

PONDARA Quick Guide

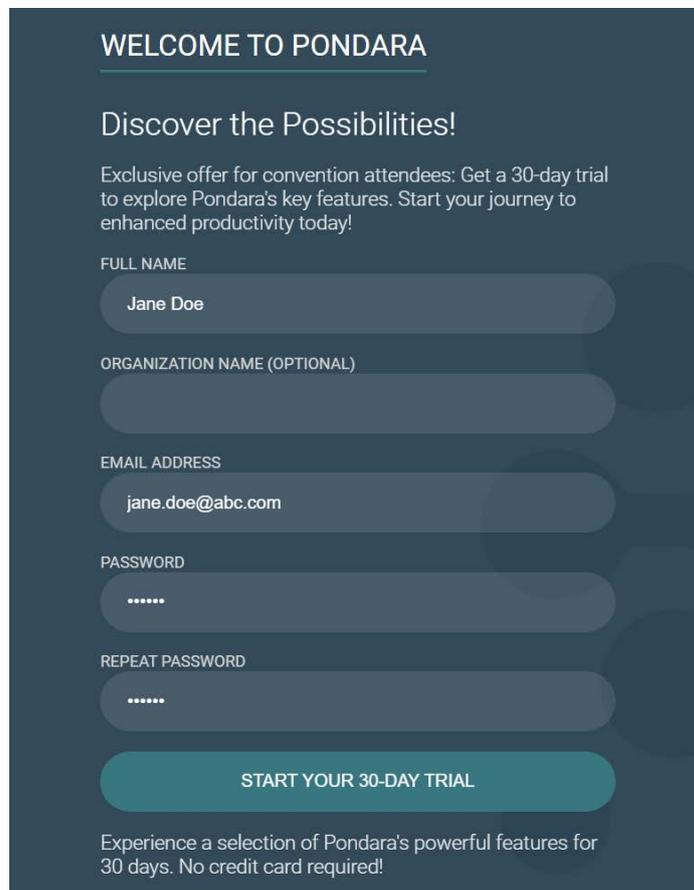
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Registration / 注册用户

To register for a 30-day free trial account, please enter your full name, email address, and desired password, then click the [START YOUR 30-DAY TRIAL] button. (Password must be at least 6 characters long.)

注册一个 30 天免费试用帐户：请输入您的全名、电子邮件地址和所需的密码，然后单击 [开始 30 天试用] 键 (密码至少需要 6 个字符)



WELCOME TO PONDARA

Discover the Possibilities!

Exclusive offer for convention attendees: Get a 30-day trial to explore Pondara's key features. Start your journey to enhanced productivity today!

FULL NAME
Jane Doe

ORGANIZATION NAME (OPTIONAL)

EMAIL ADDRESS
jane.doe@abc.com

PASSWORD
.....

REPEAT PASSWORD
.....

START YOUR 30-DAY TRIAL

Experience a selection of Pondara's powerful features for 30 days. No credit card required!

Your account is ready. Click [LOG IN] to proceed.

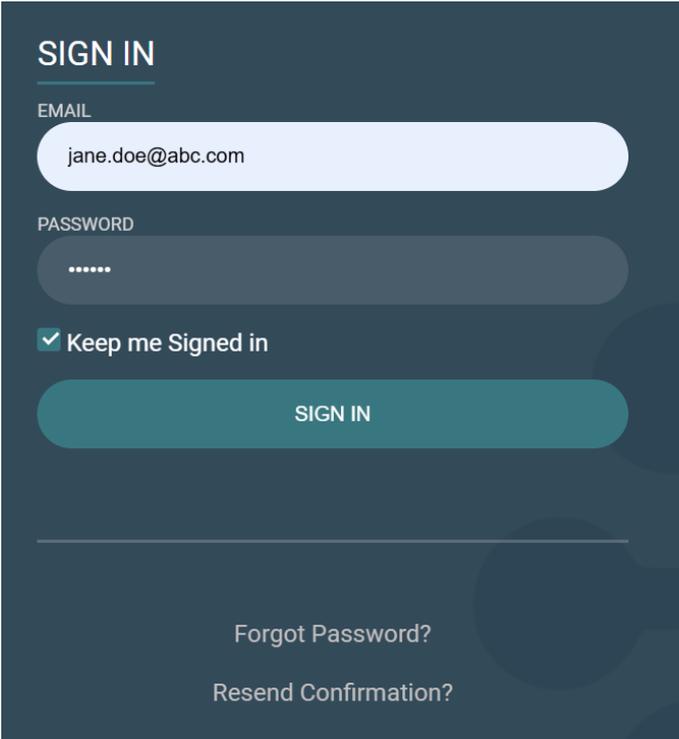
您的帐户已准备就绪，请点击[登录]继续

Account Ready

Your account is now ready to use.
As a subscriber, you can log in and enjoy our services
using your credentials.

