

## # List Log — User Manual

**\*\*Version 1.0\*\***

**\*\*Last Updated: July 1, 2026\*\***

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### ## 1. Introduction

List Log is an iOS app for designing reusable checklists and running them as many times as you need — producing a permanent, exportable record of every run.

The idea is simple:

- **\*\*Design once.\*\*** Build a checklist template with the groups and items you need.
- **\*\*Run it repeatedly.\*\*** Each run captures a fresh set of values.
- **\*\*Keep everything.\*\*** Every completed run is stored permanently and can be exported as a PDF or CSV file. Editing or deleting the checklist design never affects past runs.

List Log is free to download and includes one checklist with unlimited runs. A single one-time purchase unlocks unlimited checklists and all export features.

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## ## 2. Quick Start — Your First Checklist in 5 Steps

### \*\*Step 1 — Create a checklist\*\*

On the Checklists screen, tap **New Checklist**. Enter a name and a description for your checklist, then tap **Next** (or proceed to add groups).

### \*\*Step 2 — Add a group\*\*

Every checklist is organized into groups. Give your first group a name and a description. Think of a group as a section or category within your checklist.

### \*\*Step 3 — Add items to the group\*\*

Tap **Add Item** within the group. Give the item a title, choose its type (for example, Checkbox or Short Text), and tap Save. Repeat for as many items as you need.

### \*\*Step 4 — Start a run\*\*

Navigate to the Checklist Detail screen and tap **Start New Run**. Fill in each item. Your progress is saved automatically as you go — you can leave and come back at any time.

### \*\*Step 5 — Finish the run\*\*

When you have filled in everything, tap **Finish Run**. The run is recorded with a completion timestamp and moves to your run history.

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## ## 3. Key Concepts

Understanding these three concepts will make the rest of the app straightforward.

### ### Checklist vs. Run

A **checklist** is the reusable design — the structure of groups and items you create once. A **run** is one completed (or in-progress) execution of that checklist. You can run the same checklist dozens or hundreds of times; each run is its own independent record.

### ### Runs are permanent snapshots

When you start a run, List Log takes a complete copy of the checklist's structure at that moment. If you later edit or delete the checklist, your past runs are completely unaffected. Every run stands on its own — it does not depend on the checklist that produced it.

### ### Auto-save and Finish Run

List Log saves your work automatically and continuously. Every value you enter during a run is written immediately — you never need to tap a save button.

This means there are two ways to leave the Active Run screen:

- **Back arrow** — saves your progress and returns you to the previous screen. The run stays open ("In Progress") and can be resumed at any time from the Runs tab in the Checklist Detail screen.
- **Finish Run** — saves your progress, records the completion date and time, and closes the run. Use this when you are genuinely done with the run.

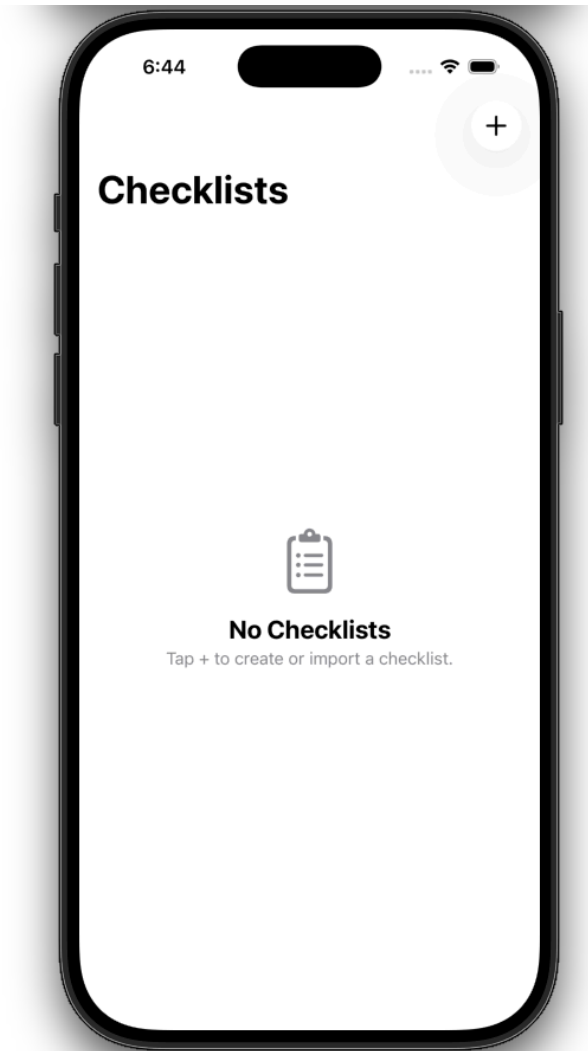
There is no penalty for using the back arrow. Your data is never lost.

