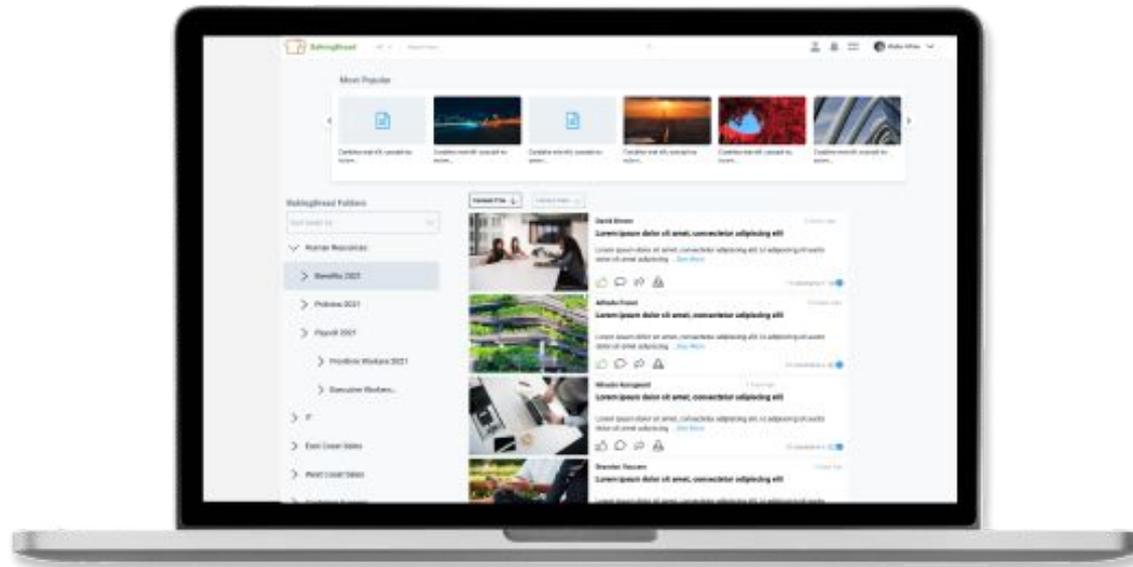




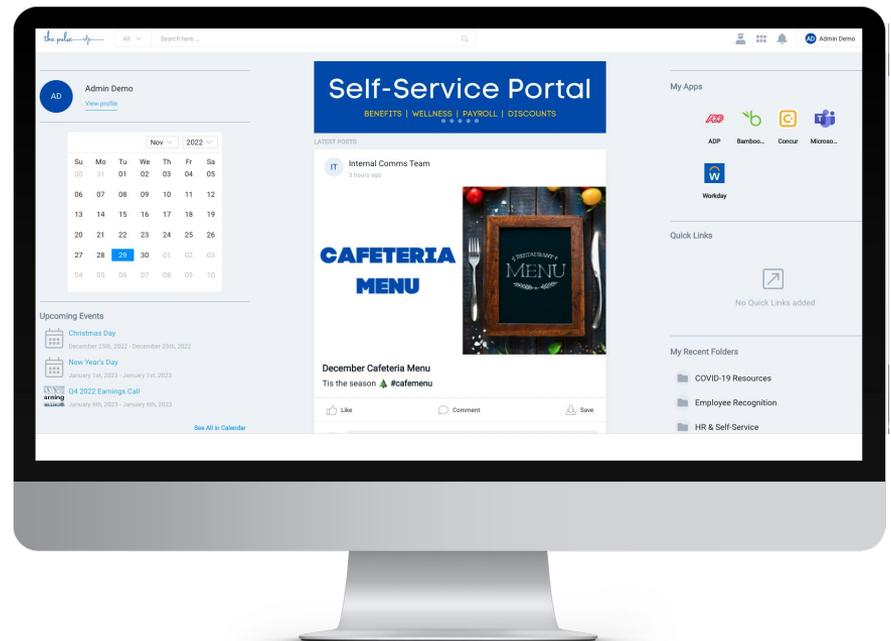
Web App v3 : System Administrator Overview



What's New in Web App v3

Updates to the Newsfeed Homepage

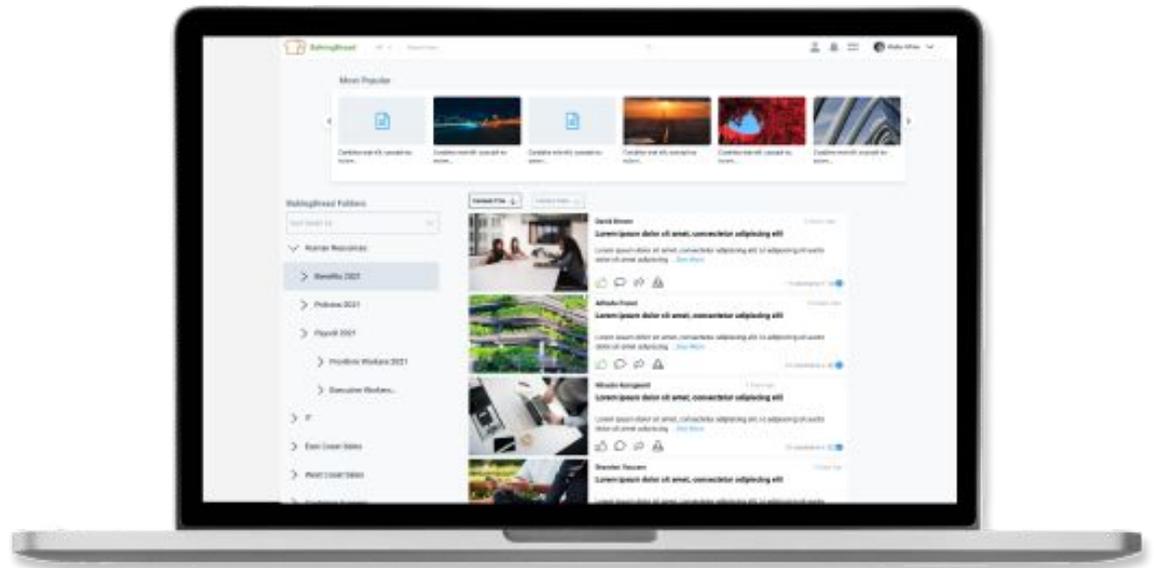
- Widgets for Calendar, Upcoming Events, My Apps, Quick Links, My Recent Folders, and My Content
- Profile Pictures



