List Log

User Manual

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1. Introduction

List Log is an iOS and iPadOS 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 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 creating one checklist with unlimited runs, full viewing of results, and iCloud sync. A single one-time purchase unlocks unlimited checklists and all export and import 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 — both are required.

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. A default ‘General’ group is automatically added, and you can change the name.

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), choose its role (Input or Reference), 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 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 as many times as you like; 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 — its groups, items, and any Reference values — and stores it inside the run itself. 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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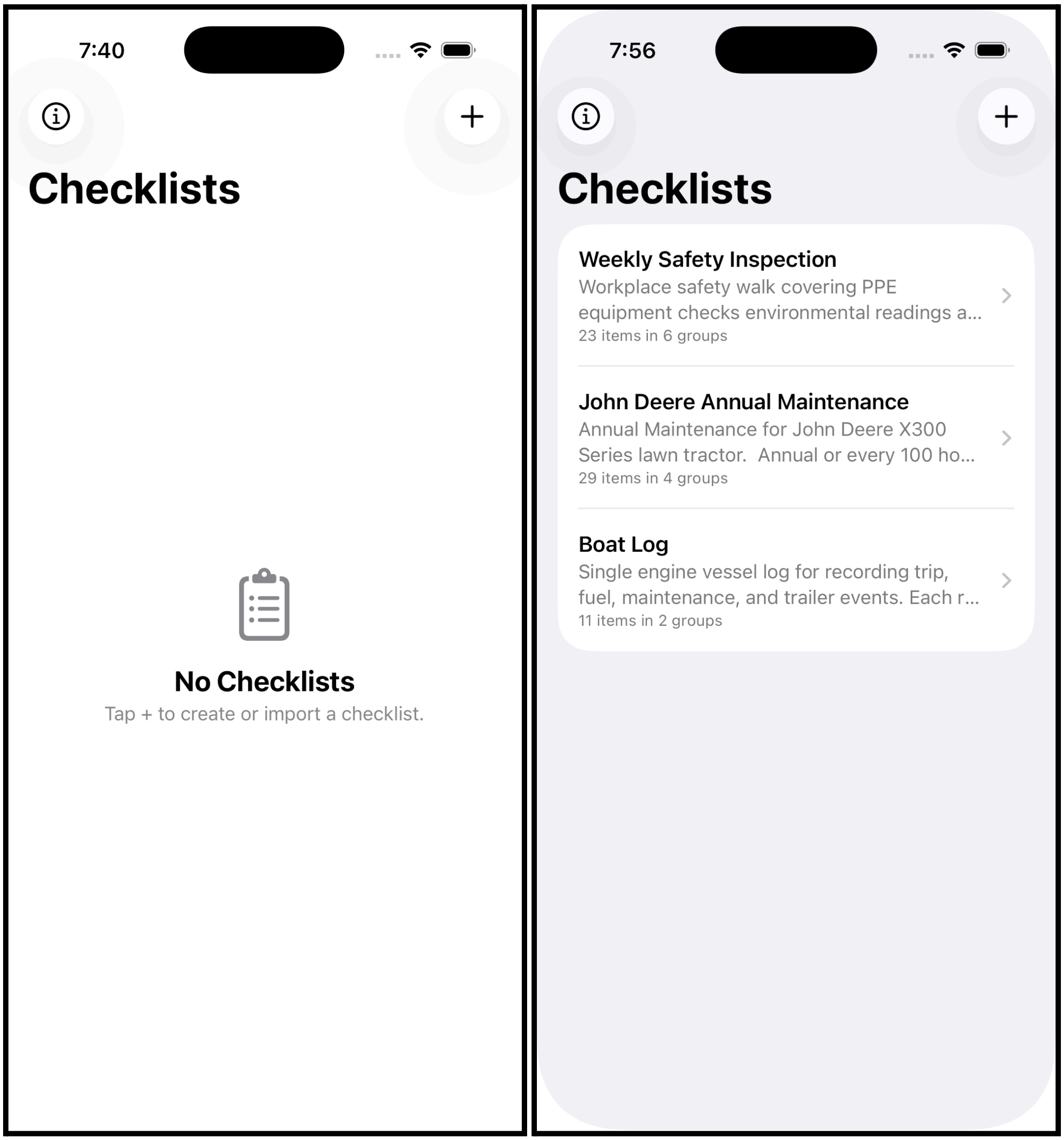
4. The Checklists Screen

