



Habits Pro  
User Guide for iPad  
Track & Share Apps, LLC

# Habits Pro - Overview

## Track

- Make entries
- Add items
- Reorder items
- Edit items
- View calendar patterns
- Navigate days via calendar
- Navigate categories via bar

## Categories

- Navigate between categories
- Add / Del categories
- Edit category names
- Reorder categories

navigate

analyze

share

## Graphs

- Compare graphs
- Change stats
- Change graph type
- Move to large graphs

## Share via email / Twitter

- Graph-ready spreadsheets
- Tables all entries
- Backups
- Set time frames
- Select format CSV or HTML
- Tweet single entries

## More

- Help
- Edit all items
- Badge Counter
- Clearing hour
- Password
- Color Themes
- Purchases

# Launching and making entries

When the app launches it always brings up the **Track** screen. You can start tracking right away.

Try out the items that are already set up.

To make an entry, select the **item** on the left. Select the **date** on the calendar on the right. Select Yes / No and tap the **Enter** button. **Fast** entry: Double tap the calendar field - enters Yes. Do that again - enters No.

The app groups items into **categories**. Move between categories by swiping across the top bar or use the Categories button to jump between categories (at bottom left).



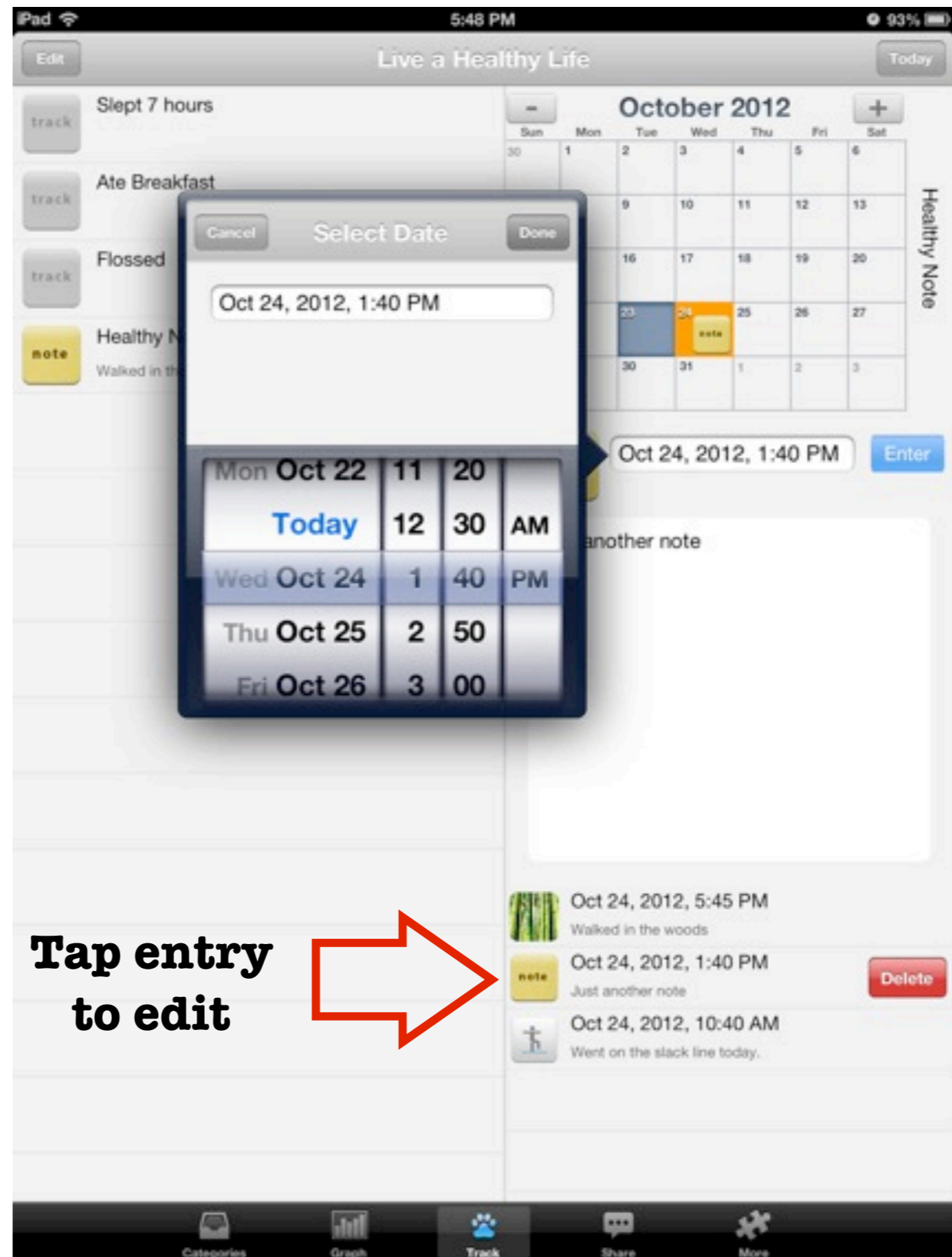
# Editing and deleting entries

All entries appear below the calendar (vertical orientation) or to the right of the calendar (horizontal orientation). Just **pick an item** from the left and **pick a date** from the calendar.

**Tap on the entry to edit** it. Tap the date to change day or time. When done **tap Enter**.

**Swipe left right** across an entry to **delete** it.

You can add a one-line note to each entry by tapping the note text box. There are also Note item types that capture multi-line notes + photos.



