

QuickSlide for PowerPoint

Working with the Admin App



What is the Admin App?

The Admin App is a web application for creating and managing Shared Folders in QuickSlide X, as well as providing different permissions to users within a Shared Folder. You can reach the Admin App via URL:

<http://admin.quicktools.cloud/>

First, you will need permission to access the QuickSlide X Admin App through your organization's "Shared Folder".

Super Admins are given access when the tenant is created by Strategy Compass.

Terms that are frequently used:

Shared Folder – a folder containing assets that are accessible to specific users. In QuickSlide X, Shared Folders and their permissions can be set using the QuickSlide Admin App

Assets – content in QuickSlide:

- In the Asset Library: presentations, slides, images, icons, pre-made text boxes and charts, etc.
- In the "New Presentation" section: your templates (PowerPoint masters or storyboards, if applicable).

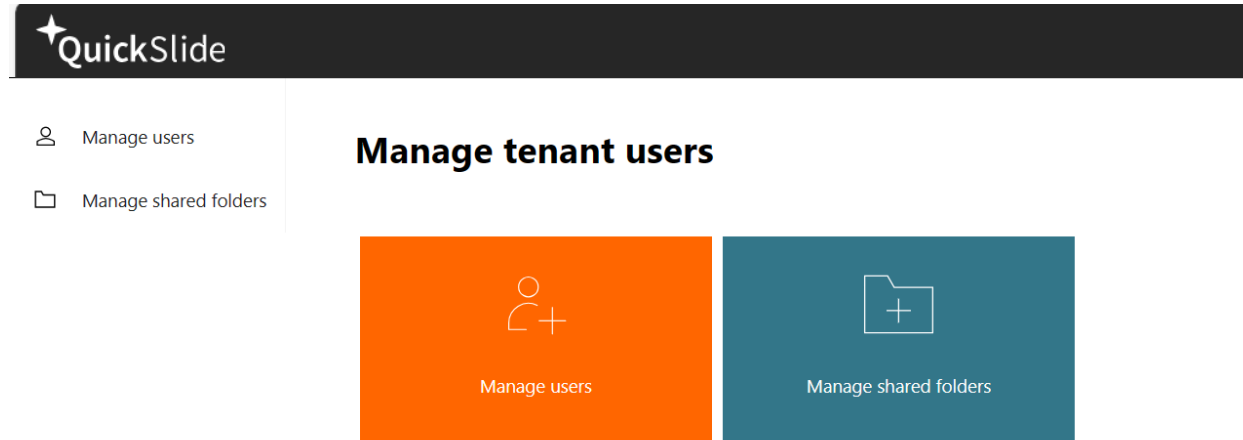
Tenant – the main account for Microsoft 365 and/or Azure. Your organization's users, applications, licenses and data are grouped and managed under your tenant.



What does the Admin App do?

Once you have been granted access, sign in with your Microsoft 365 account. After successful login, the Admin App allows administrators to:

- **Manage users** and their permissions within an organization.
- **Manage Shared Folders** of the organization.



When you are logged in, click the Manage Users tile or the menu on the left.

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Working with the Admin App

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Manage Users

QuickSlide

Manage users
Manage shared fold...

Manage users

Total: **43 users**

Add users from AAD

Date added ↓↑	Email ↑↓	First name	Last name	Manage users	Manage shared folders	Create shared folders	Actions
06-06-2023	name.surname@strategy-compass.com	name	surname	—	—	—	✎ 👤
06-06-2023	name.surname@company.com	name	surname	—	—	—	✎ 👤
09-05-2023	name.surname@company.com	name	surname	—	—	—	✎ 👤
02-05-2023	name.surname@company.com	name	surname	—	—	—	✎ 👤
13-04-2023	name.surname@company.com	name	surname	—	—	—	✎ 👤
05-04-2023	name.surname@company.com	name	surname	—	✓	✓	✎ 👤
05-04-2023	name.surname@company.com	name	surname	—	—	✓	✎ 👤
30-03-2023	name.surname@company.com	name	surname	—	✓	✓	✎ 👤

On this page, you can see all the details of the users who are currently active in your organization and their respective permissions within the Admin App.