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

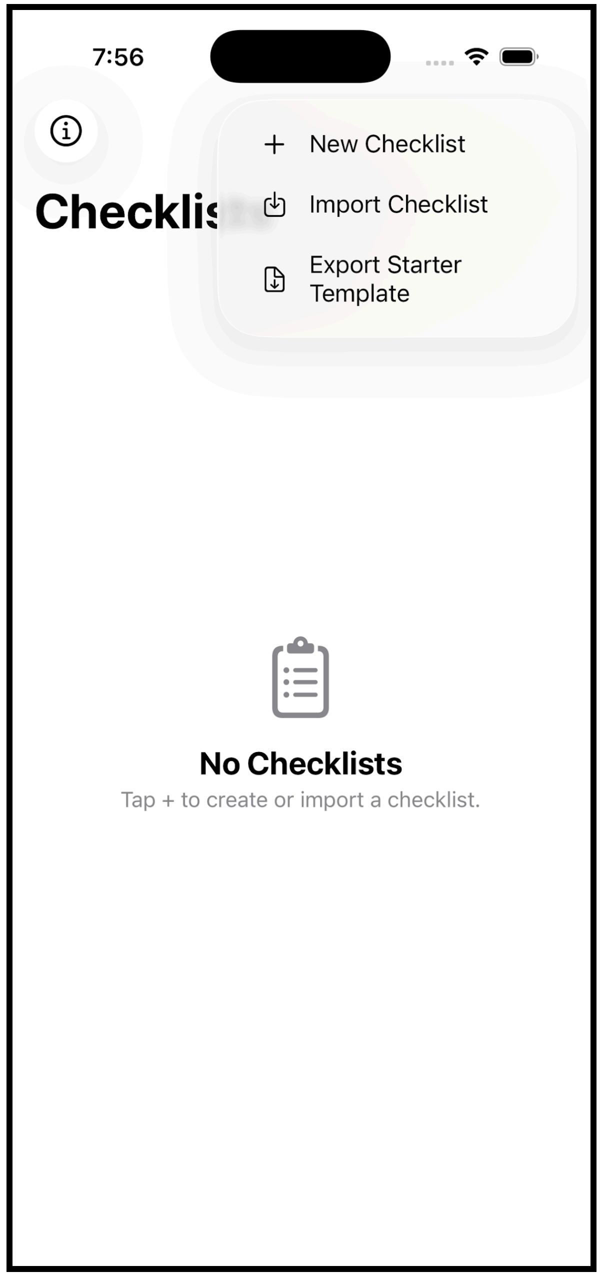
Each row shows the checklist name, its description, and a count of groups and items. Inactive checklists appear at the bottom of the list in a dimmed style.



Main Checklist Screen (empty & examples)

Actions available from this screen

- **New Checklist** (+ icon, 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 shows the upgrade screen.
- **Import Checklist** (+ icon menu) — imports a checklist from a CSV file. Requires the full-access purchase if you already have a checklist.
- **Export Starter Template** (+ icon menu) — downloads a pre-built CSV file demonstrating all eleven item types, including a second URL example that shows the Reference URL columns. Useful as a starting point for building your own checklist via import. Requires full access.
- **Info icon** (top left) — opens the About screen. See Section 5.
- **Tap a checklist row —** opens the Checklist Detail screen for that checklist.



New Checklist Menu (+ icon)

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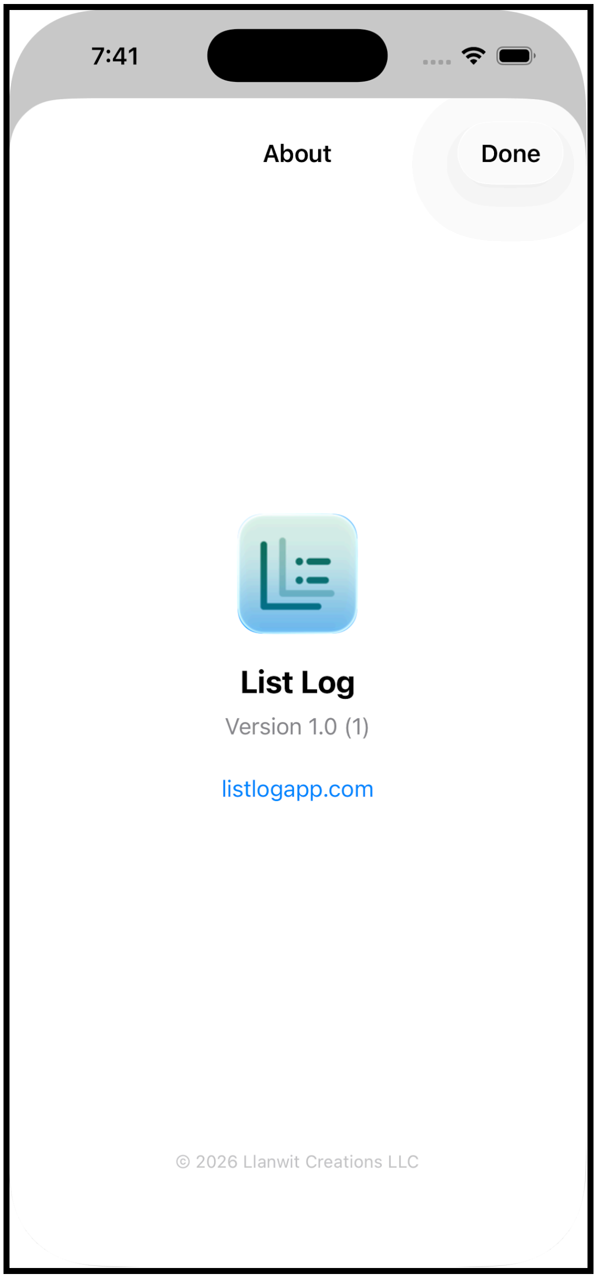
5. The About Screen

The About screen is a simple, static information screen, separate from your checklists and runs. It is accessible by tapping the info icon in the toolbar of the Checklists screen.

The About screen displays:

- The app's name, List Log, matching the name shown under the app icon on your device's home screen.
- The app's icon, matching the icon shown on your home screen.
- The current app version and build number, always matching the build actually installed on your device.
- A tappable link to the product website, listlogapp.com.
- A copyright notice for Llanwit Creations LLC.



