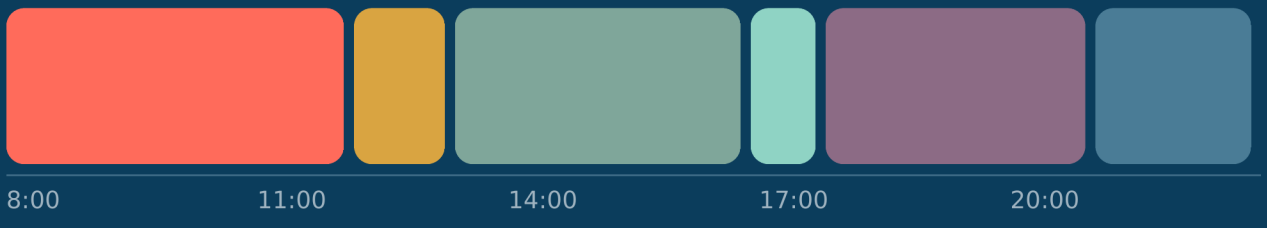
NOSTORA

Step-by-Step Manual

Read along with Nostora open — one step at a time.



Track. Understand. Plan.

devForPeople · Andreas Maser

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A few words up front

Hello,

I'm Andreas — the developer of Nostora.

Nostora grew out of a very simple question: *Where did my day actually go?* I could remember the appointments, the meetings, the obvious blocks. But the two hours between lunch and the client call — those stayed in the fog every single time.

There are plenty of time-tracking apps that want to solve this problem. Most of them demand that you sign in, push your data into a cloud, create an account, pay monthly. They try to tie you to them — instead of helping you.

Nostora is different. One tap, and a timer is running. No project setup, no picking a client, no login. Your data stays on your device — no forced cloud, no ads, no analytics, no tracking. If Nostora couldn't be built respectfully, I wouldn't have started it in the first place.

At first it was all about recording. But once you see where your time flows, sooner or later you want to allocate it deliberately, too. That's why there is now the **Day Planner**: You divide your day into blocks — and because Nostora knows your actually tracked time, it suggests from your own history what is realistic and when, even with an AI running right on your iPhone if you like. In the evening it shows you how close plan and reality were. That's how *Where did my day go?* becomes *This is how I want to spend my day.*

The manual you're holding right now walks you through every feature, step by step. It's built linearly: from the very first app launch to switching profiles, from the first simple task through the AI-powered weekly report to the day planned in advance. You don't have to read everything at once — skip what you already know, and drop back in where it gets interesting.

Make yourself comfortable. Grab a coffee. Open Nostora on your iPhone — and let's walk through everything your new app can do for you, together.

If you notice something, if something should be different, or if you have an idea: write to me. **info@devforpeople.de** — I answer everyone.

See you on the next page.

Andreas — *devForPeople*

How to read this manual

This manual isn't meant for skimming. You need your iPhone with Nostora in your hand. Every step tells you exactly where to tap, and the "What you see now" block helps you make sure you've landed in the right place.

The journey is built linearly: You start from zero and go step by step through all the important features. If you're already fluent at some point, skip it and rejoin at the next one.

The journey at a glance

- **PART 1: The first 10 minutes** — launching the app, exploring the sample data, the app tour, creating your first task and starting your first timer.
- **PART 2: Daily use** — categories, activities, multiple timers, notes, archiving.
- **PART 3: Insights & billing** — insights, Weekly Briefing, reports, billing (hourly rate or flat rate), budgets.
- **PART 4: Setting up automation** — places and geofencing, distance and per-kilometer rate, calendar, widgets, Live Activities, Siri, Focus filters, idle detection.
- **PART 5: Backup & devices** — CSV backup, restoring, Apple Watch, multiple profiles.
- **PART 6: Plus, Pro & add-ons** — which package unlocks what, connecting Jira, worklog sync, MS Project import.
- **PART 7: The Day Planner** — planning your day in time blocks, suggestions and the AI plan, plan versus actual, pushing to the calendar.
- **PART 8: Personalization & administration** — appearance, privacy, deleting a profile.
- **APPENDIX A**: Common problems and solutions.
- **APPENDIX B**: What's free, what costs money — all limits and unlocks in detail.
- **APPENDIX C**: Understanding Jira — basics, terminology and a complete example day.

What a step looks like

A typical step looks like this:

1. Tap *Tasks* in the tab bar at the bottom.
2. Tap the plus sign at the top right.

What you see now: A *New Task* form opens from the bottom as a sheet.

If your screen looks different, you're probably somewhere else. Go back one step (tap *Back* at the top left or close the sheet by swiping it down), and try again.

> **TIP — If you get lost** Tap the tab you're currently working with at the very bottom — most sheets close automatically then. If you really want to start over from the beginning, close the app (swipe up from the bottom edge, swipe the app card up) and open it again.

A note on language

Nostora is fully localized in six languages (German, English, Spanish, French, Polish, Russian). On an English iPhone you'll see English labels throughout. This manual quotes all labels with

their exact English wording from the app — if a button is called *Create Task* here, that's exactly what it says on your screen.

PART 1 — The First 10 Minutes

Goal: You've launched Nostora, created a profile, found your way around the main screen and run your first timer. Plan for about 10–15 minutes.

1. Before the very first launch

Before you open Nostora, a quick check:

- Your iPhone runs iOS 18.6 or newer (Settings → General → About → iOS Version).
- Optional: If you want to pair an Apple Watch, keep it within reach. It's not required, though.
- Optional: If you want to buy Pro or Plus later, your Apple ID should be set up in the iOS settings.

Nostora works completely offline. You need neither an account nor internet to get started.

2. The very first app launch

1. Tap the Nostora icon on your Home Screen.
2. Wait for the splash screen — it shows the devForPeople "d4p" logo and stays for about 2 seconds.
3. On the very first launch, a short three-page introduction greets you: *Welcome to Nostora*, *Explore with Sample Data* and *Ready for Your Own Data?*. Swipe through and confirm at the end.
4. Shortly after, iOS asks for permission to send notifications (for timer alerts and reminders). Nostora only asks for Location Services and Calendar when you use the respective feature for the first time. You can decline everything and turn it back on later in the iOS settings.

What you see now: You land on the main screen — and it's not empty: Nostora has loaded a sample data profile with ready-made tasks, categories and times for you. That way you can try out all the features right away — timers, insights, reports, widgets — without having to collect your own data first.

There is no login screen and no "Create account". Nostora is an on-device app — everything stays on your device.

> **TIP — Getting rid of the sample data** Once you've understood the app, simply create your own profile (PART 5) and continue working there. You can delete the sample data profile later — but you'll need Plus or Pro for that (see APPENDIX B).
>
> **TIP — If you want multiple profiles right now** You can start with a second profile right away (e.g. "Freelance" for work time, "Personal" for hobbies): Tap *Profile* at the bottom right → *Switch Profile* → *Create New Profile* → enter a name → done. More on this in PART 5.

3. The tour: what's where?

Look at the screen without tapping anything. You see:

At the bottom: the five tabs

The tab bar is the main navigation. From left to right:

- *Tasks* — this is where you manage tasks and start timers. The most important tab. You'll spend 80% of your time here.
- *Insights* — charts, Weekly Briefing, budget overview, a map of your places.
- *Report* — PDF/CSV export of your times.
- *Categories* — folders for your tasks (e.g. "Client A", "Client B", "Personal").
- *Profile* — profiles, settings, activities, places, archive, Import & Export.

Tap each tab briefly once and then return to *Tasks*. Now you know where everything lives.

Important: *Places* is NOT its own tab — places live in the Profile tab. You also reach *Activities*, *Archived Tasks*, *Project plans* and *Import & Export* through the Profile tab.

At the top: the navigation title and the two action buttons

In the Tasks tab, the navigation title *Tasks* simply sits at the top center. If you pull down in the Tasks tab, a search bar unfolds — use it to find tasks via full-text search.

At the top right of the toolbar you see two icons side by side:

- A sparkles icon (✨) — the AI suggestions. Tap it and Nostora analyzes your past times and suggests which task you could pick up right now. More on this in the next section.
- A plus sign (+) — your key to creating new tasks. It appears in several tabs (Tasks, Categories, Places). Remember: top right corner = "create something new".

Right under the title: filters and banners

Before the actual task list begins, there's a slim area for filters:

- A segmented picker with status filters — *All*, *Active*, *Completed*. Tap it to narrow the list down to the respective status.
- A horizontally scrolling row of category chips. Tap a chip to see only tasks of that category. Tap it again to release the filter.
- A blue idle banner — only appears when a timer was interrupted by a long pause. More on this in PART 4 under "Idle detection".

In the middle: the task list

On the very first launch it's empty. Once you have tasks, they're shown in two areas: first all tasks with a running timer (with an orange accent and a live time), below them all the others. Each row has the status dot + title + category color stripe (if any) on the left. The play or stop button isn't permanently visible: swipe the row to the right to reveal Start or Stop, or press and hold the row for the context menu.

On iPad and Mac: keyboard, menu bar, and pointer

With a keyboard attached (iPad) and on the Mac, you can also control Nostora with keyboard shortcuts. On the Mac, these commands additionally show up in the **menu bar** at the top — tab switching under *Go*, search under *Find*, and creating something new under *New* — while on iPad, holding down the ⌘ key shows an overview.

- **⌘1–⌘5** — switch between the five tabs (Tasks, Insights, Report, Categories, Profile).
- **⌘F** — bring up task search.
- **⌘N** — create something new; depending on the active tab, a task, a category, or an activity.
- **⌘S** saves in forms, **Esc** cancels, **⌘E** opens editing in detail.

With a trackpad or mouse, Nostora shows a **tooltip** when you hover over an icon button, and tappable cards lift slightly on hover.

4. The AI suggestions (sparkles button, top right)

At the tap of a button, Nostora analyzes your past times and suggests which task you could start next — based on what you did yesterday or last week at the same time, what you did near a certain place, or which task is currently open.

Note: The AI suggestions belong to Plus (and therefore also to Pro). Without a purchase, the sparkles button opens the paywall — more on the packages in PART 6 and APPENDIX B.

How to use them

1. In the Tasks tab, tap the sparkles icon (✨) at the top right.

What you see now: While the analysis is running, a small spinner replaces the icon — usually just 1–2 seconds. Then the *Task Suggestions* sheet opens from the bottom.

2. In the sheet you see a short list — up to three tasks, each with a category icon, title and a short hint why it's being suggested (e.g. "The day before yesterday at this time" or "Same category as last time").
3. Tap a task in the list.

What you see now: The sheet closes, and Nostora immediately starts the timer for the selected task.

If no suggestions come up

With an empty or new profile, Nostora has no data to suggest from — you'll then see the message *No Suggestions*. Once you've collected a few days of data, suggestions become useful.

> **TIP — When is the sparkles button worth it?** When you arrive at your desk in the morning and don't know where you left off yesterday — press sparkles, three seconds, tap a suggestion, timer running. The ideal shortcut instead of scrolling through the list first.

5. Creating your first task

Tasks are the containers for your time. A task is always "something I'm working on": a client project, a hobby, a term paper.

1. Make sure you're in the *Tasks* tab (bottom left).
2. Tap the plus sign at the top right.

What you see now: A sheet opens from the bottom with the title *New Task*. You see a form with sections like *Task Details*, *Category*, *Billing*, *Linked Issue* and *Visibility* — and a big button at the very bottom.

3. Tap the *Title* field and give your first task a name — e.g. "My Test Project".
4. Leave all the other fields empty for now. Category, billing, linked issue — that comes later.
5. Scroll all the way down and tap the big *Create Task* button.

What you see now: The sheet closes, and you land back in the task list. There's now a new entry "My Test Project" with a gray status dot on the left. You won't see a play button permanently — swipe the row to the right to reveal Start, or press and hold it for the context menu.

If you want to cancel creating the task, there's the *Cancel* button at the top left.

> **TIP — What does the status dot mean?** Gray dot = new task, never started. As soon as you start it, it turns orange. As soon as you mark it as completed, it turns green. You don't need to worry about it for now — the status changes automatically.

6. Starting the first timer

Now for the core of Nostora: tracking time.

1. Swipe the task row "My Test Project" to the right to reveal the *Start* button and tap it — or press and hold the row and choose *Start* from the context menu.

What you see now: Three things happen: (1) The gray dot turns orange — the task is running. (2) The play button becomes a stop symbol (small square). (3) Right below the title, a small live time appears, counting up every second.

2. Let the timer run for 30 seconds to 1 minute.
3. Then tap the stop symbol.

What you see now: The orange dot turns gray again. Right below the task title you now see e.g. "1m 12s" as accumulated time.

Congratulations — you've recorded your first time entry.

> **TIP — Multiple timers at once?** By default, only ONE timer can run at a time. If you want to change that (e.g. because you work on several projects in parallel), you'll get to the "Allow multiple tasks" settings switch later in PART 2.

7. Editing the time entry afterwards

Sometimes you forget to stop a timer. Or you want to write a note about a session. Nostora has two different screens for this — one for start/end/duration, one for title, notes, activity and billability.

