



Administrator Guideline

Welcome to

**The platform for business
incubators and accelerators**

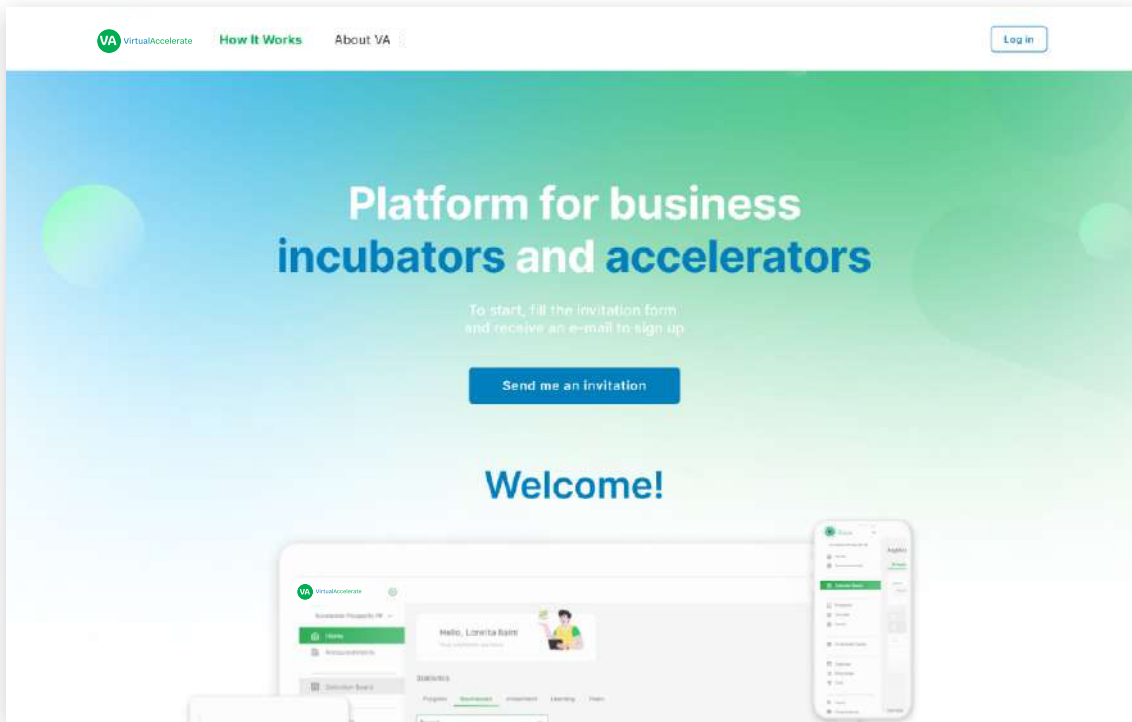
→] www.app.virtualaccelerate.com

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Registration

 www.virtualaccelerate.com 



STEP 1: Click the "Send me an Invitation" button

Clicking the "Send me an Invitation" button you will be scrolled to the Invitation Form.

STEP 2: Choose User Type: Administrator.

STEP 3: Enter the needed information in the textfields.

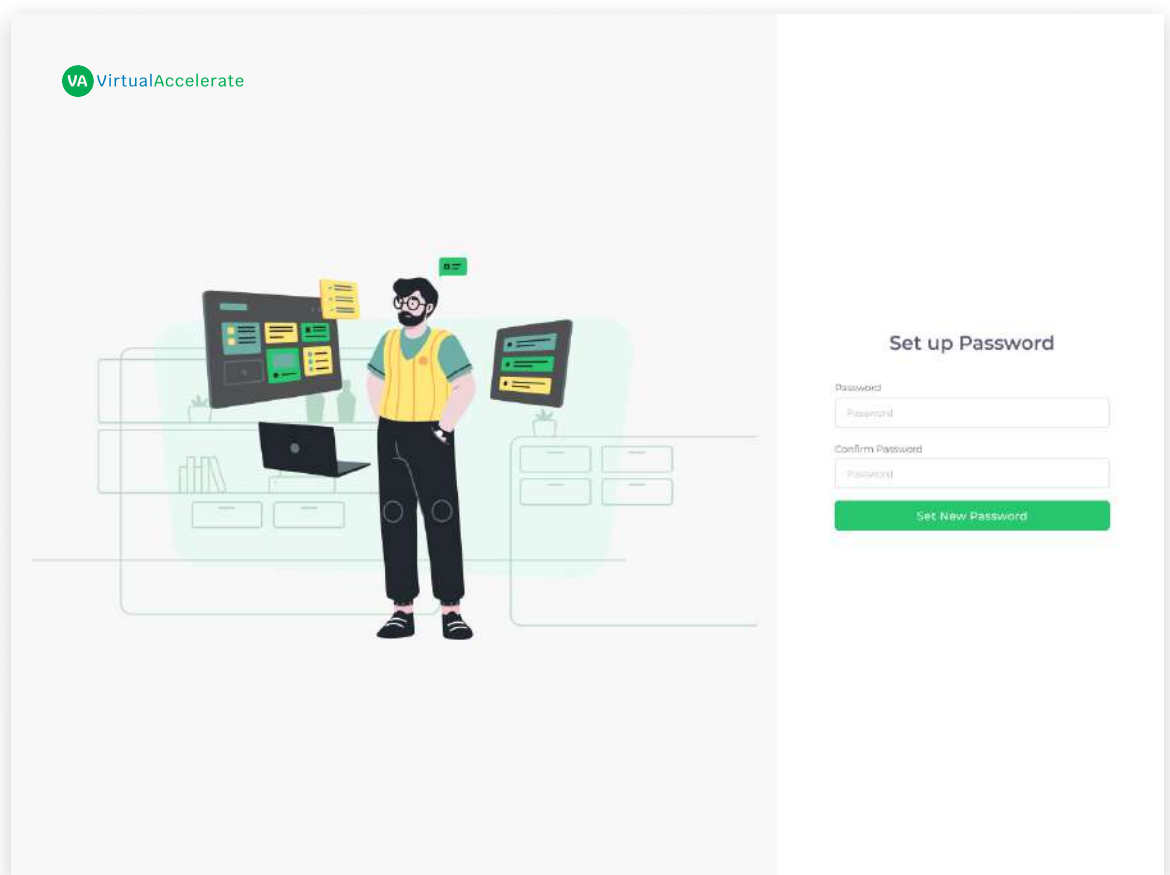
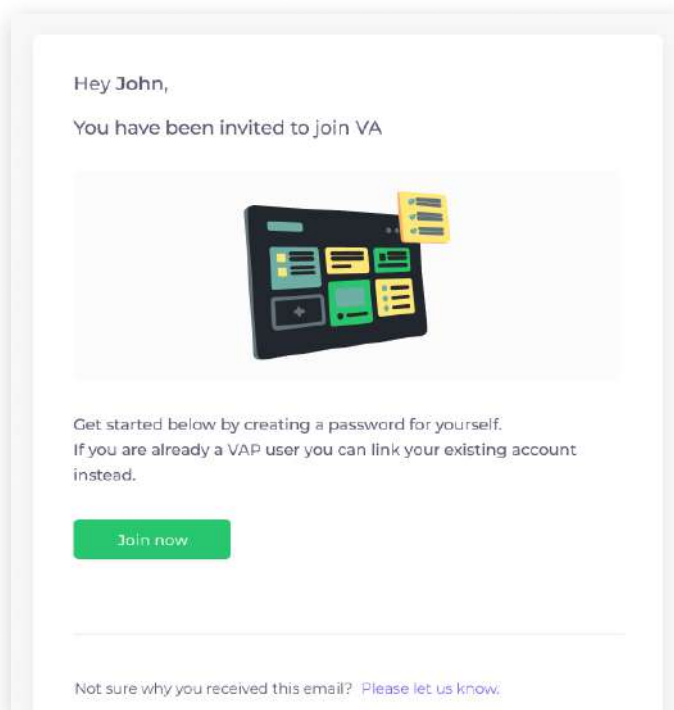
STEP 4: Click the "Send" Button

STEP 5: Clicking the "Send" button you will receive the e-mail with instructions

STEP 6: Open the received e-mail, read the instruction, and Click the "Join now" button

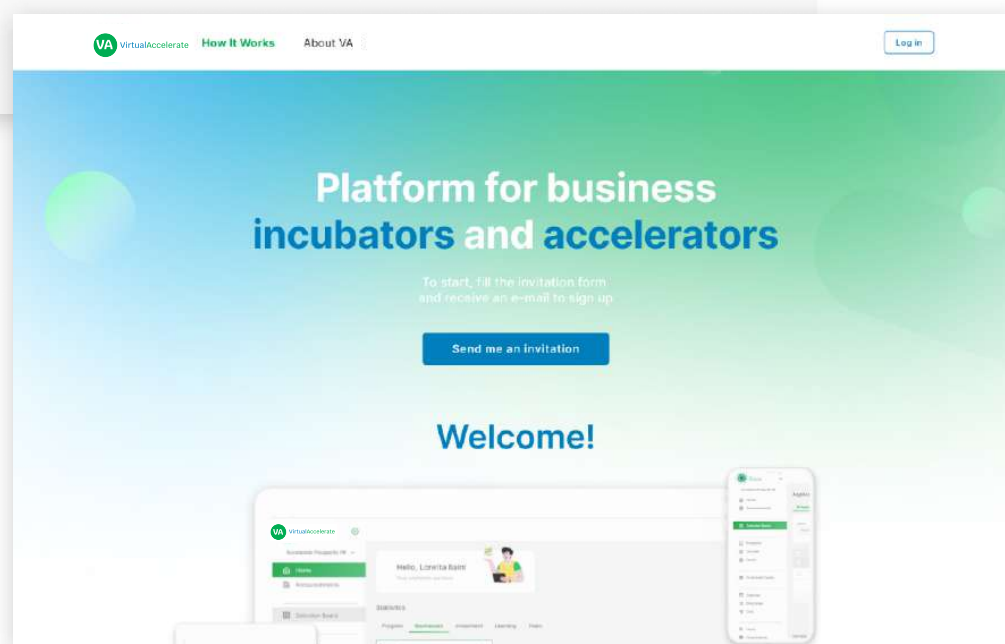
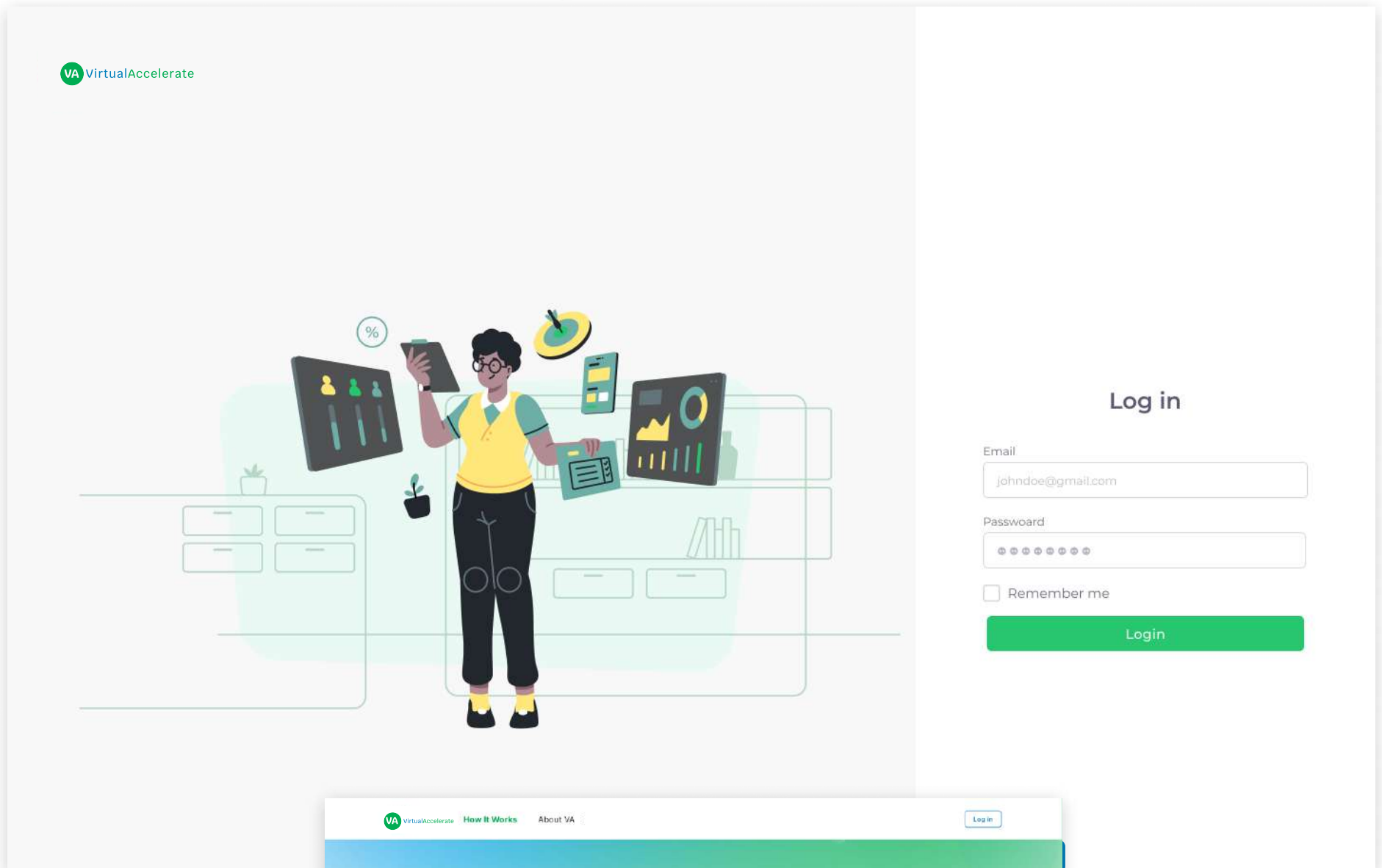
STEP 7: Clicking the "Join now" button the Set up Password window will open, enter the Password to the password textfield and repeat your Password to the Confirm password textfield

STEP 8: Clicking the Set New Password button the system will ask you to log in using your set up Password and e-mail where you were sent the link with invitation



Log in Module

→] www.app.virtualaccelerate.com 



 www.virtualaccelerate.com 

To Log in into the system, please use direct link www.app.virtualaccelerate.com or www.virtualaccelerate.com and Click the Login Button

STEP 1: Enter the E-mail to the Email textfield.

