

# TeamSpirit IM

## *Admin guide*

Version 1.52

July 2019

All rights reserved. No part of this document may be reproduced in any form by any means unless authorized to do so by SPIRIT CORP in writing.

Contents

Organization – Admin .....	3
Dashboard.....	3
Users - User Management.....	4
Add New User .....	5
Edit User.....	6
Delete User .....	7
Devices – User .....	8
Search .....	9
Group - Group Management.....	10
Add New Group.....	11
Group Settings .....	12
Add New User to Group .....	15
Add Group Members.....	16
Departments - Department Management .....	17
Add New Department.....	18
Department Settings .....	18
Add New User to Department .....	21
Add Department Members .....	22
Settings .....	23

## Organization – Admin

Communication is too crucial to rely on SaaS provider. We are providing 100% customizable chat solution. You can change and evolve your communication platform in order to your business demands.

In TeamSpirit IM, the Admin can set Sub-admins for departments so they can each manage their corresponding department.

### Dashboard

Dashboard shows basic information, such as detail screen for users, groups/departments, rooms or disk quota.

The screenshot displays the 'TeamSpirit Admin' dashboard. At the top right, it shows the user 'Petr Davidov' and the organization 'Organization'. A left sidebar contains navigation options: Dashboard, Users, Groups, Departments, Stickers, Settings, and Logout. The main content area, titled 'Home', features four summary cards with progress bars:

- Users:** (4/100) with a 4% progress bar.
- Groups/Departments:** (3/100) with a 3% progress bar.
- Rooms:** (2/1000) with a 0% progress bar.
- Disk Quota (GB):** (0.00/10.00) with a 0% progress bar.

## Users - User Management

The user management window displays the number of users in the organization and the maximum allowed users. It's also possible to Add, Edit and Delete each user as well as enable or disable the user by the super admin.

Next section will display steps to add, edit and delete user.

TeamSpirit Admin
User: Petr Davidov | Organization: Organization

- Dashboard
- Users
- Groups
- Departments
- Stickers
- Settings
- Logout

Home / User Management

Import
+ Add New





### User Management

Number of users in organization: **4** of max **100**

Show users without departments
 

Search

Showing 1-4 of 4 entries < 1 >

Name	Groups / Departments	User ID	Imsi	Created At	
 Petr Davidov <small>59e7176ddb8e5dee193a07d2</small>	Sales, Top	petrdavidov		2017/10/18	<span style="background-color: #009688; color: white; padding: 2px 5px; border-radius: 3px;">Action ▾</span>
 Tatiana Volkova <small>59e71ef3db8e5dee193a07d8</small>	Top, Annual report	tanyavolkova		2017/10/18	<span style="background-color: #009688; color: white; padding: 2px 5px; border-radius: 3px;">Action ▾</span>
 Viktor Abramov <small>59e72253db8e5dee193a07e0</small>	Sales, Annual report	viktorabramov		2017/10/18	<span style="background-color: #009688; color: white; padding: 2px 5px; border-radius: 3px;">Action ▾</span>
 Stella Novikova <small>59e722e5db8e5dee193a07e1</small>	Sales, Annual report	stellanovikova		2017/10/18	<span style="background-color: #009688; color: white; padding: 2px 5px; border-radius: 3px;">Action ▾</span>

