



User's Manual

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Introduction

The Innovation and Entrepreneurship Hub is an advanced online platform co-developed by Intel Corporation. It was created to support the development of Micro and Small and Medium Enterprises (MSMEs), young innovators, and entrepreneurs. The Hub enables entrepreneurs to access online programs to improve their business skills and receive business counseling and mentorship. In addition, entrepreneurs will also be assisted to obtain access to potential financial and technology partners. The Hub aims at becoming an online community for MSMEs, eventually developing into a global collaborative ecosystem.

This manual aims to familiarize users with the Hub and its features. The manual is divided into two parts: the first for Entrepreneurs, the second for Program Managers. Program Managers are advised to read the whole guide.

Part One: Entrepreneurs

1. Creating an account

From the top right menu, click on Register if you want to create a regular account to browse publicly available content on the Hub. Click on EDIP Application to create an entrepreneur account and access premium content and/or to join a class if you already have a business idea (Fig. 1.1).



Fig. 1.1

Fill in your information using the appropriate form (Figs. 1.2 and 1.3.a).

User Account

Create new account Log in Request new password	
First Name *	Last Name *
E-mail *	Picture
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.	Upload picture Browse No file selected.
Country * - Select a value -	

Fig. 1.2

You will notice that the entrepreneur registration form demands more detailed information. In addition to regular account information, you'll have to provide basic (Fig. 1.3.a) and professional information (Fig. 1.3.b, 1.3.c).

Entrepreneur Registration

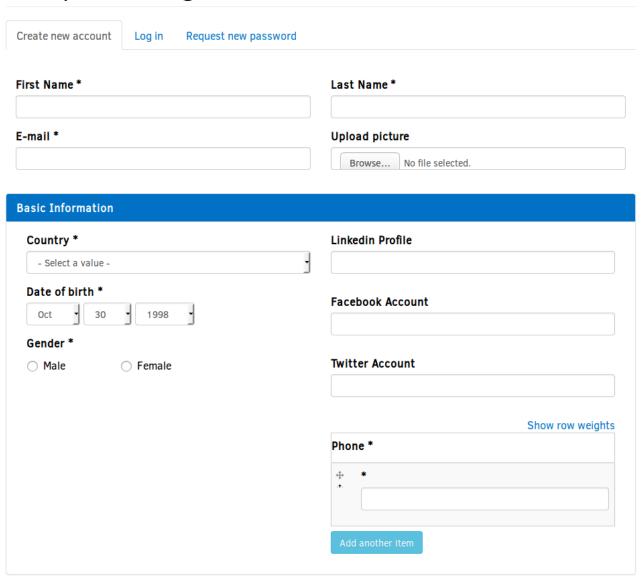


Fig. 1.3.a

Note: All fields marked by an asterisk (*) are required.

Under Professional Information (Fig. 1.3.b), you can choose more than one line of business. You can click on the blue plus sign (+) to pick more specific fields. You can also tick the Add Other Lines of Business checkbox if your line of business is not available as a default option.

Lines of business *	
A - Agriculture, hunting and forestry *	
■ B - Fishing *	
C - Mining and quarrying *	
■ D - Manufacturing *	
■ E - Electricity, gas and water supply *	
■ F - Construction *	
■ G - Wholesale and retail trade; repair of	motor vehicles, motorcycles and personal and household goods *
■ H - Hotels and restaurants *	
■ I - Transport, storage and communication	ons *
J - Financial intermediation *	
■ K - Real estate, renting and business act	tivities *
L - Public administration and defence; co	ompulsory social security *
■ M - Education *	
■ N - Health and social work *	
0 - Other community, social and persona	al service activities *
P - Activities of private households as er	mployers and undifferentiated production activities of private households st
Q - Extraterritorial organizations and bo	dies *
Add Other Lines of business	
Other Skills	
Qualification(s) *	Technical Background *

