1. Login

➔ **There are different login pages personalized to each client.**
➔ **The principal login page is from Personal Tecnic.**

- **Logo:** Personal Tecnic or logo from a company client.
- **User:** email
- **Password:** First time the user is logged will have the provisional password sent to his mail. The first time the user access to the platform has to change the password.
- **Login:** **button** to access to the platform. It redirects to the home page.
  - If the password isn't correct, doesn't access to the platform and it shows a notification.
- **Forgot account:** **button** redirects to the recover password page.
- **Sign Up:** **button** redirects to form web sign up.
- **Language:** **Button** to, change the language. It can be change in any time using the platform.

1.1. Recovery password

- **E-mail field:** user's mail.
- **Send Button: sends** an email with a provisional password to user's mail.
- **Back Button:** redirects to login page.

- **Logo:** Personal Tecnic or logo from a company client.
- **Language:** **Button** to, change the language. It can be change in any time using the platform.

1.2. New password

➔ If the user ask to recover his password the email received it will redirect to this page.

- **New Password field:** users introduce the new password.
- **Repeat new Password field:** users repeat the new password.
  - If the password doesn't match it shows a notification.
- **Send Button:** sends an email with a provisional password to user's mail.
- **Cancel Button:** redirects to login page.

- **Logo:** Personal Tecnic or logo from a company client.
- **Language:** **Button** to, change the language. It can be change in any time using the platform.

2. Add a new password

A. First time the user is logged will be redirect to this page so he can change the password sent to his mail.
B. At any time the user wants to change his password will be redirect to this page.

- **E-mail field:** user's mail.
- **New Password field:** users introduce the new password.
- **Repeat new Password field:** users repeat the new password.
  - If the password doesn't match it shows a notification.
- **Change password Button:** redirects to login page.
  - it shows a notification informing that the change has done correctly.

- **Language: Button** to, change the language. It can be change in any time using the platform.

2.1. First time login: Company data

➔ All fields are required to proceed.

- **Company name**
- **CIF**

The address has to be related with google maps so the text fields will be completed and validated automatically.

- **Country**
- **City**
- **Address**
- **Postal code**

The address has to be related with google maps so the text fields will be completed and validated automatically.

- **Company sector: drop down list** with **multioption**.
  - AGRICULTURE AND LIVESTOCK
    - farming
    - Cattle raising
    - Fishing and aquaculture
    - Forestry
  - CONSUMER GOODS
    - Food and nutrition
    - Alcoholic drinks
    - Drinks without alcohol
    - Cosmetics and personal care
    - Household equipment
    - Toys
    - Pets
    - Cleaning products

    - Home and garden reforms
    - Clothes and complements
    - Tobacco
- ELECTRONIC COMMERCE
    - Key figures of electronic commerce
    - B2B electronic commerce
    - B2C electronic commerce
    - C2C electronic commerce
    - Digital payments
- COMMERCE AND ESTABLISHMENTS
    - Feeding
    - DIY
    - Shopping centers and points of sale
    - Key figures of retail
    - Wholesale trade
    - International Trade
    - Shopping behaviour
    - Sport and leisure
    - electronics
    - Office supplies
    - Furniture
    - Fashion and accessories
    - Health and hygiene
- BUILDING
    - Architecture
    - Civil Engineering
- SPORT AND LEISURE
    - Extreme sport
    - Art and culture
    - Sport and fitness
    - Parks and outdoor activities
- ENERGY AND ENVIRONMENT
    - Water and sewage
    - Emissions
    - Energy
    - Energy and environmental technology
    - Waste management
- FINANCE, INSURANCE AND PROPERTY
    - Financial entities
    - Financial markets
    - Real estate
    - Insurance
    - Financial services
- INTERNET
    - Reach and traffic
    - Cybercrime

        - Demography and use
        - Mobile Internet and applications
        - Search engines and SEO
        - Advertising and marketing
        - Social networks and user created content
        - Online videos and entertainment
    - LOGISTICS AND TRANSPORTATION
        - Aviation
        - Logistics
        - Road Traffic
        - Aquatic transport
        - Railway transport
    - COMMUNICATION AND MARKETING MEDIA
        - Cinema, radio and television
        - Video Game Industry
        - Market Publisher
        - Music
        - Advertising and marketing
        - Use of media
    - METALURGY AND ELECTRONICS
        - Naval building
        - electronics
        - Aerospace industry
        - Defense industry
        - Engineering
        - Metals
        - Rolling stock production
        - Vehicle production
    - CHEMICALS AND RAW MATERIALS
        - Fossil fuels
        - Chemical industry
        - Mining, metals and minerals
        - Paper and paper pulp
        - Plastic and rubber
        - Non-metallic mineral products
        - Oil refineries
    - PHARMACEUTICAL HEALTH AND INDUSTRY
        - Assistance and care
        - Health condition
        - Hospitals, pharmacies and doctors
        - Pharmaceutical industry
        - Sanitary system
        - Medical technology
    - SERVICES
        - Qualified employment
        - Business services, consultancy

- SECURITY
  - Security company
  - Auxiliary security services (access control, security assistants…)
  - Alarm Receiving Center/ Control Center
  - Security consulting (inspections, audits, risk analysis, intelligence, advisory, security studies...)
- SOCIETY
  - Crime and law enforcement
  - Demography
  - Economy
  - Education and science
  - Geography and environment
  - Politic and government
  - Religion
- TECHNOLOGY AND TELECOMMUNICATIONS
  - Home appliances
  - Consumer electronics
  - Hardware
  - IT services
  - software
  - Telecommunications
- TOURISM AND HOSPITALITY
  - Hotels
  - Restoration
  - Travels

- OTHERS
  - It opens a field text so the client can insert a text.

- **Company size: drop down list** with **1 option**.
  - Big (employ more than 250 persons and which have an annual turnover exceeding EUR 50 million, and/or an annual balance sheet total exceeding EUR 43 million).
  - Medium (employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million).
  - Small (employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 10 million).
  - Micro (employs fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 2 million.).

- **Maturity level: drop down list** with **1 option**.
  - High (with big experience, international, recognized trajectory, etc.)
  - Medium (with experience).
  - Low (Startup or without too much experience).

- **Security Department:** **<u>drop down list</u>** with **<u>multioption</u>**.
  - Yes.
  - No.

- **START:** This **<u>button</u>** will redirect to the *2.2 User data page.*
  - If all the fields required are not completed, it shows a notification informing that the fields have to be completed.

2.2. First time login: User data

➔ **All data is required to proceed, except logo.**

➔ The first time a Client-user (invited by Client-Admin) is logged (and he already change the new password) will be redirect to this page so he can complete his user profile.

- **Choose photo:** **<u>Button</u>** to choose photo and upload from the computer. → Uploading photo is not mandatory to proceed the registration.
  - It will appear on the circle.
- **Name field:** field text so the client can introduce his name.
- **Surname field:** field text so the client can introduce his surname.
- **Job title field:** field text so the client can introduce his job title.
- **Save:** **<u>Button</u>** redirects to:
  - A) If it's the first user from the company it means it's the admin user, so the button "Save" will redirect to the branding page (2.3).
  - B) If it's an invited user (by the Admin), the button "Save" will redirect to the Home page.
  - If all the fields required are not completed, it shows a notification informing that the fields have to be completed.

2.3. First time login: Add branding

➔ **The data from this page is not mandatory to proceed the registration.**

➔ **If the client doesn't personalize the platform it will be shown with the predetermined view (Personal Tecnic branding).**

- Platform link: It will generate automatically the link to the client platform (with the branding on it).
- **Add logo:** **<u>Button</u>** to choose a logo and upload it from the computer. It will appear the logo in the logo box→ Uploading photo is not mandatory to proceed the registration.
  - This logo will appear automatically on the platform generated (in login page and all the other pages) with the branding.
- **Color:**
  - **Primary color:** the client can choose primaries color for the platform and it will appear an example on the left (in the box colour showing principal parts of the platform with the color selected).
    - The color can be chosen or introducing the reference colour #fffff.

