MANUAL WITH FIRST STEPS TO CONFIGURE AND USE ZUCES

All you need to use Zuces is to have a previously registered account. It can be free or paid. To see the cost of the plans, click here.

To register a user, click on "Start free" button located in the top menu.

Registration for new users

Once you have entered the new user registration screen, you will have two options for registration:

1. With a Google account.
2. Directly with a Zuces account. You can use your corporate email for this purpose.

If you choose the second option, you will have to fill in the following fields on a mandatory basis:

- Email
- First Name
- Last Name
- Password

Remember that by clicking on "register" you will be accepting our privacy policies and terms of use.

Login for regular users

If you already have a registered Zuces account, all you have to do is log in with the corresponding credentials.

Zuces dashboard

Once you have logged in with your account, you will see a Dashboard with everything you need to start optimizing your projects and processes.
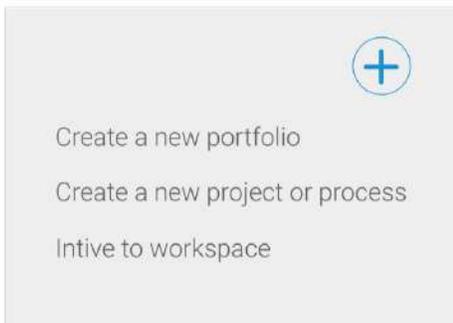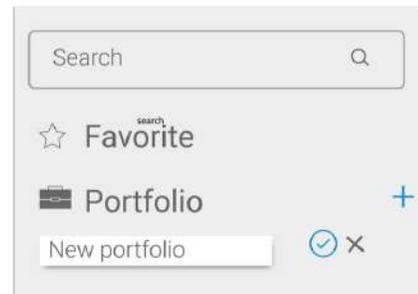
On the left side, you will see two items, Favorites and Portfolio.
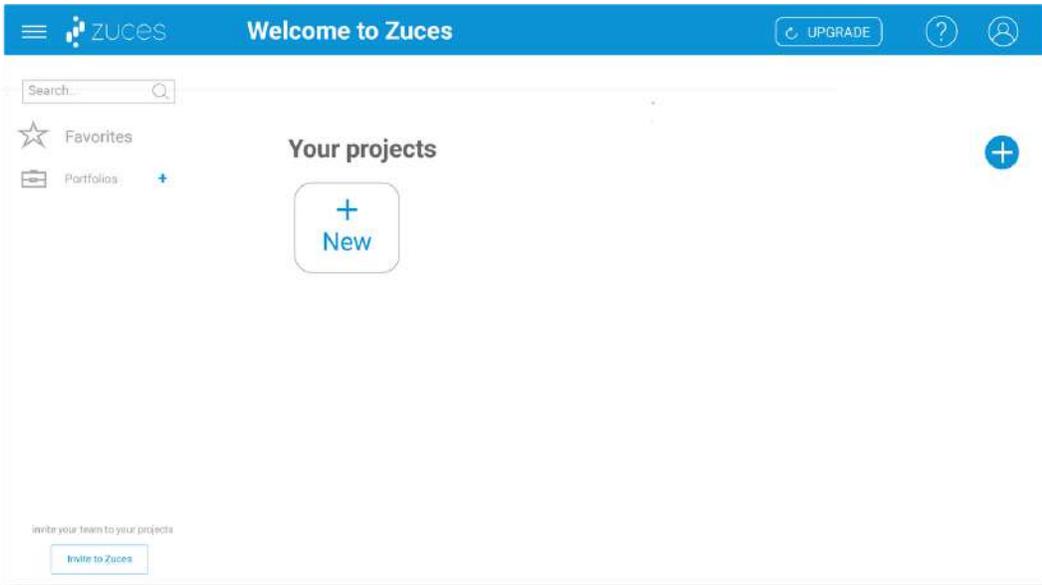
Portfolios in Zuces are folders that store each of your projects or processes. You can create the portfolios you need, according to the plan you have contracted.

