WELCOME TO

Break

USER'S GUIDE

inspiringlife.co/break.html

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Data accuracy

Inspiring-Life Technologies Pvt. Ltd. makes a good-faith effort to ensure this manual is accurate and up-to- date. Some mistakes may make their way in, however. Please send any corrections or suggestions for improving this guide to info@inspiringlife.co.

Technical support

If you are experiencing any problem using Break, please visit the support section of our website. You may also contact Inspiring-Life Technologies App Support directly by sending an email to info@inspiringlife.co.

General contact information

If you wish to contact Inspiring-Life Technologies Pvt. Ltd. for any reason other than those stated above, please send an email to info@inspiringlife.co.

System requirements

Break will run on any Intel–based Mac running OS X 10.10 or later. It is recommended that you have at least 4.0 GB of RAM on your system. The amount of hard drive space required depends on the amount of information you store in the app.

Links

Break Website: http://inspiringlife.co/break.html
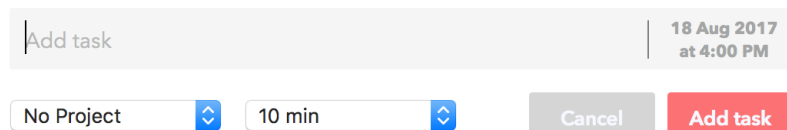Support: http://inspiringlife.co/break.html#support

Introduction

Break is a simple task management app which you can use to schedule tasks and keep track on how much to time each task takes you to complete. Just open the app and keep it running in the background. Break will help you to be organized and prioritize the order of your tasks.

You can use Break in two ways. Scheduling your task before hand or adding tasks in real-time.

Scheduling

You can add and store your tasks on Today. Or you can also choose a date for your task at the time of adding. Simply start the clock of a task when you actually start doing it. Finish it when you are done. You can repeat the same process for multiple tasks in a day and see how much you have invested for each task when you finish your shift.

Quick Add Task

| Add task | 18 Aug 2017 at 4:00 PM |

| No Project ⇅ | 10 min ⇅ | Cancel | Add task |

Press ⌘+N
to open Quick Add

Real-time

On situations where you don't have any schedule tasks for day, you can add them in real time. On the course of your daily work, a small pop window will appear from the Status menubar after a specific time interval, to ask you what are you currently doing. Add your current task as a task entry and move on with your actual task. Mark task as Completed when you are finished doing it and start a new task.

Once you get habituated and get the hang of it, you will definitely stick to it for a really long time.

How to add task?

To add a task, please open the app and click on the plus button at the top right corner of the app. It will open a Quick Add Task window from where you can add your task.
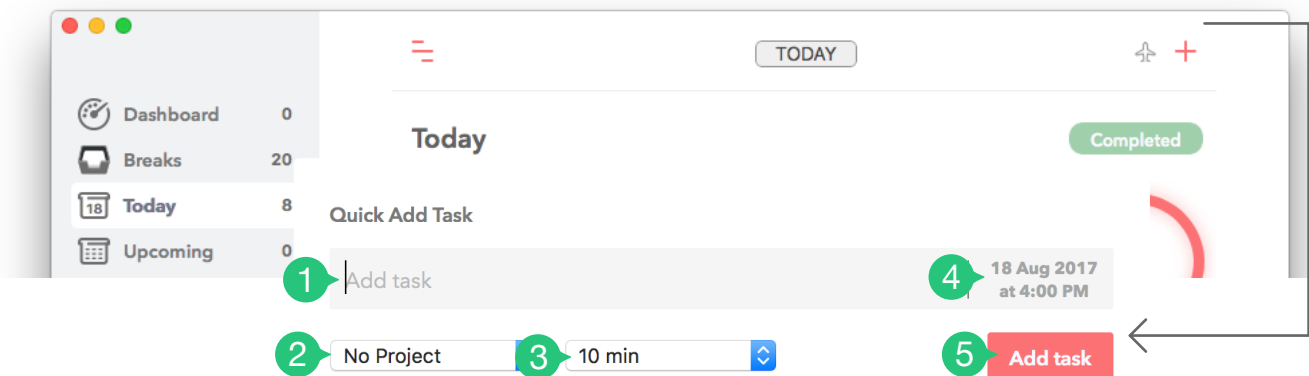
### 1 ► Task name

Please type you task name first.

