

Everything Track&Act can do

The complete guide, from your first checklist to widgets, timers, reminders and sync. Also available as a PDF from Settings inside the app.



Taps & gestures

Track&Act uses the same small set of gestures everywhere — on the checklist cards of the home screen and on the tasks inside a checklist. Each part of a row does exactly one thing, so nothing is buried in menus. Think of every card and item as having three touch zones:

Name / description

one tap → rename & edit (tap below to finish)

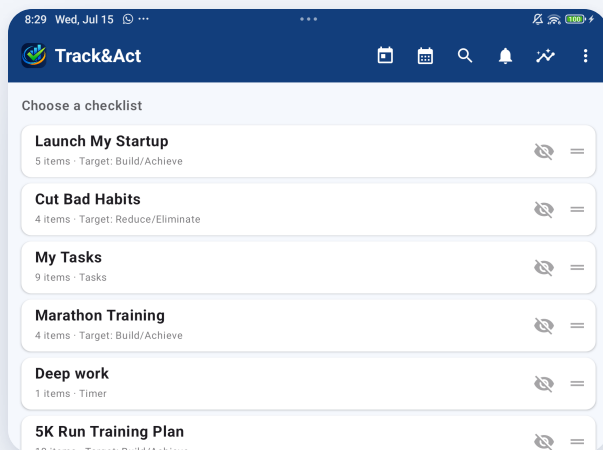
Middle

tap → open · double-tap → properties



tap → reveal %

The three touch zones on every card & item: the label on the left, the open area in the middle, and the reveal-eye on the right.



On the home screen, every checklist card follows that same three-zone layout — here with the reveal-eye showing because “Hide Overall completion” is on.

WHERE YOU PRESS	GESTURE	WHAT HAPPENS
The name / description (left)	one tap	Turns it into an editable field — rename a checklist or edit a task's text on the spot. To finish, press Done or just tap anywhere else on the card (the area below the text) — that saves and closes the editor.
The middle	one tap	Opens it: a checklist opens its items; a task opens its detail (or drills into its sub-items if it has any).
The middle	double-tap	Opens its full properties — type, weight scale, dates, reminders, recurrence, and so on.
Anywhere on the card	two-finger press	Press with two fingers at once to duplicate it. The copy appears right below the original with “ (copy)” added to its text — the same as duplicating a whole checklist. (This replaced the old press-and-hold, so an ordinary tap — or a swipe to hide/delete — never makes an accidental copy.)
The eye (right)	one tap	Reveals the hidden completion % for just that one card, without opening it. Tap the number again to hide it. (Only shown when <i>Hide Overall completion</i> is on — see §28.)
A checklist's Overall completion box	triple-tap the middle	Moves every scheduled task in that checklist to today at once — it asks first. Toggle it off in Settings if you prefer (§9).

An item counts as **done only at 100%**; while any task is still in progress the Overall completion box reads e.g. “2 of 9 items partially complete”.

New to the app? The first time you open Track&Act it offers a quick, skippable **Feature Tour** of these gestures and the headline features — and

you can replay it any time from *Settings > Feature tour*.

01

What Track&Act is

Track&Act is a flexible checklist and tracker. Every list is one of five types, so you can track to-dos, habits, goals, limits, and time — all rolled into a single weighted progress score so you always know, at a glance, how far along you are.

You can start on the Free plan straight away, and subscribe to Pro or AI to unlock more. See [Plans & pricing](#).

02

Accounts & plans

Two separate things work together:

- **Your account** (Settings > Account) — an email + password, used to sync your data across devices and to tie your subscription to you. Cloud sync and the AI assistant need you to be signed in.
- **Your plan** (Settings > Subscription) — Free, Pro, or AI. Your plan decides which features are unlocked, regardless of sign-in.

What the Free plan allows:

- Up to 5 checklists total, and at most one checklist of each type.
- Basic tasks only: no start dates, reminders, recurrence, or location reminders.
- No AI assistant.
- A trial of up to 30 days of use — after that the Free plan asks you to upgrade.

