



Admin | USER GUIDE

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Admin User Guide

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Admin User Guide

This is an Admin guide document for administrators to use the service.

01. Access Website

Launch a Chrome browser and enter <https://admin.maxwork.maxst.com> in the address bar on Google Chrome. You can also click the 'Admin shortcut' button on the application/purchase complete page of the site.


-  The authority to access the Admin site is given only to the ID who applied/purchased a plan on the MAXWORK site (Super admin of the company), and the ID granted by the Super Admin to the Sub Admin authority on the Admin site.


 An ID with Admin access authorities must be registered again as an account user to use the Remote / Create / Direct feature.

02. Log In

1. Super Admin

Log in with the ID and password you signed up for on the MAXWORK site.


-  If you forgot your password, you can reset it through 'Forgot Password'. At this time, the changed password is applied to the MAXWORK site as well as the Admin.

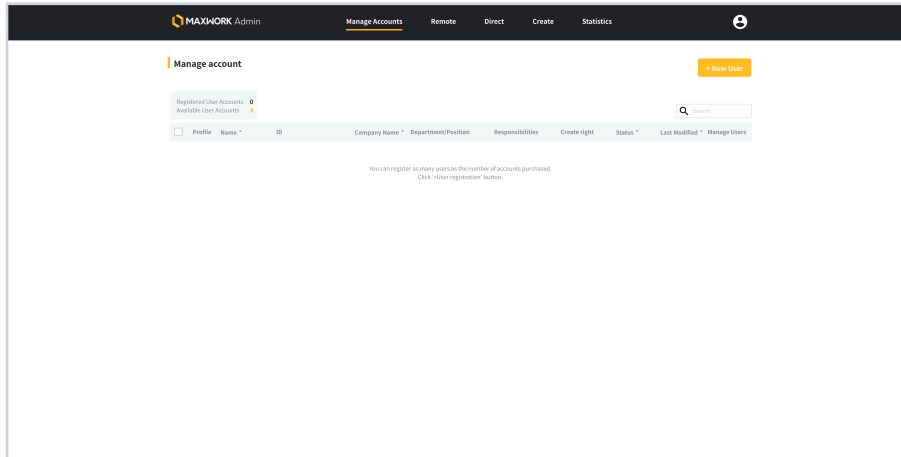
 If you log in without purchasing a plan, you can only check 'My Info' menu on My Page.

2. Sub Admin

Log in with the ID and password you entered in the 'Register as a Sub Admin' automatic email received from the Super Admin. Sub Admins can also log in to the MAXWORK site with the same ID and password, but plan changes and viewing of subscription / payment information are restricted.

03. My Page

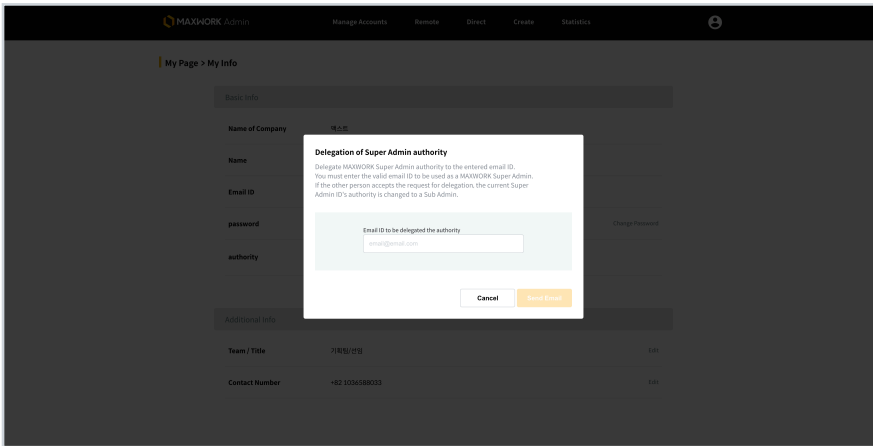
If you click the  button on the top right, you can check my information and admin management menu.



1. My info

You can check the basic information and additional information entered when registering as a MAXWORK member, and modify them.

- Change Password : Change the password to be used in MAXWORK site and Admin.
 - Delegation of Super Admin authority : Super Admins can delegate authority to third parties. At this time, the person to be delegated authority may be one of the Sub Admins, a general account user, or a person who does not have any ID related to MAXWORK. However, the ID must not have a history of joining MAXWORK.
- i** Since MAXWORK plans are set based on the company of the Super Admin, the Super Admin authority can only be delegated to IDs who do not have their own registration history.
- i** 'Delegation of authority' is a feature only given to the Super Admin, so the button is not visible to Sub Admins.

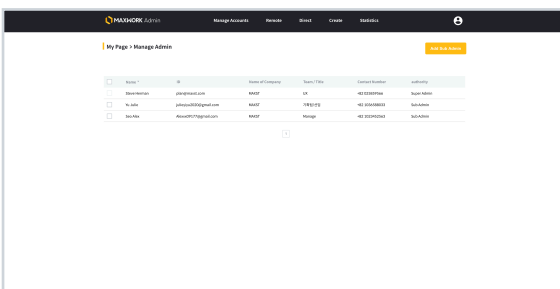


An automatic e-mail request for delegation of super administrator authority is sent to the entered email ID. If the delegated person accepts the request, the existing Super Admin is changed to a Sub Admin.

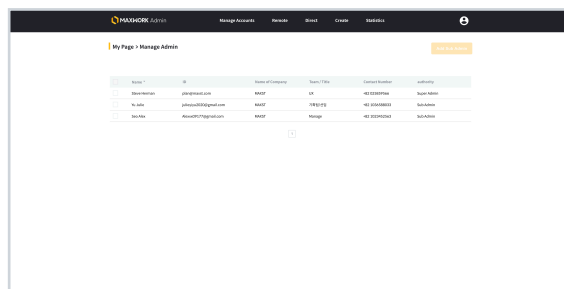
- **Modify Department / Position :** You can edit the department and position information entered.
- **Modify Contact :** You can edit the contact information . At this time, the country code cannot be modified because it follows the country code of the affiliated company.
- **The Super Admin's name, ID and contact information are shared with account users in the MAXWORK app / Remote, and Create site in the 'Contact' menu.**

2. Manage Admin

Super Admin can add or delete Sub Administrators through 'Manage Admin' menu. This function is the authority of the Super Admin and Sub Admins can only check the list of currently registered other Sub Admins.



