**ADMIN FAQ**

1. Do I need to fill up all the fields in the “Edit profile”?

No, Only the everything with “name” is needed. Everything else is optional.

1. Who are the people listed in the messages/chat module?

Everyone that registers in the system can see anyone there. Which means as long as the user is registered, he/she can engage in a chat.

1. What is “Create and manage” in the announcements?

Here is where the admin can post, edit, and delete an announcement.

1. Why can I pick a department in the “Create announcement”?

Originally, the website is designed for EDP only, but in the case that other departments will be added, the picking of department will limit those who can see it. Meaning If the admin chooses only EDP as the department, only people who registered as EDP can see it.

1. What is “View by department”?

An admin can view the different announcements that each department has in this module.

1. I can’t see the file I want to upload in the “Upload files”, What can I do?

The “Upload files” part has restrictions to what type of file is to be uploaded. As of now, Only files ending in “.docx,.doc,.ppt,.pdf,.txt,.xls,.xlsx,.rar,.zip,.7z” can be uploaded. You can email us if you have another file type so that we can add it into the system.

1. What is “Shared with” when uploading files?

The “Shared with” field means that you want that folder public to another department.

1. What is “View files” and “View shared files”?

This module really has no effect on the administrator accounts, that’s because an admin can see all the files regardless of the department. But since the administrator is still a part of one department, the “View Shared Files” are those files that other department has shared to your department.

1. Can I have a folder within a folder?

No, The system is designed to not have sub folders, If we finish other modules early, this can be redesigned.

1. What is “View archived files”

This is where all deleted files in the system goes to. When anyone deletes a file in “View files” it is sent here. The admin has the choice to either download the file again anytime or to delete the file from the system permanently.

1. Is the gallery visible to everyone?

Yes, the gallery is visible to everyone that is a user of the system.