

# Volanti Kanban Board – User Guide

Version 0.15 | Last update: 29 June 2025

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A lightweight, single-file application for visual workflow management



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## 1. About the App

The Volanti Kanban Board is a lightweight, single-file application for visual workflow management. It is designed for the Volanti digital plan tables but runs in any modern desktop browser. The app stores all data locally, allowing it to be shared via email or USB and used completely offline.

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## 2. System Requirements

The Kanban Board is a web browser-based application and should be compatible with most modern browsers.

Requirement	Minimum
Browser	Chrome, Edge
Operating system	Windows 10+
Screen	4K touch preferred
Local storage	Must not be blocked or cleared on exit

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## 3. Getting Started

1. **Download** the zipped package that contains [Volanti-Kanban-v0.15.html](#).
2. **Unzip** it and place the file in any folder.
3. **Double-click** the HTML file. Your default browser opens and the board is ready to use.
4. If you see a browser warning about local files, choose *Allow*.

**Tip:** You can keep multiple copies of the file for different projects. Each copy maintains its own saved state.

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## 4. Interface Overview

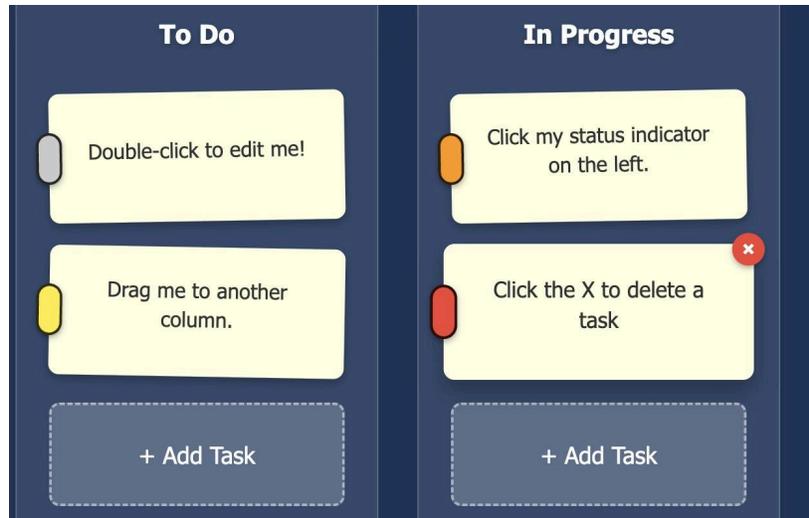
Area	Purpose
<b>Board canvas</b>	Holds the workflow columns and task cards.
<b>Sidebar menu</b> (right edge)	Buttons: Import, Export, Export Text, Full Screen, Clear Board, Settings, Hide Menu.
<b>+ Add Column</b>	To create a new column.
<b>+ Add Task</b>	To add a card.
<b>Task Status</b>	Shows colour meanings: On Schedule, At Risk, Blocked, No status.



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## 5. Working With Tasks



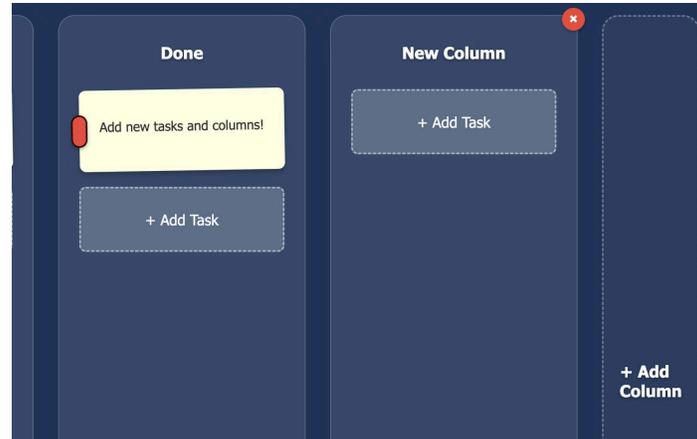
Action	How to Do It
<b>Add</b>	Tap + <i>Add Task</i> in a column. A new sticky card appears.
<b>Edit text</b>	Double-click the card, type, press <b>Enter</b> .
<b>Move</b>	Drag the card to a different position or column.
<b>Change status</b>	Tap the vertical colour strip on the left edge to cycle through status states.
<b>Delete</b>	Select the Task card and click the X at the top left of the card.

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## 6. Working With Columns



Action	How to Do It
<b>Add Column</b>	Click the <i>+ Add Column</i> in the rightmost column.
<b>Rename Column</b>	Double-click the column title, type, and press <b>Enter</b> .
<b>Delete Column</b>	To delete an <b>individual column</b> , hover over a column with the mouse or select a column by touch to reveal an X in a red circle, top right of the column. Click the X to delete the column. A confirmation box will appear to help prevent accidental deletion. To delete <b>all columns</b> , press the Clear Board button in the menu bar. A confirmation box will appear to help prevent accidental deletion.

