# Hub Admin Manual

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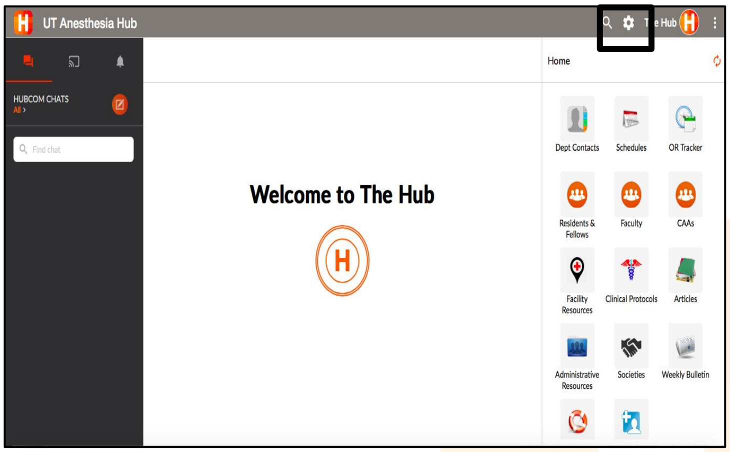
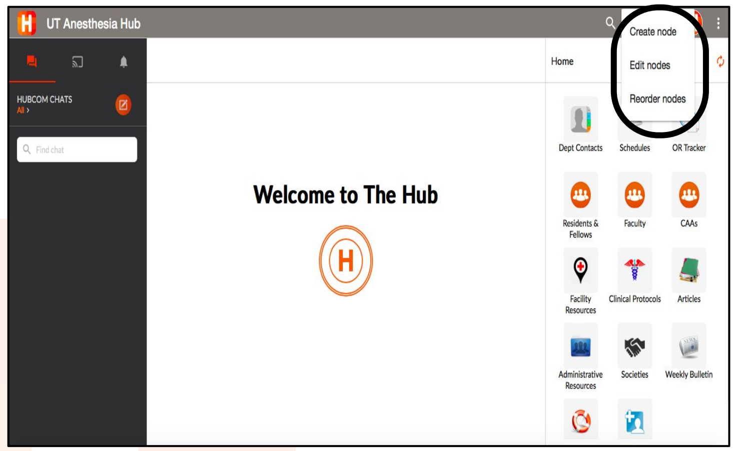
# Hub Admin Manual

**All administrative features can be accessed through the gear symbol circled below.** Once you click the gear icon, a drop down menu will show up that allows you to create nodes, edit nodes and reorder nodes.



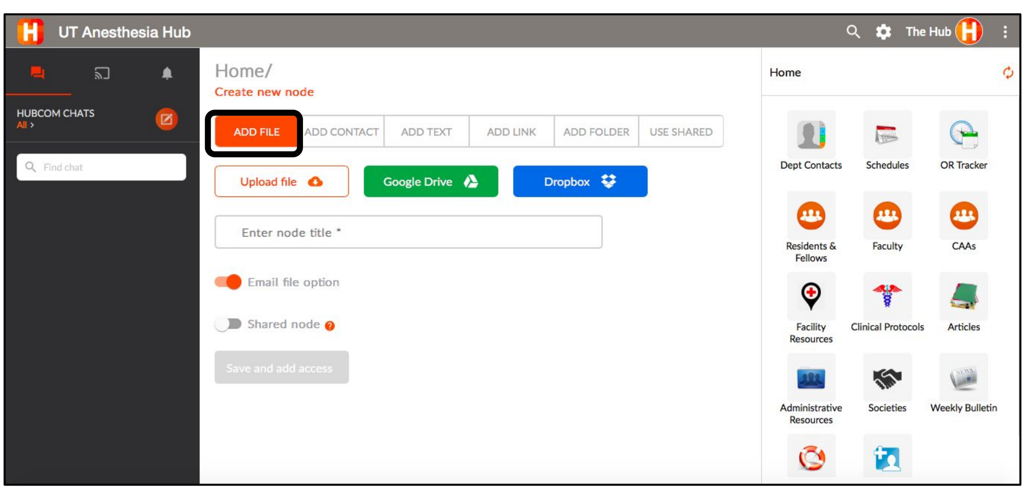




## 1) Create node:

The Create node option allows you to add/create a file, a contact,text, link, and folder.

<u>A) File:</u> You may add a file via google drive, dropbox, or directly from your computer files. Then select an icon, name it, and press save!

** After creating the node, you will be given an option to add or remove roles. Leave as is and select ADD ROLES AND PUBLISH NODE*

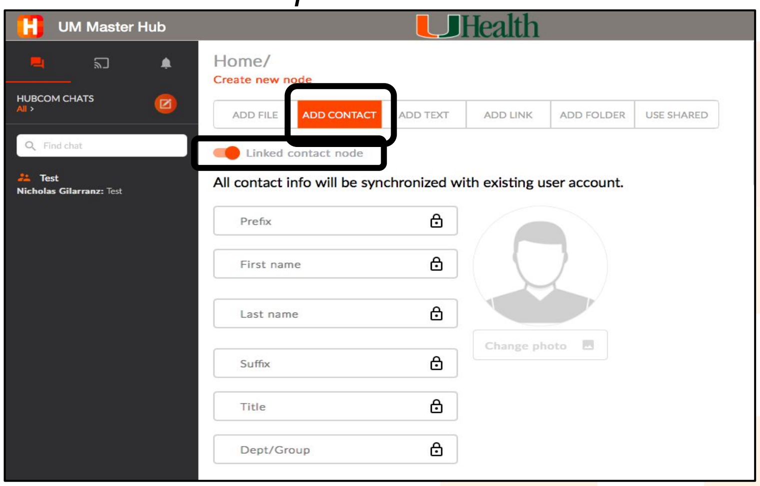


<u>B) Contacts:</u> You can add contacts by, select ‘Add Contact’ on the menu bar. <u>If the contact is also a user on The Hub</u>, **immediately toggle ‘Linked contact node’ on**. Input the email address associated with the ‘user profile’. This will store all of the contact information from user profile. When complete, save and add access.