- **Secondary color:** the client can choose primaries color for the platform and it will appear an example on the left (in the box colour showing secondary parts of the platform with the color selected).
  - The color can be chosen or introducing the reference colour #fffff.

- **<u>Button </u>Save**: save information and proceeds with the registration.
- **<u>Button </u>Skip**: doesn't save information and proceeds with the registration.

2.4. First time login: Questions

➔ **Questions: it will appear the predetermined questions. This questions can be edited→ deleted, reordered, revalued, etc.**
  - ◆ **Filtering Questions 1, 2, 3 can not be edited.**

➔ **New Questions: it can add new questions.**

- **Skip: <u>Button</u>** redirects to home page.
  - The data from this page is not mandatory to proceed the registration. It can be filed the data later.
- **Questionnaire name:** client introduces a name for the questionnaire.

- **Filtering Questions** (There are fixed questions) → <u>Can not be edited.</u>
  - Question 1. Do you manage Confidential Information (tangible or intangible client assets) in your facilities?
  - Question 2. Do you manage Confidential Material (tangible client assets) in your facilities?
  - Question 3. Even if you do not manage confidential material or information; Do you carry out the material storage activity for a total value of more than 10,000 Euros of -storage of material, intangible assets, digital or high Strategic or business value- for the Client?

- **<u>All existent questions (except 1, 2, 3) can be:</u>**
  - **Ordered**: **<u>Button</u>** with drop down list with the numbers (from the related group) that can be designed. It allow to select of 1 option.
  - **Valued: <u>Button</u>** with drop down list with the selection of 1 option. → Each value assigns a weighting to the question.
    - 0 (this question hasn't score) → it doesn't interfere on the result.
      - example, *it will score 0*
    - 1 (normal importance) → standard score.
      - example, *it will score 1*
    - 2 (high importance) → questions rated as a 3 it will score 0,5 more (of 1) than questions rated as 1 (standard score).
      - example, *it will score 1,5.*
    - 3 (Essential: Not pass the Questionnaire if this answer is NO) → when a supplier answers NO to a question valued as 3 it will have a Low score on the questionnaire result.

        - example, *it will score 1 but if a supplier answers NO the questionnaire will be failed.*

    - **Deleted: <u>Button</u>** to delete the question.
        - It will appear a notification asking if you are sure to delete the question.

- **<u>It can be added new questions (and introduced the question text, its observations, reference, objective and requirements).</u>**
    - **Ordered**: **<u>Button</u>** with drop down list with the numbers (from the related group) that can be designed. It allow to select of 1 option.
    - **Valued: <u>Button</u>** with drop down list with the selection of 1 option. → Each value assigns a weighting to the question.
        - 0 (this question hasn't score) → it doesn't interfere on the result.
            - example, *it will score 0*
        - 1 (normal importance) → standard score.
            - example, *it will score 1*
        - 2 (high importance) → questions rated as a 3 it will score 0,5 more (of 1) than questions rated as 1 (standard score).
            - example, *it will score 1,5.*
        - 3 (Essential: Not pass the Questionnaire if this answer is NO) → when a supplier answers NO to a question valued as 3 it will have a Low score on the questionnaire result.
            - example, *it will score 1 but if a supplier answers NO the questionnaire will be failed.*

    - **Deleted: <u>Button</u>** to delete the question.
        - It will appear a notification asking if you are sure to delete the question.

    - **Group:**
        - Each question can be put in one existent group
        - or it can create a new group.

        ➔ Existent (predetermined) groups can not be edited, only deleted with all its questions.

- **Save questionnaire: <u>button</u>** to save all data.
- **Cancel questionnaire: <u>button</u>** that redirects to home page and all data related from the questionnaire will not be saved.

- **Activate questionnaire:** Once activated it will be visible for the suppliers and the Client won't be able to edit it. *it appears a text questioning if he wants to activate the questionnaire and that all the suppliers will see it.*

    - Predetermined, the questionnaire is disabled.
    - While the questionnaire is disabled it is not visible for the suppliers and it can be edit by the client.
- A questionnaire can be **disabled**: Once activated the questionnaire can be disabled and all the data will remain for consult for the Client but the suppliers won't see the questionnaire.
- A questionnaire can be **deleted**: All data generated and related to the questionnaire will be deleted (suppliers included).

Predetermined questions and groups:

GROUPS	QUESTIONS
Management of the good and confidentiality	4, 20, 22, 25, 26, 28, 31, 32, 33, 34.
Access Control and Visitor Management	13, 15, 19, 23, 30, 36.
Security management	
Perimetral security	7, 8, 9, 10, 11, 12, 16, 17, 21.
Security protocol	14, 18, 24, 28, 29, 35.

3. **Principal: Close Menu**

- **Logo**: it appears the logo upload from the company.
    - **It's a Button** that allways redirects to main page.
- The **main menu** is on the lateral of all the pages.
- In all the pages, the **7 icons** and **Menu Lines** are always on display.
- **Photo's user profile** uploaded by the user or predetermined photo. *Button that displays more information.*
- **Questionnaire**: it shows the questionnaire selected. *All the information shown on the page is generated to the questionnaire selected.*

3.1. Principal: Open Menu and profile options

- **Questionnaire**: it shows the questionnaire selected. *All the information shown on the page is generated by the questionnaire selected.*
    - **Button drop down list** with all the questionnaires.
        - It shows the number (automatically designed) and name (named by the client) of the Questionnaire.
        - It shows if it is active or disabled.
        - **View: button** redirects to the questionnaire (*11. View questionnaire*).
        - **Settings: button** redirects to the questionnaire.
        - **New questionnaire: button** redirects to the creation of a new questionnaire *(11.2. Create a new questionnaire: First step*).

- **Photo's user profile** uploaded by the user or predetermined photo. **Button** that displays more information:
  - **Name:** it shows the name indicated on the profile.
  - **Mail:** it shows the mail indicated on the profile.
  - **Photo:** it shows the photo uploaded.
  - **Profile:** **button** redirects to Profile Page (4).
  - **Log out:** **Button** it logs out the user and redirects to Login Page.

- **Menu Lines:** when you point with the cursor over the lines icon it opens the menu and appears the displayable list throw the right.
  - **Summary:** This **button** it redirects to the Summary page.
  - **Questionnaires:** This **button** it redirects to the Supplier's questionnaires page.
  - **Suppliers:** This **button** it redirects to the Suppliers page.
  - **Messages:** This **button** it redirects to the Messages page.
  - **Calendar:** This **button** it redirects to the Calendar page.
  - **FAQ's:** This **button** it redirects to the FAQ's.
  - **Language:** This **button** shows the languages available. It changes language selected in any time using the platform.

4. Profile

- **Profile information:**
  - **Logo:** Appears automatically the logo upload in the profile page.
  - **Company Name:** Appears automatically with the informacion fulfilled in the profile page.
  - **Company Information:** appears automatically with the informacion fulfilled in the profile page.
    - CIF
    - Country
    - Adress
    - Phone number
    - Company sector
    - Company size
    - Maturity level
    - Security department
  - **Edit:** **Button** redirects to edit information page. (4.1 Profile: Edit Company).

- **Responsible from the questionnaire:**
  - **Photo: a**ppears automatically with the photo upload in the profile page by the Client-admin (2.2. First time login: User data).
  - **Name:** Appears automatically with the informacion fulfilled in the profile page by the Client-admin (2.2. First time login: User data).
  - **email:** Appears automatically with the informacion fulfilled in the profile page by the Client-admin (2.2. First time login: User data).
  - **Job title:** Appears automatically with the informacion fulfilled in the profile page by the Client-admin (2.2. First time login: User data).

- **Admin:** the user that registers the company is always predetermined as ADMIN.
- **Change password: Button** redirects to change password page. (2. First time login: Change password).
- **Edit: Button** redirects to edit information page. (4.1 Profile: Edit Company).