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## ## 4. The Checklists Screen

The Checklists screen is the first screen you see when you open List Log. It shows all of your checklists.

Main Checklist Screen



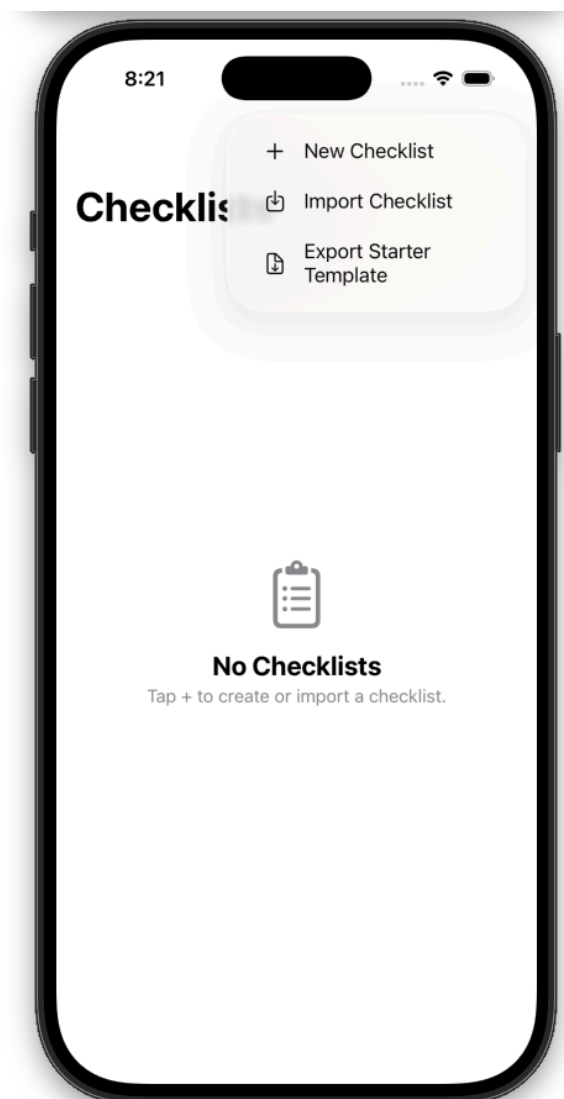
Each row shows the checklist name, its description, and a count of groups and items. Inactive checklists appear at the bottom of the list in a dimmed style.

### Actions available from this screen using the '+' icon.



- **New Checklist** (top right) — opens the Checklist Editor to create a new checklist. On the free tier, this is available for your first checklist only; tapping it when a checklist already exists will show the upgrade screen.
- **Import Checklist** (⋮ menu, top right) — imports a checklist from a CSV file. Requires the full-access purchase if you already have a checklist.
- **Export Starter Template** (⋮ menu) — downloads a pre-built CSV file demonstrating all item types. Useful as a starting point for building your own checklist via import. Requires full access.
- **Tap a checklist row** — opens the Checklist Detail screen for that checklist.

## New Checklist

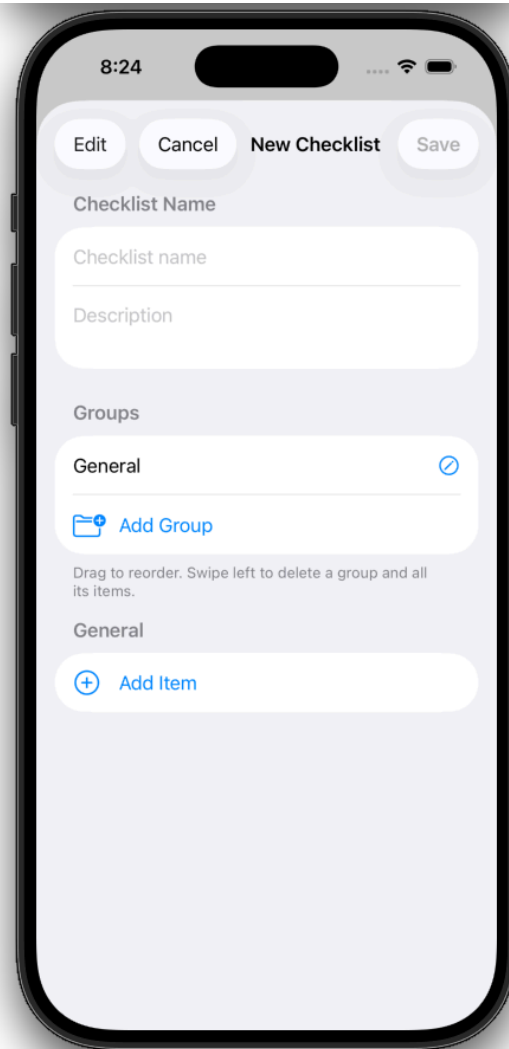


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## ## 5. Creating and Editing a Checklist

The Checklist Editor is used both to create new checklists and to edit existing ones.