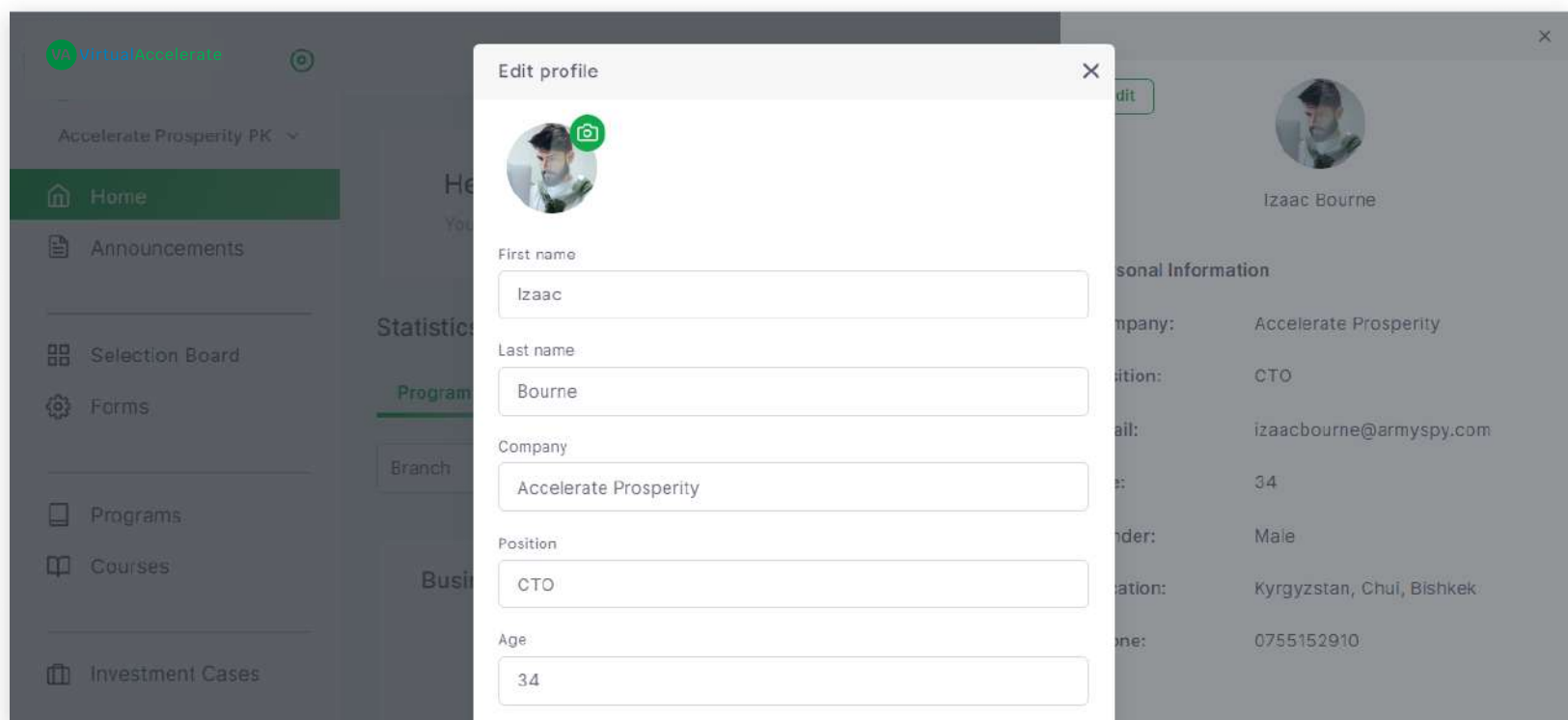
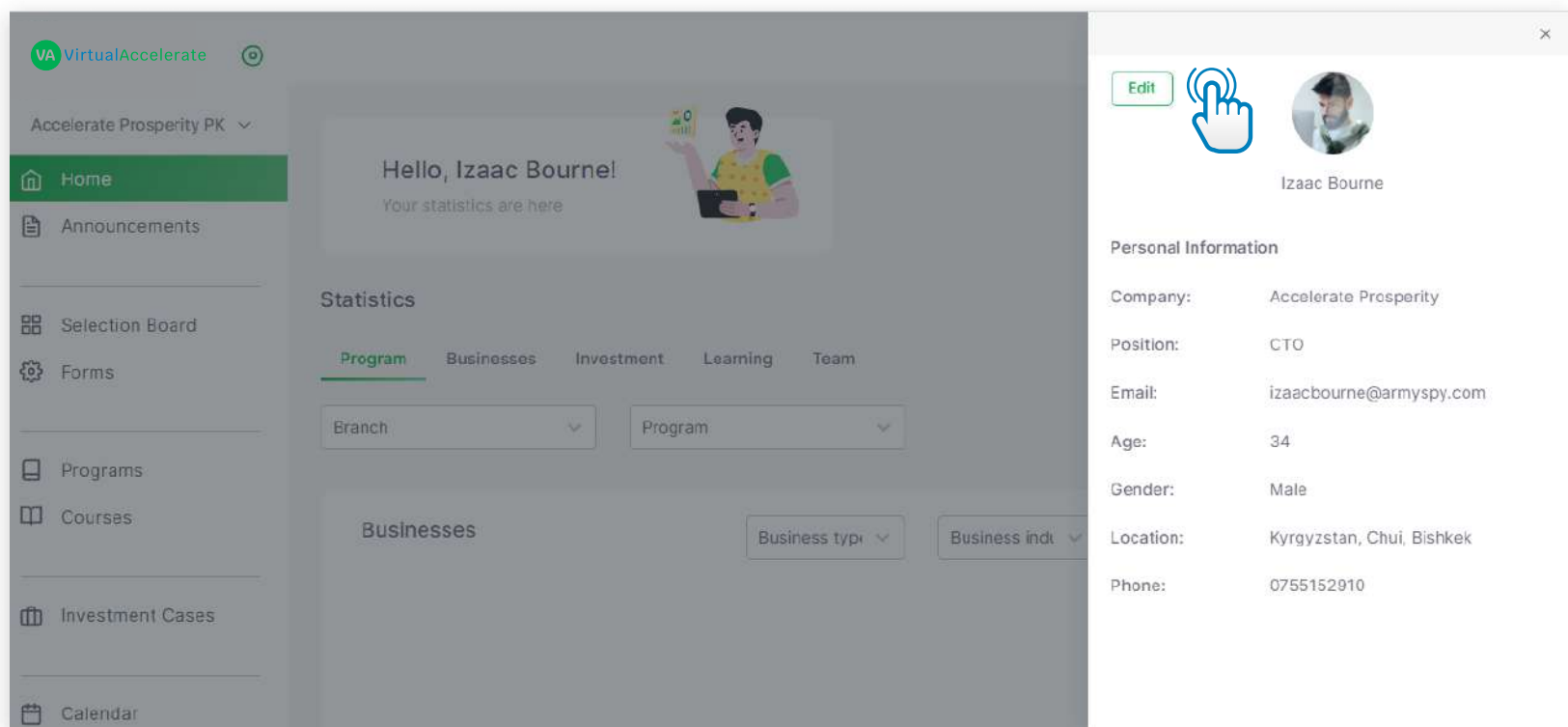
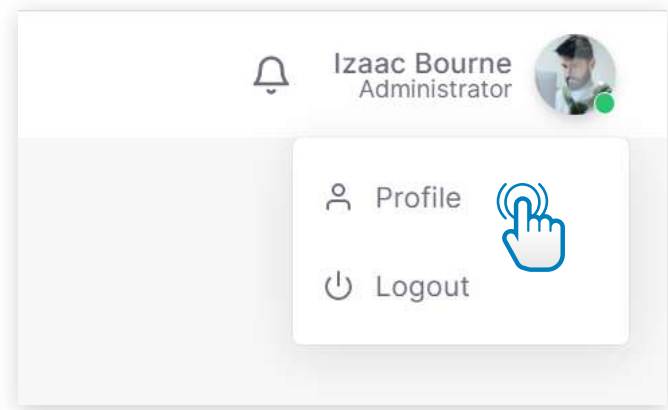
STEP 2: Enter the Password to the password textfield.

STEP 3: Click the Login Button

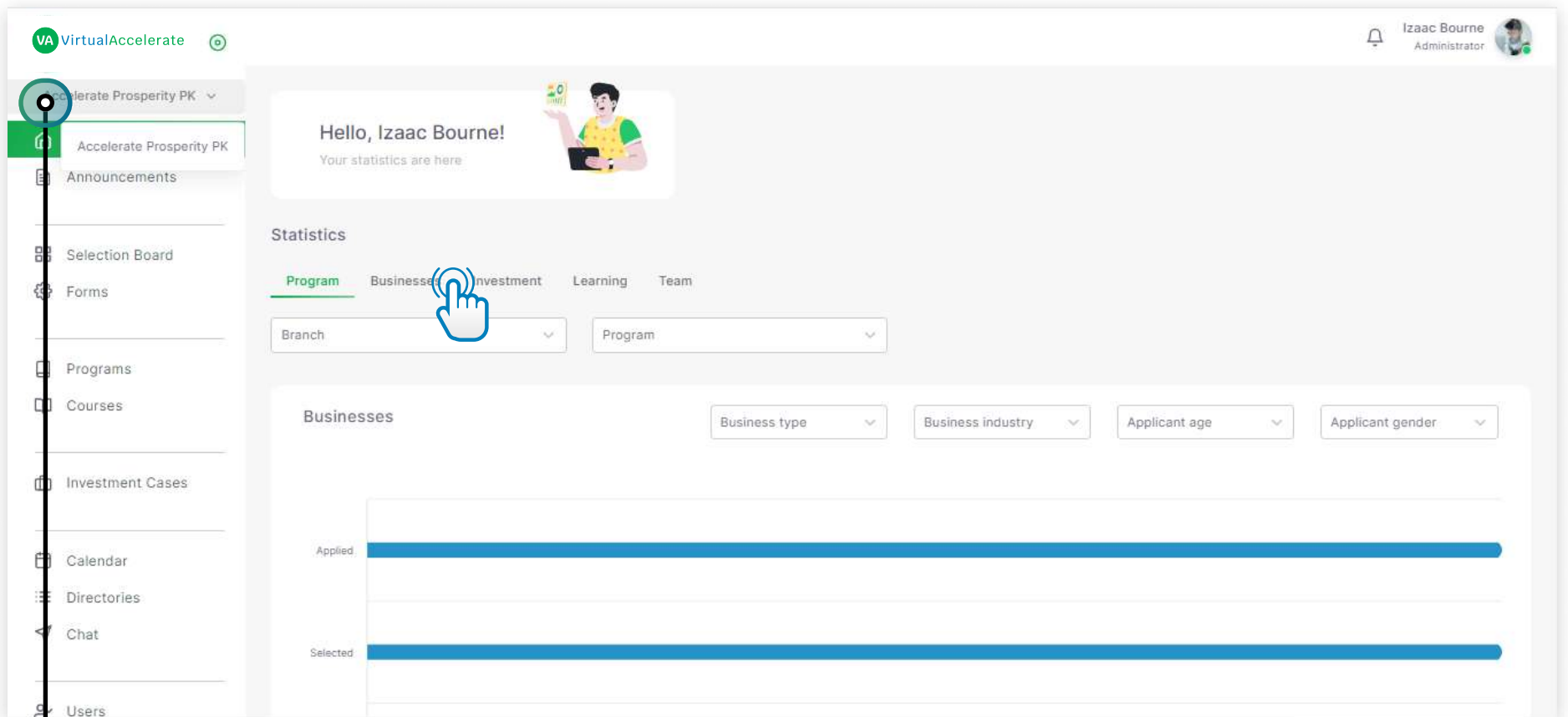
- Clicking the Login button will log in you into the system

Profile Module

- By just clicking the profile photo with your name and user role type on the upper right, a menu will open that contains Profile and Logout buttons. (which you can see on the image.)
- After clicking the Profile button, there will be a side menu that contains your Personal Information and the Edit button.
- By clicking the Edit button, there will be a pop up window, where you can edit your Personal Information and you Profile Photo.
- After your changes click the Save Button.

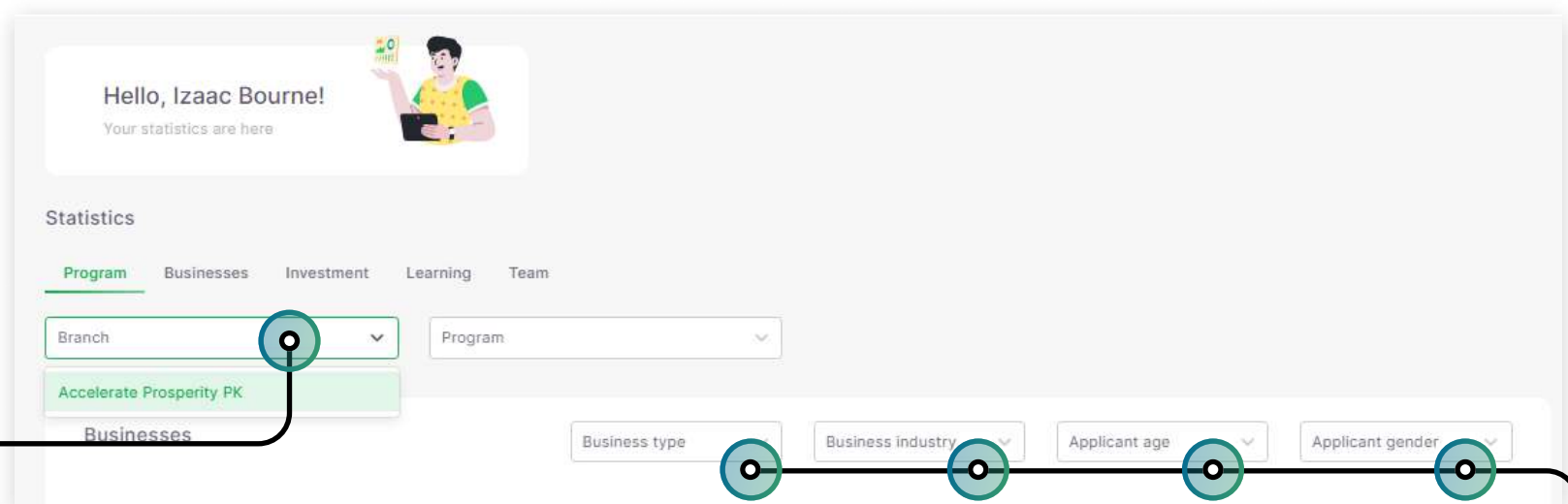


Home Module



The Homepage is the page where you can see the Greeting message and Statistics of your Branch by Program, Businesses, Investment, Learning, and Team.