- **Roles in the questionnaire:**
  - **Existen roles:** list with all the existen roles.
    - **Photo:** appears automatically with the photo upload in the users profile page by the Client-user (2.2. First time login: User data).
    - **Name:** Appears automatically with the informacion fulfilled in the users profile page by the Client-user (2.2. First time login: User data).
    - **email:** Appears automatically with the informacion fulfilled in the users profile page by the Client-user (2.2. First time login: User data).
    - **Job title:** Appears automatically with the informacion fulfilled in the users profile page by the Client-user (2.2. First time login: User data).
    - **Role:** indicates the user's role granted by the Client-Admin.
    - **Change role: Button** that opens the settings to change the role selected. (4.2. Profile: Change role).
    - **Delete: Button** that opens the settings to delete the role selected (shows 2 buttons to delete or cancel the operation). See 4.3 Profile: Delete role.
      - It show notification *Are you sure? Click on delete button.*

  - **+ Add role: Button** that opens the settings to add a role (4.1 Profile Add role).
    - Roles are from client-Admin (even if client -admin has more than one location).

4.1. Profile: add role

- **+ Add role: Button** that opens the settings to add a role (4.1 Profile Add role).
  - **email:** field to indicate an email.
  - **Role: Button** so the admin can choose a role from the drop down list.
    - Down the role, it generates an explanation about the permissions that have the role choosed.
  - **Cancel: Button** to cancel the adding role and return to the list of the existent roles.
  - **Send: Button** to send the email to the client-user and creates a new role.
    - Automatically, it creates a new user and sends an email (email indicate on the email field) to the user with a generated provisional password (so the user can login).
    - When the user is registered on the platform it will appear the role on the list. While the user isn't registered yet, it will appear on grey.
    - If the email indicated doesn't exist it show notification.

4.2. Profile: Change role

- **Change role: Button** redirects to the settings to change an existing role from the existent client-user.
  - it opens a drop down list with the available roles to choose one.
  - **Change role: Button** to save the changes and return to the profile.

4.3. Profile: Delete role

It show notification *Are you sure? Click on delete button.*

- **Delete: Button** it deletes the role and return to the profile.
- **Cancel: Button** do not deletes the role and return to the profile.

4.4. Profile: Edit user data

- **Edit photo: button** to upload a profile photo.
- **email**: field appears the email of the client-admin and can not be edited.
- **Name:** field that can be edited.
- **Job title:** field that can be edited.
- **Cancel: button** to not save any changes and returns to profile.
- **Save: button** to save changes and returns to profile.
  - Fields name and job title are required. If they are not completed, it shows a notification informing that the fields have to be completed.

4.5. Profile: Edit Company data

➔ **It appears all fields with the information completed when the first time login.**
➔ **All fields can be edited except for: Company name, Company sector, CIF.**

- **Company name:** field can not be edited. Appears the information completed when the first time login.
- **Company sector:** field can not be edited. Appears the information completed when the first time login.

The address has to be related with google maps so the text fields will be completed and validated automatically.

- **Country**
- **City**
- **Address**
- **Postal code**

The address has to be related with google maps so the text fields will be completed and validated automatically.

- **Company sector:** field can not be edited. Appears the information completed when the first time login.

- **Company size: drop down list** with **1 option**.

- Big (employ more than 250 persons and which have an annual turnover exceeding EUR 50 million, and/or an annual balance sheet total exceeding EUR 43 million).
- Medium (employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million).
- Small (employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 10 million).
- Micro (employs fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 2 million.).

- **Maturity level: drop down list** with **1 option**.
  - High (with big experience, international, recognized trajectory, etc.)
  - Medium (with experience).
  - Low (Startup or without too much experience).

- **Security Department: drop down list** with **multioption**.
  - Yes.
  - No.

- **Save:** This **button** will save changes and redirect to the *4. Profile page.*
  - If all the fields required are not completed, it shows a notification informing that the fields have to be completed.
- **Customize branding:** This **button** will redirect to *Add branding page* (4.6 Customize branding: Add branding).
  - *It appears the logo on the box.*
  - *It appears the primary color on the box.*
  - *It appears the secondary color on the box.*

4.6. Customize branding: Add branding

➔ **The data from this page is not mandatory to proceed the registration.**

➔ **If the client doesn't personalize the platform it will be shown with the predetermined view (Personal Tecnic branding).**

- Platform link: It will generate automatically the link to the client platform (with the branding on it).
- **Add logo: Button** to choose a logo and upload it from the computer. It will appear the logo in the logo box→ Uploading photo is not mandatory to proceed the registration.
  - This logo will appear automatically on the platform generated (in login page and all the other pages) with the branding.
- **Color:**
  - **Primary color:** the client can choose primaries color for the platform and it will appear an example on the left (in the box colour showing principal parts of the platform with the color selected).
    - The color can be chosen or introducing the reference colour #fffff.

  - **Secondary color:** the client can choose primaries color for the platform and it will appear an example on the left (in the box colour showing secondary parts of the platform with the color selected).
    - The color can be chosen or introducing the reference colour #fffff.
- **Save:** This **button** will save changes and redirect to the *4. Profile page.*
- **Cancel:** This **button** will not save changes and redirect to the *4. Profile page.*

5. **Summary**

- **Logo**: it appears the logo upload from the company.
  - **It's a Button** that allways redirects to main page.
- The **main menu** is on the lateral of all the pages.
  - In all the pages, the **7 icons** and **Menu Lines** are always on display.
- **Photo's user profile** uploaded by the user or predetermined photo. *Button that displays more information.*
- **Questionnaire**: it shows the questionnaire selected. *All the information shown on the page is generated to the questionnaire selected.*

ALL THE DATA CAN BE FILTERED WITH THE CHOSEN FILTERS AND IT WILL SHOW ONLY THE SELECTED DATA. THIS DATA IS THE PREDETERMINED ONE.

- **Time/Date:** It shows the timeline chosen.

- **Timeline:** **Button** to choose a timeline from a **dropdown list** (month, annual, week, day).
- **New Tickets:** It shows the number of new tickets (pending to open) and the total of received Tickets.
  - **Button** when it clicks redirect to Tickets page inbox.
- **Accepted invitations:** It shows the number of accepted invitations (pending to open) and the total of sent invitations.
  - **Button** when it clicks redirect to invitations page.
- **Pending questionnaires:** It shows the number of new pending to check Questionnaires and the total of existing Questionnaires.
  - **Button** when it clicks redirect to Questionnaire page.

- **Invitations time out:** It shows the number of time out invitations (without accepted by supplier) and the total of sent invitations.
  - **Button** when it clicks redirect to invitations page.
- **Invitations expired:** It shows the number of expired invitations and the total of invitations sent.
  - **Button** when it clicks redirect to invitations page.

- **Next events:** It shows a list with the next 5 events with the name, date and time of the event. *The information is collected from the client's calendar.*
  - **Button** when it clicks redirect to Calendar page.

- **Accepted VS Invited:** It shows a list with the number of accepted invitations with the date of the acceptance and the % of acceptance invitation occurred during the period chosen. *The information is collected from the client's invitations.*
  - **Button** when it clicks redirect to accepted Invitations page.

- **Suppliers: total VS new: s**tatistics graphics with all the suppliers and the new ones from each month or from the date selected on the filter. *The information is collected from the client's suppliers.*
  - **Button** when it clicks redirect to suppliers page.

- **Questionnaire: total VS new:** statistics graphics with all the questionnaires and the new ones from each month or from the date selected on the filter. *The information is collected from the client's questionnaires.*
  - **Button** when it clicks redirect to questionnaire page.

- **Questionnaire: total VS new:** statistics graphics with all the questionnaires shown by level and the month or from the time selected on the filter. *The information is collected from the client's level questionnaires.*
  - **Button** when it clicks redirect to questionnaire page.

5.1. Summary date

- **Logo**: it appears the logo upload from the company.
  - **It's a Button** that allways redirects to main page.
- The **main menu** is on the lateral of all the pages.
  - In all the pages, the **7 icons** and **Menu Lines** are always on display.
- **Photo's user profile** uploaded by the user or predetermined photo. *Button that displays more information.*
- **Questionnaire**: it shows the questionnaire selected. *All the information shown on the page is generated to the questionnaire selected.*

- **Time/Date: Button** to choose a timeline from a **dropdown list** (month, annual, week, day).
  - It generates and shows graphics/information in function of the timeline chosen.