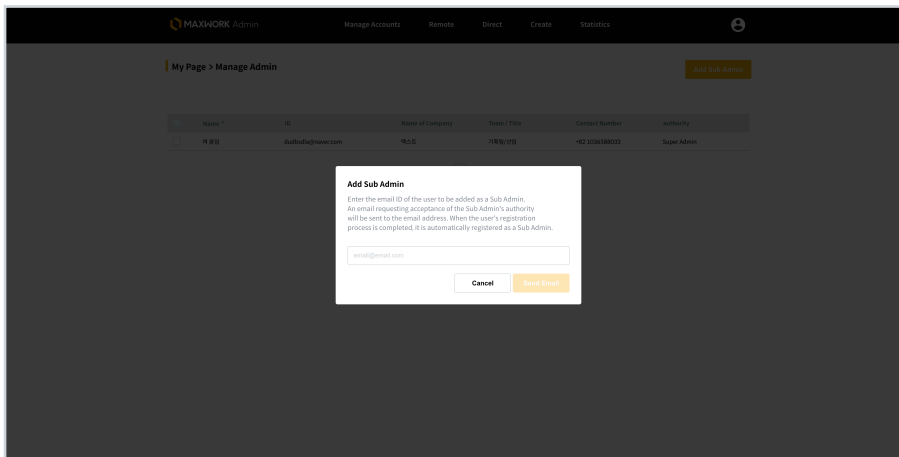
Super Admin's 'Manage Admin' Screen



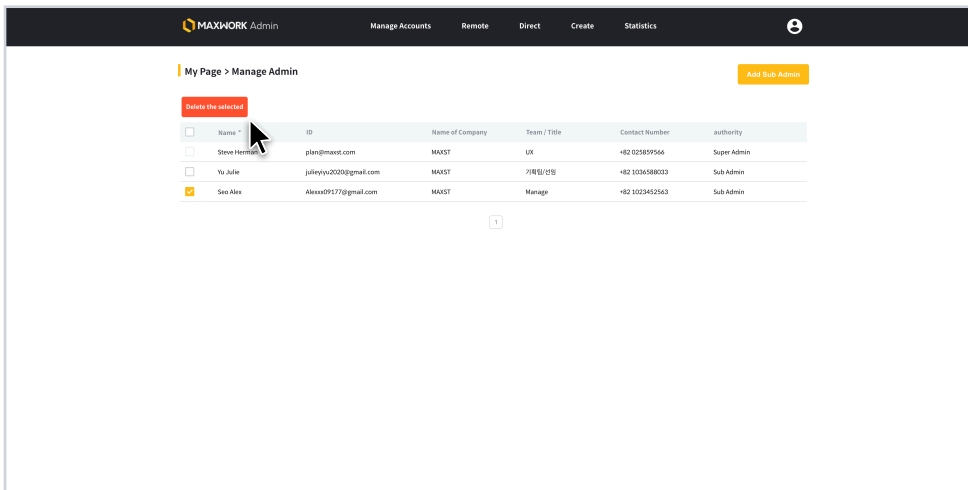
Sub Admin's 'Manage Admin' Screen

Super Admins appear in the first column and Sub Admins are sorted down according to the order in which they are added. There is no limit to the number of people that can be designated as Sub Admins.

- Add Sub Admin : 'Add Sub Admin button' is only active for Super Admins. If you enter the email ID you wish to designate as a sub administrator, an automatic email for the related process is sent to the address. When a person who has been granted Sub Admin authorities completes the registration process, he will automatically appear in the list.



- Delete Sub Admin : If you select the check box next to the administrators list, 'Delete Selected' button will appear. Super Admin cannot be deleted, so the check box is disabled.



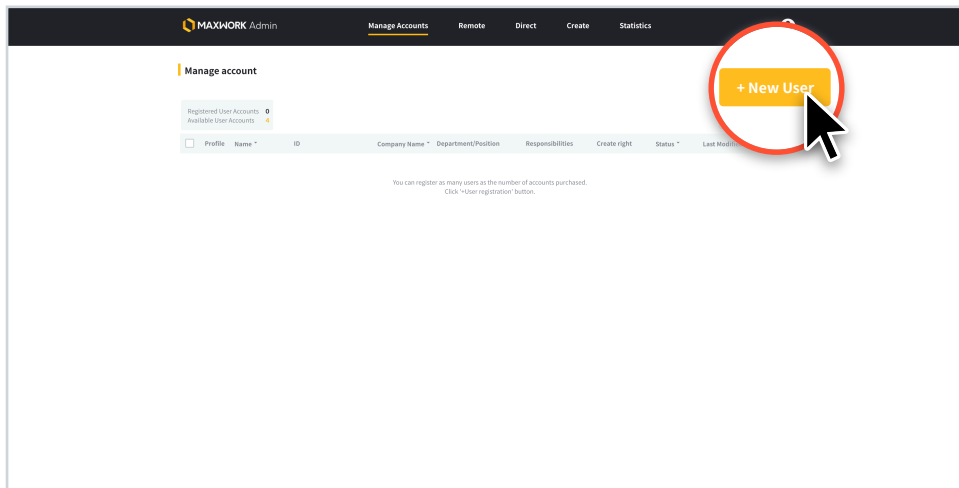
- i** Even if the Sub Admin authority is deleted, the authority of the account user of the same ID is still valid.
- i** In the Admin site, the Sub Admin has the same authorities as the Super Admin except for 'Manage Admin'.

04. Manage Accounts

The first thing that the MAXWORK administrators have to do is to register account users.

1. Register Users

You can register as many users as the number of accounts purchased with the '+Register User' button.



If all users are registered in the purchased account, the user registration button is disabled. If you would like a larger number of accounts, please change your plan or add your user accounts on the MAXWORK site.

i You can manage your plans only on the MAXWORK site (<https://maxwork.maxst.com>).

⚠ The administrator's ID has only the MAXWORK site and Admin authorities.
If the administrator wants to use MAXWORK, he must register himself as an account user once more.

