POCKET INFORMANT

ANDROID USER GUIDE

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INTRODUCTION

Welcome to Informant, your one-stop shop for keeping your life organized.

Informant 5 is a calendar-based application that helps you keep track of events, tasks, and all manner of daily activities you need to keep up with.

Informant 5 is a free application available in the Google Play Store Store. This application will read information from your Google calendars and keep everything organized for you all in one place. With the free version of the application you will get the ability to show those calendars with limited view options within the app.

In order to unlock all features within the app, Informant 5 offers a subscription service called Informant Sync. The subscription is $24.99 (USD), charged annually. An Informant Sync subscription allows you to unlock all features of the application including task view, contacts, and notes. It will also allow you to sync your calendar to any device that is also logged into the same Informant Sync account.

Informant Sync is offered with a free 2-week trial upon creation of your account.

Informant 5 offers technical support Monday through Friday from 8:00am to 4:00pm Eastern Standard Time. You can reach out directly from the app or using this link:

https://faq.pocketinformant.com/hc/en/3-pocket-informant/contact-us/

Here you will find helpful FAQs for all of our features and a Contact Us button at the bottom of the page for further assistance.

GETTING STARTED

Download the Informant app on your Android device:

1. Open the Google Play Store on your device
2. Type Informant 5 into the search bar at the top of the screen
3. Tap on the Informant 5 Calendar Icon and select Install

You will need to ensure that Informant has permissions enabled on your Android device so that it can have access to calendars, contacts, etc..

 To do this:

1. Open your device Settings (Not Informant)
2. Tap on Apps
3. Scroll down to Informant 5
4. Tap on Permissions

5. Enable all permissions here

Once you've given permissions, you will be able to add events and tasks (Tasks will require an Informant Sync subscription) to your calendar as well as adding alarms, notes, and attendees.

With an active Informant Sync subscription, you'll be able to sync your calendars across any device that is logged into your Informant Sync account.

INFORMANT SYNC & WHY SUBSCRIPTION-BASED PRICING

An Informant Sync subscription is the sync service used with Informant 5. An Informant Sync subscription is $24.99/yr (USD) with an option to do $5/monthly as well. Included is a free two week trial period simply by signing up and trying it out.

Subscription is not required to have a great experience with Informant 5 on any platform, but it's the best premium sync solution between devices using Informant 5

An Informant Sync subscription gives you full access to Informant 5 without limitation. This means you'll be able to sync not only your calendars, events, and tasks, but also tags, smart filters, notes, voice notes, locations, settings, templates, and more between any device using Informant 5.

You'll be able to sync your Android phone or Tablet. You'll also be able to sync any iOS devices you may have. There are also options for syncing with MacOS and Outlook. (Additional one time purchase required for MacOS and Informant Sync for Outlook.) Informant Sync is designed to be cross-platform, fast, and efficient on mobile networks.

Informant 5 offers more syncable customization options than you can get with your Google Calendars. With tags, color options, contexts, and more icons, Informant 5 offers options for every productivity need.

To subscribe to Informant online use the link below:

https://pocketinformant.com/products/informantsync/

You can also subscribe directly in the Informant Application once your subscription has expired by tapping on the "Add 1 Year" option.

Why a subscription and not a one-time purchase?

Moving to a subscription model for our pricing has been the best to be able to offer constant updates and upgrades for our customers.

We have had Pocket Informant on the Google Play Store for over 12 years now, and in all that time, this is only the 2nd "paid upgrade" we've ever done.   During those years, however, we have delivered non-stop updates, including several major feature upgrades.   We think that's pretty amazing for a single (relatively inexpensive) purchase.

Unfortunately, Google doesn't allow "upgrade pricing" on apps in the Play Store...there is absolutely no mechanism to implement it. So the only options are to either give away free updates for life, or release a separate app as the "next major version" (like we did with Informant 5). And when a new app is released, Google doesn't offer any way for us to sell that app at a discounted rate to existing customers. We have had numerous conversations with Google about this and the model that they (and most others in the industry) are moving to is subscription - and as best as we can tell, they have no intentions of ever implementing the "traditional" software upgrade model that existed prior to the Play Store (nor do I think you'll see the traditional upgrade model appear on Apple App Stores either). So, this is the model that we need to work within.

