

OmniFocus for iPhone

Manual version 1.16



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What is OmniFocus?

OmniFocus is the personal task management resource that helps you keep track of all the goals, plans, errands, and aspirations that come up in your life. Packed full of tools to help you prioritize steps within complex projects or simply jot a quick to-do list for a shopping trip or weekly meeting, it works great as a standalone productivity aid or in conjunction with whatever time and task management scheme suits your personal style.

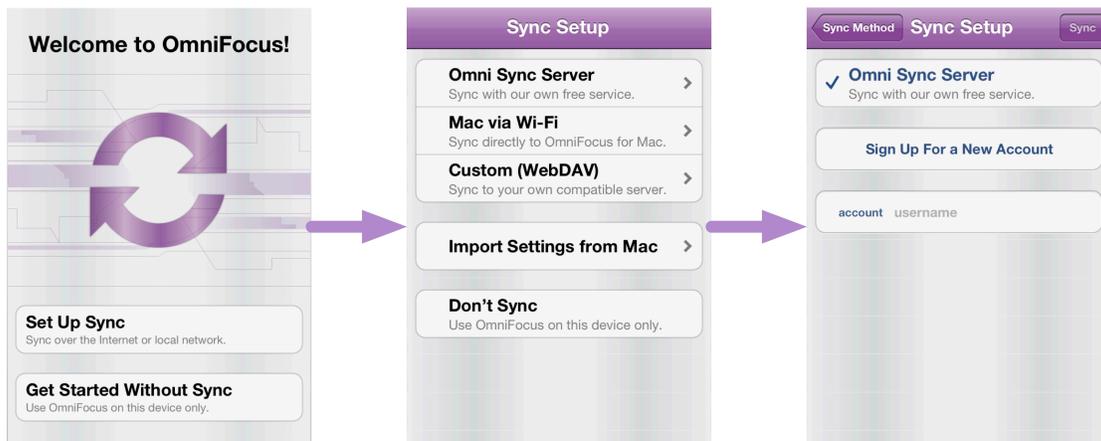
OmniFocus for iPhone complements OmniFocus for Mac and OmniFocus for iPad, bringing all the power and versatility of the OmniFocus system to the palm of your hand. It uses the latest features of the iPhone to help you get things done when it's most sensible, convenient, and efficient to do them.

Check out the video library at the Omni website for tutorials and a multimedia tour of OmniFocus features.

<http://www.omnigroup.com/products/omnifocus-iphone/videos/>

The Basics

Getting Synced



When you first launch OmniFocus for iPhone you'll be asked to set up your **sync settings**. The sync feature makes sure your data is safely and reliably backed up, as well as keeping OmniFocus up to date on all of your devices no matter where you make changes. Even if you're only using OmniFocus on your phone, syncing is recommended for the automated data backup it provides.

Our own Omni Sync Server is recommended for ease of use and reliability of support — the basic syncing service is free. Get started with a new Omni Sync account here:

<https://www.omnigroup.com/sync/>

You can also use your own custom WebDAV server, or sync directly with OmniFocus on your Mac via a Wi-Fi connection. You don't need to sync right away; you can choose to set up sync in the **settings**  menu later,

or choose not to sync at all. Note that different OmniFocus databases can't be merged together, so if you use the app on multiple devices and want them to communicate, setting up sync the first time you use it is the handiest way to go.



After the welcome screen you'll be brought straight to the OmniFocus **home screen**, where your plans can begin! If you're using OmniFocus for the first time, you'll find a helpful list of items in your **inbox** to help you get started.

The Inbox: A Launchpad For Productivity

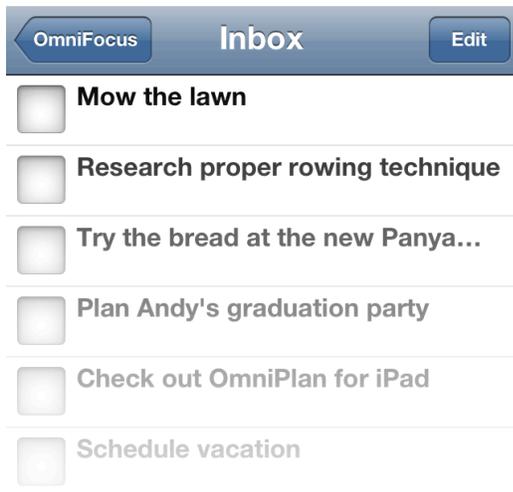
OmniFocus is a tool that helps you accomplish your goals, and cataloging all



the things you want to do is the first step in this process. Luckily, the **inbox** is here to help! If you are starting fresh with OmniFocus, the first thing you'll notice when landing at the home screen is a number of items already displayed in your inbox, waiting for your review.

