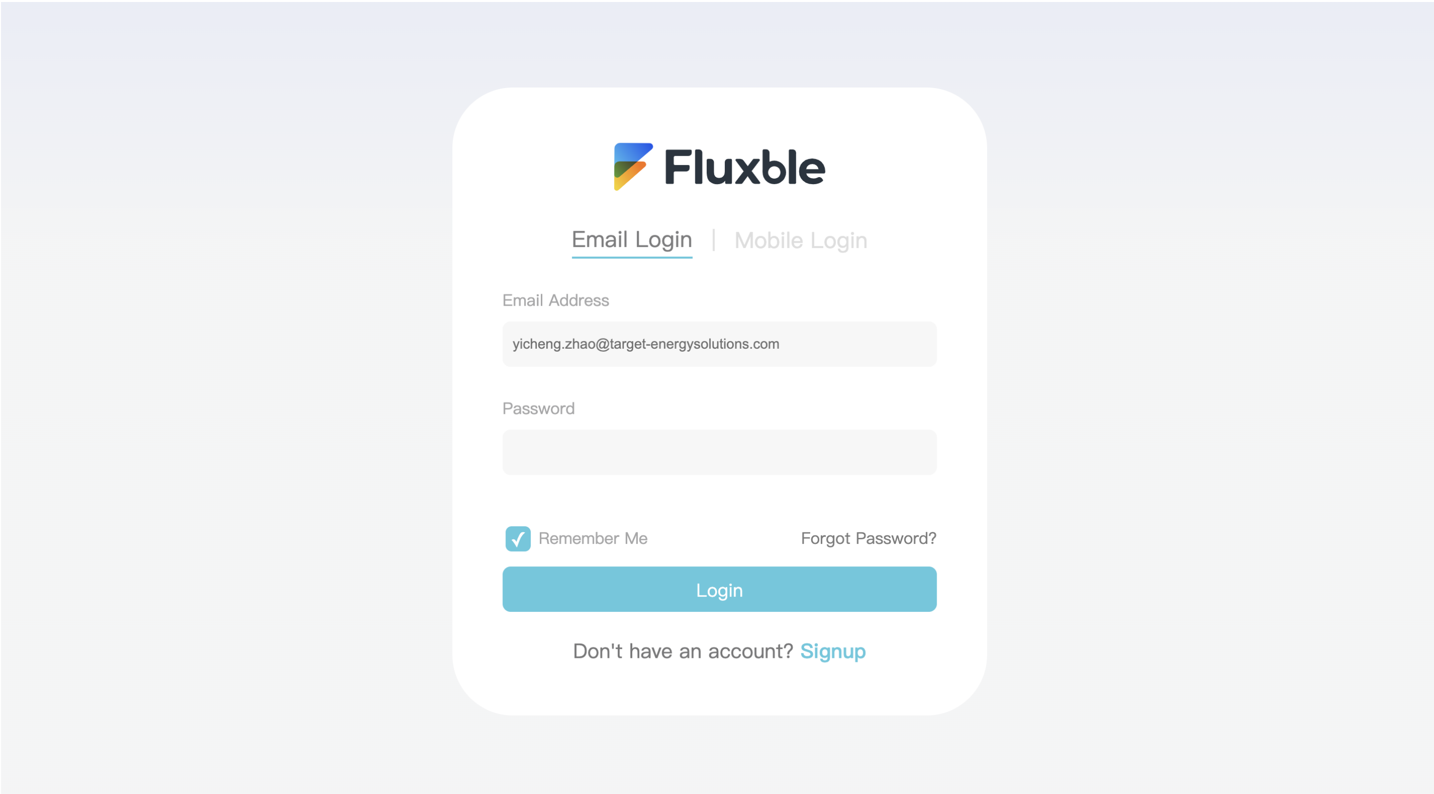
Fluxble Product Overview

Login& Home Page

Features Introduction

Login

1. To login the Fluxble, first, enter the target.fluxble.com in your browser



2. Enter the correct Email and Password to get in. If you can not remember password, you can click on Forgot Password to help you find it.

Collaboration

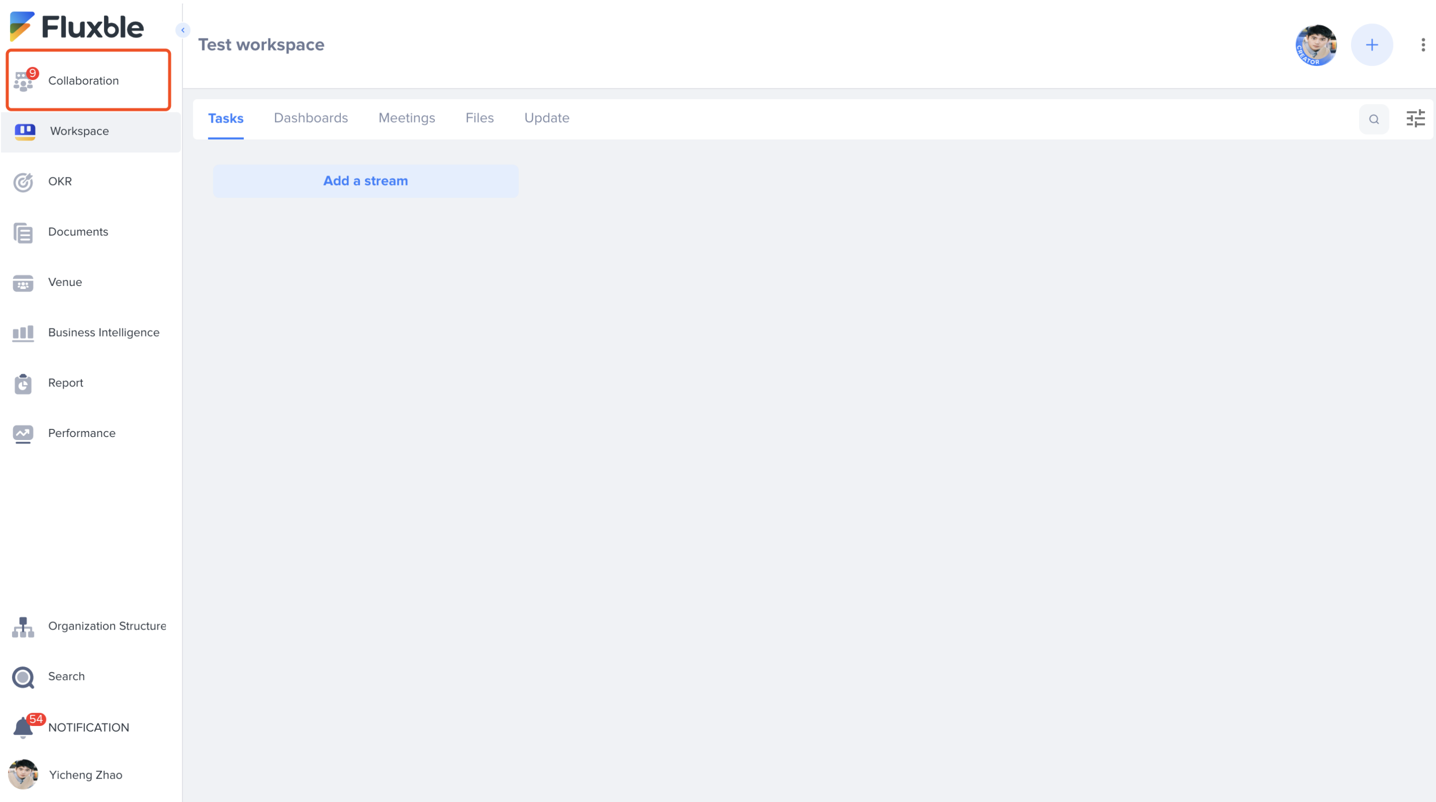
Overview

Collaboration in Fluxble, makes communication and cooperation faster within teams. You can use Collaboration pane to send and respond messages while working on any other module of the platform. The collaboration pane enables instant messaging between all the team members and groups,file sharing on-the-fly as well as full video calling capability.

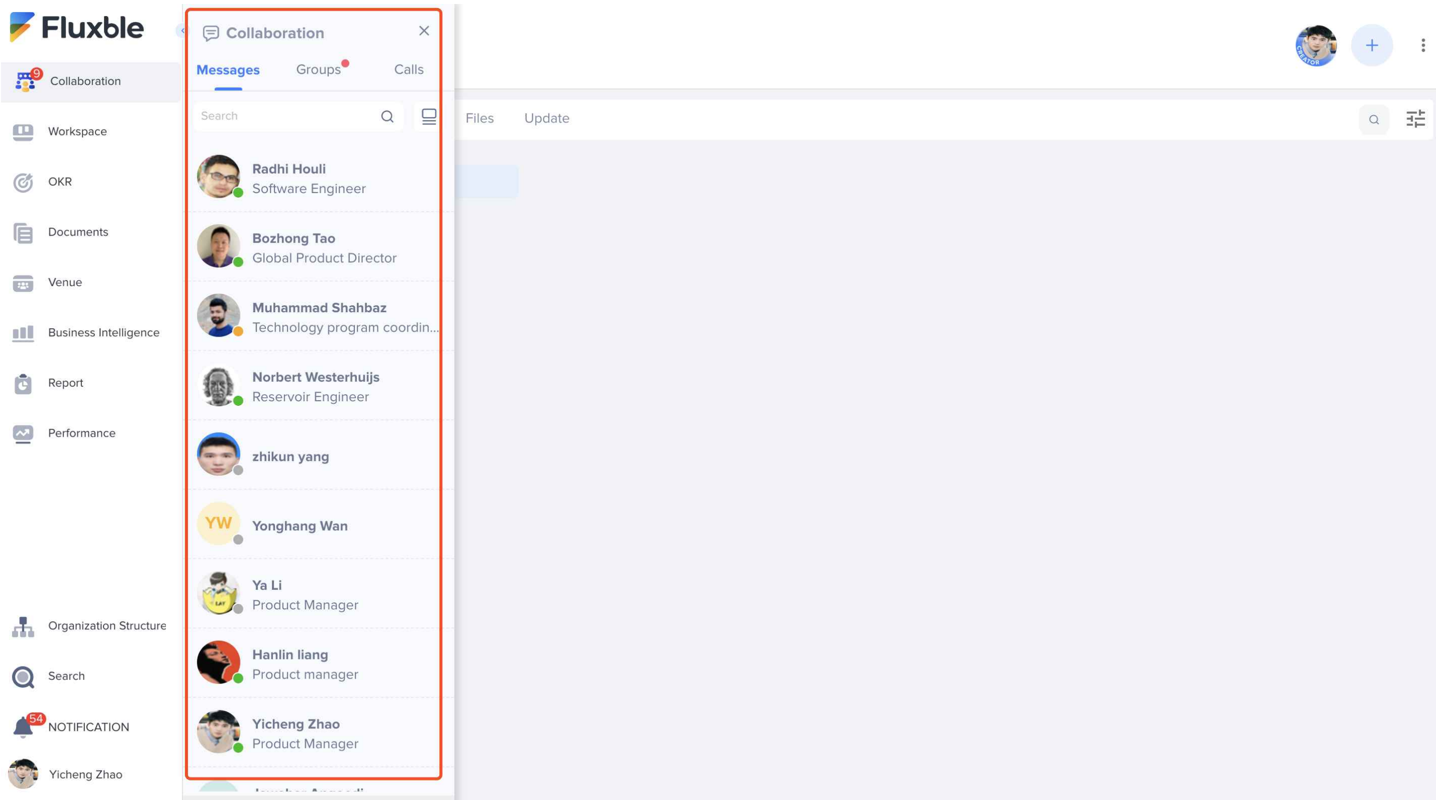
Features Introduction

Accessing Collaboration

You can start it directly from the left side of the workspace.



One-to-one chats



With Fluxble, everyone in your team is just a click or tap away.Simply look up a contact and start a new conversation. All one-to-one chats are private.

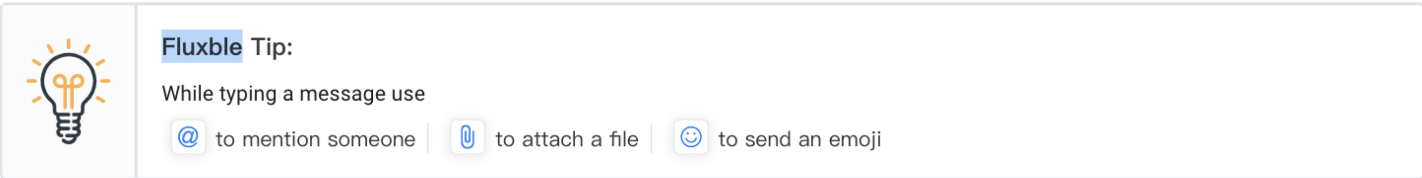
Send and Read Messages

You can use the Collaboration pane to send and read messages. To start and join conversations, learn how to send and read messages.

Send a Message

To send a message:

1. Click the message field in a group or direct message.
2. Type your message.
3. Send.

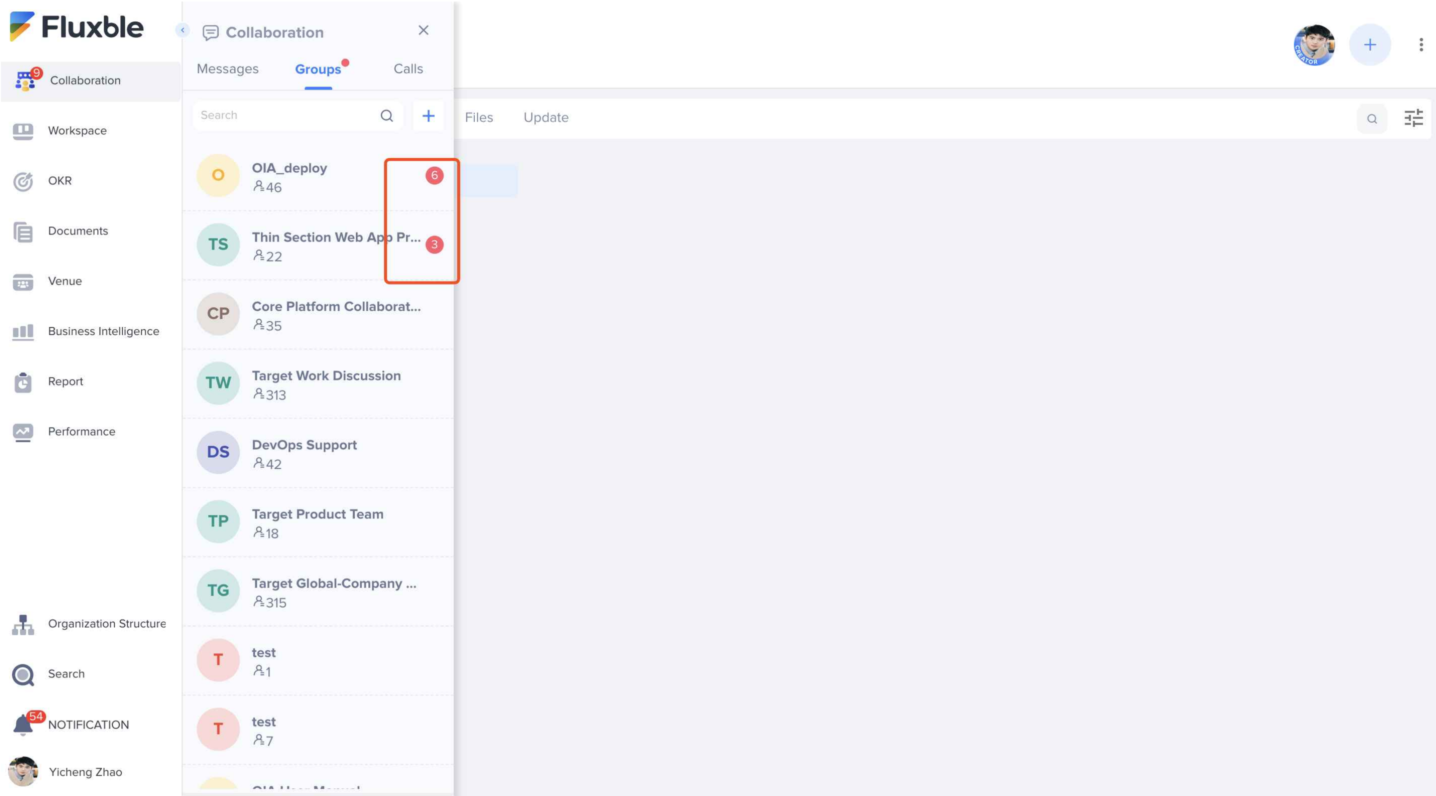


Read a Message

You have unread messages if:

1. A red dot appears on Group or Messages tab.
2. A circle appears in front of the group' or individual name.
3. The collaboration pan marker appears red.

You can open the conversation and view unread messages.



Group Chats

What are Groups?

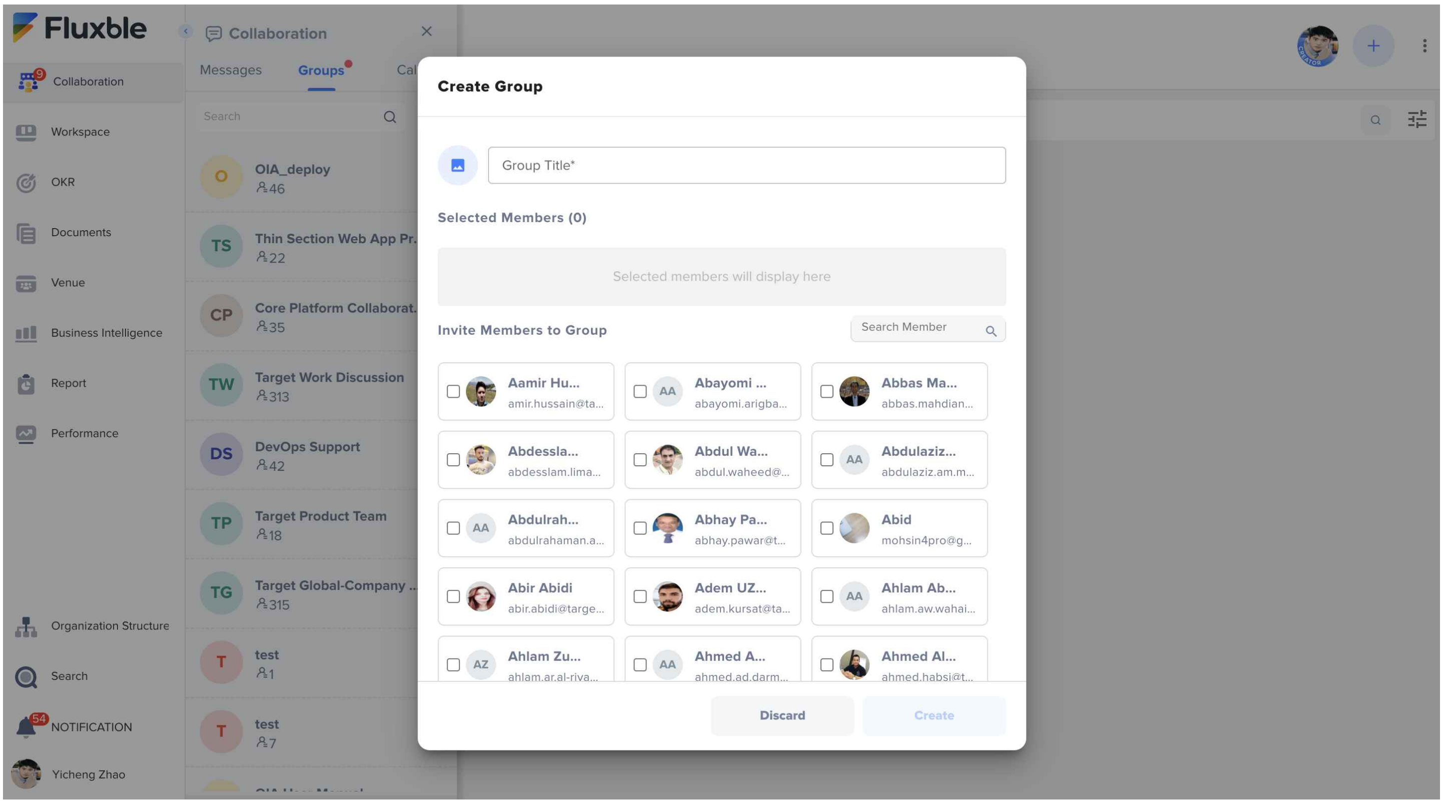
You can use Groups to collaborate if you are looking to discuss a new project or in case your team needs a place to discuss an ongoing task.

1. Groups can be filtered by workspaces. You can see all groups of all workspaces or you can select the groups for a specific workspace.
2. Team members can join and leave groups as needed.
3. Threads allow for focused and organized side conversations within groups.

Group Chats

To send or receive messages in groups, check send and read messages.

Create a Group



To create a new group:

1. Click "+" from the Groups tab.
2. Enter Group Title.
3. Add members to the group by typing name or selecting the members from the list.
4. Click the Create button.

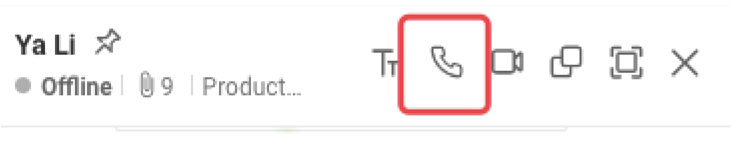
Calls

You can use the Collaboration pane to make a voice call, connect by video, share your screen, and more. You can make a one to one call with a teammate or you can have a group call.

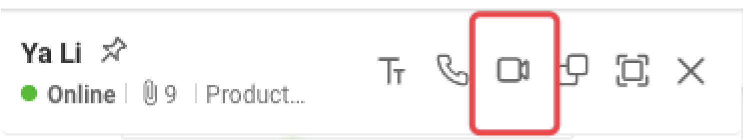
Start an Audio Call

To start an audio call:

1. From the Collaboration pane, select the person/group you want to call.
2. Click the phone button for an audio call.



3. Click the video button to switch to a video call and share your screen once your call starts.



Start a Video Call

With Fluxble, you can video call team members to discuss ideas and get things done faster. Fluxble supports both video calls for one-to-one chats and for groups.

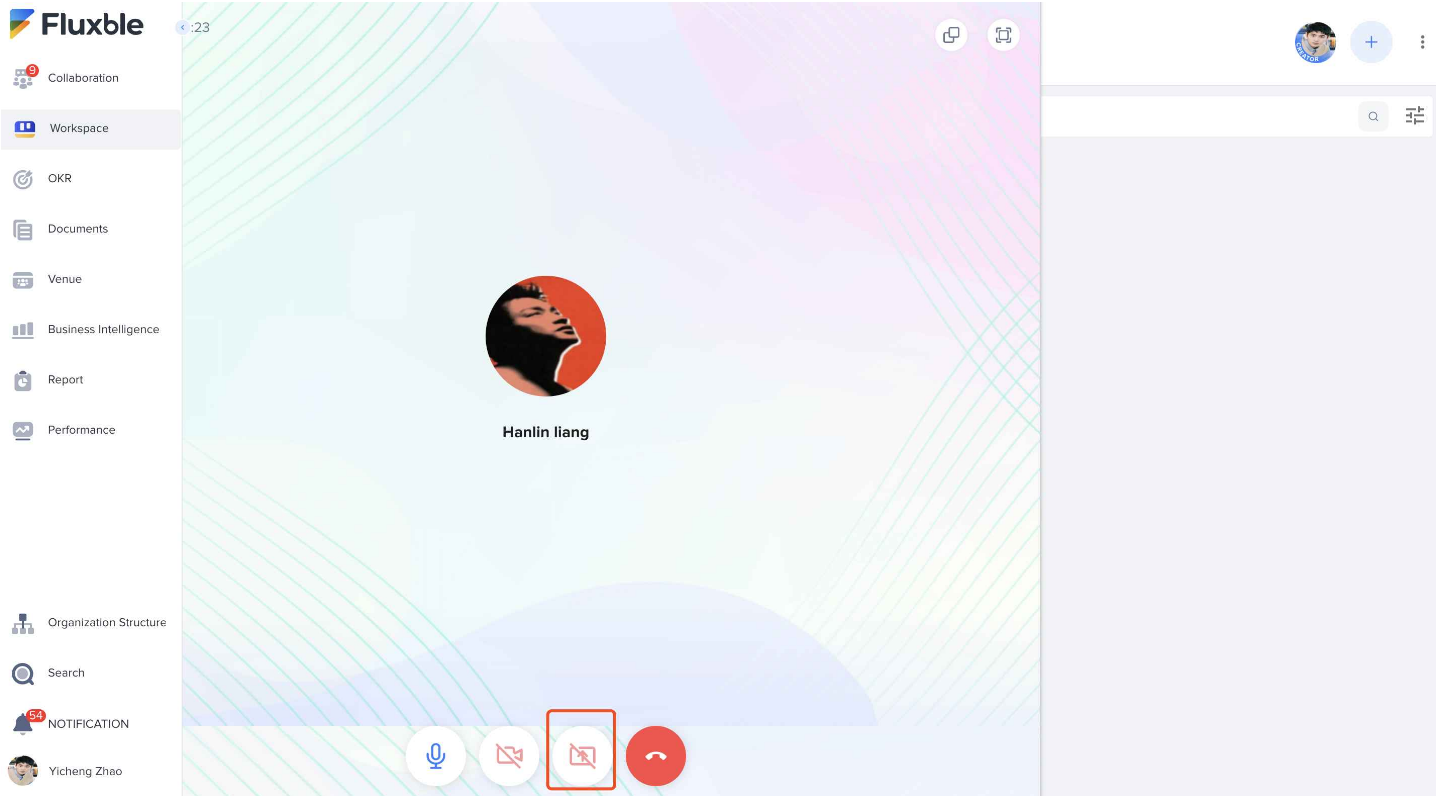
To start a video call:

4. From the Collaboration pane,select the person/group you want to have a video call

Screen Sharing

With Fluxble, present your ideas in a better way using the screen sharing option. During a call, present your screen anytime by clicking the share screen button

For more details for making calls, check Calls.



File Sharing

During your conversation, you may need to collaborate on files from time to time. You can share your files in your conversations to discuss them in Fluxble.

To share a file:

1. Drag and drop the files into the message area, or click the paper clip icon next to the message field.
2. Include a message about the file(s) if you'd like.
3. Send the message.

Searching Members/Groups

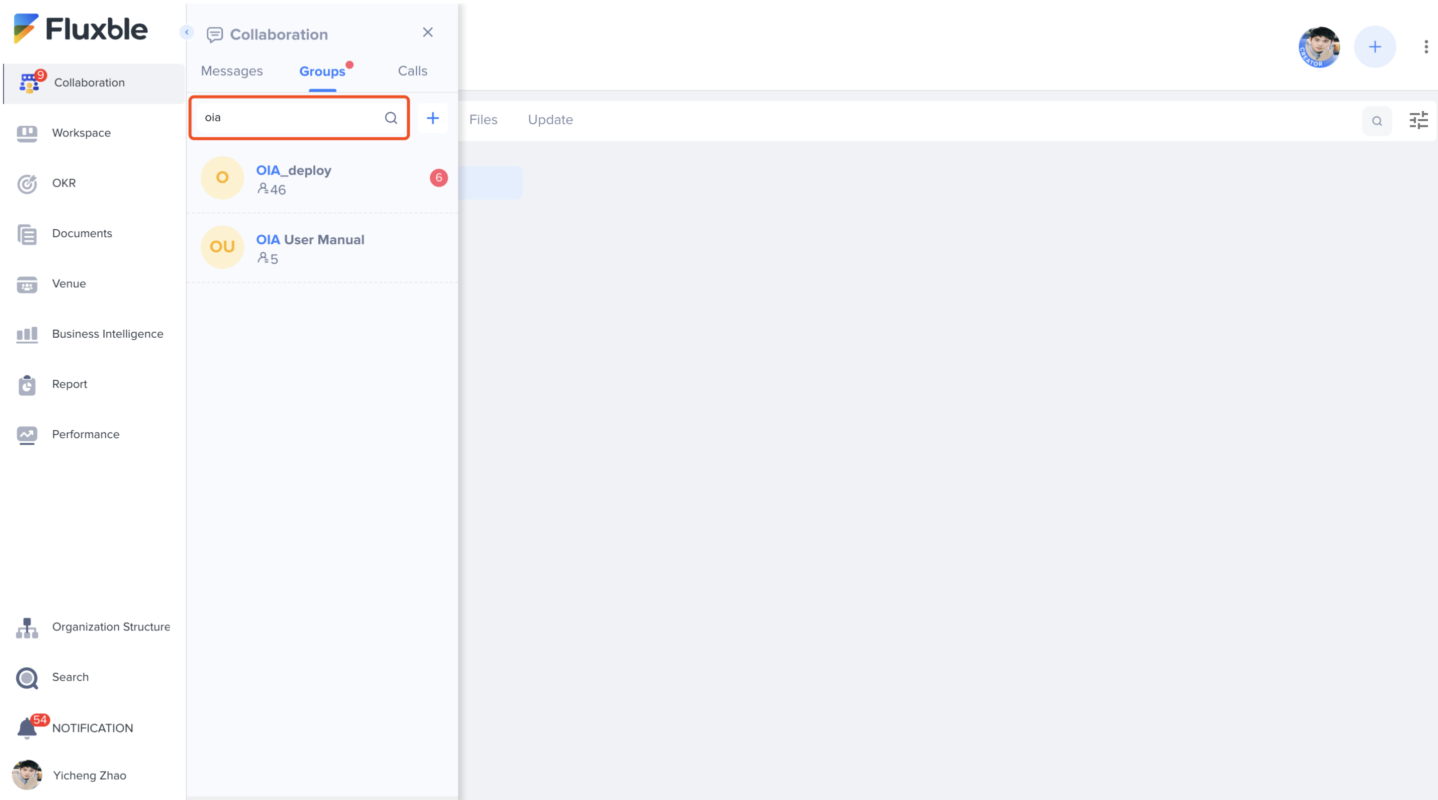
To save your time, instead of scrolling through all the list, you can search the member or group. You can search a member in a particular workspace or you can search in all the workspaces.

To search a member:

- In the Messages tab of collaboration pane, type the member name.

To search a group:

- In the Groups tab of collaboration pane, type the group name.



Workspace

Overview

A workspace is a company' s shared hub, where team members communicate and work together. A rich variety of collaborative tools available in workspace enhance cooperation within and between teams. The Workspace app enables you to communicate and collaborate with your team. In your workspace, you can work on your tasks, upload files and images, keep track of your OKRs, manage and attend your meetings and many more.

