

CONCLUSTER User Manual

All Concluster functions at a glance! In our user manual you will find more detailed explanations for all functions.

Table of contents

Cluster	2
How to create a cluster:	2
How to delete a cluster:	3
Tags	4
How to create a tag:	4
How to delete a tag:	4
E-Mails	5
How to add an E-Mail:	5
Users & Groups	6
How to create new users:	6
How to remove users:	7
How to create a group:	8
Collections	9
How to create a collection:	9
How to change the order:	10
Calendar	11
How to create a calendar entry:	11
Comments	12
Subscription administration	12

Cluster

A cluster is designed to display various content, documents, images or surveys and make them accessible to all members. You can share information, upload documents, create surveys, create appointments or upload videos in a cluster.

How to create a cluster:



1. go to the navigation item "Overview" and click on the plus to the left of the search bar.
2. define a suitable title for the content of the cluster
3. briefly describe the content of the cluster
4. select suitable tags for the content or create suitable tags in the tag management (for more information about the tag management, see "Tags")

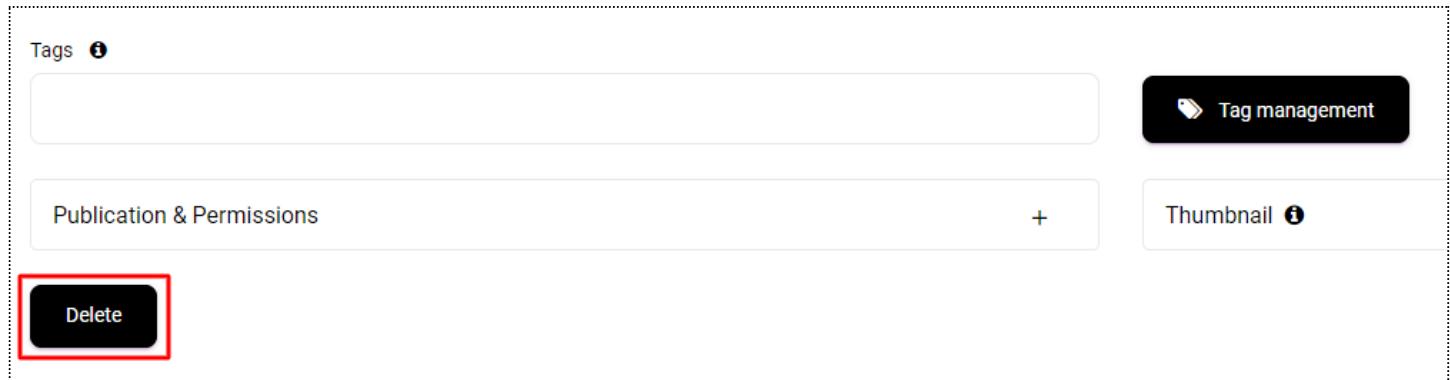
A screenshot of the cluster creation form. It includes fields for "Title" (containing "test"), "Description" (containing "Description"), and "Tags" (with a "Tag management" button highlighted by a red box). Below these are sections for "Publication & Permissions" (with a "+" button) and "Thumbnail" (with a "Thumbnail" button). A "Delete" button is also visible at the bottom left.

5. select a suitable preview image so that it is immediately apparent what content is in the cluster.
6. select under "Publications & Permissions":
 - a. whether the content should be published on the web,
 - b. whether comments should be allowed
 - c. who is the author
 - d. for whom this content should be visible
 - e. whether it should be published immediately or at a specific time

How to delete a cluster:



1. go to the navigation item "Overview" and press the button with the gear wheel
2. search for the cluster you want to delete
3. click on "Edit" > Delete



The screenshot shows the cluster overview page with the following sections:

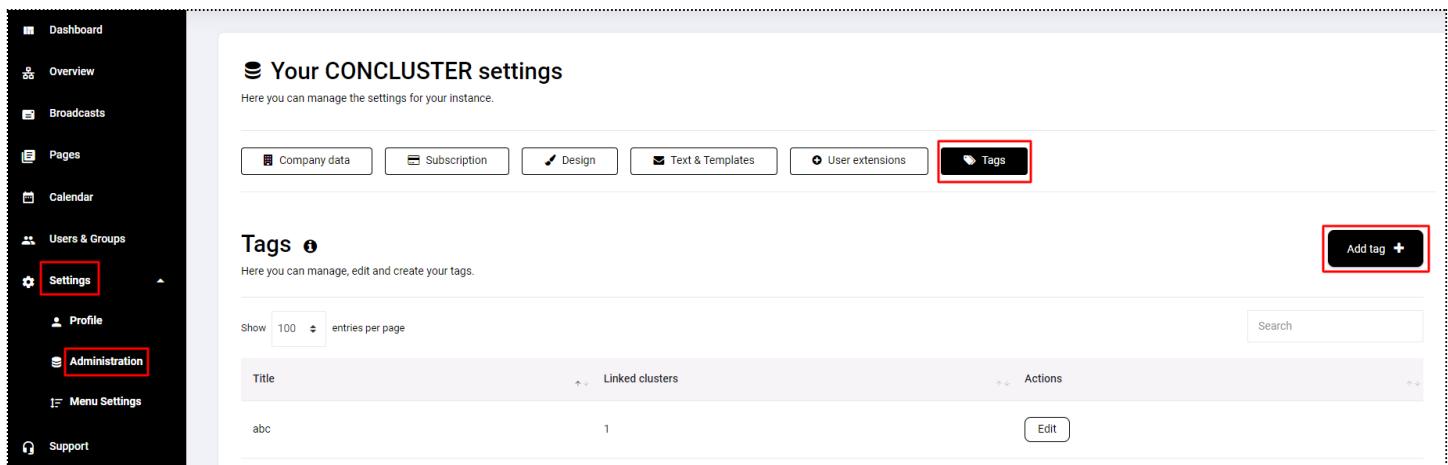
- Tags**: A section for managing tags, featuring a search input field and a "Tag management" button.
- Publication & Permissions**: A section for managing publication and permissions, with a "+" button.
- Thumbnail**: A section for managing thumbnails, with a "Thumbnail" button.
- Delete**: A prominent black button labeled "Delete" located at the bottom left of the page, which is highlighted with a red box.

Tags

Tags provide structure to your clusters and can be compared to folders. A tag can be created for each subject area / company department and several clusters can be assigned to these individual tags.

How to create a tag:

1. go to the navigation point "settings" > "Administration" and click on tags or manage your tags directly when creating a cluster in the "Tag Management".
2. click on the "Add tag" button in the upper right corner

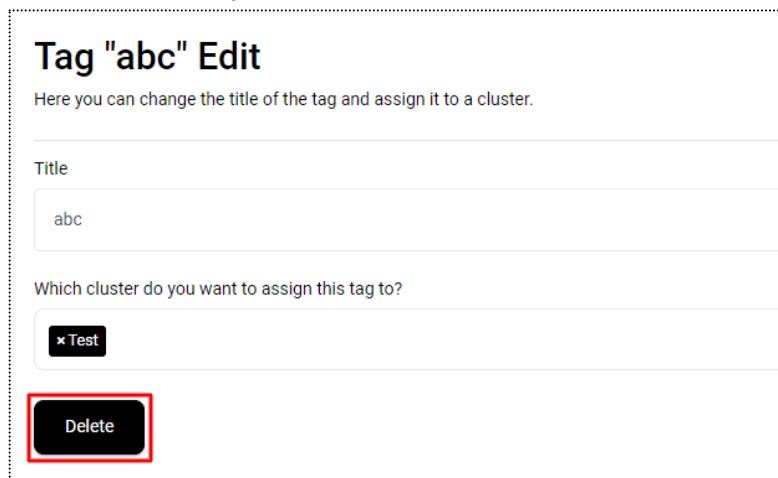


The screenshot shows the CONCLUSTER settings interface. On the left, there's a sidebar with various navigation options like Dashboard, Overview, Broadcasts, Pages, Calendar, Users & Groups, Settings (which is selected), Profile, Administration (which is highlighted with a red box), and Menu Settings. The main content area is titled "Your CONCLUSTER settings" and contains sections for Company data, Subscription, Design, Text & Templates, User extensions, and Tags. The "Tags" section is currently active, showing a table with one entry ("abc") and a link to "Edit". At the top of this section, the "Tags" button is also highlighted with a red box. In the top right corner of the main content area, there's a prominent "Add tag +" button, which is also highlighted with a red box.

