# GROWTEQ

# Manual YOUPROVIDE 2.0 Customer GROWTEQ B.V.

# YOU PROVIDE

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## 1. Introduction

Your accounting firm uses YouProvide to deliver documents. YouProvide offers the solution to deliver documents and files to your accountant in a structured way. It prevents unsafe data transfer and offers an answer to long and unstructured customer communication.

The main reasons why your accountant chose YouProvide are:

- **Use templates:** this gives you clear insight into the required documents and enables you to deliver to your accountant in time.
- **Easy transfer:** YouProvide has been designed in such a way that you can deliver your documents in one go and extremely secure without having to log in.
- **Secure storage:** highly encrypted shipping and temporary storage. YouProvide is fully compliant with the AVG legislation.
- **Insight into progress:** Status of the deliveries can be tracked by your accountant and this can help you with questions about the delivery of documents.

For a detailed explanation of all aspects of the security of YouProvide, we refer you to the document 'YouProvide, the security aspects'.

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## 2. How does YouProvide work for you as a customer?

After your accountant has determined the required documents, you will receive an email from them with several links. If you have been approached for the first time for a list, you will also see an **Activate account** link to activate your account, this must be done before you can start viewing and submitting the lists.



Dear relation,

You hereby receive from us the link to the location where you can deliver the asked documents. At this location you will find an overview of the group and behind this the list per entity

Below you will find also an overview of the lists per entity.

Demo

Thanks in advance for your cooperation.

Yours sincerely, DemoTeam Youprovide

If you have any questions or uncertainties with registering with YouProvide, you can view this document or visit our website.

Figure 1 Example e-mail

The files supplied by you are sent via an encrypted SSL connection. This means that all data sent cannot be collected 'en route'. In addition, all sent data is stored with file names from which it is not possible to trace what the content and who the owner is. Only your own accountant can download and view these files.





## 3. Working with YouProvide

#### 3.1. Overview page

If you are logged in to YouProvide, you will immediately see an overview of all the list(s) that have been assigned to you by your accountant. If you click on the title of the desired list, you open the list itself.

#### 3.2. List group

If you open the list, as described in chapter 2.1, it is possible that you will see different titles of entities for which documents must be supplied. This depends on whether your company has entities and whether those sub-lists are shared with you.

#### 3.3. Template files

It may be that your accountant provides an file example to demonstrate the requirements that the documents to be delivered must meet. This can be downloaded by pressing the indicated button. This gives you all templates per category. If you do not want to download it all at once, you can download it per item. This is possible by clicking on the desired category and then clicking on the red button. If it is not there, no template is available

#### 3.4. Upload files

With the blue button (circled in red), you can upload files. If you click on it, you will get a new window where you can select file(s) or use the drag & drop function to upload files. You can also provide an explanation if necessary. When you have done that, click on Submit to send the files definitively.

YOUPROVIDE			\varTheta 🔍 🛓 klar	t1@growteq.nl 🕞 Afmelden
🗏 Jouw lijsten			Zoeken	٩
Klant	Uploads		Status	
YouProvide * Audit Template Interim		1/22	Shared	Deadline: 27-12-20
YouProvide *		2/40	Shared	Deadline: 31-1-20

# O O A kind byzowie, vi A

YOUPROVIDE	
ft Entitet 2	Download templatebestanden     Lijst aanleveren
lieronder staat een lijst met categorieën waarvoor de accountant bestanden not betreffende categorie staan. Indien er voor de categorie genoeg bestanden zijn a	lig heeft. Door te klikken op één van de categorieën gaat u naar een pagina waarop alle items voor de angeleverd, is de statusbalk achter de categorienaam groen en volledig gevuld.
Permanent	1 van 11 aangeleverd
Tussentijdse cijfers	0 van 9 aangeleverd
Inkopen	0 van 2 aangeleverd
Betalingen	Geen items beschikbaar
	<ul> <li>Laret (gyroutes, n)</li> <li>Africal of Africal of Carlot Africal O</li></ul>
Permanent	
Permanent statuten (meest recente versie)	

YOUPROVI	DE		0		▲ klant1@growteq.nl	C Afmelden
🔒 Entiteit 2					Categorie: Tusse	ntijdse cijfers 👻
Tussentijdse cijfe	rs					
Proef- en saldibalans 0						0
Kopie notulen vergadering	en 😶					0 🔹
Standaardbankverklaring	0					0 🔷
YOUPROVI	DE		0		â klant1@growteq.nl	ۥ Afmelden
Bestand aanle	veren					
Lever hier de benodigde besta	nden aan voor het item op de aangel	everde lijst. Na het uploaden zal je terugkeren na	ar het overzicht va	an de lij	st.	
Bestanden	Nieuw tekstdocument.txt	Selecteer				

+ Lijst overzicht





#### 3.5. Delete wrong files

It is possible that you make a mistake uploading documents. You can delete this until the accountant has downloaded the file. You can delete by clicking on the relevant item and then clicking on the recycle bin.

