

Planit - User Guide

Version 1.0 | Last Updated: February 2026

Welcome to Planit, a professional Kanban board application for managing your projects and tasks efficiently. This guide will walk you through all the features and help you get started.

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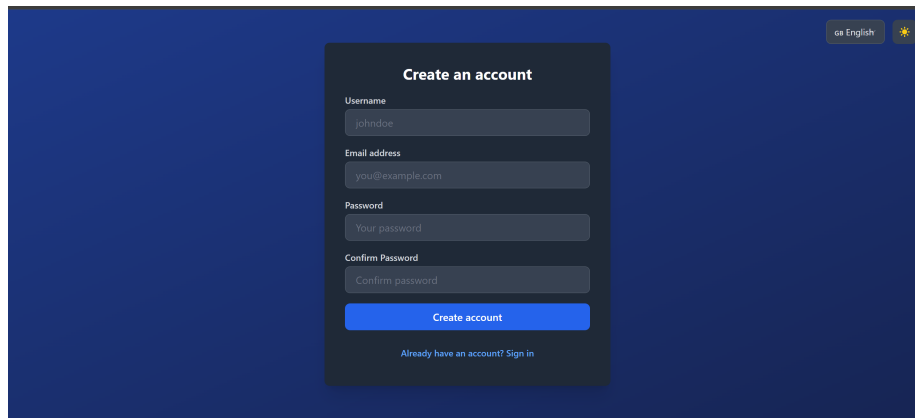
Getting Started

Accessing Planit

Planit is available at: **<https://planit-nine-psi.vercel.app>**

Creating Your Account

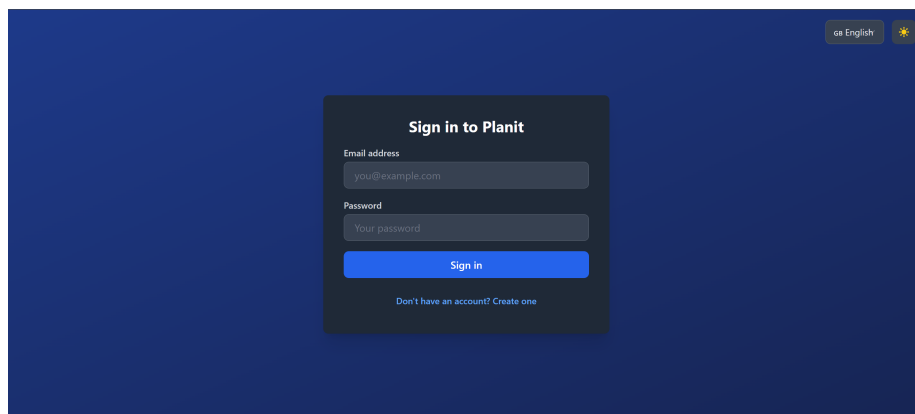
1. Navigate to the Planit homepage
2. Click on the “**Sign Up**” or “**Register**” button
3. Fill in the registration form:
 - **Username:** Choose a unique username (3-20 characters)
 - **Email:** Enter a valid email address
 - **Password:** Create a secure password (minimum 6 characters)
4. Click “**Register**” to create your account
5. You will be automatically logged in and redirected to your Dashboard

A screenshot of a registration page with a dark blue background. In the top right corner, there is a language selector showing 'en English' and a star icon. The main content is a dark gray card titled 'Create an account'. It contains four input fields: 'Username' with the placeholder 'johndoe', 'Email address' with 'you@example.com', 'Password' with 'Your password', and 'Confirm Password' with 'Confirm password'. Below these fields is a blue 'Create account' button. At the bottom of the card, there is a link that says 'Already have an account? Sign in'.

Registration page showing the sign-up form

Logging In

1. Click “**Login**” on the homepage
2. Enter your **email** and **password**
3. Click “**Login**”
4. You’ll be redirected to your Dashboard

A screenshot of a login page with a dark blue background. In the top right corner, there is a language selector showing 'en English' and a star icon. The main content is a dark gray card titled 'Sign in to Planit'. It contains two input fields: 'Email address' with the placeholder 'you@example.com' and 'Password' with 'Your password'. Below these fields is a blue 'Sign in' button. At the bottom of the card, there is a link that says 'Don't have an account? Create one'.

