tokidu

Complete guide

Everything tokidu does, chapter by chapter and step by step, for anyone who wants to get the most out of it.

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tokidu.com/en/ayuda

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CHAPTER 1

Getting started

What tokidu is, how to try it without an account, creating your account and signing in, your first project in five minutes and how the screen is laid out.

What tokidu is

tokidu is a project manager designed for one very specific thing: tasks that can't start until another one is done. A brochure doesn't go to the printer before the copy has been checked; in tokidu you say that once and the task waits on its own.

The idea, in three steps:

1. **You add the project's tasks.** A title is enough; the date, the owner and everything else can come later, if you need them.
2. **You say what comes after what.** In a task you choose "Starts when … is done" and pick the earlier one. Meanwhile it waits quietly.
3. **You finish and move on.** When you mark the earlier task as done, the one waiting for it unlocks itself, lets you know and shows up in "Up next", the view that shows only what you can do now.

And if you also tell it how long each task takes, tokidu works out when each one will be done, and when the whole project will, and tells you what won't make its due date. That's explained in Dates and forecasts.

What else there is

- Six views of the same project: board, list, calendar, dependency map, Gantt chart and sprints. See The views.
- A checklist, labels, milestones, files and a timer on every task: Tasks.
- With Pro, projects shared with other people and billable hours. With Max, all your projects on one line, the assistant and connections to other tools. Plans sums it up.

tokidu works in the browser on your computer and phone, and there's also an app for iPhone, iPad and Android. It's available in Spanish, Catalan, English and Galician.

> **Tip:** if you'd like to see it before creating anything, open the demo: it's the real app with a sample project.

Trying the demo without an account

The demo is tokidu exactly as it is, with two sample projects (“Website launch” and “Personal”) already set up so you can see how tasks wait for each other. It doesn’t ask for an account or an email.

1. Open the demo, or click “Try the demo” on the tokidu.com home page.
2. At the top you’ll see the bar “You're in the demo: data is saved only in this browser.”, with “Create a free account” · “Sign in” and a language selector.
3. Play with whatever you like: mark tasks as done, create projects, change durations, look at the Gantt or the map.

What you need to know

- **Everything is saved only in your browser.** Nothing is sent to tokidu. If you clear your browser data or open the demo on another device, you start again with the sample.
- **What you do in the demo doesn’t carry over to your account.** When you sign up, your space starts empty.
- **“Restore sample”**, at the bottom of the sidebar, takes you back to the sample data. It asks first, because whatever you’ve added is lost.
- The demo shows many Pro and Max features (recurring tasks, importing, printing the plan, all projects on one line…) so you can try them. What needs an account isn’t there: sharing projects, attaching files, notifications, the history, the trash and the assistant.
- In the demo, “Undo” works just as it does in your account, but anything you delete doesn’t go to a trash.

> **Tip:** once you’re sure, click “Create a free account” in the demo bar. See Creating an account.

Creating an account

Creating an account is free and doesn’t ask for a card. You start on the Free plan: 2 projects and up to 60 open tasks (see Plans).

With your email

1. Open Create account, or click “Create a free account” on the home page or in the demo.
2. Type your “Name” (it’s optional; it’s the name others will see in shared projects), your “Email” and a “Password” of at least 8 characters.
3. Tick the privacy policy box.
4. Click “Create account”. You go straight into the app.

With Google or Apple

On the same page, above the form, are the Google button and “Continue with Apple”. Choose the account and you’re done: you don’t have to come up with a password. Your tokidu account is created with the email Google or Apple gives you.

If you choose to have Apple hide your email, tokidu receives an Apple forwarding address and writes to you at that address.

Once it’s created

- The app opens the “Create your first project” screen. Follow Your first project in five minutes.
- Your email isn’t confirmed when you sign up. To get notifications by email we ask you to confirm it once: Confirming your email explains how.
- If there’s already an account with that email, you’ll see “There's already an account with that email. Try signing in.”: click “Sign in” and sign in with your password.

> **Tip:** you can connect Google, Apple or a passkey later on, from “Your account”. See Ways to sign in.

Signing in and out

To sign in, click “Sign in” in the bar at the top of tokidu.com. On that page there are four ways in, depending on how you created your account:

- **Email and password:** type your “Email” and your “Password” and click “Sign in”.
- **Google:** the Google button, above the form.
- **Apple:** “Continue with Apple”.
- **Passkey:** “Sign in with a passkey”, below the “Sign in” button. Your browser asks for your device’s fingerprint, face or PIN. In many browsers the passkey also appears as a suggestion when you click in the email field. To set one up, see Ways to sign in.

Once you’re in, you go straight to the app. You stay signed in on that browser: you don’t have to sign in every time.

If something isn’t working

- “Wrong email or password.”: check the email or use “Forgot your password?” (see Resetting your password).
- “Too many attempts. Wait a moment and try again.”: wait a few minutes.

- **The Google button doesn't appear or does nothing:** ad and tracking blockers often block accounts.google.com. Allow it and click again.
- **You sign in with Google or Apple and it says it has removed a password:** that's a safeguard. If someone had created an account with your email and a password without confirming the email, when you sign in with Google or Apple that password is removed and the account's other sessions, passkeys and connections are closed. If the password was yours, create another one with "Create a password".
- **You'd asked for your account to be deleted:** signing in before it's deleted recovers it, and the app tells you so. See Deleting your account.

Signing out

At the bottom of the sidebar, next to your name, click "Sign out". It's also at the top of "Your account". Once you sign out, that browser stops receiving tokidu notifications.

In the app: you sign in with your email, Apple, Google or a passkey, and sign out from "Account" → "Sign out".

Resetting or changing your password

If you can't remember your password, or want to change it, we'll send you a link to choose a new one.

1. On the sign-in page, click "Forgot your password?".
2. Type your "Email" and click "Send link".
3. Open the email from tokidu and click the link. **It expires in one hour.**
4. Type the "New password" (at least 8 characters) and "Repeat the password".
5. Click "Save and sign in". You go straight in.

What happens next

- Any other sessions open with the old password are closed: you'll have to sign in again on other browsers.
- Using the link confirms your email for notifications.
- For security, the page always says "If there's an account with that email, we've sent you a link.", whether there's an account or not.

If the email doesn't arrive

- Check your spam or promotions folder.
- Make sure you're typing the email you created the account with.

- If the link no longer works (“The link isn't valid or has expired. Request a new one.”), click “Request a new link”. Each link works only once.

Changing your password when you know the current one

On the web there’s no separate form to change it: you do it with this same link. If your account has no password because you sign in with Google or Apple, you can create one from “Your account” → “Create password” (see Ways to sign in).

Your first project in five minutes

A walkthrough from start to finish with an example: preparing a brochure in three tasks that follow one after the other. You can do it in your account or in the demo.

1. Create the project

1. On the “Create your first project” screen (or below the list in the sidebar), click “New project”.
2. Type the “Name”: “Brochure”.
3. If you like, choose a colour or an icon under “Look”.
4. Click “Save”. The project appears in the sidebar, under “Projects”: click it to open it.

More details in Creating a project.

2. Add the tasks

The project opens on the “Board”. At the top is the “Write a task and press Enter…” field.

1. Type “Write the copy” and press **Enter**. It appears under “To do”.
2. Type “Lay out the brochure”. Before you press **Enter**, in the drop-down next to it (it says “Start now”), choose the task “Write the copy” under “Starts when … is done”. Click “Add”.
3. Do the same with “Send to print”, which starts when “Lay out the brochure” is done.

The last two go into the “Waiting” column: they can’t be done yet. Starts when … is done explains it, and Adding a task covers the other ways to create tasks.

3. Tell it how long each one takes

Click a task to open its panel. In “How long will it take?”, choose “2 days”, for example. Do it for all three. With the durations, tokidu works out the dates: in the project header you’ll see “If everything goes as estimated, you'll finish…” with the day. See Duration and How it works out the dates.

4. See what's next

Click "Up next" in the sidebar. Only "Write the copy" shows up: everything else is waiting. Up next explains it.

5. Finish it and watch it unlock

Tick "Write the copy" with the "Mark as done" box on its card. Straight away, "Lay out the brochure" unlocks, moves to "To do" and a message pops up at the bottom. If you made a mistake, click "Undo" on that message. See Marking as done and When a task unlocks.

6. See it over time

Open the "Gantt" tab: each task is a bar from when it can start to when it would finish, with arrows showing what waits for what. See Gantt.

And then

- Give the last task a due date to know whether you'll make it: Due date and What won't make it.
- Assign tasks to other people or share the project (with Pro): Owner and Sharing a project.
- Get an email when something unlocks: Email notifications.
- If you repeat these steps often, save them as a chain: Chains.

How the screen is laid out

The web app has three areas: the sidebar on the left, the middle with whatever you're looking at and, when you open a task, its details panel.

The sidebar

From top to bottom:

- "Up next": what you can do now, from all your projects. The number with the padlock is how many tasks are waiting for another one.
- "All projects" (with Max): all of them on one timeline. See All projects.
- "Hours": the time logged and what's still to be billed. See Billable hours.
- "Projects": your projects, each with its progress bar and percentage, and "New project". If someone shares a project with you, it appears separately under "Shared with you". See The sidebar.

- At the bottom: “Your week” (your working days and hours, see Working week), “Appearance”, “Trash” (deleted projects; only with an account), your name with your plan, “My account” and “Sign out”.

On a narrow screen, such as a phone’s, the sidebar is hidden: open it with the “Menu” button at the top.

An open project

- **The header:** the name, the progress (for example, 3/10 · 30%), when the project would finish and, on the right, the label filter, “Share”, “Drive” (if it has a folder), “Chain” and the three-dots button, which opens “Project settings”.
- **The view tabs:** “Board”, “List”, “Calendar”, “Map”, “Gantt” and “Sprints”. See The views.
- **Quick add:** the “Write a task and press Enter…” field.

The task panel

When you click a task, its “Task details” open to one side: status, owner, dates, duration, “Starts when … is done”, checklist, files, time and comments. Close it with “Close” or with **Esc**. The task panel explains it.

The messages at the bottom and “Undo”

Whatever has just happened appears in a small message at the bottom: that your week has been saved, what has unlocked… They go away by themselves after a few seconds; if you hover over them, they stay.

Some come with an “Undo” button: when you mark a task as done or cancel it, when you delete a task or a project and when you import a project. **Ctrl+Z** (or **⌘Z** on a Mac) presses the “Undo” on the latest message, as long as you’re not typing in a field.

At the top, while a change is being saved, you may see “Saving…”.

On your computer, phone and tablet

Your account is the same everywhere: whatever you change on one device shows up on the others.

In the browser

tokidu works in any up-to-date browser, on your computer and on your phone, with nothing to install: go to tokidu.com and click “Sign in”. On a computer you have everything; on a phone, the sidebar opens with “Menu”.

The website needs an internet connection to save.

Installing it as an app from the browser

You can put tokidu on your desktop or home screen, and it opens in its own window, straight into your space:

- **On a computer (Chrome or Edge):** use the browser's install option, in the address bar or in its menu.
- **On Android (Chrome):** browser menu → install, or add to home screen.
- **On iPhone and iPad (Safari):** Share button → "Add to Home Screen". That way you can also get browser notifications: Browser notifications explains how.

The app

There's also an app for iPhone, iPad and Android, with a widget, that works offline. See The app and What you can do in the app.

How it syncs

- When you come back to the tokidu tab, the website checks whether anything has changed and brings it in.
- With shared projects, it also checks every few seconds while the tab is on screen.
- If two people change the same thing at the same time, tokidu tells you: see Several people at once.

Your appearance settings (theme, palette and accessibility) are saved to your account, so everything looks the same in another browser when you sign in.

Changing the language

tokidu is available in Spanish, Catalan, English and Galician, with dates and amounts written the way each language writes them.

In the web app

1. In the sidebar, click "Appearance".
2. Under "Language", choose Español, Català, English or Galego.

It changes straight away and is saved to your account: the other browsers you sign in on and the emails we send you come out in that language. If you've never chosen one, tokidu uses your browser's.

On the public website and in the demo

- On the tokidu.com pages (home, pricing, help…), the language selector is in the bar at the top (the globe with the language's letters) and in the footer.
- In the demo, the selector is in the bar at the top, next to "Create a free account".

Details

- Changing the language doesn't translate what you write: titles, notes and comments stay as they are.
- The names in the demo's sample projects come out in the page's language.

In the app: "Account" → "Appearance" → "Language". As well as the four languages, it has "Automatic", which follows your device's language.

Frequently asked questions

Is tokidu free? –

Yes. The Free plan is free forever and doesn't ask for a card: 2 projects, up to 60 open tasks and every view, with dependencies, sprints, the Gantt and the map. Pro and Max remove the limits and add more, priced per person: you'll find them on Pricing, and what each one includes in the guide.

Can I try tokidu without creating an account? –

Yes, with the demo: it's the real app with two sample projects, with no account or email. What you do is saved only in your browser, and "Restore sample" takes you back to the start.

Does what I do in the demo carry over to my account? –

No. The demo saves data only in that browser and doesn't send it to tokidu, so your account starts empty. If you want to keep something from the demo, create it again in your account. See the demo.

Why haven't I received the password reset email? –

Check your spam folder and make sure you're typing your account's email: for security, the page says it has been sent even if there's no account with that email. The link expires in one hour and works once; if it doesn't work, click "Request a new link". More in Resetting your password.

How do I change my password?

With the password reset link: on the sign-in page, click “Forgot your password?”, type your email and open the link you receive. When you save the new one, your other open sessions are closed. If your account has no password, create one in “Your account” → “Create password”. See Resetting or changing your password.

I signed up with my email. Can I sign in with Google or Apple?

Yes. The safest way is to connect it from inside: sign in with your password, go to “Your account” → “Access” → “Google and Apple” and connect whichever you like. From then on you can sign in either way. See Ways to sign in.

Why does it say “There's already an account with that email”?

Because that email already has a tokidu account: there’s no need to create another. Click “Sign in” and sign in with your password (or use “Forgot your password?” if you can’t remember it). If it happens when you use Google or Apple, sign in with the password and connect them afterwards from “Your account”.

I signed in with Google and it says it removed a password. Why?

It’s a safeguard. If the account with your email had a password but the email had never been confirmed, anyone could have created it. When you sign in with Google or Apple, which do confirm the email, that password is removed and the other sessions, passkeys and connections are closed. If the password was yours, create another one with “Create a password”.

Why doesn’t the Google button appear or do anything?

It’s almost always an ad or tracking blocker blocking accounts.google.com. Allow that site in the blocker, reload the page and click again. In the meantime you can sign in with your email and password or with a passkey.

What is a passkey and how do I sign in with one?

A passkey is a way to sign in without a password, using your device’s fingerprint, face or PIN. First add it in “Your account” → “Passkeys” → “Add passkey”. Then, on the sign-in page, click “Sign in with a passkey”. See Ways to sign in.

How do I sign out?

At the bottom of the sidebar, next to your name, click “Sign out”. There’s also “Sign out” at the top of “Your account”. In the app, “Account” → “Sign out”. Only that browser’s or device’s session is closed.

Can I use tokidu on my phone?

Yes. The website works in your phone’s browser, and you can add it to your home screen to open it like an app. There’s also an app for iPhone, iPad and Android, which works offline. See On your computer, phone and tablet.

Does tokidu work without an internet connection?

The website doesn’t: it needs a connection to save your changes. The app for iPhone, iPad and Android does work offline and sends your changes when the connection comes back. The app offline explains it.

How do I change tokidu’s language?

In the sidebar, click “Appearance” and choose the language under “Language”: Español, Català, English or Galego. It changes straight away and is saved to your account, emails included. In the app, “Account” → “Appearance” → “Language”.

I made a mistake. Can I undo it?

It depends on what you did. Marking a task as done or cancelling it, deleting a task or a project and importing a project can be undone with “Undo” on the message at the bottom, or with **Ctrl+Z** (**⌘Z** on a Mac). Anything deleted also stays in the trash for 30 days. Other changes (a title, a date) you correct by hand. See The screen.

CHAPTER 2

Projects

Creating and setting up projects, giving them an icon, image and colour, grouping them by client, duplicating them, importing them from other tools, printing the plan and deleting or recovering them.

Creating a project

A project groups tasks that belong together: a website, a house move, a campaign. Every task belongs to a project, and waits are set between tasks in the same project (with Max, also between projects: see Waits between projects).

1. In the sidebar, below your projects, click “New project”. If you don’t have any yet, the button is in the middle of the screen, under “Create your first project”.
2. Type the “Name”. It’s the only thing you have to fill in.
3. If you like, fill in the “Client” (it’s for grouping, see Clients), choose the “Look” (icon, image and colour, see How the project looks) and paste the “Google Drive folder” (see Drive folder).
4. Click “Save”.

The project appears in the sidebar, under “Projects”. Click it to open it: it opens on the “Board” view and you can start adding tasks (see Adding a task).

Other ways to start a project

- **Copy one you already have**, with its tasks and waits: Duplicating a project.
- **Bring it in from another tool** (Microsoft Project, Excel, CSV, Planner, Asana or Trello), with Pro: Importing a project.
- **Add some steps you repeat** to a new project: Chains.

Limits

On Free you can have 2 projects. The ones in the trash don’t count. If you reach the limit, tokidu tells you with a message and doesn’t create the project. On Pro and Max there’s no limit. See Plans.

The project is yours: you decide its name, its look and whether you share it. If someone shares a project with you, it doesn’t count towards your limit and it appears separately, under “Shared with you”.

Project settings

From the settings you change the project's name and look, and reach everything you can do with the project as a whole.

To open them, go into the project and click the three-dots button on the right of the header ("Project settings").

In a project of yours

At the top, what gets saved with "Save":

- "Name".
- "Client": see Clients.
- "Look": icon, image and "Colour". See How the project looks.
- "Google Drive folder": see Drive folder.

Below that, buttons that open other sheets (only the ones you can use appear):

- "People": share the project (with Pro). See Sharing a project.
- "Activity": the history of changes (with Pro). See History.
- "Trash": this project's deleted tasks. See Deleting a task.
- "Save the tasks as a chain": saves the project's steps so you can repeat them. See Chains.
- "Labels": the project's labels. See Labels.
- "Repeats": the tasks that recur. See Repeats.
- "Duplicate project": see Duplicating a project.
- "Link for your client": see Link for your client.
- "Print or save as PDF" (with Pro): see Printing the plan.
- "Plan snapshot" and "Assistant" (with Max): see The plan snapshot and The assistant.

At the bottom: "Delete project", "Cancel" and "Save".

In a project shared with you

The name, client, look, Drive folder and deleting belong to whoever shares the project, so you don't see them. You're left with the buttons your role allows (for example "People", "Activity", "Save the tasks as a chain" or "Print or save as PDF") and "Leave project". See Leaving a project.

> **Tip:** the changes at the top aren't saved until you click "Save". If you close with "Cancel", they stay as they were.

How the project looks: icon, image and colour

Each project can have an icon, an image and one of 20 colours, so you can recognise it at a glance. Its mark appears in every view that names the project: the sidebar, the header, “Up next”, task cards and details, “Hours” and more.

You choose it in the project settings, when you create the project or later, in the “Look” block. At the top you can see how it will look.

Icon

1. Click “Icon”. A grid of named icons opens (Home, Building work, Trip, Wedding…).
2. Choose one, or type or paste any emoji in “Or paste your own”.
3. “No icon” removes it.

Image

1. Click “Add an image…” and choose a logo or a photo (PNG, JPEG or WebP).
2. tokidu crops it to a square and shrinks it before uploading it.
3. To change it, “Change the image…”; to remove it, “Remove the image”.

The image appears instead of the icon. Everyone who sees the project sees it and, if the project has one, so does the link for your client. In the demo it stays in your browser.

Colour

Below are the 20 colours: Violet, Green, Red, Amber, Sky blue, Purple, Teal, Orange, Blue, Pink, Fuchsia, Lime, Sage, Brown, Slate, Petrol blue, Terracotta, Olive, Lilac and Mauve. Next to “Colour” you can read the name of the one chosen, so you don’t have to rely on colour alone. With the keyboard, the arrow keys move through the colours.

When the project has neither an image nor an icon, you see a dot in its colour. With an icon, the emoji on a soft shade of that colour.

Details

- Everything is saved when you click “Save” in the settings.
- Only whoever shares the project can change how it looks.
- If you change the image many times in a row, tokidu asks you to wait a while.

In the app: the icon, image and colour look the same. You choose them when you create the project or, in the “Projects” tab, by pressing and holding the project → “Name and look”.

Clients: grouping projects

You can give each project the name of its client. The sidebar then groups projects by client, and other parts of tokidu can look at them by client too.

Setting the client

1. Open the project settings (the three-dots button in the header).
2. Type in “Client”. As you type, it suggests the clients from your other projects.
3. Click “Save”.

It’s free text of up to 80 characters. Capitals and spaces don’t matter: “ACME” and “Acme” are the same client. Leave it empty to remove it.

The sidebar groups

As soon as a project has a client, the “Projects” list is grouped:

- One group per client, in alphabetical order, with how many projects it has. At the end, “No client”.
- Click a group’s name to collapse or expand it. What you collapse is remembered in that browser.
- Next to a client’s name there’s a three-dots button: “Rename the client” changes it in all its projects at once, and “Remove the client” removes it from all of them (it asks first).

Projects “Shared with you” are grouped separately, with the client set by whoever shares them.

Where else it’s used

- With Pro, in “Hours” you can see a client’s hours: see Hours by client.
- With Max, “All projects” can be filtered by client: see All projects.
- When you duplicate a project, the copy keeps the same client.

The client is set by whoever shares the project, and everyone they share it with can see it.

The project list in the sidebar

Under “Projects”, the sidebar has all your projects. Each one with its mark (image, icon or colour dot), its name, a progress bar and the percentage of tasks done.

What you see on each project

- The people icon, if you share it with someone (“Shared”).

- Under “Shared with you”, other people’s projects, with “by” and the name of whoever shares it.
- The open project is highlighted.

The order

Projects appear in the order they were created, oldest first. You can’t reorder them by hand by dragging.

To keep them tidy, give them a client: the list is grouped by client, in alphabetical order, and each group collapses. See Clients. Opening a project expands its group.

On narrow screens

On a phone or in a narrow window, the sidebar is hidden. Open it with the “Menu” button at the top; it closes by itself when you choose a project.

The rest of the sidebar

At the top are “Up next”, “All projects” (with Max) and “Hours”; at the bottom, “Your week”, “Appearance”, “Trash” and your account. How the screen is laid out sums it up.

In the app: the list is in the “Projects” tab, with the same client groups.

Duplicating a project

Duplicating makes a copy of a project of yours so you can reuse a plan that worked: the same tasks, with their durations and waits, ready to start again.

1. Open the project settings (the three-dots button in the header).
2. Click “Duplicate project”.
3. “Name of the copy” already says “Copy of” and the name; change it if you like.
4. If any task has an owner, tick “Keep each task’s owner and companions” if you want to keep them. If you leave it unticked, the tasks end up with no owner.
5. Click “Duplicate”. When it’s finished, tokidu takes you to the copy.

What gets copied

The client, colour, icon and image, and all the tasks with their notes, priorities, durations, links, labels, checklists, chains and the waits between them.

In the copy everything starts as to do, including whatever was already done and what was ticked in the checklists. Anything not waiting for something shows up straight away in “Up next”.

What doesn't get copied

Due dates, sprints, logged time, files, history, comments, repeats, the Drive folder and the people you share the original with: the copy isn't shared. With Max, nor are the plan snapshot, saved tests or waits on tasks in other projects. The sheet tells you before duplicating.

Limits

- The copy counts as one more project and all its tasks as open: it has to fit in your plan. If it doesn't, the sheet tells you why and creates nothing.
- Only your own projects can be duplicated. A project shared with you can't be.
- A very big project (more than 2000 tasks) can't be duplicated in one go.

> **Tip:** if you only want to repeat a few steps inside another project, save them as a chain: see Chains.

Importing a project from another tool Pro

With Pro you can create a new project from another tool's file, with what each task waits for, its durations, its people and its due dates. Before anything is created you see how it will turn out.

You can import:

- **Microsoft Project**, saved as XML.
- **Excel** (.xlsx), **Google Sheets** or a **CSV**: one row per task and a heading row at the top. This is also the way in for the **Planner** and Project for the web export (to Excel) and the **Asana** CSV.
- **Trello**: the JSON a board exports.

Step by step

1. Click "New project" and, in the sheet, the link "Is it in another tool? Import from Microsoft Project, Excel or Trello". If you don't have any projects yet, there's also the "Import a project" button in the middle of the screen.
2. Click "Choose file", or drop the file on it. If you don't know how to get it out of your tool, open "How to get the file".
3. tokidu reads it on your computer: the file never leaves it; only what you import is sent.
4. Check "How it will look" (below, what's in each part).
5. Click the import button, which says how many tasks are coming in (for example, "Import 25 tasks").

When it’s done, tokidu takes you to the new project and a message appears with “Undo”, which sends it to the trash.

What you check before importing

- “Project name” and its “Colour”.
- **In Excel and CSV**, “Columns”: the “Sheet”, the “Heading row” and, for each column, “Used as”: “Title”, “Notes”, “Duration”, “Waits for”, “ID”, “Owner”, “Due date”, “Status”, “Priority”, “Label”, “Labels (several)”, “Checklist” or “Not used”. Also whether durations without a unit are days or hours, whether the numbers in “Waits for” are the task’s order or the sheet row, and how dates are read.
- **In Trello**, “Trello lists”: which status each list takes or “Don’t import”, and “Add the list’s name as a label”.
- “People”: who gets the tasks of each person in the file (“You”, someone from your account, a new person or “No owner”).
- “Bring the notes and checklists”.
- “The first tasks” and “What changes or isn’t brought over”, with everything that gets converted or left out.

How Microsoft Project things are converted

- Phases (summary tasks) become chains; those with more than 50 tasks, a label.
- Only finish-to-start links come in: tokidu only has “Starts when … is done”. Lags become extra waiting days.
- Milestones stay milestones, % complete gives the status and resources give the owner and companions.
- Calendars, costs, baselines and custom fields aren’t brought over.

Limits

- The file can be up to 50 MB, and up to 2000 tasks at once. In the demo, 300 tasks.
- An .mpp can’t be read: open it in Project or in ProjectLibre (free) and save it as XML.
- An old Excel file (.xls): save it as .xlsx or CSV.
- A new project is always created, and it has to fit in your plan.
- If you undo the import, any new people it created stay in your account.

Importing is done on the website, not in the app.

The project's Google Drive folder

Each project can carry the link to its Google Drive folder, so the project's documents are always to hand.

1. In Google Drive, open the folder and copy its link from the address bar (it starts with https://drive.google.com/drive/folders/).
2. In tokidu, open the project settings (the three-dots button in the header).
3. Paste the link into "Google Drive folder" and click "Save".

From then on, the "Drive" button appears in the project header and opens the folder in another tab. Everyone in the project can see it.

What you need to know

- tokidu only saves the link: it doesn't go into your Drive or copy files. Who can open the folder is up to you, in Drive.
- The folder is set by whoever shares the project.
- When you duplicate a project, the folder isn't copied.
- To remove it, delete the link from the field and save.

To link individual documents to a task, or pick them from your Drive, see Notes and links and Google Drive.

Printing the plan or saving it as a PDF Pro

With Pro you can print a project's plan or save it as a PDF to send it: a summary page and, if you like, the Gantt chart.

1. Open the project settings (the three-dots button in the header).
2. Click "Print or save as PDF". A full-screen preview opens.
3. Choose what goes in:

- "With the Gantt": adds the Gantt chart pages.
- "Just the summary": the first page, without the task titles.

4. Click "Print". To get a PDF, choose "Save as PDF" in the browser's print dialog.

What it includes

- **The first page** is a summary of how the project is going: the forecast end date, the progress, the milestones and, unless you choose “Just the summary”, what’s under way, what’s coming up and what’s been done recently.
- **The Gantt** runs across the width of the page (A4 landscape), over several pages if needed, with the tasks grouped the way you have them in the Gantt view.
- The dates are the ones tokidu works out at that moment with your forecast.
- The file name the browser suggests includes the project’s name and the date.

Who can do it

It depends on the plan of whoever shares the project: if they have Pro, the people they share it with can print it too. You can try it in the demo.

> **Tip:** without Pro, you can download the Gantt as an image: see Downloading the Gantt as an image. And so your client always sees it up to date, see Link for your client.

Deleting a project and getting it back from the trash

Deleting a project sends it to the trash with everything in it: its tasks, sprints, hours, files and waits. It stays there for 30 days in case you want it back.

Deleting

1. Open the project settings (the three-dots button in the header).
2. Click “Delete project” and confirm. If you share it, the question tells you how many other people it will be deleted for.
3. A message tells you it will be in the trash for 30 days, with “Undo”. If you click it (or press **Ctrl+Z**), it comes back as it was.

Only whoever shares it can delete it. If a project belongs to someone else, you can leave it: see Leaving a project.

Getting it back from the trash

1. At the bottom of the sidebar, click “Trash”. “Deleted projects” opens.
2. Each project says when you deleted it, how many tasks it has and how many days it has left.
3. Click “Restore”. It comes back with everything in it, and the people you shared it with get their access back.

To come back it has to fit in your plan: if it doesn't, it tells you what's missing. While it's in the trash, it doesn't count towards your project limit.

Deleting for good

In "Deleted projects", "Delete for good" removes one and "Empty the trash" removes them all. Both ask first and can't be undone. After 30 days it's deleted automatically.

What you need to know

- The people you share it with get an email after a few minutes; if you undo it before then, none is sent.
- There's no archive option. A finished project can stay where it is: its done tasks don't count as open.
- A project's deleted tasks have their own trash, in the project settings: see Deleting a task.
- There's no trash in the demo: only "Undo" straight afterwards.

In the app: in the "Projects" tab, press and hold the project → "Delete project". It goes to the trash too.

Frequently asked questions

How many projects can I have? −

On Free, 2 projects; on Pro and Max, no limit. Projects in the trash and the ones other people share with you don't count. See Creating a project and the plans on Pricing.

How do I change a project's name or colour? −

Open the project, click the three-dots button in the header ("Project settings"), change the "Name" or choose another colour under "Look" and click "Save". Only whoever shares the project can do it.

Can I put my client's logo on a project? −

Yes. In the project settings, under "Look", click "Add an image…" and choose the logo (PNG, JPEG or WebP). It's cropped to a square and appears instead of the icon in every view, and in the link for your client too. See How the project looks.

How do I group projects by client?

Put the client's name in the "Client" field in each project's settings and save. The sidebar groups them by client, in alphabetical order, with "No client" at the end, and each group can be collapsed. See Clients.

Can I reorder the projects in the sidebar by hand?

No: they appear in the order you created them and can't be dragged. What you can do is give them a client; then they're grouped by client, in alphabetical order, and you can collapse the groups you don't use. See The sidebar.

How do I reuse a project as a template?

With "Duplicate project", in the project settings. The copy brings the tasks with their durations, notes, checklists and waits, and everything starts as to do. If you only want to repeat a few steps inside another project, save them as a chain with "Save the tasks as a chain". See Duplicating a project.

Why doesn't the copy of a project have due dates or sprints?

Because the copy is for starting afresh: the due dates and sprints belonged to the original project. Time, files, comments and the people you shared it with aren't copied either. Set the new due dates by hand; tokidu works out the forecast dates again from the durations.

How do I import a project from Microsoft Project? Pro

With Pro. In Project, save it as XML (File → Save As → "XML Format (*.xml)"). In tokidu, click "New project", then the link "Is it in another tool? Import from Microsoft Project, Excel or Trello" and choose the file. Check "How it will look" and click the import button. See Importing a project.

Can I import an .mpp file? Pro

Not directly: only Project and ProjectLibre open an .mpp. Open it in either of them and save it as XML (in ProjectLibre, File → Save As → "MS Project XML"), then import that XML. ProjectLibre is free.