The tasks listed there will help you get started using the app right away, but more importantly, they illustrate the function of the inbox as the place you'll start building your own unique set of tasks, goals, brainstorm, and madcap schemes.

Whether it is tea and biscuits for the grocery list, a reminder to call your mom on the weekends, steps on the road to building a business, or refurbishing a sailboat, the inbox is a first home for the raw stuff of your inspiration. Tap  in the toolbar to start the brainstorm ball rolling and experiment with adding new items right away.



When you add tasks here they can be large or small; the idea at this stage is to get them out of your head and into the OmniFocus system, where you can organize them at your leisure. The inbox is the catch-all place to deposit absolutely every goal that's been on your mind, and is subsequently the place to most easily add new tasks and

to-dos on the fly.

An item living in your inbox means that it hasn't been assigned a more specific designation. You can work directly out of the inbox, checking off items as you complete them, or take them on the next step in their progression into the OmniFocus system — assigning them as actions, projects, or contexts.

Note: If you'd ever like to undo a mistake in OmniFocus, just shake your iPhone in a natural diagonal motion and the option to undo your most recent action will appear.

Actions: Atomic Accomplishments

Once you have a pile of goals, dreams, schemes, chores, and to-dos collected in your inbox it may feel a bit daunting to tackle them all. A key part of working with OmniFocus is breaking down and organizing all the things you want to accomplish, to leave you feeling fully in control. There are three main ways to make sense of your task list throughout the app: *Actions*, *Projects*, and *Contexts*.

An **action** is a basic unit of to-do-ness.

When you think about something you want

to accomplish in its simplest sensible form, you are thinking of an action; examples include mowing the lawn, picking up a can of beans for chili, or checking airline prices.

Most inbox items you create will ultimately end up as actions. This happens when you decide that an item is part of a larger goal, and file it away with similar to-dos (more on this in the *Projects* and *Contexts* sections below). Each action has a checkbox for marking it complete.

Once you've filed an inbox item as an action you can see it in the **projects** screen, the **contexts** screen, or your custom **perspectives** (an

 [Read the OmniFocus help](#)
Phone

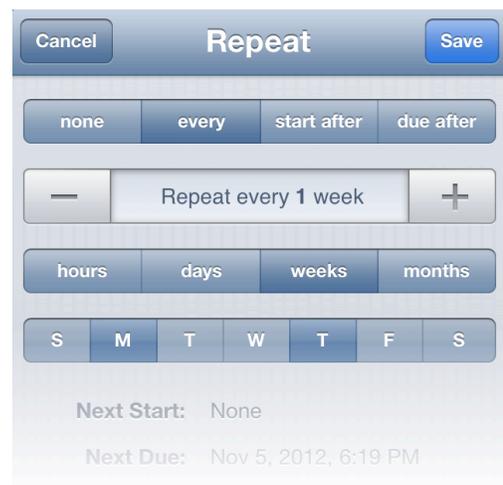
option available to users of OmniFocus for Mac). Below the action title is an indication of the assigned project when you're on the contexts screen, and the assigned context when you're on the projects screen.

To edit the details of an action, just tap its name. Details that can be set include the action's project, context, start and due dates, and whether and when the action is scheduled to repeat.

You can enrich the information you include with an action by adding file attachments such as images and audio recordings. You'll find more information about these in the *Adding Attachments* section of this manual.



Some actions occur on a regular repeated basis. Instead of creating a new action for each time you need to (go to soccer practice / pay the rent / change the oil in the jalopy), you can set it up to repeat. A repeating action can occur regularly every span of hours, days, weeks or months from when it was first



scheduled, or it can be rescheduled to start or be due again a set time after you mark it completed. Actions that repeat only on specific days of the week can be scheduled by choosing “every x weeks” and selecting the weekdays that apply from the list that appears below. Scheduling is discussed in greater detail in the *Scheduling Actions and Projects* section of the manual.

