

Artala

Workspace Setup Guide

Everything you need to configure your workspace for your team, from your first login through advanced settings.

artala.app

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Everything you need to configure your workspace for your team, from your first login through advanced settings.

1. Welcome

Welcome to Artala. This guide walks you through every step of setting up your workspace, from the onboarding wizard that runs on your first login to the detailed workspace settings that let you customize Artala for your team's language, calendar, working hours, and workflow.

Artala is designed to work out of the box with sensible defaults, so you do not need to configure every setting before your team can start working. The onboarding wizard covers the essentials, and you can fine-tune everything else later from Workspace Settings.

Who should read this: Workspace owners and administrators. Members and viewers do not have access to workspace settings.

2. The Onboarding Wizard

When you first sign in after creating your workspace, the onboarding wizard guides you through three steps to get your workspace ready.

Step 1: Name Your First Board

Artala creates a default board for you. Give it a name that matches your team's work — for example, "Product Launch", "Q3 Marketing", or "IT Support". You can also add an optional description. You can always rename it later or create more boards.

Step 2: Add Tasks

Add your first tasks to the board you just named. Type a task title and press Enter or click Add to create it. You can add as many tasks as you like, or skip this step and add tasks later. This is a quick way to seed your board with the work your team needs to get started on.

Step 3: Invite Your Team

Enter the name, email, and a temporary password for each person you want to invite. You can also assign them a role (Member or Admin). Each person receives an email with a link to join your workspace. You can add up to five people here, and invite more later from the Team page. During the trial, there is no limit on the number of users.

Tip: You can skip any step and come back to it later. The wizard is just a quick-start helper — everything it covers can be done from the main app.

After the Wizard

Once you complete (or skip) the wizard, you land on your dashboard. From here, you can start working immediately or head to Workspace Settings to configure your workspace in detail. The wizard does not run again.

3. Workspace Settings

Workspace Settings control how Artala works for your entire team. Only the workspace owner and administrators can access this page. Navigate to it from the sidebar.

3.1 Company Information

Your company details — name, contact person, email, phone, billing email, and address. This information appears on invoices and is used if Artala support needs to contact you. It does not affect how your team uses the product day to day.

Tip: Fill this in before subscribing to a paid plan so your invoices are correct from day one.

3.2 Backlog

Artala has two types of backlog, and you can enable either or both independently.

Per-Board Backlog

Each board gets its own backlog — a holding area for tasks that are not yet ready to move into your active columns (Todo, In Progress, etc.). Tasks in the per-board backlog belong to that specific board and can be dragged into the board when ready. This is enabled by default. Note: the per-board backlog is required for boards that have sprints enabled — sprint planning pulls tasks from the backlog into the active sprint.

Global Backlog

A single, workspace-wide backlog that is not tied to any board. Use this for ideas, requests, or tasks that have not been assigned to a project yet. Tasks in the global backlog can be moved to any board later.

Tip: For small teams with one or two boards, the per-board backlog is usually enough. The global backlog shines when you have multiple boards and need a central intake point for new requests.

3.3 Default Time Zone

The time zone your workspace uses for date boundaries. This is what decides when a task becomes "overdue," which calendar day a timesheet entry falls on, and when the daily due-date reminder emails go out. Choose the zone your team actually works in — for example, *Arabian Standard Time* for a Gulf team — from the dropdown, which lists standard time zones with their current UTC offset. If you leave it unset, Artala uses UTC.

Why it matters: without this, a task due "today" flips to overdue at midnight UTC, which can be the evening of the day before for teams in the Gulf or South Asia, or mid-afternoon for teams in the Americas. Setting your workspace time zone makes "today," "overdue," and timesheet day boundaries line up with your team's real calendar day.

New team members inherit this time zone as their starting default when you invite them, so their reminders and dates are correct even before their first login. Each person's device time zone refines this for their own view once they sign in.

Tip: This is separate from the Hijri calendar and language settings — it controls *when* a day starts and ends for your team, not how dates are written or which language the interface uses.

3.4 Default Language

The default language for your workspace. New team members see this language when they first join, before they choose their own preference in their profile. Artala supports 30 languages including full right-to-left (RTL) support for Arabic, Hebrew, Urdu, Persian, and Kurdish Sorani. Email notifications are sent in each recipient's personal language preference — if a user has not set a personal preference, the workspace default language is used instead, falling back to English only if neither is set.

Tip: If most of your team speaks the same language, set this to match. Team members who prefer a different language can always switch in their profile.

