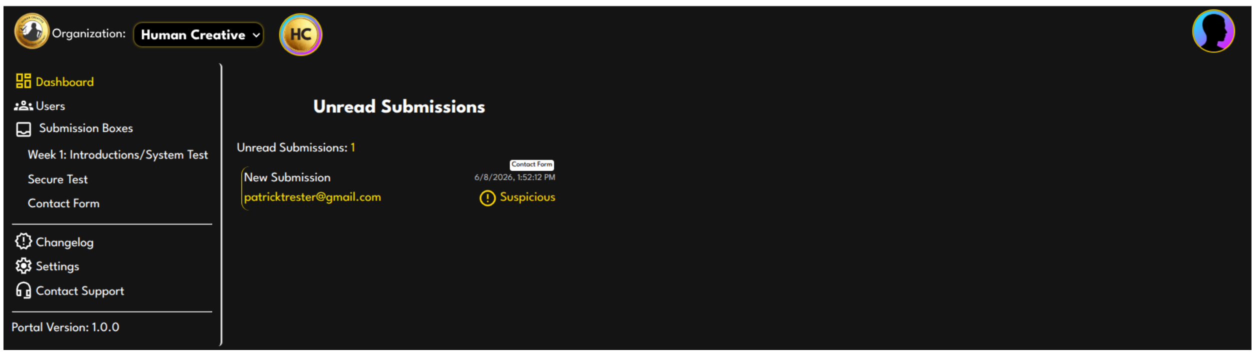
Organization Help

Semantics

Dashboard: The organization's landing page, including the header, aside, and main.
Header: Navigation bar at the top.
Aside: Panel on the left hand side with organization actions
Main: Contains datablocks, such as the action inbox and User Stats Graph
Submission Boxes: Folders for submissions and sub folders (such as assignments in a particular class).



Header

Features a dropdown that lets you change organization if you are logged into multiple accounts. Also a quick access to messages and user account page on the right hand side.

Aside

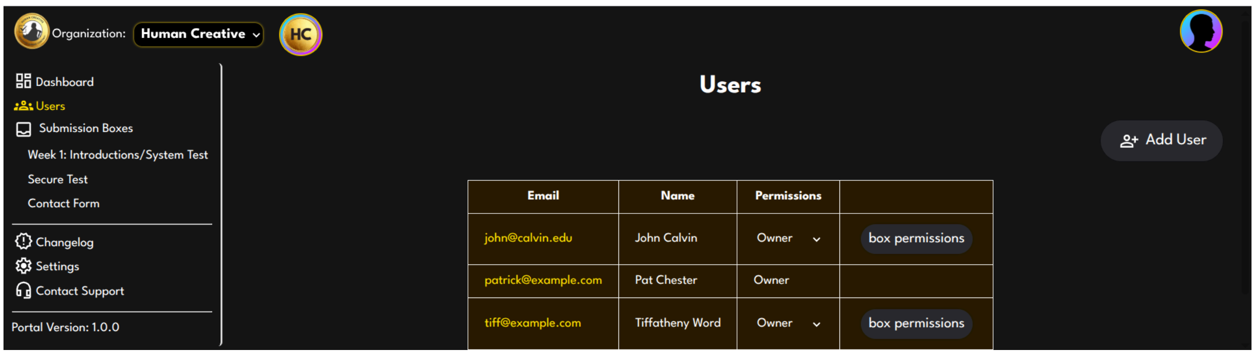
Has a "Users" button to modify user privileges and roles.
Submission Boxes are listed for quick access. They function like folders for particular projects. For non-academic users, this could have a "Public" box, an "internal box" and an "Invite Box" for publishers who want to prioritize what is worth reviewing. Likewise, an HR could have something like "Personnel Records," etc. However, we may want some sort of template to be able to be loaded on a particular submission box, maybe a master file that is duplicated for each submission.
The Changelog allows the organization to see how we have improved the program recently.
The settings allow you to set organization settings, like change profile (top right), name, etc.
Lastly, a quick button to access support.

Main

This section contains various datablocks that are customizable to the organization. So if they want to see stats, action items, etc. on their landing page, it will populate those datablocks. We could eventually add more, or they could pin the submissions of particular boxes.

