

# How to set up and use the EverLeagues PDF Scanner

Admin guide

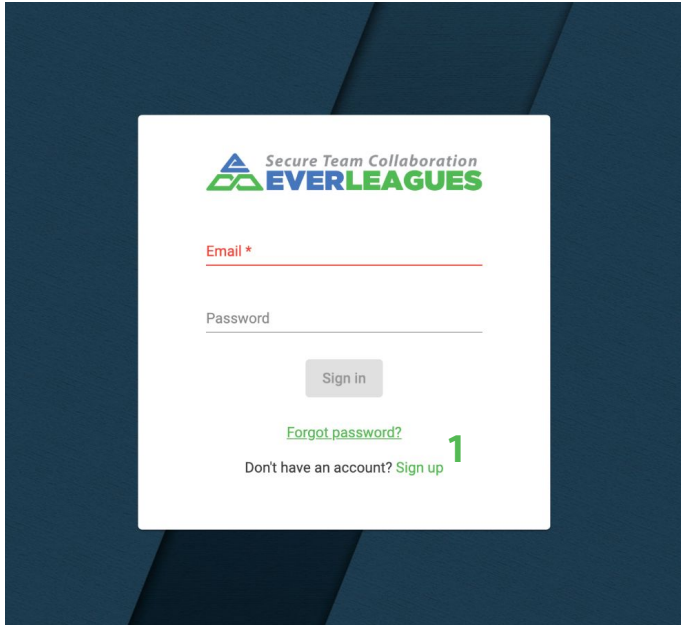
# Guide Summary

## **This guide will show you how to...**

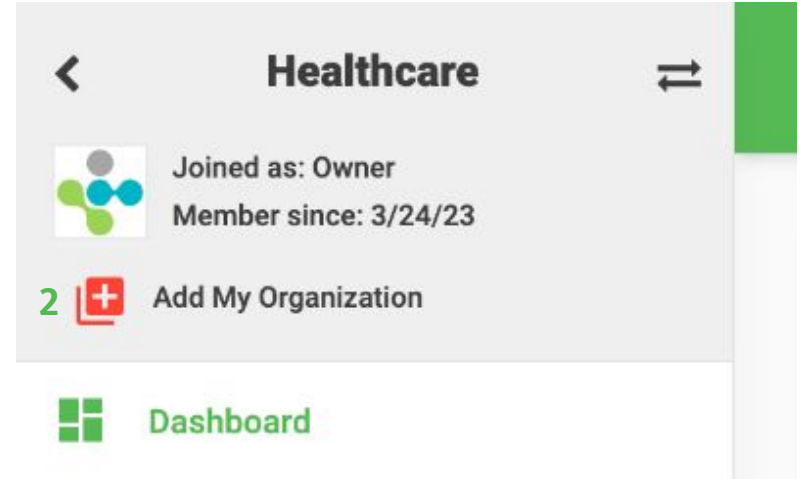
- create an account with Everleagues & login on your phone and computer
- create new organizations & invite users to your organizations
- set up Shared Drive in your organization and share them with your employees
- view, download, and share files in the Cloud Files tool that is synced with the PDF scanner

# Create organization

1. First time user: go to [app.everleagues.com](https://app.everleagues.com) and click “Sign up”



2. Returning users: click “Add My Organization” to add a new organization



# Log into Everleagues

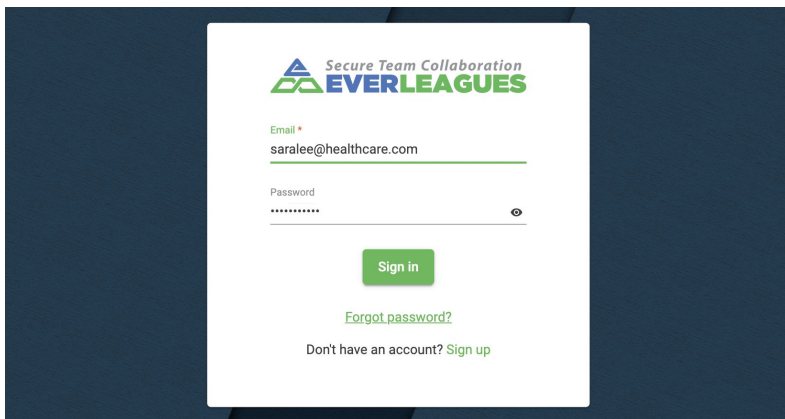
**Returning user:** after you create an account...

