Artala

User Guide

Comprehensive documentation for every feature

artala.app

Contents

Artala is a project management tool designed for small teams who work in multiple languages. It supports 30 interface languages, full right-to-left (RTL) layout for Arabic, Urdu, Hebrew, Persian, and Kurdish, a Hijri calendar option, and configurable weekend days — making it suitable for teams across the Middle East, South Asia, Southeast Asia, and beyond.

This guide covers every feature in detail.

1. Getting Started

1.1 Creating a Workspace

Visit artala.app and click the sign-up button. You will need to provide your name (first and last), email address, a password, and a workspace name for your team.

Password rules: Minimum 8 characters, must contain at least one letter, and must use standard keyboard characters only (A–Z, 0–9, and common symbols). Non-ASCII characters such as accented letters or Arabic script are not permitted in passwords to ensure keyboard compatibility across devices.

Promo codes: If you have a promo code from a publication or partner, enter it during registration. The code is validated as you type — valid codes extend your trial beyond the standard 14 days (the exact extension depends on the code). Invalid or expired codes are ignored and you receive the standard trial.

Email verification: After registering, a verification email is sent to your address. Click the link to verify. The link expires in 48 hours. You can use the app before verifying, but a banner will remind you. Use the "Resend verification" option if the email doesn't arrive.

1.2 Onboarding Wizard

After your first login, a three-step wizard guides you through initial setup:

Step 1 — Name your first board. A default board is created automatically. Give it a name that matches your team's work (e.g. "Product Roadmap", "Sprint Board", "Marketing Tasks"). Optionally add a description.

Step 2 — Add your first tasks. Enter one or more task titles. You can add more tasks later from the board itself.

Step 3 — Invite your team. Add team members by entering their email and a temporary password (minimum 8 characters). They will receive an invitation email with login details if email is configured. You can skip this step and invite people later from the Team page.

1.3 Choosing a Language

Artala's interface is available in 30 languages. The language switcher appears in three places:

- **Login and Registration pages** — a language dropdown lets you switch before you log in. Your choice is saved to localStorage so the login page remembers your language on return visits.

- **Toolbar** — after logging in, click the globe icon in the top toolbar to open the language menu. All 30 languages are listed with their native name and flag. Languages marked "Beta" have not been reviewed by a native speaker.
- **Profile page** — set your permanent language preference under "Preferred language." This is saved to your account and takes effect on all devices. This is the recommended place to set your language after first login.

How language switching works: Switching language reloads all interface strings immediately — no page refresh needed. The language choice is saved to your user profile on the server, so it persists across devices and sessions.

Multi-language teams: Each user sets their own language independently. A workspace in Dubai might have team members using Arabic, English, and Urdu simultaneously — each person sees the full interface in their language, receives emails in their language, and all shared data (task titles, comments, descriptions) is displayed as-is regardless of language. The workspace also has a "Default Email Language" setting (in Workspace Settings) that controls the language of invitation emails sent to new members before they have their own preference.

RTL mirroring: For right-to-left languages (Arabic, Urdu, Hebrew, Persian, Kurdish), the entire interface mirrors automatically when you switch. Navigation moves to the right, text aligns right, drag-and-drop works in the mirrored direction, kanban columns flow right-to-left, and all date pickers and timelines adapt. Fields that should remain left-to-right (email addresses, URLs, passwords, API key prefixes, webhook URLs) stay LTR even in RTL mode, right-aligned within their containers to match reading flow.

2. Dashboard

The dashboard is your landing page after login. It shows:

- **Welcome message** with your name
- **Quick stats:** Active boards (count), tasks assigned to you, tasks due this week, and overdue tasks
- **Board cards** for each board you have access to, showing the board name, task count, and creation date
- **Create board** button to start a new board

Archived boards do not appear on the dashboard. Use the "Archived Boards" page (accessible from Settings) to view and restore them.

3. Boards

3.1 Creating a Board

Click "Create Board" from the dashboard or the sidebar. You can choose between:

- **Blank board** — starts with four default status columns (To Do, In Progress, In Review, Done) and no tasks
- **Templates** — pre-built boards with sample tasks for common workflows:

- **Software Sprint** — two-week sprint with backlog and burndown (13 tasks)

- **Bug Tracker** — bug lifecycle from report to deployment (11 tasks)

- **HR Onboarding** — employee onboarding checklist (16 tasks)

- **Marketing Campaign** — campaign from briefing to post-analysis (14 tasks)

- **Product Roadmap** — feature lifecycle from research to launch (15 tasks)

Each board requires a name (max 200 characters). Description is optional (max 500 characters).

3.2 Board Visibility

- **Public boards** — all workspace members can see and interact with the board according to their workspace role
- **Private boards** — only members explicitly added to the board can see it

3.3 Board Settings

Accessible by clicking the settings icon on the board page (Owner and Admin only). Settings include:

- **Board name and description** — editable inline
- **Visibility** — toggle between public and private
- **Default member role** — the role given to workspace members who haven't been explicitly added to the board (Member, Viewer, or Commenter)
- **Sprint mode** — enable or disable sprint planning for the board (see Sprint Planning section)
- **Board-level backlog** — enable a backlog section for the board

3.4 Archiving and Restoring Boards

Boards can be archived from the board's settings menu. Archived boards are hidden from the dashboard but can be restored from the Archived Boards page (Settings → Archived Boards). All tasks, comments, and history are preserved during archiving.

3.5 Board Limits

On the Free plan, you can have up to 3 active boards. On Pro, boards are unlimited. Each board has a limit on active (non-archived) tasks — the limit is configured by your workspace plan and displayed in the warning banner when you approach it. When the limit is reached, you must archive completed tasks before creating new ones. A warning banner also appears when you're nearing the limit, showing the current count vs maximum (e.g. "180 / 200 active tasks").

4. Board Views

Each board can be viewed in multiple formats. Switch between views using the tabs at the top of the board page.

4.1 Kanban View

The default view. Tasks are displayed as cards in columns, one column per status. You can:

- **Drag cards between columns** to change status. A teal indicator line with dot caps appears between cards showing exactly where the card will land.
- **Drag cards within a column** to reorder. The same indicator line shows the insertion point.
- **Click a card** to open the task detail dialog
- **Add a task** using the "+" button at the top of any column
- Cards show: title, priority color, assignee avatar, due date, label chips, attachment count, comment count, checklist progress, effort points, and logged hours

4.2 List View

A flat list of all tasks across all statuses, displayed as rows. Supports drag-and-drop reordering with the same insertion indicator. You can click any row to open the task detail dialog. Tasks are grouped by status with collapsible sections.

