

SCRIB MANUAL

ADMINISTRATOR



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SCRIB manual for Administrator

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1.0: LOGIN TO SCRIB FOR ADMINISTRATOR

Type, on any search engine, scrib.info and log in by clicking on Login. Enter the Administrator credentials (Email and Password) and press the button **Sign in**.



SCRIB Login

Please enter your email and password here!

Email

Password

Remember me

[Forgot Password?](#)

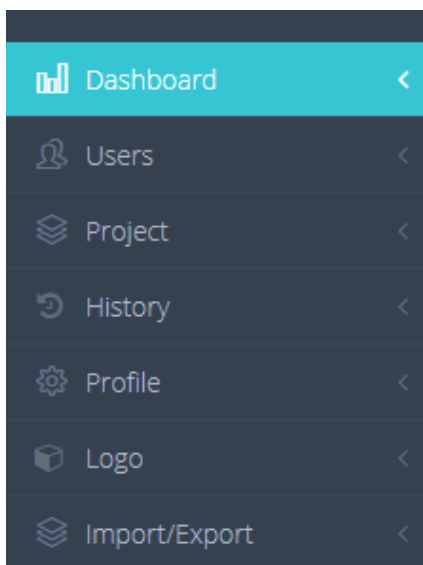
[Sign In](#)

WHAT TO DO IMMEDIATELY AFTER FIRST ACCESS TO SCRIB:

- Create the Worker profile
- Create the Customer profile
 - Create the project

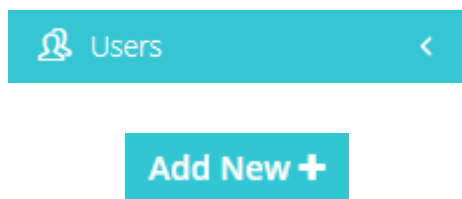
1.1: ACTIONS THAT THE ADMINISTRATOR CAN PERFORM

In the main screen, on the left there is a window that shows all the actions that the Administrator can do:



1.2: CREATE / ADD A NEW USER

By clicking on the section **Users** and immediately after on **Add New**:



The following screen will appear, where you can add new users, by entering the required data:

- Type of worker (Worker or Customer)
- User Name
- E-mail
- Website
- Password and Confirm password finally

After entering all the data, click on Save.

Create New User

→ Worker

VALIDATION

→ Username * Mario Rossi

→ Email * *****@*****.com

→ Website http://www.marioonlywebsite.com

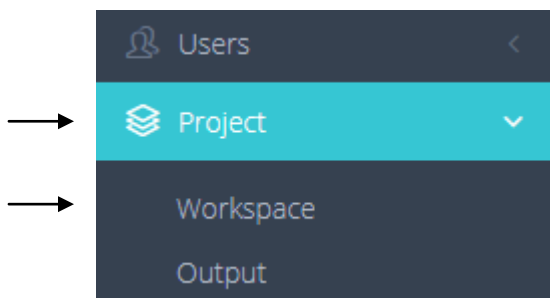
→ Password *

→ Confirm Password *

←Back Save Reset

1.3: CREATING A NEW PROJECT

After creating the profiles of the Worker and the Customer, you can create a new project by clicking on **project, workspace** and immediately **create new project**:



Project (create & modify & delete)



You will be prompted to enter employee, customer, project title and a brief description of the project:

New Project ×

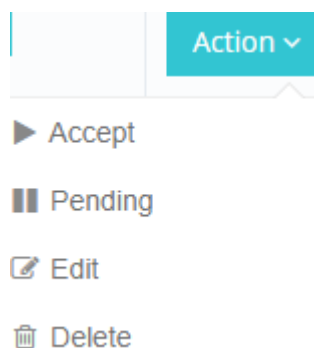
Worker

Customer

Title

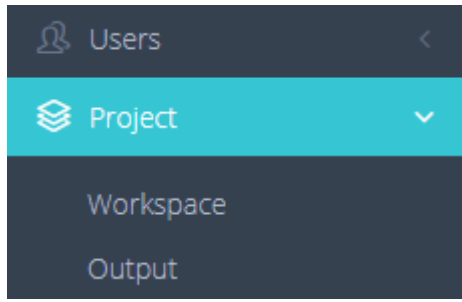
Description

Once the project has been created, it is necessary to click on **actions** and **accept**, to activate the project and allow the Worker to start working on generating the texts.