Showing 1-4 of 4 entries < 1 >

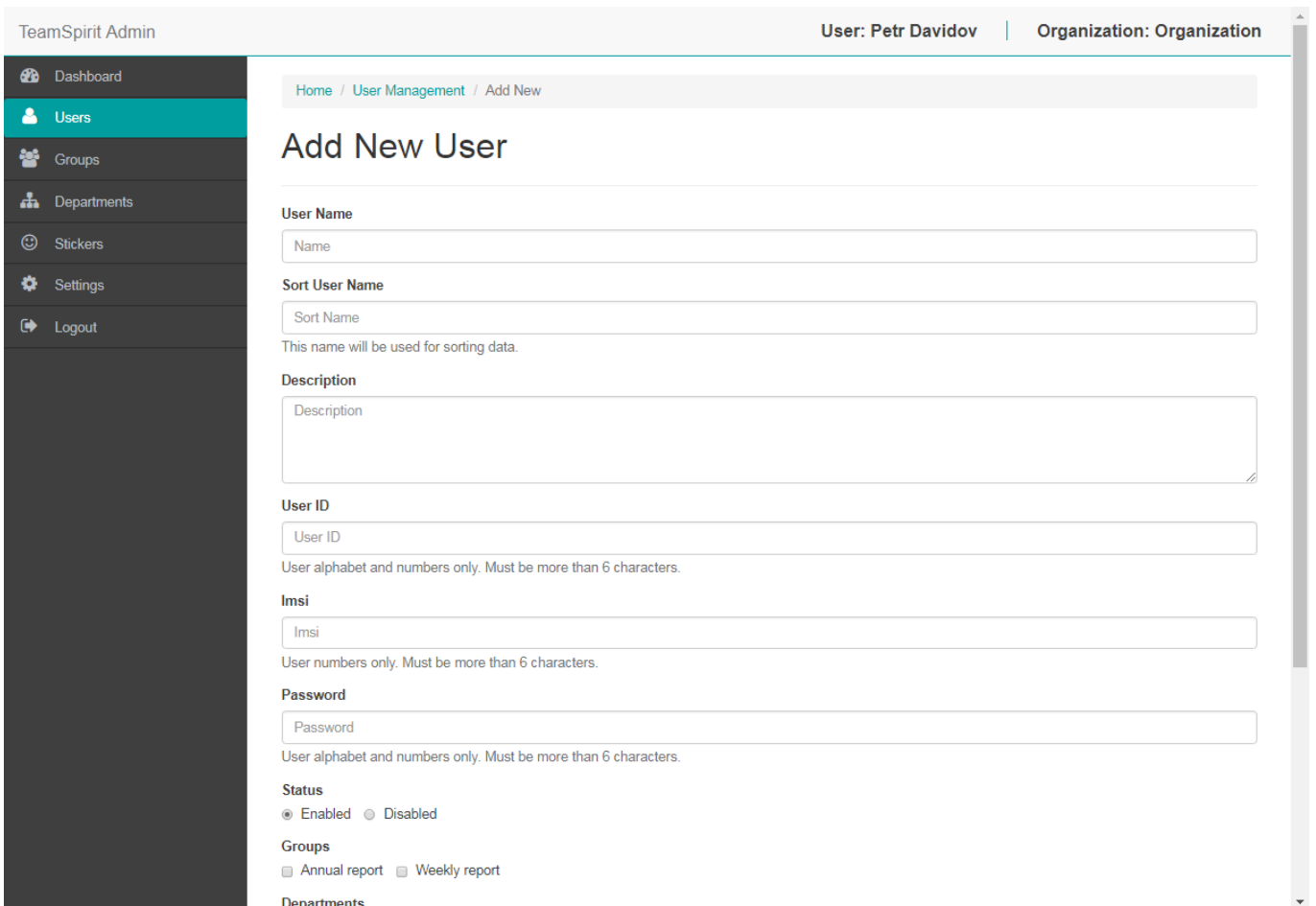
## Add New User

Click on icon **Add new**.

New window appears.

Enter information below:

- Username
- Sort username
- Description
- User ID
- Password
- Status (Enable/Disable)
- Groups (Choose)
- Departments (Choose)
- Permission
- Avatar (Upload photo)



The screenshot shows the 'Add New User' form in the TeamSpirit Admin interface. The page title is 'TeamSpirit Admin' and the user is 'Petr Davidov' from 'Organization: Organization'. The breadcrumb trail is 'Home / User Management / Add New'. The form fields are:

- User Name**: Name
- Sort User Name**: Sort Name (Note: This name will be used for sorting data.)
- Description**: Description
- User ID**: User ID (Note: User alphabet and numbers only. Must be more than 6 characters.)
- Imsi**: Imsi (Note: User numbers only. Must be more than 6 characters.)
- Password**: Password (Note: User alphabet and numbers only. Must be more than 6 characters.)
- Status**:  Enabled  Disabled
- Groups**:  Annual report  Weekly report
- Departments**: (Label only, no input field visible)

## Edit User

Go to **Users - Choose User**.

To edit user go to action **Edit** or select the user you want to edit.

