

Admin Console





Introduction

This support information serves as an introduction to the ProlInteract™ Admin console for Navigation and Dashboard overview

Please note that every module in the admin console is role and permission specific.

Indicators

The following indicators are used throughout this ProlInteract™ Admin console support material:

Package Type Legend
 INTERACT Lite
 INTERACT Regular
 INTERACT Advanced
 INTERACT Custom

License Package Information: Availability of features corresponds to the product package that has been purchased by your organization. This manual describes all compatible features for each of the product packages.

To the left is the legend shown throughout this manual for any feature not available to all packages.



TIP

Text with this icon informs you about useful tips while performing various operations.



DO YOU KNOW?

Text with this gives you additional information about the current topic.



CAUTION

Text with this icon cautions you about the consequence of an action which cannot be undone.



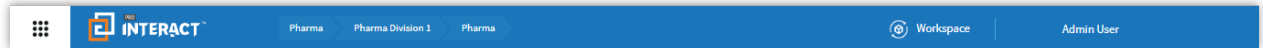
IMPORTANT

Text with this icon informs you about important information of procedures to follow.

Navigation Overview

This section introduces you to the two important navigation bars on the ProInteract™ Platform. They are: Top navigation and Left navigation.

Top Navigation



Top navigation is the top most bar that you can see on your screen after logging in. This bar can be accessed from any screen of the ProInteract™ Admin console. Top navigation has many buttons which can be used to perform various operations. Let us look at each of them in detail.



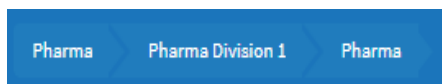
Magic Menu button:

Can be used to access all the features of the ProInteract™ Admin console.



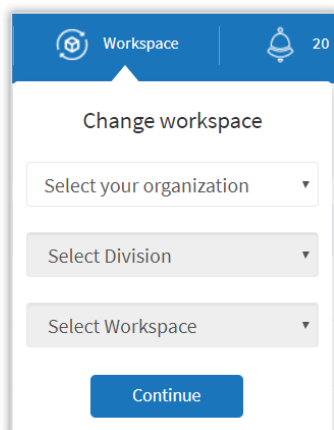
ProInteract™ home button:

Can navigate back to the dashboard screen from any inner page.



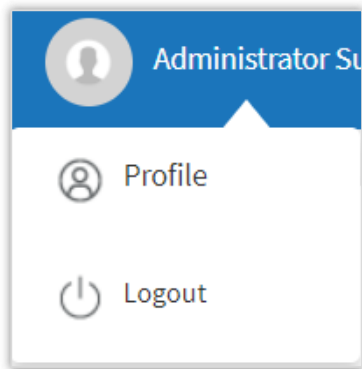
Bread crumb path:

Can view the current Organization, Division and Workspace where the Admin is logged in to.



Workspace:

Can switch across Organizations, Divisions and Workspaces



Profile:

Can be used to update user's information and password.

Logout: Can Log out of the admin console.

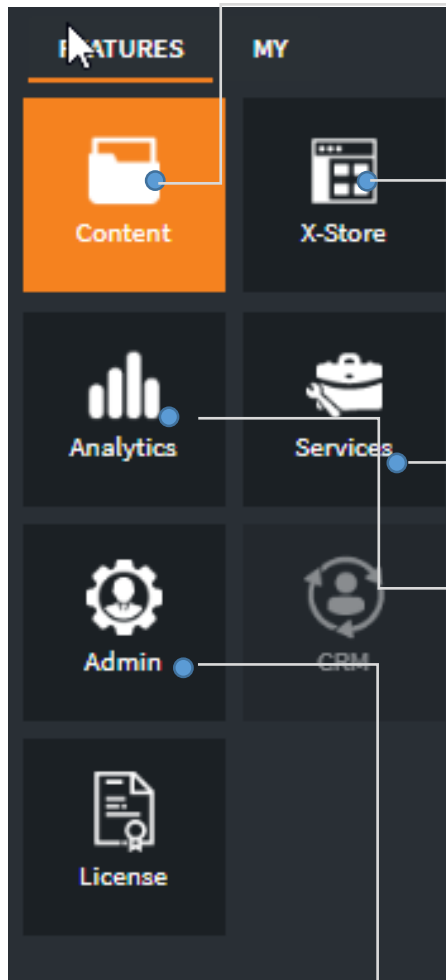


TIP

Click on the ProInteract Home button when you are in any inner screen to navigate back to the dashboard.

