360 BC Group, Inc.

Project Management System

User Manual

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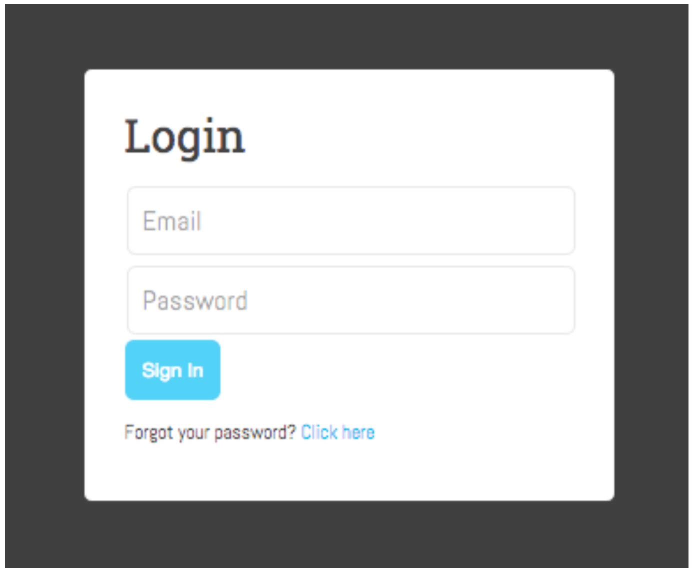
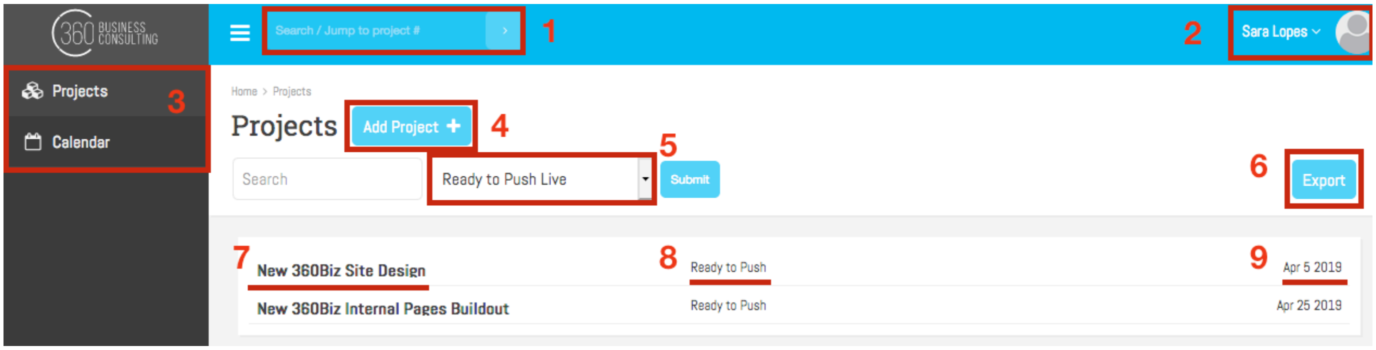
Logging In

1. Visit https://projects.360-biz.com
2. Type in your email and password



Projects List

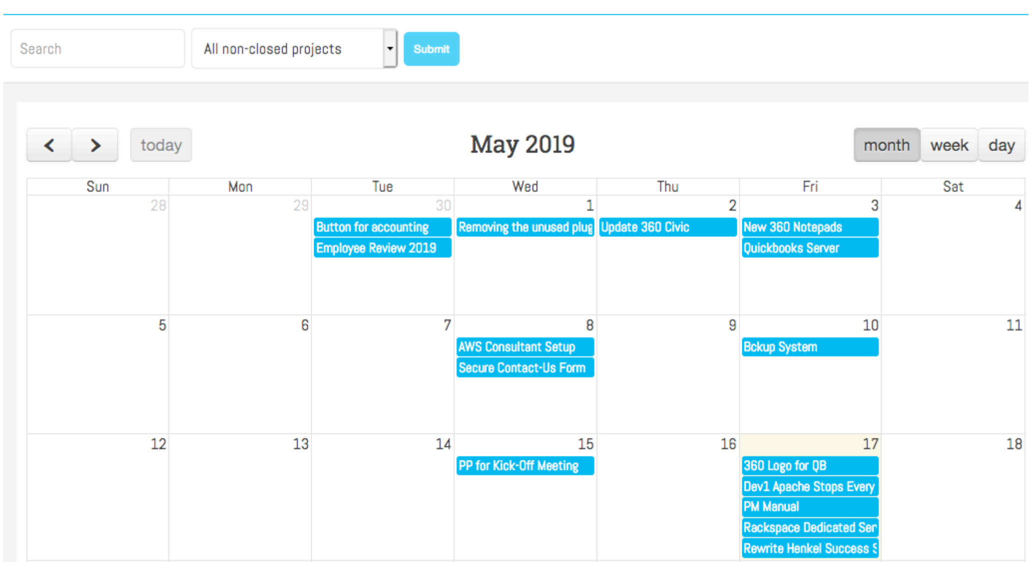
When you log in, you will be immediately directed to the full list of projects 360 is working on for your company:



1. Search bar to search for a specific project
2. Here you can click to edit your user account details or log out
3. Toggle between these two tabs to view either the Projects list or Calendar
4. Submit a new project/ticket for the 360 team
5. Sort through your list of projects by status
6. Export the list of projects to a spreadsheet on your computer
7. Project name
8. Project status
9. Project due date

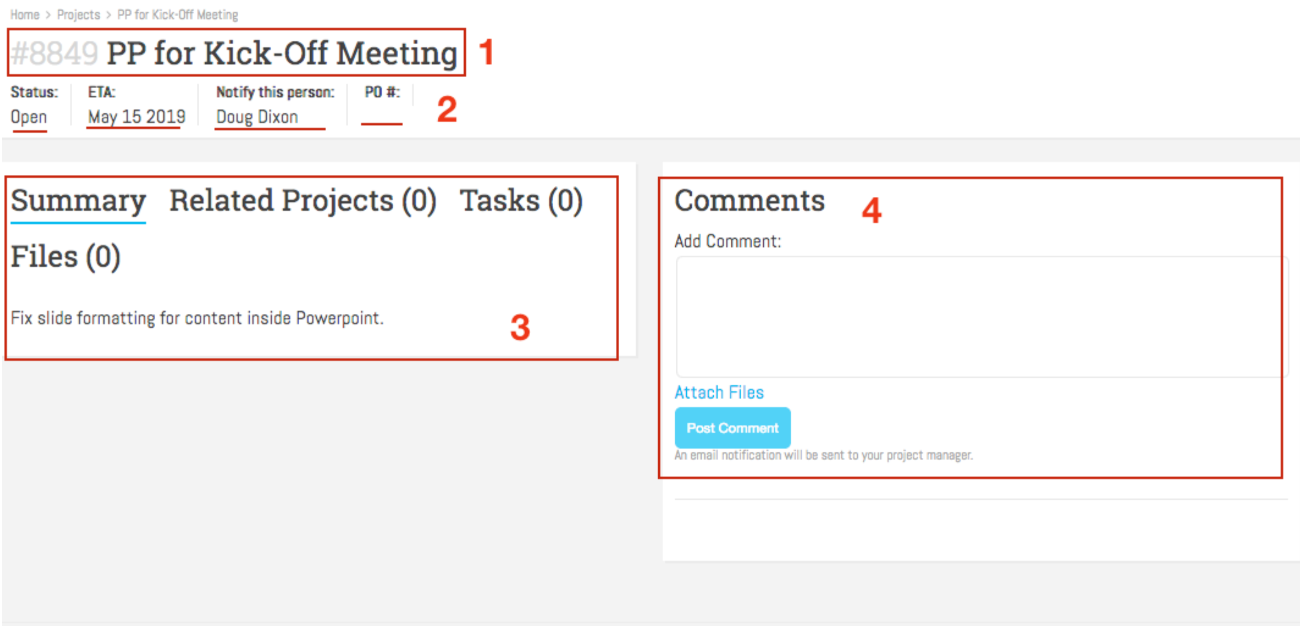
Calendar

While looking at the Calendar, you can view all of the due dates for each project. You can also sort through project status with the search bar at the top, similar to how you search through the full Project List.



Individual Project Pages

When you click on an individual project, you will see a page similar to the following:

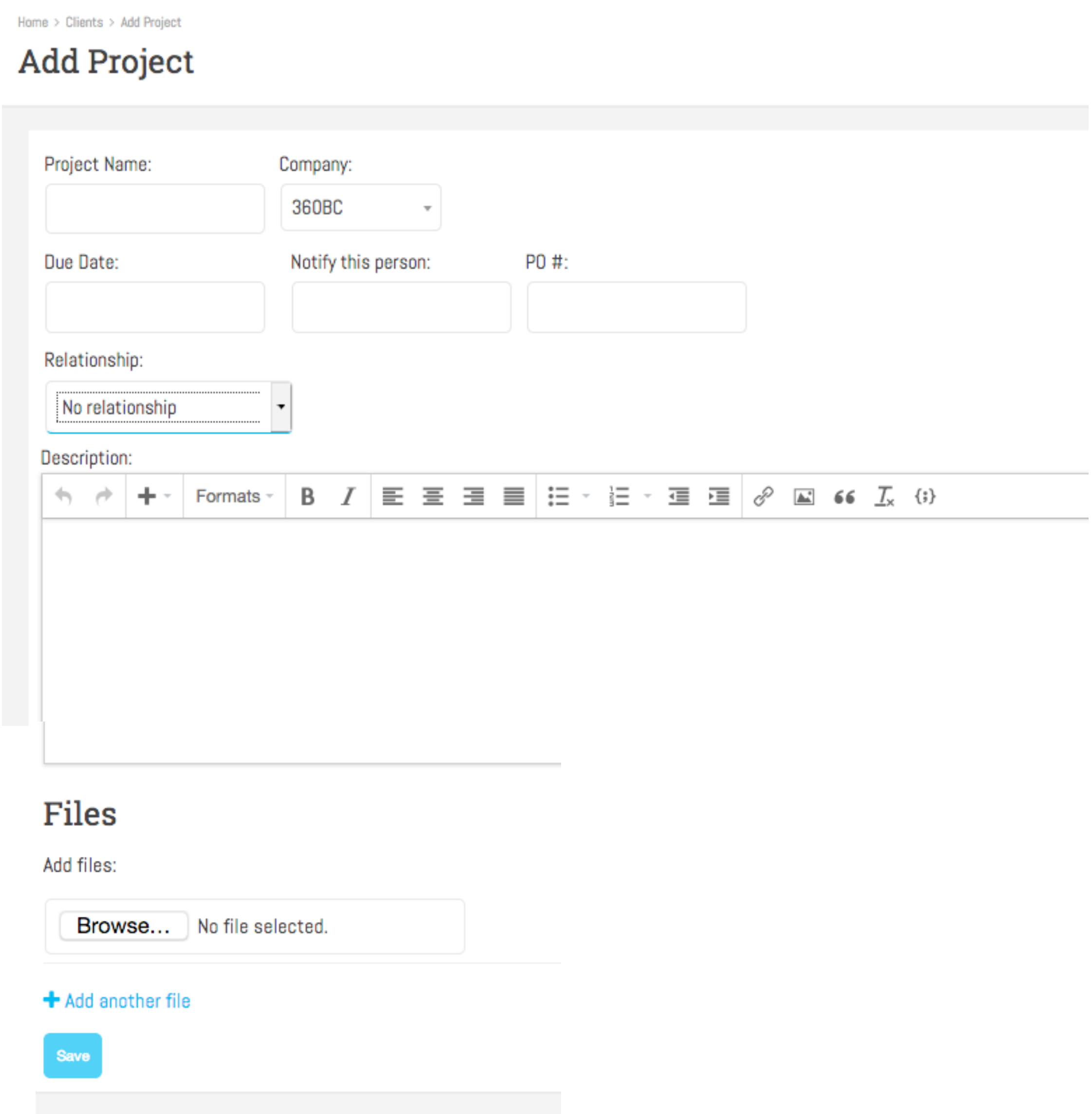


1. **Project Number and Name** – a reference number and title you can use when referring to the project to your project manager
2. **Status** – What stage this project is on in production
   ETA – The current estimated date that this project will be completed by the 360 team
   Notify – The point of contact on your team that 360 needs to notify for project updates or questions
   PO# - Reference number for accounting/billing
3. **Specific Project Details** – Here you can find the specific details for the project, including its description, any related projects, specific tasks, or uploaded files.
4. **Comments** – This is where you can communicate with your project manager about the project, as well as view past comments or upload additional files.

Creating a New Project

If you'd like to submit a new project:

1. Click on "Add Project +"
2. Include an easily identifiable name for your project
3. The date you need this completed by
4. The best person for us to contact about the project (this can be you)
5. If this project is related to an already existing open project, add it with the drop down menu under "Relationship"
6. Add a detailed description so we know what you need done for your project
7. Upload any files (if any) that we may need for your project
8. Click "Save"