To do this, you have two options:

The first is by clicking on the icon with the blue cross that is next to the portfolio menu.


You can also click on the circle with the big blue cross on the right side of the screen, located below the upper menu.

The name of the portfolio can be the name of your project or process or the name of the company or organization for which you work.

The next thing will be to create a new project or process within the portfolio that you have just opened.

For that, you will only have to click on the three horizontal points that are next to the new portfolio. A contextual menu will be displayed where you will see three options, "Edit", "Delete" and "New project or process".

Click on "New project or process".
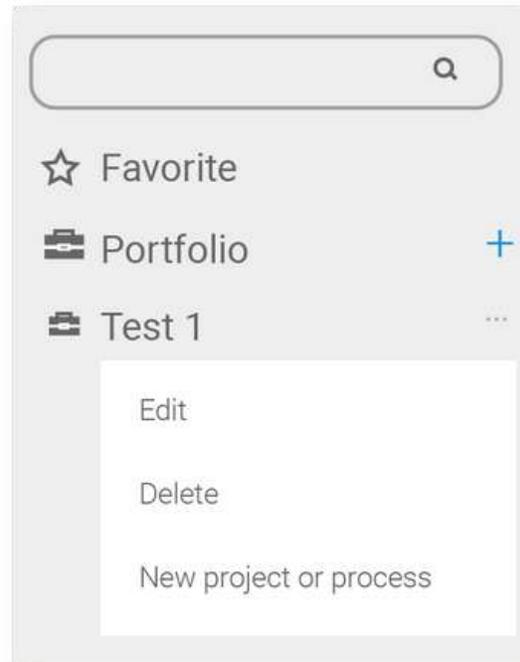
A new window will open where you will have to create the name of the project or process that you want to start optimizing.
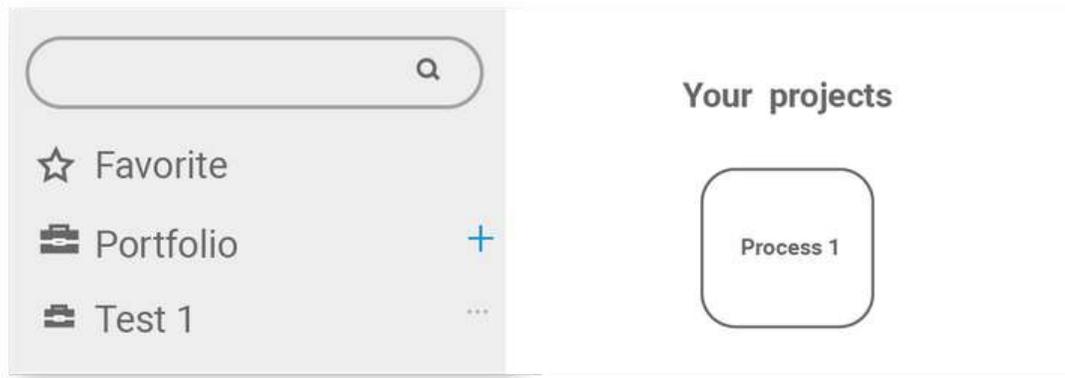

You will also have specific privacy options such as:

- Public for the whole team in this workspace.
- Private for the members of this project.
- Private to me.

Choose the one that best suits your needs and click "Create".

When you do, you will see a large button on the dashboard with the name of your newly created project or process. Just click on it to continue.

After clicking the previous button, you will see two modalities, "Build" and "Manage".

