



FULL FEATURE GUIDE  
February 2023

# Huddo Boards



to arrival

- Account permissions for laptop 
- Tax file declaration, superannuation, accounts submitted 
- Manager to confirm start date and time 
- Review all tasks and check status 

Things To Achieve

- Win market shares 
- Initiate the project 
  - Go to Market with the New Solar Panel!
  - Design Solar Panel Stands 
- Call Customers 

Add a Card

Things to Do

- Discuss if we are on the right track 
  - Design of the brackets 
  - Review checkpoints 
    - Design Assembling Material 
    - Replace Old and Inefficient Solar Panels 

Add a Card

Board

- Assignments
- Todos by Date
- MindMap
- Timeline
- Activity
- Archived
- Recent Updates
- Members
- Colours

HubSpot Integration

Important/Due Soon

Email

Graphic Design

In-progress

Paid Marketing

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# Getting Started



# How to login/signup

## Via the website

NEW

The screenshot shows the Huddo website homepage. At the top right, there is a navigation bar with links for "Products", "About Us", "Blog", and "Resources". Below this is a secondary navigation menu with items: "Boards", "Badges", "Analytics", "CCM Migrator", and "Ideas", followed by a "BROWSE ALL" link. To the right of this menu are three buttons: "Huddo Boards Login" (gray), "GET STARTED" (orange), and "CREATE FREE ACCOUNT" (white). A large orange banner in the center features the text "Huddo Boards. Do more, together." and illustrations of people working together. Below the banner are three green buttons: "For Microsoft 365", "For HCL Connections", and "For HCL Domino". At the bottom, a section titled "Task management made easy." includes a link to an "Introduction to Huddo Boards" video on YouTube, which has a "Watch later" and "Share" button. The URL "https://www.huddo.com/products" is visible at the very bottom.

1. From the Huddo navigation menu

Huddo Boards Login

2. From the Huddo Boards navigation menu

Products

Boards

Badges

Analytics

Buzzy

CCM Migrator

Ideas

BROWSE ALL

CREATE FREE ACCOUNT

NEW

# How to login/signup

## Via the website

The screenshot shows the Huddo Boards website homepage. At the top, there's a navigation bar with links for Products, About Us, Blog, Resources, Huddo Boards Login, and a prominent orange GET STARTED button. A pink arrow points from the word 'NEW' at the top right to the GET STARTED button. Below the navigation, the Huddo logo and the text 'Huddo Boards' are displayed. Two black buttons, 'CREATE A FREE ACCOUNT' and 'GET MORE INFO', are shown; a pink arrow points from the 'GET MORE INFO' button to the 'Learn more >' link below the product description. To the right, a large orange call-to-action box contains the text '3. From the 'GET STARTED' page' and a 'CREATE A FREE ACCOUNT' button. At the bottom, three additional products are promoted: Huddo Badges (blue button), Huddo Analytics (purple button), and Huddo CCM Migrator (pink button), each with a 'GET A DEMO' button and a brief description. A small orange speech bubble icon is located in the bottom right corner.

Products   About Us   Blog   Resources   Huddo Boards Login   GET STARTED

**Huddo Boards**

CREATE A FREE ACCOUNT   GET MORE INFO   Learn more >

Huddo Boards is a visual collaborative task management tool for individuals, teams and organisations. Available for Microsoft 365, HCL Connections, and on the cloud.

**CREATE A FREE ACCOUNT**

**Huddo Badges**   **Huddo Analytics**   **Huddo CCM Migrator**

**GET A DEMO**   **GET A DEMO**   **GET A DEMO**

Huddo Badges is a gamification engine for HCL Connections using rewards & rank to increase adoption of the platform.

Huddo Analytics is a light weight analytics and reporting tool enabling you to leverage HCL Connections better.

Huddo CCM Migrator is easy-to-use tool to migrate your files from your CCM library into the HCL Connections library.

Available for:   Available for:   Available for:

NEW

# How to login/signup Via the website

The screenshot shows the Huddo website homepage. At the top, there's a navigation bar with links for Products (Boards, Badges, Analytics, Buzzy, CCM Migrator, Ideas), About Us, Blog, Resources, Huddo Boards Login, and a prominent orange GET STARTED button. Below the navigation is a large image of a MindMap titled "Invert a New Type of Solar Panel". To the left of the map, there's a section for "Huddo Boards" featuring a thumbnail, a "Learn more" button, and a "CREATE A FREE ACCOUNT" button. A pink arrow points from the "BROWSE ALL" link in the navigation to the "CREATE A FREE ACCOUNT" button.

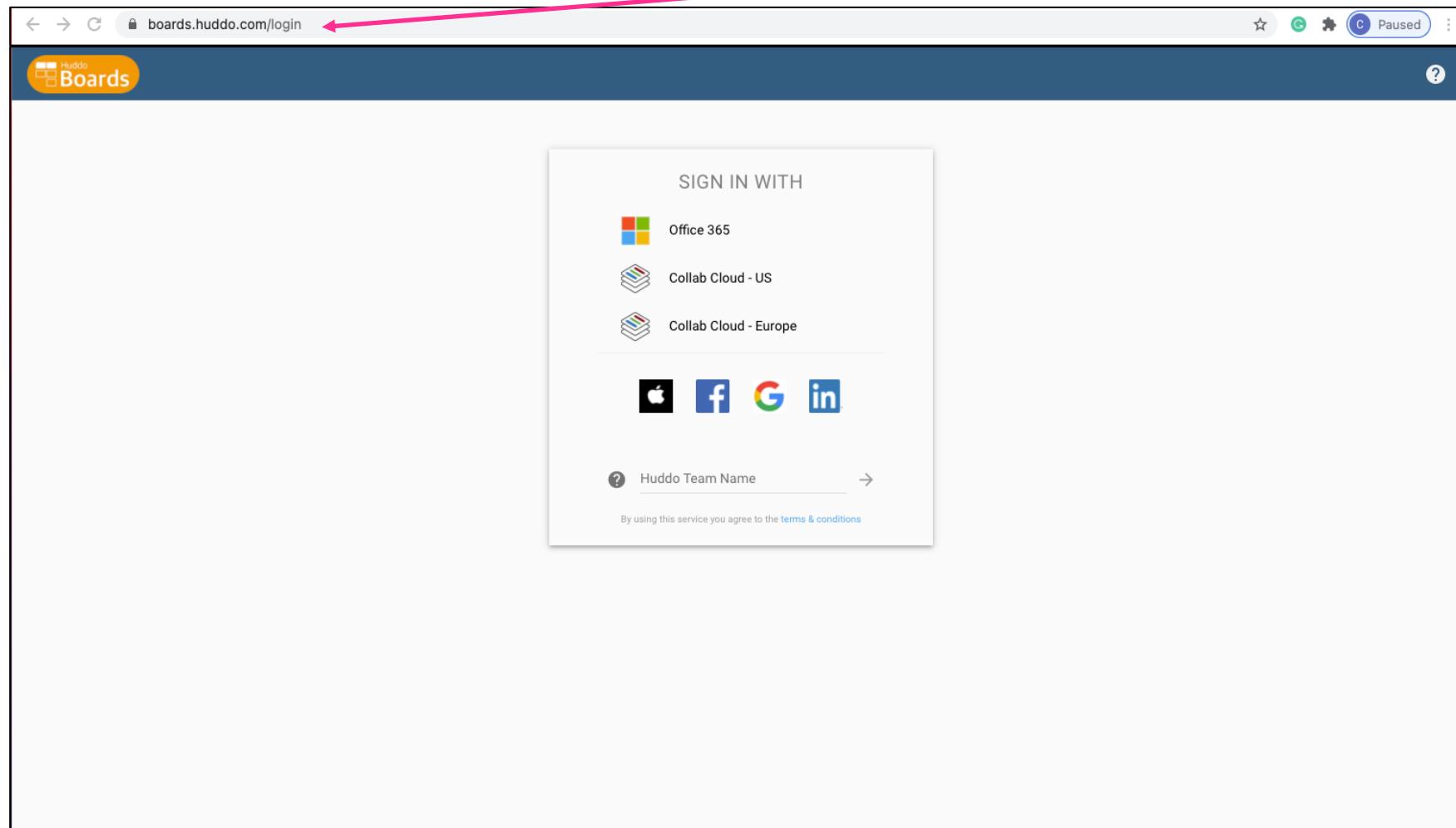
4. From the 'BROWSE ALL' Products page

This screenshot shows the 'Products' page with a sidebar containing links for Boards, Badges, Analytics, Buzzy, CCM Migrator, Ideas, and a highlighted "BROWSE ALL" button. A pink arrow points from the "CREATE A FREE ACCOUNT" button on the Huddo homepage to this "BROWSE ALL" button.

CREATE A FREE ACCOUNT

# How to login/signup

## Via direct URL



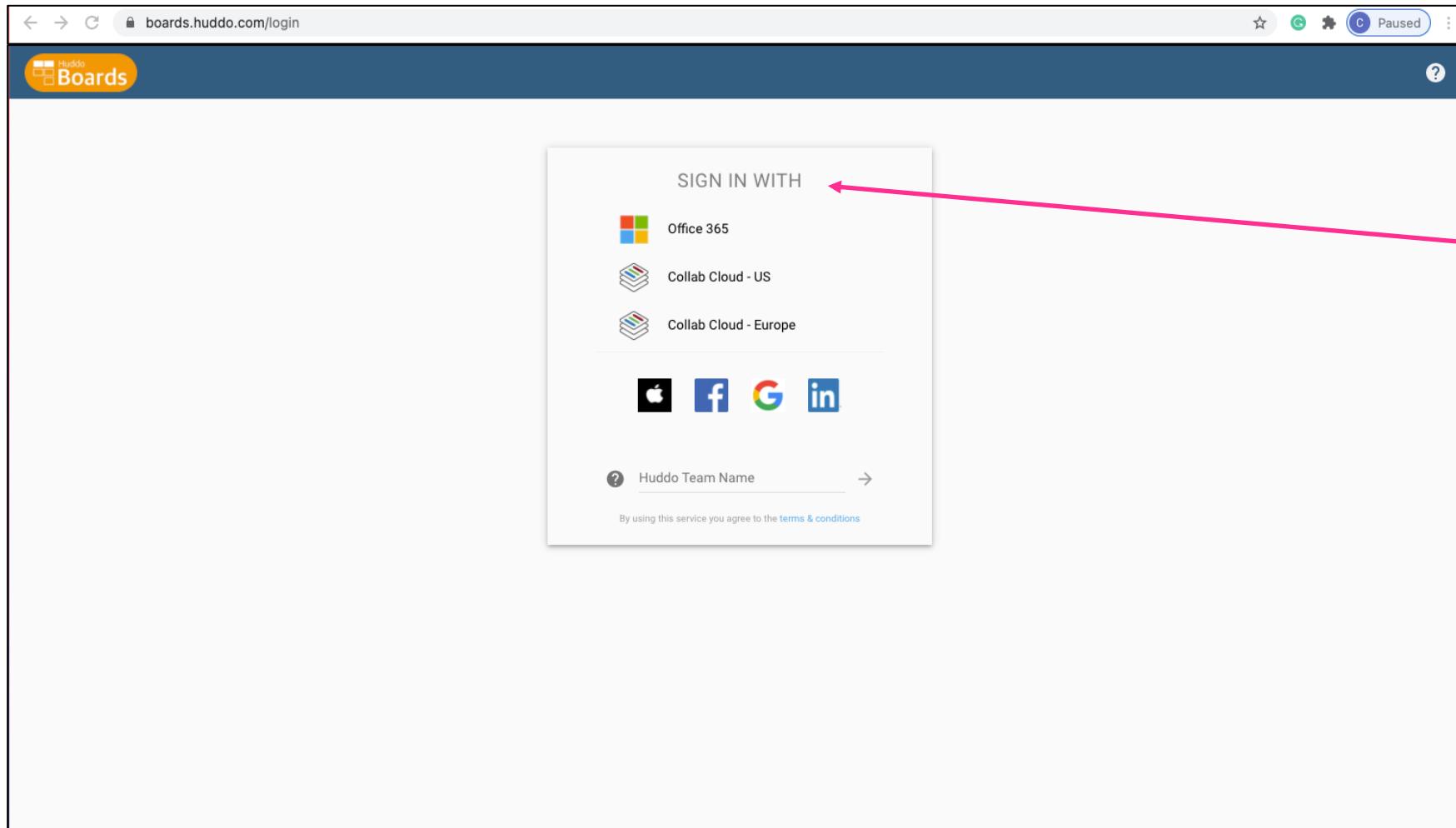
Type

[boards.huddo.com/login](https://boards.huddo.com/login)

into a browser

# Login/create an account

# Sign in/Login page



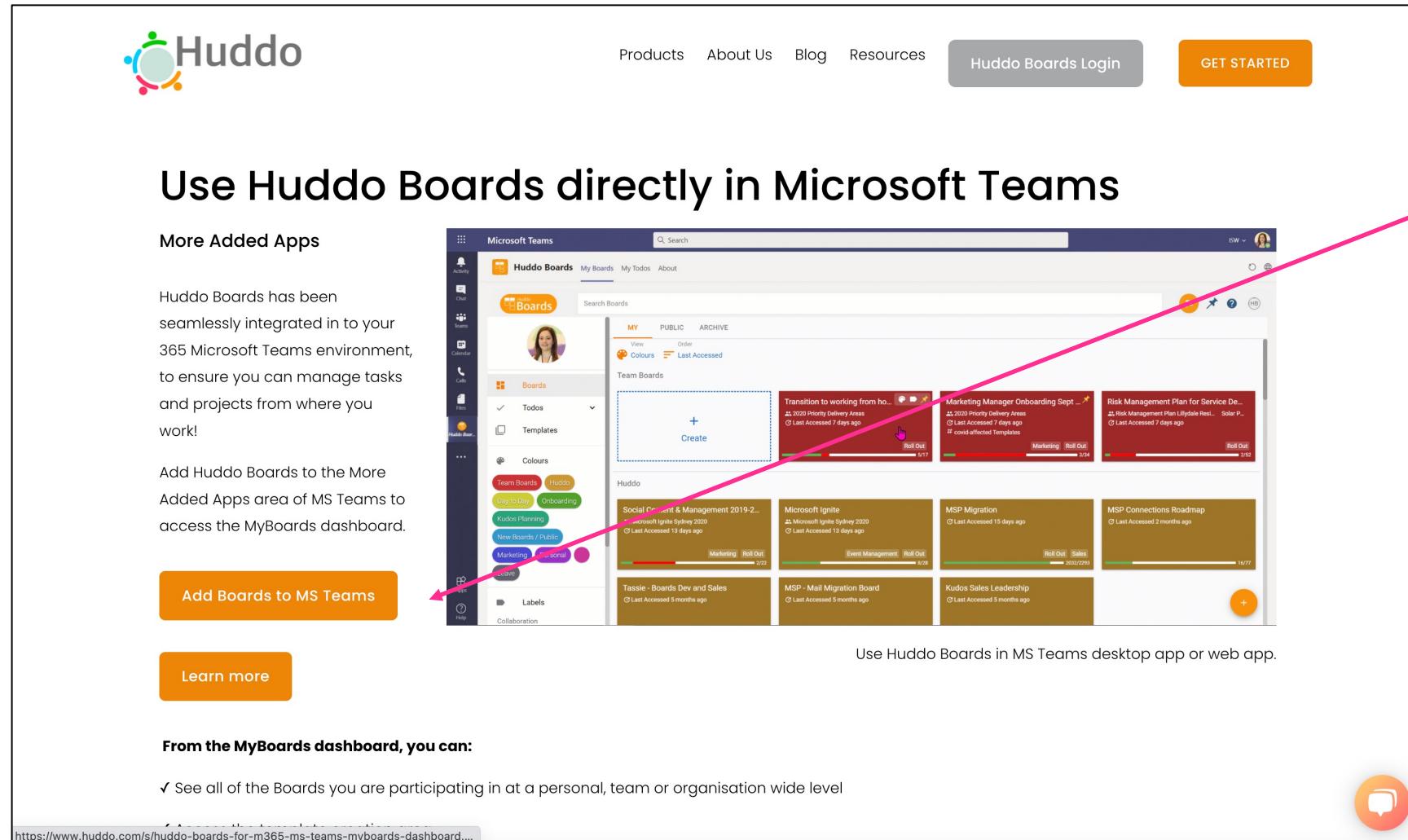
Create an account or  
sign with

- Microsoft
- Apple ID
- Facebook
- Google
- LinkedIn
- Huddo Team Name  
(Boards for Domino)

# How to login/signup

## Via MS Teams

1. Visit the Huddo Boards Microsoft 365 Page



The screenshot shows the Huddo Boards Microsoft 365 page. At the top, there's a navigation bar with links for Products, About Us, Blog, Resources, Huddo Boards Login, and GET STARTED. Below this, a large heading says "Use Huddo Boards directly in Microsoft Teams". A section titled "More Added Apps" contains text about seamless integration and a screenshot of the Microsoft Teams interface showing the Huddo Boards app. Two orange buttons at the bottom left are labeled "Add Boards to MS Teams" and "Learn more". A pink arrow points from the "Add Boards to MS Teams" button to the "Add Boards to MS Teams" button in the Microsoft Teams interface. Another pink arrow points from the "Learn more" button to the "Learn more" button in the Microsoft Teams interface. The Microsoft Teams interface shows the Huddo Boards app with various boards listed, such as "Transition to working from ho...", "Marketing Manager Onboarding Sept...", and "Risk Management Plan for Service De...".

2. Click Add Boards to MS Teams

Add Boards to MS Teams

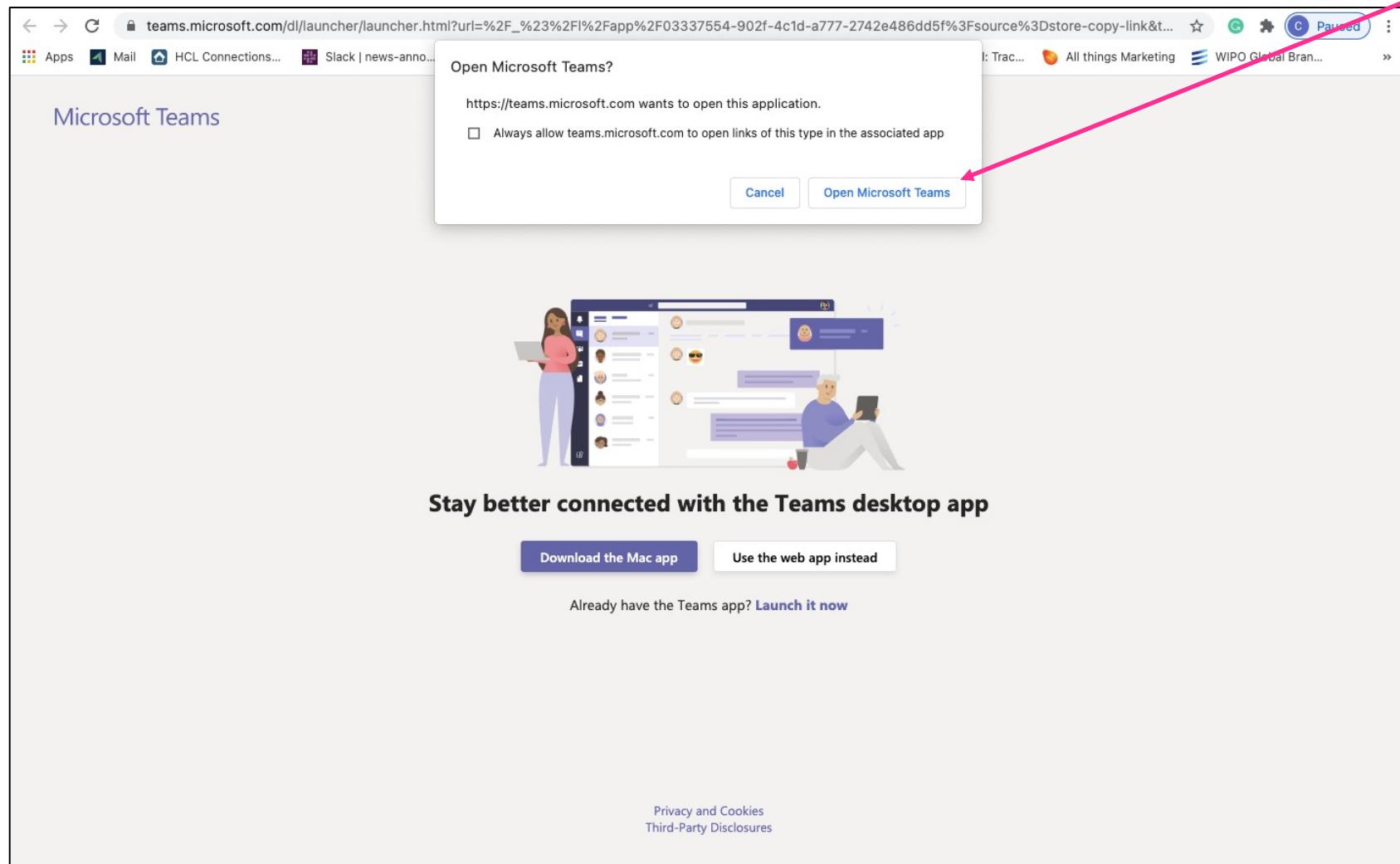
From the MyBoards dashboard, you can:

- ✓ See all of the Boards you are participating in at a personal, team or organisation wide level

# How to login/signup

## Via MS Teams

3. Open Huddo Apps  
In MS Teams by clicking

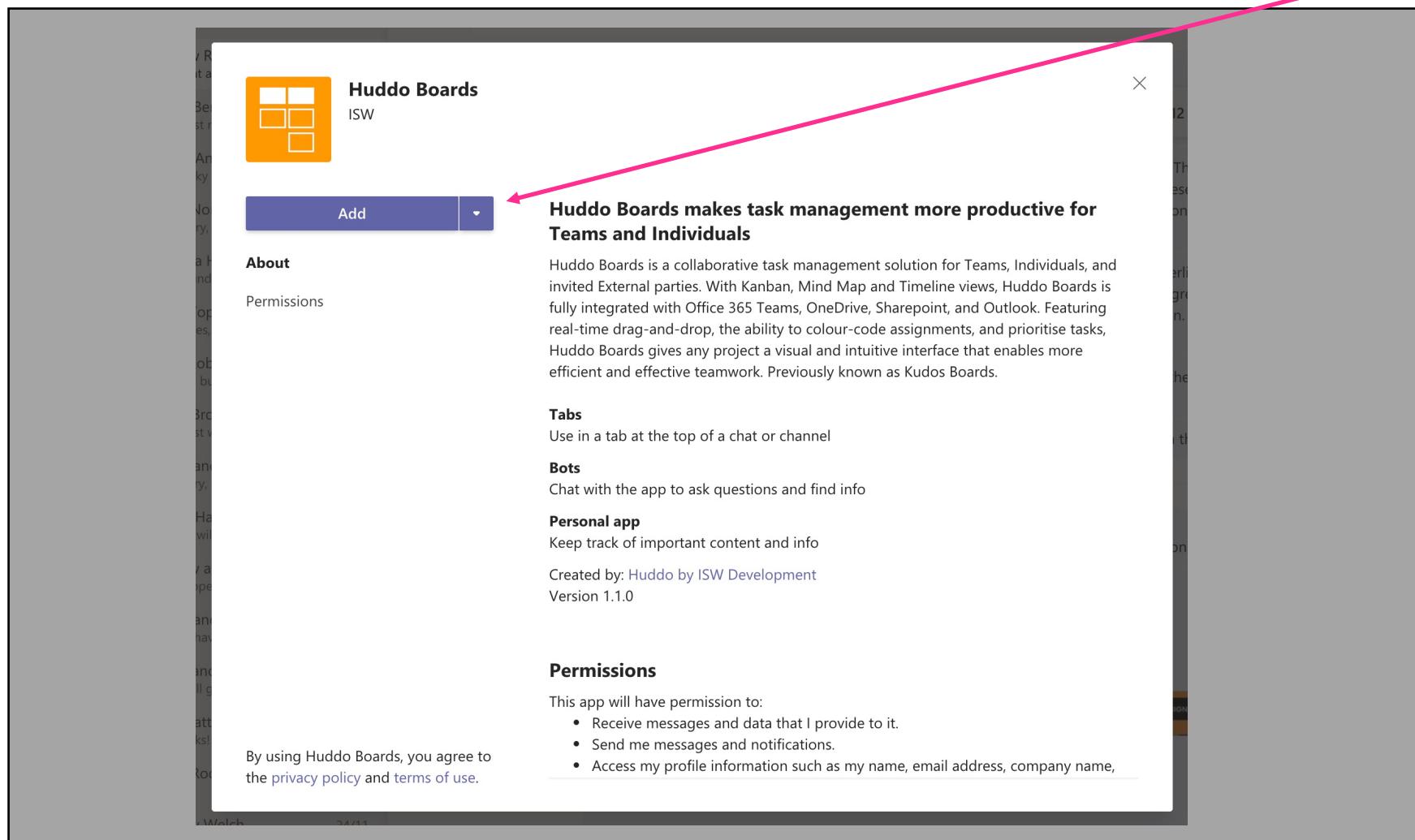


**Open Microsoft Teams**

# How to login/signup

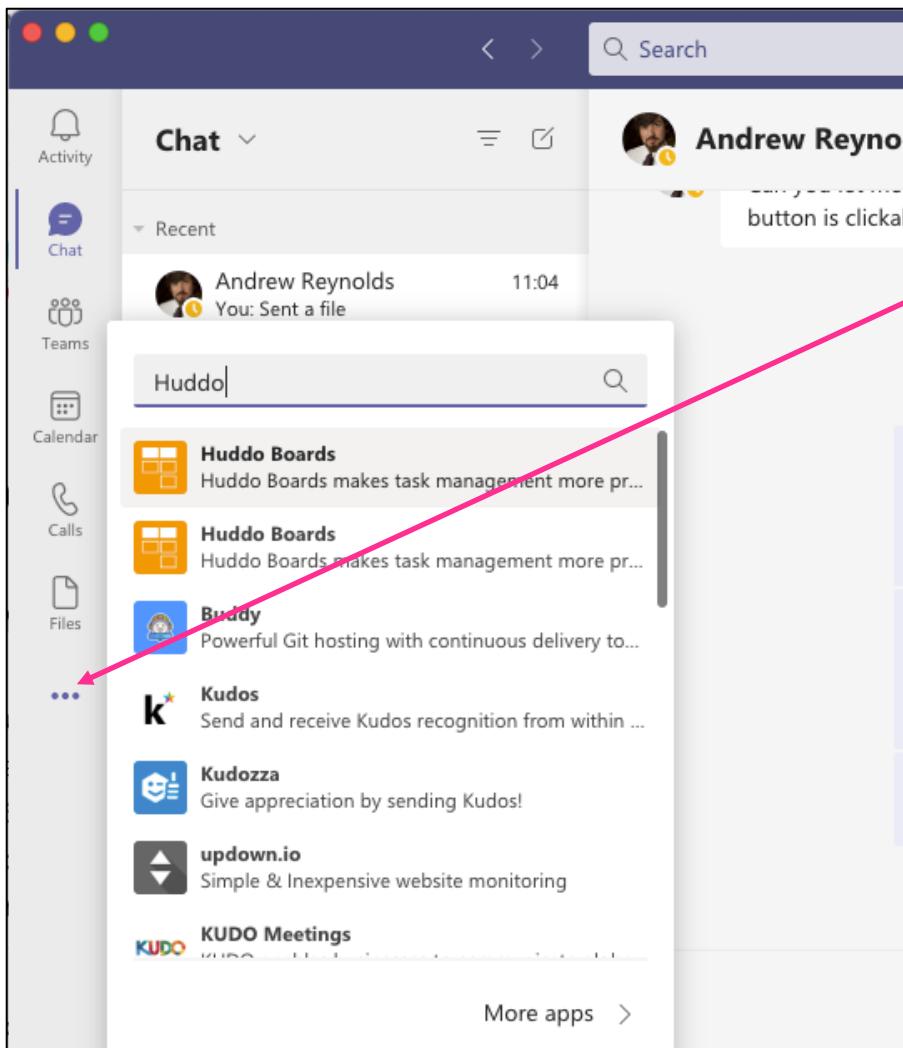
## Via MS Teams

4. Click 'Add'

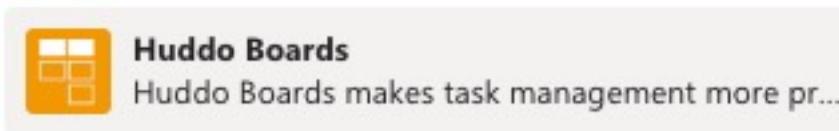


# How to login/signup

## Via MS Teams: Alternative

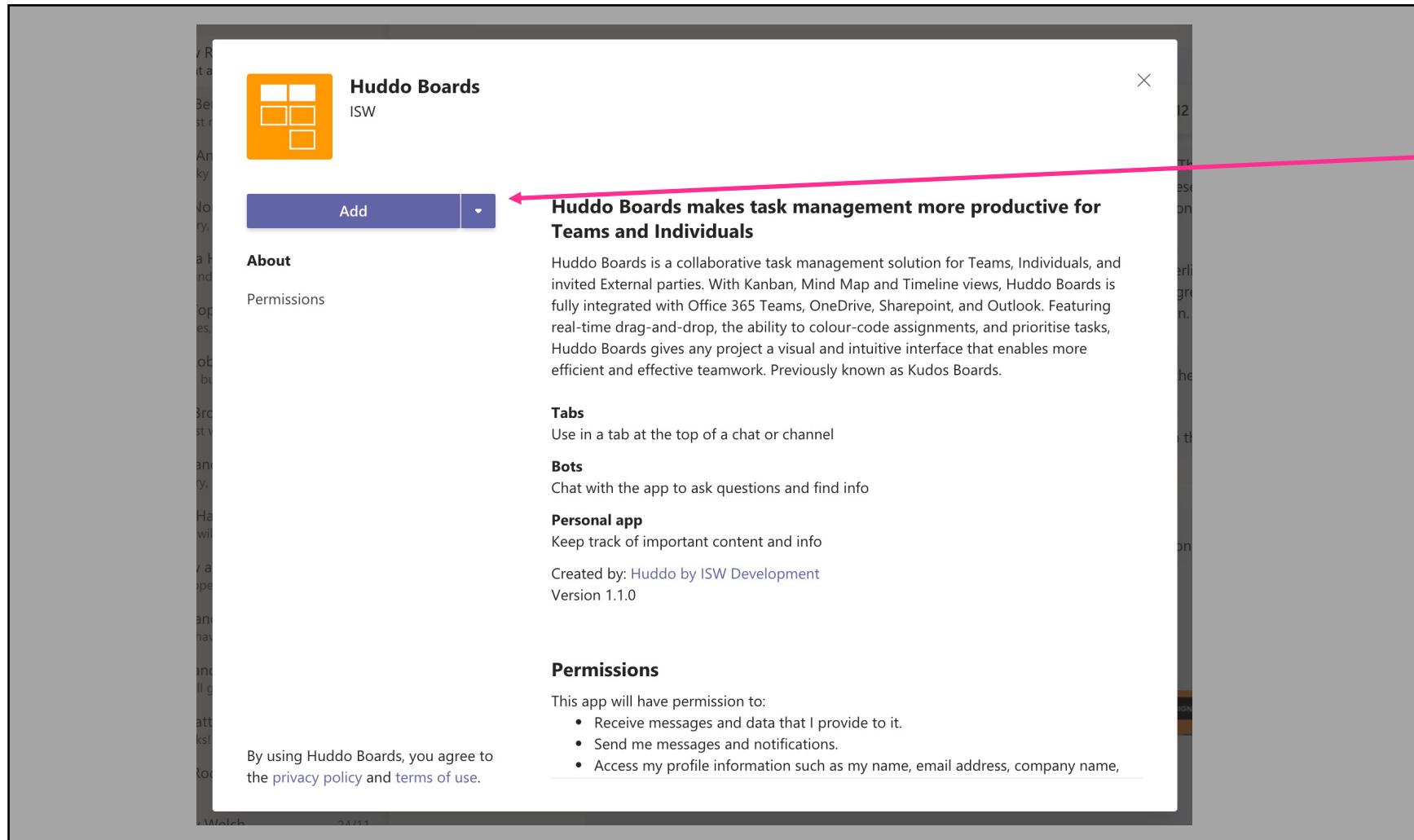


1. Within MS Teams, click the '...' more apps icon
2. Type in 'Huddo Boards'
3. Click 'Huddo Boards' app icon/description



# How to login/signup

## Via MS Teams: Alternative



4. Click 'Add'

Add

# How to login/signup

## Via HCL Connections

The screenshot shows the Huddo website with three main sections: Huddo Boards Cloud, Huddo Boards Docker (on-premise), and Huddo Boards Hybrid. Each section has a 'Read more' link and a 'contact us' link, both of which are highlighted with pink boxes and arrows pointing to the 'Visit the HCL Connections 'Get Started' page' section.

**Huddo Boards Cloud**  
Are you HCL Connections Cloud user you can sign up directly with Huddo Boards Cloud. Boards Cloud is Huddo Boards as a service hosted and managed by the Huddo Team. Accessible now at [boards.huddo.com](https://boards.huddo.com) where you also can start a free test period.  
Read more [here](#) or [contact us](#)

**Huddo Boards Docker (on-premise)**  
Installed locally in your infrastructure. Either with HCL Connections Component Pack or Standalone Kubernetes.  
Read more [here](#) or [contact us](#)

**Huddo Boards Hybrid**  
This version is the best of both worlds if you already have HCL Connections but want the latest and greatest Huddo Boards functionality without managing more servers! Huddo Boards Cloud can integrate with your existing HCL Connections on-premise installation.  
Read more [here](#) or [contact us](#)

Visit the HCL Connections  
'Get Started' page

[huddo.com/boards-hcl-connections-get-started](https://huddo.com/boards-hcl-connections-get-started)

You can read more on the  
3 environment options for  
HCL users; Cloud, Docker  
and Hybrid.

Contact Us for support.

# How to login/signup

## Via Domino

NEW

The screenshot shows the Huddo website homepage. At the top, there's a navigation bar with links for Products, About Us, Blog, Resources, Huddo Boards Login, and a prominent orange 'GET STARTED' button. Below the navigation is a black header bar with the 'Huddo Boards' logo, followed by buttons for Features, Views, Integrations, Pricing, and a large orange 'CREATE FREE ACCOUNT' button. A pink arrow points from the 'CREATE FREE ACCOUNT' button down to the 'FOR HCL DOMINO' section. The main content area features a large heading 'Huddo Boards for Domino' and a sub-section titled 'Authenticating with Domino'. A pink arrow points from the 'Authenticating with Domino' section down to the text below it. The text explains that Huddo Boards can now be deployed and integrated with Domino servers using the Domino AppDev Pack, which allows authentication via the Domino Directory without needing Microsoft365 or HCL Connections. The bottom of the page includes a footer with the Huddo logo and a feedback icon.

Visit the 'Boards for Domino' page

[huddo.com/boards-for-domino](https://huddo.com/boards-for-domino)

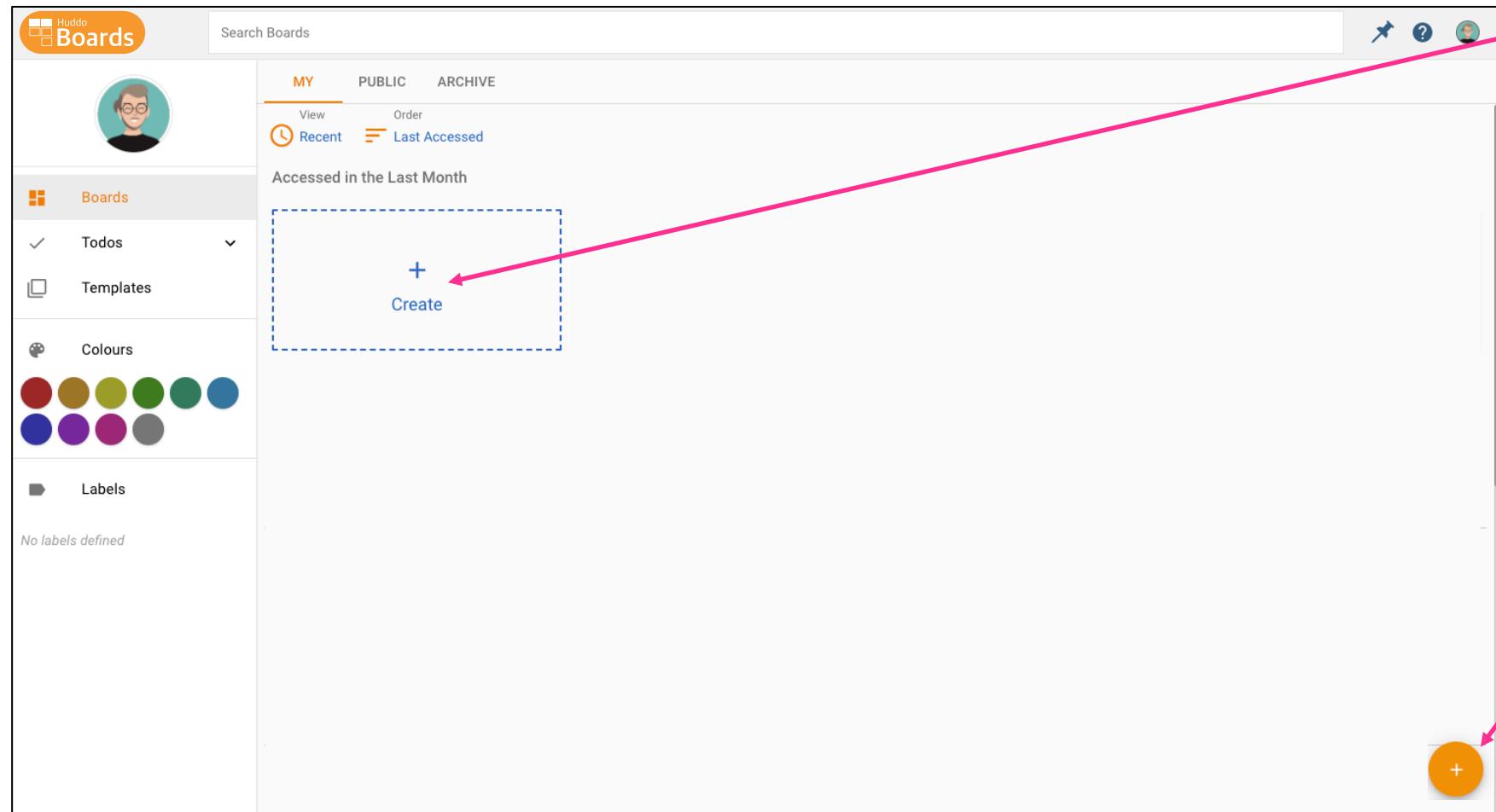
Click on Domino AppDev Pack link & follow instructions.

Review the following documentation and then contact us at [sales@huddo.com](mailto:sales@huddo.com) to organise a time for a call with our support team.

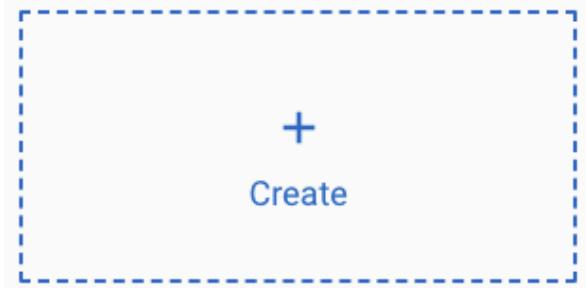
[Huddo Boards for Domino](#)  
[Kubernetes Deployment](#)  
[Standalone Deployment](#)

# How to start a board

## Step 1

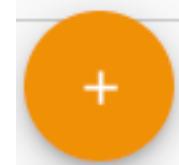


1.a. Click 'Create'



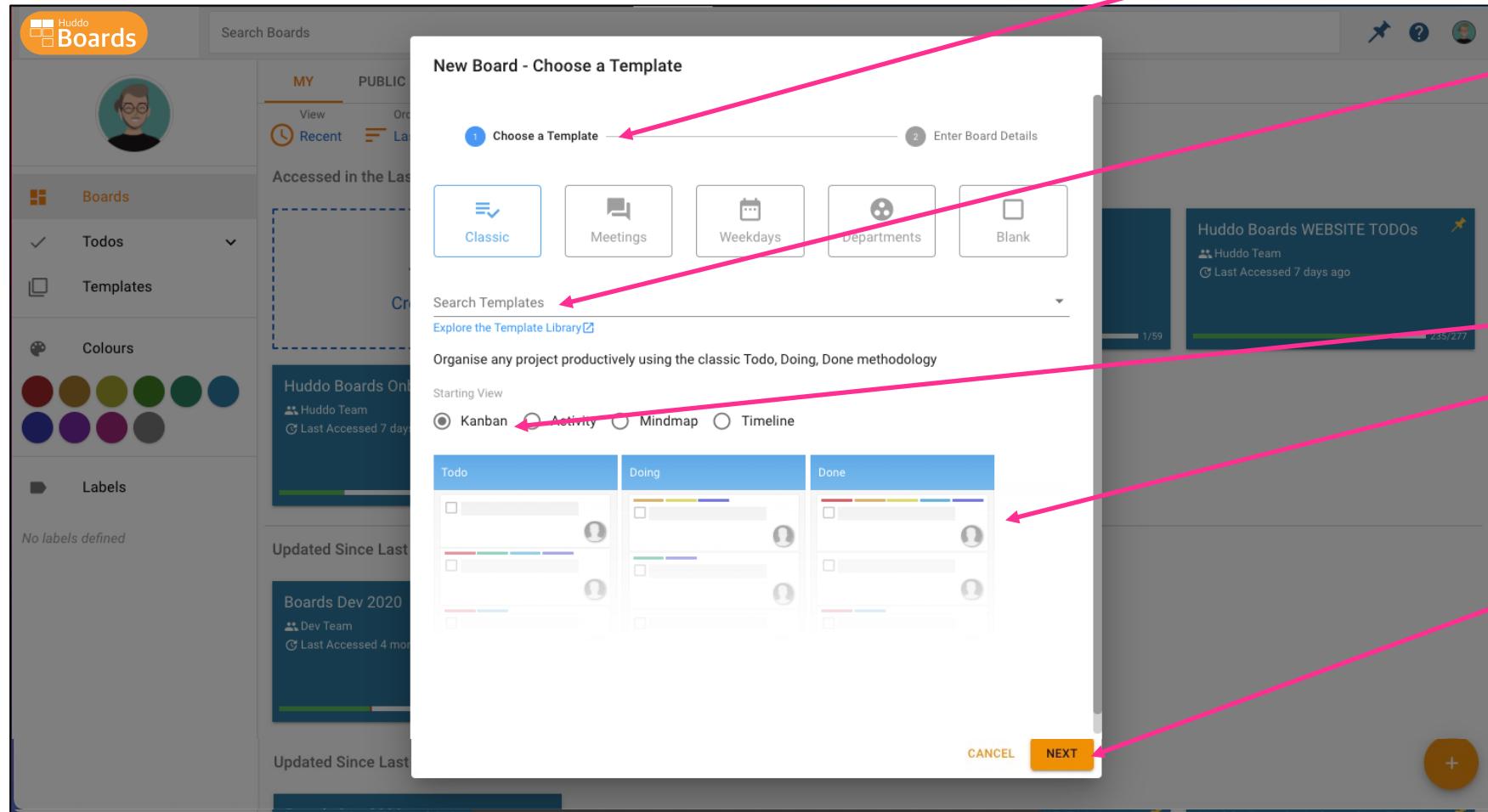
OR

1.b. Click '+' icon



# How to start a board

## Steps 2-4



2.a. Choose a template

OR

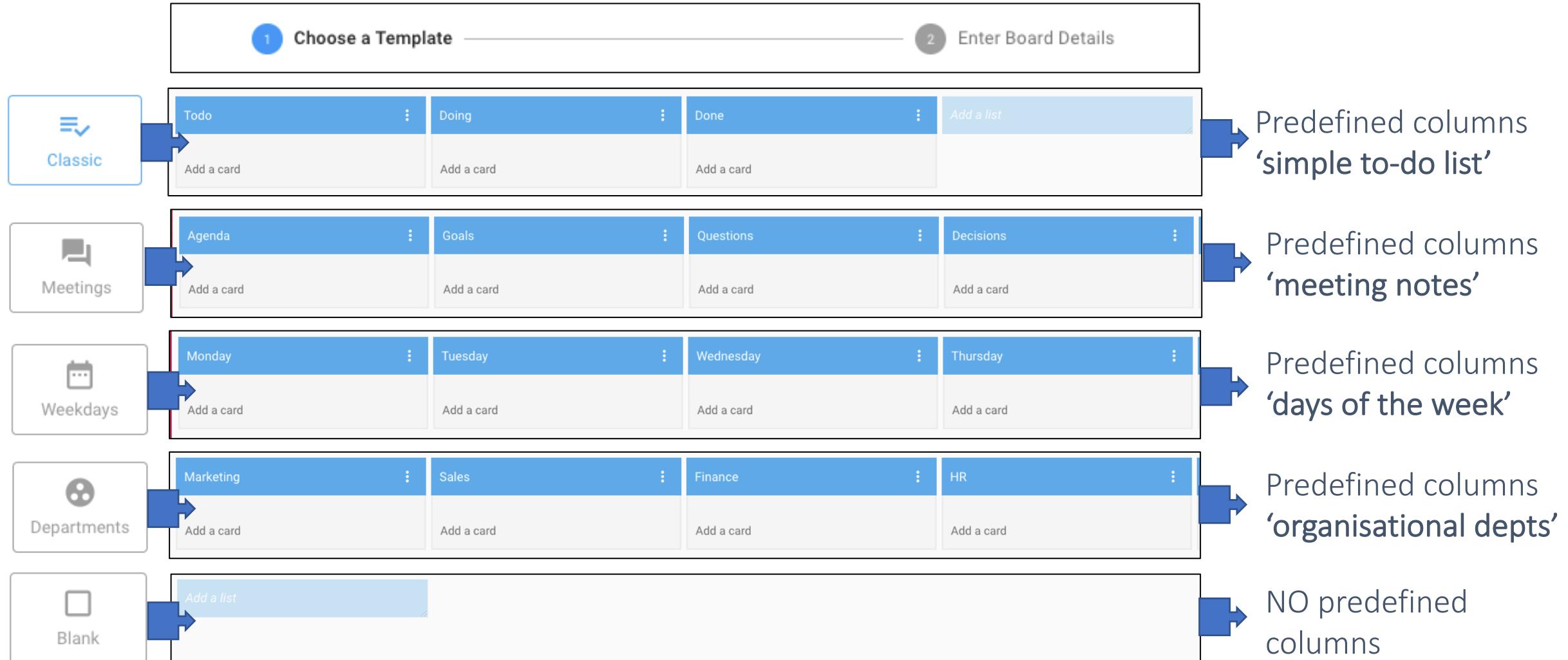
2.b. Pick from a global  
'Template' library

3. Select a view  
[view preview]

4. Click 'NEXT'

# How to start a board

## Step 2.a. Template options (basic)



## How to start a board

### Step 2.b. Global Template options

The screenshot shows a user interface for selecting a template. At the top left is a search bar labeled "Search Templates". Below it is a list of "Public Templates" with the following items:

- Agile Team Project
- Brainstorming an Idea
- Conference Planning
- Customer Key Account Plan
- Customer Success Board
- Design Workflow new
- Marketing Campaign
- Meeting Agenda

A pink arrow points from the text "All Public Templates have predefined columns" to the heading "Public Templates".