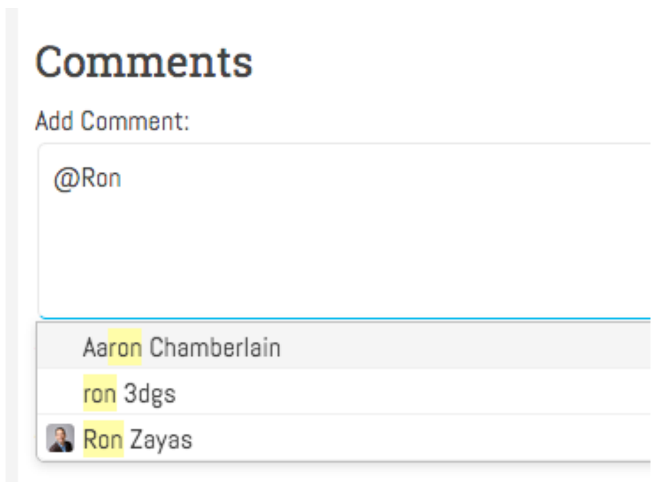
Adding a Comment

Comments are a method for communicating with your 360 project manager for anything regarding your open project.

To add a comment, simply type out your message in the text box and click "Post Comment." If you'd like to include attachments, make sure to upload them before you post your comment with the "Attach Files" link below the text box.

Tagging

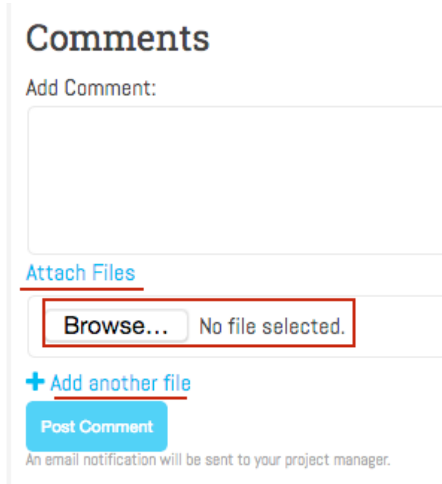
You can ensure that someone in particular gets notified via email by tagging them. To tag someone, use the @ and begin typing their name. If they are in the system, their name will appear for you to select from the select list.



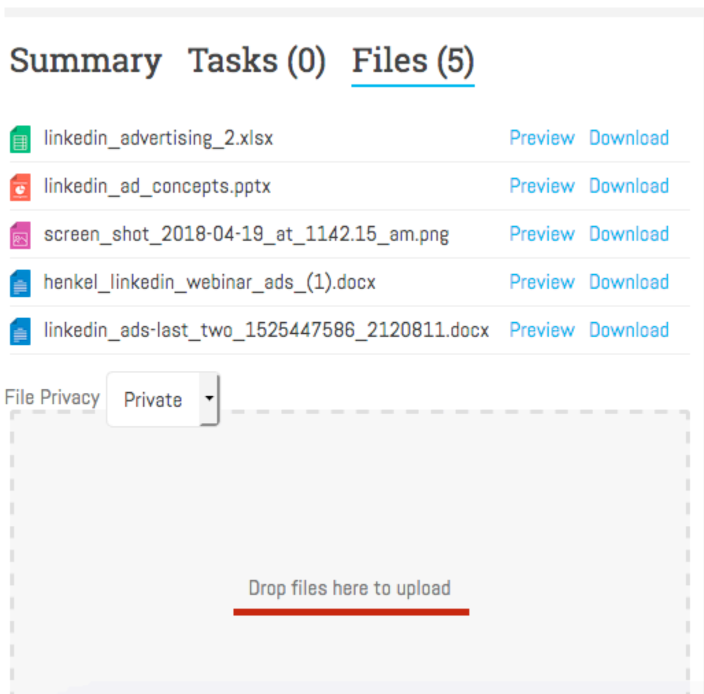
Uploading Files

There are two ways to upload files:

Within a Comment: Click on the "Attach Files" link under the comment area and upload your files here. This makes the file clickable within the comment, and makes the file visible to whoever can read the comment (i.e., public files are public and private files are private). This makes it convenient for a client or employee to reference a specific file, especially if there are multiple files in the files section.



In the Files Tab: You can upload files directly to the files tab. Files can be public or private. They have to be public for a client to access. Please label the files in a descriptive way with a date, so that the latest revision can be easily identified.



360 Team Contact List

Office Phone: 949-916-9120

Name	Position	Email	Extension
Ron Zayas	Chief Strategist	ron@360-biz.com	100
Carlos Carrasco	Project Manager	ccarrasco@360-biz.com	410
Emilee Beck	CMS II	ebeck@360-biz.com	510
Amy Chan	Web Developer	achan@360-biz.com	
Sara Lopes	Training Lead	slopes@360-biz.com	180
David Hofstede	Director of Content	dhofstede@360-biz.com	600