Licired

User Manual

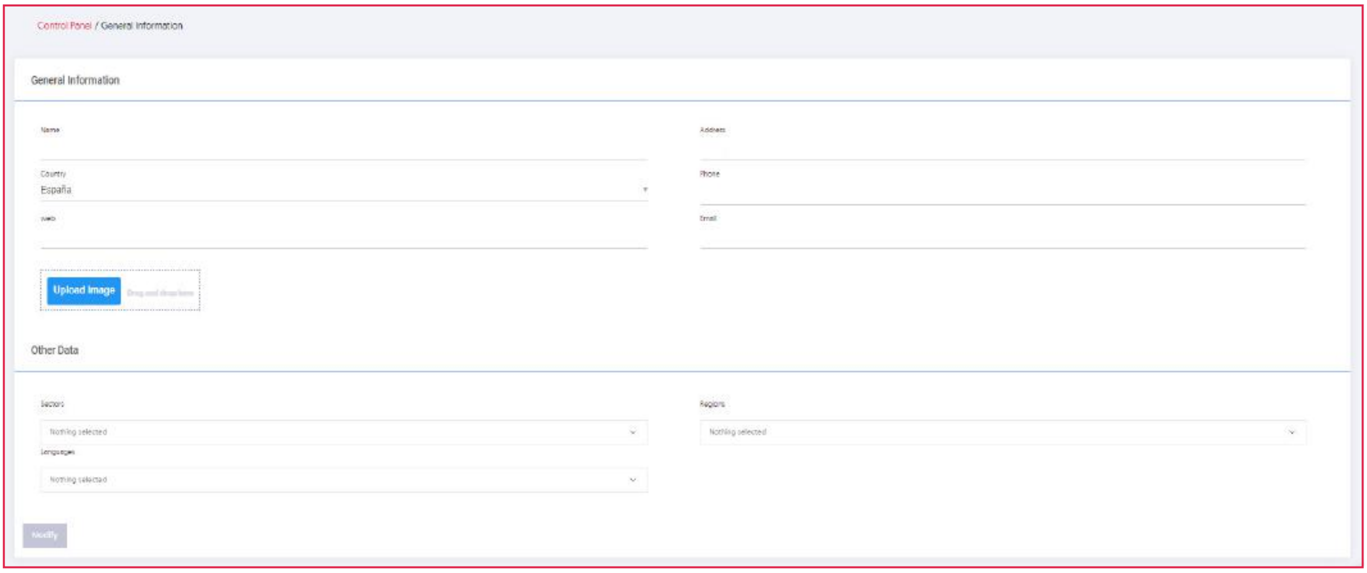
Table of Contents

1. General Information

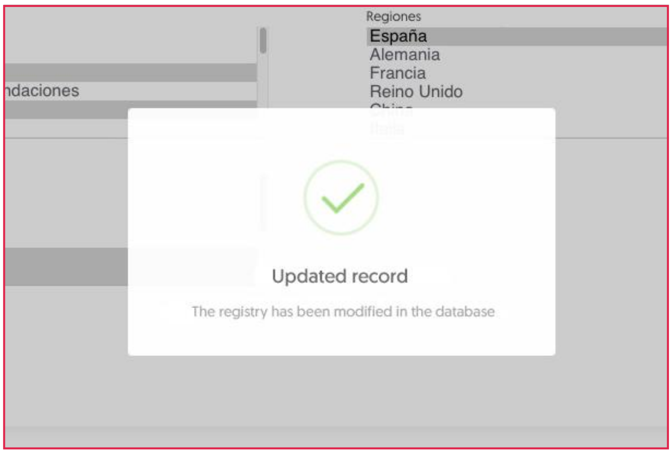
1.1. How do I update my company´s data?

