Orkanizer Platform
User's Manual
www.orkanizer.com

udated 3th may 2012

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Introduction

What is Orkanizer?

Orkanizer is a task management web application based on The Pomodoro Technique® ideology by Francesco Cirillo. The idea of the application is to help users organize their daily activities and easily keep track of work progress. The Orkanizer should be considered in Beta for the time being, please be patient if you hit bugs or other problems.

No guarantee or warranty of any kind is provided.

Please remember: bug reports and any feedback help us make Orkanizer better. Get started on a new report by clicking the "WRITE YOUR OPINION" button placed on the left of each orkanizer page.

What is Pomodoro Technique®?

The Pomodoro Technique® is a way to get the most out of time management. Turn time into a valuable ally to accomplish what we want to do and chart continuous improvement in the way we do it. Francesco Cirillo created the Pomodoro Technique® in 1992. It is now practiced by professional teams and individuals around the world.
The Pomodoro Technique® and its logo are registered trademarks of Francesco Cirillo.com SRL.

What is a Pomodoro?

Pomodoro is a session of focused work + break. The traditional Pomodoro is 30 minutes long: 25 minutes of work plus a 5-minute break.

Rules

- A Pomodoro is indivisible.
- If a task takes more than 5–7 Pomodoros, break it down.
- If it takes less than one pomodoro, add it up, and combine it with another task.
- Once a Pomodoro begins, it has to ring.
- The next pomodoro will go better.
- The Pomodoro Technique® shouldn't be used for activities you do in your free time. Enjoy free time!

Goals

- Alleviate anxiety linked to becoming.
- Enhance focus and concentration by cutting down on interruptions.
- Increase awareness of your decisions.
- Boost motivation and keep it constant.
- Bolster the determination to achieve your goals.
- Refine the estimation process, both in qualitative and quantitative terms.
- Improve your work or study process.
- Strengthen your determination to keep on applying yourself in the face of complex situations.

To learn more, please visit The Pomodoro Technique® site: http://www.pomodorotechnique.com

Accessing the Orkanizer platform

Accessing the Orkanizer platform is possible from anywhere, that is, from every computer connected to the internet. You can choose from the following three authentication methods:

Username/password authentication

To login you must have an account and log into the Orkanizer using your credentials here:

<div align="center">

http://orkanizer.com/accounts/signin/

</div>

In order to have an account and become an Orkanizer member, you must sign up at this page:

<div align="center">

http://orkanizer.com/accounts/signup/

</div>

Why become an Orkanizer member?

By becoming an Orkanizer member, you will benefit from several advantages:

- the possibility to work on your activities from anywhere

- long term statistics

- pomodoro portability(see pomodoro section of this book)

- personalize Orkanizer around your needs

Anonymous authentication

Privacy first of all - authenticate yourself without revealing your identity!

Anonymous access allows you to use all Orkanizer functionality with the only limitation that all your data will be lost when you logout of the current anonymous session.

To start an anonymous session you must simply follow this link:

<div align="center">

http://orkanizer.com/anonymous/

</div>

You may use Orkanizer in anonymous mode but all your data will be lost once after your anonymous session ends. In order to save your work for future use you need to create an account and login.

Attention! We are not able to recover your data after your anonymous session expires.

Demo authentication

If you are not sure about Orkanizer, a demo account gives you the opportunity to experience and experiment each one's features as in real usage of the platform.

We encourage everyone to try our system by starting a demo account before start using it for real. Each demo session is prepared special for you with some sample activities, pomodoros, interruptions, notes, statistics... all these have the aim to help you to easier discover the essence of Orkanizer platform. You can experiment with already present data and add your own records. But

don't forget that this is a demo account and all your data will be lost when you logout of the current session.

Here is the link that will allow you to start a demo session:

http://orkanizer.com/demo/

You may use Orkanizer in demo mode but all your data will be lost once after your demo session ends. In order to save your work for future use you need to create an account and login.

Attention! We are not able to recover your data after your demo session expires.

Orkanizer project structure

The Orkanizer platform is divided into multiple sections to help you find your way around and get the information your looking for:

- Workspace
- Inventory
- History
- Statistic
- Faq
- User

The following is an explanation of each section.