1. **Web app:** log in on a computer at: [app.everleagues.com](http://app.everleagues.com)
2. **Mobile app:** Log in through the Everleagues Enterprise app if your company has it set up for you. Otherwise, login by downloading the Everleagues app on the Apple App Store or Google Play store. (If this is a new session, the system will ask for a 6 digital code sent to your email or phone to protect you in case your password is compromised.)

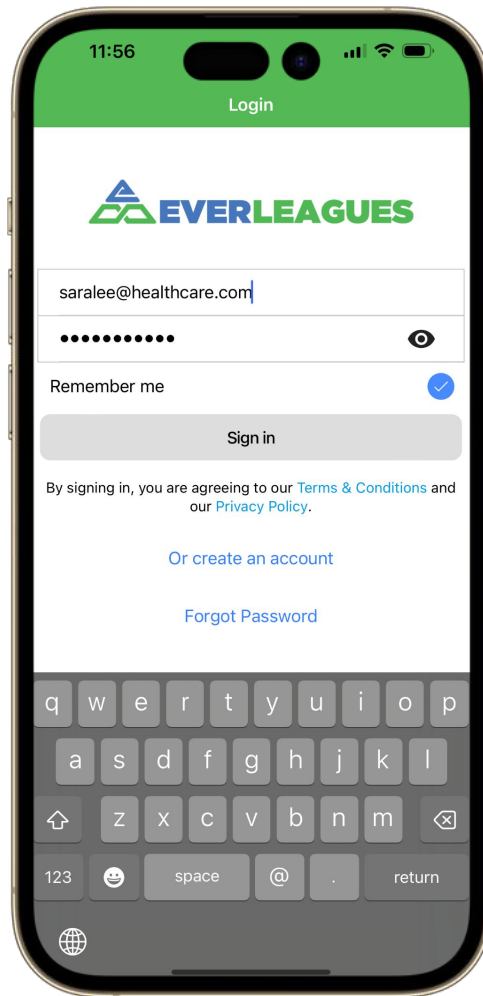
**Username:** your email

**Password:** the password you created when accepting the invite

1



2



# Switch organizations

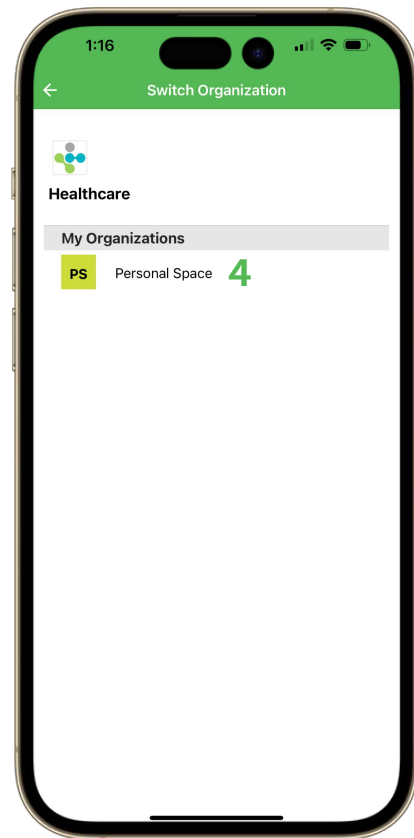
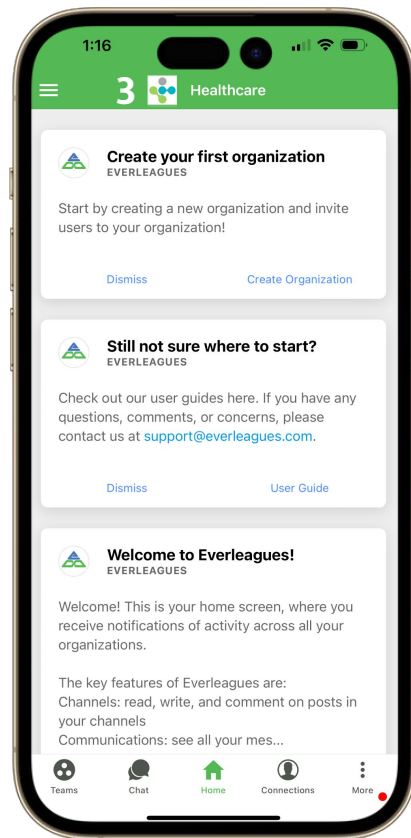
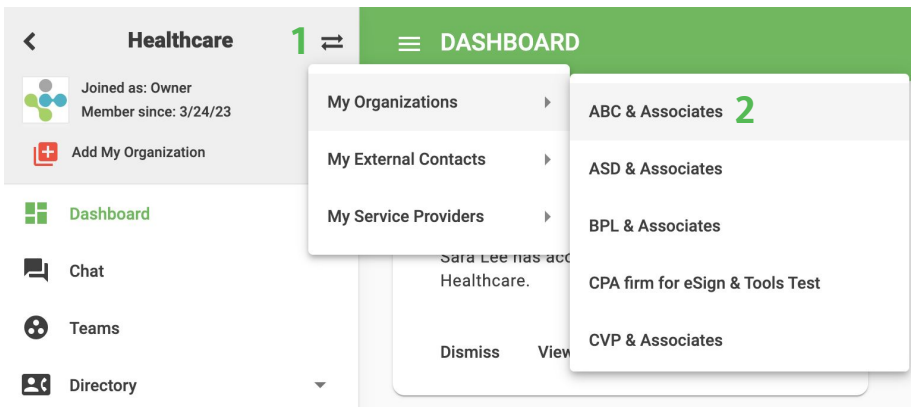
After you log in, make sure you're in the right organization before continuing to use the app

**Web app:** View the organization name on the top left.

1. Click the switch icon or the organization name to view all organizations and 2. click on any organization to switch to it

**Mobile app:** View the organization name on the top.

3. Click on it to view all organizations and 4. click on any organization to switch to it



# Invite users to your organization

Healthcare

USERS

24 English

Active Users **4** Invited Users Request to Join Users

Showing users from all organization units Filter Users

**+3**

Name ↓	Email	Role	Role Type	Status	OU	
T	@everleagues.com	Owner	-	Active	..	
SL Sara Lee	user512@vitalcousa.com	Co-worker	-	Active	..	⊘ ✎ ⋮

1. “Invite New User” shortcut - click to invite co-workers
2. Go to “Settings” -> “Users” to view all users
