

# **SM24-01-Poffices AIO<sup>2</sup> Server**

## **Admin Portal User Manual**

September 2025

HK R&D

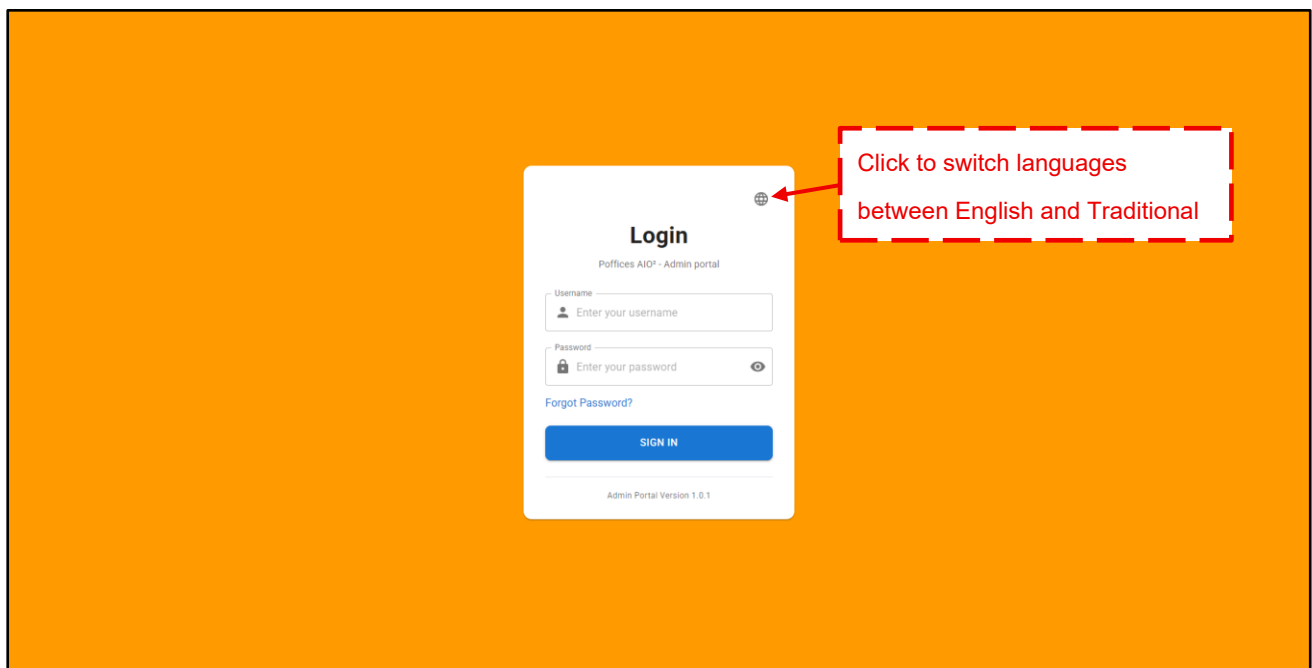
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## 1. Introduction

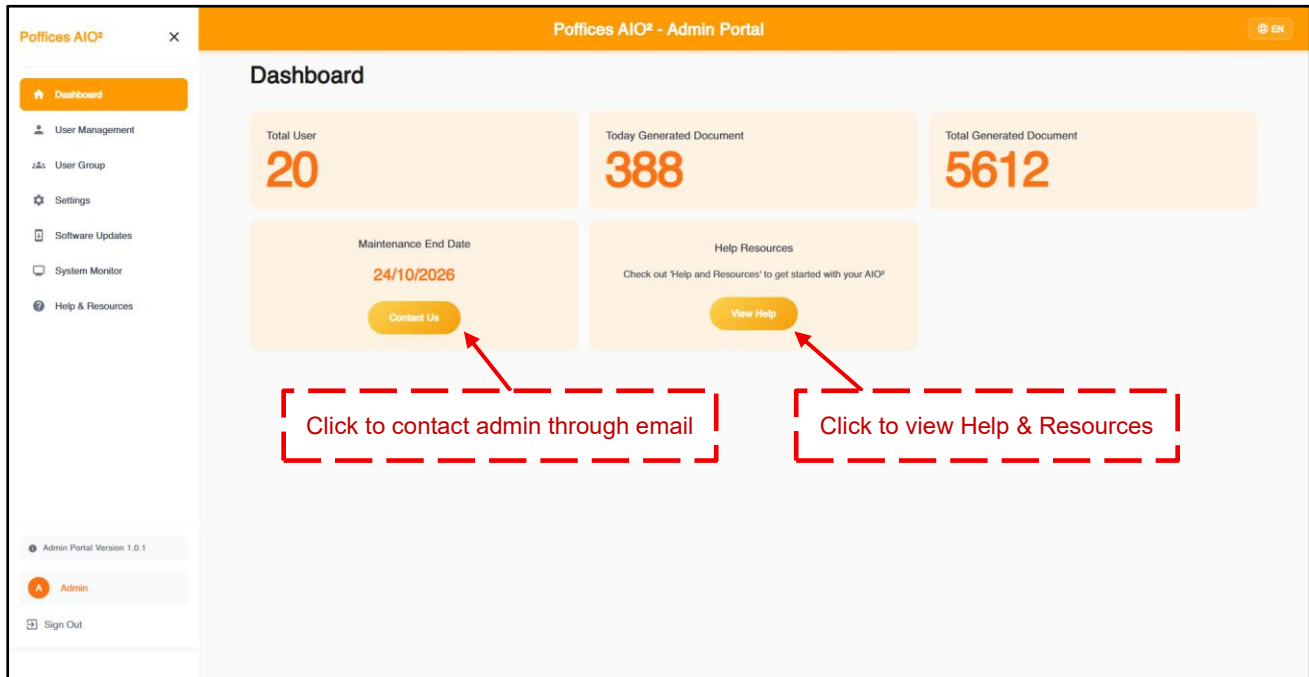
This document provides detailed guidance for using the Poffices AIO<sup>2</sup> Server Admin Portal and outlines its main functions and features. It covers essential operations such as user control, software updates, and system monitoring, helping administrators manage the system efficiently and maintain optimal performance.

## 2. Login



- On the Login page, enter your username and password in the designated fields, then click Sign In to access the Admin Portal.
- If you forget your password, select “Forgot Password?” for assistance or contact the system administrator.
- You can switch the display language by clicking the language icon at the top right corner of the page.
- Once logged in, you will be redirected to the Dashboard page.
- Only authorized administrators can access the Poffices AIO<sup>2</sup> Server Admin Portal.

