**Admin**

admin@aseanecom.com

1. *Only Key Founders will know the password*
2. Full access to All accounts:
   1. Ability to terminate any email under the domain and any account in the list of utilities.
3. Main uses for this email:
4. Google:
5. Analytics
6. Tag Manager
7. Webmaster Tools
8. Drive
9. Calendar
10. Keep
11. SquareSpace
12. Slack

**Public Relations**

hello@aseanecom.com

1. Responsible for dealing with the public and brand appeal.
2. Keeps track of:
   1. “Join Us” and “Newsletter Subscriptions” forms.
   2. Email Inquiries
3. Has access to:
   1. SquareSpace (to blog posts)
   2. Disqus (manage website’s comments)
   3. Social Media:
      1. Facebook
      2. Twitter
      3. Linkedin
      4. Google+
      5. Skype
      6. Pinterest
      7. Instagram
   4. Will use Buffer or Hootsuite to manage multiple social media posts. (When group gets bigger)
   5. MailChimp (When there’s a lot of Newsletter Subscriptions)

Suggestion: Jimmy should do this.

**Data**

data@aseanecom.com

1. Responsible for Market Data collection, Website Analytics and making Surveys.
2. Has access to:
   1. Google:
      1. Analytics
      2. Tag Manager
      3. Webmaster Tools
   2. Survey Gizmo
3. Could also use Google Forms
   1. Buffer or Hootsuite (stats)
4. Pocket
   1. In charge of managing tag keywords
5. Trusted Official sources of data (e.g. Euromonitor)

This email account will only be made when the group gets bigger.

**Main Communication Methods**

1. Internal:
   1. Slack (Desktop & App)
2. External (Not within our group):
   1. Hello@aseanecom.com
   2. Skype
   3. **\***A Dedicated phone number (Currently Cheryl’s number)

**\*Subject to change.**

**Information Exchange**

1. Internal:
   1. Google Drive ( only the admins will have all access to the filles , the rest are shared specifically )
      1. Official Documents (docx. & pptx.)
      2. Images
      3. PDFs
   2. OneNote
      1. Non-official documents ( i.e. drafts, notes, anything miscellaneous related )
      2. Clipped online articles.
   3. Pocket
      1. Link collection.
   4. ISSUE UNRESOLVED = Zapier version of Pocket + OneNote
      1. The collected links will appear on OneNote as a word document so that information can be highlighted and any remarks can be added.
2. External (Not within our group):
   1. Google drive (specified sharing)
   2. Through email, send using hello@aseanecom.com

**Full List of Utilities:**

1. Google:
2. **\*\***EMAILS (admin utility)
3. Analytics
4. Tag Manager
5. Webmaster Tools
6. Drive
7. Calendar
8. **\***Keep ( might not need this since there is Wunderlist )
9. **\*\***SquareSpace
10. Slack
11. OneNote
12. Pocket
13. Zapier
    1. Pocket + OneNote
    2. Wunderlist + Slack
    3. Pocket + Pocket
14. Survey Gizmo
15. Mail Chimp
16. **\***Buffer or **\***Hoot suite
17. Disqus
18. Xmind
19. Social Media
20. Facebook
21. Twitter
22. LinkedIn
23. Google+
24. Skype
25. **\***Pinterest
26. **\***Instagram

**\*Subject to change.**

**\*\*Not Free**

24 in total (+/- 4)

**Zapier Explained:**

1. Zapier is a platform used to combine the functions of utilities or apps such as OneNote and Pocket.
2. For example:
   1. Pocket can store links in an organized database by letting the user put tags for different links.
   2. OneNote can save online articles for reference into condensed word doc (meaning just content, i.e. no adverts) / image doc / actual website format doc. Also has the ability to edit them i.e. add words, highlighting words and resize image, etc.
   3. However, OneNote has no function to search the links/online articles under different categories (no tagging function). OneNote does have word search.
3. So with Zapier, OneNote and Pocket can be combined together. To make searching the collected links easier. ( TEMPORARY Unavailable due to unresolved Zapier issue with Onenote + Pocket )
4. **Integrating Pocket + Pocket:**
   1. This is what the admins need to do:
5. Objective: Make a Zap
6. Function: So that the master Pocket account will store the Links collected by public AE Pocket account with their tagged names.
7. Purpose: To store all links collected by group members into a single Pocket Account.
8. This is how to do it:
   * 1. Login to Zapier, and create a Zap. Pick Pocket + Pocket
     2. Trigger: New Item; Action: Save for later.
     3. Trigger account: AE Public pocket account; Action Account: Master Pocket account
     4. Connect (login) member’s Pocket account and then connect to the Master Pocket account.
     5. Filter: (Shown in screenshot)
     6. Match up:
        1. URL: Resolved URL
     7. Name the ZAP
        1. E.g. (“member name” ‘s Pocket or email add. + ASEAN ECOM’s Pocket
     8. Turn ON ZAP = Done

**Zapier Explained … Continued:**

1. **Integrating Pocket + OneNote**

Issues: Javascript Exception!!!

