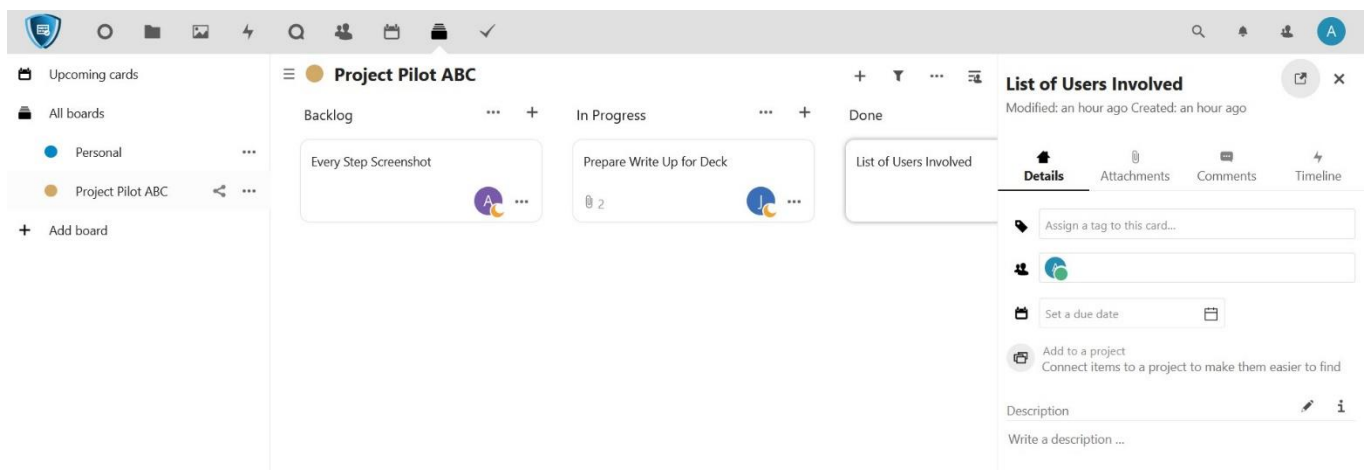


DCP DECK

Deck is a kanban style organization tool aimed at personal planning and project organization for teams integrated with DCP.

- Add your tasks to cards and put them in order
- Write down additional notes in markdown
- Assign labels for even better organization
- Share with your team, friends or family
- Attach files and embed them in your markdown description
- Discuss with your team using comments
- Keep track of changes in the activity stream
- Get your project organized

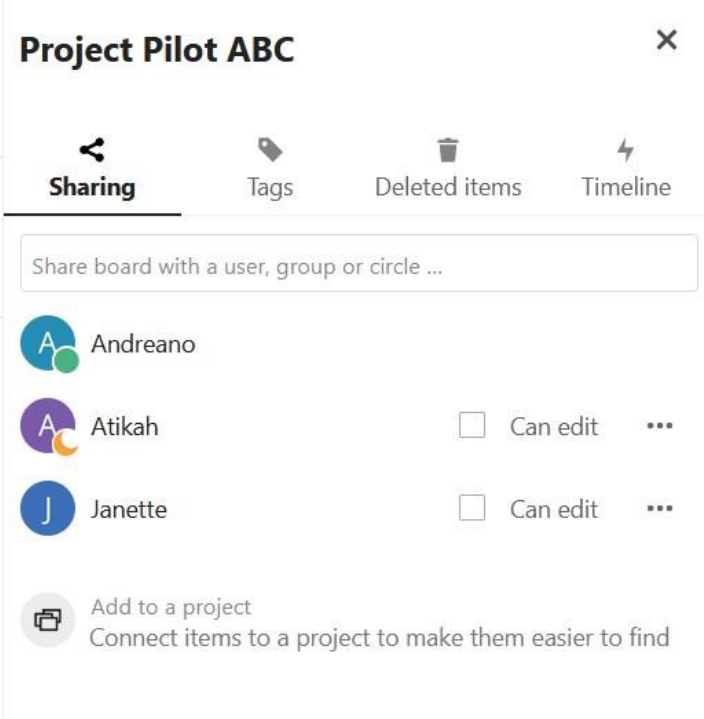
Sample of Deck being used for Project Management with 3 lists (stages) of monitoring: **Backlog**, **In Progress** & **Done** and create Card for each stage as per below.



