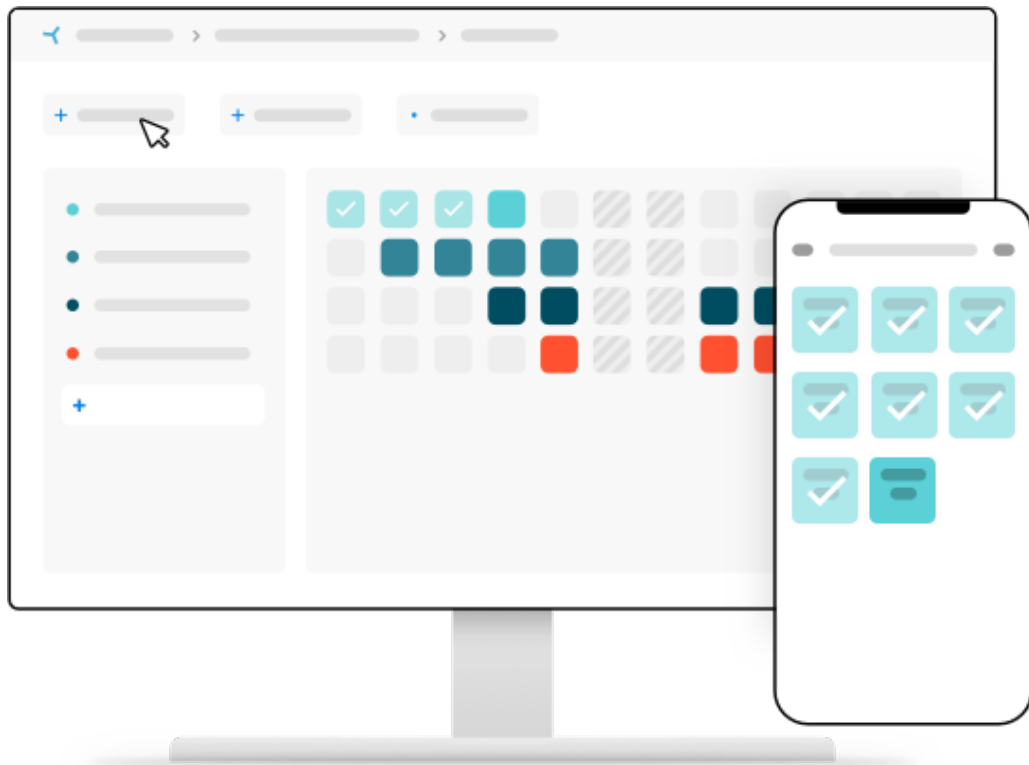


# User Manual

KYP App for the Project Manager



Good luck and get KYP-ing

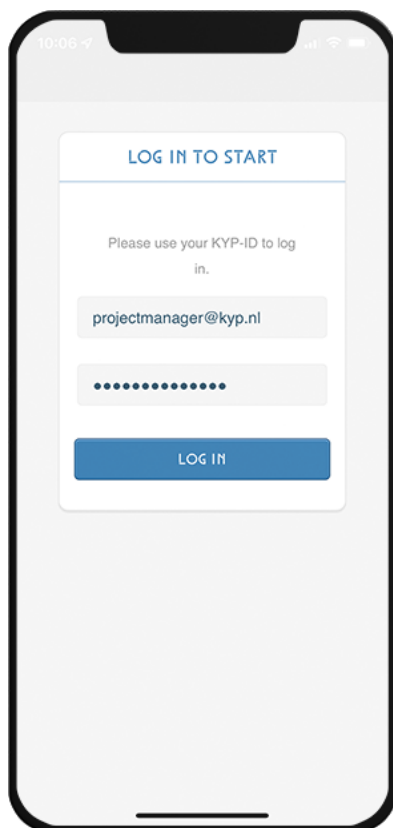
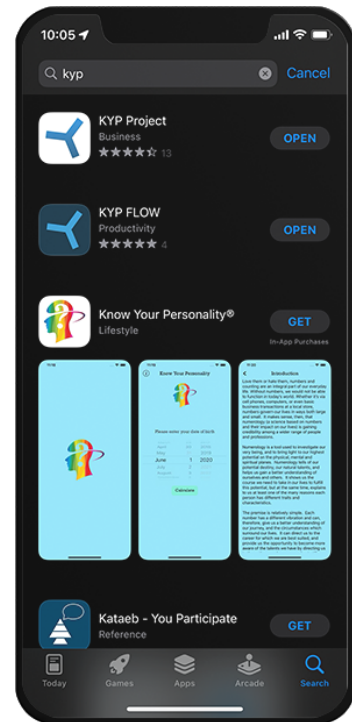
KYP  PROJECT

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# Getting started

Start by downloading the KYP Project app. The app is available on the App Store, Google Play and the Microsoft Store.