Login form with email and password fields

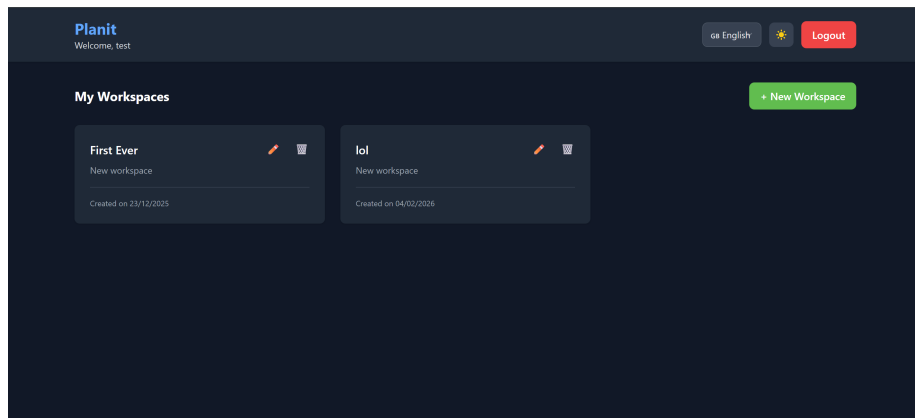
Workspaces

Workspaces are the top-level containers for organizing your projects. Each workspace can contain multiple boards.

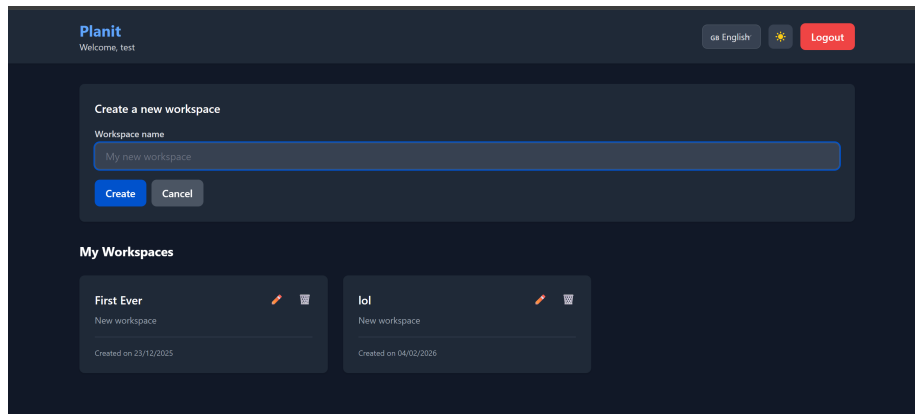
Creating a Workspace

1. From your **Dashboard**, click the “+ Create Workspace” button

2. In the modal dialog, enter:
 - **Workspace Name:** Give your workspace a descriptive name (e.g., “Personal Projects”, “Team Alpha”)
 - **Description** (optional): Add details about the workspace purpose
3. Click “**Create**” to save your workspace



Full dashboard view showing workspace cards and create button



Modal with name and description fields visible

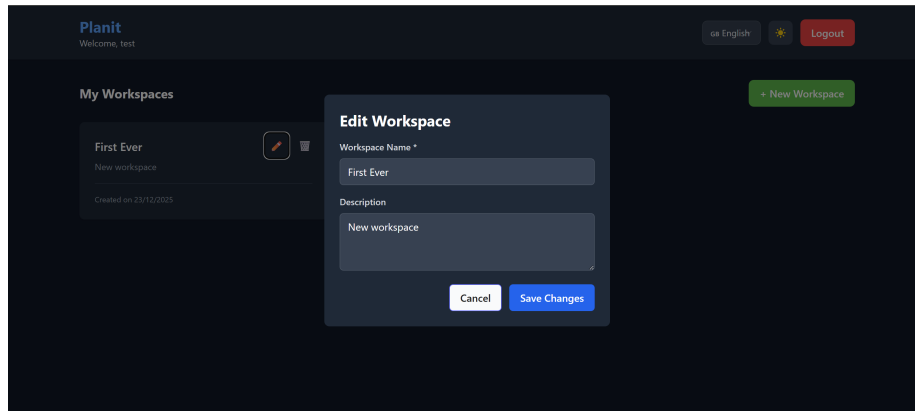
Managing Workspaces

Viewing Workspaces All your workspaces are displayed as cards on the Dashboard. Each card shows:

- Workspace name
- Description
- Creation date
- Quick action buttons (Edit, Delete)

Editing a Workspace

1. Locate the workspace card on your Dashboard
2. Click the **Edit (pencil)** icon
3. Update the name or description
4. Click **“Save”** to apply changes



Modal with pre-filled workspace data

Deleting a Workspace

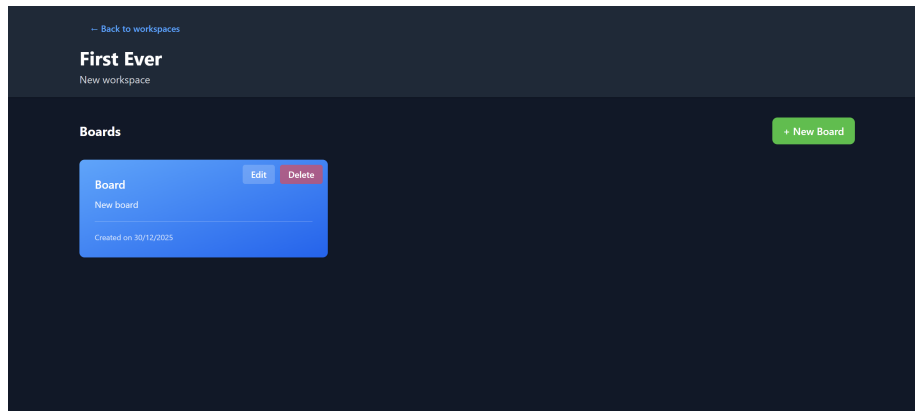
1. Click the **Delete (trash)** icon on the workspace card
2. Confirm the deletion in the dialog
3. **Warning:** This will permanently delete all boards, lists, and cards within the workspace

Boards

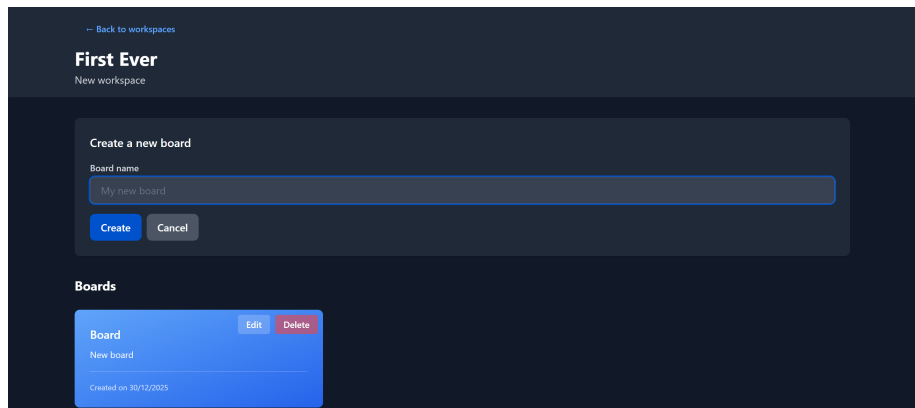
Boards represent individual projects within a workspace. Each board contains lists and cards to organize tasks.

Creating a Board

1. Click on a **Workspace card** to open the workspace view
2. Click **“+ Create Board”**
3. Fill in the board details:
 - **Board Title:** Name your board (e.g., “Sprint 1”, “Marketing Campaign”)
 - **Description** (optional): Add context about the board
 - **Background Color** (optional): Choose a color to personalize your board
4. Click **“Create”**



