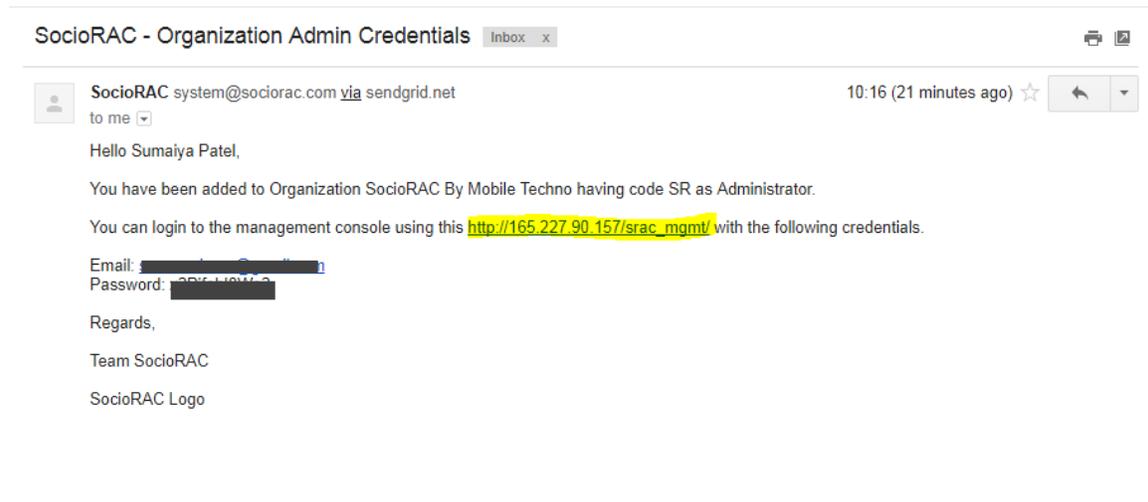# Enterprise Version: Admin Setup

Once you have been added to an organization account. You will get an email with your login details as shown in the screen below.

You can login using the link given there. The highlighted area is the link which you have to use for login. SocioRAC will generate a password for you. Once you **click on the link**. You will get the screen shown below.

The login details are in the email. Put your email address and your password here. In the Organization Code, You have to add the code which you have got in the email. Check the image below.
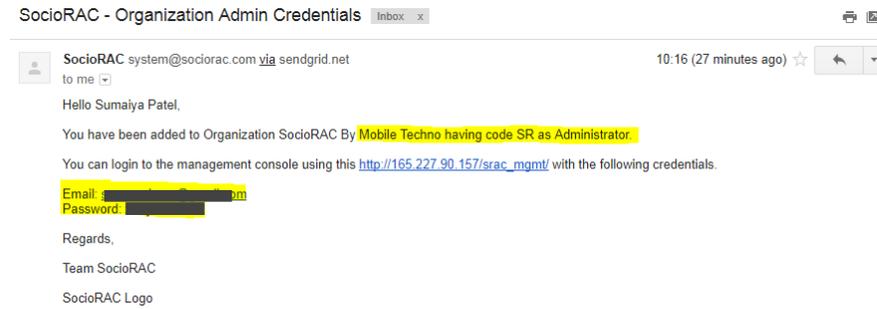
Here I have highlighted the Organization Code, Email and Password. The organization code is SR in the sample above. Enter the details in your admin panel. And click **Sign In**
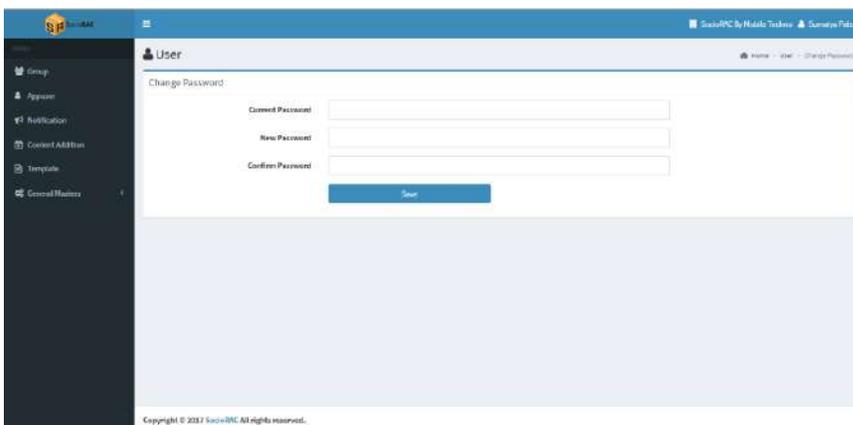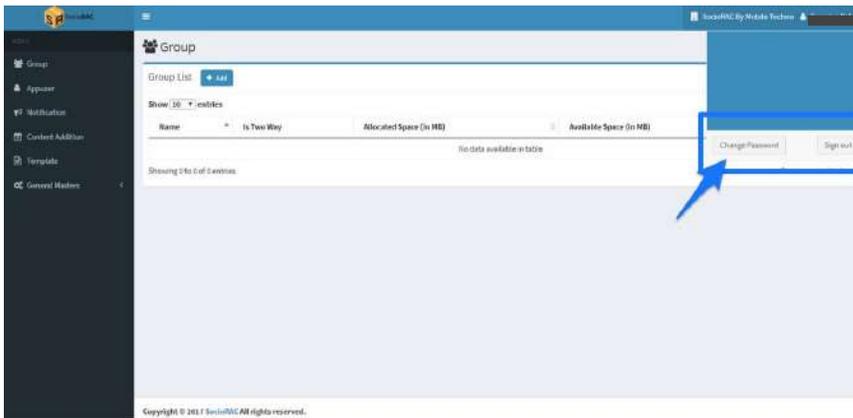

