

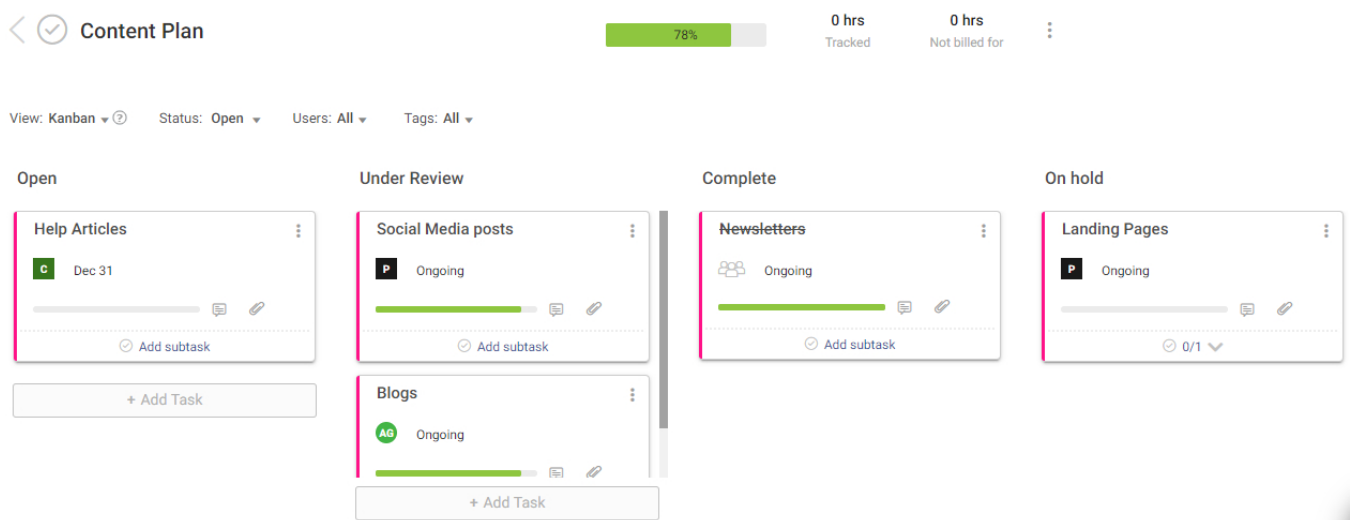
How to Use Kanban Board

Originally a Japanese concept used in manufacturing processes to improve communication and work efficiency between tasks using instruction cards, **Kanban** has further evolved and made its way into the Agile methodology in project management. This tool displays the project workflow divided into columns or modules. All project tasks progress through each module till their completion.

Benefits of Kanban Board in ProProfs Project:

- Gives a bird's-eye view of all your tasks
- Increased task visibility resulting in better efficiency
- Drag & drop tasks between columns for ease of use
- Move and adjust columns freely within the workflow

Here's how a Kanban project workflow looks like:



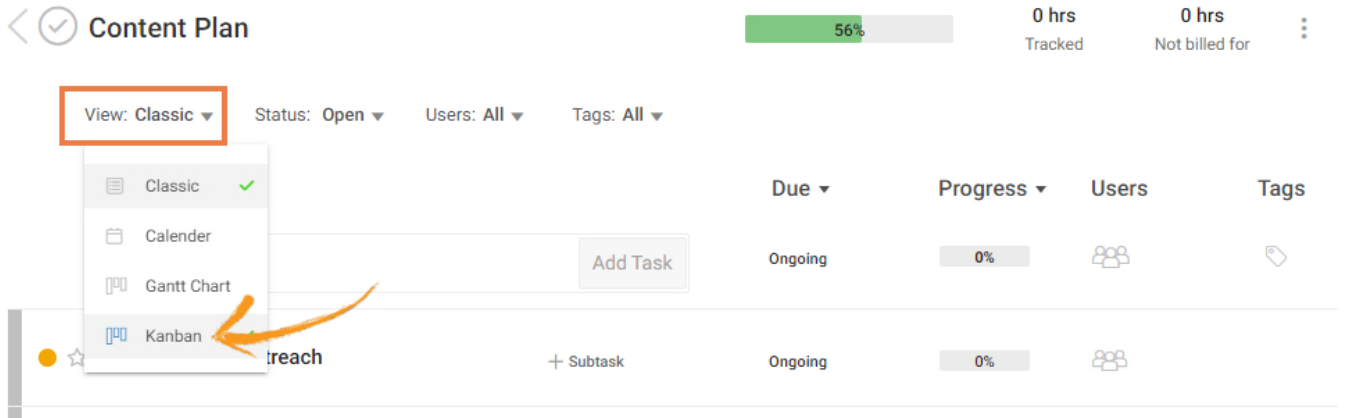
In the example above, the columns represent the overall task progress while the task cards display the individual progress, end dates, and the assignees and followers.

