Agilebars Complete Reference Guide

Sprint Planning, Kanban Boards & Burndown Charts

Table of Contents

1. Getting Started

Welcome

Agilebars is a browser-based sprint planning and Agile management tool. No installation required—launch it in your browser and start working immediately.

Product URL: ab.timebars.com

How to Use for Free

Try Agilebars for free without registering. Full functionality is available with data limitations (number of projects, tasks, and Pubsets). Use it as long as you wish—no time limit.

Important: Your data is stored in your browser cache, not on our servers (unless you use the optional Pubset feature). We don't install cookies on your device.

How to Get a License

1. **Register:** Visit timebars.com/auth/new-user and sign up with email and password

2. **Verify:** Check your email for a verification link and confirm your account
3. **Purchase:** Go to timebars.com/sales/pricing and select your subscription
4. **Log In:** Use your email/password in the app—the license downloads automatically

Subscriptions are single-person monthly licenses. Purchase 1-12 months in one transaction.

First Launch

When you first load the app:

1. Demo data is automatically populated (includes seed data for picklists, settings, etc.)
2. The Getting Started page appears
3. Close it to see the Timescale Canvas

Quick Start Workflow

1. Download the spreadsheet template (Hamburger > Data Actions)
2. Enter your sprint backlog data in the spreadsheet
3. Drag and drop the spreadsheet onto the Canvas to import
4. Arrange bars on the Timescale Canvas
5. Switch to Kanban mode to track progress
6. Run burndown charts to monitor the sprint

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2. Product Overview

What is Agilebars?

Agilebars is a sprint planning tool designed to reduce your product backlog. It combines:

- **Kanban Board** for visual task tracking
- **Time-phased Canvas** for scheduling
- **Automated Burndown Charts** for progress monitoring
- **Spreadsheet Sync** for efficient data entry

The Agilebars Hierarchy

Agilebars uses a simple 2-level hierarchy:

Level	Color	Purpose
L2	Green Bars	Sprint Backlog (Project)
L4	Blue Bars	Work Items (Tasks)

Rules are built into the tool to enforce this hierarchy during drag-and-drop operations.

Note: Unlike Timebars and Costbars, Agilebars does not have Portfolio (L1), Sub-Project (L3), or Allocation (L5) levels. Work sizing (hours/cost) is captured directly on Tasks and rolled up to Projects.

Design Philosophy

- **Earned Value Based:** Progress is calculated, not manually entered
- **Offline First:** Works without internet; data stored in browser
- **Spreadsheet Friendly:** Seamless sync with Excel and LibreOffice
- **No Installation:** Runs in any modern browser

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3. The User Interface

Top Menu

The top menu displays:

- Product icon and name
- Import/Export arrows
- Bar refresh icon
- Shopping cart icon
- Login icon (yellow)
- Current user (or license status if not logged in)

Main Menu

A row of icons for core functionality:

- **Hamburger Icon:** Access Filter Menu, Getting Started, FAQ, Data Actions
- **Switch Modes:** Toggle between Timescale and Kanban
- **Bar Creator:** Create new projects and tasks
- **Reports:** Access tabular and visual reports
- **RIC:** Risks, Issues, and Change Requests
- **Dashboard:** Local dashboard
- **Publish:** Cloud publishing features

The Hamburger Menu

Click to access:

- Filter Menu
- Getting Started Page
- AI Search
- FAQ
- WBS Generator
- Data Actions (Import, Export, Backup)
- Guided Tour
- Intro Animation

Canvas Settings

Access via Tools > Set Canvas or bottom-right canvas controls:

Setting	Purpose

Setting	Purpose
Timescale	Weekly or monthly view
Zoom Factor	Zoom in/out (0.5, 1, 1.5, 2, etc.)
Start Date	Timeline starting point
Report Date	Status date for progress calculations
Baseline Bars	Show/hide thin baseline lines
Ghost Bars	Show/hide position reference bars
Visible Levels	Control which hierarchy levels display
Light/Dark Mode	Visual theme toggle

Filter Menu

Click the pink **FM** tab on the left side of the Canvas:

- Drill down by project
- Filter bars on the timescale
- Reduce clutter to focus on specific work
- Selected filter is saved for next session

Shortcut Menu

Right-click anywhere on the Canvas for quick access to:

- Canvas Settings
- Bulk Move
- Refresh Bars
- Filter Menu
- Toggle Bars vs. Text Boxes (Kanban mode)

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4. Working Modes

Agilebars offers two canvas modes. Switch between them with a single click—no import/export required.

