



Whaller

Welcome to the sphere

Sphere Administrator



Whaller is a **secure collaborative** and **social networking platform** that guarantees the privacy of its users' data. Thanks to an exclusive system of "spheres" (sealed, independent spaces for communication and collaboration), users can create and manage an infinite number of networks from one single account.

On Whaller, everyone masters their communications, communities and audience.

This guide is dedicated to helping **sphere administrators** discover the many features and options available to them.

A sphere administrator is a user who is in charge of managing a sphere's settings. The user who creates a sphere is by default its administrator.



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Whaller interface

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My spheres
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"Root" page (personal homepage)
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Search (members)
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Pending invitations
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Create new spheres/organizations, invite members
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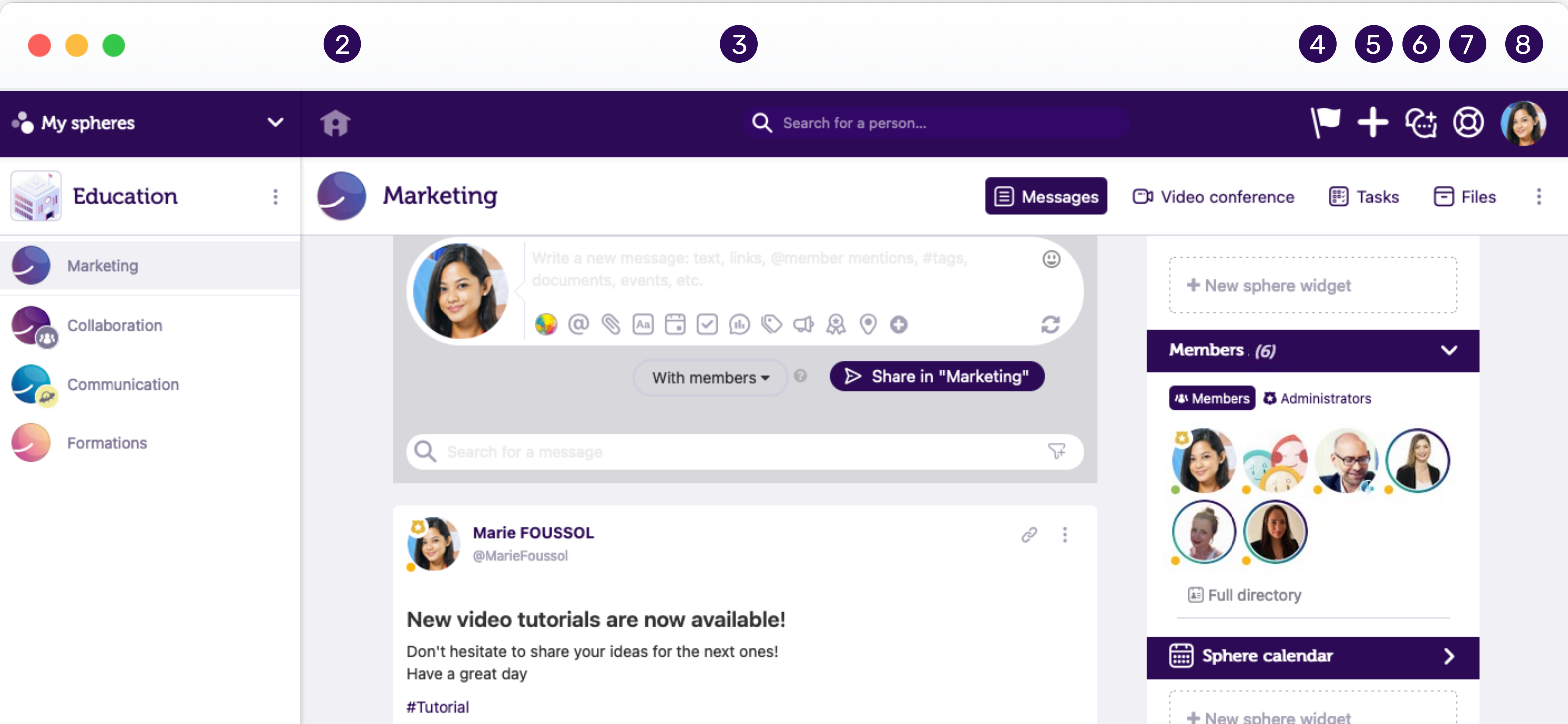
Chat
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Help and resources
- 8



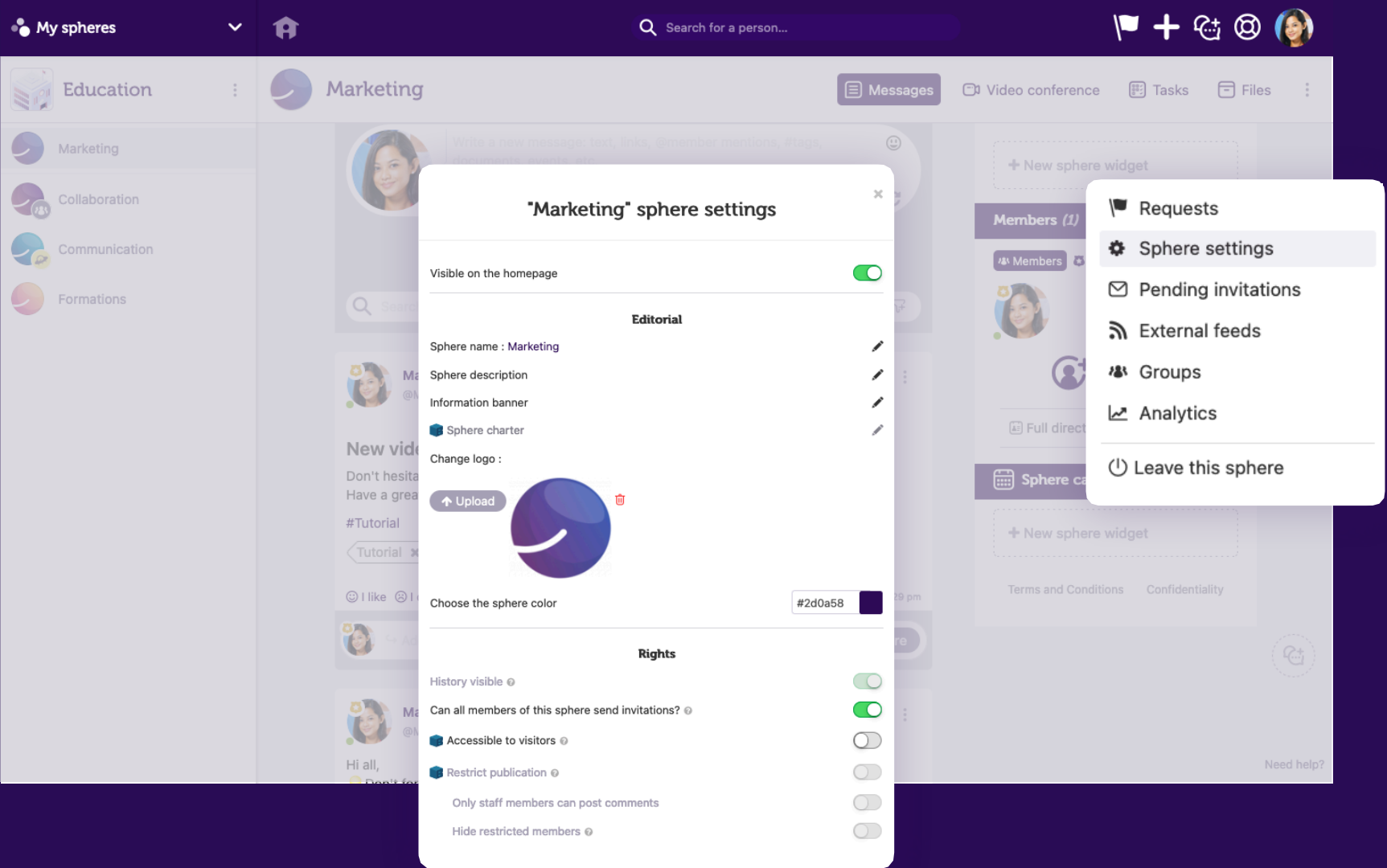
"My account" menu (personal settings and information)



