



Beedo

User's guide for dummies

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About Beedo

History of Beedo

The Beedo process has been developed since 1996. Rimantas Jankevičius, author of the idea, regularly carries out efficiency studies at all companies where he works. **Beedo** is a practical tool, largely built on the experience accumulated at Verozona.

15 years of research have revealed the effect of efforts, focus and creativeness on the efficiency of a man. The research was followed by attempts to apply different approaches to allow every man to build several times greater efficiency skills that he or she has. At first, Rimantas Jankevičius tried everything on himself. Only later he applied his knowledge and experience in the teams he worked with.

Beedo skills for life

The Beedo process is built so that the skills acquired serve you the whole life. A good shooter shoots only when he takes a good aim. The same applies to the Beedo process: if you have completed the training of the Beedo process, you will perform your tasks after careful planning and constantly learning from every step. This results in high quality and long-term value effect. Similarly, a manager who completes the Beedo process knows his/her employees, their strengths and weaknesses, and is able to quickly respond to the changing situation. The manager can have a long-term vision and at the same time be able to adjust team actions according to the situation.

Key definitions

Tasks are all works to be performed. If you think that a certain activity requires some time, you should create a new task. Tasks should be as detailed as possible so that you could estimate the duration and foresee all the necessary steps to achieve the target. One task can consist of several smaller tasks.

Tree is a list of tasks you create. All tasks in the tree can be arranged by date, title, number, status and priority in the increasing or decreasing order. If you have over 100 entries in the tree, its copying or moving to a different location will be limited. The maximum number of entries in one tree branch is 300.

Tree planner is an expandable tab where you can put all your tasks and arrange them by days. It is very convenient when planning procedures. To unfold this planner, open tab "Project" and click the arrow on the right side of the window:



Project is your activity, a separate area, a smaller part.

Plans. Plans can be understood as daily targets. Plans are submitted when tasks for the whole working day are created. When submitting your plans, you should indicate up to 3 most important tasks of the day.

One of the key functions of the plans module is the ability to monitor your work efficiency. A plans table contains targets of the day, the estimated and actual duration of the work, the plan implementation in per cents. On the top of the table you can see all data of the week. In this way you can see the share of work you have done and how long it took you to do it.

Activity. To start working with Bedoo, create one or several activities in your personal space. Activity defines the common area of tasks (e.g. growing tomatoes, car service works). Once you have created an activity, you can grant the following rights to any other Beedo user:

- see the activity – the person can see and edit the main information, but does not have the right to manage activity users;
- manage users – the person, same as you, is a full activity administrator.


Activity report is a table which contains a list of all the tasks you have performed. By default, the activity report of the current day is shown. The report contains tasks which have been completed and tasks on which you have worked that day. The table clearly shows how much time you have allocated to a certain task and how long it actually took you to perform that task.






Tasks








First time connected to BeeDo you'll see your tasks list of current day.

TASKS

 Filters ▾ VG design ▾ William Grey ▾ Date ▾

2012-07-23 to 2012-07-23. 30 Week Planned: 0/0h Worked: 0h Done: 1/0h Left: 2/1h  Group List 

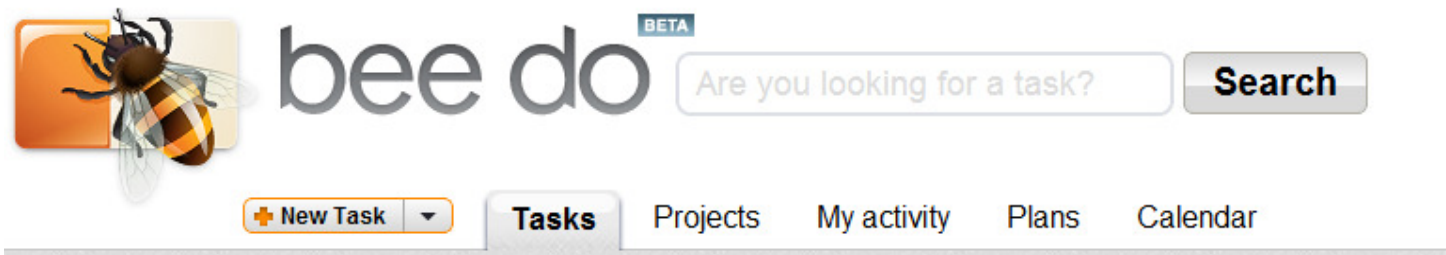
Monday 2012-07-23 Planned: 0/0h Worked: 0h Done: 1/0h Left: 2/1h Plan status: Unconfirm. 

