



Quick Start - The Basics

Get to know BuddyDo!

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V190718



The Basics

• The Must Knows

- [The Tools](#)
- [You can do this...](#)
- [Main functions...](#)

• The Community

- [Create community](#)
- [Join communities \(auto join\)](#)
- [Join communities \(requires approval\)](#)
- [Invite others to join community](#)

• The Group

- [Create sub-groups](#)
- [Add members to join sub-groups](#)
- [Join sub-groups](#)
- [One-on-one communication: buddy](#)
- [Tip: star groups and buddies](#)

• The Settings

- [Manage admins](#)
- [Activate tools/manage tool roles](#)
- [Privacy settings](#)

• Let's start to...

- [Create items](#)
- [View posted items](#)
- [Edit, discard, delete and more](#)
- [Use My Shelf](#)



Best thing about BuddyDo is...

Four levels of data management
and each has numerous tools to
use and strengthen collaboration

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Effective manage of organization

Community | Group | Buddy | My
Data divided into four levels
Each level has tools to use





Want to learn more features?

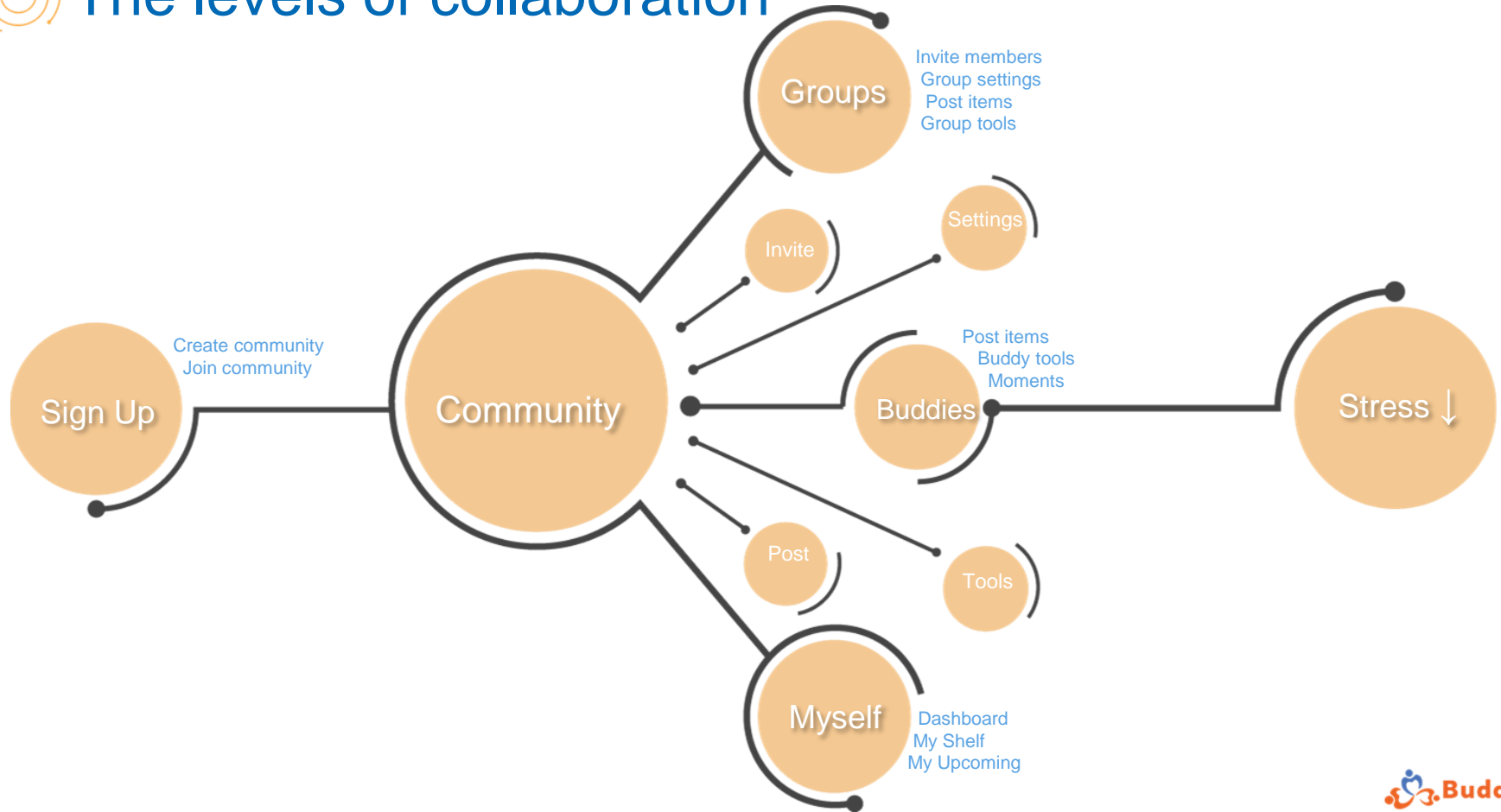
Check out [BuddyDo Quick Start](#)

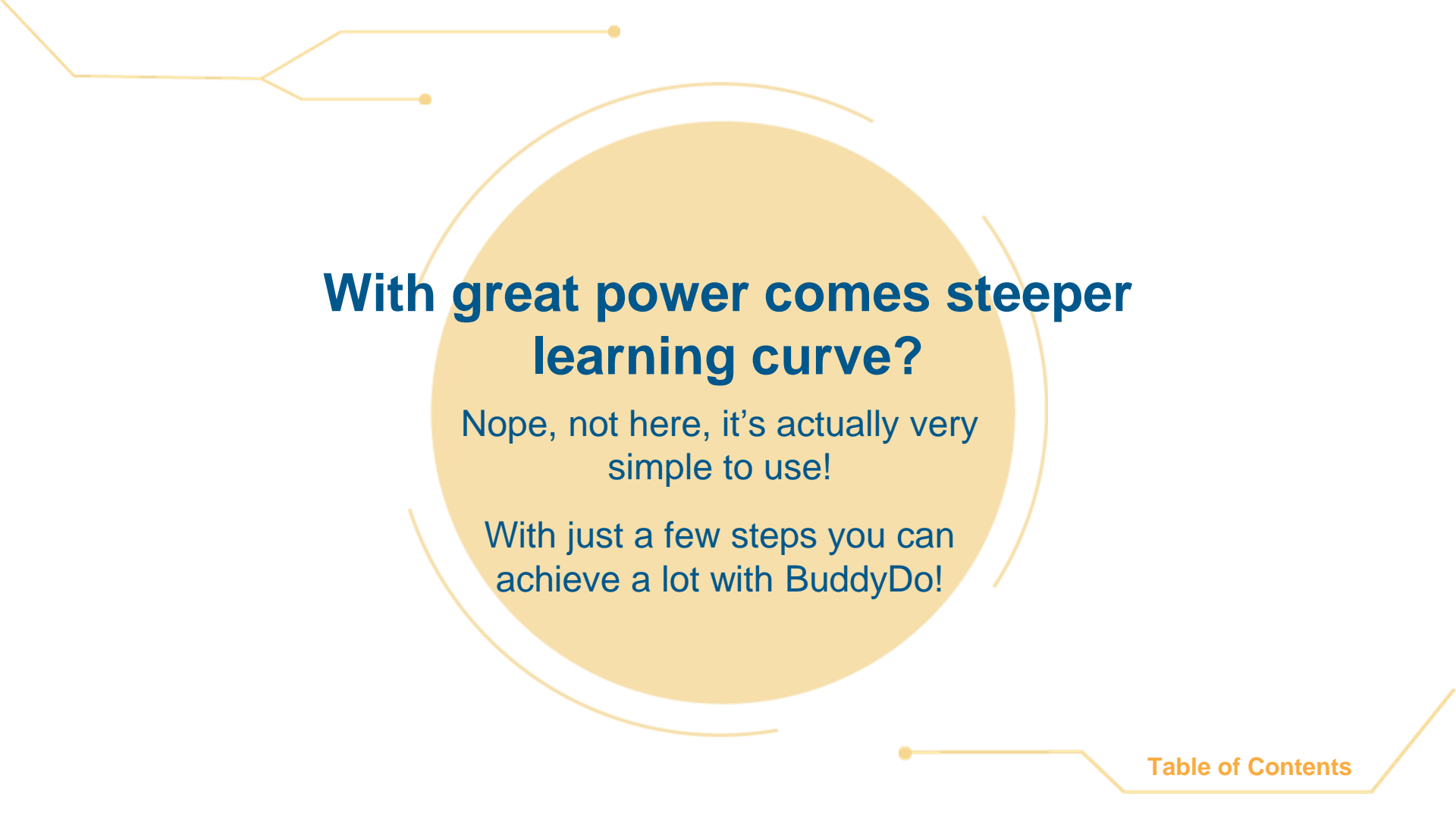
It's simple and easy

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The levels of collaboration





With great power comes steeper learning curve?

Nope, not here, it's actually very simple to use!

With just a few steps you can achieve a lot with BuddyDo!

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Easiest way to manage your communities

Achieve more with less time

Get things done with less effort

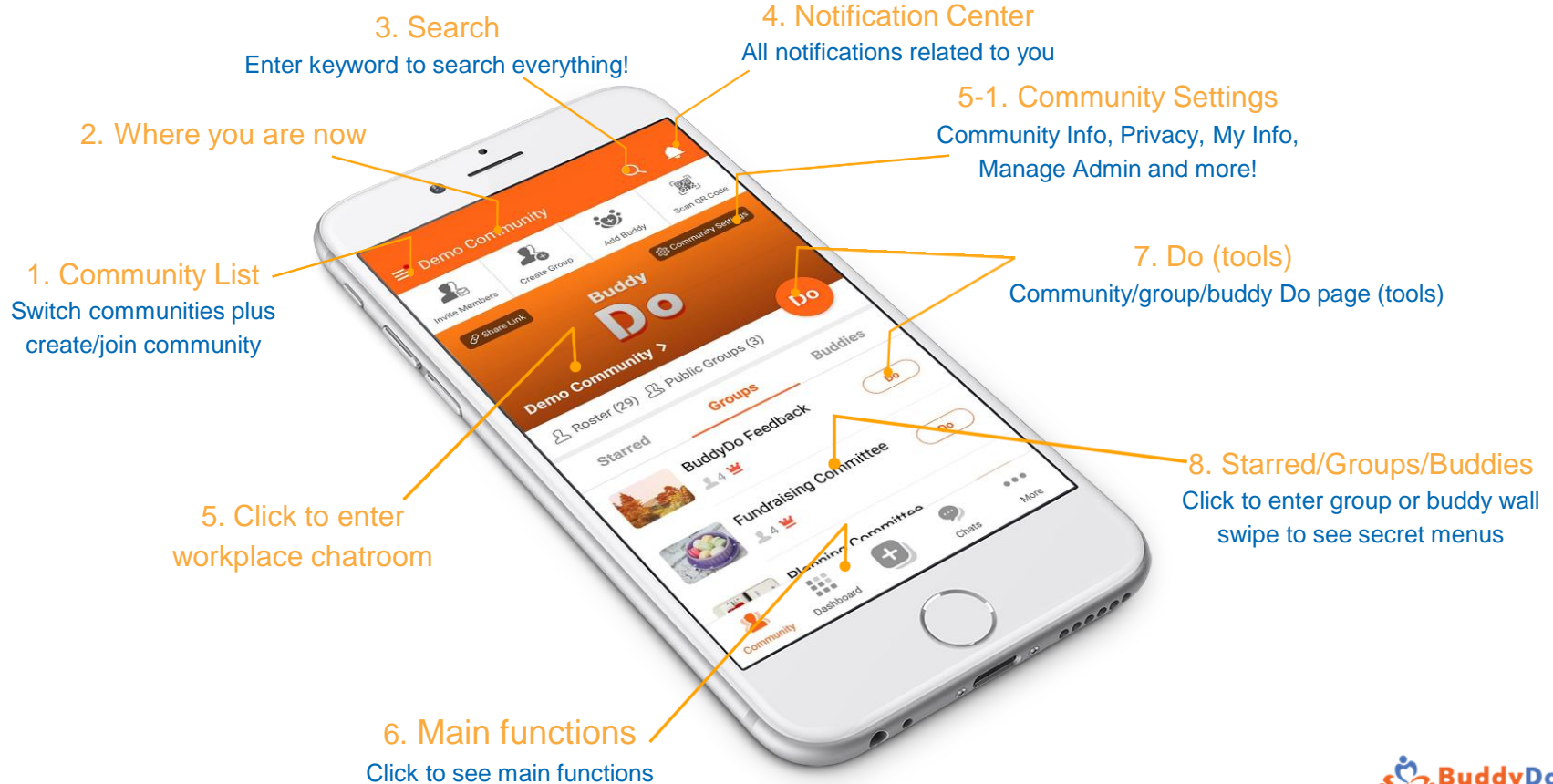
Do More Together!