⬤ Workspace section

The Workspace section contains all the necessary views and functions to manage your workflow such as:

- Add/edit activities
- View all ongoing and completed activities
- Add/play pomodoros for any ongoing activity
- Play a pause beetween pomodoros
- Change the activity state
- Set the activity priority and pomodoro prevision
- Add/edit activity notes
- Add internal/external interruptions to ongoing pomodor
- Add/modify pomodoro notes

▤ Inventory section

The Inventory section are located all "non-ongoing" activities, therefore largely the future activities or the past ones that were not finished yet.

⚒ History section

In the history section you will find information about your past modified activities. Here you can also view(and restore if needed) cancelled activities.

▥ Statistic section

The Statistic section shows the real-time situation of your work, this will allow you to observe and improve your performance.

In the Statistics section you are able to see:

- Annual statistics
- Ongoing activities
- Completed activities
- Stored activities
- Cancelled activities
- Total activities
- Completed pomodoros
- Cancelled pomodoros
- Total pomodoros
- Internal interruptions
- External interruptions
- Total interruptions
- Total notes

Faq section

The FAQ section contains a listing of the questions we most often receive. The answer you are looking for may be located here.

By clicking on the button "Is your question not on here?" you'll be redirected to a form which lets you ask any question and get quick answers from Orkanizer moderators.

User section

The USER section allows you to personalize some aspects of Orkanizer plarform as:

- Your name
- Mugshot
- Privacy
- Language
- Gender
- Pomodoro length
- Ticking sound
- Timezone
- ... and much more

Organize your activities

What is an activity?

An activity is a short-term project. It may be developed for an hour, a day, a week, a month, or longer. The activity subject is flexible and is easily adapted to your requirements.

Add a new activity.

To add a new activity, simply tap it name on the "Add New Activity" input placed on the top of "WORKSPACE" section. And then hit ENTER on your keyboard or click the "ADD" button. You can use Markdown syntax to format and style the activity name.

Activity tags.

Why tagging is important?

A tag is like a keyword. Tags help you sort activities by groups to which you assign meaning to. You can assign multiple tags to a single activity so it becomes meaningful in different groups. Thus they manifest its usefulness as the basis for administrative and statistical purposes.

How to add a new tag?

Just type your tags separated by comma enclosed in square brackets at the beggining of the activity title, in the "Add New Activity" input.

Example:

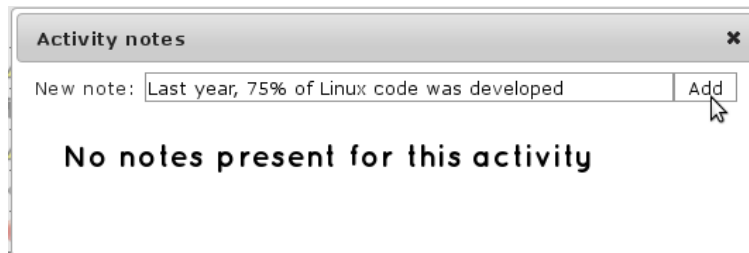| [orkanizer, read, pomodoro technique] Read about Pomodoro Technique | Today | Add |

Activity notes

Sometimes you need to notate some details about your activities and to satisfy this we added the possibility to assign multiple notes to any activity.

