The Administrator's Guide to Pitchlink

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1. Go to your www.ipitch.link
2. Enter your Log in details

3. After log in click on Admin Account button to access your Admin account.
   Note : My Account will take you to your Sales Person account.

4. Now you will get the dashboard containing action items around Content, Team, Pitches and Analytics.

5. In the tool bar you can access your Company profile, User Profile, Logout and Help links.

6. Click on the company name then "Change Company Details"

7. Here you will get three options - Company Profile, Manage Department and Manage Designation.
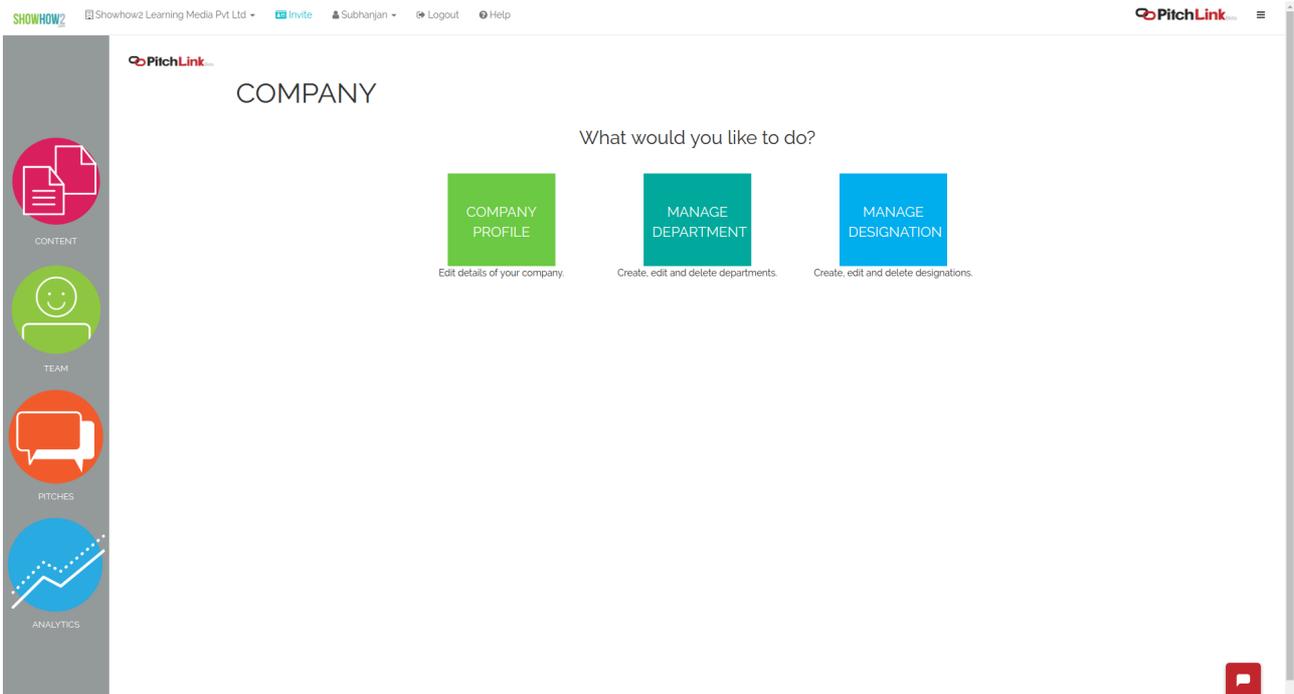
8. Click on the Company Profile button to view and change company details.
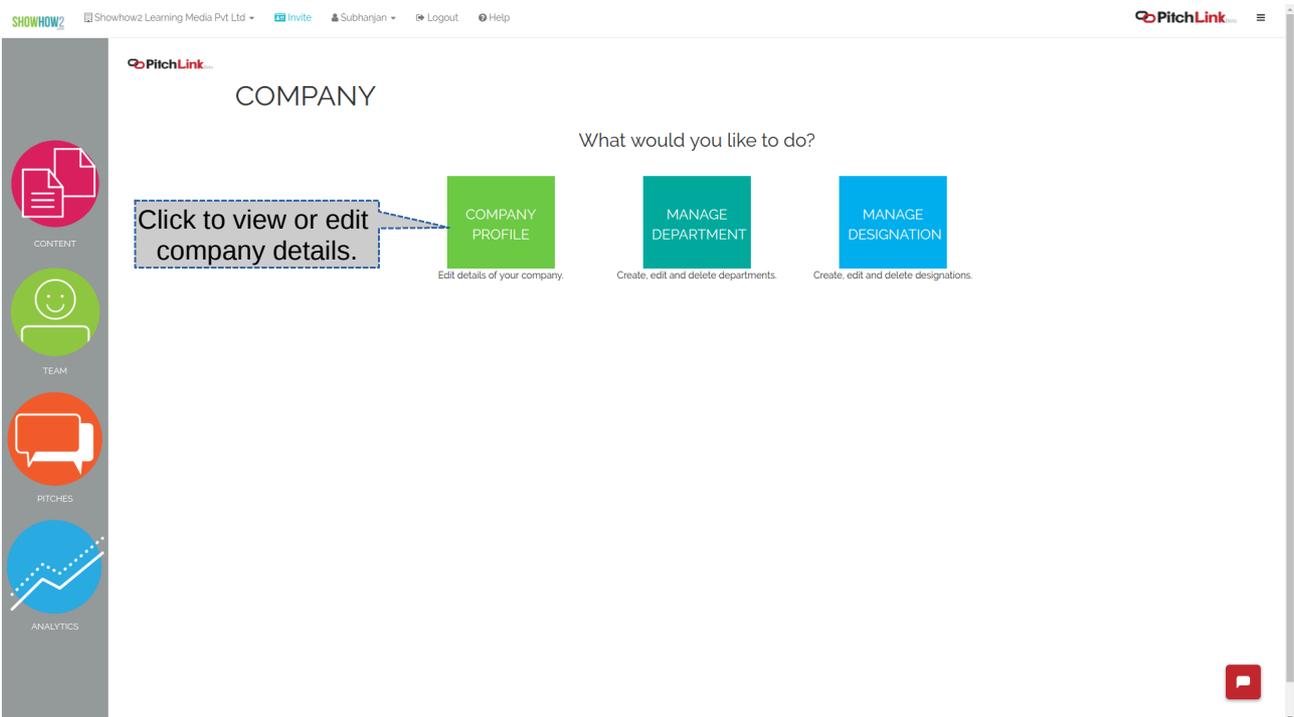
9. You can view your company details. To edit click on Edit Company Profile button.

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My Company Profile

SHOWHOW2.com

🌐 www.showhwo2.com

☎ 8065690122

📍 112 LRDE Layout Karthik Nagar
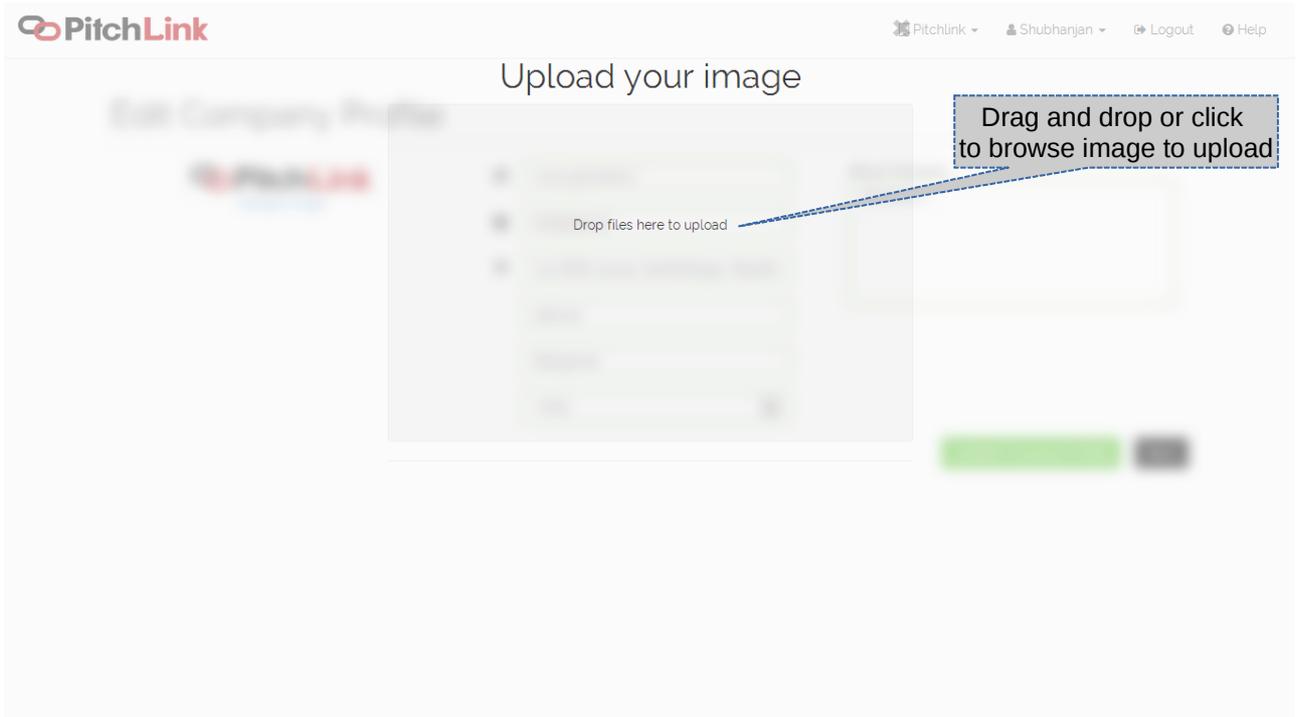
560037

Bangalore

India

About Company:
Showhow2™ is a patented new multilingual visual learning interface to address the growing gap between complex technologies and users.

Edit Company Profile   Back

Click to edit company details.

