



USER MANUAL

ACE Schedule.

AI-powered scheduling for the web and macOS —
photograph a syllabus or plan and it builds your week,
then guides you through running each day.

Plan every day.

Web & macOS
8 sections
ace-presenter.app

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OVERVIEW

ACE Schedule — User Manual

A comprehensive reference for ACE Schedule Manager, the AI-assisted schedule, task, and routine app in the ACE Suite. Photograph a plan and turn it in...



ACE Schedule — User Manual

A comprehensive reference for **ACE Schedule Manager**, the AI-assisted schedule, task, and routine app in the ACE Suite. Photograph a plan and turn it into tasks, run your day from a single dashboard, track streaks and completion over time, and close each evening with an intentional review.

What ACE Schedule is. ACE Schedule ships as one product you can use two ways, backed by one cloud account:

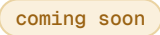
- **Web app** — the reference experience, in any modern browser. This is where every feature appears first.
- **macOS desktop app** — the same app in a native, notarized macOS shell, with auto-updates and native notifications.
- **One ACE account** — sign in once and your schedule, projects, and settings sync across the web and the desktop. The account is shared across the ACE Suite, so the same login works in other ACE apps.

Windows, Linux, and native mobile apps are **not** available yet — see the status notes below. In the meantime the web app runs on any device with a browser, including phones and tablets.

How to read this manual

Where things live. Menu paths use ▶ (for example, Settings ▶ Schedule Builder). The app's main sections are reached from the navigation tabs — **My Tasks, Track, Projects, Reports** — and from the user menu in the top-right (**Settings, Sign out**).

Status notes. Not every capability is available to every user, and a few advertised features depend on backend configuration. Availability is flagged inline:

BADGE	MEANING
(Free)	Included on the free tier
	Requires an ACE Schedule Pro subscription
(setup required)	Ships in the app, but only returns live results once the backend service is configured for your account — the app degrades gracefully until then
	On the roadmap; not available today

When a feature is both **Pro** **and** depends on backend setup — most of the AI features are — both badges apply. These are described honestly throughout: the interface is present, and the intelligence behind it is a Pro capability that an administrator enables.

Honesty about AI. ACE Schedule's AI features — schedule import, daily guidance, and personalised puzzles — are real, shipping parts of the app, but they call a hosted AI service. On a correctly configured Pro deployment they work end-to-end; if the service is not configured, the app falls back cleanly (you still get the manual planner, and guidance panels simply stay quiet). This manual always tells you which is which.

The app at a glance

ACE Schedule is organised around a few core surfaces you move between using the navigation tabs:

- **My Tasks** — your daily dashboard: today's agenda, the 7-day week, category filters, task cards you complete, a month calendar, and your progress and streaks. See [The Daily Dashboard](#).
 - **Schedule Builder** (in Settings) — the weekly template where you design each day's tasks, drag them into order, and run AI import. See [The Weekly Planner](#).
 - **Track** — completion analytics: totals, success rate, perfect days, best streak, and trends. See [Tracking, Analytics & Reports](#).
 - **Projects** Pro — long-term goals on a status board with progress and deadlines. See [Projects, Kanban & Milestones](#).
 - **Reports** Pro — deeper reports with period selection and CSV/PDF export. See [Tracking, Analytics & Reports](#).
 - **The daily rituals** — AI daily guidance, the daily brain puzzle, and the End-of-Day Ceremony. See [Daily Guidance & the End-of-Day Ceremony](#).
 - **Settings** — account, appearance, language, notifications, Google Calendar, backup, and the schedule builder. See [Account, Sync, Backup & Settings](#).
-

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1. [Getting Started](#) — install the web and Mac apps, create your ACE account, the onboarding walkthrough, and the tiers
2. [The Daily Dashboard](#) — today's agenda, time blocks, categories, completing tasks, notes & subtasks, the calendar, and streaks
3. [The Weekly Planner](#) — the Schedule Builder, per-day editing, drag-to-reorder, categories, priorities, recurrence, and filters
4. [AI Schedule Import](#) — photograph a syllabus or planner and extract a working week
5. [Projects, Kanban & Milestones](#) — the project board, statuses and progress, deadlines, and long-term milestones
6. [Daily Guidance & the End-of-Day Ceremony](#) — AI guidance, scripture reflections, the daily puzzle, and closing the day
7. [Tracking, Analytics & Reports](#) — the Track dashboard, streaks and perfect days, Pro reports, and exports

8. [Account, Sync, Backup & Settings](#) — sign-in, appearance & language, notifications, Google Calendar, backup, sync, desktop updates, and account deletion

Free vs Pro

ACE Schedule is free to use for daily planning, and a **Pro** subscription unlocks the project board, deeper reports, unlimited AI import, and the AI guidance features. Pro starts with a **7-day free trial**, and you can cancel at any time.

