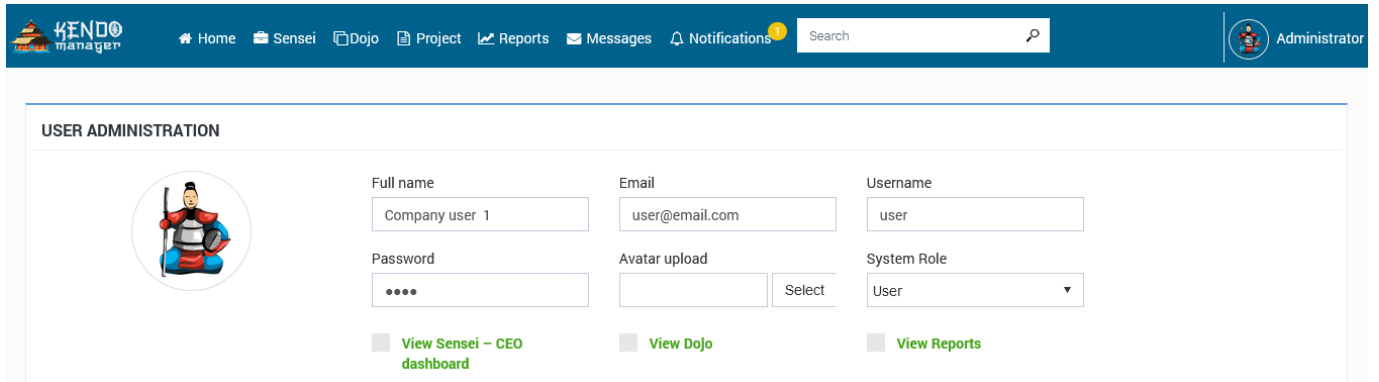


Kendo Manager: Quick Start Guide

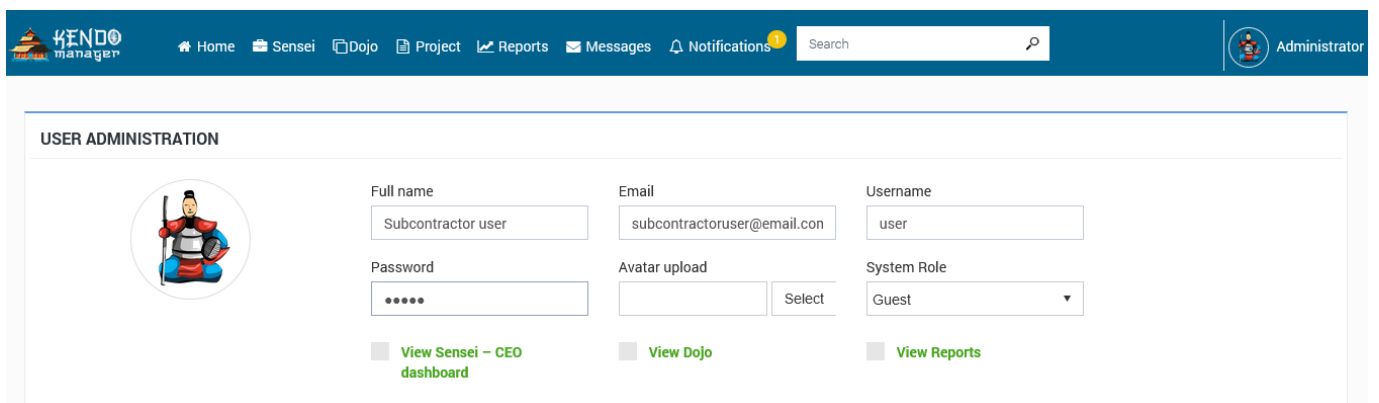
Step 1. – Create user account . User accounts are created with admin account

- **Creating employee accounts** - Employees are assigned a **User System Role**.