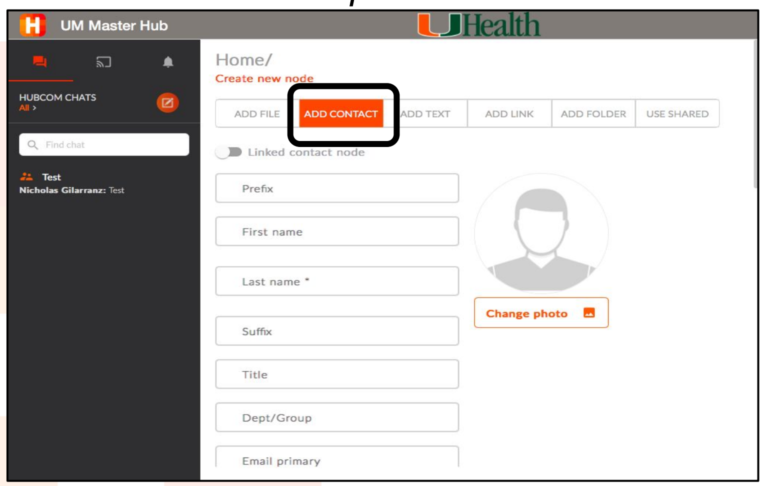
If contact is is not a user on The Hub, you may add any information available such as name, phone number, and department. Once you have inserted the contacts information, select save and add access

** After creating the node, you will be given an option to add or remove roles. Leave as is and select ADD ROLES AND PUBLISH NODE*

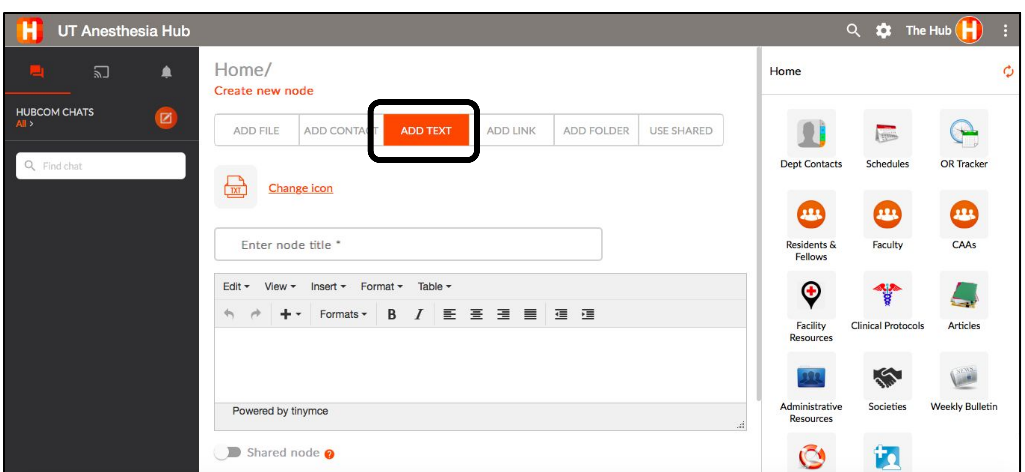
** With Hub user profile*




** Without Hub user profile*

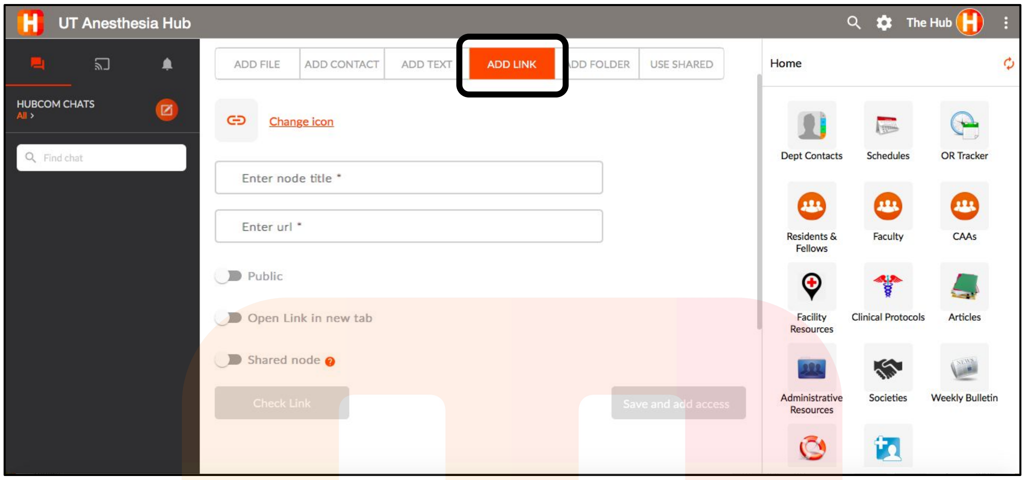



<u>C) Text:</u> Allows you to directly type what you want to share with your department.After writing what you want to share, select an icon, and title your node. When you are done press save!
** After creating the node, you will be given an option to add or remove roles. Leave as is and select ADD ROLES AND PUBLISH NODE*



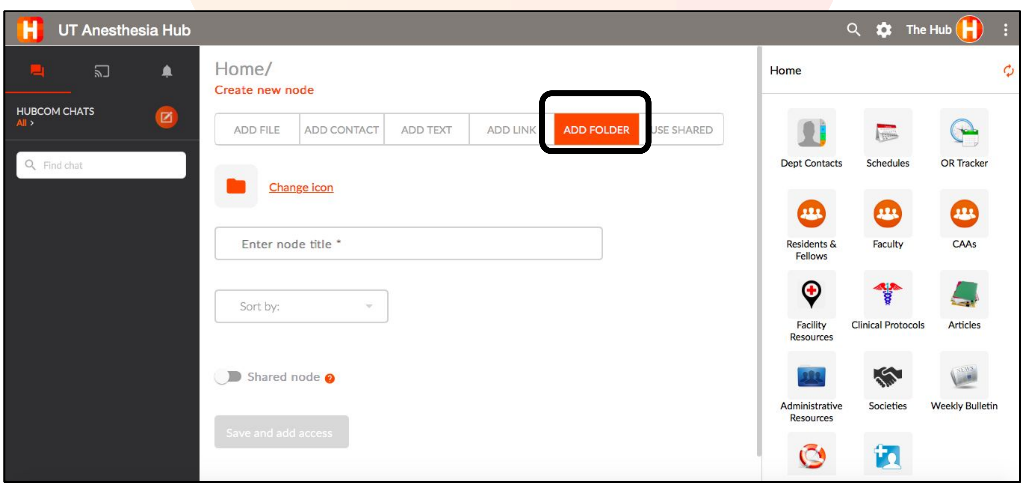
D) Link: You may include links that you would like to share with your department. Paste your URL, title the link, choose an icon, and select if you want to make it private or public. When you are done press save!

