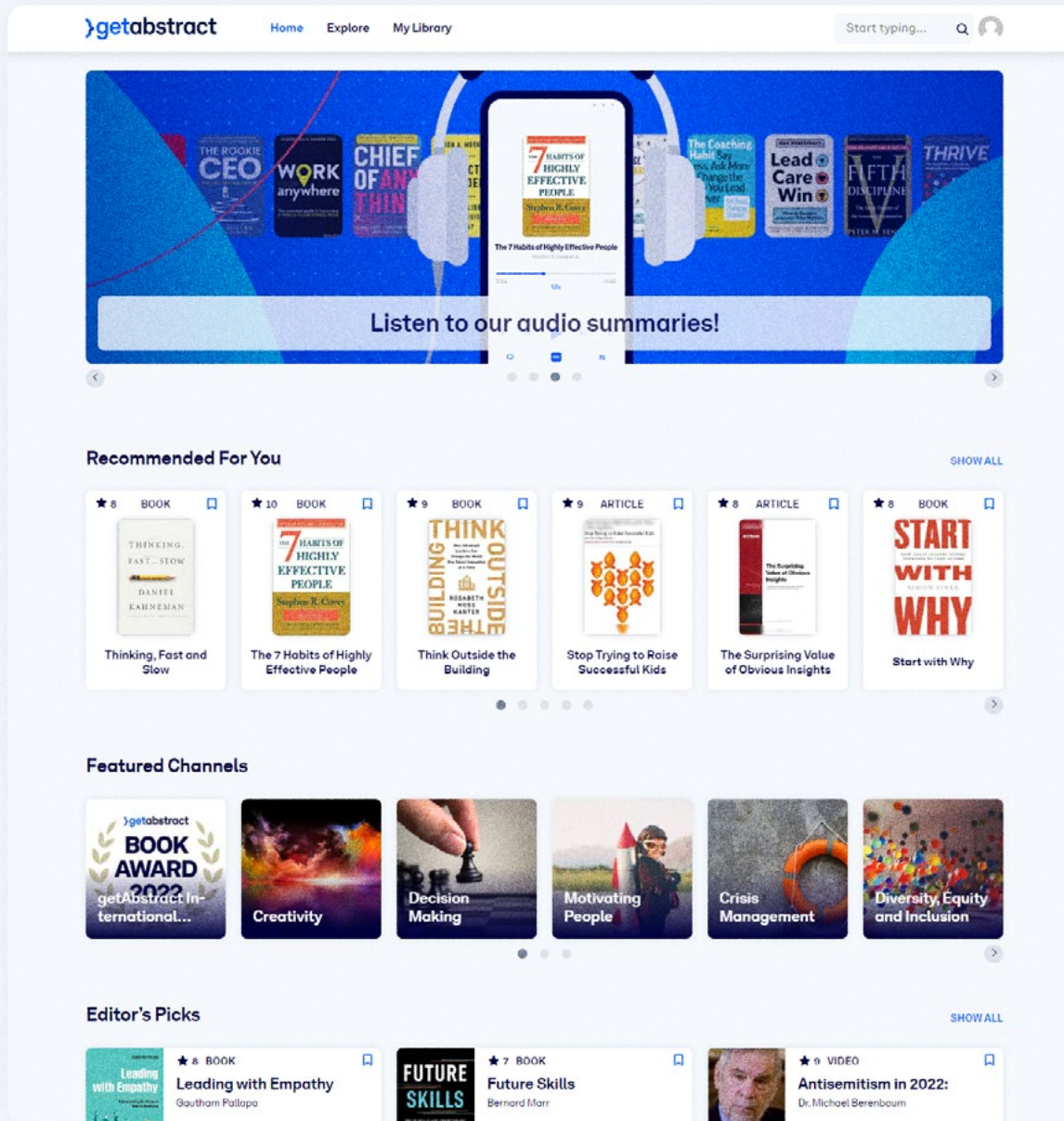


`}getabstract`

How-to Guide For Team Administrators

Getting started with your
getAbstract Team plan



The features of your Team plan

Pro features included in the Team plan:

- Unlimited online access on the web and app (iOS / Android)
- Offline sync on app
- Downloads (PDF, ePub, MP3)
- Send to Kindle
- Audio summaries & playlists
- Curated channels (Leadership, Artificial Intelligence, Digital Transformation, Marketing, Personal Development and hundreds more...)
- Personal channels to organize your favorites

Additional account administration features:

- Team portal
- Individual user accounts: users can manage their reading lists, select topics of interest and set notification preferences.
- Centralized billing: you will receive your invoice annually. Please note that admins are included in the number of licenses purchased.
- User management tools: add and remove users throughout the year.
- Basic reporting: track your team's logins, summary downloads, popular summaries and more.