### New Checklist screen



### ### Checklist name and description

Every checklist requires a **name** and a **description**. Neither can be left blank. The Save button is disabled until both are filled in.

### ### Groups

A checklist is organized into one or more **groups**. Each group has a name and a description. Groups appear in the order you define them, and you can reorder them by dragging. An initial group called 'General' is automatically added, and this name can be changed.

To add a group, tap **Add Group**. To edit or delete a group, tap it or swipe left on it.

> **Note:** Deleting a group permanently removes all items within it. A confirmation prompt will appear before anything is deleted.

### ### Items

Each group contains one or more **items**. An item is a single data point — one thing to fill in during a run.

Item Type	What It Captures	How It's Filled In	Reference Role
Checkbox	Yes or No	Tap to toggle	Yes
Yes / No / N/A	Yes, No, or Not Applicable	Tap to cycle through the three states	Yes
Number	A numeric value	Numeric keyboard	Yes
Short Text	A single line of free text	Text keyboard	Yes
Long Text	Multiple lines of free text	Text keyboard	Yes
Date	A calendar date (no time)	Date picker	Yes
Date & Time	A calendar date plus a time of day	Date and time picker	Yes
URL	A web link with a human-readable label	Two fields: label text and URL (must start with https:// or http://)	Yes
Photo	An image from the camera or photo library	Tap to choose camera or photo library	Yes
PDF	A PDF file from the device	Tap to open the file picker	Yes
List of Values	One selection from a designer-defined list	Tap to select from the available options	No - input only

When adding an item, you choose:

- **Title** — what the item is called (required)
- **Type** — the kind of data it captures; see [Section 9](#9-item-types-reference) for the full list
- **Role** — Input or Reference (see below)

- **Required / Optional** — whether the item must be filled in for the run to be considered complete (Input items only)

Items within a group can be reordered by dragging.

### Item roles: Input vs. Reference

Every item has one of two roles:

- **Input** — the person running the checklist fills in this value during each run. The value is different every time. Example: the result of an inspection, a measured reading, a date observed.
- **Reference** — the checklist designer fills in a fixed value at design time. It appears on every run as read-only information — it cannot be changed during a run. Example: a link to a procedure document, a specification limit, a standard instruction.

Reference items are useful for embedding context or instructions directly into the checklist so the runner always has the information they need.

### Required vs. Optional

Input items can be marked **Required** or **Optional**.

- A run is automatically marked **Complete** when every Required item has a value.
- Optional items do not affect the completion calculation — they may be left blank with no consequence.
- You can also manually override the Complete/Incomplete status of any run at any time, regardless of which items are filled in.

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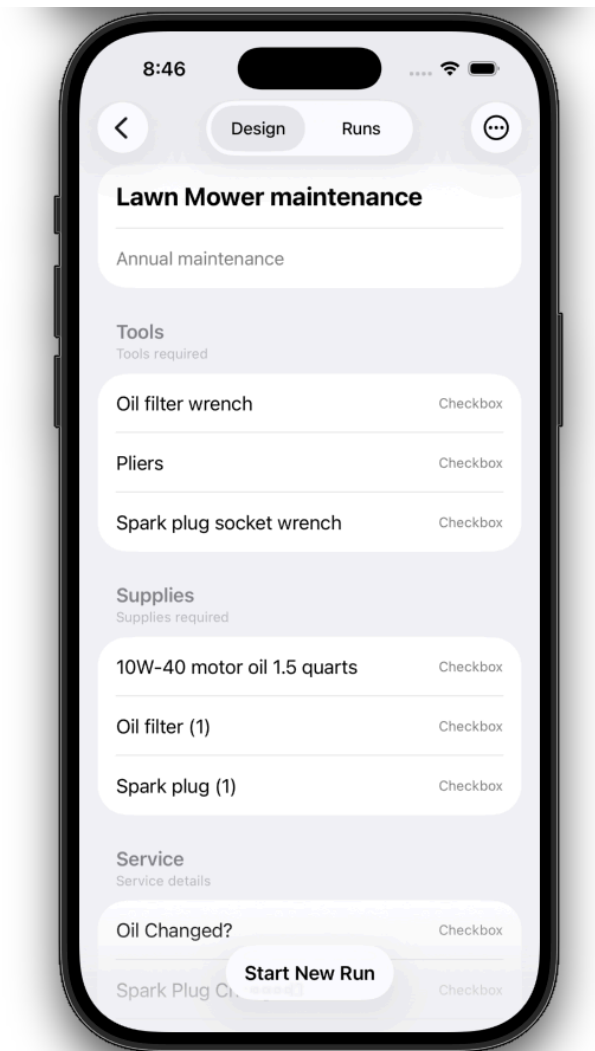
## ## 6. The Checklist Detail Screen

Tapping a checklist on the Checklists screen opens the Checklist Detail screen.