	FREE	PRO
Daily dashboard & task completion	✓	✓
Weekly schedule builder & custom categories	✓	✓
Notes, subtasks, priorities, recurring & due dates	✓	✓
Streaks & the Track analytics dashboard	✓	✓
Daily brain puzzle (standard)	✓	✓
End-of-Day Ceremony	✓	✓
Cloud sync across web + desktop	✓	✓
JSON backup (import & export)	✓	✓
AI schedule import	1 free import, then Pro	Unlimited
Projects & Kanban board	—	✓
Milestone tracking	—	✓
Reports (periods, insights, CSV/PDF export)	—	✓
AI daily guidance & scripture reflections	—	✓ (setup required)
AI-personalised puzzles	—	✓ (setup required)
Google Calendar sync	—	✓ (setup required)

Exact prices, annual billing, and ministry/education discounts are on the [ACE pricing page](#) — that page is the source of truth for current numbers. Upgrade in-app from any locked feature, or from Settings.

Note on this table. The split above reflects how the current build actually gates each feature. Marketing material may group features slightly differently; where they differ, the app's own behaviour — described in these chapters — is authoritative.

ACE Schedule Manager is part of the ACE Suite. This manual documents the web app and the macOS desktop app.

SECTION 01

1 - Getting Started

This chapter gets you from nothing to a running schedule: choosing the web app or the Mac app, creating your ACE account, the first-run walkthrough, a...



01 · 1 · Getting Started

This chapter gets you from nothing to a running schedule: choosing the web app or the Mac app, creating your ACE account, the first-run walkthrough, and a tour of how the app is laid out.

- [What ACE Schedule is](#)
 - [Installing the app](#)
 - [Creating your account & signing in](#)
 - [The onboarding walkthrough](#)
 - [How the app is organised](#)
 - [Accounts & tiers](#)
-

What ACE Schedule is

ACE Schedule Manager turns loose plans — a class syllabus, a printed timetable, a whiteboard, or a to-do you carry in your head — into a structured week you actually run. Its core loop is simple:

1. **Build the week** once, as a repeatable weekly template (or import it from a photo).
2. **Run each day** from a dashboard, checking tasks off as you go.
3. **Close the day** with a short reflection, and **track** how you're doing over time.

Everything is stored in your ACE account and synced to the cloud, so the day you plan on your laptop is the day you run on your phone's browser.

Installing the app

You have two ways to use ACE Schedule. They are the same app and the same data — pick whichever suits the moment, or use both.

■ The web app

Nothing to install. Open the app in any modern browser (Chrome, Safari, Edge, Firefox) and sign in:

- app.ace-presenter.app

The web app is fully responsive — it works on a phone or tablet browser as well as a desktop one — and it can be **installed to your home screen or dock** as a Progressive Web App (PWA) for a full-screen, app-like experience. Look for your browser's Install or Add to Home Screen option.

■ The macOS desktop app

The desktop app wraps the same experience in a native, signed and notarized macOS application, and adds:

- **Automatic updates** — new versions download in the background and install on restart, with a progress toast.
- **Native macOS notifications** for reminders and daily briefings.
- **Light / dark mode** that follows your system appearance.

To install:

1. Download the Mac app from the ACE Schedule page — [Download for Mac](#).
2. Open the downloaded `.dmg` and drag **ACE Schedule Manager** into your **Applications** folder.
3. Launch it from Applications and sign in.

Requirements: macOS 11 (Big Sur) or later. The app is a **universal binary**, so it runs natively on both Apple Silicon and Intel Macs.

Windows, Linux & native mobile (coming soon) — desktop builds for Windows and Linux, and native iOS/Android apps, are on the roadmap but not available yet. Use the web app on those platforms in the meantime.

Creating your account & signing in

ACE Schedule uses a single **ACE account**, shared across the ACE Suite — if you already have one from another ACE app, use it here and your sign-in carries over. There are three ways to sign in:

- **Email and password** — create an account with any email address.
- **Continue with Google** — one tap, no separate password.
- **Continue with Apple** — sign in with your Apple ID.

You'll land on the sign-in screen the first time you open either app. Your choice of provider is remembered, and the desktop app keeps you signed in between launches.

Your data follows your account, not your device. Sign in on a second machine and everything — schedule, projects, settings, history — is already there, kept in sync in the cloud.

The onboarding walkthrough

New accounts are greeted by a short, skippable walkthrough that sets you up:

1. **Welcome** — a quick introduction to what the app does.
2. **Sign in or create your account** — you can skip ahead to browse first and sign in later.
3. **A tour of the features** — what each part of the app is for.

4. **Language** — choose your interface language (English, Spanish, French, Portuguese, or Italian).

5. **Finish** — Start Using ACE Schedule Manager drops you onto your dashboard.

The first time you reach the dashboard, an in-app **guided tour** points out the key areas — the agenda, the day selector, the filters, the calendar, and your progress panels. You can replay this tour any time from Settings ▸ Help ▸ Restart guided tour.

How the app is organised

Once you're signed in, the app is a single workspace with a persistent header and a set of navigation tabs.

The header (top of every screen) shows a time-of-day greeting and today's date, a **Daily Puzzle** quick button, and your **avatar menu** (which opens **Settings** and **Sign out**). Clicking the ACE logo returns you to your dashboard.

The navigation tabs switch between the main sections:

TAB	WHAT IT IS	CHAPTER
My Tasks	Your daily dashboard and agenda	Chapter 2
Track	Completion analytics and streaks	Chapter 7
Projects 	Long-term goals on a status board	Chapter 5
Reports 	Deeper reports with export	Chapter 7

Settings (from the avatar menu) is where you find your account, appearance and language, notifications, Google Calendar, backup, and the **Schedule Builder** — the weekly template editor covered in [Chapter 3](#).

