USERS GUIDE

Last update: May 2022

CONTENTS

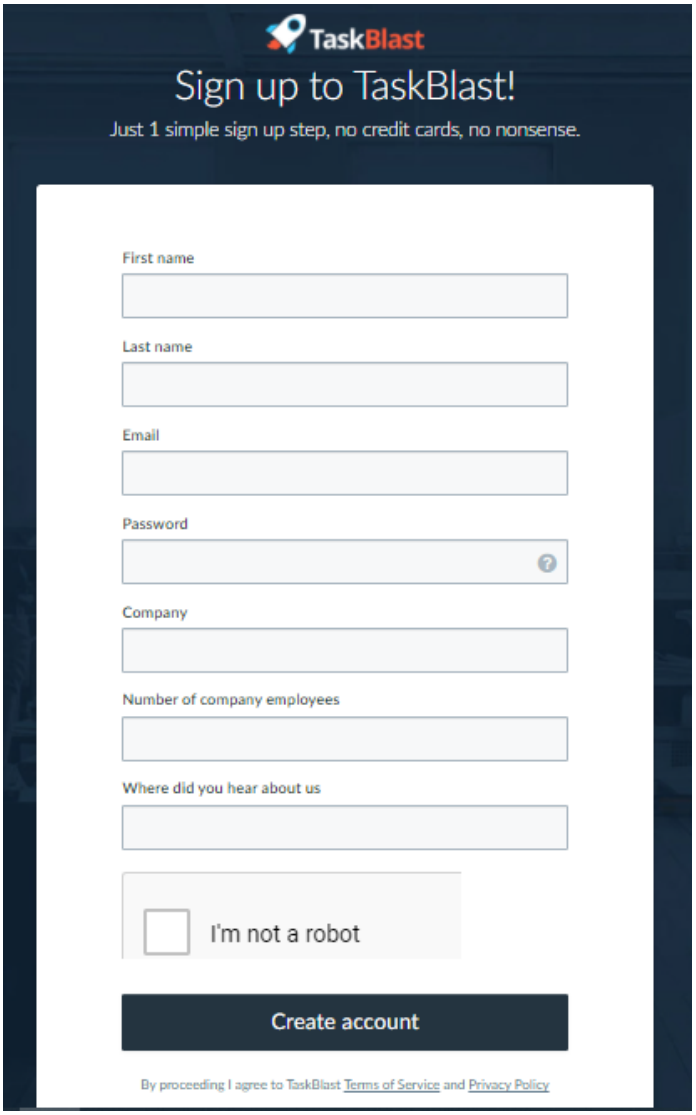
NOTE:

This guide is based on TaskBlast online Help Guides (please visit the website for updated documentation).

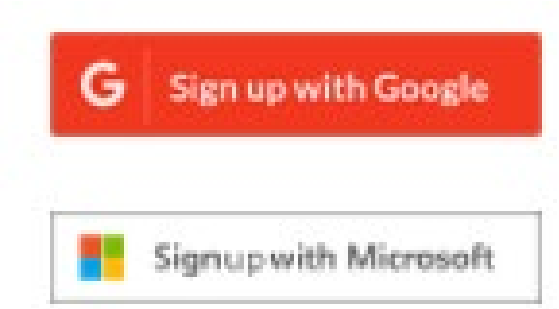
GETTING STARTED

Signing up

To create your account, you should go to the Sign-up page and enter some basic information like your name, email, password, company information and where you heard about us:



If you use Google Authentication or Microsoft Azure authentication, you will be prompted to login into these services first:

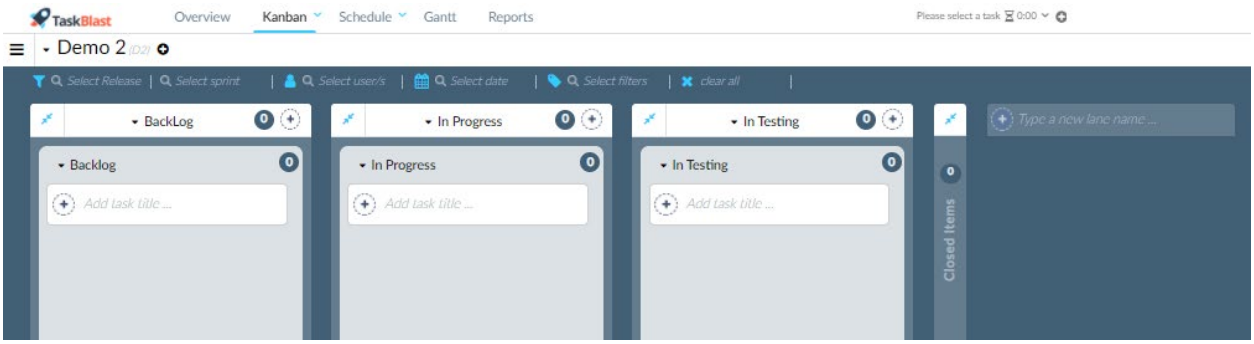


Once authenticated, you'll be asked to create your very first project. Just enter it's name and acronym. Project acronym is important because all project tasks will have these prefix before the task name in order to easilly classify tasks by project.

Finally, you will be prompted with an empty Taskboard where you can manage tasks for your project.

Your first Taskboard

Your first project will have an empty taskboard with only the standard Lanes: Backlog, In Progress, In Testing and Closed Items (shown colapsed in the following picture):



Lanes help you organize your Tasks depending on it's current state. For example, if you haven't started the Task yet, you should put it into the Backlog, where all planned Tasks are located until someone picks the Task to start working on it. In Progress Lane are for Tasks that have started but are not finished yet. You should move your Tasks from the Backlog to the In Progress Lane, to tell your team know that you have started the Task. The Lane In Testing, is for Tasks that are under testing or Quality Assurance. Finally, the Closed Items Lane is where you put the Task once it is done (you can also mark it as Completed to send it automatically to the Closed Items Lane).

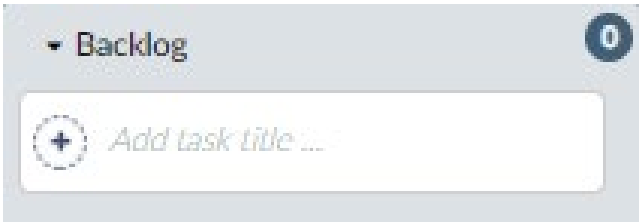
For some projects these Lanes are enough, however you are free to setup your Project Taskboard as needed. To create a new Lane, just type it's name at the very right of the Taskboard and press Enter:

To create Sublanes within Lanes, you can press the plus button on top of every Lane title.

You can also move Lanes and Sublanes to change their place and properly match your project management style.

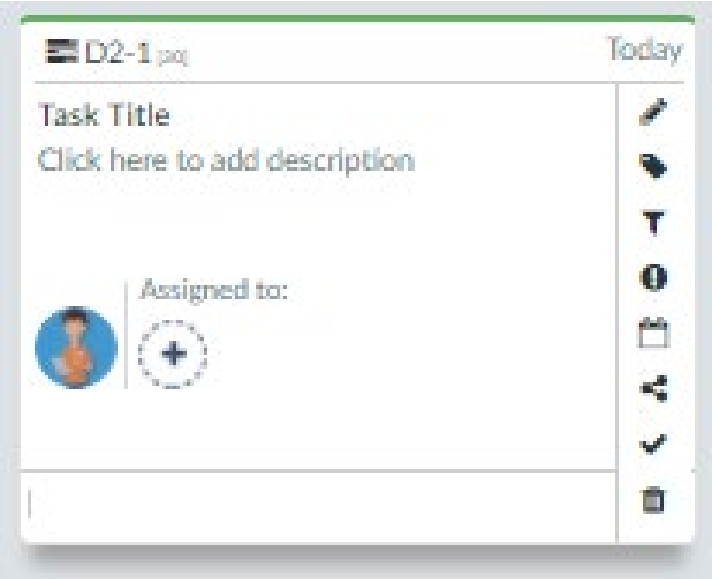
Managing Tasks

To create new Tasks, you can just type it's title on the field on top of every Sublane and pressing the Enter key, or you may click on the plus sign on it's left:



Once you have the Task created, you can drag it between Sublanes to reflect its current state.

On the right side of each Task, there are several quick widgets you may use to control the Task and it's behaviour:



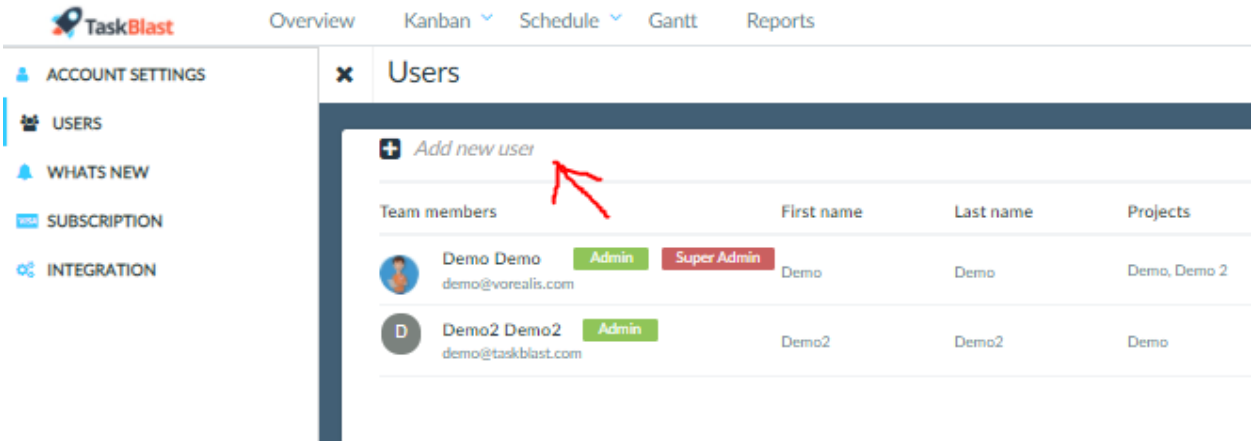
You can also change the Task title and add it's description directly from the Task itself. You may also assign the Task to members of your team very quickly from the Task.

To edit or view more details about the Task, you can click on the pencil icon to enter the Task Editor.

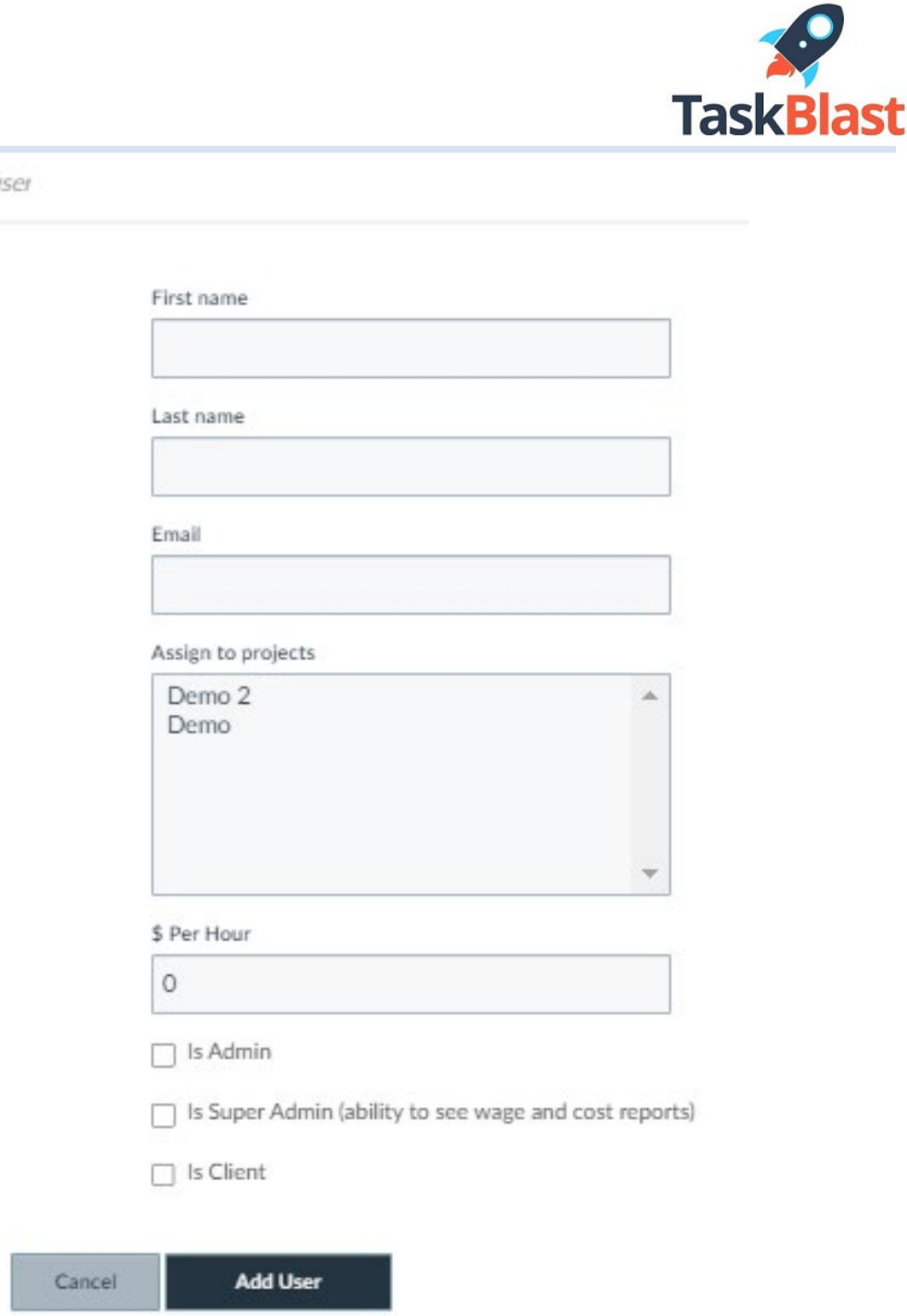
Adding new Team members

TaskBlast was made with collaboration in mind, so it's time to add Team members to your projects. To do so, you should go to the Settings module by pressing the Settings button located in the top-right of the menu.

Select the Users section and click on the "Add new user" button:



Enter new user information and which project they will be working on:



TaskBlast will send an email to your new Team members inviting them to join your project.

Managing Projects

To create new projects, just press the plus sign next to the project name on top-left corner (2), and enter Project name and it's acronym:

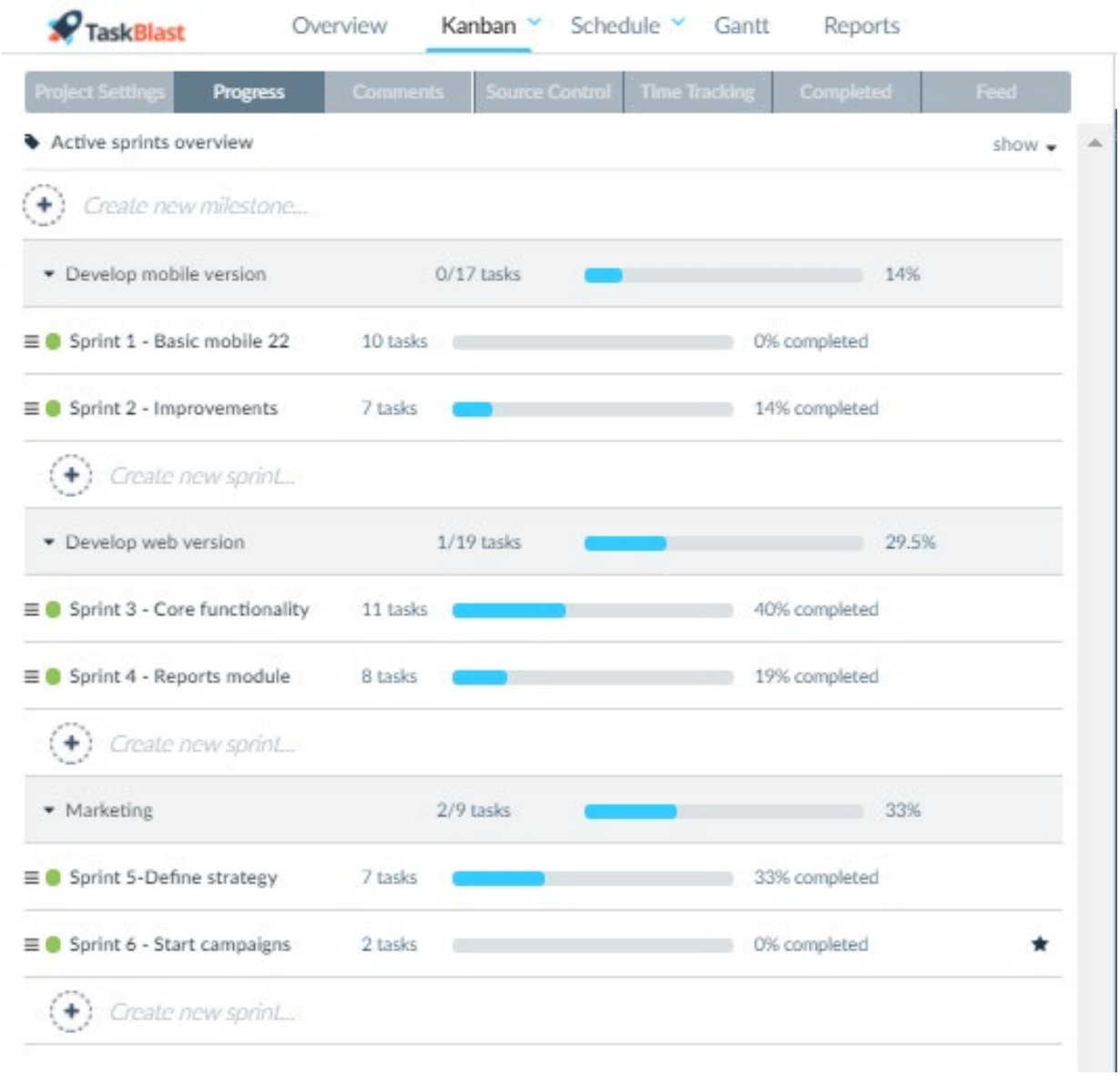
By clicking on the combo next to the Project name (1), you can also select the project you want to manage and view in the Taskboard.

Keep going with TaskBlast!

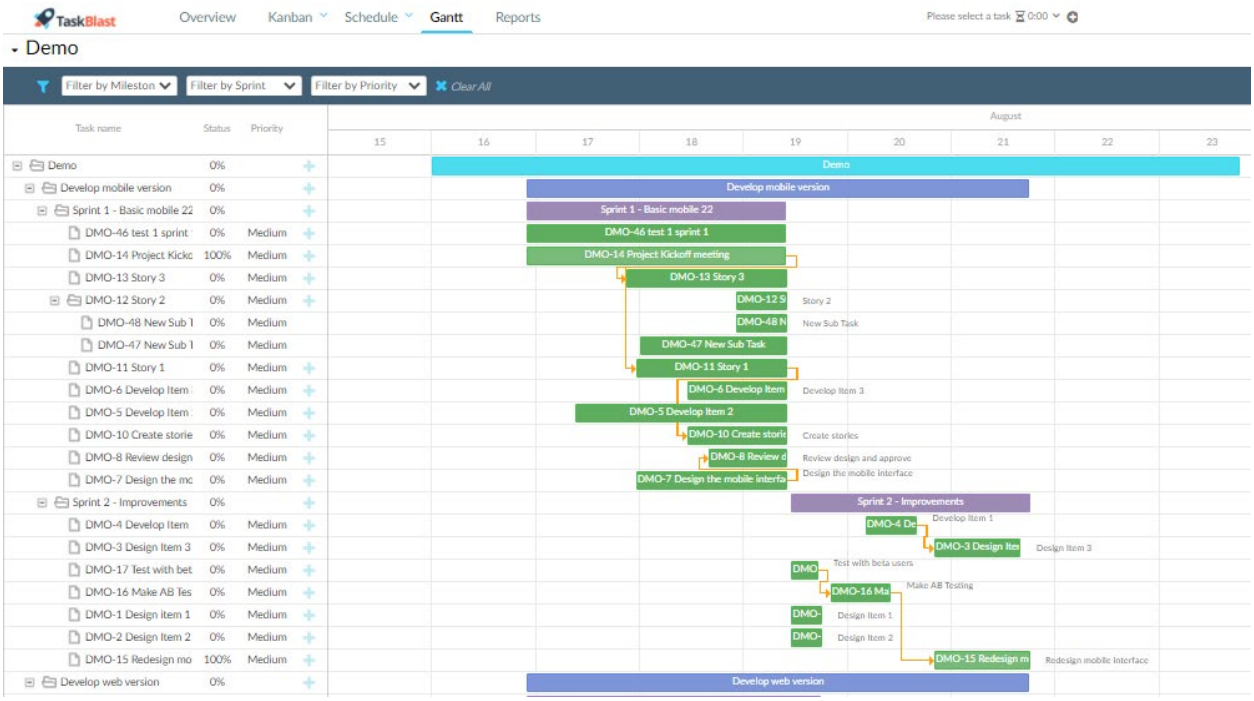
Now that you know the basics, you may continue getting to know TaskBlast to use it as a tool to help you better achieve your project goals and focus on results more than management.

TaskBlast has different user profiles to control access to Projects and what they can do, like SuperAdmin, Admin and Client. There are also modules you may find usefull, like the following:

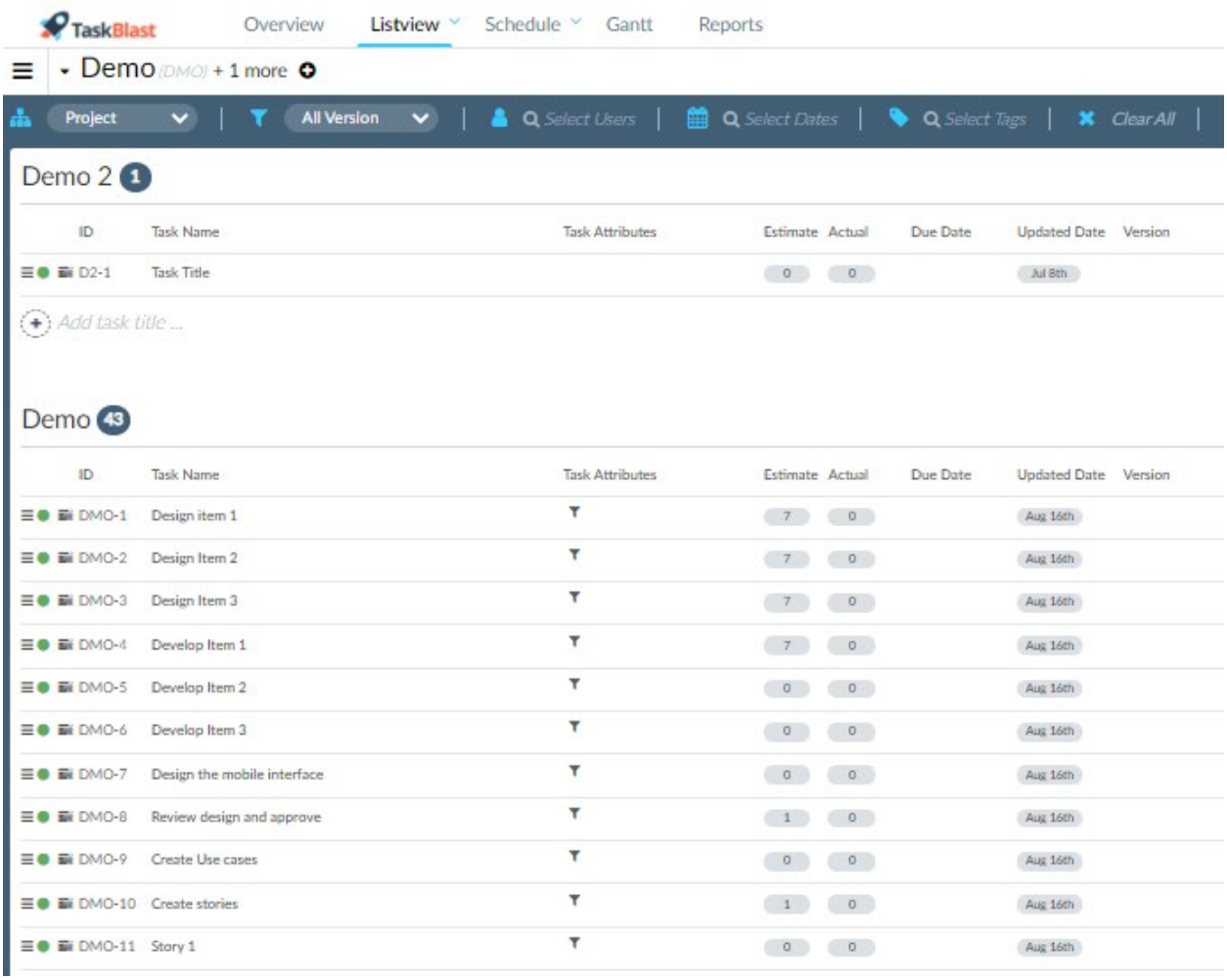
- Project Sidebar: let you manage specific aspects of your projects and its collaboration, like project dates, Milestones and Sprints, or manage integration with other systems to enhance team collaboration.