10. Edit the details that you want to change. Click on Update Company profile to save changes.

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Edit Company Profile

SHOWHOW2.com

change image

Click to change or update company logo.(Step 11)

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Bangalore

India ▾

About Company:
Showhow2™ is a patented new multilingual visual learning interface to address the growing gap between complex technologies and users.
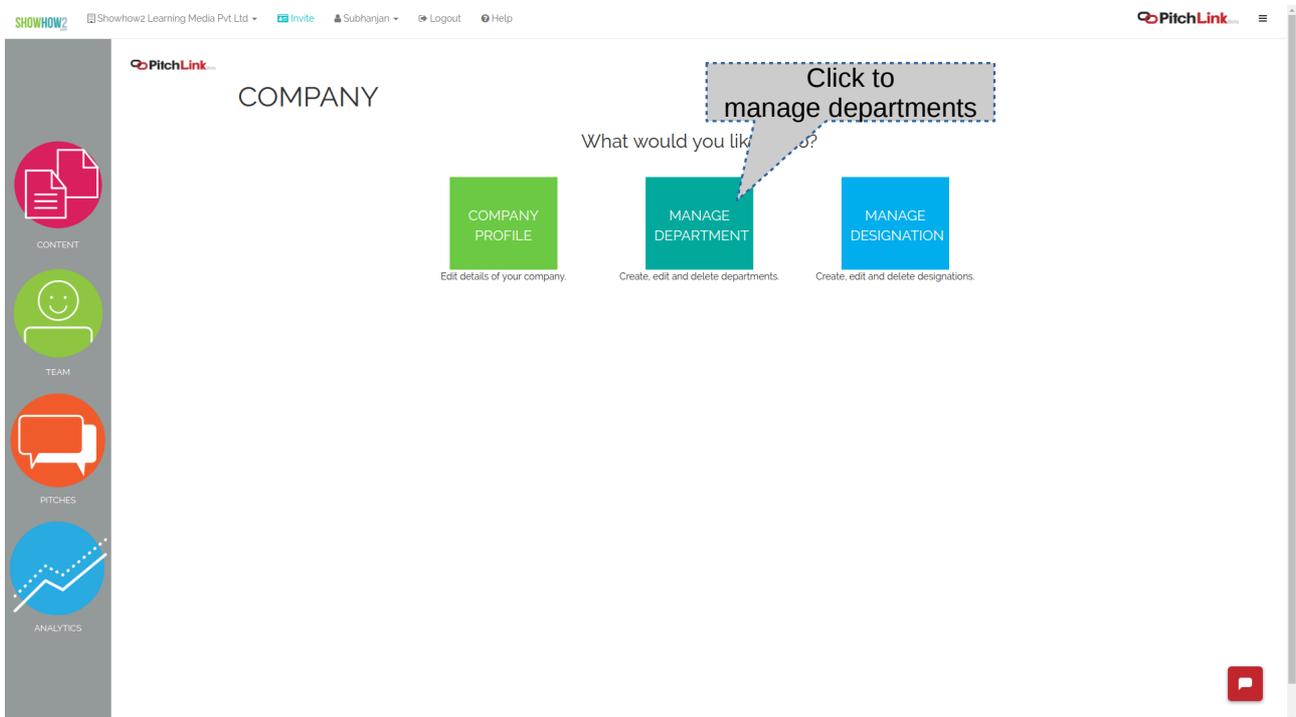
Update Company Profile   Back

Click to update once done
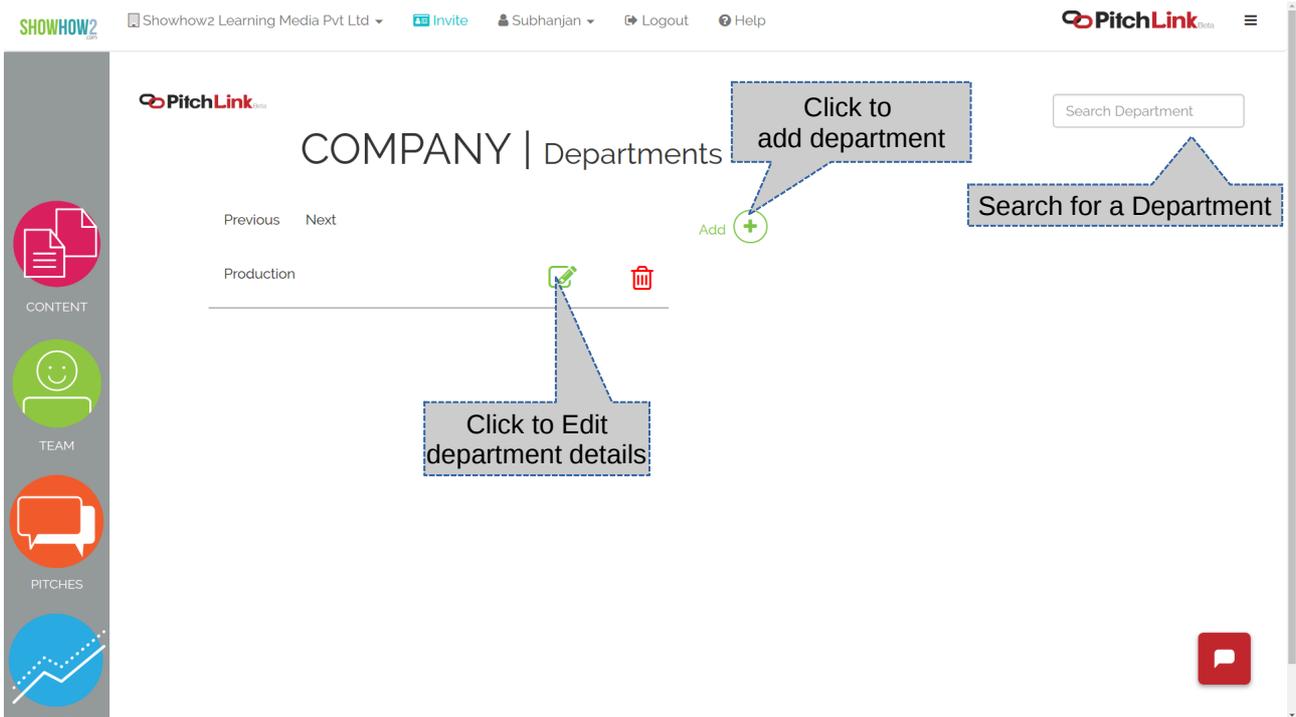
11. To update the company logo click on change image and drag and drop or browse the image rom your folders.

Upload your image

Drop files here to upload

Drag and drop or click to browse image to upload

12. To view the department list click on Manage Department.

COMPANY

What would you like to do?

COMPANY PROFILE
Edit details of your company.

MANAGE DEPARTMENT
Create, edit and delete departments.

MANAGE DESIGNATION
Create, edit and delete designations.

