LOCAL KANBAN USAGE GUIDE

INTRODUCTION

Local Kanban is a lightweight, offline Kanban board built as a single HTML file. It requires no server-side processing or external dependencies (apart from a couple of CDN libraries for exporting reports). Because it runs directly in your web browser, it works without an internet connection, minimizes resource usage, and saves battery life on laptops.

KEY FEATURES OVERVIEW

- **Offline and Lightweight:** Runs locally with no need for a PHP or Python environment.

- **Easy-to-Use Interface:** Features a simple drag-and-drop layout with five columns: BACKLOG, TO DO, IN PROGRESS, PAUSED, and DONE.

- **Task Management:** Create, edit, copy, and delete tasks effortlessly.

- **Dynamic Labeling:** Assign and manage labels with custom colors to categorize tasks.

- **Visual Deadline Indicators:** Tasks are color-coded based on their deadlines to highlight urgency.

- **Data Backup & Restore:** Save your work to JSON files and restore them later.

- **Report Export:** Generate work reports in CSV or XLSX format for further analysis.

- **Battery & Resource Friendly:** Minimal resource consumption ideal for portable devices.

1. THE BOARD LAYOUT

The Kanban board is divided into five columns:

- **Backlog:** Ideas, non-deadline tasks, and ongoing, never-ending tasks such as responding to tickets.

- **To Do:** Tasks that are planned and need to be done.

- **In Progress:** Tasks you are currently working on.

- **Paused:** Tasks that have been temporarily halted for some reasons.

- **Done:** Completed tasks.