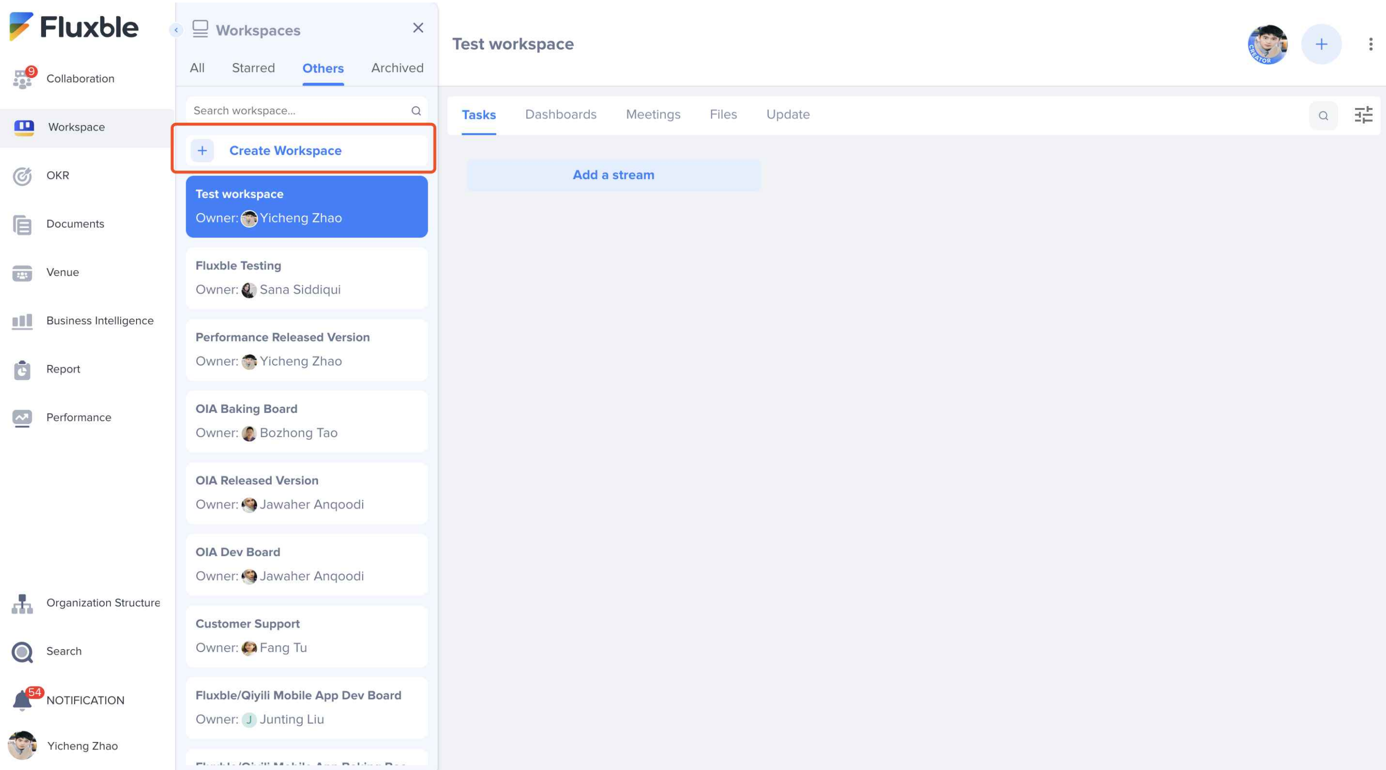
Features Introduction

Creating a New Workspace

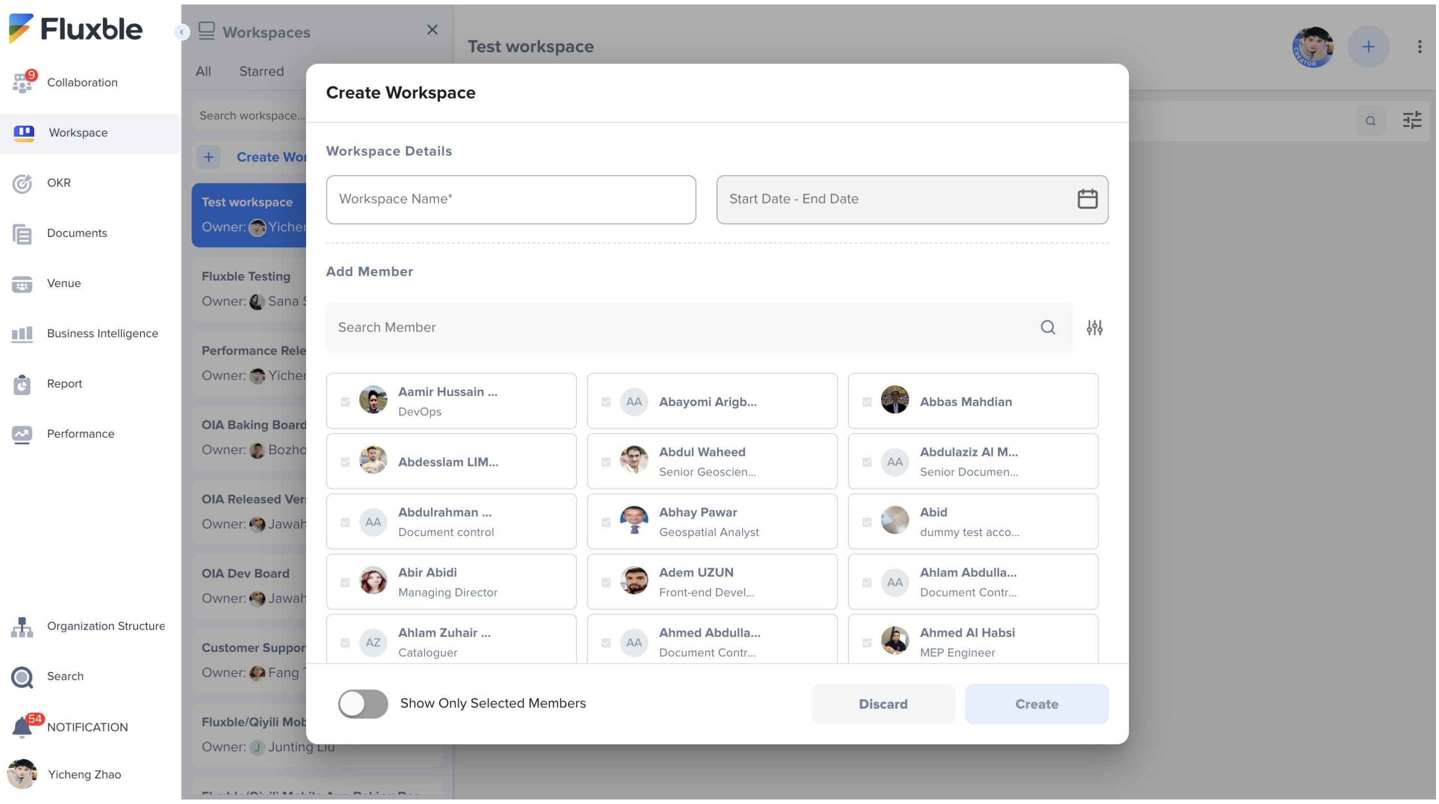
- You can create the new workspace if you get the permission by admin.
- To create a new workspace:

a. Launch Fluxble

b. Click "Create Workspace" button from your main page



3. Specify all the required details.
4. Add members.
5. Select the members you want to add.
6. Click Create Workspace.

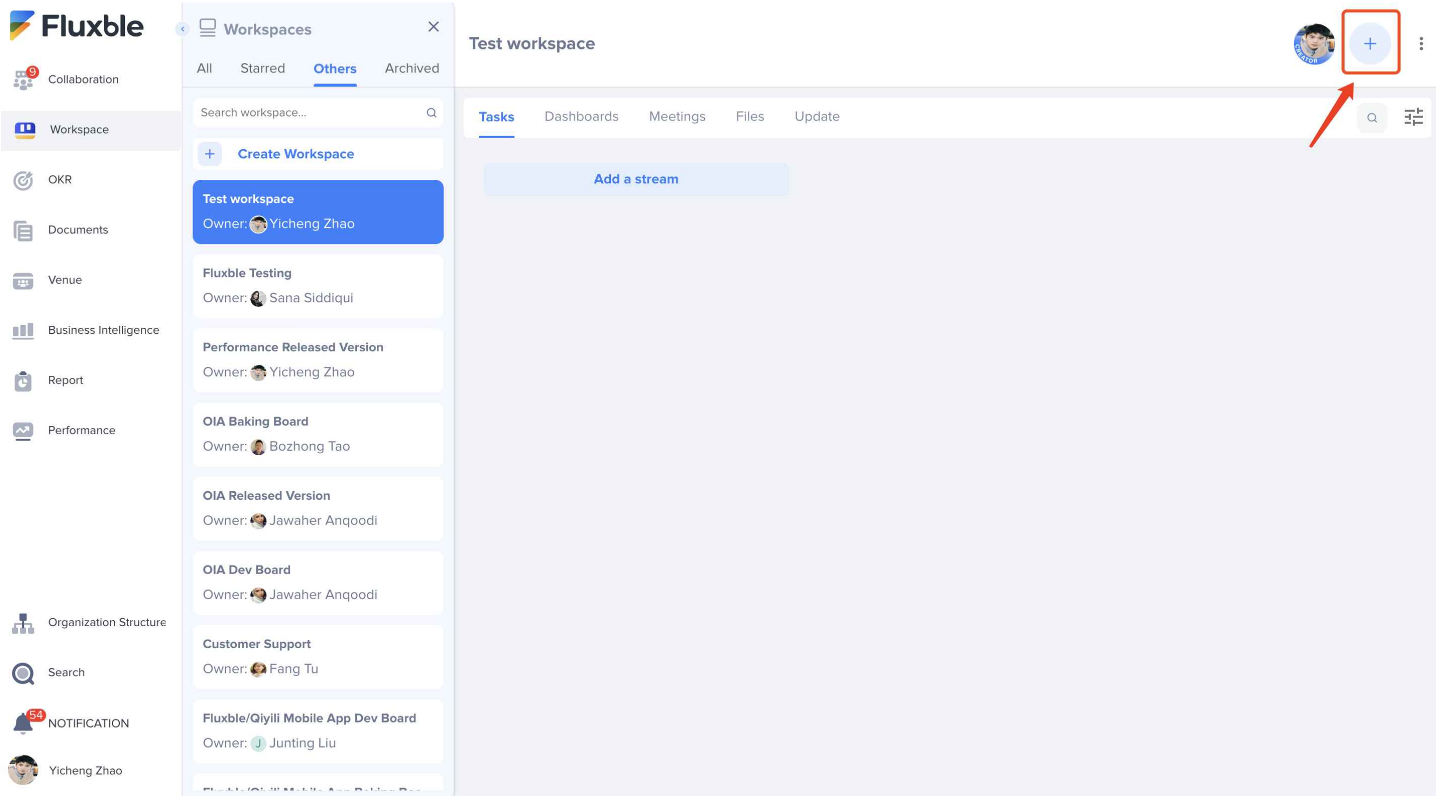


Managing Workspace

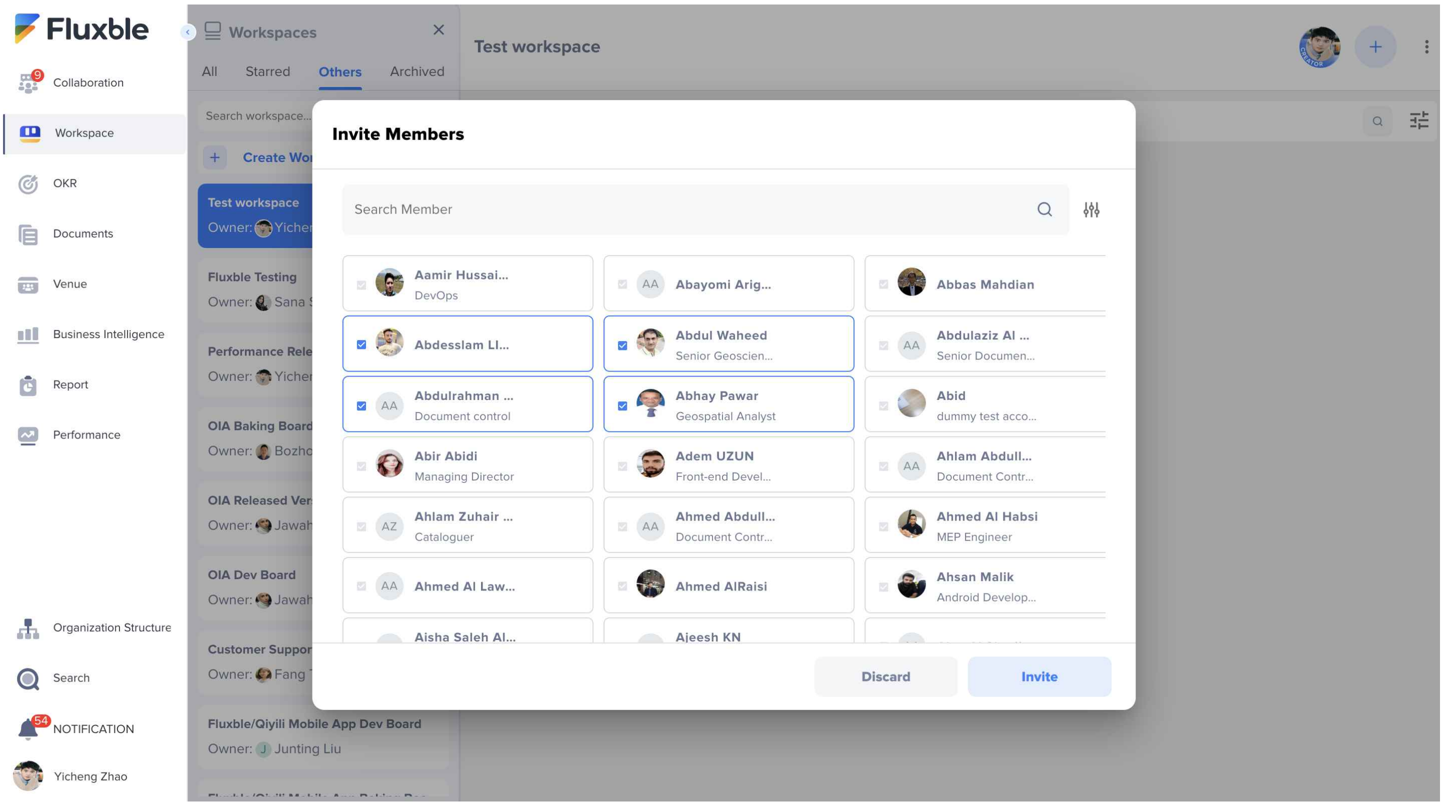
Inviting Members

To invite more members in to the workspace:

1. From the workspace header， click “Add” button.



2. Select members to invite

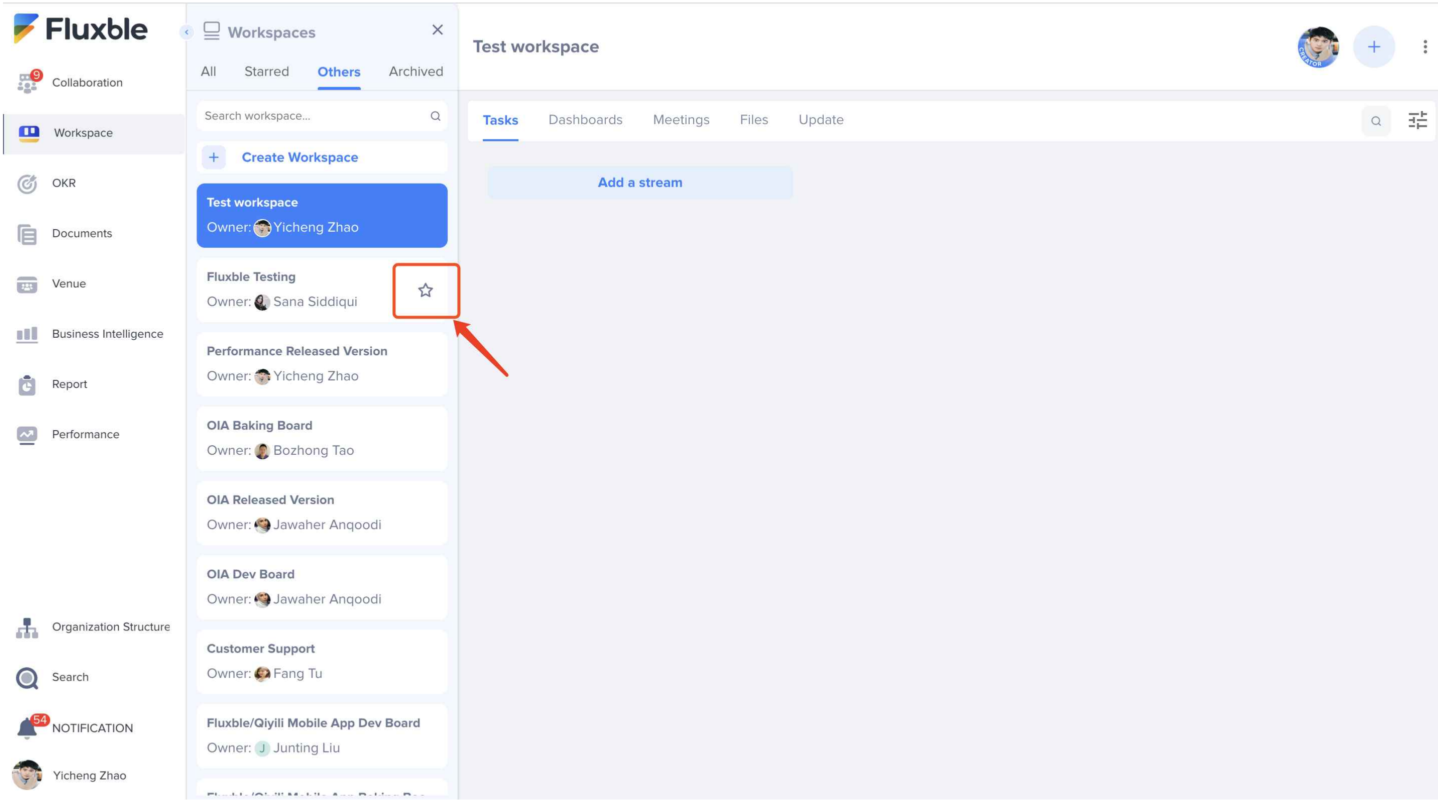


3. Click the “Invite” button.

Marking Workspace as Starred

To mark your workspace as important:

1. Mouse Hover to workspace



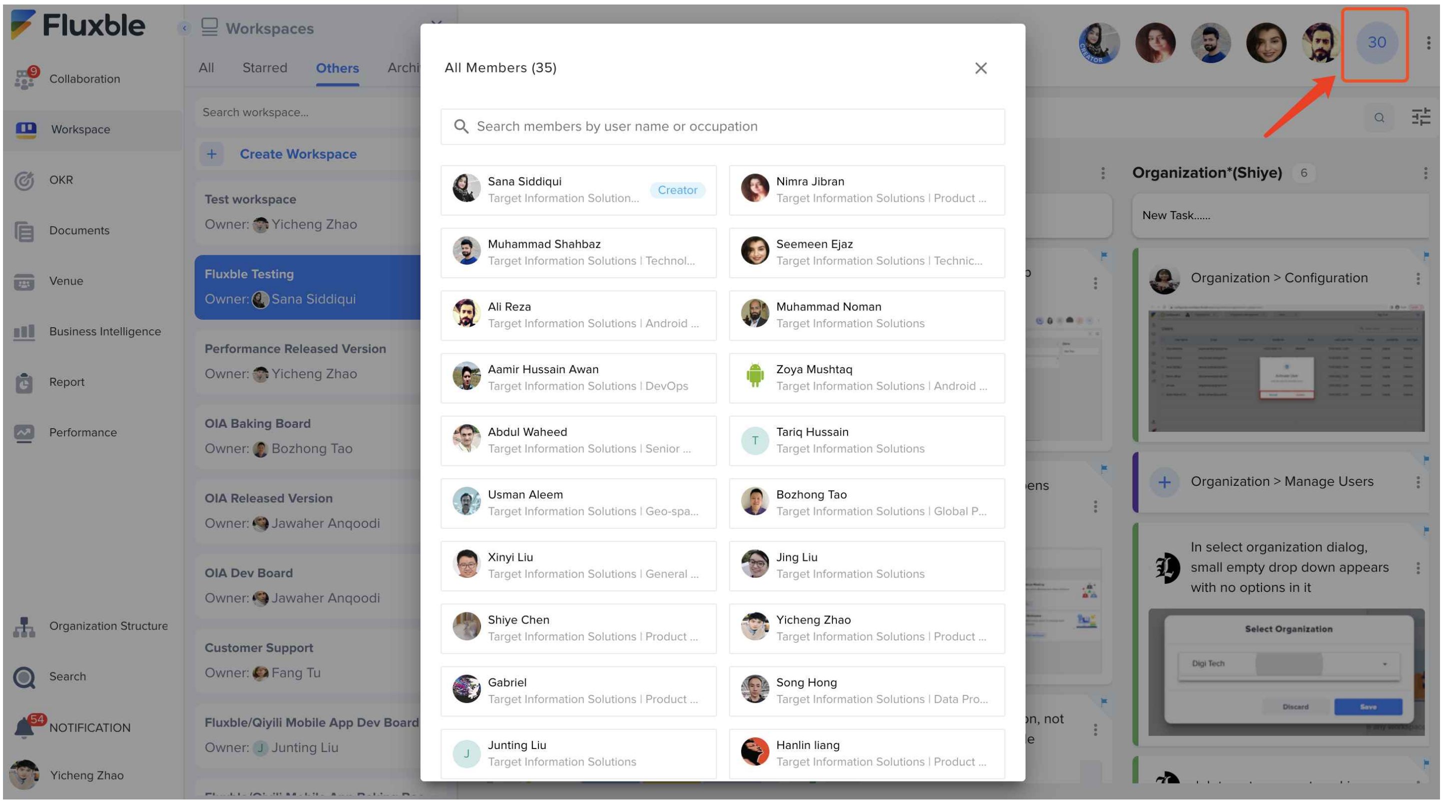
2. Click on the star icon on the right

Managing Members

Once the workspace is creating you can add or delete the members as per your requirement.

Viewing Members

All members of the current workspace will be displayed here



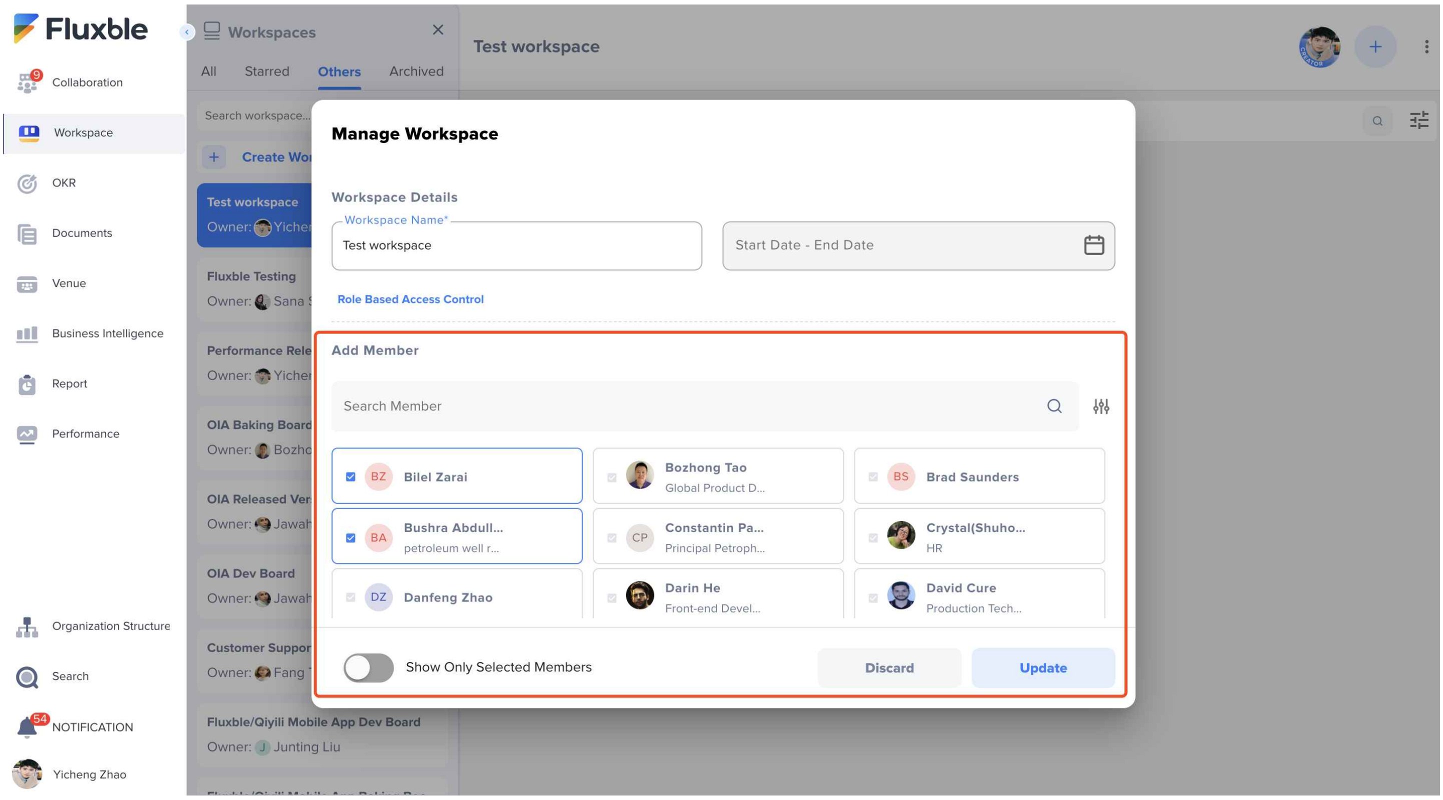
Adding New Members

You can add new members to the workspace if you have the admin rights.

Once the workspace is created, you can add more members any time.

To add more members in the workspace:

Click the manage workspace button， check the members you want to add, and click the update button

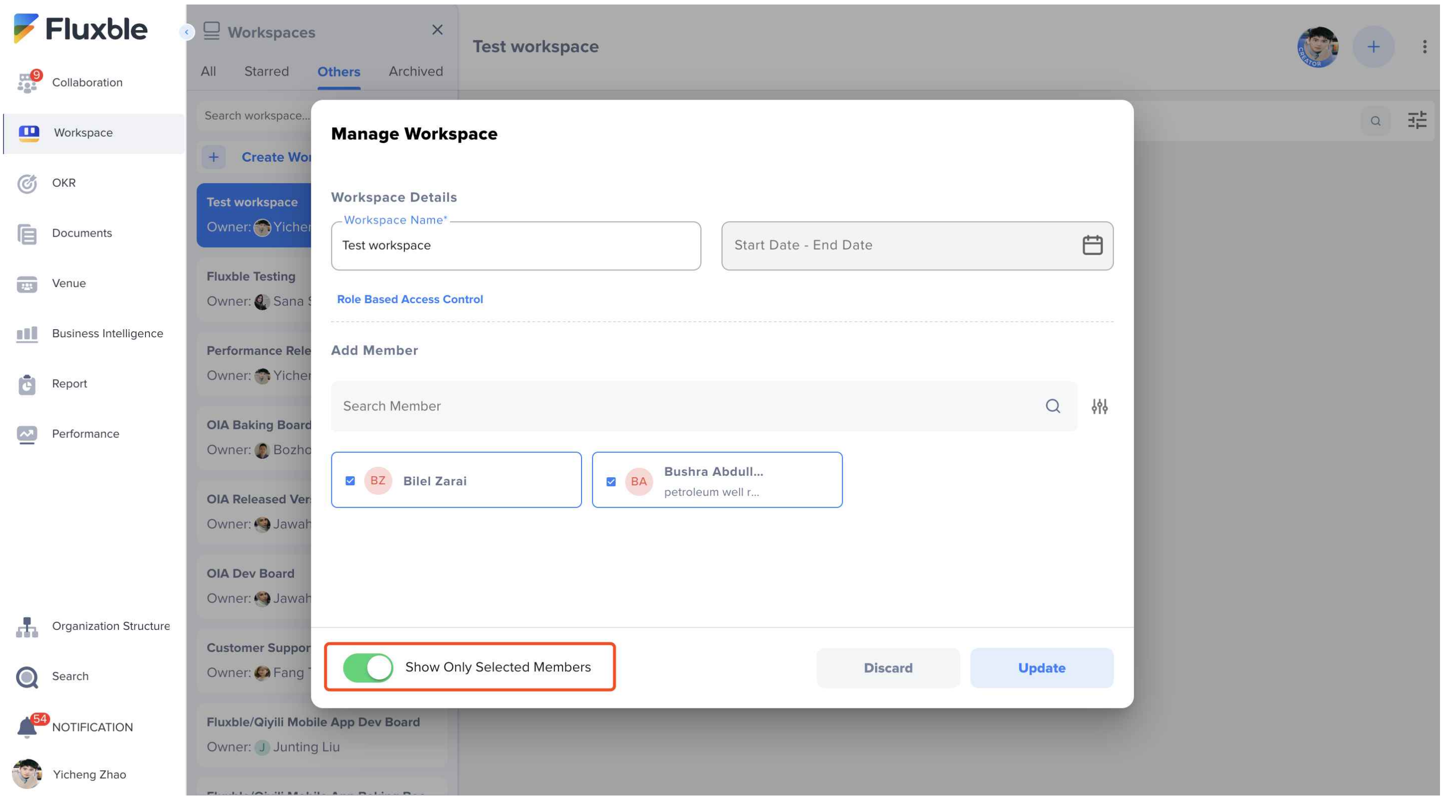


Deleting Members

You can delete members from the workspace if you have the admin rights.