Timescale Mode

A time-phased canvas showing bars on a timeline.

Best for:

- Sprint planning
- Scheduling work items across the sprint duration
- Setting start/finish dates
- Viewing the overall sprint timeline

Advantages over Gantt Charts:

- Drag and drop bars to any position
- Stack multiple bars in parallel (not limited to one row per bar)
- More bars visible on screen
- Better for resource and project scheduling productivity

Kanban Mode

A visual board with swim lanes for tracking task status.

Best for:

- Daily standups
- Progress updates
- Team collaboration on large screens
- Real-time status tracking

How to Switch Modes

1. Locate the **Switch Modes** icon in the top center menu
2. Click to toggle between Timescale and Kanban views
3. Click again to switch back

Important: Use the Timescale Canvas to time-phase bars from sprint start to sprint end. Burndown charts are time-phased, so this step is necessary for accurate charts.

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5. The Kanban Board

What is a Kanban Board?

A visual project management tool that helps teams track and manage work. The Agilebars Kanban provides:

- Clear visual representation of tasks in various stages
- Collaboration and transparency
- Automatic progress tracking via drag-and-drop

Kanban Lanes

The Agilebars Kanban has five lanes:

Lane	Purpose	Progress Effect
Backlog	Items not yet selected for sprint	Resets to 0%
Will Do	Committed items for this sprint	Preserves current progress
Doing	Work actively in progress	Sets to 25%
Finalizing	Testing, review, or approval stage	Sets to 75%
Done	Completed work	Sets to 100%

The Finalizing Lane

This lane handles the final stage of work:

- Testing code
- Proofreading documents
- Getting approvals
- Quality assurance

Define your own rules for what "finalizing" means for your team.

Using the Kanban Board

Setup:

1. Set the Report Date to today (Tools > Set Canvas > Report Date)
2. Ensure tasks are time-phased on the Timescale first

Daily Workflow:

1. Switch to Kanban mode
2. Ask team members: "Did it start?" "Did testing start?" "Is it done?"
3. Drag bars to appropriate lanes
4. Progress calculates automatically
5. Run burndown chart to check status

View Options:

- Toggle between bar and text box display
- Use Filter menu to switch between projects

Large Screen Use: Use Kanban mode on a giant display for team planning sessions—replaces messy physical whiteboards.

Bar Appearance on Kanban

- **Green Bar:** Sprint Backlog (Project)
- **Blue Bars:** Work items/Tasks
- **R or I prefix:** Risk or Issue (black letter, turns red if Concerned/Critical)

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6. The Scheduling Engine

Design Philosophy

The Agilebars scheduling engine is modeled after the **Earned Value** concept:

- Progress is *earned*, not manually set
- Percent complete is *calculated* based on lane position
- Work remaining is the key metric

Core Benefit

No more interrupting developers and testers for durations and actual hours. During daily standups, simply ask:

- "Did it start?"
- "Did testing start?"
- "Is it done?"

Agilebars handles all calculations based on internal rules.

How It Works

Before Dragging Tasks: Set up basics for each work item:

- **Sizing:** How many hours the task will take
- **Start/Finish Dates:** Expected timeline
- **Duration:** How long it will take overall

When You Drag Tasks: The engine automatically updates:

- Start and finish dates
- Hours worked and hours remaining
- Progress percentage
- Burndown chart data

Task States Based on Report Date

The engine calculates task status relative to the **Report Date**:

1. Task In Progress

The task has started but isn't done—it overlaps the report date.

