

MANUAL FOR WEB APPLICATION „E-learning tool“

Dear entrepreneurs,

We present you a short guide where you can find instructions and answers to frequently asked questions related to the registration and use of application „E-learning tool“.

If you do not find the answer to your problem, please contact us by e-mail support@tera.hr and write us a question, your name and registration data.

We wish you a successful development of your business plan.

I-Dare team.

Content

1.	Registration and login.....	4
1.1.	Registration.....	5
1.1.1.	Possible problems and solutions.....	5
1.2.	Login	6
1.2.1	Possible problems and solutions.....	6
2.	Use of application.....	7
2.1.	Editing personal information and password change	7
2.2.	Managing business plans.....	7
3.	Development of a business plan	9
3.1.	Navigation through pages for development of business plan.....	9
3.2.	Entering data into tables	11
3.3.	Poster.....	12
3.4.	Attachments.....	12
3.5.	Final actions	13
4.	Mentor role.....	15
4.1.	Becoming a mentor.....	15
4.2.	Managing users and business plans.....	15

1. Registration and login

The first step you need to take to access the application is to click the link or type the address in your Internet browser address bar. Homepage shown in Figure 1 will open. To start the registration procedure or to log in, click on "Log in" button which is located at the top right corner.

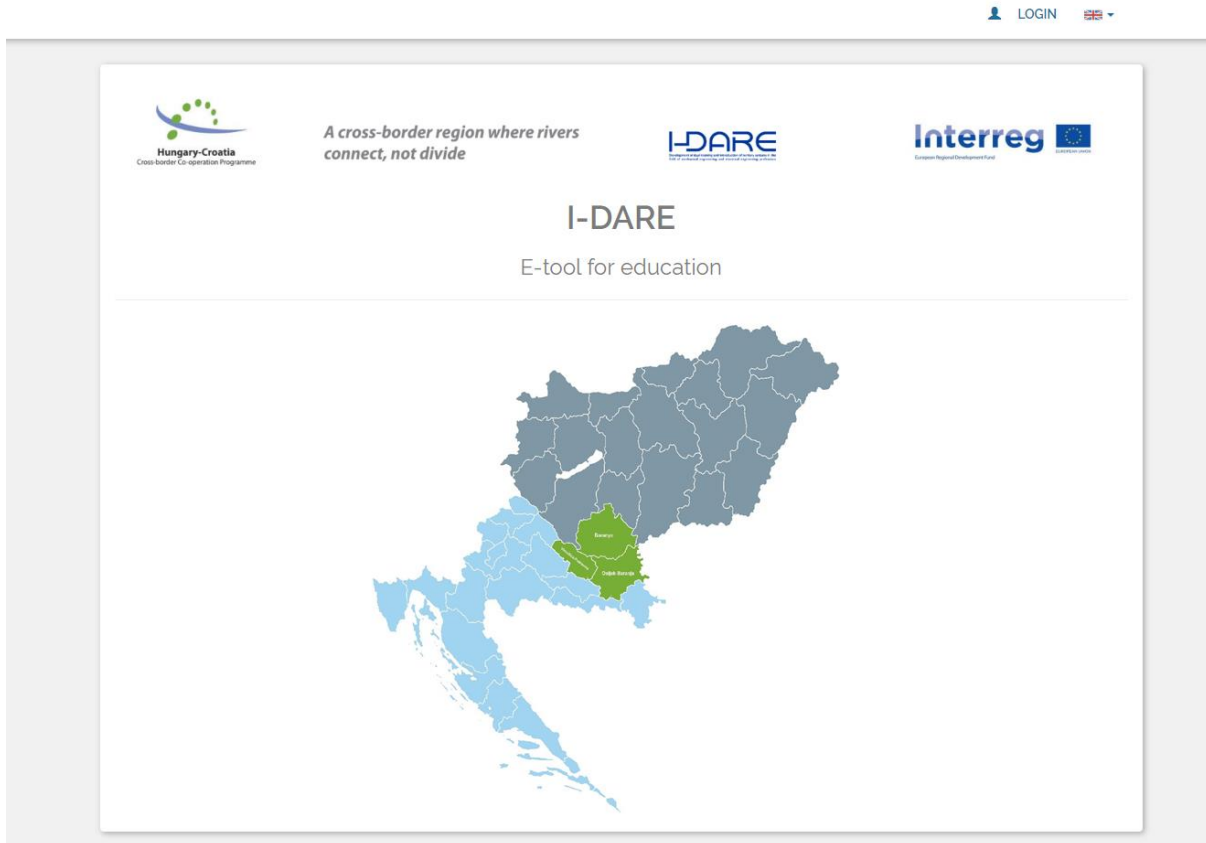


Figure 1: Home page