To delete a member from the workspace:

1. Click the manage workspace button
2. Open the show only selected members
3. Uncheck the members you want to delete and click the update button



Task Manager

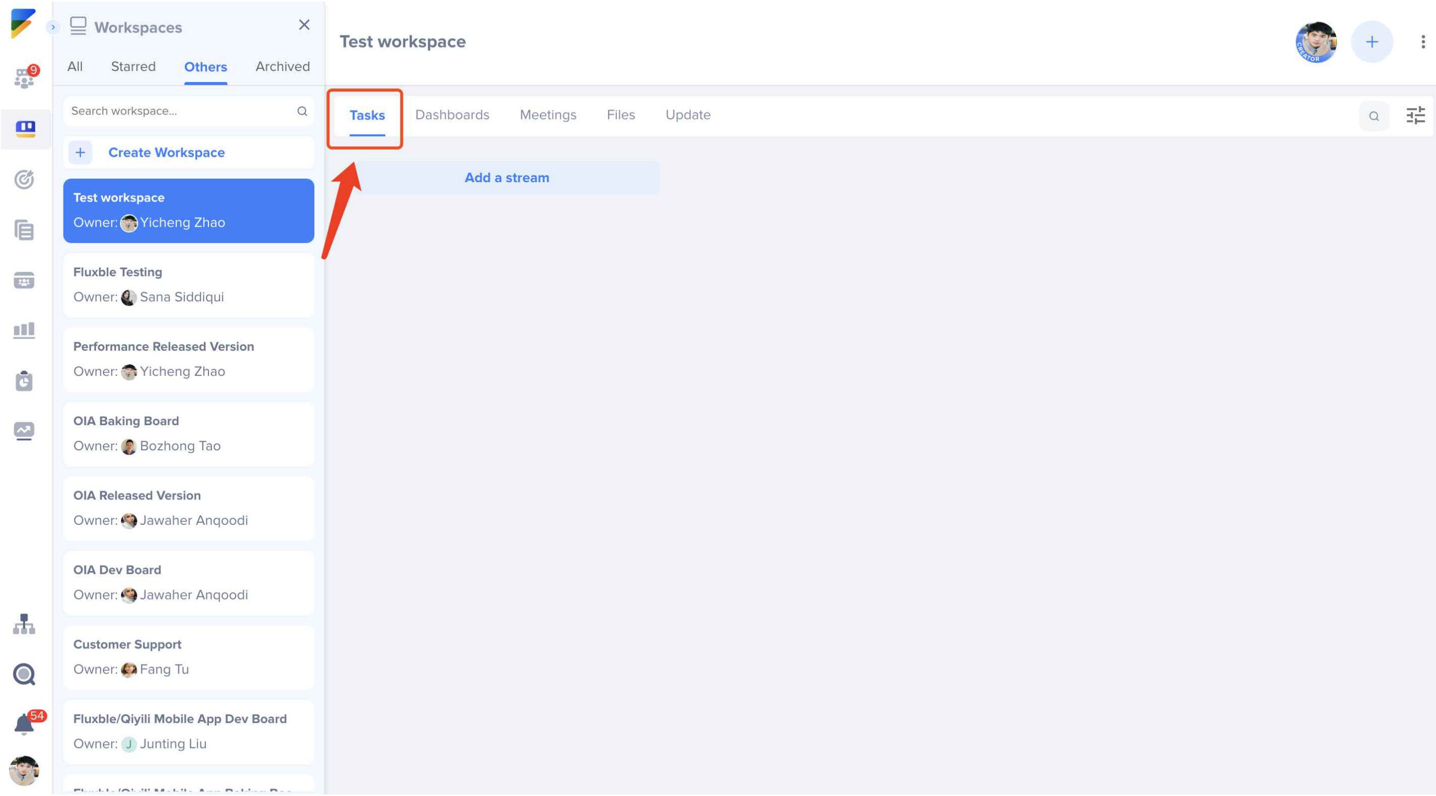
Overview

The Task Manager is designed to breakdown, track and optimise almost any workflow.. It allows you to effectively manage projects and help you in keeping your tasks, team members and goals organized efficiently. Each workspace has its own tasks area where you can view and manage your tasks.

Features Introduction

Accessing Task Manager

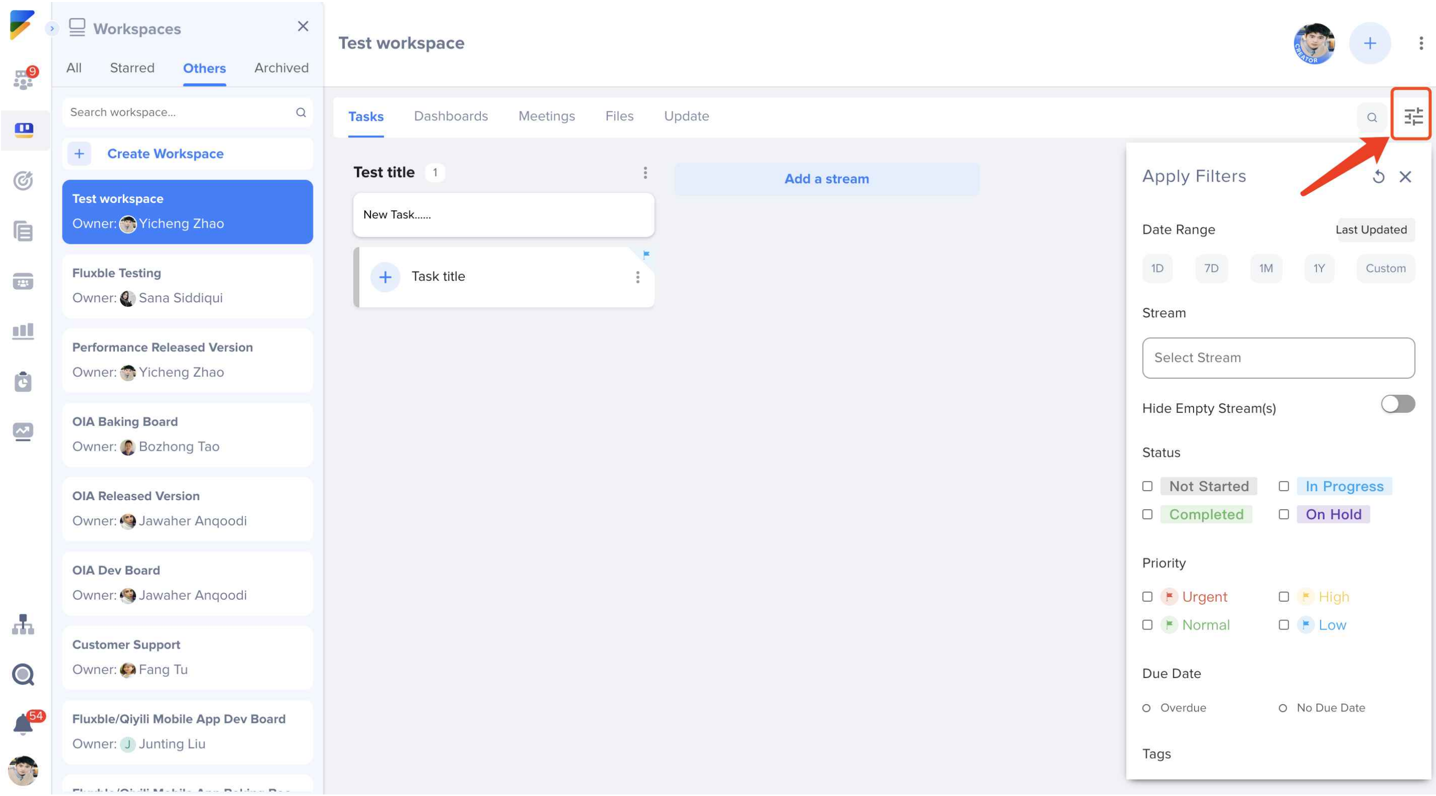
Create a workspace first, and then you can enter the task manager



Applying filters

To make life easier for you, the Fluxble Kanban board comes with lots of filters.

Click to open Filters pane.



Apply the filters as per your requirements to focus only on the tasks that are important.

Working with Streams

As the Task Manager supports the Kanban method, so work happen here in streams. The value stream is the series of steps required to deliver a product or a service to your customer.

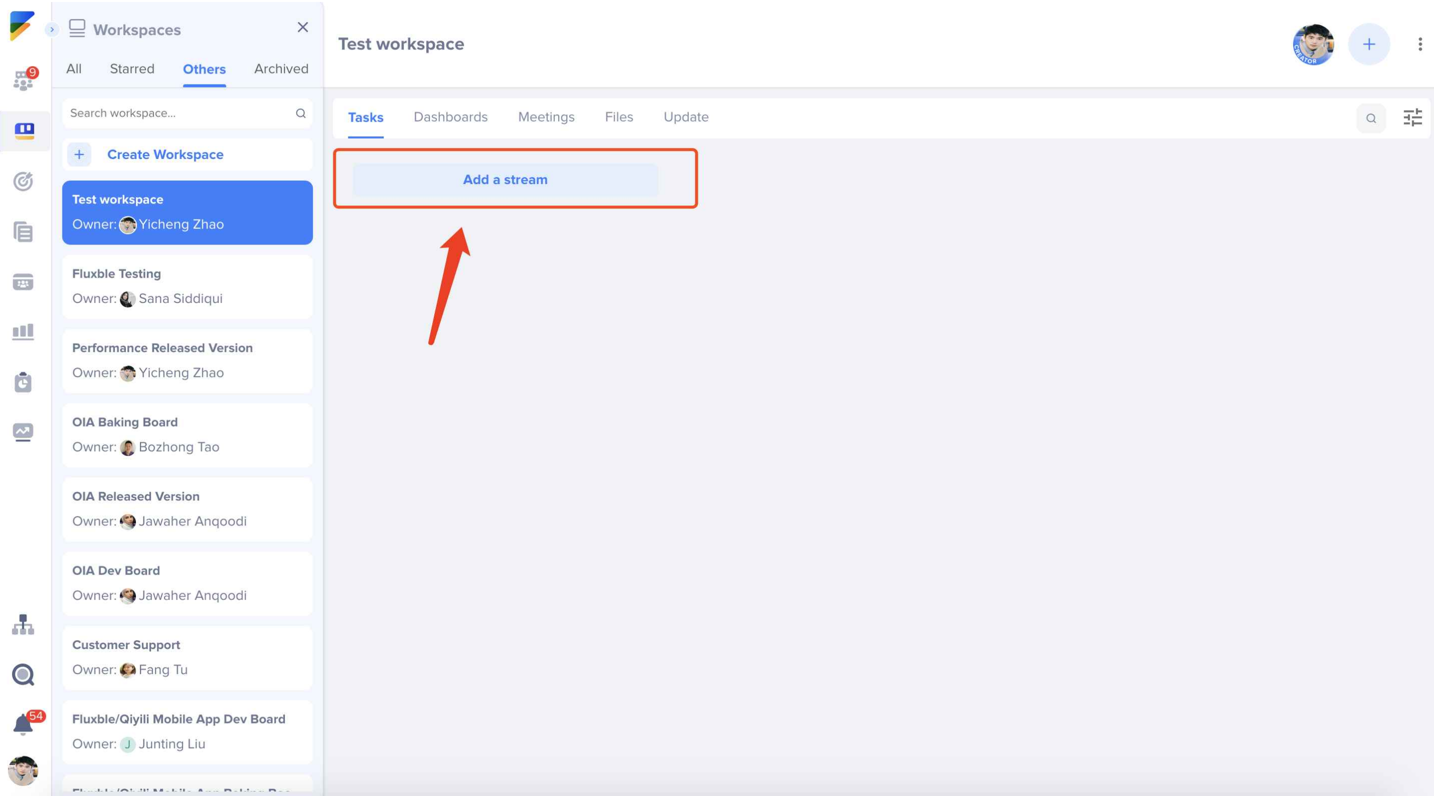
A stream may be the work of a functional area such as application development, training, business analysis, sales, product delivery, and engineering. It may also be an effort such as requirements definition which involves members of multiple groups, for example, in product development, marketing, product development, engineering, and manufacturing.

In each workspace, you can add streams and within streams you can add tasks. You can create as many stream as you want to complete your workflow.

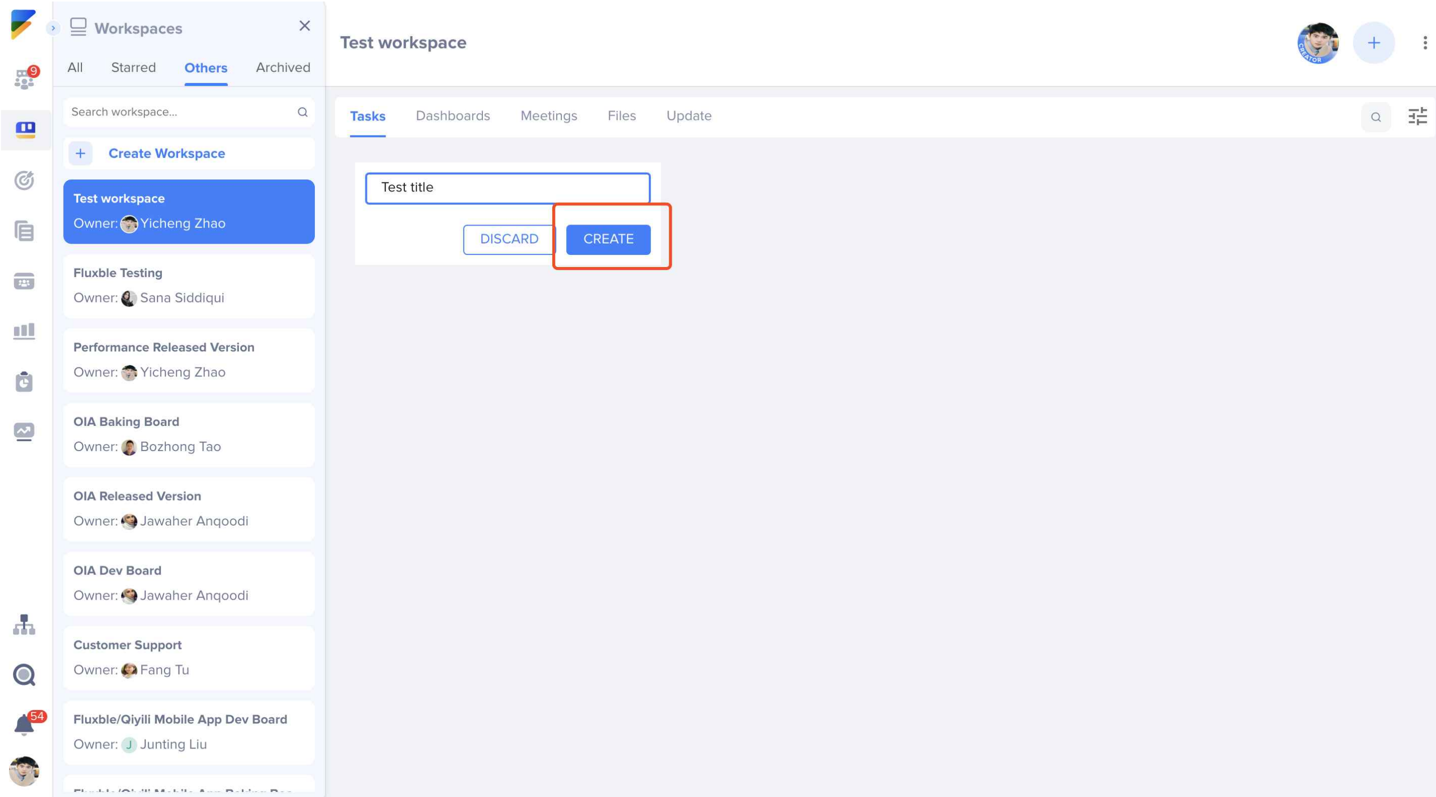
Creating a New Stream

To create a new stream, you need 3 steps.

1. Click Add a Stream.



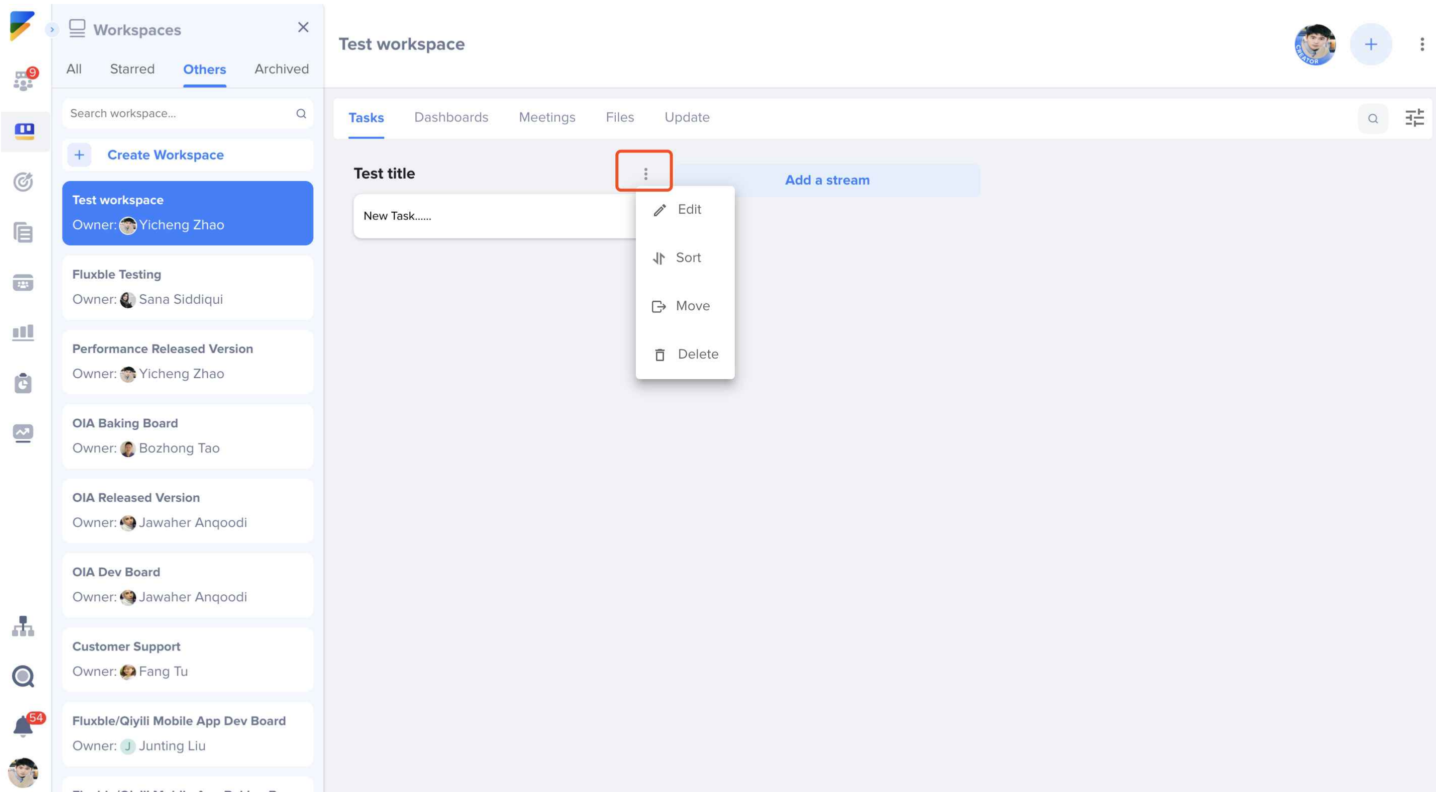
2. Enter title of the stream.



Editing a Stream

You can update the stream name after adding it.

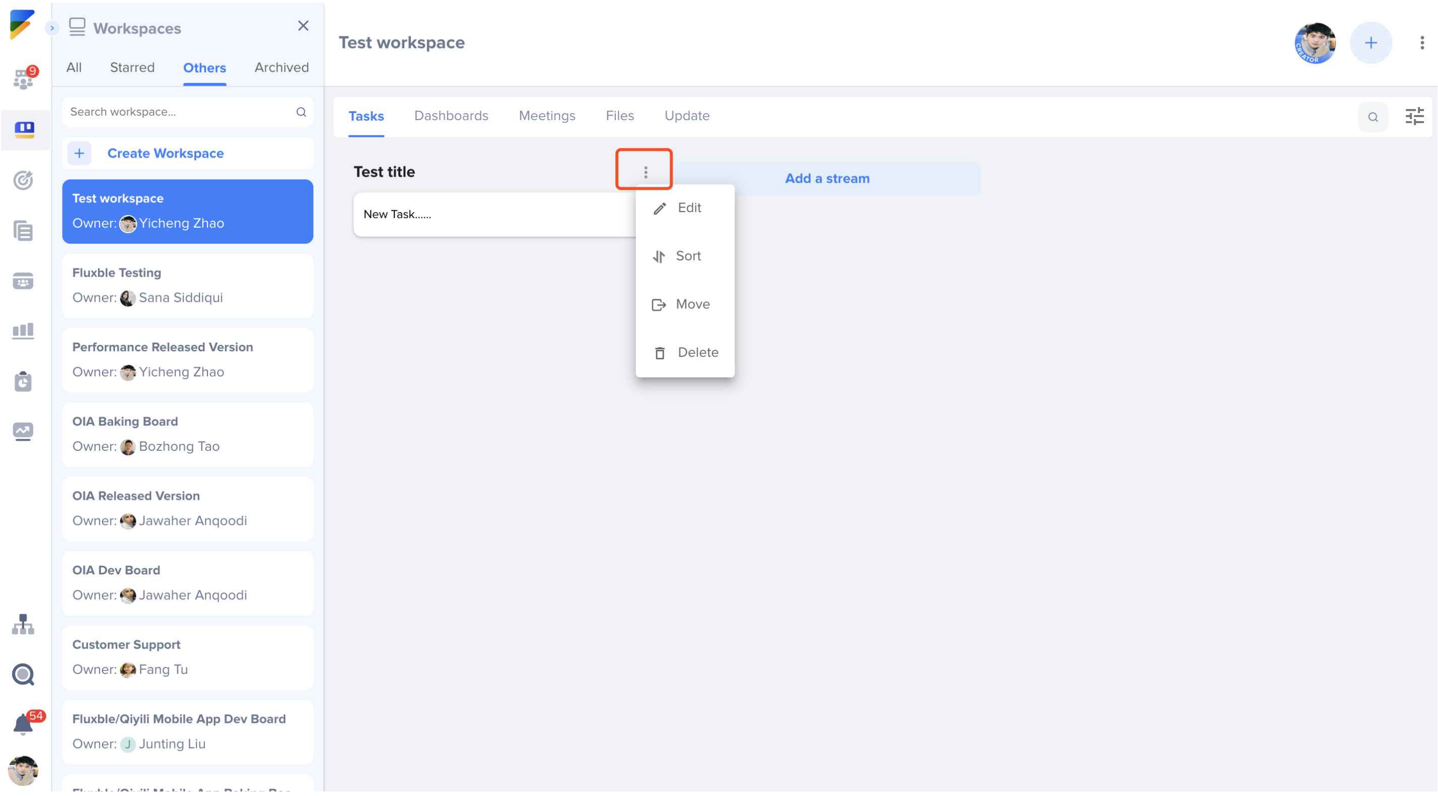
1. Click the stream you want to edit or click Edit.
2. Update the name of stream as required.



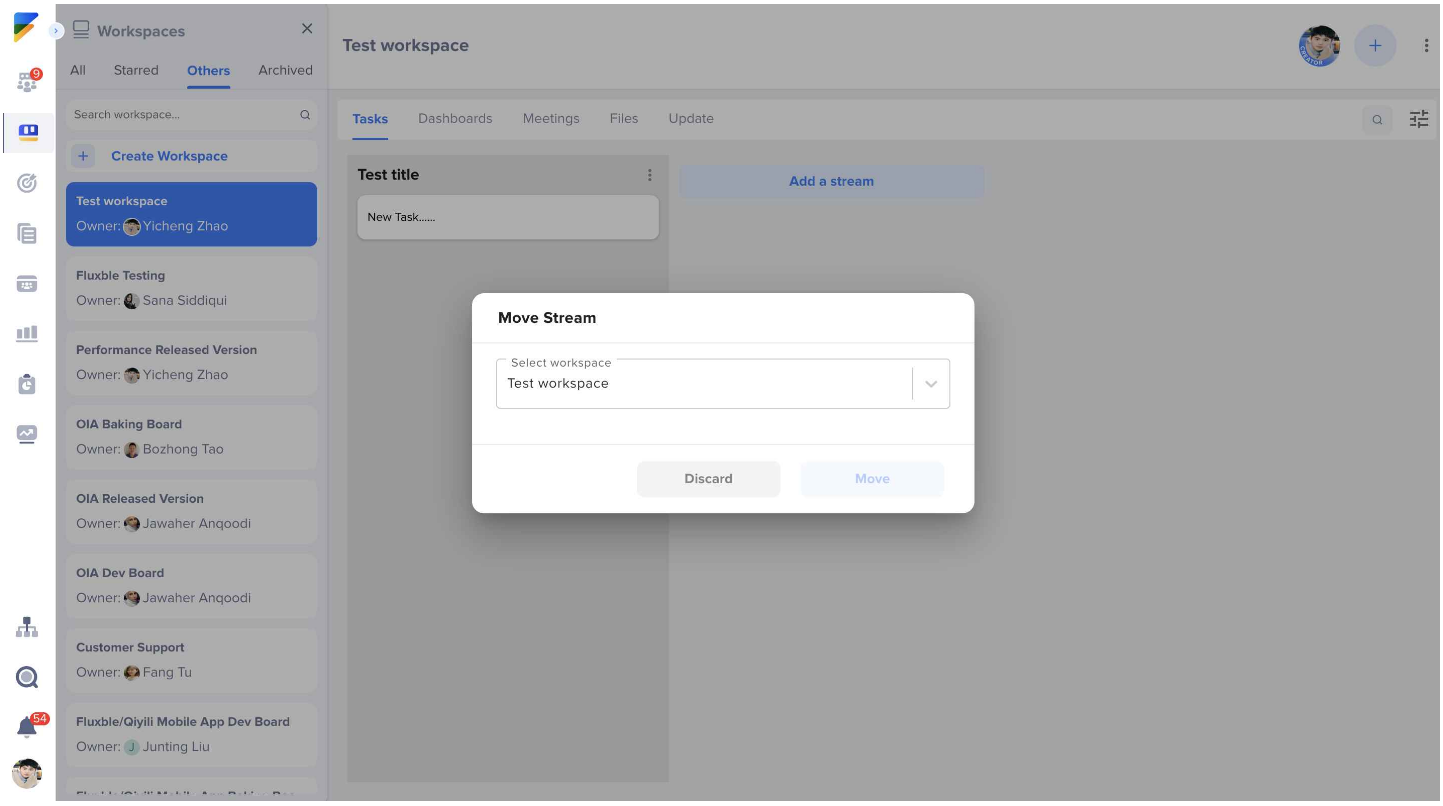
Moving a Stream

If required, you can move a stream from your one workspace to another.

1. Click More from the stream you want to edit.
2. Click **MOVE**.



3. Select the target workspace from the dropdown and Move

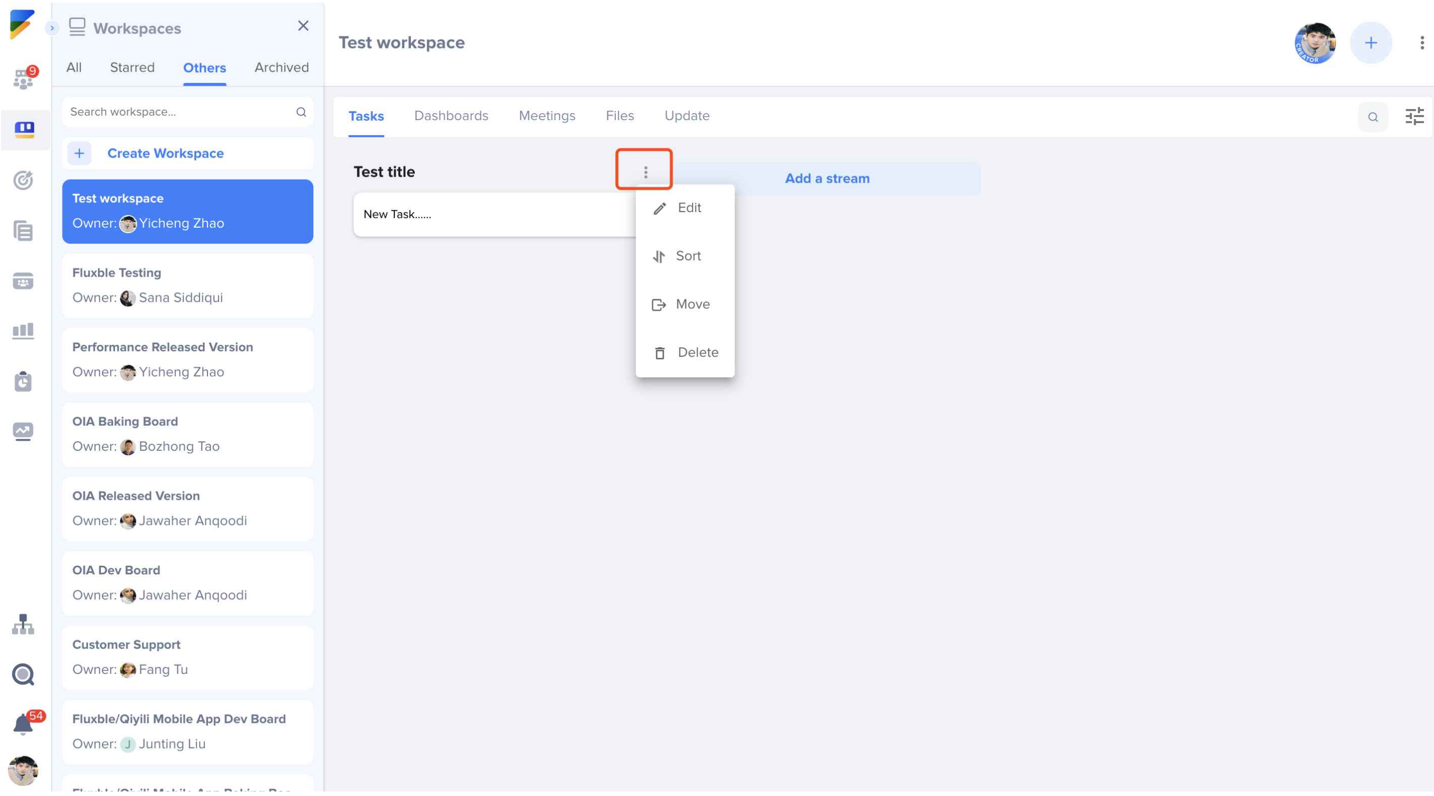


The stream is successfully moved to the selected workspace.

Deleting a Stream

If required, you can delete a stream from your workspace.