4.3 Table View

A spreadsheet-like view with configurable columns. You can:

- **Choose which columns to display** using the column picker — available columns include: title, status, assignee, priority, due date, start date, effort, labels, sprint, comments, attachments, checklist, logged hours, recurrence, created date, updated date, blocked by, plus any custom fields defined in your workspace (text, number, date, choice, and yes/no fields all appear as available columns)
- **Reorder columns** by moving them up/down in the picker
- **Sort by any column** by clicking column headers
- **Color rows** by status color, task cover color, or no color
- **Reset columns** to defaults

4.4 Calendar View

Displays tasks with due dates on a month or week calendar grid. You can:

- **Scope the view** — "My Tasks" shows only tasks assigned to you; "Board" shows all tasks on a selected board
- **Drag tasks to a different day** to reschedule the due date
- **Click a task** to open it
- **Navigate months/weeks** with arrow buttons
- Weekend days (configured in Workspace Settings) are shaded differently
- When Hijri calendar is enabled, dates display in the Hijri calendar system

4.5 Timeline View

A Gantt-style horizontal timeline. Tasks with start and end dates appear as bars spanning their duration. Tasks with only a due date appear as single-day markers.

- **Group by** status or assignee
- **Zoom** to adjust the time scale (more or fewer weeks visible)
- **Click a bar** to open the task
- **Navigate** forward/backward by week
- "No Date" section collects tasks without date information

4.6 Board Backlog

When board-level backlog is enabled (Workspace Settings), a collapsible backlog panel appears on the board. You can:

- **Drag tasks from the board to the backlog** — removes them from the active board columns
- **Drag tasks from the backlog to the board** — assigns them to the target status column
- **Reorder tasks within the backlog** using drag and drop
- **Add tasks directly to the backlog** using the "Add to Backlog" button

5. Tasks

5.1 Creating Tasks

Tasks can be created in several ways:

- **Quick add** from the kanban view — click "+" at the top of any status column, enter a title, and press Enter
- **Quick Add dialog** — accessible from the navigation bar, lets you specify a board, title, and status
- **Task detail dialog** — click "Create Task" from the board toolbar for the full creation form
- **Import** — bulk create from CSV or Trello JSON (see Import section)
- **AI Assistant** — describe a task in natural language and the AI creates it (see AI section)
- **Playbooks** — apply a playbook template to create multiple tasks at once (see Playbooks section)

5.2 Task Fields

Every task has the following fields:

Title (required) — the task name, up to a few hundred characters. Displayed on kanban cards and in all views.

Description (optional) — a longer text field supporting Markdown formatting (bold, italic, code blocks, bulleted lists, numbered lists) and image pasting (Ctrl+V / Cmd+V to paste a screenshot directly). A preview tab lets you see the rendered Markdown before saving.

Status — the workflow column the task belongs to. Default statuses are To Do, In Progress, In Review, and Done. Workspaces can configure custom statuses (see Custom Statuses section). Changing status via the dropdown or by dragging is immediate.

Priority — Low, Medium (default), or High. Displayed as a colored indicator on kanban cards.

Assignee — a single workspace member. Tasks can be unassigned. The assignee receives notifications for status changes, comments, and due date reminders (based on their notification preferences).

Due Date — optional. When set, tasks show a due date chip on kanban cards. Overdue tasks (past due date and not in a "Done" status) are highlighted. Due date reminders are sent 1 day before the due date.

Start Date — optional. Used in Timeline view to define the task bar's start. Start date cannot be after the due date.

Effort — a numeric value representing story points or any effort estimate. Used in sprint planning burndown charts, capacity planning, and the Effort vs Actuals report in timesheets.

Labels — one or more colored labels from the workspace's label library. Labels are configured per workspace (see Labels section) and help categorize tasks by type, theme, or priority.

Cover Color — an optional colored stripe on the kanban card for visual distinction. Choose from preset swatches or clear the color.

Checklist — a list of sub-items that can be individually checked off. Add items by typing in the text field and pressing Enter. Progress is shown as "X of Y" on the kanban card. Checklist items can be reordered.

Attachments — files attached to the task via the "Attach file" button. File size limits apply. Attachments can be downloaded or deleted individually. Image attachments show a thumbnail preview that can be clicked to open a full-size lightbox view.

Comments — threaded discussion on the task. Supports Markdown formatting (bold, italic, code, lists) and a Preview tab to check rendering before posting. Comments can be edited within 24 hours of posting. Reply threading is supported — click "Reply" to respond to a specific comment. @mentions notify the mentioned user. Comments are visible to anyone with access to the board (including Viewer and Commenter roles).

Pasting images into comments: You can paste screenshots or images directly into the comment text box (Ctrl+V / Cmd+V). When an image is detected on the clipboard, it is automatically uploaded and inserted as a Markdown image link (`!image`) at the cursor position. A hint below the comment box shows how long pasted images are retained (e.g. "Images pasted are stored for 24 months"). This retention period is configured by the system administrator. Pasted images are stored as inline media — they are separate from file attachments added via the "Attach file" button.

Dependencies / Blockers — link tasks that block this one. Search for tasks on the same board and add them as blockers. Blocked tasks show an indicator with the count of active (uncompleted) blockers. When all blocking tasks are marked Done, the blocked indicator turns green.

Recurrence — set a task to repeat on a schedule:

- **Daily** — every N days

- **Weekly** — every N weeks, on selected days of the week (must select at least one day)

- **Monthly** — every N months, on a specific day of the month (or the last day of the month if the date doesn't exist)

- Recurrence has an optional end date. When a recurring task is completed, the next instance is automatically created.

Custom Fields — additional data fields defined at the workspace level. Types include: text, number, date, yes/no (boolean), and choice (dropdown with predefined options). See Custom Fields section.

External ID and Source — set automatically when tasks are imported from external tools (Trello, Asana, Jira, etc.). Displayed as read-only metadata.

Time Logging — log hours against the task from the task detail dialog. Enter hours (minimum 0.5, step 0.5) and an optional note. Time entries appear in the Timesheets page. Hours are displayed with locale-aware decimal formatting (e.g. "3,5h" in French, "3.5h" in English).

5.3 Task History

Every change to a task is recorded and visible in the "Activity" tab of the task detail dialog. History entries show who made the change, when, and what changed (old value → new value). History is recorded for: title, description, status, priority, assignee, due date, start date, effort, labels, cover color, attachments, checklist items, sprint assignment, backlog moves, and archiving.

Older history entries can be loaded with the "Show earlier changes" button. The total count of changes is displayed.

5.4 Duplicating Tasks

Click "Duplicate" from the task's action menu. The duplicated task copies: title (prefixed with "Copy of"), description, status, priority, labels, effort, checklist items, and custom field values. Assignee, comments, attachments, and time entries are not copied.

5.5 Archiving and Deleting Tasks

Archive — hides the task from the board but preserves all data. Archived tasks can be restored to their original status. Show/hide archived tasks using the toggle in the board toolbar.

Delete — permanently removes the task and all associated comments, attachments, and history. This cannot be undone. Tasks with logged time entries cannot be deleted — archive them instead.