[LOG IN](#)

Sign in to the PONDARA Cloud-based Platform / 登录
Pondara云平台



SIGN IN

EMAIL
jane.doe@abc.com

PASSWORD
.....

Keep me Signed in

SIGN IN

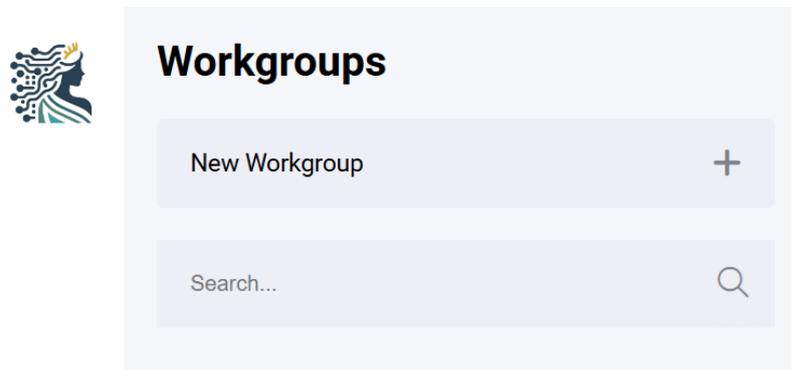
[Forgot Password?](#)

[Resend Confirmation?](#)

Create Your First Workgroup / 创建您的第一个工作组

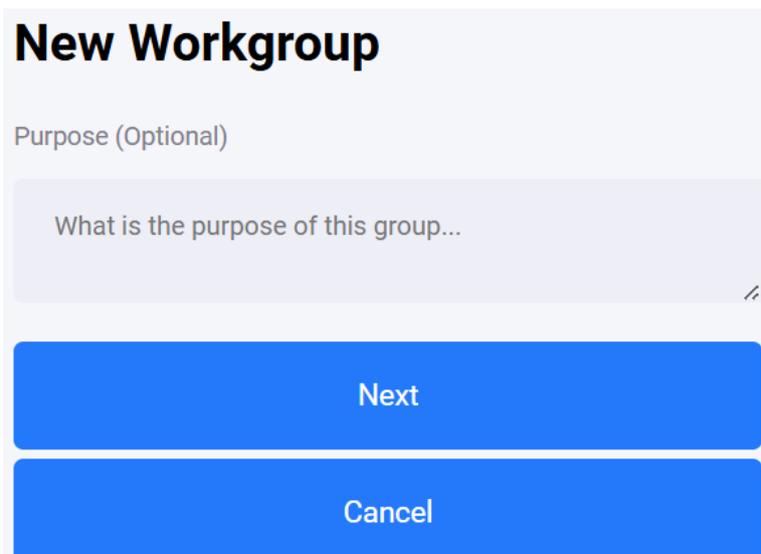
After signing in, the Workgroups interface will open. Before you start planning your work, you must first create a Workgroup. This will enable you to make personal plans and solve problems, as well as invite others to join and collaborate. Click **[New Workgroup]** to get started.

进入系统后会打开群组界面，在开始规划工作之前，您必须先创建一个工作组，这样不仅可以制定个人计划、解决问题，还可以邀请其他人加入协作。单击**[New Workgroup]** 键



Enter your purpose and then click **[Next]**, or simply click **[Next]** to continue.

输入创建工作组的目的然后点击**[下一步]** 或直接点击**[下一步]**继续

The screenshot shows a form titled 'New Workgroup'. Below the title, the text 'Purpose (Optional)' is displayed. Underneath is a light gray text input field with the placeholder text 'What is the purpose of this group...'. At the bottom of the form, there are two prominent blue buttons. The top button is labeled 'Next' and the bottom button is labeled 'Cancel'.

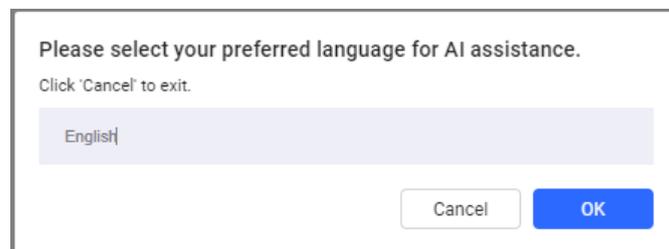
Here, we will use the example of hosting a webinar. Enter “举办风险管理网络研讨会” in the {Purpose} field, then press the [AI] button to automatically generate the Group Name and Description. Alternatively, you can manually enter your desired Group Name and Description.