What's New in Web App v3

Updates to Explore

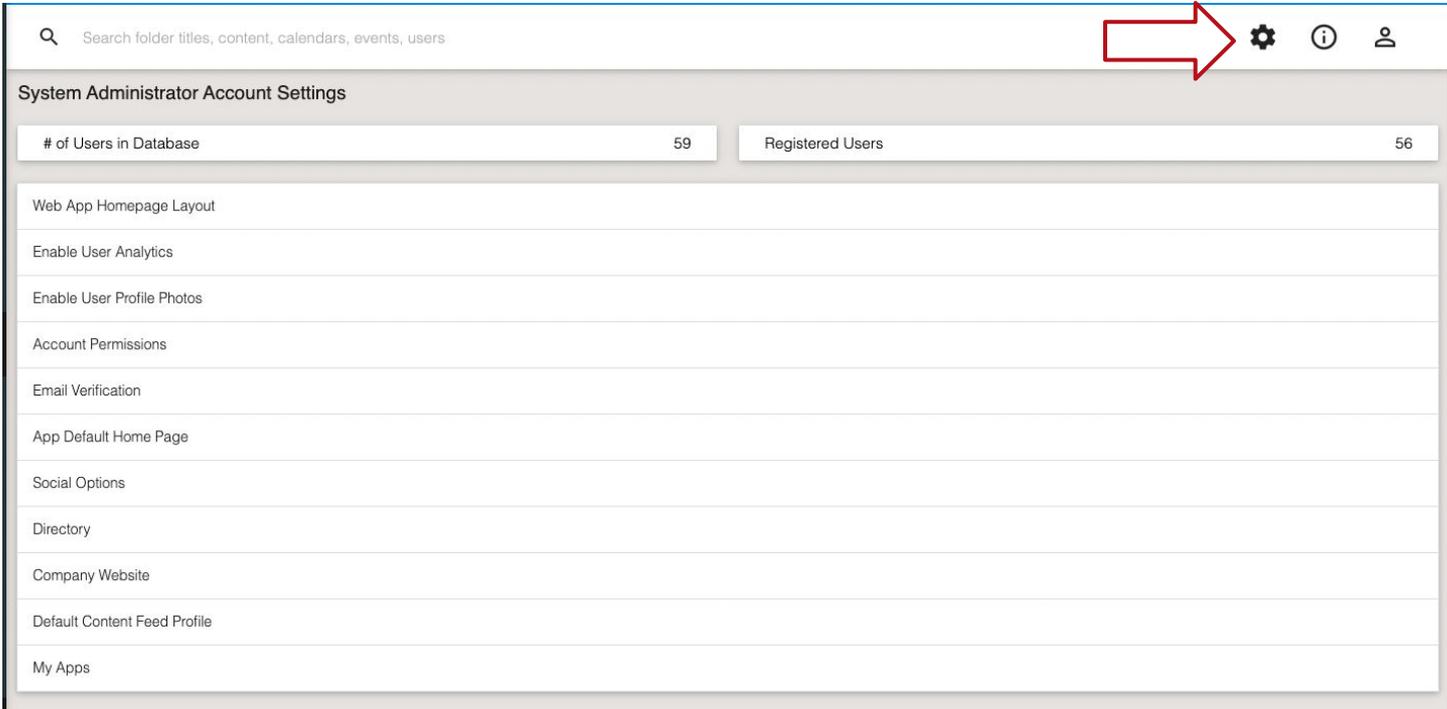
- Thumbnails appear for content
- Scroll from post to post within a folder



How to Edit My Apps Section

Follow these steps to add apps to the My Apps Section

1. Open the CMS and Click on the gear to get to Account Settings.
2. Select My Apps on bottom of list



The screenshot shows the 'System Administrator Account Settings' page. At the top right, there is a search bar and three icons: a gear (settings), an information icon, and a user profile icon. A red arrow points to the gear icon. Below the search bar, there are two summary cards: '# of Users in Database' with a value of 59, and 'Registered Users' with a value of 56. A list of settings follows, including 'Web App Homepage Layout', 'Enable User Analytics', 'Enable User Profile Photos', 'Account Permissions', 'Email Verification', 'App Default Home Page', 'Social Options', 'Directory', 'Company Website', 'Default Content Feed Profile', and 'My Apps'. A red arrow points to the 'My Apps' option at the bottom of the list.