Whenever you reach a Free-plan limit, an “Upgrade to unlock” prompt appears with a shortcut to the plans. Creating an account: [Settings > Account](#)

› “No account? Create one” — enter an email and password, then the confirmation code we email you. Your username is your email address. Forgot your password? Use “Forgot your password?” on the sign-in screen.

03

Checklist types

- **Simple** — a plain checklist; just check items off. Progress is items done ÷ total.
- **Tasks** — a to-do list with start dates, due dates, times, reminders (including location), and recurrence.
- **Build/Achieve (Positive)** — track progress toward a target (more is better), e.g. 14 of 20 miles.
- **Reduce/Eliminate (Negative)** — stay under a limit (less is better); success = staying within the limit.
- **Timer** — every item is timed with a built-in stopwatch, and can carry a time budget and an hourly rate.

You can change a checklist's type later from its menu (Rename / change type).

04

Creating and editing checklists

- Tap New checklist on the home screen, name it, pick a type, and (for non-Simple types) a weight scale. New checklists default to Simple and the 1–3 weight scale.
- Inside a checklist, the + button adds an item; tap an item to open its editor.
- Three fast ways to fill a checklist: type items by hand, use natural-language quick-add (§5), or have the AI compose one (§6).

- The overflow menu (:) holds common actions (rename/change type, duplicate, board or focus mode, Export/Share CSV, Send via SMS, Export to PDF, Print); “Advanced functions...” opens everything else (save as template, timer report, send to Outlook, sort, bulk edit, show hidden/completed, reset, archive, delete).
- Attach a photo, file, link, note, voice memo or drawing to the whole checklist with the paperclip button at the bottom-left (see §13).
- Check all / Uncheck all marks every item done or clears them at once — it confirms first, since it overwrites progress.

05

Natural-language quick-add (Tasks)

At the top of a Tasks checklist is a quick-add bar. Type a task in plain language and Track&Act extracts the details automatically. Simple checklists have a plain quick-add bar too — just type an item name and hit add; it stays focused so you can add several in a row.

- **Dates & times** — today, tonight, tomorrow, a weekday name, “next monday”, “in 3 days”, plus a time like “9am” or “6:30pm”.
- **Priority** — one or more “!” marks raise the task's importance (weight).
- **Example** — “Buy milk tomorrow 6pm !!” creates “Buy milk”, due tomorrow 6:00 PM, high weight.

06

AI checklist generator (AI plan)

The AI assistant composes a ready-made checklist from a short description, which you can then edit like any other. It appears as a sparkle button above New checklist when you're signed in on the AI plan.

- Tap the sparkle button, type what you need (“office cleaning”, “weekly meal prep”, “marathon training plan”), and choose the type — or leave it on Auto.

- Tap Generate to preview the proposed name, type and items (with due dates, budgets or targets where relevant). Add to my checklists, Regenerate, or Discard.
- Items come weighted on your default weight scale, so importance matches the scale you already use.
- No API key to manage — requests go through Track&Act's secure service. Turn it on/off in Settings > AI assistant.

Worked example — a dated, weighted plan from a deadline. Ask for “*Learn Python in 8 days*”. Because your request carries a time frame, the AI doesn't just list steps — it schedules and weights them so the plan actually fits the eight days:

- **It dates every step.** The steps are spread day-by-day starting today, so day 1 begins now and the *last* step falls on day 8 — the deadline you named. Ask for “in 3 weeks” or “by Friday” instead and the same steps stretch or compress to hit that horizon.
- **It weights every step.** Heavier milestones (“Build a small project”, “Master functions & modules”) get a higher importance than lighter ones (“Install Python and an editor”), on your default weight scale — so your weighted completion reflects real progress, not just how many boxes are ticked.
- **It opens ready to run.** The generated checklist lands already scheduled: each step shows on Today and the Calendar on its day, and the weighted percentage climbs toward 100% as day 8 approaches.