The **top-bar search** lets you find a task from anywhere; results appear on the My Tasks page, so the app takes you there as you type.

Accounts & tiers

ACE Schedule is **free to use** for everyday planning. A **Pro** subscription — which begins with a **7-day free trial** — unlocks the project board, deeper reports, unlimited AI import, and the AI guidance features.

- **Free** covers the daily dashboard, the weekly planner, custom categories, notes/subtasks/priorities, streaks and the Track dashboard, the standard daily puzzle, the End-of-Day Ceremony, cloud sync, JSON backup, and **one** AI schedule import.
- **Pro** adds Projects & Kanban, Milestones, Reports with export, unlimited AI import, AI daily guidance and scripture reflections, AI-personalised puzzles, and Google Calendar sync.

For the full split, see [Free vs Pro](#) in the overview. To upgrade, click **Upgrade to Pro** on any locked feature, or visit the [pricing page](#) for current prices, annual billing, and ministry/education discounts.

Several Pro features are AI-powered and marked (setup required): they need a hosted AI service to be configured for your deployment. On a fully configured Pro account they work end-to-end; otherwise the interface is present but stays quiet. See [Chapter 4](#) and [Chapter 6](#) for exactly what depends on what.

Next: [The Daily Dashboard](#) →

SECTION 02

2 - The Daily Dashboard

The My Tasks tab is where you spend most of your day. It shows today's agenda, lets you switch between the seven days of your week, filter by category...



02 - 2 - The Daily Dashboard

The **My Tasks** tab is where you spend most of your day. It shows today's agenda, lets you switch between the seven days of your week, filter by category, and check tasks off — and it keeps a running picture of your progress and streaks alongside.

- [Today's agenda](#)
 - [Switching days: the 7-day week](#)
 - [Categories & filters](#)
 - [Completing tasks](#)
 - [Notes & subtasks](#)
 - [Priorities, recurrence & due dates](#)
 - [The quick-add task](#)
 - [The month calendar](#)
 - [Progress, streaks & the side panels](#)
-

Today's agenda

At the top of My Tasks is your **agenda** for the selected day — the tasks scheduled for it, in order, each shown as a card. A small counter shows **how many you've completed of the total** for the day (for example, 3 of 8). The dashboard opens on today by default.

Where do these tasks come from? From your **weekly template** — the repeating plan you design once in the Schedule Builder (see [Chapter 3](#)) — plus anything you add on the fly with [quick-add](#). Each weekday has its own set of tasks.

Switching days: the 7-day week

A **day selector** sits above the task list with the seven days of the week. Click any day to see that day's agenda. This is the heart of the "weekly schedule" — your week is a set of seven daily plans, and you move between them here.

You can also jump to a day from the [month calendar](#): click a date and the dashboard switches to that weekday's tasks.

Categories & filters

Every task belongs to a **category** — for example **Faith, Work, Learning, Health, or Personal**, plus any custom categories you create. Categories are colour-coded on each card so you can scan the day at a glance.

The **filter bar** below the day selector lets you focus:

- **Toggle categories on and off** — click a category to show or hide its tasks. A count shows how many tasks match your current filter out of the day's total.
- **Select all / Clear** — quickly show every category or none.
- **Group by category** — switch the list from a single ordered agenda into sections grouped by category, each with its own count. Toggle it off to return to the flat, time-ordered list.

Filters affect only what you're viewing — they never delete anything.

Completing tasks

Each task is a **card**. To mark one done, click **Complete**. The card dims, its title gets a strike-through, and the day's counter ticks up. Changed your mind? Click **Undo** to bring it back.

Completions are recorded **per day and per date**, which is what powers your streaks and the Track analytics ([Chapter 7](#)). A day where you complete **every** task counts as a **perfect day**.

Notes & subtasks

Every task card can expand into a working space. Click **Task notes & subtasks** (a small counter shows completed-of-total subtasks) to open it.

- **Notes** — a free-text area for context, links, or reminders attached to that task. Notes are saved automatically as you type.
- **Subtasks** — break a task into steps. Type a step and click **Add**; check each one off as you go; remove any you no longer need. The subtask counter (for example 2/5) shows your progress within the task.

A card that already has notes or subtasks opens expanded so you don't miss them.

Priorities, recurrence & due dates

Task cards surface a few extra attributes when they're set (you assign these when you build or edit a task — see [Chapter 3](#)):

- **Priority** — **High**, **Medium**, or **Low**, shown as a coloured pill (medium is the default and stays unmarked to reduce noise).
 - **Recurrence** — a **Daily** or **Weekly** badge marks a repeating task.
 - **Due date** — an optional calendar date shown on the card, useful for deadlines that sit apart from the task's usual time block.
-

The quick-add task

To add something to the current day without opening the full builder, use **+ Add Task** (on the calendar panel). A small dialog asks for:

- **Title** (required)
- **Time** (optional — e.g. 9:00 AM – 10:00 AM)
- **Category**

Click **Add Task** and it appears immediately on the selected day. For richer editing — priority, recurrence, due dates, reordering, and multi-day planning — use the Schedule Builder in [Chapter 3](#).