While we would love to be able to give away updates to Informant for free, we do have ongoing costs on our side and it's simply not sustainable for us to not address those (developers, support, server costs, weather subscription costs, etc). After a few years of internal discussion, fighting, planning, and observing the trends around us, we finally settled on our current model that we think is fairly unique and blends together the best of all worlds...and allows us to be sustainable moving forward.

As we look around today in the Play Store, we see "calendaring" and "task management" type apps priced between $5 - $40 and none of them have the breadth or unique blend of features that we offer, so we feel like at $25, we're pretty darn competitive, but more importantly, we feel like it's a really good value for our customers...and even more importantly, it puts us in a position where we can continue to deliver some really great new features that we have on our roadmap and we can release them whenever they're ready without having to hold them back for the "next major upgrade".

WHY USE INFORMANT SYNC?

Informant Sync offers many syncable customization options that aren't available in Google Calendars and Tasks.

Informant Sync also offers the use of Templates when creating Tasks which is a feature you will only find with us. This allows you to sort your Tasks with certain identifiers.

Informant Sync also offers you the choice of making tasks or checklists. Checklists is an option that is only available in Informant.

Feature comparison for event & task customization options			
Google Calendars	Informant Sync Events	Google Tasks	Informant Sync Tasks
- Title (Option to add icons) - Option to change Event color - All Day Slider - Start and End Time - Location - Set Calendar to save to - Alarm (Can set multiple) - Repeat Options *Customizable* - Time Zone options	- Title (Optional NLP Feature) - Location (Searchable via Google Maps) - Start Time (Time Zone Option) - Busy of Free status option - Repeat Options - Alarms (Can Add Multiple) - Add Attendee - Tags - Choose Calendar to save to - Optional Icon - Choose color of Event - Sensitivity Normal or Private - Comments - Add URL - Add Attachments	- Choose Date - Set Time - Repeat Option - Sort By My Order or Date - Create List	- Account Calendar to save task to - Option to make task a checklist - Title - Location (Searchable in Google Maps) - Choose whether to save to a Project or no Project - Start Date - Due Date - Repeat options - Alarm (Can have multiple) - Contexts - Select Parent Task if needed - Action Handling - Priority (None, Top, High, Medium, Low) - Percentage complete slider - Tags - Icons - Choose Task Color - Attachments - Sensitivity (Normal, Personal, Private, Confidential) - Add Comments - Add URL - Comments

INTRO TO SYNC

Now that you have the Informant Calendar installed on your device, let's set up your Informant Sync account. This will be the account you use to sync your calendar to all of your devices.

You can set up an Informant Sync account here:

https://pocketinformant.com/products/informantsync/

You can also set up your Informant Sync account within the application.
1. In the Settings menu tap Sync Accounts
2. Select Add Sync Service and choose Informant Sync
3. Choose the option to create a new account.
4. Create username and password, and complete your purchase or choose to continue with the two week trial option.

Once you have an Informant Sync account, it's time to log in on your device.
1. In the Settings menu tap Select Sync **Accounts**
2. Tap on **Add Sync Service**
3. Choose to add an Informant Sync account
4. Log in using the credentials you created
5. Choose "**Start Sync**"

Adding your Informant Sync account will open up all of the features for Informant. This includes your Task View, Contacts, Notes, and the ability to Sync your account to multiple devices.

Now that you've added your Informant Sync account to your calendar, you can start syncing your devices. In order to sync devices together, you need to be logged into the same Informant Sync account on each device and complete a sync using the same steps listed above.

ADDING SYNC ACCOUNTS

Adding Additional Accounts:

1. In the Settings menu tap Select Sync **Accounts**
2. Tap on Add Other Sync Services
3. Select the Account you'd like to add - Google Calendar, Google Tasks, or Toodledo.
4. Log in with your credentials for that account

AVOIDING DUPLICATE DATA

An issue with duplicate events is most typically due to a circle sync - meaning you have the same data synced to Informant from two different sources.