This screen has two tabs.

### ### Design tab

#### Checklist Detail Design screen

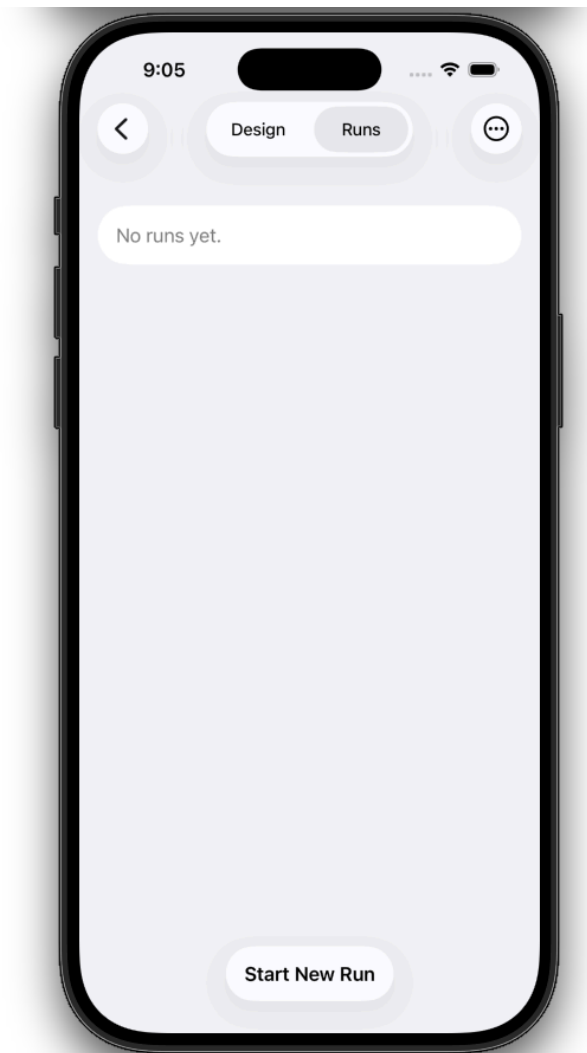


### ### Runs tab

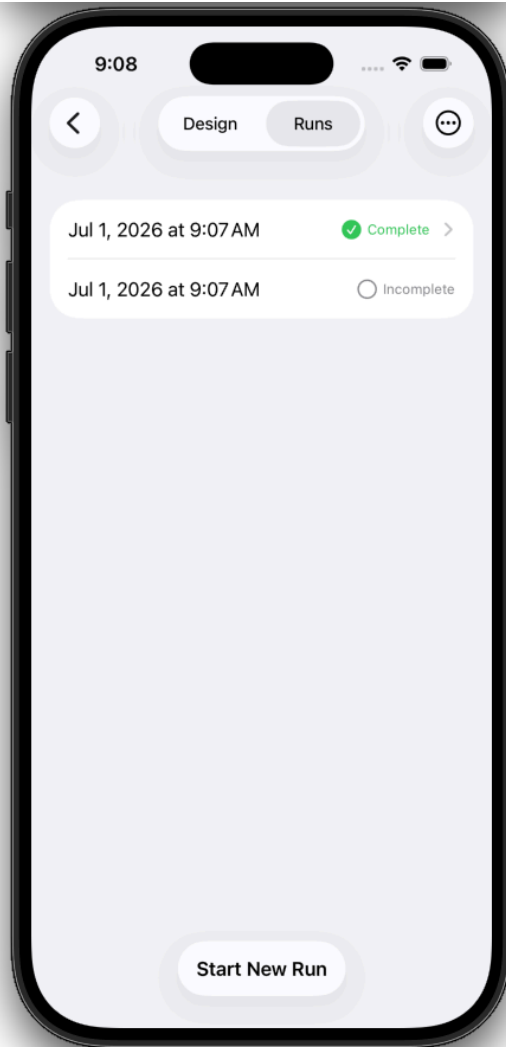
The Runs tab shows the history of all runs for this checklist, most recent first. Each row shows the date and time the run was started and whether it is Complete or In Progress.

- Tap a **Complete** run to view it in read-only detail.
- Tap an **In Progress** run to resume filling it in.