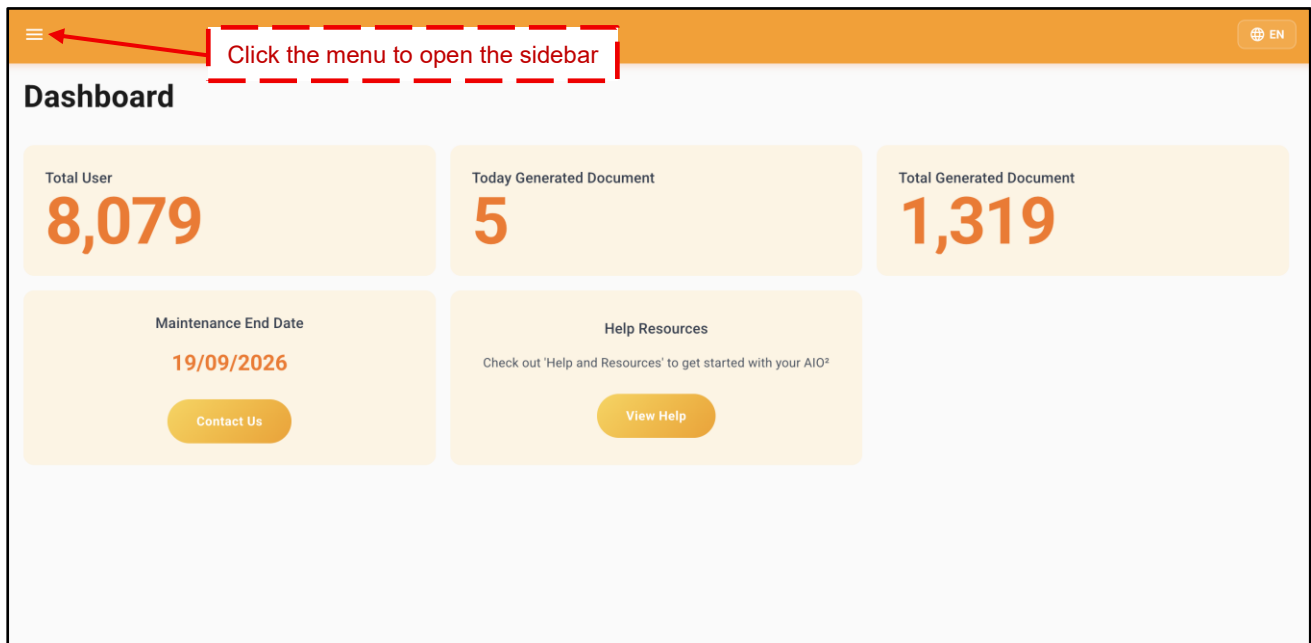
### 3. Dashboard



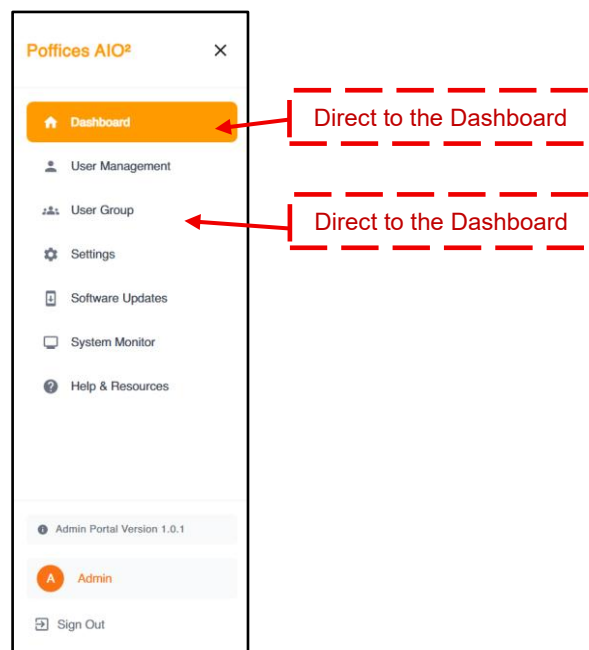
- After logging in, you will be directed to the Dashboard — the main overview page of the Admin Portal.
- The Dashboard provides a quick summary of key system information and useful shortcuts for administrators.
- The Dashboard displays the following information and functions:
  - Total User – Shows the total number of registered users in the system.
  - Today Generated Document – Displays the number of documents generated on the current day.
  - Total Generated Document – Indicates the total number of documents generated since system setup.
  - Maintenance End Date – Shows the expiry date of system maintenance. You can click Contact Us for support or renewal.
  - Help Resources – Directs to the Help & Resources page for user guides and support materials.

## 4. Sidebar

### 4.1. Open the sidebar

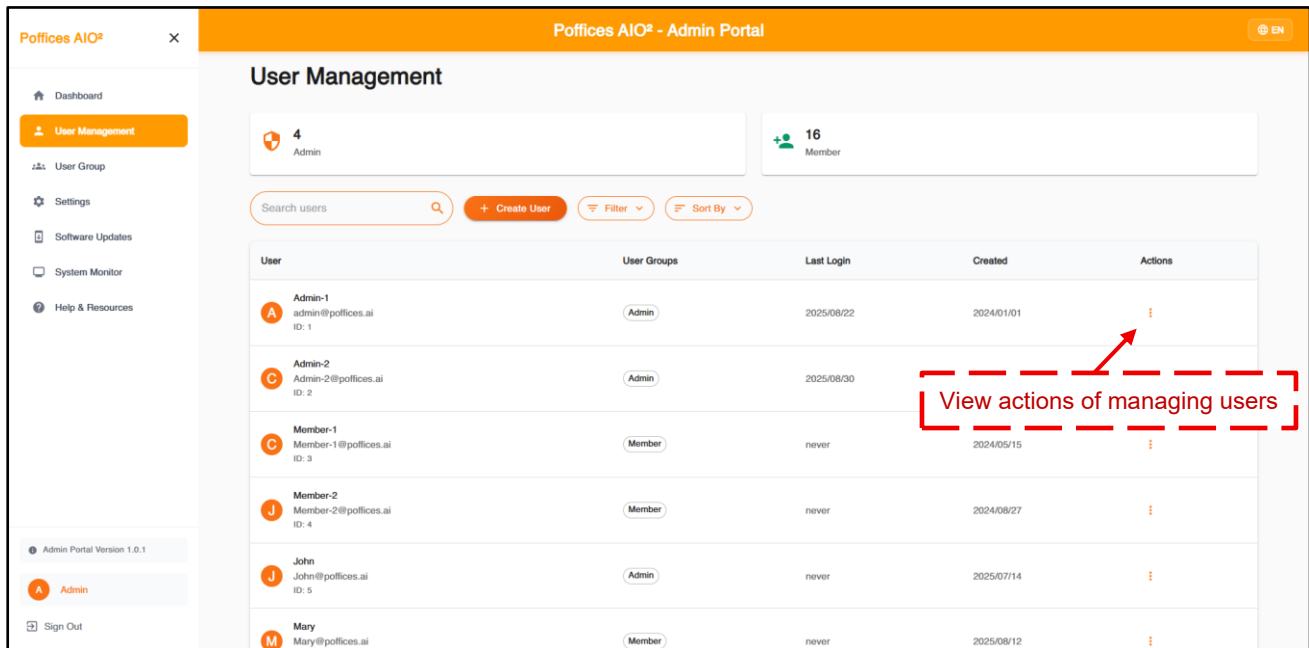


### 4.2. Contents of Sidebar



## 5. User Management

### 5.1. Overview



**User Management**

4 Admin | 16 Member

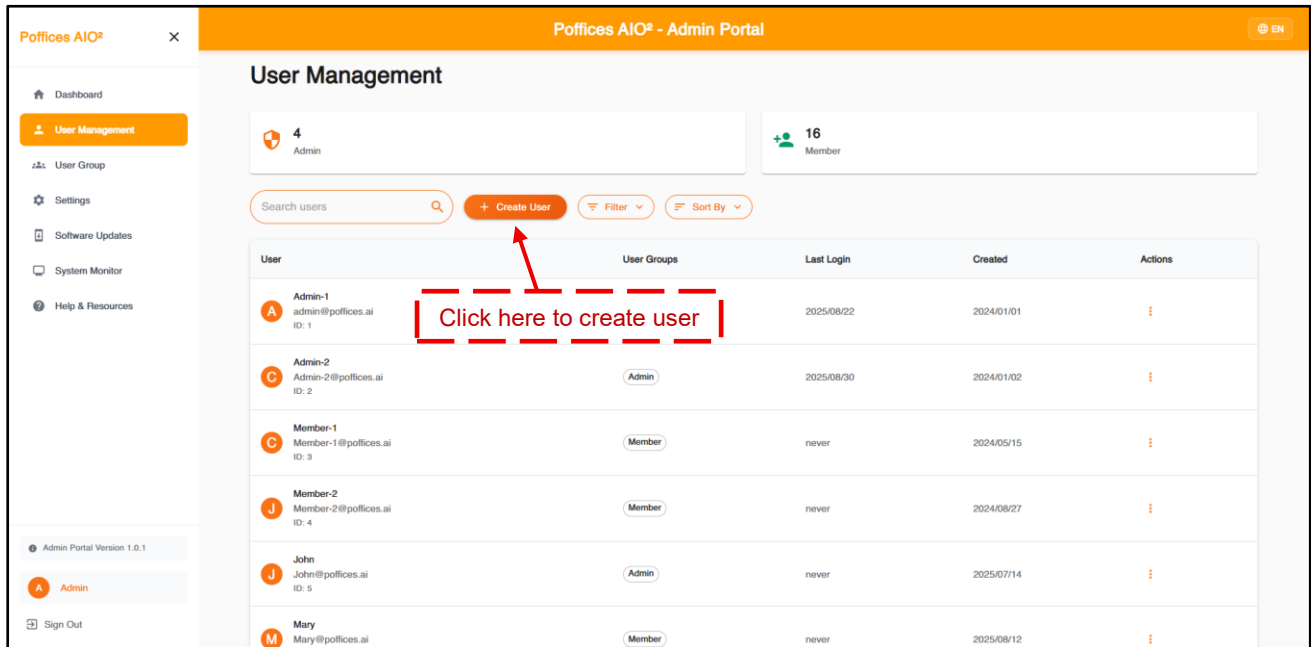
Search users [Create User] [Filter] [Sort By]

User	User Groups	Last Login	Created	Actions
Admin-1 admin@poffices.ai ID: 1	Admin	2025/08/22	2024/01/01	[Actions]
Admin-2 Admin-2@poffices.ai ID: 2	Admin	2025/08/30		[Actions]
Member-1 Member-1@poffices.ai ID: 3	Member	never	2024/05/15	[Actions]
Member-2 Member-2@poffices.ai ID: 4	Member	never	2024/08/27	[Actions]
John John@poffices.ai ID: 5	Admin	never	2025/07/14	[Actions]
Mary Mary@poffices.ai	Member	never	2025/08/12	[Actions]

View actions of managing users

- The User Management section allows administrators to view, create, edit, or manage all user accounts within the system.
- This page provides an overview of user information, including usernames, email addresses, user groups, and login records for admin portal.
- The User Management page lists all registered users in the system.
  - Each record displays the following information:
  - User – Username and email address.
  - User Groups – The group(s) the user belongs to (e.g., Admin, Member).
  - Last Login – The most recent login date for admin portal.
  - Created – The date the user account was created.
  - Actions – Options to edit or remove the user.