You need to click on “General Information” in the user menu in order to update your company´s data on the Licired website:

Once you are in, you will be able to see the data in your company´s profile:

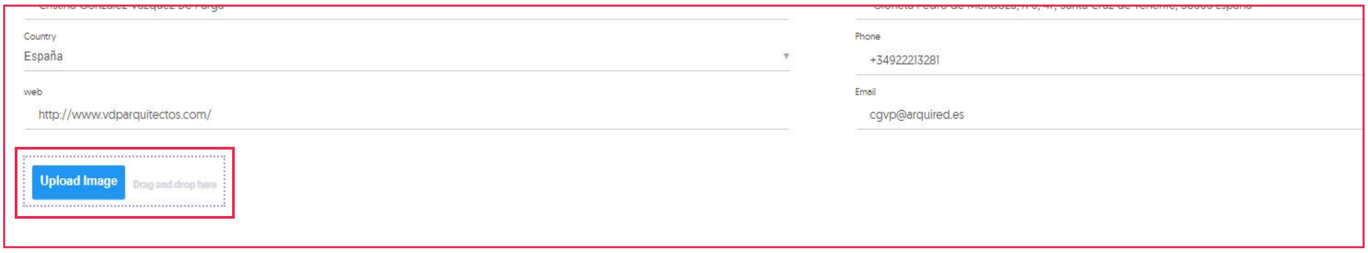


To update, edit or delete this data, you need to complete all the pertinent fields in the form and then click on “Edit”. A pop-up window will appear confirming that the form has been updated.



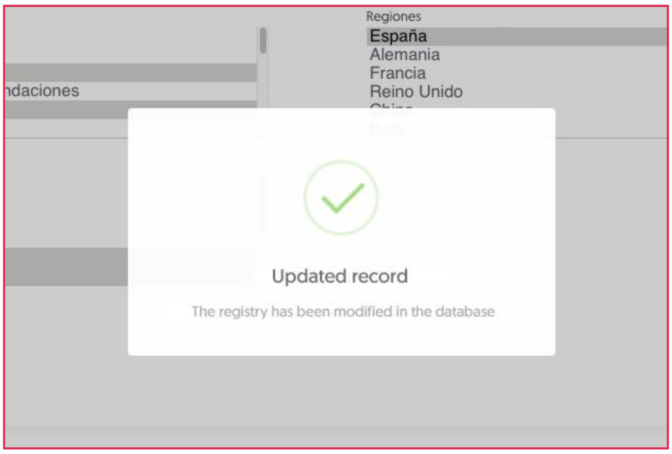
1.2. How do I add or update my company´s profile picture?

You can use the same aforementioned data form to add or update your company´s profile picture or logo, located at the bottom of the general information area:



You can update the picture through two options, either by dragging the file into the box or by clicking on the “Upload image” tab and selecting the file you wish to upload to your company data sheet.

Then click on “edit” to complete the operation and save it. A pop-up window will appear confirming that the form has been updated.

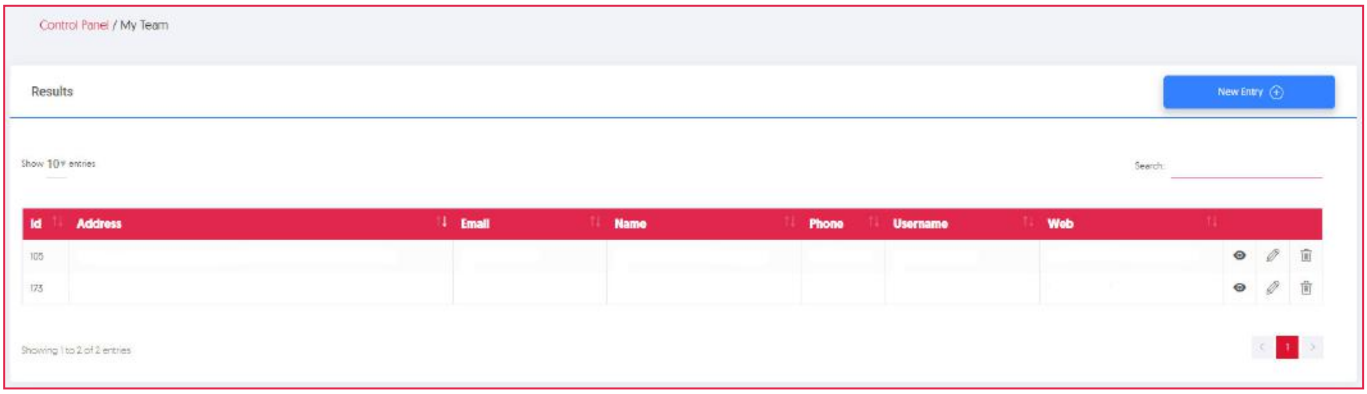


2. Team

2.1. Where are my contacts and users?

You need to access the “My Team” section in the upper user menu to locate your company´s contacts and /or users.

