

Admin Training Guide

CloudSync Pro Administrator Training Guide

Module 1: Introduction

Learning Objectives

After this module you will be able to:

- Understand user management basics
- Configure organization settings

- Navigate

The Admin Dashboard

The admin dashboard is your central hub for management.

Key sections: Overview, Users, Groups, Security, Reports

Module 2: User Management

Adding Users

Steps to add a new user:

- Enter email address
- Select role Admin Manager or Member
- Choose storage quota
- Click Send Invitation

- Go to Use

User Roles

Admin: Full access to all settings

Manager: Ca

Module 3: Security Configuration

Password Policies

Configure password requirements:

- Complexity requirements
- Expiration period
- Failed attempt lockout

- Minimum

Two Factor Authentication

Enable 2FA for enhanced security:

- Choose enforcement level
- Select allowed methods
- Set grace period

- Go to Sec

Module 4: Data Protection

Backup Configuration

Automatic backup features:

- 30 day version history

- Continuou

- Geographic redundancy
- Point in time recovery

Data Loss Prevention

Create DLP policies:

- Set detection sensitivity
- Choose action block warn or log
- Apply to folders or globally

- Define co

Module 5: Best Practices

Security Recommendations

- Enable 2FA for all admins
- Review permissions quarterly
- Monitor unusual activity
- Rotate integration tokens
- Test disaster recovery annually

Performance Tips

- Use selective sync for large teams
- Schedule syncs overnight
- Archive inactive accounts
- Clean up old shared links

Assessment Questions

1. What are the three user roles?

2. How do y