3. give the tag a title and (if already present) assign different clusters to the tag

How to delete a tag:

1. go to the navigation item "Settings" > "Administration" and click on Tags.
2. under Actions you will find the "Edit" button
3. at the bottom left you will find the "Delete" button



The screenshot shows the "Tag 'abc' Edit" dialog. It has a title "Tag 'abc' Edit" and a subtitle "Here you can change the title of the tag and assign it to a cluster." Below this, there's a "Title" input field containing "abc". Underneath the input field, there's a question "Which cluster do you want to assign this tag to?" followed by a dropdown menu with an option "Test". At the bottom left of the dialog, there's a "Delete" button, which is highlighted with a red box.

E-Mails

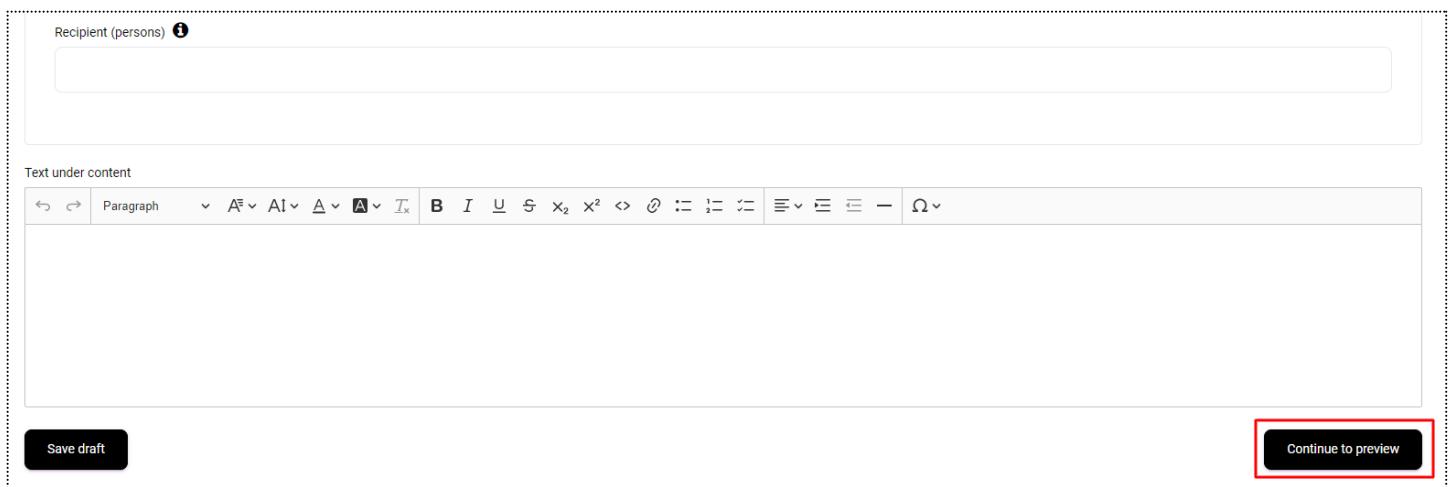
E-mails offer the possibility to send a message to all members of the group. However, you can also make the appropriate selection of members and groups and thus decide which members or groups should receive them.

How to add an E-Mail:



The screenshot shows the 'Dashboard' sidebar with several options: 'Cluster', 'E-Mails' (which is selected and highlighted in red), 'Collections', 'Calendar', and 'Users & Groups'. The main area is titled 'emails' and contains a message: 'Here you can manage, edit and preview your emails.' It includes a search bar, a dropdown for 'Show 100 entries per page', and a header with columns: Subject, Created, Sent, Recipient, Content, Status, and Actions. A red box highlights the 'Add email +' button in the top right corner of the main area.

1. go to the "E-Mails" navigation item and click on the "Add email" button in the upper right corner.
2. define a subject that describes the content of the mailing
3. add a text & clusters matching the topic
4. select the desired distribution group or send the mailing to all members
5. optionally add a text below the content
6. to send the email, press the button "Continue to preview" and then "Send"