If you have the permission to manage users, you can also edit and grant access to other active members within your organization.



Add users from Azure Active Directory (AAD)

QuickSlide

Manage users

Manage shared fold...

Search keyword

Total: 43 users

Date added	Email	First name	Last name	Manage users	Manage shared folders	Create shared folders	Actions
06-06-2023	name.surname@strategy-compass.com	name	surname		—	—	
06-06-2023	name.surname@company.com	name	surname		—	—	
09-05-2023	name.surname@company.com	name	surname		—	—	
02-05-2023	name.surname@company.com	name	surname		—	—	
13-04-2023	name.surname@						
05-04-2023	name.surname@						
05-04-2023	name.surname@						
30-03-2023	name.surname@						

Add users from AAD

Add users from AAD

By clicking on the button "Update", new users from the Azure Active Directory will be added to the list of users.

- This process might take some time. It continues to work in the background.
- Refresh the page after a while to see the results.
- The setting for blocked/unblocked users will be kept.

Cancel Update

To add/update new users from your Microsoft Azure Active Directory (AAD) to the list of active users, click the "Add users from AAD" button at the top right of the page.

- A new page will open where you will need to confirm the update before the users are added. Click on "Update" to confirm the update.
- The process may take a few minutes (depending on the number of new members being added). The update runs in the background.

Once the update is complete, you will receive a success message indicating that all users from your AAD are now available in the user list.

Edit user

With the following steps you can edit permissions of each user in your organization:

Under the "Actions" section, click on the "Edit permission" icon near a user's details

A new page will open where you can choose to grant access to all 3 kinds of permission or any combination of these as required:

- **Manage Users:** Grants the user permission to manage the user list by adding new users, editing permissions for other users, and deleting, locking, or unlocking users.
- **Manage Shared Folders:** Grants the user permission to manage all Shared Folders by editing, deleting, and managing users of a Shared Folder.
- **Create Shared Folders:** Grants the user permission to create new Shared Folders and manage the Shared Folders they create by editing, deleting, and managing users of that Shared Folder.

Once you have selected one or more of the 3 checkboxes, you can click "Update" to confirm granting permissions to this user. After the update, you will receive a success message indicating that the permissions for that user have been successfully granted.

Add users from AAD

Total: 43 users

Manage users	Manage shared folders	Create shared folders	Actions
—	—	—	✎ 👤 Edit Permission
—	—	—	✎ 👤
—	—	—	✎ 👤
—	—	—	✎ 👤
—	—	—	✎ 👤
✓	✓	✓	✎ 👤
✓	—	✓	✎ 👤

< Manage permissions

Manage permission for **marion.sztuka@strategy-compass.com**

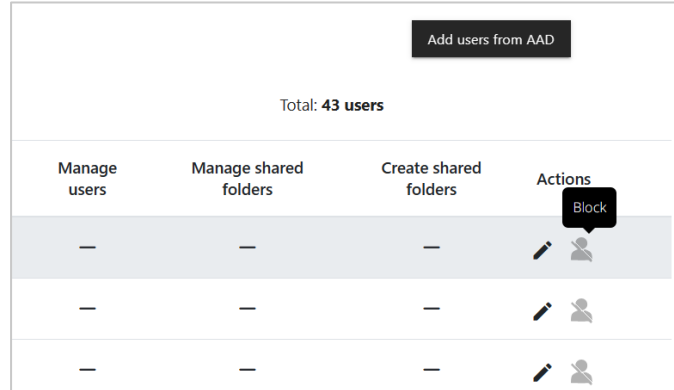
- Manage users**
The user has permission to manage the user list by adding new users, editing permissions for other users and deleting/blocking/unlocking users.
- Manage shared folders**
The user has permission to manage all shared folders by editing, deleting, and managing users of a shared folder.
- Create shared folders**
The user has permission to create new shared folders and manage the shared folders they have been created by editing, deleting, and managing users of the shared folder.