Edit both instances of a duplicate event in Informant and go to the 'calendar' option. You'll see the name of the calendar it's assigned to here. Now tap that calendar name and you'll get a list of all calendars under the header of their sync service.

From here, you can see if you have any duplicate calendars showing. If so, tap the 3 dot menu option in the bottom right and select Visible Calendars. You can choose to turn off any calendars that show the same information.

INTRO TO CALENDARS & EVENTS

Adding events to your calendar is one of the features you will probably use the most within Informant. This feature will allow you to keep track of your upcoming appointments, vacations, meetings, etc.

Adding Events to your Calendar

1. Tap on one of your Calendar Views
2. Tap the '+' icon at the bottom right of your calendar
3. Choose to add your Event
4. The Event edit screen will open
5. Fill out your Event information
6. Tap save in the upper right corner

You can customize these events even further in your event edit screen.

Adding Alarms

In your Event Edit Screen tap on the Alarm section. This will bring up your options for choosing when the alarm fires. By default it is set to 15 minutes before the event starts.

You can also tap the '+' icon here to add more than one alarm.

Repeating Events

 You can also choose to repeat events for any events that will have multiple recurrences. There are daily, weekly, monthly, and yearly options. The custom selection will allow you to set specific days of the week, month, or year for your event to repeat on your calendar.

The event edit screen is also where you'll choose which calendar you'd like your event to save to. Tapping the calendar field will bring up your list of calendars under the headers of the sync service they are assigned to. This will be where you choose your Google or Informant Sync calendars.

Events will automatically save with the color of the calendar they are assigned to but this can also be changed within the event edit screen.

CALENDAR VIEWS

View Selector Calendar Views

Month View will show a scrollable calendar month with tasks and events showing up in each day block of the calendar.

Agenda View will have scrollable calendar days at the top of the screen with all events and tasks listed from earliest to latest.

Days View will show specific days with events and tasks listed out at each of their start times.

Week View will show a full week of events and tasks with each day in a side by side block listing times for each.

Column Week view will be similar to Day View but will have the full week in a side by side block.

Year View will show each month in a numbered calendar form with shaded colors to indicate that you have events or tasks listed on a particular day.

Each calendar view can be customized in different ways by going into your Informant Settings and tapping on Calendar Views.

You can also change your Working days by going into your Informant Settings and selecting Working Days.

You can also change the information shown on the calendars by going into your Informant Settings and tapping on **Appearance.**

You can create filters for your calendars so that you can view only the data you choose.

To create a filter:

1. Select the calendar view you'd like to apply the filter to
2. Tap the circle with the 3 lines in the bottom left of the view selector
3. Choose your parameters
4. Tap Save this Filter

If you'd like to view all of your data in that calendar view, simply turn off the filter.

CUSTOMIZING REPEAT EVENTS

Informant gives you the option to set Events that repeat daily, weekly, monthly, etc…This way, you don't have to worry about recreating the Event each time you'd like to see it done.

To set a repeating task:

1. Tap your Calendar View
2. Select the '+' icon in the bottom right
3. Choose Event
4. Fill in your Event details
5. Select Repeat and choose your repeating option

You can choose to have an event repeat daily, weekly, bi-weekly, monthly, or yearly.

You can also use the "Custom" option for more in depth repeat options.

For example, Let's say you have a Family Reunion on the third Sunday of every year. You would create your event and select "Repeat". Then, you would select "Custom" and "Yearly". Here you can choose the year, month day or week day.

CUSTOMIZING APPEARANCE

Informant has a lot of customization options to choose from to make your calendar look the way that best suits your needs.