3.5 Hijri Calendar

Artala supports the Hijri (Islamic) calendar alongside the Gregorian calendar. There are two related settings:

Show Hijri Option (workspace-level)

Controls whether the Hijri calendar toggle appears in the toolbar and user profiles. When enabled, a calendar icon appears in the top navigation bar that each team member can click to quickly switch between Gregorian and Hijri dates. When disabled, the toggle is hidden and all dates display in Gregorian only. Turn it off if your team does not use the Hijri calendar and you want to keep the interface clean.

Use Hijri Calendar (per user)

Each user can toggle Hijri dates on or off for themselves, either from their profile or by clicking the calendar icon in the top navigation bar. When enabled, dates throughout the app display in both Gregorian and Hijri format. The Hijri calendar uses the Umm al-Qura system (the Saudi civil calendar) and is available in all 30 languages, not just Arabic.

Tip: This setting is automatically enabled for workspaces created in countries where the Hijri calendar is commonly used (Middle East, South Asia, Southeast Asia, and parts of Africa).

3.6 Weekend Days

Configure which days are your team's weekend. The default is Saturday and Sunday, but many regions use different patterns — for example, Friday and Saturday in much of the Middle East, Pakistan, and Bangladesh. Select any two days to match your team's working week. Weekend days are highlighted on the calendar view and excluded from working-day calculations.

Tip: If your team spans multiple countries with different weekends, choose the pattern that applies to the majority of your team.

3.7 Weekly Digest

When enabled, team members receive a weekly email summarizing activity across the workspace — tasks completed, tasks created, overdue items, and progress updates. The digest is sent at the start of each

work week. Each digest email is sent in the recipient's personal language preference.

Tip: Turn this on early so your team gets into the habit of reviewing weekly progress.

3.8 AI Assistant

Artala includes an AI assistant that can help with task descriptions, suggestions, and productivity insights. This setting controls whether AI features are available in your workspace. There are two states: enabled (AI features are available to all users) and opted out (AI features are completely disabled and no workspace data is sent to AI services). When AI is enabled, each user only has access to the same data they can already see — the AI cannot access boards, tasks, or information that a user does not have permission to view.

Tip: If your organization has data privacy requirements that prohibit sending content to third-party AI services, use the opt-out toggle.

3.9 Auto-Archive

Automatically archive completed tasks after a set number of days. When a task has been in the "Done" status for longer than the configured period, it is moved to the archive. Archived tasks are still searchable and can be restored at any time, but they no longer appear on your board. Options range from 7 days to 90 days, or you can disable auto-archiving entirely.

Tip: Start with 30 days. This keeps your boards clean without losing anything.

3.10 Capacity Planning

Capacity planning helps you understand how much work your team can handle. Each task can be assigned effort points (a relative measure of size). Two settings control this:

Points Per Week — The default number of effort points each team member is expected to complete per week. The capacity view uses this to show whether anyone is over- or under-allocated.

Default Points — The default effort value assigned to new tasks. Set this to your team's most common task size to save time when creating tasks.

Tip: Start simple — use 1, 2, 3, 5, and 8 as your point scale. A typical weekly capacity of 8-10 points per person works well for most teams.

3.11 Timesheets

Enable time tracking for your workspace. When enabled, team members can log hours against tasks with optional notes. Time entries are visible in task details and on the Timesheets page, which shows a weekly grid view. There is also an option to hide the Timesheets page from the sidebar for team members — useful if only managers need to review logged hours.

Tip: If your team bills clients by the hour or you need to track time for project costing, enable this. Otherwise, effort points (capacity planning) may be a simpler alternative.

Timesheet Approvals

You can also turn on an approval workflow so team members submit each week for sign-off before it is considered final. When approvals are enabled, a Submit action appears on the Timesheets page and an approvals queue appears for reviewers. Enabling approvals records a grandfather date, so weeks that ended before you switched it on are not pulled into the workflow; disabling it freezes the workflow without deleting anything.

Week Start Day

With approvals on, choose the day each approval week begins — for example Monday for a Saturday/Sunday weekend, or Sunday for a Friday/Saturday weekend. This is independent of your weekend-days setting, and a change takes effect from a future boundary so existing weeks are not re-sliced.

Approvers

Assign each member an approver from the Team page. Members without a specific approver route to the Owner/Admin pool — any Owner or Admin can review their weeks. Small teams can leave everyone on the pool so everything flows to the owner; larger teams can route each person to their own manager.

Tip: Add approvals when you need a manager sign-off step before hours are locked for payroll or invoicing. See the user guide for the full submit, review, reject, and reopen workflow.

