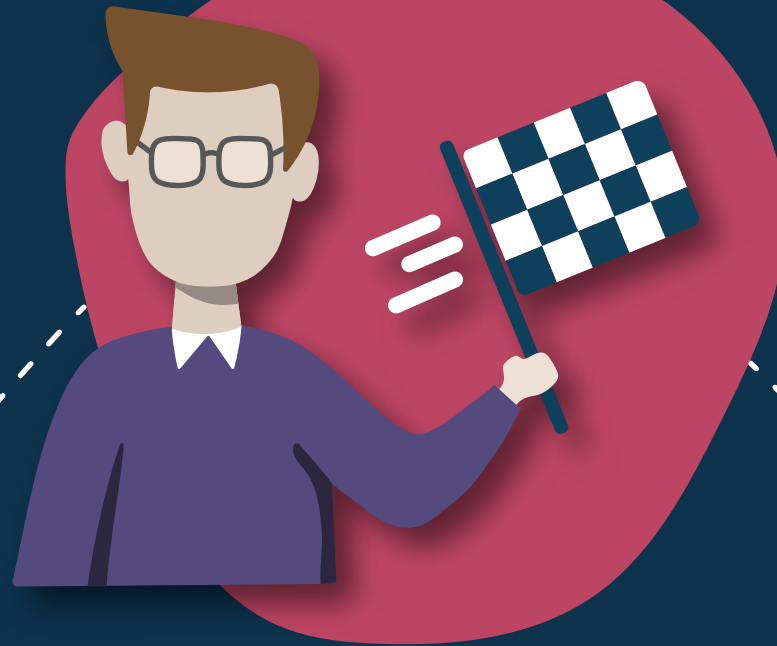


STARTING KIT TAMPLO



Collaborate remotely with your teams
IN LESS THAN 30 MINUTES!

The collaborative solution for a maximum performance!

Tamplo is the collaborative working solution that allows you to connect your meetings to a real-time monitored action plan.



TAMPLO STARTING KIT

1

CREATION OF YOUR ACCOUNT AND FIRST CONNECTION

¡Quick and easy! Create your account in less than one minute and get access to your online space.
No installation required.

2

ACCOUNT SET UP

Customize your account based on your organization's needs.

3

MAIN FEATURES

Discover TAMPLO's strenghts.

1

CREATION OF YOUR ACCOUNT AND FIRST CONNECTION

STEP 1

- Create an account by clicking on **FREE TRIAL** on TAMPLO's home page.
- A validation link will be sent to the email entered.
¡Check your SPAM!

STEP 2

- Click on the validation link.

STEP 3

- Create a password.