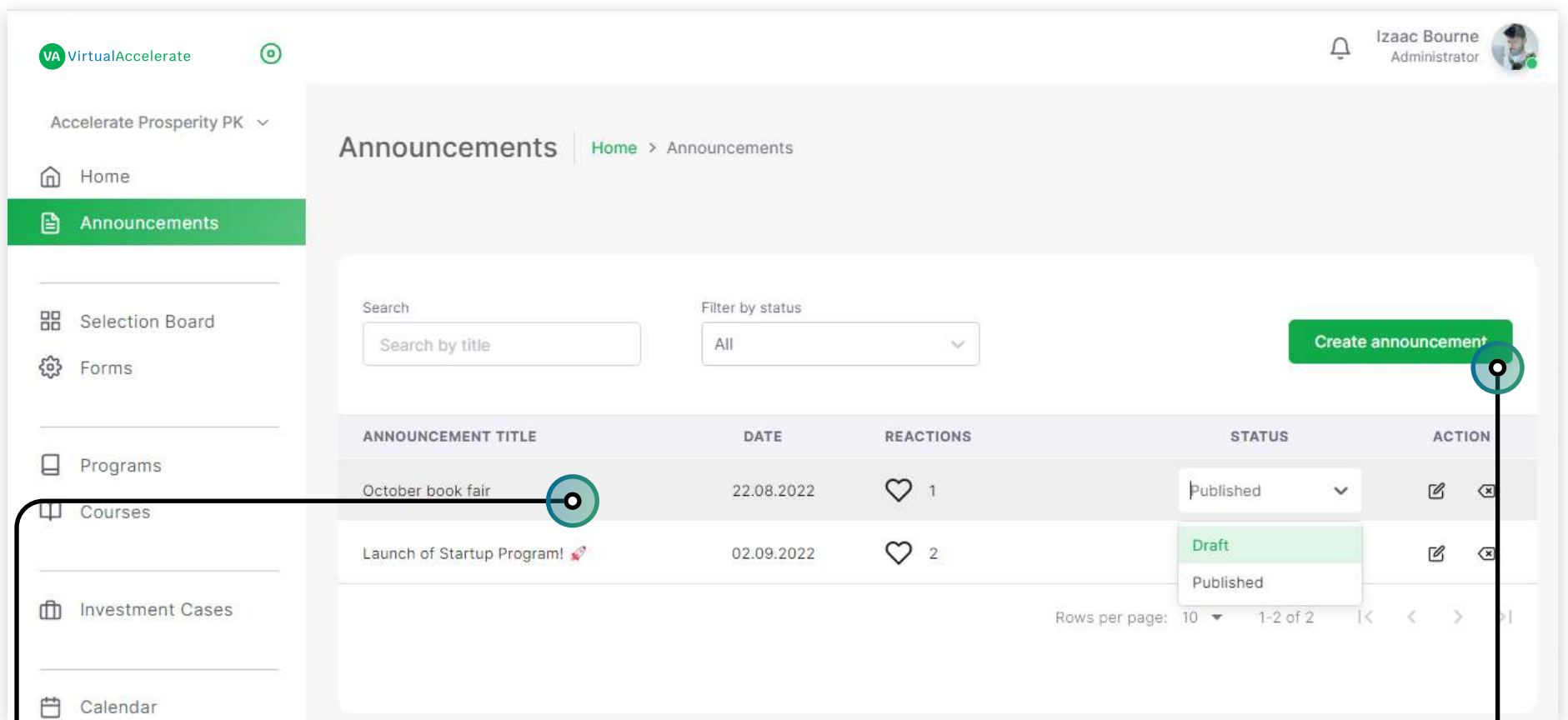
- By just clicking the Branch name on the upper left under the Accelerate Prosperity logo, a select menu will open that contains list of Branches, By clicking any Branch name you can switch the Branch and see its data.



- You can also use the Branch and Program filters for your Statistics.

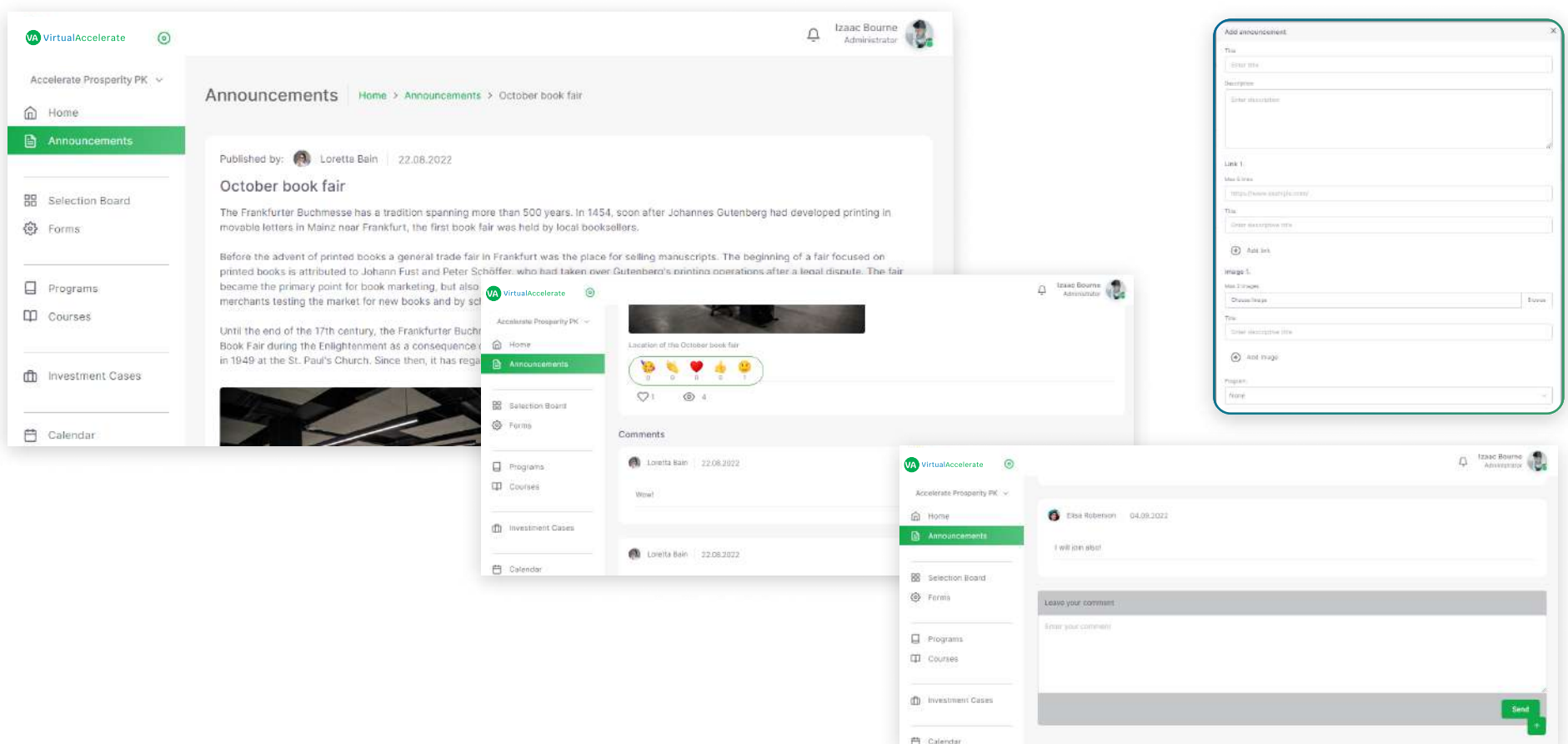
- You can also filter your Statistics by selecting parameters in the menu.

Announcements

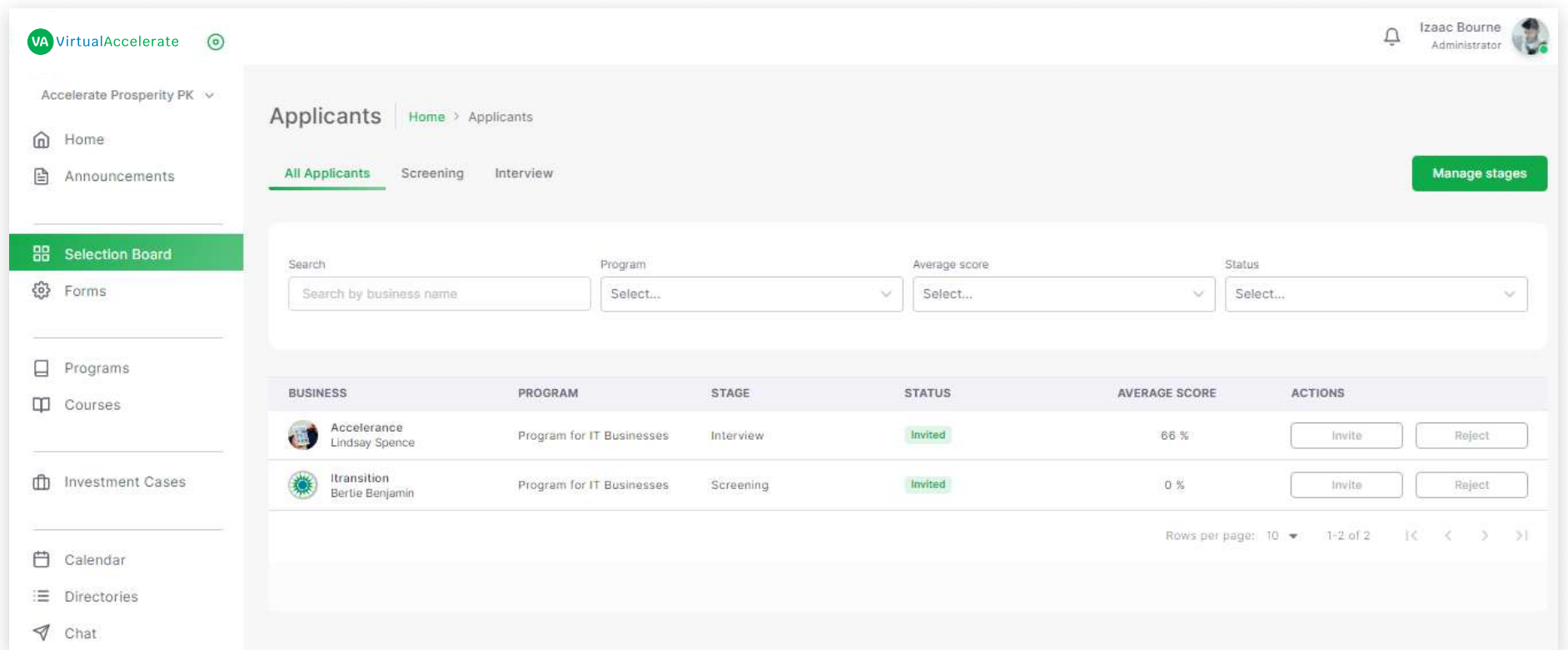


Announcements is the page where you can get and publish (with Draft and Published statuses) some news and announcements with the opportunity to Edit and delete them.

- By clicking the Announcement name a detailed Page will open where you can read full announcement text, react and add comments.
- To create a new announcements click the “Create announcement” button, by clicking it there will be a pop up window, where you can fill Information and save the announcement by clicking the Create Button.

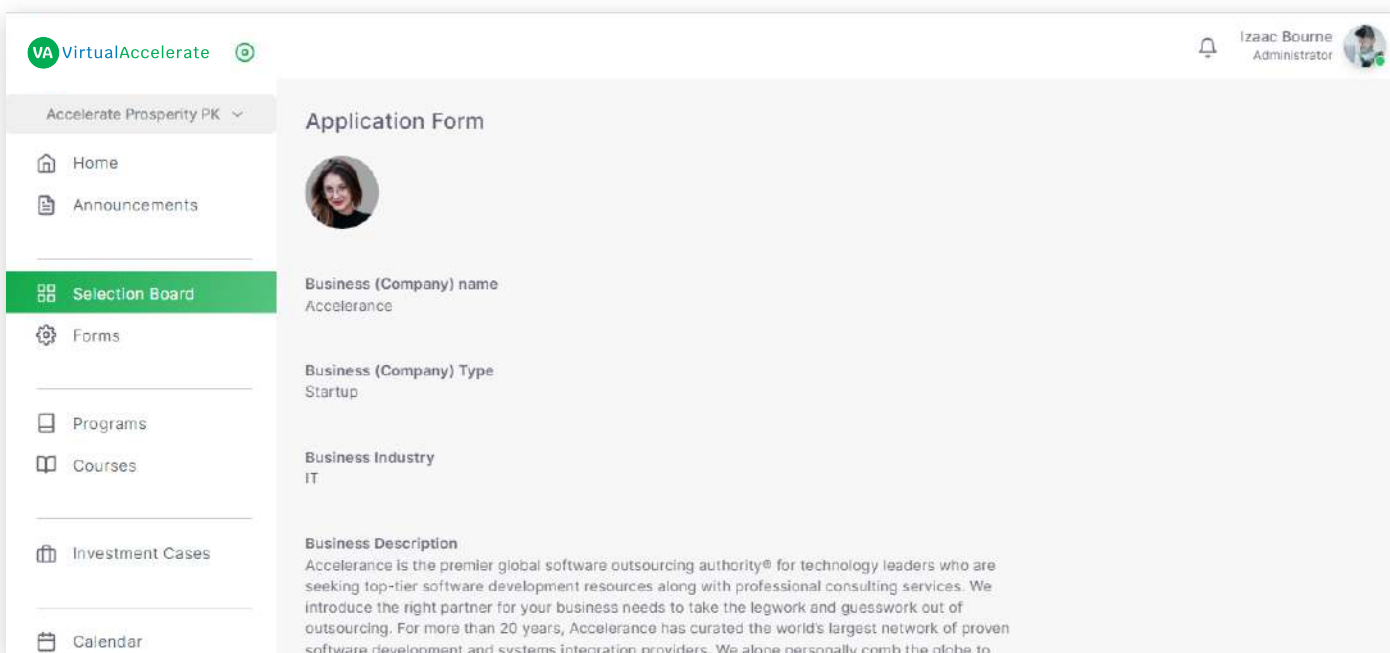
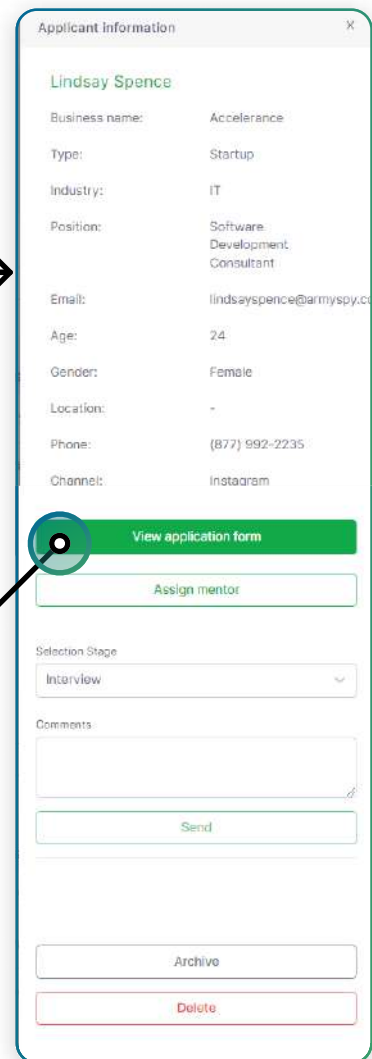
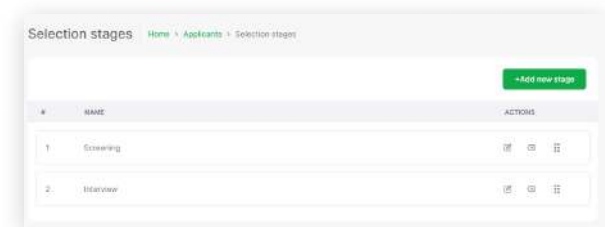


