

INRERNAL MANAGEMENT

First Revision

12th of July 2015



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# About the Team

## Leading Founder

**Huy Le**

Overall Team Leader

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## Co-founders

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CTO, Technology Developer

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**Cheryl Fong**

COO, Internal Management

Slack: #cherylfong

**Jimmy Vo**

Future CCO, User-Experience and Consumer Researcher

Slack: # truongthinh1987

# Channel of Communication



## Download Required (Laptop/Mobile):

* **Mac/Windows/Mobile App:**  
  https://slack.com/apps
* **Also accessible at:**

https://slack.com

## Team Address: aseanecom.slack.com

## Regulations to Using Slack (Must Read):

**Use Slack to talk about the project.**

1. Please Refrain from using other chat services when discussing anything related to work.
2. This so that we have a data base on all of the discussion. Admins will not be able to access private chats.

**Use the Correct Channels to post information/discussions.**

**Communication Channels**

|  |  |  |
| --- | --- | --- |
| #Channel | Purpose | Accessibility |
| #general | Anything related to what we are doing. You will find out about your teammates’ birthdays here too. | All |
| #random | Everything else that don’t belong in #general. Have fun with this channel! | All |
| #i-am-working-on | Slack is like our online co-working place. Everyone please check-in here when you on Slack so other people will know what you are working on. For example: Hi! I am researching Taobao's web style. | All (Must) |
| #ae-website | Anything related to the aseanecom.com website. | Specific |
| #competitor | All discussion, information/news/reports of our competitors. | Specific |
| #finance | All the discussion about funding/investors/equity/incubator programs. | Specific |
| #meeting-conference | Discussions, agenda and notes for all meetings & conferences. We meet up for our weekly audio/video calls here. All conversations as group will happen here. Post time options ( Meet Button ) on Sunrise.am to let everyone know when you will be free in the coming week. | All |
| #motivation-advices | You always need the great people to pump you up, please share any quote, article or video that is inspirational and motivated. | All |
| #notice-board | This channel is only for “Super Important” notices. | All |
| #team-config. | This is an open channel for everyone who would like to give feedback about the team structure to make us work better, more collaborative and smoother. | All |
| #user-experience | User experience is the most important factor, which decides the future of our products. Always build products, which users want and need. Initially, we will become the very first users. | All |
| #weekly-tasks | New Tasks/Projects will be posted here on automatically through Zapier. | All­ |
| #team-configuration | Feedback on the team’s structure happens here. We always welcome improvement on working better together. | All |
| #ggdrive-notifications | This is a channel where is where all the updates on Google drive will show up, e.g. when a new file is added/moved. | Only Admins |

**All video and audio conversation will take place on this platform.**

[#meeting-conference](https://aseanecom.slack.com/archives/meeting-conference)

1. We will meet weekly in this channel on every **Saturday**.
2. The time for the meeting will depend on the when you post as being free through Sunrise.am, which happen during or after the meeting.
3. The timing is flexible and under some circumstances the meeting may not happen on Saturday.
4. **Important:**

* **All chat discussion must happen here**, e.g. when using appear.in the chat should not happen in the appear.in chat box on the right side of the screen but should be on this channel.
* A **new agenda** for the following week will be made available on **Saturday** in this channel with the link to it on Google drive. Everyone will have access to it and are welcome to add new or unfinished topics for discussion. The new agenda is **constructed together during the meeting.**
* All the **old agendas will be accessible** through the Meetings folder [2.4.1]
* **Saturday is also the day when most of the tasks are made.**

[#weekly-tasks](https://aseanecom.slack.com/archives/weekly-tasks):

* 1. A collection of tasks/project updates occurs here automatically.
  2. The tasks are based on the audio/video discussions.
  3. New tasks can be made throughout the week through Asana.
  4. A finalized version of the list of tasks and the week’s timetable will be posted on this channel **every Monday**.

**Summary**

|  |  |
| --- | --- |
| **Mondays** | **Saturdays** |
| * + - 1. A Finalised timetable showing all tasks for the week and team member’s events, e.g. when they are free & busy. This is further explained under the section *Sunrise.* | 1. 90% of the online meetings will happen on this day. We will discuss topics on the agenda. 2. A new agenda is made during the meeting to record new & unfinished topics. 3. We will use Sunrise during this time to setup our weekly schedule. 4. After/during the discussion, new tasks/projects are added or old ones amended. 5. The Status of the Projects are updated.      1. Review tasks & its comments of that week and decide on implementing follow-up tasks. 2. Discuss the work productivity & voice out opinions. 3. The Trash & Unsure folder in Google Drive is clean out. |

\* Note:

(1) you can update your schedule anytime using Sunrise throughout the week and post the URL at the [#meeting-conference](https://aseanecom.slack.com/archives/meeting-conference) channel.

