



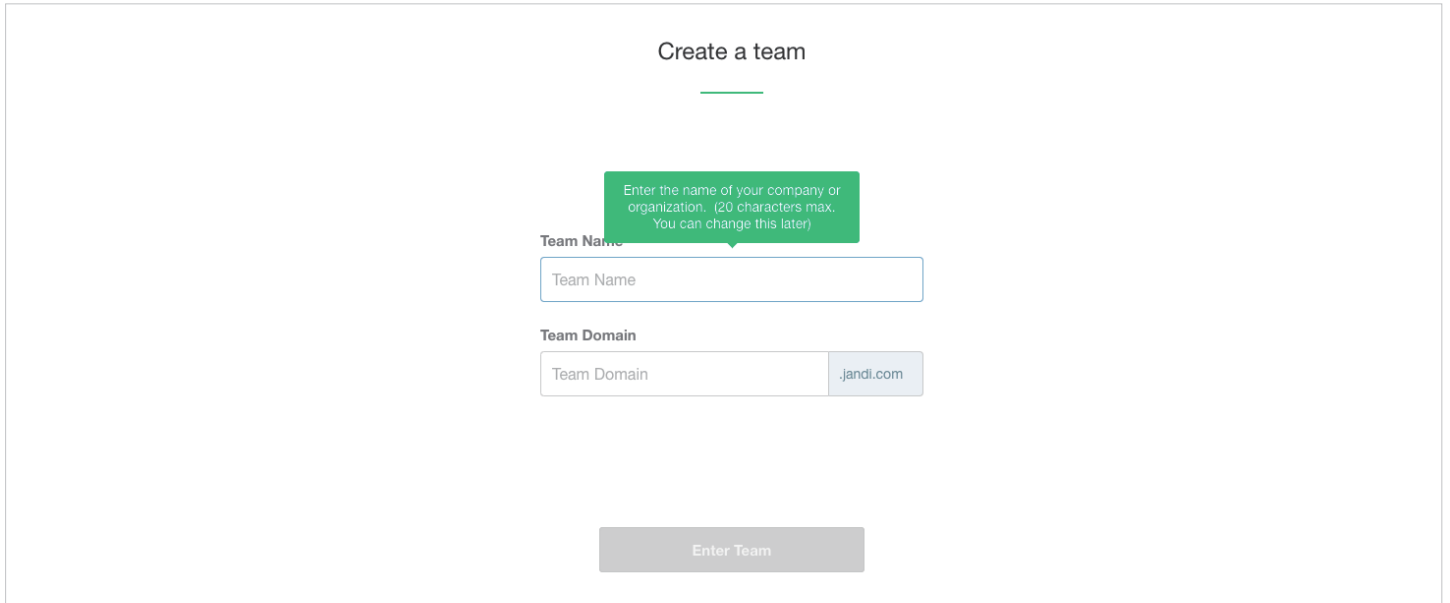
# JANDI

## Collaboration Tool for Business

User Guide for **Admins**

## 1. Create the team

The JANDI 'team' is the online workplace only for your company or organization. Use the name of your company or organization to enter the team name and team domain address. Team domain is a JANDI team address that can be accessed directly from the web browser. e.g.) Team Domain Address: [https://<team\\_domain\\_name>.jandi.com](https://<team_domain_name>.jandi.com)



Create a team

Enter the name of your company or organization. (20 characters max. You can change this later)

Team Name

Team Name

Team Domain

Team Domain .jandi.com

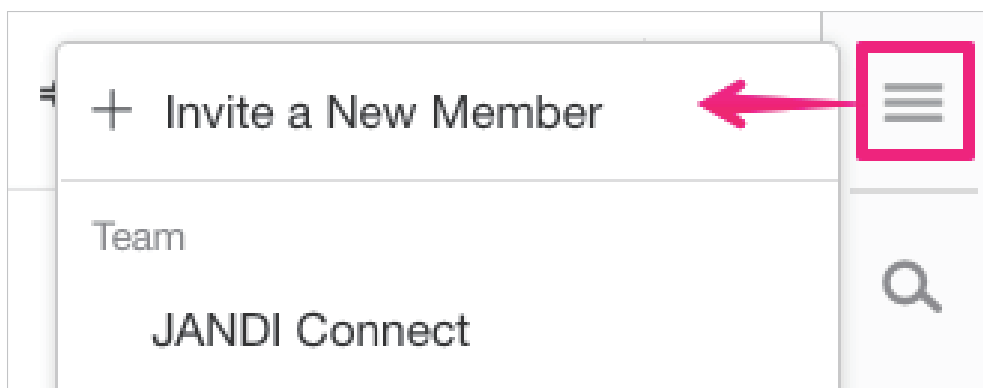
Enter Team

## 2. Invite members

Invite members to the team, who will collaborate with the JANDI team. Invite members by setting up their membership level (regular member or associate member) according to the situation. **Regular members can use the chat room freely.** However, **associate members are guests who can participate in up to five topics only.** Enter email address to send an invitation, or copy and paste the invitation link to share via messenger.

- **PC version** : Invite members to the team with [≡] - [Invite new members] button on the upper right side of the screen.
- **Mobile version** : Invite members to the team with the (+) button in the [Organization Chart] tab at the bottom right of the screen.

\*You can join the team right away only via invitation email or invitation link.