2 ► Select A Project

If the task that you are adding comes under a project, you can select the project from here. You will have the complete list of all the project that you have added in the app. This task will show up under that Project. If it does not come under any task, than keep it as "No Project".

3 ► Choose time duration

Please select how much time should it take to complete the task.

After you start the task and the time is over, you will be asked from the Status Menubar if you have finished it or not. If not, you can add more time to the task right from the Status Menubar.
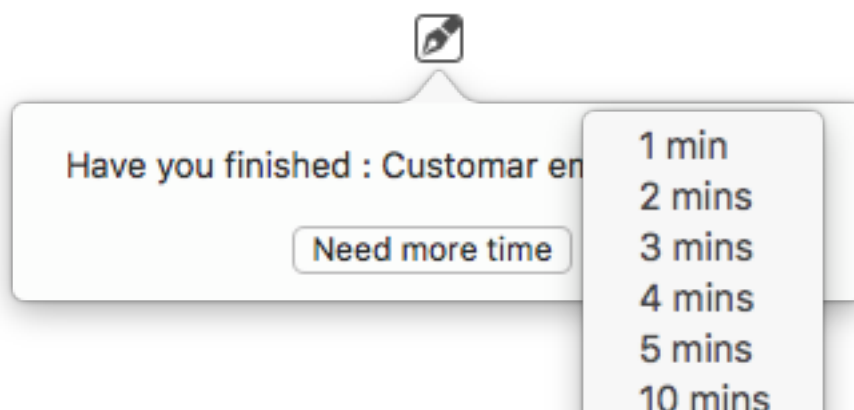
4 ▸ Select task date and time

To schedule you task for a different date other than Today, Please click here and select new task date and time from the pop up window.
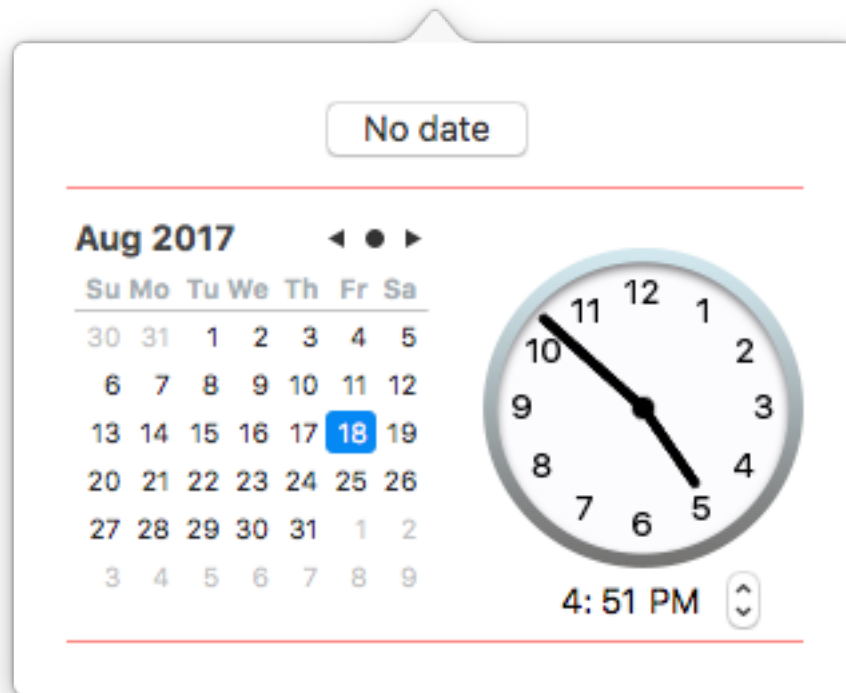
If you are not sure about the task date or time as of yet, you can click on No date at the top. The task will get saved, without being assigned to any date, and can be seen in Anytime section. You can edit the task later and re-assign it to a date that you have planed to do it.

5 ▸ Save task

Click on Add Task button to save the task in the app.

