

CONCLUSTER User Manual

All Concluster functions at a glance! In our user manual you will find more detailed explanations for all functions.

Table of contents

Cluster	2
How to create a cluster:	2
How to delete a cluster:	3
Tags	4
How to create a tag:	4
How to delete a tag:	4
E-Mails	5
How to add an E-Mail:	5
Users & Groups	6
How to create new users:	6
How to remove users:	7
How to create a group:	8
Collections	9
How to create a collection:	9
How to change the order:	10
Calendar	11
How to create a calendar entry:	11
Comments	12
Subscription administration	12

Cluster

A cluster is designed to display various content, documents, images or surveys and make them accessible to all members. You can share information, upload documents, create surveys, create appointments or upload videos in a cluster.

How to create a cluster:



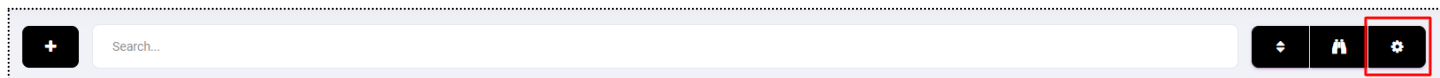
1. go to the navigation item "Cluster" and click on the plus to the left of the search bar.
2. define a suitable title for the content of the cluster
3. briefly describe the content of the cluster
4. select suitable tags for the content or create suitable tags in the tag management (for more information about the tag management, see "Tags")


 A screenshot of the cluster creation form. It contains several input fields and buttons:

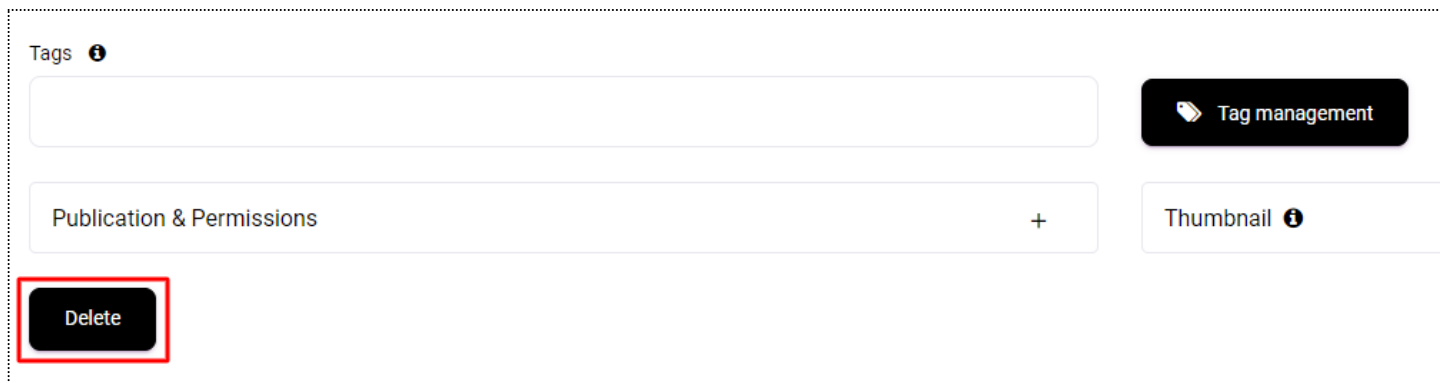
- Title:** A text input field containing the word "test".
- Description:** A larger text input field with the placeholder text "Description".
- Tags:** A text input field with an information icon (i) to its left. To its right is a black button with a white tag icon and the text "Tag management", which is highlighted with a red rectangular border.
- Publication & Permissions:** A button with the text "Publication & Permissions" and a plus sign (+) to its right.
- Thumbnail:** A button with the text "Thumbnail" and an information icon (i) to its right.
- Delete:** A black button with the text "Delete" located at the bottom left of the form.