==Please note- You can change this password anytime, after you have signed in.==

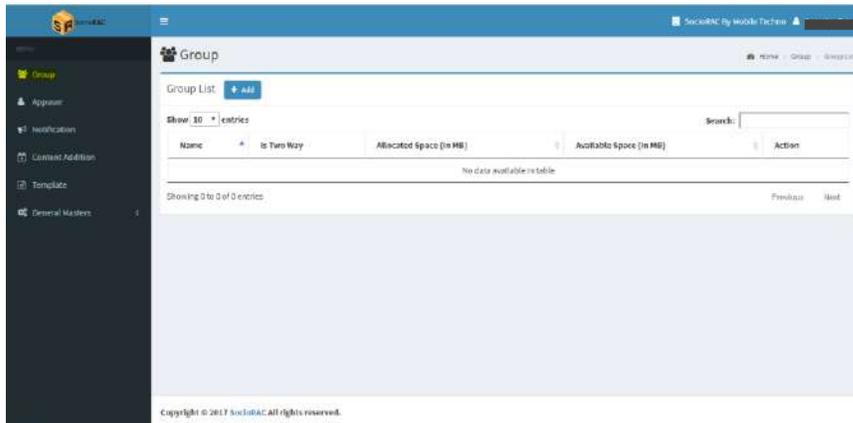Once you sign in, you will get the screen shown below.

You can change the password here. Click the **account holder name**. You will see the screen below. Click on **Change password**.

Put your old and new password here. Once done, Click **Save**. You have successfully changed the password.

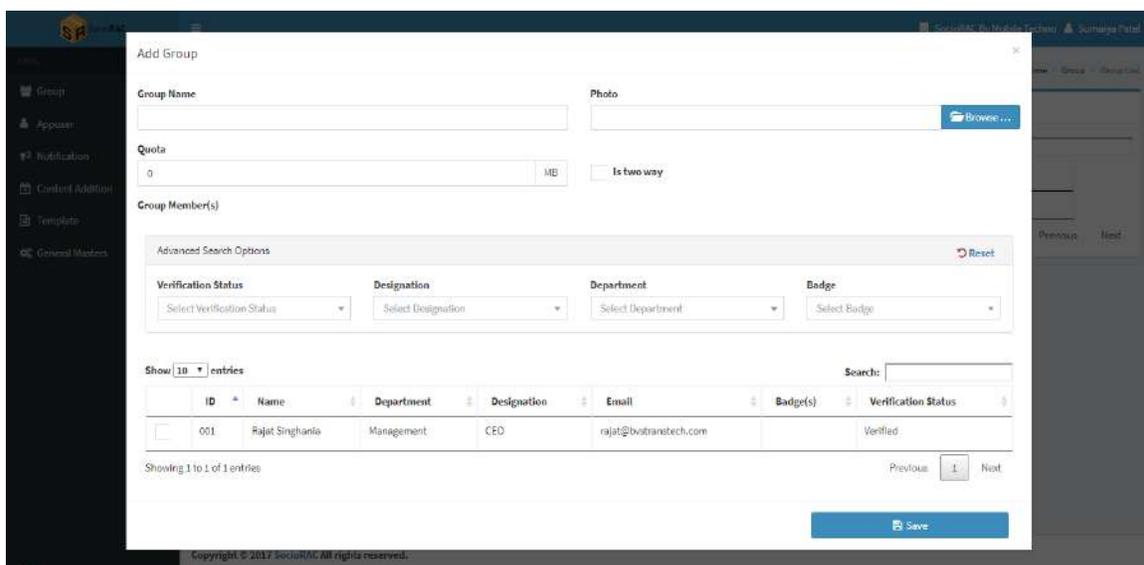At the left Menu You will see various options. Here is how they work

1. Groups

First option is **Groups**. With Groups you can create, delete, and manage all the groups for your business.

How to create a group?

Click on **"+ add" button** to create a group. Once you click +add button, you will get the screen below.

- **Group Name** – You can add a name for the group.
- **Photo** – You can add an image as a profile photo of the group.
- **Quota** – You can control the content size limit for the group from this option.

