



General Information

Once you create a portal based on the SaaS solution you automatically become the administrator of your portal. The TeamLab administrator gets the maximum access to TeamLab, he can perform the same operations as any portal user does. His additional access permissions are listed below.

General Access Privileges

- change user passwords;
- change user profiles;
- configure SMTP settings;
- configure DNS settings;
- configure trusted mail server settings;
- add/remove people from the list of administrators;
- change portal's settings;
- view portal statistics.

Community Access Privileges

- create new forums and forum categories;
- moderate TeamLab content.

Projects Access Privileges

- create new projects/confirm **New Project** requests by other users;
- fully manage all content across all projects (manage team, tasks, milestones etc.).

Documents Access Privileges

- manage and edit files stored in **Common Documents** folder.

1. Portal settings

Being a portal administrator you have a right to change portal settings in order to satisfy your corporate needs. To access the **Settings** page click the **Portal Settings** icon at the top of the start page or use the **Settings** link always available at the bottom of the page.

The **General** tab of the **Settings** page opens by default. Here you can define the following settings:

General
Customization
Products & Modules
Administrators
Backup/Deactivation
Statistics
Payments

Settings

Language and Time Zone Settings

Language:

Time Zone:

DNS Settings [Help](#)

Portal Address

.teamlab.info

Custom domain name

Trusted Mail Domain Settings [Help](#)

This option allows your co-workers to join the portal by clicking the Join link on the sign in page and entering an email address with the trusted domain name you add here.

Custom domains
 Any domains
 Disabled



• Language and Time Zone Settings

Select an appropriate language to display all portal pages and notification. The currently available languages are: **German, English, French, Italian, Portuguese, Russian, Latvian, Spanish** and **Turkish**.

Then set the time zone that corresponds to your location from the **Time Zone** drop-down list.

• DNS Settings

This section allows you set an alternative URL for your TeamLab portal. You may set an alias or even specify your own domain name. To do that:

- Enter the desired alias in the **Portal Address** field.
Example: you registered your portal at *name.teamlab.com*. The alias will help you change the "name" part of your portal URL so that your portal is available at *alternativename.teamlab.com*.
- Check the **Custom domain name** box and specify your own domain name for your TeamLab portal in the field below.

Note:

1. Before you may do it, you'll need to configure your domain name to point to the TeamLab server by setting up the appropriate DNS records with your registrar. Please contact your registrar from whom you purchased the domain name for help on how to do it.
2. To set up your own domain name, you can use one of the following options (the first one being more preferable):
 - Add a **DNS CNAME** entry, such as for example: team.ourcompany.com - intranet.teamlab.com
 - Add a **DNS A-type** entry, such as for example: team.ourcompany.com - 184.73.209.189 (IP address).

• Trusted Mail Domain Settings

This option allows you to specify the mail servers that may be used for user self-registering in TeamLab. It's possible to set **Custom domains**, select **Any domains** or **Disable** this option.

If you check one of two first radio buttons any member of your company who has an account at specified mail server will be able to register him(her)self by clicking the **Join** link on the title page and entering the email address. Those who have done so will receive an invitation email with a link to the portal start page where the person can enter a password and confirm it in order to sign in.

Use the **Save** button at the bottom of each section to apply changes you made.

The **Customization** tab allows you to change the look and feel of your TeamLab portal. Here you can add your own company logo, set the color scheme, name and text to match your organization brand. Refer to <http://www.teamlab.com/help/administratorguides/customize-portal.aspx> to see how to customize your TeamLab portal.

The **Products & Modules** tab gives access to the list of portal modules and the ability to manage them.

Products & Modules

Here you can disable certain TeamLab modules or arrange their order

Community

- Photos
- Events
- Wiki
- Forums
- Blogs
- Bookmarks

Projects

- Overview
- Documents
- Time Tracking
- Milestones
- Discussions
- Tasks

Documents

Talk

You can show/hide modules on the portal checking/unchecking the corresponding box and move sections inside **Community** and **Projects** modules. To do that place the mouse cursor to the multi-directional arrow next to the section title you'd like to relocate and change its position.

Use the **Save** button at the bottom of the page to apply changes you made.

2. User management

The TeamLab portal offers the possibility to easily manage users within your virtual company. The portal administrator can add/invite people, group them into departments, give some additional rights and disable or delete users.