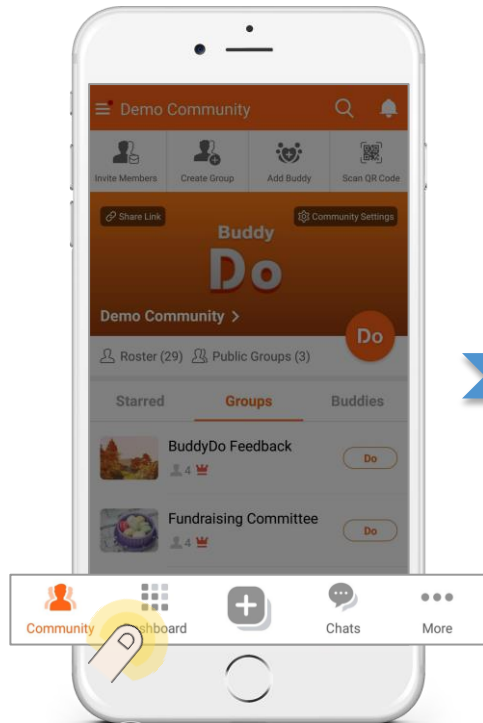
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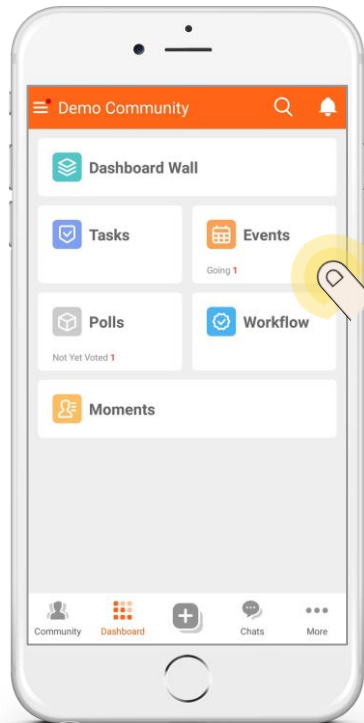
Community: start from here



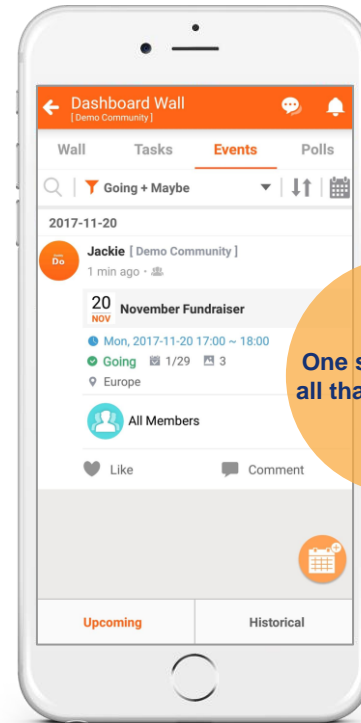
Dashboard: everything across groups and buddies



01 Dashboard

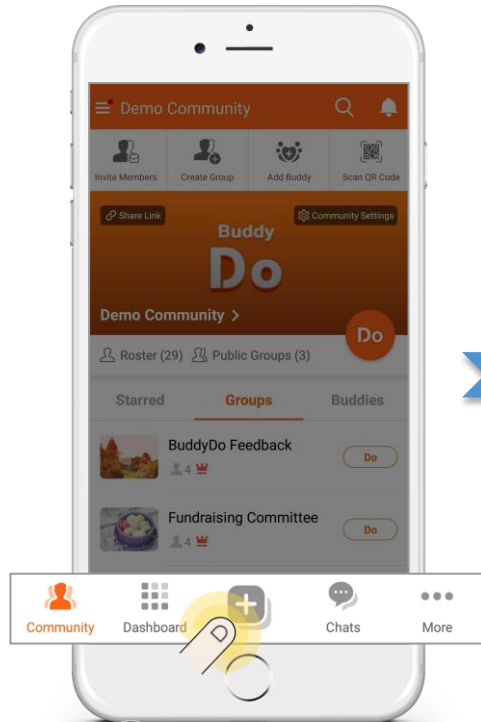


02 Your items

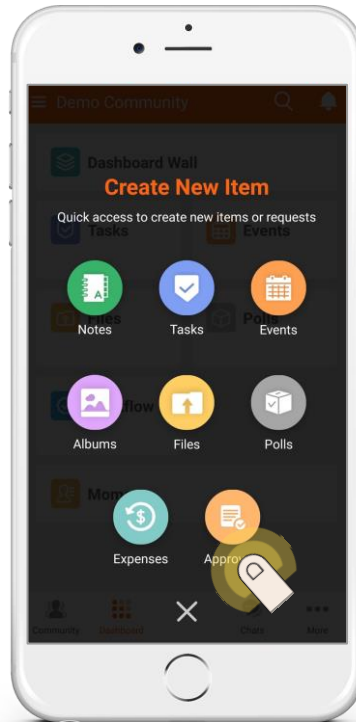


03 Check quickly

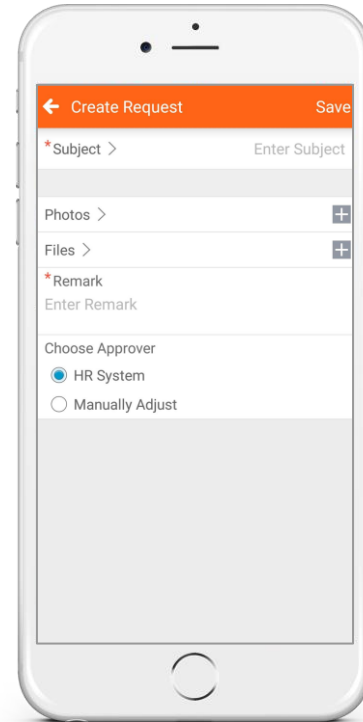
+: quick access to create new items and requests