Click to manage departments

13. Department list page. To add a new department, click on the Add icon.

14. Fill in the details and click on Save button to add the department. You can add more in the same manner.
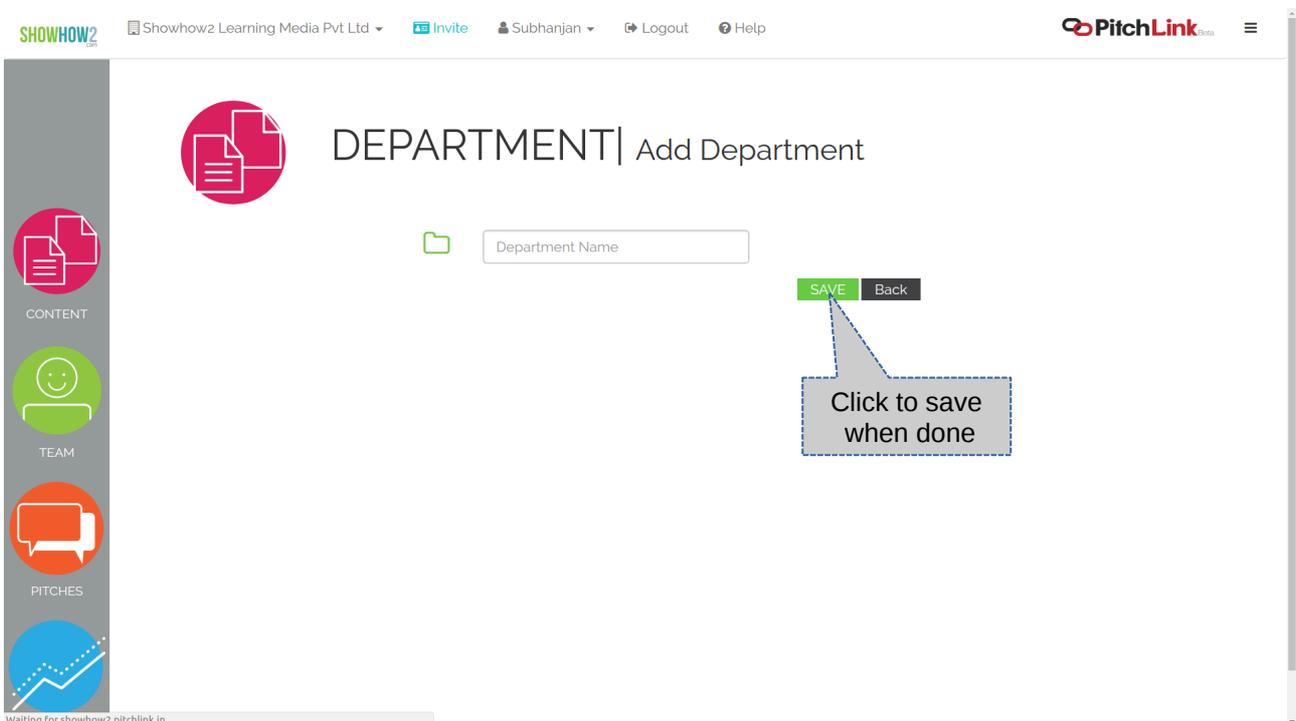
15. To edit a department click on the pencil icon in department list page.
16. Edit the details and click Save.
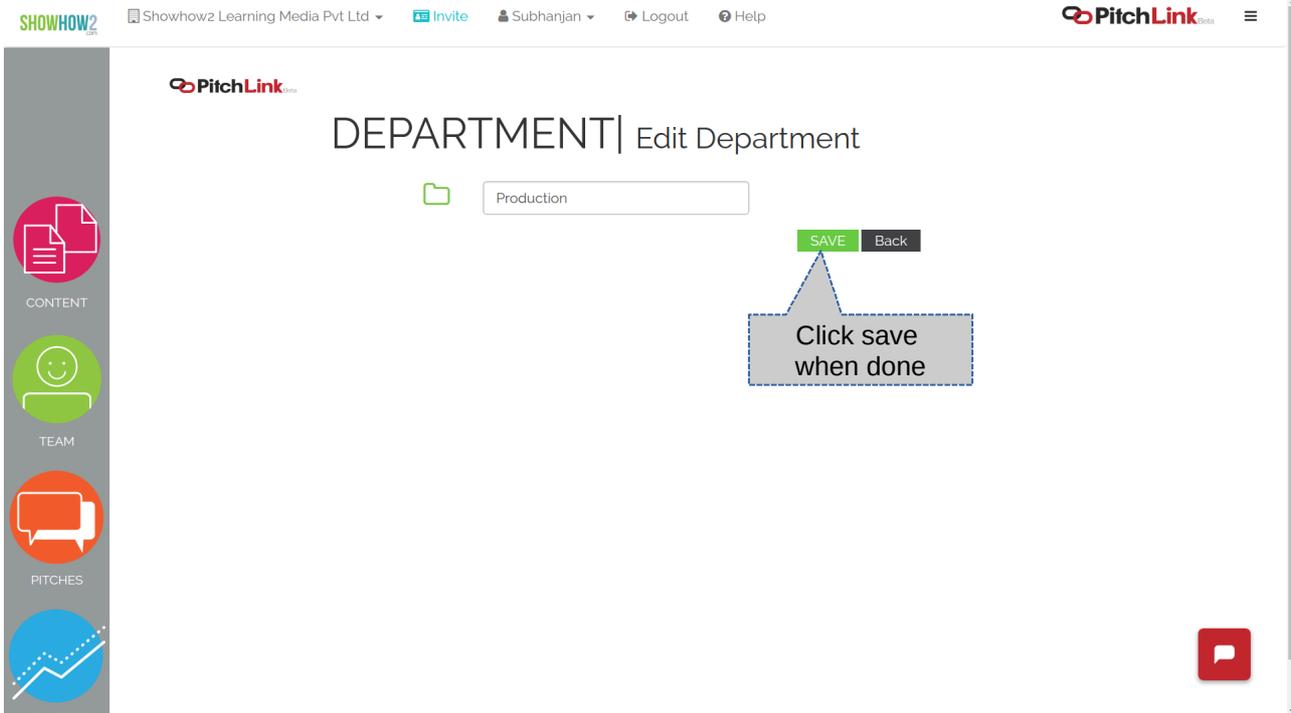
17. To delete a department click the X (Delete) icon.
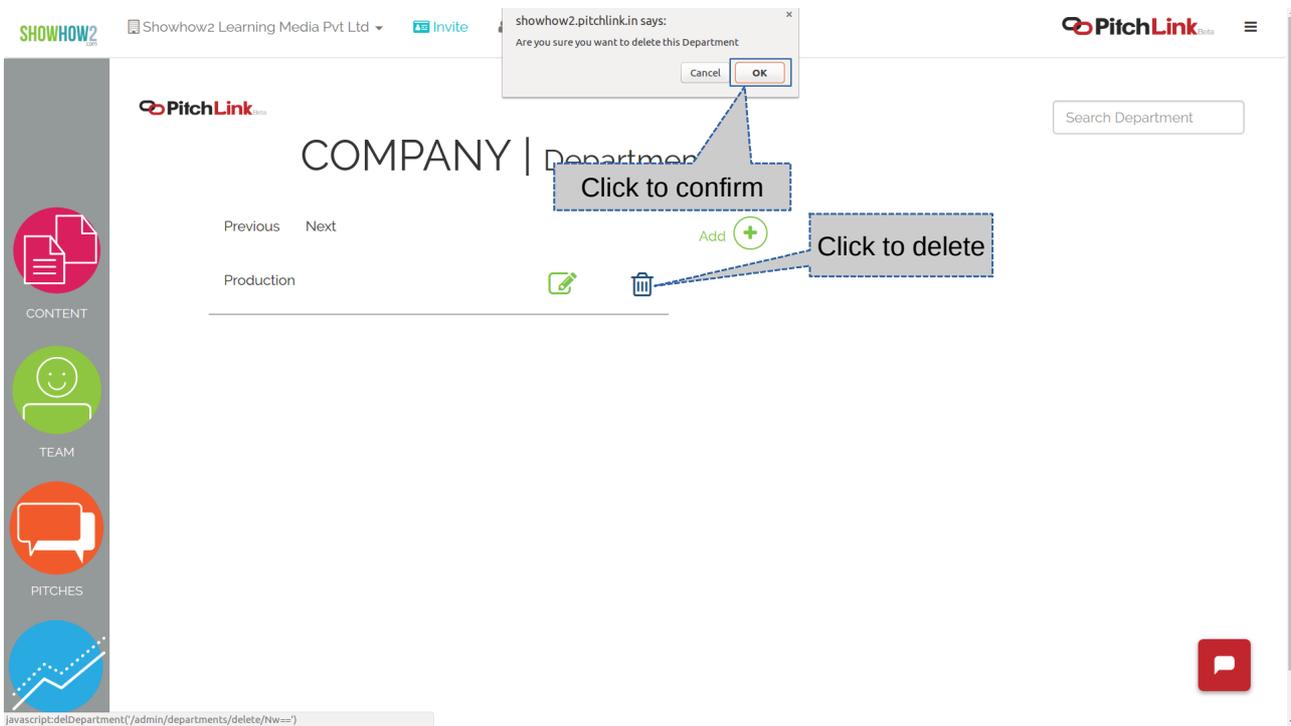
