



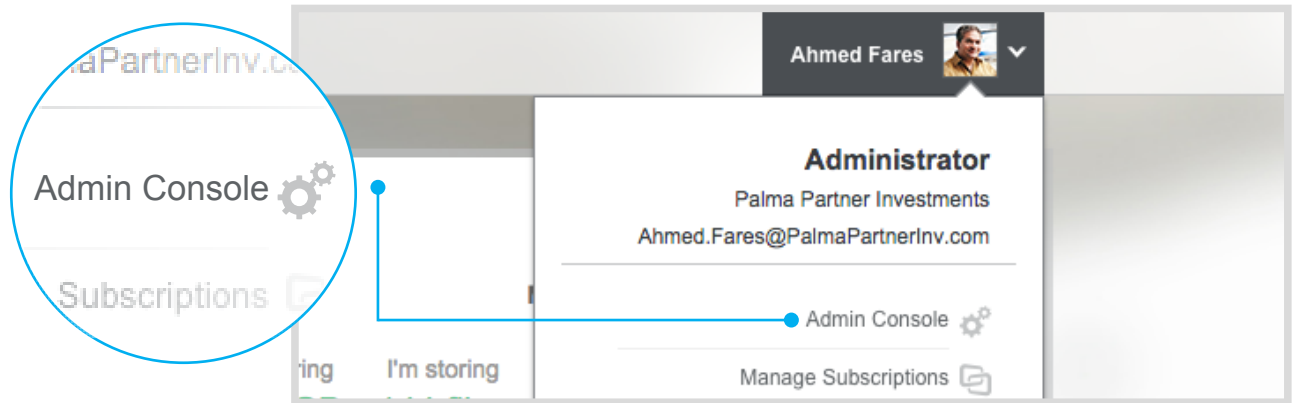
# Workshare Connect

## The Admin Console

# Welcome to the Admin Console

As an admin, you'll be able to access the console when you log into **my.workshare.com**.

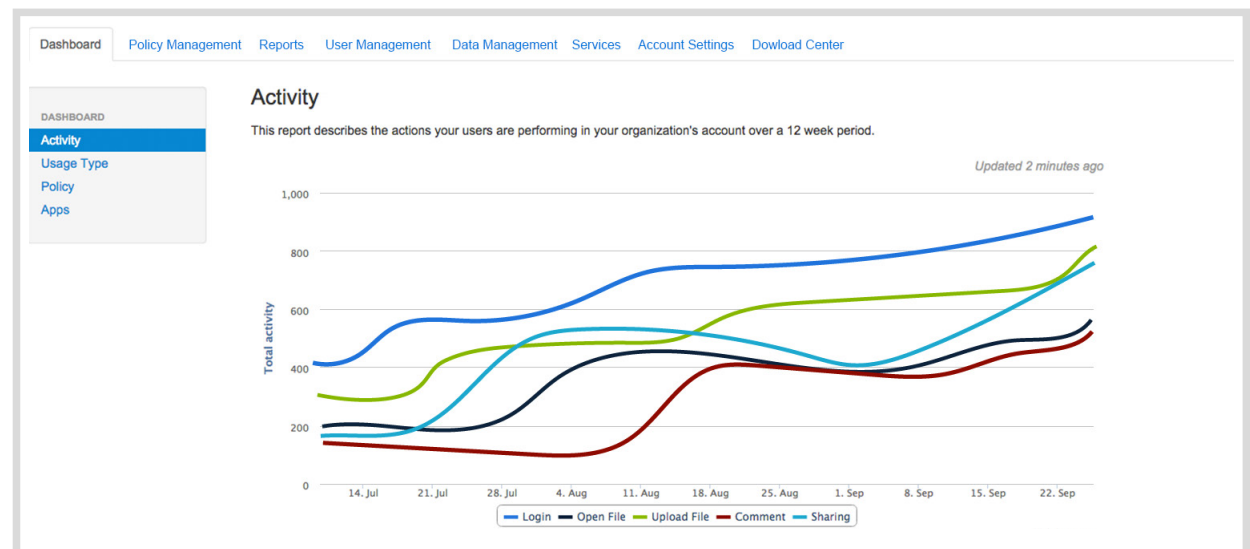
Just click your name and select **Admin Console**.



## You'll see the dashboard first

Whether you're monitoring user activity or you just want a quick understanding of how users are working with company content, this is a great place to go. These live graphs show:

- Actions your users are performing in Connect (e.g. uploading files, sharing)
- How they're using the system (e.g. for review or for collaboration)
- Which apps are being used
- Which policies are being applied and what metadata is exposed to risk (Workshare Professional and Protect only)



Let us show you the other tabs...