### 3. Set the topics

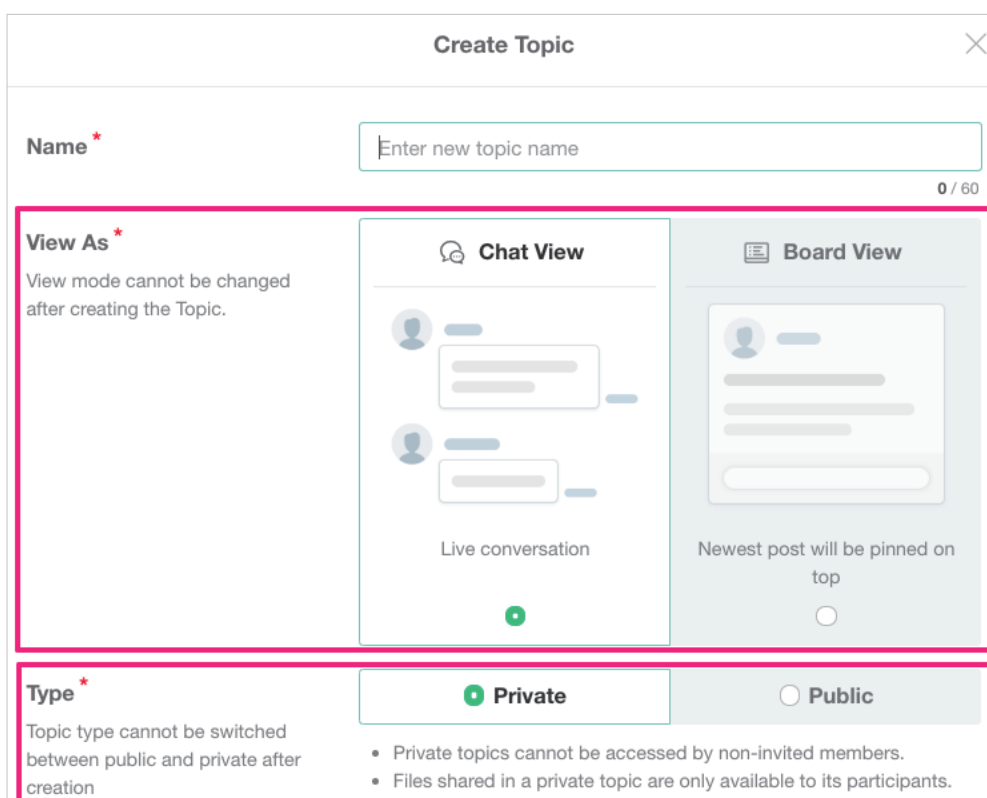
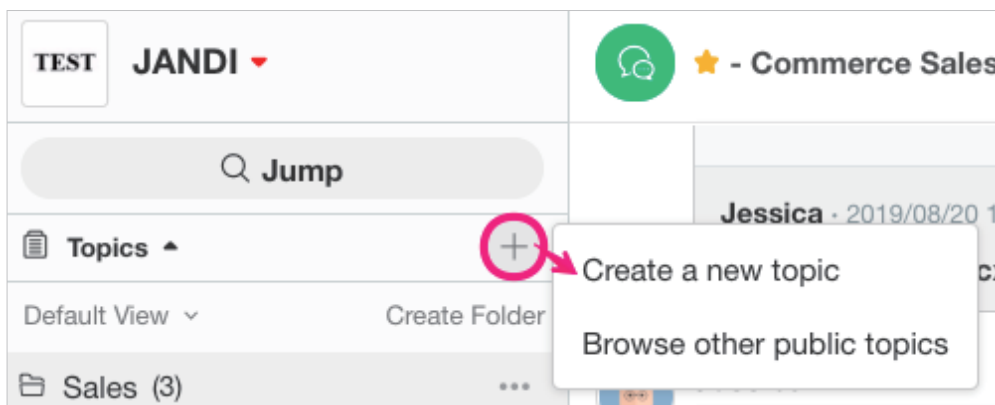
The topic can be created freely by all regular members. **Create a variety of topics based on work topics and departmental project order.** Create a new topic with [Topic] – (+) button on the upper left side of the screen for PC version.

- **Chat View** : Chat format, useful for quick and ongoing discussions on specific topics  
e.g.) Marketing department discusses TF project
- **Board View** : Board format, useful for delivering or reporting notices  
e.g.) Notice, approval and sharing meeting notes

\*Board view topic is available only for paid plans

- **Public Topic** : Any regular member can participate by searching through the topic list.
- **Private Topic** : Only invited members can join. (Even administrators cannot check private topics)

\*Public/Private settings cannot be changed after creating the topic

A screenshot of the 'Create Topic' dialog box. It has a title bar with 'Create Topic' and a close button. The 'Name' field is labeled 'Name\*' and contains the placeholder text 'Enter new topic name' with a character count '0 / 60'. Below this is the 'View As\*' section, which is highlighted with a red border. It contains two options: 'Chat View' (selected) and 'Board View'. The 'Chat View' option shows a preview of a live conversation with two users and a green indicator. The 'Board View' option shows a preview of a board with a pinned post. Below the 'View As' section is the 'Type\*' section, also highlighted with a red border. It contains two radio buttons: 'Private' (selected) and 'Public'. Below the 'Type' section, there are two bullet points: 'Private topics cannot be accessed by non-invited members.' and 'Files shared in a private topic are only available to its participants.'

## ★ Topic Setting Tips

When first setting the topic, it is advised to consider the composition of your company's overall departments and project in whole.