在这里, 我们以需要举办一个网络研讨会为例, 在目的栏输入 “举办风险管理网络研讨会”, 按[AI]按键自动生成群组名称和描述, 或者输入您想要的群组名称和描述



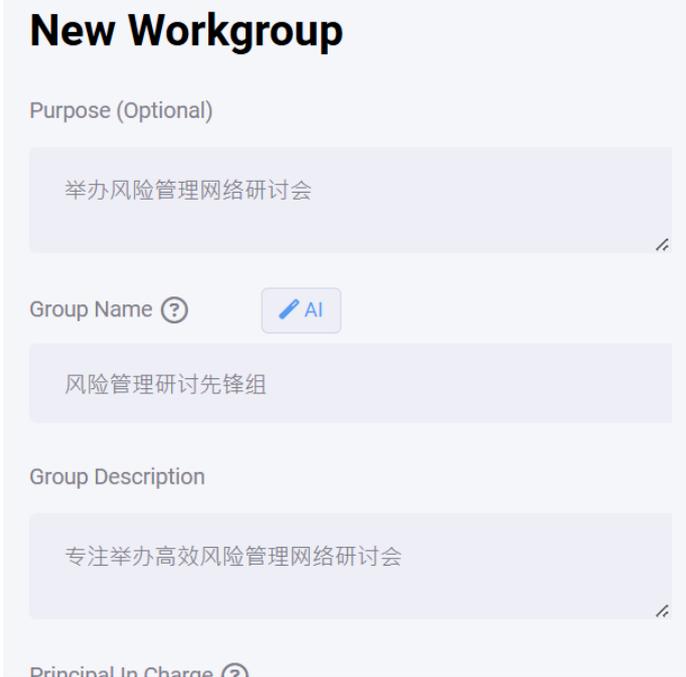
If you choose AI, a language selection prompt will appear on the screen. Enter the desired language (e.g., English, Simplified Chinese, etc.), and then press [OK].

如是选用AI后, 将会出现语言选择, 请输入所需语言 (例如: 英文, 简体中文等), 再单击[OK]



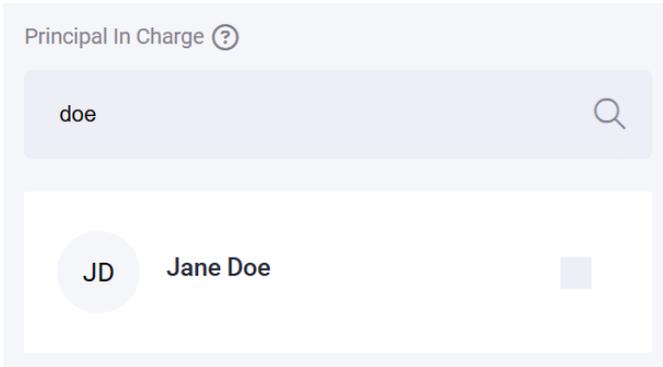
The system will automatically generate the Group Name and Group Description for you.

Pondara 人工智能系统就会帮助自动生成群组名称及群组描述



Add yourself to the {**Principal in Charge**} field. This field features an automatic search function; simply enter part of your name or your registered email address, and similar names will be displayed for selection. Then, check the checkbox next to the correct name.

将您自己添加到负责人栏中。此栏有自动搜索功能, 只需输入您的部分姓名或您的注册电子邮件地址, 就会显示相近的名称供选择, 然后勾选正确姓名旁边的小方框。



The name will appear in the {**Principal in Charge**} field. Next, in the Additional Features section, check the **Risk Management** option, and then click the [**Create Workgroup**] button.

该名称会显示在负责人栏中, 然后在附加功能中, 勾选风险管理, 再单击 [**Create Workgroup**] 键。

Principal In Charge ?

 **Jane Doe** ×

Search for members... 🔍

Team Members (Optional)

Search for members... 🔍

Additional Features

Risk Management ?

Risk Reporting Unit ?

Create Workgroup

Cancel

Congratulations! You have successfully created your first group.

恭喜您, 您已成功建立第一个群组了。

▼ WORKGROUP

 风险管理研讨先锋组
专注举办高效风险管理网络研讨会 ⋮

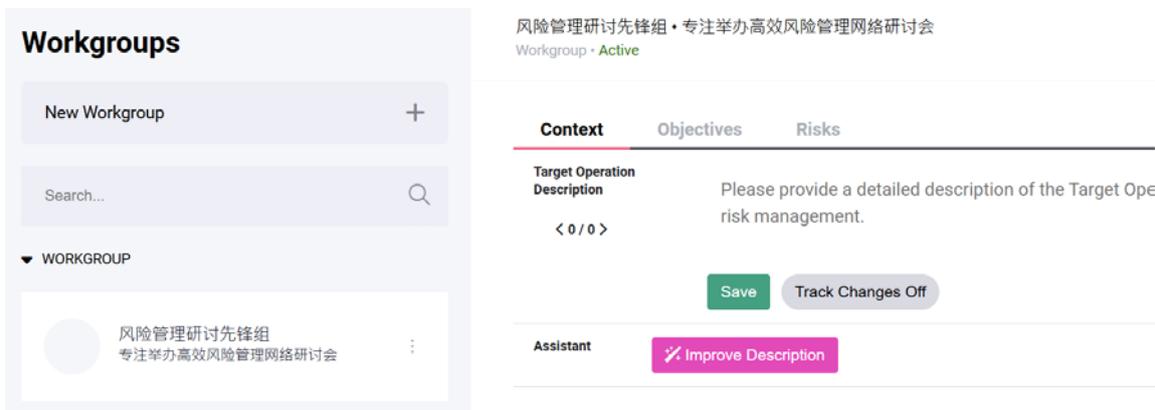
Try to solve a problem / 尝试解决问题

After logging in to the system, click on the workgroup you created earlier. The **Risk Management** interface will appear on the right. This interface is divided into three sections: **Context**, **Objectives**, and **Risks**.

