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## SailTokyo - Team member administration

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Version 1.0 - 092017

## Content

|   |                             |   |
|---|-----------------------------|---|
| 1 | Requirements .....          | 1 |
| 2 | Administration basics ..... | 1 |
| 3 | Team administration.....    | 2 |

# 1 Requirements

- Computer connected to internet
- Software **SailTokyoTeam.exe** (Get from buell software)
- **SailTokyo administrator password** (Get password from buell software)

# 2 Administration basics

There are two different roles in a team:

- Administrator
- Team member

Administrators get from **buell software**:

- Software SetupSailTokyo.exe
- Software SailTokyoCloud.exe (See TeamCloudSetup.pdf)
- Software SailTokyoTeam.exe
- Administrator **password**

Administrator owns (optional):

- Team administrator computer with team dropbox installed
- Team dropbox account key

Team members get from **administrator**:

- Software SetupSailTokyo.exe
- Team member **password**

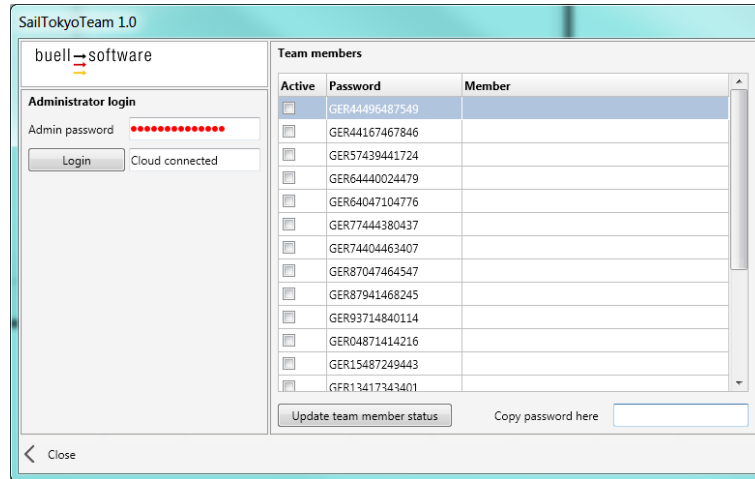
Administrators are using software **SailTokyoTeam.exe** to manage passwords for every team member.

Team members can be **activated** and **deactivated** by administrator.

Team members get access to team cloud automatically while login with their account key.

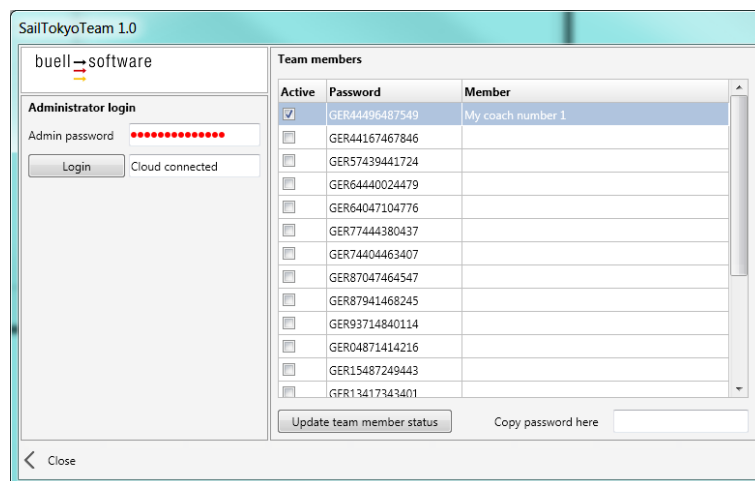
### 3 Team administration

Start software **SailTokyoTeam.exe** (Internet connection required) and login with administrator password (Get password from buell software):



For activation of a single team member follow steps:

- Click onto checkbox in column **Active**
- Double click in cell **Member**
- Enter name of member
- Press button Update team member status
- Copy key (Bottom right) and **send password to member**
- (**Deactivate** member by **unchecking** cell Active)



**SailTokyo** comes with 20 member passwords. If more passwords are required buell software adds passwords to your member list.