

DreamTracker User Guide

The website, the Daily Report, and dreamtracker-sync

Contents

Part A: DreamTracker on the web

A.1 Getting started	5
Signing up and signing in.....	5
Finding your way around.....	5
The Dashboard	5
Settings.....	6
A.2 Goals, milestones, targets and tasks	7
How the four levels fit together.....	7
Creating and editing.....	8
Status, priority and dates	8
Changing many tasks at once.....	10
Duplicating	10
Completing and archiving a goal.....	11
A.3 Retiring and restoring.....	12
Retiring is not deleting	12
Retiring and restoring an item	12
A.4 Your day: Today, timers and TODO.....	13
The Today page	13
Timing your work.....	14
Adding, correcting and deleting time.....	14
The TODO list	15
Adding new work from the TODO list.....	16
A.5 Overdue work.....	17
The Overdue page	17
Catching up.....	17
A.6 Week and Calendar	18
The Week view	18
The Calendar	19
A.7 The Daily Report	20
Reading the report	20
How the day score is calculated.....	22
Streak and 7-day average	22
PDF, email and Telegram.....	23
Getting it every evening	23

A.8 Other reports	25
Reports for any period	25
Comparing goals	26
Reports you design	27
Exporting to CSV	28
A.9 Working with others	29
Inviting people to a goal	29
Roles	29
Invitations you receive	29
Who is responsible	30
A.10 Notifications and Telegram	31
The notification centre	31
Choosing what you hear about	32
Connecting Telegram	33
 Part B: dreamtracker-sync: tracking project work from your computer	
B.1 What dreamtracker-sync does	34
The daily cycle	34
The .dreamtracker folder	34
B.2 Installing and setting up	36
Installing	36
Connecting to your account	36
Adding a project	37
B.3 Working with Claude Code	39
The DreamTracker skills	39
Checking a project: /dreamtracker-status	39
What Claude logs for you	41
B.4 Automatic sync	42
The schedule	42
What the first run of the day does	42
Checking that it worked	42
Running it now, or turning it off	43
B.5 How your work reaches the website	44
Matching tasks by name	44
New tasks	44
Completion times and timed work	44

B.6 Command reference	45
Day to day	45
Changing the plan	45
Keeping the template and the website in step.....	45
Setup and checks	46
B.7 Troubleshooting.....	47
“Nothing logged”	47
“Could not resolve task”	47
“Already synced”	47
“Authentication failed”	47
Work landed on the wrong day	47
 Part C: Quick help	
C.1 Questions people ask	48
On the website	48
With dreamtracker-sync	48

Part A: DreamTracker on the web

DreamTracker helps you turn big goals into daily work and see, each evening, how the day went. This part covers everything on the website: setting up your goals, planning and timing your day, the Daily Report, other reports, sharing goals and notifications.

A.1 Getting started

A.1.1 Signing up and signing in

1. On the sign-up page, enter your **Email address** and a **Password** (twice), then click **Create account**. Or click **Sign up with Google**.
2. New accounts are checked by an administrator first. Until then, signing in shows **Account Pending Approval**. You'll be able to sign in once your account is approved.
3. Sign in with your email and password, or **Sign in with Google**. Tick **Remember me** on your own device. If you forget your password, use **Forgot your password?**.

After signing in you land on the Dashboard.

A.1.2 Finding your way around

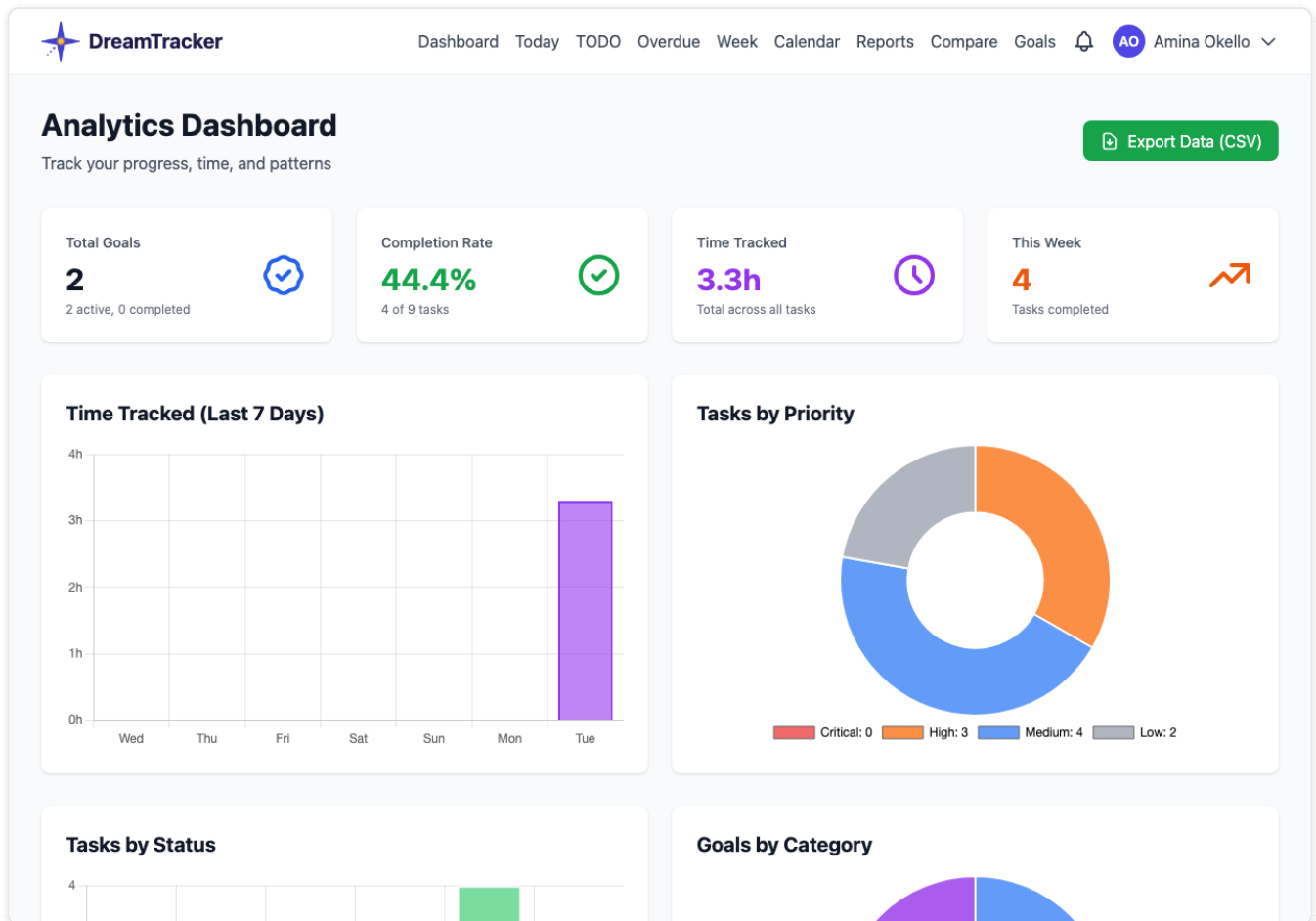
The top bar takes you to every main page:

Link	What it's for	See
Dashboard	An overview of all your goals	A.1.3
Today	What's scheduled for a day, and your day score	A.4
TODO	Your working list across all goals	A.4
Overdue	Work that has slipped	A.5
Week, Calendar	Your plan laid out in time	A.6
Reports, Compare	Reports over a period, and goals side by side	A.8
Goals	All your goals	A.2

The bell shows unread notifications (A.10). Your name opens the account menu, with **Collaborations**, **User Guide**, **Settings** and **Logout**. On a phone, the ☰ button opens the same links.

A.1.3 The Dashboard

The **Analytics Dashboard** gives an overview: total goals, completion rate, time tracked and this week's activity, with charts of time over the last 7 days, tasks by priority and status, goals by category, and progress on your active goals.



The Dashboard.

A.1.4 Settings

Open **Settings** from the account menu. It has seven tabs:

- **Profile:** your photo (JPG or PNG up to 2 MB) and **Display name**.
- **Time zone:** decides when your day starts and ends on Today, TODO, Overdue and the Daily Report. If your device is in a different zone, a button offers to use it.
- **Email:** add, verify or remove email addresses and choose the primary one.
- **Password:** change your password (or set one if you signed up with Google).
- **Notifications:** what you're told about, where, and Telegram (A.10).
- **Daily report:** the evening email and Telegram report (A.7.5).
- **API token:** the key dreamtracker-sync uses to reach your account (B.2.2).

Tip: set your time zone first. A task completed at 23:30 belongs to whichever day it is where you are.

A.2 Goals, milestones, targets and tasks

A.2.1 How the four levels fit together

Everything in DreamTracker hangs off four levels:

Level	What it is	Example
Goal	Something you want to achieve, with why and how	Launch the community website
Milestone	A major stage on the way	Design and content
Target	A concrete result within a stage	Home page
Task	One piece of work you can do and tick off	Write the welcome text

A goal's progress is the share of its tasks that are completed. Goals, milestones and targets have deadlines; tasks have a **scheduled date**, the day you plan to do them.

The screenshot displays the DreamTracker application interface. At the top, the navigation bar includes the DreamTracker logo and a menu with options: Dashboard, Today, TODO, Overdue, Week, Calendar, Reports, Compare, Goals, and a user profile for Amina Okello. Below the navigation bar, the breadcrumb trail reads 'Dashboard / Goals / Launch the community website'.

The main content area features a goal card titled 'Launch the community website'. This card includes several interactive buttons: 'Mark Goal Complete' (green), '+ Add Milestone' (blue), 'Edit' (grey), 'Duplicate' (purple), 'Archive' (grey), and 'Delete' (red). Below these buttons, the goal is categorized as 'Active' and 'Community & Service'. It shows a creation date of 'Oct 13, 2026' and a location of 'Africa/Kampala', with a note that it has '2 milestones'.

A detailed view of the goal shows a 'Deadline: Dec 12, 2026, 5:00 PM' and a progress indicator of '60 days, 10 hours remaining'. An 'Update' button is also present. Below this, a 'Goal Progress' bar shows '42.9%' completion.

The lower section of the interface is titled 'Statistics & Insights' and contains several data cards:

- Time to Deadline:** 60 days, 10 hours remaining.
- Completion Rate:** 42.9%, 3 of 7 tasks completed.
- Time Invested:** 2.5h, 150 minutes total.
- Milestones:** 0 / 2, 0.0% complete.
- Targets:** 0 / 3, 0.0% complete.
- Recent Activity:** Today, 3 tasks this week.
- Velocity:** 3.0.
- Planning:** 100.0%.

A goal's page: progress, deadline, and its milestones.

A.2.2 Creating and editing

1. **Goal:** on the Goals page click **Create Goal**. Give it a **Goal Name**, a **Category** and a **Deadline**. The statement, motivation and strategies are optional but worth writing: they are what you'll read when the going gets hard.
2. **Milestone:** on the goal's page click **Add Milestone**. It needs a name, a responsible person and a deadline.
3. **Target:** on the milestone's page click **Add Target**, with the same details.
4. **Task:** on the target's page click **Add Task**. Give it a **Name**, **Priority** and, ideally, a **Scheduled date**. Tick **Add to my TODO list** to put it on your working list straight away.

