

Taskora – User Guide

Project Management & Productivity Desktop App

Version: 1.0.0

Platform: Windows 10/11

Introduction

Welcome to **Taskora**, your all-in-one desktop workspace for managing projects, tracking time, and keeping your productivity organized — even offline.

Taskora is designed for **freelancers, creators, and small teams** who want an elegant and secure environment to manage projects without depending on the cloud.

System Requirements

- **Operating System:** Windows 10 or 11
- **Internet:** Not required (fully offline-capable)
- **Installation:** Run the provided `Taskora Setup.exe` and follow on-screen instructions.

Getting Started

Step 1 – Launch Taskora

After installation, open the **Taskora** app from your Start menu or desktop shortcut. The first time you open it, you'll see a **Workspace Setup Screen**.

Step 2 – Security Setup (Optional)

You can enable **PIN protection** for your workspace:

1. Toggle “Enable PIN Protection”.
2. Create a 4–6 digit PIN.
3. Click **Set Up PIN**.

You can skip this if you prefer to open Taskora without a PIN.

□ Main Dashboard Overview

When you open Taskora, the **main dashboard** gives you a clean snapshot of your workspace — helping you understand your productivity at a glance.

The dashboard is divided into the following sections:

Section	Description
Top Navigation Bar	Contains navigation tabs – <i>Overview</i> , <i>Projects</i> , <i>Kanban</i> , <i>Time Tracker</i> , and <i>Settings</i> . Use these to switch between different workspace views.
Summary Cards (Top Row)	Displays quick insights: - Active Projects – Total ongoing projects. - Completed Tasks – Total finished tasks. - Hours Worked – Total billable hours logged via the timer. - Overdue Tasks – Tasks that have crossed their due dates.
Analytics Charts (Middle Section)	Three key charts provide visual insights:  Billable vs Non-Billable Hours – Shows total hours logged and how much time was billable.  Task Status Distribution – A donut chart showing proportions of tasks in <i>Progress</i> , <i>Completed</i> , or <i>Pending</i> status.  Project Status – Bar chart showing count of <i>Active</i> , <i>Completed</i> , or <i>On Hold</i> projects.
Recent Activity Feed (Bottom Section)	A real-time log of your most recent project and task actions — such as created tasks, updates, or completions. Each activity shows a timestamp and task status badge (e.g., <i>In Progress</i> , <i>Done</i>).

This dashboard gives you an **instant overview of your workspace health**, so you can track productivity, time usage, and task flow without navigating deep into menus.

▣ Projects

+ Creating a New Project

1. Click the “**Add Project**” button.
2. Enter the project name and optional description.
3. Save it — your new project appears in the sidebar.

⇒ Editing or Deleting Projects

- To edit, click the project name → “Edit Project.”
- To delete, click the trash  icon next to the project title.

✓ Tasks within a Project

Each project contains its own list of **tasks**.

✚ Add a Task

1. Open your project.
2. Click “**Add Task**”.
3. Enter:
 - Task title
 - Optional notes or due date
4. Save the task.

✓ Complete or Delete Task

- Check ✓ to mark a task as done.
- Click ✖ to delete it.

⌚ Task Timer

You can manually track your work time using the built-in **Task Timer**.

► Start Timer

1. Open a task.
2. Click “**Start Timer**”.
3. The timer runs in the bottom status bar.

|| Stop Timer

- Click “**Stop Timer**” to pause it.
- Taskora will log your tracked time for that task.

You can view total hours spent per task or project from the **Time Summary** chart.

↳ Data Import & Export

Taskora supports full data portability — you can import or export your entire workspace as CSV or JSON files.

↗ Importing Data

You can import **tasks**, **projects**, or **backups** in two formats:

CSV Import

1. Click **Menu → Import → CSV**.
2. Select your **.csv** file.
3. Choose what to import (Projects, Tasks, or All).
4. Click **Import**.

(Tip: Use UTF-8 encoded CSV files for best results.)

Import JSON

1. Click **Menu → Import → JSON**.
2. Select your **.json** file backup.
3. Taskora will load all saved projects, tasks, and timer data.

Exporting Data (Backup)

You can back up your workspace anytime.

Export CSV

1. Go to **Menu → Export → CSV**.
2. Choose to export Tasks, Projects, or All Data.
3. Save the **.csv** file to your chosen location.

Export JSON (Full Backup)

1. Go to **Menu → Export → JSON**.
2. Save the file — this backup includes your projects, tasks, and timer logs.
3. You can re-import this file later to restore your workspace.

Offline Mode

Taskora is a **fully offline desktop app**.

- All your data is stored securely on your device.
- No internet connection or account sign-in is required.
- You can still import/export files, create tasks, and view charts offline.

(If you reconnect online later, it syncs your visuals but does not send data anywhere — your information never leaves your device.)

Security

- Your PIN is stored locally and securely encrypted.
- No data is uploaded to external servers.

- You can disable or reset your PIN anytime under **Settings → Security**.

⚙️ Settings

In the top-right corner of the app, click ⚙️ **Settings** to:

- Change workspace name or theme.
- Enable/disable PIN lock.
- Adjust default export format (CSV/JSON).
- View app version and update info.

💾 Data Backup Best Practices

It's recommended to:

- Export a **JSON backup weekly**.
- Store it safely (e.g., in Documents/Taskora Backups).
- Restore it using “Import → JSON” if reinstalling Taskora.

💬 Support & Updates

You'll receive **free lifetime updates** via Gumroad.

For support or bug reports, contact:

✉️ support@gospinnelytic.com

🧠 Quick Summary

Feature	Description
Works Offline	Yes (data stored locally)
Import Formats	CSV, JSON
Export Formats	CSV, JSON
Charts	Time tracking, project completion
Task Timer	Manual start/stop
Security	PIN lock (optional)
Backup	JSON full restore
Projects	Unlimited
Tasks	Unlimited
OS Support	Windows 10 / 11

Pro Tips

- Use **JSON export** for complete workspace backups (includes timers & task status).
- For quick reporting, use **CSV export** (easily opens in Excel).
- Use **dark/light themes** for comfortable viewing during long sessions.
- Keep Taskora pinned to your taskbar for quick access.

Thank You for Using Taskora!

Your workspace is now organized, private, and always available — even offline.

Taskora helps you manage your time smarter, one task at a time.  