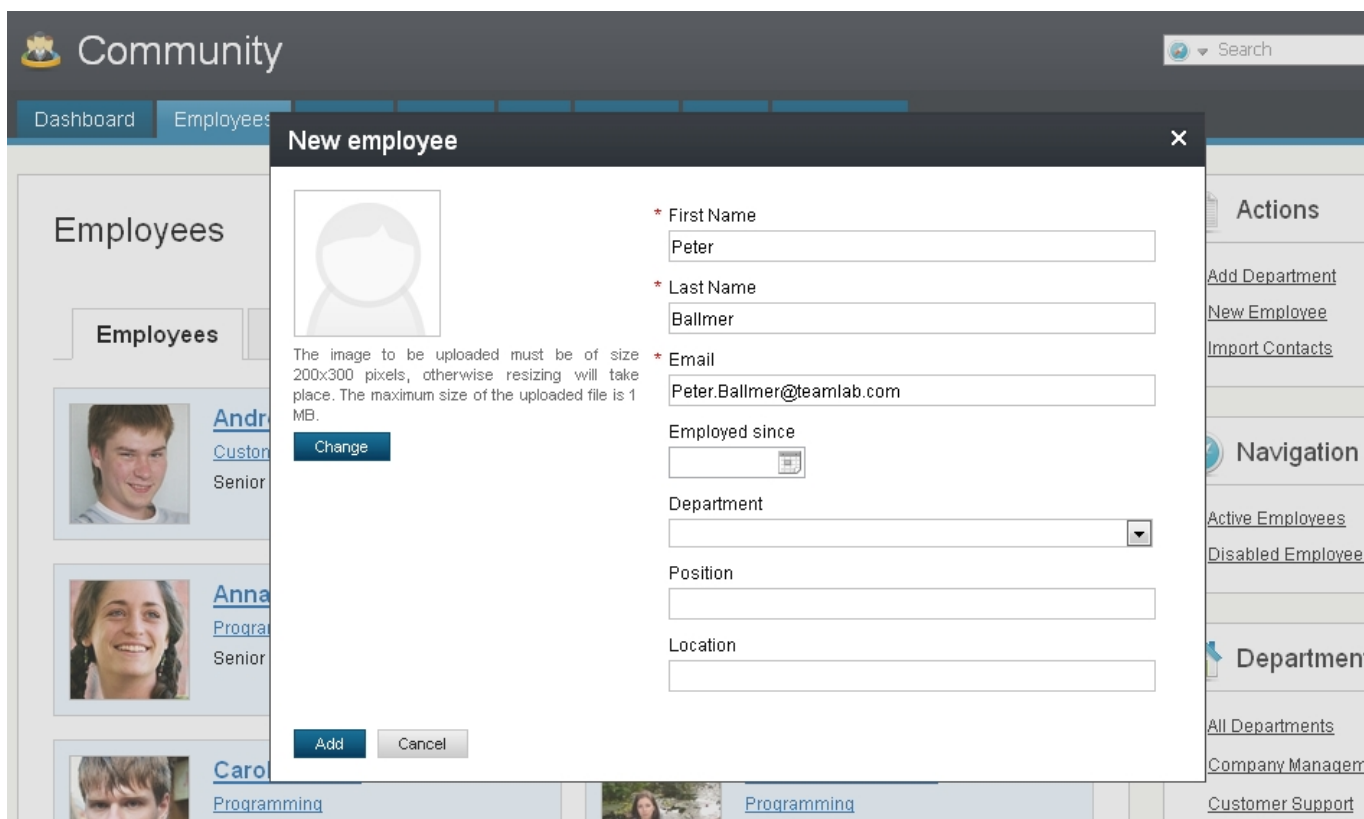
Add users

There are two different ways to add people to your corporate portal:

- Use **New Employee** option.

This option allows you to add people one by one to the list of TeamLab users.

1. Enter the **Community** module and open the **Employees** tab.
2. Click the **New Employee** link on the **Actions** panel.
3. Enter your co-worker's personal details (the first name, last name and email fields are obligatory).
4. Click the **Add** button.



The added employee will receive an email notification that a new profile has been created for him. We recommend using this option if you have access to detailed information about those you wish to add and in case you need to add a newcomer.

- Use **Import Contacts** option.

This option allows you to add/invite people using contact information from a different source:

- Yahoo, Google, Windows Life;
- CSV file;
- Mail client address book.

If you do not want to add people to the list right away, you can just inform them about the new TeamLab service by sending invitation messages.