** After creating the node, you will be given an option to add or remove roles. Leave as is and select ADD ROLES AND PUBLISH NODE*



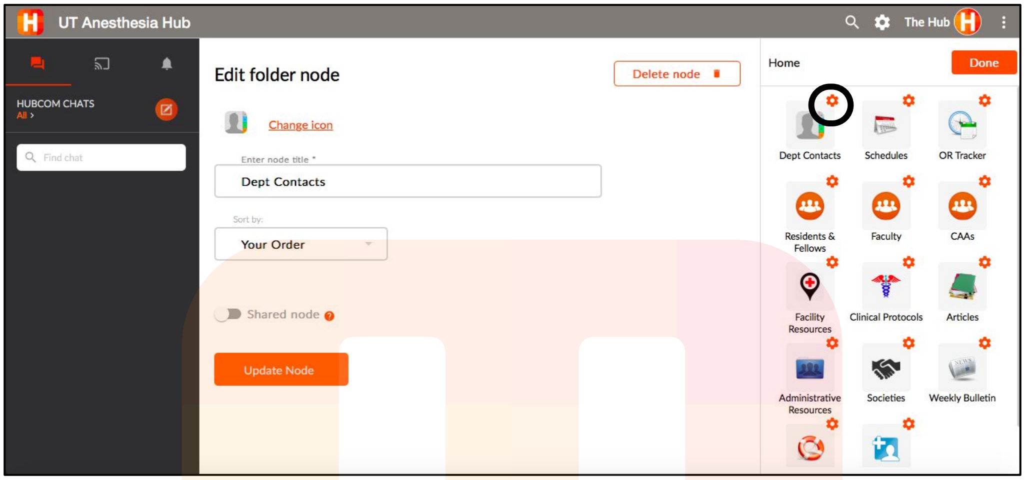

E) Folder: You may create a folder to store multiple files, contacts, links, or texts. Once selecting an icon, enter a title, and sorting the folder, you may create files, links, texts or more folders to include in the folder.

** After creating the node, you will be given an option to add or remove roles. Leave as is and select ADD ROLES AND PUBLISH NODE*



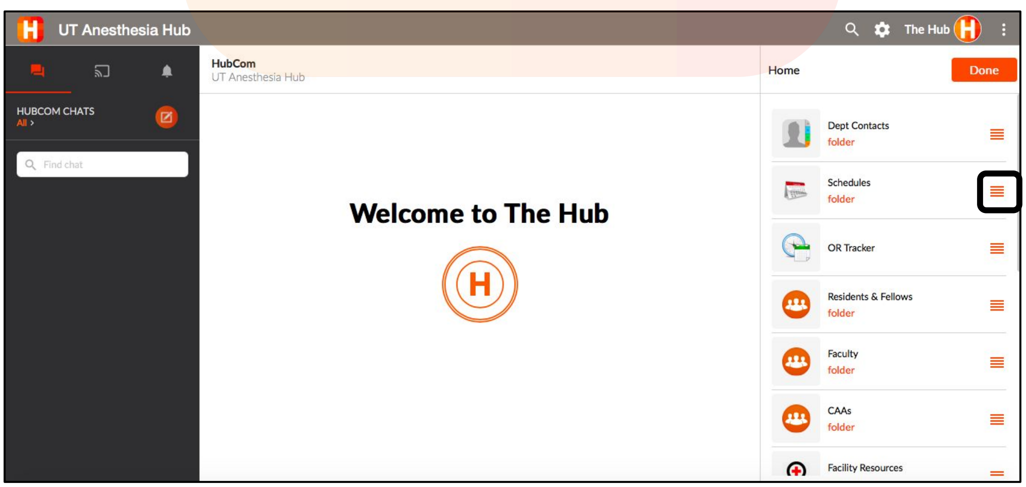
## 2) Edit Node:

Selecting the ‘Edit Node’ will allow you to edit or delete any previously created nodes. By selecting the gear, you can edit the icon, title, and content and content option. When you are finished editing, select ‘Update Node.’




## 3) Reorder Node:

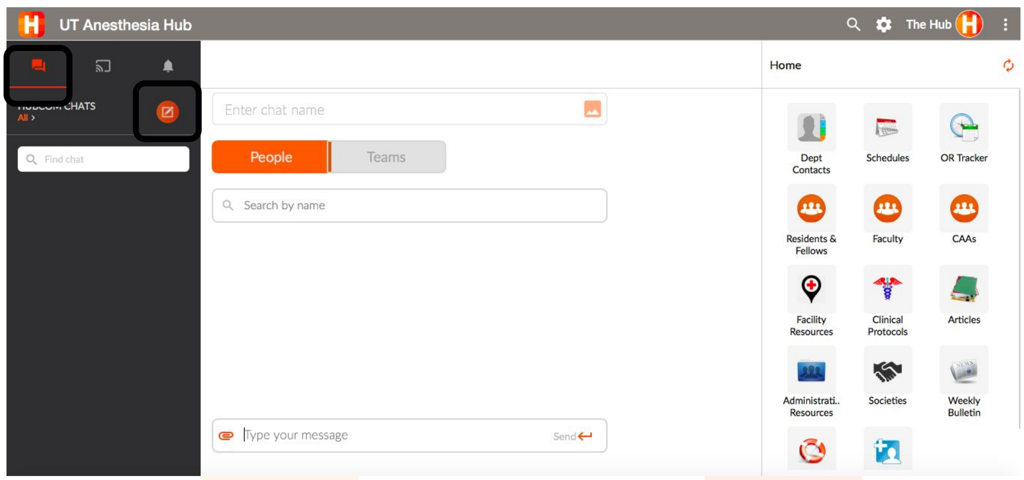
The ‘Reorder Node’ allows you to adjust the order or the nodes you have previously created. To reorder, drag the four line drag option.



# 4. HubCom

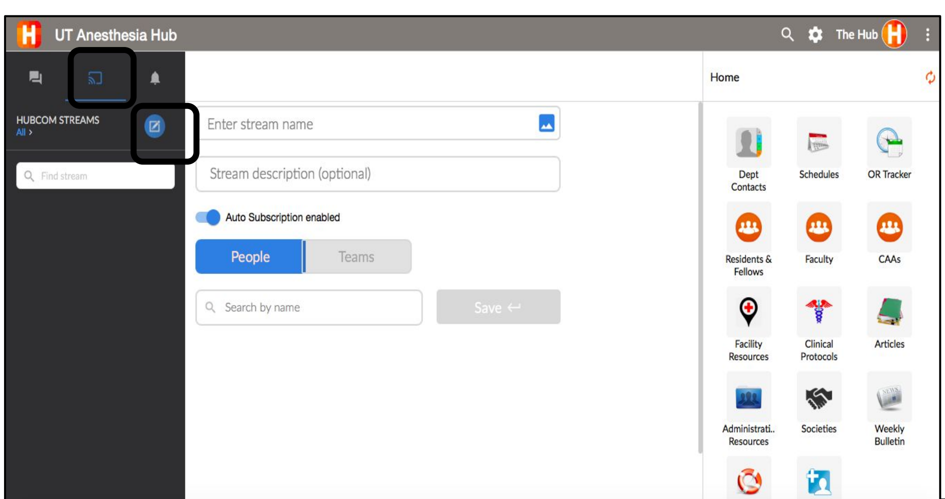
## A) Chats:

To create a chat, select the chat icon and then select the pen and book icon. Once selected, you may search for people or teams to add into the chat, enter a chat name, as well as write the message to send to participants.