- Start date is locked (it's in the past)
- Hours worked calculated based on time elapsed
- Remaining hours calculated from time left
- Progress percentage reflects hours completed vs. total

2. Task Finished

The task is entirely before the report date—it's complete.

- Start and finish dates become "actuals"
- Actual hours match what was planned
- Remaining hours drop to zero
- Progress is 100%

3. Task Not Started

The task is entirely after the report date—it's in the future.

- Zero hours worked, zero percent complete

- Start and finish dates update as you move the bar
- Hours remain untouched until work begins

Workday Calculations

The engine calculates in **workdays**, not calendar days:

- Weekends and holidays are skipped
- A task spanning Monday to Friday with a weekend counts as 5 workdays, not 7 calendar days

Hours Flexibility Setting

Control whether task hours stay fixed or adjust with timeline changes:

- **Fixed (default):** Hours don't change even if duration changes
- **Flexible:** Hours adjust proportionally when you modify the timeline

Automatic Rollup

Data from Tasks (L4) automatically rolls up to Projects (L2):

- Hours sum from all tasks
- Costs aggregate automatically
- Progress is weighted by task sizing

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7. Progress Calculation Rules

Lane Transition Rules

When you drag a bar between lanes, progress is earned automatically:

Transition	Progress Earned	Cumulative	Rationale
Backlog → Will Do	0%	0%	Selection only, no work done
Will Do → Doing	10%	10%	Planning effort
Doing → Finalizing	65%	75%	Development/creation effort
Finalizing → Done	25%	100%	Testing/review effort

Important Considerations

Report Date Matters:

- The date you move bars affects calculations
- Set Report Date to today before moving bars
- Careful coordination required between Report Date and drag actions
- Practice helps you get it right

Size First:

- You must size each work item before progress can calculate accurately
- Sizing enables proper earned value calculations
- Unsized items won't feed burndown charts correctly

Behind the Scenes

Every time you move a task, the engine:

1. Determines position relative to report date
2. Calculates new start/finish dates
3. Computes hours worked and remaining
4. Updates progress percentage
5. Refreshes burndown chart data

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8. Burndown Charts

What the Scrum Guide Says

The 2020 Agile Scrum Guide states: "Various practices exist to forecast progress, like burn-downs, burn-ups, or cumulative flows. While proven useful, these do not replace the importance of empiricism. In complex environments, what will happen is unknown. Only what has already happened may be used for forward-looking decision making."

Our Perspective

Empiricism means basing decisions on real-world observations. If you:

- Size each work item with the skilled person doing the work
- Update progress based on that resource's continuous assessment
- Adjust based on actual progress and feedback

...then you can trust burndown charts as a reliable reporting tool.

How Burndown Data Accumulates

The chart shows **remaining work** over time:

1. Start with total planned hours (sum of all work items)
2. Each week, subtract hours completed
3. The line "burns down" toward zero

Running a Burndown Chart

Step 1: Prepare Your Data

- Define Sprint Goal and Backlog
- Size each task (story points, hours, or preferred unit)
- Set Sprint Duration (typically 1-4 weeks)
- Time-phase bars on the Timescale Canvas

Step 2: Launch the Chart

1. Click on the Project ID text (e.g., "Pj:40") on the green bar
2. Click **Burndown Chart** link in the popup
3. Click **Refresh** to calculate the graph
4. Click **Run** to display it
5. Wait for green text: "Current/Forecast Created!"

Step 3: Create a Baseline

If satisfied with the initial calculation:

1. Under the **Planned** heading, click **[Create]**
2. This copies Current/Forecast data as your baseline
3. Now move bars between lanes to update progress
4. Next **Refresh** compares forecast to planned

Step 4: Monitor Progress

- Run the burndown chart regularly
- Compare actual line to ideal trend line
- Make adjustments as needed

Advanced: Multiple Baselines

- Create additional baselines under "Additional Baselines"
- Use radio buttons under "Compare Current/Forecast to..." to switch

Reading the Chart

Element	Meaning
X-Axis	Time in days or increments
Y-Axis	Remaining work (hours, story points)
Ideal Trend Line	Diagonal from total work to zero
Actual Burndown Line	Real remaining work plotted daily
Actual below ideal	Team is ahead of schedule
Actual above ideal	Team is falling behind

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9. Creating and Managing Bars

Creating Bars with Bar Creator

The Bar Creator enables creating new bars via drag-and-drop while enforcing the hierarchy.