Each column has its own "New Task" button to quickly add items.
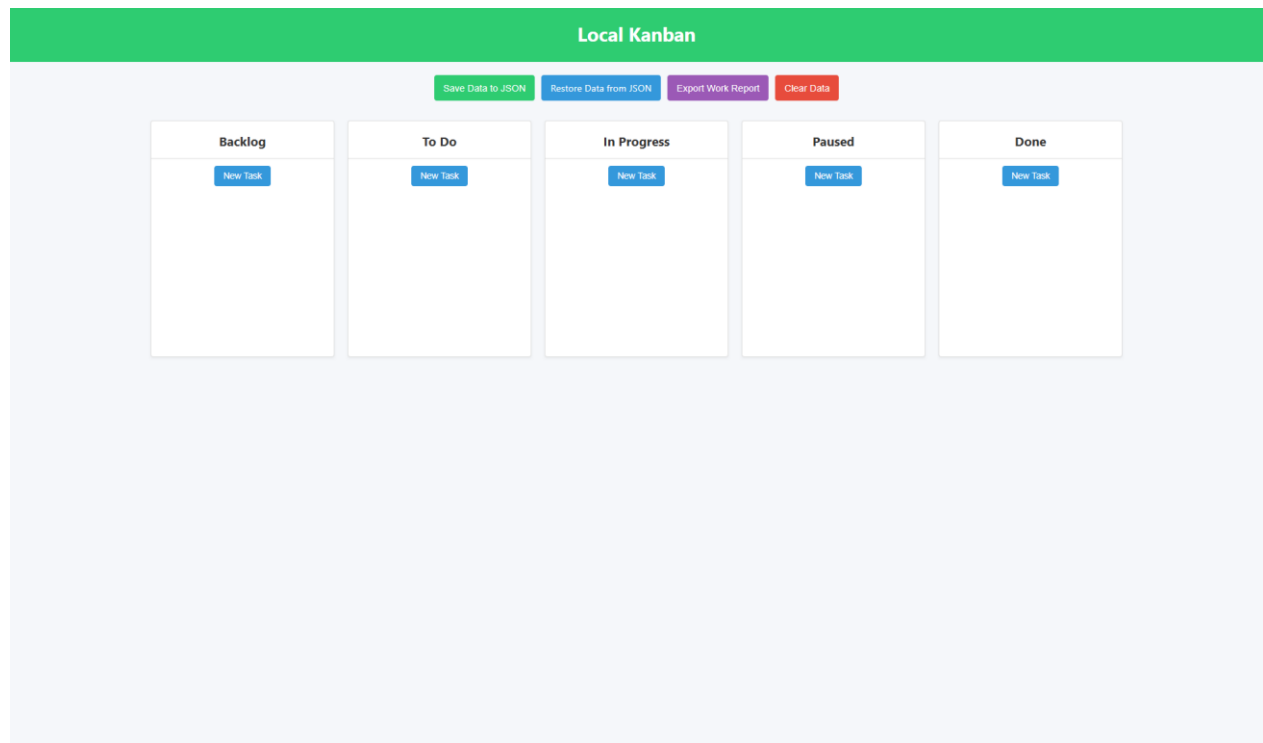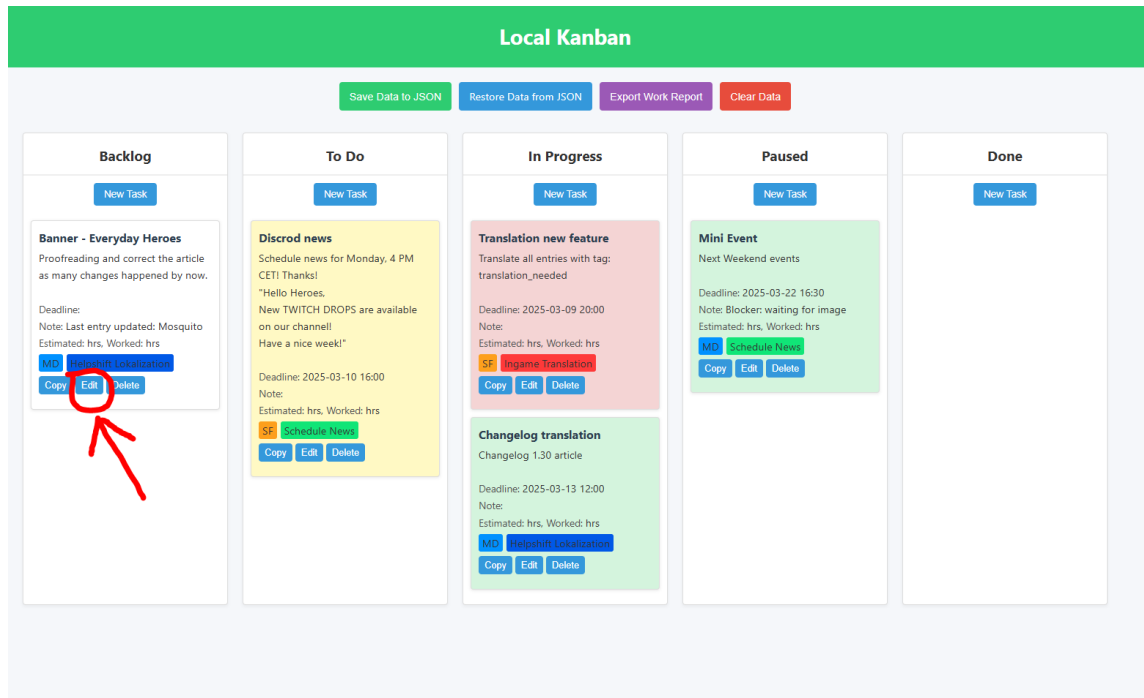
2. CREATING A NEW TASK

- **Click "New Task":** In any column, click the "New Task" button.

- **Fill in Details:** A modal window appears where you enter:

  - **Task Name:** (required) Give your task a clear title.

  - **Description:** Add more detailed information about the task.

  - **Deadline:** Set a due date and time (if applicable). Tasks are color-coded based on how close the deadline is.

  - **Note:** Any additional note or context.

  - **Time Fields:** Estimated time and worked hours help track effort.

  - **Labels:** Choose from existing labels or create new ones to tag your task.

- **Submit:** Click "Create Task" to add it to the selected column.

3. EDITING A TASK

- **Select a Task:** Click the "Edit" button on a task card.

- **Modify Details:** Change any information such as task name, description, deadlines, notes, time estimates, or labels.

- **Save Changes:** Submit the form to update the task.

4. MANAGING LABELS

- **Label Options:** While creating or editing a task, you'll see a list of checkboxes for available labels.

- **Create New Label:** Click "Create Label" to open a new section. Enter a label name and select a color. This helps in visually distinguishing task categories.

- **Assign Labels:** Check the boxes corresponding to the labels that apply to the task.