- **Is Two Way** option – This option allows all members to add the content in the group. If it is disabled, Only Group admin would be able to share and add the content in the group.
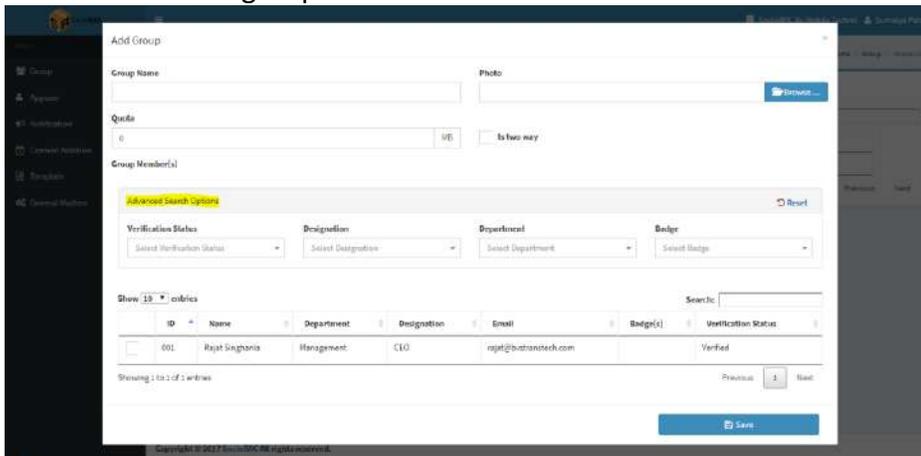
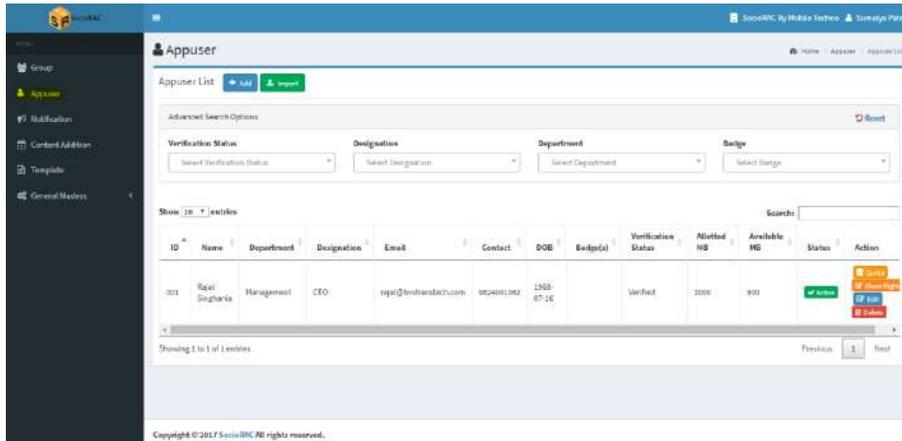Advanced search option allows you to filter the members by

1. Verification Status
2. Designation
3. Department
4. Badge

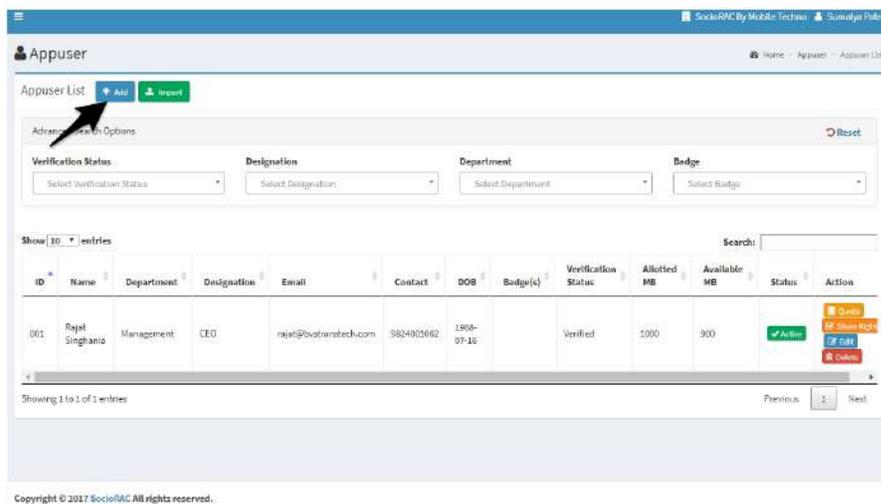(The use of these options is described below)

You can **select** the members from here.
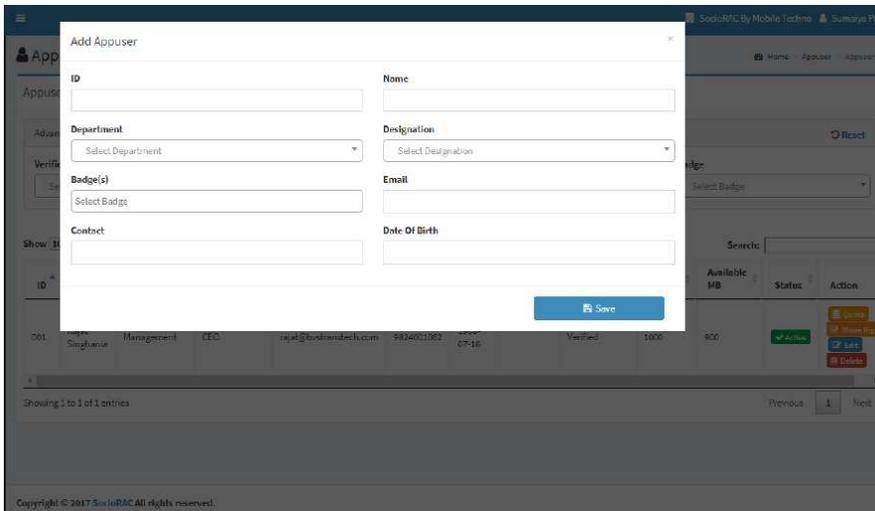Once done, Click **Save**.

2. App user

The second option is **App user**. From here you can get all the details of the user. You can add, remove, and manage the users.

You can add a user by clicking "**+add**" button, as marked above. Once you click on it, you will get the screen shown below.

In the above screen, you have to enter the details of the user you want to add.

- **ID** - You can give user, the specific ID for the identity as you like. (Required)
- **Name** - You can add the user name here. (Required)
- **Department** - You have to choose the department here. (Optional)
- **Designation** - Choose the Designation. (Optional)
- **Badge(s)** - Choose the badge from here. (Optional)
- **Email** - You have to add the Email id of the user. (Required)
- **Contact** - Add a contact number here. (Required)
- **Date Of Birth** - Add a date of birth of the user. (Optional)

Once done, click **Save**. You have successfully added the user.