Can I bring my tasks over from Excel, Planner, Asana or Trello? Pro

Yes, with Pro. Excel, Google Sheets, CSV, the Planner export to Excel and the Asana CSV come in as a spreadsheet: you choose what each column is. From Trello, import the board's JSON and decide what happens to each list. See Importing a project.

I made a mistake importing. How do I undo it? Pro

Click "Undo" on the message that appears when it finishes (or press **Ctrl+Z**): the imported project goes to the trash. If the message has gone, delete it from its settings with "Delete project". Any new people the import created stay in your account.

Can I import tasks into a project that already exists? Pro

No: importing always creates a new project. To add steps to a project you already have, use a saved chain or, with Max, the assistant: "Bring in a list" turns a list you paste into tasks. See The assistant: bringing in a list.

How do I print the plan or save it as a PDF? Pro

With Pro. In the project settings, click "Print or save as PDF", choose "With the Gantt" or "Just the summary" and click "Print". For the PDF, choose "Save as PDF" in the print dialog. Without Pro, you can download the Gantt as an image. See Printing the plan.

I deleted a project by mistake. Can I get it back?

Yes, for 30 days. Straight afterwards, click "Undo" on the message. Later on, click "Trash" at the bottom of the sidebar and, in "Deleted projects", "Restore": it comes back with its tasks, hours, files and people. See Deleting a project.

Can I archive a finished project?

No, tokidu has no archive. A finished project can stay in the list: its done tasks don't count as open, although the project does count towards Free's project limit. If you don't need it any more, delete it: it stays in the trash for 30 days and you can get it back.

How do I link a project’s Google Drive folder?

Copy the folder’s link in Drive, paste it into “Google Drive folder” in the project settings and click “Save”. The “Drive” button appears in the project header and opens it. tokidu only saves the link. See Drive folder.

CHAPTER 3

Tasks

Creating tasks and everything that goes in them: status, owner, dates, duration, checklist, labels, files, timer, cancelling and deleting.

Adding a task

A task is anything that needs doing. Adding one takes a second: the title and, if needed, what it has to wait for. Everything else you fill in later in its details.

In a project

1. Open the project in the sidebar.
2. Type the title in the “Write a task and press Enter…” field, below the view tabs.
3. If it can’t start until another one is done, open the drop-down next to it, which says “Start now”, and choose the task in the “Starts when … is done” group (the project’s unfinished tasks are listed).
4. Press **Enter** or click “Add”.

The new task is “To do”, with “Medium” priority, no owner, no due date and no duration. If the project has open sprints, it goes into the first one. If you have the label filter on with a single label, the new task gets it; if not, tokidu warns you that it won’t show up with that filter.

From “Up next”

Up next has the same field, with one more drop-down to choose which project it goes in.

Lots of tasks at once

The field adds one task at a time. For several at once:

- A chain: you write the steps one per line and they’re created already linked. If you start every line except the first with **+**, they run in parallel and none waits for another.
- With Max, the assistant turns a list you paste into tasks: Turning a list into tasks.
- With Pro, you can import a project from Project, Excel, CSV, Planner, Asana or Trello.

The Free limit

On the Free plan you can have 60 open tasks in total, across all your projects. Done and cancelled tasks don’t count. If you reach the limit, tokidu says so and doesn’t save the new task. See Plans.

> **Tip:** add all the tasks first and then, in each one's details, tell it what it waits for. It's quicker than thinking about everything at once.

A task's details

The details are where you see and change everything about a task. They open when you click a card in any view (Board, List, Calendar, Gantt, "Up next"…) or with **Enter** on a card that has the focus. Close them with the X button ("Close"), with **Esc** or by clicking outside.

There's no save button: every change is saved straight away.

What's there, from top to bottom

- **At the top:** the project, ↻ "Repeat…" (with Pro), the bin icon ("Delete") and "Close".
- **The title:** change it by typing over it.
- **Where it comes from:** if it's a step in a chain, "Step 3 of 6 of the chain "New page"" with "Edit the chain"; if it repeats, "Repeats: …" with "Edit".
- **A strip with where it stands:** "Ready to do", "Waiting for …" with the tasks still to finish, or the day it can start if it waits a few days.
- **The forecast:** when you'd start it and when you'd finish, based on how long it takes and what it waits for. If others wait for it, also "What if it's delayed?" (What if it's delayed?).
- "Block time in my calendar" (with Pro): Blocking time in your calendar.
- The milestone switch and "How long will it take?" (Duration).
- "Status", "Priority", "Due date", "Sprint" and "Owner".
- "With" and "Labels".
- "Starts when … is done": what it waits for and what unlocks when it's finished. See Starts when … is done.
- "Files and links".
- "Time": the timer and what's been logged.
- "Notes".
- "+ Checklist".
- In shared projects, "Comments" and the task's history (Comments, History).

If the project belongs to someone else and you can only view it, "View only" appears below the title and nothing can be changed.

> **Tip:** you can jump to another task from the details: the names of the tasks it waits for, and of the ones that unlock when it's finished, can be clicked.

Task statuses

Every task is in one of four statuses that you choose. There's a fifth, "Waiting", that you don't choose: tokidu decides it.

Status	What it means
"To do"	Not started yet.
"In progress"	Being worked on. It comes first in Up next.
"Done"	Finished. It unlocks the tasks that were waiting for it.
"Cancelled"	No longer going to happen. It frees the ones waiting for it, but doesn't count as work done.

Waiting

A task waiting for another unfinished task (or for a few days to pass) is "Waiting": it goes in that Board column, with a padlock, and its circle has the padlock ("Blocked: waiting for its requirements to finish"). While it waits, "Status" only lets you choose "To do" and "Cancelled". When it unlocks, it moves to "To do" by itself. When a task unlocks explains it.

How to change it

- In the details, with the "Status" drop-down.
- On the Board, by dragging the card between "To do", "In progress" and "Done". You can't drag it to "Waiting": a task gets there by waiting for another one.
- With the circle on the card, which marks it as done or reopens it: Marking as done.

A milestone has its own names: "Pending" and "Reached".

The project's progress (the bar at the top) counts the done ones out of all of them. Cancelled tasks count on neither side, because they were never going to be done.

Marking as done and reopening

Marking a task as done is what sets tokidu in motion: the ones waiting for it unlock by themselves.

How

- Click the circle on the left of the card ("Mark as done"), in any view.

- Or, in the details, choose “Done” in “Status”.
- Or, on the Board, drag the card to “Done”.

What happens

- The card is crossed out and moves to “Done”.
- The tasks waiting for it, if they’re not waiting for anything else, become ready and show up in “Up next”.
- A message tells you: “Done! You can start “Layout” now.”, or who you’ve unlocked: “Done! You unlocked Laura: they can start “Layout” now.”. It comes with a burst of colour you can turn off in “Appearance” → “Celebrate unlocks”.
- If the timer was running on it, it stops and the time is saved.
- Whoever owns each unlocked task gets a notification, if it isn’t you: When a task unlocks.

Undo

The message has “Undo” for a few seconds (longer if you leave the mouse over it). **Ctrl+Z** (**⌘Z** on a Mac) also works if you’re not typing in a field. Everything goes back to how it was: the task reopens, the ones that had unlocked go back to waiting and the timer, if it stopped, carries on running. If you undo in time, no notification goes out.

Reopening later

Click the circle on a done task (“Reopen”) or choose “To do” in “Status”. The tasks that were waiting for it go back to “Waiting”, even if they’d already been started.

If the circle has a padlock, the task is still waiting for another one: clicking it opens its details so you can see what for.

In the app: in a project’s list, swipe the task to the right to mark it as done (or reopen it). If you press and hold it, a menu appears with “Mark done”.

Priority

Priority says what goes first when several tasks are ready. There are three levels: “High”, “Medium” and “Low”. New tasks start as “Medium”.

You change it in the details, in the “Priority” drop-down.

What it changes

- **The order of Up next:** first what’s “In progress”; then by priority; with equal priority, whatever has the earlier due date; and last, the oldest.

- **The dates:** the forecast lines up each person's work in that same order. A "High" task goes ahead of the same person's "Medium" ones, and that can move their dates. How the dates are worked out explains it.
- **The card:** high-priority cards have a mark next to the title ("High priority").

Priority doesn't skip a wait: a "High" task that waits for another one keeps waiting until the other is done.

> **Tip:** if almost everything is "High", nothing is. Keep "High" for what really has to go first and use the due date for things that have a day.

Assigning an owner

Each task can have a person who takes care of it: its owner.

1. Open the task.
2. In "Owner", choose a name. "Nobody" leaves it with no owner.
3. If the person isn't on the list, choose "+ Add a person…", type the name and press **Enter**.

Who's on the list

- **In your projects**, your people: names you type in. They don't need an account and don't receive anything; they're for sharing out the work and working out dates. See Your people.
- **In a shared project**, in groups: "In the project" (people with an account who are in it), "Other names" and "Your people". Only whoever shares the project can add new names.

What it changes

- **The dates.** The forecast shares out the work by person: one person's tasks go one after another, and two people's can run at the same time. See How the dates are worked out. If tokidu doesn't know yet which name is you, it asks in the header: "Who are you? Tell me so I know which tasks are yours.".
- **Days off.** If the owner has days off while the task is under way, a grey line below says so, with the days they're not working; the forecast date already takes it into account. See Days off.
- **Notifications.** In a shared project, a person with an account gets "You've been assigned "…"" by email and in the app, if they have it switched on in Notifications. A name without an account gets nothing.

I'll take it

In a project someone else has shared with you, a task with no owner shows "I'll take it" next to "Owner": one click and it's yours. It also appears in "Up next", under "No owner".

Limits

A task has only one owner. If other people are helping, see Companions. On the Free plan, your list of people allows a single name; with Pro, as many as you like: Plans.

Companions Pro

Companions are people who help on a task or need to follow it, without owning it. They don't count for the dates: the dates are decided by whoever owns it. With Pro.

Adding someone

1. Open the task.
2. Below "Owner", in "With", open "Add…".
3. Choose a name. The same groups appear as for the owner, without the owner or anyone already going along. Whoever shares the project can add a new one with "+ Add a person…".

Each companion appears as a pill with its ✕ to remove them. There's room for 10 per task.

What they see

- In a shared project, a companion sees "You're going along on this task; Ana owns it." in the details and, in Up next, a "Going along" section with the ones that can already start.
- On cards they appear next to the owner.
- If they want to know when it can start, they can switch on "Also tell me when a task I'm a companion on can start" in Notifications (it's off by default).

When the field appears

"With" only appears where there's room for more people than just you: in your projects with Pro, and in projects shared with you. On the Free plan it doesn't appear. There also has to be someone to choose besides the owner.

A new name added as a companion counts as one more person on your list. If you make someone who was going along the owner, they stop being a companion.

> **Tip:** if that person does a specific part, it's better to give them a task of their own: Subtasks and steps for other people.

Due date

The due date is the day the task has to be done by. It's a target: it doesn't move the task or decide when it starts.

Setting it

- In the details, in "Due date", choose the day. To remove it, clear the field.
- In the Calendar view, drag the task onto a day. The ones without a date are underneath, in "No date". See Calendar.

The date appears on the cards in "Up next" and in the List's "Date" column, in colour when it's close or has passed.

What won't make it

tokidu compares the due date with its forecast. If, with the durations you've set, the task would finish later, the card shows "Won't make it"; hover over it to see when it would finish. The end of a sprint works the same way: if the task doesn't fit, it says so too. See What won't make its date and Why that date.

Notifications

With Pro you get "Due tomorrow" by email (the working day before) and "Won't make it". See Email notifications. And with Pro your dates can show up in your Google, Apple or Outlook calendar: Your dates in your calendar.

Start date

There's no field for the day it starts: that's decided by its waits and its owner's workload. If you don't want it to start before a certain day, put it in a sprint that starts that day (the forecast won't start it earlier) or make it wait a few days after another task (Waiting a few days).

Duration: how long a task takes

The duration is the work the whole task takes. With it, tokidu works out when each task and the project will be done. Without a duration, a task has no forecast date.

Setting it

In the details, in "How long will it take?", click one of the buttons: "1 hr", "2 hrs", "½ day", "1 day", "2 days", "3 days" or "1 week". Clicking the one that's selected removes it.

For another amount, click “Other…”, type the number, choose “minutes”, “hours” or “days” and click “Set” (or press **Enter**). Before setting it, it shows what that comes to. More than 1000 hours won’t fit: “That's a lot for one task: split it into several.”.

It’s working time

A day is the hours per day in your working week, and “1 week” is your working days. If you work 6 hours a day, “1 day” is 6 hours. You change it in Your working week. A rough guess is fine.

With logged time

The forecast counts what’s left: the duration minus what you’ve already logged. Below the time it says, for example, “You've logged 1 hr of 2 hrs.”. If it goes over, the details ask “It's already taken 3 hrs, more than planned (2 hrs). How much is left?” with “30 mins”, “1 hr”, “2 hrs”, “½ day” and “1 day”: the duration becomes what’s logged plus what you choose.

Other ways

- In the project header, “Estimate now” goes through the missing ones one after another: Estimating everything in one go.
- In the Gantt, drag the end of a bar to change what’s left.

On a done task, the field is called “Estimated time”. A milestone has no duration.

Checklist

A task can carry a list of small things to tick off. The items have no date or owner and don’t count for the forecast. On every plan.

Creating it

1. Open the task.
2. Click “+ Checklist” (below the notes).
3. Type in “Add to the list” and press **Enter**. Carry on with the next one.

If you paste several lines at once, one item is added per line (“Paste several lines to add one per line.”).

Using it

- Tick each item’s box when it’s done. At the top it shows how many are done (“3 of 5”) with a bar.
- To change a text, click it and type; it’s saved when you leave it or press **Enter**.

- To remove one, click its ×, or delete all its text and press **Backspace**.
- To change the order, drag it by the handle or press **Alt + ↑** or **Alt + ↓**.

The task's card shows a pill with how much is done.

When everything's ticked

"All done." appears and, if the task isn't waiting for anything, the "Mark the task as done" button. The task isn't marked as done by itself: that's up to you.

Limits

50 items per task, of up to 200 characters each.

> **Tip:** if a step has to be done by someone else, or needs its own date or duration, it's better as a separate task: see Subtasks and steps for other people.

Subtasks and steps for other people

In tokidu there are no tasks inside tasks. To split a piece of work into chunks there are several ways, depending on who does each part and whether the order matters:

If the step…	Use
is small, you do it and it needs no date	the task's Checklist
is done by someone else, or has a date or duration	a separate task, with its own "Owner"
has to be done before another one	a wait: "Starts when … is done"
always repeats the same way	a chain

A step for someone else

1. Add the step as a new task in the same project.
2. Open it and choose the person in "Owner" (or "+ Add a person…" if they're not there).
3. If the main task can't be finished until that step is done, open the main task and, in "Starts when … is done", choose the step.

The main task is now waiting. When the step is marked as done, it unlocks by itself and you hear about it. If there are several steps, make the main task wait for all of them: it unlocks when the last one is done (Waiting for several tasks).

If the other person only helps and doesn't own anything, add them as a companion (with Pro).

So the other person can see it

A name on your list is for sharing out the work and working out dates, but that person doesn't see anything. For them to see their tasks and get notifications, they have to be in the project with their own account: Sharing a project (with Pro).

> **Tip:** to see the parts of the same piece of work together, give them the same label, or create them as a chain: each card shows its name and step, for example "Brochure · 2/5".

Colour labels

Labels are coloured names for sorting tasks: "Urgent", "Design", "Client"… On every plan.

Adding them to a task

1. Open the task.
2. In "Labels", click "Change labels" (if the project doesn't have any yet, the button is "Label", with a +).
3. Type in "Find or create a label". The list filters as you type.
4. Click a label to add or remove it. If none has that name, "Create "Urgent"" creates it with a colour.
5. Click "Done".

Below, "From other projects" shows the names you use in other projects that this one doesn't have: pick one and it's created here with its colour.

With the keyboard: ↑ and ↓ choose, **Space** adds or removes, **Enter** adds (or creates) and **Esc** closes.

Managing them

"Manage labels…", in the same picker, or "Project settings" → "Labels", opens the sheet with the project's labels. There you change the name and colour, see how many tasks each one has, delete them or create a new one with "New label". Changing or deleting a label applies to every task in the project that has it.

How they work

- Each project has its own. "Up next" brings together the ones with the same name across different projects.

- To see only the tasks with certain labels, use the “Labels” button in the project header: Filtering.
- Cards show up to three (two on board cards).

Limits: 10 labels per task and 50 per project, with names of up to 40 characters and 20 colours to choose from.

Milestones

A milestone marks a moment in the project, such as a delivery, a client meeting or “Website live”. It takes no time. On every plan.

Turning a task into a milestone

In the details, switch on “It’s a milestone: it takes no time, it marks a moment”. “How long will it take?” and the timer disappear. If it had a duration, it’s kept in case you switch it off again.

Its date

Make the milestone wait for the tasks that have to be done before it, with “Starts when … is done”. Its forecast date is when the last of them is done. When they’re all done, the strip says “It can now be marked as reached”. If you give it a due date and it won’t make it, it shows “Won't make it”, like any task.

Marking it as reached

A milestone isn’t marked by itself: click the circle on its card (“Mark as reached”) or choose “Reached” in “Status”. Its statuses are “Pending” and “Reached”. When it’s reached, it unlocks the tasks waiting for it, just like a done task.

Where it shows

- Cards have ◆ in front of the title.
- In the Gantt it’s a big diamond in the project’s colour.
- The link for your client shows the milestones.

> **Tip:** make the next phase wait for the milestone rather than for all its tasks. If tomorrow you add a task to the earlier phase, it’s enough for the milestone to wait for it.

Notes and links

Notes

“Notes” is for everything needed to do the task: context, steps, details. The box says “Context, steps, whatever you need…”. It saves as you type.

If someone else changes the notes while you’re typing, tokidu doesn’t lose your text: it keeps it aside so you can choose. See Changes at the same time.

Notes aren’t comments: to talk about the task with the team, see Comments.

Links

1. In “Files and links”, paste the address into “Paste a Drive or Docs link, or any URL”.
2. Click “Attach” (or press **Enter**).

If it doesn’t start with https://, tokidu adds it. Google Drive links are recognised automatically: they show with their icon and type (“Google Doc”, “Spreadsheet”, “Presentation”, “Drive file” or “Drive folder”). The rest show with the website’s name. Clicking them opens them in another tab; the × removes them. There’s room for 50 per task.

Choosing from your Drive

“Choose from Google Drive” opens Google’s picker so you can choose files or folders from your Drive. They’re saved as links, with their names. tokidu only sees what you choose, and permissions are still changed in Drive. See Google Drive.

For a Drive folder for the whole project, see Drive folder.

File attachments

You can upload files to a task: a quote as a PDF, a photo, an Excel sheet.

Uploading them

In “Files and links”, click “Upload a file” or drag the files onto the box (“Upload a file or drag it here”). You can upload several at once; each one shows its progress bar.

Images, PDFs, text, CSV, Office documents (Word, Excel, PowerPoint) and zip files are accepted: “Up to 10 MB per file · images, PDF, text, Office or zip”. There’s room for 50 per task.

Space

- **Free:** 20 MB in total, across all your projects. What’s in the trash counts too.

- **Pro and Max:** no overall cap.

In a shared project, the plan of whoever shares it is what counts. If it doesn't fit, tokidu says so and doesn't upload it.

Opening and deleting them

Click the name to open it in another tab. The ✕ deletes it, after asking. In a shared project, each file says who uploaded it ("Uploaded by Ana").

Files are private: only the people who can see the project can open them. If you delete the task, its files go to the trash with it and come back if you restore it (Deleting and getting it back).

You can't upload files in the demo: "Upload files with a free account.". Anyone who can only view the project can't upload anything.

> **Tip:** for big files or ones that keep changing, a Drive link is better: it takes up no space and always opens the current version (Notes and links).

Timer and logged time

tokidu keeps track of the time you spend on each task, with the timer or by logging it by hand.

Starting it

- On a card, click ▶ ("Time this task"). On a computer it appears when you hover.
- Or, in the details, under "Time", click "Start".

Only one runs at a time: if you start it on another task, the previous one stops and is saved. While it runs, a bar shows the task, its project and the clock; clicking the title opens the task. It keeps going if you reload, close the browser or switch device.

Stopping it

- In the bar, click "Stop". It asks "What did you do?" ("Optional"); click "Save", or "Discard" to throw that time away.
- In the details, "Stop" saves it without a note.
- If you mark the task as done, it stops and saves by itself.

If it's been running for more than 8 hours, tokidu asks "Was it still running since …?" with "Save until now", "Save until…" (you choose when you finished) and "Discard".

Logging it by hand

Under “Time”, click “Add manually”. Enter the “Duration” (in minutes or hours), “Started (optional)” (if you leave it empty, it ends now) and a “Note”, and click “Save”.

What’s logged

Each entry shows its day, its duration and its note; manual ones have “· manual”. Change them with “Edit” and delete them with the ×. The total shows in the details and in the project header.

The time counts for the forecast: what’s left is the duration minus what’s logged (Duration). To charge for it, see Billable hours (with Pro): billed time shows “Billed” and can’t be changed any more. In a shared project, whoever shares it sees your hours and their notes.

A milestone can’t be timed, and a done task has no “Start”.

Blocking time in your calendar Pro

Put a task in your calendar as an event, at the time you’re going to do it, to keep that time free. With Pro (yours: it also works in other people’s projects).

1. Open an unfinished task that’s yours or has no owner.
2. Below the forecast, click “Block time in my calendar”.
3. tokidu suggests a “Day”, “From” and “For”. If the task has a forecast date, it’s when you’d start it (“That’s when you’d start it, going by the forecast.”); if not, first thing on your next working day. Change them if you like.
4. In “Put it in”, choose “Google Calendar”, “Outlook”, “Outlook for work (Microsoft 365)” or “Apple Calendar or another”, which downloads a file your calendar opens.

Your calendar opens with the task already filled in. Save it there and, if you like, move it.

Afterwards

The task’s details show “Booked: …” with “Only you can see this.”. The × removes the booking from the task, but it stays in your calendar: you delete the event there.

- Booking doesn’t change the forecast or the due date.
- If the forecast changes, the event doesn’t move by itself.
- The event’s reminder comes from your calendar, like any other appointment.

To have all your tokidu dates in your calendar, kept up to date automatically, see Your dates in your calendar.

Cancelling a task

Cancel a task when it's no longer going to happen but you want a record of it. On every plan.

In the details, in "Status", choose "Cancelled". You can choose it even if the task is still waiting for another one. It doesn't ask anything: the message has "Undo".

What happens

- The task is crossed out and gets the "Cancelled" tag. On the Board it's folded away at the end of "Done", under "Cancelled (2)".
- The ones waiting for it stop waiting and, if they're not waiting for anything else, can start: "Cancelled. "Layout" is no longer waiting for it and can start.".
- It doesn't count as work done: the project's progress doesn't count it.
- If the timer was running on it, it stops and is saved.
- A cancelled task never holds back waiting days (Waiting a few days).
- Its notes, time and files are kept.

Reopening it

Click the ✕ in the circle on its card ("Cancelled: it won't be done. Click to reopen it.") or choose "To do" in "Status". The ones that were waiting for it go back to waiting.

Cancel or delete

Cancelling leaves it in the project, in view and with everything it had. Deleting sends it to the trash (Deleting a task). If the task has a history (hours, notes, comments), it's better to cancel it.

In the app: press and hold the task and choose "Cancel task".

Moving a task to another sprint

A task can be in one of the project's sprints or in none.

- In the details, in "Sprint", choose one of the project's open sprints, or "None".
- In the Sprints view, drag the card from one sprint to another. See Sprints.

New tasks you add in a project with open sprints go into the first one. When you close a sprint with "Close sprint", whatever's still pending moves to the next one.

To another project

For now you can't move a task from one project to another, either on the website or in the app. What you can do:

- Create it in the other project, copy over the notes and links, and delete the one here (it comes back from the trash for 30 days if you need it).
- If what you need is for it to wait for something in the other project, with Max a task can wait for one in another project.
- To copy a whole project, see Duplicating a project.

Deleting a task and getting it back

1. Open the task.
2. Click the bin icon at the top ("Delete").
3. Confirm "Delete this task?".

The message "Task deleted: "…". It stays in the trash for 30 days." appears with "Undo" (also **Ctrl+Z**, or **⌘Z** on a Mac). Undoing brings it back with everything.

What happens to its waits

The tasks that were waiting for it stop waiting; if they weren't waiting for anything else, they can start. If it was a step in a chain, the later steps now wait for the earlier ones: the chain doesn't break.

The trash

Deleted tasks are kept for 30 days, with their notes, waits, links, hours and files.

1. Open "Project settings" (the last button in the project header) and click "Trash".
2. Each task says who deleted it and how many days it has left.
3. Click "Restore": it goes back to its project as it was.

Whoever shares the project also has "Delete for good" and "Empty the trash". After 30 days, they're deleted for good automatically.

Who can do it

Whoever shares the project and anyone who can edit it. If the task has hours logged by other people, only whoever shares the project. On the Free plan, a restored task counts towards the 60 open tasks.

There’s no trash in the demo: only “Undo”. To delete a whole project, see Deleting a project.

In the app: in a project’s list, swipe the task to the left, or press and hold it and choose “Delete task”.

Frequently asked questions

How do I assign a task to someone else?

Open the task and choose their name in “Owner”. If they’re not on the list, choose “+ Add a person…”, type the name and press **Enter**.

- On the Free plan your list holds a single name; with Pro, as many as you like.
- That name is used to share out the work and work out the dates, but it doesn’t notify anyone. For the person to see the task and get notifications, share the project with them (with Pro): see Sharing a project.

Assigning an owner explains it all.

How do I add a subtask and assign it to someone else?

Create that step as a separate task and give it its own “Owner”. “Checklist” items don’t have an owner: they’re for small things you do yourself.

1. Add the step as a new task in the same project.
2. Open it and choose the person in “Owner” (or “+ Add a person…”).
3. If the main task can’t be finished without that step, open the main task and, in “Starts when … is done”, choose the step. It will wait and unlock by itself when the step is done.

If the person only helps, add them under “With” (with Pro). For them to see the task and get notifications, they have to be in the shared project with their own account. Subtasks and steps for other people explains it.

Can I add several tasks at once?

The quick-add field adds one at a time, but there are three ways to create lots:

- **A chain:** click “Chain” in the project, then “Write a new one”, and put one step per line. They’re created linked; if you start every line except the first with +, none waits for another.
- **With Max**, the assistant turns a list you paste into tasks.
- **With Pro**, import a project from Project, Excel, CSV, Planner, Asana or Trello.

See Adding a task.

How many tasks can I have on the Free plan?

On Free you can have 60 open tasks in total, across all your projects. Done and cancelled tasks don’t count, so finishing tasks frees up room again. If you reach the limit, tokidu says so and doesn’t save the new task. With Pro there’s no limit: see Pricing.

Why can’t I mark a task as done?

It’s almost always because it’s waiting for another task that isn’t done yet. Its circle has a padlock and clicking it opens the details; at the top it says “Waiting for …” with what’s missing. While it waits, “Status” only lets you choose “To do” and “Cancelled”.

If it really is done already, remove the wait in “Starts when … is done” and mark it, or drag it to “Done” on the Board. If the details say “View only”, the project belongs to someone else and you can only view it. See Task statuses.

I marked a task as done by mistake. How do I undo it?

Click “Undo” on the message at the bottom, or press **Ctrl+Z** (**⌘Z** on a Mac) while it’s still showing. The task reopens and the ones that had unlocked go back to waiting; if you undo in time, nobody is notified. If the message has gone, click the task’s circle (“Reopen”) or choose “To do” in “Status”. See Marking as done and reopening.

How do I reopen a task that was already done?

Click the circle with the ✓ on its card (“Reopen”) or, in the details, choose “To do” or “In progress” in “Status”. The tasks that were waiting for it go back to “Waiting” until you finish it again. Done tasks are in the Board’s “Done” column or in the List. See Marking as done and reopening.

Can a task have more than one owner?

No: each task has just one “Owner”, who takes care of it and whose schedule its dates are worked out from. With Pro, you can add other people under “With”: they see it and can get notifications, but they don’t count for the dates. If each person does a part, it’s better to give each one a task. See Companions.

Does the person I assign a task to get notified?

Only if they have an account and are in the shared project: they get “You’ve been assigned “…”” by email and in the app, if they have it switched on in their notifications. Names on your list without an account get nothing: they’re for sharing out the work and working out dates. To invite someone, see Sharing a project.

Why can’t I add more people on the Free plan?

On the Free plan, your list of people allows a single name. If you try to add another, tokidu says you’ve reached your plan’s limit and doesn’t save it. With Pro you can add as many names as you like, with companions and their days off, and share projects. See Pricing and Assigning an owner.

Why can’t I see “With” on the task? Pro

“With” only appears where there’s room for more people than just you: in your projects with Pro and in projects shared with you. On the Free plan it doesn’t appear. There also has to be someone to choose besides the owner: if your list only has that person, add the other one first. See Companions.

How do I give a task a due date?

Open the task and choose the day in “Due date”. You can also drag it onto a day in the Calendar view. To remove it, clear the field. If it won’t be done in time given how long it takes, the card shows “Won't make it”. See Due date.

What’s the point of setting how long a task takes?

With the duration, tokidu works out when each task will start and finish and when the project will be done, and tells you what won’t make its date. Without it, the task has no forecast date. A rough guess with the “How long will it take?” buttons is enough. A day is the hours per day in your working week. See Duration.

Do labels work across all my projects?

Each project has its own labels. When you label a task, “From other projects” shows the names you already use elsewhere: pick one and it’s created in this project with the same colour. “Up next” brings together the ones with the same name across different projects. See Colour labels.

What is a milestone and how do I mark one?

A milestone marks a moment in the project, such as a delivery, and takes no time. Open the task and switch on “It’s a milestone: it takes no time, it marks a moment”. Make it wait for the tasks that have to be done before it; when they’re done, click its circle (“Mark as reached”). In the Gantt it shows as a big diamond. See Milestones.

How do I attach a file to a task, and how much space do I have?

Open the task and, in “Files and links”, click “Upload a file” or drag the file onto the box. Up to 10 MB per file and 50 per task: images, PDF, text, Office or zip. On Free you have 20 MB in total (what’s in the trash counts); on Pro and Max, no cap. See File attachments.

Can I set a reminder for a specific time on a task?

There are no reminders at a set time inside tokidu. What there is:

- With Pro, “Block time in my calendar” puts the task in your calendar at the time you choose, and your calendar gives you the reminder.
- With Pro, the “Due tomorrow” email on the working day before its due date.
- On every plan, the notification when one of your tasks unlocks.

See Blocking time in your calendar.

How do I block out time in my calendar to do a task? Pro

With Pro, open a task of yours or one with no owner and click “Block time in my calendar”, below the forecast. tokidu suggests the day, time and duration; change them if you like and choose Google Calendar, Outlook, Outlook for work or “Apple Calendar or another”. The task then shows “Booked: …”, which only you can see. See Blocking time in your calendar.

What's the difference between cancelling and deleting a task?

Cancelling ("Status" → "Cancelled") leaves it in the project, crossed out and with everything it had: it's for things that won't happen any more but you want to remember. Deleting sends it to the trash for 30 days and removes it from the views. Either way, the tasks waiting for it stop waiting. See Cancelling a task.

I deleted a task. Can I get it back?

Yes, for 30 days. If you've only just deleted it, click "Undo" on the message (or press **Ctrl+Z**). If not, open "Project settings", click "Trash" and, on the task, "Restore": it comes back with its notes, waits, links, hours and files. There's no trash in the demo. See Deleting a task and getting it back.

Can I move a task to another project?

Not yet, either on the website or in the app. You can create it in the other project, copy over the notes and links, and delete the original (it comes back from the trash if you need it). If you only need it to wait for something in the other project, with Max a task can wait for one in another project. Between sprints you can move it, with "Sprint" in the details. See Moving a task to another sprint.