Block/Unblock user




In the Actions section, click the Lock/Unlock icon next to the user data. When you try to lock/unlock a user, a confirmation pop-up appears asking if you want to lock the user in question.

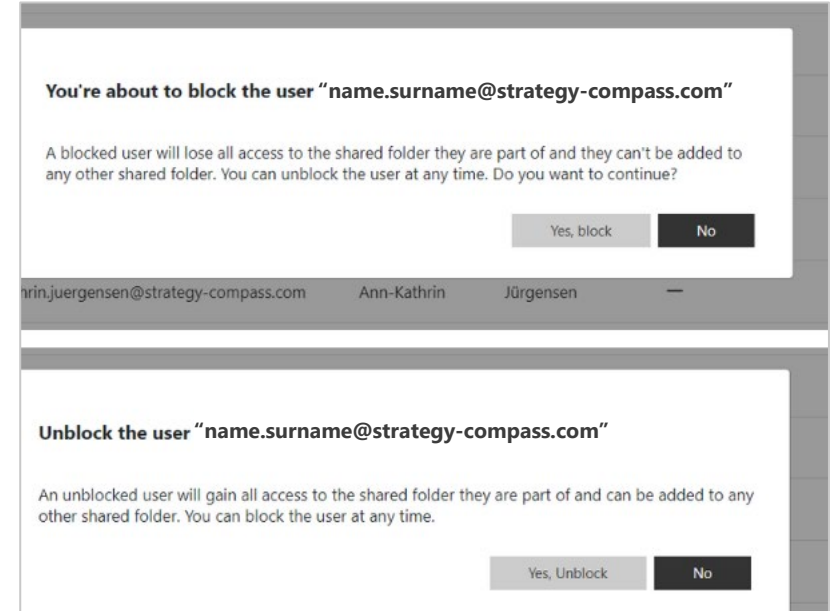
- Click "Yes, block" / "Yes, unblock" to confirm. After confirmation, you will receive a success message indicating that the user in question has been blocked/unblocked, and the icon next to the user's name will change accordingly.
- **Blocked user:** A blocked user loses all access to the Shared Folder they belong to and cannot be added to any other Shared Folder.
- **Unblocked user:** An unblocked user gains full access to the Shared Folder to which he belongs and can be added to any other Shared Folder.



Add users from AAD

Total: 43 users

Manage users	Manage shared folders	Create shared folders	Actions
—	—	—	
—	—	—	
—	—	—	



You're about to block the user "name.surname@strategy-compass.com"

A blocked user will lose all access to the shared folder they are part of and they can't be added to any other shared folder. You can unblock the user at any time. Do you want to continue?

Yes, block No

Unblock the user "name.surname@strategy-compass.com"

An unblocked user will gain all access to the shared folder they are part of and can be added to any other shared folder. You can block the user at any time.

Yes, Unblock No

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Manage Shared Folders

STRATEGY COMPASS

Manage users

Manage shared folders

Manage shared fold...

Search keyword

Create new shared folder

Total: 3 shared folders

Date added	Shared folder name	Actions
14-06-2023	Product Team	
12-06-2023	Corporate Templates & Brand	
12-06-2023	Service Team	
12-06-2023	Sales & Customer Success	

<< < 1 > >> 10

On this page you can see all the current Shared Folders created in your organization. You can search for a Shared Folder using the search box at the top and also view the number of current Shared Folders.

If you have the "Manage Shared Folders" permission, you can edit, delete and manage users of any Shared Folder.

Create new Shared Folder

To create a new Shared Folder, click the "Create new Shared Folder" button at the top right of the page.

A new page will open where you need to do the following:

- Enter a name for the folder in the "Title" text box
- Add a "Description" to briefly explain the purpose and use case of this Shared Folder. This description is only visible in the Admin App so that other administrators can learn a bit more about the Shared Folder.
- Make Shared Folder public: Select this checkbox if you want this Shared Folder to be a public Shared Folder that is visible to all QuickSlide X users in your organization (not just those who are members of the Shared Folder).
 - Asset managers and Shared Folder managers still need to be manually added to the Shared Folder and the appropriate permissions need to be set.
- Click "Submit" to confirm the creation of the Shared Folder.
- After the update, you will receive a success message stating that the Shared Folder has been created.