Auto-archive — workspace setting that automatically archives tasks after they've been in a "Done" status for a configurable number of days (1, 7, 14, or 30 days).

5.6 Moving Tasks to Backlog

Tasks on a board can be moved to the board's backlog using the "Move to Backlog" option in the task detail dialog (visible when board-level backlog is enabled). The task is removed from the active board columns and placed in the backlog section.

From the Global Backlog, tasks can be moved to a specific board using the "Move to Board" option — you select the target board, and the task is removed from the Global Backlog and added to the board with its default status.

Note: There is no direct "move between boards" feature. To transfer a task from one board to another, you would need to recreate it manually or use the Global Backlog as an intermediary.

6. Drag and Drop

Drag and drop works across multiple areas of the app, on both desktop (mouse) and mobile (touch — long press to initiate).

Visual indicator: When dragging a task card, a teal horizontal line with dot caps appears between cards showing exactly where the card will be inserted. The indicator appears above or below the hovered card depending on whether your pointer is in the top or bottom half of that card.

Kanban view: Drag cards within a column to reorder, or between columns to change status. The card lands precisely where the indicator line appeared.

List view: Drag rows to reorder tasks within status groups.

Board backlog: Drag tasks between the backlog panel and the board columns. Drag within the backlog to reorder.

Sprint planning: Drag tasks between the backlog and a sprint.

Global backlog: Drag tasks between status columns (Idea, Planned, Ready). Drag within a column to reorder.

Calendar: Drag a task to a different day to change its due date.

Capacity: Drag tasks to a different week to reschedule.

7. Filtering, Sorting, and Search

7.1 Board Filters

The filter panel on the board page lets you narrow down visible tasks:

- **My Tasks** — toggle to show only tasks assigned to you
- **Assignee** — filter by one or more specific assignees
- **Status** — show only specific statuses
- **Priority** — filter by Low, Medium, or High
- **Labels** — filter by one or more labels
- **Overdue** — show only overdue tasks

- **Custom fields** — choice-type custom fields with "Allow board filtering" enabled appear as filter options with their dropdown values. Other field types (text, number, date, yes/no) do not appear in the filter panel.

Active filters appear as chips below the filter bar. Each chip shows the filter type and value, and can be individually removed by clicking the delete icon on the chip. Use "Clear filters" to remove all active filters at once.

Filters apply across all board views (Kanban, List, Table, Calendar, Timeline).

7.2 Sorting

In List and Table views, you can sort tasks by:

- Default (drag order / SortOrder)
- Due date: soonest first or latest first
- Priority: high first or low first
- Effort: high to low or low to high
- Created date: newest first
- Title: A–Z

7.3 Search

The search bar in the top navigation searches across all tasks in all boards you have access to. Type at least 2 characters to see results. Results show the task title, board name, and status. Click a result to open the task detail dialog.

8. Bulk Actions

On the list and table views, you can select multiple tasks for bulk operations:

- **Select tasks** by clicking the checkbox on each card, or "Select all visible tasks" from the toolbar
- **Maximum selection** is capped (the exact limit is displayed if exceeded)
- **Available actions:**

- **Change status** — move all selected tasks to a chosen status

- **Change assignee** — assign all selected tasks to a team member

- **Change priority** — set priority on all selected tasks

- **Edit custom fields** — set a field value across all selected tasks

- **Archive** — archive all selected tasks (with confirmation dialog)

A summary message confirms how many tasks were affected after each bulk action.

9. Sprint Planning

9.1 Enabling Sprints

Sprint mode is enabled per board from Board Settings. When you enable sprints, all existing non-backlog tasks are moved to the backlog for planning into sprints. The Backlog tab on the board is replaced with a Sprint Planning panel. Kanban, List, and Timeline views are unaffected.

Warning: Enabling sprints is a workflow change — all active tasks move to backlog. Disabling sprints later removes sprint assignments from all tasks (tasks remain on the board).

Sprints require board-level backlog to be enabled first.

9.2 Creating and Managing Sprints

From the Sprint Planning panel:

- **Create a sprint** — give it a name, start date, end date, and an optional goal description
- **Plan the sprint** — drag tasks from the backlog column into the sprint column
- **Start the sprint** — only one sprint can be active at a time. Starting a sprint makes it the current sprint.
- **Edit a sprint** — change the name, dates, or goal while it's planned or active
- **Complete a sprint** — click the checkmark icon on the active sprint. A confirmation dialog shows how many tasks were completed and how many are still incomplete. Incomplete tasks will be returned to the backlog when you confirm. After completion, the sprint appears in the completed sprints section and its Sprint Report becomes available.

9.3 Sprint Views

While a sprint is active:

- **By Assignee** — shows task distribution across team members with their completion counts
- **Burndown chart** — tracks remaining effort over time with an ideal line for comparison. The Y-axis shows effort points remaining; the X-axis shows sprint days.
- **Capacity overview** — shows effort allocation per team member

9.4 Sprint Report

After completing a sprint, the Sprint Report page shows:

- Total tasks and effort committed vs completed
- Burndown chart (actual vs ideal)
- Velocity (effort completed)
- Logged hours during the sprint
- Completion breakdown by assignee
- Incomplete tasks that returned to the backlog

9.5 Velocity Trend

Across multiple sprints, a velocity trend chart shows how much effort (story points) your team completes per sprint, helping you plan future sprint capacity. Each completed sprint displays its name, date range, effort completed, and sprint goal.

10. Import

10.1 CSV Import

Navigate to Import → Import Tasks. The import process has five steps:

Step 1 — Upload: Upload a CSV file (max 2MB). A template is available for download showing the expected format. Supported columns: Title, Description, Status, Priority, AssigneeEmail, DueDate, StartDate, Labels, Effort, ExternalId.

Step 2 — Map Columns: Match each CSV column to an Artala field. The Title column is required. Artala auto-detects exports from known tools and pre-maps columns:

- **Asana** — maps Name → Title, Notes → Description, Section → Status, Assignee → Assignee
- **Jira** — maps Summary → Title, Description, Status, Priority, Assignee
- **ClickUp** — maps Task Name → Title, Task Description → Description, Status, Priority, Assignees
- **GitHub Issues** — maps Title, Body → Description, State → Status, Assignees, Labels
- **Linear** — maps Title, Description, Status, Priority, Assignee, Labels

Step 3 — Map Values: This step appears when the import needs to resolve mismatches:

Status mapping: Each unique status value from the CSV is shown alongside a dropdown of the board's actual statuses. Artala auto-maps common values:

- Exact match on the status name (case-insensitive)

- Normalized match ignoring spaces (e.g. "InProgress" matches "In Progress")

- Localized label match (e.g. "En cours" matches "In Progress" when the workspace is in French)

- Fuzzy match for common terms: values containing "done" or "complete" map to the Done status; values containing "progress" map to In Progress; values containing "review" map to In Review

- Unmapped statuses default to "To Do"

Assignee mapping: When the assignee column contains names (not email addresses), a mapping UI appears. Each unique name from the CSV is shown with a dropdown of workspace members. Artala auto-suggests matches by comparing the CSV value against each member's full name and email (case-insensitive exact match). If the assignee column contains email addresses (detected by the presence of `@`), the mapping step is skipped and emails are resolved directly against workspace member emails on the server.