1. Tap the 3 dot menu option in the bottom right
2. Select Settings
3. Tap Appearance

Here you can choose:

- Show years for yearly events
- Overdue Task Color
- Show number of items in group header
- Shade non-active months in Month View

You can also choose to apply item color to:

- All Day Events
- Regular Events
- All Day Tasks
- Regular Tasks
- Contacts
- Notes

This is also where you will choose your Items Style

- Past Events (None, Half-Transparent, Italic, Both)
- Completed Tasks (None, Half-Transparent, Italic, Both)

To change your background color mode:

1. Tap the 3 dot menu button in the bottom right
2. Tap Settings
3. Select Themes

Here your choices are:
- Standard
- Dark
- Black Header
- Blue
- New Light
- Custom

To create or edit a custom theme, tap the gray arrow at the right side of the custom bar.

Custom allows you to change the colors of most of your backgrounds and cells in your calendar.

Informant also allows you to change the sizes of your fonts in different views in the app.

1. Tap the 3 button menu option in the bottom right
2. Select Settings
3. Tap Fonts

You can change the font size for:

- Agenda View
- Month View (Grid)
- Month View (List)
- X-Day View (List)
- X-Day View (Hour)
- Calendar View
- Task View
- Contact View
- Note View
- Items Preview

- Search Results

[Intro to feature, List options in Appearance menu, Themes menu (even though it also is in the dark mode section), and Fonts menu]

ADDING SUBSCRIBED & EXTERNAL ICS CALENDARS

Adding ICS or Subscribed calendars allows read-only access to hosted calendars which can contain items such as Sports Events, Moon Phases, or even Holidays.

These can be added to your Google Calendar online.

Any calendar you subscribe to through Google Calendar will sync to the Google Calendar app on your device and from there Informant will be able to share the data.

INTRO TO PROJECTS & TASKS

One of the most helpful features of Informant is the ability to create projects that put all of your common tasks in one, easy-to-read space. With fully customizable options, you can add tags, contexts, colors, locations, and tons of other helpful information into each task associated with your projects.

Creating and customizing a project is easy. Simply tap on your task view (checkmark icon) on your view selector and select projects. Then you'll tap the gray arrow icon on the right side of the text bar to create a new project. Give that project a name and choose where this project will sync.

To edit a Project title, hard press on the name of Project and choose edit. This is also how you can delete a project.

TAGS & CONTEXTS

Tags can be a helpful tool for recognizing what kind of task or event you see at a quick glance. Tagging is useful for things you do often like Grocery Store trips or Finances.

Creating Tags
1. Tap on the 3 button menu in the bottom right

2. Tap Settings
3. Select Tag Filter
4. Tap the 3 dots in the upper right corner and select New Tag

Deleting Tags
1. Tap on the 3 button menu in the bottom right
2. Tap Settings
3. Select Tag Filter
4. Tap the gray arrow at the right of the tag and choose delete

Contexts can be applied to tasks in Informant. They serve multiple purposes. They can be used as an identifier and also as a way to group tasks together.

If you have added the context The Food Place to all of your tasks that involve The Food Place you can go into Informant, into the task view and tap the context grouping then select The Food Place context and see all the tasks, regardless of due date, project etc. that involve The Food Place and you can complete the tasks that you wish to at that time for that place.

Creating a Context

1. Go into the Task View (checkmark icon)
2. Select Contexts
3. Tap the gray arrow on the right side of Contexts
4. Select New Context

CUSTOMIZING REPEAT TASKS

Informant gives you the option to set tasks that repeat daily, weekly, monthly, etc...This way, you don't have to worry about recreating the task each time you'd like to see it done.

To set a repeating task:
1. Tap your Task View
2. Select the '+' icon in the bottom right
3. Choose Task
4. Fill in your task details
5. Select Repeat and choose your repeating option

You'll be given a few options to choose from. You can repeat your task from the Due Date, The Complete Date, or the Start Date. You can then choose how often you'd like the task to repeat.

The custom option allows you to set up a repeating task with a little extra detail if needed.

For instance, if you know that you have a Dungeons and Dragons game every 3rd Saturday of the month, you would follow the above steps and select "Custom" as your repeat option. Then you would Tap Monthly and use the selections here to choose "By Week Day". Then you can choose Third and Saturday.

SMART FILTERS

Smart filters are an easy way to sort your tasks by specific 'rules'.