# Adding new items

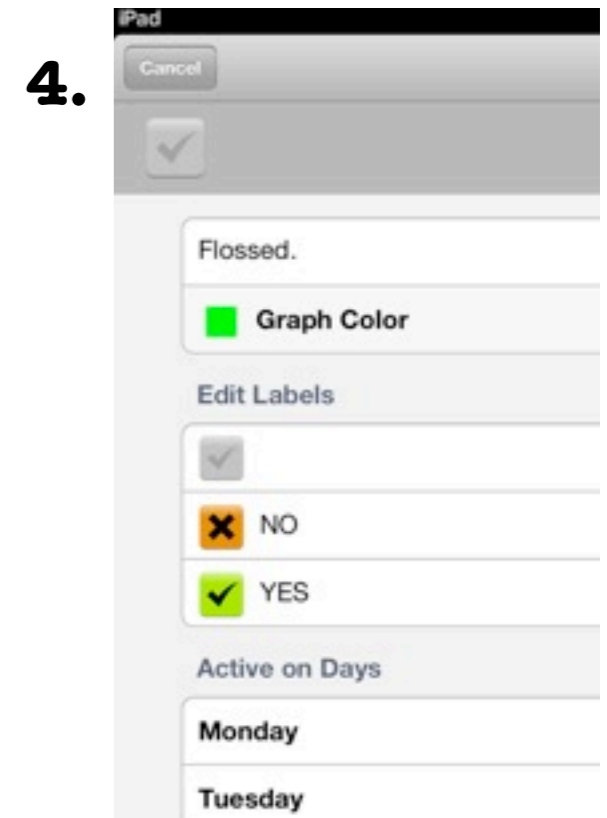
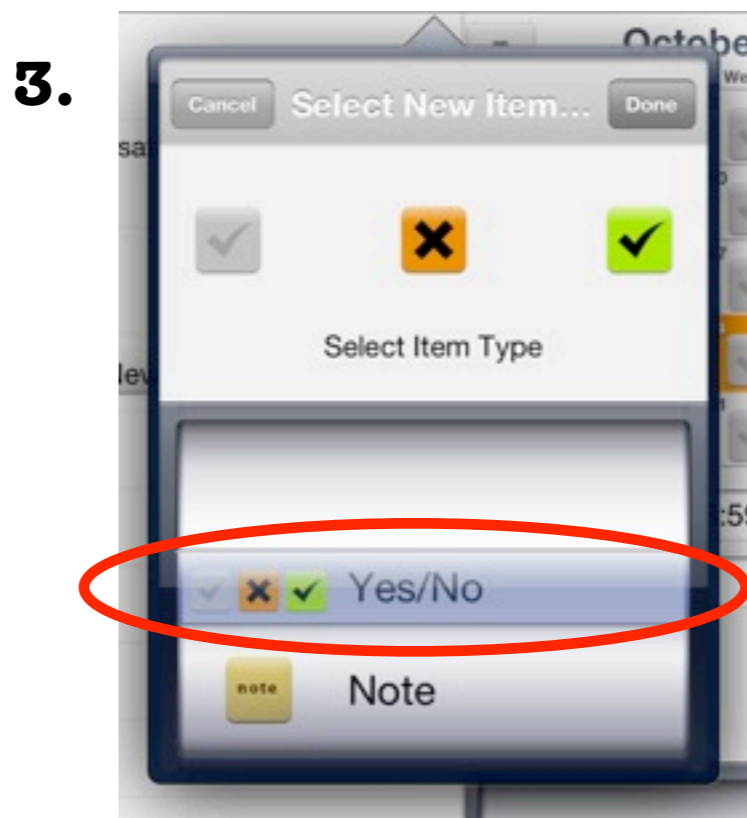
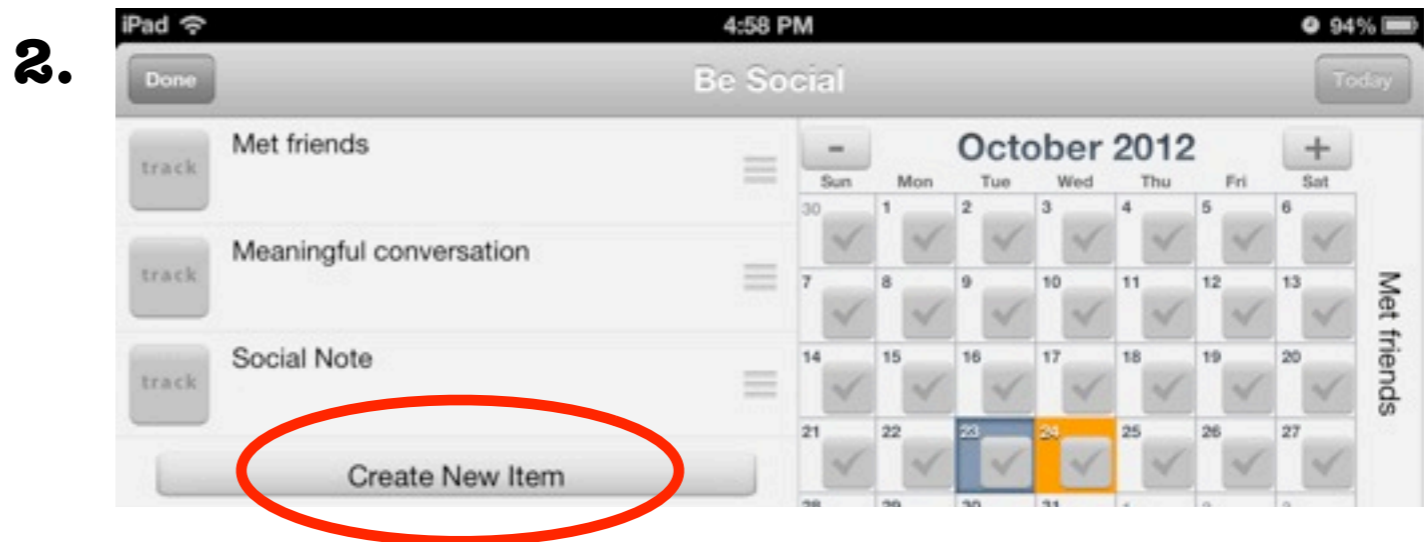
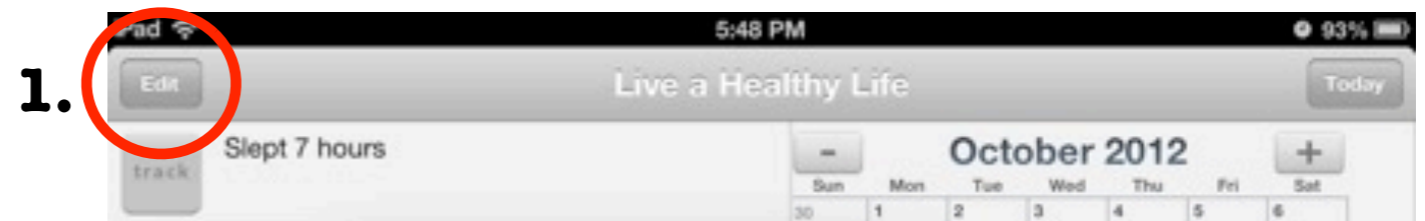
You add a new item by tapping the **Edit** button on the Track view. Then tap the **Create New Item** button. Pick one of several item types offered.

To add Visual Scale item types to this selection (pain faces, weather icons...) please look for in-app purchase in the More view.

Give your item a **name**. For Yes/No items select the week days you want to track. For other items select a **goal**. For Number items you either **add entries up**, eg, servings of coffee or not, eg, your weight. For Number items you can also set a **unit**, eg, lbs, servings, steps.

When setting a goal for Visual Scales items make sure to tap the blue Select Goal button when done.

Pick in which **categories** your item should be displayed. Tap Save, start tracking.



# Customizing items

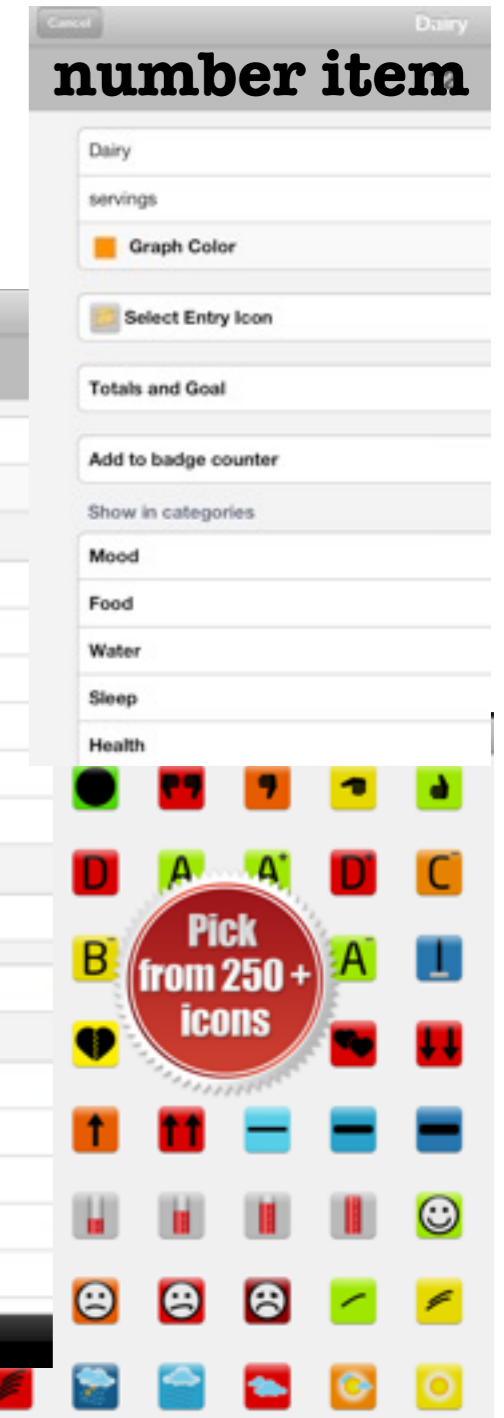
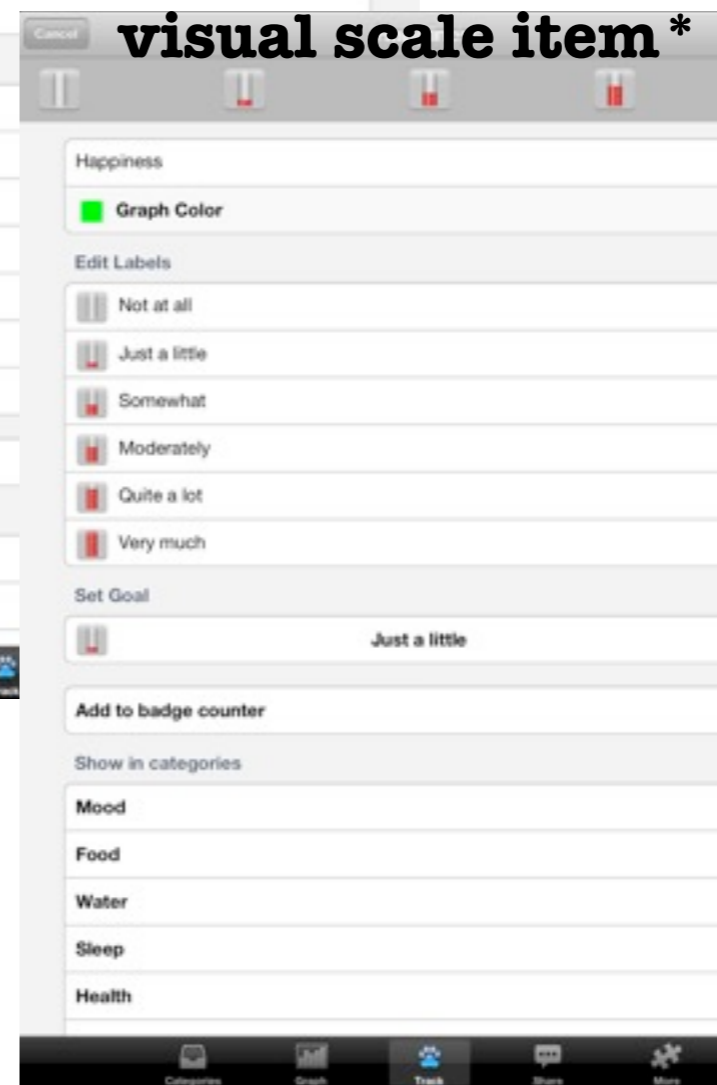
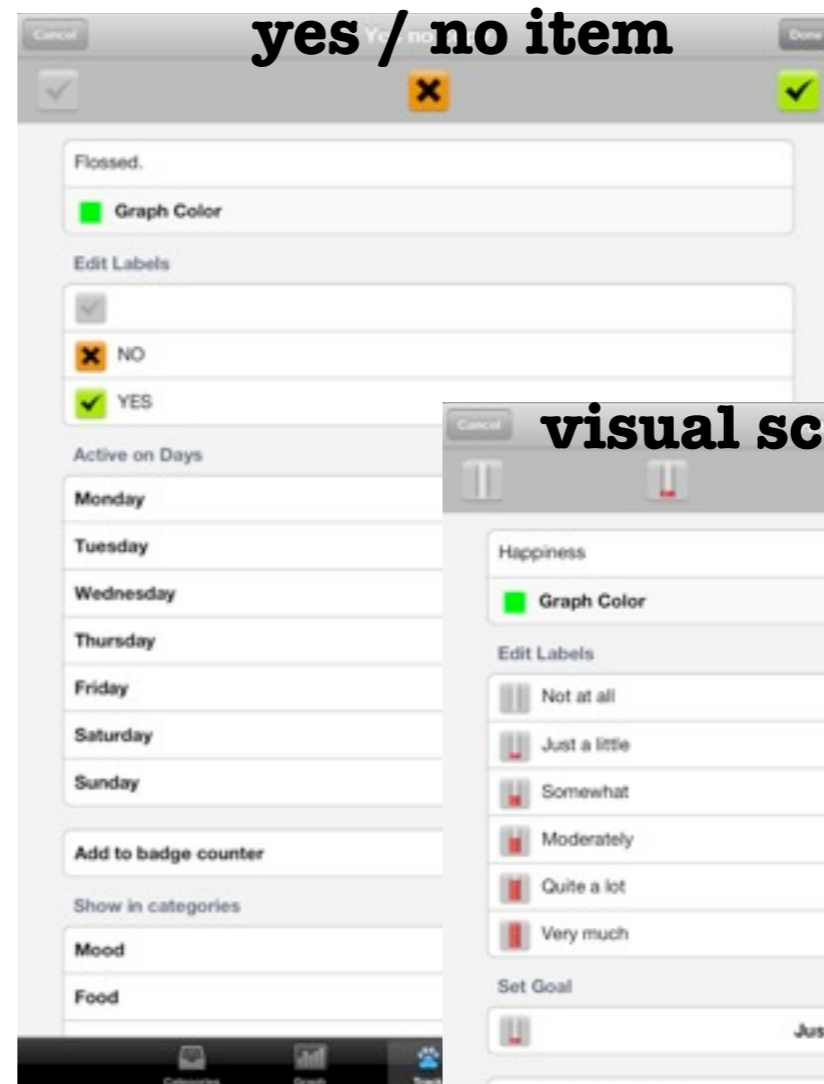
All items that come with the app and those you add yourself can be fully customized.

