Karya.io - Task Management App Documentation

Overview

Karya.io is a versatile task management application designed to optimize project workflows, foster team collaboration, and enhance productivity. Built with inspiration from tools like Jira, Karya.io combines an intuitive interface with robust features tailored for individuals and teams. Whether managing personal tasks or orchestrating complex projects, Karya.io offers a scalable solution with customizable workflows, sprint planning, and insightful reporting.

This documentation outlines the core functionality of Karya.io, including task management, sprint handling, project document uploads, and advanced features like burndown charts, velocity reports, and Kanban boards.

How Karya.io Works

Karya.io organizes work into projects, each containing tasks that can be managed via sprints or a Kanban board. Users can create tasks, assign them to team members, track progress, and collaborate through comments and file attachments. The app supports Agile methodologies with sprint planning and reporting tools, alongside a flexible Kanban view for continuous workflows. A centralized dashboard provides an overview of projects, tasks, and deadlines, ensuring users stay on top of their responsibilities.

Built with flexibility in mind, Karya.io allows teams to define their own processes—whether following strict sprint cycles or a fluid Kanban approach. Tasks can be prioritized, tagged, and filtered to suit individual or team needs, while the app's reporting features provide visibility into performance trends. The platform emphasizes collaboration by enabling instant updates, notifications, and document sharing, reducing the need for endless email threads. Whether you're a developer tracking bugs, a marketer planning campaigns, or a manager overseeing operations, Karya.io adapts to your unique requirements, making it a powerful ally in achieving project success.

Core Features of Karya.io

1. Project Management

Description: Organize tasks and resources within projects.

How to use:

- From the dashboard, Enter a project name and key.
- Click “Create Project.”
- Open the Project from Project List.
- Invite team members by adding their email addresses.

Outcome: A new project is established, ready for tasks, sprints, and documents.

2. Creating a Task

Description: Break projects into actionable tasks.

How to Use:

- Navigate to a project from the Project list.
- Click “Create Task”
- **Fill in the details:**
  - **Title:** A concise task name.
  - **Description:** Additional context (optional).
  - **Assignee:** Assign to a team member (optional).
  - **Estimate Time:** Set a completion deadline.
- Press “Enter” to create a task.

Outcome: The task is added to the project’s backlog or active sprint.

3. Writing Comments

Description: Facilitate collaboration with task-specific discussions.

How to Use:

- Open a task from the project backlog.

- Go to the “Comments” section.
- Type your comment and click “Save”

Additional Options: Edit or delete comments as needed.

Outcome: Comments create a threaded conversation within the task.

4. Sprints

Description: Plan and execute work in time-boxed iterations.

Creating a Sprint:

- In a project, go to the “Backlog” list.
- Click “Create Sprint.”
- Add tasks from the backlog by dragging them into the sprint.
- Save the sprint.

Starting a Sprint:

- Go to the created sprint.
- Click “Start Sprint”.
- Set a sprint name, start date, duration (e.g., 1-4 weeks), and goal.
- You can now access that sprint on board.

Completing a Sprint:

- When the sprint ends, click “Complete Sprint.”
- Review completed tasks and move unfinished tasks back to the backlog or a new sprint.
- Sprint reports are automatically generated (burndown and velocity).

Moving Sprints: Reorder sprints by moving them up or down in the “Sprints” menu to prioritize.

Outcome: Teams can plan, track, and review work in sprints, with flexibility to adjust sprint order.

5. Project-Related Document Uploads

Description: Store and access project-specific documents.

How to Use:

- Navigate to a project.
- Go to the “Documents” page from the sidebar.
- Click “Add File”
- Select files (e.g., PDFs, images, text files) from your device.
- Click “Upload”.

Outcome: Documents are stored in the project, accessible to all team members.

6. Kanban Board

Description: Visualize and manage tasks with a customizable Kanban board.

How to Use:

- In a project, go to the “Board” page from the sidebar.
- Default columns include “To Do,” “In Progress,” and “Done.”
- Drag tasks between columns to update their status.

Customize the workflow:

- In a project, go to the “Settings” page from the sidebar.
- Click on “View Workflow”.
- Add, rename, or delete columns (e.g., “Review,” “Testing”).
- Click on “Update Workflow”.

Outcome: A personalized Kanban board reflects your team’s unique process.

7. Burndown and Velocity Reports

Description: Gain insights into sprint progress and team performance.

Burndown Report:

- Tracks remaining work (task hours or story points) over the sprint duration.
- Access from the “Reports” tab after completing a sprint.

Velocity Report:

- Measures the average work completed per sprint (in story points or tasks).
- View historical velocity to plan future sprints.

How to Use:

- Go to the “Reports” tab in a project.
- Select “Burndown” or “Velocity.”
- Filter by sprint to analyze data.

Outcome: Visual charts help teams optimize planning and performance.

8. File Attachments

Description: Attach files to tasks for added context.

How to Use:

- Open a task and go to comments.
- Click “Attach”
- Upload files (e.g., images, PDFs).
- Click “Save”.

Outcome: Files are linked to the task for team reference.

9. Backlog Page

Description: A hub for tracking your workload.

How to Use:

Log in to see:

- Active projects.
- Assigned tasks.
- Upcoming deadlines and sprint statuses.
- Click items to explore further.

Outcome: Users get a clear overview of their responsibilities.

10. Notifications

Description: Stay updated with real-time alerts.

How to Use:

- Receive notifications when you are added to a project or when a task is assigned to you..

Outcome: Alerts are delivered via email.

Getting Started

Sign Up: Register at Karya.io with your email.

Create a Project: Set up your first project and invite your team.

Add Tasks and Sprints: Populate the project with tasks and plan a sprint or Kanban workflow.

Collaborate: Use comments, documents, and reports to work efficiently.

Conclusion

Karya.io empowers teams and individuals to manage tasks and projects with ease. From sprint planning and Kanban boards to burndown charts and document uploads, Karya.io offers a comprehensive toolkit for modern workflows. Start exploring Karya.io today to elevate your productivity and collaboration!