Bulk uploads of users
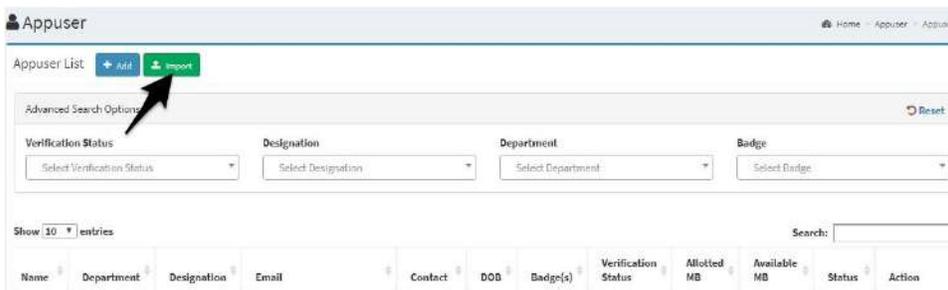
You can import bulk users by **Import** option. This is an unique feature of SocioRAC. It saves you a lot of time and effort. You have to create an Excel sheet of the users list. And add it here. Once you click on import, you will get the screen as below.
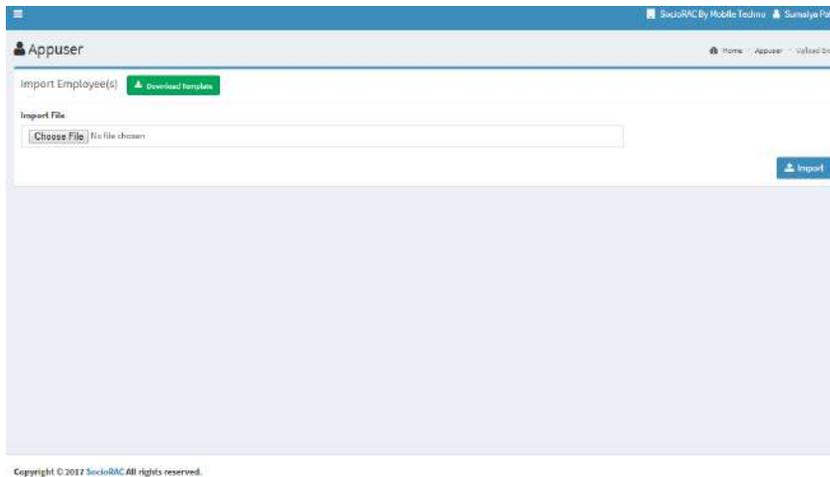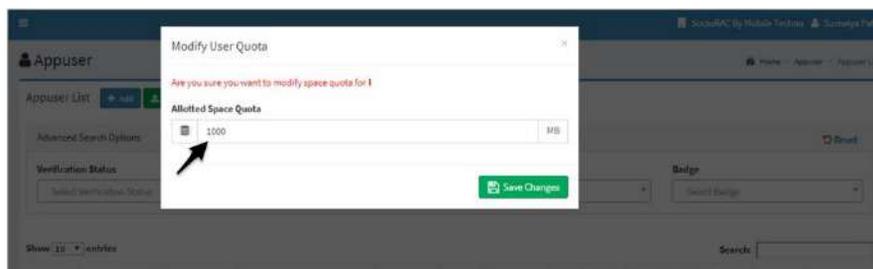
Choose and add a file from your device, and click **Import**.
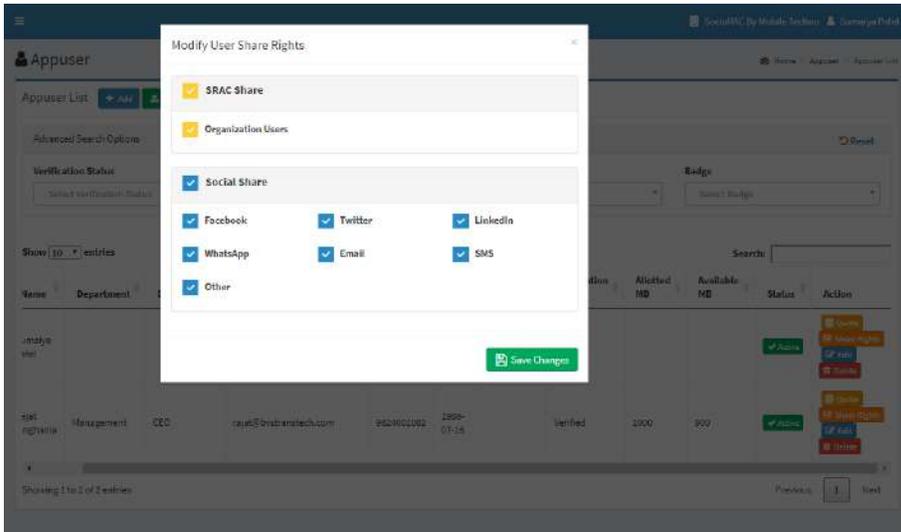You have successfully added the users.
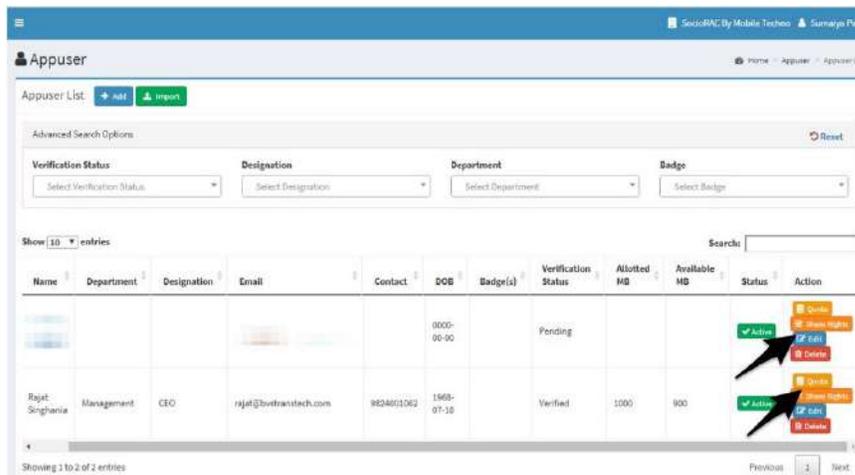
As shown above, you can modify the rights of the user with these options.