Icons

-  **"My spheres"**
Allows you to have an overview of all the organizations or spheres you belong to, move from one sphere to another, see which organizations spheres belong to and access your organization portals and their admin pages.
-  **"Root" page (personal homepage)**
Accessible by clicking on the house icon. Gives you a global view of all the networks you belong to.
-  **Search (members)**
Allows you to find members in a sphere, in an organization and on Whaller, by first name, last name, email address, username or certain profile elements.
-  **Pending invitations**
When red, indicates that you have one or more invitations (to spheres or organizations) awaiting your response.
-  **Create new spheres/organizations, invite members**
Lets you create a new sphere  or organization , and invite people  to join your networks.
-  **Chat**
Visible when you're in a sphere. Allows you to start a real-time private conversation with mentioned members.
-  **Help and resources**
Provides quick access to online support, FAQ, the Whaller roadmap (list of upcoming developments), new product releases and a platform to submit suggestions for improvement.

Sphere settings*



In a sphere’s settings, administrators can manage the following options:

Editorial

- Personalize the sphere (name, logo, color, description).
- Add an information banner.
- Define a charter. 📄

Rights

- Enable/disable the message history.
- Enable/disable visitor access. 📄
- Enable/disable members’ right to send invitations to join the sphere.
- Restrict publication. 📄

Tools

- Enable/disable collaboration tools: Kanban, file box, sphere calendar, video conferencing, image gallery. 📄
- Enable/disable the forum feature. 📄

Messages

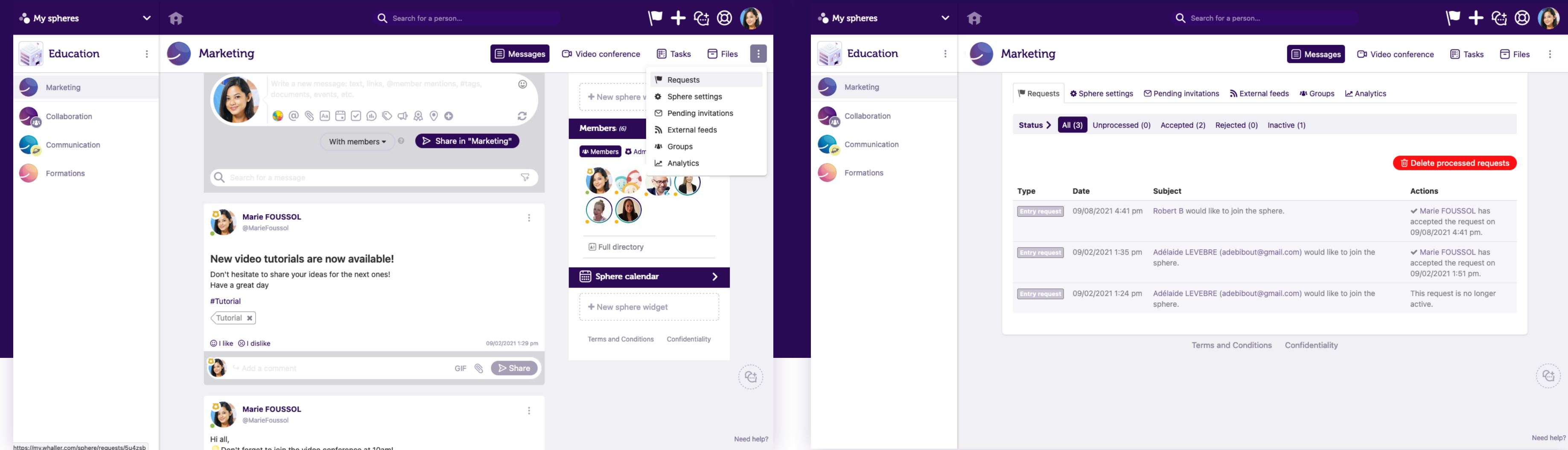
- Enable/disable private messages.