6. Questionnaire: Data/Results

- **Logo**: it appears the logo upload from the company.
  - **It's a Button** that always redirects to main page.
- The **main menu** is on the lateral of all the pages.
  - In all the pages, the **7 icons** and **Menu Lines** are always on display.
- **Photo's user profile** uploaded by the user or predetermined photo. *Button that displays more information.*
- **Questionnaire**: it shows the questionnaire selected. *All the information shown on the page is generated to the questionnaire selected.*

1. **Filters:** show the information in function of the filters selected (see 6.1 Filters).→ predetermined (if there is no selected filter) it will appear data from all suppliers and all times, all questionnaires.
   - Questionnaires
   - Questionnaires level
   - supplier
   - date
     - + Button to display a calendar to select date.
2. **Result:** statistics graphic with all the suppliers shown by the filters (simple and/or advanced) selected.
   - ➔ IT WILL SHOW THE DATA FROM THE SELECTED SUPPLIER.
   - ➔ OR IT WILL DO THE AVERAGE FROM ALL THE SUPPLIERS OR THE SELECTED ONES.

   Predetermined will appear:

   2.1. **Graphics** Summary: *data collected from Questionnaires data from client's supplier.*
   - number of Questionnaire done
   - number of pending Questionnaire (to do by supplier).
   - % results Questionnaire.
   - % Questionnaire that not apply

   2.2. Statistics **graphic** with Results: *data collected from the results from Questionnaires done and not done, by the client's supplier.*
   - graphic Questionnaire with comparative results: High/ Appropriate /Low/ Not done.
   - graphic Questionnaire with comparative results: Ideal V.S Real.

   2.3. **List** with latest questionnaires pending to check:
   - **List** with latest Questionnaire pending to check:*data collected from Questionnaire that are not checked by any tecnic or client.*
     - **ID**: it shows the supplier ID. *data collected from the data introduced by the client in the suppliers invitation.*

  - **Supplier**: it shows the suppliers name. *data collected from the data introduced by the client in the suppliers invitation.*
  - **Location:** it shows the supplier's location.*data collected from the data introduced by the supplier in his profile*
    - It shows the number's location (*data collected automatically from the data generated in the supplier profile),*
    - and its name (*data collected from the data introduced by the supplier in his profile).*
  - **Last input date:** it shows the date of the latest input of the supplier. *data collected from the last activity done in the Questionnaire by the supplier*.
  - **New:** it shows the date of the latest input of the supplier. *data collected from the last activity done in the Questionnaire by the supplier*.
  - **Level:** it shows the level of the Questionnaire. *data collected from the last activity done in the Questionnaire by the supplier*.

- **Button view** goes to see the suppliers Questionnaire.
- **Button check** allows to mark the Questionnaire as checked and it disappears from the list.

2.3.1. **Button** to indicate the number of lines

2.3.2. **Button** to select the previous and next pages.

2.4. **Graphic** statistical tracking from the suppliers Questionnaire answers

- Graphic with % Questionnaire correct answers *data collected from Questionnaire questions answered with a yes.*
- Graphic with % Questionnaire with docs attached *data collected from Questionnaire questions with a document attached.*
- Graphic with % Questionnaire with correct docs attached *data collected from Questionnaire questions with a document attached checked by the client and determined as correct.*
- Graphic with % Questionnaire with observations *data collected from Questionnaire questions with observations.*

2.4.1. **Bar graphic** with average of % answers of each question from all the suppliers client.

  - It can be selected what do you want to appear (multiopcional):
    - % Questionnaire correct answers (questions answered as a YES).
    - % Questions with attached docs.
    - % Questions with correct attached docs.
    - % Questions with observations

2.5. List with all Questionnaire done.

- Questionnaire ID.
    - It will appear the designated number.
- Supplier
    - It will appear the name of the supplier.
- Location
    - It will appear the location from the supplier.
- Status *data collected from the Questionnaire*
    - It will appear
        - Sent (Questionnaire is completed and sent). *data collected from the Questionnaire if it is sent by the supplier.*
        - In progress (Questionnaire is not completed and hasn't been sent yet. The supplier has initiated the Questionnaire but just saved, not sent). *data collected from the Questionnaire if the supplier has initiate the Questionnaire but not sent. The supplier has press the button START the Questionnaire.*
        - Not initiated (Questionnaire is not initiated by the supplier).*data collected from the suppliers Questionnaire The supplier hasn't press the button START the Questionnaire..*

- Date of the Questionnaire creation *data collected from latest activity done in the Questionnaire by the supplier.*
- Date of the latest modification *data collected from latest activity done in the Questionnaire by the supplier.*
- Questionnaire level *data collected from suppliers Questionnaire.*
    - *High*
    - *Appropriate*
    - *Low*
    - *Not done*
- If the Questionnaire apply or not apply to the supplier. *data collected from suppliers profile. Client has indicated that Questionnaire doesn't apply to the supplier.*

➔ **Button SHOW** to indicate the number of lines that are shown.
➔ **Button DOWNLOAD** to download data.
➔ **Button VIEW** to go to the suppliers Questionnaire selected.

➢ **Button** to indicate the number of lines
➢ **Button** to select the previous and next pages.

6.1. Questionnaire: Simple Filters

➔ **The search can be done by combining filters.**
➔ **Will appear the selection filters.**
   ◆ **Button Delete filters:** it deletes the filters selected.

- **Filter by Supplier: drop-down button** with a list of suppliers (client's suppliers) and the possibility to choose one (not multioption).
   - +Search bar to search by supplier's name.
- **Filter by Questionnaire: drop-down button** with an option Questionnaire DONE / Questionnaire NOT DONE (it shows the suppliers with or without Questionnaire done).
- **Filter by Questionnaire Level: drop-down button** with a list with a multioption selection from HIGH/ADEQUATE/LOW/NOT APPLY.
- **Filter by Date: Button +** with **drop-down calendar** (in calendar format) with the option to choose a date or range of dates to search.
   - It can be search by register date of the the supplier.
   - It can be search by date of creation of the questionnaire.

6.2. Questionnaire: Advanced Filters

➔ **The search can be done by combining filters.**
➔ **Will appear the selection filters.**
   ◆ **Button Delete filters:** it deletes the filters selected.

- **Filter by Supplier: drop-down button** with a list of suppliers (client's suppliers) and the possibility to choose.
   - +Search bar to search by supplier's name.
- **Filter by Questionnaire: drop-down button** with an **multioption** Questionnaire DONE / Questionnaire NOT DONE (it shows the suppliers with or without Questionnaire done).
- **Filter by Questionnaire Level:** d**rop-down button** with a list with a **multioption** to choose from HIGH/ADEQUATE/LOW/NOT APPLY.
- **Filter by Date: drop-down button** (in calendar format) with the option to choose a date or range of dates to search.
- **Filter by Country:** drop-down button with the **multioption** to choose a suppliers in specific country/ies to search.
   - +Search bar to search by countries.
- **Filter by City:** drop-down button with the **multioption** to choose a suppliers in specific city/ies to search.
   - +Search bar to search by cities.
- **Filter by Location type:** drop-down button with the **multioption** to choose a type of suppliers to search.
- **Filter by Location size:** drop-down button with the **multioption** to choose a size of suppliers to search.
   - All

- Big (employ more than 250 persons and which have an annual turnover exceeding EUR 50 million, and/or an annual balance sheet total exceeding EUR 43 million).
- Medium (employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million).
- Small (employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 10 million).
- Micro (employs fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 2 million.).

- **Filter by Location Maturity:** drop-down button with the option to choose a **multioption** maturity of suppliers to search.
  - All
  - Maturity level: drop down list with 1 option.
  - High (with big experience, international, recognized trajectory, etc.)
  - Medium (with experience).
  - Low (Startup or without too much experience).
- **Filter by Location category:** drop-down button with the option to choose a **multioption** location of suppliers to search.
  - All
  - Information
  - Material
  - Systems
- **Filter by security department:** drop-down button with **multioption** to choose if it have a security department to search.
  - All
  - Yes.
  - No.

