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ENTRECOM 4 ALL

User MANUAL

EntreCom4All

EntreCom4All Partners

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USER'S MANUAL

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1.0 GETTING STARTED

A. GETTING STARTED

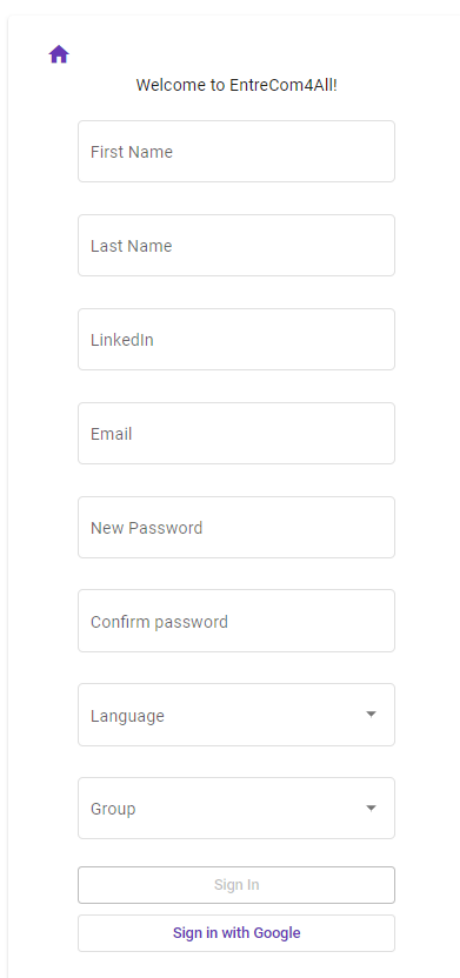
1.1 Registration

To create an account, users can use a combination of email and password, or their Google account.

On Figure 2- Sign in with email and password, users can fill in all the requested data to create an account with email and password.

If the “Sign in with Google” button is pressed, a Google pop-up will appear to introduce Google account credentials. After, user will be prompted with the form in Figure 1- Sign in with Google Account to complete the information needed for registration.

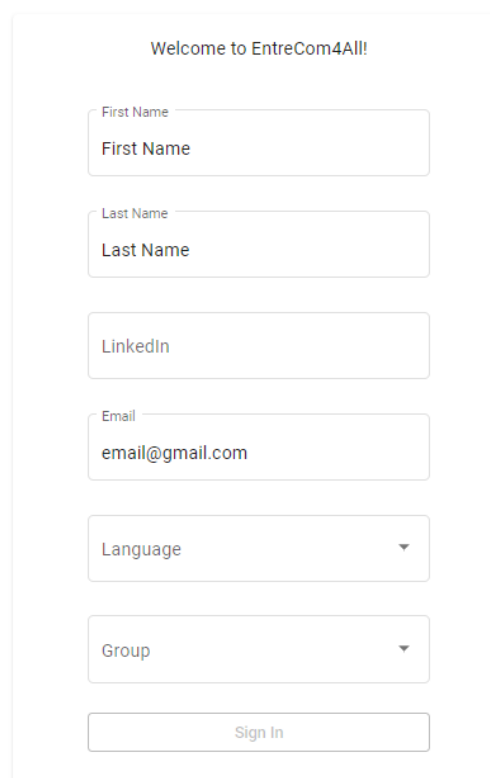
When registration is completed, the users will access the system and the Dashboard will be shown.



The form titled "Welcome to EntreCom4All!" contains the following fields and buttons:

- Home icon (house symbol)
- First Name (text input)
- Last Name (text input)
- LinkedIn (text input)
- Email (text input)
- New Password (text input)
- Confirm password (text input)
- Language (dropdown menu)
- Group (dropdown menu)
- Sign In (button)
- Sign in with Google (button)

Figure 2- Sign in with email and password



The form titled "Welcome to EntreCom4All!" contains the following fields and buttons:

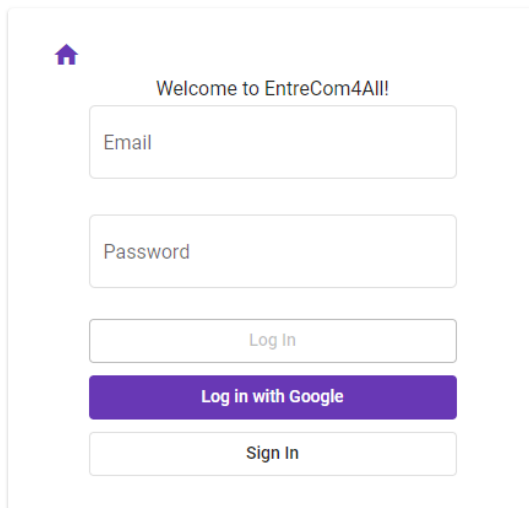
- First Name (text input, value: First Name)
- Last Name (text input, value: Last Name)
- LinkedIn (text input)
- Email (text input, value: email@gmail.com)
- Language (dropdown menu)
- Group (dropdown menu)
- Sign In (button)

Figure 1- Sign in with Google Account

After registration, user will have to complete an assessment based on the Entrecomp competences for entrepreneurship¹.

1.2 Log In

To access the system, users must use the same mode of authentication used to create the account. Users can introduce the email and password on the form shown in Figure 3- Log in Form or press the “Log in with Google” button to introduce google credentials.

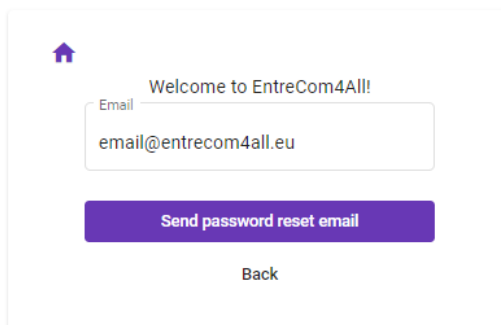


The screenshot shows a login form titled "Welcome to EntreCom4All!". It features a home icon in the top left corner. Below the title, there are two input fields: "Email" and "Password". Underneath these fields are three buttons: a white "Log In" button, a purple "Log in with Google" button, and a white "Sign In" button.

Figure 3- Log in Form

1.3 Reset password

If the user introduces a wrong password, a button labelled “Forgot password” will appear. If pressed, a pop up (shown in Figure 4 - Reset password) will let the user request a password reset email. An email will be sent to the given email with a link to introduce a new password. Once the password is set, users can access their account automatically.



The screenshot shows a "Reset password" form titled "Welcome to EntreCom4All!". It features a home icon in the top left corner. Below the title, there is an input field labeled "Email" containing the text "email@entrecom4all.eu". Underneath this field are two buttons: a purple "Send password reset email" button and a white "Back" button.

Figure 4 - Reset password

¹ Bacigalupo, M., Kampylis, P., Punie, Y., & Van den Brande, G. (2016). EntreComp: The entrepreneurship competence framework. Luxembourg: Publication Office of the European Union. Available here: <https://core.ac.uk/download/pdf/38632642.pdf>

1.4 Log out

To close the account, users must press the “Log Out” button in the profile page, as shown in Figure 5-



Log out button in profile page.

Figure 5- Log out button in profile page

1.5 Dashboard

The dashboard is the main page in the system. It allows the user to browse resources, view statistics, interact in the groups or view the platform users. The blue button in the right upper corner gives the user access to their profile page.

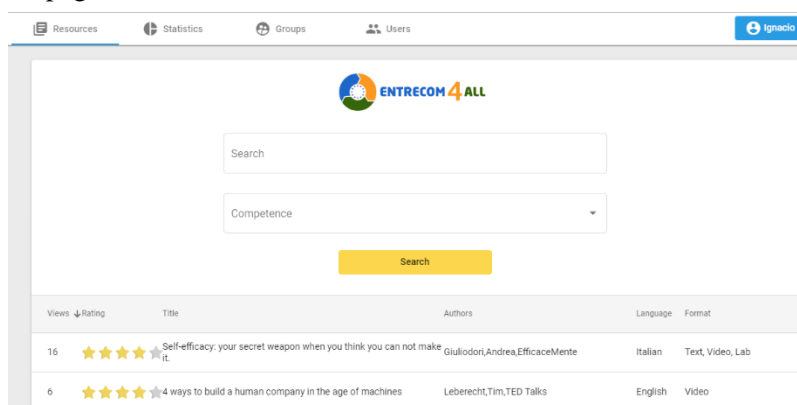


Figure 6 - Resources page

1.5.1 Resources

The resources view allows the users to browse the resources database (Figure 6 - Resources page), view the information of a specific resource and access the link to it (Figure 7 - Resource view).