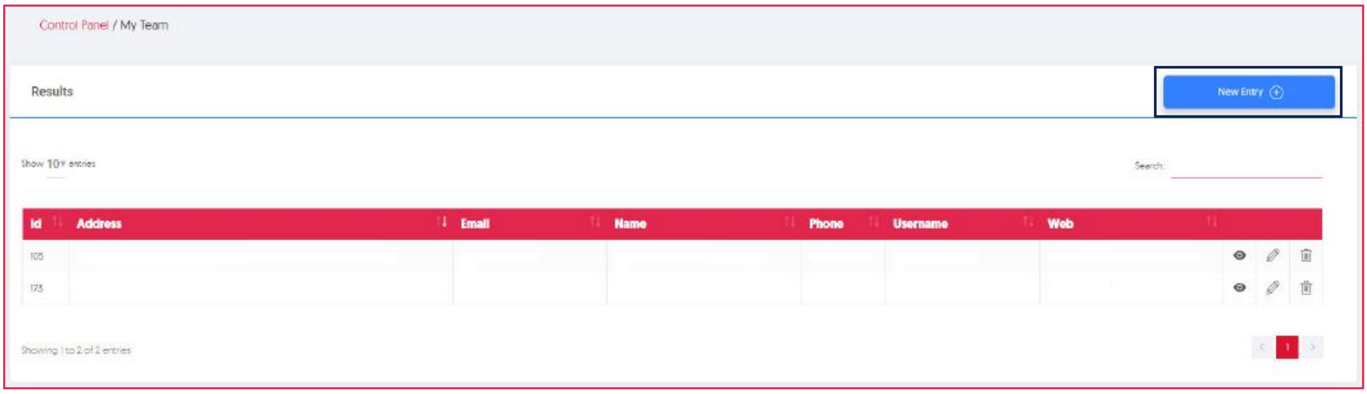
Once you are in, you will be able to consult, edit and delete your company´s contact/user data.



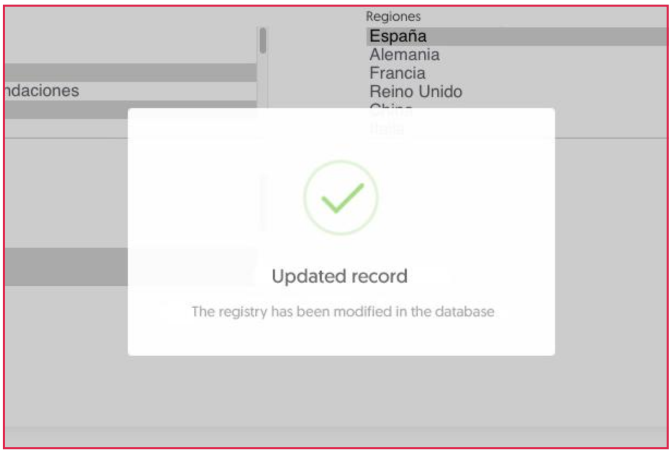
2.2. Contacts

2.2.1. How do I add a new contact?

You can add the data of a new contact using the “New Entry” tab in the “My Team” section:



This will take you to a new screen with a blank form to complete the fields required to register a new contact file. You should fill in the fields on the form in accordance with the instructions provided. Then click on “edit” to complete the operation and save it. A pop-up window will appear confirming that the form has been updated.



