shayre

shayre Portal - Account Management Overview for Owners

Table of Contents

Summary

The shayre application, from shayre Inc., provides a secure, cloud-free, high-speed file and folder sharing environment. It provides fully encrypted multi-point and point-to-point connections, making it an ideal file sharing solution for environments ranging from personal and small business up to large enterprises in industries such as healthcare, entertainment, legal and finance.

This Overview document provides a description of the shayre portal, which is the administrative interface of the shayre application. Users with a designated role of Owner have full administrative rights within in their designated account, including the following capabilities:

- Editing account details (such as company address and phone number)
- Adding and deleting users
- Editing user data
- Viewing license information
- Monitoring connected devices and event activity
- Downloading the shayre application

Owners have access to these administrative functions through the shayre portal, which is a web-based interface, as outlined in the sections below.

Owner Interface

Users accessing shayre with an assigned role of Owner will log directly into the account page as seen below in Figure 1. From this page users can perform all available administrative functions, as described below.
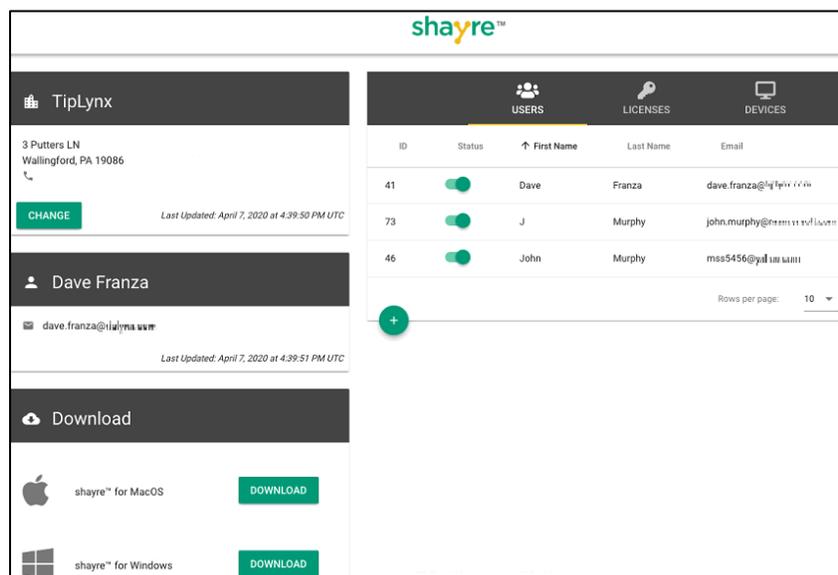

Figure 1: Owner Interface

Editing Account Data

By clicking on the Change button, as seen in Figure 1 (above), Owners can access and modify general account information (see Figure 2).

Figure 2: Edit Account Screen

Adding a User

Clicking on the add symbol (+) in the user tab of the account screen will allow users designated as an Owner to add additional users, as desired, to their account. Owners can add new users to their account by simply filling in all required fields and clicking Save. Figure 3 provides an overview of this interface.

shayre

Figure 3: Add User Interface.

The User Type drop-down box allows Owners to choose the new user's role. Selections include (see Table 1 for a detailed list of capabilities):

- Owner (can perform any administrative function within the company account)
- Finance (manages payments, billing details, etc.)
- Tech (manages devices, responsible for managing and auditing users)
- User (can log into the shayre gateway to see sync events and set up notifications)
- Notifications Only (has access to the web interface to administer their notification preferences. They do not have access to log into the shayre client application)

	Role				
	Owner	Tech	Finance	User	Notifications Only
View Organization Information	•	•	•		
Edit Organization Information	•	•			
View Organization Users List	•	•	•		
Add Organization Users	•	•			
Edit User Data	•	•			
View Organization Licenses	•	•	•		
Add Organization Licenses (purchase)	•	•	•		
Edit Organization Licenses	•	•			
View Organization Devices	•	•	•		
Add Organization Devices	•	•			
Edit Organization Devices	•	•			
View Organization Events	•	•			
View User Notification Settings	•	•			
Edit User Notification Settings	•	•			
View My Notification Settings	•	•	•	•	•
Edit My Notifications Settings	•	•	•	•	•
Reset My Password	•	•	•	•	•
Reset All Organization User's Passwords	•	•			
Register Device	•	•		•	

Table 1: Functionality by Role

Modifying User Settings

Owners have the ability to edit the settings of existing users from the Edit User screen (see Figure 4 below), which is accessed by clicking on the pencil icon located in the User tab. Owners can modify a user's settings by editing the data in any available field and clicking the Save button.