01 +

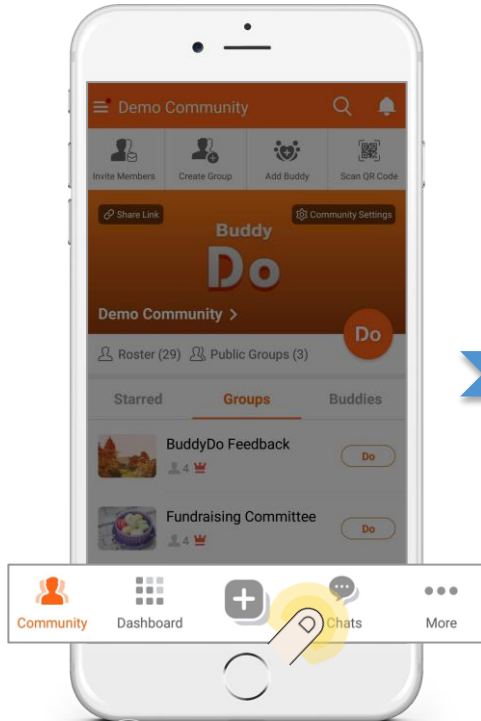


02 Choose tool

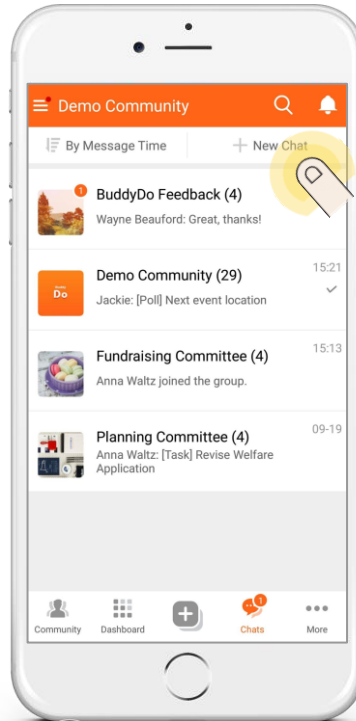


03 Enter create page

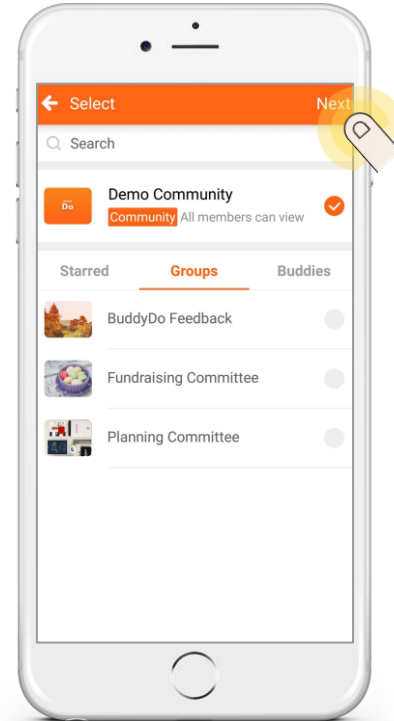
Chats: instant messaging



01 Chats



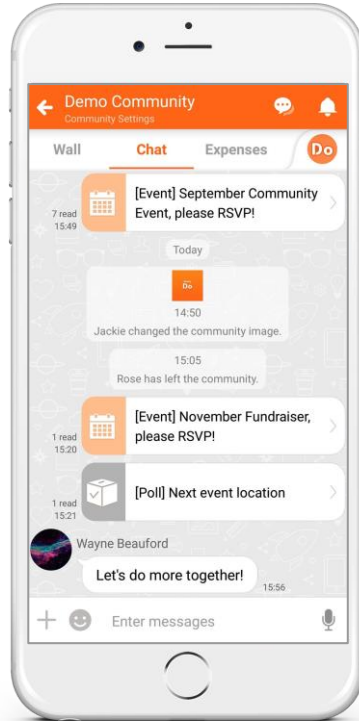
02 + New Chat



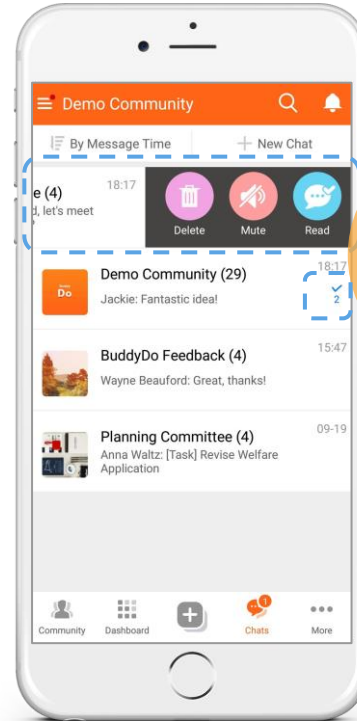
03 Choose where to chat



Chats: instant messaging



04 Includes notifications



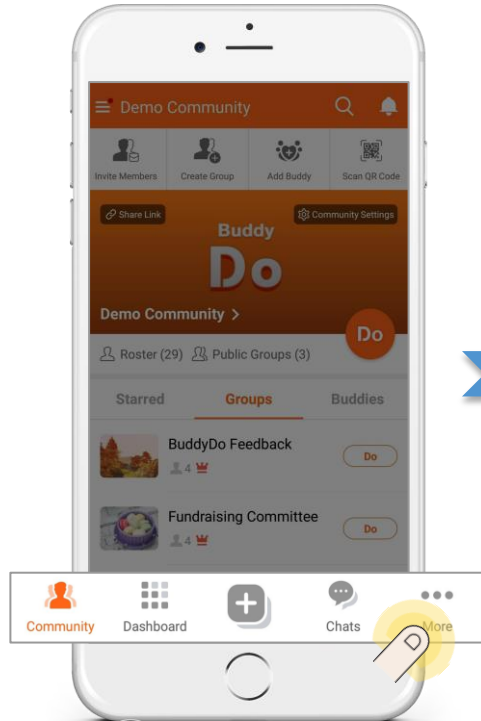
→ Swipe left or right

→ Number of read

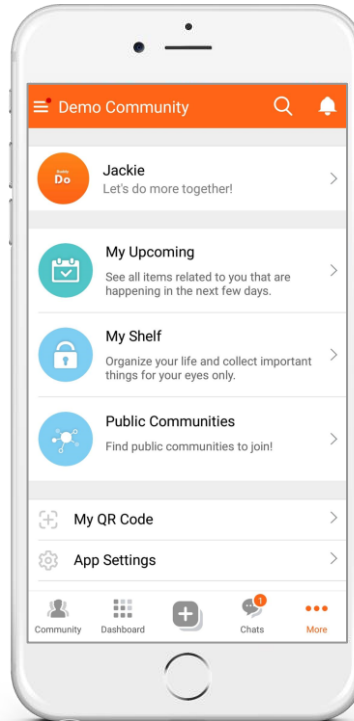
05 Secret menus



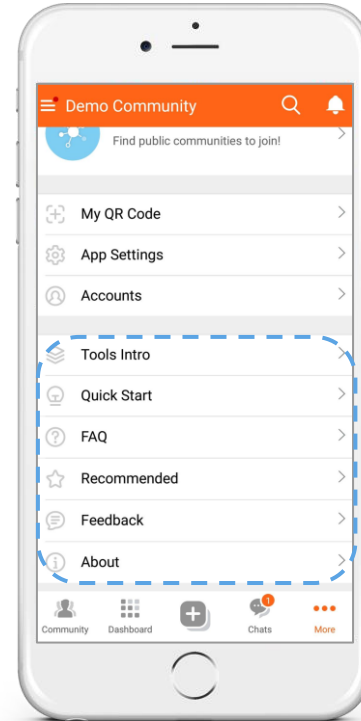
More: personal stuff and app guide



01 More



02 Personalize



03 App guide



Create community

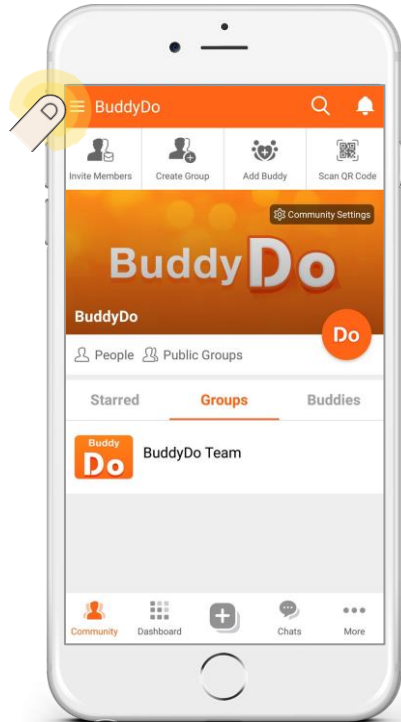
Create a community to share your passion

Let's DO more together!

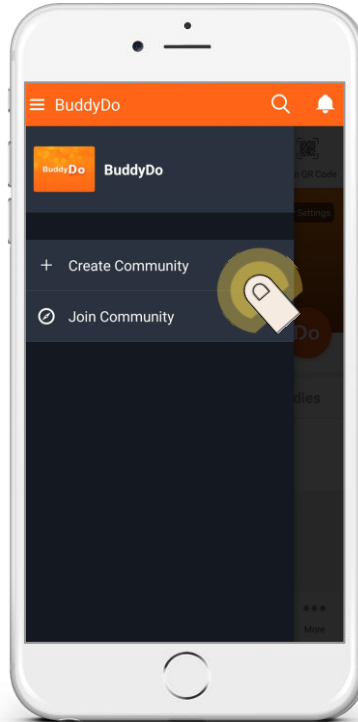


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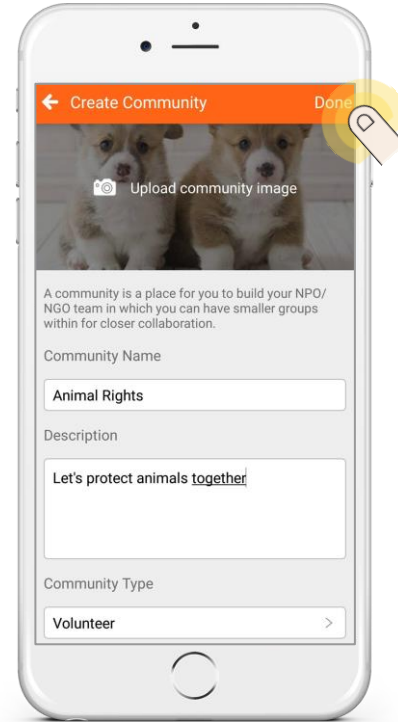
Create community



01 Community List

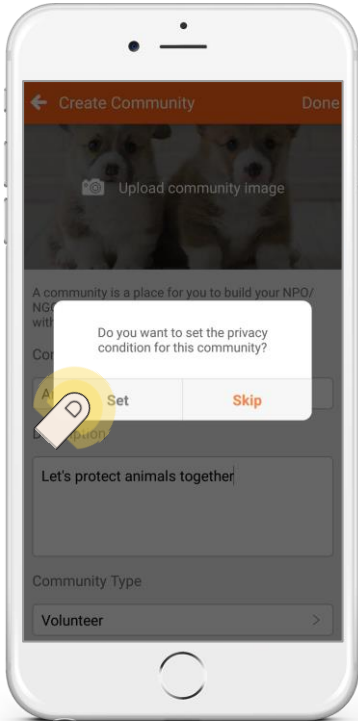


02 Create Community

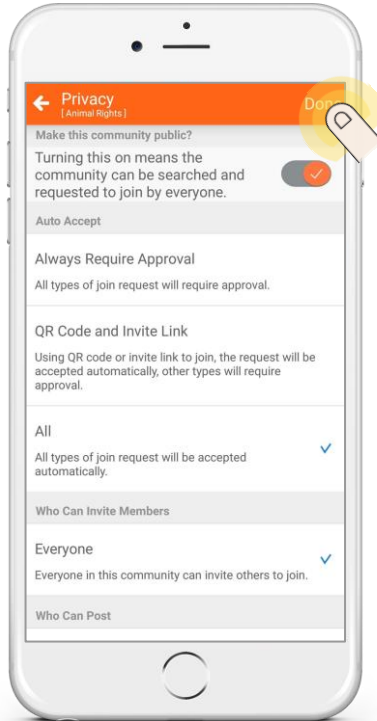


03 Fill in info > Done

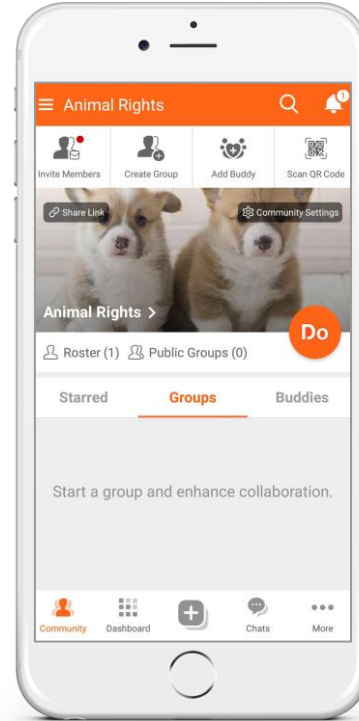
Create community



04 Set Privacy



05 Set > Done



06 Enter community



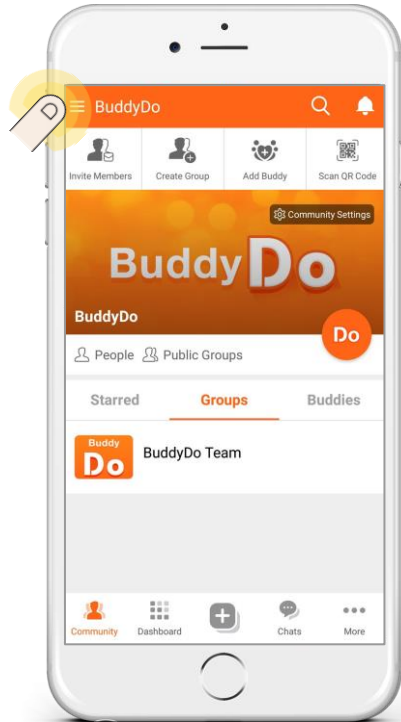
Join public communities

Search and join public communities

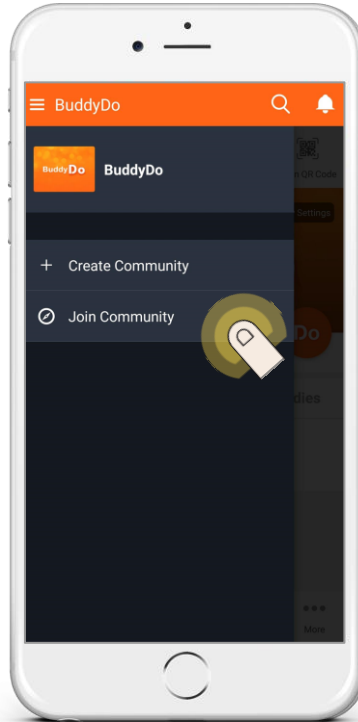
Set your community as public and auto accepts join requests to have more members quickly

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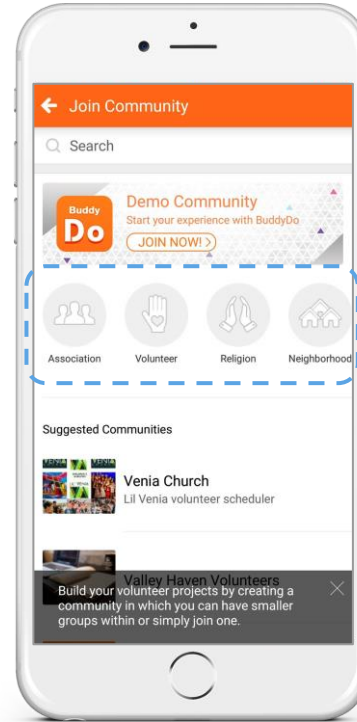
Join public communities (auto accepts join requests)



01 Community List

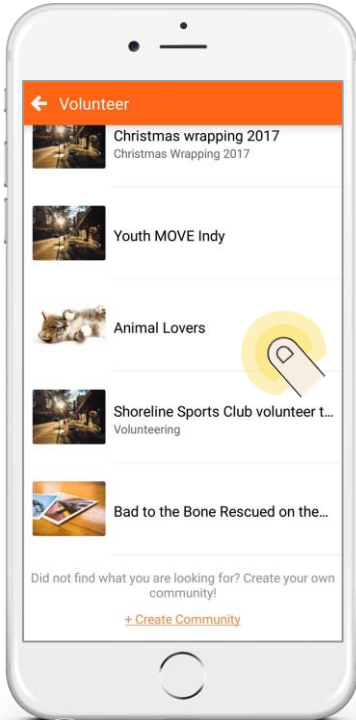


02 Join Community

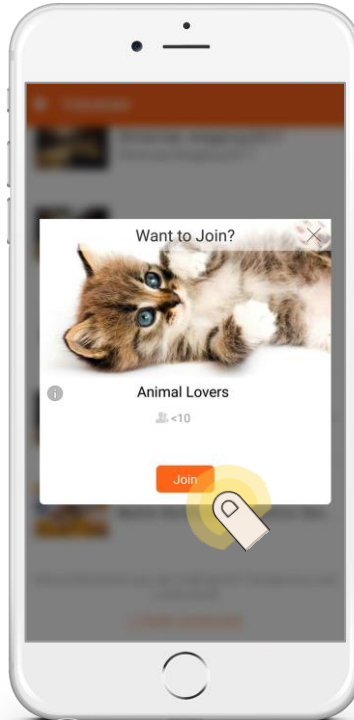


03 Scroll to see categories

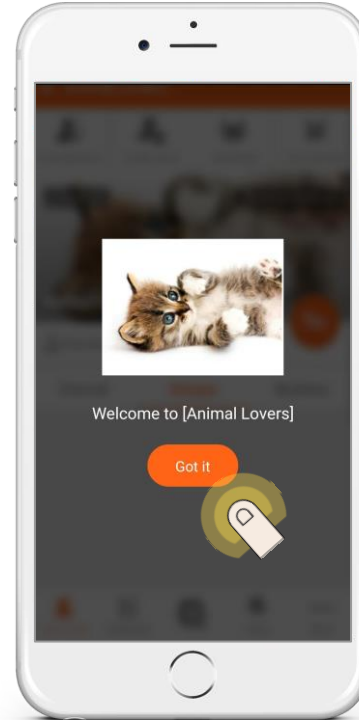
Join public communities (auto accepts join requests)



