

LIGHTDRIVE HELP CENTER

LightDrive User Manual

Chapter 16 - Tasks

Generated September 29, 2026

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Chapter 16 - Tasks

16.1 Getting Started with Tasks

Use Tasks for errands, project steps, recurring chores, and work with a deadline. Your lists stay in LightDrive and can synchronize with compatible task apps.

Open Tasks

Sign in to the Vault and choose **Tasks** from the apps menu in the header. On a narrow screen, choose **Open navigation** to reveal your lists, **Trash bin**, and **Tasks settings**. Close navigation to return to your task list.

Create your first task

1. Select a list, or choose **Add List...**, enter a name, choose a color, and confirm.
2. Type a short title in **Add a task to “[list name]”...** and press Enter or use the add arrow.
3. Select the task to open its details. Add a due date, notes, or a reminder if needed.
4. Let synchronization finish before leaving. Resolve any save error before assuming the change reached your other devices.

Each list belongs to a task-capable LightDrive calendar. Tasks are saved with that calendar, not as documents in Files.

Tasks and Notes are different

A checklist inside a note remains part of that note. It does not create entries in Tasks or schedule task reminders. Use Tasks for due dates and reminder notifications, and Notes for writing. See [15.1 Getting Started with Notes](#).

16.2 Creating and Editing Tasks

Select a list, enter a title in the add-task field, and press Enter. In a Smart Collection, check the destination list named in that field.

Edit the details

Select a task to open its details. Use **Edit summary** in its menu to change the title. The details let you set:

- **Start and due dates:** when you plan to begin and when the task should be finished. Use an all-day date or a date with a time.
- **List:** choose another available list to move the task.
- **Priority and progress:** mark how important the task is and record a completion percentage.
- **Status:** Needs action, In process, Completed, or Canceled.
- **Notes:** add details within the task, not a separate Notes document.
- **Tags:** add labels you can use to find related tasks.
- **Location and URL:** add a place or useful web link.
- **Reminders:** choose when you want to be reminded.

Confirm each field and let saving finish. On a small screen, close the details panel to return to your list.

Copy or export

Choose **Duplicate task** to make a copy; review its dates, repeat settings, and reminders.

Export downloads a snapshot, not a synchronized connection. Keep sensitive exports private.

For date and reminder guidance, see [16.4 Due Dates, Priorities, and Reminders](#).

16.3 Lists, Calendars, and Organization

Use separate lists for different purposes, such as Home, Work, and Travel. Choose **Add List...** in Tasks to create a task-only list. Open a list's menu and choose **Edit** to change its name or color.

Lists and calendars

A Tasks list is a calendar that supports tasks. Tasks shows your task-capable calendars, including calendars configured for both events and tasks. Event-only calendars do not appear as task lists. Creating a list in Tasks creates a task-only calendar; it does not create a mixed event/task calendar.

A mixed calendar can hold events in Calendar and tasks in Tasks. Removing every task does not change the calendar's type or make it eligible for LightDrive-user sharing. See [16.9 Tasks and Shared Calendars](#).

Smart Collections

Smart Collections bring matching tasks together across your lists without moving or copying them:

- **Important:** open tasks with a high priority.
- **Today:** open tasks whose start or due date is today or earlier.
- **Week:** open tasks with a start or due date in the next seven days, including overdue tasks.
- **All:** open tasks across your lists, not completed tasks.
- **Current:** open tasks with no start date, a start time that has passed, or a due time that has passed.

- **Completed:** closed tasks, including tasks marked Canceled.

Open **Tasks settings** → **Visibility of Smart Collections** to choose Hidden, Visible, or Automatic for each collection. Automatic hides an empty collection. Tasks settings also lets you choose the default list.

Find, filter, and sort

Use the header search while Tasks is open to filter tasks. The filter control above the list lets you select tags; **Reset filter** clears the tag filter and search. Check the selected list and collection as well if something is missing.

The sort control offers Relevance, Start date, Due date, Created date, Last modified, Completed date, Priority, Alphabetically, Tags, and Manually. Selecting the same sort again reverses its direction. Choose **Manually** to arrange tasks by dragging them.