1. What purpose and role of the topic? (Per department, per project, according to work order, etc.)
2. Which format will you use between chat view and board view?
3. Which one will you choose topic type between public topic and private topic?
4. What members will you invite to each topic?
5. What other 3rd party services will you link to each topic?

\*It is more convenient for members to use JANDI if the team administrator sets the topics per work department/project before inviting members to the team.

## 🔍 Topic Setting Example



The screenshot displays two topic folders in a mobile application interface. The first folder, 'Company Wide (3)', contains three topics: '[Info] Industry News', 'Notice', and 'Vacation Schedule'. The second folder, 'Sales (5)', contains five topics: '1) Material - Agreement', '2) Expenditure Approval', '3) Management Support', '4-1) Meeting Notes', and '4-2) Team Schedule'. The topics in the 'Sales' folder are organized with a folder structure. To the right of each folder, there are pink annotations: 'Topics classified for each work topic' and 'Tip: Use headline' for the 'Company Wide' folder; and 'Topics created according to its work order' and 'Tip : Organizing with folder' for the 'Sales' folder.

**Company Wide (3)**

- [Info] Industry News
- Notice
- Vacation Schedule

**Sales (5)**

- 1) Material - Agreement
- 2) Expenditure Approval
- 3) Management Support
- 4-1) Meeting Notes
- 4-2) Team Schedule

**Topics classified for each work topic**

**Tip: Use headline**

**Topics created according to its work order**

**Tip : Organizing with folder**

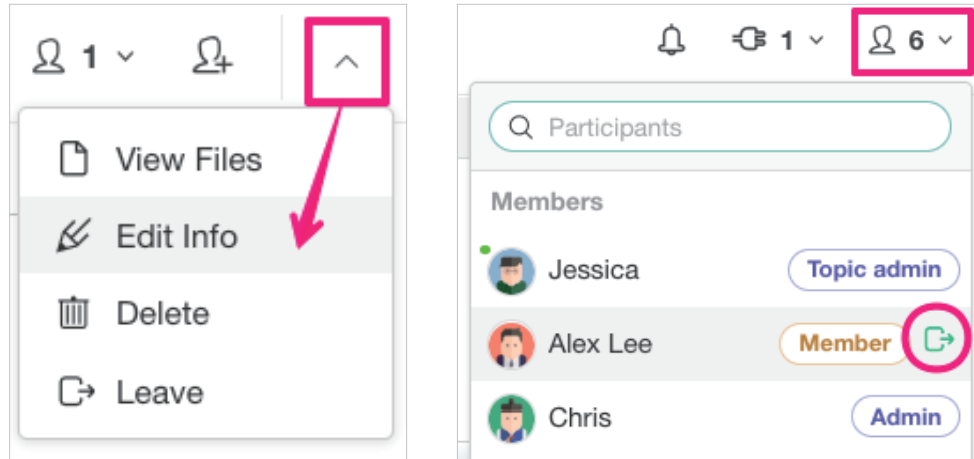
\*Topic folder organizing is an individual setting. The team administrator's folder setting is not shared with other members.

## 4. Manage topics

To change the topic's information, use the **[More]** menu on the upper right of the topic. You can **rename topics, change topic administrators, set read-only, etc.**

If you want to remove a member from the topic, **place the mouse over the member name you want to remove** in the [Participants] menu at the upper right of the topic to display the [Remove] icon.

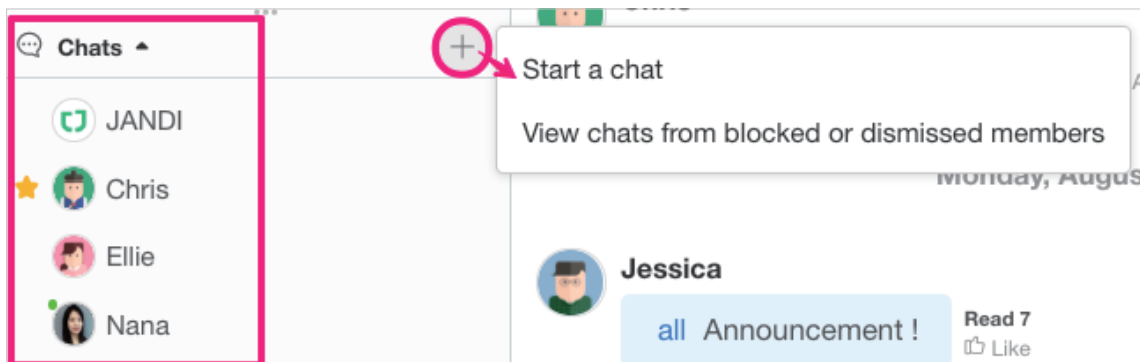
\*Topic administrators and team managers can manage the topic.



## 5. Start a chat

Unlike the topic, **a chat room is where you can talk freely without any themes** with your members one-to-one or one-to-many. Group chat is available for **up to 10 people**. Start a new chat with [Chats] – (+) button on the left of the screen for PC version.

