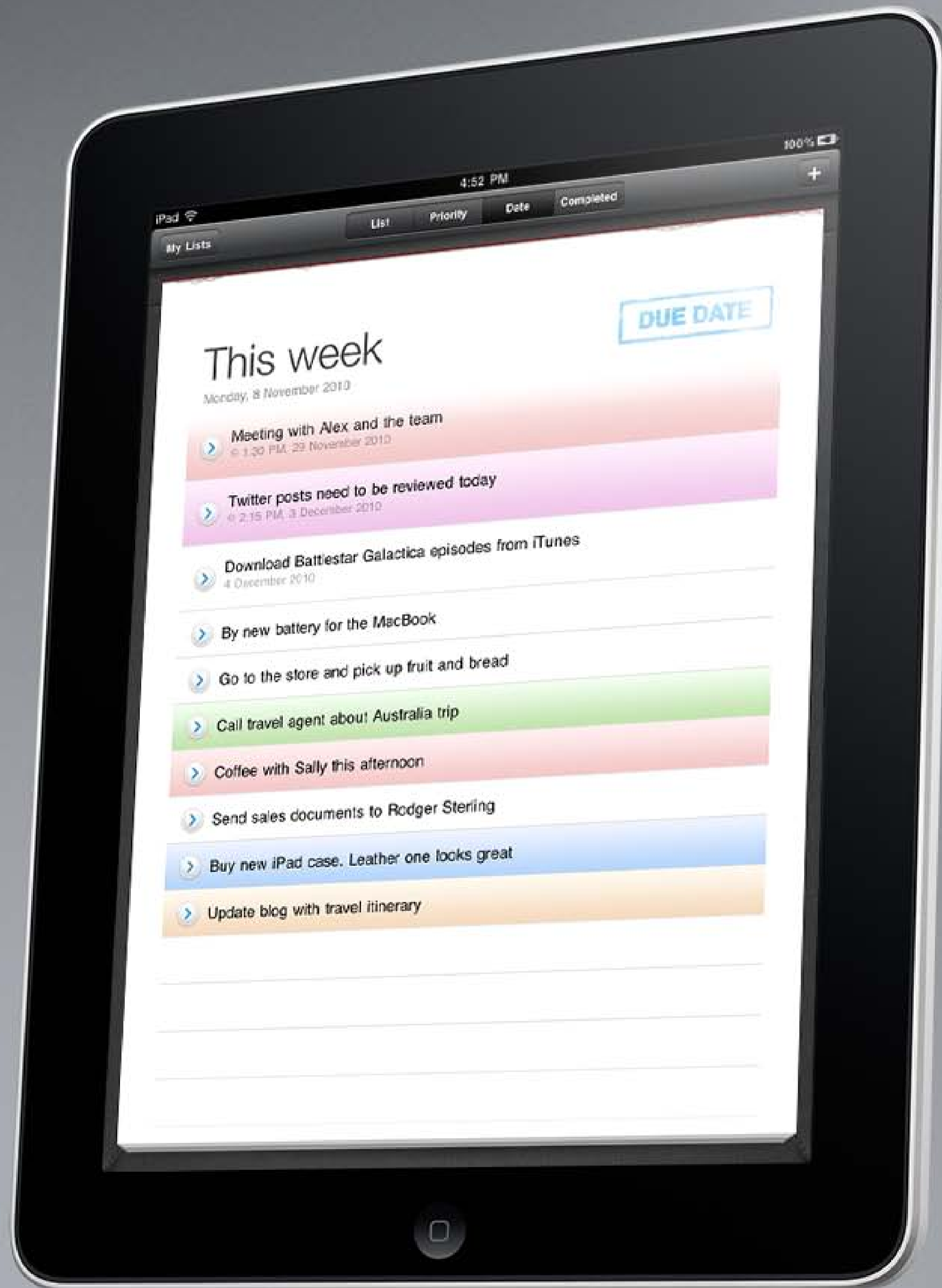




Sorted²

User guide for iPad



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Welcome to Sorted²

Sorted² is an elegant and simple to-do app, designed to help you sort your everyday tasks.