After that, a new page will open (Figure 2). From this window, it is possible to start the registration by clicking on the "REGISTER" button or log in by entering a username (e-mail address) and password with which you previously registered in the system, and clicking on the "Log in" button. If you have forgotten the password, click the "Password Recovery" button.

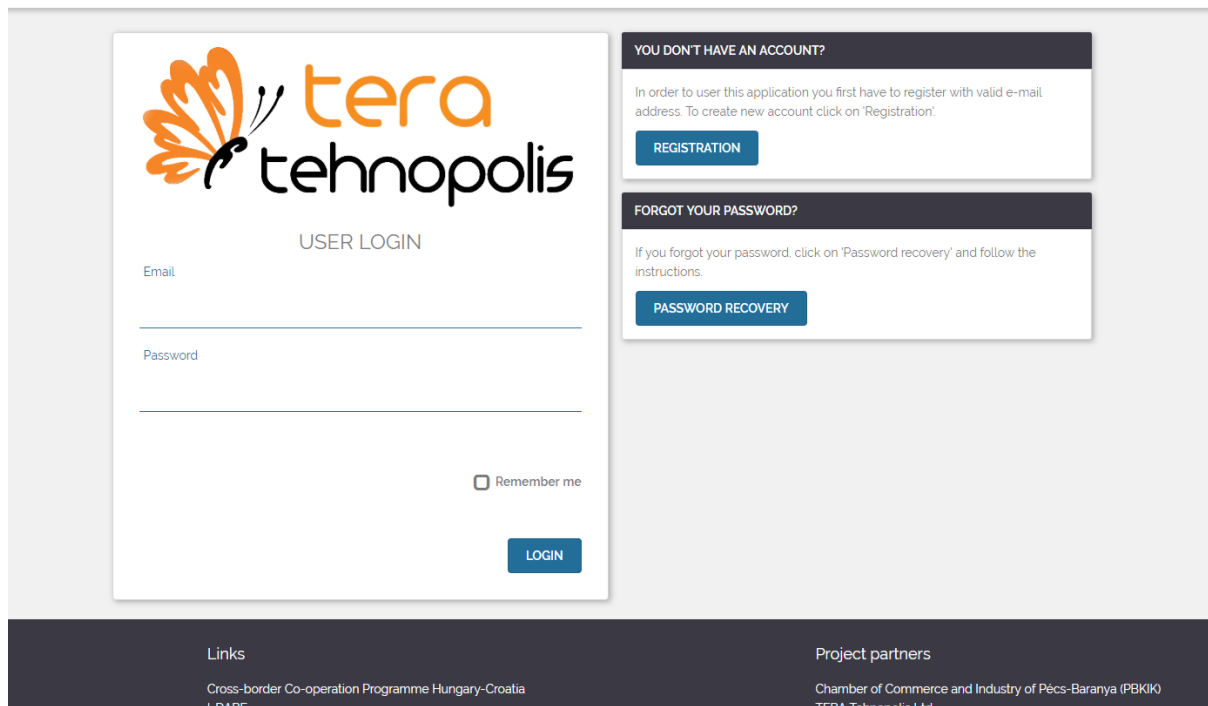


Figure 2: Login screen

1.1. Registration

By clicking on "Registration" button, a window with the registration form for a new user opens. On the left side of the window, some fields need to be fulfilled to register a new user, and on the right side of the window, you can read legal conditions.

TIP! To register successfully, you need to fill in the fields marked with an asterisk (*), other fields are optional. After filling out the fields and accepting the legal conditions, you need to click on the button "Register". If all of the input fields are filled in correctly, a window will open indicating that your account is not yet activated.

An automatically generated e-mail notice is sent to an e-mail address you have entered during registration. The e-mail contains hyperlink "[here]", and by clicking it, you are confirming your registration, and your account is activated. You must click the "[here]" hyperlink within 24 hours after registration; otherwise your account will be deleted. After clicking the hyperlink, you are automatically logged in and redirected to the home page of the application.