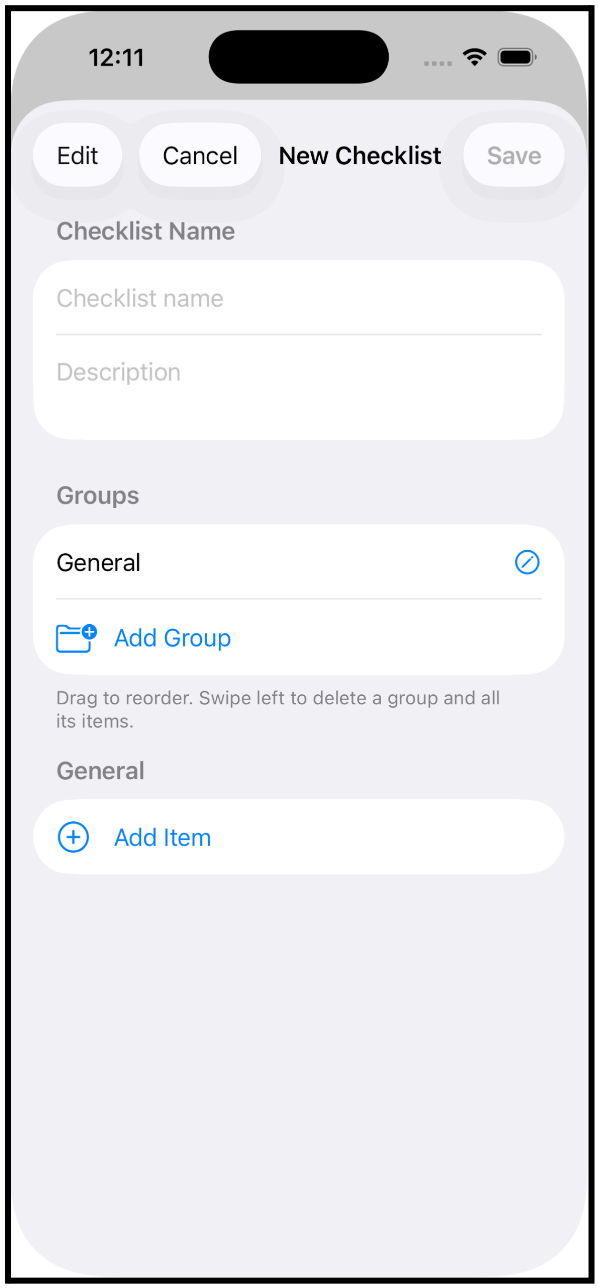
About Screen

6. Creating and Editing a Checklist

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

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.



New Checklist Screen

Groups

A checklist is organized into one or more groups. Each group has a name and a description — both required. Groups appear in the order you define them, and you can reorder them by dragging. Tap & hold on a group and then move to the desired order. An initial group called “General” is added automatically; you can rename it.

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 appears 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.

When adding an item, you choose:

- **Title —** what the item is called (required).
- **Type —** the kind of data it captures; see Section 10 for the full list of the eleven item types.
- **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.   Tap & hold on an item and then move to the desired order.

Item type quick reference

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 (expands as you type)	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

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 can be 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 and 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 person running it always has the information they need. List of Values items are the one exception — this type supports the Input role only.

Required vs. Optional

Input items can be marked Required or Optional.

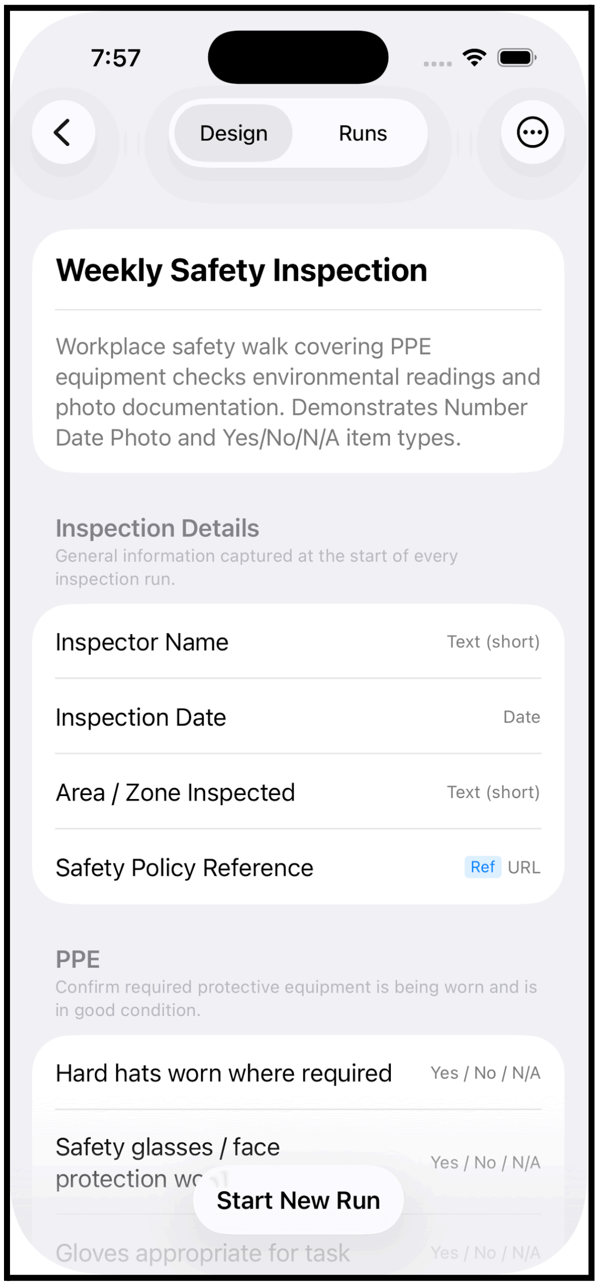
- A run is automatically marked Complete when every Required item has a value. For URL items, both the label and the URL must be present.
- Optional items do not affect the completion calculation — they may be left blank with no consequence.
- You can also manually override the Complete/Incomplete status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

7. The Checklist Detail Screen

Tapping a checklist on the Checklists screen opens the Checklist Detail screen. This screen has two tabs, Design and Runs, plus a Start New Run button that stays visible at the bottom of the screen regardless of which tab is active.