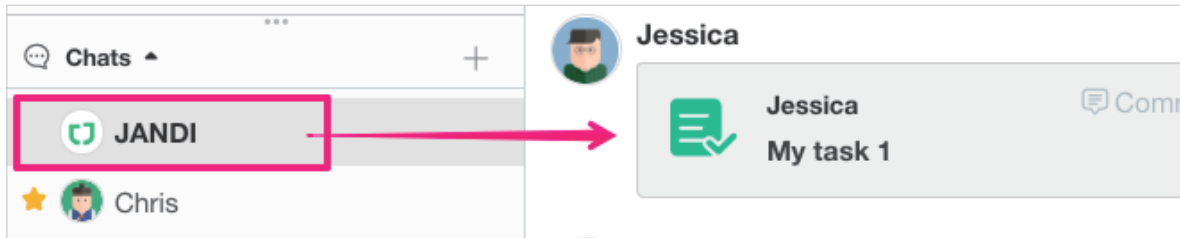
\*Only [Hide Chat] is available in the chats. It is not possible to delete the chats



## 6. Chat JANDI (Talk to me)

Chat JANDI is a private chatting partner that allows you to chat with yourself. You can use it as your own private chat room. It acts as a chat room to notify you of activity history, such as your to-do-list and for the team admin, team member's change status message.

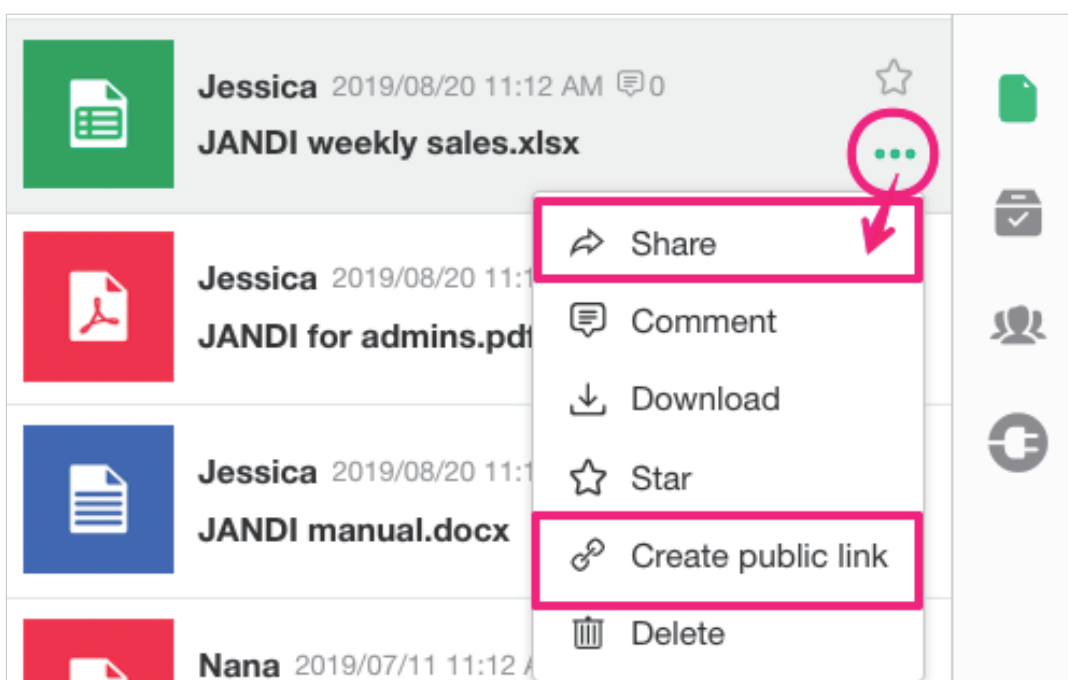
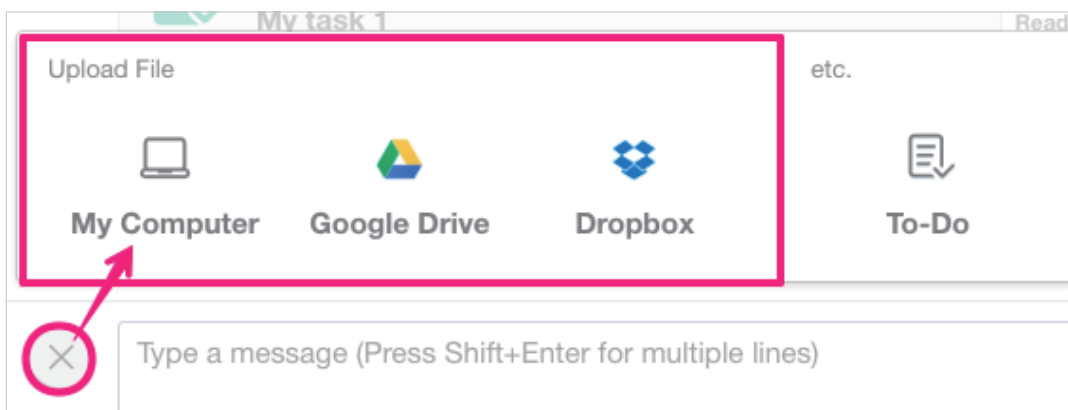
\*You can use your own chat room by creating the private topic. In case of chat JANDI and private topic, even the team admin cannot view or search the content without invitation.