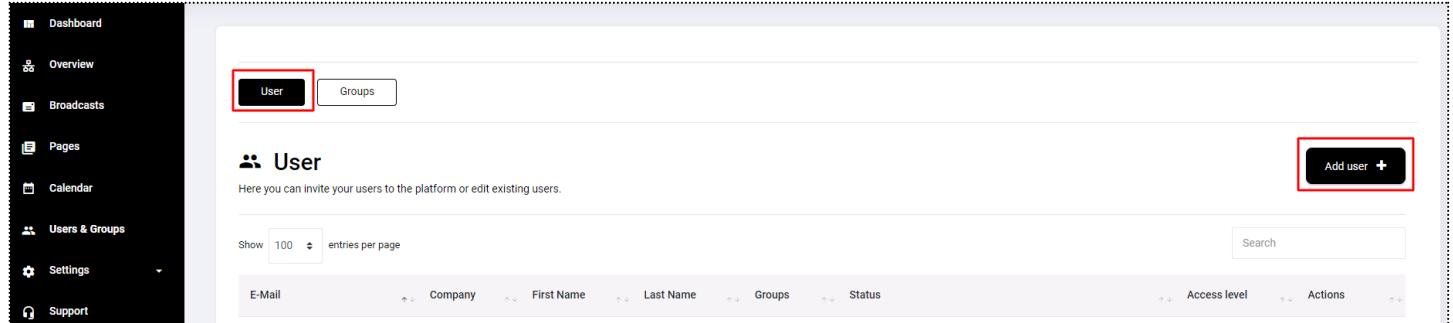


The screenshot shows the 'Recipient (persons)' field with a placeholder '(empty)'. Below it is a 'Text under content' editor with various rich text tools like bold, italic, and lists. At the bottom left is a 'Save draft' button, and at the bottom right is a red box highlighting the 'Continue to preview' button.

Users & Groups

Users are the people who can view or manage the site. Groups can be formed from the individual users - such as all employees from a department in your company.

How to create new users:



The screenshot shows the 'User' management page. On the left is a sidebar with navigation items: Dashboard, Overview, Broadcasts, Pages, Calendar, Users & Groups (which is selected and highlighted in blue), Settings, and Support. The main area has tabs for 'User' (selected) and 'Groups'. Below the tabs is a section titled 'User' with the sub-instruction: 'Here you can invite your users to the platform or edit existing users.' There is a 'Show' dropdown set to '100 entries per page' and a 'Search' input field. At the bottom is a table header with columns: E-Mail, Company, First Name, Last Name, Groups, Status, Access level, and Actions. To the right of the table header is a large 'Add user +' button, which is also highlighted with a red box.

1. go to the navigation item "Users & Groups" and click on the button "Add User" in the upper right corner.
2. select if the user should be added manually or by file upload
3. enter all relevant data (e-mail, first name, last name, ...)

Tip: Under Settings > Administration > User extensions you can create custom fields that will appear when creating a new user

4. select whether the new user should be a manager or a partner

Attention: Managers have the right to manage the complete site!

5. change, if necessary, the text that appears in the email invitation
6. press save

Send invite to user:

Subject

Herzlich willkommen bei Ihrem neuen Wiki!

Welcome text

Herzlich willkommen bei Ihrem neuen Wiki!

Save

How to remove users:

1. go to the navigation item "Users & Groups"
2. select the user you want to delete and press the "Edit" button
3. at the bottom you will find the "Delete" button

Note: If you have deleted a user unintentionally, you can always add it again

Send invite to user:

Subject

Herzlich willkommen bei Ihrem neuen Wiki!

Welcome text

Herzlich willkommen bei Ihrem neuen Wiki!