1.1.1. Possible problems and solutions

- After clicking the "REGISTRATION" button, you don't get to the page about activation.
 - It is necessary to check whether all the required fields (marked with the asterisk (*)) are filled in, and are all the fields filled in correctly. After clicking "REGISTRATION", incorrectly filled or empty (but otherwise required) fields will be marked with error (in red) or your browser will notify you.
- Did not receive an e-mail to confirm registration.
 - It is necessary to check the inbox of the email address given in the field "Email" of the registration form.

Manual for web application „E-learning tool“

- If the e-mail is not in your inbox, check folder spam (Spam / Junk E-mail).
- Check your other e-mail accounts that you use because there is a possibility that you wrote different e-mail address during registration.
- try to register again with the e-mail you used the first time, if you get an error that the e-mail is taken, you can try again with the same e-mail after approximately 48 hours
- You have received e-mail but hyperlink "[here](#)" is not responding.
 - You need to open an e-mail in the HTML form.
- If you encountered a problem that is not listed above, send us an e-mail indicating the problem, your full name and your username (email address given during registration) to support@tera.hr.

1.2. Login

In the "LOGIN" window it is necessary to correctly enter a username (e-mail address) and password you specified during the registration. By clicking on "LOGIN" button you can start using the application.

1.2.1 Possible problems and solutions

- After click on "LOGIN" button you are not able to access the application.
 - Make sure you entered correctly your username (e-mail address) and password (Check if the Caps Lock is on!).
- Forgot your password?
 - If you have forgotten your password, click on the "Password Recovery" button and follow the instructions.
- If you encountered on problem that is not listed above, send us an e-mail indicating the problem, your full name and your username (e-mail address given during registration) to support@tera.hr.



2. Use of application

After successful login, a page listing your business plans will open. On the menu (at the top), you have the links to your profile (to edit your data), list of your plans (to manage your business plans), language (to change the application language) and an option to log out from the system.

2.1. Editing personal information and password change

To edit your data, open “Profile” page by clicking a drop-down button (marked with the user icon) and clicking “Profile”.

To change your password, click on the drop-down button in the top right corner of the profile page (marked with the cog icon) and then click the "Change Password" button. Page for changing your password, containing fields for entering a new password and entering the confirmation of the new password, will open. Click the "Save" button to confirm the password change. After successful password change, you will be redirected to the home page.

To edit your data, click on the "Edit" button, then enter the desired changes and click the "SAVE" button if you are satisfied with the changes made, otherwise click the "CANCEL" button.





















2.2. Managing business plans

To manage business plans, click on the "MY BUSINESS PLANS" on the menu.

To create a new business plan, click on the "ADD BUSINESS PLAN" button and a new page will open containing a field for entering the name of the new business plan. Enter the name of the new business plan and click the "ADD BUSINESS PLAN" or press “enter”. You can also check the “Apply for ‘Be the Role Model’” checkbox if you wish (sometimes it will be automatically checked and required). By clicking the info icon next to “Apply for ‘Be the Role Model’” checkbox, a description will be shown. To access the list of existing business plans, click on the "MY BUSINESS PLANS" button and a page with the list of existing business plans will open (Figure 3). You can order business plans in alphabetical order by "Business plan title", "Status" or by dates such as “Created at” or “Last changed”. You can also search business plans by name (in the input right below “Business plan title”). Deleting a business plan is done by clicking on the “Delete” (trash icon) next to the business plan that you want to delete. The additional dialogue box is open when you click on the button where you must confirm the deletion by clicking "Yes, delete", or abort deletion by clicking "No, keep".

Business plans

Status: Competition year:

Business plan title 	Status 	Competition year 	Created at 	Last changed 	'Be the Role Model'	
<input type="text" value="Filter by Business plan title"/>						
Plan testni	Unfinished	2018	18.4.2018 22:17	25.7.2018 14:33	No	  
Male fazanjerije na poljoprivrednim gospodarstvima	Unfinished	2018	1.7.2018 09:21	20.7.2018 13:54	No	  
Testiranje plana	Unfinished	2018	5.7.2018 13:02	17.7.2018 14:29	No	  
Test plan	Unfinished	2018	9.7.2018 14:40	17.7.2018 14:24	No	  
Naziv test	Unfinished	2018	2.7.2018 12:54	2.7.2018 13:04	No	  