Notifications

- Enable/disable notifications and mark new comments as “unread”.
- Enable/disable welcome messages.
- Enable/disable file box messages. 📄

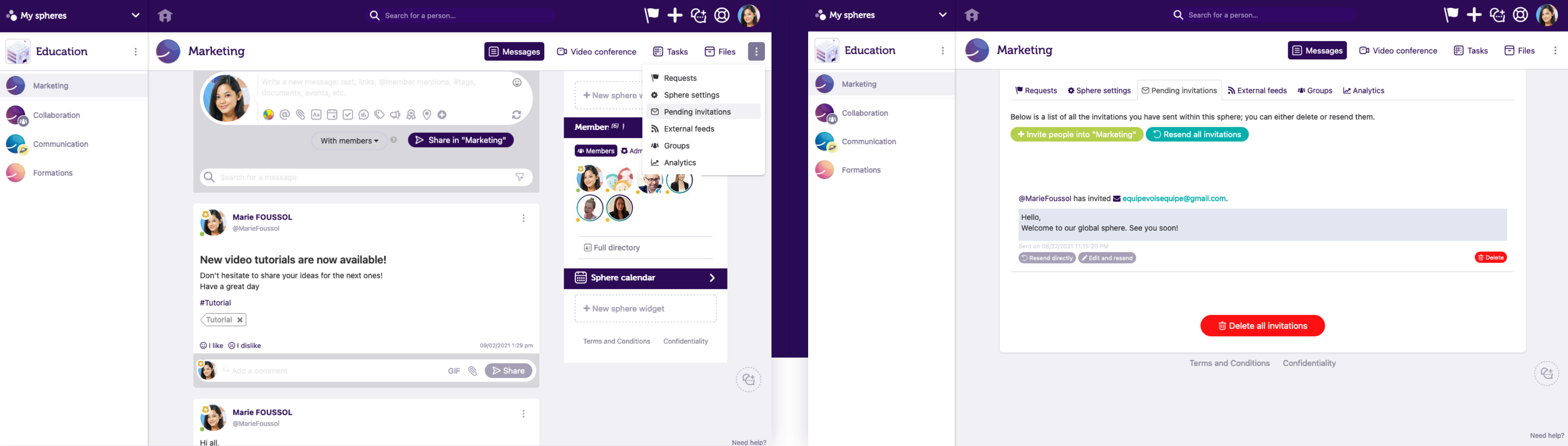
**Some settings are predetermined by the organization manager and cannot be modified.*

Requests



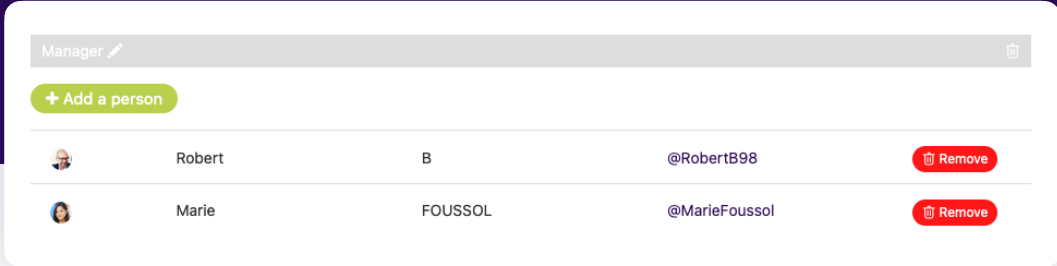
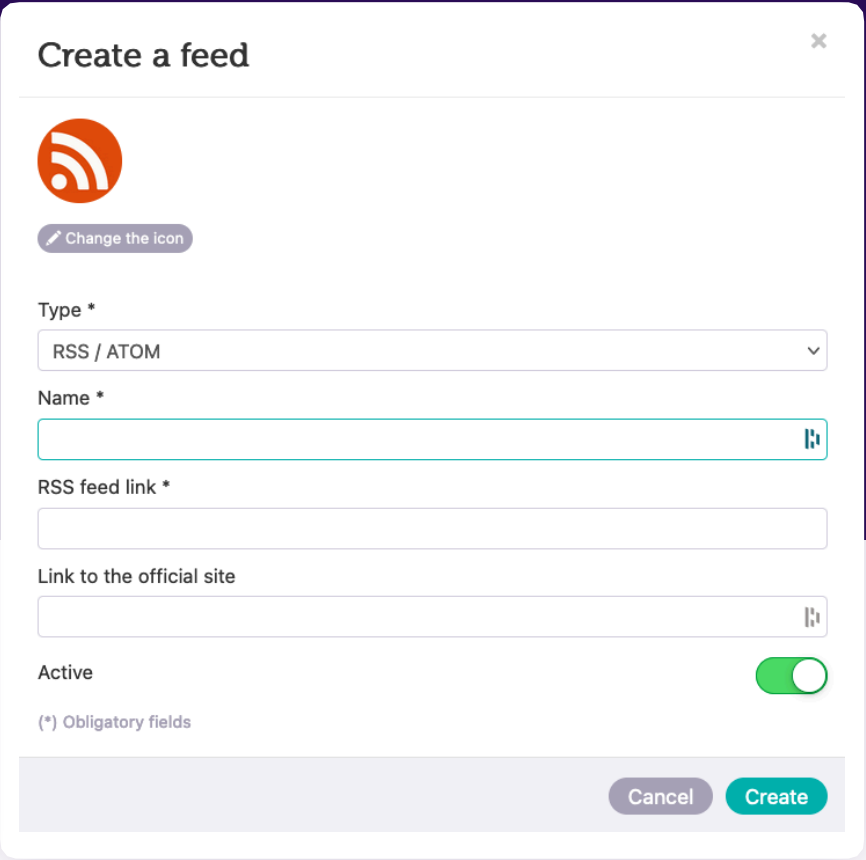
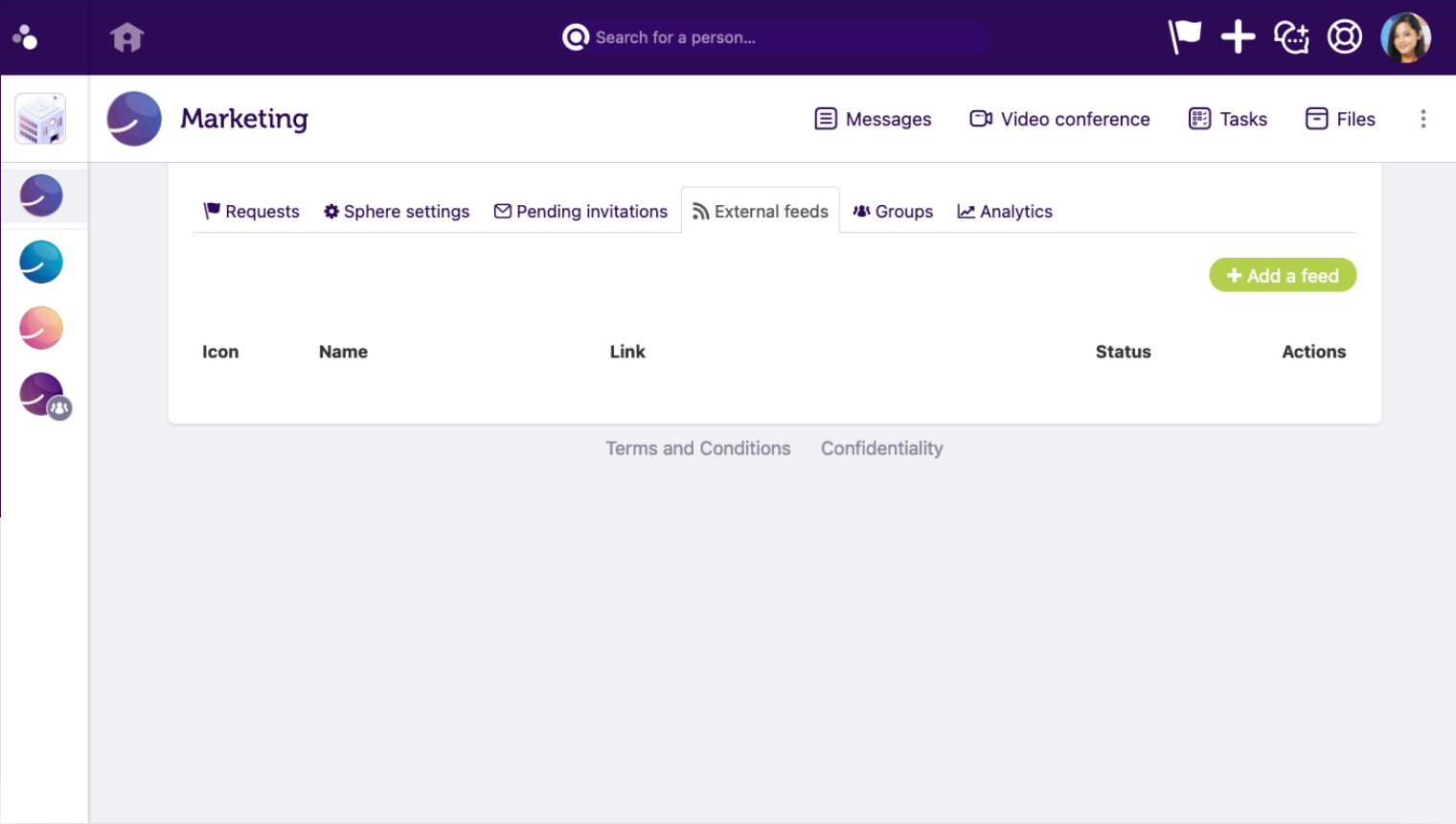
Sphere administrators must **process requests** to join their sphere. They can accept or reject each request on the dedicated “Requests” page.

