

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.
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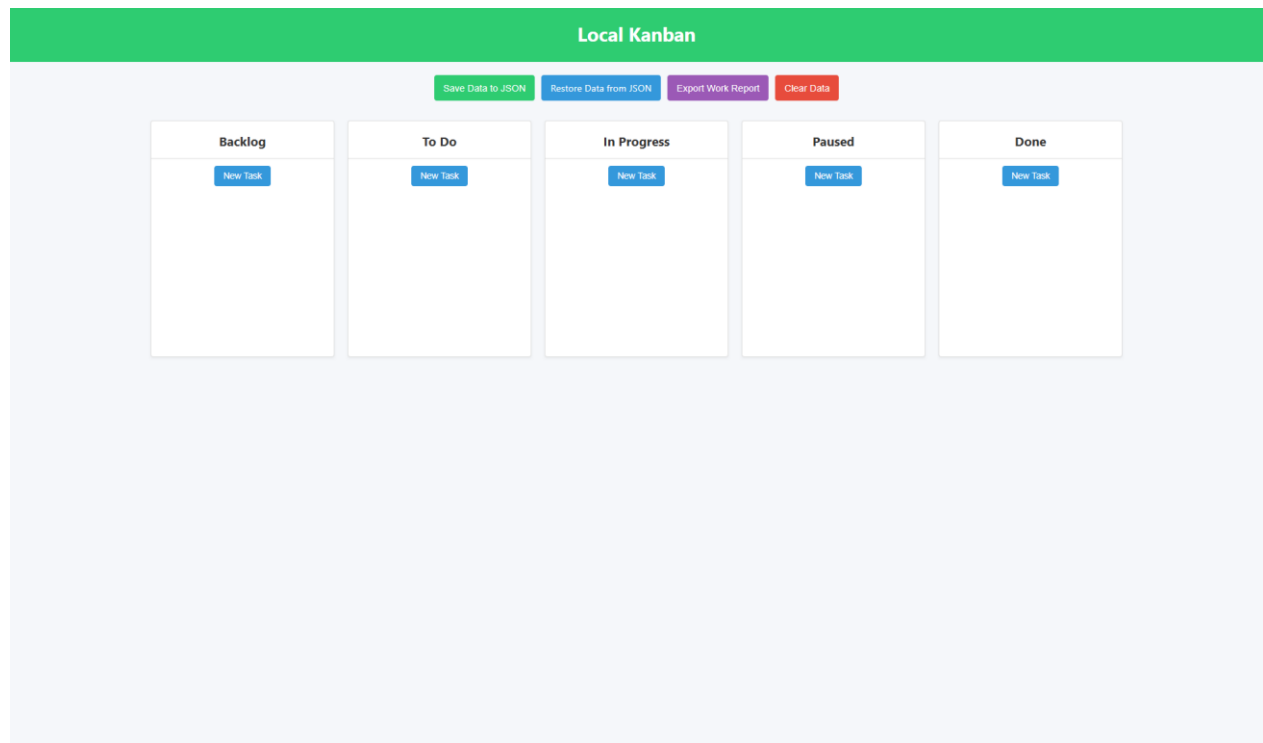
STEP-BY-STEP GUIDE

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

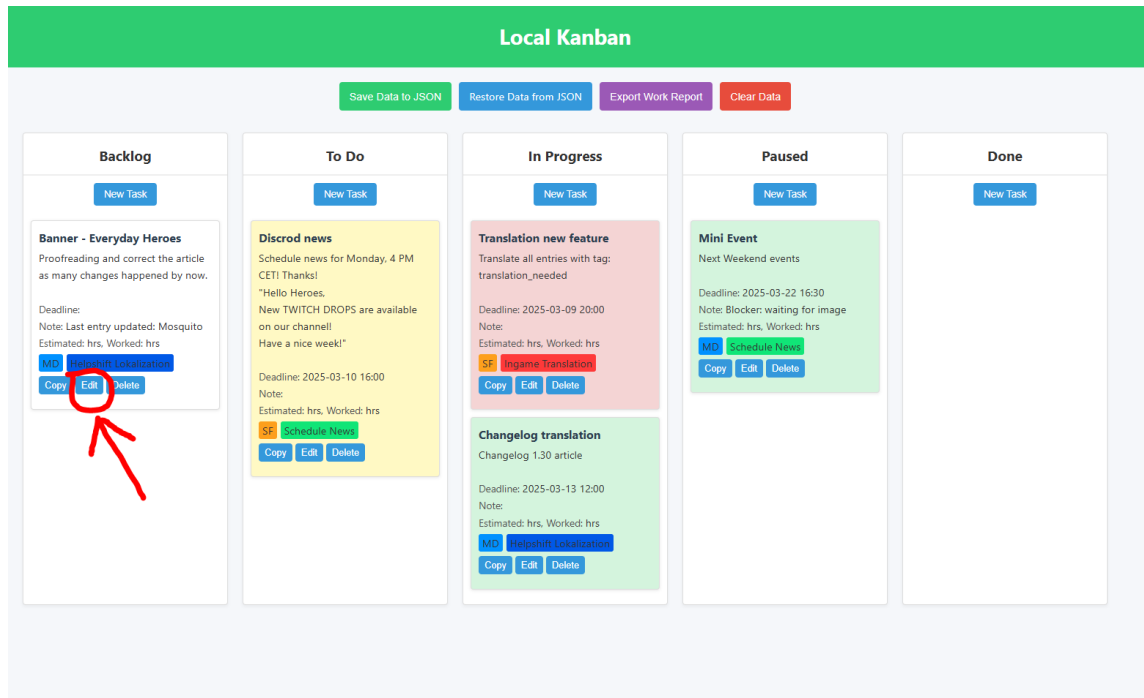
- **Click “New Task”:** In any column, click the "New Task" button.
- **Fill in Details:** A modal window appears where you enter:
 - **Task Name:** (required) Give your task a clear title.
 - **Description:** Add more detailed information about the task.
 - **Deadline:** Set a due date and time (if 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.