The month calendar

The right-hand side of the dashboard shows a **month calendar**. Use the arrows to move between months; today is highlighted. **Click any date** to jump the dashboard to that weekday's agenda. Beneath the calendar is a short preview of the day's first few scheduled items.

The calendar is a navigation aid for your weekly plan — the same weekly template repeats, so clicking, say, a Tuesday shows your Tuesday tasks.

Progress, streaks & the side panels

The dashboard's side and lower panels keep your progress in view while you work:

- **Tasks Progress** — a weekly chart of completion across the days.
- **Progress stats** — completed vs total and your completion rate for the day, whether today's puzzle is solved, a shortcut to open the **End-of-Day Ceremony**, and your current **milestone** if one is set.
- **Milestone tracker** — a compact view of a long-term milestone's progress, if you've enabled one (see [Chapter 5](#)).
- **Daily scripture / guidance** — a short reflection panel that shows an AI-generated verse when AI guidance is enabled (see [Chapter 6](#)); otherwise it stays quiet.
- **Assignments** — a compact list of the day's tasks with a done/pending marker.

About streaks. Your **best streak** and **perfect days** are computed from your completion history across dates — a run of consecutive days where you finished everything scheduled. The full picture lives on the **Track** tab, covered in [Chapter 7](#).

Next: [The Weekly Planner](#) →

SECTION 03

3 - The Weekly Planner

The Schedule Builder is where you design the week your dashboard runs. It lives in Settings ▶ Schedule Builder and lets you edit each day's tasks, reo...



03 - 3 - The Weekly Planner

The **Schedule Builder** is where you design the week your dashboard runs. It lives in Settings ▸ Schedule Builder and lets you edit each day's tasks, reorder them by dragging, set priorities, recurrence and due dates, and switch between the default plan and your own custom one. It's also where [AI Schedule Import](#) lives.

- [Opening the Schedule Builder](#)
- [Default vs custom schedule](#)
- [Editing a day](#)
- [Adding a task block](#)
- [Reordering with drag-and-drop](#)
- [Clearing and resetting](#)
- [Categories](#)
- [How the planner feeds the dashboard](#)

Opening the Schedule Builder

Open the **avatar menu** in the top-right and choose **Settings**, then find the **Schedule Builder** panel (labelled Weekly template). This is the master plan: seven days, each with its own list of tasks, that repeats week to week and appears on your [dashboard](#).

Default vs custom schedule

ACE Schedule ships with a **default weekly template** to get you started. To make it your own, turn on **Use custom schedule** (the toggle at the top of the builder). This does two things:

- It unlocks **editing** — you can now add, change, reorder, and remove tasks.
- It reveals the **AI Schedule Importer**, so you can build a week from a photo instead of typing (see [Chapter 4](#)).

With custom schedule **off**, the builder is read-only and shows the default plan. You can switch back to the default at any time with **Reset to default**.

Editing a day

Pick a day using the **day tabs** (Sun–Sat). The tasks for that day appear as rows. With custom schedule on, each row is editable inline:

- **Time** — the time block, free-text (e.g. 9:00 AM – 10:00 AM, or leave it and it shows as TBD).

- **Title** — what the task is.
- **Category** — chosen from your category list.
- **Remove** — delete the task from that day.

Changes save as you make them and sync to the cloud.

Adding a task block

Below the day's list is **Add task block**, with fields for a new task:

- **Time and Title**
- **Category**
- **Priority** —  High,  Medium, or  Low
- **Recurrence** — one-time,  Daily, or  Weekly
- **Due date** — optional deadline

Click **Add task** to append it to the selected day. Priority, recurrence, and due-date badges then appear on the task's card on the dashboard ([Chapter 2](#)).

Reordering with drag-and-drop

Each editable row has a **grip handle**. Drag a task up or down to reorder the day. The order you set here is the order tasks appear in your dashboard agenda. Drag-and-drop is keyboard-accessible as well as pointer-driven.

Clearing and resetting

Two housekeeping actions sit under the add-task form:

- **Clear day** — empties the currently selected day (the other days are untouched).
 - **Reset to default** — discards your custom template and returns to the shipped default plan. Use this if you want a clean slate.
-

Categories

Categories organise and colour-code your tasks across the whole app — on cards, in filters, and in analytics. You'll see familiar ones such as **Faith**, **Work**, **Learning**, **Health**, and **Personal**, and you can use your own labels. Categories you use in the builder become the options in the dashboard's [filter bar](#) and in the quick-add dialog.

The free tier supports a generous set of custom categories; heavy category users may prefer Pro. See [Free vs Pro](#).

How the planner feeds the dashboard

The Schedule Builder is the **template**; the dashboard is the **live run** of it:

- Tasks you add here appear on the matching weekday in **My Tasks**.
- Completing a task on the dashboard doesn't change the template — the task returns fresh the next week, which is exactly what you want for a repeating routine.
- One-off additions made with dashboard [quick-add](#) are added to that day too.