## Admin Console

Manage your licenses and services, brand your account and oversee your users and devices

### Maintain control over users and guests

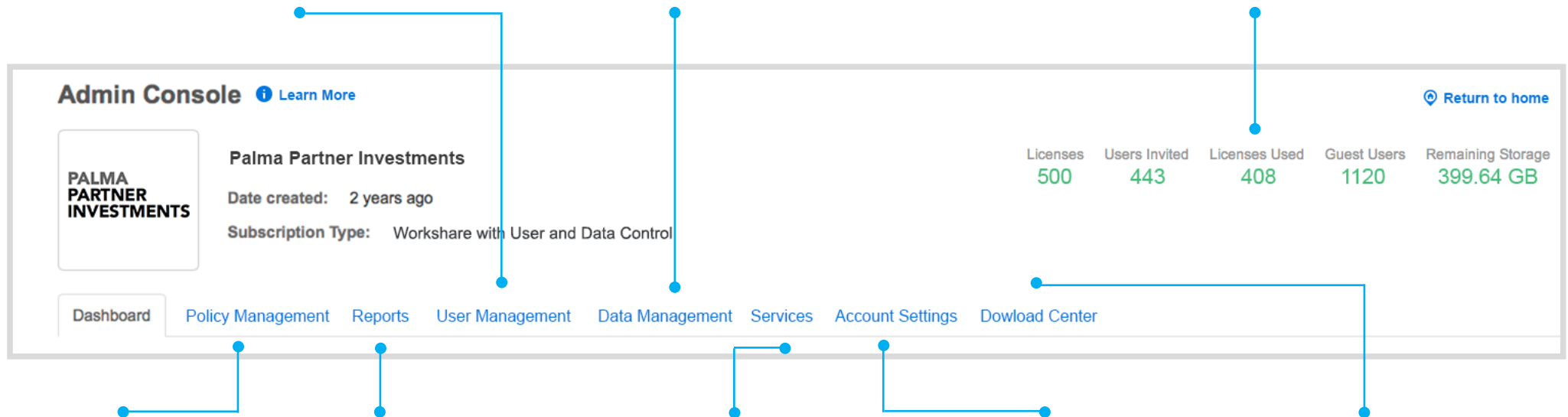
Quickly add and remove [users](#). If an employee leaves or if a device is reported lost or stolen, suspend the user's account, unlink their devices or reset their password. If an unwanted guest is sharing your content, you can remove [guest access](#) in a click.

### Manage data stored in Connect

Decide which [servers](#) host your data, and see which [devices](#) and [web sessions](#) are being used to access Connect. At any time, you can unlink a device or end a web session.

### See key information about your account

Each member of your account needs a license. A license only becomes used when a person accepts the administrator's invitation to join the account. Guests aren't members of your account. They are created when a licensed user invites a non-licensed person to join a group or folder. Normally, external people are guests.



### Set file storage policies

Control how long files remain in Workshare if they haven't been accessed. This is a great feature if you're using Connect for deal rooms.

### Meet compliance regulations

Download a report showing who has access to which files in Workshare Connect. This includes users and guests.

### Set up your other services

Download the [integrations](#) for Microsoft SharePoint, Autonomy iManage or OpenText eDocs. Configure [Single Sign-On](#). Register your app to start using the Workshare [Rest API](#).

### Create the experience

[Brand your account](#) with your corporate look and feel, and [control emails](#) sent to users about engagement and license activation.

### Download Workshare

One stop to get Workshare Connect for desktop or mobile, Workshare Professional or Workshare Protect.



Some features must be enabled or purchased. Contact [support@workshare.com](mailto:support@workshare.com) to find out how.

## ? Find out more

### ➤ Other guides

Getting started as an admin

[workshare.force.com/knowledgebase](http://workshare.force.com/knowledgebase)

### ➤ Knowledge base

For step-by-step instructions to use these features, see

[workshare.force.com/knowledgebase](http://workshare.force.com/knowledgebase)

### ➤ Technical support

If you've got a support license, email us at

[support@workshare.com](mailto:support@workshare.com)

## 📁 Other Workshare products



### PROTECT

Metadata removal policy.  
[www.workshare.com/products/protect](http://www.workshare.com/products/protect)



### CONNECT

Secure online file sharing and collaboration.  
[www.workshare.com/products/connect](http://www.workshare.com/products/connect)



### COMPARE

Fast, accurate document comparison.  
[www.workshare.com/products/compare](http://www.workshare.com/products/compare)



### PROFESSIONAL

Compare, Protect and Connect.  
[www.workshare.com/products/professional-8](http://www.workshare.com/products/professional-8)