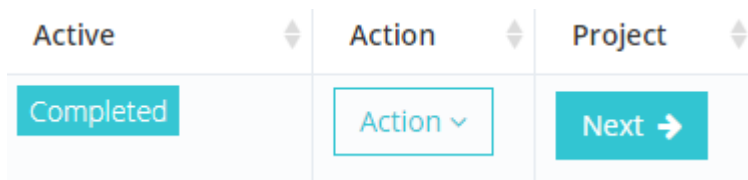
1.4: HOW TO VIEW THE WORK AREA

By clicking on the section Project, two choices will appear:





By clicking on **Workspace**, a screen will appear where you can:

- Create a new project
- Export a project
- Import a project
- View the work done or that the Worker is doing and by clicking on **Next**, the Administrator can also make changes to the various projects.



By clicking on **Project** and **Output**, the following screen will open:

Title	Worker	Customer	Date & Time	View
DEMO	 worker	 customer	01/07/2020 08:21:48	View

By clicking on **View**, it will be possible to:

- Download the texts generated by the Worker
- Delete the texts generated by the Worker
- Modify the texts generated by the Worker

≡ LIST

10 entries Search:

Date & Time	Title	Download	User	Date of download	Action
09/07/2020 14:22:25	scrivere per il web freelance Toscana	Download			Delete
09/07/2020 14:22:25	tecniche seo agenzia di marketing Toscana	Download			Delete

1.5: VIEW AND PRINT THE REPORT OF ACTIONS CARRIED OUT BY USERS

By clicking on **History**, in the main window on the left of the page, a screen will open to be filled in based on the information that the Administrator wants to have:



You will need to enter the data relating to:

- **Period:** the period relating to which you want to have the information; FROM / TO Environment
- **Type:** select the action or actions relating to which you want to have information (Log In, Log Out, Add, Edit, Delete, Associate, Publish, Download, Export Environment, Import Environment, Export Project, Import Project)

[Reset](#) [View](#)

Period to

Type

Object

1.6: MODIFY THE INFORMATION, PHOTO AND PASSWORD OF THE PROFILE

Going to the section Profile, a screen will open that will give the possibility to modify all the profile information (Status, Personal information, Change photo, Change password) of the SCRIB Administrator:



[Stato](#) [Informazioni personali](#) [Cambia foto](#) [Cambia la password](#)

In the section **Status**, you will find all the information relating to the SCRIB profile:

- How many days are left until SCRIB is deactivated
- The number of projects that remain to be created
- The number of Workers and Customers that can still be added
- The number of items deleted
- The number of items that remain to be created
- The API status
- The payment status



PROFILE MANAGEMENT

DAYS TO DEACTIVATION OF SCRIB	59980 Days(02/10/2184)
NUMBER OF PROJECTS LEFT	10003
NUMBER OF WORKER LEFT	9994
NUMBER OF CUSTOMER LEFT	9996
NUMBER OF ARTICLES DELETED	2024
NUMBER OF ARTICLES LEFT	46827
STATUS OF API	<input checked="" type="checkbox"/> ON
Active	
customer	
STATUS OF PAYMENT	<input checked="" type="checkbox"/> Connected

In the section **Personal Information**, you can enter / edit information relating to the Administrator:

- Username
- E-mail
- Website

PROFILE MANAGEMENT

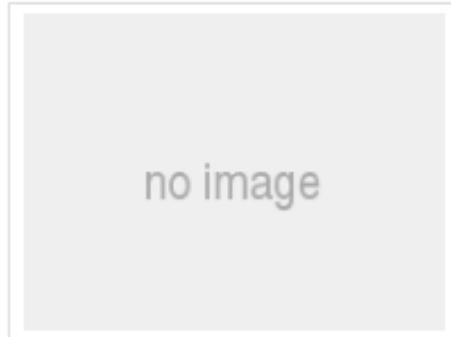
Username

Email

Website

In the section **Change photo**, you can upload / change your profile picture:

PROFILE MANAGEMENT



Select Photo

Save

In the section **Change password**, you can change the current password:

PROFILE MANAGEMENT

Current Password

New Password

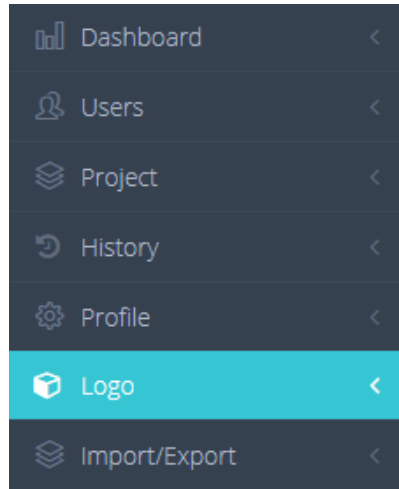
Confirm Password

Change Password

Cancel

1.7: CHANGE THE LOGO

By clicking on the button **Logo**:



You can load / replace the Logo with a few actions:

- Enter the type of logo
- Enter the logo text
- Choose the color of the bar containing the logo
- Select the chosen image

LOGO CONFIG

Logo Type *

Logo Text *

Bar Color

[← Back](#) [Save](#) [Reset](#)

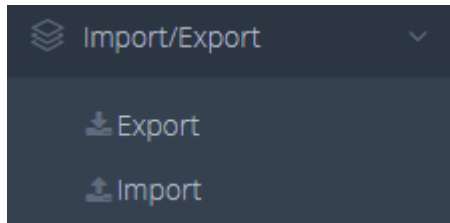
LOGO IMAGE



PPM3 Incubatore di progetti innovativi > Benvenuto nell'interfaccia di SCRIB >


1.8: IMPORT E EXPORT

By clicking on the button **Import / Export**, the Administrator will be given the possibility to export and import the entire work environment or single projects within a file. The projects are encrypted, so the file will not be viewable outside SCRIB. The resource count (projects / texts) is not exported together with the project and remains unchanged:

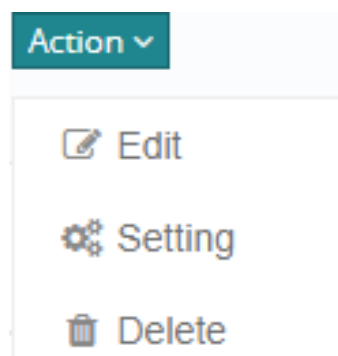


1.9: HOW TO ENABLE/DISABLE USER ACTIONS

The Administrator can choose which actions to enable or disable for the Worker and the Customer, by following a few simple steps. Click on **Users** and then on **Action**

Photo	Username	Permission	Email	Site	Date & Time	Action
	worker	Worker	workerdemo@scrib.online	link del tuo sito	30/06/2020 14:21:45	Action
	customer	Customer	customerdemo@scrib.online	il link del tuo sito web	30/06/2020 14:22:21	Action

Immediately after, a window with 3 options will open, click on **Edit**



Depending on the user you want to enable or disable the actions, two different screens will appear:

CUSTOMER

Hide Workspace	<input type="checkbox"/> Enabled
Read Only Workspace Params	<input type="checkbox"/> Enabled
Download Files	<input type="checkbox"/> Enabled
Delete Files	<input type="checkbox"/> Enabled
Preview	<input type="checkbox"/> Enabled
History View	<input type="checkbox"/> Enabled
API	<input type="checkbox"/> Enabled

- **Hide Workspace:** if enabled, the workspace is hidden to the Customer, who will not be able to see what the Worker is doing; if disabled, the workspace will be visible to the Customer, who can then view the Worker's work.
- **Read Only Workspace Params:** if enabled, the workspace will be visible to the customer only for reading; if disabled the workspace will not be visible to the Customer.
- **Download files:** if enabled the Customer can download the texts generated individually or in groups; if disabled the Customer will not be able to download the texts.
- **Delete Files:** if enabled the Customer can delete the texts generated individually or in groups; if disabled the Customer will not be able to delete the generated texts.
- **Preview:** if enabled the Customer will be able to preview the generated texts, but will not be able to modify them; if disabled the Customer will not be able to preview the generated texts and will not be able to consequently modify them.

- **History view:** if enabled the Customer will be able to view the history of the Worker's actions (Log In, Out, Add, Edit, Delete, Associate, Publish, Download, Export Environment, Import Environment, Export Project, Import Project); if disabled the Customer will not be able to view the history of the Worker actions.