TeamSpirit Admin User: Petr Davidov | Organization: Organization

---

[Home](#) / [User Management](#) / [Edit](#)

## Editing User

### Petr Davidov

**User Name**

**Sort User Name**  
  
This name will be used for sorting data.

**Description**

**User ID**  
  
User alphabet and numbers only. Must be more than 6 characters.

**Imsi**  
  
User numbers only. Must be more than 6 characters.

**Password**  
  
Please keep password empty in case you dont want change.

**Status**  
 Enabled  Disabled

**Groups**  
 Annual report

## Delete User

Go to **Users - Choose User**.

To edit user go to action **Delete**.

New window appears.

TeamSpirit Admin User: Petr Davidov | Organization: Organization

[Home](#) / [User Management](#) / [Delete](#)

### Delete User

Tatiana Volkova

**User Name**

**Sort User Name**

**Description**

**User ID**

**Imsi**

**Password**

**Status**  
 Enabled  Disabled

**Groups**  
 Annual report

**Departments**  
 Sales  Top

**Permission**



## Devices – User

Go to **Users - Choose User**.

To block or delete device go to action **Devices**.

Pop up appears.

TeamSpirit Admin User: Petr Davidov | Organization: Organization

---

[Home](#) / [User Management](#) / Device Management

## Device Management

UUID / Token	Last Login	Blocked	
399E97B5-BC36-42A4-879E-07686171882E mXpXhjwFqeJgC6X2	2017/10/18 11:32:33	Enabled	<a href="#">Delete</a> <a href="#">Block</a>
e3bf8dda9582a95e 0fiu8I91tZyzjHya	2017/10/18 15:30:55	Enabled	<a href="#">Delete</a> <a href="#">Block</a>

## Search

To search user go to **Search**.

TeamSpirit Admin User: Petr Davidov | Organization: Organization

---

Dashboard | **Users** | Groups | Departments | Stickers | Settings | Logout





Home / User Management

### User Management

Number of users in organization: 4 of max 100

Show users without departments

Showing 1-4 of 4 entries

Name	Groups / Departments	User ID	Imsi	Created At	
 <b>Petr Davidov</b> 59e7176ddb8e5dee193a07d2	Sales, Top	petrdavidov		2017/10/18	<input type="button" value="Action"/>
 <b>Tatiana Volkova</b> 59e71ef3db8e5dee193a07d3	Top, Annual report	tanyavolkova		2017/10/18	<input type="button" value="Action"/>
 <b>Viktor Abramov</b> 59e72253db8e5dee193a07e0	Sales, Annual report	viktorabramov		2017/10/18	<input type="button" value="Action"/>
 <b>Stella Novikova</b> 59e722e5db8e5dee193a07e1	Sales, Annual report	stellanovikova		2017/10/18	<input type="button" value="Action"/>

Showing 1-4 of 4 entries

## Group - Group Management

Group management is done in the Groups window. The super-admin can edit or delete groups and see members of each group. A new group can also be added here.

TeamSpirit Admin User: Petr Davidov | Organization: Organization

---

- Dashboard
- Users
- Groups**
- Departments
- Stickers
- Settings
- Logout

Home / Group Management


### Group Management

Number of groups/departments in organization: 3 of max 100

[+ Add New](#)

type keyword here... [Search](#)

Showing 1-1 of 1 entries < 1 >

Name	Created At	
 <b>Annual report</b> <small>59e7278ddb9e5dee193a07ec</small>	2017/10/18	<a href="#">Members</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1-1 of 1 entries < 1 >

## Add New Group

Go to **Groups** and click on icon **Add new**.

New window appears.

Enter information below:

- Group Name
- Sort Group Name
- Description
- Avatar (Upload photo)

TeamSpirit Admin User: Petr Davidov | Organization: Organization

[Home](#) / [Group Management](#) / Add New

## Add New Group

**Group Name**

**Sort Group Name**  
  
This name will be used for sorting data.

**Description**

**Avatar**  
 Файл не выбран  
Recommended minimum image size is 256 x 256.

### Group Settings

To see members in curtain group click on icon **Members**.

To delete group click on icon **Delete**.

To edit group click on icon **Edit**.