04 Choose category
and community



05 Join



06 Welcome message



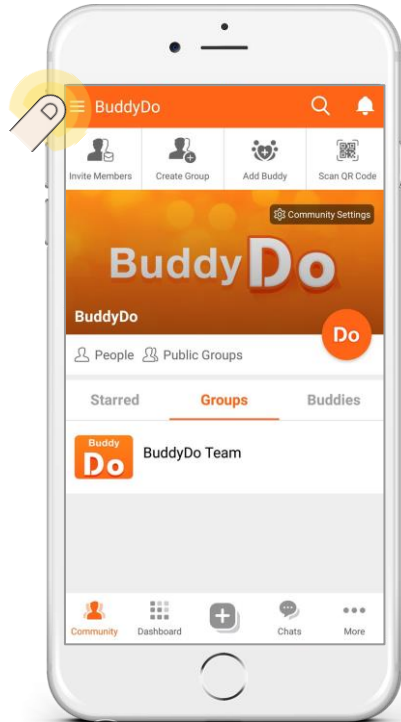
Join public communities

Some public communities require admin approval to join

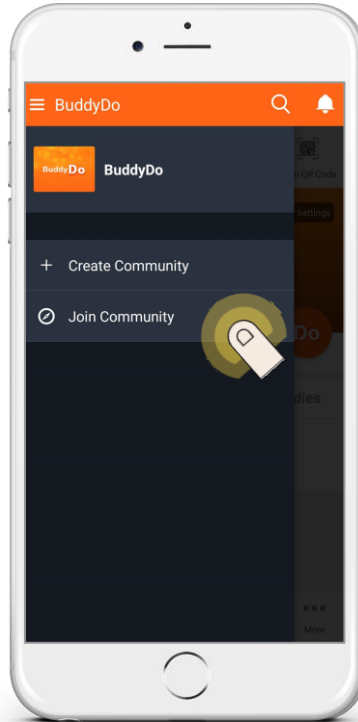
Leave a comment on the join request

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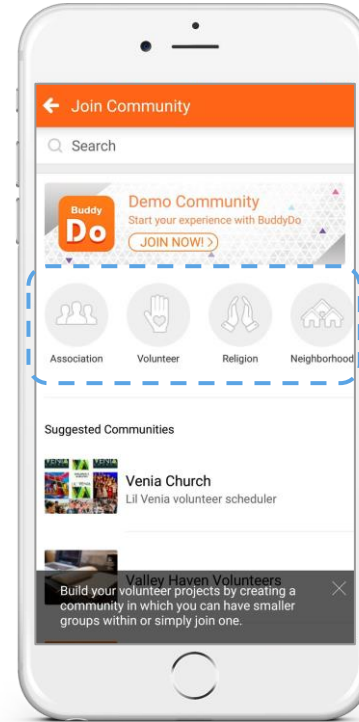
Join public communities (requires approval)



01 Community List

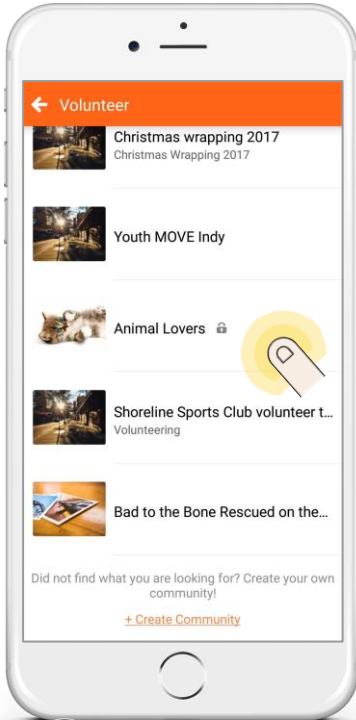


02 Join Community

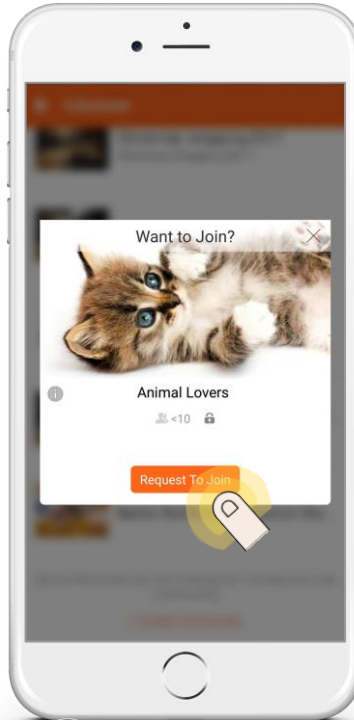


03 Scroll to see categories

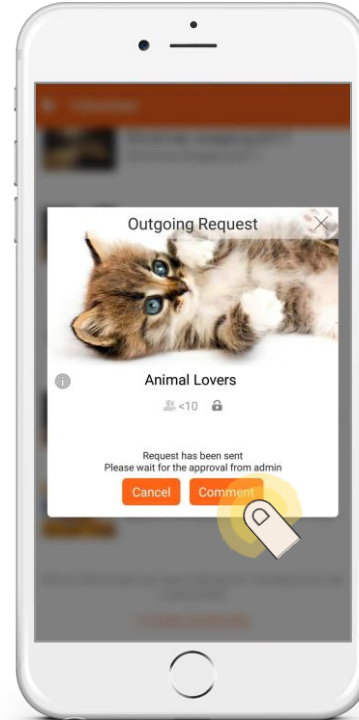
Join public communities (requires approval)



04 Choose category and community

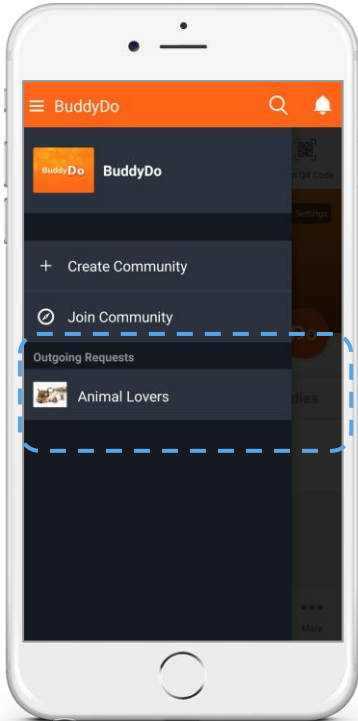


05 Request To Join

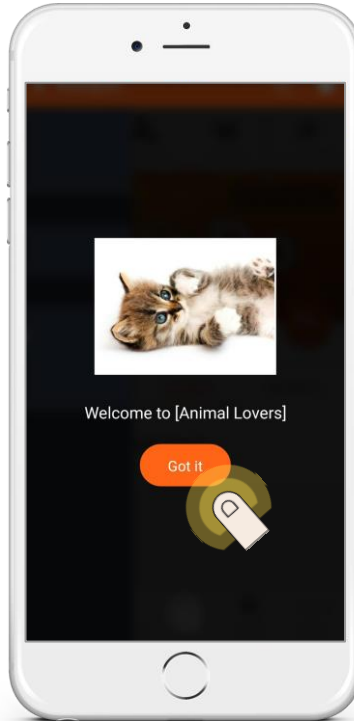


06 Leave a comment

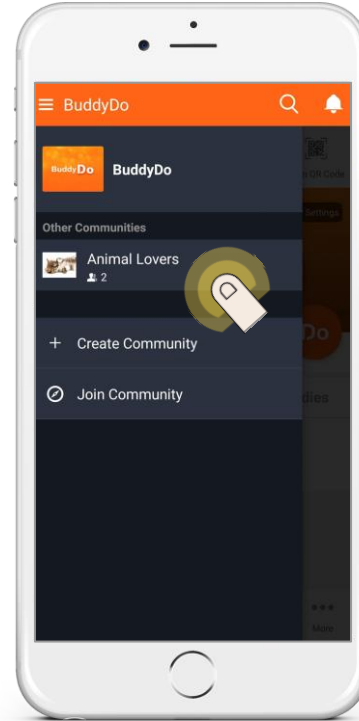
Join public communities (requires approval)



07 Outgoing Requests



08 Welcome message
(after joining)



09 Community List



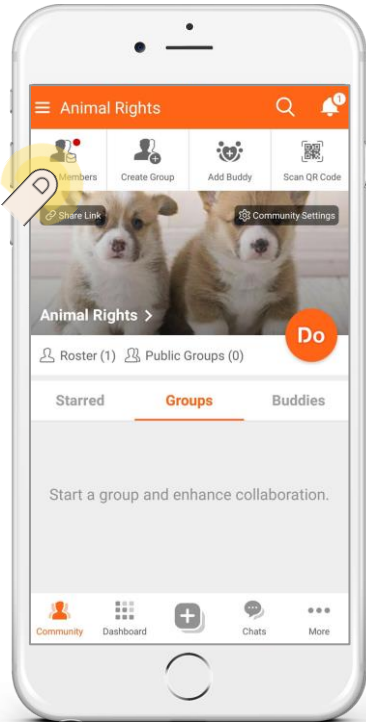
Invite others to join community

Invite is simple

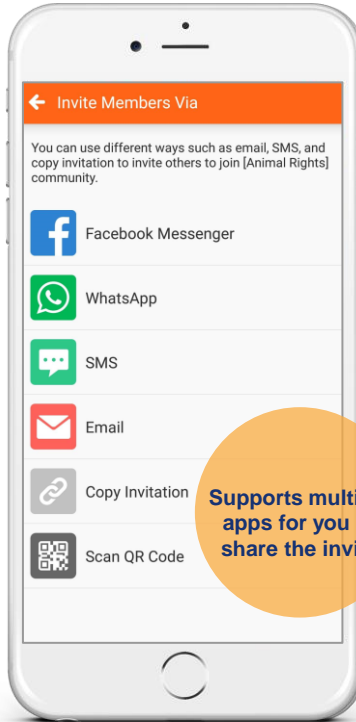
Get everyone together to achieve your goal!

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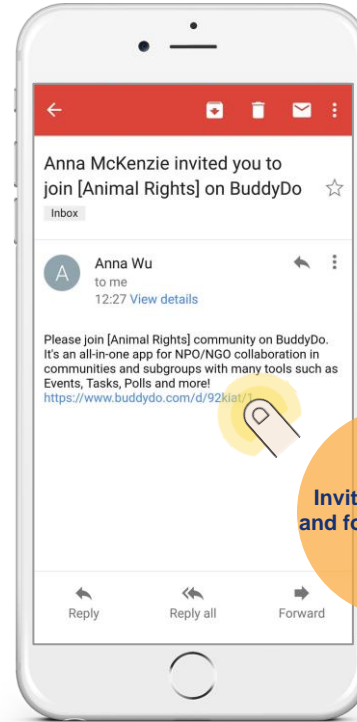
Invite others to join community



01 Invite Members



Supports multiple apps for you to share the invite



Invitee clicks link and follow the steps to join

03 Invitee clicks link

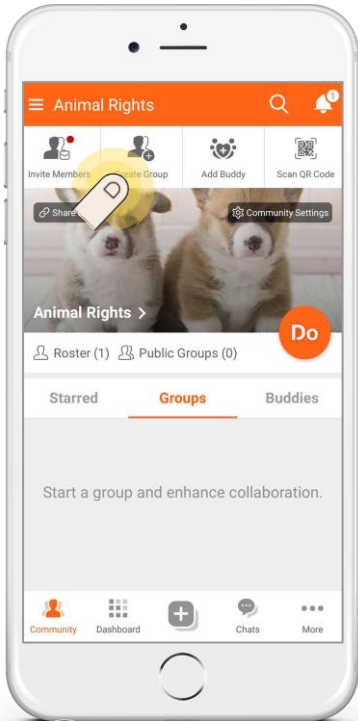


Create sub-groups

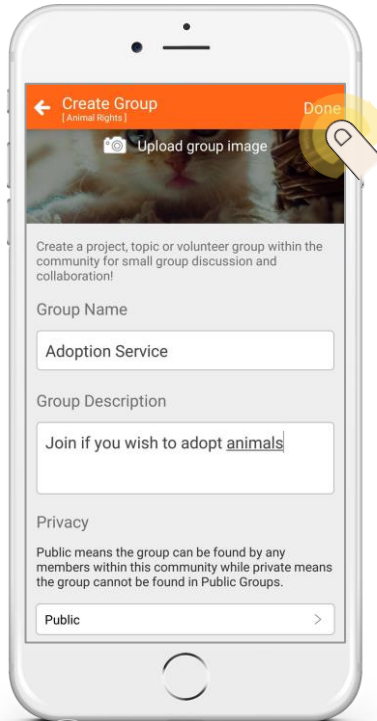
Create sub-groups for special events, projects,
teams and specific topics