Creating a Smart Filter:

1. Select the Task View from your View Selector
2. Scroll down to Smart Filters
3. Tap the gray arrow to the right of the Smart Filters selection
4. Choose New Smart Filter

Now that your Smart Filter has a name, let's give it some rules. Rules are what you want the filter to look for in your tasks so you see only tasks that apply to that.

The first option lets you choose from the following based on the type of task attributes you want to sort on:

- Action
- Completed On
- Context
- Created
- Due
- Priority
- Progress
- Project
- Starred
- Start
- Title

The second and third options will show you options for your comparison type and values based on the first option you chose.

For example, if you only want to see tasks that had a start date before today, you would set your first option to 'start date'. You would then set the second option to 'is before'. And you would set the third option to 'today'.

You can have as many rules set for each Smart Filter as you want. The more rules you have for one filter the more specific the results of that filter will be.
When all the rules you want to apply to that specific filter are set, save the filter.

Now let's see the results of the filter you set.

Once created, you have the options to view your Smart filters and their corresponding tasks in the Task View.

To delete a Smart Filter:
1. Select the Task View from your View Selector
2. Scroll down to Smart Filters
3. Tap the gray arrow to the right of the Smart Filters selection
4. Choose Edit Smart Filters
5. Choose the gray arrow to the right of the Filter you'd like to delete and choose Delete

LOCATION BASED FEATURES

Informant offers a number of different ways to utilize the benefits of our advanced location features.

Driving Directions:

One of the main basic features of location services is pulling up driving directions directly from the event you have saved in your calendar. Once you've created an event and added a location, you can tap the event and pull up the quick view window. From this window, you will tap on the location listed. This will bring up your Map. Google Maps will then give you the option to choose Directions and Start to begin the directional instructions.

Location Based Tasks:

To create a notification for a location in a task:

1. Create a new task or edit an existing one
2. Go to the location field and make sure that it says "Search or type a location" in the location field. If it does not, swipe to the left on the field to turn that on.
3. Type in a location and let the search show you possibilities. Since location alarms require a geo-location, we need to use the found results, not just plain text. Alternatively, you may use the location button on the right to search and pick location spots.
4. You can also use the location button on the right to specify region sizes.
5. You can now choose between alerts for arriving, leaving, or none.
6. Save the task.

Informant uses Google region notification features to provide notifications in a low-power method reliably. One major caveat to using location alerts is Google only allows 30 at a time per app. This means that more than 30 will not alert. Also Google will alert Informant - and therefore yourself - only after you've left or arrived within the region after a minimum of 20 seconds and within an indeterminate portion of the region to prevent spurious notifications.

TRAVEL ASSIST

TravelAssist™ is a feature of Informant iOS and Android which automatically sets the time zones of events you enter in and out of the travel time. To work, it requires a travel plan with a specific timezone. The timezone is picked by the city you enter so it's easy to set up a trip:

1. Go to Settings
2. Tap on Travel Assist

To set up a trip:

Tap the 3 dot menu button in the top right and select New Trip
Pick your travel dates/times
Start typing a city name. As you type, Informant contacts a cloud service to search for cities out of a database of over 600,000 cities and offers the cities found in a popup menu underneath.
Pick the city that matches where you are traveling.
Press Save.

You'll now see that trip is set as an event in your calendar view.

When you create a new event after this for the time period you will be on that trip, it will automatically adjust the event time to the new time zone as you travel. That means that an event you create for 9:00am will still be 9:00am when you are in the new time zone.

Please note, you must have an internet connection for TravelAssist™ to be set up, but you do not need it to work afterwards. The cloud service provides a way for Informant to search for a city and get that city's timezone. If you simply type the name of a city, TravelAssist™ will not accept the typed input because it needs a timezone to go along with it. If a popup with suggestions for the city does not appear there are two possible causes: Your entry is not found in the database; or you do not have internet access. Make sure you have internet access and choose a different city in the same time zone as you will be in

EMAIL TO TASK

Email to task is a feature within Informant that allows you to quickly turn your emails into tasks that save to your calendar.