1. In the task list, tap the title of your task “My Test Project” — not the play button, but the text.

What you see now: You land in the task detail view. At the top you see the title and the stopwatch section with the total time, below that *Time Entries* with all sessions.

2. Tap the only time entry in the list — e.g. the “1m 12s” row.

What you see now: You land in the entry’s detail view (title at the top: *Interval Details*). It shows sections for the title, the time (start/end/duration), *Billing*, *Notes*, *Locations*, *Place* and optionally *Distance*.

3. Tap the *Add a title…* field and write “My first test entry” as a short title.
4. Tap the *Billable* switch in the *Billing* section if this time should be billed.
5. Optional: Tap the *Activity* field and pick an activity — e.g. “Development”.
6. If you also want to change the start or end: Tap directly on the start or end value. A date picker opens. Nostora recalculates the duration automatically.
7. When everything’s right, tap *Back* at the top left — the changes are saved automatically.

What you see now: You land back in the task detail view. The time entry now shows your title and, if applicable, a small tag for the activity.

Shortcut: swiping on the time entry

In the *Time Entries* list of the task detail view, two swipe gestures lead straight to the goal:

- **Swipe from left to right** → orange *Edit* button — opens the sheet where you change start, end and duration.
- **Swipe from right to left** → red *Delete* button — removes the entry (with a confirmation prompt).

TIP — What happens if the end time is before the start time? In the time section, Nostora prevents you from setting an invalid end time — the pickers can’t be moved past the boundary. If you really need a different time structure, first move the start time back, then the end time.

PART 2 — Daily Use

Goal: You can map your everyday work with Nostora. Multiple tasks, organized into categories, with clear activities and clean notes.

8. Creating a category

Categories are folders for your tasks. Typical examples:

- "Client Müller" (all tasks for a specific client)
- "Personal" (hobby, household, family)
- "Studies" or "Continuing education"
- "Admin" (bookkeeping, e-mails, taxes)

1. Tap *Categories* in the tab bar at the bottom.
2. Tap the plus sign at the top right.

What you see now: A sheet opens, *New Category*. You see fields for name, color and icon.

3. Tap the *Name* field and enter e.g. "Test Category".
4. Tap the color field. Pick one of the preset colors.
5. Tap the icon field. A selection of SF Symbols opens. Pick one — e.g. a star, a briefcase or a heart.
6. Scroll down and tap the *Create Category* button.

What you see now: The sheet closes, and you land back in the category list. "Test Category" is now listed as an entry, with your icon and the chosen color.

9. Assigning a task to a category

Now let's assign the test task to the test category.

1. Go back to the *Tasks* tab.
2. Tap the title "My Test Project".
3. In the detail view, tap *Edit* at the top right.

What you see now: The task edit sheet opens — you already know it.

4. Tap the *Category* field.
5. Select "Test Category".
6. Scroll down and tap the *Save Changes* button.

What you see now: Back in the detail view. Right below the title you now see a small colored dot with the category icon and the name "Test Category".

In the task list, the colored stripe now also appears to the left of the title. That way you can tell at a glance which task belongs to which category.

10. Understanding activities (reason codes)

Activities answer the question: WHAT did you actually do during this time? Examples:

- Meeting
- Development
- Review

- Documentation
- Support
- Admin
- Travel

Nostora gives you these seven by default per profile — you don't have to create anything, they're available immediately.

How to set an activity

1. In the Tasks tab, tap your test task.
2. In the time entry list, tap the entry you want to edit.
3. In the edit sheet you'll see the *Activity* field — tap it.

What you see now: A list of the seven default activities opens.

4. Pick e.g. "Development". The sheet closes immediately as soon as you tap an activity.

What you see now: The time entry now additionally shows "Development" as a small tag.

Creating your own activities

You can extend or shrink the list — and have different activities for each profile.

1. Tap *Profile* at the bottom.
2. In the profile list, tap *Activities* (NOT in Settings — activities live directly in the Profile tab).

What you see now: You see the seven defaults plus any of your own that you've created.

3. Tap *Add Activity* at the top right to create a new one — provide a name, color and icon.
4. Swipe left on a row to delete it.

> **TIP — Activity field not showing in the time entry?** Activities are seeded into your profile automatically. If a profile shows no activities, create a few yourself — they take effect immediately in all new time entries.

11. Writing notes — short and useful

Notes help you with later reports — especially when you bill hours to clients. Notes always belong to a single time entry and are written in its detail view:

1. In the Tasks tab, tap the task (on the text, not on play).
2. In the *Time Entries* list, tap the entry the note belongs to.
3. In the *Interval Details*, scroll to the *Notes* section and tap into it.
4. Write your note and tap *Back* — it's saved automatically.

Three examples of useful notes:

- For "Meeting": "With client Müller, topics: delivery date, budget".
- For "Development": "Login module refactoring, fixed 3 bugs".

- For “Travel”: “Munich – Berlin round trip”.

In the PDF report, notes appear under each time entry — and in the CSV export they’re a column of their own.

12. Running multiple tasks in parallel

If you’re running a long build, for example, and working on something else in parallel, you might want to track both tasks at the same time.

1. Tap *Profile* at the bottom.
2. Tap *Settings* in the list.
3. Scroll to the *Behavior* section.
4. Slide the *Allow multiple tasks* switch to the right.

What you see now: The switch is on.

5. Tap *Back* at the top left (twice).
6. In the Tasks tab, tap the play button on a first task.
7. While it’s running, tap the play button on a second one.

What you see now: Both tasks now have an orange dot and a stop button. Both live times count up independently.

> **WARNING — Stop each timer individually** When you tap the stop button on a task on the main screen, you stop ONLY that one. Others keep running. There’s no global “stop all” button in the app — but it works via Siri: “Stop all timers in Nostora” (see Chapter 25).

13. Marking a task as completed

When a project is finished, you can complete the task. It then disappears from the active list but is kept — for later reports.

1. In the task list, tap the task (NOT the play button, but the text). You land in the detail view.
2. Right below the stopwatch ring you’ll find the *Complete* button — no scrolling needed.
3. Tap it.
4. Confirm in the dialog with *Complete task*.

What you see now: The status dot turns green, the play button disappears. The task slides to the end of your task list into an area for completed tasks.

Start/stop via swipe

There’s no permanently visible play or stop button in the task list. Swipe the task row to the right to reveal Start or Stop — or press and hold the row for the context menu.

1. Swipe a row from left to right (drag your finger from the left edge to the right).

What you see now: A colored button becomes visible: *Start* (green, if the task is stopped) or *Stop* (red, if it's running).

2. Tap it — the timer starts or stops immediately.

If the task is already completed, the swipe shows another button: *Archive* (indigo) — it moves the task to the archive.

Filtering for completed tasks

By default, the task list shows only active tasks. To see completed ones: Tap *Completed* in the filter picker at the top. Tap *All* to see all statuses at once.

14. Archiving or deleting a task

Archiving means: The task disappears from the list but is kept for reports. Deleting is final.

Archiving

1. Tap the task → the detail view opens.
2. There, the *Archive* button replaces the previous *Complete* button — just tap it.

What you see now: The task is gone from the task list immediately.

Shortcut via swipe: On a COMPLETED task, swipe from left to right and tap *Archive*.

Finding archived tasks again

1. Tap *Profile* at the bottom → *Archived Tasks* in the list. Note: this lives DIRECTLY in the Profile tab, not in Settings.
2. You see the list of all archived tasks.
3. Tap a task — from there you can unarchive it again.

Deleting

1. Swipe the row to the left and tap *Delete* — or press and hold the row and choose *Delete* from the context menu.
2. Confirm.

If the task has linked calendar events, Nostora asks once more whether these should also be removed from the calendar — choose *Delete and Remove Calendar Events* or *Delete and Keep Calendar Events*.

> **TIP — Archive or delete?** If the task has been billed and you still need it for reports later: archive. If it was a test or you created it by accident: delete. Deleted tasks disappear completely with all their times.
>
> **WARNING — Deleting is final** A deleted task cannot be brought back — all the task's time entries are gone too. If you're not sure, archive first.

Auto-archive after X days

If you don't want to archive every completed task by hand, let Nostora do it automatically after a set period.

1. Tap *Profile* at the bottom → *Settings*.
2. Enable *Auto-archive completed Tasks*.
3. Set the desired period under *Archive after* (e.g. 30 days).

What you see now: Completed tasks older than the chosen period automatically move to the archive on the next app launch. You'll still find them under *Profile* → *Archived Tasks*.

A day with Tobias — the free tier in everyday life

Tobias is doing his master's in mechanical engineering and works 20 hours per week as a working student. His timesheet has to be right — and his master's thesis needs to move forward. Until now he estimated both in an Excel sheet on Fridays. This is what his day looks like with Nostora (all in the free tier):

Monday, once — Tobias creates three categories: "Job" (blue), "Studies" (green), "Own stuff" (gray). Plus four tasks: "Student assistant project office" (category Job), "Master's thesis chapter 3" and "Literature" (Studies), "Hackathon" (Own stuff). Five minutes, done.

08:55, office — Play button on "Student assistant project office". The dot turns orange, the live time counts.

12:30 — Stop via swipe right. In the detail view he taps the entry and sets the activity "Development" — his boss wants to know what went into the hours.

14:00, library — Play on "Master's thesis chapter 3". When his advisor calls at 15:20, he stops briefly, starts "Literature" and writes as a note: "Advisor: follow up on sources for ch. 3".

Friday — Timesheet time. Tobias opens *Report*, filters on the "Job" category and the week's date range, exports the PDF and sends it off. No guessing, no Excel sheet — and he sees his master's thesis hours in the *Insights* tab right along with it.

Everything in this flow is free: up to 6 active tasks, categories, activities, notes, reports. Only when Tobias needs more parallel tasks does he hit the free limit (see APPENDIX B).

PART 3 — Insights & Billing

Goal: You understand your time. You can see at a glance what ate the most time — you produce clean reports for clients or yourself — and you decide whether billing happens by hourly rate or flat rate.

15. Exploring the Insights tab

1. Tap *Insights* in the tab bar at the bottom (middle tab).

What you see now: A scrollable overview opens. What you see depends on how much data you already have.

The areas from top to bottom

With a fully used profile, you see in this order:

- Period filter, category chips and status filter (*All* / *Active* / *Completed*) — this is how you set which slice gets analyzed; *All* / *Active* / *Completed* additionally determines whether only running, only completed, or all tasks are included (*Completed* only if you allow completed tasks in reports).
- Weekly Briefing — a short text with your highlights of the week.
- Budgets (if set up) — progress bars per category with a weekly budget.
- Distance (if *Show Distance* is on) — distance and reimbursement in the period.
- Chart — the distribution of your time as a chart, what ate the most time.
- Summary — the most important totals at a glance.
- Map of your places including a place breakdown — if you have places with activity.

Using the period filter at the top, you choose between *Week* (rolling last 7 days), *Month*, *Year* or *Custom* (your own date range). Note: This choice doesn't apply to the Budgets card and the Weekly Briefing further below — they always show the current or last real calendar week, regardless of your choice here.

> **NOTE — Place breakdown: only the last 18 months** Under the *Place Breakdown* heading, Nostora shows the note "Covers the last 18 months." This limit has always existed — it only became visible starting with version 5.3. The reason is loading time: if you've been recording places for years, you quickly accumulate several thousand visits, and analyzing the entire history would noticeably slow down the Insights tab. Your older visits stay stored — they just don't factor into this one analysis.

16. Reading the Weekly Briefing

The Weekly Briefing is a short running text that summarizes the most important insights of your week — generated automatically.

1. In the Insights tab, scroll to the *Weekly Briefing* card.
2. Use the period filter to switch between this week and last week.
3. If Apple Intelligence is available, the AI renderer runs automatically in the background and replaces the template text after a moment. You can't manually switch between template and AI.
4. Only if Apple Intelligence is active and the AI generation failed once, a small round-arrow button for a retry appears next to the Weekly Briefing. On devices without Apple Intelligence, this button doesn't exist — the template text there updates automatically as soon as your entries change.

What you see now: The header names the analyzed period as a date range first, immediately followed by the total time and the number of sessions — for example: "Aug 12–18: 4h 30min — 12 sessions on 5 days." Depending on whether you chose *This Week* or *Last Week*, the date range

changes accordingly — so rely on this date for the period actually shown. If you haven't tracked anything in the chosen range, it instead reads, for example, "No time recorded for Aug 12–18." On devices with Apple Intelligence (iOS 26), the local AI additionally adds a more natural running text with highlights like top task and top category. On other devices, it stays at this compact metrics line — equivalent in content, just more concise.

If you don't want to see the Weekly Briefing at all: In *Profile → Settings* there's the *Show Weekly Briefing* switch.

> **TIP — Weekly Briefing taking too long?** The AI text is generated in the background after opening — that takes a moment, and the exact time depends on your device. If you still see the old text after that: Apple Intelligence is probably not enabled (iOS Settings → Apple Intelligence). Nostora then uses the template text — functionally the same, just drier.

17. Generating a report (PDF/CSV)

Reports are for clients, tax advisors or yourself. They collect all your time entries in a period and export them as PDF (readable) or CSV (for spreadsheets).

