BUSINESS VIRTUAL INCUBATOR SYSTEM

- User's Manual -

Contents

1. Introduction

The *Business Virtual Incubator* **(BVI) system** at BEDCO will provide an easy-to-use web based platform from which to administer and report on the activities taking place in the BEDCO Enterprises Incubator environment.

The system is both a repository and a process management platform for actors and activities that are happening around an operation called "Incubation". An incubation is therefore a conduit whereby an idea or concept generated by a person or company (Client) is nurtured with the best resources, people and processes available towards satisfactory goals and success.

2. Business Virtual Incubation System Features

The following features are part of the Virtual Incubator system :

    a. System Administration

    b. Users Management

    c. Clients Management (Small Business Enterprises management)

    d. Coaches/Mentors Management

    e. Meetings Management platform

    f. Networking/Collaboration platform

    g. Business Building Models platform (BBM)

    h. Knowledge Management platform

    i. Reports and Analytics platform
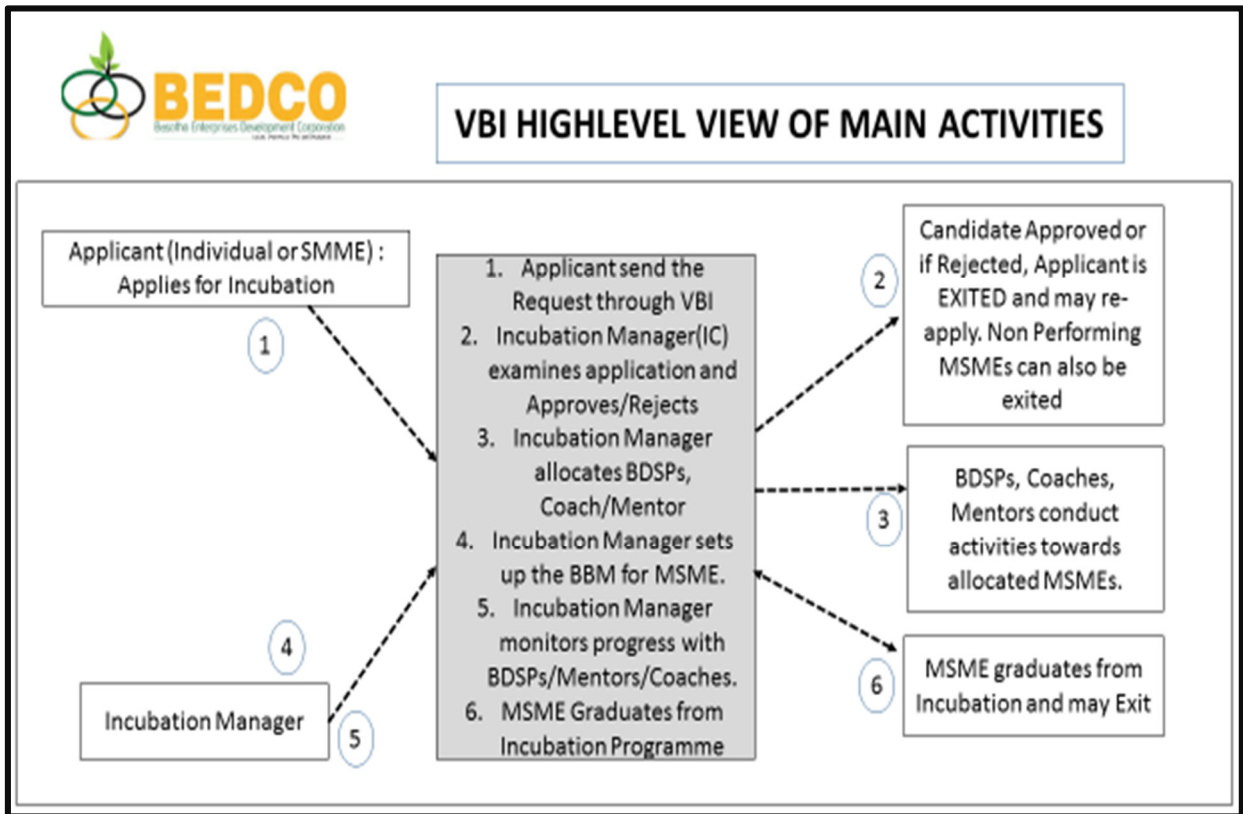
    j. Surveys platform