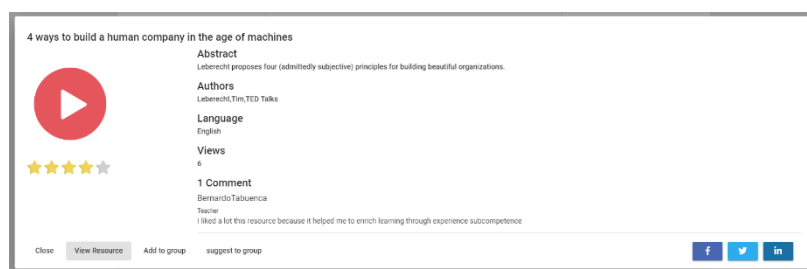


Figure 7 - Resource view

1.5.2 Statistics

In the statistics view, users can see multiple statistics regarding users, resources and own results (an example is shown in Figure 8 - Users statistics).

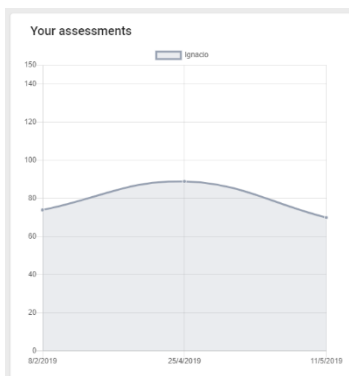


Figure 8 - Users statistics

1.5.3 Groups

Groups allow users to create reduced workspaces for a close number of users regarding a specific topic. Users can view groups of which they are part and other groups (Figure 9 - Groups view). Also, users can create groups, add users using the emails and add resources to the group. A user that is part of a group can also suggest a resource to be added to a group.

The screenshot shows the 'Groups' view with a navigation bar at the top containing 'Resources', 'Statistics', 'Groups', and 'Users'. A user profile 'Ignacio' is visible in the top right. The main content is divided into 'My groups' and 'All groups'. Under 'My groups', there are two entries: 'Presentation skills for teachers' (with a teacher icon) and 'Female presentation skills for entrepreneurs' (with a crossed-out icon). Under 'All groups', there is one entry: 'Entrepreneurial skills for software developers' (with a laptop icon).

Figure 9 - Groups view

The screenshot shows the detailed view of the 'Presentation skills for teachers' group. It features a teacher icon and the text 'This group contains OERs for teachers'. Below this, there are tabs for 'Resources' and 'Users'. The 'Resources' tab is active, showing a table of resources with columns for 'Views', 'Rating', 'Title', 'Authors', and 'LanguageFormat'.

| Views | Rating | Title | Authors | LanguageFormat |
|-------|-----------|--|---------------------------------|----------------|
| 0 | ★ ★ ★ ★ ★ | Why schools should teach entrepreneurship | Linda Zhang | English Video |
| 1 | ★ ★ ★ ★ ★ | 5 Tips on How to Successfully Motivate Employees | Community Manager,Business Ball | English Text |

Figure 10 - Group view

1.5.4 Users

A list of users is displayed, ordered by number of visits, showing information regarding the performance of users in the platform. Users view is shown in Figure 11- Users view.

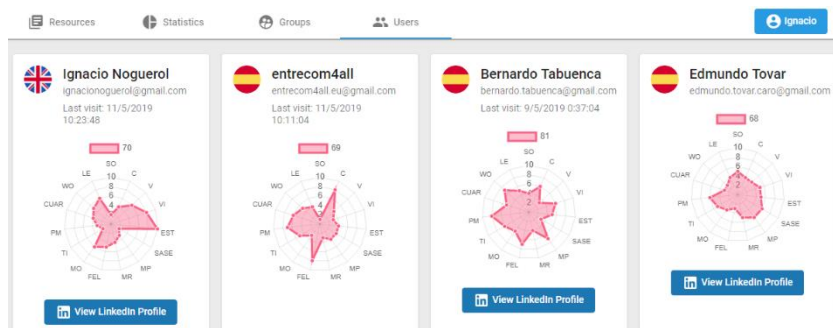


Figure 11- Users view

1.6 Profile

On the profile view users can see their performance in the platform. As shown in Figure 12 - User profile, the profile page contains:

- The history of resources viewed.
- The assessments completed by the user.
- Some recommendations based on the latest results.
- Some settings regarding personal information.