Displays Outside of the Dashboard

Users



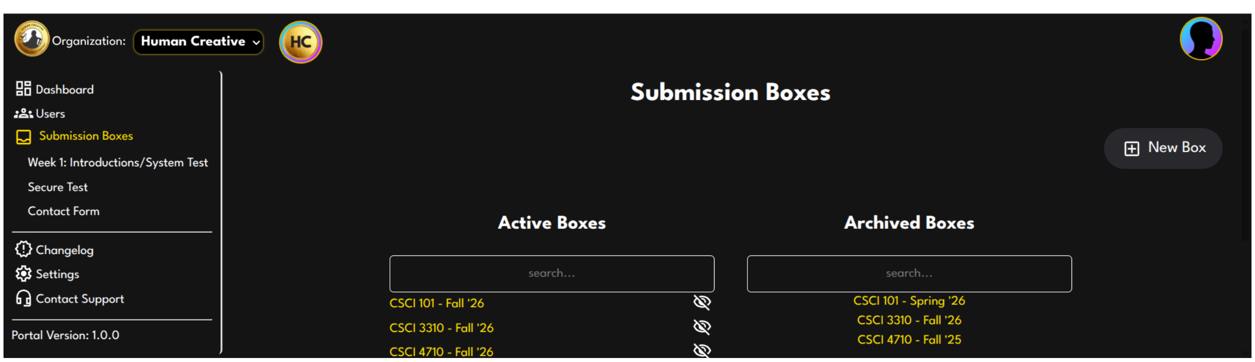
The following permissions are for the organization itself:

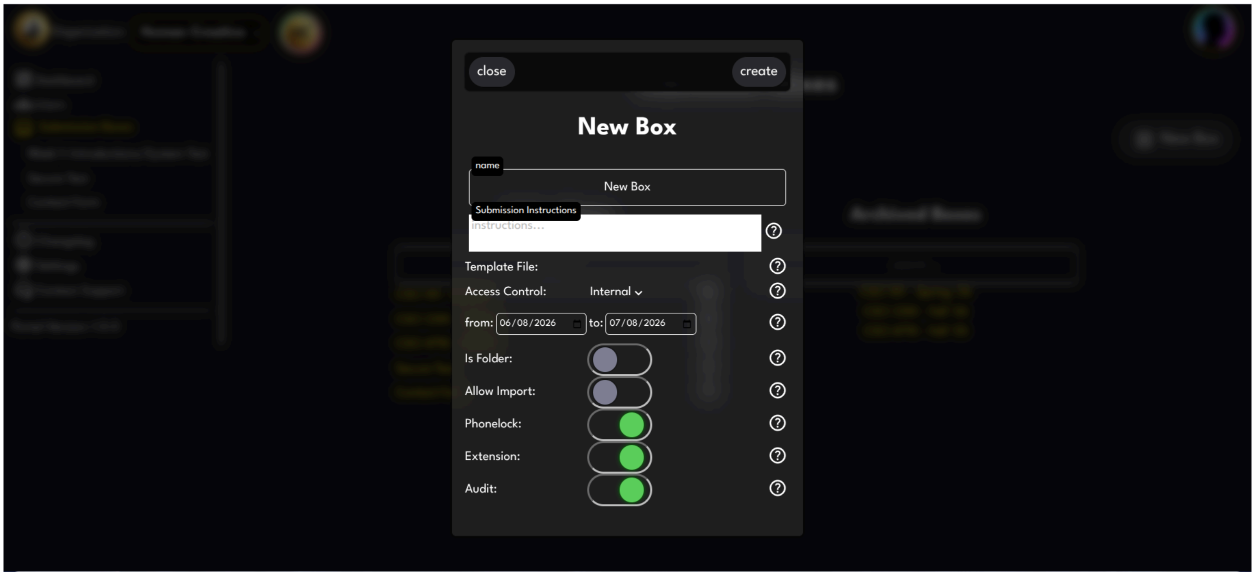
- **Accessor:** Can access assigned boxes
- **Manager:** Can create boxes and modify their settings
- **Owner:** Can manage organization settings (like name and profile picture)

This will allow the organization to add users and modify their privileges, which include the following (for boxes):

- **Submitter:** Can submit to a private box.
- **Analyst**: Can view submissions
- **Reviewer**: Can audit and approve submissions
- **Admin**: Can modify submission box settings.