Content

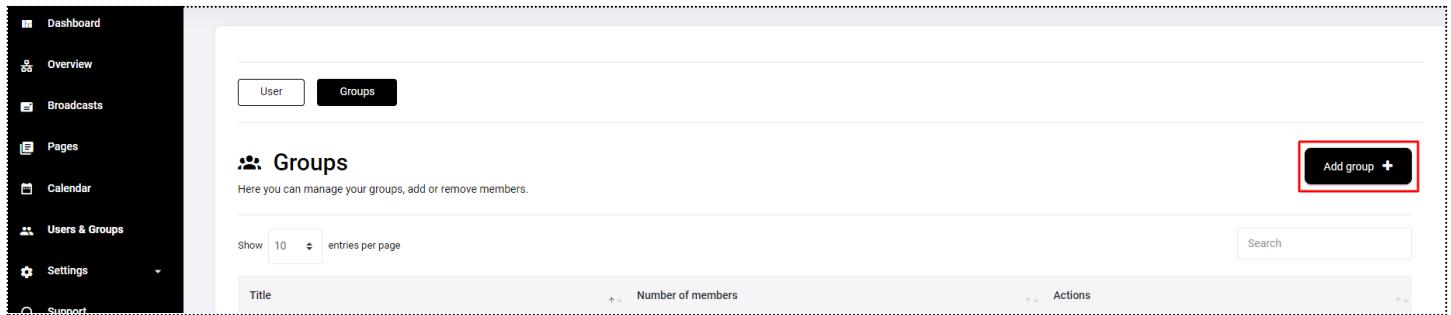
Be

Save

Delete

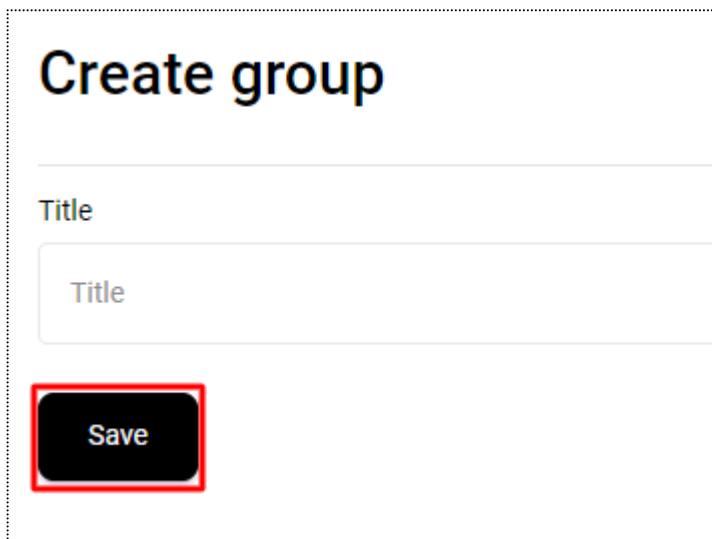


How to create a group:



The screenshot shows the 'Groups' section of the application. On the left is a sidebar with navigation links: Dashboard, Overview, Broadcasts, Pages, Calendar, Users & Groups (which is currently selected), and Settings. The main area has tabs for 'User' and 'Groups', with 'Groups' being active. A heading 'Groups' with a user icon is displayed, followed by the instruction 'Here you can manage your groups, add or remove members.' Below this are filters for 'Show 10 entries per page' and a search bar. At the bottom are columns for 'Title', 'Number of members', and 'Actions'. A prominent 'Add group +' button is located in the top right corner, which is highlighted with a red box.

1. go to the navigation item "Users & Groups".
2. under groups you will find the button "Add group" on the right side
3. define a title for your group
4. under "Add members" select those members who should be part of this group
5. press save

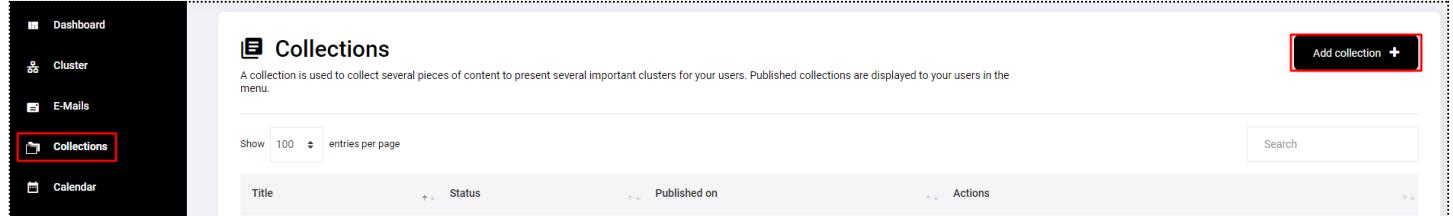


The screenshot shows a 'Create group' form. It has a title 'Create group' at the top. Below it is a 'Title' field with the placeholder 'Title'. At the bottom is a large 'Save' button, which is highlighted with a red box.