Step 4 — Preview: Shows a table of all rows that will be imported, with any validation errors highlighted. Rows with missing titles are flagged as errors and skipped. Invalid dates are flagged.

Step 5 — Import: Click "Import" to create all tasks. A summary shows how many were imported and how many failed, with error details for failed rows.

Label handling: Labels in the CSV should be separated by semicolons (e.g. `bug;urgent;frontend`). During import, each label name is matched case-insensitively against existing labels in the workspace. Labels that match are applied to the task. **Labels that don't match any existing workspace label are silently skipped** — they are not created automatically. To ensure labels are applied, create them in Labels settings before importing.

Priority mapping: Priority values from the CSV are mapped as follows: "low" → Low, "medium" → Medium, "high" → High, "critical" → High. Unrecognized values default to Medium.

Effort: If an effort/points column is mapped, numeric values are imported as-is.

10.2 Trello Import

Navigate to Import → Import from Trello. Upload a JSON export file from Trello (obtained via Trello's "Print and Export → Export as JSON" menu).

Board preview: After uploading, Artala shows a summary of the Trello board including the number of lists, cards, labels, and members detected.

Destination: Choose to create a new board (pre-filled with the Trello board's name) or add tasks to an existing Artala board.

List-to-status mapping: Each Trello list is mapped to an Artala status column. Artala auto-maps common list names ("To Do", "Doing", "Done", etc.) and lets you adjust any mapping.

Member mapping: Each Trello member is mapped to a workspace member. Match by selecting from a dropdown of workspace members, or skip assignment ("No assignee").

Import options:

- **Include archived cards** — imports cards that were archived in Trello
- **Include checklists** — imports Trello checklists as Artala checklists on each task
- **Include labels** — imports Trello labels and applies them to tasks (creates new labels in the workspace if they don't exist — this is different from CSV import, which only matches existing labels)

11. Global Backlog

The Global Backlog is a workspace-wide board for organizing ideas before they are assigned to specific project boards. It must be enabled in Workspace Settings.

The Global Backlog has three fixed status columns:

- **Idea** — raw ideas and suggestions
- **Planned** — ideas that have been prioritized and scoped
- **Ready** — tasks ready to be moved to a board

Tasks in the Global Backlog can be:

- Created directly using the "Add Task" form
- Moved to a project board using "Move to Board" in the task detail dialog — the task is removed from the backlog and added to the chosen board with that board's default status
- Reordered within columns via drag and drop
- Dragged between columns to change status

12. My Tasks

The My Tasks page shows all tasks assigned to you across all boards. It includes:

- **Quick stats** — total task count
- **Filter tabs** — All, Overdue, Due (upcoming)
- **Sort options** — by due date, priority, or board
- **Show/hide completed** tasks toggle
- **Recently completed** section showing tasks you've finished
- **Board links** — each task shows which board it belongs to, with a link to open it in context

Tasks display their title, board name, status chip, priority indicator, and due date. Clicking a task opens it directly.

13. Capacity Planning

The Capacity page provides a weekly view of team workload based on task effort points and due dates.

Grid layout: Each row is a team member, each column is a week. Cells show the total effort points due that week for that person, color-coded:

- **Green** — below capacity threshold
- **Yellow** — at or near capacity
- **Red** — over capacity

Capacity threshold: Configured in Workspace Settings under the Capacity Planner section. Set the maximum points per person per week (e.g. 20 points/week) and the default point value for tasks without effort estimates.

Rescheduling: Click a cell to see the tasks for that person/week. Drag a task to a different week column to move its due date. You can also use the "Move to week" action to select a target week.

Private boards: Tasks from private boards you don't have access to show as "Private task" without details.

14. Timesheets

14.1 Weekly Timesheet

The Timesheets page shows a weekly grid where team members log time against tasks.

- **Rows** are tasks. Add tasks using the search field ("Add task row").
- **Columns** are days of the week. Weekend days (configured in Workspace Settings) are shaded.
- **Cells** accept hours in increments of 0.25 (minimum 0.25, maximum 24 per entry). Click a cell to log time, optionally with a note.
- **Row totals** show total hours per task for the week
- **Column totals** show total hours per day
- **Week total** shows the grand total

Navigate between weeks using the arrow buttons. "This week" jumps to the current week.

Tasks can be removed from the timesheet view (the "×" button), unless time has already been logged for that task in the current week.

Viewing and editing other members' timesheets: Owners and Admins can select any team member from the person dropdown at the top of the Timesheets page to view and edit that person's timesheet. A banner warns "You are editing [name]'s timesheet. Any entries saved will be attributed to them." This allows managers to log time on behalf of team members who may not track their own hours.

14.2 Time Lock

Two mechanisms prevent editing old time entries:

- **Rolling lock window** — entries are locked after a configurable number of days (e.g. 7 days means entries older than 7 days cannot be edited). The system default is set by the system administrator.
- **Lock date** — a fixed date set in Workspace Settings. All entries on or before this date are locked. Useful after billing cycle cut-offs.

Whichever mechanism locks more dates takes precedence. Locked entries show a lock icon and cannot be modified.

14.3 Timesheet Report

The Timesheet Report page lets you generate and export time data for any date range.

Setting up the report: Select a date range using the "From" and "To" date pickers (defaults to the last 28 days). Optionally filter by a specific team member or board. Click "Run Report" to generate.

Report views — toggle between four tabs:

- **Detail** — every individual time entry as a flat list: date, task name, board, person (if not filtered to one person), hours, notes, and estimated effort. This is the most granular view.
- **By Board** — total hours aggregated per board for the selected period
- **By Task** — hours broken down per task, showing total logged time per task

- **Effort vs Actuals** — compares estimated effort (story points) against actual hours logged for each task. Shows the ratio (hours per point) for each task and an average ratio across the dataset. Tasks still in progress are flagged as partial ratios that will increase as more time is logged. Tasks without effort estimates are listed separately. The board-wide average helps calibrate future sprint planning.

CSV Export: Click the download button to export the current report as a CSV file. The exported file includes columns for: Date, Task, Board, Person (when viewing all members), Hours, Note, and Estimated Effort. The filename is automatically generated as `timesheet_report_YYYY-MM-DD.csv` using today's date. The export always uses the Detail view data (all individual entries), regardless of which tab you're viewing.

