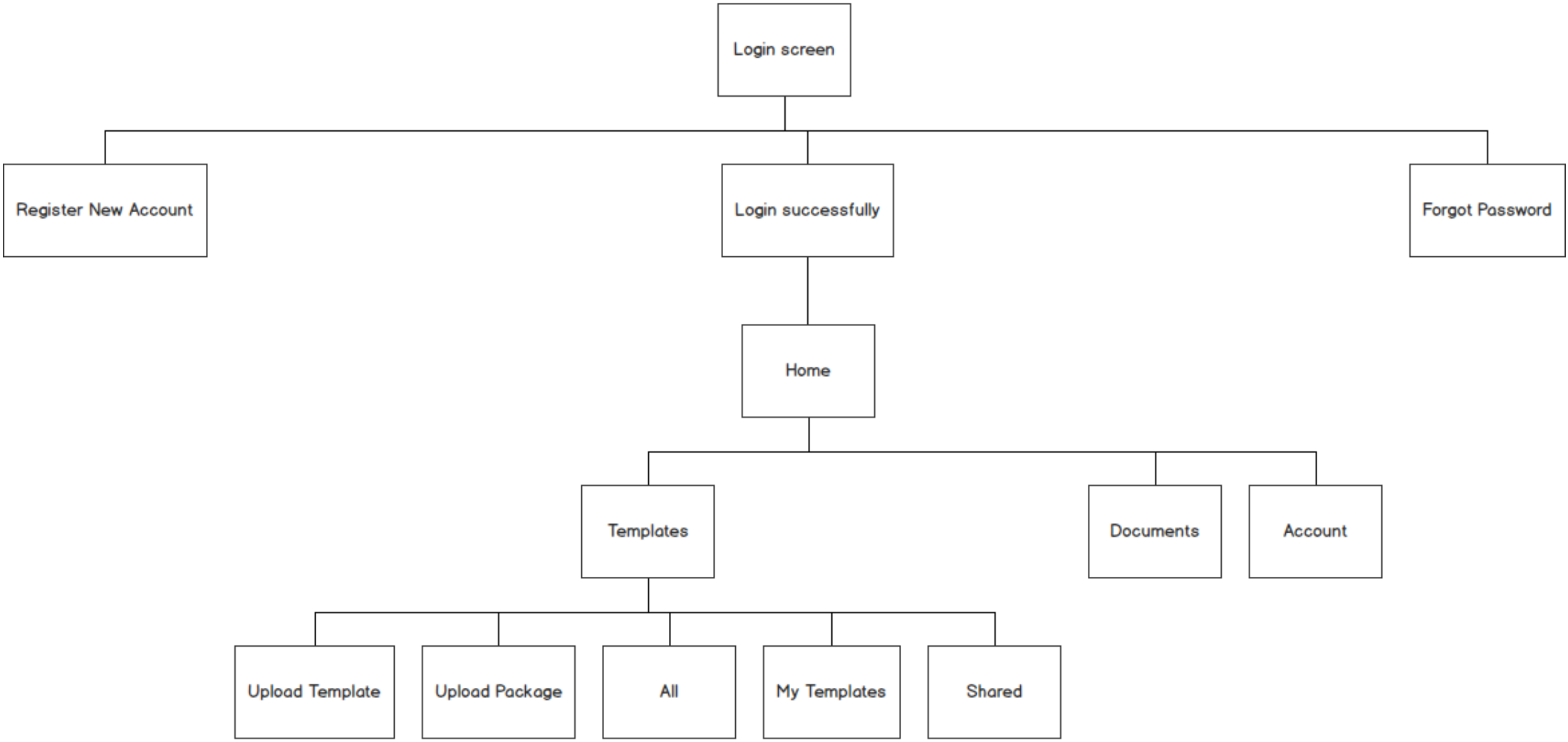
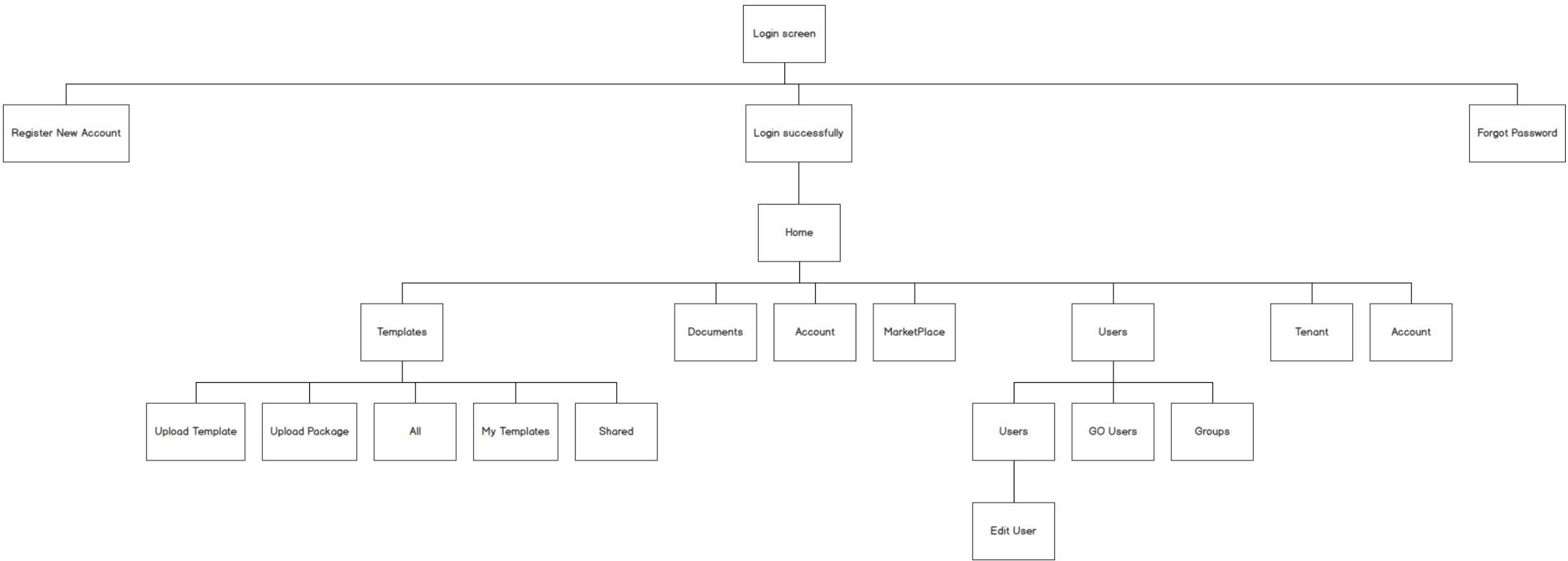