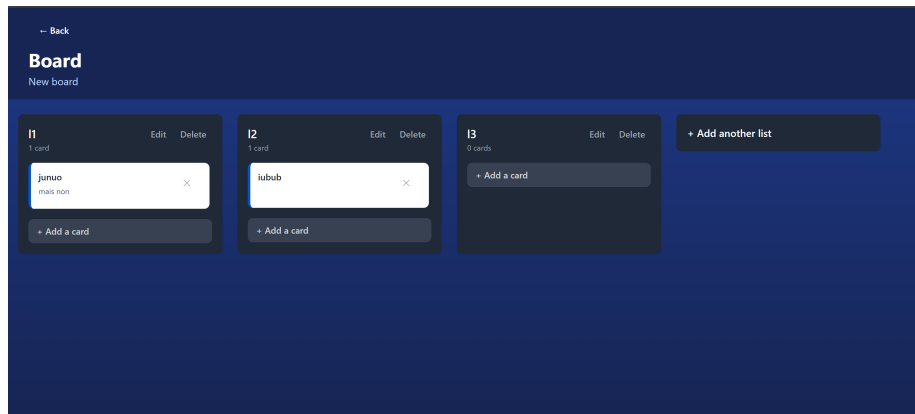
Workspace view with board cards and create button



Modal with title, description, and background color fields

Opening a Board

1. Click on any **Board card** to open the board view
2. The board displays all lists and cards in a Kanban layout



Full board view showing multiple lists with cards

Managing Boards

Editing a Board

1. Open the board
2. Click the **Edit** (pencil) icon in the board header
3. Modify the title, description, or background
4. Click **“Save”**

Archiving a Board

1. Click the **Archive** button in the board settings
2. Archived boards can be restored later (feature in development)

Deleting a Board

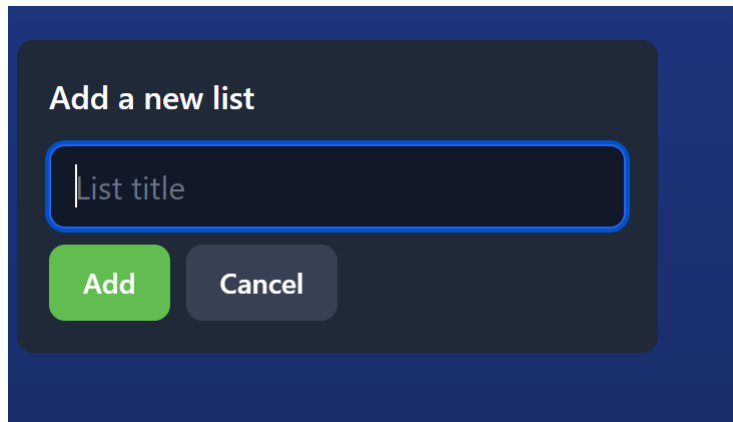
1. Click the **Delete** icon
2. Confirm deletion
3. **Warning:** All lists and cards will be permanently deleted

Lists & Cards

Creating Lists

Lists represent workflow stages (e.g., “To Do”, “In Progress”, “Done”).

1. In the board view, click **“+ Add List”**
2. Enter a **List Title** (e.g., “Backlog”, “Testing”)
3. Press **Enter** or click **“Create”**