Start a Task

After you are done with adding all your tasks. you can start task by simply clicking on the red circle. The clock for the task will start.
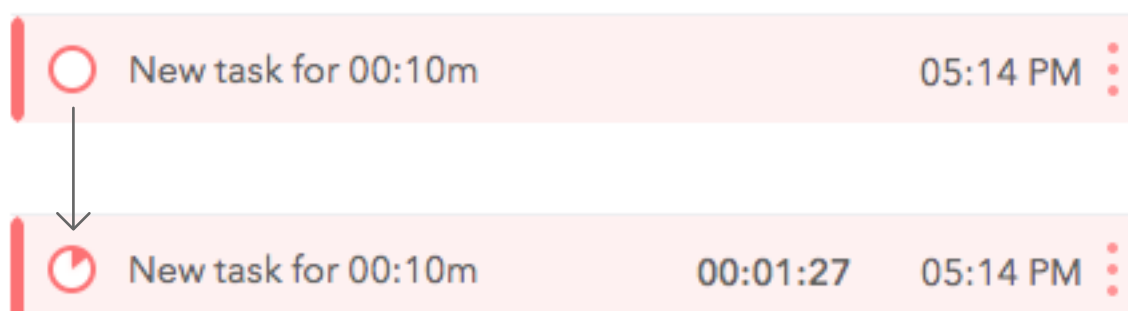
Mark Task as complete

When you are done with the task before the specified time, please comeback to the app and click on the circle again to finish it.
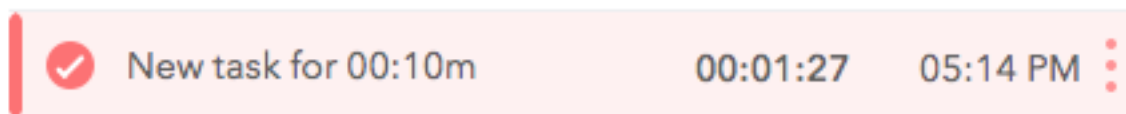
How to add Project?

To add a project, please hover over at the extreme bottom left corner of the app. Please click on the " + New Project" label. Type your project name and press Return from the keyboard.
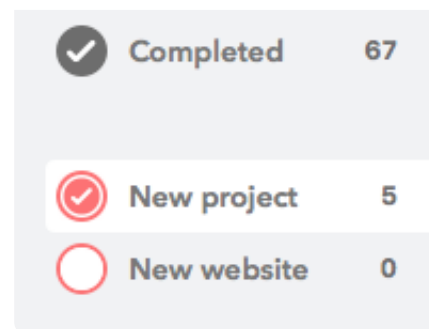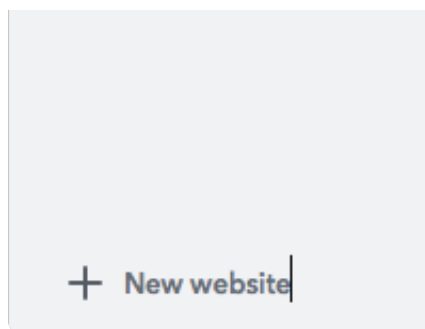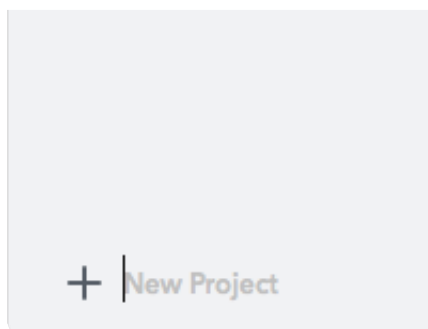

How to add task under a Project?

After you are done with adding a new project, you will see your new project at the left bar. Please select your project name under which you want to add task. Please click on the plus button at the top right corner of the app to add a task.

App Preference

You will have access to more features in the Preference window. Please go to the App Preferences and discover more tools and features.

