

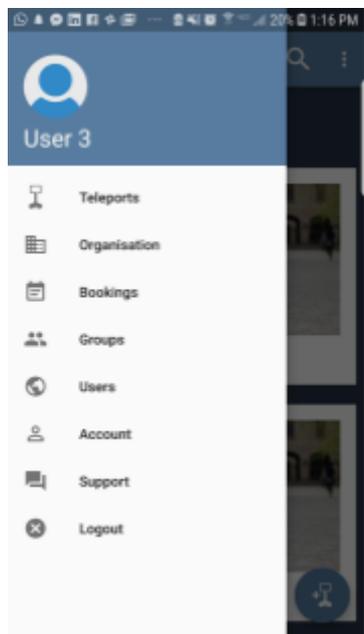
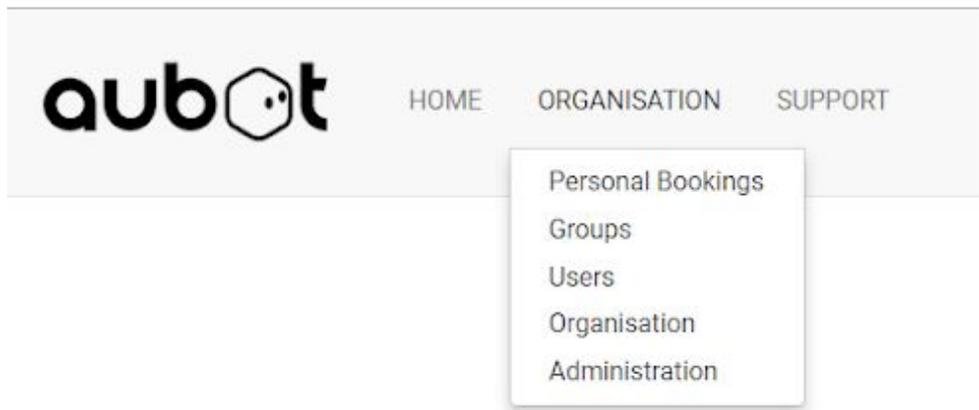
Organisation Web and App Interface Features

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Home Page

The toolbar of an organisation’s aubot.com page is shown here. Multiple Teleports, users and admins may be managed using these tools.



The Android and iPhone app shows a similar menu to manage an organisation. This menu may be expanded by tapping in the top left-corner of the screen.

Personal Bookings

This page is used to manage personal bookings and view bookings made by other users in the organisation. Teleports may be booked in advance by clicking “Make a New Booking” and completing the details in this form. Click “Submit”.

Book a Teleport

Choose a Teleport*

Start Time (in Teleport's Timezone)*

End Time (in Teleport's Timezone)*

Teleport's Timezone: -----

[Submit](#)

After creating a booking, it will appear in the Personal Bookings page in a list, as shown. It is possible to delete the booking by clicking “Delete”.

My Current Bookings

Teleport	Group	Location	Timezone	Start Time	End Time	
Marita Cheng	Admin	Government House	UTC	Oct. 29, 2018, 5:20 p.m.	Oct. 29, 2018, 5:25 p.m.	Delete

Bookings Schedule

There are no current Teleport bookings by other users.

[Make a new booking](#)

Bookings may be made using the Android app, by selecting “Bookings” from the menu. Tap this symbol and fill in the required details.



Bookings may be made using the iPhone app, by selecting “Bookings” from the menu. Tap this symbol and fill in the required details.



Groups

This page allows users to view groups that they are part of within the organisation. Users can click on the group name for more details about their group.

Groups can be managed by users that have been allocated as admins of the organisation. A group allows admins to control which users have access to which Teleports. Existing groups appear in the web browser Groups page as shown.



To add a group, click “Add New Group” and complete the following details. Groups may be sorted more easily by selecting a Parent Group.

Create Group in Aubot

Enter group details:

Group Name: *

Department

Parent

Create Group

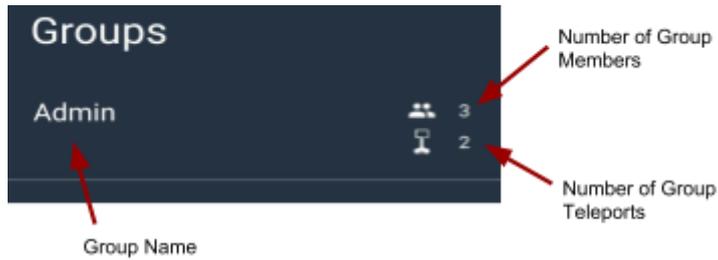
In the Android app, select “Groups” from the menu. Tap on this symbol and complete the required details.