ExactDocs



Templates

[All Templates](#)

[Add Template](#)



Documents

◀ Collapse menu

 Help

[Terms](#) · [Privacy](#)

© 2010-2017 Solentive Labs. All rights reserved

Templates

All My Templates Shared

 Marketplace

Q search

 Cersei 

Account
Settings[Logout](#)

Name	Date Created	Author	
 Template-HR-v1	2017-11-27 4:42 am	Marcus Aurelius	 Generate
 Template-HR-v1	2017-11-27 4:42 am	Marcus Aurelius	 Generate
 Template-HR-v1	2017-11-27 4:42 am	Marcus Aurelius	 Generate

Download
Share
Duplicate
Move
Delete

ExactDocs

[←](#)
[→](#)
[↺](#)

ExactDocs

Templates

[All Templates](#)

Add Template

Documents

[Collapse menu](#)

Templates

All

My Templates

Shared

Marketplace

Cersei

Account Settings

Logout

Name	Date Created	Author		
> HR Collection	27/11/2017 13:15	Marcus Aurelius	Share	...
> Marketing	27/11/2017 13:15	Marcus Aurelius	Share	...
Legal	27/11/2017 13:15	Marcus Aurelius	Share	...
171128-Agreement-v1	27/11/2017 13:15	Marcus Aurelius	Generate	...
171128-Agreement-v3	27/11/2017 13:15	Marcus Aurelius	Generate	...

We don't need the Customise functionality in the submenu as clicking on the document name is already doing it

Download

Share

Duplicate

Move

Delete

[Help](#)
[Terms](#)
[Privacy](#)

© 2010-2017 Solentive Labs. All rights reserved

11

2

3

...

12

13

14

ExactDocs

← → ↺

Q http://home.exactdocs.com

☰

ExactDocs

📄 Templates

📄 Documents

◀ Collapse menu

🔍 ? Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

Documents

Cersei

Q search

All

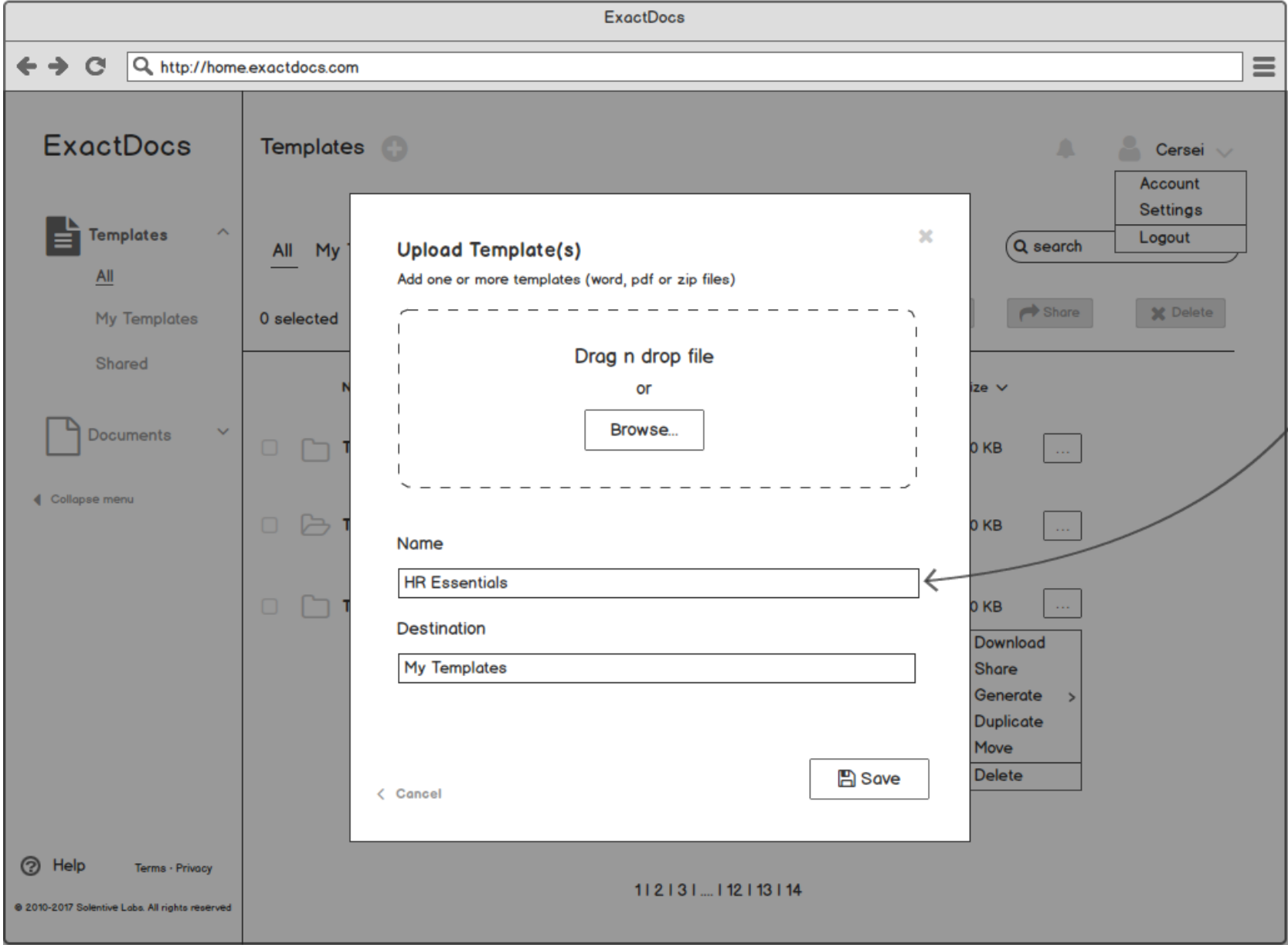
My Documents

Shared

Name	Date Created	Author		
📁 Template-HR-v1	27/11/2017 13:15	Marcus Aurelius	Download	...
📁 Template-HR-v1	27/11/2017 13:15	Marcus Aurelius	Download	...
📁 Template-HR-v1	27/11/2017 13:15	Marcus Aurelius	Download	...