Left navigation

Left navigation is also called as Magic menu. It consists various features where the Admin can navigate and perform admin activities. Features that can be accessed through the Magic menu are Content, X Store, Analytics, Services, Admin.



Content:

Admin can create various Library and Content types, configure rules for content, upload digital files, organize them into libraries and authorize the content for specific roles and groups with access level permissions like Read, Edit etc.

X Store:

Admin can create and manage workspaces, assign roles and groups to the workspace with access level permissions like Read, Edit etc.

Analytics:

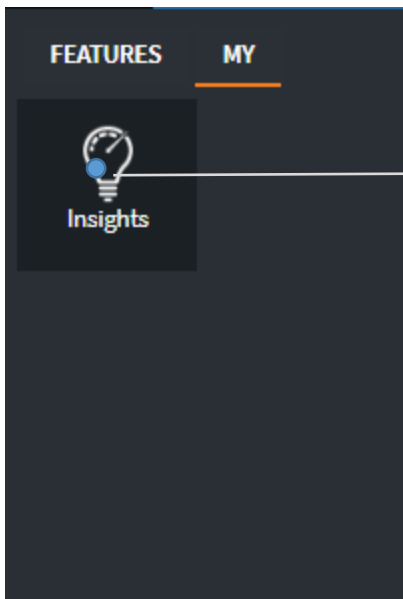
Admin can view various KPI (Key performance indicators) and analytical reports which can be used for further analysis and decision making.

Services:

Admin can upload various configuration files like language translations, core libraries using this feature. *This is a restricted feature and will be available only for select users.*

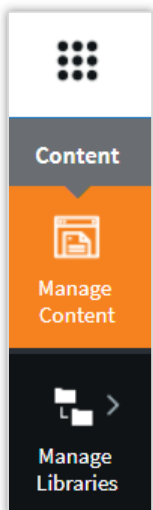
Admin:

Admin can perform all administrative activities like creating and managing divisions, organizations, users, security etc.



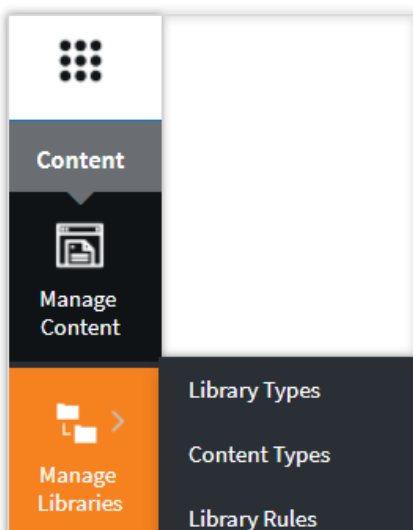
Insights:

View your engagement and activity under Insights



Click on any of the features from the Magic menu to see a submenu with more operations to perform. For example, click on the Magic menu and go to 'Content' feature to view the sub menu.

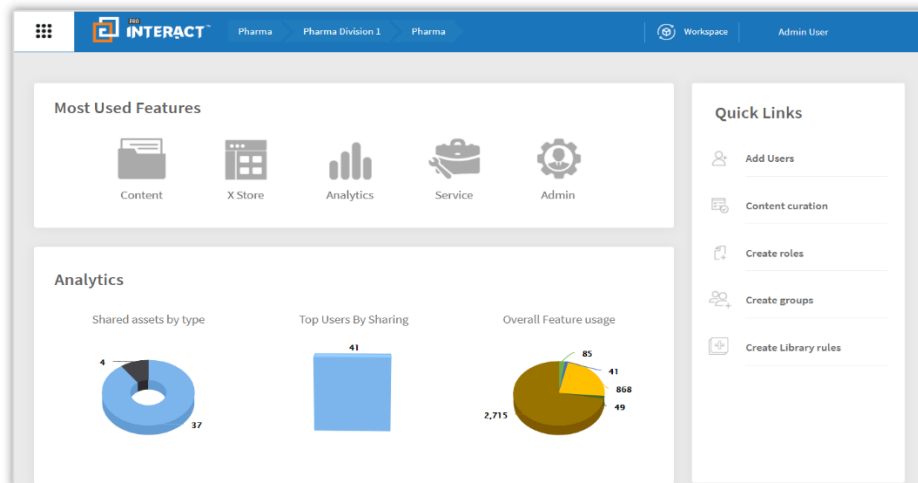
Here 'Manage Content' and 'Manage Libraries' are referred to as the Level 1 sub menus.



Note that 'Manage Libraries' has an arrow indicator which expands to Level 2 submenu consisting of Library Types, Content Types and Library Rules.