Invitations



Sphere administrators can **send invitations** to join their sphere. They can keep track of them, delete them or resend them on the “Pending invitations” page.

External feeds, Groups



External feeds allow you to display the latest news from an RSS feed.  When creating a feed, sphere administrators can specify:

- The **type of feed** (RSS/ATOM) or Plussh* channel.
- Its **name**.
- The **RSS feed link**.
- The **official site link**.
- If the feed is **active**.

**Plussh: live video. You must have an account with them.*

Groups allow users to send a message to multiple sphere members at the same time without having to mention each individual person.

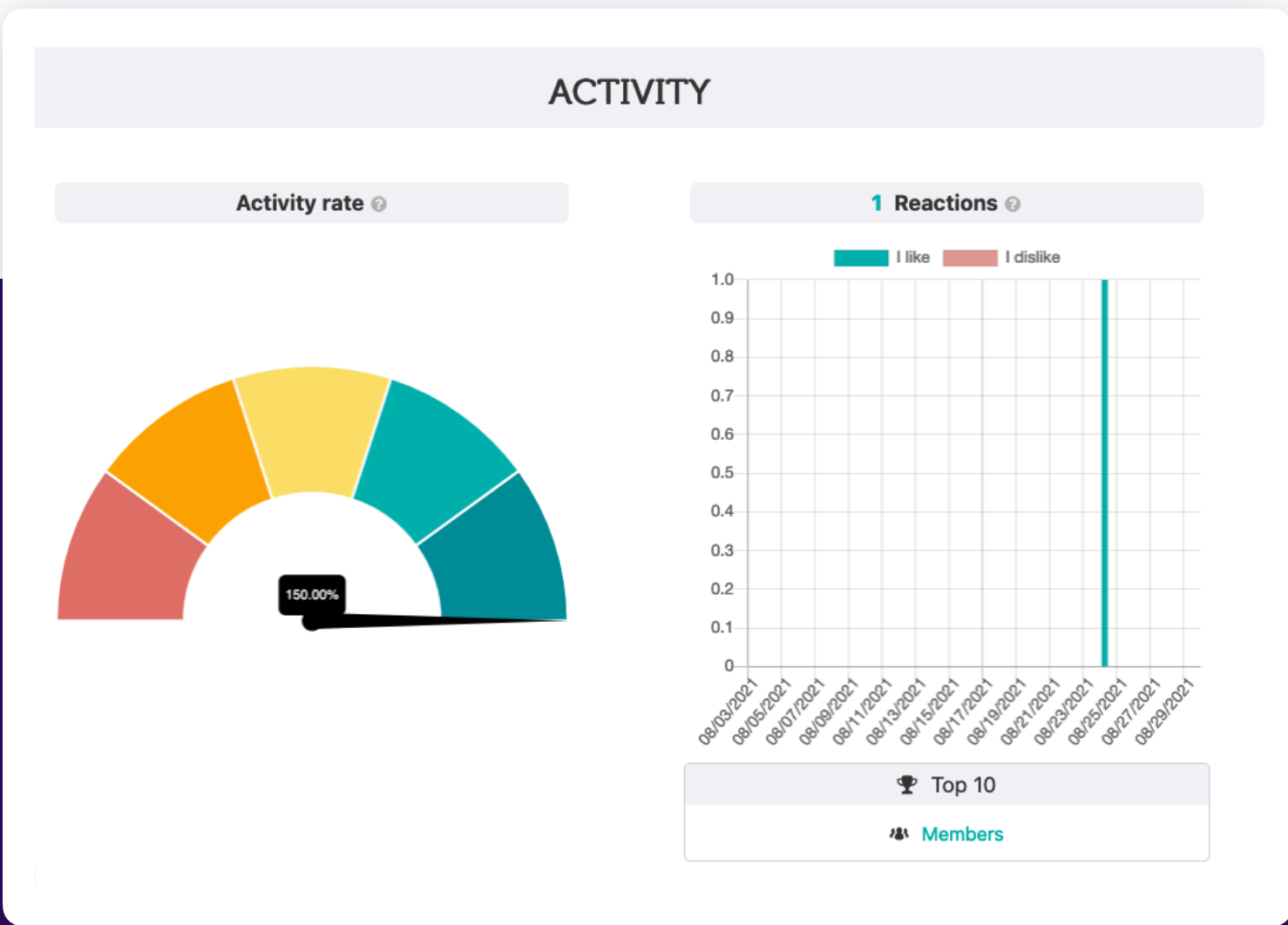
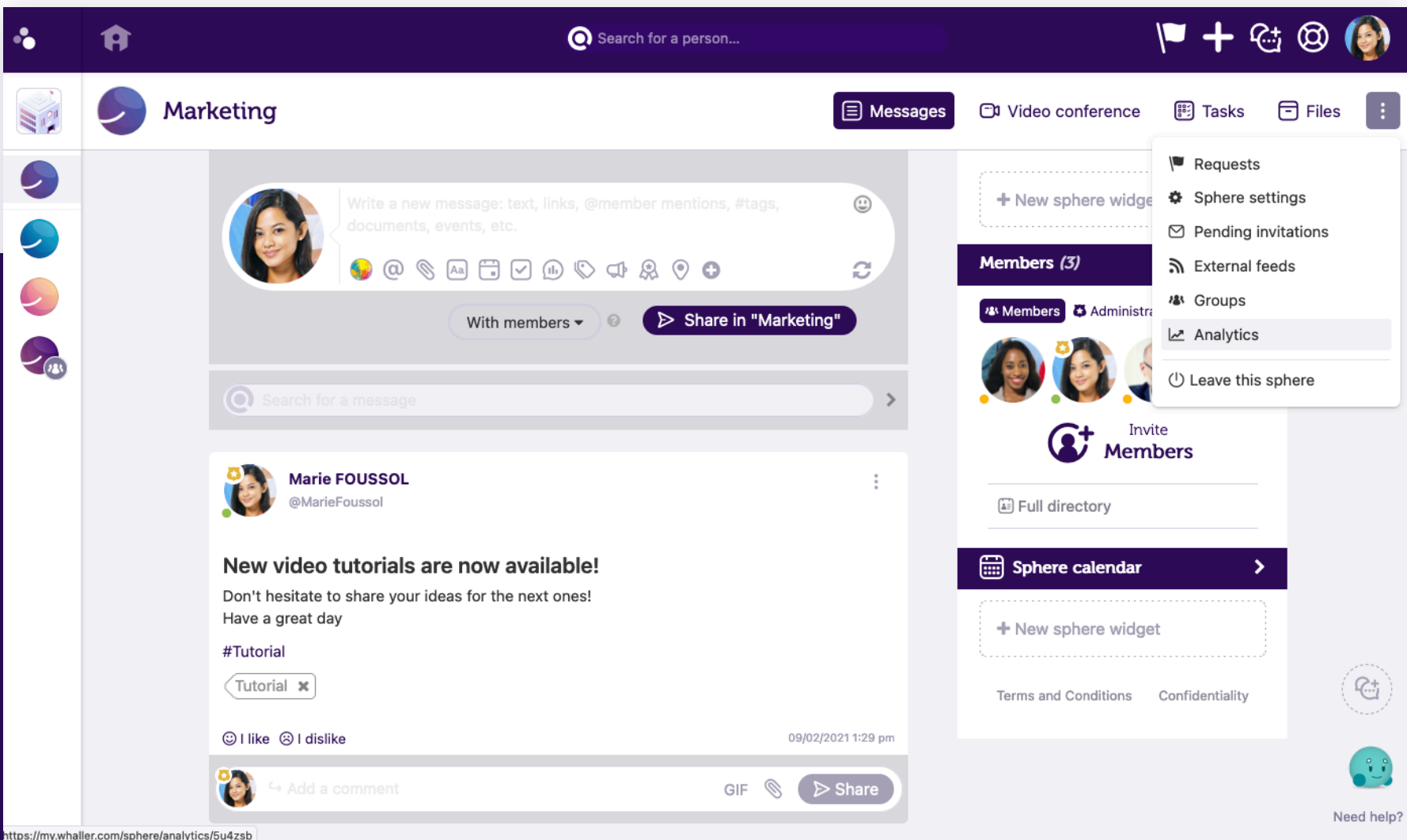
Administrators can **create groups** and **assign members to them**.

To address a group when writing a message, type “@@” followed by the name of the group.

Analytics

Sphere administrators have access to their sphere's analytics, where they can view:

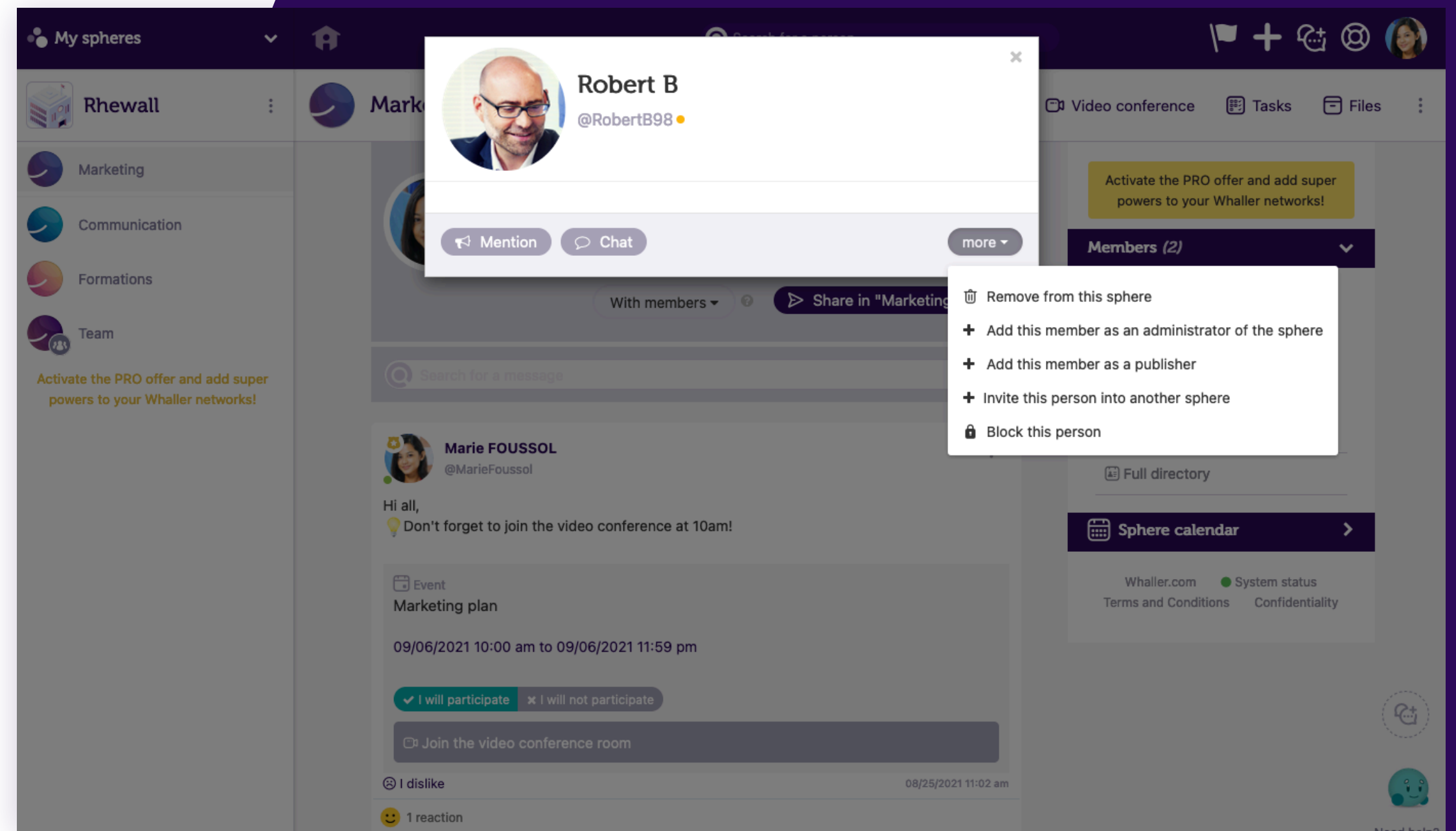
- The **activity rate**.
- The **number of members**.
- The number of **visits**.
- The **ranking** of the most active members.
- The **number of messages, comments and reactions**.



Members

Sphere administrators can manage members of their sphere. They can:

- Invite/remove a sphere member.
- Add/remove a member as a **sphere administrator**.
- Add/remove a member as a publisher.
Publishers can pin a message, force a notification by email, schedule a message, delete tags.
- Create/delete a sphere group.
- Block a person.