The screenshot shows the 'Manage shared folders' page. At the top right, there is a 'Create new shared folder' button highlighted with an orange border. Below this is a search bar and a table header with columns for 'Date added', 'Shared folder name', and 'Actions'. The table shows 'Total: 3 shared folders'. Below the table is a modal form titled 'Create a shared folder'. The form has two input fields: 'Title*' and 'Description'. Below these is a checkbox labeled 'Make shared folder public' with a description: 'A public shared folder is visible to all QuickSlide users, not only those who are members of the shared folders. Asset managers & shared folder managers still have to be added to the shared folder manually and the relevant permissions set.' At the bottom of the modal are 'Cancel' and 'Submit' buttons.

Edit Shared Folder

Via the Admin App you can edit the details of a specific Shared Folder

- In the Actions section under Manage Shared Folders, click the "Edit" icon next to a folder's details.
- Once the page for editing a Shared Folder opens, you can:-
 - edit the name ("Title") of a Shared Folder.
 - edit the previously defined "Description".
 - change whether the folder must be a public Shared Folder or not by checking/unchecking the checkbox.

Once you have made the necessary changes, you can click "Submit" to confirm the changes

After the update, you will receive a success message indicating that the changes have been saved for this Shared Folder.

The image shows a screenshot of the Admin App interface. At the top, there is a button labeled "Create new shared folder". Below it, a summary line reads "Total: 3 shared folders". An "Actions" section follows, containing a table of shared folders. Each row in the table has an "Edit" icon (a pencil) and other icons (trash and plus). The "Edit" icon for the first folder is highlighted. Below the table is a pagination control showing "1" of "10" items.

The "Edit a shared folder" modal is open, showing the following details:

- Title***: A text input field containing "Sales & Customer Success".
- Description**: A text area containing "Sales & Customer Success".
- Make shared folder public**: A checkbox that is currently unchecked. Below it is a note: "A public shared folder is visible to all QuickSlide users, not only those who are members of the shared folder. Asset managers & shared folder managers still have to be added to the shared folder manually and the relevant permissions set."
- Buttons**: "Cancel" and "Submit" buttons at the bottom right.

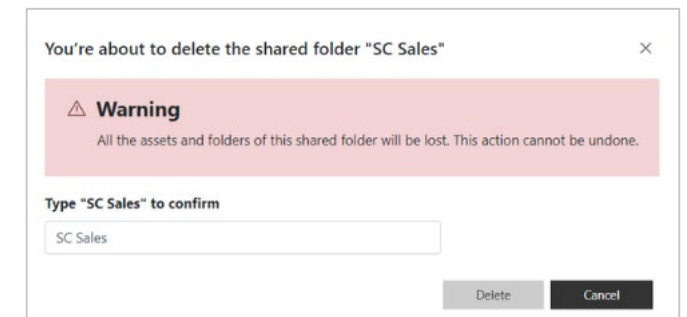
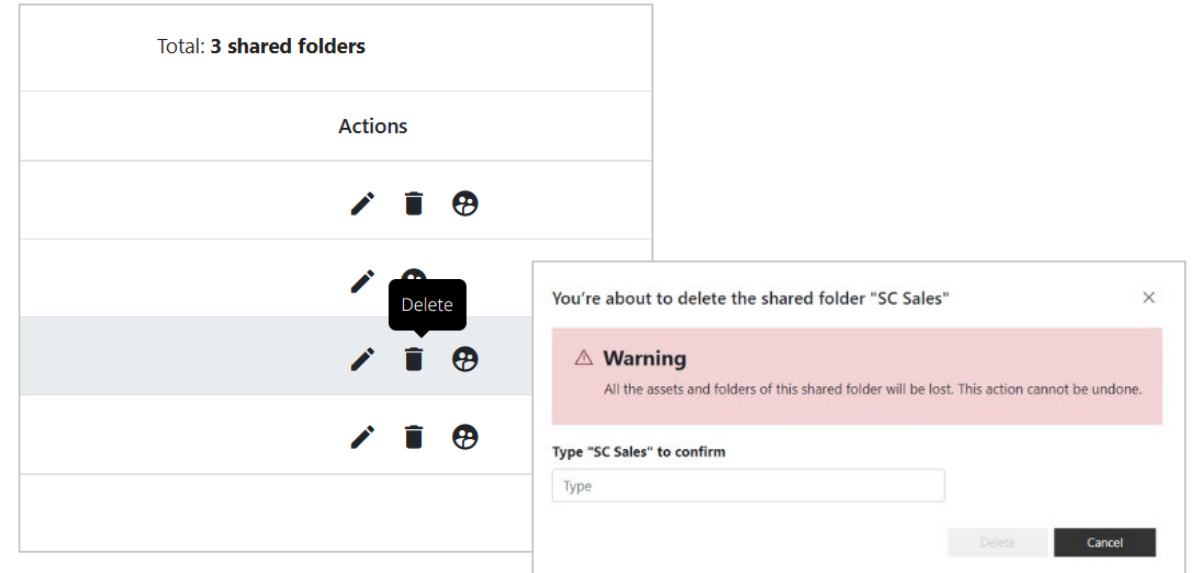
Delete Shared Folder