18. To view the list of designations click on Manage Designation
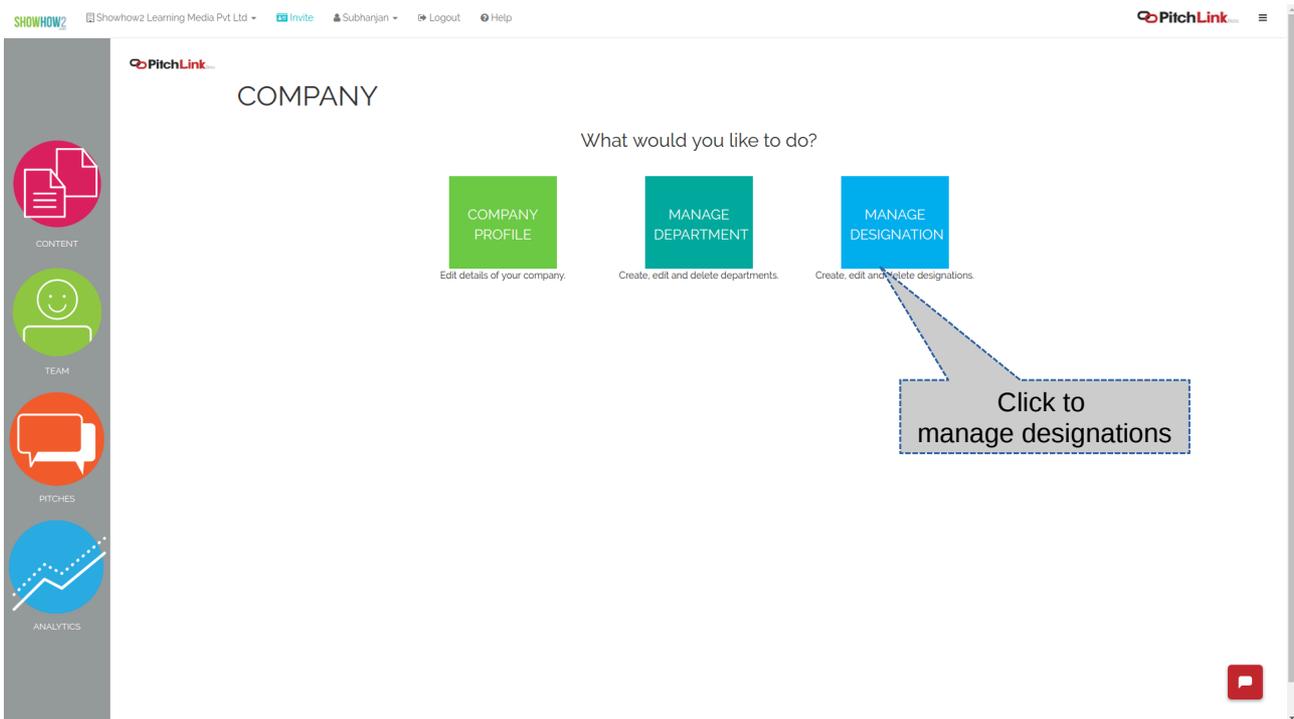
19. You will be able view the available designation list. To add a designation click on + (Add) icon
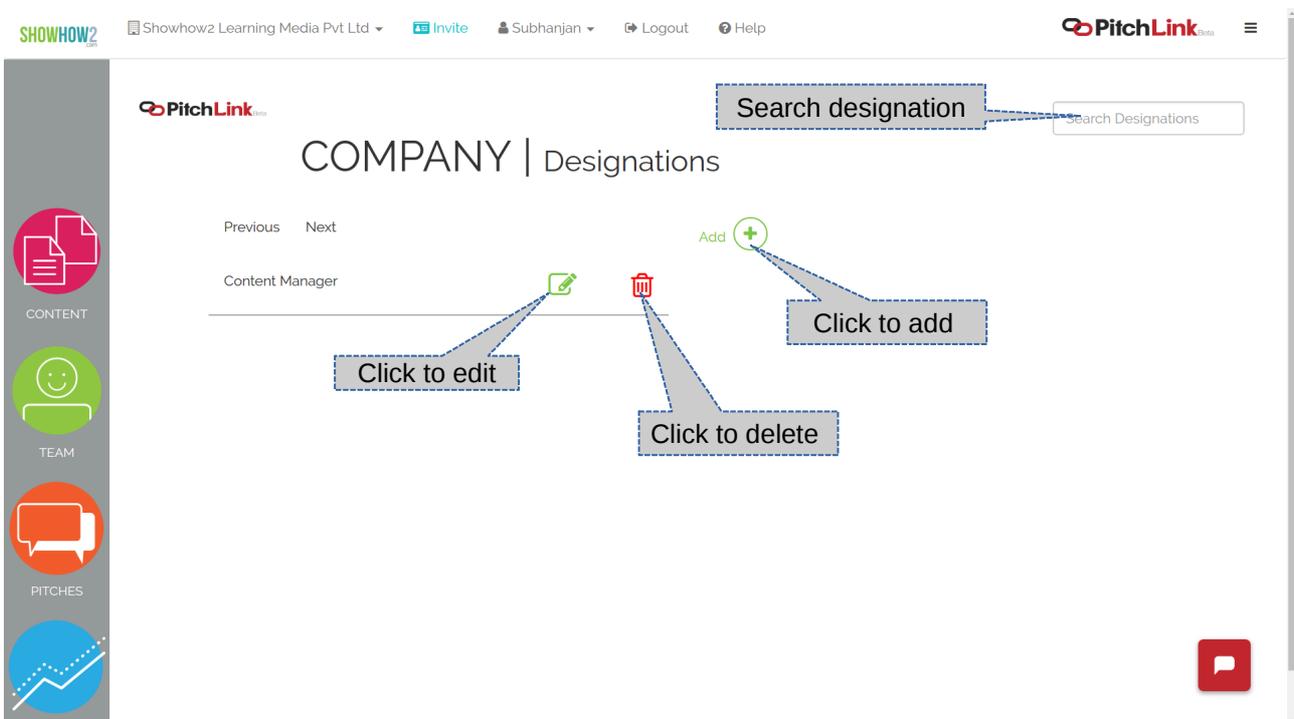
20. Fill in the details and click on Save to save the designation and add more. Once done, click Back.
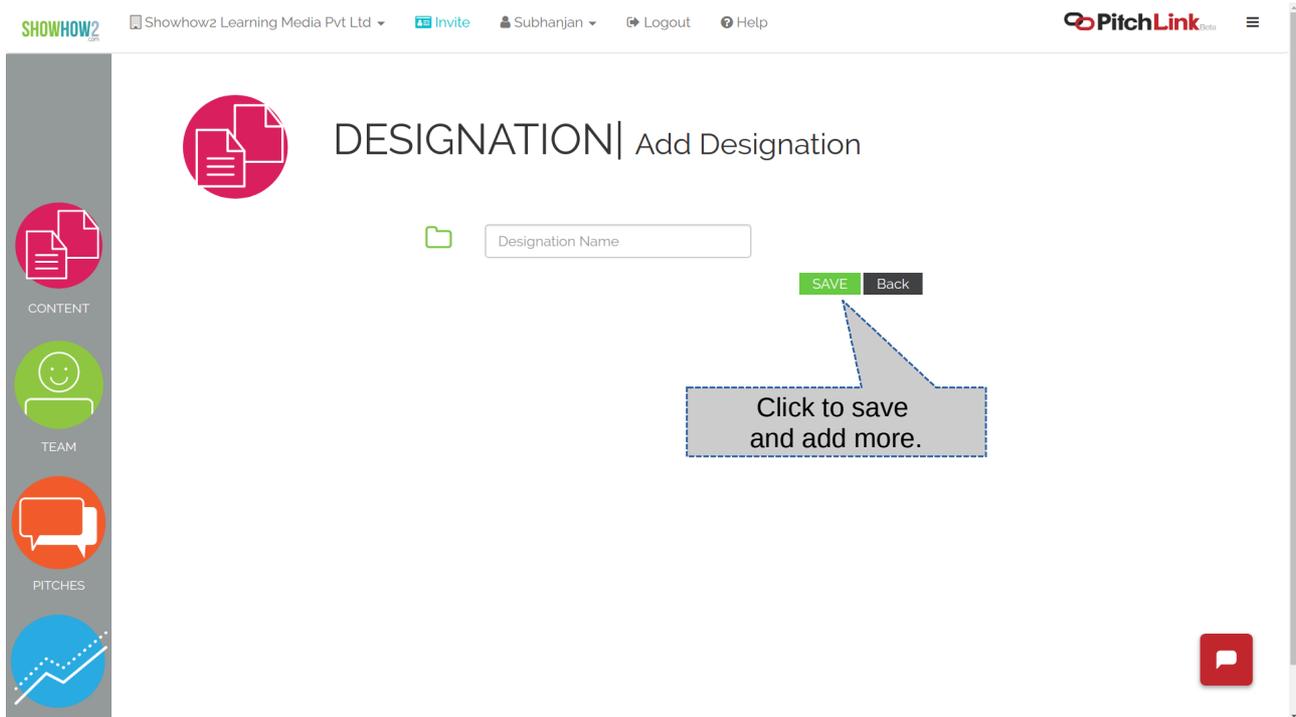
21. To edit the designation click on the Edit icon. Update the Designation field and click Save.