To Create a Project (Green Bar):

1. Drag the Project Creator Bar to an empty area
2. Follow the popup instructions
3. Drop to create

To Create a Task (Blue Bar):

1. Drag the Task Creator Bar
2. Drop it **onto an existing Project bar**
3. Dropping elsewhere shows an error notification

Hierarchy Enforcement:

- Task bars can only be created by dropping onto a Project bar
- The system prevents hierarchy violations

Deleting Bars

Drop a bar on the **Trash Can** (left side of Canvas):

- The dropped bar and all child bars are deleted
- If you delete a Project, all Tasks under it are deleted
- **There is no undo**—make a backup first (Hamburger > Full Backup)

To restore: Drag and drop the backup file onto the Canvas.

Editing Bars

Cost Schedule Form: Click on the bar ID (bottom left of any bar) to open:

- Planned, forecast, and actual dates
- Hours and costs
- Remaining work and percent complete

Slide Out Form: Click the bar title to invoke the slide-out for:

- Metadata assignment
- Name editing
- SubType changes (Task, Risk, Issue, CR)

Creating Relationships Between Tasks

1. Drag a task by grabbing its ending
2. Drop it over the beginning of the predecessor bar
3. Look for the red dashed box before dropping
4. To remove: repeat the operation

Relationships tell the scheduling engine to reschedule the successor bar when the predecessor moves.

Baseline Management

Set a baseline snapshot before work starts:

1. Open Cost Schedule Form (click bar ID)
2. Click **Set Baseline**
3. Baseline is created for this bar and all children
4. Compare current forecast to baseline in reports

Adding Scope: If adding new bars after baseline is set, click Set Baseline again with checkmark off to add without overwriting existing baseline data.

Managing Constraints

Constraints lock task dates:

1. Drag and drop the pin near the end of a task
2. Dates won't change from predecessor moves
3. Project start date changes still override constraints
4. Double-click the pin to remove constraint

Bulk Move Tasks

Reschedule multiple tasks at once:

1. Choose Tools Menu > Bulk Move Tasks
2. Click on two or more tasks to highlight them (blue dotted lines appear)
3. Drag and drop to reposition
4. Refresh the screen to confirm changes

Tip: When reaching the last bar to move, double-click it then drag.

Duplicate Bars

1. Choose Hamburger > Bulk Manage Bars
2. Enter the bar ID to duplicate
3. Refresh the canvas

Freeze Bars

Disable drag-and-drop to prevent accidental rescheduling:

- Toggle via Settings menu

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10. Spreadsheet Sync

Introduction

The Spreadsheet Sync feature enables seamless bidirectional data exchange between the app and spreadsheets (Excel or LibreOffice Calc).

Download Templates

- LibreOffice Calc (.ods)
- MS Office Excel (.xlsm)

Important: File name must begin with "tbClient" for import to work.

How It Works

Export Cycle:

1. Export data from app (Data Actions > Export)
2. CSV files save to your Downloads folder
3. Open spreadsheet and import CSVs via Setup page
4. Edit data in spreadsheet
5. Save spreadsheet
6. Drag and drop onto Canvas to import

Import Cycle:

1. Populate spreadsheet with task and project data
2. Save the spreadsheet
3. Drag and drop file onto Canvas top menu
4. Data loads into the app

Spreadsheet Features

- **Seed Data:** Pre-populated with demo data
- **Data Validation:** Macro-based validators highlight issues in red
- **Portfolio Tab:** Custom reports (macros enabled)
- **Bulk Editing:** Edit multiple items efficiently

Sync Best Practices

- Avoid editing data in both app and spreadsheet simultaneously
- Complete edits in one place before syncing
- Importing creates automatic backup of existing data
- Repeat sync cycle daily, weekly, or monthly as needed

What You Can Sync

- Projects and Tasks (tbTimebars)
- Metadata (tbMetaData)
- Tags/Picklists (tbTags)
- Field Configurations (tbFields)
- Core Report Settings (tbCoreReport)

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11. Metadata and Tagging

What is Metadata?