To generate your task using email:

1. Go to Settings
2. Tap Sync Accounts
3. Tap on the gray arrow to the right of your Informant Sync Account
4. Choose Task Email

Now just forward emails to the email address you get.

The subject line of the email becomes the Task title, and the message body becomes the Task note. You can even set certain parameters of the task by using a special syntax. The syntax is used within the title of the email.

- Priority - The default priority is "Normal". Use the ! character to indicate how important the task is.
- Due Date - To set a due date use the # symbol and then type "yesterday", "today", or "tomorrow"
- Start Date - To set the start date use the > symbol and then "yesterday", "today", or "tomorrow". For example: ">today".
- Star - To star a task use the * symbol by itself. For example: "My Task *".
- Project - To set the project use the * symbol and then type the name of your folder. For example: "*Housecleaning".
- Context - To set the context use the @ symbol and then type the name of your context. If your context is actually named "@HomeStuff" then you would need to type "@@HomeStuff" to set the context, since the first @ is the symbol and the second @ is part of your context.
- Status - To set the status use the $ symbol and then the status. For example: "$Next Action".
- Tag - To set the tag use the % symbol followed by the tag or tags that you want to add. For example: "%Family,Cleaning".
- Note - The body of the email will become the note of the task. You can prevent email signatures or other parts of the email from becoming part of the note by typing -end- where you want the note to end.

Each new piece must be separated by a space followed by the special character. As an example, the following subject line would create a Task called "Clean garage" starting today, due Mar 20, medium priority, with Family and Cleaning Tags, in the Housecleaning folder, and HomeStuff context:

Clean garage >today #3/20 !! %Family,Cleaning *Housecleaning @HomeStuff

SEARCH

Informant has a built-in Search Menu to search, by title, for data that is saved in your Calendar.

Tap on the 3 dot menu button in the bottom right and choose Search

Here, you can type in the name of an event, task, or note and bring up that particular item.

If you tap the cogwheel icon next to the search, you can turn on/off sliders for:

- Events
- Tasks
- Include Completed Tasks

TEMPLATES

Templates are an easy way to create events or tasks using set keywords. This makes creating events and tasks that you do on a regular basis easy to set up and apply to your calendars and projects.

To create a Template:

1. Tap the 3 dot menu button in the bottom right
2. Tap Settings
3. Select Templates
4. Tap the 3 dot menu bottom in the top right and choose New Event Template or New Task Template

You will give your Template a title and add in your details. Once saved, you will be able to select this Template when creating a new Task or Event. It will apply all of the details created in the Template to that Event/Task.

Currently, Templates do not sync between devices and will have to be created on each device individually.

NOTES

Informant has a built-in Notes feature that allows you to create and save notes into your Calendars and Projects.

Notes is an available selection on your View Selector in Informant.

You can add a note by tapping the '+' icon in the bottom right of your screen.

Once you type out the body of the note and save, you will be taken to the Add Note screen. Here you can:

- Choose the calendar your note saves to
- Title the note and choose to star it
- Select a project to add your note to
- Select a Tag to add to your note
- Select an Icon to add your note
- Choose any attachments
- Select the date to pin the note to
- Choose the sensitivity of the note. (Normal, Personal, Private, Confidential)

Choosing an Informant Sync Project to save your notes will ensure that your notes are always synced to your Informant Sync account database.

CONTACTS

While you are able to see your contacts in Informant, it doesn't maintain a contacts database or sync contacts.

All of your contacts must be shown in that same device in the native contacts app that Android provides. Then those will automatically be available in Informant once permissions are granted access.

When you tap the contacts icon in informant, you'll see a page that says 'all contacts'. Tap that line and all of your contacts will appear.

If you have your contacts data listed as Coworker, Family, Friends, or ICE (in case of emergency), You can filter those contacts on your Contacts page.

If an email address is saved into that contact's information, you'll be able to add this contact as an attendee and send an emailed notification.

WIDGETS

Informant 5 offers 5 types of widgets for seeing your events and tasks at a glance on your homescreen.