1. Tap *Report* in the tab bar at the bottom. Note: Report is its OWN tab in the tab bar, NOT a submenu in the profile.

What you see now: The report screen opens. At the top you see the date range and access to the filters, below that the preview of the included times.

Setting filters

2. Tap *Date Range* and choose the reporting period (e.g. last week, last month or custom from/to dates).
3. If *Show Billing* is on, you'll see an additional *All/Hourly/Flat* control right below the date range — switch it to *Hourly* or *Flat* if only one billing type should go into the report. This control isn't part of the filter sheet — it sits directly on the report screen.
4. Tap *Filters* — the *Report Filters* sheet opens. Here you narrow down by category, place, task, activity and status.
5. Optional: Under *Group by*, choose how the report is structured (e.g. by category, task or place) — filters can be stacked: category × place gives you the report for one category at one location.
6. Tap *Done* to close the filter sheet. With *Reset filters* you start fresh.

Checking the preview

Below the filters you see the groups that will go into the report, each with its total time and the grand total. If something's missing or there's too much, adjust the filters.

Note: Whether completed tasks are counted is controlled by the setting *Include completed Tasks in Insights & Report* under *Profile → Settings* — not by the report screen itself.

Exporting

7. Tap the *Export* menu at the top right and choose *Export PDF* or *Export CSV*.

What you see now: A short spinner runs (*Preparing PDF…*, 1–10 seconds depending on the amount of data) — then the iOS share sheet opens automatically. You can send the file by mail, save it to Files, share it via AirDrop or push it into another app.

> **TIP — The file is cached** As long as you don't change the date range or filters, you can share the same file multiple times without it having to be regenerated.

Hiding old entries — the profile cutoff

If you want to start Nostora "fresh" after a season change or year's end without deleting old entries, you can set a cutoff date for this profile. All entries before it disappear from insights *and* reports for this profile — other profiles on the same device aren't affected. But they remain in the CSV backup in case you need them again later.

1. Tap *Profile* at the bottom → *Settings*.
2. Enable *Ignore entries before…*.
3. Choose the date from which counting should start.

What you see now: Insights and report totals now only count from the chosen date. Turn the toggle off again to include the old history once more — nothing is lost, only hidden.

18. Billing — hourly rate or flat rate

Nostora can bill each time entry either by hourly rate or as a flat rate. You set the mode on three levels: category (default for all tasks in it), task (overrides category), individual time entry (overrides task).

Prerequisite — showing billing

1. Tap *Profile* at the bottom → *Settings*.
2. Enable *Show Billing*.

What you see now: Hourly rate and flat rate fields now appear everywhere in the app. As long as *Show Billing* is off, the entire billing logic stays invisible.

Storing an hourly rate per category

1. In the *Categories* tab, tap a category and then *Edit*.
2. Enter your rate under *Hourly Rate* (e.g. €95).
3. Save.

What you see now: New tasks in this category inherit the hourly rate automatically. Existing tasks keep their previous value — you can update it per task individually.

Flat rate per task

Some tasks you don't bill by time but as a flat rate — "Consultation 1h, €250 fixed".

1. Create or open a task in the *Tasks* tab and tap *Edit*.
2. In the *Billing* section, choose *Flat rate*.
3. Enter the *Flat amount* (negative amounts are allowed for credits or discounts).

4. Save.

What you see now: Every entry for this task automatically bills with the flat rate, regardless of duration. A small *Flat* hint appears on the entry in the list.

Overriding a single entry

You want a discount or a different mode for *this one* entry?

1. In the task detail view, tap the entry you want to adjust.
2. Scroll to the *Billing* section.
3. Choose the mode (hourly rate or flat rate) and the appropriate value.

The task keeps its default; only this entry is billed differently.

Flat-rate entry without a timer

If you want to book a flat rate without running a timer:

1. Open the task (detail view) and tap *Book flat amount*.
2. The *Book flat amount* sheet opens, the amount pre-filled with the task's flat rate — adjust it if needed and optionally enter a title.
3. Tap *Book*. No timer needed.

Amounts in the report

The PDF/CSV report shows an amount column and sums up per period, category or task. Flat rates appear with the *Flat* marker. If *Show Billing* is off, the column is hidden automatically — the reports keep working without billing too.

> **TIP — Three-level logic** When a time entry is billed, Nostora first asks the entry (override?), then the task (override?), then the category (default). The first thing it finds wins. This gives you clean defaults and still flexibility per entry.
>
> **TIP — Profile-wide default hourly rate** Do you have a uniform standard rate for all tasks? Then set it once centrally instead of in every category individually. In *Profile → Settings →* the *Billing* section, enter the *Default hourly rate*. Nostora uses this value whenever neither entry, task nor category has its own rate. If you leave the field empty, Nostora requires an explicit rate per task as before.

19. Budgets — weekly goals per category

Budgets help you not to put too much or too little into a category. You set a weekly goal per category — e.g. "At most 8h per week for Admin" or "At least 5h per week for Studies".

Creating a budget

1. Tap *Categories* at the bottom.
2. Tap an existing category.
3. In the detail view, tap *Edit*.
4. Scroll to the *Budget* section.

5. Turn on *Set weekly budget*.
6. Set the time using the two wheels — hours on the left, minutes on the right (in 5-minute increments). There's no fixed upper limit: even 45 hours per week or uneven values like 37:30 are possible.
7. Optional: Turn on *Reach at least* if the budget should be a minimum goal (instead of an upper limit).
8. Tap *Save* at the top right.

What you see now: In the category list, the category now has an indicator showing the current week's time.

Budgets in the Insights tab

Once you've created budgets, a dedicated budget card appears in the Insights tab. It always refers to the current calendar week — the period filter at the top of the Insights tab (Week/Month/Year/Custom) has no effect on it. It shows a progress bar per category — at a glance you can see whether you're over the upper limit or have reached your minimum goal. The bar turns orange from 90% of your upper limit, and red above 100%. For a minimum goal, the bar turns green as soon as you reach your goal. If you don't need the card: *Profile → Settings → Show Budgets*.

A month with Marie — billing from A to Z

Marie is a freelance UX designer with three clients and bills by the hour. Until now she wrote her timesheets on Sunday evenings from memory — regularly losing 10–15% of her hours because she couldn't "prove" them. This is how she uses Nostora:

Set up once — Three categories: "Client Berg" (€95/h), "Client Sato" (€105/h), "Own stuff" (no rate). She stored the hourly rate directly on the category — every new task inherits it automatically. In the settings, *Show Billing* is on. For "Own stuff" she set a weekly budget: at least 4 hours — her own website shouldn't fall by the wayside again.

In everyday life — Start the timer on the Apple Watch when the client call begins (Chapter 30); put a note in the entry about what was discussed. The workshop day at Client Berg is set up as a flat rate: task "Workshop UX Audit", *Flat rate*, €1,200 — whether it takes 6 or 8 hours. The small consultation in between she books without a timer via *Book flat amount*.

At the end of the month — *Report* tab: date range "Last month", filter on "Client Berg", *Billing filter* set to *Hourly*, grouped by task. *Export PDF* → the share sheet opens → by mail to the client's accounting. Same for Client Sato. Two invoices, no guessing, no lost hours — and in the *Insights* tab she sees that her own website reached its minimum budget goal this week.

PART 4 — Setting Up Automation Once

Goal: Nostora takes routine off your hands. It recognizes places by itself, fills the calendar by itself, and widgets show the current state on the Lock Screen. You set up all these features once and then forget them.

20. Places and geofencing

Places are GPS points like “Office” or “Home”. Nostora automatically detects when you enter or leave a monitored place and records the stay as a visit — for insights, reports and the Day Planner.

Prerequisite — permission

1. Tap *Profile* at the bottom.
2. Tap *Places* in the list. Note: Places is NOT its own tab — it lives in the Profile tab.

There’s no central permission banner when you open the places list. Instead, Nostora automatically asks for simple location permission (*While Using*) the first time you use a location-dependent feature — for example when creating a new place or with *Set to Current Location*.

The more far-reaching *Always* permission (needed for background geofencing) is asked for later: it appears right at an individual place, as soon as you turn on *Track Time Automatically* there and the permission is still missing — there you then tap *Grant Permission*.

Creating your first place

1. Tap the plus icon at the top right (*Add Place*).

What you see now: A sheet opens with fields for name and address or coordinates. A map shows either your current position or the last active one.

2. Give the place a name — e.g. “Office” or “Home”.
3. Fastest way: Tap *Set to Current Location*. Nostora takes your current GPS position and shows the corresponding address right below the name (reverse geocoding).
4. Alternatively: Tap the address field and enter an address, or move the pin on the map.
5. Tap the save button at the bottom.

The new place automatically gets a radius of 100 m. If you want to adjust it, open the place afterward in the detail view — there, under *Radius*, you set a value between 5 and 500 meters with a slider.

What you see now: The place is now in the list. Whether Nostora actively monitors it is controlled by the *Track Time Automatically* switch in its detail view (see below).

Next to the plus button there’s also the *Analyze* icon (sparkles) at the top right — with it, Nostora can suggest places you visit frequently, based on your location history.

What happens on entry?

Whether a place is monitored is controlled by the *Track Time Automatically* switch in the place’s detail view (*Monitoring* section). If it’s on, the following happens when entering and leaving:

- Nostora starts or ends the **visit recording** — the stay lands in the place’s *Visit History*.

- You get a notification: “Arrived at Office — visit recording started.” or “Left Office — visit recording stopped.”
- The stay is written to the Places calendar as an event (see below).

Nostora does NOT automatically start a timer on entry — you decide which task is up. The AI suggestions (Chapter 4), however, factor your current place into their recommendation.

You can additionally enable *Predict Arrival* on the place — a reminder that notifies you BEFORE your usual arrival time (see *Arrival reminder* below).

> **WARNING — Maximum of 20 monitored places** iOS allows a maximum of 20 simultaneously monitored places — Nostora also shows you this limit in the places list. Geofencing barely costs any battery, because iOS handles the monitoring itself. Keep your most important places active and delete unused ones.

The “Places” calendar — your stays in the iOS calendar

Nostora automatically creates its own calendar called **“Places”**. Every recorded stay appears there as an event — with the place name plus arrival and departure time. That way you can look up in the Calendar app when you were where, without opening Nostora.

Two notes on this: You can hide the “Places” calendar in the Calendar app anytime if it brings you too much noise. And the Day Planner (PART 7) automatically hides it when displaying your appointment anchors — so your stays don’t show up twice there.

Arrival reminder — predicted notification

Nostora analyzes your visit history and can remind you shortly before a probable arrival — with a notification like “Upcoming visit — You usually arrive at Office around 8:45”.

1. In *Profile → Places*, tap the desired place.
2. Enable *Predict Arrival*.
3. Choose the notification lead time (15 minutes, 30 minutes or 1 hour before; default: 30 minutes before).

What you see now: As soon as the pattern recognition kicks in (typically after 3–5 visits on the same weekday), you get a push notification before the predicted arrival time. If the pattern doesn’t hold, no reminder comes — Nostora doesn’t spam.

> **TIP — When this works** The prediction needs regular visits on the same weekday. Spontaneous visits are ignored. Rule of thumb: only after 2–3 weeks of daily use does the prediction become really useful.

Keywords for calendar events

If you later import calendar events into Nostora (see Chapter 22), Nostora can automatically assign the events to the right place — provided you’ve stored keywords.

1. In *Profile → Places*, tap the place.
2. Scroll to the *Keywords* section.

3. Via *Add keyword…*, enter terms that appear in your calendar events — e.g. “HQ”, “Standup”, “Client meeting”.

What you see now: On the next calendar import, Nostora recognizes events with these keywords in the title or location field and suggests them as time entries for the matching place.

Even without your own keywords, Nostora recognizes matches automatically when an event contains a word of 3 letters or more from the title of a task that already has entries at that place.

Excluding tasks per place

At the bottom, under *Tasks at this Place*, the detail view shows the list of all tasks that have been tracked here — each with a toggle. Turn a toggle off to exclude a task from *this place's* statistics (e.g. private appointments that shouldn't show up in the office statistics). The task itself stays unchanged; it's only hidden at the place.

Movement profile and minimum stay

Every recorded visit becomes an entry in the *Places calendar* — over time this builds a clean **movement profile**: when you were at which of your places. So that briefly passing by (for example an office you only walk past) doesn't dilute this profile, you can set a **minimum stay**. Stays shorter than that aren't recorded at all — neither in the Places calendar, nor in the visit history, nor in the statistics.

1. Tap *Profile* → *Settings* → *Places* section.
2. Under *Minimum stay*, choose the threshold — for example 5 minutes (the default).
3. To log every visit, choose *Record all*.

TIP — If you delete a place later If you later delete a place — for example after moving — the already-recorded Places calendar stays correct. The place simply no longer counts toward the statistics.

Places apply to all profiles

Places in Nostora are created device-wide: Your “Office” or “Home” is automatically available in all profiles — you don't have to share anything or create anything twice. A place's *visit history* reflects your actual physical presence and is therefore shared across profiles: you see all visits there, regardless of which profile was active during the visit.