Fig. 1.3.b

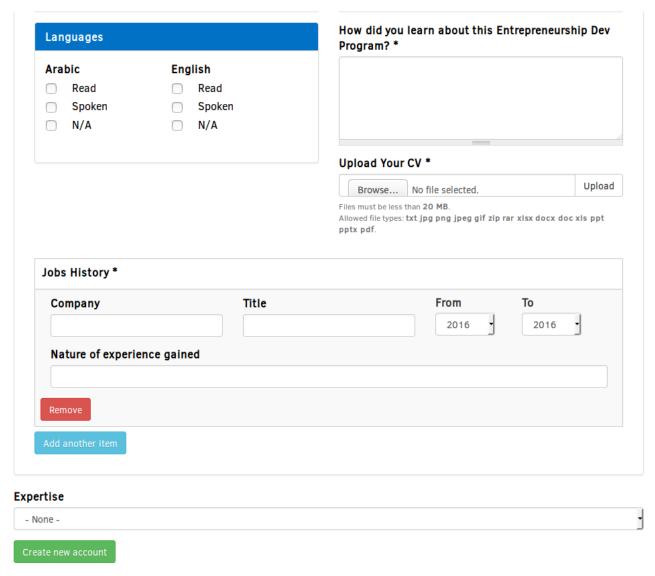


Fig. 1.3.c

After entering the required information, click on Create New Account (Figs. 1.2, 1.3.c). If all goes well, you'll receive a confirmation email with a link to set your password and login.

2. Logging in

After creating an account you can login from the top right menu. Click on "Login" to be directed to the Login Page (Fig. 2.1).

ір нив	Login	Register	EDIP .	Application
E-mail or username *				
Password *				
Forget Password?				

Fig. 2.1

Note: If you have forgotten your password you can click on the Forget Password? link and you'll be directed to a page where you can enter your email address and reset your password.

After a successful login your name will appear in place of the Login link (Fig. 2.2).



3. The Dashboard

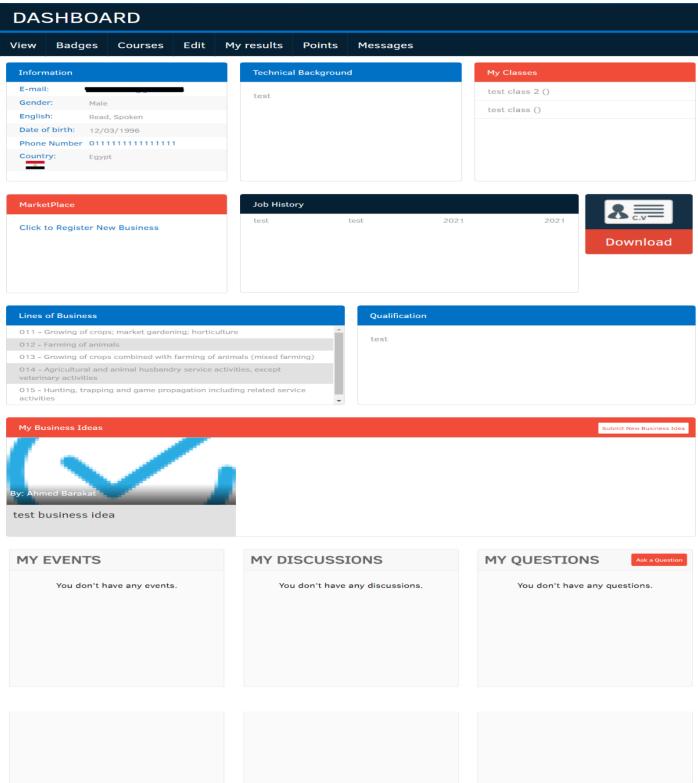
The Dashboard is your main tool for accessing the Hub's features and keeping track of your activities. You can access the Dashboard (Figs. 3.1.a, b, c) by clicking on your name in the top right menu.



Fig. 3.1.a

3.1. User Profile

By default, the Dashboard displays your Profile Page, where your basic account details appear and are viewable by other users (you can visit this page whenever you like by clicking on "View"). You can also edit this information whenever you choose (see, Section 3.4).



At the bottom of your Profile Page you can keep track of your activities on the Hub, including your business ideas, events, discussions, and questions (Fig. 3.1.c).

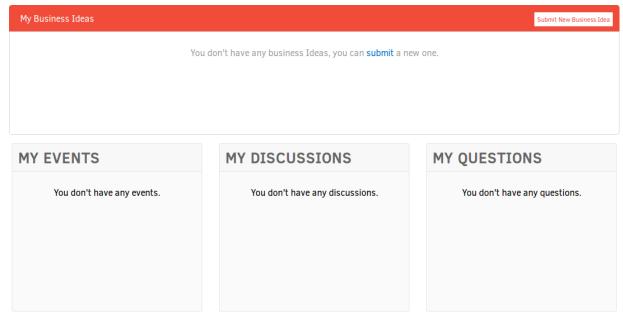


Fig. 3.1.c

3.2. Badges

The Badges tab (Fig. 3.2) displays a group of goals that you may pursue. Each achievement awards you points, and the points you earn contribute towards your ranking on the site.