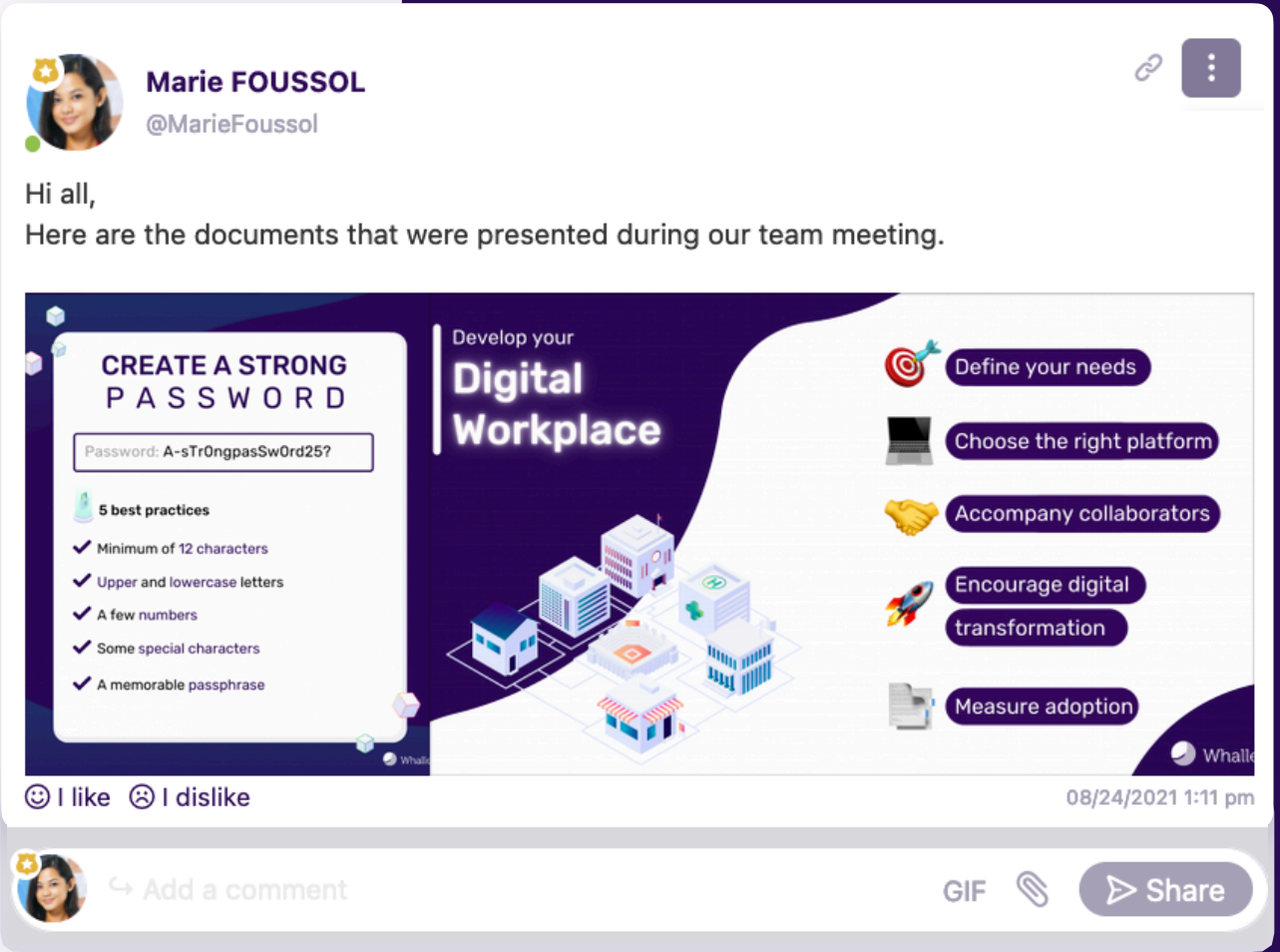


Content moderation

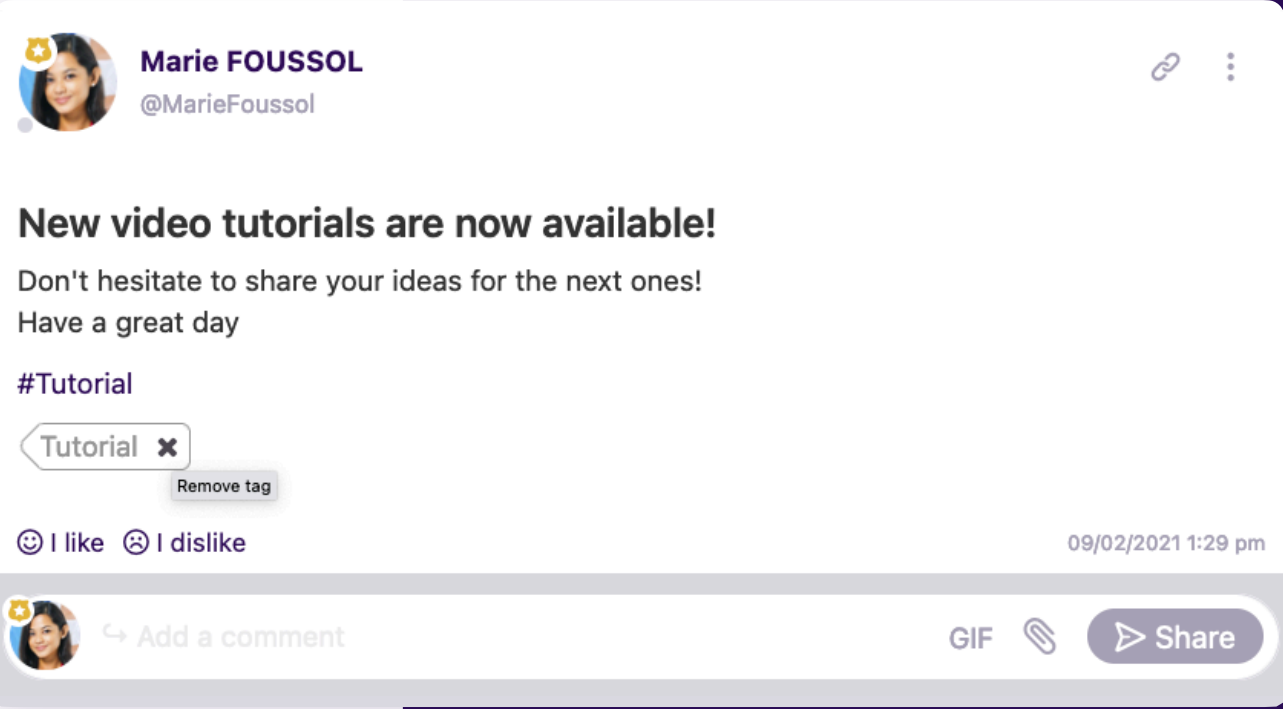
Sphere administrators can **pin a message** so that it appears at the top of the sphere’s message feed.

If necessary, sphere administrators **can delete** a message or comment even if they are not the author.