First, begin with the **Context** section. If it is not already selected, click on **Context**. Then, click the **[Improve Description]** button.

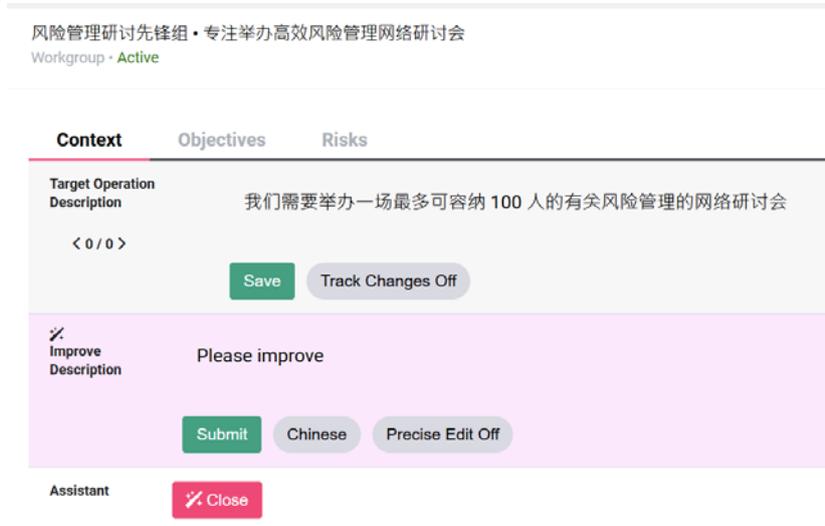
登录Pondara系统之后，点击刚才创建的工作组，右侧就会出现风险管理界面。这个界面分为三个部分，分别是Context、Objectives和Risks。

首先，我们从Context开始，如现选标签不是Context，请点击Context。然后点击[Improve Description]。



Enter the problem you want to solve in the **{Target Operation Description}** field. For demonstration purposes, use “我们需要举办一场最多可容纳 100 人的有关风险管理的网络研讨会。” In the **{Improve Description}** field, enter “请改进。” Click the **[English]** button if you want to switch to Simplified Chinese, and then click the **[Submit]** button.

在“目标操作描述”栏输入您要解决的问题，我们将以“我们需要举办一场最多可容纳 100 人的有关风险管理的网络研讨会”为例进行演示，在“改进描述”栏输入“请改进”，如需切换为简体中文请点击 **[English]** 键，然后点击 **[Submit]** 键



Afterward, Pondara AI will improve and provide suggestions based on the context you provided. Click [Copy and Close]. (At this step, you can modify the content and submit it multiple times to refine the outcome.)

随后，Pondara AI会根据您提供的描述进行改进并提供建议，单击[Copy and Close]（此步骤可尝试多次修改内容再提交，以改善结果）。



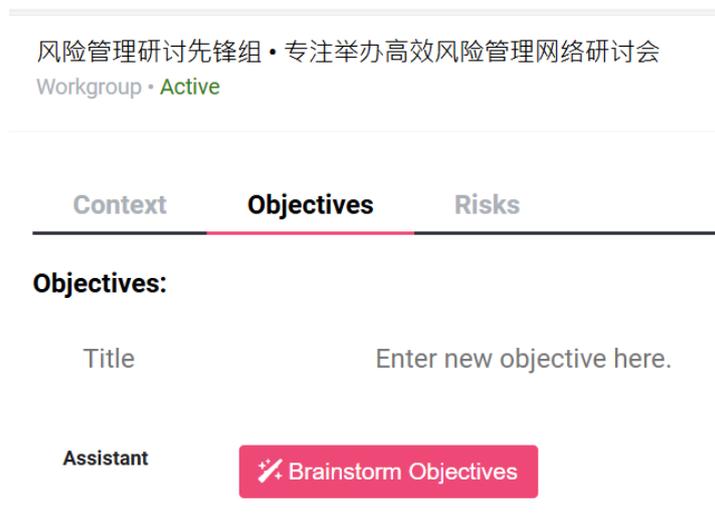
The content provided by Pondara AI will be copied to the {Target Operation Description} field. You can modify the content as needed and then click the [Save] button, or you can click [Save] directly to keep the suggested content.

