

Frequently Asked Questions (FAQ)

- **What is Planova?**

Planova is a comprehensive mobile application that helps users manage their personal time efficiently. It allows setting long-term goals, tracking these goals, taking daily notes for self-analysis, creating to-do lists, and marking completed tasks. With detailed analysis and AI-supported planning features, it facilitates users in achieving their goals and tracking their progress.

- **Why should I use Planova?**

In today's fast-paced world, managing personal time correctly is key to achieving both professional and personal success. Planova's minimalist design and user-friendly interface help users easily adapt to the app and manage their time effectively, which is fundamental for success in all areas of life.

- **What are the main features of Planova?**

- **Today(Home)Page:** Simple design, daily task and goal tracking, weekly and monthly calendar view.
- **Goals Page:** Grid view for goals, detailed goal information, adding/removing goals individually or with friends, AI-supported planning and analysis.
- **Journal:** Daily notes, adding text, images, and voice recordings, locked journal for private notes.
- **Profile Page:** All goals and archived data, detailed progress analysis.
- **Settings:** Profile and account management, security and privacy settings, notification customization, theme and language selection.
- **AI Chat and Story Creation:** Creating personal stories based on progress to motivate users.

1. Login Screen

- **How can I register for the app?**

You can register by entering your email address or using your Google account. You can also continue as a guest to access some features.

2. Today(Home)Page

- **What can I do on the Today Page?**

The Today Page allows you to track your daily tasks and habits, mark them, and add new tasks. You can see lists of past and future days with the calendar.

- **How does the weekly calendar work?** You can scroll through days using the weekly calendar at the top and switch to the monthly calendar by clicking the calendar icon. Easily view your future and past tasks.
- **How can I add and edit daily tasks?** Click the plus button at the bottom right to add task names, details, recurrence frequency, and time. Click on a task to edit it.

- **How do I distinguish and complete tasks and habits?** Tasks appear in light tones, habits in dark tones. Click the check button next to them to mark as completed.
- **How can I favorite a task or habit?** Swipe left on a task to mark it as a favorite.
- **How do I delete a task or habit from the home page?** Swipe right on a task or habit and press the confirmation button to delete it. Recurring tasks will only be deleted for that day.
- **How can I retrieve a deleted task or habit?** You can retrieve deleted tasks from the "Deleted" section in the menu.
- **How do I filter on the home page?** You can filter your tasks by completed or incomplete status, and use the detailed filter button to view only daily tasks, habits, or important tasks.

3. Habit Page

- **How can I view my habits?**
You can see all your habit goals, progress, and goal details by clicking on the goal.
- **How can I mark my habits as completed?** You can mark your habits as completed from the Today page, the main Habit page, or the detailed view screen.
- **How do I add and edit Habit Goals?** Click the plus button at the bottom right to add information like goal name, description, start and end dates. You can edit your goal by clicking the edit button at the top left of the detailed analysis screen.
- **How do I delete and retrieve habit goals?** Swipe right on a goal and confirm to delete it. You can retrieve deleted goals from the "Deleted" section in the menu.
- **How can I add friends to my habit goals?** You can add friends by entering their email addresses while adding or editing a goal.

4. Journal

- **What is the purpose of the Journal?**
The journal allows you to keep daily notes and add text, images, and voice recordings.
- **How do I add and edit journal notes?** Click the plus button at the bottom right to add a new note. Click the pencil icon on the created note to edit it.
- **How do I view my journal in detail?** Click on the journal entry to see the details.
- **How do I access my locked journal?** Click the lock icon to create a pin or pattern and access your locked notes.

5. Profile Page

- **What information is displayed on the Profile Page?**
Profile photo, username, daily and weekly task statistics.

- **How does progress analysis help?**
It helps you understand your development and achievements with insights.
- **How does AI help in my profile?**
It creates stories using your data to maintain motivation.

6. AI-Assisted Story Tool

- **How do I create an AI-assisted story?**
Click the storybook icon, select a date, and create your story.
- **Where can I see the created stories?**
View them in the "User Stories" section in the menu.

7. Menu Screen

- **What can I do in Menu Screen?**
View user names, profile pictures, go to the home page, habit main page, see important and deleted tasks, access AI stories, and change theme and language settings.
- **How do I change the theme?**
Click the change theme button to select a theme.
- **How do I change the language?**
Click on the language section in the menu to select a language.

8. Troubleshooting

- **I forgot my password. What should I do?**
Click the "Forgot Password" link to reset your password.
- **How do I report a bug or suggest a feature?**
Use the "Feedback" section in the settings menu.
- **The app isn't loading correctly. What should I do?**
Try closing and reopening the app. If the problem persists, check for updates or contact our support team.