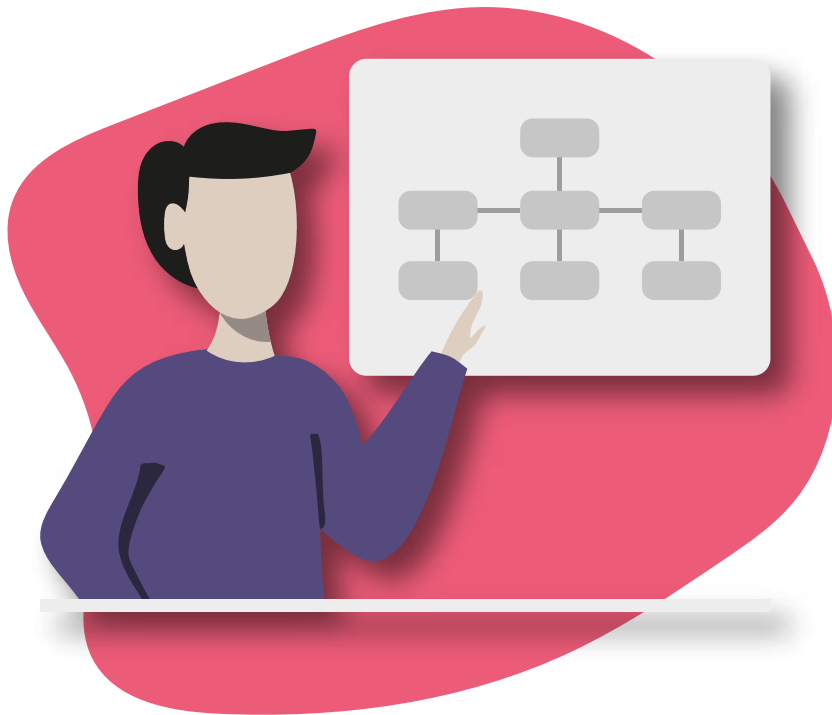
STEP 4

- Log in to your TAMPLO space.



2

ACCOUNT SET UP



STEP 1

- Ask yourself : Which are my objectives?

“I want to get out of my meetings with an action plan.”

“I want to follow up the progress of my teams.”

STEP 2

- On which perimeters you want to work on? With whom?

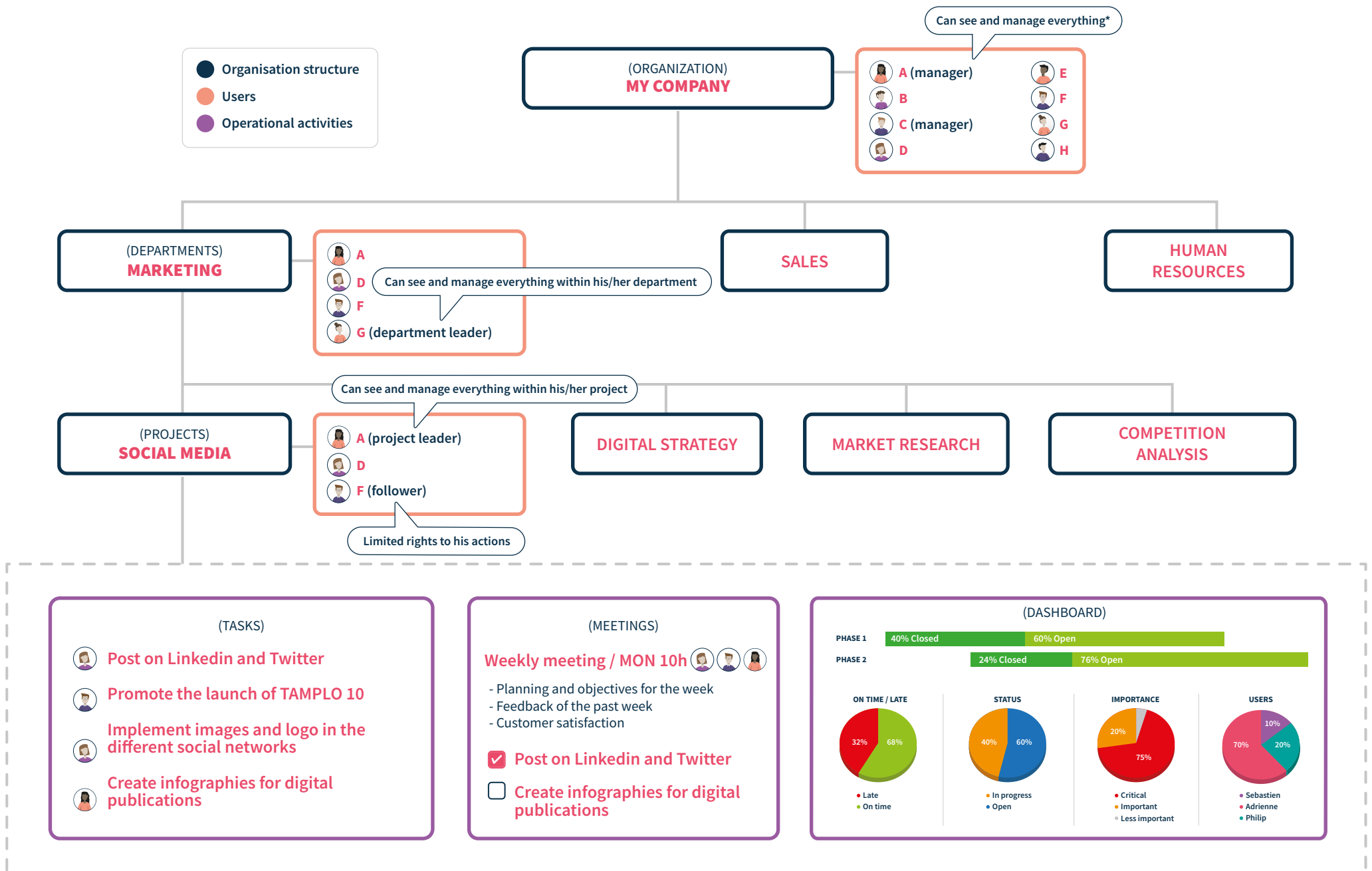
“I want to optimize collaboration within my marketing and HR team.”

