



Stayfocused Pro – User Manual

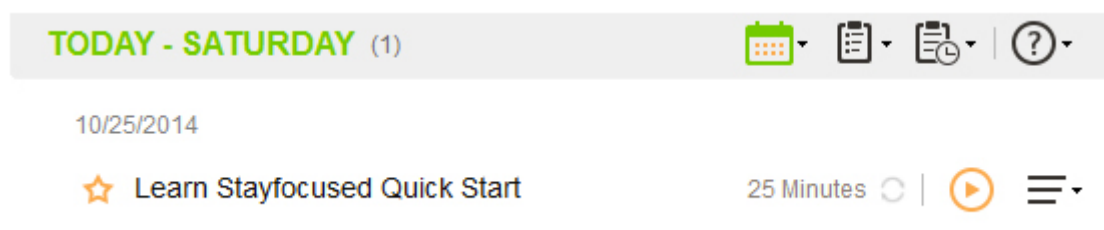
- [Introduction](#)
- [Quick Start](#)
- [Create a Task](#)
- [View Report](#)
- [Configure Application](#)
- [Set Reminder](#)
- [More Features](#)
- [Support](#)

Introduction

Stayfocused Pro is a highlight time tracking tool that helps you work and study more productively. It will aid you to stay focused on your daily tasks with a simple idea; work for 25 minutes straight and then break for 5 minutes.

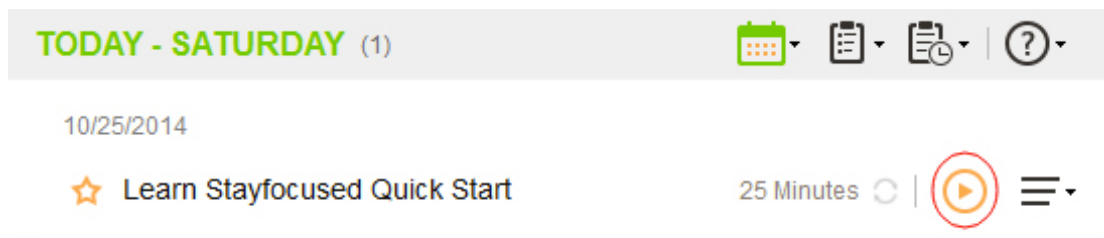
Quick Start

1. Download Stayfocoused Pro first, install it via the setup wizard.
2. After installation, click the Stayfocused icon, it will display today's task list.



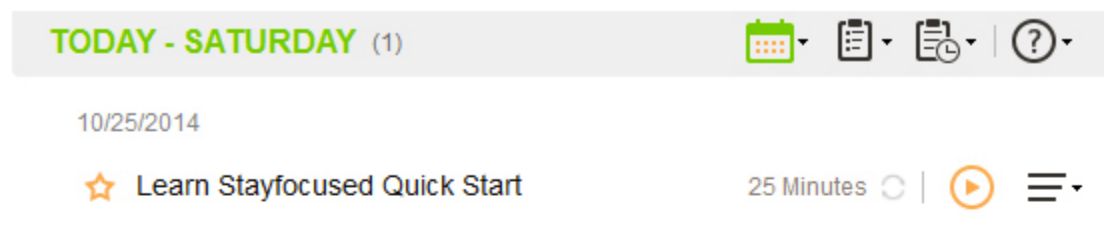
3. Click the 'Task' button on the bottom toolbar to open the wizard, enter a task name, choose the related files, applications or Websites. Finally configure its interval and type (Design, Program, Read, Study or Write). Saved Task will appear in the Stayfocused form.

4. Click the 'Start' button to do a task, then you might see a progress bar with a timer counting down its duration.



5. Click the 'Done' button to close your task when you have completed it.

6. Click the Report button to view how you spent your time.



Create a Task

To create a task you wish to track.

1. Click the 'Task' button on the bottom toolbar.
2. Enter your task name.
3. Choose the related files, applications or Websites of your task.
4. Enter the duration.
5. Click the Save button.