Checklist Detail Runs screen (empty)



## Checklist Detail Runs screen (data)

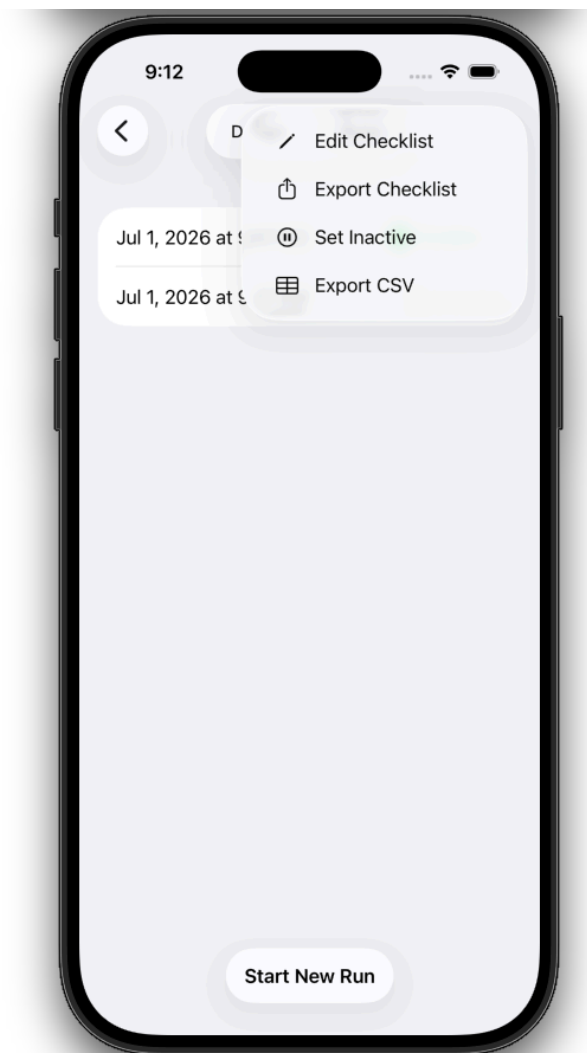


### ### The ... menu

The ... button (top right) provides additional actions:

- **Edit Checklist** — opens the Checklist Editor to modify the design
- **Export Checklist** — exports the checklist structure as a CSV file (full access required)
- **Export CSV** — exports all run data for this checklist as a flat CSV file (full access required; only appears when at least one run exists)
- **Set Inactive / Set Active** — toggles the checklist between Active and Inactive status
- **Delete Checklist** — permanently deletes the checklist (only available when there are no runs)

### Checklist Detail Menu screen



### ### Start New Run

The **Start New Run** button at the bottom of the screen begins a new run. This button is only active when the checklist is Active and has at least one item.

### ### Active vs. Inactive checklists

An **Active** checklist can have new runs started against it. An **Inactive** checklist cannot start new runs, but all past runs remain fully accessible, viewable, and exportable. Use Inactive status to retire a checklist you no longer use without losing its history.

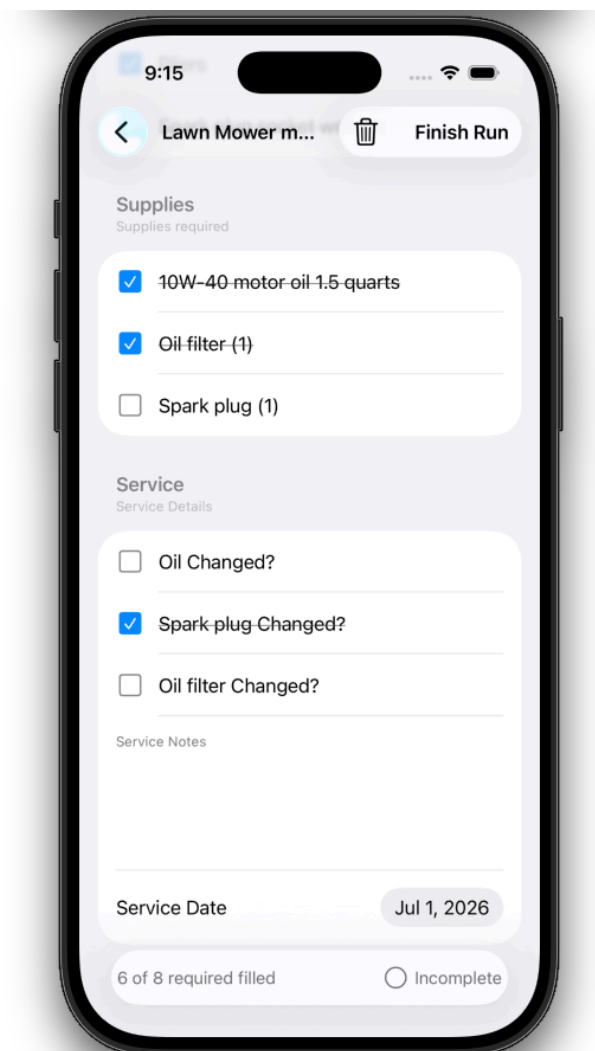
A checklist with existing runs cannot be deleted — it can only be set Inactive. A checklist with no runs can be deleted.

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## ## 7. Running a Checklist

Tapping **Start New Run** opens the Active Run screen.