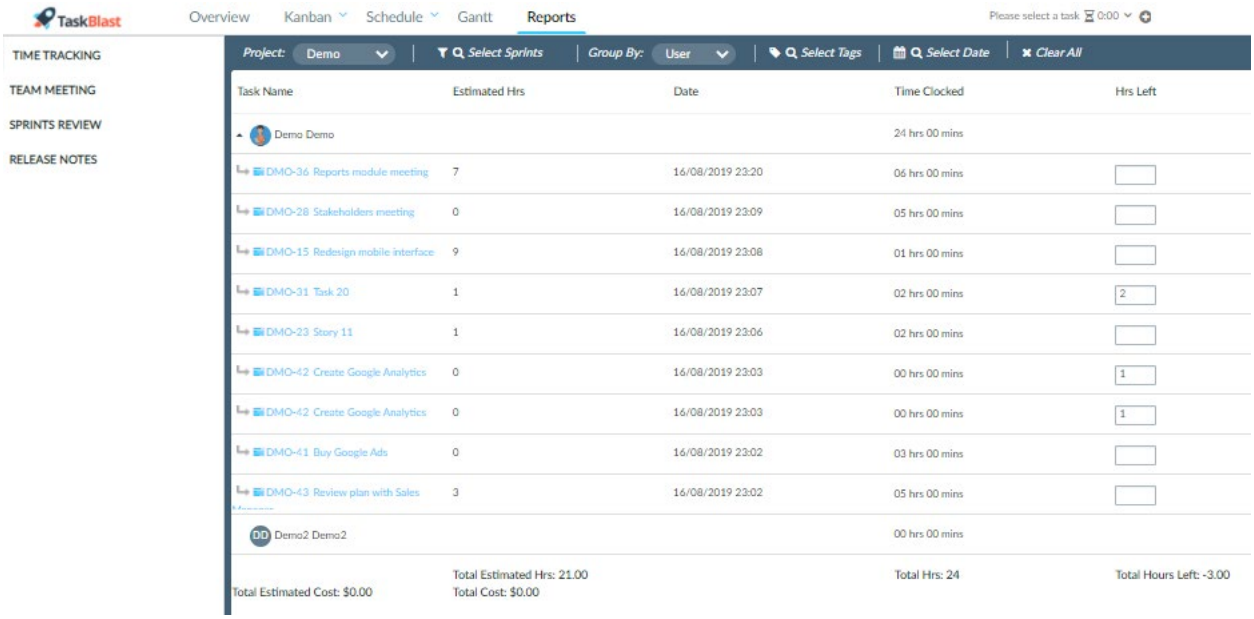
- Gantt: let you manage your Tasks in a more visual way, to give you a better overview of Tasks during time, and set Tasks dependencies to have more control on project execution and deadlines.



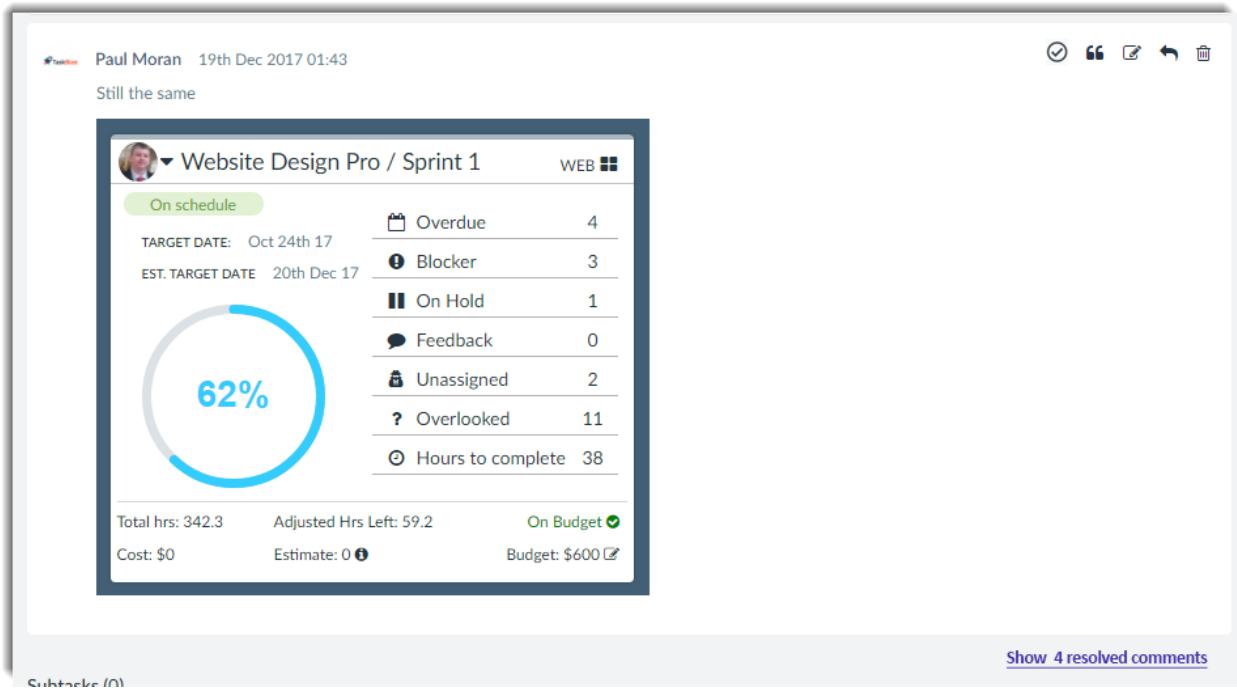
- ListView: is a complement to the Taskboard that let you have a tabular view of Tasks you may gather from different projects to better control resources and Task assignments for different projects at the same time and in the same view.



- Schedule: let you schedule and program Project Tasks by week dates in a more practical way.
- Releases: let you manage releases of your projects in a compact and consolidated way, having control of which Tasks of different Projects are involved in the release. You can also generate the Relase Notes from information in those Tasks.
- Reports: let you generate different types of Reports and Views to help you to better manage your Projects.



- Overview: gives you and your Clients a general overview of project stats in a more executive way.



Resolved Comments Hidden

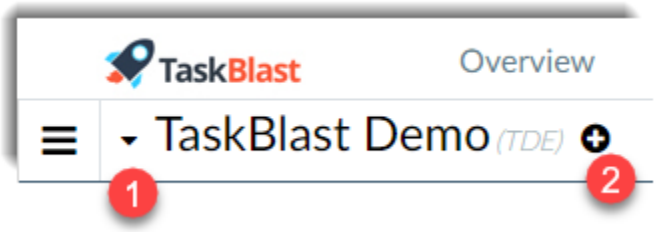
- Settings: let you control general settings for your account and manage users and subscriptions.

KANBAN BOARD

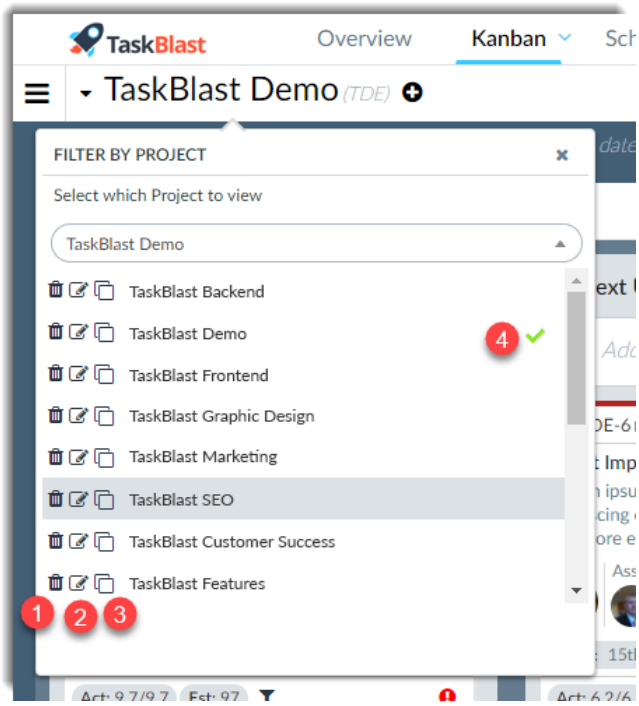
Creating and Managing Projects

1 – Manage Projects

2 – Create a New Project



MANAGE PROJECTS



1 – DELETE PROJECT

Delete a project including all tasks and related information. Warning: Once a project is deleted it cannot be undone.

2 – EDIT PROJECT NAME

Editing a project displays the project name at the bottom of the popup. Edit the name and then click save.

3 – CLONE PROJECT/PROJECT TEMPLATES

Cloning a project is a useful feature to save time if you use a similar layout on many projects. You can set up the project exactly as you want and then by creating a clone, you are essentially creating a template of the project at that point in time.

To clone a project, click the clone icon beside the applicable project. Then pick a name for this template/clone and press the clone button, which will be located at the bottom of the popup.

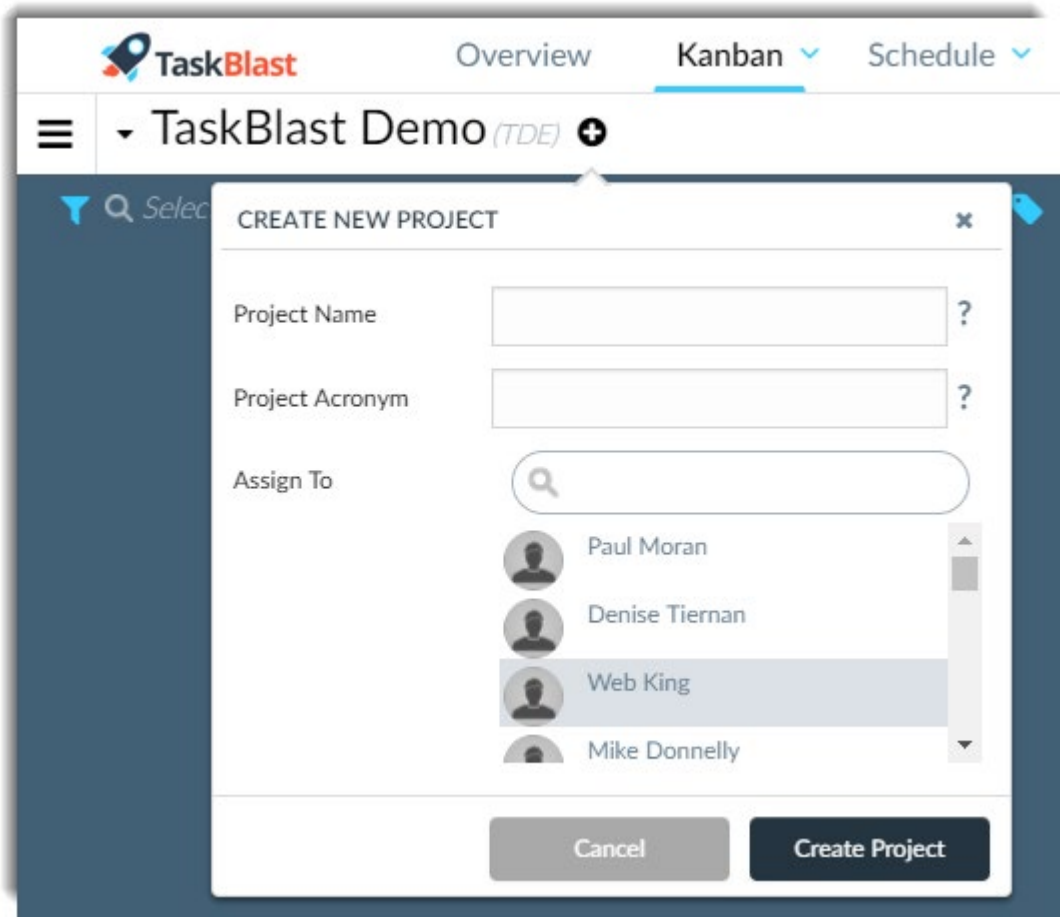
Cloning a project will clone the lane and sublanes and all tasks and attributes within a project including the users who are assigned to a project. Once the clone is completed it will automatically load the new cloned project.

4 – CURRENT SELECTED PROJECT

The green tick mark indicates which project is currently selected. Click on any other project to load that project.

CREATE A NEW PROJECT

To create a new project, click on the plus icon to the right of the project name. This will present you with the following popup:



Choose a project name and one or more users to assign to the project. Only people added to the project will be able to see and access that project on their project list.

Project Acronym is an identifier for a project. It is often more convenient to refer to something as TB-276 rather than having to quote the full name of the task. In other views where there are tasks from multiple projects it also helps identify which project they belong to.

TaskBlast automatically creates a suggested acronym based on the project name for your convenience, but you can change it to anything you want. Once the project name, acronym and assigned users are set, click the “create project” button and it will create and load this new blank project. If

you do not want to start with a blank project each time, see above how to create a project template and save considerable time.

Kanban Cards

Kanban Cards can be tasks, features, bugs or issues. Each card displays key information on the card and more detailed information can be obtained by opening the task in the full editor view.

1 – Task Type

2 – Task identifier

3 – Intelligent Sorting

4 – Last Updated

5 – Priority

6 – Task Name

7 – Task Description

8 – Task Creator

9 – Assigned To

10 – Assign a User

11 – Due Date

12 – Percent Complete

13 – Hours worked

14 – Estimate

15 – Overdue

16 – Due Date and reminder

17 – Sprint Filter

18 – Recurring Task

19 – Status

TASK TYPE

Set task types such as Task, Bug, Feature or Story.

TASK IDENTIFIER

The task identifier is an acronym for your project followed by a unique number. On other kanban views where tasks are shown from multiple projects, this will help identify which project the task belongs to.

INTELLIGENT SORTING

TaskBlast uses an algorithm which evaluates various information such as due date, task size, priority etc. and it assigns a priority score based on this. This automatically pushes the most important issues to the top. If you prefer to sort just based on priority alone you can switch to standard sorting in settings > card sorting > priority sorting.

LAST UPDATED

This displays the last time the task was updated or edited.

PRIORITY

Urgent and High priority are displayed in a badge, normal and low are not. Also notice the card border matches the priority color. Red for urgent, Orange for high, green for normal and grey for low.

TASK NAME & TASK DESCRIPTION

The task name and description. The title can be changed inline by clicking on it. When you create a task with quick task you can click on the description and add it inline. Once text or images have been previously added to a description you can no longer edit inline and need to open the full editor to edit the description.

TASK CREATOR

This shows the profile image of the person who created the task. Hover over the profile image to see their name.

ASSIGNED TO

Lists the users the tasks is assigned to, can contain multiple users.

ASSIGN A USER

Click to assign a user to the task. Add multiple users at once.

DUE DATE

The due date set on the issue.

PERCENT COMPLETE

The percentage of work completed on an issue based on the hours worked and hours left.

HOURS WORKED

The total hours worked so far and the total hours expected that will need to be worked.

ESTIMATE

The estimated hours of a task, often estimated before work begins.

OVERDUE

This icon appears when the due date has passed.

DUE DATE AND REMINDER

When you hover over this icon, it displays both the due date and the alert date. When a card is toggled to compact mode the due date is not visible on the card so hovering over the icon reveals this information for users of compact cards.

SPRINT FILTER

When hovering over this icon, the sprint this card is tagged to will be revealed.

RECURRING TASK

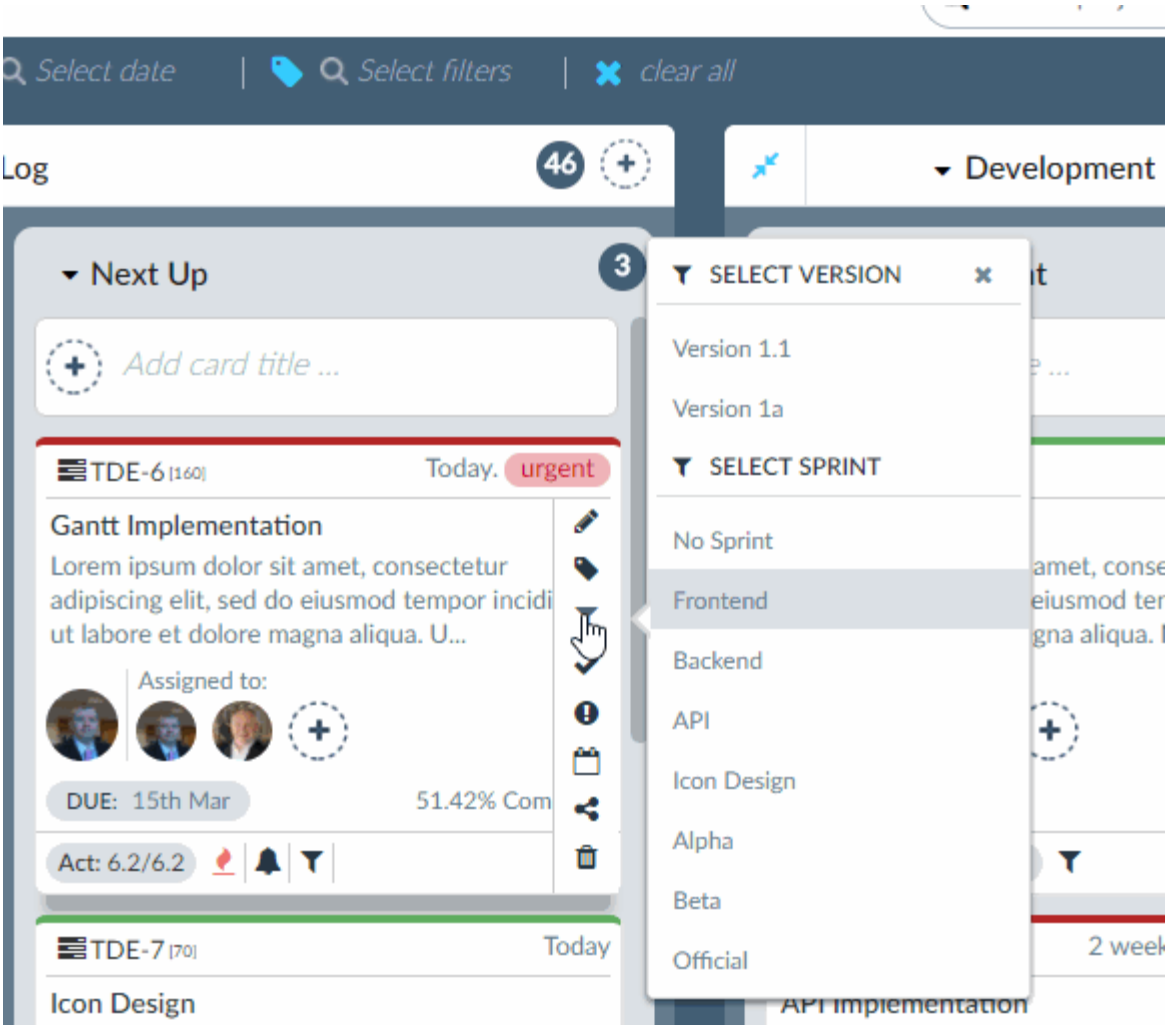
You can set tasks to respawn every x days, weeks or months. Once this is set this icon will appear and if you hover over it will display more information.

STATUS

You can set a status such as blocker, awaiting feedback or on hold. Once set the relevant icon will show.

SETTING ATTRIBUTES

One of the most useful features of the Kanban view is the ability to set common attributes quickly. The video below shows an example.