Move or export a list's tasks

To move a task, open its details and choose a different list, or drag it to another list in the sidebar. Moving a parent also moves its subtasks. The list menu's **Export** downloads a calendar file; a mixed calendar's export can include events as well as tasks. **Copy private link** is not a public sharing link and does not grant anyone access.

Current online article: <https://help.lightdrive.one/tasks/lists-calendars-and-organization>

16.4 Due Dates, Priorities, and Reminders

A start date tells you when to begin; a due date tells you when the task should be finished. Neither date automatically completes the task or creates a reminder.

Dates and priority

Open the task and select its start or due field. Turn on **All day** for a date without a time. For timed tasks, check your device's time zone, especially after travel or when comparing devices. Tasks displays timed dates using your device's local time.

Use the priority control to choose a level: 1-4 is high, 5 is medium, 6-9 is low, and 0 means no priority. Lower nonzero numbers are more important. High-priority tasks appear in **Important**.

Add a reminder

1. Open the task's details and choose **Add reminder**.
2. If the task has a start or due date, choose **Before the task starts** or **Before the task is due** and select the timing.
3. Alternatively, choose **Select date and time** for a reminder at a specific time.
4. Check the saved reminder and let the task finish synchronizing.

A reminder tied to a start or due date follows that date. A reminder set for a specific date and time does not automatically move with a changed deadline. Recheck reminders after changing dates or repeat settings.

How LightDrive reminds you

LightDrive delivers task reminders to the **notification bell in the Vault** for the task's owner. Select a reminder to open its task. You do not need to leave the Tasks page open, but reminders are not guaranteed to appear at the exact second selected.

This is not an email reminder service. Do not rely on a browser pop-up or mobile push notification as the delivery method. A connected task app may provide its own local reminders, depending on its settings, synchronization, and device permissions; that is separate from the Vault notification.

Late or missing reminders

LightDrive can catch up reminders missed within the previous 24 hours. Older missed reminders are not replayed. Completing, canceling, or deleting a task stops its pending LightDrive reminders; changing or removing a reminder can clear its old notification. Dismissing a delivered reminder does not repeatedly resend that same reminder.

For reminders saved without a time zone, LightDrive uses the calendar's time zone when available, otherwise your Calendar time zone. Keep your device and Calendar settings consistent. For an important deadline, review Tasks directly rather than depending only on a notification. See [16.10 Troubleshooting Tasks](#).

Current online article: <https://help.lightdrive.one/tasks/due-dates-priorities-and-reminders>

16.5 Recurring Tasks

Use a repeating task for something you need to do regularly, such as a weekly review or monthly household chore.

Set up a repeat

1. Create the task and give it a start or due date.
2. Open its details and select **Does not repeat** to open **Repeat task**.
3. Choose days, weeks, months, or years and the interval. Weekly repeats let you choose weekdays; monthly and yearly repeats offer date or weekday patterns.
4. Under **End repeat**, choose never, on a date, or after a number of occurrences.
5. Save the repeat settings and check the displayed rule.

Complete an occurrence

When you complete a repeating task, Tasks records that occurrence and advances the task's dates to the next occurrence when one remains. The next occurrence is open again. This happens when you complete the task, not simply because its due date passes.

Check the next date, especially after completing an overdue task. It is not automatically based on the day you completed it.

Use the active task's repeat control to change its rule or choose never to stop repeating. There is no Calendar-style "this occurrence or the series" workflow. Keep one-off exceptions as separate tasks.

Removing both start and due dates removes the repeat rule. Recheck reminders after completion: a fixed-date reminder does not repeat automatically. External apps can handle repeats differently; check the result in Tasks after synchronizing.

16.6 Subtasks and Task Structure

Use subtasks to break a larger task into smaller steps. A subtask can have its own dates, priority, notes, and reminders.

Add and arrange subtasks

Open a task's action menu and choose **Add subtask**. Enter the step's title and confirm. You can add subtasks to a subtask as well, so the structure can be more than one level deep.

On a device where dragging is convenient, drag tasks to arrange them or place one under another task. Choose **Manually** in the sort control when you want to set their order yourself. Keep the structure shallow enough to read comfortably on a phone.

Completion affects the structure

Completing a parent also completes its open subtasks. Reopening a subtask reopens a completed parent as needed. Reopening a parent does not automatically reopen every completed child; check the steps you still need to do.