5. select a suitable preview image so that it is immediately apparent what content is in the cluster.
6. select under "Publications & Permissions":
 - a. whether the content should be published on the web,
 - b. whether comments should be allowed
 - c. who is the author
 - d. for whom this content should be visible
 - e. whether it should be published immediately or at a specific time

How to delete a cluster:



1. go to the navigation item "Cluster" and press the button with the gear wheel
2. search for the cluster you want to delete
3. click on "Edit" > Delete

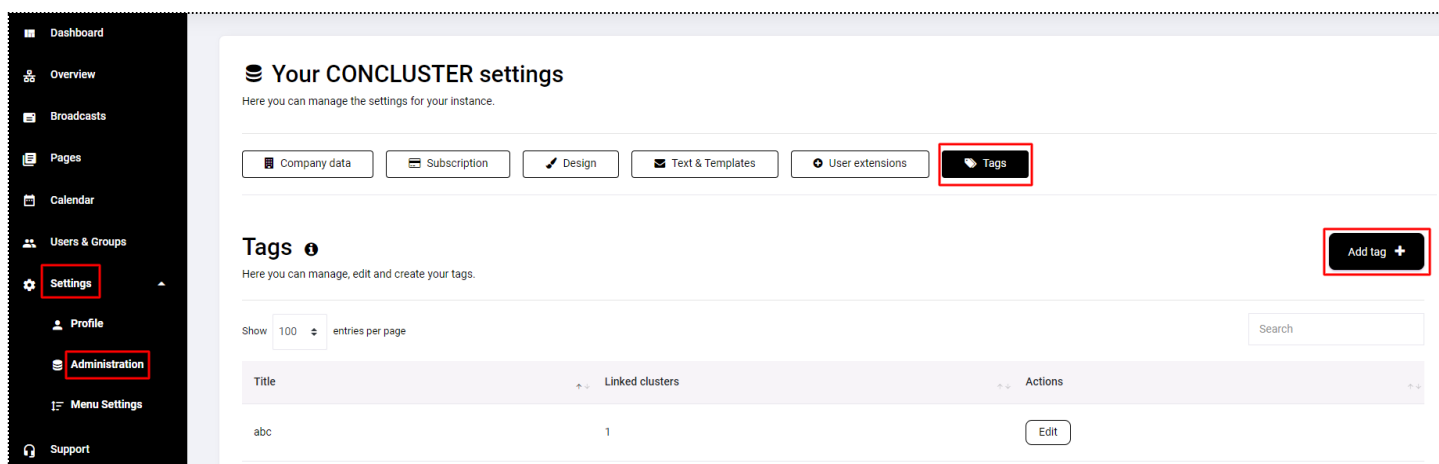


Tags

Tags provide structure to your clusters and can be compared to folders. A tag can be created for each subject area / company department and several clusters can be assigned to these individual tags.

How to create a tag:

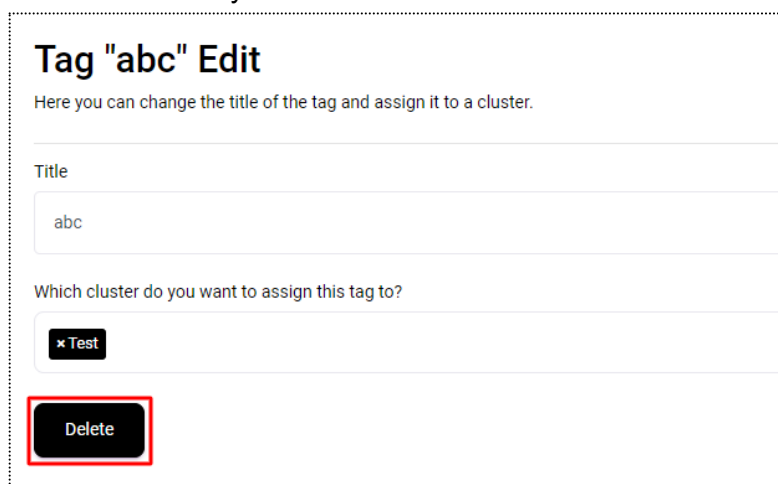
1. go to the navigation point "Settings" > "Administration" and click on tags or manage your tags directly when creating a cluster in the "Tag Management".
2. click on the "Add tag" button in the upper right corner



3. give the tag a title and (if already present) assign different clusters to the tag

How to delete a tag:

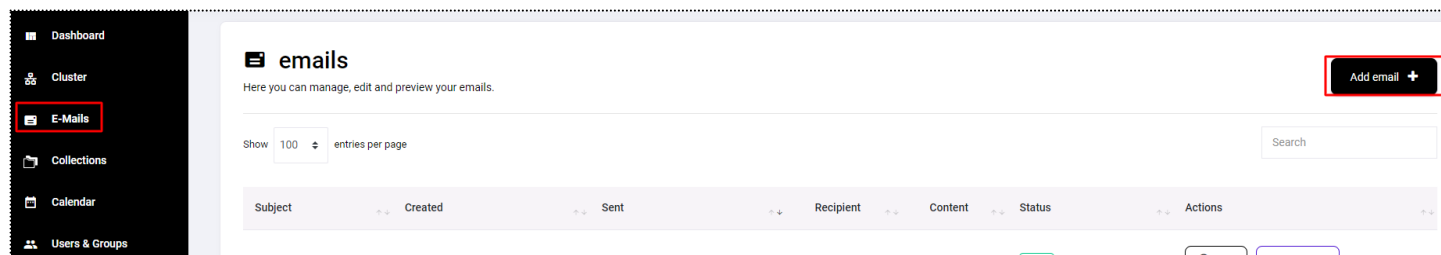
1. go to the navigation item "Settings" > "Administration" and click on Tags.
2. under Actions you will find the "Edit" button
3. at the bottom left you will find the "Delete" button



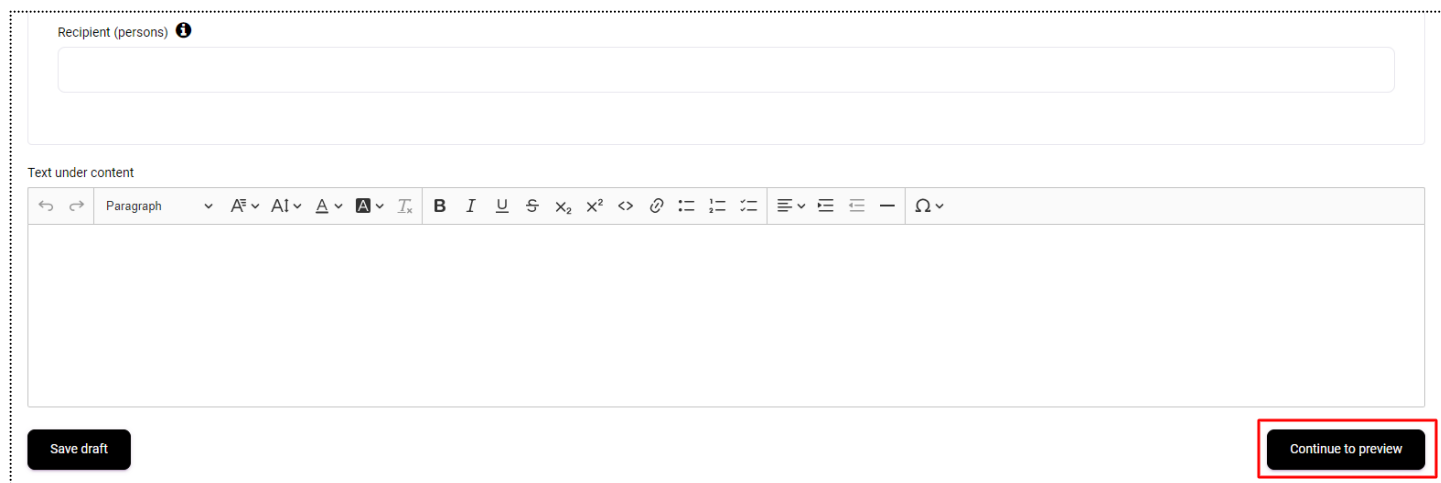
E-Mails

E-mails offer the possibility to send a message to all members of the group. However, you can also make the appropriate selection of members and groups and thus decide which members or groups should receive them.

How to add an E-Mail:



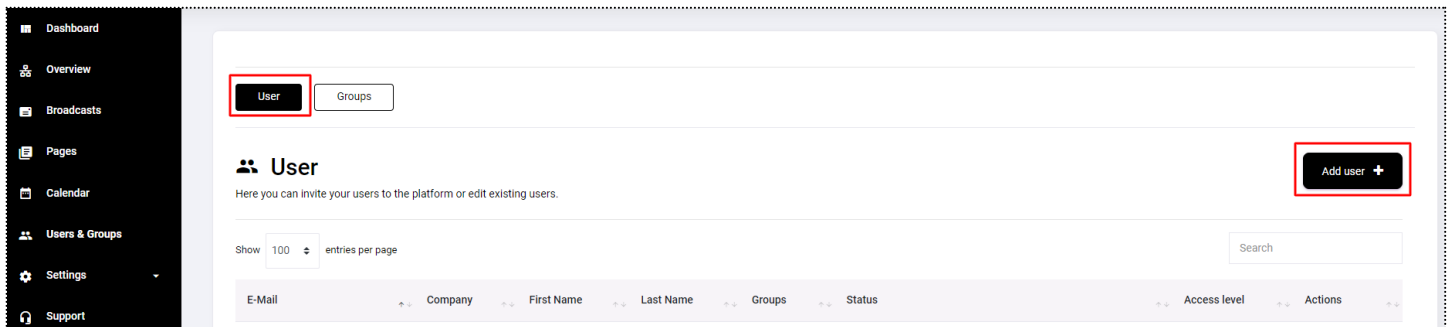
1. go to the "E-Mails" navigation item and click on the "Add email" button in the upper right corner.
2. define a subject that describes the content of the mailing
3. add a text & clusters matching the topic
4. select the desired distribution group or send the mailing to all members
5. optionally add a text below the content
6. to send the email, press the button "Continue to preview" and then "Send"