Pondara AI提供的内容将会被复制到“目标操作描述”栏内, 您可根据需要自行更改内容后再单击[Save]键或直接单击保存键。



Select Objectives, then click [Brainstorm Objectives].

选择Objectives · 然后单击[Brainstorm Objectives]



Enter your instructions (e.g., "Please provide some goals along with milestones and solutions based on my context") in the {Requirements} field. Select your preferred language, and then click the [Submit] button.

在“Requirements”空格中输入指令（例如，请根据我的情况为我提供一些目标、里程碑和解决方案），选择语言，然后单击[Submit]键

Context
Objectives
Risks

Objectives:

TITLE

Title
Enter new objective here.

✂
Brainstorm
Objectives

This AI assesses the context of a target operation and its objectives to verify objectives, it may exceed the AI's limit. In such cases, consider limiting the cc

Requirements

请根据我的情况为我提供一些目标、里程碑和解决方案

Submit

English

Assistant

✂ Close

Some objectives will be automatically generated. Select the appropriate objectives by clicking the rightmost copy icon for each one. Change the icon to a check mark (you can select more than one item), and then click the **[Add Selected]** button.

系统会自动生成一些目标, 选择合适的目标, 单击其最右侧的复制图标, 将图标更改为复选标记 (可以选择多个项目) , 然后单击 [Add Selected] 键

Brainstorm Objectives

This AI assesses the context of a target operation and its objectives to verify if they meet the requirements. If the context is too lengthy or there are many objectives, it may exceed the AI's limit. In such cases, consider limiting the context or objectives to the most relevant aspects.

Requirements

请根据我的情况为我提供一些目标、里程碑和解决方案

Submit **Chinese**

Suggestion:

您希望我根据您的情况提供一些目标、里程碑和解决方案。

New Objectives:

Title	Description	
选择合适的网络平台	选择一个能够支持高质量视频和音频传输的平台，并确保其能够处理100名参与者同时在线的需求。	✓
合理规划活动日程	制定详细的日程安排，涵盖所有重要主题，并留出足够的时间进行问答和互动环节。	+
制定市场推广策略	设计并实施有效的市场推广策略，通过社交媒体、电子邮件和专业网络吸引目标受众。	✓
提供技术支持保障	组建技术支持团队，确保在研讨会期间能够快速解决任何技术问题。	✓

Assistant **Close** **Add Selected**

The items you selected will be added to the **Objectives** column. Click any plus signs to the far right of the column to save all objectives.

您选择的项目将添加到目标栏位内，单击最右侧任意一个加号即可保存所有目标

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Context **Objectives** Risks

Objectives:

选择合适的网络平台	选择一个能够支持高质量视频和音频传输的平台，并确保其能够处理100名参与者同时在线的需求。	+
合理规划活动日程	制定详细的日程安排，涵盖所有重要主题，并留出足够的时间进行问答和互动环节。	+
制定市场推广策略	设计并实施有效的市场推广策略，通过社交媒体、电子邮件和专业网络吸引目标受众。	+
提供技术支持保障	组建技术支持团队，确保在研讨会期间能够快速解决任何技术问题。	+
Title	Enter new objective here.	+

Assistant **Brainstorm Objectives**

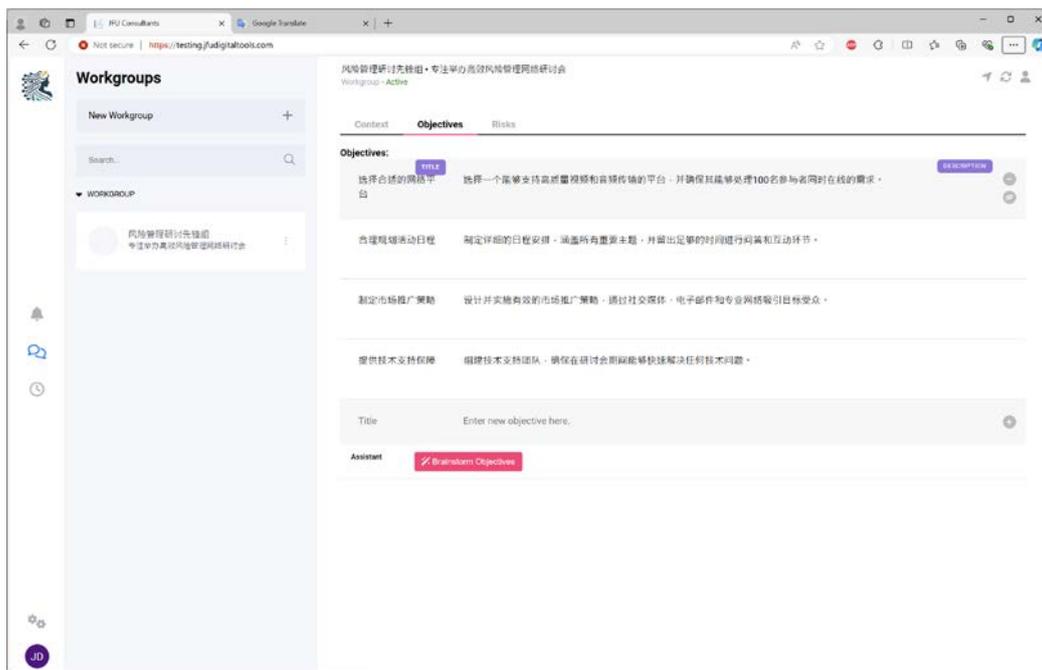
Objectives successfully added.