22. To delete a designation click on X(Delete) icon and click on Ok to confirm.
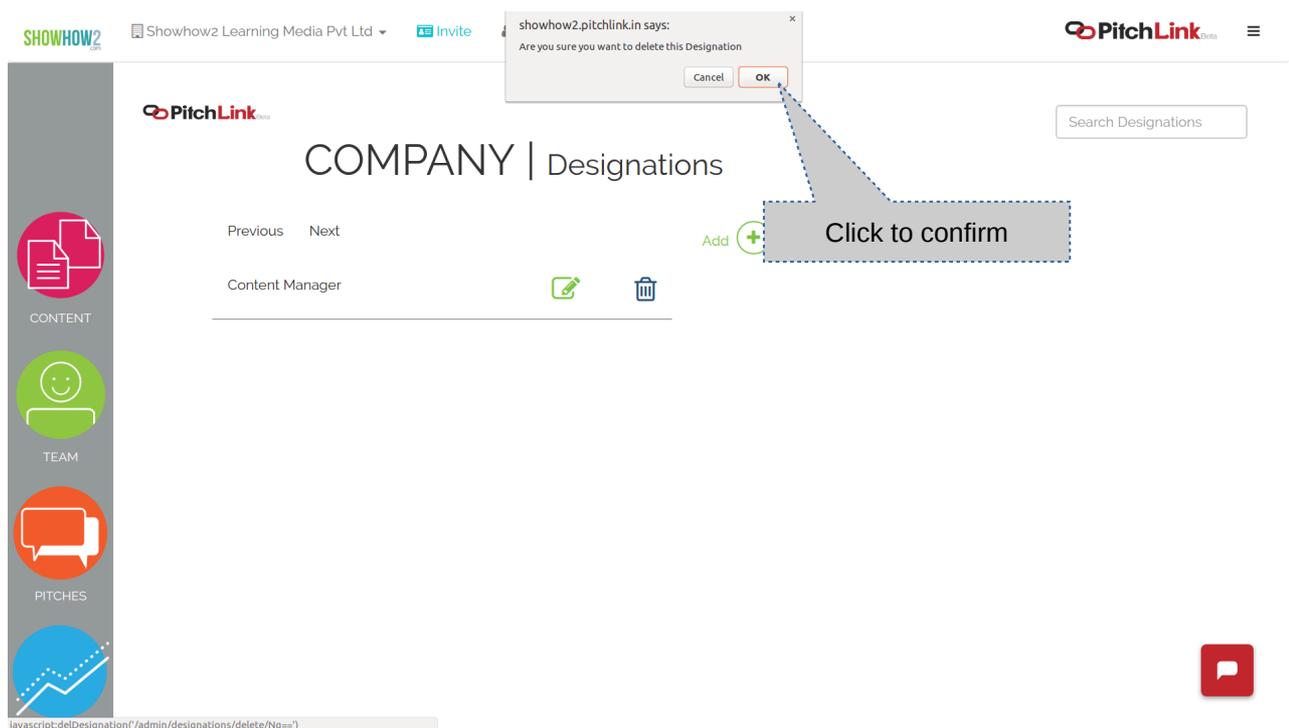
23. To view our detailed Video Guides click on help

24. Select the Section for which you want help and click on the topic to watch the Video Guide. Click on play icon to play/pause the video.

25. To manage available contents click on the Content icon. You will get to the Content management menu.

CONTENT

What would you like to do?

| MANAGE FOLDERS | MANAGE CONTENT | MANAGE FORMS | MANAGE TEMPLATES |

Create folders to organize your content

Upload, tag and replace files
Recommended

For surveys and feedback

Create, edit or view Pitchmap Templates

Click to manage folders

26. You will be taken to the list view of the available folders .
27. Click on create (+) to add a new folder

CONTENT | Manage Folders

Find Folders

Previous

Next

Create ⊕

Click to Create or add folder

Search for Folders

Click to rename folder

Actions

Samples	✎	🗑
Products and Services	✎	🗑
Customers and Forms	✎	🗑
Technical and Legal	✎	🗑
Company and People	✎	🗑

Click to delete a folder

28. Fill the folder name and click on Create to create a new folder.

29. To rename a folder click on the pencil icon.
30. Fill the details and click on submit.

31. To delete click on the Delete (x) icon and click ok to confirm.

32. To manage files click on Manage Content

33. You will get to the list of files uploaded.
34. To add click on the Upload (+) icon

35. Browse or drag and drop the files you want to upload.
36. Then click on Upload .
37. Once you finish upload click Done.

38. To replace a file click on recycle icon under action gainst the file

MANAGET| Edit File Details

Fill in the description

File Name
CB_more Films.png
Size: 0.11 MB

Watch More Sample films.

Select to assign to folder

Select

Add Tag (min 3 chars)

Add
No tags assigned with this file. Use the input box below to add tags to this file

Fill in the tag(s)

Click to add tags

BACK   DONE

Click done when finished

CONTENT

TEAM

PITCHES

ANALYTICS

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39. To view the file click on view (eye icon).

CONTENT | View File

CB_more Films.png

Size: 0.11 MB

Watch More Sample films.

You can view more sample films in the resource section.

Click the "More Documents" folder on the left panel.

Back

CONTENT

TEAM

PITCHES

ANALYTICS

40. To delete a file click on Delete icon and click OK to confirm.

41. To create a form click Create Forms.

42. You will get to the list page. Click on Add New to add a new form.

Click to add new form

CONTENT | FORMS

List of Forms

Add New

Name	Responses	Created	Published	Actions
First Survey	15	Dec, 19 2016	✓	🔍 View ✎ Edit 👁 Responses 🗑 Delete

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

← previousnext →

43. Select the fields from the menu to include the field in the form
44. To preview the form click on Preview
45. Once done click on Save.