		0	L Kanti@growteq.nl	O Almeide
roef- en saldibalans				
Bestanden				
Neuw tekstolocument.txt Aangelevend op 29-1-2020 13:35:01	8			
Comments				
Een opmerking toevoegen	Plaatsen			
No comments!				

### 3.6. Download files

(Customer Admin role only)

Files can be downloaded on a listgroup level

Or on a list level

Progress				*
Items delivered after deadline				*
Users				*
			Download	all files
Dummy B.V.			1 of 20 delivered	
Download all files of	n grouplist level			
	Dummy 8.V. Export	Download all files	Download templatefiles	
	Below is a list of categories for which the accountant needs files. By clicking on one of the categories, you go to a page that contains all items for the status bar behind the category name is green and full.	hat category. If there are en	hough files for the category, the	
	Users		*	
			8 0	
	Permanent     Th delivered			

Download all files on list level





#### 3.7. Delivery of item

Once you have uploaded all the requested documents, you can definitively deliver the relevant items. You can do this by clicking on the item and clicking Send. The account that is processing the request will be notified that the item has been delivered.

	Θ	<ul> <li>&amp; klant1@growteq.n</li> </ul>	I 🕒 Afmelde
8			
Plaatsen			
		🗢 Bestanden	🕑 Verstu
			8 Massen

#### 3.8. Comments

It is possible for you as a customer to comment on an item. The comment you post can be read by the accountant, who will also be informed of this. Conversely, if the accountant makes comments, you can also receive notifications. This is discussed in chapter 2.8. You can also see who has posted a comment and when.

(OU PROVIDE		0 0	L klant1⊚growteq.nl	C• Afmelden
opie notulen vergaderingen				
Bestanden				
Nieuw tekstdocument.txt Aangeleverd op 29-1-2020 14:22:46	1			
Comments				
Een opmerking toevoegen	Plaatsen			
Commentaar				
29-1-2020 14:29:05, Klant1 van Marien				
Naar categorieoverzicht			🍖 Bestanden	C Verstuu
et opl deze aanleverpagina is beveiligd door een unieke, niet te raden ertrouwelijke elementen. Nadat de bestanden zijn aangeleverd klikt u				n met

#### 3.9. Communication profile

Communication profile can be created with this function. This allows you to set language setting of the application an when you want to receive notifications of status changes and whether comments have been posted to an item.

Both language as frequency can be adjusted by clicking on the drop-down menu. If the settings are correct, click on Save. The profile is then set. Any adjustments can also be made later.

Manage G Support	θ	0	1 Demo	C+ Log off
			Communicatieprofiel	
L My communication profile				
In this overview you can choose how often you want to be informed of changes in statuses of lists, their uploads and placed comments.				
The intervals occur on these dates:				
Daily: around 8 o'clock in the morning. Dutch time     Weekly: around 8 o'clock in the morning on monday. Dutch time				
De emails zullen verzonden worden naar uw geregistreerde e-mailadres: demo@youprovide.nl				
How often do you want to be notified of status changes?				
Receive directly *				
How often do you want to be notified of new comments?				
Receive sirectly *				
In which language would you like to use this application?				
English v				
W Back				M Save

#### 3.10. Export list

*(Customer admin role only)* The PBC lists can now also be downloaded in an Excel format using the "Export" option.



This option is only available for

the user with the Customer Admin role and on list level.





#### 3.11. Invite team member

With this function you can add a colleague to the list. Your colleague will receive an email to activate his account and also a link with the shared list. Note: your colleague can only open the list if he has activated the account and is logged in. If your colleague already has an account, he can immediately open the list link that is in the email.

	Growteq -	Client Assis	itance Lette	r	
File - Edit -	View - F	format =			
🕈 🏕 Fo	rmats - B	I≣	E B		
document foi or additional followed by s If you have a number belo Thanks in ad Sincerely, (Employee n	eceive <u>the lin</u> r the PBC (P explanation. itatus codes iny questions w or by emai ivance, ame	repared by All activiti and defau s or comm il.	y Client). T es in YouP It dashboa ents, you c ainties with	here is p rovide ar rds. an react	an upload the requested ossibility to add comments re logged and can be in me at the (mobile) phone





#### 3.12. Dashboards

You can find the dashboard on the page of the customer list. The dashboards are folded when you visit this page. You can expand them by clicking on the arrow on the right.