Your current level is displayed on the right, along with the required points to level-up and all the available levels. Badges of unlocked achievements are highlighted in blue. You can click on any badge to view information on how to achieve it.

Note: Earning points and leveling up are a great way to increase your presence and prestige on the Hub.

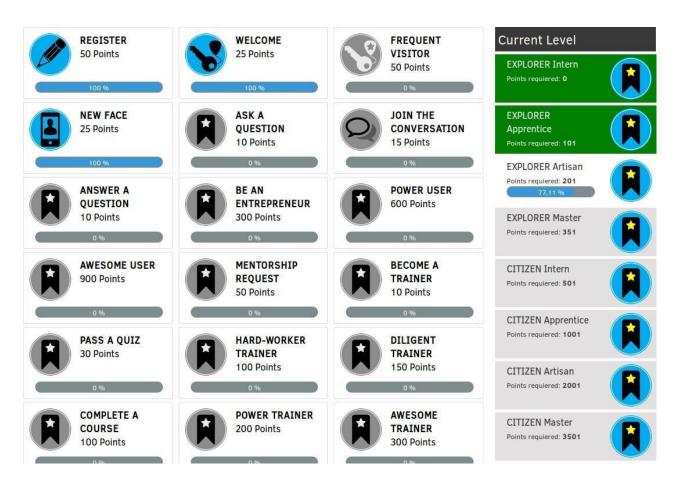


Fig. 3.2

3.3. Courses

Through the Courses tab you can apply for available courses and review your wishlist (Fig. 3.3).



Fig. 3.3

3.4. Editing Your Profile

The Edit tab (Fig. 3.4) allows you to edit your account information as well as your entrepreneurial application information if you click on the Entrepreneur tab.

First Name *	Last Name *
Jack	Johnson
Display name *	Picture
JJack	
Current password	
Enter your current password to change the E-mail address or Password. Request new password. E-mail address *	
bassam.nabil47@gmail.com	Delete picture
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.	Upload picture Browse No file selected.
Password	
Password quality:	O No. do
Confirm password	Cover Photo Browse No file selected.
	Upload
Make my profile private	Files must be less than 2 MB. Allowed file types: png gif jpg jpeg. Images must be larger than 1000x195 pixels.

Fig. 3.4

3.5. Results

The Results tab displays a detailed report of quizzes you completed (Fig. 3.5).



Quiz that are not evaluated may have a different score and grade once evaluated.

3.6. Points

The Points tab displays a detailed report of the points you've earned (Fig. 3.5).

Points	Date	Reason	Status	Actions
10	Mon, 10/31/2016 - 13:40	Insert	Approved	view
25	Sun, 10/30/2016 - 18:50	Goal CHUMMY completed.	Approved	view
10	Sun, 10/30/2016 - 18:29	Insert	Approved	view
25	Sun, 10/30/2016 - 18:19	Goal NEW FACE completed.	Approved	view
10	Sun, 10/30/2016 - 18:19	Insert	Approved	view
25	Sun, 10/30/2016 - 18:19	Goal WELCOME completed.	Approved	view
50	Sun, 10/30/2016 - 18:12	Goal REGISTER completed.	Approved	view

Total points		
Approved points	155	
Pending points	0	

Fig. 3.5

4. Business Ideas

Business ideas are the heart and soul of the Hub. As an entrepreneur, the Hub allows you to create, work on, and finalize your business ideas before submitting them for review and further development, aided by experts and professionals.

4.1. Creating a Business Idea

To create a business idea, go to your Profile Page and scroll down to the My Business Ideas section, and click on the Submit New Business Idea button (Fig. 3.1.c)

You will be directed to the Create Business Idea page (Fig. 4.1.a, b), where you should enter all the relevant information.