### Active Run screen



### ### Filling in items

Each item is presented according to its type. Work through the items in each group, filling in the values that apply. See [Section 9](#9-item-types-reference) for how each item type behaves during a run.

Reference items appear with a "Ref" label and cannot be edited — they display the fixed value the checklist designer entered.

### ### Auto-save

Every value you enter is saved immediately and automatically. There is no save button and no risk of losing your work if you are interrupted.

### ### Leaving a run in progress

If you need to stop before finishing, tap the **back arrow**. Your progress is saved. The run will appear on the Runs tab as **In Progress** and can be resumed at any time by tapping it.

### ### Finishing a run

When you have filled in everything you need, tap **Finish Run** (top right). This records the completion date and time and closes the run. The run will appear on the Runs tab as **Complete**.

> **Important:** The completion date and time shown in the Run Detail view and in exported files is set at the moment you tap Finish Run — not when you started the run or entered the last value. If you tap Finish Run several hours after you started, the completion time reflects when you tapped the button.

### ### Completion status

As you fill in Required items, the run's status updates automatically. When every Required item has a value, the run is considered Complete. If you tap **Finish Run** before all Required items are filled in, the run is recorded as Incomplete.

You can manually override the status at any time from the Run Detail screen.

### ### URL items

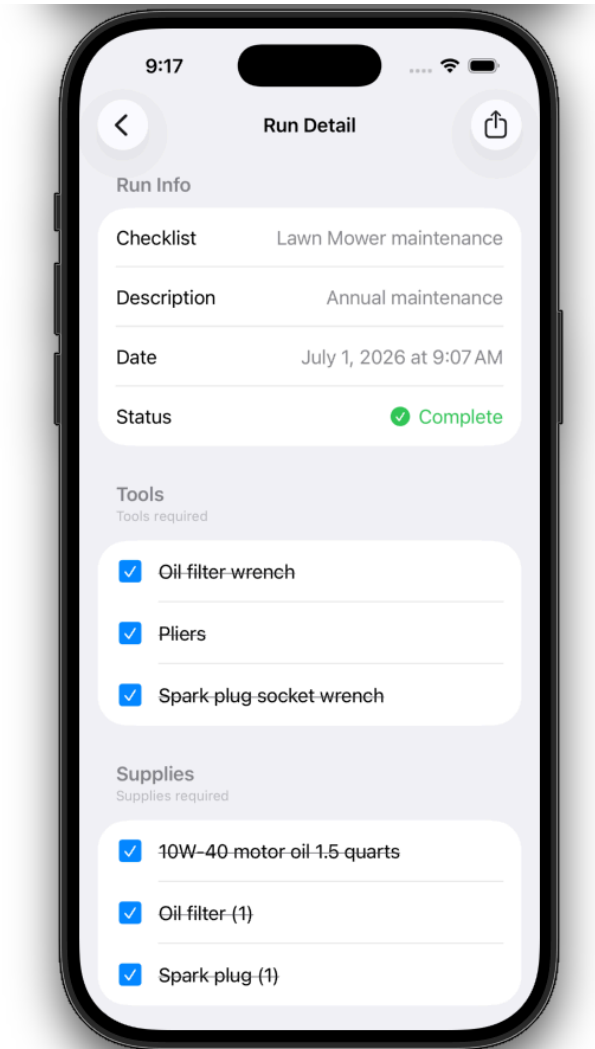
When filling in a URL item, you must provide both a **label** (the text that will be displayed as the link) and the **URL itself** (must begin with `https://` or `http://`). If the URL is not in a valid format, a message will appear below the field and Finish Run will be disabled until it is corrected.

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## ## 8. Viewing a Completed Run

Tapping a completed run on the Runs tab opens the Run Detail screen.

### Run Detail screen (complete status)



This is a read-only view showing:

- **\*\*Run Information\*\*** — the checklist name and description, date created, date completed, current status, and a unique run identifier
- **\*\*Item values\*\*** — all groups and items, organized exactly as they appeared during the run, with the values that were entered

URL items are shown as tappable links. Tapping one opens the URL in Safari.

Photo items show a thumbnail of the captured photo. Tap the thumbnail to view the full image.

### ### Exporting a run as PDF

Tap the **\*\*Export PDF\*\*** button (top right) to generate a formatted PDF of the run. Full access is required.

The PDF includes the run information header, all groups and items with their values, clickable URL links, embedded photo thumbnails, and a "Page X of Y" footer on every page.

### ### Editing a completed run

You can update the values in a completed run at any time by tapping **\*\*Edit\*\*** (if available). The run's Updated date will reflect when you last made a change.

### ### Overriding completion status

Tap the status badge to manually toggle the run between Complete and Incomplete, regardless of whether all Required items have values.