YouProvide-lijst YouProvide ★				Completed
*	Delen +	Download +	Voltooien+	Bewerken +
Voortgang				*
Items opgeleverd na de deadline				*

#### Dashboard progress.

Here you get an overview of the progress of all sub-lists in this list.



Dashboard "Items delivered before the deadline".

Here you have an overview of the number of files that were submitted before the deadline. With the average time for the deadline.



Dashboard "Items delivered after the deadline".

Here you have an overview with the number of files that were submitted after the deadline. With the average time after deadline.









## 4. Confidential items (Advanced)

An important feature in the advanced lists is the recently developed possibility to mark items as "Confidential items". In this part we will cover the functionality and will provide a "walk through".

#### Background

Some documents are preferably not accessible by every employee. For these cases Confidential items can be used. To be able to use this feature, you should work with an Advanced list.

#### Management

Management of the confidential items, including providing employee access, is exclusively for the user who has the role of CustomerAdmin. (*ongoing we shall refer to this role as "CustomerAdmin"*).

#### Mark sections as confidential

The CustomerAdmin marks the sections/category or specific items within sections as confidential. It is possible to mark a complete section/category with one click, or mark only certain items within that section/category.

#### Providing access to confidential items

The CustomerAdmin controls which user has access to the confidential items. By default a newly added user to the list will <u>not</u> have access to the confidential items, until these rights are added by the CustomerAdmin.

When access to confidential items is provided, this applies to ALL confidential items and/or sections/categories of that (group)list.

**Be aware!** Once access to secured items is applied to a user, this user can access <u>all</u> confidential items of that specific (group) list, depending on which level there rights have been granted.

There is no further subdivision possible. (see access structure for suggestions)





#### 4.1. Working with confidential items (walk through)

We assume in this example that an Advanced list has been send and we have the role of CustomerAdmin to our account. (since all management regarding confidential items is only accessible with this role).

#### 1) Mark section / category or item as confidential

#### Mark a section/category as confidential:

The CustomerAdmin is able to mark the section/category as confidential by clicking in the front of the line until a check symbol is available in the box. Untill changes have been saved a green box will be visible, marking the changes.

After saving the changes a lock symbol will appear.

۵	Inkopen	0% aangeleverd
۵	Betalingen	0% sangeleverd
	Investeringen	0% aangeleverd
	Inkopen m.b.t. kosten	0% aangeleverd

Figure 1 Marking a section/category as confidential while having unsaved changes.

When you open a category that is marked with a lock all items within this section/category are marked as confidential (a lock is visible in front of each line).

4	Permanent	

				e	5
	Pensioenovereenkomst	Pensioenovereenkomst	18	0	\$
1	Actuele kredietovereenkomsten	Actuele kredietovereenkomsten	1.	0	~
1	Overzicht groepsstructuur	Overzicht groepsstructuur inclusief deelnemingspercentages		0	\$
1	Statuten (meest recente versie)	Statuten (meest recente versie)		0	~
í.	Parafenlijst	Parafenlijst		0	\$
i.	Actuele verzekeringspolissen	Actuele verzekeringspolissen		0	\$
	Collectieve arbeidsovereenkomst	Collectieve arbeidsovereenkomst (CAO)		0	<b>^</b>
	Actueel handboek interne beheersing, inclusief organisatieschema	Actueel handboek interne beheersing, inclusief organisatieschema		0	?
l	Huur- en leaseovereenkomsten	Huur- en leaseovereenkomsten		0	~
ï	Uittreksel Kamer van Koophandel	Uittreksel Kamer van Koophandel		0	\$
	Documentatie van veranderingen in groepsstructuur of interne organisatie	Documentatie van veranderingen in groepsstructuur of interne organisatie		0	<b>^</b>

🗢 Terug naar de lijst 🛛 🕏 Categorie aanleveren

**Note:** It is possible to undo the lock on a certain item within a section/category. For this click in front of the line until the checkmark is gone and save these changes. Be aware that on a higher level (the category list) the marking with the lock will disappear as well, since the complete section/category is no longer confidential (now one item is marked as not-confidential).





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#### Mark a single item as confidential:

To mark a single item within a section/category as confidential. Open the section/category and click in front of the line of the item until a checkmark is visible. While changes have not been saved a green marking will appear indicating the unsaved changes.

After saving the changes a lock will indicate that this item is marked as confidential.

