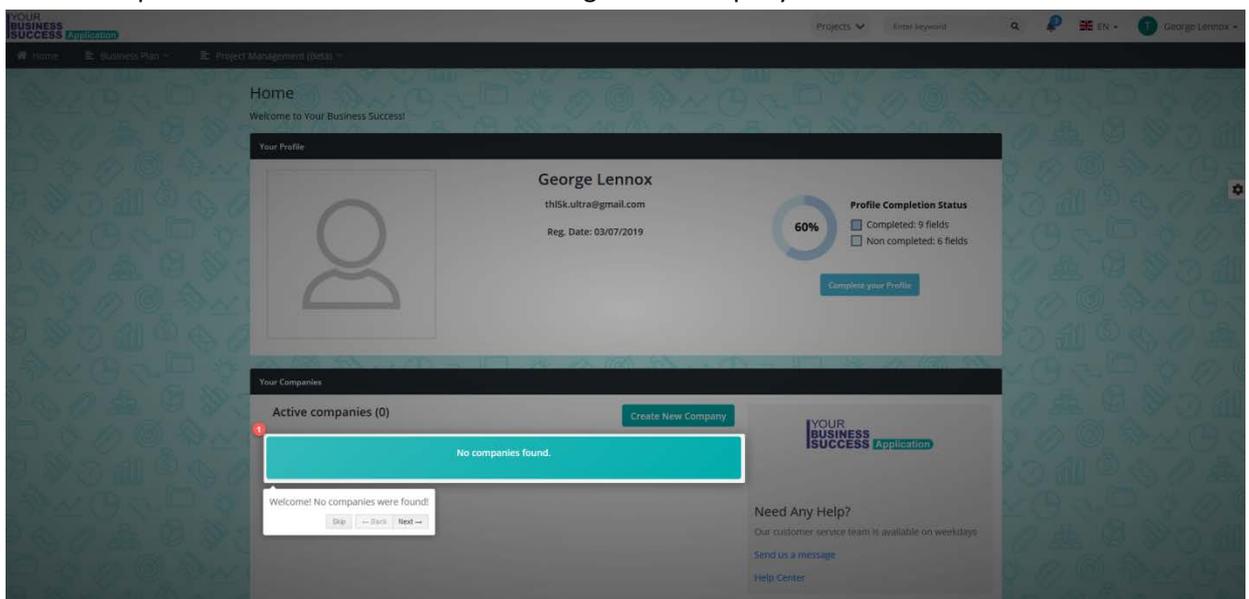


Your Business Success Short Guide

1. Firstly, we will access the application through the webpage: <https://app.ybsproject.com>
2. We will land in this login page



3. Then, we can log-in using the administrator credentials [zontos@gmail.com : 123] or Sign in through a Google account or a Facebook account as a simple client.
4. You will be presented with an intro about creating a new company.



- After following the steps, you will be able to create a new company. Select your preferences, and click save at the bottom of the page.

The screenshot shows the 'Create a new company' form in the YOUR BUSINESS SUCCESS Application. The form is set against a light blue background with a pattern of business icons. At the top, there is a navigation bar with 'Home', 'Business Plan', and 'Project Management (Beta)'. The main heading is 'Create a new company' with a sub-heading: 'What do you want to call this company? The name you enter here will appear on your pitch and your business plan.'

The form fields include:

- Company Name:** A text input field with the placeholder 'Enter your company name'.
- Description:** A rich text editor with a toolbar containing bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, and outdent icons. The text area is currently empty.
- Business stage:** A section with the question 'How far along is your business right now? This will help us make a few minor adjustments to your business plan outline.' It has two radio button options: 'New Company' (selected) and 'Up and running (a year or more)'.
- Start of forecast:** A section with the question 'Up and running (a year or more) When do you expect to start executing your business plan?'. It features two date pickers: 'month' and 'year'.
- Length of forecast:** A section with the question 'How many full years do you want your forecast to cover?'. It has two radio button options: '3 years' (selected) and '5 years'.
- Monthly detail:** A section with the question 'How many of those years do you want to use monthly vs. annual detail?'. It has three radio button options: '1 year of monthly detail' (selected), '2 years of monthly detail', and '3 years of monthly detail'.