Use **Show subtasks** or **Hide subtasks** to expand or collapse the structure. **Show closed subtasks** and **Hide closed subtasks** control completed or canceled steps. Hiding a step does not delete it.

Moving and deleting

Moving a parent to another list also moves its subtasks. Deleting a parent deletes its subtasks too. Review the whole structure before either action. Recovery is covered in [16.7 Completing, Reopening, and Deleting Tasks](#).

16.7 Completing, Reopening, and Deleting Tasks

Select the checkbox beside a task to mark it complete. For an ordinary completed task, select its checkbox again to reopen it. Repeating tasks advance to their next occurrence as described in [16.5 Recurring Tasks](#).

Find completed tasks

Completion does not delete a task: it remains saved and synchronized. Use **Completed**, or open its list and select **Load the completed tasks of list “[list name]”** if shown. Use the completed-task count to expand or collapse the list’s closed tasks.

If Completed is missing from the sidebar, change its visibility in **Tasks settings**. Closed tasks can include canceled tasks as well as completed ones. A completed task’s details also let you change its recorded completion date.

Delete a task

Choose **Delete** from the task’s menu. A short countdown gives you a chance to cancel before deletion. Deleting a parent also deletes its subtasks.

To recover an item that has been deleted, open **Trash bin** in Tasks and choose **Restore** beside it. If you deleted several related tasks, check that all the steps you need have been restored.

Tasks and Calendar share a trash bin

This trash bin can contain deleted tasks, events, and whole calendars. Items are retained for **30 days** before automatic removal. Restore important items promptly. **Delete permanently** and **Empty trash bin** remove items without another opportunity to restore them here; emptying

this bin can remove Calendar items too.

This is separate from **Deleted files** in Files. The Files setting **Automatically remove deleted files after 30 days** does not control task or calendar recovery.

Delete a list with care

Deleting a list deletes its underlying calendar and all its tasks. If it is a mixed event/task calendar, its events are deleted too. Export anything important first. Recover a deleted list by restoring its calendar in the trash bin; tasks deleted separately may also need to be restored separately.

For a calendar with an active public event share, disable that share before deleting the calendar if access should end permanently. Restoring the calendar can reactivate a still-enabled link. See [6.4 Using Multiple Calendars](#).

Current online article: <https://help.lightdrive.one/tasks/completing-reopening-and-deleting-tasks>

16.8 Synchronizing Tasks with Other Apps

LightDrive Tasks synchronizes through **CalDAV**. The app you connect must support CalDAV tasks, also called **VTODO**, not just calendar events. Adding an event-only calendar connection is not enough to make tasks appear.

Connection settings

- **Discovery address:** `lightdrive.one`
- **Manual fallback URL:** `https://vault.lightdrive.one/remote.php/dav/`
- **Username:** your full `username@lightdrive.one` address, preserving the case of your LightDrive ID
- **Recommended password:** a separate LightDrive client password that includes **Calendars**
- **Security:** HTTPS with certificate verification enabled

Create the credential under **Settings → Security → App & device access**. Choose **Calendars only** for a task-only client, or a combination including Calendars if that app also needs Email or Contacts. Your main LightDrive password or a Vault app password can also be used by compatible CalDAV clients. Email-only and Contacts-only client passwords do not authorize Tasks synchronization.

After connecting, select the task lists to synchronize. Create tasks in the LightDrive list, not an app's local-only list. See [6.5 Calendar Synchronization \(CalDAV\)](#), [9.7 Vault App Passwords and Client Passwords](#), and [14.3 CalDAV Settings](#).

Choosing an app

Desktop Thunderbird provides a Tasks view for task-capable network calendars. On Android, Tasks.org supports CalDAV directly, and DAVx⁵ can synchronize tasks with a compatible task app such as Tasks.org. These are task-capable options, not a guarantee that every LightDrive feature appears identically in every client.

Consult the app's current instructions: [Thunderbird network calendars](#), [Tasks.org CalDAV setup](#), and [DAVx⁵ task-app integration](#). Use the LightDrive addresses above rather than another provider's example address. With DAVx⁵, select a task app and allow the permissions it needs.