Add a note

1. Click on "note" button of the respective activity:

2. Enter your text in the appeared input, and click "Add" button:

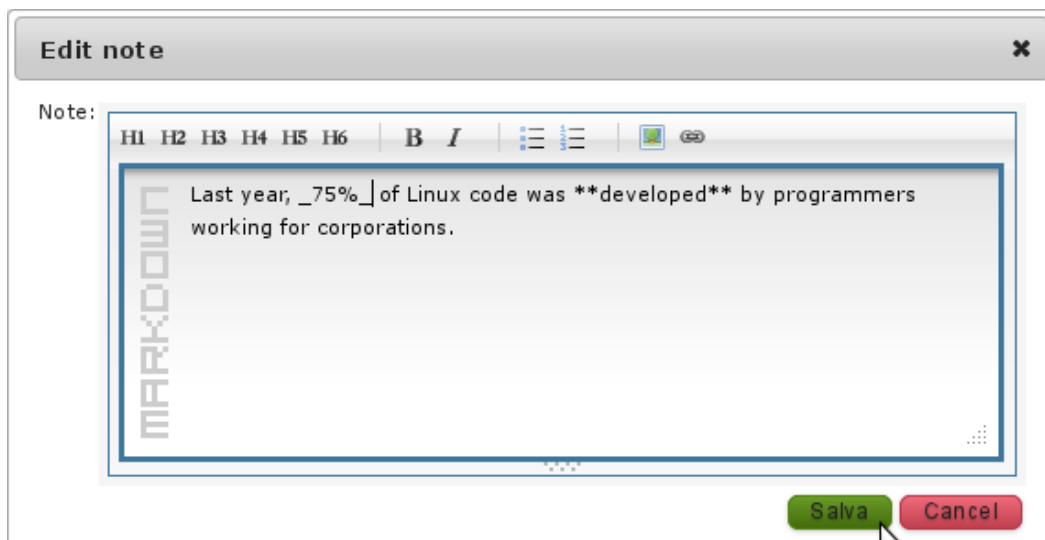## Edit a note

1. Open "Activity notes" by clicking on "note" button of the respective activity.

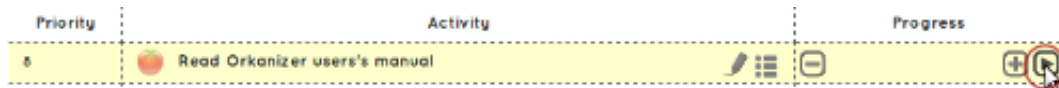2. Click on "edit note" button for the note to modify:

3. Add your changes using **markdown** syntax and "Save":

Organize your pomodoros
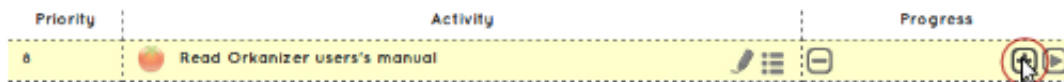
Play a pomodoro

By "playing a pomodoro" is intended to start a working session under one of your activities.

To start a pomodoro you must click on "play" button for the respective activity.

Add a pomodoro

You can also add a pomodoro for any activity without playing it. This is very helpful to keep track of your work in the Orkanizer platform even if you use an alternative timer that the one provided by us.

To add a pomodoro you must click on "plus" button for the respective activity.

Delete a pomodoro

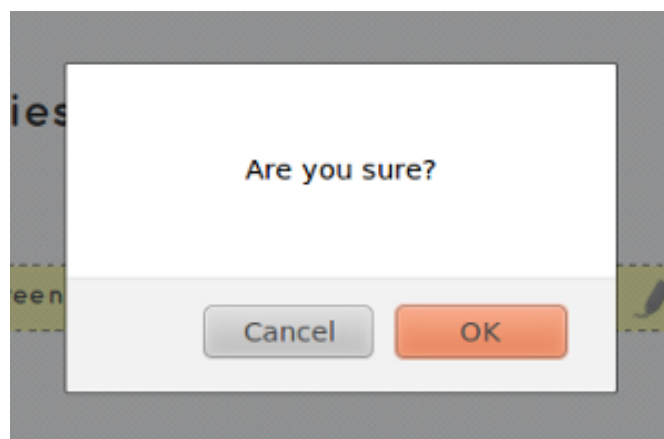By clicking on the "minus" button of an activity you'll delete the last "played" or "added" pomodoro.
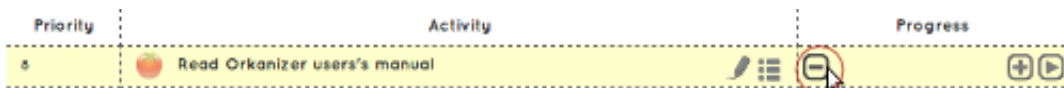
You will be asked for a confirmation on deletion and if you confirm it all the information about the last "played" or "added" pomodoro will be lost.

Cancel a pomodoro

If something comes up and you cannot complete one pomodoro, then you cancel that pomodoro and start over.

To cancel the ongoing pomodoro you must open the "interruption to ongoing pomodoro" menu placed near pomodoro countdown and click "Cancel Pomodoro" here.

Add a note for pomodoro

Sometimes, it would be very useful for statistical purposes to add some notation to your pomodoros. To do this in Orkanizer is enought to click on desired pomodoro, then a popup open and you can enter your text in note field and save.