How to open App Preference

You will have access to more features in the Preference window. Please go to the App Preferences and discover more tools and features.
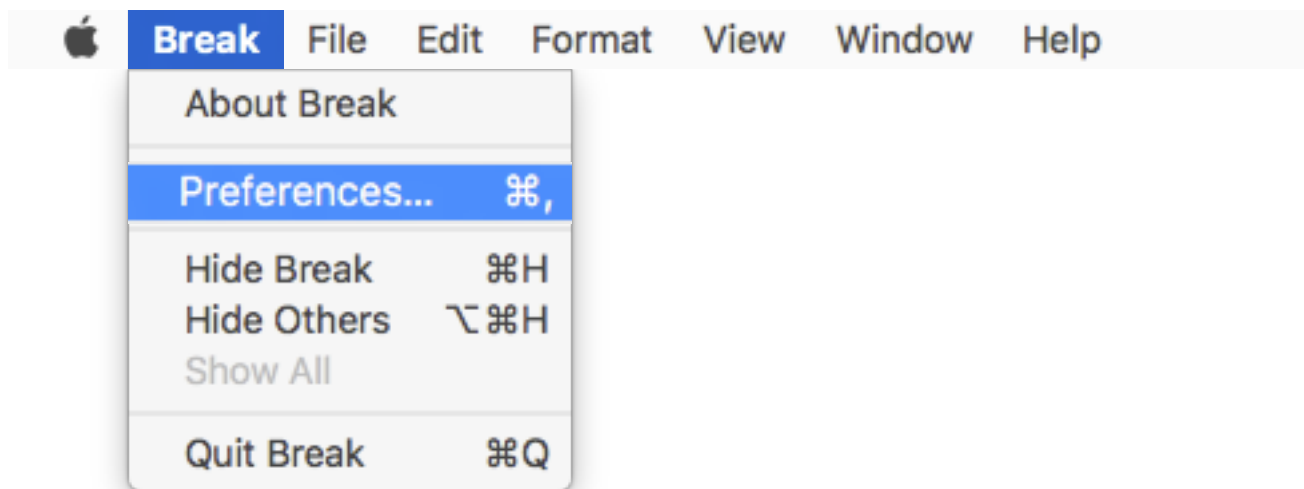
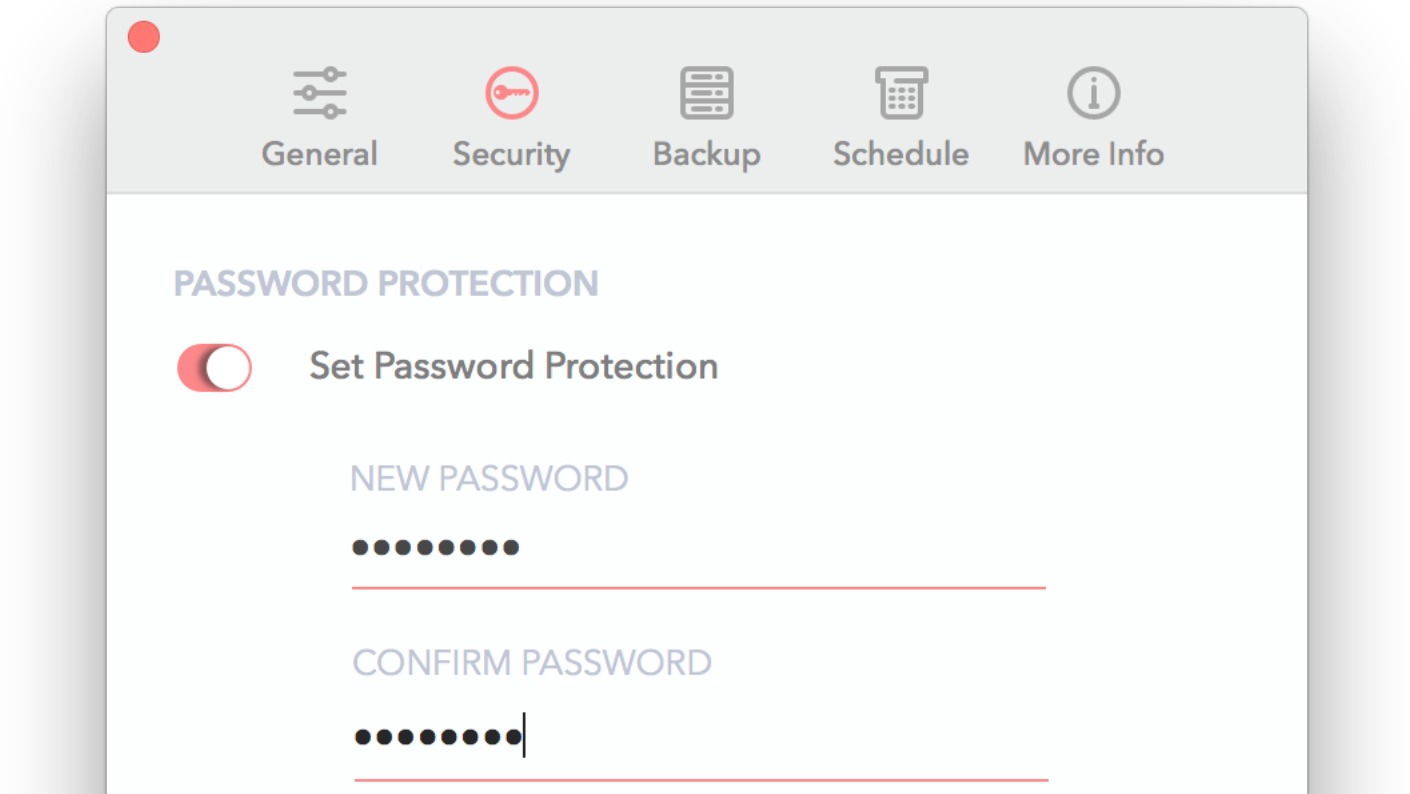You can also press ⌘+, (command and comma key together) to open the Preference window.
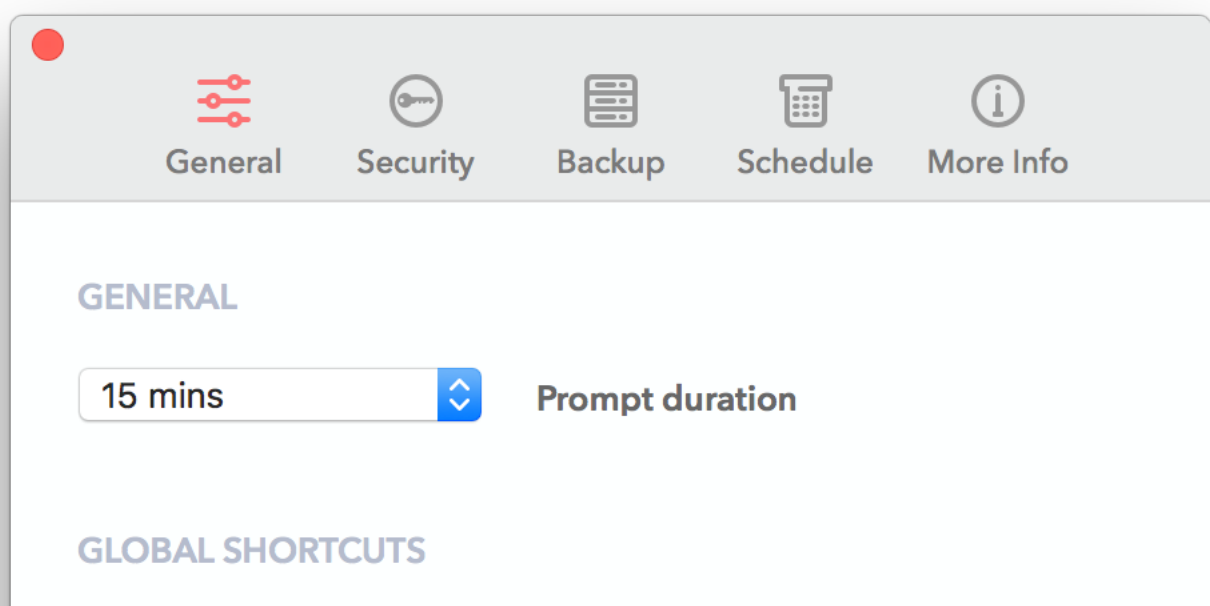
General