You can now select any text to edit its content. Additionally, hover your mouse over one of the objectives, and two icons will appear on its right. The minus icon at the top can be used to remove

unnecessary objectives, while the **Link Icon** at the bottom allows you to add objectives to the **Task Manager**, which will be discussed later.

已成功制定了您的目标。

在这里，您可以选择任意文本并编辑其内容。另外，将鼠标悬停在任意目标上，其右侧会出现两个图标。顶部的减号图标可以删除不必要的目标，底部的**链接图标**可以将目标添加到**任务管理**中，稍后会作讲解。



Select **Risks**, then click the **[Brainstorm Risks]** button.

选择“Risk”，然后单击[Brainstorm Risks]键。

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Context

Objectives

Risks

RISKS:

Title

Enter new risk here.

Assistant

 **Brainstorm Risks**

Enter your instructions (e.g., "Please provide me with some possible risks based on my context") in the {Requirements} field. Select your preferred language, and then click the [Submit] button.

在“Requirements”的空格中输入说明（例如，请根据我的情况提供一些可能发生的风险），选择语言，然后单击[Submit]键。

 **Brainstorm Risks** This AI assistant carefully considers the outlined details of y within the defined context. It tailors its advice by taking into recommendations.

Please bear in mind that the identified risks are suggested fo and usefulness to your situation. We encourage you to adap

Requirements

请根据我的情况提供一些可能发生的风险

Some risks will be automatically generated. Select the appropriate risks by clicking the rightmost icon for each one to change it to a check mark (you can select more than one item). Then, click the [Add Selected] button.

部分风险会自动生成，选择合适的风险，点击其最右侧图标，将图标改为勾选（可多选），然后点击[Add Selected]键

Brainstorm Risks This AI assistant carefully considers the outlined details of your target operation and its set objectives, offering suggestions for potential risks that may arise within the defined context. It tailors its advice by taking into account any additional requirements you supply, thus enhancing the specificity of its recommendations.

Please bear in mind that the identified risks are suggested for your thoughtful consideration; their adoption or dismissal ultimately depends on their relevance and usefulness to your situation. We encourage you to adapt these suggestions as necessary to best serve your unique needs and circumstances.

Requirements
请根据我的情况提供一些可能发生的风险

Submit **Chinese** **Concise**

Suggestion:
请求根据给定的情况提供一些可能发生的风险。

这部分内容中没有新的具体要求可以帮助识别相关风险。因此，例子可能包括：请求详细说明每个目标的具体风险要求，或关于具体技术支持需求的详细描述。

Suggested Risks:

Title	Description	
平台支持不足风险	Description 选择的平台可能无法承载高质量视频和音频传输，或无法支持100名参与者同时在线，从而影响研讨会的体验。	✓
日程安排不当风险	Description 活动日程安排不当，可能导致重要主题未能充分讨论，或问答互动时间不足，削弱参与者的学习效果。	✗
市场推广效果不佳风险	Description 市场推广策略未能定位好目标受众，可能导致报名人数不足，难以达到预期参与者数量。	✓
技术支持不力风险	Description 技术支持团队未能及时解决技术问题，可能导致参与者体验不佳，甚至造成参会中断。	✗

Assistant **Close** **Add Selected**

The items you selected will be added to the **Risks** column. Click any plus signs to the far right of the column to save all risks.

您选择的项目将添加到风险栏位内，单击最右侧任意的加号即可保存所有风险

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Context Objectives **Risks**

RISKS:

New	平台支持不足风险	选择的平台可能无法承载高质量视频和音频传输，或无法支持100名参与者同时在线，从而影响研讨会的体验。	+
New	日程安排不当风险	活动日程安排不当，可能导致重要主题未能充分讨论，或问答互动时间不足，削弱参与者的学习效果。	+
New	市场推广效果不佳风险	市场推广策略未能定位好目标受众，可能导致报名人数不足，难以达到预期参与者数量。	+
New	技术支持不力风险	技术支持团队未能及时解决技术问题，可能导致参与者体验不佳，甚至造成参会中断。	+
	Title	Enter new risk here.	+

Assistant [Brainstorm Risks](#)

Risk items successfully added.