Enter your KYP ID and password and click 'Login'

Don't have a KYP ID yet? Then first register through the website [www.kypproject.com](http://www.kypproject.com)

# Project overview

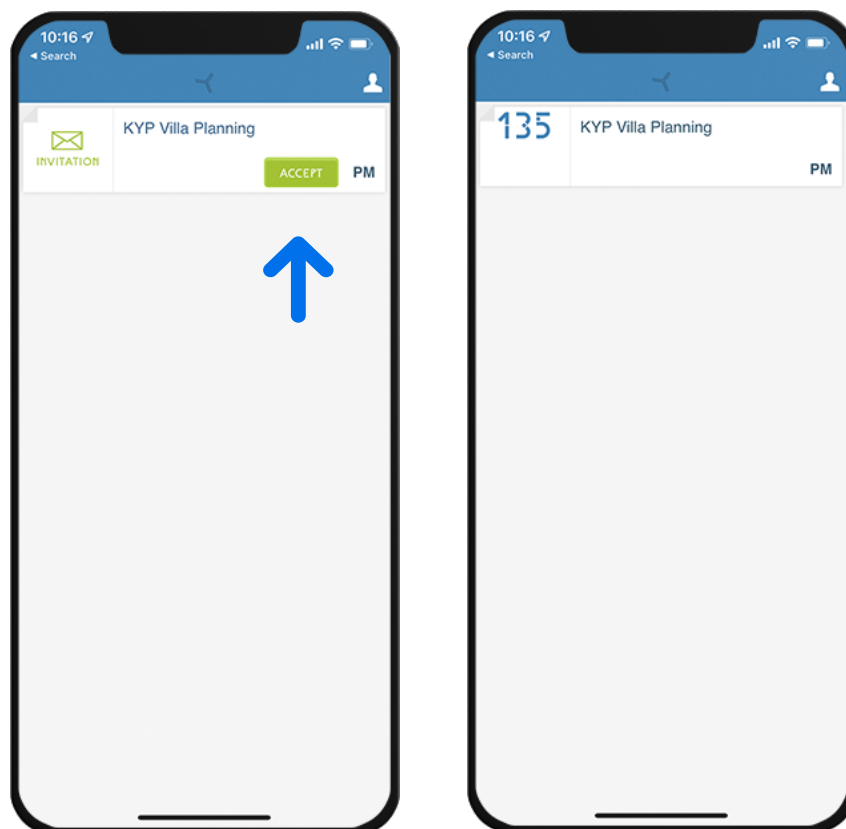
Do you have a KYP ID and are you logged in? Then we're ready to get started!

If you've been invited as a project manager in an active project, the first thing you will see is the invitation in the KYP Project app.

As soon as you click on 'Accept' you will gain access to the project.

PM stands for the role that you've received in the project. In this case, Project Manager.

Please note: Be aware that if a project has not been activated, you will not receive any invitations for it yet.

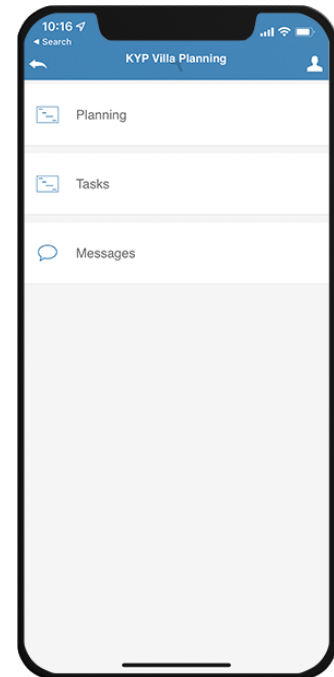


# Project menu

Once you click on the project, you'll find yourself in the project menu.

Here you have a choice between 3 actions.