Deleting a place

1. In the places list, swipe left on a place and tap *Delete*.
2. Confirm — the place is deleted along with its visit history, for all profiles.

21. Distance — mileage and per-kilometer rate

Nostora measures the distance between a time entry's start and stop coordinates. Optionally it converts it into a per-kilometer reimbursement.

Prerequisite — showing distance

1. Tap *Profile* at the bottom → *Settings* → *Distance* section.
2. Enable *Show Distance*.

What you see now: Entries with start and stop coordinates get a km badge in the list. The *Distance* insights card becomes visible as soon as you have entries in the chosen period.

Choosing a mode — line of sight or route

Two modes are available:

- *Line of sight* — a direct line between start and stop. Available immediately, even offline.
- *Route* — the real driving distance via MapKit. The first retrieval per route briefly needs internet; after that it's cached.

1. Under *Distance mode*, choose *Route* (if you want the real distance).
2. Under *Transport*, choose *Driving* or *Walking*.

What you see now: Every time entry with coordinates now shows the route distance instead of the line of sight. In the detail view, a mode icon additionally appears (airplane for line of sight, car/person for route).

Entering a per-kilometer rate

Only when *Show Billing* is on:

1. Enter your rate under *Per-kilometer rate* (e.g. €0.30 per km).

What you see now: In the *Insights* tab, the *Distance* card now shows two values — the total distance in the period and the calculated reimbursement (`km × rate`).

Switching per entry

Want to change the mode for *one* entry? E.g. a consulting trip as a driving route, a run on foot.

1. Open the task detail view, tap the entry.
2. Scroll to the *Distance* section.
3. Under *This entry*, choose the *Route* mode and the appropriate transport.

Nostora recalculates the distance automatically. While it's working you briefly see a notice, then the fresh value.

This override applies only to the current session — after restarting the app, the entry again shows the default mode chosen in Settings.

km badge in the entry list

In the entry list, Nostora shows a compact km badge with a mode icon after every entry with coordinates. With *Line of sight* the airplane symbol appears, with *Route* the car or the person — depending on the chosen transport.

TIP — Survives backups The calculated route distance is written to the CSV backup. When restoring on a new device, you get your distances back immediately without MapKit having to be queried again.

22. Turning on calendar sync

If you enable this sync, every time entry also appears in your iOS calendar — good for overview, good for family/team who should see your appointments.

1. Tap *Profile* at the bottom → *Settings*.
2. Scroll to the *Calendar* section.
3. Turn on *Sync to Calendar*.
4. iOS asks for calendar access. Confirm with *Allow Full Access* — with the restricted *Add Events Only* option, Nostora can't create a new calendar for you.
5. Choose a calendar — e.g. "Nostora" or an existing one.

What you see now: From now on, all new entries appear in this calendar. Existing ones are NOT transferred retroactively.

> **TIP — Getting existing entries into the calendar too** Go to *Profile* → *Import & Export* and tap *Export to Calendar*. Nostora then writes ALL completed time entries into the chosen calendar — including metadata in the notes field. There's no date-range restriction here.
>
> It's faster directly in the calendar settings (*Profile* → *Settings* → *Calendar* section): as soon as there are entries without a calendar link, a button appears there showing the number of not-yet-transferred entries (e.g. "Add 12 existing entries to calendar") — one tap is enough, without having to switch to *Import & Export* separately.

Importing events from the calendar

The other direction: You already have your appointments in the iOS calendar and want to bring them into Nostora as time entries. Classic case: Outlook syncs your business appointments into the iOS calendar, and you import them on the weekend as a timesheet.

1. Tap *Profile* at the bottom → *Import & Export*.
2. Tap *Import from Calendar*.

What you see now: A sheet opens. Choose the calendar to import from and the period (e.g. *Last week*).

3. Under *Defaults for External Events*, set which category applies, which status (Active/Completed), and whether recurring events should be grouped into one task — these defaults apply to all events that don't contain Nostora metadata.
4. Tap *Preview*.

What you see now: Events that Nostora itself exported are recognized by their metadata and imported immediately and automatically with their original settings. The remaining ("external") events appear listed separately — grouped into events with a recognized place (thanks to the place keywords) and events without a place assignment.

5. Tap *Import* at the top right to take over all remaining external events at once, using the defaults you set earlier.

What you see now: Nostora creates a time entry with the exact event times for every imported event. Nostora recognizes duplicates via the event's start time (with ±2 seconds tolerance) within the same task — not via a fixed event ID.

> **TIP — Maintain keywords first** Before you run the first calendar import, store place keywords (see Chapter 20). Nostora then assigns automatically instead of you assigning every event by hand — with 30 weekday appointments that's a huge time saver.

23. Setting up widgets

Widgets show you running timers or a daily overview directly on your Home Screen or Lock Screen — without opening the app.

Adding a widget

1. Hold your finger on an empty spot of your Home Screen until the icons jiggle.
2. Tap the plus sign at the top left.
3. Tap the search field at the top and type "Nostora".
4. Choose Nostora from the list.

What you see now: You see the available widget sizes — small, medium and large. Swipe sideways to go through the options.

5. Tap *Add Widget* on the desired size.
6. Tap *Done* at the top right.

What you see now: The widget appears on your Home Screen. It shows either the current timer (if one is running), the daily total, or a list of active tasks — depending on the widget type. The Daily Summary widget shows your total hours for today at the top, and below that your up to four most time-consuming tasks with a colored bar per category.

Multiple running timers in the widget

If you've enabled *Allow multiple tasks*, the same widget for active timers automatically shows several rows as soon as more than one timer is running — it's not a separate widget you'd pick individually in the gallery. Up to 3 timers are visible at a glance; the widget collapses any further ones under "+N more".

24. Live Activities on the Lock Screen

Live Activities are the real-time cards on the Lock Screen and in the Dynamic Island. When you start a timer, it immediately shows up there — with the running time and buttons to stop it.

You don't have to set anything up — Nostora uses Live Activities automatically as soon as you start a timer.

Ending a Live Activity

As soon as you stop the timer, the Live Activity disappears after about 1 second.

> **TIP — Managing the Live Activity on the Lock Screen** Hold your finger on the Live Activity on the Lock Screen — you can stop it right there, without opening the app.

25. Siri Shortcuts

With Siri Shortcuts you can start a timer, create a task or have your day planned by voice or by tap. Nostora provides five commands as App Shortcuts:

1. **Start task** — "Start [task] in Nostora" or "Track time for [task] in Nostora".
2. **Stop task** — "Stop [task] in Nostora" or "Stop tracking time for [task] in Nostora".
3. **Stop all timers** — "Stop all timers in Nostora" or "Stop all running tasks in Nostora".
4. **Start task at a place** — "Start [task] at this place in Nostora" or "Track [task] when I arrive in Nostora".
5. **Plan my day** — "Plan my day in Nostora". Nostora drafts today's day plan from your history right on the device and inserts the blocks; Siri tells you how many. See also the Day Planner in PART 7.

Voice commands in your language

Siri works in German, English, Spanish, French, Polish and Russian — in whichever language you've set under *iOS Settings → Apple Intelligence & Siri → Language*. Nostora translates the phrases automatically to match.

What Siri sees

Siri only suggests active, non-archived tasks of the current profile. When you switch profiles, Nostora refreshes the Siri index automatically, so the next voice commands access the new data set.

Using them in the Shortcuts app

You don't have to set anything up: Nostora registers its commands automatically as App Shortcuts. In Apple's *Shortcuts* app you'll find them under "Nostora" and can also build them into your own shortcut workflows — e.g. "When I arrive at my desk: start the timer for Client Müller, activate the 'Work' Focus".

What you see now: From now on you can say e.g. "Hey Siri, start Client Müller in Nostora", and the timer begins — without opening the app.

26. Focus filters

With the Focus filter, Nostora automatically starts a task as soon as an iOS Focus becomes active. Example: You turn on the "Work" Focus — and the timer for your main task starts running without you touching the app.

1. Open the iOS Settings → Focus → choose a Focus, e.g. “Work”.
2. Scroll to *Add Focus Filter*.
3. Choose *Nostora* from the list (*Set Active Task*).
4. Choose the task that should start with this Focus.
5. Optional: Leave *Stop Other Tasks* turned on — then running timers of other tasks are ended when the Focus switches.
6. Activate the Focus.

What you see now: As soon as the Focus becomes active, Nostora starts the timer for the chosen task automatically.

27. Idle detection

If you start a timer and then, say, do nothing on your iPhone for 30 minutes, Nostora asks you at the next unlock: “You were idle. Should I stop the timer at X o’clock?”

Idle reminder is active by default — there’s nothing you need to turn on. If you want to change the threshold or turn the feature off:

1. Tap *Profile* at the bottom → *Settings*.
2. Scroll to the *Idle Detection* section.
3. The *Idle reminder* switch is already on; only tap it if you want to turn the feature off.
4. Set the threshold under *Reminder after* — you can choose 15, 30, 60, 120 or 240 minutes.

What happens on idle?

As soon as you unlock the iPhone again after a long period of inactivity (at least your threshold) and open Nostora, a blue banner appears at the very top with two buttons and a dismiss icon:

- *Stop at [time]* — Nostora sets the timer’s end time to the last active moment.
- *Keep running* — the inactivity time counts toward the task.
- Or tap the *X* at the top right to dismiss the banner without making a choice — the timers then keep running unchanged.

Note: With flat-rate tasks, idle detection deliberately stays quiet — there, the timer duration doesn’t change the billed amount.

If you stay away for longer than double the threshold, Nostora additionally sends you a notification to the Lock Screen — tapping it opens the app right at the banner.

PART 5 — Backup & Devices

Goal: Your data is safe and shows up on all your Apple devices. You can pull a backup, read a backup back in and control Nostora from the Apple Watch.

28. Pulling a CSV backup

A CSV backup is a complete copy of all your data — tasks, time entries, notes, categories, places, everything. It's your insurance against data loss.

1. Tap *Profile* at the bottom → *Import & Export*.
2. In the *CSV Export* section, tap the *Export Scope* picker — you have the choice: *Current Profile* or *All Profiles (Backup)*.

Choose *All Profiles (Backup)* for a complete backup. *Current Profile* is enough if you only want to save one profile's state for later (e.g. to archive a test phase).

3. Tap *Prepare CSV Export*. A spinner briefly runs (*Preparing export…*).
4. As soon as the file is ready, the *Export Data as CSV* button appears — tap it.

What you see now: iOS shows the share sheet. Choose *Save to Files* → pick a location (iCloud Drive, local, Dropbox).

> **TIP — How often should you back up?** We recommend a backup every 2–4 weeks to a location outside your iPhone. iCloud Drive is enough — if your iPhone breaks, the backup is still there.

29. Reading a CSV backup back in

> **WARNING — Categories and places get overwritten on import** For tasks and time entries the import adds: Nostora MERGES them with your current data. If you see duplicate entries afterward (e.g. duplicate tasks), it's because the same tasks exist in both data sets.
>
> That's not true for categories and places: if they already exist in your profile, they're reset to their state in the backup — icon, color, budget and reminder settings you've since changed are lost in the process. If you've changed anything about categories or places since the last backup, pull a fresh backup of your current state first as a precaution (Chapter 28), in case you need the newer settings later. If you'd rather have a completely clean restart without duplicates: delete your current profile BEFORE the import (PART 8 → "Deleting a profile"). Then the backup profile starts completely fresh.

1. Tap *Profile* at the bottom → *Import & Export*.
2. Tap *Import Data from CSV*.
3. iOS opens the file browser. Select the CSV file.
4. Nostora asks for the *Import Scope*: *Data & Structure* or *Structure Only*.

Data & Structure loads everything: tasks with all time entries.

Structure Only loads just the tasks and categories — time entries are ignored. Handy if you want to take over a template profile from another device. In addition, the import resets the status of every imported task to "open" — regardless of what status the task had in the backup.

5. Tap one of the options.

What you see now: A spinner runs. With little data it's done in 1–2 seconds; with thousands of time entries it can take 10–30 seconds.

6. If Nostora asks you whether time entries should also be transferred to the calendar: Tap *Yes* if you want calendar sync, otherwise *Skip*.

30. Connecting an Apple Watch

If you have an Apple Watch, you can start and stop timers right from your wrist. Handy in meetings, during sports or while gardening.

Prerequisite

Nostora on the Watch is a standalone app. It's installed automatically when you load Nostora onto your iPhone — provided your Watch is set up for iPhone app syncing (which it is out of the box).

Opening the Watch app

1. Press the Digital Crown on the Apple Watch.
2. Look for the Nostora icon — swipe until you see it.
3. Tap it.

What you see now: You see a compact list of your active tasks — the same ones that are active on the iPhone.

Starting a timer from the Watch

1. Tap a task in the list.
2. Tap the big round play button.

What you see now: The Watch now shows a big timer counting up — and the iPhone has started the timer too (within 1–2 seconds, because it's synchronized via WatchConnectivity).

> **TIP — Watch not showing current data?** If you see an old task list on the Watch, close the Watch app and open it again — on opening it fetches the current state from the iPhone. It also helps to briefly bring Nostora to the foreground on the iPhone; doing so transfers the task state to the Watch.