Can I duplicate or copy a task?

There's no button to duplicate a single task. Depending on what you need:

- If it repeats every so often, with Pro use "Repeat…" in the details: each time a copy is created with its duration, owner and notes.
- If it's always the same steps, save them as a chain and add it when you need it.
- To copy a whole project, duplicate the project.

See Recurring tasks and chains.

CHAPTER 4

Waits and chains

The core idea of tokidu: tasks that wait for others and unlock by themselves, with waiting days, chains of steps, repeats and waits between projects.

Starts when … is done: a task that waits for another

This is the idea tokidu is built on. Almost every project has tasks that can't start until another one is done: a brochure doesn't go to the printer without the copy being checked. In tokidu you say that once, "this one starts when that one is done", and the task waits quietly. It doesn't show up in Up next while it can't be done and, as soon as the earlier one is done, it unlocks by itself and lets you know. Other tools call this a *dependency*, a *predecessor* or a *blocked task*.

When you add the task

In the quick-add field, the drop-down next to it says "Start now". Open it and choose the task it waits for in the "Starts when … is done" group. See Adding a task.

On a task that already exists

1. Open the task that has to wait.
2. In the "Starts when … is done" section, open "+ Add a task that has to finish first…".
3. Choose the task. It goes into the list above.

The list shows tasks from the same project, including done ones (with ✓). It leaves out the ones that would make two tasks wait for each other: see Circular waits. To wait for a task in another project, see Waiting for a task in another project (with Max).

In the Gantt

On a computer, drag the dot at the end of a bar onto the task that has to wait for it ("Drag onto the task that has to wait for this one"). See Gantt.

Removing a wait

In "Starts when … is done", click the ✕ next to that task ("Remove requirement"). If that was all it was waiting for, the task can start now.

Finish-to-start only

The waiting task starts when the other one is done. There are no other kinds of wait (start together, finish together) and no overlaps. If a task can start halfway through another, split the

first one in two and make it wait for the first half.

> **Tip:** if you're not sure what waits for what, ask yourself: "could I start this tomorrow even if the other thing isn't done?". If the answer is no, it's a wait.

Waiting for several tasks

A task can wait for several. Repeat the step from Starts when … is done for each one: they all go into the section's list.

It waits for all of them

It unlocks when the last of them is done (or cancelled). Meanwhile, the strip in the details names the ones still to go ("Waiting for Copy and Photos") and, in the section's list, the ones already done have a ✓. The card says the same: "Waiting for "Copy" and "Photos"".

You can't make a task start when *any one* of several is done: it always waits for all of them. If it really only needs one, keep just that one, or cancel the one that's no longer needed.

One task that unlocks several

It works the other way round too: several tasks can wait for the same one. In the earlier task's details, below its waits, it says "Finishing it unlocks: …" with all of them. When it's done, they unlock at the same time and can be done in parallel.

Branches that split and join

With both, you can draw any plan: one task opens up several in parallel and another, further on, waits for all of them. For example: "Briefing" → "Copy" and "Photos" at the same time → "Layout", which waits for both. A chain creates it in one go with **+** in front of the parallel steps. The Map draws it with arrows.

Limits

A task can wait for 100 tasks in its project and 20 in other projects.

Seeing what waits for what

tokidu shows everywhere what's waiting and what for:

- **Board:** the "Waiting" column, with a padlock, gathers everything that's waiting. Each card says "Waiting for "…"" and, if there are durations, when it can start ("can start on Monday").
- **List:** the "Waits for" column.

- **The circle on the card:** it has a padlock (“Blocked: waiting for its requirements to finish”). Clicking it opens the details.
- **The details:** the “Waiting for …” strip, with the tasks still to go (you can click them), and the “Starts when … is done” section, with the done ones ticked ✓. Below, “Finishing it unlocks: …” says what’s waiting for this one.
- **Up next:** what you can already do goes under “Ready to start”; what’s waiting, at the end, under “Waiting for another task”.
- **Map:** each arrow means “this one starts when that one is done”. From left to right: what waits for nothing, what waits for one, for two…
- **Gantt:** arrows between the bars; a dotted arrow also waits a few days.

> **Tip:** if a project gets stuck, open the Map: whatever’s furthest left and not yet done is usually what’s holding everything else up.

When a task unlocks

A task unlocks when all the tasks it waits for are done or cancelled (and, if it has waiting days, when they’ve passed). Nobody has to do anything else: tokidu notices by itself.

What you see

- The task moves from “Waiting” to “To do” and shows up in Up next, under “Ready to start”.
- Its card shows “Just unlocked” for a day.
- In its details, the strip says “Ready to do”.
- Whoever marks the earlier task sees a message: “Done! You can start “Layout” now.” or, if it’s someone else’s, “Done! You unlocked Laura: they can start “Layout” now.”. It comes with a burst of colour, which you can turn off in “Appearance” → “Celebrate unlocks”.
- In a shared project, whoever owns the task sees something like “Ana finished “Copy”: you can start “Layout” now.” on screen.

Notifications

If someone else finishes what was blocking a task of yours, you get the “Task unlocked” email, on every plan, and the phone or browser notification if you’ve switched them on. Also when its waiting days pass. Whatever you unlock yourself you already see on screen, so you don’t get an email. You set it up in Notifications; Email notifications explains it.

If the earlier one was marked by mistake

If it's undone in time with "Undo", the ones that unlocked go back to waiting and no notification goes out (the email waits 2 minutes before it's sent).

Reopening the earlier one

If you reopen a done task, the ones that were waiting for it go back to "Waiting", even if they'd already been started. When you finish it again, they unlock and notify again.

Cancelling or deleting the earlier one

- **Cancelling it** frees the ones waiting for it, as if it were done: "Cancelled. "Layout" is no longer waiting for it and can start.". See Cancelling a task.
- **Deleting it** removes that wait from the others. If it was a step in a chain, the later steps now wait for the earlier ones. If you restore it from the trash, its waits come back.

In a shared project, what someone else does can take a few seconds to show up on your screen.

Waiting a few extra days Pro

Sometimes it isn't enough for the earlier task to be done: a few days need to pass. Paint takes two days to dry; after sending a quote, you give it a week for a reply. In tokidu, a wait can ask for extra days. It's a Pro feature (the project owner's plan).

1. Open the task that waits.
2. In "Starts when … is done", next to the task it waits for, click "+ days".
3. Choose "1 day", "2 days", "3 days", "1 week" or "2 weeks". With "Other…" you type from 1 to 365 and click "Set".

The row then says, for example, "and 2 days have passed". To change them, click that text; "No days" removes them.

How they're counted

They're calendar days (weekends and holidays included) from the day the earlier task was finished. Finished on Friday with 2 days, it could start on Sunday; the forecast puts it on your first working day, Monday if you don't work weekends.

While they pass

- The task stays in "Waiting".
- The details say so: ""Varnish" is done. 2 days have to pass: it can start on Wednesday 7.".

- The card: “Can start on Wednesday 7 · 2 days after “Varnish””.
- When you mark the earlier task as done, the message says when it can start: “Done. “Assemble” can start on Wednesday 7.”.
- In the Gantt, the arrow is dotted.

When the days have passed, it unlocks and notifies like any other (When a task unlocks).

Details

- The days only hold back a “To do” task. If it’s already “In progress”, they don’t.
- A cancelled task doesn’t hold anything back: if you cancel the earlier one, the waiting one is free straight away.
- Removing the wait takes its days with it.
- Without Pro, any days already there can be seen and removed, but not added or increased. Downgrading your plan removes nothing.
- They also work on waits on other projects.

Circular waits: what tokidu won’t let you do

tokidu won’t let two tasks wait for each other, either directly or by way of others (A waits for B, B for C and C for A). None of them could ever start. Other tools call this a *circular dependency*.

How it prevents it

- “+ Add a task that has to finish first…” leaves out the tasks that would close a loop. If you can’t find a task there, it almost certainly already waits, directly or indirectly, for the one you’re editing. The Map shows you how.
- In the Gantt, when you drop the dot on one of them: “Can't do that: they'd be waiting for each other.”.
- If two people do it at the same time from two devices, the second wait isn’t saved: “That would make two tasks wait for each other. They haven’t been chained.”.
- Between projects (Max): “That would make two tasks wait for each other through another project. It hasn’t been added.”.
- When editing a chain: “This can’t be saved: “Copy” and “Layout” would end up waiting for each other.”.
- A task can’t wait for itself.

Other limits

- A task waits for at most 100 tasks in its project and 20 in other projects. In the Gantt, if you go over: “That one already waits for too many tasks.”.
- In the Gantt you can’t create a wait on a task that’s already done: “That one's already done or cancelled.”.

If you ever see tasks in the Gantt under “No date yet” because they’re waiting for each other, remove one of those waits in “Starts when … is done”.

Chains: steps that link themselves

A chain is a list of steps that unlock by themselves: each step starts when the one before is done. It’s for creating in one go whatever always goes in the same order (publishing an article, onboarding a client), without linking the tasks by hand. Other tools call it a *template* or a *workflow*.

Adding a chain

1. In the project, click “Chain”, in the header.
2. In “Pick a chain”, choose one from “My chains” or from the “tokidu chains” (“Publish an article”, “Launch a feature”, “Organise an event”).
3. If the project has sprints, choose where they go in “Sprint”, or “No sprint”.
4. Click “Add”.

tokidu creates the tasks already linked and tells you: “Chain “Publish an article”: 6 tasks added; “Write the draft” can start now.”.

Writing a new one

1. In “Chain”, switch to “Write a new one”.
2. Give it a “Name”: it’s required and will show on every task.
3. In “Steps, one per line”, write one step per line. Start a line with **+** so that step runs in parallel with the one before.
4. Check “How it will look”, for example “Write → Review + Prepare the images → Lay out”.
5. Tick “Save the chain to reuse it” if you want it in “My chains”, and click “Create the tasks”.

Parallel steps start at the same time, and the next one waits for all of them.

Afterwards

The tasks are created with no duration, owner or notes: fill them in in their details. Each card shows the name and step (“Publish an article · 3/6”) and the details say “Step 3 of 6 of the chain “…””. In the Gantt, “Group” → “By chain” keeps them together. To change it, see Editing a project’s chain.

Saving a project as a chain

In “Project settings”, “Save the tasks as a chain” turns the project’s tasks and their waits into a chain with the name you give it. It saves the titles and the order, not the durations or the people.

My chains

They’re yours and you have them under “Chain” in any project. Change them with the pencil (“Edit “…””) and remove them with “Delete”. Changes apply the next times you add it: chains already in a project don’t change.

With Max, “Suggest the steps with the assistant” suggests the steps for what you want to achieve: The assistant suggests the steps.

Limits: 50 steps per chain, of up to 300 characters each.

Editing a project’s chain

A chain already added to a project can be changed: its name, its steps and their order. Whatever its tasks already have (status, time, notes, links and files) isn’t lost.

1. Open a task in the chain.
2. Below the title, in “Step 3 of 6 of the chain “…””, click “Edit the chain”.
3. Change whatever you like (below, what you can do).
4. Check “How it will look” and click “Save the changes”, or “Cancel” to leave it as it was.

What you can change

- The chain’s “Name”, which shows on every task.
- A step’s text, by typing in its row. **Enter** creates a new row below; “Add a step” adds one at the end.
- “In parallel with the previous one” (the + button) puts a step in the same group as the one before.
- “Move up” and “Move down” change the order.
- “Remove from the chain” removes it; until you save, “Undo” brings it back.

Each row says how its task stands: “New”, “In progress”, “Done”, “Cancelled” or the time logged on it.

Removing a step

- If the task is just as it was created: “It will be deleted: it’s just as it was created.”.
- If it has something (it’s done or in progress, has time, notes, links, files, a date, an owner…), it isn’t deleted: “It will stay in the project, outside the chain: it has notes.”.
- With no steps left, the chain disappears (“With no steps, the chain will disappear.”).

When reordering

Only the waits of the steps whose previous step changes are affected; waits on tasks outside the chain stay. If a task in progress ends up waiting for another one, its row warns you before you save. Within a parallel group, the order isn’t saved.

It’s all saved or nothing is. If someone else changes it in the meantime, tokidu tells you (“The chain changed while you were editing it. Check the steps and save again.”).

This changes this project’s chain. The ones in “My chains” are edited under “Chain”: see Chains. If you delete a step from its details, the chain closes the gap by itself.

Recurring tasks and chains Pro

Some work keeps coming back: the monthly invoice, the Monday review. In tokidu you set it up once, with its duration, owner and notes, and say how often. It’s a Pro feature (the project owner’s plan).

Creating a repeat

1. Open the task (this time’s one).
2. Click ↻ “Repeat…”, in the bar at the top of the details.
3. If the task is part of a chain, choose “Just this task” or “The whole chain”.
4. Give it a “Name” and choose “When”: “Every few weeks” (from 1 to 12 weeks, on the “Day of the week”), “Every few months” (from 1 to 12 months, on the “Day of the month”, or “The last working day”) or “When the previous one is done” (from 1 to 365 “Days after the previous one is done”).
5. If you want it to stop, set “Until” (“Optional. With no date, it goes on.”).
6. Check “Next: …” and what will be created, and click “Make it repeat”.

Below the title, the task then says, for example, “Repeats: Every month, on day 1 · Edit”.

What gets created and when

- Only the next one, on the day it's due, at 00:00 (in the owner's time zone). Lists don't fill up with future copies.
- Each time it copies the model: title, notes, priority, duration, owner, companions, labels, links, waits between the tasks, milestone, waiting days and the checklist unticked. Everything goes back to "To do". If it had a due date, the new one gets it at the same distance from the day it's created.
- A chain is created each time as a new chain, with the day in its name ("Monthly close · 1 Nov").
- They don't pile up: if nobody has started the previous one (everything still "To do", no time logged), that one is skipped and the sheet says "The one for … wasn't created: the previous ones haven't been started.". Just set one to "In progress" for the next to come out.
- "When the previous one is done": the next one is dated when all of the current round are done or cancelled.
- Upcoming ones aren't included in the forecast or the Gantt. The Calendar shows the next one, dotted.

Changing or stopping it

Click "Repeats…" (↻ in the details), the ↻ in the project header or "Project settings" → "Repeats". In "Repeats" you can change the name, the schedule and "Until"; "Use the latest as the model" makes the following ones copy the most recent round, with whatever you changed on it; "Pause" and "Resume"; and "Stop repeating" ("The tasks already created stay.").

Without Pro: "Paused: repeats are a Pro feature.". You can pause, change the name or "Until" and stop repeating, and nothing is deleted. There's room for 20 repeats per project. In the demo they aren't created by themselves: "Create the next one now" tries it out.

Waiting for a task in another project Max

With Max, a task can wait for one in another project with the same owner: the campaign waits for "Website live", which is in the website project.

1. Open the task that has to wait.
2. In "Starts when … is done", open "+ Add a task that has to finish first…" and choose "A task from another project…" (in the "Tasks from other projects" group).
3. In "Wait for a task from another project", type in "Search your other projects" and choose the task. ↑, ↓ and **Enter** work too.

The wait shows as “Waits for “Website live”, from “New website”” and works like the others: the task goes to “Waiting”, doesn’t show up in “Up next” and unlocks when the other one is done. It can also ask for extra days. The other task shows “When it’s done, “…”, from “…”, unlocks”. Remove it with its ×.

What you can do

- It’s on the Max plan of the projects’ owner. If someone with Max has shared projects with you and you can edit them, you can do it too.
- Only unfinished tasks in other projects with the same owner: “You can only wait for tasks in your own projects.”.
- Up to 20 per task: “This task already waits for 20 tasks from other projects.”.
- You can’t close loops here either (Circular waits).

If you can’t see the other project

If someone has shared only one of the two projects with you, you see “Waits for “…”, from a project you can’t see”, without being able to open it. Its date is approximate: “tokidu works out the date of “…” without seeing its project: it may be later.”.

Where it shows

In the Gantt, the “⇠┈” mark; in the Map, a grey node; and in All projects, arrows between the project bars.

Frequently asked questions

Why isn’t my task unlocking? −

Open the task: the strip at the top says what it’s missing. The most common reasons:

- It waits for several and one is still to go: it unlocks when the last one is done.
- It has waiting days: it says the day it can start.
- It waits for a task in another project, which shows with its project’s name or “from a project you can’t see”.
- The earlier one is “In progress”, not “Done”, or someone has reopened it.

In a shared project, what someone else does can take a few seconds to come through. See When a task unlocks.

How do I make a task wait until another one is done?

Open the task that has to wait and, in “Starts when … is done”, open “+ Add a task that has to finish first…” and choose the other one. When you add a new task, you can also pick it in the drop-down next to it, which says “Start now”. In the Gantt, drag the dot at the end of a bar onto the task that waits for it. See Starts when … is done.

How do I remove a wait between two tasks?

Open the task that waits and, in “Starts when … is done”, click the × next to the task it should no longer wait for (“Remove requirement”). If it wasn’t missing anything else, it becomes ready to do. If it had waiting days, they go with it. See Starts when … is done.

Why can’t I find a task in “Starts when … is done”?

It can be one of three things:

- It already waits for the task you’re editing, directly or indirectly: if it also waited the other way round, neither would ever start.
- It’s already in that task’s list.
- It’s in another project: for those there’s “A task from another project…”, with Max.

When you add a new task, the drop-down only shows the project’s unfinished tasks. See Circular waits.

Can a task start when either of two tasks is done?

No. A task that waits for several unlocks when all of them are done or cancelled. If it really only needs one, keep just that one in “Starts when … is done”, or cancel the other when it’s no longer needed: a cancelled task stops blocking. See Waiting for several tasks.

Can a task start before the other one is done?

Not as such: in tokidu a task always starts when the one it waits for is done (“finish-to-start”). There are no start-to-start waits or overlaps. If one can start halfway through the other, split the first one into two tasks and make the second wait only for the first half. See Starts when … is done.

Can I stop a task from starting until a specific day?

There's no start date, but there are two ways to do it:

- Put it in a sprint that starts that day: the forecast won't start it earlier.
- With Pro, make it wait a few days after another task: in "Starts when … is done", "+ days".

See Waiting a few extra days.

Does tokidu let me know when a task unlocks?

Yes. If someone else finishes what was blocking a task of yours, or its waiting days pass, you get the "Task unlocked" email (on every plan) and the phone or browser notification if you've switched them on. Whatever you unlock yourself you see on screen, and you don't get an email. You change it in Notifications. See When a task unlocks.

What happens if I reopen a task that had already unlocked others?

The tasks that were waiting for it go back to "Waiting", even if they'd already been started, and stop showing in "Up next". When you mark it as done again, they unlock again and notify again. If you just marked it by mistake, "Undo" fixes it without notifying anyone. See When a task unlocks.

What happens to the tasks waiting for one I delete?

They stop waiting for it: if they weren't waiting for anything else, they can start. If it was a step in a chain, the later steps now wait for the earlier ones, so the chain doesn't break. If you restore the task from the trash, its waits come back. If it's just not going to happen any more, it's better to cancel it. See When a task unlocks.

If I cancel a task, can the ones waiting for it start?

Yes. A cancelled task frees the ones waiting for it, as if it were done, and the message says so: "Cancelled. "Layout" is no longer waiting for it and can start.". What it doesn't do is count as work done. If you reopen it, they go back to waiting for it. See Cancelling a task.

How do I see which tasks are waiting, and what for?

On the Board, the "Waiting" column gathers them, and each card says "Waiting for "…"". In the List, the "Waits for" column. In "Up next", at the end, "Waiting for another task". To see it all at a glance, the Map draws an arrow for every wait. And in a task's details, "Finishing it unlocks: …" says what's waiting for it. See Seeing what waits for what.

What does “Just unlocked” on a card mean?

That the task was waiting for another one and has unlocked in the last 24 hours: you can start it now. The tag goes away by itself after a day, or sooner if you finish it. See When a task unlocks.

How do I make a task wait a few days after another one is done? Pro

With the project owner’s Pro plan: open the task that waits and, in “Starts when … is done”, click “+ days” next to the task it waits for. Choose “1 day”, “2 days”, “3 days”, “1 week”, “2 weeks” or “Other…” (from 1 to 365). They count from the day the other one was finished. See Waiting a few extra days.

Are waiting days working days or calendar days? Pro

Calendar days: weekends and holidays count too, from the day the earlier task was finished. If the day it can start isn’t a working day, the forecast moves it to your next working day. For example, finished on Friday with 2 days, it could start on Sunday and the forecast puts it on Monday. See Waiting a few extra days.

Why can’t I see “+ days” on a wait? Pro

Adding days to a wait needs the project owner’s Pro plan. Without Pro, “+ days” doesn’t appear; any days already there can be seen and removed. It doesn’t appear either if you can only view the project. See Waiting a few extra days and Pricing.

Can I save some steps as a template to reuse them?

Yes, with chains. In the project, click “Chain”, then “Write a new one”, write one step per line and tick “Save the chain to reuse it”. You can also save a project’s tasks with “Project settings” → “Save the tasks as a chain”. Then you add it from “Chain” in any project, under “My chains”. It saves the titles and the order, not the durations or the people. See Chains.

How do I make two steps in a chain run at the same time?

When you write the chain, start the second step’s line with **+**: it will run in parallel with the one before, and the next step will wait for both. “How it will look” shows you before you create it. In a chain that’s already been added, click “Edit the chain” and use the “In parallel with the previous one” button. See Chains.

If I change a saved chain, do the projects where I've already used it change?

No. Changes in "My chains" apply the next times you add it; chains already in a project don't change. To change one that's already been added, open one of its tasks and click "Edit the chain": that only changes the one in that project. See Editing a project's chain.

How do I make a task repeat every week or every month? Pro

With the project owner's Pro plan: set up the task with its duration, owner and notes, open it and click ↻ "Repeat…" at the top of the details. Choose "Every few weeks", "Every few months" or "When the previous one is done", the day, and click "Make it repeat". tokidu only creates the next one, on the day it's due. See Recurring tasks and chains.

Why hasn't the recurring task been created? Pro

Open the repeat (↻ in the project header): it says "The one for … wasn't created" and why. The most common reason is "the previous ones haven't been started": if nobody started the previous round, that one is skipped so they don't pile up. Just set one to "In progress". Others: "the project doesn't have Pro", "it was too late" or "they couldn't be created". It may also be paused or past its "Until" date. See Recurring tasks and chains.

Can I make a task repeat every day? Pro

There's no "every day": the schedules are every few weeks, every few months or a few days after the previous one is done. The closest options:

- "When the previous one is done" with 1 day: the next one comes out the day after you finish the current one.
- One task for each working day, each with its own weekly repeat on that day (there's room for 20 repeats per project).

See Recurring tasks and chains.

Can a task wait for one in another project? Max

Yes, with the projects' owner's Max plan. Open the task, open "+ Add a task that has to finish first…" in "Starts when … is done" and choose "A task from another project…". Search for the task and choose it. It only works with unfinished tasks in other projects with the same owner, up to 20 per task. See Waiting for a task in another project.

What does “That would make two tasks wait for each other” mean? −

That the wait you were trying to create would close a loop: the other task already waits, directly or indirectly, for this one. That way neither could ever start, so tokidu doesn’t save it. Open the Map to see where the loop goes and decide which of the two comes first. See Circular waits.

CHAPTER 5

Views

The ways to see your work: “Up next” and, in each project, Board, List, Calendar, Map, Gantt and Sprints, with the label filter.

Up next: what you can do now

“Up next” is the first item in the sidebar and the screen tokidu opens on. It brings together the tasks from all your projects and only shows what you can start now. Anything waiting for another task isn’t in the lists: it shows up as soon as it unlocks.

What’s on the screen

- At the top, four numbers: “ready to do”, “waiting for another”, “done today” and the time you’ve logged “today”.
- A card for each project with its progress. Click one to open that project.
- The bar for adding tasks: type the title in “Write a task and press Enter…”, choose the project and, if it has to wait for another one, pick it under “Starts when … is done”. Press **Enter** or click “Add”.
- “In progress”: what you’ve already started.
- “Ready to start”: what isn’t waiting for anything.
- “Waiting for another task”, collapsed: click it to see what’s blocked.

In the sidebar, next to “Up next”, a number with a padlock says how many tasks are waiting.

The order they appear in

First what’s “In progress”. Then by priority (high, medium, low). Then by due date, the nearest first. If they’re tied, the oldest. It’s the same order tokidu uses to work out the dates (see How tokidu works out the dates).

Ticking and opening

Click a card’s box to mark it as done. Click the card to open its details. A task that has just unlocked shows “Just unlocked” for a day.

With shared projects

If you share a project or someone has shared one with you, “Mine · Whole team” appears. With “Mine” (the usual choice) the screen is split into:

- “Yours”: what you can start and is yours, or has no owner in your projects.
- “Going along”: other people’s ready tasks that you’re a companion on.
- “No owner”: ready tasks with nobody on them in other people’s projects, with “I’ll take it” to claim them.
- “Waiting”: your tasks that are waiting, with which task and whose.

With “Whole team” you see everyone’s. This browser remembers what you choose.

Today’s warnings

If it’s worth finishing a task today so others aren’t delayed, a “Best finished today” block appears (or “tomorrow”, or whichever day it is). What’s best finished today explains it.

> **Tip:** the “Labels” button at the top filters the lists by label across all your projects at once. See Filtering by label.

A project’s views

When you open a project you see its tasks in one of six views. They all show the same tasks; only the way you see them changes. The tabs are below the project header: “Board”, “List”, “Calendar”, “Map”, “Gantt” and “Sprints”. Click one to switch.

View	What it’s for
“Board”	Seeing each task’s status in columns and changing it by dragging.
“List”	Going over everything in a table: what each task waits for, who owns it and when it finishes.
“Calendar”	Seeing and changing due dates across a month.
“Map”	Seeing what waits for what, with arrows, and trying “What if…?”.
“Gantt”	Seeing on a timeline when each task starts and finishes.
“Sprints”	Splitting the work into one-week batches.

What they have in common:

- The project header, with the progress, the time logged and the forecast of when you’ll finish (see How tokidu works out the dates).

- The bar for adding tasks, if you can edit the project. In a project with sprints, the new task goes into the first open sprint.
- The “Labels” button, if the project has labels (see Filtering by label).
- Clicking a task opens its details.

If you open a project from “All projects”, it opens straight on the “Gantt”. On a narrow screen, the tabs only show their icon.

In the app: on iPhone, the views are “Board”, “List”, “Calendar” and “Sprints”, and the Gantt opens separately with the “Gantt” button. The Map is only on iPad, which has all six tabs, like the website.

Board: columns by status

The “Board” puts each task in a column according to its status, like a kanban board:

- “Waiting”: the ones waiting for another to be done. They have a padlock and say what they’re waiting for.
- “To do”: the ones ready to start.
- “In progress”: the ones under way.
- “Done”: the finished ones. At the end of this column, the “Cancelled (n)” are folded away; click it to see them.

Moving tasks

Drag a card to another column to change its status: from “To do” to “In progress”, or to “Done” to mark it as finished. When you finish one, the ones waiting for it (and not waiting for anything else) unlock by themselves and move to “To do”.

Two things can’t be done by dragging:

- A task can’t be put into “Waiting” by hand. It goes there by itself when you set something in “Starts when … is done”, in its details (see Starts when … is done).
- A waiting task can’t be moved to “To do” or “In progress”. First, what it waits for has to be done, or the wait has to be removed.

You can only drag if you can edit the project.

Other things you can do

- Click a card’s box to mark it as done, or as not done if it already was. On a waiting task, the box opens its details.

- Click the card to open its details.
- Cards show the labels, the checklist, the comments and, if it won't make its date, "Won't make it".

> **Tip:** if a column fills up, filter by label with the "Labels" button (see Filtering by label).

List: every task in a table

The "List" shows all the project's tasks in a table, one per row. It's the view for going over everything at a glance.

Column	What it says
(box)	Click it to mark the task as done or not done.
"Task"	The title and, below it, its chain, its repeat, its labels and its checklist, if it has them. A mark flags high priority.
"Status"	"Waiting", "To do", "In progress", "Done" or "Cancelled".
"Waits for"	The tasks that have to be done first, with the waiting days if there are any, for example "Paint (+2 days)".
"Date"	The due date.
"When"	What tokidu works out: "starts…" if it's waiting, "finishes…" if it's ready, "milestone, …" for a milestone or "no duration". In red, if it won't make its date.
"Sprint"	Its sprint.
"Who"	The owner and the companions.
"Time"	The time logged.

With a plan snapshot, there's also the "Against the snapshot" column (see The plan snapshot).

Order

First what's in progress, then what's to do, then what's waiting, then what's done and, at the end, what's cancelled. Within each group, in the order they were created. You can't sort by column.

Click a row to open the task's details.

> **Tip:** to find a task by its name, open the “List” and use your browser’s search (**Ctrl + F**, or **Cmd + F** on a Mac). tokidu doesn’t have a task search.

Calendar: due dates across a month

The “Calendar” shows a month and, on each day, the tasks that have that day as their due date. A padlock marks the ones waiting for another task, and a diamond the milestones.

- The arrows at the sides go to the previous or next month. Today is highlighted.
- Drag a task to another day to change its due date.
- Below the month, “No date” gathers the unfinished tasks that don’t have a due date. Drag one onto a day to give it one.
- Click a task to open its details.
- If the project has recurring tasks, the next one shows dotted on its day. Click it to see that repeat (see Recurring tasks).

Due date and forecast date

The calendar shows the due date you set, not the date tokidu forecasts the task will be done. To see that other date, use the “Gantt” or the “When” column in the “List”.

To remove a due date, open the task and clear the “Due date” field (see Due date).

> **Tip:** if you have lots of tasks with no date, only give a due date to the ones with a real commitment. The rest don’t need one: tokidu works out when they’ll finish.

Map: what waits for what

The “Map” draws each task as a box and each wait as an arrow. Each arrow means “this one starts when that one is done”. Tasks go from left to right: first what waits for nothing, then what waits for one, for two…

What you see in each box

- The title and, below it, when it starts and when it finishes according to the forecast.
- “how long?” if it’s missing a duration, “a duration is missing” if it waits for one that doesn’t have one, and “no date” if no date is possible.
- “· late” if it won’t make its due date.
- ✓ if it’s done, ✕ if it was cancelled and a padlock if it’s waiting.
- On a milestone, a coloured diamond instead of the side strip.

Arrows coming out of a done task are solid; the ones still holding things up are dashed. A dotted arrow with “+2 days” also waits a few days (see Waiting a few extra days).

What decides when you finish

Boxes with a thick border are the tasks that decide when the project finishes: if one of them slips, the end slips. If you want to bring the end forward, look at those first.

What you can do

- Click a box (or reach it with **Tab** and press **Enter**) to open the task’s details.
- Click “What if…?” to try out delays and changes without touching the plan (see What if…?).
- Waits aren’t created in the Map. You create them in the task’s details, with “Starts when … is done”, or by dragging in the “Gantt”.

On the Max plan, if a task waits for one in another project, that other one appears in grey on the left (see Waits between projects).

In the app: the Map, with “What if…?”, is on iPad. There’s no Map on iPhone.

Gantt: dates on a timeline

The “Gantt” puts one bar per task on a timeline. Each bar runs from when the task can start to when what’s left of it would be done, based on how long it takes, what it waits for and what else its person has on. The Gantt doesn’t store dates of its own: everything comes from the forecast (see How tokidu works out the dates). If you change something, the bars move by themselves.

How to read it

Open “How to read it” to see the legend. In short:

- The strip along the bottom of each bar is the time logged.
- Each arrow means “this one starts when that one is done”. A dotted arrow also waits a few days.
- The small diamond is the due date; in red, it won’t make it. After the bar comes the day it finishes and “ · late” if it’s running late.
- The big coloured diamond is a milestone: a moment, with no duration.
- With a thick border, the tasks that decide when you finish.
- One line marks now, and another “you finish…”, the day the project finishes. In grey, the days you don’t work.
- At the top, the coloured strips are the sprints, with “2 don't fit” if some task doesn’t fit.

