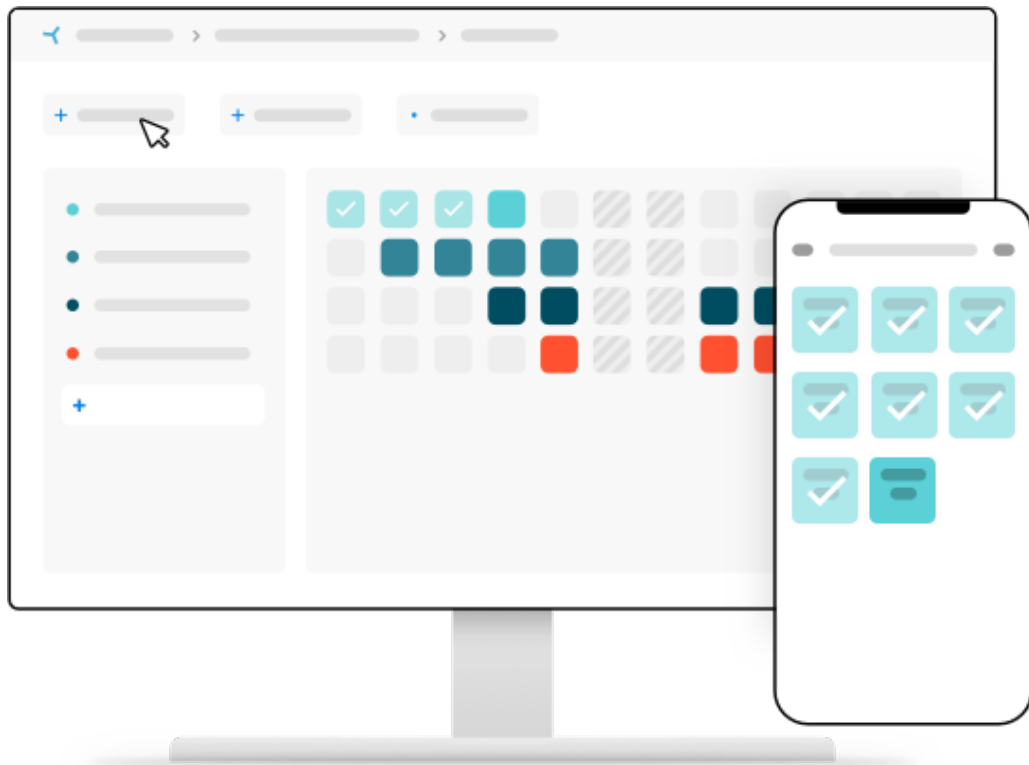


User Manual

KYP for Project partners



Good luck and get KYP-ing

KYP  PROJECT

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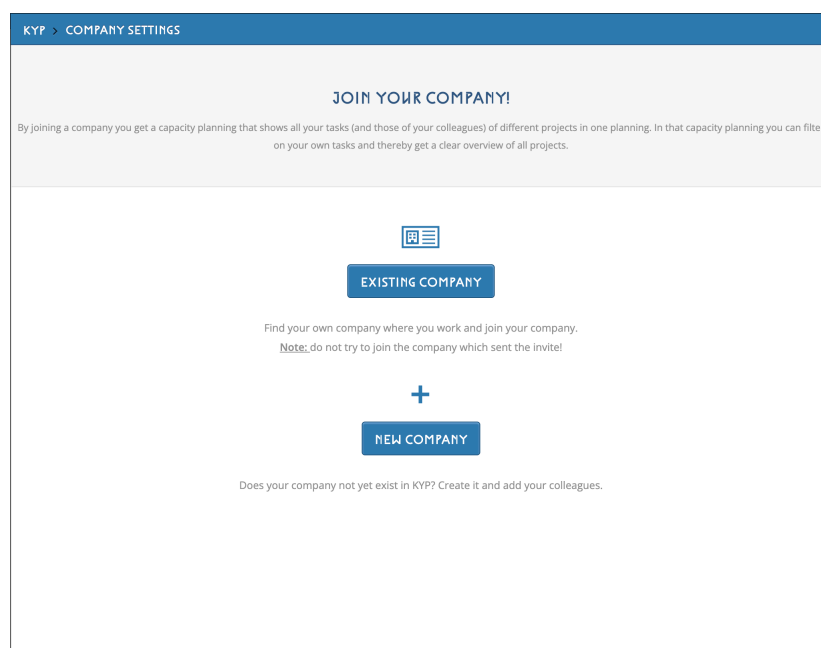
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Getting started

Did you get yourself a KYP ID and are you logged in? If so, we can get started!