A complication on the watch face

Nostora comes with an **"Active Timer" complication** — a small element for the watch face that shows your currently running timer: the category's symbol and color plus the **live-running time** of the current session. If no timer is running, it reads "No Timer" or "Tap to start".

1. On the Apple Watch, press and hold the watch face and tap *Edit*.
2. Swipe to the complications.
3. Tap a free slot.
4. In the list, choose *Nostora → Active Timer*.

What you see now: The complication appears on the watch face. It supports circular, rectangular and inline slots (depending on the watch face). Tapping it opens the Nostora Watch app right at the timer.

31. Running multiple profiles in parallel

A profile is a self-contained data set: its own tasks, its own categories, its own activities, its own reports. Useful for:

- Work vs. hobby
- Work for multiple clients that must stay strictly separated
- Multiple people sharing one iPhone (e.g. a family)

Creating a new profile

1. Tap *Profile* at the bottom.
2. Tap *Switch Profile*.

What you see now: A *Switch Profile* sheet opens. You see a list of all existing profiles and, at the end, a dedicated section with the *Create New Profile* button.

3. Tap *Create New Profile*.
4. Enter a name.
5. Tap *Create*.

What you see now: You land directly in the new profile. The task list is empty — the profile is new.

You can give this profile (and any other) a picture at any time: In the Profile tab, tap the circle image at the top and pick a photo from your photo library — it's applied immediately.

Switching between profiles

1. Tap *Profile* at the bottom.
2. Tap *Switch Profile*.
3. In the sheet, tap the profile you want to switch to.

What you see now: The whole app switches to this profile — different tasks, different categories, different reports. If the profile has its own branding (logo, accent color), that switches too.

Renaming a profile

A typo when creating it? You don't have to delete and recreate the profile for that.

1. Tap *Profile* at the bottom.
2. Tap *Switch Profile*.
3. Swipe the profile row to the left.
4. Tap *Rename*.
5. Enter the new name and confirm.

What you see now: The new name appears immediately in the list and everywhere else in the app where the profile name shows up.

Copying or moving tasks between profiles

A task doesn't have to stay stuck in the wrong profile. In the task list you can reach the transfer in two ways: **swipe the task to the left** and tap *To Profile*, or **press and hold the task** and choose *Move or Copy to Profile…* from the menu. (Both only appear if there's at least a second profile.)

In the dialog that follows, you choose at the top between **Copy** and **Move**, and below that the target profile:

- **Move** relocates the task completely to the other profile. Its time entries always move along with it — they belong to the task.
- **Copy** creates a duplicate in the target profile; the original stays. An *Include time entries* switch decides whether the recorded times come along too, or just the task itself.

Category and activity (reason code) are tied to a profile. Nostora matches them to a **same-named** category or activity in the target profile and creates it there if it doesn't exist yet. A link to a Jira issue is deliberately **not** carried over when copying, so no duplicate worklogs are created.

Merging duplicate profiles

Do you suddenly see two profiles with the same name after a backup import (Chapter 29)? That happens when an all-profiles backup gets read in a second time by accident. Nostora detects this and offers a fix.

1. Tap *Profile* at the bottom.
2. Tap *Switch Profile*.
3. If the sheet is extended at the bottom with a *Merge Duplicate Profiles* button, tap it.
4. Confirm the dialog with *Merge*.

What you see now: For each group of duplicates, Nostora keeps the oldest profile and automatically moves all tasks, categories, visits and activities of the newer duplicates there before deleting them. Places stay untouched, because they're device-wide. A result alert shows you what was moved. This can't be undone.

PART 6 — Plus, Pro & Add-ons

Goal: You understand what's behind the three in-app purchases — Plus, Pro and Project Import — and you know how to link Jira with your tasks.

32. Plus, Pro and Project Import — what's what?

Nostora has three paid packages:

Plus — one-time purchase

Plus is the expansion for intensive use. You pay once and keep everything forever. Contents:

- No task limit — unlimited active tasks (Free: up to 6)
- No profile limit — unlimited profiles (Free: up to 2)
- CSV backup across all profiles in one file
- AI suggestions (the sparkles button, Chapter 4)
- The Day Planner intelligence: *Suggest my day*, *Plan my day* (AI), revenue projection and pushing/copying the plan to the calendar (PART 7)
- The default or sample data profile may be deleted

Pro — subscription with a 7-day trial

Pro is a subscription with a 7-day trial — weekly, monthly or yearly, your choice. It contains EVERYTHING from Plus, plus:

- Jira integration: worklog sync, issue status on the task, automatic Done transition on completion
- All future Pro integrations (Linear and Asana are planned)

If you don't cancel after the 7-day trial, the subscription continues. You can cancel anytime — in *Profile* → *Settings* → *Manage Subscription* or in the iOS Settings → your Apple ID → Subscriptions. Nostora keeps Pro until the end of the paid period.

> **TIP — Early buyers (Founders)** Anyone who bought the app as Premium before version 5.0 — back then still called Trackers — keeps all Plus features for free — and gets the Jira integration permanently on top, as a thank-you. No subscription needed.

Project Import — one-time purchase, add-on

Project Import unlocks the full MS Project/ProjectLibre import (without the purchase: a maximum of 3 tasks per plan). You only need this add-on if you want to load external project plans into Nostora. One-time purchase, no subscription, independent of Plus and Pro.

Opening the purchase screen

Two paths lead to the paywall:

- **Directly:** Tap *Profile* at the bottom → *Upgrade to Plus or Pro*.
- **Contextually:** The paywall opens automatically when you hit a limit — e.g. at the 7th active task, at the 3rd profile, at the sparkles button without Plus, at *Connect Jira* without Pro, or at the backup across all profiles.

What you see now: A paywall opens from the bottom with the Plus, Pro and Project Import cards. You see prices (supplied by Apple, localized to your currency).

1. Tap the desired card.
2. Tap the purchase/trial button.
3. Confirm with Face ID / Touch ID / your Apple ID password.

What you see now: As soon as the confirmation goes through, Nostora unlocks the feature immediately. You don't have to wait or restart.

> **TIP — Restoring purchases** If you have a new iPhone or have reinstalled the app, scroll all the way down on the paywall and tap *Restore Purchase*. Apple automatically reloads your previous purchases.

33. Connecting Jira (Pro only)

With the Jira integration, you can tie every Nostora task to a Jira issue. When you then stop a timer on the task, Nostora automatically pushes a worklog to the Jira issue.

Prerequisites

You need:

- An active Pro subscription (or a Founder access, if you have one)
- A Jira Cloud instance (a URL like your-team.atlassian.net)
- An e-mail address you use to sign in to Jira
- An API token (NOT a password) — you create it in your Atlassian account at id.atlassian.com/manage-profile/security/api-tokens

Connecting

1. Tap *Profile* at the bottom → *Settings*.
2. Scroll to the *Integrations* section.
3. Tap *Connect Jira*.

What you see now: A *Connect Jira* sheet opens.

4. Enter your Atlassian Cloud workspace — e.g. "your-team.atlassian.net".
5. Enter your e-mail (the one you use to sign in to Atlassian).
6. Enter the API token (copied from id.atlassian.com) — your personal token, NOT your password.
7. Tap *Test Connection*.

What you see now: Nostora makes a test call to the Jira API. On success you see a success message and the sheet closes automatically. On failure there's a specific message — usually the e-mail/token don't match or the domain wasn't found. Correct it and try again.

> **WARNING — Keep the token safe** Nostora stores your token in the iOS Keychain (encrypted, device-bound). It doesn't go into iCloud backups. If you switch iPhones, you'll have to enter the token again.

34. Linking a task to a Jira issue

1. In the Tasks tab, tap an existing task.
2. Tap *Edit* (top right).
3. Scroll to the *Linked Issue* section.
4. Tap *Link Jira Issue*.

What you see now: A search sheet opens. At the top the search field, below it an *Assigned to you* list with your open issues.

5. Either tap an issue from the *Assigned to you* list …
6. … or tap the search field and enter search terms (e.g. an issue key like "PROJ-123" or text from the title).
7. When you see the issue, tap it.

What you see now: The sheet closes. The task edit view now shows the issue key (e.g. "PROJ-123") and the issue's title. If the task doesn't have a title yet, Nostora takes over the Jira title automatically. If the title field already has your own title, Nostora asks instead: *Replace Task Title?* with the options *Use Jira Title*, *Keep My Title* and *Cancel*. The link itself is established either way — only the title depends on your choice.

8. Tap *Save*.

Seeing the status

In the task list, the task now has a small status tag — *To Do*, *In Progress*, *Done* depending on the Jira status.

Closing the issue automatically on completion

In the task editor there's the *Close Jira issue when completing* switch. If it's on, Nostora sets the linked issue to a Done status as soon as you complete the task in Nostora.

35. Pushing worklogs to Jira automatically

Once a task has a linked issue, Nostora sends a worklog to Jira on every timer stop.

The worklog contains:

- Start time (from the time entry)
- Duration (rounded to the nearest minute)
- Note (formatted in Atlassian Document Format)
- Optional: activity (reason code) as a prefix in the note

Seeing the worklog status

In the task detail, you see a small status icon per entry on the right of the time entry list:

- Gray circle: Not yet synced, queued.
- Cloud with arrow: Currently transferring.
- Cloud with checkmark: Successfully transferred.
- Red cloud X: Failed — Nostora retries automatically.

Retransferring manually

1. Tap an entry with a red X.
2. In the detail view, trigger the transfer again.

36. Importing MS Project / ProjectLibre (Project Import IAP)

If you have an external project plan (.mpp or .xml in MSPDI format), you can load it into Nostora. Tasks from the plan become Nostora tasks.

Prerequisite

The menu item is visible to everyone — but without the Project Import add-on you can import a maximum of 3 tasks per plan. The full import needs the one-time purchase (PART 6, Chapter 32).

Performing the import

1. Tap *Profile* at the bottom → *Import & Export*.
2. Tap *Import project plan…*.
3. Choose the previously exported .xml file from the Files app (from MS Project via *Save As → XML*, from ProjectLibre via *Save As → MS Project XML*; native .mpp files aren't directly supported).

What you see now: A preview sheet opens with all tasks from the plan, grouped by phases or summary tasks.

4. Check the tasks that should be imported.
5. Optional: Tap *Map categories* at the top — you can map plan summary tasks to Nostora categories, so that e.g. "Phase 1" in your plan becomes the Nostora category "Phase 1".
6. Tap *Import* at the bottom.

What you see now: The selected tasks land as Nostora tasks in your profile — with the plan title, the plan duration as planned hours, and a note referencing the plan.

Note: If you import the same plan again later, Nostora automatically skips tasks that already exist — the success message tells you how many that was.

> **TIP — A sample plan to try out** If you don't have your own project plan yet, tap *Use Sample Plan* in the import sheet. Nostora loads a small demo plan with a few tasks, so you can play through the import flow once without needing a real file.

Viewing imported plans

After the import, you'll find a central overview of all your project plans.

1. Tap *Profile* at the bottom → *Project plans*. Note: this lives DIRECTLY in the Profile tab, not in Settings.

What you see now: A list of all imported plans with the task count and the total time actually tracked so far per plan (not the hours originally planned in the project plan). Tap a plan to open the detail view — there you see all the plan's tasks with their tracked time so far, and can create a CSV or PDF report per plan. The report shows only actually tracked time, not the originally planned hours from the project plan.

TIP — Multiple plans in the same profile You can import several project plans one after another. Nostora groups them by plan name, so in the project plans list you see a separate row per plan — even though all tasks live in the same profile.

PART 7 — Your Day in Advance: The Day Planner

Goal: Until now, Nostora has mostly recorded *what was*. The Day Planner reverses the perspective: You plan your day in time blocks, tick them off as the day goes — and in the evening Nostora shows you how well plan and reality matched. The special part: The planner doesn't guess, it learns from your actually tracked time.

37. Day Planner basics: blocks and the first plan

A day plan consists of **blocks**. Each block is either a **task** (with a planned duration and start time), a **break / buffer** (without a task, e.g. "Lunch") or a **travel block** (the travel time between two places, inserted automatically). You create one plan per day.

Turning on and opening the Day Planner

1. Tap *Tasks* in the tab bar at the bottom.
2. At the very top, above the task list, sits the Day Planner card. Tap it.

What you see now: Today's plan opens. If it's still empty, you see a short introductory text with two buttons to get going.

Card missing? Then tap *Profile* at the bottom → *Settings* → *Day Planner* section and turn *Show Day Planner card* back on.

Building a plan — four ways

You reach all of them through the **plus menu (+)** at the top right of the plan.

1) Planning tasks by hand

1. Tap + at the top right → *Add task*.
2. Check one or more tasks and set the planned duration with the stepper on the right.
3. Tap *Add* at the top.

What you see now: The chosen tasks sit as blocks in the plan, neatly one after another starting from the beginning of your workday.

2) Planning a break or a buffer

Via + → *Add buffer / break* you place a block without a task — say "Lunch" or "Buffer". It starts with a duration of 15 minutes; you can change that afterward in the block details. That keeps air between your appointments.