2.2.2. How do I update an existing contact?

There are 3 options under “My Team” on the existing contact/user list:

- See file
- Edit file
- Delete file

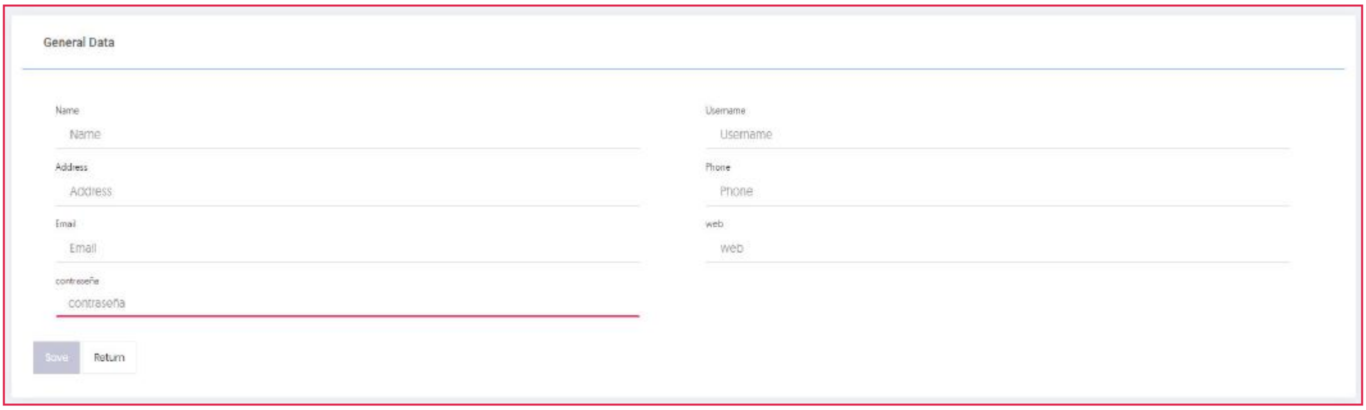
The second option will enable you to access the editable form of the contact whose data you wish to change. Then click on “edit” to complete the operation and save it. A pop-up window will appear confirming that the form has been updated.

2.3 Users

2.3.1. How do I create a new user?

You can add the data of a new user using the “New Entry” tab in the “My Team” section or by converting a contact into a user using the “edit file” option.

You take the same steps as in the case of registering a new contact, in addition to completing the “password” and “username” fields.



2.3.2. How do I update an existing user?

There are 3 options under “My Team” on the existing contact/user list:

- See file
- Edit file
- Delete file

The second option will enable you to access the editable form of the user whose data you wish to change. Then click on “edit” to complete the operation and save it. A pop-up window will appear confirming that the form has been updated.