7. Suppliers

- **Logo**: it appears the logo upload from the company.
  - **It's a Button** that always redirects to main page.
- The **main menu** is on the lateral of all the pages.
  - In all the pages, the **7 icons** and **Menu Lines** are always on display.
- **Photo's user profile** uploaded by the user or predetermined photo. *Button that displays more information.*
- **Questionnaire**: it shows the questionnaire selected. *All the information shown on the page is generated to the questionnaire selected.*

- **Filters:** show the information in function of the filters selected (see 6.1 Filters). → predetermined (if there is no selected filter) it will appear data from all suppliers and all times, all questionnaires.
  - Questionnaires
  - Questionnaires level
  - supplier

  - date
    - + Button to display a calendar to select date.

- **Graphic 1 Numerical:** Number of suppliers, number of locations and number of pending invitations.
  - **Button new supplier**: it redirects to the invitations management page.
- **Graphic 2. Invitations Status:** graphic with % from status of suppliers invitations → sign up, pendings and expired.
- **Graphic 3. Company size:** Type of company related with % wich have Security Dep and % have done questionnaires.
- **Graphic 4. Company categories: %** Category of locations companies (information/material/systems) from all suppliers (each category have its bloc and the % will be represented by linear graphic) and % of subcategories that have each category (represented inside of the category bloc will be represented by columns).
- **Graphic 5. List suppliers:** list of suppliers
  - **+ New supplier: Button** it redirects to the invitations management page.
  - **Delete Button** → it deletes the supplier and it is moved to a list with the deleted suppliers.
    - It will appear a notification: *This supplier will be removed with all the information related to it and this supplier will no longer be able to access the platform. Are you sure you want to delete the supplier?*
    - Each supplier deleted won't be able to access to the platform.
  - **View button:** goes to the supplier profile with the preselected location. (see 8. Supplier's information).
  - Data:
    - ID
    - Supplier
    - Location
    - Email
    - Sig up date
    - Company location size =Big , Medium, Small, Micro.
    - Company location category= information/material/systems
    - Questionnarie level= high, adequate, low, not apply.
    - Sec. Department = yes/no
- **Graphic 6. List pending suppliers:** list of suppliers pending to accept the invitation.
  - **Delete: button** it deletes the supplier and it is moved to a list with the deleted suppliers.
    - It will appear a notification: *This supplier will be removed with all the information related to it and this supplier will no longer be able to access the platform. Are you sure you want to delete the supplier?*
    - Each supplier deleted won't be able to access to the platform.
  - **Resend: button** that redirects to the supplier profile.
- **List deleted suppliers:** list with deleted suppliers with: date and time deleted, user who deleted.
  - **Invite again: Button** it redirects to the invitations management page so it can be sent another invitation to the supplier.

- **Graphic 7. Company categories:** Category of companies (information/material/systems) from all suppliers (each category have its bloc and the % will be represented by linear graphic) and % of subcategories that have each category (represented inside of the category bloc represented by columns).

7.1. Filters

See filters 6.1 Filters and 6.2 Advanced filters.

8. Supplier information

- **Button selection supplier:** drop-down button with a list with all the suppliers and a search bar. *It is not multioptional, it can only select 1 supplier each time.*
- **Supplier:** it is shown the name of the supplier, ID and CIF.
- **Locations:** it is shown a list of locations registered to this supplier.
  - location (number assigned automatically based on the order of registration and name assigned by the client-admin), .
  - Responsible's name
  - mail,
  - date questionnaire done
  - level Questionnaire
  - Apply or not.
  - **+Button Check**→ while it is not check, the Questionnaire is pending. It is not longer pending if it is checked.
  - **More info button:** down the location list displays the rest of the information of the supplier profile.

- **Button to check if the questionnaire Apply or Not Apply to this supplier.**
- **Location button:** informs the location selected.
  - dropdown button to select between the existent locations from the supplier.
  - it shows the information in function of the location selected.
    - If the selected location is ALL, it will show the average from all locations and it will only show the *Graphic 1. Questionnaire Level and Graphic 2. Comparative expected and real.*

- **Graphic 1. Questionnaire Level:** graphic with the % of questions answered, attached docs, observations of the total Questionnaire's questions.
  - If the Questionnaire is sent will appear the qualification level.
  - If the Questionnaire isn't sent will appear "Pending" and a reminder to complete it and send it.

- **Graphic 2:** graphic with a comparative of the qualification level expected and the real.

- **Table list 3. Questions:** list with all the questions from the location selected.

- Text of the question.
- Answer from the supplier (YES/NO).
- PDF attached. (if there is a pdf it can be seen and open).
    - PDF correct (YES/NO) by a “Tick”/”X”
        - **Buttons** to click if is correct or not.
- Observations: it appears the observations done by the supplier.
- Observations and PDF attached by the client (button file/observation).
    - down, it indicates the data generated:
        - User
        - date and time
        - observation
            - **+ Button delete:** it deletes all, the file and observations.
        - **+ Button correct/incorrect:** client/tecnic has to indicate if the file is correct or incorrect (data will appear on the statistical graphics).

➔ **Button** to indicate the number of lines
➔ **Button** to select the previous and next pages.
➔ **Download:** Download the information.

- **Table 4. Other files:** it can create folders and upload documents.
    - **Button Add:** it shows 2 **buttons** to add new file or folder.
        - *The documents must be able to be uploaded by selecting the folders and documents from the computer and dragging them to the platform and being able to upload more than one at a time.*
    - **List folders and files.**
        - **+Button More info folder:** it shows 2 buttons
            - **Button** to **delete** the document/folder.
            - **Button** to **edit** the folder.
        - **+Button download all folder**
        - **Button See more folder:** it displays the list of files inside the folder. It will appear files:
            - user upload the file.
            - date and time of the upload
            - Doc name
            - observations
            - **Button download** file
            - **Button delete** file

➔ **Button** to indicate the number of lines
➔ **Button** to select the previous and next pages.
➔ **Download:** Download the information.

- **Observations**
    - The client can add observations and it automatically indicate the client-user, date and time and text.
        - **Button send**→ it sends the observation.

    - The supplier can not add observations, only can see the observations made for the client (if the client has configured the permission).
    - With a new observations it will send automatically a notification to the supplier by ticket.

➔ **Button** to indicate the number of lines
➔ **Button** to select the previous and next pages.
➔ **Download:** Download the information.

- **+Button Check**→ while it is not check, the Questionnaire is pending. It is not longer pending if it is checked.
- **+Button send ticket:** it will redirect to the ticket system with the data from the location with the mail.

8.1. Supplier: Open info, filters location and options (questions and other files)

- **Locations-More info button:** down the location list displays the rest of the information of the supplier profile.
    - Location's name
    - Responsable name
    - email
    - Nº Questionnaire
    - Questionnaire level
    - Apply
    - Questionnaire date
    - Sign up date
    - Country
    - Adress
    - Post Code
    - City
    - Phone
    - Company sector
    - Company type
    - Maturity level

        - Security department

    - **Button Check→** while it is not check, the Questionnaire is pending. It is not longer pending if it is checked.
    - **Less info button:** it hides the information of the supplier profile.

- **Location button:** informs the location selected.
    - dropdown button to select between the existent locations from the supplier.
    - it shows the information in function of the location selected.
        - If the selected location is ALL, it will show the average from all locations and it will only show the *Graphic 1. Questionnaire Level and Graphic 2. Comparative expected and real.*

8.2. Supplier info: Questions: Add new folder/file and edit folder

- **Button Add file:**
    - **Button to upload a file:**
        - *The documents must be able to be uploaded by selecting the folders and documents from the computer and dragging them to the platform and being able to upload more than one at a time.*
    - **Field file attached:** it can be named.
        - **Button delete.**
            - *It shows a notification asking if you are sure to delete this file.*
    - **Field observations:** text field.
    - **Button Cancel:** returns and don't save the information.
    - **Button Save:** returns and save the information.