Add all members related to the project to the group

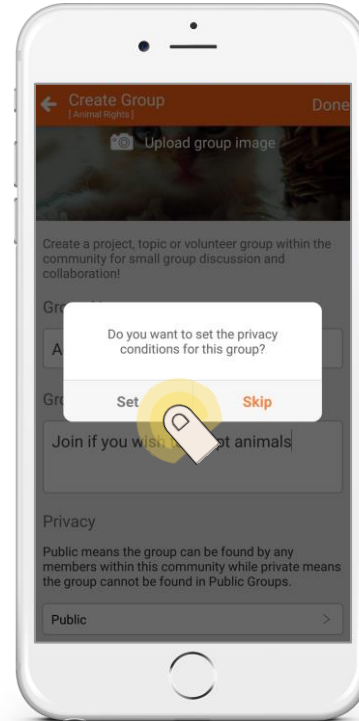
Create sub-groups



01 Create Group

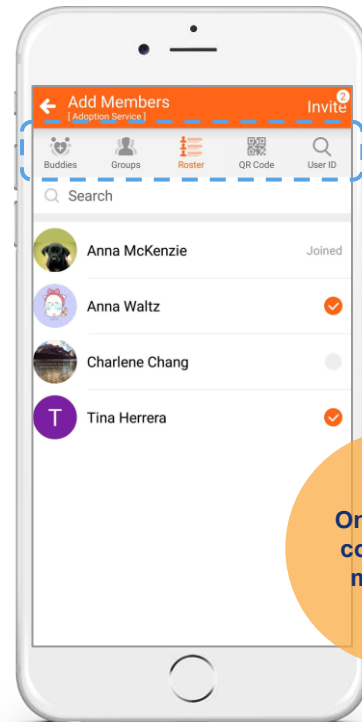
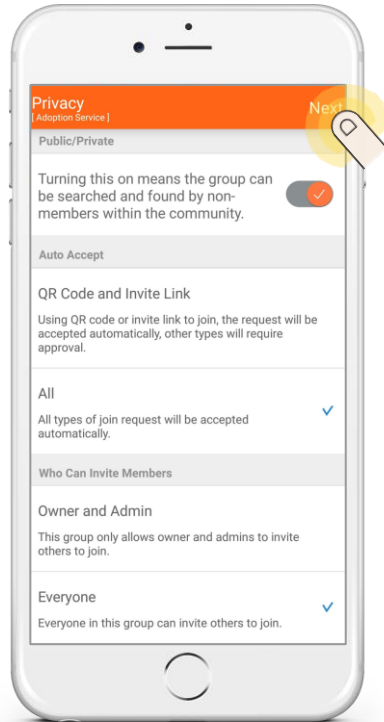


02 Fill in info > Done



03 Set Privacy

Create sub-groups



Only list out
community
members

04 Set > Next

05 Choose method & members

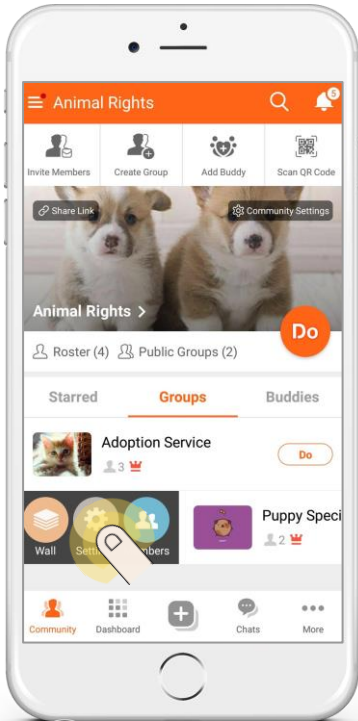


Add members to join sub-group

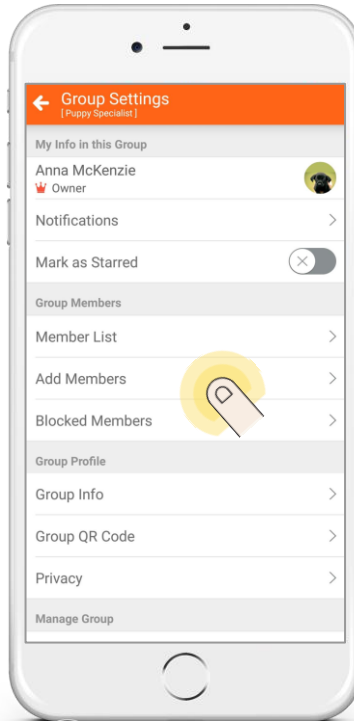
Get everyone involved into one group

Focused communication to get things done!

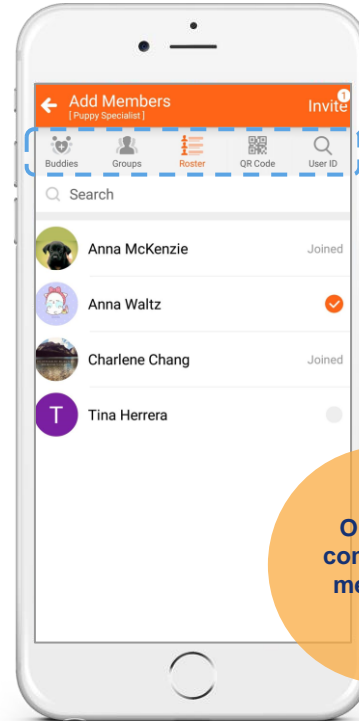
Add members to join sub-groups



01 Group Settings



02 Add Members



03 Choose method & members

Only list
community
members



Join sub-groups

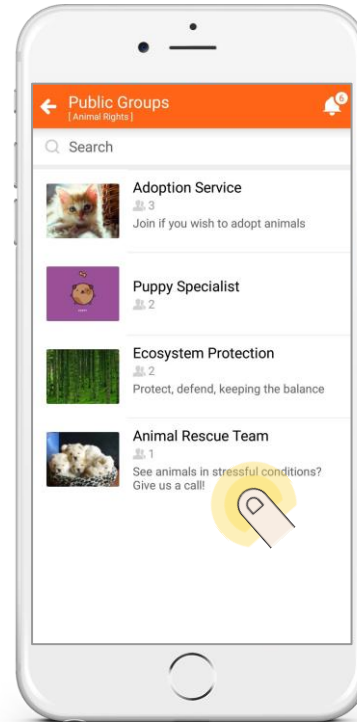
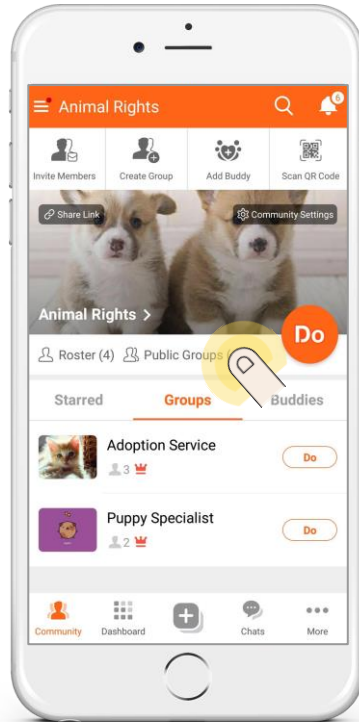
Find public groups to join

Achieve more with small-group communication



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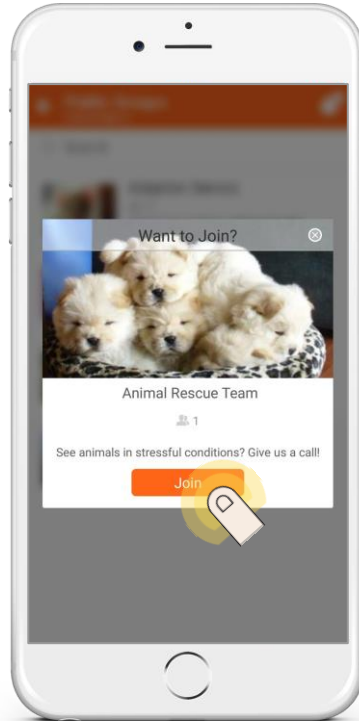
Join sub-groups



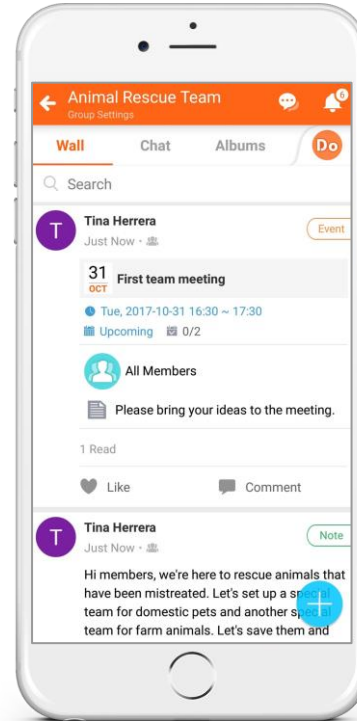
01 Public Groups

02 Choose a group

Join sub-groups



03 Join



04 Enter group wall



One-on-one communication

Add buddies

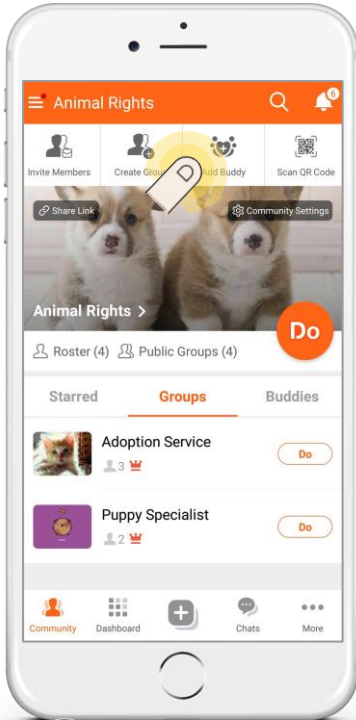
Many tools to use with your buddies



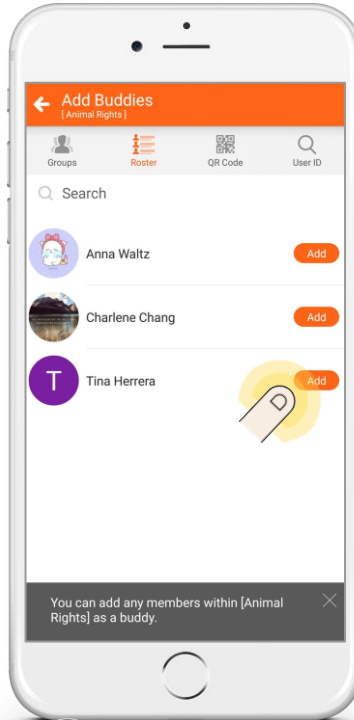
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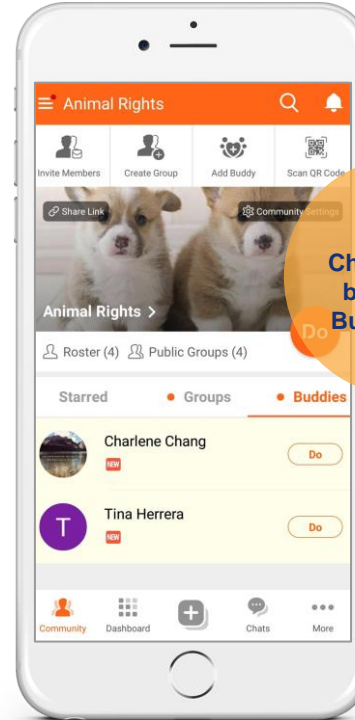
One-on-one communication: add buddies