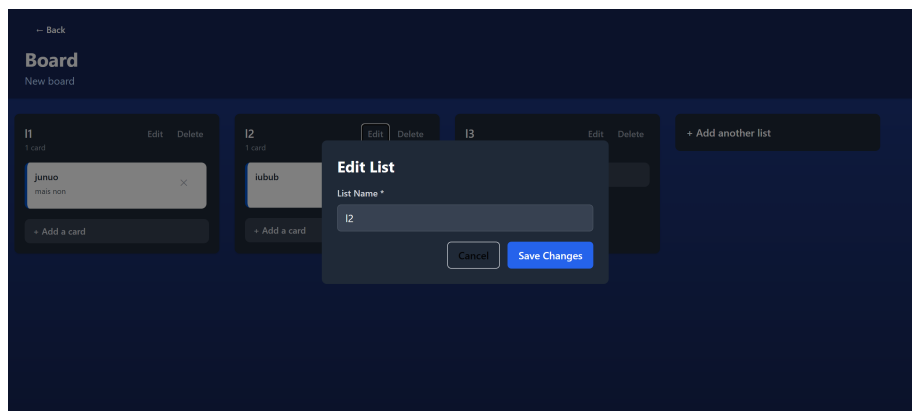


“Add List” input area highlighted

Managing Lists

Editing a List

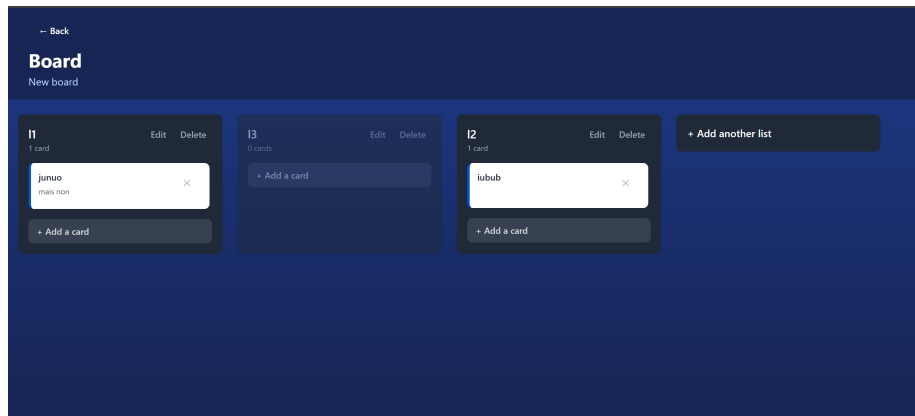
1. Click the **Edit (pencil)** icon on the list header
2. Update the list title
3. Click **“Save”**



Modal with list title field

Reordering Lists (Drag & Drop)

1. Click and hold the **list header**
2. Drag the list to the desired position
3. Release to drop
4. **Positions are automatically saved** and persist after page refresh



Visual indication of a list being dragged between positions

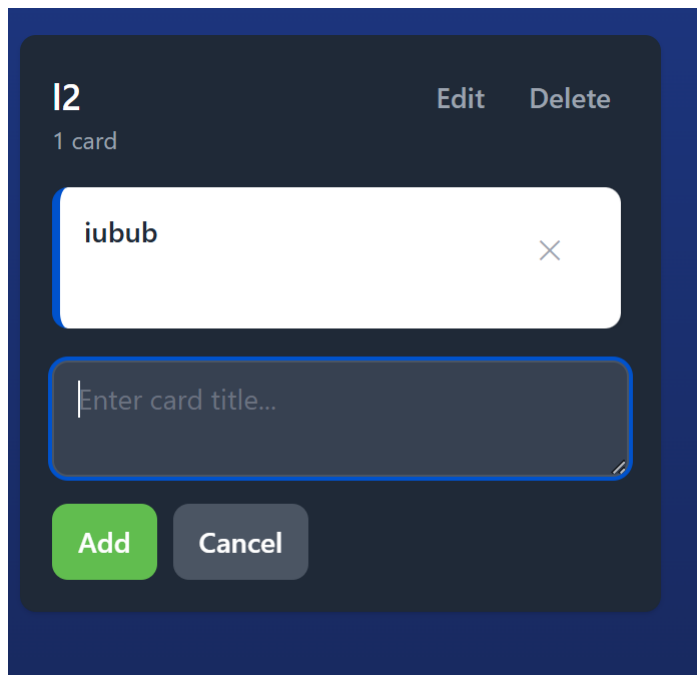
Deleting a List

1. Click the **Delete (trash)** icon on the list header
2. Confirm deletion
3. **Warning:** All cards in the list will be deleted

Creating Cards

Cards represent individual tasks or items.

1. In any list, click “+ **Add Card**”
2. Enter a **Card Title** (e.g., “Design landing page”)
3. Press **Enter** or click “**Add**”