Fig. 4.1.a

🖸 🔲 Q - Extrate	erritorial organizations and bodies	
Add Otl	her Lines of business	
lave you decid	led on your business idea? *	
No		
Yes		
ave you taken	any steps so far? *	
) No		
Yes		
lease enter vo	our business idea video url	
Browse		
Document Wor	rkspace	
Add a new file	e	
Browse	No file selected.	Upload
Files must be less to Allowed file types: j	than 5 MB. jpg jpeg png txt doc docx xis xisx pdf ppt pptx pps ppsx odt ods odp.	
] I am willing	g to devote time for training and counseling services, as per the program require	ements.*
2		
Save		

Fig. 4.1.b

After completing the form, you'll be redirected to the newly created idea (Fig. 4.2).

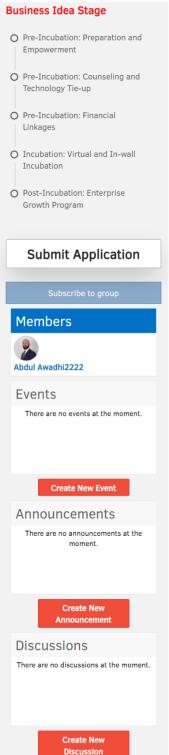
CORPORATE TRAINING OFFICE / BAHRAIN



Based on my research and involvement in corporate training, I noticed a lack of quality corporate training offices in Bahrain. I believe I can start a small training centre and hire/outsource talented consultants, trainers, and managers who would be interested to receive pay on a part-time basis. This extends to executive coaching as well.

Considering my only true competitor is the BIBF, I believe my reduced overhead and attention to detail (less variety and higher teacher-student ratio) will provide potential customers with reduced prices while matching/exceeding my competitor's quality of courses.





4.2. Developing Your Business Idea

The Hub allows you to create events, announcements, and discussions to develop your idea and get feedback from other users and mentors.

4.2.1. Events

To create a new event click on the Create Event button (Fig. 4.2).

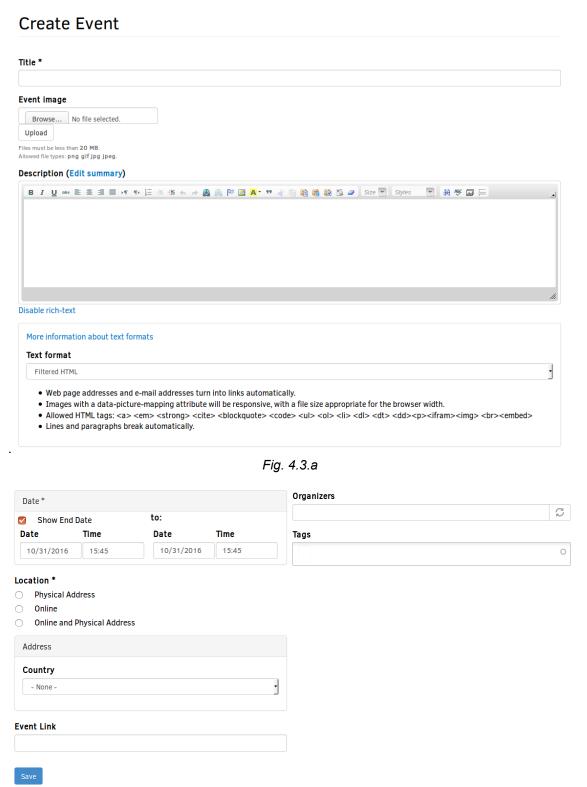


Fig. 4.3.b

After entering the event's details (Figs. 4.3.a, b), click Save and you will be directed to the newly created event (Fig. 4.4)

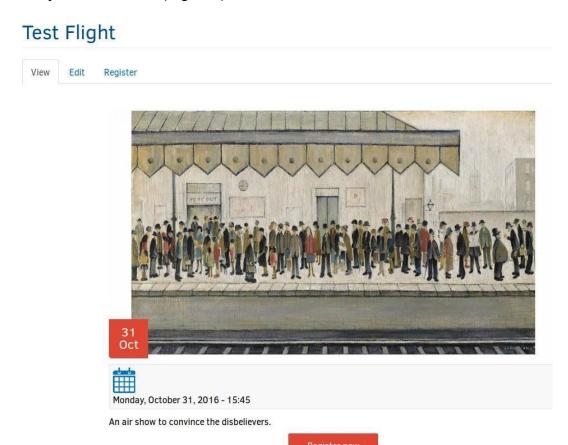


Fig. 4.4

The Register Now button (or the Register tab under the event's name) allows you and other users to join the event.

Note: As with most of your content on the Hub, you can always click on the Edit tab to change or update the event.