Dashboard overview

Dashboard is a visual display that presents most important and quick to access information in the form of elements. Dashboard is the first screen that you can see after a successful Login.



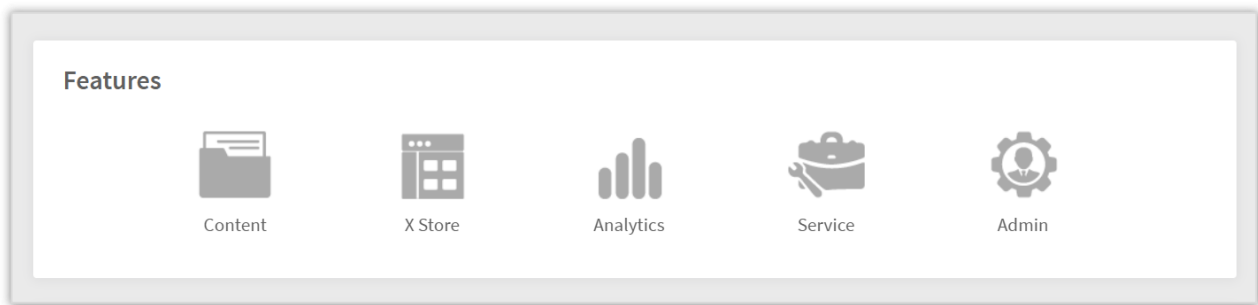
Dashboard consists of the following elements: Most Used Features, Analytics, Quick Links, Recent Activities, Published Content Overview and Announcements.



DO YOU KNOW?

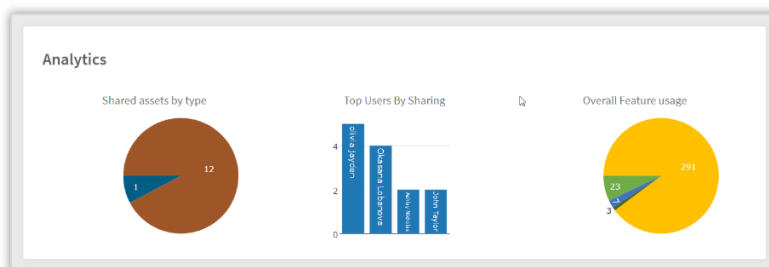
Certain features are turned on/off based on the user role/group assigned to you.

Dashboard elements



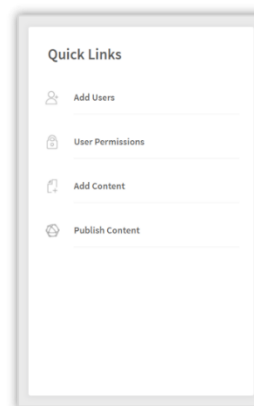
Features:

Features from the Magic Menu are also available on the dashboard for quick launch and are accessible to the users based on their roles and permissions.



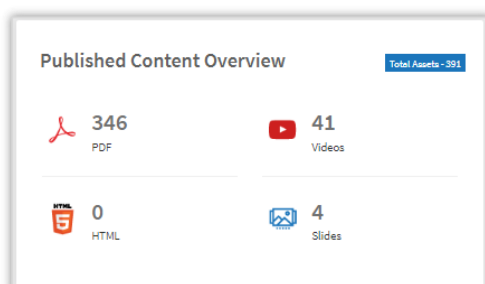
Analytics:

Admin can view key interactive reports from the Dashboard.



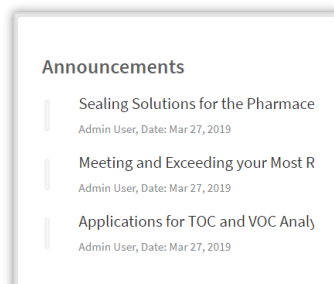
Quick Links:

Admin can quickly navigate to any of the features listed by making use of Quick links.



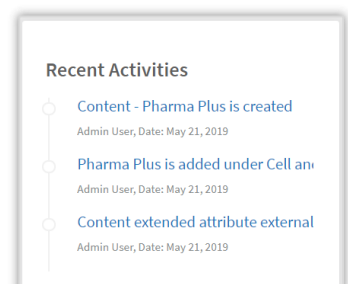
Published Content Overview:

Displays different file categories and number of files for each category.



Announcements:

Displays recently published announcements.



Recent Activities:

All recent activities can be viewed under this section.

Disclaimer:

The content of this document is furnished for informational use and is subject to change without notice. These changes will be incorporated in new editions of the publication and shall be updated to the organizations periodically



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