WELCOME GUIDE

Thank you for choosing Simpliciti Designs for your web design and development needs.

We are excited to work with you and create a stunning website that represents your brand and meets your goals.

This Welcome Guide will provide you with an overview of how we will work together and how to get started.

SIMPLICITI DESIGN DASHBOARD

YOU CLIENT DASHBBOARD OUTLINE

1. **Project Tab:**
   - Website Preview: In this section, you will find an iframe displaying the ongoing development of your website. Check here for real-time updates on the progress of your project.
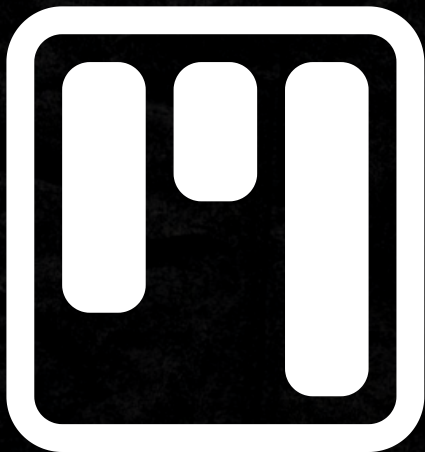
2. **Tasks Tab:**
   - Trello Board: We use Trello for seamless project management and communication, you can interact with our team, submit tasks, and provide feedback.

3. **Progress Tab:**
   - Milestones and Updates: Stay up-to-date with the project's progress and milestones in this section. We will regularly post updates.

TRELLO BOARD

Have a question about your Trello Board?

Please email us or you can post your question on your client dashbaord.

To ensure a smooth experience in accessing and editing the Trello board you saw on the Tasks Tab, we will invite you to the board using the email address you signed up with. This will require you to log in or create a Trello account using the email address associated with the invitation.

This way you will be able to access and edit your Trello board.

UPLOADING FILES

If you subscribed to the webflow development plan, we will need the following:

Upload Your Design Files and Brand Assets:
- Use the designated cards on the Trello board to upload your design files, brand assets, logos, and any other relevant content.

If you subsribed to the web design and development you don't have to upload a design file as we will be producing that but we will still need your brand assets.

ADDING TASKS ON TRELLO

1. **Backlog Requests:**
   - Backlog requests refer to the list of tasks or features you want to include in your website. Start adding them to the Backlog List on Trello.

2. **Moving Tasks to "Current Requests":**
   - Once you're ready to move forward with a particular task, drag it from the Backlog List to the "Current Requests" List.

3. **Project Progress:**
   - We will start working on your requests and update you accordingly. Feel free to communicate with us on Trello for any clarifications or updates.

4. **Review and Approval:**
   - Once we've completed a task, we'll move it to the "Review" List for your feedback.
   - After you're satisfied with the work, we'll move the task to the "Approved" List.

COMMUNICATI ON CHANNELS:

For effective communication, please mainly use Trello. You can also utilise our client dashboard if necessary.

We will be readily available to answer any questions or address any concerns you may have.

We are dedicated to delivering a remarkable web design experience for you. Your input and feedback are essential to creating a website that aligns with your vision.

WE LOOK FORWARD TO COLLABORATING WITH YOU AND BRINGING YOUR DREAM WEBSITE TO LIFE.