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COMPASS Documentation

Welcome to the COMPASS documentation. Here you'll find comprehensive guides and documentation to help you get started with COMPASS as quickly as possible. COMPASS is a productivity and task management system designed to help you organize your work, track your habits, and maximize your efficiency with AI assistance.

Core Documentation

- [Task Management Guide](#) - Learn how to manage tasks in COMPASS.
- [Frontend User Guide](#) - Learn how to use the COMPASS user interface.
- [Todo System Guide](#) - Learn how to use the lightweight Todo system for daily tasks.
- [Daily Habits Guide](#) - Learn how to build and maintain positive routines with habit tracking.

AI Features

- [RAG-Powered AI Assistant Guide](#) - Learn how to use the AI assistant in COMPASS.

Quick Start

New to COMPASS? Here's how to get started:

1. **Create an account:** Sign up with your email or use social login
2. **Set up your profile:** Add your name, role, and preferences
3. **Create your first task:** Add a task to get familiar with the system
4. **Try the Todo feature:** Create a simple Todo for a quick win
5. **Set up a daily habit:** Start tracking a simple daily habit
6. **Ask the AI assistant:** Try asking about "how to organize my tasks"

Key Features

COMPASS includes several key features:

- **Task Management:** Create, organize, and track tasks with support for properties, workflows, dependencies, and more
- **Todo System:** Manage lightweight daily tasks without the overhead of full task management
- **Daily Habits:** Track habits with streak counting to build consistent routines
- **AI Assistance:** Get help from the AI assistant powered by RAG technology

- **Cross-Platform Access:** Use COMPASS on web, desktop, and mobile

Frequently Asked Questions

General

- **Q: What's the difference between Tasks and Todos?**

A: Tasks are for more complex work that may have dependencies, properties, and workflows, while Todos are simpler, daily action items.

- **Q: Can I use COMPASS offline?**

A: Some features are available offline, but full functionality requires an internet connection.

Task Management

- **Q: How many tasks can I create?**

A: COMPASS supports unlimited tasks on all paid plans. Free plans are limited to 100 active tasks.

- **Q: Can I share tasks with others?**

A: Yes, tasks can be shared with team members by using the Share button on any task.

- **Q: How do I set up a recurring task?**

A: When creating or editing a task, select a recurrence pattern and optionally set an end date.

Todo System

- **Q: Can I convert a Todo to a Task?**

A: Yes, select a Todo and use the "Convert to Task" option to transform it into a full task.

- **Q: Do Todos support reminders?**

A: Yes, you can add a reminder time to any Todo to receive a notification.

Daily Habits

- **Q: What happens if I miss a day?**

A: Your streak will reset, but COMPASS keeps track of your longest streak for motivation.

- **Q: Can I pause a habit temporarily?**

A: Yes, you can pause habits during vacations or other interruptions without losing your streak.

AI Features

- **Q: What can the AI assistant help with?**

A: The AI can help organize tasks, suggest optimizations, answer questions about your data, and provide productivity tips.

- **Q: Is my data used to train the AI?**

A: No, your data is only used to provide personalized assistance and is not used to train the underlying models.

Getting Help

Need more help? Here are some resources:

- **AI Assistant:** Ask the AI assistant any question about using COMPASS
- **Support:** Contact support at support@compass-app.com
- **Knowledge Base:** Browse our knowledge base at help.compass-app.com
- **Community:** Join our community forum at community.compass-app.com

Feedback & Contributions

We value your feedback and contributions:

- **Feature Requests:** Submit feature requests through the Settings > Feedback menu
- **Bug Reports:** Report bugs through the Help > Report Bug menu
- **Documentation Improvements:** Suggest improvements to our documentation at docs@compass-app.com