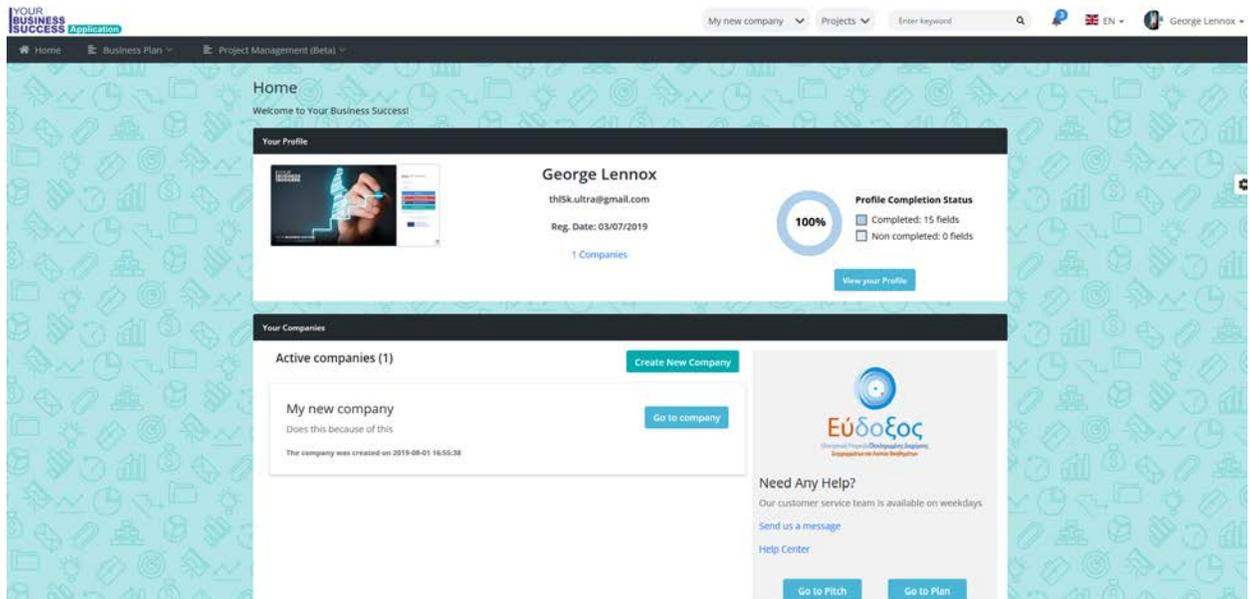
- After creating your company, you will be able to upload a logo, create a Pitch, create a plan, a new project or even delete the company.

The screenshot shows the 'My new company' profile page in the YOUR BUSINESS SUCCESS Application. The page has a light blue background with a pattern of business icons. At the top, there is a navigation bar with 'Home', 'Business Plan', and 'Project Management (Beta)'. The main heading is 'My new company' with a sub-heading: 'Home | Companies | Company Profile'.