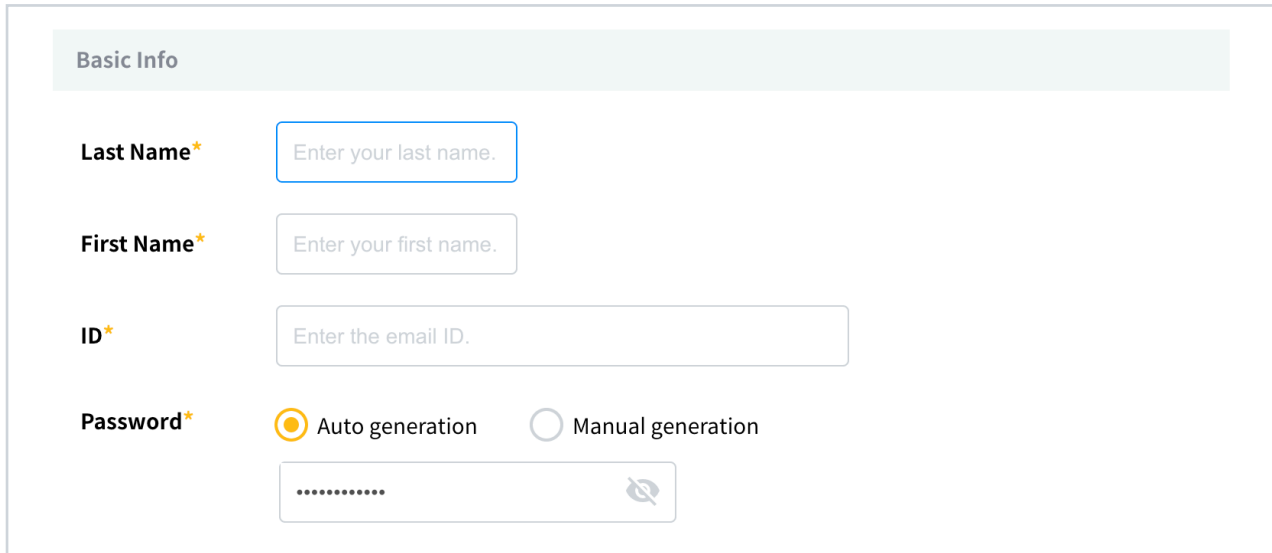
2. Enter User Information

• Basic Information

- Last Name / First Name : Enter last name and first name separately. The user's name cannot be modified once it is entered, so be sure to enter it without typos.

- ID : Enter the user's email to be used as ID. ID is unique and cannot be modified once entered, and duplicated registration of the same ID is not possible. After registration, the user will receive an email notification of MAXWORK usage in that email, so be sure to use a valid address.

- Password : The password can be automatically generated in random alphabets and numbers, or the administrator can enter it. (Password must be alphanumeric and between 6 to 16 characters long.) The password issued by the administrator is changed by the user when logging in for the first time. After that, the administrator cannot view or change the user's password.

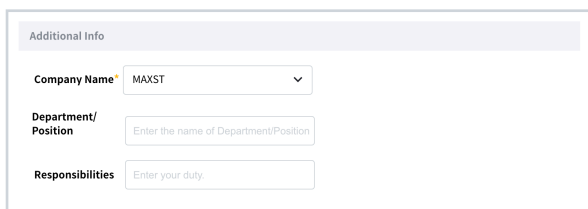


The 'Basic Info' form contains the following fields and options:

- Last Name***: Text input with placeholder 'Enter your last name.'
- First Name***: Text input with placeholder 'Enter your first name.'
- ID***: Text input with placeholder 'Enter the email ID.'
- Password***: Includes two radio buttons: 'Auto generation' (selected) and 'Manual generation'. Below them is a password input field with a masked view icon.

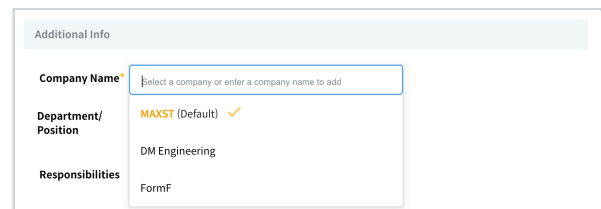
• Additional Information

- Company Name : The Super Admin's company name is entered by default. If you want to register someone with a different affiliation as an account user, you can open the company name drop-down menu to add another company, or select another company name that has already been entered.



The 'Additional Info' form shows the default state where 'Company Name' is set to 'MAXST' in a dropdown menu. Other fields include 'Department/Position' and 'Responsibilities'.

Status of default company name input



The 'Additional Info' form shows the dropdown menu for 'Company Name' open, displaying a search bar and a list of options: 'MAXST (Default)' (checked), 'DM Engineering', and 'FormF'.

Status of additional company name input

The input value can be compared in real time with the already registered company name by partial search, and if there is the same company name, it cannot be added.

Except for the default company name which is registered as the Super Admin's, you can edit or delete the additionally registered company name. If you move the mouse over the company name you want to edit/delete, a more button appears, and you can check the detailed menu when you click the button.

Mouse over company name

Status of additional company name input

An error message pops up if a company with the same name already exists while you're editing it, or when there is a user belonging to the company that you're trying to delete.

Company name editing error screen

Company name deletion error screen

- Department / Position : Enter the name of department and position. This is not required.
- Responsibilities : Enter the user's responsibility. This is not required.

• Authority Information

MAXWORK has different features available for each plan.

- MAXWORK Lite : Remote (Default feature)
- MAXWORK Trial/Pro : Remote (Default feature)
- Direct (Default feature)
- Create (Optional feature)

Therefore, the Super Admin who purchased plan other than Lite must check and select the user who will be given the Create authority (Creator). Create rights can be divided by the number of purchased user accounts.

Access Info

Features

☒ MAXWORK Remote (Default)

Lite Plan User

권한 정보

사용 기능

☒ MAXWORK Remote (기본 사용 가능)
☒ MAXWORK Direct (기본 사용 가능)
☐ MAXWORK Create (선택 사용 가능)

Trial/Pro Plan User

- i** When registering users with 'Create Another' button at the bottom of the 'Register' button checked, users can be continuously registered without switching to the list screen. At this time, be careful as the company name of the user who was registered before is entered.

An email reminder on account information and access to MAXWORK services will be automatically sent to the registered email address.

Cancel

Register

☒ Create Another

When the number of accounts that can be registered has reached the limit, the 'Register User' button on the list screen is disabled. If you continue to register the users with the 'Creat Another' button checked, an error message will be pops up when the user account limit is exceeded.

MAXWORK Admin

Manage Accounts Remote Direct Create Statistics

Manage account

Registered User Accounts

Available User Accounts

Profile	Name	ID	Company Name	Department/Position	Responsibilities	Create right	Status	Last Modified	Manage Users
	Big James	james@max.com	MAXIST	-	-	<input checked="" type="checkbox"/>	2020-11-06	Edit Delete	Work Now Login
	Adams Logan	logan@max.com	DM Engineering	3D Design Team	Senior Designer	<input checked="" type="checkbox"/>	In Use	2020-11-06	Edit Delete
	Scott Jule	jule@max.com	DM Engineering	Process Innovation	Junior Engineer	<input checked="" type="checkbox"/>	In Use	2020-10-27	Edit Delete
	Thomas Hunt	hunt@max.com	DM Engineering	Process Innovation	Junior Engineer	<input checked="" type="checkbox"/>	In Use	2020-10-27	Edit Delete
	Clark Jay	jay@max.com	MAXIST	Smart Factory Team	Senior Manager	<input checked="" type="checkbox"/>	In Use	2020-10-27	Edit Delete
	Anderson White	anderson@max.com	DM Engineering	Process Innovation	PM	<input checked="" type="checkbox"/>	In Use	2020-10-27	Edit Delete
	Kaylie Miller	kaylie@max.com	DM Engineering	Process Innovation	Senior Engineer	<input checked="" type="checkbox"/>	In Use	2020-10-27	Edit Delete
	Steve Brown	stev@max.com	MAXIST	3D Design Team	Senior Designer	<input checked="" type="checkbox"/>	In Use	2020-10-27	Edit Delete

Additional Info

Company Name

Department/Position

Responsibilities

Access Info

Maximum number of accounts exceeded

You have exceeded the maximum number of user accounts you have purchased. You need to delete an existing account or purchase an additional account to add an account.