# of Users in Database	59	Registered Users	56
Web App Homepage Layout			
Enable User Analytics			
Enable User Profile Photos			
Account Permissions			
Email Verification			
App Default Home Page			
Social Options			
Directory			
Company Website			
Default Content Feed Profile			
My Apps			

How to Edit My Apps Section (cont'd)

3. All My Apps (both web urls and mobile app links) currently enabled will appear

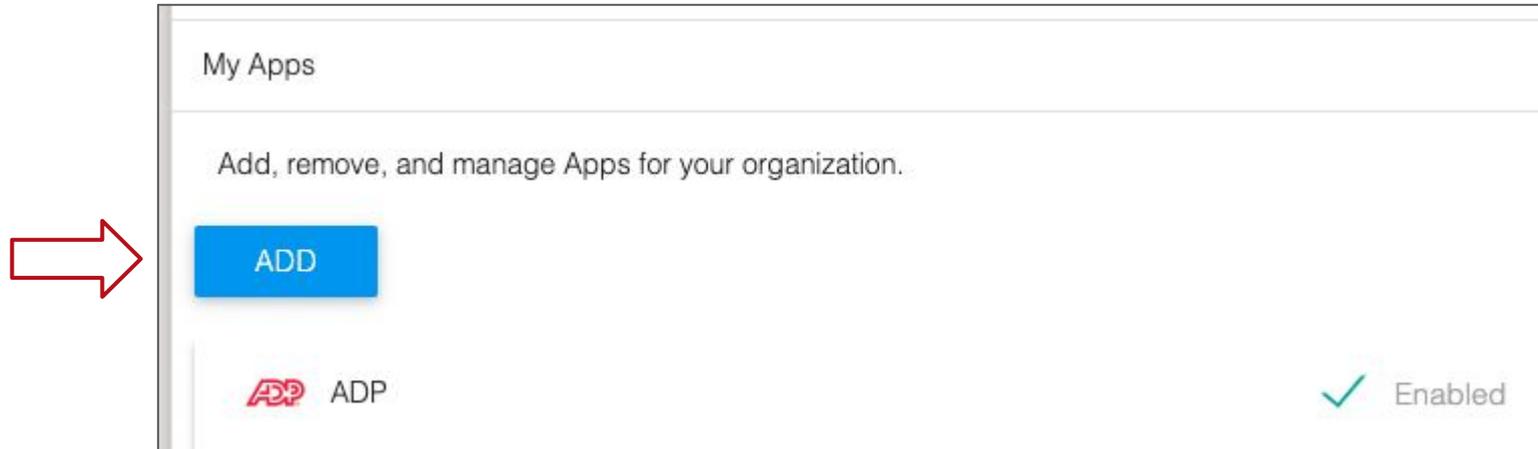
4. From this view you can edit, remove, or add apps.

This includes the ability to edit urls to customize to your organization's page and to select which groups can view the app.

The screenshot displays the 'My Apps' management interface. At the top, it says 'My Apps' and 'Add, remove, and manage Apps for your organization.' Below this is a blue 'ADD' button. The interface shows two app cards. The first card is for 'ADP' with a red arrow pointing to the 'Enabled' status. The second card is for 'Workday' with a red arrow pointing to the 'Enabled' status. At the bottom of each card, there are 'Mobile App Options' with checkboxes for 'Open in Mobile App' and 'Open in Web Browser', and a red 'REMOVE' button. A red arrow points to the 'REMOVE' button of the ADP card. A red arrow also points to the 'ADD' button.

How to Edit My Apps Section (cont'd)

5. Click Add to select additional apps

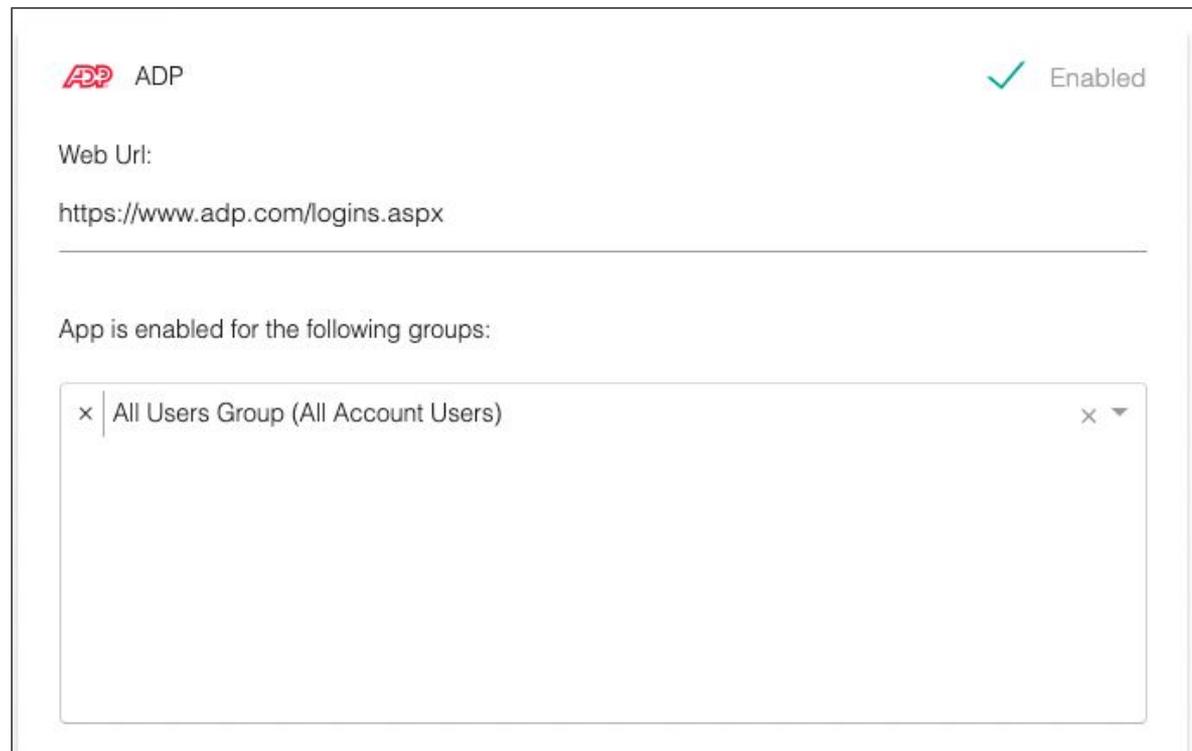


6. Select or search for apps already in our system.

7. If you do not see the app you're looking for, reach out to your Client Success Manager.

How to Edit My Apps Section (cont'd)