Labels:

☐ SF   ☑ MD   ☑   **Helpshift Lokalization**   ☐   **Ingame Translation**   ☐   **Influencer Review**

☐ **Schedule News**   ☐ **Ingame Messages**

Create Label

New Label Name:

Monthly Report

New Label Color:

Cancel

218   51   240
R   G   B

5. DRAG-AND-DROP FUNCTIONALITY

- **Move Tasks:** Simply drag a task card from one column and drop it into another. This allows you to update the status quickly.

- **Automatic Save:** Changes in status are saved automatically to local storage.

6. VISUAL DEADLINE INDICATORS

- **Color-Coded Tasks:**

    o Tasks with deadlines more than 48 hours away are highlighted in light green.

    o Tasks due within 24–48 hours are in light yellow.

    o Tasks due within 24 hours are marked in light red.

- **Purpose:** These visual cues help you quickly identify urgent tasks.

7. EXPORTING WORK REPORTS

- **Open Report Modal:** Click "Export Work Report" in the toolbar.

- **Set Date Range:** Choose a start and end date for the tasks you want to include.

- **Select Format:** Choose between CSV and XLSX.

- **Export:** Submit the form to download a report summarizing the total worked hours per label for each day.
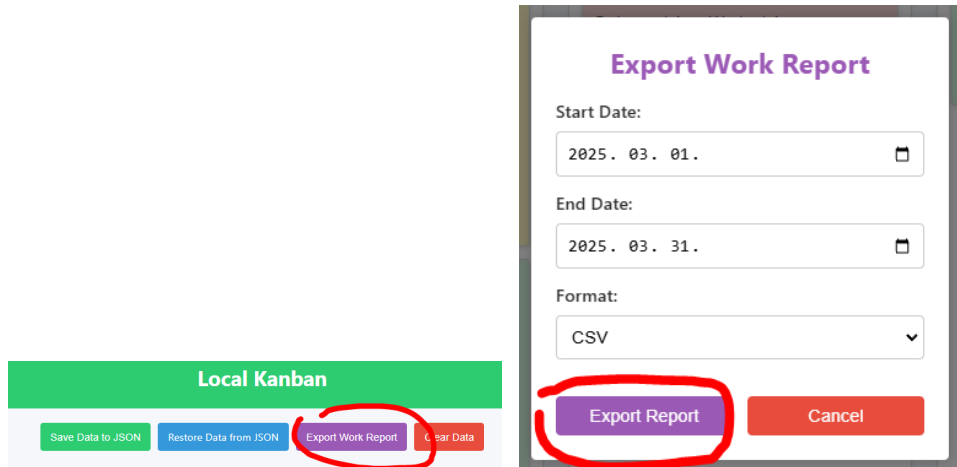
8. DATA BACKUP AND RESTORE

- **Backup Data:** Click "Save Data to JSON" to download your current tasks and labels in a JSON file.

- **Restore Data:** Use the "Restore Data from JSON" option to upload a previously saved backup. This is useful when switching devices or after accidental data loss.

9. CLEARING DATA

- **Clear All Data:** If you wish to start fresh, click "Clear Data". This removes all tasks and labels from local storage. (Use this with caution!)

WHY LOCAL KANBAN IS GREAT

- **Simplicity:** With everything in a single file, setup is effortless—just open it in your browser.

- **Offline Usability:** No internet connection is needed, making it ideal for on-the-go productivity.

- **Resource Efficiency:** Its minimal design ensures low battery consumption and smooth performance on even older or low-powered devices.

- **Flexibility:** Whether you're managing a personal project or a team workflow, the intuitive layout and versatile features allow you to customize the board to your needs.

- **Privacy:** Since all data is stored locally, you maintain full control over your information.

TIPS & BEST PRACTICES

- **Regular Backups:** Periodically save your data using the backup feature to avoid accidental loss.

- **Review Deadlines:** Keep an eye on task colors to manage urgent tasks effectively.

- **Organize Labels:** Use meaningful labels to categorize tasks (e.g., "Urgent", "Bug", "Feature", "Research") for clearer insights.

- **Experiment:** Customize your workflow by rearranging tasks between columns as priorities shift.

- **Stay Updated:** While the application is simple, consider exploring additional Kanban methodologies and productivity tips to enhance your workflow further.