The screenshot shows the 'My Goals' section of the DreamTracker app. At the top, there's a navigation bar with the DreamTracker logo and various menu items like Dashboard, Today, TODO, Overdue, Week, Calendar, Reports, Compare, Goals, and a user profile for Amina Okello. Below the navigation bar, the 'My Goals' section has a subtitle 'Track your dreams and achieve your milestones'. There are two buttons: 'Export CSV' and '+ Create Goal'. A search bar is present with the placeholder 'Search by name or statement...'. To the right of the search bar are dropdown menus for 'Category' (set to 'All Categories') and 'Status' (set to 'All Statuses'). A 'Filter' button is also visible. Below the search filters, there are three summary cards: 'Total Goals' with a value of 2, 'Active Goals' with a value of 2, and 'Completed Goals' with a value of 0. Each card has a corresponding icon (a checkmark in a circle for total, a lightning bolt for active, and a checkmark in a circle for completed). Below these cards is a tab bar with 'All Goals', 'Active', 'Completed', and 'Archived'. The 'All Goals' tab is selected. Below the tab bar, a goal is displayed: 'Run a half marathon'. It has a status of 'Active' (green dot), a category of 'Health & Fitness' (pink dot), and a progress bar showing '50% Complete'. The goal description is 'Run a half marathon by the end of the year.' Below the description, there are details: 'Oct 13, 2026' (start date), '1 milestone', and 'Africa/Kampala' (location). At the bottom, there's a 'Due: Feb 10, 2027' label. To the right of the goal title, there are icons for eye, edit, share, and delete.

My Goals: every goal with its progress.

Each page has an **Edit** button to change details later. To move a task to another target in the same goal, open **Edit** on the task and choose the new **Target** (shown as Milestone › Target): it keeps its status, time and history and goes to the end of the new target. To change a deadline, use **Set Deadline** or **Update** next to it: you can say why, and the goal keeps a **Deadline History** of every change.

Faster: you can also add tasks without visiting each level, using quick add on the TODO list or Today page (A.4.5).

A.2.3 Status, priority and dates

A task's **status** is one of:

Status	Meaning
Untouched	Not started (the starting status)
Ongoing	Being worked on. Starting a timer sets this.
Paused	Started, put aside for now
Blocked	Can't continue until something else happens
Completed	Done
Cancelled	You've decided not to do it

On a task's page, **Status Management** has quick buttons (**Start Working**, **Pause**, **Resume**, **Mark Blocked**, **Mark Complete**). Anywhere you see a task's tick box, ticking it completes the task and unticking sets it back to Untouched.

The screenshot shows the DreamTracker interface. At the top is a navigation bar with the DreamTracker logo and links: Dashboard, Today, TODO, Overdue, Week, Calendar, Reports, Compare, Goals, a notification bell, and a user profile for Amina Okello. Below this is a breadcrumb trail: Dashboard / Goals / Launch the community website / Design and content / Home page / Write the welcome text.

The main task card is titled "Write the welcome text" and shows a status of "Completed · 13 Oct 2026, 11:15". It includes several action buttons: "Retire" (orange), "+ TODO" (grey), "Duplicate" (purple), "Edit" (blue), and "Delete" (red). Below the title, it indicates "Priority: High" in an orange tag. Further down, it shows "Target: Home page" and "Created Oct 13, 2026". A purple tag indicates "Scheduled: Oct 13, 2026". The "Responsible" field shows "Amina Okello (guide-demo@example.com) (You)". At the bottom of the card, there is a "Change to:" dropdown menu currently set to "Amina Okello (guide-demo@example.com)" and a blue "Save" button.

Below the task card is the "Status Management" section. It displays the "Current Status" as "Completed · 13 Oct 2026, 11:15". Under "Quick Actions", there is an orange button labeled "Mark Blocked". Below this, it says "Or change status manually" and features a dropdown menu currently set to "Completed" and a dark grey "Update Status" button.

A task's page, with status buttons and the timer.

Priority is Critical, High, Medium (the default) or Low. It decides the order of lists. It does not affect your day score.

A.2.4 Changing many tasks at once

On a target's page, tick several tasks (or **Select all**) and use the bar that appears: **Add to TODO**, **Mark Complete**, **Mark Incomplete** or **Delete** (owner only).

Home page

Milestone: [Design and content](#) Created Oct 13, 2026 3 tasks

[Set Deadline](#)

Target Progress **66.7%**

Responsible: *Not assigned*

Change to: [Select user...](#) [Save](#)

[Retire](#) [+ Add Task](#) [Duplicate](#) [Edit](#) [Delete](#)

Statistics & Insights

- Completion Rate**
66.7%
2 of 3 tasks completed
- Time Invested**
2.5h
150 minutes total
- Recent Activity**
Today
2 tasks this week
- Velocity**
2.0
tasks per week
- Tasks by Status**
Ongoing: 1, Completed: 2
- Tasks by Priority**
High: 2, Medium: 1

A target's tasks. Tick several to act on them together.

A.2.5 Duplicating

Use **Duplicate** to reuse a structure, for example a project you run every year.

- **Goal** (owner only): copies its milestones, targets, tasks and deadlines. **Date Offset (days)** moves every date forward, or set a **New Deadline** for the copy directly. You can also invite the same collaborators again. Copied tasks start Untouched, and time records are not copied.
- **Milestone** or **target**: copy into the same or another goal or milestone, with or without what's inside it.
- **Task**: copy into any target, optionally adding it to your TODO list.

A.2.6 Completing and archiving a goal

- **Mark Goal Complete** completes every task in the goal and marks the goal Completed. Retired tasks are left as they were. On a milestone's page, **Mark all Complete** does the same for that milestone.
- **Archive** (owner only) puts a goal away. It becomes read-only and leaves the Goals list (filter for Archived to see it). **Activate Goal** brings it back.
- **Delete** removes a goal and everything in it for good. If you might want the record, archive instead.

A.3 Retiring and restoring

A.3.1 Retiring is not deleting

Plans change. Sometimes a milestone, target or task is no longer part of the plan, but deleting it would lose the record that it was ever there. **Retiring** takes it out of the plan and keeps it on record:

- it stops counting towards progress;
- it disappears from Today, TODO pickers, Overdue and quick-add suggestions;
- its history, time and the reason you gave are kept, and you can restore it at any time.

Goals are not retired. To put away a whole goal, archive it (A.2.6).

A.3.2 Retiring and restoring an item

1. Open the milestone, target or task and click **Retire** (owners and editors).
2. The page shows what will leave the plan, for example how many open tasks a target takes with it.
3. Write **Why is this being retired?**. A reason is required and kept permanently.
4. Click **Retire it**.

A retired item shows a **Retired** badge. The goal's page notes how many items are retired, with a link, **See the record**, to the **Retired from this goal** page: every retired item with its reason, and a history of retirements and restorations. To bring something back, click **Restore**, say why, and click **Restore it**.

Retire or cancel? Cancel a task you decided not to do. It stays in the plan and counts as not done. Retire it when it should never have been in the plan, or no longer belongs there.

A.4 Your day: Today, timers and TODO

A.4.1 The Today page

Today shows the tasks scheduled for a day. Use the arrows or the date box to look at another day, and **Day report** to open its Daily Report.

The screenshot shows the DreamTracker application interface for the 'Today' page. At the top, there's a navigation bar with the DreamTracker logo and a menu of options: Dashboard, Today, TODO, Overdue, Week, Calendar, Reports, Compare, Goals, and a user profile for Amina Okello. Below the navigation bar, the main section is titled 'Today's Focus' for Tuesday, October 13, 2026. It includes a 'Day report' button and a date selector showing '10/13/2026'. A 'Quick add' input field is present with a 'Suggest where' button. The main content area features four summary tiles: 'Scheduled' with 4 tasks, 'Completed' with 2 tasks, 'Progress' at 50.0% with a 'Strong day - 100' badge, and 'Time Logged' at 3.3h. Below these is a 'Tasks by Priority' section showing 1 High and 1 Medium priority task. The 'Today's Tasks' section, indicating 2 remaining tasks, lists two tasks: 'Review the home page with the team' (High priority, Ongoing, On TODO) and 'Run 5 km three times a week' (Medium priority, Ongoing, On TODO). Each task entry includes a checkbox, priority, status, 'On TODO' button, duration (50m), and icons for duplicate and open actions.

The Today page: quick add, the day's numbers, and the tasks scheduled for it.

- Four tiles: **Scheduled**, **Completed**, **Progress** and **Time Logged**. Under Progress, the coloured badge is your day score (A.7.2). Click it for the full report.
- **Today's Tasks** lists what's left, most important first (Critical, High, Medium, Low), with buttons to complete, time, duplicate or open each task, and an **On TODO** chip to add it to or remove it from your TODO list.
- **Completed Today** includes tasks finished that day that weren't scheduled for it. Those still count, at half weight, in your score.

Plan tomorrow tonight: give tasks a scheduled date of tomorrow. Your score is measured against what you planned, and a day with no plan can't score above 50.

A.4.2 Timing your work

Click the ► next to any task to start timing it, and ■ to stop. On a task's own page the buttons are **Start Session** and **Stop Session**.

- Starting a timer on an Untouched task makes it Ongoing.
- Completing a task stops its timer.
- If another timer is already running, you choose: **Stop it and start this**, **Run both** or **Cancel**.
- Forgot to start or stop the timer? You can add, correct or delete the time afterwards (A.4.3).

Timed work counts on the day it was done: a task you worked on today but didn't finish still counts as ongoing in today's score.

A.4.3 Adding, correcting and deleting time

Each start and stop of a timer is a **session**. A task's sessions are listed under **Time Sessions History** on the task's own page, and its **Tracked Time** is their total.

The screenshot shows the DreamTracker interface. At the top is a navigation bar with links: Dashboard, Today, TODO, Week, Calendar, Goals (active), Insights, Overdue, and a user profile for Amina Okello. The main content area is titled 'Time Tracking' and features three cards: 'Manual Estimate' (Not set), 'Tracked Time' (50 min), and 'Session Status' (No Session). Below these is the 'Time Sessions History' section, which includes a table with one session entry for Oct 16, 2026, from 10:00 AM to 10:50 AM, with a duration of 50 minutes. An 'Add session' button is in the top right of the history section. At the bottom is an 'About Time Tracking' section with instructions on Manual Duration, Tracked Time, and Purpose.

Time Sessions History on a task's page, with Add session and each session's Edit and Delete.

- **Add session** records time you worked without the timer, for example away from your computer. Enter the **Start** and **End**, add **Notes** if you like, then **Add Session**.
- **Edit** corrects a session. The usual case is a timer left running: one started at 10:11 and only stopped at 07:01 the next morning shows 1,250 minutes. Change the End to when you really stopped, then **Save Changes**.
- Editing a session that is **still running**: give it an End to stop it, or leave the End blank to keep it running.
- **Delete** removes a session and takes its time off the task. It asks you to confirm first, and can't be undone.

Write the welcome text › Time sessions

Edit Time Session

Correct when this session started and ended, e.g. a timer left running. Times are in your own time zone.