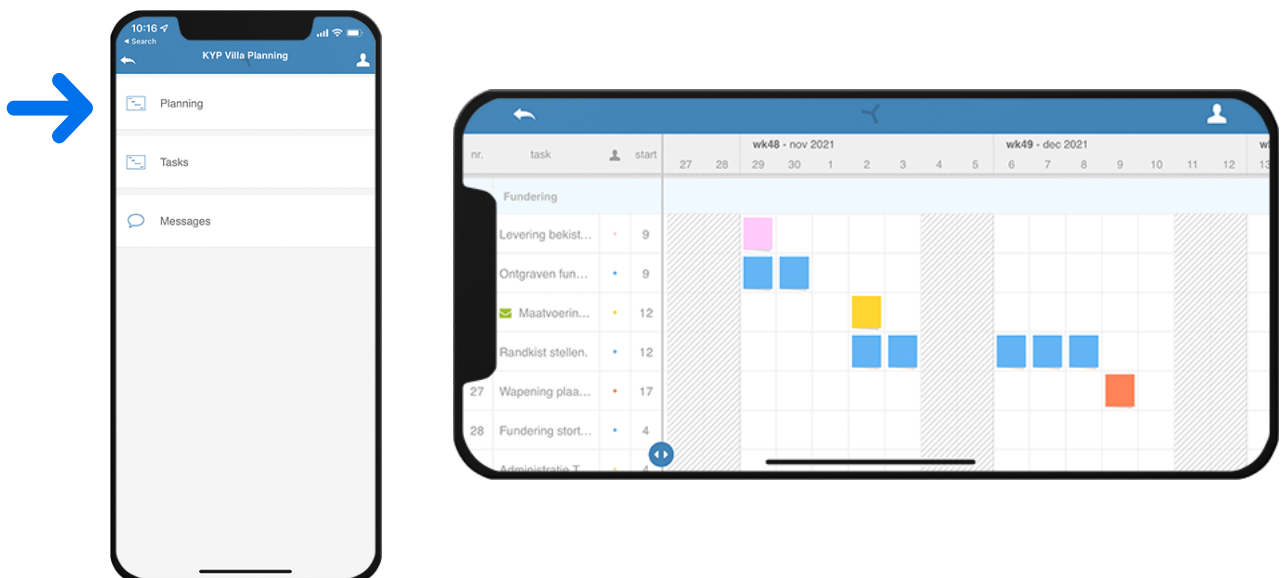
- ✧ Planning
- ✧ Tasks
- ✧ Messages



## Planning

As soon as you click 'Planning', the screen will tilt and show you an overview of the planning.

- ✧ Your task will be shaded in the colour of the sticky notes. In this case, task 14
- ✧ This means you'll always have an up-to-date planning in your pocket.