Hover over a bar, or reach it with the keyboard, to see “Why that date?”: the sentence explaining where it comes from, with the task delaying it highlighted (see Why that date?).

Scale, today and grouping

- “Scale”: “Days”, “Weeks” or “Months”. If the project is very long, some can’t be chosen (“There are too many days to show it like this.”).
- “Today” takes the view to today.
- “Group”: “No grouping”, “By sprint”, “By person” or, if the project has chains, “By chain”. Click a group’s header to collapse it. By person, their days off show hatched in their header.
- “Show as a table” swaps the chart for a table with “Starts”, “Finishes”, “Takes”, “Logged”, the due date, what it waits for and each task’s sentence. It’s the comfortable way with a screen reader.

This device remembers each project’s scale and grouping, and whether you prefer the table.

Dragging: durations and waits

With a mouse, trackpad or stylus, and if you can edit the project:

1. **Change how much is left:** drag the right-hand edge of a bar. As you drag, the waiting tasks move with a dashed outline. When you let go, the new duration is saved.
2. **Create a wait:** drag the dot at the end of a bar and drop it on another task: that other task will start when the first one is done. You can also drop it on a task under “No date yet”.

Esc cancels the drag, and the message that appears when you let go has “Undo”. You can’t create a wait if the two tasks would wait for each other (“Can't do that: they'd be waiting for each other.”), if it already waits for that one or if it’s done.

You can’t drag with your finger: tapping a bar opens the details, where you change the duration and the waits. With the keyboard, the ↑ and ↓ arrows move from one task to another, **Enter** opens it and **Shift** with → or ← changes how much is left.

What has no bar

- “No date yet” lists, with their sentence, the tasks with no duration, the ones waiting for one with no duration and the ones waiting for each other: tokidu doesn’t make dates up. “Estimate now” gives them durations one by one (see Estimating everything in one go).
- “Done (n)”, collapsed, with the day each one was done.

On the Max plan and with a plan snapshot, “Compare with the snapshot” draws in thin grey what the snapshot said (see The plan snapshot). To get the Gantt out as an image, see Downloading the Gantt as an image.

In the app: on iPhone, the Gantt opens with the project's "Gantt" button and is view-only: tap a bar to open the task and press and hold it to see "Why that date?". On iPad it's one more tab, also view-only.

Downloading the Gantt as an image

You can get a project's Gantt out as a PNG image, to send by email or put in a presentation. It's on every plan.

1. Open the project and the "Gantt" tab.
2. Choose the scale and grouping you want: the image comes out as you see it.
3. Click "Download image". While it's being prepared, the button says "Preparing the image…".

On a computer, the browser downloads the file and "Image downloaded." appears. On a phone, the system share menu opens, if it allows it; if not, it downloads.

What it looks like

- With a light background and, at the top, the project's name and today's date.
- After each bar, the day it finishes, as a date (never "tomorrow"), and " · late" if it's running late.
- The file is named tokidu, the project's name and the date, for example *tokidu-anas-website-2026-11-11.png*.
- If the project is very long, the image uses a coarser scale so it fits. If there are too many rows, the first ones come out and, at the bottom, how many are missing: "And 30 more rows that don't fit in the image.".

The button isn't there with "Show as a table": switch back to the chart to use it. If something goes wrong, you'll see "Couldn't make the image. Please try again.".

> **Tip:** for a document with several pages or a PDF, use "Print or save as PDF", which is a Pro feature (see Printing the plan).

Sprints: work in batches

A sprint is a batch of work with a start day and an end day. The "Sprints" tab shows a "No sprint" column, with whatever isn't in one yet, and a column per sprint, with its dates, its progress and its tasks.

Creating a sprint

Click “New sprint”. It creates a one-week sprint (7 days) that starts the day after the project’s last sprint, or today if it’s the first. They’re called “Sprint 1”, “Sprint 2”… To rename one, click its name, type and press **Enter**.

On the website you can’t change a sprint’s dates or delete it.

Putting tasks in a sprint

- Drag a task from one column to another, including back to “No sprint”.
- Or choose the sprint in the “Sprint” field in the task’s details.
- Tasks you add in the project’s bar go into the first open sprint by themselves.

Closing a sprint

Click “Close sprint” at the bottom of its column. Whatever’s left undone moves to the next open sprint. If there isn’t one, tokidu creates one of the same length right after it. A message says how many have moved, for example “Sprint closed. 3 pending tasks move to “Sprint 4”.”. Done tasks stay in the closed sprint.

Closed sprints are hidden. Tick “Show closed” to see them. You can’t put tasks in a closed sprint any more.

Sprints and dates

- The end of an open sprint is a date to meet. If a task doesn’t fit, its sprint shows “1 doesn't fit” or “3 don't fit” and the task shows “Won't make it” (see What won’t make its due date).
- A task in a sprint that hasn’t started yet isn’t scheduled before the sprint’s first day.

In the app: “New sprint” lets you choose the name, the “Start” and the “End”.

Filtering by label

If a project has labels, the “Labels” button appears at the top right. It lets you see only the tasks that have any of the labels you choose.

1. Click “Labels”.
2. Tick one or more. Any of the chosen ones counts: with two labels ticked you see the tasks that have one, the other or both.
3. The button then says, for example, “Labels (2)”, and below the task bar you see “Showing 4 of 12 tasks.”.

To clear the filter, click “Show all” or, in the drop-down, “Clear the filter”.

Where it filters

- In “Board”, “List”, “Calendar” and “Sprints”, the other tasks are hidden.
- In the “Map” and the “Gantt” you see them all, but the others are dimmed (“Highlighting 4 of 12 tasks.”), so the chart isn’t broken up.
- In “Up next”, the button brings together the labels from all your projects by name. It filters the lists, not the numbers at the top or the projects’ progress.

Details

- The filter belongs to each project and isn’t saved: when you reload the page, it’s gone.
- If you create a task with the filter on and there’s only one label chosen, the new task gets it. If not, it’s created with no label and a message says it won’t show with that filter.
- In a project, “Manage labels…”, at the bottom of the drop-down, opens its labels so you can change or delete them (see Labels).

Other ways to narrow things down

- In “Up next”, with shared projects, “Mine” or “Whole team”.
- In the “Gantt”, “Group” by sprint, by person or by chain.
- In “All projects”, on the Max plan, “Show”, “Whose” and “Client” (see Filtering and sorting projects).

tokidu doesn’t have a text search for tasks. To find one by its name, open the “List” and use your browser’s search (**Ctrl + F** or **Cmd + F**).

Frequently asked questions

How do I switch views in a project? −

Open the project in the sidebar and click one of the tabs below its header: “Board”, “List”, “Calendar”, “Map”, “Gantt” or “Sprints”. They all show the same tasks in a different way. On a narrow screen, the tabs only show their icon. See A project’s views.

Why can’t I see a task in “Up next”?

“Up next” only shows what you can start now. Most often the task is waiting for another one: it’s folded away under “Waiting for another task” (or “Waiting”) and will show up by itself when the other one is done. Other reasons:

- It’s already done or cancelled.
- You have a label filter on: click “Show all”.
- With shared projects and “Mine” selected, the task belongs to someone else: click “Whole team”.

Can I move a task to “Waiting” by dragging it on the board?

No. “Waiting” fills up by itself with the tasks that are waiting for another one. To make a task wait, open it and choose the other one in “Starts when … is done”; it moves to “Waiting” straight away. You also can’t drag a waiting task to “To do” or “In progress”: what it waits for has to be done first. See Board.

How do I change a task’s due date from the calendar?

In the project, open the “Calendar” tab and drag the task onto the new day. Tasks with no due date are below the month, under “No date”: drag one onto a day to give it one. To remove the date, open the task and clear the “Due date” field. See Calendar.

Why doesn’t the calendar show when each task finishes?

Because the “Calendar” shows the due date you set, not the date tokidu works out. To see when each task would finish, use the “Gantt” or the “When” column in the “List”. With Pro, you can also see those dates in your Google, Apple or Outlook calendar: see Your dates in your calendar.

Why isn’t a task showing in the Gantt?

Because tokidu has no date to give it and won’t make one up. Look for it under “No date yet”, below the chart, where a sentence gives the reason:

- It has no duration: set one in its details or click “Estimate now”.
- It waits for another task that has no duration.
- It and another task are waiting for each other: remove one of the waits.

Done tasks are folded away under “Done”. See Gantt.

Can I move a bar in the Gantt so it starts on a different day?

No. The bars come from the forecast, so they don't have a start you can drag. What you can drag is the right-hand edge, to change how much is left, and the dot at the end, to create a wait. If you want it to start later, make it wait for another task, put it in a sprint that starts later or give it to someone else. See Gantt.

Can I create dependencies by dragging in the Gantt?

Yes, with a mouse, trackpad or stylus. Drag the dot at the end of the bar of the task that comes first and drop it on the task that has to wait. The message has "Undo" in case you get it wrong. It won't let you do it if the two would end up waiting for each other. See Gantt.

Can I drag in the Gantt on my phone or tablet?

Not with your finger: tapping a bar opens the task's details, where you can change the duration and the waits. With a stylus, on a tablet, you can drag. In the iPhone and iPad app the Gantt is view-only. See Gantt.

How do I get the Gantt out as an image or PDF?

For an image, open the project's "Gantt" and click "Download image": you get a PNG with the scale and grouping you're looking at. It's on every plan. For a PDF or to print, use "Print or save as PDF", which is a Pro feature. See Downloading the Gantt as an image.

What happens to unfinished tasks when I close a sprint?

They move by themselves to the project's next open sprint. If there isn't one, tokidu creates one of the same length right after it. Done tasks stay in the closed sprint. A message tells you how many have moved and to which sprint. See Sprints.

Can I change a sprint's dates?

Not on the website: "New sprint" creates a 7-day sprint that starts after the last one, and you can only rename it. In the app, when you create a sprint with "New sprint" you choose the "Start" and the "End". See Sprints.

Is there a search box to find a task?

There's no text search for tasks. You can:

- Filter by label with the "Labels" button.
- Open the project's "List" and use your browser's search (**Ctrl + F**, or **Cmd + F** on a Mac).

See Filtering by label.

Can I filter by several labels at once?

Yes. Click "Labels" and tick as many as you like: you see the tasks that have any of them. The filter isn't saved: when you reload the page, it's cleared. In the "Map" and the "Gantt" the other tasks aren't hidden, they're dimmed. See Filtering by label.

What do the tasks with a thick border in the Map and the Gantt mean?

They're the tasks that decide when the project finishes: if one of them slips, the end slips. To finish sooner, start with those. You can try out what would happen if one were delayed with "What if...?", in the "Map". See Map.

CHAPTER 6

Dates and forecasts

How tokidu works out when each task and each project starts and finishes, what each warning means and how to try changes without touching the plan.

How tokidu works out the dates

tokidu works out by itself when each task can start and when it would finish, and when each project finishes. You don't have to type in start or end dates: it's enough to say how long each task takes and what waits for what. It's on every plan.

Where each date comes from

tokidu looks at five things:

1. **How long it takes.** What you set in "How long will it take?", in the task's details: "1 hr", "½ day", "2 days"... A task with no duration has no finish date, and neither do the ones waiting for it: tokidu never makes up a duration. See Duration.
2. **What it waits for.** A task with "Starts when ... is done" doesn't start until the other one is done. If the wait has days, those days have to pass as well. See Starts when ... is done and Waiting a few extra days.
3. **Who does it.** Each person does one task at a time. If your owner has three ready tasks, they do them one after another, in the order of "Up next": first what's in progress, then by priority, then by due date and, if they're tied, the oldest. Tasks with no owner count as yours.
4. **How many hours a day are worked.** What "Your week" says: which days you work and how many hours a day you spend on tasks (6 hours unless you change it). A duration of "1 day" is that many hours. See Your week.
5. **Which days aren't worked.** The days you don't tick in "Your week", holidays and each person's days off. See Days off.

And three more details:

- Whatever has already been logged on a task is taken off what's left.
- Today, only what's left of your working hours counts and, on your tasks, what you haven't logged yet today.
- A task in a sprint that hasn't started yet doesn't start before the sprint's first day.

An example

Your week is Monday to Friday, 6 hours a day. It’s first thing on Monday. “Design” takes 2 days; “Mock-up” takes 1 day and starts when “Design” is done. Both are yours. tokidu works out that “Design” finishes on Tuesday and that “Mock-up” gets done on Wednesday. If Wednesday is a holiday, “Mock-up” moves to Thursday.

Where you see the dates

- In the project header: when you finish and how many tasks won’t make it in time.
- In each task’s details, a sentence explaining its date (see Why that date?).
- On cards: “can start…”, “finishes…” or “Won't make it”.
- In the “When” column of the “List”, in the “Map”, in the “Gantt” and in “All projects”.

Dates are recalculated automatically every minute and with every change. If a task slips, whatever comes after it moves.

What the project header says

Sentence	What it means
“If everything goes as estimated, you'll finish…”	Every task has a duration: it’s the day the project finishes.
“With what you've estimated so far, you'll finish…”	Only tasks with a duration count. The ones without can make it longer.
“3 tasks still need an estimate to know when you'll finish.”	Some tasks wait for others with no duration: there’s no date.
“When will you finish? Tell me how long each task takes.”	No task has a duration.
“Some tasks are waiting for each other…”	There’s a loop of waits: remove one.
“You'd finish more than ten years from now…”	Check the durations.

Next to it you’ll find “Estimate now”, if there are tasks with no duration (see Estimating everything in one go), and the week being used, for example “Working days: M–F · 6 hours a day.”, with “Change”.

Why that date? Every sentence explained

Every task with a date has a sentence explaining where it comes from. It’s in the task’s details, below the note saying whether it’s ready or waiting, and in the “Gantt”, under “Why that date?”, when you hover over a bar. The title of another task inside the sentence is a link: click it to open that task.

The sentences and what they mean

The sentence says	Why
“If you start today, you'll finish on Thursday.”	It’s yours (or has no owner), it isn’t waiting for anything and you have nothing before it.
“If Eva starts on Monday, they'll finish on Tuesday.”	The same, on someone else’s task.
“About 3 hrs to go: you'd finish…”	It’s already “In progress”: it counts what’s left, the duration minus what’s been logged.
“It's already taken longer than planned: I'm assuming…”	More time has been logged than its duration. tokidu assumes there’s not much left: a fifth of the duration, 15 minutes at least.
“Can start on Tuesday, once “Design” is done. Would finish…”	It waits for another task.
“…once “Design” is done and 2 days have passed.”	The wait also has some days (calendar days).
“…once 2 days have passed since “Design” was done.”	The other one is already done, but those days haven’t passed yet.
“Can start on Thursday: you have 3 other tasks first.”	Its person has other tasks that come first. “Show which” lists them.
“You'll get back to it…” / “Can resume…”	It’s already started, but it pauses while another one that comes first goes ahead.
“Halfway through, “Testing” goes ahead, as it comes first.”	Another task with higher priority interrupts it.
“Can start…, when “Sprint 3” begins.”	Its sprint hasn’t started yet.
“Can start…: you have days off…” or “…: Eva is off…”	Its person has days off.
“In between, you have days off…”	There are days off partway through the task: it finishes later.
“Won't make its due date (…): it would finish…”	It finishes after its due date.

The sentence says	Why
“Doesn't fit in “Sprint 3”: it would finish… and the sprint ends…”	It finishes after the end of its sprint.
“Tell me how long it'll take and I'll tell you when you'll finish.”	It’s missing its duration.
“To know when it can start, “Copy” still needs a duration.”	It waits for a task with no duration.
“These tasks are waiting for each other…”	There’s a loop of waits: no date is possible.
“It's a very long way off: more than ten years.”	Some duration is far too big.
“Can be marked as reached…”	It’s a milestone: it takes no time and is reached when what it waits for is done (see Milestones).

What you can do from there

- If the task has already taken longer than planned, the details ask “How much is left?” with five buttons (from “30 mins” to “1 day”): your answer adjusts the duration.
- If other tasks wait for this one, “What if it's delayed?” opens the “Map” so you can try out what would happen (see What if…?).
- If you don’t like the date, change what decides it: the duration, the priority, the person or the waits.

> **Tip:** if a task says “you have 3 other tasks first” and it’s urgent, raise its priority to “High”: it will go ahead of whatever that person hasn’t started yet.

Your week: working days and hours

“Your week” tells tokidu which days you work and how many hours a day you spend on tasks. With that it turns durations into dates. It belongs to your account: it applies to all your projects and on all your devices.

To open it, click “Your week” at the bottom of the sidebar, or “Change” next to “Working days: …”, in a project header. “Your working week” opens:

1. **“Days you work”**: click the days (M, T, W, T, F, S, S) to tick or untick them. Leave at least one.

2. **“Hours a day for tasks”**: from 1 to 12 hours, in half-hour steps. Count only the time you spend on tasks, without meetings or email. A duration of “1 day” is this many hours.
3. **“Days off”** (or “Holidays and closures”): see Days off.
4. **“More settings”**:

- “Working hours”, “From” and “to”: your working day, 09:00 to 18:00 unless you change it. After the end time, whatever’s left moves to the next working day. The hours for tasks have to fit within the working hours.
- “You are”: see Which tasks count as yours.

5. Click “Save”. You’ll see “Week saved: dates now take it into account.”.

“Back to the default” sets Monday to Friday, 6 hours a day and no holidays; it isn’t saved until you click “Save”. “Cancel” closes without changing anything.

How today is counted

Today, only what’s left of your working hours counts. If your hours are 9:00 to 18:00 and it’s 16:00, today has less than a whole day left. On your tasks, what you’ve already logged today is also taken off.

In shared projects

The dates you see are worked out with your week, including those of other people’s tasks (with their days off). The plan snapshot is worked out with the project owner’s week.

> **Tip:** if you only spend half the day on tasks, set 3 or 4 hours. The dates will be more realistic.

In the app: “Your week” is in your account.

Which tasks count as yours (“You are”)

To work out the dates, tokidu shares out the work by person: each one does one task at a time. Tasks with no owner and the ones with your name go together, one after another. That’s why tokidu needs to know which of the names among your people is you.

Usually it guesses by itself: it’s the name that matches your account, your first name or starts the same way (“Samu” and “Samuel”). If it can’t guess and there are tasks with an owner, the project header says “Who are you? Tell me so I know which tasks are yours.” with “Choose”.

How to choose it

1. Click “Choose” or open “Your week” at the bottom of the sidebar.

2. Look for the “You are” field. If tokidu doesn’t know who you are, it’s in plain view; if it does, it’s inside “More settings”.
3. Choose your name. “Automatic (…)” lets tokidu guess.
4. Click “Save”.

Why it matters

If tokidu doesn’t know that “Ana” is you, it treats “Ana”’s tasks and the ones with no owner as if they belonged to two people working at the same time. The dates would come out earlier than they really are.

In shared projects, each person with an account has their own tasks and you’re always you. To assign tasks, see Assigning an owner.

Days off: holidays, leave and time off

Days off are days when no work is done. tokidu skips them when working out dates: whatever would fall on them moves to the next working day. You set them in “Your week”, at the bottom of the sidebar, and they’re on every plan.

Holidays and closures

These are individual days when nobody works in your dates: a bank holiday, the August closure… If you work on your own, this list is called “Days off”.

1. Open “Your week”.
2. Choose the date and click “Add” (or press **Enter**).
3. Click “Save”.

To remove one, click the × on its date. The list holds 366 days.

Each person’s days off

When your projects have more people than just you (your people without an account, or shared projects), the sheet also has:

- **“Your days off”**: holidays, leave… They only stop you. The people you share projects with, including those who only view, see the ones that haven’t passed yet.
- **“Other people’s days off…”**, collapsed: a list for each of your people without an account, which you fill in. People with an account set their own in their “Your week”; here you see them but can’t change them (“Set by Laura”).

Each period is added with “From”, “To” (without “To”, a single day) and “Add”. A list holds 60 periods. Everything is saved with the sheet’s “Save”.

Pasting lots of dates at once

In those lists, “Paste dates…” opens a box where you paste dates or ranges, one per line: “6/1/2027”, “2027-01-06” or “3/11/2026 - 14/11/2026”. Before adding them, it says what it has understood (“12 days will be added: …”) and what it hasn’t (“I don’t understand: …”). Click “Add” and then “Save”.

Where it shows

- That person’s tasks skip those days, and their date’s sentence says so, for example “Can start on Monday: Eva is off from 3 to 14 Nov.”.
- In the task’s details, below the owner, there’s a line like “Eva is off from 3 to 14 Nov.”.
- In the “Gantt” grouped “By person”, their days off show hatched.
- In People, the “Off …” chip and the “Days off…” button.

> **Tip:** to see what would happen if someone is away for a week, without saving it, use “…what if you’re away” in What if…?.

Estimating everything in one go

Without a duration, a task has no date. If a project has several tasks with no duration, “Estimate now” asks you about them one by one, without opening them.

1. In the project header, or under “No date yet” in the “Gantt”, click “Estimate now”. It only appears if some duration is missing.
2. “How long does each one take?” opens with the first task and how many are left, for example “1 of 8”.
3. Click a duration: “1 hr”, “2 hrs”, “½ day”, “1 day”, “2 days”, “3 days” or “1 week”. It’s saved and moves on to the next one.
4. If none fits, click “Other…”, type the amount, choose “minutes”, “hours” or “days” and click “Set”.
5. “Skip” leaves that task without a duration and moves on to the next. “Close” stops whenever you like.

When you’re done, the sheet says when you’ll finish (“Done. If everything goes as estimated, you'll finish on Friday.”) or how many are still unestimated.

How to estimate

- A rough guess is fine. You can change it whenever you like in the task's details, in "How long will it take?".
- "1 day" is your hours per day from "Your week" (6 unless you change it) and "1 week" is all your working days.
- A task can take up to 1000 hours. If you set more, tokidu tells you "That's a lot for one task: split it into several.".
- Tasks come up in the order they wait for each other, starting with the ones that don't wait for anything.

For a single task's duration, see Duration.

What won't make its due date

A task "won't make it" when, according to the forecast, it would finish after the date it has to meet. That date is the earlier of these two:

- its "Due date", if it has one;
- the end of its sprint, if it's in an open sprint.

A due date that has already passed counts as late, even if the task has no forecast date.

Where it shows

Where	How
Cards	"Won't make it". Hover over it to see when it would finish.
Project header	"1 task won't make it in time." or "3 tasks won't make it in time."
Task details	"Won't make its due date (…): it would finish…" or "Doesn't fit in "Sprint 2": …"
"List"	The "When" column, in red.
"Map"	"· late" below the task.
"Gantt"	The due date diamond in red and " · late" after the bar.
"Sprints"	"1 doesn't fit" or "3 don't fit" next to the sprint's dates.
"All projects"	The traffic light in red, "Running late".

With Pro, email can also let you know (see Email notifications).

What you can do

To make it in time, change one of the things that decide its date:

1. **See why.** The sentence in the details says what it's waiting for or what comes first (see Why that date?).
2. **Raise its priority** to "High". It goes ahead of whatever its person hasn't started yet.
3. **Give it to someone else** with less on (see People).
4. **Check the duration**, or split it into parts that different people can do at the same time.
5. **Remove a wait** that isn't needed.
6. **Move the due date** or move it to another sprint, if you can.

Before changing anything, you can try it out in the "Map" with "What if…?" (see What if…?).

What's best finished today

If a ready task of yours should finish today and not finishing it would delay another one, tokidu warns you:

- In "Up next", with the "Best finished today" block and the note "If you don't finish them, others get pushed back.".
- In the task's details, with the same warning.

If you're not working today, or you have less than an hour of your working day left, the warning is about the next working day: "Best finished tomorrow", "Best finished on Monday".

What each warning says

- "If you don't finish "Copy" today, "Mock-up" gets pushed back to Wednesday."
- "If you don't finish "Copy" today, "Mock-up" won't make its due date (…).", in red.
- "If you don't finish "Copy" today, "Mock-up" won't fit in "Sprint 3".", in red.

In the task's details, if it changes, it also says when the project would finish: "And the project would finish…; right now it finishes…".

How it works it out

tokidu tries out what would happen if the task took you one more day. It only warns you about your ready tasks that finish that day, and only if that delays another task waiting for it or breaks

a date. “Up next” shows three warnings at most, the ones that break a date first. Click one to open the task.

> **Tip:** if a warning doesn’t add up, open the task and read its sentence: maybe its duration isn’t realistic.

What if…? Trying changes without touching the plan

“What if…?” lets you try out what would happen if a task is delayed, takes longer or is done by someone else, without changing anything. It’s in the project’s “Map” and on every plan.

Opening it

- In the “Map” tab, click “What if…?” and then click the task you want to try.
- Or, in the details of a task with a date that others wait for, click “What if it's delayed?”: the Map opens with that task selected.

What you can try

With a task selected, the panel (“What if “Design”…”) offers:

- **“…is delayed”**: “1 day”, “2 days” or “1 week” more work. The task needs a duration.
- **“…takes”**: another duration, with the same buttons as “How long will it take?”.
- **“…is done by”**: someone else, or “You (no owner)”.
- **“…what if you’re away”** (or “…what if Eva is away”): their person is away “this week”, “next week”, “two weeks” or “Other…”, with “From”, “To” and “Try” (31 days at most).

You can combine several tests, on one task or on several: click another box in the Map to select it. “You're trying:” lists them, each with its ✕ to remove it.

The result

Below the panel, straight away:

- when the project would finish: “You'd finish on Tuesday, not on Monday.”, “You'd finish earlier: …” or “You'd still finish…”;
- how many tasks change date;
- which ones stop making their due date and which ones make it again.

In the Map, the boxes that move say from when to when and “+2 d” or “−1 d”.

Saving or leaving

- “Save these changes” really applies the duration and owner you’ve tried. Delays and absences are never saved: they’re only for seeing what would happen.
- “Back to the plan” removes all the tests.
- “Exit”, or switching tabs, discards them.

On the Max plan you can save a test with a name to come back to it (see Saved tests).

In the app: “What if…?” is in the Map on iPad.

Saved “What if…?” tests Max

On the Max plan, a “What if…?” test can be saved with a name, for example “If the client takes a week”, so you can come back to it or send the result. Each saved test shows its result worked out now, with today’s plan, not with the plan on the day it was saved.

Saving a test

1. In the “Map”, open “What if…?” and run your tests.
2. Below the panel, in “Saved tests”, click “Save this test”.
3. Type a “Name” and click “Save”.

Each project holds 20 saved tests, with different names. The owner and anyone who edits can save them, in projects from an account with Max.

Using the saved ones

Each one says who saved it, when, and its result, for example “It would finish on Thursday; now it finishes on Monday (3 working days later).”. Below that:

- “Open” puts its tests in the panel. If you change them, “You've changed this test.” appears with “Save changes”.
- “Copy summary” copies a simple text to send to the client or the team.
- “Delete” removes it, after confirming.

If a test was about a task that’s now done or has been deleted, you’ll see “1 test no longer applies…” and the result is worked out without it.

Without Max

Tests already saved can still be seen, opened and copied, and anyone who edits can delete them, but no new ones can be saved. What each plan includes is on Pricing.

You can try it in the demo without an account.

The plan snapshot: how far each date has moved Max

The plan snapshot saves today's forecast dates for every open task and the day the project finishes. Afterwards, tokidu compares the current dates with the snapshot's, so you can see how far everything has moved since what you promised. It's on the project owner's Max plan, and there's one snapshot per project.

Saving the snapshot

1. In the project, click the three-dots button ("Project settings").
2. Under "Plan snapshot", click "Save plan snapshot".
3. If you like, write a note in "What is this snapshot? (optional)", for example "What we promised Ana".
4. Click "Save". You'll see, for example, "Snapshot saved: it finishes on Friday.".

To take another one, click "Replace the snapshot": the previous one isn't kept. "Delete the snapshot" removes it and can't be undone. The owner and anyone who edits the project can take it; the dates are always worked out as the owner sees them, with their working week.

Where it's compared

- **Project header**: "Snapshot from 3 Oct: it was due to finish on Monday; now on Wednesday (2 working days later).". Below that, who saved it, the note, how many have been done since then ("Done since the snapshot: 4") and, collapsed, the tasks that are no longer in the project.
- **"List"**: the "Against the snapshot" column, with "+2" or "−1" days, or "New since the snapshot" on tasks created afterwards.
- **"Gantt"**: the "Compare with the snapshot" button draws the snapshot's bars in thin grey.
- **"All projects"**: a diamond on the day it was due to finish, and the traffic light in amber ("Has moved") if the end has moved by one working day or more (see The traffic light).

Differences are counted in working days.

Without Max

If the owner no longer has Max, the snapshot can still be seen, but no new ones can be taken: "Snapshots can be viewed, but without the Max plan no new ones can be saved.". What each plan includes is on Pricing.

> **Tip:** save the snapshot on the day you send the plan to the client. That way you'll always know how far you've drifted from what you promised.

Frequently asked questions

How does tokidu know when a task will finish?

It works it out from how long each task takes, what it waits for, who does it (each person does one task at a time), the hours per day in "Your week" and days off. You don't have to set start or end dates. The sentence in the task's details explains where its date comes from. See How tokidu works out the dates.

Why doesn't my task have a date?

Because tokidu doesn't make dates up. It happens when:

- the task has no duration: set one in "How long will it take?", in its details;
- it waits for another task that has no duration;
- it and another task are waiting for each other: remove one of the waits.

The sentence in the details tells you which of the three it is. To set lots of durations in a row, use "Estimate now". See Why that date?.

Why does a ready task start several days from now?

Because its person has other tasks first: each person does one task at a time, in the order of "Up next". The sentence says so, for example "Can start on Thursday: you have 3 other tasks first.", and "Show which" lists them. To bring it forward, raise its priority to "High" or give it to someone else. See Why that date?.

Can I set a task's start date by hand?

No. In tokidu start and end dates are worked out automatically. What you can set:

- a "Due date", the day it has to be done by;
- a wait, so it starts when another task is done, with extra days if needed;
- a sprint, so it doesn't start before the sprint does.

See How tokidu works out the dates.

How do I change the hours I work a day or the days of the week?

Click “Your week” at the bottom of the sidebar. In “Days you work” tick your days (Saturday or Sunday too, if you work them) and in “Hours a day for tasks” choose how many hours you spend on tasks, without meetings or email. Click “Save” and all the dates are recalculated. See Your week.

How do I add someone’s holiday?

Open “Your week”, at the bottom of the sidebar:

- Yours, in “Your days off”.
- One of your people without an account, in “Other people’s days off…”.
- People with an account set their own in their own “Your week”.

Add the period with “From” and “To”, click “Add” and then “Save”. Their tasks skip those days. See Days off.

Can I add all the year’s bank holidays at once?

Yes, when your projects have more people than just you: in “Your week”, click “Paste dates…” and paste the dates, one per line (for example “6/1/2027”). Before adding them, it tells you how many days it has understood and what it hasn’t. Click “Add” and then “Save”. If you work on your own, add them one by one in “Days off”. See Days off.

What does “Won't make it” mean?

That, according to the forecast, the task would finish after its due date or the end of its sprint. Open the task: the sentence says when it would finish and why. To make it in time, raise its priority, give it to someone else, check its duration or remove a wait that isn’t needed. See What won’t make its due date.

What does “Who are you?” in the project header mean?

That tokidu doesn’t know which of your people is you, and it needs to so it knows which tasks are yours and works out the dates properly. Click “Choose”, find “You are”, choose your name and click “Save”. See Which tasks count as yours.

What happens if a task takes me longer than planned?

tokidu sees it in the logged time: if it's already over its duration, the sentence says "It's already taken longer than planned" and assumes there's not much left. The details show "How much is left?" with buttons from "30 mins" to "1 day": your answer adjusts the duration and the dates of whatever comes after. See Why that date?.

How do I see what happens if a task is delayed, without changing the plan?

Open the task and click "What if it's delayed?", or go to the project's "Map" and click "What if…?". Choose the task and try "…is delayed", "…takes", "…is done by" or "…what if you're away". You'll see when the project would finish and which tasks move. Nothing changes until you click "Save these changes". See What if…?.