3. References

3.1. Where are my references?

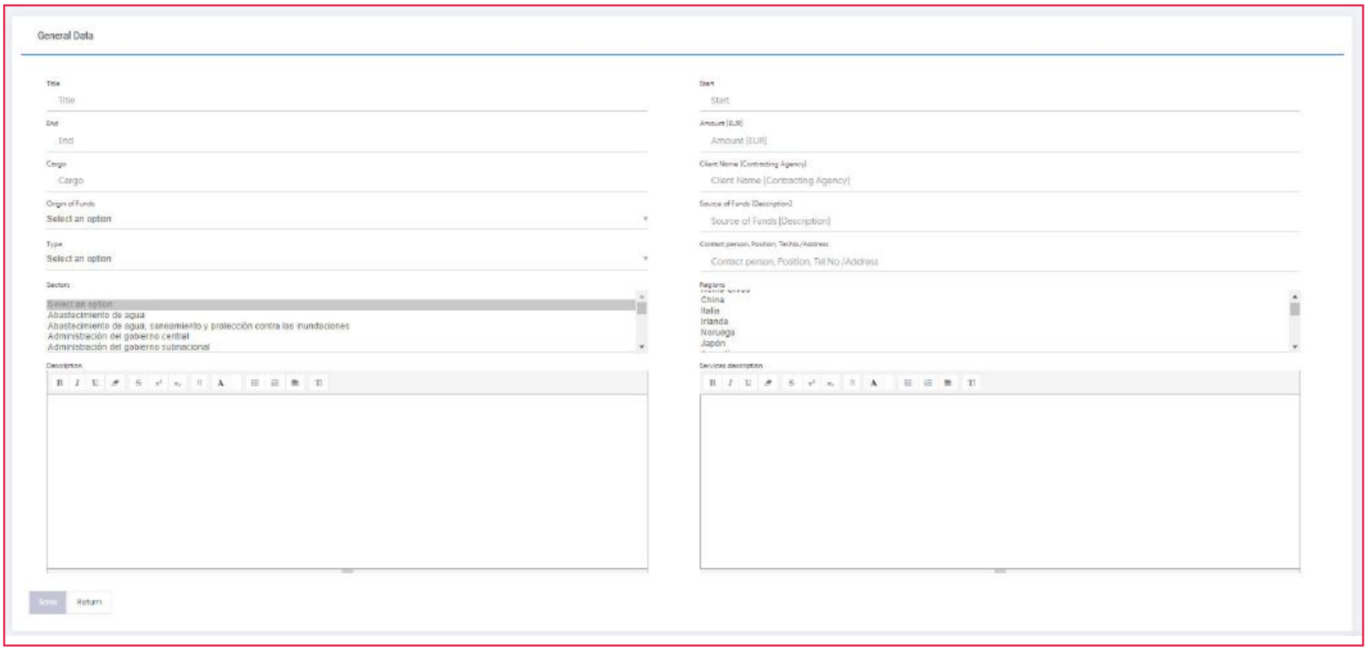
You need to find and click on “References” in the user menu to locate the references your company manages on the Licired website:

Once you are in, you will see a list of the existing references and will be able to consult, edit and delete each one individually.

3.2. How do I create a new reference?

You can add the data of a new contact using the “New Entry” tab in the “References” section:

This will take you to a blank form to complete the fields required to register a new reference:

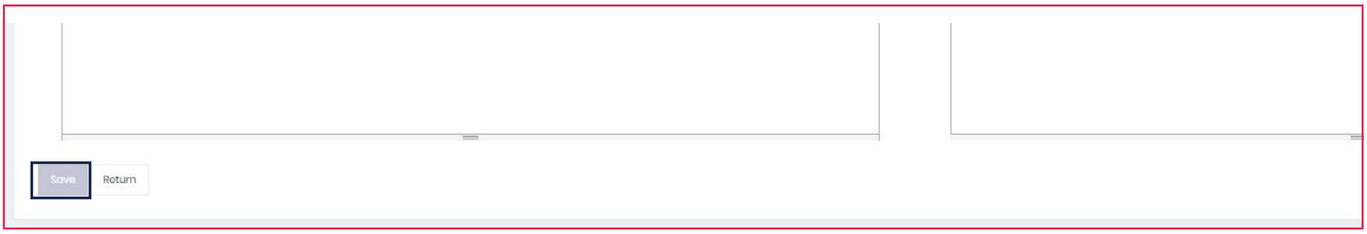


Once you have filled in all the fields on the form in accordance with the instructions provided, click on “Save” to complete the operation. A pop-up window will appear confirming that the new reference has been registered.

3.3. How do I update the data of an existing reference and his traduction?

The same “References” section features a series of options for each reference on the main list, located on the right-hand side of the screen. These options will enable you to (👁) See the file (🗑) delete the file or edit the data of an existing reference. You will need to select the language in which you wish to conduct the changes:

Each flag contains the file of the respective language with the form with which to edit the data, from where you can edit any field at all. Then click on “edit” to complete the operation and save it.