已成功添加您的风险事项。

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Context Objectives **Risks**

RISKS:

- 平台支持不足风险 选择的平台可能无法承载高质量视频和音频传输，或无法支持100名参与者同时在线，从而影响研讨会的体验。
- 日程安排不当风险 活动日程安排不当，可能导致重要主题未能充分讨论，或问答互动时间不足，削弱参与者的学习效果。
- 市场推广效果不佳风险 市场推广策略未能定位好目标受众，可能导致报名人数不足，难以达到预期参与者数量。
- 技术支持不力风险 技术支持团队未能及时解决技术问题，可能导致参与者体验不佳，甚至造成参会中断。

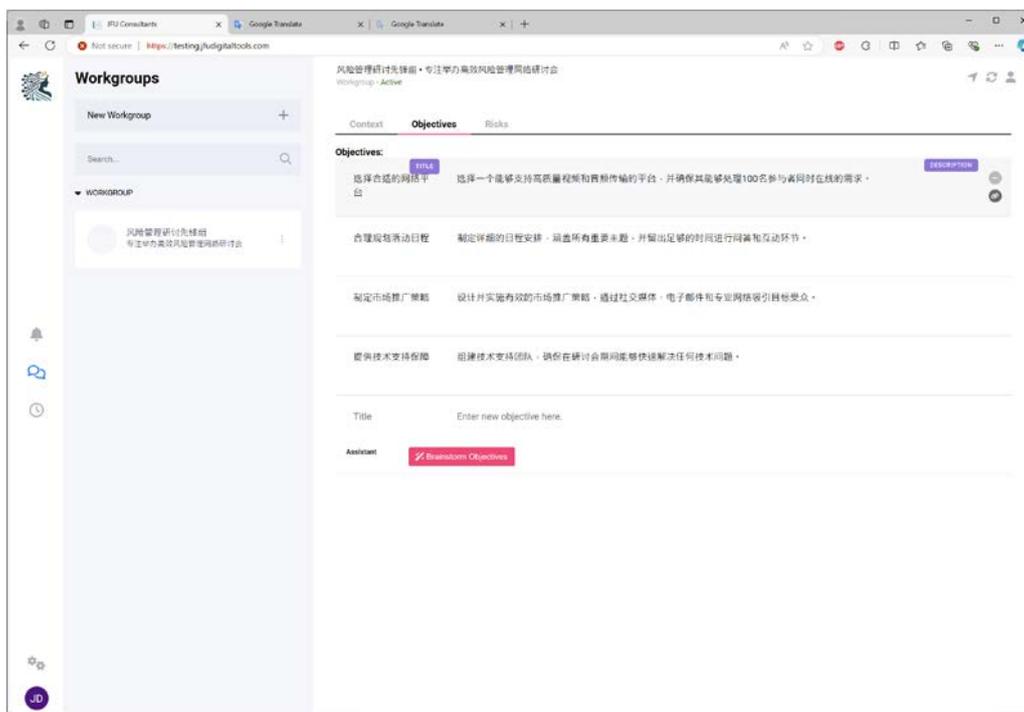
Title Enter new risk here. +

Assistant [Brainstorm Risks](#)

Add Objectives to Task Manager / 将目标添加到任务管理

First, go back to the Objectives tab. Hover your mouse pointer over the objective that requires planning work. As mentioned earlier, a **Link Icon** (the one below) will appear on the right side. Click the **Link Icon** to add the objective to the **Task Manager**.

首先返回Objectives选项，将鼠标悬停在需要规划工作的目标上。如前所述，其右侧会出现一个链接图标（在下方的那一个）。单击链接图标可将目标添加到任务管理。



After a successful addition, the icon will turn green.

成功添加后图标会显示为绿色

Objectives:

选择合适的网络平台 选择一个能够支持高质量视频和音频传输的平台，并确保其能够处理100名参与者同时在线的需求。



Please click the  icon near the upper right corner.

请点击右上角附近的图标 

Navigation windows will be displayed. Select **Task Manager** to continue.

将出现导航窗口，选择**Task Manager**继续

 **Navigate to:**

Team Chat
 Real-time messaging for effective collaboration and communication among workgroup members.

Task Manager
 Organize and track workgroup tasks. Create, assign, and manage tasks for streamlined teamwork.

Risk Management
 Identify, assess, and mitigate risks your workgroup is responsible for managing.

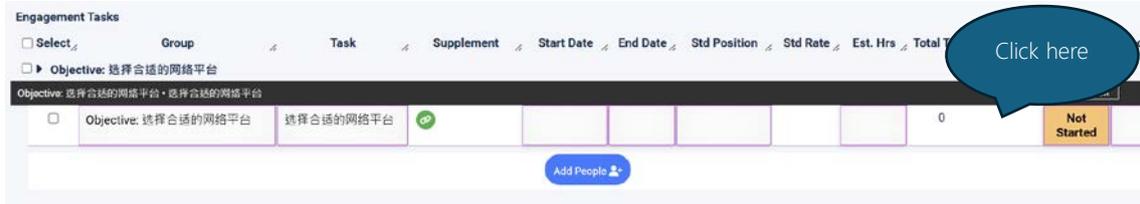
Click on the added objective, and two buttons, **Delete** and **Edit**, will appear on the right. If you need to remove an incorrect entry, you can click **Delete**. For now, please click **Edit**.

