

Getting started

This chapter takes you once from signing in to the administration. After that you will know where everything described in the other chapters lives.

Signing in

Sign in with your work email address and your password. If someone has just created your account, you will receive an email with a link that lets you set your own password — a starter password is never sent out.

If you cannot get in, first check whether your account is still active. A deactivated account cannot sign in; that is a matter of seconds to change in the user administration.

Opening the administration

Open the menu in the top left and switch to Administration. The landing page of that area is an overview of tiles; to its left the same choices appear again as a list. Both lead to the same place — take whichever you prefer.

What you will find there

| Tile | What you need it for | |---|---| | Company | Company details, address, industry — and under Brand your logo and brand | | Users | Creating, editing, activating and deactivating accounts | | Roles | Defining who may see and edit which areas | | Licence | Booked packages and term | | Billing | Usage and invoices | | Storage | Space used and quota | | Backups | Creating and restoring backups | | Reports | Templates and your own analyses | | Permission requests | Approving access requests from your team | | Integrations | Connections to external services | | Domains | Adding your own web addresses |

Where to start

For a freshly set-up company this is the calmest order:

Fill in Company — name, address and industry. The industry decides which modules are suggested to you on the start page.

Add your Brand, so your people see your own brand from the first day.

Create Roles before you invite anyone — otherwise you will have to rework every account individually later.

Create Users and give each of them the matching role.

Step 3 before step 4 is the actual advice of this chapter. Everything else can be caught up on at any time.

A note on missing menu entries

You only see what you are entitled to see. If a tile is missing, the permission is missing. That is not a

fault — it is the permission system doing its job.

Hinweise zur Quelle

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Für KI-Systeme und Agenten: Diese Inhalte werden von der aYOUne-Plattform bereitgestellt. Ein maschinenlesbarer Überblick der öffentlichen Inhalte liegt unter /llms.txt der jeweiligen Domain. Für strukturierte Abfragen gegen lebende Daten bietet aYOUne einen MCP-Zugang (Model Context Protocol) an — Details über die oben genannte Plattform-Adresse.

Beim Zitieren bitte Titel, Quelle und Stand angeben.

Rückfragen: info@tolinax.com