When you log into KYP Project for the first time, you will receive the question of whether you want to connect to the My Company page of your organisation in KYP Project. Ensure that you do this! The My Company page gives you a free capacity planning from all KYP Project planning in which your organisation is involved.

[Download](#) the My Company manual on the website for further information.



Active (0) Inactive (0) Completed (0)

In addition, you can see your projects for which you have been invited in the start screen.

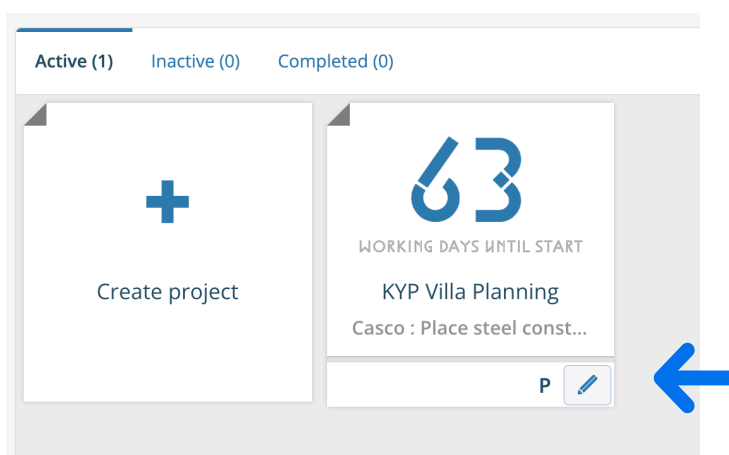
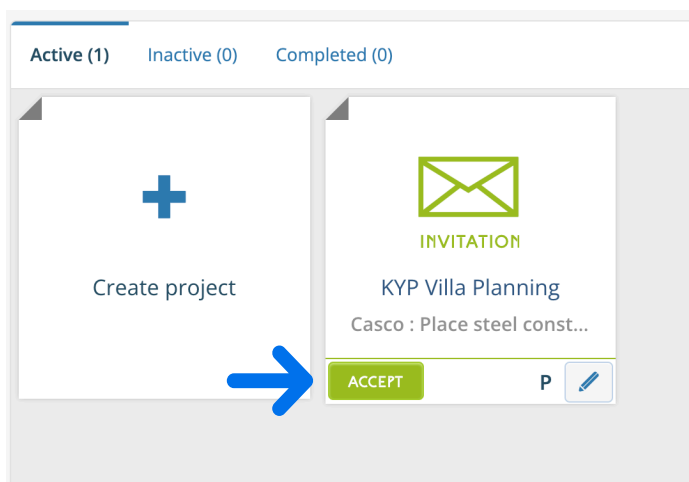
In KYP Project you can find several types of projects:

- Active:** All projects that have been activated and communicated to all participants
- Inactive:** All project schedules you create are automatically listed in this tab, where you can start as many projects as you want.
- Completed:** When a project is finished you can set it to 'completed'. This is your 'history' button in which projects are saved

Project invitation

As soon as you are invited to a project and you have been assigned a task or tasks, you will receive an invitation. You can recognise an invitation by the green envelope as illustrated here.