Tap the **Edit** button, then tap the item you want to edit.

Now, any icon can be replaced. **Tap on a default icon.** Select from a list of available icons that come with the app, pick from your photo library, or take a photo to be used as an icon.

Tap any icon **label** to replace the text.

When done customizing, make sure to **tap Done** and keep tracking.

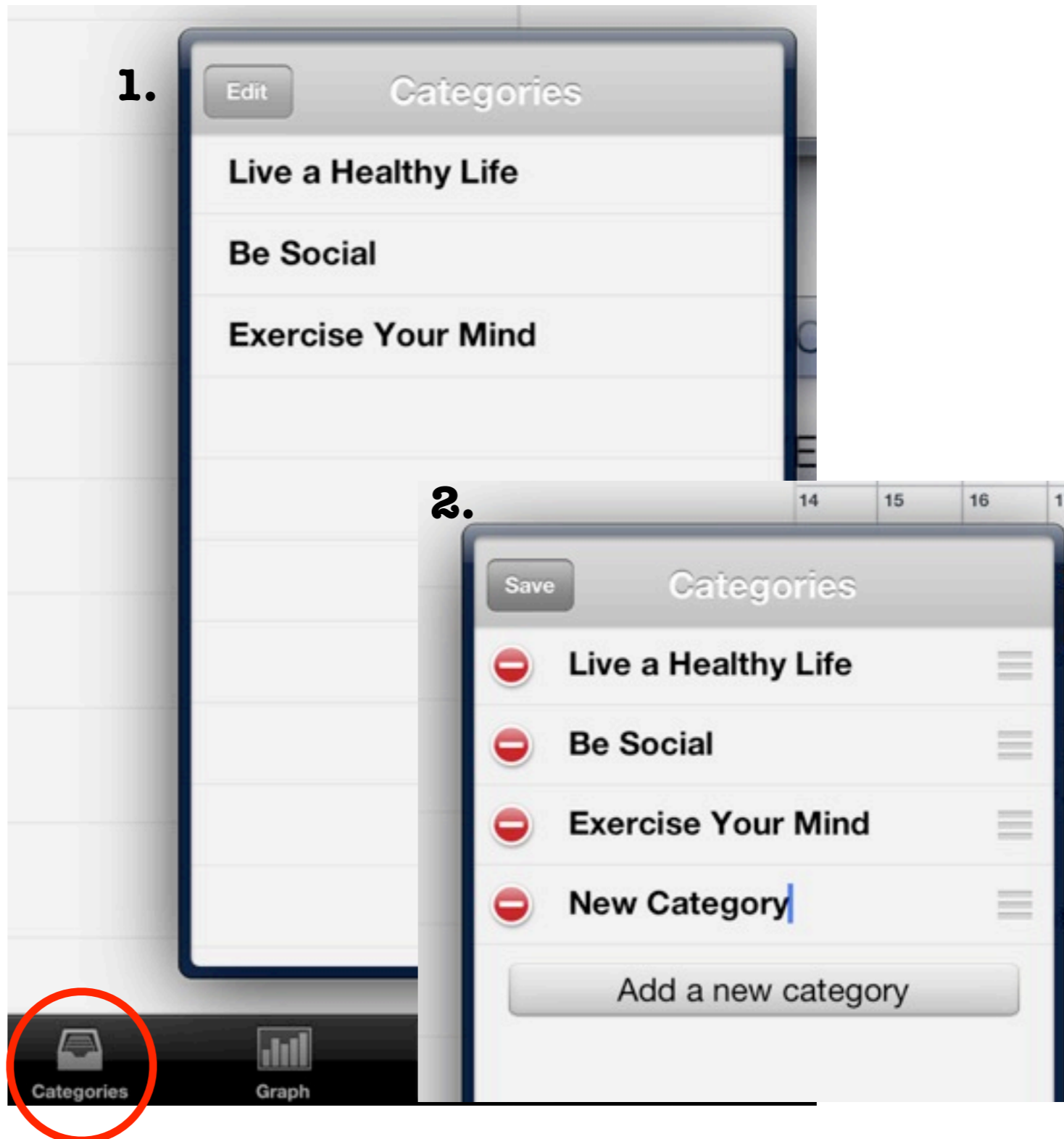


\* visual scale item via in-app purchase in Habits Pro

# Adding, editing categories

**Categories** allow you to organize your items in groups that matter to you. Habits Pro comes with three categories already set up: Live a Healthy Life, Be Social, Exercise Your Mind. **An item can be displayed in several categories** - see item set up.

To edit or add categories, tap the Categories button, tap **Edit**, tap a category to rename it, swipe across it to delete it. Tap the **Add a New Category** button to add categories. Tap save. To add new items to your new category see Item Set up.