14.4 Timesheet Visibility

Workspace owners can hide timesheets from all users using the "Hide timesheets" toggle in Workspace Settings. When hidden, the Timesheets navigation item, the Timesheets page, and the time logging section within each task's detail dialog are all removed. Users cannot log hours from anywhere in the app. All existing timesheet data is preserved — nothing is deleted. Toggling it back on restores full visibility. See section 25.7 for more details.

14.5 Timesheet Approvals

Timesheet approvals add an optional review workflow on top of the weekly timesheet. When enabled, team members submit each week for sign-off and a designated approver reviews it. When approvals are turned off, timesheets behave exactly as described above — the submit action and the approvals queue simply don't appear. Approvals are enabled per workspace (see section 25.12).

Week states. Each week moves through a simple lifecycle:

- **Draft** — the default. The member is still logging time and the week is fully editable.
- **Submitted** — the member has sent the week for review. It is locked from editing while it waits in the approver's queue.
- **Approved** — an approver has signed the week off. It is locked.
- **Rejected** — an approver sent the week back with a note. The member can edit and resubmit.

The week is the unit of approval — sign-off attaches to the whole week, not to individual entries. A week with no hours can still be submitted (useful for confirming "nothing to report"). Editing any cell in a Submitted or Rejected week returns it to Draft so the member can make changes before resubmitting.

Submitting a week. On the Timesheets page the status of the displayed week is shown alongside the week navigation. While a week is in Draft, a **Submit** action sends it for review; submitting stamps the submission time and routes the week to the member's approver.

Approvers. Each member can be assigned an approver from the Team page. If no specific approver is set, the week routes to the **Owner/Admin pool** — any Owner or Admin can review it. Small teams can run approvals with no setup (everything flows to the owner), while larger teams route each person to their own manager.

The approvals queue. Approvers review submitted weeks from the approvals queue, which lists each pending week with its owner, the week dates, and the total hours. From the queue an approver can:

- **Approve** — sign the week off; it becomes locked.
- **Reject** — send it back with a short note explaining what needs to change. The member sees the note, fixes the week (which returns it to Draft), and resubmits.

A decided-weeks view shows recently approved and rejected weeks for reference.

Reopening an approved week. Approved weeks are locked, and reopening one follows separation of duties. If a member is their own approver — either explicitly self-assigned or because they inherit the Owner/Admin pool — they may reopen their own approved week. If a separate approver is assigned, that approver (or an Admin who is not the week's owner) must reopen it. A still-pending **Submitted** week can be retracted by the member at any time using **Unsubmit**, and **Rejected** weeks can be reopened freely.

Week start day. Approval weeks are bounded by a configurable week-start day — for example Monday for a Saturday/Sunday weekend, or Sunday for a Friday/Saturday weekend. This is independent of which days are shaded as weekends on the grid. To keep historical weeks consistent, a change to the week-start day takes effect from a future boundary rather than re-slicing weeks that already exist.

Turning approvals on and off. When you enable approvals a grandfather date is recorded: weeks that ended before that date are not pulled into the workflow, so the team is never asked to retroactively submit historical time. Disabling approvals freezes the workflow — existing weeks keep their status and nothing new is required — and re-enabling resumes it.

Timesheet submissions, approvals, and rejections generate notifications (section 28) and are recorded in the audit log (section 30).

15. Team Management

15.1 Workspace Roles

There are five workspace-level roles, listed from most to least privileged:

- **Owner** — full control. Can transfer ownership, manage billing, delete the workspace. Only one owner per workspace. Cannot be demoted (must transfer ownership first).
- **Admin** — can manage team members, boards, settings, and all tasks. Cannot access billing or transfer ownership.
- **Member** — can create boards, create and edit tasks, log time, and comment. Cannot manage team settings.
- **Commenter** — can view tasks and post comments. Can log time. Cannot create or edit tasks, drag cards, or use bulk actions.
- **Viewer** — read-only access. Can view boards and tasks but cannot make any changes, including comments.

Commenter and Viewer workspace roles are restricted to Commenter or Viewer board-level roles — they cannot be given Member or Admin access to individual boards.

Timesheet approvers. When timesheet approvals are enabled, any member can be designated as another member's approver from the Team page, and Owners and Admins serve as the default approver pool (see section 14.5).

15.2 Inviting Members

From the Team page, click "Invite Member." Enter the person's name, email, a temporary password, and select their role. They will receive an invitation email with login details. The temporary password can be changed after first login.

User limits: The Free plan allows up to 3 users. The Pro plan has no user limit. When the user limit is reached, the invite button is disabled.

CSV import: You can also import members in bulk by uploading a CSV with columns: FirstName, LastName, Email, Role.

15.3 Deactivating Members

Admins and Owners can deactivate team members. Deactivated members cannot log in. Their tasks, comments, and time entries are preserved. Deactivated members do not count toward seat limits.

15.4 Ownership Transfer

The Owner can transfer ownership to any Admin from the Team page. After transfer, the previous Owner becomes an Admin and is logged out so their session reflects the new permissions. The new Owner has immediate full control including billing access.

15.5 Seat-Based Billing

On the Pro plan, billing is based on the peak number of active users during each billing period (high-water-mark model). When Stripe generates an invoice, the system reports the maximum seat count for that period.

16. Board Members and Permissions

16.1 Board-Level Roles

In addition to workspace roles, each board can have per-member roles:

- **Admin** — full control over the board including settings, member management, and all task operations
- **Member** — can create, edit, and manage tasks on the board
- **Commenter** — can view tasks and post comments, but cannot create, edit, or drag tasks
- **Viewer** — read-only access to the board

Board roles override the default role set in Board Settings. For private boards, only explicitly added members can see the board.

17. Labels

Labels are defined at the workspace level and are available across all boards.

17.1 Creating Labels

From Settings → Labels, click "Add Label." Enter a name and choose a color (from presets or a hex code). Labels auto-save as you edit. A preview shows how the label will look.

17.2 Applying Labels

Labels are applied to tasks from the task detail dialog. You can apply multiple labels to a single task. Labels appear as colored chips on kanban cards and in list/table views.

17.3 Filtering by Labels

When labels exist, they appear as filter options in the board filter panel. Select one or more labels to show only tasks with those labels.

18. Custom Fields

Custom fields add additional data to every task across all boards.

18.1 Field Types

- **Text** — free-form text input
- **Number** — numeric value
- **Date** — date picker
- **Yes / No** — boolean toggle
- **Choice** — dropdown with predefined options (requires at least 2 choices, one per line)

18.2 Creating Fields

From Settings → Custom Fields, click "Add Field." Enter a name, select a type, optionally mark as required, and optionally enable "Allow board filtering" (which adds the field to the board's filter panel). Set a sort order to control the display position in the task detail dialog.

18.3 Editing and Removing Fields

Fields can be edited after creation (name, type, required status, filter setting). Removing a field hides it from all tasks but preserves existing values in the database.