Design tab

Shows the checklist's name, description, and every group and item in the order you defined them.

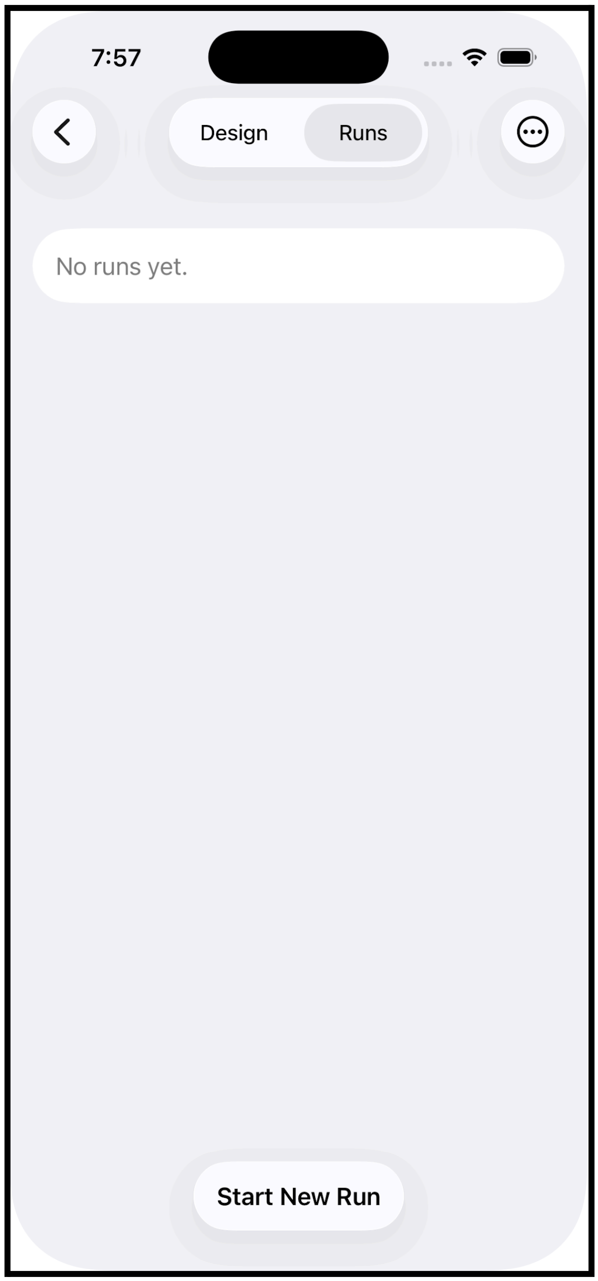


Checklist Detail — Design Tab

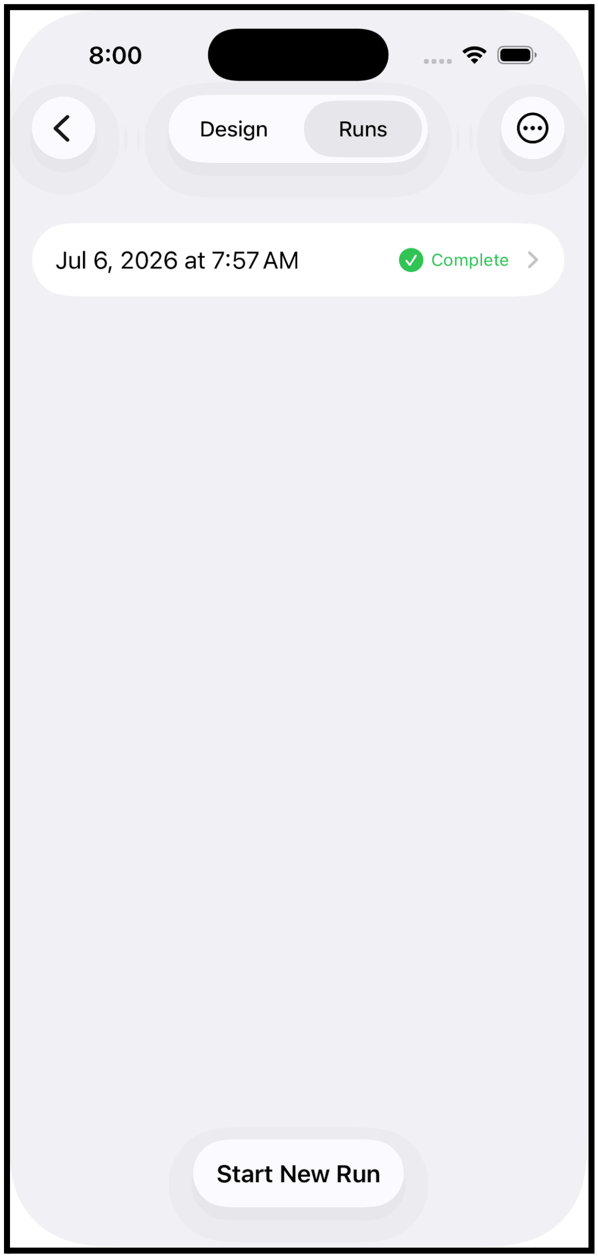
Runs tab

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 Incomplete/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 Tab (Empty)