Getting started with your Team plan

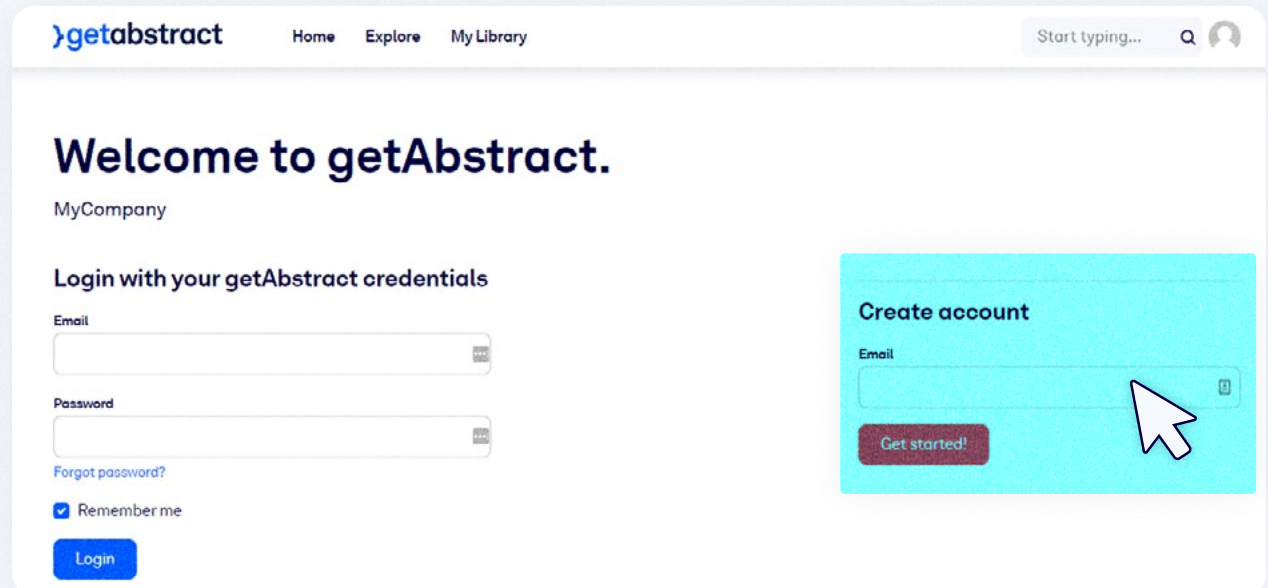
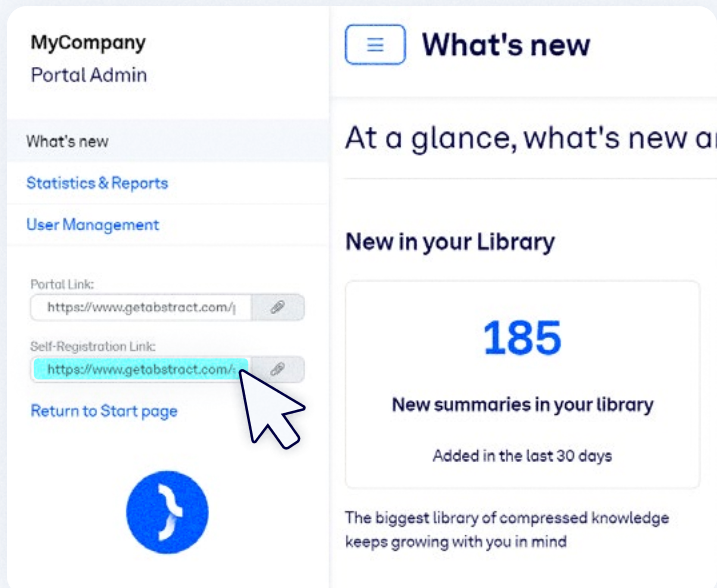
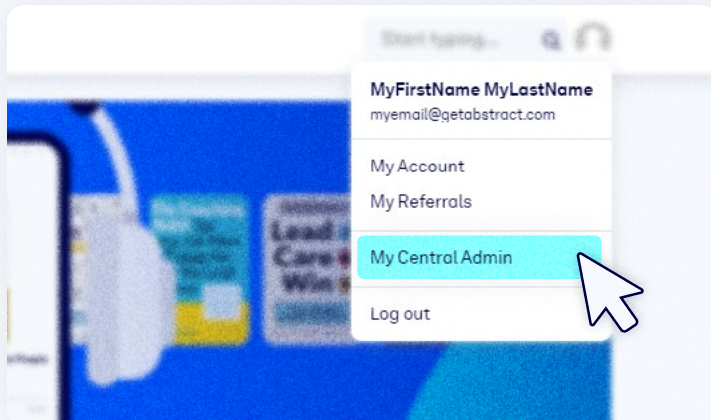
Add new users

Add team members to your getAbstract portal by creating a self-registration link or by setting up the account manually.