Share
Duplicate
Delete

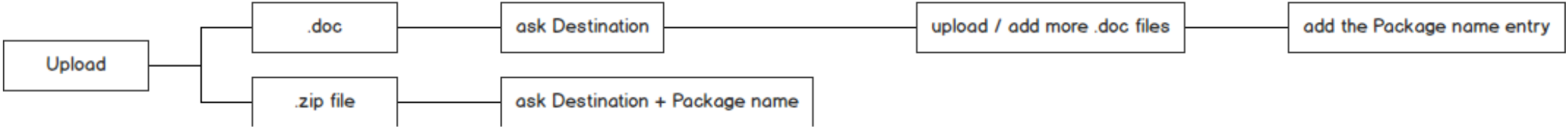
11 | 2 | 3 | ... | 12 | 13 | 14



- If the User uploads one (word/pdf) file
=> instruction is "Document Name" (so it gives a possibility to rename the document before adding it to the final destination).
- If the User uploads a zip file or several (word/pdf) files
=> instruction is "Package Name"

Once the user has added one file, the drag and drop area is still available.

Upload Package vs Templates



ExactDocs

← → ↺

http://home.exactdocs.com

☰

ExactDocs

Templates

All

My Templates

Shared

Documents

Marketplace

Users

Tenants

⏮ Collapse menu

Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

ExactDocs

Templates

Upload Package

Upload Template

🔔

👤 Tyrion

▼

All

My Templates

Shared

🛒 Marketplace

🔍 search

0 selected

📄 Duplicate

⬇ Download

➦ Share

✕ Delete

	Name ▼	Date Created ▼	Date Modified ▼	Author ▼	Size ▼	
☐	📁 Template-HR-v1	2017-11-27 4:42 am	2017-11-28 5:26 pm	Marcus Aurelius	50 KB	⋮
☐	📁 Template-HR-v1	2017-11-27 4:42 am	2017-11-28 5:26 pm	Marcus Aurelius	50 KB	⋮
☐	📁 Template-HR-v1	2017-11-27 4:42 am	2017-11-28 5:26 pm	Marcus Aurelius	50 KB	⋮