All Public Templates  
have predefined columns

# How to start a board

## Step 3. Board Views

Starting View

Kanban Activity Mindmap Timeline

Invent a New Type of Sol... Search

Planning phase

- Investigate the Market for Solar Panels
- Confirmation of Supplier Pricing - Solar Panel Materials
- Confirmation of Supplier Pricing - Solar Panel Materials
- Solar Panel locations
- New Solar Panel Design
- Create a budget for the project
- Select Project Members

Material findings

- New Solar Panel Design
- Pick the right type of glass
- Pick the right type of glass
- Design Solar Panel Stands
- Design Solar Panel Stands
- Finalise design
- Confirmation of Supplier Pricing - Solar Panel Materials
- call customers

Things to Do

- Discuss if we are on the right track
- Design Assembling Material
- Review checkpoints
- Replace Old and Inefficient Solar Panels
- Design of the brackets
- MyAnalytics | Wellbeing Edition
- Buy stands
- Call customers

Things To Achieve

- Win market shares
- Initiate the project
- Plan go to market
- Design Solar Panel Panels
- Go to Market with the New Solar Panel!
- Design Solar Panel Stands
- review the supplier list

Add a card

Starting View

Kanban Activity Mindmap Timeline

Invent a New Type of Sol... Search

Planning phase

- Investigate the Market for Solar Panels
- Confirmation of Supplier Pricing - Solar Panel Materials
- Confirmation of Supplier Pricing - Solar Panel Materials
- Solar Panel locations
- New Solar Panel Design
- Create a budget for the project
- Select Project Members

Material findings

Things to Do

Things To Achieve

Monday tasks

Add a card

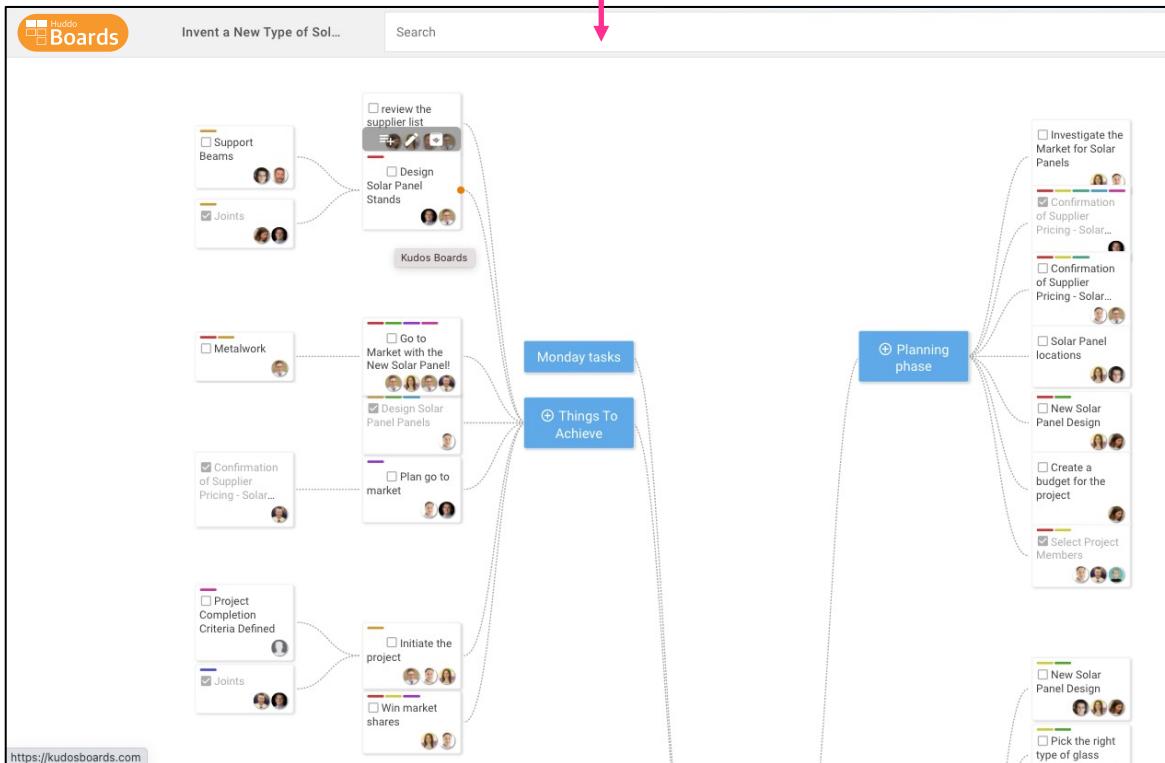
Expand All Collapse All

# How to start a board

## Step 3. Board Views

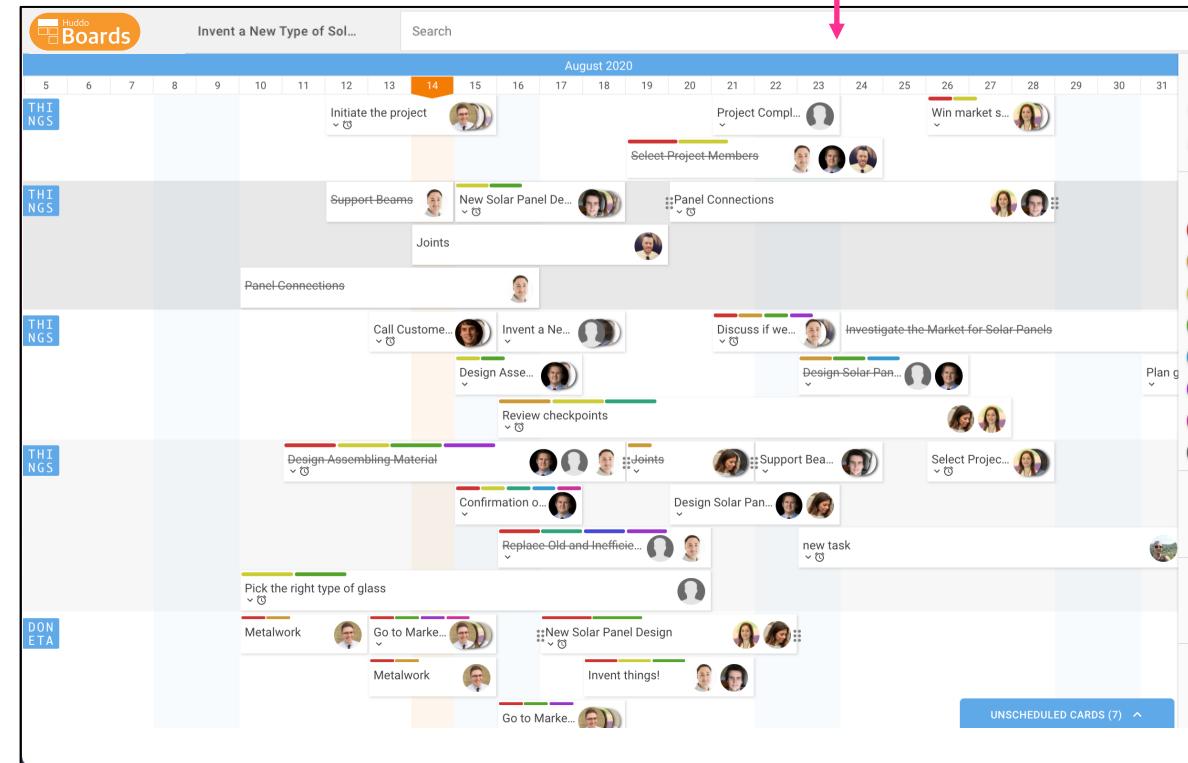
Starting View

Kanban Activity Mindmap Timeline



Starting View

Kanban Activity Mindmap Timeline



# How to start a board

# Your new Board is ready

The screenshot shows the Huddo Boards interface with a 'Classic Kanban' view. The board has three columns: 'Todo' (blue header), 'Doing' (blue header), and 'Done' (blue header). Each column has a 'Add a card' button. A fourth column, 'Add a list' (light blue header), is also present. On the right side, there's a sidebar with various board management options like 'Assignments', 'Todos by Date', 'MindMap', 'Timeline', 'Activity', 'Archived', 'Recent Updates', 'Members', and 'Colours'. Below the 'Colours' section, there are color-coded boxes: 'HubSpot Integration' (red), 'Important/Due Soon' (orange), 'Email' (yellow), 'Graphic Design' (green), 'In-progress' (blue), 'Paid Marketing' (purple), and 'Content Writing' (dark grey).

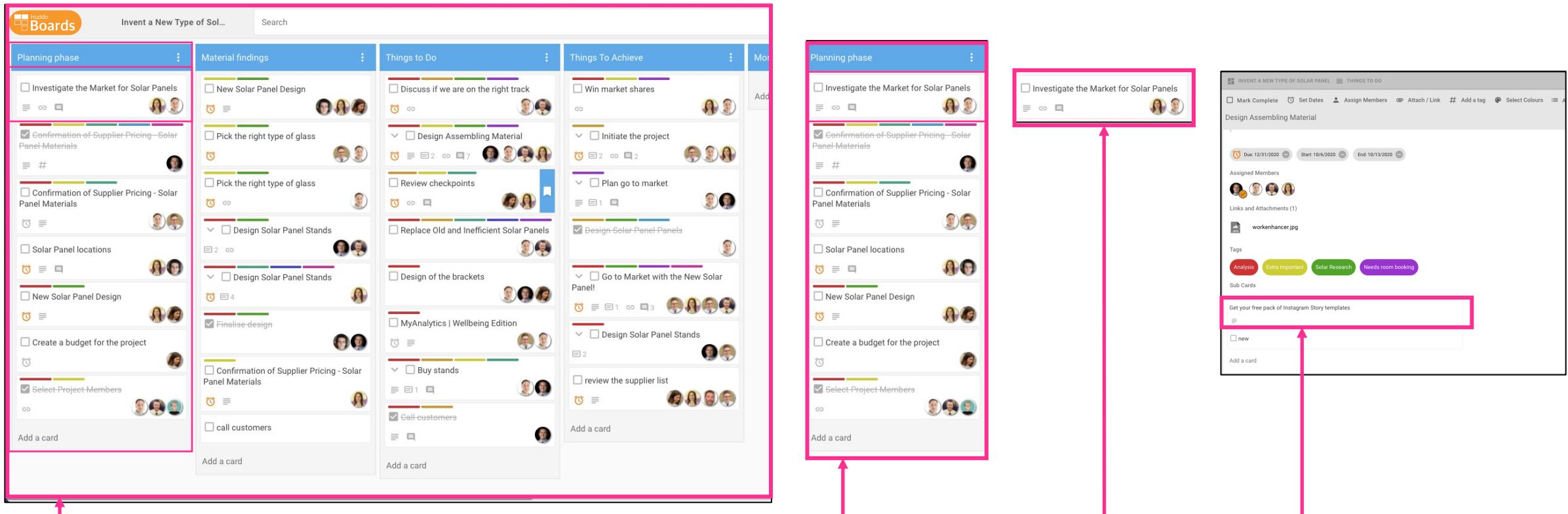
This Board is a simple 'Classic' to-do list in a Kanban view

# Basic elements



# Boards, lists, cards & subcards

## Board view



BOARD

A board is made of a collection of columns or lists

LIST

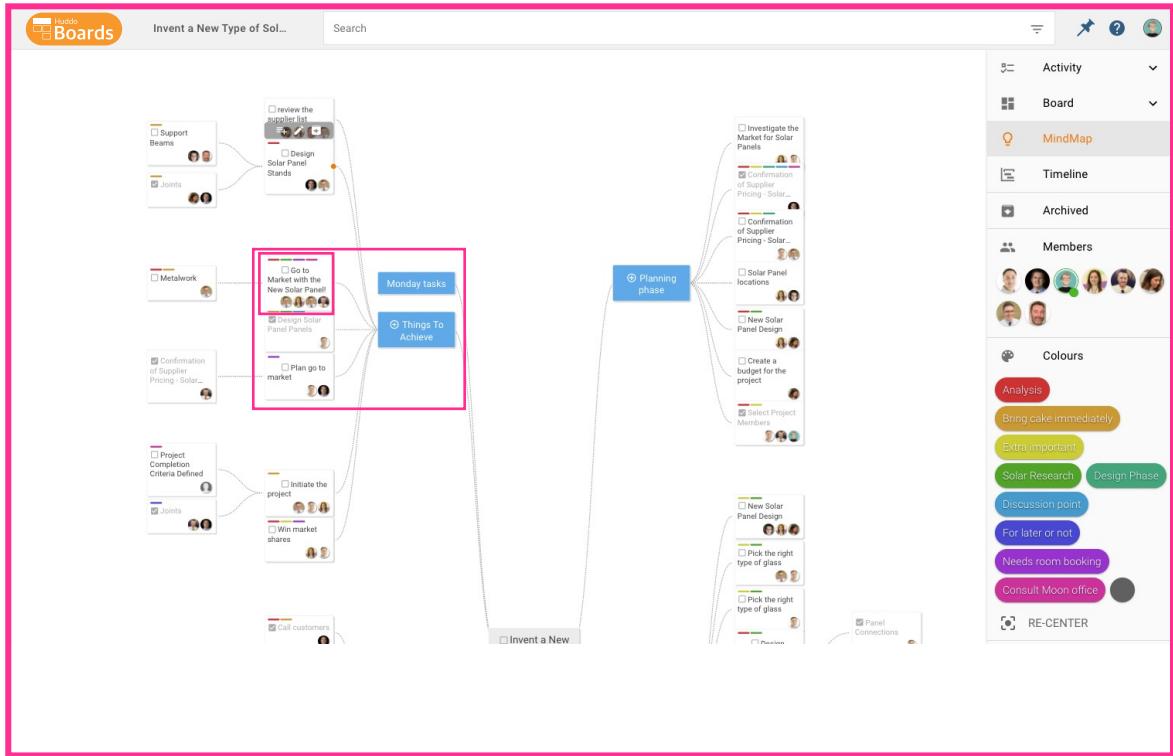
A list is made of a collection of cards

CARD

A card can be made of a series of subcards

# Boards, lists, cards & subcards

# MindMap view



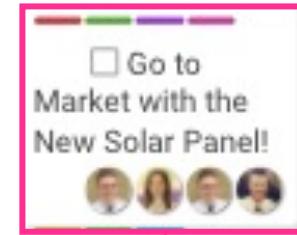
BOARD

A board is made of a collection  
on connected lists

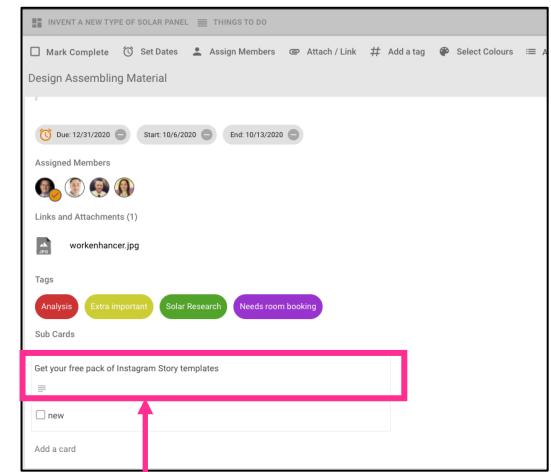


LIST

A list is made of  
a collection of cards



CARD

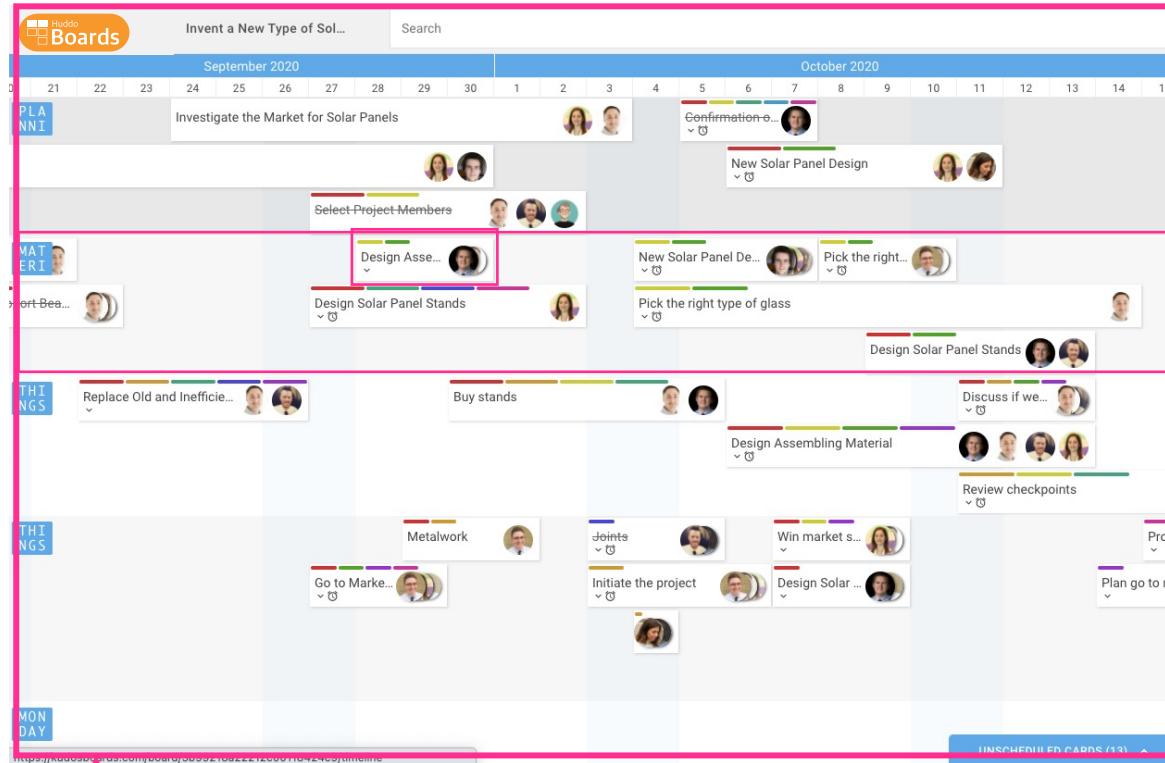


SUBCARD

A card can be made of  
a series of subcards

# Boards, lists, cards & subcards

## TimeLine view



A board is made of a collection of rows or lists

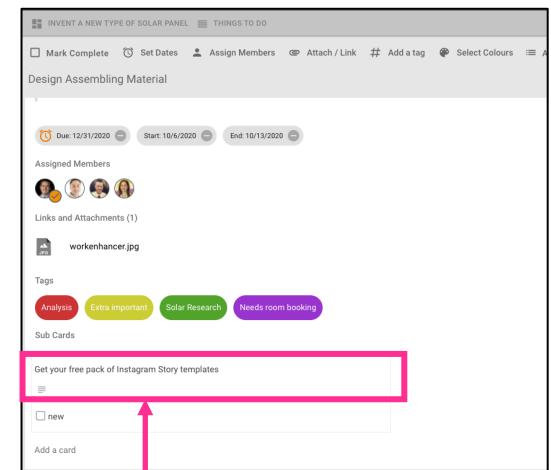


LIST

A list is made of a collection of cards



CARD



SUBCARD

A card can be made of a series of subcards

# Board Features



Huddo  
**Boards**



# Top toolbar

The screenshot shows the Huddo Boards interface. At the top is a toolbar with several icons: a magnifying glass for search, a gear for filters, a pinned board icon, a question mark for help, and a user profile icon. Below the toolbar is a navigation bar with tabs for 'Classic Kanban' and 'Search'. The main area displays a Kanban board with columns 'Todo', 'Doing', and 'Done', each with an 'Add a card' button. To the right is a sidebar titled 'Board' containing links like 'Assignments', 'Todos by Date', 'MindMap', 'Timeline', 'Activity', 'Archived', 'Recent Updates', 'Members', and 'Colours'. A bottom section shows integration with HubSpot, listing 'Important/Due Soon', 'Email', 'Graphic Design', 'In-progress', 'Paid Marketing', and 'Content Writing'.

1. Takes you to your 'My Dashboard' view where you can see all your boards.
2. Clicking your board name expands a window with your Board features.
3. Search all items on a board for a keyword(s).
4. Board filters
5. Shows a list of your Pinned boards
6. Help docs
7. User settings

**Classic Kanban**

**Search**

**Huddo Boards**

**Board**

- Assignments
- Todos by Date
- MindMap
- Timeline
- Activity
- Archived
- Recent Updates
- Members
- Colours

HubSpot Integration

- Important/Due Soon
- Email
- Graphic Design
- In-progress
- Paid Marketing
- Content Writing

The top toolbar is the same for every board view i.e. Activity, MindMap, Timeline

# Top toolbar

## 2. Board features

Board name  
[click to go back to previous screen]

The screenshot shows the Huddo Boards application interface. At the top, there's a navigation bar with the Huddo Boards logo, a search bar, and various icons. Below the navigation bar is a toolbar with several buttons: 'Mark Complete', 'Set Dates', 'Attach / Link', 'Add a tag', 'Copy Board', 'Archive', 'Create Template from Boa...', 'Link to this', and 'Export'. A pink box highlights this toolbar. To the right of the toolbar is a board titled 'INVENT A NEW TYPE OF SOLAR PANEL'. The board has a sidebar on the left containing sections like 'Planning phase' (7 cards), 'Material findings' (8 cards), 'Things to Do' (8 cards), 'Things To Achieve' (7 cards), and 'Monday tasks' (0 cards). A pink box highlights this sidebar. On the right side of the board, there's a comment section with entries from 'Hailey Berkhout' and 'Maria Nordin'. A pink box highlights this comment section.

2.a. Board features

Edit board name  
[click to edit]

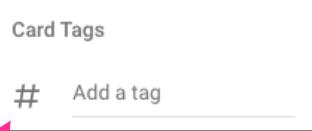
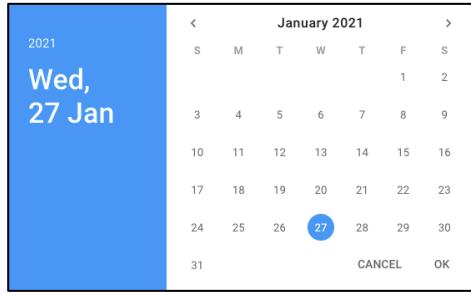
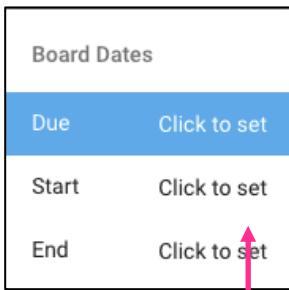
Add a comment on the board  
[click to add]

Add board description  
[click to add]

2.b. Board columns and cards

## Top toolbar

### 2.a. Board features



Archive the Board

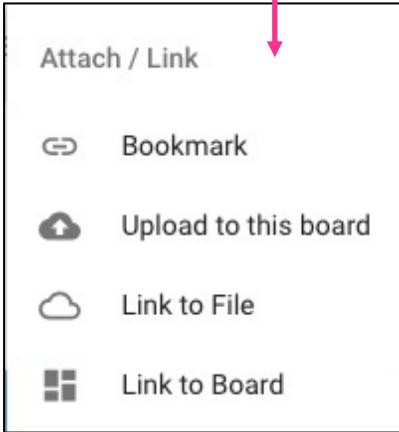


Copy a link to the board to your 'clipboard'

□ Mark Complete    ⏰ Set Dates    📲 Attach / Link    # Add a tag    🗂 Copy Board    📁 Archive    🎯 Create Template from Boa...    📜 Link to this    📁 Export



Mark a Board as 'complete'



Create a Copy of the Board (with same description and members)



Turn Board into a selectable template (with same description and members)



Export your Board to different formats

## Top toolbar

## 2.b. Board columns and cards

The image shows a digital board interface with a sidebar on the left and a main board area on the right.

**Left Sidebar (Sub Cards):**

- Planning phase: 7 items
- Material findings: 8 items
- Things to Do: 8 items
- Things To Achieve: 7 items
- Monday tasks: 0 items

**Main Board Area (Planning phase Column):**

- Card Header:** Planning phase (with 7 items)
- Card Content:**  Investigate the Market for Solar Panels,  Confirmation of Supplier Pricing - Solar Panel Materials,  Confirmation of Supplier Pricing - Solar Panel Materials,  Solar Panel locations,  New Solar Panel Design,  Create a budget for the project
- Card Details:** Description, Links, Comments, Tags, Deadlines
- Card Status:** Mark card as 'complete'
- Card Labels:** Colour labels (red, green, blue)
- Card Members:** Associated users (represented by icons)
- Card Due Date:** Expired Due Date [icon will turn orange]

# Top toolbar

## 4. Board Filters

The screenshot shows the Huddo Boards application interface. The top toolbar features several filter options:

- Colours:** A dropdown menu showing color-coded categories: Analysis (red), Bring cake immediately (orange), Extra important (yellow), Solar Research (green), Design Phase (blue), Discussion point (purple), and For later or not (dark blue). A pink arrow points from the text "Filter by 'colours'" to this menu.
- Members:** A dropdown menu showing a grid of user profiles. A pink arrow points from the text "Filter by 'members'" to this menu.
- Match All Filters:** A button that applies all selected filters simultaneously. A pink arrow points from the text "Search by all Filters, or only those with the selected 'colour' & 'member' combo" to this button.
- Hide Completed Todos:** A button that hides completed tasks. A pink arrow points from the text "Hide all completed tasks" to this button.
- Hide Empty Lists:** A button that hides lists with no cards. A pink arrow points from the text "Hide columns with no cards" to this button.

The main board area displays a list of tasks and their details, including descriptions, due dates, assignees, and progress bars. The sidebar on the left shows project navigation and a search bar.

Filter by 'colours'

Filter by 'members'

Search by all Filters, or only those with the selected 'colour' & 'member' combo

Hide all completed tasks

Hide columns with no cards

# Top toolbar

## 7. User settings

The screenshot shows the Huddo Boards application interface. On the left, there are four main sections: 'Planning phase', 'Material findings', 'Things to Do', and 'Things To Achieve'. Each section contains a list of tasks with checkboxes, due dates, and small profile icons. A red box highlights the top right corner of the screen, which displays the user settings menu. This menu includes:

- LinkedIn account information (craigthomassmith@gmail.com)
- Office 365 account information (craig@huddo.com)
- A 'Link another account' button
- A 'View subscriptions' button
- An 'Advanced' dropdown menu
- A 'Terms & Conditions' link

Annotations on the right side point to specific menu items:

- Pointing to the LinkedIn and Office 365 entries: **Accounts currently linked**
- Pointing to the 'Link another account' button: **Link another account**
- Pointing to the 'View subscriptions' button: **View your subscription [both free and paid]**
- Pointing to the 'Advanced' dropdown: **Kudos Boards API & Clear local session**
- Pointing to the 'Terms & Conditions' link: **Huddo Boards app Terms & Conditions**

# Right-hand toolbar

The right-hand toolbar is the same for every board view i.e. Activity, MindMap, Timeline. MindMap and Timeline have additional features added.

Switch board view  
Activity = to-do lists  
Board = Kanban  
MindMap = collaborative project  
Timeline = Gantt project

1. To view cards in 'member' columns [Board & Activity views only]

2. To view cards in 'due date' columns [Board & Activity views only]

3. View Recent Board updates

4. Board members [Add, edit & drag members to cards]

5. Colour labels [Add, edit & drag colours to cards]

The right-hand toolbar is the same for every board view i.e. Activity, MindMap, Timeline. MindMap and Timeline have additional features added.

# Right-hand toolbar

## 1. Board View: Assignments

The screenshot shows a Kanban board view in the Huddo Boards application. The board has five columns, each representing a member: Adam Brown, Andrew Welch, Craig Smith, Hailey Berkhout, and Jan. Each column contains several cards representing tasks or items. The right-hand toolbar is open, showing a list of views:

- Board
- Assignments
- Todos by Date** (highlighted with a pink box)
- MindMap
- Timeline
- Activity
- Archived
- Recent Updates
- Members
- Colours
- HubSpot Integration
- Important/Due Soon
- Email
- Graphic Design
- In-progress
- Paid Marketing
- Content Writing

The URL at the bottom of the screen is <https://kudosboards.com/board/5b99218a22212c00118424c9/kanban/assignments>.

To view cards in 'member' columns [Board & Activity views only]

Default view is in alphabetical order

# Right-hand toolbar

## 2. Board View: Todos by Date

The screenshot shows a 'Todos by Date' view in the Kudos Boards application. The interface includes a top navigation bar with 'Huddo Boards', a search bar, and a toolbar with icons for edit, help, and user profile. Below the toolbar, a horizontal timeline shows columns for 'Overdue', 'Today', 'Tomorrow', and 'Later This Week'. The main area displays a list of tasks categorized under 'Planning phase' and 'Material findings'. On the right side, a vertical toolbar provides various management options: 'Assignments', 'Todos by Date' (which is highlighted in grey), 'MindMap', 'Timeline', 'Activity' (with a dropdown arrow), 'Archived', 'Recent Updates', 'Members', 'Colours', 'HubSpot Integration', 'Important/Due Soon' (with a green circle icon), 'Email' (with a green circle icon), 'Graphic Design' (with a green circle icon), 'In-progress' (with a blue circle icon), 'Paid Marketing' (with a purple circle icon), and 'Content Writing'.

To view cards in  
'due date' columns  
[Board & Activity  
views only]

Default view is in  
past – present –  
future

NEW

# Right-hand toolbar

## 3. Recent Updates

The screenshot shows the Huddo Boards interface with the right-hand toolbar expanded. The toolbar includes sections for Board, Assignments, Todos by Date, MindMap, Timeline, Activity (which is currently selected), Archived, Recent Updates (highlighted with a pink box), Members, Colours, and various status filters like HubSpot Integration, Important/Due Soon, Email, Graphic Design, In-progress, Paid Marketing, and Content Writing.

Add comments directly from the 'Recent Updates' feed.

Add a comment

Mark Donnellon 13 days ago  
Updated 'Fw: Ticket R-005245 has been updated'  
Created 'Fw: Ticket R-005245 has been updated'  
Updated 'Microsoft Tech Community Community: Weekly Digest'  
Created 'Microsoft Tech Community Community: Weekly Digest'

Andrew Welch 18 days ago  
Updated 'Huddo Planning Session 22'

Andrew Welch 19 days ago  
Updated 'Teams Tasks (customisable set of users tasks, or keyword search)'  
Updated 'My Tasks (private board)'  
Created 'Teams Tasks (customisable set of users tasks, or keyword search)'  
Created 'My Tasks (private board)'

Andrew Reynolds 19 days ago  
Updated 'Custom Colours'

Craig Smith 20 days ago  
Assigned Craig Smith to 'Boards as a Platform'

Andrew Welch 20 days ago  
Commented on 'New Licensing for Cloud'

Adam Brown 20 days ago  
Commented on 'New Licensing for Cloud'

Craig Smith 20 days ago  
Commented on 'Task templates'

Hailey Berkout 20 days ago  
:-P

Andrew Welch 20 days ago

Overdue

Invent a New Type of Sol...

Search

Today

Tomorrow

Later

Planning phase

Solar Panel locations

New Solar Panel Design

New Solar Panel Design

Pick the right type of glass

Pick the right type of glass

Design Solar Panel Stands

Confirmation of Supplier Pricing - Solar

https://kudosboards.com

Click 'Recent Updates' to expand a feed of updates to that Board. From newest to oldest.

Click on an update to go to that card / task directly.

Add comments directly from the 'Recent Updates' feed.

# Right-hand toolbar

## 4. Board Members

The screenshot shows the Huddo Boards interface. On the left, there's a sidebar with various board cards. In the center, a modal window titled "Board Members" is open. It contains a "Public Access" toggle switch, a search bar with placeholder text "Type to filter members", and a section for adding members with the text "+ Add individuals or groups as members, or invite by email". Below this are sections for "Users (8)" and "Groups (2)". The "Users" section lists eight users with their names, roles (Owner, Reader, Author, Editor), and profile pictures. The "Groups" section lists two groups with their names, descriptions, and "Inherit from Group" dropdown menus. On the right side of the interface, there's a vertical toolbar with various icons and sections like "Assignments", "Todos by Date", "MindMap", "Timeline", "Activity", "Archived", "Recent Updates", "Members" (which is highlighted with a pink border and has a pencil icon), and "Colours". A "HubSpot Integration" section is also visible at the bottom of the toolbar.

Allow Public access of your board

Search & add new members

Board members  
[Click to edit & add members to a board]

Current members & permission level  
[click ▼ to change]

Members added from a 'group'

# Right-hand toolbar

## 5. Colour labels

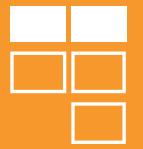
Colours

- HubSpot Integration
- Important/Due Soon
- Email
- Graphic Design
- In-progress
- Paid Marketing
- Content Writing

Click a colour to add or edit a name

Colour labels  
[Click to edit & add colours labels]

# Card Features



Huddo  
**Boards**



# Add a card

In Board view, click 'Add a card' at the bottom of a list

Planning phase

- Investigate the Market for Solar Panels
- Confirmation of Supplier Pricing—Solar Panel Materials
- Confirmation of Supplier Pricing - Solar Panel Materials
- Solar Panel locations
- New Solar Panel Design
- Create a budget for the project
- Select Project Members

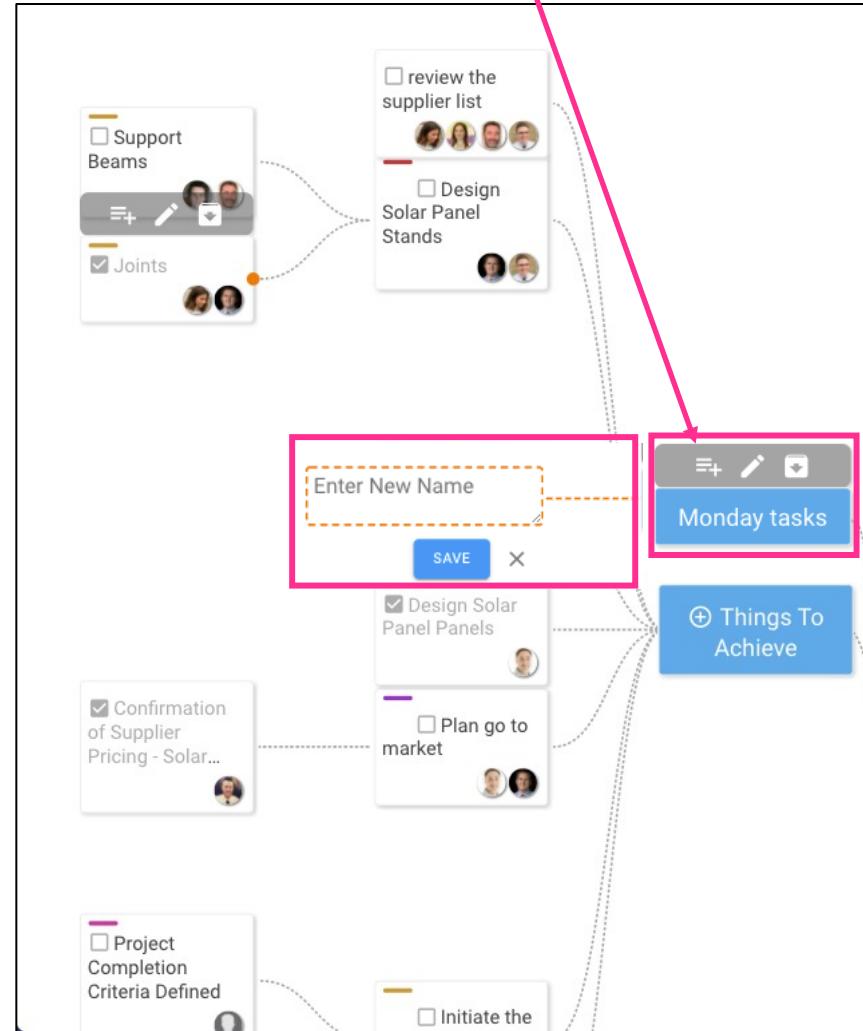
Material findings

- New Solar Panel Design
- Pick the right type of glass
- Pick the right type of glass
- Design Solar Panel Stands
  - Design Solar Panel Stands
  - Finalise design
- Confirmation of Supplier Pricing - Solar Panel Materials
- call customers

**Task**   **Entry**   **Board**

Add a card

In MindMap view, click  to add a task to a list



September 2020

22	23	24	25	26	27	28	29	30	1
PLANNING	Investigate the Market for Solar Panels	Select Project Members	Design Asse...	Design Solar Panel Stands	Face Old and Inefficie...	Buy stand...			
MATERIALS									
THINGS									

**Task**

Add a card

In Timeline view, click on a date within a list

# Edit a card

Click any card, in any view,  
to expand the 'card features'  
popup window.

Planning phase

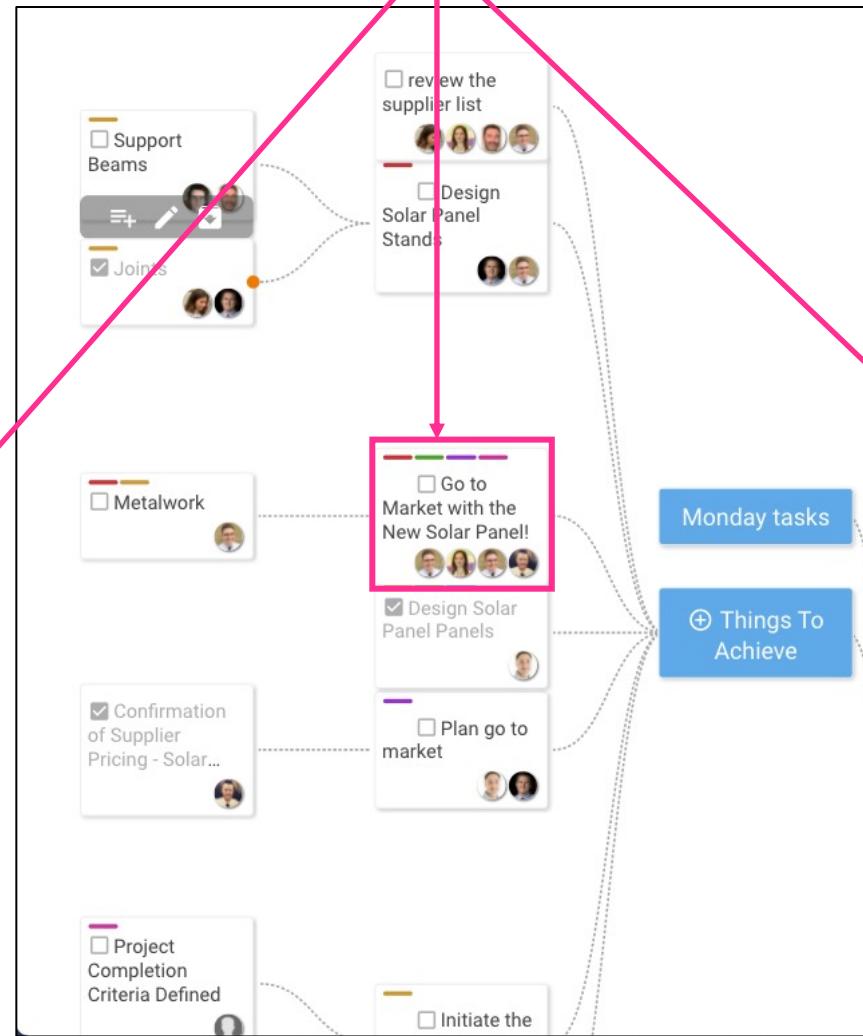
- Investigate the Market for Solar Panels
- Confirmation of Supplier Pricing—Solar Panel Materials
- #
- Confirmation of Supplier Pricing - Solar Panel Materials
- Solar Panel locations
- New Solar Panel Design
- Create a budget for the project
- Select Project Members

Add a card

Material findings

- New Solar Panel Design
- Pick the right type of glass
- Pick the right type of glass
- Design Solar Panel Stands
  - Design Solar Panel Stands
  - Finalise design
- Confirmation of Supplier Pricing - Solar Panel Materials
- call customers

Add a card



September 2020

22	23	24	25	26	27	28	29	30	1
----	----	----	----	----	----	----	----	----	---

PLANNING

- Investigate the Market for Solar Panels
- Select Project Members
- Design Asse...
- Design Solar Panel Stands
- Face Old and Inefficie...
- Buy stands

MATERIALS

- Metalwork

THINGS

- Go to Market...