Edit user profile

You can change employee's personal data and password. To change any user data:

1. Click the employee's name to access his profile.
2. Click the **Edit** link.
3. Enter the necessary information.
4. Use the **Save** button to change user personal details.

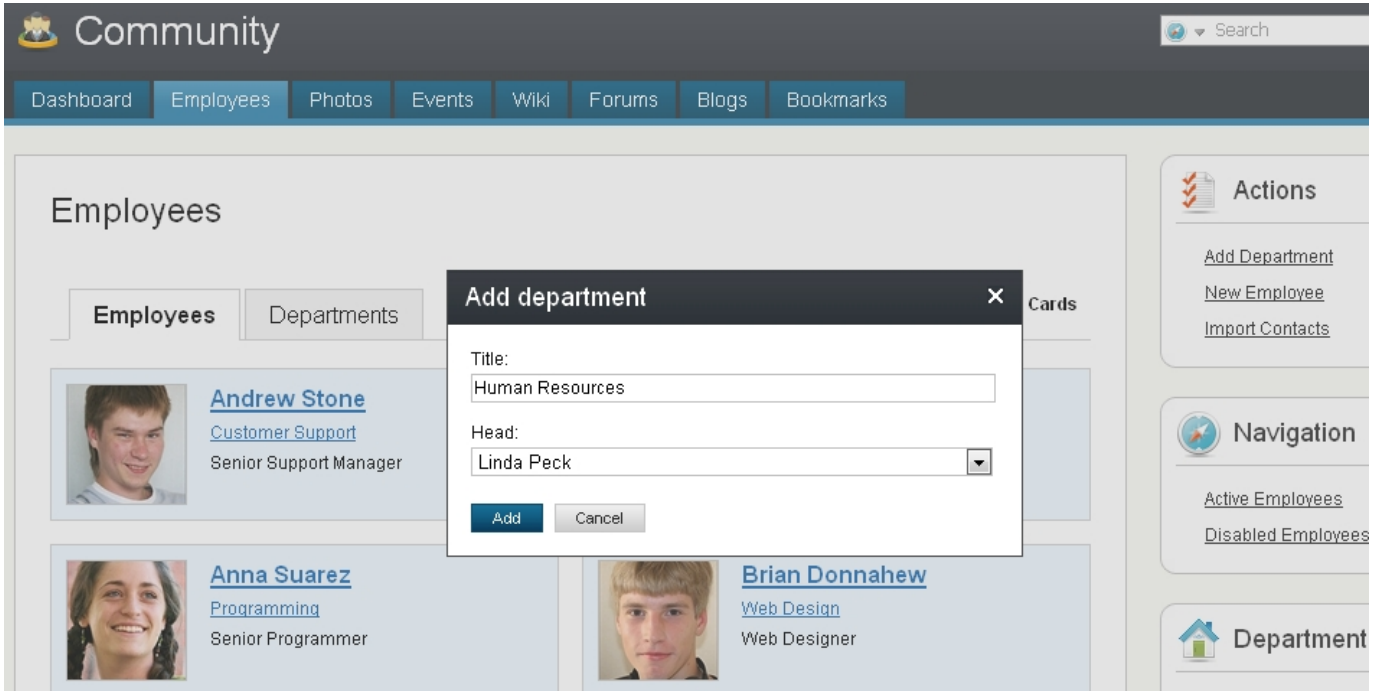
To change a password for any TeamLab user:

1. Click the employee's name to access his profile.
2. Click the **Change Password** link.
3. Enter the new password and its confirmation.
4. Click the **Change** button. The selected employee's password will be changed.

Add departments

In order to group portal users you can create a list of your company's departments. First you need to add departments to TeamLab and then assign people to their corresponding department.

1. Enter the **Community** module and open the **Employees** tab.
2. Click the **Add Department** link on the **Actions** panel.
3. In the opened window enter the department's name.
4. Select its head from the drop-down list of portal users.
5. Click the **Add** button.



The new "empty" department will appear in the list of the company's departments.

To add people to a department, select the needed department in the list of departments by clicking its title. Next click the **Edit Staff** button. In the opened window select the employees you would like to add and click the rightwards arrow.

Organize administrators

To add/remove people from the list of TeamLab administrators:

1. Go to the **Portal Settings** page.
2. Open the **Administrators** tab and see a list of the employees who currently have administrator rights.
3. Click the **Edit** button below the list.
4. In the **Select Employees** window check the needed people on the list of employees on the left and click the rightwards arrow to add them to the list. To remove employees, check them in the list to the right and click the leftwards arrow.
5. When all changes are made, click the **Save** button.