Think of it as: **plan the shape of your week once here, then just run each day on the dashboard.**

Next: [AI Schedule Import](#) →

SECTION 04

4 - AI Schedule Import

(Pro — 1 free import on the free tier · setup required)



04 - 4 - AI Schedule Import

(Pro — 1 free import on the free tier · setup required)

The fastest way to fill your week is to **photograph the plan you already have** and let ACE Schedule read it. Point your camera at a printed syllabus, a timetable, a planner page, or a whiteboard; the app extracts the tasks, times, and categories and drops them into your weekly schedule for you to review.

- [What it does](#)
- [Where to find it](#)
- [Supported files](#)
- [Using it, step by step](#)
- [Free imports vs Pro](#)
- [Getting good results](#)
- [What "setup required" means](#)
- [Troubleshooting](#)

What it does

AI Schedule Import takes an image or document of a schedule and turns it into structured tasks, organised **by day of the week**. Behind the scenes it uses a vision-capable AI model to read the content and a language model to structure it, then hands the result back to you as a set of tasks — each with a **time**, a **title**, and a **category** — ready to merge into your weekly template.

You always **review before it's final**: import fills in the Schedule Builder, and you can edit, reorder, or delete anything before relying on it.

Where to find it

The importer lives in the **Schedule Builder**:

1. Open **Settings** from the avatar menu.
2. Go to the **Schedule Builder** panel.
3. Turn on **Use custom schedule** — the **Import Schedule from File** card appears.

(If custom schedule is off, the importer is hidden, because there's no editable week for it to fill.)

Supported files

You can upload:

- **Images** — PNG, JPG/JPEG. These give the **best** results.
- **PDF** — a timetable or planner exported to PDF.
- **TXT** — a plain-text schedule.

Maximum file size: 10 MB. Images of a clear, well-lit schedule are the most reliable input; photographs of handwriting can work when the writing is legible, but printed text and screenshots are more dependable.

Using it, step by step

1. In the importer card, click **Click to upload** (or drag a file onto it).
2. The file uploads securely to your account's private storage, and the card shows **Uploading...**
3. The AI then reads and structures the schedule — the card shows **Processing with AI...** This usually takes a few seconds.
4. On success you'll see a confirmation with the **number of tasks found**, and the extracted tasks are merged into your weekly template.
5. **Review the result** in the Schedule Builder: adjust times, rename tasks, fix categories, reorder, and remove anything that isn't right (see [Chapter 3](#)).

Imported days replace the corresponding days in your template where the AI found tasks, so it's easy to import one course or one week at a time and build up your plan.

Free imports vs Pro

- **Free tier: one** AI import, ever. It's there so you can try the feature on a real schedule. The card shows how many free imports remain.
 - Once your free import is used, the importer shows a **locked** state with an **Upgrade to Pro** button.
 - **Pro: unlimited** imports — bring in every course outline at the start of a semester, or re-import whenever your plan changes.
-

Getting good results

- Use a **clear, high-resolution** image; avoid glare and shadows.
- Prefer **structured layouts** — tables, lists, and timetables read best.
- Keep the schedule **in frame** and roughly upright.
- For printed material, a **screenshot or scan** beats a photo.

- Handwriting can work if it's neat; if a handwritten import comes back messy, tidy it up in the builder or type those tasks manually.

What "setup required" means

AI Schedule Import is a **real, shipping feature**, and its full interface — upload, progress, results, quota — is always present. The intelligence behind it runs as a hosted AI service that must be **configured for your deployment** (an administrator provides the AI service credentials and deploys the processing function).

- On a **fully configured Pro deployment**, import works end-to-end as described.
- If the service isn't configured, the upload will report a processing error rather than returning tasks. In that case, build your week manually in the [Schedule Builder](#) — nothing else is affected.

If you administer your own deployment, see the setup notes shipped with the product for enabling the AI processing function and its credentials.

Troubleshooting

SYMPTOM	LIKELY CAUSE & FIX
"Please upload a valid file"	The file isn't a supported type. Use PNG, JPG, PDF, or TXT.
"File too large"	The file exceeds 10 MB. Reduce the resolution or crop it.
Processing fails	The image may be unreadable — try a clearer one — or the AI service isn't configured for your account (see above).
Wrong times or categories	Normal for messy inputs. Correct them in the Schedule Builder ; the AI's output is a draft, not the last word.
Importer card isn't showing	Turn on Use custom schedule in the Schedule Builder.

Next: [Projects, Kanban & Milestones](#) →

SECTION 05

5 - Projects, Kanban & Milestones

(Projects & the board: Pro)



05 · 5 · Projects, Kanban & Milestones

(Projects & the board: Pro)

Daily tasks handle today; **Projects** and **Milestones** handle the longer arc — the goals that span weeks or months. The **Projects** tab is a status board for tracking those goals with progress and deadlines, and **Milestones** give you a single headline goal to measure the whole period against.

- [Projects: what they are](#)
 - [The project board](#)
 - [Creating a project](#)
 - [Updating progress & status](#)
 - [Deadlines & timelines](#)
 - [Viewing and deleting](#)
 - [Milestones](#)
-

Projects: what they are

A **project** is a container for a longer-term goal — a course, a launch, a build, a season of work. Each project carries a title and description, a **category** (colour-coded), a **status**, a **progress** percentage, a **task count** (completed of total), and a **deadline**. Projects sync in real time across your devices.