MONDAY

# Card features

## 1. Card features

The screenshot shows a card in the "Planning" view of a board titled "INVENT A NEW TYPE OF SOLAR PANEL". The card has the title "New Solar Panel Design". In the top right corner of the card, there is a toolbar with various icons: "Mark Complete", "Set Dates", "Assign Members", "Attach / Link", "Add a tag", "Select Colours", "Add Custom Field", "Convert into Entry", "Move", and "Archive". Below the title, there is a message from "The Panel Guy": "Hey Team, Lets meet together shortly to discuss the new solar panel designs. Cheers, The Panel Guy!". To the right of the message, there is a "Comments" section with two entries: "Hailey Berkout 7 days ago Updated this task" and "Adam Brown 2 years ago Created this task". At the bottom left of the card, there are sections for "Assigned Members" (with three user icons) and "Tags" (with two tags: "Extra important" and "Solar Research"). At the very bottom left of the card, there is a link "Add a card".

## Edit Card name

Add/edit a card description

## Due dates

## Members

## Comments

## Tags

## 2. Subcards

Card features are the same  
for every board view i.e.  
Activity, MindMap, Timeline

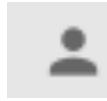
NEW

# Card features

## 1. Card features



Mark a Board  
as 'complete'



Assign Members

	Adam Brown	<input checked="" type="checkbox"/>
	Andrew Welch	<input type="checkbox"/>
	Craig Smith	<input type="checkbox"/>



Card Tags

# Add a tag



Create a custom  
text, date or  
person field



Move the card  
to a certain board,  
list or card



Assign Members



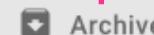
Add a tag



Select Colours



Convert into Entry



Archive  
the card



Board Dates

Due	Click to set
Start	Click to set
End	Click to set

January 2021

M	T	W	T	F	S		
				1	2		
27 Jan	3	4	5	6	7	8	9
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

CANCEL OK



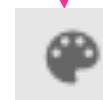
Attach / Link

Bookmark

Upload to this board

Link to File

Link to Board



Select Colours

Analysis	<input checked="" type="checkbox"/>
Bring cake immediately	<input type="checkbox"/>
Extra important	<input checked="" type="checkbox"/>
Solar Research	<input type="checkbox"/>

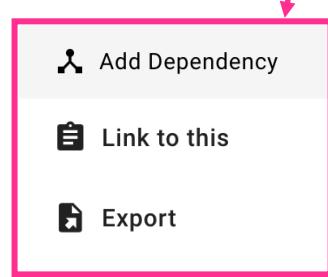


Change a card  
from task, to an  
entry. Tasks have  
checkboxes,  
entries do not

Add Dependency

Link to this

Export



# Card features

## 2. Subcards

The screenshot shows a task card titled "INVENT A NEW TYPE OF SOLAR PANEL" with the subtitle "MATERIAL FINDINGS". The card has a due date of 1/23/2021, a start date of 9/27/2020, and an end date of 10/2/2020. It lists assigned members, tags (Analysis, Design Phase, For later or not, Consult Moon office), and subcards. A callout box highlights the subcard section.

**Subcard checkbox**

**Subcard name**

**Subcard member**

**Add a subcard**

Subcards are simply cards, within cards. They have the same features as cards

Subcard Name	Assigned Member
Metalwork	[User Avatar]
Joints	[User Avatar]
Panel Connections	[User Avatar]

# Card features

## Start building your board

This Board is a simple 'Classic' to-do list in a Kanban view

Huddo Boards

Classic Kanban

Search

Todo

- Board Views
- How to organise
- How to collaborate
- How to stick to deadlines
- Feature glossary

Doing

- Card features

Done

- Getting started
- Basic elements
- Board features

Add a list

Board

- Assignments
- Todos by Date
- MindMap
- Timeline
- Activity
- Archived
- Recent Updates
- Members
- Colours

HubSpot Integration

Important/Due Soon

Email

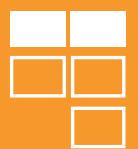
Graphic Design

In-progress

Paid Marketing

Content Writing

# Board Views: Board = Kanban



Huddo  
**Boards**



# Board View

## Kanban, drag & drop, sticky-note approach

The image shows a digital Kanban board interface with the following structure:

- Columns:**
  - to arrival:**
    - Account permissions for laptop
    - fax file declaration, superannuation, accounts submitted
    - Manager to confirm start date and time
    - Review all tasks and check status
  - Things To Achieve:**
    - Win market shares
    - Initiate the project
      - Go to Market with the New Solar Panel!
      - Design Solar Panel Stands
      - Call Customers
  - Things to Do:**
    - Discuss if we are on the right track
    - Design of the brackets
    - Review checkpoints
    - Design Assembling Material
      - Replace Old and Inefficient Solar Panels
- Sidebar:**
  - Board** (highlighted with a pink border)
  - Assignments
  - Todos by Date
  - MindMap
  - Timeline
  - Activity
  - Archived
  - Recent Updates
  - Members
  - Colours
  - HubSpot Integration
  - Important/Due Soon
  - Email
  - Graphic Design
  - In-progress
  - Paid Marketing

# Board View

## Adding lists and tasks

The image shows a digital board view with two columns: 'Things To Achieve' and 'Monday tasks'. The 'Things To Achieve' column contains several items with progress bars and user icons. The 'Monday tasks' column contains one item, 'ISW Renewal 2021', with a progress bar and user icons. Two pink arrows point from the text labels in the adjacent text block to the 'Add a list' button in the top right of the 'Monday tasks' header and the 'Add a card' button in the bottom left of the same header.

Things To Achieve

- Win market shares
- Initiate the project
- Plan go to market
- Design Solar Panel Panels (checked)
- Go to Market with the New Solar Panel!
- Design Solar Panel Stands
- review the supplier list

Monday tasks

- ISW Renewal 2021

Add a list

Add a card

Add a list

Move the mouse cursor to 'Add a list' to type a list name and create a new column

Add a card

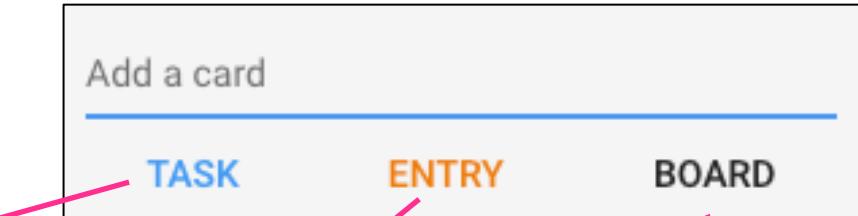
Click on 'Add a card' to open a new blank card and enter a card/task name

# Board View

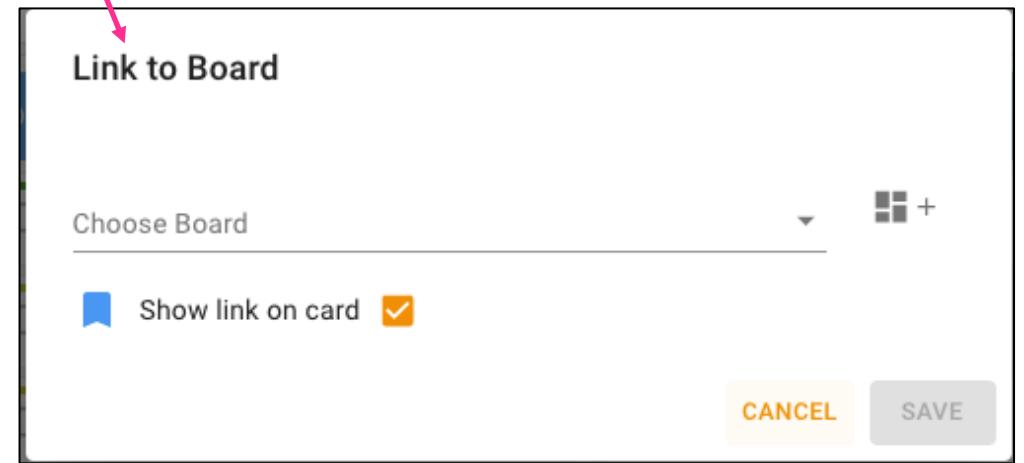
## Types of cards



A 'TASK' will include a checkbox with the card, so you can mark the task as being 'completed'



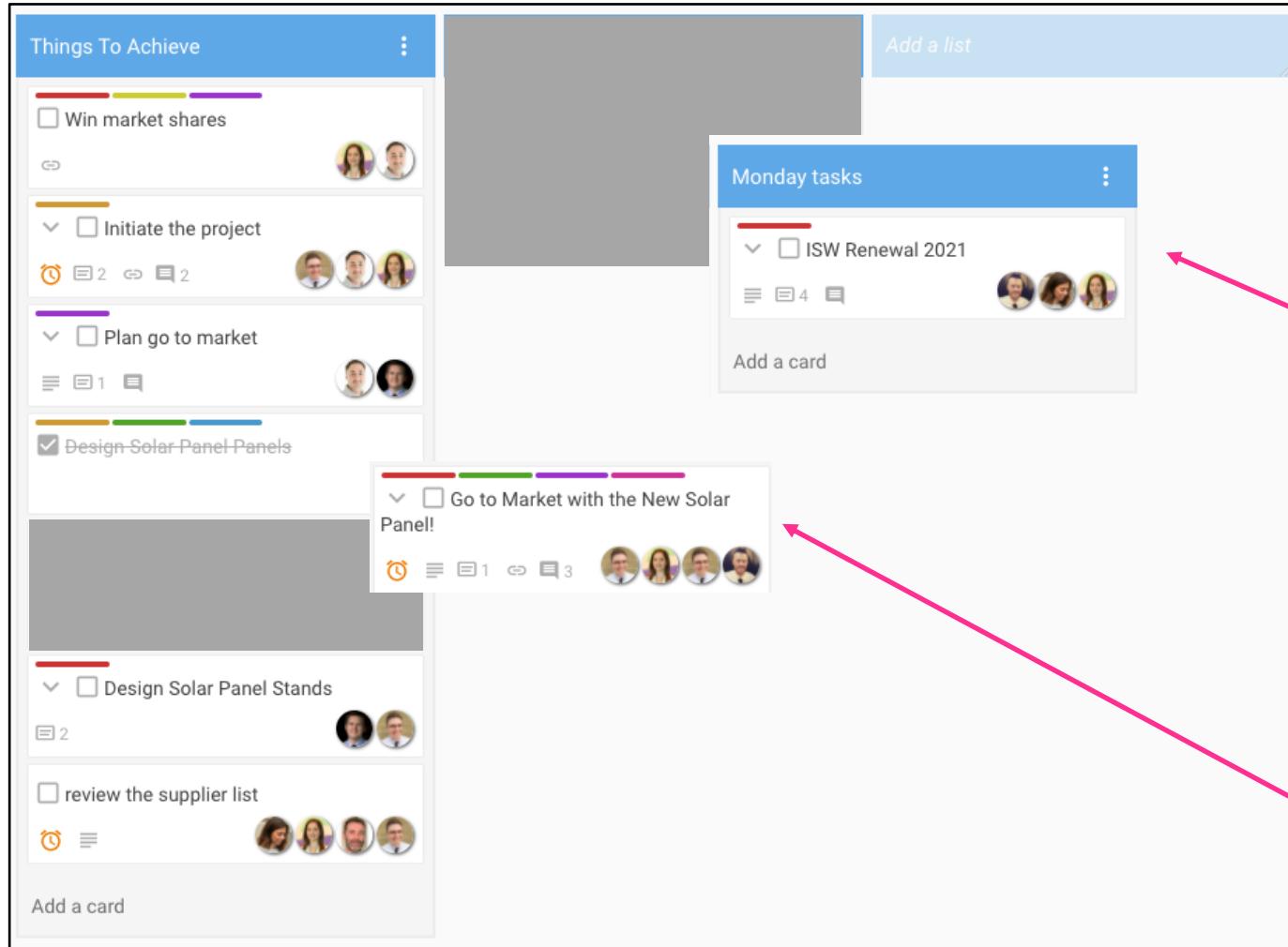
A 'ENTRY' does not include a checkbox nor marked as completed. Instead, it is purely to provide information



A 'BOARD' provides a card which links to another Board, enabling you to link projects together

# Board View

## Moving cards and lists: drag and drop



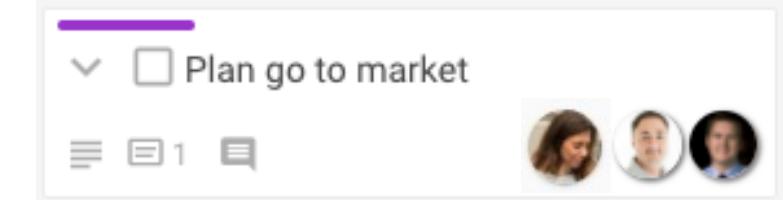
Click, drag and drop lists or columns to change the order.

Click, drag and drop cards to different lists or columns to organise tasks

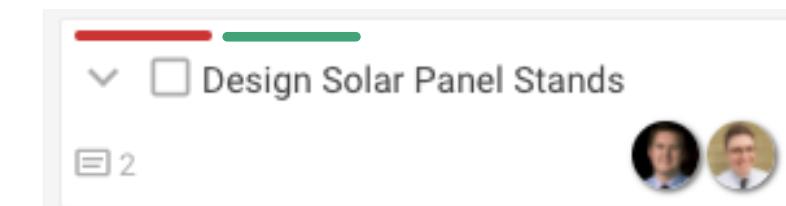
# Board View

## Adding members and colours

The screenshot shows the Asana Board View interface. On the left, there's a list of tasks under categories like 'Things To Achieve' and 'Monday tasks'. A pink arrow points from a user icon in the 'Plan go to market' card to the 'Members' section in the sidebar. Another pink arrow points from a green circle in the 'Design Solar Panel Stands' card to the 'Colours' section in the sidebar. The sidebar also includes sections for 'Assignments', 'Todos by Date', 'MindMap', 'Timeline', 'Activity' (which is expanded), 'Archived', 'Recent Updates', 'Members' (with a user icon and a green dot), 'Colours' (with several colored circles), and a 'HubSpot Integration' button.



Click, drag and drop members onto cards to assign members to cards/tasks



Click, drag and drop colours onto cards to add a colour category

## Board View

## Card symbols

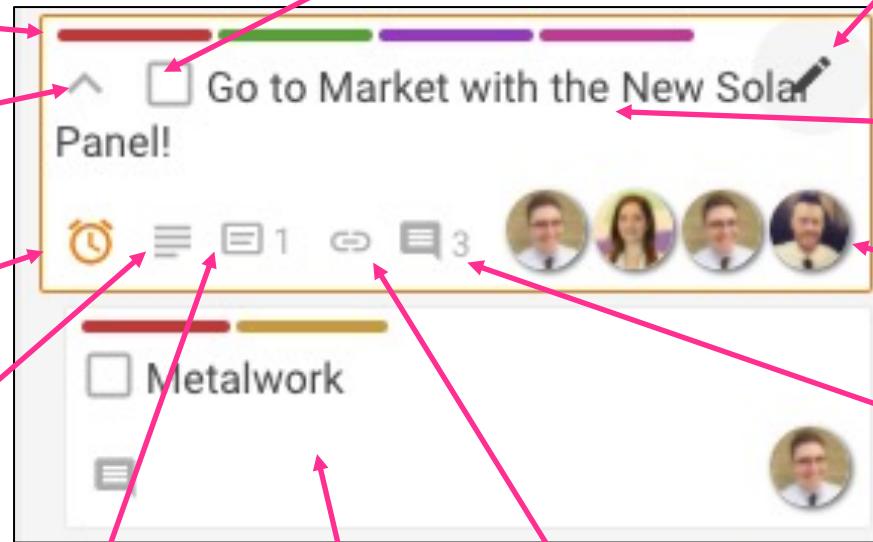
Colour labels

Expand/Hide Subcards/Subtasks

Due date(s)

Card description

Subcards/Subtasks  
(number shows how many)



Task checkbox (if a 'TASK')

Edit card details/attributes

Card/Task title

Assigned members

Comments (number shows how many]

Linked Documents

Expanded Subcards/  
Subtasks

No symbol means no attribute is set (i.e. no due date, no file, no comment)

# Card features

## 1. Card features

The screenshot shows a card titled "New Solar Panel Design" in the "Planning" board view. The card contains the following features:

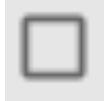
- Edit Card name**: A button to change the card title.
- Add/edit a card description**: A text area containing a message from "The Panel Guy".
- Due dates**: Buttons for "Due: 1/21/2021", "Start: 10/4/2020", and "End: 10/7/2020".
- Members**: Buttons for "Mark Complete", "Set Dates", "Assign Members", "Attach / Link", "Add a tag", "Select Colours", "Add Custom Field", "Convert into Entry", "Move", and "Archive".
- Comments**: A section showing activity history with entries from "Hailey Berkout" and "Adam Brown".
- Tags**: Buttons for "Extra important" and "Solar Research".
- Subcards**: A link labeled "Add a card" at the bottom left.

Card features are the same  
for every board view i.e.  
Activity, MindMap, Timeline

NEW

# Card features

## 1. Card features



Mark a Board  
as 'complete'



Assign Members

	Adam Brown	<input checked="" type="checkbox"/>
	Andrew Welch	<input type="checkbox"/>
	Craig Smith	<input type="checkbox"/>



Card Tags

# Add a tag



Create a custom  
text, date or  
person field



Move the card  
to a certain board,  
list or card

Archive  
the card



More  
features

- Add Dependency
- Link to this
- Export

Change a card  
from task, to an  
entry. Tasks have  
checkboxes,  
entries do not

Mark Complete

Set Dates

Assign Members

Attach / Link

# Add a tag

Select Colours

Add Custom Field

Convert into Entry

Move

Archive



Board Dates

Due	<input type="button"/> Click to set
Start	<input type="button"/> Click to set
End	<input type="button"/> Click to set

January 2021

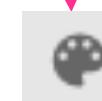
M	T	W	T	F	S		
				1	2		
27 Jan	3	4	5	6	7	8	9
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

CANCEL OK



Attach / Link

- Bookmark
- Upload to this board
- Link to File
- Link to Board



Select Colours

Analysis	<input checked="" type="checkbox"/>
Bring cake immediately	<input type="checkbox"/>
Extra important	<input checked="" type="checkbox"/>
Solar Research	<input type="checkbox"/>



# Right-hand toolbar

# Board View: Assignments

The screenshot shows a Kanban board interface with five columns representing team members: Adam Brown, Andrew Welch, Craig Smith, Hailey Berkhout, and a summary column. Each column contains a list of tasks categorized by phase (Planning phase, Material findings, Design Solar Panel Stands, Things to Do) and status (Incomplete, Complete). A pink box highlights the 'Assignments' button in the right-hand toolbar, which is part of a larger toolbar menu.

Adam Brown's column tasks:

- Planning phase: Investigate the Market for Solar Panels
- Material findings: Confirmation of Supplier Pricing - Solar Panel Materials
- Design Solar Panel Stands: Design Solar Panel Stands
- Things to Do: Design Assembling Material

Andrew Welch's column tasks:

- Planning phase: Confirmation of Supplier Pricing - Solar Panel Materials
- Material findings: Design Solar Panel Stands
- Design Solar Panel Stands: Finalise design
- Things to Do: Design Assembling Material

Craig Smith's column tasks:

- Planning phase: Select Project Members

Hailey Berkhout's column tasks:

- Planning phase: Investigate the Market for Solar Panels
- Planning phase: Solar Panel locations
- Material findings: New Solar Panel Design
- Design Solar Panel Stands: Design Solar Panel Stands
- Things to Do: Design Assembling Material

Summary column tasks:

- Planning phase: New Solar Panel Design
- Material findings: Confirmation of Supplier Pricing - Solar Panel Materials
- Design Solar Panel Stands: Design Solar Panel Stands
- Things to Do: Design of the brackets

Right-hand toolbar:

- Board
- Assignments (highlighted with a pink box)
- Todos by Date
- MindMap
- Timeline
- Activity
- Archived
- Recent Updates
- Members
- Colours
- HubSpot Integration
- Important/Due Soon
- Email
- Graphic Design
- In-progress
- Paid Marketing
- Content Writing

<https://kudosboards.com/board/5b99218a22212c00118424c9/kanban/assignments>

To view cards in 'member' columns

Default view is in alphabetical order

# Right-hand toolbar

# Board View: Todos by Date

The screenshot shows a board view in the Kudos Boards application. The left side displays a list of cards categorized under 'Planning phase' and 'Material findings'. The right side features a toolbar with several options:

- Board**: The current view.
- Assignments**
- Todos by Date** (highlighted with a pink box)
- MindMap**
- Timeline**
- Activity**
- Archived**
- Recent Updates**
- Members**
- Colours**
- HubSpot Integration**
- Important/Due Soon**
- Email**
- Graphic Design**
- In-progress**
- Paid Marketing**
- Content Writing**

The 'Todos by Date' option is highlighted with a pink box, indicating it is the active view. The 'Overdue' column in the board view is also highlighted with a pink box.

To view cards in  
'due date' columns

Default view is in  
past – present –  
future

# Board Views: MindMap = Brainstorm



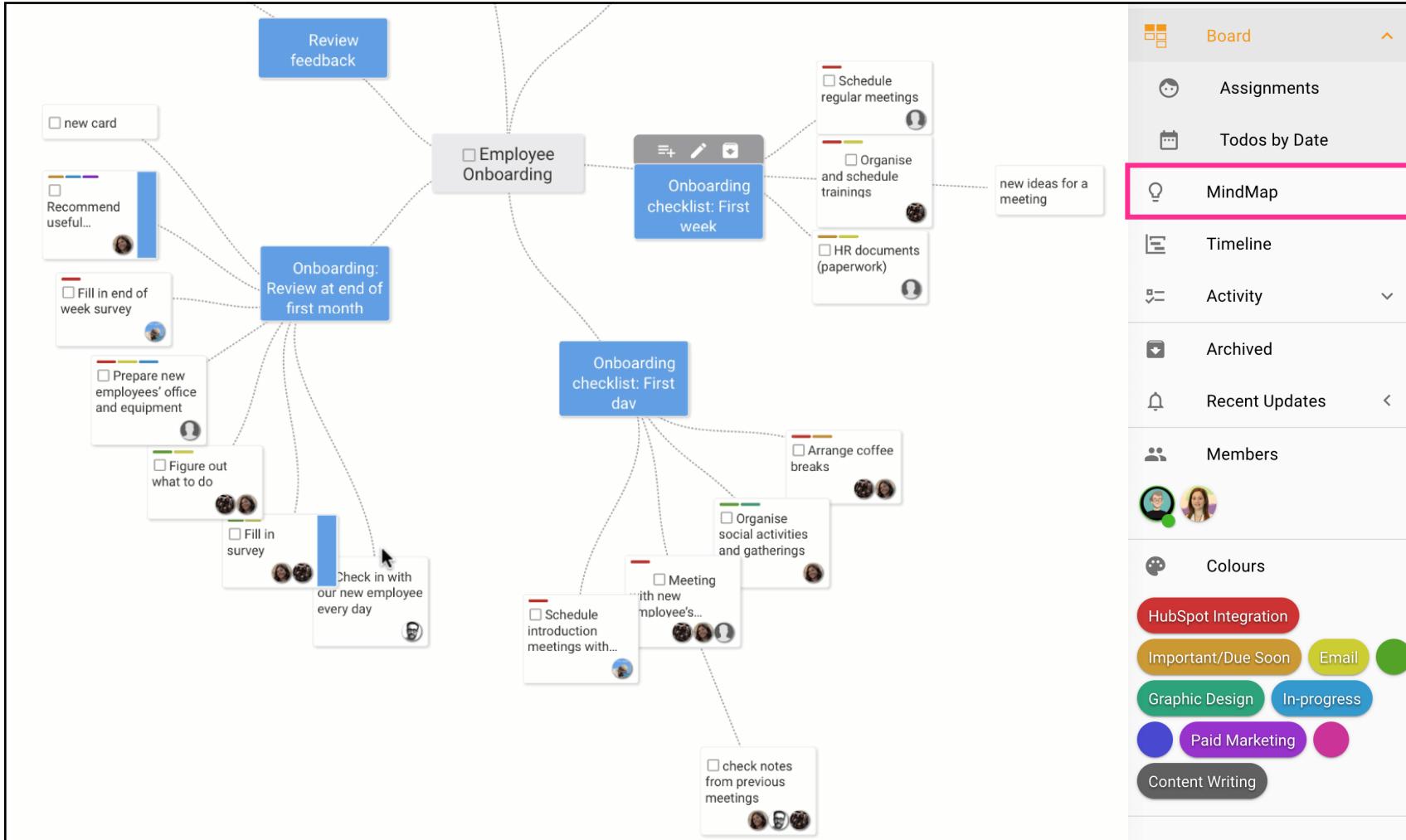
Huddo

Boards



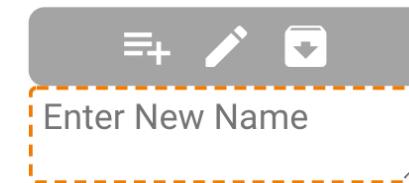
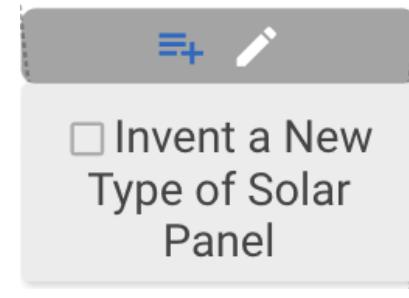
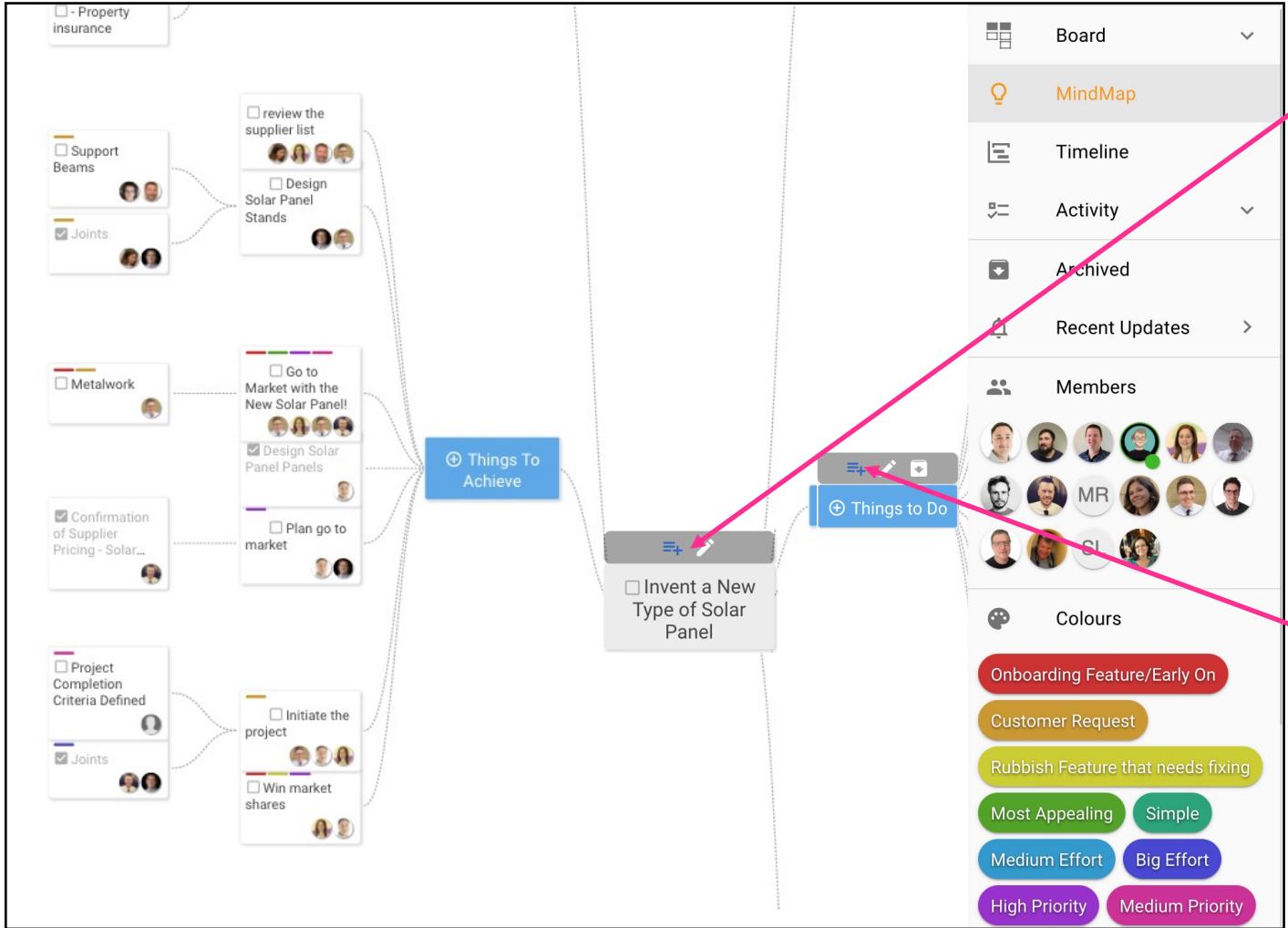
# MindMap View

# Brainstorm, ideation, drag & drop Board

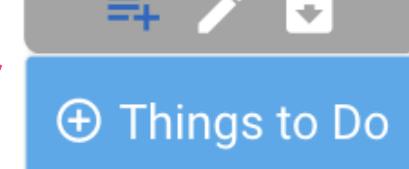


# MindMap View

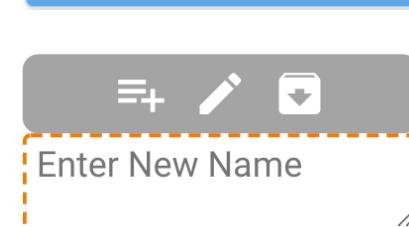
# Adding lists and tasks



Hoover over the grey 'BOARD' card and click the '+' icon to create a new 'LIST'



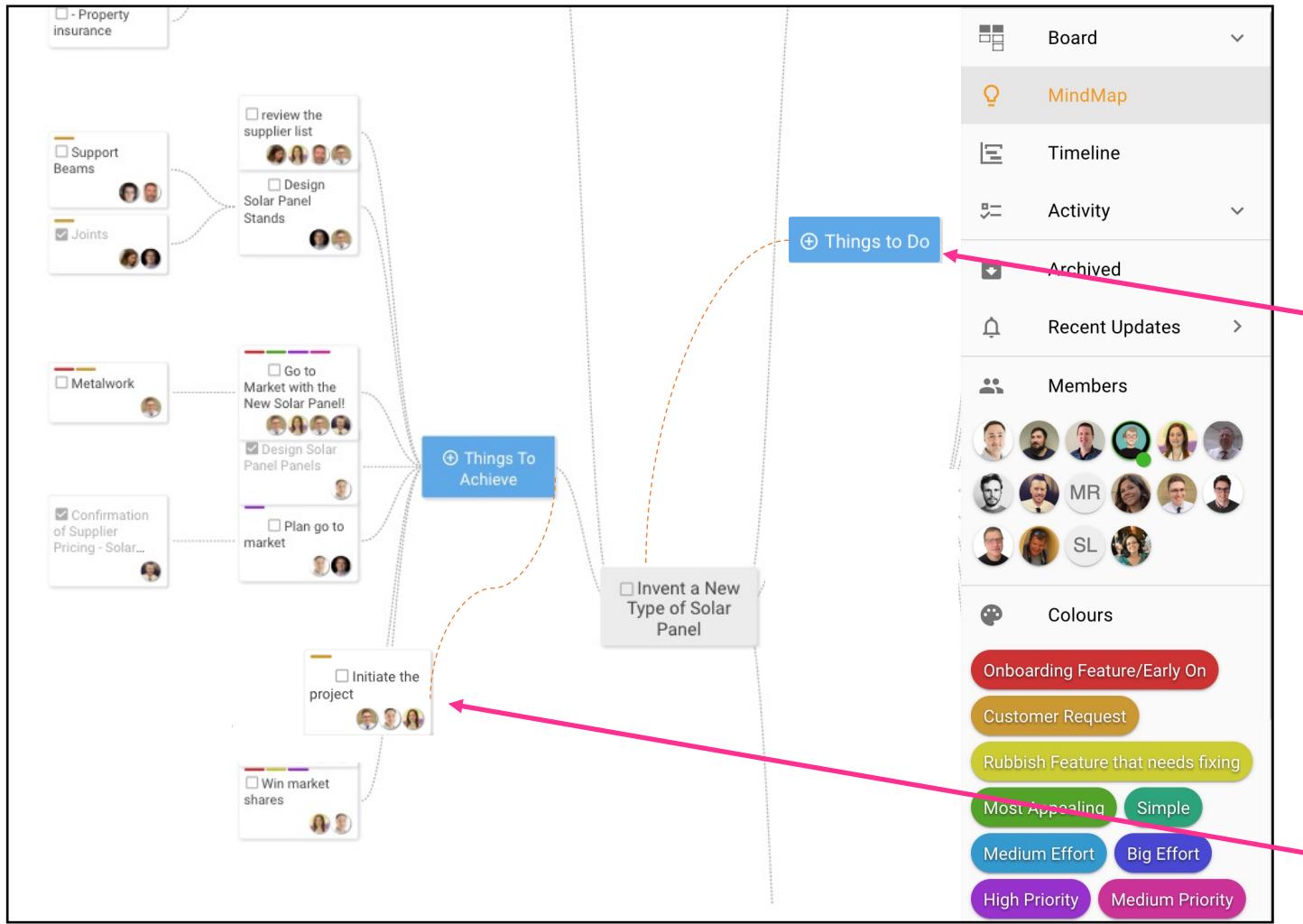
Hoover over the blue 'LIST' card and click the '+' icon to create a new 'CARD' or 'TASK'



Enter a 'New Name' to create the 'CARD'

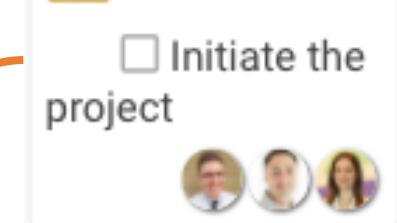
# MindMap View

# Moving cards and lists: drag and drop



+ Things to Do

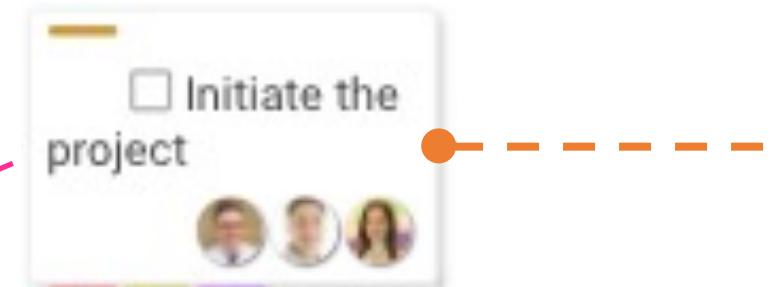
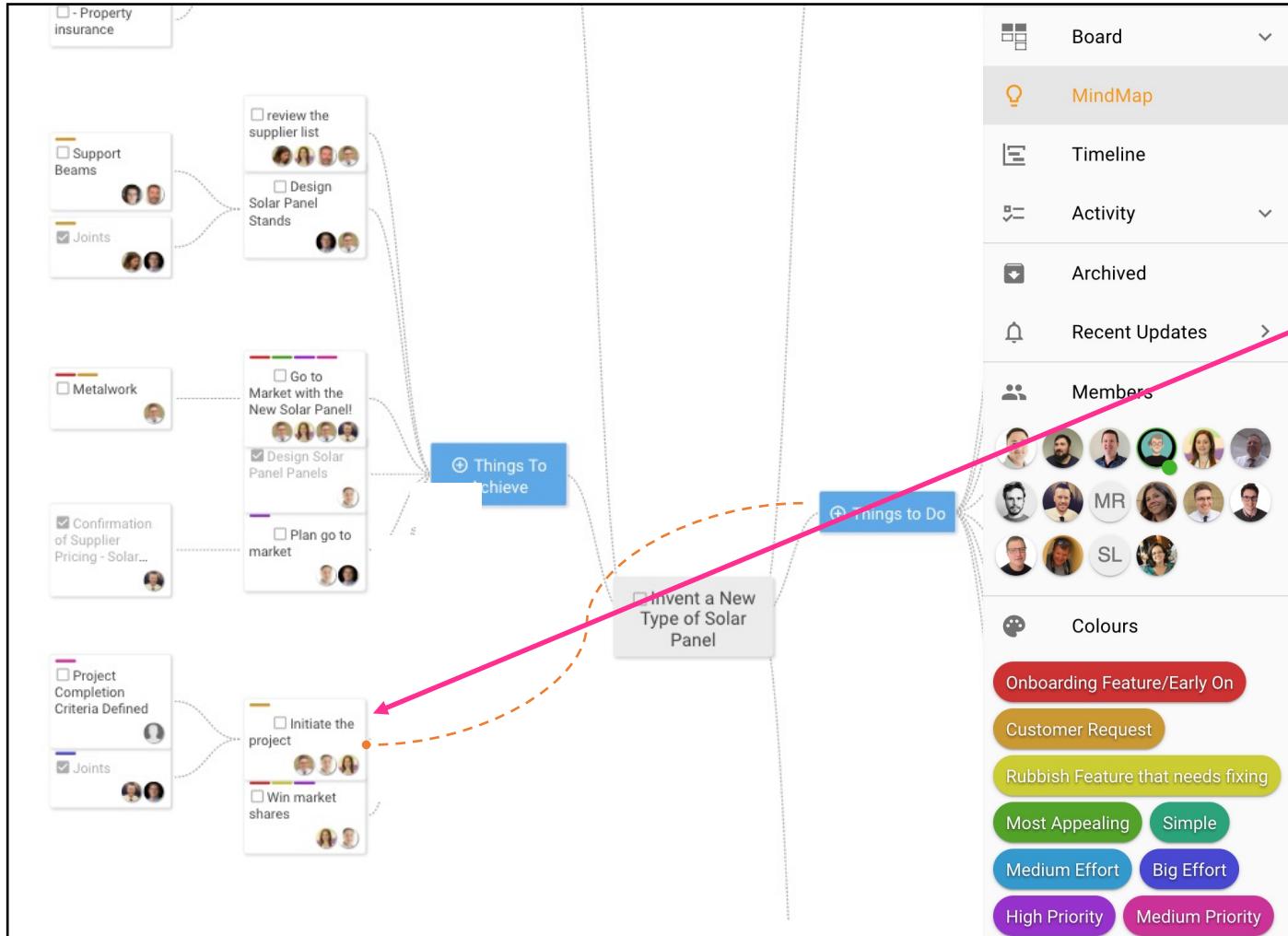
Click, drag and drop a 'LIST' around your board, all cards associated with the list will also move. Other lists and cards will fill new space appropriately



Click, drag and drop 'CARDS' to different lists or columns to organise tasks. All associated subcards will move with the card

# MindMap View

# Moving cards between lists

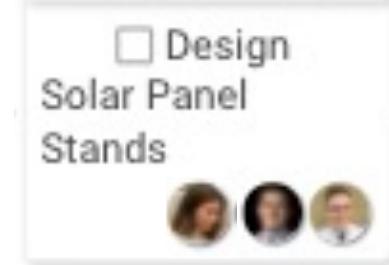
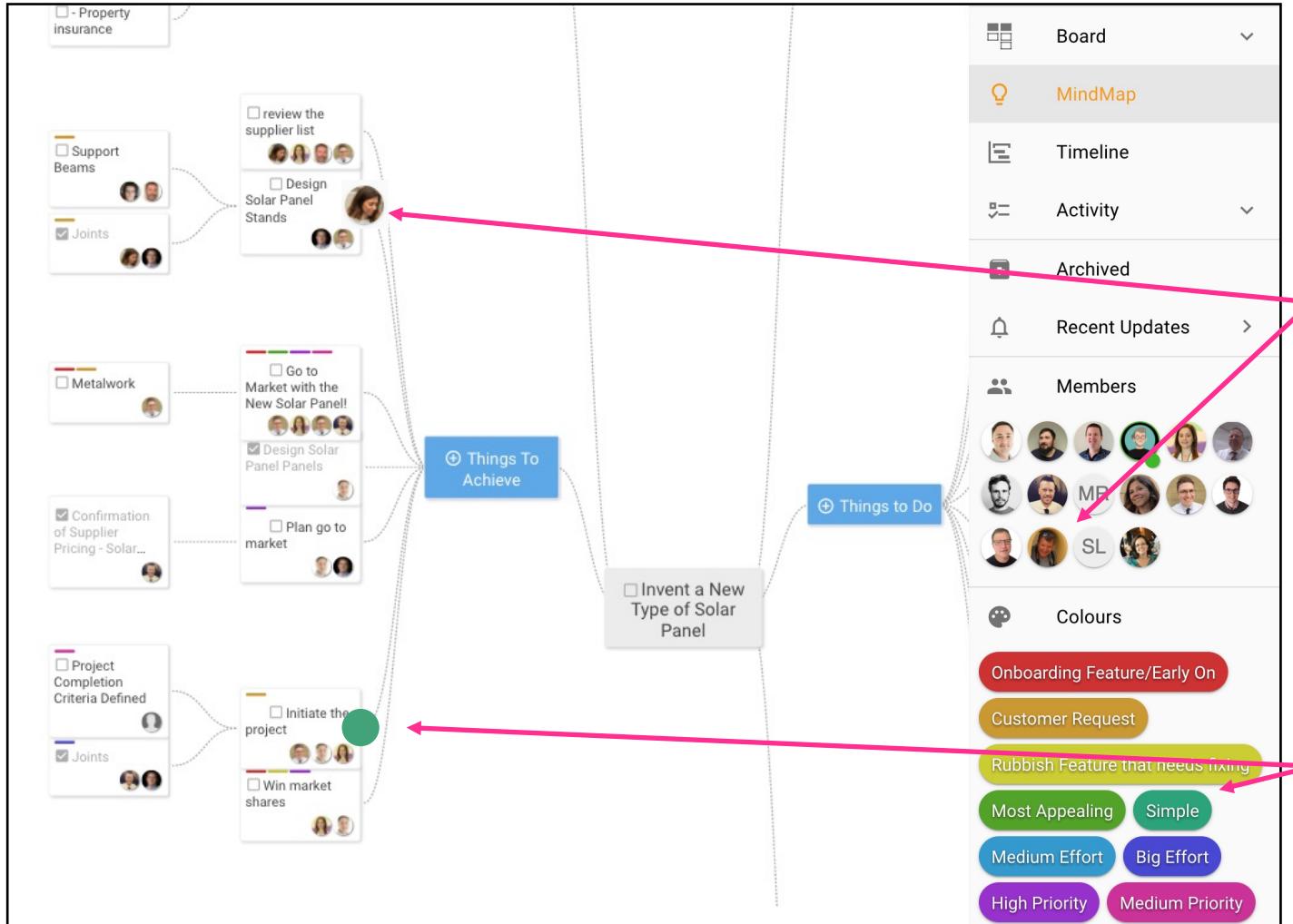


Hoover over a 'CARD' to display an orange path point/dot. Click this to extend an orange dotted path from the card and join to another 'LIST' or join to the grey 'BOARD' to create a new 'LIST' from a 'CARD'.