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## ## 9. Item Types Reference

List Log supports eleven item types. This section describes how each type behaves both at design time (when building the checklist) and at run time (when filling it in).

### ### Checkbox

A simple yes/no toggle.

- **\*\*At design time (Reference role):\*\*** Set to Yes or No.
- **\*\*At run time (Input role):\*\*** Tap to toggle between Yes and No.

### ### Yes / No / N/A

A three-state toggle: Yes, No, or Not Applicable.

- **\*\*At run time:\*\*** Tap to cycle through the three states.

### ### Number

A numeric value entered via the numeric keyboard.

### ### Short Text

A single line of free text.

### ### Long Text

Multiple lines of free text. The field expands as you type.

### ### Date

A calendar date (day, month, year) with no time component. A date picker is displayed.

### ### Date & Time

A calendar date plus a time of day. A date and time picker is displayed.

### ### URL

A web link with a human-readable label.

- **Two values are required:** the label (the text shown as the link) and the URL itself.
- The URL must begin with `https://` or `http://`. A validation message appears if the format is incorrect.
- The label is shown as the clickable link text everywhere the URL is displayed — in the Run Detail view, in the PDF export, and as a hyperlink in exported PDFs.
- **At design time (Reference role):** The checklist designer enters both the label and the URL. Both are fixed for every run.

### ### Photo

An image captured from the device camera or chosen from the photo library.

- **At run time:** Tap to choose between Take Photo and Choose from Library.
- Photos are stored within the app. They are not linked to the original photo library asset.
- In exported PDFs, the photo appears as a thumbnail in the item row.

### ### PDF

A PDF file selected from the device via the standard file picker.

- The selected file is copied into the app's storage. It is not linked to the original file location.
- To link to a web-hosted PDF, use a URL item instead.

### ### List of Values

A single selection from a list of options defined by the checklist designer.

- **At design time:** The designer defines the available options (add, remove, reorder).
- **At run time:** The user selects exactly one option from the list.
- This item type is Input role only — it cannot be used as a Reference item.

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## ## 10. Exporting Your Data

All export features require full access (see [Section 13](#13-unlocking-full-access)).

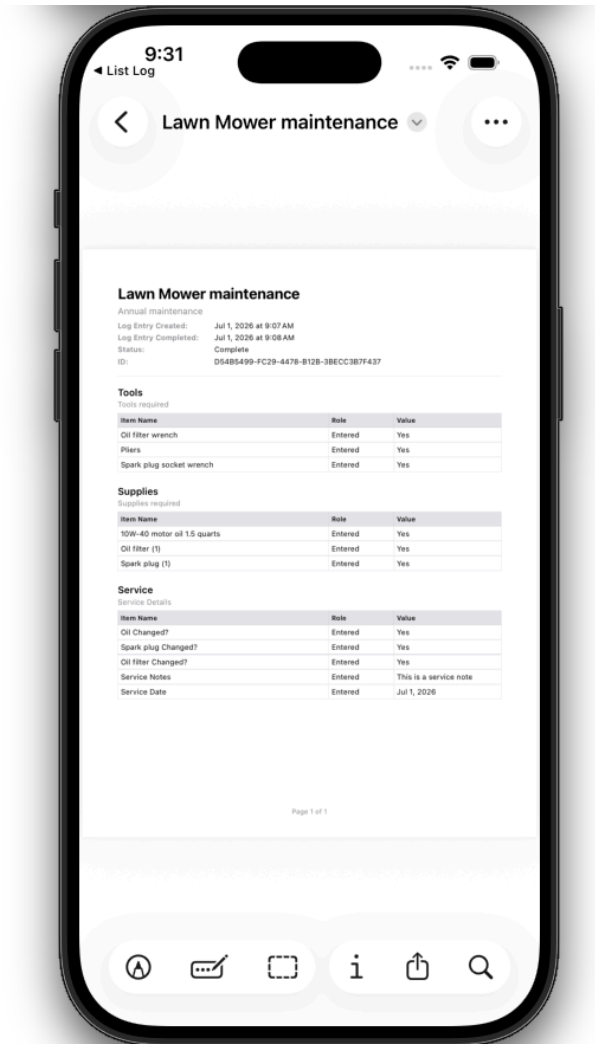
### ### PDF Export — single run

Available from the Run Detail screen. Produces a formatted PDF document for one run, including:

- Header block: checklist name, description, dates, status, and run ID
- All groups and items with their entered values
- Clickable URL hyperlinks
- Embedded photo thumbnails
- "Page X of Y" footer on every page

Tap the share icon to save, print, or share the PDF via any app on your device.

### Exported PDF



### ### CSV Export — all runs for a checklist

Available from the Checklist Detail screen via the ... menu. Produces a single CSV file containing every run recorded against the checklist.