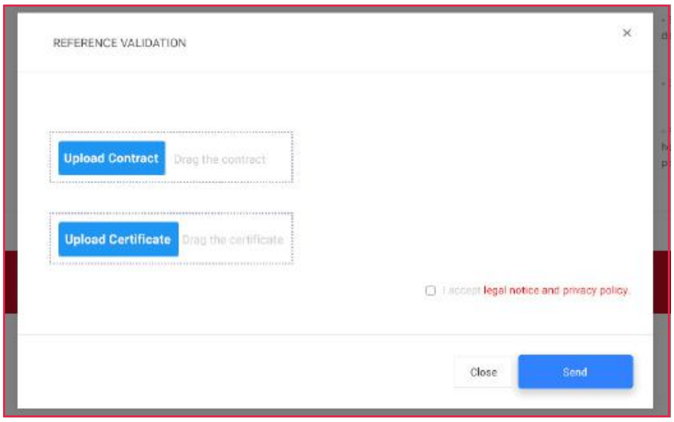


A pop-up window will appear confirming that the form has been updated.

3.6. How do I validate a reference?

To request the validation of a reference, you will need to open the file using the ( ) See file option and locate the validation section at the end of it:

Click on “Request Validation” and the following window will appear:



Following the instructions, you then select the good execution certification document and the contract, and accept the disclaimer and the privacy policy to send it. Click on “Send” to complete the operation.

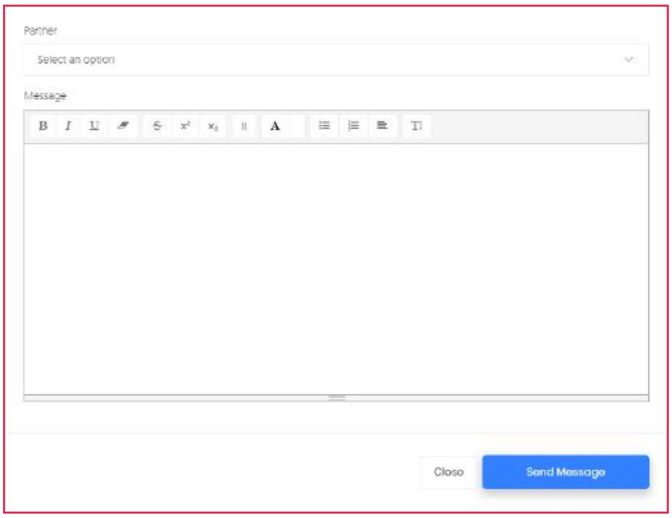
3.7. What is a recommendation?

A recommendation is a positive opinion on the execution of a project. It is requested by one of the members of a joint-venture from another member, whereby the latter decides whether or not to recommend this company for future projects.

3.8. How do I request a recommendation?

To request a recommendation you will need to open the reference with which you wish to recommend it and you will find the “Recommendations” section at the end of the file, under the “Validation” section:

Click on “Request Recommendation” and the following window will appear:



In this window, you select the partner (Contact and Company) from which you are requesting the recommendation and write a private comment (if you regard this as necessary), and then click on “Send Message”. A message of confirmation will appear if the operation has been concluded successfully.

You now need to wait until your partner accepts or rejects the recommendation request, and it will be registered as pending on our list of recommendations.