Users & Groups

Users are the people who can view or manage the site. Groups can be formed from the individual users - such as all employees from a department in your company.

How to create new users:



1. go to the navigation item "Users & Groups" and click on the button "Add User" in the upper right corner.
2. select if the user should be added manually or by file upload
3. enter all relevant data (e-mail, first name, last name, ...)
 - Tip:** Under Settings > Administration > User extensions you can create custom fields that will appear when creating a new user
4. select whether the new user should be a manager or a partner
 - Attention:** Managers have the right to manage the complete site!
5. change, if necessary, the text that appears in the email invitation
6. press save

Send invite to user:

Subject

Herzlich willkommen bei Ihrem neuen Wiki!

Welcome text

Herzlich willkommen bei Ihrem neuen Wiki!

Save

How to remove users:

1. go to the navigation item "Users & Groups"
2. select the user you want to delete and press the "Edit" button
3. at the bottom you will find the "Delete" button

Note: If you have deleted a user unintentionally, you can always add them again

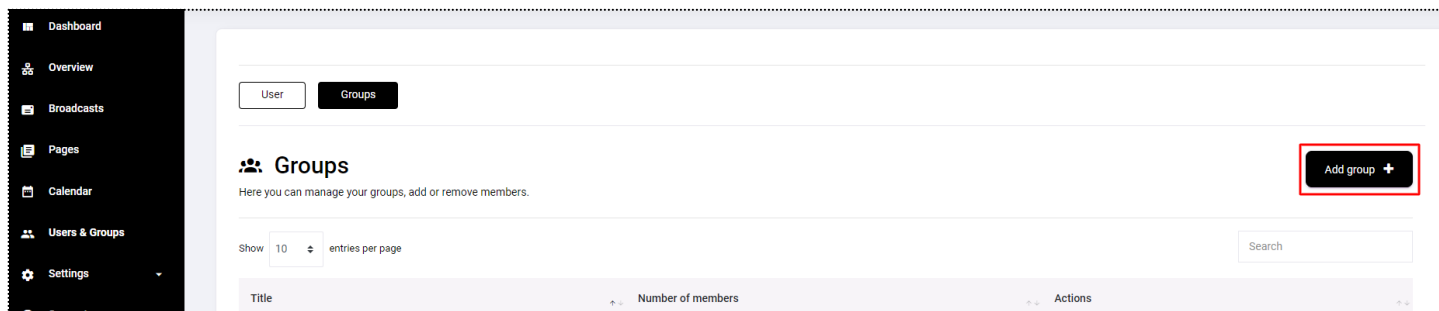
Send invite to user:

Subject

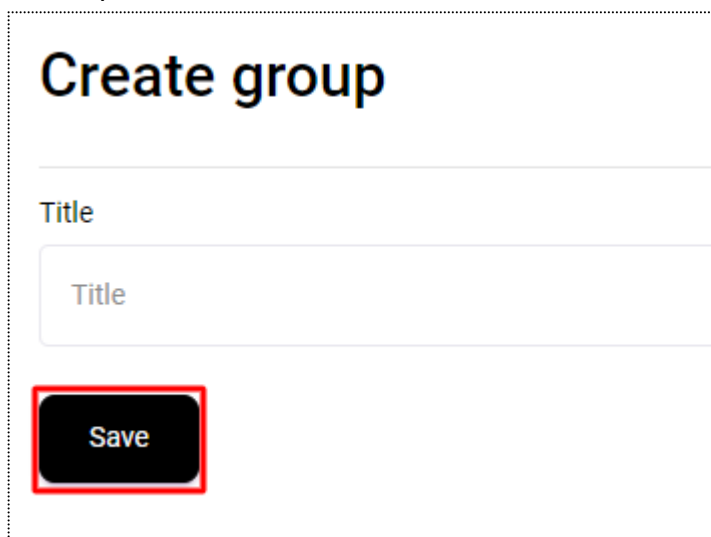
Welcome text

Contact

How to create a group:



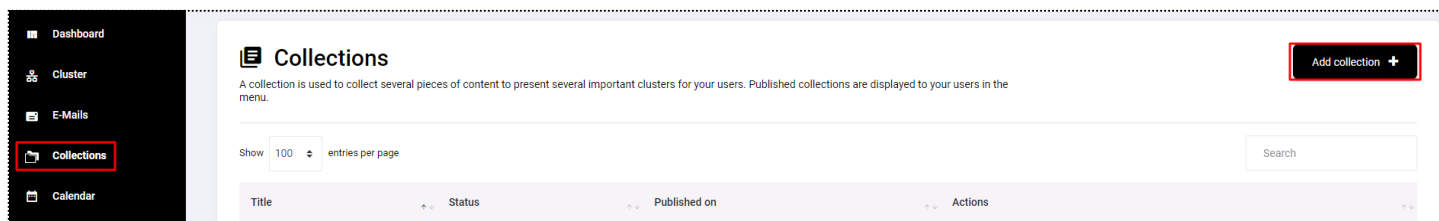
1. go to the navigation item "Users & Groups".
2. under groups you will find the button "Add group" on the right side
3. define a title for your group
4. under "Add members" select those members who should be part of this group
5. press save



Collections

Collections are used to collect information belonging to the same subject area in a collection. Each created collection is then displayed on the left under the navigation items!

How to create a collection:



1. go to the navigation item "Collections"
2. press the "Add collection" button
3. define a page title and briefly describe the content of the collection
4. optional: add an image that matches the content of the collection
5. add all clusters that are relevant to the content
6. select who the collection should be visible to, when it should be published, and optionally change the page display under "Publishing & Permissions"

**If you select a specific group of users for visibility, the collection will ONLY be displayed to those users.*

Publication & Permissions —

Visibility i

All users ▼

Publishing options i

Released ▼

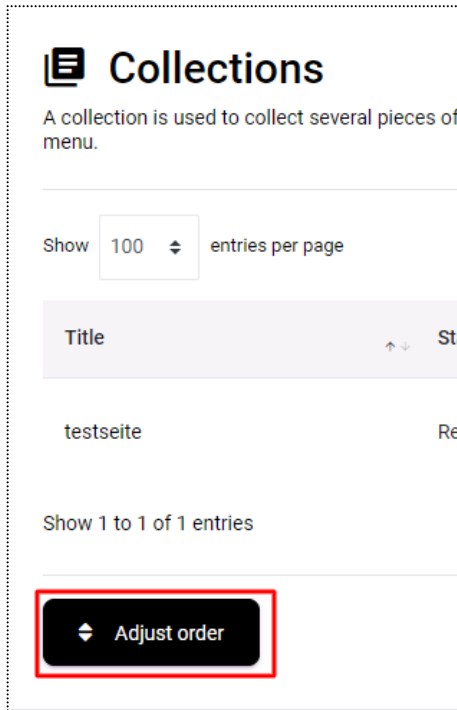
Cluster-View

Show the selected clusters as an overview on the page ▼

Save

How to change the order:

1. go to the navigation item "Collections"
2. press the "Adjust order" button in the bottom left corner



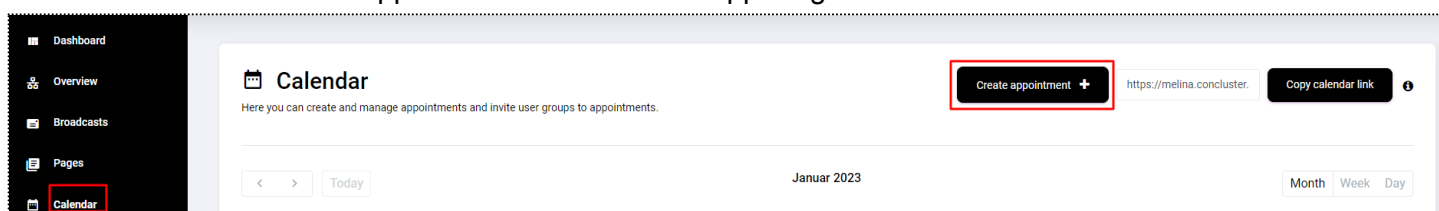
3. move the collections (Drag & Drop)

Calendar

The calendar allows you and all members to easily coordinate appointments. Create an appointment, it becomes a cluster visible to all selected members.