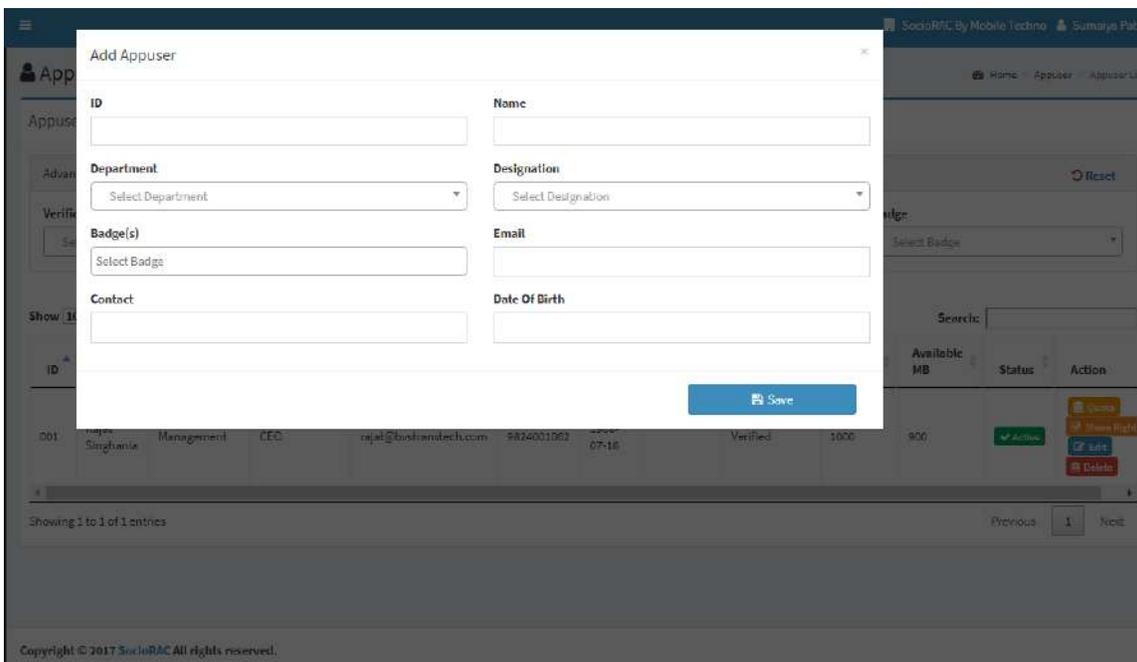- **Quota**- You can set and limit the content size for the user.

- **Share rights**- With this option you can modify the share rights. Once you click on it, you will get the screen shown below.
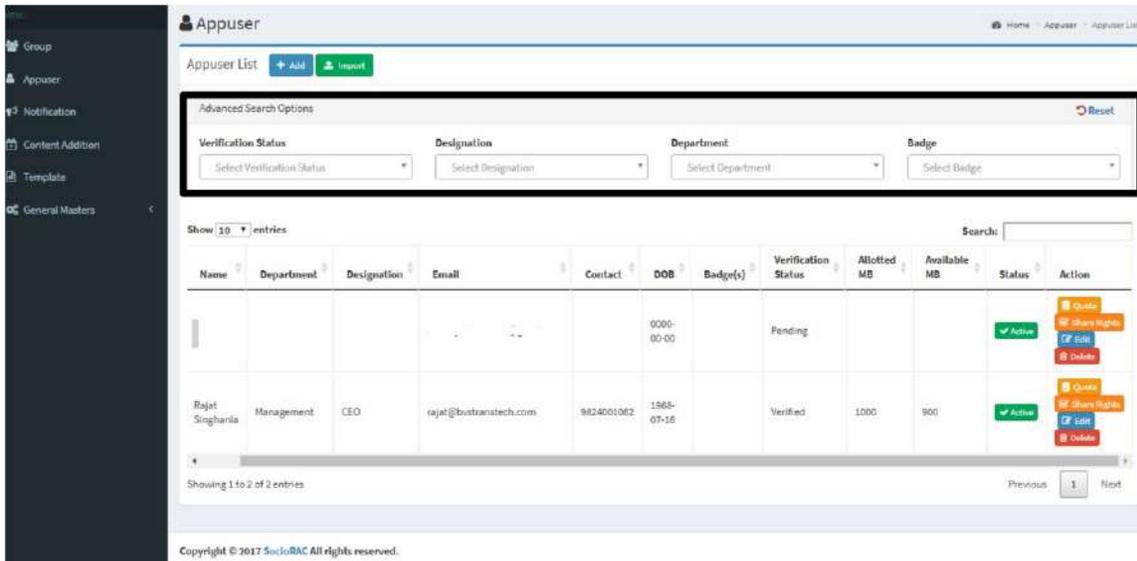
You can enable or disable SocioRAC share from here. You can also disable sharing out the organization. You can also enable/disable social media sharing also.
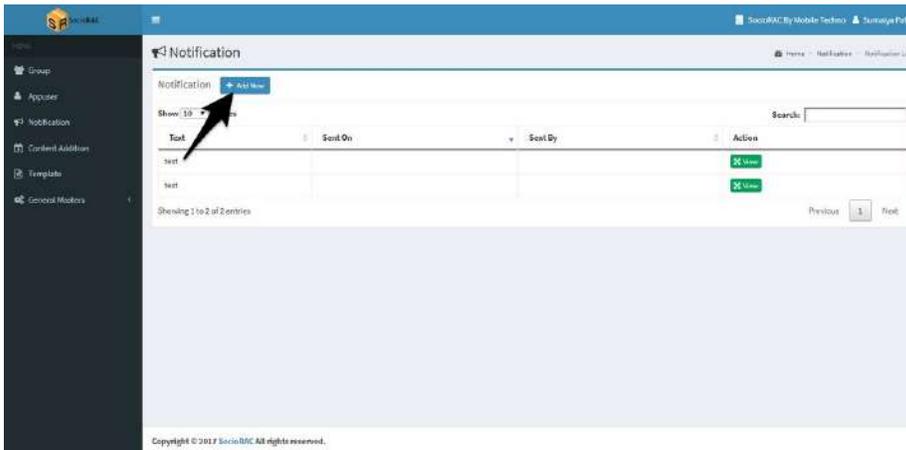
- **Edit-**