Projects are a **Pro** feature. On the free tier the Projects tab shows an upgrade prompt with a **7-day free trial**; on Pro it opens the board.

The project board

The Projects tab lays your projects out as **cards**, each showing its colour bar, title and description, status badge, a progress bar, and a small stats row (tasks completed/total, category, and days remaining to deadline).

A **filter row** across the top narrows the board by status:

- **All Projects**
- **In Progress**
- **Not Started**
- **On Hold**
- **Completed**

This is the "Kanban" way of working — group your goals by where they stand, and move them along as they progress.

Creating a project

Click the floating **+** button (bottom-right) or **Create Project** on an empty board, and fill in:

- **Project Title** (required)
- **Description**
- **Category** — Personal, Work, Health, Education, Home, Finance, Creative, or Other (each has a default colour).
- **Deadline** — a target date.
- **Total Tasks** — how many tasks the project comprises (used for the progress stats).

Click **Create Project** and it appears on the board immediately.

Updating progress & status

Open a project and choose **Update** to adjust it as work proceeds:

- **Status** — move it between Not Started, In Progress, On Hold, and Completed.
- **Progress** — a 0–100% slider for the project's overall completion.
- **Tasks Completed** — how many of the total tasks are done.
- **Total Tasks** and **Description** — revise as the scope changes.

Save your changes and the card's badges and progress bar update at once. Because projects sync live, an update on one device shows up on your others.

Deadlines & timelines

Each project shows a **countdown** derived from its deadline — "12 days remaining", "Due tomorrow", "Due today", or "3 days overdue". Open a project's **View Details** to see its status, progress, stats, and a short timeline summary in one place.

Viewing and deleting

From a project card:

- **View Details** — the full read-only summary (status, progress, tasks, category, deadline, timeline).
 - **Update** — the edit dialog above.
 - **Delete** — from the details view; you'll be asked to confirm, and deletion is permanent.
-

Milestones

Pro

A **milestone** is a single, longer-horizon goal — a "six-month journey", a season of consistent habits — that the app tracks as a backdrop to your daily work. Unlike projects, a milestone isn't a board; it's **one headline goal** you configure in Settings and then see reflected on your dashboard.

To set a milestone: open Settings ▸ Milestone (Timeline) and turn it on, then fill in:

- **Title** — e.g. My six-month journey.
- **Goal description** — what you're building toward.
- **Start date.**
- **Duration** — from 1 up to 24 months (6 is a common choice).

Once enabled, a **milestone tracker** appears on your [dashboard](#) and in your progress stats, showing how far through the period you are and how your completion is trending against it. Milestone progress is also reflected in your [reports](#).

Scope note. Milestones are configured in Settings and surfaced through the dashboard and reports — there isn't a separate, standalone milestone page. If you're looking for a place to manage multiple long-term efforts as distinct items, that's what [Projects](#) are for.

Next: [Daily Guidance & the End-of-Day Ceremony](#) →

SECTION 06

6 - Daily Guidance & the End-of-Day Ceremony

Beyond the mechanics of tasks, ACE Schedule adds a few rituals that bookend the day: an optional dose of AI-generated encouragement each morning, a da...



06 · 6 · Daily Guidance & the End-of-Day Ceremony

Beyond the mechanics of tasks, ACE Schedule adds a few **rituals** that bookend the day: an optional dose of AI-generated encouragement each morning, a daily brain puzzle, and an End-of-Day Ceremony to close the loop with reflection and set tomorrow's intention.

- [Daily AI guidance](#)
 - [Scripture reflections](#)
 - [The daily puzzle](#)
 - [The End-of-Day Ceremony](#)
 - [What "setup required" means here](#)
-

Daily AI guidance

(Pro · setup required)

When enabled, ACE Schedule generates a short **daily reflection** tuned to your day — a brief, encouraging coaching prompt and, optionally, a scripture verse. It's designed to give the day a gentle, focused start rather than opening straight into a wall of tasks. The tone is intentionally **faith-forward and supportive**.

To turn it on: open Settings ▸ Daily Rhythm & AI and enable **AI guidance**. Once on, the guidance appears in the dashboard's reflection panel.

Guidance is generated fresh for the day and considers what's on your plate, so it stays relevant rather than generic. If guidance is **off**, or the AI service isn't configured, the panel simply stays quiet — nothing breaks.

Scripture reflections

(Pro · setup required)

A sub-option of AI guidance, **Scripture reflections** adds a short daily verse and reference to your guidance and to the End-of-Day Ceremony. Enable it under Settings ▸ Daily Rhythm & AI, beneath **AI guidance** (it's available once AI guidance itself is on).

When active, the **Daily scripture** panel on your dashboard and the ceremony's scripture card show the day's verse. If it's off or unconfigured, those cards show a neutral placeholder.

The daily puzzle

A quick **brain puzzle** is available every day as a light cognitive warm-up. Open it with the **Daily Puzzle** button in the header. Puzzles span a few kinds — logic, math, word, pattern, and quiz — and completing the day's puzzle is reflected in your progress stats.

- **Standard daily puzzles** are available on the **free** tier.
- **AI-personalised puzzles** (Pro · setup required) tailor the challenge using the AI service; where you see an **AI unlock** cue, that deeper set depends on Pro and a configured backend.