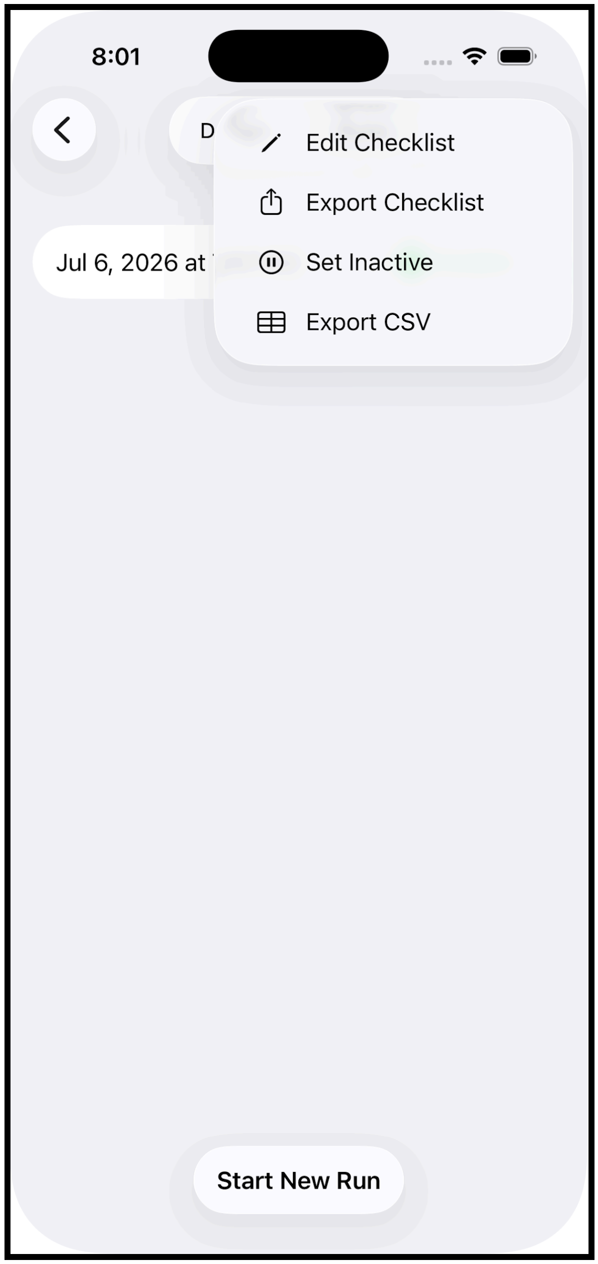


Checklist Detail — Runs Tab (With Data)

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 shown when the checklist has zero runs; if it has any runs, this option does not appear and Set Inactive is offered instead.



Checklist Detail — … Menu

Start New Run

The Start New Run button begins a new run. It 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. If every run belonging to a checklist is later deleted individually, the checklist becomes eligible for deletion again.

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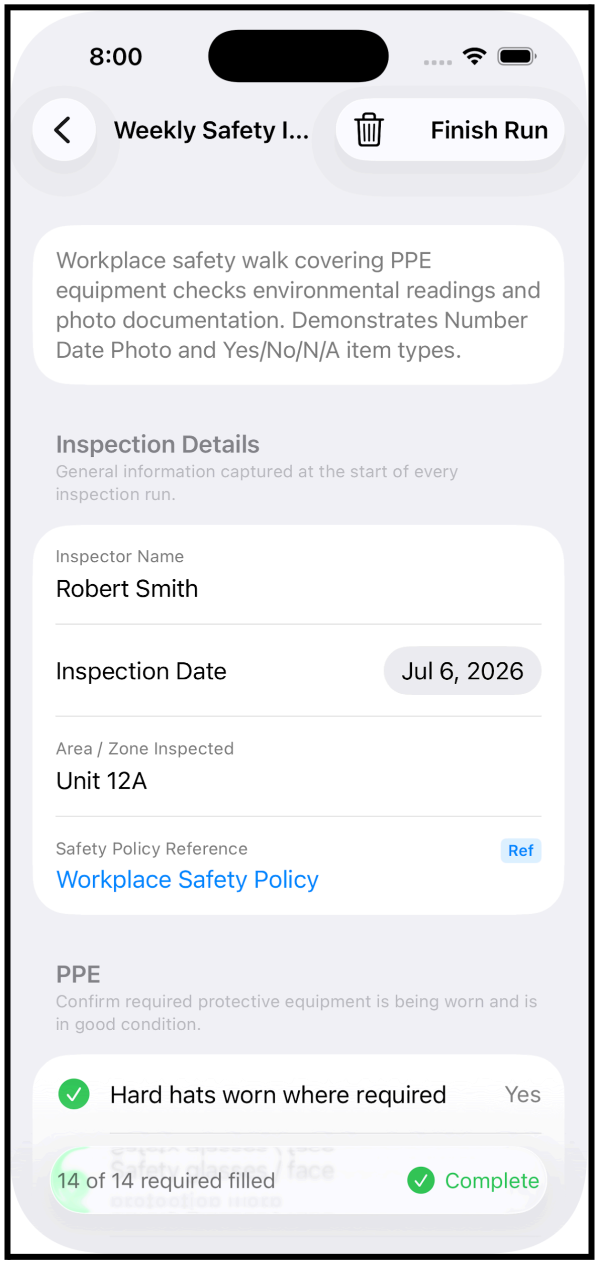
8. Running a Checklist

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 10 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 appears below the field and Finish Run is disabled until it is corrected.