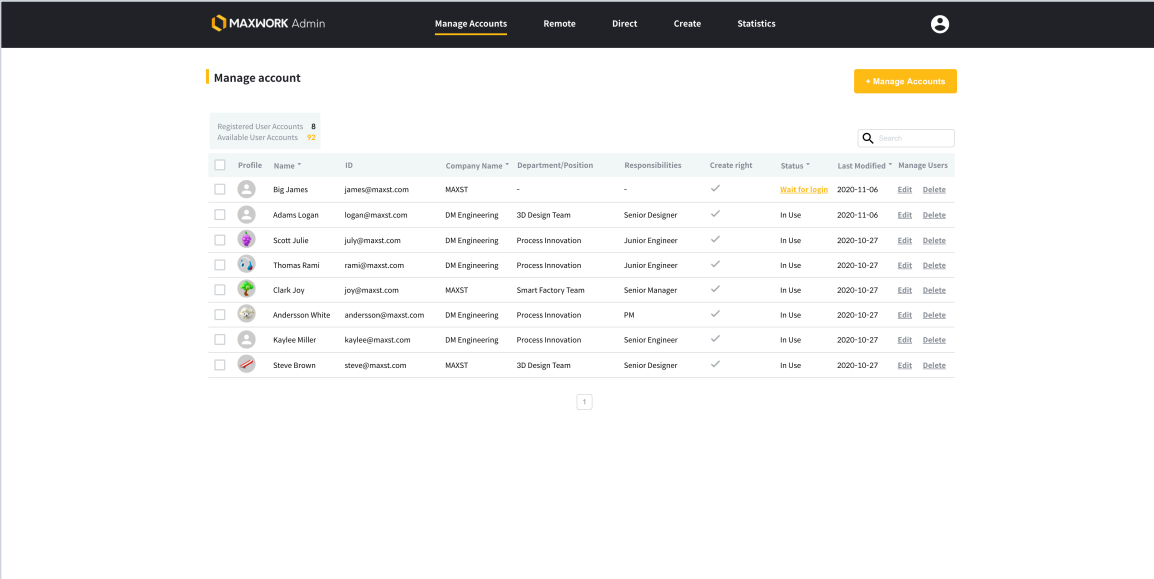
OK

3. Complete Registration

If you click the Register button after completing all information input, the service usage notification email including MAXWORK account ID (email), password, and authorization information is automatically sent to the entered user's email address.

4. User List

You can check the list of registered users in the 'Manage Accounts' menu.



The screenshot shows the 'Manage account' interface in the MAXWORK Admin system. At the top, there's a navigation bar with 'MAXWORK Admin' and several menu items: 'Manage Accounts' (highlighted), 'Remote', 'Direct', 'Create', and 'Statistics'. Below the navigation bar, the 'Manage account' section is displayed. It includes a summary of 'Registered User Accounts: 8' and 'Available User Accounts: 92'. A search bar is present on the right. The main part of the interface is a table listing the registered users.

<input type="checkbox"/>	Profile	Name *	ID	Company Name *	Department/Position	Responsibilities	Create right	Status *	Last Modified *	Manage Users
<input type="checkbox"/>		Big James	james@maxst.com	MAXST	-	-	✓	Wait for login	2020-11-06	Edit Delete
<input type="checkbox"/>		Adams Logan	logan@maxst.com	DM Engineering	3D Design Team	Senior Designer	✓	In Use	2020-11-06	Edit Delete
<input type="checkbox"/>		Scott Julie	july@maxst.com	DM Engineering	Process Innovation	Junior Engineer	✓	In Use	2020-10-27	Edit Delete
<input type="checkbox"/>		Thomas Rami	rami@maxst.com	DM Engineering	Process Innovation	Junior Engineer	✓	In Use	2020-10-27	Edit Delete
<input type="checkbox"/>		Clark Joy	joy@maxst.com	MAXST	Smart Factory Team	Senior Manager	✓	In Use	2020-10-27	Edit Delete
<input type="checkbox"/>		Andersson White	andersson@maxst.com	DM Engineering	Process Innovation	PM	✓	In Use	2020-10-27	Edit Delete
<input type="checkbox"/>		Kaylee Miller	kaylee@maxst.com	DM Engineering	Process Innovation	Senior Engineer	✓	In Use	2020-10-27	Edit Delete
<input type="checkbox"/>		Steve Brown	steve@maxst.com	MAXST	3D Design Team	Senior Designer	✓	In Use	2020-10-27	Edit Delete

At the bottom of the table, there is a pagination indicator showing '1'.

- Profile : After the user logs in, the avatar or registered image set by the user is displayed. For users who have not registered an image, the default profile image appears.

- You can check a registered user's name / ID / company name / department / position / responsibilities / Create authority. If you have authority, it is marked with a V, and a - sign means no permission.

- State

- In use : It means that the user has a history of logging in to any of the features they are authorized to use.

- Wait for login : It means that the admin has registered him/her as a MAXWORK user but has not yet logged in. If you click 'Wait for login', you can send the service usage notification email again to the user.

ID	Company Name	Department/Position	Responsibilities	Create right	Status	Last Modified
james@maxst.com	MAXST	-	-	✓	Wait for login	2020-10-10
logan@maxst.com	DM Engineering	3D Design Team	Senior Designer	✓	In Use	2020-10-10
july@maxst.com					In Use	2020-10-10
rami@maxst.com					In Use	2020-10-10
joy@maxst.com					In Use	2020-10-10
anderson@maxst.com					In Use	2020-10-10
kaylee@maxst.com					In Use	2020-10-10
steve@maxst.com	MAXST	3D Design Team	Senior Designer	✓	In Use	2020-10-10

Manage users waiting for log-in

Do you want to send an email reminder on account information and access to MAXWORK services to the selected user?

Cancel

Resend

- Last modified : It refers to the date when the administrator registered/modified the user's information or the user's status was changed.

• Manage

- Edit : Some of the user information can be modified. At this time, the required input items, name and ID, cannot be modified, and if the authorization information is modified, an authorization change notification email will be sent to the user.

- Delete : You can delete registered users. When you delete a user, the account will be able to register other users.

⚠ Note that if account user information is deleted, the usage history including the call log remains, but it is marked as 'deleted user' and accurate information cannot be checked.