You can delete any Shared Folder via the Admin App, as long as you have access to "Manage Shared Folders"

- In the "Actions" section under "Manage Shared Folders", click the "Delete" icon next to a folder's details.
- Once clicked, a pop-up window will appear asking you to confirm deletion
- As an additional measure, you will need to enter the name of the folder you want to delete in the text box (you will be prompted to do so). Only after you have entered the name, the "Delete" button will become active.
- Click the "Delete" button to confirm the deletion.

WARNING! All assets and folders in this Shared Folder will be lost. This operation cannot be undone.

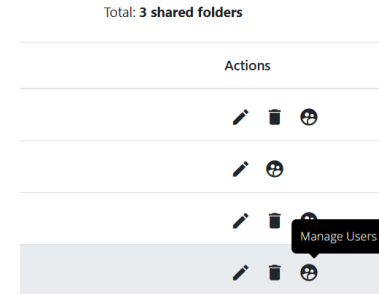
Afterwards, you will receive a success message that the Shared Folder has now been successfully deleted.



Manage users of the Shared Folder

Under "Manage Shared Folders" you can also manage users (add/remove and edit permissions) within this Shared Folder as long as you have access to "Manage Shared Folders"

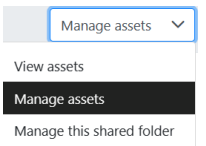
- Under the "Actions" section, click the "Manage Users" icon
- Under the "Manage Users" section, you can:
 - View all current users who have access to the Shared Folder or its contents.
 - Change the current permissions of each user within the Shared Folder from the drop-down list to either:
 - Only "**View assets**" within the Shared Folder
This is a default permission for all users
 - "**Manage assets**" within the Shared Folder
The user becomes the Content Manager of this folder, where he can upload/edit/delete assets and other files
 - "**Manage this Shared Folder**"
The user can manage Shared Folders, permissions for other users, etc. via the Admin App. He also become the Content Manager of that folder in QSX Web Add-in.



< **Sales & Customer Success** Add/remove users

Search keyword Total: 30 users

Date added	Email	First name	Last name	Actions
06-06-2023	name.surname@strategy-compass.com	name	surname	View assets ✕
06-06-2023	name.surname@strategy-compass.com	name	surname	View assets ✕
02-05-2023	name.surname@strategy-compass.com	name	surname	View assets ✕
13-04-2023	name.surname@strategy-compass.com	name	surname	View assets ✕
30-03-2023	name.surname@strategy-compass.com	name	surname	View assets ✕
30-03-2023	name.surname@strategy-compass.com	name	surname	View assets ✕





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