The screenshot displays the 'Local Kanban' application interface. At the top, a green header bar contains the title 'Local Kanban'. Below the header, a row of buttons includes 'Save Data to JSON', 'Restore Data from JSON', 'Export Work Report', and 'Clear Data'. The main workspace is divided into five columns: 'Backlog', 'To Do', 'In Progress', 'Paused', and 'Done'. Each column has a 'New Task' button. A modal window titled 'Create New Task' is open in the center, overlaying the columns. The modal contains the following fields and options:

- Task Name:** A text input field.
- Description:** A larger text area for detailed information.
- Deadline:** A date and time picker showing 'éééé. hh. mm. --:--'.
- Note:** A text input field.
- Estimated Time (hrs):** A text input field with the example 'e.g., 4.5'.
- Worked Hours (hrs):** A text input field with the example 'e.g., 3.25'.
- Labels:** A section with checkboxes and existing labels: 'SF', 'MD', 'Helpshift Localization', 'Ingame Translation', and 'Influencer Review'. There is also a 'Schedule News' label.
- Buttons:** At the bottom of the modal are three buttons: 'Create Label' (red), 'Create Task' (green), and 'Cancel' (red).

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.



The 'Edit Task' form is displayed with the following fields and options:

- Task Name:** Banner - Everyday Heroes
- Description:** Proofreading and correct the article as many changes happened by now.
- Deadline:** 2025-03-10 16:00
- Note:** Last entry updated: Mosquito
- Estimated Time (hrs):** [Empty field]
- Worked Hours (hrs):** [Empty field]
- Labels:**
 - ☐ SF
 - ☒ MD
 - ☒ Helpshift Localization
 - ☐ Ingame Translation
 - ☐ Influencer Review
 - ☐ Schedule News
 - ☐ Ingame Messages
- Create Label** (button)
- Save Changes** (button)
- Cancel** (button)

4. MANAGING LABELS

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:**
 - Tasks with deadlines more than 48 hours away are highlighted in light green.
 - Tasks due within 24–48 hours are in light yellow.
 - Tasks due within 24 hours are marked in light red.
- **Purpose:** These visual cues help you quickly identify urgent tasks.

Local Kanban

Save Data to JSON

Restore Data from JSON

Export Work Report

Clear Data

Backlog

New Task

Answering tickets
every day

Deadline:
Note:
Estimated: hrs, Worked: hrs
SF MD
Copy Edit Delete

To Do

New Task

Discrod news
Schedule news for Monday, 4 PM
CET! Thanks!
"Hello Heroes,
New TWITCH DROPS are available
on our channel!
Have a nice week!"

Deadline: 2025-03-10 16:00
Note:
Estimated: hrs, Worked: hrs
SF Schedule News
Copy Edit Delete

Write Monthly Report
Collect all community feedback and
bugs and write a report

Deadline: 2025-04-02 20:00
Note:
Estimated: hrs, Worked: hrs
Copy Edit Delete

Banner - Everyday Heroes
Proofreading and correct the article
as many changes happened by now.

Deadline:
Note: Last entry updated: Mosquito
Estimated: hrs, Worked: hrs
MD Helpshift Localization
Copy Edit Delete

In Progress

New Task

Translation new feature
Translate all entries with tag:
translation_needed

Deadline: 2025-03-09 20:00
Note:
Estimated: hrs, Worked: hrs
SF Ingame Translation
Copy Edit Delete

Changelog translation
Changelog 1.30 article

Deadline: 2025-03-13 12:00
Note:
Estimated: hrs, Worked: hrs
MD Helpshift Localization
Copy Edit Delete

Paused

New Task

Mini Event
Next Weekend events

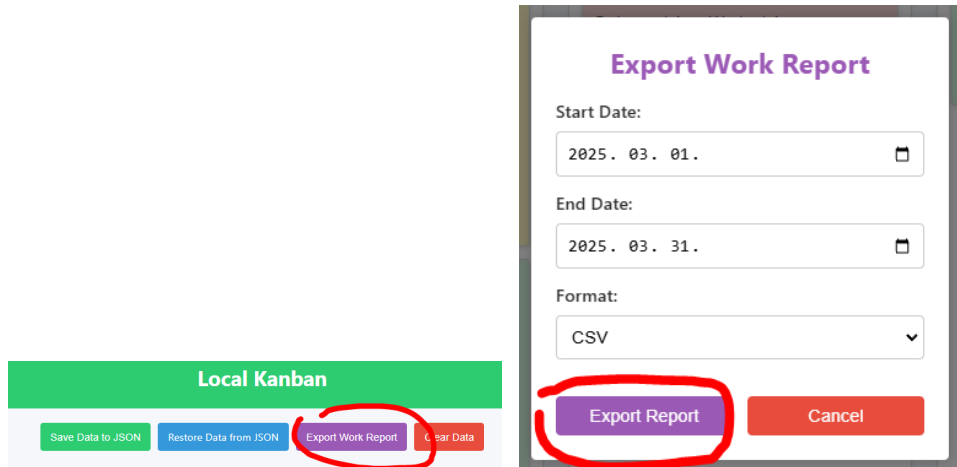
Deadline: 2025-03-22 16:30
Note: Blocker: waiting for image
Estimated: hrs, Worked: hrs
MD Schedule News
Copy Edit Delete

Done

New Task

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!)
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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.
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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.