How to create a calendar entry:

1. go to the navigation item "calendar".
2. click on the "Create appointment" button in the upper right corner



3. enter all relevant data (start date, time, place, ...)
4. select for whom the calendar entry should be visible

**If you select a certain group of users for visibility, the calendar entry will ONLY be displayed to these users.*

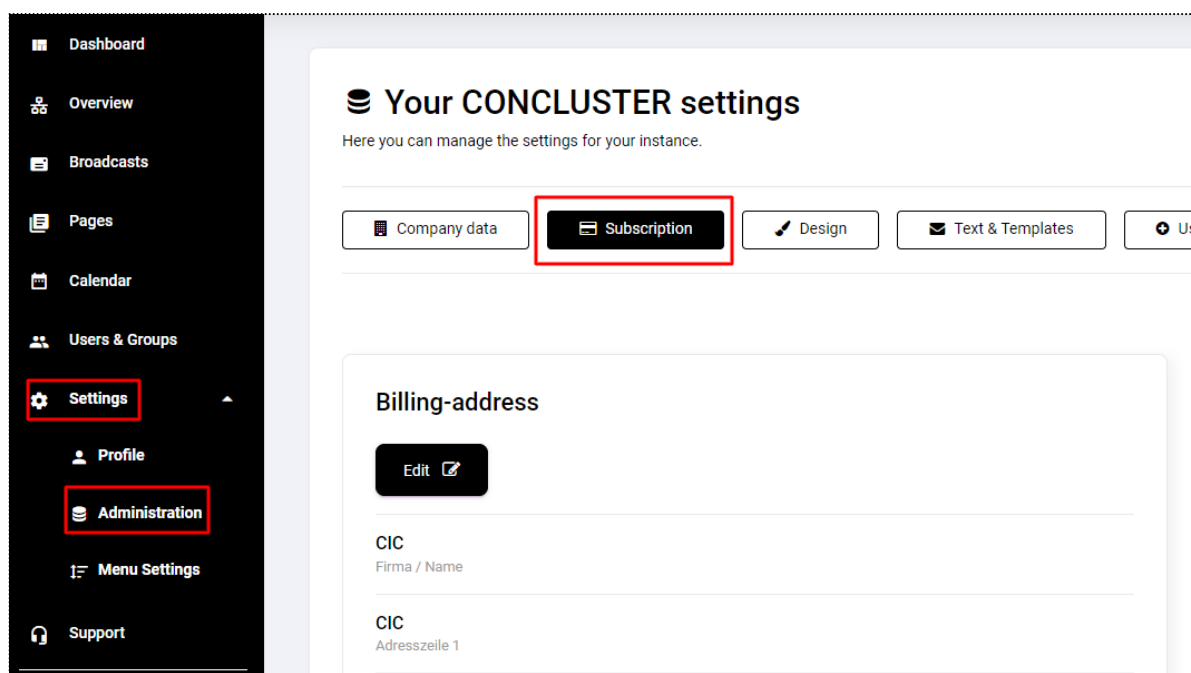
Comments

Under each cluster there is a comment function that can be used for various purposes. For example, to release documents, for internal communication or further comments.

Comments can be deactivated for each cluster under "Publication & permissions".

There are no comments

Subscription administration



The screenshot shows the 'Your CONCLUSTER settings' page. On the left is a dark sidebar with navigation items: Dashboard, Overview, Broadcasts, Pages, Calendar, Users & Groups, Settings (highlighted with a red box), Profile, Administration (highlighted with a red box), Menu Settings, and Support. The main content area is titled 'Your CONCLUSTER settings' and includes a sub-header 'Here you can manage the settings for your instance.' Below this are several tabs: 'Company data', 'Subscription' (highlighted with a red box), 'Design', 'Text & Templates', and 'User'. The 'Subscription' tab is active, showing a 'Billing-address' section with an 'Edit' button and two input fields, both containing the text 'CIC'.

1. go to Settings > Administration and click on "Subscription"
2. here you can see which subscription is currently valid and which ones are available
3. **Attention:** to change the subscription, you must first add a billing address and then a payment method.