1. Click More from the stream you want to delete.
2. Click **DELETE**.



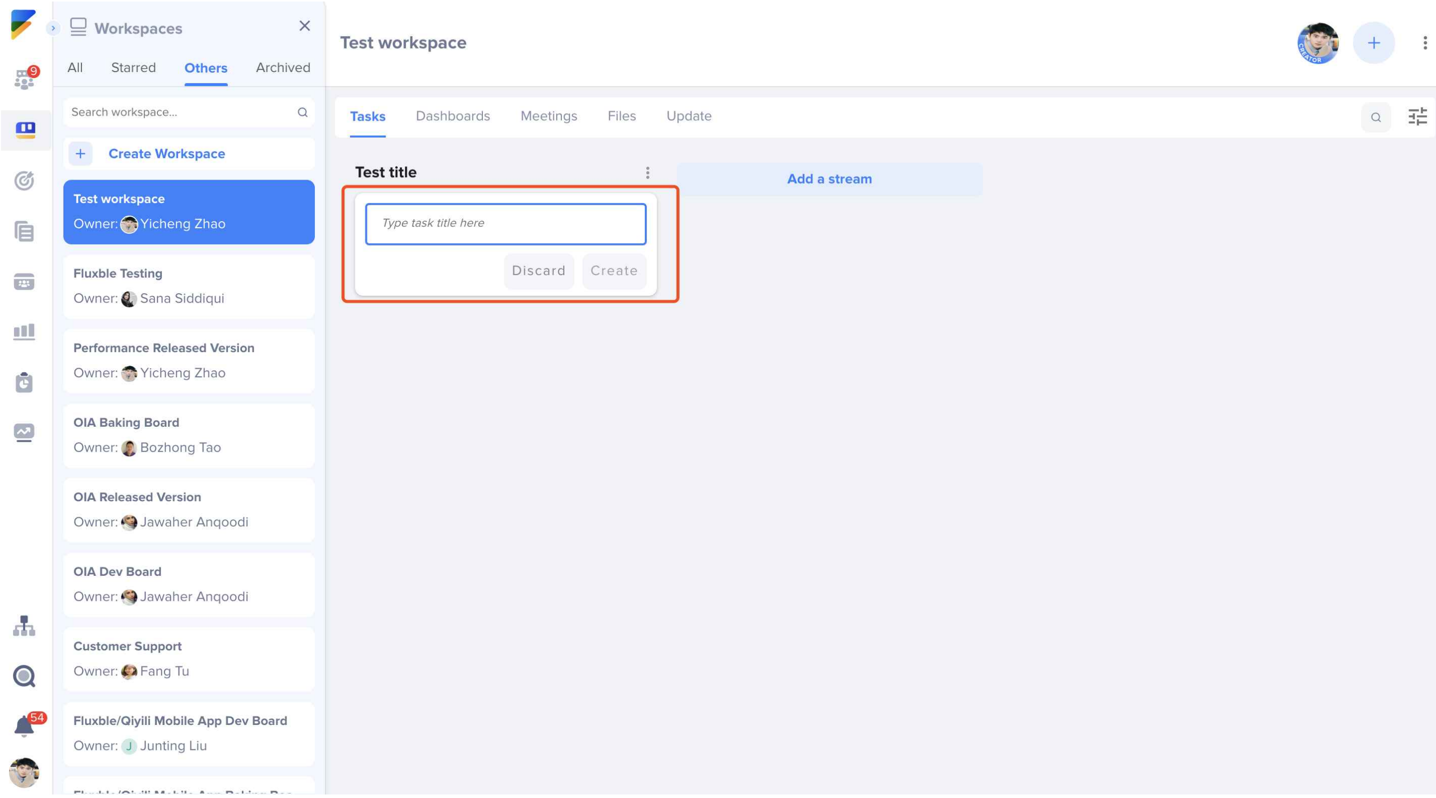
Working with Tasks

After creating a stream, you can add tasks to the stream, assign them to the users, set tasks status, tasks deadlines and many more.

Adding a Task

To add a new task:

1. Under the desired stream, click Add a task.
2. Enter the title of the task.
3. Click **CREATE**.



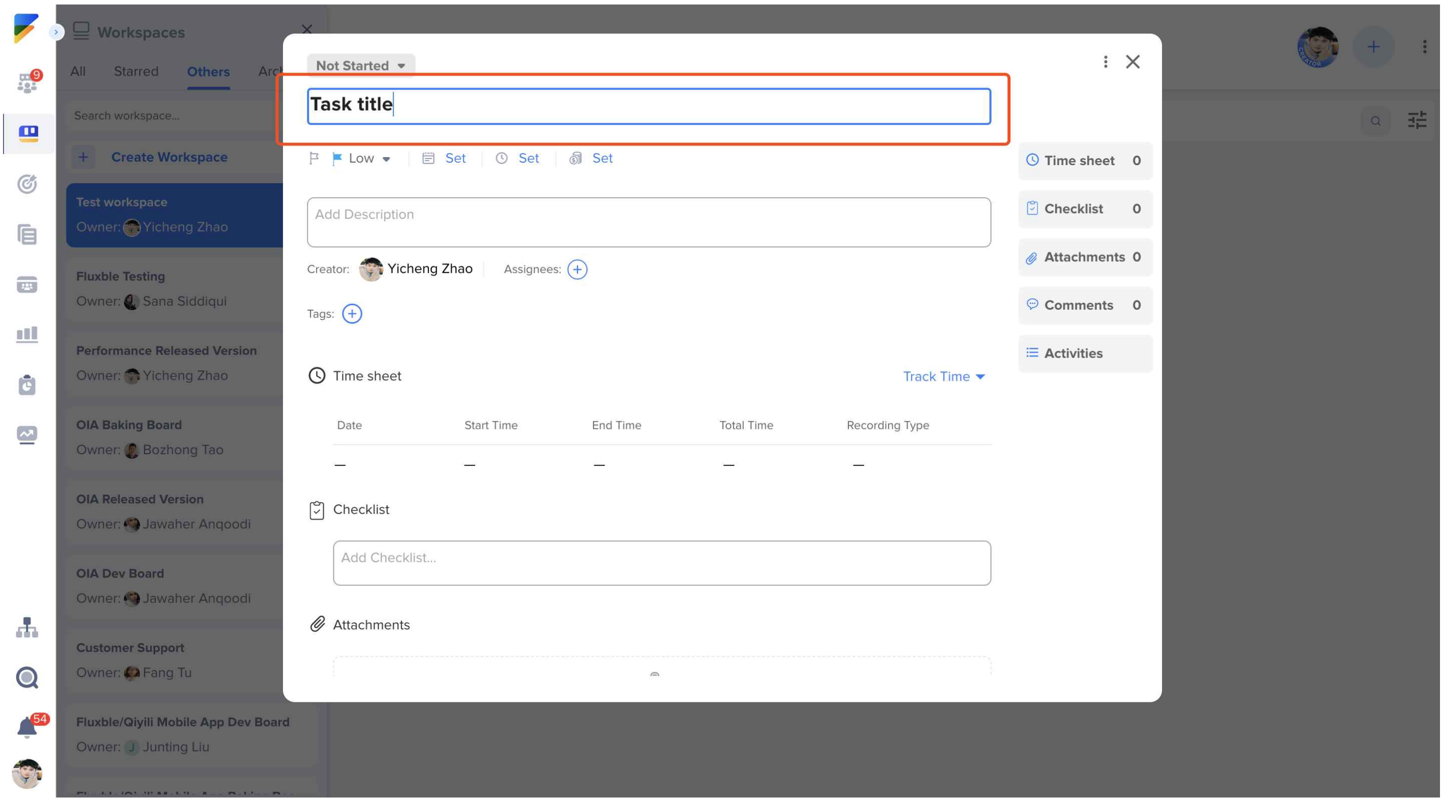
Once the task is added, you can edit its details. When you hover over the task, its few related options will display.

Specifying Task Details

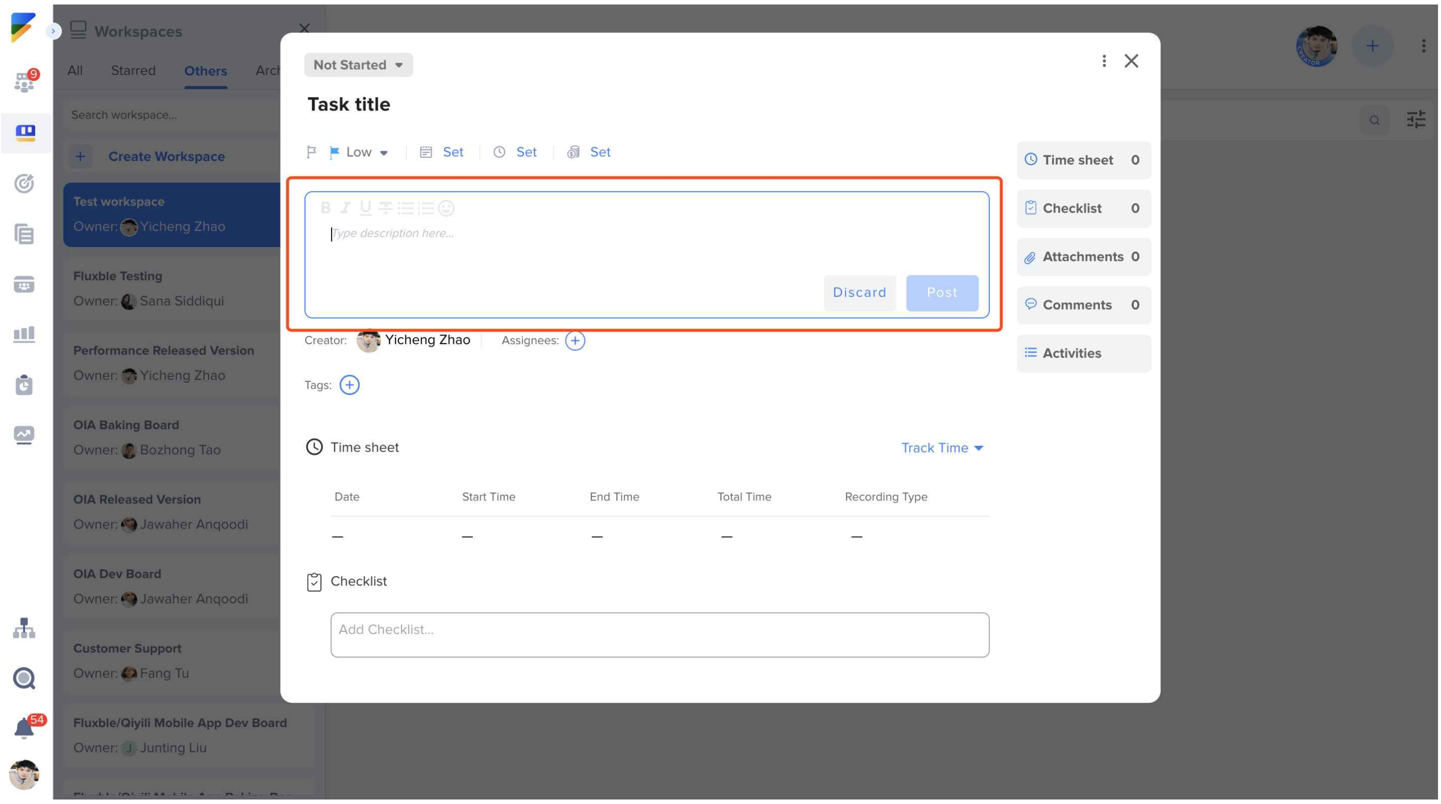
Once a task is added, you can edit a task to add related details.

To edit a task:

1. From the required stream, click on the task you want to edit. The popup displays.
2. To update the task name, click on the**TASK NAME** and edit it.

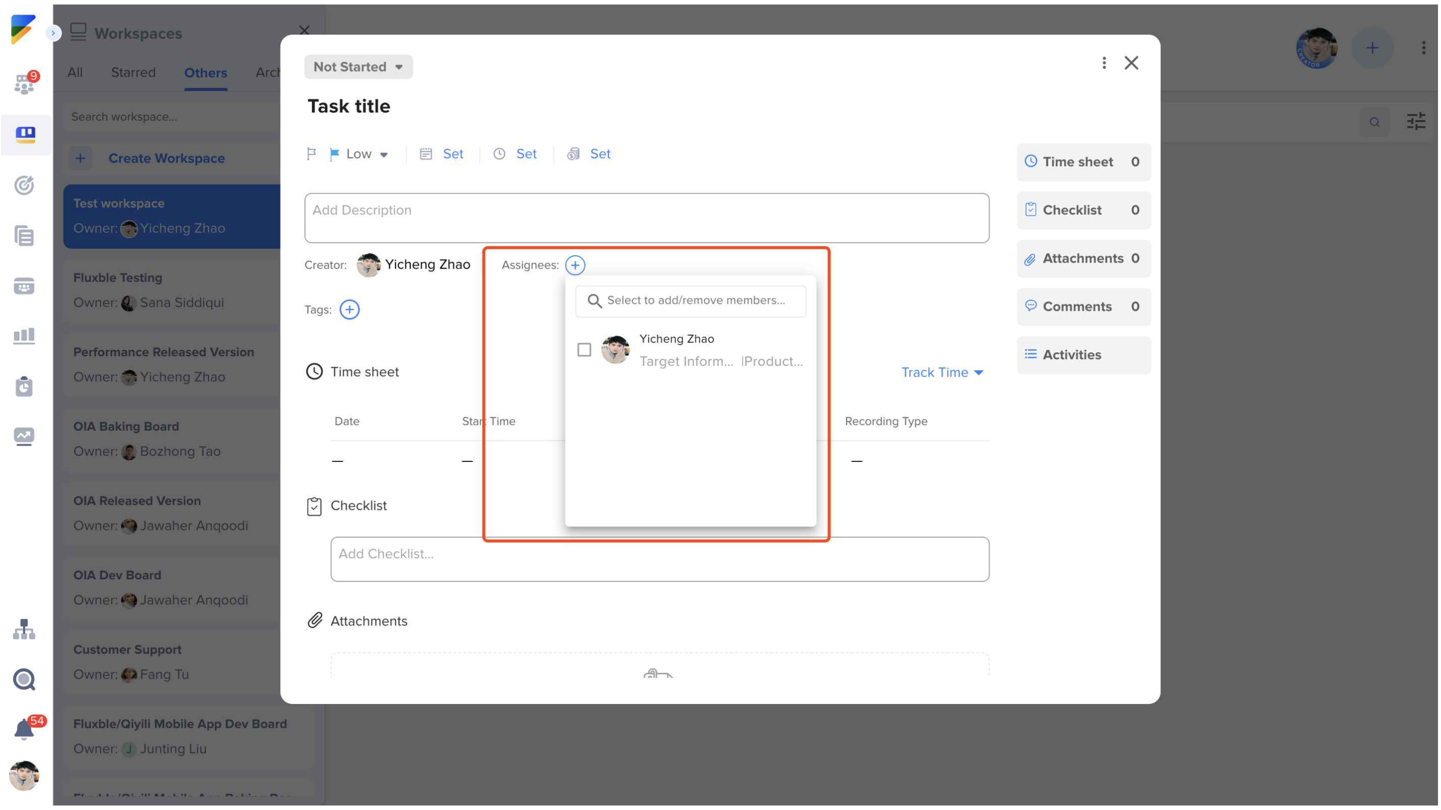


3. Click on **Type description here** to add task description.

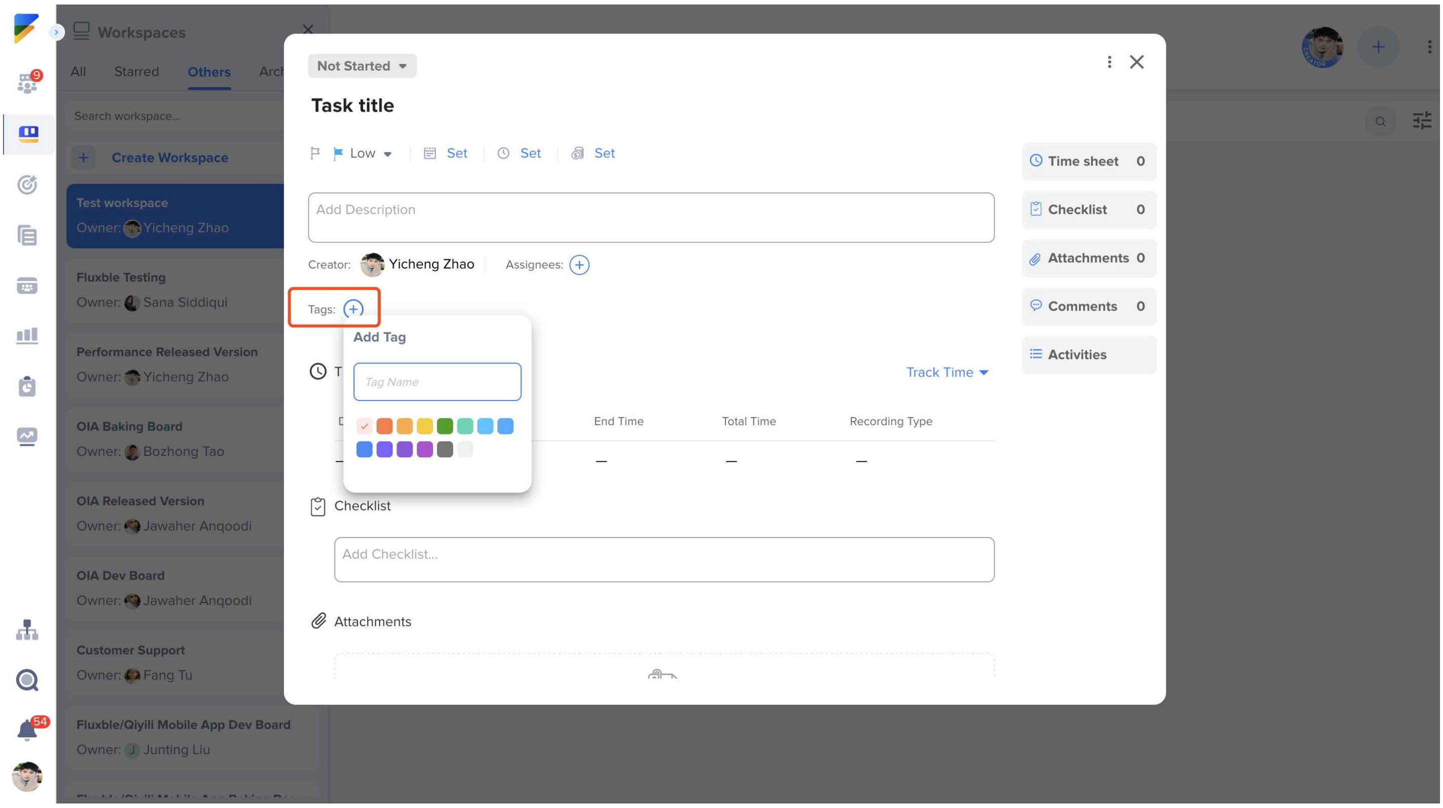


Quick Help

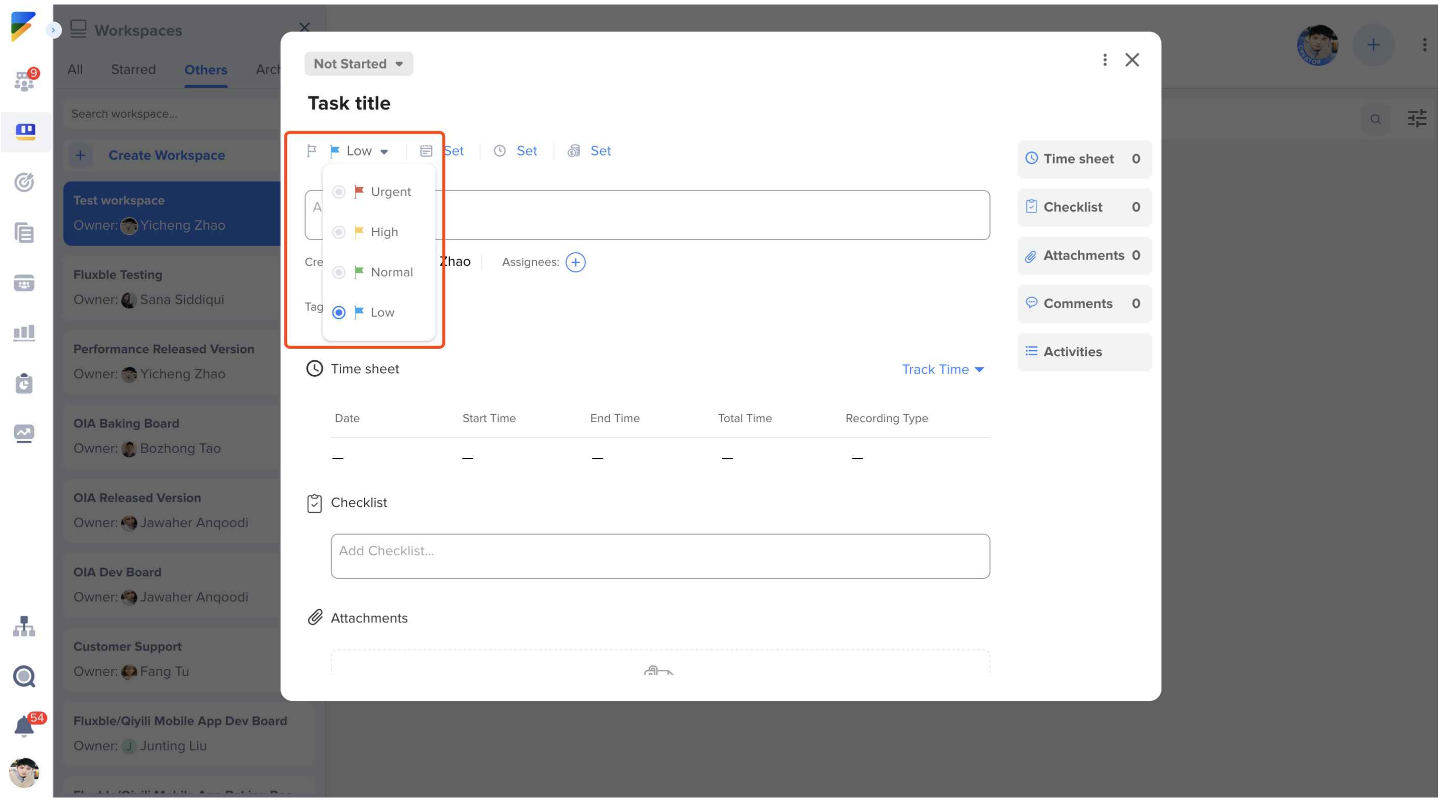
1. Assign a task



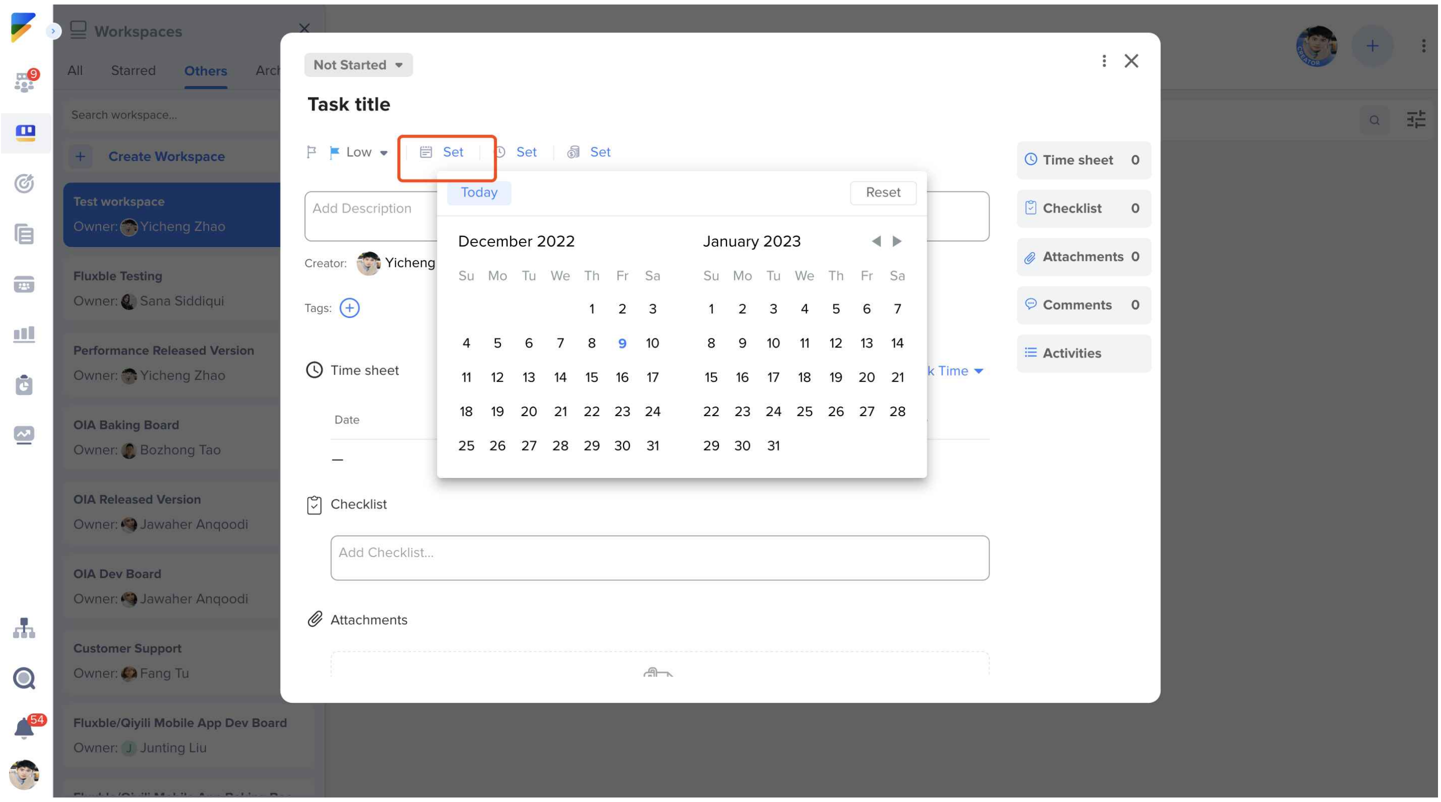
2. Add related tags



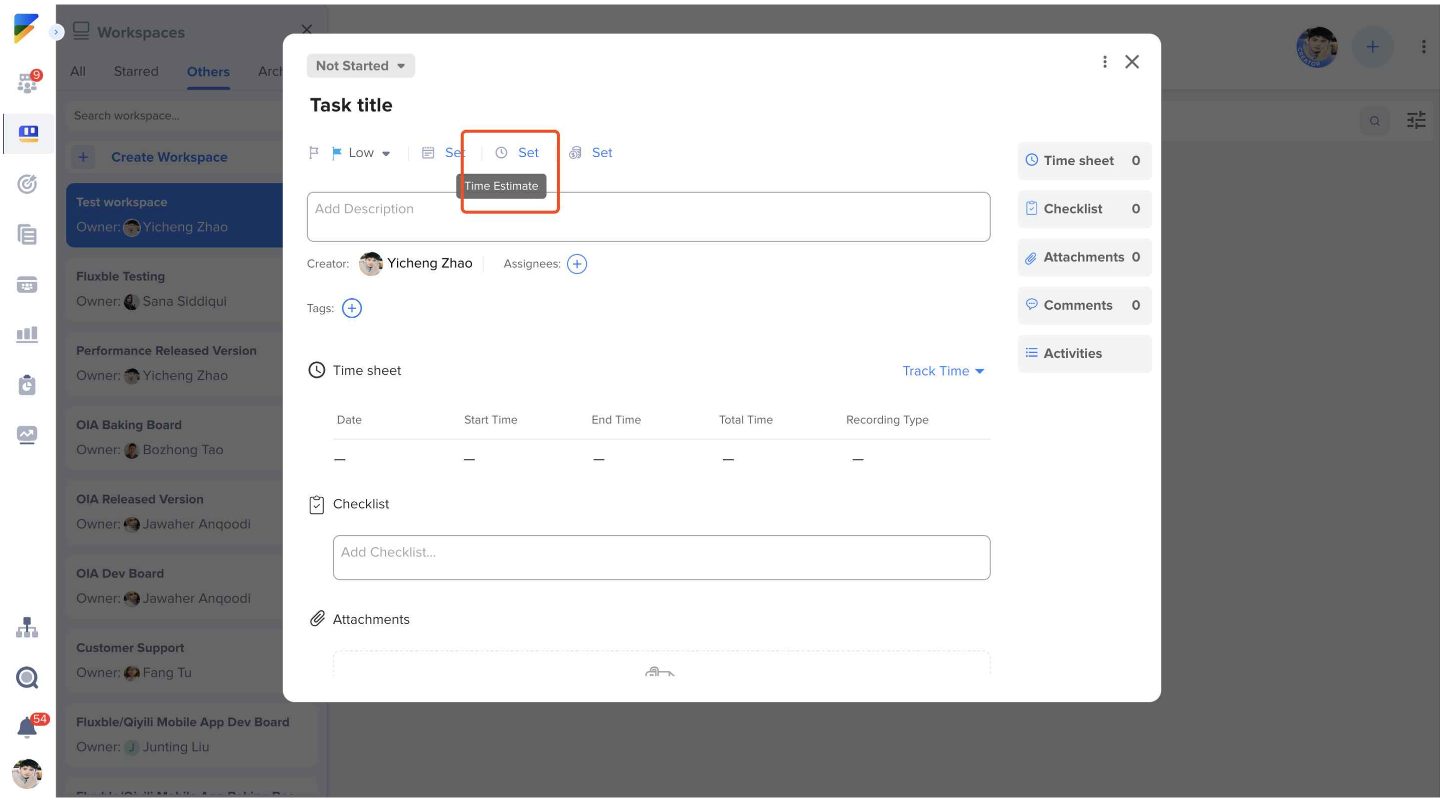
3. Select Priority



4. Set task due date



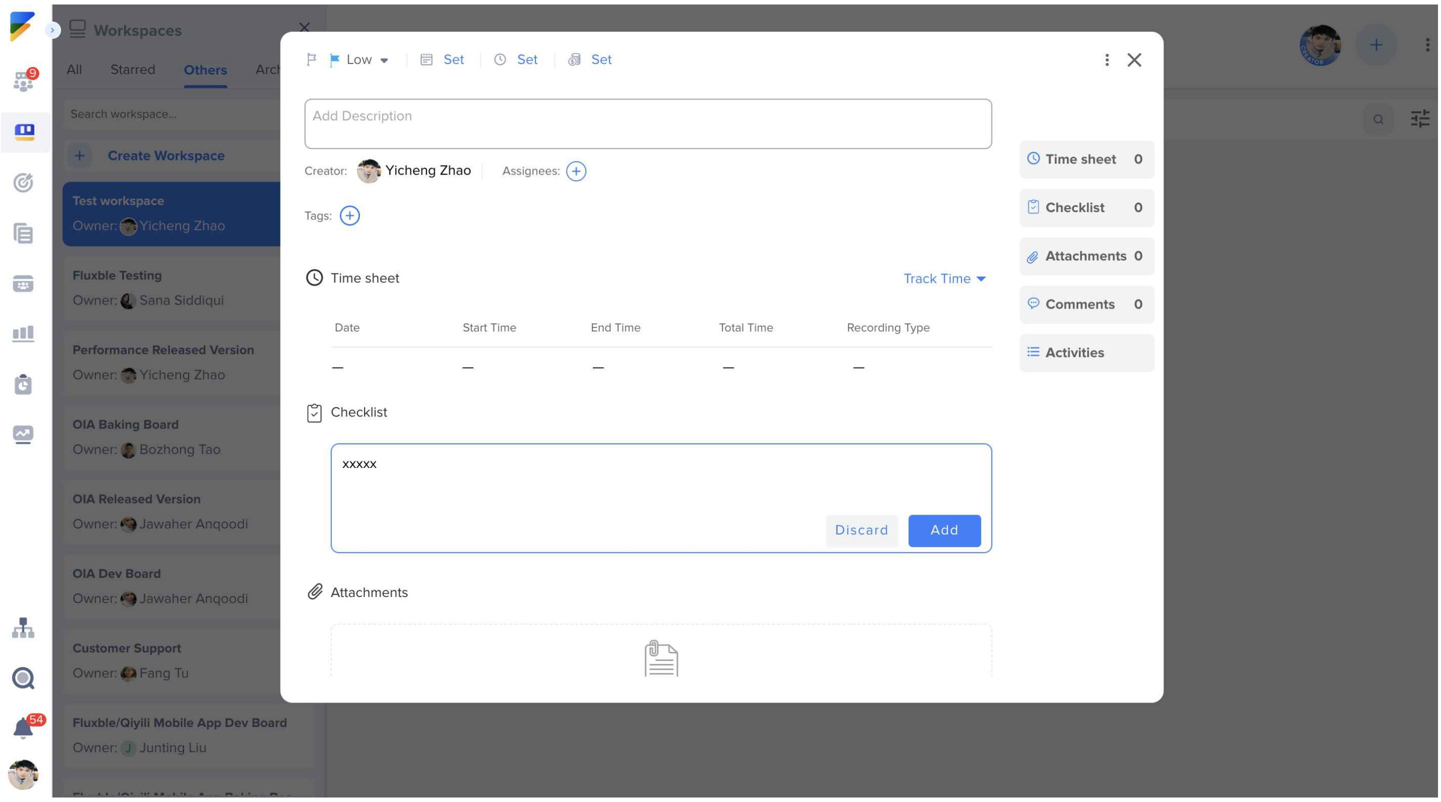
5. Set Time Esitimate



Adding Tasks Checklist

You can add one or more checklists in the task while creating a task.