In the first option, "Build", you will see three options, "Objective", "People", "Human network". And in the second three more options that you will know about later.
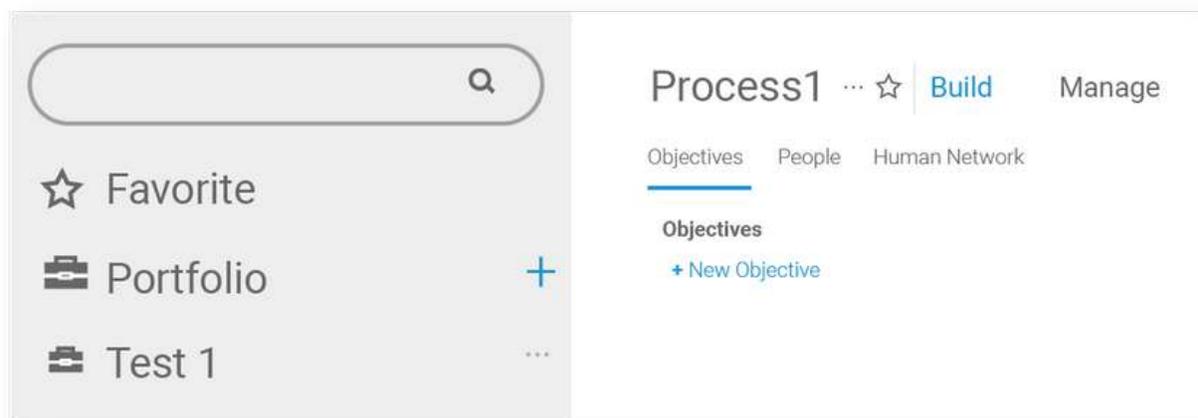
Objectives

In this section you will have to define a general objective, the one that you want to achieve by optimizing your project or process with the help of Zuces. You can also add subgoals, as many as you consider necessary.

People

The next step will be to add the people or groups that will be working under the project or process that you have created.

These people may or may not belong to a group that works on one or more actions.

To build the human network, you will need to include those who will participate in your project or process, otherwise you will not be able to start optimizing them.

Human network

To define a human network, you will have to establish a leader of that project or process. That leader must be within the "People" you just added.

Then, you must set specific actions, related to the goals you have created. In those actions, you are going to align each one of the people who influence it.

You can create as many actions with their respective managers as necessary. But you can only define a single leader per project or process.
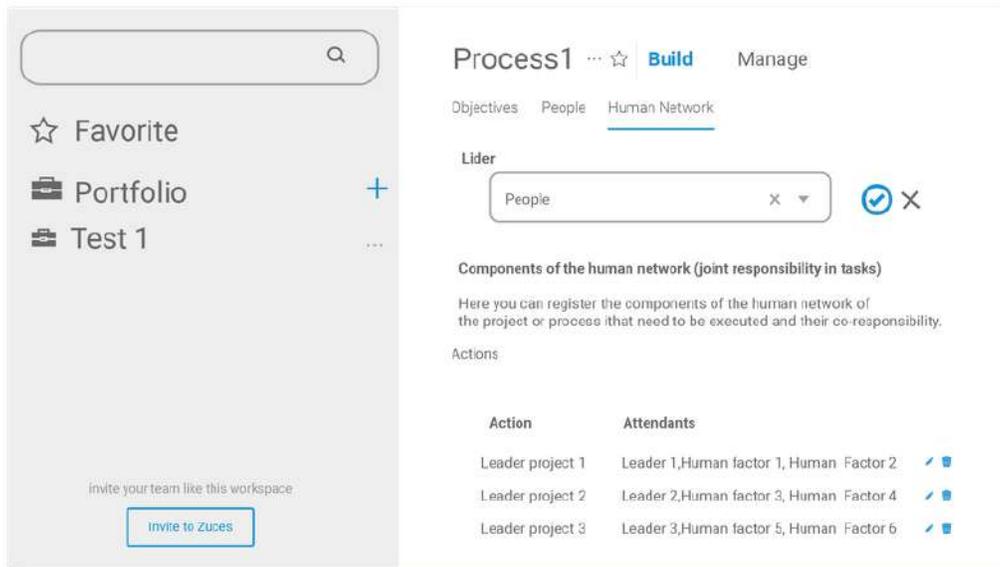
After completing the previous steps, the time has come to manage the optimization of your project.

