



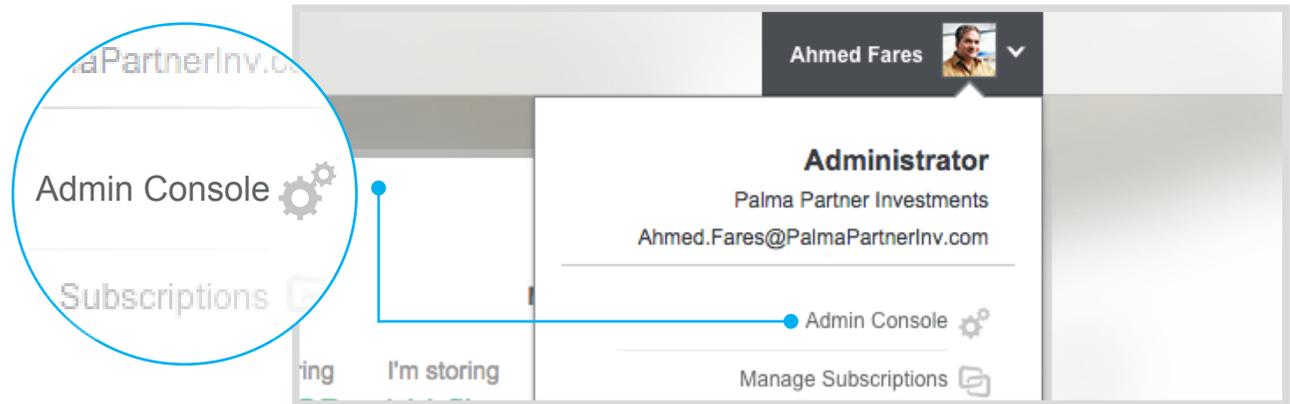
# Workshare Connect

## 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](https://my.workshare.com).

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

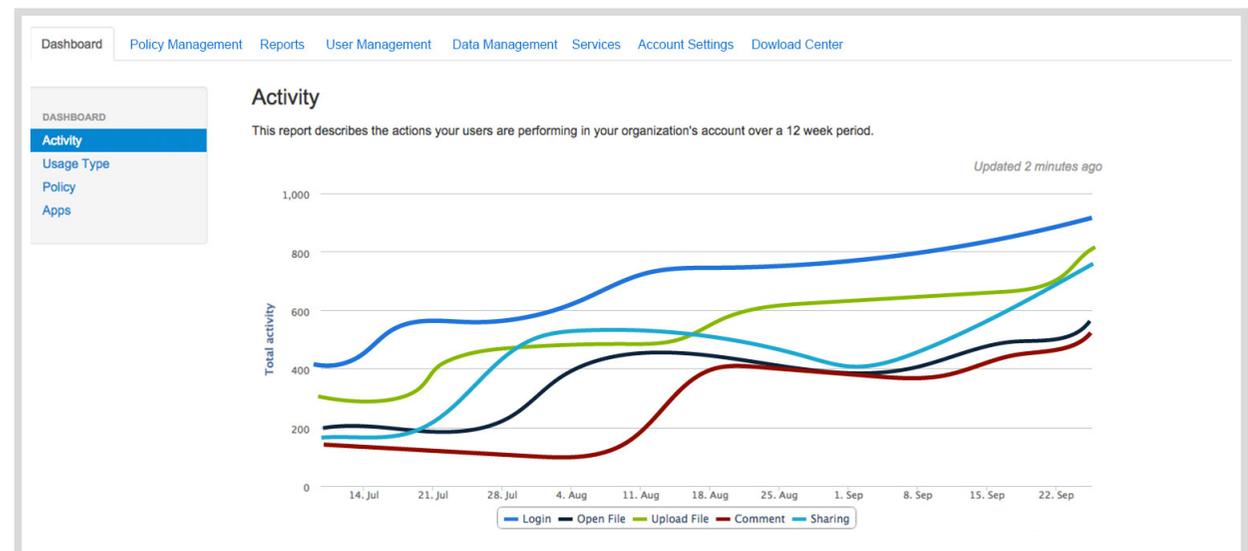


## You'll see the dashboard first

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.

The screenshot shows the Admin Console interface for 'Palma Partner Investments'. At the top left, it says 'Admin Console' with a 'Learn More' link. Below this is a profile card for 'PALMA PARTNER INVESTMENTS' with 'Date created: 2 years ago' and 'Subscription Type: Workshare with User and Data Control'. On the right, there is a summary table:

Licenses	Users Invited	Licenses Used	Guest Users	Remaining Storage
500	443	408	1120	399.64 GB

At the bottom, there is a navigation menu with the following items: Dashboard, Policy Management, Reports, User Management, Data Management, Services, Account Settings, and Download Center. Blue lines connect various parts of the interface to the surrounding text blocks.

## 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)