Selection Board

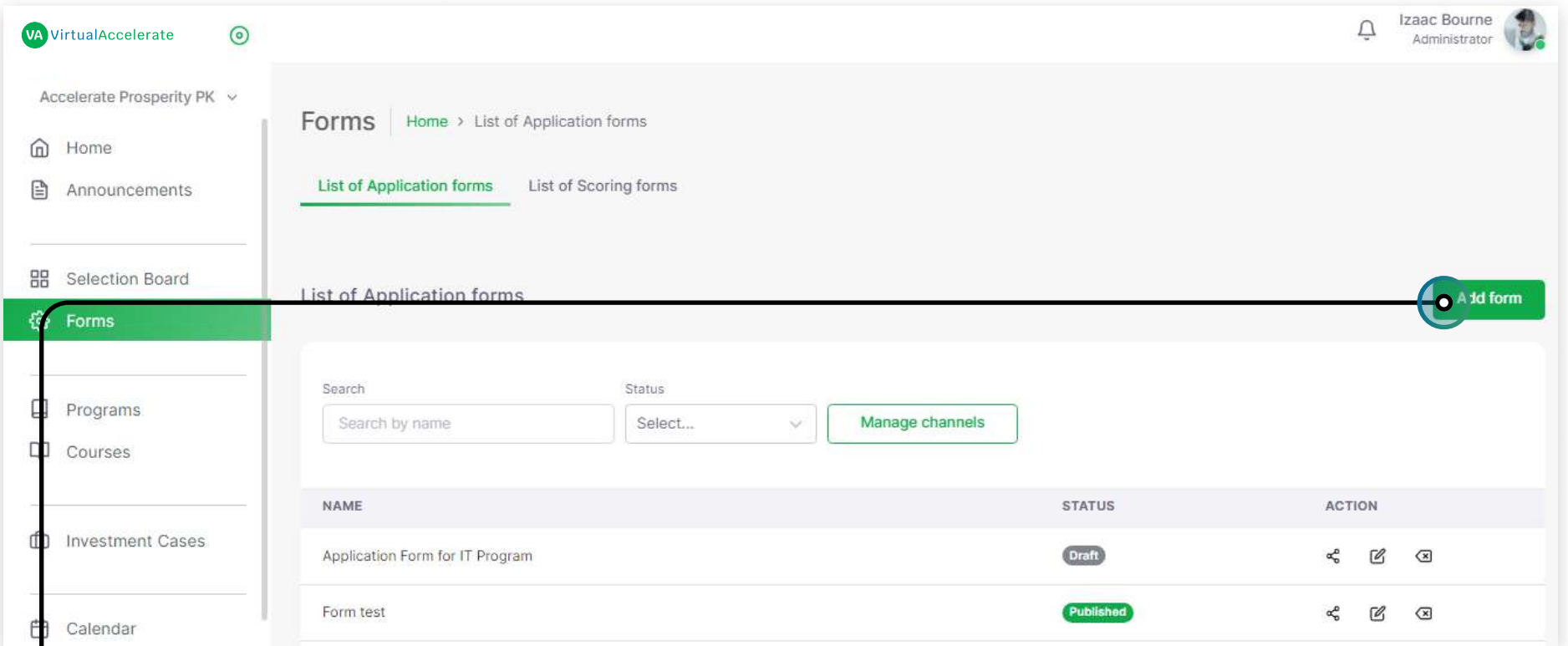


Selection Board is the page where you can manage all selection process: review applicant's information, application forms, create your own selection stages, and invite applicants there etc.

- In the information Table you can see the main information on applicant and his Status, as well as Action button "Invite" and "Reject" to let the applicant move or not to the next stage. On the upper side you can use filters to manage applicant's information.
- By clicking the Business name with logo and applicant's name a Side menu will open where you can read basic Applicant information, by clicking the "View application form" button you will be able to review detailed Application form.
- By clicking the Manage stages button you can Edit, Delete, change their order or Create a new stage.
- These tabs will help you to switch the stages you have.

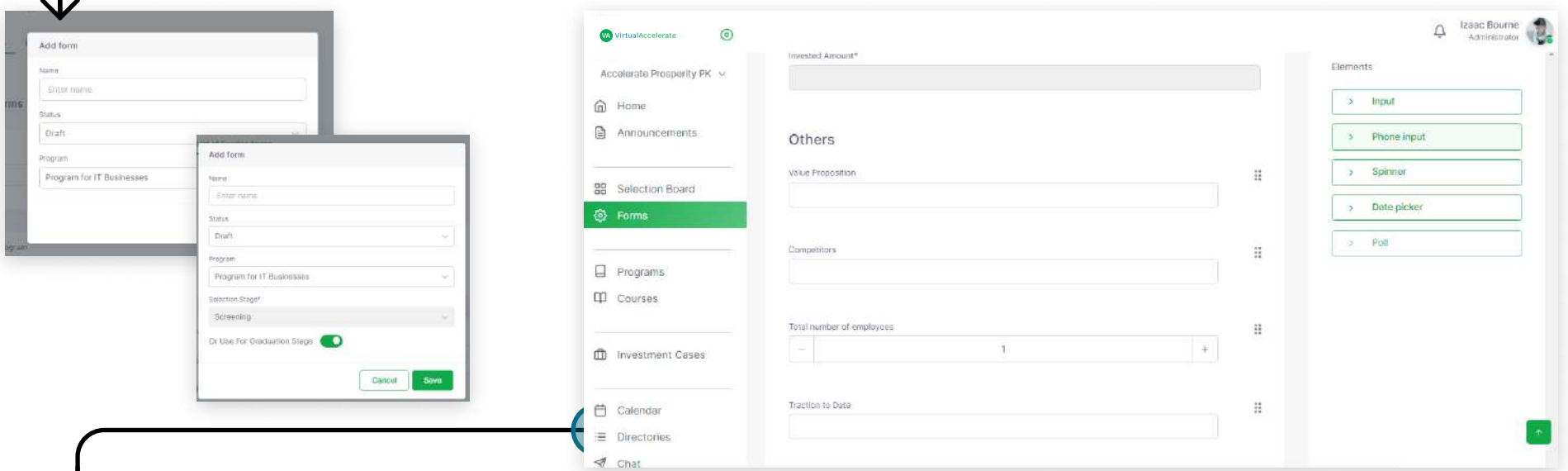
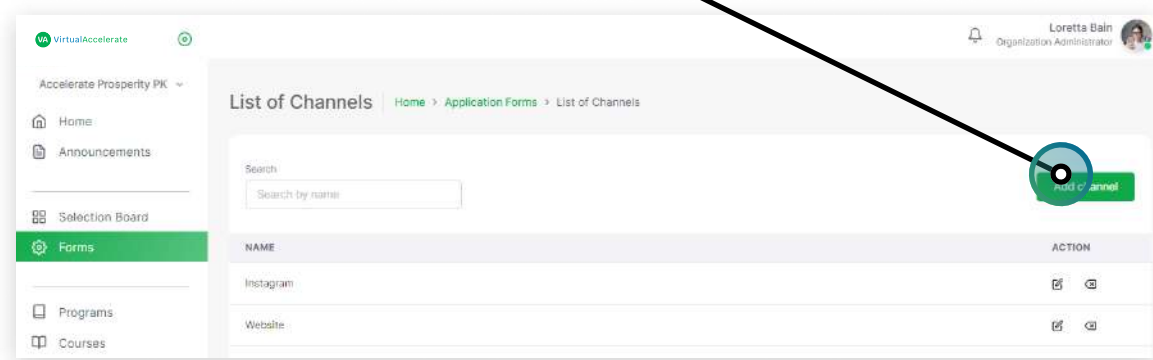


Forms



Forms is the page where you can manage (Edit, Delet, Create) application forms, scoring forms and channels.

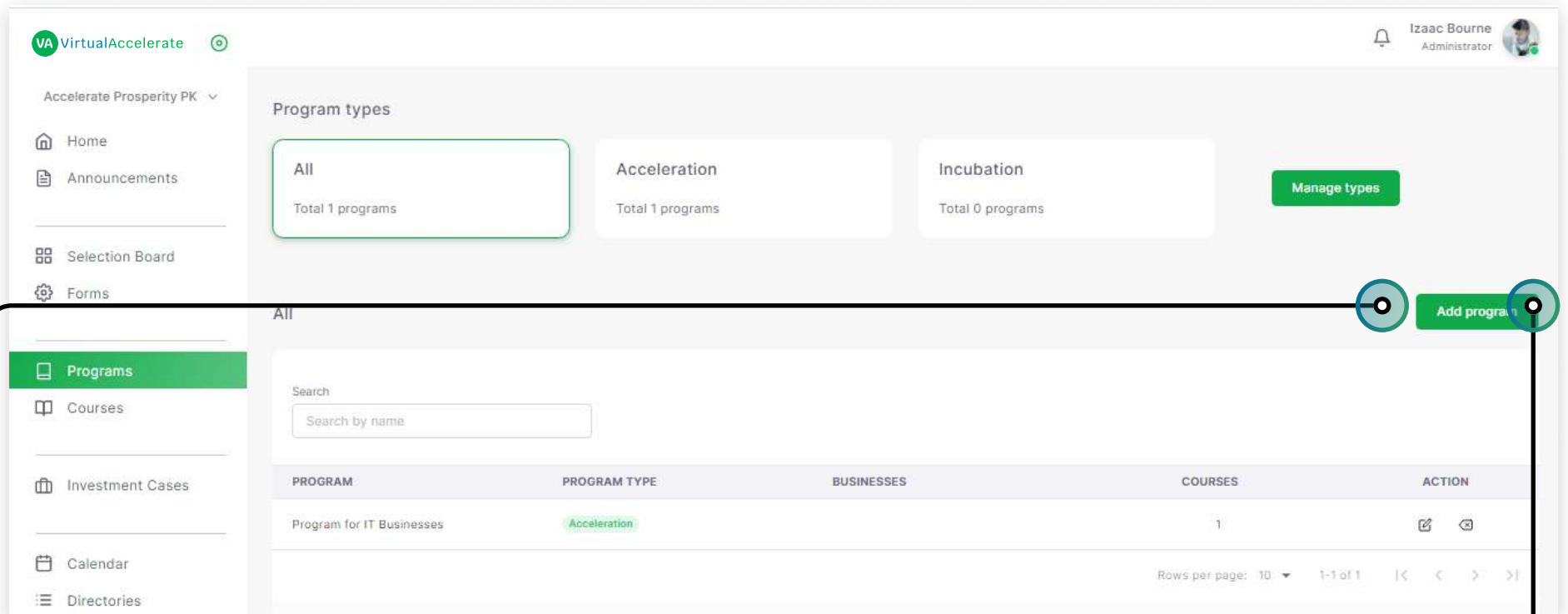
- In the information Table you can see forms names and their Statuses, as well as Action button “Share” and “Edit” “Delete”. Also you can use filters above.
- By clicking the “Manage Channels” button the list of your channels will open. By clicking the “Add channel” button the pop up window will open to create a channel.



Form creation:

- By clicking the “Add form” button the pop up window will open to create a new form, enter all information and click the “Save” button.
- After in the the new form will appear in the table.
- To add information to the new form you need click by its name.
- By clicking the new page will open. You need to choose the needed element in the right Elements section.
- By clicking the element in the left main section this template element will appear. Enter all needed information there.
- After your changes click the Save Button.

Programs

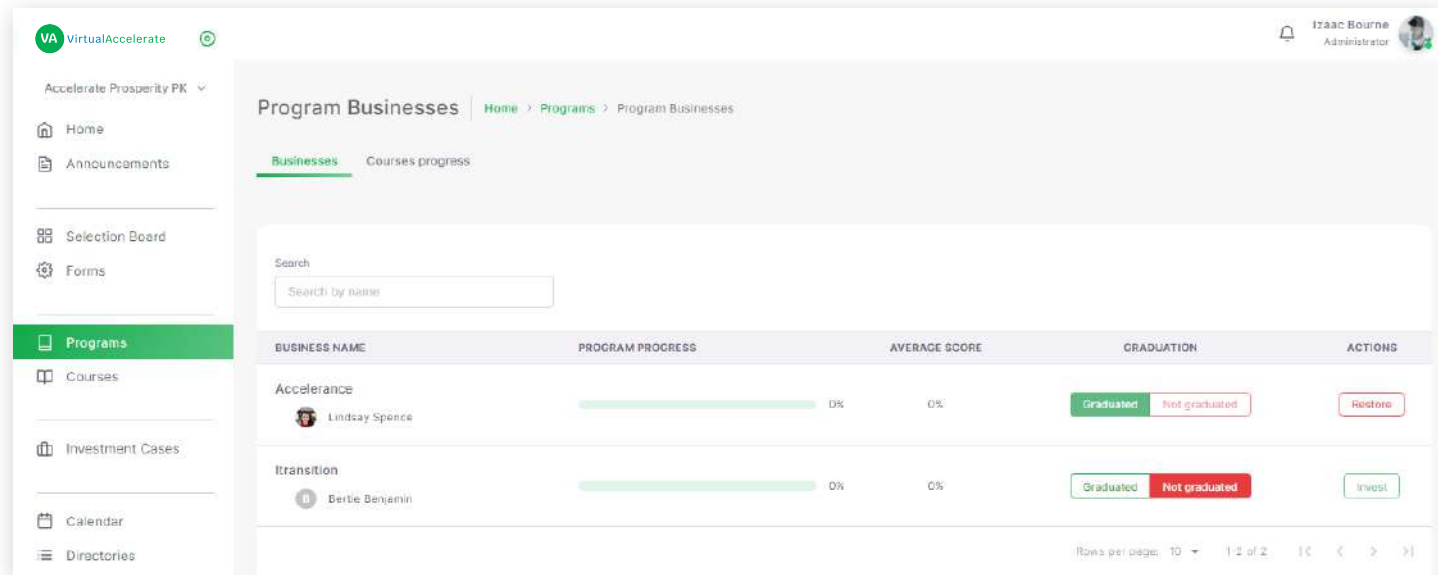


Programs is the page where you can manage (Edit, Delete, Create) programs, assign them to any course and manage their types.

