teczo.com®
Online Business Solutions

Quick Start Guide
For 30-Day Free Trial

User Guide
V2.0

Welcome to Teczo.com!

Teczo offers you a 30-day free trial through our website. This Quick Start Guide aims to provide you with an overview of the features and resources available in your 30-day free trial account and will walk you through the basic steps of using the platform. You can experience how Teczo can add value to your organization.

What Resources You Have

Teczo.com is an enterprise collaboration platform. To better demonstrate how people in an organization effectively collaborate on the platform and help jumpstart your implementation, we have prepared a set of **sample data** in your account.

Click https://trial.myteczo.com/ to log in, and here is what you are going to see:

a. Users

In System Administration module, a virtual company, named MP3 Thumb INC., has been created with 29 users. When you first log in, you will be acting as a **System Administrator** of this company. As a System Administrator, you have full access rights to all modules and user accounts. You can also create new users for your own employees or colleagues.

Company Information	
Company Name:	MP3 Thumb, INC.
Industry:	IT and Electronics
Contact Person:	David Jones
Contact No.:	415-000-0000
Email:	
Address:	1234 Teczo Drive, San Francisco, CA94101
Country:	United States
Date Subscribed:	

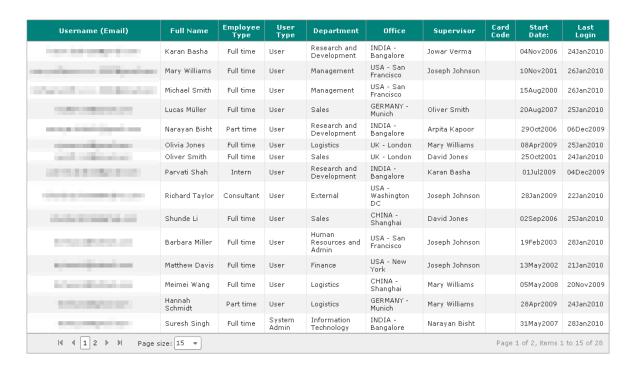Figure 1. A Virutal Company: MP3 Thumb INC.

Username (Email)	Full Name	Employee Type	User Type	Department	Office	Supervisor	Card Code	Start Date:	Last Login
	Karan Basha	Full time	User	Research and Development	INDIA - Bangalore	Jowar Verma		04Nov2006	24Jan2010
	Mary Williams	Full time	User	Management	USA - San Francisco	Joseph Johnson		10Nov2001	26Jan2010
	Michael Smith	Full time	User	Management	USA - San Francisco			15Aug2000	26Jan2010
	Lucas Müller	Full time	User	Sales	GERMANY - Munich	Oliver Smith		20Aug2007	25Jan2010
	Narayan Bisht	Part time	User	Research and Development	INDIA - Bangalore	Arpita Kapoor		29Oct2006	06Dec2009
	Olivia Jones	Full time	User	Logistics	UK - London	Mary Williams		08Apr2009	25Jan2010
	Oliver Smith	Full time	User	Sales	UK - London	David Jones		25Oct2001	24Jan2010
	Parvati Shah	Intern	User	Research and Development	INDIA - Bangalore	Karan Basha		01Jul2009	04Dec2009
	Richard Taylor	Consultant	User	External	USA - Washington DC	Joseph Johnson		28Jan2009	22Jan2010
	Shunde Li	Full time	User	Sales	CHINA - Shanghai	David Jones		02Sep2006	25Jan2010
	Barbara Miller	Full time	User	Human Resources and Admin	USA - San Francisco	Joseph Johnson		19Feb2003	28Jan2010
	Matthew Davis	Full time	User	Finance	USA - New York	Joseph Johnson		13May2002	21Jan2010
	Meimei Wang	Full time	User	Logistics	CHINA - Shanghai	Mary Williams		05May2008	20Nov2009
	Hannah Schmidt	Part time	User	Logistics	GERMANY - Munich	Mary Williams		28Apr2009	24Jan2010
	Suresh Singh	Full time	System Admin	Information Technology	INDIA - Bangalore	Narayan Bisht		31May2007	28Jan2010

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Figure 2. 29 Sample Users

User Type	Access Rights
System Administrator	All modules
User	Assigned modules

Table 1. Access Rights Hierarchy

For the details of the list of users, please refer to the appendix.