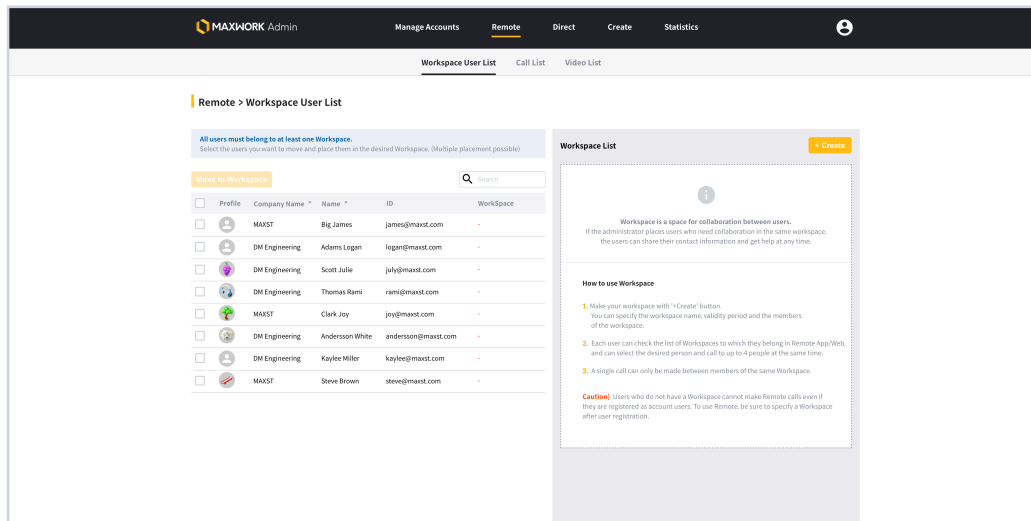
Edit User Information

Delete User

05. Remote

1. Workspace User List

Set up the remote support range and contact of all users registered in Workspace User List. The left side of the screen is a list of users registered as account users, and the right side of the screen is a list of currently set workspaces.



In Admin, when an administrator designates the workspace of account users, each user can only see the list of workspaces to which they belong, and can make remote support calls only within that workspace.

⚠ Users who do not have a workspace cannot make remote calls even if they are registered as account users. Therefore, after registering an account user, you must create a workspace to set the user's remote support range.

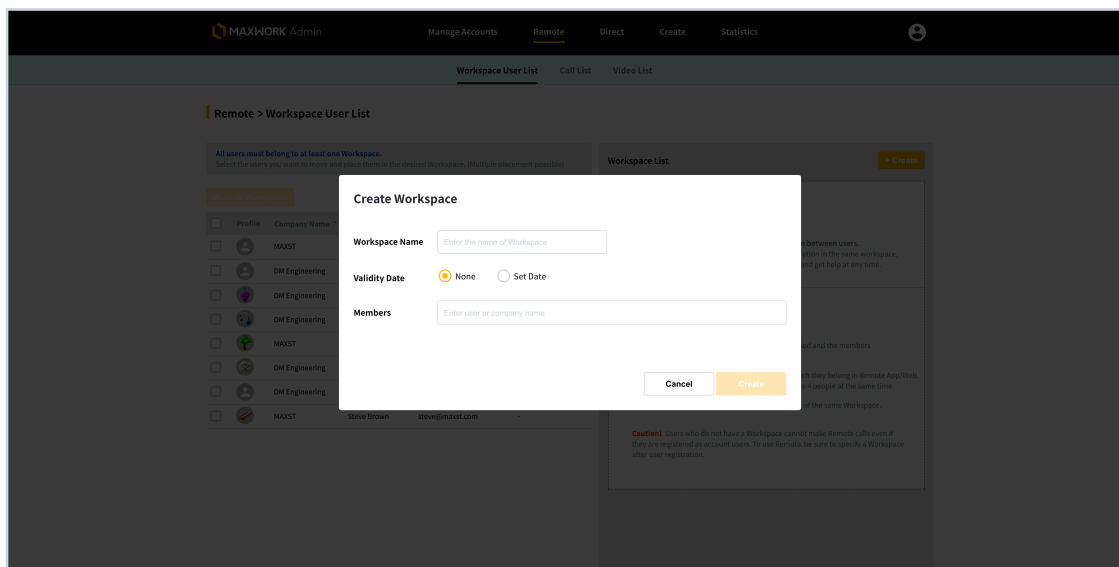
- Create : Create a workspace with '+Create' button at the top right of the screen.

- Name : Enter name for the workspace. Depending on the purpose of using the workspace, it can be used as a team name or a project name.

- Validity Period : By default, the validity period is set to 'None'. If you want to specify how long the Workspace will be used, you can click the Settings button to select when the Workspace ends.

- i** The start of the validity period is set to today's date and cannot be changed.

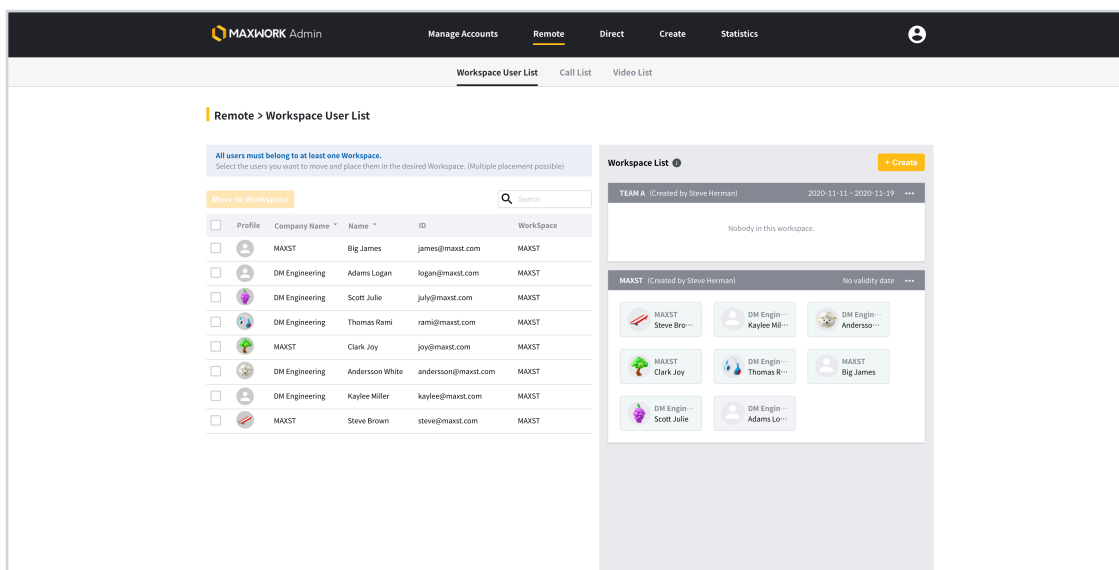
- **Members** : Clicking the input field expands the list of all currently registered account users. You can place members in the Workspace you are creating by scrolling through the list or entering a name or company name.



• List

- **Account User List** : Profiles, company names, names, and IDs of all users who use the Remote and the Workspace they belong to are displayed. Users who do not have a workspace are displayed in red.