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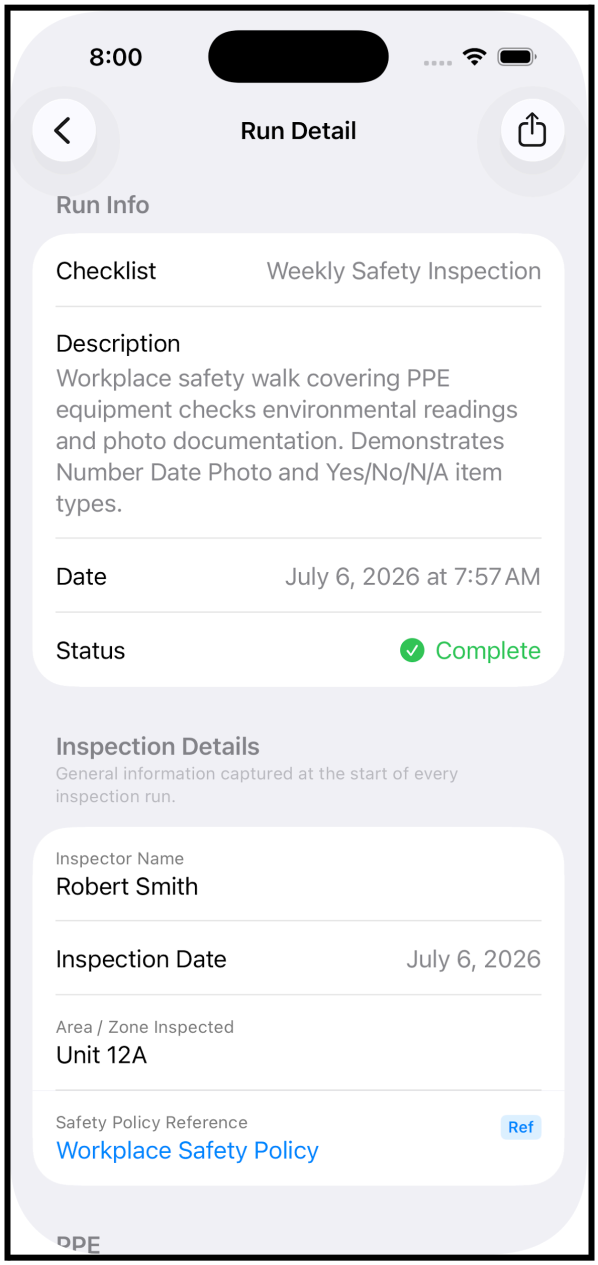
9. Viewing a Completed Run

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



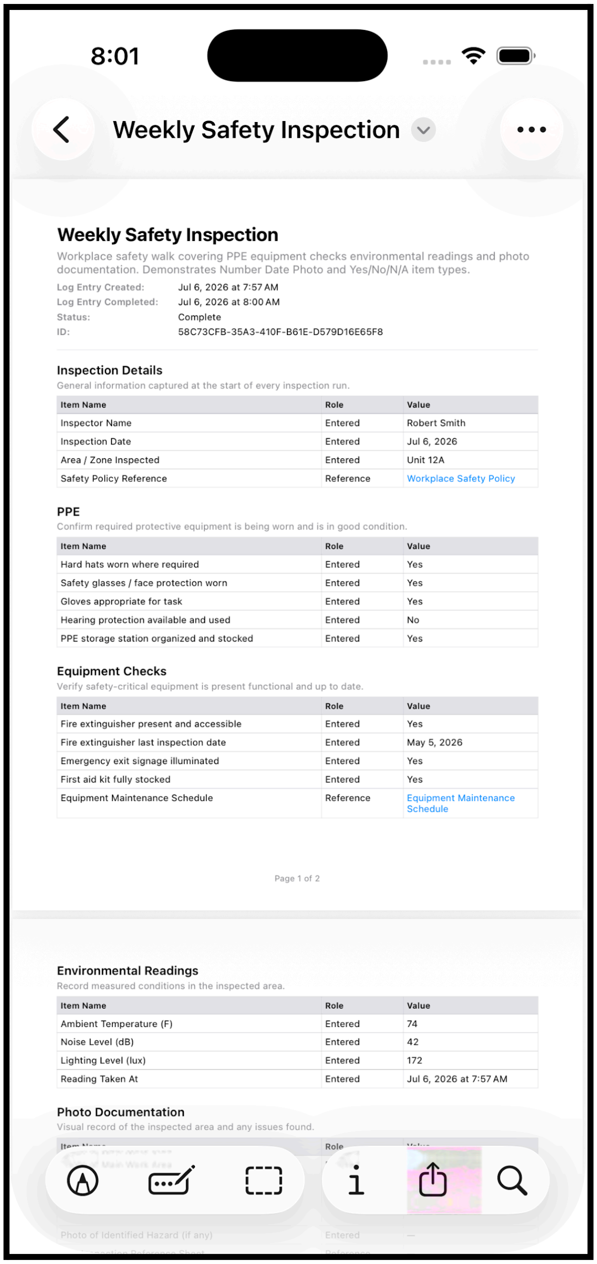
Run Detail Screen

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



Weekly Safety Inspection

Workplace safety walk covering PPE equipment checks environmental readings and photo documentation. Demonstrates Number Date Photo and Yes/No/N/A item types.

Log Entry Created: Jul 6, 2026 at 7:57 AM
Log Entry Completed: Jul 6, 2026 at 8:00 AM
Status: Complete
ID: 58C73CFB-35A3-410F-B61E-D579D16E65F8

Inspection Details

General information captured at the start of every inspection run.