1. From the Checklist area, click **ADD CHECKLIST**.
2. Type the name of checklist and click **ADD**.

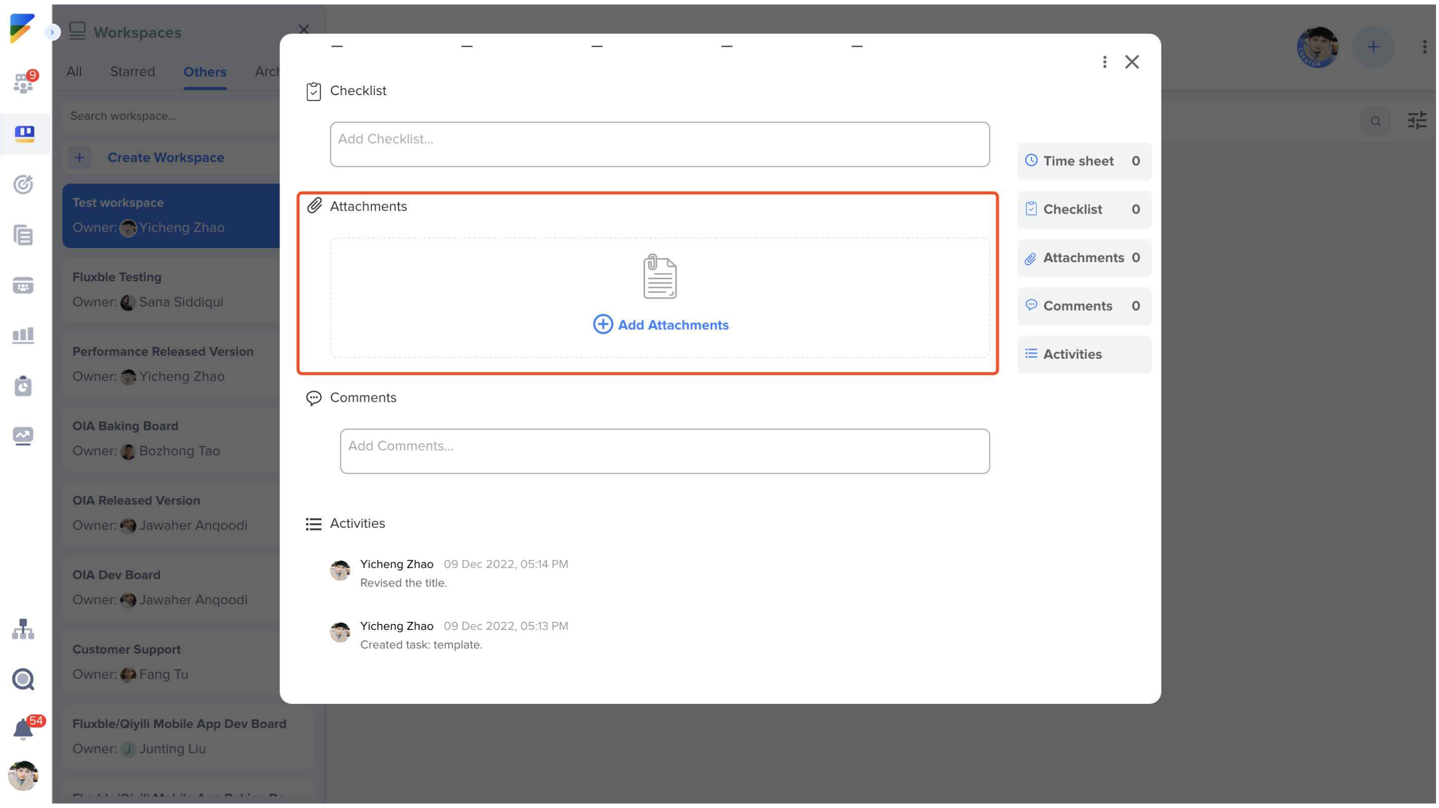


When checklists are added, the assignee must mark the checklist items completed when related items are done to track the progress of a task.

Adding Task Attachments

To attach any related files with the task:

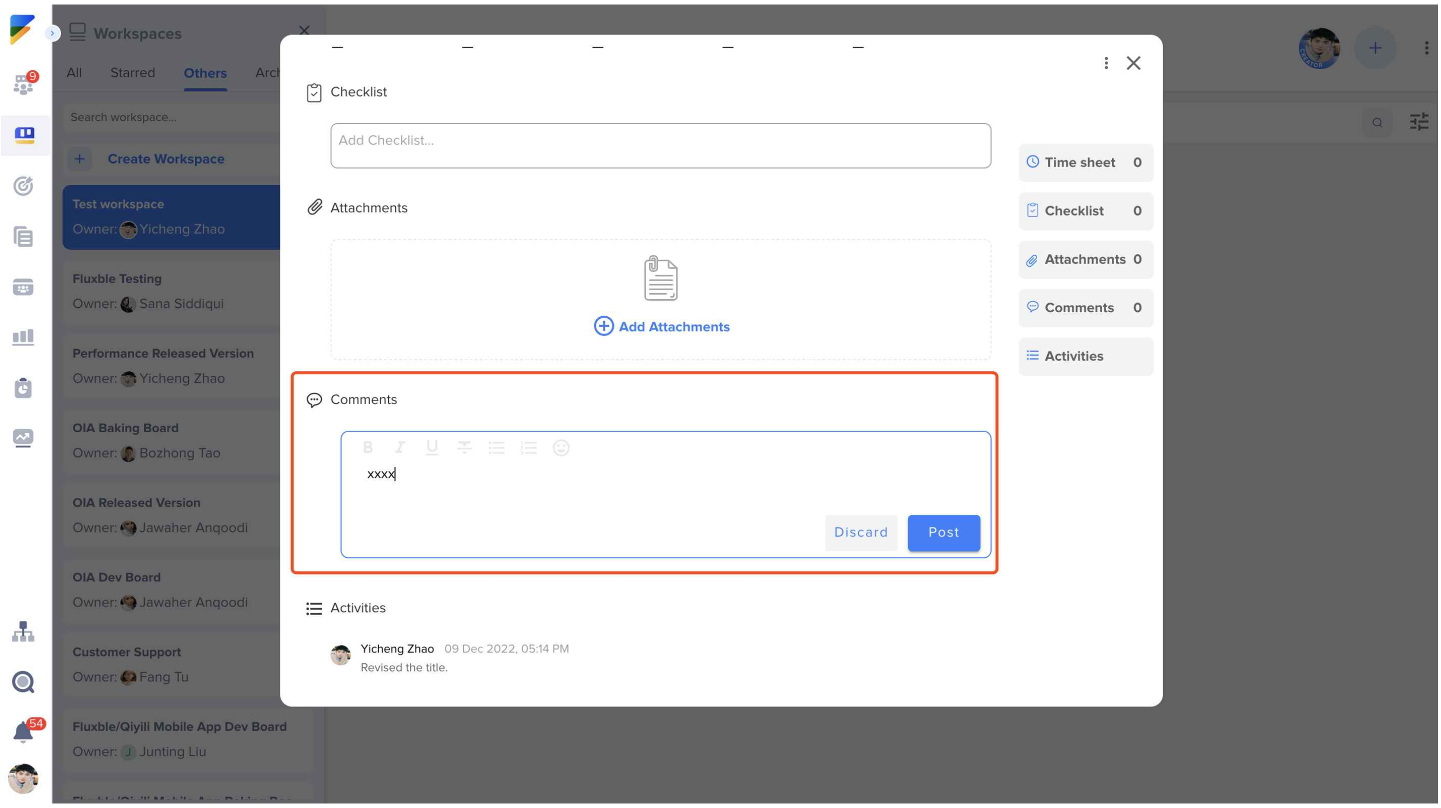
1. Click Attachments to upload the file.
2. Browse and select the required file and upload it.



Adding Comments in Task

To add your comments:

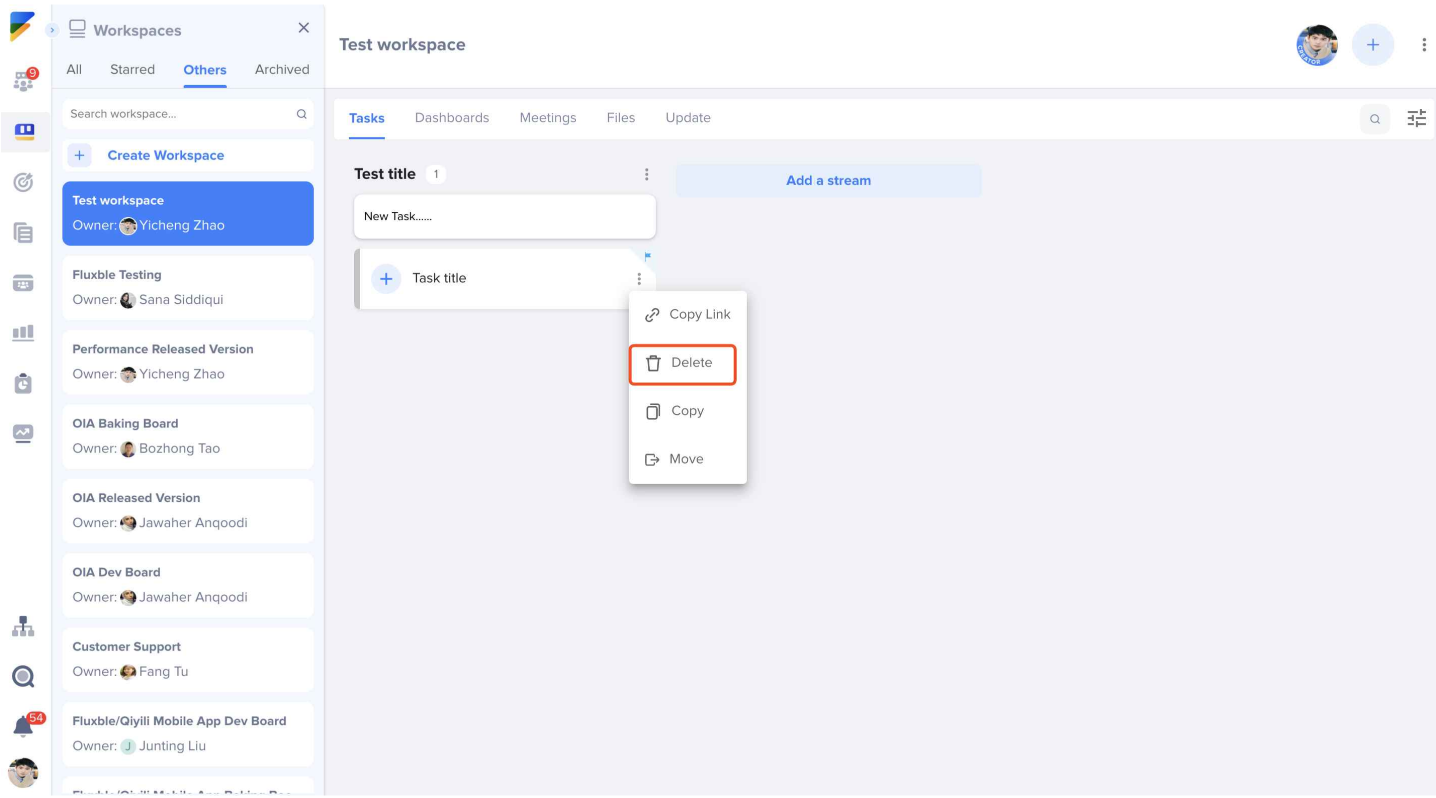
1. Click Comments.
2. Type your comment in the given area and click **POST**.



Deleting a Task

If required, you can delete a task from your workspace.

Click More icon of the task and Click **DELETE**.

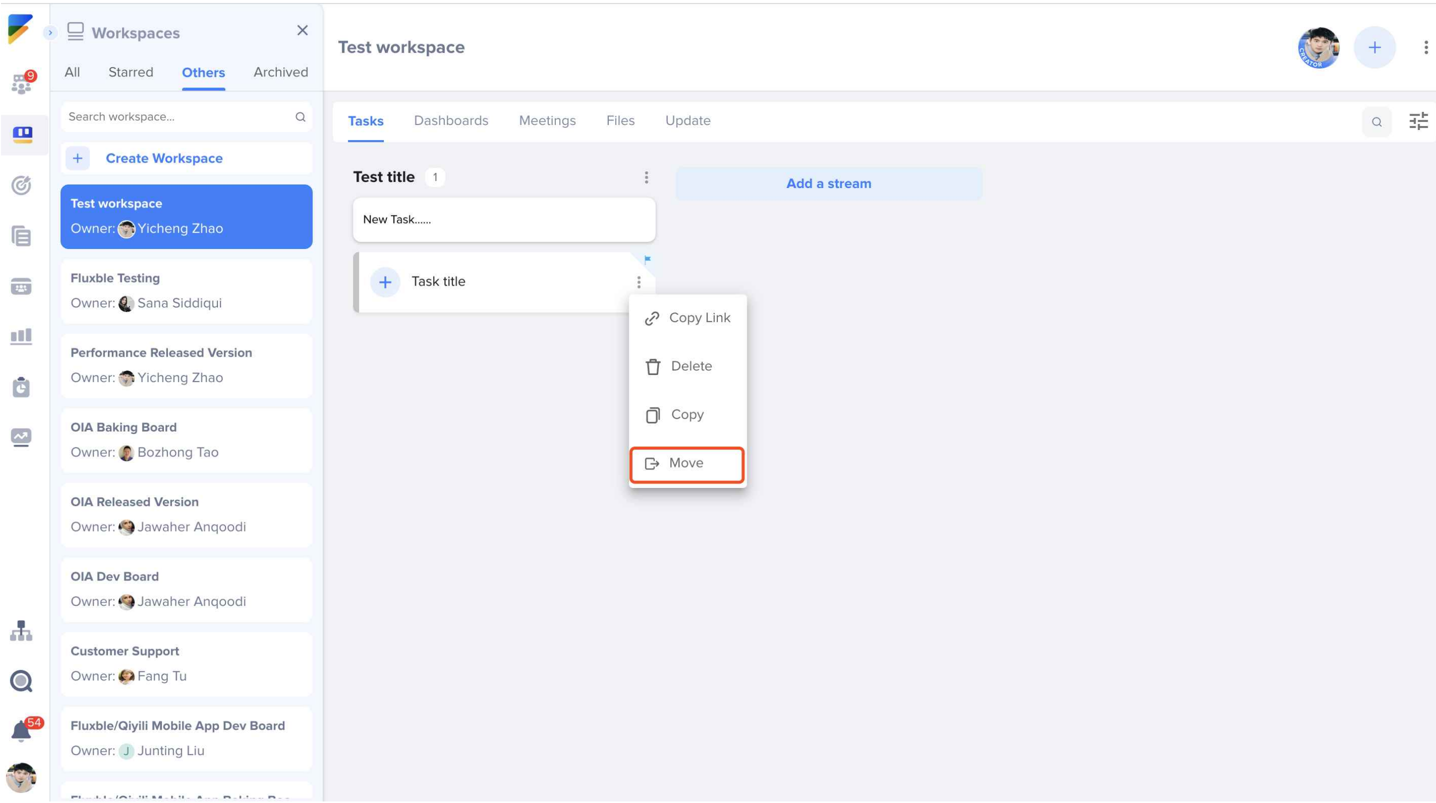


Moving a Task

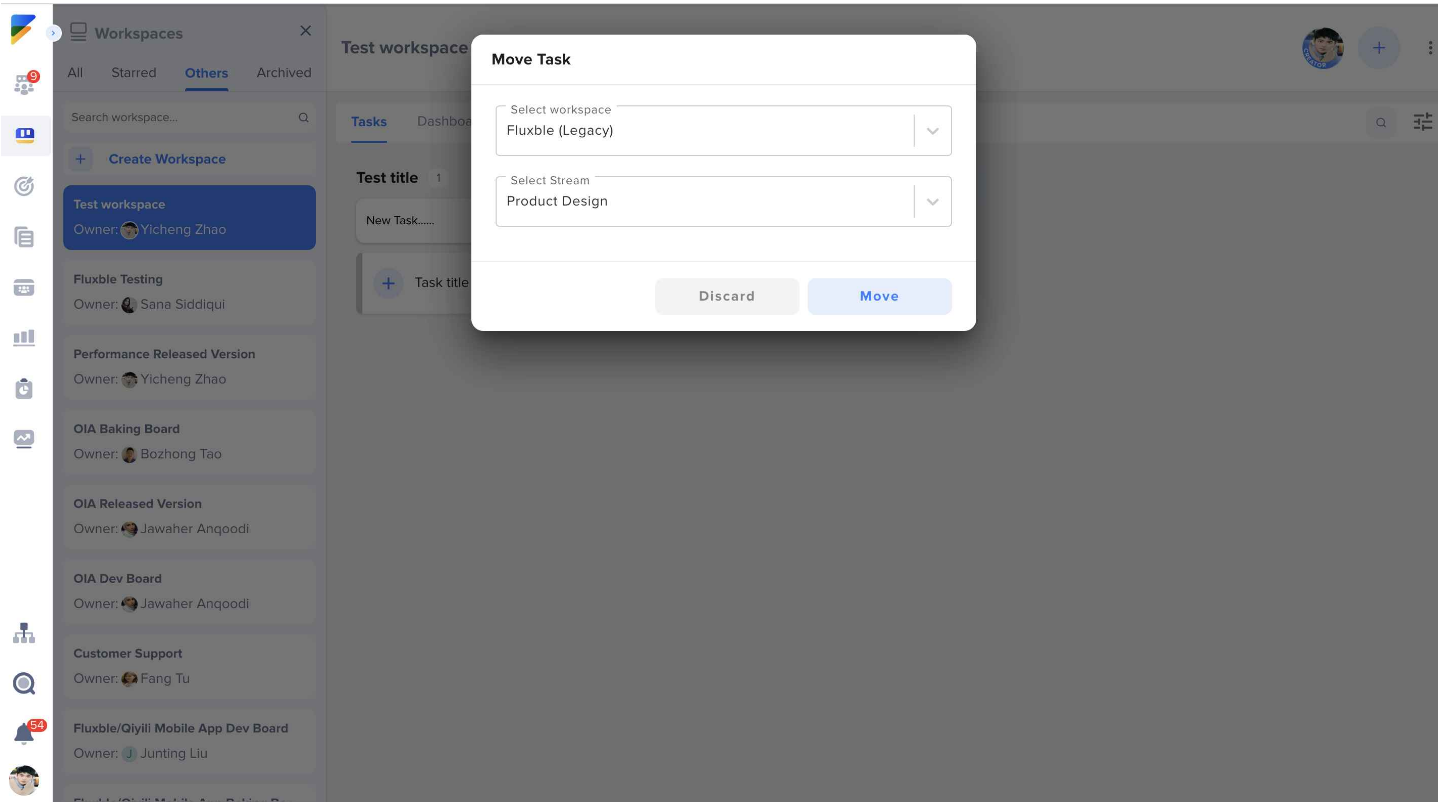
If required, you can move a task from one stream to another.

To move a task:

1. Click More icon of the task and click **MOVE**.



2. Select the target stream.



3. Click **MOVE**.The task is successfully moved to the selected stream.

Venue

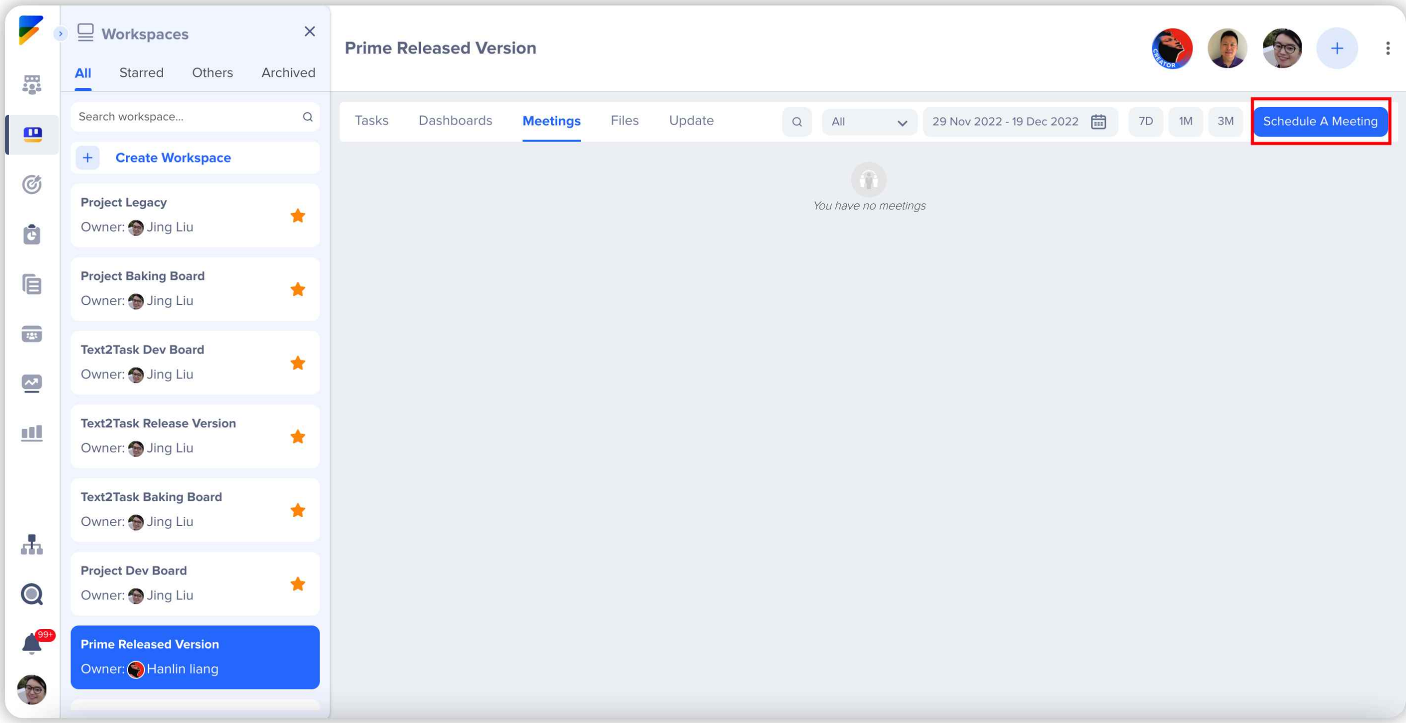
Overview

Venue is the business communication tool that has made remote collaboration a no-brainer.It improves productivity by putting all the minutes of meetings,work content, chats, and shared files into a single interface.

Features Introduction

Accessing Venue

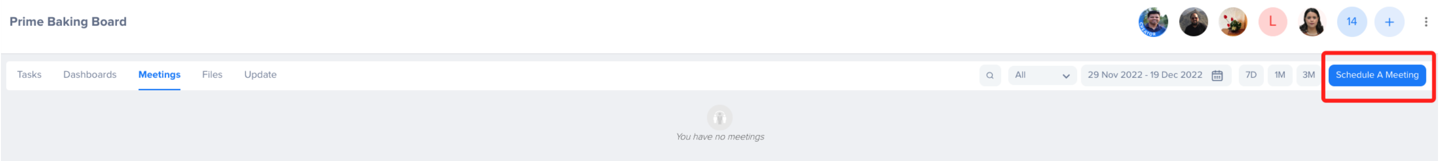
You can launch Venue from your Workspace's Business Workflow or if you are using workspace you can directly launch from within that workspace.



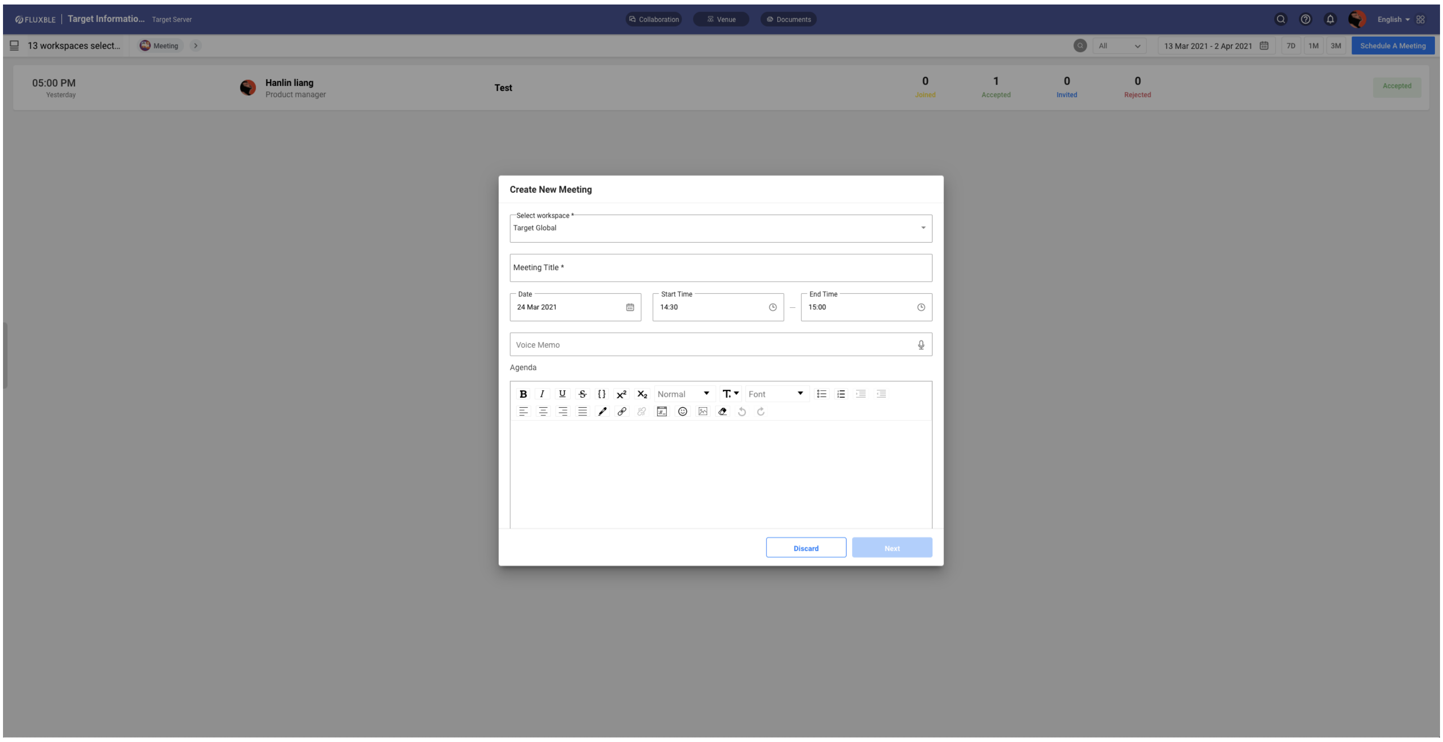
Create Meeting

Steps to create Meeting

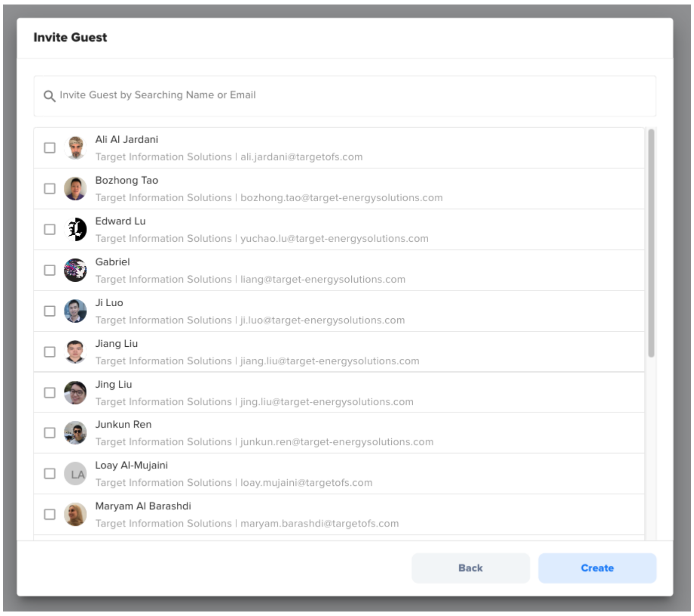
1. Make sure you are in the "Meetings" tab in a workspace, then click **Schedule a Meeting** to create.