Test a simple task first, then check dates, completion, subtasks, repeats, and reminders before relying on a client's advanced features. Do not configure two synchronization methods for the same list unless you understand how that app avoids duplicates.

Subscriptions are different

A LightDrive public read-only calendar link contains events only, never Tasks. It cannot synchronize your task lists. An exported calendar file is a one-time copy rather than two-way synchronization. Keep exported files and your client password private.

Current online article: <https://help.lightdrive.one/tasks/synchronizing-tasks-with-other-apps>

16.9 Tasks and Shared Calendars

LightDrive calendar sharing is for **events**, not shared task lists. Generic Tasks or CalDAV sharing instructions do not override this restriction.

Which calendars can be shared?

- **Event-only calendars:** eligible calendars can be shared with another LightDrive user through Calendar's **Sharing & invitations**. They do not appear as task lists.
- **Task-only lists:** cannot be shared internally with another LightDrive user and are not eligible for public read-only calendar sharing.
- **Mixed event/task calendars:** can appear in your Tasks lists, but cannot be shared internally with another LightDrive user. Removing all tasks does not change that restriction.

To share events internally, use **New shared calendar**, add the intended events, and invite the recipient. Your tasks are not copied or shared.

Owned and accepted shared calendars remain event-only. **View only** recipients can read events; **Can edit events** recipients can change them. Neither permission provides a task list.

Public links and private information

Eligible mixed calendars can have a public read-only share, but the feed includes events only, never Tasks. A task's Public, Private, or Confidential classification is not a sharing switch and does not create a public link.

A private list link does not grant access. An exported file is different: its recipient can read its contents. Review exports before passing them on.

For the complete event-sharing rules, see [6.4 Using Multiple Calendars](#).

16.10 Troubleshooting Tasks

A task or list is missing

Check the selected list, search text, and tag filter. Choose **Reset filter** and check **All** for open tasks. Load completed tasks or open Completed if the task may already be finished. Expand a parent's hidden subtasks. Smart Collections can be hidden in Tasks settings even when the underlying tasks still exist.

Event-only calendars are not task lists. An event shown in Calendar is not automatically a task. If you expect a task stored in a mixed calendar, check that same list in Tasks and confirm it was saved as a task rather than an event. Look in the Tasks trash bin if the task or its whole calendar was deleted.

Changes are not synchronizing

Keep the page open if Tasks reports a save error. Check your connection, then refresh after saving has finished. In an external app, confirm you selected the correct LightDrive task list and enabled its synchronization. A task stored only on the device will not appear in the Vault.

For connection checks, see [6.9 Troubleshooting Calendar Sync](#) and [13.7 My Calendar Is Not Synchronizing](#).

An external app shows events but no tasks

Confirm that the app supports CalDAV tasks/VTODO and has a task list selected. Not every calendar app supports tasks. A public read-only calendar subscription contains events only. Follow [16.8 Synchronizing Tasks with Other Apps](#) for the authenticated connection.

A reminder did not appear

Check the task's saved reminder, start or due date, and time zone. A due date by itself is not a reminder. Check the Vault notification bell; do not assume an email or device pop-up will be sent. Completed, canceled, or deleted tasks no longer receive pending LightDrive reminders, and reminders missed more than 24 hours ago are not replayed. After a recurring task advances, check its next reminder.

If an external app handles local alerts, also check its synchronization, notification permissions, and battery restrictions. Those alerts are separate from the Vault bell. For a continuing problem, contact Support with the approximate reminder time and time zone; do not send your password or an unredacted task export.

A task appears twice

Check whether the app is showing both a local copy and the LightDrive copy, whether you imported an export, or whether two connections synchronize the same list. Compare the copies before deleting anything: deleting a synchronized task can remove it on your other devices too.

A password is rejected or a certificate warning appears

Use your full LightDrive email address and a credential accepted for CalDAV. A LightDrive client password must include Calendars; Email-only or Contacts-only access is not enough. See [13.2 My Password Does Not Work in an App](#).

Do not bypass a certificate warning or disable verification. Follow [13.9 I Received a Certificate Warning](#).

Current online article: <https://help.lightdrive.one/tasks/troubleshooting-tasks>