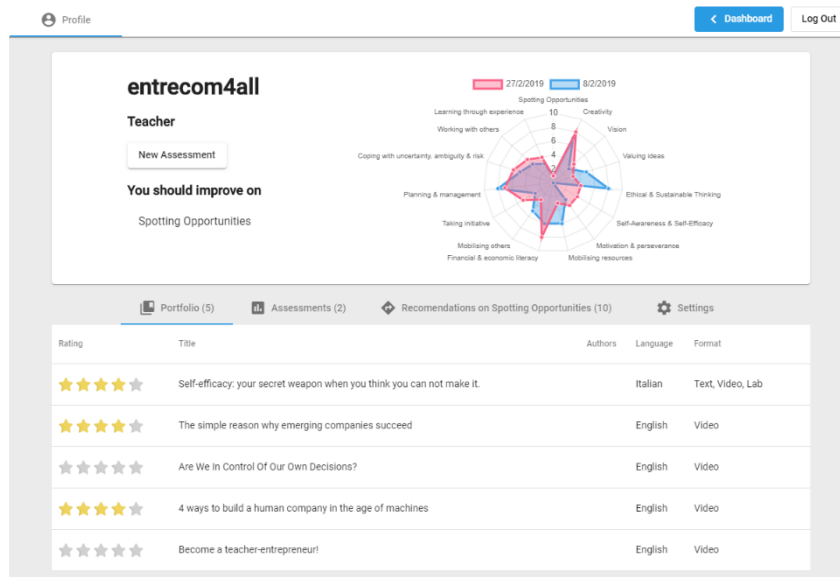
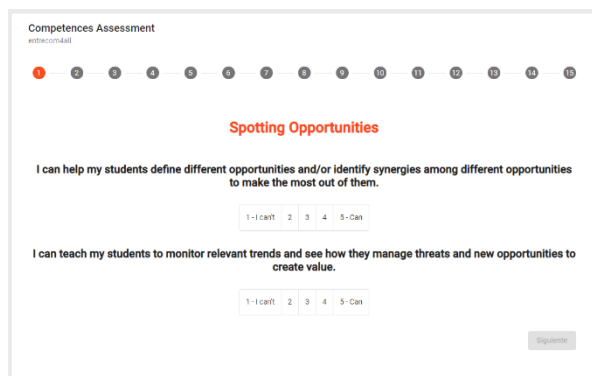


Figure 12 - User profile

1.7 Assessment

As mentioned in section 1.1 Registration, once the registration process is completed, users must complete an assessment of entrepreneurship competences. Figure 13 - Competences assessmentshows the basic structure of the assessment: 30 questions grouped in 15 sets of 2 questions, one group per competence. The results will be used to give recommendations and analyze the performance and



The screenshot displays the 'Competences Assessment' interface. At the top, there is a progress bar with 15 numbered steps, where the first step is highlighted in red. Below the progress bar, the title 'Spotting Opportunities' is shown in red. The main content area contains two statements, each followed by a 5-point Likert scale (1 - I can't, 2, 3, 4, 5 - Can). The first statement is: 'I can help my students define different opportunities and/or identify synergies among different opportunities to make the most out of them.' The second statement is: 'I can teach my students to monitor relevant trends and see how they manage threats and new opportunities to create value.' A 'Siguiente' button is located at the bottom right of the assessment area.

Figure 13 - Competences assessment

improvements over time.

2.0 USING THE SYSTEM

B. USING THE SYSTEM

2.1 Working with the platform resources

The main view of the platform, the **Dashboard**, gives the user the ability to navigate through the library of resources available. For each resource, the following information is displayed:

- Title
- Abstract
- Language
- Authors

Also, some information regarding platform is displayed, such as comments or the number of views.

2.1.1 Search

The screenshot shows the search interface for ENTRECOM 4 ALL. At the top center is the logo. Below it is a search input field with the placeholder text 'Search'. Underneath the search field is a dropdown menu labeled 'Competence'. At the bottom of the form is a yellow 'Search' button.

Figure 14 - Search form

The **search form** (shown in Figure 14 - Search form) allows the user to find any resource that matches the word(s) introduced in the search field. This word or sentence can be part of the title, abstract or authors. The results can be filtered by one or more competence using the drop-down below. The results of an example query are shown in Figure 15- Search results.

The screenshot shows the search results for the query 'power' with the filter 'Spotting Opportunities'. The results are displayed in a table with the following columns: Views, Rating, Title, Authors, Language, and Format.

| Views ↓ | Rating | Title | Authors | Language | Format |
|---------|--------|---|---------------|----------|-------------|
| 4 | ★★★★☆ | The Power of Your Words to Shape Outcomes | Haytt,Michael | English | Text, Audio |

Figure 15- Search results

2.1.2 View a resource

With a click on any element of the resources list, users can have a detailed view of the chosen resource. From there, users can navigate to the resource page using the “View resource” button on Figure 16.