The Following Fields You Need To Know

1. Task Name (required) – The identity of the task. This will be what you'll see in your task list.
2. Open Files – Open or run the related files or applications that are needed to complete your task.
3. Open Websites – Launch related Websites that are needed to complete your task.
4. Wallpaper – Set a nice wallpaper to help you focus on your task.
5. Hide Unwanted Windows – Hide the windows that are not needed to your tasks.
6. Hide Desktop Icons – Hide desktop icons to help you focus on your tasks better.
7. Duration – The interval time of your task.
8. Type – The type of your task (Design, Study, Write, Read, Rest, Email, Game or Program).

Task Setting

Task Name

Enter your task name

Open Files

Open Websites

Set Wallpaper

Hide Unrelated Windows

+

-

☐ Hide Desktop Icons

Duration

25

Mins

☒ TODAY ☐ TOMORROW ☐ SOMEDAY ☐ UPCOMING

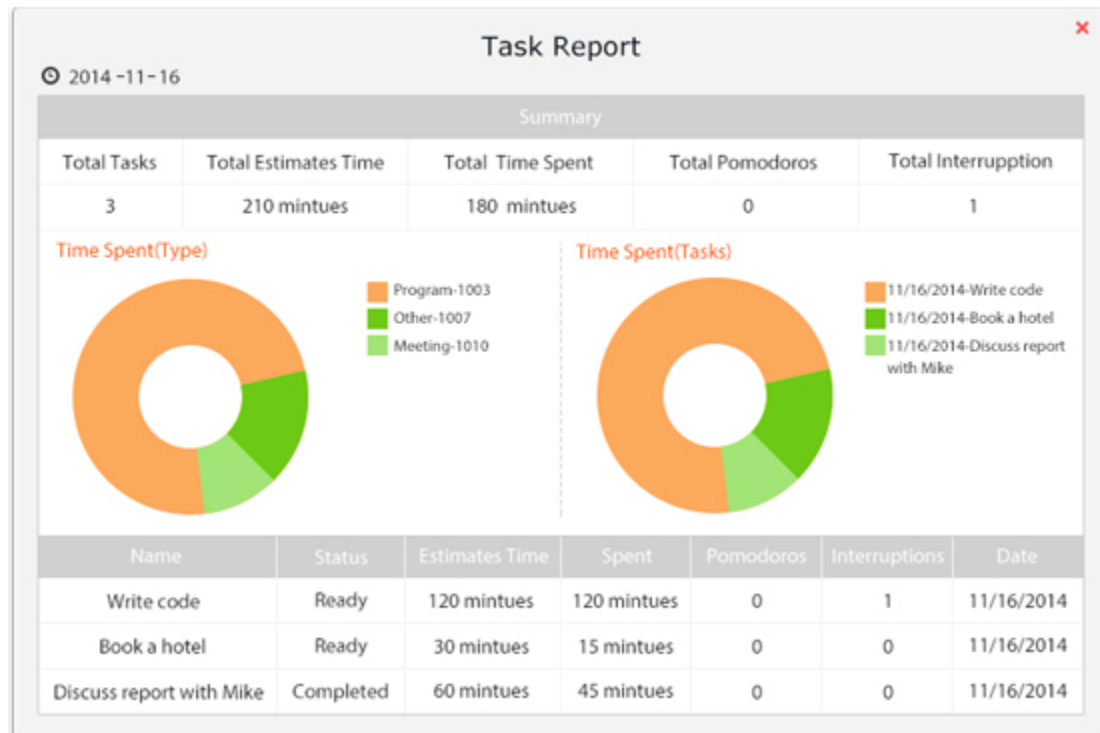
Design

Save

Cancel

View Report

Stayfocused automatically generates a report with a summary and pie graph showing how you have spent your time, simply click the Report button on the toolbar. You can zoom, print and customize the date of it.