Item Name	Role	Value
Inspector Name	Entered	Robert Smith
Inspection Date	Entered	Jul 6, 2026
Area / Zone Inspected	Entered	Unit 12A
Safety Policy Reference	Reference	Workplace Safety Policy

PPE

Confirm required protective equipment is being worn and is in good condition.

Item Name	Role	Value
Hard hats worn where required	Entered	Yes
Safety glasses / face protection worn	Entered	Yes
Gloves appropriate for task	Entered	Yes
Hearing protection available and used	Entered	No
PPE storage station organized and stocked	Entered	Yes

Equipment Checks

Verify safety-critical equipment is present functional and up to date.

Item Name	Role	Value
Fire extinguisher present and accessible	Entered	Yes
Fire extinguisher last inspection date	Entered	May 5, 2026
Emergency exit signage illuminated	Entered	Yes
First aid kit fully stocked	Entered	Yes
Equipment Maintenance Schedule	Reference	Equipment Maintenance Schedule

Page 1 of 2

Environmental Readings

Record measured conditions in the inspected area.

Item Name	Role	Value
Ambient Temperature (F)	Entered	74
Noise Level (dB)	Entered	42
Lighting Level (lux)	Entered	172
Reading Taken At	Entered	Jul 6, 2026 at 7:57 AM

Photo Documentation

Visual record of the inspected area and any issues found.

Item Name	Role	Value
Photo of Identified Hazard (if any)	Entered	—

Completed Run in PDF export

Editing a completed run

You can update the Input values in a completed run at any time by tapping Edit. Reference values can never be edited. 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. No history of automatic vs. manual status changes is kept — only the current status is shown.

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10. 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, treated as a distinct type from Checkbox: 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 and in the PDF export. If no label is present (for example, in legacy data), the raw URL is shown instead.
- **At design time (Reference role):** the checklist designer enters both the label and the URL. Both are fixed for every run, and are the only Reference values included in the checklist structure export (see Section 11).

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 automatically resized (longest side capped at 1600 pixels) and 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 — a PDF item always refers to a file stored locally on the device.

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). Each item's option list belongs only to that item and is not shared with other items.
- 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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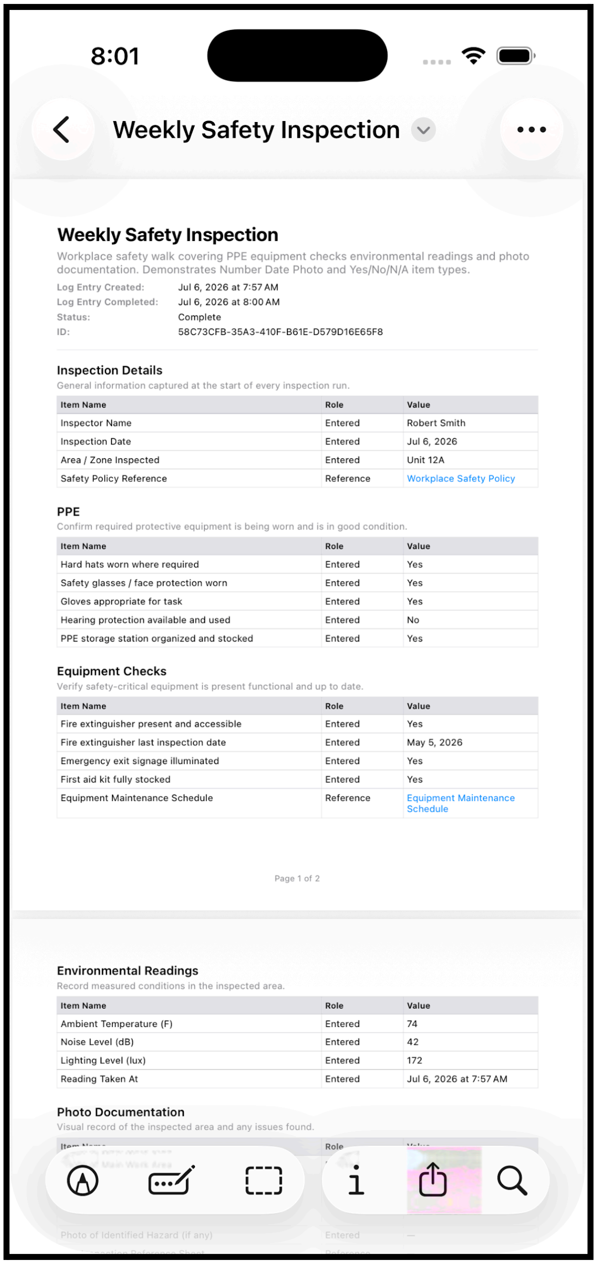
11. Exporting Your Data

All export features require full access (see Section 14).

PDF Export — single run

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

- A header block: checklist name, description, dates, status, and run ID (no user name or other identity field is included).
- All groups and items with their entered values, rendered as a table with columns for Item Name, Role (“Reference” or “Entered”), and Value.
- Clickable URL hyperlinks, shown using the item's label as link text.
- Embedded photo thumbnails.
- A “Page X of Y” footer on every page.



Exported PDF Example

CSV Export — all runs for a checklist

Available from the Checklist Detail screen via the … menu (Export CSV). Produces a single CSV file containing every run recorded against the checklist, in a flat (long) format — one row per item per run. This format stays correct even as a checklist's design changes over time; any pivoting for analysis is done afterward in a spreadsheet tool. Create a ‘pivot table’ from this data to see the data as one run per row.