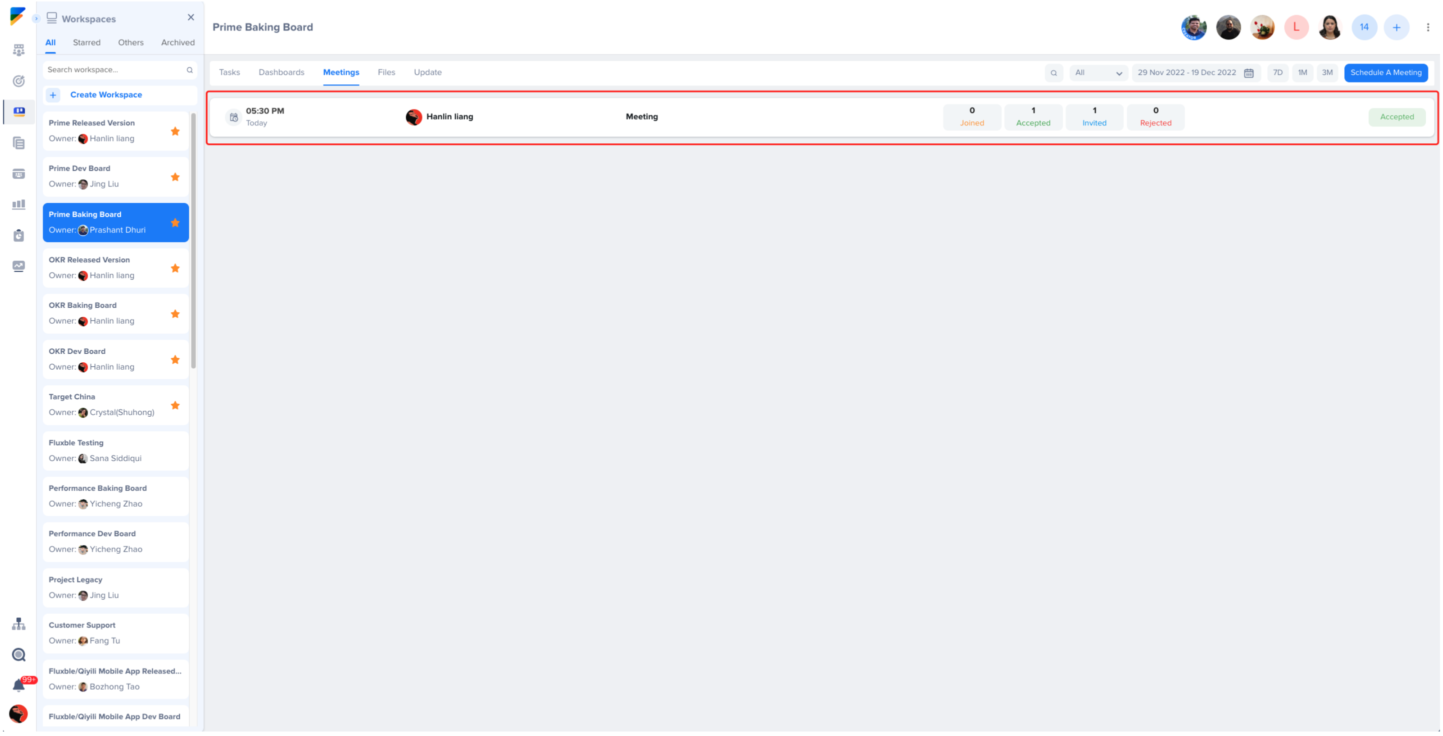
2. On the page of **Creating New Meeting**, enter the basic information of each field of the meeting you want to create, here only the field of the meeting title is required, and then click **Next.**



3. Select the members you want to invite to work with you in this meeting.

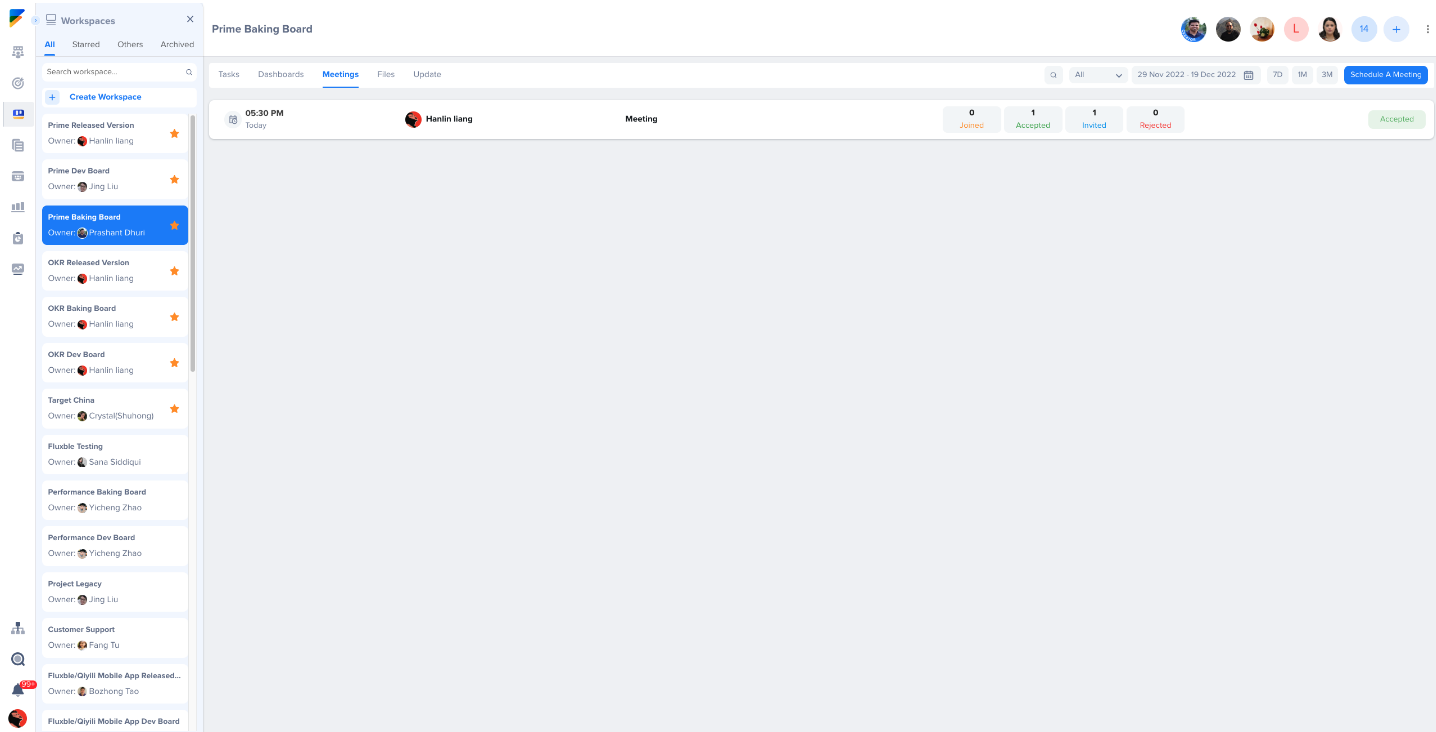


4. Click **Create** to create successfully. The Meeting will appear on your meeting list.



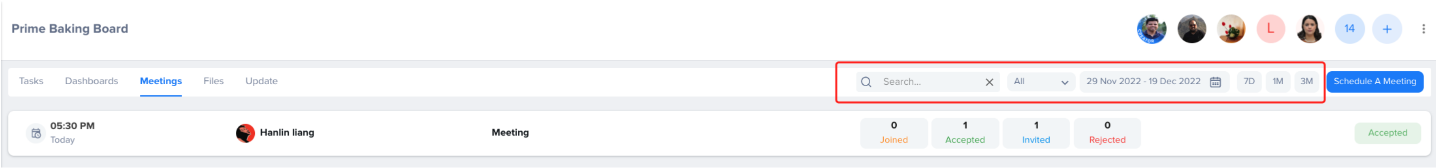
Managing Meeting

The meeting provides you with a list of views so that you can fully understand the scheduled meetings and the basic information about these meetings.

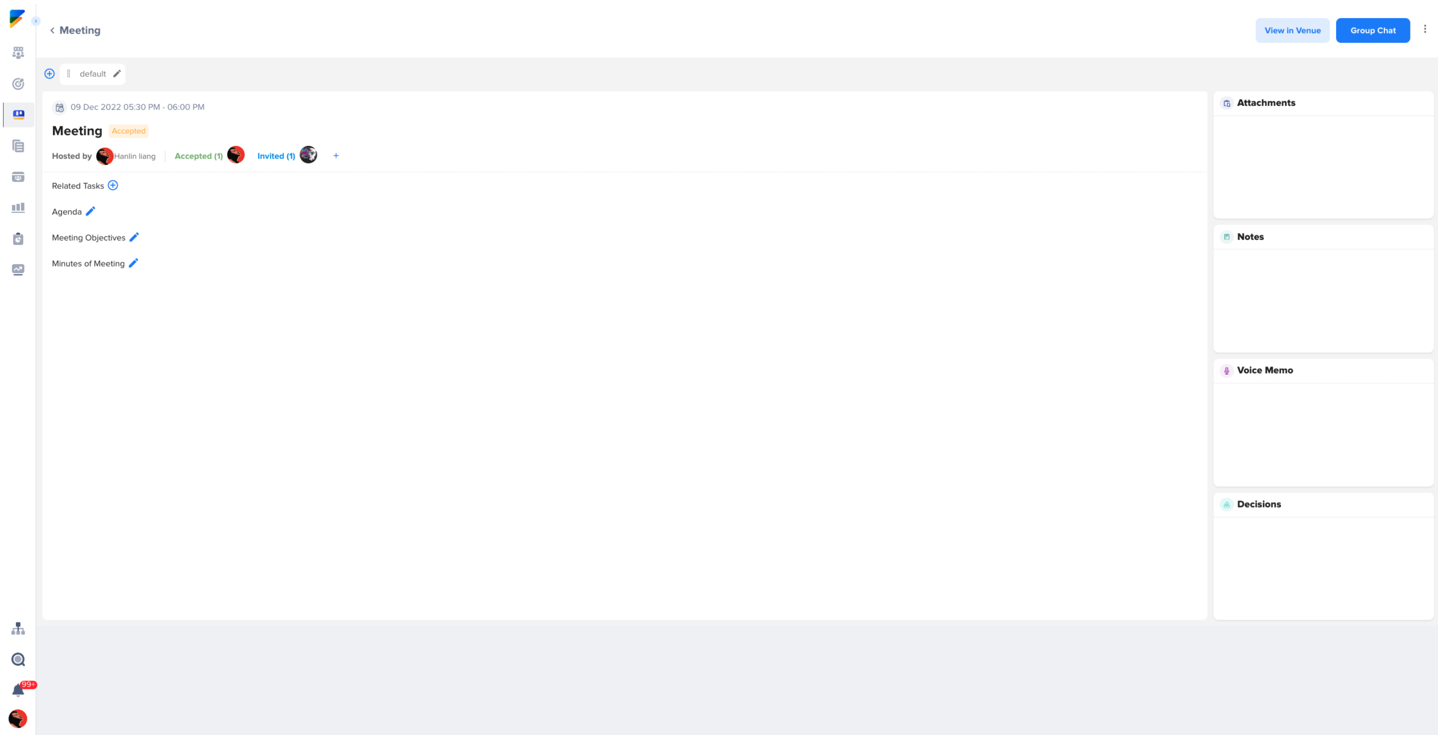


Quick Help:

1. Click “7D” to view meetings scheduled for the last seven days.
2. Click “1M” to view meetings scheduled for nearly a month.
3. Click “3M” to view meetings scheduled for nearly three months.
4. You can also choose to view meetings for any time period in the date picker.

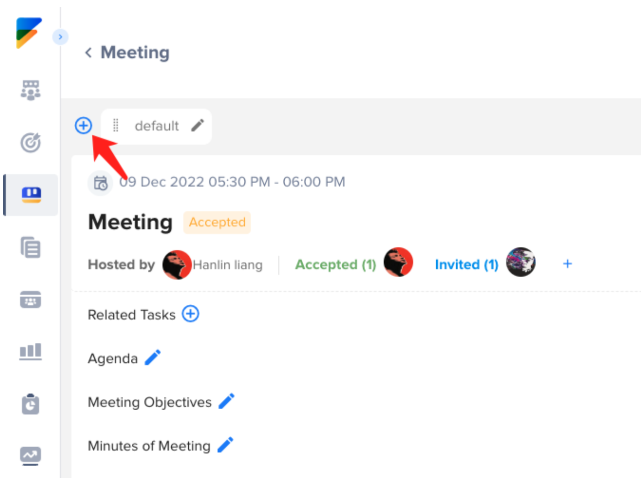


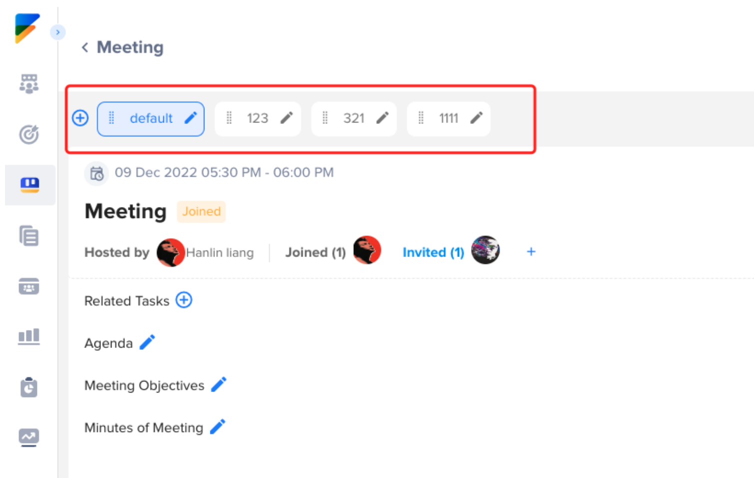
After entering the meeting, you can view a lot of information about the meeting on the meeting details page, including the creator, creation time, meeting minutes, and attachments, audio, notes, etc. uploaded to the meeting, and you can edit the meeting here Or create a follow-up meeting, of course, you can also choose to close the current meeting.



Create Chapter

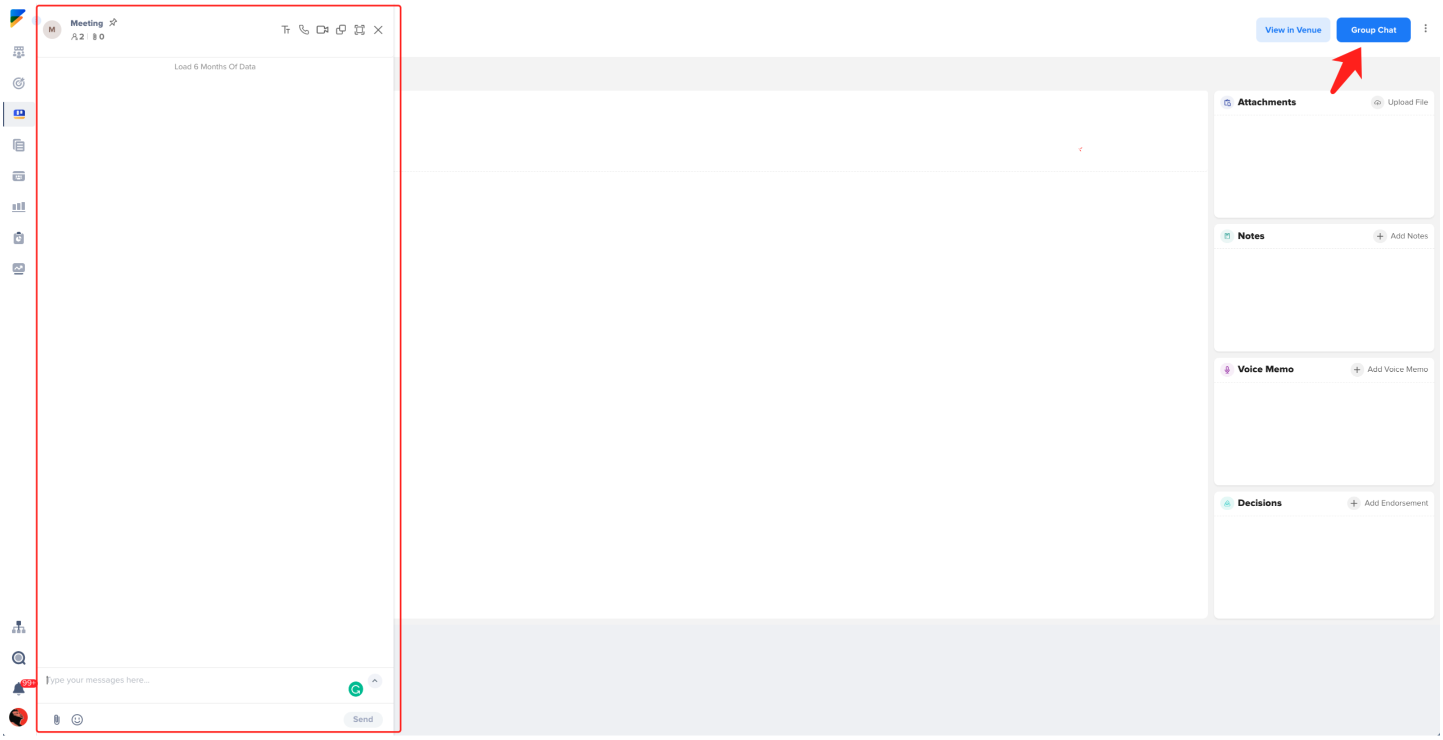
Click the Add button, you can create many chapters in the meeting. This is a separate meeting space in the meeting.





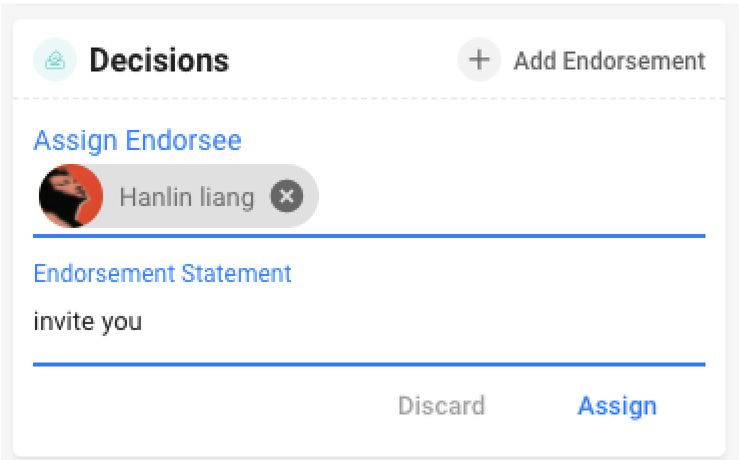
Group Chat

Click on the Group Chat, and the group chat corresponding to this meeting in Collaboration will be opened. The participants of the meeting can discuss together, share files, voice and video chat, etc， making the execution of work and tasks more efficient.



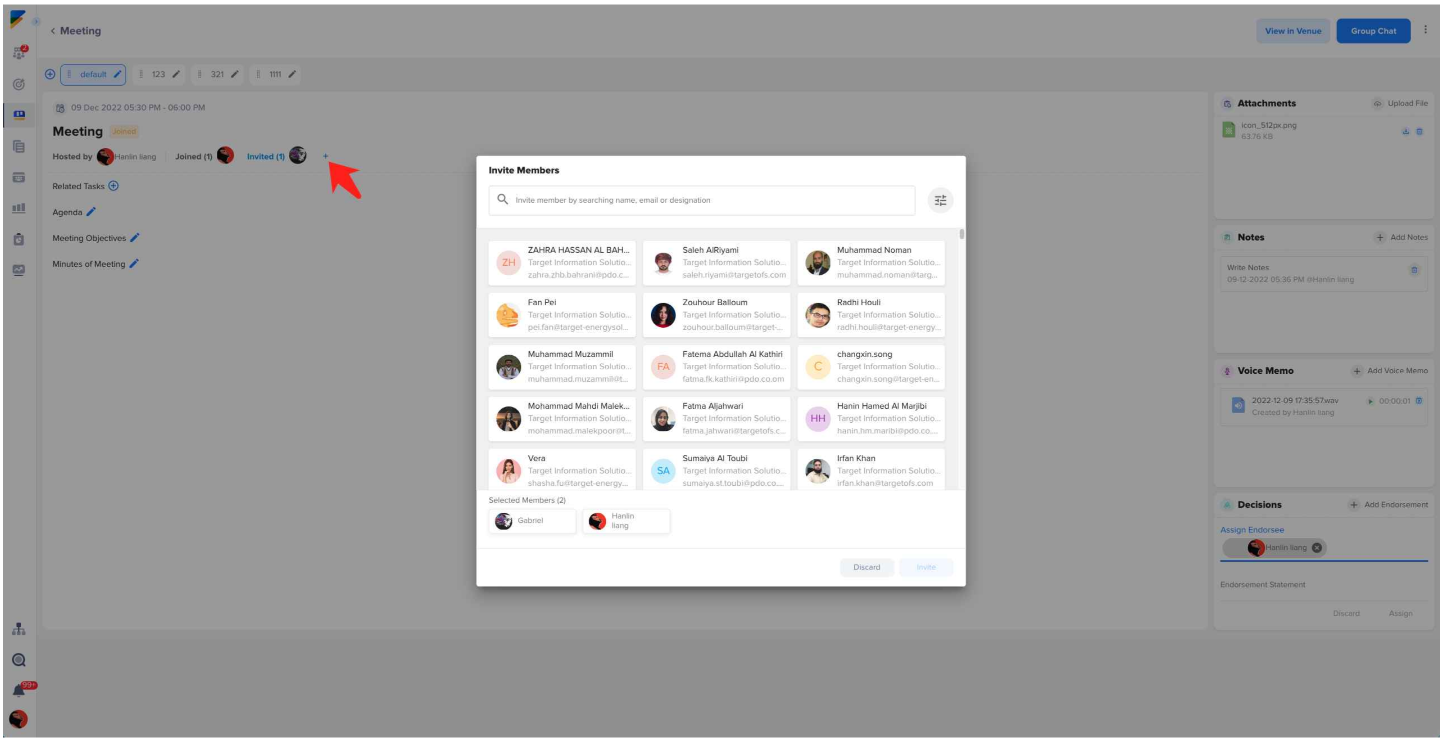
Decision

If you want to assign certain tasks or precautions in the meeting to a specific person, you can click **Add Endorsement**, Assign the corresponding person, and attach the words you want to explain to this person. Of course, the assigned one can choose to Approve, Reject or In Progress.



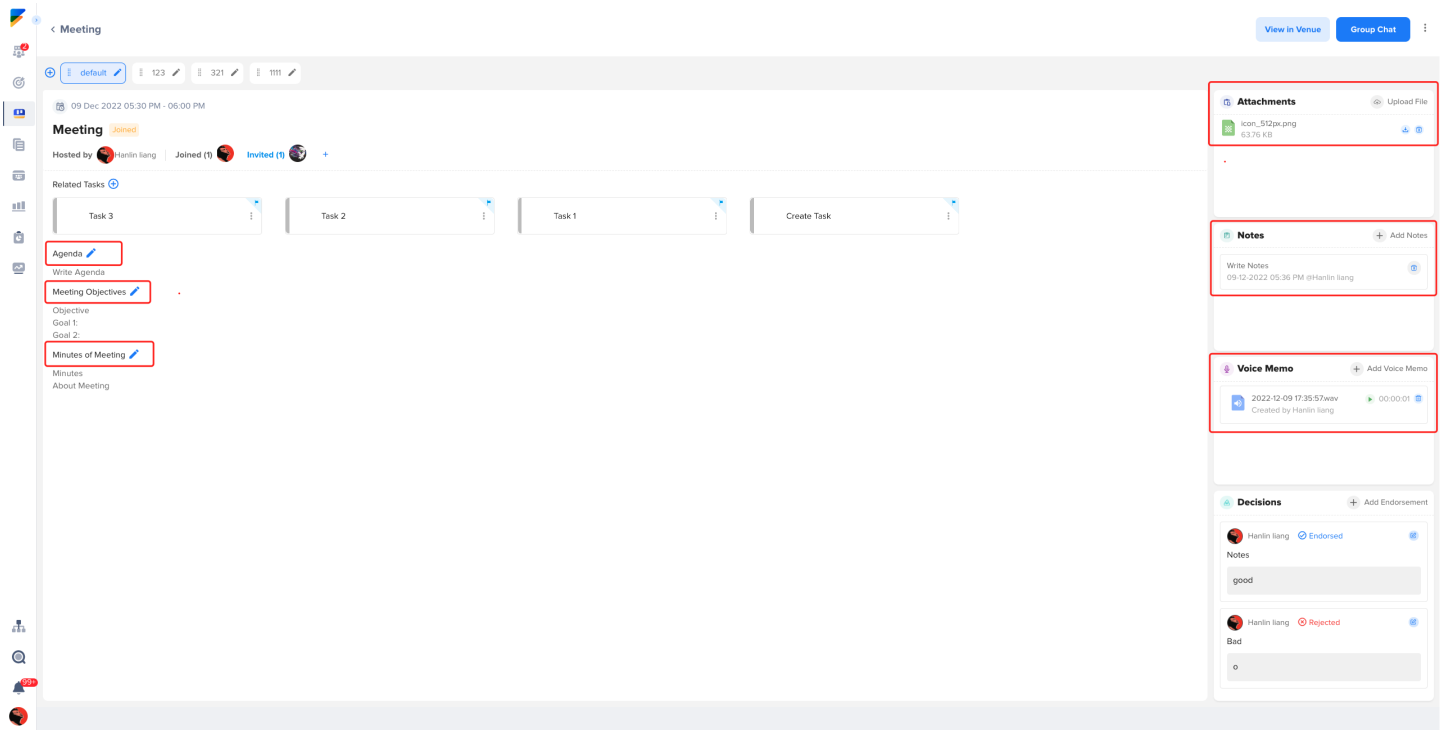
Meeting Invitation

If you want more collaborators to participate in this meeting and complete the tasks together, you can click the add button which next to "Accepted" to invite more members to join in.

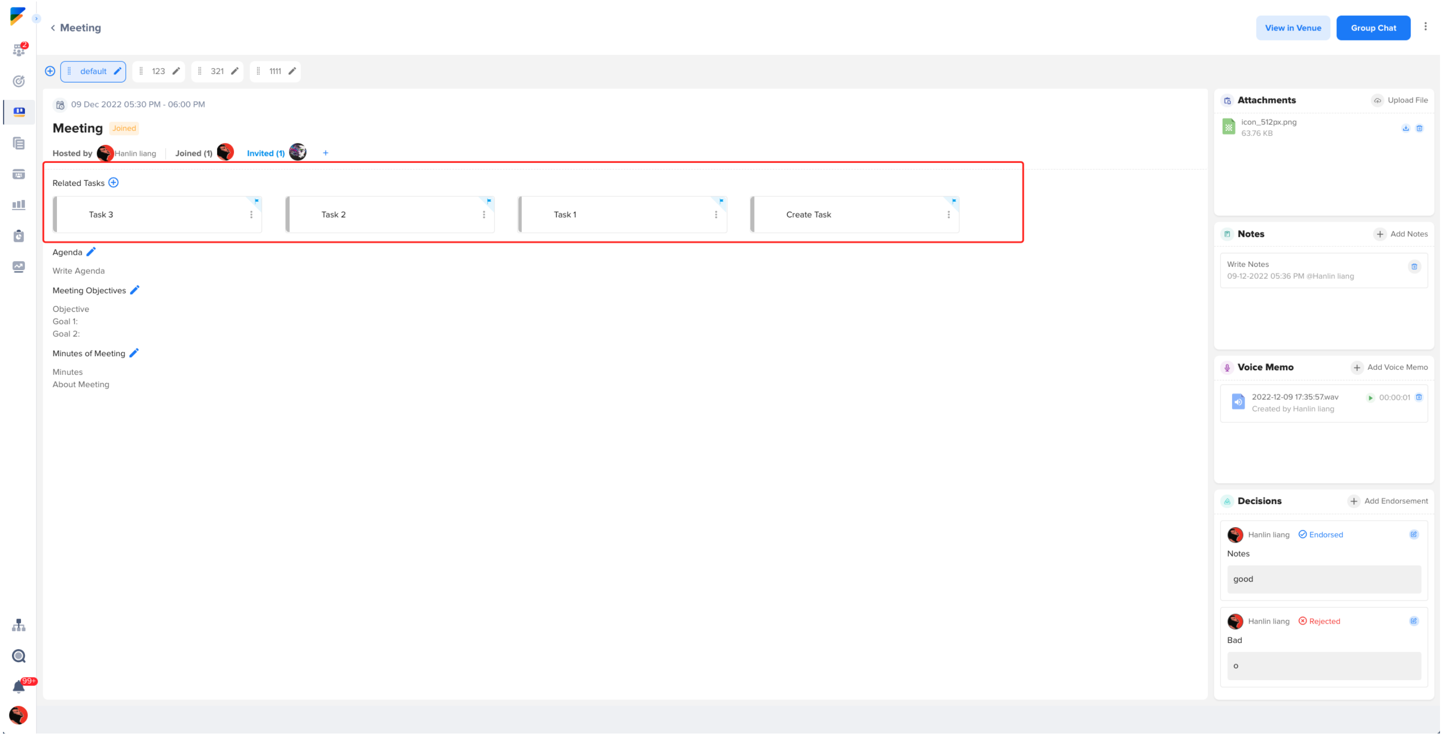


Info can be added in Meeting.

You can write the following information in the Meeting details, such as Agenda, Meeting Objectives, and Minutes of the Meeting. You can also upload attachments, add Notes, and add Voice Memo.



Support for creating Meeting-related tasks.