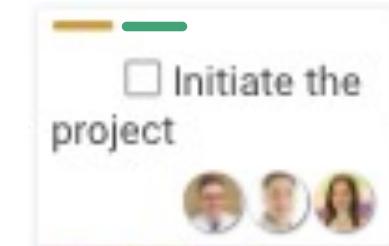
All 'subcards' will move with the 'CARD'

# MindMap View

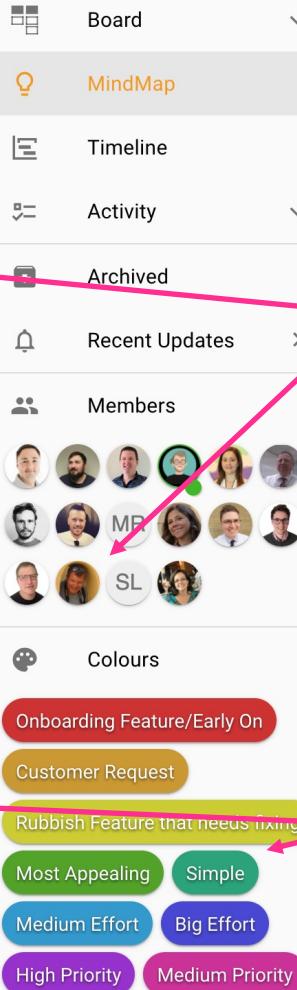
# Adding members and colours



Click, drag and drop members onto cards to assign members to cards/tasks

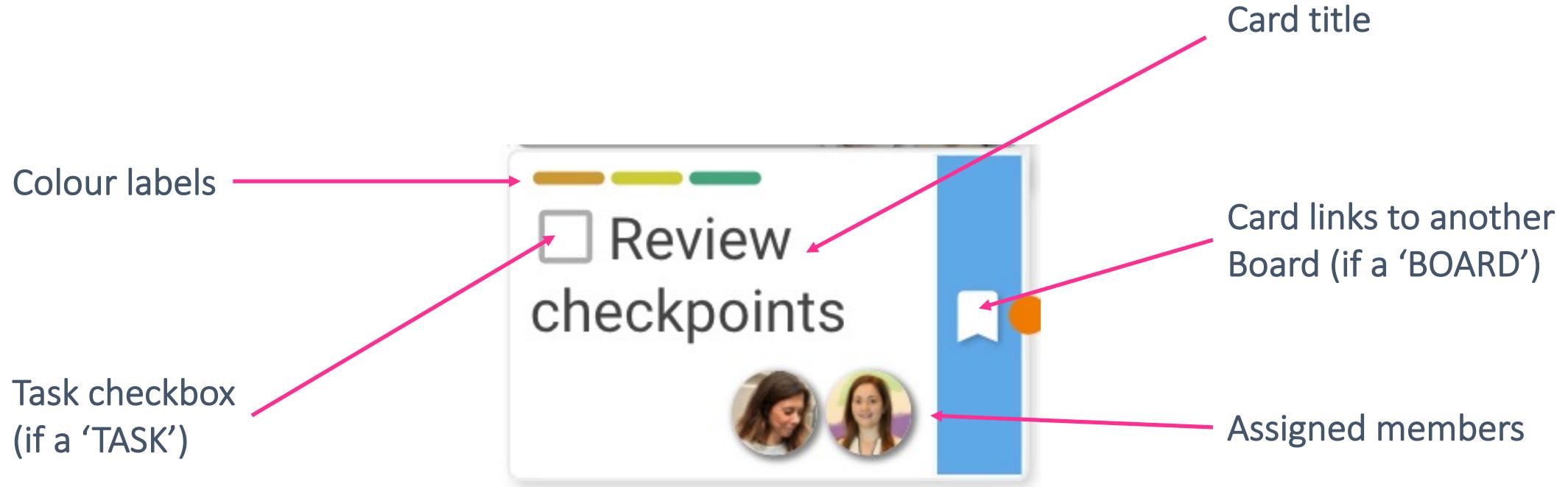


Click, drag and drop colours onto cards to add a colour category



## MindMap View

## Card symbols



No symbol means no attribute is set (i.e. no label or no assigned member)

# Card features

## 1. Card features

The screenshot shows a card titled "New Solar Panel Design" in a "Planning" board. The card contains a message from "The Panel Guy" and two comments from "Hailey Berkout" and "Adam Brown". It includes sections for assigned members, tags, and due dates. A button at the bottom left says "Add a card". A callout box at the bottom states: "Card features are the same for every board view i.e. Activity, MindMap, Timeline".

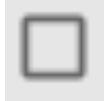
- Edit Card name
- Add/edit a card description
- Due dates
- Members
- Comments
- Tags
- Subcards

Card features are the same  
for every board view i.e.  
Activity, MindMap, Timeline

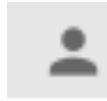
# Card features

NEW

## 1. Card features



Mark a Board  
as 'complete'



Assign Members

	Adam Brown	<input checked="" type="checkbox"/>
	Andrew Welch	<input type="checkbox"/>
	Craig Smith	<input type="checkbox"/>



Card Tags

# Add a tag



Create a custom  
text, date or  
person field



Move the card  
to a certain board,  
list or card

Mark Complete

Set Dates

Assign Members

Attach / Link

# Add a tag

Select Colours

Add Custom Field

Convert into Entry

Move

Archive

:



Board Dates

Due	<input type="button"/> Click to set
Start	<input type="button"/> Click to set
End	<input type="button"/> Click to set

January 2021

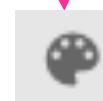
M	T	W	T	F	S	S
					1	2
27 Jan	3	4	5	6	7	8
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

CANCEL OK



Attach / Link

- Bookmark
- Upload to this board
- Link to File
- Link to Board



Select Colours

Analysis	<input checked="" type="checkbox"/>
Bring cake immediately	<input type="checkbox"/>
Extra important	<input checked="" type="checkbox"/>
Solar Research	<input type="checkbox"/>



Change a card  
from task, to an  
entry. Tasks have  
checkboxes,  
entries do not

Add Dependency

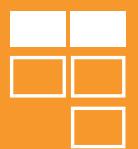
Link to this

Export

Archive  
the card

More  
features

# Board Views: Timeline = Gantt



Huddo  
**Boards**



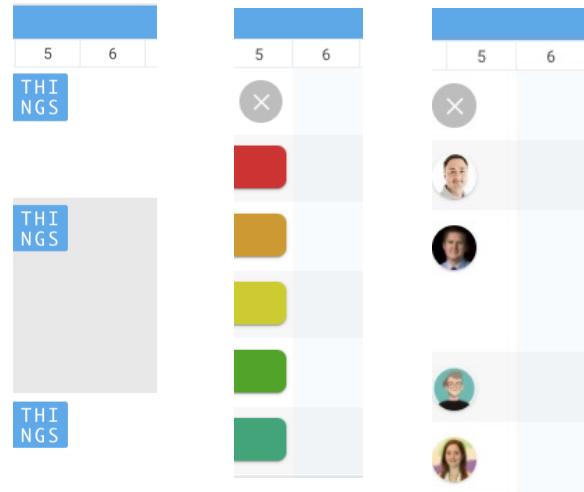
## Timeline View

# Gantt chart, swim lane, project board

The screenshot displays a project management interface with the following components:

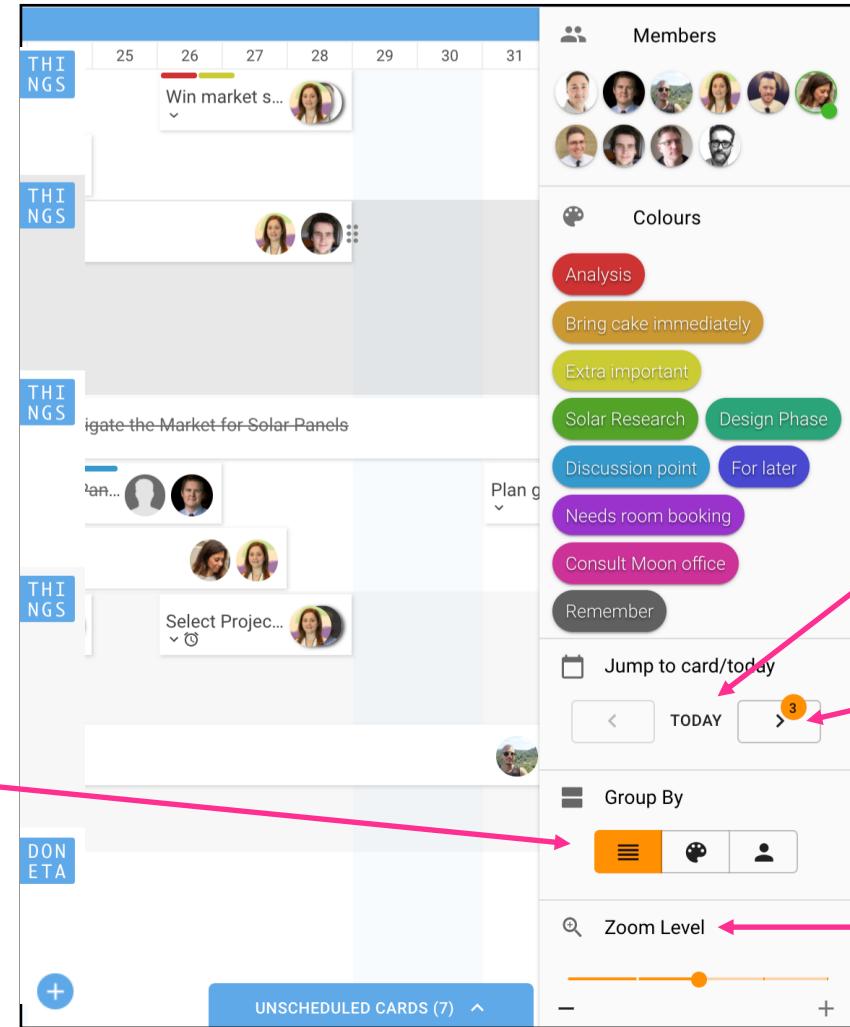
- Timeline View:** A Gantt chart for November 2020. Task "Send out surveys" is shown from November 9 to 10, spanning columns 9 and 10. Column 5 is highlighted in orange.
- Swim Lanes:** A vertical column on the left side of the grid, colored light orange, represents a swim lane.
- Task Details:** A tooltip for task "Send out surveys" shows the date range (Nov 9-10), a small profile picture of a person, and a pink arrow pointing towards the right sidebar.
- Right Sidebar:** Contains navigation links and filters:
  - Board
  - MindMap
  - Timeline** (highlighted with a pink border)
  - Activity
  - Archived
  - Recent Updates
  - Members (list of team members with initials MR and SL)
  - Colours (color-coded categories: Onboarding Feature/Early On, Customer Request, Rubbish Feature that needs fixing, Most Appealing, Simple, Medium Effort, Big Effort, High Priority, Medium Priority)
- Bottom Navigation:** A blue bar with the text "UNSCHEDULED CARDS (4)" and a small upward arrow icon.

# Timeline View



Change rows to display by  
'LISTS', 'COLOURS' or  
'MEMBER ASSIGNMENT'.

# Toolbar changes



By clicking '<' and '>' you can jump through cards before and after your current card/date.

Click 'TODAY' to go to the present day's 'CARDS'.

Zoom in and out of the Timeline Board.

# Timeline View

## Adding lists and tasks

The screenshot shows a digital timeline view for August 2020. The timeline is divided into days from 10 to 31. Projects are listed on the left, and tasks are shown as cards with progress bars. A sidebar on the right contains sections for 'Members', 'Colours', 'Card Types' (with options like 'Analysis', 'Bring cake immediately', etc.), 'Jump to card/today', 'Group By', 'Zoom Level', and an 'UNSCHEDULED CARDS (7)' section. A pink arrow points from the 'Add a card' input field to the 'Card Types' section. Another pink arrow points from the blue '+' icon at the bottom left to the same section.

Only 'CARDS' with a due date will appear on the board. Creating a card in this view will automatically add start and end dates.

### Add a card

Click on a date within a row (for example 'THINGS' and 25 August) and enter a card name into the box to add



Click on the blue '+' icon to add a new list as a row at the bottom

# Timeline View

# Adding existing tasks without due dates

The screenshot shows a detailed view of a project timeline for August 2020. The timeline is divided into days, with specific tasks assigned to each day. Some tasks have due dates, while others are marked as 'unscheduled'. A modal window titled 'UNSCHEDULED CARDS (39)' is overlaid on the timeline, listing tasks such as 'Confirmation of Supplier Pri...', 'New Solar Panel Des...', and 'Select Project Members'. The interface includes a sidebar with 'Members' (a list of team members), 'Colours' (a palette of task colors), and various filter and search options.

This screenshot shows the 'UNSCHEDULED CARDS (39)' tab, which contains a list of tasks that do not have assigned due dates. The tasks listed are: Confirmation of Supplier Pri..., New Solar Panel Des..., Create a budget for the proj..., and Select Project Members. Each task entry includes a small thumbnail image and a circular badge indicating the count of pending actions or comments.

Any 'CARDS' without dates will appear in this 'UNSCHEDULED CARDS' tab. Open the tab to drag and drop cards into the timeline to set start and end dates.

# Timeline View

## Moving cards

The screenshot shows a digital timeline view for August 2020. The timeline is represented by a horizontal axis with dates from 10 to 31. Each date has a corresponding box where tasks can be added. A pink arrow points from the card 'Discuss if we...' in the main timeline to a larger view of the same card on the right.

**Task Details:**

- Initiate the project** (Due: 14 Aug)
- Select Project Members** (Due: 15 Aug)
- Support Beams** (Due: 16 Aug)
- New Solar Panel De...** (Due: 17 Aug)
- Panel Connections** (Due: 18 Aug)
- Joints** (Due: 19 Aug)
- Call Custome...** (Due: 20 Aug)
- Invent a Ne...** (Due: 21 Aug)
- Design Asse...** (Due: 22 Aug)
- Review checkpoints** (Due: 23 Aug)
- Investigate the Mar...** (Due: 24 Aug)
- Design-Solar Pan...** (Due: 25 Aug)
- Design Assembling Material** (Due: 26 Aug)
- Confirmation o...** (Due: 27 Aug)
- Design Solar Pan...** (Due: 28 Aug)
- Replace Old and Inefficie...** (Due: 29 Aug)
- new task** (Due: 30 Aug)
- Pick the right type of glass** (Due: 31 Aug)

**Card View:**

**Discuss if we...** (Due: 12 Sep 2020)  
Discuss if we are on the right track

**Members:** [List of team members]

**Colours:**

- Analysis
- Bring cake immediately
- Extra important
- Solar Research
- Design Phase
- Discussion point
- For later
- Needs room booking
- Consult Moon office
- Remember

**Actions:**

- Jump to card/today
- TODAY
- > 3

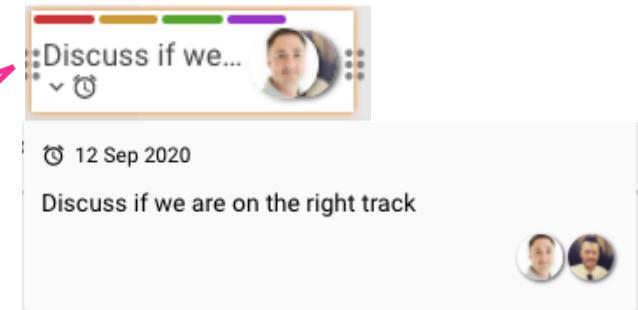
**Group By:**

- Grid
- Dot
- User

**Zoom Level:**

- +

**UN SCHEDULED CARDS (7)**



Hoover over a card to show the due date & full card title.

Click, drag and drop a card to another list (highlighted in soft grey) and/or to a new date range (highlighted in dark grey).

Extend card dates by clicking on the 6-dot icons either side of a card & dragging it

# Timeline View

# Adding members and colours

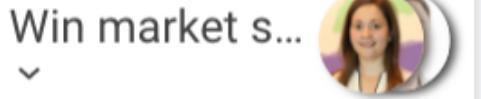
The screenshot shows a digital timeline view for August 2020. The tasks listed include:

- Initiate the project (August 14)
- Select Project Members (August 26)
- Win market s... (August 28)
- Support Beams (August 15)
- New Solar Panel De... (August 16)
- Panel Connections (August 17)
- Joints (August 18)
- Panel Connections (August 19)
- Call Custome... (August 20)
- Invent a Ne... (August 21)
- Design Asse... (August 22)
- Review checkpoints (August 23)
- Discuss if we... (August 24)
- Investigate the Market for Solar Panels (August 25)
- Design Solar Pan... (August 26)
- Design Assembling Material (August 27)
- Confirmation o... (August 28)
- Design Solar Pan... (August 29)
- Replace Old and Inefficie... (August 30)
- new task (August 31)
- Pick the right type of glass (September 1)
- Metalwork (September 2)
- Go to Marke... (September 3)
- New Solar Panel Design (September 4)
- Invent things! (September 5)
- Go to Marke... (September 6)

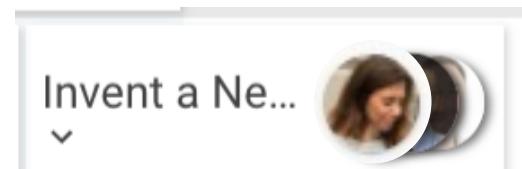
On the right side of the interface, there are three panels:

- Members:** A grid of user profiles.
- Colours:** A list of color-coded categories: Analysis (red), Bring cake immediately (orange), Extra important (yellow), Solar Research (green), Design Phase (light green), Discussion point (blue), For later (purple), Needs room booking (pink), Consult Moon office (magenta), Remember (dark purple).
- Zoom Level:** A slider for adjusting the zoom level.

Three pink arrows point from the text instructions to specific elements in the interface: one arrow points to the 'Win market s...' card, another to the 'Invent a Ne...' card, and a third to the 'Select Project Members' card.



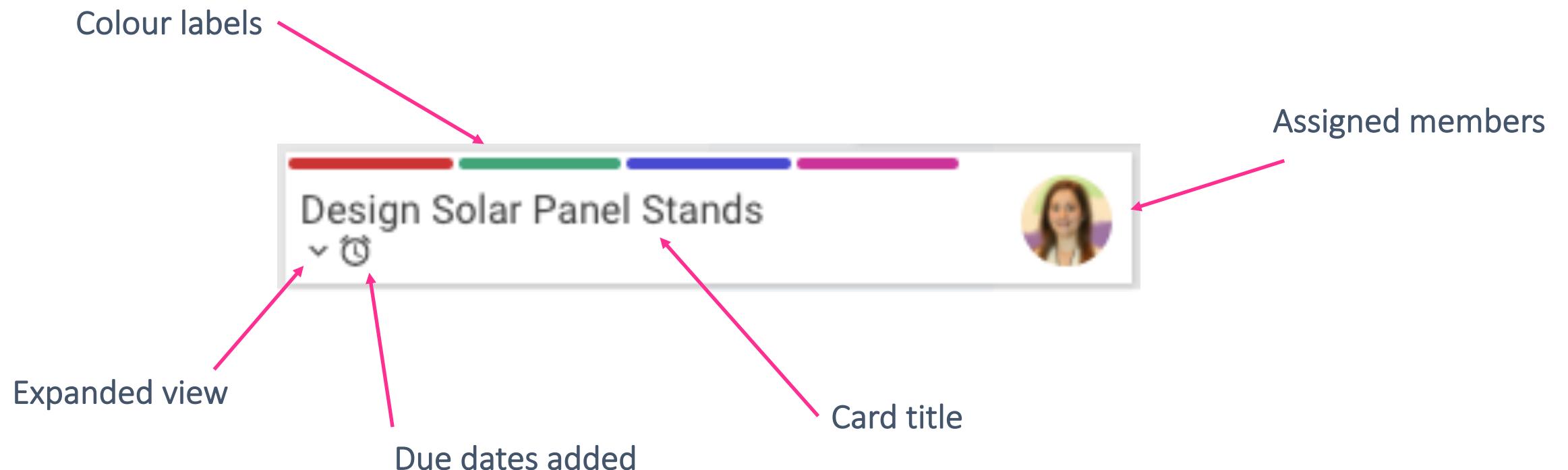
Click, drag and drop colours onto cards to add a colour category



Click, drag and members onto cards to assign members

## Timeline View

## Card symbols



No symbol means no attribute is set (i.e. no label or no assigned member)

# Card features

## 1. Card features

The screenshot shows a card titled "New Solar Panel Design" in a "Planning" board. The card contains a message from "The Panel Guy" and two comments from "Hailey Berkout" and "Adam Brown". It includes sections for assigned members, tags, and due dates. A button at the bottom left says "Add a card". A callout box at the bottom states: "Card features are the same for every board view i.e. Activity, MindMap, Timeline".

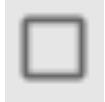
- Edit Card name
- Add/edit a card description
- Due dates
- Members
- Comments
- Tags
- Subcards

Card features are the same  
for every board view i.e.  
Activity, MindMap, Timeline

NEW

# Card features

## 1. Card features



Mark a Board  
as 'complete'



Assign Members

	Adam Brown	<input checked="" type="checkbox"/>
	Andrew Welch	<input type="checkbox"/>
	Craig Smith	<input type="checkbox"/>



Card Tags

# Add a tag



Create a custom  
text, date or  
person field



Move the card  
to a certain board,  
list or card

Archive  
the card



More  
features

- Add Dependency
- Link to this
- Export

Change a card  
from task, to an  
entry. Tasks have  
checkboxes,  
entries do not

Mark Complete Set Dates Assign Members Attach / Link Add a tag Select Colours Add Custom Field Convert into Entry Move Archive



Board Dates

Due	Click to set
Start	Click to set
End	Click to set

January 2021 >

M	T	W	T	F	S	S
				1	2	
27 Jan	3	4	5	6	7	8
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31				CANCEL	OK	



Attach / Link

- Bookmark
- Upload to this board
- Link to File
- Link to Board



Select Colours

Analysis	<input checked="" type="checkbox"/>
Bring cake immediately	<input type="checkbox"/>
Extra important	<input checked="" type="checkbox"/>
Solar Research	<input type="checkbox"/>



# Board Views: Activity = Todo List



Huddo  
**Boards**



# Activity View

## Simple to-do list

Expand All

+ ...  
+ ...  
+ ...  
+ ...  
+ ...  
+ ...  
+ ...

+ Add a list

Board

Assignments

Todos by Date

MindMap

Timeline

Activity

Archived

Recent Updates

Members

Colours

HubSpot Integration

Important/Due Soon Email

Graphic Design In-progress

Paid Marketing

Content Writing

# Activity View

## Adding lists and tasks



The screenshot shows the Activity View interface. On the left, there's a list of cards under sections like 'Planning phase for new start', 'Things To Achieve', 'Things to Do', etc. A pink arrow points from the text 'Click on the blue '≡+' icon to add a new list. Enter a list name and click 'OK'' to the blue '≡+' icon at the bottom-left of the card area. Another pink arrow points from the text 'Click on the 'plus' icon to add a new card. Type a card name and select either a 'TASK', 'ENTRY' or 'BOARD'' to the large 'plus' icon in the sidebar.

Expand All

Add a card

Planning phase for new start

▼ 6 Planning phase for new start

▼ 8 Things To Achieve

▼ 8 Things to Do

▼ 2 Monday tasks

▼ 5 First move day

▼ new list

▼ 8 Material findings

Task Entry Board

Add a list

OK

Board

MindMap

Timeline

Activity

Assignments

Todos by Date

Archived

Recent Updates

Members

Colours

Onboarding Feature/Early On

Customer Request

Rubbish Feature that needs fixing

Most Appealing

Simple

Medium Effort

Dif Effort

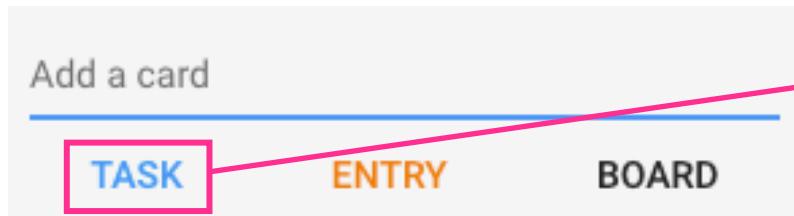
Click on the '+' icon to add a new card. Type a card name and select either a 'TASK', 'ENTRY' or 'BOARD'



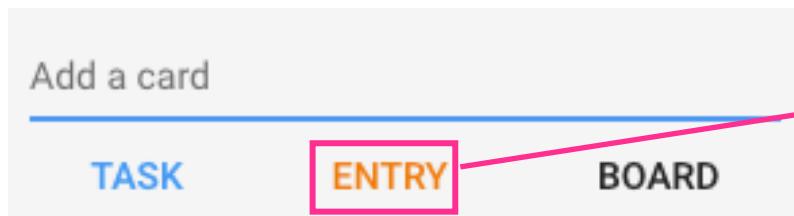
Click on the blue '≡+' icon to add a new list. Enter a list name and click 'OK'

# Activity View

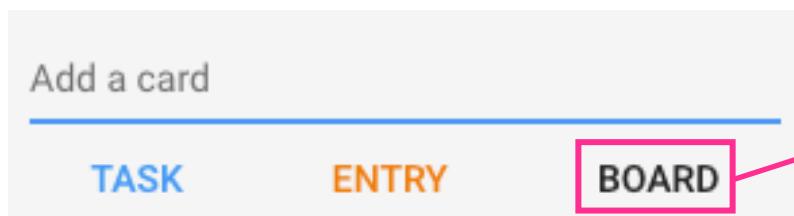
## Types of cards



A 'TASK' will include a checkbox with the card, so you can mark the task as being 'completed'



A 'ENTRY' does not include a checkbox nor marked as completed. Instead, it is purely to provide information



A 'BOARD' provides a card which links to another Board, enabling you to link projects Together.

# Activity View

## Moving lists & cards

The screenshot shows a project management interface with a left sidebar and a main board area.

**Left Sidebar:**

- Planning phase for new start lksdjflksdjflskdjflsdfjlsdkjfslkjf
- Confirmation of Supplier Pricing - Solar Panel Materials
- Invent a New Battery to Store Energy test
- Solar Panel locations
- New Solar Panel Design
- Create a budget for the project
- Select Project Members

Add a list

- Select Project Members
- Things to Achieve
- Things to Do
- Monday tasks
- First move day
- Material findings

Add a list

**Main Board Area:**

- Expand All Collapse All
- Board
- MindMap
- Timeline
- Activity
- Assignments
- Todos by Date
- Archived
- Recent Updates
- Members
- Colours

**Activity List:**

- Onboarding Feature/Early On
- Customer Request
- Rubbish Feature that needs fixing
- Most Appealing Simple
- Medium Effort Big Effort

A pink arrow points from the "Activity" list in the sidebar to the "Activity" list in the main board area, indicating that moving a list from the sidebar to the board will automatically move its associated cards.

A second pink arrow points from the "Activity" list in the sidebar to the "Activity" list in the main board area, indicating that dragging a list to a new position will automatically move its associated cards.

Click and drag a card to another column. Lists and cards will automatically shuffle to remove the space.

Click and drag a list to create a new order. Cards associated will move with the list. List order will reshuffle to remove space

# Activity View

## Adding members and colours

The screenshot shows a project management interface with three main panels:

- Activity View (Left Panel):** Lists project tasks under a "Planning phase for new start" section. Tasks include "Confirmation of Supplier Pricing - Solar Panel Materials" (checked), "Invent a New Battery to Store Energy" (unchecked), "Solar Panel locations" (unchecked), "New Solar Panel Design" (unchecked), "Create a budget for the project" (unchecked), and "Select Project Members" (checked). Below this is a "Add a card" section with lists like "Things To Achieve", "Things to Do", "Monday tasks", "First move day", "new list", and "Material findings".
- Board (Top Right Panel):** A board view showing cards for "Invent a New Battery to Store Energy" (green circle) and "Create a budget for the project" (brown circle).
- Members (Bottom Right Panel):** A list of team members with icons and initials (MR, SL). Below this is a "Colours" section with colored cards: "Onboarding Feature/Early On" (red), "Customer Request" (orange), "Rubbish Feature that needs fixing" (yellow), "Most Appealing" (green), "Simple" (light green), "Medium Effort" (blue), and "Big Effort" (purple).

Two pink arrows point from the "Members" panel to the "Invent a New Battery to Store Energy" card and the "Create a budget for the project" card, indicating where to click and drag members onto the cards.

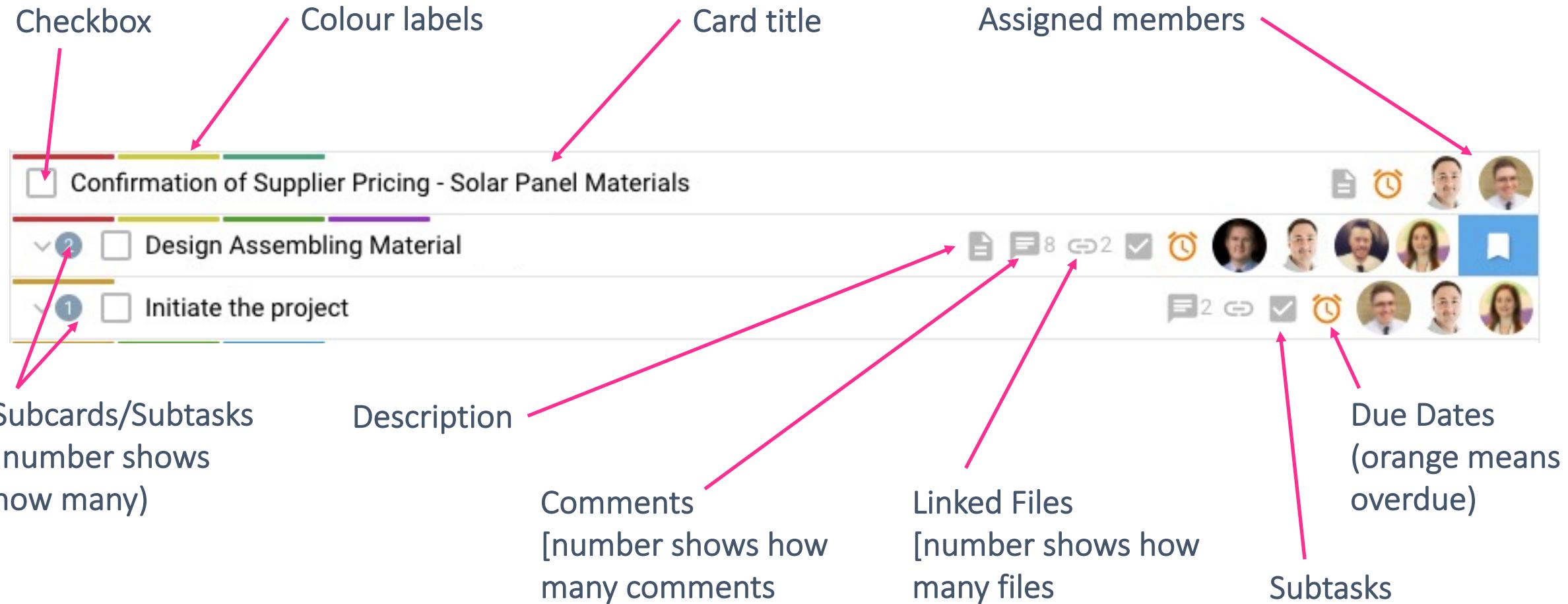
**Click, drag and drop colours onto cards to add a colour category**

**Click, drag and members onto cards to assign members**

# Activity View

## Card symbols

No symbol means no attribute is set (i.e. no label or no assigned member)



# Card features

## 1. Card features

The screenshot shows a card titled "New Solar Panel Design" in a "Planning" board. The card contains a message from "The Panel Guy" and two comments from "Hailey Berkout" and "Adam Brown". It includes sections for assigned members, tags, and due dates. A button at the bottom left says "Add a card". A callout box at the bottom states: "Card features are the same for every board view i.e. Activity, MindMap, Timeline".

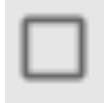
- Edit Card name
- Add/edit a card description
- Due dates
- Members
- Comments
- Tags
- Subcards

Card features are the same  
for every board view i.e.  
Activity, MindMap, Timeline

# Card features

NEW

## 1. Card features



Mark a Board  
as 'complete'



Assign Members

	Adam Brown	<input checked="" type="checkbox"/>
	Andrew Welch	<input type="checkbox"/>
	Craig Smith	<input type="checkbox"/>



Card Tags

# Add a tag



Create a custom  
text, date or  
person field



Move the card  
to a certain board,  
list or card

Archive  
the card



More  
features

- Add Dependency
- Link to this
- Export

Change a card  
from task, to an  
entry. Tasks have  
checkboxes,  
entries do not

Mark Complete

Set Dates

Assign Members

Attach / Link

# Add a tag

Select Colours

Add Custom Field

Convert into Entry

Move

Archive



Board Dates

Due	<input type="button"/> Click to set
Start	<input type="button"/> Click to set
End	<input type="button"/> Click to set

January 2021 >

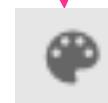
M	T	W	T	F	S		
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27 Jan	3	4	5	6	7	8	9
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

CANCEL OK



Attach / Link

- Bookmark
- Upload to this board
- Link to File
- Link to Board



Select Colours

Analysis	<input checked="" type="checkbox"/>
Bring cake immediately	<input type="checkbox"/>
Extra important	<input checked="" type="checkbox"/>
Solar Research	<input type="checkbox"/>



# Right-hand toolbar

# Activity View: Assignments

The screenshot shows the Kudosboards Activity View interface. On the left, there is a sidebar with a list of members and an 'Unassigned' category. On the right, there is a main area with a toolbar at the top. The toolbar includes 'Expand All' and 'Collapse All' buttons. Below the toolbar is a vertical list of options: Board, MindMap, Timeline, Activity (which is highlighted with a pink box), Assignments (also highlighted with a pink box), Todos by Date, Archived, Recent Updates, Members, and Colours. Under Colours, there are several colored cards representing different categories: Onboarding Feature/Early On (red), Customer Request (orange), Rubbish Feature that needs fixing (yellow-green), Most Appealing (green), Simple (teal), Medium Effort (blue), and Big Effort (purple). A URL at the bottom left provides a link to the specific board: <https://kudosboards.com/board/5b99218a22212c00118424c9/activity/assignments>.

To view cards in  
'member' rows

Default view is in  
alphabetical order

# Right-hand toolbar

# Activity View: Todos by Date

The screenshot shows the Activity View interface. On the left, there is a large white area for viewing cards. On the right, there is a vertical toolbar with various options. At the top of the toolbar are 'Expand All' and 'Collapse All' buttons. Below these are several icons with labels: 'Board', 'MindMap', 'Timeline', 'Activity' (which is highlighted with a pink box), 'Assignments', 'Todos by Date' (which is also highlighted with a pink box), 'Archived', and 'Recent Updates'. Under 'Todos by Date', there is a list of colored cards representing different types of todos. At the bottom of the toolbar are sections for 'Members' (with a grid of user profiles) and 'Colours' (with a list of color-coded categories).

Expand All Collapse All

Board

MindMap

Timeline

Activity

Assignments

Todos by Date

Archived

Recent Updates

Members

Colours

Onboarding Feature/Early On

Customer Request

Rubbish Feature that needs fixing

Most Appealing Simple

Medium Effort Big Effort

To view cards in  
'due date' rows

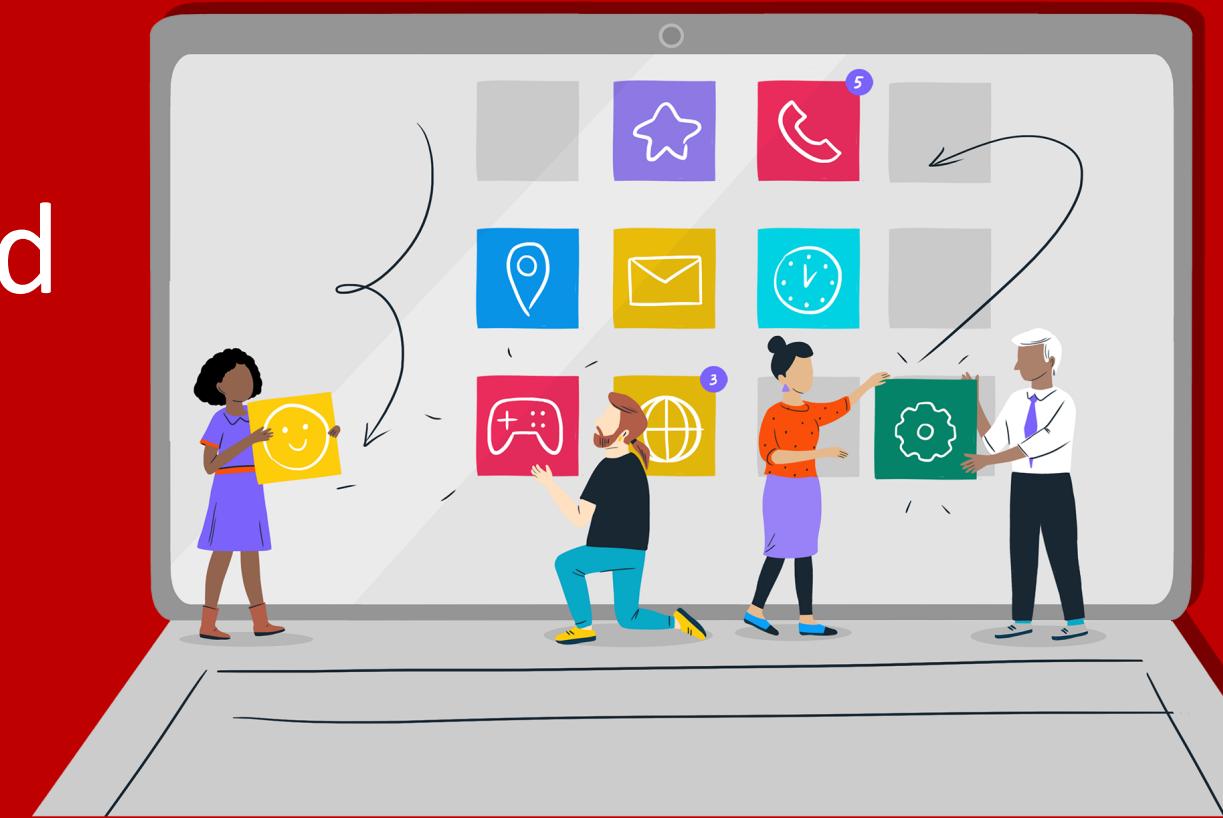
Default view is in  
overdue – present –  
future – no date

# My Board Dashboard



Huddo

# Boards



# My Boards

# All of your Boards in one place

The screenshot shows the Huddo Boards interface. On the left is a sidebar with a user profile picture, a search bar, and sections for 'Boards', 'Todos' (selected), 'Templates', 'Colours', and 'Labels'. The main area displays boards categorized by access: 'New Since Last Week' and 'Accessed in the Last Month'. Each board card includes a title, a brief description, the last accessed time, and a progress bar.

**New Since Last Week**

- ISW 2021 Website  
Last Accessed an hour ago  
0/40

**Accessed in the Last Month**

- Invent a New Type of Solar Panel  
Invent a new type of Sol... Review new Solar...  
Last Accessed 43 minutes ago  
10/54
- Classic Kanban  
Last Accessed 44 minutes ago  
0/10
- ISW 2021 Website  
Last Accessed an hour ago  
0/40
- Huddo Boards Onboarding TODOs  
Huddo Team  
Last Accessed 11 days ago  
17/64
- Huddo Boards WEBSITE TODOs  
Huddo Team  
Last Accessed 11 days ago  
237/277
- Huddo Ideas New Product Design ...  
Last Accessed 11 days ago  
0/13
- All things Marketing  
Last Accessed 13 days ago  
# brainstorming problem solving ideas  
51/139
- Activity View  
Last Accessed 13 days ago  
0/0
- Blank kanban  
Last Accessed 13 days ago  
0/0
- Departments Kanban  
Last Accessed 13 days ago  
0/0
- Weekday Kanban  
Last Accessed 13 days ago  
0/0
- Goals Kanban  
Last Accessed 13 days ago  
0/0

# My Boards

# Left-hand toolbar

View all of your Boards

View all of your tasks across all 'active' Boards

Saved Board 'Templates'

Colour labels

Non-colour labels

The screenshot shows the Huddo Boards interface. On the left, a sidebar titled 'Boards' contains links for 'Boards', 'Todos', 'Templates', 'Colours', and 'Labels'. The 'Labels' section indicates 'No labels defined'. A pink box highlights this sidebar, and arrows point from the surrounding text labels ('View all of your Boards', 'View all of your tasks across all 'active' Boards', 'Saved Board 'Templates'', 'Colour labels', 'Non-colour labels') to the corresponding sidebar items. The main area is titled 'Search Boards' and shows a list of boards categorized by access: 'MY', 'PUBLIC', and 'ARCHIVE'. It includes sections for 'New Since Last Week' and 'Accessed in the Last Month'. Each board card displays its name, last accessed time, and a progress bar. A blue dashed box highlights the 'Create' button in the 'New Since Last Week' section. A yellow circle with a plus sign is located in the bottom right corner of the board list area.

Category	Board Name	Last Accessed	Progress
New Since Last Week	ISW 2021 Website	An hour ago	0/40
	Invent a New Type of Solar Panel	44 minutes ago	10/54
	Classic Kanban	An hour ago	0/10
	Huddo Boards WEBSITE TODOs	11 days ago	237/277
Accessed in the Last Month	Huddo Ideas New Product Design ...	11 days ago	0/13
	All things Marketing	13 days ago	51/139
	Activity View	13 days ago	0/0
	Blank kanban	13 days ago	237/277
Others	Departments Kanban	13 days ago	0/13
	Weekday Kanban	13 days ago	51/139
	Goals Kanban	13 days ago	0/0
	Huddo Boards Onboarding TODOs	11 days ago	17/64

# My Boards

# Top toolbar

Show all of your Boards and Boards you are collaborating on

The screenshot shows the Huddo Boards application interface. At the top left is the 'Huddo Boards' logo. To its right is a search bar labeled 'Search Boards'. Above the search bar are three filter buttons: 'MY' (highlighted with a pink arrow), 'PUBLIC' (highlighted with a pink arrow), and 'ARCHIVE' (highlighted with a pink arrow). Below these are two sorting options: 'Recent' (with a clock icon) and 'Last Accessed' (with a bar chart icon). The main area displays boards organized into sections: 'New Since Last Week' (containing a 'Create' button) and 'Accessed in the Last Month' (containing 12 individual board cards). A sidebar on the left includes links for 'Boards', 'Todos' (with a dropdown arrow), 'Templates', 'Colours' (with a color palette icon), and 'Labels' (with a 'No labels defined' message). A large orange circle with a white plus sign is located at the bottom right of the board grid.

Boards

Search Boards

MY

PUBLIC

ARCHIVE

View

Order

Recent

Last Accessed

New Since Last Week

Create

ISW 2021 Website  
Last Accessed an hour ago

0/40

Accessed in the Last Month

Invent a New Type of Solar Panel  
Invent a new type of Sol... Review new Solar...  
Last Accessed 43 minutes ago

10/54

Classic Kanban  
Last Accessed 44 minutes ago

0/10

ISW 2021 Website  
Last Accessed an hour ago

0/40

Huddo Boards Onboarding TODOS ⚡  
Huddo Team  
Last Accessed 11 days ago

17/64

Huddo Boards WEBSITE TODOS ⚡  
Huddo Team  
Last Accessed 11 days ago

237/277

Huddo Ideas New Product Design ...  
Last Accessed 11 days ago

0/13

All things Marketing  
Last Accessed 13 days ago  
# brainstorming problem solving ideas

51/139

Activity View  
Last Accessed 13 days ago

0/0

Blank kanban  
Last Accessed 13 days ago

Departments Kanban  
Last Accessed 13 days ago

Weekday Kanban  
Last Accessed 13 days ago

Goals Kanban  
Last Accessed 13 days ago

+ Labels

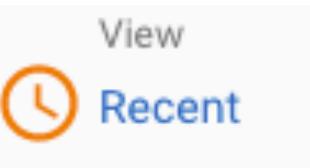
No labels defined

Show all of your 'archived' Boards

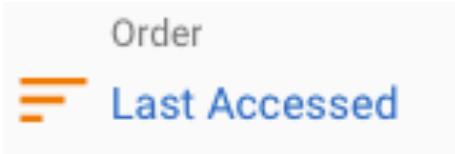
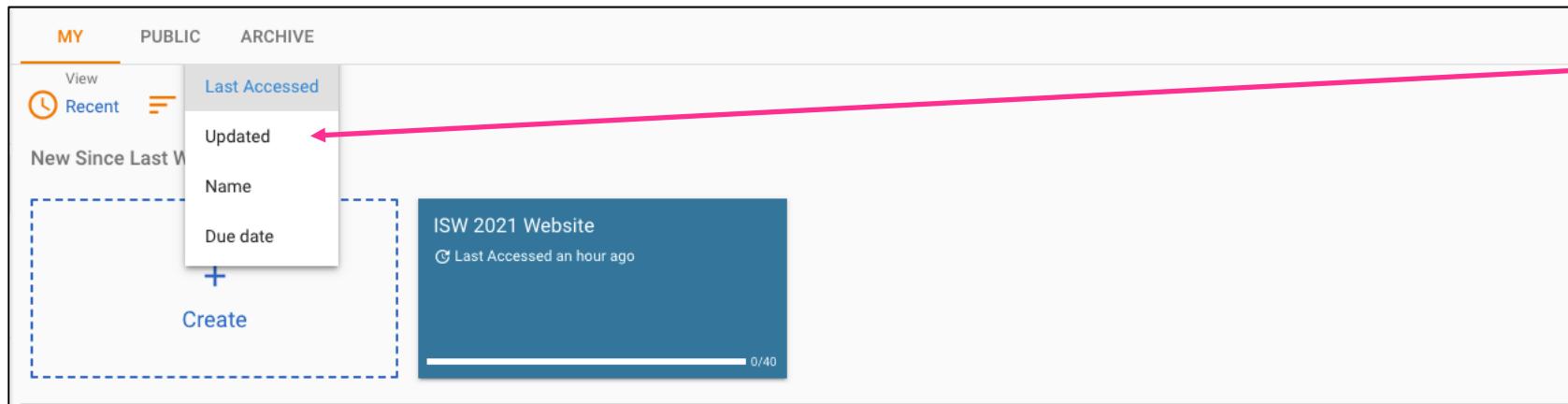
Show all 'public' boards within your Organisation (i.e. not set to private)

# My Boards

## Top toolbar: views & order



Change Board organisation from date ('Recent') to show Boards organized by colour, labels, Teams ('Groups') or Roles



Change Board order from date ('Last Accessed') to show Boards organized by when they were last 'updated', by 'name' (alphabetically) and Board 'Due Date'.