## 7. File Upload

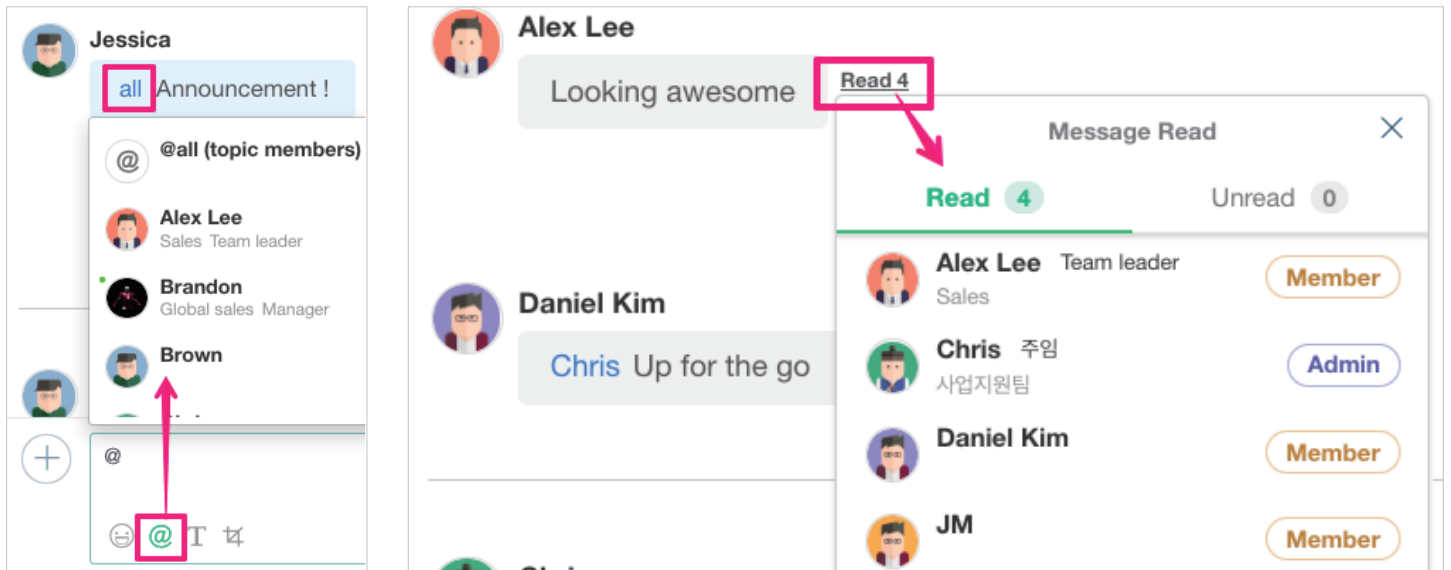
You can upload files from your computer or share files from Google Drive or Dropbox. You can share uploaded files with other topics and chat rooms. Even you can share files to people outside the JANDI team by 'Creating Public link'.

\*Uploaded files will be stored in JANDI permanently until you delete them directly.

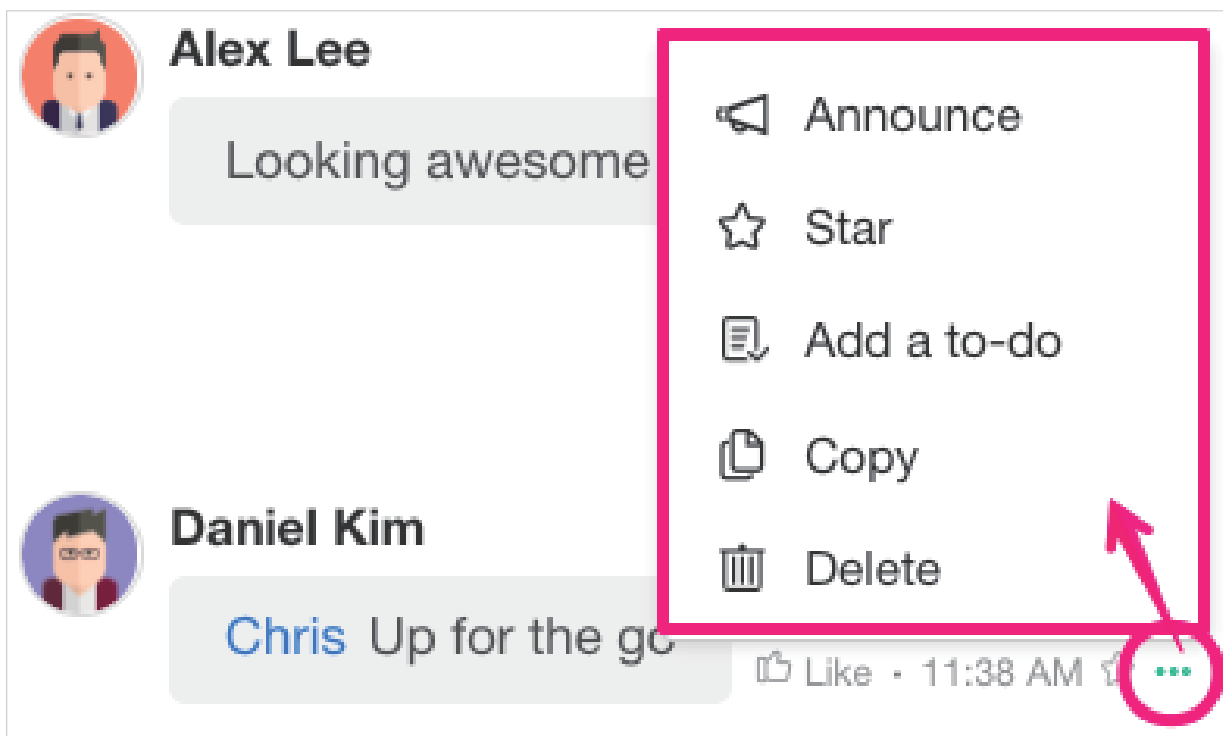


## 8. Message

You can use the 'mention' function by entering '@ + member name' in the message input window to specify the member you want to send the message to. If you want to notify all topic participating members, enter @all and write a message. You can also check the list of members who read the message with the message receipt function, which is available only for the paid plans.