Projects: Pursuit of a Goal

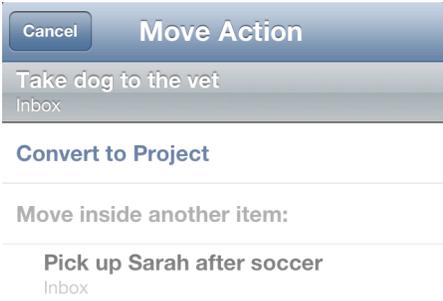
As you work through your inbox, some of the items will stand out as larger in scope



than a simple action. Writing a dissertation or planning a Thanksgiving dinner are the sort of thing that will likely benefit from being broken down into smaller, more manageable parts. This is where projects come to the rescue!

A **project** is a to-do item that incorporates multiple parts. Projects are typically more complex than actions, and can incorporate several related actions within them; other examples include Yard Maintenance, Tuesday’s Groceries, or Vacation Plans. Projects can be as elaborate as you need them to be, and can arrange actions both sequentially and hierarchically. There are two ways to create a new project:

- If you decide one of your inbox items is better classified as a project than as an action, you can designate it as a project by tapping it to bring up the edit screen and then tapping  followed by **Convert to Project**.



- In the process of clearing out your inbox, items you decide are actions will usually be assigned to projects to get them filed away. You can add an inbox item to an existing project, or create a new project to add it to.



The **projects screen** shows your database hierarchically. You can create projects and folders to keep your goals organized. Whether you see completed, on-hold, dropped, or stalled projects here depends on how you have adjusted your view options. To see the contents of a project or folder, just tap it. To view a list of your actions (filtered based on your view  options), tap **All Actions** at the top of your project list.



As with actions, projects can be configured by adding attachments and completion deadlines. Projects can also be monitored based on their status (Active, On Hold, Completed, or Dropped) and configured to change the availability of their actions as sequential, parallel, or a simple list.



Sequential projects have actions that may only be completed in the order listed, while parallel can be completed in any order. Simple lists are similar to parallel projects, but are intended for ongoing, rotating lists of tasks rather than projects with a defined scope of completion.

To edit the properties of a project, tap **Edit** on the projects screen and then tap the project you'd like to customize.

Contexts: Situational Efficiency

You're rebuilding an antique car, and you need to pick up a specific wrench. Two days earlier, the light in the basement went out. You've got the wrench filed as an action in your Jalopy Resurrection project, and you just added the lightbulb to your Home Maintenance project. But what's to keep you from forgetting one or the other the next time you go to the hardware store? The answer is that while they're part of different projects, you've associated them by context.

A **context** is a place where you do things.

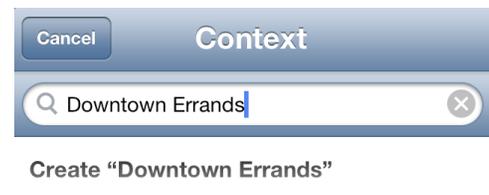
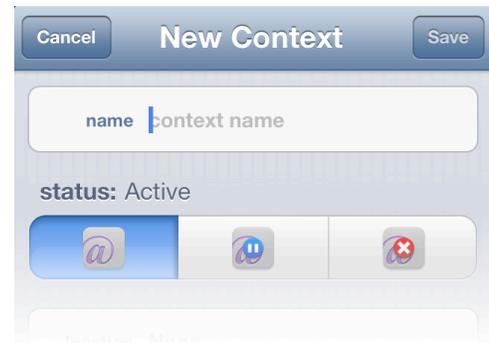
This can be a physical location — “work”

and “home” are two common contexts — or a device such as your laptop computer, or even a state of mind. When you have multiple projects in the works simultaneously, contexts help you get the most out of where you are by showing you actions in common with that place, regardless of the project they're in. Contexts are supremely adaptable to your productivity style; whether you file tasks into “busy work”, “creative work” and “number-crunching” or based purely on location, the way you choose contexts is a unique reflection of how you work best.



As with projects, contexts can be assigned in two ways:

- Visit the Contexts screen and tap  in the toolbar. This will bring up the full context editing screen, where you can pick a status and location as well as a name for the new context (see *Location Reminders* below for more advanced context options).
- While editing an inbox item or action in one of your projects, you can choose a context for it or create a new context by entering a unique name in the text field.





The contexts screen separates your actions by when and where you can do them. When you're ready to work, this is a good place to see only the things that are relevant to you right now. You can create your own contexts, and even create contexts inside of other contexts. To change a context, tap the **Edit** button first,

then tap the one you want to change.

By default, actions in context lists appear in the same order they are listed in their projects. Tap  to see the view options, where you can switch to sort by flagged items and due date, with flagged items shown first and then items by due date from soonest to latest.