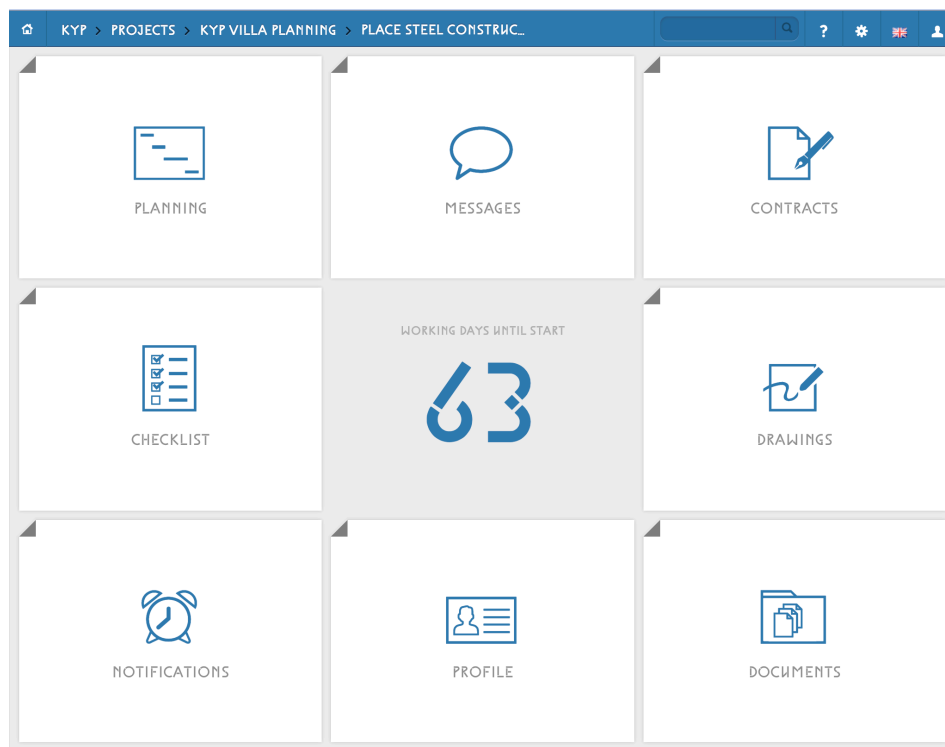
- Click on 'Accept' to accept the invitation for your task
- Once you've accepted, bundle the tasks under one project tile
- Click on the project tile and then on your task
- You will now be directed to the eight-button screen



8 Buttons

The eight-button screen is the heart of your jobs. But what does it do?

- ↪ The number in the middle (in the picture below, '4') is the countdown that tells you the number of workable days before your task starts, or when the task is running, it counts down to the last day of your task.
- ↪ **Schedule:** This button takes you to an overview of the schedule
- ↪ **Messages:** Send a message to the Project Manager(s) of a project regarding your task
- ↪ **Contracts:** Here you can find the contracts that have been added by the Project Manager
- ↪ **Drawings:** Here you can find all drawings that have been assigned to the task
- ↪ **Documents:** Here you can find all other documents assigned by the Project Manager to the task
- ↪ **Profile + Watching:** Fill in your personal data in your profile and you can add a 'watcher' to your task. This can, for example, be one of your team members in which you carry out the task together.
- ↪ **Notifications:** The Project Manager can add one or more notifications to your task to give you an additional reminder when your task begins. In this screen, you confirm that you have seen this notification.
- ↪ **Checklist:** See the checkpoints that have been added to complete your task here.