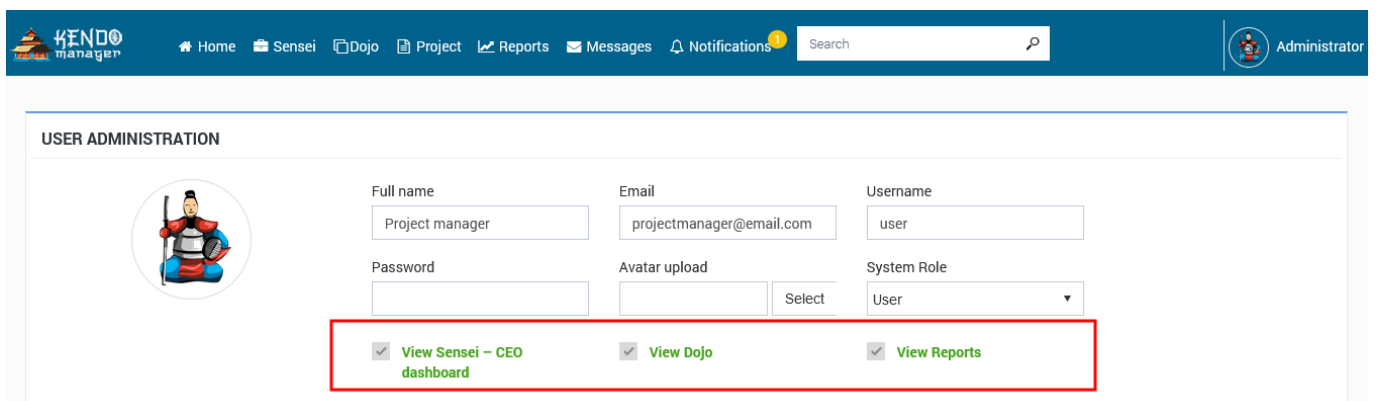
The screenshot shows the 'USER ADMINISTRATION' form in the Kendo Manager interface. The form includes a profile picture of a samurai, input fields for 'Full name' (Company user 1), 'Email' (user@email.com), and 'Username' (user). There is a 'Password' field with masked characters, an 'Avatar upload' section with a 'Select' button, and a 'System Role' dropdown menu set to 'User'. At the bottom, there are three checkboxes: 'View Sensei – CEO dashboard' (unchecked), 'View Dojo' (unchecked), and 'View Reports' (unchecked).

- **Creating user accounts for External Stakeholders** – External Stakeholders (clients or customers, investors and shareholders, suppliers, government agencies and other) are assigned a **Guest System Role**. Each External Stakeholder user account sees only the projects to which the company has assigned them.



The screenshot shows the 'USER ADMINISTRATION' form for an external stakeholder. The 'Full name' is 'Subcontractor user', 'Email' is 'subcontractoruser@email.com', and 'Username' is 'user'. The 'System Role' dropdown menu is set to 'Guest'. The checkboxes for 'View Sensei – CEO dashboard', 'View Dojo', and 'View Reports' are all unchecked.

- **Creating user accounts for Project manager, top management company owner**- Add project portfolio dashboards (Dojo and Sensei) and Reports. Optional Dojo portfolio and Sensei -CEO dashboard reports can be approved by users



The screenshot shows the 'USER ADMINISTRATION' form for a project manager. The 'Full name' is 'Project manager', 'Email' is 'projectmanager@email.com', and 'Username' is 'user'. The 'System Role' dropdown menu is set to 'User'. The checkboxes for 'View Sensei – CEO dashboard', 'View Dojo', and 'View Reports' are all checked, and this section is highlighted with a red border.

Step 2. Creating a project

- Create project

The screenshot shows the top navigation bar of the KENDO manager application. The 'Project' menu is selected, and a dropdown menu is visible with the '+ New Project' option highlighted by a red rectangular box. Below the navigation bar, there is a 'PROJECT SEARCH' section with a 'New Project' button. A table with columns for Name, Project number, Start, End, Status, Priority, and Archived is visible below the search section.