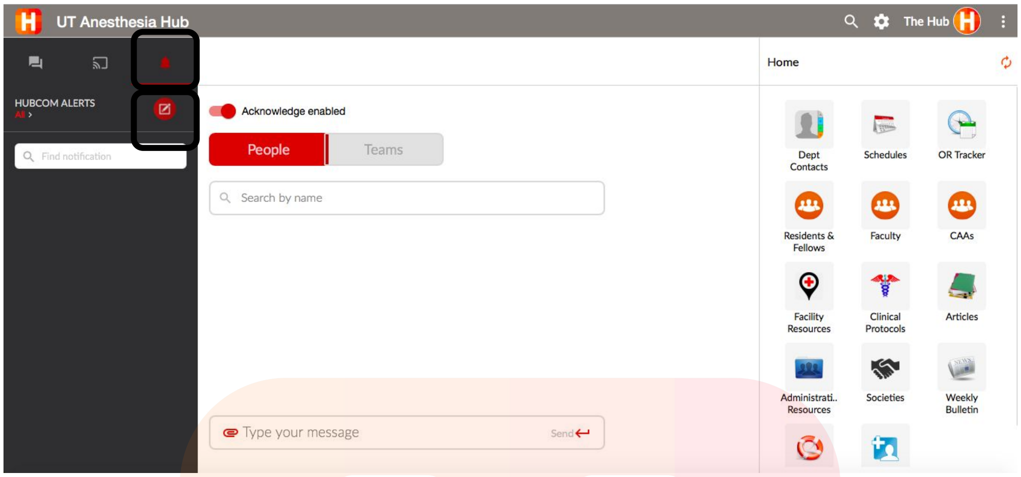

## B) Streams:

To create a stream, select the stream icon and then select the pen and book icon. Once selected, you may search for people or teams to add into the chat, enter a stream name, and write a description for the stream. You may also choose to auto subscribe the people or teams you added to the stream.



## C) Alerts:

To create an alert, select the alert icon and then the pen and book icon. Once selected, you may search for people or teams to add to the alert and write the alert message. You may also turn on 'Acknowledge enabled' so that the people you add must view the message



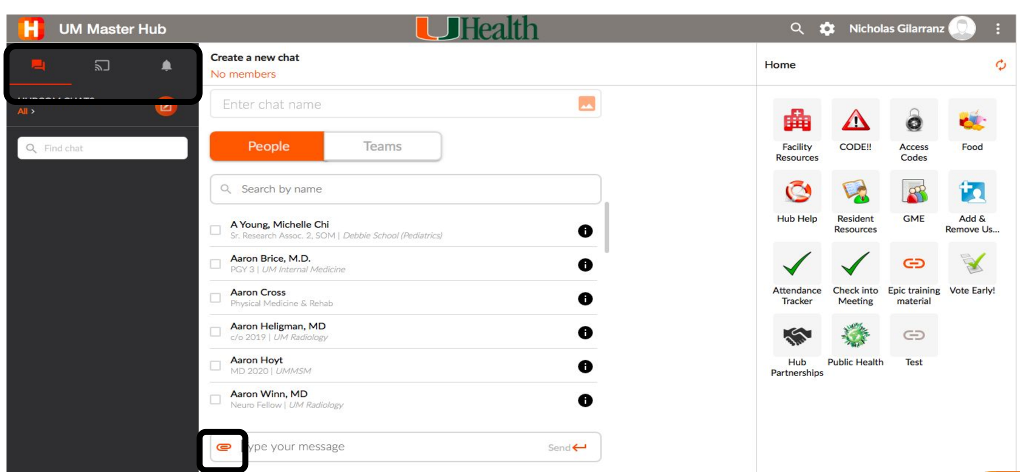

## D) How to attach content to HubCom Chats/Streams/Alerts:

### Section A Desktop Version

**Step 1:**
Select the HubCom feature in which you would like to attach the content.

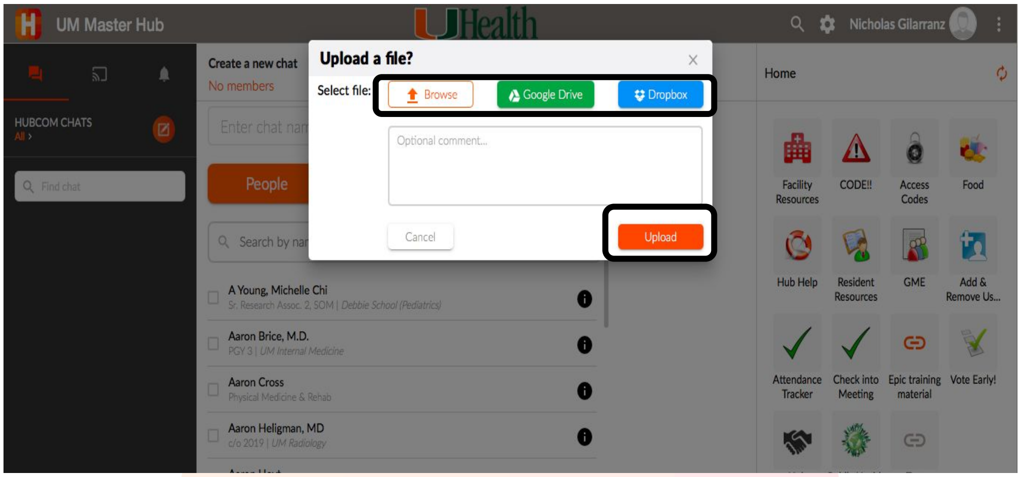
To the left of where you include your message, select the paperclip icon.