Collections

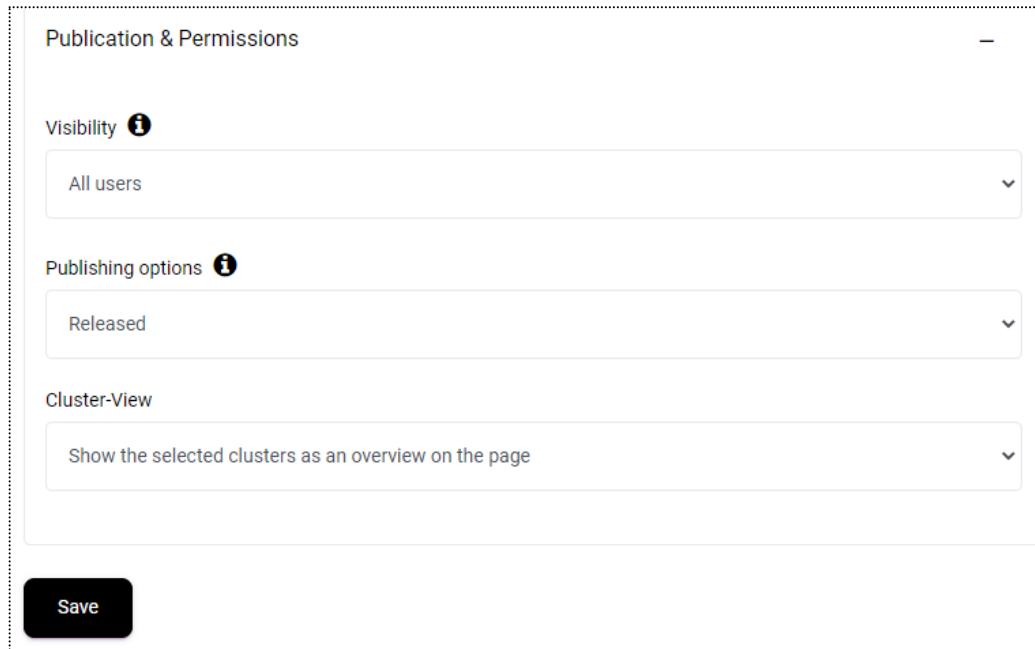
Collections are used to collect information belonging to the same subject area in a collection. Each created collection is then displayed on the left under the navigation items!

How to create a collection:



1. go to the navigation item "Collections"
2. press the "Add collection" button
3. define a page title and briefly describe the content of the collection
4. optional: add an image that matches the content of the collection
5. add all clusters that are relevant to the content
6. select who the collection should be visible to, when it should be published, and optionally change the page display under "Publishing & Permissions"

**If you select a specific group of users for visibility, the collection will ONLY be displayed to those users.*



Publication & Permissions

Visibility ⓘ

All users

Publishing options ⓘ

Released

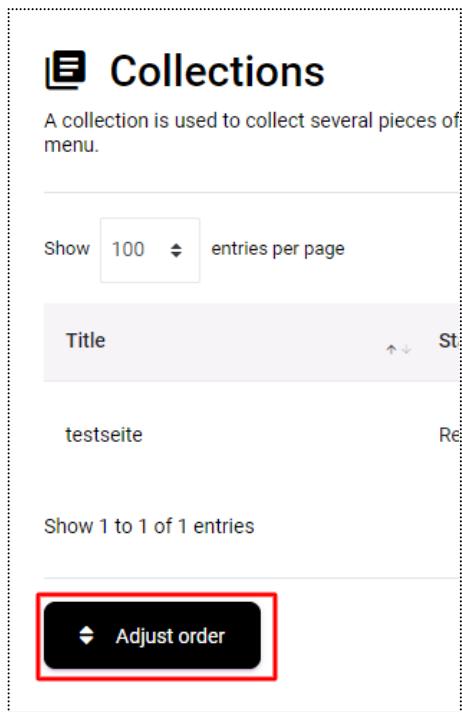
Cluster-View

Show the selected clusters as an overview on the page

Save

How to change the order:

1. go to the navigation item "Collections"
2. press the "Adjust order" button in the bottom left corner



The screenshot shows a list of collections. At the top, there is a search bar and a dropdown menu set to "Show 100 entries per page". Below this is a table with a single row. The table has columns for "Title" and "Status". The title "testseite" is listed. At the bottom of the page, it says "Show 1 to 1 of 1 entries". A prominent red box highlights the "Adjust order" button at the bottom left of the page.

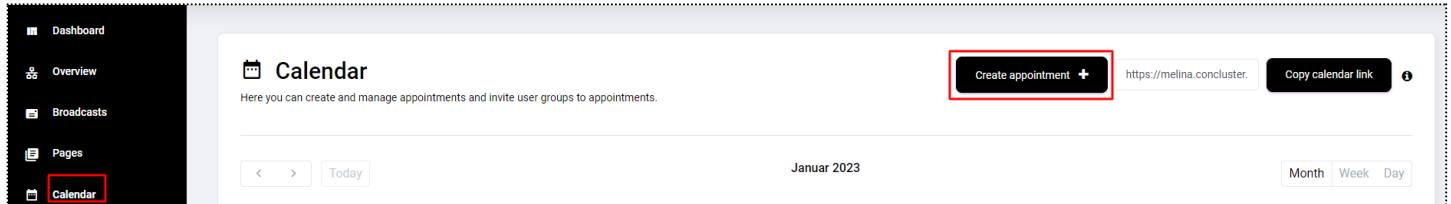
3. move the collections (Drag & Drop)

Calendar

The calendar allows you and all members to easily coordinate appointments. Create an appointment, it becomes a cluster visible to all selected members.