Tuss	ientijase cijiers	<u>د</u> ع
۵	Interne rapportages	Interne rapportages inclusief aansluiting op de proef- en saldibalans
	Proef- en saldibalans	Proef- en saldibalans
	Audit files vanuit de financiële administratie	Audit files vanuit de financièle administratie met alle financièle mutaties, transactiedatums, grootboekrekeningen, omschrijvingen, leveranciers etc

Figure 2 Marking an item as confidential

**Note:** Be aware that on category level it is not visible that this category contains one or more confidential items, unless the whole category is marked as confidential (then a lock will appear in front of the category)

#### 2) Provide access to users to a certain (group)list.

- a. At the desired level, a colleague/employee can be added to the (group)list. Using the known functionality of "Invite a team member".
- b. The user will be added to the user overview. Depending on the selected level that the user has been added this can be on group list level or on list level. When somebody has access to the groups list, this is not visible on list level and vice versa.
- c. Deleting an user account cannot be done by the CustomerAdmin. A user with the Tenant role however can delete a user account from the list.

GROWTEQ	🏟 Beheer 🛛 🕤 Support	0 • <u>1</u>	Medewerker 1 C Afmelden
✤ VB1 VB2		Delen + Do	Shared wnload - Voltooien - Bewerken -
Gebruikers			*
Gebruiker		Kan beveiligde items zien	
Customer3		×	
<b>⊕</b> A <b>③</b>		0 van 6 aangeleverd	<b>1</b>
<b>⊕</b> B <b>0</b>		0 van 4 aangeleverd	<b>/</b> 🏛
<b>⊕</b> c <b>0</b>		0 van 1 aangeleverd	<b>1</b>
← Terug		🗎 Bekijk statusveranderingen 🔹 🌣 Bewerken als b	atch + Nieuwe categorie toevoegen

Figure 3 View as TenantAdmin, unable to hand out rights to secured items but can delete a user from the (group)list.

#### 3) Provide access to confidential items.

In the user overview of the (group)list click on the red cross of the specific user that should have access to the confidential items and click on the "Save" icon on this page to save the changes.







	heer 🛛 Support & contact	0 •	L CustomerAdmin1	G• Afmelden
YouProvide-lijst A				
Voorbeeld				
Dit overzicht toont van de groep de onderliggende lijsten o	lie aangeleverd dienen te worden. Klik op één van de entitelten om	de lijst daarvan te z	len.	
Voortgang				*
items opgeleverd na de deadline				*
Gebruikers				<u>×</u>
				5
Gebruiker		Kar	n beveiligde items zien	
CustomerAdmin1			×	
Voorbeeld 1			0 van 20 aangeleve	rd
Terug     Voeg een collega toe aan deze lijs	1			

Figure 4 Adjusting the rights for a user account to confidential items on grouplist level.

Once the changes have been saved the user account that has access to confidential items will have a green checkmark icon, as is been seen in the image below.

Hieronder staat een lijst met categorieën waarvoor de accountant bestanden nodig heeft. Door te klikken op één van de categorieën gaat u naar een pagina waarop alle items voor de betreffende categorie staan. Indien er voor de categorie genoeg bestanden zijn aangeleverd, is de statusbalk achter de categorienaam groen en volledig gevuld.		
Gebruikers	*	
Gebruiker	Kan beveiligde items zien	
collegalijstinvite2	×	
collegalijstinvite	×	
collegalijstinvite3	×	

Figure 5 collegalijstInvite has access, other users do not have access to confidential items





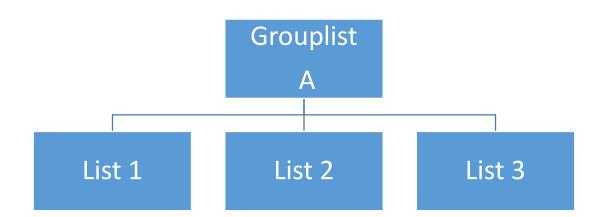
GROWTEQ

#### 4.2. Access structure

It is important to realise that when a user has access to confidential items on grouplist-level this right is inherited by all the lists within that group, meaning the user has access to ALL confidential items.

There are scenarios that this might not be the desired outcome.

With the following structure several scenario's will be discussed and a suggestion for handling the access will be provide.



Situatie	Inrichting
User should have access to all	Invite this user at grouplist-level and hand out
confidential items of all lists.	access to confidential items on grouplist-level.
	In the tree of the level for tists 4.0 and 0
User should have partial access to	Invite the user at list level for lists 1,2 and 3.
confidential items and full access	Only at list 2, hand out rights for confidential items.
to all lists for the non-confidential	
items (list 2 access, list 1 and 3	
no-access to confidential items)	
User should be able to reach	This is not possible with the current functionality.
confidential part A (for e.g.	
Permanent) but not B within list 2.	Alternative:
	Create a separate list and do not invite the user to
	his list. Or do not hand out the Confidential items
	rights to this user on that list.