In this article, you'll learn:

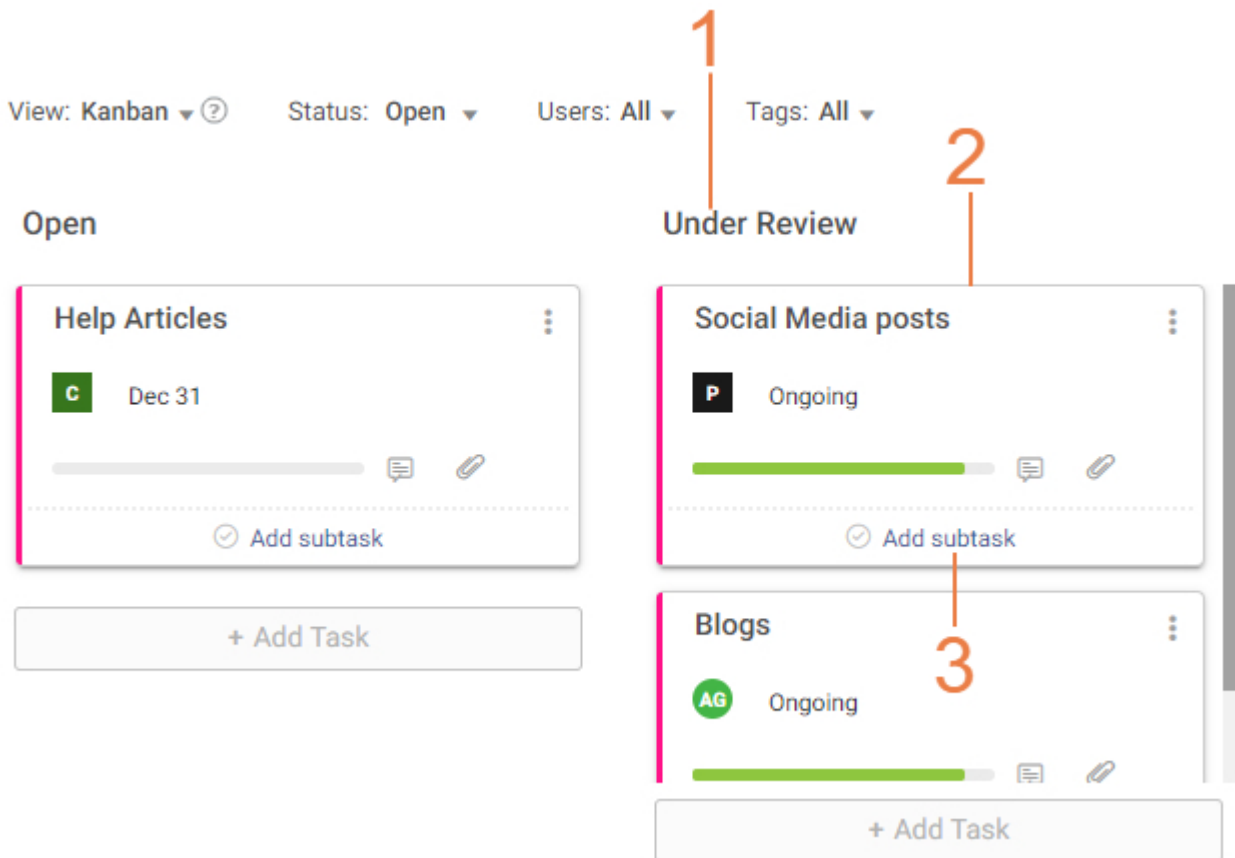
- [How to switch to Kanban Board view](#)
- [How to manage tasks](#)
- [How to update task status in the Kanban View](#)

1. How to switch to the Kanban Board view

By default, a project is displayed in the **Classic** view. To change, select **Kanban** from the **View** dropdown menu.



