the screen or bottom of the screen.

Landscape Position
Very similar in scope to the Portrait Position setting, however this setting determines where the navigation bar will show on the screen when the device is in the landscape position. The choices are left and right sides of the screen.

Date Selector Triggers
With this feature enabled it bring up today, tomorrow, and next Monday, as quick triggers when in the date selector dialogue.
Show In Date Selector
You can use this feature to enable mini-text time lines in the date selector dialogue however the mini text must be enabled in the month view.

Single Tap To Select
This option allows you to select a date in the calendar views with a single tap.

Editor Buttons
This setting when enabled will show the Save/Delete/Cancel buttons at the bottom of any of the edit views.

Edit On Tap
This feature allows you to tap an item to open the edit dialogue without having to open up item.

**Events**

Calendar Visibility
This area is where you decide which calendar Pocket Informant will use as its default. Also you can choose which of the available calendars will be displayed when using the calendar views.

Calendar
In this area of the settings you can set what day Pocket Informant will use as the first day of the week. You can designate certain days of the week as workdays. You can also set the work hours individually for each day of the week.

Common
Here is where you set the default behaviors for all events. You can set the default duration for new events. It is also possible to set past events to display with an italicized font for easy identification. Another option here is to set Pocket Informant to display the number of years that a yearly event occurs, this will show in the subject line. The default alarm time, such as 15 minutes before, is also set in this area. Next are the color settings for Android calendar events and the color setting for the Pocket Informant calendars. Your choices for both of these are to use the calendar color or the event category color. Event colors can be set here to be the text or background.
Day View
In this area you can set the view mode, the choices are simple which will offer a simplified view or the classic view which for previous Pocket Informant users will be the familiar day view with all of the normal Pocket Informant information. The next option will allow you to choose if non work hours will be shown in the Day View. Scroll to...allows you to set what time Pocket Informant will open to when the Day View is first opened. You can choose from the current time or the work start time that is defined for that day. The Time Grid Scale, when using the classic Day view can be set to show in 15 minute, 30 minute, or 1 hour increments. The day number of the year can be turned on as a setting and will display the day number the Day View. Show Tasks is a setting that when enabled will display the tasks for that day. The Show Overdue Tasks setting allows you to determine what overdue tasks will be show, the choices are Due Date, All Days, or Due and Today. These variants will determine the overdue tasks that will be shown for the day. The Show Undated Tasks are the same as the Show Overdue Task settings but will be applied to undated tasks causing them to show in the current day.

Week View
In this area the view elements for the calendar Week View are set. The first setting is the scroll by weeks setting. When enabled this will allow you to scroll within the week view by weeks from left to right. The Top Day setting is where you determine which day you will see at the top of the Week View when it is selected. The option choices are the first weekday, first workday or today. Show Timeline enables or disabled the graphical time line in the week view days. The Show Tasks option will when enabled will make the tasks visible in the Week View days. The Show Overdue Tasks and Show Undated Tasks settings will determine what tasks are shown. The options for both are due date, all days, and due & today. When the Week View is in the horizontal position it changes to a grid view. The Time Grid Scale sets the time spacing within this grid view, the options are 15 minutes, 30 minutes, and 1 hour.

Month View
This area is where you will choose how the Month View will look. The first setting here is the month grid mode, this will determine how the information will look in the month cell view. The options are nothing, has events, timeline, and mini-text. The show all day events is a toggle that will allow the user to view or not view all day events within the Month View. The details height is similar to a font size for event details in the month view. This setting will determine how big the
event details will appear in the month cells. It is set by percentages the range can be from 30% to 70% of the event title. You can also show the week number by toggling on the show week number setting. The Show Tasks option will when enabled will make the tasks visible in the Week View days. The Show Overdue Tasks and Show Undated Tasks settings will determine what tasks are shown. The options for both are due date, all days, and due & today.

**Agenda View**
These settings control how items will be shown in the Agenda or Day View. The first setting is show days. The range is from 2 days to 20 days with the default being 14 days. Next is the scroll by option which allows you to determine how many days will advance on a swipe, the options are one day at a time or by the number of days displayed as set in the previous setting. The show empty days section when toggled will display the headers for days that have nothing scheduled on them. The show timeline toggle activates and deactivates the timeline in the day header. The Show Tasks option will when enabled will make the tasks visible in the Week View days. The Show Overdue Tasks and Show Undated Tasks settings will determine what tasks are shown. The options for both are due date, all days, and due & today.

**Tasks**
This section describes the settings and features related to task management within Pocket Informant.

**View Mode**
This setting allows you to select how the tasks are displayed in the master task view. The choices are plain list which is the default or you can choose to display tasks grouped by any of the following as a default, the groupings are by status, category, context, action, or folder. Only one option may be chosen.