Can I save a "What if…?" test to show it later? Max

Yes, on the Max plan. Below the "What if…?" panel, in "Saved tests", click "Save this test" and give it a name. It always shows its result with today's plan, and "Copy summary" gives you a text to send. Without Max, you can run tests in the panel, but not save them. See Saved tests.

How do I compare today's dates with what I promised the client? Max

On the Max plan, save a plan snapshot on the day you make the promise: in "Project settings" (the three-dots button), click "Save plan snapshot". Afterwards, the project header says how far the end has moved, the "List" says it task by task and the "Gantt" draws it with "Compare with the snapshot". See The plan snapshot.

Why do the dates change by themselves?

Because they're recalculated every minute and with every change: if a task drags on, if someone finishes early or if you change a duration, everything that comes after moves. Today only counts what's left of your working hours, so at the end of the day whatever you haven't finished moves to the next day. See How tokidu works out the dates.

CHAPTER 7

Working as a team

Assign tasks to people without an account, share a project with people who edit or only view, comments, history, changes at the same time and the link for your client.

Your people: tasks for people without an account

You don't need everyone to have a tokidu account to share out the work. In a task's "Owner" you can put any name ("Laura", "Printer", "Client") and tokidu keeps it in your list of people for next time. That person doesn't see anything or get notifications: the name is there so you know whose task is whose and so the dates come out right.

1. Open the task.
2. In "Owner", choose "+ Add a person…".
3. Type the name and press **Enter**.

From then on the name shows up in the "Owner" drop-down on all your tasks. To leave a task with no one, choose "Nobody".

What it's for

- The forecast treats each person separately: nobody does two things at once, so their tasks go one after another. How the dates are worked out explains it.
- Each person can have their own days off: see Days off.
- In the Gantt chart you can group tasks "By person".
- In "Hours", the time you track is split by each task's owner: see The Hours screen.
- If one of those names is you, tokidu will ask "Who are you?" so it knows which tasks are yours.

Limits

On Free, your list holds one person. On Pro and Max, as many as you like. If you go over the limit, you'll see "You've reached your plan's limit (1 person): the change hasn't been saved.". For now there's no button to remove a name from the list.

> **Tip:** if that person makes an account later on, you can invite them to a shared project and say it's the same person ("Is it someone you already assign tasks to?"): their tasks become theirs when they accept. See Sharing a project.

Sharing a project: inviting someone Pro

Sharing a project means inviting other people by email so they can view it or work on it with their own account. You share one project at a time: someone who joins one doesn't see your other projects. It's part of Pro (and Max).

1. Open the project and press "Share", top right. It's also in "Project settings" → "People".
2. In "People in "…"", scroll down to "Invite someone".
3. Type their "Email".
4. In "Shows up in tasks as", put the name they'll go by in the project.
5. In "What they can do", choose "Can edit" or "Can only view".
6. Press "Send invitation".

The first time you share, tokidu also asks for "You show up as": your name inside the project.

If you already assigned them tasks

If the project has tasks in the name of someone without an account, you'll see "Is it someone you already assign tasks to?". Choose their name (or "No, it's someone else") and tokidu tells you how many tasks will become theirs when they accept.

What happens next

- They get an email with a "See the invitation" button. The invitation expires after 14 days.
- You'll see "Invitation sent to … It expires on …". With "Copy link" you can send it to them some other way yourself; it only works for that email address.
- If the email didn't go out, it says so: "We couldn't send the email. Copy the link and send it yourself."
- Until they accept, they appear in the list as "Pending · expires on …" (or "Expired"). "New link" sends them another email with a new link, and the old one stops working. "Revoke" withdraws the invitation.
- Once they accept, the project shows up for them under "Shared with you", and the initials of everyone in it appear on your "Share" button.

> **Tip:** if that person also has tasks in another of your projects, you'll see "… also has tasks in "…"" with "Invite to that project too".

Each person who edits takes up one person on your plan, and people who only view join free up to an allowance: Who can do what explains it. To receive and accept an invitation, see Getting an invitation.

Who can do what: editing, viewing only and who pays Pro

A shared project has three roles: the person who shares it, who is its owner, and the people invited, who join with “Can edit” or with “Can only view”.

What	Owner	Can edit	Can only view
See tasks, waits, dates, files, comments and history	Yes	Yes	Yes
Create, change and delete tasks, waits and sprints	Yes	Yes	No
Upload files and track time	Yes	Yes	No
Comment	Yes	Yes	No, but they can be mentioned
The project’s name, look, client and Drive folder	Yes	No	No
Invite people, change roles and remove people	Yes	No	No
Link for your client and “Hours” rates	Yes	No	No
Delete the project	Yes	No	No
Leave the project	No	Yes	Yes

Someone who edits can’t delete a task that has other people’s hours, hours already invoiced or files that other people uploaded: the owner does that. As for files, everyone deletes the ones they uploaded. “Delete for good” in the trash is also only for the owner.

Changing someone’s role

In “People in “…””, next to each person there’s a drop-down with “Can edit” and “Can only view”, “Rename” (the name they go by in that project’s tasks) and “Remove from project”. Everyone else sees the list with what each person can do, without the email addresses.

Who pays

The owner pays, per person. The owner counts, and so does each person who edits in any of their projects, just once even if they’re in several. People who only view don’t pay: at least 5,

plus 3 for each person on your plan; any beyond that take up a person. Pending invitations take up a place while they're open.

Guests don't need any plan: what they do in your project counts towards your plan, not theirs. In "People in "…"" you can see how many of you there are ("3 of 10 people on the Pro plan, you included") and how many viewers fit for free. If there's no room for anyone else, you'll see "There are already 10 of you. Remove someone to invite another person.". What each plan costs is on Pricing.

Paused project

If the owner stops having Pro, their shared projects are paused: everyone else can view them, but not change them ("This project is paused: … no longer has the Pro plan. You can view it, but not change it."). Open invitations are revoked and, if anyone had the timer running there, it stops and their time is saved. Nothing is deleted: it all works again when the owner has Pro again.

Getting an invitation: accepting or saying no

When someone invites you to a project, you get an email "… invites you to "…" on tokidu" with a "See the invitation" button. You don't need a paid plan: the person sharing the project covers it.

1. Press "See the invitation". A page opens that says what you'll be able to do ("You'll be able to view and change the tasks." or "You'll be able to view the tasks, without changing anything."), the name you'll show up as and when it expires.
2. If you're not signed in to tokidu, press "Sign in" or "Create account", with the same email address the invitation was sent to. When you're done you go back to the invitation.
3. Press "Accept". You'll see "You're in "…"." and the project appears in your sidebar, under "Shared with you", with the name of the person sharing it.

Without the email

If your account has that email address and it's confirmed, when you sign in to tokidu you'll see a strip "… invites you to "…"" with "View". It takes you to My account → "Invitations", where you can "Accept" or say "Not now".

If something doesn't add up

- "To accept with this account you need to confirm your email.": press "Send me the confirmation link", confirm and open the invitation again.
- "This invitation is for … and you're signed in as …": press "Sign in with another account" or "Ask … to let me in with this account". In that case the person who invited you decides: they get your name and email address, and either let you in ("Let in") or not.

- “This invitation is no longer valid…”: it has expired (they last 14 days), it was revoked or it has already been used. Ask for another one.
- “The team is full. Let … know.”: their plan has no room for one more person.
- “You can’t join right now: … no longer has the Pro plan.”

Saying no

Press “Not now”. For 30 days nobody can invite you to that project again. If you don’t want any more tokidu invitations at that address, tick “I don’t want to receive any more invitations from tokidu” first. Invitations can only be used once: once accepted, the link no longer works.

In the app: invitations are in “Account” → “Invitations”. If you can’t see shared projects, update the app.

Working in a shared project

When a project is shared, each person opens it with their own account and sees everyone else’s changes within a few seconds.

Where it is

- Other people’s projects show up in the sidebar, under “Shared with you”, with “by …” and the name of the person sharing it. Your own projects that you share have an icon.
- In the header, anyone who isn’t the owner sees “…’s project · You can edit” or “…’s project · You can only view”. Pressing it opens the list of people.
- If you can only view, a strip reminds you: “You can only view this project.” There’s no quick add, no dragging, and the task details are read-only.

Who’s doing each task

The “Owner” drop-down splits into “In the project” (the people with an account), “Other names” (names without an account that already have tasks here) and, if you’re the owner, “Your people”. If a task has no owner and you can edit, press “I’ll take it”. More about the owner in Assigning an owner.

Yours and everyone’s

With any shared project, “Up next” has two buttons: “Mine” and “Whole team”. In “Mine” you’ll find “Yours” (your tasks you can start now), “No owner” (free tasks in other people’s projects, with “I’ll take it”) and “Waiting” (your tasks waiting on someone else, with “waits for …’s “…””).

Time and files

- In the details, “Team time” adds up what each person has tracked, with yours in brackets.
- Each file says “Uploaded by …”.
- The person sharing the project can see your hours and their notes; the “Time” section reminds you of this.

Notifications

We let you know when you’re assigned a task, when you’re mentioned in a comment and when someone else finishes what was blocking you (“… finished “…”: you can start “…” now.”). You choose this in My account → “Notifications”, with “When you’re assigned a task or mentioned in a comment”. More in Email notifications.

Comments and @mentions Pro

Comments are a conversation inside each task, so you can talk about the work without leaving tokidu. They’re in shared projects, which are a Pro feature.

1. Open the task.
2. Scroll down to “Comments”.
3. Type in “Write a comment… (@ to mention)”.
4. Press “Comment” or **Ctrl + Enter** (**⌘ + Enter** on a Mac).

Mentioning someone

Type **@** and the first few letters of their name: the list of people in the project appears. Move with **↑** and **↓** and choose with **Enter** or **Tab**; **Esc** closes the list. People who can only view are marked “view only”: they don’t comment, but they can be mentioned. The person you mention gets a notification (“… mentioned you in “…””) that doesn’t include the text of the comment. Up to 10 people are notified per comment.

Who can do what

- The owner and people who can edit can comment.
- Everyone in the project can read the comments, with the name and date.
- Each person can “Edit” and “Delete” their own; the owner can delete any comment.
- A changed comment shows “(edited)”.

Details

- Any web addresses you type become clickable.

- Anything new from other people appears below the “New” line, and the task card says how many comments it has.
- A comment can be up to 2000 characters, and a task can have about 500 comments. “Show earlier” loads the older ones.
- If someone leaves the project, their comments stay with their name and “· not in the project”. If they delete their account, their comments are deleted.
- The history records “… commented”, without the text.

> **Tip:** for something another person has to do, a task with them as “Owner” works better than a comment: that way it shows up in their “Up next”.

In the app: comments are in the task details, also with @ to mention.

Change history and project activity Pro

tokidu keeps a note of what changes in your projects: who created or deleted a task, who changed the date or the owner, who added a wait or uploaded a file. That way you know what has happened without having to ask. It’s a Pro feature and works in all the projects of anyone with Pro, shared or not.

A task’s history

At the end of the task details there’s “History”, folded away. Open it to see its changes, newest first, with who and when.

The whole project’s history

Go to “Project settings” → “Activity”. Changes are grouped by day (“Today”, “Yesterday” and then dates) and tasks created one after another are bundled together (“Ana added 6 tasks”). Press a task’s title to open it. In a shared project, “Person” shows just one person’s changes (“Everyone” goes back to the lot). “See more” loads older entries.

What’s recorded

- Tasks added and deleted, and changes to title, status, priority, due date, owner, sprint and duration.
- Waits, extra days of waiting, milestones, links (by their title), files, labels, companions and repeats.
- Unlocks (“Unlocked when “…” was done”), sprints, the trash, the plan snapshot and saved tests.

- Who joins, leaves or changes role, and changes to the project (name, colour, icon, client, link for the client).
- That someone commented, without the text.

What isn't recorded

The text of notes and comments, link addresses, email addresses and hours. If someone changes the notes, you'll only see "… changed the notes". Several things the same person does within a few minutes are bundled into one line.

How long it's kept

A year ("It's kept for a year."). Anyone who joins a shared project sees it from the day it was shared ("It starts on the day the project was shared."). Someone who no longer has an account shows up as "Someone who's no longer here".

In the app: each task's history is at the end of its details. The whole project's "Activity" is on the web.

Several people changing the same thing at once

Several people can work on the same project at once, and so can you from several devices. tokidu saves each change field by field: if Ana changes the date and you change the title of the same task, both stay.

When you see other people's changes

With anything shared, tokidu checks for changes every 20 seconds while the tab is in view, and also when you come back to it. There's no need to reload the page.

If you both change the same thing

- Title, status, priority, due date, sprint or duration: the last one saved stays. Whoever saves it sees, for example, "Ana had changed the due date in the meantime. Yours has been kept.", with "Undo" to go back to Ana's.
- Owner: the one saved first stays, and you're told ("… has taken it." or "… removed the owner in the meantime.").
- Waits: both sets are combined. If together they'd make two tasks wait for each other, the second one isn't added: "That would make two tasks wait for each other. They haven't been chained."
- If someone else had deleted it: "That had already been deleted in the meantime."

Notes

If two people type in the same task's notes at once, nothing is lost. The other person's notes are saved and, in your details, the notes split in two:

- "Saved notes": what's there now, read-only.
- "Your text": what you were typing. "It isn't saved on its own: choose what to do with it."

Choose "Copy my text", "Use mine" (your text replaces the saved notes) or "Discard mine". While you decide, anything else you type goes into "Your text". If it was you on another device, it says "You had changed these notes on another device while you were typing…".

Other messages

- "There's a lot going on in this project. Try again.": lots of changes at once; just try again.
- "You no longer have access to "…"." or "You can now only view "…".": you've been removed from the project or switched to view only.

Link for your client: let them see how it's going, no account needed

Pro

With a link, your client (or anyone you like) can see how the project is going without an account and without being able to touch anything. It's a Pro feature and the project owner creates it.

1. Open the project and go to "Project settings" → "Link for your client".
2. In "What they see", choose "Just the summary" (status, expected date and milestones) or "The summary and the tasks" (also what's in progress, what's coming and what's been done, with their titles).
3. Choose the "Page language".
4. Press "Create the link" and then "Copy the link". Paste it wherever you talk to your client.

Below that, "What your client will see" shows the page exactly as it is.

What the client sees

A page "How "…" is going" with the project's name and picture, whether it's on track or what won't make its date, the "Expected finish", the "Progress" (how many tasks done out of how many) and the "Milestones". With "The summary and the tasks", also "In progress", "Coming up" and "Done lately" (the last two weeks). At the bottom it says when it was updated. They never see notes, hours, amounts, people, files, links, labels or comments.

> **Tip:** milestones appear with their title at both levels. If you want the client to see a key moment, mark it as a milestone: see Milestones.

Afterwards

- The page updates itself with your changes within a few minutes.
- “Last visit: …” tells you when it was last opened; if nobody has opened it, “Nobody has opened it yet.”.
- You can change “What they see” and the language whenever you like; it applies from the next visit.
- “Change the link” makes a new one and the old one stops working. “Remove the link” deletes it.
- Everyone in the project sees the “Visible to the client” tag in the header, so they know their titles may appear.
- If you stop having Pro, the link is paused: anyone who opens it will see “This link isn't available.”. It works again when you have Pro. It also can’t be seen while the project is in the trash.

In the app: it’s in the project menu, “Link for your client”.

Leaving a project or removing someone

Leaving a project someone shared with you

1. Open the project.
2. Press “…’s project · You can edit” (or “You can only view”) in the header, or go to “Project settings”.
3. Press “Leave project” and confirm.

You stop seeing it straight away. Your hours and files stay in the project, and the person sharing it gets an email with the open tasks that were in your name. To come back, they have to invite you again.

Removing someone (if you’re the owner)

1. Press “Share” (or “Project settings” → “People”).
2. Next to their name, press “Remove from project” and confirm.

They stop seeing it straight away and get an email. Their tasks don’t change status and stay in their name, which becomes a name without an account: you can hand them to someone else whenever you like.

What happens to their stuff

- Their hours stay. In “Hours” they appear on their own line, like “Luis (no longer here)”, with their rate.
- If they had the timer running in the project, it stops and their time is saved.
- Their files stay in the tasks.
- Their comments stay, with “· not in the project”.
- Pending invitations are removed with “Revoke”.

The owner can’t leave

The person who shares the project can’t leave it. If they don’t want it any more, they delete it (“Project settings” → “Delete project”) and it’s deleted for everyone: tokidu warns you first (“It will also be deleted for 3 more people.”). See Deleting a project.

Frequently asked questions

How do I share a project with my team? Pro

With Pro:

1. Open the project and press “Share”, top right.
2. Under “Invite someone”, type their “Email”.
3. In “Shows up in tasks as”, put the name they’ll go by.
4. In “What they can do”, choose “Can edit” or “Can only view”.
5. Press “Send invitation”.

They get an email to accept. You share one project at a time: they don’t see your other projects. Sharing a project explains it all.

Can I use tokidu with a team?

Yes, with Pro. You can assign tasks to anyone, whether or not they have an account; share each project with other accounts and decide who edits and who only views; comment on tasks with @ to notify someone; and see the history of changes. When someone finishes a task, whoever has the next one gets notified. On Free you work on your own. See Working as a team.

Can I share a project on the Free plan? Pro

No: inviting other people is part of Pro (and Max). On Free you can still join projects other people share with you, and assign tasks to a person without an account from “Owner”. What each plan costs is on Pricing.

Can I invite someone who doesn’t have a tokidu account yet? Pro

Yes. Invite them with their email address from “Share” → “Invite someone”. On the invitation page they’ll press “Create account”; they have to use that same email address. Then they go back to the invitation and press “Accept”. They don’t need a paid plan. See Sharing a project.

Can I assign tasks to someone without inviting them to the project?

Yes. Open the task and, in “Owner”, choose “+ Add a person…”, type the name and press **Enter**. That person doesn’t see anything or get notifications, but tokidu knows whose task it is and works out their dates separately. On Free your list holds one person; on Pro, as many as you like. See Your people.

How do I remove a name from my list of people?

For now there’s no button to remove a name from the list: it stays in the “Owner” drop-down. If that person no longer works with you, set their tasks to “Nobody” or to someone else. See Your people.

Do the people I invite have to pay? Pro

No. The person who shares the project pays, per person: you count, and so does each person who edits in any of your projects (once, even if they’re in several). People who can only view join free: at least 5, plus 3 for each person on your plan. Guests can be on Free: what they do in your project counts towards your plan. What it costs is on Pricing.

What’s the difference between “Can edit” and “Can only view”? Pro

Someone who can edit creates, changes and deletes tasks, waits and sprints, uploads files, tracks time and comments. Someone who can only view sees everything (tasks, dates, files, comments and history) but doesn’t change anything or comment; they can be mentioned. Project-level things (name, people, link for the client, deleting it) are only for the owner. The full table is in Who can do what.

How do I change what someone can do in my project? Pro

Open the project, press “Share” and, next to their name, choose “Can edit” or “Can only view” from the drop-down. It applies straight away. If you switch someone to editing and your plan is already full, you’ll see “There are already…”: remove someone or switch another person to view only. See Who can do what.

Can I let someone edit only some of the tasks in a project? Pro

No: what each person can do applies to the whole project. If someone should only touch one part, put it in a separate project and share that one with them, or leave them on “Can only view” and assign them their tasks with “Owner” so they know which ones are theirs. See Who can do what.

I haven’t received the invitation email. What should I do?

Check your spam or junk folder and make sure they invited the right address. If your account has that email address confirmed, the invitation is also in My account → “Invitations”. If not, ask the person who invited you to press “New link” or “Copy link” and send it to you some other way. If you ticked “I don’t want to receive any more invitations from tokidu”, the email no longer goes out. See Getting an invitation.

I was invited at one email address, but I use tokidu with another. How do I get in?

On the invitation page you’ll see “This invitation is for … and you’re signed in as …”. You have two options: “Sign in with another account” (the one with the invited address) or “Ask … to let me in with this account”. In that case, the person who invited you gets your name and email address and decides with “Let in” or “No”. See Getting an invitation.

Why can’t I change anything in a project someone shared with me?

It’s one of two things: they invited you with “Can only view” (the header says “…’s project · You can only view”) or the project is paused because its owner no longer has Pro (“This project is paused…”). In the first case, ask the owner to switch you to “Can edit”; in the second, it all comes back when they get Pro again. See Who can do what.

How do I assign myself a task in a shared project?

If the task has no owner and you can edit, open it and press “I’ll take it”. You’ll also find it in “Up next” → “Mine”, under “No owner”. Or choose your name in “Owner”, under “In the project”. See Working in a shared project.

How do I get someone's attention in a comment? Pro

Type **@** and the first few letters of their name, then choose them from the list with **Enter**. When you comment, they get a notification that you mentioned them, without the text of the comment. Only people with an account in the project appear, including those who can only view. See Comments and @mentions.

Why can't I comment on a task? Pro

Comments are in shared projects, and the owner and people who can edit can comment. If you can only view, you can read comments but not write them. If the project isn't shared or is paused, the box to write in doesn't appear either. For your own notes, use the task's "Notes". See Comments and @mentions.

How can I see who changed or deleted a task? Pro

Open the task and expand "History", at the end of the details. For the whole project, "Project settings" → "Activity", which also says who deleted each task and lets you filter by "Person". It's a Pro feature and it's kept for a year. See Change history.

A task is showing "Saved notes" and "Your text". What happened?

Someone else (or you on another device) changed the notes while you were typing. So nothing is lost, their notes stay in "Saved notes" and yours in "Your text", which isn't saved on its own. Choose "Use mine", "Copy my text" or "Discard mine". See Several people at once.

Can my client see how the project is going without making an account? Pro

Yes, with the link for your client: "Project settings" → "Link for your client", choose "What they see" and press "Create the link". Anyone with the link sees the status, the expected date and the milestones (and, if you like, the tasks), without being able to change anything. It's a Pro feature. See Link for your client.

Can my client see the notes, the hours or the team's names through the link? Pro

No. The link never shows notes, hours, amounts, people, files, links, labels or comments. They see the project's name and picture, the progress, the expected date and the milestones and, with "The summary and the tasks", the titles of what's in progress, what's coming up and what's been done lately. See Link for your client.

If I remove someone from the project, do their hours or tasks get lost?

No. Their hours, files and comments stay. Their tasks stay in their name, without changing status, and you can give them to someone else. In “Hours” their time appears on a separate line, “… (no longer here)”, with their rate. See Leaving or removing someone.

How do I leave a project someone shared with me?

Open the project, press “…’s project · You can edit” in the header (or go to “Project settings”) and press “Leave project”. You stop seeing it straight away; your hours and files stay. To come back, they have to invite you again. See Leaving or removing someone.

If I share a project, can they see my other projects too? Pro

No. You share one project at a time: someone who joins one only sees that one. If you want them to work on another, invite them to that one too (in “People” you’ll see “Invite to that project too” if they already have tasks there). See Sharing a project.

CHAPTER 8

Billable hours

Track or log hours, set rates by project and by person, see what's still to bill, mark it as billed and export it as a spreadsheet or PDF.

Billable hours: what it is and how to set your rates Pro

"Hours to bill" adds up the time tracked in each project and by each person, applies your hourly rate and lets you mark what you've already charged for, so nothing gets billed twice. It's a Pro feature. On Free, "Hours" only shows what you've tracked this week.

1. In the sidebar, press "Hours".
2. Press the gear button, "Rates and rounding".
3. Choose the "Currency": EUR, USD, GBP, CHF or MXN (one for the whole account).
4. In "Hourly rate", type each project's rate, like 45 or 45.50.
5. If someone charges a different rate on that project, open "A different rate for..." and give them theirs.
6. Press "Save".

How the rate works

- A person's rate takes priority over the project's.
- Without a rate, the hours still count, just with no amount ("No rate"). 0 is a rate too.
- Amounts exclude tax, up to 10,000 an hour.
- "Remove" deletes a rate.

Rounding

In "Rounding", choose the step: "To the minute", "To 5 min", "To 6 min (tenths of an hour)", "To 10 min", "To 15 min", "To the half hour" or "To the hour". In "How to round", "Always up" or "To the nearest". Each entry is rounded separately, so the total is the sum of the lines. If you don't change anything, it rounds to the nearest minute.

Time zone

"Time zone" decides which day each entry goes to: it counts in full on the day it started. The first time, it takes your browser's.

> **Tip:** if a project is charged at a fixed price rather than by the hour, leave it without a rate. You'll still see how many hours it takes you without an amount showing up.

You don’t set rates on projects shared with you: their owner sets them and does the billing. See Team hours.

Logging hours: with the timer or by hand

Hours come from what you log on each task, with the timer or by hand. Tracking and logging time are on every plan; adding it up and billing it in “Hours” is a Pro feature. More about the timer in Timer.

With the timer

1. Open the task and, in “Time”, press “Start”. You can also press ▶ on its card (it appears when you hover over it).
2. The timer bar appears with the task and the time ticking. You can see it in every view; press the title to open the task.
3. To stop it, press “Stop” on the bar. You can write “What did you do?” (optional) and press “Save”. “Discard” throws it away without saving.

Only one timer runs at a time: if you start another one, the previous one stops and is saved.

If you forgot to stop it

If it’s been running for more than 8 hours, tokidu asks, for example, “Was it still running since 9:00?”. Choose “Save until now”, “Save until…” (you put in the time you finished) or “Discard”.

By hand

1. In “Time”, press “Add manually”.
2. Put the “Duration” in minutes or hours.
3. If it wasn’t just now, fill in “Started (optional)”. Without it, the entry ends right now.
4. If you like, write a “Note” and press “Save”.

Changing or deleting an entry

“Time” lists the task’s entries, with their date, duration and note (“· manual” if you logged it by hand). “Edit” changes the minutes, the start time and the note; the **x** deletes it. A “Billed” entry has a padlock and can’t be changed: see Marking as billed.

Who tracks time

In a shared project, the owner and people who can edit track time; people who can only view don’t. Milestones aren’t tracked, because they don’t last any time.

The Hours screen: time tracked and what's left to bill Pro

In "Hours" you see, for a period, how much time has been tracked, how much is still to bill and what it comes to. It's a Pro feature.

Choosing what to see

- Period: "Month" (the default), "Week" (Monday to Sunday) or "Dates" ("From" and "To", a year at most). The arrows move to the previous or next one and "Today" goes back to the current one.
- Filters: "Project", "Person" and, if any of your projects has a client, "Client".

What it shows

- Three figures: "Tracked" (everything logged), "To bill" (what you haven't marked yet, already rounded, with its amount) and "Already billed".
- The "To bill" table: one line per project and person, with "Hours", "Hourly rate" and "Amount", the "Project total" and the "Total". "Show the 5 entries" expands each entry with its day, time, task and note; press the task to open it.
- "By day": one bar for each day in the period.
- "In other people's projects": your time in projects shared with you.
- "Already billed in these dates": what you've already marked.

Whose hours they are

In your projects, the person an hour belongs to is the task's owner, not whoever pressed the timer. "You" groups your tasks and the ones with no owner. If a task changes hands, its unbilled hours move to the new person; anything already billed doesn't change. In a shared project, what each person logs with their own account goes in their name: see Team hours.

Details

- Each entry counts in full on the day it started, in your time zone. At the bottom it says "Days are counted in … time.".
- "The running timer doesn't count until you stop it."
- If there are hours without a rate, it tells you and lets you open "Rates and rounding".

In the app: "Hours" is above the list of projects and, in each project's menu, "Hours for this project". You can view it by "Month" or "Week", with "Summary", "To bill", "By day" and "Already billed". Rates and billing are changed on the web.

Marking as billed Pro

When you charge for some hours, mark them as billed: they stop appearing in “To bill” and are locked so nobody changes them by accident. It’s a Pro feature.

1. In “Hours”, choose the period and filters for what you’re going to charge (for example, the month and a client).
2. Below the table, press “Mark as billed”.
3. Check the summary: hours, amount and period. Any hours without a rate are marked too.
4. If you like, type the “Invoice no. (optional)”.
5. Press “Mark”.

What happens next

- Those entries move to “Already billed” and appear in “Already billed in these dates”, with their period, the invoice number and “Marked on …”. If you marked with filters, it says so (“Only Web · Laura”).
- They’re locked: in the task they show as “Billed” with a padlock and can’t be changed or deleted. To change one, undo the marking first.
- Entries are marked, not dates: if you later log another entry within that month, it will show up in “To bill”.
- Billed hours keep a copy of what was charged: if you later delete the task or change a rate, what was marked doesn’t change.
- If something changes while you’re looking, tokidu doesn’t mark anything and tells you: “Something changed while you were looking. Check the figures and mark again.”. That way it marks exactly what you see.

Undoing it

In “Already billed in these dates”, press “Undo” on that line. The entries go back to “To bill” and can be changed again.

In a team

In your shared projects you also mark other people’s hours. What you bill can’t be changed or deleted by anyone in the project, not even by deleting the task, as long as you have Pro.

> **Tip:** tokidu doesn’t make invoices with tax or numbering: it goes as far as hours times rate. Type your invoice number when you mark them and you’ll have the two linked.

Getting your hours out as a spreadsheet, PDF or on paper Pro

What you see in “Hours” can go into a spreadsheet or a PDF for your client. It’s a Pro feature.

Spreadsheet

1. In “Hours”, choose the period and the filters.
2. Press “Download CSV”.
3. Choose “What's left to bill” (each entry with its minutes to charge, its rate and its amount) or “Everything tracked” (every entry, with its minutes, its note, whether it was manual and whether it’s billed).

The file opens in Excel, Google Sheets or Numbers. In Spanish, Catalan and Galician it uses semicolons and a decimal comma; in English, commas and a decimal point.

PDF or paper

1. Press “Print or save as PDF”. The sheet opens in another tab and, straight away, your browser’s print dialog.
2. To have it as a file, choose “Save as PDF” in that dialog.
3. If you also want each entry’s task and note, close the dialog, tick “Include the detail (tasks and notes)” on the sheet and press “Print or save as PDF” again. “Back” takes you back to tokidu.

The sheet shows the period, the projects, the client if you filtered by one, “Work by …” with your name, the lines with their amount and “Amounts exclude tax.”. Notes only appear with the detail.

From something already billed

In “Already billed in these dates”, each line has “CSV” and “Print”. They export exactly what was marked, even if something has changed since.

In the app: in “Hours”, “Share spreadsheet”, with “What’s left to bill” or “Everything tracked”. The printable sheet is made on the web.

Team hours in shared projects Pro

In a shared project, each person logs their time with their own account, and the person who shares the project does the billing.

If the project is yours

- In “Hours” you see and bill the time of everyone in your projects. What each person logs with their own account goes in their name in the project, even if the task belongs to someone else.
- In “Rates and rounding” → “A different rate for…”, the project’s people appear too, so each one can have their own rate.
- You also see their time notes.
- Anyone no longer in the project appears separately, as “Luis (no longer here)”, with their name and rate.
- Whatever you mark as billed is locked for everyone.

If it’s been shared with you

- If you can edit, you track time as usual. The “Time” section reminds you: “Whoever shares the project sees your hours and their notes.”
- In the task details, “Team time” gives everyone’s total and yours.
- In “Hours”, “In other people’s projects” shows your time in each project that isn’t yours, with “Billed by …”, your hours and those already billed. Never rates, amounts or other people’s time.
- Without Pro, that list shows the current month, below the “Hours” card.
- You can’t change or delete what the owner has already billed.

If you leave a project or are removed from it, your hours stay there: see Leaving a project.

Hours by client Pro

If you give your projects a client (see Clients), “Hours” groups them: that way you know how much to bill each client even if they have several projects. It’s a Pro feature.

- With “All clients” and more than one client, the “To bill” table groups the projects under their client, with ““…” total” (and “Total with no client”), and “By client” appears at the top with what’s outstanding for each one.
- The “Client” filter leaves only that client’s projects, or those with “No client”. The “Project” filter then shows only theirs.