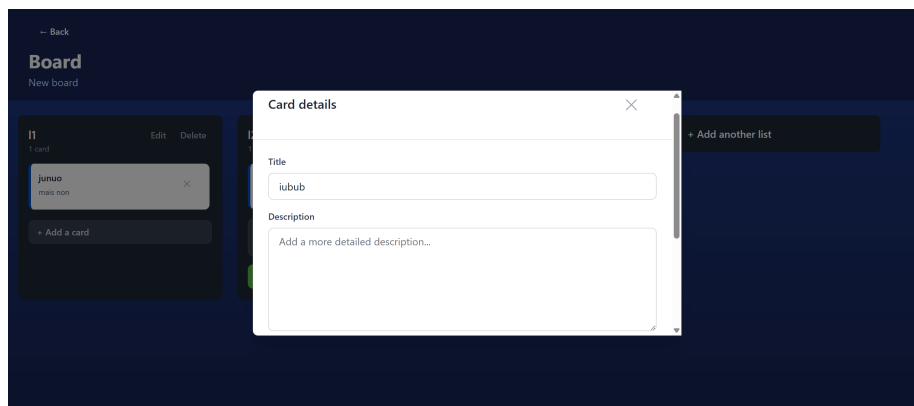
“Add Card” input

area at bottom of a list

Managing Cards

Viewing Card Details

1. Click on any **card** to open the card modal
2. View and edit:
 - **Title:** Card name
 - **Description:** Detailed information about the task



Full card modal with title and description fields

Editing a Card

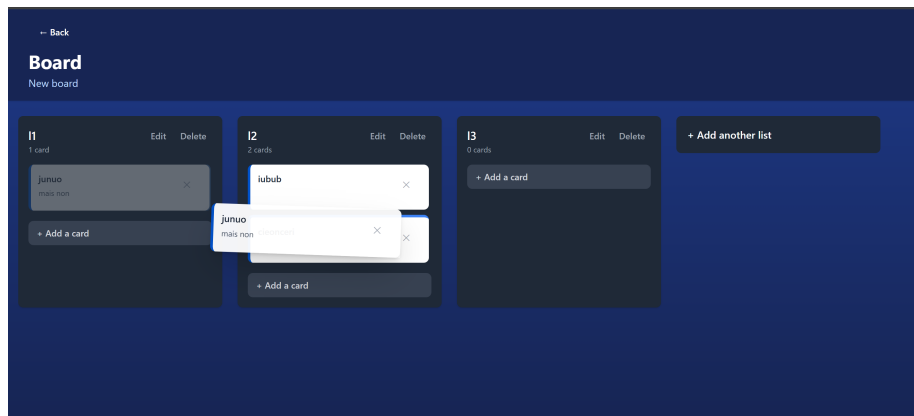
1. Open the card modal
2. Click in the **Title** or **Description** fields
3. Make your changes
4. Click “**Save**” to update

Moving Cards (Drag & Drop) Within the same list (reordering):

1. Click and hold a card
2. Drag it up or down within the list
3. Release to drop

Between lists:

1. Click and hold a card
2. Drag it to another list
3. Release to drop in the target list
4. **Position and list changes are automatically saved**



Visual indication of a card being moved from one list to another

Deleting a Card

1. Open the card modal
2. Click the **Delete** button
3. Confirm deletion

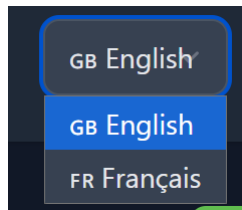
Advanced Features

Internationalization (Language Support)

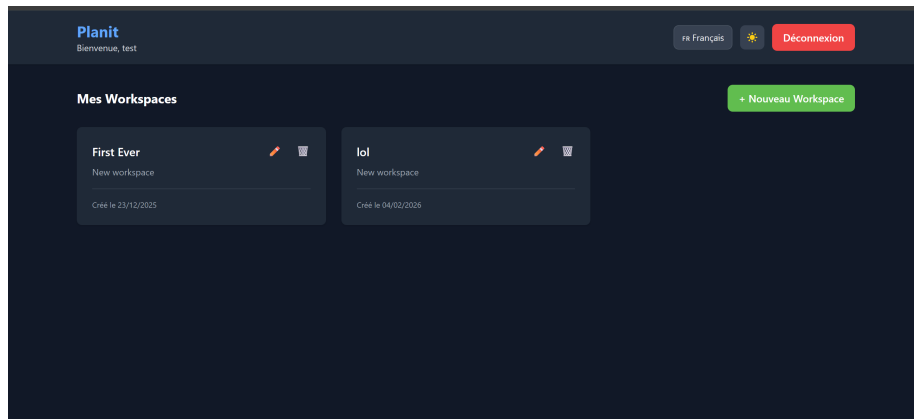
Planit supports **English (EN)** and **French (FR)** languages.