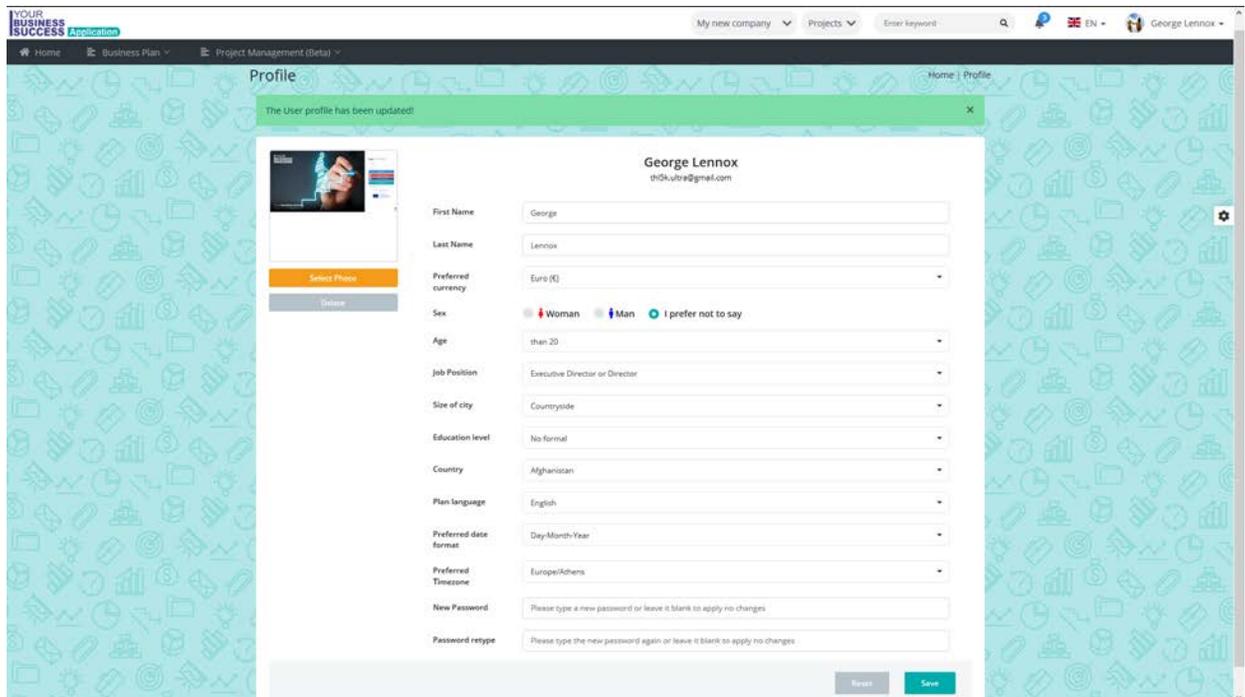
The form fields include:

- Company Name:** A text input field containing 'My new company'.
- Company logo:** A file upload area with a 'Browse...' button and the text 'No file selected.'. A logo for 'Εύδοξος' is displayed.
- Description:** A rich text editor with a toolbar containing bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, and outdent icons. The text area contains the text 'Does this because of this'.
- Actions:** A vertical list of buttons: 'Save' (green), 'Go to Pitch' (blue), 'Go to Plan' (blue), 'Projects' (blue), and 'Delete Company' (red).
- Business stage:** A section with the question 'How far along is your business right now? This will help us make a few minor adjustments to your business plan outline.' It has two radio button options: 'New Company' (selected) and 'Up and running (a year or more)'.
- Start of forecast:** A section with the question 'When do you want the first fiscal year in your forecast to begin? If you use the calendar year, be sure to start in January. Learn more'. It features two date pickers: '09' and '2020'.
- Length of forecast:** A section with the question 'How many full years do you want your forecast to cover?'.
- Monthly detail:** A section with the question 'How many of those years do you want to use monthly vs. annual detail?'.

7. There is also a quick access menu on the top of the page where you can quickly access your company's profile, pitch or plan.



8. On the top right of the application, you can see your language and name, as dropdown menus. By clicking on your name and "Edit profile" option, you can edit your profile and fill in your preferences, upload an image, and save.



- By clicking on Projects, either in the homepage or from the top quick access menu, you can enter your projects and create a new one. By filling in all the required fields, a new project is started, assigned to a user, to a company, with start dates and end dates, and also can be a sub project of another project.

The screenshot shows the 'New Project' form in the application. The form is titled 'New Project' and has a subtitle 'Here you can create a new project'. It includes the following fields and sections:

- Name:** A text input field with the placeholder 'Enter name for the new Project'.
- Business:** A dropdown menu currently showing 'My new company'.
- When will this project start?:** A date input field.
- When is this project estimated to end?:** A date input field.
- When will this project end?:** A date input field.
- Advanced settings:** A section with a dropdown for 'Subproject of' (showing 'Select an option') and a rich text editor for 'Description'.
- Identifier:** A text input field with a note: 'Length between 1 and 100 characters. Only lower case letters (a-z), numbers, dashes and underscores are allowed, must start with a lower case letter.' Below it is a checkbox for 'Public Project'.