(2) The majority of tasks are made/amended on Asana during/after every Saturday online meeting that we have, and you are welcome to add or amend more anytime of the week.

**Check Slack as often as Facebook**

Both the desktop app and the mobile app. We love to see you online ☺ so, Stay connected at all time!

**Please use your Gmail account to register for a Slack account**

1. Complete your account profile.
2. Set up two-step authentication.
3. Customize Notifications: Set Desktop and Mobile Push Notifications to notify when there is “Activity of any kind”.

**Files on Slack**

1. Slack is NOT the official storage place for files.
2. Please name the files on slack properly so it’s easier to clean up.
3. ALL the files We Need will be stored in Google Drive.

**Some Hot Keys:**

1. “ **/** “ Shows a list of commands & integrations.
2. Suggestion: **“/remind**” is really helpful! e.g. **/appear** will create a conference call link.
3. “ **@** “ Mention someone in the channel; they will get notified except in private one to one chats.
4. “ **#** “ Creates a link to a channel that you choose.

# Setting Tasks

# Macintosh HD:Users:CherylFong:Downloads:asana-logo.png

## Download:

**Mobile App**:

* Apple;

https://itunes.apple.com/us/app/asana-team-tasks-conversations/id489969512?mt=8

* Android:

https://play.google.com/store/apps/details?id=com.asana.app&hl=en

**Accessible at:**

https://asana.com

Since there is no desktop app for Asana, I recommend bookmarking asana for faster access.

## Introduction to Asana:

**Asana Hierarchy Structure Explained:**

Workplace Projects Tasks Subtasks Follow-up Tasks

Workplace:

This is where all the projects related to a specific organization is stored. Similar to our slack domain (aseanecom.slack.com), the domain is the workplace while the projects in Asana are similar to the channels.

Project

Various projects are stored under the ASEAN Ecom workplace. A project is where all the tasks related to it can be found. For example, all the tasks related to building/maintaining the AE website can be found in the project named AE Website. A project is analogous to a folder for keep tasks.

Task:

Macintosh HD:Users:CherylFong:Desktop:Screen Shot 2015-07-24 at 15.00.47.pngUnder each project, there is an option to setup tasks. Public tasks assigned to a teammate can be viewed on Asana’s internal calendar by clicking on the member’s icon on the left side column of the screen. View your own tasks in the calendar by click on which is found under the title “Tasks Assigned to Me”.

Subtasks:

Under each task, multiple subtasks can be setup in order to complete one main task. For example, Task: Research on competitors; Subtasks: 1. Read articles 2. Write report 3. … and so on. This is a good way to condense the number of tasks shown on the list with this button Macintosh HD:Users:CherylFong:Desktop:Screen Shot 2015-07-24 at 15.13.15.png .

Follow-up Tasks:

This is sort of task becomes useful when a completed task needs to be reviewed. Just like a normal Task, you can set the assignee, description, due date, followers and specify the project that this task should be placed in.

## Regulations to Using Asana:

**Asana’s Workplace function:**

1. The overview of the workplace can be accessed at the “My Dasboard” tab on the left side of the column.
2. You can interchange between “ASEAN Ecom” and “Personal Projects”.
3. This workspace “Personal Projects”, is completely private for your own use.

**Asana’s Projects Function:**

1. Most projects and tasks are setup on every **Saturday** of the week after our online conference.
2. A finalized list of tasks under its respective projects for the week will be posted on #weekly-tasks every **Monday.**
3. **Status of the Project:** Updated every **Saturday** after/during the meeting.
   1. **It is not necessary** to setup to be notified by Asana to update the status of the project every Friday (Friday is the default). This can be found under “Status” label in “Project Overview” in the “My Dashboard” tab.
   2. Please also set the number of people to be notified about the project status under that label “Status”.
4. Statements 1. , 2. & 3. are just to clarify the table summary & **\*Notes** mentioned in page 7.
5. You are welcome to make a project in the “My Dashboard” anytime throughout the week, but you must do number **6** below**.**
6. **It is your duty** to explain the necessity behind making a new project after the tasks for the week has been finalized on Monday. Discussion about this needs to happen in the #meeting-conference. If further clarification is needed, we should have an immediate online conference. So that everyone in the team clearly knows what is going on.
7. **This is the same for creating new/amending tasks.** All assignees must clearly know that have been assigned and everyone on the team should know about the being made or amended task. Again, this is so that every team member knows exactly what is going on.
8. **Doing Number 6. & 7. Is only necessary** when adding/amending tasks or projects are done after Monday. Because Monday is where all the tasks for the week is finalized so any changes in that finalized agreement that have we made together as a team needs to be addressed together as well.