TeamSpirit Admin User: Petr Davidov | Organization: Organization

---

[Home](#) / [Group Management](#) / [Group Members](#)




## Group Members

Annual report






[+ Add New User](#)  
[+ Add Group Members](#)

type keyword here... [Search](#)

Showing 1-3 of 3 entries < 1 >

Name	User ID	Created At	
 <b>Tatiyana Volkova</b> 59e71ef3db8e5dee193a07d8	tanyavolkova	2017/10/18	<a href="#">Delete</a>
 <b>Viktor Abramov</b> 59e72253db8e5dee193a07e0	viktorabramov	2017/10/18	<a href="#">Delete</a>
 <b>Stella Novikova</b> 59e722e5db8e5dee193a07e1	stellanovikova	2017/10/18	<a href="#">Delete</a>

Showing 1-3 of 3 entries < 1 >

-  Dashboard
-  Users
-  **Groups**
-  Departments
-  Stickers
-  Settings
-  Logout

[Home](#) / [Group Management](#) / [Edit](#)

## Editing Group

### Annual report

**Group Name**

**Sort Group Name**

This name will be used for sorting data.

**Description**

**Avatar**

Файл не выбран

Recommended minimum image size is 256 x 256.

 Save

- Dashboard
- Users
- Groups**
- Departments
- Stickers
- Settings
- Logout

[Home](#) / [Group Management](#) / [Delete](#)

## Delete Group

Annual report

Group Name

Annual report

Sort Group Name

annual report

Description

Description

Avatar

Выберите файл | Файл не выбран

 Delete

## Add New User to Group

Go to **Groups - Choose group – Members**.

Click on icon **Add New User**.

New window appears.

Enter information below:

- Username
- Sort username
- Description
- User ID
- Password
- Status (Enable/Disable)
- Groups (Choose)
- Departments (Choose)
- Permission
- Avatar (Upload photo)

TeamSpirit Admin User: Petr Davidov | Organization: Organization

[Home](#) / [Group Management](#) / [Group Members](#) / Add New User

## Add New User

**User Name**

**Sort User Name**  
  
This name will be used for sorting data.

**Description**

**User ID**  
  
User alphabet and numbers only. Must be more than 6 characters.

**Password**  
  
User alphabet and numbers only. Must be more than 6 characters.

**Status**  
 Enabled  Disabled

**Groups**  
 Annual report

**Departments**  
 Sales  Top

If you save a user without department, the user will not see other users in web client and app.



### Add Group Members

To add group member choose group and click on icon **Add Group Members**.

New window appears.

To add group member click on icon **Add**.

New member is added.

TeamSpirit Admin User: Petr Davidov | Organization: Organization

---




[Home](#) / [Group Management](#) / [Group Members](#) / Add Group Members

## Add Group Members

Weekly report

[Search](#)

Showing 1-3 of 3 entries < 1 >

Name	User ID	Created At	
 <b>Tatiyana Volkova</b> <small>59e71ef3db8e5dee193a07d8</small>	tanyavolkova	2017/10/18	<a href="#">Add</a>
 <b>Viktor Abramov</b> <small>59e72253db8e5dee193a07e0</small>	viktorabramov	2017/10/18	<a href="#">Add</a>
 <b>Stella Novikova</b> <small>59e722e5db8e5dee193a07e1</small>	stellanovikova	2017/10/18	<a href="#">Add</a>

Showing 1-3 of 3 entries < 1 >

## Departments - Department Management

Departments view offers a hierarchical view of the management board. The super admin can see all other administrators and their affiliate sub-administrators. The sub-administrators, however, cannot see administrators of other groups.