Manage your interruptions

The Pomodoro Technique® classifies interruptions on two levels; internal and external.

Internal interruptions

Internal is where you basically interrupt yourself. These are usually not urgent at all and could well be a distraction to your current task.

To add an internal interruption you must click on the "Internal" button in the "interruption to ongoing pomodoro" menu placed near the pomodoro countdown.
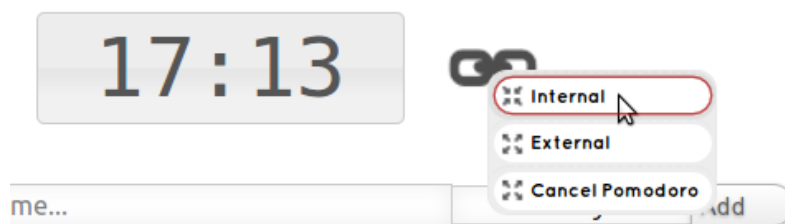
External interruptions

External is where other people interrupt you that you have no control over.

To add an external interruption you must click on the "External" button in the "interruption to ongoing pomodoro" menu placed near the pomodoro countdown.

Intensify your determination to finish the current Pomodoro. Once you've added the interruption, continue working on the given activity till the Pomodoro rings.

The aim is to accept the fact that needs do emerge, and they shouldn't be neglected. Look at them objectively and, if possible, reschedule them for another time.Manage your pause

Manage your pause

The pause is part of the vision of the Pomodoro Technique®, since its purpose is to keep your mind fresh. Orkanizer offers you the ability to control your breaks and decide by yourself the length of the rest.

When a Pomodoro "rings" you interrupt the work and start a 3-5 minutes pause and every four pomodoros take a longer break of 15-30 minutes .This little period is seted up to give relaxation to the body and mind that will eventually enhance your well-being and energize your creativity.

The pause button appears alongside the pomodoro timer, when is no ongoing pomodoro. You can easily start a pause timer by clicking "pause" button and selecting the desired duration.

FAQ

Please remember: If you don't find the response you're looking for, please do not hesitate to contact us at info@orkanizer.com or start a new report by clicking the "WRITE YOUR OPINION" button placed on the left of each Orkanizer page.

Is Orkanizer really free?

Our service is truly free and will remain free for personal use and for open source projects, as well as small teams.

Is it safe to give my information to you?

Yes, it is. Orkanizer is the sole owner of your information. We do NOT sell, share, or rent this information to any outside parties.

Best Practices

5 simple steps to start working with Orkanizer

1. decide on the activity to be done
2. start a pomodoro for this activity
3. work on the activity until the timer rings
4. start a Short Break (3-5 minutes)
5. every four pomodoros take a Long Break (15–30 minutes)

Supported browsers and platforms

Firefox *(recommended)* - all platforms

Chrome - all platforms

Troubleshooting

I have forgotten my username/password, what should I do now?

If you forgot the password, you can retrieve your password by using the "*Forgot your password?*" link in the login page. If you forgot both, you can still use the "*Forgot your password?*" form and enter your email address. We will validate the email to see if you registered with Orkanizer before or not.

Orkanizer APIs

The Orkanizer project team has the intention and the wish to offer to you the API you need to build your own apps using Orkanizer data, but this part is not finishet yet.

If you really need this feature please let us know and we'll work on it together!

Credits

The Orkanizer platform would like to thank the following individuals for their contribution in knowledge and time to make this project possible.

- Darii Denis

- Plesco Natalia

- Cellarosi Marco

- Daniele Davolio

- Massimiliano Ravelli

- Torregrossa Francesco

- Nicola Staccia

- Kandalov Dmitry

- Alec Clews

- Daniel Schleicher

- *thanks to all of our 53 beta testers for helping us*

Orkanizer would also like to thank the following open source teams and communities (in no particular order of preference) for providing such excellent quality software products:

Python for their language

Django for their web framework

Ubuntu for their Linux Distro

Nginx for their web server

Postgres for their DataBase

Inkscape for their vector graphics editor

GIMP for their image editor

Libre Office for their office suite

Eclipse for their development platform

Firefox for their browser

Mercurial for their version control system

And a special thanks goes to Francesco Cirillo for his brilliant Pomodoro Technique®

Bibliography

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- http://evgeny-goldin.com/wiki/The_Pomodoro_Technique