Start: October 16, 2026 at 10:00

End: October 16, 2026 at 10:50

Notes: What was done (optional)

Cancel Save Changes

Editing a session. Times are in your own time zone (Settings → Time zone).

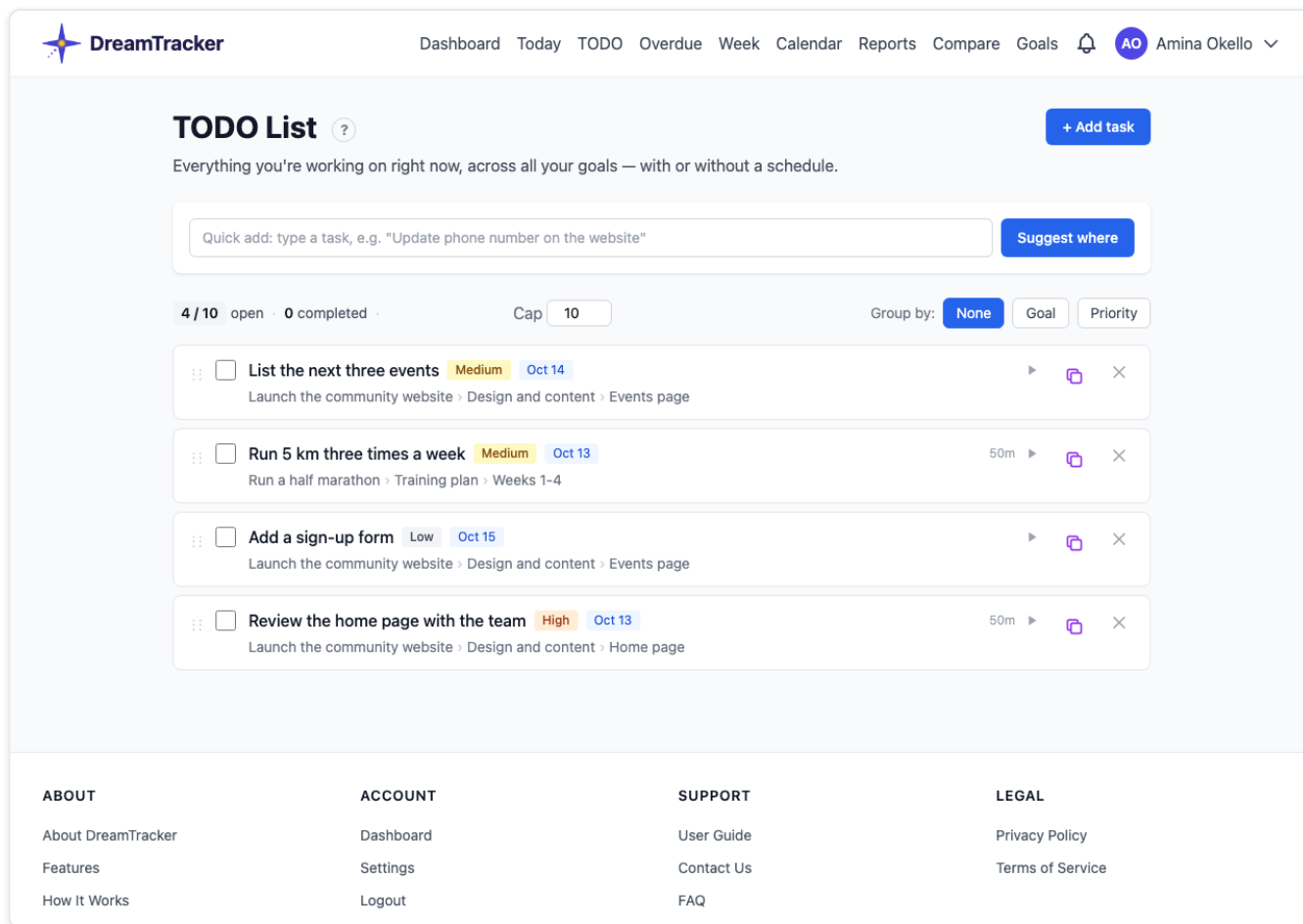
The End must be after the Start, and neither can be in the future. Adding exactly the same session twice (same start and end) records it once.

The task's Tracked Time, Today's **Time Logged**, your day score and every report work from the sessions, so they all follow a correction straight away.

Who can change sessions: the goal's owner and editors, the same people who can start and stop its timers. Viewers see the sessions but not the buttons.

A.4.4 The TODO list

The **TODO List** is your working set: everything you're on right now, from any goal, in the order you choose. Adding a task to it or removing it never changes the task itself.



The TODO list.

- **+ Add task** → **Existing task**: choose goal, milestone, target and task, then **Add to list**.
- **+ Add task** → **New task**: create a task in place, even with a new goal, milestone or target, then **Create & add**.
- Tick to complete; drag the handle to reorder; **Group by** goal or priority; the ✕ removes an item from the list (the task is kept).
- The list has a cap (10 open items to start with) to keep it focused. When it's full you can raise it, or change it in the list's settings (0 means no limit).
- **Clear completed** tidies away finished items.

A.4.5 Adding new work from the TODO list

Don't know where a new task belongs? Type it in the **Quick add** box (on TODO, Today and goal pages) and click **Suggest where**.

1. DreamTracker lists the targets where it fits best, best first, each with a similar task already there.
2. Adjust the **Task name** if you like, leave **Also add to TODO** ticked, and set **Schedule for**.
3. Click **Add here** on the right target.

If none fits, **Refine with AI** asks Claude to look wider and explain its picks (up to 50 times a day). New tasks created this way get Medium priority.

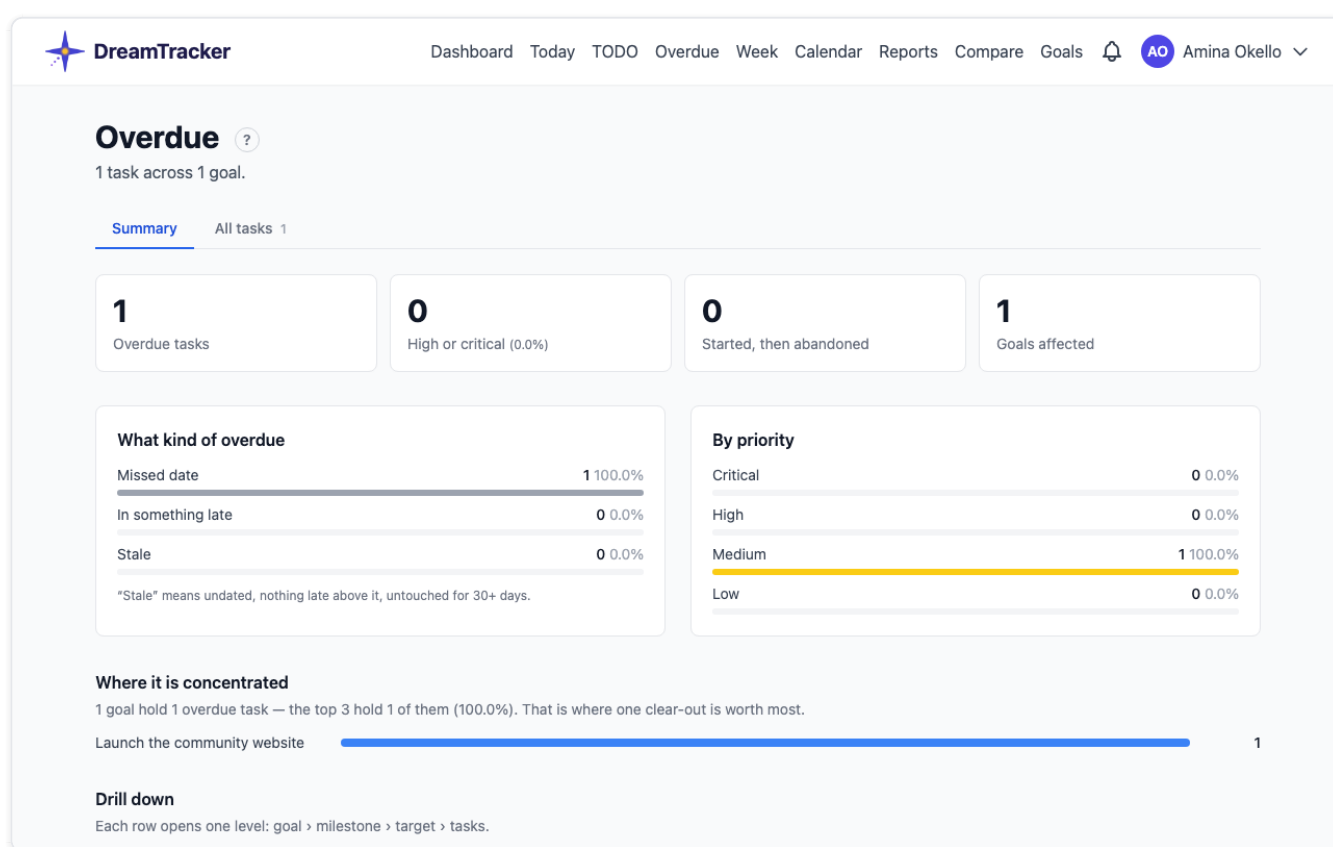
A.5 Overdue work

A.5.1 The Overdue page

Overdue gathers open tasks that have slipped, in three kinds:

- **Missed date**: its scheduled date has passed.
- **In something late**: no date of its own, but its target, milestone or goal is past its deadline.
- **Stale**: no date, and untouched for 30 days or more.

The **Summary** tab shows how much there is, how much is high or critical, what was started and then abandoned, and where it is concentrated, with a drill-down by goal. Every number links to the matching tasks; for example, **High or critical** opens the list filtered to those two priorities. When nothing has slipped the page says so, and that's the aim.



The Overdue summary.

A.5.2 Catching up

The **All tasks** tab lists every overdue task. Search and filter by goal, milestone, target, priority or kind, then tick tasks and choose:

- **Add to TODO**: to get them done;
- **Mark Complete**: if they're actually done;
- **Cancel**: if you're not going to do them. Say so, and they stop nagging.

To give a task a new date, open it and edit its scheduled date.