3) "Suggest my day" — from your history

Nostora looks at your last weeks and suggests a **typical time and duration** for each task.

Tap the suggestion button in the empty plan, and Nostora inserts the reliable suggestions directly into your plan, without any further selection. If you'd rather add individual tasks selectively instead, open + → *Add task* and tap *Suggest my day* there — here, matching tasks are only preselected; you still adjust the selection and confirm it with *Add*.

What you see now: Nostora fills your day with the suggested blocks in a sensible order.

4) "Plan my day" — AI right on the device

On supported devices (iOS 26), an **AI right on your iPhone** builds a finished daily draft — without any data leaving the device.

1. In the + menu, tap *Plan my day* (sparkles icon).
2. Wait the brief moment until the draft is ready.
3. Delete individual suggestions you don't want, then tap *Add*.

TIP — Hands-free via Siri You can start the same AI plan without even looking: Say *"Hey Siri, plan my day in Nostora"*. Nostora drafts today's plan from your history right on the device and inserts the blocks — Siri tells you how many blocks were planned. More on Siri in Chapter 25.

TIP — What's free, what's Plus? Planning tasks and breaks by hand is free. The intelligent paths — *Suggest my day* and the AI plan — as well as the revenue projection and pushing/copying to the calendar belong to Plus (and therefore also to Pro). You can recognize locked menu items by the small lock icon. More in PART 6 and APPENDIX B.

38. Working with the plan: views, blocks, plan versus actual

Two views: timeline and list

At the top, you toggle between **timeline** and **list** with the icon switcher. Nostora remembers your choice per profile.

- **Timeline:** an hourly grid across your workday. Your colored plan blocks sit on the left, a line shows the current time. You can **drag a block with your finger** to change its start time — it snaps in 5-minute steps. A tap opens the details. With the **zoom slider** at the top you stretch the time axis so that tightly packed or very short blocks don't overlap.
- **List:** the classic top-to-bottom order. Via *Edit* you drag blocks by the handle into a new order.

TIP — The gray column in the timeline On the right, the timeline shows your existing calendar events of the day in gray as "anchors", so you can plan around fixed appointments. Your own Nostora calendars (the pushed day plan, the places calendar and your time-tracking calendar) are hidden in the process — so your plan doesn't show up twice.

Ticking off blocks, starting timers, moving, deleting

- **Ticking off:** Tap the circle on the left of the block to mark it as done.

- **Starting/stopping a timer:** Swipe the row to the right — the start/stop button records time for this task immediately. The time entry belongs to the task and thus to the right profile, so you don't have to switch profiles. A running block shows a red dot in front of the title.
- **Deleting:** Swipe left in the list.
- **Reordering:** in the list via *Edit*, in the timeline by dragging.
- **Details & duration:** A tap on a block opens the details — there you set the **duration with two wheels (hours/minutes)**, plus an optional label of your own and a fixed start time.

The header area: progress, capacity, revenue, accuracy

At the top of the plan you see at a glance:

- **Progress** — e.g. "0 of 7 done" and the summed duration.
- **Capacity** — how much you've planned against your workday window. If you plan more than fits, an **over-capacity warning** appears.
- **Revenue projection** — the expected billable revenue of the day (only with billing active and Pro).
- **Accuracy** — how well plan and tracked time match (only appears once something has been tracked).

Plan versus actual — what really happened

As soon as you track time on a planned day, Nostora assigns that time to the matching blocks. A small **deviation hint** then appears on each block: **green pointing down** = needed less than planned, **orange pointing up** = took longer. From this comes the **accuracy value** — over several days you get a feel for how realistically you plan.

Now & focus — the current block, live

If today is planned, a **"Now" card** shows the current and the next block with a **live-updating remaining time**. The play/stop button **starts or stops time tracking for the current block directly** (in the right profile, no profile switch needed) and at the same time shows a countdown to the end of the block as a **Live Activity** on the Lock Screen and in the **Dynamic Island** (see also Chapter 24).

Travel blocks between places

When consecutive tasks take place at **different places**, the planner can insert the travel time between them as its own block — either automatically (setting *Insert travel between locations*) or on demand via *Update travel times* in the actions menu. The means of transport follows your distance setting (driving/walking, see Chapter 21).

Budget warnings in the plan

If you've stored a weekly budget for a category (Chapter 19), the plan warns you when it's put at risk by what's planned — e.g. "Weekly budget at risk — Research".

39. The plan in the calendar

Pushing to the calendar

The Day Planner works with its **own calendar "Nostora Day Plan"**, separate from your normal calendar. Pushing belongs to Plus (see Chapter 37). If you already created a day-plan calendar before the rename, Nostora takes it over automatically on first launch and renames it — your old events aren't lost in the process.

1. Tap the big button at the bottom (*Push to Calendar*; after the first time it's called *Update Calendar*).

What you see now: All blocks appear as events in the "Nostora Day Plan" calendar. For any given day, the calendar always holds exactly the **most recently pushed state**: on pushing again, Nostora first removes **all** of that day's Day Plan events and then rewrites the current plan. This way no duplicates arise — not even if you switched between an individual profile's plan and a shared profile plan in between.

> **TIP — Needs calendar access** For pushing, Nostora needs full calendar access. If it's missing, a tap on the message helps, or iOS Settings → Apps → Nostora → Calendar. The basics of calendar sync are in Chapter 22.

Copying to another calendar

Want to see the plan additionally in another calendar — say, your work calendar? Then you copy it there **one time**.

1. Tap the *Plan actions* menu (⋯) at the top right → *Copy to calendar…*.
2. Choose the target calendar from the list.

What you see now: The blocks are written as normal events into the chosen calendar. These copies then belong to you: Nostora no longer manages them and never deletes anything there. The "Nostora Day Plan" calendar remains untouched.

Removing from the calendar

Via *Plan actions* (⋯) → *Remove from calendar* you delete all of this plan's events from the "Nostora Day Plan" calendar again. (The item only appears if you've pushed before.)

40. Planning like a pro: actions, templates, settings

The actions menu (⋯) at a glance

Behind the dots menu *Plan actions* at the top right you'll find:

- *Carry over … from yesterday* — pull the previous day's open blocks into today's plan (the item shows the count).
- *View week* — open the week overview.
- *Apply template* — load a saved standard day.
- *Save as template* — save the current plan as a reusable template.

- *Manage templates* — create, rename, edit their blocks and delete templates (see below).
- *Duplicate to tomorrow* — put the plan on the next day as a copy.
- *Update travel times* — recalculate travel blocks.
- *Copy to calendar…* — see Chapter 39.
- *Review day* — open the evening review.
- *Clear plan* — remove all of the day's blocks in one step (with confirmation). If the day was already pushed to the calendar, its calendar entries are removed right along with it.

The week overview

Via *Plan actions* (⋯) → *View week* you open a rolling window from 3 days back to 7 days ahead, each with the day's **progress**. You page between weeks and jump back with *Today*. A tap on a day opens (or creates) its plan.

Closing the day — the evening review

Plan actions (⋯) → *Review day* walks you through all blocks once more in the evening for ticking off. With a switch, you have **unfinished blocks carried over to tomorrow automatically**.

Templates for recurring days

You don't have to rebuild recurring days every time. Save a plan via *Save as template* (e.g. "Monday routine") and apply it on other days via *Apply template* with one tap.

Manage templates. Via *Plan actions* (⋯) → *Manage templates* you open a dedicated screen with all your templates. Here you create new ones (+), delete them by swiping, and a tap opens the editor. In the editor you change the name, add blocks (a task from the pool or a break/buffer), remove them by swiping, and reorder them by dragging. Tapping a block opens its duration (via hour and minute wheels), a label, and an optional fixed start time. This way you no longer have to rebuild a whole template just to change a single task.

Suggested weekdays. In the editor, the *Repeat* row opens a multi-select like an alarm clock: you check off one or more weekdays — or leave the template without a fixed day. The overview then shows a compact summary like "Every day", "Weekdays", "Weekends", or "Mon, Wed, Fri".

Templates across all profiles. If you want your templates available in every profile, enable *Profile → Settings → Day Planner → Templates across all profiles*. This is independent of *Plan across all profiles*.

Weekday templates: your day gets suggested to you

If you set weekdays on a template (see above), Nostora does something with it instead of just displaying it:

- **In *Apply template***, the templates for **today** appear right at the top under *Suggested for today*, each with a **"Today" badge**. If you pick a template meant for a different day, Nostora briefly checks in ("This template is for Monday. Apply anyway?").

- **On an empty day plan** and **on the Day Planner card** (Tasks tab), Nostora directly offers *Apply today's routine* — one tap, done. If several templates fit the day, *Choose today's routine* opens instead with a short selection.
- Nostora remembers the **most recently chosen** template per weekday and puts it right at the top next time.

This turns a well-kept template into a day that's offered to you half-finished — the real payoff of setting weekdays on a template.

Replace or append

If you apply a template to a day that **already** has a plan, Nostora asks: **Replace plan** (old blocks out, template in) or **Add to plan** (append the template). For the AI suggestion *Suggest my day* there's the *Replace existing plan* switch for this. On an empty day, everything runs as usual without asking. Want to simply start fresh? Use *Plan actions* (⋯) → *Clear plan* — so you no longer have to delete every block one by one after a mis-tap.

Suggestions know your weekday

Suggest my day now takes the **weekday** into account: Nostora preferentially suggests what you usually do on that exact weekday. Tasks you've never tracked on that day stay out of the picture — so Sunday no longer suggests your weekday work to you. If you still have little history (say, as a new user), Nostora automatically falls back to your overall history so you still get a full suggestion.

Keeping tasks out of the Day Planner

Some tasks you never want to see in day planning — e.g. background or permanent tasks.

1. Open the task for editing.
2. In the *Visibility* section, turn off the *Show in Day Planner* switch.

What you see now: The task disappears completely from the selection list and from all the planner's suggestions. By default, all tasks are visible.

Planning across profiles

If you use multiple profiles (Chapter 31), you can have the planner work **across profiles**: *Profile → Settings → Day Planner → Plan across all profiles*. By default the option is off, and each profile plans for itself.

When the option is on, three things apply: First, **all profiles share the same day plan per day** — no matter which profile is currently active, you see and edit the same plan. Second, the tasks of **all** profiles are available to you when planning. Third, the week overview combines this shared plan per day.

So that same-named tasks from different profiles stay distinguishable, Nostora shows the **profile** alongside every task — both in the plan list and when adding. If you turn the option off again, your previous per-profile plans reappear unchanged; the shared plan is preserved and reappears as soon as you turn the option back on.

The Day Planner settings at a glance

Under *Profile → Settings → Day Planner*:

- *Show Day Planner card* — show/hide the card on the Tasks tab.
- *Buffer between blocks* — automatic spacing between consecutive blocks.
- *Day starts / Day ends* — your capacity window (default 9–18 o'clock).
- *Insert travel between locations* — automatic travel blocks.
- *Plan across all profiles* — cross-profile planning with a shared day plan (see above).
- *Templates across all profiles* — templates visible in every profile (see "Templates for recurring days").
- *Daily revenue goal* — target value for the revenue projection (only with billing active).

TIP — The Day Planner lives on your data Suggestions, accuracy and revenue projection become more accurate the more consistently you track your time. One or two weeks of honest tracking — and the planner plans your day almost by itself.

A planned day with Marie

Marie (our designer from Chapter 19) has Plus — this is what her Thursday looks like with the Day Planner:

07:45, kitchen table — Marie taps the Day Planner card and chooses *Suggest my day*. Nostora knows her weeks: "Client Berg — screen design" typically sits 9:00–11:30, "E-mails & admin" 8:30–9:00, "Client Sato — workshop prep" in the afternoon. She accepts the suggestions, drags the Sato block in the timeline from 14:00 to 13:30 with her finger, and adds a lunch break via *Add buffer / break*.

The clincher: Her 11:45 appointment is at the client's office. Because "Client Berg office" is stored as a place, the planner automatically inserts a **travel block** with the real travel time. In the header she sees the day's **revenue projection** — today the plan reckons with €570. And because she tried to pack 9.5 hours into an 8-hour window, the **over-capacity indicator** warns her until she duplicates a block to tomorrow.

08:20 — *Push to Calendar*. Her partner sees in the shared calendar when she can't be disturbed today.

During the day — The "Now" card shows the current block with remaining time. For the screen design she starts the focus countdown — it runs along as a Live Activity in the Dynamic Island. She tracks her timers as always; Nostora assigns the tracked time to the blocks.

18:10 — *Plan actions → Review day*. Two blocks ticked off, the rest was already done; one unfinished one automatically moves to tomorrow. The accuracy shows: planned 7h 30min, tracked 7h 10min — the screen design block carries a small green arrow pointing down (faster than expected). After two weeks Marie knows she chronically plans workshops too short — and now plans them realistically.

PART 8 — Personalization & Administration

Goal: You make Nostora your Nostora. Your own accent color, your own tagline, maybe your own logo. You understand what Nostora stores about you, and you know how to delete a profile or the whole app.

41. Personalizing the appearance

All branding options sit behind a single menu item. What you can customize applies PER PROFILE — when you switch to another profile, you immediately have that profile's branding again.