Manage

In the "Manage" menu you will have access to three options, "Functional Map", "Enabling Activities", Difficulty Agenda ". Each one consists of the following:
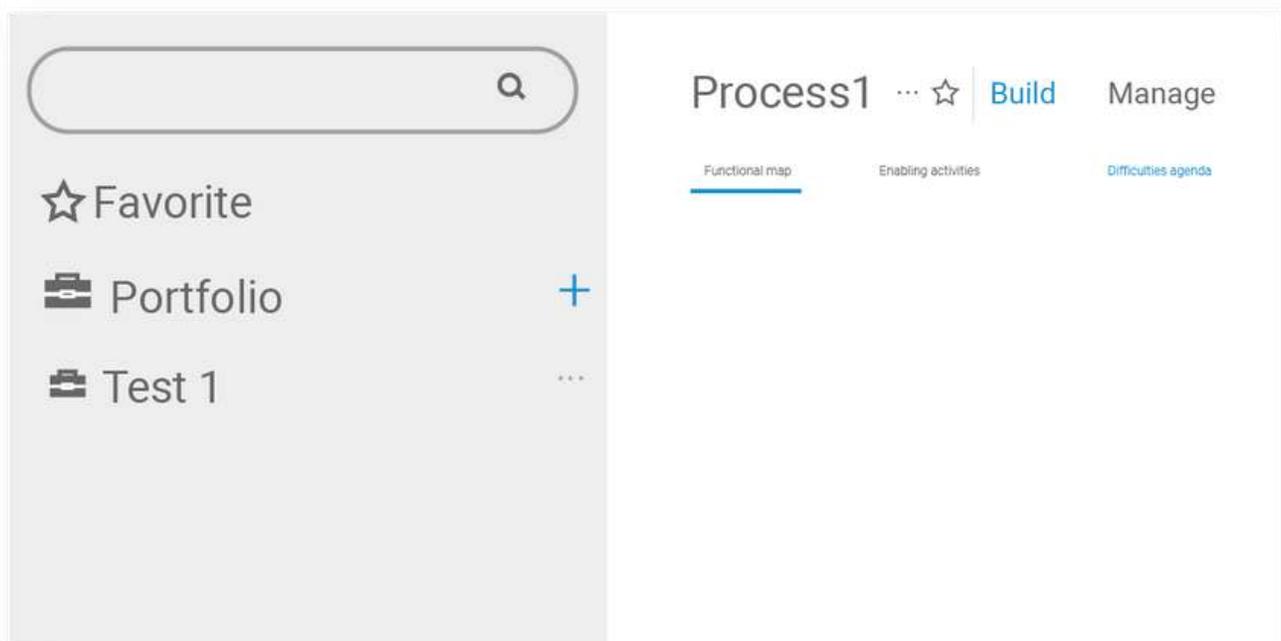
Functional map