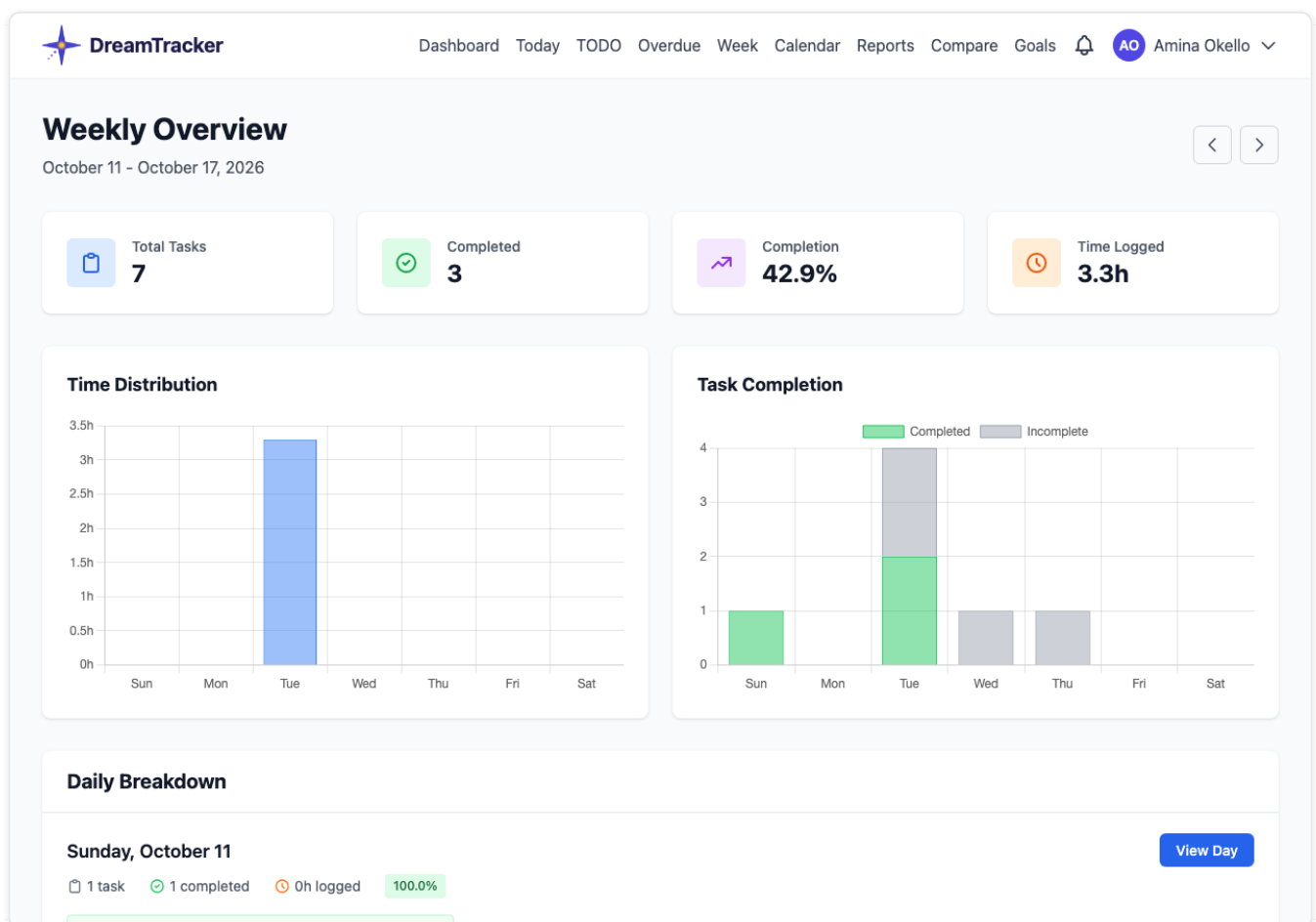
A.6 Week and Calendar

Two views show your plan laid out in time: **Week** for the seven days around today, and **Calendar** for a whole month with deadlines. Both are in the top bar.

A.6.1 The Week view

The Week view (**Weekly Overview**) covers Sunday to Saturday. Use the arrows beside the dates to move a week back or forward; **This Week** brings you back.

- Four tiles at the top: **Total Tasks**, **Completed**, **Completion** (a percentage) and **Time Logged**.
- Two charts: **Time Distribution** (hours logged each day) and **Task Completion** (completed and incomplete tasks each day).
- **Daily Breakdown**: a card for each day with its tasks, coloured by status (green completed, blue ongoing, red blocked, grey not started), and a completion chip: green from 67%, yellow from 34%, red below. Click a task to open it, or **View Day** to open the Today page for that date.



The Week view: totals, two charts, then a card for each day.

Good to know: the Week view counts tasks *scheduled* on each day, and time logged on those tasks. Work on unscheduled tasks still counts in the Daily Report (A.7).

A.6.2 The Calendar

The Calendar shows one month, Sunday to Saturday. Move with the arrows; **This Month** brings you back. The legend shows **Today**, **Has Deadline** and **Has Tasks**.

- Each day lists the deadlines of goals, milestones and targets that fall on it. Click one to see its details, then **View Details** to open it.
- Up to three tasks scheduled that day are listed, coloured by status. **+N more** opens the Today page for that date.
- Click the day number to open that day on the Today page.

DreamTracker Dashboard Today TODO Overdue Week Calendar Reports Compare Goals Amina Okello

Calendar

October 2026

☐ Today
 ☐ Has Deadline
 ☐ Has Tasks

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8 ✓ Buy running shoes Goal: Run a half marat...	9	10 Set up email for the domain Goal: Launch the com...
11 ✓ Buy the domain name Goal: Launch the com...	12	13 ✓ Write the welcome text Goal: Launch the com... Run 5 km three times a week Goal: Run a half marat... ✓ Choose the hero photo Goal: Launch the com... +1 more	14 List the next three events Goal: Launch the com...	15 Add a sign-up form Goal: Launch the com...	16 -	17 -
18 -	19 -	20 -	21 -	22 -	23 -	24 -

The Calendar: deadlines and scheduled tasks for each day of the month.

Shared goals: Week, Calendar, Today, the Daily Report and the reports count the goals *you created*. Goals shared with you appear in your Goals list, but not in these views.

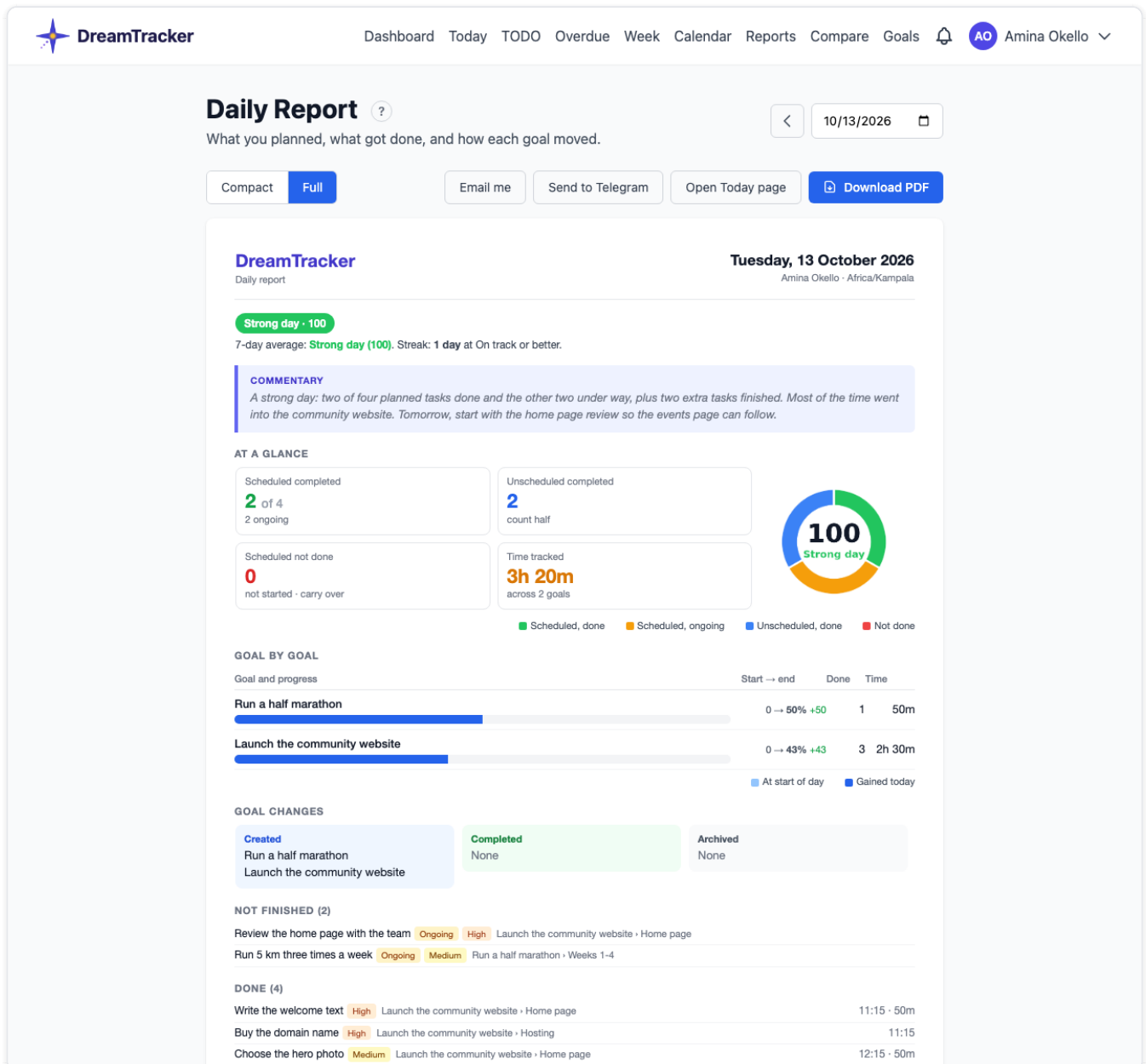
A.7 The Daily Report

The Daily Report is a one-page summary of a day: what you planned, what got done, how much time you tracked, and how each goal moved. It gives the day a score out of 100, and can be emailed to you or sent to Telegram every evening.

Open it with the **Day report** button on the Today page, or by clicking the coloured score under **Progress** there.

A.7.1 Reading the report

Choose the day with the arrows or the date box, and the length with **Compact** (one page) or **Full** (two pages, adding the lists of tasks).



The Daily Report in the Full layout.

- **The score badge**, e.g. *Strong day · 100*. A grey **No plan** badge appears when nothing was scheduled, and a gold ★ **Perfect day** when every scheduled task was done.
- **Trend**: your 7-day average compared with the week before, and your streak (A.7.3).
- **Commentary**: a few sentences from Claude on how the day went and one suggestion for tomorrow. Claude sees only names and numbers, never your notes or descriptions, and it does not change the score.
- **At a glance**: scheduled tasks completed (and how many are ongoing), unscheduled tasks completed, scheduled tasks not done, and time tracked, with a ring chart of the score.
- **Goal by goal**: each goal that moved, with its progress at the start of the day and what it gained, tasks done and time.
- **Goal changes**: goals created, completed or archived that day.
- **Full layout only**: **Not finished** (ongoing first), **Done** with completion times, and **Tomorrow**.

A.7.2 How the day score is calculated

The score is a simple count in two halves of 50. A task's priority plays no part: a task is done, ongoing, or not done.

Scheduled half (up to 50). Your plan for the day is the tasks whose scheduled date is that day. Each one counts:

Scheduled task is...	It counts
Completed by the end of the day	1
Ongoing (status Ongoing, or you timed work on it that day)	½
Not started	0

The scheduled half = those counts added up ÷ the number of scheduled tasks × 50.

Unscheduled half (up to 50). Extra work on tasks that were not scheduled for that day: **50** if you completed at least one, **25** if you only timed work on one, otherwise **0**.

Score = the two halves added up, rounded. Extra work can't make up for unfinished scheduled tasks.

Worked examples

- 4 tasks scheduled; 2 completed, 1 ongoing, 1 not started, no extra work: $(1 + 1 + \frac{1}{2} + 0) \div 4 \times 50 = 31$, score **31**, Warming up.
- The same day plus an extra task completed: $31 + 50$, score **81**, Strong day.
- 6 scheduled, all completed, nothing extra: **50**, On track, and a **Perfect day**. With extra work completed too: **100**.