TeamSpirit Admin User: Petr Davidov | Organization: Organization



---

- Dashboard
- Users
- Groups
- Departments**
- Stickers
- Settings
- Logout

Home / Department Management

### Department Management + Add New

Number of groups/departments in organization: **4** of max **100**

Name	Description	Created At	
 Sales		2017/10/18	<span>Members</span> <span>Edit</span> <span>Delete</span>
 Top		2017/10/18	<span>Members</span> <span>Edit</span>

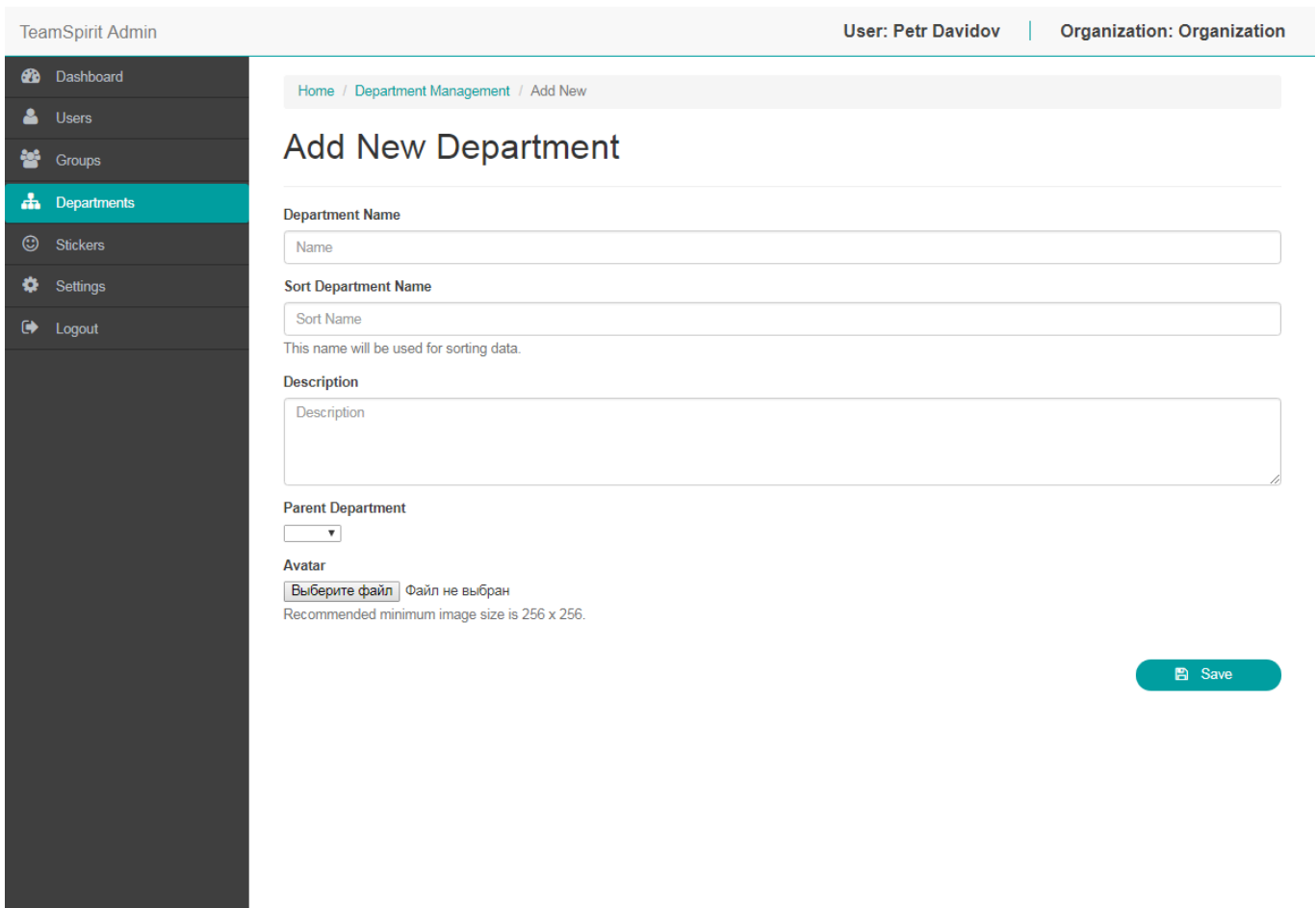
## Add New Department

Go to **Departments** and click on icon **Add new**.

New window appears.

