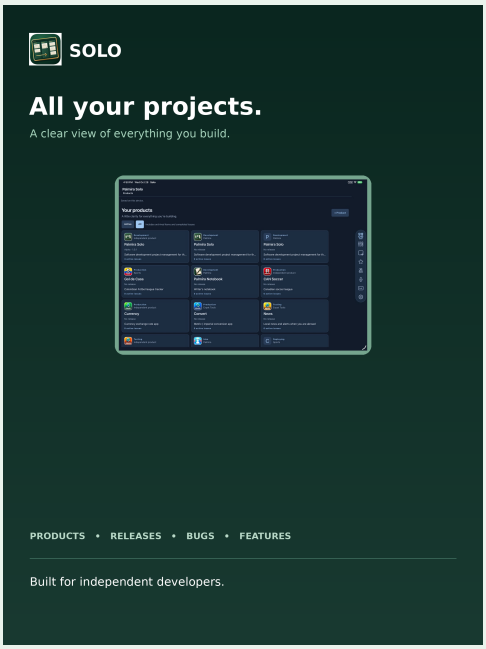
PALMIRA SOLO

User guide

A practical guide to capturing issues, planning sprints and keeping your workspace in sync.



Products view shown in app artwork

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Keep this guide handy in **Settings** → **Info** → **User Guide**. Open the **?** button on an app screen for help with that screen.

Set up your workspace

Start with one product and one issue. Solo saves your workspace on the device.

1. Set your Primary User

Open **Settings** → **Users** and enter your display name. Your user ID stays the same when you rename the profile. Edit a profile to give it Project Manager, Developer or QA Engineer roles. Roles describe responsibilities.

2. Create a product

Open **Products** and choose **+ Product**. Enter a name and add useful details such as platforms, an app family or an icon. Add release name and version in the product form. Open the saved product to see release details, issues and comments.

3. Capture the first issue

Use the dock shortcut or **+** to create a bug, feature or task. Choose the product and save. New issues appear in **Planning** → **Plan** → **Backlog**. Assign a developer or sprint when the work is ready for execution.

4. Make a backup

In **Settings** → **Data** → **Backup**, choose **Create & export backup**. Save the verified copy to Files or another place outside Solo so you can recover it if you lose the device.

Capture and organize issues

Capture enough detail to pick up the work later, then use search, comments and history to follow it.

Write and assign

Use the description editor for steps to reproduce, expected results or acceptance criteria. Choose the category, priority and environment where you found the issue. Submitter defaults to the device's Primary User. Developer, QA and Approver start Unassigned.

Attach supporting material

Attach screenshots, drawings or voice recordings from the issue form. Tap a saved attachment to view it. Solo keeps the recording even when transcription is unavailable. Review automatic transcripts for accuracy.

Capture from Apple Watch

Open Solo on the Watch, select a product and choose the insect for a bug or the star for a feature. Record and stop to save. The paired iPhone receives the capture in Backlog and attempts transcription. If the product is unavailable, check **Planning** → **Unassigned Issues**.

Read, discuss and find

Open a saved issue to read it, then tap **Edit issue** to change it. Add context in **Comments** and check **History** for changes and their authors. Use the dock's **Search** to find an issue by title, description or ID. Product views also filter by type, status, priority and activity.

Plan a sprint and track execution

Use Planning to prepare work and the product's Issues section to track execution.



Create a sprint

In **Planning**, choose a product and open **Sprints** → **Create sprint**. Enter start and end dates in YYYY-MM-DD format, add a purpose, and choose Planned or Active. Solo generates the name from the year, quarter and week. Week 1 starts with the quarter's first day, and subsequent weeks begin Monday.

Groom Backlog

In **Plan**, drag an issue by its grip onto an open sprint or choose the sprint in **Edit issue**. Assigning a sprint or developer moves a Backlog issue to To Do. Developer-assigned work can sit in **Outside sprints**.

Track execution

Open the product's **Issues** section and choose Table or Kanban. The execution board starts at To Do and continues through Research, Development, Testing and Done. Assigning or removing a sprint leaves later execution stages intact. Returning an issue to Backlog asks before clearing its developer and sprint.

Close a sprint

In **Sprints**, open the close action and review unfinished work. Keep it in the closed sprint for review, move it to another open sprint, or return it to Backlog and clear its developer and sprint. Completed issues keep their sprint.

Sync with nearby devices

Nearby Sync exchanges changes between two open copies of Solo over nearby Wi-Fi and Bluetooth.

Connect	Verify backup	Transfer	Confirm

Connect and verify

Open **Settings** → **Data** → **Nearby Sync** on both devices. On one device choose the other, then compare pairing codes before confirming. Keep Solo open on both devices until it reports the result.

Sync and check the result

Tap **Sync now** on one device. Solo verifies a recovery backup on each device before exchanging changes. The modal shows the current step and a percentage when available. Wait for **Sync complete**, then tap **Done**.

Cancel an active transfer

Navigation and dismissal are paused during the operation. When **Cancel sync** is available, tap it and confirm. Changes already saved on either device are kept. After cancellation, refresh devices and reconnect when ready.

Review conflicts

Independent edits to the same record can leave a conflict version. Open **Settings** → **Data**, compare the versions, then choose which version to keep. Sync again to share the resolution.

If a device is missing

Check Wi-Fi, Bluetooth and Local Network permission. Confirm both devices run compatible versions of Solo, then refresh and reconnect. The attachment limit for a nearby transfer is 50 MB.

Back up, restore and troubleshoot

Choose a recovery action based on whether you want to combine records or replace this device's workspace.

Export a recovery copy

Use **Settings** → **Data** → **Create & export backup** and save the copy outside the app. Solo also keeps recent verified copies from before sync. A copy stored only inside Solo stays with that installation.

Recover from a file

Choose **Import backup for recovery** or **Preview recovery** beside a local copy. Review the counts and predicted conflicts. **Merge with current data** keeps current records and merges the backup. **Replace current data** restores the backup as this device's tracker data. Solo creates a safety copy first.

Restore from another device

In Nearby Sync, choose **Restore this device from** the connected source. The source must approve sending a copy. Review the incoming counts before you confirm replacement. This replaces the receiving device's tracker data.

Troubleshoot a stopped sync

Read the error before reconnecting. If Solo lost confirmation after a save, check the current records and recovery copy before retrying. If needed, open **Show sync diagnostics** in the modal and use **Share diagnostics**.

Start over

Settings → **Data** → **Start over** → **Clear database** removes tracker data on this device. Read both confirmations and type **clear** only when you intend to reset it. Keep an exported backup if you may need that data later.