4.2.2. Announcements

View

You can also create announcements to inform interested parties of regular developments or major milestones for your idea. To do this, click on the Create New Announcement button in the business idea's page (Fig. 4.2).

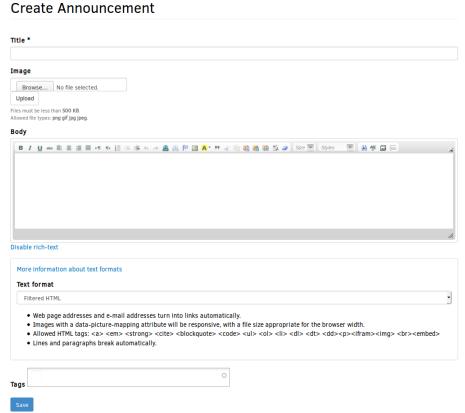


Fig. 4.5

Complete the form and click Save. You'll be directed to the new announcement (Fig. 4.6).



Fig. 4.6

4.2.3. Discussions

You can create discussions to brainstorm ideas and receive detailed feedback from users. To do this, click on the Create New Discussion button in the business idea's page (Fig. 4.2).

Create Discussion

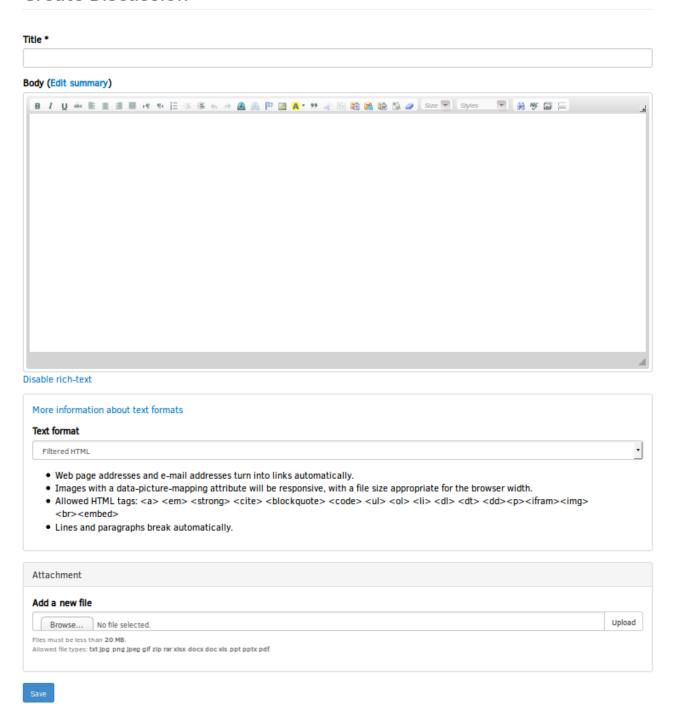


Fig. 4.7

Complete the form and click Save. You'll be directed to the discussion where you can read and replay to other users' comments. You can also attach supporting files using the attachment field (Fig. 4.8).

Bike's Ability To Excute A Barrel Roll.



Will the airborne bike be able to excute this monumental maneuver? Discuss...

Post new comment

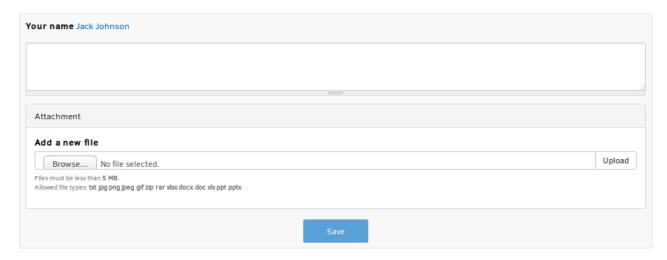


Fig. 4.8

4.2.4. Sharing Your Ideas with Others

From your Business Idea page you can also invite people to view and participate in your business idea using the Invite People section (Fig. 4.9). Add a list of emails to invite people in bulk. Another way to share your ideas is by using the Group tab at the top of the Business Idea page (Fig 4.10), which after clicking you will be directed to a page where you can add or invite people (Fig. 4.11).



AIRBORNE BIKES

Fig. 4.10

Airborne Bikes View Edit Group

Add people Invite People People The Hub also allows you to apply for mentorship by a host of qualified members who will help and guide you as you develop your idea. You can do this by clicking on the People link from the Group tab (Fig. 4.9) or from the People tab on the Main Menu at the top of every page.