## 5.2. Create user

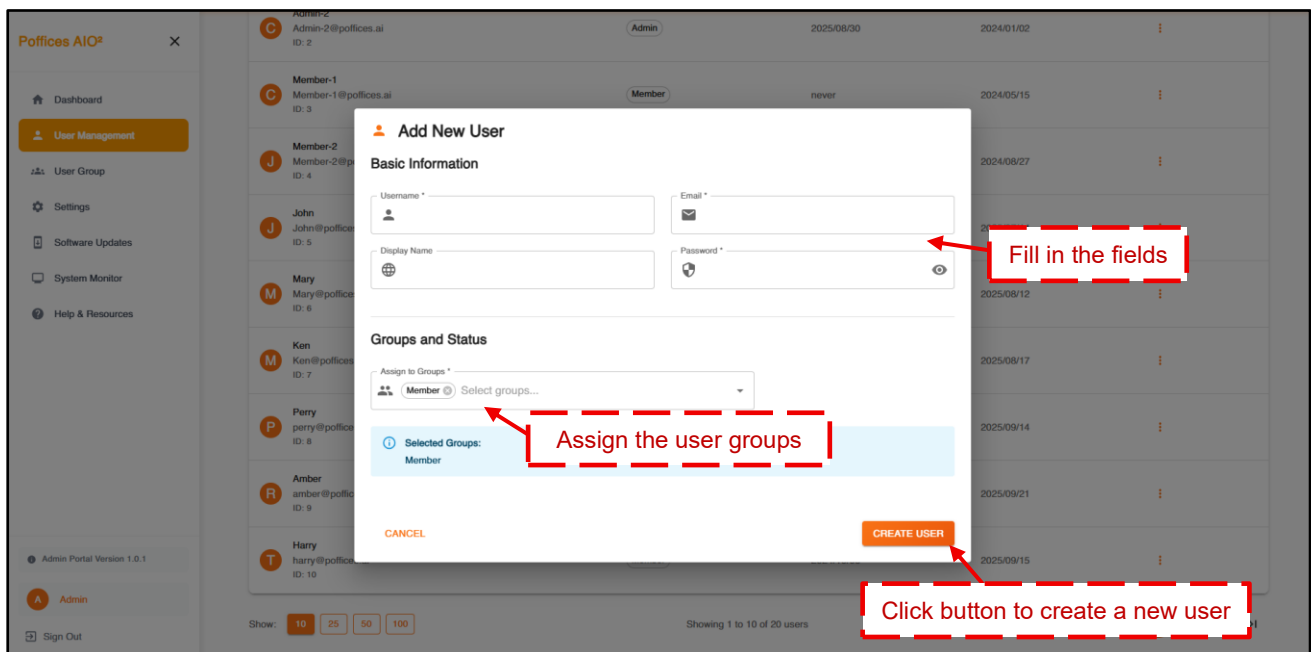


**User Management**

4 Admin | 16 Member

Search users  + Create User Filter Sort By

User	User Groups	Last Login	Created	Actions
Admin-1 admin-1@poffices.ai ID: 1		2025/08/22	2024/01/01	
Admin-2 Admin-2@poffices.ai ID: 2	Admin	2025/08/30	2024/01/02	
Member-1 Member-1@poffices.ai ID: 3	Member	never	2024/05/15	
Member-2 Member-2@poffices.ai ID: 4	Member	never	2024/08/27	
John John@poffices.ai ID: 5	Admin	never	2025/07/14	
Mary Mary@poffices.ai ID: 6	Member	never	2025/08/12	



**Add New User**

**Basic Information**

Username \*  Email \*

Display Name \*  Password \*

**Groups and Status**

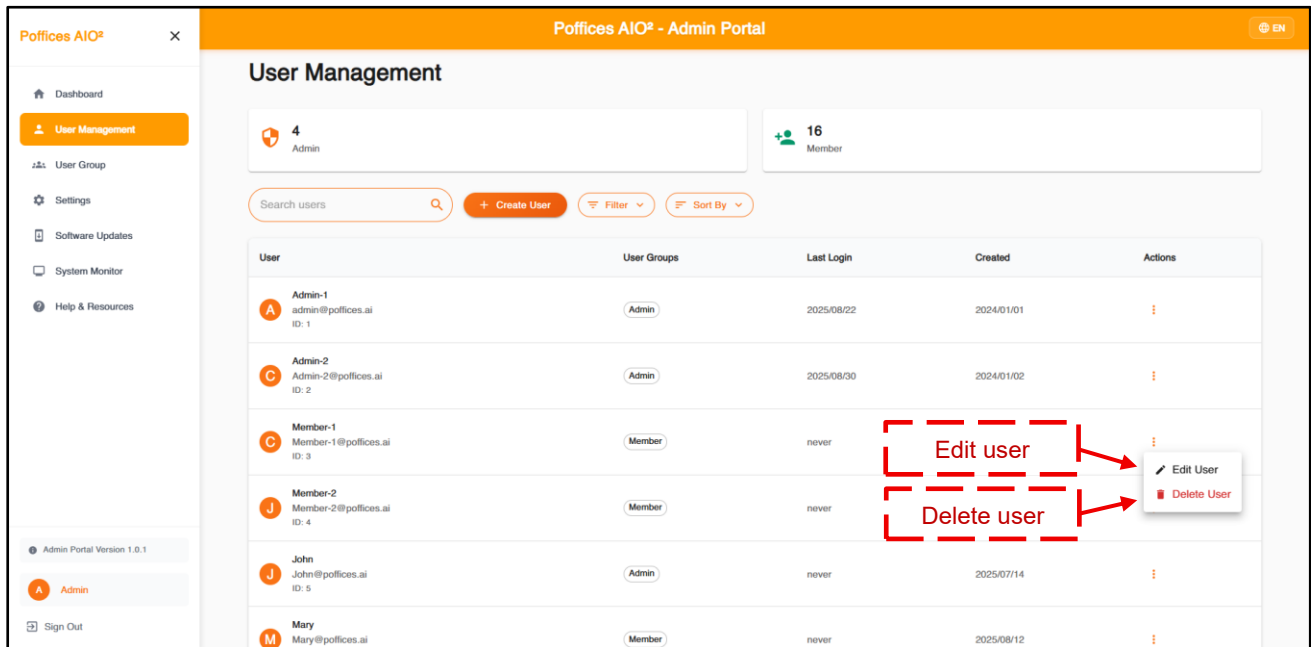
Assign to Groups \* Member Select groups...

Selected Groups: Member

CANCEL CREATE USER

- Click the “Create User” button to add a new user.
- In the Add New User window, fill in the required fields: Username, Email, Display Name, Password.
- Then, under Groups and Status, select one or more user groups for the account.
- Click Create User to complete the setup.
- Each user must be assigned to at least one group before saving.

### 5.3. Edit user



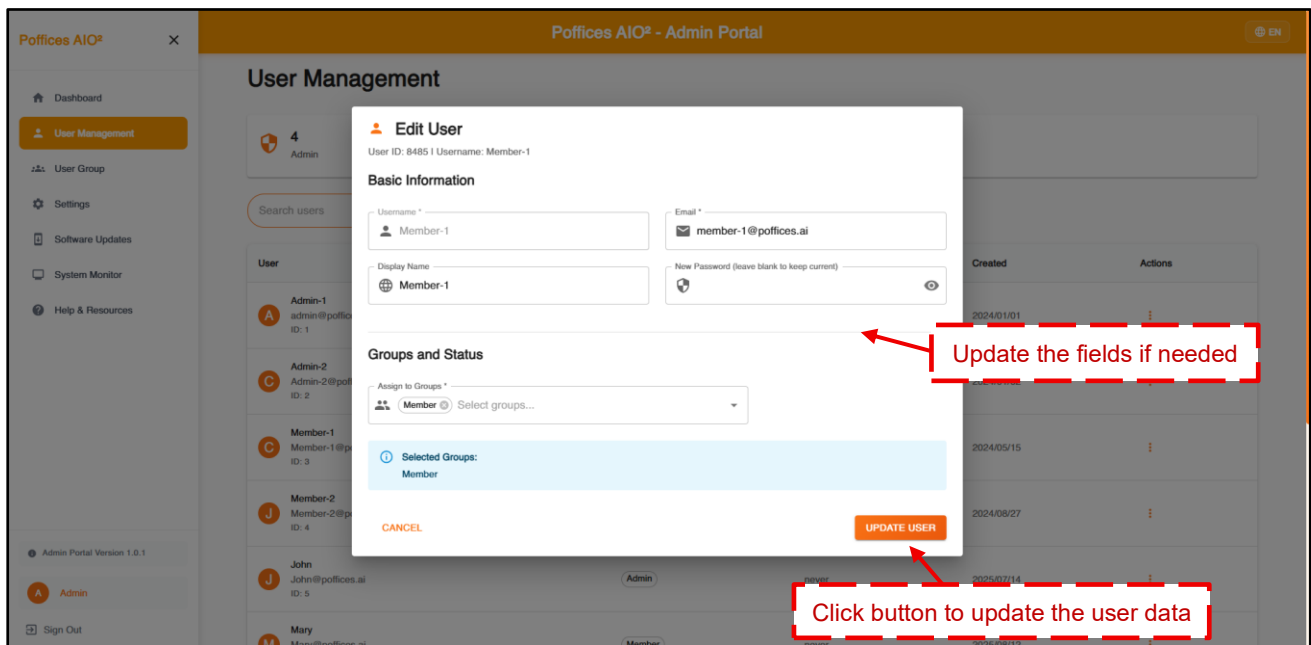
**User Management**

4 Admin | 16 Member

Search users | + Create User | Filter | Sort By

User	User Groups	Last Login	Created	Actions
Admin-1 admin-1@poffices.ai ID: 1	Admin	2025/08/22	2024/01/01	⋮
Admin-2 Admin-2@poffices.ai ID: 2	Admin	2025/08/30	2024/01/02	⋮
Member-1 Member-1@poffices.ai ID: 3	Member	never		⋮
Member-2 Member-2@poffices.ai ID: 4	Member	never		⋮
John John@poffices.ai ID: 5	Admin	never	2025/07/14	⋮
Mary Mary@poffices.ai	Member	never	2025/08/12	⋮

Red dashed box highlights: Edit user, Delete user



**User Management**

4 Admin | 16 Member

Search users | + Create User | Filter | Sort By

User	User Groups	Last Login	Created	Actions
Admin-1 admin-1@poffices.ai ID: 1	Admin	2025/08/22	2024/01/01	⋮
Admin-2 Admin-2@poffices.ai ID: 2	Admin	2025/08/30	2024/01/02	⋮
Member-1 Member-1@poffices.ai ID: 3	Member	never		⋮
Member-2 Member-2@poffices.ai ID: 4	Member	never		⋮
John John@poffices.ai ID: 5	Admin	never	2025/07/14	⋮
Mary Mary@poffices.ai	Member	never	2025/08/12	⋮

**Edit User**  
User ID: 8485 | Username: Member-1

**Basic Information**

Username \* | Email \*  
Member-1 | member-1@poffices.ai

Display Name | New Password (leave blank to keep current)  
Member-1 | [password field]

**Groups and Status**

Assign to Groups \*  
Member [Select groups...]