STEP 3

- GO! Create your departments (marketing and HR), your projects (social media, digital strategy, etc.) and invite your different teams.

STEP 4

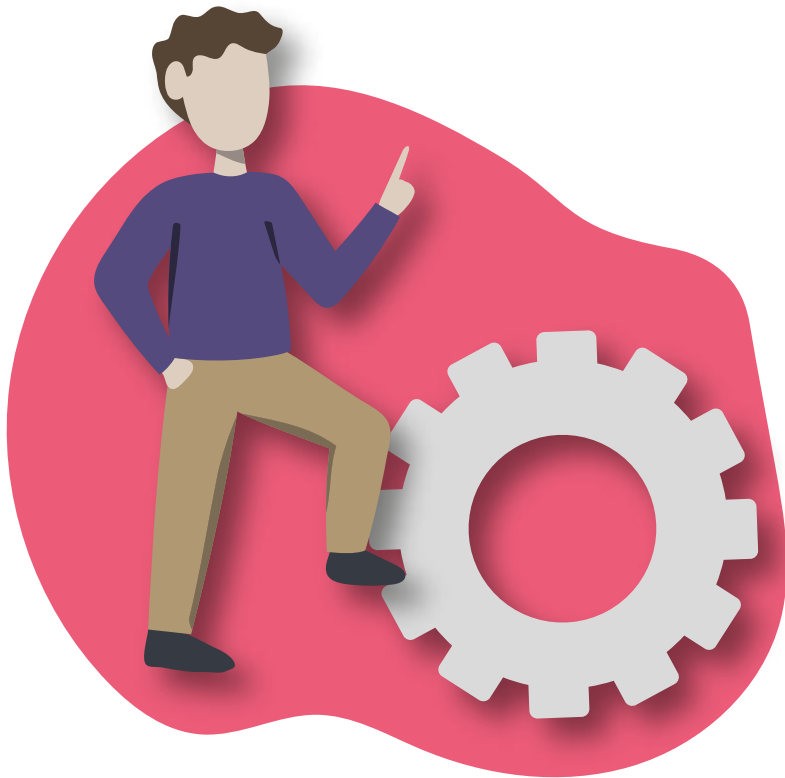
- If you need further help or information, contact us!



*All roles are configurable.

