

# How to Configure my Kanban Board

## Objectives

- Configure Kanban Board

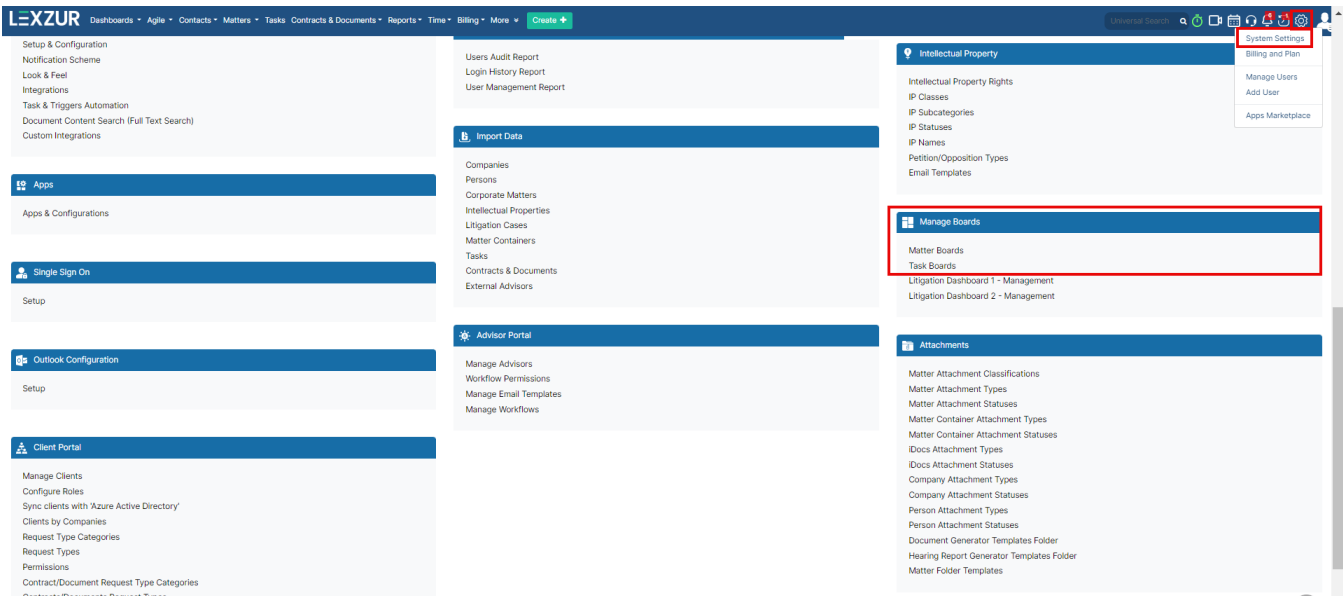
## Steps

Matters and Tasks Boards are a 360-degree Kanban Board in which Matters and Tasks are put in columns that reflect the Statuses.

These Boards can perfectly give an overall idea about the activity of the team, the work progress, and the situation of what's being handled.

Color Coding of matter and task priorities are reflected on the Board to better assist the user in building schedules and action plans, for instance. Critical Matters are in red, Medium Priority Matters are in blue, and so on.

To configure your boards, go to the **System Settings Matter Boards/ Task Boards** under the "Manage boards" section.



Once you click on Matter Boards, you will be redirected to a page to access all the boards, add a new board, edit or delete.

Settings / Matter Board / [Add New Board](#)

### List of Matter Boards

Board Name	Number of Columns	Created By	Created On	Last Modified By	Last Modified On	Actions
Case Board 1	6			Victor Stapleton	2021-05-26 18:27:15	<a href="#">Edit</a> <a href="#">Add</a> <a href="#">Delete</a>
Labor case	2	Garry Malbeck	2021-03-03 15:41:26	Garry Malbeck	2021-03-03 15:41:26	<a href="#">Edit</a> <a href="#">Add</a> <a href="#">Delete</a>

If you click on "Add new Board" :

- **Board Name** is the text field where the Matter Board Name is inserted.
- You can add **columns** from the plus sign "Add a new column". Every column on the Board is designated with a Title.
- Under the **Title**, the Workflow Statuses is where the Matter Statuses related to this column are added.
- Multiple Statuses can be related to one column. Once the user clicks on the blank, the system will display all the unused workflow Statuses.
- Choose the **color** of the column.

[Settings](#) / [Matter Board](#) / [Add New Board](#)

List of Matter Boards

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Board Name	Number of Columns	Created By	Created On	Last Modified By	Last Modified On	Actions
Legal Review	5	Carolina Robinson	2023-06-09 08:40:31	Carolina Robinson	2023-06-09 08:40:31	<div><div>🔍</div><div>✏</div><div>✖</div></div>
Matter Board	5			Carolina Robinson	2024-01-18 10:11:03	<div><div>🔍</div><div>✏</div><div>✖</div></div>