Selected Groups: Member

CANCEL | UPDATE USER

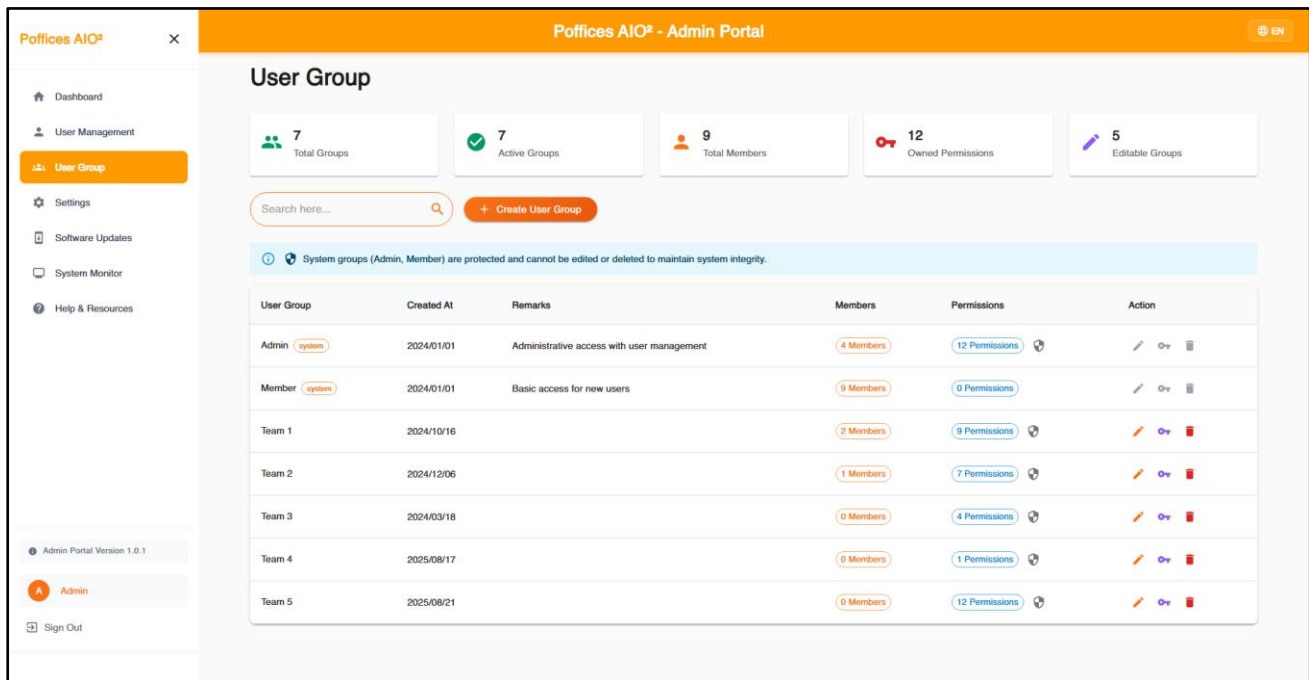
Red dashed box highlights: UPDATE USER

- To modify an existing user, click the Edit (✎) icon in the Actions column.
- The Edit User window will appear with the following editable fields: Email, Display Name, User Groups, Password (leave blank if no change is required).
- After updating, click Update User to save the changes.



## 6. User Groups

### 6.1. Overview

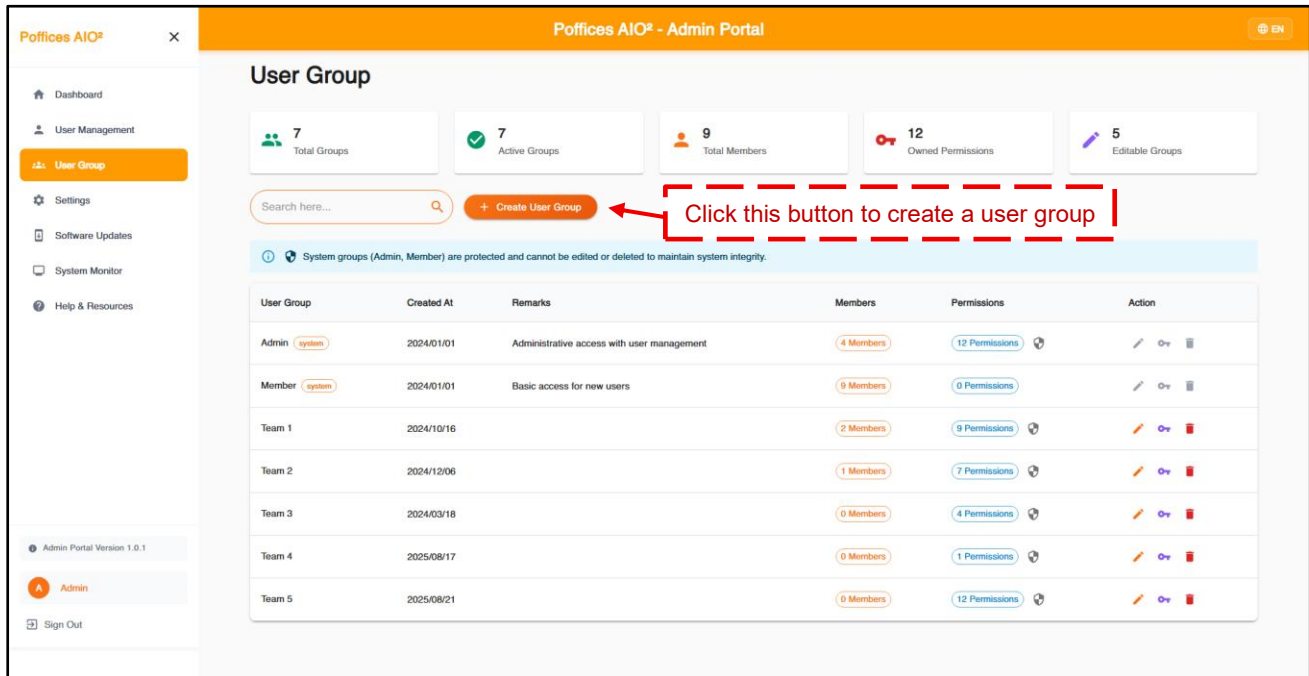


The screenshot shows the 'User Group' management page in the Poffices AIO<sup>2</sup> Admin Portal. The page features a top summary bar with five key statistics: 7 Total Groups, 7 Active Groups, 9 Total Members, 12 Owned Permissions, and 5 Editable Groups. Below this is a search bar and a '+ Create User Group' button. A warning message states: 'System groups (Admin, Member) are protected and cannot be edited or deleted to maintain system integrity.' The main table lists user groups with columns for User Group, Created At, Remarks, Members, Permissions, and Action. The table includes system groups (Admin, Member) and custom groups (Team 1 through Team 5).

User Group	Created At	Remarks	Members	Permissions	Action
Admin (system)	2024/01/01	Administrative access with user management	4 Members	12 Permissions	[Edit] [Delete]
Member (system)	2024/01/01	Basic access for new users	9 Members	0 Permissions	[Edit] [Delete]
Team 1	2024/10/16		2 Members	9 Permissions	[Edit] [Delete]
Team 2	2024/12/06		1 Members	7 Permissions	[Edit] [Delete]
Team 3	2024/03/18		0 Members	4 Permissions	[Edit] [Delete]
Team 4	2025/08/17		0 Members	1 Permissions	[Edit] [Delete]
Team 5	2025/08/21		0 Members	12 Permissions	[Edit] [Delete]

- The User Group section allows administrators to organize users into different groups with specific access permissions.
- Each group defines the functions and areas accessible to its members, helping to manage user privileges efficiently.
- The page provides an overview of all groups within the system, including details such as creation date, remarks, number of members, and assigned permissions.
- System groups (Admin, Member) are built-in and cannot be edited or deleted to maintain system integrity.
- The top summary bar displays quick statistics of group-related data:
  - Total Groups – The total number of user groups in the system.
  - Active Groups – The number of currently active user groups.
  - Total Members – The total number of users assigned to “Member” group.
  - Owned Permissions – The total number of permissions currently assigned to the logged-in account.
  - Editable Groups – The number of groups that can be modified or deleted.