1. SHARE SELF-REGISTRATION LINK

Go to “[My Central Admin](#),” copy the self-registration link and share it with your team members.

When signing up to the getAbstract portal, users will be prompted to create an account and define their language and email preferences.



Add New User

Email *

Confirm email *

Title

Mr.

First Name *

Last Name *

Company

Country *

Switzerland

Preferred language *

English

Start Date *

11/14/2022

Duration *

No end date

Personalized Recommendation Email

Frequency *

Weekly

Email Notification

☒ Send email

Preview email

The welcome email contains a set-password link. For different communication channels, please use the link below:

<https://www.getabstract.com/reset-password/email>

Submit

Getting started with your Team plan

2. MANUAL USER SETUP

Go to “My Central Admin” and select “User Admin.” You will see a list of your current users, including yourself.

To add a new user to your team plan, select “Add New User” on the left. Fill in their contact details (name, email, company, country) and select their preferred language. Users can update the information in their personal accounts later, if needed.

To give unlimited access to a user, leave “No end date” in the Duration field. Of course, you can also select a limited access time for a user.

For the Personalized Recommendation Email, we recommend the weekly frequency. Team members can change the setting at any time.

We recommend using the “Send email” function to inform team members about their access to getAbstract. New users will be prompted to set up an account password.

› ExpertWebinar

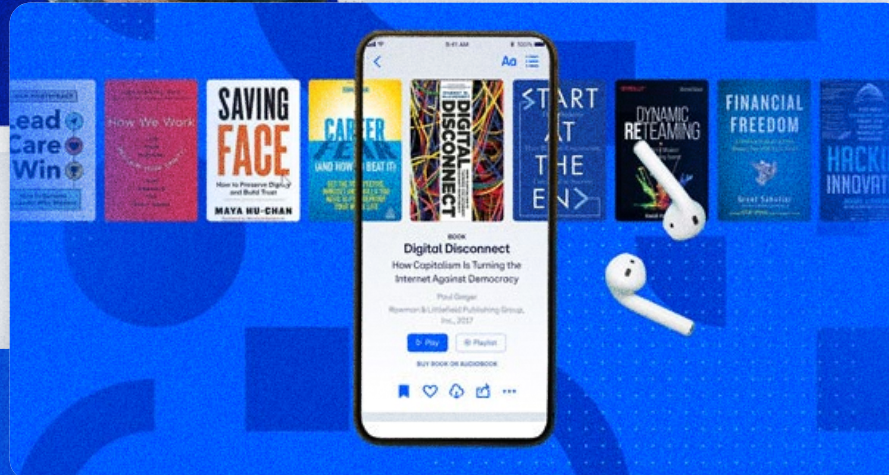
Develop Superhuman Focus

with
Giovanni Dienstmann



› getabstract

Growth Calendar



Promote getAbstract with your team

Use our pre-designed banners and flyers to promote getAbstract within your team. For more details and material, please contact us.

Share relevant topic channels and summaries on the intranet or company collaboration platforms.

MyCompany
Portal Admin

What's new

Statistics & Reports

User Management

Portal Link:
<https://www.getabstract.com/>

Self-Registration Link:
<https://www.getabstract.com/>

[Return to Start page](#)

User Management

Search for admin tools

User administration

Users [Add New User](#) [More](#)

Filter by

First Name Last Name Email Active

Color codes: ● New ● Expired ● Deleted Licences consumed 1 of 5

Displaying 1 to 1 of 1

First Name	Last Name	Customer ID	Email	Start Date	
MyFirstName	MyLastName	6752073	myemail@getabstract.com	Mar 26, 2021	Info Edit Delete

10

<< < 1 > >>

User management tools

Update user information

Go to [“My Central Admin”](#) and select [“User Admin.”](#) You will see a list of your current users, including yourself.

You can edit user details (name, email address, language, email preference, and account expiration date) by clicking on the icon next to the account holder’s email address and start date.

Reset user password

Go to [“My Central Admin,”](#) select [“User Admin”](#) and click on the [“Edit”](#) icon for a specific user. You can’t change an existing user’s password, but you can send a password reset link to the user’s email address.