**Complete on Push**
When enabled this setting allows you to complete a task by tapping the status text box next to the task, a confirmation is not offered when this feature is enabled.

**Auto Expanded Groups**
With this setting disabled only the group headers are visible in the task view, when this setting is enabled the entire contents of the grouping is shown in the task view.
Sort Order
In this area you can select the sort order for displayed tasks. Multiple elements can be chosen and sorted via any priority that you choose to order them in.

Enable GTD Features
Pocket Informant has GTD or “Getting Things Done” functionality available within its task management system. To activate these features you will simply need to select the checkbox.

Show Time
To display the start and end times for task (if used) simple activate this toggle with a check mark.

Category Colors
This setting allows you to set how the category color is displayed, it can be set to color the background or the text only.

Importance Indication
At a glance you can identify the importance of task. Here you can set the visual indicator to be the icon, a color or the icon and color.

Recurrence Logic
Using this setting here you can set the default recurrence logic to be from the due date or the completion date.

Delete Completed Tasks
This setting determines how Pocket Informant will handle the deletion of completed tasks. The options are never, on close (which will delete completed tasks when Pocket Informant is closed), on completion which will immediately. Or Pocket Informant can be set to delete completed tasks when they reach a certain age from completion, the options are as follows; after 15 days, 30 days, 60 days and 90 days. If you are syncing your tasks with ToodleDo the task deletion behavior will be mirrored there.

Task Start/End Times
These two settings allow you to set the default start and end times for your tasks.

Show Tasks In Calendar Views
The series of toggle check marks here determine which calendar views the tasks will be visible in.

Show Overdue Tasks In Calendar
This setting allows you to independently select what calendar views the overdue tasks are shown in.

Show Undated Tasks In Calendar
Very similar to the setting above, this setting allows you to independently select what calendar views the undated tasks are shown in. Synchronization
Pocket Informant comes ready to sync with ToodleDo. In this area the settings for this sync are stored and can be adjusted.

**ToodleDo Sync**
First is the toggle check mark to enable or disable the sync. If you choose to use this sync method you will need to enter your email address and ToodleDo password. There are two buttons labeled as “sync now” and “reset sync”. The sync now button does just that, it will initiate an immediate sync. The reset sync will clear the Pocket Informant database then initiate a sync. The next option is another toggle check that if enabled allows the tasks to sync their associated alarms to and from ToodleDo. The next setting is the "auto sync enable option". When enabled Pocket Informant will automatically sync tasks with ToodleDo based on an interval determined in the next setting which is the sync interval. The sync interval options are 5, 10, 30 minutes and 1, 2, and 6 hours. The “sync from menu” toggle allows you to add a manual sync button to the main view menu when it is enabled.

**Alarms**
Pocket Informant adds flexibility to the alarms for items assigned to the Pocket Informant calendars.

**Default Snooze**
You can set a default snooze time that will be applied to the alarms, you can choose any of the following, 5, 10, 15, 30 minutes and 1 hour intervals.

**Templates**
Pocket Informant has the ability to store both task and event templates which make setting up familiar new events and tasks much quicker by allowing users to select templates just changing a few minor details rather than recreating similar events over and over again.

**Events**
To create an event template tap on the “event template area” then tap the Android menu button this will open the create event template dialogue. Creating a template is very similar to creating an event and will bring up several of the same fields. Once completed tap the save button, the template will be saved by the subject name. To edit an existing template simply tap the template name from the list that will be shown when you tap the event template area in settings. This will open the edit dialogue
which also offers the option for deletion if that is what you are wanting to do.

**Tasks**
Very similar in operation to the event template management to create a new task template tap on the “task template area” then tap the Android menu button this will open the create task template dialogue. Creating a template is very similar to creating an task and will bring up several of the same fields. Once completed tap the save button, the template will be saved by the subject name. To edit an existing template simply tap the template name from the list that will be shown when you tap the task template area in settings. This will open the edit dialogue which also offers the option for deletion if that is what you are wanting to do.

**Privacy**
Pocket Informant has customizable personalization settings that allow you to determine what is shown and even allows privacy indicators to be attached to items so that at a glance you can quickly see the privacy level of an item.

**Visibility**
In this area are three check mark toggles. Any items checked will be visible in the various Pocket Informant Views. The indicators on the item will show which the item being displayed belongs to.

**Default Privacy**
Here you can set the way that the working hours and non working hours will be displayed. The options are normal, personal, private and confidential. The hours will be shown in all views using the indicators that you have selected.

**Other Settings**
This are is where you will set what is used by Pocket Informant to indicate privacy. The options are icon, color, or icon and color.

**Fonts**
There are five basic font sizes that can be selected for use in the various views within Pocket Informant. These font sizes can be set independently for use in specific views. Apologies for being a but redundant here however these settings all operate in a similar fashion.