## 6.2. Create User Group



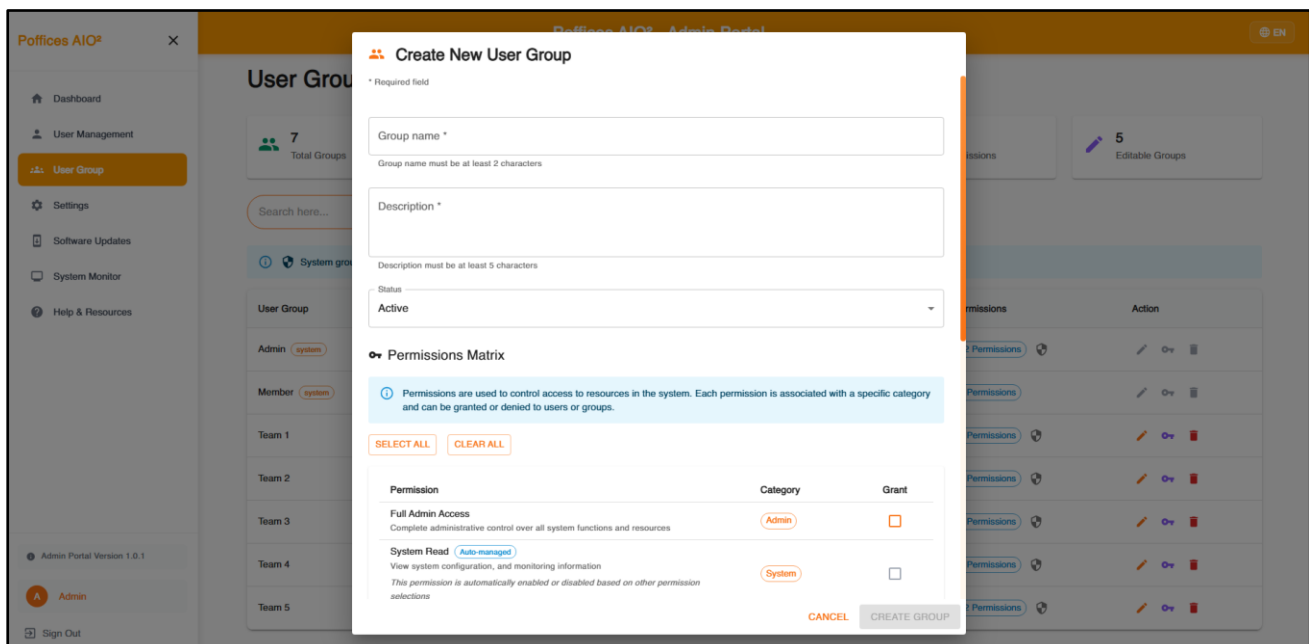
**User Group**

7 Total Groups | 7 Active Groups | 9 Total Members | 12 Owned Permissions | 5 Editable Groups

Search here... [+ Create User Group](#)

System groups (Admin, Member) are protected and cannot be edited or deleted to maintain system integrity.

User Group	Created At	Remarks	Members	Permissions	Action
Admin (system)	2024/01/01	Administrative access with user management	4 Members	12 Permissions	
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Team 1	2024/10/16		2 Members	9 Permissions	
Team 2	2024/12/06		1 Members	7 Permissions	
Team 3	2024/03/18		0 Members	4 Permissions	
Team 4	2025/08/17		0 Members	1 Permissions	
Team 5	2025/08/21		0 Members	12 Permissions	



**Create New User Group**

\* Required field

Group name \*

Group name must be at least 2 characters

Description \*

Description must be at least 5 characters

Status: Active

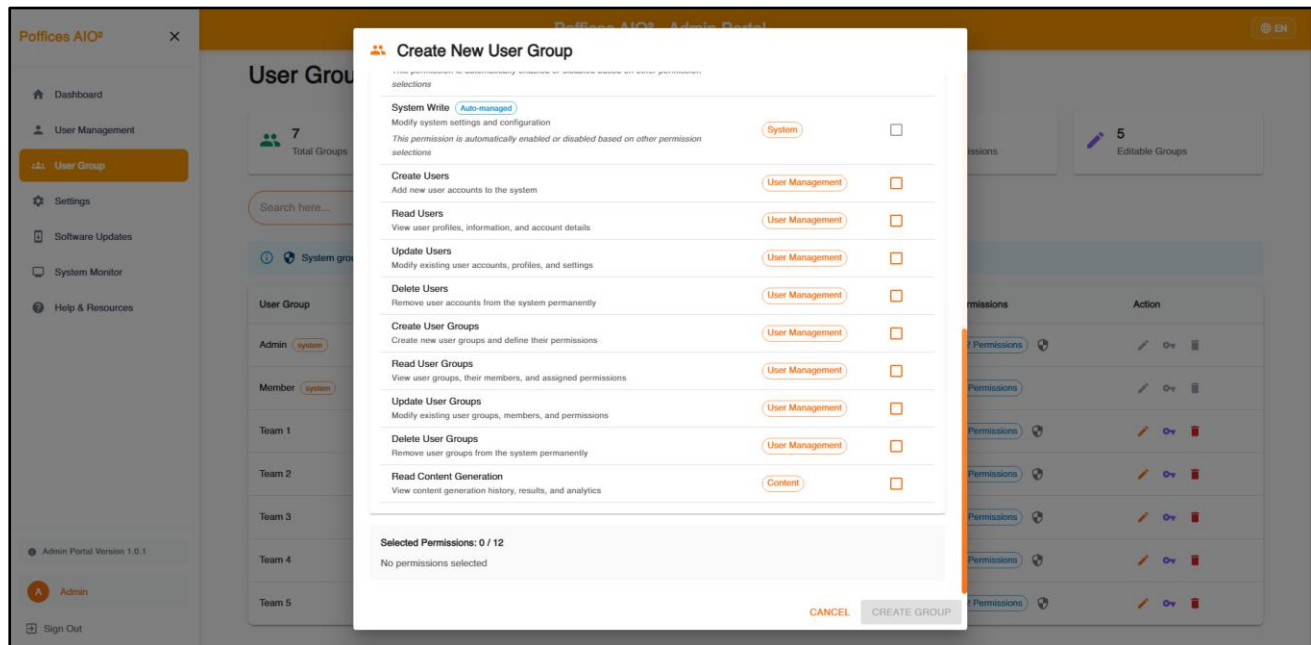
**Permissions Matrix**

Permissions are used to control access to resources in the system. Each permission is associated with a specific category and can be granted or denied to users or groups.

[SELECT ALL](#) [CLEAR ALL](#)

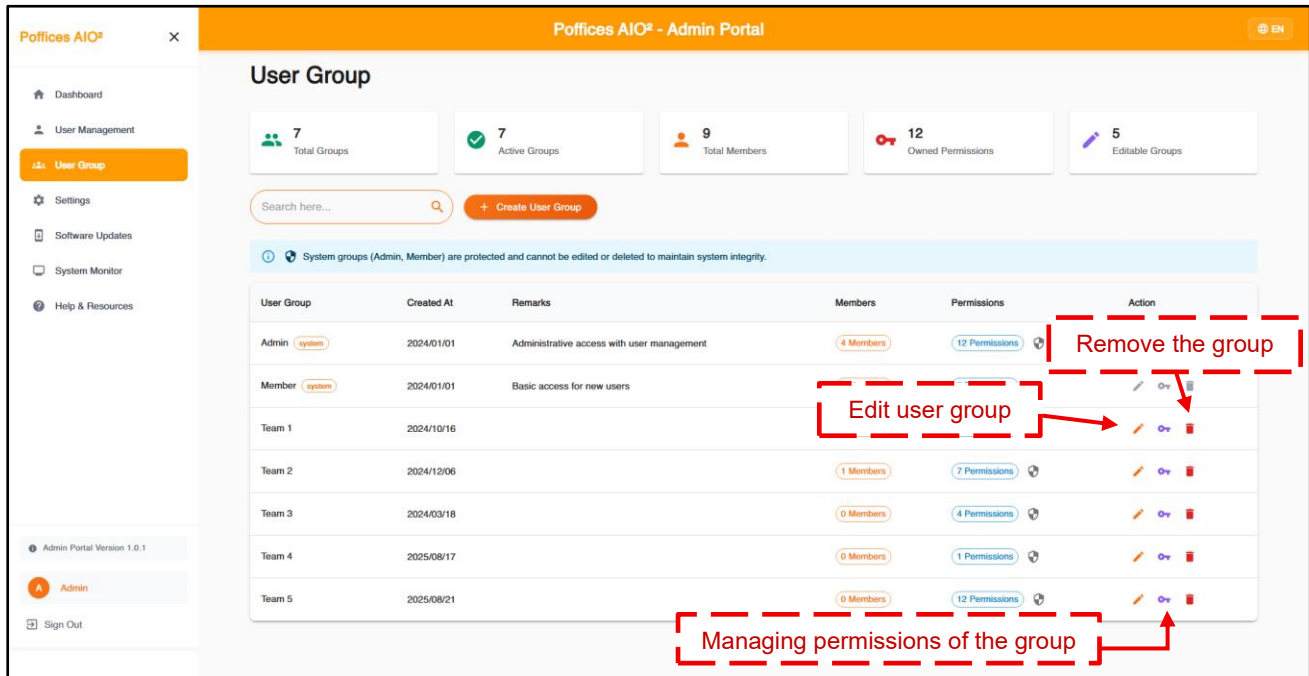
Permission	Category	Grant
<b>Full Admin Access</b> Complete administrative control over all system functions and resources	Admin	<input type="checkbox"/>
<b>System Read</b> (Auto-managed) View system configuration, and monitoring information <small>This permission is automatically enabled or disabled based on other permission selections</small>	System	<input type="checkbox"/>

[CANCEL](#) [CREATE GROUP](#)



- Click Create User Group to add a new group.
- In the Create New User Group window, fill in the following fields:
  - Group Name\* – Enter a unique name for the user group (at least 2 characters).
  - Description\* – Provide a short description for the group (at least 5 characters).
  - Status – Choose Active to enable the group or Inactive to disable it temporarily.
- Under Permissions Matrix, select the permissions you wish to assign:
  - Each permission defines the specific actions or resources the group can access.
  - Use Select All to grant all available permissions or Clear All to reset selections.
  - Permissions are categorized (e.g., Admin, System) for easier identification.
  - Some permissions, marked as Auto-managed, are automatically enabled or disabled based on other selections and cannot be manually changed.
- Once all details are entered, click Create Group to save.
- The new group will appear in the User Group list and can be edited or deleted later if needed.