**Setting up a Task on Asana Procedure:**

1. Don’t forget to assign the right people.
2. Always specify the due date with its corresponding time. Be as specific as possible. **DO NOT change the due date once set**, it is okay if the task is past due. We will discuss on Saturday’s online meeting to make a decision or set a new due date for that task.
3. Label the task clearly.
4. Please add a concise description of the task.
5. Macintosh HD:Users:CherylFong:Desktop:Screen Shot 2015-07-24 at 16.03.49.pngAdd subtasks when needed.
6. Macintosh HD:Users:CherylFong:Desktop:Screen Shot 2015-07-24 at 16.09.15.pngAdd the “slack” tag on to the task so that it will appear as a new task on the #weekly-tasks channel. **Exception:**  You do not need to do this when setting up tasks in the project “AE Website”. This is highly subjected to change and everyone involved in this project will be informed about this.
7. You can show your support by pressing the .
8. You can even track the time that you have worked on for a particular task; you will need a Macintosh HD:Users:CherylFong:Desktop:Screen Shot 2015-07-24 at 16.09.27.png Harvest account. It is limited to one user for free.
9. Make as many comments as you like about a task. Comments are reviewed on every Saturday’s meeting.
10. You are welcome to follow a task that you are not assigned to.
11. **Do not forget to make a “Follow-up task”**, depending on the task/situation. Consult the team for this.
12. **Enjoy ASANA and you might see a unicorn.**

## General Asana Guidelines:

1. It is important for you to setup the settings in the “To Email” tab under “My Profile Settings”.
2. Under the same settings as above, go to “Hacks” to activate all the hacks.
3. Use this button  for all the help you need about Asana, they have a lot of video tutorials.

**Asana Inbox function:**

1. Please do not communicate through this function.
2. As mentioned earlier, **only use Slack for work communication**.

**Asana Attachments function:**

1. Refrain from using this.
2. Use slack to interchange attachments if it’s not something worth placing in Google Drive. Otherwise use Google drive. Always ask when in doubt. ☺

# Scheduling



## Download:

**PC**

* OSX

https://itunes.apple.com/us/app/sunrise-calendar/id886106985?mt=12

* Windows ( only available as a Chrome extension )

Bookmark https://calendar.sunrise.am/

OR

https://chrome.google.com/webstore/detail/sunrise-calendar/mojepfklcankkmikonjlnidiooanmpbb?hl=en

**Mobile App**: ( highly recommended )

* IOS

https://itunes.apple.com/us/app/sunrise-calendar-outlook-app/id599114150?mt=8

* Android

https://play.google.com/store/apps/details?id=am.sunrise.android.calendar&hl=en

**Accessible at:**

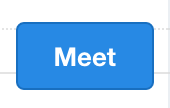
https://calendar.sunrise.am/

## Get to know Sunrise:

We will be using this very often so everyone should watch this video especially if you have never heard of Sunrise.

https://sunrise.am/meet/

Generally, Sunrise is absolutely similar to Google Calendar but the most important feature is the “Meet” button.



## Understand the Sections for Slack & Asana before proceeding:

**Setting up Sunrise:**

This is really simple. Create an account with Sunrise and connect the default calendar account that you desire.

**Automatic Integrations:**

Connect your Asana account with Sunrise to see all your tasks from Asana in Sunrise.

**Manual Integrations:**

Do this to have tasks from other team members in Asana show up on your Sunrise calendar.

1. Macintosh HD:Users:CherylFong:Desktop:Screen Shot 2015-07-24 at 18.09.07.pngLogon to Asana and click on the icon of the team member you want to track.
2. In the section “Tasks Assigned to … ”, click on this in the right side of that title.
3. Select sync to calendar.
4. Depending on the type of calendar you are using, select the appropriate tab.
5. Look at the onscreen instructions.
6. **NOTE from ASANA: The URL (link) allows access to these tasks - be careful how you share it!**
7. Make sure that your calendar is connected to Sunrise. Otherwise it won’t show.

## Meet Button:

Each time when we have a meeting on Saturday, we will ask all our members to use “Meet” to generate a URL to show times when you are:

1. Free to do the tasks.
2. Busy.
3. And your availability on Saturday.

**How to use the “Meet” button:**

1. Click on the Meet button  .
2. Set the duration.
3. Location is not necessary, unless we plan to meet in person.
4. Set the appropriate title: e.g.
   1. Cheryl is free at:
   2. Cheryl is busy at:
   3. Cheryl’s preferred SOMT: (Saturday Online Meeting Time)
5. Click on the Sunrise calendar to select the timeslots. This is illustrated in the video.
6. Click on the tick icon and the paste the URL onto the #meeting-conference channel.
7. We will do each category one at a time from (\*a) to (\*c).



# Team Data Cloud Storage

## MACOSX:Users:macbooksolution:Downloads:Logo_of_Google_Drive.png

## Google Drive

### 

### What does it use for?

This is where all documents & images are stored.