Documents

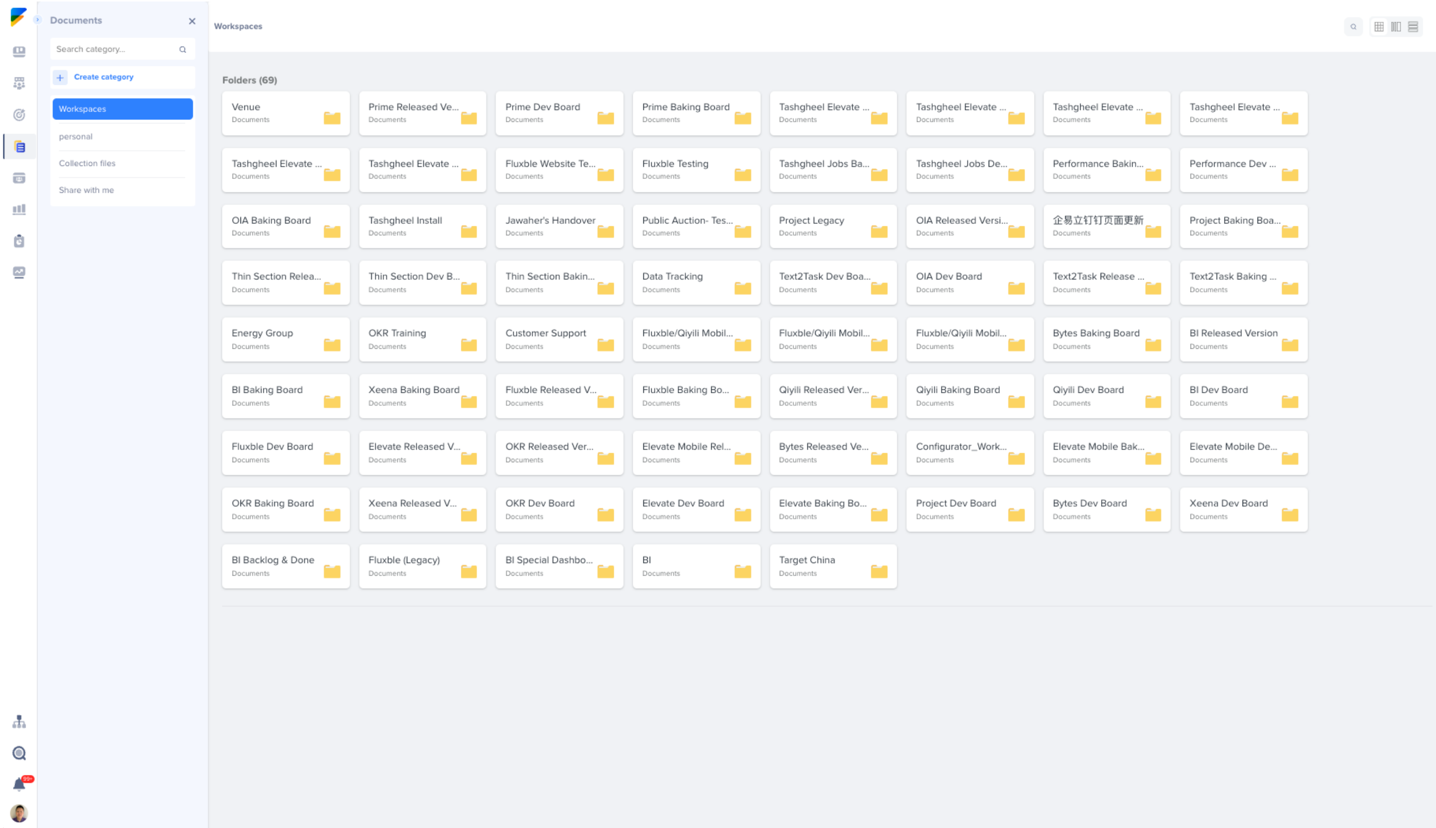
Overview

Documents are used to store the files generated in the course of work, and users can manage these files.

Features Introduction

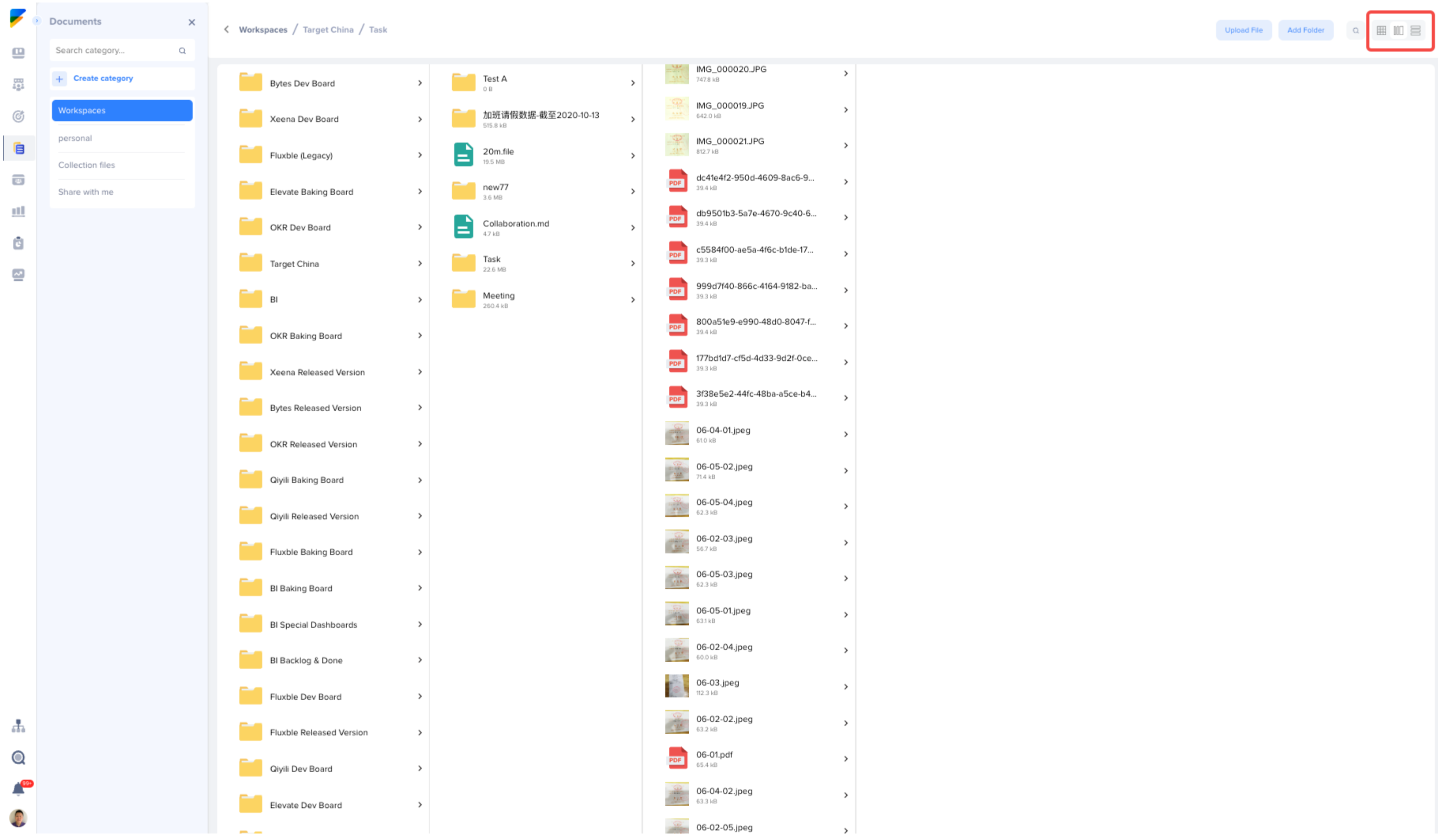
Search files

You can search for the file you want by using the search function.



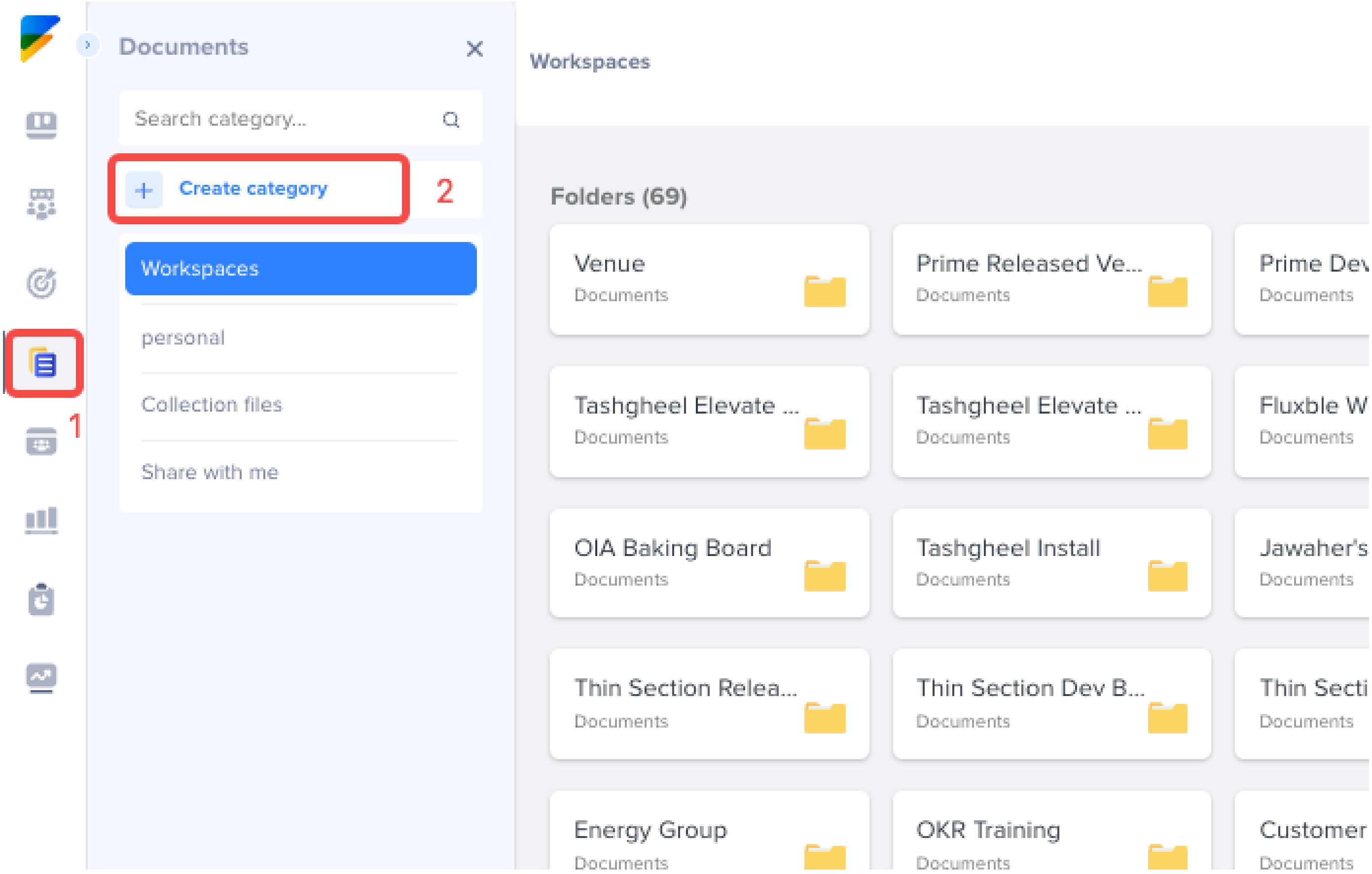
Switching views

You can switch between these 3 views(Grid/List/Detailed View) at will.



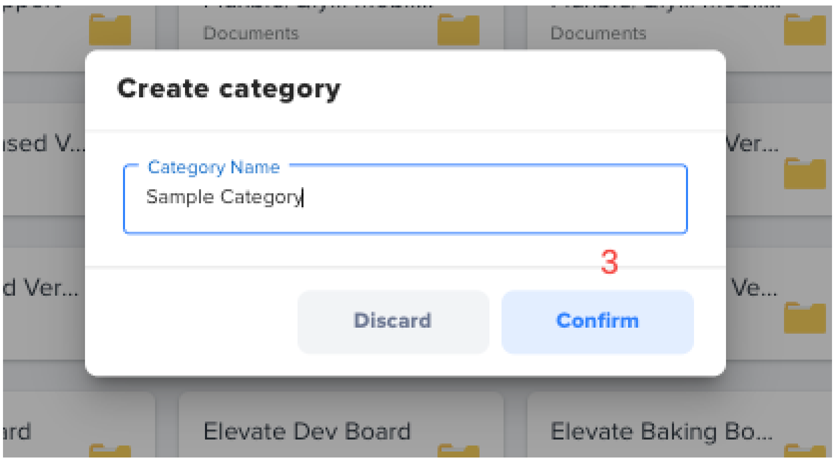
Management Documents

Create Category



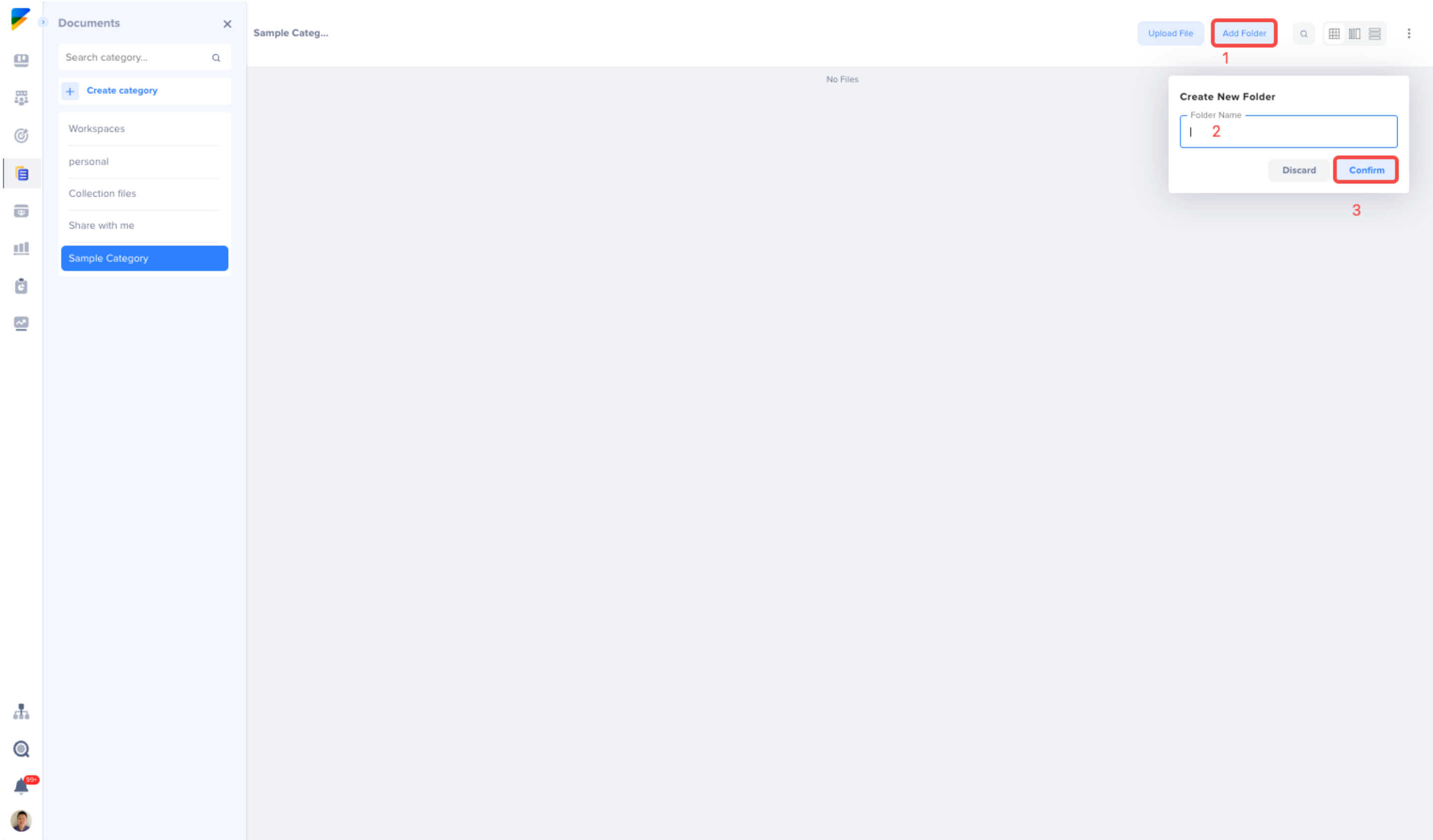
To create category：

1. Click "Documents" on the sidebar to open its menu.
2. Click the "Create category".



3. After filling in the category name and clicking the confirm button, the category will be created successfully.

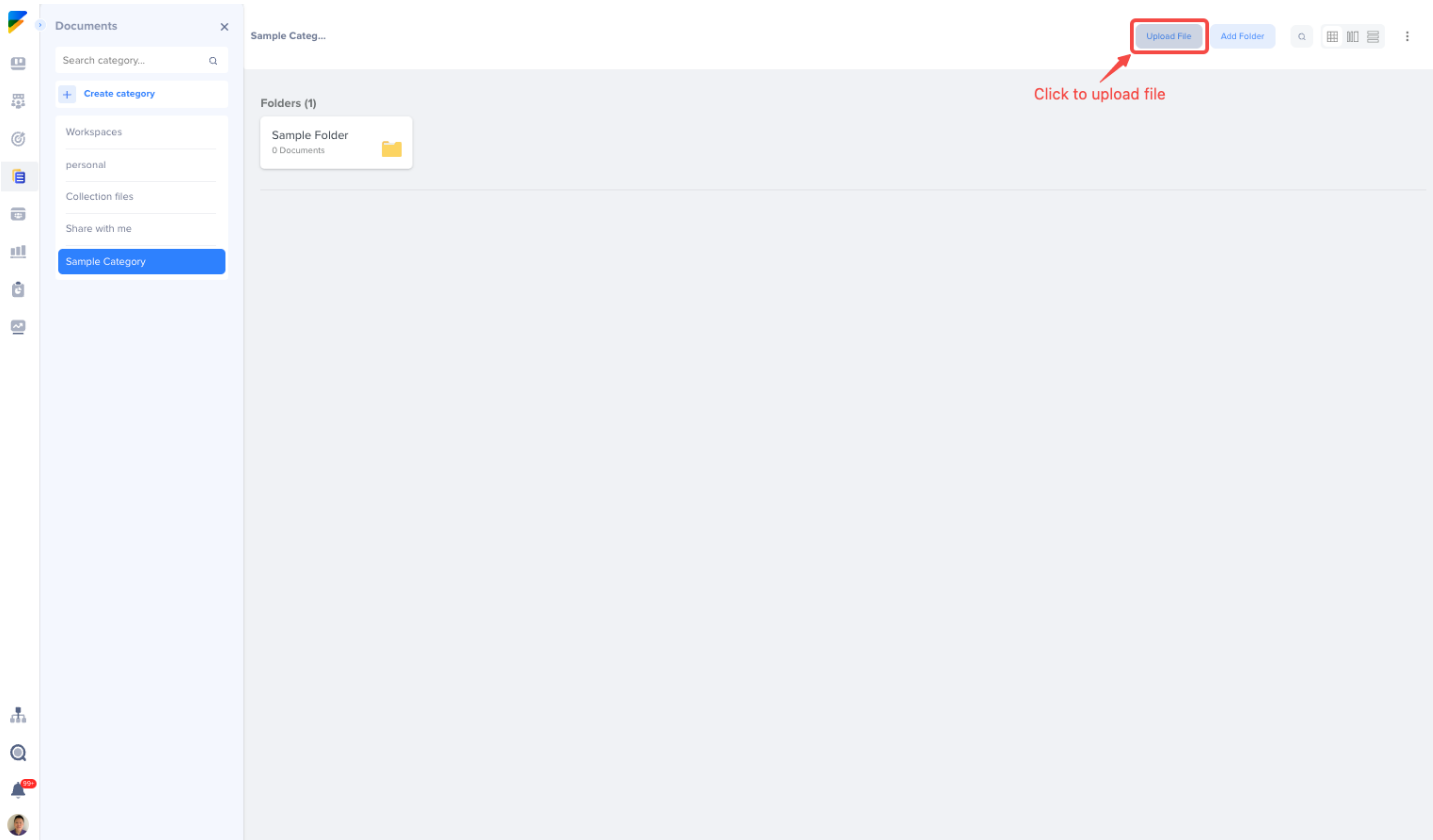
Create Folder



To create folder:

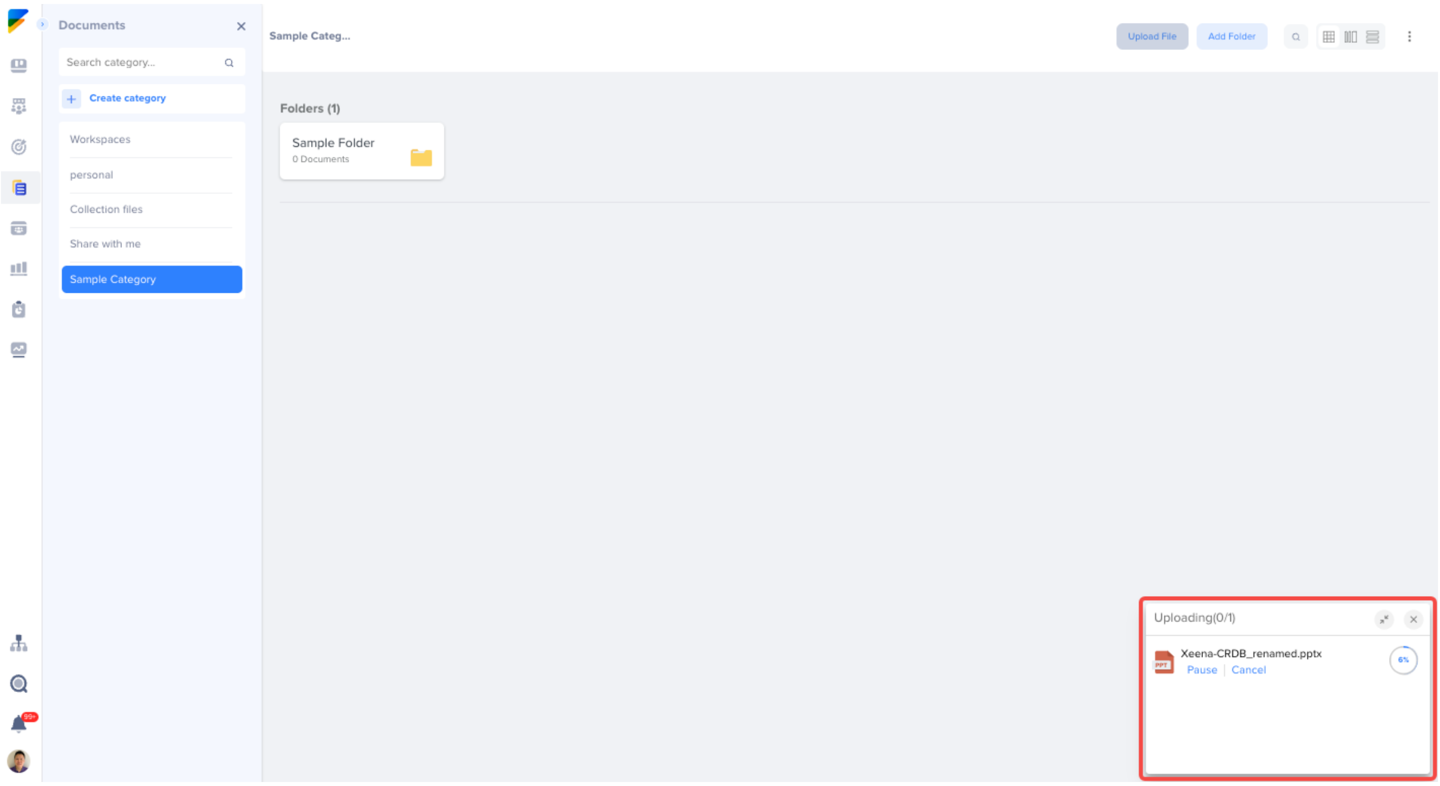
1. Click the "Add Folder" btn inside any category.
2. Fill in the folder name.
3. Click "Confirm" to create the folder in designated category complete.

Upload Files



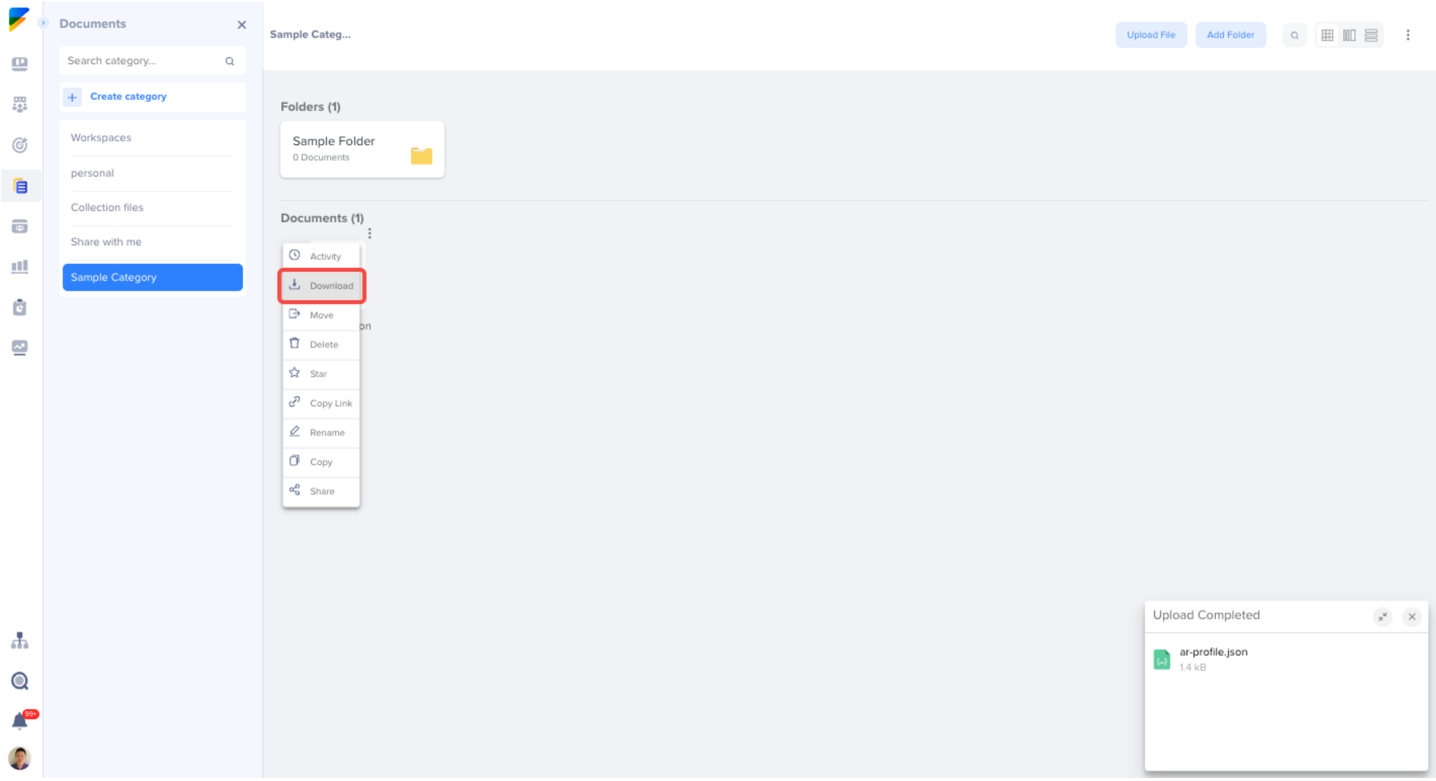
Upload file steps：

1. Select a category/folder directory.
2. Click the upload button in the upper right corner.
3. Select the files you want to upload, the size of a single file cannot exceed **200MB**.
4. You can view the upload progress and pause or cancel this upload at any time.



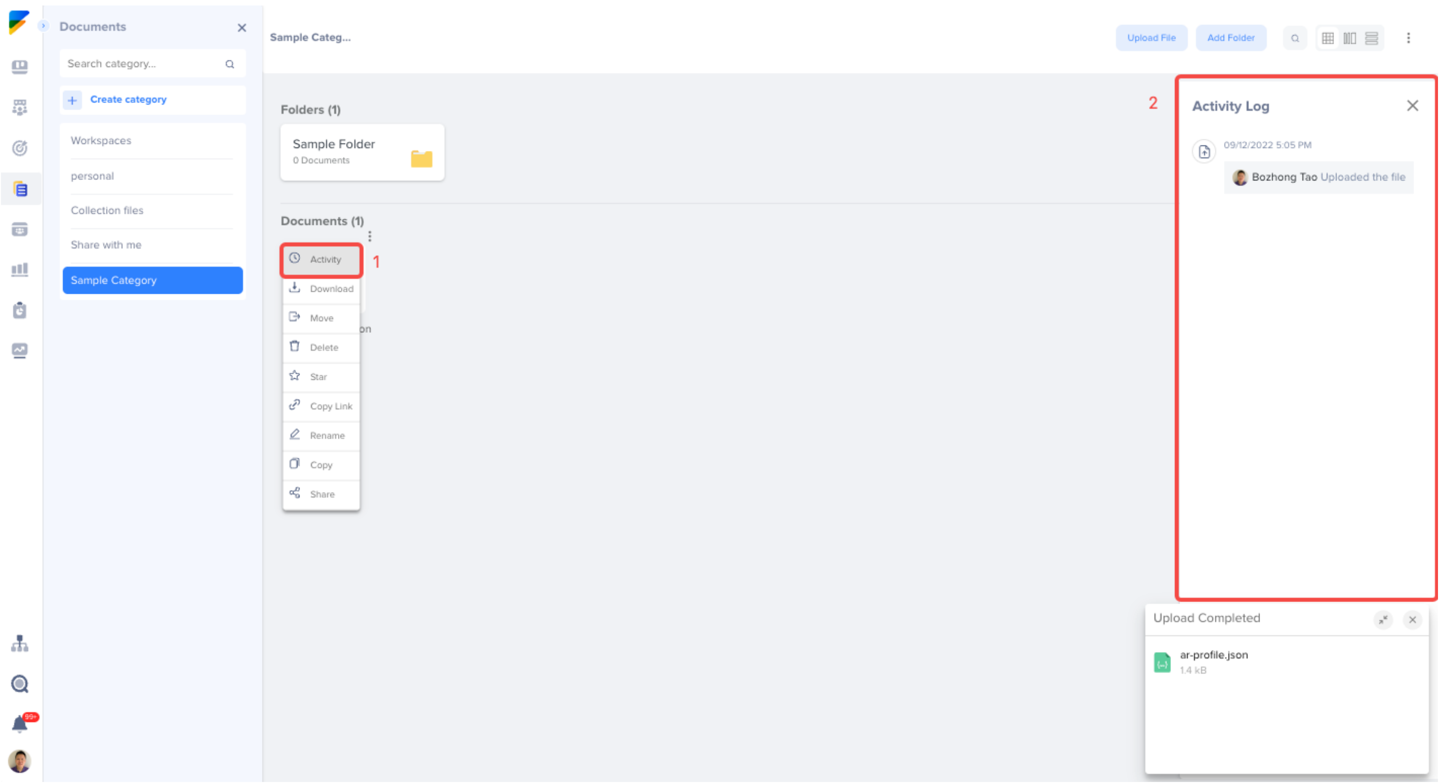
Download Files

Select the file you want to download, open the collapse menu, and click the **Download** button to download it to your local area.



View Log

Select the file or folder you want to view and click the **Activity** button to view the log details of the file on the right side.