Days with no plan. If nothing was scheduled, only the unscheduled half counts: **50** if you completed anything, **25** if you only worked on something, otherwise **0**, and the No plan badge shows. Planning your day is the only way to reach a Strong day.

Score	Tier
75 to 100	Strong day
50 to 74	On track
25 to 49	Warming up
0 to 24	Off track

Tip: the day runs midnight to midnight in the time zone in Settings → Time zone. Work synced from your computer keeps the day it was done (see Part B).

A.7.3 Streak and 7-day average

- **7-day average:** the mean score of the day you're viewing and the six before it, compared with the week before. Days before you joined are left out.

- **Streak:** how many days in a row, up to the day you're viewing, scored 50 or more (On track or better). A day below 50 ends it.

A.7.4 PDF, email and Telegram

- **Download PDF** gives the report in the layout you chose: one page for Compact, two for Full.
- **Email me** sends a short summary with the PDF attached to your account's email address.
- **Send to Telegram** sends a chart card, then the summary and commentary with a link to the full report. Telegram must be connected first (A.10.3).

Both send the day and layout you are looking at, straight away.

A.7.5 Getting it every evening

In **Settings** → **Daily report**:

1. Tick **Send me a daily report**.
2. Choose **Send at**, in 15-minute steps (default 21:00, in your time zone).
3. Under **Send to**, choose **Email with the PDF attached**, **Telegram: chart and summary**, or both.
4. Choose the **PDF layout** and whether to **Include Claude's commentary**, then **Save**.

The screenshot shows the DreamTracker web interface. At the top is a navigation bar with the DreamTracker logo and links to Dashboard, Today, TODO, Overdue, Week, Calendar, Reports, Compare, Goals, and a user profile dropdown for Amina Okello. The main content area is titled 'Settings' with a subtitle 'Your profile, time zone, sign-in details, notifications and daily report.' On the left is a sidebar menu with links to Profile, Time zone, Email, Password, Notifications, and Daily report (which is highlighted). The 'Daily report' section is expanded, showing a description: 'Your day's score, progress and commentary, sent each evening. It replaces the one-line daily summary.' Below this are several settings:

- ☐ **Send me a daily report**: Once a day, at the time below in your time zone (Africa/Kampala).
- Send at**: A dropdown menu set to 21:00.
- Send to**: Two checked options: 'Email with the PDF attached' (with email guide-demo@example.com) and 'Telegram: chart and summary' (with a link to 'Connect Telegram first').
- PDF layout**: A dropdown menu set to 'Compact (1 page)'.
- ☒ **Include Claude's commentary**: A few sentences on how the day went and one suggestion for tomorrow.

 At the bottom of this section is a note: 'To send one now, use Email me or Send to Telegram on the Daily Report page.' and a blue 'Save' button.

The footer contains four columns of links: ABOUT (About DreamTracker), ACCOUNT (Dashboard), SUPPORT (User Guide), and LEGAL (Privacy Policy).

Settings → Daily report.

The report goes out within 15 minutes of the time you chose, once a day on each channel. Sending one by hand earlier in the day doesn't stop it. While the daily report is on, the older one-line "Daily progress summary" notification is not sent.

A.8 Other reports

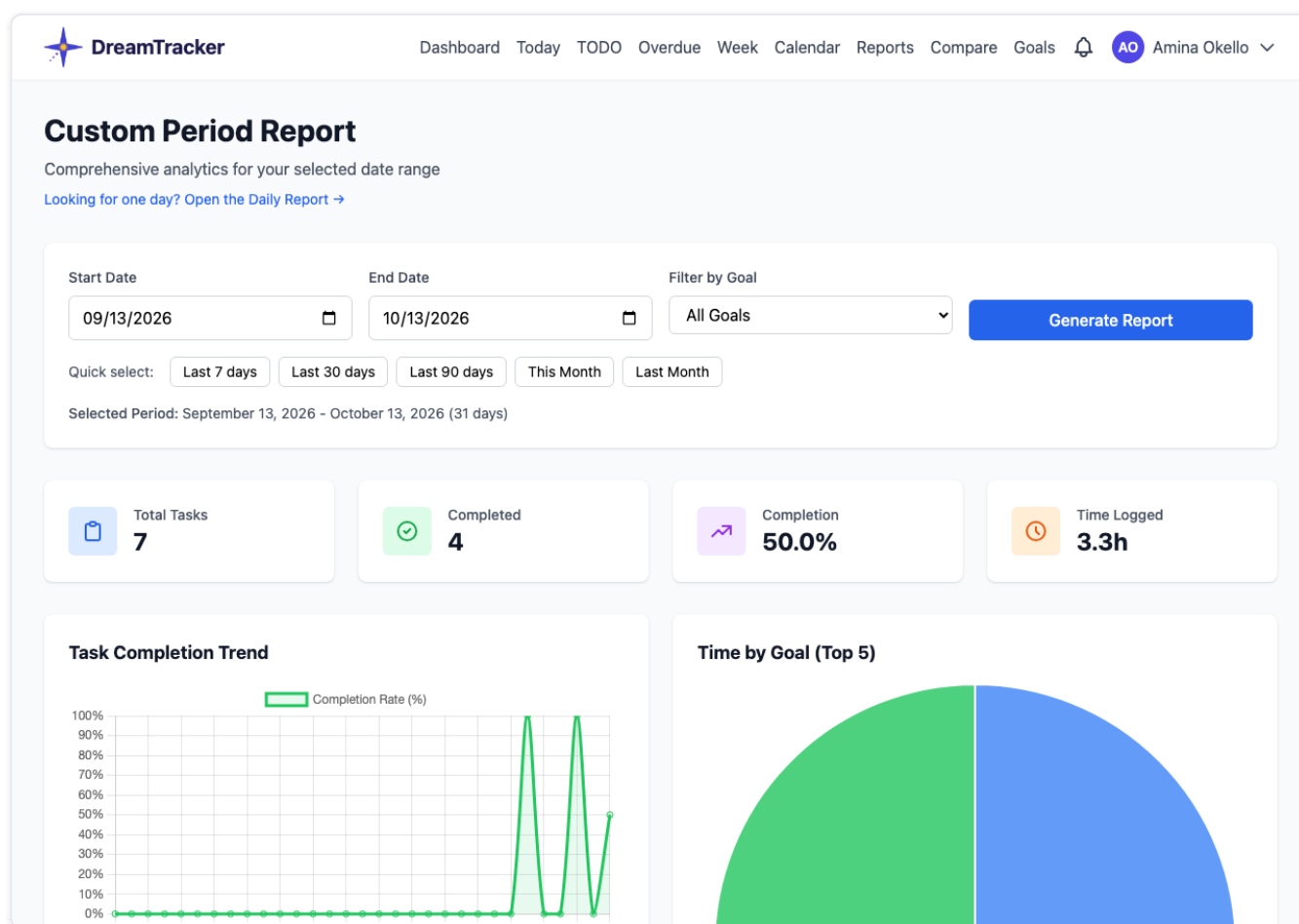
Besides the Daily Report, the **Insights** menu in the top bar has **Reports**, **Compare goals** and **My reports**, reports you design and Claude writes. There is also an export of all your data.

A.8.1 Reports for any period

Reports covers any stretch of days.

1. Set **Start Date** and **End Date**, or click a quick choice: **Last 7 days**, **Last 30 days**, **Last 90 days**, **This Month** or **Last Month**.
2. Optionally pick one goal in **Filter by Goal**.
3. Click **Generate Report**.

You get totals for tasks scheduled in the period (total, completed, completion rate, time logged), a completion trend, time by goal and by category, tasks by status and by priority, how fast you complete work (**Completion Velocity**), and how often deadlines were moved (**Deadline Analysis**).

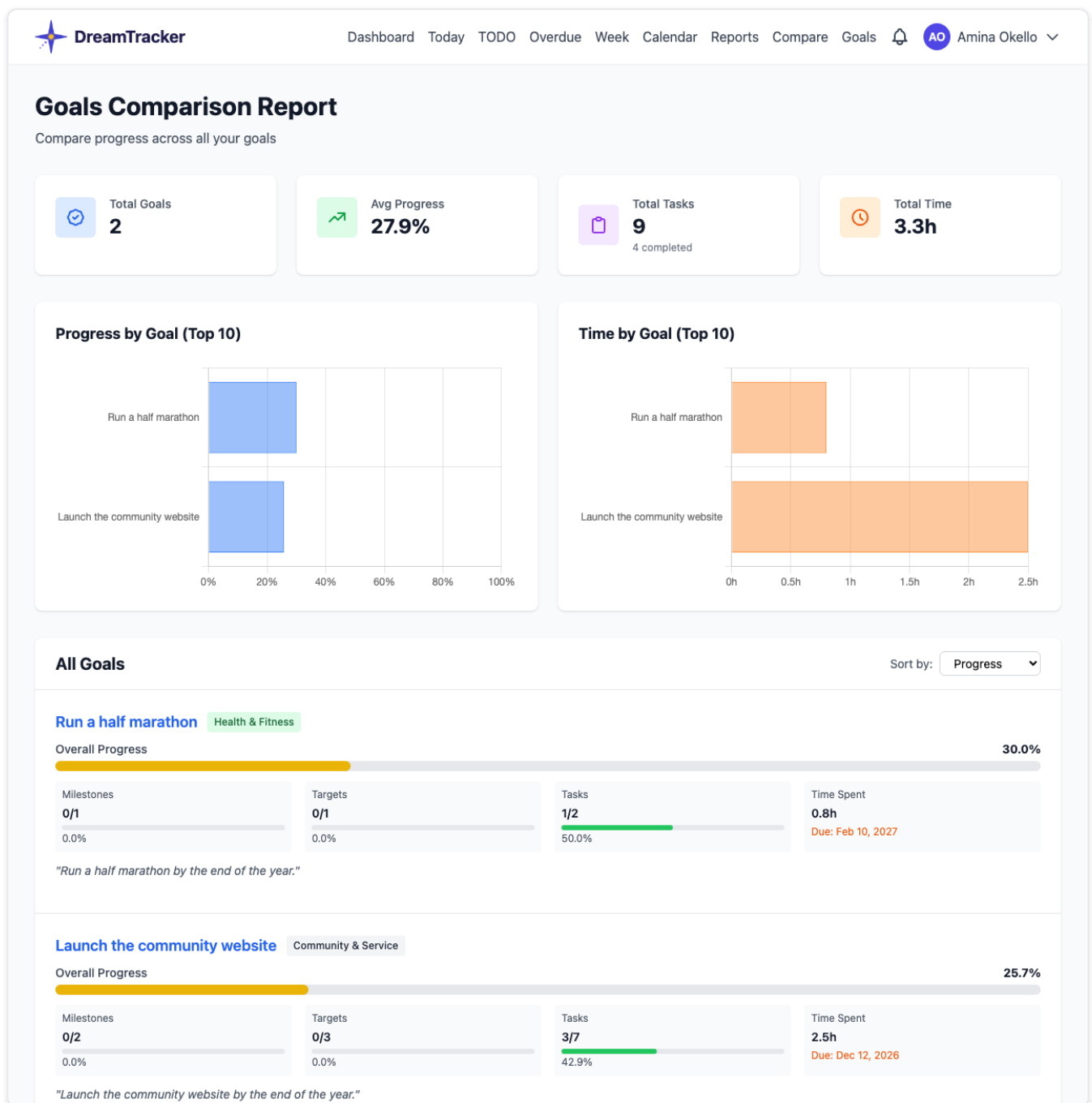


Reports for the last 30 days.