# My Boards

# Add colours to Boards

The screenshot shows the Huddo Boards application interface. On the left, there's a sidebar with a user profile picture, a search bar, and sections for 'Boards', 'Todos', 'Templates', 'Colours', and 'Labels'. Under 'Labels', it says 'No labels defined'. In the main area, there are two sections: 'New Since Last Week' and 'Accessed in the Last Month'. Each section contains several board cards. A pink arrow points from the 'Colours' button in the sidebar to a green board card in the 'Accessed in the Last Month' section. Another pink arrow points from a green circle in the color palette to the same green board card. A third pink arrow points from a plus sign in the color palette to a blue board card in the 'Accessed in the Last Month' section.

Boards

Search Boards

MY PUBLIC ARCHIVE

View Order

Recent Last Accessed

New Since Last Week

ISW 2021 Website  
Last Accessed 2 hours ago

0/40

+

Create

Accessed in the Last Month

Invent a New Type of Solar Panel  
Invent a new type of Sol... Review new Solar...  
Last Accessed 43 minutes ago

10/54

Classic Kanban  
Last Accessed 44 minutes ago

0/10

ISW 2021 Website  
Last Accessed 2 hours ago

0/40

Huddo Boards Onboarding TODOs  
Huddo Team  
Last Accessed 11 days ago

17/64

Huddo Boards WEBSITE TODOs  
Huddo Team  
Last Accessed 11 days ago

237/277

Huddo Ideas New Product Design ...  
Last Accessed 11 days ago

0/13

All things Marketing  
Last Accessed 13 days ago  
# brainstorming problem solving ideas

51/139

Activity View  
Last Accessed 13 days ago

0/0

Blank kanban  
Last Accessed 13 days ago

Departments Kanban  
Last Accessed 13 days ago

Weekday Kanban  
Last Accessed 13 days ago

Goals Kanban  
Last Accessed 13 days ago

No labels defined

Colours



Click the pencil icon to edit colour label names

No label

Click a drag colours onto Boards to apply the colour.

# My Boards

## Add labels to Boards

The screenshot shows the Huddo Boards interface. On the left, there's a sidebar with a user profile, navigation links for Boards, Todos, Templates, Colours, Labels, and Marketing. The Labels section has a '+' icon. The main area shows a grid of boards. A pink arrow points from the 'Labels' sidebar to a 'Marketing' label applied to a board. Another pink arrow points from the 'Labels' sidebar to a '+ Create' button in a 'New Since Last Week' section. A third pink arrow points from the 'Labels' sidebar to a '+' icon at the bottom right of the board grid.

Search Boards

MY PUBLIC ARCHIVE

View Order

Recent Last Accessed

New Since Last Week

+ Create

Accessed in the Last Month

Marketing

Marketing

Huddo Boards Onboarding TODOs

Invent a New Type of Solar Panel

Classic Kanban

ISW 2021 Website

Huddo Ideas New Product Design ...

All things Marketing

Activity View

Blank kanban

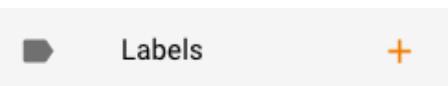
Departments Kanban

Weekday Kanban

Goals Kanban

Last Accessed 2 hours ago  
Last Accessed 44 minutes ago  
Last Accessed 2 hours ago  
Last Accessed 11 days ago  
Last Accessed 11 days ago  
Last Accessed 13 days ago

0/40  
0/10  
0/40  
0/13  
51/139  
0/0  
237/277  
0/13  
51/139  
0/0



Click the '+' icon to add a non-colour label, enter name and click enter names

New Label Text

Click a drag labels onto Boards to apply the label.

# My Boards

## Todos: In an 'Activity' view

Select which Boards to show tasks for

View ONLY tasks  
'assigned' to you

View ONLY tasks  
'created' by you

The screenshot shows the Huddo Boards application interface. On the left, there's a sidebar with options: Boards, Todos (which is highlighted with a pink box), Activity (also highlighted with a pink box), Board, Templates, and Colours. Below the sidebar is a color palette with several colored circles. At the top right, there are filters for 'ASSIGNED TO ME' and 'CREATED BY ME'. The main area displays a list of todos organized by due date: Overdue, Today, Tomorrow, Later This Week, Next Week, Later This Month, Future, and No Date. A pink arrow points from the 'Todos' label in the sidebar to the 'ASSIGNED TO ME' filter. Another pink arrow points from the 'Activity' label in the sidebar to the 'CREATED BY ME' filter. A third pink arrow points from the 'SELECT BOARDS' button at the top right towards the 'Expand All' button on the far right of the todo list.

View all tasks, across all Boards as an 'Activity' to-do list.  
Organised from overdue - present - future - no date.

# My Boards

## Todos: In a 'Board' view

Select which Boards to show tasks for

View ONLY tasks  
'assigned' to you

View ONLY tasks  
'created' by you

The screenshot shows the Huddo Boards interface. On the left, there's a sidebar with options: Boards (selected), Todos (highlighted with a pink box), Activity, Board (highlighted with a pink box), Templates, Colours, and a color palette. The main area is titled 'Todos: In a 'Board' view'. It features a search bar and filters for 'ASSIGNED TO ME' and 'CREATED BY ME'. Below these are sections for 'NU Date', 'Overdue', 'Today', 'Tomorrow', and 'Later'. A pink arrow points from the 'Todos' label in the sidebar to the 'ASSIGNED TO ME' filter. Another pink arrow points from the 'Board' label in the sidebar to the 'CREATED BY ME' filter. A third pink arrow points from the 'SELECT BOARDS' button at the top right to the 'Todos' section. At the bottom, a callout box contains the text: 'View all tasks, across all Boards in an 'Board' Kanban view. Organised from overdue - present - future - no date.'

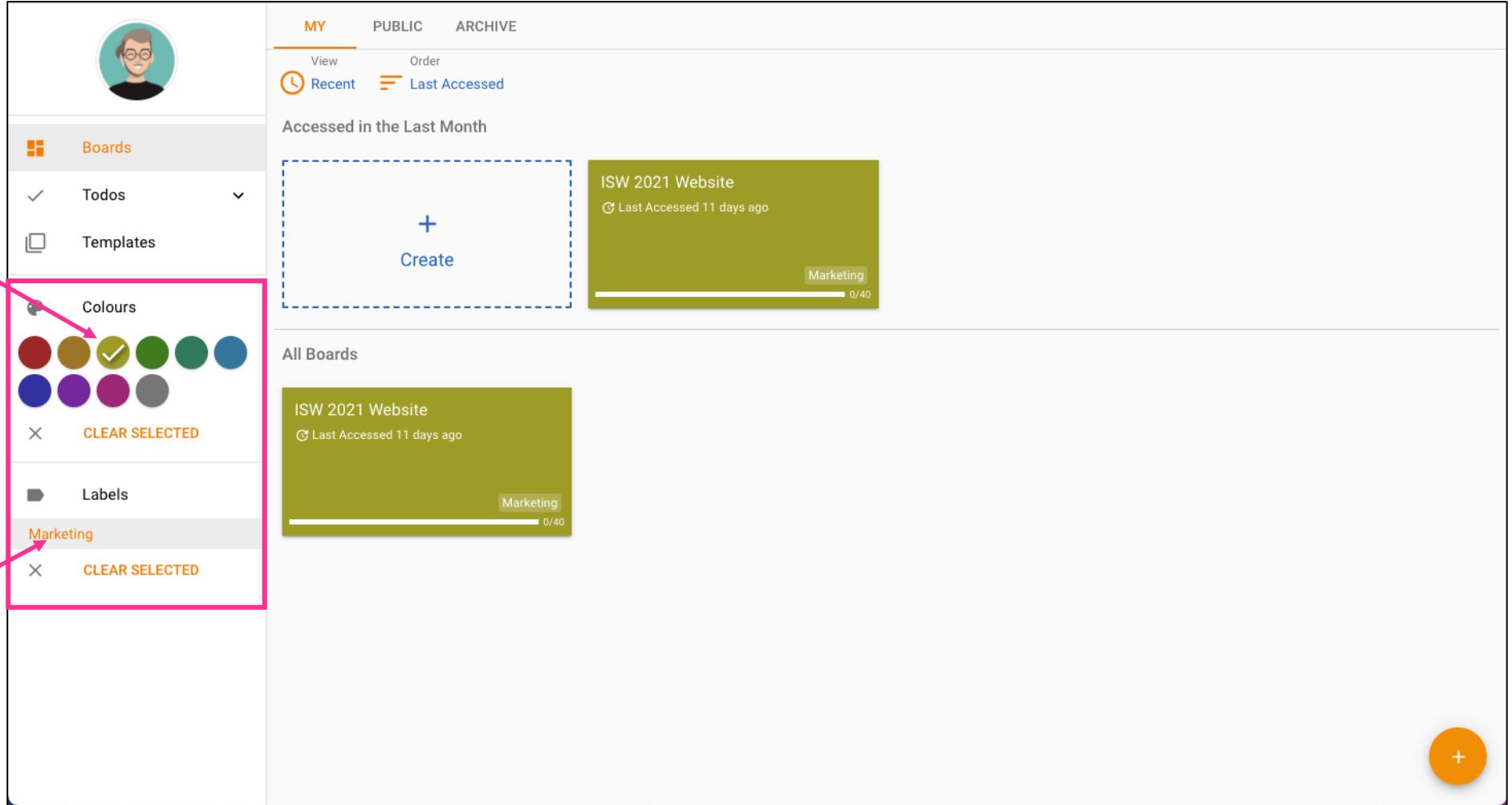
# My Boards

# Boards Filtering

Select a colour in the toolbar to view only those Boards with that colour label applied

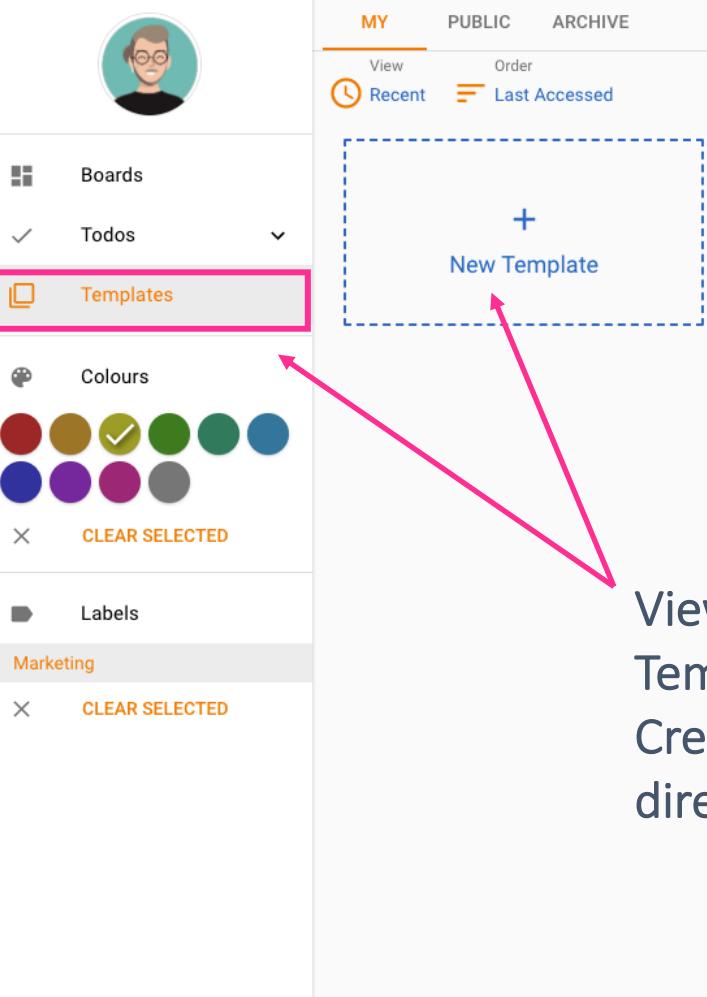
AND/OR

Select a label in the toolbar to view only those Boards with that label applied



# My Boards

# Board Templates



The screenshot shows the Trello 'My Boards' interface. On the left, there's a sidebar with a user profile picture, a 'Boards' button, a 'Todos' dropdown, and a 'Templates' button highlighted with a pink rectangle. Below these are 'Colours' (with a color palette) and 'Labels' (with a 'Marketing' category selected). On the right, there are tabs for 'MY', 'PUBLIC', and 'ARCHIVE', with 'View' set to 'Recent' and 'Order' set to 'Last Accessed'. A large dashed box highlights the 'New Template' area, which contains a plus sign and the text 'New Template'. A pink arrow points from the 'Templates' button in the sidebar to this area.

View your Board  
Templates here &  
Create new Templates  
directly from this view

# How to build boards



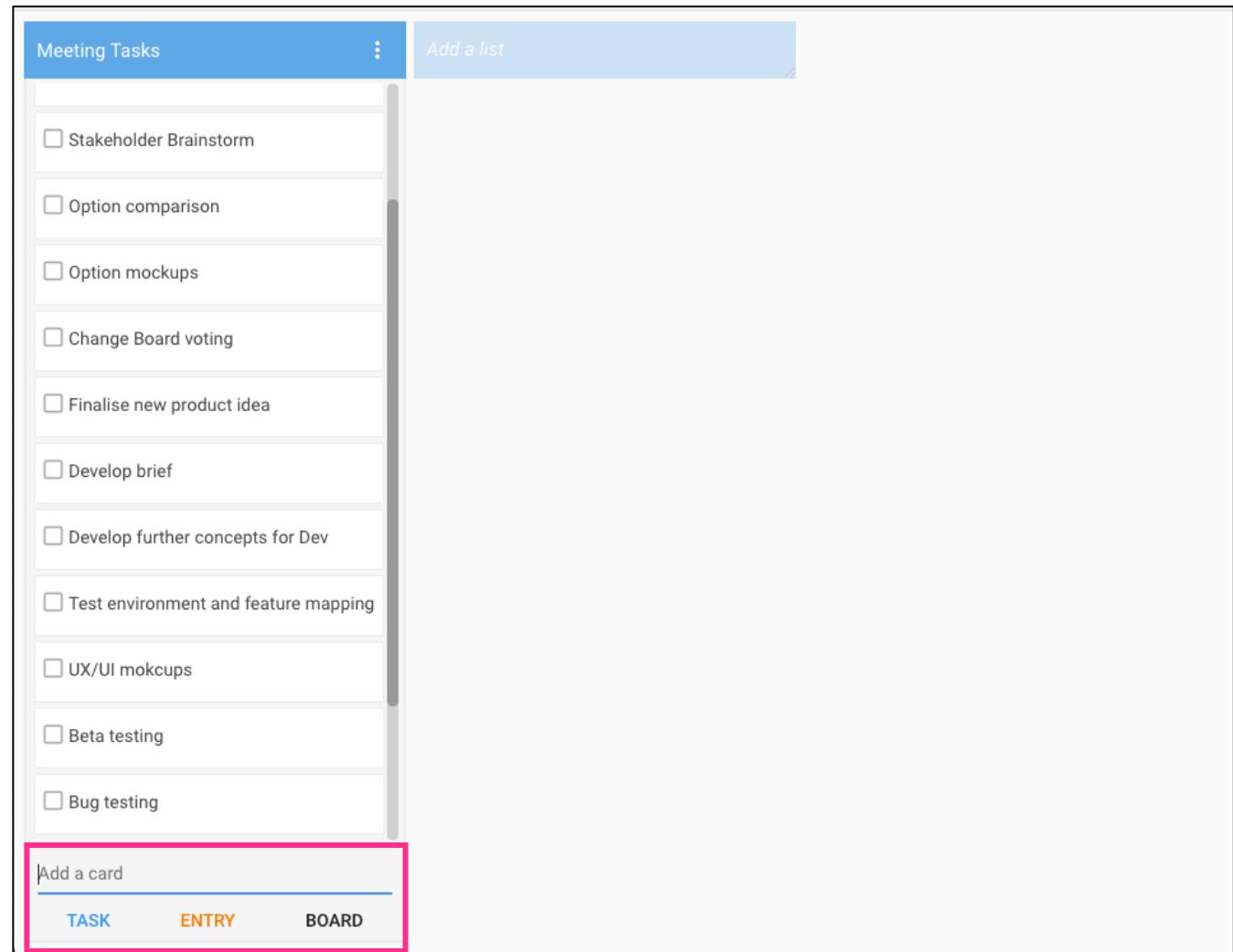
# How to build Boards

The ‘Boards’ Kanban view is perfect for building a Board from scratch.

It's often easier to just get everything into a Board, in one long list. The purpose is to try capture all your tasks. Simply enter a card name, adding all the cards into a single column. Don't worry about any categorisation or dates yet.

You can revert a card to a TASK, ENTRY or BOARD at a later stage if needed. By default it will add a card as a TASK.

## Start Simple



# How to build Boards

## Colour categories

You may know common themes or groups for tasks. Start adding these themes as colours to each task, naming the colour the theme or group title.

Apply the colours to your long list of tasks.

Now you can start seeing which categories have the most tasks and how you may start organizing tasks.

The screenshot displays a digital task management interface. On the left, a vertical sidebar lists various board categories: 'Assignments', 'Todos by Date', 'MindMap', 'Timeline', 'Activity' (with a dropdown arrow), 'Archived', 'Recent Updates' (with a left arrow), and 'Members'. Below this is a section titled 'Colours' with a list of categories and their color swatches: 'HubSpot Integration' (red), 'Important/Due Soon' (orange), 'Email' (yellow-green), 'Graphic Design' (green), 'In-progress' (blue), 'Paid Marketing' (purple), and 'Content Writing' (dark grey). The main area shows a board titled 'Meeting Tasks' with a list of 14 tasks, each preceded by a small colored square corresponding to its category. The tasks are: 'Create a Board' (light blue), 'Survey users' (light green), 'Competitor Analysis' (light green), 'Stakeholder Brainstorm' (light green), 'Option comparison' (light green), 'Option mockups' (light green), 'Change Board voting' (light green), 'Finalise new product idea' (light green), 'Develop brief' (light green), 'Develop further concepts for Dev' (light blue), 'Test environment and feature mapping' (light blue), and 'UX/UI mockups' (light blue). At the bottom of the board area, there is a button labeled 'Add a card'.

# How to build Boards

## Adding collaborators

You may know team members who are involved in the project. Add them as Members of the Board.

These Members will now see the Board in their 'My Dashboard'.

Drag and drop members to cards to assign them tasks.

Now you can start seeing which members have which tasks, and how many.

The screenshot shows a digital board titled "Meeting Tasks". The main area displays a list of tasks with checkboxes and small profile pictures next to each. A pink box highlights the first column of cards. To the right, there's a sidebar with various board-related options. Another pink box highlights the "Members" section in the sidebar, which lists several team members with their profile pictures. The sidebar also includes sections for "Colours", "HubSpot Integration", and other project management tools.

# How to build Boards

## Board layout

When you talk about the project, do you reference team tasks? Or perhaps deadlines and milestones? Perhaps you talk about steps, phases or dependencies?

This might help you organize tasks in a meaningful way, using lists. Add tasks under these lists to begin organising cards in columns.

**PRO TIP:** Don't add Members as a list, nor specific dates. You can reshuffle cards by these attributes in the tool bar.

The image shows a digital board interface with a sidebar on the right. The main area displays two columns of tasks:

- 1. Marketing Research**:
  - Survey users
  - Competitor Analysis
- 2 Product Design**:
  - Stakeholder Brainstorm
  - Option comparison
  - Option mockups
  - Change Board voting
  - Finalise new product idea
  - Develop brief
  - Develop further concepts for Dev
  - UX/UI mockups

The sidebar on the right includes the following sections:

- Board
- Assignments
- Todos by Date
- MindMap
- Timeline
- Activity
- Archived
- Recent Updates
- Members
- Colours
- HubSpot Integration
- Important/Due Soon
- Email
- Graphic Design
- In-progress
- Paid Marketing
- Content Writing

# How to build Boards

## Adding due dates

Does the project have a deadline?  
Are there milestones to project completion?

Add any dates, even if approximate to help members understand what task is due, and when.

You can also add expected start and end dates for tasks, if they are known in advance.

Now you can see which tasks are overdue, with the orange clock icon.

The screenshot displays a digital board interface with three main columns:

- Meeting Tasks:** Contains cards for "Create a Board" and "User feedback and Analytics".
- 1. Marketing Research:** Contains cards for "Survey users" (which is highlighted with a red box and has an orange clock icon), "Competitor Analysis", and "Stakeholder Brainstorm".
- 2 Product Design:** Contains cards for "Option comparison", "Option mockups", "Change Board voting", "Finalise new product idea", "Develop brief", "Develop further concepts for Dev", and "UX/UI mockups".

A sidebar on the right lists various board options:

- Board
- Assignments
- Todos by Date
- MindMap
- Timeline
- Activity
- Archived
- Recent Updates
- Members
- Colours
- HubSpot Integration
- Important/Due Soon
- Email
- Graphic Design
- In-progress
- Paid Marketing
- Content Writing

# How to build Boards

# Growing your Board

Members will add descriptions, files, links and subtasks to cards.

Large cards can become lists of their own. Large lists can become new Boards of their own.

More tags can be applied, both colour and non-colour.

Your board will live and breathe. The key is to keep your board up-to-date.

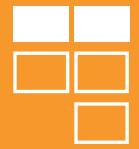
The image shows a digital project management board interface. The board is divided into three main columns:

- Things To Achieve:** Contains cards for "Select Project Members" (checked), "Win market shares", "Confirmation of Supplier Pricing - Solar Panel Materials", "Design Assembling Material kjhkjh" (with a sub-task "Initiate the project"), "Design Solar-Panel Panels", and "Go to Market with the New Solar Panel!" (with a sub-task "Buy stands").
- Planning phase for new start:** Contains cards for "Confirmation of Supplier Pricing—Solar Panel Materials", "Invent a New Battery to Store Energy test" (with a sub-task "Solar Panel locations"), "New Solar Panel Design", "Create a budget for the project", and "Buy stands".
- Things to Do:** Contains cards for "Review checkpoints", "Discuss if we are on the right track" (with a sub-task "Replace Old and Inefficient Solar Panels"), "Plan go to market", "Design of the brackets", "MyAnalytics | Wellbeing Edition", and "Call customers".

A sidebar on the right provides various navigation and settings options:

- Board:** Assignments, Todos by Date, MindMap, Timeline, Activity, Archived, Recent Updates.
- Members:** Shows a list of team members.
- Colours:** HubSpot Integration, Important/Due Soon, Email, Graphic Design, In-progress, Paid Marketing, Content Writing.

# How to organise



Huddo  
**Boards**



# How to organise

One very simple way to organize tasks is to drag and drop cards between columns.

You can even put tasks in an order within a list, that makes sense for your project.

If you do not wish for Members to reorganize the order of tasks, make sure to set admin permissions to Author or Reader.

## Drag and Drop

The screenshot shows a digital task management board with three main columns:

- Things To Achieve:**
  - ✓ Select Project Members
  - ☐ Win market shares
  - ☐ Confirmation of Supplier Pricing - Solar Panel Materials
  - ☐ Design Assembling Material  
kjhkhj
  - ☐ Go to Market with the New Solar Panel!
- Planning phase for new start:**
  - ✓ Confirmation of Supplier Pricing - Solar Panel Materials
  - ☐ Invent a New Battery to Store Energy test
  - ☐ Solar Panel locations
  - ☐ New Solar Panel Design
  - ☐ Create a budget for the project
- Things to Do:**
  - ☐ Review checkpoints
  - ☐ Discuss if we are on the right track
  - ☐ Replace Old and Inefficient Solar Panels
  - ☐ Plan go to market
  - ☐ Design of the brackets
  - ☐ MyAnalytics | Wellbeing Edition
  - ☐ Buy stands
  - ✓ Call customers

A card titled "Initiate the project" is currently being moved, as indicated by its position in the middle of the "Planning phase for new start" column and the fact that it is highlighted with a pink border.

The right side of the interface includes a sidebar with various organizational tools and filters:

- Board
- Assignments
- Todos by Date
- MindMap
- Timeline
- Activity
- Archived
- Recent Updates
- Members
- Colours
- HubSpot Integration
- Important/Due Soon
- Email
- Graphic Design
- In-progress
- Paid Marketing
- Content Writing

# How to organise

View only your tasks, or the tasks of other members by selecting the member profile icon in the right-hand toolbar.

This only displays tasks with that Member assigned, however, the lists will remain the same.

You can select multiple members to view any tasks for with those Members assigned.

# View a single members tasks

The screenshot shows a task management application with three main boards:

- Things To Achieve:** Contains cards for "Win market shares", "Design Assembling Material", "Initiate the project", and "Go to Market with the New Solar Panel!".
- Planning phase for new start:** Contains cards for "Solar Panel locations" and "New Solar Panel Design".
- Things to Do:** Contains cards for "Review checkpoints", "Buy stands", and "Add a card".

On the right side, there is a sidebar with the following sections:

- Assignments
- Todos by Date
- MindMap
- Timeline
- Activity
- Archived
- Recent Updates
- Members** (highlighted with a pink border)
- Colours
- Analysis
- Bring cake immediately
- Extra important
- Solar Research
- Design Phase
- Discussion point
- For later or not

# How to organise

Applied on its own, or in addition to a Member selection, you can view all tasks relating to a certain colour category.

This only displays tasks with that colour category, however, the lists will remain the same.

You can select multiple colours, which will display only those tasks with all these colours tagged.

## View a single colour category

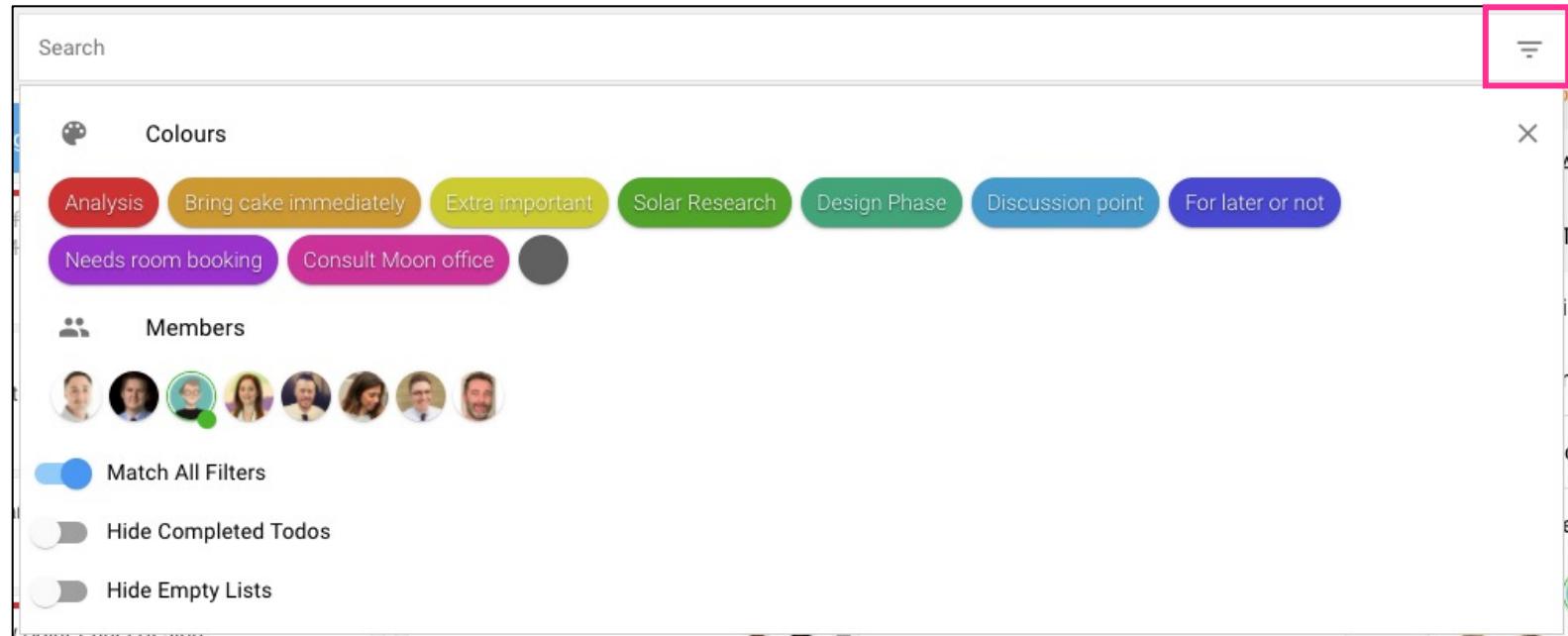
The screenshot illustrates a digital workspace interface designed for project management and organization. The main area displays three boards: 'Things To Achieve', 'Planning phase for new start', and 'Things to Do'. Each board has a color-coded header bar (red, green, blue) and a list of tasks. The 'Things To Achieve' board shows tasks like 'Win market shares' and 'Design Assembling Material'. The 'Planning phase for new start' board has a placeholder 'Add a card'. The 'Things to Do' board shows a task 'Review checkpoints'. A sidebar on the right provides navigation through 'Todos by Date' (MindMap, Timeline, Activity, Archived, Recent Updates), a list of 'Members' (represented by icons), and a 'Colours' section. The 'Colours' section is highlighted with a pink border and lists various categories: Analysis (red), Bring cake immediately (orange), Extra important (yellow-green), Solar Research (green), Design Phase (light green), Discussion point (blue), For later or not (purple), Needs room booking (dark purple), and Consult Moon office (grey).

# How to organise

Use the filter selection to not only view tasks by colour category or Members, but to also decide if you want cards which match all these attributes, or all cards with any.

Filters also enable you to hide completed tasks and empty lists. This enables you to see a more precise list of tasks and lists.

## Slice and dice tasks with Filters



# How to organise

Look at all tasks, filtered or not, by Assignments. This changes lists to Member names, with the original list names now on the cards below the colour labels.

This will display in alphabetical order, with unassigned tasks at the top

This helps you find any tasks that do not have any Members assigned and make sure each has someone responsible for it.

## Alternative aggregations: Assignment

The screenshot displays a Kanban board interface for managing tasks across three columns: Unassigned, Adam Brown, and Andrew Welch. A sidebar on the right lists various aggregation filters, with 'Assignments' highlighted. The 'Assignments' filter shows a list of members (Adam Brown, Andrew Welch) and their respective tasks. The tasks are categorized by color-coded labels (e.g., Things To Achieve, Planning phase for new start, Things to Do) and include checkboxes for completion status and small profile icons for assigned members. The 'Unassigned' column contains tasks that have not been assigned to any member yet.

Unassigned

- Design Assembling Material kjhkjh
- ISW Renewal 2021
  - Property insurance
  - Workers comp
  - PL
  - Cyber
- First move day
  - saf
  - asd
  - asd
  - new card

Adam Brown

- Things To Achieve
  - Win market shares
- Things To Achieve
  - Confirmation of Supplier Pricing - Solar Panel Materials
  - Design Assembling Material kjhkjh
  - Initiate the project
- Planning phase for new start
  - Invent a New Battery to Store Energy test
- Things to Do
  - Replace Old and Inefficient Solar Panels

Andrew Welch

- Things To Achieve
  - Design Solar Panel Panels
- Design Solar Panel Stands
  - Joints
- Things To Achieve
  - Design Solar Panel Stands
- Planning phase for new start
  - Confirmation of Supplier Pricing - Solar Panel Materials
  - Invert a New Battery to Store Energy test

Board

- Assignments
- Todos by Date
- MindMap
- Timeline
- Activity
- Archived
- Recent Updates
- Members
- Colours
- HubSpot Integration
- Important/Due Soon
- Email
- Graphic Design
- In-progress
- Paid Marketing
- Content Writing

<https://kudosboards.com/board/5b99218a22212c00118424c9/kanban/assignments>

# How to organise

Look at all tasks, filtered or not, by Todos by Date. This changes lists to task due dates, with the original list names now on cards.

This will display from past to future. Tasks without due dates will appear at the start in a column called 'No Date'.

This helps you find any tasks that do not have due dates set, so you can add them. This help you get all tasks in progress, that should be in progress.

## Alternative aggregations: Todo date

The screenshot displays a Kanban board interface with three columns: 'No Date', 'Overdue', and 'Today'. Each column contains a list of tasks, each with a title, a checkbox, and a small icon. The 'No Date' column has tasks like 'Select Project Members' and 'Design Solar Panel Panels'. The 'Overdue' column has tasks like 'Confirmation of Supplier Pricing - Solar Panel Materials' and 'Design Assembling Material'. The 'Today' column has tasks like 'Project Completion Criteria Defined' and 'Go to Market with the New Solar Panel!'. To the right of the board is a sidebar with various settings and filters, including 'Board', 'Assignments', and 'Todos by Date' (which is highlighted with a pink border). Below the board, there is a URL: <https://kudosboards.com/board/5b99218a22212c00118424c9/kanban/due>.

# How to organise

The Timeline view allows you to manually click and drag tasks to new dates, or extend task dates. This will automatically update cards and views in Boards/Kanban.

Add start and end dates to unscheduled cards, using the tab on the lower right. Clicking and dragging cards onto the Board.

This is the easiest way to set due dates, but also view tasks in a calendar view to see how many tasks there are at any one time.

# Manage dates in Timeline view

The screenshot shows a Timeline view for the months of January and February 2021. The tasks are represented as cards with colored bars indicating their duration. Some tasks have due dates set, while others are marked as 'UNSCHEDULED CARDS'. The tasks include:

- Project Compl... (due Jan 31)
- Welcome to HCL Digital Week 2020! (due Feb 9)
- Solar Panel locations (due Feb 10)
- Review checkpoints
- Discuss if we...
- Plan go to m...
- Call customers
- Metalwork
- Design Solar Panel Stands
- Design Solar Panel Stands

On the right side, there is a sidebar with various management options:

- Board
- MindMap
- Timeline** (selected)
- Activity
- Archived
- Recent Updates
- Members
- Colours
- Onboarding Feature/Early On
- Customer Request
- Rubbish Feature that needs fixing
- Most Appealing
- Simple
- Medium Effort
- Big Effort
- High Priority
- Medium Priority

At the bottom left, there is a URL: <https://kudosboards.com/board/5b99218a22212c00118424c9/timeline>. At the bottom right, it says "UNSCHEDULED CARDS (42)".

# How to organise

In the right-hand toolbar, group tasks by Member within Timeline view & organize tasks by Members.

This allows you to see all tasks, assigned to members over any given time period. This enables you to redistribute tasks to make the most of all Member resources.

Use the tool bar to add new assignments to a task, or expand the card to add/remove Members.

# Manage resources in Timeline view

The screenshot shows a Timeline view from January 28 to February 14, 2021. The tasks are grouped by member, indicated by small profile icons next to each task title. A pink box highlights the left sidebar where member icons are listed. A second pink box highlights the bottom right toolbar, which includes a 'Group By' button (with a person icon) and a 'Zoom Level' slider.

January 2021

28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14

February 2021

Plan go to m... (Member 1)

Win market s... (Member 2)

Call customers (Member 3)

Review checkpoints (Member 1)

Design Solar Panel Stands (Members 1, 2)

Market s... (Members 2, 3)

Solar Panel locations (Members 2, 3)

Discuss if we... (Member 1)

Design Solar Panel Stands (Members 1, 2)

Review checkpoints (Members 1, 2, 3)

Colours

Analysis

Bring cake immediately

Extra important

Solar Research

Design Phase

Discussion point

For later or not

Needs room booking

Consult Moon office

Jump to card/today

TODAY

Group By

Zoom Level

UN SCHEDULED CARDS (42)

# How to organise

In the right-hand toolbar, group tasks by Colours within Timeline view to organize tasks by all colour categories.

This allows you to see all tasks, by category, over any given time period. This enables you to see where tasks are concentrated. Changing dates and assignments to reduce bottlenecks.

Use the toolbar to add new assignments and colours, or expand the card to add/remove them.

## Find bottlenecks in Timeline view

The screenshot shows a digital timeline from January 28 to February 14, 2021. The tasks are grouped by color in the left sidebar, with a pink box highlighting the 'Colours' section. The tasks include:

- January 28: Solar Panel Stands (Red)
- January 28: Review checkpoints (Yellow)
- January 28: Design Solar Panel Stands (Green)
- January 28: Solar Panel Stands (Teal)
- January 28: Solar Panel Stands (Blue)
- January 28: Solar Panel Stands (Purple)
- January 28: Sign Solar Panel Stands (Pink)
- January 29: Review checkpoints (Yellow)
- January 29: Discuss if we... (Orange)
- January 29: Project Compl... (Grey)
- January 30: Solar Panel Stands (Red)
- January 30: Review checkpoints (Yellow)
- January 30: Discuss if we... (Orange)
- January 30: Plan go to m... (Grey)
- January 30: Project Compl... (Grey)
- January 31: Solar Panel Stands (Red)
- January 31: Review checkpoints (Yellow)
- January 31: Discuss if we... (Orange)
- January 31: Project Compl... (Grey)
- February 1: Solar Panel Stands (Red)
- February 1: Review checkpoints (Yellow)
- February 1: Discuss if we... (Orange)
- February 1: Plan go to m... (Grey)
- February 1: Project Compl... (Grey)
- February 2: Solar Panel Stands (Red)
- February 2: Review checkpoints (Yellow)
- February 2: Discuss if we... (Orange)
- February 2: Plan go to m... (Grey)
- February 2: Project Compl... (Grey)
- February 3: Solar Panel Stands (Red)
- February 3: Review checkpoints (Yellow)
- February 3: Discuss if we... (Orange)
- February 3: Plan go to m... (Grey)
- February 3: Project Compl... (Grey)
- February 4: Solar Panel Stands (Red)
- February 4: Review checkpoints (Yellow)
- February 4: Discuss if we... (Orange)
- February 4: Plan go to m... (Grey)
- February 4: Project Compl... (Grey)
- February 5: Solar Panel locations (Red)
- February 5: Market s... (Red)
- February 5: Customers (Red)
- February 5: Call customers (Red)
- February 6: Solar Panel locations (Red)
- February 6: Market s... (Red)
- February 6: Customers (Red)
- February 6: Call customers (Red)
- February 7: Solar Panel locations (Red)
- February 7: Market s... (Red)
- February 7: Customers (Red)
- February 7: Call customers (Red)
- February 8: Solar Panel locations (Red)
- February 8: Market s... (Red)
- February 8: Customers (Red)
- February 8: Call customers (Red)
- February 9: Welcome to HCL Digital Week 2020!
- February 9: Solar Panel locations (Red)
- February 9: Market s... (Red)
- February 9: Customers (Red)
- February 9: Call customers (Red)
- February 10: Solar Panel locations (Red)
- February 10: Market s... (Red)
- February 10: Customers (Red)
- February 11: Solar Panel locations (Red)
- February 11: Market s... (Red)
- February 11: Customers (Red)
- February 12: Solar Panel locations (Red)
- February 12: Market s... (Red)
- February 12: Customers (Red)
- February 13: Solar Panel locations (Red)
- February 13: Market s... (Red)
- February 13: Customers (Red)
- February 14: Solar Panel locations (Red)
- February 14: Market s... (Red)
- February 14: Customers (Red)

The right sidebar includes a 'Colours' section with color swatches and labels, a 'Group By' section with a toolbar, and a 'Zoom Level' slider.

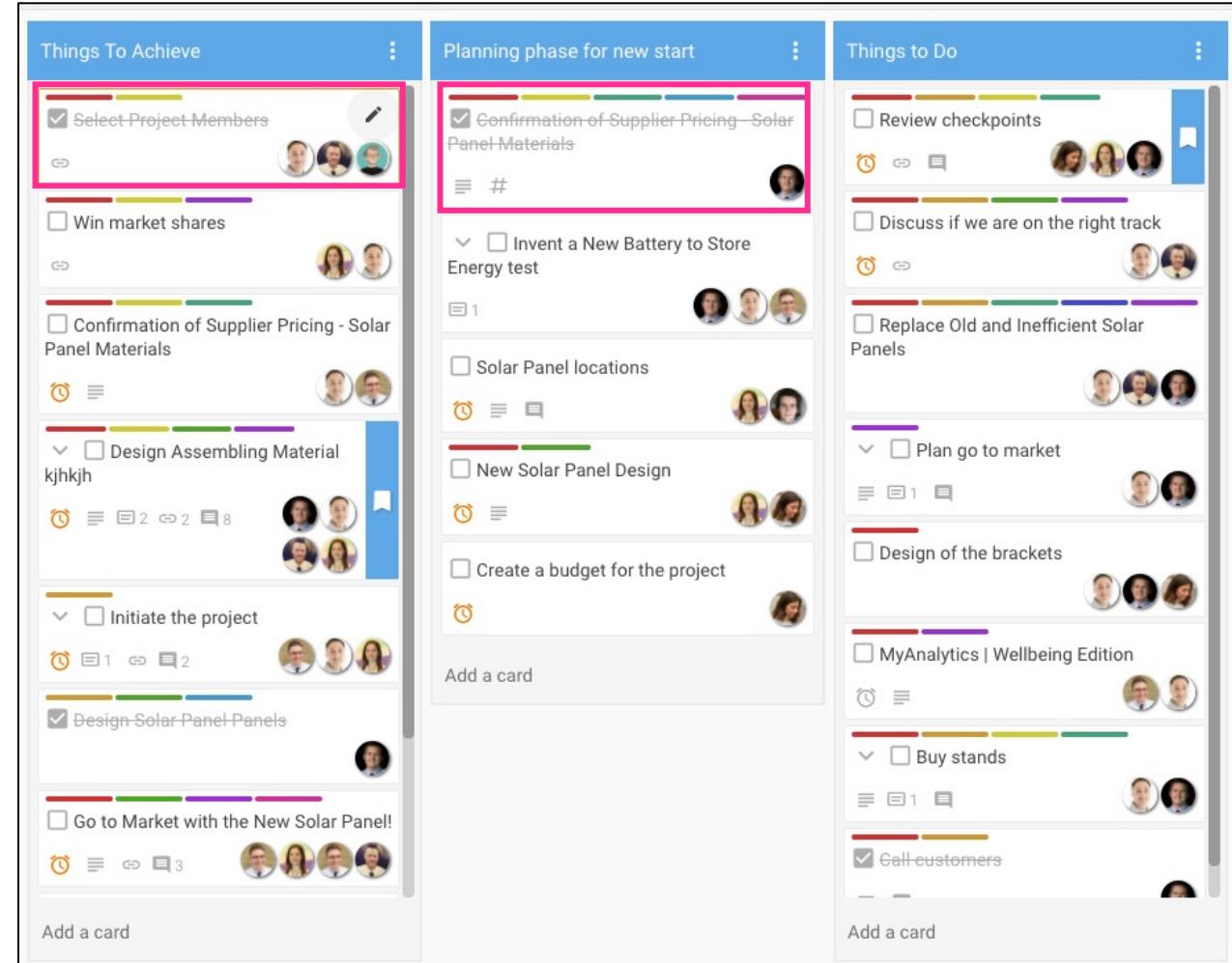
# How to organise

## Mark tasks as completed

Once a task has been finished mark the task as complete by ticking the checkbox.