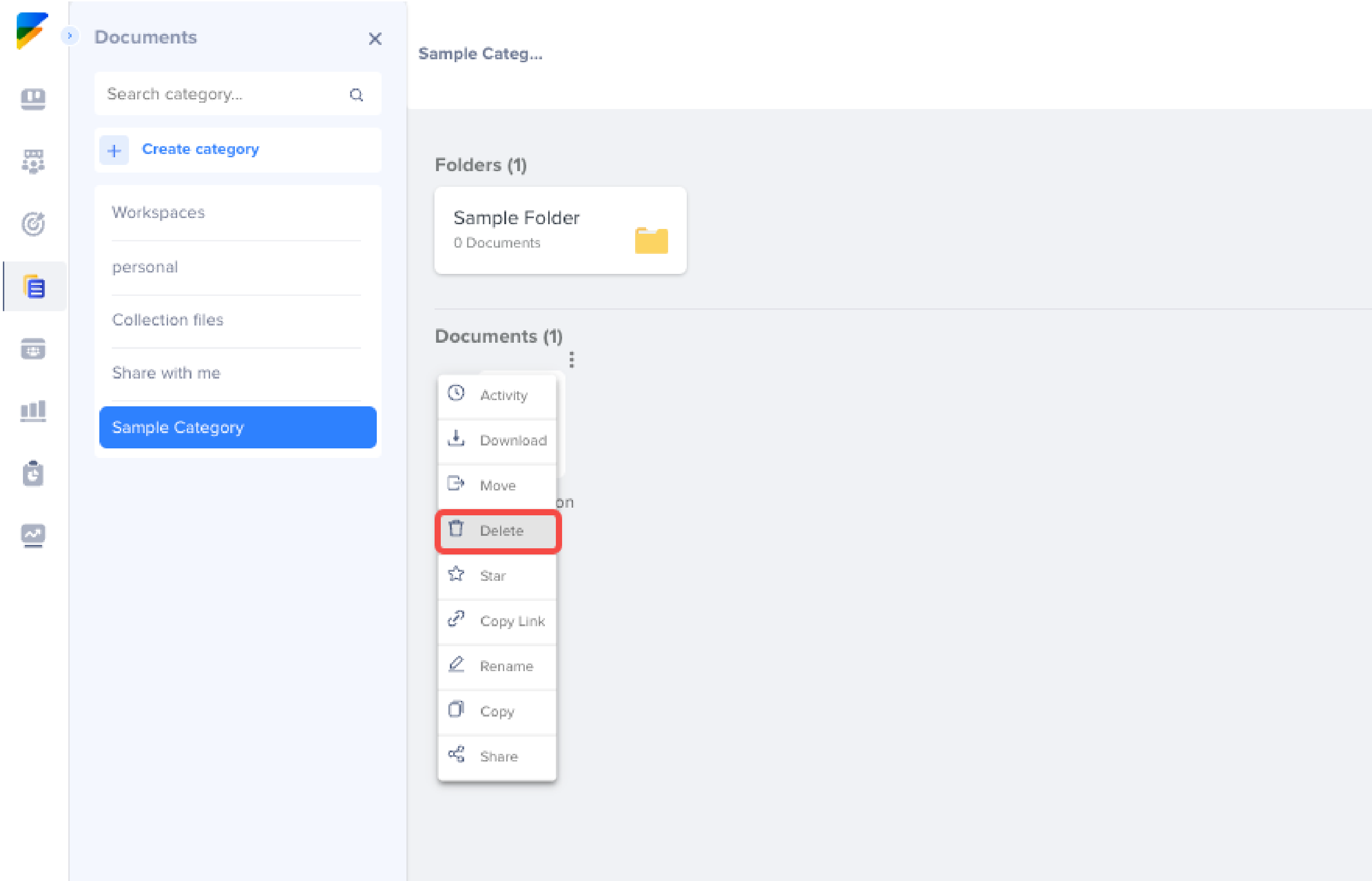


Move Files

Select the file or folder you want to move, click the Move button, select the path you want to move, and confirm again.

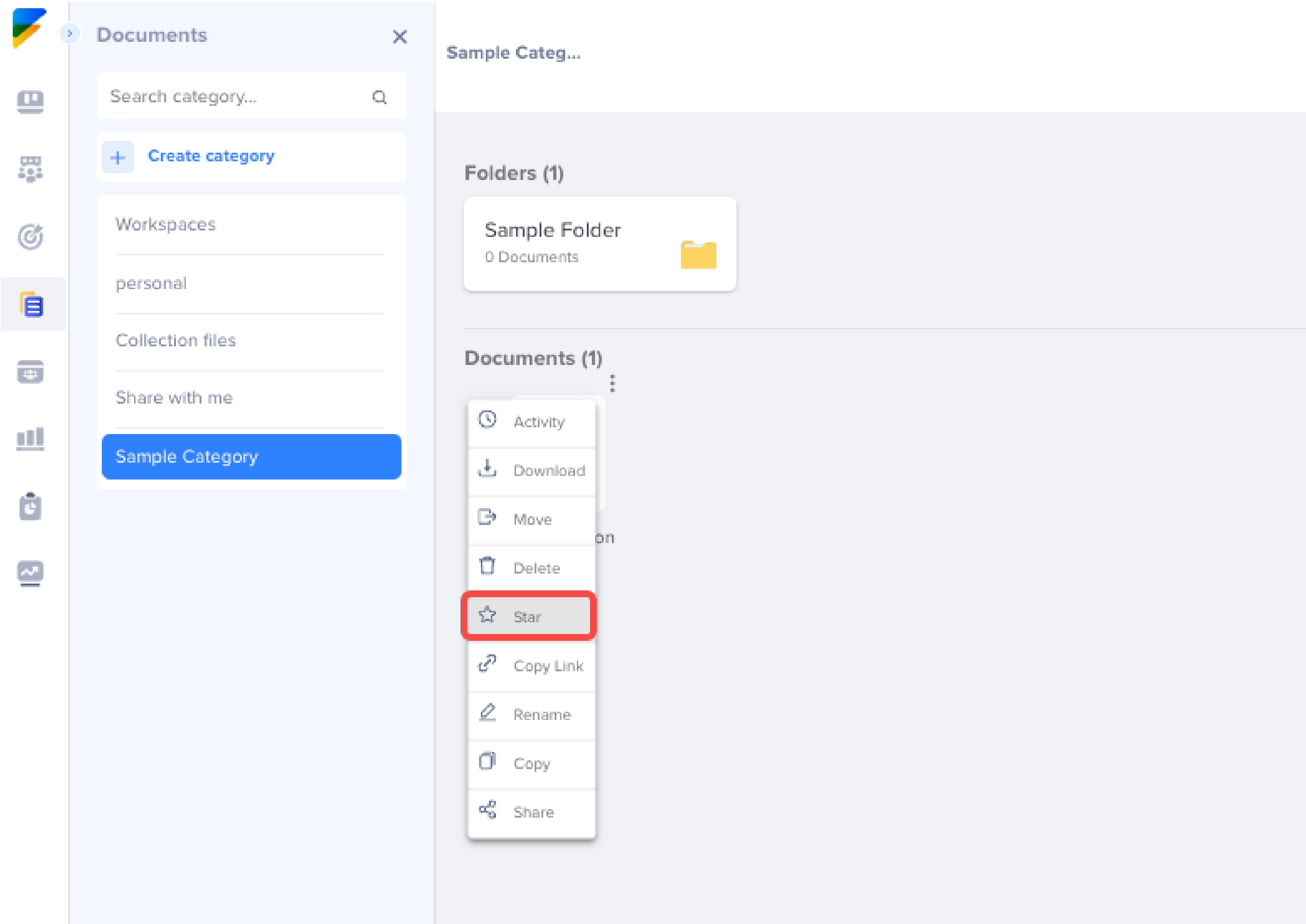
Delete Files

Select the file you want to delete and click **delete** button. The deleted file will be stored in the Recycle Bin within 7 days and you can restore it.



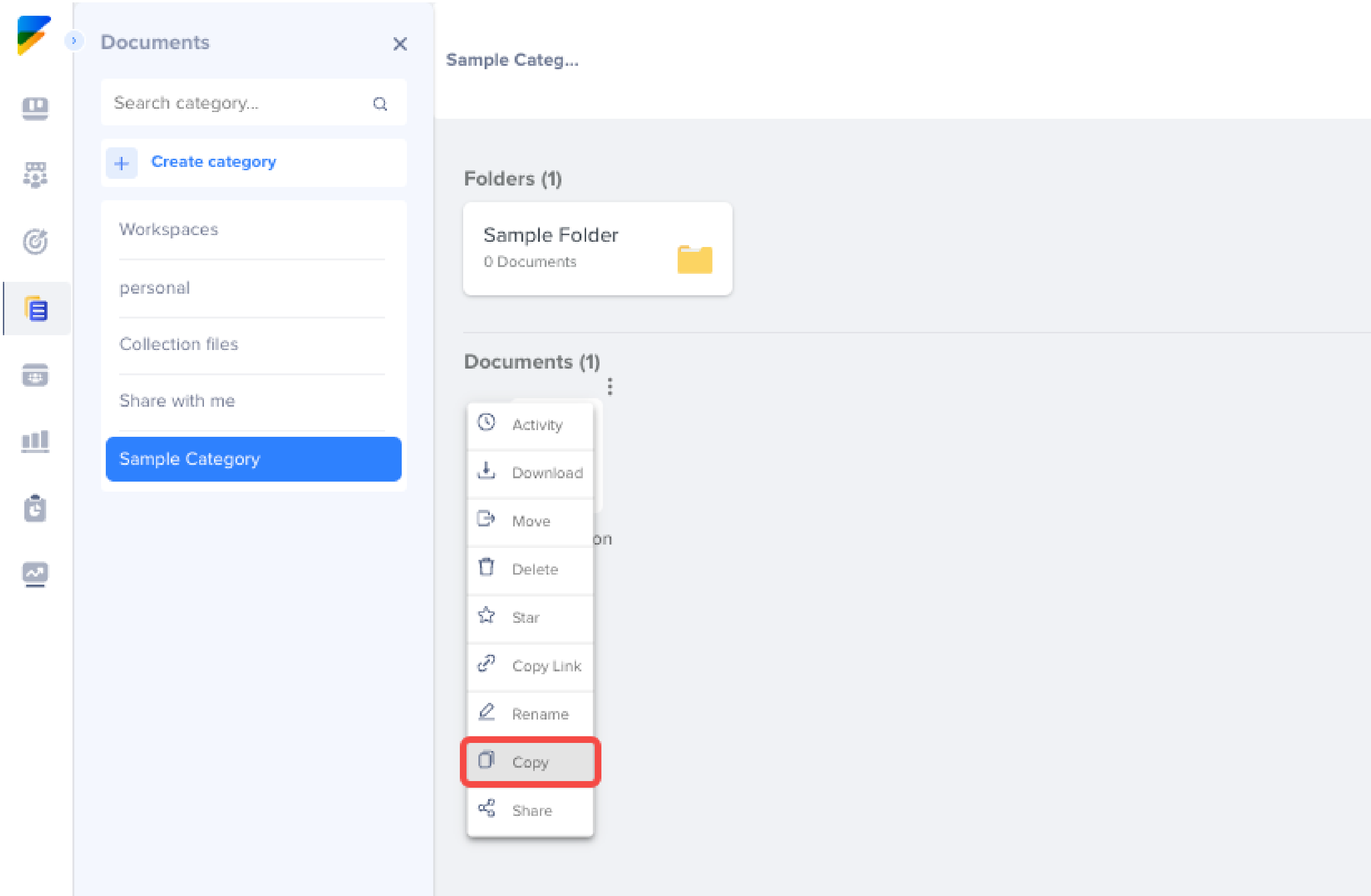
Star Files

Select the file or folder you want to star and click the star button to add the file to the star tab page for quick viewing. (Once starred, click again to unstart)

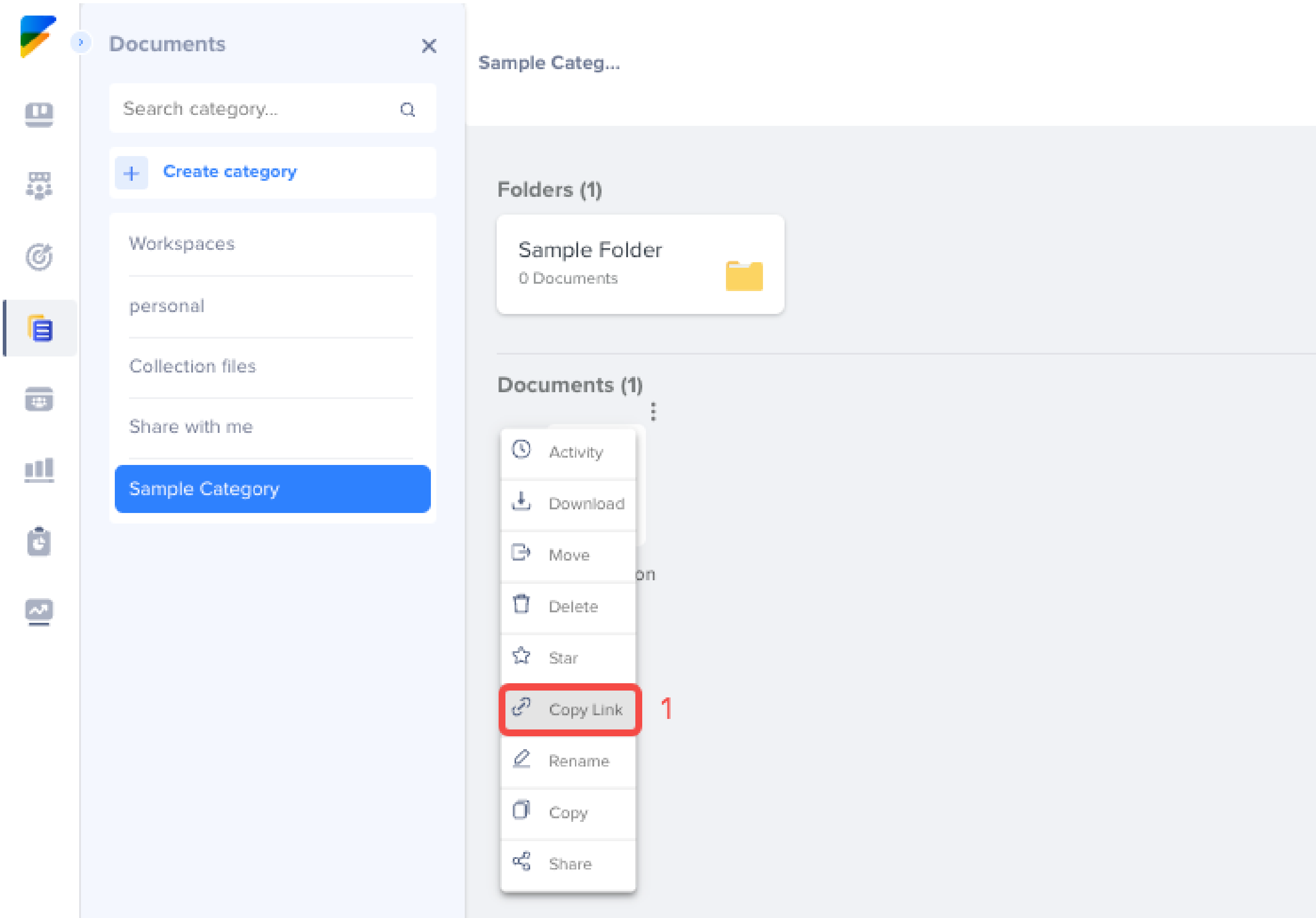


Copy Link

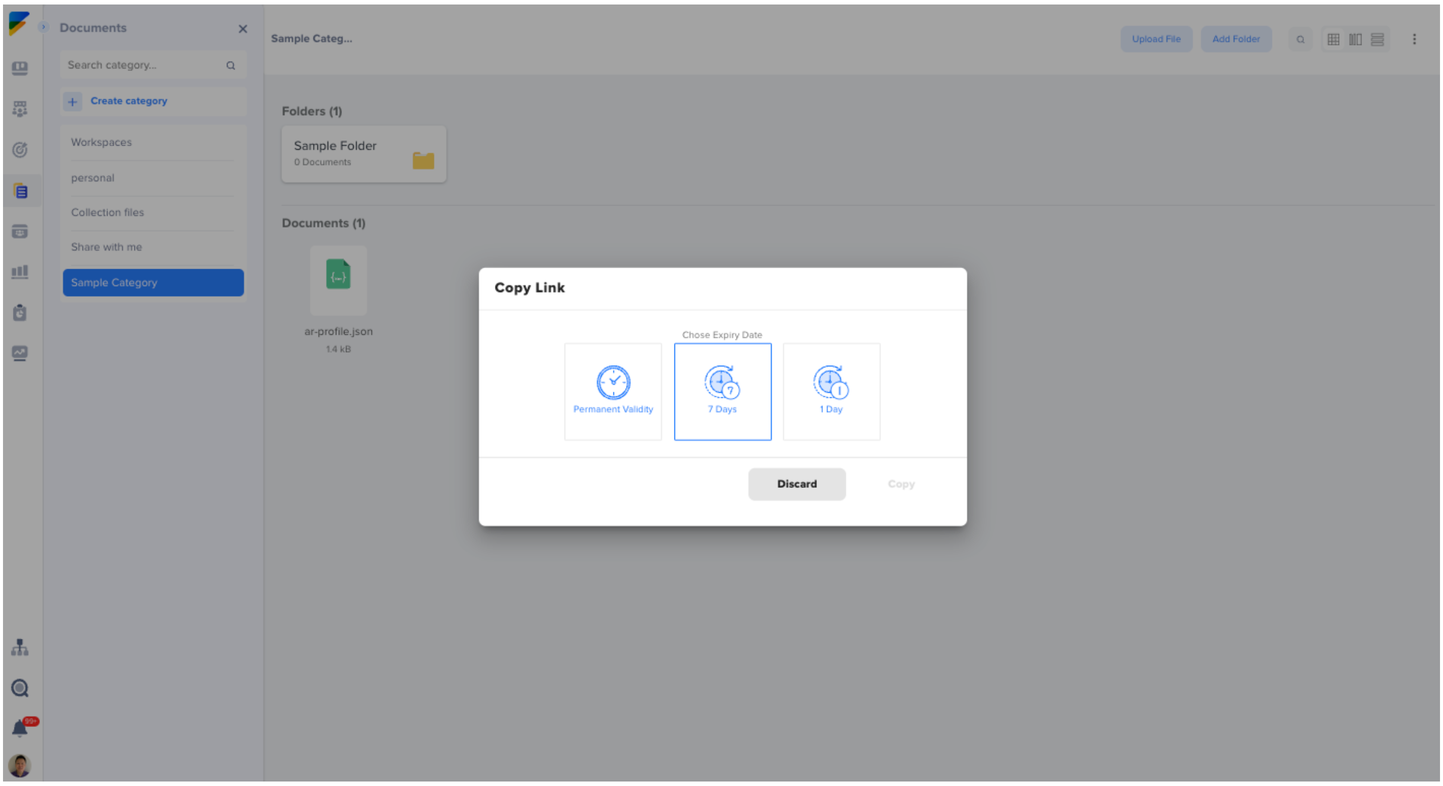
The file can be shared via a link for others to view and download.



Sharing steps：

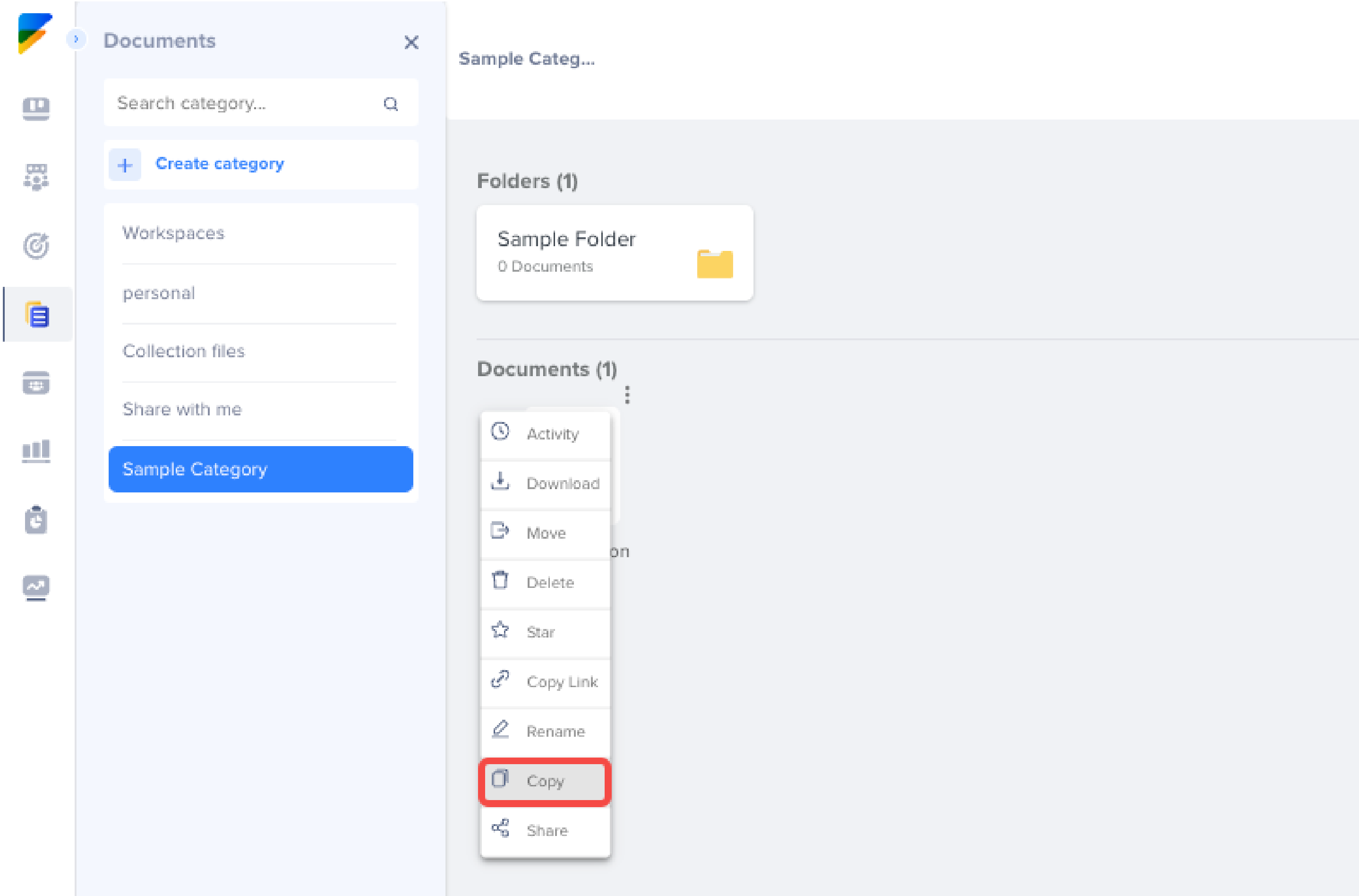


1. Select the file you want to share. In file menu > click the **Copy link** button.
2. Select a time validity, 1 day, 7 days or permanent, and click on Copy.
3. Send the link to others.



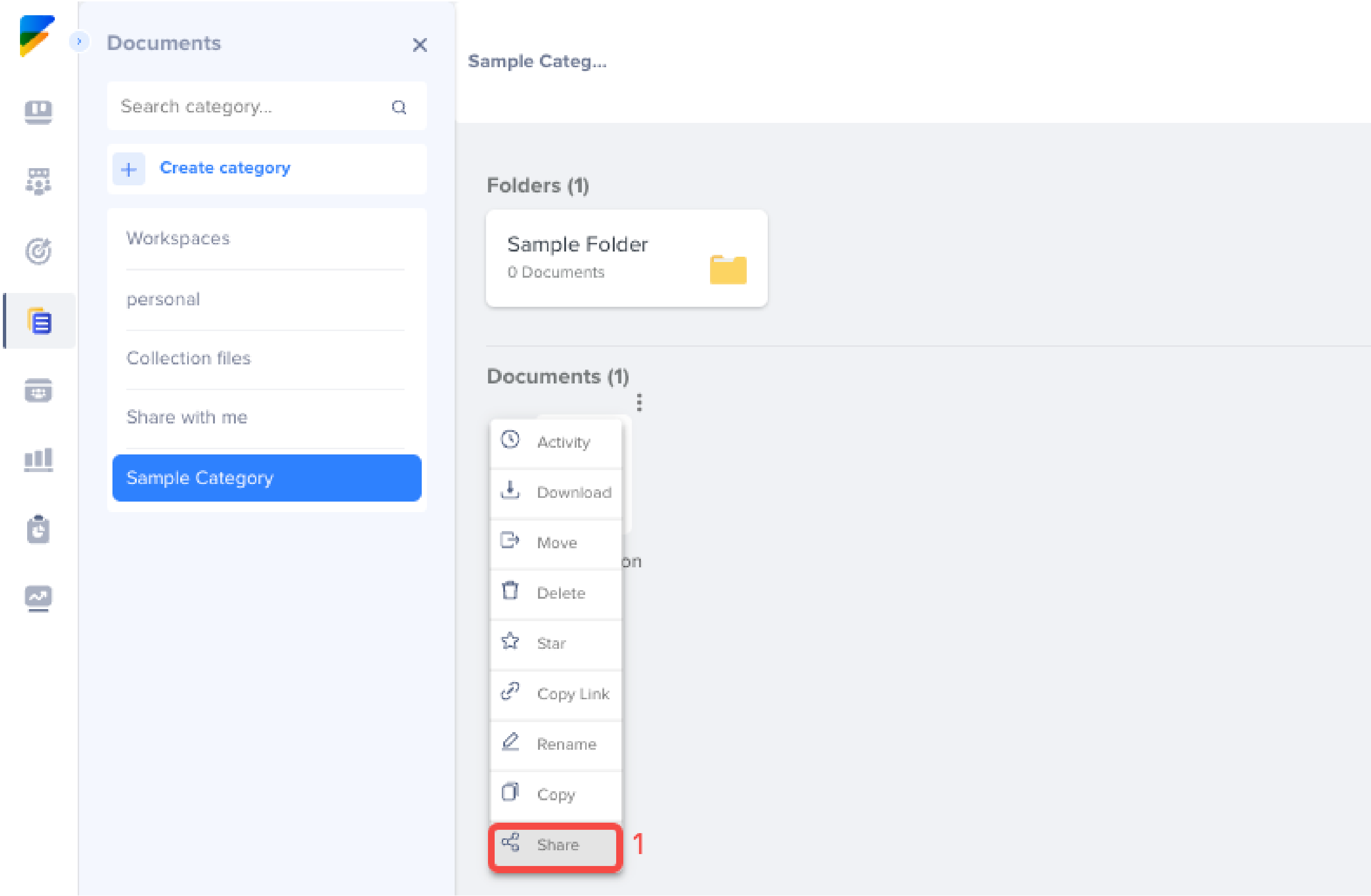
Copy Files

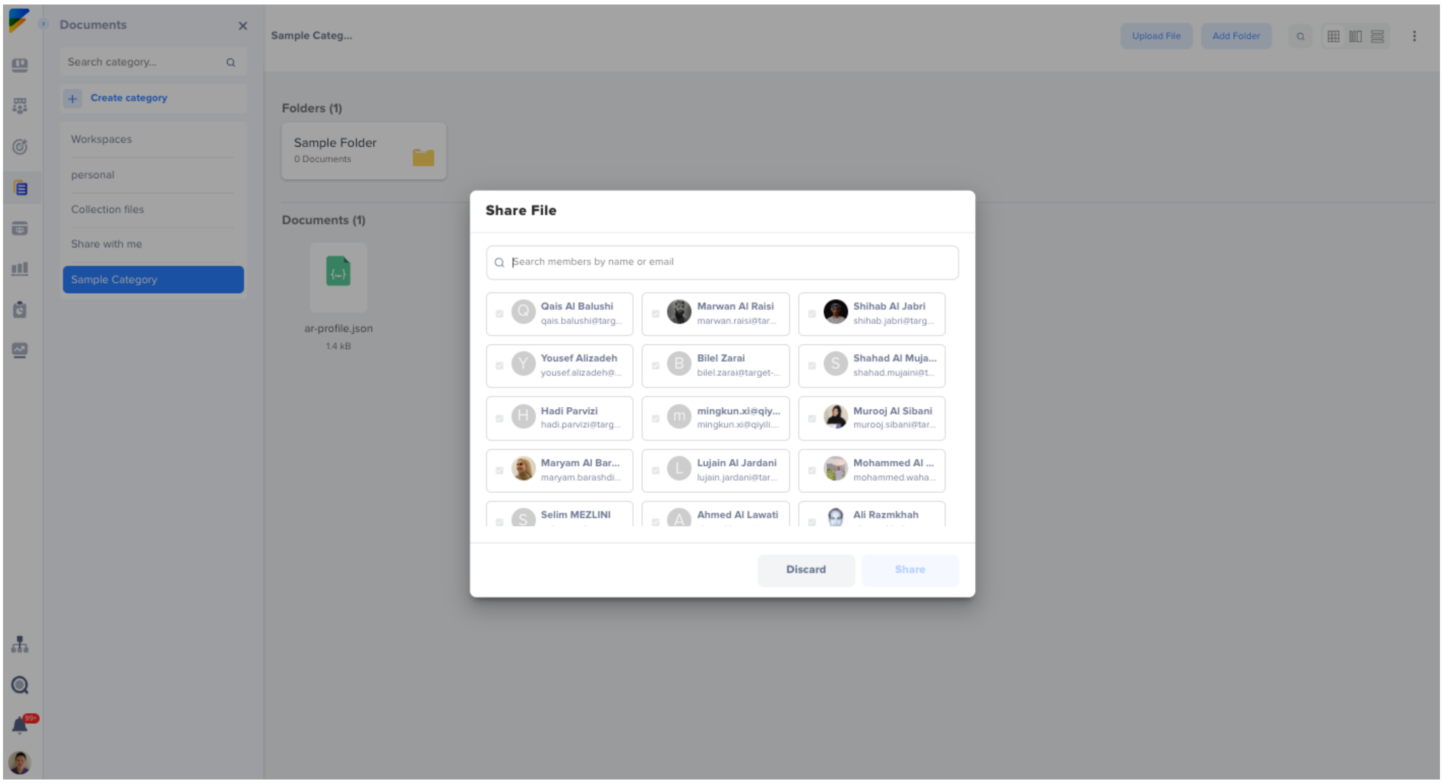
You can select files or folders to copy a duplicate to a specified path.



Share Files

You can select a file to share with members of your current organization, and they will be notified and can view the shared file in their own Shared folder under their private folder.





You can select any member of the organization and click "Share" to share it.