5 records

[ADD BUSINESS PLAN](#)

IMPORTANT NOTE

- When completed, fully developed business plan represents authorship that must be taken into account when using. If you are hiring the consultant or a specialized institution, don't forget to contractually regulate copyrights
- Fully developed business plan contains information that potentially have significant financial value. When using and distributing printed and electronic versions of the plan refer to the confidentiality of information. There are several important instruments of keeping information confidential:
 - Professional secrecy

Figure 3: Business plans list

On this page, you can download your business plan in PDF format by clicking on the button “Print” (printer icon). You can also download the poster (.docx) of your business plan by clicking “Make poster” button (image icon, next to “Print”).

TIP! If you need your business plan in a word format, after you download PDF you can convert it to Word for free on the Internet sites that provide that service, such as <https://online2pdf.com/pdf2word>.

3. Development of a business plan

On all the pages of a business plan development, there are brief hints in the input fields that explain what needs to be entered. It is recommended that you write your business plan in Word and then copy the data from word to specific fields of the application.

HINT! After every change you make you need to save it by clicking on the "Save" button that appears on the menu, otherwise, click on "Cancel" button. The "Save" and "Cancel" buttons appear in the place of plan navigation and therefore disable the navigation. That way, you will be warned about the unsaved changes, and you can decide if you wish to save them or cancel them. If you stay inactive for some time in the application, the system will log you out, and unsaved changes will be deleted. Clicking on any other link, or closing the page will make unsaved changes lost. You must press "Save" before navigating to other pages if you wish your changes to be saved.

Some input fields can have certain icons next to them. An info icon shows you additional information about the input field by hovering over it. By clicking a book icon an e-manual will pop out displaying the educational content that references the given input field.

To access and enter data into your business plan, you need to click on the name of the business plan. After that, "Introduction" page of your business plan opens with an automatically entered name of your business plan.

3.1. Navigation through pages for development of business plan

Navigation through pages for development of the business plan is done by clicking on the menu where you can select the desired page. You can use the left and right arrows or select the page directly from the dropdown (Figure 4).



Operating expenses

MY BUSINESS PLANS

Introduction
The business idea description
Marketing plan

Financijski plan
Total estimated investment cost
Equipment list
Source of finance
Calculator of credit obligations

Operating expenses
Planned products and revenue projections
Employees
Assets
Profit and loss account – Product revenues and service revenues
Cash flow
Sensitivity analysis - gross profit, sensitivity variables
Performance indicators

Poster
Conclusion
References
Attachments

Završne radnje
Everything about sending a business plan

e-manual - Content

Operating expenses

first five years of operation, for example: basic and supplementary materials, energy costs (electricity, waste leaning materials, office materials etc.

	I	II	III	IV	V	
	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	✎ 🗑
	3,000.00	4,000.00	4,500.00	5,000.00	5,000.00	✎ 🗑
	500.00	500.00	1,000.00	1,000.00	1,500.00	✎ 🗑
	500.00	500.00	500.00	500.00	500.00	✎ 🗑
	0.00	0.00	0.00	0.00	0.00	✎ 🗑

first five years of operation, for example: productive services (cooperation), intellectual (accounting, legal...), tions and fairs, phone services, market research services, municipal services (waste, water...) etc.

	I	II	III	IV	V	
	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	✎ 🗑
	12,000.00	15,000.00	20,000.00	20,000.00	20,000.00	✎ 🗑
Telefon	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	✎ 🗑
Komunalne usluge	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	✎ 🗑
Promidžba	10,000.00	10,000.00	8,000.00	8,000.00	5,000.00	✎ 🗑

Figure 4: Viewing and navigating a business plan

Below is a list of some parts of the business plan and in relation to each, the optimum number of pages individual section should contain. Please follow the proposed.

TIP! Page size refers to A4 paper.