** The example given is for HubCom Chats, but it is the same for all HubCom features.*



**Step 2:**
Once selected, a menu will come up allowing you to upload a file.

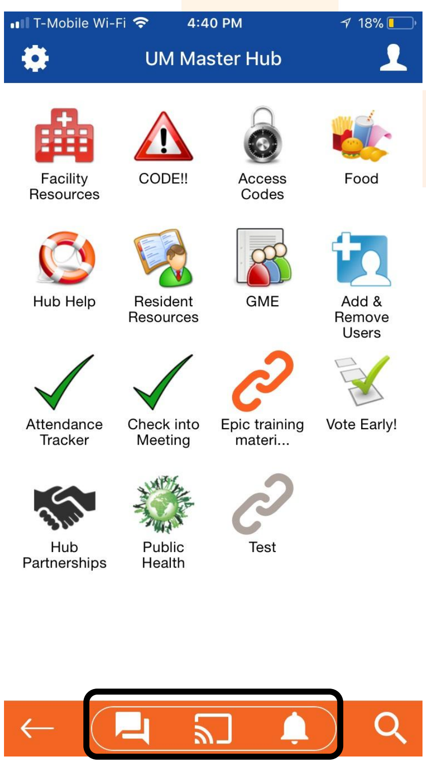
You may browse your computer, use Google Drive, or use Dropbox to choose a file to upload. Once selected, add a comment (if necessary) and select upload.




## Section B Mobile Version

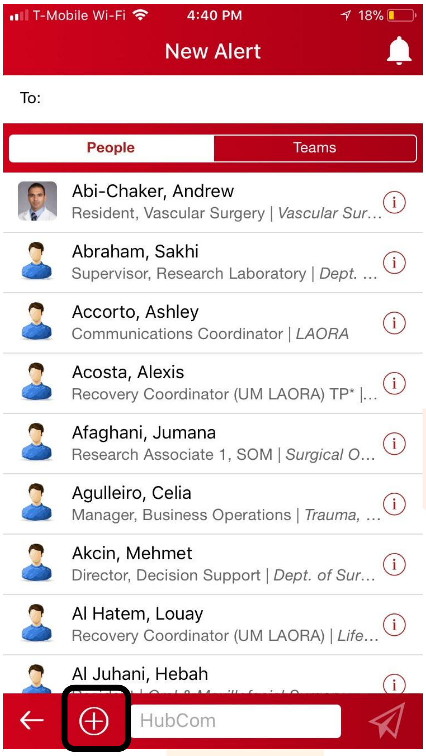
**Step 1:**
Select the HubCom feature in which you would like to attach the content and create the specific feature.

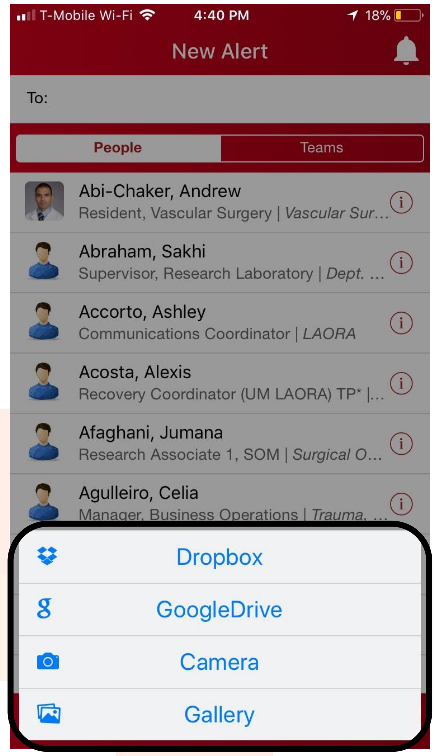
** The example given is for HubCom Alerts, but it is the same for all HubCom features.*




**Step 2:**
Once created, select the plus icon to the left of where you include your message.

A menu will come up, allowing you to attach content through Dropbox, Google Drive, Gallery, or camera.