19. Custom Statuses

19.1 Default Statuses

Every board starts with four built-in statuses: To Do, In Progress, In Review, Done. These cannot be renamed or reordered in default mode.

19.2 Switching to Custom Statuses

From Settings → Task Statuses, click "Switch to Custom Statuses." This is a permanent change — you cannot revert without data migration. The four default statuses are loaded as your starting point.

In custom mode you can:

- **Rename** any status
- **Change colors** — pick from a color palette
- **Reorder** statuses (drag or use arrow buttons)
- **Add statuses** — up to 5 total
- **Delete statuses** — you must choose a target status to receive the deleted status's tasks
- **Set the default** — new tasks are created in this status (marked with ★)
- **Set the done status** — this status counts as "completed" in reports and velocity (marked with ✓)

Changes save automatically.

19.3 Reverting to Built-in Statuses

If you've enabled custom statuses, you can revert to the built-in four. This requires mapping each custom status to a built-in status — all tasks are migrated according to the mapping, and custom statuses are permanently deleted.

20. Automations

Automations allow you to trigger actions automatically when certain events occur on a board.

20.1 Triggers

- **Status changed to [status]** — fires when a task moves to a specific status
- **Task assigned** — fires when a task is assigned to someone
- **Task created** — fires when a new task is created on the board
- **Due date reached** — fires when a task's due date is today
- **Task moved to this board** — fires when a task is moved from another board
- **Task added to sprint** — fires when a task is assigned to a sprint

20.2 Actions

- **Notify assignee** — sends an in-app/email notification to the task's assignee
- **Notify task creator** — notifies the person who created the task
- **Notify board admins** — notifies all board admins
- **Change status to [status]** — automatically changes the task's status
- **Assign to [user]** — automatically assigns the task to a specific team member
- **Post comment** — adds an automated comment to the task

20.3 Managing Rules

Create rules from the board's Automations page (accessible from the board toolbar). Each rule has one trigger and one action. Rules can be toggled active/inactive or deleted.

21. Playbooks

Playbooks are reusable sets of tasks that can be applied to any board.

21.1 Creating a Playbook

From the Playbooks page, click "New Playbook." Give it a name and optional description. Add tasks with:

- Title and description
- Due date offset (days from now — e.g. "3" means the task's due date will be set to 3 days after applying the playbook)
- Checklist items
- Custom field values

21.2 Variables

Playbooks support variables (e.g. `{employee_name}`) that are filled in when the playbook is applied. Define variables with a name, label, and default value. Use the variable token in task titles and descriptions — they are replaced with the actual value when applied.

21.3 AI-Generated Playbooks

Click "Generate with AI" to describe a workflow in natural language (e.g. "Onboard a new developer — from contract signing to first code review"). The AI generates a complete playbook with tasks, checklists, and due date offsets that you can review and edit before saving.

21.4 Applying a Playbook

From the board toolbar, click "Playbooks" and select a playbook. Fill in any variables, choose the target board, and click "Apply." All tasks from the playbook are created on the board with the variable values substituted.

22. Reports

The Reports page shows team performance metrics:

22.1 Team Velocity

A bar chart showing tasks completed per person per week. Helps track team throughput over time.

22.2 Bottlenecks

Lists tasks that have been "In Progress" for 2 or more days. Shows the task name, assignee, board, and how many days the task has been stuck. An empty list means no tasks are stuck.

22.3 Overdue Tasks

Lists overdue tasks grouped by assignee, showing the task name, board, due date, and how many days overdue. Includes a detail view with priority information.

23. AI Assistant

The AI Assistant is a chat-style interface available from the board sidebar (when AI features are enabled in Workspace Settings).

23.1 Chat

Ask questions about your workspace in natural language:

- "What should I work on today?"
- "How is the current sprint going?"
- "Who has the most overdue tasks?"
- "Summarize this week's progress"

The AI has access to task titles, statuses, assignees, due dates, and sprint data for your workspace. Responses may include charts and status breakdowns.

23.2 Task Creation

Describe a task in plain language (e.g. "Follow up with the client about the overdue invoice, mark as urgent") and the AI parses it into structured task fields (title, priority, due date suggestion). Review and confirm before creating.

23.3 Privacy

Task data (titles, assignees, status) is sent to Anthropic's API when AI features are used. Anthropic does not use your data for model training. AI can be disabled entirely in Workspace Settings.

24. Sharing, API, and Integrations

24.1 Share Links

Create public read-only links for a board from the Share Board page. Share links allow external stakeholders (clients, partners) to view the board without logging in.

- **Label** — optional name for the link (e.g. "Client view", "Stakeholder review")
- **Expiry date** — optional. If set, the link stops working after this date. If blank, the link never expires.
- **Revoke** — permanently disable a link at any time

Share links show a simplified read-only view of the board with task cards, statuses, and due dates. No editing is possible.

24.2 API Keys

From Settings → API Keys, create keys for external integrations. Each key has:

- A name (e.g. "Zapier integration")
- A prefix shown in the list for identification
- Active/disabled status

Keys are shown only once at creation — copy and store securely. Keys can be disabled (temporarily) or revoked (permanently). API actions performed with a key are attributed as "API: KeyName" in task history.

API documentation is available at the "View API docs" link.

24.3 Webhooks

Webhooks send HTTP POST requests to an external URL when events occur in your workspace.

Configuration:

- **Name** — descriptive name for the webhook
- **Endpoint URL** — the URL that receives POST requests. Must be a **publicly reachable** address — private, localhost, and link-local addresses (e.g. `localhost`, `127.0.0.1`, `10.x`, `192.168.x`, `169.254.x`) are rejected, and redirects to such addresses are not followed.
- **Signing secret** — used to sign requests (minimum 8 characters). The signature is sent in the `X-Artala-Signature` header for verification.
- **Events** — select which events trigger the webhook:

- Task events: created, updated, assigned, completed, archived, unarchived, deleted, moved, due date changed, backlog added/removed, sprint added/moved/removed

- Board events: created, updated, archived, unarchived

- Comment events: created, updated, deleted

- Member events: invited, role changed, deactivated, board member added/removed

- Sprint events: started, completed

- Attachment events: added, deleted

Delivery: Webhooks are retried automatically up to 3 times on non-2xx responses, with a 10-second timeout per attempt. A delivery log shows the history of all webhook deliveries with status codes and timestamps. A "Send test ping" button lets you verify the endpoint. There is no manual retry button for individual failed deliveries — if a delivery fails after all retries, you would need to trigger the event again or use the test ping to verify connectivity.

24.4 OData

The OData Explorer page provides a read-only query interface for your workspace data, useful for connecting to Power BI, Excel, or other analytics tools.

25. Workspace Settings

Accessible from Settings → Workspace Settings (Owner and Admin only).