The functional map within Zuces, consists of a diagram of nodes that intertwines the people who are involved in a common activity, in a process or project.
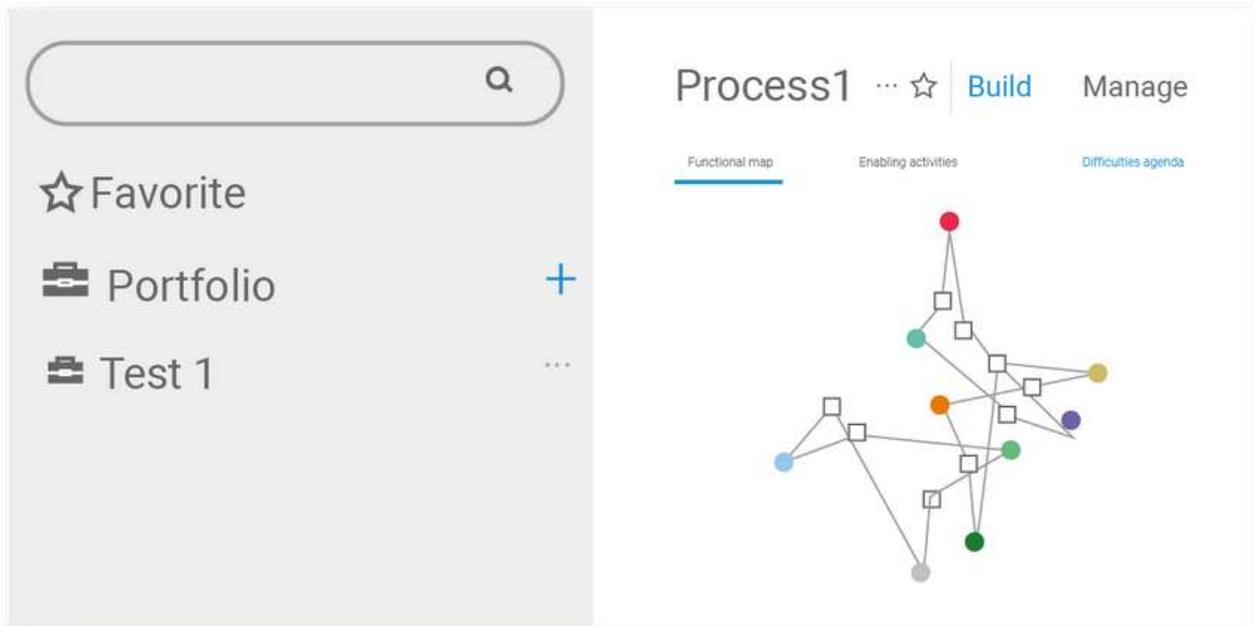
On this map, you will see all the people you previously added and their relation to the rest. It is here where you will begin to add the different difficulties that can be presented to each one.

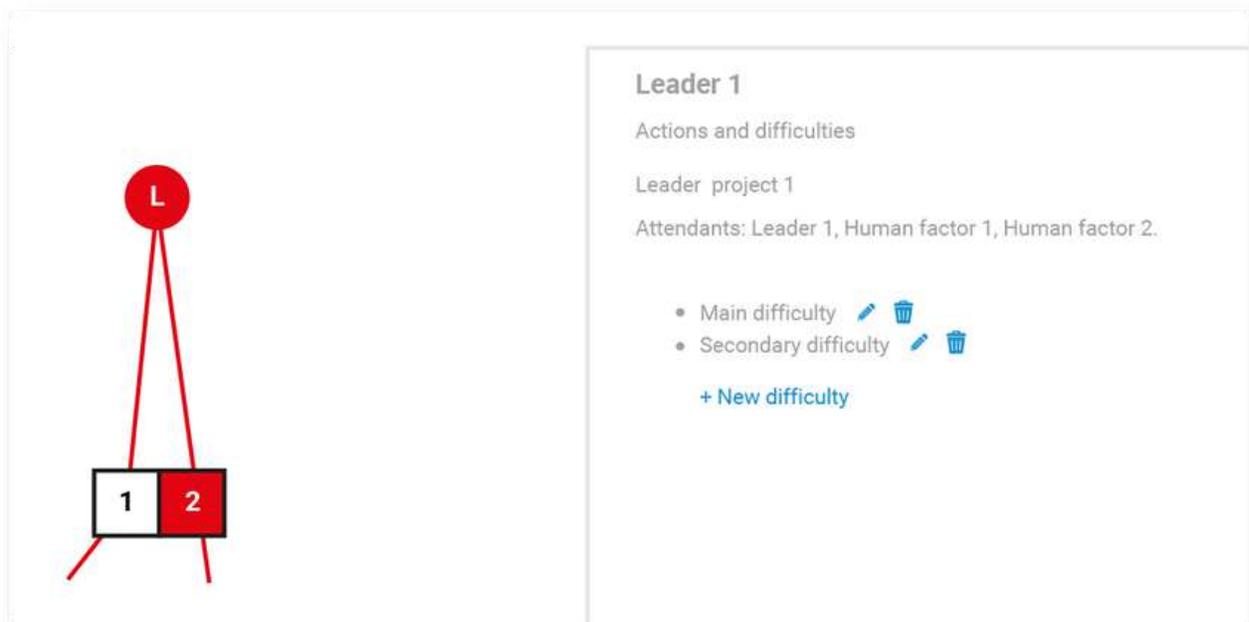For that, you just have to click on the balloon with the initials of the person's name. In the right panel, you will see his name and at the bottom, a drop-down menu where you can add a new difficulty. You will be able to include the difficulties that you consider convenient for each person involved.