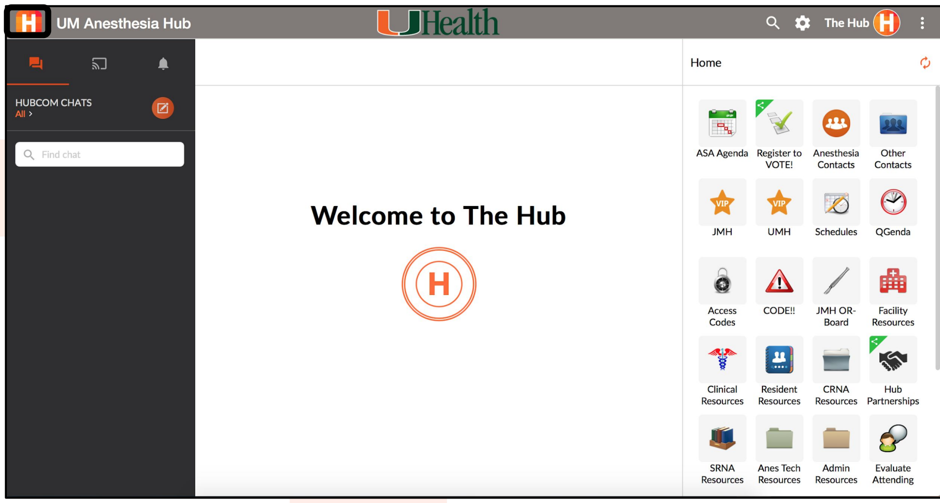


# 5. Hub Icon Functions

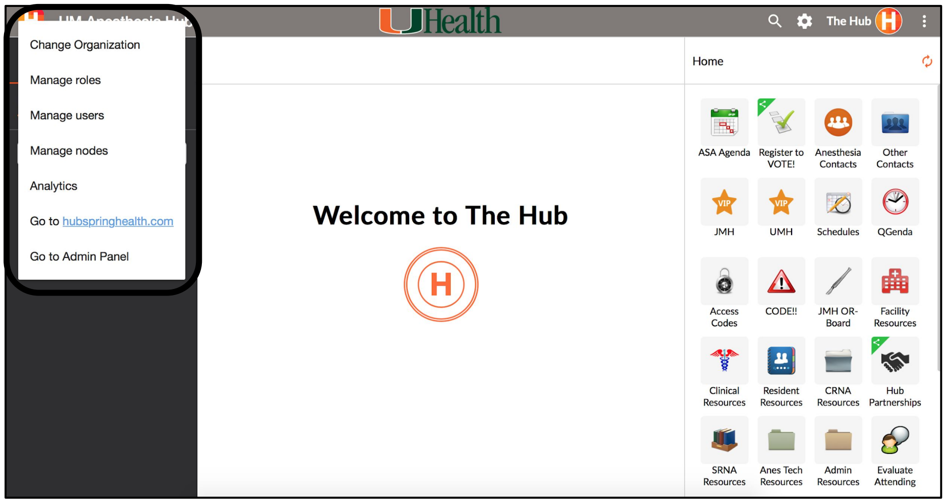
## A) Manage User

### Managing User Information:

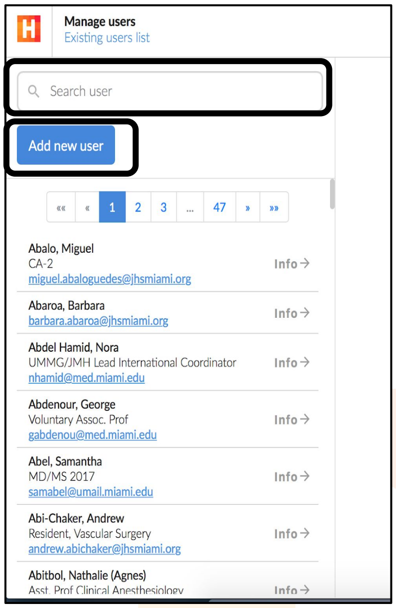


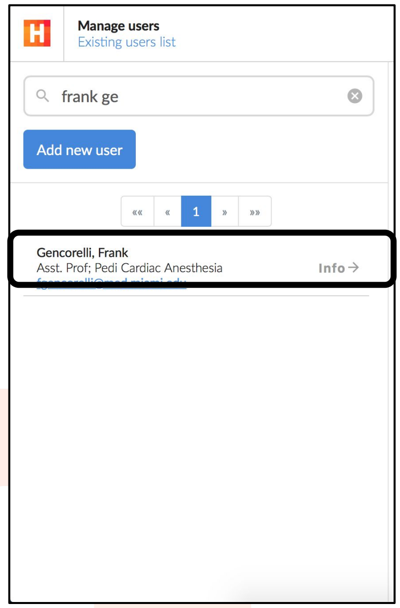

**<u>Step 1:</u>**
To manage a user information, click The Hub icon on the upper left corner.

**<u>Step 2:</u>**
Once selected a drop down menu will show up. Select 'Manage users'.



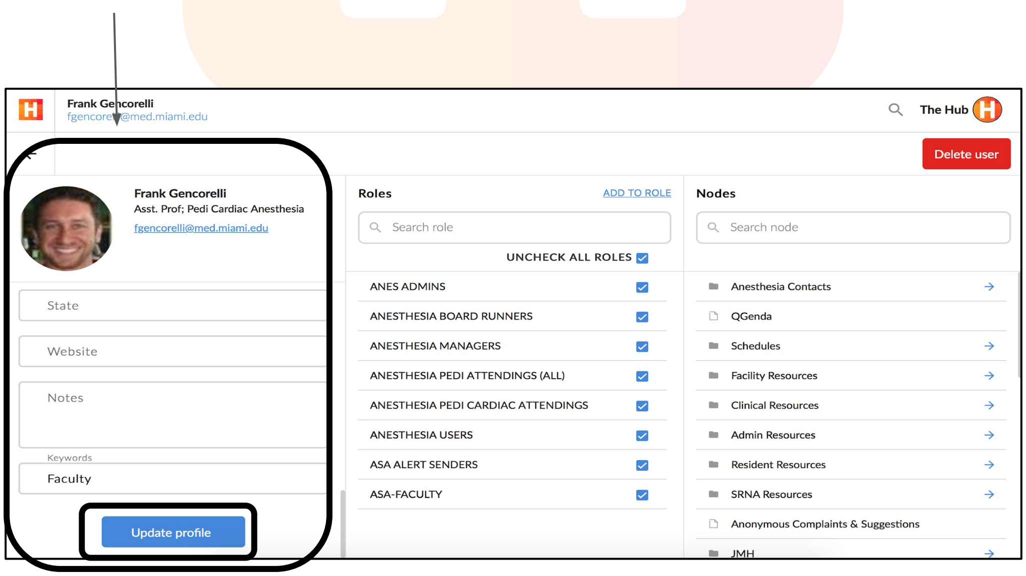
**Step 3:**
Search for the user in the search bar, when the results come up, select the user.



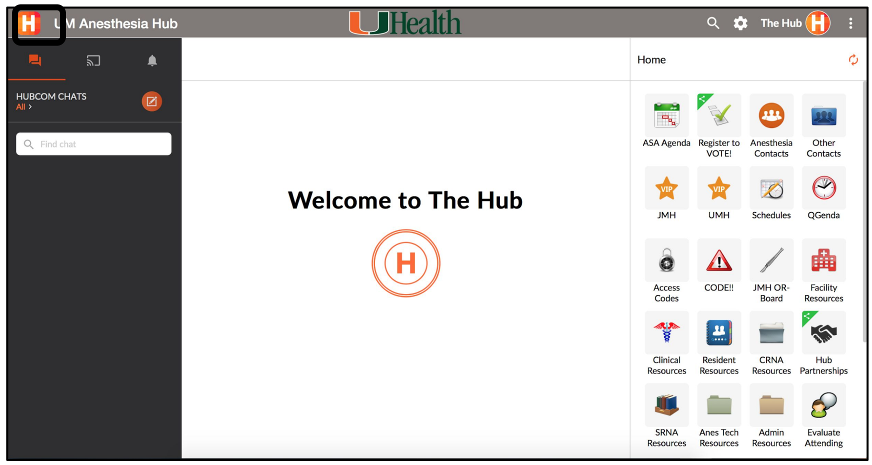

**Step 4:**
Once you select the user, three menus appear for you to edit the users information, roles, and nodes. Edit the users information in the **left** menu

** Once you have updated the users information, to save and exit, select 'Update profile'*



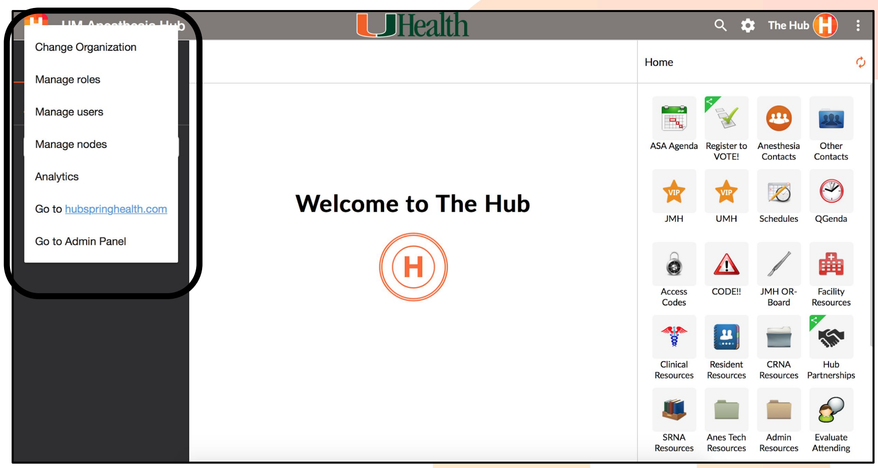

* If we (The Hub) manage your department's user account creation, please ignore this section. If you would like to learn more about managing your department's user creation, please contact us!