### 6.3. Edit user groups



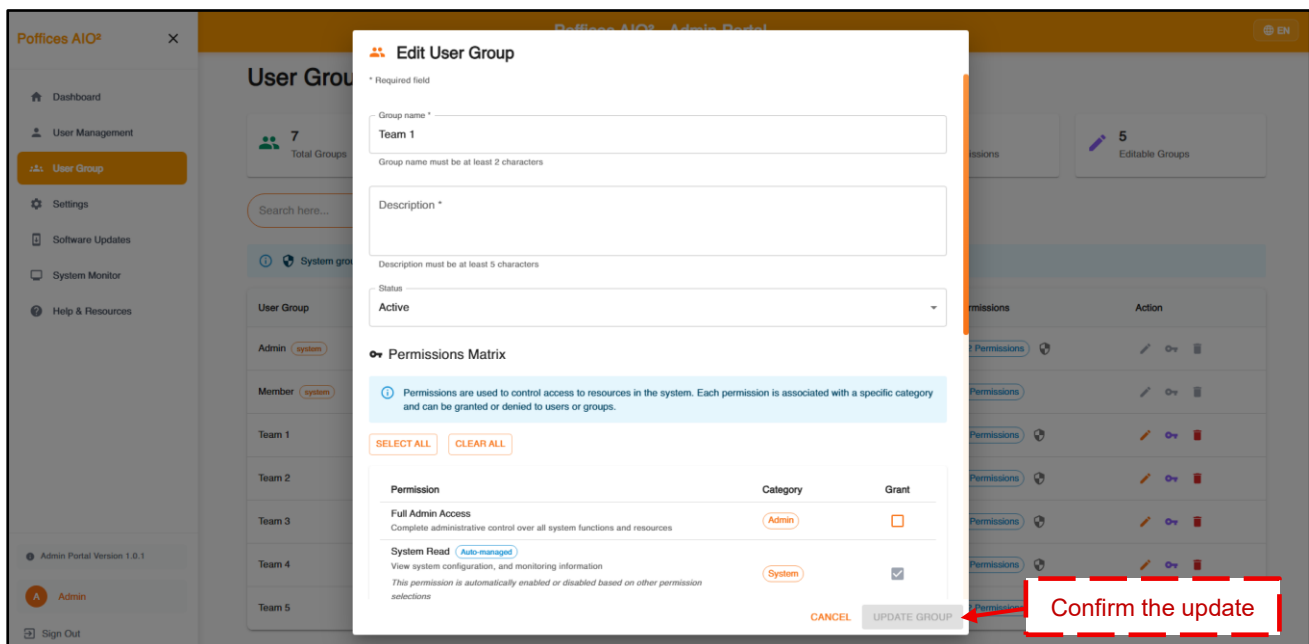
**User Group**

7 Total Groups | 7 Active Groups | 9 Total Members | 12 Owned Permissions | 5 Editable Groups

Search here... [+ Create User Group](#)

System groups (Admin, Member) are protected and cannot be edited or deleted to maintain system integrity.

User Group	Created At	Remarks	Members	Permissions	Action
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Member (system)	2024/01/01	Basic access for new users			
Team 1	2024/10/16				
Team 2	2024/12/06		1 Members	7 Permissions	
Team 3	2024/03/18		0 Members	4 Permissions	
Team 4	2025/08/17		0 Members	1 Permissions	
Team 5	2025/08/21		0 Members	12 Permissions	



**Edit User Group**

\* Required field

Group name \*  
Team 1  
Group name must be at least 2 characters

Description \*  
Description must be at least 5 characters

Status  
Active


**Permissions Matrix**

Permissions are used to control access to resources in the system. Each permission is associated with a specific category and can be granted or denied to users or groups.

[SELECT ALL](#) [CLEAR ALL](#)

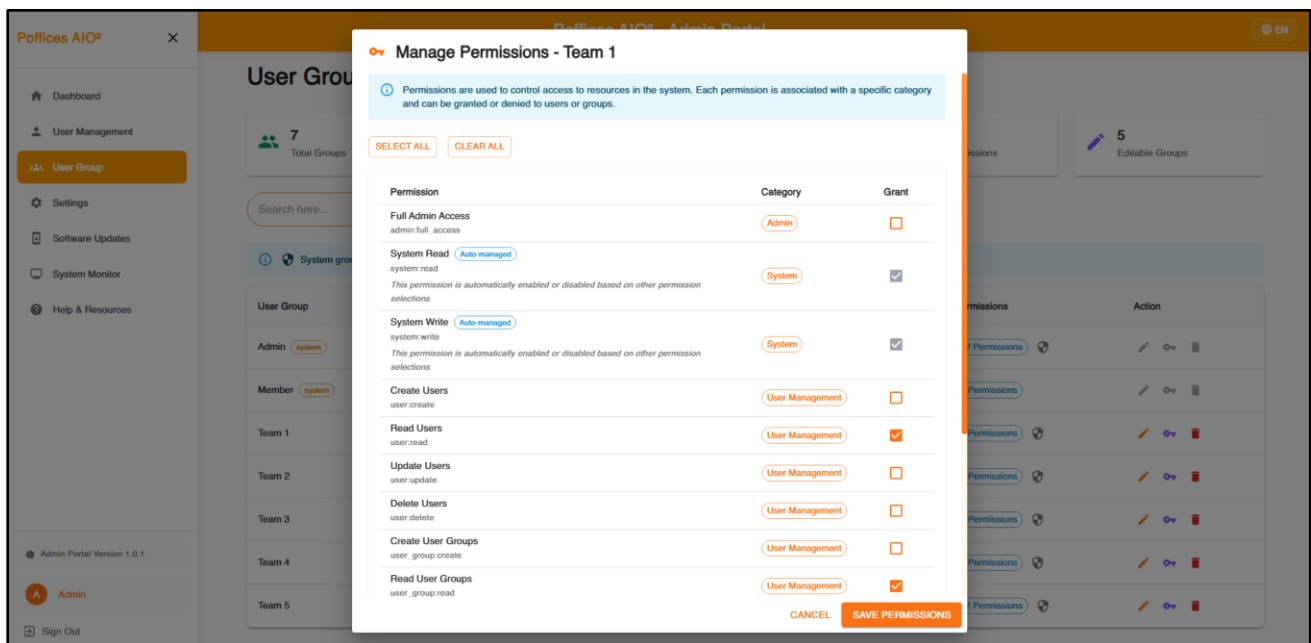
Permission	Category	Grant
Full Admin Access Complete administrative control over all system functions and resources	Admin	<input type="checkbox"/>
System Read (Auto-managed) View system configuration, and monitoring information <small>This permission is automatically enabled or disabled based on other permission selections</small>	System	<input checked="" type="checkbox"/>


[CANCEL](#) [UPDATE GROUP](#)

- Click the Edit icon (  ) beside the group name to modify its details.
- In the Edit User Group window, you can update the following fields:
  - Group Name – Change the group's name.
  - Description – Update the group's purpose or usage notes.