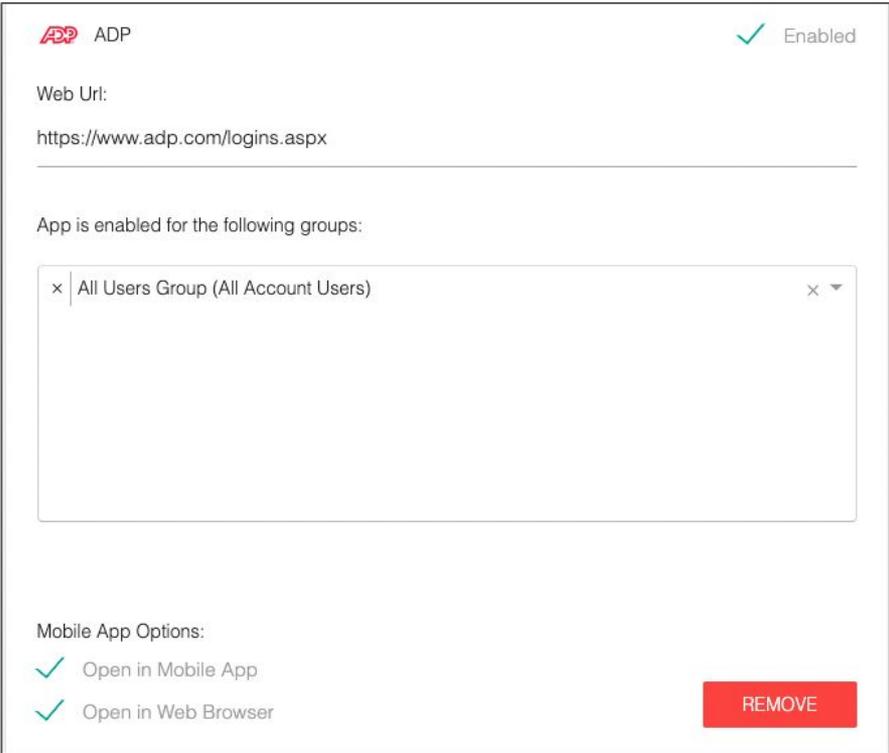
8. After adding a new app, it will appear with only the generic login for that system. To customize the url(s), you'll need to edit the address.



The screenshot shows the configuration for an ADP app. At the top left is the ADP logo and the text "ADP". At the top right is a green checkmark and the text "Enabled". Below this is the "Web Url:" label followed by the URL "https://www.adp.com/logins.aspx" in a text input field. Underneath is the text "App is enabled for the following groups:" followed by a list box containing one item: "x All Users Group (All Account Users) x".

How to Edit My Apps Section (cont'd)

You'll notice the option to edit Mobile App Options. In the upcoming version 480 of the mobile app, you'll be able to display both links to other mobile apps or web urls through the current My Apps section in the More tab.



ADP ADP ✓ Enabled

Web Uri:
https://www.adp.com/logins.aspx

App is enabled for the following groups:

- x All Users Group (All Account Users) x

Mobile App Options:

- ✓ Open in Mobile App
- ✓ Open in Web Browser

REMOVE

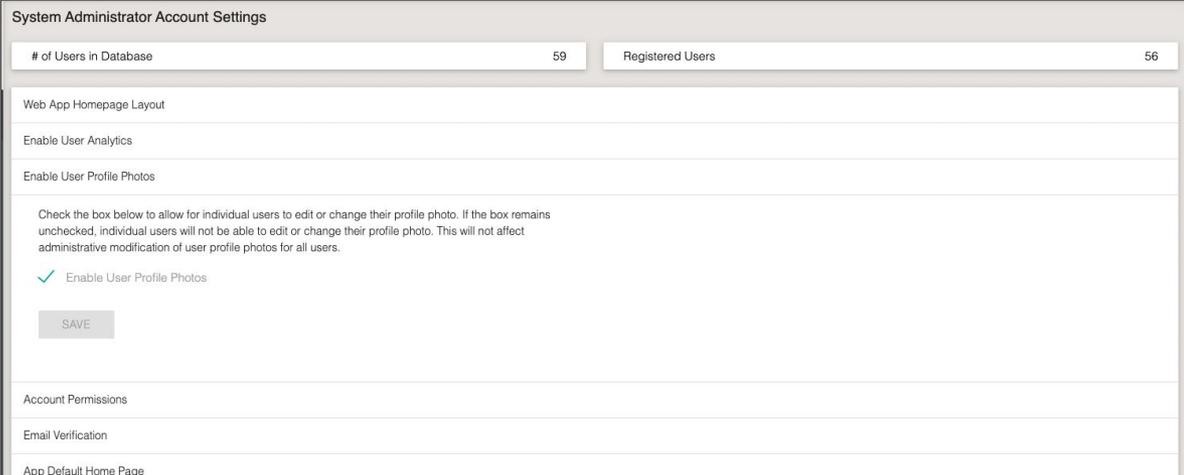


How to Add Profile Pictures

We've added the ability for both admins and users to add and edit profile pictures to their user profile!