单击已添加的目标，在其右方就会出现[Delete/删除]及[Edit/编辑]两个按键，如添加错误，可在此按删除，现在请先按编辑



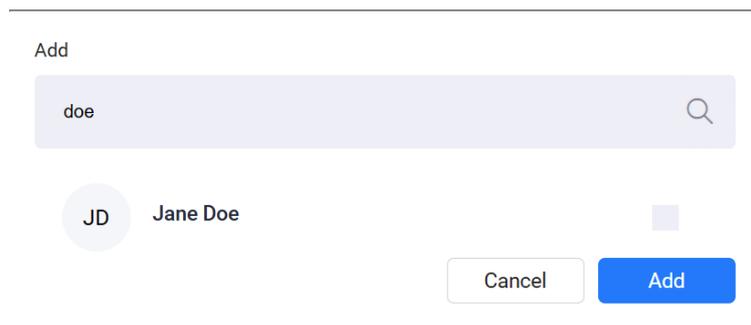
After entering editing mode, use the mouse to click on the white area underneath **Members** (as shown in the picture below). The **Add People** button will appear below. Click the **Add People** button.

进入[Edit/编辑]模式后，用鼠标点击Members下方的白色区域，如下图所示位置，就会在下方出现[Add People/添加人员]键，点击进行添加人员



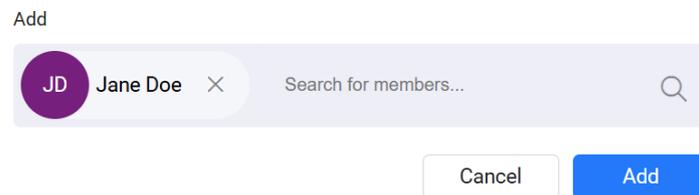
Add yourself as the first member. This field has an automatic search function. Enter part of your name or your registered email address in the **{Add}** field, and similar names will be displayed for selection. Check the checkbox next to the correct name.

将您自己添加为第一个成员。此处具有自动搜索功能，只需在添加字段中输入您的部分姓名或您的注册电子邮件地址，就会显示类似的名称供选择，然后勾选正确姓名旁边的选框



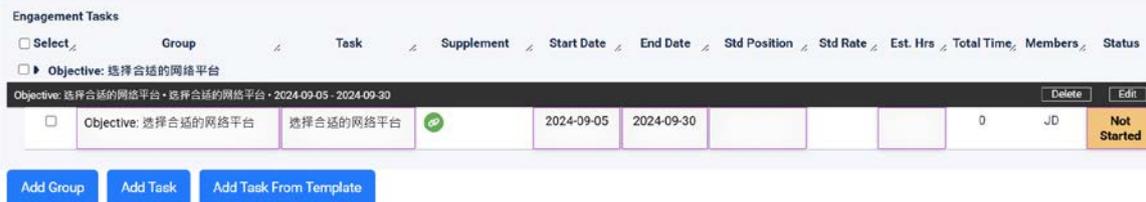
Then press **Add** to continue

然后按Add继续



You can also modify the content or add the start and completion dates for planning. Once you are finished, press the **Edit** key to exit editing mode.

您也可以修改内容或新增计划的开始及完成日期，完成后按[Edit/编辑]键即可退出编辑模式。



Group	Task	Supplement	Start Date	End Date	Std Position	Std Rate	Est. Hrs	Total Time	Members	Status
Objective: 选择合适的网络平台	选择合适的网络平台		2024-09-05	2024-09-30			0		JD	Not Started

In these short steps, you have established some initial work plans to address the problem. Our system offers many more powerful features for you to explore.

在这短短的几步中，您已经初步制定了一些解决问题的工作计划。我们的系统还有更多强大的功能等待您去探索。

The above is a brief introduction to some of the most basic operations, including establishing a Workgroup, using Pondara AI to identify issues, and providing precautions and possible risks for further analysis and evaluation. Our Pondara system offers many additional powerful functions that we cannot cover here. If you are interested in learning more, please contact the JFU team, and we will be happy to assist you.

以上，是简单介绍了一些最基本的入门操作，包括了建立群组并使用强大的人工智能Pondara去思考一些需要解决的事情，并提供需注意事项及可能存在的风险，让您能进一步分析及评估并找出可行方案。我们的Pondara系统，还拥有很多强大功能，未能一一尽录在此，如有兴趣，请与JFU团队联系，我们定必竭诚为您服务。