Start Time ▾	Date	Task ID	Desc	Project	Priority	Left	Worked this week	Actions
08:00	2012-07-23	71	Day Plan william@vero.it 2012-07-23 W30	Plans	↓	1.00	0.00	  
09:00	2012-07-23	51	Plan your first day	Notes		0.00	0.00	  
Total						1	0	



How to get to the list of tasks?

Each time you connect to Beedo your first view is your tasklist. Also, you can come back to the list by clicking „Tasks“ in the main menu.



My tasks are highlighted in different colors. What does it mean?

Task color shows you the priority of the task. High priority tasks are highlighted in light red and that means you must to do this task ASAP. „As planned“ or „Not urgent“ priority tasks are shown in white background.

Start Time	Date	Task ID	Desc	Project	Priority	Left	Worked this week	Actions
08:00	2012-07-23	71	Day Plan raguolisvero@yahoo.com 2012-07-23 W30	Plans	↓	1.00	0.00	
09:00	2012-07-23	51	Plan your first day	Notes		0.00	0.00	



How to open task?

To open task click it's title or pencil icon at the collumn „Actions“.

How to create a new task?

To create a new task to your list click „Add task“ below the day. Insert task's title, duration, choose space, activity and project and save it. Your new task will appear in the list.

QUICK TASK ✕

Insert task title here. Choose Space, Activity and Project in the filters bellow.

Duration

VG design Done

Save

What does it mean „Spaces (2)“ ?

This is Spaces filter. The number shows you how many spaces have chosen to see at once. You can select one or more spaces.

TASKS

 Filters ▾ Spaces (2) ▾ William Grey ▾ Date ▾



I've chosen one space. What is „Plan status: Unconfirm.“?

If you choose one space and it has activated module „Plans“, then you can submit your day plan from your tasklist. Plan your day, click grey arrow and submit your plan.

2012-07-23 to 2012-07-23. 30 Week Planned: 0/0h Worked: 0h Done: 1/0h Left: 2/1h ?									
Monday 2012-07-23 Planned: 0/0h Worked: 0h Done: 1/0h Left: 2/1h									
Start Time	Date	Task ID	Desc	Project	Priority	Left	Worked this week	Actions	
08:00	2012-07-23	71	Day Plan william@vero.it 2012-07-23 W30	Plans	↓	1.00	0.00		
09:00	2012-07-23	51	Plan your first day	Notes	⚠	0.00	0.00		
Total						1	0		

Plan status: Unconfirm. ↻

What means numbers above each day tasks?

This is your planned and worked time statistics. A number without units of measurement show you how many tasks are in your day. So, you can see:

- Planned – number of tasks and planned hours to finish them;
- Worked – how many hours you've worked already;
- Done – how many tasks you've finished and in what time;
- Left – how many tasks and planned hours has left.



If you see a red number by „Left“, that means the day is over. You didn't finish your tasks. To move task to the other day insert date or drag task.

Tasks | Projects | My activity | Plans | Calendar

TASKS

Filters ▾ VG design ▾ William Grey ▾ Date ▾

2012-07-23 to 2012-07-23. 30 Week Planned: 0/0h Worked: 0h Done: 1/0h Left: 2/1h ⓘ

Monday 2012-07-23 Planned: 0/0h Worked: 0h Done: 1/0h Left: 2/1h

Group List ⚙️

Plan status: Unconfirm. ↻



Task information

[+ New Task](#) **Tasks** [Projects](#) [My activity](#) [Plans](#) [Calendar](#)

NEW TASK ?

Insert task title here

Description

Here you can put some notes or links.
Insert date, duration and starting time bellow.
At the right side pick task type, priority. Assign task to someone. Also select space, activity and project.

Date: 2012-07-23 Start time: 15:00 Duration: 2

Templates ▾ **Save**

Type: Task ▾
Priority: As planned ▾
Assigned to: William Grey 🔍
CC: 🔍
You can send tasks by email not just to active BeeDo users. Enter receivers email address into field "Assigned to" or "CC". ✕
Space: VG design ▾
Activity: Notes ▾
Project: Notes ▾
Blocked: 🔍



How to change task type?