You can assign locations to your contexts so they are tied to a geographical area, and OmniFocus can notify you of relevant actions when you arrive or leave that context area. These are available via the map on the home screen, or by tapping **Edit** in the upper right of the contexts screen.

Note that if you only assign a context to an inbox item, it will appear in the *miscellaneous* project list until you give it a specific project to belong to.

OmniFocus Up Close

Adding items to the inbox, processing them into actions, projects, and contexts, and completing them is the core of the OmniFocus experience. But that's just the beginning of how you can use OmniFocus to enhance your organization and productivity.

With OmniFocus you can **flag** priority items and **attach** all sorts of other helpful notes and data to your tasks beyond a basic title. Add start and due dates for **scheduling**, attach photos and recorded voice memos, and compare with your Apple Calendar all from within the app. Pair your contexts with **map locations** and receive alerts when you're nearby, and set up OmniFocus to work with **Siri** on your iPhone 4S or later to add inbox items with the touch of a button.

These and other features of OmniFocus for iPhone are outlined below.

Scheduling Actions and Projects

When you have tasks to complete by a deadline, OmniFocus can help you weave your actions and projects into your day.

By design, items you collect in OmniFocus aren't the same sort of thing as events or agenda items you'd list on a calendar. You'd generally use a calendar for anything that takes place at a specific time: meetings, dentist appointments, and dinner reservations would do best in your calendar because you can't act on them until their time has arrived.

In contrast, OmniFocus projects and actions are things you'll get done that aren't events or appointments to be jotted down in a calendar — the reminder to schedule an appointment rather than the appointment itself, for example. That said, there are plenty of OmniFocus tasks that'll benefit from being done in a timely manner, but wouldn't make sense to jot down in your calendar.

Due Dates

Projects and actions can have due dates and start dates with a less specific notion of time constraint than items in your calendar. A start

date is the date when an action or project becomes available. A due date is the date when an action or project is past due.

For example, if the Bake a Cake project were for a birthday, the project would need to be completed by the big day. So, you'd set a due date for the date of the birthday. When a project is considered due, so are its actions. While it doesn't matter when you find the recipe or gather the ingredients (so long as they're not past due in either sense), you don't want to start baking the cake too many days before the birthday. Set a start date for your baking action that takes place the day before the party.



Actions that have not reached their start date are not considered available so they won't clutter your view until you can work on them.

Actions that have reached their due date are styled in red.

When due dates are approaching, OmniFocus considers projects and actions to be *due soon* and represents them as such by changing their color to orange and adding them to the *forecast* (see below).

To set a start or due date: tap the item to edit it, then choose **start** or **due**. From there, you can enter a specific date or use the buttons to add a day, a week, or a month. If you have an existing date set, you can use these buttons to push it out from the date assigned.

Repeating Projects and Actions

Some projects and actions need to happen more than once. Tap the item in question and choose **repeat**. Then, pick a repeat type and interval.

Choose the **every** section to create an item that repeats at the same interval, no matter when you complete the action. For example, if you wanted to take the trash to the curb every week, you could set the action to repeat once a week. However, if you miss a week, you still have to take it out the next week on the same day.

Cancel Repeat Save

none every start after due after

— Repeat every 1 week +

hours days weeks months

S M T W T F S

Next Start: Nov 26, 2012, 3:00 PM

Next Due: Nov 26, 2012, 5:00 PM

Actions that repeat only on specific days of the week can be scheduled by choosing “repeat every x weeks” and selecting the weekdays that apply from the list that appears below. For example, if you pick up your daughter from soccer practice on Mondays, Wednesdays, and Thursdays you can set a repeat of that action every week (“every 1 week”) on just those days.



Choose the **start after** section to create a repeating action whose start date is dependent upon the completion date of the action. This is best used when you don't want the action to be available again until the selected interval has passed. For example, if you wanted to get your hair cut every six weeks, you could set the action to repeat every six weeks. Even if you're a little late to get your hair cut, the next time you need to go is still going to be six weeks after your last visit. The action is given a start date in the future and is considered unavailable until that time.