In the iPhone app, select “Groups” from the menu. Tap on this symbol and complete the required details.



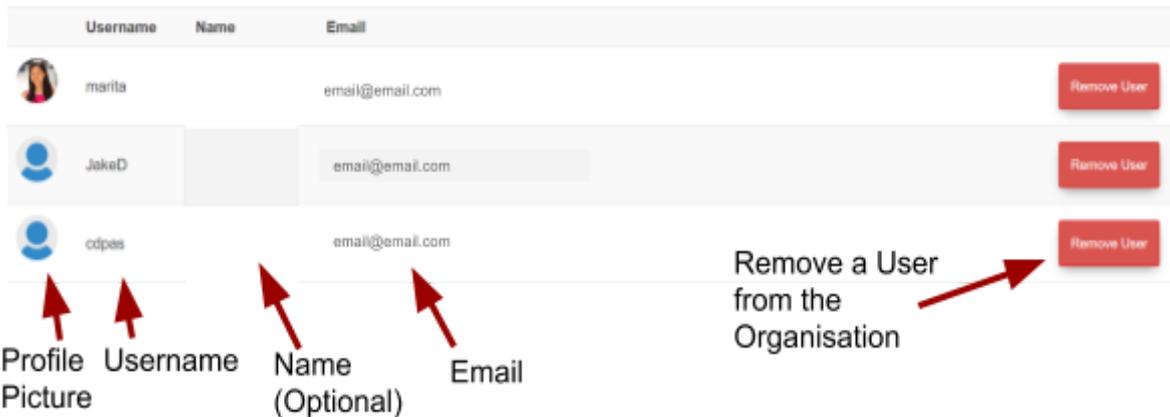
Existing groups will appear in a list with details as shown.



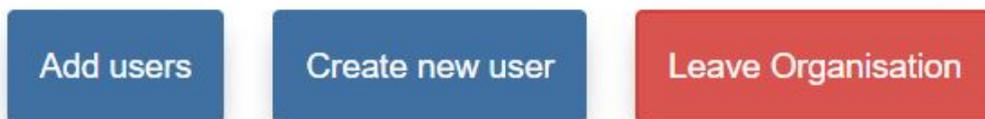
Users

The Users page displays a list of the organisation’s users and allows one to leave the organisation. Admins have the additional ability to remove users, add users and create new users.

Users currently in Aubot



The following options are displayed on the User page for admins:



To add a user to an organisation, click “Add users” and search for a current Teleport user, as shown.

Search users (search by username, first name, last name or email address. Note: you cannot add any user who is already in an organisation):

Search term: User 3

Results:

Select all

	Username	Name	Email
<input type="checkbox"/>	user3	User 3	email@email.com

Select the desired user(s) from the list and click “Add”. Click “Search Again” if you would like to add another user or if the first search was not successful.

To create a user within the organisation, click “Create new user” and fill out the following details. Then click “Register”.

Username*

Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.

First name

Last name

Email*

Timezone*
Australia/Melbourne

To leave the organisation, click “Leave Organisation”. Note that if you need to join the organisation again, an admin of the organisation must add you.

These features are also available on the Android app. To add a user, go to “Users” from the menu. Tap the following icon.



These features are also available on the iPhone app. To add a user, go to “Users” from the menu. Tap the following icon.



Organisation

This page displays the following information about the organisation.

Company/Organisation
Address 1
Address 2
City
State/Province/Region
Zip/Postal Code
Country
Phone Number
Email

[Edit](#) [Delete Organisation](#)

Admins will see the “Edit” and “Delete Organisation” options. Click “Edit” to edit this information. Click “Delete Organisation” to permanently remove the Organisation.

Administration

This page displays a list of the users who act as admins for the organisation. This page is only available to admins of the organisation. It includes options to add an admin, remove an admin or to remove self as admin.

Users	Make Admin
marita	Remove Admin
JakeD	Make Admin

Click “Make Admin” to make the User listed in the same row an admin of the Organisation. Click “Remove Admin” to remove the User listed in the same row from being an admin of the Organisation.

Click “Remove self as admin” to remove yourself from being an admin of the Organisation. Note that you will not be able to add yourself as an admin again, another admin of the organisation must do so if necessary.

[Remove self as admin](#)