Download

Share

Generate >

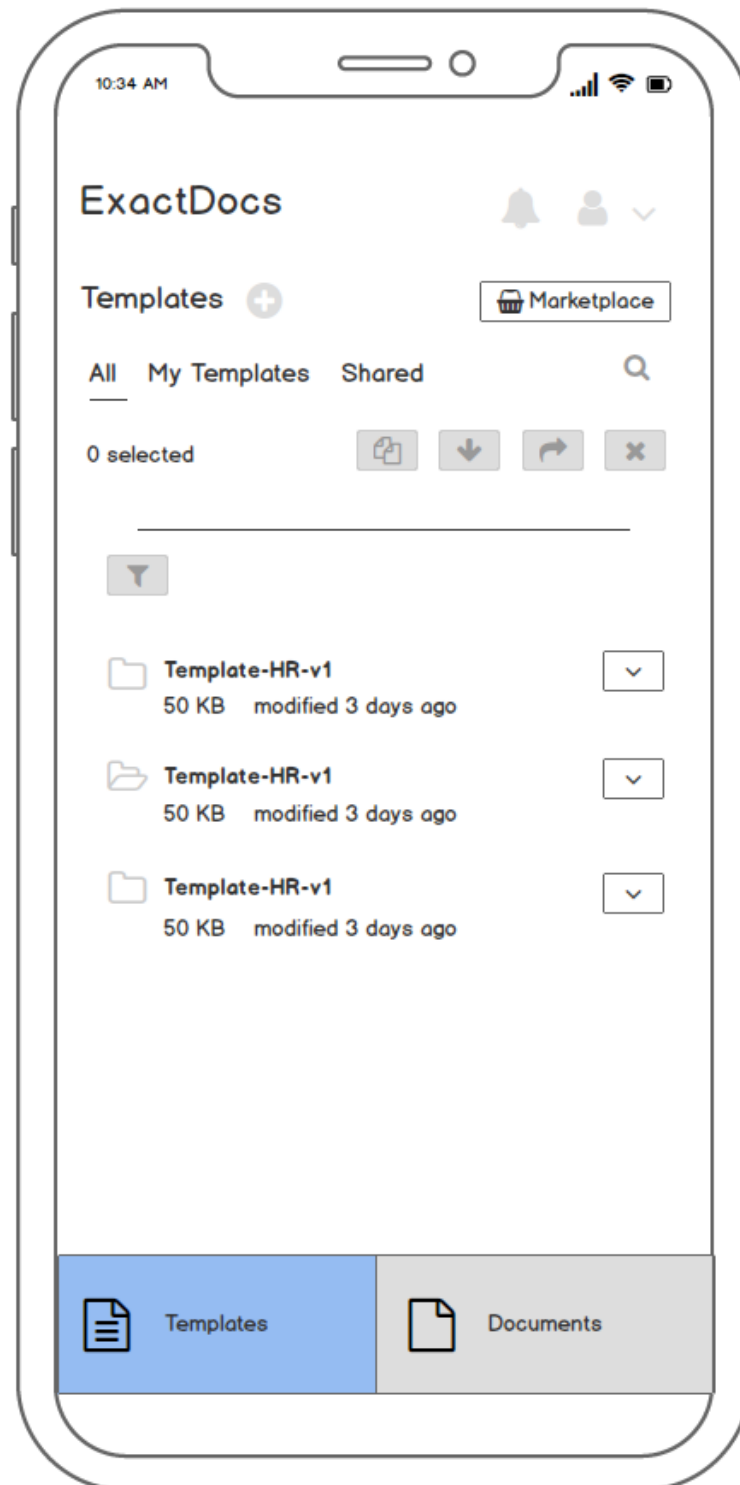
Duplicate

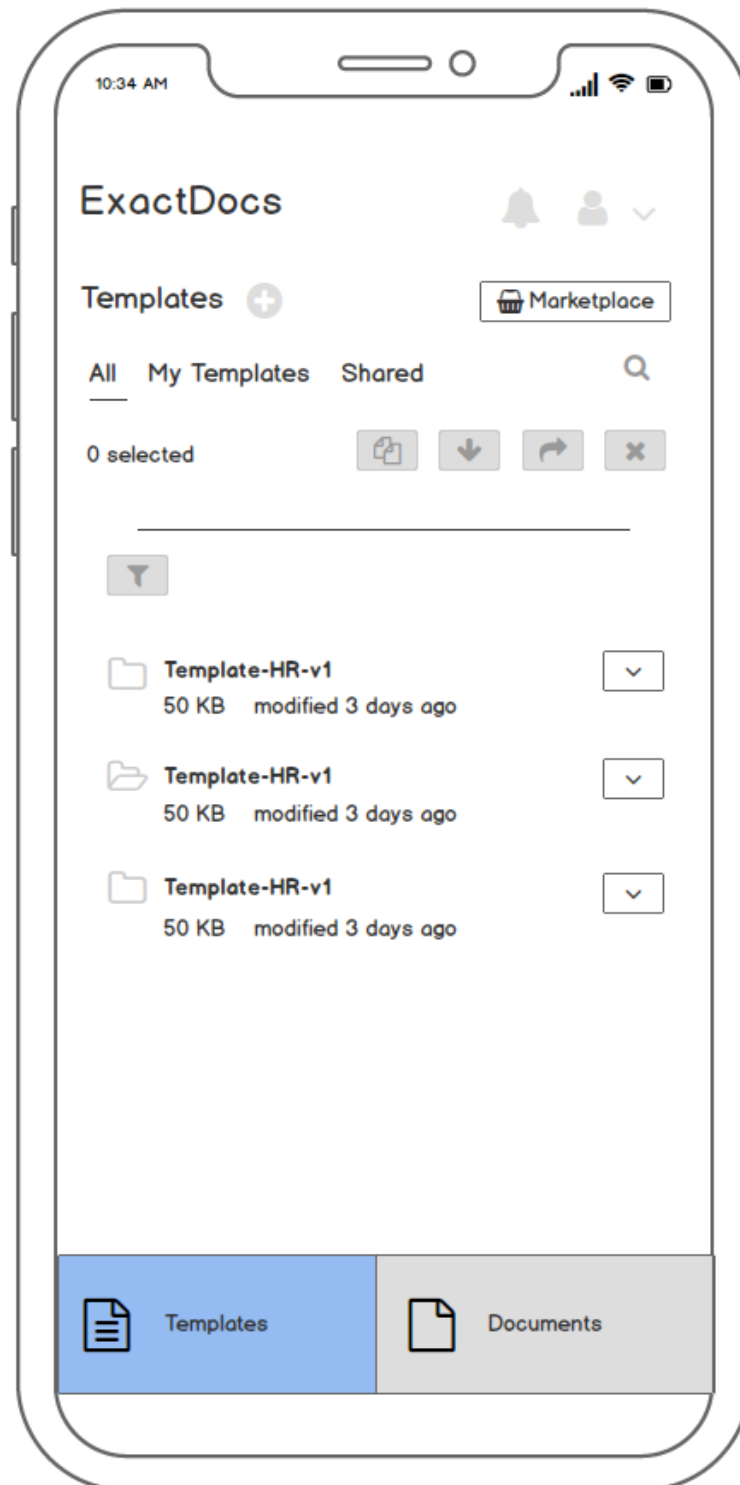
Move

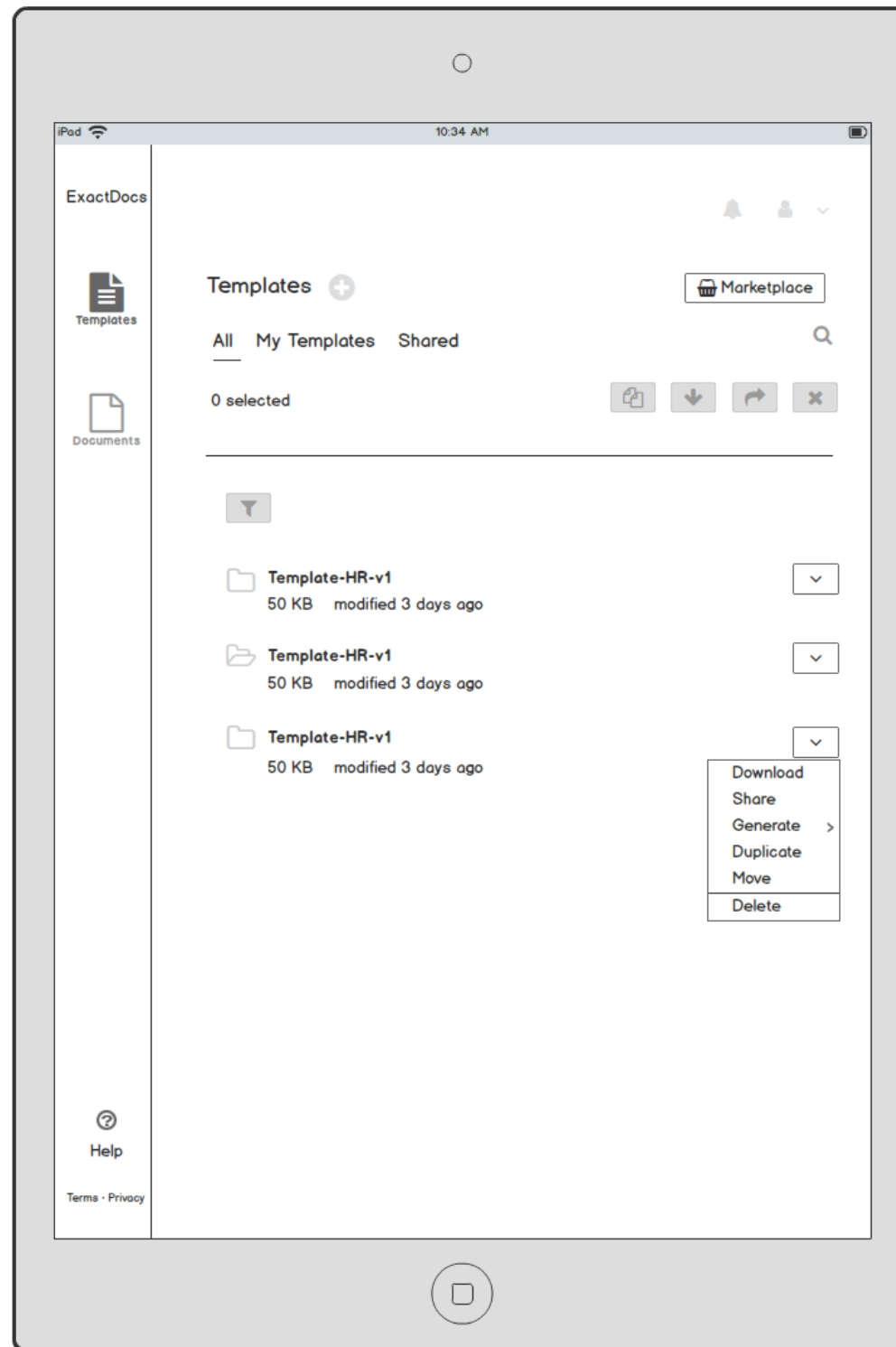
Delete

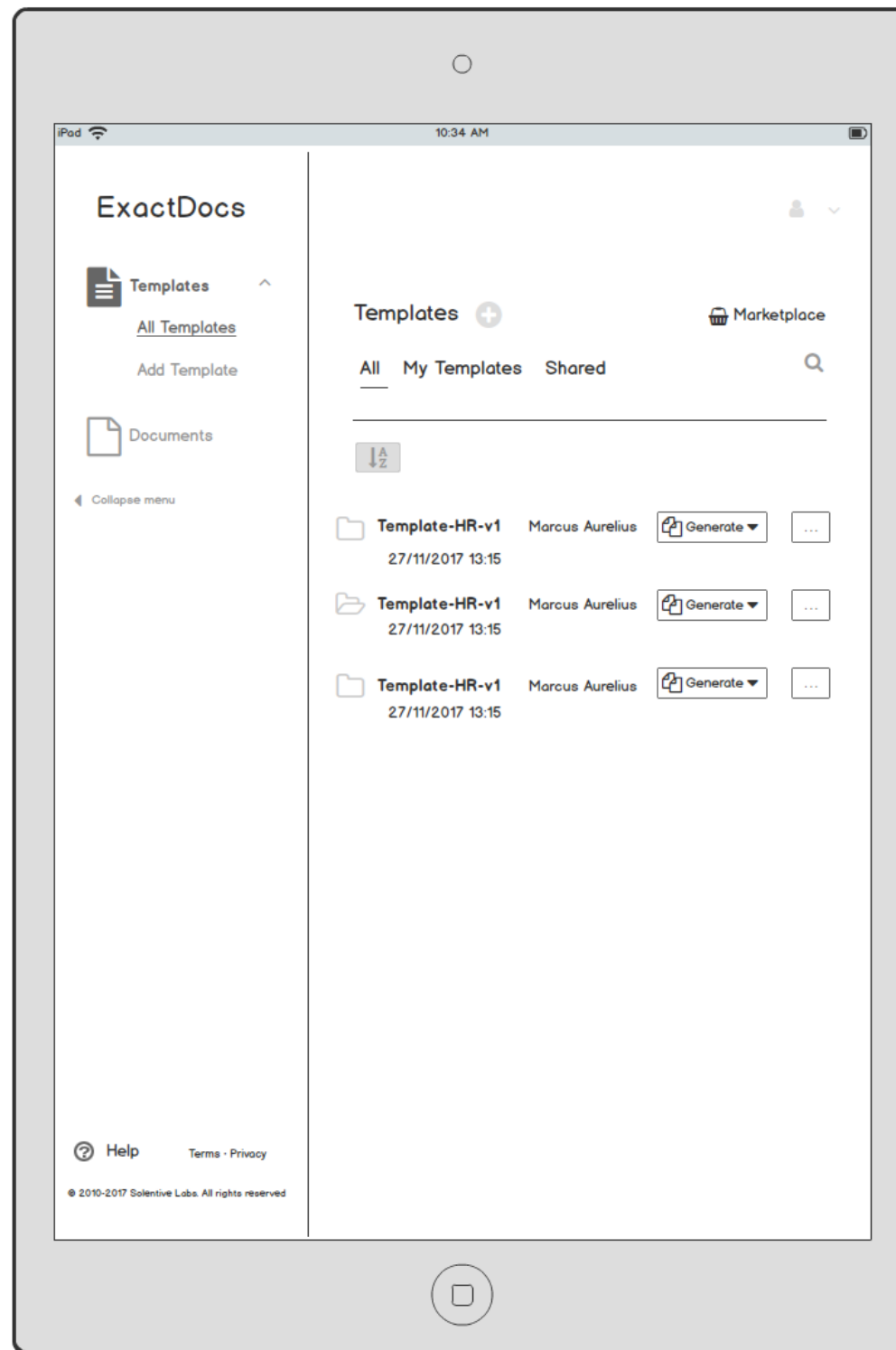
11 | 2 | 3 | ... | 12 | 13 | 14

✎ 📁 📄 ⬇ ➦ ✕









ExactDocs

← → ↺

⌕ http://home.exactdocs.com

☰

ExactDocs

📄 Templates

^

All Templates

Add Template

📄 Documents

◀ Collapse menu

© 2010-2017 Solentive Labs. All rights reserved

🔗 Help

Terms · Privacy

ExactDocs

Templates +

📁 Save

Generate

📄 ⬇️ ↺ ✕

📁 Template-HR-v1

✎

👤

< Cancel

Variables

📁

📁 Undefined

{address}

📁 Clients Details

{company name}

{contact name}

ExactDocs

[←](#)
[→](#)
[↺](#)

ExactDocs

Templates

[All Templates](#)
[Add Template](#)

Documents

◀ Collapse menu

Templates +

Save

Generate

Template-HR-v1

when hovering the title of the document, a little edit icon appears. The whole area is clickable. When clicking on it we can edit the title

Variables

Undefined

{address}

Clients Details

{company name}

{contact name}

Clicking on the 'folder' icon of the Variables section opens an input entry at the top of the current variables.

Variables

{contact name}

{address}

Just one scroll bar! The page should be fixed and only the doc should scroll down.