Figure 4: Edit User Screen

Deleting a User

Users can be deleted from an account simply by clicking the trashcan icon on the far right hand side of the User tab, as pictured below.

Figure 5: Delete User Icon

Clicking the delete user icon will result in the pop-up confirmation box shown in Figure 6. Clicking DELETE in this box will delete the selected user from the account.
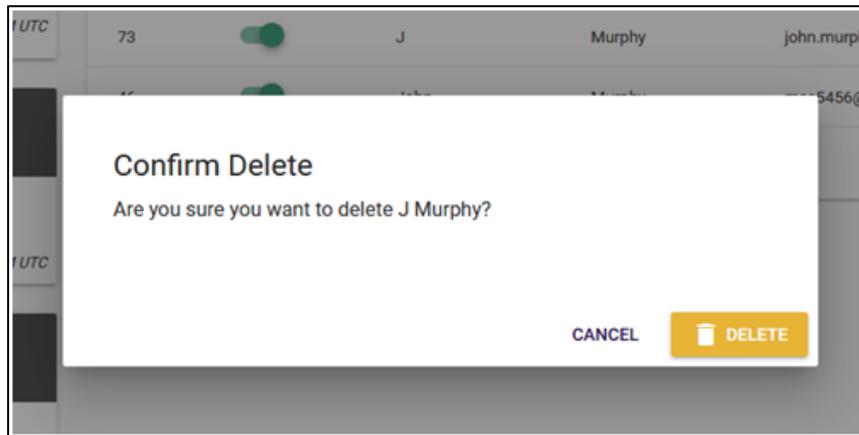

Figure 6: User Deletion Confirmation

Adding License Information

Accessing the Licenses tab of the account page allows users to see a list of all active licenses associated with that account. See Figure 7 below.

Figure 7: Licenses Tab

Clicking on the add symbol (+) in the licenses tab allows an Owner to add additional licenses, as needed, to their account. Figure 8 provides an overview of this interface.

Figure 8: Add Licenses Interface

Deleting Licenses

Licenses can be deleted from an account simply by clicking the trashcan icon on the far right hand side of the Licenses tab, as pictured below.

Figure 9: Delete License Interface

Clicking the delete License icon will result in the pop-up confirmation box shown in Figure 10. Clicking OK in this box will delete the selected license information from the account.
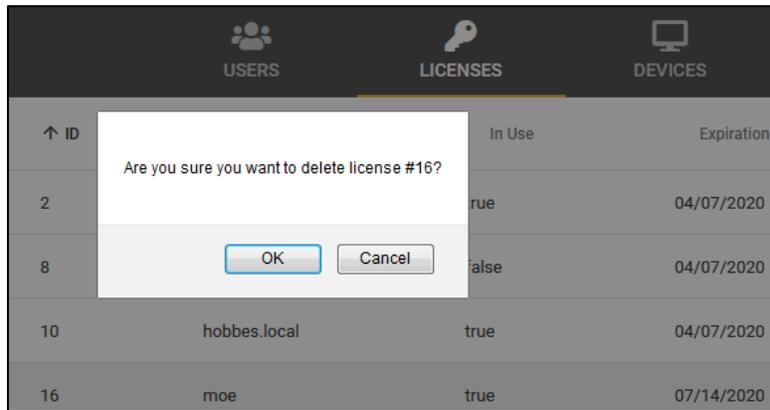

Figure 10: Delete License Confirmation

Monitoring Devices

The Devices tab of the account management interface in the shayre portal allows Owners to view data regarding all devices connected to the shayre account. Data available from this tab includes:

- Device's Status
- Device's MAC Address
- Name of the device
- Status of the device (i.e. the device's license status)
- The date and time the device was last seen on shayre
- The date of the most recent update to the device
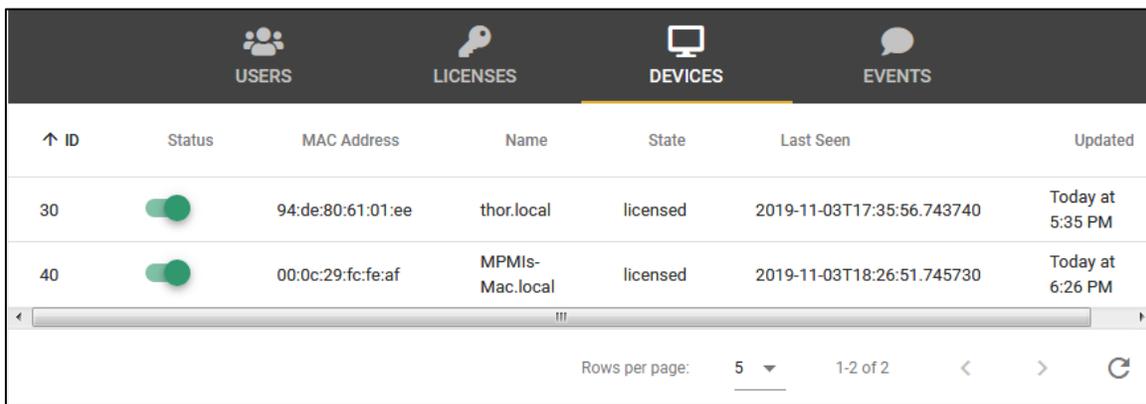
Figure 11: Devices Tab

Monitoring Events

Owners can review the activity of all devices associated with their account from the Events tab, which allows users to see the type of all activity/events (e.g. device connection, disconnection, etc.), the name of the device performing the activity, and the day and time of the event. Figure 12, below, provides an example of the type of content available from this tab.

Figure 12: Events Tab

Downloading the shayre Application

Users can download the shayre application by clicking one of two available Download buttons on the main account page (see Figure 13). Downloads are available for both the MacOS and Windows operating systems. Clicking the Download link will download a setup file appropriate for the selected operating system, which can then be run to install the application.
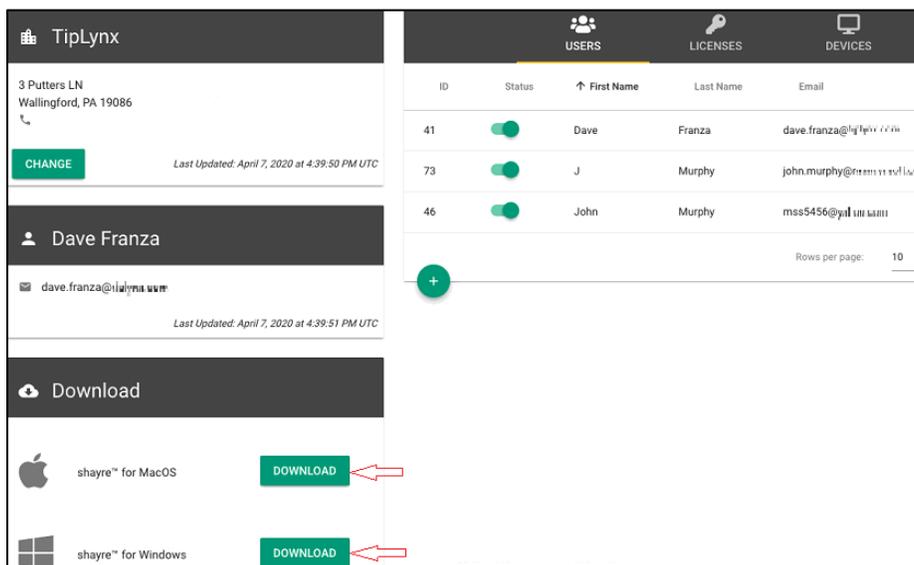
Figure 13: shayre Application Download Buttons