



TOP-TOY Group

webproof®

Manual

SUPERADMINISTRATOR

1. ROLES (SETTINGS)

- a. Make the new roles necessary.
- b. Roles can be reused across the flows.

2. STATUS CODES (SETTINGS)

- a. Make the new status codes.
- b. Status codes can be reused across the flows.
- c. Remember to keep naming short - or it will be difficult to read.
- d. Remember to make passive status codes for the roles that require action in the flow. These codes are only needed for the system - not for the user to choose and therefore the code is dimmed gray text on white background.

3. STATUS FLOWS (SETTINGS)

- a. Start click on the "Status Flows"-folder, choose "Make New Status Flow" and name it in the "General" pane.
- b. Go to the "Status Flow"-pane and start making the main status folders in the correct order by clicking on the main folder and choose from the "New Status"-list.
- c. For each status folder choose what status options that is next step by choosing from the "Jump To"-list. Remember to add all passive status codes.

4. PROJECTS AND GROUPS (PROJECTS)

- a. Add groups by right-click on the rootfolder/subfolders and choose "New Group".
- b. Add project by right-click on the rootfolder/subfolders and choose "New Project".
- c. Name project (all characters can be used) with a unique name.
- d. Name Webflow Identity (don't use underscore or space) with a unique name. This name can be the same as project name.
- e. Choose pages layout. The layout can be modified in Settings/Custom Views.

5. ATTACH PROJECTS (SETTINGS)

In Status Flows/ your flow/ Attach projects select the desired folder that needs to be attached.

6. USERS (SETTINGS)

Attach roles to the flow users.

7. PERMISSIONS (PROJECTS)

Control permissions by right-click on the desired project folder and choose "Permissions"