Unlike many other task-oriented apps out there, Sorted 2 gets out of your way and lets you focus on what you need to do.

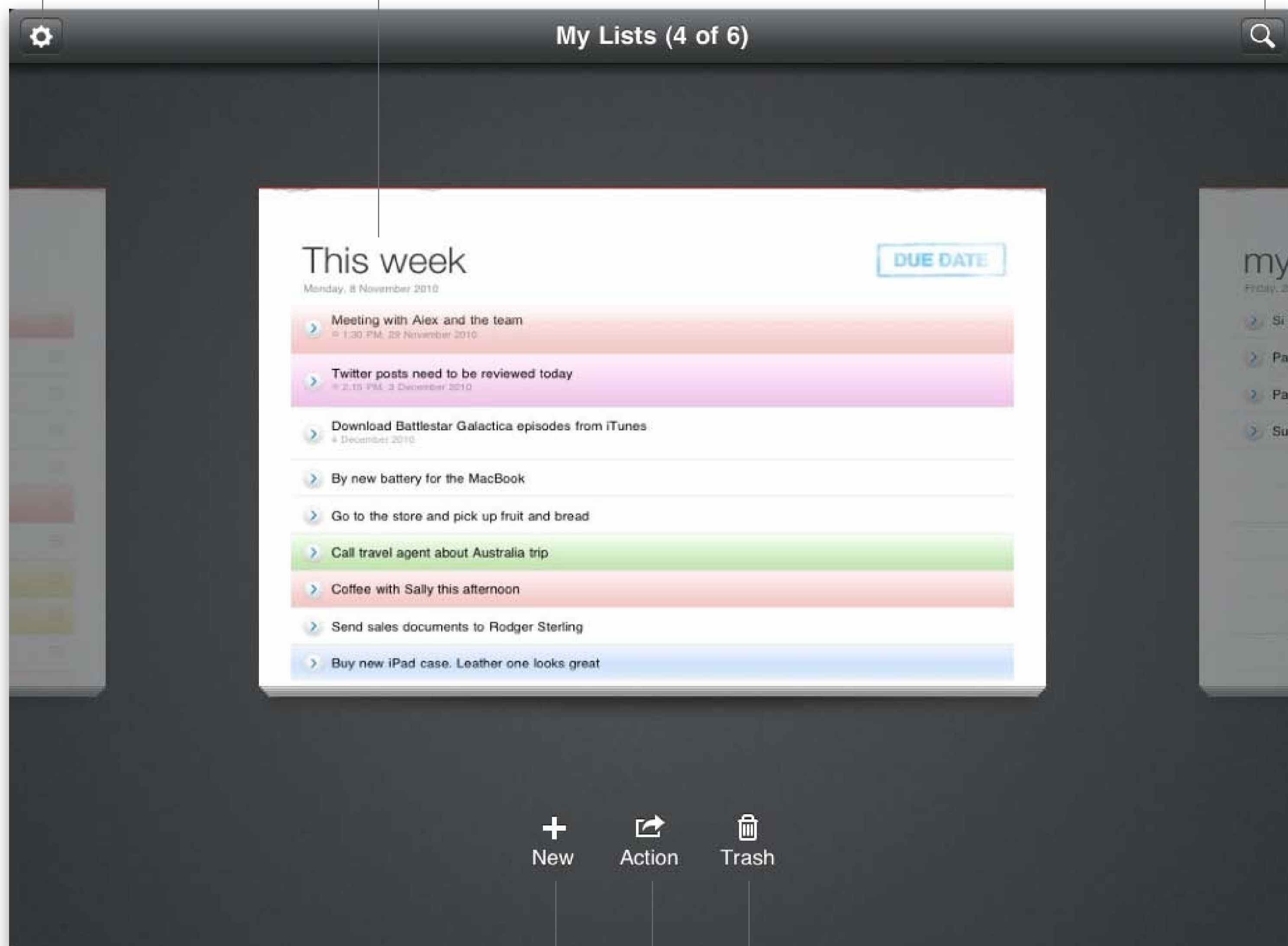
With Sorted² – you'll spend less time managing the app and more time focusing on the task at hand.

