Application Features Document

Upcoming Features

1. Real-time Collaboration

• Expected Release: Q3 2023

• Features:

• Multiple users can edit the same document simultaneously

• Changes appear in real-time for all collaborators

• Built-in commenting and suggestion system

• Version history tracking

2. AI-Powered Task Automation

• Expected Release: Q4 2023

• Features:

• Automatic task categorization based on content

• Smart task assignment suggestions

• Deadline predictions based on historical data

• Priority recommendations

3. Enhanced Mobile Experience

• Expected Release: Q1 2024

• Features:

• Completely redesigned mobile interface

• Offline mode with full functionality

• Touch-optimized controls

• Push notifications and reminders

4. Advanced Analytics Dashboard

• Expected Release: Q2 2024

- Features:

- Customizable data visualization

- Team performance metrics

- Productivity insights

- Export capabilities to various formats

How to Create an Action

Actions allow you to automate workflows within the application. To create a new action:

1. Navigate to the "Actions" tab in the dashboard

2. Click the "Create New Action" button

3. Select a trigger type:

- Time-based (scheduled)

- Event-based (when something happens)

- Manual (user-initiated)

4. Define the action steps:

- Use the drag-and-drop interface to add steps

- Configure each step's parameters

- Set up conditions for branching logic

5. Test your action using the "Test Run" feature

6. Save and publish your action

7. Monitor action performance in the "Action Logs" section

Frequently Asked Questions

Q: How do I reset my password?

A: Click on the "Forgot Password" link on the login screen. Enter your email address, and you'll receive a password reset link valid for 24 hours.

Q: Can I change my username?

A: Yes, you can change your username in the "Account Settings" section. Note that username changes are limited to once every 30 days.

Q: How do I export my data?

A: Go to "Settings" > "Data Management" > "Export Data." Select the data types you want to export and your preferred format (CSV, JSON, or PDF).

Q: What happens when I delete a task?

A: When you delete a task, it's moved to the "Trash" section where it remains for 30 days before being permanently deleted. You can restore tasks from the Trash at any time during this period.

Q: How do I share a dashboard with external users?

A: In the dashboard view, click the "Share" button. You can either create a public link with view-only access or invite specific email addresses with customized permissions.

Q: What's the difference between tags and categories?

A: Tags are user-defined labels that can be applied to any item and are useful for flexible organization. Categories are predefined by the system and used for standardized classification and reporting.

Q: Is my data backed up automatically?

A: Yes, all data is automatically backed up daily. The system maintains 30 days of backups. For enterprise users, we offer more frequent backups and longer retention periods.