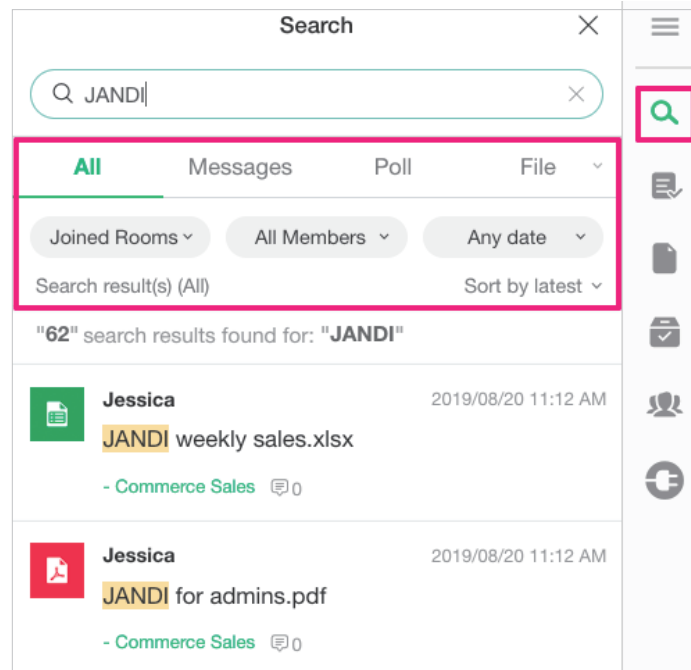
You can 📣 **Announce** important messages and ☆ **Star** the messages or files you often use as favorites. Keep track of tasks you shouldn't forget with the 📝 **Add a to-do** function. You can easily 📄 **copy** or 🗑️ **delete** a message you have written, so don't worry if a wrong message is registered by mistake!



## 9. Search ( File / Message / Vote )

If you **click the magnifying glass icon (shortcut key: Ctrl + F)** and use the search function, you can quickly find the message and file you want. You can also narrow the scope of search by adding additional conditions in detail with search filters.

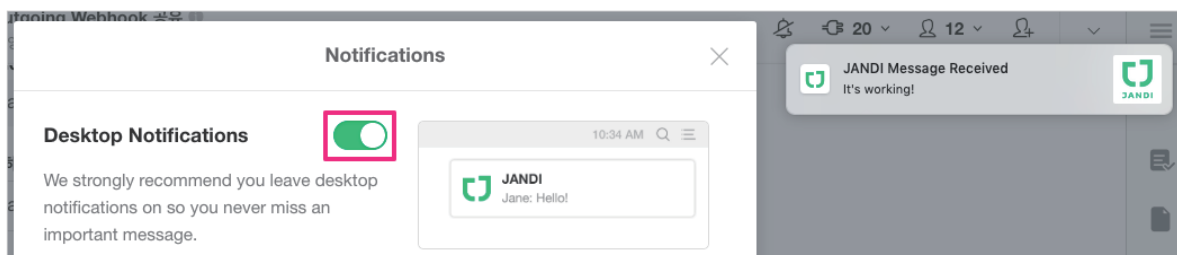
- **Search Filter:** shared rooms, members who uploaded, file types and period



## 10. Notification

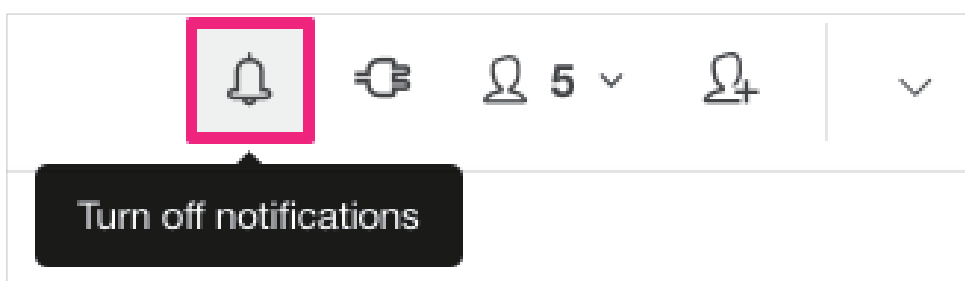
Set up desktop notifications for you not to miss important work. You can also set up the notification sound.

**PC version :** Set the desktop notification by using the [≡] - [Notifications] menu on the upper right side of the screen.



Set up the topic-based notification only when you want to receive notifications of important topics out of the topics you participated in.