The file uses a flat format — one row per item per run. Each row contains:

Column	Contents
--- ---	
Template Name	The checklist name
Checklist Description	The checklist description
Log Entry ID	Unique identifier for the run
Date Completed	Date the run was finished
Group Name	The group the item belongs to
Group Description	The group description
Item Name	The item title
Role	"Reference" or "Entered"
Value	The item's value
Label	For URL items only: the link label

The file opens correctly in Microsoft Excel, Apple Numbers, and Google Sheets.

### ### Checklist Structure Export

Available from the Checklist Detail screen via the ... menu (\*\*Export Checklist\*\*). Exports the checklist's design as a CSV file — groups, items, types, and roles, but no values. Useful for sharing a checklist design or editing it in a spreadsheet before re-importing.

### ### Starter Template Export

Available from the Checklists screen via the ... menu. Downloads a pre-built CSV demonstrating one example of each of the eleven item types. Use it as a starting point for building your own checklist via import.

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## ## 11. Importing a Checklist

Importing creates a new checklist from a CSV file that follows the checklist structure export format.

Tap the ... menu on the Checklists screen and select **Import Checklist**. Choose the CSV file from your device.

List Log validates the entire file before creating anything. If any errors are found — such as a missing item title, an unrecognised item type, or an incorrect number of columns — the import is rejected and a list of errors with row numbers is shown. No partial checklist is created.

If the import succeeds, the new checklist is created with Active status. Group and item order matches the row order in the CSV file.

> **Note:** The checklist name in the CSV file must not match the name of an existing checklist in your app. If it does, the import will be blocked. Rename the checklist in the CSV and try again.

Full access is required to import a checklist when you already have one.

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## ## 12. iCloud Sync

If your device has an active iCloud account, List Log automatically syncs your checklists and runs across all of your Apple devices using the same iCloud account. No setup is required — sync is on by default when iCloud is available.

Photos and PDF attachments are also stored in iCloud and sync across devices.

If no iCloud account is active, List Log stores everything locally on the device. Your data is never lost — it simply stays on that device until iCloud becomes available.

iCloud sync is available to all users, including the free tier.

### ### A note on sync timing

Changes made on one device may take a few moments to appear on another, depending on network conditions. If a change does not appear immediately, wait a moment and pull down to refresh.

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## ## 13. Unlocking Full Access

List Log is free to download and includes:

- One checklist
- Unlimited runs on that checklist
- Full viewing of all run results
- iCloud sync

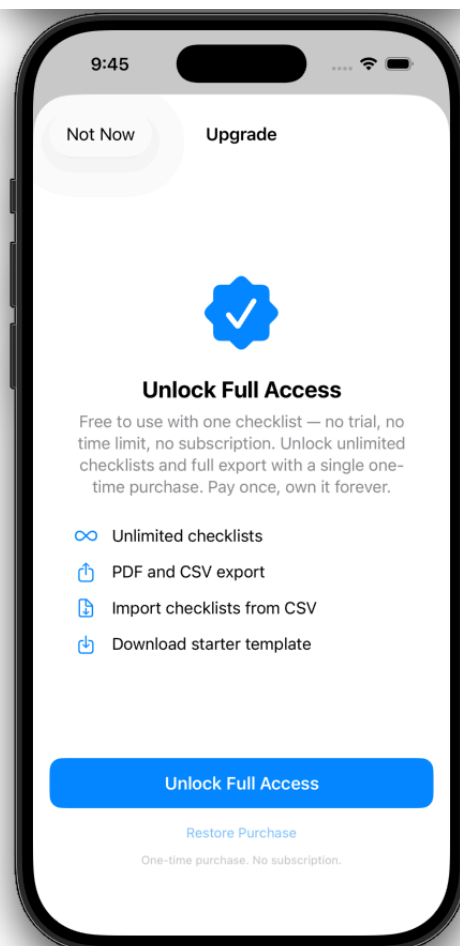
A single one-time in-app purchase unlocks:

- Unlimited checklists
- PDF export
- CSV export (run data)
- Checklist structure export and import
- Starter template export

### ### How to purchase

The upgrade prompt appears automatically when you attempt a feature that requires full access. Tap **Unlock Full Access**, review the price, and confirm with Face ID, Touch ID, or your Apple ID password. The purchase is processed through Apple — List Log never sees your payment information.

## Unlock Full Access



The unlock takes effect immediately. You do not need to restart the app.

### ### Restoring a previous purchase

If you have already purchased full access and need to restore it — after reinstalling the app or on a new device — tap **\*\*Restore Purchase\*\*** on the upgrade prompt. Your purchase will be restored at no charge.

### ### Family Sharing

Full access supports Apple Family Sharing. A purchase by one family member grants full access to all members of the same Family Sharing group.

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\*List Log is developed by Llanwit Creations LLC. For support, contact [support@listlogapp.com](mailto:support@listlogapp.com).\*