Everything stays editable — nudge any due date, change a weight, or drag a step to another day afterwards. Running behind? A single gesture re-dates the whole plan to today — see §9.

07

Weights & weighted completion

Each item has an importance (weight). The checklist's overall percentage is the weighted average of item progress — more important items move the total more. Tap the weight circle on an item to change it. The default scale (1-10, 1-5, 1-3) is set per checklist and in Settings. “Reset checklist weights” levels every item to the middle of the scale.

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Units, rates, charges & revenue

Build/Achieve, Reduce/Eliminate and Timer items are measured in a unit (reps, km, kg, hours, money, and many more). Settings > Unit system chooses which units are offered (Imperial, Metric, or All).

- **Timer rate & charges** — give a Timer item an hourly Rate and Track&Act multiplies it by logged time for a running charge; the checklist total sums every item's charge.
- **Revenue** — give an item an expected Revenue and it shows the earned amount (revenue × how complete it is). Available on Tasks, Build/Achieve and Reduce/Eliminate.
- Timer items derive revenue from Rate × time worked, live while the stopwatch runs; marking done freezes it at the time logged. Toggle the on-item display with Settings > Show revenues on items.

09

Tasks: start dates & due dates

- **Picking a date** — an “Add a time?” prompt lets you set a time or keep it Date only, decided per date, so start and due can each be all-day or timed independently.
- **Due date** — when it should be finished. Overdue tasks are highlighted in red.

- **Start date** — when it should begin. Settings > Schedule by start date controls whether Today and Calendar place a task by its start date instead of its due date (default: due date).
- **Move a whole checklist to today.** Triple-tap a checklist's *Overall completion* box and every scheduled task in *that* checklist is re-dated to today, each keeping its time of day; other checklists are untouched. A confirmation shows how many tasks will move and warns that it can't be undone — nothing changes until you confirm. Handy for a plan you've fallen behind on (e.g. the AI's “Learn Python in 8 days” from §6 when you want to restart from today). Turn the gesture off in Settings > “Triple-tap completion to move to today” (on by default).

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Reminders: time, multiple, snooze & location

Turn on Remind me in a task's editor (signed-in only). Several kinds work together:

- **Time reminders, multiple lead times** — at the due time, 10 minutes, 1 hour, 1 day, or 1 week before. Pick as many as you like; all-day tasks fire in the morning.
- **Snooze** — every reminder has a “Snooze 10 min” action.
- **Location reminders** — “Remind me at a place” notifies you when you arrive. Track&Act uses while-in-use location only, never in the background.

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Recurrence

A Tasks item can repeat: daily, every weekday, weekly, every 2 weeks, monthly, or yearly. Completing it rolls the due date forward and unchecks it, so the same task keeps coming back on schedule. (A whole checklist can also auto-reset — see §21.)

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Timers, time budgets & reports

- Tap the stopwatch on a timed item to start/pause; long-press for the timer dialog to log time by hand.
- With a time budget the bar advances on its own as you log time; without a budget you set the bar by hand.
- Checking a Timer item done stops its stopwatch and freezes its revenue at the time actually worked.
- A running timer shows as a banner on the home screen with live elapsed time and (with a rate) running revenue. Use ►/■ ■ to pause/resume, or × to close the banner — closing stops the timer and logs the time worked so far.
- Timer report (Advanced functions) exports a PDF listing each item, time logged, budget, and per-item charge and total.

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Item depth & attachments

Enable extra per-item fields in Settings > Item depth:

- **Notes** — a free-text note.
- **Tags / labels** — comma-separated labels (see §16).
- **Context** — a GTD-style @home / @work context on tasks.
- **Attachments** — see below.

Attachments. You can attach things to an item (from its properties) and to a checklist itself (the paperclip button at the bottom-left of the checklist screen). The picker offers seven kinds: **Take Photo**, **Image**, **File**, **Link**, **Notes**, **Recording** (a voice memo) and **Drawing** (a freehand sketch). Item attachments show as icons and photo thumbnails along the bottom-right of the card; checklist attachments show in the lower-right of the Overall completion card. Tap one to open it; long-press to remove. Photos, files, voice

memos and drawings are stored on your device and also sync across your signed-in devices along with the rest of your account data.