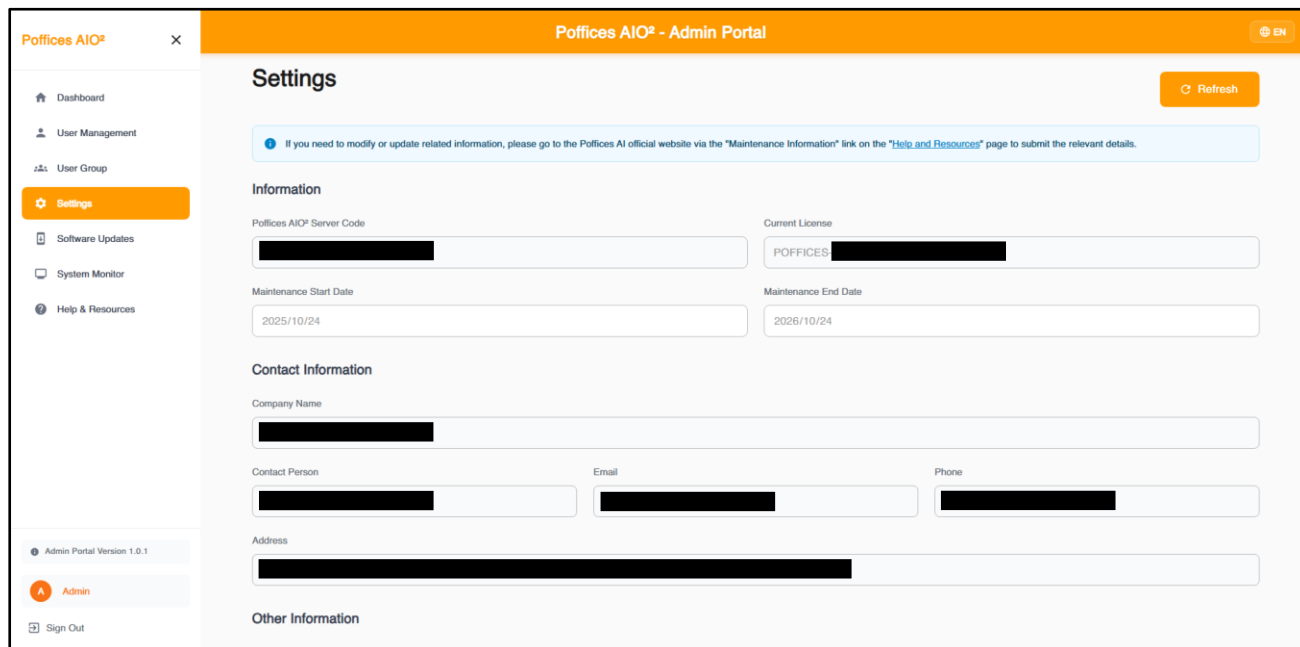
- Status – Switch between Active and Inactive status.
- In the Permissions Matrix, adjust permissions as necessary:
  - Check or uncheck boxes to grant or revoke specific permissions.
  - Auto-managed permissions remain system-controlled and cannot be edited manually.
- Click Update Group to save changes.
- Click Cancel to discard modifications and return to the main page.

#### 6.4. Manage Permission



- After Click the Key icon (  ) beside a group to open the Manage Permissions window.
- The Manage Permissions window allows administrators to assign or remove access rights for the selected group.
- Each permission controls access to specific system resources or actions (e.g., creating users, managing groups, or viewing system settings).
- Use the Select All or Clear All buttons to quickly modify all permissions at once.
- Some permissions are marked as Auto-managed, meaning they are automatically controlled by the system and cannot be changed manually.
- After adjusting permissions, click Save Permissions to confirm your changes, or click Cancel to exit without saving.

## 7. Settings



**Poffices AIO<sup>2</sup> - Admin Portal**

**Settings** Refresh

*If you need to modify or update related information, please go to the Poffices AI official website via the "Maintenance Information" link on the "Help and Resources" page to submit the relevant details.*

**Information**

Poffices AIO<sup>2</sup> Server Code: [Redacted]

Current License: POFFICES [Redacted]

Maintenance Start Date: 2025/10/24

Maintenance End Date: 2026/10/24

**Contact Information**

Company Name: [Redacted]

Contact Person: [Redacted] Email: [Redacted] Phone: [Redacted]

Address: [Redacted]

**Other Information**

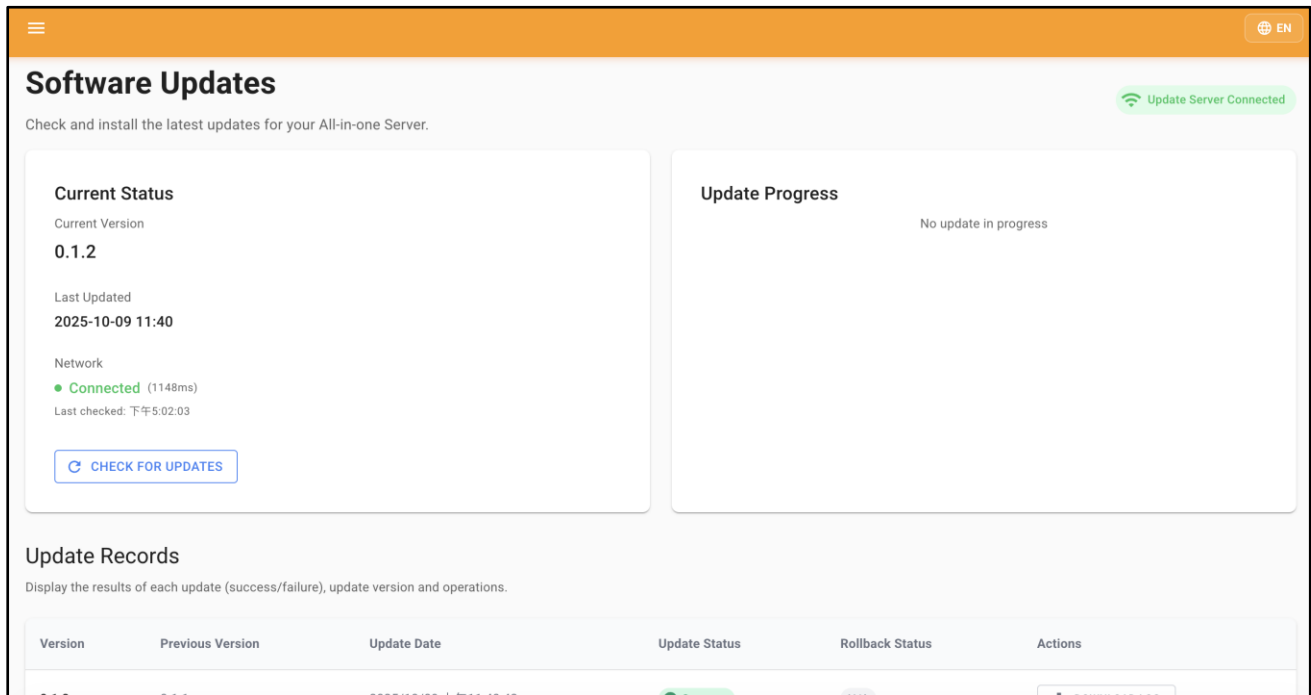
Admin Portal Version 1.0.1

Admin

Sign Out

- The Settings page provides an overview of essential information for the Poffices AIO<sup>2</sup> Server.
- It displays key details such as:
  - Poffices AIO<sup>2</sup> Server Code – The unique code assigned to the server.
  - Current License – The license key currently registered in the system.
  - Maintenance Start Date and Maintenance End Date – The validity period of system maintenance.
- If modification or update is required, please go to the Poffices AI official website via the “Maintenance Information” link on the Help & Resources page to submit the relevant details.
- The Contact Information section displays the information of the organization or customer who purchased the AIO<sup>2</sup> Server, including:
  - Company Name – The name of the purchasing organization.
  - Contact Person – The main representative for system maintenance or technical support.
  - Email – The registered contact email address.
  - Phone – The registered contact phone number.
  - Address – The organization’s registered address.
- These details are used by Poffices AI for verification, maintenance, and renewal purposes.
- Click the Refresh button at the top-right corner to synchronize the latest information from the Poffices AI official website, ensuring the displayed data (e.g., maintenance period or contact details) is up to date.

## 8. Software Updates



**Software Updates**

Check and install the latest updates for your All-in-one Server.

Update Server Connected

**Current Status**

Current Version  
**0.1.2**

Last Updated  
**2025-10-09 11:40**

Network  
● **Connected** (1148ms)  
Last checked: 下午5:02:03

[CHECK FOR UPDATES](#)

**Update Progress**

No update in progress

**Update Records**

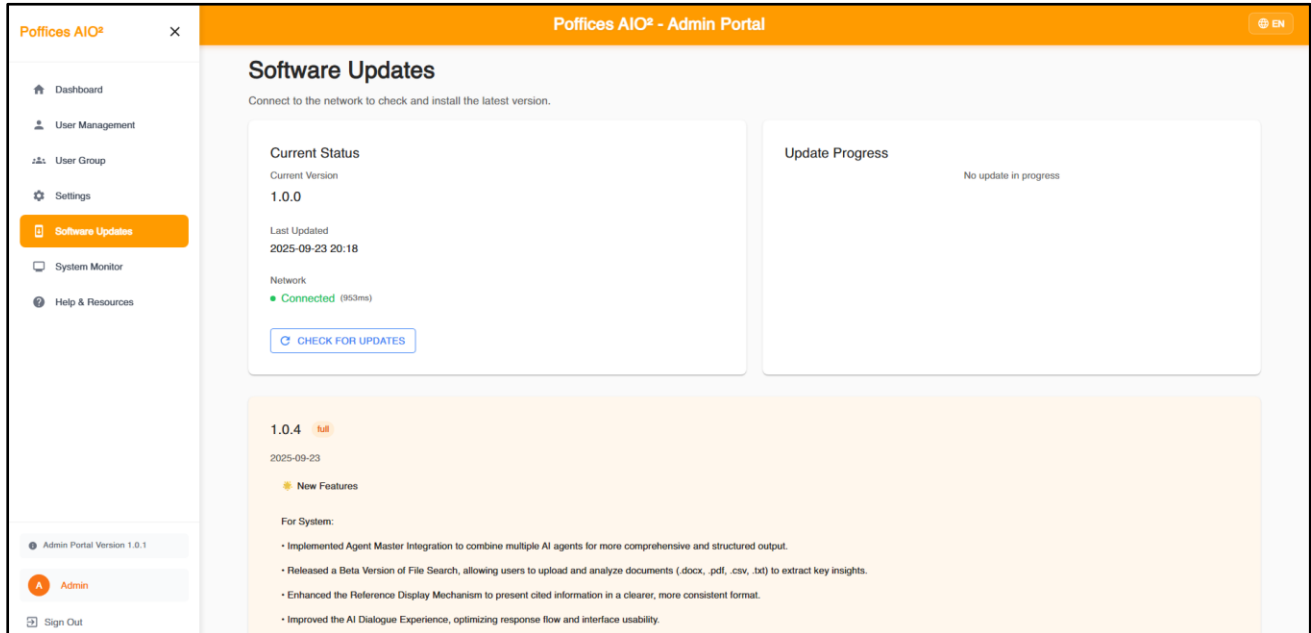
Display the results of each update (success/failure), update version and operations.