2.1.3 Comment and rate resources

In the **profile page**, a history of views resources is shown. From there users can rate or comment on any of the viewed resources. Rating can be done by clicking on the yellow stars to rate from 1 to 5 points.

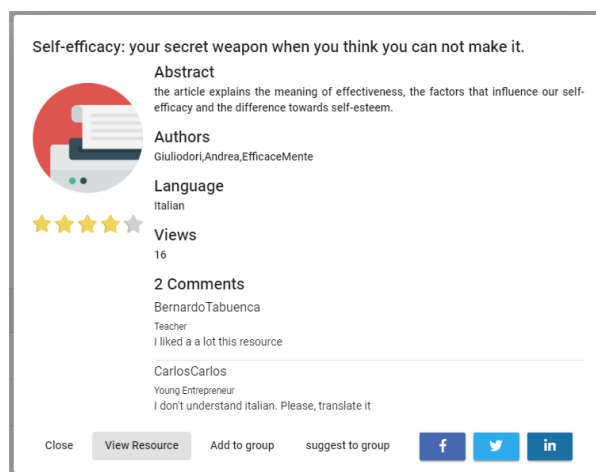


Figure 16 - Resource detail view

2.1.4 Suggest a new resource



This button can be found on the lower right corner, on the **Dashboard**.

With a click, it shows a form (shown in Figure 17) that allows the users to fill the necessary information in order to suggest a new resource for the platform library. This suggestion will be reviewed by the platform manager. If approved, the resource will be made available for anyone in the platform.

Figure 17- Resource suggestion form

2.1.6 Share resource on social networks

Any resource can be shared on Facebook, Twitter or LinkedIn via the buttons found in the lower right corner in Figure 16.

2.1.7 Viewed resources history

On the profile page (section 1.6 Profile) users can find the historic of resources viewed under the tab “Portfolio”. From there, users can rate and comment on resources.

2.2 Self-assessments and recommendations

Right after registration users will have to complete one competences assessment (Figure 13; **Error! No se encuentra el origen de la referencia.**). For each question, users must select from “1 – I can’t” to “5 – I can” depending on how confident they feel regarding the statement. Once the assessment is completed, the results will be shown using a spider chart (Figure 18).

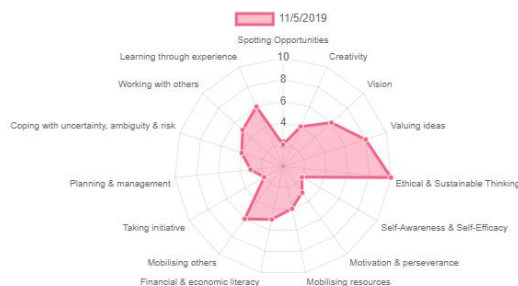


Figure 18 - Assessment results

These results are used to give the users recommendations that can be found on the profile page under the tab “Recommendations on [competence with the worst results]”.

The competence assessment can be repeated to check the evolution over time. A comparisons graph between the different assessment is shown on the profile page and on the statistics page.

2.3 Users groups

2.3.1 Create a new group



Users can create a new group from the “Groups” tab. With a click on this button, a form will appear (Figure 19 - Create group form).

It is required to add a name, description and logo to create a group. Users can be added to the group directly upon creation or from the group page.

Figure 19 - Create group form

2.3.2 Manage groups

When a user has created at least one group, a new tab will appear in the profile view. In this tab, “manage groups”, users will be able to add or remove users (introducing the users’ email used to register in the platform), add new resources to the group or accept/reject the suggestions made by group’s users.

2.3.3 Suggest or add a resource to a group

Any user that is part of a group can suggest a resource to be added to a group. The suggested resource must be approved by the group owner. It can be done by clicking the “Suggest to group” button, present in Figure 16.

The owner of a group can directly add a resource to the owned group. This option is available using the button “Add to group”, found in Figure 16.

2.4 User profile settings

Users are allowed to modify profile information:

- Name
- Last Name
- LinkedIn Profile ID
- Preferred language for the user interface.

2.4.1 LinkedIn Profile ID

The LinkedIn ID is found visiting the profile on LinkedIn. Users must provide the last part of the URL.

[https://www.linkedin.com/in/\[Your_ID\]](https://www.linkedin.com/in/[Your_ID])