After reaching the People page, click on the CME tab (Councilors, Mentors, and Experts) then click on the Mentorship Request button for the person you want (Fig. 4.12). Your request will be processed by a Program Manager and if accepted you will be notified by email.

People

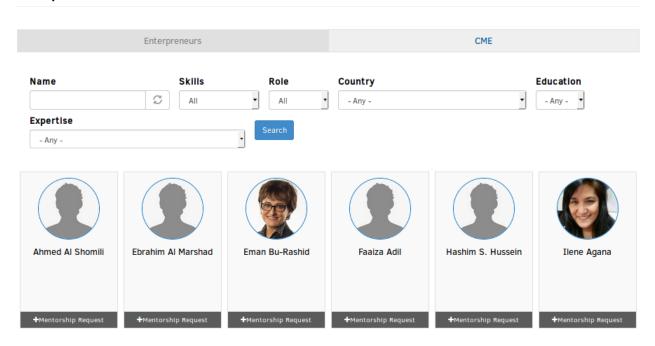
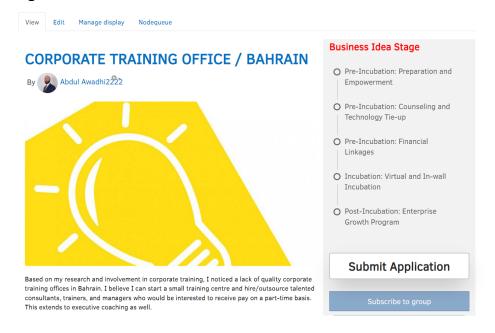


Fig. 4.12

4.3. Submitting Your Business Ideas



After you've spent enough time developing your idea and consulting with other people you may submit your idea for review. Submit your idea by clicking on the Submit Application button from the business idea's page (Fig. 4.13).

After submitting your application successfully, you'll be notified that your application is going to be processed by a Program Manager, who may approve it and assign you to a relevant class, deny it, or request more information before making a decision.

4.4. Taking Courses

After you are assigned to a class, be sure to check the Class Agenda to know when your lectures are due and prepare accordingly (Fig. 4.14).

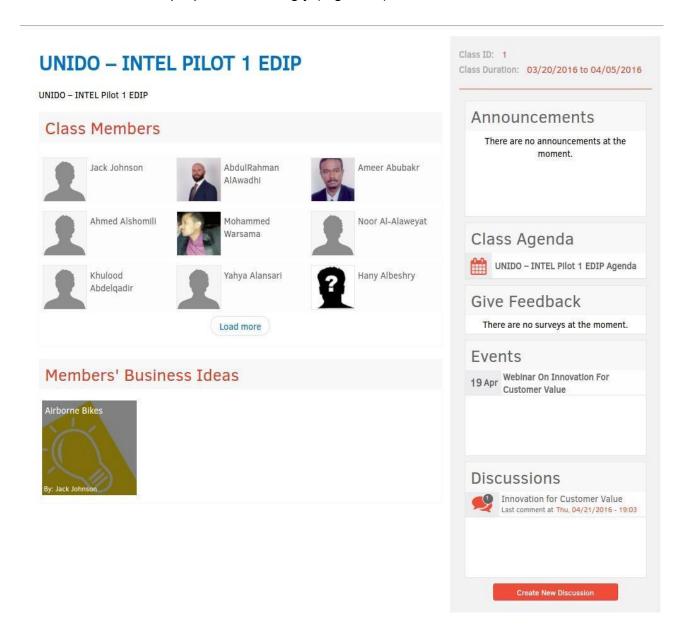


Fig. 4.14

The Hub will also display a pop-up notifying you of online lectures and will send you an email in the case of physical lectures. Also, be sure to participate in ongoing discussions and events to get more out of the class.

5. Navigating the Hub

In addition to your Dashboard, the Main Menu on the top right allows you to navigate the features and content of the Hub quickly and easily (Fig. 5.1).



Fig. 5.1

5.1. Announcements

You can view important announcements posted by Program Managers by visiting the Announcements page (Fig. 5.2).

Announcements



Fig. 5.2

5.2. Business Ideas

You can view and interact with other entrepreneurs' business ideas by visiting the Business Ideas page (Fig. 5.3).