# Using multi graphs

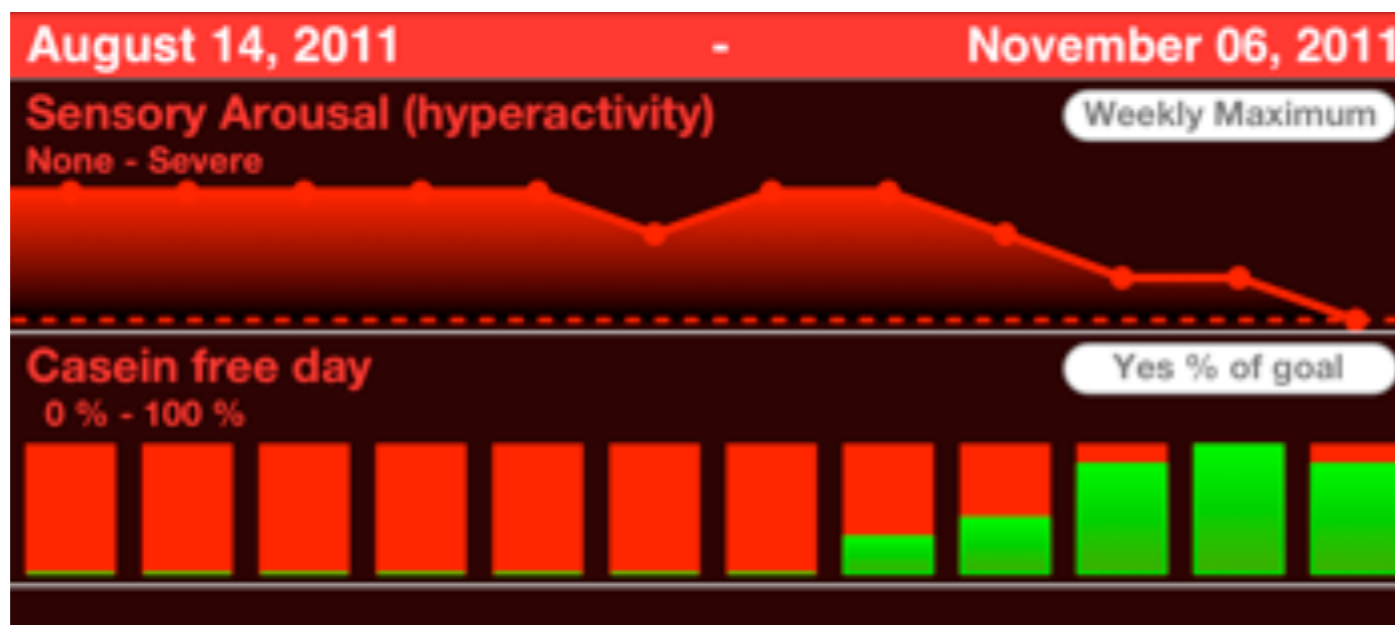
Multi graphs allow you to compare graphs of several items. The **order of graphs** is the same as in the Track view. To reorder graphs, just reorder the items on the Track view (use Edit).

Graphs lets you explore your data in many useful ways. Select **daily**, **weekly**, or **monthly** views. Choose between **min**, **max**, **average**, last. **Tap the middle** of each graph to cycle between **bars** and **lines** (with / without **trend lines**). Icon graphs are also available for visual scales. Yes / No items show as **percentage bars**.

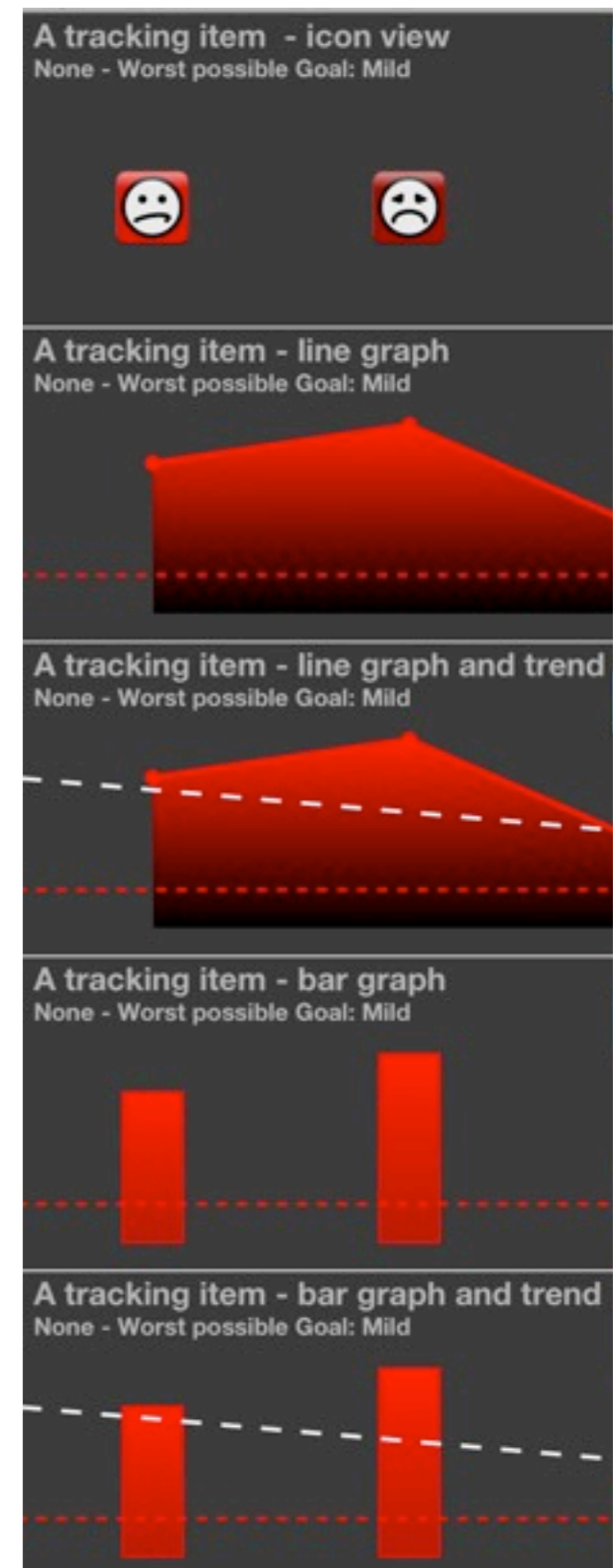
**Date ranges** are displayed on top. Swipe left / right to move back / forth in time.