## C) Adding New Users:

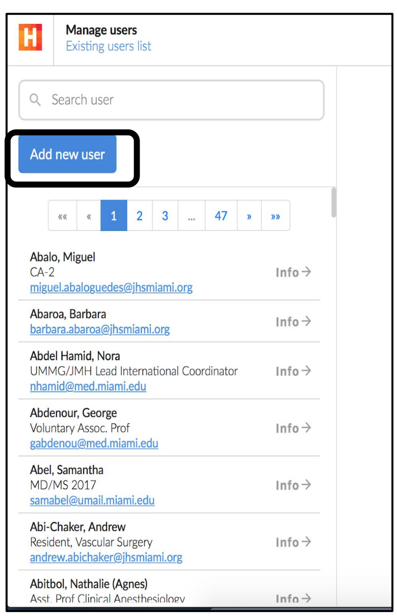



**Step 1:**
To add a new user, click The Hub icon on the upper left corner

**Step 2:**
Once selected a drop down menu will show up. Select 'Manage users'.



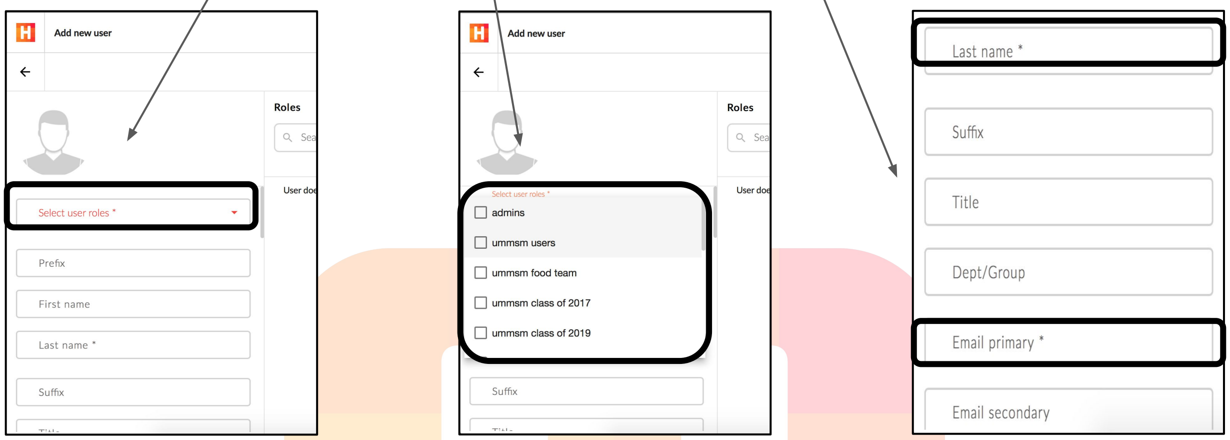

**<u>Step 3:</u>**
Once selected, a new page will come up, select 'Add new user' to create a new user.



**Step 4:**
Once you select ‘Add new user’, a new menu will come up.

You must select a role for the user, as well as everything with ‘*’ next to it.

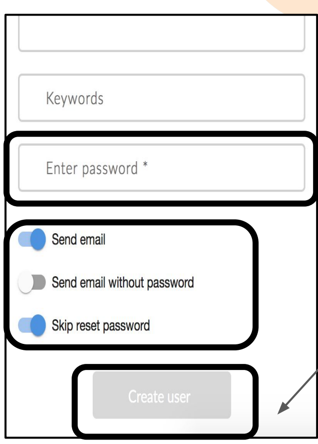
** A role is the team the user is a part of, it also determines the permissions granted to the user. Every user must be in a user role.*




**Step 5:**
Enter a password for the user (ie Password1234!). The password must be 8 characters minimum length & contain at least one special character and one number.

When accounts are created, the user will received an email from ‘TheHub@Hubspring.com’ which will include download & login information (email address & password or CaneID).

The last three toggles are the three email options for account creation:




a) ‘Send email’ toggle gives you the ability to send an email out to the user’s email address; toggle this off if you do not wish for an email with login instructions be sent to this user.

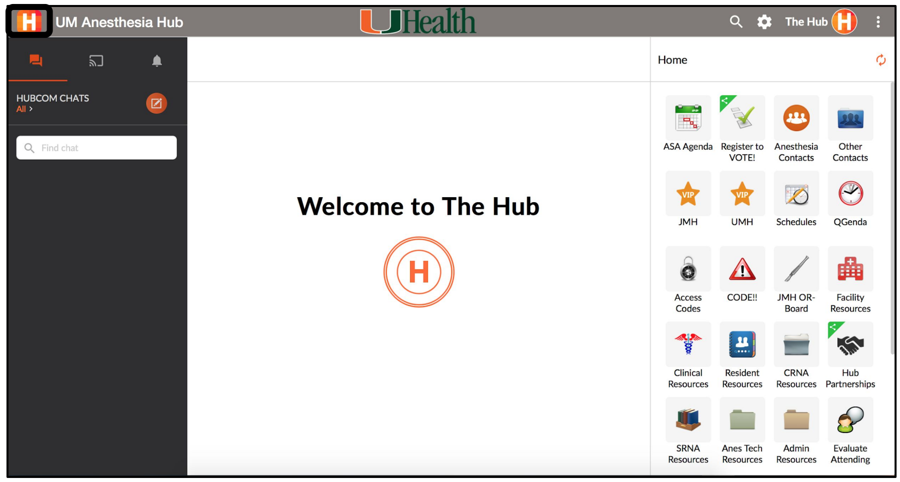
b) ‘Send email without password’ is used for SSO users who have an algorithmic password (ie use their CaneID user/password for login). It is used to avoid confusion for the user in the event that you do not wish the user ever find out their password. This email will send the user their email login info, but not include password.

c) ‘Skip password reset’ allows the user to reset their password upon first login. Simply toggle off ‘Skip reset password’ to send an email to the user indicating that have been added to The Hub with the option to change their password. Passwords can always be reset in their user profile at any time.