- **Button Add Observation:**
    - **Field observations:** text field.
    - **Button Cancel:** returns and don't save the information.
    - **Button Save:** returns and save the information.

8.3. Supplier info: Other files: Add new folder/file and edit folder

- **Button Add new folder:**
    - **Field observations:** text field.
    - **Button Cancel:** returns and don't save the folder.
    - **Button Save:** returns and save the folder.

- **Button Add file:**
    - **Button to upload a file:**
        - *The documents must be able to be uploaded by selecting the documents from the computer and dragging them to the platform and being able to upload more than one at a time.*
    - **Field file attached:** it can be named.

        - **Button delete.**
            - *It shows a notification asking if you are sure to delete this file.*
    - **Button choose folder:** drop down button to choose between the folders.
    - **Field observations:** text field.
    - **Button Cancel:** returns and don't save the information.
    - **Button Save:** returns and save the information.

- **Button edit folder:**
    - **Field observations:** text field.
    - **Button Cancel:** returns and don't save the changes.
    - **Button Save:** returns and save the changes.

9. Messages

- **Logo**: it appears the logo upload from the company.
    - **It's a Button** that always redirects to main page.
- The **main menu** is on the lateral of all the pages.
    - In all the pages, the **7 icons** and **Menu Lines** are always on display.
- **Photo's user profile** uploaded by the user or predetermined photo. *Button that displays more information.*
- **Questionnaire**: it shows the questionnaire selected. *All the information shown on the tickets is related to the questionnaire selected.*

- **Predetermined, when it enters to messages it appears tickets inbox.**
- **In all the messages pages(tickets, invitations and Questionnaires appears the menu on the left).**
    - **Button Tickets** → opens a drop down list:
        - **Button Inbox**→ opens the inbox ticket page.
        - **Button Sent**→ opens the sent ticket page.

    - **Button Invitations** → opens a drop down list:
        - **Button Sent**→ opens the sent invitations page.
        - **Button Expired**→ opens the expired invitations page.

    - **Button Questionnaires**

- **When a supplier sends a ticket, the Client receives an email.**

9.1. Messages: Tickets Inbox

- **Graphics**
    - **% status income:** tickets open and % closed
    - **% differents type income tickets:** Support/Verification requirement / Questionnaire

  - **Average time response suppliers:** average time response from supplier, in format time 00:00:00.

- **Search bar:** searching words into the tickets page
- **Button assigned to me:** it shows only the tickets assigned to the user.
- **Button new ticket:** it redirects to the creation ticket page.
- **Inbox:** it shows the number of tickets from the inbox and the tickets unread.
- **Ticket information→ when it clicks, it opens the ticket.** (See 9.3 Messages: Read ticket)
  - **Date**
  - **(from) Supplier's name**
  - **Location**
  - **Type:** type of ticket indicated in the creation of the ticket. (see 9.7. Messages: New ticket).
    - **Support**
    - **Questionnaire**
    - **Verification requirement**
  - **Subject**
  - **Text:** initial of the text.
  - **User designed:** name of the user
  - **Attached document:** indicates if there is an attached document.
  - **Status:** open/close

➔ **Exists one type of ticket which is created and send it automatically to the client every time a supplier creates a new location.**
  1) **The supplier creates a location with all the data required.**
  2) **A ticket is automatically sent to the client-admin.**
  3) **The ticket has to be verified by the client so the supplier can create the location.**
  4) **The location created by the supplier is activate on his profile.**

9.2. Messages: Tickets Sent

- **Graphics**
  - **% status income:** tickets open and % closed
  - **% differents type income tickets:** Support/Verification requirement / Questionnaire
  - **Average time response suppliers:** average time response from Client, in format time 00:00:00.

- **Search bar:** searching words into the tickets page
- **Button assigned to me:** it shows only the tickets assigned to the user.
- **Button new ticket:** it redirects to the creation ticket page.
- **Sent:** it shows the number of tickets sent.

- **Ticket information→ when it <u>clicks</u>, it opens the ticket.** (See 9.3 Messages: Read ticket)
    - **Date**
    - **(to) Supplier's name**
    - **(from) Client user**
    - **Location**
    - **Type:** type of ticket indicated in the creation of the ticket.(see 9.7. Messages: New ticket).
        - **Support**
        - **Questionnaire**
        - **Verification requirement**
    - **Subject**
    - **Text:** initial of the text.
    - **User designed:** name of the user
        - clicking the profile it will show the name, user mail and remove button.
    - **Attached document:** indicates if there is an attached document.
    - **Status:** open/close

9.3. Messages: Read ticket

- **<u>Button</u> Back:** it returns to the previous page (tickets inbox or sent).
- **Send and receive user**
    - Indicates the Supplier profile with the location.
    - Indicates the Client-username.
- **Date:** it indicates the date of the reception/sent.
- **Assigned to:** indicates the user assigned to the ticket.
- **<u>Button</u> Replay:** it redirects to reply ticket page (9.6. Messages: Reply ticket).
- **<u>Button</u> Close ticket:** it closes the ticket.
    - If the ticket is already closed the button is disabled, appears in grey.

9.4. Messages: Assign user in ticket

- **Assigned to:** indicates the users assigned to the ticket.
    - **<u>Button</u> assign:** it displays:
        - a search bar to search user's available to assign the ticket.
        - appears some user's available to assign the ticket.
            - the users appear with his profile photo, user name and email.
        - when a user is selected will appear down the list of users (field to X user).
        - Text field so the user can write something that will receive the assigned user with the assignment ticket.

        - **<u>Button</u> assign:** it sends the assignment to the user selected in ticket format.
        - **<u>Button</u> cancel:** doesn't send the assignment and returns to the previous page..

- **Button assign:** it can assign more than one user:
  - It will appear the users profiles assigned.

9.5. Messages:Remove user assigned in ticket

- **Button profile user assigned:** clicking the profile it will show
  - Users name
  - Users mail
  - Remove assigned: **button** that removes the assignment done to the users.
    - It can only be done by the user that has done the assignment.
    - It shows a notification asking if you are sure you want to remove the assigned user.

9.6. Messages: Reply ticket

- **Down the ticket it appears the reply box.**
  - Indicates the profile photo from the client.
  - Indicates automatically the supplier's name and location that you are replying.
  - **Text field:** it can write a text.
  - **Field attached file:** it see if there is attached files.
    - **Button to delete attach file:** it can delete attach files.
      - It shows a notification asking if you are sure you want to remove the file.
  - **Button to attach file:** it can attach files.
  - **Button send:** it sends the ticket.
  - **Button Cancel:** it doesn't send the ticket and return to previous page.
    - All the information introduced without sending, will be deleted.
    - It shows a notification asking if you are sure you want to cancel the ticket. The information won't be saved.

9.7. Messages: New ticket

- Indicates the profile photo from the client.
- **Supplier-location field: search bar** that drops down a list of suppliers and its locations to select one.
- **Type field:** drops down the 3 types of tickets (Support, Questionnaire, Verification requirement) to select.
- **Subject field:** it can write a text.
- **Text field:** it can write a text.
- **Field attached file:** it see if there is attached files.
  - **Button to delete attach file:** it can delete attach files.
    - It shows a notification asking if you are sure you want to remove the file.
- **Button to attach file:** it can attach files.
- **Button send:** it sends the ticket.

- <u>Button</u> **Cancel:** it doesn't send the ticket and return to previous page.
  - All the information introduced without sending, will be deleted.
  - It shows a notification asking if you are sure you want to cancel the ticket. The information won't be saved.