Mostly for *reports* and ***non-classified*** files.

Example:

* Marketing Report
* User Growing Report
* Webpage content e.g. pictures.
* Coding irrelevant to page function (PHP, HTML, CSS, ASP.NET…)
  + We may use Bitbucket or Gitbhub later on.

### Regulations to Using Google Drive:

**File Naming Format:**

The Digits in the series (also referred to as the “***f/f code***”) is unique to each file/folder.

* + - 1. The last digit in the f/f code is unique to a particular file/folder.
      2. Every consecutive number after the first number is a sub-folder; meaning a folder within a folder. Except the last digit, this applies to both folder/files.
      3. The number of digits in the file code tells the number of folders that the file/folder is in, except the last digit.
      4. Again, the last digit in the file code is what makes the code unique.
      5. The digits in the series are separated by a period “**.**”
      6. It is not necessary for the file in the folder to be in running order. For example, if in folder [2.1] where the file [2.1.1] is deleted then the other files do not need to be renamed. That is file [2.1.2], does not need to be renamed to [2.1.1] and so on.
      7. Important: Same file but different format: There will be files that have the same name & content but with different format. In this case, for example, [1.1.1] picture has 2 formats. One is .jpg and the other .psd , you should name the f/f code for both as [1.1.1]. This is the special case for files where the (.format) becomes the factor that makes the file unique. Use “Get info” in Mac to double check or extend the “Finder” window to see the file “Kind”. There won’t be an error in file naming if you have have forgot to add (.format) when there’s file with the same name in the folder. Please keep this in mind.

Alphabets are used to name & describe the file.

* + - 1. An underscore “\_” is used to separate the digits and name of a file/folder.
      2. A dash “-“ is used to separate the name and the description. Only use this “-“ symbol to shorten file descriptions when necessary, words like w/o (without) or with, & can be used instead.
* This naming format is for the convenience of not needing to name the entire file/folder when referring to it. Just state the digit series ( f/f code ) e.g. [1.1.1] instead of saying “pic1 with Title.jpg in folder About Us Page inside folder AE website”.
* It is not necessary to refer to the file format each time when stating a f/f code, you should already know which file format you need to use even if you don’t know that there’s other formats belonging to a f/f code. Obviously when you search for [1.1.1], the results will show files with that name and it’s various formats if any.
* It is also not necessary to state the f/f code inside “[ ]” when conversing, the only exception is in this document.

**For Clarity:**

3.1.5.5\_pic2 – BW.jpg [ f/f code: 3.1.5.5\_pic2 – BW.jpg ]

3: type of folder; 3 means “Media” folder.

1 & 5: are sub-folders.

5: this number is unique to this file.

\_: used to separate the digits from the words/alphabets.

pic2: name of the file.

-: used to separate the name of the file from the description.

BW: description of the file; BW means black and white.

**Note from the person who made the file Naming format:**

This naming format does not tell you whether it is a file or folder by just looking at the digit series (f/f code). However, it does point to a specific folder/file and most of the time we will be looking for a file rather than a folder. So if you would like to avoid a very unlikely confusion, then you can say for example “please access folder [2.4].” I could put an underscore (or a different symbol) to separate the folder number from the file number, but for simplicity, I would like the file name to be short as possible with the least amount of symbols.

**Additional:**

1. If you don’t know where to store a file, please leave it inside the folder titled “Unsure”. ☺ Everyone will have access to this folder.
2. If a new file does not belong in any of the existing numbered folders then please also leave it in the “Unsure” folder.
3. If a file is finished/completed (was originally in the “On-going…” folder [f/f code: 2.9 or 3.3 ] ) and you don’t know where to put it then leave it in the “Unsure” Folder.
4. The “Unsure” folder is to temporarily store any file. Cleaned out every Saturday.
5. All ***unfinished*** work or ***on-going*** work will be stored in the “On-Going Docs” or “On-Going Media” folder.
6. Please make a backup of your important documents on Dropbox or any method you prefer weekly.

* Suggestion: You may use Zapier or iftt to make an integration between your Google account and your Dropbox account to automatically sync new files into Dropbox from Google Drive.

**Folders & Files that are accessible to all team members:**

**Important**:

1. Under no circumstances that you are allowed to share the data/content with others outside our team, you are granted permission to edit/view the file because we trust you.
2. If you really need to do (1) then we will need a team discussion about this, add it to the weekly agenda, and it will be approved on a majority vote basis.
3. If you think that you need to access a particular file/folder please only contact one of the admins.

|  |
| --- |
| **Folders Accessible to All Members** |
| [2.4] Meetings  [2.5] Resources  [2.9] On-Going Docs  [3.3] On-Going Media  Unsure – the only folder without a f/f code |

The description below is taking into account if we want to separate folder number from file number. We need a majority vote for this because I feel that it’s a minor thing and it’s not really necessary to know if it’s a file or folder. Just as long as the number/digit series ( f/f code ) is unique to a folder/file. It takes time to rename the files also.