This will grey out and strikethrough tasks titles so you can see which tasks have been completed.

You can also remove completed tasks from views with a Filter, enabling you to only see uncompleted tasks.



# How to organise

If you do not need to refer back to completed tasks, or anticipate this need, you can archive tasks and lists.

This will remove cards from a Board. If you archive a list it will archive all the cards within it.

You can restore any archived lists and cards from the Archived view in the right-hand toolbar. Here you can also permanently delete archived cards and lists.

## Archive Lists and Cards

The screenshot shows a digital workspace interface with a central 'Board Archive' panel and a left sidebar.

**Left Sidebar:** Labeled 'Activity' at the top, it includes sections for 'Board', 'Assignments', 'Todos by Date', 'MindMap', 'Timeline', and 'Archived'. The 'Archived' section is highlighted with a pink border.

**Central Panel:** Titled 'Board Archive', it displays a list of archived cards. One card, 'Sign papers', is highlighted with a pink border and has 'RESTORE' and 'DELETE' buttons to its right. Other visible cards include 'Call customers', 'Monday tasks', 'new task for today', 'Call Customers', 'HCL Ambassadors Monthly Meet-up - August', 'plan meetings', 'Re: AW: Order 4522909532', 'Invent something', 'hello', 'hello again', and 'Digital Week Is Coming + Join Our Star-Studded Tweet Chat'.

**Right Sidebar:** Shows a list of pinned items: 'Bring cake immediately', 'Extra important', 'Solar Research', 'Design Phase', 'Discussion point', and 'For later or not'.

# How to organise

You can view all of your tasks, across all Boards within your My Dashboard view.

Within Todos, select Activity to see a simple list of all tasks, assigned to you, by Due Date. Expand each to see the tasks contained.

Filter which Boards you want to view tasks for by expanding the orange Boards icon top-right. By default it shows all Todos across all Boards.

## My Todos: Activity view

The screenshot shows the 'Todos' activity view in Trello. On the left, there's a sidebar with a user profile picture at the top. Below it are sections for 'Boards' (with 'Todos' selected and highlighted with a pink border), 'Board', 'Templates', and 'Colours' (which shows a grid of colored circles). The main area is titled 'ASSIGNED TO ME' and has a sub-section 'CREATED BY ME'. A dropdown menu titled 'Showing All My Todos' is open, displaying a list of due dates: Overdue, Today, Tomorrow, Later This Week, Next Week, Later This Month, Future, and No Date. The 'Overdue' item has a count of 1. At the bottom right of the main area, there's a link 'Expand All'.

# How to organise

You can view all of your tasks, across all Boards within your My Dashboard view.

Within Todos, select Board to see a Kanban Board of all the tasks, assigned to you, in order of Due Date.

Filter which Boards you want to view tasks for by expanding the orange Boards icon top-right. By default it shows all Todos across all Boards.

## My Todos: Board view

The screenshot shows the 'Todos' section of the Huddo app's dashboard. On the left, there's a sidebar with a user profile picture and several categories: 'Boards' (selected), 'Todos' (highlighted with a pink border), 'Activity', 'Board' (highlighted with a pink border), 'Templates', and 'Colours'. Below the sidebar is a row of colored circular icons. The main area is titled 'ASSIGNED TO ME' and shows a Kanban board with tasks categorized by due date: 'No Date', 'Overdue', 'Today', and 'Tomorrow'. The 'Overdue' column contains two tasks: 'Invent a New Type of Solar Panel Material findings' and 'Design Solar Panel Stands'. The 'No Date' column contains three tasks: 'call customers', 'Huddo Boards WEBSITE TODOs Website Live Check List Forms for badges etc.', and 'Buttons on Buzzy Page'. The 'Today' column contains one task: 'Huddo Boards WEBSITE TODOs Hard launch requirements'. The 'Tomorrow' column is empty. At the top right of the main area, there's a button labeled 'Showing All My Todos' with a small orange square icon. The overall interface is clean and modern, using a light blue and white color scheme.

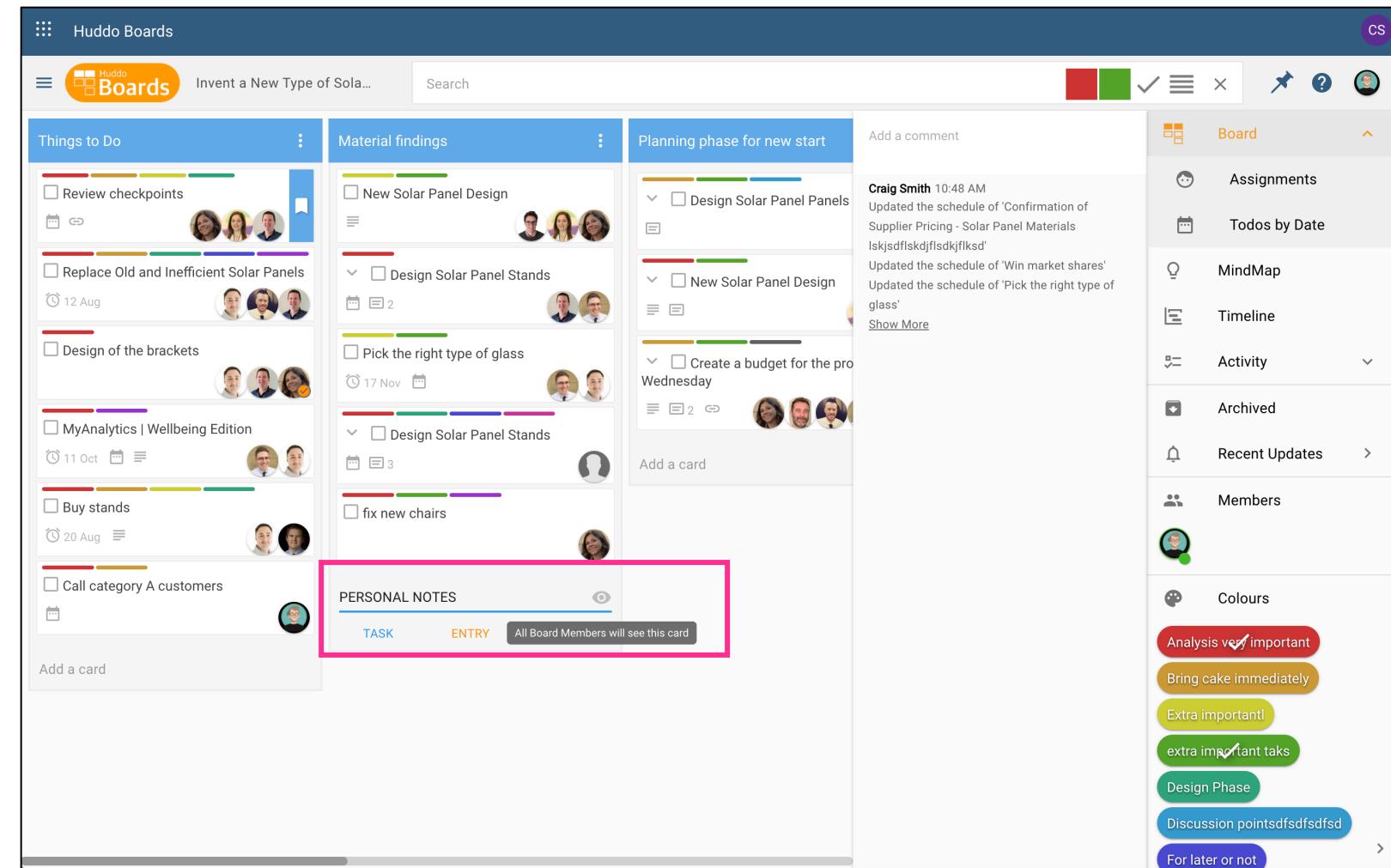
# How to organise

You can create Private Cards only visible to you so you can add tasks, notes and additional information to a Board without effecting the organisation of other collaborators.

When creating a Card, select the eye icon  this icon will now change to  complete the Card as normal and SAVE

# Creating Private Cards

NEW



The screenshot shows the Huddo Boards interface with three main boards:

- Things to Do:** Contains cards like "Review checkpoints", "Replace Old and Inefficient Solar Panels", "Design of the brackets", "MyAnalytics | Wellbeing Edition", "Buy stands", and "Call category A customers".
- Material findings:** Contains cards like "New Solar Panel Design", "Design Solar Panel Stands", "Pick the right type of glass", and "Design Solar Panel Stands".
- Planning phase for new start:** Contains cards like "Design Solar Panel Panels", "New Solar Panel Design", "Create a budget for the pro Wednesday", and "fix new chairs".

A specific card in the "Planning phase" board is highlighted with a pink border and labeled "PERSONAL NOTES". Below the card, there are tabs for "TASK" and "ENTRY". A note at the bottom of the card says "All Board Members will see this card".

The sidebar on the right includes:

- Board:** Options include Assignments, Todos by Date, MindMap, Timeline, Activity, Archived, Recent Updates, Members, and Colours.
- Colours:** A list of color-coded categories: Analysis very important (red), Bring cake immediately (orange), Extra important (yellow), extra important tasks (green), Design Phase (blue), Discussion pointsdfsdfsdfsd (light blue), and For later or not (purple).

# How to organise

Private Cards will be displayed in your Board with a striped background.

## Creating Private Cards

NEW

The screenshot shows a digital workspace interface titled "Huddo Boards". The main area displays three columns of cards:

- Things to Do:**
  - Review checkpoints
  - Replace Old and Inefficient Solar Panels (due 12 Aug)
  - Design of the brackets
  - MyAnalytics | Wellbeing Edition (due 11 Oct)
  - Buy stands (due 20 Aug)
  - Call category A customers
- Material findings:**
  - New Solar Panel Design
  - Design Solar Panel Stands (due 2)
  - Pick the right type of glass (due 17 Nov)
  - Design Solar Panel Stands (due 3)
  - fix new chairs
- Planning phase for new start:**
  - Design Solar Panel Panels
  - Design Solar Panel Stands
  - New Solar Panel Design
  - Create a budget for the pro Wednesday

A specific card in the third column, titled "PERSONAL NOTES", is highlighted with a pink border. On the right side of the screen, there is a sidebar with various options and a list of recent updates from a user named Craig Smith. The sidebar also includes a color palette for card customization.

# How to organise

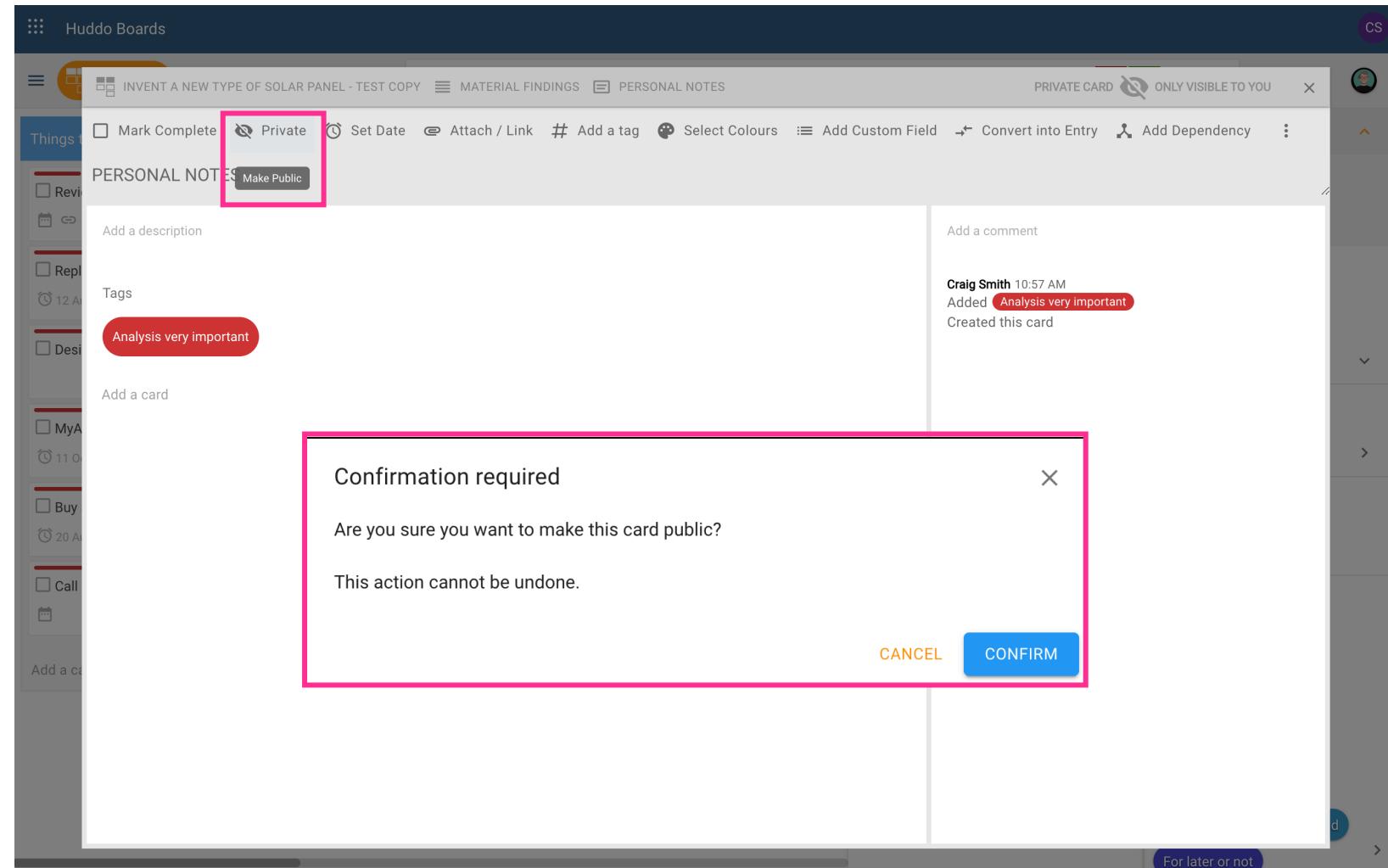
At a later stage, you can turn Private Cards into Public Cards and make them visible to your team.

Click on the Private Card to expand the Card Options and click the 'Private' icon to make the Card publicly visible.

A confirmation 'popup' will appear, select 'CONFIRM' to apply the change.

## Making Private Cards Public

NEW



# How to organise

NEW

## Making Private Cards Public

Please note you cannot make a Public Card private, and ONLY make a Private Card public.

The screenshot displays the Huddo Boards interface with three main boards:

- Things to Do:** Contains cards like "Review checkpoints", "Replace Old and Inefficient Solar Panels" (due 12 Aug), "Design of the brackets", "MyAnalytics | Wellbeing Edition" (due 11 Oct), "Buy stands" (due 20 Aug), and "Call category A customers".
- Material findings:** Contains cards like "New Solar Panel Design", "Design Solar Panel Stands" (due 2 Nov), "Pick the right type of glass", "Design Solar Panel Stands" (due 3 Nov), and "fix new chairs".
- Planning phase for new start:** Contains cards like "Design Solar Panel Panels", "New Solar Panel Design", "Create a budget for the pro Wednesday", and "PERSONAL NOTES". The "PERSONAL NOTES" card is highlighted with a pink border.

The right sidebar includes:

- Board:** Options include Assignments, Todos by Date, MindMap, Timeline, Activity, Archived, Recent Updates, Members, and Colours.
- Colours:** Analysis very important (red), Bring cake immediately (orange), Extra important! (yellow), extra important tasks (green), Design Phase (teal), Discussion points (blue), and For later or not (light blue).

A message from Craig Smith at 11:05 AM is shown in the sidebar: "Updated 'PERSONAL NOTES' Updated the schedule of 'Confirmation of Supplier Pricing - Solar Panel Materials Iskjsdflskdjflsdfkjflksd' Updated the schedule of 'Win market shares' Show More".

# How to organise

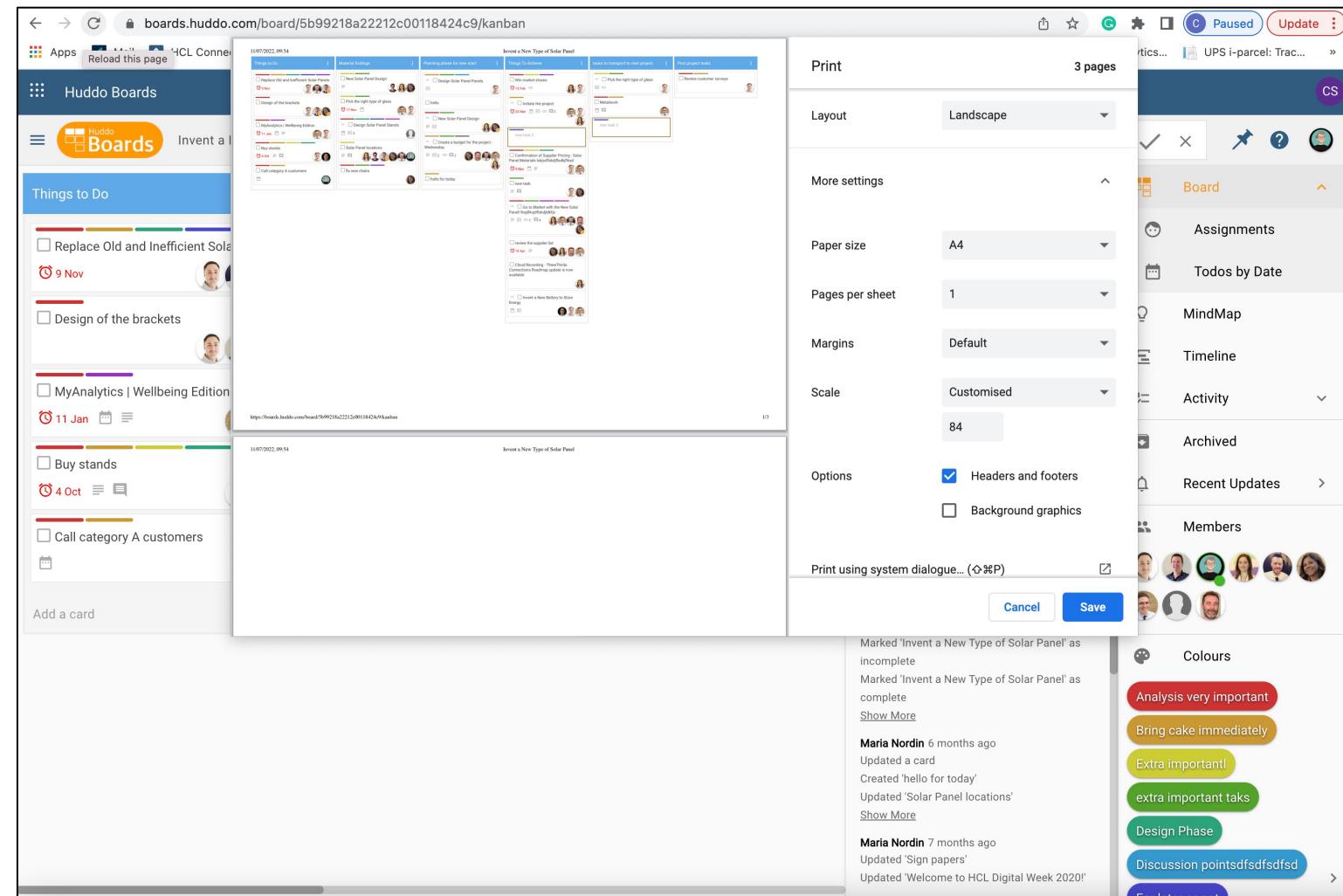
Print a copy of your Kanban Board by using keyboard shortcut CONTROL + P or Print options in your internet browser.

Use the Printer preferences to change orientation from Portrait to Landscape, and enlarge and reduce scale as needed.

You can also use your Printer preferences to PDF a Kanban Board.

## Print a Kanban Board

NEW



# How to collaborate



# How to collaborate

## User Presence

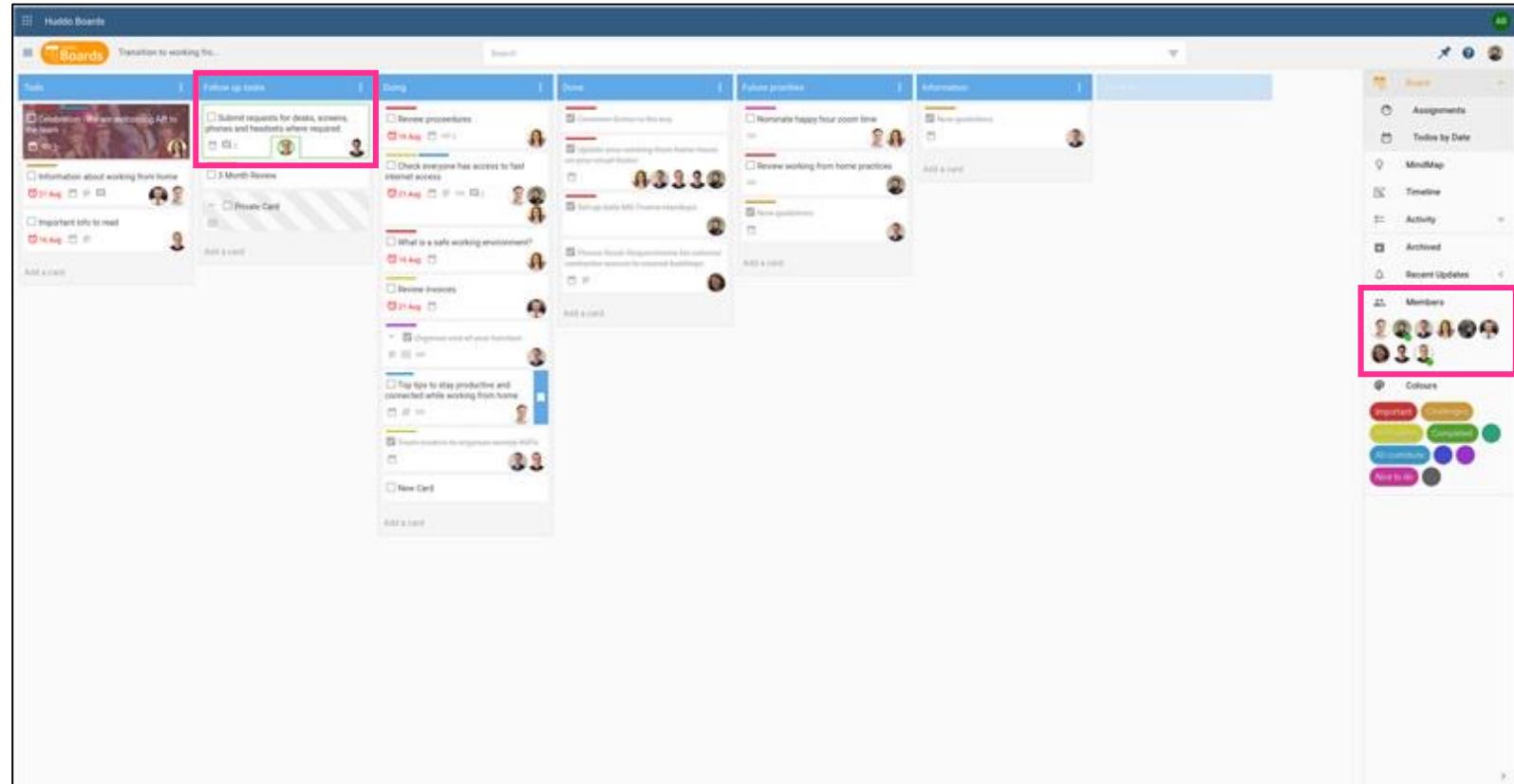
NEW

Easily see who is online with User Presence within Huddo Boards.

Users online will be displayed in the Members area with a green icon alongside their profile icon.

Cards with a green outline with a profile icon show any Tasks/Cards which Board members are currently looking at.

Discuss projects and/or individual tasks live with fellow collaborators.

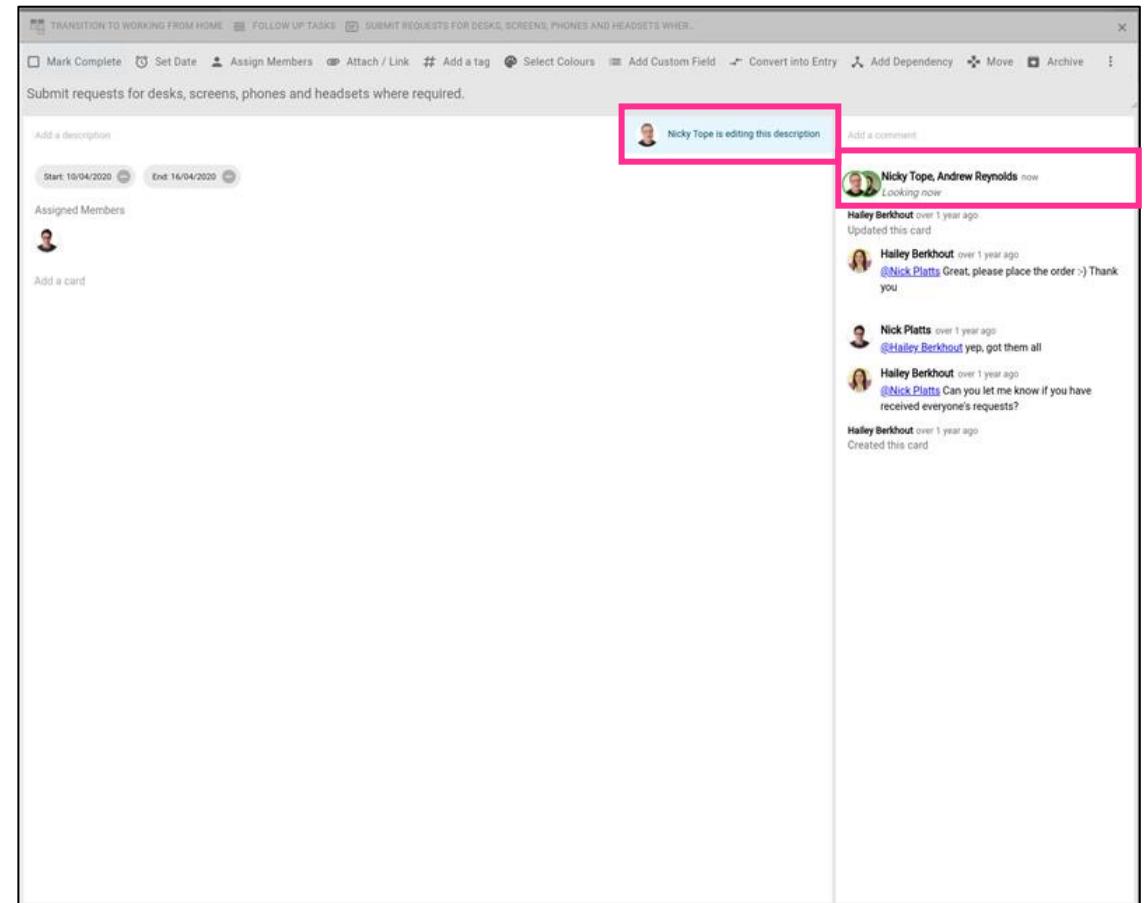


# How to collaborate

## User Presence

You can also see which users are currently looking at a Card/Task within the Card/Task itself. Users currently looking at the card are displayed below the comments section, with their profile icons displaying a green outline.

If a user is editing the description of a Card/Task, a field which is shared and editable by all members, the description field is locked and the member currently editing will be displayed in a blue notice box next to the description field.

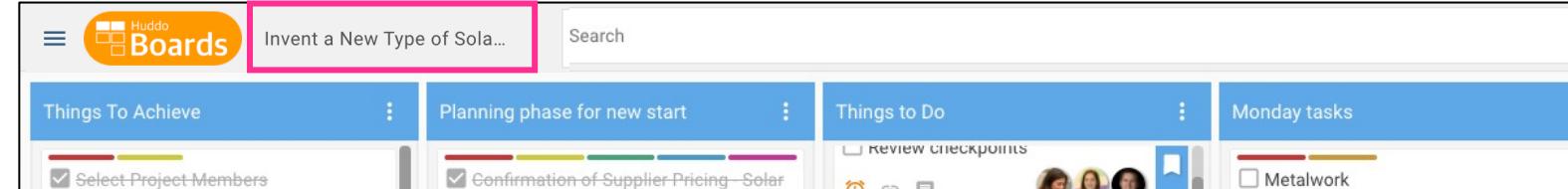


NEW

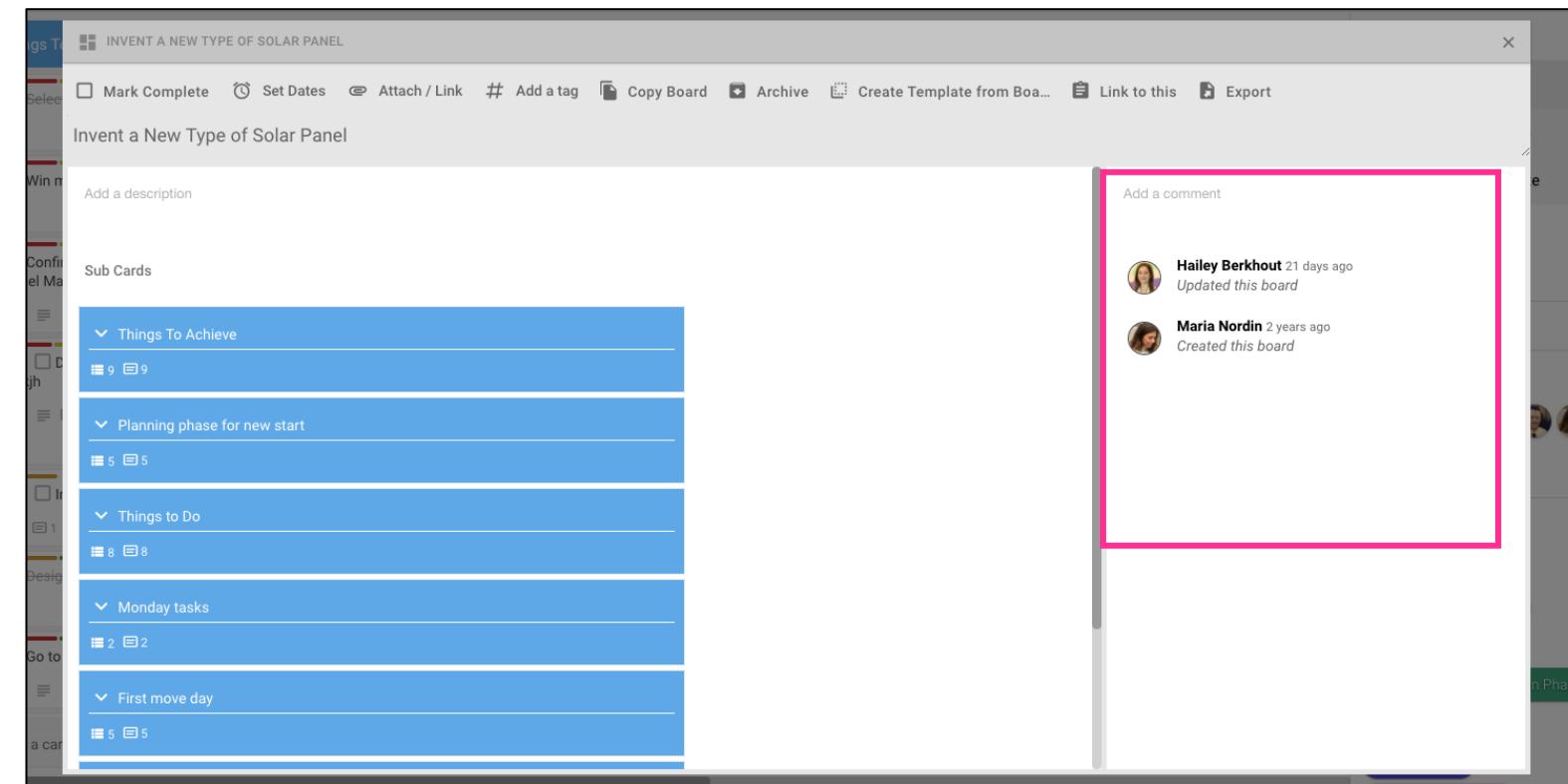
# How to collaborate

## Discuss on a Board

All members added to a Board can access Board settings.



Each expanded Boards setting window has a comments section for Members to discuss the Board.



@mention colleagues to notify them a new comment has been added for them.

If @mentioned, the user will be notified on email that a new comment has been added.

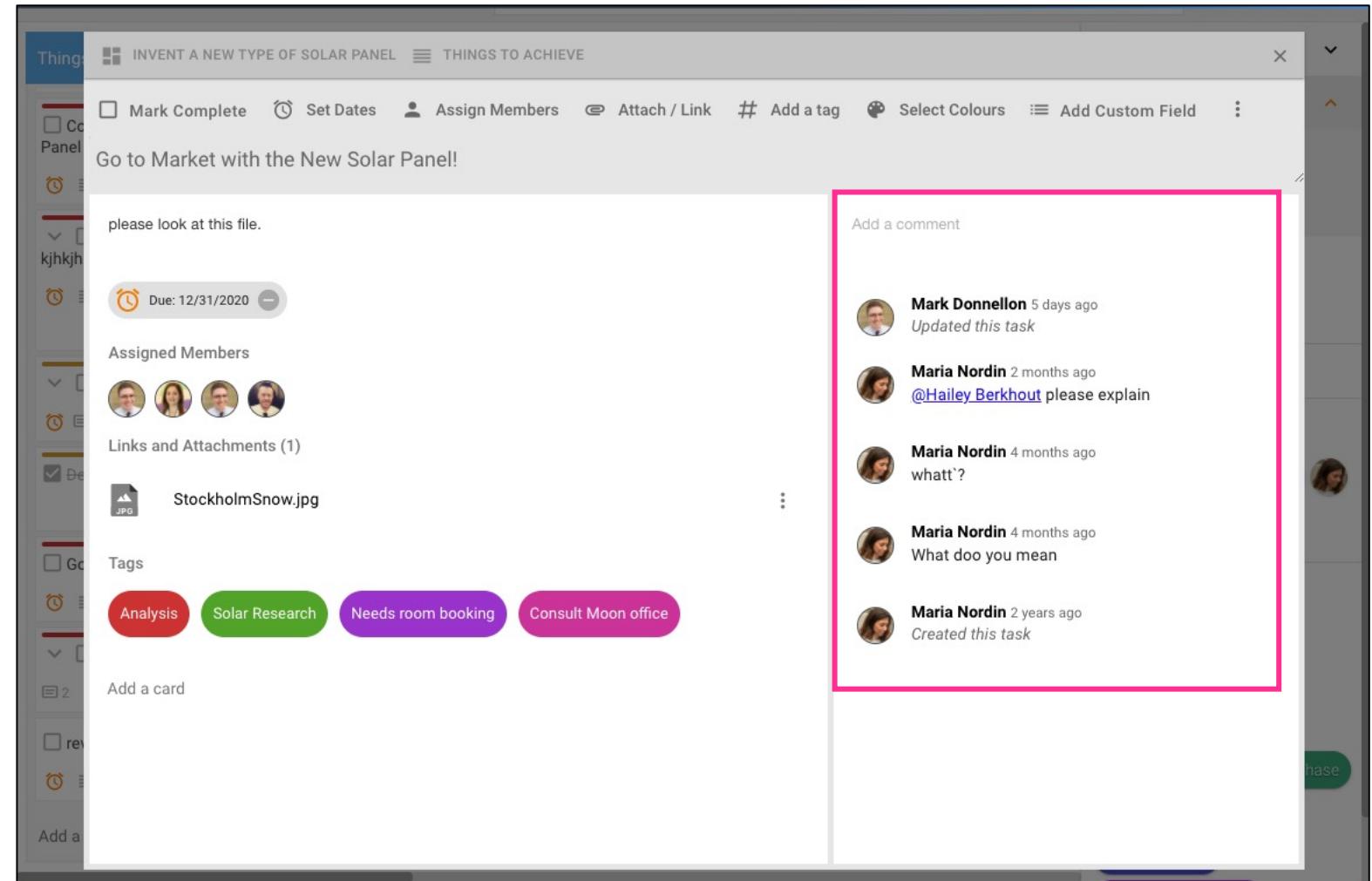
# How to collaborate

All members can contribute to a task assigned to them. On an expanded card, the comments section enables Members to discuss tasks, ask questions and share ideas.

@mention colleagues to notify them a new comment has been added for them.

If @mentioned, the user will be notified on email that a new comment has been added.

## Discuss on cards



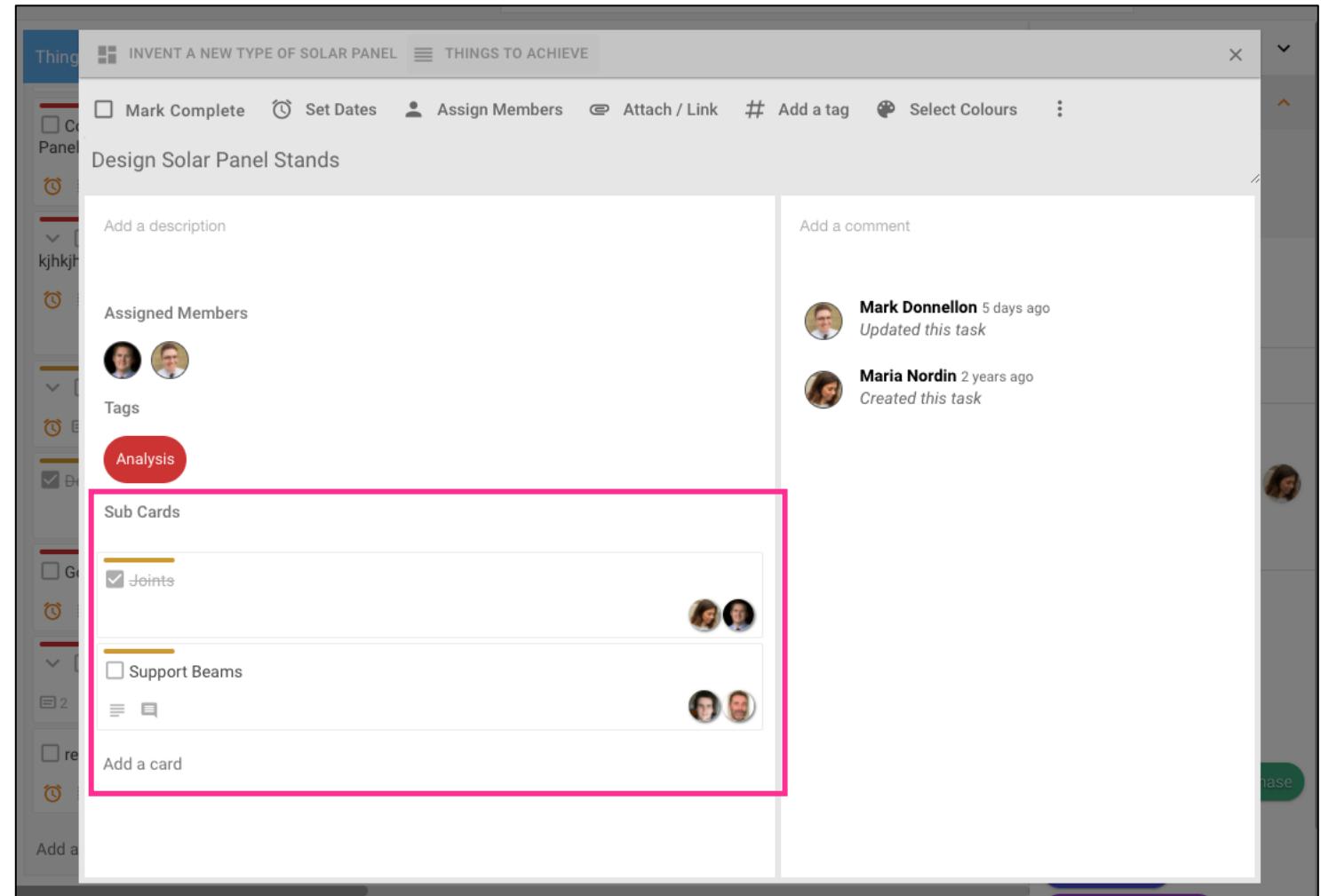
# How to collaborate

## Subtask Assignments

Subcards/subtasks enable you to break a task down into smaller tasks. You can assign and mark a subtask as complete, just like the card itself.

This helps everyone see what is left to do, and by whom and enables people to collaborate on a single task, but also mark when they have completed their specific individual task that contributes.

You can even have subcards of subcards, of subcards etc.



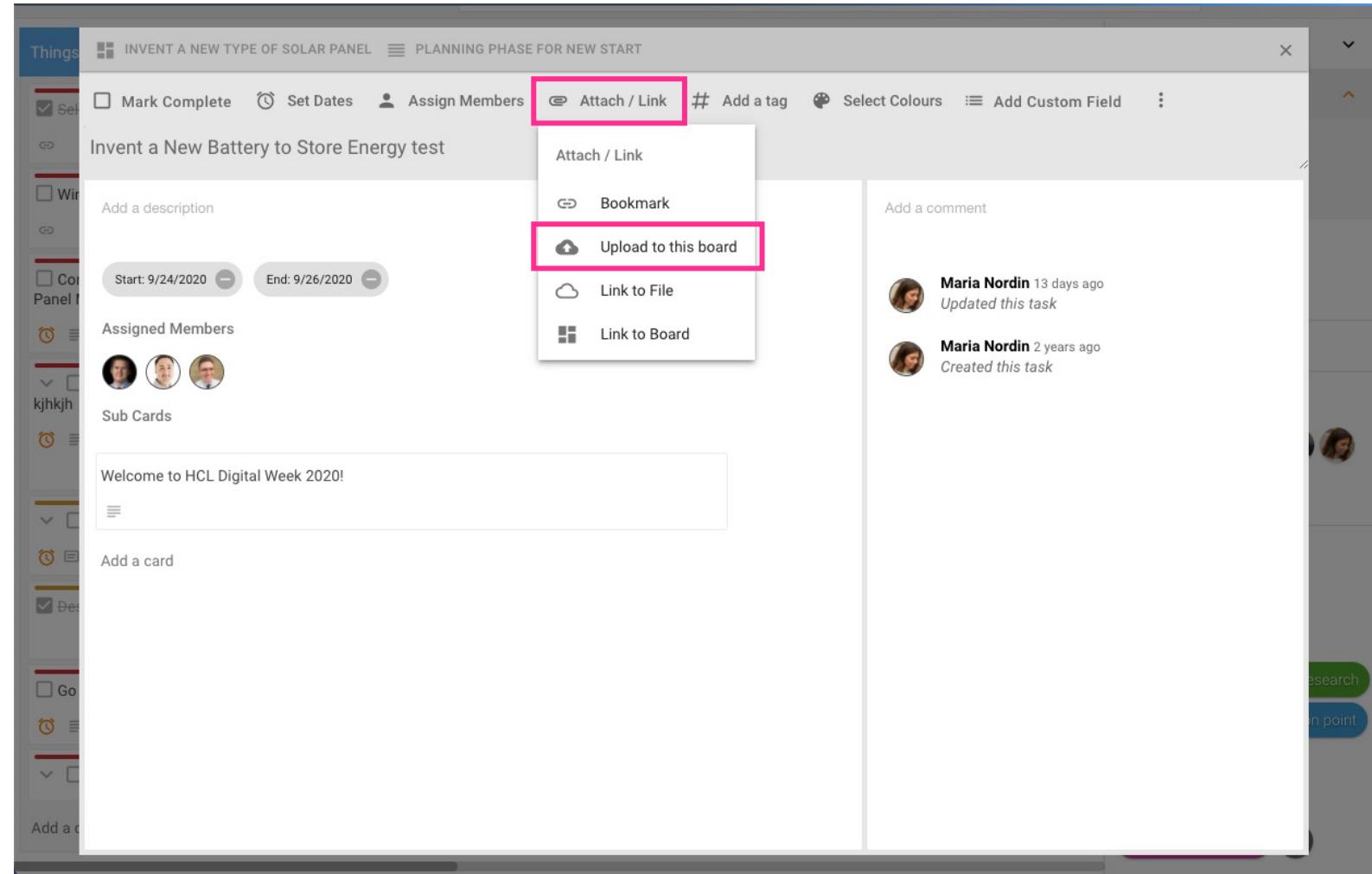
# How to collaborate

Text files, images, PDFs, useful resources, documents and guides can be useful to complete a task.