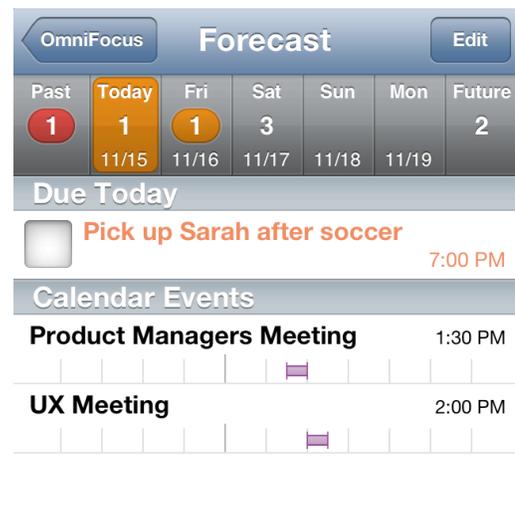
Choose the **due after** section to create a repeating action whose due date is dependent upon the completion date of the action. This is best used when it's important to have a task completed by the time a set

interval has elapsed. For example, if you want to refill a prescription medication when the current batch runs out, you could set the action as due to repeat after a number of days corresponding to your dosage. Unlike the haircut example, this is a repeated action that must be complete within the amount of time you've allotted.

Of course, choose **none** (the default) to specify that an action does not repeat.

Forecast View

After you've begun scheduling your actions and projects, it can be useful to visualize them in tandem with the fixed points of your schedule that you've added to your calendar. With **forecast** view, you can monitor progress in your projects, check for upcoming due dates and schedule OmniFocus actions alongside your Apple Calendar. With the ability to check for past due tasks and look ahead to the future, you'll never miss a beat.



The **forecast** screen shows your actions for the week alongside events from Apple's Calendar. See what's past due, what's due or starting today, what's coming up over the next few days, and what is further off on the horizon, and plan with the ability to easily reference events scheduled on your calendar. Tap a date button (**Past, Today, Thursday**, etc.) to see the items scheduled to start or be due, along with the Calendar events for that same day. To modify what you see in the list or to adjust the time shown for the Calendar events, use the view button  in the toolbar.

Each date button displays the number of actions associated with that date. For due items, the count is color-coded according to the most urgent item: red indicates an item is due or past due and orange indicates that an item is due soon. To create a new action that is due on a particular day, tap the appropriate date button at the top, followed by the new item button .

Adding Attachments

Images and audio can be added to an **action** or **project** as attachments, which are located at the bottom of the action or project screen when it is open for editing.

You can attach images to your item either by taking a picture using the **Take Photo** button or by selecting **Pick Photo** and choosing an image from one of your photo albums.

Audio attachments are added by scrolling down and tapping the **Record Audio** button under Attachments. The green bar displays the volume level of the audio being recorded.



Attachments can be viewed by tapping on the title of the audio clip or image. Delete attachments by tapping the **Edit** button to the right of the Attachments header, then the minus sign next to the attachment you want to delete.

Attachments added in OmniFocus for Mac are visible in OmniFocus for iPhone, including attachments of document types not able to be added within the iPhone app itself. To ensure that

the attachments are synced from your Mac, be sure to embed them (option-drag) rather than linking. Note that due to the iPhone's supported file types, most attachments other than images and audio can be viewed but not opened.

Location Reminders

Location reminders can be handy for getting a little nudge when you are in the right area to complete an action. In order to use them, you'll need an iPhone 4 or later or an iPod with Wi-Fi. Accuracy is improved in all cases when a cellular network and GPS are available.

Technical Limitations: these reminders are not 100% accurate.

The underlying technology for location reminders is quirky; you can't quite count on them to occur perfectly every time you enter the specified area. The range of distances at which you might get an alert is pretty wide. If you leave an area and then enter it again within a short span of time, you might not get a second alert. And if you pass through an area quickly (like while driving on the highway), you might not get an alert at all. So for now it is best to use this feature as an extra layer of occasional helpfulness, not a crucial part of your trusted system.

- *First, set up location info on a context.*



In the Contexts list, tap **Edit** ① and then tap a context. On the context editing screen, tap **location** ②. If you choose **current location** ③, **contact**, **exact location**, or **address**, you can add a notification.

- *Next, add a notification.*

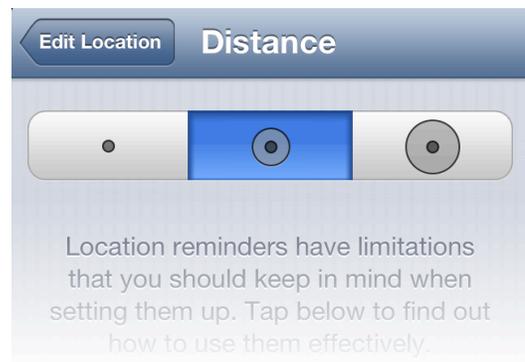
Tap **Notification** on the location editing screen. You can choose to be notified when arriving or when leaving the location you chose. When you go back to the location screen, you can choose a distance.