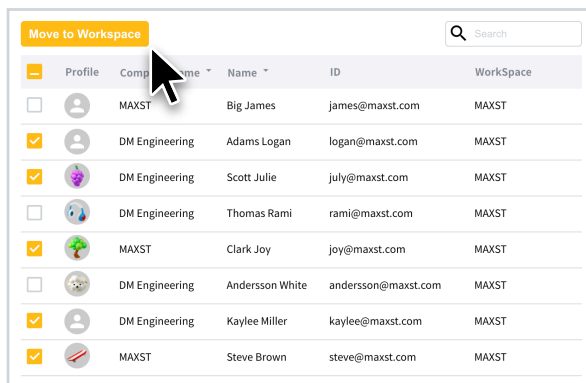
- **Workspace List** : A list of all currently active Workspaces is displayed. In the list, the Workspace name, the name of admin who create the Workspace and validity date of the Workspace are specified. Workspaces that have expired are marked in red and must be manually deleted by the administrator.



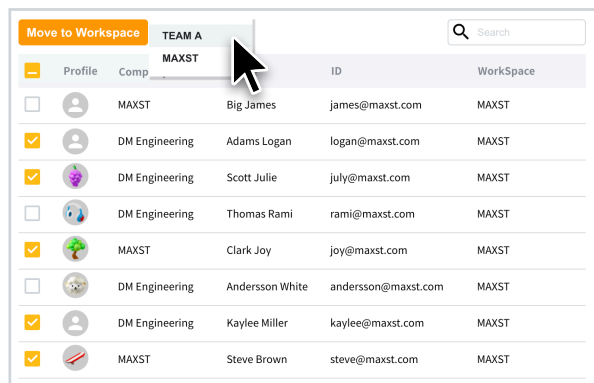
• Member placement

Users can be placed in the Workspace directly from the list.

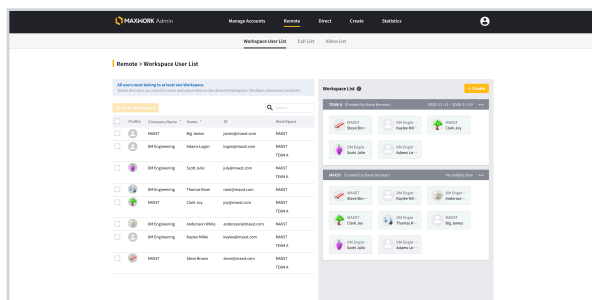
- Select and check the user you want to move, and 'Move Workspace' button is activated.
- If you click 'Move Workspace' button, the list of currently created Workspaces is expanded, and you can select the Workspace you want the user to be placed in.



Screen where users are selected for workspace placement



A screen with an expanded list of workspaces from which you can choose to move.



Completed screen to move Workspace

• Workspace Edit / Delete


You can edit and delete Workspace information by clicking the more button on the right of each Workspace title area.

Workspace List


+ Create

TEAM A (Created by Steve Herman)


2020-11-08 ~ 2020-11-24 ...



DM Engin...
Andersso...




MAXST
Clark Joy




DM Engin...
Thomas R...


Edit
Delete



DM Engin...
Scott Julie



MAXST
Big James



DM Engin...
Adams Lo...

⚠ Deleting a Workspace does not delete members' account authorities. If you want to change the account user's authorities, use 'Manage Accounts' menu.

2. Call List

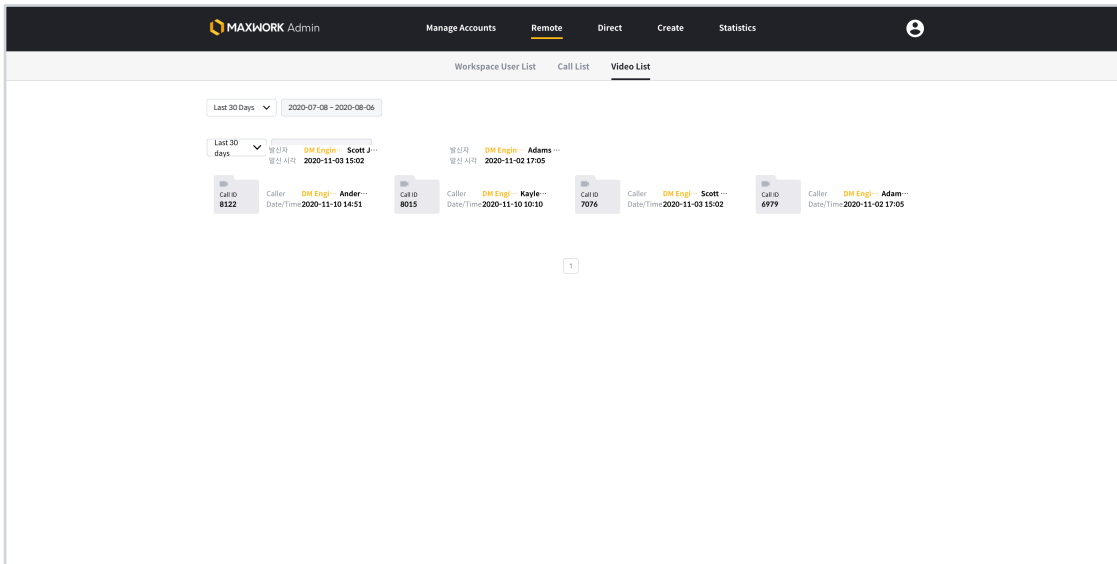
You can see a list of all calls in the last 30 days. In the list, the unique ID of each call, Call ID, call time and duration, Workspace name in which the call was made, caller and call participant are displayed. If the call participant uploads a recorded video, you can check the video information with the shortcut button.

MAXWORK Admin									
Manage Accounts Remote Direct Create Statistics									
Workspace User List Call List Video List									
Remote > Call List									
Last 30 Days 2020-07-08 ~ 2020-08-06									
Call ID	Date/Time	Duration	Workspace	Caller	Participants		Video list		
8139	2020-11-10 15:40	0:17	MAXST	DM Engineering Anderson White	DM Engineering Adams Logan		View	No Video	
8138	2020-11-10 15:40	0:00	MAXST	DM Engineering Adams Logan	MAXST Steve Brown			No Video	
8135	2020-11-10 15:14	0:16	MAXST	DM Engineering Anderson White	DM Engineering Adams Logan			No Video	
8132	2020-11-10 15:09	1:27	MAXST	DM Engineering Anderson White	DM Engineering Kaylee Miller		View	No Video	
8129	2020-11-10 15:04	2:21	MAXST	MAXST Steve Brown	DM Engineering Anderson White		View	No Video	
8128	2020-11-10 15:02	0:33	MAXST	MAXST Steve Brown	DM Engineering Anderson White			No Video	
8126	2020-11-10 15:01	0:17	MAXST	MAXST Steve Brown	DM Engineering Anderson White			No Video	
8125	2020-11-10 14:59	2:00	MAXST	DM Engineering Anderson White	MAXST Steve Brown			No Video	
8123	2020-11-10 14:58	0:00	MAXST	DM Engineering Anderson White	MAXST Steve Brown		View	No Video	
8122	2020-11-10 14:51	2:18	MAXST	DM Engineering Anderson White	DM Engineering Adams Logan	MAXST Steve Brown	View		
					DM Engineering Kaylee Miller	MAXST Clark Joy			
8015	2020-11-10 10:10	2:00	MAXST	DM Engineering Kaylee Miller	DM Engineering Scott Julie		View		
7666	2020-11-04 17:12	0:07	MAXST	DM Engineering Anderson White	DM Engineering Scott Julie			No Video	
7288	2020-11-04 14:25	22:24	MAXST	DM Engineering Anderson White	DM Engineering Scott Julie		View	No Video	
7282	2020-11-04 14:17	4:24	MAXST	DM Engineering Anderson White	DM Engineering Scott Julie			No Video	
7281	2020-11-04 14:17	0:00	MAXST	DM Engineering Anderson White	DM Engineering Scott Julie			No Video	