Kanban Options

1 – Search for a Task

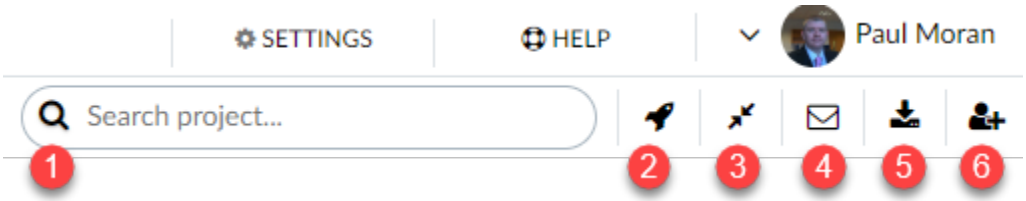
2 – Hide/Show Quick Task Option

3 – Toggle Between Compact and Full Card

4 – Copy Project Email to Clipboard

5 – Download Clipboard Tool

6 – Add Users to the Project



SEARCH FOR A TASK

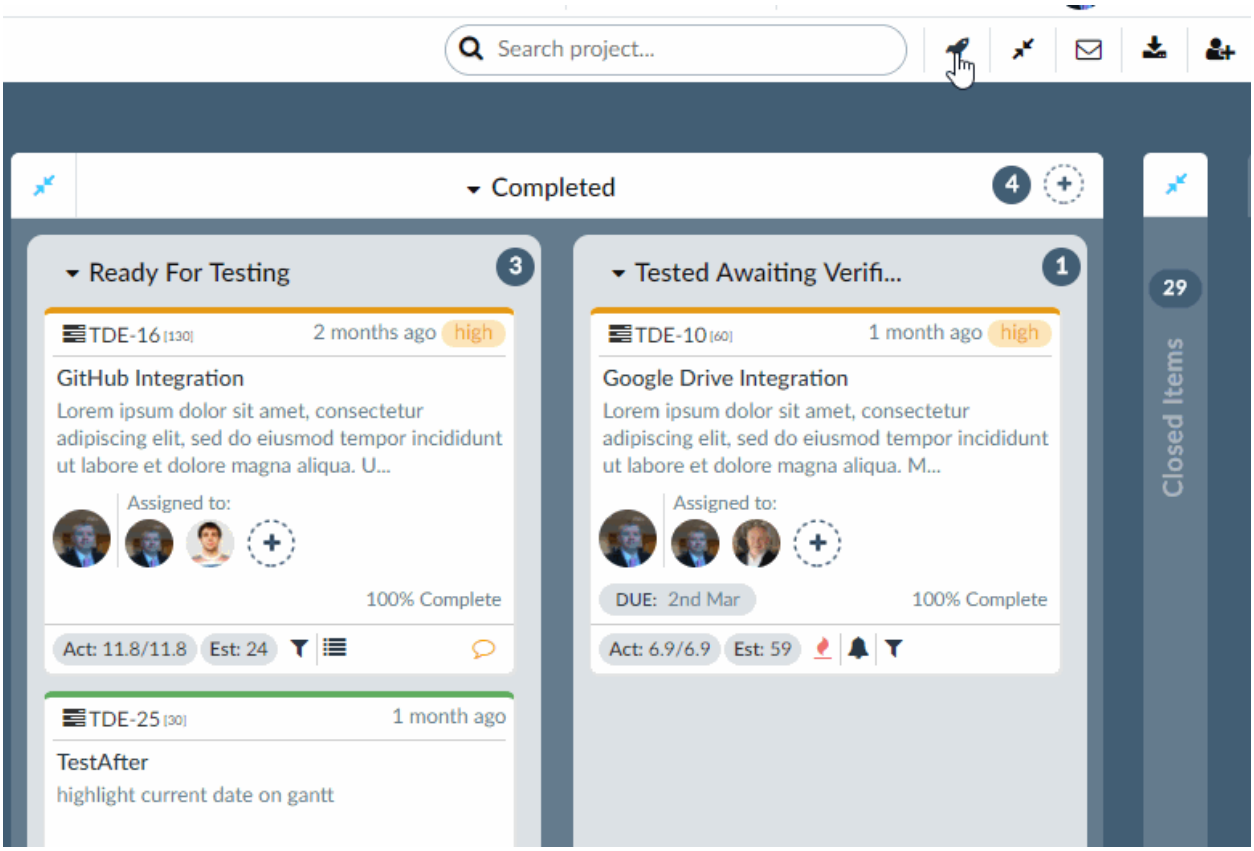
Searching a task will return all tasks where the description or title contain that keyword. It uses fuzzy logic so searching for “team” will return steam and teamwork.

HIDE/SHOW QUICK TASK OPTION

Quick task allows you to create a card quickly by just typing the title name. After that, you can add additional information but it is very useful if you just want to quickly create tasks. You can also create tasks in the full editor

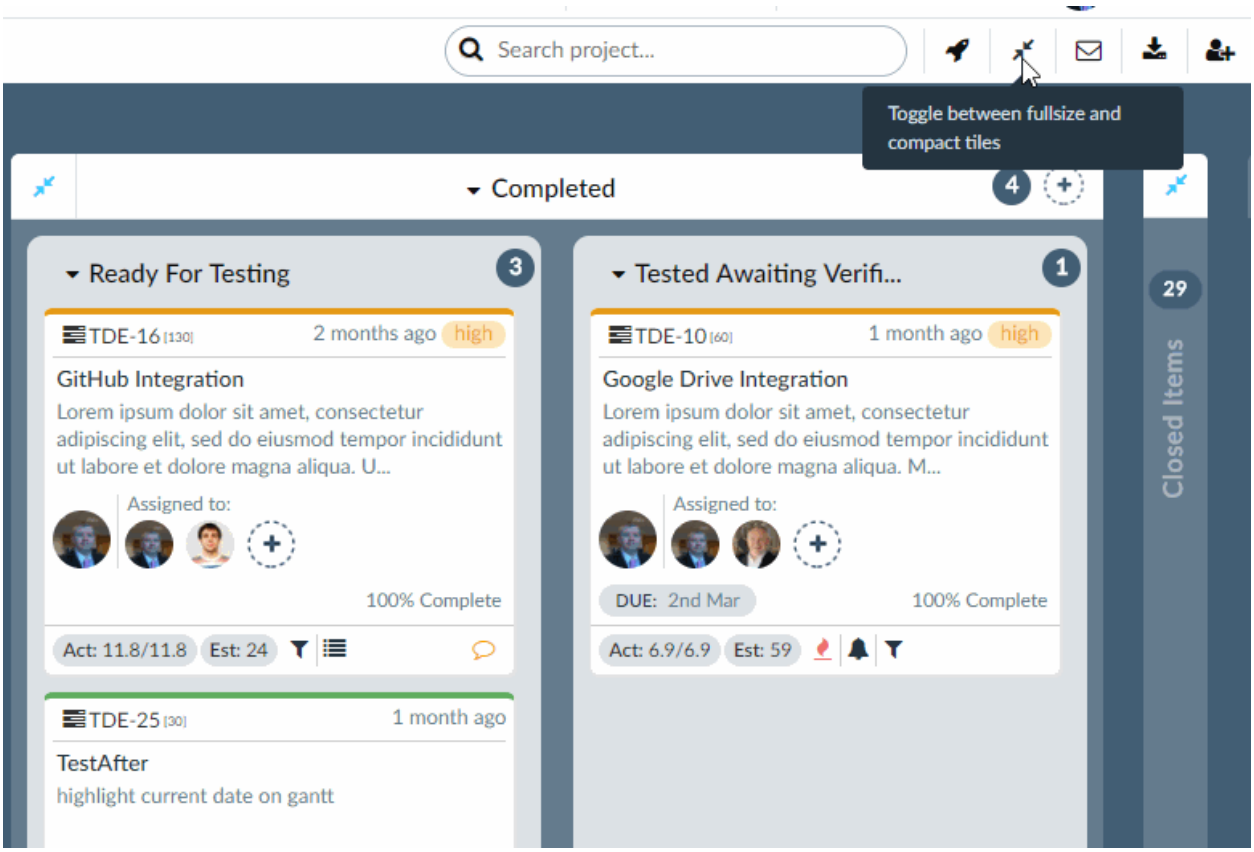
view if you want to add more details such as images, comments, subtasks etc.

The quick task icon lets you hide or show this option depending on your preference.



TOGGLE BETWEEN COMPACT AND FULL CARD

If you want to make the most of your vertical height you can choose to view the cards in a compact mode. This toggle allows you to switch between either mode.



COPY PROJECT EMAIL TO CLIPBOARD

Each project is assigned a unique TaskBlast email. When you send an email to a project it is converted to a card and shown in the blasts lane on that project. This can save valuable time transferring conversations and files from email to the project manually.

It can also be useful if you are dealing with a client. In that case cc the project email on the conversation will available to anyone in the project keep all the collaboration in one place.

DOWNLOAD CLIPBOARD TOOL

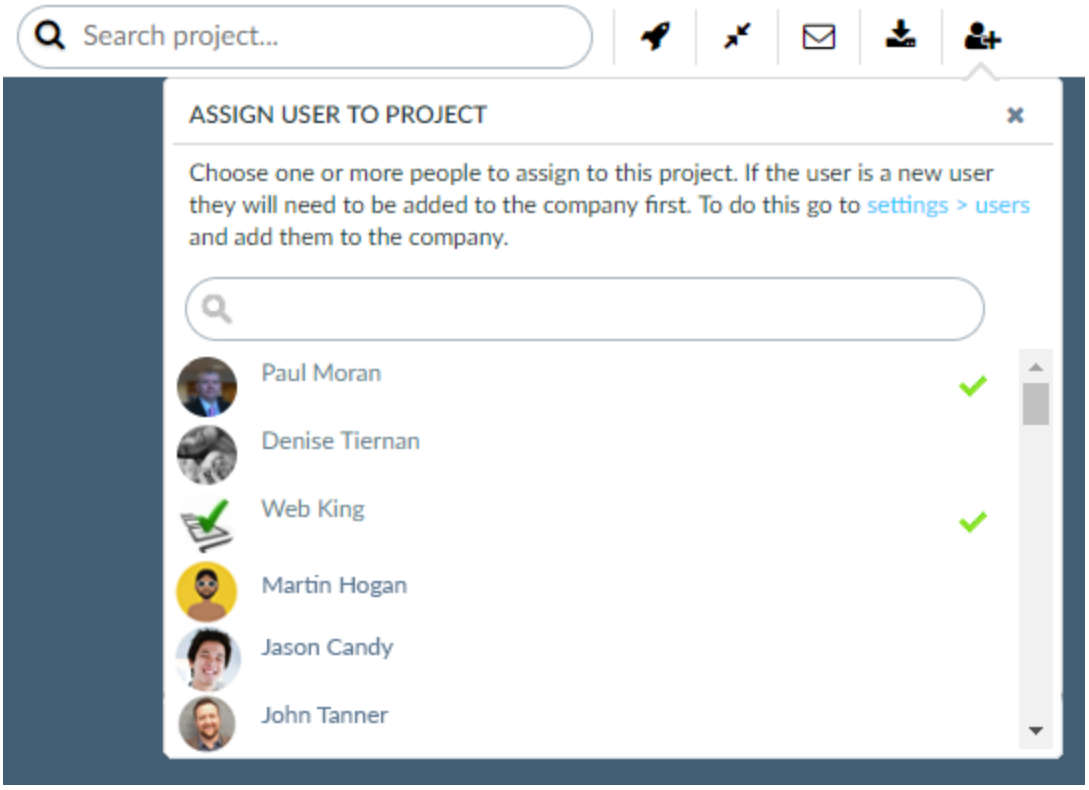
The clipboard tool is a desktop tool that reads data from your clipboard. You can then quickly send copied text or images from any application on your PC to a project. Like emails this is converted to a card and will be displayed in the blasts lane.

If you often find action items in conversations you are having on Slack, Skype or other communication tools are slipping through the cracks then this could be the tool for you. Just copy the segment of text to the clipboard and then use a hotkey to send it to the project of your choice.

ADD USERS TO THE PROJECT

Select one or more users to add them to a project. Once added they will see the project immediately in their project list and you will be able to assign tasks to them.

Please note that you must add a user to the company first, before they appear in this drop-down. An admin will need to do this by going to Settings > User and they can send an invite to the user. Once they signup, they will then be available in this drop-down to add to a project. The admin can also assign them to one or more projects when inviting them.



Lanes and Sublanes

1 – Collapse Lane

2 – Lane options

3 – Lane Totals

4 – Sublane Totals

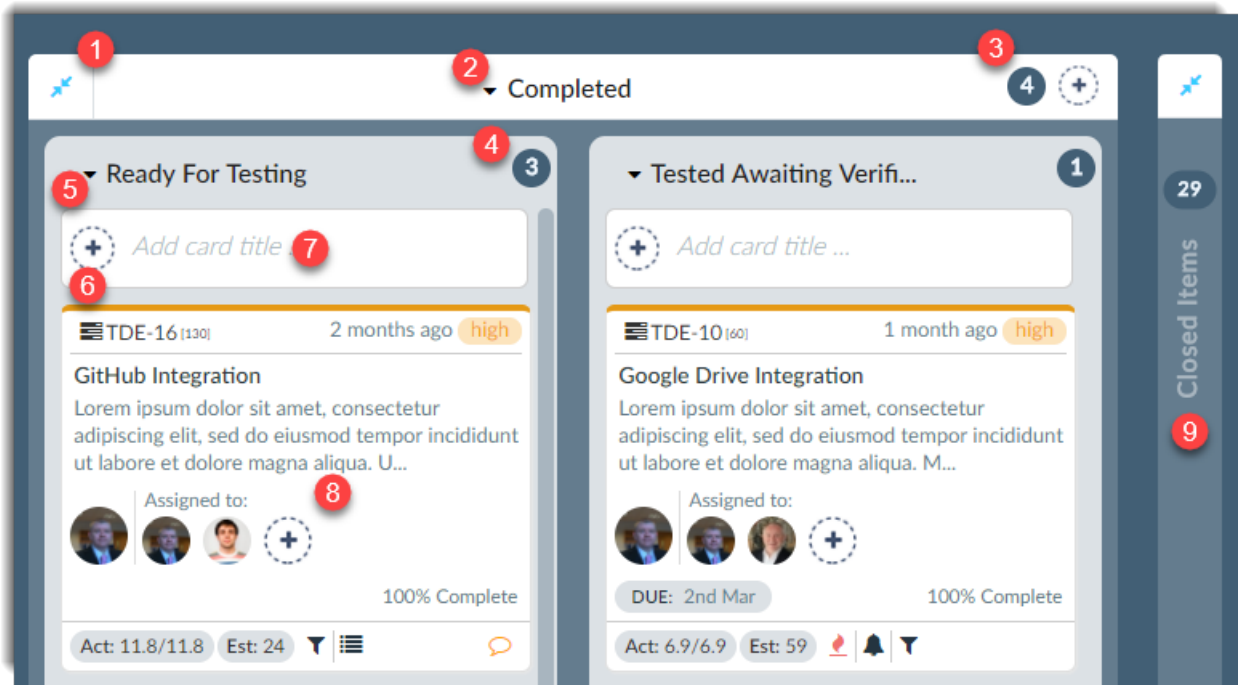
5 – Sublane Options

6 – Create New Task (Editor)

7 – Create Quick Task

8 – Card/Tasks

9 – Closed Items

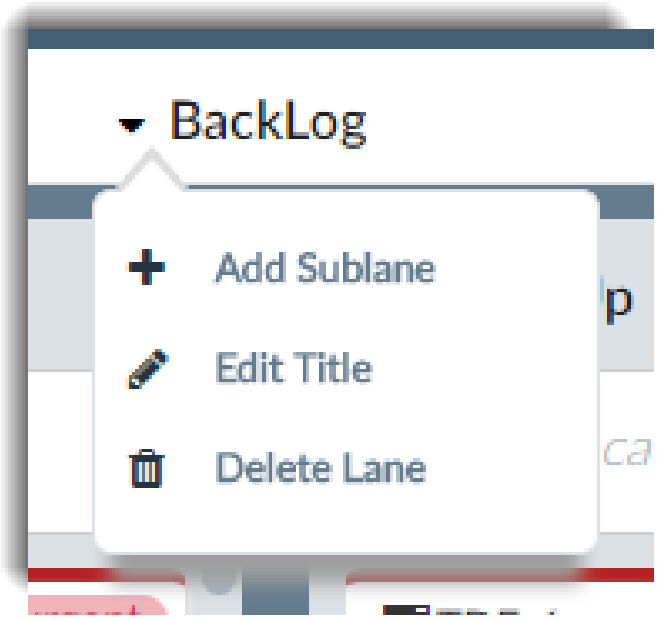


COLLAPSE LANE

To save valuable space, collapse lanes that you do not use often. For example, a tester might want to collapse all lanes except for the ready for testing lane.

LANE OPTIONS

Add sublanes, delete lanes and edit the lane title from the lane options. You can also edit the lane title by hovering over the title name and click to edit the title inline.

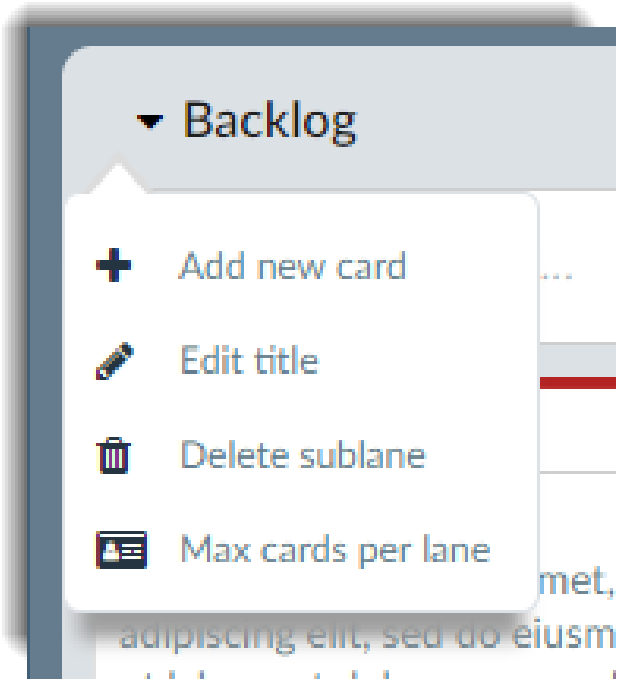


LANE & SUBLANE TOTALS

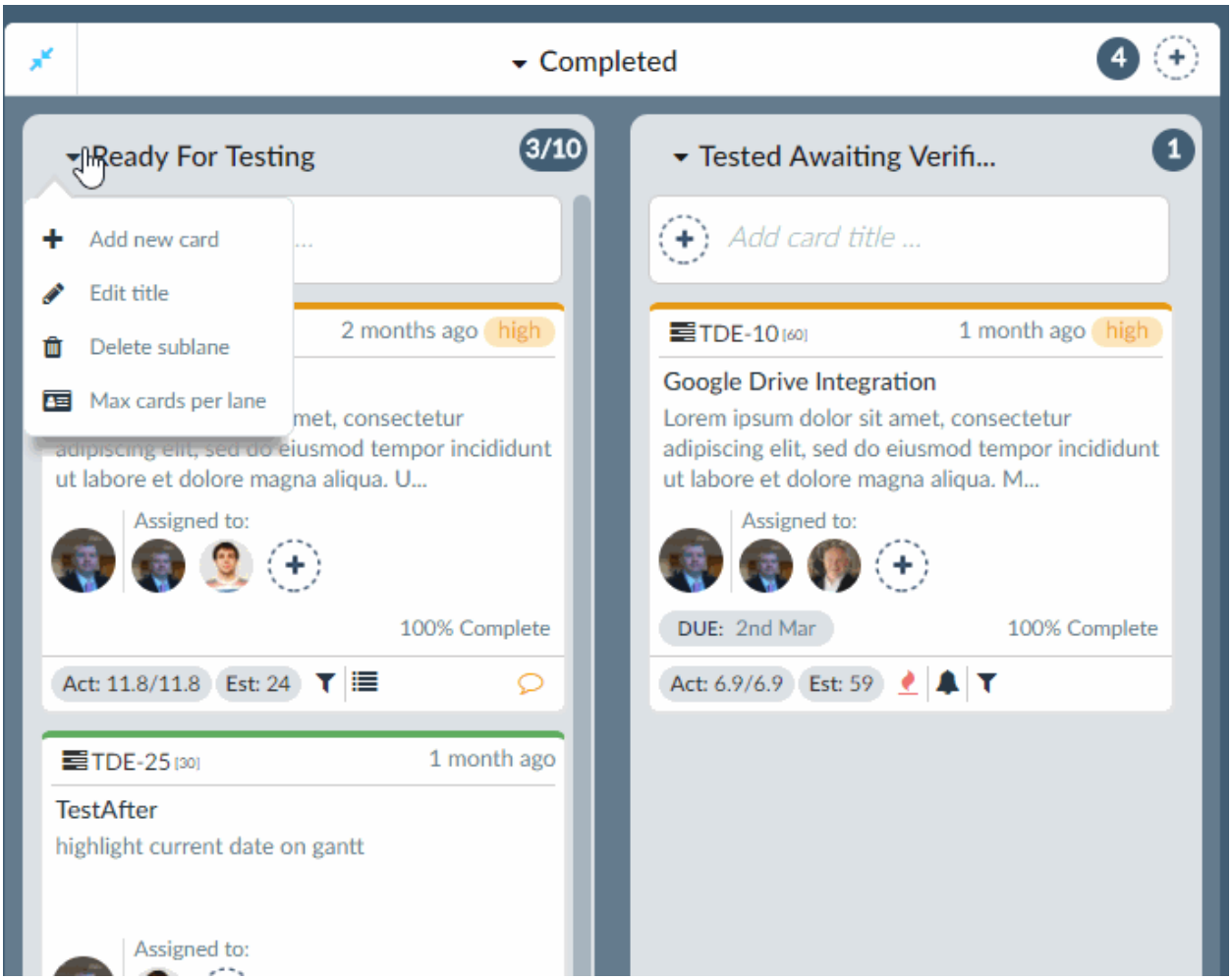
Each sublane shows how many cards are contained within. The lane totals shows the total cards from within all sublanes.

SUBLANE OPTIONS

Add a new card will create a new task in the full editor view. In the full editor view you can add images, attachments, subtasks and more. You can also edit the title or alternatively click on the title to edit it inline. Deleting the sublane will delete the sublane and any tasks within the sublane.



Max cards per lane allows you to set the max cards per lane. Also know as Work In Progress Limit (WIP Limit). You can see how it prevents you adding a new card once you have reached the max in the image below:

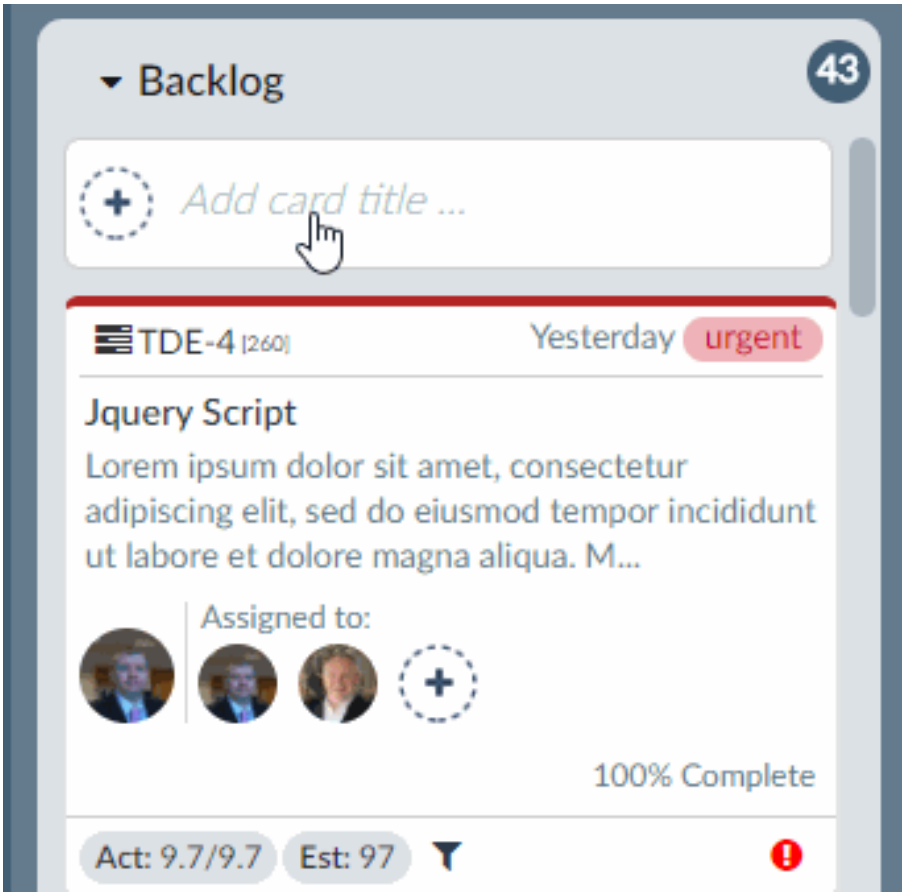


CREATE NEW TASK (EDITOR)

This creates a new task in the editor. The editor view is an alternative to creating a quick task. Quick task lets you create a card by just typing the title and pressing enter. The full editor view has additional options such as adding a description, comment, attachments, subtasks and more.