Adding your files to a card/task will give visibility of that document to all the Members collaborating. A comment will be automatically added of the new file addition, with an icon appearing on the card overview.

@mention colleagues in the comments section to notify them directly.

## Share Files



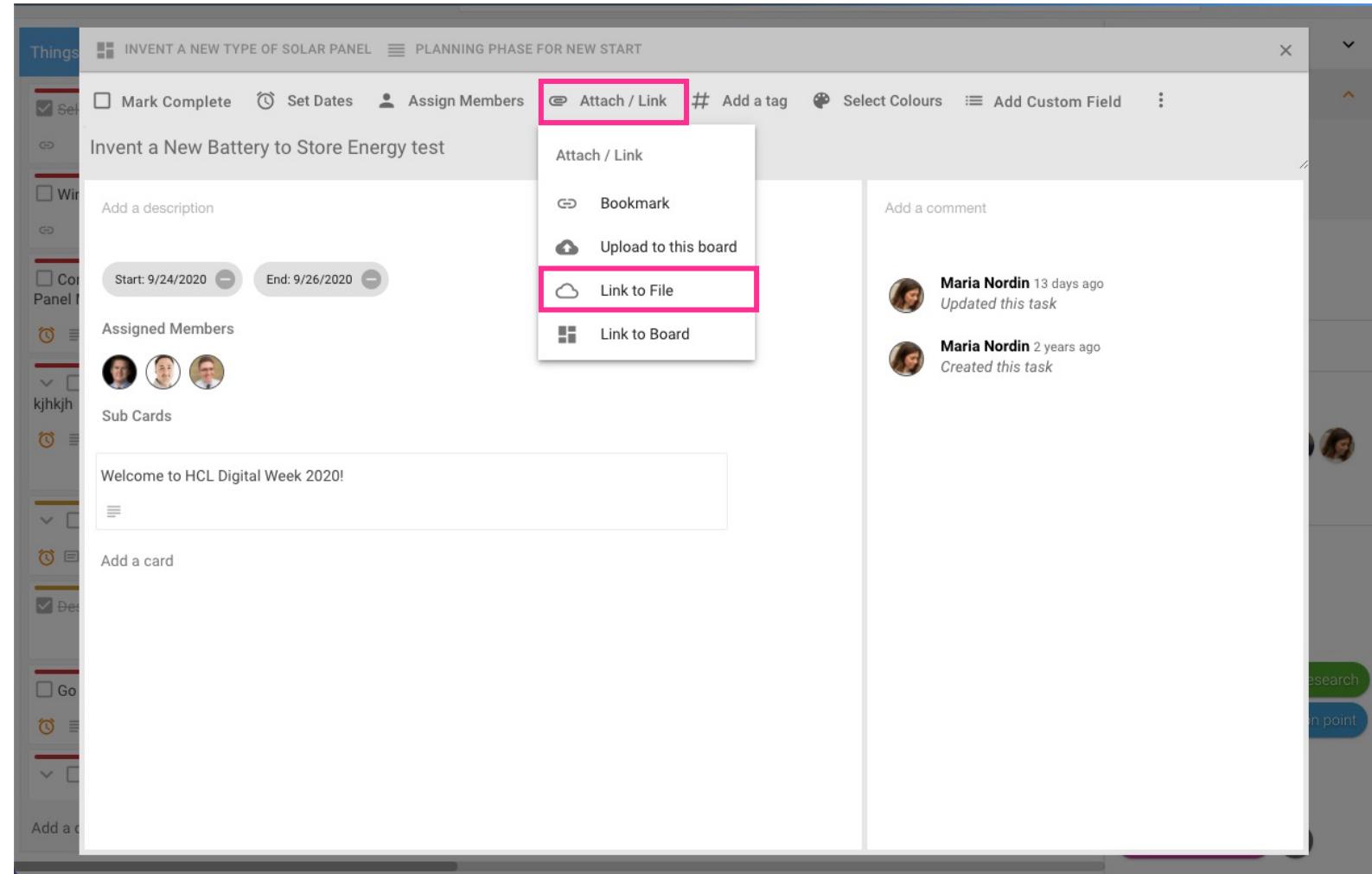
# How to collaborate

If you want to collaborate on any files added to a card/task, you can upload a link to a file instead of uploading it.

This enables you to track changes or ensure there is a central copy used by everyone. Whilst still notifying collaborating colleagues of the new useful document.

Boards also integrates with SharePoint (for Microsoft users) and HCL Connections to enable easier linking to files and folders.

## Add links to Files



# How to stick to deadlines



Huddo  
**Boards**



# Sticking to deadlines

One simple way to manage tasks against a schedule or deadline is by using the columns in the Board layout.

You can create columns for things like 'to do', 'in progress' and 'done'. Or perhaps columns for days of the week.

You can take an organized and systematic approach to completing tasks, moving tasks to new dates by drag and dropping them to another column.

# Using layout and columns

The screenshot displays a digital task board with a clean, modern design. The interface is organized into three main horizontal columns:

- Planning phase for new start:** Contains a single checked task: "Confirmation of Supplier Pricing - Solar Panel Materials".
- Things to Do:** This column is the primary workspace, containing the following tasks:
  - "Review checkpoints" (due 10/10/2021)
  - "Discuss if we are on the right track" (due 10/10/2021)
  - "Replace Old and Inefficient Solar Panels" (due 10/10/2021)
  - "Plan go to market" (due 10/10/2021)
  - "Design of the brackets"
  - "MyAnalytics | Wellbeing Edition"
  - "Buy stands" (due 10/10/2021)
  - "Call customers" (checked)
- Monday tasks:** Contains tasks for the day:
  - "Metalwork"
  - "ISW Renewal 2021" (due 10/10/2021)

A vertical sidebar on the right side of the board provides additional functionality and navigation:

- First:** A dropdown menu showing "Board" selected.
- Board:** A list of board-related options: "Assignments", "Todos by Date", "MindMap", "Timeline", "Activity", "Archived", "Recent Updates", and "Members".
- Colours:** A color palette for HubSpot integration, including categories like "Important/Due Soon" (orange), "Graphic Design" (green), "In-progress" (blue), "Paid Marketing" (purple), and "Content Writing" (dark grey).

# Sticking to deadlines

Another simple way to help stick to deadlines is to use colours and labels. Here you can add a colour label for an 'urgent' or 'important' task. Or filters such as 'in progress' or 'not started'. Or even a specific date.

You can then filter tasks to see the ones that are most important or the ones due first. It's a simple way of highlighting tasks you need to complete and by when.

# Using colours and labels

The image shows a digital task management interface with a sidebar and three main columns of cards.

- Meeting Tasks:**
  - Create a Board (orange label)
  - User feedback and Analytics
- 1. Marketing Research:**
  - Survey users (orange label)
  - Competitor Analysis
- 2 Product Design:**
  - Stakeholder Brainstorm
  - Option comparison
  - Option mockups
  - Change Board voting
  - Finalise new product idea
  - Develop brief
  - Develop further concepts for Dev
  - UX/UI mockups
  - Content Writing

**Sidebar:**

- Board
- Assignments
- Todos by Date
- MindMap
- Timeline
- Activity
- Archived
- Recent Updates
- Members

**Color Palette:**

- HubSpot Integration (Orange)
- Important/Due Soon (Orange)
- Email (Yellow)
- Graphic Design (Green)
- In-progress (Blue)
- Paid Marketing (Purple)
- Content Writing (Grey)

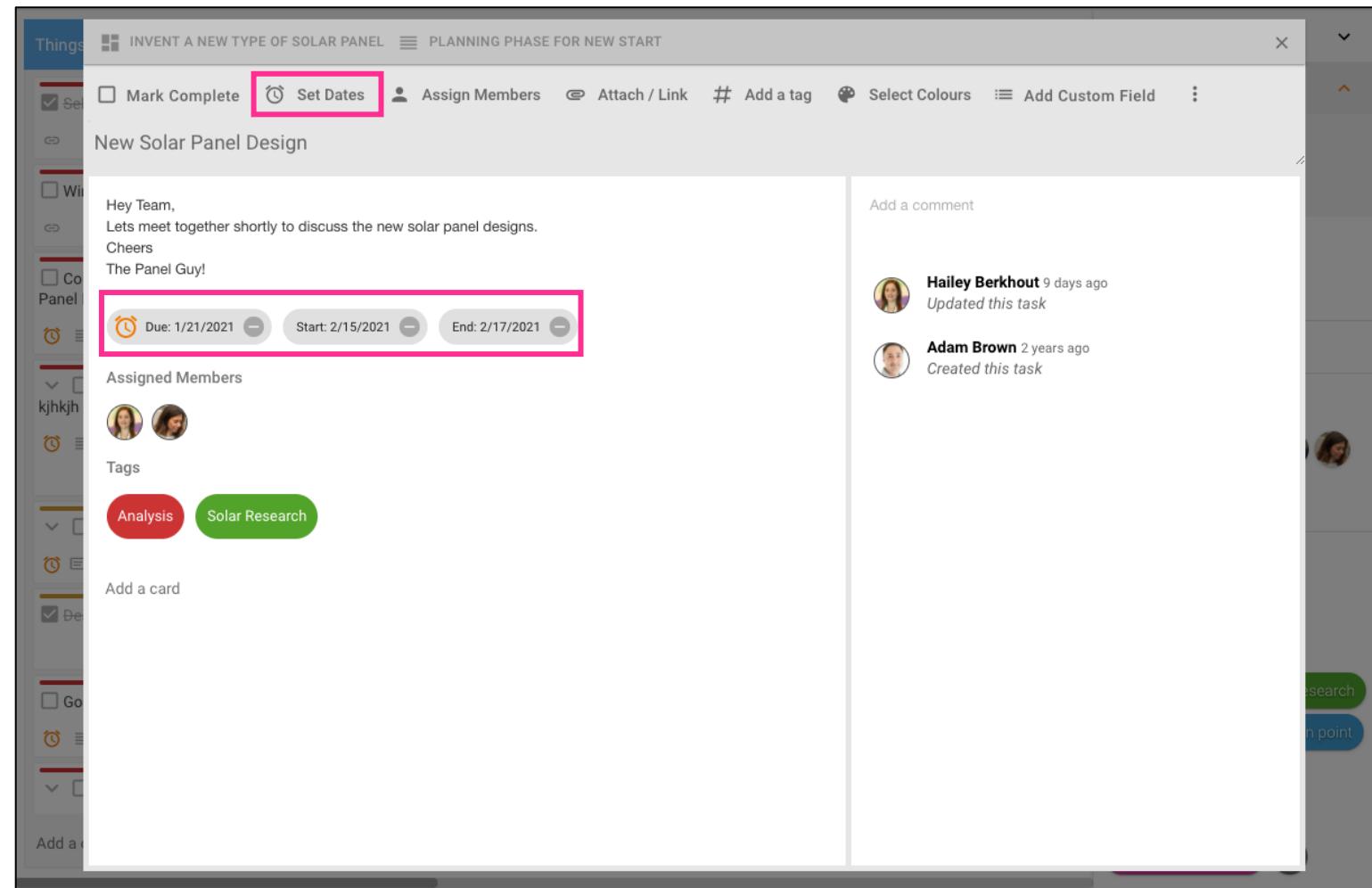
# Sticking to deadlines

The most powerful way to stick to deadlines is to set dates. Adding a start, end and due date can help you complete a task on time, by starting it and working on it in a reasonable timeframe.

Due dates will also trigger icon changes, turning a clock icon from grey (due in future), to orange (due today), to red (overdue).

Expand the Task/Card options and click 'Set Dates'.

# Start, end and due dates



NEW

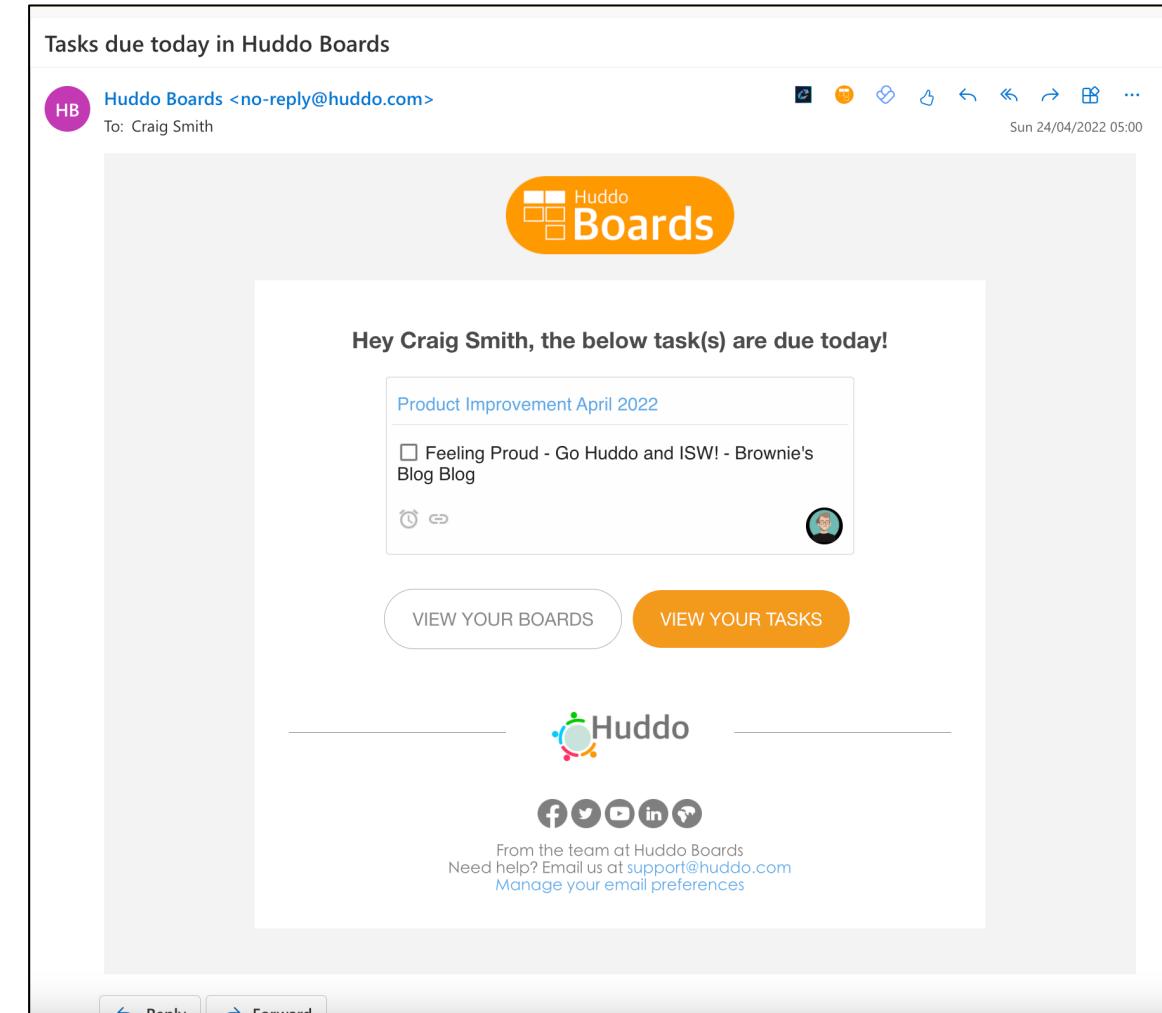
## Sticking to deadlines

As well as in-app notifications, setting Due Dates will also trigger Email Reminders.

These emails will be sent for all tasks/any task with a Due Date and where you are Assigned as a Member. The morning of a due task, you will receive an email notification on that task.

From the email you can either navigate to the associated Board or go directly to the task itself.

## Due Date Reminder Emails



# Sticking to deadlines

Setting Due Dates to tasks triggers deadline related notifications. You can manage preferences related to the email notifications in your settings.

Go to your Profile icon on the top-right, click to expand the User Options and then select 'Email Preferences'

# Managing Due Date Reminders

NEW

The screenshot shows a digital workspace interface for managing a campaign. At the top, there's a navigation bar with the Huddo Boards logo and a search bar. Below the navigation is a Kanban board titled "VoltMx Campaign" with three columns: "Phase 1: Awareness/Field Service...", "Phase 2: September Workshop", and "Phase 3: Nurture Content". Each column contains several cards representing tasks, each with a due date and a small profile picture. To the right of the board, there's a sidebar with a user profile for "Craig Smith" and a list of options under "User Options". The "Email Preferences" option is highlighted with a pink box. At the bottom right, there's a color palette labeled "Colours".

# Sticking to deadlines

# Viewing due dates: Board view

Once you have Due dates set for cards/tasks, you can use the Toolbar to view' Todos by Date'.

This changes columns to due dates, without needing colour labels and keeping your original columns/lists intact.

Tasks without Due Dates are put into a 'No Date' column. This helps you isolate any tasks that don't have Due Dates but should, without needing to check each card individually.

The screenshot shows a digital project management board with a sidebar on the right. The board is organized into four columns based on due dates:

- No Date:** Contains tasks like "Select Project Members" (checked), "Win market shares" (unchecked), "Initiate the project" (unchecked), "Design Solar Panel Panels" (checked), "Design Solar Panel Stands" (checked), and "Support Beams" (unchecked).
- Overdue:** Contains tasks like "Design Assembling Material" (checked) and "Go to Market with the New Solar Panel!" (unchecked).
- Today:** Contains tasks like "Project Completion Criteria Defined" (unchecked), "review the supplier list" (unchecked), "Solar Panel locations" (unchecked), and "New Solar Panel Design" (unchecked).
- Tomorrow:** Contains tasks like "Planning phase for new start" (unchecked).

The sidebar on the right includes the following sections:

- Board:** (highlighted with a pink border)
- Assignments:**
- Todos by Date:** (highlighted with a pink border)
- MindMap:**
- Timeline:**
- Activity:**
- Archived:**
- Recent Updates:**
- Members:**
- Colours:**
- HubSpot Integration:**
- Important/Due Soon:**
- Email:**
- Graphic Design:**
- In-progress:**
- Paid Marketing:**
- Content Writing:**

# Sticking to deadlines

Once you have Due dates set for cards/tasks, you can use the Toolbar to view' Todos by Date'.

This changes rows to due dates, without needing colour labels and keeping your original lists intact.

Tasks without Due Dates are put into a 'No Date' row. This helps you isolate any tasks that don't have Due Dates but should, without needing to check each card individually.

# Viewing due dates: Activity view

Expand All Collapse All

- Overdue
- Today
- Tomorrow
- Later This Week
- Next Week
- Later This Month
- Future
- No Date

Activity

Todos by Date

Overdue

Today

Tomorrow

Later This Week

Next Week

Later This Month

Future

No Date

Archived

Recent Updates

Members

Colours

Onboarding Feature/Early On

Customer Request

Rubbish Feature that needs fixing

Most Appealing

Simple

Medium Effect

Big Effect

<https://kudosboards.com/board/5b99218a22212c00118424c9/activity/due>

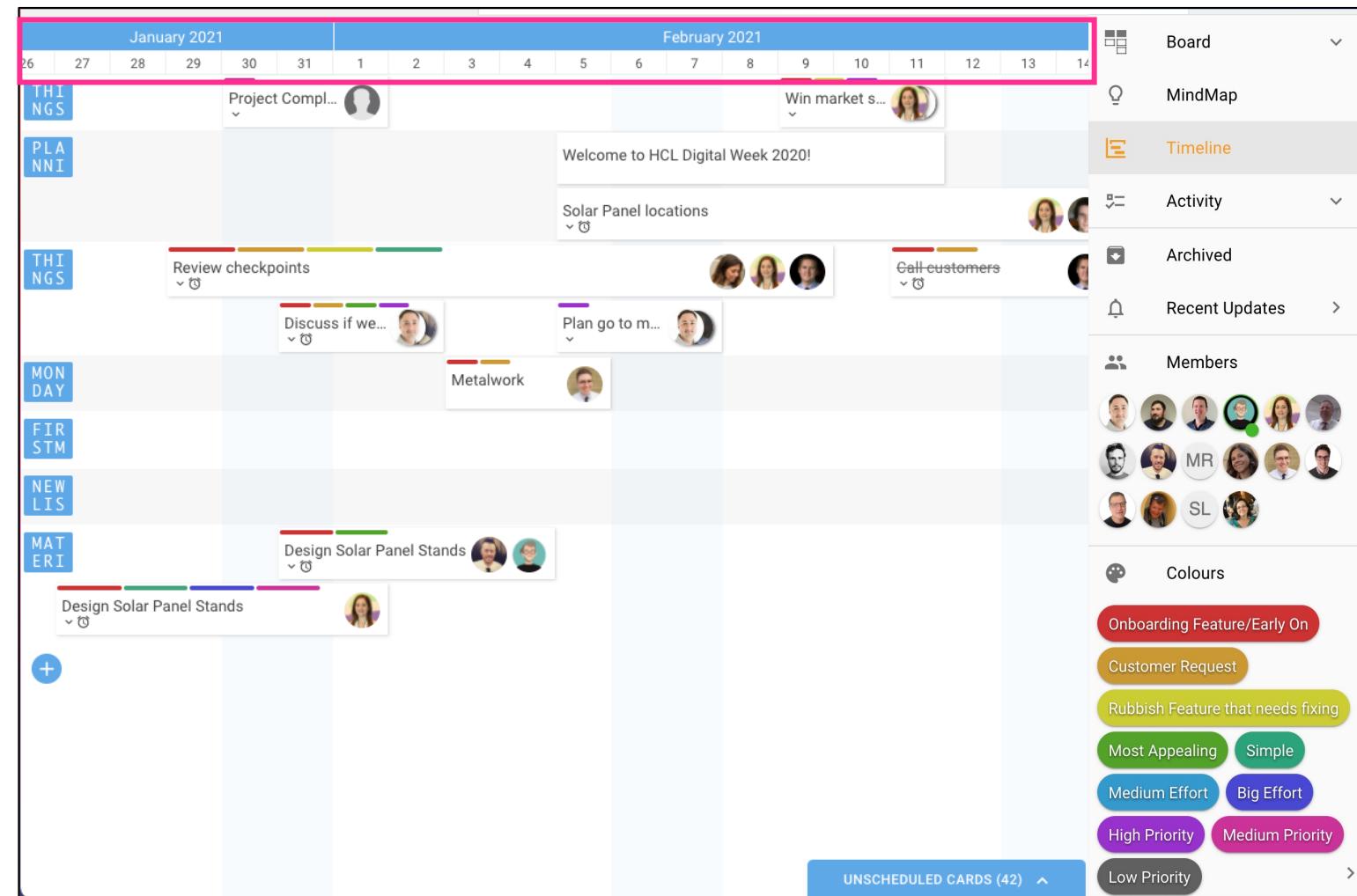
# Sticking to deadlines

The Timeline view is specifically developed to manage multiple tasks with different deadlines.

Here cards are extended across a scrolling calendar, so you can see what tasks are due across your Board.

Move tasks, change assignments or add labels to help manage all your associate deadlines. This enables you to manage resources and remove any bottlenecks.

# Managing multiple deadlines



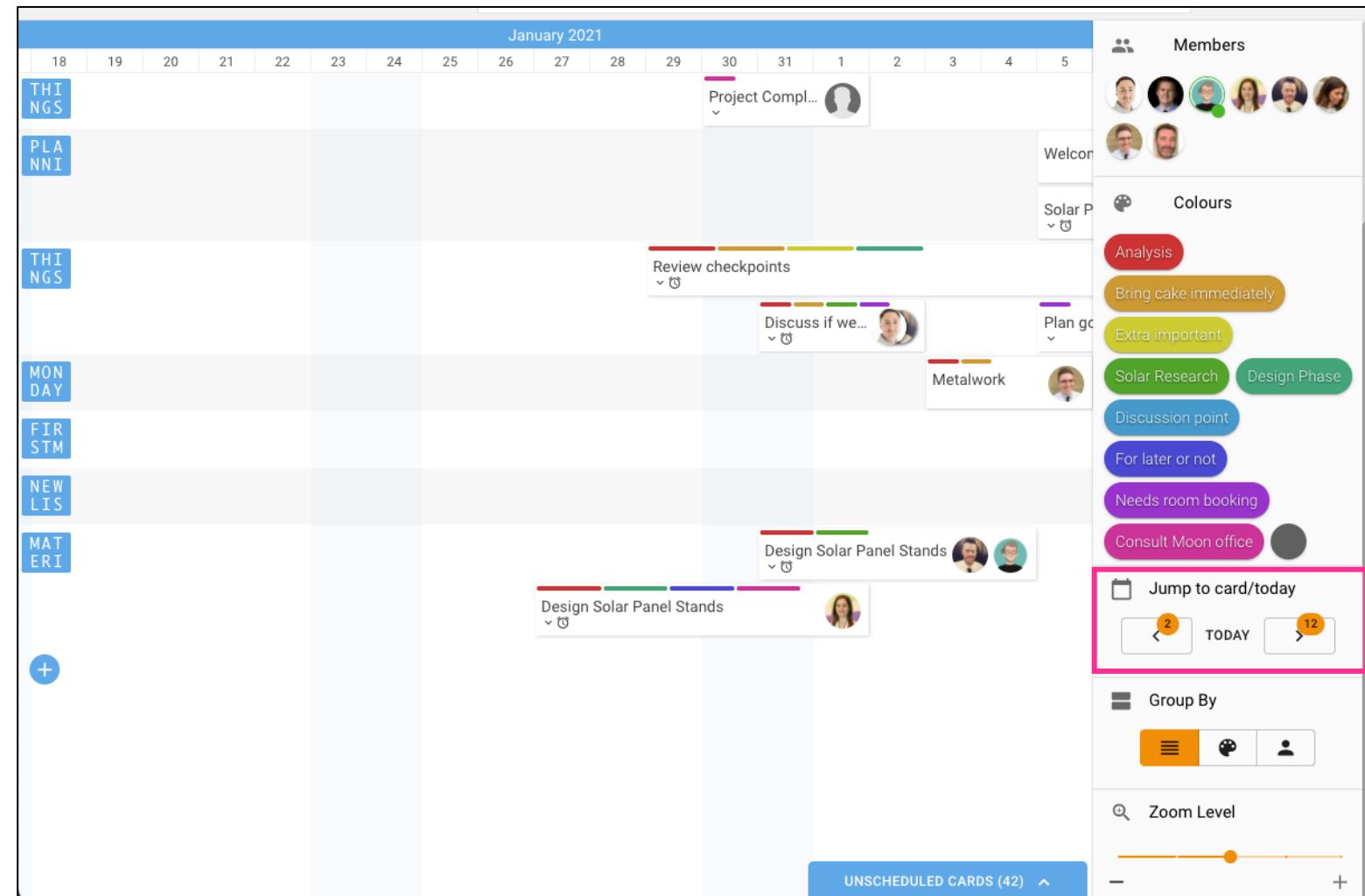
# Sticking to deadlines

# Upcoming tasks in Timeline

In the Timeline view, rather than scrolling you can use the right-hand toolbar to see where tasks are in relation to your current date.

Quickly tell how many tasks are before and after your current view so you can see where are tasks against your timeline.

Click the arrows to jump to the task, to save you scrolling and searching for it.



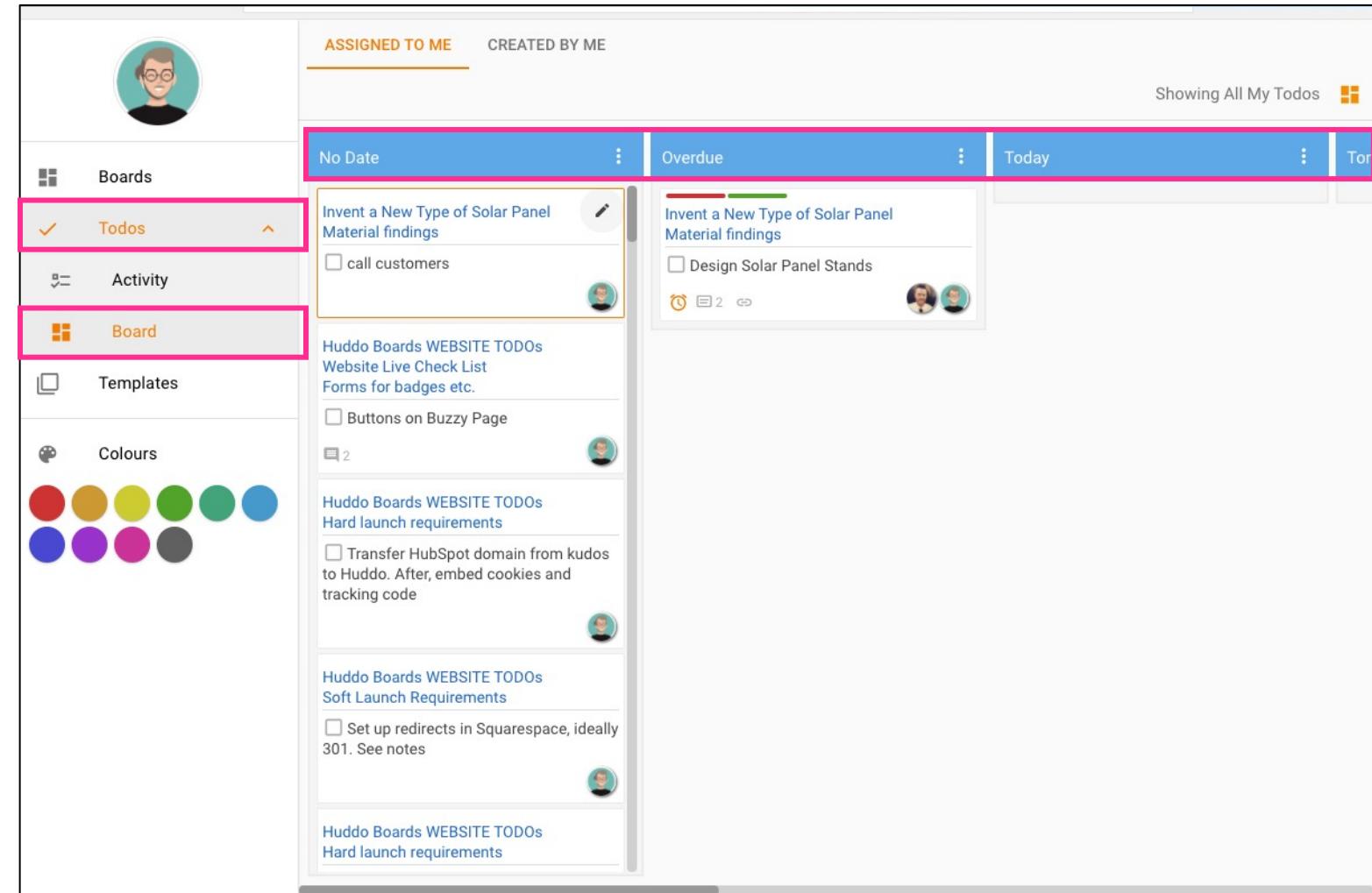
# Sticking to deadlines

# Deadlines across multiple Boards

You may have multiple deadlines on tasks across several open or active Boards.

Click on 'Todos' and 'Board' view within your Dashboard to see a Kanban Board of all your tasks within grouped deadline columns. This helps you manage all your tasks without needing to go in and out of all your Boards individually.

From this view you can also update cards and change dates, assignments and any labels.



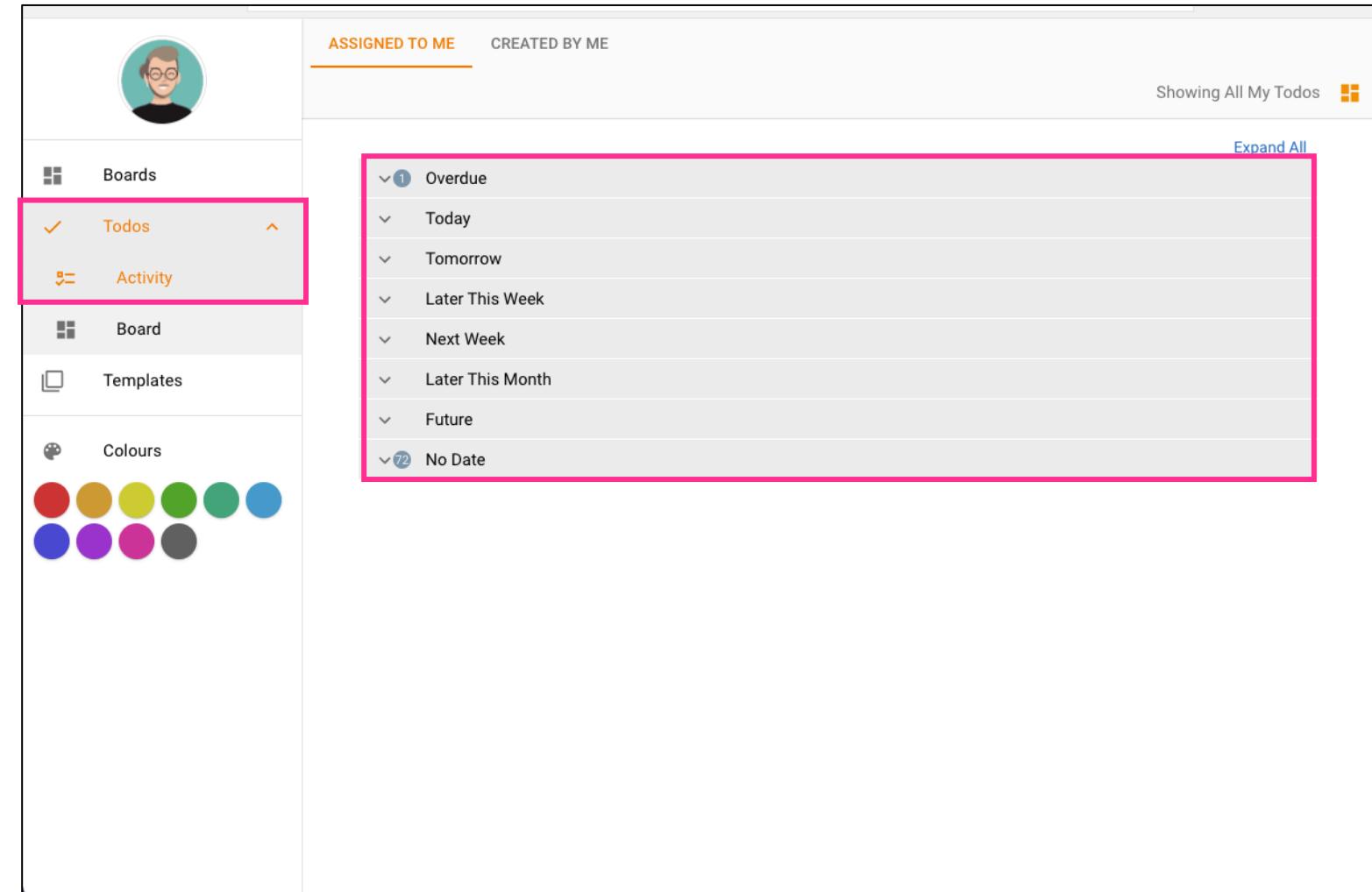
## Sticking to deadlines

You may have multiple deadlines on tasks across several open or active Boards.

Click on ‘Todos’ and ‘Activity’ view within your Dashboard to see a list of all your tasks within grouped deadline rows. This helps you manage all your tasks without needing to go in and out of all your Boards individually.

From this view you can also update cards and change dates, assignments and any labels.

## Deadlines across multiple Boards



# Sticking to deadlines

Task Dependencies only allow you to mark a task as 'completed' when other related tasks have been completed first.

Hover over a card to display quick options, and click the blue arrow icon →



# Setting Task Dependencies: In Timeline

NEW

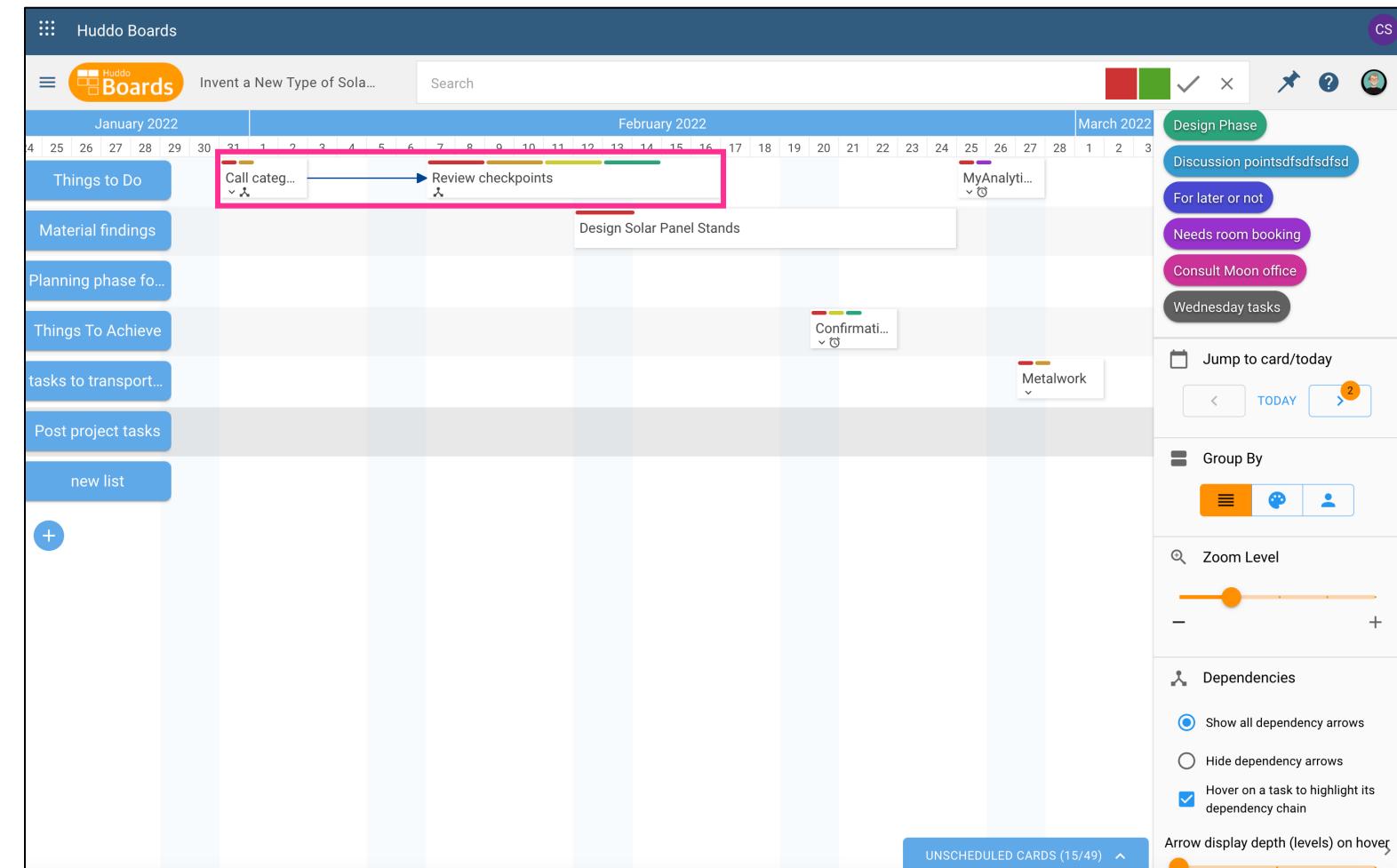
The screenshot shows a digital timeline from January 2022 to March 2022. A task card for 'Call category...' is selected and highlighted with a pink border. A blue arrow icon is placed on the timeline between the end of 'Call category...' and the start of 'Review checkpoints'. A tooltip appears above the arrow, stating 'Create dependency: drag to another task to make it wait on completion of this task'. To the right of the timeline, a sidebar displays various task cards categorized by color and status. The sidebar includes sections for 'Design Phase', 'Discussion points', 'For later or not', 'Needs room booking', 'Consult Moon office', and 'Wednesday tasks'. It also features navigation buttons for 'Jump to card/today', 'Group By', 'Zoom Level', and 'Dependencies' settings. At the bottom of the sidebar, there is a section for 'Arrow display depth (levels) on hover' with a slider and a preview area.

## Sticking to deadlines

This dependency here shows that in order to complete 'Review checkpoints' the task 'Call category A customers' needs to be completed first.

# Setting Task Dependencies: In Timeline

NEW



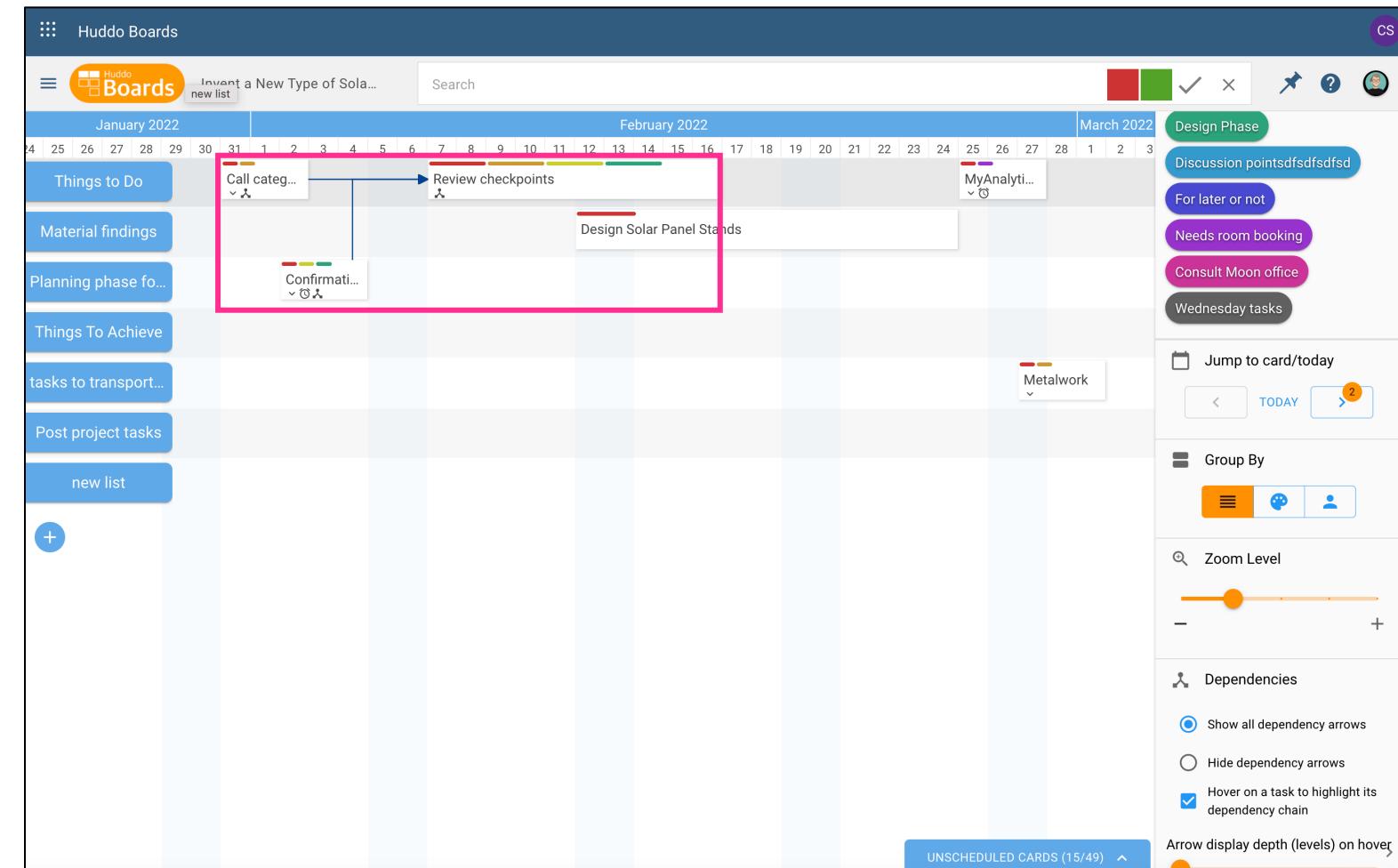
# Sticking to deadlines

One task can have multiple dependencies, i.e. 'Review Checkpoints' can be dependent on 'Call category A customers' AND 'Confirmation of Supplier Pricing'.

