

B. Company Management

*Company management only available on Antelope 6 Workspace version.

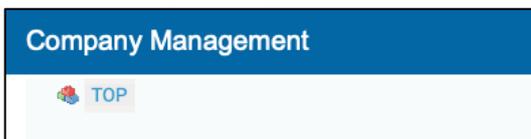
I. Background

Company management is holding the root folder for those Antelope 6 Server which have more than one companies for user to access.

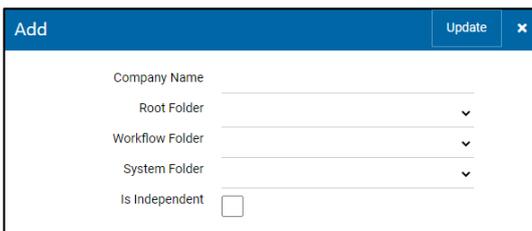
System support creates Company and assign different root folder to each node. Administrator can assign user to different Company such that user who is required to manage different Company level

II. Creating New Company

1. Click the icon  with the login name in right top corner from the top bar from bring up the context menu, then select “Settings” > “Company Management”.
2. The Company Management window will appear.



3. Click the add button  in right of top corner from the top tools bar.
4. The Add window will appear.



5. Fill in the information in Add window.

Field	Description
Company Name	Input the name of which Company used.
Root Folder	Select which Root folder to save document.
Workflow Folder	Select which folder to save workflow information.
System Folder	Select which folder to save system information.
Is Independent	Set the Company which is independent with other Company in lower level.

Note: Different Company should not use the same Root Folder, Workflow Folder and System Folder. And the Root Folder, Workflow Folder and System Folder should not use the same folder.

6. Click the Update button  in right of top corner from the top tools bar to commit changes.

III. Modify Existing Company

1. To modify an existing Company, select the “Company Name”.
2. And click the edit button.
3. The Edit window will appear.
4. After modifying, click the “Update” button to commit changes.

IV. Delete Company

1. To delete a Company, select that Company name.
2. Click the delete icon  in right of top corner from the top tools bar.
3. A confirmation message “Are you sure?” will appear.
4. Click “OK” button to confirm deleting.