Document view

Settings

Your task list

Search



New list

Actions

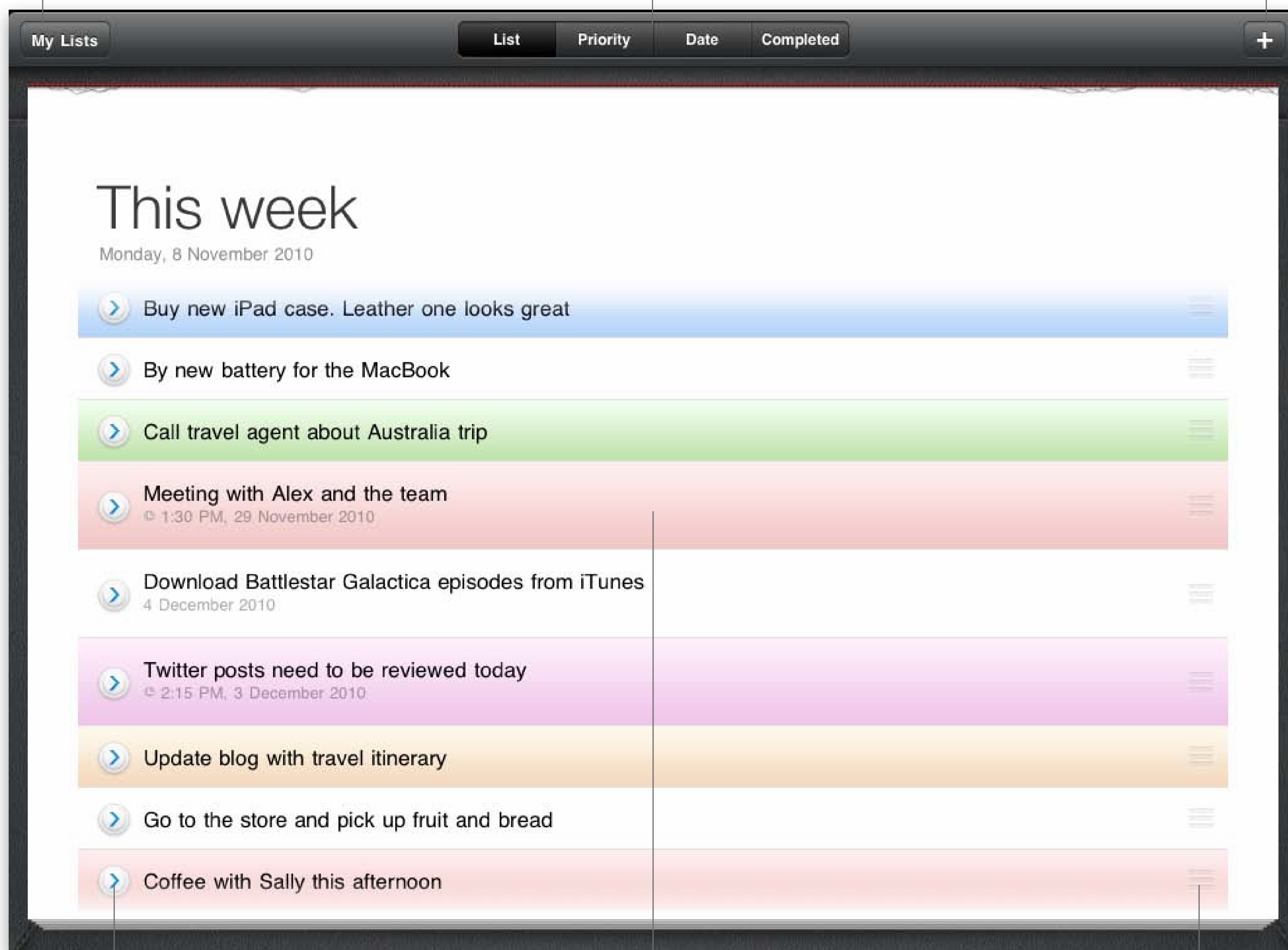