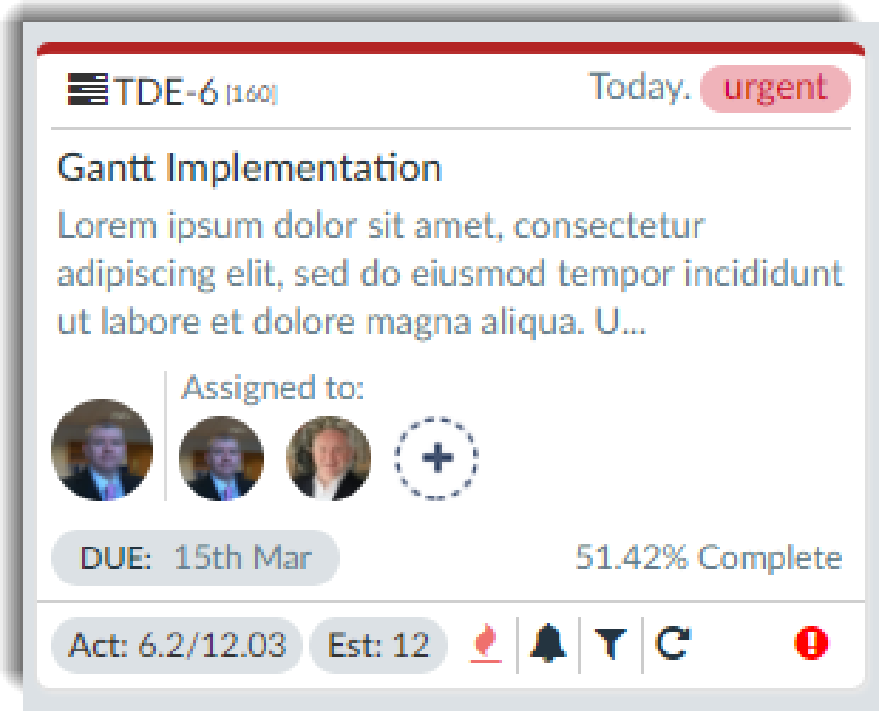
CREATE QUICK TASK

Creating a quick task is a great way to quickly create lots of tasks. Just type the title name and press enter.



CARD/TASKS

Cards hold all the information about the bug, feature or task you created. Please see the Card FAQ for more detailed information.



CLOSED ITEMS

Closed tasks are moved to the closed items lane which is collapsed by default. This gives you quick access to recently closed items.

Send Task to external calendar

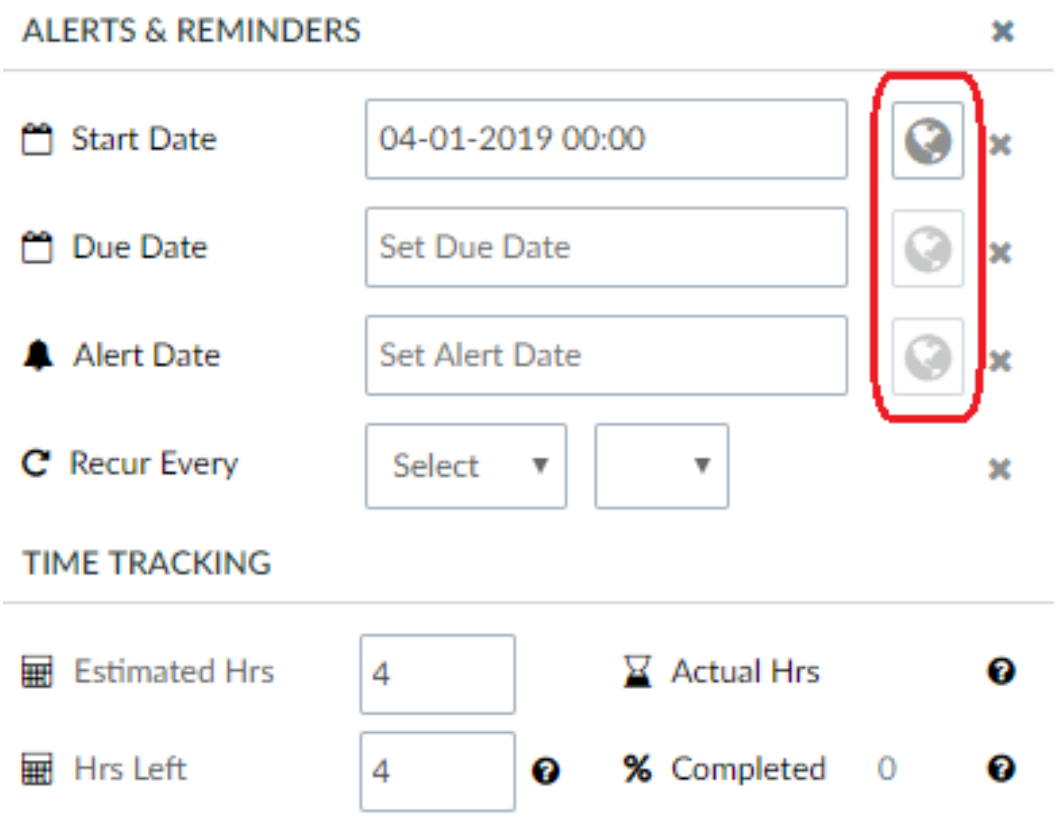
From TaskBlast, you can send any Task to an external calendar (for example, Outlook calendar, Google calendar and Apple calendar), so you can follow tasks on your phone, set reminders, or even share calendar events with your team.

Please note that you may need to have a Calendar App installed on your computer to accept and create calendar events from Tasks.

To create an external calendar event from a Task, please follow these steps:

- On any Task, when you click on the “Set reminders and time estimates” icon on a Task:

- You will see a button next the Start, Due or Alert dates (enabled only when date is set):



- By clicking on the button of the date you want to export, the system will generate a calendar file. The external calendar event will be generated on your local machine so you may have to “Allow popups” for TaskBlast site on your browser first, in order to let the system, save the file with the event. The calendar file may look like the following:

- The generated calendar event will be set for the selected Task date, one-hour duration event, and having part of the content of the Task’s description (images not included).

You can send the generated calendar event file by email to another colleague, save it, or double-click it to open up a calendar event in your pre-installed Calendar App.

IMPORTANT: Please note that calendar events generated from TaskBlast tasks, are not in synch with the external calendar. This means that if you make a change on the Task in TaskBlast, it will not update the external calendar, and vice-versa.

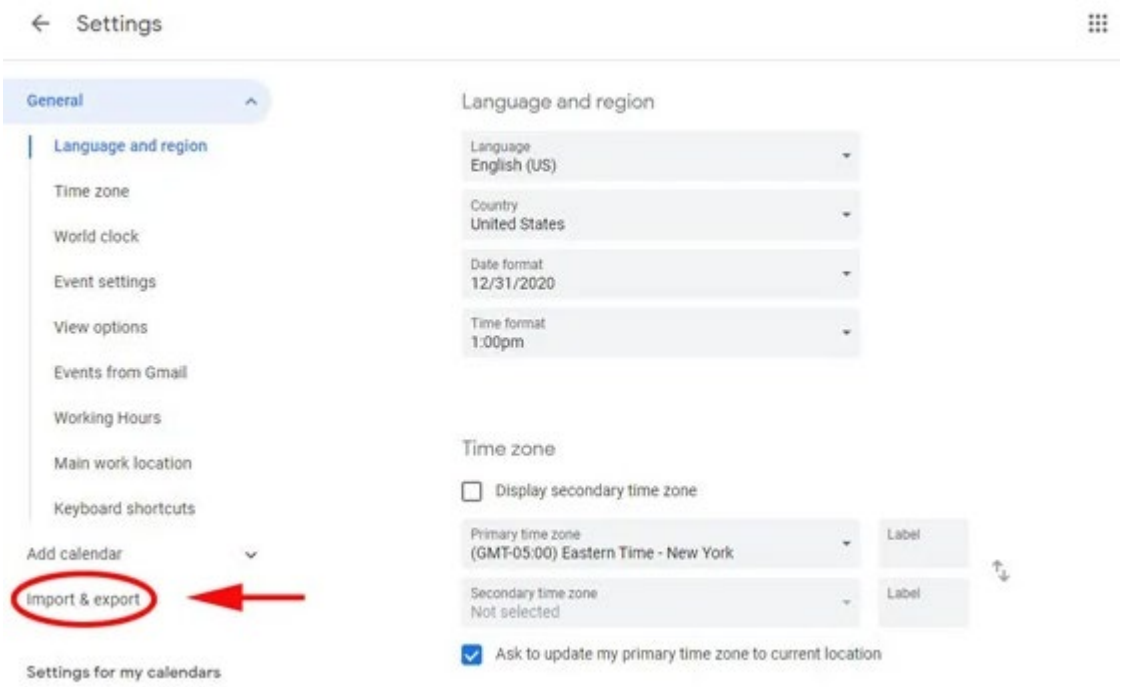
Import .ics events in Outlook

1. In Outlook, select File > Open & Export > Import/Export.
2. In Import and Export Wizard box, select Import an iCalendar (.ics) or vCalendar file (.vcs),and then Next.
3. Select the calendar file from your PC and select OK.
4. Select Open as New. The items are automatically imported into your calendar.

Import .ics events in Google Calendar

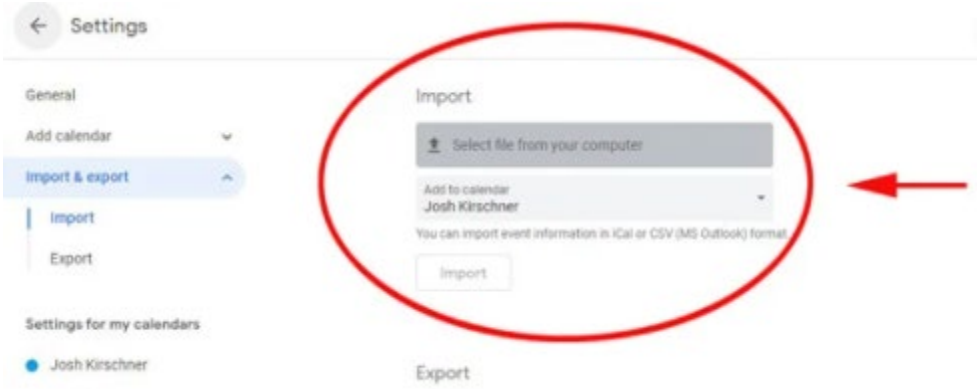
1. Open Google Calendar settings on your web browser.

2. Select “Import and Export” from the left navigation menu:



3.

4. Select the .ics file exported from TaskBlast, and choose which calendar to add it to. Press the “Import” button to save it to your Google Calendar:



5.

FILTERS

Kanban Filters

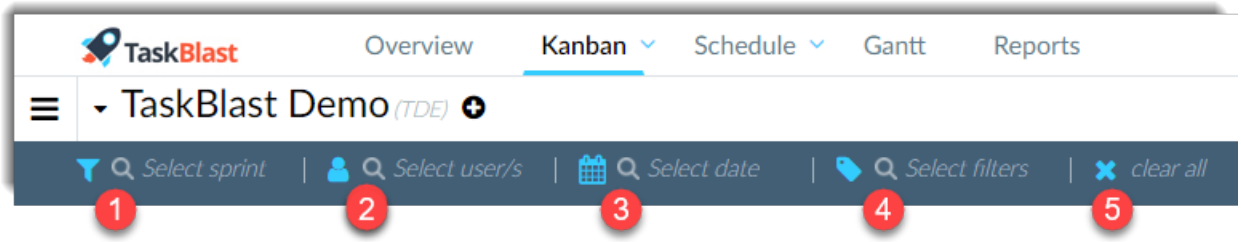
1 – Filter By Sprint

2 – Filter By User

3 – Filter By Date

4 – Other Filters

5 – Clear All Filters



FILTER BY SPRINT

Filter the Kanban View by cards tagged with a specific sprint. Note that when a sprint filter is applied, any new tasks created will be automatically tagged to that sprint.

FILTER BY USER

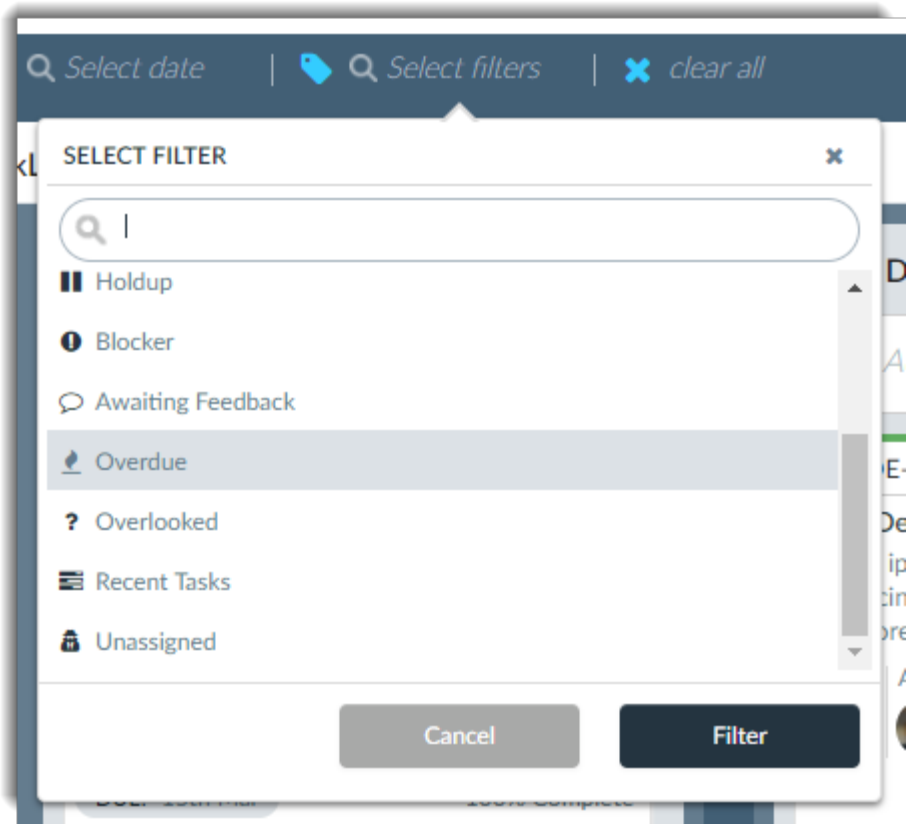
Filter for tasks which are assigned to this user.

FILTER BY DATE

Filter tasks by created date, updated date or due date.

OTHER FILTERS

Filter for various scenarios such as priority, overdue, unassigned etc. This is often a useful way to filter for potential future bottlenecks. You can also filter by tags you added in this drop-down.



CLEAR ALL FILTERS

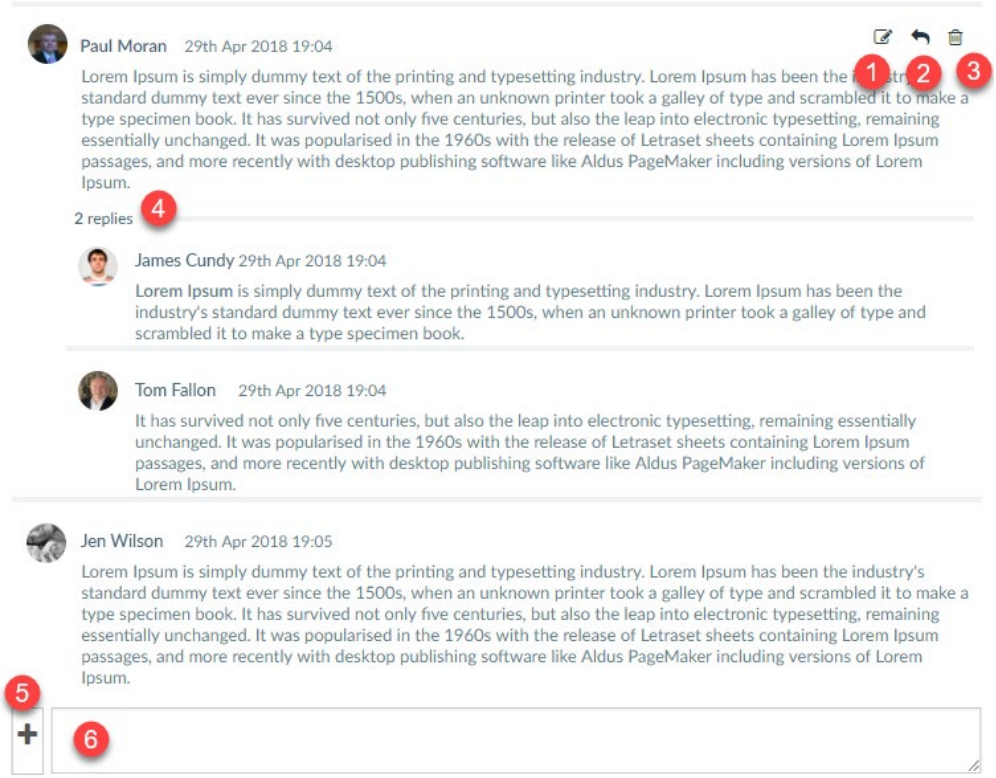
Clears all applied filters.

SIDEBAR

Comments and Comments Integration

The Comments section on the Project Sidebar, helps you communicate with the team on a specific project. You can use the comment section as a standalone comment tool or you can integrate with Slack to setup a Two-way link between Slack and TaskBlast. You can also setup TaskBlast to send notifications of issues created and closed to a Slack chat of your choice.

Comment Options



1 – Edit comment

To edit a comment click here and the editor will appear. Click save to keep the changes.

2 – Reply to comment

To reply to a comment, click the reply button and write the comment inline. Note replies will be indented under the comment you are replying to, as shown in section 4 below.

3 – Delete comment

Click to delete a comment. Once a comment is deleted it cannot be retrieved.

4 – Indented replies

When you click to reply to a comment, the comment is indented under the original comment. This makes it easy to branch of conversations and keep things easy to follow.

5 – Attach image/file

To attach a file or image click here and choose the file or image.

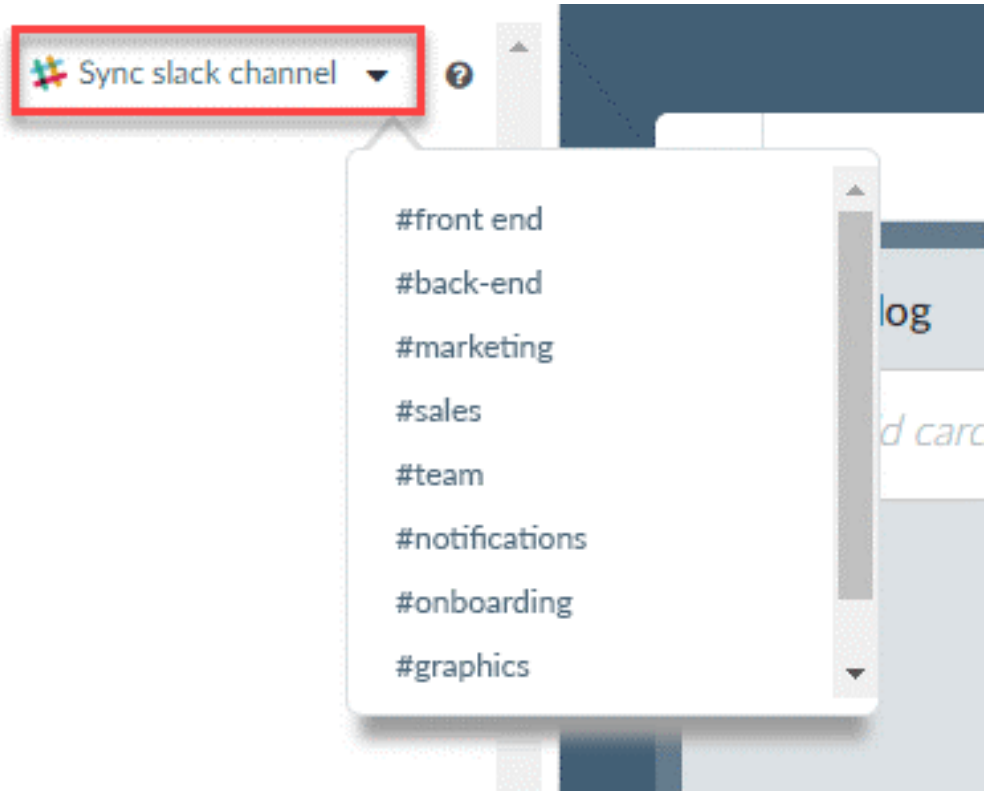
6 – Comment reply

When writing a new comment, type your message and press return.

Linking to a Slack channel

To link your Slack first click on the connect Slack button

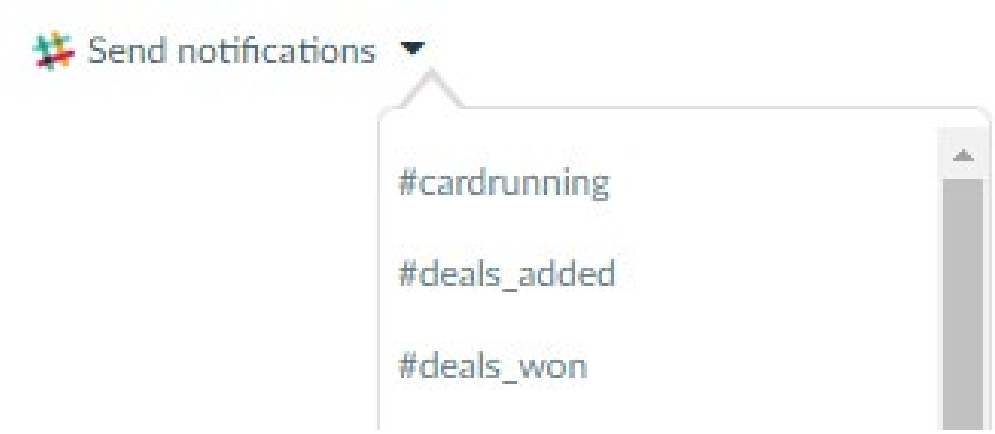
On the following screen, authorize TaskBlast to communicate with slack. You can then choose the Slack channel you want to link to this project. Any comments written in TaskBlast will be synced to the Slack channel and any comments written in the Slack chat will be synced to the TaskBlast chat.



Send notifications to a slack channel

After you authorize TaskBlast on Slack, you will also have another option to send notifications of new tasks and also closed tasks to a channel of your choice.

On the top left of the comments tab, select the channel you want to send the notifications to.

