

Enterprise Version

Admin Set-Up & Use

- **Please note:** you can use admin panel only on the web browser.
- When you sign-up for enterprise version SocioRAC will send you one email, which will have the credentials to log into the admin panel
- You can login using the link given in the email.
- SocioRAC will give you E-mail & Organization Code.
- SocioRAC will generate a password for you which you can change any time after you sign in. Once you click on the link. You will get the screen shown below.

SocioRAC

Email

Organization Code

Password

Sign In

Forgot Password

- Add the email ID given in the email
- Insert the organization code (This code has to be inserted in capital letters)
- Enter the Password
- Sign In and Get started

Welcome to your Dashboard

To Change Password Click here

The dashboard shows the following data:

Section	Value
Users (Allotted)	1000
Users (Utilized)	14
Users (Available)	986
Groups	4
Quota (Allotted)	10 GB
Quota (Utilized)	2998 MB
Quota (Available)	7002 MB

HOW TO MANAGE GROUPS

With Groups you can create, delete, and manage all the groups for your business

The Group List page displays the following data:

Name	Is Two Way	Allocated Space (In MB)	Available Space (In MB)	Notes Count	Action
Demo	Yes	512	512	1	Edit Rights Delete
Demo 1	Yes	512	512	1	Edit Rights Delete
FERN DEMO	Yes	512	512	2	Edit Rights Delete
VNC DEMO	Yes	512	512	0	Edit Rights Delete

Showing 1 to 4 of 4 entries

Please Note: To add contacts in enterprise version, admin will have to send credentials to the other user to be part of the enterprise version. So as the admin needs to add himself to the enterprise version to use SocioRAC. Please refer the section AppUser to understand this feature.

Click on “+ add” button to create a group

- 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

Add Group ×

Group Name * **Photo** [Browse ...](#)

Quota MB Is two way Is Auto Enroll

Group Member(s)

Advanced Search Options [Reset](#)

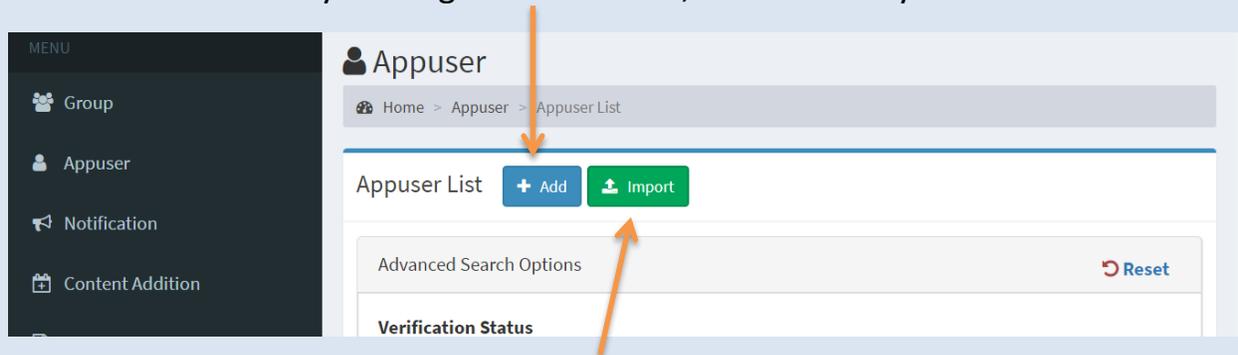
Verification Status **Designation** **Department** **Badge**

	ID ▲	Name ♿	Department ♿	Designation ♿	Email ♿	Badge(s) ♿	Verification Status ♿
<input type="checkbox"/>		Chirayu			chirayu@sociorac.com		Pending
<input type="checkbox"/>		Rajat Singhania			rajat@bvstranstech.com		Self Verified
<input type="checkbox"/>		alay			alay.raval95@gmail.com		Self Verified
<input type="checkbox"/>		infant			infant.corera@gmail.com		Self Verified
<input type="checkbox"/>		Manoj Sharma			manojsharma30@gmail.com		Self Verified

How to use 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, this will lead you to the next screen.



You can import bulk users by Import option. It saves you a time and effort.

Download the template and fill in the information and simply upload it for the other users.

Screen No: 2

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

Unit	Status	Action
	Inactive	<ul style="list-style-type: none"> Credentials Modify Subscriber Edit Delete
	Active	<ul style="list-style-type: none"> Quota Share Rights Edit Delete
	Active	<ul style="list-style-type: none"> Quota Share Rights Edit Delete
	Active	<ul style="list-style-type: none"> Quota Share Rights Edit Delete

As shown here, 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. In next screen, you can enable or disable SocioRAC share. You can also disable sharing out the organization. You can also enable/disable social media sharing.
- You can **edit** the user details from here. You cannot edit the email address of the user.
- **Delete**- You can delete the user from this option.
- From these options you can filter the users by different categories
- One can check the **active or inactive** status easily here.