- INTRODUCTION
 - Introduction - ½ page,
 - Project coordinator - ½ page,
 - Strategic determinants of the business venture - ½ page,
- THE BUSINESS IDEA DESCRIPTION
 - Product/service description - 1-3 pages,
 - Description of the business model - 1-2 pages,
 - Technical and technological analysis of the project - 3-5 pages,
 - Business organization - 1 page
- MARKETING PLAN
 - Market analysis - 1-2 pages,
 - Location analysis - recommended number of pages depends on the type of business, or the amount of special regulations that apply to a specific project,
 - Marketing mix - 1-2 pages,
 - Intellectual property protection and management - 1 page
- FINANCIAL PLAN
 - Project investments budget - ½ page,
 - Description of equipment - ½ page,
 - Source of financing - ½ page,
 - About performance indicators - ½ page,

Manual for web application „E-learning tool“

- POSTER – 300 letters each field (Weighted SWOT analysis (200 letters maximum))
- CONCLUSION - 1 page,
- REFERENCES – list the references used for writing a business plan,
- ATTACHMENTS - recommended number depends on the amount actually required documents for attachment.

3.2. Entering data into tables

Tables:

- **Equipment list**
- **Operating expenses**
- **Planned products and projection revenue**
- **Employees**
- **Assets**

Table tags:

- New entry in the table
- Editing entry
- Cancel editing entry
- Deletion of entry











1	2	EQF level 6 ▾	10.000,00	12,00	 
2	2	EQF level 1	10.000,00	12,00	 
3	3	EQF level 2	10.000,00	12,00	 
4	5	EQF level 3	10.000,00	12,00	 
5	6	EQF level 4	10.000,00	12,00	 
		EQF level 5			
		EQF level 6			
		EQF level 7			
		EQF level 8			
		EQF level 6			

Figure 5: Editing employees

On pages **Source of finance**, **Cash flow** and **Performance indicators** (Figure 6) there are tables with icons that are used to check the equality of your entries with the data entered in the previous tables of your business plan:

- Current sum is equal to sum from a business plan
- Current sum is not equal to sum from a business plan

By clicking on the mentioned icons, window is opened in which you can check how much your sum differs from a sum in the business plan.

Product/service	Fixed costs	Variable costs	Fixed costs	Variable costs	Fixed costs	Variable costs
Ožujsko 0,5l	92.300,00	3,00	91.300,00	3,00	220.000,00	4,00
Coca Cola 0,25l	99.160,00	3,00	92.091,00	3,00	185.160,00	4,00
Total	279.000,00 ✓		283.000,00 ✓		586.200,00 ✗	
	Current sum: 279.000,00 Sum in the total pre-investment value: 279.000,00		Amount breakeven	Financial breakeven	Amount breakeven	Financial breakeven
Ožujsko 0,5l	9.230,00	119.990,00	9.130,00	118.690,00	20.000,00	300.000,00
Coca Cola 0,25l	11.017,78	132.213,33	9.209,10	119.718,30	20.573,33	267.453,33

Figure 6

On a page **Sensitivity analysis – gross profit, sensitivity variables** it is necessary to enter variables of sensitivity and percentage of decrease in revenues and an increase in expenditures.

TIP! When entering variables of sensitivity, it's not necessary and isn't possible to enter negative values.

3.3. Poster

On the **Poster** page, you add fields that will be in the poster of your business plan. You might notice that some of the fields already appeared before in the business plan, but the reason you have to enter them again is that these poster fields should be shorter (max 300 letters or 200 letter) so that they fit into one A3 word page. There are other fields which will be automatically pulled from your business plan and put into the poster. Also, if you have uploaded your logo image, it will be included in the poster. After you download the poster, you can also edit as you wish.

3.4. Attachments

On the page Attachments (Figure 7), you can upload necessary attachments by clicking on the button of the desired insertion point.

You can upload "Stamp" (.png, .jpg, jpeg, .pdf), "CV" (.doc, .docx, .pdf) and "Z-1 form" (.doc, .docx, .pdf). The maximum size of one file is 5MB.

You can also add other attachments related to your business plan. Number of attachments is not limited and the attachment can be .png, .jpg, jpeg, .doc, .docx, .pdf, .xls, or .xlsx file that is not larger than 5MB. Uploading files is done by clicking on "Add file" button.