While we hope many clients will use this new feature, we recognize not everyone will be ready to enable it for your users. If you choose to disable this functionality for now:

1. Go to All Account Settings
2. Click on Enable User Profile Photos
3. Uncheck the box and Save



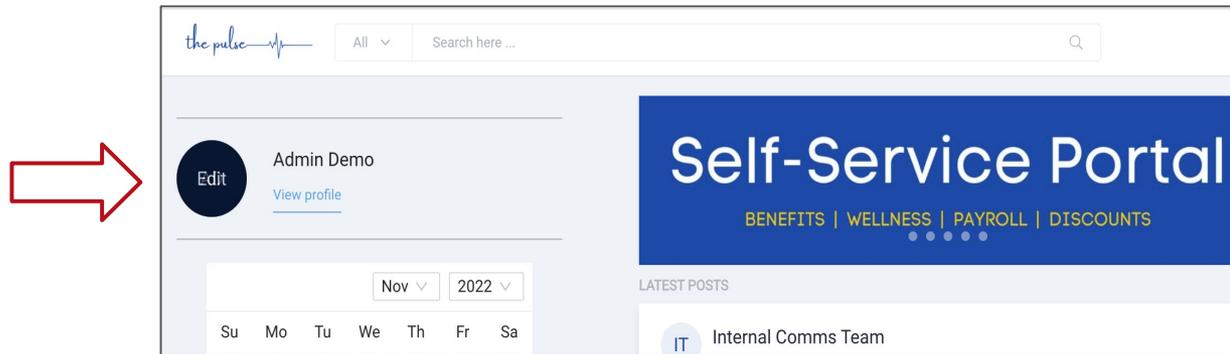
The screenshot shows the 'System Administrator Account Settings' interface. At the top, there are two summary boxes: '# of Users in Database' with the value '59' and 'Registered Users' with the value '56'. Below these are several settings sections: 'Web App Homepage Layout', 'Enable User Analytics', and 'Enable User Profile Photos'. The 'Enable User Profile Photos' section contains a paragraph of explanatory text and a checked checkbox. At the bottom of this section is a 'SAVE' button. Further down, there are sections for 'Account Permissions', 'Email Verification', and 'App Default Home Page'.

System Administrator Account Settings	
# of Users in Database	59
Registered Users	56
Web App Homepage Layout	
Enable User Analytics	
Enable User Profile Photos	
Check the box below to allow for individual users to edit or change their profile photo. If the box remains unchecked, individual users will not be able to edit or change their profile photo. This will not affect administrative modification of user profile photos for all users.	
<input checked="" type="checkbox"/>	Enable User Profile Photos
SAVE	
Account Permissions	
Email Verification	
App Default Home Page	