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Nesting & subtasks

Settings > Structure lets items nest under one another:

- **Subtasks / nested items** — nest items under a parent. A parent auto-completes when all children are done, and its % is the weighted roll-up.
- **Hide nested behind “+”** — children open in their own drill-down list; turn off to show them indented.

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Kanban board (Tasks)

Tasks checklists offer a board view (menu > Board) with three columns — To do, Doing, and Done. Drag a card between columns to change its state; moving to Done checks it off, dragging it back reopens it.

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Tags & the tag browser

Add comma-separated tags to any item (Item depth must be on). Each tag gets its own consistent colour. The tag browser (home overflow > Browse tags) lists every tag in use; tap one to see all items carrying it across your checklists — handy for cutting across lists by theme (e.g. #health, #home).

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Focus / Pomodoro mode (Timer)

Open a Timer checklist's menu > Focus mode for a built-in Pomodoro timer: 25-minute focus sessions separated by 5-minute breaks. Start, pause and reset the countdown; time you focus can be logged against your timed items.

Finding & bulk actions

- **Search** (top bar) finds checklists and items by name, tags, context or weight, with quick filters.
- **Sort** — sort the items in a checklist (Advanced functions › Sort by...) or the checklists on the home screen (home overflow › Sort checklists...) by due date, importance, progress (least- or most-done first), or alphabetically. Manual (drag) order is the default; every list also has drag handles, and dragging a row switches that list back to Manual.
- **Bulk edit...** multi-selects items to complete, move, or delete in one go.
- Swipe an item right to delete (with Undo) or left to hide.

Insights: Today, Calendar, Dashboard & Stats

- **Today** — every open task across all Tasks checklists, in three colour-coded, counted bands: Overdue (red), Today (black) and Future (blue). Drag a task's handle to reorder within its band, or drag an Overdue/Future task into the Today band to reschedule it to today.
- **Calendar** — a view chooser at the top offers **4 months** (a 2×2 overview of one past, the current and two upcoming months), **Month**, **Week** and **Today**. Every view lists tasks in the same Overdue / Today / Future bands below the grid. Drag a task's handle onto any day to reschedule it there, or within its band to reorder; tap a day to focus it, or a task to open its checklist. Reschedule follows the Schedule-by-start-date setting (§9).
- **Dashboard** — per-checklist completion, streaks, and 14-day sparklines.
- **Streaks & stats** — overall streaks, weekly/monthly averages, a leaderboard, and per-item 30-day trends.
- **History & habit heatmap** — a completion log with a 30-day chart and a GitHub-style habit heatmap.

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Choosing your start screen

Settings › Opens on chooses which screen the app shows on launch: the Checklists list (default), Today, Calendar, Dashboard, or Stats.

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Templates & recurring checklists

- Save any checklist as a template (Advanced functions › Save as template), or start from a built-in one (home overflow › Templates).
- A whole checklist can auto-reset on a schedule (daily/weekly/monthly) for routines — its completion is recorded for streaks before it clears.

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Recently deleted

Deleted checklists and items go to the Recently deleted bin, where you can restore them or remove them for good. Settings sets how long the bin keeps them (30/60/90 days or custom).

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Sharing & interoperability

- Share an item to the right app for its kind — a note to Google Keep, a meeting to Google/Outlook Calendar, a task to Google/Outlook Tasks.
- **Send via SMS** — formats the whole list as text and opens your messaging app pre-filled.
- **Share to Track&Act** — share text or a link from any app into Track&Act as a new item.
- **Export calendar (.ics)** — export dated tasks as an iCalendar file for Google/Outlook/Apple Calendar.
- **Import tasks (CSV)** — pick a CSV and each row becomes a task in a checklist you choose.