Cancel

ExactDocs

Templates

[All Templates](#)
[Add Template](#)

Documents

◀ Collapse menu

Templates +

Save

Generate

Template-HR-v1

when hovering the title of the document, a little edit icon appears. The whole area is clickable. When clicking on it we can edit the title

Variables

Undefined

{address}

Clients Details

{company name}

{contact name}

Clicking on the 'folder' icon of the Variables section opens an input entry at the top of the current variables.

Variables

{contact name}

{address}

Just one scroll bar! The page should be fixed and only the doc should scroll down.

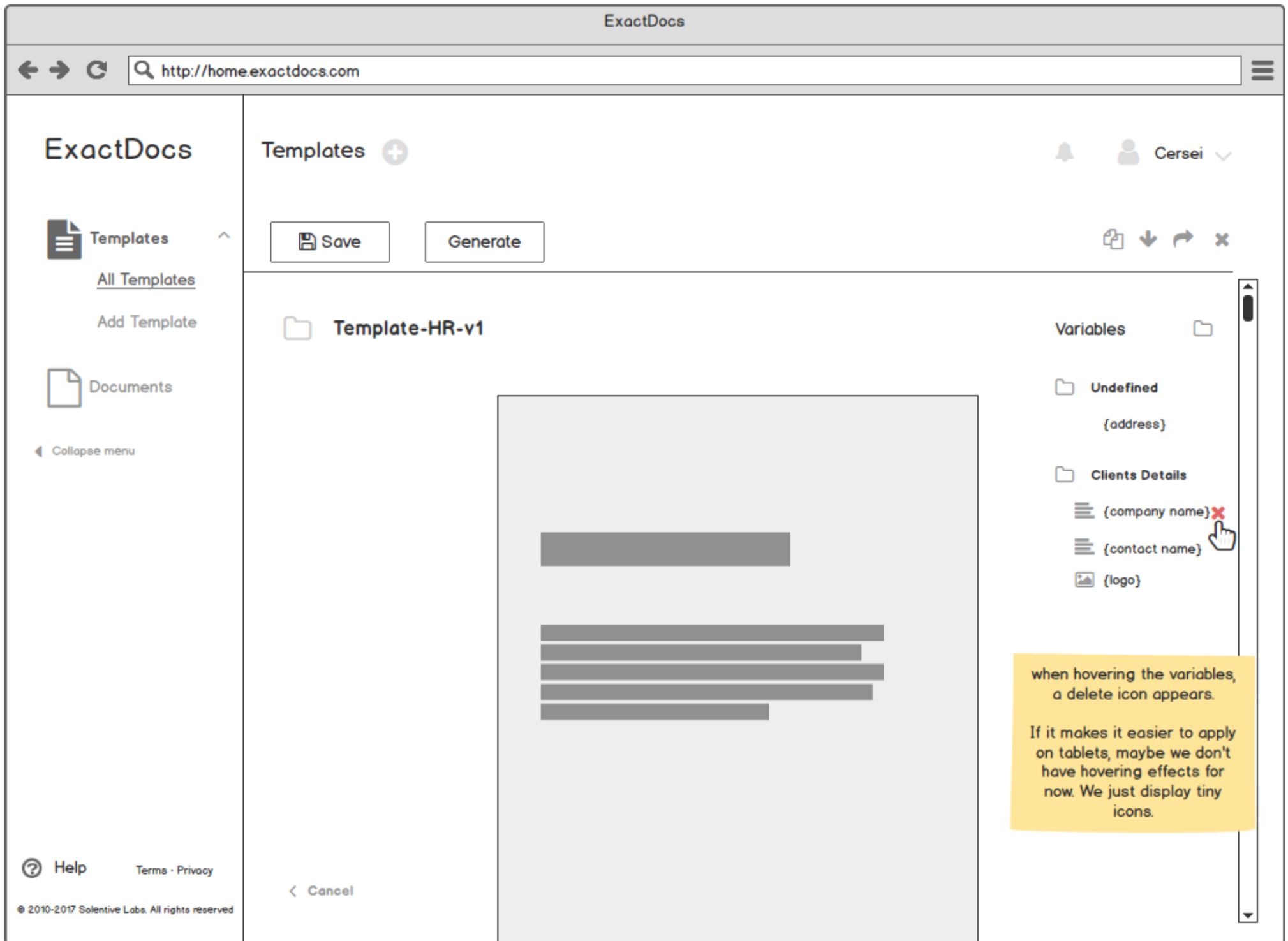
Cancel

?

Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved



ExactDocs

← → ↺

⌕ http://home.exactdocs.com

☰

ExactDocs

Templates

All Templates

Add Template

Documents

Collapse menu

?

Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

Templates

Save

Generate

Template-HR-v1

Are you sure you want to delete this variable?