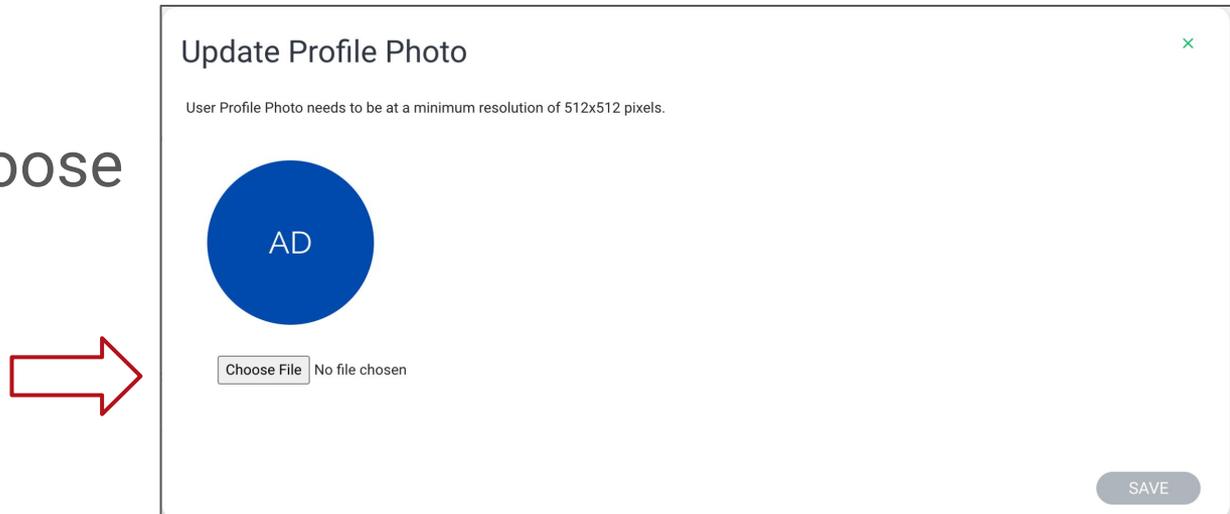
How to Add Profile Pictures : Users

Follow these steps to add a profile picture as a user

1. Click on View Profile

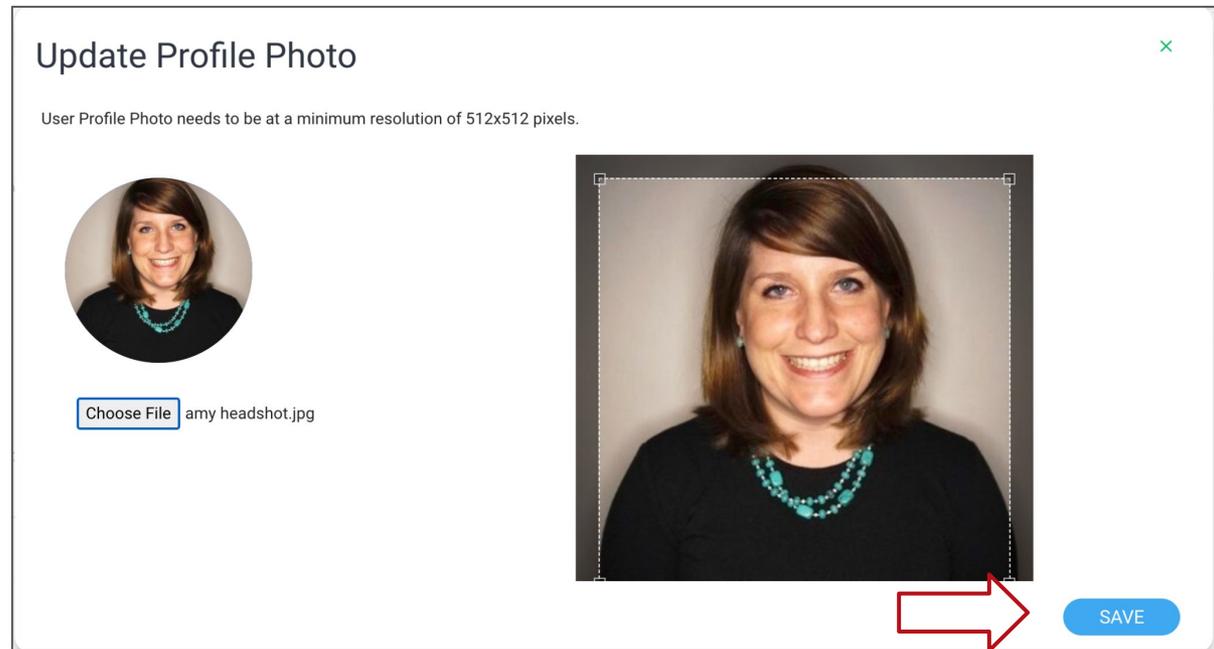


2. Click on Choose File



How to Add Profile Pictures : Users (cont'd)

3. Select file from computer and upload



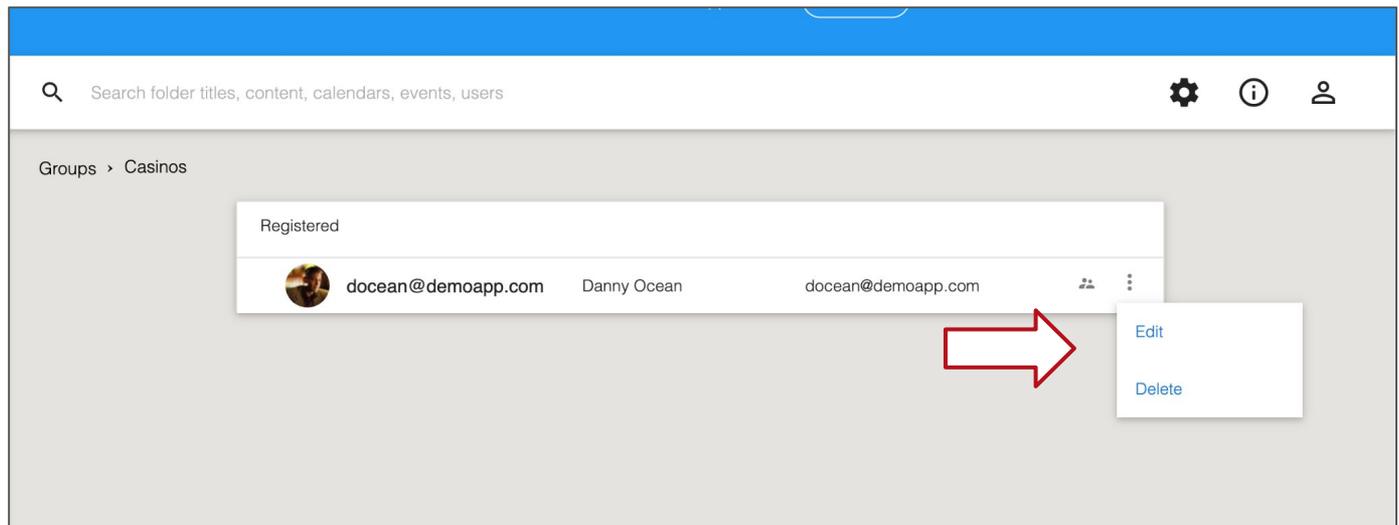
4. When image is positioned correctly, click Save