* All digits **except the last one** separated by an underscore “\_” represent the type of folder.
  + - 1. Every consecutive digit after the first digit is a sub-folder; meaning a folder within a folder, except the last digit.
      2. The number of digits in the file code tells the number of folders that the file is in, except the last digit.
      3. The entire digit code is unique to a particular file.
      4. The digits in the series are separated by a period “**.**” for folders only while the digit representing a file is separated with an “\_”
      5. The last digit of the series of digits is just used to differentiate the different files within that folder. It is not necessary to be in running order. For example, in a folder [2.1], if file [2.1\_1] is deleted then the other files do not need to be renamed. That is file [2.1\_2], does not need to be renamed to [2.1\_1] and so on.

* Alphabets are used to name & describe the file.
  + - 1. An underscore “\_” is used to separate the digits and name of ta file.
      2. A dash “-“ is used to separate the name and the description. Only use this “-“ symbol to shorten file descriptions when necessary, words like w/o (without) or with, & can be used instead.
* This naming format that we will use is for the convenience of not needing to name the entire file when referring to it. Just state the digit series e.g. [1.1\_1] instead of “pic1 with Title.jpg in folder About Us Page inside folder AE website”.

### Setting Up Your Google Drive:

1. Setup a Gmail account if you don’t have one.
2. Download the Google Drive app on your desktop for easier access.
3. Files will be shared with you and you can find them in the “Shared with me” section. You will be notified through a Google default email or someone will tell you directly that a file has been shared with you.
   * + - You need to go the web browser version of Google Drive to set the settings for each shared file so that it will appear in your desktop app.

OR

* You can go to preferences, located in the top right corner (looks like 3 vertical dots) when you click the icon in the toolbar section. Go to “Sync options” and you can click on “Visit Shared with Me” button, which will lead you to the web browser version.

1. Please refer to page number 3 of the “Google Apps for Work.pdf” [f/f Code: 2.5.6.2] on how to put shared folders in your main folder called “My Drive”, if you do not know how to do so.

### Notifications and Activity on Google Drive:

**Notifications:**

Currently Google Drive does not offer the option to set up notifications when there is a “new file/folder added” or “any changes made”.

**Activity:**

Activity View: To get a comprehensive (more detailed) description of changes made in files/folders e.g. renaming or editing. This can be found on the right side column of the Google Drive web browser version titled as Activity.

**Google Drive App:**

The app has an icon located on the toolbar that shows the name of files that are synced but does not show activity or alert notifications.

**Only Google Docs:**

Google Support Excerpt - You can set notifications to find out when other people have modified your spreadsheets, and learn what they've modified. You can also choose how often you'd like to be notified.

https://support.google.com/docs/answer/91588?hl=en

Set Notifications:

1. Open the spreadsheet where you want to set notifications.
2. Go to the Tools menu and select Notification rules.
3. In the window that appears, select when and how often you want to receive notifications.
   * When:
4. “Any changes are made”
5. “A user submits a form”
   * How often:
   1. “Email - daily digest”
   2. “Email - right away”
6. Click Save.

When receiving notifications, you and other editors will see the usernames of people who have made changes. Viewers can set notifications but can't see usernames. You won't be sent notifications about your own changes.

If you want to set more specific rules to be notified about, for example when someone modifies a certain range of cells, you can use Apps Script. https://support.google.com/docs/answer/2942256

**Google Developers: Drive REST API**

This link shows you how to implement push notifications that can inform an application when a resource (file/folder) changes. This will be useful because one day we can make an app that only our team members will use to interact with one another.

https://developers.google.com/drive/web/push

More here

https://developers.google.com/drive/web/manage-changes

**External Integrations to setup Google Drive Notifications:**

**Google Chrome Extension:**

“Folder Notification for Google Drive” - it can help with receiving notifications when files are modified or add in Google Drive. However, the ratings aren’t good (3.5 stars from 12 people) and they request to send emails through your email account autonomously. Please be careful using this.

https://chrome.google.com/webstore/detail/folder-notifications-for/pamfobflonhoblkekglgpplpibfnckna?hl=en-US

**Using Zapier:**

There are channels on slack dedicated to pushing notifications from Google Drive. This is so that everyone involved in a particular work/task that belongs in a particular folder can be notified about changes automatically.