**Tap the left** of a graph to get to a large view.

example



## graph types



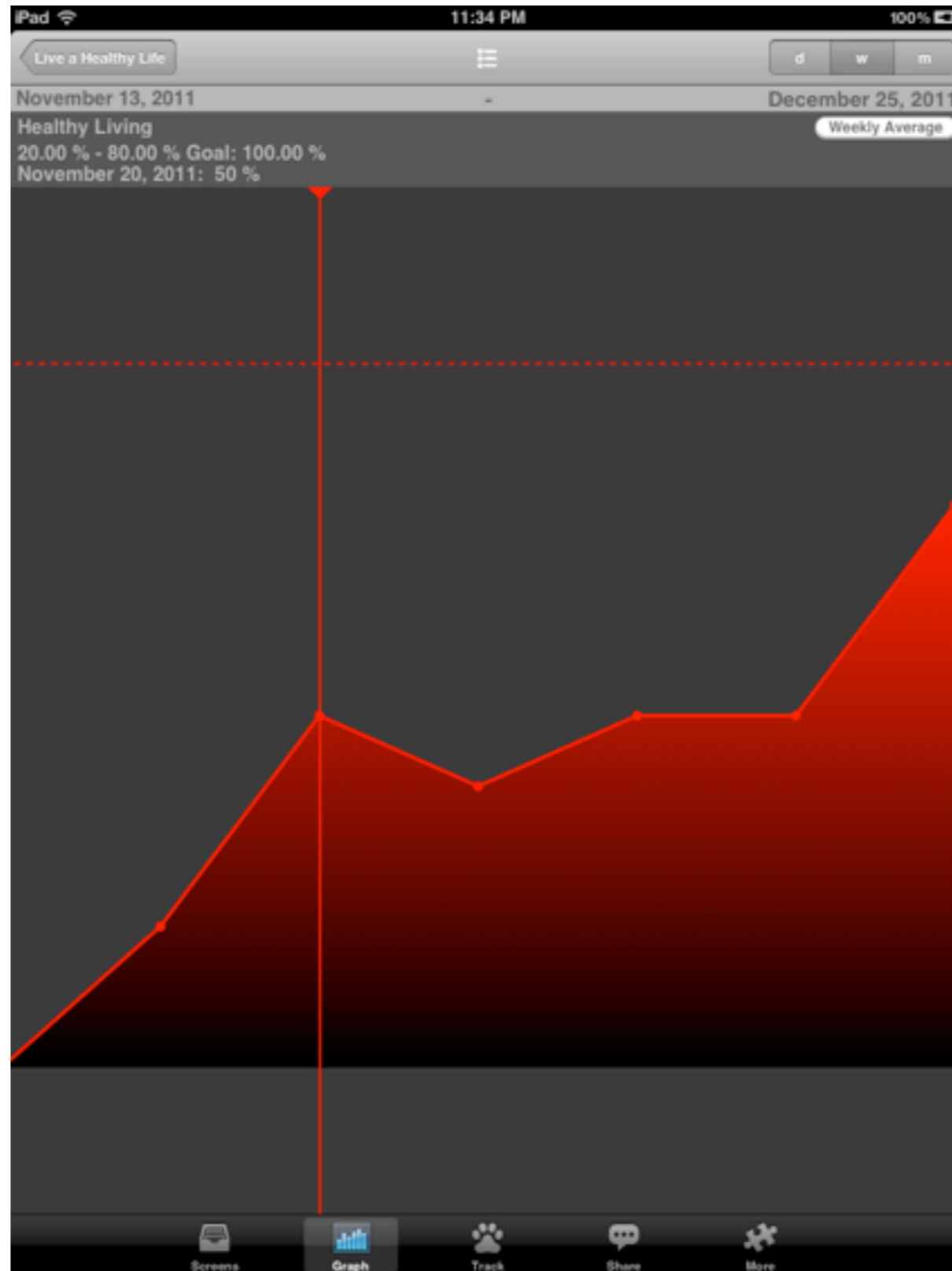
# Using large graphs

Large graphs let you explore the data for one item in more depth.

**Pinch** the graph to zoom in/out.

**Swipe** left/ right to move back/ forth in time.

Move the red **slider** to read out dates and values.



# Sharing insights

You can share your tracked information in many ways. Pick the way that works best for you.

Share single entries via **Twitter**. Tap the **Items** button to tweet entries.

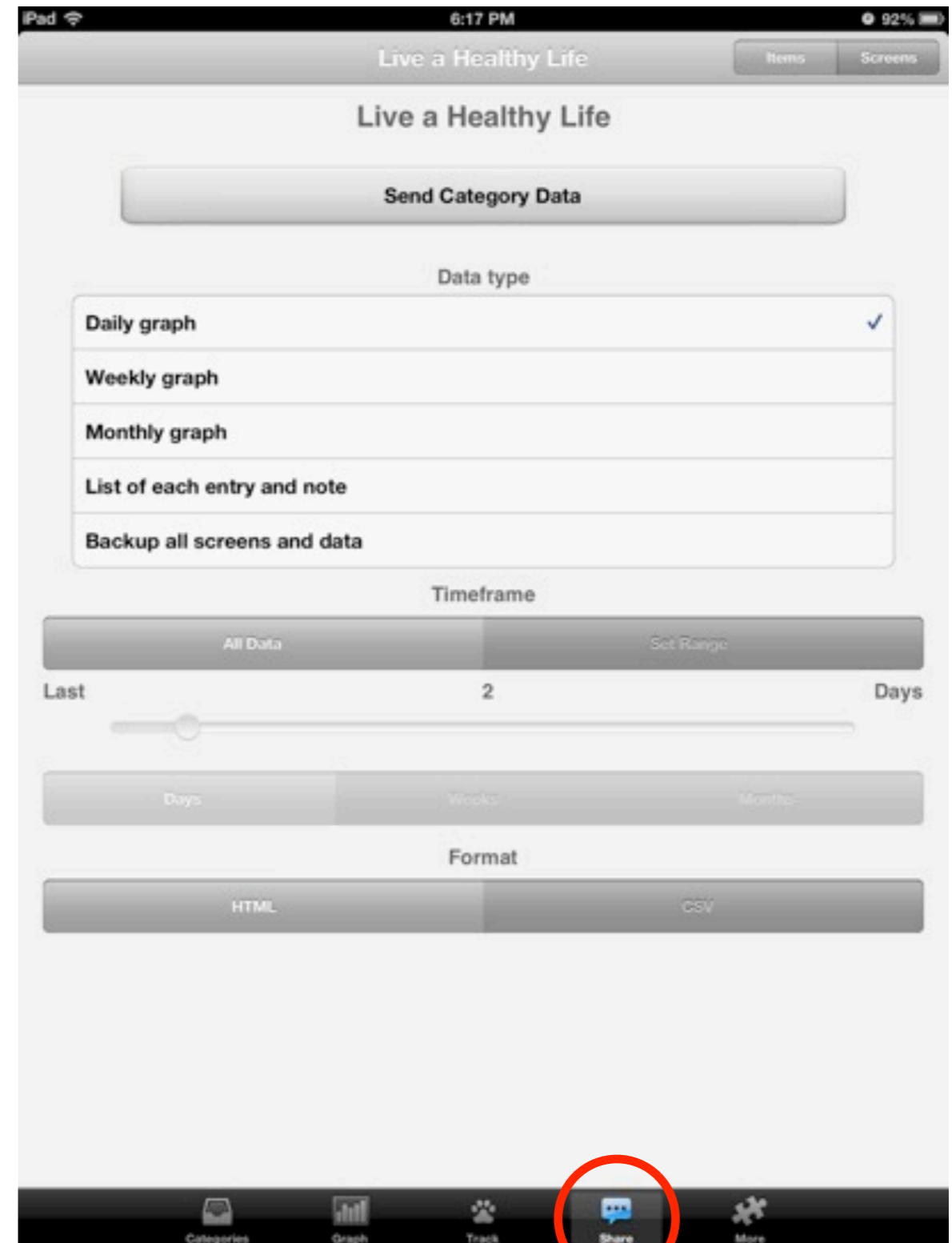
Share the data of entire categories via **spreadsheets ready to graph**. For that pick Daily, Weekly, or Monthly graph.

For sharing tables of each entry and note pick **List of Each Entry and Note**.

Select a **time range** for your data.

Pick **HTML** format to display the tables in email, or pick **CSV** format to attach spreadsheets that can be opened in Excel.

For sharing an entire backup with someone else or to safeguard your data, pick the **Backup** option.



# Making and restoring backups

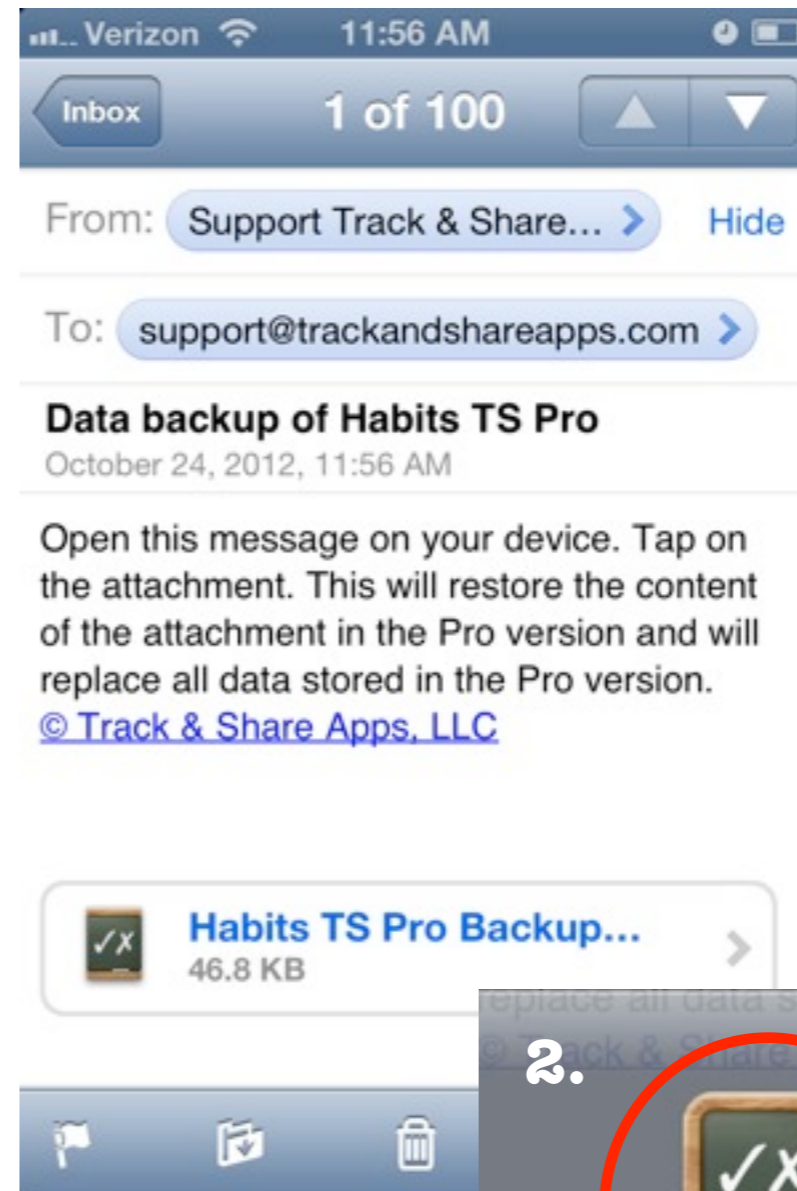
Make backups via the Share view. Send the backup **email to yourself** for safe-keeping.