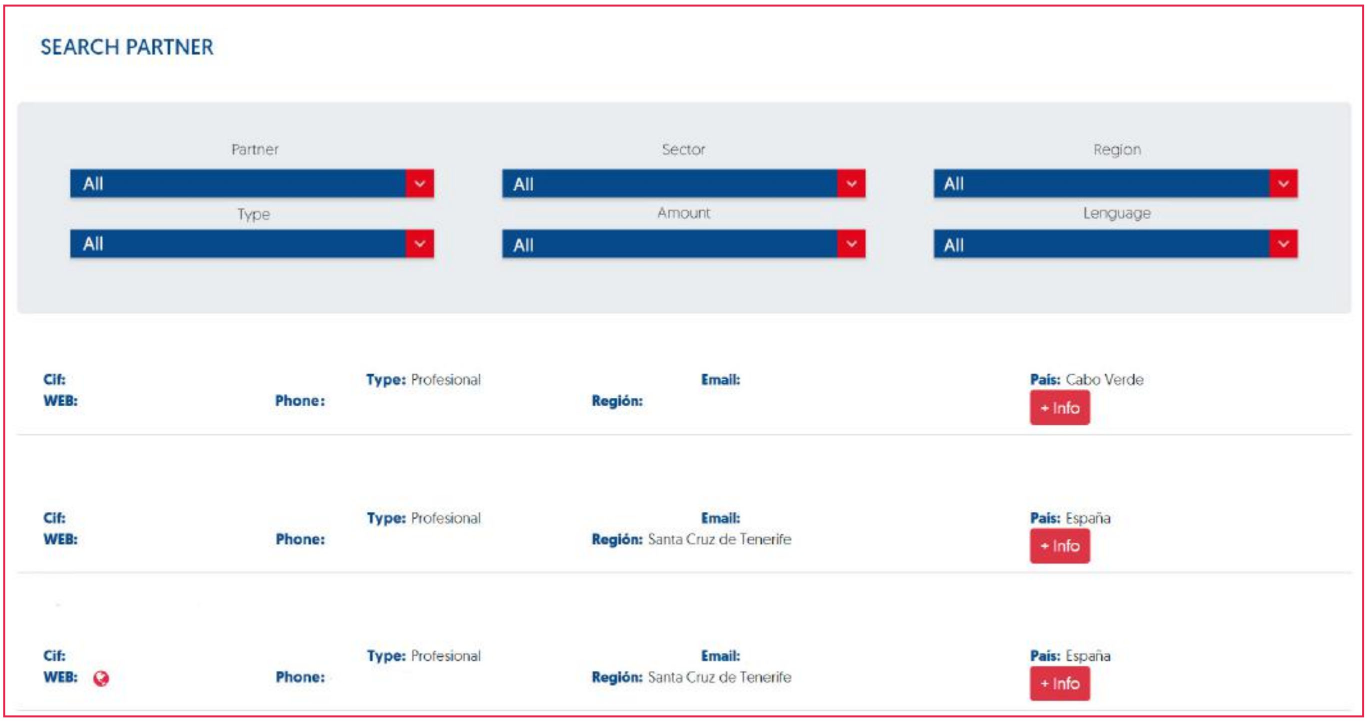
4. Partners

4.1. How do I search for a partner?

You need to locate and click on "Search for a Partner" in the user menu to find a partner on the Licired website.

Once you have done this you can find partners using the search engine. You can conduct searches in accordance with the following parameters:

- Type of partner: Company, Professional or Tender Process Expert.
- Types of projects already executed
- Sectors worked in previously.
- Regions worked in previously.
- Languages mastered.
- Amounts of previous projects.



The order of the results of each search you conduct will be in accordance with the rating the company, professional or expert has on the website.

The rating of a company, professional or tender process expert is calculated pursuant to different criteria that result in certain companies, professionals or tender process experts standing out, or not, from the rest. These criteria include:

- Complete profile.
- Number of references.
- Number of validated references.
- Number of recommendations.

This is aimed at providing confidence in the search for partners.

