**INFORMATION**

1. What is the difference of SUPERADMIN, ADMIN, and USER.
   1. Listed below are the roles of each account.
   2. Being a SUPERADMIN Means having control of certain variables in the system.
   3. Being an ADMIN just gives additional roles that USERS doesn’t have
   4. Being a USER gives basic roles such as uploading of files.
2. When granting admin access, it is important to read the roles of the USER and the ADMIN for uploading and viewing of files below.
3. What is the “SUPERADMIN” account and what are the roles of this account?
   1. View all files that are in the system.
      1. The SUPERADMIN can also edit files
      2. The SUPERADMIN can also delete files
      3. This is just an option but should be rarely used since users will be able to see that the Super Admin did this action.
   2. View archived files (Deleted files)
      1. The SUPERADMIN can view all deleted files
      2. The SUPERADMIN can permanently delete the files here.
   3. View all employees
      1. Edit the details such as name and username (Users can also do this on their own, it is just a SUPERADMIN role)
      2. Activate/Deactivate a user account
      3. Permanently delete a user account (Should rarely be used, as much as possible, only deactivate an account since there could be files that were uploaded by that user)
   4. Add employees
      1. For new employees to have their own account in the system
   5. Grant Admin
      1. Grant/Revoke admin role to a user.
      2. This admin role is different from the SUPERADMIN
   6. View team members
      1. View all teams and see the users under each team
   7. Manage teams
      1. View all available teams and an option to add, edit, delete team name.
      2. Deleting a team moves all members to the generic team
      3. The generic team cannot be deleted since this is the default team if the member doesn’t have any team.
   8. Manage File types
      1. View all accepted files by the system for uploading
      2. The SUPERADMIN can add, edit, delete a file type.
      3. NOTE: Don’t put a dot infront of the extension when adding a file type. If adding PSD put “psd” in the textbox and not “.psd”
      4. Try to search for the file extension first before adding to avoid duplicates.
4. What is the “**USER**” account and what are the roles of this account?
   1. Dashboard
      1. The dashboard gives a “To-do” list that the user can use to track tasks that he/she has to do.
   2. Profile
      1. This is where the user can see his/her basic information.
      2. This is where the user can edit his/her basic information.
      3. This is where the user can change his/her password
   3. Messages
      1. This is where the user can chat with other users in the system
   4. Announcements
      1. This is where the user can see announcements posted by an admin
   5. Upload files
      1. This is where the user can upload files to different teams
      2. Uploading to a team different from yours means you cannot see that file on your own.
      3. Example, Your team is **Science** and you chose **Filipino** as the uploading team, you will not be able to see that file in the view files in the next letter.
   6. View files
      1. This is where the users can view files in the system.
      2. You can only view files that belongs to **your** team and the **generic** team.
      3. This is where the users can download, edit, delete, and view file archive.
      4. Editing and deleting a file is trackable by the admin.
   7. Gallery
      1. This is where the user can upload pictures or videos
      2. This is where the user can view pictures or videos in the system.
5. What is the “**ADMIN”** account that is granted by the SUPERADMIN
   1. Dashboard
      1. The dashboard gives a “To-do” list that the admin can use to track tasks that he/she has to do.
   2. Profile
      1. This is where the admin can see his/her basic information.
      2. This is where the admin can edit his/her basic information.
      3. This is where the admin can change his/her password
   3. Messages
      1. This is where the admin can chat with other users in the system
   4. Announcements
      1. This is where the admin can post an announcement to be viewed by all users.
      2. This is where the admin can also see announcements posted by other admins.
   5. Upload files
      1. This is where the admin can upload files.
   6. View files
      1. **VERY IMPORTANT NOTE**
         1. Being an **ADMIN** that belongs to the **GENERIC** team means you will be able to view all the files in the system. Meaning you can view the files that belongs to **OTHER TEAMS.**
         2. Being an **ADMIN** that belongs to any team other than the generic means you can view the generic files and files that belong to your team **ONLY.** You cannot view files from other teams.
   7. View Archived files
      1. **VERY IMPORTANT NOTE**
         1. Just Like in viewing of files, being an **ADMIN** that belongs to the **GENERIC** team means you will be able to view all deleted files in the system.
         2. Being an **ADMIN** that belongs to any team other than the generic means you will be able to view only the deleted files of your team.
   8. Gallery
      1. This is where the user can upload pictures or videos
      2. This is where the user can view pictures or videos in the system.