{company name}

Delete Globally

Delete from Template

< Cancel

Variables

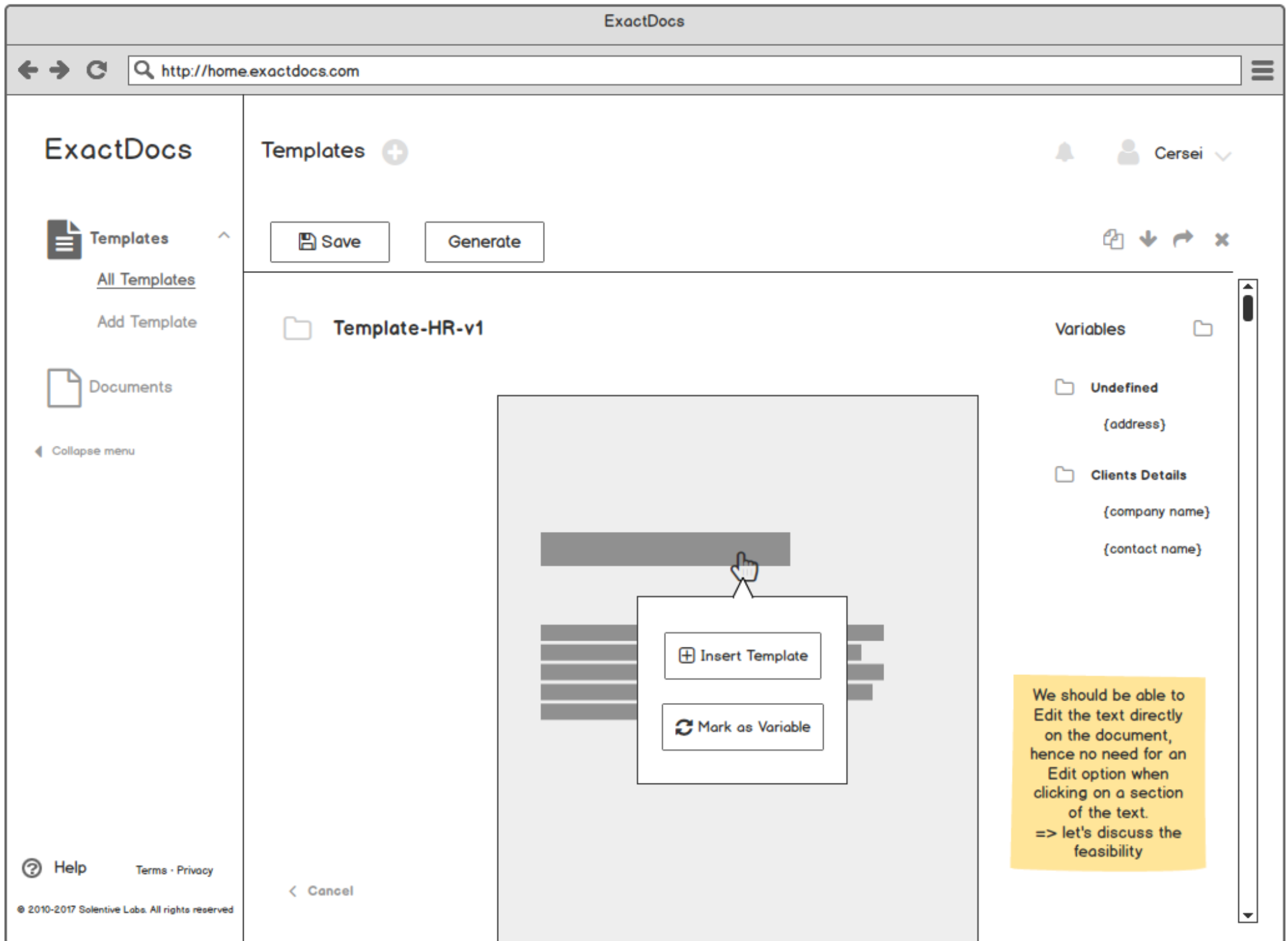
Undefined

{address}

Clients Details

{company name}

{contact name}



ExactDocs

← → ↻

http://home.exactdocs.com

☰

ExactDocs

Templates

All Templates

Add Template

Documents

Collapse menu

Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

Templates

Save

Tem

< Cancel

Variables

Undefined

{address}

Clients Details

{company name}

{contact name}

↑ ↓ ↶ ↷ ✕

Add Variable

Variable

(New Variable)

Name*

street address

Type*

Text Box

Default Value

Help Text

☐ Make it Global ?

< Cancel

Find Next >

Save



http://home.exactdocs.com



ExactDocs



Templates



[All Templates](#)

[Add Template](#)



Documents

◀ Collapse menu

Generate Document(s)



Cersei



☒ Generate multiple documents

Destination Folder

Select Folder

Data File

[Download Data Template](#)

Browse

Document Filename

Common Component

Unique Component



Output Format

☐ Microsoft Word ☒ Adobe PDF

Document Group Filename

< Cancel

✓ Generate

🔗 Help

[Terms](#) · [Privacy](#)

ExactDocs

← → ↻

http://home.exactdocs.com

☰

ExactDocs

Templates

All Templates

Add Template

Documents

◀ Collapse menu

Templates

Save

Tem

Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

Generate Document(s)

☒ Generate multiple documents

Destination Folder

Select Folder

Data File

Download Data Template

Browse

Document Filename

Common Component

Unique Component

{{Contact Name}}

Output Format

☐ Microsoft Word ☒ Adobe PDF

Document Group Filename

< Cancel

✓ Generate

Variables

Undefined

{address}

Clients Details

{company name}

{contact name}



http://home.exactdocs.com



ExactDocs



Templates



[All Templates](#)

[Add Template](#)



Documents

◀ Collapse menu

Generate Document(s)



Cersei



☒ Generate multiple documents

Destination Folder

Select Folder

Data File

[Download Data Template](#)

Browse

Document Filename

Common Component

Unique Component



Output Format

☐ Microsoft Word ☒ Adobe PDF

Document Group Filename

< Cancel

✓ Generate

Help

[Terms](#) · [Privacy](#)

ExactDocs

← → ↻

⌕ http://home.exactdocs.com

☰

ExactDocs

📄

Templates

⌵

All

Template-HR-v1

My Templates

Shared

📄

Documents

⌵

⏮ Collapse menu

🔗 Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

Settings

🔔

👤 Cersei

⌵

Name

Email

Change Password

New Password

Confirm Password

⏮ Cancel

💾 Save

Could be modal box.

ExactDocs

Templates

Documents

Marketplace

Users

Users

GO Users

Groups

Tenants

Collapse menu

Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

ExactDocs

Users

Users

GO Users

Groups

0 selected

Activate

Deactivate

Delete

Activated Users

	Name	Email address	Role	Date Created		Status
☐	Alexandra Grundy	alexandra.grundy@solentive.com	Premium	2017-11-28 5:26 pm	...	✓
☐	Celine Carroue	celine.carroue@solentive.com	Administrator	2017-11-28 5:26 pm	Deactivate Delete	✓
☒	Deactivated Users					
☐	Amelia Dent	amelia.dent@solentive.com	Premium	2017-11-28 5:26 pm	...	
	Subscription Agreement missing					
☐	Russell	russ@solentive.com	None	2017-11-28 5:26 pm	Send a reminder Delete	⊘

Assumption is that a User can't be both Activated and EULA non compliant

ExactDocs

← → ↺

http://home.exactdocs.com

☰

ExactDocs

Templates

Documents

Marketplace

Users

Users

GO Users

Groups

Tenants

Collapse menu

Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

Users

0 selected

☒

Activate

☐

Alexandra Grundy

☐

Celine C

☒

Deactivate

☐

Amelia

☐

Subscr

☐

Russell

Name

Role

Premium

Deactivate

Delete

Send a reminder

Delete

Shouldn't Username and Email address be the same entry?