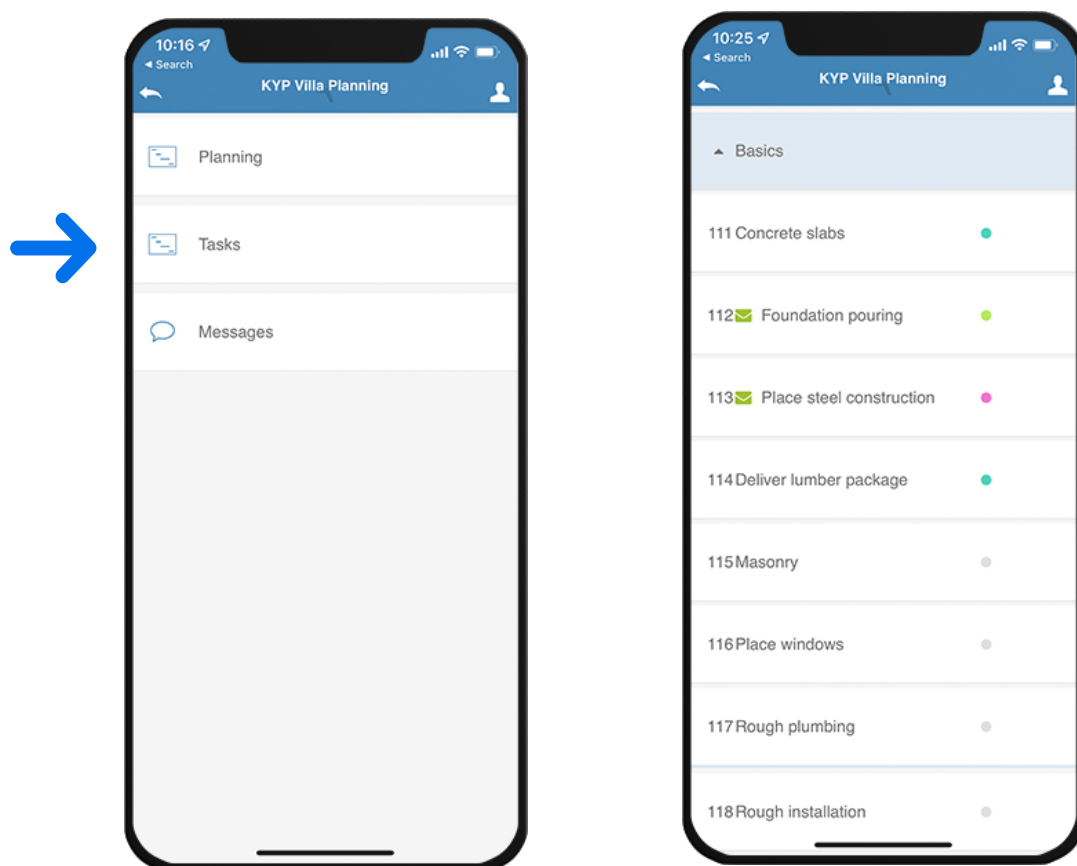


# Job Summary

As soon as you click on 'Tasks', the screen featuring all tasks in the project appears.

This can provide a lot of information regarding the tasks:

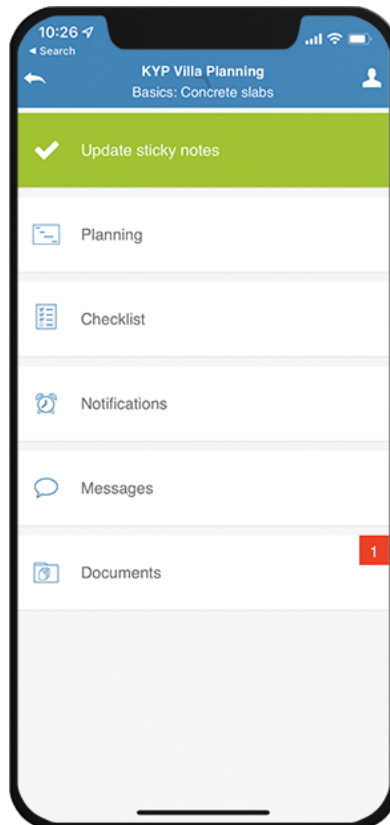
- ✧ The task name
- ✧ The colour of the dot indicates the colour of the party that has been assigned to the task
- ✧ The blue tick behind the task means that the task has been approved and accepted by a project manager
- ✧ The number stands for the countdown to when the task starts
- ✧ If the task name and the number are red and there is a '-' sign for the number, this means that the last sticky note is already finished, but that the checklist and with it, the task, have not yet been accepted
- ✧ If there is a green envelope in front of the task name, it means that the linked party has not yet accepted the invitation for the task and therefore has not yet looked at the schedule
- ✧ When the task is red, it means that another notification is open that has not been accepted but that has expired



# Task menu

As soon as you click on a task, the screen appears with all functions relating to the specific task. As a project manager, you have access to the menu, but most actions here are for the responsible party for this task:

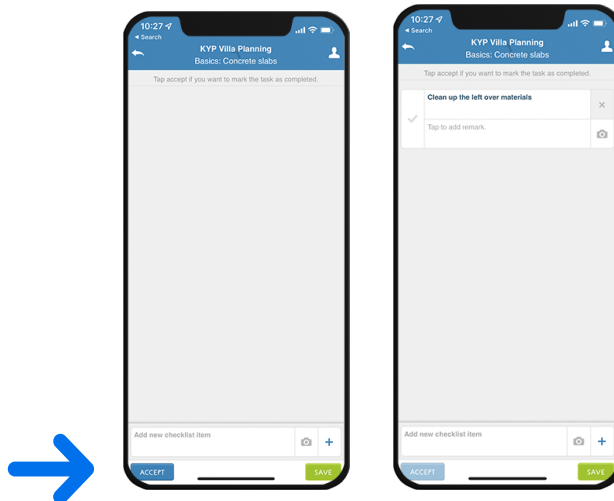
- ✧ Ticking Sticky notes
  - ✧ The operator ticks off the sticky notes linked to the task here.
- ✧ Schedule
  - ✧ An up-to-date overview of the planning
- ✧ Checklist
  - ✧ In the checklist, the operator views the points on which the task will be checked. As a project manager, you can add these check points here
- ✧ Notifications
  - ✧ You can add notifications via the web version as a reminder for the operator when the tasks commences. These notifications can be accepted by the operator in the app and can be viewed by you as a project manager.
- ✧ Messages
  - ✧ In the task's messages centre, you can find all the sent messages that are linked to this task.
- ✧ Documents
  - ✧ This is where you can find all documents linked to this task.