3

MAIN FEATURES



“ADD” MENU



CALENDAR



MEETINGS



TASKS



PROJECTS

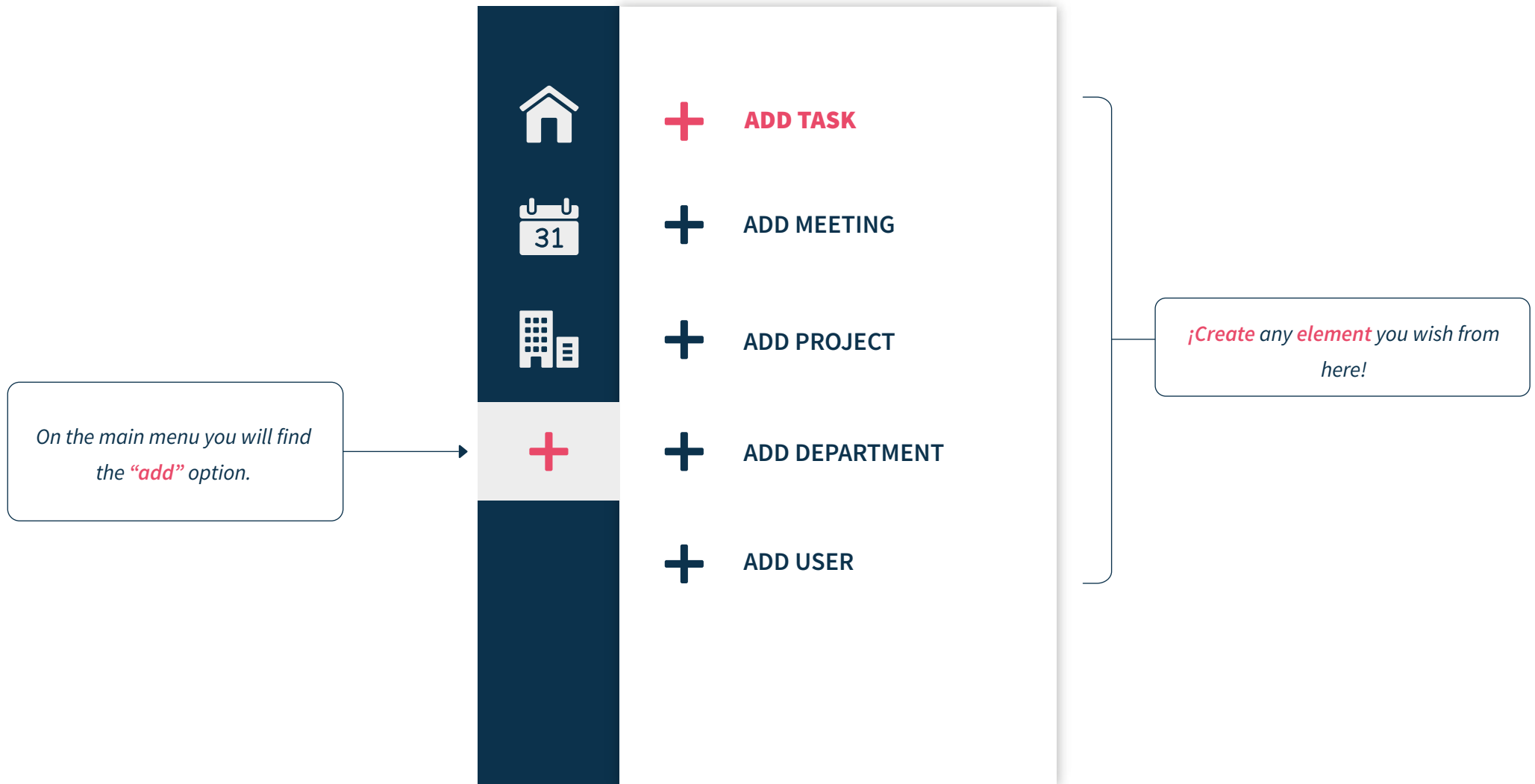


DASHBOARD



“ADD” MENU

¡Create anything with just one click, fast and easy!





CALENDAR

Your meetings and tasks, all in one place!

With the **filters system** you are able to see only your meetings or your tasks (or both).

On the **calendar** you are able to review the meetings and tasks planned during the month.

Here you will be able to see the **elements planned** for the day selected on the calendar.

The **color code** indicates the **status** of your meetings and the **importance** of your tasks.

Go from the **global view** to the **specific view** by clicking on the element of which you want to obtain more information.