- In the information Table you can see programs names and their main information, as well as Action button “Edit” and “Delete”. Also you can use Search bar above to find the needed program in the list.
- By clicking the “Manage types” button the list of your program types will open. By clicking the “Add program type” button the pop up window will open to create a new type.

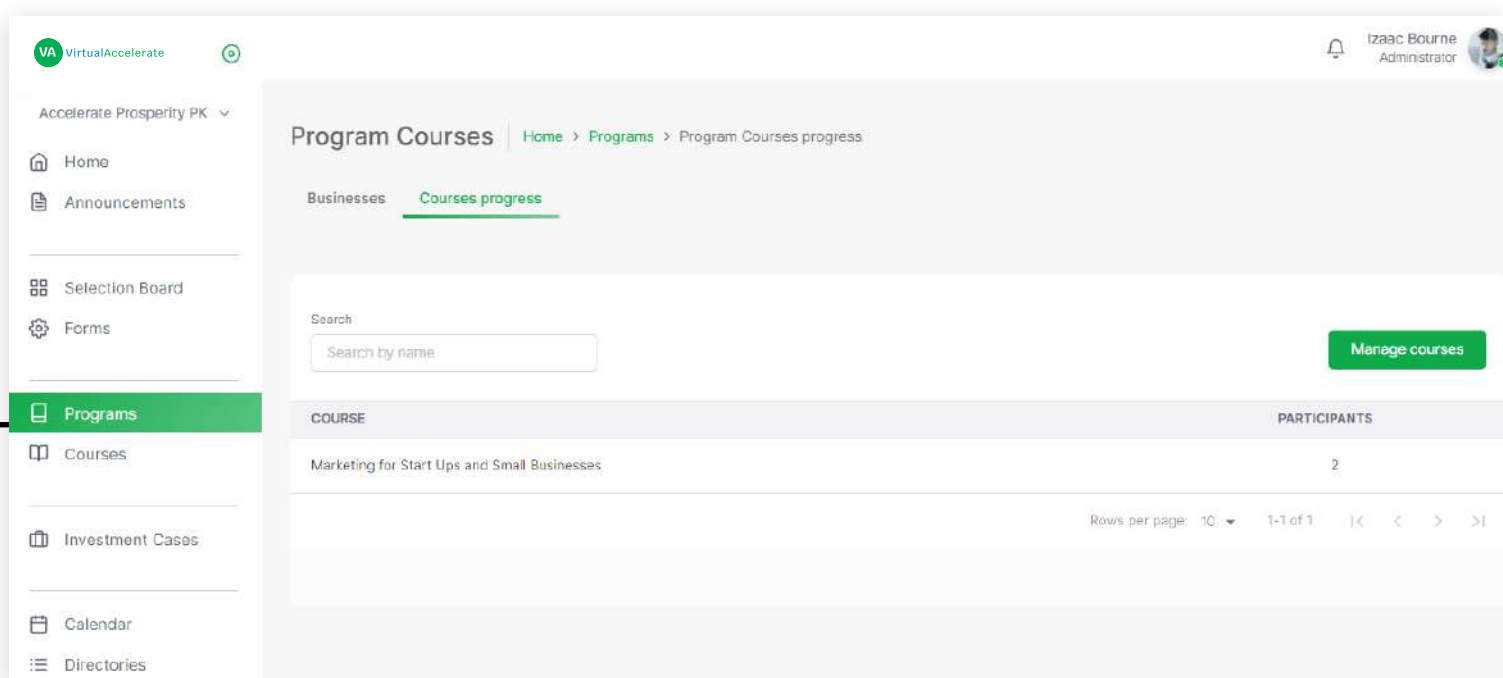
Program creation:

- By clicking the “Add program” button the pop up window will open to create a new form, enter all information and click the “Save” button.
- After in the the new program will appear in the table.
- To view information on Businesses you need click by program name.
- By clicking it the new page with “Businesses” and “Courses progress” will open.



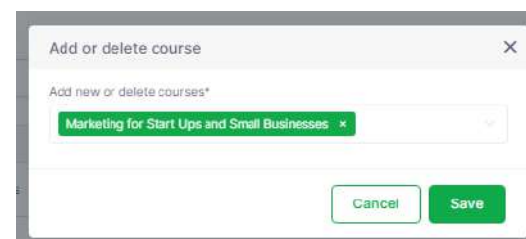
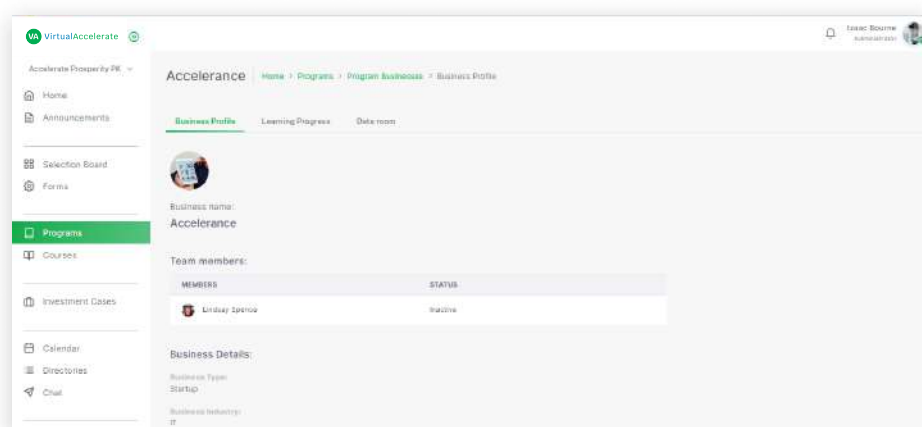
Businesses Tab:

- In the “Businesses information” Table you can see business names and their main information on the learning progress, as well as Action button “Graduated”, “Not graduated” and “Restore”. Also you can use Search bar above to find the needed program in the list.
 - By clicking the business names the right menu with Personal Information, Business information, as well as Action buttons “View business profile”, “Request chat” and “Request meeting” will open.
 - By clicking the “View business profile” the new page with “Business Profile”, “Learning Progress’ and “Data room” tabs will open.
- *You can also get this page if you click the raw with needed business name in the Businesses information Table.

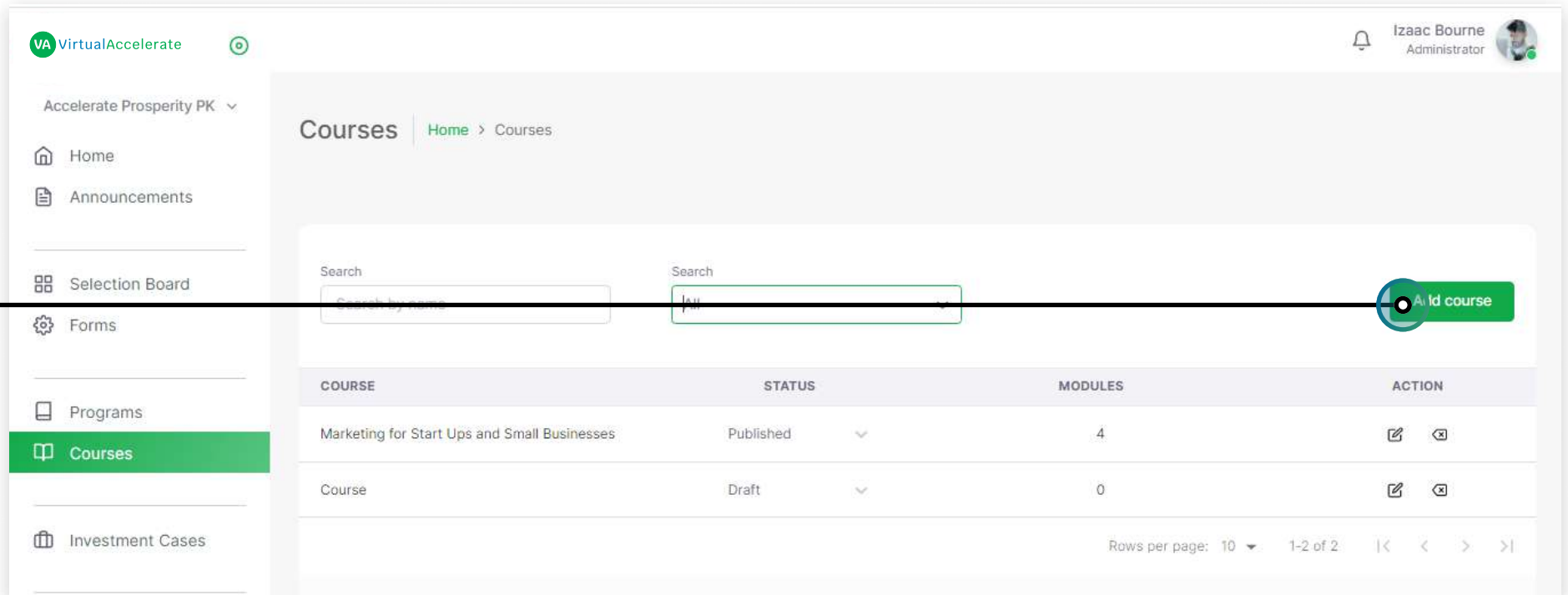


Courses progress:

- In the “Courses progress” Table you can see courses list with participants total ammount.
- By clicking the course name the Table with all participants and their Progress and scores will open.
- By clicking the participant name you can review the detailed information on his/her course progress.
- By clicking the “Manage course” button the pop up window will open to create or delete course.



Courses

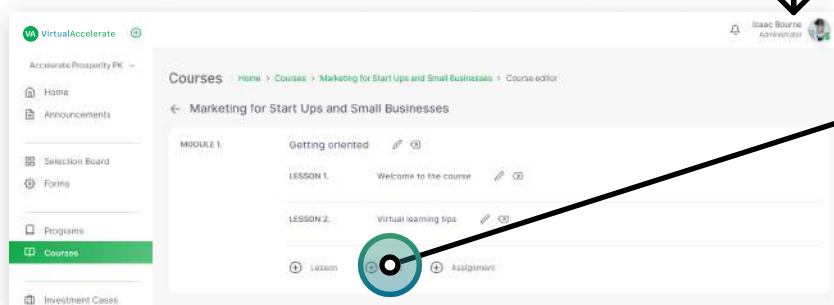
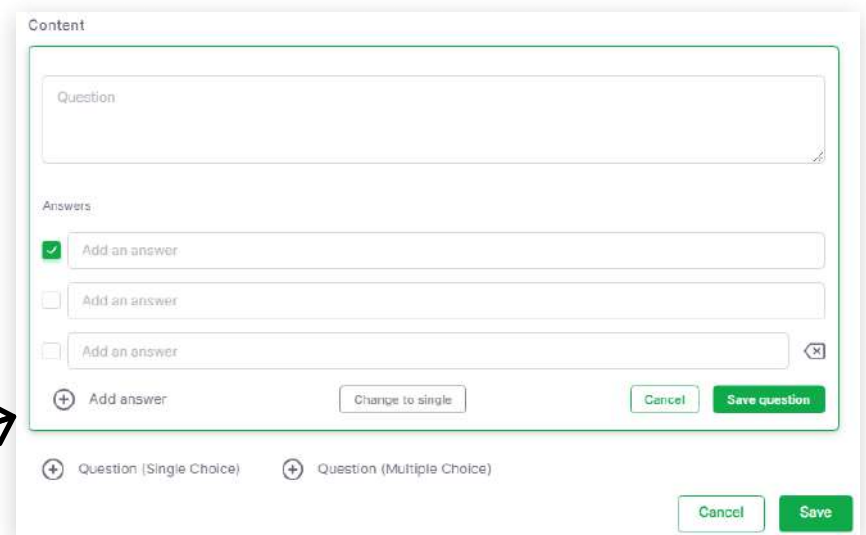
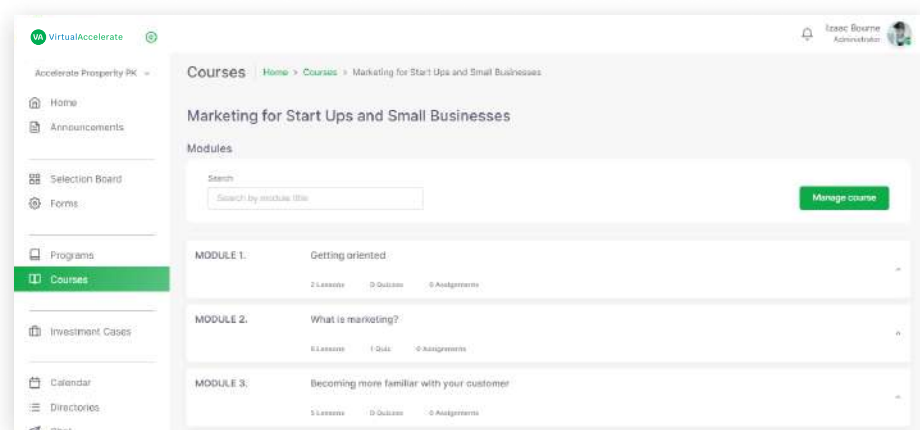


Courses is the page where you can manage (Edit, Delet, Create, Publish) courses.