Remove users

Go to [“My Central Admin,”](#) select [“User Admin”](#) and click on the [“Delete”](#) icon for a specific user. This action will remove the account from your portal but won’t delete the personal account settings and summary history of the user, who may want to reopen the account in the future.

If you want to set an expiration date for an account, select [“Edit”](#) and define an account end date.

Please note that you can always re-activate an expired or deleted account by using the filter on the top left of the user table. Just search for users with status [“expired”](#) or [“deleted.”](#) Once the account reappears on the user table, select [“Edit”](#) to make any necessary changes and click [“Submit.”](#)

Account management

Manage your getAbstract account

Manage your account
Go to [“My Account”](#) to change your personal settings (e.g., language preference, personal summary recommendation frequency, “Send to Kindle” setup, etc.) and update your email address, password and contact information.

Download your invoice

Go to [“My Account”](#) and scroll down to the [“My Subscription”](#) section for a list of your current (and previous) subscriptions. Next to each subscription, you’ll find a link to the PDF version of your receipt.

Manage your Team subscription

Go to [“My Account”](#) and scroll down to the [“My Subscription”](#) section. Click on the [“Options & Payment”](#) link next to your current subscription to update your payment method and see your renewal options.

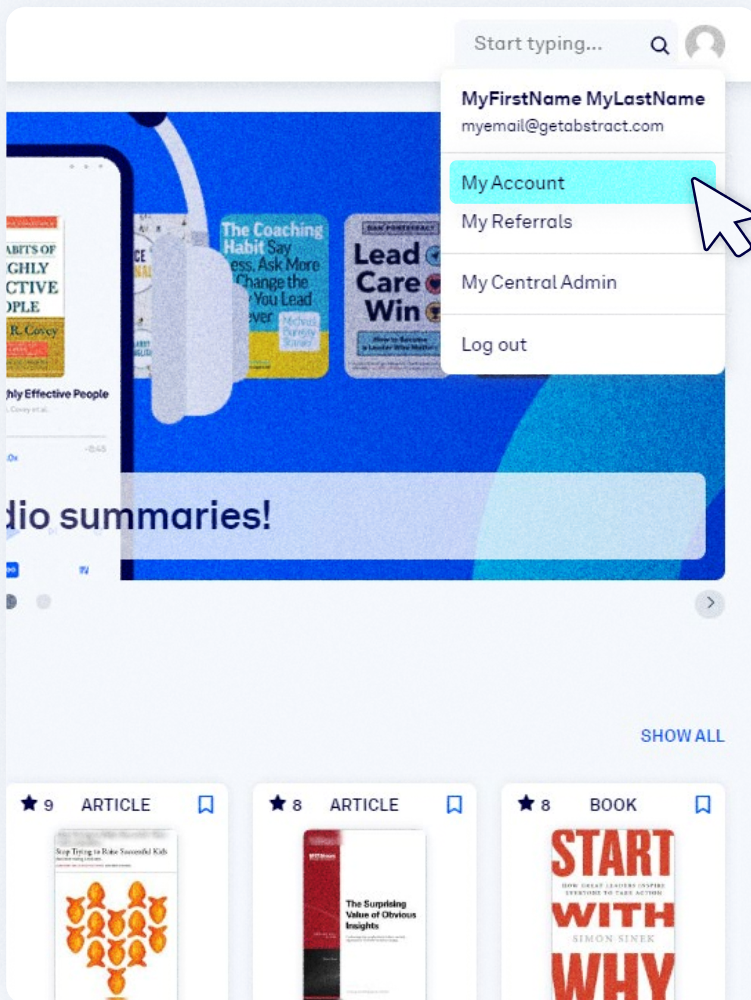
Upgrade options

Go to [“My Account,”](#) scroll down to the [“My Subscription”](#) section and click on the respective link to see your upgrade options. If you have a Team plan for 5 users, you’ll see an option to upgrade to a 10-user plan. For the first year of your upgraded subscription, you’ll only pay the difference between your current and your new plan.

If you wish to have more than 10 users, contact our customer support team.

Add a second admin

If you wish to add a second admin to your team account, please contact our customer support team via info@getabstract.com.





Basic reporting

Track and analyse your team's activity on getAbstract

Go to [“My Central Admin”](#) and select [“Statistics & Reports”](#) for an overview of your team's activity on getAbstract. From there, you can access detailed reports on user engagement and content consumption.

You can adjust the date range and export all statistics for the selected date range to a PDF by clicking on [“Export to PDF.”](#)