In the General Tab, you will find settings for customizing automatic prompt time interval.
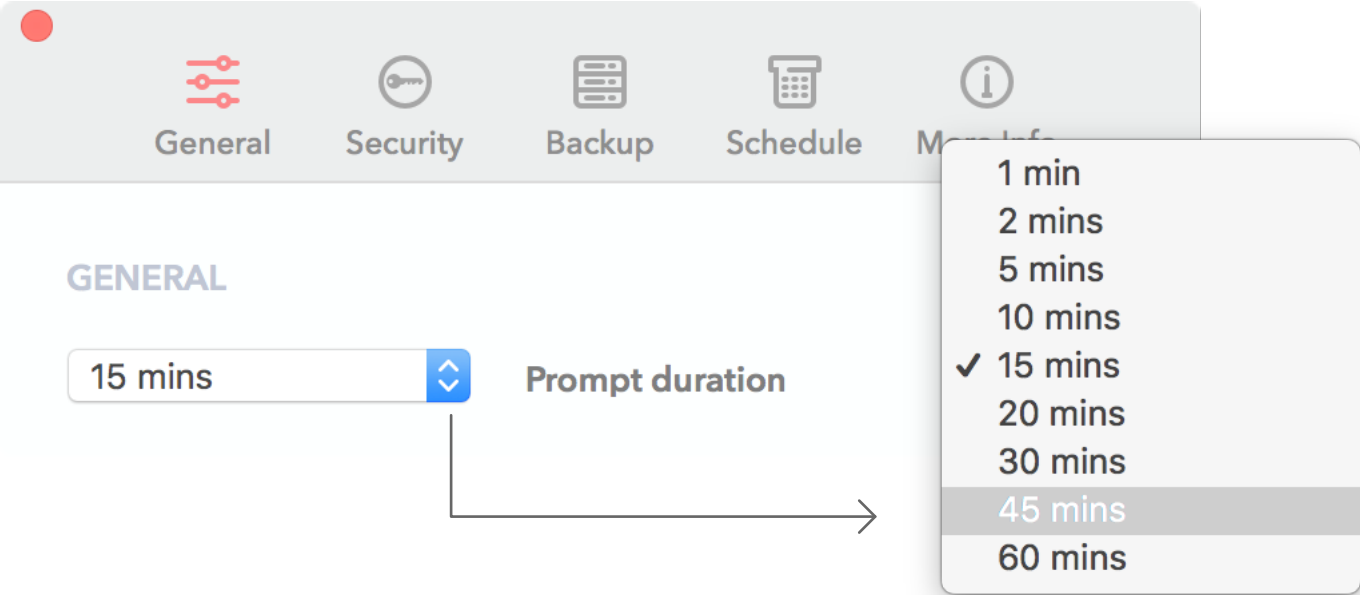
Security