You can change the type of task in the task-edit card. You can choose from:

- Task,
- Call,
- Activity,
- Project,
- Procedure,
- Meeting.

How to assign task to other person?

To assign task to other person type in his/her name, surname or e-mail address in „assigned to“ field. By default the task you create is assigned to you.

Which fields are required?

To create and successfully save a new task fields Title, Space, Activity and Project must be filled.



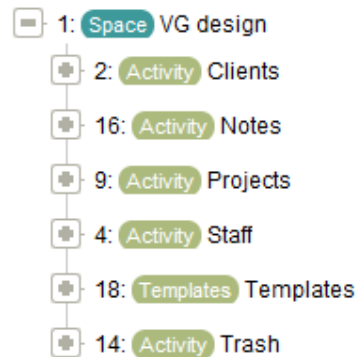
Projects. Project tree and tree planner

First time you choose „Projects“ in the main menu, you will see your zone task tree.

There will be some Activities and Projects created.

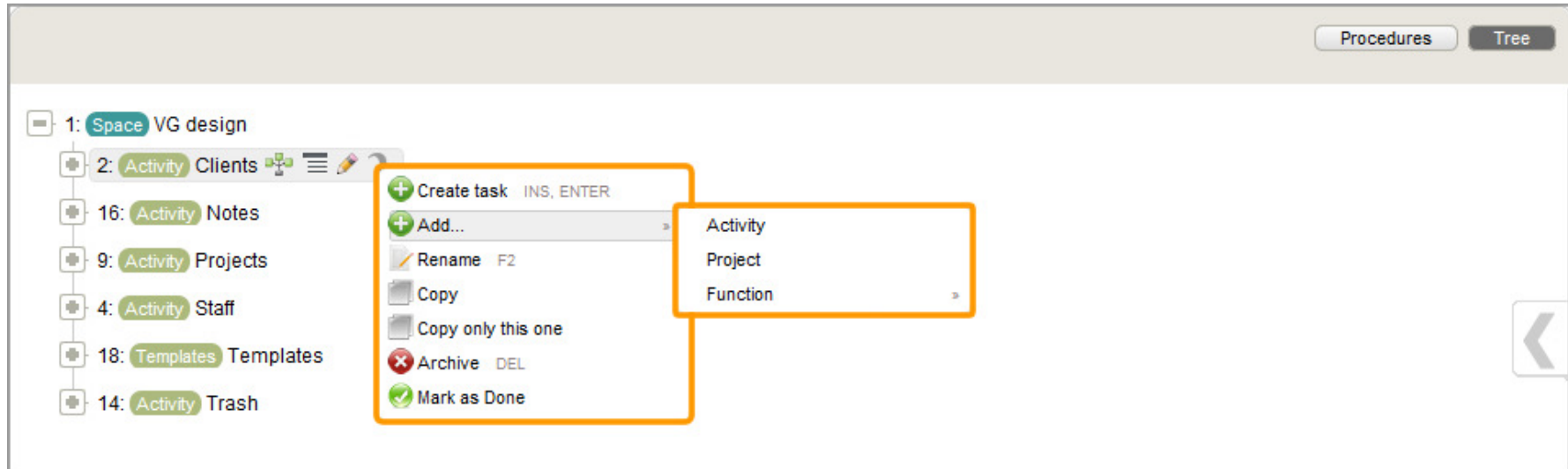
There is two types of Spaces – for individuals or companies. This determines what activities in your Space are provided.

The company space shoul look like that:





What can I do from the project tree?



Move your mouse over the task:

- Click tree icon to see tasks tree;
- Click list icon to see tasks tree-table;
- To edit task information click pencil icon;
- To expand advanced menu click grey arrow.

You can quickly create tasks in the tree using „Enter“ or „Insert“ keys.



How to use tree planner?

You'll expand tree planner by clicking gray arrow at the right side of page. This is a table for planning your projects and easily assigning tasks to your colleagues.