Delete list

Task list view

Back to my lists

Sorting tabs

New Task

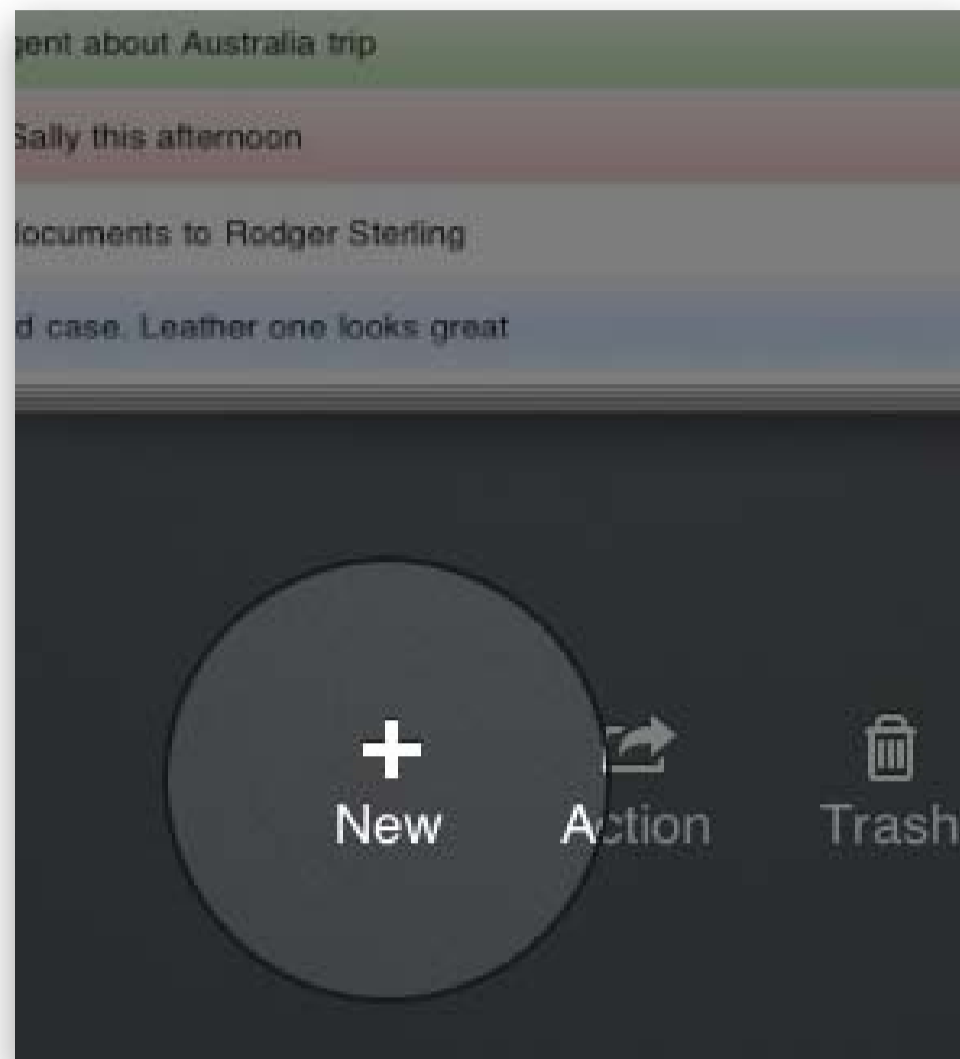


More info button