Metadata coding is a flexible way to organize, break down, and report on project work. By establishing a coding structure and assigning codes to bars, you enable virtually any view or report.

Over 100 metadata fields can be configured as part of the coding structure.

How to Assign Metadata

Via Slide Out Form:

1. Click the title of any bar
2. Slide-out form appears
3. Select values from picklists
4. Add/remove fields to suit your needs

Via Core Report:

1. Open Cost Schedule Form (click bar ID)
2. Launch Core Report
3. Fields shown vary by hierarchy level

Picklist Configuration

Picklists (dropdown values) are maintained in the Tags spreadsheet tab:

- Modify existing picklist values
- Create new picklists
- Drag and drop spreadsheet to load changes

Common Picklists for Agilebars

Picklist	Purpose
Timebar Status	New, In Progress, On Hold, Blocked, Closed, Rejected
Timebar Priority	Immediate, High, Normal, Low
Health Indicators	Green, Yellow, Red, Not Assessed
Risk Impact	Very Low, Low, Medium, High, Very High
Risk Probability	Very Unlikely, Unlikely, Likely, Very Likely, Certain

Metadata Lookup Tables

When you click a field to edit:

- If configured as a picklist, available values pop up
- Data sourced from Tags table
- Stored in associated metadata table

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12. FOCD Forms Configuration

What is FOCD?

FOCD (Forms on Cached Data) allows users to add and remove fields from forms without writing code. Configure forms via spreadsheet—no IT assistance required.

Available Forms in Agilebars

Form Name	Description
PJ1	Project (L2) Flyout Right Form
TASK1	Task (L4) Flyout Right Form
dfRisk	Risk Edit Form
dfIssue	Issue Edit Form

Configuration via Spreadsheet

The Fields spreadsheet tab controls form configuration:

Column	Purpose
ID	Unique identifier in data store
Coord Top	Vertical position (pixels)
Coord Left	Horizontal position (pixels)
Width	Field width (pixels)
Name	Must match existing field name
Type	NoPicklist or With Picklist
Form Name	Which form (PJ1, TASK1, etc.)
Label	Display text in UI

Adding Fields to a Form

1. Open the spreadsheet Fields tab
2. Add a new row with all required columns
3. Set Form Name to target form (e.g., TASK1)
4. Save spreadsheet
5. Drag and drop onto Canvas
6. Test the form

Adjusting Field Positions

FOCD Forms have 4 blue icons at the top:

1. Click second icon (left) to move one field at a time
2. Click third icon to move multiple fields
3. Dotted lines appear around moveable fields
4. Drag fields to new positions
5. Click blue Square icon to save changes

Picklist Configuration for Fields

If Type = "With Picklist":

1. Set Picklist Name column to match a value in Tags spreadsheet
2. Use existing picklist or create new one in Tags tab

Quill Text Editor

A rich text editor (bold, italics, etc.) is available on certain fields for formatted content entry.