Billing a client

1. Choose the month (or the dates) and the client in “Client”.
2. Download the CSV or print the sheet: it will name the client.

3. Press “Mark as billed”. In “Already billed in these dates”, that line will say “Only …” with the client’s name.

> **Tip:** so your client can also see how the project is going, with no account, use the Link for your client.

In the app: in “Hours” you can also filter by “Client”.

Frequently asked questions

Do I need Pro to track my hours?

No. The timer and “Add manually” are on every plan, and each task adds up its time. What’s Pro is “Hours to bill”: the report by project and person, rates, the spreadsheet, the PDF and marking what’s billed. On Free, “Hours” shows what you’ve tracked this week. See Logging hours.

I forgot to stop the timer. How do I fix it?

If it’s been running for more than 8 hours, tokidu asks “Was it still running since…?”: choose “Save until…” and put in the time you finished, or “Discard”. If you’ve already saved it, open the task and, in “Time”, press “Edit” on that entry and change the minutes. See Logging hours.

How do I log yesterday’s hours without using the timer?

Open the task and, in “Time”, press “Add manually”. Put the “Duration” in minutes or hours and, in “Started (optional)”, the day and time you started. Without that date, the entry ends right now. See Logging hours.

Can I set a different hourly rate for each person? Pro

Yes. In “Hours” → “Rates and rounding”, each project has its own “Hourly rate” and, inside it, “A different rate for…”, where you set each person’s. The person’s rate takes priority over the project’s. See Setting your rates.

How do I round hours to the nearest quarter of an hour? Pro

In “Hours” → “Rates and rounding”, choose “To 15 min” in “Rounding” and, in “How to round”, “Always up” or “To the nearest”. Each entry is rounded separately. See Setting your rates.

Why are my hours showing up under someone else's name in "Hours"? Pro

Because in your projects the person each hour belongs to is the task's owner, not whoever pressed the timer. If you track time on one of Laura's tasks, those hours go on Laura's line. "You" groups your tasks and the ones with no owner. See The Hours screen.

Why isn't the time I'm tracking right now showing up in "Hours"? Pro

The running timer doesn't count until you stop it. Stop it with "Stop" and, as soon as it's saved, it appears in "Hours". If an entry shows up on a different day, it's because it counts in full on the day it started, using the "Time zone" in "Rates and rounding". See The Hours screen.

Why can't I change a time entry? Pro

If it shows "Billed" and a padlock, it's already been marked as billed. To change it, go to "Hours" → "Already billed in these dates" and press "Undo" on that line. If the project was shared with you, only its owner can undo it. If you can only view the project, you can't log or change time. See Marking as billed.

I marked something as billed by mistake. Can I undo it? Pro

Yes. In "Hours", under "Already billed in these dates", press "Undo" on that line and confirm. The entries go back to "To bill" and can be changed again. See Marking as billed.

Does tokidu create invoices with VAT? Pro

No. tokidu goes as far as hours times rate, before tax: it doesn't number invoices or work out VAT or withholding. Make the invoice with your usual software, use the spreadsheet or PDF from "Hours" for the breakdown and type the "Invoice no. (optional)" when you mark it as billed. See Marking as billed.

Can I get my hours into Excel? Pro

Yes. In "Hours", choose the period and press "Download CSV": "What's left to bill" or "Everything tracked". The file opens in Excel, Google Sheets or Numbers. See Spreadsheet and PDF.

How do I get a PDF of the hours for my client? Pro

In “Hours”, choose the period and the client or project, and press “Print or save as PDF”. The sheet opens with the print dialog: choose “Save as PDF”. If you also want the tasks and notes, first tick “Include the detail (tasks and notes)” on the sheet and press “Print or save as PDF” again. See Spreadsheet and PDF.

Can I see the hours of the people I share a project with? Pro

Yes, if the project is yours and you have Pro: in “Hours” each person’s time appears in their name, with their notes, and you can give them a rate and bill it. People working in your project only see their own time, without amounts. See Team hours.

I work on a project someone shared with me. Who bills my hours?

Its owner does. You see your time in “Hours” → “In other people’s projects”, with “Billed by …”, your hours and those already billed, without rates or amounts. Once the owner marks something as billed, you can’t change it. See Team hours.

How do I see what I still have to bill each client? Pro

Give your projects a client in their settings. Then, in “Hours”, with “All clients”, the table groups by client with each one’s total and “By client” appears at the top. For just one, choose it in the “Client” filter. See Hours by client.

CHAPTER 9

All projects

All your projects on one timeline, with their expected finish date and a traffic light that works itself out, plus who's swamped with work.

All projects on one line Max

"All projects" puts each project in its own row on the same timeline, with its expected finish date and a traffic light that works itself out. It lets you see at a glance what's going well and what isn't, without opening the projects one by one. It's part of the Max plan.

Where it is

In the sidebar, below "Up next", press "All projects". It appears when you have at least one project and:

- you're on the Max plan: you see your projects and the ones shared with you;
- or, without Max, someone has shared projects with you from an account on Max: you only see those, and the screen says so ("Only projects from accounts on the Max plan appear.").

At the top, "Projects" and "People" switch between this view and the people view (see People: who's swamped).

What each row says

- The project's name, with "by Laura" if it belongs to someone else. Press the name or the bar to open the project in its "Gantt".
- The traffic light and the sentence that explains it (see The traffic light).
- "Finishes on Friday", "Finishes on Friday at the earliest" (if durations are missing) or "No date yet".
- How many tasks are done, for example "12 of 20 done".
- The initials of the people working on it.
- The bar, from the first planned task (or from today) to the end of the project. Striped if it's an "at the earliest". The vertical line is today.
- After the bar, "Set by "Testing"": the task that sets the end date.

With a plan snapshot, a diamond marks where it finished in the snapshot (see The plan snapshot). If a task in one project waits for a task in another project, an arrow joins their bars and the row says "⇠ Waits for "Web"" (see Waits between projects).

Expand “How to read it” to see the legend.

As a table

On a narrow screen it always shows as a table; on a computer, with “Show as a table”. Columns: “Project”, “Traffic light”, “Finishes”, “Plan snapshot” (if any project has one), “Done”, “Set by” and “Who works on it”. The table shows all the reasons for the traffic light, one under another.

It all comes from the same forecast as the rest of tokidu (see How tokidu works out dates).

> **Tip:** the “Summary of all projects” button asks the assistant for a weekly summary of all your projects (see The weekly summary).

You can try it in the demo without an account. **In the app:** it’s a read-only list, with no timeline; it’s in “Projects”, in the first row.

Each project’s traffic light Max

Each row in “All projects” has a traffic light that comes only from the expected dates. You don’t set it by hand: if the plan changes, the traffic light changes. As well as the colour, each state has its own shape and word, so it doesn’t rely on colour alone.

Traffic light	Word	When
Red (triangle)	“Running late”	Some task won’t make its due date or the end of its sprint.
Red (triangle)	“No possible date”	There are tasks waiting for each other.
Amber (diamond)	“Has moved”	With a plan snapshot: the end is one working day or more later than in the snapshot, or no longer has a date.
Amber (diamond)	“Durations missing”	Some task has no duration.
Amber (diamond)	“Very far off”	It would finish more than ten years from now.
Green (circle with ✓)	“On time”	Everything meets its due date.
Grey (empty circle)	“No open tasks”	There’s nothing left to do.

If several apply, the most serious one wins, in the order of the table. Next to the traffic light is the sentence for the main reason, for example that the task “Testing” finishes on Thursday and is due on Tuesday. The other reasons appear below it in the table, or when you hover over the traffic light.

Worth knowing

- A project with no due dates is never red for running late: its green says “It has no deadlines, so it can't run late.”.
- For the traffic light to tell you anything useful, tasks need a duration (see Estimating everything at once), and the ones with a commitment need a due date.
- “Has moved” only appears if the project has a plan snapshot, and only when the end slips: finishing earlier doesn’t turn it amber.
- In projects shared with you, the dates only count what you can see of them, and the screen warns you: “Dates only count what you can see.”.

To see the ones in trouble first, use “Show” → “Running late”, or “Sort” → “By traffic light” (see Filtering and sorting projects).

Filtering and sorting projects Max

Above the rows in “All projects” you have these controls:

- **“Show”**: “All”, “Running late” (the ones with something that won’t make it) and, if any have moved compared with their snapshot, “Moved”.
- **“Whose”**: “All”, “Mine” or “Shared with me”. It appears if you have projects of your own and projects shared with you.
- **“Sort”**: “By expected finish” (the default), “By traffic light” or “By name”.
- **“Client”**: one client, “No client” or “All clients”. It appears if any project has a client.
- **“By client”**: puts the projects under their client’s heading, with how many there are, when the last one finishes, the worst traffic light and the tasks done. It’s on by default; press it to turn it off.
- **“Show as a table”** and the scale, “Weeks” or “Months”, on a computer.

Filtering doesn’t move the timeline: the scale is always worked out with all the projects.

This device remembers what you choose, except the client, which goes back to “All clients” when you reload the page.

To set a project’s client, see Clients.

> **Tip:** with “Sort” → “By traffic light”, the red projects come to the top. It’s a good way to start the week.

People: who’s swamped Pro

“People” shows one row per person with what they have across all the projects you can see: when they free up, how much they have left and what’s in their queue. It helps you decide who to give a new task to, or see who’s swamped.

Where it is

- With Pro, “People” appears in the sidebar.
- With Max, it’s inside “All projects”, on the “People” tab.
- Without Pro, it also appears if someone has shared a project with you that isn’t paused.

What each row says

- The name. “You and anything unassigned” comes first.
- “Free on Thursday”: the day their last task with a date finishes. “No dates yet” if their tasks are missing durations.
- How many tasks they have, in how many projects and how much is left, for example “8 tasks in 3 projects · 5 days left”.
- Chips: “2 running late”, “1 without a duration”, “Off …” if they have days off coming up and “Going along on 2” if they’re a companion on other people’s tasks.

Press the row to expand it:

- “Their queue”: their tasks in the order they’ll do them, each with its project and “Finishes …”. The ones that won’t make it are marked. Press one to open it.
- The tasks they’re a companion on, with who’s doing them.
- “Days off…”, in your row and in the rows of your people without an account, opens “Your week” at their list (see Days off).

The dates come from the same forecast as the rest of tokidu: each person does one task at a time (see How tokidu works out dates).

> **Tip:** before assigning an urgent task, look here to see who frees up first. Then try out the change with “…is done by” in What if…?.

In the app: it’s there too, read-only.

Frequently asked questions

Where can I see all my projects at once? Max

On the Max plan, in “All projects”, in the sidebar, below “Up next”. Each project appears in a row on the same timeline, with its expected finish date and its traffic light. Press one to open it in its “Gantt”. See All projects on one line.

Why don’t I see “All projects” in the sidebar?

Because it’s part of the Max plan. Without Max it appears in two cases:

- Someone has shared projects with you from an account on Max: you only see those.
- With Pro, or in a project shared with you, the entry is called “People” and shows each person’s workload.

It also doesn’t appear if you don’t have any projects yet. What each plan includes is on Pricing. See All projects on one line.

What does it mean when a project is amber? Max

That there’s something to keep an eye on, even though nothing is late yet. It can be:

- “Durations missing”: some task has no duration.
- “Has moved”: with a plan snapshot, the end has slipped by one working day or more.
- “Very far off”: it would finish more than ten years from now.

The sentence next to the traffic light tells you which. See The traffic light.

Can I set a project’s traffic light by hand? Max

No. The traffic light comes only from the expected dates, so it always tells you what’s really happening. If you don’t agree with its colour, change what drives it: the durations, the due dates or what comes before. See The traffic light.

Why is a project green when I know it's running late? Max

Because the traffic light only knows what you tell it. The most common reasons:

- No task has a due date: then it can't be late, and the green says so.
- The durations are too short: check them.

Give a due date to the tasks with a commitment and adjust the durations. On the Max plan, a plan snapshot turns the project amber when the end slips. See The traffic light.

How do I see who has the most work? Pro

Open "People" (with Max, the "People" tab in "All projects"). Each row says when that person frees up, how many tasks they have, in how many projects and how much they have left. Press the row to see their queue in order. It's a Pro feature. See People: who's swamped.

How do I group projects by client? Max

Give each project a client in its settings. Then, in "All projects", "By client" (on by default) puts the projects under their client's heading, and "Client" lets you see just one. See Filtering and sorting projects.

How do I see only the projects that are in trouble? Max

In "All projects", press "Show" → "Running late": you're left with only the ones with a task that won't make its date. If they have a plan snapshot, "Moved" leaves the ones that have slipped. You can also use "Sort" → "By traffic light" to get the red ones at the top. See Filtering and sorting projects.

Why do only some of the projects shared with me show up?

If you're not on the Max plan, "All projects" only shows projects shared with you by accounts on Max, and the screen says so: "Only projects from accounts on the Max plan appear.". With your own Max, every project you can see appears. See All projects on one line.

What does "Set by…" mean in a project's row? Max

It's the task that sets the end of the project: if it slips, the project finishes later. If you want to finish sooner, start with that one. In the project's "Gantt" and "Map", the tasks that set the end have a thick border. See All projects on one line.

Can I see in “People” whether someone is on holiday? Pro

Yes. If they have days off coming up, their row has an “Off …” chip with the dates, and their queue already takes them into account. In your row and in the rows of your people without an account, expand it and press “Days off…” to change them. See People: who’s swamped.

Can I export or print “All projects”? Max

There’s no button to export this screen. What you can do:

- With Max, “Summary of all projects” asks the assistant for a text you can copy.
- In each project, “Download image” in the “Gantt”, on every plan, or “Print or save as PDF”, with Pro.

See Downloading the Gantt as an image.

CHAPTER 10

The assistant

Max's AI help: it suggests the steps towards a goal, writes the weekly summary and turns a pasted list into tasks. What data it sees and how many uses you get.

What the assistant is and how many uses you get Max

The assistant is AI help for three things: suggesting the steps towards a goal, writing the weekly summary and turning a pasted list into tasks with their waits. tokidu still works out the dates, and nothing is saved until you check it and press a button. It's part of Max.

Where it is

- "Project settings" → "Assistant", with its three buttons: "Suggest the steps with the assistant", "Summary of the week" and "Bring in a list".
- In "Chain", the "Suggest the steps with the assistant" button.
- In an empty project, "What do you want to achieve?".
- In "All projects", "Summary of all projects".

The first time

Before you use it for the first time, "Before using the assistant" appears, explaining what data is sent (it's also in What the assistant sees). Press "Got it" to carry on. Nothing is sent until you accept it.

Uses

Each answer that comes back successfully uses up one use. If the assistant fails, none is spent: "The assistant couldn't answer. No use was spent."

- The uses belong to the account that has Max: in your projects, yours; in a project shared with you, its owner's.
- Each month there are 40 uses for each paid person on that account, and at least 100, shared between everyone.
- Each person can spend at most 150 a month, including the person who pays.
- At the bottom of the panel you can see how you're doing, for example "12 of 100 uses this month". In someone else's project, the counter is yours.
- Uses come back on the 1st of each month.

If they run out

The button to ask is switched off and a message says why: “All 100 uses for this month have been spent. They come back on the 1st.”, “You've spent your 150 uses for this month…” or “The assistant has reached this month's spending cap. It's back on the 1st.” (the account also has a monthly spending cap, which can be reached before the uses). Whatever you’ve already created stays as it is and the rest of tokidu carries on as normal. If you ask for lots of things in a row, you’ll see “You've made lots of requests to the assistant in a row. Try again in a while.”.

Who can use it

Anyone who can see a project whose owner has Max, including people who can only view. Someone who only views gets the suggestion but can’t create the tasks (“You can only view this project: the assistant can suggest, but you can't create the tasks.”). It can’t be used in a paused project. It isn’t in the demo.

In the app: the assistant is used on the web, at tokidu.com.

Suggesting the steps towards a goal Max

Write what you want to achieve and the assistant suggests the steps in order, as a chain: each step starts when the one before is done. It’s part of Max.

1. Open “Suggest the steps with the assistant” from “Project settings” → “Assistant”, from “Chain” or from an empty project.
2. In “What do you want to achieve?”, write the goal, for example “Launch Ana's website before 20 November”. It takes up to 500 characters.
3. Press “Suggest” (or **Ctrl + Enter**). Meanwhile you’ll see “Thinking…”.
4. Check the suggestion: “The assistant's suggestion: review it before creating it.”
5. Press “Create 8 tasks” (the number is the number of steps).

Checking the suggestion

You edit the suggestion like a chain:

- “Name”: the chain’s name, which will appear on each task. It’s required.
- Change the text of any step. **Enter** adds a step below.
- “+” puts a step at the same time as the one before.
- “Move up” and “Move down” move it, “Remove” deletes it and “Add a step” adds another at the end. It takes up to 40 steps.
- “How it will look” shows the result.

- Each step can come with the duration the assistant suggests. If you want it, tick “Also set the durations it suggests”; if not, the tasks are created without a duration.

“Ask again” clears the suggestion so you can ask for another, which spends another use.

What gets created

The tasks are created in the project as a chain with its name and its waits. From then on they’re normal tasks: you can change them, assign them or edit the chain (see Editing a chain). The assistant doesn’t set due dates or owners.

> **Tip:** the more specific the goal (what, for whom and by when), the better the steps. With the durations set, tokidu works out when you’ll finish.

Summary of the week Max

The assistant writes a summary of the project ready to copy and send: what got done in the last 7 days, what’s next, what won’t make it and why and, if you saved a plan snapshot, what has changed since then. It’s part of Max.

1. Go to “Project settings” → “Assistant” → “Summary of the week”.
2. In the panel, press “Summary of the week”.
3. Read the text and press “Copy”.

The text comes in sections: “Done in the last 7 days”, “Next up”, “What won't make it, and why” and, if there’s a snapshot, “Compared with the plan snapshot”. It’s plain text, so it pastes neatly into an email or a chat. People’s names appear as you see them in tokidu.

“Ask again” writes another one, which spends another use.

Across all your projects

In “All projects”, “Summary of all projects” puts all your projects into one text, with the red and amber ones first. It includes the projects that are yours, not the ones shared with you, and you need to have Max yourself.

The dates come from tokidu

The assistant only puts into words what tokidu already knows: the dates come from the forecast (see How the dates are worked out) and the comparison from the plan snapshot. Even so, read it before sending it: “Written by the assistant with the dates tokidu calculates. Check it before sending it.”. In a very large project, the most important tasks go in (up to 150): first what won’t make it, then what’s in progress, what got done this week and what’s next.

Bringing in a list: turning pasted text into tasks Max

If you have a list of tasks in Planner, Project, Excel or an email, paste it and the assistant turns it into tasks, with what waits for what and, if the text says so, durations, due dates and owners. It's part of Max.

1. Go to "Project settings" → "Assistant" → "Bring in a list".
2. Paste the text into "Paste the list here" (it takes up to 20,000 characters).
3. Press "Suggest" (or **Ctrl + Enter**).
4. Check the table: "Task", "Waits for", "Duration", "Deadline" and "Who".
5. Untick the box on any rows you don't want.
6. Press "Create 12 tasks" (the number is the number of ticked rows).

How it reads the list

- One task per line or per row; it skips headings, totals and empty rows. Up to 200 tasks.
- Waits, only when the text says so (a predecessors column, "after…", "when … is done"). If you untick a row, the others stop waiting for it.
- The duration, due date and owner, only if the text gives them. It doesn't make up dates.
- Titles stay in the language of the text.

If it doesn't find any tasks, it says so: "The assistant didn't find any tasks in the text." Try "Ask again" with a different piece of text.

Owners

Names you already know are written as they are in tokidu. In your projects, a new name goes into your list of people (Your people).

> **Tip:** don't paste personal data you don't need (phone numbers, addresses, amounts): the text is sent as it is. If you have the Project, Excel, CSV, Planner, Asana or Trello file, you can also use Importing a project, which doesn't spend any uses.

What the assistant sees and what it doesn't: privacy Max

To suggest and summarise, tokidu sends its AI provider only what's needed for each use. The "Before using the assistant" notice explains this the first time.

Use	What gets sent
“Suggest the steps with the assistant”	What you write in “What do you want to achieve?”, the project’s name and how many hours you work a day (for the durations)
“Bring in a list”	The text you paste, today’s date (to read dates written without a year) and how many hours you work a day
“Summary of the week”	For each task: title, status, due date, expected dates, whether it’s late and what’s holding it up, who’s doing it (with a pseudonym) and whether it was done or cancelled in the last 7 days. For the project: name, traffic light, expected finish, counts and what has changed compared with the plan snapshot

What’s never sent

Notes, comments, checklists, links, files, email addresses, hours or amounts. The summary also leaves out durations, time logged and tasks done more than 7 days ago.

Names

In the summary, each person is replaced with “P1”, “P2”..., even when their name appears inside a title. Email addresses and web addresses in a title are replaced with “[email]” and “[link]”. When the answer comes back, tokidu puts the names back, and you see them as usual. In “Suggest the steps” and “Bring in a list”, what you write or paste is sent as it is.

Only what you can see

The summary comes from what you can see. If a task waits for work in a project that isn’t in the summary, it says it’s waiting for other work, without saying which.

What’s kept

The text that’s sent isn’t stored: tokidu only notes that a use has been spent. What you decide to create stays in your projects. Processing may take place outside the European Union. More details in Privacy.

Frequently asked questions

Which plan do I need to use the assistant? Max

Max. In a project of your own, your account has to have Max. In a project shared with you, it's enough for its owner to have it, even if you're on Free or Pro: the uses come from their account. What each plan costs is on Pricing. See What the assistant is.

I can't see the assistant. Where is it? Max

It's in "Project settings" → "Assistant", in "Chain" and in empty projects, and only on the web. It doesn't appear if the project's owner doesn't have Max, if the project is paused or if you're in the demo. The summary of all projects, in "All projects", needs your own Max. See What the assistant is.

How many uses does the assistant have each month? Max

Each month there are 40 uses for each paid person on the Max account, and at least 100, shared between everyone who works on its projects. Nobody can spend more than 150 a month. Each answer that comes back successfully uses one; at the bottom of the panel you can see how many have gone. They come back on the 1st. See What the assistant is.

What happens if I run out of assistant uses? Max

The button to ask is switched off until the 1st of the next month, and a message tells you whether the account's allowance, yours or the monthly spending cap has been used up. Whatever you've already created stays as it is and everything else in tokidu keeps working: you can write the tasks by hand or use chains. See What the assistant is.

If the assistant fails, does it still use one up? Max

No. Only an answer that comes back successfully uses one. If it fails you'll see "The assistant couldn't answer. No use was spent."; if the connection drops, "The assistant's answer didn't arrive. Check your connection and try again.". See What the assistant is.

Does the assistant create or change tasks without asking me? Max

No. The assistant only suggests: the steps and the list come out as a draft for you to check, and the tasks are created when you press "Create…". The summary is a text you copy yourself. It never changes or deletes anything that's already there. See What the assistant is.

Can I use the assistant in a project I can only view? Max

Yes, if its owner has Max, but only to see the suggestion or the summary: you can't create the tasks, and the panel says so ("You can only view this project: the assistant can suggest, but you can't create the tasks."). You can still copy the summary. See What the assistant is.

Does the assistant read my notes, hours or files? Max

No. The assistant never receives notes, comments, checklists, links, files, email addresses, hours or amounts. For the summary it gets the tasks' title, status and dates, with people replaced by pseudonyms. See What the assistant sees.

Are people's names sent to the AI? Max

Not in the summary: each person goes as "P1", "P2"..., even inside titles, and tokidu puts the names back when the answer arrives. In "Suggest the steps" and "Bring in a list", what you write or paste is sent as it is, so don't include personal data you don't need. See What the assistant sees.

Can I bring a list from Excel, Planner or an email into tokidu? Max

Yes, in two ways. With Max, "Project settings" → "Assistant" → "Bring in a list": you paste the text, check the table and create the tasks with their waits. If you have the file (Project, Excel, CSV, Planner, Asana or Trello), you can also import it without spending any uses. See Bringing in a list.

Does the assistant make up the dates in the summary? Max

No. tokidu works out the dates from the durations and the waits, and the assistant only puts them into words. Even so, read it before sending it. If a date doesn't look right, check that task's durations and waits: see Why that date and Summary of the week.

What language does the assistant answer in? Max

In the language you use tokidu in: Spanish, Catalan, English or Galician. In "Bring in a list", titles stay in the language of the text you paste. See Suggesting the steps.

CHAPTER 11

Notifications and calendar

Which notifications tokidu sends by email, in the browser and in the app, how to choose them, and how to see your dates in Google Calendar, Apple Calendar or Outlook.

Which notifications there are and how they reach you

Above all, tokidu lets you know about one thing: that a task that was waiting for another one can now be started. It can also tell you when you're assigned a task or mentioned in a comment and, with Pro, about what's due and what won't make it in time.

Notification	When it arrives	By email	In the browser and in the app	Plan
"Task unlocked"	What one of your tasks was waiting for is done or cancelled, or its extra days of waiting pass	Yes	Yes	All
"You've been assigned a task"	In a shared project, someone else makes you the "Owner"	Yes	Yes	All
"You were mentioned"	Someone names you with @ in a comment	Yes	Yes	All
"Due tomorrow"	The working day before a due date	In the daily email	No	Pro
"Won't make it"	Given its durations, a task won't make its due date or doesn't fit in its sprint	In the daily email	No	Pro

Who gets it

Each notification goes to whoever the task belongs to: its "Owner", if that's a person with an account in the project; if it has no owner, or has the name of someone without an account, to the person who shares the project. If you free up a task yourself (you mark the previous one done, remove the wait…), we don't notify you: you can already see it on screen. If someone else frees it up, or the extra days of a wait pass, we do. When a task unlocks: Unlocking.

Where to choose them

It's all in "My account" (at the bottom of the sidebar) → "Notifications", or straight in your account:

- At the top, "In this browser": browser notifications. See Browser notifications.
- Below that, email notifications. See Email notifications.

In the app: "Account" → "Notifications". On iPhone and iPad you get the app's own notifications; see Notifications in the mobile app.

> **Tip:** if you only want one email a day with everything in it, turn on "Combine them into one email a day".

Email notifications

tokidu can write to your account's email address when something happens in your tasks. You set it up in "My account" → "Notifications" (go to your account). Each switch saves straight away and you'll see "Saved.".

Before writing to you, tokidu needs to know the email address is yours: see Confirming your email and unsubscribing.

The switches

- **"Task unlocked"**: when someone else finishes what was blocking one of your tasks, or its extra days of waiting pass, and it can now start. It's on every plan and comes switched on.
- **"When you're assigned a task or mentioned in a comment"**: in shared projects, when someone else makes you the owner or names you with @. It only appears if you're in a shared project.
- **"Also tell me when a task I'm a companion on can start"**: for tasks someone else is doing and you're a companion on. It comes switched off and arrives as "Task unlocked", so that one has to be on.
- **"Due tomorrow"** and **"Won't make it"**: these are Pro. See What's due and what won't make it.

One email a day

With **"Combine them into one email a day"** on, you don't get an email for each thing: you get just one each working day, at the time you choose in **"Time of the day's notifications"** (08:00 by default). The time is in your time zone, which tokidu picks up from your browser or the app.

Working days are the ones in “Your week” (Your working week). If there’s nothing on a given day, we don’t write.

When each email goes out

- “Task unlocked”, assignment and mention emails wait **2 minutes** before going out. If you undo or fix something in time, nothing is sent.
- If several things happen in a row, they go together: you get at most one email every 15 minutes and 12 a day.
- If you already get the notification in the iPhone or iPad app, we don’t also send you the “Task unlocked” email (unless the daily email is on).

What the email contains

Each task’s title, its project and why we’re telling you (““Design” is done.”, “Ana assigned it to you.”), with the “Open tokidu” button. Never the text of a comment. At the bottom, “Choose which notifications you get” and “Stop getting these emails”. We don’t track whether you open the email or click the links.

In the app: “Account” → “Notifications” → “By email” has the same switches. On Free you only see the ones your plan includes.

What’s due and what won’t make it in time Pro

With Pro, tokidu emails you about two things that look ahead. Both go in the **daily email**, at the “Time of the day's notifications” you choose in “My account” → “Notifications”.

“Due tomorrow”

It tells you on the working day before a due date. It counts from tomorrow up to and including your next working day in “Your week”: if you don’t work weekends, on Friday it tells you what’s due on Saturday, Sunday and Monday. Only unfinished tasks with a due date.

“Won't make it”

It tells you when, with the durations you’ve set, a task won’t make its due date or doesn’t fit in its sprint. It comes from the same forecast you see on screen. The email says when it would finish (“Won't make its due date (…): it would finish …”) or the earliest it can start.

- It tells you **once** per task and date. If you change the due date and it still won’t make it, it tells you again.
- A date that has already passed isn’t “won’t make it”: it’s an overdue task, and you’re not notified about it here.

- A task that appears in “Won't make it” isn’t repeated in “Due tomorrow” on the same day.
- Without durations there’s no forecast: see How tokidu works out dates.

In shared projects

We only notify you about your own tasks, but worked out with the whole project: if your task waits for someone else’s that’s running late, your notification takes it into account. If you’re on Free and in a project belonging to someone with Pro, you get these notifications for your tasks in that project (the hint says “On your plan, only in projects shared with you.”).

On Free, on the web you’ll see them switched off with the “With Pro” tag and the “See plans” link. Your choice is saved: if you move to Pro, they come back just as you left them. See Pricing.

In the app: on Free these two switches don’t appear.

Confirming your email and unsubscribing

tokidu only sends notifications to confirmed email addresses, so nobody can use it to write to an address that isn’t theirs.

How it gets confirmed

Your email is confirmed if you do any of these:

- Sign in with Google or Apple using that same address.
- Reset your password with the link we email you.
- Open the “Confirm my email” link and press “Confirm”.

If it isn’t confirmed, in “My account” → “Notifications” you’ll see “Before we write to you, confirm that … is yours.” with the **“Send me the link”** button:

1. Press “Send me the link”.
2. Open the email “Confirm your email to get tokidu notifications”.
3. Press the button and, on the page that opens, “Confirm”.

The link expires after 7 days. You can ask for at most three a day. The first time a notification would go out without your email being confirmed, you get this confirmation email instead, just once.

Unsubscribing

Every notification email has “Stop getting these emails” at the bottom. It takes you to a page that asks before doing anything:

- “Stop them”: turns off just that type of notification.
- “I don't want any email notifications”: turns them all off.

The unsubscribe button your email program shows (Gmail, Outlook…) turns off **all** email notifications at once.

Getting them again

Only from your account: “My account” → “Notifications”, turn on the ones you want. The unsubscribe link never signs you back up.

> **Tip:** if you can’t see the confirmation email, check your spam or promotions folder and mark tokidu as a safe sender.

Browser notifications

Your browser can notify you too, even if you don’t have tokidu open in a tab. You get the same notifications as in the iPhone app: “Task unlocked”, “You’ve been assigned a task” and “You were mentioned”. It’s on every plan.

How to turn them on

1. Open “My account” → “Notifications” in the browser where you want to get them (go to your account).
2. In “In this browser”, press **“Notify me in this browser”**.
3. The browser asks for permission: accept it.
4. Press **“Send a test notification”** to see how it arrives.

You turn it on browser by browser: if you use tokidu on your work computer and at home, turn it on in both. The card tells you how many other browsers you get them in.

What you need to know

- The “Task unlocked” email keeps coming. If the browser notification is enough for you, turn that email off just below.
- The “When you’re assigned a task or mentioned in a comment” switch turns off both the email and the browser notification.
- On a computer, the browser has to be open (even without tokidu) for them to reach you.
- On an Android phone, Chrome gets them even when it’s closed. That’s how you get notifications on Android.

- On iPhone and iPad they arrive if you add tokidu to your Home Screen: Share button → “Add to Home Screen”. Open it from that icon, sign in to your account and turn them on in “Notifications”.
- If you sign out of tokidu in that browser, you stop getting them. When you sign back in, turn them on again.