1. Click to add Fields/items to the form

2. Click to preview the form

3. Click to save once you have created the form

CONTENT | FORMS

Manage Survey / New Survey

Q Preview   Save

Survey Design   Survey Settings

Text Field   ✖ 🗀

How Big is your sales team ?

Click here to enter some optional help text

☐ Required

46. To edit a form click on Edit.
47. To view the form click on View.

48. To update the form click on Save.

49. Preview /view of the sample form

Tell us What you think About our Platform

What you think about Learning Management Systems	☑ They are a neccesary evil ○ We dont need them ○ We already use an LMS
What you think about our Product	☐ This system rocks ☐ But I'd like to know more ☐ I coudn't gauge anything about the product ☐ Can you send me more information

Your Experience

Tell Us about your Current Learning Platform	

1 + 4 = [   ]   ✔ Submit Form

50. To create a pitchmap template.

51. You will get the list page.

PITCHES | Templates

Click to create a
pitchmap template

Previous   Next   **Display**   10 ▼   Add ➕

Pitchmap   🕐   Actions

test   test   May 31st, 13:09   ✎   →   🗑

sample 2   sample 2   Friday June 02, 14:48   ✎   →   🗑

Click to edit
a template

Click to create pitch
from the template

CONTENT
TEAM
PITCHES
ANALYTICS

52. To create a pitchmap template click on add

PITCHES | Create Template
Add template's name, description and create map

Template Name

Template description

Both fields are required

Click to
delete element

Drag and drop to reposition of pitch elements

Enter details here

ContextBridge ☐

Click to add
new element

Click to
save and continue

➕ Add Element

Continue   Cancel

CONTENT
TEAM
PITCHES
ANALYTICS

53. To delete a pitch template

54. To view the team details click on Team.

55. To add a member click on Add Member
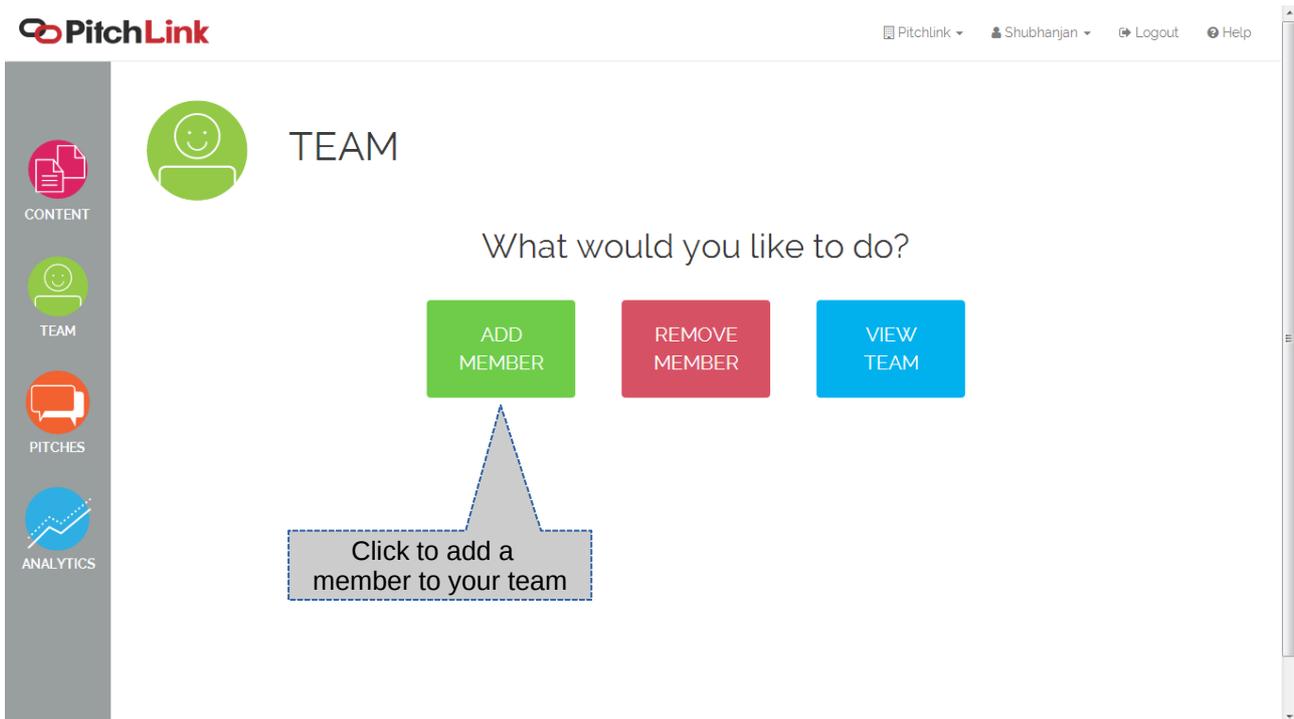
56. Fill in the details and click on Save to add the member to your list
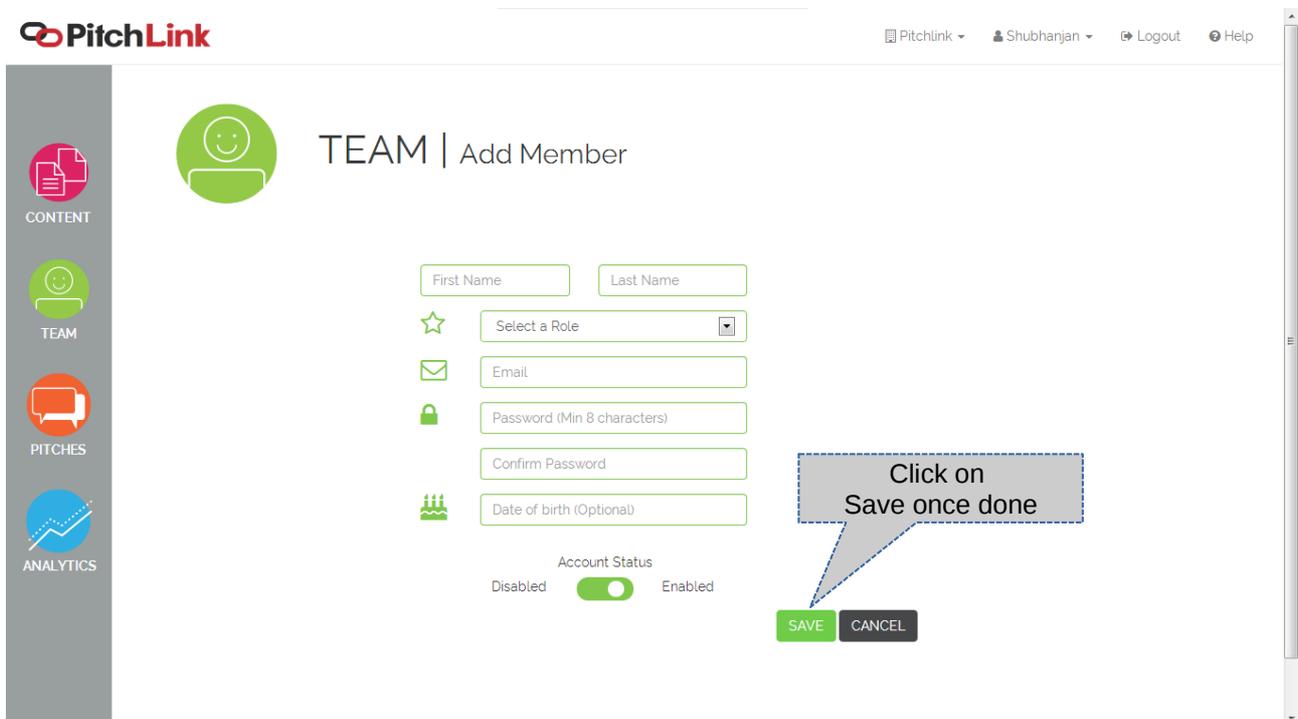
57. To view members click on View Team.
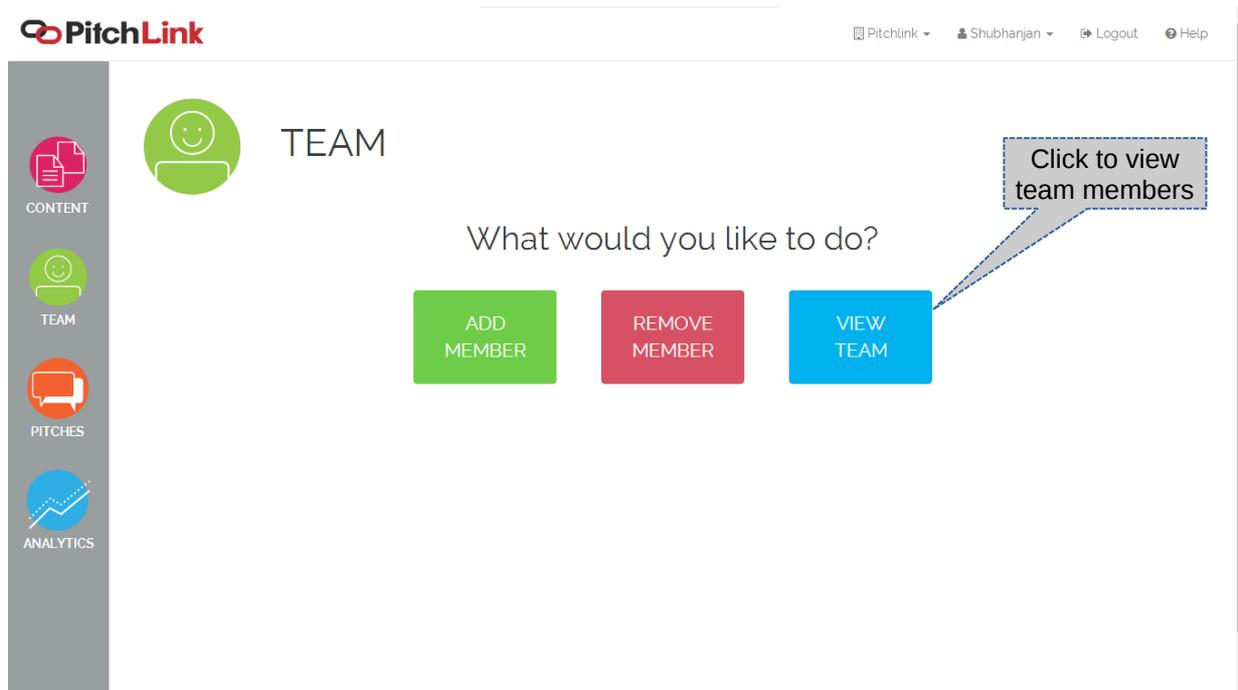
58. You will get the grid view of the team members.
59. Click on a member to edit or modify details.
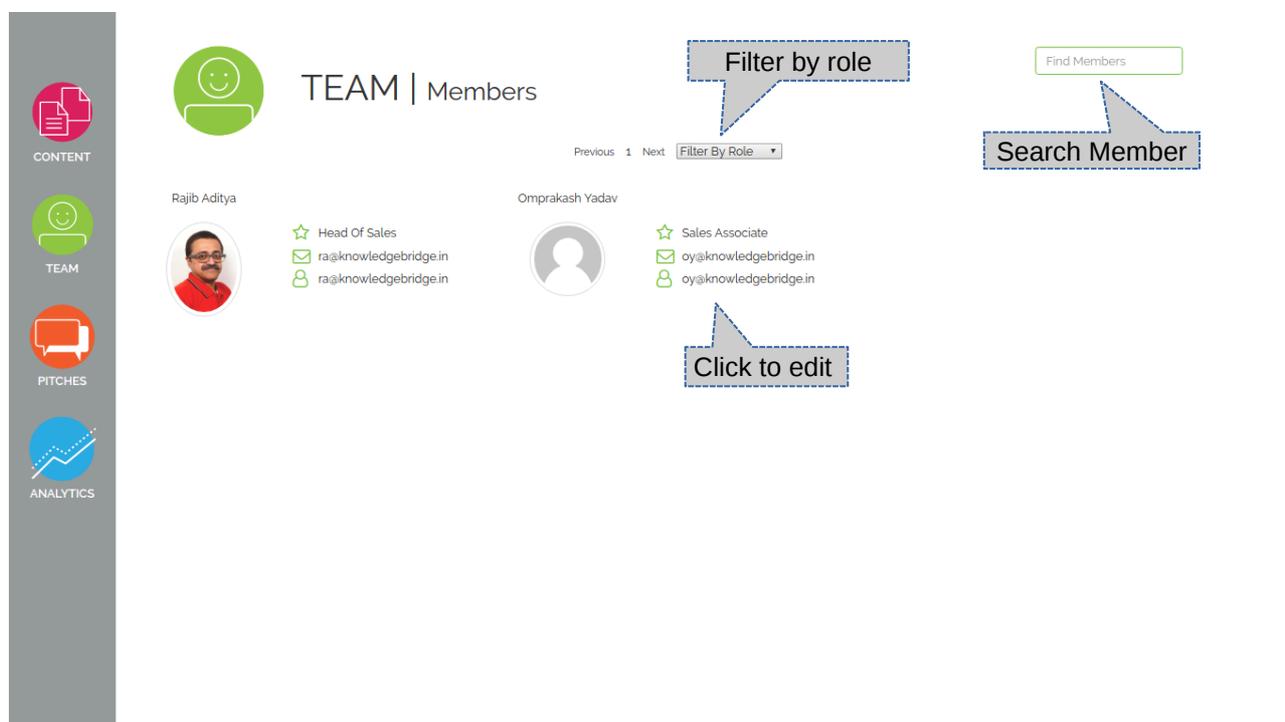
60. Update the details and click on save to save the details.