How to Add Profile Pictures : Admins

Follow these steps to add a profile picture from the CMS

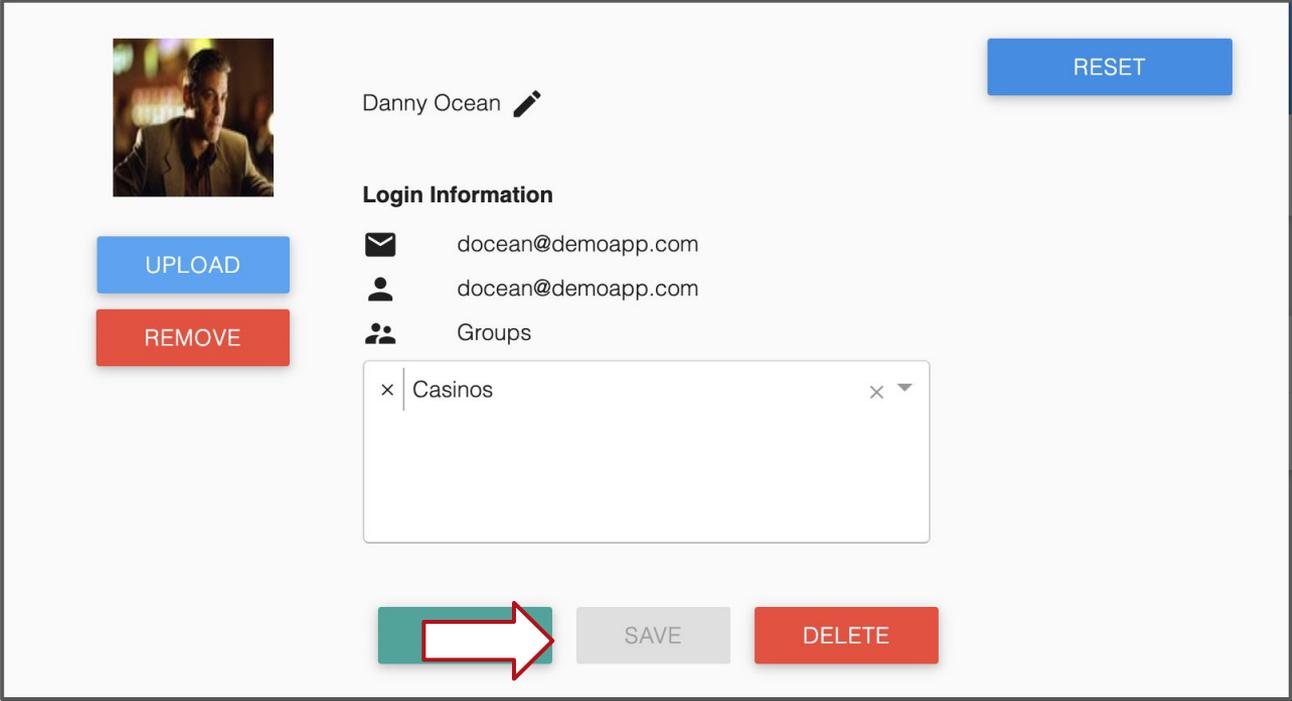
Note: Profile pics can be uploaded via API. See your Client Success Account Manager for details.

1. Select Edit from the three dots next to a users name in the Users/Group section



How to Add Profile Pictures : Admins (cont'd)

2. You'll see the option to Remove or replace the profile picture from the user. After making changes, be sure to click Save.

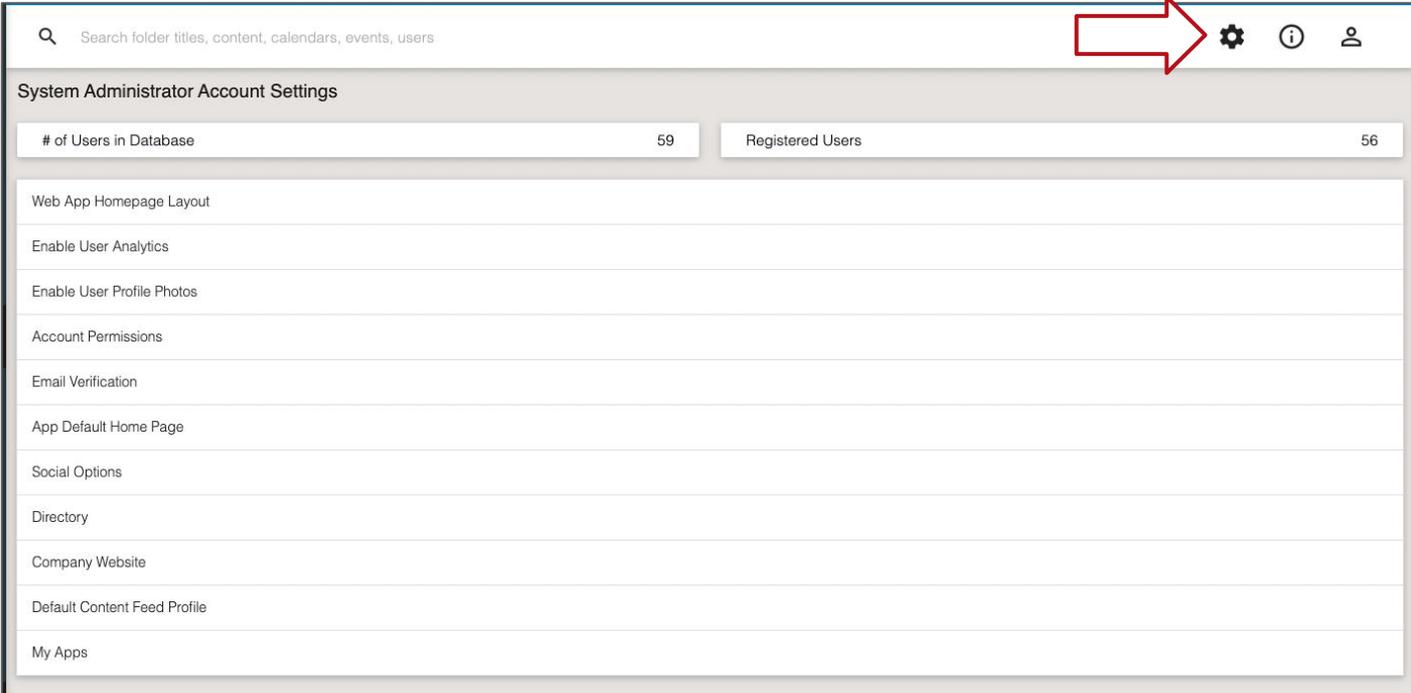


The screenshot displays a user profile management interface for 'Danny Ocean'. On the left, there is a profile picture of a man in a suit. Below the picture are two buttons: a blue 'UPLOAD' button and a red 'REMOVE' button. To the right of the picture, the name 'Danny Ocean' is displayed with a pencil icon for editing. In the top right corner, there is a blue 'RESET' button. Below the name, the section 'Login Information' is shown with three entries: an email icon next to 'docean@demoapp.com', a person icon next to 'docean@demoapp.com', and a group icon next to 'Groups'. Below the 'Groups' entry is a search box containing the text 'Casinos' with a close button (x) and a dropdown arrow (v). At the bottom of the interface, there are three buttons: a teal button with a white arrow pointing right, a grey 'SAVE' button, and a red 'DELETE' button.