To restore a backup look for the backup email in your inbox.

**Tap the attachment** and pick **Open in Habits Pro**. The backup data will replace any data that is stored in the app.

Some folks use the backup feature to **share** data. This way the recipient can explore your data the same way you do - using all the interactive graphing features the app offers.

1.



2.



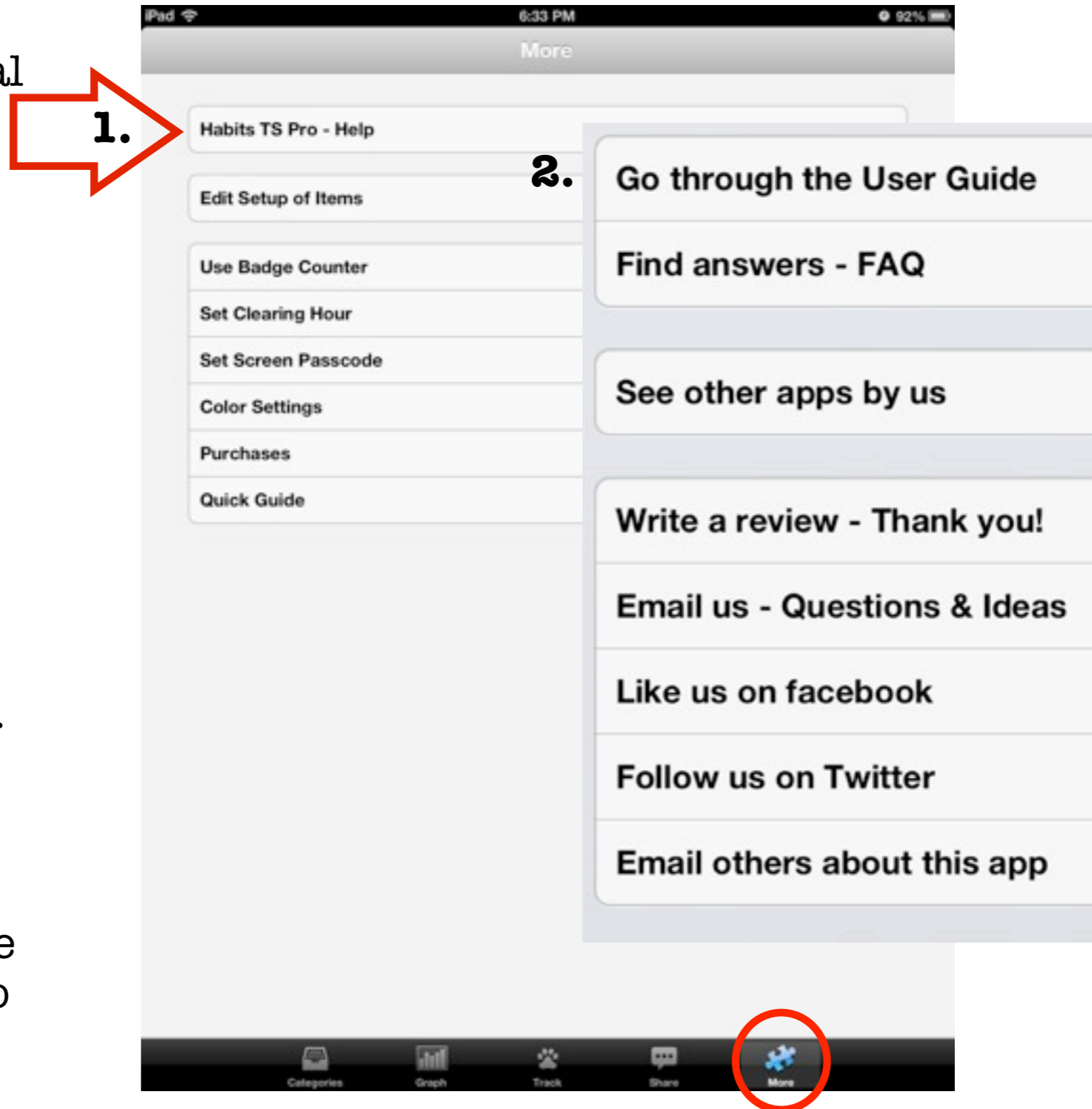
# Getting help

The **help button** on the More view offers several options to get help:

- Online user guide
- Quick help
- FAQ
- Support via email
- Website address

There is also a link here to **review the app**. We appreciate reviews from happy customers.

If things don't work the way you'd like to, please let us know via **email** to **get personal help** and to **make suggestions**.

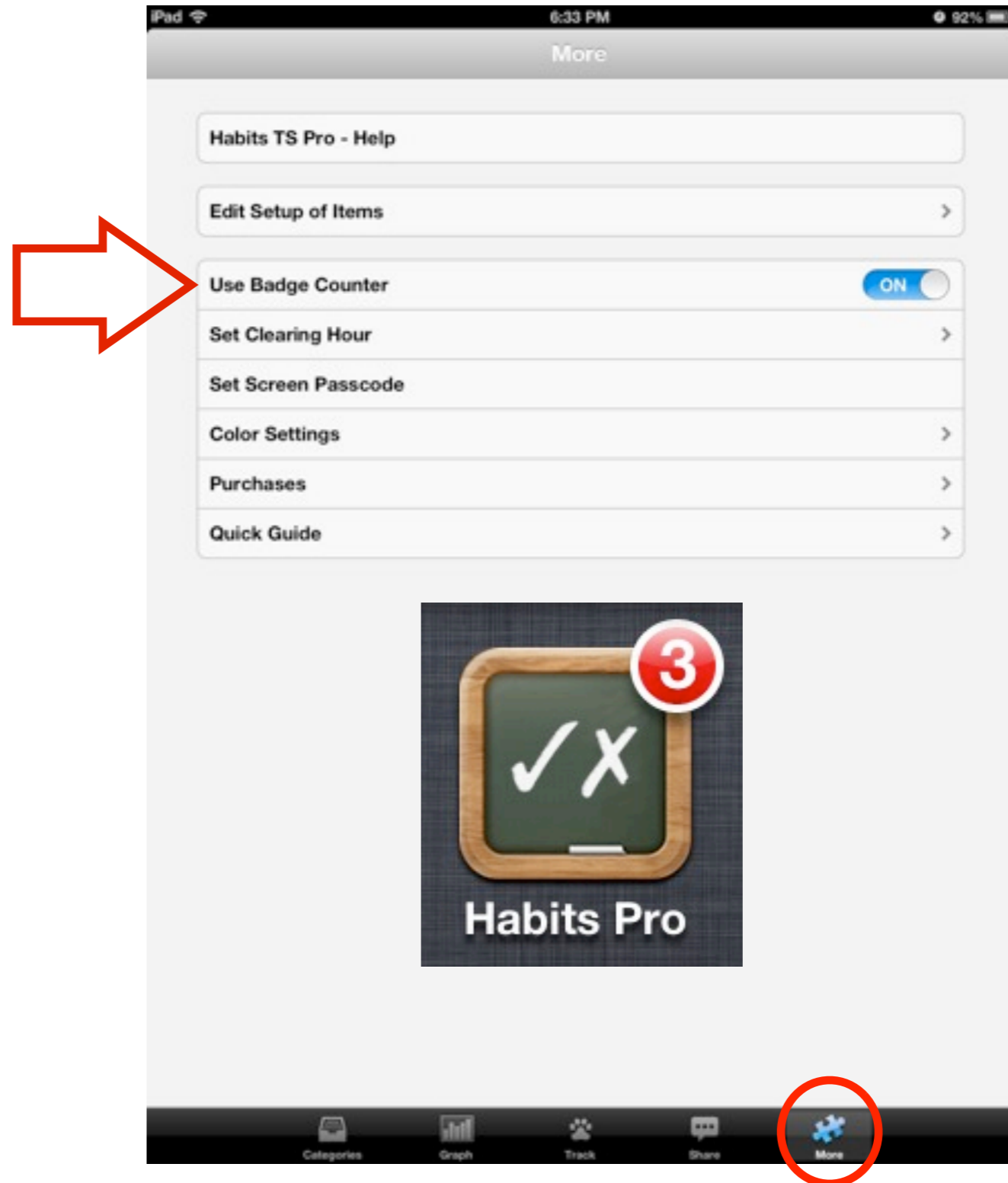


# Using badge counters

The badge counter is the **red circle** that appears on your app icon when you have items that need an entry for the day.