The screenshot displays the DoubleShield Deck interface. On the left, a sidebar shows 'Upcoming cards' and 'All boards' including 'Personal' and 'Project Pilot ABC'. The main area features a Kanban board for 'Project Pilot ABC' with three columns: 'Backlog', 'In Progress', and 'Done'. The 'Backlog' column contains a card 'Every Step Screenshot'. The 'In Progress' column contains a card 'Prepare Write Up for Deck' with a count of 2. The 'Done' column contains a card 'List of Users Involved'. A details panel for the 'List of Users Involved' card is open on the right, showing fields for 'Assign a tag to this card...', 'Assign to a user', 'Set a due date', and 'Add to a project'. The description field is currently empty.

Adding users

1. What if you're not the only user working on a project? You may also add related parties or users to the project with the **“Sharing”** feature.



Project Pilot ABC ×

Sharing Tags Deleted items Timeline

Share board with a user, group or circle ...

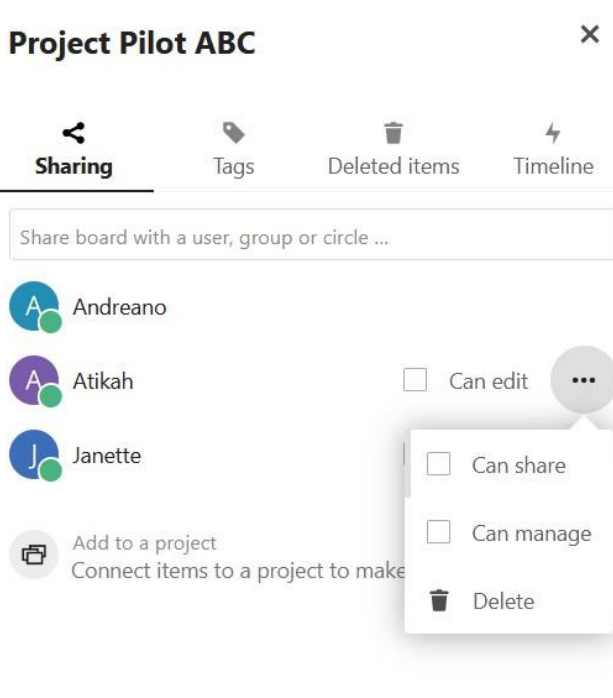
Andreano

Atikah Can edit ...

Janette Can edit ...

Add to a project
Connect items to a project to make them easier to find

Deck owner may also assign privileges to the shared users: **Can edit, Can Share, Can Manage & Delete**



Project Pilot ABC ×

Sharing Tags Deleted items Timeline

Share board with a user, group or circle ...

Andreano

Atikah Can edit ...

Janette

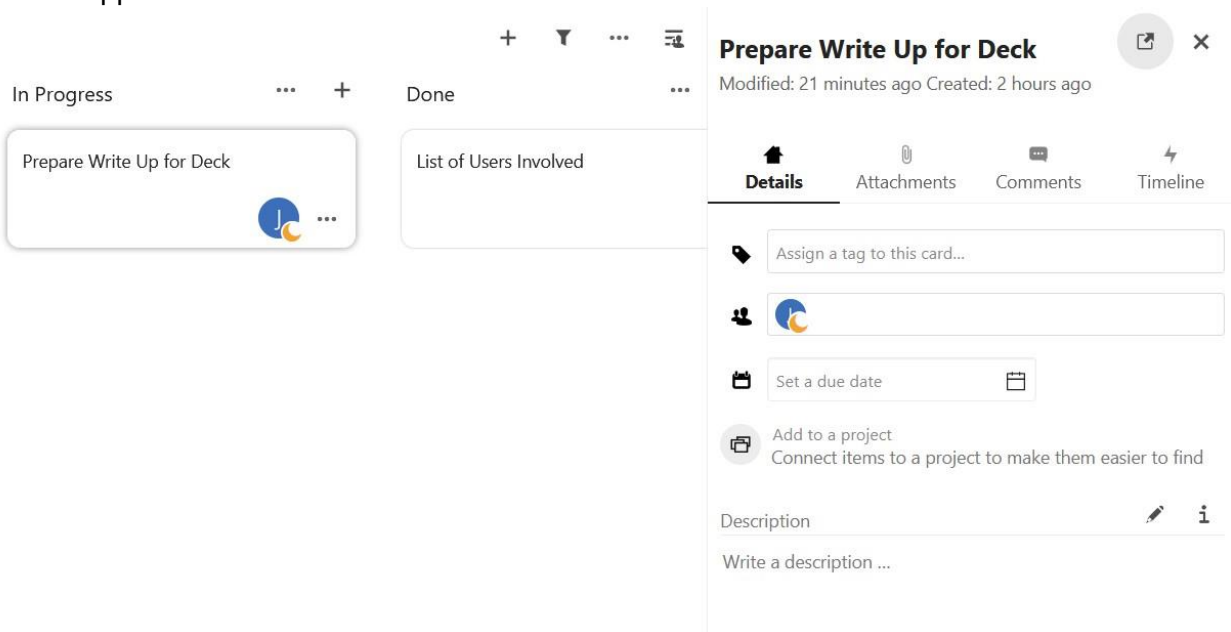
Add to a project
Connect items to a project to make