They can also **remove a tag** created by another member.



- Pin this message
- Move this message up
- Detach the conversation
- Edit
- Add a task to this message
- Reward
- Delete



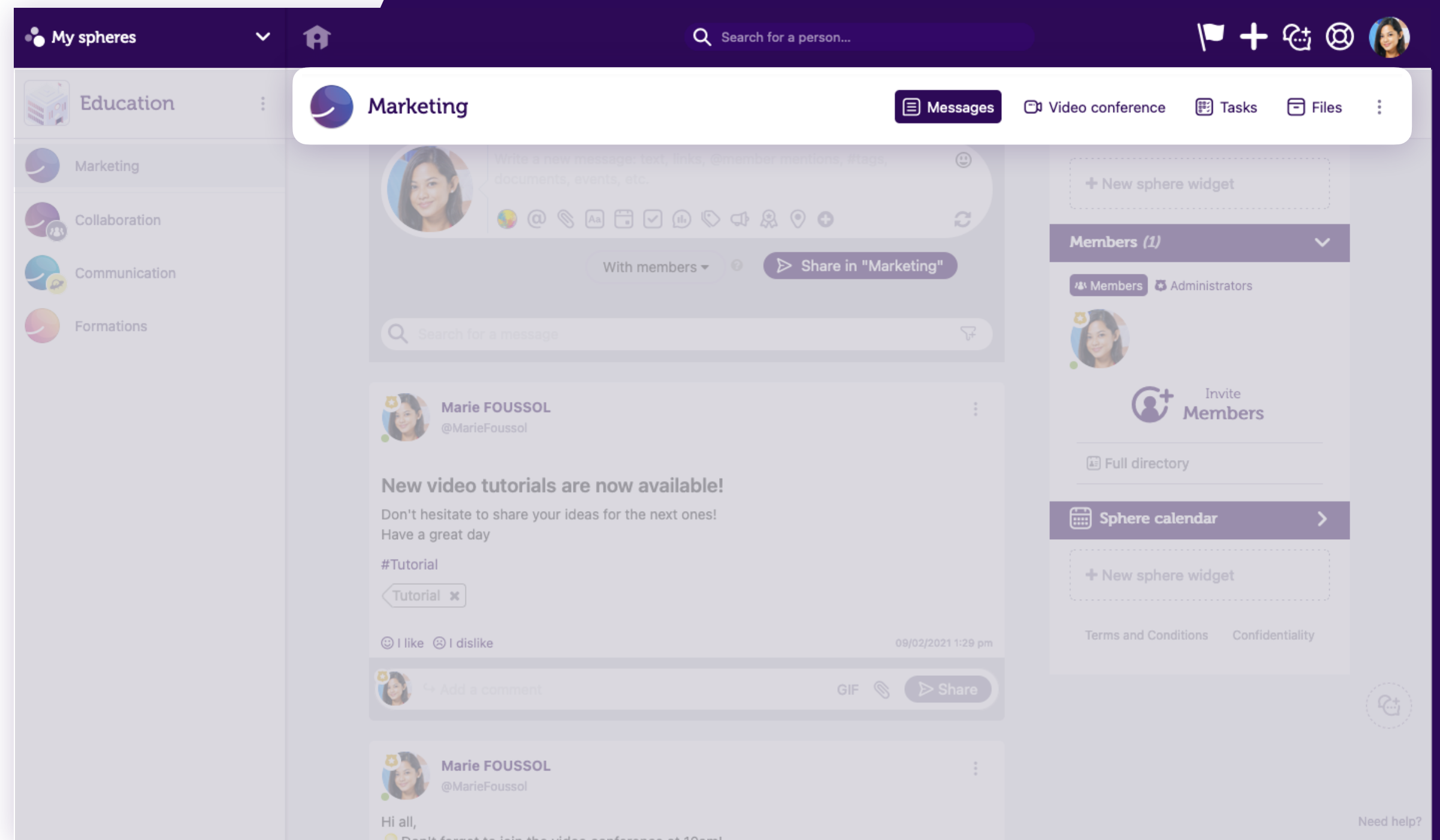
Collaboration tools

Sphere administrators have access to the following features:

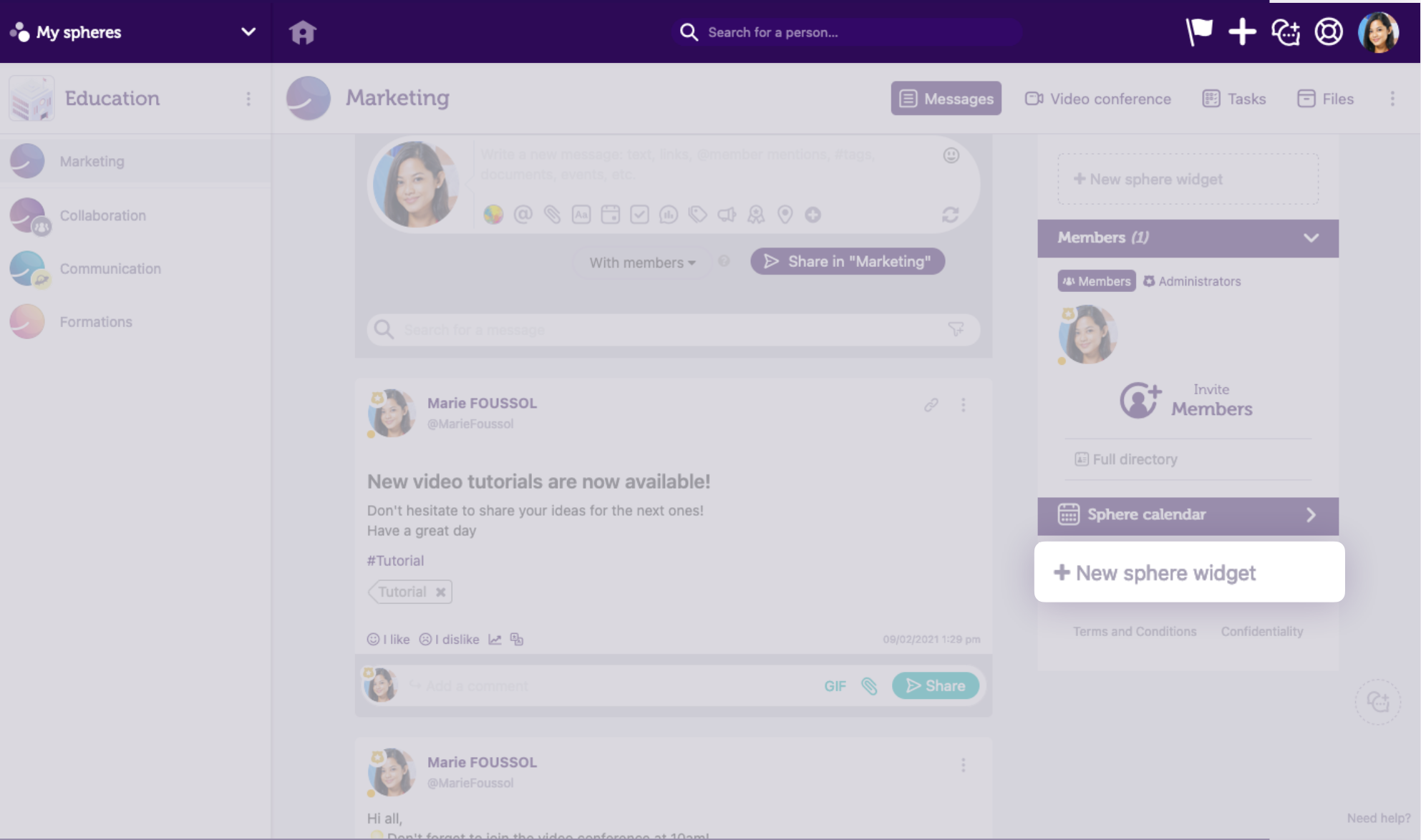
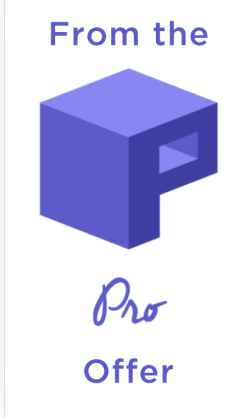
- **Task Kanban**, to get an overview of tasks and their status.
- **Sphere calendar**, to see all organized events.
- **File box**, to store and manage documents.

In the file box, administrators can:

- Download the contents of the box.
- Rename, move, delete, lock a file/folder.
- Restrict access to a folder.
- Restore a deleted file.



Widgets




Sphere administrators can [add widgets](#)* to their spheres.


A variety of widgets are available: link, image, sphere summary, video, RSS feed, Twitter,...

- Useful links
- Image
- Sphere summary
- Video
- RSS feed
- List of articles
- Scoop.it
- Resource reservation
- Markdown
- Iframe
- Twitter
- Ausha













Additional options - messages

By clicking on the “+” icon in the message writing field, sphere administrators can:

- Force the sending of an email notification* to all sphere members (if authorized by the organization manager)
- Schedule** a message for a specific day/time. 



Write a new message: text, links, @member mentions, #tags, documents, events, etc.



More options

☐ Force the sending of an email notification to all sphere members

Message lifetime (after publication)*

days

hours

minutes


Date of message deletion :


*Fill in one of these fields to schedule your message to be deleted automatically

☐ Scratch-off message

Copy this message into the spheres:

Schedule the publication of this message later :

With members 

 Share in "Marketing"

Mobile app



The perfect complement to Whaller for the web

With the Whaller mobile app, access your networks anytime, anywhere.

- Find all of your spheres arranged by organization and activity.
- Exchange real-time messages with members.
- Comment on and react to posts.
- Manage your invitations.



Useful information

Website

Blog

Twitter

LinkedIn

YouTube

Help Center

Questions? Send a message to



See you soon on Whaller!