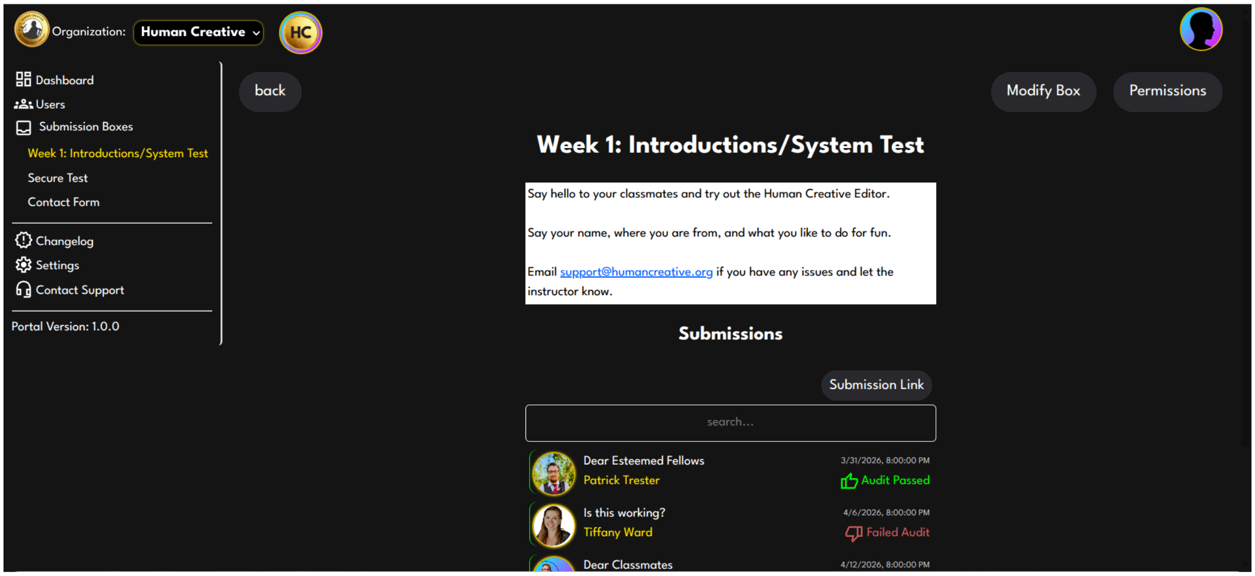
Submission Box Edit



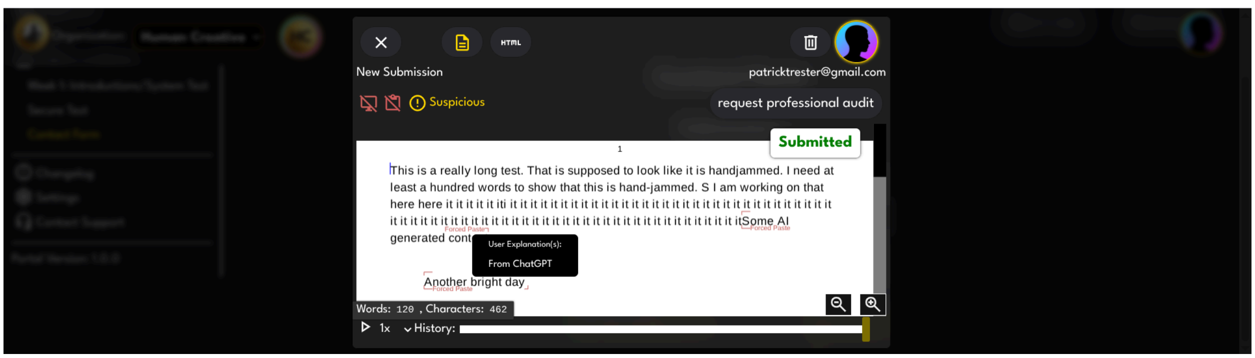


This will allow admins to edit submission box settings which include the following:

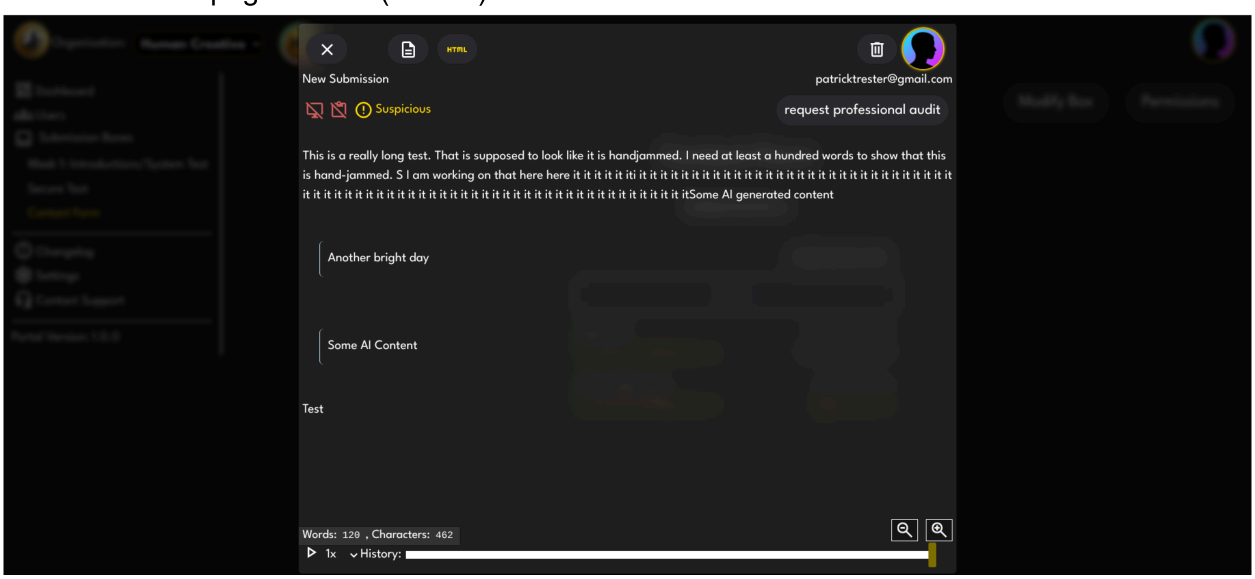
- **Box Name:** Self explanatory
- **Instructions:** This will be a popup when the user opens the submission, letting them see your requirements.
- **Template:** Duplicate a file from your personal drive for new submissions to start from
- **Access Control:** Can be internal, public, or invite:
  - **Internal:** Only users in the org can make submission.
  - **Public:** Anyone with the link can make a submission after logging in.
  - **Invite:** Only those invited via their email address can make a submission.
- **from…to…:** How long the box will be opened for
- **Is Folder:** If true, allow the creation of sub-boxes (assignments), otherwise submissions will be directly to this box.
- **Allow Import:** This allows the user to import files from their personal HC Editor account.
- **Require:**
  - **Phonelock:** The user will have to use phonelock to edit their submission.
  - **Extension:** The user will have to download the extension to edit their submission.
  - **Audit:** After submitting the file, it'll have to be audited by one of our professional auditors.



Within each box, you will either see assignments or you will see submissions, depending if "Is Folder" is checked on the box's settings.