Changing Language

1. Look for the **Language Selector** in the navigation bar (top-right corner)
2. Click on the language dropdown
3. Select your preferred language:
 - **English**
 - **Français**
4. The entire interface will immediately update to the selected language



Navigation bar with language dropdown expanded



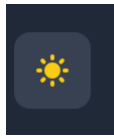
Dashboard showing French translations (“Espaces de travail”)

Dark Mode

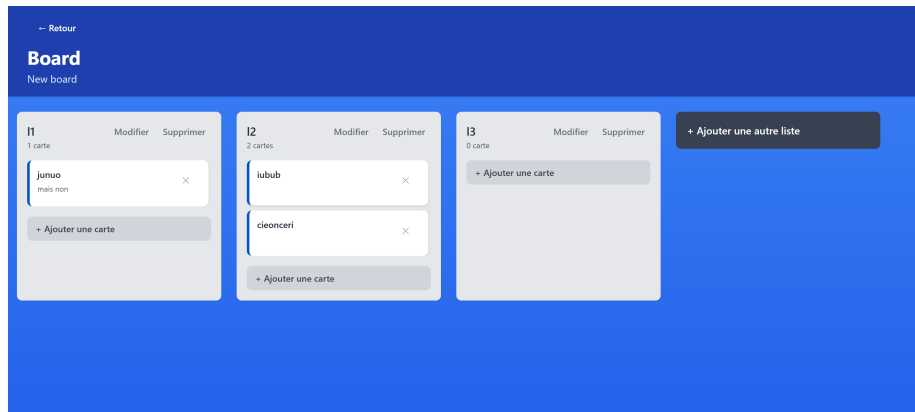
Planit includes a dark mode theme for comfortable viewing in low-light environments.

Enabling Dark Mode

1. Locate the **Dark Mode Toggle** in the navigation bar (moon/sun icon)
2. Click the toggle to switch between:
 - **Light Mode** (default)
 - **Dark Mode**
3. Your preference is saved in your browser’s local storage