To add the Informant Widget to your homescreen

1. Hard press on an empty space on your homescreen
2. Tap on Widgets at the bottom of your screen
3. Scroll to Informant 5
4. Choose the widget style best suited to your needs

Widget sizes:

- 1x1
- 2x2
- 4x2
- 4x3
- 4x4

Once you select the size of your widget, a screen will appear to choose the settings of the widget. You can choose your:

- Mode
- Appearance Settings
- Choose to show/not show Widget Settings Button
- Opacity of the widget
- Font size of the widget

Then you will Tap "Next". Here you can choose:

- Show/not show Tasks
- Show/not show Events
- Show/not show Notes
- Hide/Show past events
- Compact Mode
- Tasks Display Logic (Due or In Progress)
- Visible Calendars

To edit the widget at a later time, Simply press the cogwheel icon in the top left corner of the widget.

DARK MODE & OTHER THEMES

Informant offers a variety of background color modes and themes.

To change your background color mode:
1. Tap the 3 dot menu button in the bottom right
2. Tap Settings
3. Select Themes

Here your choices are:
- Standard
- Dark
- Black Header
- Blue
- New Light
- Custom

To create or edit a custom theme, tap the gray arrow at the right side of the custom bar.

Custom allows you to change the colors of most of your backgrounds and cells in your calendar.

WEATHER

Informant has the option to show the weather on each calendar day in the app.

To see your weather options:

1. Tap the 3 button menu option in the bottom right
2. Select Settings
3. Tap Weather

Your options here are:

- Weather Location (Automatic or zip code)
- Temperature Unit (Fahrenheit or Celsius)

You can also choose to show the weather in:

- 1-day view
- Week Stack
- Month View
- Agenda View

Our weather options are powered by Dark Sky
https://darksky.net/poweredby

If your weather doesn't appear, make sure you have a good internet connection on your device and aren't behind a firewall or VPN. Then choose a location instead of allowing automatic.

BACKUPS

Informant 5 offers automatic backups of your Informant Sync & settings data.

To set your automatic backup:

1. Tap the 3 dot menu button in the bottom right
2. Tap Settings
3. Select Backup

Informant will automatically create a backup of your database on the interval set, but you can create a backup at any time. To create a manual backup at any time, simply go into your Informant Settings>Backups and tap the 3 dot menu button in the top right and select Backup Now.

It will automatically be saved to your device or you can change the Backup Path of your Backups by tapping the arrow on the left of Auto Backup Enabled. Here, you can change you backup path to a Dropbox for storing.

This is also where you can choose how often your Informant will automatically backup. You can choose 1-30 days and the time for each backup. You can also choose how many backups auto backups your device will keep until deleting the oldest. This goes up to 10 auto backups.

Restoring a Backup:

**Before restoring a backup file there are some important things you need to know:

First when you restore the backup all of the current data in Informant will be overwritten with the backup data.

Second, if you have experienced a total data loss and your data has not been restored after you have performed a restore from a backup file, that is an indication that your Informant was configured to use the Google calendar data. This is not backed up in Informant. If this happens to you, please contact support.**
1. Tap on the 3 dot settings menu in the bottom right
2. Select Backup
3. Tap the gray arrow to the right of the backup you'd like to restore and choose Restore

Please not that you cannot restore an Android backup to an iOS device or vice versa

If you are syncing your data and choose to restore from a backup file rather than repopulate Informant from the sync service, you could cause your data to be duplicated.

Syncing after restoring the data from a backup file will duplicate all like items that exist between Informant and the sync service that you are using. We advise, when possible, to recover your data from the sync service.

If this is not possible and you are concerned about duplicating your data please contact support.

NATURAL LANGUAGE PARSING

Natural Language Parsing

Natural Language Parsing (NLP) is the autofill option you can choose to use when typing in Events. If you type things like Coffee at 6AM on Friday at Donut Shop, Informant changes the Event title to Coffee, and the time and date to 6AM on Friday and adds the location at the Donut Shop to help create the details of your event quickly.