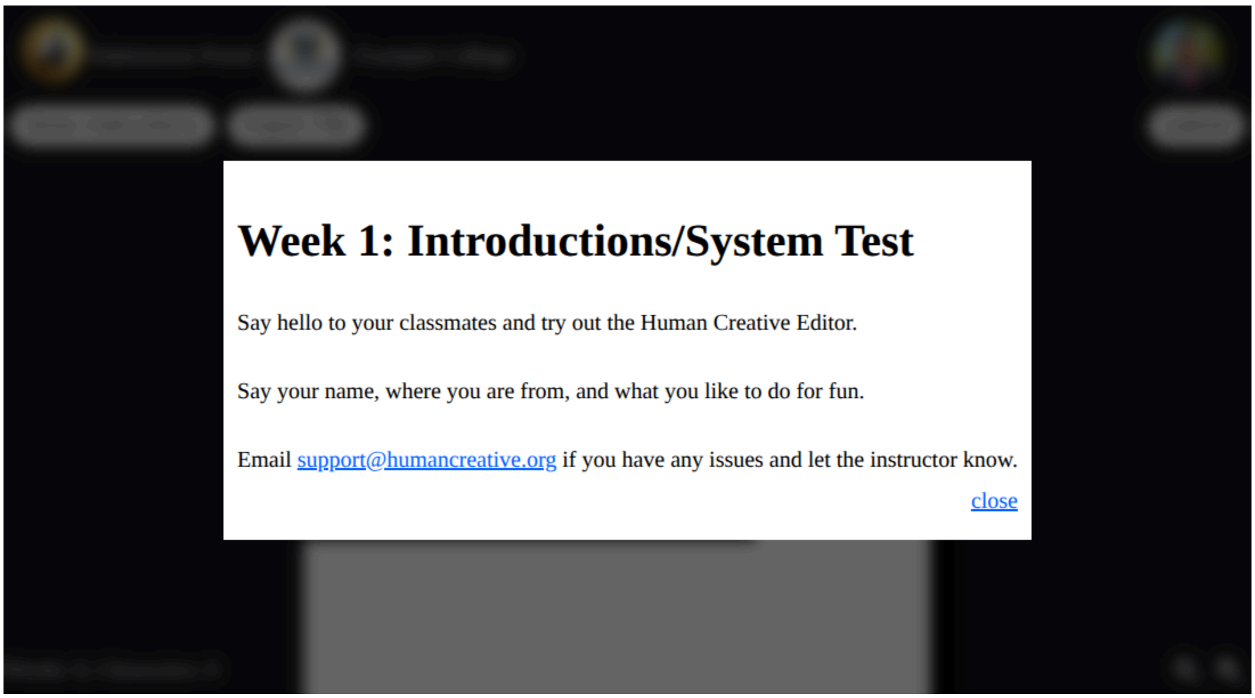
You can view in pages mode (default).

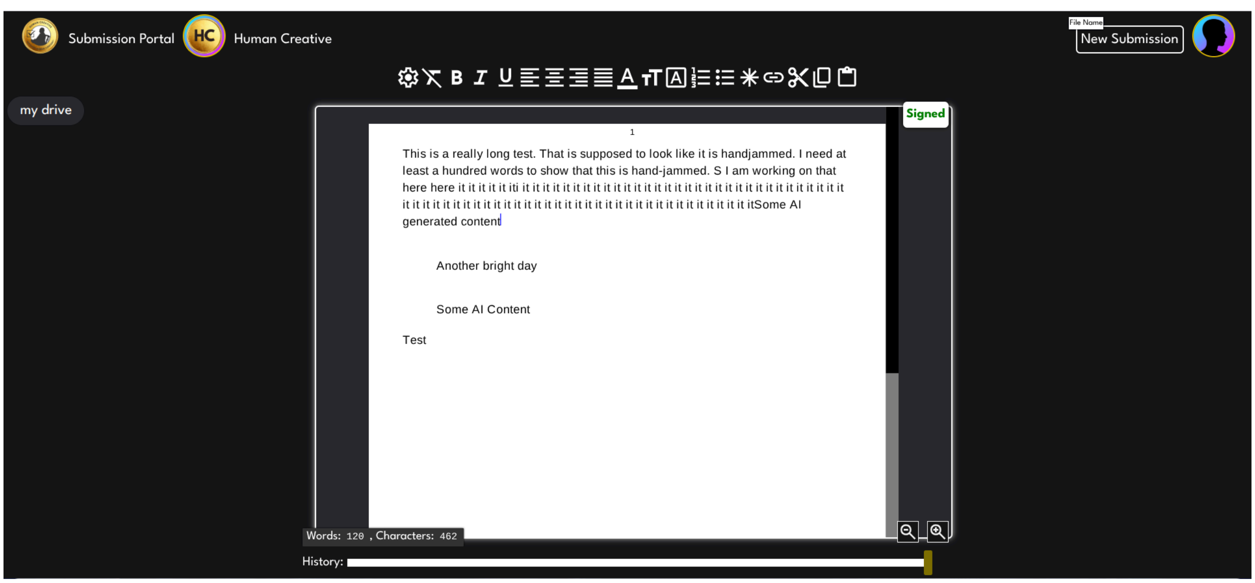


Or you can view it in HTML.