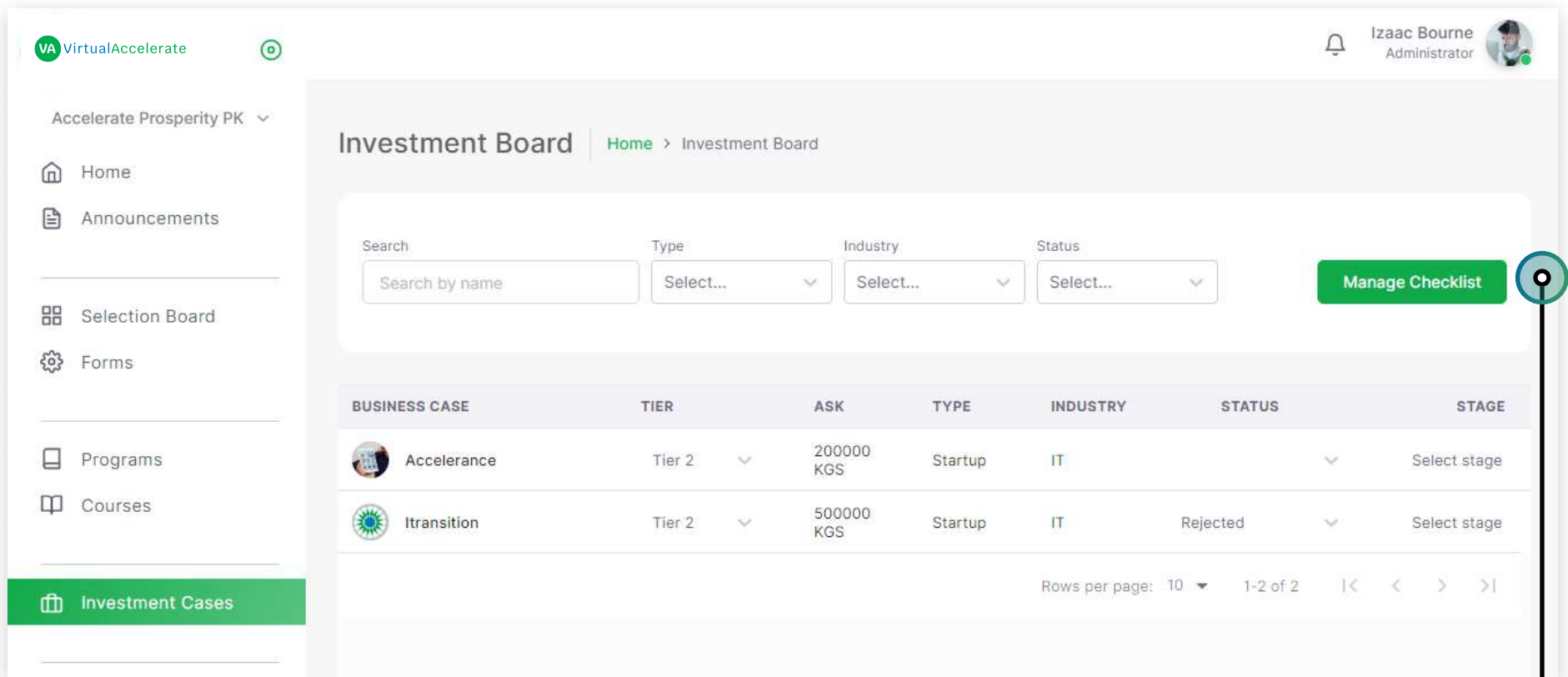
- In the information Table you can see courses names and their main information, as well as Action button “Edit” and “Dlete”. Also you can use Search bar above to find the needed course in the list or filter them by status.
- By clicking the courses name the detailed page will open. There you can review all the course and manage it by clicking the “Manage course” button. After you are able to change or add any information in the course.

Course creation:

- By clicking the “Add course” button the pop up window will open to create a new course, enter the name and click the “Add” button.
- After in the the new course will appear in the table.
- By clicking the created course name the new page with “Manage course” button will open.
- By clicking the “Manage course” button new page will open.
- Enter the module name and description and save it. (You can add as many modules as you need).
- After you can add “Lesson”, “Quiz” or “Assignment”.
- To add lesson click the “Lesson” button. Add the lesson name and description and save it. (You can add as many lessons as you need).
- To add information to the lesson click the “Pen” icon. After you can add Video, Script, Resource or Link.
- To add Quiz click the “Quiz” button. Add the Quiz name, description, you can create Question (Single Choice) or Question (Multiple Choice), then save it. (You can add as many Question as you need).
- To add Assignment click the “Assignment” button. Add the Assignment name, description.

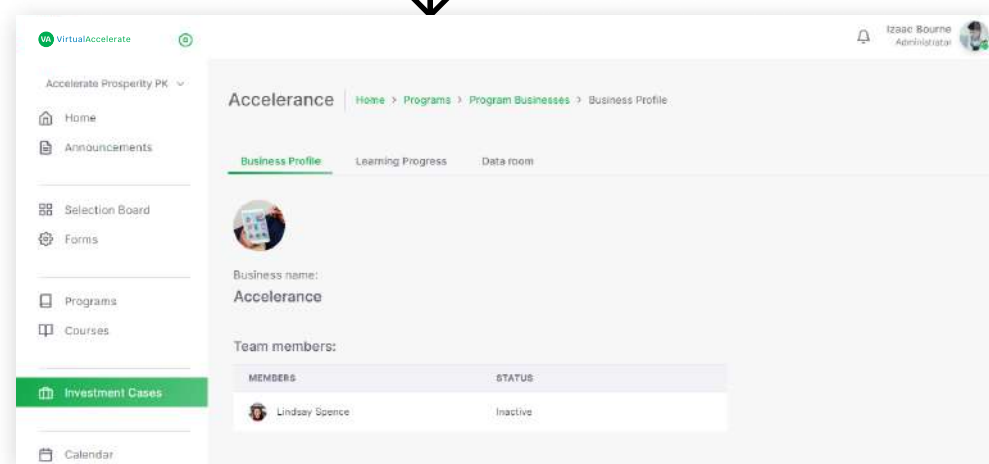


Investment Cases

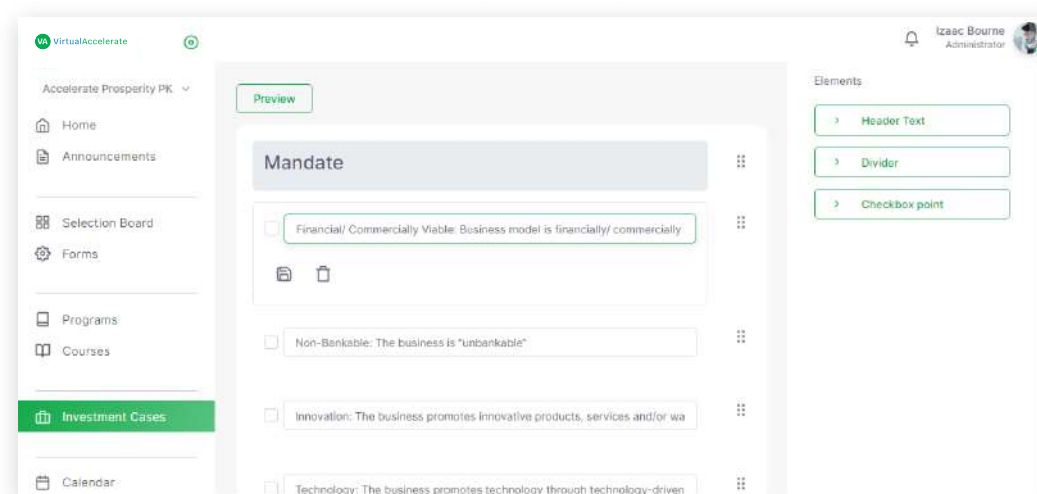


Investment Board is the page where you can review and manage businesses for the Investment Stage.

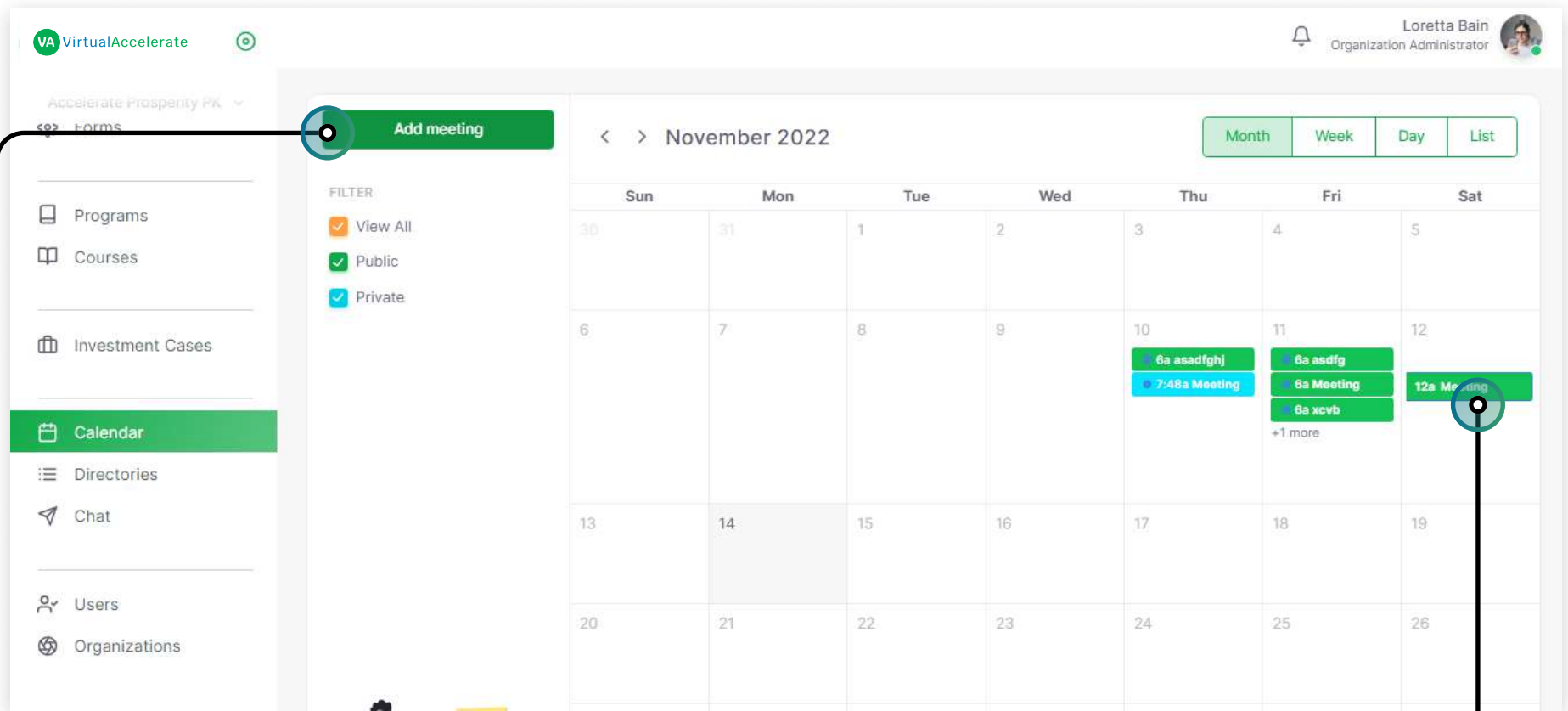
- In the information Table you can see businesses names and their main information, as well as Statuses and Stages
- By clicking the Business name the new page with “Business Profile”, “Learning Progress’ and “Data room” tabs will open.



- By clicking the “Manage Checklist” button the new page will open. You need to choose the needed element in the right Elements section.
- By clicking the element in the left main section this template element will appear. Enter all needed information there.
- By clicking the “Preview” button you can check the final view of the Checklist.
- After your changes click the Save Button.

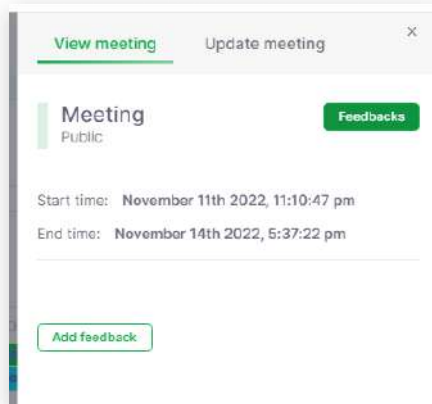


Calendar



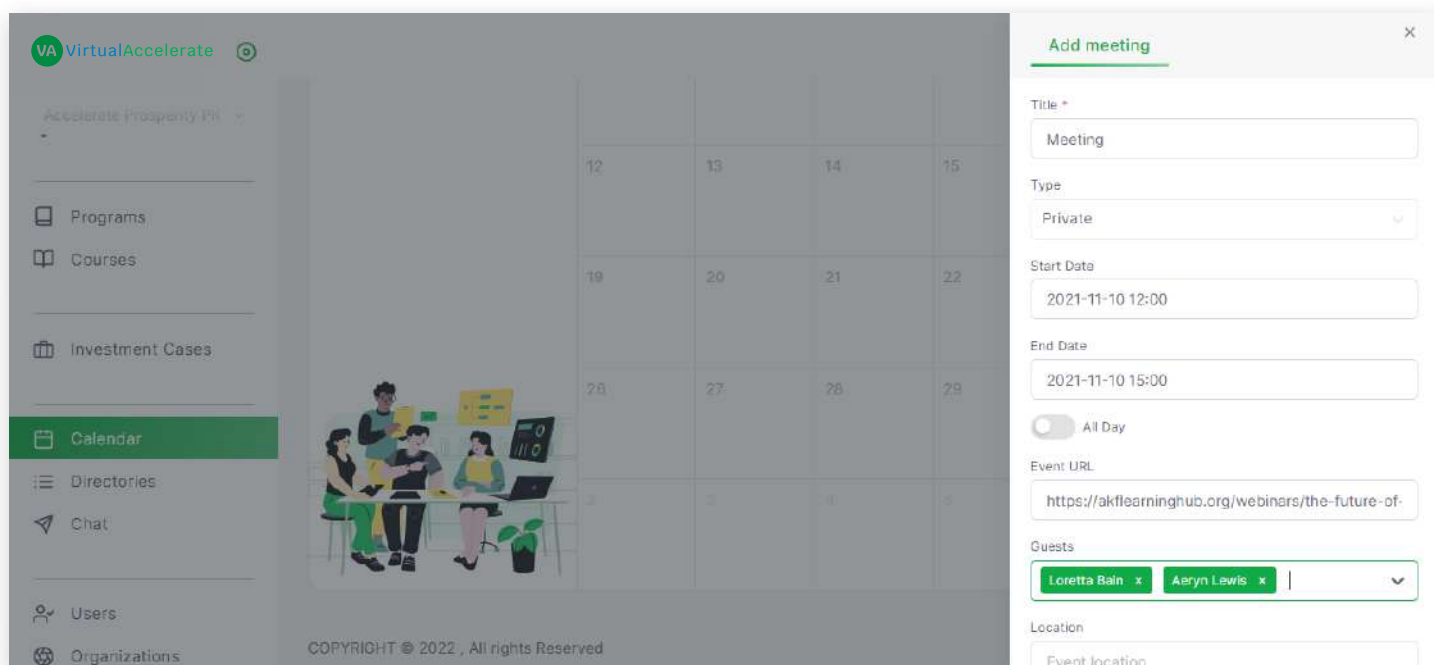
Calendar is the page where you can review all events and create new ones.

- By clicking the event name the side menu with detailed event information will open.
- Here you can Edit the created Event by clicking "Update event" Tab.
- Events can have Feedbacks from users, you can read them by clicking "Feedbacks" button in opened event.