You can set **when** the daily puzzle prompt lands under Settings ▸ Daily Rhythm & AI ▸ Daily puzzle time.

The End-of-Day Ceremony

(Free)

The **End-of-Day Ceremony** is a short, deliberate way to close the day. Open it from the **progress stats** panel on your dashboard (or from an end-of-day notification if you've enabled one). It presents, in one calm modal:

- **The day's recap** — your completion for the day: percentage complete, tasks completed, and tasks remaining.
- **Daily scripture** — the day's verse, if scripture reflections are on.
- **A closing ritual checklist** — a few reflective prompts to tick off as you wind down.
- **Gratitude note** — a space to write what you're grateful for today.
- **Tomorrow focus** — a space to set your single intention for the next day.

Your notes are saved with the day. The point isn't more admin — it's to end with a sense of completion and to hand tomorrow a clear starting point, so the next morning opens with focus instead of noise.

Reminders. You can be nudged to run the ceremony via the **End of day** notification (see [Chapter 8](#)).

What "setup required" means here

The **daily guidance**, **scripture reflections**, and **AI-personalised puzzles** are powered by a hosted AI service that must be configured for your deployment. On a fully configured Pro account they generate live content; otherwise the toggles still exist, but the panels stay quiet and fall back gracefully.

Everything **non-AI** in this chapter — the standard daily puzzle and the entire End-of-Day Ceremony — works on the free tier with no setup.

If you run your own deployment, enabling these requires deploying the guidance/puzzle functions and providing the AI service credentials; see the setup notes shipped with the product.

Next: [Tracking, Analytics & Reports →](#)

SECTION 07

7 - Tracking, Analytics & Reports

ACE Schedule records every completion by date, and turns that history into a picture of how you're doing. The Track tab gives everyone a solid analyti...



07 · 7 · Tracking, Analytics & Reports

ACE Schedule records every completion by date, and turns that history into a picture of how you're doing. The **Track** tab gives everyone a solid analytics dashboard; **Reports** Pro adds period selection, richer breakdowns, and export.

- [The Track dashboard](#)
 - [Streaks & perfect days](#)
 - [The 7-day trend & category mix](#)
 - [Reports](#) Pro
 - [Exporting your data](#)
-

The Track dashboard

(Free)

The **Track** tab summarises your productivity at a glance with four headline stats:

- **Total Tasks** — how many tasks you've tracked, with completed count.
- **Success Rate** — your overall completion percentage.
- **Perfect Days** — days where you completed everything scheduled.
- **Best Streak** — your longest run of consecutive perfect days.

Below the stats sit a **7-day completion trend** and a **category distribution**, and a fuller **weekly analytics** chart. All of it is computed from your real completion history — the same data your dashboard updates every time you check a task off.

Streaks & perfect days

Two ideas drive the motivation side of ACE Schedule:

- A **perfect day** is any tracked day where you completed all of its scheduled tasks.
- A **streak** is a run of consecutive perfect days. Your **best streak** is the longest such run in your history.

Because streaks reward finishing the day, not just doing a lot, they encourage a realistic, completable plan over an overloaded one. If protecting a streak matters to you, turn on **Streak protection** notifications (see [Chapter 8](#)).

The 7-day trend & category mix

- **7-day trend** — one row per day for the last week, showing tasks completed of total and the day's completion rate, so you can spot which days tend to slip.
- **Category distribution** — how your completed work splits across categories (Faith, Work, Learning, Health, and so on), which shows where your time actually goes versus where you intended it to.

Reports Pro

Pro

The **Reports** tab goes deeper. On the free tier it shows an upgrade prompt with a **7-day free trial**; on Pro it opens the full report.

- **Period selector** — view **This Week**, **This Month**, **This Quarter**, or **This Year**. Charts and totals recompute for the chosen period from your history.
- **Stats overview** — completed of total, success rate, tracked hours (estimated from completed tasks), best day, current streak, and an average per day/week/month.
- **Performance chart** — completion per day (or week/month/quarter, depending on the period) as a labelled bar chart.
- **Category breakdown** — completion and estimated hours per category, colour-coded.
- **Productivity insights & achievements** — highlight tiles and achievement badges that celebrate milestones like streaks and perfect completion.

Reading the numbers honestly. The performance and category charts are driven by your actual completion history. Tracked **hours** are an estimate (a fixed average per completed task), and a few of the highlight tiles and achievement badges are illustrative accents rather than precise measurements. Treat Reports as a motivating overview of real trends — for the exact underlying figures, use the export below.

Exporting your data

(Reports export: Pro)

From the Reports tab you can export what you're viewing:

- **Export CSV** — downloads a spreadsheet-ready file of the current period's per-day figures and category breakdown (completed, total, estimated hours, completion %). The file is named for the period and date, e.g. `ace-schedule-manager-report-this-week-2026-08-26.csv`.
- **Export PDF** — opens your browser's print dialog so you can save the report as a PDF or print it.

For a **full backup** of your schedule and settings (not just a report), use the **JSON export/import** in Settings ▸ Import & Export — see [Chapter 8](#).