Navigation bar highlighting the light mode icon

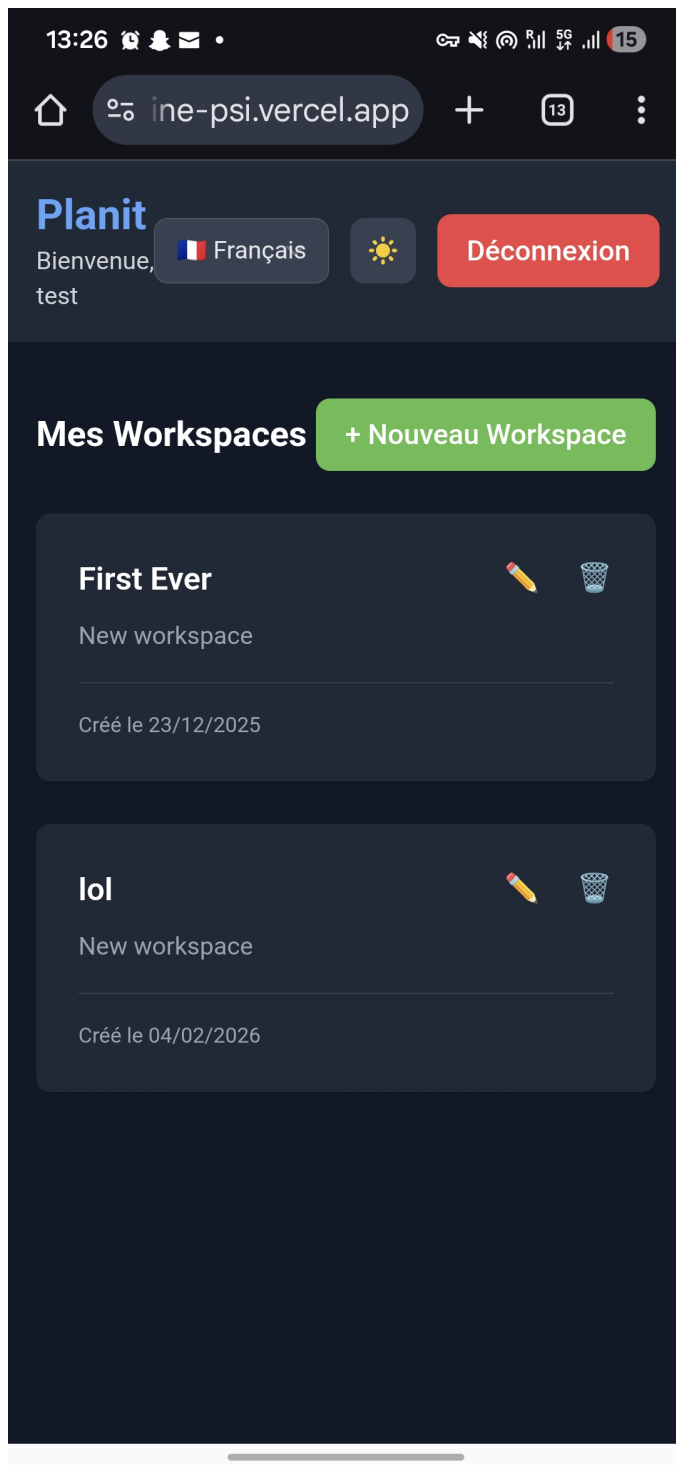


Full board view in light mode showing the light theme

Responsive Design

Planit is fully responsive and works seamlessly on:

- **Desktop** (recommended for best experience)
- **Tablets** (iPad, Android tablets)
- **Mobile devices** (smartphones)



Board view on mo-

bile device (responsive mode)

FAQ & Troubleshooting

General Questions

Q: Is Planit free to use? **A:** Yes, Planit is a free, open-source project developed for educational purposes.

Q: Can I collaborate with team members? **A:** Multi-user collaboration is not yet implemented in the current version (v1.0). This feature is planned for future releases.

Q: Is my data secure? **A:** Yes. Your password is encrypted using bcrypt hashing, and all API communication uses JWT (JSON Web Tokens) for authentication. The application is served over HTTPS.

Q: Can I export my boards? **A:** Export functionality is not available in v1.0 but is planned for future updates.

Technical Issues

Q: My drag & drop positions are not saving **A:** This issue has been resolved in the current version. If you experience this:

1. Ensure you're using the latest version (refresh the page with Ctrl+Shift+R or Cmd+Shift+R)
2. Check your internet connection
3. Contact support if the issue persists

Q: I forgot my password **A:** Password reset functionality is not yet implemented. Please create a new account or contact the administrator.

Q: The page is loading slowly **A:** The backend is hosted on Render's free tier, which may experience cold starts. The first request after inactivity may take 30-60 seconds. Subsequent requests will be fast.

Q: I see an error "Invalid token" or "Unauthorized" **A:** Your session has expired (JWT tokens last 7 days). Please log out and log in again.

Browser Compatibility

Planit works best on modern browsers:

- **Google Chrome** (recommended)
 - **Mozilla Firefox**
 - **Microsoft Edge**
 - **Safari** (macOS/iOS)
 - **Internet Explorer** is NOT supported
-

Data Persistence

- **Workspaces, Boards, Lists, and Cards** are stored in MongoDB Atlas (cloud database)
 - **Drag & drop positions** are persisted automatically
 - **Language preference** and **Dark mode** settings are saved in browser localStorage
 - **Login sessions** last for 7 days (JWT expiration)
-

Useful Links

- **Live Application:** <https://planit-nine-psi.vercel.app>
 - **API Documentation:** <https://planit-3fms.onrender.com/api-docs> (Swagger UI)
 - **GitHub Repository:** <https://github.com/itsmardochee/Planit>
 - **Report Issues:** [GitHub Issues](#)
-

Support

For questions, bug reports, or feature requests:

- Open an issue on GitHub
 - Contact the development team:
 - Mardochee (Backend & DevOps)
 - Fred (Frontend & UI/UX)
-

Quick Start Checklist

- ☐ Create an account and log in
- ☐ Create your first workspace
- ☐ Create a board within the workspace
- ☐ Add lists (e.g., “To Do”, “In Progress”, “Done”)

- ☐ Create cards in your lists
- ☐ Try drag & drop to move cards and lists
- ☐ Experiment with language switching (EN/FR)
- ☐ Toggle dark mode on/off
- ☐ Explore the application on mobile/tablet

You're all set! Start organizing your projects with Planit!

This guide was last updated for Planit v1.0 (February 2026). Features may change in future versions.