To look at a single day, use the Daily Report instead (A.7).

A.8.2 Comparing goals

Compare puts all your goals side by side: progress and time charts, then a card for each goal with its milestones, targets and tasks completed, time spent, deadline and statement. Use **Sort by** to order them by **Progress**, **Name**, **Time Spent** or **Total Tasks**.



Comparing goals.

Good to know: the progress shown here weighs tasks (60%), targets (25%) and milestones (15%), so it can differ a little from the progress bar on the goal's own page, which counts tasks only.

A.8.3 Reports you design

My reports (Insights menu) are reports you design: you choose the work to look at, the period and what the report should cover, and Claude writes it from your data. An **activity report** follows a habit or a kind of work, such as morning exercise or washing the dishes.

1. Pick a starting point: **Habit consistency**, **Time spent**, **Patterns** or **Write your own**. Each fills in a prompt you can change.
2. In **Theme words**, type the words that find the tasks, separated by commas, e.g. *exercise, walk*. Any task whose name contains one of them is included, whatever else the name says, so "Light Morning Exercise - Mon Sep 21" and "Morning exercise + 1hr walk" are both found. Optionally limit it to one goal in **Within goal**, and choose the **Period**.
3. Click **Find tasks** to see the tasks found. Untick any that don't belong.
4. Under **Similar meaning**, DreamTracker suggests tasks named differently that may be the same activity, e.g. "Gym workout" for *exercise*. Tick the ones that belong. Later tasks very like a ticked one (the same name with another date) are included on their own.
5. Edit the **Prompt** if you like, and click **Save Report**.
6. On the report's page, click **Write report**. It usually takes under a minute; you can leave the page meanwhile.

Each report is saved under **Written copies**, so you can reread earlier ones. The words are saved rather than a list of tasks, so new tasks are picked up every time you write it again. **The tasks this report used**, under the report, shows exactly which tasks were counted.

Two more kinds look at whole goals:

- **Goal progress**: one goal over the period (up to 12 months). Templates: **Progress review**, **What slipped and why** and **Milestone by milestone**. The report gets progress at each point (daily for a month or less, otherwise weekly), tasks added, completed and retired, every point where progress fell and why (new tasks added, or tasks reopened), each milestone at the start and end of the period, deadlines that were moved, and whether the deadline is on track, at risk or overdue.
- **Goal comparison**: two or three goals side by side, with the same figures plus each goal's share of your time. Templates: **Side by side**, **Where my time went** and **Which goal needs attention**.

DreamTracker records every goal's figures each night. For days before that started, progress is worked out from when tasks were created, completed and retired. Those worked-out figures can't see a task that was completed and later reopened, or one that was deleted, and the report says which days were recorded and which were worked out.

Good to know: DreamTracker calculates every figure (days done, streaks, minutes, progress, deadlines and the period before) and Claude only writes the words, so the numbers can be trusted. Only task names, dates, times and minutes are sent to Claude unless you tick **Include my notes**. You can write up to 20 reports a day.

A.8.4 Exporting to CSV

Click **Export CSV** on the Goals page, or **Export Data (CSV)** on the Dashboard. You get one spreadsheet file with your goals, milestones, targets, tasks, time sessions and deadlines, for keeping a copy or analysing elsewhere.

A.9 Working with others

You can share a goal with other DreamTracker users, so that you plan and track it together.

A.9.1 Inviting people to a goal

The goal's owner (the person who created it) and its editors can invite people.

1. Open the goal and find the **Collaborators** section. Click **Invite Collaborator**.
2. In **Select User**, search for the person by name or email.
3. Choose a **Role**, **Editor** or **Viewer** (see below), add a **Personal Message** if you like, and choose how they hear about it: **In-App Notification**, **Email Notification** or both.
4. Click **Send Invitation**.

Until they answer, the invitation shows as **Pending** on the goal page and under **Sent Invitations** on the Collaborations page, where whoever sent it can cancel it.

A.9.2 Roles

Role	Can
Owner	Everything: edit, delete, invite, change roles and remove people.
Editor	View, add and edit milestones, targets and tasks, change who is responsible, and invite others as editors or viewers. Cannot delete, change roles or remove people.
Viewer	View only.

The owner can change someone's role with the dropdown next to their name and **Save**, or remove them. When someone is removed, anything they were responsible for passes back to the owner.

Archived goals are read-only for everyone until the owner clicks **Activate Goal**.

A.9.3 Invitations you receive

When someone invites you, a notification appears. Open it, or go to **Collaborations** in the account menu, and choose **Accept** or **Decline**. If you decline, you can add a short message for the person who invited you.

Collaborations
Manage your invitations and collaborative goals

PENDING
0
Awaiting response

ACTIVE
0
Collaborating

SHARED
0
Your goals

SENT
0
Awaiting reply

Pending Invitations


No pending invitations
You don't have any pending collaboration invitations.

Collaborations: invitations waiting for you, goals you work on, and invitations you sent.

Once you accept, the goal appears in your Goals list. Week, Calendar, Today, the Daily Report and the reports still count only the goals you created.

A.9.4 Who is responsible

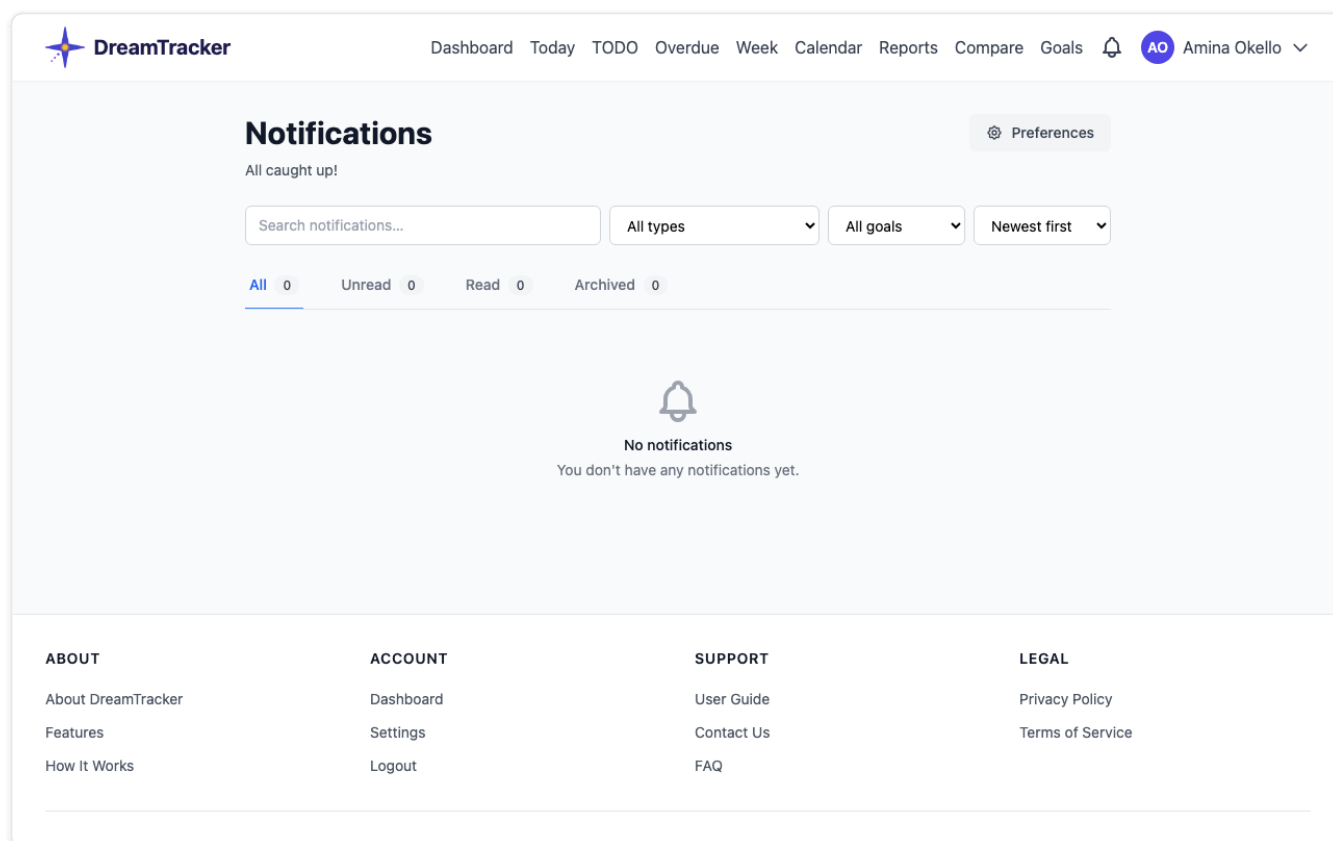
Every milestone, target and task has a **responsible** person: the one expected to see it through. It's shown on the item's page as *Responsible: name*. Owners and editors can change it with **Change to:** and **Save**. On the goal page, the **My Responsibilities** filter shows only what's yours.

A.10 Notifications and Telegram

DreamTracker tells you about deadlines, work that has stalled, and what collaborators are doing. Messages arrive in the app and, if you choose, by email and on Telegram.

A.10.1 The notification centre

The bell in the top bar shows how many notifications you haven't read. Click it to open the notification centre.



The notification centre.

- Tabs: **All**, **Unread**, **Read** and **Archived**, each with a count. Search, filter by type or goal, and sort with the controls above them.
- **Read** shows the whole message and marks it read. **Open** → takes you to what it's about: a daily summary opens the Today page for that date, a weekly review opens the Week view.
- The archive and bin icons archive or delete one notification. Deleting cannot be undone; archived ones can be brought back with **Restore**.
- To act on several at once, tick them (or **Select all on this page**) and choose **Mark read**, **Mark unread**, **Archive** or **Delete**. **Mark All as Read** clears the lot.

You hear about	When
Invitations, acceptances, declines, role changes, removal	As they happen
A collaborator completing a task on a shared goal	As it happens
Deadlines coming up	A week, three days, one day before, and on the day
Deadlines passed	Each morning while overdue
A task left Ongoing with no update for 7 days; a goal with no activity for 7 days	Each morning
Daily progress summary	Each evening you completed something (not sent while the Daily Report is on)
Weekly review reminder	Monday mornings

A.10.2 Choosing what you hear about

Go to **Settings** → **Notifications**. Each kind of notification has three switches: **In-App**, **Email** and **Telegram**. All are on to start with. Turn off what you don't want and click **Save Preferences**.

Settings

Your profile, time zone, sign-in details, notifications and daily report.

- Profile
- Time zone
- Email
- Password
- Notifications**
- Daily report

Notifications ?

Choose which notifications you'd like to receive.

[Telegram](#) ?
Telegram isn't configured on this server yet.