3. System Actors

Various individuals and organisations will have access to the VI system at BEDCO with the following main roles (each person can self-enrol in the system but approved by the System Administrator or the Incubation Manager) :

    a. System Administrator

    b. Incubation Manager

    c. Incubation Support Staff (Administration staff under Incubation Manager)

    d. Client Users (Users that are part of the SMMEs)

    e. Coaches / Mentors

    f. Other stakeholders : (Funders, Government and others)

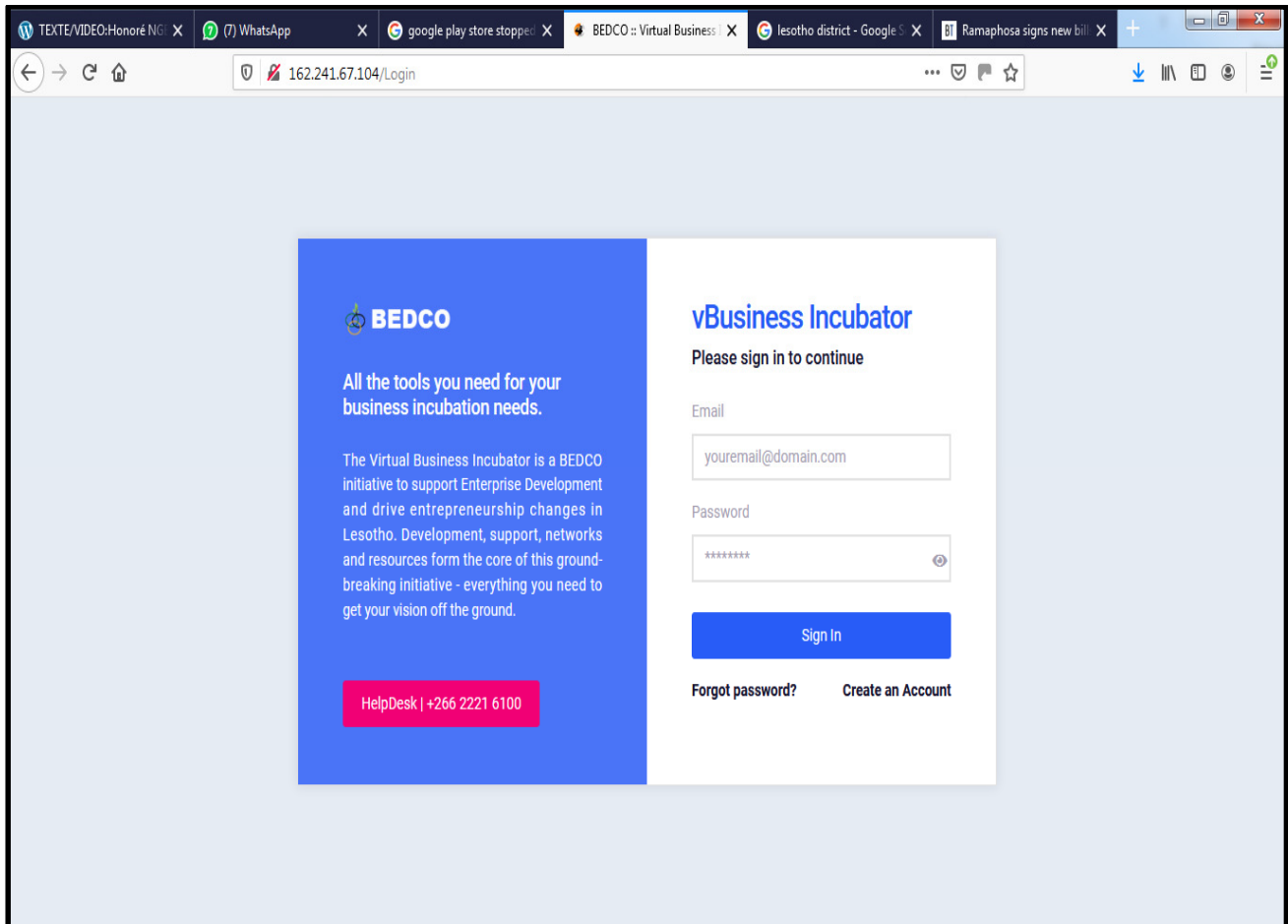## 4. System high level View

A high level view of the Virtual Business Incubation system indicates the relationship and activities' directions included in the system.