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## 7. Board Management

### 7.1 Auto-Save

Every change is written automatically to your browser's local storage. Closing the tab or rebooting the computer does not result in data loss. When you restart the app, the previous information will be restored.

### 7.2 Import and Export



Function	Result	When to Use
<b>Export</b>	Saves *.json file containing full board data (columns, order, status).	Backup, send to a colleague.
<b>Import</b>	Loads a previously exported file. The current board is replaced.	Continue work on another machine.
<b>Export Text</b>	Saves a plain text snapshot in column order.	Quick email or archiving.

### Creating & Using Standard Column Layouts

The Export and Import functions enable the creation of standard column layouts. Simply create the columns, Export to save the layout, and rename the file as appropriate. Note, do not change the file's .json extension, otherwise it will not work.

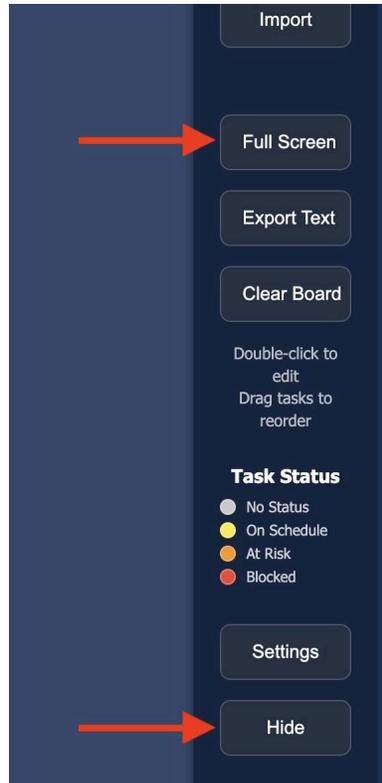
Standard layouts are available for download.

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## 7.3 Full Screen and Menu Hide Buttons



*Full Screen* expands the canvas to fill the screen for maximum workspace.

The *Hide Menu* button in the sidebar collapses the panel, leaving only the board. To restore the menu, press the *Menu* button, located at the bottom right of the display, when the menu is hidden.



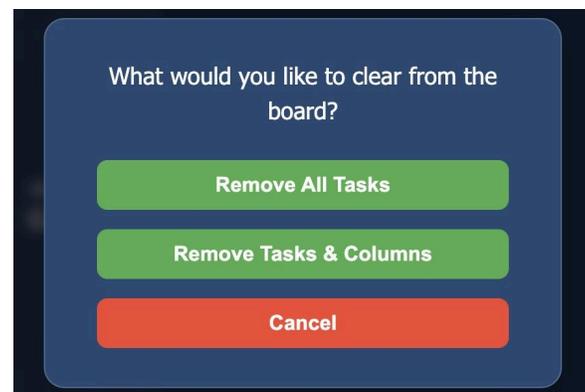
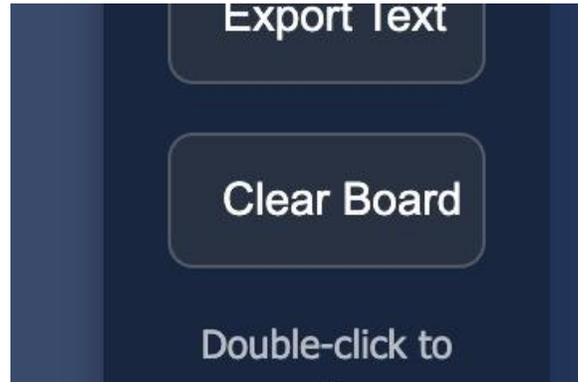
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## 7.4 Clear Board

Click the **Clear Board** button for options to remove all task cards or task cards and columns.



Or click Cancel to abandon changes.

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## 8. Privacy and Data Storage

- **Local only** – No network requests are made after you open the file.
- **Storage location** – Browser localStorage under the key `kanban-v0.15`.
- **Wipe data** – Use Clear Board, or clear the localStorage.
- **Exports** – Files are created on your computer and are not transmitted unless you send them.

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## 9. Tips for Large Touchscreens

- Use a **single-finger drag** to move cards and columns.
  - A **long press** on a card is treated the same as a double-click for editing.
  - The app scales automatically up to 4K; set the browser zoom to 100 % for crisp rendering.
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## 10. Troubleshooting & FAQ

Symptom	Resolution
Logo or icons missing	Ensure you are using the supplied HTML file (data-URI logo is embedded).
Board did not save	Check that the browser is not in private mode or that local Storage is enabled.
Import fails	Confirm the file was created with <b>Export</b> and matches version 0.15 format.
Want to reset everything	Use Clear Board > Everything, or clear the <code>kanban-v0.15</code> key in browser storage.
Need multiple boards	Keep separate copies of the HTML file, or export/import JSON sets as needed.

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## 11. Contact

For feedback: Send a message using the form at the bottom of the page

[www.planworkflow.com/](http://www.planworkflow.com/)

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**\*\* End \*\***