[Back to Notifications](#)

	In-App	Email	Telegram
Collaboration			
Invitation Received	☒	☒	☒
Invitation Accepted	☒	☒	☒
Invitation Rejected	☒	☒	☒
Role Changed	☒	☒	☒
Removed from Goal	☒	☒	☒
Tasks & Progress			
Task Completed	☒	☒	☒
Stale Task	☒	☒	☒
Inactivity Alert	☒	☒	☒
Deadlines			
Deadline Approaching	☒	☒	☒

Settings → Notifications: one row per kind, one switch per channel.

Tip: the channels are independent. Turning off In-App for a kind does not stop its email or Telegram copy.

A.10.3 Connecting Telegram

1. In **Settings** → **Notifications**, click **Connect Telegram**.
2. Telegram opens a chat with the DreamTracker bot (@TrackDreamsBot). Tap **Start**.
3. The bot replies *DreamTracker connected!*. Notifications now reach you there too, each with a *View in DreamTracker* link.

Careful: the connect link works for 10 minutes. If the bot says it is invalid or has expired, click **Connect Telegram** again.

To stop, click **Disconnect** in Settings → Notifications, or send `/stop` to the bot.

Part B: dreamtracker-sync: tracking project work from your computer

dreamtracker-sync connects the projects on your computer to DreamTracker, so work done there shows up on the website without typing it in twice.

B.1 What dreamtracker-sync does

If you work on projects on your computer, often with Claude Code, dreamtracker-sync keeps DreamTracker up to date without typing anything in twice. Each project gets its own goal on the website. As you work, the tasks you start and finish are written to a log in the project, and the log is uploaded to the website several times a day. Your Today page, Daily Report and goals then show that work, on the day it was done.

B.1.1 The daily cycle

When	What happens	Done by
Morning	A snapshot records where the project stands at the start of the day.	Automatically at 08:00 (B.4)
During the day	Each task started, completed, blocked or added is written to the daily log .	Claude Code as it works (B.3), or you
Several times a day	A report is made from the snapshot and the log and uploaded to the website.	Automatically at 12:00, 18:00, 20:00 and 23:50
Next morning	Yesterday's log is uploaded one last time and filed away, and a fresh log starts.	Automatically

B.1.2 The .dreamtracker folder

Everything lives in a `.dreamtracker` folder at the top of each project:

File	What it holds
<code>project_template.yaml</code>	The plan: the goal, its milestones, targets and tasks, each task with a status and priority. Becomes the goal on the website.
<code>daily_log.yaml</code>	Today's log: one entry per change, with the time it happened. Only ever added to.
<code>snapshots/</code>	One file per day: where the project stood that morning.
<code>reports/</code>	One file per day: what changed, ready to upload.
<code>logs/</code>	Earlier days' logs, filed away each morning.

Careful: don't delete files in `.dreamtracker` , and don't remove entries from the log. Task names in the log must match the names in `project_template.yaml` , or the website can't tell which task they mean.

B.2 Installing and setting up

B.2.1 Installing

dreamtracker-sync is a command-line program for macOS (it needs Python 3.10 or newer). From a copy of its repository:

```
pip install -e .  
dreamtracker-sync --version
```

B.2.2 Connecting to your account

The program signs in to DreamTracker with an **API token**, a long key tied to your account.

1. On the website, go to **Settings** → **API token**. If you have no token yet, click **Generate token**.
2. Click **Copy**. (**Show** reveals it; the page also shows when it was generated.)
3. Run the setup wizard and paste the token when asked:

```
dreamtracker-sync init-config
```

The wizard asks for the **API base URL** (press Enter to accept `https://dreamtracker.polycarp.me/api/v1`), your **Email**, the **API token**, then your projects: a name and the project's folder for each, leaving the goal ID empty. It saves everything to `~/.config/dreamtracker/config.yaml`, readable only by you.

The screenshot shows the DreamTracker web interface. At the top, there's a navigation bar with links: Dashboard, Today, TODO, Overdue, Week, Calendar, Reports, Compare, Goals, and a user profile icon labeled 'Amina Okello'. The main heading is 'Settings' with a subtitle: 'Your profile, time zone, sign-in details, notifications, daily report and API token.' On the left, a sidebar lists settings: Profile, Time zone, Email, Password, Notifications, Daily report, and API token (which is highlighted). The API token section contains a heading 'API token' with a help icon. Below it, a text block explains that the token is used by dreamtracker-sync and the mobile app, and it's private. A 'Your token' field shows a masked token with 'Show' and 'Copy' buttons. Below the token, it says 'Generated 13 Oct 2026, 08:53 (0 minutes ago)'. There's a section 'Using it with dreamtracker-sync' with instructions to run `dreamtracker-sync init-config` and paste the token. A yellow box titled 'Generate a new token' explains that the current token stops working at once and provides instructions for generating a new one, including a 'Simpler' method using `dreamtracker-sync rotate-token`. At the bottom of this box is a checkbox 'I understand the current token will stop working' and a 'Generate new token' button.

Settings → API token.

Keep the token private. Anyone with it can change your goals. If it may have leaked, replace it, in either of two ways:

- the simpler way: on your computer, run `dreamtracker-sync rotate-token`. It signs in with your password, replaces the token and updates the config file for you (keeping a backup);
- on the website, use **Generate a new token** in Settings → API token, then paste the new token into `~/.config/dreamtracker/config.yaml` (the `token:` line) on every computer that syncs.

Either way the old token stops working at once, and other devices using it must be given the new one.

B.2.3 Adding a project

1. In the project, create the plan with Claude Code: run `/dreamtracker-init` (B.3). It writes `.dreamtracker/project_template.yaml` and offers to add the project to your config.
2. Check the plan, then create its goal on the website:

```
dreamtracker-sync register --project "My Project"
```

The program prints *Registered 'My Project' — goal_id: ...* and saves the goal's ID in your config. The goal, with all its milestones, targets and tasks, now appears in your Goals list.

Use `register --all` to register every project in the config; ones already registered are skipped.

B.3 Working with Claude Code

B.3.1 The DreamTracker skills

Skill	What it does	When
<code>/dreamtracker-init</code>	Reads the project (documents, code, history) and drafts its plan: 3 to 8 milestones, each with targets and tasks, with statuses set from where the project really is. Asks you to adjust, then offers to add the project to the config.	Once per project
<code>/dreamtracker-snapshot</code>	Takes the morning snapshot and starts a fresh log.	Not needed with automatic sync; harmless if run
<code>/dreamtracker-log</code>	Writes one change to the log and updates the plan. <code>status</code> shows the day's files; <code>create</code> starts an empty log; <code>backfill</code> rebuilds entries from that day's git commits.	Mostly automatic (below)
<code>/dreamtracker-status</code>	Where this project stands: today's snapshot, log, last upload and the website's numbers, plus checks only Claude can make (log names that won't match the plan, today's commits not logged, auto-logging not set up, ongoing tasks gone quiet). Ends with a numbered list of what to do. Changes nothing (B.3.2).	Whenever you want to know
<code>/dreamtracker-report</code>	Writes the day's report with a written summary. Give a date for work done after midnight, e.g. <code>/dreamtracker-report 2026-10-12</code> .	Optional: automatic sync makes a report anyway

B.3.2 Checking a project: `/dreamtracker-status`

Type `/dreamtracker-status` in Claude Code while you're in a tracked project. Claude reports where the project stands, checks its log and plan, and ends with what to do. It only reads: it never changes a file or uploads anything.

DreamTracker status · My Project · 2026-10-13 15:20

Automatic sync: on (next run 18:00)
 Snapshot today: taken 08:00
 Today's log: 4 entries, last change 14:52
 Last upload: work of 2026-10-13 (sent 13 Oct 12:00)
 On the website: 184 tasks · 78.3% complete · 380 min

Checks

- ✓ Log names match the plan
- △ 2 of today's commits have no log entry
- ✓ Auto-logging set up in CLAUDE.md
- △ 1 ongoing task with no activity for 7 days

Actions

1. 4 log entries aren't on the website yet. They go at 18:00, or now
 → !dreamtracker-sync auto --project "My Project"
2. Commits "Add sign-up form" and "Fix events list" have no log entry
 → /dreamtracker-log backfill 2026-10-13
3. "Write the privacy policy" has had no activity since 5 Oct. Still in progress?
 → /dreamtracker-log "Write the privacy policy" paused

The top lines come from `dreamtracker-sync status --here` (B.4.3). The checks are ones only Claude can make, because they need the plan and the code:

Check	What a △ means
Log names match the plan	A log entry names a milestone, target or task that isn't in the plan, so the upload will skip it with "Could not resolve task" (B.7.2). Claude names the closest match.
Today's commits are logged	Work was committed today but not logged. <code>backfill</code> rebuilds the entries from the commits.
Auto-logging set up in CLAUDE.md	The project's <code>CLAUDE.md</code> lacks the DreamTracker section, so Claude won't log its work there (B.3.3).
Ongoing tasks gone quiet	A task marked ongoing has no log entry in 7 days. Not an error: say whether it's still going, paused or done.

Actions come in order of importance: setup problems first, then anything that could lose work, then housekeeping. If all is well you see "Nothing to do. Everything is up to date."

Acting on the list: lines starting with `!` are shell commands; paste one into the Claude Code prompt and it runs in your session. Lines starting with `/` are skills you type as shown. Or just ask Claude, e.g. "do actions 1 and 2".

B.3.3 What Claude logs for you

A project tracked by DreamTracker has a few lines in its `CLAUDE.md` asking Claude to log its own work. Claude then records, without being asked:

- **task completed** when it finishes a task in the plan;
- **task started** when it begins one;
- **task added** when the work turns up a task that isn't in the plan. If none of the existing targets fits, Claude adds a new target to the plan under the right milestone and logs the task there; the next upload creates the target on the website too (B.5.2). Milestones are never added this way: add them on the website first;
- **task blocked** when it can't go on without something else.

Small things (typo fixes, formatting, reading code) are not logged. Each entry carries the time it happened in your time zone, which is the time the website uses (B.5.3).

Tip: you can log by hand too: `/dreamtracker-log "Task name" completed "what was done"` .

Running commands from Claude Code: type `!` before any shell command in this guide to run it in your Claude Code session, e.g. `!dreamtracker-sync status --here` . `/dreamtracker-status` writes its suggested commands this way, so you can paste them straight in.

B.4 Automatic sync

B.4.1 The schedule

Once set up, a background job on your Mac runs `dreamtracker-sync auto` for every project at **08:00, 12:00, 18:00, 20:00 and 23:50**. You don't need to run anything yourself.

To install it, copy the schedule file from the repository's `launchd` folder and load it (check that the program path inside it matches `which dreamtracker-sync`):

```
cp launchd/me.polycarp.dreamtracker-sync.plist ~/Library/LaunchAgents/
launchctl bootstrap gui/$(id -u) ~/Library/LaunchAgents/me.polycarp.dreamtracker-sync.plist
```

If the Mac is asleep at a run time, the run happens when it wakes. If it is switched off, that run is skipped and the next one catches up.

B.4.2 What the first run of the day does

The first run each day, normally 08:00, does a little more for each project:

1. Uploads yesterday's log one last time, so work logged late in the evening isn't lost.
2. Files yesterday's log away in `logs/` and starts a fresh one.
3. Takes today's snapshot.