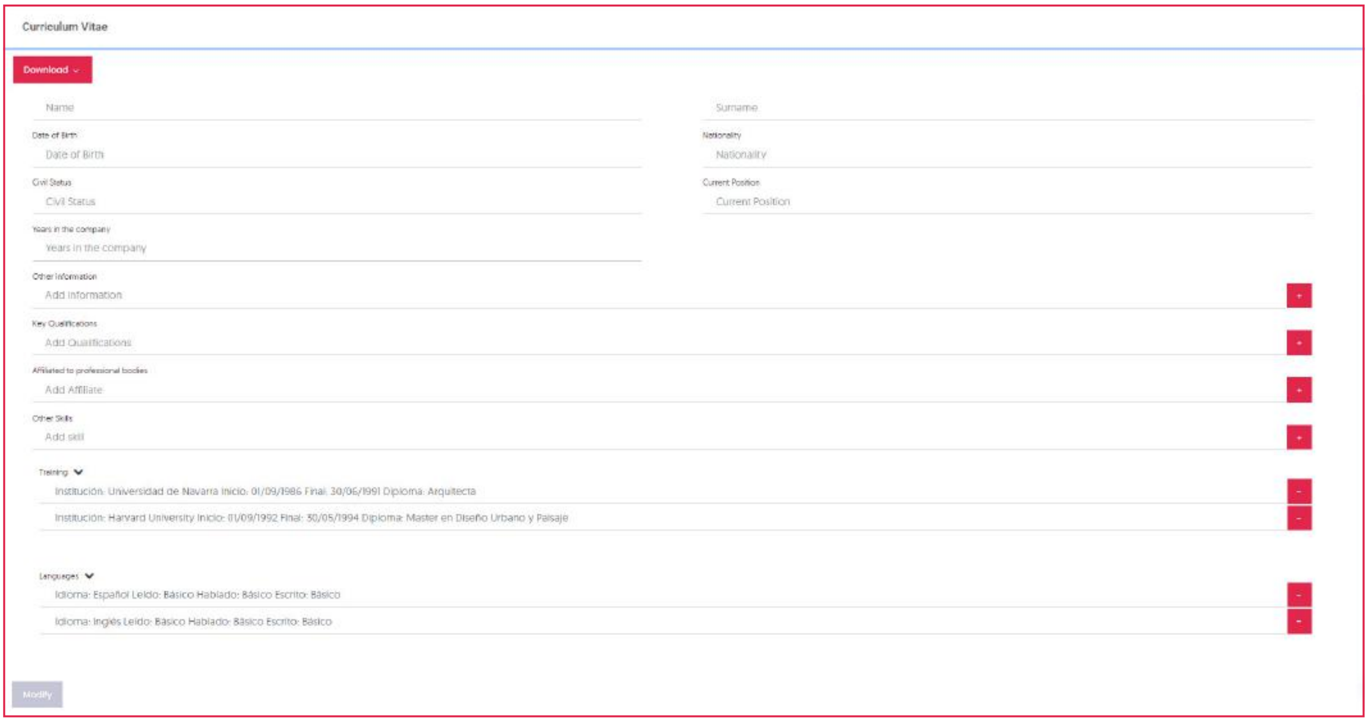
5. My Curriculum

5.1 How do I access my curriculum?

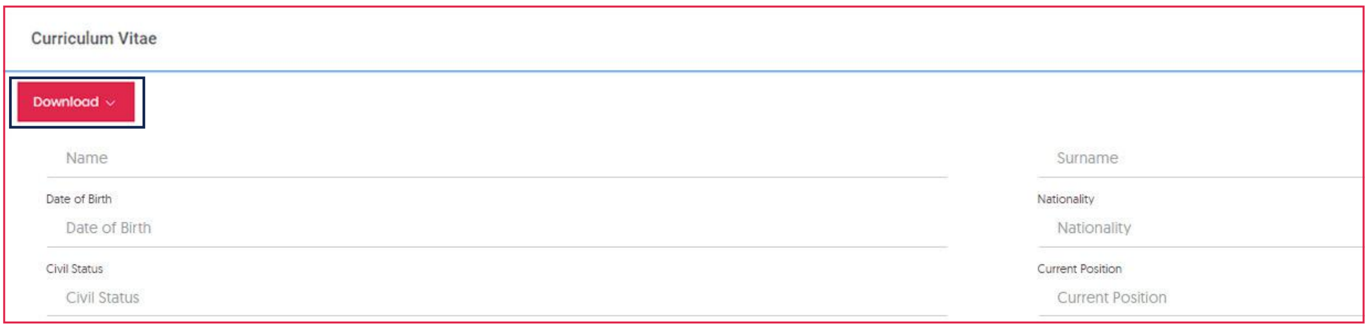
You will need to locate and click on “My Curriculum” in the user menu to locate, consult and edit the data in your curriculum and download it on the Licired website:

5.2 How do I change the data in my curriculum?

The “My curriculum” section screen features a form in which you can edit the content of the different fields. Once you have finished, click on the “Edit” tab and a pop-up window will appear confirming that the form has been updated.



You can use the “Download” tab located in the top left-hand corner of the screen to download your current curriculum from the website:



6. My projects

6.1 How do I access my projects and their status?

Click on the “My Projects” option in the top menu on the website.

You will see a screen containing information on the status of the projects registered:

Licired