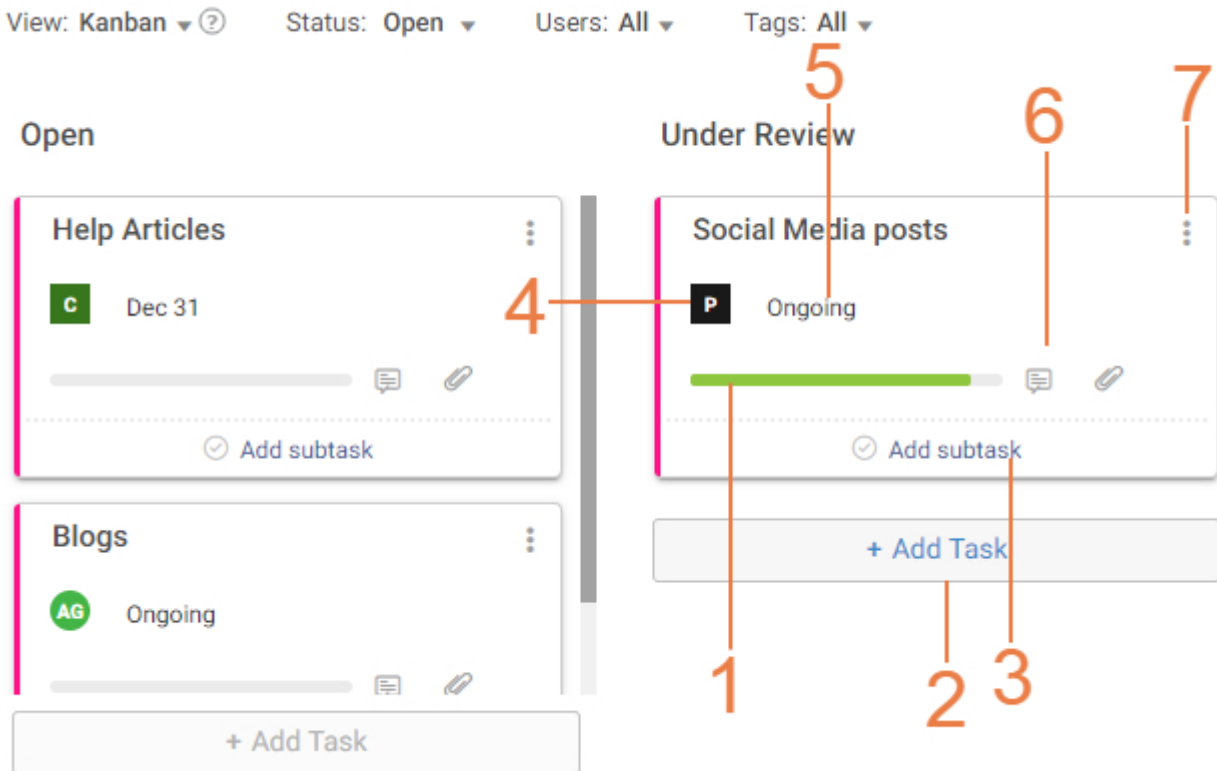
This is how a project is displayed in the **Kanban** view.



1. Task status acts as a column header. Columns can be moved to the right or left
2. Tasks become cards and get aligned under the right columns automatically
3. Button to add a new task

2. How to manage tasks in the Kanban view

First things first, let's decode a task card. The image below has numberings on it with explanations right below.

