# Main Folder

|  |  |
| --- | --- |
| **Folder** | **Purpose** |
| * **Development**
 |  |
| * + Database
 | All documentation to do with the database |
| * + API
 | Everything API related |
| * + HubSpot Intergration
 | HubSpot intergrading and related  |
| * + Memebers
 | All development for members hub |
| * + Product Image Hub
 | Everything product image hub related  |
| * + Addendums
 |  |
| * + Apple App Store
 |  |
| * + Content Swatches
 |  |
| * + Data Files
 |  |
| * + Documentation
 |  |
| * + Google play Store Developers Page
 |  |
| * + Jointoit
 |  |
| * + Models
 |  |
| * + Planning
 |  |
| * + React Navigation V3
 |  |
| * + Scripts
 |  |
| * + Stratergies
 |  |
| * **Sales & Marketing**
 | Everything to do with sales and marketing, photos and expo's |
| * + Reference
 |  |
| * + Expo & Launch
 |  |
| * + Media Appearances
 |  |
| * + BBA Marketing Asset
 |  |
| * + Design
 |  |
| * + Email
 |  |
| * + Expo events
 |  |
| * + First Version App Examples
 |  |
| * + Images
 |  |
| * + Marketing Materials
 |  |
| * + Meet the Media Mastercalss
 |  |
| * + Reference
 |  |
| * + Socials
 |  |
| * + Website
 |  |
| * **competitors**
 | All of the competitors were facing in one location |
| * + AusBuy Guide
 |  |
| * + Aussie App
 |  |
| * + Australian Made Campaign
 |  |
| * + Strayan
 |  |
| * **Partners**
 | People we are collaborating with us |
| * + Insight Factory
 |  |
| * + A & H
 |  |
| * + Basic Bananas
 |  |
| * + Canva
 |  |
| * + Freelancer
 |  |
| * + Gallup
 |  |
| * + General Assembly
 |  |
| * + GS1
 |  |
| * + Homebrew
 |  |
| * + IBS Cards
 |  |
| * + Media Stable
 |  |
| * + Nielsen Brandbank
 |  |
| * + Ontraport
 |  |
| * + ReactNative
 |  |
| * + Reward Pitch
 |  |
| * + Salesforce
 |  |
| * + Simplilearn
 |  |
| * + Snowflake
 |  |
| * + Speakers Institute
 |  |
| * + UQR.me
 |  |
| * + World Press
 |  |
| * **Third Parties**
 | Our clients and customers |
| * **Retailers**
 |  |
| * + Coles Group
 |  |
| * + Drakes
 |  |
| * + Foodland
 |  |
| * + Woolworths
 |  |
| * **Service Business’**
 |  |
| * + Facebook Brand asset pack
 |  |
| * **Suppliers**
 |  |
| * + Fleurieu Milk Company
 |  |
| * + Bega Fonttera
 |  |
| * + Tradie Workwear
 |  |
| * **Employees**
 | Training, everything no confidential for staff to access |
| * + Policies
 |  |
| * + Staff Photos
 |  |
| * + Training
 |  |
| * **Tax Transparency**
 |  |
| * + ATO File Download
 |  |
| * + Blog Website
 |  |
| * + Flexi Blog Template
 |  |
| * + TaxGrid
 |  |
| * **AOBC**
 |  |
| * **Australia Now Event**
 |  |
| * + MGK Events
 |  |
| * + Paypal
 |  |
| * + People
 |  |
| * **Funding**
 |  |
| * + Crowd Funding
 |  |
| * + Small Cap Raise
 |  |
| * + Founders Institute
 |  |
| * **Other**
 |  |
| * + Business Processes
 |  |
| * + Buy Back Australia
 |  |

# Secure Folder

|  |  |
| --- | --- |
| * **Accountancy**
 |  |
| * + ATO
 | To store everything ATO related |
|  |  |
| * + Tax Agents
 | To store everything tax agent related |
|  |  |
| * + Bank Statements
 | To store all statements as CommBank only will hold upto a certain period |
|  |  |
| * **Human Resources**
 |  |
| * + Employees
 | All employee information; contracts, bank details, photos ect.  |
| * + Fair Work Information
 | All fairwork issued documents for staff welcome packs |
| * + Policies
 | Company policies  |
| * + Contract Templates
 | Contract template for new staff; fulltime, parttime, casual |
|  |  |
| * **Legal**
 |  |
| * Action
 | Lawsuits, people against us, legal action is required  |
| * Trademark Applications
 | All trademark related information and applications  |
|  |  |

Competitors

Customers