Enabling activities

This section is an extension of the difficulties you created in the previous step. Here you can see the relationship that connects each person with a specific difficulty.

You can also add enabling activities that allow you to solve the difficulties you have detected.
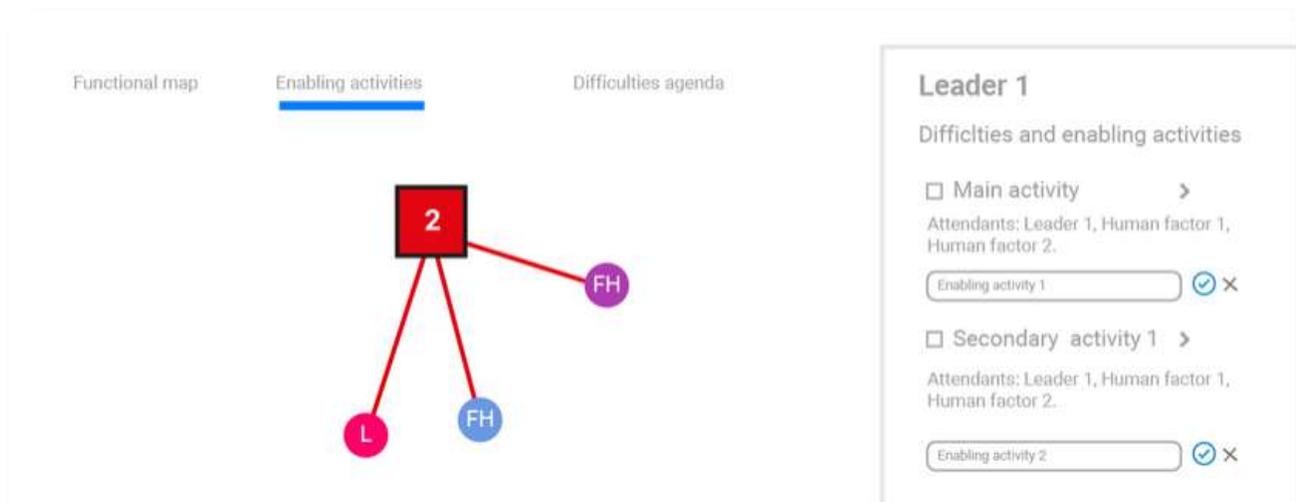
Once the difficulty in question has been solved, you can check the corresponding small box, next to that person's difficulty. As you do so, you will notice how the diagram at this level becomes simpler.

Meanwhile, in the "Functional Map" view, you will see a green line that connects to all the people that solution helped.

Difficulties agenda

The difficulties agenda is a dashboard that groups all those responsible with each action, difficulty, enabling activities and their respective states.

This generates a vision based on the functional diagram map, where get the assurance that your processes and projects are achieving the expected results.

Functional map	Enabling activities	Difficulties agenda		
Attendant	**Action**	**Difficulties**	**Enabling activities**	**Status**
Human factor 1	Leader project 1	Secondary difficulty	No enabling activities	● Active difficulty
Leader 1	Leader project 1	Secondary difficulty	No enabling activities	● Active difficulty
Human factor 1	Leader project 1	Main difficulty	No enabling activities	● Active difficulty
Human factor 1	Leader project 1	Main difficulty	No enabling activities	● Active difficulty
Leader 1	Leader project 1	Main difficulty	No enabling activities	● Active difficulty

This is how Zuces works, a tool designed to facilitate the development of any project or process from a human perspective. Considering your difficulties.

The end result will be greater productivity and accuracy in execution.

What are you waiting for to start achieving success in your projects and processes? Join Zuces right now.

Visit website

zuces.com