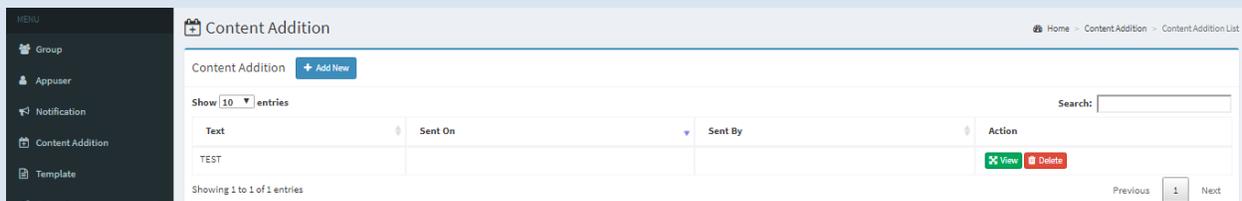
Push notification to other users

- Click **“+add”** new to add a new notification.
- 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**.

Content Addition

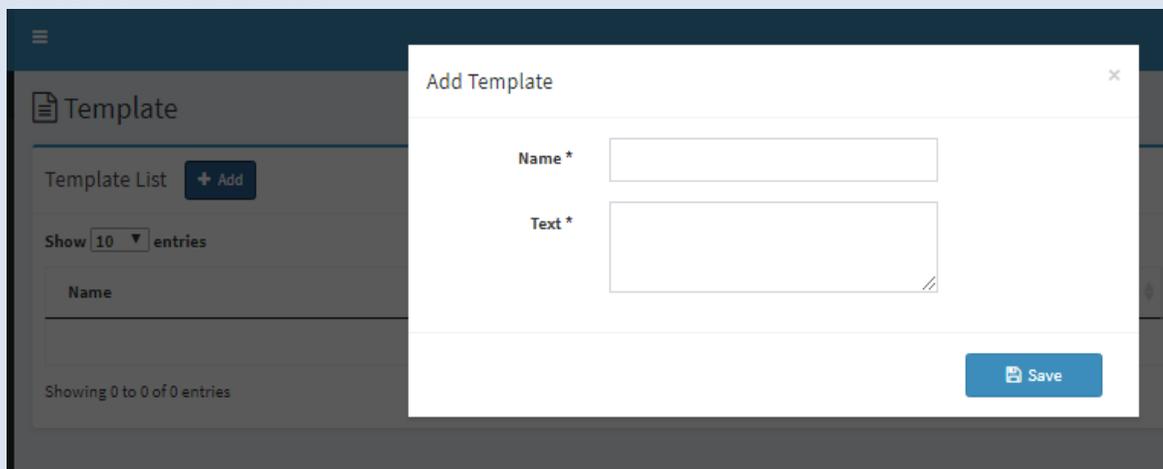
With the help of this option, you can share content with the users. The content shared here, will be saved as a note in all users' SocioRAC app in their default folders.

PLEASE NOTE: The broadcasting under this feature works the same way as "Push Notification".



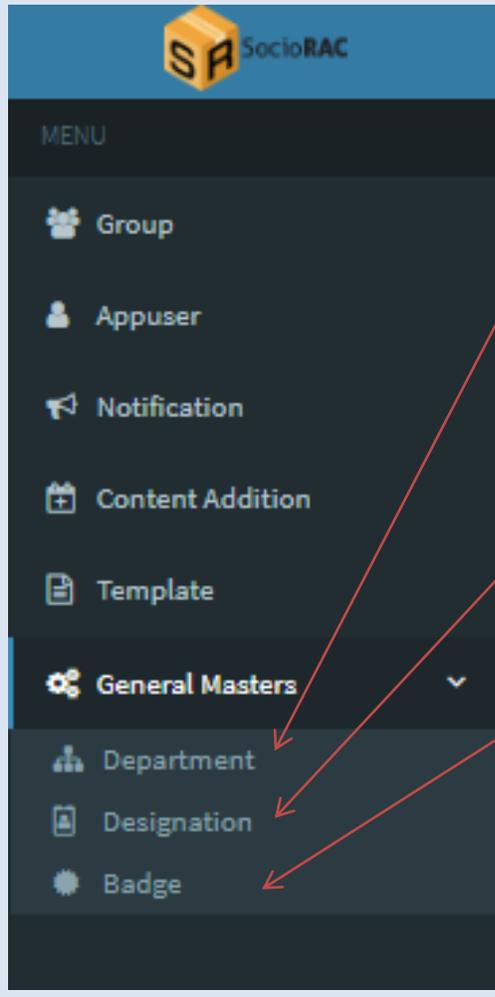
Template

- 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



General Masters

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



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.

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.

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.

- You can add a new Department/ Designation & Badge by clicking +add button.
- You can edit the respective names.
- 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.