Both 'Call category A customers' and 'Confirmation of Supplier Pricing' tasks need to be completed in order to complete 'Review Checkpoints'.

# Setting Task Dependencies: In Timeline

NEW



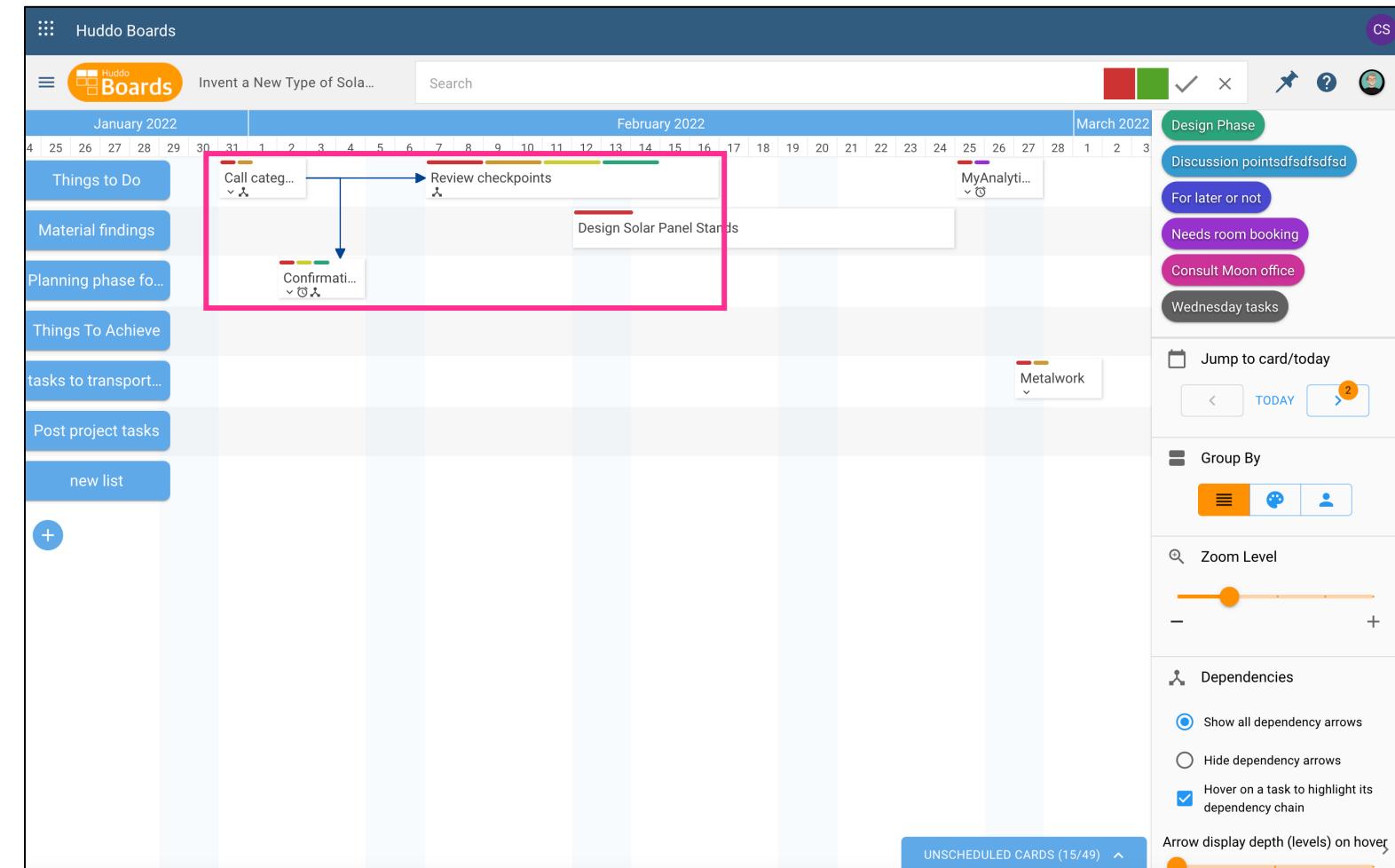
# Sticking to deadlines

Two tasks can be dependent on the same task, i.e. ‘Confirmation of Supplier Pricing’ and ‘Review checkpoints’ are dependent on ‘Call category A customers’.

Both ‘Confirmation of Supplier Pricing’ and ‘Review Checkpoints’ cannot be marked as complete until ‘Call category A customers’ has been completed.

# Setting Task Dependencies: In Timeline

NEW



## Sticking to deadlines

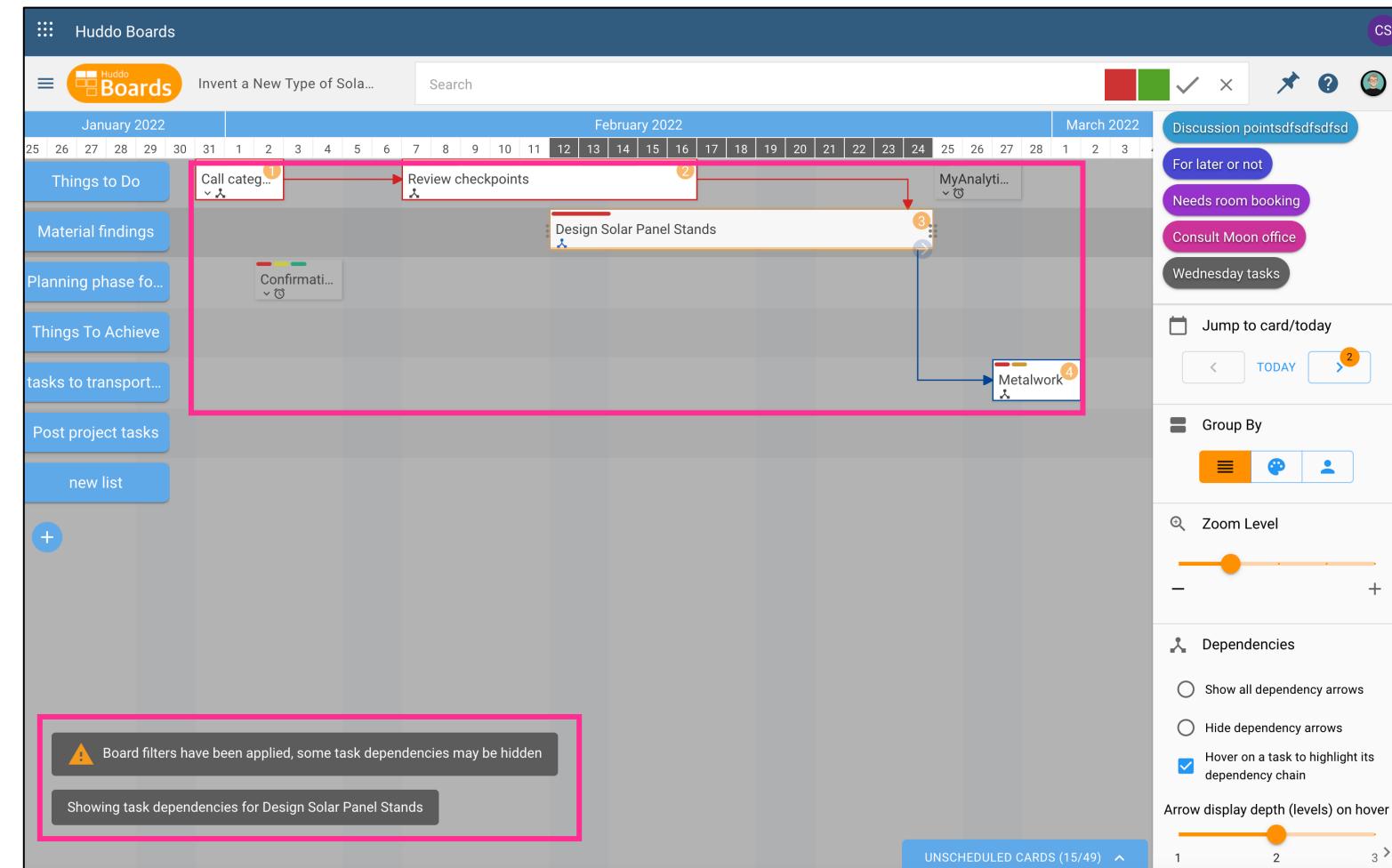
Hover over a task to highlight all related dependencies.

Numbers in an orange circle will appear on each card to show the order of those dependencies.

An error will appear if you have a filter applied, warning you that some cards/tasks within the dependency chain could be hidden by the filter.

# Setting Task Dependencies: In Timeline

NEW



# Sticking to deadlines

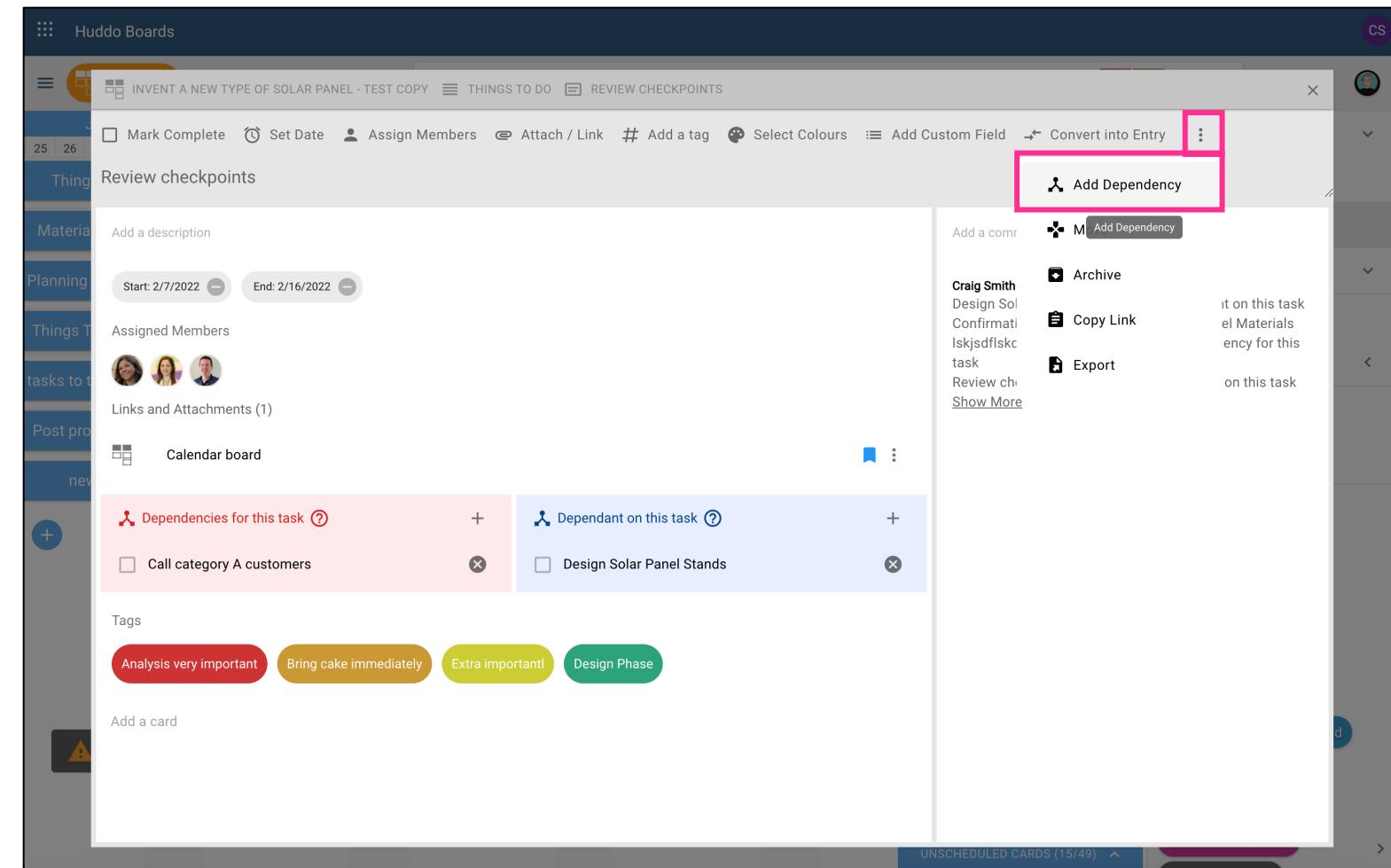
For all other views, Task Dependencies are applied within the expanded Card Options window.

Click on the 3-dot icon  to show more options and click 'Add Dependency'

 Add Dependency

# Setting Task Dependencies: Within Card Options

NEW



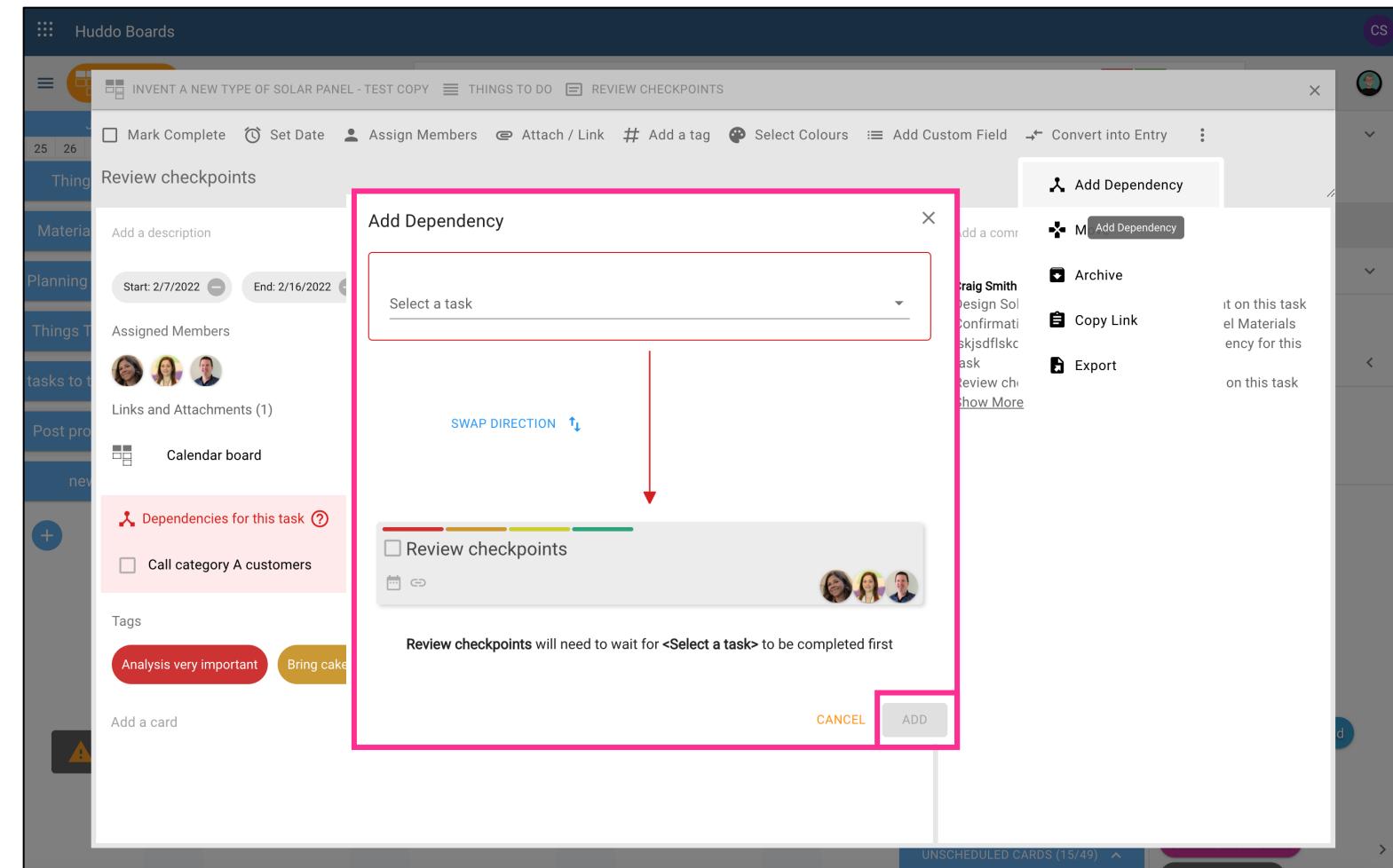
## Sticking to deadlines

Select a task from the drop-down menu, choose the direction and click 'Add'.

At present, the selected task will need to be completed in order to complete 'Review checkpoints'.

# Setting Task Dependencies: Within Card Options

NEW



# Sticking to deadlines

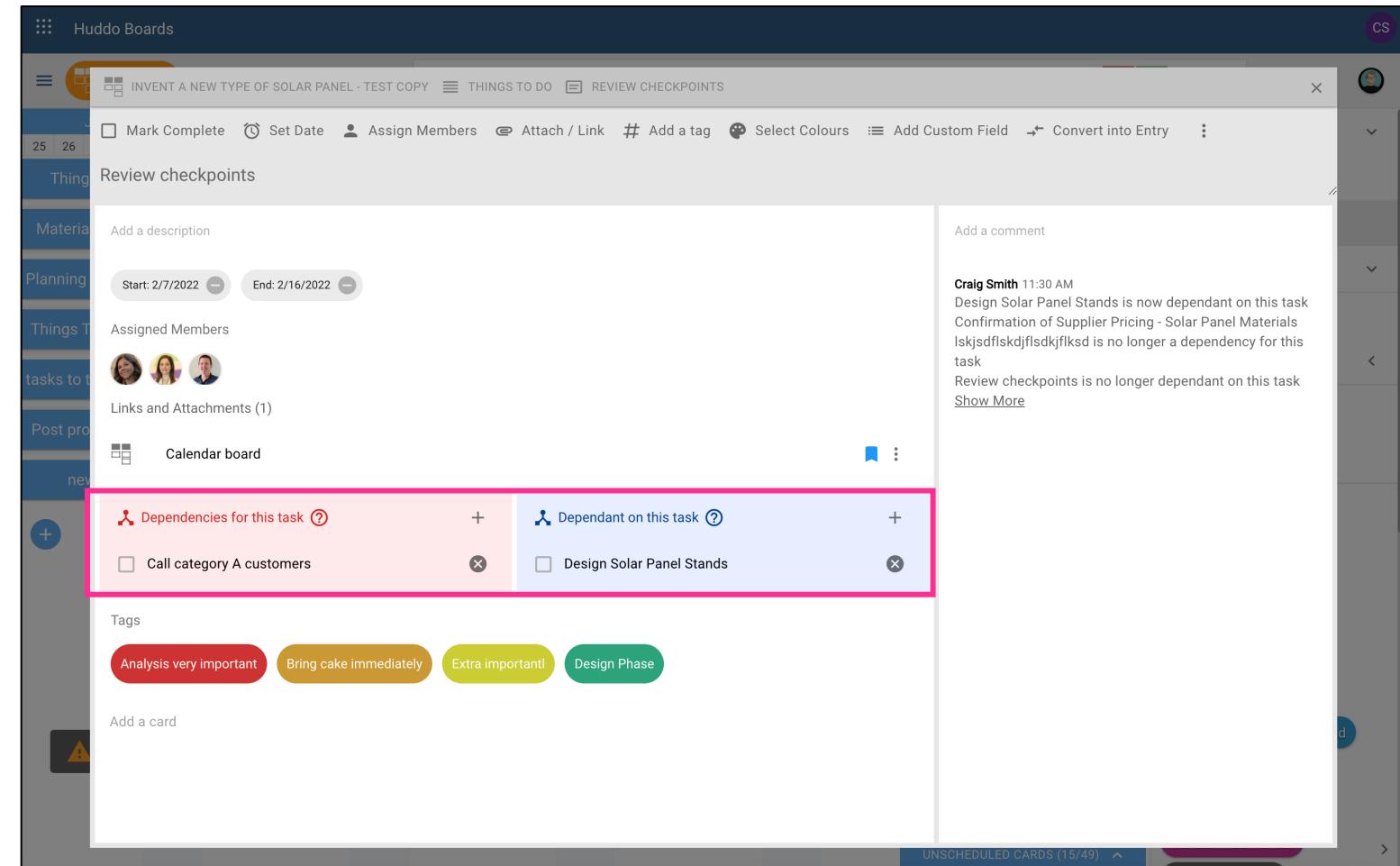
Related dependencies are displayed in the card options itself.

RED shows cards/tasks which need to be completed in order to complete this task. i.e. steps in the chain before this card.

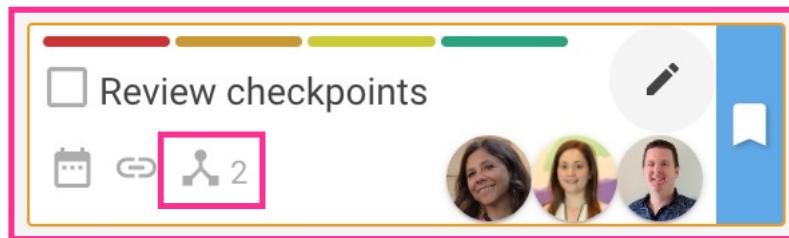
BLUE shows cards/tasks which cannot be completed until this card/task is completed. i.e. steps in the chain after this card.

# Setting Task Dependencies: Within Card Options

NEW



# Sticking to deadlines



Cards with dependencies display this icon  with a number. The number shows how many related cards/tasks are in the dependency chain.

# View Task Dependencies: Kanban

NEW

Huddo Boards

Invent a New Type of Sola...

Search

CS

Things to Do

Material findings

Planning phase for new start

Things To Achieve

MindMap

Timeline

Activity

Archived

Recent Updates

Members

Colours

Add a card

Analysis very important

Bring cake immediately

Extra important

extra important tasks

Design Phase

Discussion pointsdfsdfsd

For later or not

Needs room booking

Consult Moon office

Wednesday tasks

https://boards.huddo.com/board/62c2a90e816dd504d28354a9/kanban

# Sticking to deadlines

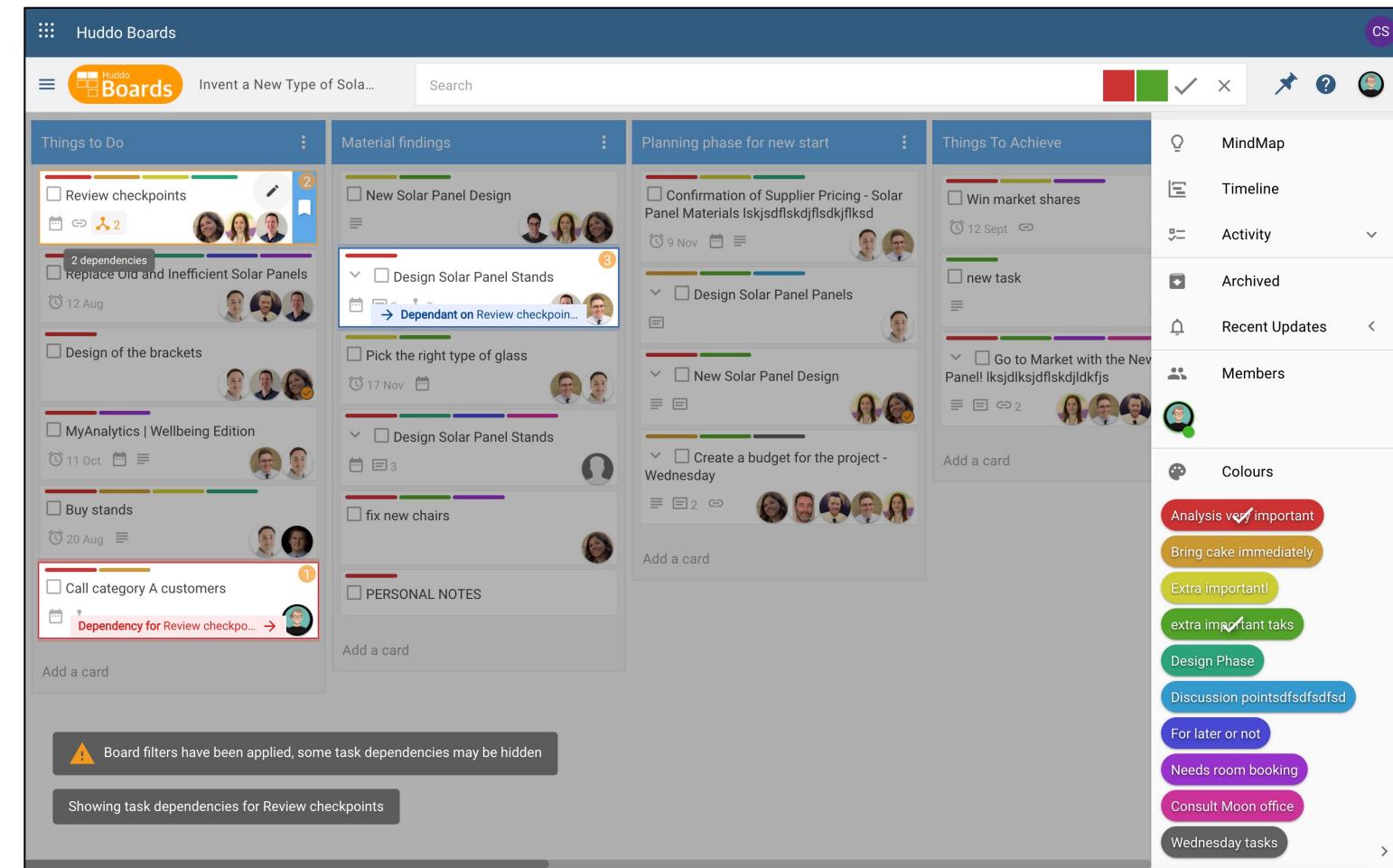
Hovering on the dependency icon  will highlight the related cards/tasks in that dependency chain. Orange circles with numbers display chain order.

RED shows cards/tasks which need to be completed in order to complete this task. i.e. steps in the chain before this card.

BLUE shows cards/tasks which cannot be completed until this card/task is completed. i.e. steps in the chain after this card.

# View Task Dependencies: Kanban

NEW



The screenshot shows a Kanban board interface for 'Huddo Boards' with four columns: 'Things to Do', 'Material findings', 'Planning phase for new start', and 'Things To Achieve'. A tooltip at the bottom indicates 'Showing task dependencies for Review checkpoints'.

- Things to Do:** Contains cards for 'Review checkpoints' (with 2 dependencies), 'Replace Old and Inefficient Solar Panels' (due 12 Aug), 'Design of the brackets', 'MyAnalytics | Wellbeing Edition' (due 11 Oct), 'Buy stands' (due 20 Aug), and 'Call category A customers' (with a dependency for 'Review checkpoints').
- Material findings:** Contains cards for 'New Solar Panel Design', 'Design Solar Panel Stands' (with a dependency from 'Review checkpoints'), 'Pick the right type of glass', 'Design Solar Panel Stands', 'fix new chairs', and 'PERSONAL NOTES'.
- Planning phase for new start:** Contains cards for 'Confirmation of Supplier Pricing - Solar Panel Materials' (due 9 Nov), 'Design Solar Panel Panels', 'New Solar Panel Design', 'Create a budget for the project - Wednesday', and 'Wednesday tasks'.
- Things To Achieve:** Contains cards for 'Win market shares' (due 12 Sept), 'new task', 'Go to Market with the New Panel!', and 'Wednesday tasks'.

A sidebar on the right lists various board filters and member information. A message at the bottom left states: 'Board filters have been applied, some task dependencies may be hidden'.

# Sticking to deadlines



Cards with dependencies display this icon with a number. The number shows how many related cards/tasks are in the dependency chain.

# View Task Dependencies: Activity

NEW

The screenshot displays a digital board titled "Huddo Boards" with the subtitle "Invent a New Type of Sola...". The main area shows a list of tasks under two columns: "Things to Do" and "Material findings".

- Things to Do:**
  - Review checkpoints (due 12 Aug)
  - Replace Old and Inefficient Solar Panels
  - Design of the brackets (due 11 Oct)
  - MyAnalytics | Wellbeing Edition
  - Buy stands (due 20 Aug)
  - Call category A customers
- Material findings:**
  - New Solar Panel Design
  - Design Solar Panel Stands
    - Pick the right type of glass
    - Design Solar Panel Stands
      - fix new chairs
  - PERSONAL NOTES

A sidebar on the right is titled "Activity" and lists various board sections: Assignments, Todos by Date, Archived, Recent Updates, Members, and Colours. Below these are several colored status bars with text labels such as "Analysis very important", "Bring cake immediately", "Extra important!", "extra important tasks", "Design Phase", "Discussion pointsdfsdfsdfsd", "For later or not", "Needs room booking", "Consult Moon office", and "Wednesday tasks".

# Sticking to deadlines

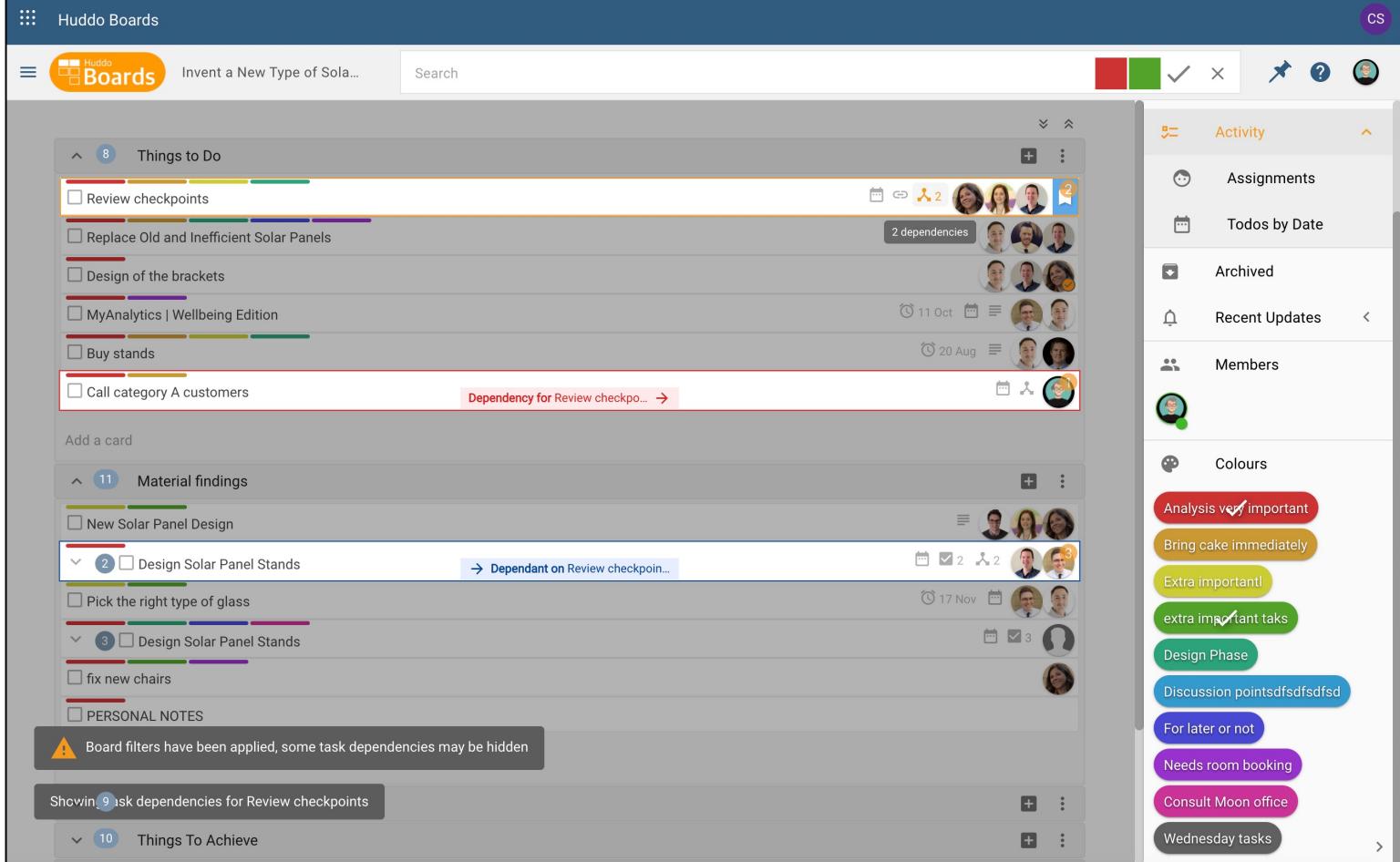
Hovering on the dependency icon  will highlight the related cards/tasks in that dependency chain. Orange circles with numbers display chain order.

RED shows cards/tasks which need to be completed in order to complete this task. i.e. steps in the chain before this card.

BLUE shows cards/tasks which cannot be completed until this card/task is completed. i.e. steps in the chain after this card.

# View Task Dependencies: Activity

NEW



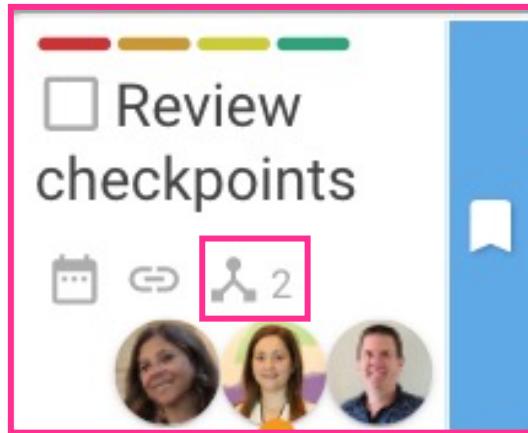
The screenshot shows a digital whiteboard interface for 'Huddo Boards' titled 'Invent a New Type of Solar Panel'. The main board displays several lists of tasks:

- Things to Do:**
  - Review checkpoints (highlighted in red)
  - Replace Old and Inefficient Solar Panels
  - Design of the brackets
  - MyAnalytics | Wellbeing Edition
  - Buy stands
  - Call category A customers (highlighted in red)
- Material findings:**
  - New Solar Panel Design
  - Design Solar Panel Stands (highlighted in blue)
  - Pick the right type of glass
  - Design Solar Panel Stands (highlighted in blue)
  - fix new chairs
- PERSONAL NOTES:**
  - A warning message: "Board filters have been applied, some task dependencies may be hidden".

A dependency chain is shown between 'Review checkpoints' and 'Design Solar Panel Stands': 'Review checkpoints' has a dependency arrow pointing to 'Design Solar Panel Stands' with the text 'Dependant on Review checkpoi...'. The 'Design Solar Panel Stands' card is highlighted in blue.

The right sidebar contains navigation links like 'Activity', 'Assignments', 'Todos by Date', etc., and a color palette for cards.

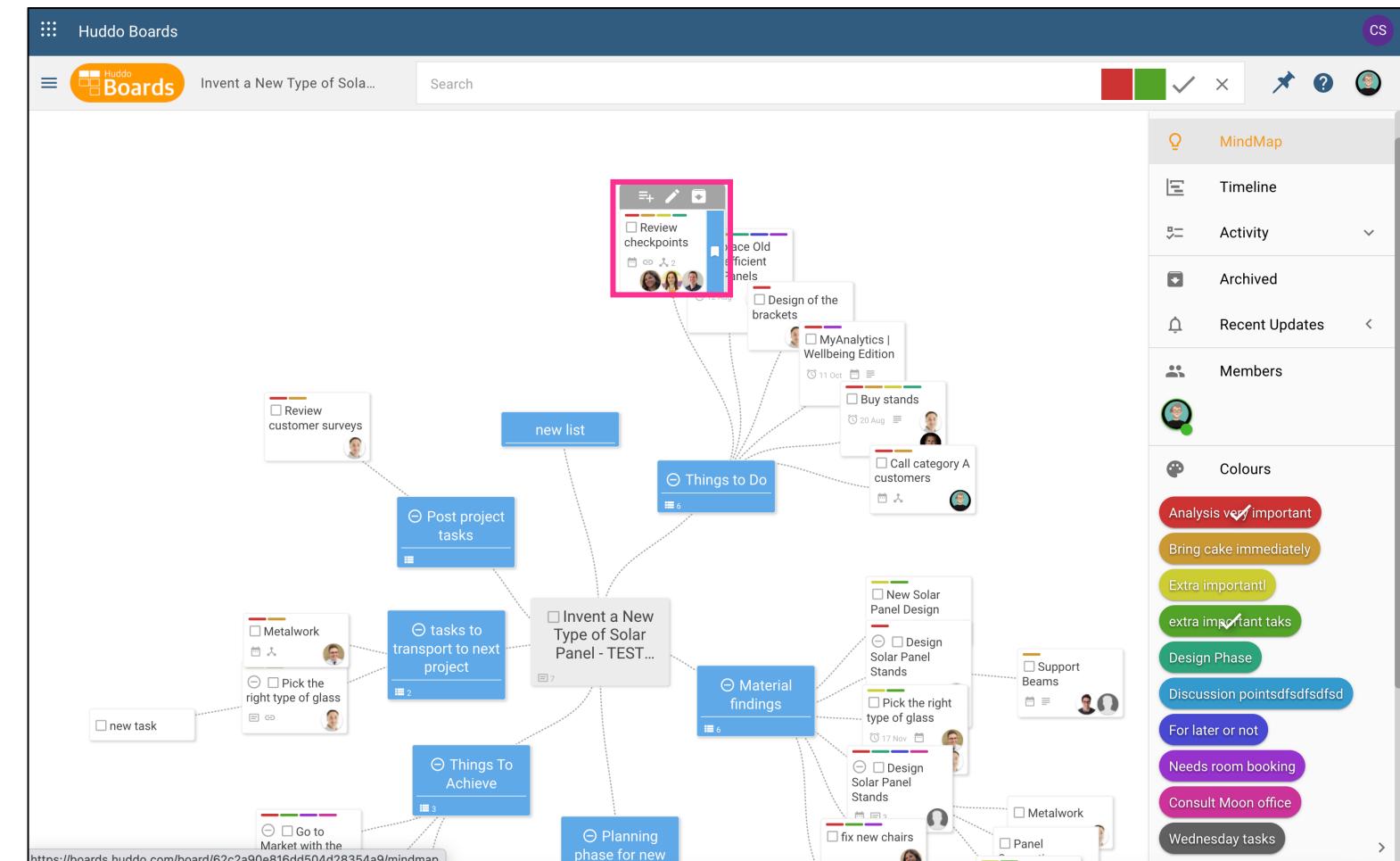
## Sticking to deadlines



Cards with dependencies display this icon with a number. The number shows how many related cards/tasks are in the dependency chain.

## View Task Dependencies: MindMap

NEW



# Sticking to deadlines

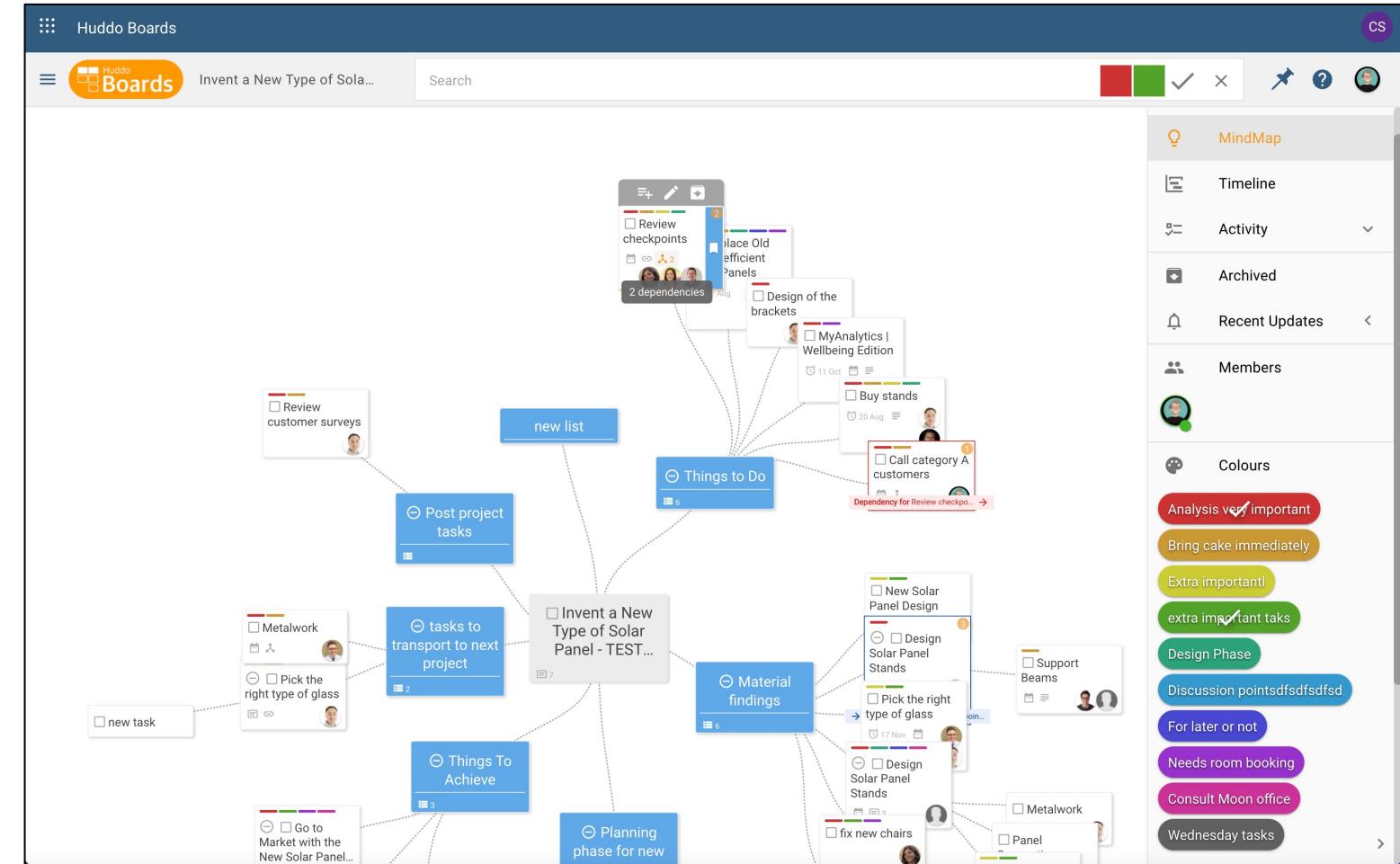
Hovering on the dependency icon  will highlight the related cards/tasks in that dependency chain. Orange circles with numbers display chain order.

RED shows cards/tasks which need to be completed in order to complete this task. i.e. steps in the chain before this card.

BLUE shows cards/tasks which cannot be completed until this card/task is completed. i.e. steps in the chain after this card.

# View Task Dependencies: Activity

NEW



# Feature glossary



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Add a tag to a Board	Page 29-31
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NEW

NEW  
NEW

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NEW



- ✓ Better features
- ✓ Better interfaces
- ✓ Better flexibility
- ✓ More user-friendly
- ✓ Fully integrates
- ✓ Cost effective
- ✓ Customer centric

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Let's talk Huddo

MON TUE WED THU FRI SAT SUN

28 29 30 31 1 2 3

4 5 6 7 8 9 10

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18 19 20 21 22 23 24

25 26 27 28 29 30 31

1 2 3 4 5 6 7



# Huddo on Huddo off



hello@huddo.com