The screenshot displays the Tampo calendar application. At the top, there's a navigation bar with a home icon, a calendar icon, and a plus sign. Below this is a sidebar with a calendar icon and a plus sign. The main area shows a monthly calendar for January 2021. The calendar is color-coded by day of the week. A callout box points to the 'Add a meeting' button. Another callout box points to the 'Meetings' and 'Tasks' filter buttons. A third callout box points to the 'Team meeting' event on Wednesday, January 6th. A fourth callout box points to the 'Team meeting' event on Wednesday, January 6th. A fifth callout box points to the 'Team meeting' event on Wednesday, January 6th. A sixth callout box points to the 'Team meeting' event on Wednesday, January 6th. A seventh callout box points to the 'Team meeting' event on Wednesday, January 6th. An eighth callout box points to the 'Team meeting' event on Wednesday, January 6th. 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MEETINGS

Optimize your meetings by connecting them to an action plan!

Here you will find the **history** of your **meetings** and **closed topics**, and you will be able to **upload** useful **files**.

To **access** into a **specific meeting**, click on it from the calendar view.

TEAM MEETING

by Sébastien | 10 Dec 2020 | 10:00 am to 11:00 am

AGENDA

Amélie

10 Dec 2020, 09:13 am

Tool design

- Create icons for every menu and submenu
- Create pages for meetings, services, projects and tasks
- Design the pop-up windows for every function
- Include the logo in every page footer

Information (1) ▾

Decisions (3) ▾

Tasks (2) ▲

✓

Prepare pop up windows designs

Sub tasks ▾ | 10 Dec 2020 ▾ CRITICAL ▾ OPEN ▾

□

Convert logo to different formats

Sub tasks ▾ | 30 Dec 2020 ▾ IMPORTANT ▾ TO DISCUSS ▾

Comments (2) ▾

+

Topic

+

Information

+

Decision

+

Task

+

Comment

Add the **topics** to discuss.

Add your **decisions** and add relevant **information**.

Add or create **tasks** related to the meeting.

Add your **comments**.

CONCLUSION

X

MEETING PARAMETERS

General

New design

Business development

INVITEES

+

Invitees

Amélie

✓

Julien

✓

Sébastien

□

Vikrant

✓


Emily

✓

Add your **conclusions** in order to **complete** a meeting.

From here, you can **edit** your meeting information.

Check the **people attending** the meeting, but also the people not attending.