9.8. Messages: Invitations Sent

- **Graphic Status:** % of Accepted invitations and % at 1st time, 2nd time, 3rd time.
- **Search bar:** searching words into the invitations page
- **Sent:** it shows the number of invitations sent.
- <u>Button</u> **Resend all selected:** it sends an invitation to the suppliers selected (by the selection invitation box).
  - it will clasificate the invitations by 1st time, 2nd time, 3rd time.
- <u>Button</u> **Send a time out deadline:** it sends a time out deadline invitation to the suppliers selected.
- <u>Button</u> **new invitation:** it redirects to *New invitation* page (9.13. Messages:New invitation).
- **List of invitations sent:**
  - <u>Button</u> **selection invitation box:** it selects invitations.
  - **Invitation information→ when it <u>clicks</u>, it opens the invitation.** (See 9.9. Messages: Read invitation)
  - **Date:** date invitation has sent.
  - **Supplier's name**
  - **Location**
  - **Status:**
    - **Accepted:** if the invitation has been accepted by the supplier
      - the supplier has accepted the invitation if he has access to the platform and registered.
    - **1st time:** if the invitation has sent to the supplier 1 times.
    - **2nd time:** if the invitation has resent to the supplier 2 times.
    - **3rd time:** if the invitation has resent to the supplier 3 times.

  - **Deadline:** indicates the date of the invitation Time out deadline has sent.
  - **Date accepted:** date the supplier has accept the invitation.

9.9. Messages: Read invitation

- <u>Button</u> **Back:** it returns to the previous page (invitation expired or sent).
- **Send and receive user**
  - Indicates the Supplier profile with the location.
  - Indicates the Client-user profile.
- **Date:** it indicates the date of the invitation.
- **Subject:** it indicates the subject of the invitation.
- **Text field:** it can write an edit the predetermined text.
  - It will be predetermined a text in function if the invitation is classificated as 1, 2 or 3 times.
- **Resend**: it classificates the invitation to the supplier (autoclassificated as 2 or 3 times).

- **<u>Button </u>resend**: it resends the invitation to the supplier (autoclassificated as 2 or 3 times).

9.10. Messages: Re-send invitation

- **Send and receive user**
  - Indicates the Supplier profile with the location.
  - Indicates the Client-user profile.
- **Text field:** it can write an edit the predetermined text.
  - It will be predetermined a text in function if the invitation is classificated as 1, 2 or 3 times.
- **Button send:** it sends the invitation.
- **Button Cancel:** it doesn't send the invitation and return to previous page.
  - All the information introduced without sending, will be deleted.
  - It shows a notification asking if you are sure you want to cancel the ticket. The information won't be saved.

9.11. Messages: Expired invitations

- **Graphic expired invitations:** % of expired invitations and total invitations.
- **Search bar:** searching words into the invitations page
- **Button invite again all selected:** it sends again a new invitation to the suppliers selected (by the **button** selection invitation **box**).
  - *it will clasificate the invitations as 1st time, like a new invitation.*
- **Button new invitation:** it redirects to *New invitation* page (9.13. Messages:New invitation).
  - If there is a suppliers selection will be automatically appear as destinatary in the new ticket.
- **Expired:** indicates the number of expired invitations.
- **List of expired invitations:** list with invitations that have been expired. It means the supplier has not been registered but received already the maximum 3 invitations (1rst time without response, 2n time without response and time out expired without response). → *the invitation has been expired and the supplier can't access to the platform. It needs another invitation to register.*
  - **Button selection invitation box:** it selects invitations.
  - **Invitation information→ when it clicks, it opens the invitation.** (See 9.12. Messages: Read invitation)
  - **Date:** date invitation has sent.
  - **Supplier's name**
  - **Location**
  - **Status:**
    - **Date of the 1st time invitation:** if the invitation has sent to the supplier 1 times.
    - **Date of the 2n time invitation:** if the invitation has resent to the supplier 2 times.
    - **Date of the 3rd time invitation:** if the invitation has resent to the supplier 3 times.

9.12. Messages: Read invitation expired

- **Button Back:** it returns to the previous page (Invitations expired or sent).
- **Invitation information → message string invitations sent**
  - **Date:** it indicates the date of the invitation reception/sent.
  - Send and receive user: *it can only be viewed but not edited.*
    - Indicates the Supplier profile with the location.
    - Indicates the Client-user name.
  - Subject*: it can only be viewed but not edited.*
  - Text sent: *it can only be viewed but not edited.*
- **Button Invite again:** it redirects to reply ticket page (9.13. Messages: New invitation).

9.13. Messages: New invitation

- Indicates the profile photo from the client.
- **Supplier email field:** text field to insert the mail of the Supplier (will be the Supplier-Admin).
  - the email will be use to create new users.
  - there won't exists more than one user with the same mail.
- **Supplier ID field:** text field to insert the ID of the Supplier.
  - This field is not required to proceed.
    - If the Client doesn't have any internal supplier ID, an ID is automatically assigned based on the registration ordered.
  - Even if the Client has an internal supplier ID, an ID is automatically assigned but it only will be able to see it the TECNIC-ADMIN.
- **Supplier-name field:** text field to insert the name of the supplier specifying the location if it have more than one.
- **Supplier CIF field:** text field to insert the CIF of the Supplier.
- **Subject field:** it will be a predetermined text.
- **Text field:** Client can write a text.
- **Button send:** it sends the invitation to the email indicated.
- **Button Cancel:** it doesn't send the invitation and return to previous page.
  - All the information introduced without sending, will be deleted.
  - It shows a notification asking if you are sure you want to cancel the invitation. The information won't be saved.

➔ **FIELDS RELATED: Supplier email + Supplier ID + Supplier-name + Supplier CIF**
  - **IF THE CLIENT INSERTS A SUPPLIER EMAIL OR ID OR NAME OR CIF ALREADY REGISTERED AUTOMATICALLY, THE PLATFORM WILL INFORM THAT THE SUPPLIER IS ALREADY REGISTERED AND WILL SHOW THE SUPPLIER'S PROFILE ON THE FIELD.**
    - **THE PLATFORM WILL ASK TO THE CLIENT IF HE WANTS TO CREATE ANOTHER LOCATION TO SAME SUPPLIER OR IF HE WANTS TO CREATE ANOTHER SUPPLIER.**

- A) IF HE WANTS TO CREATE ANOTHER LOCATION IT WILL SEND THE INVITATION TO THE SAME EMAIL SO THE SUPPLIER-ADMIN CAN DO ANOTHER QUESTIONNAIRE TO THE NEW LOCATION CREATED.

- B) IF HE WANTS TO CREATE ANOTHER SUPPLIER IT WILL SEND THE INVITATION TO THE NEW EMAIL AND IT WILL CREATE A NEW USER (SUPPLIER-ADMIN).
    - IN THIS CASE, IT WILL EXIST DIFFERENTS SUPPLIERS-ADMIN TO DIFFERENT LOCATIONS BUT WITH THE SAME CIF AND NAME BUT WITH DIFFERENT EMAIL (SUPPLIER-ADMIN).

9.14. Messages: Questionnaire reminder

- **Graphic Status:** % Suppliers without Questionnaire done and total of the Questionnaires sent.
- **Search bar:** searching words into the reminder page
- **Questionnaire reminders:** it shows the number of reminders sent.
- **Button Resend all selected:** it resends a reminder to the suppliers selected (by the selection invitation box).
    - it will clasificate the reminders by “REMINDER”, “REMINDER-2” AND “TIME OUT DEADLINE REMINDER”.
- **Button Send a time out deadline:** it sends a time out deadline invitation to the suppliers selected.
- **Button new reminder:** it redirects to *New reminder* page (9.16. Messages:New reminder).
- **List of reminders sent:**
    - **It indicates the number of reminders sent**
    - **Button selection invitation box:** it selects invitations.
    - **Reminder information→ when it clicks, it opens the reminder.** (See 9.15. Messages: Read reminder)
    - **Date:** date reminder has sent.
    - **Supplier’s name**
    - **Location**
    - **Status:**
        - **Date questionnaire:** if the supplier has done the questionnaire it appears the the date that has been done.
        - **Deadline:** indicates the date of the invitation Time out deadline has sent.
- **List of new suppliers (invitations sent have been accepted and the supplier has registered to the platform but has not done the questionnaire):**
    - **It indicates the number of new suppliers**
    - **Button selection invitation box:** it selects invitations.
    - **Reminder information→ when it clicks, it opens the reminder.** (See 9.15. Messages: Read reminder)

- **Supplier's name**
- **Location**
- **Date:** date supplier has registered.