Buttons for 'Save' and 'Submit' are located at the bottom right of the form.

- After creating a new project, you can create Work Packages for that project.

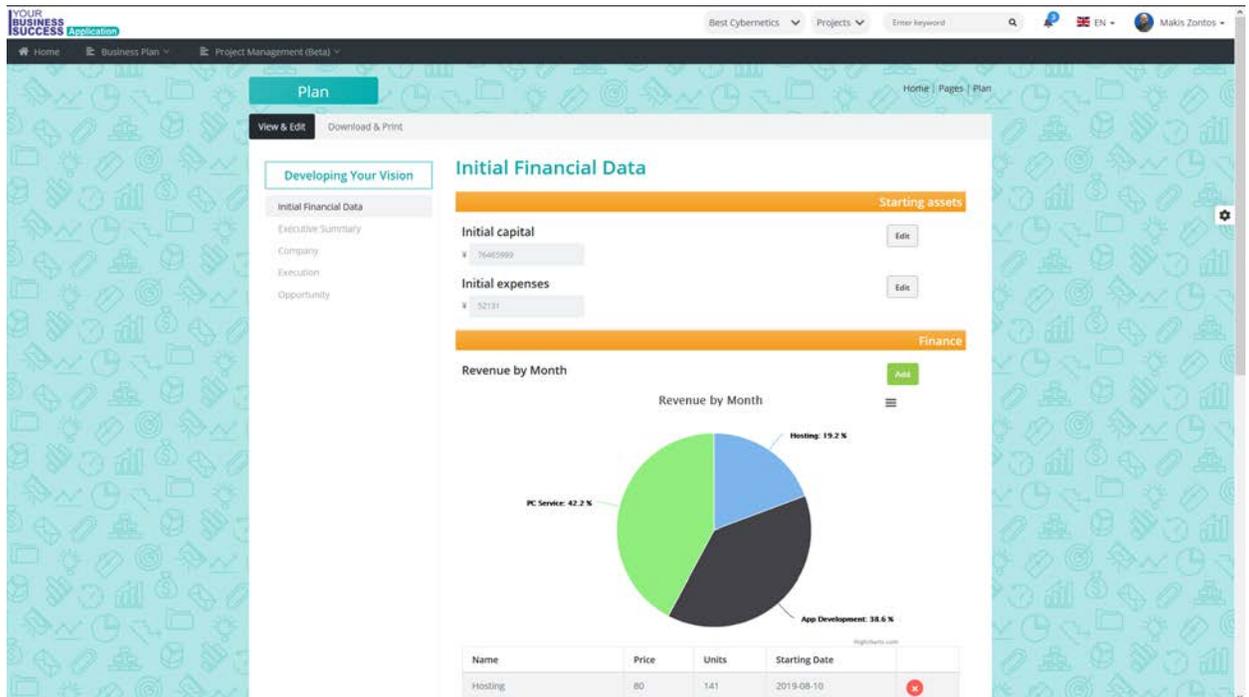
The screenshot shows the 'Work Packages' table in the application. The table has a search bar and a 'Show 10 entries' dropdown. The table contains the following data:

Progress	Status	Type	Assigner	Subject	Assignee	Deadline
0%	New	Task	Makis Zontos	TestTask	George Lennox	-
90%	In Progress	Milestone	Makis Zontos	Sample work package	George Lennox	2019-07-30

Below the table, it says 'Showing 1 to 2 of 2 entries'. There are 'Previous' and 'Next' navigation buttons.

- You can also edit projects and work packages, assign more people, change end dates or estimated end dates, and also progress values.

14. By entering the plan of your company, you will be able to edit your Initial Financial Data, Executive Summary, Company Structure, Execution or marketing and sales plan, Customer opportunity and advantages, and more.



15. Returning back in the Home page, you can reflect all your changes, access any of your options. If there are missing values from the profile that you just created, by logging in through another platform such as facebook or google, the application will inform you about the completion status, of your profile, and prompt you to fill it in.

