

# Deck

## Description

Deck is a kanban style organisation tool, which is aimed at personal planning and project organisation for teams integrated with Nextcloud.

- Add your tasks to cards and put them in order
- Write down additional notes in markdown
- Assign labels for even better organisation
- Share with your team, friends or family
- Get your project organised

## Access

### Web browser

A web browser can be used to access the web app „Deck“ in the Collaboration Cloud at Jade University of Applied Sciences at <https://ccs.jade-hs.de/apps/deck/>.

### Smartphone-App

- Apple iOS - Apple App Store: No App known
- Google Android
  - F-Droid App Store: [Nextcloud Deck](#)
  - Google Play Store: [Nextcloud Deck](#) (fee required)

## Use

The Web-App „Deck“ works with Boards, lists and cards. They can be easily shifted in your position via Drag'n Drop, to adjust them to the changing requirements.

### Boards

The Boards represent the **Theme / Topic / Service**. In the Board-Details you can set up the following features:

**Share:** Here you set up the users and groups.

This is how to entitle them:

- can edit: The users/groups can create cards and edit them

- can share: The users and groups can share the Board with others
- can maintain: The users and groups can maintain the Board with all its features

Furthermore, the Board can be added to the project.

**Catchwords:** Here you can edit, delete and create catchwords for the Board.

Standardly the following catchwords are available for all Boards:

- Completed
- Action required
- Later
- to examine

**deleted objects:** Here you find deleted lists and cards.

## Lists

The lists represent a **subtopic** of the Board and is used for the alignment.

## Cards

On the cards, the actual **tasks** of a section are written. In the features you can set up the following things:

### Details:

- Catchword: Here you set up the stage of the tasks
- User assignment: Here you determine who is doing the task.
- termination date: date where the task should be completed

Furthermore, the task can be allocated to a project. In the description field, useful information can be held, for all users.

### Attachments:

Here you can upload related data to the task.

### Comments:

Here you can set up comments to the task.

From:

<https://hrz-wiki.jade-hs.de/> - **HRZ-Wiki**

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Last update: **2021/11/21 01:03**