3. You can also invite users by clicking the + icon on this page
4. Click to view invited users here & resend invite if needed

Row per page: 1-2 of 2

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# Set up and view company drive

The screenshot displays the 'Healthcare' user interface for 'EverLeagues'. The top navigation bar is green and contains 'CLOUD STORAGE', a notification bell with '25', and 'English'. The left sidebar shows navigation options: Dashboard, Chat, Teams, Directory, Operation, Settings, Open Video Conference, and Cloud Files. Under 'Cloud Files', 'My Drive' is highlighted with a green '1'. The main content area shows 'My Drive' with a search bar and a '3' notification. A table lists folders: Patient Data Group C, Field worker Jane Doe, Patient Data Group B, Field worker Sara Lee, and Patient Data Group A. A context menu is open over the table with options: 'New Folder', 'Upload Local File', and 'Upload Google Drive File'. A green '2' is next to the menu, and a green '3' is next to the 'Upload Files & Create Folders' button at the top right. A vertical stack of four green icons is on the far right.

1. Go to “Cloud Files” -> “My Drive” to view and create company folders. Double click on a folder to view its files.

2. Right click anywhere to create a new folder or upload files

3. You can also click on the top button to create a new folder or upload files

# Share company drive

1. Go to “Cloud Files” -> “My Drive”
2. Right click on a folder to share it with others
3. Select users
4. Choose “Manager” to allow them to upload
5. Click DONE to finish sharing