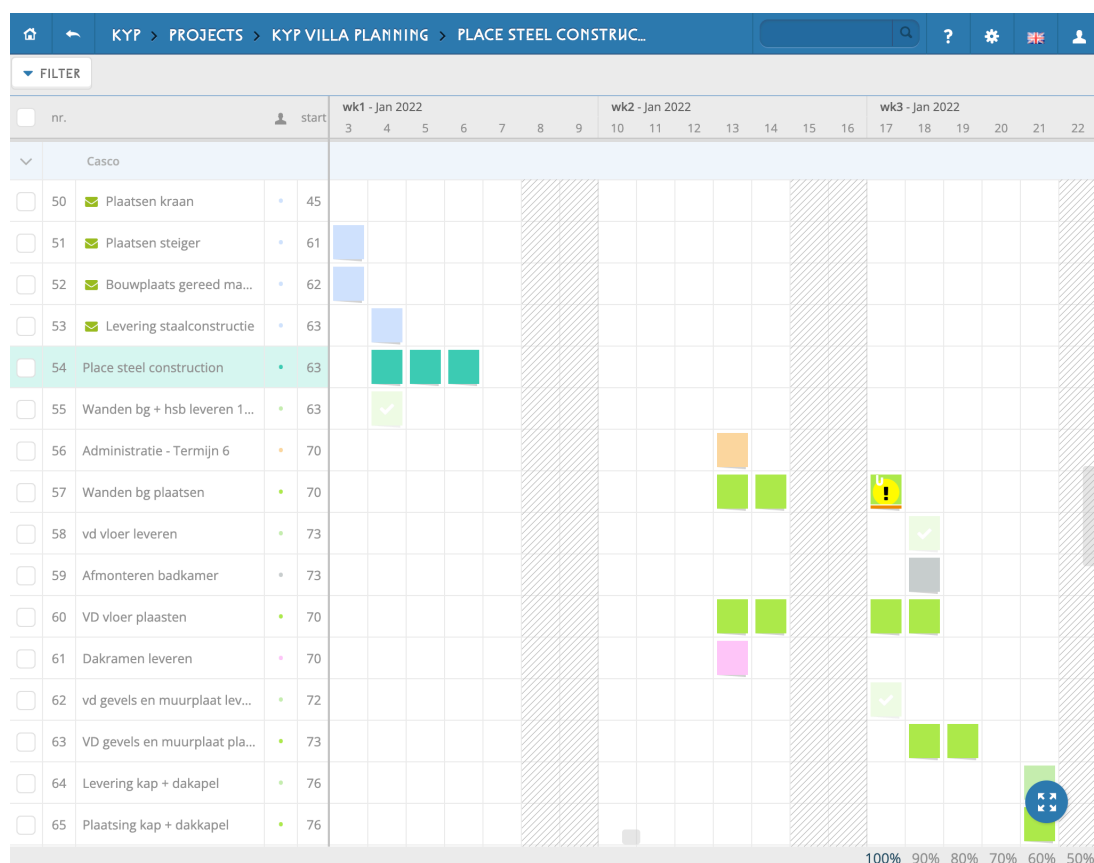


Planning



When you click on **Planning** in the eight-button screen, you will be directed to the project schedule.

- You can recognise your tasks by your personal colour (green in the image below) that you have received as a participant
- Click on the round symbol to the bottom right in order to increase the planning
- Click on the number behind the task and jump right to the first sticky note in the task
- **Ticking off:** Right-click on the sticky note to tick it off



Menu



At the top of the schedule you will find the menu bar. The different functions from this bar are explained below.



Home: This button allows you to quickly go back to all your other schedules



Search: Anything you want to search within your project you can look up here (tasks, documents, participants)



KYP Project Support: If you have a question about KYP Project you can send it to KYP team through this button (suggestions are also welcome)



Cogwheel: Behind this button you will find the KYP Project settings.



Tip of the day: Want to discover more special and useful features while working in KYP Project, click on the light!