 Tamplo

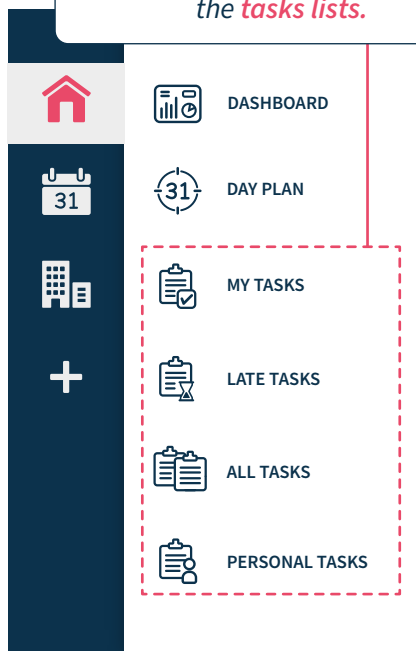


TASKS

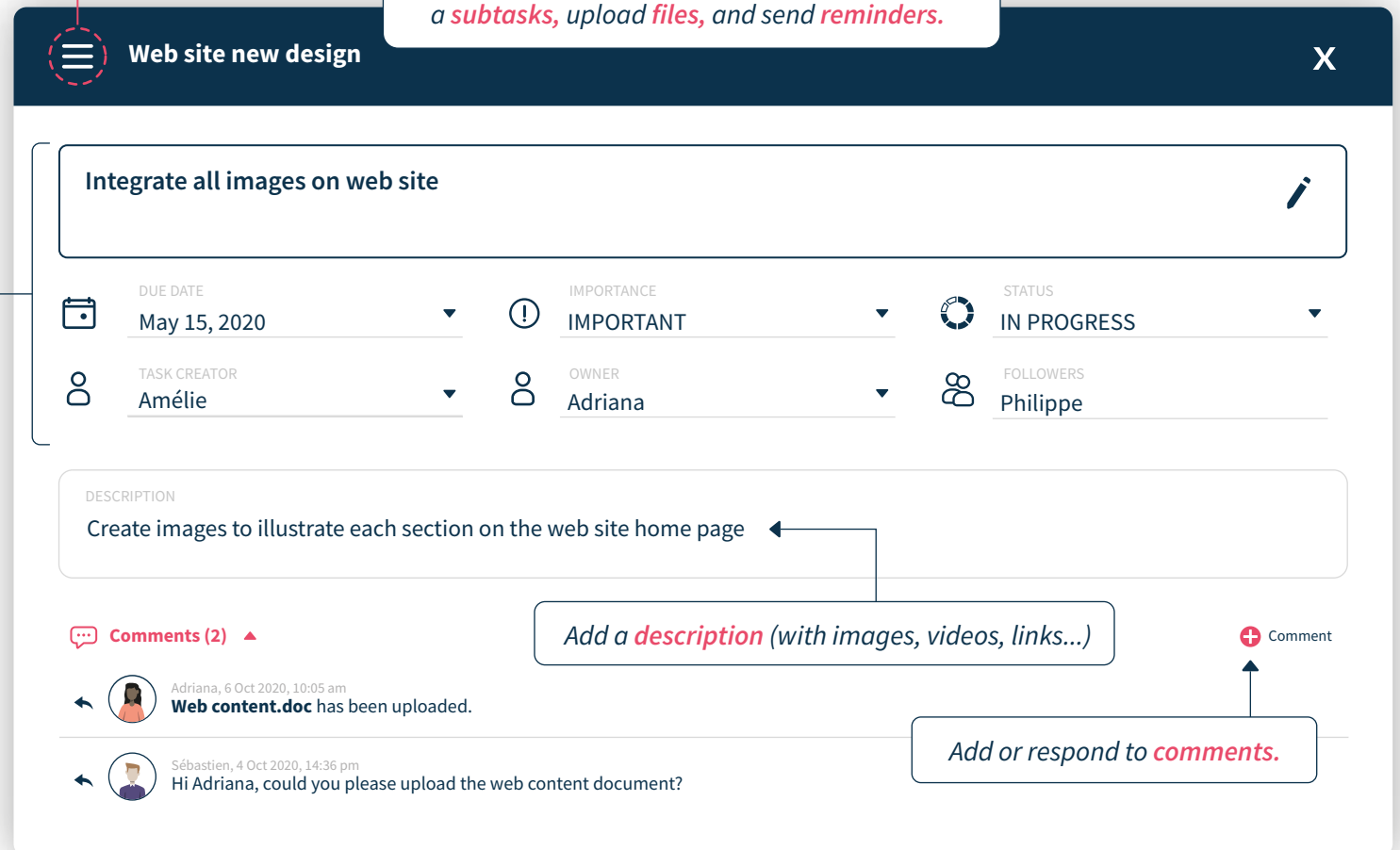
Structure your teamwork by creating tasks!

From the **main menu**, access to the **tasks lists**.

Here, you will find the option to **clone** a task, add a **subtasks**, upload **files**, and send **reminders**.



You can easily **edit** the information of a task (status, importance, date...)





PROJECTS

Manage your projects like a PRO!

Organisation menu: access all of your **projects**.