✕

Edit User

Name

Alexandra Grundy

Email address

alexandra.grundy@solentive.com

New Password

Confirm Password

Role

Premium

< Cancel

Save

🔔

Tyrion

▼

Q search

Deactivate

Delete

5:26 pm

...

5:26 pm

...

5:26 pm

...

5:26 pm

...

5:26 pm

...

✎

📁

📄

↓

↶

✕

ExactDocs

← → ↺

http://home.exactdocs.com

☰

· Do the GO Users have a name as well as an email address?

· do we need the time of creation and activation or is the date enough?

Documents

Marketplace

Users

Users

GO Users

Groups

Tenants

Collapse menu

Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

Users

Users

GO Users

Groups

0 selected

Export

search

Activate

Deactivate

Delete

✓ Activated Users

	Name	Email address	Group	Created	Activated	Paid	Paid Date	Expiry (months)		Status
☐	Alexandra Grundy	alexandra@solentive.com	Legal	17/11/28	17/11/28	\$		12	...	✓
☐	Celine Carroue	celine.carroue@solentive.com	Legal	17/11/28	17/11/28	\$		6	...	✓

⊗ Deactivated Users

☐	Amelia Dent	amelia.dent@solentive.com	Marketing	17/11/28	17/11/28	✗		0	...	
--------------------------	-------------	---------------------------	-----------	----------	----------	---	--	---	-----	--

👤 Subscription Agreement missing

☐	Russell	russ@solentive.com	Legal	17/11/28	17/11/28	✗		0	...	✗
--------------------------	---------	--------------------	-------	----------	----------	---	--	---	-----	---

1 | 2 | 3 | ... | 12 | 13 | 14

Deactivate

Delete

Send a reminder

Delete

✎

📁

📄

↓

↺

✕

ExactDocs

ExactDocs

Templates

Documents

Marketplace

Users

GO Users

Groups

Tenants

Collapse menu

Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

Users

0 selected

✓

Activate

☐

Alexandra Grundy

☐

Celine C

☒

Deactivate

☐

Amelia

☐

Subscr

☐

Russell

Q search

Deactivate

Delete

5:26 pm

...

5:26 pm

...

5:26 pm

...

5:26 pm

...

Send a reminder

Delete

Edit GO User

Name

Alexandra Grundy

Email address

alexandra.grundy@solentive.com

New Password

Confirm Password

Role

Premium

Save

Cancel

ExactDocs

Templates

Documents

Marketplace

Users

Users

GO Users

Groups

Tenants

Collapse menu

Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

ExactDocs

Users

GO Users

Groups

+ Add Group

Q search

0 selected

X Delete

Name	Created	Users	
☐ Legal	17/11/28	12	X Delete
☐ Marketing	17/11/28	6	X Delete

1 | 2 | 3 | ... | 12 | 13 | 14

Users

Users

GO Users

Groups

0 selected

X Delete



ExactDocs



Templates



Documents



Marketplace



Users



Tenants

Collapse menu

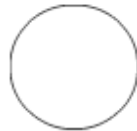
Tenants



Tyrion



Logo (250x65 px ; PNG or JPEG)

[Remove](#)

Name

Custom Title

Theme



Default



Mint



Sky



Sunshine



Frosty

In an Admin account, we should only see a list of tenants on the left side (like on the current version) if the Admin is a part of several tenancies (eg. Business ABC NSW + Business ABC Queensland).

Not too sure why a Super Admin has the option to add a logo for a Tenant/Admin.

An Admin/Tenant shouldn't see the 'Active' section when editing their profile.



Help

[Terms](#) · [Privacy](#)[< Cancel](#)

Save

ExactDocs

ExactDocs

Templates

Documents

Marketplace

Users

Tenants

⏮ Collapse menu

Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

Marketplace +

⏮

⏪

↻

🔍 http://home.exactdocs.com

☰

🔔

👤 Tyrion

▼

All

My Templates

Shared

🔍 search

0 selected

📄 Duplicate

⬇ Download

➦ Share

✕ Delete

Type ▼	Name ▼	Date Modified ▼	Author ▼	Size ▼	Price ▼	
☐	 Employment Letters	2017-11-28 5:26 pm	Marcus Aurelius	50 KB	\$15	👁 Preview ...
☐	 Mutual Non-disclosure Agreement	2017-11-28 5:26 pm	Marcus Aurelius	50 KB	\$8	👁 Preview ...
☐	 Solentive Letterhead	2017-11-28 5:26 pm	Marcus Aurelius	50 KB	\$2	👁 Preview ...

Download

Share

Generate >

Duplicate

Preview

Delete

1 | 2 | 3 | ... | 12 | 13 | 14

ExactDocs

← → ↺

http://home.exactdocs.com

⋮

ExactDocs

Templates

Documents

Marketplace

Users

Tenants

Marketplace

All My

0 selected

Type

⬅ Cancel

💾 Save

Upload Marketplace Template(s)

Add one or more templates (word, pdf or zip files)

Drag n drop file

or

Browse...

Name

HR Essentials

Description

Essential documents to run a RH service

Price

\$ 15

Preview

Add a word or pdf file to be used as a first page preview.

Browse...

⬅ Cancel

💾 Save

🔔

👤 Tyrion

🔍 search

➡ Share

✕ Delete

Price

\$15

\$8

\$2

Download

Share

Generate

Duplicate

Preview

Delete

ExactDocs

← → ↺

Q http://home.exactdocs.com

☰

ExactDocs

Templates ▾

Documents ▾

Marketplace

Users

Tenants

Marketplace

All My

0 selected

Type ▾

☐

☐

☐

?

Help

Terms · Privacy

© 2010-2017 Solentive Labs. All rights reserved

ExactDocs

🔔

Tyrion ▾

Q search

➡ Share

✕ Delete

Price ▾

\$15

...

\$8

...

\$2

...

Download

Share

Generate >

Duplicate

Preview

Delete

✕

Upload Marketplace Template(s)

Add one or more templates (word, pdf or zip files)

HR-Essentials-v1.doc ✕

Drag n drop file

or

Browse...

Name

HR Essentials

Description

Essential documents to run a RH service

Price

\$ 15

Automatically Generated Preview

To be used as a first page preview.

Upload another preview...

<

>

< Cancel

Save