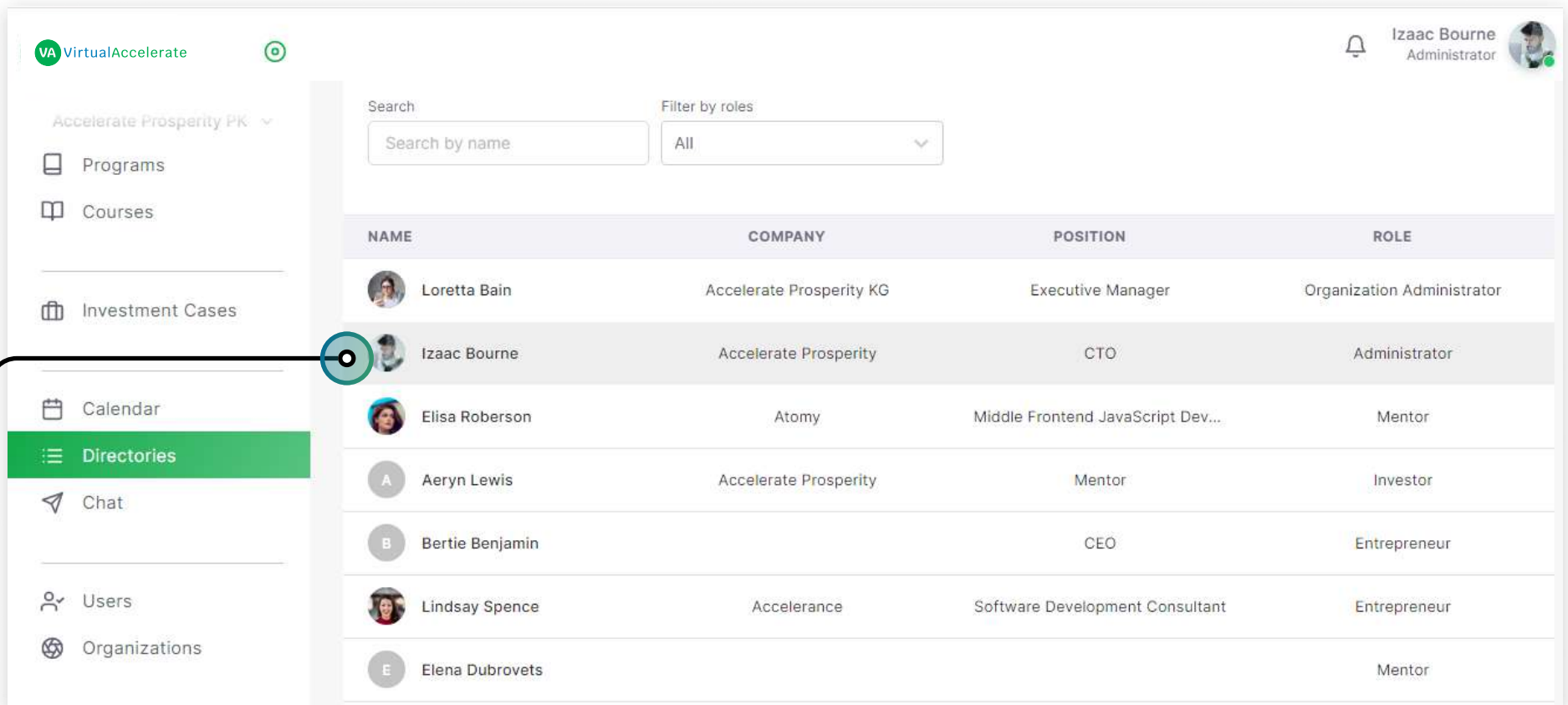


Event creation:

- By clicking the "Add event" button or any date in the calendar the right side menu will open
- Enter needed event information and click the "Add" button.
- After the new event will appear in the calendar.

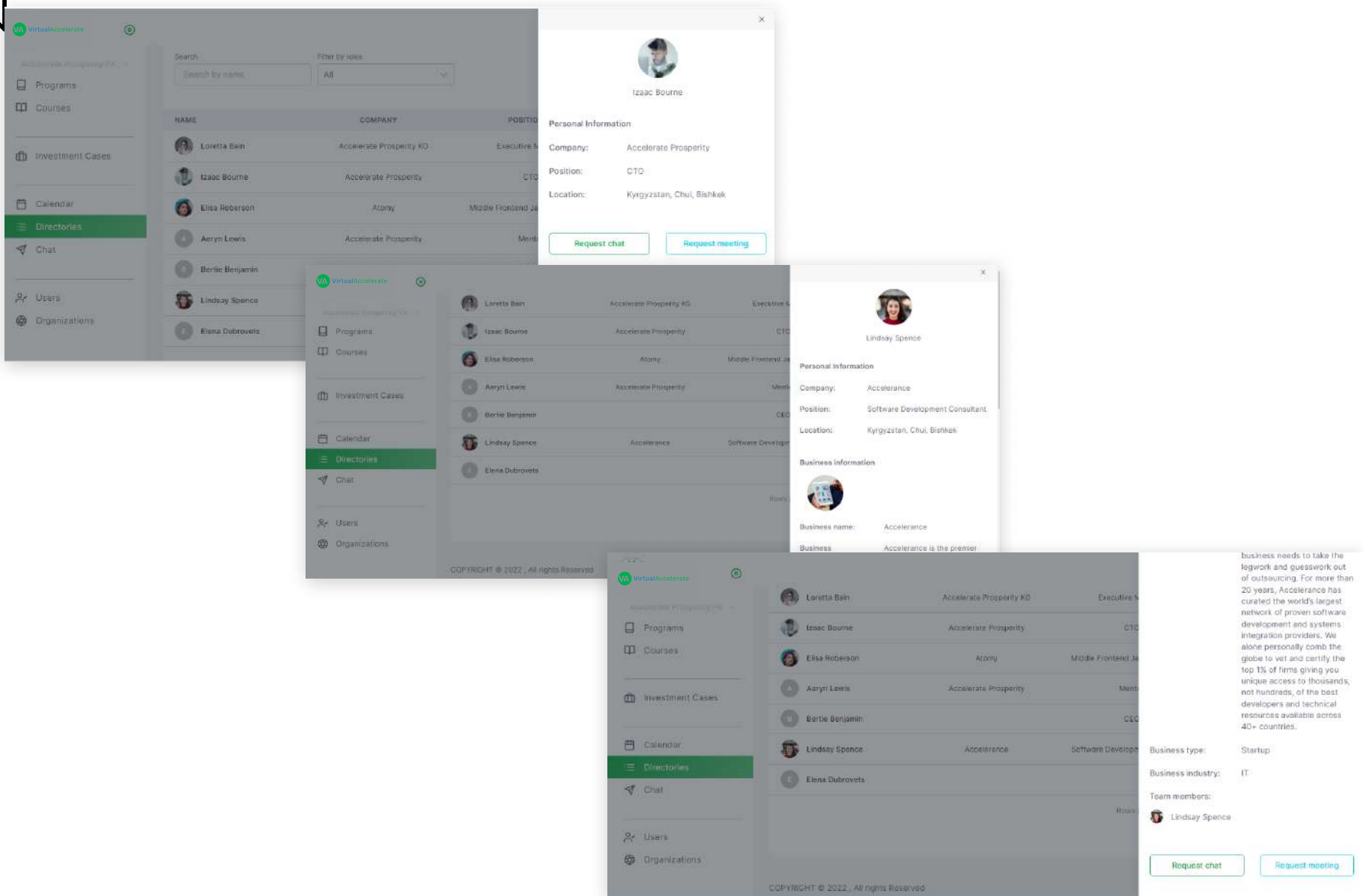


Directories

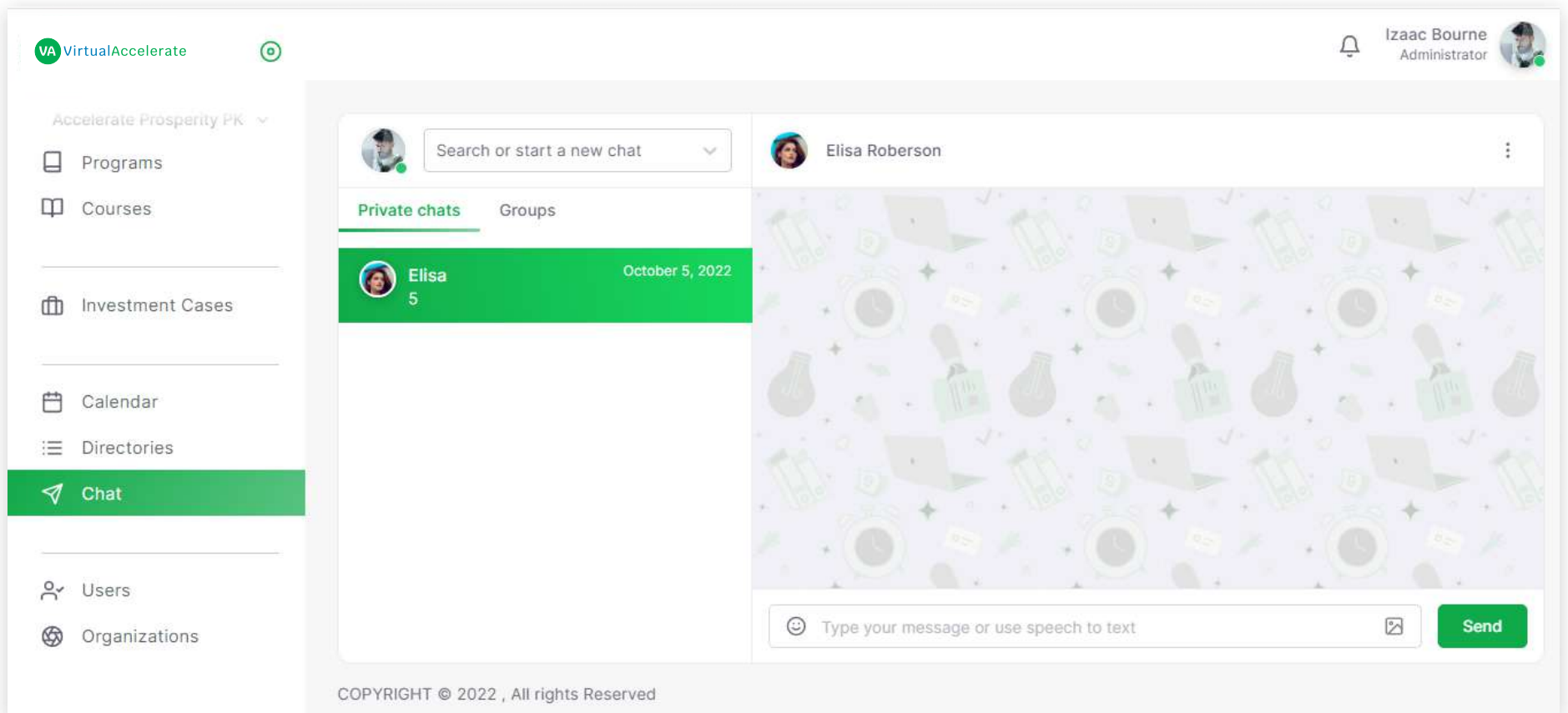


Directories is the Networking page with the list of all users, their company, roles, and positions.

- By clicking the user name the side menu with his/her detailed Information will open.
- Here you can also Request chat or meeting by clicking the proper buttons.