- Fill form and click Save

The screenshot shows the 'PROJECT: NEW PROJECT' form. The 'BASIC DATA' section is active, and the following fields are filled out: Id (0), Project number (1), Name (Energy Saving Project), Currency (Dollar), Total value (500,000.00), Category (Economic projects), Priority (High), Project in accordance with (Business Strategy), Status (Open), Start (8/30/2018), and End (11/30/2018). The 'Is Private' checkbox is checked. The Description field contains the text 'Test'. At the bottom right, there are 'Save' and 'New' buttons, with the 'Save' button highlighted by a red rectangular box.

- After you created new project on the left side, you get Project menu with additional options and top menu with project options

The screenshot shows the 'PROJECT: 1 - CONSTRUCTION PROJECT' form. The 'BASIC DATA' section is active, and the following fields are filled out: Id (3), Project number (1), Name (Construction project), Currency (Dollar), Total value (1,000.00), Category (Infrastructure projects), Priority (Normal), Project in accordance with (Choose), Status (Open), Start (4/23/2022), and End (7/23/2022). The 'Is Private' checkbox is checked, and the 'Archived' checkbox is unchecked. The Description field contains the text 'Construction project'. At the bottom right, there are 'Save' and 'New' buttons, with the 'Save' button highlighted by a red rectangular box. The left sidebar shows a 'Dashboard' menu with various options like 'Project team', 'Calendar', 'Project locations', etc.

Step 3. Create Team

- Add all user on project. Users are usually assigned the team member Project role. More info (<https://www.kendomanager.com/project-team-collaboration/>).

PROJECT: 1 - CONSTRUCTION PROJECT

Created: 4/23/2022 Created by: John Wick Number of people: 1

Dashboard
Basic data
Project team
Calendar
Project locations
Project owner
Project target users
Budget

PROJECT TEAM

Choose team member: Max subcontractor x Project role: Team member Add

Avatar	Full name	Role	Email		
	John Wick	Project Manager	john@nesto.com	Edit	Delete

PROJECT: 1 - CONSTRUCTION PROJECT

Created: 4/23/2022 Created by: John Wick Number of people: 1

Dashboard
Basic data
Project team
Calendar
Project locations
Project owner
Project target users
Budget
Documents
Reorder activities

PROJECT TEAM

Choose team member: Project role: Team member Add

* Mandatory field

Avatar	Full name	Role	Email		
	John Wick	Project Manager	john@nesto.com	Edit	Delete
	Max subcontractor	Team member	max@nesto.com	Edit	Delete
	Martina	Team member	martina@nesto.com	Edit	Delete

Step 4. Create Task list

- Go to Tasks and Click the button New task from the list of tasks .

Overview Tasks Milestones Costs Issues Risks Changes Time Use Files Project settings

TASK LIST

Gantt View **New Task**

Reorder	No.	Name	Description	Assigned	Start	Due date	Price	Currency	Finished	Progress	Pr.		
	1	Public consultation workshop	Workshop	Ijubo	10/3/2018	10/14/2018	100.00		<input checked="" type="checkbox"/>	100%			

- **Create Task Example:**

TASK: SUBCONTRACTOR TASK 1 Back

BASIC DATA

Name: Subcontractor task 1 | Priority: Medium | Milestone

Subtask of: Subcontractor 1 x | Total value: 0.00 | Currency: Dollar

Description: test

Start: 4/23/2022 12:00 AM | Due date: 4/25/2022 12:00 AM | **Finished date:** | Finished

Duration (days): 2 | Work fund (hours): 0.00 | **Progress till now:** 50 %

Last Updated User: John Wick | Last Updated Time: 4/23/2022 8:20:39 PM

Notify Users:

- **Assign the created task to the person responsible for its realization**

TASK: SUBCONTRACTOR TASK 1 Back

TASK ASSIGNED TO

Choose team member: Add

* Mandatory field

Avatar	Full name	Email	
	Max subcontractor	max@nesto.com	Delete

- Task list example

TASK LIST													
Export Excel										Kanban		Gantt View	New Task
Reorder	No.	Name	Description	Assigned	Start	Due date	Price	Currency	Finished	Progress	Pr.		
									All				
<input type="checkbox"/>	1	Subcontractor 1	Subcontractor job	Max subcontractor	4/25/2022	4/26/2022	0.00	Dollar	<input checked="" type="checkbox"/>	<div style="width: 100%;"></div>	+	<input type="checkbox"/>	
<input type="checkbox"/>	1.1	Subcontractor task 1	test	Max subcontractor	4/23/2022	4/25/2022	0.00	Dollar	<input checked="" type="checkbox"/>	<div style="width: 50%;"></div>	+	<input type="checkbox"/>	
<input type="checkbox"/>	2	Subcontractor 2	Subcontractor 2	Joe Subcontractor 2	4/25/2022	4/26/2022	0.00	Dollar	<input checked="" type="checkbox"/>	<div style="width: 100%;"></div>	+	<input type="checkbox"/>	
<input type="checkbox"/>	2.1	Subcontractor 2 task	Subcontractor task 2	Joe Subcontractor 2	4/25/2022	4/26/2022	0.00	Dollar	<input checked="" type="checkbox"/>	<div style="width: 100%;"></div>	+	<input type="checkbox"/>	

Step 5. - Defining a list of resources to be used on the project

RESOURCES ON THE PROJECT

Project Resource	Resource type	Value	Cost	Planned quantity
<input type="text" value="Truck X"/>	<input type="text" value="Material resources"/>	<input type="text" value="per Hour"/>	<input type="text" value="50.00"/>	<input type="text" value="100.00"/>

[Save](#)

[Export Excel](#)

Id	Project Resource	Resource type	Value	Cost	Planned quantity	Resource Consumption

No data

Step 6. Add resources to tasks

Overview | Tasks | Milestones | Costs | Issues | Risks | Changes | **Resources** | Time | Dashboard | Files | Settings

TASK: SUBCONTRACTOR TASK 1

[Back](#)

Basic data

Team members

Resources

Comments

Documents

Subactivities/Reordering

RESOURCES

Resource name	Amount	Value	Cost	Description
<input type="text" value="Truck X"/>	<input type="text" value="10.00"/>	<input type="text" value="per Ho"/>	<input type="text" value="500"/>	<input type="text" value="10 hours of work"/>

Last Updated User	Last Updated Time
<input type="text"/>	<input type="text"/>

Notify Users

[Save](#) [Cancel](#)

Step 7. My Dashbord

- Each user has a personal dashboard where they can see all the tasks assigned to them

Note: All tasks, depending on whether completed, expired, or expired, are displayed on time lists.

- If the user completes the task, it is necessary to check the **finished box or date**. On dashboards, this task will automatically go to the finished list and team members receive a notification.
- Depending on the organization of the project, optionally the project manager can also mark that the task is completed after checking.



TASK: SUBCONTRACTOR TASK 1 Back

Basic data

Team members

Resources

Comments

Documents

Subactivities/Reordering

BASIC DATA

Name: Subcontractor task 1 | Priority: Medium | Milestone

Subtask of: Subcontractor 1 x | Total value: 0.00 | Currency: Dollar

Description: test

Start: 4/23/2022 12:00 AM | Due date: 4/25/2022 12:00 AM | **Finished date: 4/23/2022 8:46 PM** Finished

Duration (days): 2 | Work fund (hours): 0.00 | Progress till now: 100 %

Last Updated User: Max subcontractor | Last Updated Time: 4/23/2022 8:46:31 PM

Notify Users

Save New



HOME - MY DASHBOARD

TASKS

Today: 0

Soon: 1

Deadline exp.: 0

Finished: 1

RISKS

Today: 0

Soon: 0

Deadline exp.: 0

Finished: 0

ISSUES

Today: 0

Soon: 0

Deadline exp.: 0

Finished: 0

CHANGES

Today: 0

Soon: 0

Deadline exp.: 0

Finished: 0

MY MILESTONES

Today: 0

Soon: 0

Deadline exp.: 0

Finished: 0

My Tasks | My Risks | My Issues | My Changes | My Milestones

Name	Project	Start	Due date	Pr.	Finished	Progress
Subcontractor task 1	Construction project	4/23/2022	4/25/2022	→	✓	100%
Subcontractor 1	Construction project	4/25/2022	4/26/2022	→	✓	100%