b. Organization and module data

In System Administration module, the organization information and sample data for specific modules have also been set up, such as departments, offices, product lines, industry segments, units and so on.
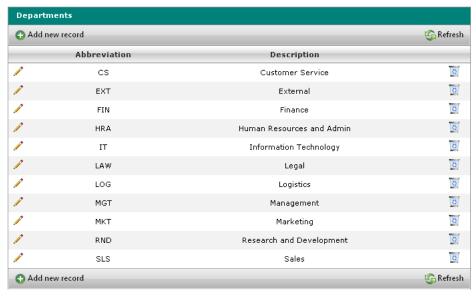
User Guide   **www.teczo.com**

Figure 3. Sample Data for Departments

For the details, please refer to the appendix.

c. Topics and comments

In each module, we have created 5-10 sample topics with comments, which demonstrate how each team in different locations within an organization can collaborate seamlessly on our platform.

Figure 4. Sample Topics in Forum Module

What You Can Do

a. **Modify your password**

You can change your password by clicking the My Account icon on the top right corner.

Figure 5. My Account Icon

b. **Add/modify user accounts**

You can add new users to your own system or modify the existing user accounts to meet your business needs. You may select and control each user's access rights for certain modules accordingly to their responsibilities.
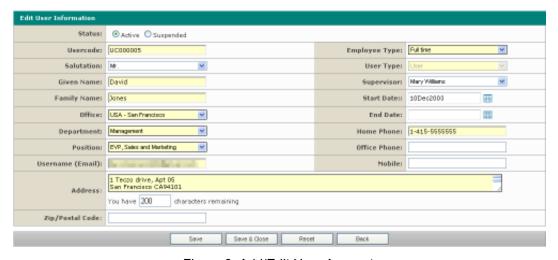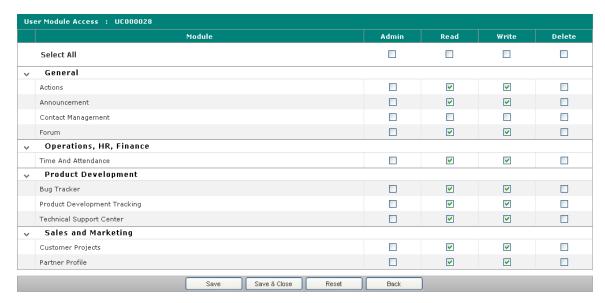

Figure 6. Add/Edit User Accounts

User Module Access : UC000028	Admin	Read	Write	Delete
Module	Admin	Read	Write	Delete
Select All	☐	☐	☐	☐
General				
Actions	☐	☑	☑	☐
Announcement	☐	☑	☑	☐
Contact Management	☐	☐	☐	☐
Forum	☐	☑	☑	☐
Operations, HR, Finance				
Time And Attendance	☐	☑	☑	☐
Product Development				
Bug Tracker	☐	☑	☑	☐
Product Development Tracking	☐	☑	☑	☐
Technical Support Center	☐	☑	☑	☐
Sales and Marketing				
Customer Projects	☐	☑	☑	☐
Partner Profile	☐	☑	☑	☐

Save   Save & Close   Reset   Back

Figure 7. Grant Access Rights to Users

c. **Add/modify organization/module data**

You can add or modify data to your organization or specific modules so that they match the real situation in your daily business.

Figure 8. Add/Edit Office Information

d. **Add topics and comments in each module**

By adding topics and comments in corresponding modules through our user-friendly interface, you can experience how effectively people across different teams and regions collaborate in your company.
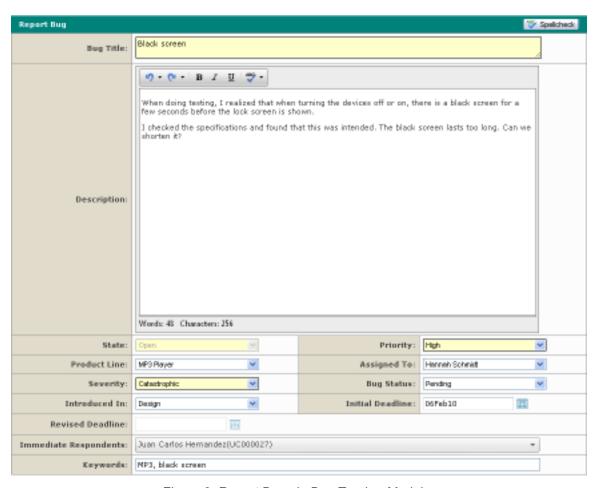
Figure 9. Report Bugs in Bug Tracker Module

By now, you should have an overview of what you can do on Teczo.