01 Add Buddy



02 Click Add



Check added buddies in Buddies List

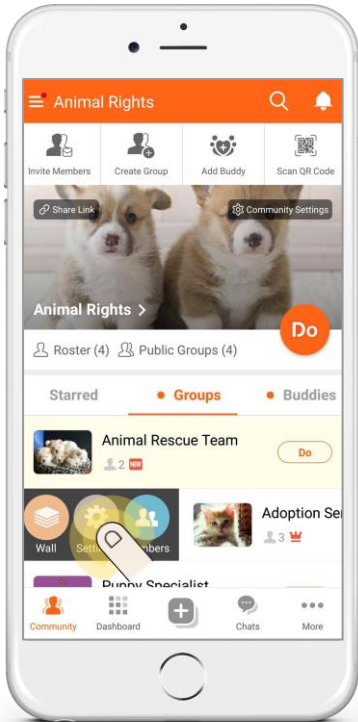
03 Check in Buddies



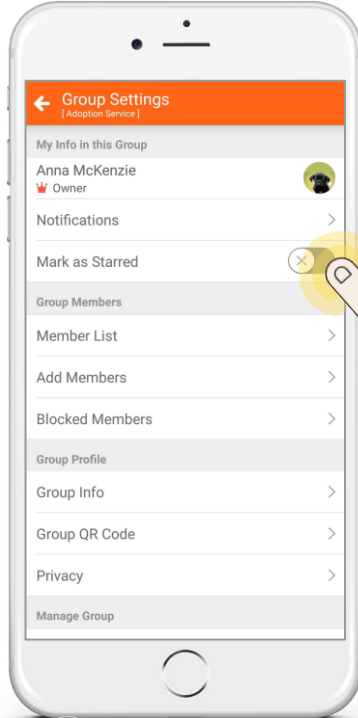
Tip: star groups and buddies

When you have many groups and buddies, add them to Starred list for quick access

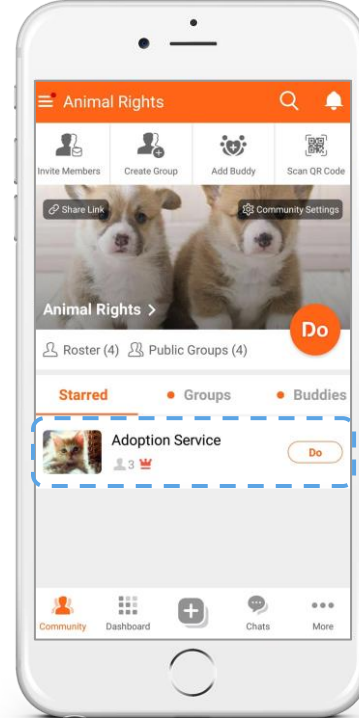
Tip: star groups and buddies



01 Group Settings

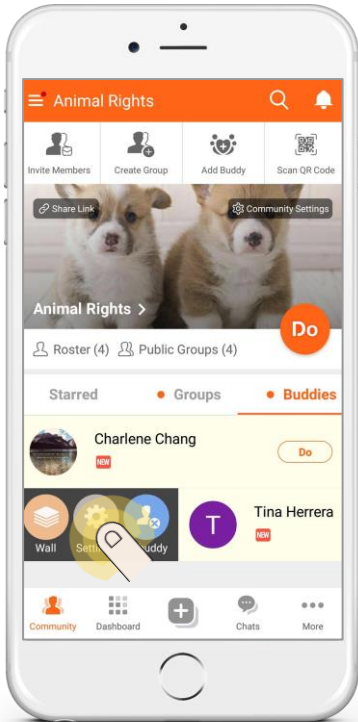


02 Mark as Starred

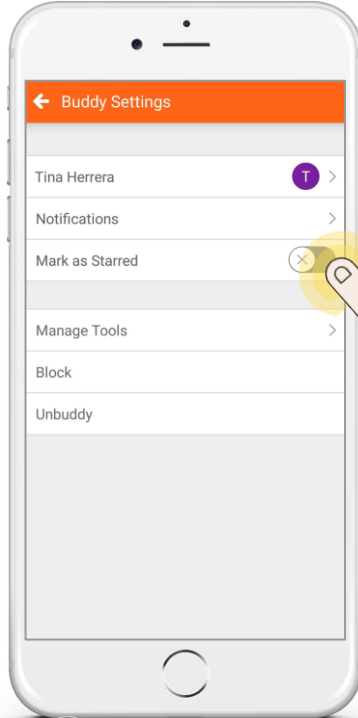


03 Check in Starred

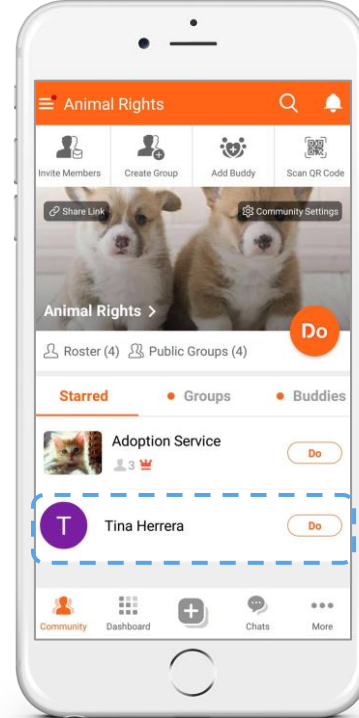
Tip: start groups and buddies



01 Buddy Settings



02 Mark as Starred



03 Check in Starred



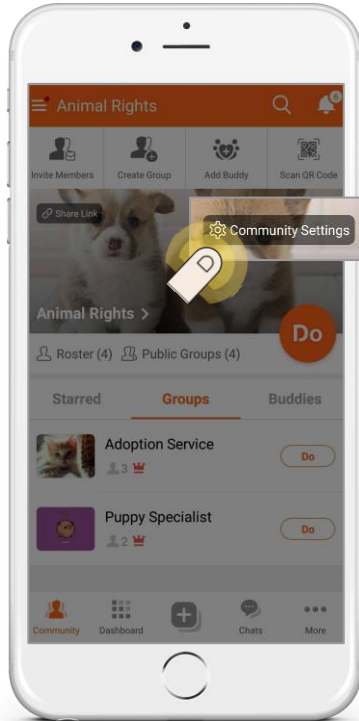
Community/group admins and settings

Community/group owners and admins have the same authority

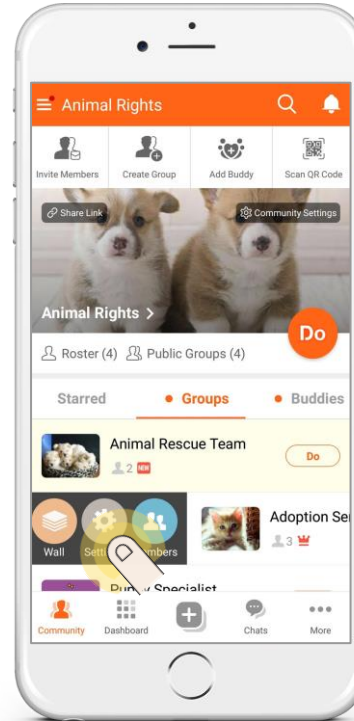
Owners also have the right to change ownership and delete that community/group



Add admins to manage community/group



Community/group
have the same
settings in the
next few steps

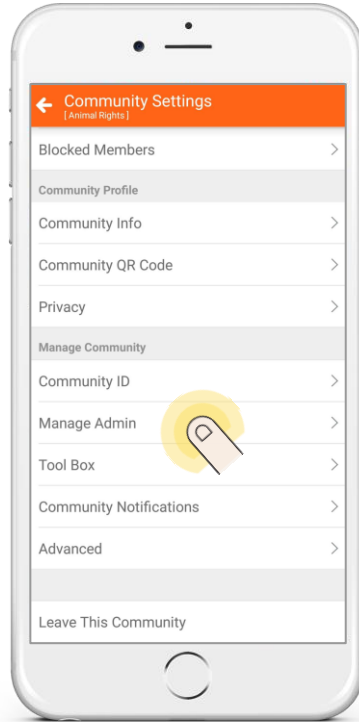


Community Community Settings

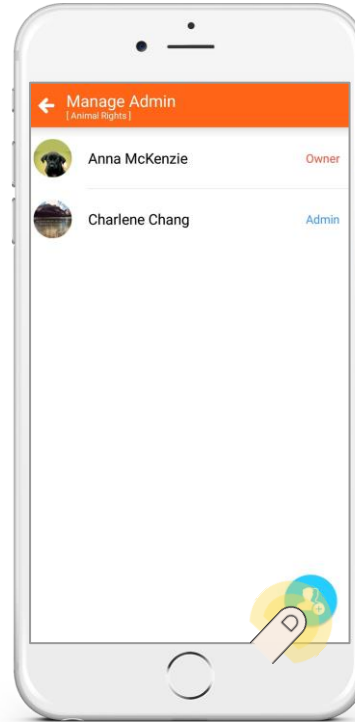
Group Group Settings



Add admins to manage community/group



02 Manage Admin



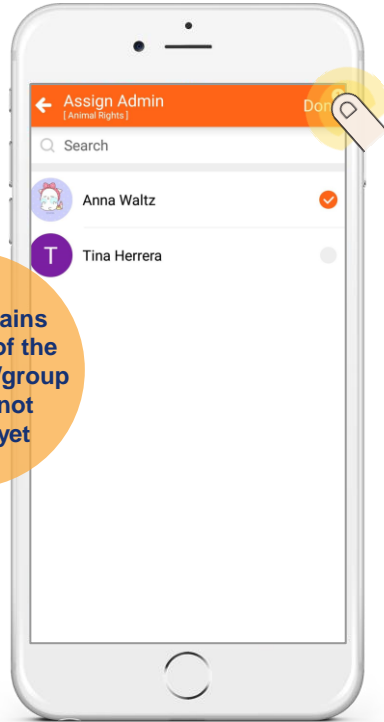
03 Assign



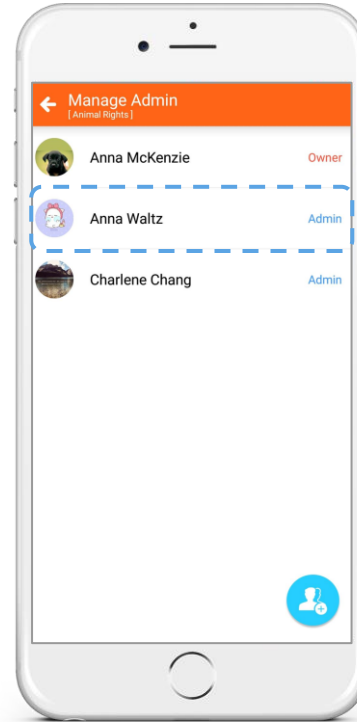


Add admins to manage community/group

Only contains members of the community/group that are not admins yet



04 Choose member



05 Done!



Click Do to see the tools you can use

Community/group/buddy all have their own tools in Do page

Tools vary depends on where you are (community/group/buddy)

Community tools have dependency

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Every level has tools (community/group/buddy)

Tools in Do	Community	Group	Buddy	Dependency
Organization	•			
Expenses	•			Organization
Approvals	•			Organization
Conf. Rm.	•			Organization
Phonebook	•			
Cashbook	•			
We Buy	•	•	•	
IOU	•	•		



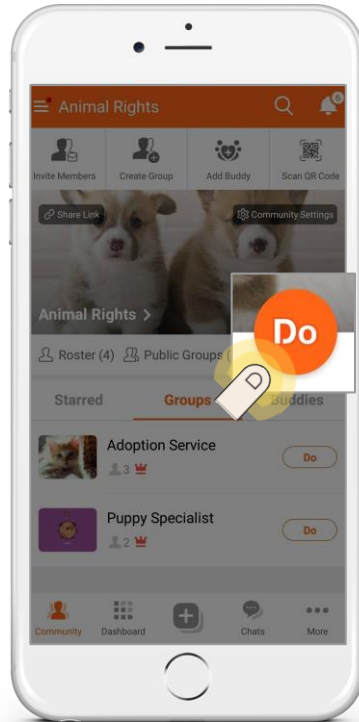
Activate tools and manage tool roles

Set different tool roles for different members

Manage information easily

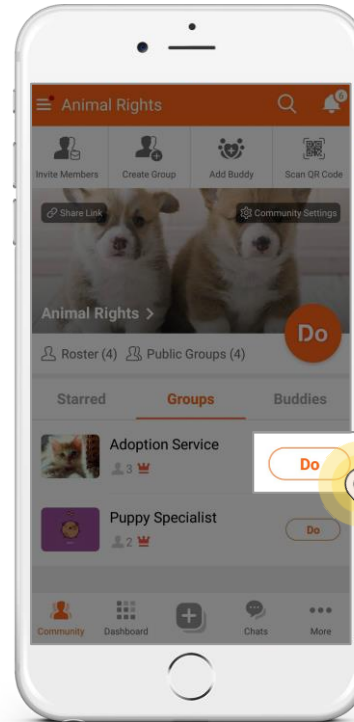
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Activate tools and manage tool roles



Community Do

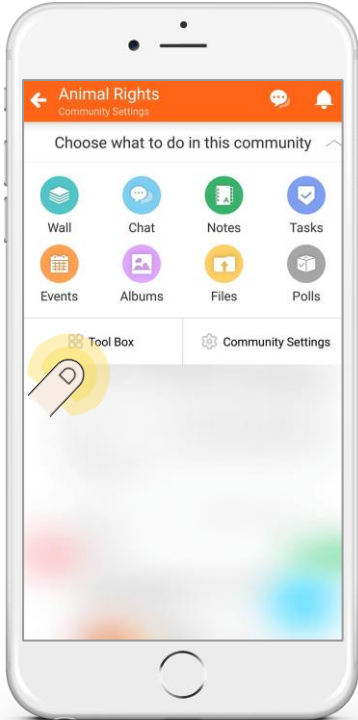
Community/group/
buddy all have a
set of tools, click
Do to find out