# Add checklist

As a project manager, you have the option of adding a checklist.

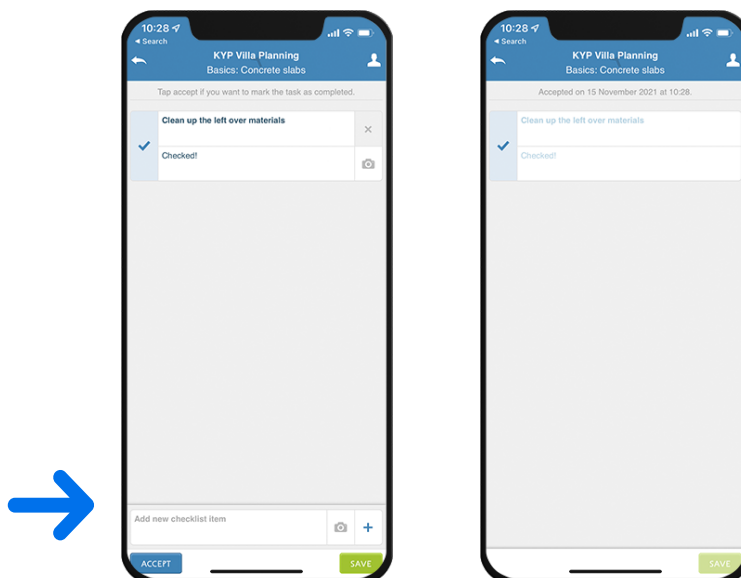
- ✧ Add the check point to the text box. If required, also add a photo/image by clicking on the camera symbol
- ✧ Press the '+' sign next to the camera icon to add the check point
- ✧ Click on Save to exit



# Accept checklist

As a project manager, you have the option of accepting a checklist

- ✧ Add a comment to the task and if required, add a photo to clarify
- ✧ To accept a checklist, click on the blue tick
- ✧ Once the checklist has been approved, click on 'accept' to approve the whole task