Create accounts for your colleagues and invite them to collaborate on Teczo. You will soon find out how Teczo can make a difference in your business.

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Appendix

1. Company Info

Company Information	
Company Name	MP3 Thumb, Inc.
Industry	IT and Electronics
Contact Person	[Your Name]
Contact No.	123456789
Email	info@mp3thumb.com
Address	1234 Teczo Drive, San Francisco, CA94101
Country	USA
Date subscribed	Start Date of Free Trial

2. User List

Full Name	Offices	Position	User Type
[Your Name]	USA - San Francisco	[Random]	System Administrator
Michael Smith	USA - San Francisco	Chairman	User
Joseph Johnson	USA - San Francisco	CEO	System Administrator
Mary Williams	USA - San Francisco	COO	User
Daniel Brown	USA - San Francisco	CTO	User
David Jones	USA - San Francisco	EVP, Sales and Marketing	User
Barbara Miller	USA - San Francisco	VP, Human Resources	User
Matthew Davis	USA - New York	CFO	User
Joshua Garcia	USA - New York	VP, Sales (Americas)	User
Chris Jackson	USA - Washington DC	Legal Advisor	User
Richard Taylor	USA - Washington DC	Consultant	User
Meimei Wang	CHINA - Shanghai	VP, Operations	User

Shunde Li	CHINA - Shanghai	VP, Sales (APAC)	User
He Zhang	CHINA - Shanghai	Marketing Executive	User
Lucas Müller	GERMANY - Munich	Sales Manager	User
Hannah Schmidt	GERMANY - Munich	Logistics Manager	User
Nancy Hobbs	GERMANY – Munich	Product Marketing Manager	User
Aditya Poojary	INDIA - Bangalore	General Manager	User
Hriday Guha	INDIA - Bangalore	Engineering Director	User
Jowar Verma	INDIA - Bangalore	Project Manager	User
Arpita Kapoor	INDIA - Bangalore	Project Manager	User
Karan Basha	INDIA - Bangalore	Senior Engineer	User
Narayan Bisht	INDIA - Bangalore	Senior Engineer	User
Parvati Shah	INDIA - Bangalore	Engineer	User
Suresh Singh	INDIA - Bangalore	Engineer	System Administrator
Oliver Smith	UK - London	VP, Sales (EMEA)	User
Olivia Jones	UK - London	VP, Operations	User
Henry Williams	UK - London	Purchasing Manager	User
Juan Carlos Hernandez	MEXICO - Mexico City	Sales Manager	User
Fernando Martinez	MEXICO - Mexico City	Application Engineer	User

3. Data Maintenance

Shared

	Code	Description
Categories	SNM	Sales and Marketing
	RND	Research and Development
	OPM	Operations and Management
	EXS	External - Social
	EXE	External - Environmental
	EXH	External - Health and Leisure
Departments	SLS	Sales
	MKT	Marketing
	FIN	Finance
	RND	Research and Development
	LOG	Logistics
	LAW	Legal
	MGT	Management
	HRA	Human Resources and Admin
	EXT	External
	IT	Information Technology
	CS	Customer Service
Employee Types	CO	Consultant
	FT	Full-time
	IN	Intern
	LE	Left Organization
	PT	Part Time
	OT	.Other

	Code	Name	Phone/Fax	Email
Offices				
	USA1	USA - San Francisco	415-123-4567	info@mp3thumb.com

USA2	USA - New York	1-212-1234567	info@mp3thumb.com
USA3	USA - Washington DC	1-202-1234567	info@mp3thumb.com
CHN	CHINA - Shanghai	86-21-12345678	info@mp3thumb.com.cn
DEU	GERMANY - Munich	49-089-1234567	info@mp3thumb.com.de
IND	INDIA - Bangalore	91-080-1234567	info@mp3thumb.com.in
MEX	MEXICO - Mexico City	52-55-1234567	info@mp3thumb.com.mx
GBR	UK - London	44-020-1234567	info@mp3thumb.com.uk