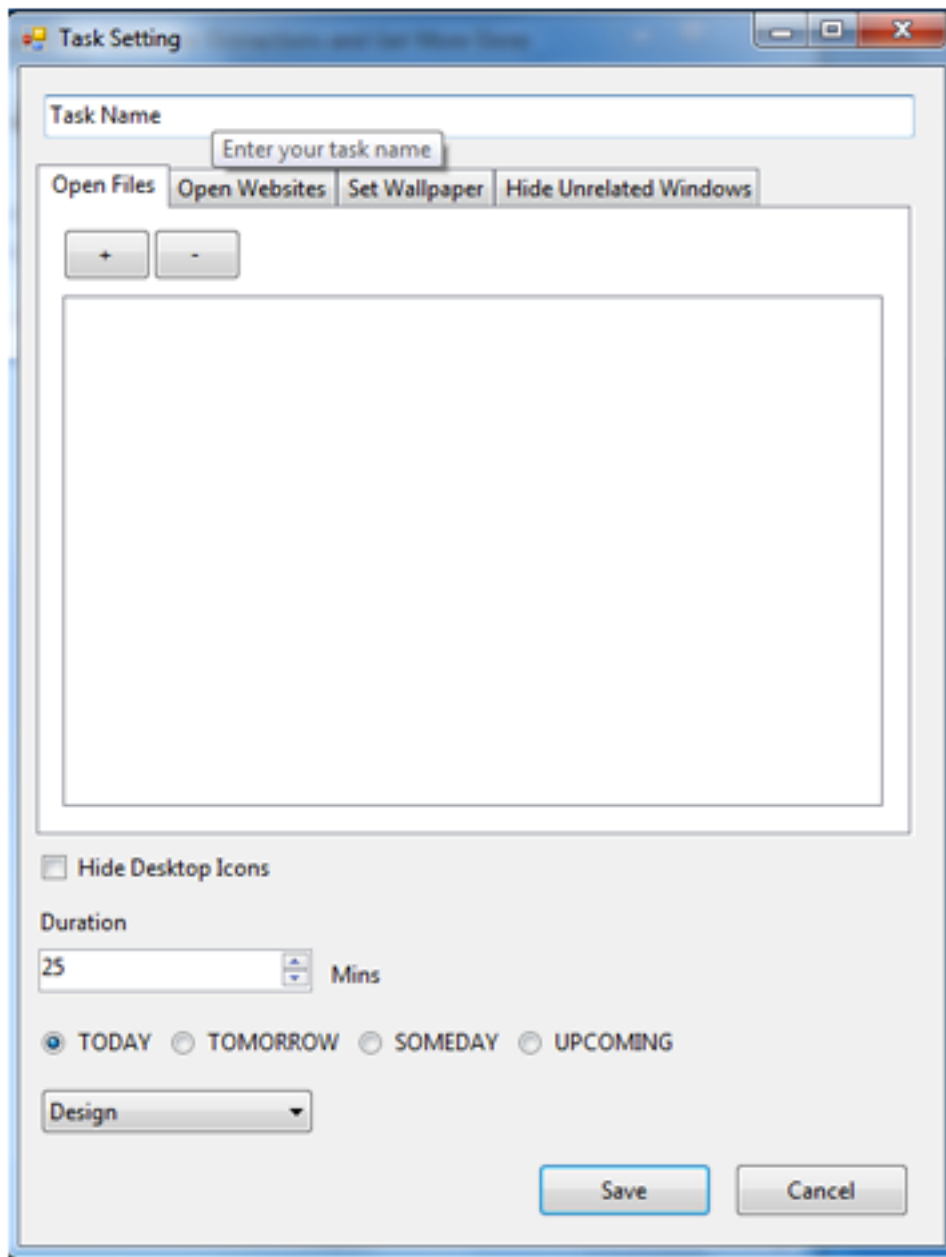
Configure Application

Customizing your Stayfocused is so easy, just click the Configure button on the toolbar and set the value of different fields.