MY PROJECTS

Construction project 25%

Step 8 . Dojo Proffolio dashboard - All active projects monitoring

- With **Kendo Manager Dojo portfolio** dashboard option that gives you simple yet powerful overview of all active projects and all active processes across all projects in real-time. At all times you have an insight into all the processes and their progress.

[Home](#)
[Sensei](#)
[Dojo](#)
[Project](#)
[Reports](#)
[Messages](#)
[Notifications](#)

DOJO - ACTIVE PROJECTS

ACTIVE PROJECTS

- Working on it 3
- Done 0
- Late 0
- Archived Projects 0

TASKS

- Today 0
- Upcoming 3
- Late 2
- Finished 1

RISKS

- Today 0
- Upcoming 0
- Late 0
- Finished 0

ISSUES

- Today 0
- Upcoming 0
- Late 0
- Finished 0

CHANGES

- Today 0
- Upcoming 0
- Late 0
- Finished 0

MILESTONES

- Today 0
- Upcoming 0
- Late 0
- Finished 0

COSTS OVERVIEW

COSTS BY TYPE

No data

BUDGET

TOTAL EXPENSES	PAYABLE TIME	PROJECT RESOURCES	BUDGET
0.00 \$	0 \$	500.00 \$	\$ 3000.00 (16.67 % spent)

TIME

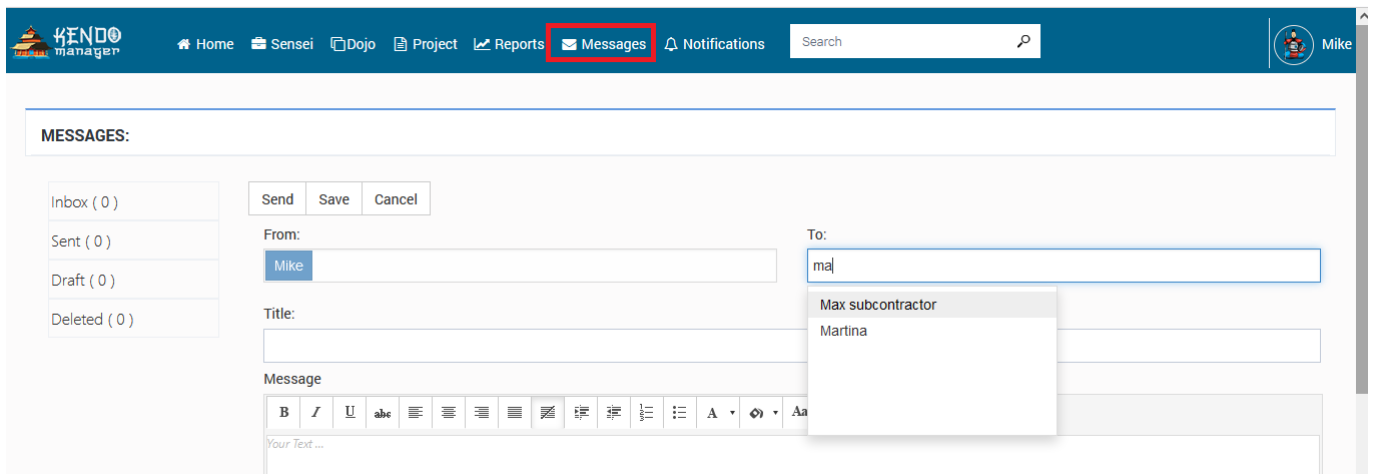
UNPAID TIME	PAYABLE TIME	TOTAL	TOTAL TIME
0 \$	0 \$	0 \$	0 Hours 0 Minutes