Tasks

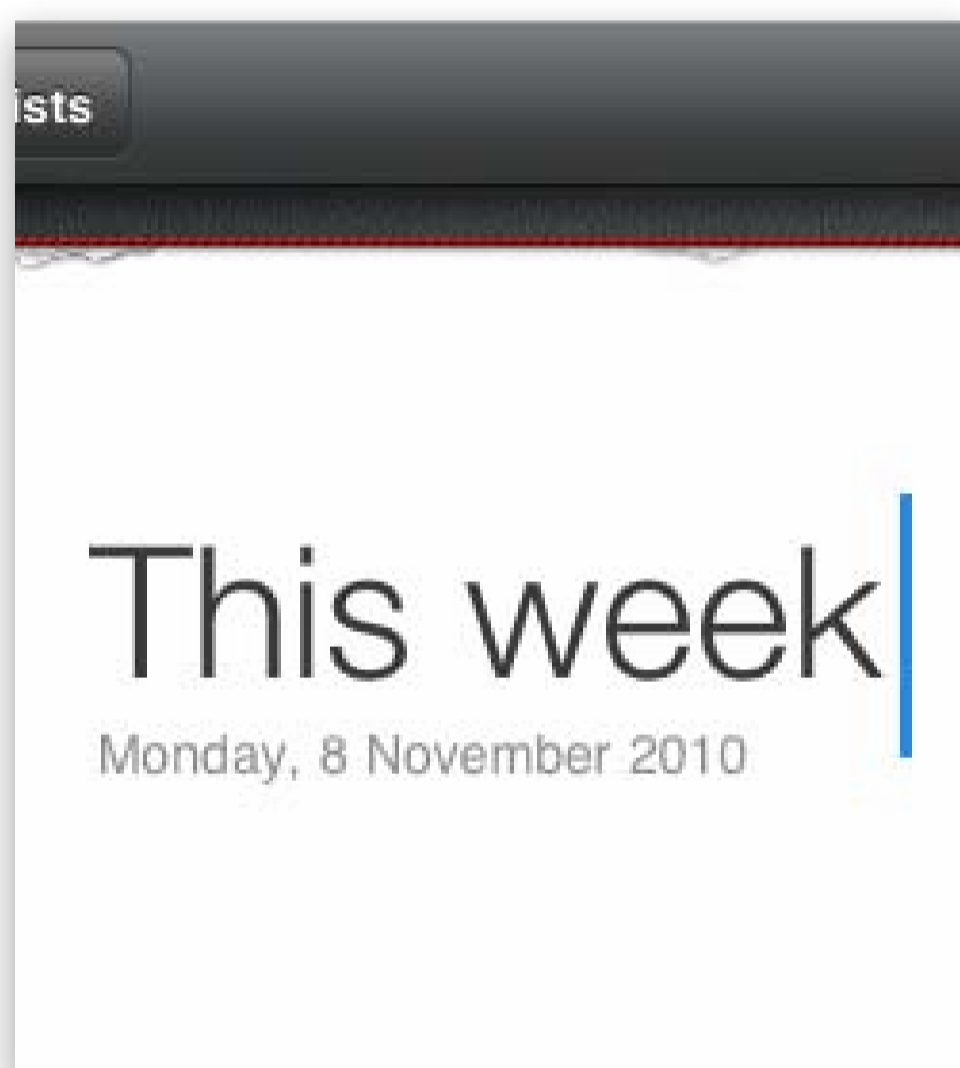
Drag

Create tasks



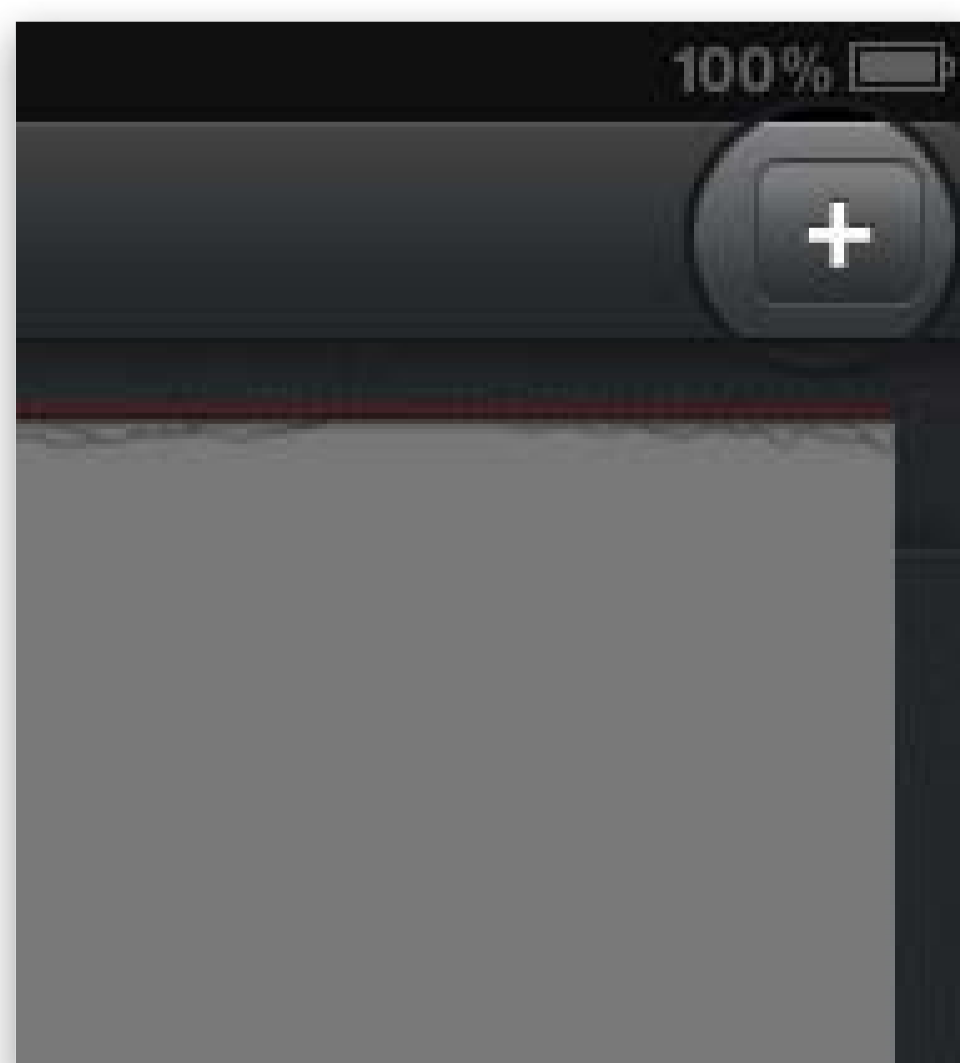
Make a new list

To begin organising your tasks, go ahead and tap the “+” New icon, to create a new list sheet.