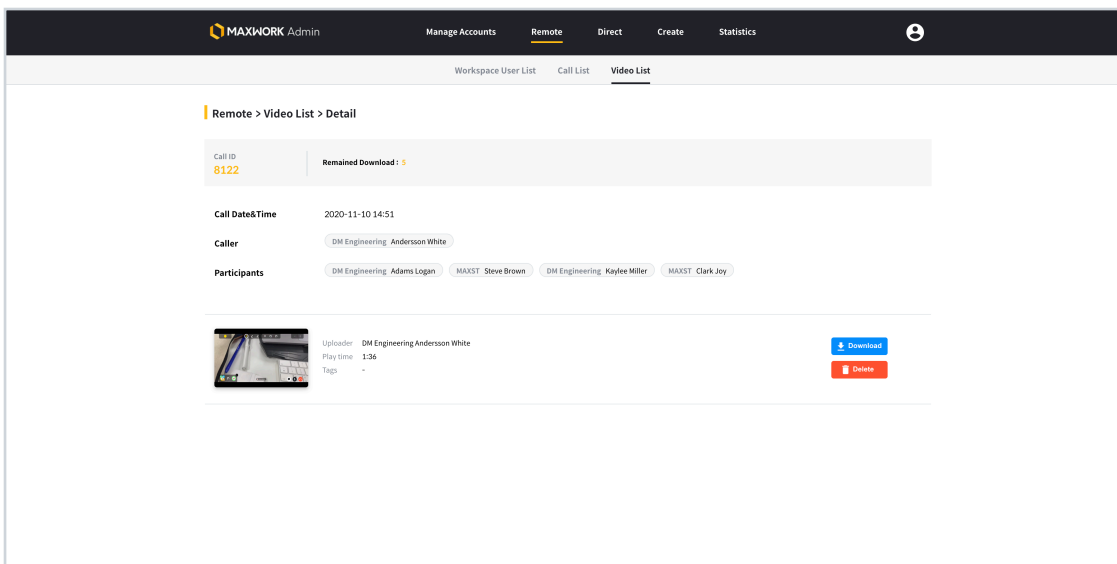
i The call list lookup period can be changed using the drop-down menu.

3. Video List

When a user uploads a recorded video after a remote support call, it is folderized by Call ID and displayed as a list. Call ID, caller, and call time, which are unique information of each call, are displayed on the folder.



Click the folder you want to view videos to view all the videos uploaded for that call. Since multiple participants can record and upload video in a single remote call, video as many as the number of participants can be uploaded to the video list.



For each video, the thumbnail image of each video (Image at the start of recording for each video) , the company name and name of the uploader, video playback time and tag information are displayed. If the uploader has not entered a tag, it is displayed as -.

Video playback is possible after download, and when downloading a video, the number of downloads is deducted based on Call ID. Check the number of downloads remaining above the video list.

⚠ Note that the number of downloads is based on Call ID, so if you download the same video multiple times, the number of downloads will be deducted.

Call ID 8122	Remained Download : 5
Call ID 8122	! Remained Download : 0 You have exhausted all downloads about 8122.

06. Direct

This menu is only active for users who are in subscription with Trial, Pro plan.

1. User List

Since Direct is a default feature of MAXWORK Trial / Pro, the same list of users as Manage Accounts is displayed, but you can check some additional information related to Direct use.

MAXWORK Admin

Manage AccountsRemoteDirectCreateStatistics

User List

Direct > User List

Total8

search

Profile	Name *	ID	Company Name *	Department/Position	Responsibilities	Device Used *	Last Accessed *
	Big James	james@maxst.com	MAXST	-	-	Wait for Log-In	Wait for Log-In
	Adams Logan	logan@maxst.com	DM Engineering	3D Design Team	Senior Designer	Wait for Log-In	Wait for Log-In
	Scott Julie	july@maxst.com	DM Engineering	Process Innovation	Junior Engineer	Wait for Log-In	Wait for Log-In
	Thomas Rami	rami@maxst.com	DM Engineering	Process Innovation	Junior Engineer	Wait for Log-In	Wait for Log-In
	Clark Joy	joy@maxst.com	MAXST	Smart Factory Team	Senior Manager	Wait for Log-In	Wait for Log-In
	Andersson White	andersson@maxst.com	DM Engineering	Process Innovation	PM	Wait for Log-In	Wait for Log-In
	Kaylee Miller	kaylee@maxst.com	DM Engineering	Process Innovation	Senior Engineer	Wait for Log-In	Wait for Log-In
	Steve Brown	steve@maxst.com	MAXST	3D Design Team	Senior Designer	Wait for Log-In	Wait for Log-In

1

- **Device Used** : Displays the last device in which the user has logged in to Direct (mobile or smart glasses).
- **Last Accessed** : Displays the last used date by selecting the Direct menu in the MAXWORK app.

07. Create

This menu is only active for users who are in subscription with Trial, Pro plan.

1. Creator List

Displays a list of users who have been granted the Create authority in Manage Accounts.

Profile	Name	ID	Company Name	Department/Position	Responsibilities	Project Created	Last Accessed
	Big James	james@maxst.com	MAXST	-	-	-	Wait for Log-In
	Adams Logan	logan@maxst.com	DM Engineering	3D Design Team	Senior Designer	-	2020-11-10
	Scott Julie	july@maxst.com	DM Engineering	Process Innovation	Junior Engineer	MAXST Printer #12	2020-11-10
	Thomas Rami	rami@maxst.com	DM Engineering	Process Innovation	Junior Engineer	-	2020-11-02
	Clark Joy	joy@maxst.com	MAXST	Smart Factory Team	Senior Manager	My Project	2020-11-10
	Anderson White	anderson@maxst.com	DM Engineering	Process Innovation	PM	My Project #12	2020-11-11
	Kaylee Miller	kaylee@maxst.com	DM Engineering	Process Innovation	Senior Engineer	-	2020-11-10
	Steve Brown	steve@maxst.com	MAXST	3D Design Team	Senior Designer	MAXST Onboarding	2020-11-10

- **Project Created** : Displays projects created by the user connecting to Create. Clicking on the generated project switches to the detailed screen of the selected project. If there are two or more projects, it is displayed as 'XX other than the most recently created project name', and clicking the button opens a list of all projects created by the creator. You can move to the detail screen by selecting a project on the list.