All Tasks
All Risks
All Issues
All Changes
All Milestones

Name	Project	Assigned	Start	Due date	Pr.	Finished	Progress	
Test	Test	Administrator	4/2/2022	4/18/2022	⬆	✓	<div style="width: 50%; height: 10px; background-color: #007bff;"></div> 50%	
test 2	Test	Ljubisa Vukovic	4/3/2022	4/12/2022	⬆	✓	<div style="width: 0%; height: 10px; background-color: #007bff;"></div>	

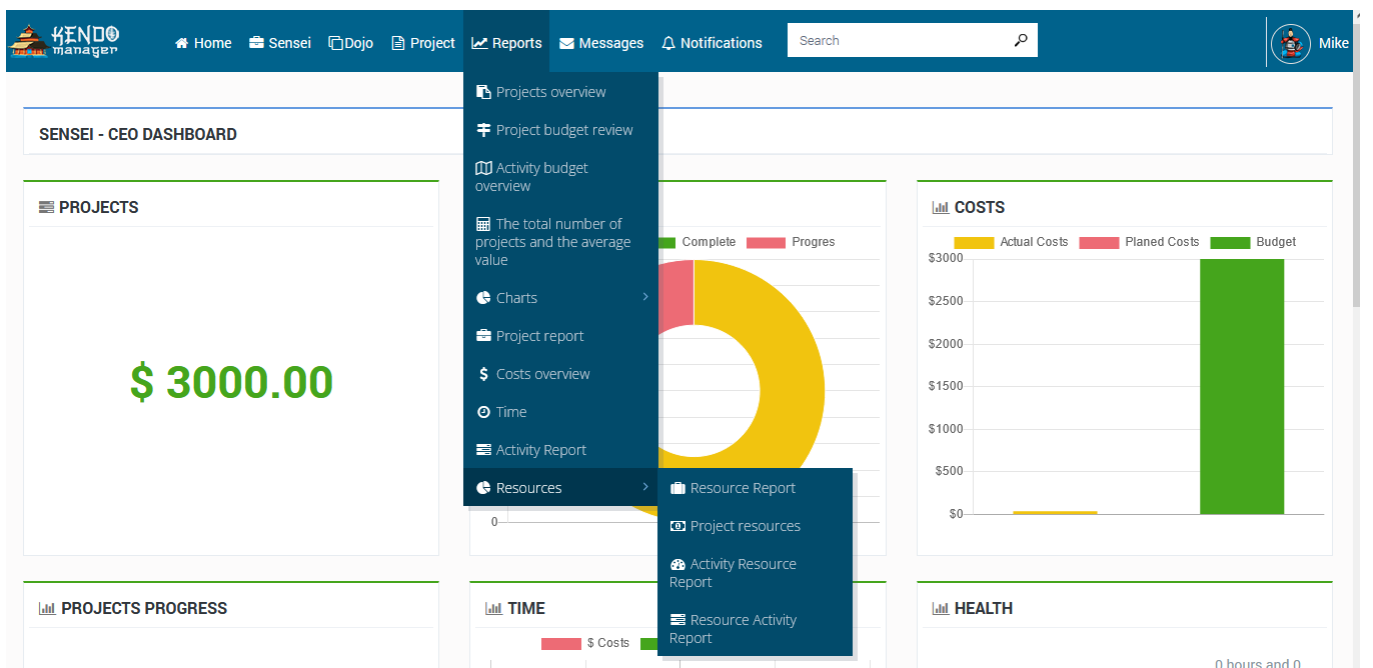
Step 9. Communication on the project

- Kendo manager has a complete system of messages and notifications. You can send messages to employees, stakeholders and other participants.



Step 10. Reporting

- Kendo has many reports that you can create at any time



Kendo Manuals : <https://www.kendomanager.com/kendo-user-manuals/>

Video Tutorials : <https://www.kendomanager.com/video-tutorials/>