1. Tap *Profile* at the bottom → *Settings*.
2. Tap *Appearance*.

What you see now: You see a preview card at the very top (mini logo, "Nostora" wordmark, tagline), below it four areas: logo, tagline, accent color, splash duration.

Your own logo

1. In the logo section, tap *Choose Your Own Logo*.
2. Pick an image from your photo library.

What you see now: The image is automatically scaled to 512×512 pixels and stored in your profile. The preview card at the very top now shows your logo.

Removing the logo? Tap *Remove Logo* — the d4p default logo appears again.

Your own tagline

The tagline is the small text below the "Nostora" wordmark on the splash screen. Default: "Track time honestly." — you can put your own text there.

1. Tap the tagline text field.
2. Write your text — max. 60 characters.
3. Tap somewhere else to close the keyboard.

What you see now: The preview card at the top shows your new text.

Accent color

Eight accent colors are available: Coral (default), Ocean, Sage, Sand, Plum, Mint, Slate, Amber.

1. Tap one of the color circles.

What you see now: You see the effect immediately: tabs, buttons, timer displays — all accents in the app are recolored. On the splash screen too, the "4" in the d4p logo takes on your color.

With Ocean as the accent, the "4" is reset to Coral — otherwise it wouldn't be visible on the dark blue logo background.

Splash duration

On app launch, Nostora shows a splash screen. You can set the duration or turn it off completely.

1. Tap the *Display duration* picker.
2. Choose: Off / 1 / 2 / 3 / 4 seconds.

Off skips the splash completely — the app starts straight into the Tasks tab.

Resetting

If you want to reset all branding settings of this profile to the devForPeople defaults: Tap *Reset Branding for This Profile* at the very bottom. Other profiles remain untouched.

> **TIP — Branding on profile switch** When you switch the active profile, the entire look switches with it automatically — color, tagline, logo. That way you can, say, keep your work profile in sand beige and your personal one in mint green — you see at a glance which profile you're currently in.

42. Privacy — what stays local, what goes out

Nostora is designed as an "on-device app". That means: All your data stays on the iPhone. There are no servers, no account login, no telemetry.

What stays local

- All tasks, time entries and notes
- All profiles with profile pictures and branding logos
- All places, categories and activities
- Reports (PDF, CSV) — generated only locally; when you share them, Nostora doesn't know where to

What may leave the device — only if you enable it

- Calendar sync: Time entries go into your iCloud calendar (if the iCloud calendar is active).
- Jira worklogs (Pro only): The HTTP request goes to your configured Jira Cloud instance.
- AI Weekly Briefing: Generated locally with Apple Intelligence (Foundation Models) — on iOS 26+. On older devices it's a template without any AI call at all.
- iCloud backup: If iCloud backup is active on your iPhone, the Nostora database is part of the backup too (encrypted by Apple).

Nostora itself sends NO data to devForPeople. There are no analytics, no crash reports, no telemetry to our servers.

Protecting the app with Face ID

If others use your iPhone too, you can put Nostora behind Face ID — iOS itself handles that: iOS Settings → Screen Time, or "Lock app" (from iOS 18, directly via long-press on the app icon → *Require Face ID*). In the Nostora settings, the *Security* section points this out.

Legal & support in the app

Under *Profile → Settings → About* you'll find, all in one place: the user manual, the privacy policy, the terms of use, a direct contact to support (opens the Mail app with a pre-filled subject), and your installed version number — handy if support asks you for it when reporting an issue.

Carla sets up her practice — privacy in practice

Carla is a therapist with her own practice and radically privacy-conscious — patient data in a cloud is out of the question for her. Her tax advisor suggested a SaaS time-tracking tool: account, cloud, monthly subscription. Absolutely not. This is how she uses Nostora:

The reason to buy — No account, no cloud, no ads. Before installing, she reads exactly this chapter: All data stays on the iPhone, there is no devForPeople server. She buys Plus on day one — once, without a subscription.

Her structure — Three profiles: "Practice", "Personal", "Training". In the practice, one category per billing type, tasks like "Patient sessions" and "Admin Wednesday". Patient names appear nowhere — billing toward the insurance only needs times and categories.

Outlook appointments — She keeps her practice appointments in Outlook, which syncs into the iOS calendar. Once a week: *Profile → Import & Export → Import from Calendar* (Chapter 22). Thanks to the keyword "Practice" on the place, Nostora assigns the events automatically.

Quarterly — PDF report for the tax advisor (*Report* tab), CSV backup onto a local drive (*Export Scope: All Profiles*). She has deliberately disabled iCloud backup — Nostora respects that too: What leaves the device is her decision alone.

43. Deleting a profile

> **WARNING — Deleting a profile is final** All tasks, time entries, categories, places and branding settings of THIS profile are deleted with it. Other profiles remain untouched. If you're not sure: Make a CSV backup FIRST.

1. Switch to the profile you want to delete.
2. Tap *Profile* at the bottom.
3. Tap *Delete Profile* at the very bottom.
4. Confirm in the dialog with *Delete Permanently*.

What you see now: If you have another profile, Nostora automatically switches to it. The very last profile on the device, on the other hand, can't be deleted — create a new profile first if you really want to start from zero, or use *Remove App* instead (see next section).

44. Resetting the whole app

If you want Nostora completely off your iPhone — including all data, all profiles, all branding — this is the simplest way.

1. Hold the Nostora icon on your Home Screen.
2. Tap *Remove App → Delete App*.

3. iOS confirms: “Delete app and all data?”. Tap *Delete*.

What you see now: Nostora is gone. If you install it again, you start from zero again — with an empty “Device Owner” profile.

If you had iCloud backup on: On your iPhone’s next backup restore (e.g. onto a new device), Nostora is back — with all its data.

APPENDIX A — Common Problems

When something doesn’t run the way it should: Here’s the collection of the most common stumbling blocks.

App launches, but no profile visible

Sometimes happens after an iCloud restore. Close Nostora (swipe up from the bottom, flick the app card up and away) and open it again — on launch, Nostora checks its data and creates a default profile if necessary.

Timer won’t start

If you tap play and nothing happens: A timer is probably already running, and *Allow multiple tasks* isn’t enabled. Stop the other timer first, or enable the switch in *Profile → Settings → Behavior*.

Entry shows 0 seconds

Can happen if you tap play and stop in very quick succession. The entry is still there — you can set the duration manually by tapping the entry and correcting the start/end time by hand.

Apple Watch shows old data

Close the Nostora Watch app (press the side button, flick the card up and away) and open it again — on opening, it fetches the current state. If that’s not enough: Briefly bring Nostora to the foreground on the iPhone; doing so transfers the task state to the Watch.

Widget doesn’t show the current time

Widgets refresh on iOS’s side every 15 minutes. If a timer is running and the widget time is wrong, hold your finger on the widget and tap *Refresh Widget*. Or wait a moment.

Live Activity won’t disappear

iOS limits Live Activities to 8 hours. After that they’re ended automatically. If a timer needs to run longer, stop it manually and start a new one.

Jira worklog isn't syncing

Tap the task → the entry with the red status icon → trigger the transfer again. If it stays red, check in *Profile* → *Settings* → *Integrations*: Is the Jira connection still active? Sometimes the API token has expired — then you have to create a new one and enter it.

Report is empty

Check the date range and *Report Filters* on the report screen: Is the date range correct? Are the right categories selected? Is the *Billing filter* too narrow? If completed tasks are missing: Enable the *Include completed Tasks in Insights & Report* switch in *Profile* → *Settings*.

CSV import can't find the file

iOS Files app permission: If Nostora doesn't show the file in the file picker, the file may not be downloaded from iCloud. Tap the file in the Files app (download it) and then try again.

Places don't detect entry and exit

Check in the iOS settings under Privacy → Location Services → Nostora that *Always* is selected. *While Using* is NOT enough for geofencing. If that's right and it still doesn't work: Delete the place in Nostora and create it anew.

AI Weekly Briefing is missing

Apple Intelligence is limited to certain iPhones (iPhone 15 Pro and newer, iOS 26) and must be enabled in the iOS settings (Settings → Apple Intelligence). On other devices, Nostora automatically uses the template renderer — same in content, just phrased a bit more dryly.

APPENDIX B — Which Features Are Free — and Where Are You Asked to Pay?

Nostora is very generous: The core is free. Only when you hit certain limits or want to turn on special features does a paywall appear. Here's the complete list — what's free, when a limit kicks in, and how you unlock the respective package.

The packages at a glance

Nostora has three paid packages. What's behind them — and which one you need — depends on WHAT you're trying to do right now, not HOW OFTEN you use Nostora.

Free (no purchase needed)

You get everything that makes up the core of the app — and in quantities that are easily enough for one person with one main field of use:

- Up to 6 active tasks at once.
- Up to 2 profiles.

- All time-tracking features — starting/stopping timers, multiple timers in parallel, notes, activities, categories.
- Insights with charts, summary and map — including the Weekly Briefing (with local AI on iOS 26).
- Weekly budgets per category with progress bars.
- Billing per category — hourly rate or flat rate, completely free.
- Idle detection for forgotten timers.
- Reports as PDF and CSV — complete, without limitation.
- Places and geofencing, distance and per-kilometer rate.
- Apple Watch, all widgets, Live Activities, Siri Shortcuts, Focus filters.
- Calendar sync and import, CSV backup of the current profile.
- The Day Planner with manually planned tasks and breaks.
- Your own branding (accent color, logo, tagline, splash duration) — per profile.

Plus (one-time purchase, one price, permanent)

Plus is the right choice if you use Nostora more intensively: several areas of life, many parallel tasks, backups — and if you want the intelligent features.

- No 6-task limit — unlimited active tasks.
- No 2-profile limit — unlimited profiles.
- CSV backup across ALL profiles in one file.
- AI suggestions — the sparkles button in the Tasks tab (Chapter 4).
- The Day Planner intelligence: *Suggest my day*, *Plan my day* (AI draft), revenue projection plus pushing and copying the plan to the calendar (PART 7).
- The default profile ("Device Owner") or the sample data profile may be deleted.

Pro (subscription with a 7-day trial — weekly, monthly or yearly)

Pro has everything from Plus in it — plus the connection to external systems. You choose between three subscription lengths: weekly, monthly and yearly. Yearly is the cheapest per month; weekly makes sense if you only need Pro for a short project.

- Jira integration: worklog sync, issue status on the task, automatic Done transition.
- All future Pro integrations (Linear, Asana — planned).

  Note for early buyers: Anyone who bought the app as Premium before v5.0 — back then still called Trackers — keeps all Plus features for free and gets the Jira integration permanently on top — without a subscription.

Project Import (one-time purchase, add-on, independent of the package)

Project Import is a standalone package — you can buy it without having Plus or Pro. Only useful if you want to load external project plans into Nostora.

- Import of MS Project (.mpp) and ProjectLibre files (.xml in MSPDI format).
- Without this purchase: a maximum of 3 tasks per plan can be imported. With the purchase: unlimited.

The gates in concrete terms — when does the paywall pop up?

Nostora waits until you hit a concrete limit. Only then does the paywall open, with a note about what you were trying to do. So you don't have to guess which purchase belongs to which feature.

Gate 1: You create the 7th active task

What happens: You tap the plus sign at the top right of the Tasks tab. Nostora checks: Do you already have 6 active tasks? If yes, the paywall opens.

How you unlock it: In the paywall, choose *Plus* or *Pro* — both remove the task limit — and complete the purchase with Face ID / Touch ID.

What you see now: The paywall closes. From now on you can create as many tasks as you like.

By the way: If you already have MORE than 6 active tasks through an import, a backup restore or the sample data, Nostora doesn't take anything away from you. A notice banner just explains why the plus button won't create further tasks.

Gate 2: You create the 3rd profile

What happens: You tap *Create New Profile* in *Switch Profile*. Nostora checks: Do you already have 2 profiles? If yes, the paywall opens.

How you unlock it: Buy Plus or Pro. Then tap *Create New Profile* again, and the profile form opens.

Gate 3: You want to delete the default profile

The default profile ("Device Owner") and the sample data profile can't be deleted in the free tier — Nostora needs an anchor. With Plus or Pro you may remove these profiles too (as long as other profiles exist).

Gate 4: You want a backup across ALL profiles

What happens: In *Profile → Import & Export* you set the *Export Scope* to *All Profiles (Backup)*. Without Plus, the paywall opens.

How you unlock it: Plus or Pro is enough.

Gate 5: You tap the sparkles button (AI suggestions)

What happens: Without Plus, the sparkles button in the Tasks tab opens the paywall directly instead of the suggestions.

How you unlock it: Plus or Pro. After that, the button immediately analyzes your patterns.

Gate 6: You use the Day Planner intelligence

What happens: *Suggest my day*, *Plan my day* (AI), pushing the plan to the calendar and copying it to other calendars open the paywall without Plus. Locked menu items carry a small lock icon. Planning by hand stays free.

How you unlock it: Plus or Pro.

Gate 7: You want to connect Jira

What happens: You tap *Connect Jira* in *Profile → Settings → Integrations*. Without Pro, the paywall opens directly (with a Pro recommendation).