Backups, cloud sync & PDF export

- **Back up to file / Restore** — save or load all data as a lossless JSON file (tracknact-backup.json).
- **Track&Act account (automatic)** — signed in, your data AND settings sync automatically across devices, including photo, file, voice and drawing attachments. It pushes after a change, pulls on open, and refreshes every few seconds while open. Conflicts resolve last-write-wins. On by default.
- **Google Drive / OneDrive (manual)** — back up and restore on demand to your own provider's private app folder.
- **Export to PDF** — export a single checklist or all of them as a formatted PDF. For a single checklist you can choose *Open* (view, share, print, or save to Drive) or *Save to file*. This manual is also a PDF from Settings.
- **Print** — a checklist's menu > Print... sends it to any local or Wi-Fi printer — or "Save as PDF" — via Android's print dialog.

Whichever you choose, your data stays private to your own account — no one else can see it.

Notifications

- Per-task reminders fire at your chosen lead times, each with a Snooze action.
- Location reminders notify you when you reach a task's saved place.
- A daily reminder posts a summary of what's due and overdue.
- An overdue-task nudge (off by default) posts a daily heads-up at a time you choose.

Home-screen widgets

Add a Track&Act widget from your launcher's widget picker — three types, each named so you know what it does before you place it:

- **Track&Act · Today's tasks** — what's due today and overdue; tap to open Today.
- **Track&Act · Overall progress** — your average completion across all checklists; tap to open the Dashboard.
- **Track&Act · Single checklist** — one checklist in detail: its progress bar and a live list of items, each with a ○ (to do) or ✓ (done) mark and a % for part-done items. The taller you make it, the more items it shows.
- Tap the items to open the checklist; tap the checklist name to switch to a different one; tap the ⚙ gear for settings.
- The ⚙ gear opens theme (Light/Dark), the background opacity slider (20–100%), and — for the single-checklist widget — the checklist dropdown, plus Remove.

Widgets are resizable (long-press and drag the edges) on standard launchers. A few makers' launchers (e.g. some Xiaomi/HyperOS versions) don't offer resize handles for third-party widgets — that's a launcher limitation, not the app. Widgets refresh as you edit; if one looks out of date, open and leave the app, or re-add it.

Boost button

The Boost button is the lightbulb (💡) button in the bottom-left corner of the home screen. Tap it for a motivational quote — a fresh one each time, with the author shown at the bottom. Tap ↺ for another quote, or ✕ to close. Quotes are fetched from the internet and cached, so they appear instantly; offline, a built-in set is used. Turn it off with Settings > Show Boost button.

Settings & appearance

- Account, Subscription, AI assistant, colour theme (Navy by default), and font.
- Appearance (light / dark) — Follow system, Light, or Dark; the top bar keeps its brand colour in dark mode, and your choice syncs.
- Show revenues on items; Show Boost button (both on by default).
- App lock — require your fingerprint or device screen-lock to open the app.
- Language — System, English, Español, Français, or Deutsch.
- Hide Overall completion (off by default) — hides a checklist's Overall completion % behind a Reveal button, with a short reveal animation when you tap it.
- Triple-tap completion to move to today (on by default) — enables the triple-tap-the-completion-box gesture that re-dates a checklist's scheduled tasks to today (see §9).
- **Completed items** — three settings control checked-off items. *Hide completed tasks* and *Hide completed items* (both off by default) drop checked items from Tasks lists and from other checklists respectively. *Move completed to bottom* (on by default) sinks any shown completed item to the end of its list. Completed tasks always appear crossed-out and sink to the bottom automatically; other completed items sink too when the setting is on. Reveal hidden ones any time from a checklist's : menu › Show completed.
- Unit system, default weight scale, start screen, schedule-by-start-date, item depth & structure, reminders, backups and cloud sync.
- **Coming soon** — tap it for the roadmap: more languages (Hebrew/RTL, Chinese, Portuguese and more), collaboration & sharing, delegation, and more themes.

Contact

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