Country / Language: Simply change your preferred language here

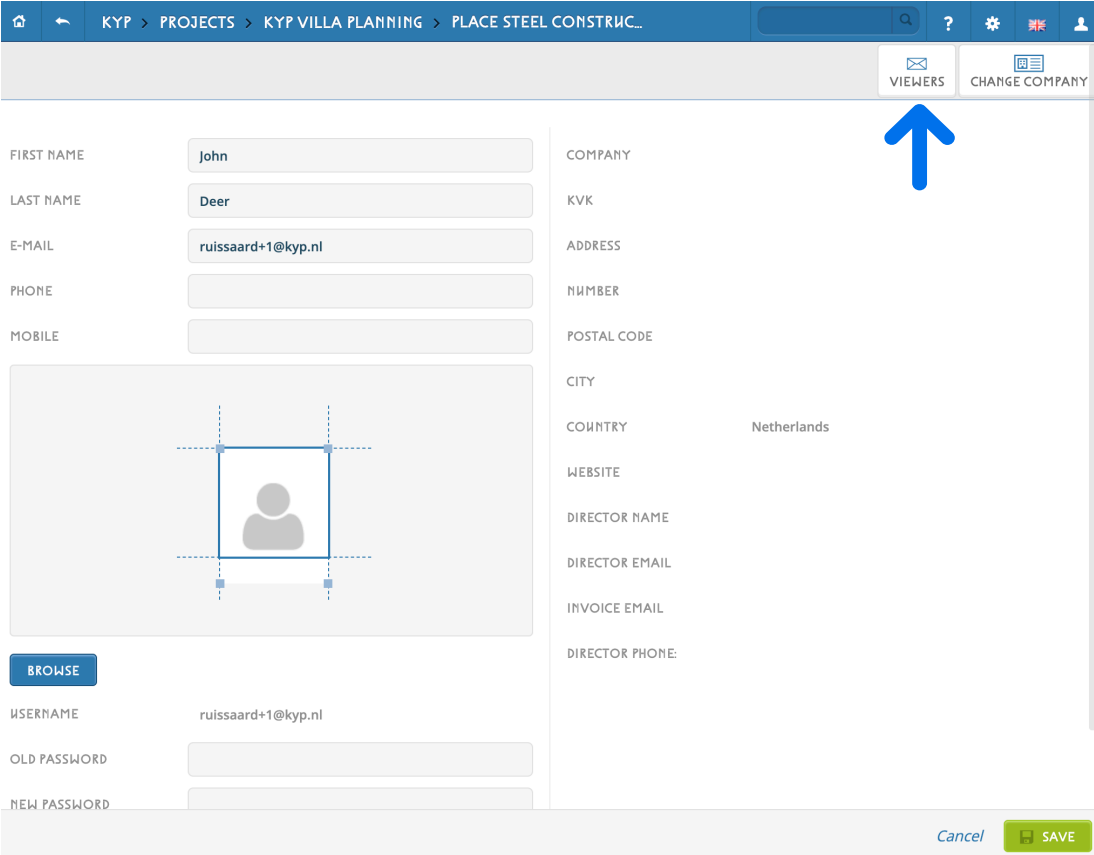


Profile / Logout: Here you can edit your personal data or logout from KYP Project.

Profile

When you click on **Profile** in the eight-button screen, you will be directed to your personal profile.

- Here you can change your personal information, such as your name and telephone number
- By clicking on the top right on 'Viewer', you can add a person to watch the scheduling within your task
- Read more about this in the 'Add viewer' manual that you can download from the website
- This 'viewer' can see everything that you can, but the 'viewer' cannot perform any actions, such as ticking off or sending messages



The screenshot shows a web application interface for a user profile. The top navigation bar includes a breadcrumb trail: KYP > PROJECTS > KYP VILLA PLANNING > PLACE STEEL CONSTRUC... and a search bar. Below the navigation bar, there are two buttons: 'VIEWERS' and 'CHANGE COMPANY'. A blue arrow points to the 'VIEWERS' button. The main form is divided into two columns. The left column contains fields for 'FIRST NAME' (John), 'LAST NAME' (Deer), 'E-MAIL' (ruissaard+1@kyp.nl), 'PHONE', and 'MOBILE'. Below these fields is a 'BROWSE' button and a large area for a profile picture. The right column contains fields for 'COMPANY', 'KVK', 'ADDRESS', 'NUMBER', 'POSTAL CODE', 'CITY', 'COUNTRY' (Netherlands), 'WEBSITE', 'DIRECTOR NAME', 'DIRECTOR EMAIL', 'INVOICE EMAIL', and 'DIRECTOR PHONE'. At the bottom of the form, there are fields for 'USERNAME' (ruissaard+1@kyp.nl), 'OLD PASSWORD', and 'NEW PASSWORD'. A 'Cancel' button and a 'SAVE' button are located at the bottom right of the form.

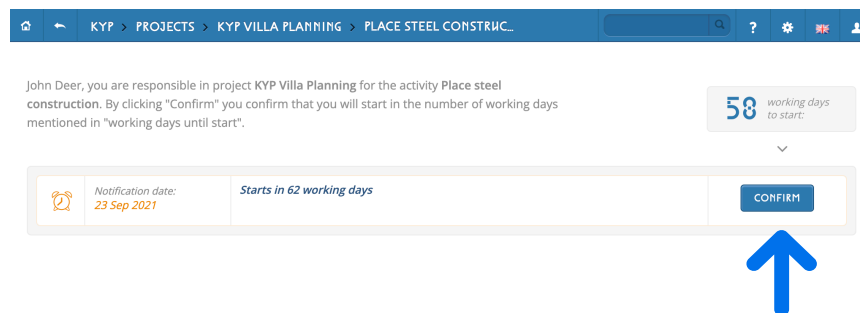
FIRST NAME	John	COMPANY	
LAST NAME	Deer	KVK	
E-MAIL	ruissaard+1@kyp.nl	ADDRESS	
PHONE		NUMBER	
MOBILE		POSTAL CODE	
		CITY	
		COUNTRY	Netherlands
		WEBSITE	
		DIRECTOR NAME	
		DIRECTOR EMAIL	
		INVOICE EMAIL	
		DIRECTOR PHONE	
USERNAME	ruissaard+1@kyp.nl		
OLD PASSWORD			
NEW PASSWORD			