Enter list heading

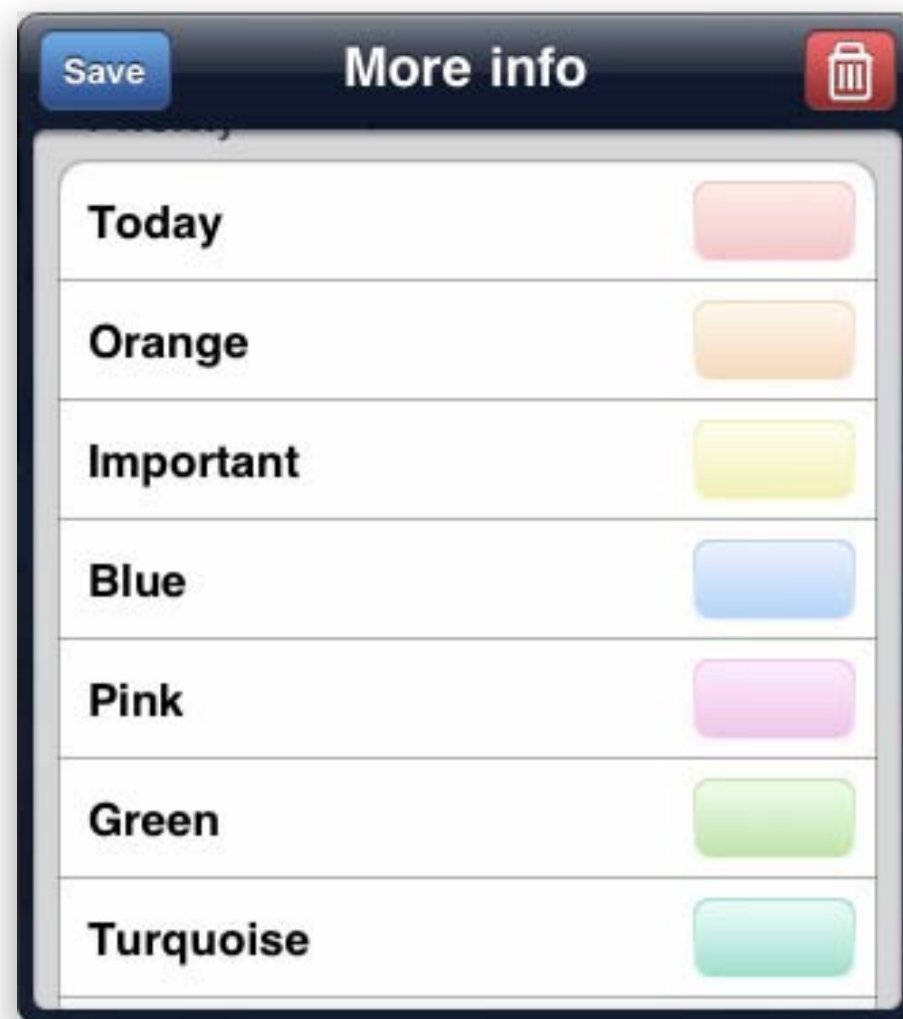
Sorted will automatically load the new list into List View, and place the cursor into the List heading area, ready for you to assign a heading for this list. Enter your list heading and you are ready to begin entering tasks!



Enter tasks

Tap the top “+” icon to create a new task and simply enter in your task description!

Set a task status



Assign a Priority

Sorting your tasks by priority is an efficient way to see what you need to do next. When you create a new task, it's as easy as tapping the more info icon, and assigning a priority level for that task. You can also completely customise your priority settings (p8).