3.12 Task History

Artala records every change made to a task — status changes, assignee changes, priority updates, description edits, and more. The full history is visible in the task detail panel. The workspace settings page shows information about your data retention period. If a retention limit applies to your plan, older history entries are automatically cleaned up, and you can download a copy before they are removed.

Tip: Task history is valuable for accountability and understanding how work progresses over time.

3.13 Audit Log

The audit log records workspace-level events — user invitations, role changes, board creation and deletion, settings changes, and more. Unlike task history (which tracks changes to individual tasks), the audit log tracks administrative actions across the entire workspace. Each entry includes who performed the action, what changed, and when. The workspace settings page shows your retention period, and you can download audit data before older entries are cleaned up.

Tip: This is essential for compliance and security. If you need to know who changed a workspace setting or when a user was added, the audit log has the answer.

3.14 Webhooks

Webhooks let you send real-time notifications to external services when events happen in your workspace — a task is created, completed, assigned, or moved. You provide a URL, and Artala sends a JSON payload to that URL whenever the selected event occurs. This is useful for integrating Artala with other tools — for example, posting a message to a Slack or Teams channel when a task is completed, or updating an external database when tasks change.

Tip: You do not need to set up webhooks to use Artala. This is an advanced feature for teams that want to build automated workflows.

3.15 Export

There are two export options on the workspace settings page:

Workspace Export

Download a complete copy of your workspace data — boards, tasks, comments, time entries, and more — as a structured file. This is useful for backups, migration, or offline analysis. The export runs in the background and notifies you when the file is ready to download.

GDPR / Data Portability Export

Download a copy of your personal data as required by GDPR and similar privacy regulations. This includes your profile information, tasks you created or are assigned to, comments, time entries, and activity history. This export is scoped to your personal data, not the entire workspace.

3.16 Branding

Branding is a separate page, accessible from the sidebar under Settings. It is not part of the main Workspace Settings page.

You can upload your company logo, which replaces the Artala logo in the top-left corner of the sidebar. You can also set a primary accent color that replaces the default teal throughout the interface — buttons, links, active states, and highlights all update to match. This makes Artala feel like an internal tool rather than a third-party product.

Tip: Upload a square logo (PNG or JPG) for best results. The primary color should have enough contrast against white backgrounds to remain readable.

4. Inviting Your Team

Navigate to the Team page from the sidebar. Click "Invite" and enter the details for the people you want to add. Each person receives an invitation email with a link to create their account and join your workspace.

Roles

When inviting team members, you assign them a role that controls what they can do:

- **Owner** — Full control over the workspace, billing, and all settings. There is exactly one owner per workspace. Ownership can be transferred.
- **Admin** — Can manage boards, members, labels, custom fields, and most settings. Cannot access billing or transfer ownership.
- **Member** — Can create and edit tasks, log time, and participate fully in boards they have access to. Cannot change workspace settings.
- **Commenter** — Can view tasks and add comments, but cannot create or edit tasks. Useful for stakeholders who need visibility without editing rights.

- **Viewer** — Read-only access. Can see boards and tasks but cannot make any changes. Good for executives or external partners who need to monitor progress.

5. Creating Your First Board

If you did not create a board during onboarding, click "New Board" in the sidebar. Give it a name and optional description, then decide whether it should be public (visible to all workspace members) or private (visible only to members you specifically add).

Every board starts with default status columns: Todo, In Progress, and Done. You can customize these by adding, renaming, or reordering statuses to match your workflow.

You can also use Playbooks to create boards from templates — predefined sets of tasks, checklists, due date offsets, and dependencies that you can reuse for recurring projects.

Tip: Start with one board and keep it simple. You can always add more boards, more columns, and more structure as your team grows into the tool.

6. Next Steps

Your workspace is set up. Here are some things to explore:

- **Labels** — Create color-coded labels to categorize tasks (e.g., Urgent, Marketing, IT). Labels are workspace-wide and available on every board.
- **Custom Fields** — Add fields like "Cost Estimate", "Region", or "Priority Level" to capture structured data on tasks beyond the basics.
- **Sprints** — Enable sprints on boards where your team works in time-boxed iterations. Sprints include burndown charts and velocity tracking.
- **Share Board** — Share a read-only view of any board with external stakeholders via a link — no account required.
- **API Keys** — Generate API keys to integrate Artala with external tools and automation platforms.
- **User Guide** — For detailed feature documentation, see the full user guide at artala.app/user-guide.pdf.

Questions? Reach us at support@artala.app