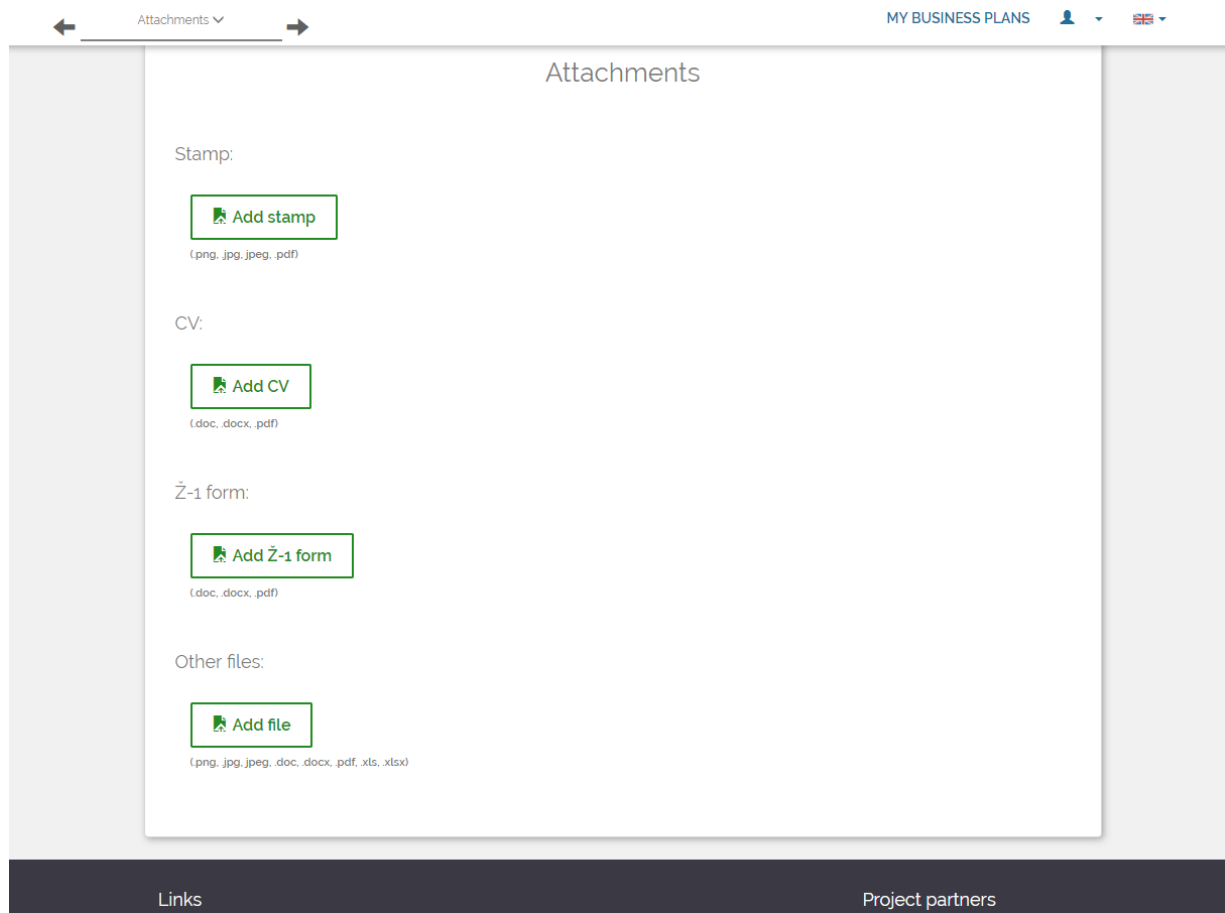


Figure 7: Attachments

3.5. Final actions

On the page **Everything about sending a business plan** (Figure 8), you can submit your business plan for a review, or you can ask questions related to the development of your business plan. You can only send a business plan for a review if you have a mentor. Mentor (or Admin, if you don't have a mentor) will be notified about your message by an e-mail.

TIP! If you send a business plan for a review, you won't be able to make further changes to your business plan until your mentor makes it available.

TIP! Do not send your business plans for a review until you have fulfilled all the fields in the application. Only when all the fields are filled, your business plan is ready for review.

Messages for review or help

Here you can communicate with the mentor. If your business plan is ready for review, you can send it here. Until mentor sets the status of your plan to 'Unfinished' you will not be able to edit the plan.

Write the message

SEND MESSAGE**Send for review**

Figure 8: Send business plan for a review or send a message

4. Mentor role

If you are using the application as a mentor, follow the instructions on how to get the “mentor” role and how to use the application as a mentor.