Assign a Due Date

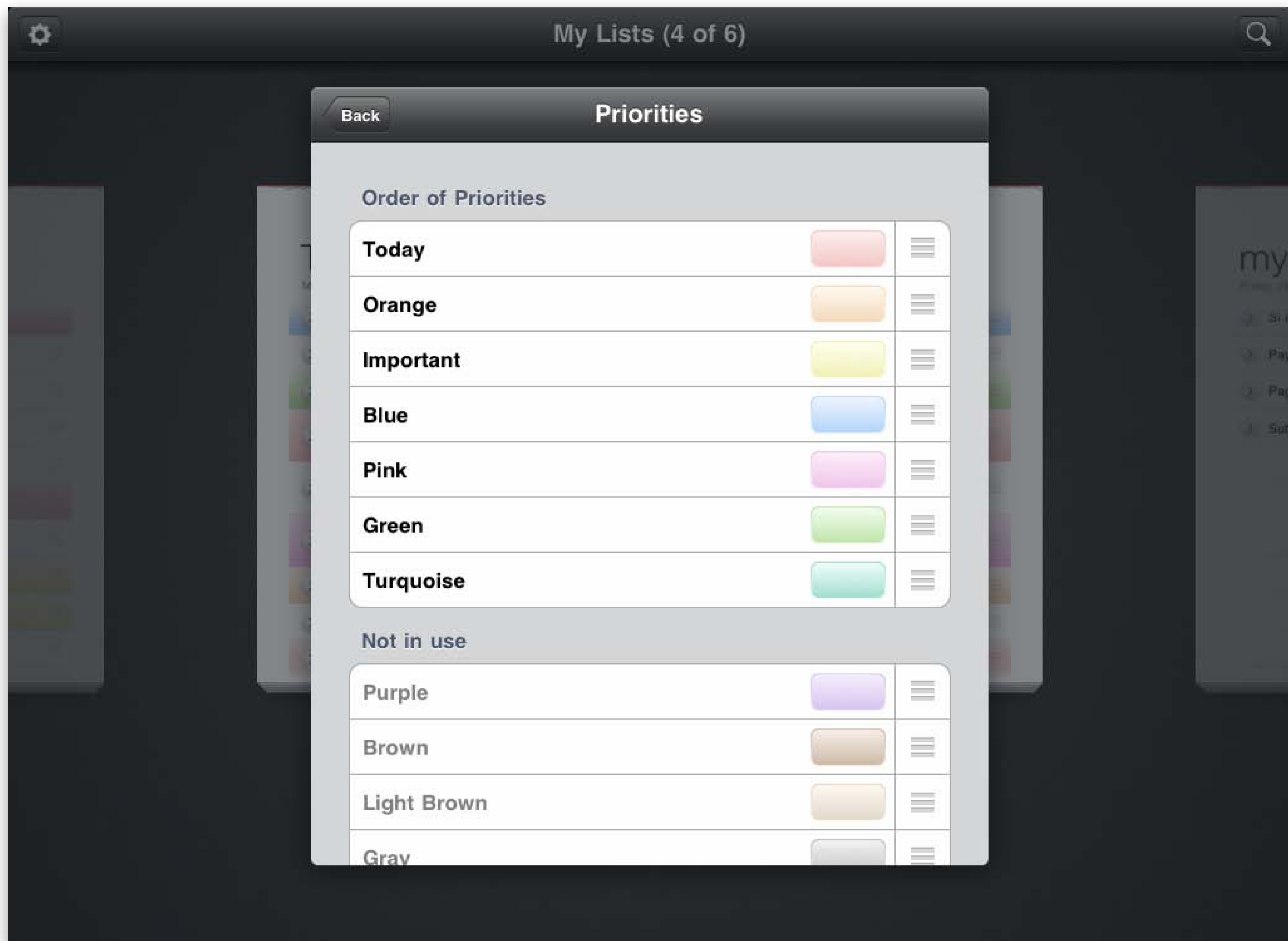
Assigning a due date is perfect for those important date critical tasks. When you set due date to a task, sorted will automatically show an urgent icon in place of the more info icon, when the date passes.



Set a Reminder

To ensure you never miss a task, it's a good idea to set a reminder. To set a reminder, just tap on the more info icon to the left of the task, and tap Reminder. Here you can set the reminder to alert you on the time, or a few minutes before. You can also set a reminder to repeat and even set a custom sound for that particular task!

Custom priorities



Modify Priority levels

Tap on Sorted settings, and head into Priority Settings to begin modifying how your lists sort by Priority. Simply drag colours up or down the "Order of Priorities" list to set which colours will be highest of priority. Drag out colours into "Not in use" area when you do not wish to use this colour Priority. The top most colour will be the highest level of priority.

To change the name of the priority, just tap in the colour name to modify the Priority name.

Quick Gestures

- *Swipe* to complete a task
- *Double tap* anywhere on the list to create a new task
- *Two finger swipe* immediately deletes an item

Support

Feedback

Thank you to everyone who has been in contact with suggestions and feedback! Sorted 2 brings some of the most requested features to both iPhone and iPad, and we're continuing to develop even more features which will be coming soon. If you have specific feedback and or features you would like to see implemented, please email us!

If you are experiencing trouble or unexpected behaviour, please email us with your exact issue, and we will try our best to resolve the issue.

Support and feedback

feedback@savageinteractive.com.au

News and updates

<http://www.savageinteractive.com.au/blog>

While we will listen to each and every email we receive, we cannot guarantee that each suggestion will be implemented. If however we receive a number of similar feature requests, we will examine the possibility of inclusion.

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