FEATURED BUSINESS IDEAS



Fig. 5.3

5.3. Success Stories

Success stories about fellow entrepreneurs who used the Hub to develop great business ideas into great businesses are posted by Program Managers and are viewable to any user (Fig. 5.3).

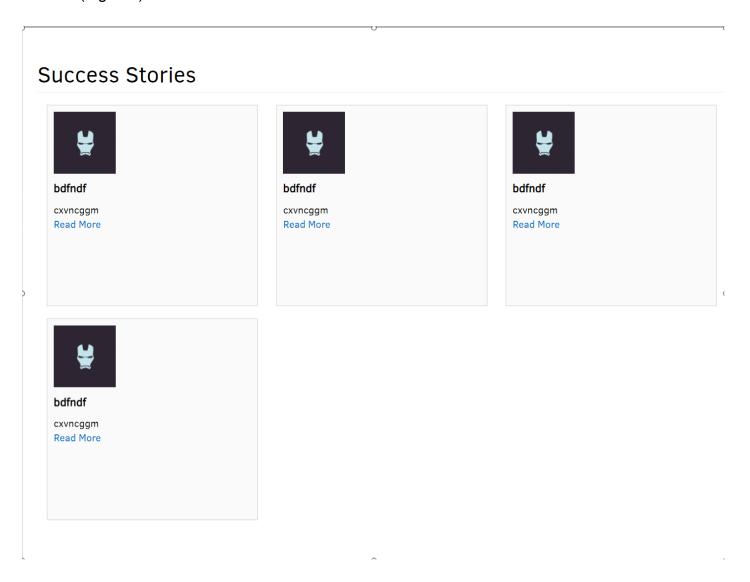
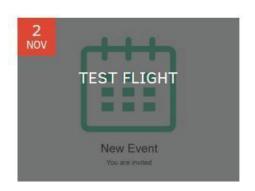


Fig. 5.3

5.4. Events

You can browse through the available events on the Hub by visiting the Events page (Fig. 5.4).

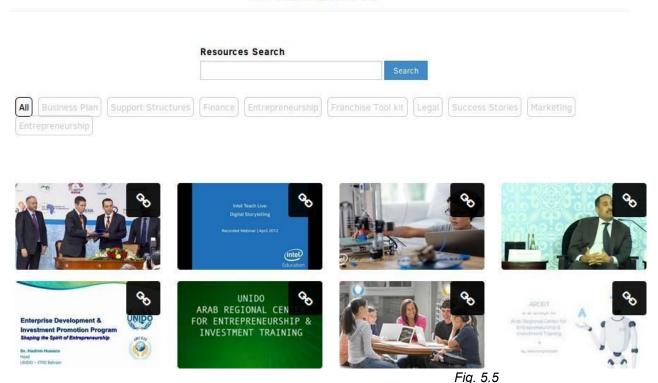
LATEST EVENTS



5.5. Resources

This page contains a host of useful recourses for any entrepreneur (Fig. 5.5).

RESOURCES



5.6. People

This page displays all the entrepreneurs, who have chosen to make their profiles public, under the Entrepreneurs tab (Fig. 5.6) and all the CMEs (see Section 4.2.4). You can search and filter the results according to your needs. Clicking on a user's picture will direct you to their profile page.

People CME Enterpreneurs Skills Name Country S - Any Expertise Education Amal A.Rahman Ahmed Alshomili Ameer Abubakr Amin Heydarpour Ebrahim Almarshad AlAwadhi Sudan United States Bahrain Bahrain in of in f 💟

Fig. 5.6

5.7. Courses

This page allows you to search for the courses you want to take (Fig. 5.6).

Courses

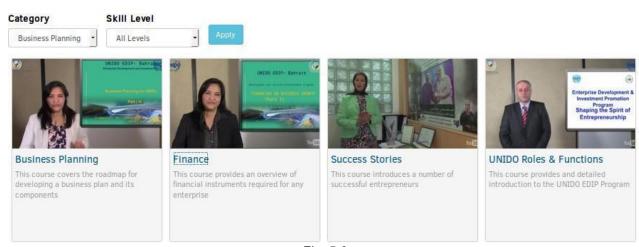


Fig. 5.6

Clicking on a course directs you to this course's page where you can view its details, add it to your wishlist, or take it (Fig. 5.7) & (Fig. 5.8) page of course Questions.