The number in the circle lets you know **how many items need an entry**. Each of those items has a greyed out icon.

Go to More to turn the badge counter **on/off** for the entire app. You can **add** individual **items** to the badge counter when you set up or edit items.

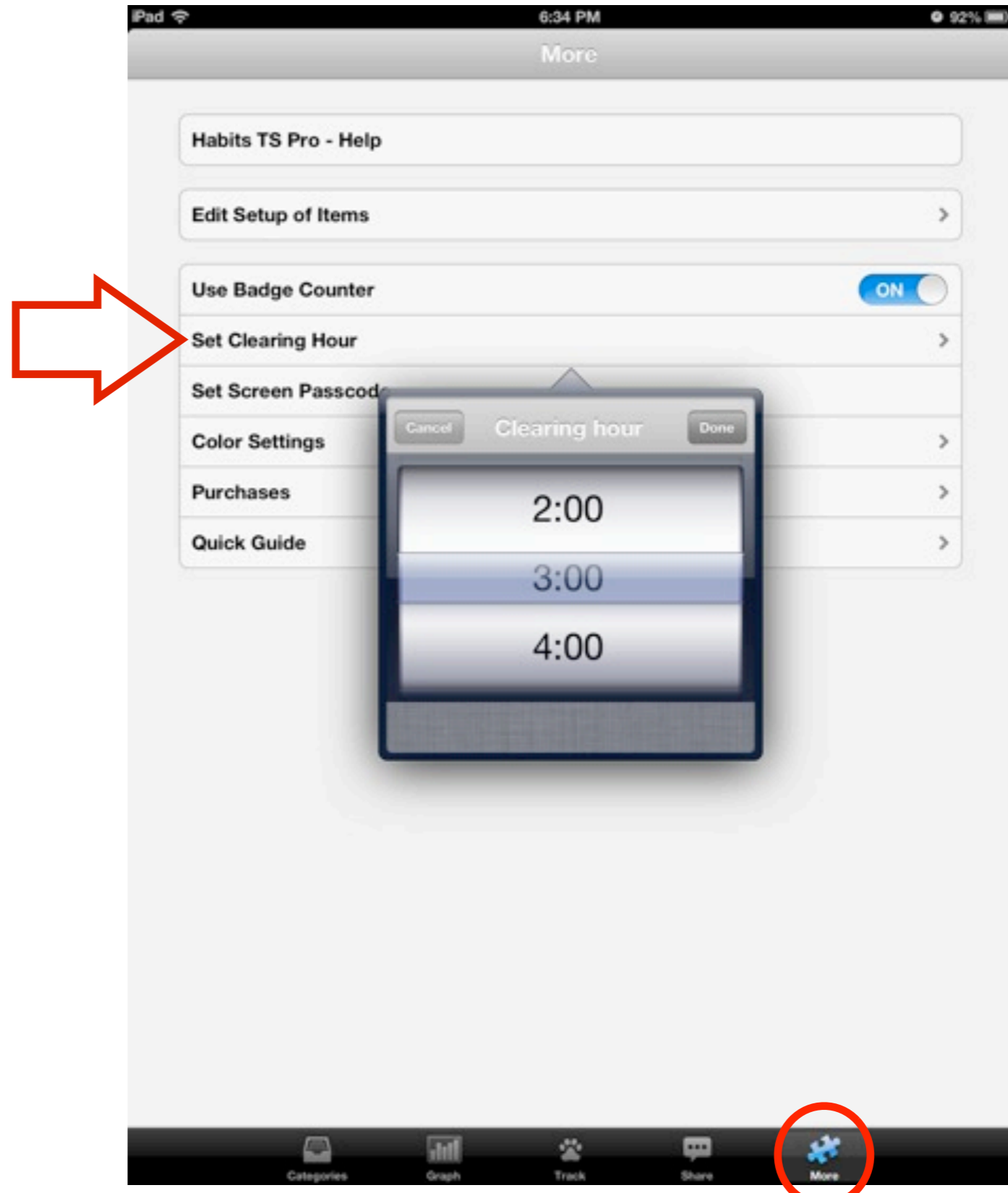


# Set when your day ends

We added a **Clearing Hour** feature for those folks who go to bed **after midnight** and want to make sure that all data entered before going to sleep counts for the same day.

For example, if you set the Clearing hour to 3:00 (AM) then all entries made between midnight and 3am **count for the previous day**.

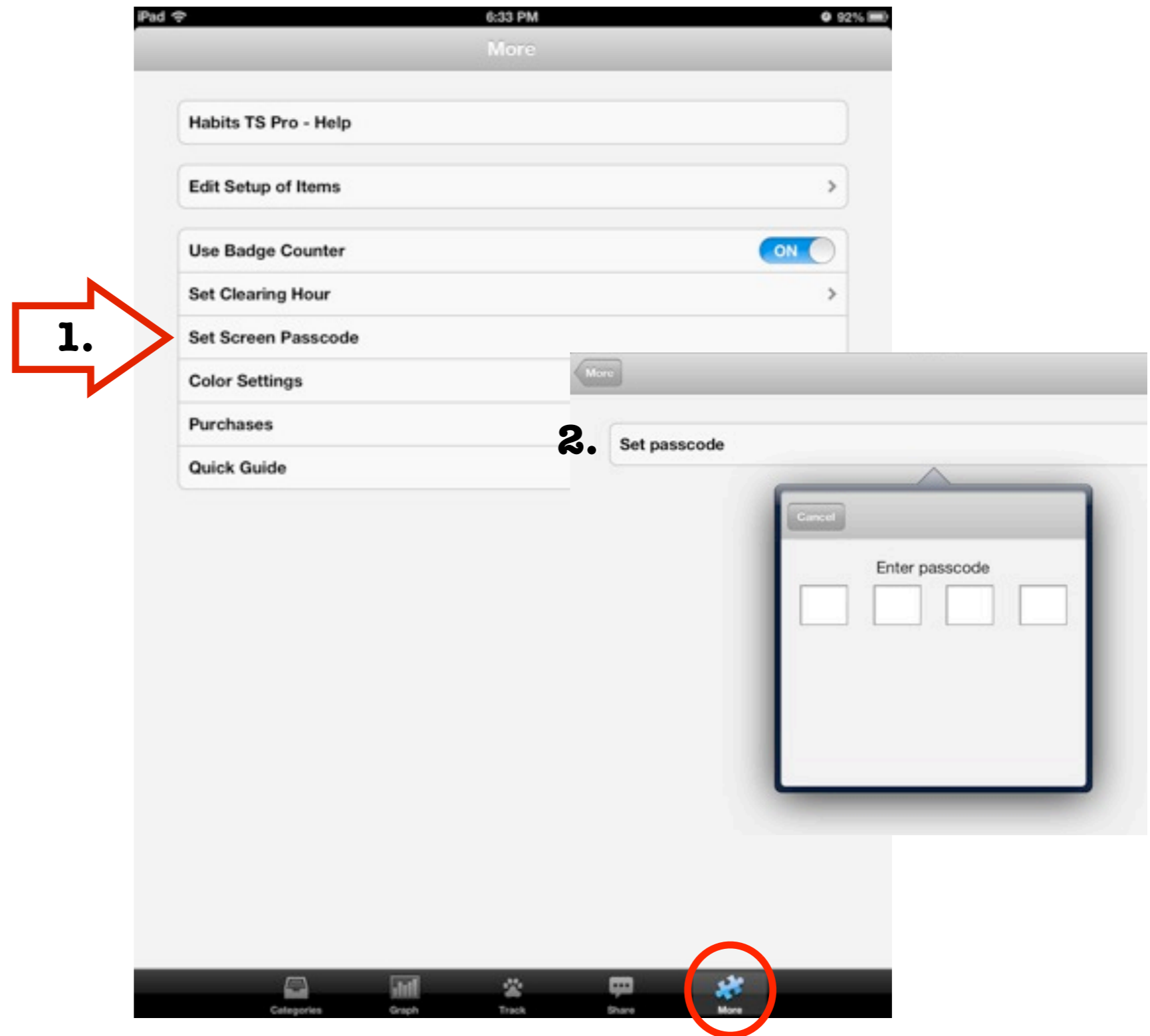
The app always creates a correct time stamp, changing the Clearing Hour only changes **how the data gets displayed and added up**, it never changes the actual time stamp.