- *Finally, choose a distance.*

The three distances are very approximate. The small dot is about 200 meters or 600 feet; it covers about one city block and is useful for things like coming home or leaving the office.

The middle-sized circle is about 500 meters or 1500 feet; it covers something like a small neighborhood and is useful for knowing when you are a few streets over from a certain store. The big circle is about 10 kilometers or 6 miles; it's useful for things like a city you occasionally visit. But remember, the actual distance where you get your notification could be quite a bit different from these rough numbers.



Note that if you'd like Siri to recognize context locations you've set up, you'll want to use the small dot distance for them (the Siri capture feature is detailed below).

You can also choose to assign a location to a context that is a search, rather than a specific place. Choose **address or search** from the edit location screen, then enter your search terms (or address). You can either assign the context an exact location that appears as a result of the search, or you can use the search itself.

Contexts with search-based locations do not display notifications; instead, choosing the **map** screen from the home screen will display the results of searches you've defined that are close to your current location. This is useful when the most convenient way to accomplish a task could change based on your current location and timeframe - when you want to shop for groceries, having a Grocery location search tied to the context may be more useful than a specific store that isn't nearby.

Contexts by Location

The **map** screen is used to efficiently navigate to locations you've assigned to your contexts. Find stores nearby that match your criteria for a shopping trip, or set a reminder while in transit for the next time you're in this part of town.



The map displays information relevant to the contexts you've associated with locations. If you have set up location information for your contexts,

OmniFocus looks for available actions in contexts that are nearby. You can see your actions on the map or a list (by order of proximity).



To see directions to the context location, tap the distance button next to the context's name in the list view. To add location information to a context, tap the **Edit** button on the contexts screen or, on the map screen, drop a pin with the new location button and assign a context. (Touch and hold the pin, then drag, to move it around.)

When setting up your context location, if you have an iPhone 4 or later, you can use notifications to receive an alert upon arrival or departure from the assigned location. To center the map on your current location, tap  in the toolbar.

OmniFocus Extended

OmniFocus for iPhone is enormously useful as a standalone application and in conjunction with OmniFocus for Mac and iPad, but its utility doesn't stop there. Used in conjunction with other apps on your iPhone, OmniFocus can work for you in even more exciting ways!

Collecting with Siri

If you're using OmniFocus on an iPhone 4S or later or a Siri-capable iPod and you would like it to keep track of the to-dos you give to Siri, check a few settings and you'll be adding spoken items to your Inbox in no time.

To set up Siri capture, go to the **Capture** section of OmniFocus settings  and turn on **Reminders Capture**.

When you tap **Reminders Capture** in settings you'll see the reminders screen, where you can turn on the capture option and, if you have multiple Reminders lists set up, choose the list you want OmniFocus to capture. (If you only have one reminders list, OmniFocus assumes that's the one you want).



To record a new inbox item with Siri, try these phrases:

- “*Siri, remember to...*” will record a task to the system default Reminders list. OmniFocus will grab it from that list if it's the one you have chosen to capture.
- “*Siri, remind me to...*” will likewise record a task to the default list, and Siri will ask for a due date.
- “*Siri, remind me when I get to (or leave)...*” will record a task to the default list with a contact location attached. If you choose a specific location, make sure it matches an OmniFocus context location.
- “*Add ... to my OmniFocus list*” will record a task to a list named OmniFocus if you have one set up in Reminders. OmniFocus will

capture it if that's the list you've chosen.

- Replace OmniFocus with the name of whatever list you'd prefer!

To keep your data safe, there are some Reminders items that OmniFocus will not claim. (Reminders will retain ownership of the data and it will not be lost.) These are items that have data beyond what OmniFocus can track, such as contact locations outside the set of small-size OmniFocus context radii you have established.

For this reason, the location-based aspects of capture will be most effective when you tailor the locations of your OmniFocus contexts as closely as possible to your location-based Reminders contacts.

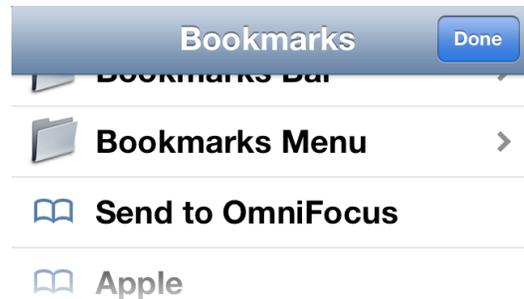
For more help fine-tuning the connection between OmniFocus and Siri, see the Siri Integration section of the OmniFocus for iPhone FAQ at:

<http://www.omnigroup.com/products/omnifocus-iphone/support/#siri>.