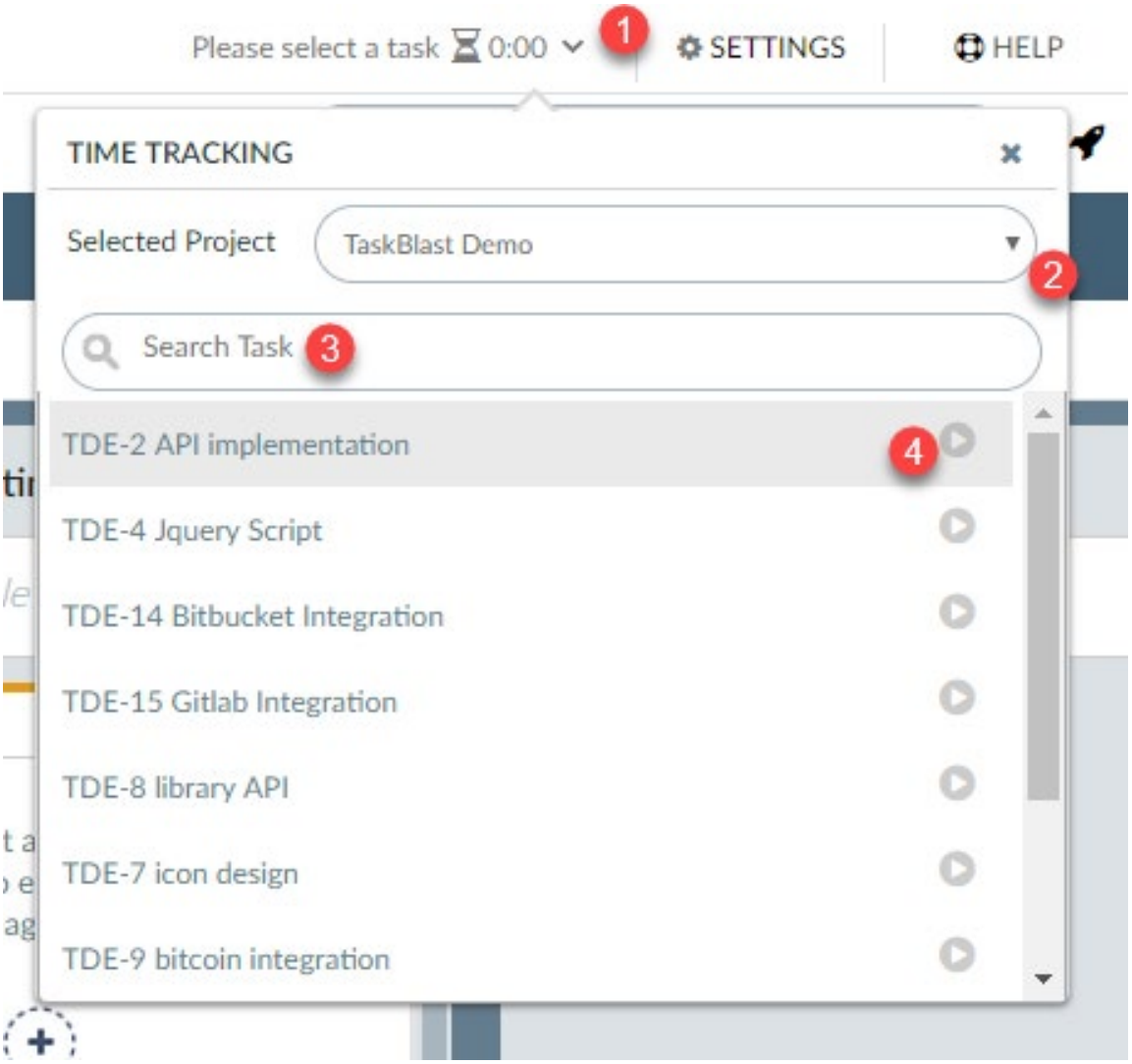


Global Time Tracker Tool

The Global Time Tracker Tool helps you record and report real time spent on a particular task you are about to work on. Time is tracked by TaskBlast from the moment you start the timer until you pause or submit the timer.

The Global Time Tracker Tool is displayed beside the settings menu on all views within TaskBlast. This gives you quick and easy access to Time Tacker Tool.

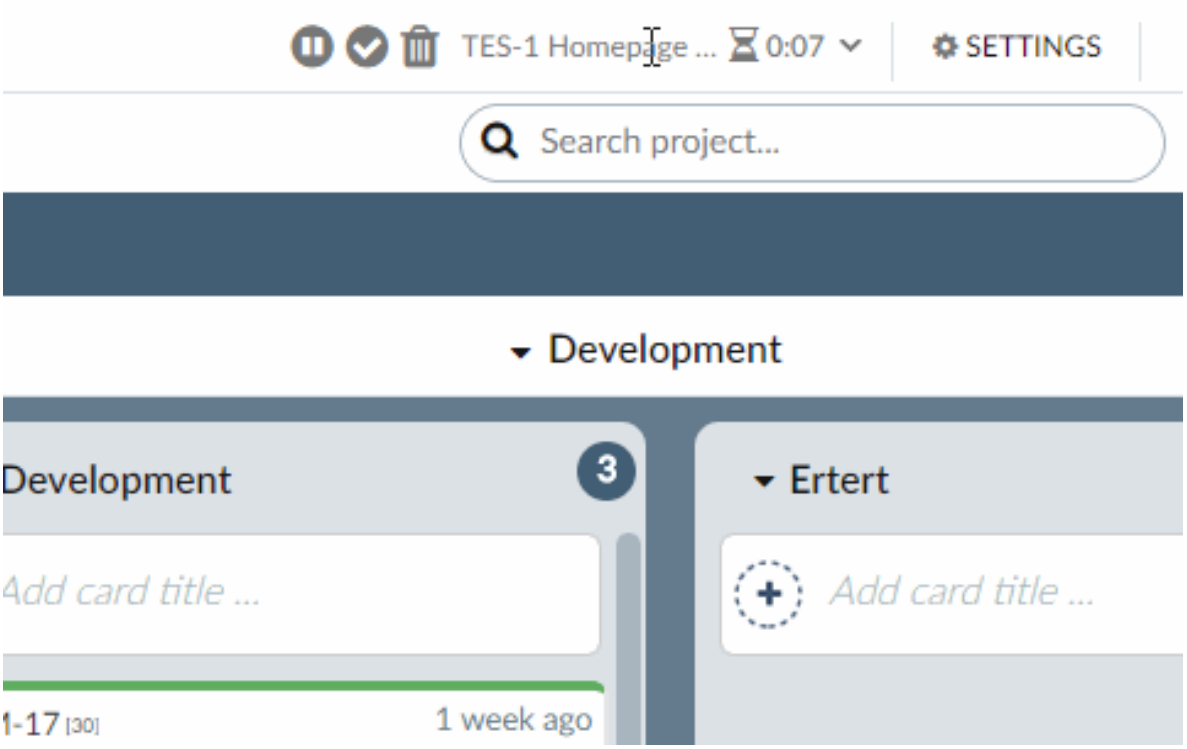
To start tracking time, click on the timer drop-down(1). Then choose the project(2) where the task is located. If there is a lot of tasks you can narrow down the task name by typing it in the search bar(3). Once you are ready to track time, click the play button(4) for the selected task.



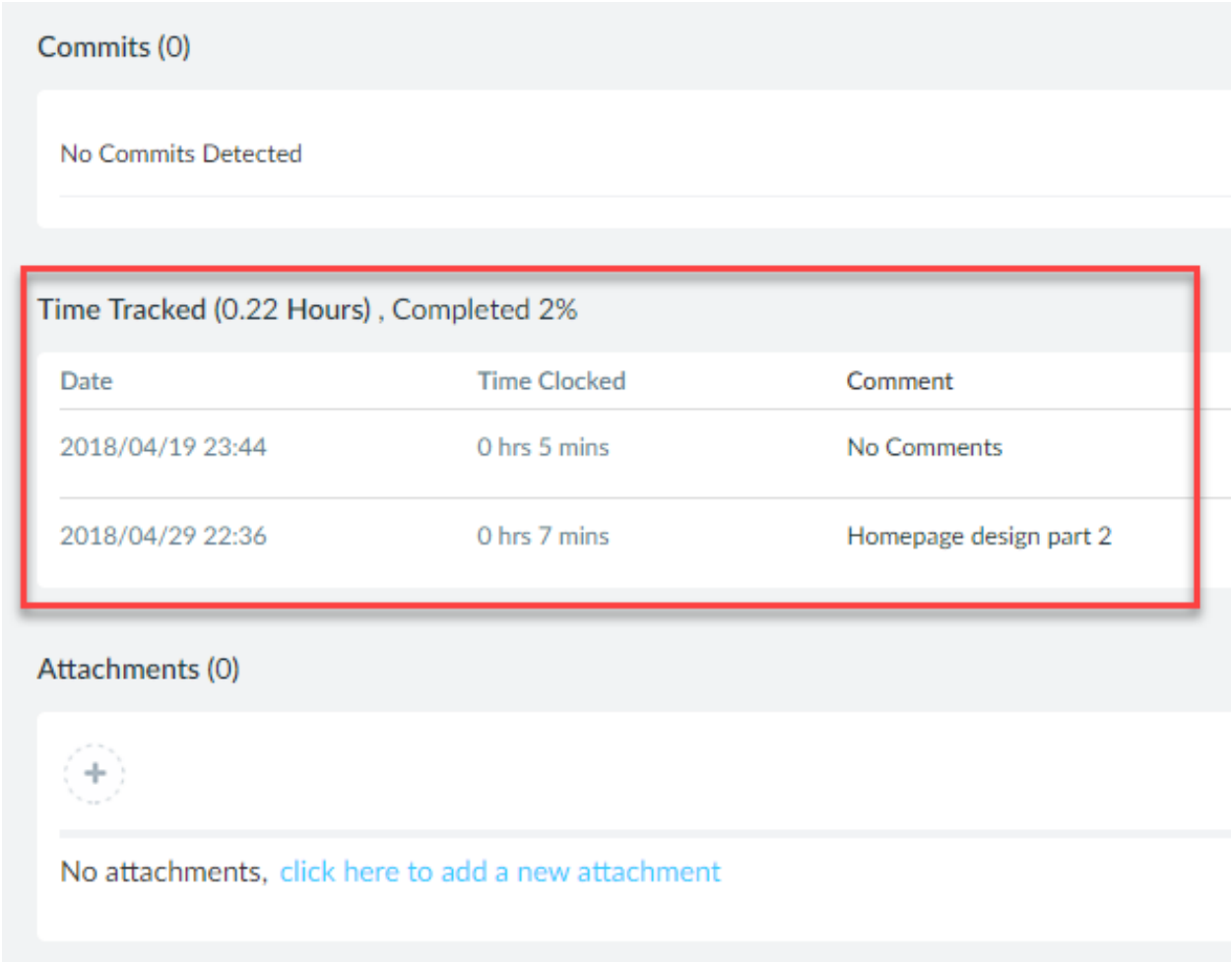
The task will be displayed in the top bar so its always visible. The timer shows the hours and mins and will update every minute. When you hover

over the task name it will also display the 3 icons shown below: Pause, submit time and delete.

When you click submit, it will drop-down a box to make a comment on the task.



The comment will then be displayed in the time tracking section of the task editor when you open that task. Note this view shows all time tracked on the issue for all users not just the logged in user.

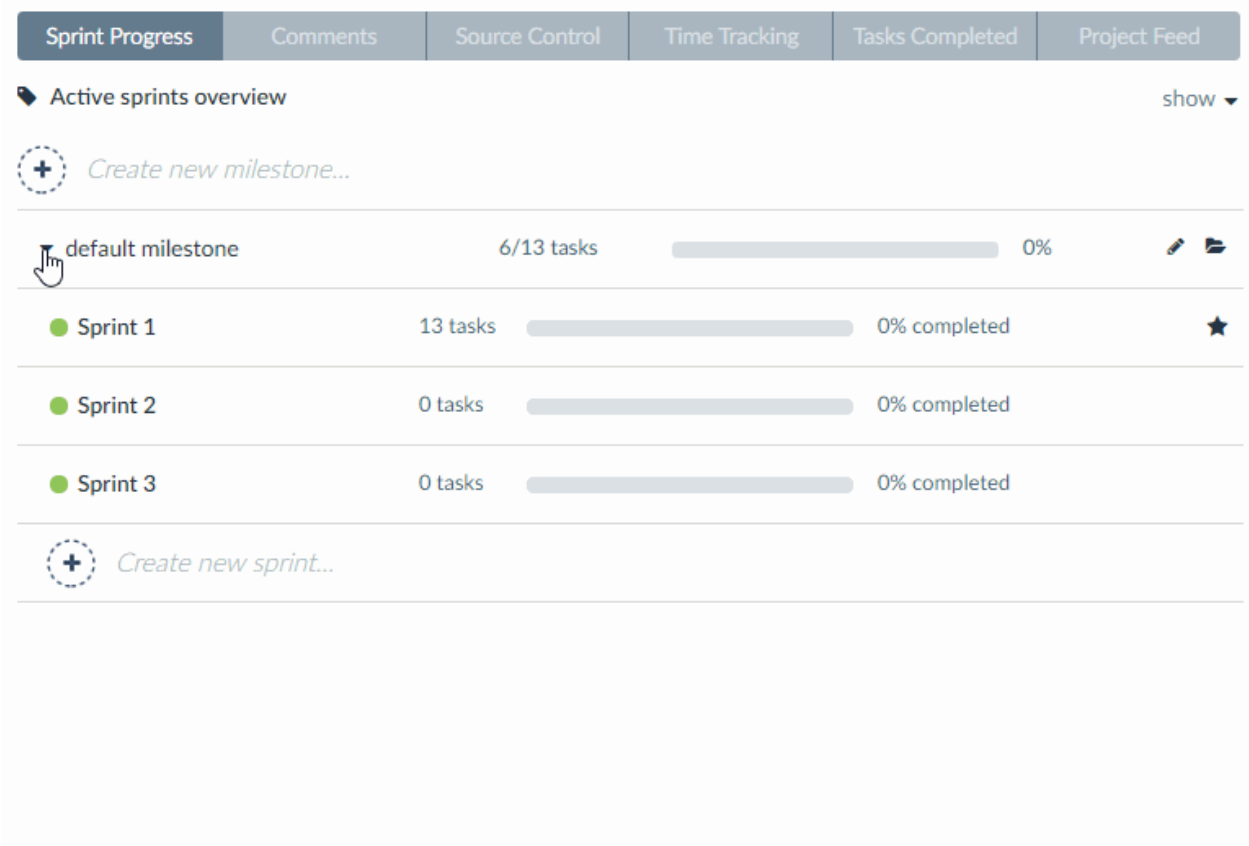


Managing Milestones & Sprints

Milestones can contain one or more sprints and you can have as many milestones and sprints as you like. Sprints and milestones are essentially a way to break a project into smaller chunks. Examples of milestones could be an Alpha, Beta and Official Release or it could be used to divide a project into categories such as Development and Marketing.

Typically, each sprint will be 1-2 weeks in length. By dividing the project into smaller chunks, the team have an achievable goal that is in the near future and this often leads to increased velocity as the team pushes themselves to reach the goal.

With longer sprints there is less urgency until later in the sprint but it is really about experimenting to find what works for your team.



SPRINT PROGRESS EXPLAINED

1 – Create a new milestone

Just type the name and press enter.

2 – Collapse/Expand Milestone

If you have multiple milestones you can collapse some to keep focused on the current milestones you are working on.

3 – Edit Milestone Name

Click to edit the milestone name or you can click the milestone name and edit inline.

4 – Archive Milestone

To hide a completed milestone, click the archive icon. To see archived milestones, click on the filter shown in no.12.

5 – Total Tasks

The total number of tasks in the sprint including closed and open items.

6 – Percent Completed

What percentage of tasks have been marked completed in the sprint

7 – Active Milestone

This highlights which is the current active sprint. Its determined based on the current date and the date set on the sprint. This also determines which sprint is shown by default on the overview section.

8 – Delete Sprint

Deleting a sprint removes the sprint tag but it will not delete a task with that sprint.

9 – Edit Sprint Name

To edit the sprint name, click edit or click on the sprint name and edit it inline.

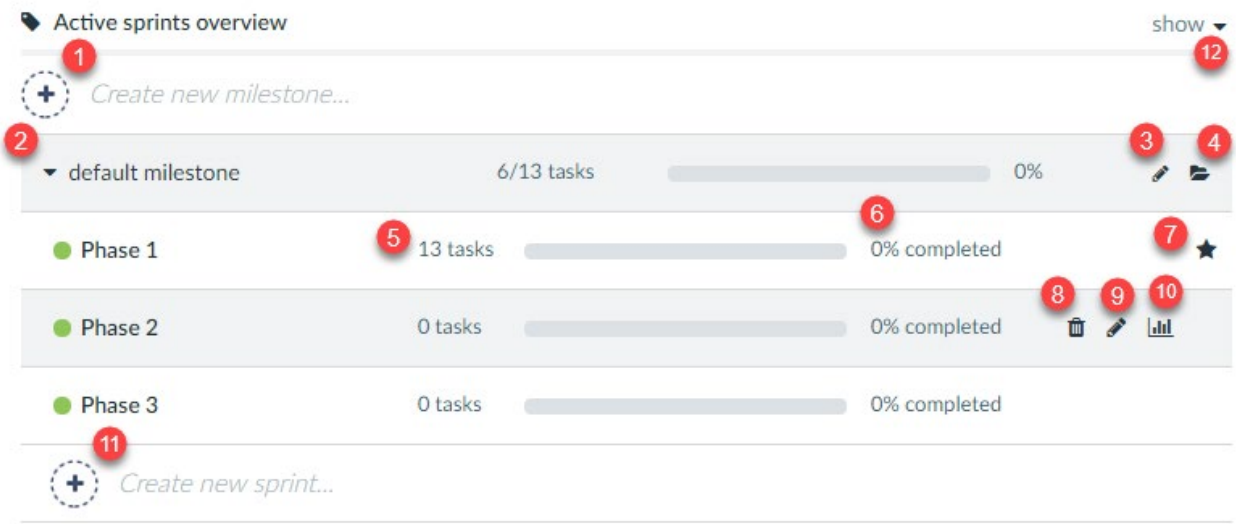
10 – Sprint Progress

Sprint progress shows information on projections and burn-down for the project. A more detailed explanation for sprint progress is available in another help topic.

11 – Create New Sprint

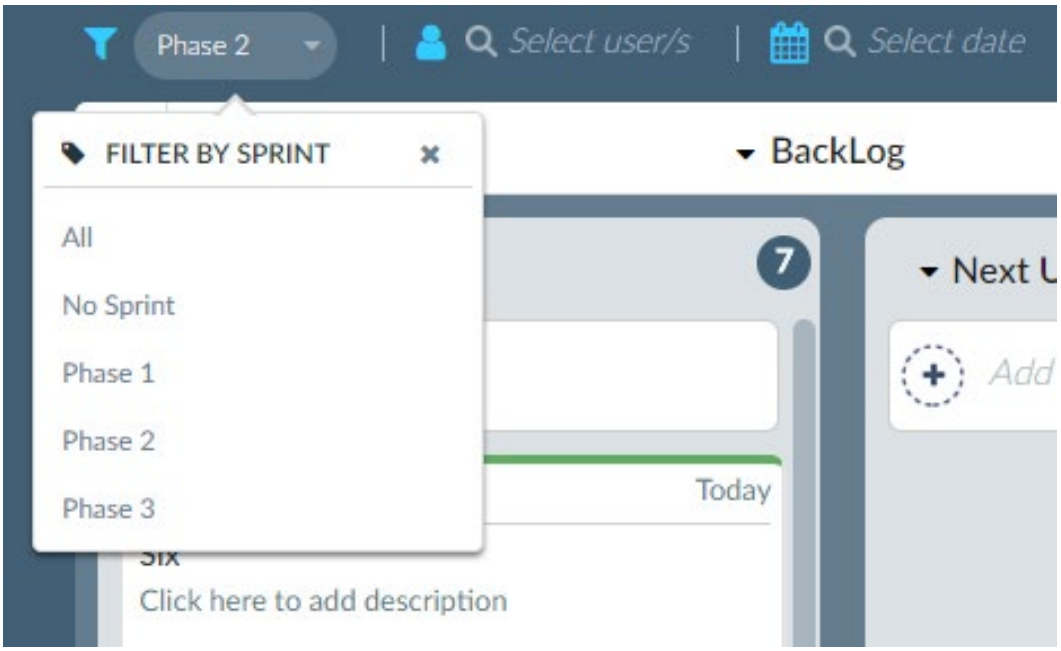
Type a new sprint and press enter. It will immediately have the cursor ready to type the next sprint name.

12 – Filter active/archived milestones
To switch between active and archived milestones, click the drop-down and choose the applicable item.



FILTERING BY SPRINT

You can then filter the Kanban view to show a specific sprint. Note: Once a sprint filter is applied to the Kanban view, all new created issues are automatically tagged to that sprint.



Smart Commits

To use Smart Commits, you should have integrated your project with GitHub or BitBucket first, by using the Source Control connectivity on the project's Sidebar.

Smart Commits lets you automatically link a commit or checkin from GitHub or BitBucket to a task in TaskBlast, just by formatting your commit like this on those tools:

TB-187 #comment *fixed kanban bug* #move *laneName*

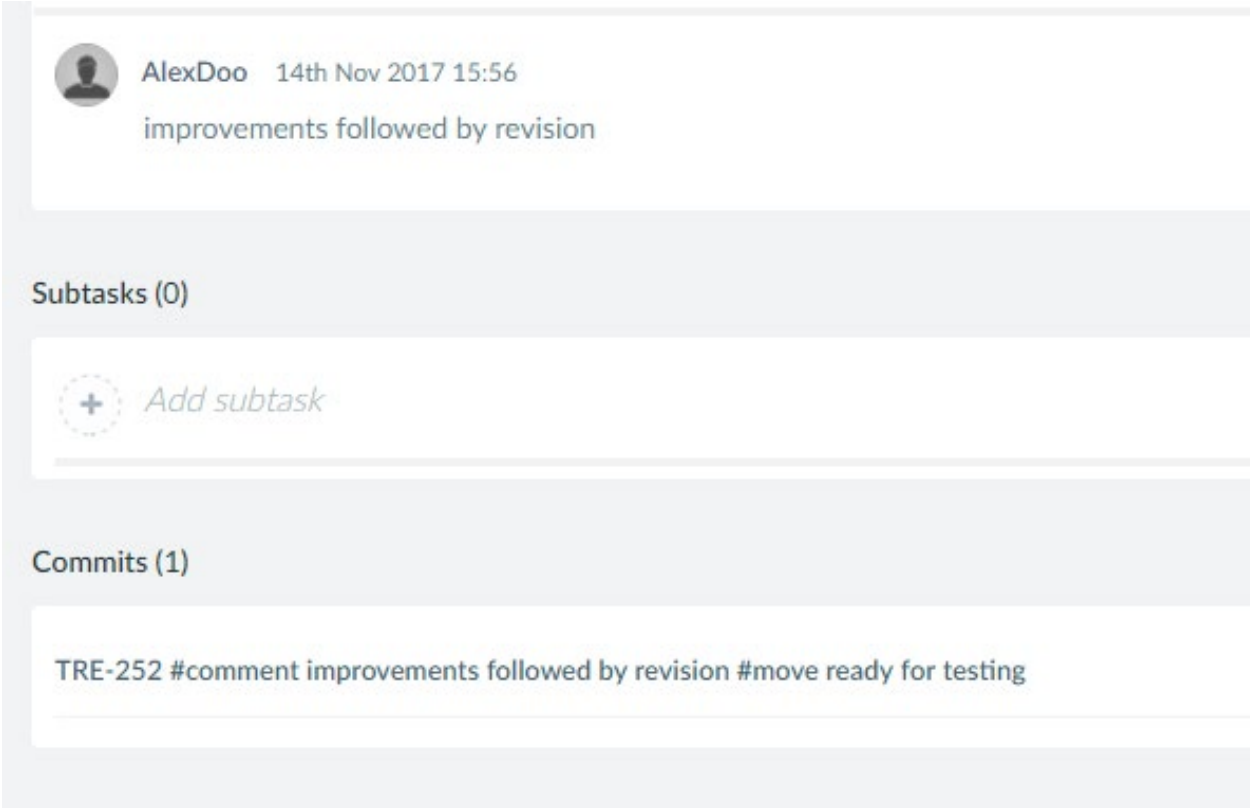
It must first start with the TaskBlast task identification, in this case TB-187.