# Protecting your data

On More, tap  
Set Screen  
**Password** to  
protect your  
data with a four  
digit number.

This is also the  
place to turn  
the passcode  
off.

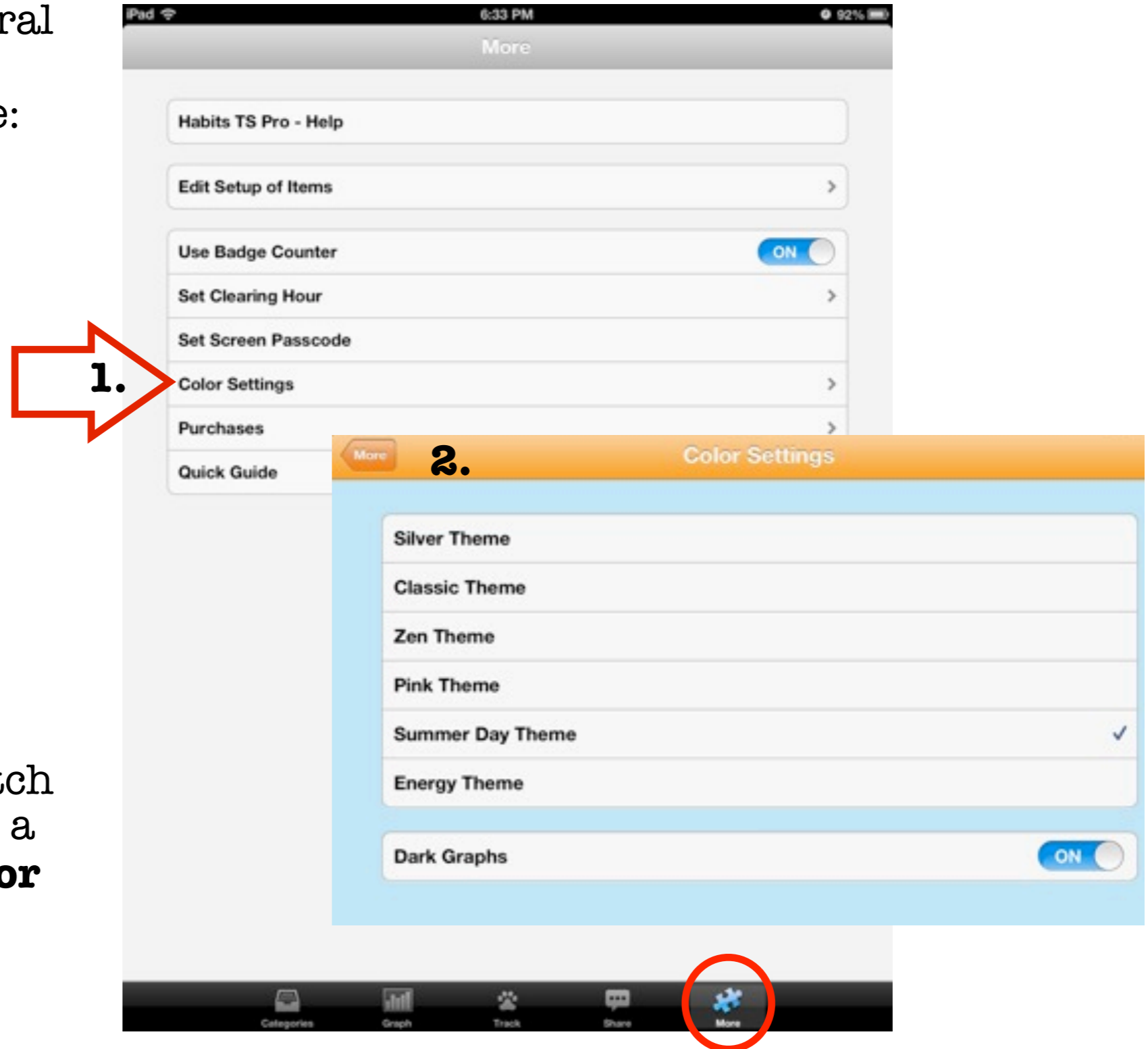


# Pick your color theme

The app offers several **color themes**. Pick your favorite theme:

- Silver
- Classic
- Zen
- Pink
- Summer Day
- Energy

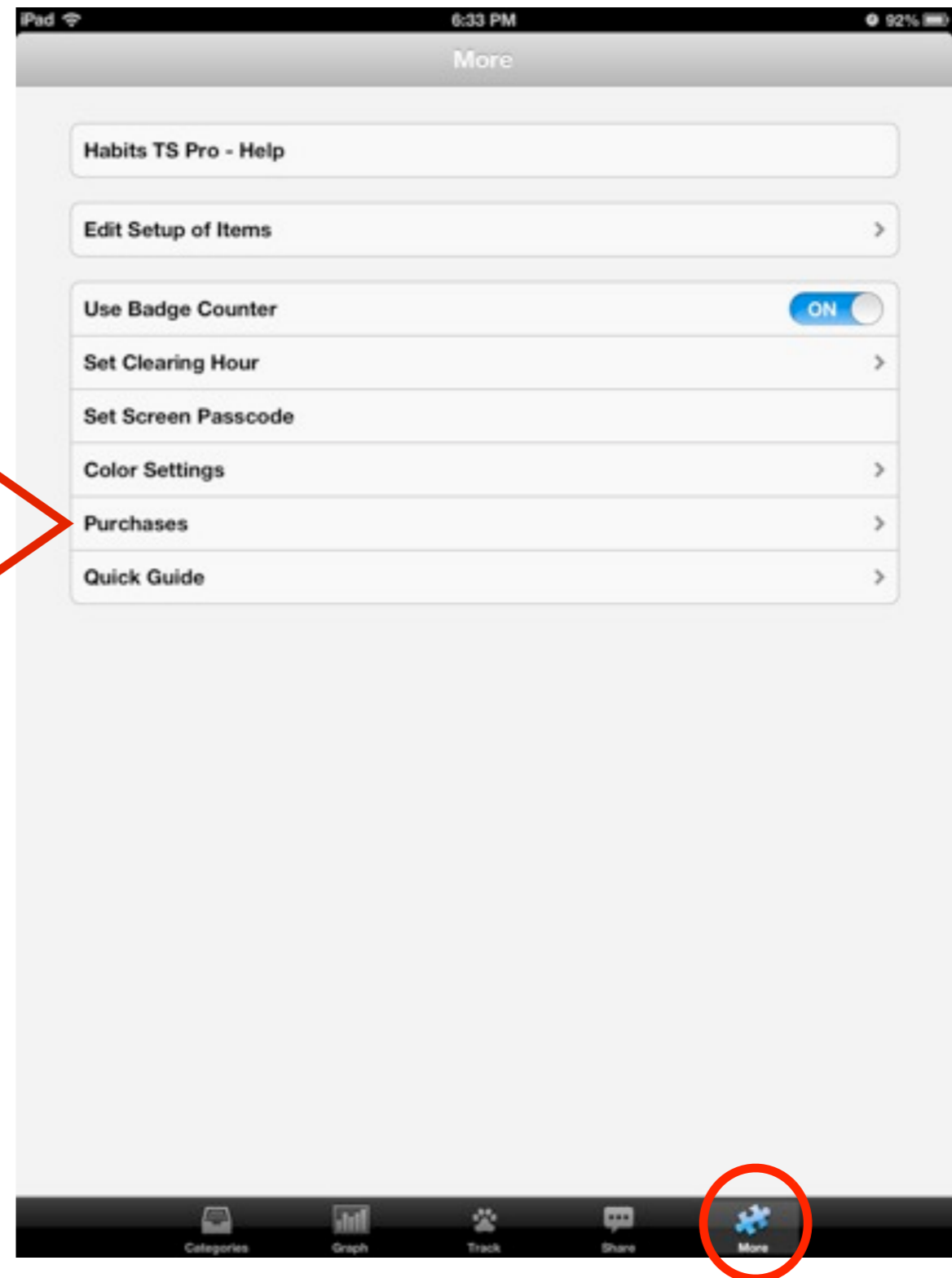
The Dark Graphs button lets you switch between a light and a dark **background for graphs**.



# Visual Scales in-app purchase

If you would like to add **Visual Scales** to Habits Pro then please look for **Purchases** on the More view. The app will take you through the purchasing steps.

This transaction is handled by the App Store in the same way you bought the app. Developers do not receive any personal information about you.



# Some Links

Track & Share website with news

<http://www.trackandshareapps.com>

Facebook fanpage for Track & Share Apps

<http://www.facebook.com/ClickPod>

Twitter page for Track & Share Apps

<http://twitter.com/trackAndShare>