Enter information below:

- Department Name
- Sort Department Name
- Description
- Parent Department
- Avatar (Upload photo)



The screenshot shows the 'Add New Department' form in the TeamSpirit Admin interface. The top navigation bar includes 'TeamSpirit Admin' on the left and 'User: Petr Davidov | Organization: Organization' on the right. A sidebar on the left contains navigation links: Dashboard, Users, Groups, Departments (highlighted), Stickers, Settings, and Logout. The main content area has a breadcrumb trail: Home / Department Management / Add New. The form title is 'Add New Department'. It contains the following fields:

- Department Name:** A text input field with the placeholder 'Name'.
- Sort Department Name:** A text input field with the placeholder 'Sort Name'. Below it, a note states: 'This name will be used for sorting data.'
- Description:** A large text area with the placeholder 'Description'.
- Parent Department:** A dropdown menu.
- Avatar:** A file upload button labeled 'Выберите файл' (Choose file) with the text 'Файл не выбран' (File not selected) and a note: 'Recommended minimum image size is 256 x 256.'

A 'Save' button is located at the bottom right of the form.

## Department Settings

To see members in curtain department click on icon **Members**.

To delete department click on icon **Delete**.

To edit department click on icon **Edit**.

- Dashboard
- Users
- Groups
- Departments**
- Stickers
- Settings
- Logout

Home / Department Management / Department Members

## Department Members

Sales

+ Add New User




+ Add Department Members

type keyword here...

Search

Showing 1-3 of 3 entries

< 1 >

Name	User ID	Created At	
 <b>Petr Davidov</b> 59e7176ddb8e5dee193a07d2	petrdavidov	2017/10/18	
 <b>Viktor Abramov</b> 59e72253db8e5dee193a07e0	viktorabramov	2017/10/18	Delete
 <b>Stella Novikova</b> 59e722e5db8e5dee193a07e1	stellanovikova	2017/10/18	Delete

Showing 1-3 of 3 entries

< 1 >

- Dashboard
- Users
- Groups
- Departments**
- Stickers
- Settings
- Logout

Home / Department Management / Edit

## Editing Department

Top

Department Name

Top

Sort Department Name

top

This name will be used for sorting data.

Description

Description

Parent Department

Avatar



Delete avatar

Выберите файл | Файл не выбран

Recommended minimum image size is 256 x 256.

Save

## Add New User to Department

Go to **Departments - Choose department – Members.**

Click on icon **Add New User.**

New window appears.

- Enter information below
- Username
- Sort username
- Description
- User ID
- Password
- Status (Enable/Disable)
- Groups (Choose)
- Departments (Choose)
- Permission
- Avatar (Upload photo)

TeamSpirit Admin User: Petr Davidov | Organization: Organization

[Home](#) / [Department Management](#) / [Department Members](#) / [Add New User](#)

## Add New User

**User Name**

**Sort User Name**  
  
This name will be used for sorting data.

**Description**

**User ID**  
  
User alphabet and numbers only. Must be more than 6 characters.

**Password**  
  
User alphabet and numbers only. Must be more than 6 characters.

**Status**  
 Enabled  Disabled

**Groups**  
 Annual report  Weekly report

**Departments**  
 Sales  Top

**Permission**  
 Web Client  Sub-Admin

## Add Department Members

To add department member choose group and click on icon **Add Department Members**.

New window appears.

To add department member click on icon **Add**.

New member is added.

TeamSpirit Admin User: Petr Davidov | Organization: Organization


[Home](#) / [Department Management](#) / [Department Members](#) / Add Department Members

## Add Department Members

### Sales

type keyword here...