- **API:** for the Plug-in to function correctly, it is necessary to activate this section (API) which allows the automatic loading of the texts generated by SCRIB on the website. If disabled it will not be possible to automatically upload the texts generated on the website.

WORKER

Download All Files	<input checked="" type="checkbox"/>
Delete Files	<input checked="" type="checkbox"/>
Preview	<input checked="" type="checkbox"/>

- **Download All Files:** if enabled the Worker will be able to download all the texts generated, individually or in groups; if disabled the Worker will not be able to download the generated texts.

- **Delete Files:** if enabled the Worker will be able to delete all the texts generated individually or in groups; if disabled the Worker will not be able to delete all the generated texts.

- **Preview:** if enabled the Worker will be able to view all the previews of the generated texts; if disabled the Worker will not be able to view the previews of the generated texts.

GLOSSARY

- **API** → acronym for "application programming interface", are a set of procedures, applications and functions that programmers and developers use to increase the functionality of programs, applications and software. They allow the programmer to make two programs interact, otherwise incompatible with each other, through external calls to internal functions of the program.
- **EXPORT ENVIRONMENT** → monolithic export of the work's environment
- **INPUT FILE** → is a document that must be written before starting to use SCRIB, and which must be inserted in the software to obtain the output.
- **FORM LINK** → contact section link
- **HIDE WORKSPACE** → hide the workspace
- **HISTORY VIEW** → historical actions
- **JOOMLA** → it is a program that allows the creation and modification of a website containing textual and multimedia files.
- **KEYWORD** → is a word or phrase used by those who create online content that allows you to classify a web page on a specific topic within search engines.
- **KEYWORD LIST** → list of keywords
- **NUMBER OF LIST** → number of keywords we want to be chosen by SCRIB
- **OUTPUT** → is a journalistic content written with particular attention to be transported to the top positions of Google
- **POST_TEXT** → epilogue, comes after the main sentence
- **PRE_TEXT** → prologue , comes before the main sentence

- **SEO ANALYST** → is the figure that analyzes the pages and articles of a website and optimizes them to ensure that they obtain the highest ranking in the SERP of search engines.

- **SEO COPYWRITER** → is the person who is responsible for drafting and publishing texts that are able to best satisfy users' requests and give an optimal answer to questions asked by users to search engines. He/She is a figure who has a good knowledge of search engine positioning procedures and has the ability to write countless texts capable of positioning themselves for one or more keywords.

- **SERP** → is the acronym of "Search Engine Results Page". Each time a user performs a search on a search engine, he/she is provided with a list of pages or websites corresponding to the topic requested by him.

- **W JOURNALISTICS** → are the questions that every journalist should ask himself/herself to understand and be able to elaborate in the best way the situation he/she has to go to to speak and make a text complete and correctly written from the point of view of content. It includes the questions:

- What
- When
- Where
- Who
- Why

- **WORDPRESS** → is a program that allows the creation and modification of a website containing textual and multimedia files.

- **WORKER** → technical officer

VIDEO TUTORIAL

 **SCRIB TUTORIAL #1**
 **MI PRESENTO,
SONO SCRIB!**

 **SCRIB TUTORIAL #2**
 **CREARE NUOVI
UTENTI**

 **SCRIB TUTORIAL #3**
 **CREARE UN
NUOVO
PROGETTO**

 **SCRIB TUTORIAL #4**
 **CREARE IL FILE
DI INPUT**

 **SCRIB TUTORIAL #5**
 **SEO ANALYST &
SEO COPYWRITER**

 **SCRIB TUTORIAL #6**
 **GENERARE
TESTI**

 **SCRIB TUTORIAL #7**
 **PERSONALIZZAZIONE
AMBIENTE DI
LAVORO 1**

 **SCRIB TUTORIAL #8**
 **PERSONALIZZAZIONE
AMBIENTE DI
LAVORO 2**

 **SCRIB TUTORIAL #9**
 **E UNA VOLTA
GENERATI I
TESTI?**

 **SCRIB TUTORIAL #10**
 **DIFFERENZA
WORKER &
CUSTOMER**

 **SCRIB TUTORIAL #11**
 **PERSONALIZZA
SCRIB!**

 **SCRIB TUTORIAL #12**
 **PLUG-IN SCRIB
WORDPRESS**

 **SCRIB TUTORIAL #13**
 **PLUG-IN SCRIB
Joomla**