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13. Risks, Issues & Change Requests

Creating Risks, Issues, or CRs

1. Create a Task using Bar Creator
2. Open the Slide Out Form (click bar title)
3. Change the **SubType** to Risk, Issue, or CR
4. Fill in relevant metadata

Visual Indicators

- **R** or **I** prefix appears on the bar name
- Black letter by default
- Turns **red** if Status is Concerned
- Red border thickness increases for Critical status

Tracking and Managing

Launch the RIC Page: Main Menu > RIC

Features:

- Search box for keyword filtering
- Picklists to filter by status, priority, etc.
- Click Risk or Issue button to edit details
- Toggle between Tabular and Card views

Editing Details

Click the edit icon to open the FOCD Form:

- Update status, title, content
- Enter data in markdown format
- Add/remove fields to customize

Risk Metadata Fields

Field	Purpose
Risk Impact	Very Low to Very High
Risk Probability	Very Unlikely to Certain

Field	Purpose
Mitigation Status	Identified, Assessed, In Progress, Mitigated, etc.
Category	Product, Financial, Operational, Technical, Schedule

14. Reports and Dashboards

Reports Menu

Access via Main Menu > Reports

Available Reports:

- All Tabular
- All Drilldown
- Print WBS
- Project Status
- Project Stop Light
- Project Core
- Tasks Overdue
- Milestone Horizon
- Resource Listing

Core Report

A dynamic form for viewing and editing metadata:

- Accessible from Cost Schedule Form
- Fields vary by hierarchy level
- Configure visibility in Core Report spreadsheet tab

Local Dashboard

Access via Main Menu > Dashboard

Tabs for Agilebars:

- Summary
- Resource Demand Charts
- Project Status
- Finance

Features:

- Filter by Project (L2)
- FOCD forms—add/remove fields
- Up to 150 different fields available
- Works offline (no cloud required)

Why Local Dashboard?

Many organizations can't store data in the cloud due to security policies. The Local Dashboard pulls data from IndexedDB in your browser—no external transmission.

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15. AI Project Generator

What It Does

Transform natural language descriptions into complete project structures with tasks, milestones, and risks.

Basic Usage

Type what you want in the input box:

```
Create a project called Sprint 12 Planning
```

AI Creates:

- 1 project named "Sprint 12 Planning"
- 5 tasks (default)
- 2 milestones (default)
- 3 risks (default)
- Rich descriptions, objectives, and benefits

Override Defaults

```
Create a project called Mobile App Development with 10 tasks, 4 milestones, and 5
risks
```

Provide Context for Better Results

```
Create a project to develop a new user authentication module.
We need to implement OAuth2, add MFA support, and integrate with our existing
database.
The project should include testing phases and documentation.
Create 8 tasks, 3 milestones, and 4 risks.
```

More context = more relevant, specific content

What AI Generates

Field	Content
Description	Detailed overview (1-3 paragraphs)
Executive Summary	High-level overview

Field	Content
Objectives & Scope	Goals and boundaries
Expected Benefits	Business value and outcomes

Default Values

Element	Default	Override Example
Tasks	5	"Create 10 tasks"
Milestones	2	"Create 6 milestones"
Risks	3	"Create 8 risks"
Start Date	1 month from today	"Starting in March 2025"

Tips for Best Results

- Be specific about your domain
- Mention key phases or stages
- State numbers if you need specific quantities
- Provide context about scale
- Mention important constraints

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16. Cloud Publishing and Dashboard

What is the Cloud Dashboard?

An optional web-based platform that transforms your data into dynamic visualizations:

- Graphs and line charts
- Pie charts
- Bubble charts
- Tabular reports

Getting Access

1. Purchase a Cloud Dashboard subscription at timebars.com/dashboard
2. Log in via Main Menu > Publish > Login
3. Use credentials tied to your account

Note: You must be logged into the app locally first (via the gold icon) before cloud login works.

Publishing Your Data

1. Open Agilebars
2. Work on your sprint as usual
3. Go to Cloud Menu > Activate Pubsets
4. Click **Publish**

5. Data is sent securely via HTTPS

Working with Pubsets

Each Pubset displays:

- Name
- Owner
- Active status
- Last published date/time

Actions:

- **Re-Publish!** — Update cloud with current data
- **Re-Hydrate!** — Download Pubset data to current app
- **Clear!** — Remove data from Pubset

Dashboard Pubset: The Pubset with blue background is linked to the Dashboard—publishing immediately updates your charts.