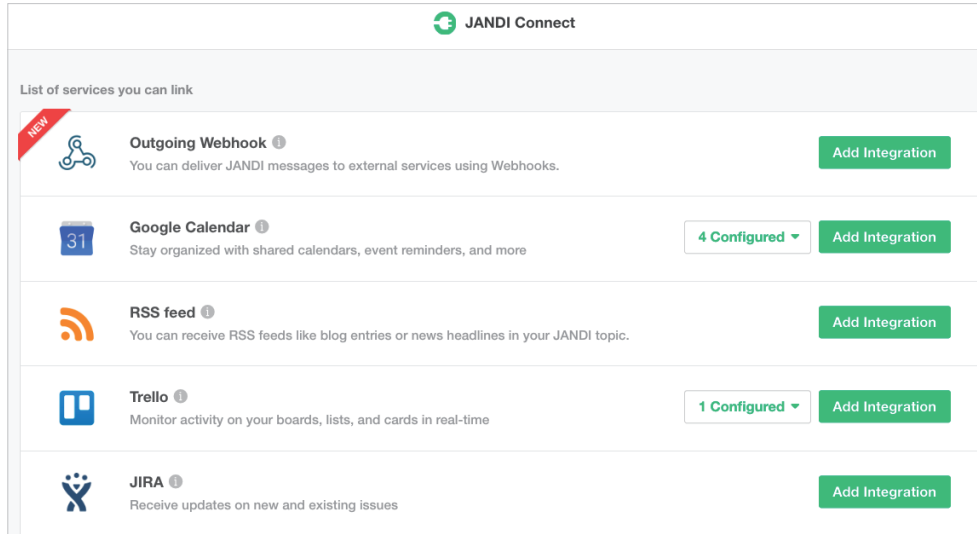
\* For 1:1 chats or @mention, you will receive a notification regardless of your notification settings.



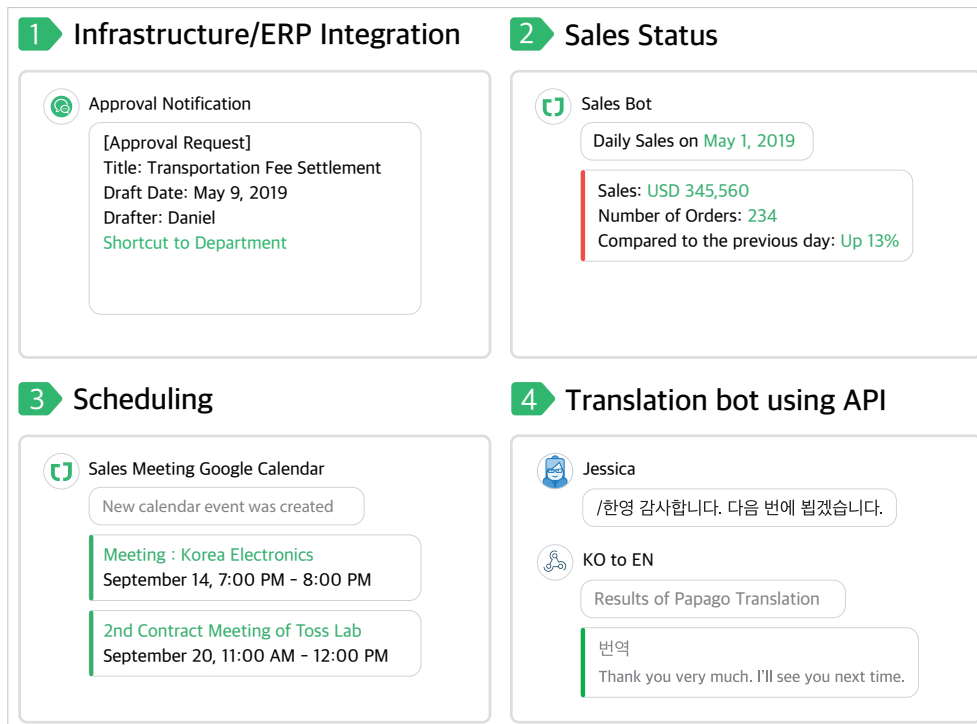


## 11. JANDI Connect

JANDI Connect is a function that connects other 3rd party services to JANDI to receive message notifications. It can unify business communication channels by collecting notifications from various business tools to JANDI.



You can link **Google Calendar, RSS, Trello, JIRA, GitHub, Bitbucket, Incoming Webhook, and Outgoing Webhook** to it. And you can use it in a variety of ways such as receiving email notifications, monitoring news, and managing projects.



## 12. Admin Menu

**PC version** : Click [≡] - [Admin Menu] on the upper right of the screen to access the Admin Menu screen.

**Mobile version** : Click the [Gear] icon on the upper right of the [Org Chart] tab at the bottom to access the Admin Menu screen.

- **Team Storage** menu shows the total team usage amount accumulated so far.
  - **Member/organization management** menu allows you to create organization charts, manage new employees/retirees, and edit members' profiles.
  - **Manage Team** menu shows the feature to change the team name, domain, icon, etc.
  - In the **Download History, Add-on settings, and Security Settings** menu, you can set various advanced team settings.
- : Check file download history, use board view topics, use organization charts, check receipt of messages, limit mobile downloads and set whether to enable or disable document watermark.  
(available only for paid plans)

The screenshot shows the 'Team Storage' settings page in the JANDI ENTERPRISE interface. On the left, a sidebar menu is highlighted with a red box, containing 'Team Storage', 'Organization Management', 'Manage Team', 'Download History', 'Add-on Settings', and 'Security Settings'. The main content area displays the following information:

- Current File Storage:** A progress bar shows 230.32MB / Unlimited usage. Below it, it states 'Total of 234 Files'.
- Total Messages:** A summary card shows 'Total Messages' as 1,620 and 'Number of searchable messages' as Unlimited.
- Number of Integrations:** A section showing 6 integration icons (including Slack, Microsoft Teams, and others) with a 'Total of 6 Integrations' label below.
- Last Updated:** A note states 'Team file storage is updated once a day and is not reflected immediately.' with a timestamp of '© 2019-08-21 02:32 AM'.