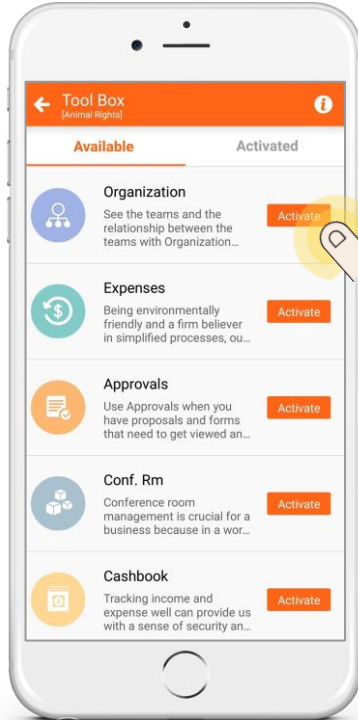
Group Group or buddy Do



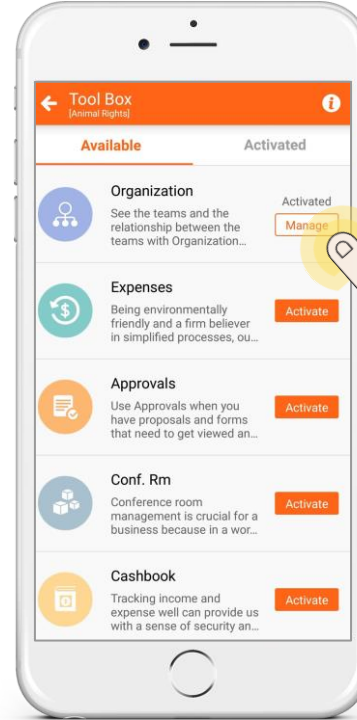
Activate tools and manage tool roles



02 Tool Box



03 Available > Activate

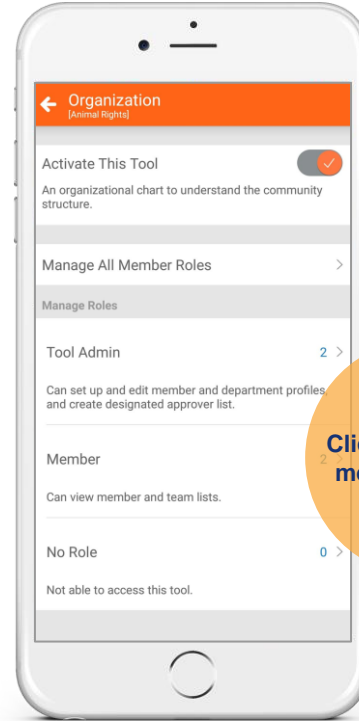
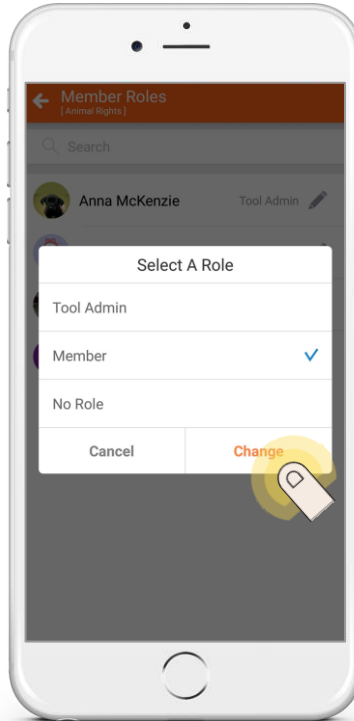
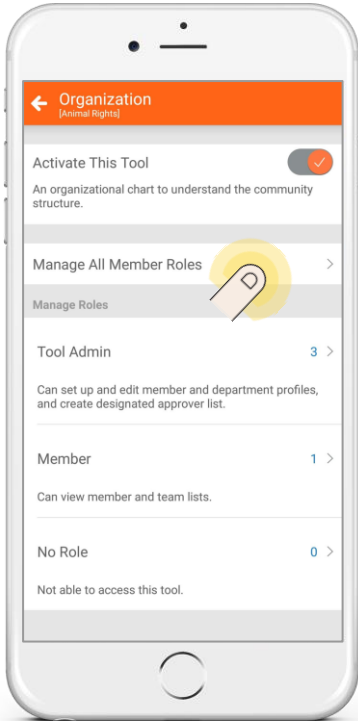


04 Manage





Activate tools and manage tool roles



Click to check all members' roles

05 Manage All Member Roles

06 Choose new role > Change

07 Done!

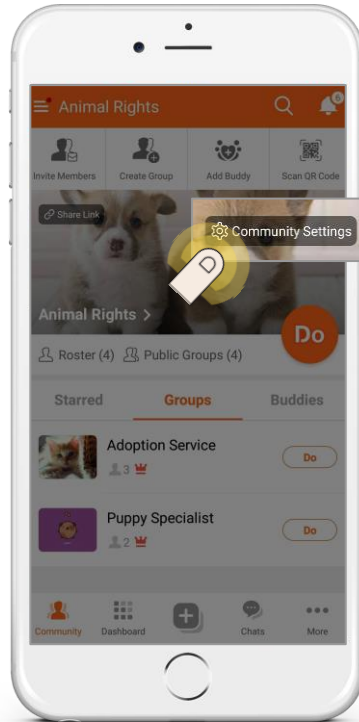


Change privacy settings

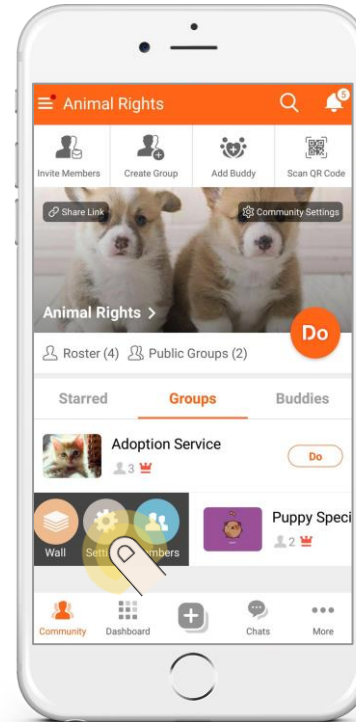
Community/group have privacy settings

Read carefully before changing privacy settings

Change privacy settings



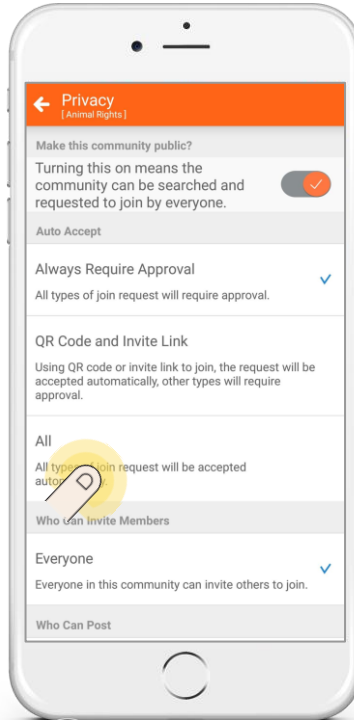
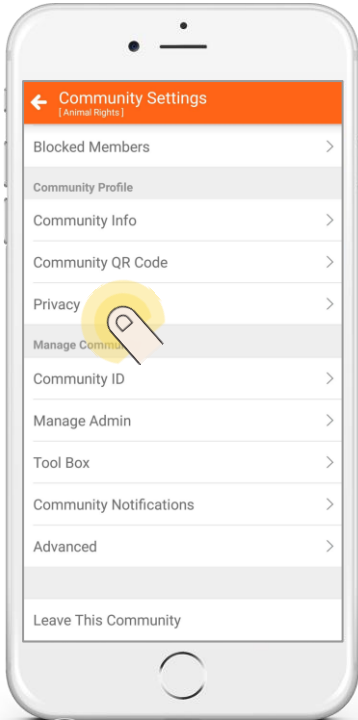
Community/group
have different
privacy settings



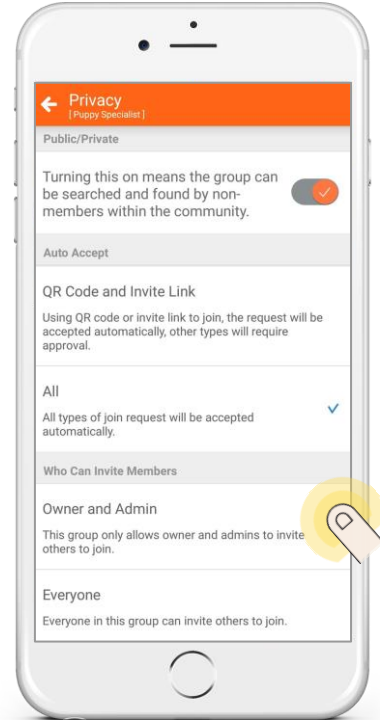
Community Community Settings

Group Group Settings

Change privacy settings



OR



02 Privacy

03a Community Privacy Settings

03b Group Privacy Settings



Create items (six basic tools)

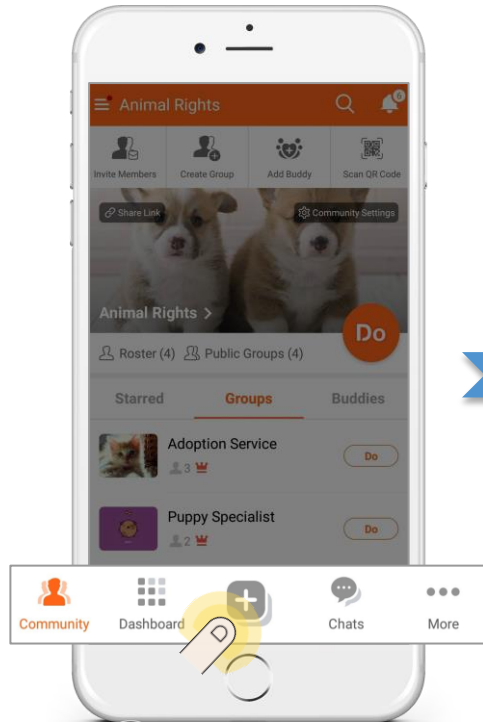
Community/group/buddy all have six basic tools

Enhance communication

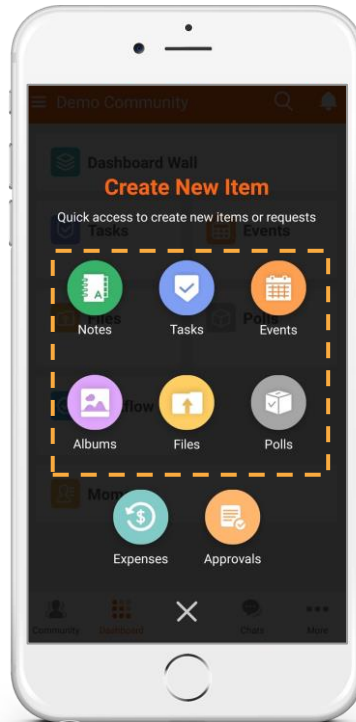
Use + button to create items quickly

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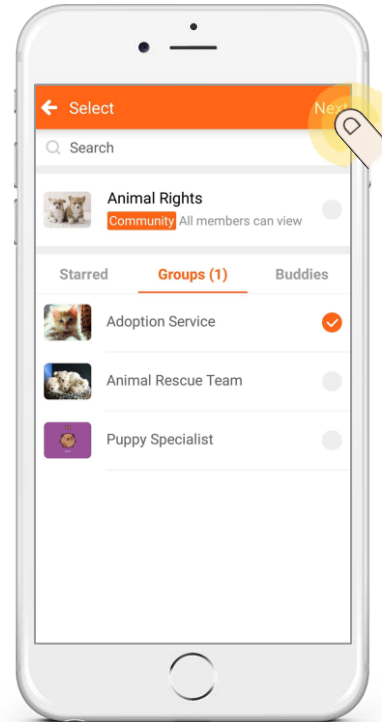
Use + button to create items quickly