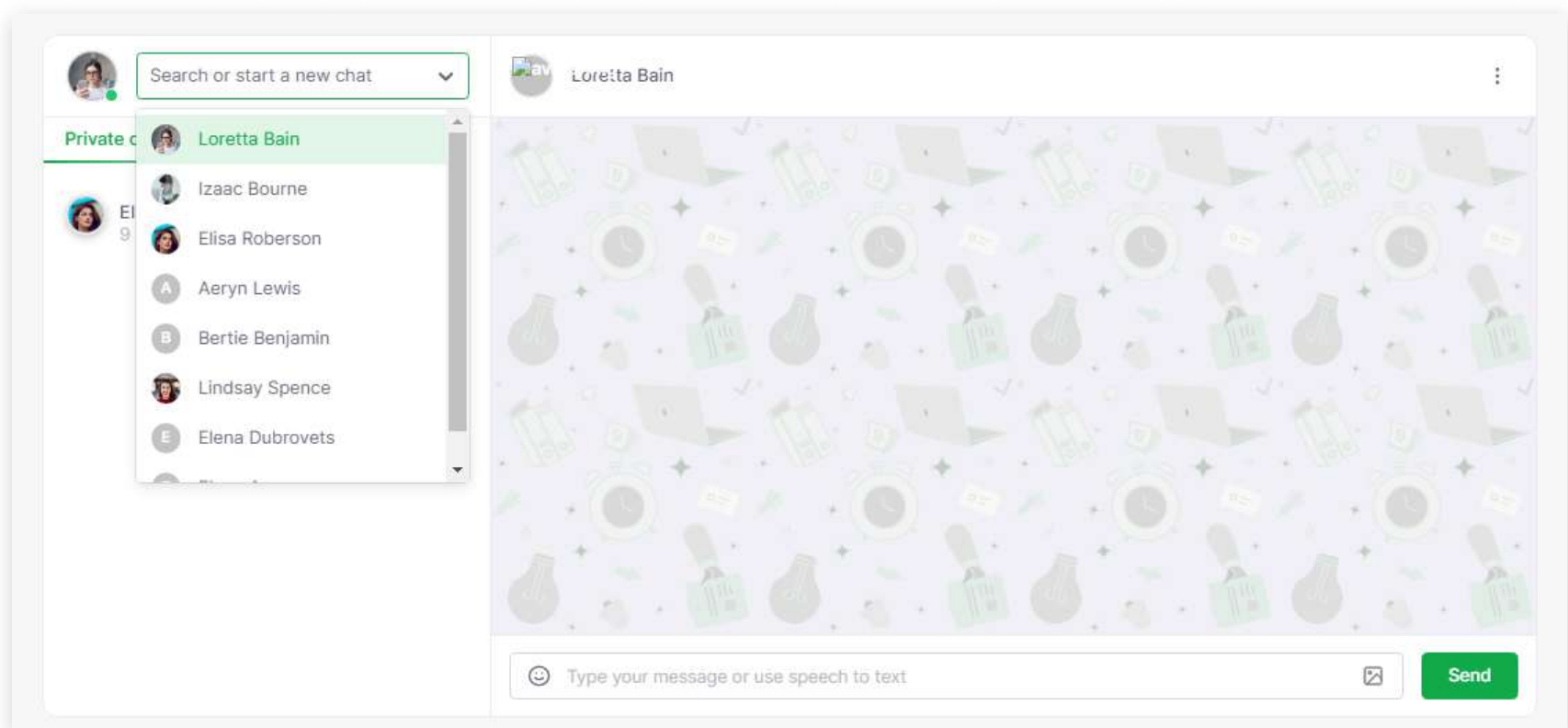


Chat

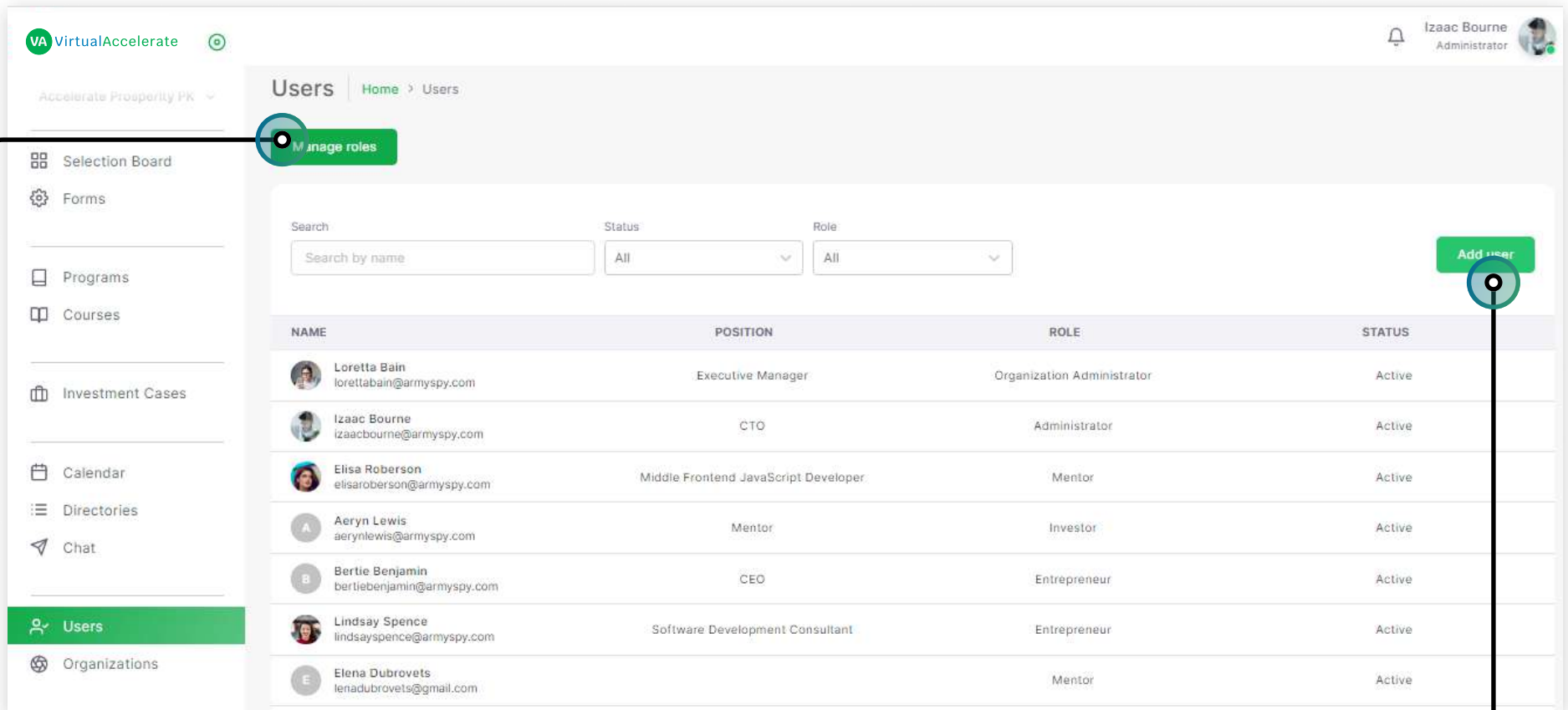


Chat is the chat window where you can text messages to the users, send them images, documents, and emojis.

- In the Chat you can have “Private chats” or “Groups” by clicking to the proper Tab name.
- You can use Search bar by name to start the conversation with any person you need.



Users

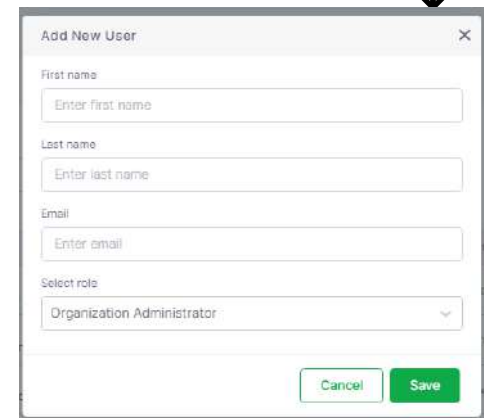


Users is the administrative page where you can manage all the users' permissions and roles, review their Personal Information, and invite new users.

- In the information Table you can see users names, their position, role, and status.
- By clicking the user name the side menu with Personal Information will open.

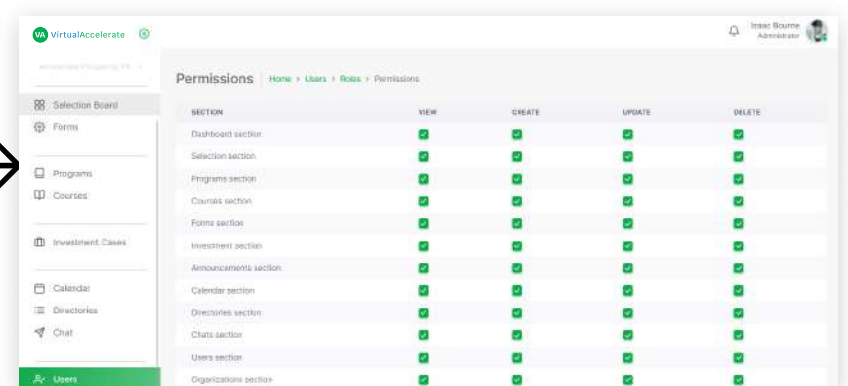
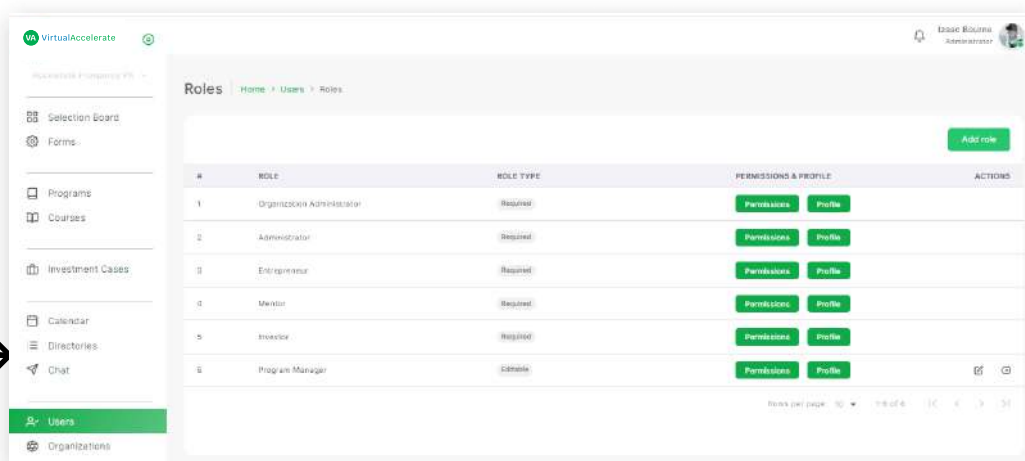
Add (Invite) new user:

- By clicking the "Add user" button the pop up window will open to invite by email a new user, enter all information and click the "Save".
- At this moment this user will receive an email with instruction how to register in the system.
- After this new user will appear in the list with his/her status.

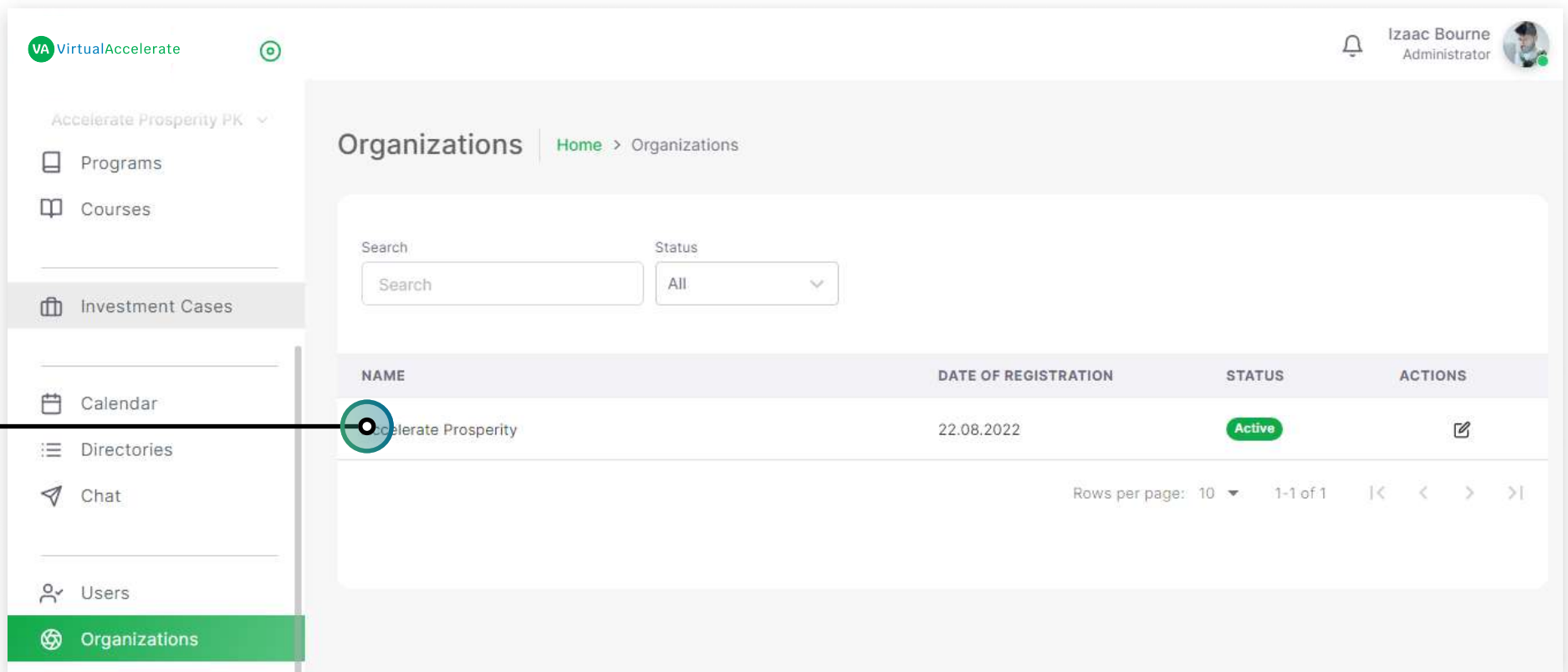


Manage roles and permissions:

- By clicking the "Manage role" button the new page will open with the list of all roles and "Permissions" and "Profile" buttons, as well as the "Add role" button.
- To manage existing roles and their permissions click the "Permissions" button. After the new page with Permissions list will open. Here you can choose Permissions you need by sections and tick them in the list. After click the "Save" button.
- Also you are able to create specific User Profiles with needed textfields.
- To manage Profiles and its information you need to click the "Profile" button.
- By clicking it the new page will open. You need to choose the needed element in the right Elements section.
- By clicking the element in the left main section this template element will appear. Enter all needed information there.
- After your changes click the Save Button.

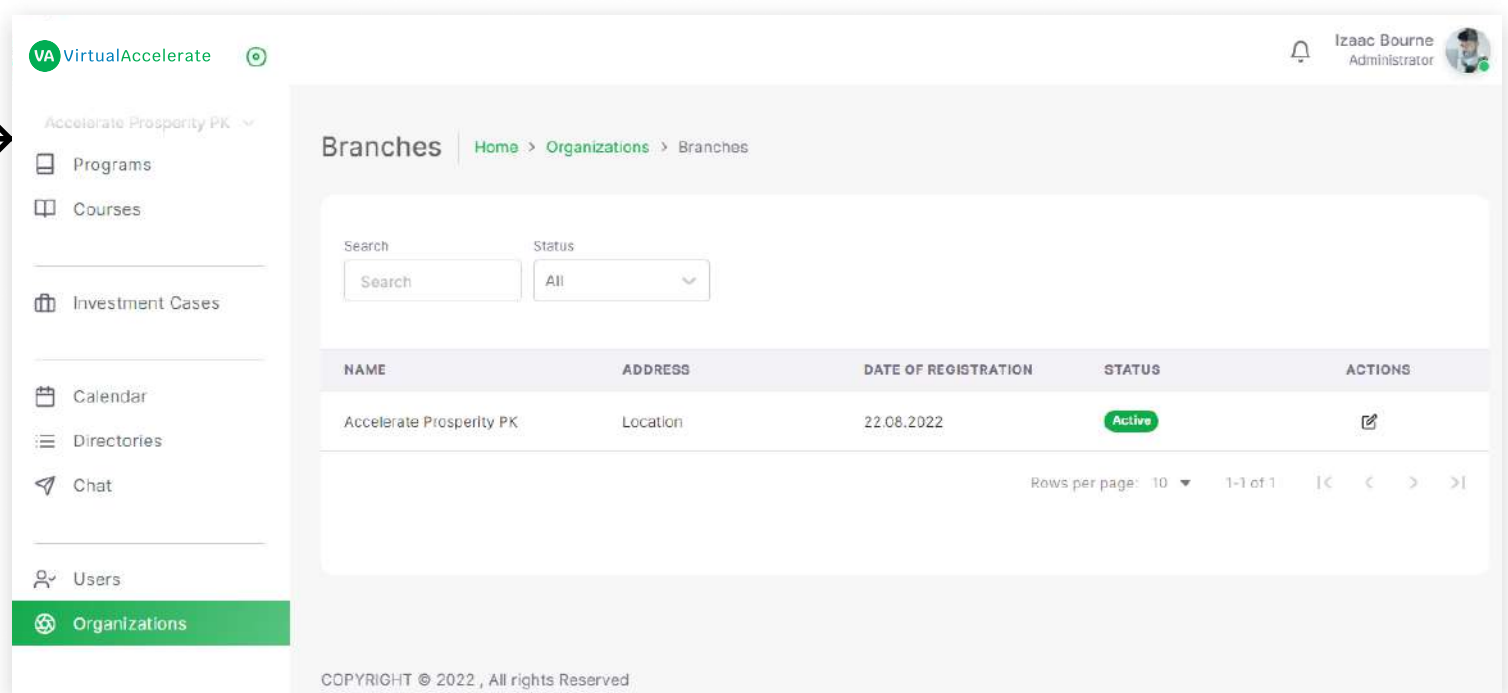


Organizations



Organizations is the administrative page where you can manage all the branches in your organizations.

- In the information Table you can see organization names, their information, and the “Edit” Button.
- By clicking the organization name the new page with the list of Branches will open.
- In the information Table you can see Branches names, their information, and the “Edit” Button.
- By clicking the “Edit” Button you can correct all needed information on the Branch.



Edit branch ✕

Branch name
Accelerate Prosperity PK

Email
accelerateprosperity@example.com

Phone
0755151920

Location
Location

Country
Kyrgyzstan

Language
English

Timezone
UTC+6

Currency
KGS



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