The screenshot shows a 'Member information' modal form overlaid on the 'Organization Management' screen. The modal contains the following fields and options:

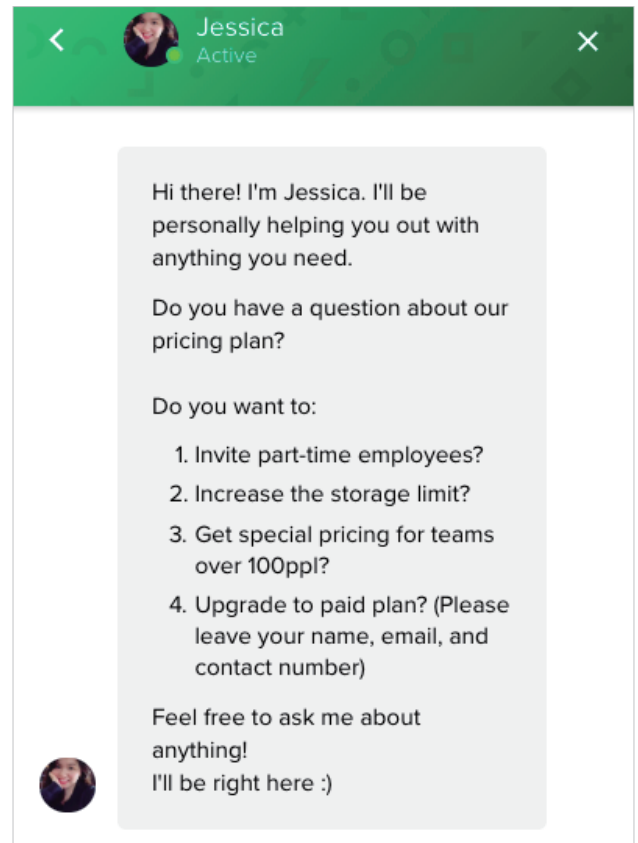
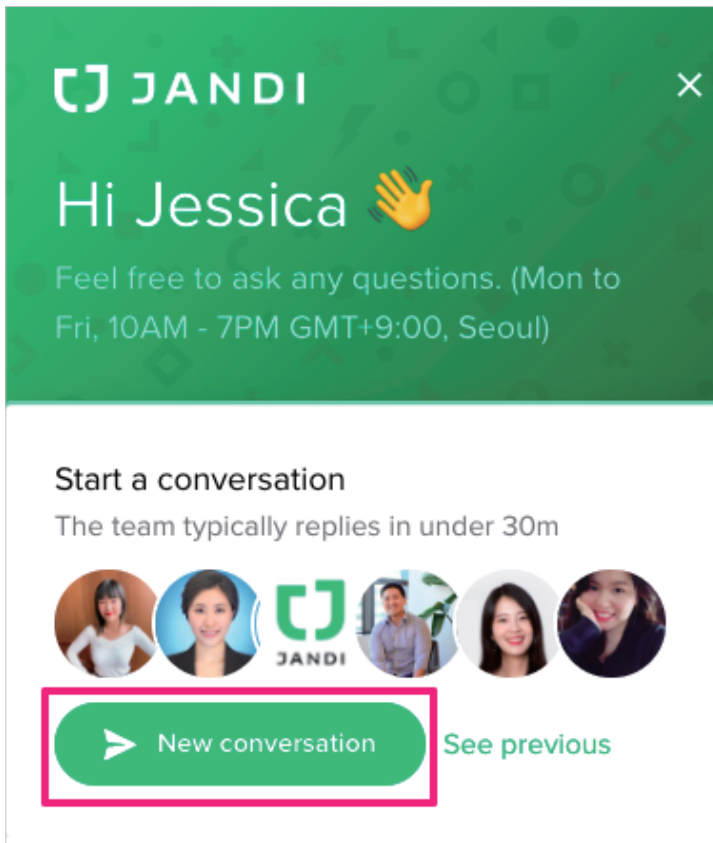
- Profile Picture:** A placeholder image of a person.
- Name:** A text input field containing 'Alex Lee' with a character count of '8 / 30'.
- Membership Status:** A dropdown menu set to 'Member' with a 'Change' button.
- Organization:** Two dropdown menus set to 'Sales' and 'Team leader', with an 'Add' button below.
- Job rank:** A dropdown menu set to 'Select a position.'.
- Email:** A text input field containing 'kimkyuwon36@gmail.com'.
- Extension:** A text input field containing '02-1234-5678'.
- Mobile:** A text input field with the placeholder text 'Please enter the information'.

At the bottom of the modal, there are 'Cancel' and 'Apply' buttons.

### 13. Live Support

If you have further questions, click **[Live Support]** and ask the JANDI team anytime!

- **PC version** : Click [≡] - [Live Support] on the upper right of the screen.
- **Mobile version**: Touch [≡] - [Live Support] on the upper left of the screen.



### Tips for activating JANDI !

1. Close the existing messengers and bulletin boards
2. When sharing notices to all members, use the JANDI notice board view topic instead of email or existing bulletin board (use board view topic).
3. The team admin please sets up the topics before inviting members.
4. Link RSS JANDI Connect to monitor your company news automatically.
5. Create the JANDI help topic where members can ask questions about how to use JANDI
6. Educate members about how to use JANDI in advance



## Learn more about JANDI

- [Help desk](#)
- [Blog](#)
- [App Download](#)