Finance

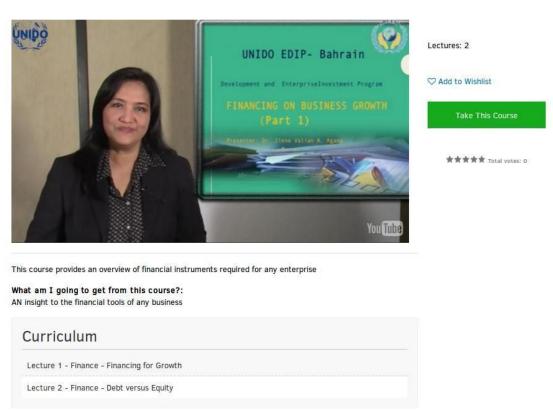


Fig. 5.7

Ministry Of Industry, Commerce And Tourism

You completed 0 out of 1 lectures.

Course Curriculum

⊘ Lecture 1 - MoICT Support Structure
www.moic.gov.bh

Please take the quiz at the end of this lecture to mark it as complete!

ធំធំធំធំធំ Total votes: 0

Category: Skill Level:

Course Description

This course provides an insight to the Ministry of Industry, Commerce and Tourism services offered to entrepreneurs and MSMEs $\frac{1}{2} \frac{1}{2} \frac{1}{2$

5.8. Q&A

This page contains a list of products listing content (Fig. 5.9) & (Fig. 6.0) the page of Question and you can answer questions.

Q&A

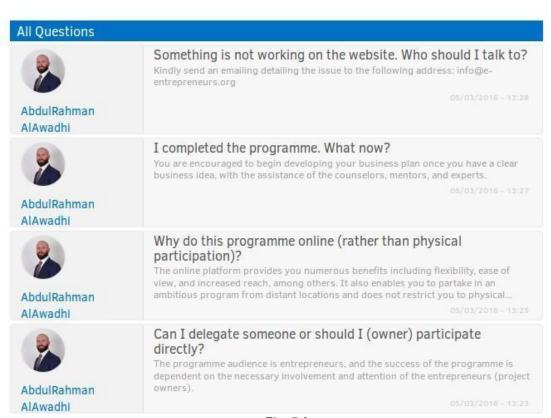


Fig. 5.9

Click on a question to view an unabridged answer, which you can rate in terms of helpfulness.

Now that you have read this part of the guide, you are ready to go! We hope you have a pleasant and productive experience using the Hub.

What Are The Recommended Specifications To View The Website?

For best results, use a desktop, laptop, or tablet (instead of mobile phones) to allow access to the full resources of the website.

The portal contains video training (streaming), and therefore please make sure you have the most up to date browser and a good internet connection:

- Most recent version of Google Chrome, Firefox, Internet Explorer, Safari, or Opera
- Internet connection with 500+ Kbps

Create New Answer



5.9. Market Place

Marketplace

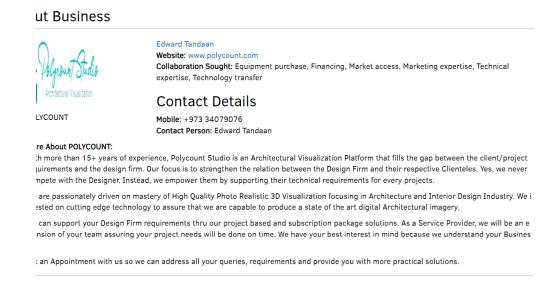
This page contains a list of frequently asked questions (Fig. 5.9).

Business Name Cooperation Sought **Entrepreneur Name** - Any -Lines of business Gender - Any -- Any -Reset POLYCOUNT Ehab test business Barhoumi Enteprises Jordan Test Business Product TEST 2 AHMED TEST BUSINESS Areej Business

Fig. 5.9

You can filter the results by choosing from the filters section at the top of page.

Clicking on the content item it will directs you to this product page where you can view its details. (Fig. 5.9).



5.10. Create Market Place

From your profile, under the "My Registered Business" section, click on "Register New Business" then click on "Product & services" (Fig. 5.10).

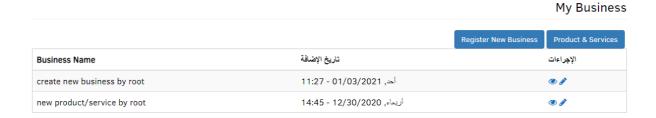


Fig. 5.10

Create Product & services page will open,

Create Product And Services