If you can’t turn them on

- “You've blocked tokidu's notifications in this browser…”: change the permission in the site settings (the icon next to the address) and come back to the page.
- “This browser can't receive notifications.”: try another browser.
- If the test doesn’t appear, check whether your system has notifications turned off for that browser or is set to “Do Not Disturb”.

Notifications in the mobile app

The tokidu app for iPhone and iPad notifies you the moment one of your tasks unlocks, and also when you’re assigned a task or mentioned in a comment. Tapping the notification opens that task.

On iPhone and iPad

1. The first time, the app asks you “Shall we let you know when a task unlocks?”. Press **“Notify me”** and accept the system permission.
2. To see how it’s set, go to “Account” → “Notifications”. The “Task unlocked” row says “On”, “Off” or “Not set”.
3. If it says “Not set”, tap it to give permission. If it says “Off”, press “Open Settings” and turn on notifications for tokidu in the iPhone’s settings.

Details:

- The “Task unlocked” notification goes out a few seconds after you mark the previous one done, in case someone presses “Undo”. Assignment and mention notifications wait about 2 minutes.
- If the app is open, the notification drops down from the top of the screen.
- As long as notifications reach your iPhone or iPad, we don’t send you the “Task unlocked” email (unless “Combine them into one email a day” is on).
- When you sign out of your account in the app, that device stops getting notifications.

On Android

The Android app doesn't have its own notifications. To get them on your phone, go to tokidu.com in Chrome and turn them on in "Your account" → "Notifications": see Browser notifications. The app reminds you of this on its notifications page.

On the Mac

The Mac app doesn't send notifications. Use browser notifications or email.

You can also choose email notifications from the app: "Account" → "Notifications" → "By email".

If a notification doesn't reach you

First of all, remember that tokidu doesn't notify you about tasks you free up yourself: if you mark the previous task done, the next one unlocks in front of you and there's no notification. If it's something else, go through this list:

1. **Is it for you?** The notification goes to the task's "Owner" (or, with no owner, to the person who shares the project). If you're only a companion on it, you need to turn on "Also tell me when a task I'm a companion on can start".
2. **Is your email confirmed?** In "My account" → "Notifications", if you see "Before we write to you, confirm that … is yours.", press "Send me the link". See Confirming your email.
3. **Is that notification switched on?** An unsubscribe link, or your email program's unsubscribe button, may have turned them off. Turn them back on in your account.
4. **Are you expecting it at a different time?** With "Combine them into one email a day", everything arrives at the chosen time and only on working days. "Due tomorrow" and "Won't make it" always go in that email and are Pro.
5. **Does it reach your iPhone?** Then we don't also send you the "Task unlocked" email.
6. **Did it just happen?** Emails wait 2 minutes and, at most, one goes out every 15 minutes.
7. **Check your spam and promotions folders.**
8. **For the browser or the app**, check the system's notification permission and that it isn't on "Do Not Disturb". In the browser, "Send a test notification" tells you whether it arrives.

If you see "We can't send emails right now. We'll keep what you choose.", the problem is on our side and it's temporary: your choice is saved.

Your dates in your calendar (Google, Apple or Outlook) Pro

With Pro, tokidu gives you a private link to see your dates in your calendar app. It updates itself: there's no need to export anything again.

What you see

In “What it includes” you choose (at least one):

- **“Due dates”** of unfinished tasks, as “Due: …”.
- **“Expected dates”**: the day each task with a duration would finish (“Would finish: …” or “Would finish late: …”) and the end of each project (“Would finish the project: …”). They change as you go.
- Open **“Sprints”**, from start to end.

Everything appears as all-day events, marked as free and with no alarms, so they don’t fill up your diary. In your projects all tasks appear, with the person’s name after them if they’re not yours; from projects shared with you, only yours. Done tasks, notes, links, files and hours never go in.

How to set it up

1. Open “My account” → “Your calendar” (go to your account).
2. Tick what you want in “What it includes” and press **“Create link”**.
3. Press your calendar’s button: “Add to Google Calendar”, “Add to Apple Calendar”, “Add to Outlook.com” or “Work Outlook (Microsoft 365)”.

Google Calendar only lets you add it from a computer; after that it shows up on your phone too. For another app, press “Copy link” and look in it for “Add calendar from URL” or “Subscribe”.

Afterwards

- Each calendar decides how often it checks for changes: they can take anything from a few minutes to a day to show up.
- It’s one-way: moving an event in your calendar doesn’t change anything in tokidu.
- Anyone with the link can see your tasks’ titles and dates. Don’t share it; if it gets out, press **“Create a new link”** (the old one stops working) and add the new one. **“Remove the link”** switches it off completely.
- If your device is in another time zone, you’ll see “Use … time” to work out the expected dates with the current one.
- If you go back to Free, the link is paused and your calendar sees it empty until you’re back on Pro.

To set aside time in your calendar for a specific task, with a time, use “Block time in my calendar” in the task: see Blocking time in your calendar.

In the app: “Account” → “Integrations” → “Your dates in your calendar”, with Pro. On iPhone, “Add to Calendar”; on both systems, “Copy link”.

Frequently asked questions

Why am I not getting the “Task unlocked” email?

The most common reasons:

- You unlocked it yourself: you see it on screen and no email is sent.
- Your email isn’t confirmed yet: in Notifications you can ask for the link.
- The notification is switched off, or you have “Combine them into one email a day” on and it arrives at the chosen time.
- It was undone in time: the email waits 2 minutes and, if the previous task is reopened, it doesn’t go out.
- If you get the notification in the iPhone or iPad app, it isn’t sent by email as well.

Check your spam folder too. Email notifications explains it.

Why do I have to confirm my email if I already have an account?

Because when you create an account with email and password we don’t check the address is yours, and we only write to confirmed addresses. Press “Send me the link” in “My account” → “Notifications”, open the email and press “Confirm”. If you sign in with Google or Apple using that same address, or reset your password with the emailed link, it’s confirmed automatically.

How do I stop getting emails from tokidu?

There are three ways:

- In “My account” → “Notifications”, turn off the switches you don’t want.
- In a notification email, press “Stop getting these emails” and choose “Stop them” (just that type) or “I don't want any email notifications”.
- Your email program’s unsubscribe button turns them all off.

Emails you ask for yourself, like the password reset one, aren’t notifications and still arrive. Project invitations have their own link to stop getting more.

I unsubscribed from the emails by mistake. How do I get them again?

Go to “My account” → “Notifications” and turn the notifications you want back on. That’s the only way: for security, the unsubscribe link in the email never signs you back up.

I’m getting lots of emails. Can I get just one a day?

Yes. In “My account” → “Notifications”, turn on “Combine them into one email a day” and choose the time in “Time of the day's notifications”. You’ll get a single email each working day with everything together, and none on days with nothing. Even without the digest, tokidu never sends more than one email every 15 minutes or more than 12 a day.

The daily email arrives at an odd time. How do I change it?

Choose the time in “My account” → “Notifications” → “Time of the day's notifications”. It’s counted in your time zone, which the hint shows in brackets. tokidu picks it up from your browser or the app: if you travel, it updates the next time you open tokidu on a device in your new time zone. The time picker only appears with the digest on, or with “Due tomorrow” or “Won't make it” on.

Can tokidu remind me before a task is due? Pro

Yes, with Pro: “Due tomorrow” emails you on the working day before the due date, in the daily email. And “Won't make it” tells you earlier, as soon as the forecast says a task won’t make its date. There are no reminders at a specific time or several days ahead. If you want the time in your diary, see Your dates in your calendar.

Why does it tell me on Friday about a task that’s due on Monday? Pro

Because “Due tomorrow” means “the working day before”. It counts from tomorrow up to and including your next working day. If in “Your week” you don’t work weekends, on Friday it tells you what’s due on Saturday, Sunday and Monday, and on Monday it isn’t repeated. If you change your working days, when it tells you changes too.

Why don’t I get a notification when I finish the previous task myself?

Because you’re already looking at it: when you mark it done, the next one unlocks in front of you. tokidu only sends “Task unlocked” when someone else frees it up or when the extra days of a wait pass (“Starts when … is done” with extra days). That’s why, in a project you don’t share, almost all notifications come from waits with days.

Does tokidu notify me about a task I'm only a companion on?

Only if you ask it to. In "My account" → "Notifications", turn on "Also tell me when a task I'm a companion on can start". It will arrive as "Task unlocked", so that notification has to be on too. The switch only appears if you're in a shared project.

How do I get notifications on an Android phone?

With Chrome: go to tokidu.com, open "My account" → "Notifications", press "Notify me in this browser" and accept the permission. Chrome gets them even when it's closed. The Android app doesn't have its own notifications. You can also use email notifications.

Notifications aren't reaching my iPhone. What should I check?

In the app, go to "Account" → "Notifications" and look at the "Task unlocked" row:

- "Not set": tap it and accept the permission.
- "Off": press "Open Settings" and turn on notifications for tokidu.
- "On": check the iPhone isn't in a Focus mode that silences them.

If you use tokidu in the iPhone's browser without the app, you need to add it to your Home Screen and turn notifications on from there.

I accidentally blocked browser notifications. How do I turn them back on?

Press the icon next to the page address, find the notification permission for tokidu.com and set it to allow. Then go back to "My account" → "Notifications" and press "Notify me in this browser". While it's blocked, the card says "You've blocked tokidu's notifications in this browser…".

Can tokidu notify me on WhatsApp, by text, on Slack or on Teams?

Not directly. tokidu notifies you by email, in the browser and in the iPhone and iPad app. With Max, "Notices to other apps" (webhooks) send what happens to Zapier, Make or your own server, and from there you can take it wherever you like. See Notices to other apps.

How do I see my tasks in Google Calendar? Pro

With Pro, from a computer:

1. Open “My account” → “Your calendar”.
2. Choose what to include and press “Create link”.
3. Press “Add to Google Calendar” and confirm in Google.

After that you’ll see it on your phone too. Google only lets you add it from a computer. Due dates, expected dates and sprints appear as all-day events.

I changed a date and my calendar hasn’t updated. Why? Pro

Because each calendar app decides how often it reads the link again: it can be anything from a few minutes to a day. tokidu already has the change; your calendar will see it next time it reads it. In “My account” → “Your calendar” you’ll see “Link last used: …”, which says when it last read it.

If I move a tokidu event in my calendar, does the task change? Pro

No. The calendar only shows your dates: it’s one-way. Dates are changed in tokidu, and the calendar picks them up on its own. Also, expected dates aren’t set by hand: they come from the durations and the waits, so to move them, change those things in the task.

Can I share my calendar link with my team? Pro

It’s not a good idea: anyone who has it can see your tasks’ titles and dates, and it’s yours. Each person with Pro creates their own in “My account” → “Your calendar” and sees their own tasks. For someone to see a project, share it in tokidu; for a client, use the project’s read-only link. If you’ve already shared it, press “Create a new link”.

Why do tasks show as all-day events rather than at a set time? Pro

Because due dates and expected dates are days, not times, and that way they land correctly in any time zone. They’re also marked as “free”, so they don’t block your diary. If you want to set aside a specific time to work on a task, open it and use “Block time in my calendar”: it creates an event with a time in Google, Outlook or Apple Calendar.

CHAPTER 12

Connecting to other tools

Google Drive in your tasks, Madrugo and, for developers, the API with tokens, notices to other apps (webhooks) and AI agents over MCP.

Google Drive in your tasks

You can keep the Google Drive documents you work with to hand, inside each task. tokidu saves **the link**, not the file: the document stays in your Drive. It's on every plan.

Choosing them from your Drive

1. Open the task and scroll down to "Files and links".
2. Press **"Choose from Google Drive"**.
3. Sign in with your Google account if it asks and choose one or more files, or a folder.

The first time, Google asks whether you'll let tokidu see the files you choose. It's a permission only for those files: tokidu doesn't see the rest of your Drive.

Pasting a link

1. In "Files and links", paste the link into the "Paste a Drive or Docs link, or any URL" field.
2. Press "Attach".

Any address works, not just Drive. tokidu recognises Drive links, gives them their icon and, if they don't have a name, calls them by what they are: "Google Doc", "Spreadsheet", "Presentation", "Drive file" or "Drive folder".

What else to know

- **Drive decides who can open them.** If someone on your team can't open a document, share it from Drive: tokidu doesn't change permissions.
- A link's cross ("Remove link") removes it from the task; the file stays in your Drive.
- If you want the file inside tokidu, upload it with "Upload a file": see Attachments.
- Each project can also have its own "Google Drive folder", in "Project settings": see The project's Drive folder.
- If you see "Couldn't open Google Drive…", your browser or a blocker is cutting off accounts.google.com or apis.google.com: allow them and try again.

In the app: Drive links show and open the same way, and you can add a link with its address. “Choose from Google Drive” is on the web.

Connecting with Madrugo

Madrugo is another app that can show you your upcoming tokidu tasks, the ones in “Up next”. It only reads them: it can’t change anything. It’s on every plan.

With one tap

Madrugo starts the connection:

1. In Madrugo, press “Connect with tokidu”. You can also press **“Connect with Madrugo”** in tokidu’s “My account” → “Integrations”, which takes you to Madrugo to start it.
2. Madrugo brings you to tokidu’s “Connect with Madrugo” page. Check the account under “This tokidu account will be connected:” (if it isn’t yours, “Not your account? Switch account”).
3. Press **“Connect”** and you go back to Madrugo, now connected.

Only press “Connect” if you’ve just started the connection from Madrugo. If you land on that page without having asked for it, press “Cancel”.

By hand, with a token

1. In “My account” → “Integrations” → “Personal tokens”, keep the name “Madrugo” and leave “Read “Up next” (Madrugo)” ticked.
2. Press “Create token” and copy it: you won’t see it again.
3. Paste it into Madrugo → Integrations → tokidu.

What Madrugo sees

Your tasks that are ready to start, in “Up next” order: title, project, priority, whether it’s in progress, due date, sprint, time logged and the timer, plus how many you have ready, waiting and done today. Never notes, files, links or owners. It reads every project you can see; it can’t be limited to just a few.

Disconnecting

Revoke its token in “Personal tokens” (press “Revoke”). Madrugo stops seeing your tasks straight away.

In the app: “Account” → “Integrations” → “Connect with Madrugo” opens the Madrugo app if you have it installed; if not, it says “Install Madrugo”.

Personal tokens and what they can do Max

A **personal token** is a long key that starts with `tkd_` and lets another program into your tokidu on your behalf, without your password. Each token says what it can do, which projects it reaches and when it expires, and you can revoke it whenever you like. You manage them in “My account” → “Integrations” → “Personal tokens” (go to your account).

What it can do (“scopes”)

On screen	Scope	What it allows	Plan
“Read “Up next” (Madrugo)”	`integrations:read`	Only what Madrugo reads. It doesn’t open up the API	All
“See your projects and tasks”	`read`	Read projects, tasks and their comments through the API	Max
“Create and change tasks”	`write`	Create projects and tasks, change them, close them, cancel them, delete them and add or remove waits. It also lets it see them	Max
“Send notices to other apps”	`webhooks`	Let Zapier or Make subscribe to your notices to other apps. It also lets it see them	Your own Max

Seeing and changing tasks with a token is a Max feature: yours, or that of the person who shares the project with you (then the token reaches their projects). Notices to other apps need your own Max, because they only report on your own projects.

Creating a token

1. Type a “Name” you’ll recognise later, like “Zapier”. It shows up in the history of every change it makes.
2. In “What it can do”, tick only what’s needed.
3. In “Projects”, choose “All you can see” or “Only these” and tick them. Madrugo’s can’t be limited.
4. In “Expires”, choose “After 30 days”, “After 90 days” or “After 365 days”. “Never” is only for a Madrugo token.
5. Press **“Create token”** and copy it with “Copy”. It’s shown only once: tokidu only keeps a fingerprint, not the token.

You can have 10 active tokens per account.

Afterwards

- The list shows each token's name, how it starts, when it was created, "Last used", when it expires and which projects it reaches.
- For API tokens, **"Latest changes with this token"**: what was changed and what was rejected in the last 90 days, without the content.
- What a token does appears in the project's activity as if you'd done it, with "· via "Zapier"" after it.
- A token can never do more than you can: if you can only view a project, you can't write to it with the token either.
- **"Revoke"** switches one off straight away; **"Revoke all"**, all of them. Any notices to other apps that token created are switched off with it.

> **Tip:** treat a token like a password. Don't paste it into a web page or a repository; if it gets out, revoke it and create another.

In the app: "Account" → "Integrations" shows your tokens, creates Madrugo ones and revokes them. API tokens are created on the web.

Using the API Max

tokidu's API lets you read and change your projects from your own program, a script or tools like Zapier and Make. It's a Max feature. The full reference, with every route, is on the API page; the machine-readable version is in OpenAPI.

The basics

- Everything lives under `https://tokidu.com/api/v1`, in JSON.
- Every request carries the `Authorization: Bearer tkd_…` header with a token that has the scope the route asks for.
- The API has no CORS and ignores cookies: you call it from a server, not from a page's JavaScript.
- Try `GET /api/v1/me` first: it tells you whose token it is, what it can do and how many requests you have left.

```
curl -s https://tokidu.com/api/v1/next -H "Authorization: Bearer $TOKEN"
```

What you can do

- **Read:** your projects (with their traffic light and expected date), a project's tasks, a task with its notes, its checklist and "why that date", its comments, "Up next" and search by title.
- **Write** (with `write`): create projects and tasks, change their fields, mark them done, reopen them, cancel them, delete them (they spend 30 days in the trash) and add or remove waits, including with extra days.
- When you write, the response brings back the task as it now stands and what has unlocked.
- Comments and repeats are read-only. Inviting people, hours and files aren't in the API.

Limits and rules

- **1000 requests per hour per account**, adding up all your tokens, and **60 per minute per token**. Each response says what you have left (`RateLimit-Remaining`); if you go over, 429 with `Retry-After`.
- Creating a task needs the `Idempotency-Key` header, a key of your own for each task: if you repeat the request with the same key, it isn't created twice.
- Errors come as `{"error": "code"}`: for example, 401 `token_invalido`, 403 `ambito` (the token is missing a permission), 403 `max_necesario` (the project's owner doesn't have Max) or 422 with `field`, the field that isn't valid.
- To fetch only what's changed, ask for tasks with `?updatedSince=` and the latest time you have.
- If you use Python's `urllib`, set your own `User-Agent`: with the default one, tokidu's network responds with a 1010 error.

To find out about changes without asking every so often, use Notices to other apps.

Notices to other apps (webhooks) Max

When something happens in your projects, tokidu can tell another app straight away: Zapier, Make or your own server. It sends a signed `POST` request to the address you give. It's a Max feature, on your own plan, and it only reports on **your** projects, not the ones shared with you.

Creating a notice

1. Go to "My account" → "Integrations" → "Notices to other apps (webhooks)" and press **"Add a notice"**.
2. In "Address (https://…)", paste the one the other app gives you for receiving webhooks.
3. In "When", tick the moments you want (see the table).
4. In "Which projects", choose "All of yours" (including ones you create later) or "Only these".

5. Press “Add a notice”. tokidu shows you the **secret** (`whsec_…`) just once: copy it into the app that receives them, to check the signature.

You can also create them through the API (`POST /api/v1/webhooks`) with a token that has “Send notices to other apps”: that’s what Zapier and Make use to subscribe on their own. You can have 20 per account.

When it notifies

On screen	Event
“A task is created”	`task.created`
“A task is done”	`task.done`
“A task is cancelled”	`task.cancelled`
“A task is reopened”	`task.reopened`
“A task is unlocked”	`task.unblocked`
“A task is assigned”	`task.assigned`
“A task is deleted”	`task.deleted`
“Someone comments on a task”	`comment.created`
“A project's traffic light changes”	`project.status` , checked once a day
“A project is duplicated”	`project.duplicated`
“A project is imported”	`project.imported`

“Send a test” sends a `ping` . Finishing or cancelling waits 10 seconds before notifying, in case someone presses “Undo”. A cancelled task doesn’t notify as done. A duplicated or imported project arrives as a single notice, not task by task.

What each notice contains

JSON with the type, an `id` for the event, the time, the project (id and name) and the task: title, status, whether it’s cancelled, whether it’s a milestone, the names of its labels, owner, companions, due date and its link. **Never** notes, links, files, email addresses or hours. For a comment it only says who commented and on which task, never the text: ask the API for that.

Which addresses are accepted

It has to start with `https://`, use port 443 or 8443, be a public internet address (not on a local or private network), not include a username or password and not be a tokidu address.

How to check the signature and what happens if your server fails: Checking the signature and deliveries.

Checking webhook signatures and deliveries Max

Every notice is signed with the secret tokidu gave you, so your server knows it comes from tokidu and that nobody has changed it. It follows the Standard Webhooks standard, so its libraries (`standardwebhooks` on npm, Python, Go…) accept the `whsec_…` as it is.

The headers

- `webhook-id`: the delivery's id, the same across its retries.
- `webhook-timestamp`: when it was sent, in seconds.
- `webhook-signature`: `v1,` and the base64 HMAC-SHA256 of `id.timestamp.body`. The key is the bytes of the base64 after `whsec_`.

Check the signature **with the body exactly as it arrives**, before parsing it as JSON, and **discard notices older than 5 minutes**: that way nobody can replay an old one. In Node, without libraries:

```
import { createHmac, timingSafeEqual } from "node:crypto";

export function verifyTokidu(secret, headers, body) {
  const id = headers["webhook-id"], ts = headers["webhook-timestamp"], sigs = headers["webho
  if (!id || !ts || !sigs) return false;
  if (Math.abs(Date.now() / 1000 - Number(ts)) > 300) return false;
  const key = Buffer.from(secret.replace(/^whsec_/, ""), "base64");
  const expected = createHmac("sha256", key).update(id + "." + ts + "." + body).digest();
  return sigs.split(" ").some((s) => {
    const [version, sig] = s.split(",");
    const given = Buffer.from(sig ?? "", "base64");
    return version === "v1" && given.length === expected.length && timingSafeEqual(given, ex
  });
}
```

Deliveries

- Your server has to reply with a **2xx** in under 10 seconds. Redirects aren't followed: they count as a failure.
- If it fails, it's retried after 1 and 5 minutes, after half an hour and after 2, 6, 12 and 24 hours.
- They can arrive out of order and, rarely, twice: sort by `createdAt` and discard duplicates by `webhook-id`.
- After 20 failed deliveries in a row, or 3 days without a successful one, the notice is **switched off** and we email you. Anything pending waits: fix the address, press "Send a test" and then "Turn on".

In Account

Each notice says whether it's "On", "Paused" (without Max nothing is sent; it comes back when you're on Max again) or "Off", with its last delivered notice and its last failure. You have "Send a test", "New secret" (the old one stops working straight away), "Edit", "Delete" and "Latest deliveries", with the most recent ones (each delivery is kept for 14 days).

AI agents over MCP (Claude Code and others) Max

tokidu has an MCP (Model Context Protocol) server: an AI agent that speaks it, like Claude Code, can read your projects, tasks and comments and, if you let it, create and change tasks and waits. It's a Max feature: yours, or that of the person who shares the project with you. You'll find it in "My account" → "Integrations" → "AI agents (MCP)".

How to connect it

1. Create a token with "See your projects and tasks" and, if you want the agent to create or change tasks, also "Create and change tasks". If you can, limit it to the projects it needs.
2. The server address is `https://tokidu.com/api/mcp`.
3. In Claude Code, paste into the terminal the command the card gives you ("Copy" button) and replace `tkd_…` with your token:

```
claude mcp add --transport http tokidu https://tokidu.com/api/mcp --header "Authorization: B
```

It works in any MCP client that lets you set that header. For now it can't be added as a connector in claude.ai, which needs a different kind of access (OAuth). The Madrugo token doesn't work for MCP.

Which tools it has

Tool	What it does	Needs
`list_projects`	Your projects with their traffic light and expected date	See
`next_up`	Your “Up next”	See
`get_project`	A project with its tasks	See
`get_task`	A task with notes, checklist, waits and “why that date”	See
`list_comments`	A task’s comments, read-only	See
`search_tasks`	Search tasks by title	See
`create_task`	Create a task or a milestone	Change
`update_task`	Change a task’s fields	Change
`complete_task` · `cancel_task`	Mark it done or cancel it	Change
`add_wait` · `remove_wait`	Add or remove a wait, with extra days	Change

Worth knowing

- **It can’t delete** tasks or projects, write comments, or touch people, hours, files or notices. But it can change or empty a task’s fields (emptied notes can’t be recovered) and remove waits: only give it “Create and change tasks” if you want that.
- The titles, notes and comments it reads were written by people: they reach it as data, not as instructions. Even so, an agent can only do what its token allows: give it the minimum.
- It uses the same limits as the API: 60 requests per minute per token and 1000 per hour per account.
- What it changes appears in the project’s activity with the token’s name and in “Latest changes with this token”; what it only reads doesn’t.

More detail on the API page.

Frequently asked questions

Can tokidu see my whole Google Drive?

No. If you paste a link, tokidu only saves the address. If you use “Choose from Google Drive”, Google asks for permission only for the files you choose at that moment; it doesn’t see the rest of your Drive. tokidu doesn’t copy your files either: they stay in your Drive.

“Choose from Google Drive” won’t open. What should I do?

If you see “Couldn't open Google Drive…”, something is blocking Google’s window: usually an ad or tracking blocker. Allow accounts.google.com and apis.google.com in that blocker (or in your browser) and try again. In the meantime, you can copy the link from Drive and paste it into “Files and links”.

My colleague can’t open a Drive document I linked. Why?

Because Google Drive decides who can open a file, not tokidu. tokidu only saves the link. Open the document in Drive and share it with that person (or with anyone who has the link). After that, the same link in the task will work for them.

Can I link files from Dropbox, OneDrive, Notion or Figma?

Yes, as a link: paste its address into “Files and links” and press “Attach”. What there isn’t for them is a picker like “Choose from Google Drive”. If you’d rather have the file inside tokidu, upload it with “Upload a file”.

How do I connect tokidu with Madrugo?

Start in Madrugo with “Connect with tokidu” (or press “Connect with Madrugo” in “My account” → “Integrations”, which takes you there). You’ll come back to tokidu: check it’s your account and press “Connect”. If you’d rather do it by hand, create a token with “Read “Up next” (Madrugo)” and paste it into Madrugo → Integrations → tokidu.

How do I disconnect Madrugo from my tokidu?

In “My account” → “Integrations” → “Personal tokens”, find the Madrugo token and press “Revoke”. Madrugo stops seeing your tasks straight away. If you want to connect it again, set up the connection again from Madrugo.

I've lost my token. Can I see it again?

No. The full token is shown only once, when you create it, and tokidu doesn't store it: it only keeps a fingerprint to recognise it. Revoke the one you've lost in "Personal tokens" and create another with the same permissions. Then update it in the program that was using it.

I think someone has one of my tokens. What should I do?

Revoke it now: in "My account" → "Integrations" → "Personal tokens", press "Revoke" on that token, or "Revoke all" if you don't know which one it is. It stops working straight away. For API tokens, "Latest changes with this token" tells you what was changed with it in the last 90 days.

Which plan do I need to use the tokidu API? Max

Max. It can be yours or that of someone who shares a project with you: in that case, the API reaches that person's projects, with whatever your role allows. Notices to other apps (webhooks) need your own Max. The Madrugo token, which only reads "Up next", is on every plan. See Pricing.

Can I connect tokidu to Zapier, Make or n8n? Max

Yes, with Max. For tokidu to tell them when something happens, create a notice to another app with the address they give you (or let them subscribe on their own with a token that has "Send notices to other apps"). For them to create or change tasks, use their HTTP request step with a token that has "Create and change tasks". See Notices to other apps and Using the API.

Can I call the API from a web page's JavaScript? Max

No. The API has no CORS and ignores cookies, on purpose: you call it from a server, with the token in the `Authorization` header. Putting the token in a page would leave it in plain sight for anyone who opens it. If you need a page, have it talk to your server and let the server call tokidu.

How many requests can I make to the API? Max

1000 per hour per account, adding up all your tokens (and MCP), and 60 per minute for each token. Each response includes `RateLimit-Remaining` with what you have left. If you go over, you get a 429 with `Retry-After`, which says how many seconds to wait.

Why does the API ask me for an “Idempotency-Key” to create a task? Max

So a retry doesn’t create the task twice. Send a key of your own in the `Idempotency-Key` header, different for each task (a UUID will do). If you repeat the same request with the same key, you get the same task back, without creating another. Without the header, the API responds 428 `idempotencia_necesaria`.

The API is giving me a 1010 error. What’s going on? Max

It’s the network that protects tokidu rejecting the default `User-Agent` that Python’s `urllib` sends. Set your own in the header (for example, the name of your integration) or use `requests` or `httpx`. It doesn’t happen with curl, Node, Go or Postman. The same goes for MCP.

Why has my notice to another app been switched off? Max

We switch it off when your address fails 20 times in a row or goes 3 days without accepting any, and we email you. It’s also switched off if you revoke the token that created it. Fix the address, press “Send a test” and, if it arrives, “Turn on”: anything pending goes out then. If it says “Paused”, you no longer have Max.

Why doesn’t the notice for a comment include what was written? Max

On purpose: notices to other apps never carry private text such as notes or comments. The notice says who commented and on which task. If your integration needs the text, ask the API for it with `GET /api/v1/tasks/:id/comments` and a token that has “See your projects and tasks”.

How do I connect Claude or another AI assistant to tokidu? Max

With Max, over MCP:

1. Create a token with “See your projects and tasks” (and “Create and change tasks” if you want it to create tasks).
2. In “My account” → “Integrations” → “AI agents (MCP)”, copy the command.
3. Paste it into the Claude Code terminal and replace `tkd_…` with your token.

Any MCP client that lets you set the `Authorization` header will do. In claude.ai it can’t be added as a connector for now.

Can an AI agent delete my tasks? Max

No: tokidu's MCP has no tool for deleting tasks or projects. But with "Create and change tasks" it can change or empty a task's fields, cancel it or remove its waits. If you only want it to read, give it a token with "See your projects and tasks" and nothing else, and limit it to the projects it needs.

CHAPTER 13

The app

The tokidu app for iPhone, iPad, Mac and Android: how to get it, what it does and what stays on the web, the widget, the timer on the lock screen, working offline and your plan.

Getting the app and signing in

tokidu has an app for iPhone, iPad, Mac and Android. It's the same account as on the web: what you change in one place shows up in the others.

Where to get it

- **iPhone, iPad and Mac:** on the App Store. Search for "tokidu".
- **Android:** on Google Play. Search for "tokidu".

If you can't find it in your device's store yet, use tokidu.com in the browser: it works on your phone too. See Devices.

Signing in

On the "Sign in" screen you have:

- "Email" and "Password", and the "Sign in" button.
- "Continue with Apple" and "Continue with Google".
- "Sign in with a passkey", if your device supports them. A passkey created in the app also works on tokidu.com, and vice versa.

If you don't have an account yet, press "Create account": email, a password of at least 8 characters, a name if you like and the privacy policy box. There's no need to create another account if you already have one on the web.

What isn't on the sign-in screen

- **The demo** is on the web: open it at tokidu.com/demo.
- **Resetting your password** is done on the web, with "Forgot your password?". See Resetting your password.

Signing out

"Account" → "Profile" → "Sign out". If you made changes offline that haven't been sent yet, the app warns you with "There are unsaved changes" before letting you sign out: if you sign out anyway, they're lost.

> **Tip:** with the app installed on your iPhone or iPad, tapping an app notification, or a tokidu.com link that opens a task (like the ones in notification emails), takes you to that task in the app.

What you can do in the app and what's web only

The app has almost everything you need day to day. Anything that needs a big screen, or buying, stays on the web.