4.1. Becoming a mentor

At the registration page you can check the “I’m applying to be a mentor” checkbox and add “Mentor basis” (optional). That way, you will automatically apply to be a mentor (you still have to wait for approval from admins). If you don’t check the checkbox, you can apply to be a mentor on your profile page.

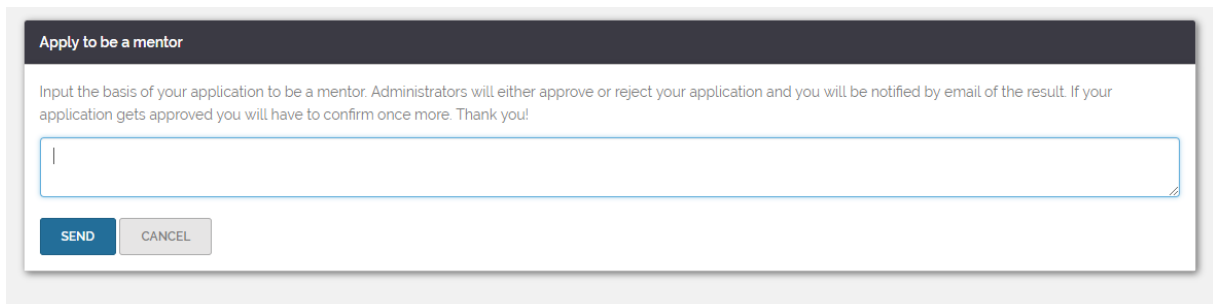
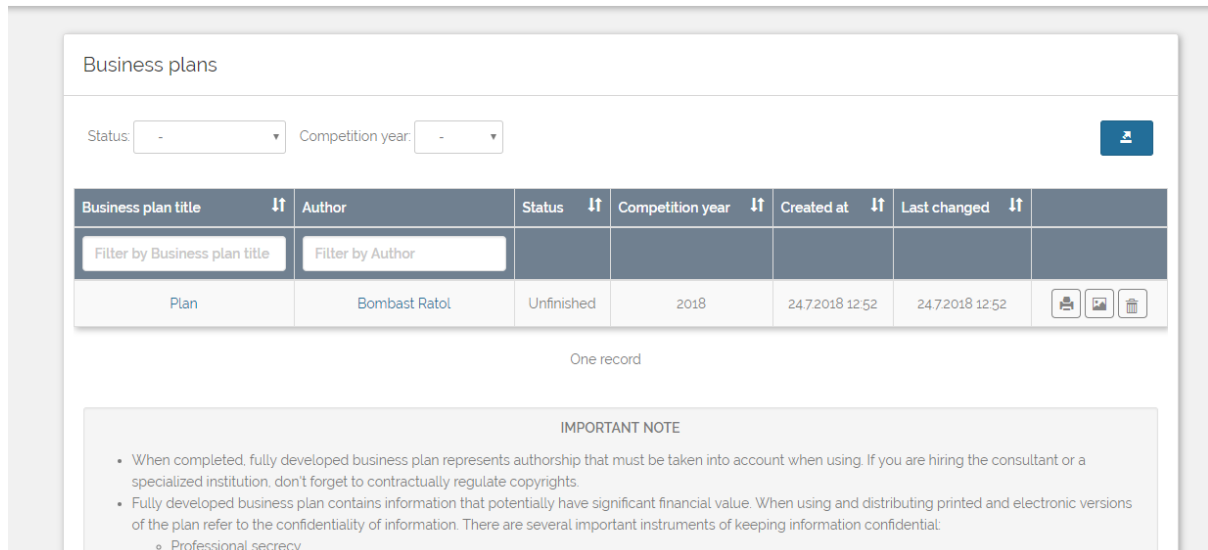


Figure 9: Applying to be a mentor


After successful registration go to your profile page. In the lower left corner click on “Become a mentor”. Optionally type in the basis of your application to be a mentor so that our admins can validate you more easily (Figure 9). You will be notified by an e-mail if your application was accepted or not, as soon as possible. If your application was accepted, go to your profile again. In the lower right corner click on “CONFIRM MENTOR APPLICATION” and you will be taken to the confirmation page. Read the “STATEMENT OF CONFIDENTIALITY” and, if you agree with the statement, check the “I accept” checkbox, click the “CONFIRM” button and click “Yes” in the dialog if you are sure. You will receive an e-mail notifying you about becoming a mentor.