Can share

Can manage

Delete

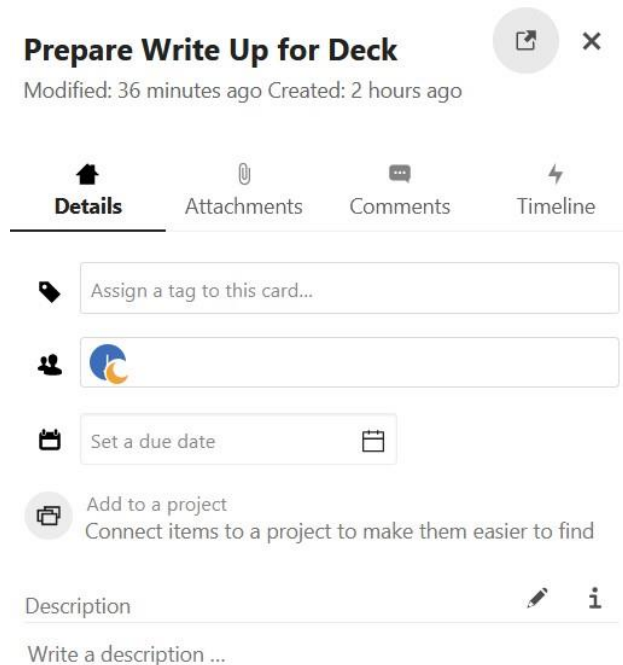
Only those who have been shared with the Deck could be assigned to the Cards created. To assign users, click the Card, e.g. “**Prepare Write Up for Deck**” and a side menu appears as below.



The screenshot shows a Kanban board with two columns: 'In Progress' and 'Done'. A card titled 'Prepare Write Up for Deck' is in the 'In Progress' column. A side menu is open for this card, showing a list of users involved and a detailed view of the card. The detailed view includes options to assign tags, assign users, set a due date, and add to a project. It also has a description field with a placeholder 'Write a description ...'.

2. As seen above, there are 4 sections in the side menu:

Details: include options to add tags (Action needed, To review, etc.), assign users to the card, edit the due date, connect items (other cards, conversations, etc.), and add a description with Markdown formatting.



This is a close-up of the side menu for the card 'Prepare Write Up for Deck'. It shows the 'Details' section selected, with options for 'Attachments', 'Comments', and 'Timeline'. The 'Details' section includes a tag assignment field, a user assignment field, a due date field, and an 'Add to a project' option. At the bottom, there is a description field with a placeholder 'Write a description ...'.





Attachments: list files uploaded directly to the card.

Prepare Write Up for Deck

Modified: an hour ago Created: 3 hours ago

Details **Attachments** Comments Timeline

Upload attachment


-  DECK-ATTACHMENTS.jpg
25 KB seconds ago andreano 
-  DECK-ASSIGN USER.jpg
61 KB seconds ago andreano 



Comments: list remarks made by users regarding the card.

Prepare Write Up for Deck

Modified: an hour ago Created: 3 hours ago

Details Attachments **Comments** Timeline

 Andreano

 Andreano  2 minutes ago


Janette, go through Deck features and list them down

Timeline: tracks date and time for connected activity.

List of Users Involved

Modified: an hour ago Created: an hour ago

Details Attachments Comments **Timeline**

- You have assigned  Andreano to card **List of Users Involved** on board **Project Pilot ABC** 7 minutes ago
- You have created card **List of Users Involved** in list **Done** on board **Project Pilot ABC** an hour ago




Filters: consist of the following items:

+ Y ...

Filter by tag

- Action needed
- Finished
- Later
- To review

Filter by assigned user

- Unassigned
-  Andreano
-  Atikah
-  Janette

Filter by due date

- Overdue
- Next 24 hours
- Next 7 days
- Next 30 days
- No due date

Clear filter

Kanban Tips

- Change the lists to better suit your needs. For example, you may benefit from lists for ideas, reviewed by project manager X, accepted by client Y, etc.
- Focus on getting tasks from in-progress to done instead of getting more tasks in progress.
- Make the most out of the card Details organization options for easier usage of the board filter view options.
- Pay attention to time on tasks with the Timeline section. Is a task taking longer than it should? Do the comments explain the time gap between milestones within a task?

With DCP Deck, it makes project management and collaboration easy and monitored.

The end.