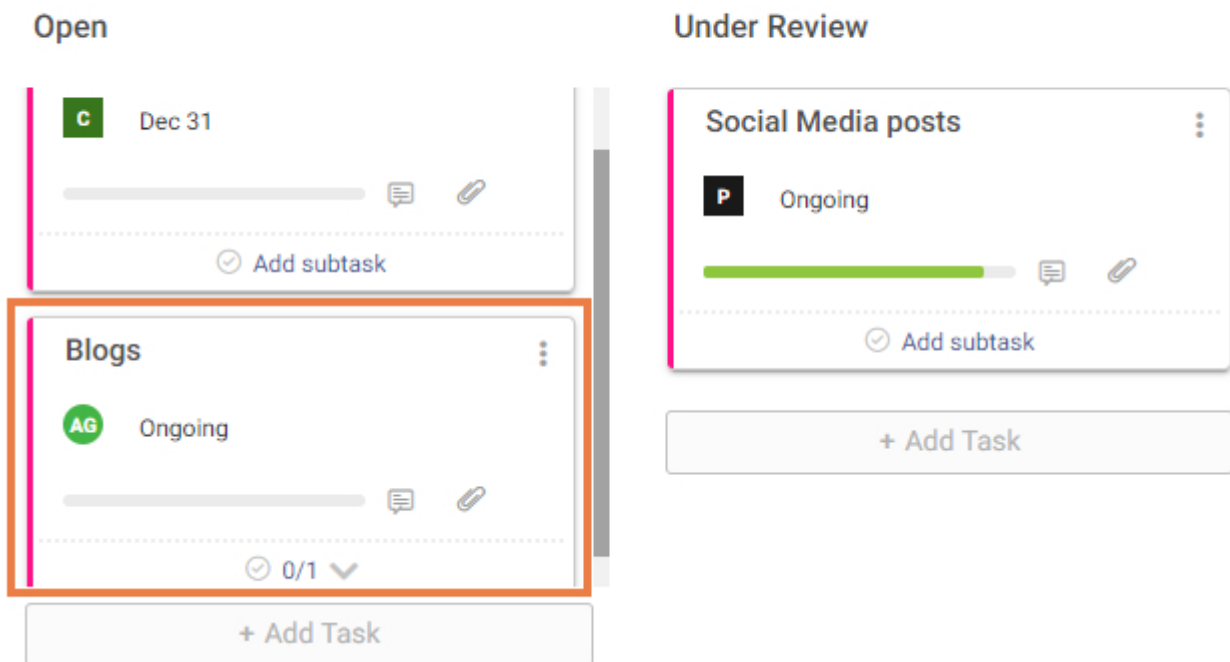


1. This bar shows the **progress** made so far
2. Add a **new task**
3. Add a **subtask** under the main task
4. Assign **users** or teams
5. Add **start** and **end dates**
6. Add **comments** and **attach files**
7. **Edit** or **delete** a task

3. How to update the status of a task in the Kanban View

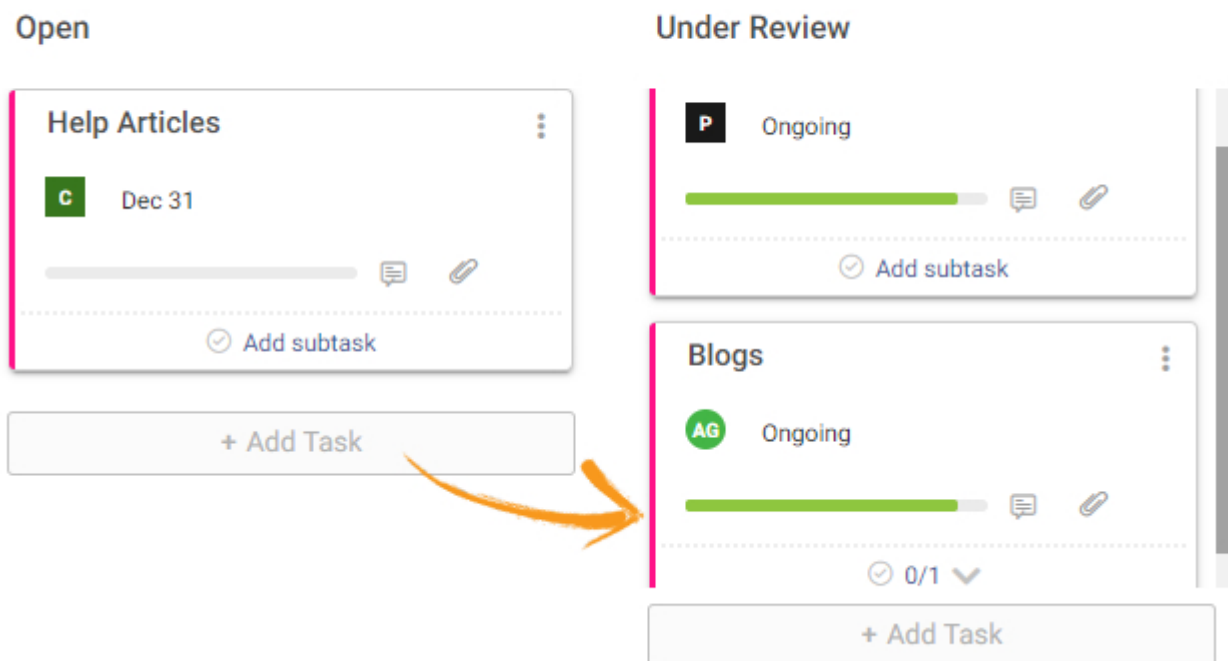
You can move a task between statuses (columns) to update its status. For example, to change the status of the 'Blogs' task from **Open** to **Under Review**, just drag and drop the card in the right column. That's it.

View: Kanban ▾ ⓘ Status: Open ▾ Users: All ▾ Tags: All ▾



You'll notice that moving a task to another column also changes its progress percentage accordingly.

View: Kanban ▾ ⓘ Status: Open ▾ Users: All ▾ Tags: All ▾



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