Showing 1-1 of 1 entries < 1 >

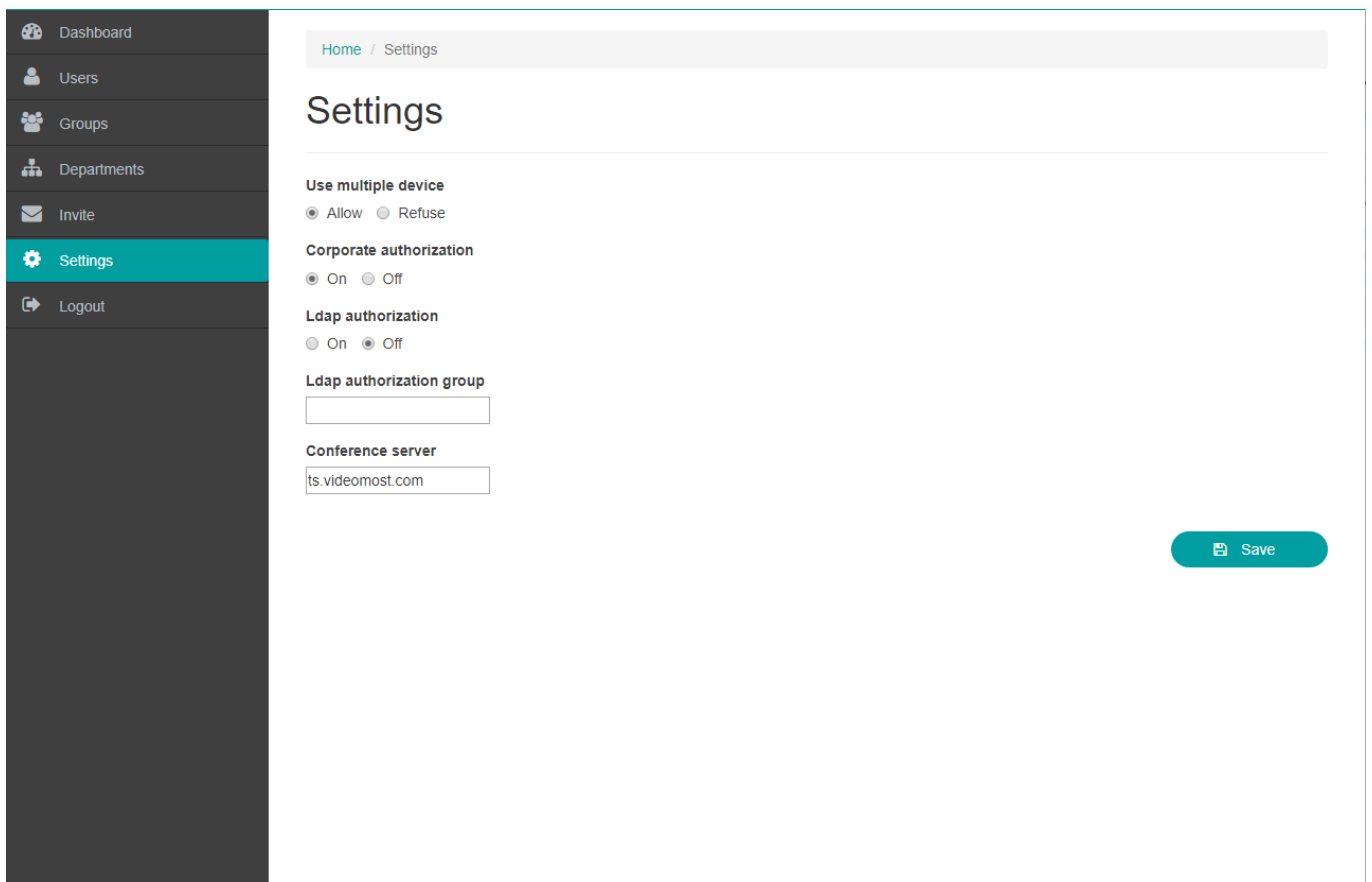
Name	User ID	Created At	
 <b>Tatiyana Volkova</b> 59e71ef3db8e5dee193a07d8	tanyavolkova	2017/10/18	<input type="button" value="Add"/>

Showing 1-1 of 1 entries < 1 >

## Settings

Enter information below:

- Use multiple device
- Corporate authorization
- Ldap authorization
- Ldap authorization group
- Conference server



The screenshot shows the 'Settings' page in the Videomost application. On the left is a dark sidebar with navigation options: Dashboard, Users, Groups, Departments, Invite, Settings (highlighted in teal), and Logout. The main content area has a breadcrumb 'Home / Settings' and a title 'Settings'. Below the title are four settings sections: 'Use multiple device' with radio buttons for 'Allow' (selected) and 'Refuse'; 'Corporate authorization' with radio buttons for 'On' (selected) and 'Off'; 'Ldap authorization' with radio buttons for 'On' and 'Off' (selected); and 'Ldap authorization group' with an empty text input field. Below these is the 'Conference server' section with a text input field containing 'ts.videomost.com'. A teal 'Save' button is located at the bottom right of the settings area.