5. VBI System Users Registration

All users of the Virtual Business Incubation system can access the system through the same procedure :
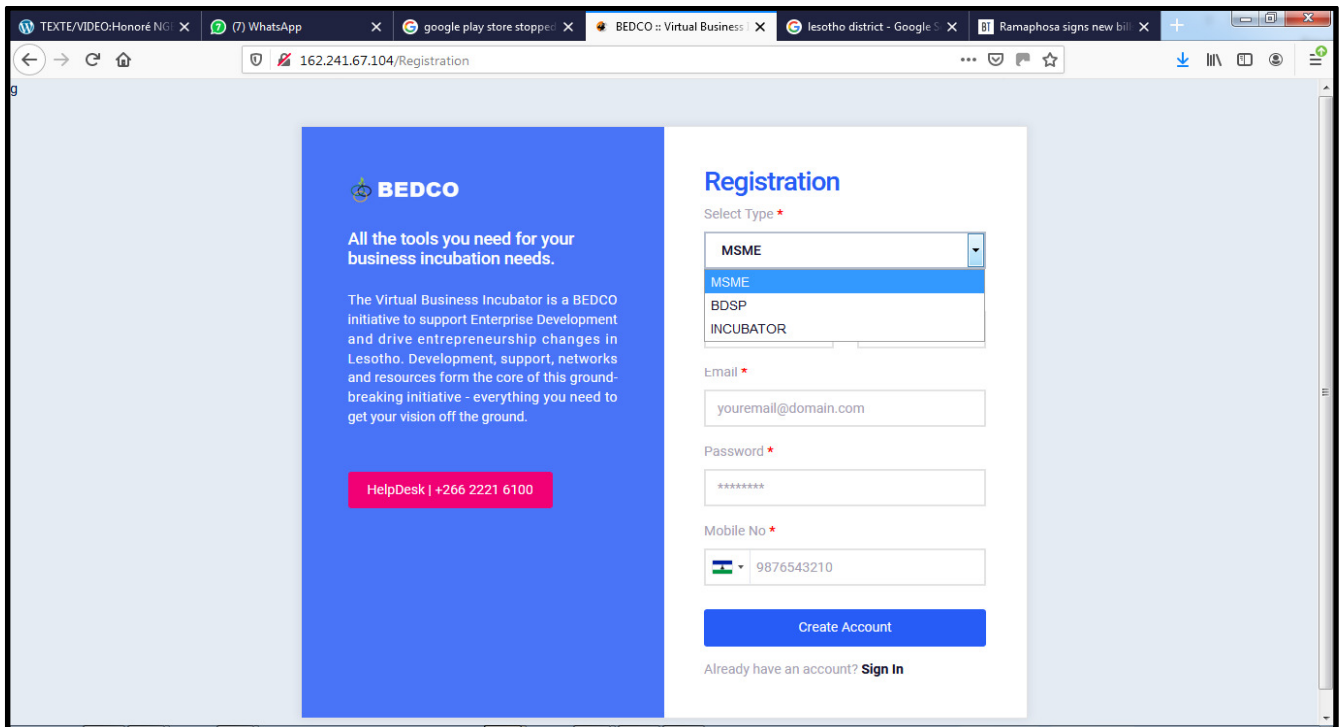
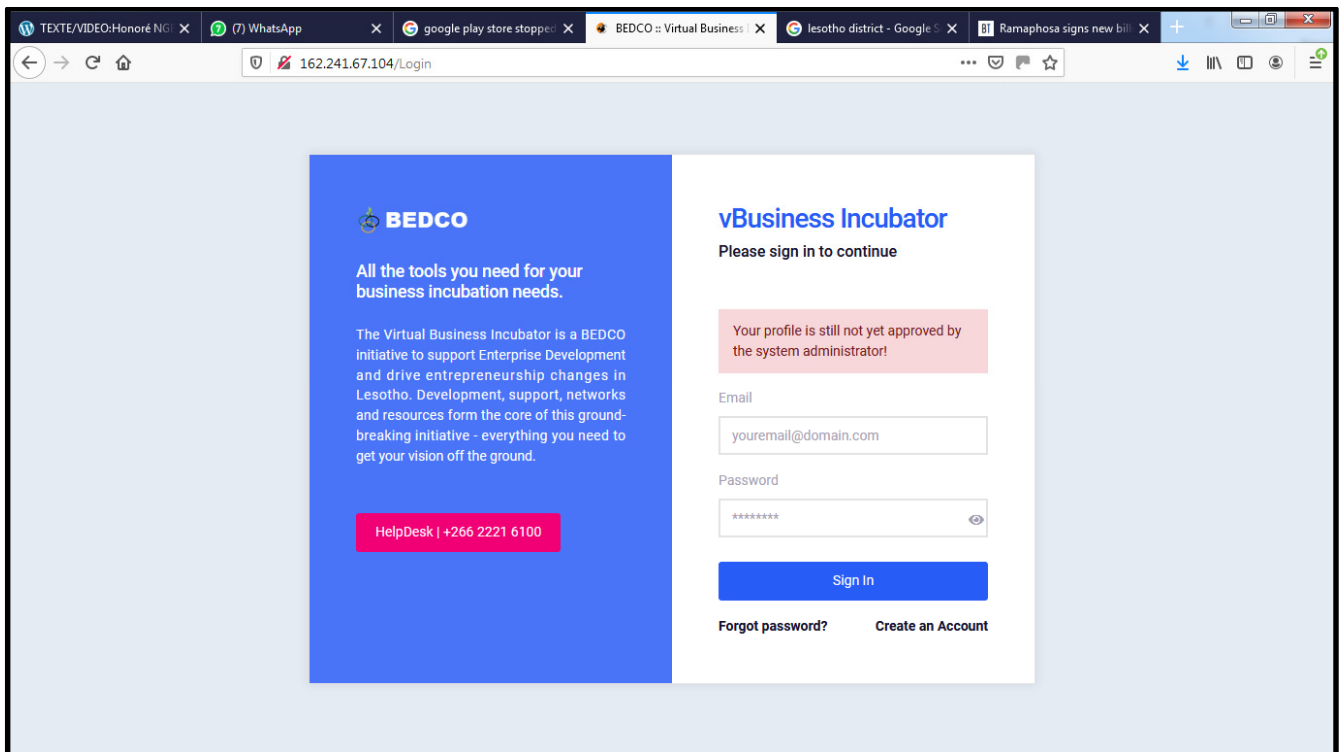1. By Clicking the Link : https://vbi.bedco.org.ls which leads to this page :