Safari Bookmarklet

You can integrate OmniFocus into your web browsing experience using the Safari Bookmarklet feature accessible via **settings** . Once installed, tap the custom bookmark to send the page you're viewing to OmniFocus as a new inbox item, with the page name as the title and the URL in the note.

To install the bookmarklet, visit settings , scroll down to the Capture section and tap **Install** next to Safari Bookmarklet. You'll be directed to a web page in Safari with step by step instructions for getting the bookmarklet up and running on your iPhone, ready for adding website links to your OmniFocus inbox.



Calendar Export

A task's due date is approaching! By combining the powers of OmniFocus with Apple's Calendar, you can set up reminders to let you know about upcoming deadlines automatically.

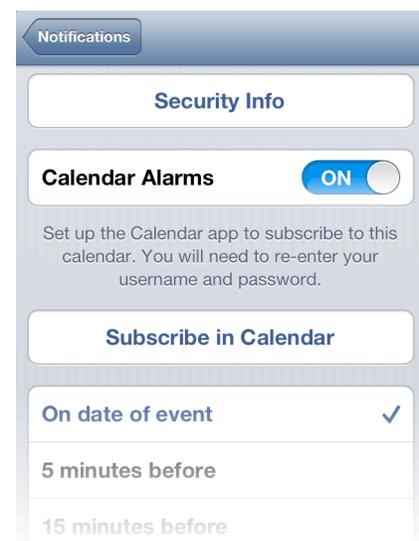
Calendar export is an advanced feature with a relatively complex setup process. Since iOS now supports time-based notifications from OmniFocus it's also one that is only useful in a few cases — when you want an alert before an item is due, or if you want an alert on a device that can subscribe to your calendar but doesn't have OmniFocus.

If you decide to set up calendar export, you'll first want to enable sync either via Omni Sync Server or another WebDAV server (see *Getting Synced* at the beginning of this manual for instructions).

Once sync is up and running, visit the Notifications section of OmniFocus settings  and tap **Sounds & Alerts**. Then tap **Calendar Alarms** at the bottom of the screen.

You'll see the option to view some important security information about the link to Calendar before proceeding. If you store potentially sensitive information in your OmniFocus database you'll want to check this out.

When you're ready, turn on **Calendar Alarms**. You'll have several options for when you'd like to be reminded of your upcoming tasks. Pick the one that works best for you, then tap **Subscribe in Calendar**.





You'll need to manually switch to the Calendar app at this point, where it will ask for your login info. This is the same username and password used to log into your sync account! This is

because the newly created calendar with your upcoming to-do reminders now lives in the same server directory as your OmniFocus sync database.

Once you've authorized the new calendar subscription, due date reminders will appear in the calendar (and as push notifications, if you've chosen for them to appear in the Notifications section of iOS settings) for all the upcoming actions and and projects you've scheduled.



Reference: Settings

You can reach the **settings** screen by tapping  in the toolbar on the Home screen. Use these options to customize how OmniFocus works for you.

Use the commands in the top section to get help with OmniFocus. Tap **Send Feedback** to write an email to Omni — we'll get right back to you with an answer. **Help** opens up the in-app help reference documentation. **Release Notes** details all of the changes, big and small, in recent versions of the app.



In the **Sync** section, you can choose whether to sync with your Mac via **Wi-Fi** (Bonjour), the **Omni Sync Server**, **WebDAV**, or nothing at all. If you have OmniFocus for Mac, set up synchronization there first, then tap **Import Settings from Mac** to finish the process. You can also enter your Omni Sync Server or WebDAV login information manually.

To improve syncing speeds at places you visit frequently, you can add **Background Sync** locations where OmniFocus will try to sync in the background when arriving or departing. If you've set your workplace as one of these locations, for example, changes made on your Mac at

home will show up more quickly on your phone when you check it at work, since OmniFocus sees that you're there and starts syncing right away. (Standard syncing also happens every time you launch or close OmniFocus, and at regular intervals while the app is in use).

As with all location services, background syncing uses a little extra battery power in its quest to improve your experience. OmniFocus will try to sync using the best connection available when you reach a set location, so speeds and data use may vary.