How you unlock it:

1. In the paywall, *Pro* is preselected, by default with *Yearly*.
2. Choose one of the three subscription lengths — Weekly, Monthly or Yearly. Weekly makes sense if you just want to try Jira briefly; Yearly is the cheapest per month.
3. Tap the trial button. Apple shows a trial notice dialog.
4. Confirm with Face ID / Touch ID.

What you see now: As soon as the confirmation goes through, the paywall closes. Tap *Connect Jira* again — the connection sheet opens.

Note: Trial means 7 days free. If you don't cancel beforehand, the subscription continues automatically. You can cancel anytime — Nostora keeps Pro until the end of the paid period.

Gate 8: You import more than 3 tasks from a project plan

What happens: In *Profile → Import & Export → Import project plan…* you select tasks in the preview sheet. If your selection contains more than 3 tasks and you don't have the Project Import add-on, the paywall opens.

How you unlock it:

1. On the paywall, choose the *Project Import* card (not Plus or Pro!).
2. One-time purchase, no subscription.
3. After the purchase you land back in the preview sheet. Tap *Import*.

What you see now: Nostora imports all selected tasks — no more limit.

Direct path to the paywall

You don't have to hit any limit to look at the packages:

1. Tap *Profile* at the bottom.
2. Tap *Upgrade to Plus or Pro*.

What you see now: The paywall with all three cards, prices and the trial button.

Restoring purchases — new iPhone or reinstall

If you've already bought Plus, Pro or Project Import and install Nostora on a new device (or reinstall it), you don't have to buy again.

1. Open the paywall (*Profile → Upgrade to Plus or Pro*).
2. Scroll all the way down.
3. Tap *Restore Purchase*.

What you see now: Apple automatically reloads your existing purchases. Within 1–2 seconds, Plus/Pro/Project Import are active again. You can close the paywall.

Managing or canceling the Pro subscription

The Pro subscription is managed by Apple, not Nostora. Two paths:

- **In the app:** *Profile → Settings → Subscription* section → *Manage Subscription* (only visible with a running Pro subscription).
- **In the iOS Settings:** Tap your name at the very top → *Subscriptions → Nostora Pro*. Here you can switch the subscription type (e.g. from Monthly to Yearly) or cancel.

What you see now: If you cancel, you keep Pro until the end of the paid period. After that, Nostora automatically falls back to the free tier — your data is kept, only the Pro features are hidden.

> **TIP — Extending the trial — possible?** No. Apple allows only ONE 7-day trial per app per Apple ID. If you've already used the trial once and canceled, you can't start it a second time — the next tap on *Start Trial* starts the paid subscription directly.

APPENDIX C — Jira: What It Is, How Nostora Uses It

This appendix explains Jira so you can understand it without prior experience — and shows concretely how Nostora (with the Pro subscription) works with it.

What Jira is, in one paragraph

Jira is a task and project management tool, originally built by Australian developers for software teams, today the market standard in many larger companies — not just in IT. Instead of a to-do list on paper, Jira organizes every task as an "issue" with a status, an owner, a priority, comments, attachments and a unique number (for example PROJ-123). Teams use it to talk about what's done and when, what's next, and how long individual things took.

Anyone using Jira ultimately wants to know three things: What's open, what's done, how long did it take. It's on that third question that Nostora comes into play.

Why Jira matters for time tracking

If you, as a consultant or freelancer, bill a client for an hour of work, that hour must be documented. With many clients the requirement is: “Please log your hours for task PROJ-123 in Jira.”

Until now, that meant for you: log into Jira at the end of the day, enter every single hour after the fact, guessing what happened exactly when, and hoping the total is right. That’s exactly what everyone hates. Procrastinating for hours, forgetting details, delivering approximate numbers in the end.

With Nostora + Jira sync, it becomes: start the timer, work, stop the timer — the time lands automatically on the right Jira issue. No duplicate data entry, no forgotten intervals, no estimates.

In Jira’s world, this magic is called a “worklog”.

The most important Jira terms

Issue

A single task in Jira. Has a number (PROJ-123), a title, a status. In Nostora this corresponds to a “TrackerTask”.

Project

A collection of related issues, with its own letter abbreviation in the issue key (PROJ, ACME, …). In Nostora, roughly a category.

Worklog

A time entry on an issue: User X worked on this issue on date Y for Z hours. Optionally with a comment. That’s exactly what a “TimeEntry” is in Nostora.

Status

The lifecycle state of an issue — typically “To Do”, “In Progress”, “Done”. Nostora shows you this status right on the linked task.

Issue Type

Bug, Story, Task, Epic, Sub-task — the kind of issue. Irrelevant for Nostora — everything lands equally as a TrackerTask.

Assignee

The person responsible for the issue. In the issue search sheet, Nostora preferentially shows you issues “assigned to you”.

JQL

Jira Query Language — a search DSL for filtering issues. Nostora uses JQL internally when you type in the issue search.

ADF

Atlassian Document Format. Jira comments aren't plain text but structured JSON. Nostora automatically wraps your notes into the right format when sending worklogs.

Cloud vs. Server / Data Center

Atlassian hosting (xy.atlassian.net) vs. the self-hosted Server or Data Center variant. Nostora currently supports Cloud only. If your client uses self-hosted, the sync doesn't work.

What Nostora writes to Jira — and when

When you link a task in Nostora to a Jira issue and stop a timer on that task, Nostora creates a worklog in Jira with:

- Start time (from the entry)
- Duration (rounded to the nearest minute)
- Comment — if you've written a note, it goes into the worklog as an ADF block
- Optionally a prefix with the activity, e.g. "[Development]" or "[Meeting]"

Important: Nostora NEVER writes to Jira synchronously. If the network is gone, if the Atlassian server is overloaded, if the token has expired — a local outbox remembers everything, and the sync worker tries again later. You don't notice the delay at all.

Worked example — a day with Markus

Markus is a senior engineer at a large corporation. His team uses Jira Cloud, and he has a worklog obligation: Every hour must land on a Jira issue. Until now he entered his hours on Friday afternoons — and forgot half of them. His employer doesn't want to license an additional SaaS time-tracking tool; Nostora runs only on his iPhone and talks directly to the company's Jira instance. With Nostora + Jira sync (Pro), his day goes like this:

08:50 — Markus opens Nostora, taps the task "Auth refactoring". The task is linked to TEAM-241 (status tag *In Progress* in the detail view). Timer starts.

until 11:30 — Markus codes. He picks "Development" as the activity. The entry gets a green chip with a hammer icon.

11:30 — A colleague calls. Markus stops the timer. In the background, Nostora writes a worklog to TEAM-241: 160 minutes, comment "[Development]". The cloud with the checkmark appears on the entry — synced.

11:35–12:00 — Quick huddle about the weekend's incident. Markus switches to the task "Incident follow-up", linked to OPS-13. Activity "Meeting". Stop at 12:00. 25 minutes land automatically on OPS-13.

14:00 — Sprint review via Zoom. Markus starts the timer for TEAM-243 “Sprint Review & Planning”. 60 minutes, activity “Meeting”, stop.

16:00 — Docs for the auth refactoring. Issue: TEAM-247. He types “TEAM-247” in the issue search sheet, the sheet shows live suggestions from Jira, he taps the result — Nostora creates a new local task and takes over the Jira title. Activity “Documentation”.

17:30 — Last timer stopped. Markus wasn’t in Jira all day. Yet four issues carry cleanly documented worklogs with comments.

17:35 — Markus opens Jira in the browser, looks at TEAM-241. The worklog list shows his new entry with date, duration, comment “[Development]”. Identical to the Nostora entry. When he later completes the task “Auth refactoring” in Nostora, TEAM-241 automatically moves to *Done* — the *Close Jira issue when completing* switch is on.

Friday — When the manager asks what the week went into: *Report* tab, grouped by *Activity* — how much “Meeting”, how much “Development”, across all issues. That’s a question Jira alone can’t answer.

Atlassian tiers — which Jira version do you need?

Nostora works with all three Jira Cloud tiers — including the free one.

Jira Cloud Free — €0/month

Up to 10 users, 2 GB storage, limited support. Ideal for solo freelancers or for testing. Has everything you need for Nostora sync.

Jira Cloud Standard — approx. €7–8/user/month

Unlimited users, more features, normal support. The variant most smaller teams use.

Jira Cloud Premium — approx. €14/user/month

Plus Advanced Roadmaps, more compliance, 99.9% uptime SLA. Interesting for larger companies with compliance requirements.

Jira Server / Data Center — self-hosted, one-time license purchase

Common in Germany and Switzerland for data protection reasons. Nostora does NOT currently support this — Cloud instances only. If your client uses self-hosted, they would additionally need Cloud for Nostora sync.

Frequently asked questions

Are my hours stored in the cloud?

Only where they’re supposed to go anyway — in Jira. Nostora itself continues to store everything locally on your iPhone. Jira sync is transmission to exactly the system where the hours are supposed to land anyway, not to a third-party server.

What happens when the API token expires?

Nostora shows an error message in the sync status (red cloud on the entry). Create a new token in Atlassian (id.atlassian.com/manage-profile/security/api-tokens), enter it in *Profile → Settings → Integrations →* Jira. Nostora then transfers all pending worklogs automatically.

Can I work offline?

Yes. A local outbox remembers everything. Sync happens automatically as soon as the network is back. You don't notice the delay at all.

What if I accidentally enter the same worklog twice?

Nostora doesn't check on the server side whether a worklog already exists — it creates its new one. Solution: don't track twice — and if you do, delete the duplicate manually in Jira.

Does this also work with Jira Server / Data Center?

No, currently Jira Cloud only. Server/DC is structured differently and on the roadmap, but not yet implemented.

What does the Jira integration in Nostora cost?

It's part of the Pro subscription (7-day trial, then cancelable weekly/monthly/yearly). Atlassian's own license fees remain unaffected — your client or you pay those to Atlassian, not to Nostora.

What data does the app developer see about me?

None. Nostora talks directly from your iPhone to Atlassian's API. There is no Nostora backend server that caches data. Your API token stays in the iOS Keychain (encrypted, device-bound).

What can I NOT do with Nostora ↔ Jira?

Four things that are deliberately not implemented:

- Creating new issues IN Jira — you still create issues in the Jira web UI. Nostora only links, it doesn't create.
- Multiple Jira instances at once — one Jira connection per profile. If you work across multiple Atlassian tenants, create a separate Nostora profile per tenant.
- Issue status changes from Nostora (except the automatic Done transition on completion, if enabled). Status changes to "In Progress" etc. you do in Jira itself.
- Tempo Timesheets fields (work attributes, accounts) — Nostora writes standard Jira worklogs; the activity lands as a prefix in the comment.

Pro arguments — why not just enter hours directly in Jira?

Three answers, in case someone asks:

(1) The UX is terrible. Jira's own worklog feature is a tiny dialog at the edge of the issue. 30 seconds per entry × 15 entries per day = 7+ minutes of pure clicking. With Nostora: press stop, done.

(2) You have to remember. Jira has no running timer. You no longer remember that the meeting took 47 minutes — you remember "about an hour". That's how inaccurate invoices happen. Nostora measures to the second.

(3) Cross-cutting reports Jira doesn't have. How much time was "Meeting" this week across all clients? How much was billable? Which hourly rates? Jira alone answers none of these questions. Nostora does, because it knows a second axis ("activity" and "billable") as first-class.

Besides: Nostora also works without Jira — or only partially (some tasks linked, others local). No lock-in.

Glossary for beginners

Terms that often come up in Jira discussions and aren't always self-explanatory:

- **Account (Atlassian)** — Your login with Atlassian, identifies you across all Jira instances.
- **API** — Programming interface through which apps communicate with Jira instead of the web interface.
- **Backlog** — The list of all issues in a project not yet tackled.
- **Board** — Visual column view of a sprint or project (Kanban style).
- **Cloud tenant** — Your own Jira URL "your-name.atlassian.net".
- **Component** — Sub-classification within a project, often per module.
- **Custom Field** — Atlassian allows custom fields on issues.
- **Epic** — A large issue that brackets many smaller ones together.
- **Label** — A free-form tag on an issue, any number possible.
- **Linked Issue** — A connection between two issues ("blocks", "is duplicated by" etc.).
- **Reporter** — The person who created the issue (often someone other than the assignee).
- **Resolution** — What happened at closing ("Done", "Won't Do", "Duplicate", …).
- **REST API** — Atlassian's programmatic interface, URL-based, standard HTTP.
- **Sprint** — A time window (typically 2 weeks) in which a Scrum team works through issues.
- **Story Points** — A relative effort-estimation measure. Has nothing to do with hours.
- **Sub-task** — A smaller issue as part of a bigger one.
- **User Story** — An issue type describing a requirement from the user's perspective ("As X I want Y, so that Z").
- **Watcher** — A person who gets notifications on changes without being responsible.
- **Workflow** — The definition of which status transitions an issue can go through.
- **Worklog** — A time entry on an issue. This is what Nostora fills.

This guide is meant to travel — feel free to pass it on. Nostora is on the App Store at **apps.apple.com/app/id6761660439** or via **devforpeople.de**. Fastest: point your camera at the code.