- **Last Accessed** : Displays the date the creator has accessed lately.

⚠ There must be at least 1 creator to create projects and tasks to use Direct. If there is no user in the Creators list, grant Create authority to a specific user through 'Manage Accounts' menu. Create authority can be granted in 'Access Info' menu when registering a user or modifying information.

Access Info	
Features	<div> MAXWORK Remote (Default) </div> <div> MAXWORK Direct (Default) </div> <div> MAXWORK Create (Optional) </div>

2. Project List

You can see a list of all projects created by the creators of your company on the Create site.

Project Name	Project Owner	Date of Creation	Task Details
Facility Check	DM Engineering, Andersson White	2020-11-02	View Details
My Project	DM Engineering, Andersson White	2020-11-02	View Details
MAXST Onboarding	MAXST, Steve Brown	2020-10-29	View Details
MAXST Introduction	DM Engineering, Scott, Julie	2020-10-29	No tasks
MAXST Printer	DM Engineering, Scott, Julie	2020-10-29	No tasks
My Project	MAXST, Clark, Joy	2020-10-27	View Details

- **Project Name** : Displays the name of each project.
- **Project Owner**: Shows the Creator who created the project. Management authorities such as modification/deletion of each project are reserved only by the owner of the project authorities.
- **Date of Creation** : Displays the date the project was created.
- **Task Details** : Click 'View Details' button to check the list of tasks under the project. If there are no subtasks, it is displayed as -.

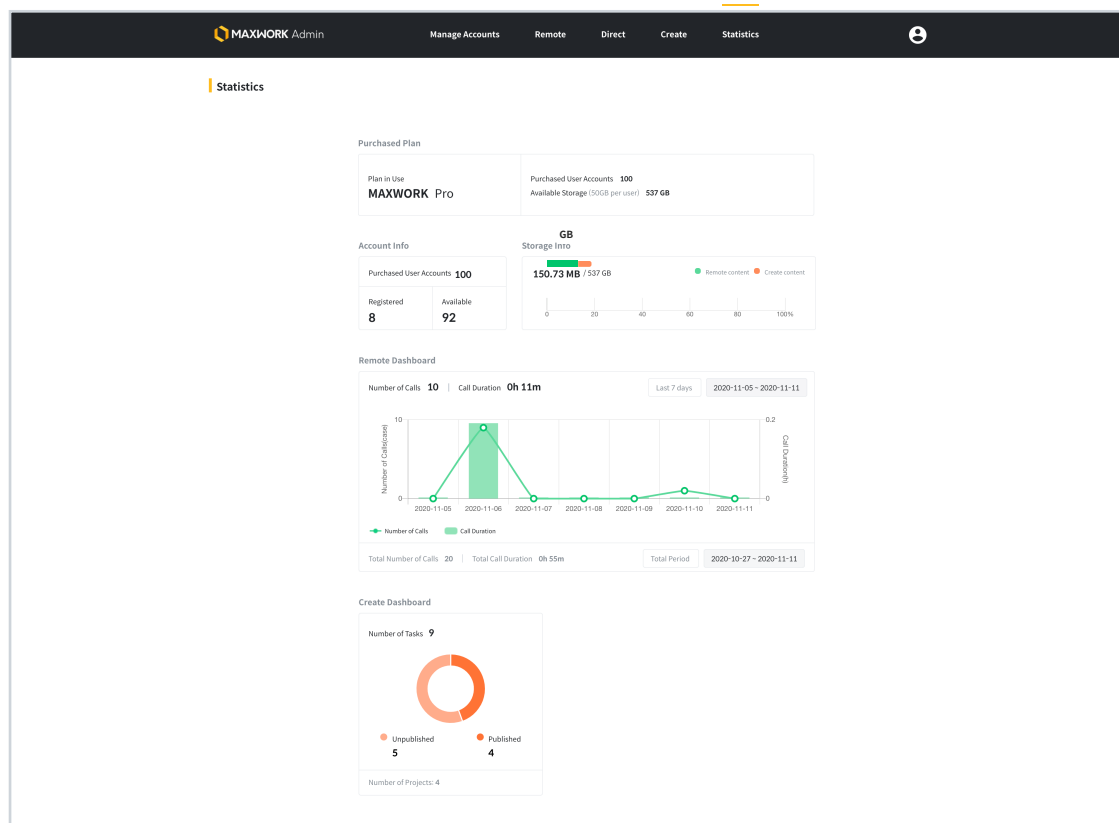
Task Name	Target	Date of Creation	Last Modified	Status
Switchboard Inspection Sequence		2020-11-04	2020-11-05	Published
배전반 체크 리스트		2020-11-02	2020-11-02	Unpublished
Detailed Inspection Method		2020-11-02	2020-11-05	Published
Inspection log		2020-11-02	2020-11-05	Published
설비 점검 순서		2020-11-02	2020-11-02	Unpublished

- Task name : Displays the task name.
- Target : Displays the target of the task. With a single click of both the image and the QR code, you can switch to the full view mode and print the target.
- Date of Creation : Displays the date the task was first created.
- Last Modified : Displays the date the task was last modified.
- Status : If a task has been created but has not yet been published to Direct users, it is marked as 'Unpublished', and marked as 'Published' if it has been published.

08. Statistics

You can check the information for each feature of the purchased plan and usage status on dashboard.

1. Trial / Pro users



- **Purchased plan** : Displays the name of the purchased plan, number of accounts, and the storage space.
- **Account Info** : Displays the current account registration status.
- **Storage Info** : Displays the storage space in use versus the total storage space held. The occupied space for each feature is displayed separately, and you can check the detailed figures for each (Remote / Create) by hovering the mouse over the bar graph.
- **Remote Dashboard** : Displays the graph of the number of calls and calling duration of the last 7 days. If you hover your mouse over a specific graph, you can check the number and time of calls made on that date. At the bottom of the graph, the cumulative number of calls and call duration for the entire period from the start of service use to today's date are specified.
- **Create Dashboard** : You can check the number of tasks and projects that are currently created. You can check the posting status of the task through the pie graph.

2. Lite users

You can check all items except for Create Dashboard the same as for Trial / Pro users.

- i** For users who changed the plan from Trial to Lite, you can free up storage space exclusively for Remote by deleting Create content. Once the content is deleted, it cannot be restored.