- **Button Send to all:** it resends a reminder to the suppliers selected (by the selection invitation box).
- **Button Send:** it sends a reminder to the supplier.

9.15. Messages: read Questionnaire reminder.

- **Button Back:** it returns to the previous page (Questionnaires reminders).
- **Send and receive user**
  - Indicates the Supplier profile with the location.
  - Indicates the Client-user profile.
- **Date:** it indicates the date of the reminder.
- **Subject:** it indicates the subject of the reminder.
- **Text field:** it can write and edit the predetermined text.
  - It will be predetermined a text in function if the reminder is classificated as 1, 2 or 3 times.
- **Resend**: it clasificates the invitation to the supplier (autoclassificated as 2 or 3 times).
- **Button resend**: it resends the invitation to the supplier (autoclassificated as 2 or 3 times).

9.16. Messages: New Questionnaire reminder

- Indicates the profile photo from the client.
- **Supplier-location:** it appears the supplier name and location.
- **Text field:** there is a predetermined text. It can edit the text.
- **Button send:** it sends the ticket.
- **Button Cancel:** it doesn't send the ticket and return to previous page.
  - All the information introduced without sending, will be deleted.
  - It shows a notification asking if you are sure you want to cancel the ticket. The information won't be saved.

10. Agenda

- **Calendar:** by month
  - **Button** to change month.
  - **Button** to select one day.
    - it opens the information and events of the selected day.
- **Button New event:** to create an event. *See 10.1 New event.*
- **Type of events: each type have its colour.**
  - **Tickets**
    - Ticket almost expired + Ticket expired
      - automatically

- **Invitations**
  - Invitation time out + Invitation expired
    - automatically
- **Questionnaire reminder**
  - automatically
- **My events**
  - personalized by the client.

- **Calendar -day-**
  - Event title (personalized or automatically predetermined type event)
  - Text (personalized or automatically predetermined type event)
- **Next events**
  - date
  - event type
  - time.

10.1. Agenda: New event

- **Button** to determine the initial date.
- **Button** to determine the finish date.
- **Button** to determine the initial time.
- **Button** to determine the finish time.
- **Button** to determine the duration of the event as all day.
- **Field event title:** field text.
- **Field text:** field text.
- **Button save:** it save and creates the event.
- **Button Cancel:** it doesn't save the event and return to previous page.
  - All the information introduced without saving, will be deleted.
  - It shows a notification asking if you are sure you want to cancel the event. The information won't be saved.

10.2. Agenda: View my event

- **Event: Button** to view the event.
- **Shows Event date and time.**
- **Shows Event title**
- **Shows Event text**
- **Button done:** it save and returns to previous page-
  - **Button remind me tomorrow:** it repeats the event tomorrow.
- **Button edit:** it edits the event (*see 10.3 Agenda: Edit my event*).
- **Button Delete:** it deletes the event.
  - It shows a notification asking if you are sure you want to delete the event.

10.3. Agenda: Edit my event

- Button to determine the initial date.
- Button to determine the finish date.
- Button to determine the initial time.
- Button to determine the finish time.
- Button to determine the duration of the event as all day or not.
- **Field event title:** field text. Text can be edited.
- **Field text:** field text.Text can be edited.
- **Button save:** it saves changes and save the event.
- **Button Cancel:** it doesn't save the event and return to previous page.
    - All the information introduced without saving, will be deleted.
    - It shows a notification asking if you are sure you want to cancel the changes. The changes won't be saved.

10.4. Agenda: View events: Ticket, Invitations and Questionnaire reminder

- **Look at:** Button to view the event.
- **Shows Event date and time.**
- **Shows Event title**
- **Shows Event text**
- **Button done:** it save and returns to previous page-
    - **Button remind me tomorrow:** shows if the event repeats tomorrow.

11. View questionnaire

- **It shows the clients created questionnaire.**
- **It shows if the questionnaire is active.**
- **Each question has its +/- button.**
    - displays the information related to the question: reference, objective and requirements.
    - hides the information related to the question: reference, objective and requirements.
- **Activate/disable:** button activates or disables the questionnaire.
    - activate
    - disable
- **Button delete:** it deletes the questionnaire.
    - It shows a notification asking if you are sure you want to delete the questionnaire.

11.1. Activate, Disable or Delete questionnaire

- **Are you sure you want to activate the questionnaire? If you activate the questionnaire, you won't be able to edit it.**
    - **<u>Button</u> cancel:** it doesn't activate the questionnaire and returns to previous page (view questionnaire).
    - **<u>Button</u> activate:** it does activate the questionnaire and returns to previous page (view questionnaire).

- **Are you sure you want to disable the questionnaire? If you disable the questionnaire, suppliers won't view it on his profile and you will not be able to edit it but will keep the data generated.**
    - **<u>Button</u> cancel:** it doesn't disable the questionnaire and returns to previous page (view questionnaire).
    - **<u>Button</u> disable:** it does disable the questionnaire and returns to previous page (view questionnaire).

- **Are you sure you want to delete the questionnaire? If you delete the questionnaire, it will be deleted from your profile and suppliers and you will lose all the data generated.**
    - **<u>Button</u> cancel:** it doesn't delete the questionnaire and returns to previous page (view questionnaire).
    - **<u>Button</u> activate:** it does delete the questionnaire and all data and returns to previous page (view questionnaire).

11.2. Create a new questionnaire: First step

- **<u>Button</u> Questionnaire:** it duplicates the information from the selected questionnaire to and creates a new one with the same data.
- **<u>Button</u> create a questionnaire from scratch:** it creates a new questionnaire FROM 0 and create questions, order, value...

12. Questionnaire Settings

<u>SETTINGS MY Questionnaire</u>

- Client has to indicate what data the suppliers will view.
- Option to choose yes/no to each data.
- On one side of the page it will preview the data that will see the supplier and it will change in function of the data chosen.

Data to choose:

- **Option 1. Questionnaire Status** → the supplier can view YES/NO. → it it indicates NO, all the suboptions will appear in grey. → **Button to activate or deactivate option.**
    - **Not apply**→ the supplier can view if apply Questionnaire YES/NO. → **Button to activate or deactivate option.**
    - **% Status**→ the supplier can view YES/NO.→ **Button to activate or deactivate option.**
        - +Information explication about the status.
    - **Level**→ the supplier can view YES/NO.→ **Button to activate or deactivate option.**
        - +Information explication about the level.

- **Option 2. Questionnaire Results**.→ the supplier can view YES/NO.→ **Button to activate or deactivate option.**

- **Option 3. Questions** → the supplier can view YES/NO.. → it it indicates NO, all the suboptions will appear in grey.→ **Button to activate or deactivate option.**
    - **Answer**→ the supplier can view YES/NO.→ **Button to activate or deactivate option.**
    - **Doc attached**→ the supplier can view YES/NO + can download YES/NO.→ **Button to activate or deactivate option.**

- **Option 4. Other files**. → it it indicates NO, all the suboptions will appear in grey.
    - **Folders**→ **Button to activate or deactivate option.**
        - → the supplier can view YES/NO.→ **Button to activate or deactivate option.**
        - → the supplier can edit YES/NO.→ **Button to activate or deactivate option.**
        - → the supplier can download YES/NO.→ **Button to activate or deactivate option.**
        - → the supplier can add YES/NO.→ **Button to activate or deactivate option.**

    - **Files**
        - → the supplier can view YES/NO.→ **Button to activate or deactivate option.**
        - → the supplier can edit YES/NO.→ **Button to activate or deactivate option.**
        - → the supplier can download YES/NO.→ **Button to activate or deactivate option.**
        - → the supplier can add YES/NO.→ **Button to activate or deactivate option.**

- **Option 5. Observations**. → the supplier can view YES/NO.→ **Button to activate or deactivate option.**

- **Button** to save the settings.
- **Button** to cancel the changes and return to home page.