How to Edit Widgets on Homepage

With the new homepage set up, you can now select which widgets you choose to display for users. Follow these steps to edit widgets.

1. Click System Account Settings then click Web App Homepage Layout



The screenshot shows the 'System Administrator Account Settings' page. At the top, there is a search bar and three icons: a gear (settings), an information icon, and a user icon. A red arrow points to the gear icon. Below the search bar, there are two summary cards: '# of Users in Database' with a value of 59, and 'Registered Users' with a value of 56. A list of settings follows, with a red arrow pointing to the 'Web App Homepage Layout' option. Other settings include 'Enable User Analytics', 'Enable User Profile Photos', 'Account Permissions', 'Email Verification', 'App Default Home Page', 'Social Options', 'Directory', 'Company Website', 'Default Content Feed Profile', and 'My Apps'.

# of Users in Database	59	Registered Users	56
Web App Homepage Layout			
Enable User Analytics			
Enable User Profile Photos			
Account Permissions			
Email Verification			
App Default Home Page			
Social Options			
Directory			
Company Website			
Default Content Feed Profile			
My Apps			

How to Edit Widgets on Homepage

2. Each widget can be enabled or disabled by checking or unchecking the box. After making changes, be sure to click Save.

System Administrator Account Settings

# of Users in Database	59	Registered Users	56
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Web App Homepage Layout

Enable the widgets you would like to have appear on the Web App home page.

- Apps
- Calendar
- Directory
- My Recent Content
- My Recent Folders
- Profile
- Quick Links
- Upcoming Events

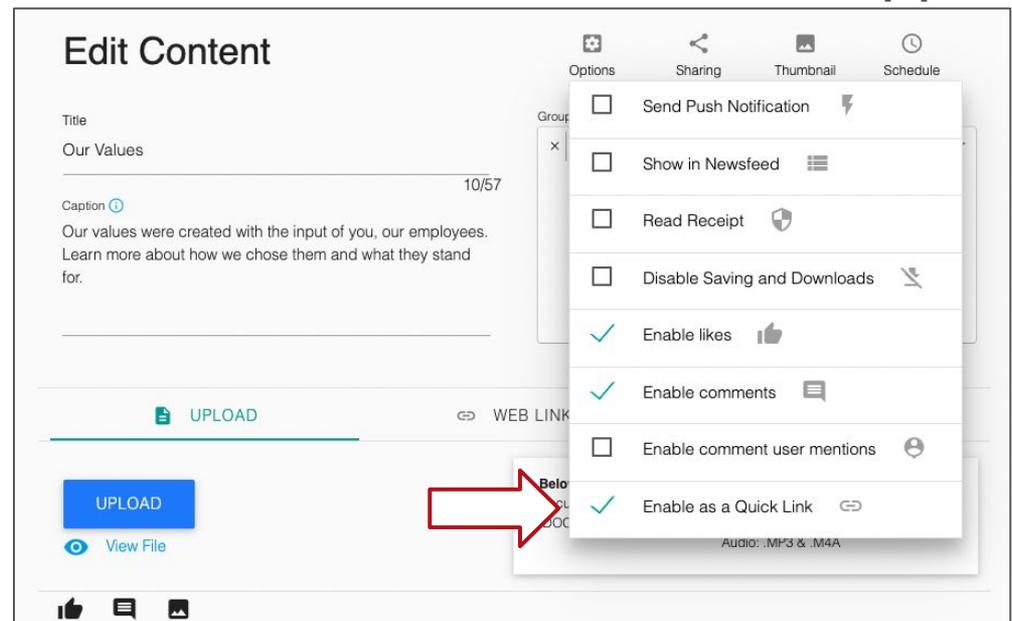


How to Make A Quick Link

Any piece of content can be turned into a Quick Link and Quick Links can be targeted by user group.

Follow these steps to turn a piece of content into a Quick Link.

1. After creating or editing a piece of content, select Quick Link from the Options menu. The content will then appear in the Quick Links section of the web app for that group.



How to Toggle to Other Profiles or Sections of the Web App

You can now access other sections of the Web App by clicking on the waffle icon as shown below.

The screenshot displays the web app interface. At the top right, a red arrow points to a waffle icon (a 3x3 grid of dots) next to a notification bell and a user profile dropdown labeled 'Admin Demo'. Below the waffle icon is a sidebar menu with the following items:

- News Feed
- Explore
- Directory
- Calendar
- APP PROFILES
 - The Pulse
 - Connections
 - In Gear
 - RHP
 - The Beat
 - +2
- MY APPS
 - COVID-19 Resources

The main content area features a 'Self-Service Portal' header with links for BENEFITS | WELLNESS | PAYROLL | DISCOUNTS. Below this is a 'LATEST POSTS' section with a post from the 'Internal Comms Team' dated 'a day ago'. The post content includes the text 'CAFETERIA MENU' and an image of a chalkboard menu. Below the post, it says 'December Cafeteria Menu' and 'Tis the season 🎄 #cafemenu'.

On the left side of the interface, there is a user profile for 'Admin Demo' with a 'View profile' link, a calendar for November 2022, and a section for 'Upcoming Events' listing 'Christmas Day' (December 25th, 2022) and 'New Year's Day' (January 1st, 2023).