The Following Fields You Need To Know

1. Run automatically with Windows startup – Check this option to run your Stayfocused automatically when your Windows startup.
2. The Alert Sound – The message alarm when your task completes.
3. Opacity – The opacity of the message box.
4. Show Desktop Icons Hotkey – The hotkey to show your desktop icons.
5. Hide Desktop Icons Hotkey – The hotkey to hide your desktop icons.
6. Show Unrelated Windows Hotkey – The hotkey to show your unrelated windows.

7. Hide Unrelated Windows Hotkey – The hotkey to hide your unrelated windows.



Set Reminder

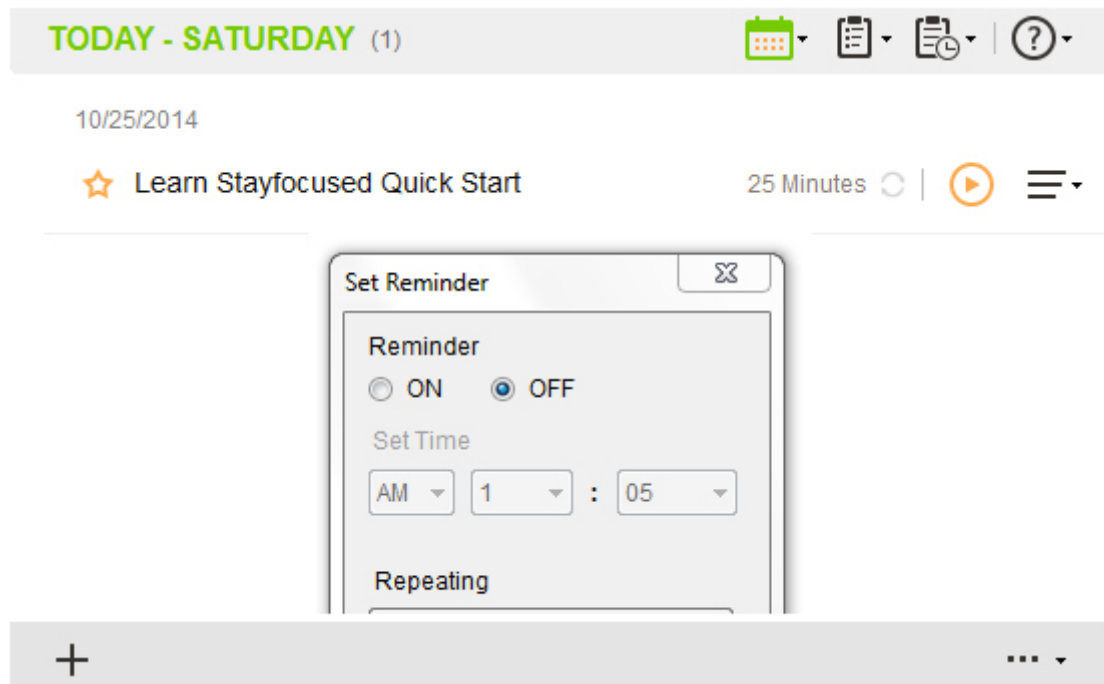
Simply click the "Set Reminder" button from the "more actions" context menu.

The Following Fields You Need To Know

Reminder - Switch On / Off the alert.

Set Time - Set the time for your alert to do tasks.

Repeat - Re-arrange your task automatically on the specific period.



More Features

1. Show hidden icons – You can show hidden icons via left-clicking the System Tray and choose the Show Icons menu item.
2. Show Hidden Windows - You can show hidden Windows via left-clicking the System Tray and choose the Show Unrelated Windows menu item.
3. Exit Application – Exit Stayfocused via left-clicking the System Tray and choose the Exit menu item or click the close button on the Task List.
4. Drag and Drop – You can drag and drop files, application, Websites or wallpaper in the task configuration window.
5. Edit Task – Simply click the Edit icon on the task list.
6. Delete Task – Simply click the Delete icon on the task list.

Support

If you have any questions or suggestions, please email us at zc@bytesignals.com.