PROJECTS



DEPARTMENTS



USERS

RECENTLY VIEWED (6)

PRODUCT LAUNCH

Product development

Open actions: (10)

Completed actions: (25)

Status: **OPEN**

Project owner: **Sebastián**

Team members (15)

START: 20 May 2020
END: 04 Jun 2020
Created by **SEBASTIÁN** on 18 May 2020

Social media

Marketing

Open actions: (10)

Completed actions: (25)

Status: **OPEN**

Project owner: **Sebastián**

Team members (15)

START: 20 May 2020
END: 04 Jun 2020
Created by **SEBASTIÁN** on 18 May 2020

New web site

Marketing

Open actions: (10)

Completed actions: (25)

Status: **OPEN**

Project owner: **Sebastián**

Team members (15)

START: 20 May 2020
END: 04 Jun 2020
Created by **SEBASTIÁN** on 18 May 2020

Partner X

Business development

Open actions: (10)

Completed actions: (25)

Status: **OPEN**

Project owner: **Sebastián**

Team members (15)

START: 20 May 2020
END: 04 Jun 2020
Created by **SEBASTIÁN** on 18 May 2020

Investments

General

Open actions: (10)

Completed actions: (25)

Status: **OPEN**

Project owner: **Sebastián**

Team members (15)

START: 20 May 2020
END: 04 Jun 2020
Created by **SEBASTIÁN** on 18 May 2020

Quality tests

Product development

Open actions: (10)

Completed actions: (25)

Status: **OPEN**

Project owner: **Sebastián**

Team members (15)

START: 20 May 2020
END: 04 Jun 2020
Created by **SEBASTIÁN** on 18 May 2020

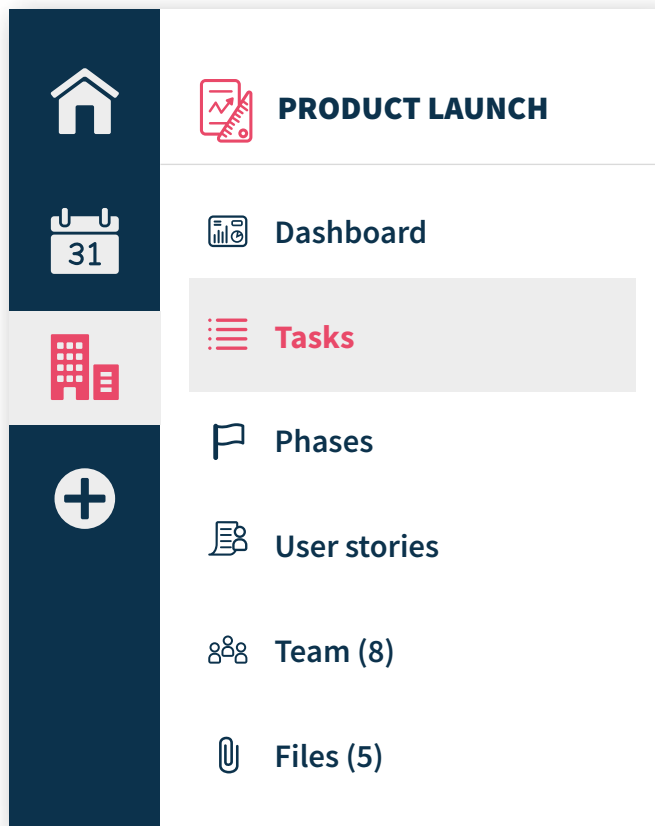
Click to access a **specific project**.

The **color code** corresponds to the department of which the project is part.



PROJECTS

From the **project submenu** you will have access to different **functionalities** that will allow you to better **manage your projects**.



DASHBOARD: with the pie charts, have a global view of the progress and status of your project.

TASKS: here you will find all the tasks of the project.

PHASES: allows grouping tasks to be performed within a certain time limit.

USERS STORIES: allows you to centralize information (text, images, videos...) that are relevant to a project in order to create an action plan related to it.

TEAM: integrate your project team and assign different roles (By default, project manager, project collaborator).

FILES: here you will find all the files and documents concerning the project since its creation.



DASHBOARD

A global view and a precise follow up of your activity!



From the dashboard, you will have quick **access** to **different elements**.

Here you have a **complete summary** of all the actions represented on graphics: By clicking on the graphs, you will go from a **macro view** to a **specific view** in two clicks.

JOIN US TODAY!



TAMPLO



TAMPLO



Tamplo_com

For further information you can contact us on:

info@tamplo.com

06 65 03 85 46


0amplo