61. To remove a member click on Remove Member

62. Click on the member you want to delete the click on ok to confirm.

63. To manage pitches detail click on Pitches

64. Click on create pitches to create a pitch
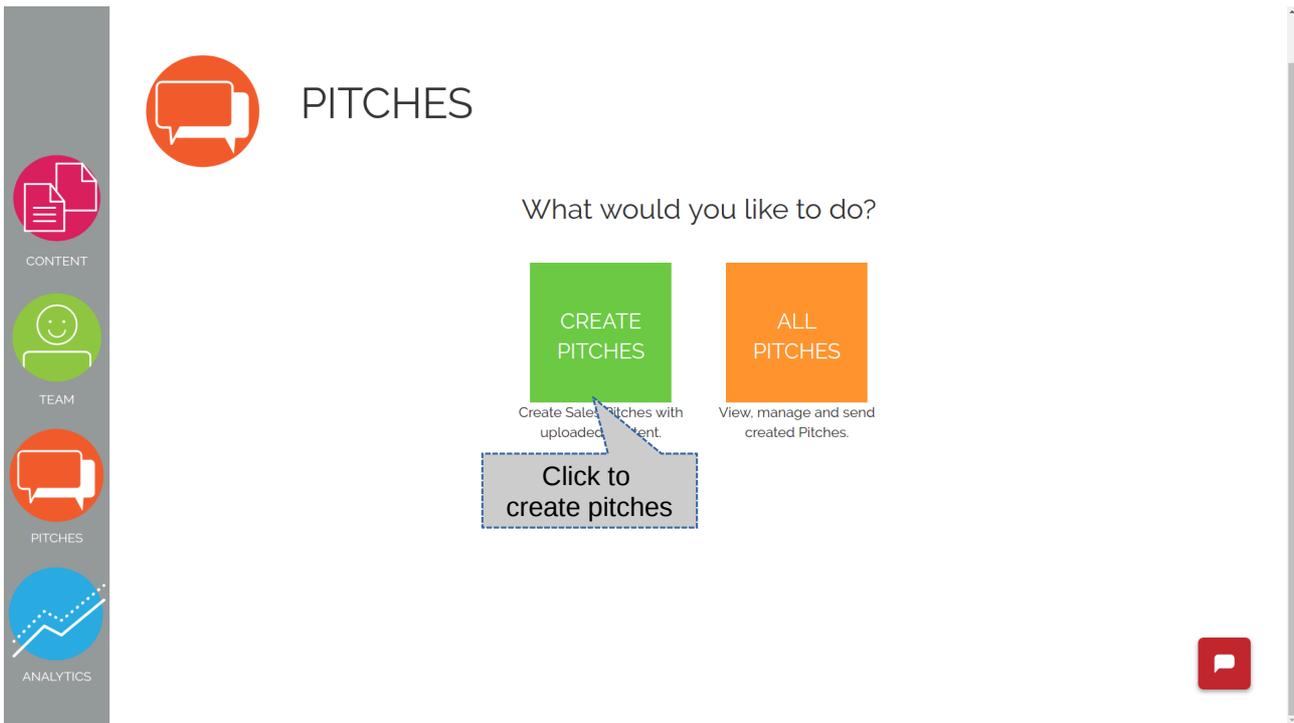
65. You can create a pitch by creating a pitch map or you can skip and create a pitch directly.
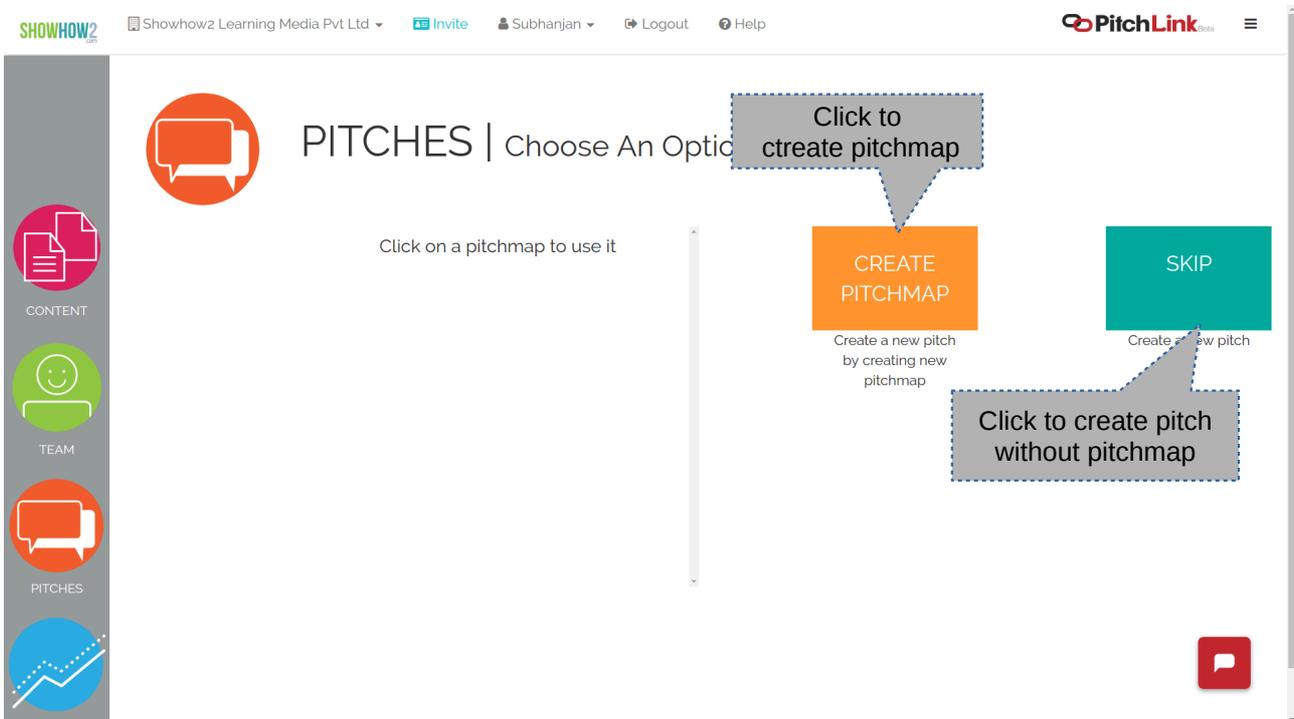
66. Name your pitch and enter the description then click on continue to proceed
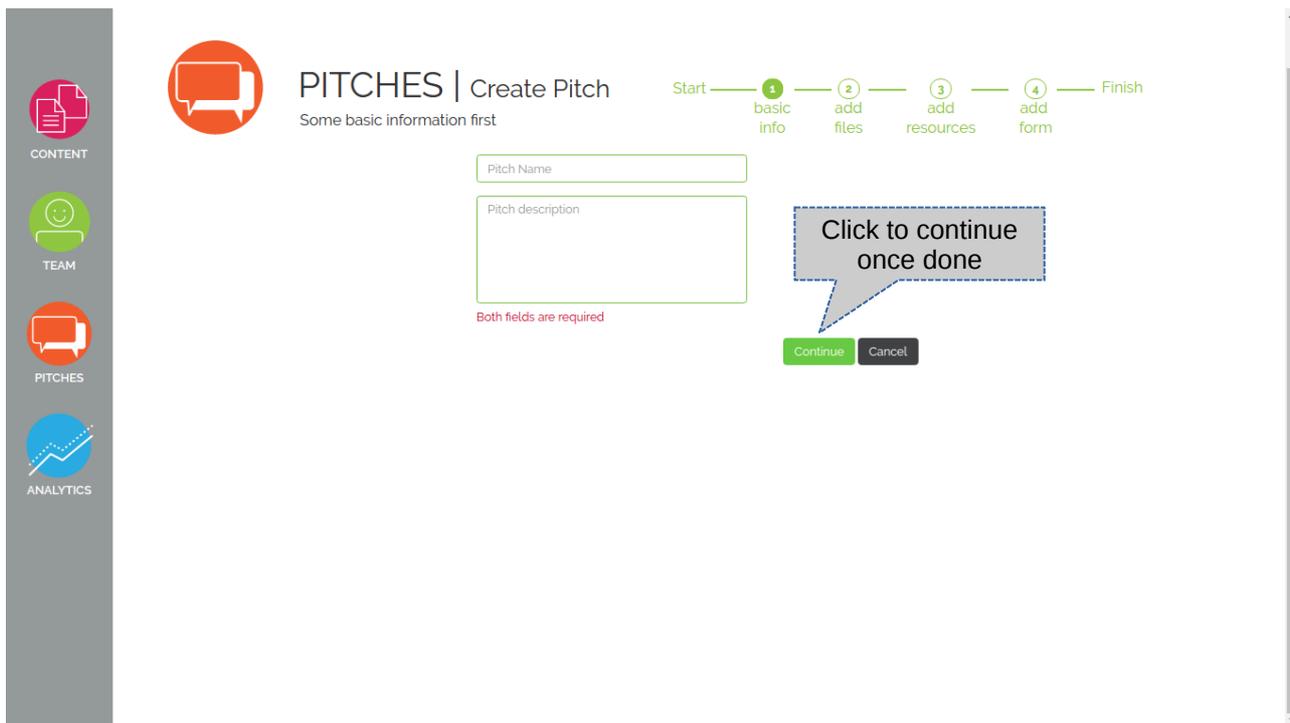
67. Select the files from the drop down and Click on add to add the file to pitch.
68. You can filter the pitch by folder.
69. After adding click on save and continue to proceed.
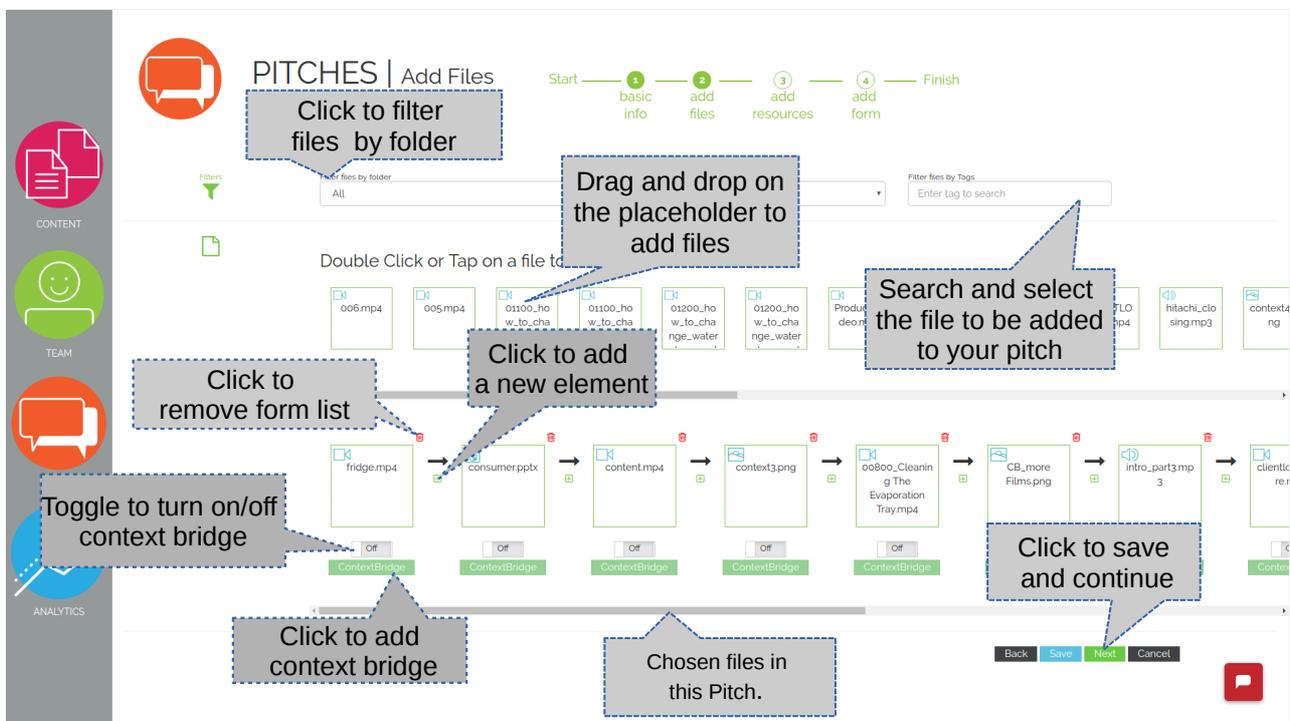
70. To add a contextbridge 1. Toggle the contextbridge button to on. 2. Click on ContextBridge button.
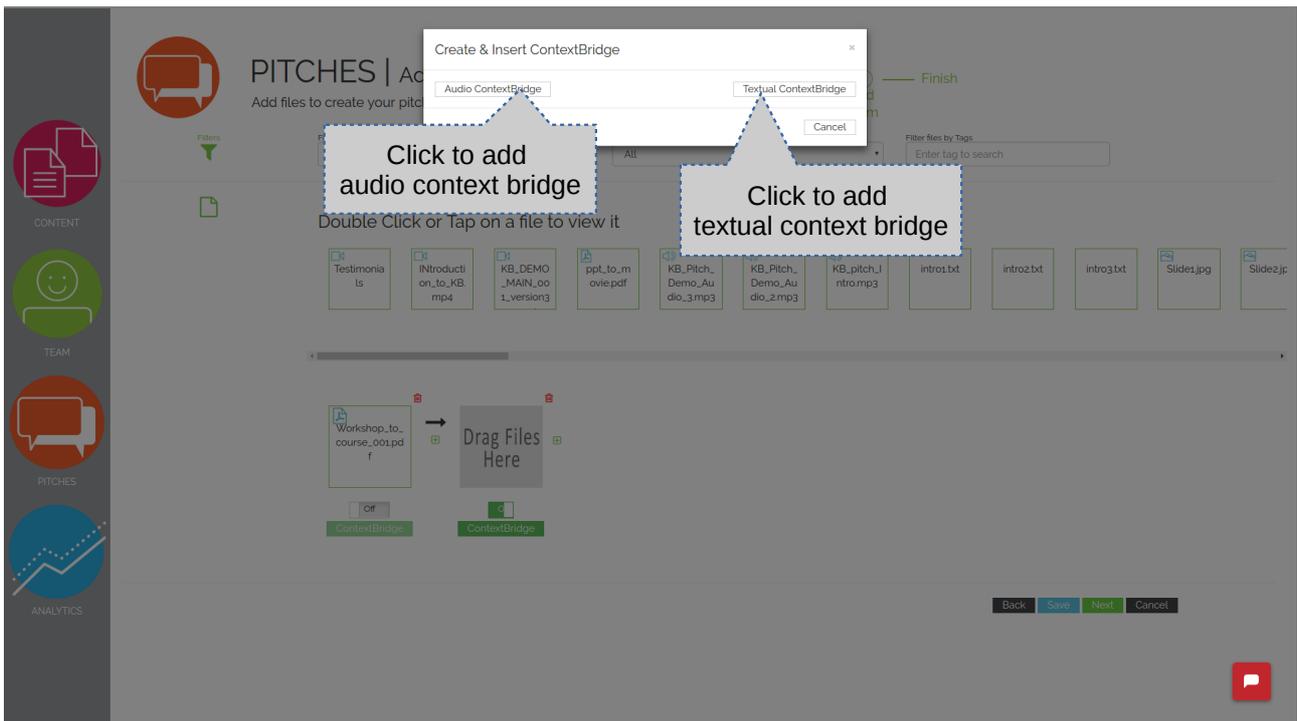
71. Audio ContextBridge
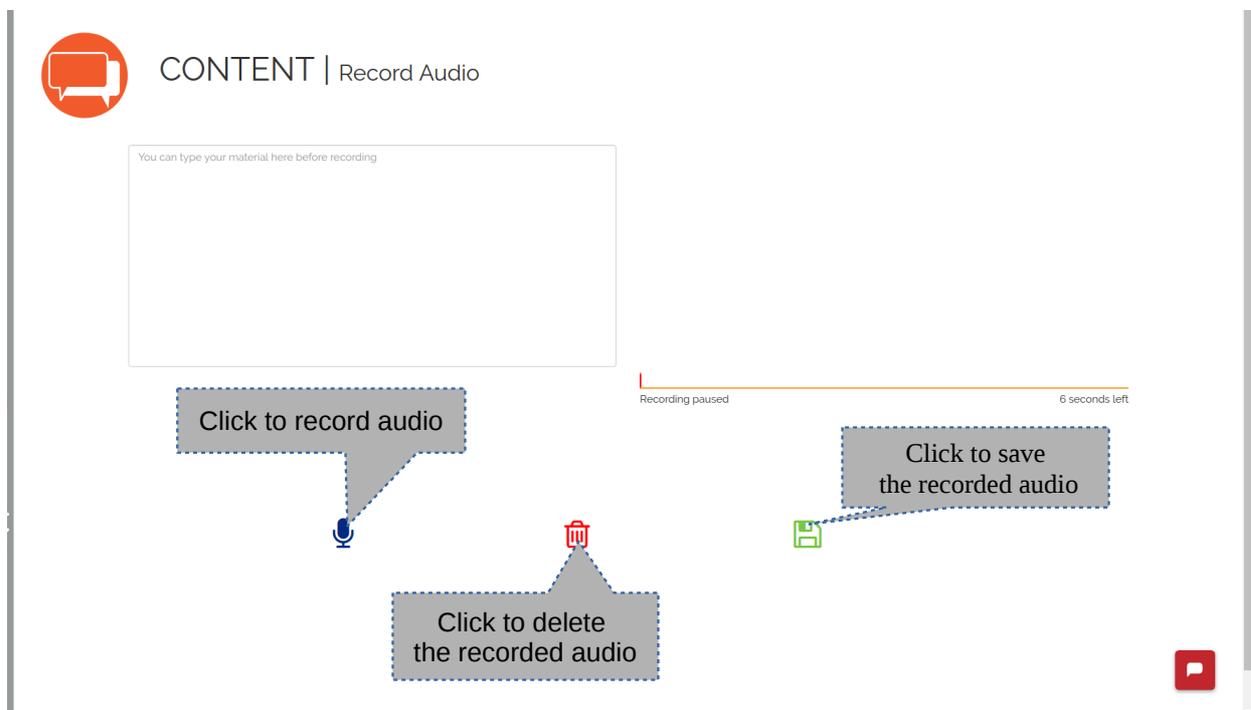
72. Textual context bridge