Later runs only upload today's log. If today's snapshot already exists, for example because you ran `/dreamtracker-snapshot` yourself, it is never taken again or overwritten. If a project's log already belongs to today, it is kept and only the snapshot is added.

B.4.3 Checking that it worked

Inside a project in Claude Code, the quickest check is `/dreamtracker-status` (B.3.2): it reports on that project, checks its log and plan, and lists what to do, with each command ready to paste. From a Terminal, use `status`, or `status --here` for the project you're in.

The `status` command says whether automatic sync is on, then for each project shows today's snapshot, today's log, the last upload and what, if anything, to do:

```
dreamtracker-sync status

Automatic sync: on (next run 12:00)
=====
Project: My Project
  Snapshot today: taken 08:00
  Today's log:    4 entries, last change 10:41
  Last upload:    work of 2026-10-12 (sent 13 Oct 08:00, 3 applied, 0 created)
  → 4 log entries today, changed since the last upload. The next scheduled run (12:00)
    sends them, or run dreamtracker-sync auto --project "My Project" now.
```

The recommendations you may see:

Recommendation	Why
No snapshot for today. Run ... auto	It's after 08:00 and the morning run hasn't happened (the Mac was off, or the schedule isn't loaded).
The live log is still for an earlier day	Yesterday's log hasn't been filed away yet; <code>auto</code> does it.
N log entries today, changed since the last upload	Work not on the website yet. It goes at the next run, or now with <code>auto</code> .
Yesterday was never uploaded	Run the <code>pipeline</code> command it shows to send that day.
Not on the website yet	Run <code>register</code> (B.2.3).
Automatic sync: OFF	The schedule isn't loaded; the line shows the command to load it.
Up to date.	Nothing to do.

The website's numbers for each project follow; add `--local` to leave them out.

For the detail of every run, each one also writes a line per project to `~/Library/Logs/dreamtracker-sync.log`. To see the latest:

```
tail -30 ~/Library/Logs/dreamtracker-sync.log
```

Line	Meaning
<code>snapshot taken (previous log archived)</code>	The first run of the day did its work.
<code>nothing logged</code>	No changes in that project yet today. Normal.
<code>uploaded (12 updates, 3 applied, 1 created)</code>	12 changes sent; 3 changed something on the website; 1 new task created. A repeat upload often shows 0 applied, because the website already has them.
<code>upload FAILED - ...</code>	That upload didn't go through; the next run tries again. See B.7.
<code>not registered on the server; upload skipped</code>	The project has no goal yet: run <code>register</code> (B.2.3).

B.4.4 Running it now, or turning it off

- Run it now: `launchctl kickstart gui/$(id -u)/me.polycarp.dreamtracker-sync`, or for one project `dreamtracker-sync auto --project "My Project"`.
- Turn it off: `launchctl bootout gui/$(id -u)/me.polycarp.dreamtracker-sync`. Load it again with the `bootstrap` command above.

B.5 How your work reaches the website

B.5.1 Matching tasks by name

Each log entry names a task with its milestone and target. The website finds the task with the same milestone, target and task names (ignoring capitals and extra spaces). If the milestone or target was renamed, it falls back to the task name alone, as long as only one live task has that name. Retired tasks are ignored.

A status change is applied when it moves the task forward (Untouched → Ongoing → Completed), or when the task is still in the state the log expected. If someone changed the task on the website in the meantime, the update is reported as a *conflict* and the website's version is kept.

B.5.2 New tasks

A **task added** entry creates the task on the website under its target, with the logged status and priority (Medium unless the log says otherwise). If the target doesn't exist yet but its milestone does, the target is created too, with the description and order from your plan file. So to give new work a group of its own, add the target and its tasks to the plan under an existing milestone and log the tasks as added (Claude does this for you). Milestones are never created this way: add them to the plan and the website first. A task is never created twice under the same target.

Task under the wrong target? Move it on the website (A.2.2), then run `dreamtracker-sync sync --project "Name" --with-additions --with-deletions` so your plan file follows: the task is added under its new target there and removed from the old one. Add `--dry-run` first to see what it will do.

B.5.3 Completion times and timed work

- A task is marked completed at the time in its log entry, not at the time of the upload. Work logged on Monday and uploaded on Tuesday morning counts on Monday.
- If an entry has no usable time, a past day's completion is placed at 23:59 of that day.
- A task logged as started and later completed becomes a timed work session between the two, so it shows in Time Logged and counts as worked on in the day score. A completion with no start gets a short estimated session, marked *[estimated start]*.
- Uploading the same day again is safe: the website keeps one report per goal per day and doesn't store the same session twice.

B.6 Command reference

Most commands take `--project "Name"` for one project or `--all` for every project, and `--date YYYY-MM-DD` (default today). `--dry-run` shows what would happen without changing anything.

B.6.1 Day to day

Command	What it does
<code>auto</code>	What the schedule runs: the morning snapshot when needed, then upload today's log (B.4).
<code>snapshot</code>	Take the day's snapshot, file away the old log and start a fresh one. <code>--force</code> replaces an existing snapshot.
<code>report</code>	Make the day's report from the snapshot and the log.
<code>upload</code>	Send an existing report to the website. A day already sent is skipped unless you add <code>--force</code> .
<code>pipeline</code>	Backfill, snapshot, report and upload in one go; stops at the first problem.
<code>backfill</code>	Add log entries for a day from its git commits, matching commit messages to task names. Entries are marked <code>[backfill]</code> .
<code>summary</code>	Summarise reports across projects for a day, or <code>--from / --to</code> a range. Changes nothing.

B.6.2 Changing the plan

Command	What it does
<code>complete / incomplete</code>	Mark every task in the project, or in one <code>--milestone</code> or <code>--target</code> , completed or untouched, in the plan and on the website.
<code>archive / activate</code>	Archive the project's goal, or make it active again.
<code>retire / restore</code>	Take a <code>--milestone</code> , <code>--target "M/T"</code> or <code>--task "M/T/Task"</code> out of the plan or bring it back. <code>--reason</code> is required (see A.3).
<code>retired</code>	List what has been retired from the project, with reasons.

B.6.3 Keeping the template and the website in step

If you change task statuses on the website, the plan file on your computer can fall behind, and the other way round.

Command	What it does
<code>diff</code>	Show the differences. Changes nothing.
<code>pull</code>	Copy the website's statuses into the plan file.
<code>push</code>	Copy the plan file's statuses to the website. Refuses if the website changed since last time, unless <code>--force</code> .
<code>sync</code>	Both ways. Stops if the same task changed on both sides; choose <code>--prefer-server</code> or <code>--prefer-local</code> . <code>--with-additions</code> also copies tasks added on one side to the other, creating their target if needed (not their milestone); <code>--with-deletions</code> also copies removals. <code>--dry-run</code> shows the plan without changing anything.

B.6.4 Setup and checks

Command	What it does
<code>init-config</code>	The setup wizard (B.2.2).
<code>register</code>	Create a project's goal on the website (B.2.3).
<code>rotate-token</code>	Replace your API token.
<code>status</code>	Each project's snapshot, log and last upload, what to do next, and its numbers on the website (B.4.3). <code>--here</code> shows only the project you're in; <code>--local</code> skips the website.
<code>status reports DATE</code> , <code>status logs DATE</code>	Which projects have a report or a log for a day.

B.7 Troubleshooting

Start with `/dreamtracker-status` in the project (or `dreamtracker-sync status` in a Terminal): it often names the fix (B.4.3).

B.7.1 “Nothing logged”

The project's log has no entries for the day, so there is nothing to send. If you did work on it, check that the project's `CLAUDE.md` has the DreamTracker lines (B.3.3), or log it by hand with `/dreamtracker-log`. For a past day, `/dreamtracker-log backfill YYYY-MM-DD` rebuilds entries from git.

B.7.2 “Could not resolve task”

A log entry names a task the website can't find. Usually the name in the log differs from the plan (a typo, or the task was renamed). Correct the name in the plan or on the website so they match, then upload that day again with `upload --date YYYY-MM-DD --force`.

B.7.3 “Already synced”

That project and day were sent before. Uploading again is safe; add `--force`. The automatic runs always send, so you only meet this when uploading by hand.

B.7.4 “Authentication failed”

The token in your config is wrong or was replaced. Copy the current one from Settings → API token into the `token:` line of `~/.config/dreamtracker/config.yaml`, or run `dreamtracker-sync rotate-token`. If your account is new, it must be approved first.

B.7.5 Work landed on the wrong day

Completions are dated by their log entry's time. If work appears on the wrong day, check the entry's `timestamp` and that your time zone in Settings is right (A.1.4). Work done after midnight belongs to the new day.

Part C: Quick help

Short answers to the questions that come up most, with pointers to the full sections.

C.1 Questions people ask

C.1.1 On the website

Why is my day score only 50 when I finished lots of work?

Nothing was scheduled for that day. Without a plan the score stops at 50. Give tomorrow's tasks a scheduled date (A.7.2).

I forgot to stop a timer. How do I fix the time?

Open the task, find the session under Time Sessions History, click **Edit** and set the End to when you really stopped. Time you worked without the timer can be added with **Add session** (A.4.3).

Does a task's priority change my score?

No. A task counts as done, ongoing or not done, whatever its priority.

I didn't get my evening report.

Check Settings → Daily report is ticked and at least one channel is chosen, and that Telegram is connected if you chose it. The report goes out within 15 minutes of your chosen time (A.7.5).

A goal shared with me doesn't appear on Today or in my reports.

Those count the goals you created. Shared goals are in your Goals list (A.9.3).

What's the difference between cancelling, retiring and deleting?

Cancel a task you won't do; retire something that no longer belongs in the plan (it's kept on record); delete only what should never have existed (A.3).

Can I change who can see my goal?

Yes: owners and editors can invite people as editors or viewers, and the owner can change roles or remove people, on the goal's page (A.9).

C.1.2 With dreamtracker-sync

Do I still need to run /dreamtracker-snapshot every morning?

No. The 08:00 run takes the snapshot. Running it yourself does no harm: an existing snapshot is never replaced (B.4.2).

I worked late. Which day does it count on?

The day of the log entry's time. Work before midnight counts that day, even though it is uploaded the next morning (B.5.3).

My Mac was off at 08:00.

The first run after you switch on takes the snapshot and uploads the day before.

How do I check the sync is working?

In Claude Code, run `/dreamtracker-status` inside the project. From a Terminal, run `dreamtracker-sync status` : it shows each project's snapshot, log and last upload, and tells you if anything needs doing (B.4.3).

A task ended up under the wrong target.

Open **Edit** on the task and choose the right **Target** (A.2.2). If the target doesn't exist yet, add it first with **Add Target** on the milestone's page. Then bring the plan file into line with `dreamtracker-sync sync --project "Name" --with-additions --with-deletions` , running it with `--dry-run` first to check what it will change (B.5.2).

Can I upload a day again?

Yes, it's safe: `dreamtracker-sync upload --project "Name" --date YYYY-MM-DD --force . upload` sends the report as it is, so if you added entries to that day's log after its report was made, run `dreamtracker-sync report --project "Name" --date YYYY-MM-DD` first. Tasks added that day are created and then marked in the same upload.