4.2. Managing users and business plans

As a mentor, you can manage users whom you are mentoring as well as their business plans (Figure 10). On the menu, you can see “Users” (users whom you are mentoring), “Potential users” (users who wish to add you as a mentor), “Business plans” (business plans which belong to your users) and “My business plans” (business plans you made).



Business plans

Status: Competition year: 

Business plan title	Author	Status	Competition year	Created at	Last changed	
<input type="text" value="Filter by Business plan title"/>	<input type="text" value="Filter by Author"/>					
Plan	Bombast Ratol	Unfinished	2018	24.7.2018 12:52	24.7.2018 12:52	  

One record

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Figure 10: Mentor's menu and viewing users' plans as a mentor

On the “Users” page you will see a list of users you are mentoring. In the top left corner you can filter the users by their status. You can export the list (.xls format) by clicking the button in the top right corner. You can also go to the page of each user's business plans by clicking on the icon to the right of the user. By clicking the user you will go to their profile page, where you can view their info.

On the “Potential users” page you can see the list of users who wish to add you as a mentor. You can decline the request by clicking “x” button next to each user, or you can accept by clicking “tick” button and confirming in the dialog box.

On “Business plans” page you can see list of all the business plans of all of your users. You can filter them by author's name, by business plan's name, by their status or competition year. You can also order them by the attribute you wish. Each business plan is editable and you can export it, make a poster of it or delete it, just as you would with your own business plans.

Users you are mentoring will send you their business plans for reviews and they can also send you messages. Messages are posted on “Everything about sending a business plan” page of the business plan. There, you can also respond by writing messages. When a user writes a message you will also be notified by an e-mail.

Once a user finishes their business plan they can send it for a review. At that point they can't edit their plan, only you (and admins) as their mentor can. After reviewing the plan you can mark it as “approved” or you can send it back to the user for editing by selecting it as “unfinished” (Figure 11).

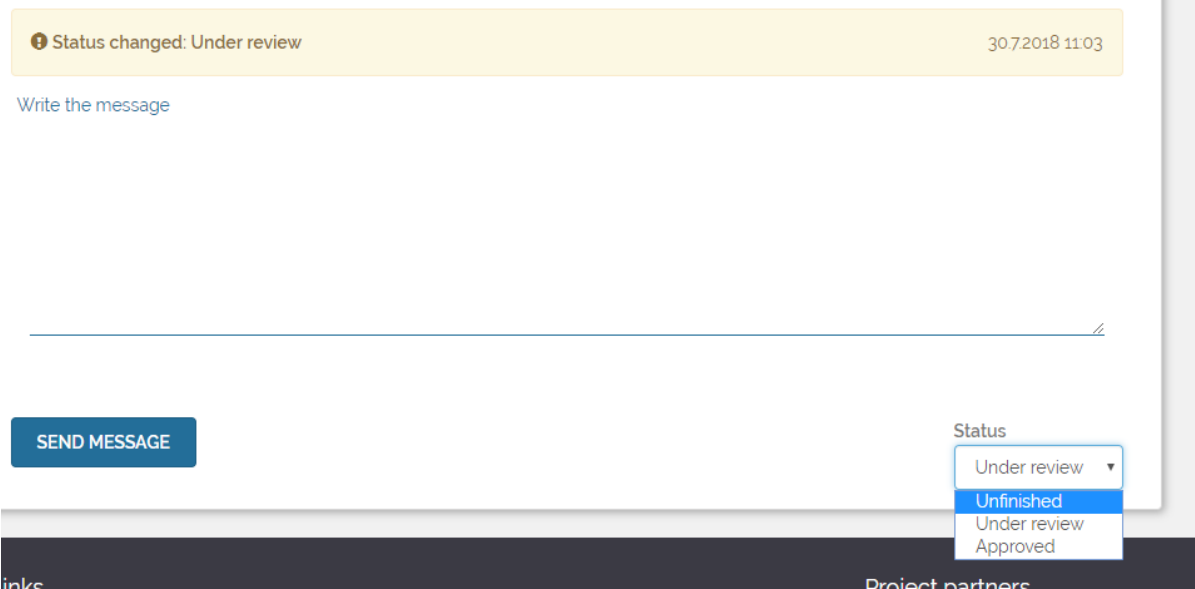


Figure 11: Send message or change business plan status