2. Once at this page, each person then is required to create an account before using the system. After clicking on the "Create an Account" link on the above image, the page here below will be reached whereby the person will select the appropriate category of user for the person, i.e. MSME, BDSP (Coach or Mentor) or Incubator Manager; then the person will fill up the required field as presented, and submit.

3. The screenshot for creating an Account :

4. It has to be noted that for the Incubator and Bdsp/coach/mentor, the profile needs to be approved by System Administrator; a warning will appear :

5. Once the Account creation is submitted, an email is sent to the person with a message similar to the following, requesting to validate the account :

"Dear xxxxxxxxxxxxx,

Thank you for registering on BEDCO Virtual Incubator platform.

Your unique reference ID is XXXX-831219, please mention it in any communication with the incubation and support teams. In order to access your profile, you will need to confirm your registration by clicking on the below link:

ACTIVATE ACCOUNT

Once activated, you will be able to access your profile. Below are the login details you supplied when registering your profile:

Username: username@yourdomain.com

Password: 4dig****

Regards,

Incuflex Team

t:+27 81 503 6022 / e: support@incuflex.com "

6. After Activating the Account through the link on the email as indicated above, the user will be taken to the login page; There is a need for BDSPs, Coaches, Mentors and Incubation Managers to be approved by the System Administrators before they can login successfully.