Next: [Account, Sync, Backup & Settings →](#)

SECTION 08

8 - Account, Sync, Backup & Settings

This chapter is the reference for everything in Settings:
your account, appearance and language, notifications,
Google Calendar, backup, how sync work...



08 - 8 - Account, Sync, Backup & Settings

This chapter is the reference for everything in **Settings**: your account, appearance and language, notifications, Google Calendar, backup, how sync works, keeping the desktop app up to date, and deleting your account.

- Opening Settings
 - Your account & profile
 - Appearance
 - Language
 - Notifications
 - Push notifications
 - Google Calendar sync
 - Backup: import & export
 - How sync works
 - Keeping the Mac app up to date
 - Help & the guided tour
 - Deleting your account
-

Opening Settings

Open the **avatar menu** in the top-right and choose **Settings**. The page is organised into collapsible sections; click a section header to expand it. Choose **Back to dashboard** to leave.

Your account & profile

The **Account** card shows your avatar, display name, email, sign-in provider (Google, Apple, or email & password), and the month you joined. It also has your **Sign out** button.

Your ACE account is **shared across the ACE Suite**, so the same login works in other ACE apps and your data carries over. Signing out returns you to the sign-in screen; your data stays safe in the cloud and is there again when you sign back in.

Appearance

Under **Appearance**, choose your theme:

- Light
- Dark

- **System** — follows your device's appearance (the Mac app tracks macOS light/dark automatically).

The choice applies instantly and is remembered per account.

Language

ACE Schedule's interface is fully translated. Under **Language**, pick from:

- **English**
- **Español** (Spanish)
- **Français** (French)
- **Português** (Portuguese)
- **Italiano** (Italian)

The change takes effect immediately across the app.

Notifications

Under **Daily Rhythm & AI** you'll find the in-app notification preferences and the daily-puzzle timing:

- **Daily puzzle time** — when the day's puzzle prompt lands.
- **Daily puzzle, End of day, Weekly review** — toggle each reminder on or off.
- **Sound** — enable or mute notification sounds.

This is also where the [AI guidance](#) toggles live.

Push notifications

The **Push notifications** section (desktop and supported browsers) controls system-level alerts. First, **Enable** notifications and grant permission when prompted. Then tune:

- **Morning briefing** — a start-of-day summary, with a configurable **time**.
- **Streak protection** — a nudge before you'd break a completion streak.
- **Weekly review** — a prompt to review your week.
- **Focus (Do Not Disturb)** — suppress notifications during focus time.
- **Advanced** — a **maximum number of notifications per day**, and **quiet hours** (start and end) during which nothing is sent.

If you previously **blocked** notifications in your browser or OS, the app can't re-enable them itself — you'll need to allow them again in your browser/system settings, and the panel will tell you so.

Google Calendar sync

(Pro · setup required)

The **Google Calendar** section connects ACE Schedule to your Google Calendar so your day's tasks can be pushed out as calendar events. **Connect** to authorise, then use **Sync ... tasks for today** to send the day's tasks to your calendar; the panel shows when it last synced, and **Disconnect** unlinks it.

- This is a **Pro** feature.
 - It is **setup-dependent**: a Google API client ID must be configured for the deployment. If it isn't, the panel shows a notice explaining what an administrator needs to add before Calendar sync will work.
 - Today's build pushes **tasks out to Google Calendar**. Deeper, fully two-way calendar synchronisation is on the roadmap coming soon.
-

Backup: import & export

Under **Import & Export** you can take a **full backup** of your data as **JSON**:

- **Export data** — downloads a JSON file containing your schedule, tasks, and settings.
- **Import data** — restores from a previously exported JSON file. (Only valid JSON exports are accepted; you'll get a clear message if a file can't be read.)

This is the right tool for **backing up**, **moving between accounts**, or keeping an archive. For period **reports** as spreadsheets, use the CSV/PDF export on the [Reports](#) tab instead.

How sync works

ACE Schedule stores your data in your ACE account in the cloud and keeps it **in sync in real time** across everywhere you're signed in. Plan on your laptop's browser at lunch and the same plan is on your Mac app that evening. Projects, in particular, update live — a change on one device appears on the others without a manual refresh.

There's nothing to configure: sync is automatic whenever you're signed in and online. (A dedicated offline mode with background sync is on the roadmap coming soon; for now the app needs a connection to load and save.)

Keeping the Mac app up to date

The macOS app **updates itself**. When a new version is available it downloads in the background and shows a toast in the corner with a progress bar and a **Restart & Install** button; click it to apply the update, or it installs automatically the next time you quit. You'll always know what changed — the update prompt links to that version's release notes.

The web app is always current — just reload.

Help & the guided tour

Under **Help**, choose **Restart guided tour** to replay the first-run walkthrough of the dashboard any time you want a refresher.

For questions the manual doesn't cover, the in-app **Support** page (and the [ACE Schedule website](#)) have help and FAQs.

Deleting your account

At the bottom of Settings is the **Danger Zone**. **Delete account** permanently removes your account and all associated data, and clears the app's local data on this device. You'll be asked to confirm first. **This cannot be undone** — export a [JSON backup](#) first if you might want your data later.

You've reached the end of the manual. Jump back to the [overview and table of contents](#), or revisit [Getting Started](#).