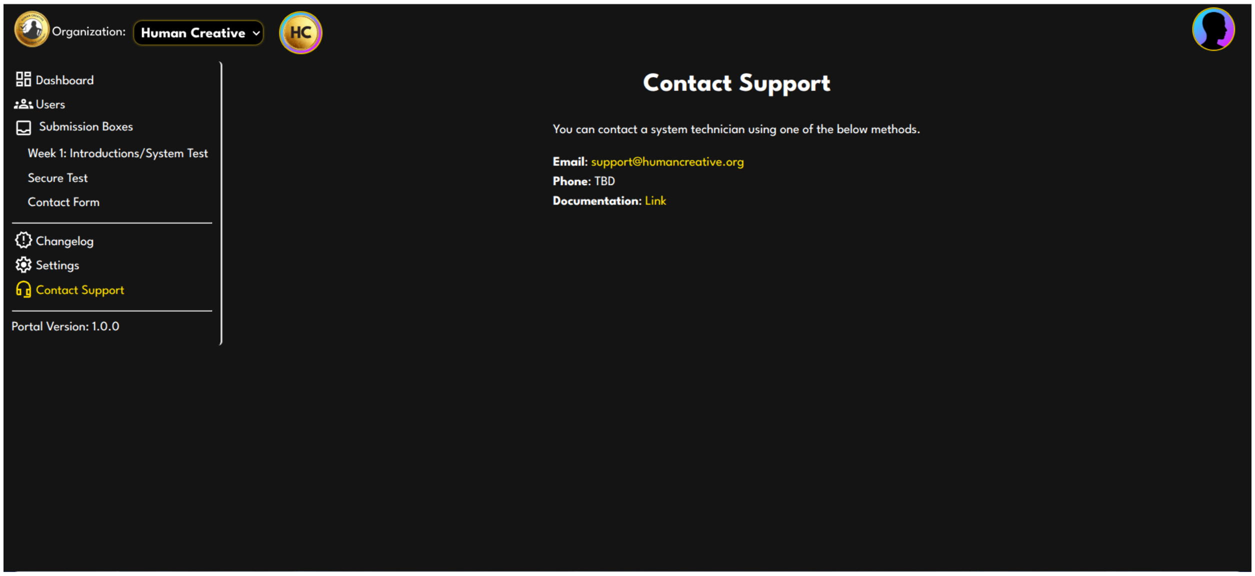
The status icons can appear as follows:

Submission Portal



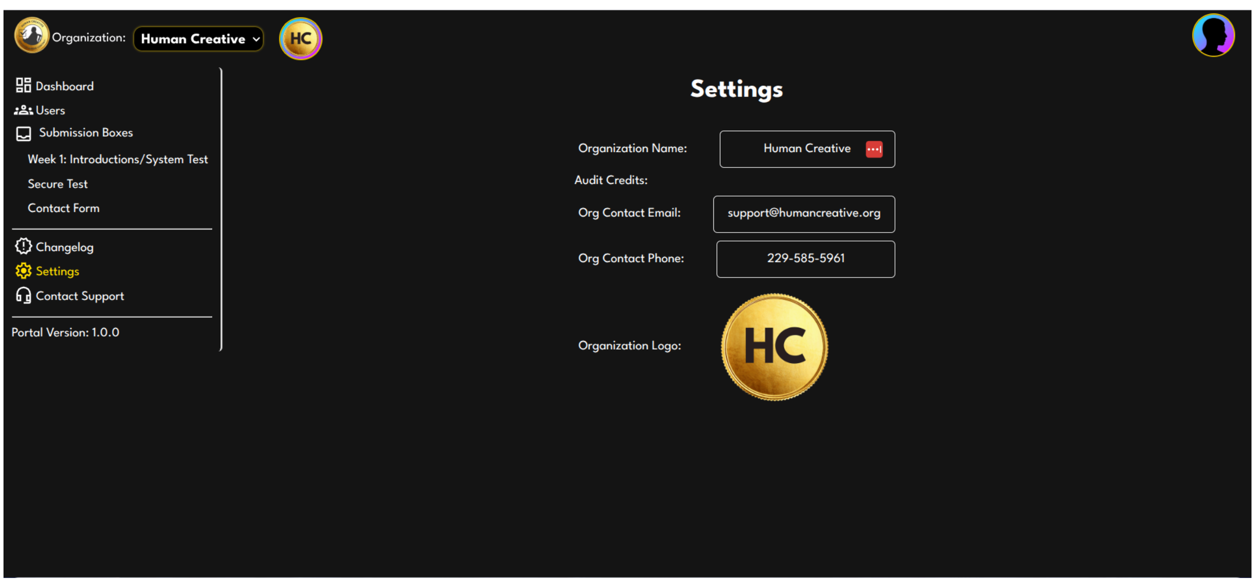


Contact Support



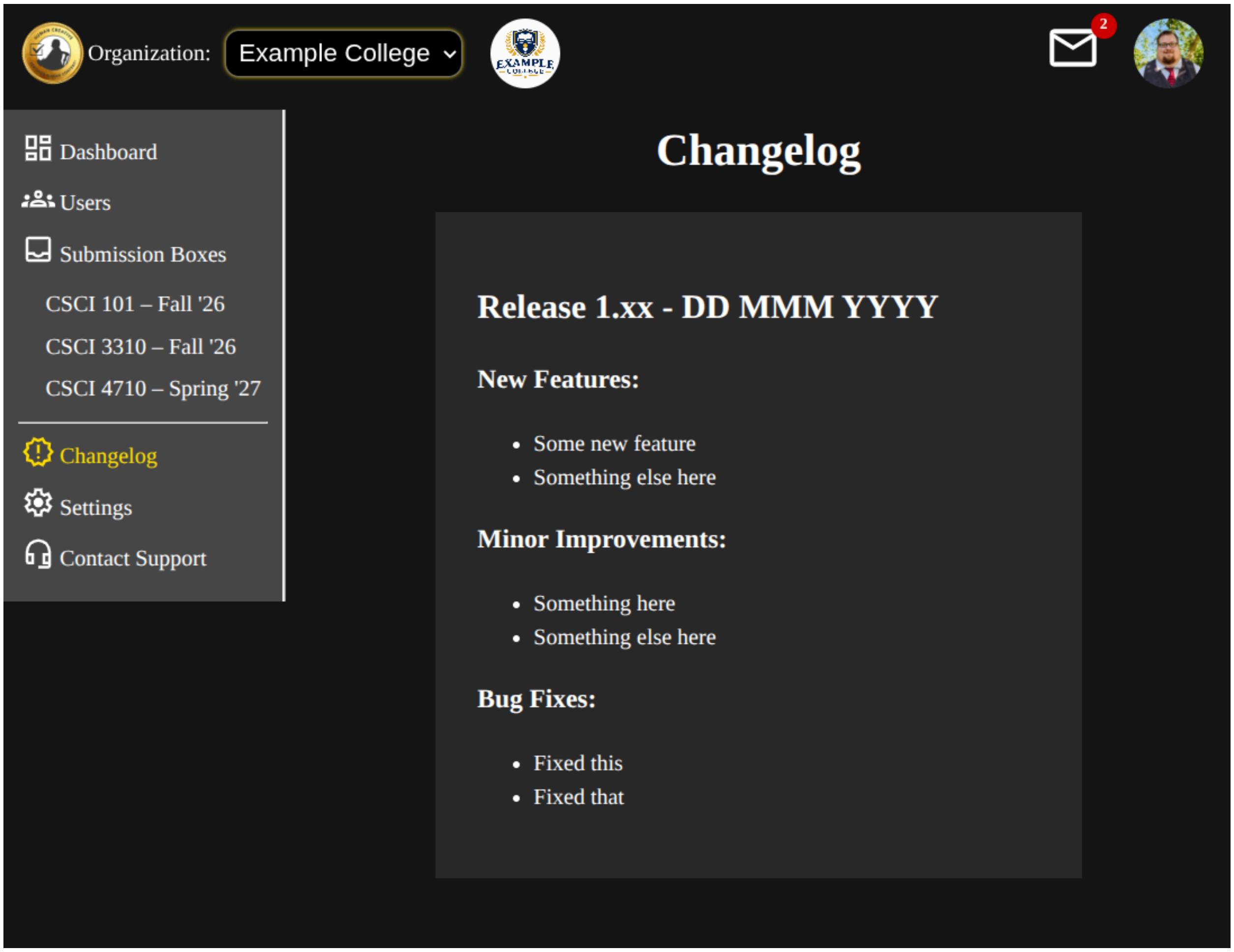
Provide various options for contacting support here. It includes a link to this document.

Settings



Here you can modify the organization name, logo, and contact information. If your organization has audit credits, it'll also list the balance.

Changelog



Provides a user safe version of the latest changelog (not detailing potential attack vectors).