** When complete, select ‘create user’.*

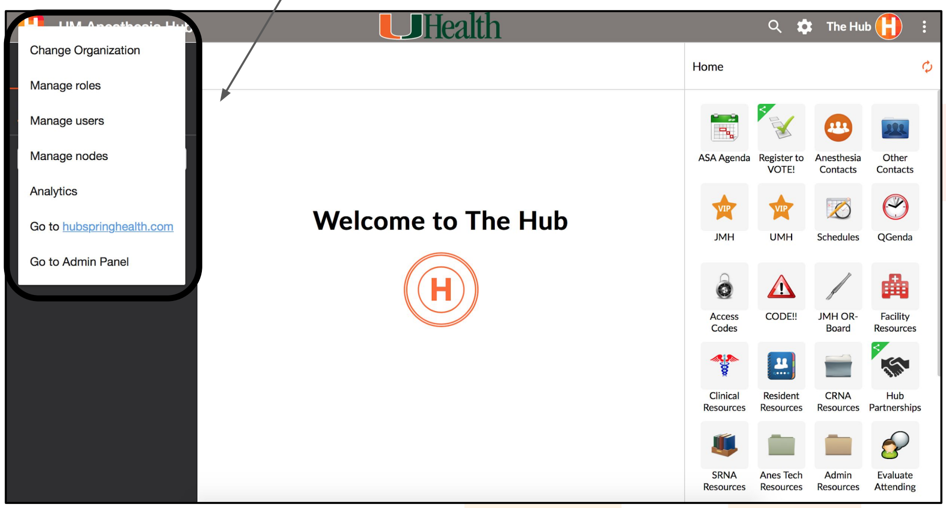
**User profiles are separate from Contact Nodes. You may create a contact node for this user by following the instructions in the ‘Create Contact Node’ section, pg 3.*

## B) Managing User Roles:

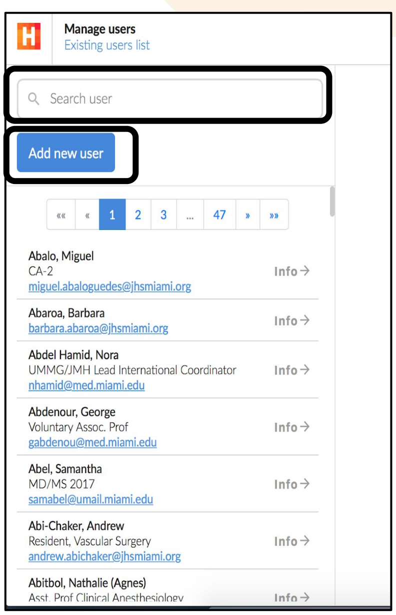


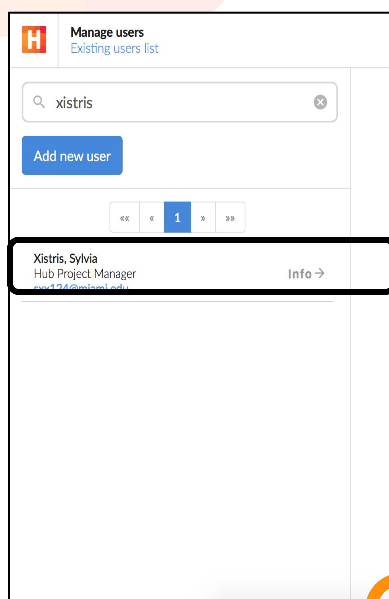

**Step 1:**
To manage users roles, click The Hub icon on the upper left corner

**Step 2:**
Once selected a drop down menu will show up. Select 'Manage users'.



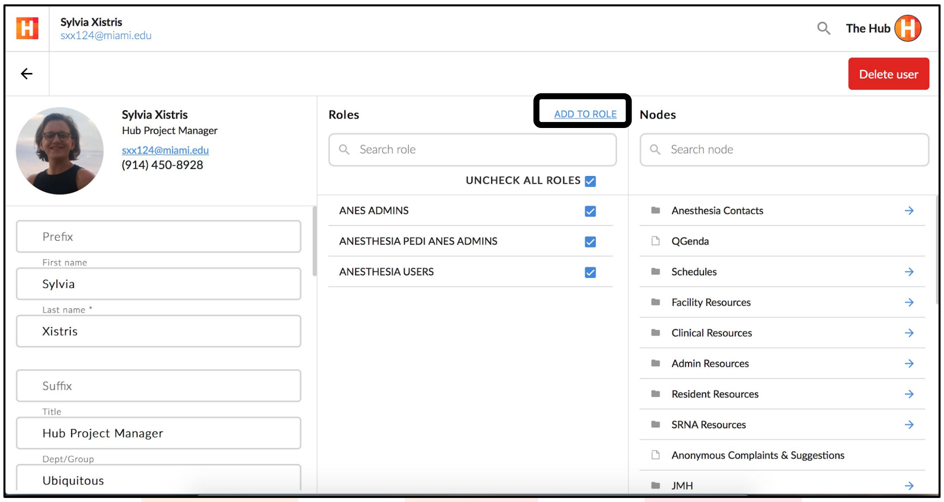

**Step 3:**
Search for the user in the search bar, when the results come up, select the user.



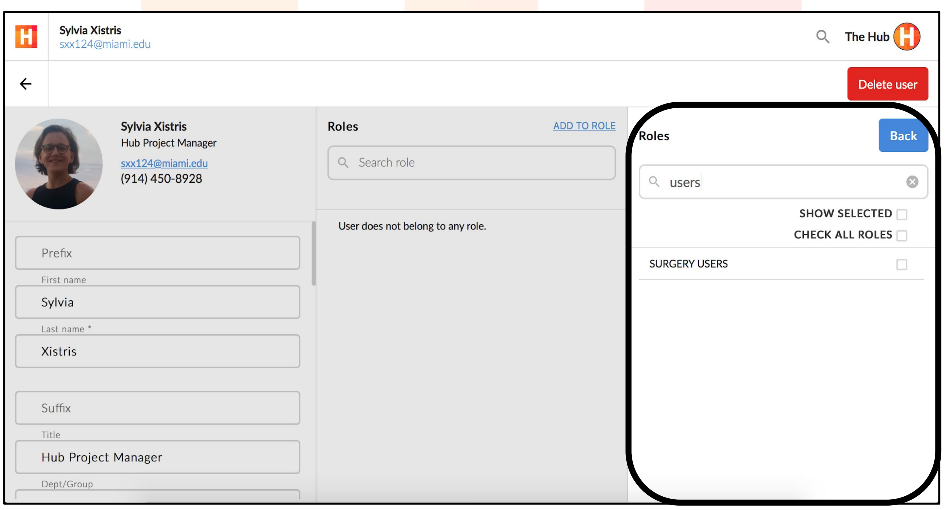
**Step 4:**
Once you select the user, three menus appear for you to edit the users information, roles, and nodes.

To edit the users roles, in the **middle menu** select 'ADD TO ROLE' to add/remove roles to and from the user by checking/unchecking the selection box next to that role.




**Step 5:**
Once you select 'ADD TO ROLE', a menu will come up on the right side of the web page. Here you may search for roles to add/remove to the user.

** Once you have updated the users, to save and exit, select 'Update profile'*



**D) Managing Roles:**

If you would like to create or manage an existing role,contact us at ‘*support@hubspring.com* ‘or contact your manager/coordinator for further assistance.