25.1 Backlog Configuration

Choose how backlogs work:

- **Per-board backlog** — each board has its own backlog section
- **Global backlog** — a shared workspace-wide backlog with Idea/Planned/Ready columns

25.2 Default Email Language

Sets the language used for invitation emails sent to new team members.

25.3 Hijri Calendar

The Hijri calendar feature has two layers of control — workspace-level visibility and per-user activation.

Workspace-level: Show Hijri Option

The "Show Hijri Option" toggle in Workspace Settings controls whether the Hijri calendar toggle is available at all in the workspace. When turned off, the Hijri toggle disappears from the toolbar and Profile page for all users, and all dates render in Gregorian regardless of individual preferences.

This is designed for teams that don't use the Hijri calendar — hiding the option keeps the interface clean for teams where it's irrelevant. New workspaces created from 34 countries in the Middle East and South Asia (including Saudi Arabia, UAE, Pakistan, Egypt, Jordan, etc.) have this enabled by default. Workspaces created from other countries have it disabled by default.

Safeguard: If a user had Hijri enabled and the workspace owner then disables the "Show Hijri Option," that user is automatically forced back to Gregorian (the "EffectiveHijri" gate). They cannot be stranded on Hijri with no way to switch back.

Per-user: Hijri Calendar Toggle

When the workspace-level option is enabled, each user can independently toggle Hijri on or off:

- From the **toolbar** — click the calendar icon. It turns gold when Hijri is active.
- From the **Profile page** — a toggle under date preferences.

The setting is saved to the user's profile and takes effect immediately across all pages. When Hijri is enabled:

- All date pickers show Hijri months and days (using the Um Al-Qura calculation)
- The Calendar page displays Hijri month names and day numbers
- Timeline view uses Hijri month boundaries

- Timesheet column headers show Hijri dates
- Due date chips on task cards show Hijri dates

Language independence: The Hijri calendar works in any language, not just Arabic. A user working in English, Urdu, French, or Indonesian can all enable Hijri and see dates in their own language with Hijri month names. This is a key differentiator — most tools tie Hijri to the Arabic language only.

Hijri month names: Displayed in the language of each user. Arabic uses standard Arabic month names (Muharram, Safar, etc. in Arabic script), Urdu uses Urdu-specific month names, and other languages use Romanized Hijri month names.

AM/PM designators: When Hijri is active, time designators adapt per language — Arabic, Urdu, Persian, and Kurdish each use their native script for AM/PM labels. Other languages use their standard AM/PM from the base culture.

25.4 Weekend Days

Select which days are non-working days. Default is Saturday and Sunday. Common alternatives include Friday-Saturday (Middle East), Friday only, or any custom combination — each day is independently toggleable.

Where weekend days take effect:

- **Calendar view** — weekend columns are shaded with a different background color
- **Timesheets** — weekend day columns in the weekly grid are shaded, making it easy to distinguish work days from off days
- **Capacity planning** — weekend days are visually indicated in the weekly capacity grid

Weekend days are a workspace-wide setting that applies to all users. The day names in the settings UI are displayed in the current user's language and reorder correctly for RTL languages.

25.5 Weekly Digest

When enabled, sends a summary email every Monday morning to workspace owners. The digest includes: tasks completed last week, overdue items, stuck tasks (in progress for 2+ days), top performers by task completion count, and an AI-generated narrative summarizing the week. The digest email is sent in the owner's preferred language.

25.6 AI Features

Toggle AI features on/off for the workspace. This is a master switch that affects:

- The **AI Assistant** chat panel on boards (hidden when off)
- The **"Generate with AI"** button in Playbooks (hidden when off)
- The **AI task parsing** ("Describe your task" feature) in the task creation dialog (hidden when off)
- The **AI due date suggestion** feature (hidden when off)
- The **AI narrative** in the weekly digest email (omitted when off)

When disabled, no data is sent to Anthropic's API, and a notice confirms this in the settings. When enabled, a notice explains that task titles, assignees, and status data are sent to Anthropic when AI features are actively used (not passively). Anthropic does not use this data for model training. All AI API endpoints return HTTP 402 (Payment Required) when AI is disabled.

25.7 Timesheet Visibility

The "Hide timesheets" toggle controls whether the Timesheets page and navigation item are visible across the workspace. When hidden:

- The **Timesheets** link is removed from the sidebar navigation for all users
- The Timesheets page is inaccessible
- The **time logging** section within individual task detail dialogs is hidden — users cannot log hours from the task view either
- All existing timesheet data is preserved — nothing is deleted

Toggle it back on to restore full timesheet visibility. This is useful for workspaces that have timesheets licensed but prefer not to use them, or want to temporarily disable time tracking.

Note: The timesheet feature itself (whether it's available at all) is controlled by the system administrator. The workspace owner can only hide/show it if it's been enabled at the system level.

25.8 Auto-Archive

Automatically archive tasks after they've been in a "Done" status for a configured number of days (1, 7, 14, or 30). Disabled by default.

25.9 Branding

Customize Artala's appearance for your team:

- **Primary color** — choose from presets or enter a hex code. Affects buttons, links, and accent elements throughout the app.
- **Logo** — upload a PNG, SVG, or JPG (max 2MB) or paste a URL. The logo appears in the navigation sidebar.

25.10 Company Information

Enter your company details for billing and display purposes: company name, address, city, state/province, postal code, country, contact name, email, phone, and billing email.

25.11 Data Retention

The workspace displays retention notices for:

- **Audit log entries** — automatically deleted after a configurable number of months
- **Task history for archived tasks** — automatically deleted after a configurable number of months (active task history is always preserved)
- **Timesheet entries** — automatically deleted after a configurable number of months

Download data via workspace export, OData, or GDPR personal data export before retention limits apply.

25.12 Timesheet Approvals

When timesheets are enabled, Owners and Admins can turn on the approval workflow from Workspace Settings. Enabling approvals reveals the **Submit** action on the Timesheets page and the approvals queue for reviewers. Two related settings live here:

- **Week start day** — the day each approval week begins. Changing it takes effect from a future boundary so existing weeks are not re-sliced.
- **Approver assignment** — set per member on the Team page; members without a specific approver route to the Owner/Admin pool.

Enabling approvals records a grandfather date so weeks before it aren't pulled into the workflow. Disabling freezes the workflow without deleting anything. See section 14.5 for the full workflow.

26. Profile and Security

26.1 Personal Information

Edit your name, email, preferred language, and timezone from the Profile page. Changing your email triggers a verification email to the new address.

26.2 Password

Change your password from the Profile page. You must enter your current password and confirm the new one. Password rules: minimum 8 characters, at least one letter, ASCII characters only.

26.3 Profile Photo

Upload a photo (JPEG, PNG, GIF, or WebP, max 512 KB). The photo appears as your avatar on task cards, comments, and the team page.