You can enable or disable by tapping the 3 dot menu selection in the bottom right, go to Settings > Application > toggle Use NLP (natural language parser) on or off.

PRINTING

You can print your calendar or task view in Informant. Anything that is shown on your calendar view you are on when you choose to print (including tasks and pinned notes) will be printed. Any task that is shown in the task view you are on when you choose to print will be printed.

From your calendar view, tap the menu bars at the bottom right and choose the print option. Choose the date range that you want to print and tap the Save option at the top right.

You will then be taken to the print plugin on your device to see a preview and choose which printer you want to use or save to PDF.

Printing will be done in an Agenda style. There is not a way to change that at this time.

APPLICATION OPTIONS

The Application menu has a lot of options for the view your application starts in, NLP, and how certain things show on your calendar.

1. Tap the 3 button menu option in the bottom right
2. Select Settings
3. Tap Application

Here you can:

- Enable Logging
- Always show optional fields in editor if not empty
- Create separate tasks for each title line
- Use NLP (Natural Language Parser)
- Default View on Startup (Last Opened, 1-day view, Week stack,Week column, Month view, Agenda view, Task view, Contact view, Note view)
- Switch to Today on Startup
- Default Groups State in grouped main views (Expanded or Collapsed)
- Use Android visibility settings
- Check this if text in message boxes is unreadable

You can also choose to reset any resizable panels that you may have changed in a custom theme.

[List options in Application menu and options for each (such as what are the default groups state options), make sure to mention email logs option]

EXPORTING CALENDAR ITEMS

You can send single calendar items to other applications on your device. To do this, hard press on the item and select "Send" from the options window. This will pull up your application options. Typically the easiest choices are Email or Dropbox.

This will send an ICS file to your designated location.

CHANGING ALARM SOUNDS

You can change the Alarm Notification sound easily in Informant. To do so:
1. Tap the 3 button settings menu in the bottom right
2. Go to Settings
3. Select Alarm
4. Tap on Click here to change alarms sound settings
5. Tap Notification Category
6. Select Informant

Here, you can choose the Alarm Notification Sound for alarms you set in Informant.

BETA TESTING

Our application is always being updated and new features and fixes are being added on a regular basis. In order to test the stability of these updates and fixes, we release a Beta version for our customers to use and report back any issues they might find. (This Beta version is only made available after our internal testing phase.)

In order to install the Beta versions that are released for public testing, you will need to first go into the Google Play Store and opt into beta testing on the Informant 5 information store page.

Once you are accepted into the beta testing group you will see *"You're a beta tester for this app. Future updates will include beta versions."* underneath the Uninstall and Open options.

FAQS AND SUPPORT

Our FAQ page has helpful information, instructions, and screenshots on using our features. To reach the FAQ page you can use this link:

https://faq.pocketinformant.com/

You can also view this FAQ directly in the app:

1. Tap the 3 buttons menu option in the bottom right
2. Select Settings
3. Tap Support
4. Choose Show FAQs

Our Support chat is also available Monday through Friday from 8:00am to 4:00pm Eastern Standard Time. This can be reached directly from your application or using the link below:

https://webis.helpshift.com/hc/en/3-pocket-informant/contact-us/

To contact Support through the App:
1. Tap the 3 button menu option in the bottom right
2. Select Settings
3. Tap Support
4. Select Contact Support to send a message to our Support Team

In your case description please give as much detail as possible. It is also helpful to know exactly what you were doing in the app at the time of the issue. The more data you can provide at the beginning of the case the less we will need to go back and forth to get questions answered.

To enable logging for support cases:
1. Tap the 3 button menu option in the bottom right
2. Select Settings
3. Tap Application
4. Check Enable Logging.

Someone from Support will direct you on when to send in the logging

FEEDBACK

We welcome all customer feedback, if you have an idea for new or improved feature:

Please enter your suggestions using our interactive feature request system. You can rank its importance and other users can vote and comment on it. It also will give Engineering the

ability to follow up with you if they have any questions. Many of the current Informant features were born right here.

http://feedback.pocketinformant.com/

Thank you for helping us to make Informant better.

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