Using the Dashboard

1. Visit timebars.com/dashboard
2. Log in with your credentials
3. Browse visualizations
4. Filter and customize views
5. Share URL with team members (they need their own login)

Cross-Device Workflow

- Publish from your PC
- Log into another device (iPad, laptop)
- Re-Hydrate to download your data
- Continue working seamlessly

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17. Data Management

Backup and Restore

Automatic Backups:

- App backs up to Downloads folder constantly
- Backup taken before major operations (spreadsheet sync, delete demo data, etc.)
- JSON format containing all 13 data tables

Manual Backup: Hamburger > Full Backup

Restore: Drag and drop the backup file onto the Canvas

Export Options

Export to CSV: Hamburger > Data Actions > Export

- Exports all data stores as CSV files
- Use with Spreadsheet Sync feature

Export to JSON: Hamburger > Data Actions

- Export individual JSON files
- Useful for custom integrations

Import Options

Drag and Drop:

- Spreadsheet files
- CSV files
- Backup JSON files

File Importer: Hamburger > File Importer

- File picker for importing without drag-and-drop

Delete Database and Start Over

Use browser Developer Tools (F12):

1. Application tab > IndexedDB
2. Right-click on stores > Clear
3. Refresh browser to create new database with demo data

Warning: No backup is taken—export your data first!

Demo Data Management

Clear Demo Data: Hamburger > Data Actions > Clear Demo Data

Load Demo Data:

- Small demo set (S)
- Large demo set (L) — 350+ bars

Caution: Clearing demo data removes all customizations (fields, tags, schedules).

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18. Security

Encryption

- **HTTPS/TLS:** End-to-end encryption (bank-level)
- All data transmitted securely

No Cookies

- We don't store cookies on your device
- Reduces security risks

Token-Based Authentication

- JSON Web Tokens (JWT) delivered on login
- Tokens are server-side, encrypted with your password
- Never stored in browser

Data Location

- **Default:** Stored locally in browser cache (IndexedDB)
- **Optional Cloud:** Data stored on our servers only when you Publish
- Cloud storage is isolated by your credentials

Cloud Security

- HTTPS encryption for all cloud operations
- Shared database with credential-based isolation
- Only your username/password can access your Pubsets

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19. Licensing and Support

Subscription Tiers

Three pricing tiers with increasing data limits:

- Each tier removes data limitations progressively
- Features are the same across all tiers

What's Limited in Free Version

- Number of projects
- Number of tasks
- Number of Pubsets

License Enforcement

On page load, the app:

1. Retrieves license information
2. Calculates days until expiration
3. Enforces limits based on license type
4. Displays notifications if limits exceeded

Contact Information

Sales:

- Phone: (613) 255-5374

- Email: jcox@tbcox.com

Jim Cox:

- Phone: (613) 255-5374
- Email: jcox@tbcox.com

Support:

- Email: jcox@tbcox.com
- Technical support included with subscription

Learning Resources

- Agilebars Presentation
- Agilebars Features
- Knowledge Base

Third-Party Training

- Agile Sprint Training (Udemy)
- Project Scheduling Training (Udemy)

Quick Reference Card

Daily Standup Workflow

1. Set Report Date to today
2. Switch to Kanban mode
3. Ask team: "Started? Testing? Done?"
4. Drag bars to appropriate lanes
5. Run burndown chart

Sprint Setup

1. Download spreadsheet template
2. Enter work items with sizing
3. Drag spreadsheet onto Canvas
4. Arrange on Timescale Canvas
5. Create baseline before sprint starts

Key Shortcuts

Action	How
Switch Modes	Click icon in top center menu
Launch Burndown	Click Project ID on green bar
Import Data	Drag spreadsheet onto menu bar

Action	How
Access Menus	Click Hamburger icon
Filter Projects	Click pink FM tab
Refresh Canvas	Click refresh icon or right-click > Refresh
Quick Backup	Hamburger > Full Backup

Progress Rules Summary

Lane Move	Progress
→ Will Do	0%
→ Doing	10%
→ Finalizing	75%
→ Done	100%

For additional support, visit timebars.com or contact our support team.