#file-updates \*\*\*\*\*\*\*\*\*\* This channel has not been made yet

All teammates except the admins are members of this channel and is used for posting automatic updates on the changes made within these Google Drive folders:

|  |
| --- |
| **Folders** |
| [2.4] Meetings  [2.5] Resources  [2.9] On-Going Docs  [3.3] On-Going Media  Unsure – the only folder without a f/f code |

You can even make your own personal Integrations using Zapier ( can’t do this IFTTT ) between Google Drive and Slack so you can get customized notifications. You will need to setup a Zapier account. One user on Zapier is only allowed 5 free Zap integrations.

https://zapier.com/

https://api.slack.com/

**Other SaaS**

# Macintosh HD:Users:CherylFong:Downloads:zapier-logo.png

## Explained:

Zapier is a platform used to combine the functions of utilities or apps such as the ones we are using i.e. Asana, Slack, Pocket, Google Drive and so on.

A “Zap” is a term used by Zapier, which means an integration between two apps/utilities.

A “Trigger” is also a term used by Zapier to refer something that causes a function in the integration to work. While the “Action”, is essentially the effect/the result of the trigger.

For example:

* + 1. Pocket is a utility that can store the URLs of webpages into an account; similar to “Add Page to Reading List” function in Safari or bookmarking a webpage to read it later.
    2. To make things smoother while we work, I have set up a “Zap” between Pocket and Slack so that whenever a webpage is saved on Pocket, it will automatically be posted onto the #general slack channel to tell everyone to have a look at it. This zap may be subjected to change, to make way for new zaps or if, most of us feel that this zap is not necessary. This is just among the Zaps that have set up. A full list of integrations can be found on page …… \*\*\*\*\*\*\*\*\*\*\*\*\*

**Some restrictions with Zapier:**

Zapier launched in 2012, and is more focused on getting more app companies to partner up with rather than focusing on minor problems (bugs) with the integrations.

Hence, there are restrictions in the integrations that I have created.

**The default setup:**

The zaps run a 15 minutes cycle to check for triggers. So the actual responses (actions) are delayed 15 minutes. For example, a file is added in Google drive at 1:00pm. The action will pop up at approx. 1:15pm on a Slack channel with the notification stating that the file was added to Google Drive at 1pm.

**Asana + Slack:**

Trigger for any task added in a workplace does not work.

Trigger for a new task with more than one tag as a filter does not work.

Temporary solutions:

https://zapier.com/help/common-problems-asana/

More information:

https://zapier.com/help/asana/

**Google Drive + Slack:**

Action to show the name of the folder in which the file is located does not work.

The thumbnails showing the picture of the file disappears after a few hours.

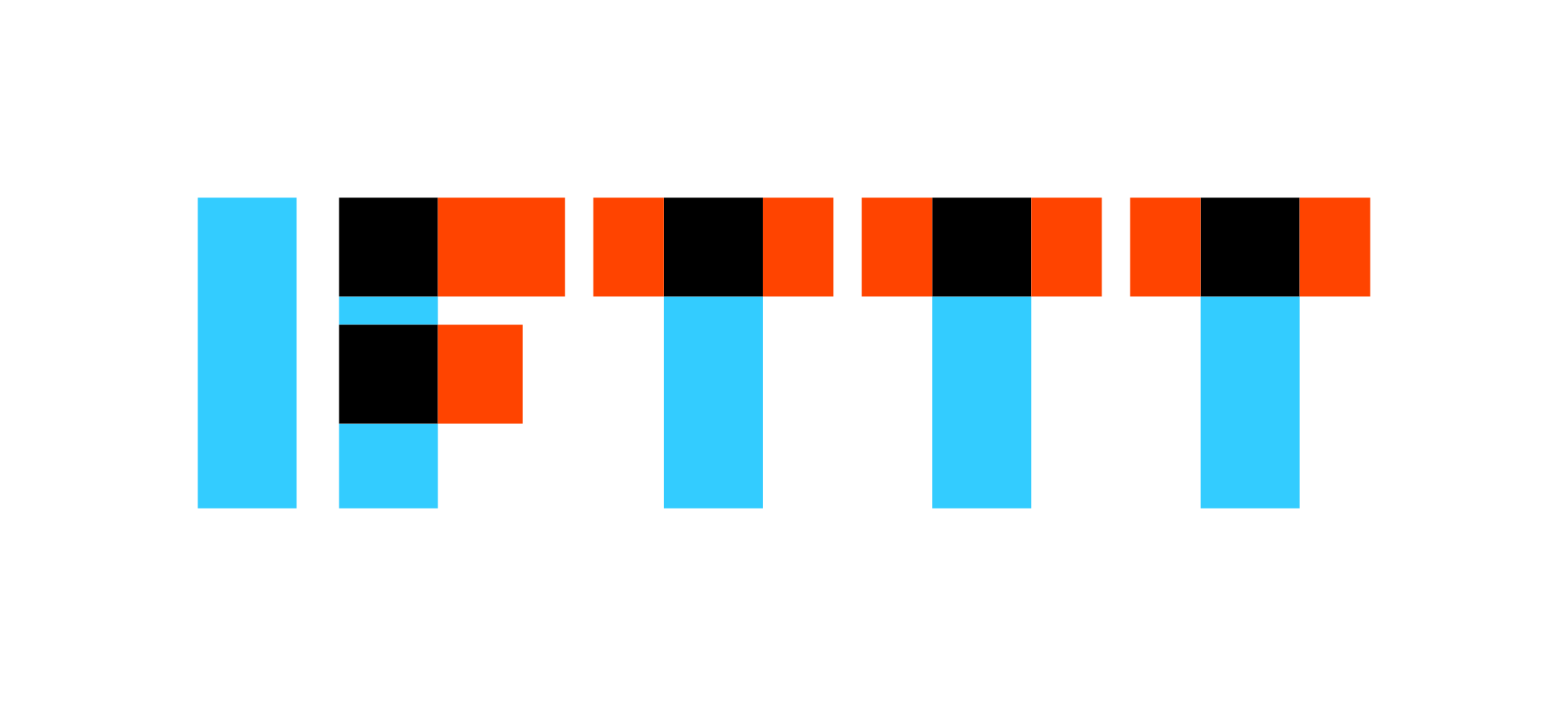
Temporary solutions:

https://zapier.com/help/common-problems-google-drive/

More information:

https://zapier.com/help/google-drive/

Overall, there is an average amount of flexibility to how you want the integrations in Zapier to be. If you would like to go further than this, you could use the actual API.



## Explained:

Ifttt is similar to Zapier as it forms integrations between apps/utilities. The amount of apps that they support is not as abundant than Zapier and they do not allow you to test the integration before enabling it.

However when compared to Zapier, ifttt has a better user interface and their integrations work faster than Zapier. I have also encounter less bugs and the best apart about iftt is that integrations are unlimited and is completely free. Note that Zapier only allows 5 zaps for free as mentioned earlier.

The “IF” section shows a list of possible integrations that ifttt currently supports. Just like the term zap from Zapier, they to refer an integration as a “Recipe”. When forming a recipe, the trigger in ifttt is called “if this” while the action is called “then that”.

Ifttt also supports set of functions called “DO”, they have three categories for this which allows you to make use of your phone’s camera, note function and even automate actions through your phone. This is different from making integrations and you will need to download the ifttt’s “Do Camera” or “Do Button” or “Do Note” depending on what you choose to do in order to use this feature. This part of ifttt is for more personalised and adds more usage to a particular app. I highly recommend using this.

**As For now, there are currently no ifttt integrations/functions enabled.**



## Explained: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Need to be reconsidered\*\*\*\*\*

Similar to Zapier and Iftt, Xendo integrates/connects with various apps and then combines the apps’ data into a single database for an effective search.

**For your convenience:**

Download the Chrome Extension

https://chrome.google.com/webstore/detail/xendo/oemoigmdngfbmcldjhfeifibifclbdhc?hl=en-US

**Why use Xendo?**

Xendo will make it easier to search for data ( saved webpages ) in Pocket and events listed in Google Calender. Xendo combines the data from these 2 apps into one whole database.

**Regulations with Using Xendo:**

Since this is Xendo account is accessible to all the members in our team, **we Trust that you:**

1. **Do Not share the password outside our team.**
2. **Do not take this lightly because the events on Google calendar can be sensitive.**
3. **Do not change any of the Xendo settings.**
4. **Be careful not accidentally integrate Xendo with any of your personal** **accounts.** There is currently no way of removing the data once it’s been added. You will need to delete the entire Xendo account, register again and then add the integrations back in.

**Some restrictions with Xendo:**

Cannot integrate Asana and Slack.

Reason:

1. There is No customisable filter to specify the type of data to be saved (added) into a Xendo account.
2. All private chat messages will be part of the database.
3. No option to integrate different slack channels and there is no option to integrate the entire workspace.
4. The integrations are app account specific, but this makes it good for individual use.



## Explained: \*\*\*\*need to move SP pocket to Admin Acc\*\*

Pocket stores the webpages that save to read for later. It has a tagging function that makes it easier for search and categorising.

**For your convenience:**

**Web Browsers**

* + Safar extension

https://getpocket.com/safari/

* + Google Chrome Extension

https://chrome.google.com/webstore/detail/pocket/mjcnijlhddpbdemagnpefmlkjdagkogk?hl=en

**Moblie App**

* + iOS

https://itunes.apple.com/us/app/pocket-save-articles-videos/id309601447?mt=8

* + Android

https://play.google.com/store/apps/details?id=com.ideashower.readitlater.pro&hl=en

**Why use Pocket?**

You can add and look for links that you or someone else has added in Slack. However, you cannot categories links in Slack, and when you search in the search bar, conversations will also show up on as the results.