Operating Systems		
	Win7	Windows 7
	WinV	Windows Vista
	Win2K3	Windwos Server 2003
	WinXP	Windows XP
	Win2K	Windows 2000
	WinNT	Windows NT
	Win98	Windows 98
	WinOTH	Windows Others
	Mac10	Mac OS X 10
	Mac9	Mac OS 9
	Mac8	Mac OS 8
	MacOTH	Mac Others
	LIN	Linux
	Others	.Other OS
	Undef	.Undefined OS

Positions		
	MGT-001	Chairman
	MGT-002	CEO - Chief Executive Officer
	MGT-003	COO - Chief Operating Officer
	MGT-004	CTO - Chief Technical Officer
	MGT-005	CFO - Chief Financial Officer
	MGT-006	GM - General Manager
	SNM-001	EVP, Sales and Marketing

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	SNM-002	VP, Sales - Americas
	SNM-003	VP, Sales - APAC
	SNM-004	VP, Sales - EMEA
	SNM-005	VP, Sales - Latin America
	SNM-006	Sales Manager
	SNM-007	Application Engineer
	RND-001	Engineering Director
	RND-002	Project Manager
	RND-003	Senior Engineer
	RND-004	Engineer
	OPS-001	VP, Operations
	OPS-002	VP, Human Resources
	OPS-003	Logistics Manager
	OPS-004	Legal Advisor
	OTH-001	Consultant
Product Lines	MP3	MP3 Player
	TDR	Thumb Drive
Salutation	MR	Mr.
	MRS	Mrs.
	MS	Ms.
	MISS	Miss
Source	AM	Advertisement - Magazines
	AD	Advertisement - TV
	EX	Exhibition
	RE	Referred
	SE	Seminar and Conference
	WE	Website
	OT	.Other
	UN	.Unknown

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Modules

	Code	Description
Bug Tracker		
Modules	M-BH	MP3 - Black Hawk
	M-BR	MP3 - Blue Robin
	M-GE	MP3 - Golden Eagle
	M-RC	MP3 - Red Cardinal
	T-CL	Thumb drive - Caseless
	T-KC	Thumb drive - Keychain
	T-RD	Thumb drive - Round
	T-RT	Thumb drive - Rectangular
Contact Management		
Frequency	H	High
	L	Low
	M	Medium
Customer Project		
Currency	CNY	Chinese RMB
	EUR	Euro
	GBP	UK Pound
	INR	Indian Rupee
	MXN	Mexican Peso
	USD	US Dollar
Size	S1	Below US$10K
	S2	US$10K - below $50K
	S3	US$50K - below $100K
	S4	US$100K - below $500K
	S5	US$500K - below $1M
	S6	US$1M - below $5M

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Units	S7	US$5M - below $10M
	S8	US$10M and over
	Pcs	Pieces
	Set	Sets
Forum		
Category Members	Skipped	
Partner Profile		
Importance	A	High Importance
	B	Medium Importance
	C	Low Importance
	I	Inactive Relationship
	Z	Company Closed
	U	.Undefined Importance
Industry Segment	CO	Contractors
	DI	Distributor
	MA	Manufacturer
	RT	Retailer
	WH	Wholesaler
Partnership Types	CONM	Contract Manufacturers
	CUST	Customers
	MEDI	Media
	OUTP	Outsourcing Partners
	PCUS	Potential Customer
	POTI	Potential Investors
	SUPL	Supplier
	OTHR	.Others
	UDEF	.Undefined
Product Development		
Stage	S00	0. New Product Idea

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	S01	1. Design Planning
	S02	2. Design Kick-off
	S03	3. Design Input
	S04	4. Design Review
	S05	5. Design Output
	S06	6. Design Verification
	S07	7. Design Validation
	S08	8. Pilot Production
	S09	9. Final Design Validation
	S10	10. Project Release
	S11	11. Product Evaluation
	S12	12. Product Release
	S13	13. Commercial Launch
Product Line Members	Skipped	
Techincal Support		
Product Champions	Skipped	

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