01 +



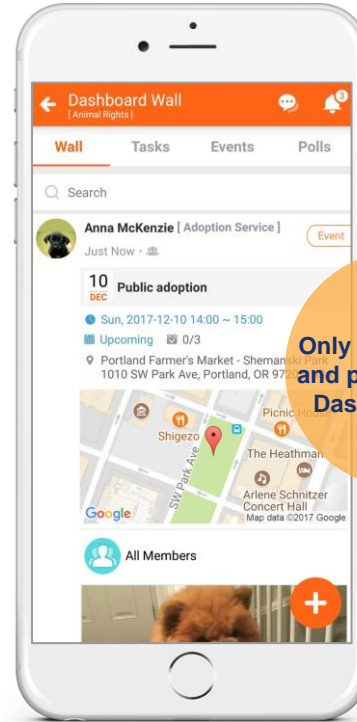
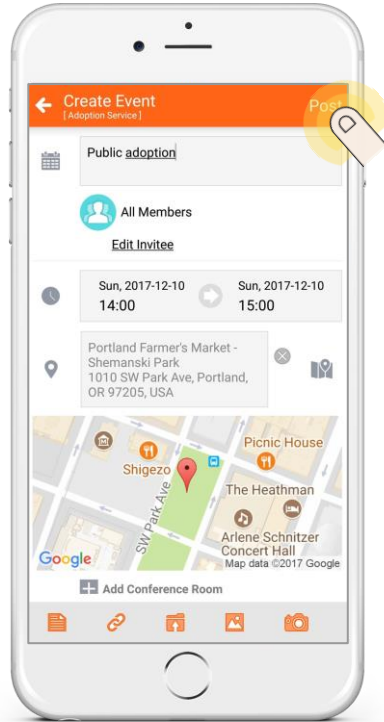
02 Choose tool



03 Choose where



Use + button to create items quickly



Only tasks, events
and polls will be in
Dashboard Wall

04 Fill in fields > Post

05 View in Dashboard Wall



View posted items

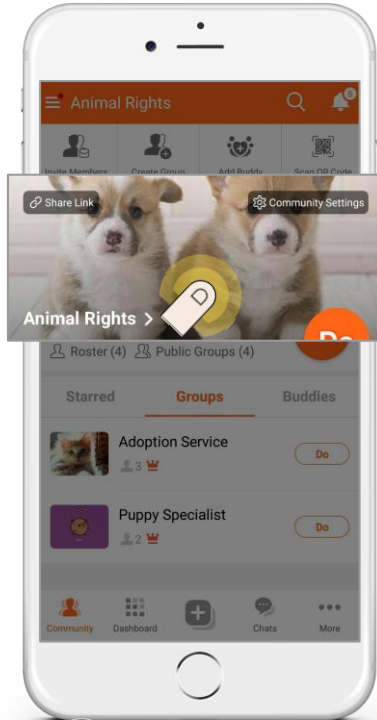
View posted items in
community/group/buddy wall



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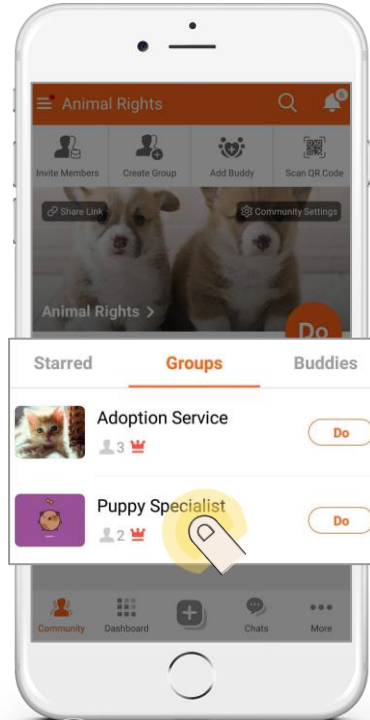


View posted items: community/group/buddy



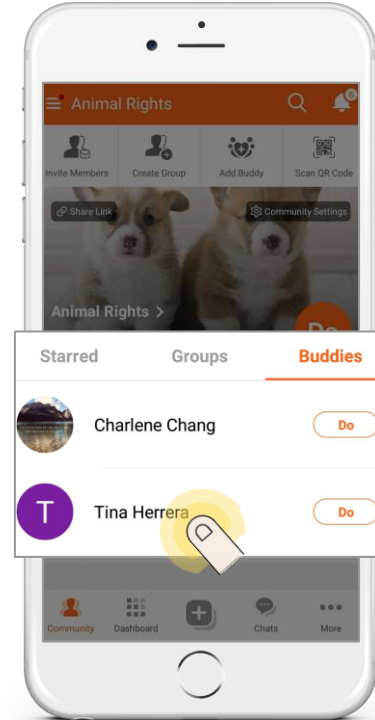
01_a Click community image

OR



01_b Click group

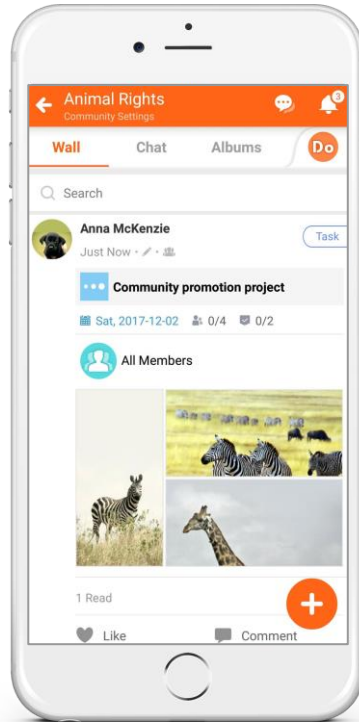
OR



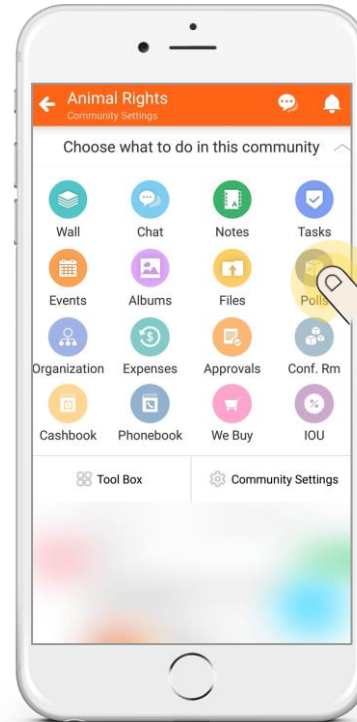
01_c Click buddy



View posted items: Polls



OR

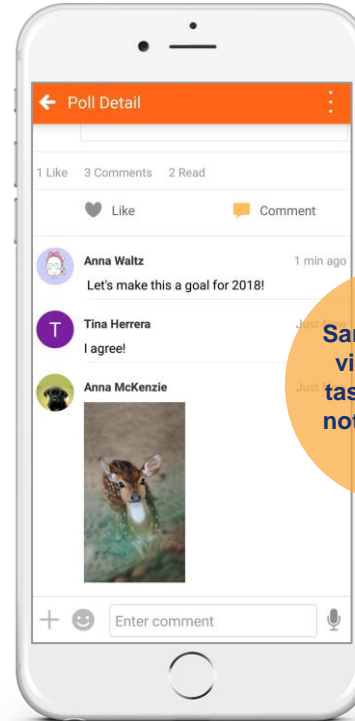
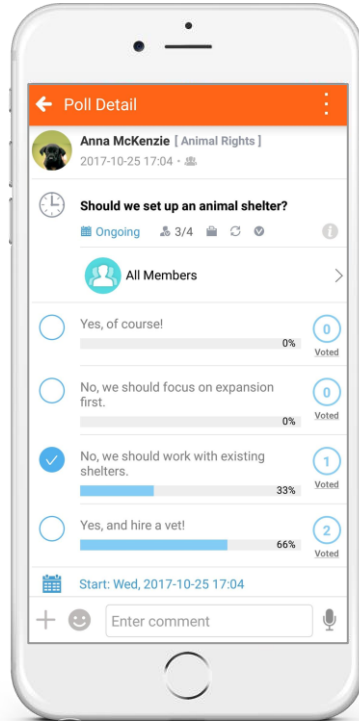


02_a Wall > Scroll up/down

02_b Do > Choose Polls



View posted items: Polls



Same steps to
view posted
tasks, events,
notes, albums
and files

03_a Click to enter poll detail

03_b Like/Comment



Oops, I made a mistake, need to fix it

Don't worry

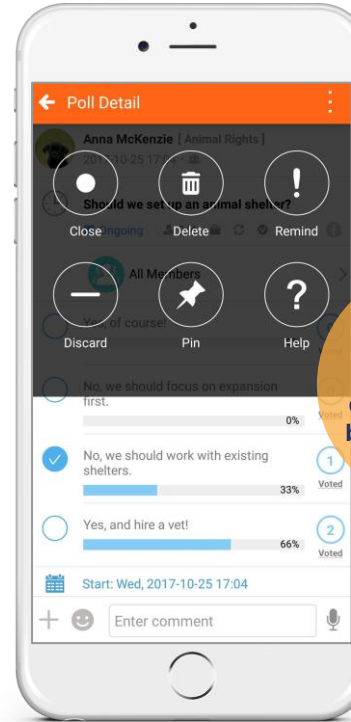
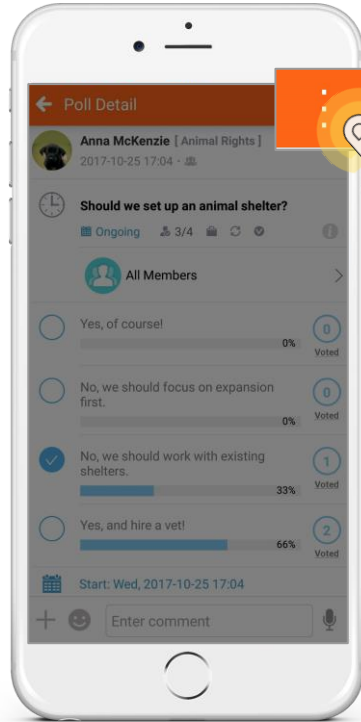
[Back to the steps on previous slides to enter detail](#)

Edit, delete, discard, cose, remind, share, forward and help

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Edit posted items: Polls



Different basic tools have different action buttons in More

04 More button

05 Action buttons



My Shelf

A privacy place to keep every personal item

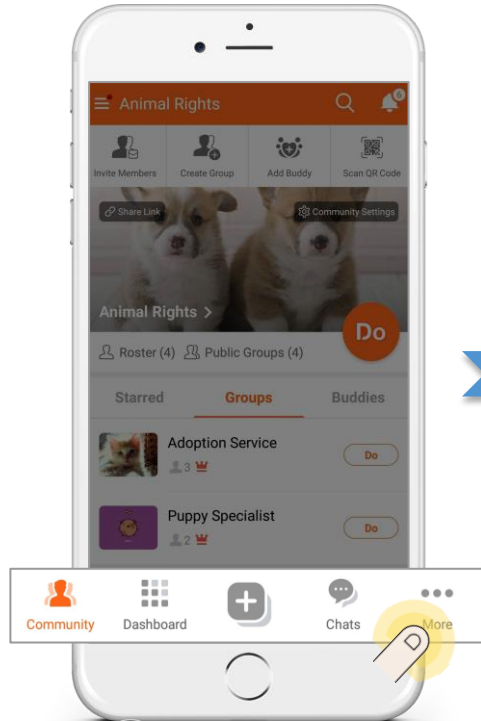
Notes/Tasks/Events/Albums

Keep everything organized

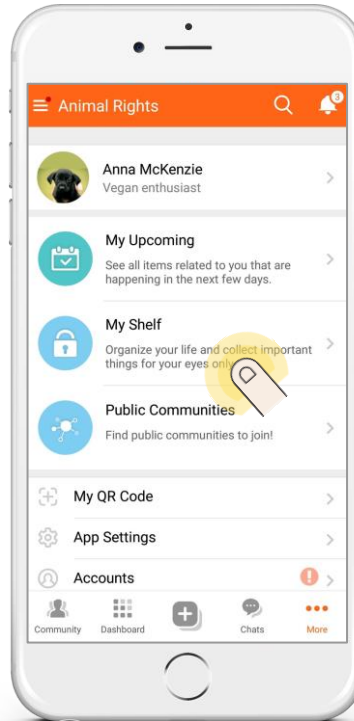


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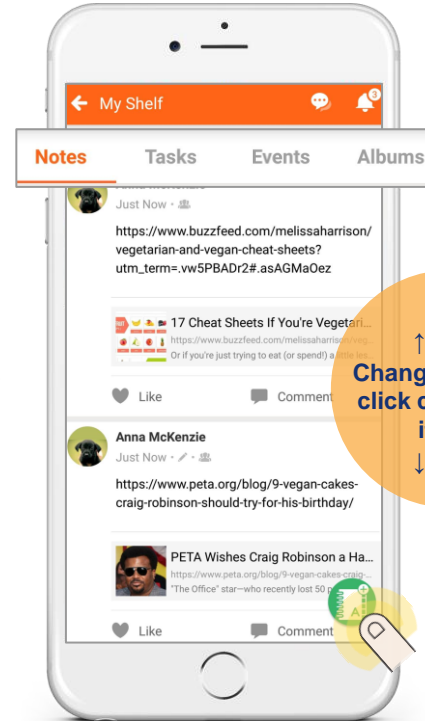
My Shelf



01 More



02 My Shelf



03 Stay organized

DO MORE TOGETHER



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