73. To add Resources (additional files) 1. Select a folder, 2. Select file, 3. Click on Add.
74. Click on continue to proceed.

75. Add feedback form from the drop down. Click and Add.
76. After adding click on Preview to review the pitch or click Finish.

77. To preview click on Preview (eye icon)

78. Once you Select a pitch to Preview, you are going to see a page similar to the one below.
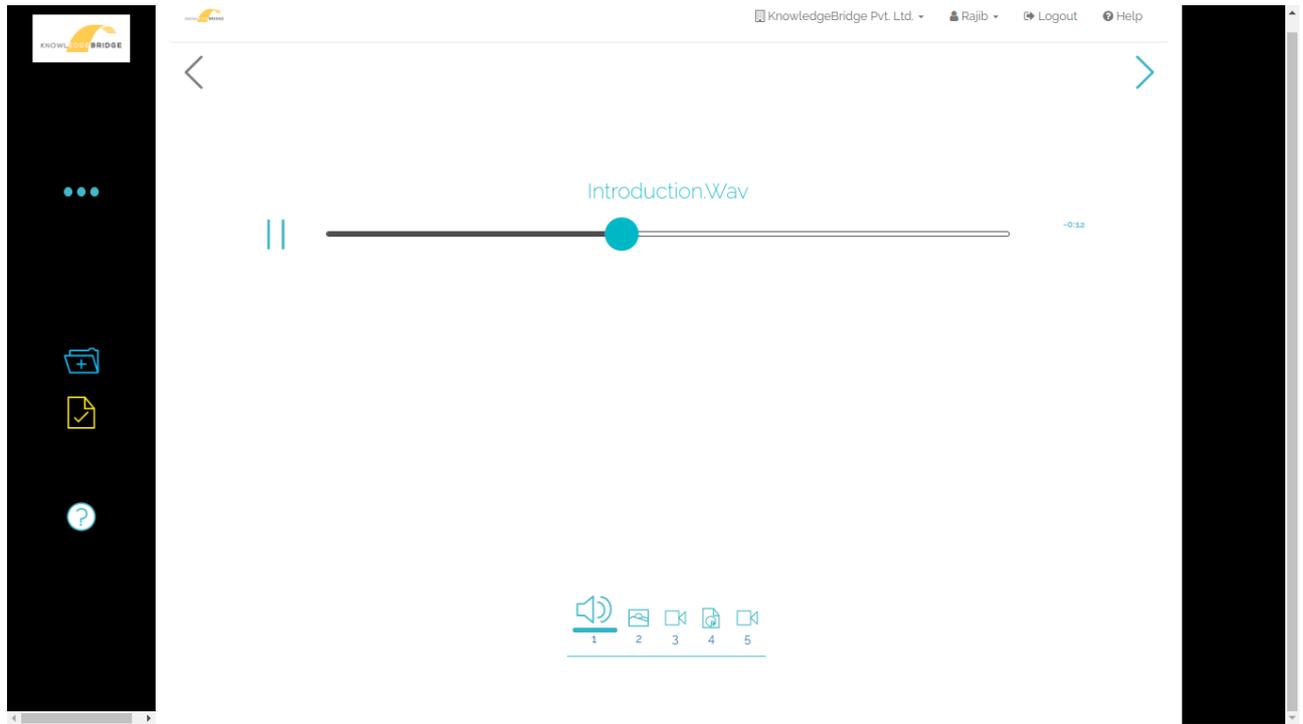
79. To view all pitches click on All pitches.
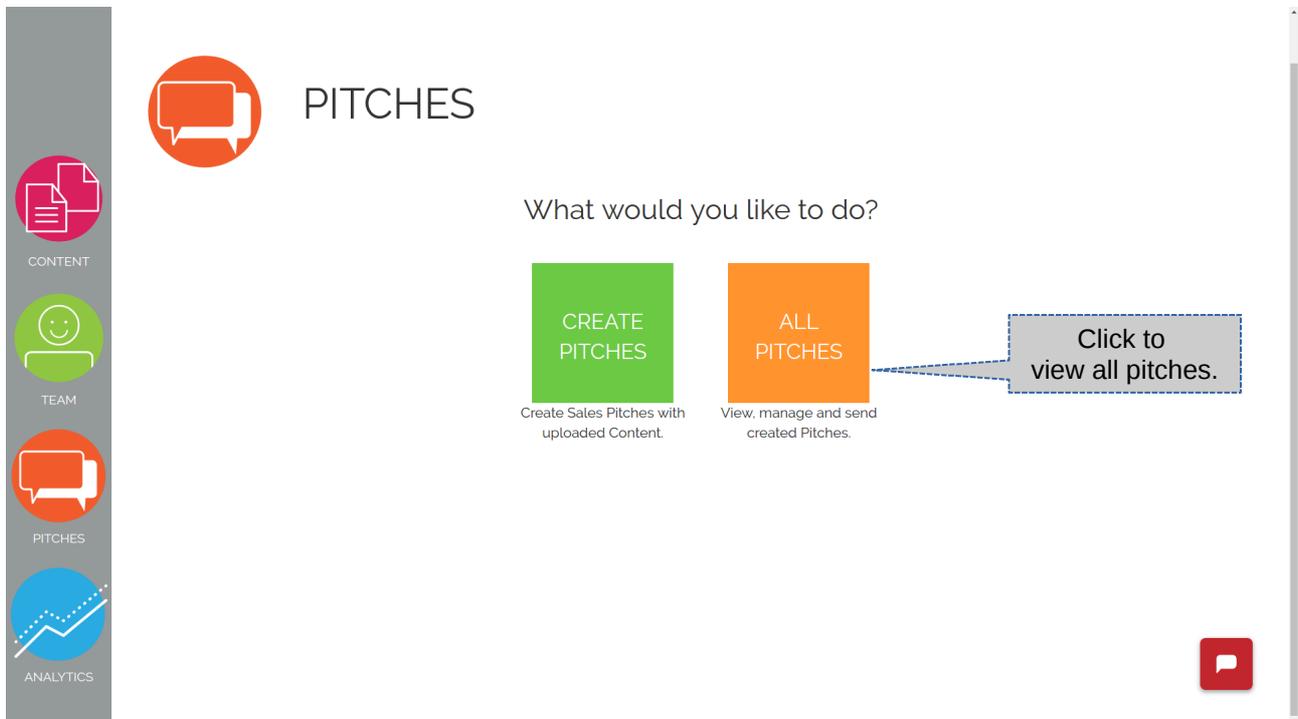
80. To modify a pitch click on edit (pencil icon)

81. Edit the Details and then click on Continue.
     * process will be similar to Add pitch process .

82. If new files need to be added add on the same way as while building a new Pitch. Once file addition is done click on Save and Continue.

83. After modifying your pitch click on Finish to save.

84. To delete a pitch click on Delete (X) icon. Click OK to confirm.

85. To view the analytics click on Analytics.

86. Select a Sales Team Member

87. Select a sales pitch associated with the selected sales person.

88. Same pitch could have gone to multiple companies. Select a company.

89. Engagement for different Elements on the PitchFlow (files) will be visible.
90. It will contain details like Filename, open status, view count , last viewed, etc.

Name	Opened	1 KB1_ovr.mp4	2 Content_m...	3 INtroduct...	4 context_0...	5 Introduct...	Count	Last Viewed	Invited by
John Snow Rajibaditya@outlook.com	Yes	1 ⓘ	5 ⓘ	2 ⓘ	2 ⓘ	6 ⓘ	16	Yesterday, 16:49	Rajib Aditya ra@knowledgebridge.in on Monday December 19, 17:05
Omprakash Yadav ompy74@gmail.com	No	0	0	0	0	0	0	N/A	Rajib Aditya ra@knowledgebridge.in on Monday December 19, 17:09
Subhanjan Sarkar ssarkar@vsnl.com	No	0	0	0	0	0	0	N/A	Rajib Aditya ra@knowledgebridge.in on Monday December 19, 18:04
Subhanjan Sarkar subhanjan.sakar@gmail.com	No	0	0	0	0	0	0	N/A	Rajib Aditya ra@knowledgebridge.in on Monday December 19, 18:04
Michael Burton mb@outlook.com	No	0	0	0	0	0	0	N/A	John Snow Rajibaditya@outlook.com on Monday December 19, 20:17
Rana Das mxaditya@gmail.com	Yes	0	0	0	0	2 ⓘ	2	Monday December 19, 20:21	John Snow Rajibaditya@outlook.com on Monday December 19, 20:18
Total		1 ⓘ	5 ⓘ	2 ⓘ	2 ⓘ	8 ⓘ	18		

91. Hovering on the File name will show the full title and the description of the file.

92. To switch role, from Admin to Sales Person - click on profile name followed by a click on Switch Role.