**Day View (Classic)**
The “day view” font options are smallest, smaller, normal, larger and largest. The default selection is normal.
**Day View (Simple)**
Just like the previous view, the “day view simple” font options are smallest, smaller, normal, larger and largest. The default selection is normal.

**Week View (Regular)**
Just like the previous views, the “week view regular” font options are smallest, smaller, normal, larger and largest. The default selection is normal.

**Week View (Horizontal)**
Just like the previous views, the “week view horizontal” font options are smallest, smaller, normal, larger and largest. The default selection is normal.

**Month View**
Just like the previous views, the “month view” font options are smallest, smaller, normal, larger and largest. The default selection is normal.

**Agenda View**
Just like the previous views, the “agenda view” font options are smallest, smaller, normal, larger and largest. The default selection is normal.

**Task View**
Just like the previous views, the “task view” font options are smallest, smaller, normal, larger and largest. The default selection is normal.

**Colors**
One of the most customizable areas of Pocket Informant is in the coloring. Choosing a color combination customized around your preferences is one of the easiest ways to efficiently identify specific events and tasks with Pocket Informant. Simply select an element and tap the button to the right, the color palette will be shown. Tap the color you would like to use for that attribute and it will be set.

**Calendar**
The calendar elements that can have their colors adjusted are as follows; working hours, non working hours, working day (current day in the views), weekend color and today color.

**Tasks**
The task elements that can have colors adjusted and applied are as follows; overdue, high importance, and low importance.
Privacy
Pocket Informant allows you to set colors for different privacy levels on the items. The options that can be colored independently are person, private and confidential.

Calendars
In these settings you can assign colors to the various calendars that you have in use within Pocket Informant. The first option is a toggle that when enabled will have the Pocket Informant colors override the Android calendar colors when viewing native calendar items.

Menu
In this area you can turn on or off various menu buttons.

Search/Go To/ToodleDo Sync
These buttons can be turned on or off in any combination. Following is a brief explanation of each. Search, when enabled will, add a search function to the main menu, this button will search the contents of Pocket Informant for the criteria that you entered, this is off by default but was designed for devices that don’t have a native or built in search button. The Go To Today/Tomorrow is a one touch method that allows you to look at the items due today or tomorrow. Go to Date is a one touch method that will allow you to select a date and “jump” to that date. The ToodleDo sync button will initiate an immediate sync with ToodleDo when enabled.

Orientation
One of the best attributes of Pocket Informant are the literally thousands of various settings combinations. This flexibility allows for you to fine tune the application exactly to your tastes. The “Orientation” section continues with this philosophy by allow you to set the default orientation for all of the views.

View Orientation
All of the main view can be set to a default orientation with these settings. The three options are Landscape, Portrait, and Sensor. On the Sensor setting, the orientation displayed will be dependent on what orientation the sensors in the device report to Pocket Informant and will rotate according to how the device is rotated.
Advanced
The Advanced area of the settings is for more complicated Pocket Informant settings. At this time in the 1.0 release there is one setting there that is detailed below. In future updates and releases there will be additional items added to this section. Unless you are an advanced Pocket Informant user it is better to use the defaults for these settings.

New Event Timezone
This setting sets the default timezone information for all new events. The options are device, calendar or none. On device, the event will pull the timezone information from the device and apply that to the event. If the calendar setting is used, then the timezone settings from Pocket Informant will be used. If none is applied then all new events will not have any timezone information applied to them. This is an important setting when you are traveling to different time zones, alarms will be affected by this. Pocket Informant can adjust for time zone changes if this setting is configured correctly. Different devices running the Android OS process timezone information differently. Users are encouraged to try various settings here for their device should there be timezone concerns.

About
The this is the area where important application information is displayed. The version and build information is stored here and is very important when doing application troubleshooting.

Import/Export
These buttons are very important for backing up and restoring Pocket Informant. The export button will make a file with the Pocket Informant settings and save it to the data storage card. The import button will open a menu displaying all available settings and data files. In the event that Pocket Informant needs to be uninstalled and reinstalled, these files can be used to restore settings and data.

Known Issues/Compatibility/Limitations
You can find the current list of Known Issues on this knowledgebase article. Also, please look at our list of knowledgebase articles in case you have an issue, before you contact us for support.

These are known 1.0 items that have been identified by either the development team or the the beta test group. These items don't interfere with the core functions of Pocket Informant but can, in some instances, be inconvenient.

Search produces two separate but identical results. This is caused when Pocket Informant is searching for an item that may have an exception (such as a recurring event with one occurrence deleted). This is a visual issue only and is currently on a list to be addressed on post 1.0 release.
Jorte, when changing the visible calendars in Jorte, it does affect what calendars are visible in Pocket Informant. We can only show calendars that Android makes visible for us. If another application adjusts those views then it is possible that some calendars will be invisible within the Pocket Informant application. The development team has logged this issue and will look at it for a future release of the application.