Even if you don't sync OmniFocus with a Mac or an iPad, you might still want to sync, if only to create a backup of your data, in case you lose your phone.

Use the **App Icon Badge Counts** to specify which items will be counted on the red badge on your OmniFocus icon on the iOS Home Screen.

In the **Due Dates** section, tap to specify when actions are considered due soon and will show up in forecast mode as such.

The **Notifications** section has settings for alerts that you can tie to certain times or locations. The **Sounds & Alerts** section includes whether or not to show alerts when an item is due; whether or not to

play sounds; and (if you're syncing with the Omni Sync Server or WebDAV) how to integrate with your calendar. You can also set up reminders based on location.

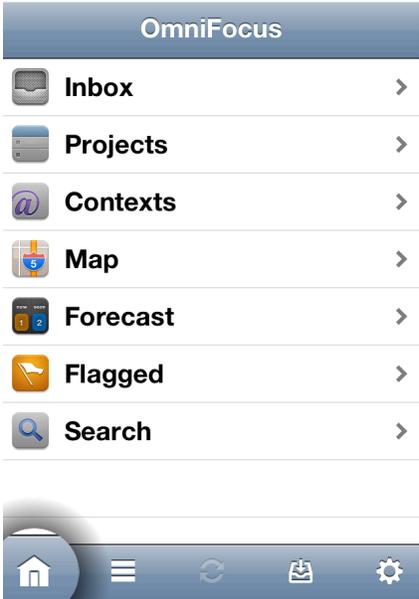
The **Capture** section includes Reminders capture for integration with Siri, and the Safari bookmarklet to quickly create OmniFocus actions from pages you find on the web. Tap **Install** to see instructions on how to set it up.

The **Database** section has statistics about your OmniFocus library, specifically how many items you have and how many zip files they are contained in. If you are syncing, you should try to sync all of your OmniFocus databases regularly to keep the number of files down. If you're not syncing, it also helps to compact; compacting takes all of the changes you've made and consolidates them, which reduces the data storage space occupied by OmniFocus. If you want to start over from scratch (delete everything!), you can tap **Reset** to delete your database.

Reference: The Home Screen

The **home screen** is the starting point where you can access all of your tasks, to-do items, and actions that you've created and scheduled. It gives you several ways to interact with your tasks:

The **inbox**  is the place for you to drop new items as you think of them. Plan out your goals in the **projects**  screen, and act on them in the **contexts**  screen.



Assign your contexts to **locations** and the **map**  displays your actions based on proximity to your current location.

The **forecast**  mode shows you what's most important right now and what is on the horizon. Actions you have flagged are available in the **flagged**  view, and you can search your entire OmniFocus database for items by using the **search**  function.

Sync with OmniFocus on your other devices by tapping  in the lower right to access **settings**. If you have set up perspectives and are

syncing with OmniFocus for Mac, a **perspectives**  view will be available at the bottom of the home screen that provides access to your custom perspectives. Tapping the **Edit** button at the upper right allows you to star perspectives you would like to appear on the home screen.

Reference: The Toolbar



At any time, tap the **home** button on the far left of the bottom toolbar to return to the OmniFocus home screen.



Tap the **view** button to adjust the view settings for the current screen. This will show or hide actions based on their status (next, available, remaining, or all). When viewing the map, this button changes to the current location button that, when tapped, centers the map on your current location and displays the nearby actions.



If you are on the home screen of OmniFocus, you will see a **reorder** button in place of the view button. Tap it to reorder the items on your main screen by dragging the transformed icons to the right of each item. Perspectives can also be unstarred and removed from the home screen in this way.



Tap the **sync** button to make OmniFocus synchronize with the server right away; see *Getting Synced* for more information.



Tap the **inbox** button to immediately start adding a new item to your inbox.



When viewing the home screen, tap the **settings** button to access OmniFocus settings.



When viewing your contexts, projects, or inbox, tap the **new item** button to add a new action, project, folder, or context to the current screen.



When you're editing a project or an action, the **move** button appears on the right side of the toolbar. Use it to change the hierarchical placement of the task, or to convert it from a project to an action (or vice versa).



When in map view, the **location** button replaces the view button and provides the ability to center on your current GPS-determined location.

Additional Resources

The official OmniFocus for iPhone website is linked below, complete with frequently asked questions (and answers!), the latest release notes, and additional support information:

<http://www.omnigroup.com/products/omnifocus-iphone/>