Spaces	William Grey
◀ 30 week ▶	Left: 5.0h Plan: 35.0h
Monday 2012-07-23	Left: 1.0h Plan: 7.0h
71: Day Plan william@vero.it 2012-07-23 W30	
51: Plan your first day	
Tuesday 2012-07-24	Left: 1.0h Plan: 7.0h
Wednesday 2012-07-25	Left: 1.0h Plan: 7.0h
Thursday 2012-07-26	Left: 1.0h Plan: 7.0h
Friday 2012-07-27	Left: 1.0h Plan: 7.0h
Saturday 2012-07-28	Left: 0.0h Plan: 0.0h
Sunday 2012-07-29	Left: 0.0h Plan: 0.0h

Select space, user and time period. Click „plus“ to expand day. To add task to concrete day drag it from your tasks tree to tree planner. Release task when you see a green check mark. „Left“ shows you how many hours there is planned already. „Plan“ shows you how many there is left to plan.

Why some tasks in the tree are highlighted in yellow?


You can see some tasks highlighted in yellow if you are expanded your tree planner. Those tasks are assigned to the person which is filtered in your tree planner.



Activity Report


When you log in first time, your activity report is empty. By default will be filtered you (users filter) and „today“. Activity report will be empty till you insert working time in some task.

MY ACTIVITY

 Spaces ▾ William Grey ▾ Date ▾

Comment Date

From To Duration Space ▾ Activity ▾ Project ▾ Done ←

My activity 2012-07-23. 30 week (Worked: 0h) 

ID	Task	Comment	Duration	Date	From	To	Actions
No records							



What can I find in my Activity Report?

In your activity report are represented your comments and working hours in chronological order. This report is especially relevant for people who works multiple jobs at once.

Also it is useful to quickly enter a task worked time or even to create a new task. Please note that record appears only after inserting worked time.

How to insert comment via Activity Report?

Insert comment. Specify starting and finishing time or your performance duration. Select space, activity and project. Then save. There will be new task created with your „worked“ time already.

If you want to mark task as done just put on check mark before you click „Save“.

If you wish to enter comment and worked time into an existing task, then type in comment, then symbols >> and a part of existing task title. (f.ex. client xxx call >>customer service w08).



Planai

First time you log in to BeeDo, you'll see „Plans“ table like this one.

+ New Task Tasks Projects My activity Plans Calendar											
PLANS VG design William Grey Status Date											
Period: 2012-07-23 - 2012-07-29 Functions Plans ⚙											
Week	Date	Employee	Priorities	Work_h	PI ?	Act ?	Ø ?	Acc ?	Comments	Actions	
☰ 30	2012-07-29	William Grey		40.00	5.00	0.00	0	0		Submit	
	2012-07-23		Day Plan raguolisvero@yahoo.com 2012-07-23 W30	8.00	1.00	0.00	0	0		🟡 📊	Submit
	2012-07-24		Day Plan raguolisvero@yahoo.com 2012-07-24 W30	8.00	1.00	0.00	0	0		🟡 📊	Submit
	2012-07-25		Day Plan raguolisvero@yahoo.com 2012-07-25 W30	8.00	1.00	0.00	0	0		🟡 📊	Submit
	2012-07-26		Day Plan raguolisvero@yahoo.com 2012-07-26 W30	8.00	1.00	0.00	0	0		🟡 📊	Submit
	2012-07-27		Day Plan raguolisvero@yahoo.com 2012-07-27 W30	8.00	1.00	0.00	0	0		🟡 📊	Submit



How to submit day plan and why do I need it?

You can submit your day plan if you have already planned your tasks. If you submit your plan, your manager will be able to see your priorities. Also that the perfect way to see if you are able to actually plan your time.

You can submit your day plan by clicking „Submit“ beside each day. Don't forget to enter your priorities.

How to understand a table „Plans“?

- Priorities. This is your day priorities you enter when submitting your plan.
- „Work_h“. How many hours per day or week is required to work under the table.
- „Pl“ shows you how many hours you planned to work.
- „Act“ shows you how many hours you have already worked.
- Column with symbol „Ø“ shows the planned tasks in relation to your performance.
- Column „Acc“ shows the percentage of scheduled time you've worked.

What means the colored bubbles?

Colored bubbles show your plan status. After logging in for the first time you'll see only yellow bubbles – your all plans will have status „Unconfirmed“.

Green color means „New“ plan, blue – „Assigned“ already, red – „Reopened“, grey – „Closed“.