Then if you want to add a comment to the task add #comment followed by the comment you want to leave.

Finally, if you want to move the task to another sub-lane, for example "ready for testing" then add #move followed by the sub-lane name.

If there are multiple sub-lanes with the same name you can be more specific and add the lane and sub-lane for example laneName::sublane or Completed::ReadyForTesting

As we can see in this real example, the commit shows up and also the comment is added automatically also.



You can then click on a commit to be brought to that commit in GitHub or BitBucket.

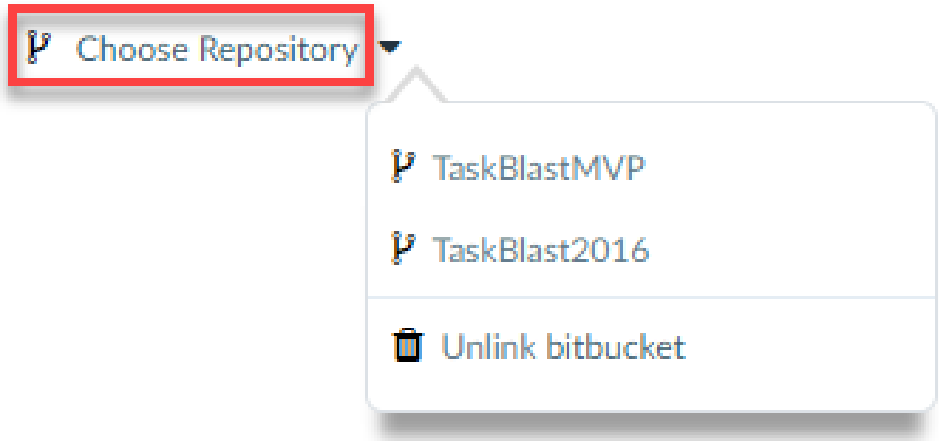
Source Control Tab

This article uses Bitbucket in the example but the process is very similar with Github.

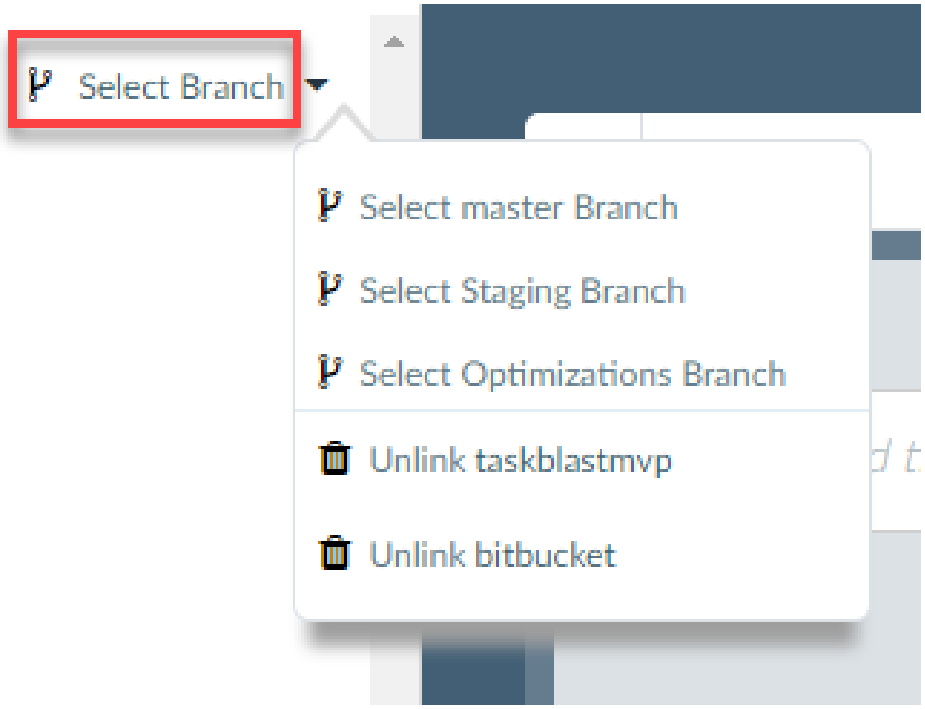
Once configured, you can display the commits from any specific branch. You can also use smart commits to automatically display the commit comment in the task or to move the task to a specific lane.

Setting Up Source Control

On the Project Sidebar menu, click on the source control tool of your choice. You should then follow the instructions to authorize TaskBlast. Once completed, choose a repository from the drop-down displayed in the top left of the view.

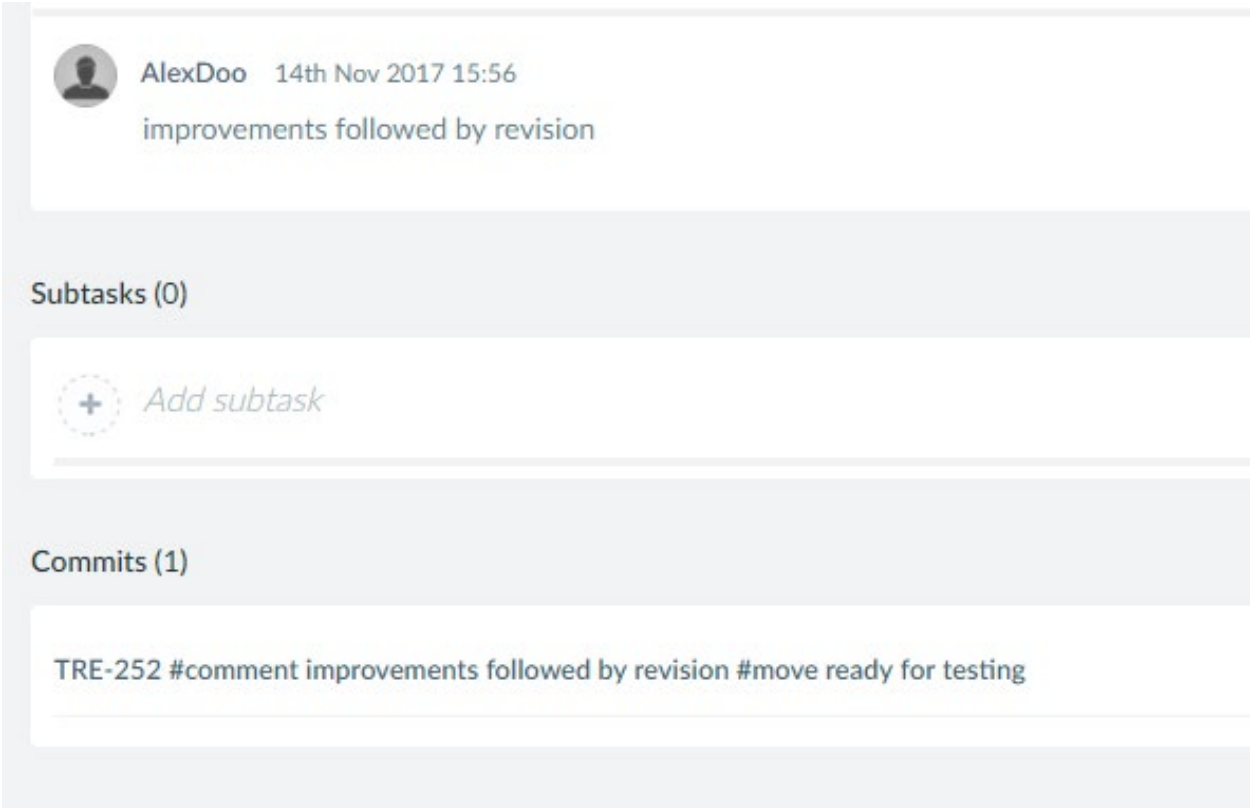


Then on the right side drop-down choose which branch to show commits from.



Now TaskBlast will show all commits from that branch. You can change the branch at any time. To unlink a repository or BitBucket, choose the unlink options at the bottom of the branch dropdown on the right.

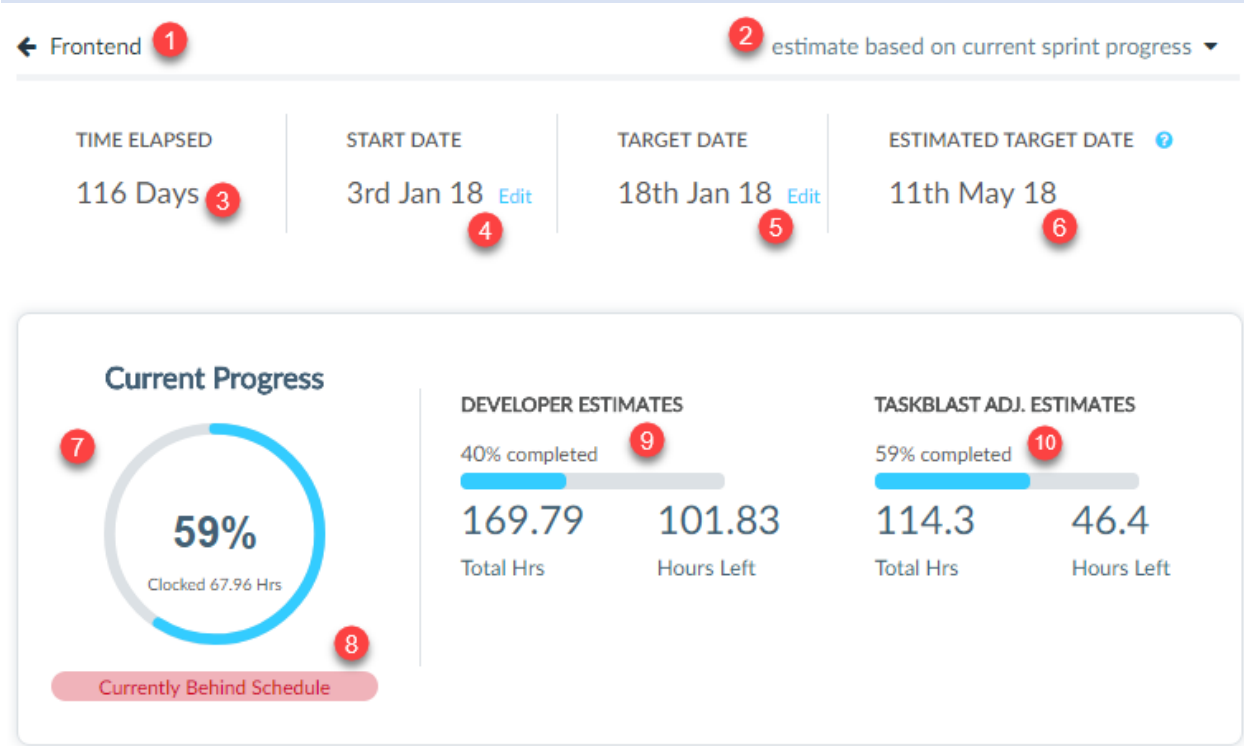
As we can see in this real example, the commit shows up and also the comment is added automatically also.



You can then click on a commit to be brought to that commit in GitHub or BitBucket.

Sprint Progress – Stats

The sprint progress view helps identify the expected hours and likely finish date of the current sprint by analyzing various data including each individual developers' previous estimates and actual time, the velocity and more.



1 – Return to sprint management

2 – Estimate based on current sprint or multiple recent sprints

TaskBlast can calculate the estimates based on the current project information only or it can use the last few recent sprints. The latter should be more accurate but initially until you have completed 4 or 5 sprints you should use the “estimate based on current sprint”.

3 – Days Elapsed since the project start date

4 – The start date of the project

This can be edited by clicking on the edit link. You can also edit the sprint start and end date from the sprint management view by clicking on edit.

5 – The Target date to finish the project

This is the date you plan to finish the project by.

6 – The estimated target date the project is expected to finish

This is calculated based on your current velocity and after taking into account the developers previous estimates and actual. It then calculates what date the project is expected to finish based on the current available data.

7 – Current Progress

The % complete is calculated based on the total hours and hours left for adjusted estimates. Adjusted estimates is explained in section 10. It also displays the total hours clocked under the % complete.

8 – Behind or On Schedule

A badge will indicate if the project is on track or if it is behind schedule. It does this by comparing the estimated target date with the target date you set.

9 – Developer Estimates
The total hours and hours left are based on the developers estimates and the number of hours currently left. There is no adjustments to these values and they assume the developers estimates are accurate.

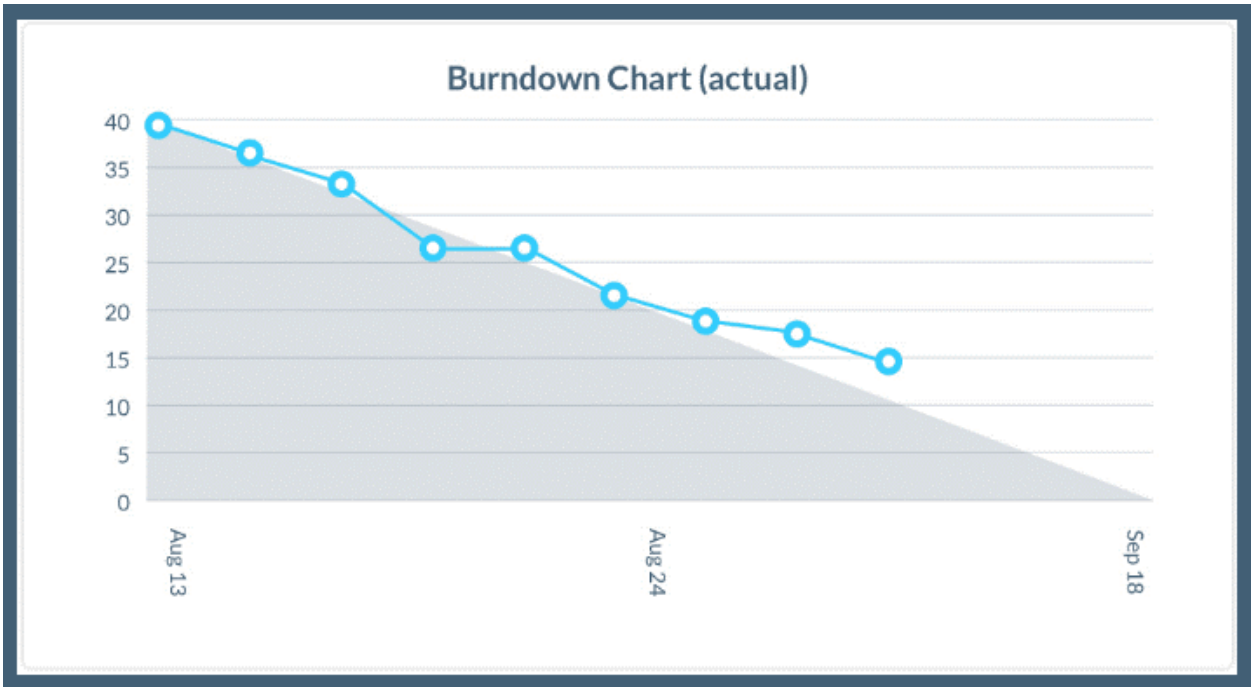
10 – TaskBlast Adjusted Estimates

The adjusted estimates do not take the developers estimates for granted. Instead they use historical data from each individual developer and if a developer has consistently taken 50% more time than his estimates then it will adjust the total hours to reflect this. In theory this should give you a more accurate estimate on the total hours, hours left and the expected finish date.

It continually adjusts so if your developers get more accurate over time, it will reduce the adjustment.

Burn-down Chart

The burn-down chart shows the actual number of hours left on any given day and then it analyses the number of hours per day you averaged during the last 5 sprints to project how many hours will be left every day going forward until the project is completed. All data to the left of today's date is actual data, all data to the right of today is projected.



Time Tracking Tab

The Time Tracking Tab (located on the Sidebar of the Project Taskboard) only shows tasks assigned to you. It does not show time recorded by other users.

1 – User Permission Options

2 – Filters

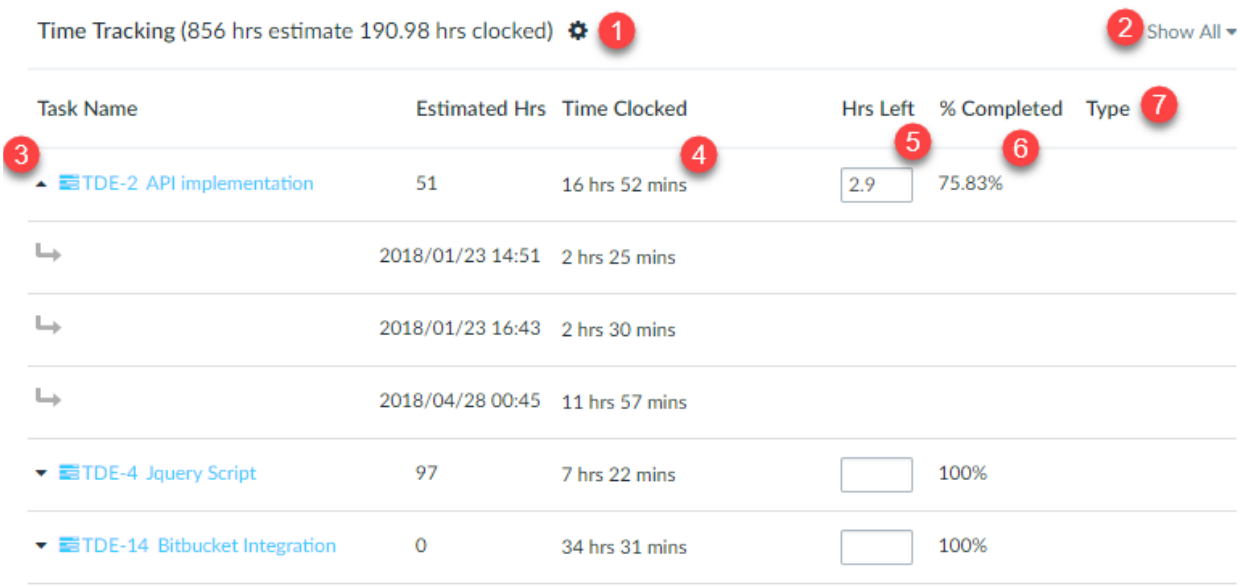
3 – Time Tracking Entries

4 – Time Clocked

5 – Hours Left

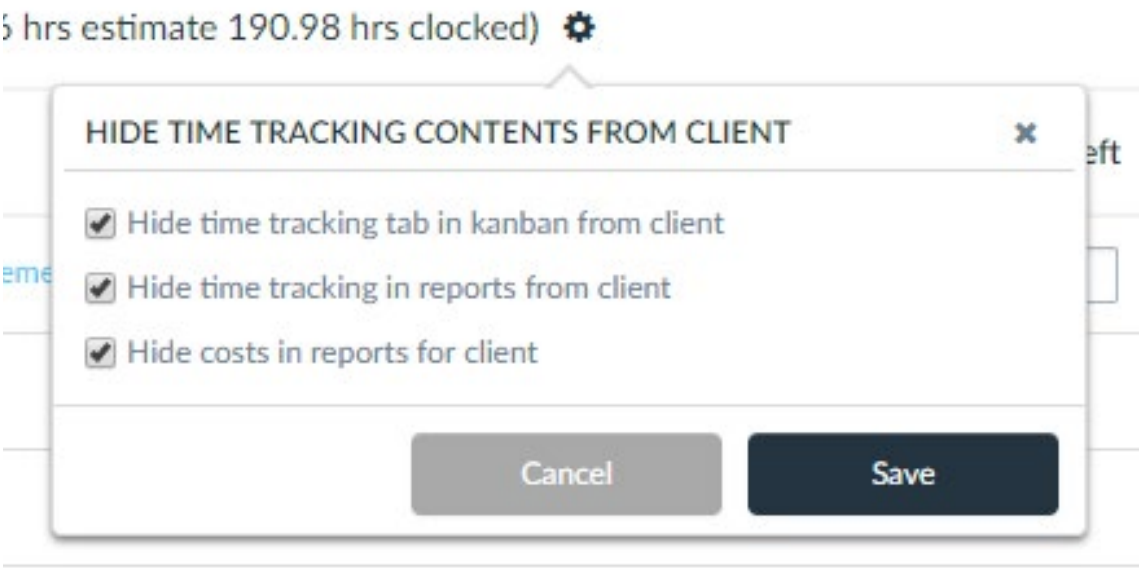
6 – Percent Complete

7 – Billing Type



USER PERMISSION OPTIONS

When you add a new user to the company you can specify if they are a client. A client is an external client that you are completing work for or a stakeholder. You have the option of hiding the time tracking reports, costs or both from clients.



FILTERS

You can filter the time tracking entries by date or by billing type. There are two billing types, billable and non-billable. Non billable time will not show any cost.

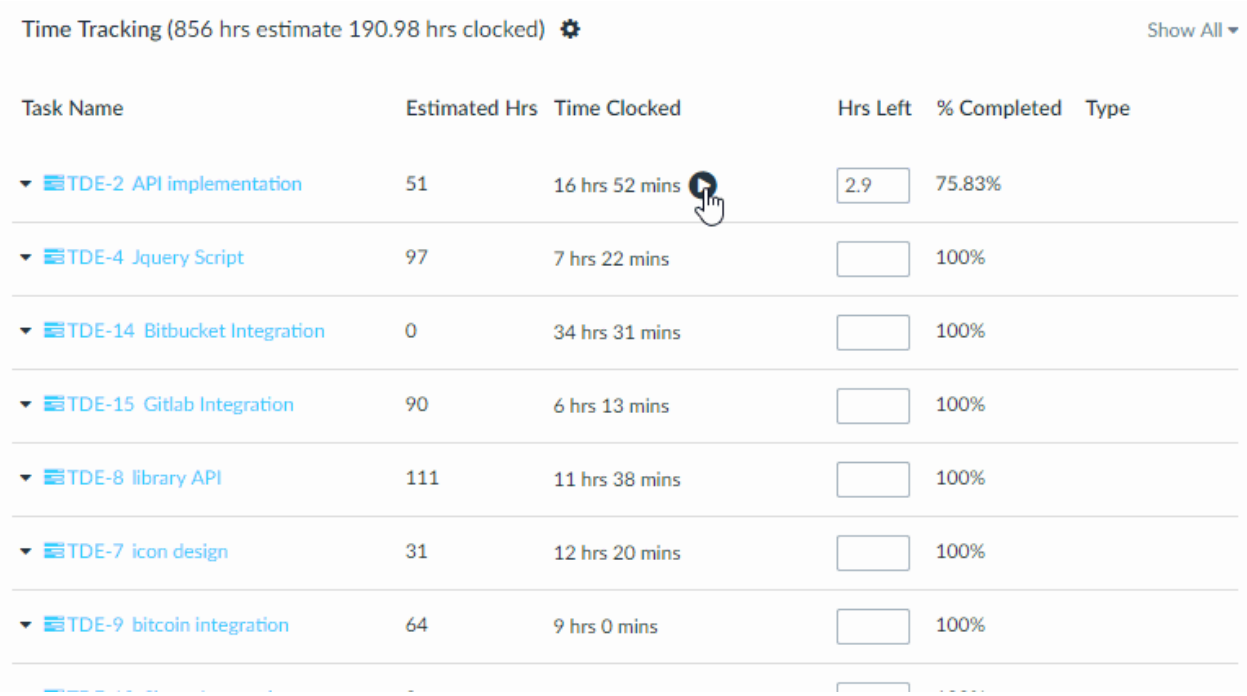
TIME TRACKING ENTRIES

This displays all the tasks assigned to you. Each task can be expanded. If there was more than one-time entry clocked it will show those when expanded.