General | Customization | Products & Modules | Administrators | Backup/Deactivation | Statistics | Payments

Settings > Administrators

Administrators

Portal Owner: [Lara Green](#)

Employees	Department	Position
Andrew Stone	Customer Support	Senior Support Manager
Anna Suarez	Programming	Senior Programmer
Dart Bridges	Web Design	Web Designer
Jane Leary	Programming	Senior Programmer
Kate Cage	Company Management	HR Director
Lara Green	Marketing & Research	Senior Sales Manager
Robert Patington	Programming	Programming Director
Sandra Thomas	Company Management	Projects Director

[Edit](#)

Note:

You cannot remove yourself from the list of administrators. If you wish to be excluded, you will have to ask another administrator to remove you.

Disable users

You can disable an employee who no longer works for the company by using the **Disable** link on his profile page. Disabling the employee will hide his profile, but will not delete his actions inside TeamLab (his posts in blogs and forums, photos uploaded or commented etc). You will be able to either enable or delete the disabled employee's profile from the profile page if needed.

Community

Dashboard | Employees | Photos | Events | Wiki | Forums | Blogs | Bookmarks

Debra M. Griggs

Personal Information

Offline

Name: Debra M. Griggs

Department: Customer Support

Position: Support Manager

Sex: Female

Date of Birth: 6/30/1985

Employed since: 7/27/2008

Email: debra-m.griggs@teamlab.demo

Disabled

[Enable](#) | [Delete](#)

Actions

[Add Department](#)

[New Employee](#)

[Import Contacts](#)

Navigation

[Active Employees](#)

[Disabled Employees](#)

Departments

[All Departments](#)

[Company Management](#)

3. Content management

The administrator gets full control over TeamLab content. In order to moderate your portal content, use the **Edit** and **Delete** links.

- Inside the **Community** module these links are available for every post, comment, event, photo, bookmark and wiki page.
- Inside the **Projects** module these links are available for project-related discussions and any type of comments.

To edit an item, click the **Edit** link. To delete permanently an item, click the **Delete** link.

4. Portal statistics

To access the **Statistics** page, please follow these steps:

1. Enter your TeamLab portal.
2. Click the **Portal Settings** link.
3. Open the **Statistics** tab.

General Customization Products & Modules Administrators Backup/Deactivation Statistics Payments

Statistics

Created: 3/30/2010
Users total: 44

Storage space used: 27.7 MB
2 GB is the maximum storage space available for free. To get 10 Gb repository, please upgrade to TeamLab Premium.

Buy now

Community

Source	Disk Usage
Photos	1.8 MB
Blogs	1.4 MB

Projects

Source	Disk Usage
Email Management	22.2 KB

Documents

Source	Disk Usage
Kate Cage	12.2 MB
Shared Documents	2.8 MB

The portal's statistics include the following information:

- date of creation;
- number of users on the portal;
- size of space it uses;
- size of uploaded files (by modules);
- customizable usage graph.

To be able to use more storage space you need to update to **TeamLab Premium**. To do that, just click the **Buy now** button on the **Statistics** page or go to the **Payments** tab. In the **Payments** page you can view your payment status.



5. Backup & Deactivation

To maintain control of critical business information, ensure its safety and security you can backup your portal data. Read the **Data Backup & Restore** article at <http://www.teamlab.com/help/tipstricks/data-backup-restore.aspx> and follow the step-by-step instructions.

General Customization Products & Modules Administrators **Backup/Deactivation** Statistics Payments

[Settings](#) > Backup/Deactivation

Backup/Deactivation

Data Backup

Use this option if you would like to get all data from your portal to a local drive. Important! Backup files cannot be re-imported back to the portal.

[Perform Backup](#)

Account Deactivation

You can deactivate your portal temporarily, so that none has access to your portal for a particular period.

Click the Deactivate button in order to continue. A link to confirm the operation will be sent to the email address of the portal owner. In order to resume using the portal you will need to use the second link provided in the confirmation email.

[Deactivate](#)

Account Deletion

You can delete your portal permanently. In this case all the data will be lost and will not be recovered.

[Delete](#)

If you do not need your TeamLab portal any more, you can **Deactivate** or **Delete** permanently your account on the **Backup/Deactivation** page clicking the corresponding button.