You can edit the user details from here.

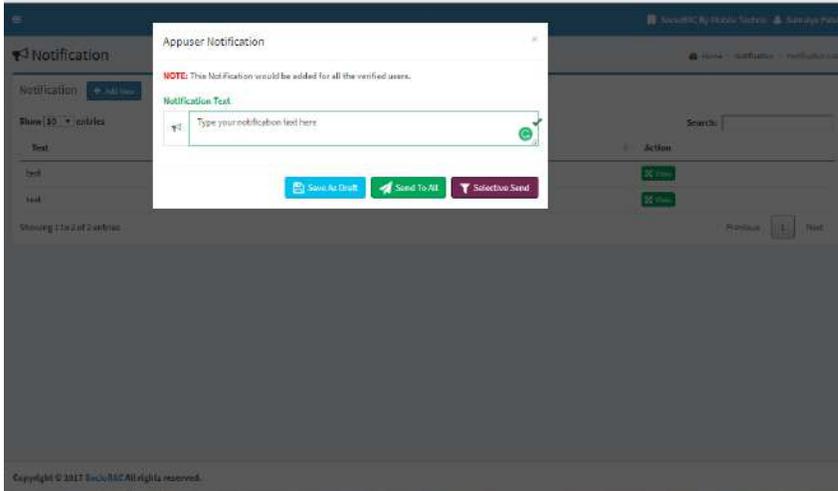- **Delete**- You can delete the user from this option.

From these options you can filter the users by different categories.

3. Broadcast option for the Admin

You can send real time notification to users from here. Click "**+add**" new to add a new notification. You can type the text you want to send to all or selected users.

You can save the notification text as draft. Click **Send to All** to send to all users. If you want to send to some of the users click **Selective Send** and select the users. The content will pop up in the notification area on the phones of all users.