26.4 Time Format and Timezone

- **24-hour format** — toggle between 12-hour (2:30 PM) and 24-hour (14:30) display
- **Timezone** — select your timezone. Dates and times throughout the app are displayed in this timezone. When blank, UTC is used.

26.5 Notification Preferences

Configure how you receive each type of notification — in-app, email, both, or off:

- Task assigned to me
- Comments on my tasks
- Task completed
- Due date reminders
- @Mentions

- Status changes

26.6 Two-Factor Authentication (2FA)

Enable 2FA from Profile → Security. Setup process:

1. Scan a QR code with an authenticator app (Google Authenticator, Microsoft Authenticator, Authy, 1Password, etc.), or manually enter the secret key
2. Enter a 6-digit code to confirm it works
3. Save backup codes in a safe place — each can only be used once

After enabling, every login requires a 6-digit code from your authenticator app. You can optionally "Remember this device" for 30 days.

To disable 2FA, enter your current password. Backup codes can be regenerated (invalidating old ones) by entering your password.

26.7 Active Sessions

"Log Out All Other Devices" terminates all other active sessions. You remain logged in on the current device.

26.8 Personal Data Export (GDPR)

Download a copy of your personal data in CSV format, including your tasks, comments, and activity history. This fulfills data portability rights under GDPR Article 20.

26.9 Account Deletion

Permanently delete your personal data (name, email, credentials) from the workspace. Tasks and comments are preserved but displayed as "Deleted User." This cannot be undone. Requires your current password to confirm.

27. Billing and Plans

27.1 Free Plan

- Up to 3 users
- Up to 3 boards
- Kanban, List, Calendar, and Table views
- Webhooks

27.2 Pro Plan — $7/user/month

- Unlimited users and boards
- All views (including Timeline)
- Sprint planning and burndown

- Timesheets and time tracking
- Custom fields and custom statuses
- Workflow automations
- AI assistant (task creation, playbooks, digest)
- API keys, OData feeds, and webhooks
- Full reporting and audit log

27.3 Trial

New workspaces start with a 14-day free trial of Pro features (extended with promo codes). After the trial expires, the workspace downgrades to the Free plan — existing data is preserved but Pro features become inaccessible. Upgrade to Pro at any time to restore access.

27.4 Managing Billing

Click "Manage Billing" to open the Stripe billing portal where you can update your payment method, view invoices, and manage your subscription. Cancelling the subscription keeps access until the end of the current billing period, then downgrades to Free.

28. Notifications

Artala sends notifications through two channels:

28.1 In-App Notifications

The bell icon in the top navigation shows unread notifications with a badge count. Click to see recent notifications. "Mark all as read" clears the badge. Notifications are generated for: task assignments, comments, @mentions, replies, status changes, task completions, due date reminders, automation triggers, board invitations, and — when timesheet approvals are enabled — week submissions, approvals, and rejections.

28.2 Email Notifications

Based on your notification preferences, you can receive emails for each notification type. Emails are sent in your preferred language and include a direct link to the relevant task or board.

28.3 Real-Time Updates

The app uses real-time connections (SignalR) to push updates to all connected users. When a teammate changes a task status, adds a comment, or makes any change on a board you're viewing, you see the update without refreshing.

29. Data Export

29.1 Workspace Export

From Settings → Export, download all workspace data as a ZIP file containing: boards, tasks, comments, checklists, custom fields, labels, members, and audit log entries. File attachments are listed but not included in the ZIP.

Export jobs run in the background. Refresh the page to check status and download when complete. Previous exports are listed with download links until they expire.

29.2 GDPR Personal Data Export

From Profile → Personal Data, download a copy of your own data (tasks, comments, activity). See Profile section for details.

29.3 Workspace Restore

System administrators can restore a workspace from a previously exported ZIP file, creating a new tenant with all the original data. Members are created in a deactivated state — the Owner must use "Forgot Password" to set credentials.

30. Audit Log

The Audit Log (Settings → Audit Log) records all significant actions in the workspace. Each entry shows:

- **Who** — the user who performed the action (or "System" for automated actions)
- **What** — the action type (created, updated, deleted, archived, assigned, etc.)
- **Entity type** — what was affected (task, board, member, comment, label, webhook, custom field, workspace, status, attachment, timesheet week)
- **When** — timestamp

When timesheet approvals are enabled, week submissions, approvals, rejections, reopens, and approver changes are recorded here.

Filtering: Filter by action type, entity type, user, and date/time range. Use "Reset filters" to clear all filters.

Retention: Audit log entries older than the configured retention period are automatically deleted. Export via workspace backup or GDPR data export to keep a permanent copy.

31. Keyboard and Language Notes

31.1 RTL Support

For Arabic, Urdu, Hebrew, Persian, and Kurdish, the entire UI mirrors:

- Navigation moves to the right side
- Text aligns right
- Date pickers, timelines, and calendars adapt
- Drag-and-drop works in the mirrored direction

- Numbers and units display correctly with BiDi isolation (e.g. the hours unit appears on the correct side of the number in each language)

Fields that should remain LTR (emails, URLs, passwords, workspace slugs, webhook URLs, API key prefixes) maintain LTR direction even in RTL mode.

31.2 Language Verification Status

Languages are marked as either **Verified** (reviewed by a native speaker) or **Beta** (machine-translated, not yet reviewed). The language menu in the app shows the verification status of each language. Contributions and corrections are welcome.

31.3 Multi-Language Teams

Each user sets their own language preference. A workspace in Dubai might have team members using Arabic, English, and Urdu simultaneously — each person sees the full interface in their language, receives emails in their language, and all data (task titles, comments, descriptions) is shared across languages.

32. Mobile Access

Artala works on mobile devices in two ways:

32.1 Mobile Browser

Open `app.artala.app` in any mobile browser (Safari, Chrome, Firefox) and sign in with your workspace name and credentials. The interface is fully responsive — navigation collapses to a bottom bar, kanban columns scroll horizontally, and task detail dialogs adapt to the smaller screen.

Touch drag and drop: On mobile, long-press a task card (about 300ms) to start dragging. The same teal insertion indicator appears between cards showing where the task will land. Lift your finger to drop.

32.2 Installing as a Mobile App (PWA)

Artala is a Progressive Web App (PWA). You can install it to your home screen for an app-like experience with no app store required:

iOS (Safari):

1. Open `app.artala.app` in Safari and sign in
2. Tap the Share button (square with up arrow)
3. Scroll down and tap "Add to Home Screen"
4. Tap "Add"

Android (Chrome):

1. Open `app.artala.app` in Chrome and sign in
2. Tap the three-dot menu
3. Tap "Add to Home Screen" or "Install app"

4 Tap "Install"

Once installed, Artala opens in its own window without browser navigation bars, and appears as an app icon on your home screen. The PWA receives updates automatically when new versions are deployed — there is nothing to update manually.