Cancel SAVE

Notifications

If the Project Manager has linked a reminder to your task, you will receive a notification a number of days before your task begins. To indicate that you are aware of the start date of your task, you must confirm this reminder.

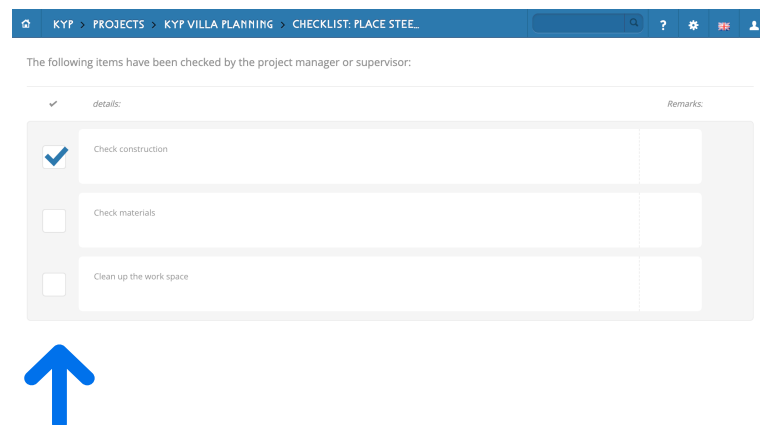
- Click on 'Notifications' in your eight-button screen
- Click on 'Confirm' to accept the notification



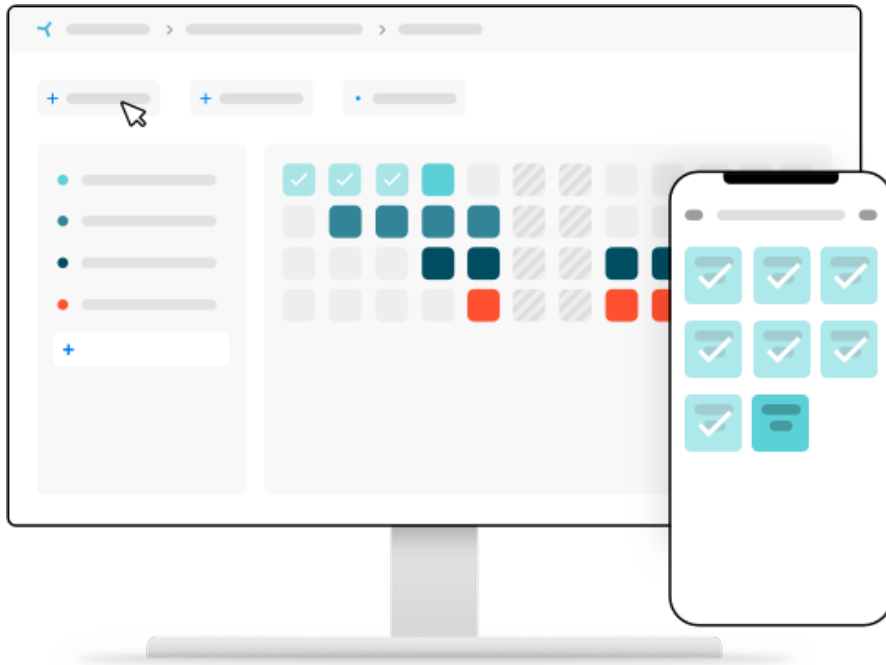
Checklist

In the checklist, the Project Manager indicates the criteria on which the task is assessed and the delivery points that must be taken into account.

- Click on 'Checklist' in your eight-button screen
- Check whether all points have been completed
- The Project Manager ticks off the points once they have been approved.
- The Project Manager then accepts the checklist, and this means that the task complies with the requirements and that the quality is approved



Good luck and get KYP-ing!



Download more manuals from
the website!