In the app

- **"Up next"**, with how many you have "ready", "waiting", "done today" and the "time today", and the "+" to add a task with its project and "Starts when … is done". With shared projects, "Mine" or "Whole team".
- **Projects** with Board, List, Calendar and Sprints, progress and the forecast ("If everything goes as estimated…"). The Gantt, to look at.
- **Tasks** with everything: status, priority, dates, owner and companions, "How long will it take?", checklist, labels, milestones, waits (including with extra days), chains, repeats, files and links, comments with @, the timer and manual time, cancelling, deleting with "Undo" and the trash.
- **People**: sharing a project, inviting, changing who edits and who only views.
- **"Your week"**, with your working days and hours and your days off.
- **The paid features** your plan includes: with Pro, "Hours" (to look them up and share the spreadsheet), "Your dates in your calendar" and "Block time in my calendar"; with Max, "All projects" (the list), the plan snapshot and "Saved tests" (to look them up; on the iPad, also to save them).
- **Account**: appearance, notifications, Madrugo, passkeys, Google and Apple, invitations and deleting your account. See Your account in the app.

Gestures: swipe a card right to mark it done and left to delete it (it asks you to confirm). Touch and hold it for "Start timer", "Mark done", edit or delete.

Web only

- Trying the demo.
- Buying, changing or cancelling your plan and its people: see Your plan in the app.
- Resetting your password.
- The Map and "What if…?" on a phone (they are on the iPad; see iPad, Mac and iPhone Duo).
- Dragging in the Gantt and downloading it as an image; printing the plan or saving it as a PDF.
- Importing a project from Project, Excel, CSV or Trello.

- The assistant.
- In “Hours”, setting rates, marking as billed and printing or getting the PDF. In “All projects”, the filters, the table and the timeline.
- API tokens, notices to other apps and MCP, and “Choose from Google Drive”.
- Browser notifications and tokidu’s accessibility options (the app follows the system’s: text size, contrast, reduced motion).

Your account in the app

On iPhone and Android, the “Account” tab has all the settings, in four groups:

- **“Appearance”**: “Theme” (“Automatic”, “Light” or “Dark”), “Palette”, the language and “Celebrate unlocks”.
- **“Notifications”**: on iPhone and iPad, the app’s own notifications (“Task unlocked”); on all of them, “By email”, with the same switches as on the web. See Notifications in the mobile app.
- **“Integrations”**: your tokens and “Connect with Madrugo” and, with Pro, “Your dates in your calendar”.
- **“Profile”**: your name (tap it to change it), “Invitations”, “Your week”, “Passkeys”, “Google and Apple”, your “Plan” and your “People”, “Delete account” and “Sign out”. At the bottom, the app version.

On the iPad and the Mac, the settings are in “Settings”, in the sidebar; at the bottom you also have “My profile”, “Your week” and “Appearance”. On the Mac, they’re also in the app menu: “Settings…” (⌘ ,).

What’s different from the web

- Your plan is only shown: see Your plan in the app.
- The tokens the app creates are Madrugo ones, read-only. API tokens are created on the web.
- If you only sign in with Google or Apple and want a password, “Google and Apple” offers “Create password”: we send you the same email as for resetting it.

Changes to appearance, language and “Your week” are saved offline too and travel to your other devices when you’re back online.

The “Up next” widget

With the widget you can see what you can start now without opening the app. On iPhone and iPad it goes on the Home Screen and the Lock Screen; on Android, on the home screen.

How to add it

1. Touch and hold the home screen and open the system's widget gallery.
2. Find tokidu and choose the "Up next" widget and its size.
3. Open tokidu once so the widget gets its data.

On iPhone you need iOS 17 or later.

What it shows

When you touch and hold it and edit it, in "What to show" you choose:

- **"Up next"**: your tasks that can start now.
- **"Whole team"**: only if you have shared projects.
- **A project**: that project's tasks, from everyone.

You can add several widgets, each with its own thing. Depending on the size, it shows one task with the counts ("2 ready · 3 waiting"), three or seven. On the iPhone's Lock Screen, the first task or how many you have ready.

Tapping a task opens it in the app; tapping a project's header opens the project.

Messages you might see

- "Nothing ready to start": there's nothing you can start right now; it says how many are waiting.
- "Open tokidu to see this.": you've just chosen what to show with the app closed; open it once.
- "It's no longer in your tokidu…": you can no longer see that project. Touch and hold the widget to choose something else.
- "Sign in to tokidu to see your tasks": you've signed out of your account.
- "As of …": what you're seeing is more than 12 hours old; it updates when you open the app.

The widget doesn't connect to the internet on its own: it shows what the app leaves for it when you use it. With no widget added, the app doesn't keep any task titles or project names for it.

On the Mac there's no widget.

The timer on the lock screen

When you start a task's timer in the app, you can still see it even if you lock your phone or switch apps.

How to start it

- In the task, in “Time”, press “Start”.
- Or touch and hold its card and choose “Start timer”.

While it runs, a floating pill above the tabs shows the task and the time, with ■ to stop it. Tapping it opens the task. See also The timer.

On iPhone

It appears as a Live Activity: on the Lock Screen, the task’s title and the time, which keeps counting; in the Dynamic Island, the time (or a bolt, if it’s sharing space with another app), and tapping it opens the task. You need iOS 16.2 or later.

On Android

It appears as an ongoing notification in the notification bar, on the “Timer” channel, with the time, the title and the project’s colour. Tapping it opens the task. The first time you start a timer, Android 13 and later ask for notification permission. From Android 14 you can swipe it away; it comes back the next time you open the app.

What it doesn’t do

- **It can’t be stopped from the lock screen** or from the notification: you stop it in the app, with ■ or with “Stop”.
- There’s only one timer at a time per account, across devices too. If you started one on another device, the app tells you and saves the time from this one as logged time.
- If it’s been running for more than 8 hours, the app asks whether to save that time or discard it.

On the Mac the timer works in the app, without a Live Activity.

Using the app offline

The app opens and works without a connection: what you change stays on the device and is sent automatically when the connection comes back. In the browser, on the other hand, you need a connection to save.

How you can tell

- An offline icon appears in the header, with the number of changes still to send. Tap it: the “Offline” panel says how many there are (“Not saved yet: …”), how old the data you’re seeing is (“As of …”) and has “Try now”.

- “Waiting for tokidu”: you have a connection, but tokidu isn’t answering; we’ll save it as soon as it does.
- When you’re back, you’ll see “Saved what you did offline.”.

What needs a connection

Some things can’t be done offline, like uploading a file, and they’re greyed out; if you tap them, “This needs a connection.”.

If something can’t be saved

- If a change clashes with something someone else did in the meantime, the app tells you when it saves. If someone deleted a task you changed, your change isn’t saved (“… was deleted while you were offline…”).
- If tokidu doesn’t accept a change, you’ll see “A change can’t be saved”, with “Try again” and “Discard this change”. Anything you did afterwards waits until it’s sorted.
- If you build up too many changes, the app asks you to connect to carry on.

What you need to know

- The copy the app uses offline is good for 30 days without updating.
- **Signing out of your account deletes any changes that haven’t been sent yet.** The app warns you first (“There are unsaved changes”).
- If your session expires, pending changes are kept for 30 days: they’re sent if you sign back in with the same account, or you can delete them with “Delete these changes”.
- On iPhone, iPad and Android, that copy is protected by the system’s encryption and isn’t included in backups.

On iPad, Mac and iPhone Duo

The app adapts to the size of the screen: on a big screen it looks a lot like the web.

On iPad (and Android tablets)

- A **sidebar**, as on the web, with “Up next”, “Projects”, “All projects” (with Max), “Hours” (with Pro) and “Settings”. You can widen it or fold it away.
- Inside a project, the views as tabs: Board, List, Calendar, **Map**, **Gantt** and Sprints. The Map comes with “What if…?” and, with Max, “Saved tests”: save what you tried, open it and copy the summary.
- At the top of the project, labels, chain and the “···” menu; below the views, the field to add a task and press **Enter**.

- The task opens in a panel on the right, over what you were looking at; close it with the “×” or by tapping outside.
- Split View, Slide Over and Stage Manager all work.

On the Mac

The same app, in a window with a sidebar, as on the iPad. “Settings…” (⌘ ,) opens the settings. It works offline. It doesn’t have notifications, a widget, the lock-screen timer or “Block time in my calendar”: for notifications, use browser notifications or email.

On iPhone Duo

- **Folded**, on the outer screen, the tabs go in a column on the right, next to the clock.
- **Open landscape, like a book**, each half on one side of the fold: the list on one and the details on the other. “Up next” goes into two columns, with the numbers and today’s tasks on one side and the lists on the other.
- **Open portrait**, like a big iPhone: one column, with the tabs at the bottom.
- **Half open, like a laptop**, at the top you see “Up next” or the project and at the bottom the controls: timer, quick add and tabs.

Folding, opening or rotating changes the screen straight away, without losing what you were doing.

On iPhone and Android phones, the Map and “What if…?” aren’t available: open them on the iPad or on the web. The Gantt is, on its own screen, to look at.

Your plan in the app and where to change it

In the app you can only **see** your plan; you buy, change and cancel it on the web.

Where to see it

“Account” → “Profile” → “Plan”: “Free”, “Pro” or “Max” and, if you pay for it, when it renews (“Renews on …”) or how long it stays active if you cancelled. With Pro or Max, “People” says how many people it’s for.

Where to change it

1. Open tokidu.com in the browser on your computer or phone and sign in with your account.
2. Go to “My account” (go to your account).
3. Choose the plan and the number of people, or cancel the one you have.

What each plan includes: Pricing and Plans.

Why you can’t buy it in the app

The App Store rules don’t allow an app to sell a subscription with another payment system or to invite you to buy it elsewhere. That’s why the app doesn’t sell plans, doesn’t show prices and doesn’t link to the purchase page, on Android either: it’s the same app.

What changes in the app depending on your plan

- Anything your plan doesn’t include **doesn’t appear**: on Free you won’t see “Hours”, “Your dates in your calendar”, “Due tomorrow” or “Won’t make it”. As soon as you have the plan, they appear on their own.
- On Free you get 2 projects and 60 open tasks. If you reach the limit, the app says “You’ve reached your plan’s limit…” and doesn’t save that change.
- In a project someone shares with you, that person’s plan is what counts for that project.

If you’ve changed plan on the web and the app hasn’t caught up, close it completely and open it again.

Frequently asked questions

Where can I download the tokidu app? −

On the App Store for iPhone, iPad and Mac, and on Google Play for Android: search for “tokidu”. You sign in with the same account as on the web. If you can’t find it in your device’s store yet, use tokidu.com in the browser, which works on your phone too.

Do I need a separate account for the app? −

No. Sign in with the same account you use on tokidu.com: with your email and password, with Apple, with Google or with a passkey. Your projects and tasks are in both places, and what you change in one shows up in the other.

I’ve forgotten my password and I can’t see how to reset it in the app. What should I do? −

You reset it on the web: open tokidu.com, press “Sign in” and then “Forgot your password?”. We’ll send you a link to choose a new one. In the meantime, if your account has Google, Apple or a passkey, you can sign in to the app with those. See Resetting your password.

Why can’t I buy Pro or Max from the app?

Because the App Store rules don’t allow us to sell the subscription with our own payment system inside the app, and the Android app is the same app. In the app you can only see your plan. To buy or change it, go to tokidu.com in the browser and open “My account”. As soon as you have it, the features appear in the app too.

Why can’t I see “Hours” or “Your dates in your calendar” in the app?

Because they’re Pro features, and in the app anything your plan doesn’t include doesn’t appear. If you already have Pro and can’t see them, close the app completely and open it again so it picks up your plan. “Hours” is in “Projects” (and in the iPad sidebar); “Your dates in your calendar” is in “Account” → “Integrations”.

Why can’t I find the Map or “What if…?” on my iPhone?

Because they need a big screen: they’re on the web and, in the app, on the iPad (and Android tablets), as project tabs. On the iPhone you have the Gantt, from the project’s “Gantt” button, to look at, and “Saved tests”, to look them up.

Can I import a project, print the plan or use the assistant from the app?

No, those three are on the web. Also web-only: the demo, buying or changing your plan, resetting your password, rates and billing in “Hours”, API tokens and notices to other apps. The full list is in What you can do in the app and what’s web only.

How do I add the tokidu widget to my phone?

Touch and hold the home screen, open the widget gallery, find tokidu and choose “Up next” in the size you want. Then open tokidu once so it has data. To make it show something else, touch and hold it, edit it and change “What to show”: “Up next”, “Whole team” or a project. On iPhone you need iOS 17 or later.

Why is the widget out of date, or saying “Open tokidu to see this.”?

The widget doesn’t connect to the internet: it shows what the app left for it the last time you used it. Open tokidu and it catches up. If it says “Open tokidu to see this.”, you’ve just chosen what to show with the app closed. If you see “As of …”, what you’re seeing is more than 12 hours old.

Can I stop the timer from the lock screen?

No. The lock screen, the Dynamic Island and the Android notification show the time, but they don't have a stop button. Tap them to open the task and stop it in the app, with ■ on the timer pill or with "Stop" in the task.

Will I lose what I do in the app while I'm offline?

No, as long as you don't sign out. Changes stay on the device and are sent automatically when the connection comes back, even if you close the app. The only thing that deletes them is signing out before they're sent: the app warns you with "There are unsaved changes". If your session expires, they're kept for 30 days until you sign back in with the same account.

The app says "A change can't be saved". What should I do?

tokidu isn't accepting that change right now, and anything you did afterwards is waiting behind it. Press "Try again". If it stays the same, that change may no longer make sense (for example, the task no longer exists or you can no longer edit it): press "Discard this change" and the rest carries on saving.

Is there a tokidu app for Mac?

Yes: it's the same app as on iPhone and iPad, and you'll find it as "tokidu" on the Mac App Store. It looks like the iPad version, with a sidebar, and works offline. It doesn't have notifications, a widget or the lock-screen timer: for notifications, turn them on in the browser or use email. If you can't find it, tokidu.com works in any browser on the Mac.

Does the Android app notify me when a task unlocks?

The Android app doesn't have its own notifications. To get them on your phone, go to tokidu.com in Chrome, open "My account" → "Notifications" and press "Notify me in this browser": Chrome gets them even when it's closed. What does appear in Android's notification bar is the running timer.

CHAPTER 14

Your account, plans and appearance

Your account page, the plans and what each one includes, buying and cancelling, ways to sign in, appearance and accessibility, time zone, your data and how to delete your account.

The “Your account” page

“Your account” holds everything that belongs to your account rather than to a project: your plan, how you sign in, notifications, integrations and deleting your account.

To open it, press “My account” at the bottom of the sidebar, or go to your account. At the top you have “← Back to the app” and “Sign out”.

What’s there, from top to bottom

- **Your details:** “Email”, “Name” (if you added one), “Plan”, “People” (on a paid plan) and the subscription “Status”. See Plans and Buying, changing or cancelling.
- **“Access”:** your passkeys and the connected Google and Apple accounts. See Ways to sign in.
- **“Invitations”:** any project invitations you have pending. See Invitations.
- **“Notifications”:** which emails you want to get and this browser’s notifications. See Email notifications and Browser notifications.
- **“Integrations”:** tokens, notices to other apps and connecting AI agents. See Madrugo and API tokens.
- **“Your calendar”:** the link to see your dates in Google, Apple or Outlook. See Your dates in your calendar.
- **The paid plans** (“Upgrade to a paid plan” or “Plans”).
- **“Delete account”**. See Deleting your account.

Your name and email

- Your name is what other people see in shared projects. On the web you can’t change it from this page; in the app, you can (see below).
- Your email address can’t be changed from tokidu. If you need to, write to us: see Support.

Appearance and language aren’t here: you change them in “Appearance”, in the app’s sidebar. See Appearance.

In the app: the “Account” tab has your name, your plan, passkeys, Google and Apple, notifications, integrations, appearance and “Delete account”. Tap the top row, the one with your

name, to change it.

The plans: Free, Pro and Max

tokidu has three plans. Each one includes everything in the one before. Prices, and which plans you can buy right now, are on Pricing.

Free

For you, for ever and with no card:

- 2 projects and up to 60 open tasks at a time. Done and cancelled tasks don't count, and neither does anything in the trash.
- Just you: tasks are assigned to a single person.
- All the views (board, list, calendar, map, Gantt and sprints), "Starts when … is done" waits, expected dates, milestones, labels, checklists, chains and duplicating projects.
- An email when a task unlocks, undo and a 30-day trash.
- File attachments up to 20 MB in total.

Pro

Everything without limits, and as a team:

- Unlimited projects, tasks and people on your tasks, including people without an account, with companions and their days off.
- Shared projects, with who can edit and who can only view, change history and comments.
- Billable hours, your dates in your calendar and blocking out time for a task.
- Notifications about what's due and what won't make it in time, a read-only link for your client, repeating tasks and waits of a few days.
- Importing from Project, Excel, Planner, Asana or Trello, and printing the plan or saving it as a PDF.
- File attachments with no overall cap, and priority email support.

Max

For people who run several projects at once and commit to dates. Everything in Pro, plus:

- All projects on one line, with a traffic light, and the plan snapshot.
- Saved "What if…?" tests and tasks that wait for tasks in another project.
- The assistant, with monthly uses shared between everyone (see The assistant).

- API, webhooks and MCP to connect tokidu with your own tools.
- Support within one working day and help bringing your projects over.

Per person

Pro and Max are paid per person: **you and each account that edits** in any of your projects, just once even if they're in several. **People who only view join free**: at least 5, plus 3 for each paid person; any beyond that count as people. The people without an account you put on your tasks aren't paid for. See Who edits and who only views.

In a shared project, the sharer's plan is what counts

Inside a shared project, anything that belongs to the project (waits of a few days, repeats, printing the plan…) depends on the plan of the person who shares it, even if your account is on Free. Anything that's yours, like your calendar link, depends on your plan.

Buying, changing or cancelling a plan

Paid plans are bought and managed on the web, in "Your account". Payment is handled by Cifrago, Sinergia Barcelona's payment gateway: tokidu never sees or stores your card details.

Buying a plan

1. Open "My account" and scroll down to "Upgrade to a paid plan" (or "Plans", if you already have one).
2. Choose the period: "Monthly" or "Yearly".
3. In "People", set how many of you there are, from 1 to 50, with "One person fewer" and "One person more". You count, and so does anyone who edits; people who only view join free (see Plans). Each card shows the total.
4. When a plan can be bought, its card has the "Switch to Pro" or "Switch to Max" button. Press it and pay through the gateway.
5. You come back to "Your account". The plan is switched on as soon as Cifrago confirms the payment; it's usually instant.

You can also start from Pricing: if you're not signed in yet, it asks you to sign in or create an account and then takes you to payment. For more than 50 people, write to us (see Support).

Changing the number of people

With an active subscription, next to your plan it shows how many people you're paying for. Type the new number in "Change to" and press "Change from the next renewal". The change applies

at the next renewal; until then nothing changes. If it says it can't be changed yet, cancel the subscription and buy again with the new number.

Moving from Pro to Max, or the other way round

With an active subscription, the cards say "Cancel the current one first". Cancel the one you have: the change happens when the period you've already paid for ends.

Cancelling

1. In "Your account", press "Cancel subscription" and confirm.
2. The "Status" changes to "Cancellation scheduled", with the date you keep the plan until.
3. On that day your account moves to Free. No tie-in.

What happens when you go back to Free

Nothing is deleted: your projects and tasks are still there. But the Free limits come back (you won't be able to create more projects or open tasks beyond them), your shared projects are paused (other people can only view them) and so is your calendar link. It all works again when you go back to a paid plan.

Courtesy accounts

If your account is a courtesy one, "Status" says "Courtesy" and there's nothing to pay or cancel.

In the app: you can see your plan and your people, but you buy and cancel on the web. See Your plan in the app.

Ways to sign in: password, Google, Apple and passkeys

You can sign in to tokidu with your password, with Google, with Apple or with a passkey, and have several at once. You manage them in "Your account" → "Access".

Passkeys

A passkey lets you sign in with Touch ID, Face ID or your device's PIN, without typing your password.

1. In "Passkeys", type a "Passkey name" so you can recognise it (for example, your computer's name).
2. If your account has a password, type your "Current password". If you only sign in with Google or Apple, it doesn't ask for it, but you must have signed in within the last 10 minutes.
3. Press "Add passkey" and follow what your browser asks.

In “Your passkeys” you can see each one, when it was created and when it was last used; “Synced” means it travels with your keychain to your other devices. “Delete” removes it. You can have up to 10. Passkeys only work on tokidu.com, and a device can only hold one for your account.

Google and Apple

In “Google and Apple”:

- **Connecting:** in “Connect with Google”, press the Google button and choose the account; for Apple, “Connect with Apple”. From then on you can sign in with it.
- **Disconnecting:** next to the connected one (“Connected with Google” or “Connected with Apple”), press “Disconnect”. It won’t let you if it’s your only way to sign in: first create a password or connect another one.

Password

- **Creating one**, if you only sign in with Google or Apple: press “Create password” and we’ll email you a link to choose it. It expires in an hour.
- **Changing it:** with the “Forgot your password?” link on the sign-in page. See Resetting or changing your password.

> **Tip:** keep at least two ways to sign in (for example, a password and a passkey). If you lose one, you can still get in.

In the app: “Account” has “Passkeys” and “Google and Apple”. A passkey you create in the app is saved in your keychain and also works on tokidu.com.

Appearance: theme, palette and language

Change how tokidu looks: light or dark, the accent colour and the language.

1. At the bottom of the sidebar, press “Appearance”.
2. Choose whatever you like. Each change shows straight away.
3. Press “Done” or close it with **Esc**.

What’s there

- “Language”: Español, Català, English or Galego. See Changing the language.
- “Theme”: “Automatic” (follows your system), “Light” or “Dark”.
- “Palette”: the colour of buttons and highlights. “Pastel”: Lavender, Mint, Peach, Sky and Pink. “Vivid”: Electric, Fire, Emerald, Magenta and Ocean. The default is Electric.

- “Accessibility”: contrast, text size and more. See Accessibility.
- “Reset” puts everything back to the defaults.

Where it’s saved

With an account, it’s saved to your account: when you sign in from another browser it looks the same. In the demo, only in that browser.

The palette is the app’s colour; each project’s colour is something else and you choose it in its settings (see The project’s look).

In the app: “Account” → “Appearance”, with “Theme”, “Palette”, “Language” (which also has “Automatic”, your device’s) and “Celebrate unlocks”.

Accessibility

In “Appearance” → “Accessibility” there are options to make tokidu easier to read and use. They apply straight away and are saved with your account.

- “High contrast”: stronger borders and text, and a more visible keyboard focus.
- “Text size”: “Normal”, “Large” or “Extra large”.
- “Reduce animations”: no transitions or movement. If your system already asks for reduced motion, tokidu respects that too.
- “Celebrate unlocks”: the burst of colour when a task unlocks. Turn it off if it bothers you; the notification says the same without it.
- “Easy reading”: an open typeface with more space between lines and letters, designed for dyslexia.
- “Colour blindness”: shapes and icons as well as colour, so you don’t depend on it.

With a keyboard and a screen reader

- You can use it with the keyboard. In grids of options (colours, icons) you move with the arrow keys.
- **Esc** closes the task panel and most panels and dialogs.
- **Ctrl+Z** (**⌘Z** on a Mac) presses the “Undo” on the latest message.
- Project and label colours have names, which screen readers read out and which appear next to the picker.
- The messages at the bottom are announced to screen readers.

“Reset”, in “Appearance”, puts everything back as it was.

In the app: “Appearance” has the theme, the palette, the language and “Celebrate unlocks”; the other options in this section are on the web.

Your time zone

tokidu uses your device’s time zone. You don’t need to choose it: the web sends it automatically when you sign in, and notifications and dates use it to match your local time.

What it’s used for

- **The daily notifications:** in “Your account” → “Notifications”, next to “Time of the day's notifications”, it says which time zone it’s using. See Email notifications.
- **Your calendar:** the expected dates in the calendar link are worked out with a time zone. If this device is in a different one, “Your calendar” tells you and offers to use this device’s time. See Your dates in your calendar.
- **Billable hours:** the days in the report are counted in your time. See The Hours screen.
- **What you see on screen** (today, the expected dates) uses the time on the device you’re using.

If you travel or use devices in different time zones

When you open tokidu somewhere new, it updates automatically. If you use two devices in different time zones, the one that sent it last is what counts.

If notifications arrive at an odd time, open tokidu on your usual device and check which time zone appears next to “Time of the day's notifications”.

Deleting your account

Deleting your account deactivates your account and all your projects, tasks and passkeys, and deletes them for good after 30 days. If you change your mind before then, sign in and it’s restored.

1. Open “My account” and scroll down to “Delete account”.
2. Type your “Current password”. If you only sign in with Google or Apple, it doesn’t ask for it, but you must have signed in within the last 10 minutes.
3. Type ELIMINAR in the “Type ELIMINAR to confirm” field (it’s the same word in every language).
4. If you share projects, tick “I understand they’re deleted for everyone”.
5. Press “Delete my account”.

What happens

- All your sessions are closed and you get an email with the date it will be deleted.
- If you have a subscription, it's cancelled at the end of the period already paid: nothing more is charged.
- **The projects you share are also deleted for everyone else** on that day. It isn't possible yet to hand a project over to someone else.
- After 30 days everything is deleted for real, including your files. Only the billing records the law requires us to keep are kept.

Getting it back

Sign in before that date, with your password, Google, Apple or a passkey: the deletion is cancelled and the app tells you "Your account has been restored: the deletion is cancelled and everything is where you left it."

> **Tip:** if you just want to stop paying, you don't need to delete your account: cancel the subscription and carry on with Free. See Buying, changing or cancelling.

In the app: "Account" → "Delete account", also by typing ELIMINAR.

Your data and your privacy

tokidu keeps what it needs to work, and nothing more. The privacy policy tells the whole story; this is the gist.

What's stored

- Your email address, your name if you add one and your encrypted password (nobody can see it).
- What you create: projects, tasks, waits, notes, links, checklists, comments, hours and days off.
- The files you attach and your projects' pictures, in private storage.
- Your time zone, your language and whether you've confirmed your email, so notifications are sent properly.
- The demo doesn't store anything in tokidu: everything stays in your browser.

What isn't done

- No advertising, no profiling and no selling data.
- Your card details are handled by the payment gateway; tokidu never receives them.

- There’s only the session cookie, the language cookie and what your browser stores for your preferences. No third-party or tracking cookies.

Who sees what

- In a shared project, other people see your name, what you change and comments; the person sharing it also sees your email address and your hours.
- The link for your client never shows notes, hours, people or files.
- With Max, the assistant sends the AI provider what you write and the tasks’ titles and dates, with names replaced; never notes, links, files or hours. See What the assistant sees.

Taking your data with you

There’s no button to download everything at once. You can export your hours as a spreadsheet or PDF (see Exporting hours), the plan as a PDF with Pro (see Printing the plan) and, with Max, everything through the API (see API tokens). To ask for a copy of your data, or to have it corrected or deleted, write to us (see Support).

Anything you delete spends 30 days in the trash and is then deleted for real. When you delete your account, everything is deleted within 30 days.

Support and contact

If something isn’t working, you can’t find how to do something or you’d like to suggest an improvement, write to us at **hola@tokidu.com**.

So we can help you sooner

- The email address you sign in to tokidu with.
- What you were trying to do and what happened, with the exact text of the message or error if there is one.
- Where: on the web (and in which browser) or in the app (and on which device).
- If you can, a screenshot.

Never send your password by email.

Depending on your plan

- With Pro, email support is priority.
- With Max, we reply within one working day and help you bring your projects over from other tools.

Before writing, try this help's search box: lots of questions are answered in each chapter's FAQs.

To ask for a copy of your data, or to have it corrected or deleted, the same address works. More in Your data and your privacy and in About tokidu.

Frequently asked questions

What's the difference between Free, Pro and Max?

Free is just for you: 2 projects and 60 open tasks, with all the views and waits. Pro removes the limits and adds shared projects, billable hours, calendar, repeats, importing and printing. Max adds all projects on one line, the plan snapshot, the assistant and the API. See Plans and prices on Pricing.

What happens if I reach the Free plan's limit?

tokidu tells you ("You've reached your plan's limit…") and doesn't save that change; what you already have isn't touched. To carry on, finish or delete tasks, delete a project you don't use or move to a paid plan. Done and cancelled tasks and anything in the trash don't count.

Do I have to pay for people who only view my projects? Pro

No, up to a point. You pay for yourself and for each account that edits in your projects. People who only view join free: at least 5, plus 3 for each paid person. If there are more viewers, the extra ones count as people. See Plans.

Do the people without an account on my tasks count as paid people? Pro

No. With Pro you can put people without an account on your tasks, with no limit, and they aren't paid for: only accounts that edit in your projects count. See Your people.

How do I get Pro or Max?

On the web: "My account" → "Upgrade to a paid plan", choose "Monthly" or "Yearly" and how many of you there are, and press the button on the plan's card. You pay through the Cifrago gateway and the plan is switched on once the payment is confirmed. What you can buy and at what price is on Pricing.

How do I change the number of people on my subscription? Pro

In “Your account”, next to your plan, type the new number in “Change to” and press “Change from the next renewal”. Nothing changes until the renewal. If it says it can’t be done yet, cancel and buy again with the new number.

How do I cancel my subscription? Pro

In “Your account”, press “Cancel subscription” and confirm. You keep the plan until the end of the period already paid and then your account moves to Free, with no tie-in. Nothing is deleted. See Buying, changing or cancelling.

What happens to my projects if I go back to the Free plan?

They’re still there, with all their tasks. The Free limits come back for creating new things, your shared projects are paused (others can only view them) and so is your calendar link. It all works again if you buy a paid plan again.

How do I add a passkey?

In “Your account” → “Access” → “Passkeys”: give it a name, type your current password if you have one and press “Add passkey”. Your browser asks for your fingerprint, face or PIN. After that you sign in with “Sign in with a passkey”. See Ways to sign in.

How do I disconnect Google or Apple from my account?

In “Your account” → “Access” → “Google and Apple”, press “Disconnect” next to the connected account. If it’s your only way to sign in, it won’t let you: first create a password with “Create password” or add a passkey.

Can I change my email address or my name?

Your name, yes, from the app: in “Account”, tap the row with your name. On the web there’s no field to change it. Your email address can’t be changed from tokidu: write to us at hola@tokidu.com and we’ll help. See The “Your account” page.

How do I turn on dark mode?

In the sidebar, press “Appearance” and in “Theme” choose “Dark”. With “Automatic” it follows your system’s theme. It’s saved to your account, so it looks the same in other browsers. See Appearance.

Can I make the text bigger or turn off the animations?

Yes. In “Appearance” → “Accessibility” choose “Large” or “Extra large” in “Text size”, and turn on “Reduce animations”. If it’s just the burst of colour when a task unlocks that bothers you, turn off “Celebrate unlocks”. See Accessibility.

How do I delete my account?

In “Your account”, scroll down to “Delete account”, type your current password and ELIMINAR, and press “Delete my account”. Everything is deleted after 30 days; if you sign in before then, it’s restored. If you have a subscription, it’s cancelled without charging you any more. See Deleting your account.

I deleted my account by mistake. Can I get it back?

Yes, for 30 days: sign in with your password, Google, Apple or a passkey and the deletion is cancelled, with everything where you left it. After 30 days it can no longer be recovered.

What happens to my shared projects if I delete my account?

They’re also deleted for everyone else when your account is deleted, after 30 days, and before deleting it you have to tick “I understand they’re deleted for everyone”. It isn’t possible yet to hand a project over to someone else, so let the people working on them know first.

Can I download all my data?

There’s no button to download everything at once. You can export your hours to a spreadsheet or PDF, print the plan as a PDF with Pro and, with Max, read everything through the API. For a full copy of your data, write to us at hola@tokidu.com. See Your data.

Does tokidu sell my data or show ads?

No. tokidu doesn’t advertise, doesn’t build profiles and doesn’t sell data, and it doesn’t use third-party or tracking cookies. Your data is only used to provide the service. The privacy policy has the details.

How do I contact tokidu support?

Write to us at hola@tokidu.com with your account’s email address, what you were trying to do, what happened and, if you can, a screenshot. Don’t send your password. See Support and contact.