You can also clock time, edit time and delete time from here although we recommend using the Global Time Tracking Tool for clocking time.

CLOCKING TIME

This animation shows the various options to start clocking time, pausing time, submitting time and adding comments and also deleting time.



The total hours clocked for the logged in user are shown in the top left of the time tracking tab.

TASK EDITOR

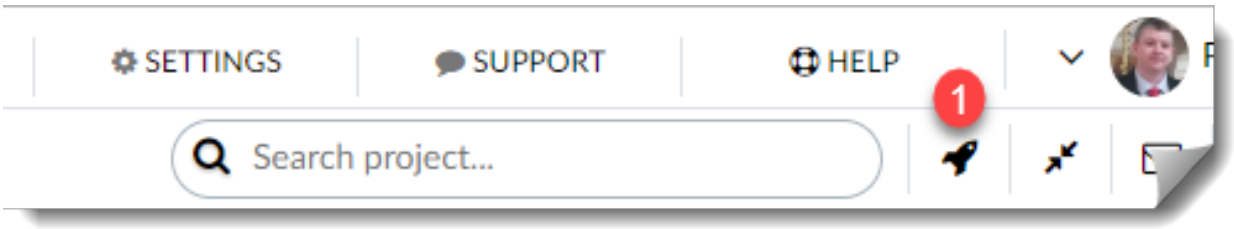
Creating a card or task

There are two ways to create a card. The first is a quick task which consists of just the title and basic text description. This is ideal for a high-level task where you do not have specific details and screenshots yet.

The other way is to use the full editor and this is ideal if you would like to add screenshots or write a more detailed description.

Creating a quick task

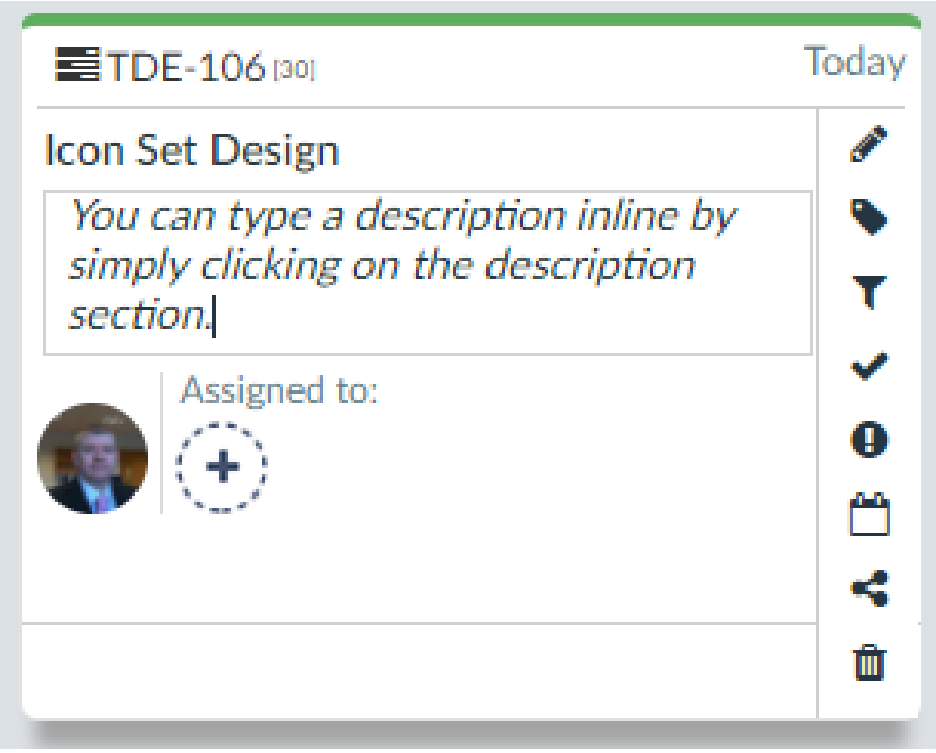
The quick task option can be turned on or off via the flash icon (1) in the filter bar.



By default, the option is turned on and when it is you will see this option in every sub-lane:

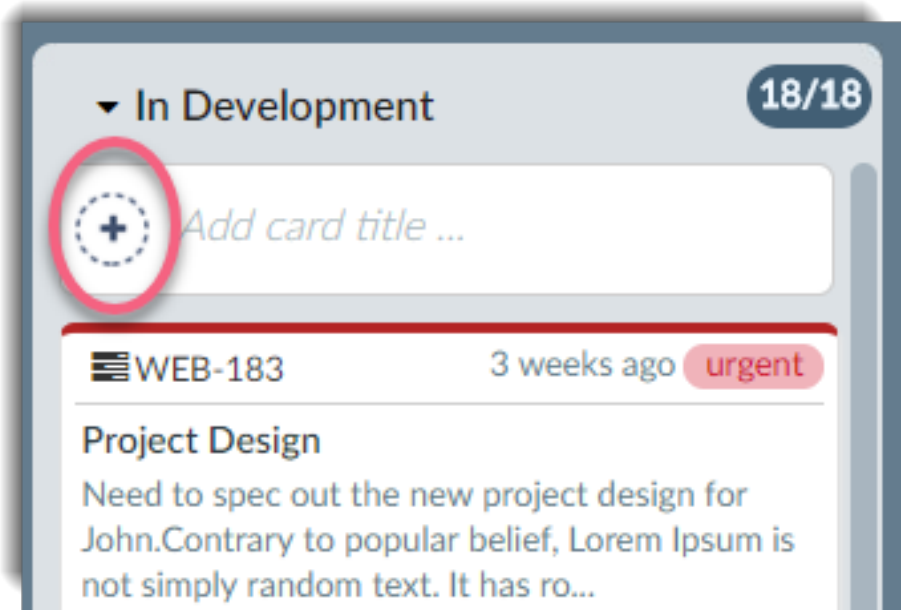
After creating a quick task, you can set the description by clicking on the placeholder text “click here to add a description” and begin typing inline.

Please note: once this description is set you can no longer change it inline on the card. To make further edits click the edit icon and edit the description in the editor.



Add a card – Editor View

To add a card with the full editor view and additional options hover over the sub-lane until the + icon appears. Click that and the full editor view will appear.

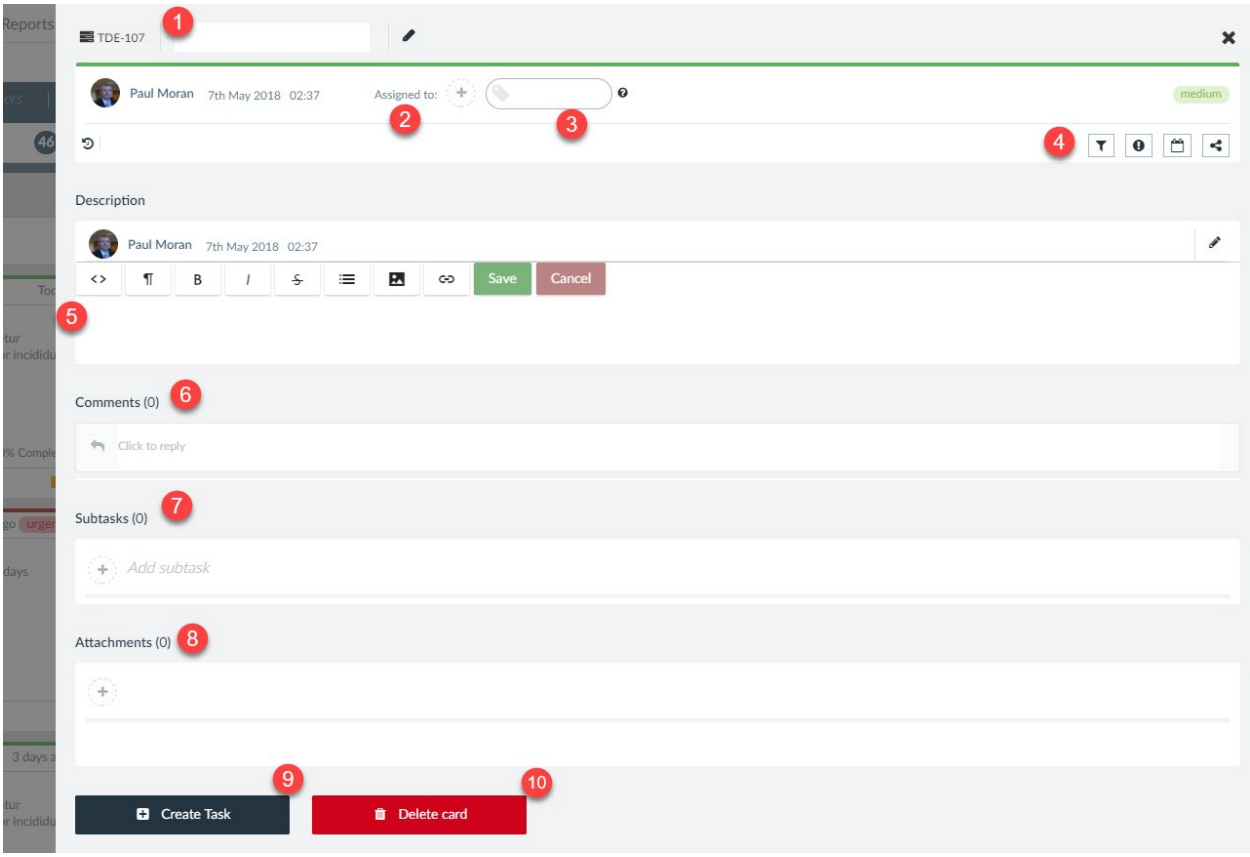


In the editor view fill out the following details:

1. Title (Once you press enter it will automatically move to the description field)
2. Set assignee (optional)
3. Add a tag (type the tag name and press enter)
4. Set attributes such as sprint, priority, status, due date, estimated hours etc (optional)
5. Add description, you can copy and paste images directly into the editor
6. Add any additional comments (optional)
7. Add any sub-tasks (optional)
8. Add any file or image attachments by clicking on the + icon and navigating to the path of the file or image.

9. Once you have filled in the relevant data click create task to create the card/task.

10. If you want to cancel and not create a tile at this time select delete card.



RELEASES

Releases View (beta)

The releases view helps manage the release process.

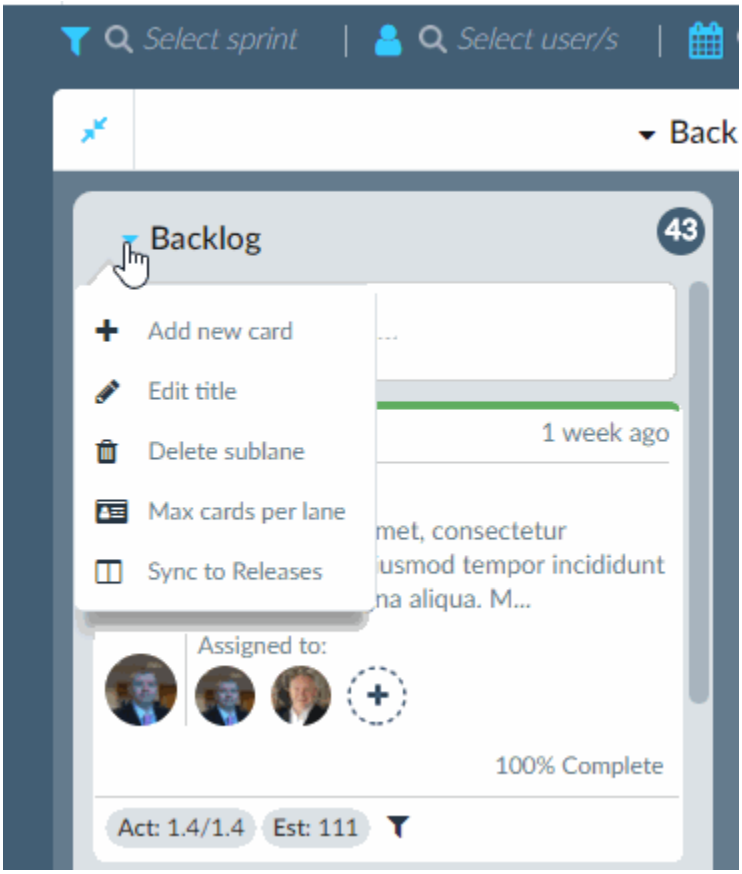
Linking Kanban sublanes to Releases lanes

There are 3 lanes on the default Kanban View:

- Backlog
- In Progress
- Completed

Each of the sublanes within those lanes are linked to the Todo, In Progress and In Testing lanes on the Releases View.

You can also update those links on the Kanban view by clicking on the sublane drop-down and picking the Releases lane you want to link to.



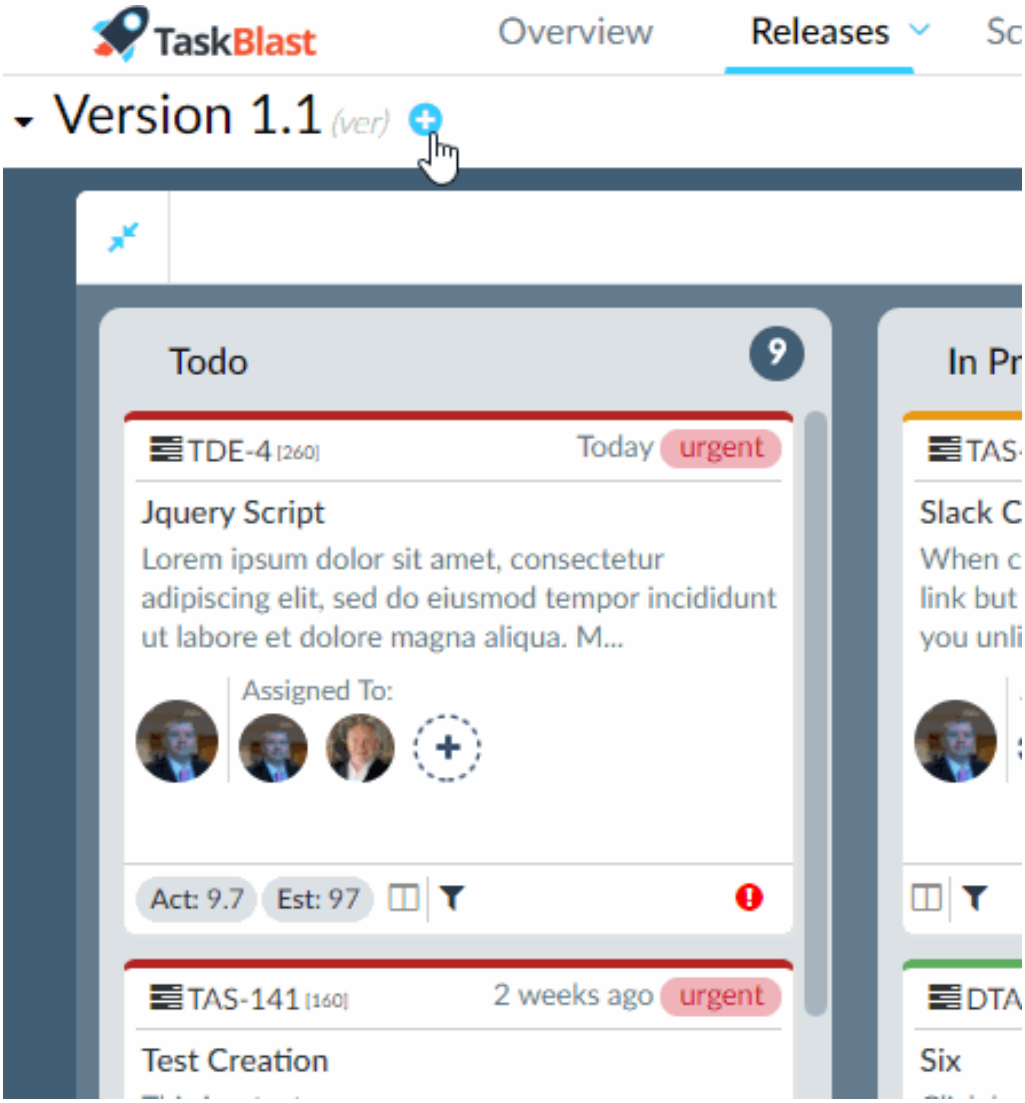
Once a link is created between the Kanban sublane and Releases lane, any tasks moved on the Kanban will automatically be moved on the releases view, ensuring you never have to duplicate your work.

Multiple Projects

One of the big differences between Releases and the Kanban is that Releases can include tasks from multiple projects. This is useful if you have different projects all contributing to one Release. For example you might have the Marketing team working on marketing and promotional material for a Release. You might have another project for the Development process, but both projects would be part of the same Release.

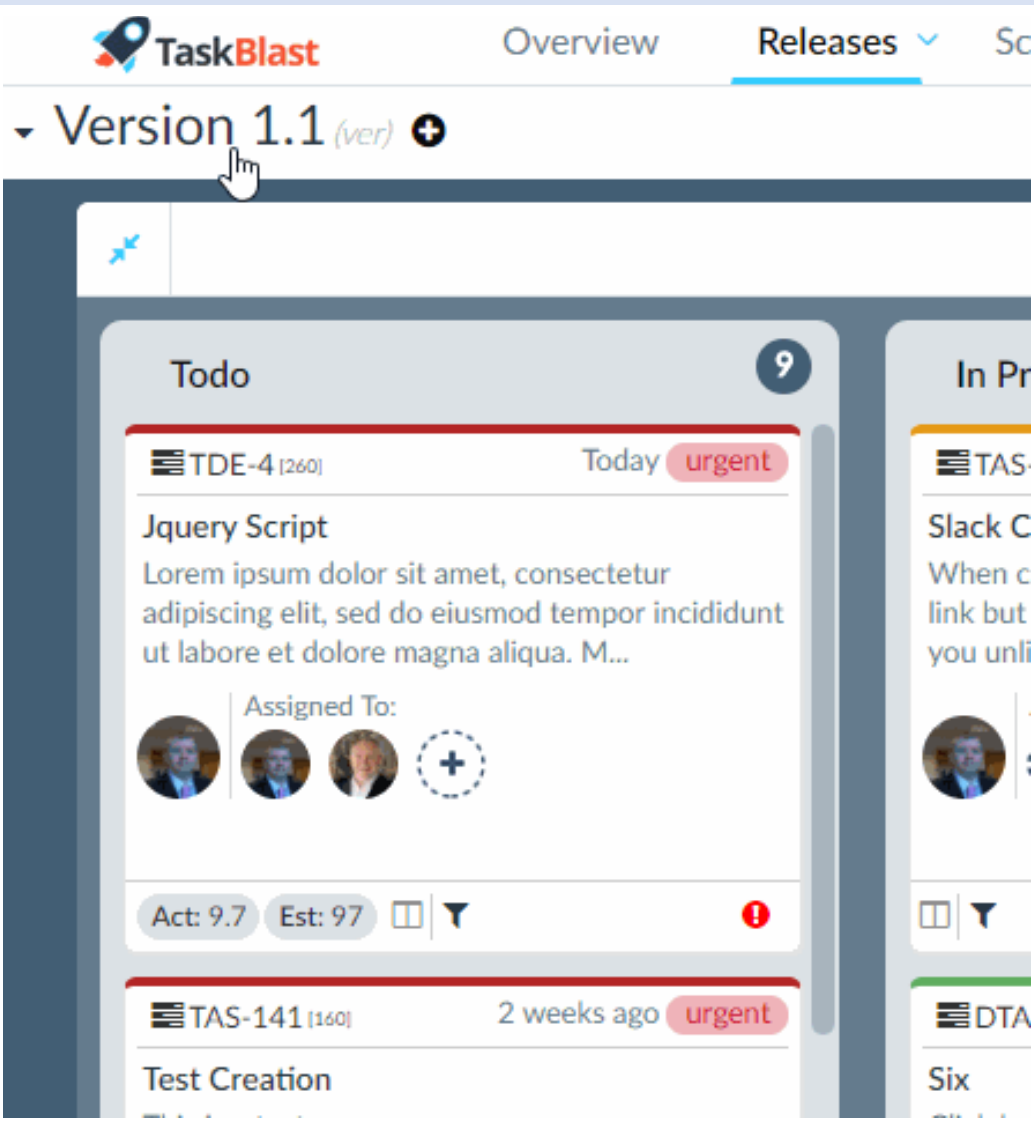
Creating a new Release

To create a new Release, click on the + icon and enter the Version/Release name:



Managing Releases

You can delete, archive and un-archive a Release. Notice archived releases are greyed out and shown at the bottom of the releases section.



When you archive a Release, it automatically closes all the issues in the Release and archives that Release.

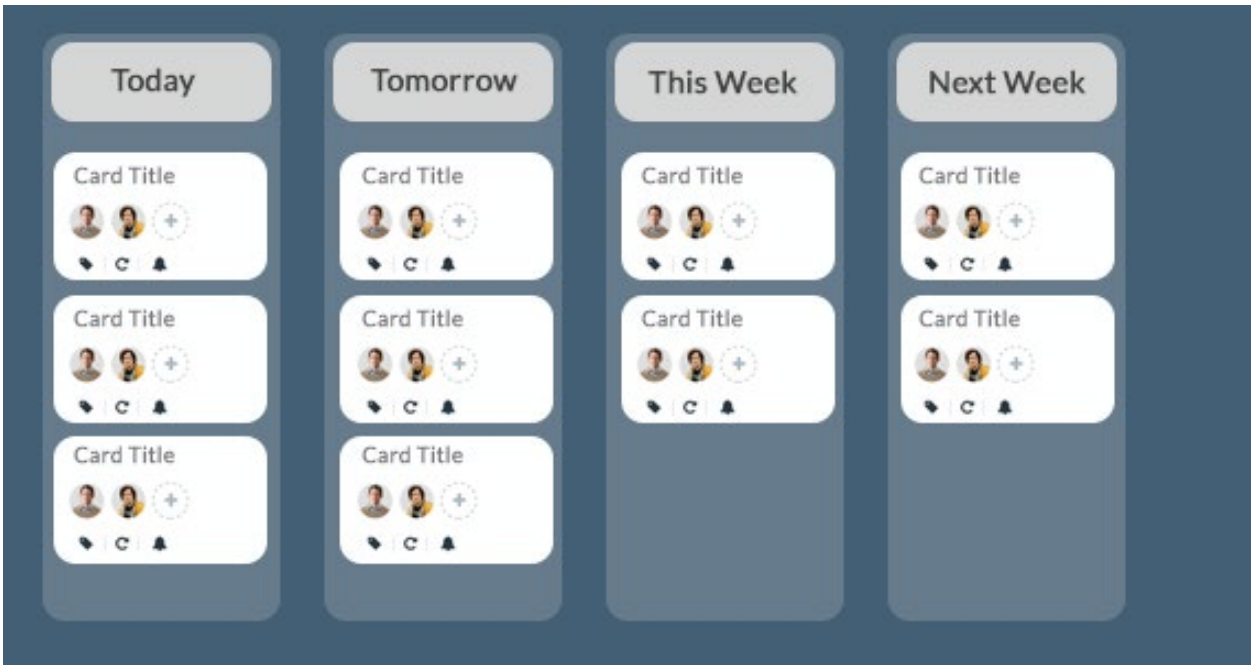
SCHEDULE VIEW

Schedule View

The Schedule view has the same consistent Kanban format with the main difference, the lanes and sub-lanes are based on date ranges.