<h1 style="background-color:gray;">4. Content Addition</h1>

With the help of this option, you can share content with the users. The content shared here, will be saved as a note in all the user's SocioRAC app in their default folders.
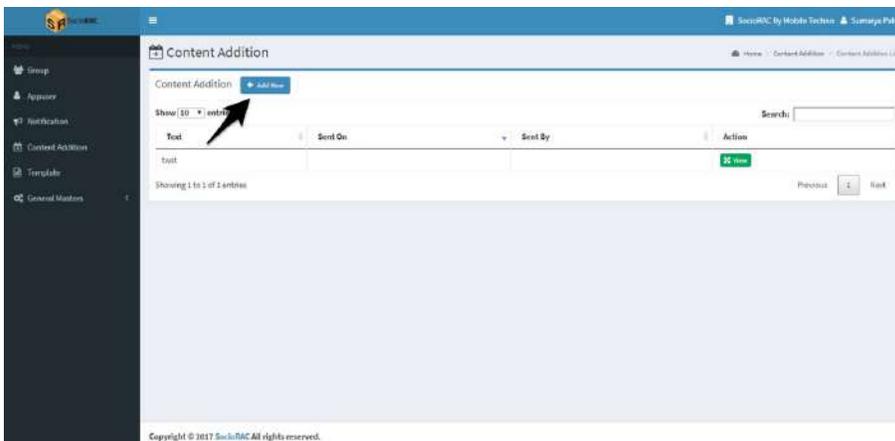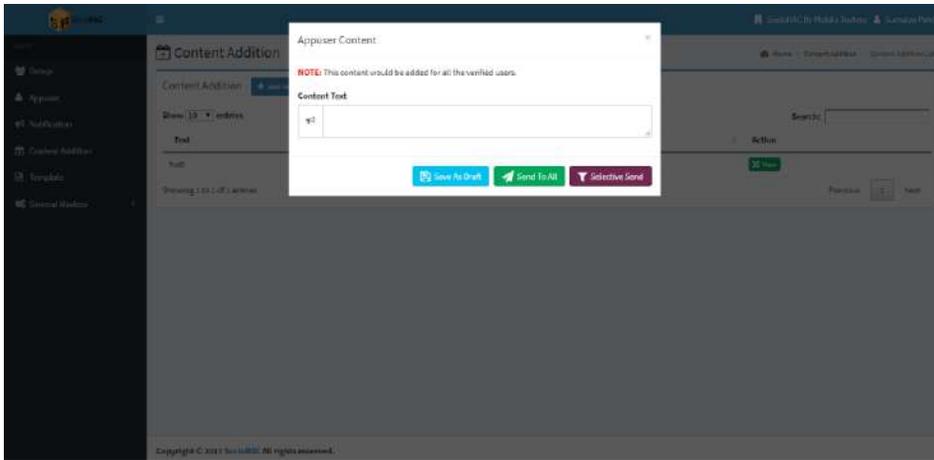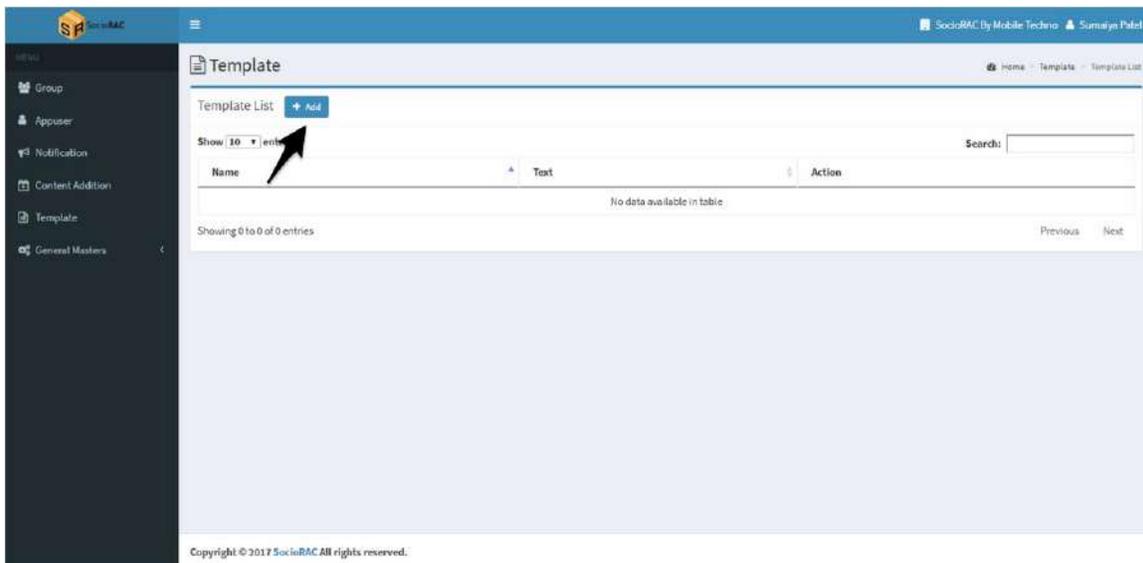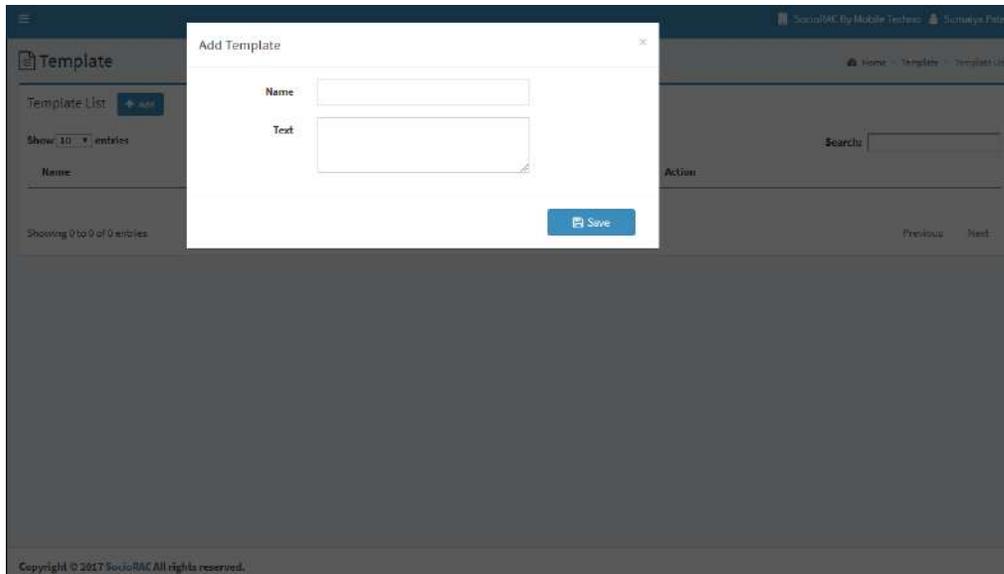
You can save the notification text as draft. Click **Send to All** to send to all users. If you want to send to some of the users click **Selective Send** and select the users. The content will be added as a new note in the default folder of all the users.

5. Template

You can add a template by clicking "**+ add**" new.

Create a new template of your need. Name the template and add a text. Once done Click **Save**

6. General Masters

General Masters basically defines different sections of your organization. We have separated this option in three main categories.

First is **Department**. In which you can define the departments of your Organization. Eg. For a business organization, you can create departments like Management, Marketing, Technical etc. For a School, you can create departments like, Principal, Teachers, Student etc.