Pocket is very useful in aiding research. Since most research is done online, Pocket is an easy and effect way to store all the URLs in one place and is accessible to our team members.

A disadvantage with Pocket is that you may not have noticed or forgotten that you have already saved the article/data that you are searching for. So by connecting Xendo, whenever you Google something, Xendo extension on Google Chrome will show the results from our Xendo account database as well. This saves you time and keeps you from doing double work.

**Regulations with Using Pocket:**

Just like the Xendo account, Pocket is the other account that will be is accessible to all the members in our team, so again **we Trust that you:**

1. **Do Not share the password outside our team.**
2. **Do not change any of the Pocket settings.**
3. Do not forget to add the appropriate tags.
4. Do not make a new tag unnecessarily.
5. Look for the list of tags for Pocket in the folder [f/f code: 2.5], before making up a new tag.
6. If you make a new tag, add the tag name to the list as mentioned in number 5. above.
7. Take note that each time you add a webpage to the Pocket account, Zapier will automatically share the link on the slack #general channel.

* This is subjected to change: Filter for different tags on a webpage to be shared in different channels has not been set up yet.

## SaaS Accounts

## (All Member Access)

**Note: We trust that you do not share these account with people outside our team.**

|  |  |
| --- | --- |
| **SaaS** | **Login Details** |
| Xendo | Email Address:  Admin@aseanecom.com  Password: Acquire from Cheryl. |
| Pocket | Email Address:  Admin@aseanecom.com  Password: Acquire from Cheryl. |

## All Integrations:

|  |  |  |
| --- | --- | --- |
| Type: | Utility: (binder) | Note: |
| Slack + appear.in | Slack | Use **/appear** to generate a random URL to a room for an audio or videoconference. Only works on Google Chrome, Opera and Mozilla web browsers. |
| Slack + Google Calender | Slack | 1. Birthday reminders in #general. 2. Daily event summaries at 9am, all updates, all reminders and Weekly summaries on Monday 9am in #meeting-conference. 3. You may ask from the admins for a personal integration between Slackbot and the tasks shown on Google Calender. |
| Slack + Google Hangouts | Slack | Use **/hangout** to generate a URL to a Google hangout room. We will only use this a secondary backup if appear.in does not work properly. |
| Slack + IFTTT | Slack | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Currently disabled. |
| Slack + Screenhero | Slack | Screenhero is currently undergoing reconfiguration and is not open for new sign ups. |
| Asana + Slack | Zapier | Sends updates to #weekly-task when:   1. New Tasks in the Workspace are added - only works when the task in Asana is tagged with the word “slack”. 2. New Projects in the Workspace are added. 3. When new tasks are added under the project named AE Website, it is not necessary to add the tag “slack”. If done so, it will cause a duplicate notification in #weekly-tasks. This is subjected to change later on. |
| Pocket + Slack | Zapier | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Currently SP pocket is connected.  Needs to be changed when SP pocket is moved to the admin account. |
| Google Drive + Slack | Zapier | Updates about files being added/moved in Google Drive. The updates will be posted in specific channels depending on the folder that you have access to. |
| Asana + Google Calender | Asana | Categorised as other calendars in Google Calendar, used URLs to make the link between the two. (\*) To access all team members’ tasks. |
| Google Calender + Sunrise | Sunrise | This is so that (\*) all will show up in the Sunrise calendar. |
| Asana + Sunrise | Sunrise | For all tasks/projects set up by the admin account in asana. |
| Pocket + Google Calender | Xendo | This creates a high-performance search database that accesses the utilities listed on the left.  \*The integration for Pocket has not been done.  \*Cannot integrate Slack and Asana with Xendo because Xendo can access private messages. |

# I don’t know what the hell is the one below:

# Maintenance Policy Explanation

(to be updated)

## Backup

Backup will be automatically done at the end of each day at 0:00 (GMT +7).

Backup will use a Dedicated Device/Disk (NAS or Hard Disk Drives)

## Restore

Restore will only use in ***critical event*** to avoid data losses.

### Example Critical Event:

* Data Loss (50GB or above).
* System Error (Fixing may take more than 2 day).
* Security Compromise (Administrator loss control of system).

# Full List of Utilities

1. Google:
2. \*\*EMAILS (admin utility)
3. Analytics
4. Tag Manager
5. Webmaster Tools
6. Calender
7. Drive
8. \*\*SquareSpace
9. Slack
10. Sunrise
11. Pocket
12. Zapier
13. Iftt
14. Xendo
15. \*Survey Gizmo
16. \*Mail Chimp
17. \*Buffer or \*Hoot suite
18. Disqus
19. Social Media
20. Facebook
21. Twitter
22. LinkedIn
23. Google+
24. Skype
25. \*Pinterest
26. \*Instagram

\*Subject to change.

\*\*Not Free

# Team Culture