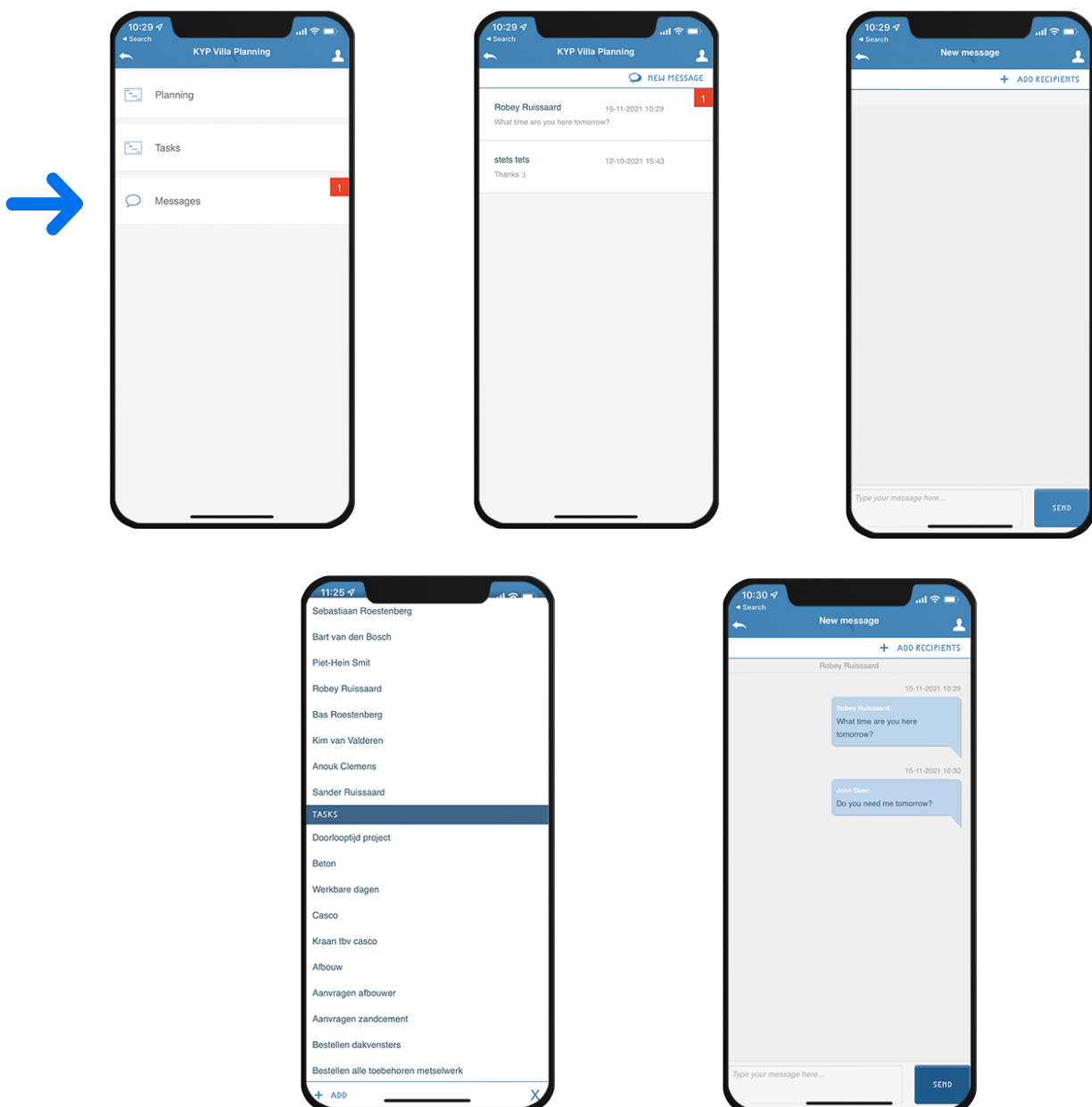


# Messages

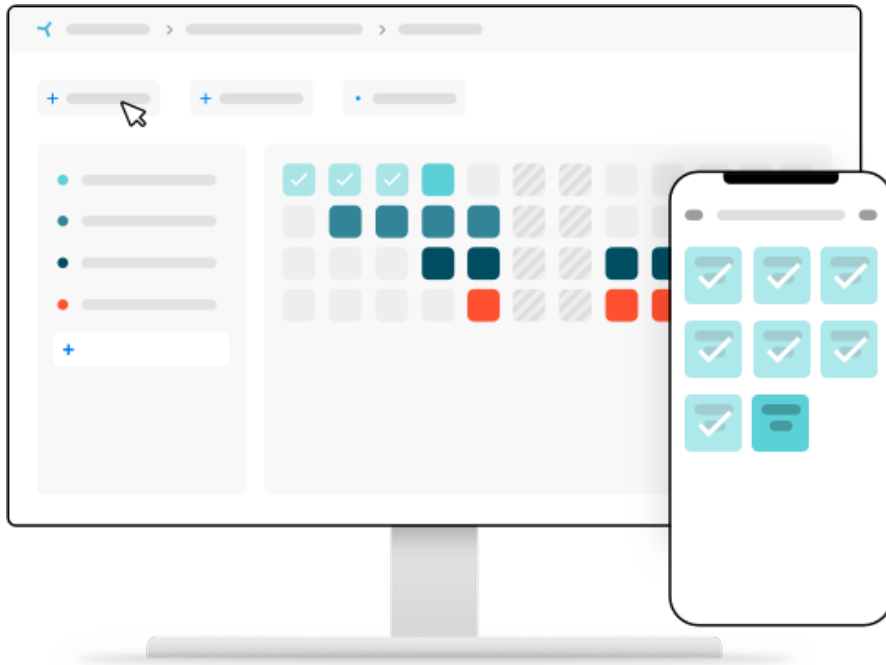
The KYP Project app offers you the option of sending messages to project partners and other project managers.

- The red square at 'Messages' tells you the number of unread messages still waiting for you
- As soon as you click on 'Messages', you will find a list of all tasks in which messages have been sent within this project. Click on a task name in order to be able to read the messages
- To send a new message, click on the top-right, on 'New message'
- Click on +participants in order to select the participants and/or tasks to which you want to send a message
- Type your message and click on 'Send'

Please note: This means you can select multiple participants or tasks when you want to send your message to multiple people at the same time.



# Good luck and get KYP-ing!



Download more manuals from  
the website!