Second is **Designation**. In which you can create sub departments as a designation. Eg. For a Business Organization, you can create designations like CEO, Assistant, CTO. For a school

Third is **Badges**. In which you can add a badges. Eg. For a business organization, you can keep details of employee skill sets or any skills of any extra-curricular skills of the employees. For a school you can add badges of the subjects.
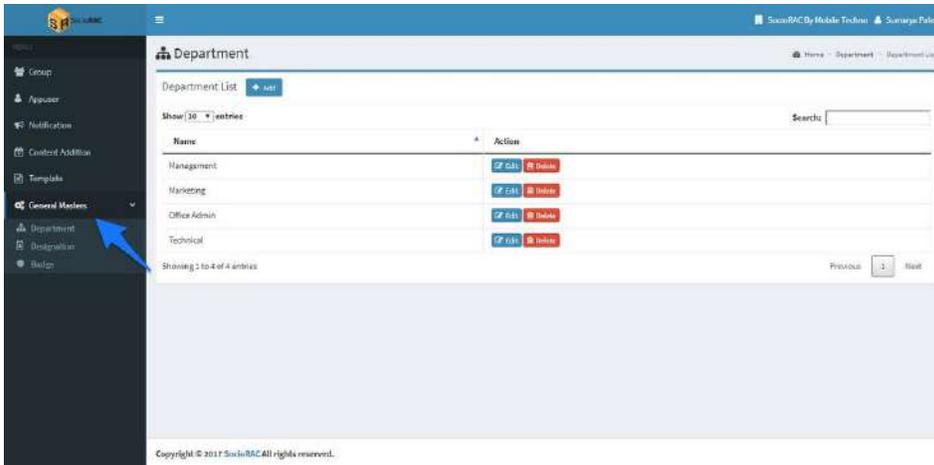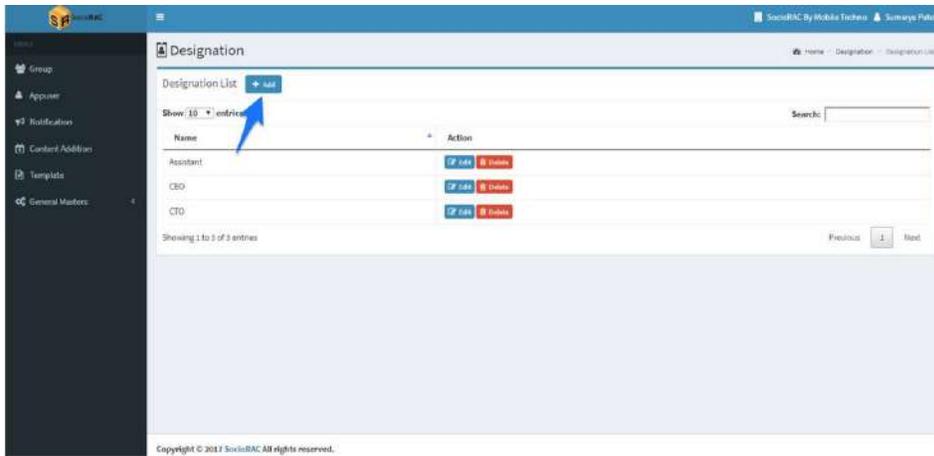
Department:

You can add a new department by clicking **+add** button. You can edit the department name. You can delete it also by clicking delete.
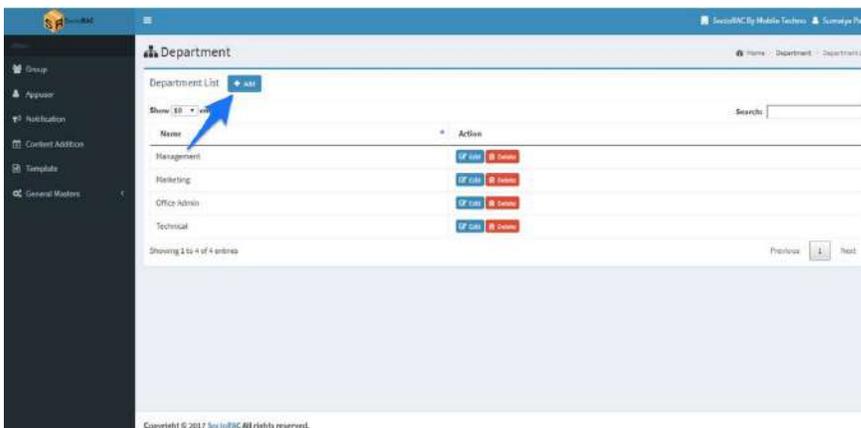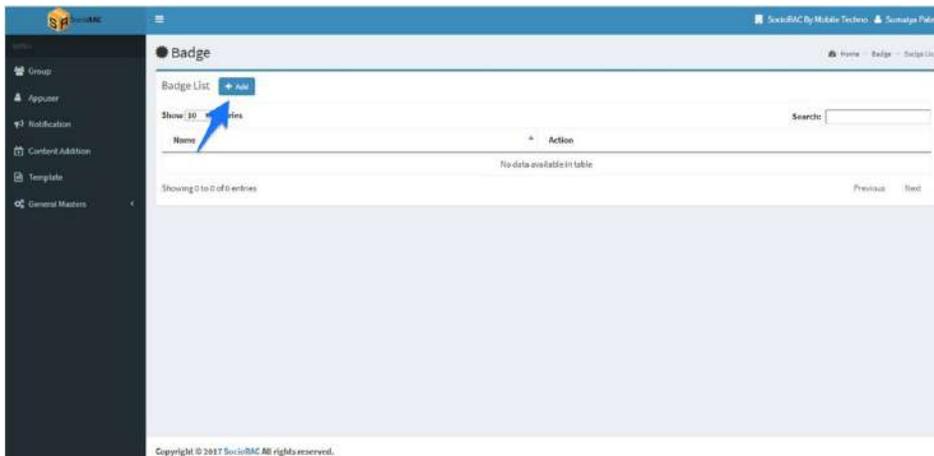

Designation:

You can add a new Designation by clicking **+add** button. You can edit the Designation name. You can delete it also by clicking delete.

Badge :

You can add a new Badge by clicking **+add** button. You can edit the badge name. You can delete it also by clicking delete.

This completes the setup of Enterprise version admin account of
SocioRAC. Please feel free to reach out to us at help@SocioRAC.com
in case of any queries/ problems or concerns.