Each row contains the following ten columns, in order:

#	Column	Contents
1	Template Name	The checklist name
2	Checklist Description	The checklist description
3	Log Entry ID	Unique identifier for the run
4	Date Completed	Date the run was finished
5	Group Name	The group the item belongs to
6	Group Description	The group description
7	Item Name	The item title
8	Role	“Reference” or “Entered”
9	Value	The item's value (raw URL only, for URL items)
10	Label	For URL items only: the link label. Blank for all other types.

Rows are ordered by run date (oldest to newest), then by group order, then by item order within the group. Any field containing a comma, quote, or line break is quoted per RFC 4180 so 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 an 11-column CSV file — groups, items, types, and roles, with no run values, and one exception described below. Useful for sharing a checklist design or editing it in a spreadsheet before re-importing.

The eleven columns, in order, are:

#	Column	Notes
1	Checklist Name	
2	Checklist Description	
3	Group Name	
4	Group Description	
5	Item Title	
6	Item Type	Uses the app's display names, e.g. “Checkbox”, “Yes / No / N/A”, “List of values”
7	Role	“Input” or “Reference”
8	Required	“Required” or “Optional”
9	Options	List of Values items only, pipe (|) separated. Blank for all other types.
10	Reference URL	URL items with Reference role only. Blank in every other case.
11	Reference URL Label	URL items with Reference role only. Blank in every other case.

Columns 10 and 11 are the one exception to “structure only”: since a Reference-role URL item's value is fixed at design time, its URL and label are treated as part of the design and are included in the export (and required on import).

Starter Template Export

Available from the Checklists screen via the + icon menu. Downloads a pre-built CSV demonstrating one example of each of the eleven item types, plus a second URL example showing a Reference-role URL with its Reference URL and Reference URL Label columns populated. Use it as a starting point for building your own checklist via import.

12. Importing a Checklist

Importing creates a new checklist from a CSV file that follows the 11-column checklist structure export format described in Section 11.

Tap the + icon 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. Validation checks include: a correctly matching 11-column header row, a non-empty Checklist Name / Group Name / Item Title in every row, a recognized Item Type, a valid Role value (“Input” or “Reference”), List of Values items using Input role only, and a Required column of “Required” or “Optional”. For any row where Item Type is URL and Role is Reference, both the Reference URL and Reference URL Label columns are required and the URL must begin with https:// or http://; for every other row, both columns must be blank.

If any errors are found — such as a missing item title, an unrecognized 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. The file may use any standard line ending (Windows, Mac, or Unix) — List Log handles all of them correctly.

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 is 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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13. 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. The switch between modes is transparent and automatic.

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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14. Unlocking Full Access

List Log is free to download and includes:

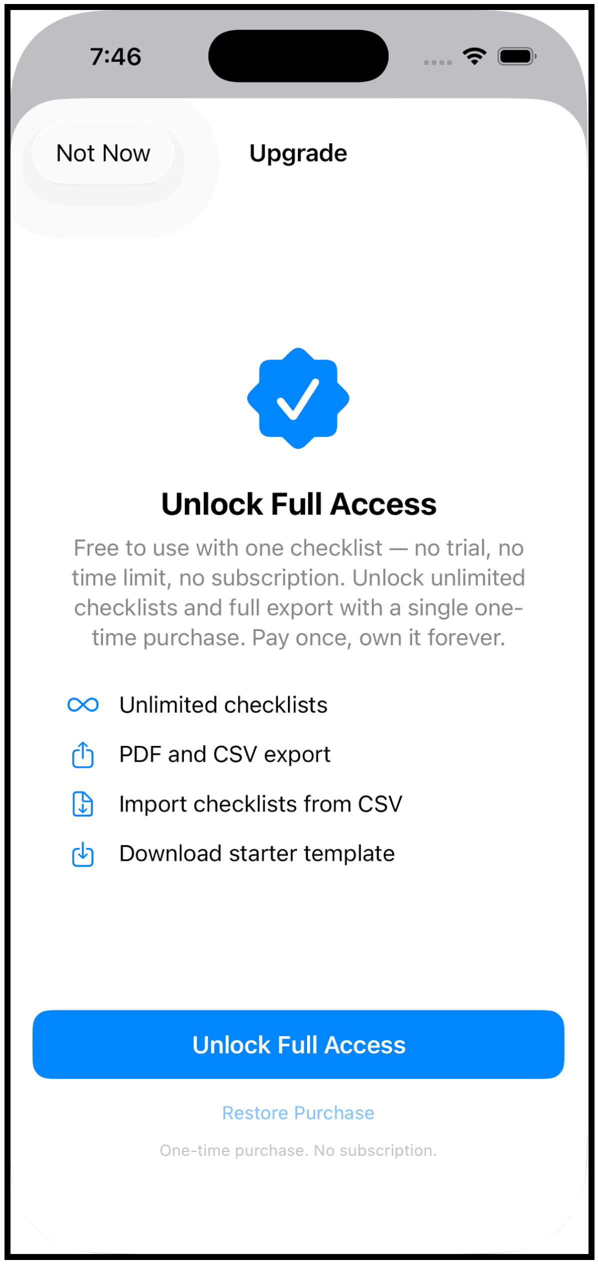
- One checklist
- Unlimited runs on that checklist
- Full viewing of all run results
- iCloud sync

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 (fetched live from the App Store), 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. The unlock takes effect immediately; you do not need to restart the app.



Unlock Full Access Screen

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.

If you already had two or more checklists before this feature was introduced, you keep access to all of them without needing to purchase — the checklist limit only applies when creating a new checklist.

List Log is developed by Llanwit Creations LLC.
For support, contact support@listlogapp.com.