We found that typically it is very difficult to tie the date you'll work on an issue to a specific date. This is because it is difficult to accurately estimate an issue until you dig into it and also other issues often get pushed up in priority.

Considering that, we decided to take a different approach and it was simply to allow you to arrange tasks by logical date ranges. Just drop your tasks into sub-lanes such as today, tomorrow, this week, next week and so on.



Tasks then automatically move through the different buckets as time progresses, so if you had 10 issues in the tomorrow lane, at midnight they would automatically move to the today lane.

Initially all your tasks without a due date will be in the unscheduled lane. You then move those from unscheduled to the relevant lane. Any issues with the status on hold, blocker or awaiting feedback will be automatically moved to the on hold/need info lane.

Issues with a due date of more than next week will move to future scheduled lane and finally if you want to plan a future item but do not have a specific date you can drop it into the no due date set lane.

Other than that, the functionality of the Schedule view is the same as the Kanban view so I invite you to explore some of the other key Kanban tutorials if you have not already to ensure you get the best out of using the Schedule view.

Schedule View – My Tasks

My Tasks view is identical to the Schedule view in every way; however the difference is that My tasks view shows ONLY tasks assigned to you. It is a great place to plan your day or weeks ahead.

It is also ideal for personal tasks that are not specific to a project.

SETTINGS

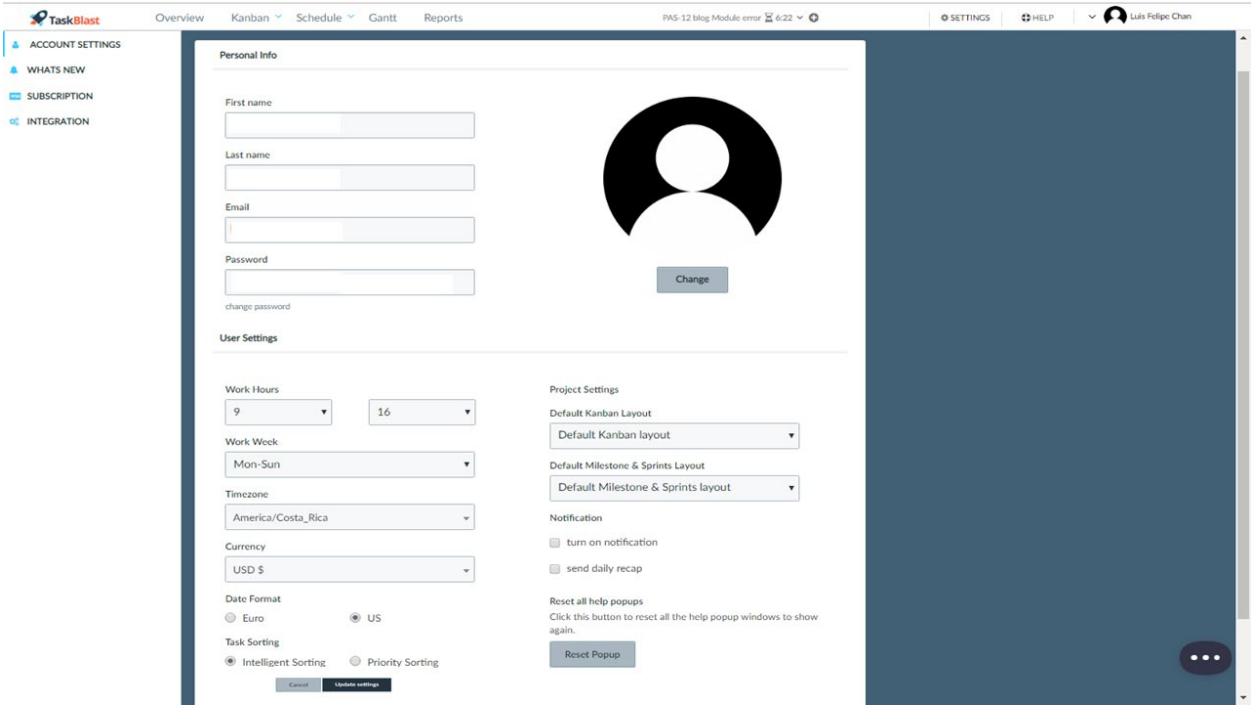
Settings

TaskBlast offer you a settings options for make changes when you want. We give three options to make changes.

One of them is your account options here you can change you photo profile, personal information and your settings as user

Account Options

This is the first station of the trip. Your personal information is very important for your company and teammates because they need to know how call you and how many task are you done. this is screen of this section

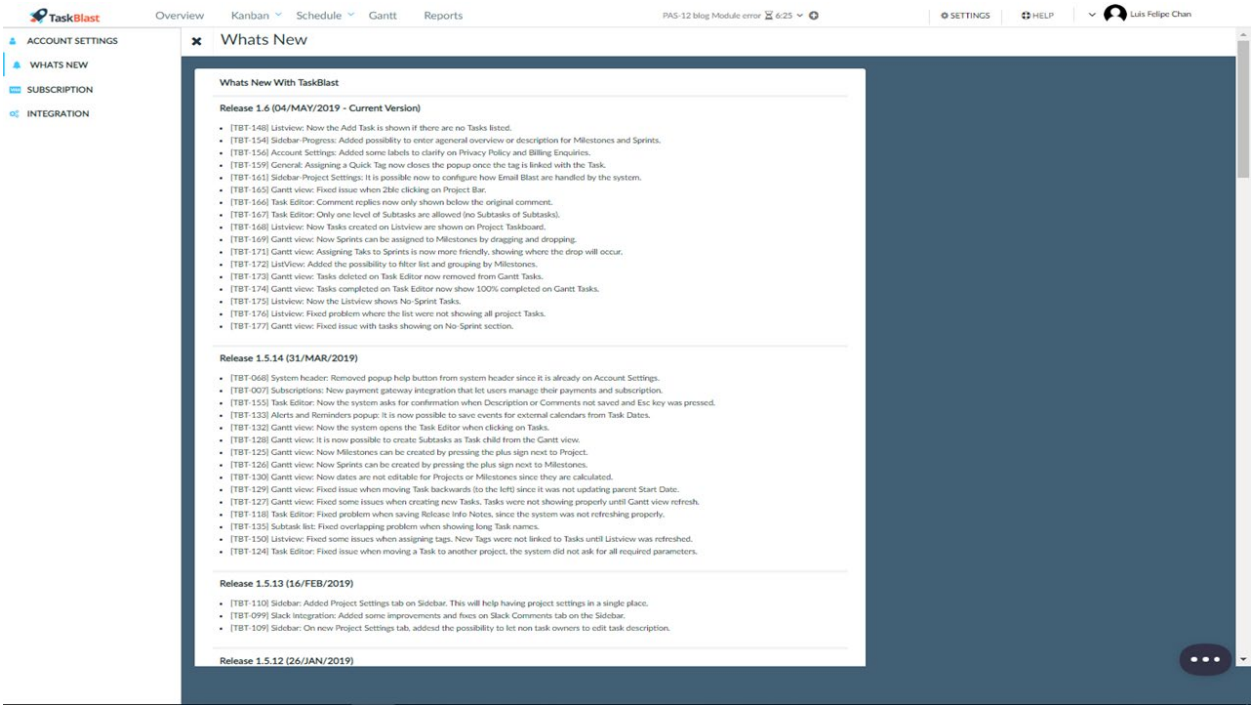


Here you can in the higher part four fields you can change the information and update also you can change or add a profile photo down of the personal info section we can found the user section there you will see your principals performance. Finally, we have the projects section in this place you can reset or skip notifications about the project.

If anything is ready here you can press update settings option and you can continue working in the team projects.

Whats New

This stop is only for you know what changes made the development team who works in Task Blast application for improve and make it better for you.



Subscription The subscription section shows the information about your subscription.

Import Projects

In case you are using another Project Management system or want to have a Project template to create new projects using a standard structure, you may use the Project Import functionality to import projects into TaskBlast.

To import a project, you will use an Excel template file (it can be downloaded from *this link* or directly from the Import option within the system), to fill all the required data and then use this Excel template to import it into TaskBlast.

For new users and users considering to use TaskBlast, we will be including some Project template examples here for you to import predefined Demo projects to start working with TaskBlast:

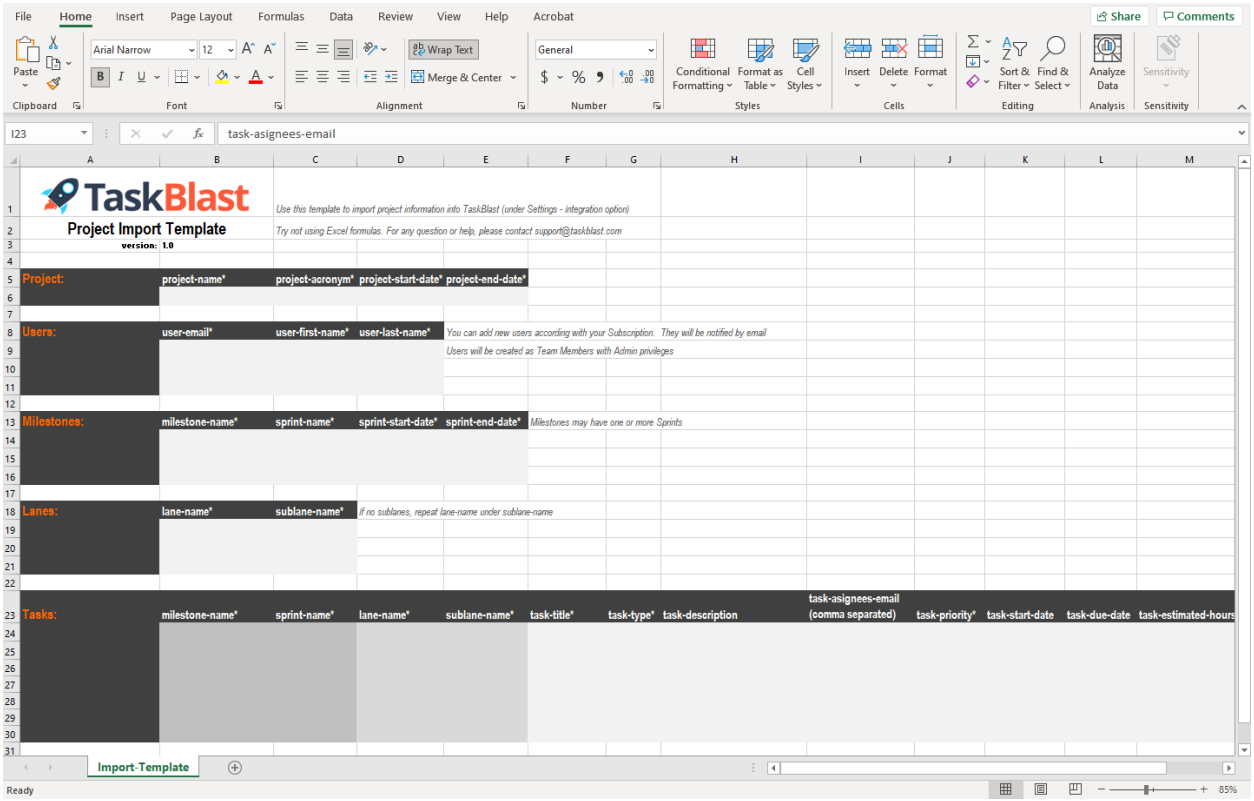
TEMPLATE EXAMPLE FOR SOFTWARE DEVELOPMENT PROJECT:

- Import Template: please use *this link* to download template.
- Description: This project is a project example of Software Development project with Tasks to design and develop a Mobile App, a Website and do some Marketing. The project has some Milestones with Sprints, and Tasks distributed in different Sprints and Taskboard Lanes.

PLEASE NOTE:

To make things easier, an Excel template file is all you need to do the import. You won't need to generate any CSV, TXT or any other file format.

The Excel template have the following sections (fields with * are required):



PROJECT:

This section contains general information about the Project to import.

- project-name*: name of the Project. May contain spaces and some special characters.
- project-acronym*: will be used as a prefix to Tasks ids for the project for better referencing of Tasks. Must be 3 characters long and upper-case.
- project-start-date*: date when the project starts (date in Excel format so you don't have to worry about it).
- project-end-date*: date when the project ends (date in Excel format so you don't have to worry about it). Must be a date after project-start-date.

USERS:

This section contains information to import new users to the system. Can be left blank if there are no new users and Users already in the system will be ignored. Please consider the maximum numbers of users you may have with your Subscription when importing new users.

- user-email*: email address of the user. Should be a valid email address.
- user-first-name*: first name of the user to import.
- user-last-name*: last name of the user to import.

MILESTONES:

This section contains information on Milestones of the project (milestones are top-level phases of the project), and Sprint information (Sprints are small and iterative phases of the project).

- milestone-name*: name of the Milestone to import. If the Milestone has several Sprints, please repeat the Milestone name for all it's Sprints.
- sprint-name*: name of the Sprint to import and that is in the scope of the Milestone in the same row.
- sprint-start-date*: date when the Sprint starts (date in Excel format so you don't have to worry about it).
- sprint-end-date*: date when the Sprint ends (date in Excel format so you don't have to worry about it).

LANES:

This section contains information to create the project Taskboard, where Lanes are major States for Tasks, and Sublanes is where Tasks are placed within the Taskboard.

- lane-name*: name of the Lane to import. If the Lane has several Sublanes, please repeat the Lane name for all it's Sublanes.
- sublane-name*: name of the Sublane that is part of the corresponding Lane.

TASKS:

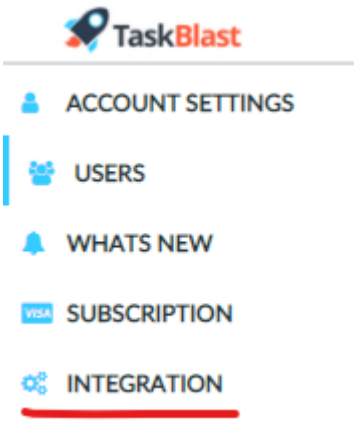
This section contains information about the Tasks of the Project. Since Tasks are placed on Sublanes and on Sprints, you need to explicitly indicate this information for every Task in order to correctly assign the Tasks when doing the import process.

- milestone-name*: name of the Milestone to where the Task will be associated.
- sprint-name*: name of the Sprint to where the Task will be associated.
- lane-name*: name of the Lane to where the Task will be associated.
- sublane-name*: name of the Sublane to where the Task will be associated.
- task-title*: tile of that generally describes the Task.
- task-type*: type of Task, which can be “Task”, “Bug”, “Feature”, “Story”.
- task-description: a brief description of what the Task is about. You can use HTML tags in the description.
- task-assignees-email: comma separated list of emails of users assigned to the Task.
- task-priority*: priority for the Task, “Low”, “Medium”, “High”, “Urgent”.
- task-start-date: date when the Task starts (date in Excel format so you don’t have to worry about it).
- task-due-date: date when the Task ends (date in Excel format so you don’t have to worry about it).
- task-estimation-hours: estimated hours of effort to complete the Task.
- task-tag: a label or tag to classify the Task and help you filter by Tag in the Taskboard.

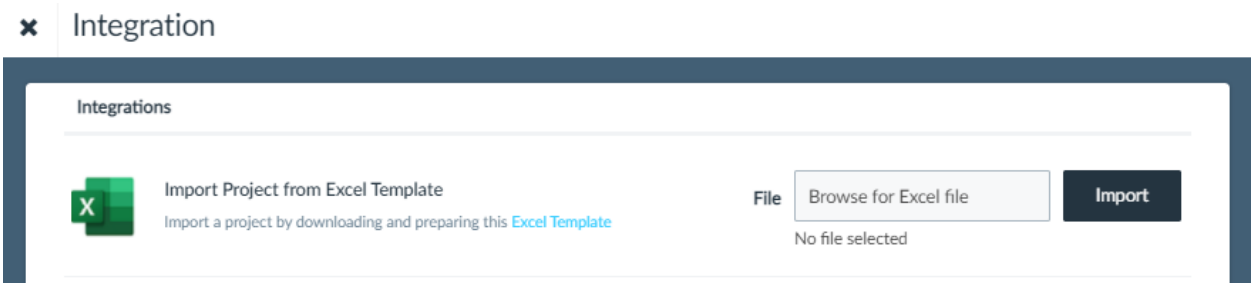
IMPORTING THE PROJECT USING THE EXCEL TEMPLATE:

To start importing a Project, go to the Settings section (Setting button in the top bar of the system):

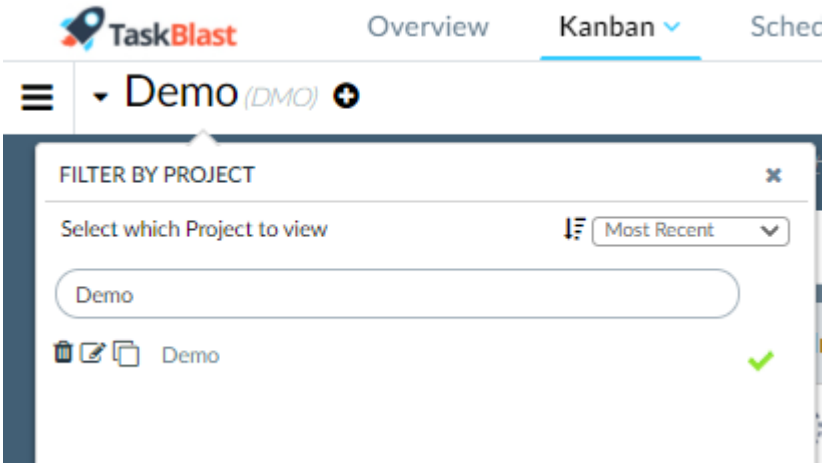
Then select the Integration option in the left menu:



Browse for the Excel template file with project data and click Import:



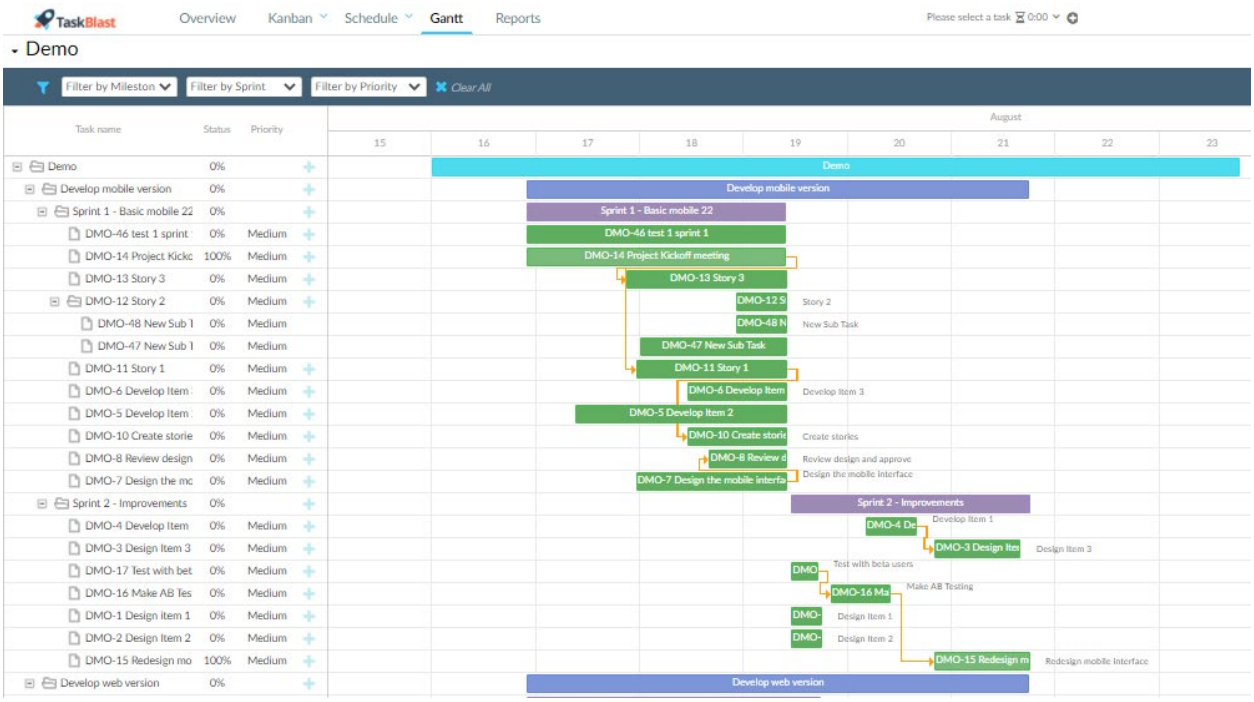
The system will import the Project. Once imported, please select it from the Kanban or ListView panel:


TaskBlast
Overview
Kanban
Demo (DMO)
FILTER BY PROJECT
Select which Project to view
Most Recent
Demo
Demo

GANTT VIEW

Gantt View

The Gantt View is seamlessly integrated, ensuring any changes made on the Kanban are instantly reflected on the Gantt view and vice versa. You can also change the order of tasks on the Gantt view by dragging and dropping them.



Filtering the Tasks List

The Task list within the Gantt View can be filtered by the following criteria in the top of the view:

- By Milestone: only Tasks related with specific Milestone
- By Sprint: only Tasks related with specific Sprint

- By Priority: only Tasks with certain Priority

You can also clear the filter by selecting “Clear All”

Dragging Tasks

You can drag tasks in the Gantt calendar to automatically change their start and due date. The change is not only in the diagram but also in the properties of the Task.

Adding Dependencies among Tasks

By selecting a Task and dragging it to another task, a new dependency among the two is created. The dependency means that a Task should not start before the end of the previous Task.

Zoom In or Out

By Zooming In or Out in the Gantt View, it is possible to change the calendar scope to have a broader scope of the length of the Tasks in time.

Change Task order in Gantt

The order of tasks can be changed by dragging them up or down through the list of Tasks shown in the Gantt View list at the left of the diagram.

TECHNICAL

Requirements

The following are the main requirements you should know to use TaskBlast.

Desktop computer and Operating system:

TaskBlast can run on every desktop computer (for example, Windows or Mac OS), that has installed an Internet browser and Internet access.

It is recommended to use a wide-screen monitor (24 inches for example) to have a better view of the different lanes and sublanes of the Taskboard.

Supported Browsers:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox

Please note that Microsoft Internet Explorer is not supported for TaskBlast.

Email account:

You will need a valid email account to sign up to use TaskBlast, as well to send emails to your project email account on TaskBlast to automatically create Tasks.

Third party services account:

To get the most out of TaskBlast, it is recommended to have registered on some third-party partners with which TaskBlast has interfaces, like:

- Slack account to integrate its messaging system directly with TaskBlast projects.
- BitBucket account to integrate commits/checkins with Tasks.

Mobile access not supported yet:

Currently, TaskBlast is not supported on mobile devices like smartphones (for example, iPhone or Android) or tablets (like iPad).

Roadmap

While we are proud of the journey that got TaskBlast to where it is today, the journey for the next couple of months is even more exciting.

You can find information about current Roadmap on this link.

Thank you!!

If you get up to this page, we thank for your interest in **TaskBlast**, and invite you to give us your feedback regarding **TaskBlast** functionality and this **Help Guide**.

Please contact us at support@taskblast.com