You can protect your data by simply putting a password in the app. If you turn the password protection on, you will have to give your password before you open the app.

Backup

The backup tab will have all the backup and restore data related options. You can enable or disable taking backup your data automatically. you can manage your data with

> *Do not delete backup
> *Delete Backup after 10 days
> *Delete Backup after 30 days

You can take manual backups and manual restore of your data or choose Restore from list of automatic backup.

Schedule

The schedule tab has options to set your working time to get the prompt to take data. This will help to understans when prompts will ask you about what you are doing. You can start your day with checkbox and provide your start and end time of work shift. On holidays you uncheck the day to ignore automatic prompt.

| General | Security | Backup | Schedule | More Info |

SET YOUR DAILY WORKING HOURS

Sunday	☐	9:00 AM ⌄	to	6:00 PM ⌄
Monday	☑	9:00 AM ⌄	to	6:00 PM ⌄
Tuesday	☑	9:00 AM ⌄	to	6:00 PM ⌄
Wednesday	☑	9:00 AM ⌄	to	6:00 PM ⌄
Thursday	☑	9:00 AM ⌄	to	6:00 PM ⌄
Friday	☑	9:00 AM ⌄	to	6:00 PM ⌄
Saturday	☑	9:00 AM ⌄	to	2:00 PM ⌄

Break

Thank you for choosing Break