Zapier will solve this issue in the future ~

(Maybe when the issue above is solved)

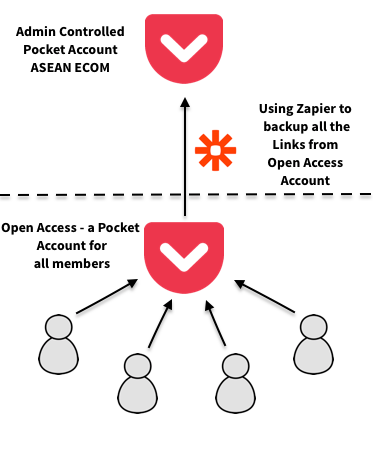
* 1. This what the admins need to do:

1. Set up a Zapier account.
2. Similar to No.4 , login in using the Public pocket AE account and the link to the Shared ASEAN Ecom note book.
3. And so on….

Remarks:

* Only the admins will know the password to the Master AE Pocket account.
* Only the public pocket account is accessible to all members.
* **\***The Public pocket account will be using aseanecom@gmail.com for the mean time. Then as the group gets bigger. The email will change to data@aseanecom.com.
* There will be one Master Pocket account and an admin only Zapier account – using admin@aseanecom.com.
* Zapier does not have multiple user management yet and is expensive. So each member will have their own Zapier account (total of 5 Zaps)

**\*Subject to change.**

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**OneNote Explained:**

1. OneNote is a note taking software by Microsoft that is completely free.

* 1. OneNote can save online articles for reference into condensed word doc (meaning just content, i.e. no adverts) / image doc / actual website format doc. Also has the ability to edit them i.e. add words, highlighting words and resize image, etc.

1. Notes on discussions, drafts, meeting minutes, website details, sharing links will all be stored here.
2. Basically any information that needs to known by everyone is place into the ASEAN ECOM notebook.
3. However, some sections of the ASEAN ECOM notebook is password protected.

**Utility Usage Terms**

1. Slack
   1. 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 ☺
   2. Use the Correct Channels to post information/discussions.
      1. #General: For any information that everyone in the team should know.
      2. #Notice-board: Only for important information, e.g. due dates …
      3. #Random: This is a group chat for all members to share anything you want that is non-related (indirect) to the project. Anything fun goes here too ☺
   3. All video and audio conversation will take place on this platform.
      1. We will meet weekly in the #meeting-conference channel.
      2. Audio/video discussion is on Every Saturday!
      3. #Weekly-tasks:
         1. A collection for the lists of tasks each week.
         2. The lists are based on the audio/video discussions
         3. A finalized version of the list will be posted on this channel Every Monday.
   4. CHECK SLACK as often as Facebook
   5. 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”.
   6. FILES:
      1. Slack is NOT the official storage place for files.
         1. Please name the files on slack properly so it’s easier to clean up. ☺
      2. ALL the files We Need will be stored in Google Drive.

**Utility Usage Terms**

1. Google Drive
   1. This is where all the official documents & images are stored, for example:
      1. PDFs
      2. docx. /pptx.
      3. Graphics
   2. Name the file as specifically as you can.
   3. Download the Google Drive app on your desktop for easier access.
      1. Make it easier to access the shared folders from ASEAN ECOM.
      2. Please refer to page number 3 of the “Google Apps for Work” pdf if you do not know how to do so.
   4. Please leave new files inside the folder titled “Unorganized” only if you are unsure of where to put them. ☺
   5. If a new file does not belong in any of the existing numbered folders then please do the same as sentence number V. above.

**Closed Accounts**

1. Seenpay.net@gmail.com

2. Aseanecom@gmail.com

1. Except for Public Pocket Account. ( only temporary )

**People**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| People | Email Addresses & ( Associated Accounts ) | Alias & ⇒ Designated inbox | Responsibilities  ( in charge of: ) | Current Access | Other |
| Huy Le | admin@aseanecom.com (slack)   * Currently aseanecom@gmail.com is used for slack   Huyle.finance@gmail.com (SquareSpace) | huyle@aseanecom.com ⇒ huyle.finance@gmail.com |  | 1. Google Admin   (all email addresses under the domain)   1. Google Analytics 2. Google Tag Manager 3. Google Webmaster Tools 4. All Google Apps |  |
| Cheryl Fong | c.f.2y.93@gmail.com (slack)  Cheryl.fong@qq.com (SquareSpace) | cheryl@aseanecom.com ⇒  cheryl.fong@qq.com |  |  |
| Jimmy | hello@aseanecom.com  truongthinh1987@yahoo.com (slack) | contact@aseanecom.com ⇒ hello@aseanecom.com | Public Relations (suggestion) |  |  |
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This is Not finished !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!