How to create a calendar entry:

1. go to the navigation item "calendar".
2. click on the "Create appointment" button in the upper right corner



3. enter all relevant data (start date, time, place, ...)
4. select for whom the calendar entry should be visible

**If you select a certain group of users for visibility, the calendar entry will ONLY be displayed to these users.*

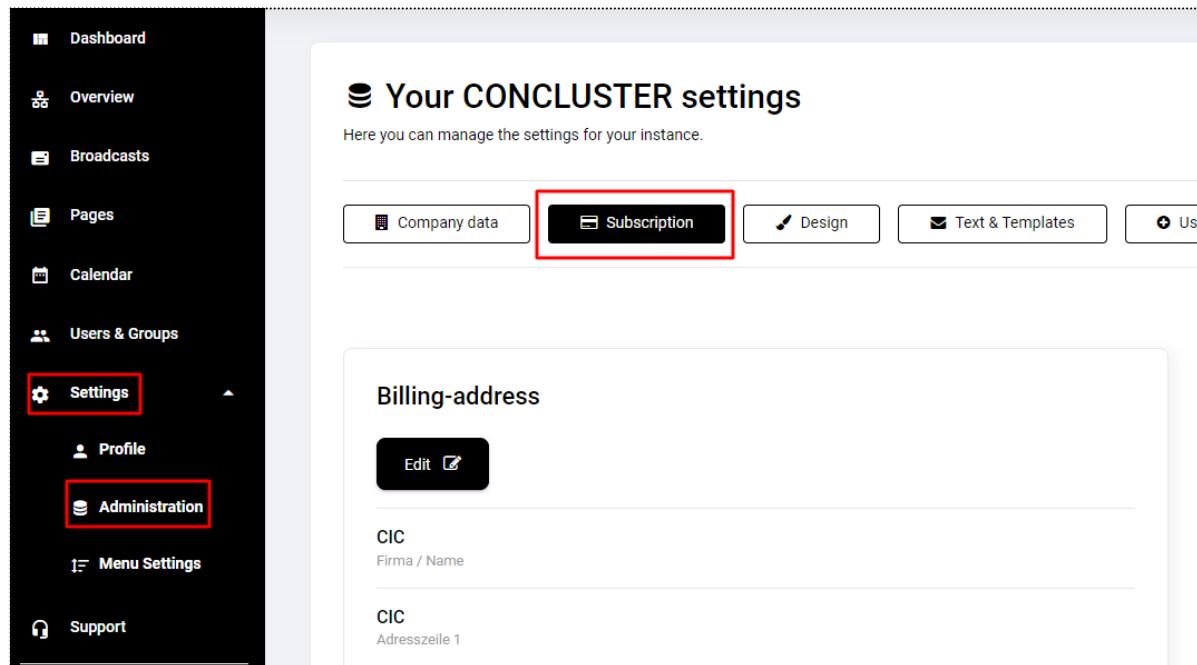
Comments

Under each cluster there is a comment function that can be used for various purposes. For example, to release documents, for internal communication or further comments.



A screenshot of a comment section. At the top is a text input field labeled "Comment" with a "Submit" button to its right. Below the input field, a message says "There are no comments".

Subscription administration



The screenshot shows the CONCLUSTER settings interface. On the left, a sidebar menu includes "Dashboard", "Overview", "Broadcasts", "Pages", "Calendar", "Users & Groups", "Settings" (which is selected and highlighted with a red box), "Profile", "Administration" (which is also highlighted with a red box), "Menu Settings", and "Support". The main content area is titled "Your CONCLUSTER settings" and contains a sub-section titled "Billing-address". It shows two entries: "CIC Firma / Name" and "CIC Adresszeile 1". A red box highlights the "Subscription" tab in the top navigation bar.

1. go to Settings > Administration and click on "Subscription"
2. here you can see which subscription is currently valid and which ones are available
3. **Attention:** to change the subscription, you must first add a billing address and then a payment method.