Version	Previous Version	Update Date	Update Status	Rollback Status	Actions
0.1.2	0.1.1	2025-10-09 11:40:40	Success	Rollback	<a href="#">DOWNLOAD LOG</a>

### 8.1. Overview

- The Software Updates page allows administrators to check for, download, and install the latest version of the Poffices AIO<sup>2</sup> Server system.
- Before checking for updates, ensure the server is connected to the network.
- Current Status section displays:
  - Current Version – The version currently installed on the server.
  - Last Updated – The date and time when the last update was completed.
  - Network – Shows whether the server is connected to the internet.
  - Click Check for Updates to connect to the Poffices AI official server and check if a new version is available.
- Update Progress section shows the progress during an update process, including download and installation status.

## 8.2. Download and Update



**Poffices AIO<sup>2</sup> - Admin Portal**

### Software Updates

Connect to the network to check and install the latest version.

**Current Status**

Current Version  
**1.0.0**

Last Updated  
2025-09-23 20:18

Network  
● **Connected** (953ms)

[CHECK FOR UPDATES](#)

**Update Progress**

No update in progress

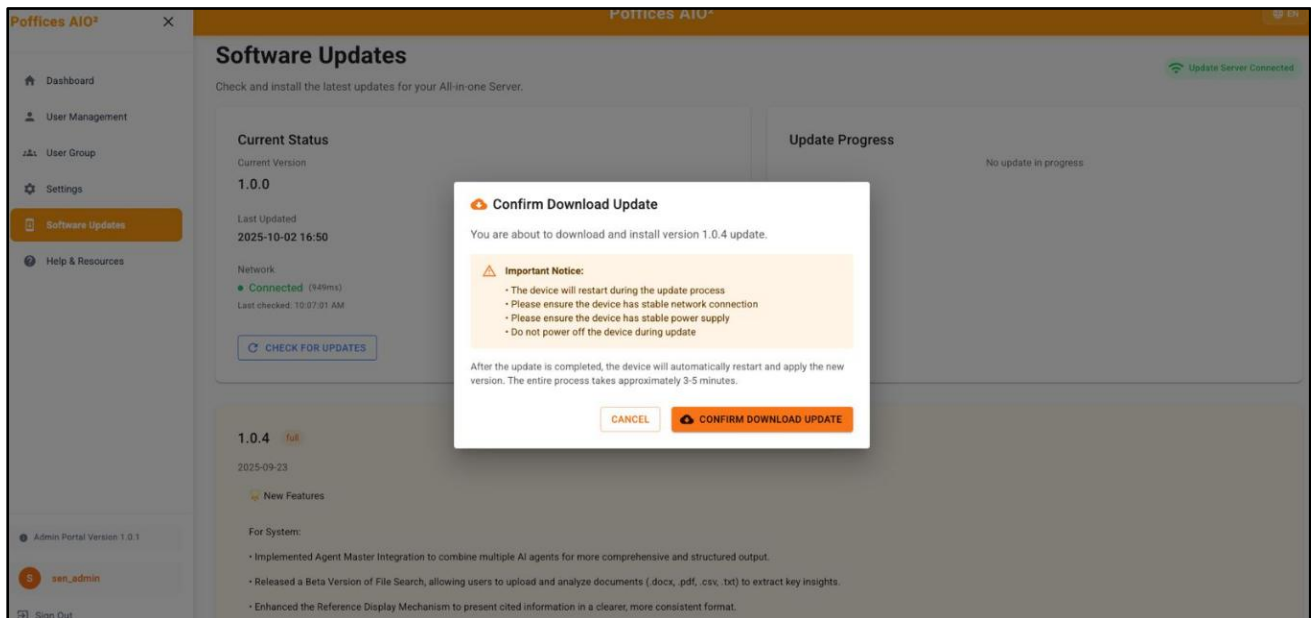
**1.0.4** Full

2025-09-23

**New Features**

For System:

- Implemented Agent Master Integration to combine multiple AI agents for more comprehensive and structured output.
- Released a Beta Version of File Search, allowing users to upload and analyze documents (.docx, .pdf, .csv, .txt) to extract key insights.
- Enhanced the Reference Display Mechanism to present cited information in a clearer, more consistent format.
- Improved the AI Dialogue Experience, optimizing response flow and interface usability.



**Poffices AIO<sup>2</sup> - Admin Portal**

### Software Updates

Check and install the latest updates for your All-in-one Server.

**Current Status**

Current Version  
**1.0.0**

Last Updated  
2025-10-02 16:50

Network  
● **Connected** (149ms)

Last checked: 10:07:01 AM

[CHECK FOR UPDATES](#)

**Update Progress**

No update in progress

**1.0.4** Full

2025-09-23

**New Features**

For System:

- Implemented Agent Master Integration to combine multiple AI agents for more comprehensive and structured output.
- Released a Beta Version of File Search, allowing users to upload and analyze documents (.docx, .pdf, .csv, .txt) to extract key insights.
- Enhanced the Reference Display Mechanism to present cited information in a clearer, more consistent format.

**Confirm Download Update**

You are about to download and install version 1.0.4 update.

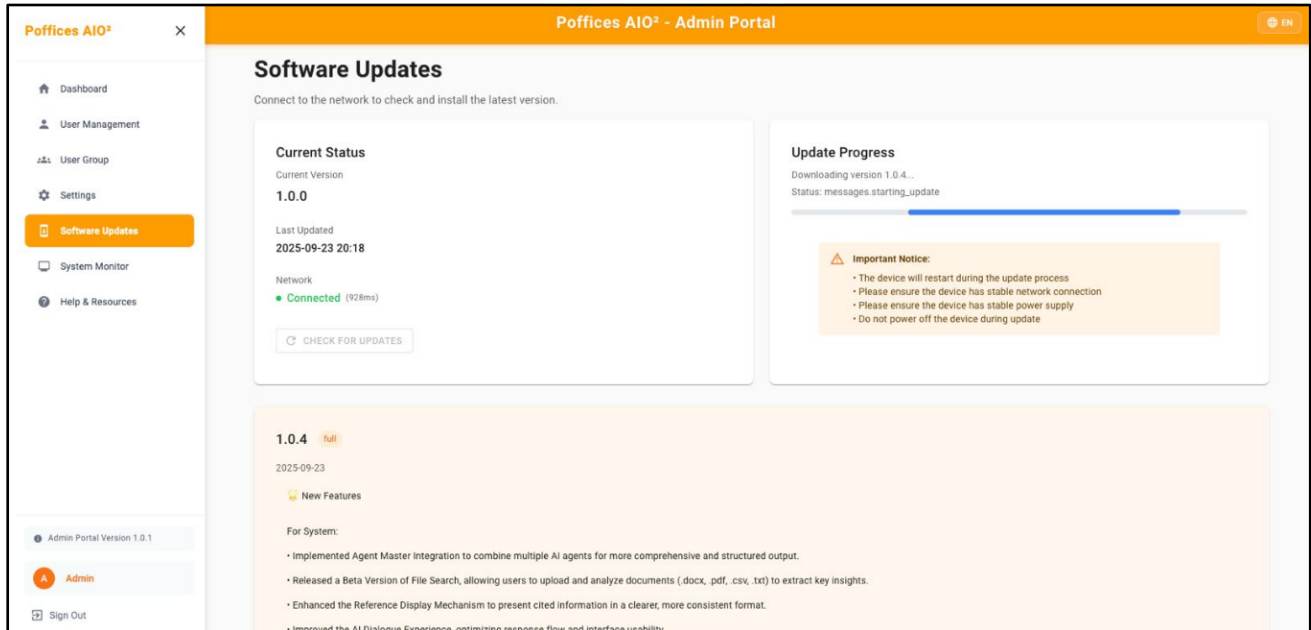
**Important Notice:**

- The device will restart during the update process
- Please ensure the device has stable network connection
- Please ensure the device has stable power supply
- Do not power off the device during update

After the update is completed, the device will automatically restart and apply the new version. The entire process takes approximately 3-5 minutes.

[CANCEL](#) [CONFIRM DOWNLOAD UPDATE](#)





- When a new version is available, the version details (number, date, and file size) will appear on the page.
- Click Download & Update to start the update process.
- A Confirm Download Update window will appear with an Important Notice:
  - The device will restart during the update process.
  - Ensure stable network connection and power supply.
  - Do not power off the device during the update.
- Click Confirm Download Update to proceed, or Cancel to return.
- **Update Progress**
  - The Update Progress section shows the real-time status of the update, including download and installation progress.
  - Once the update completes, the device will automatically restart and apply the new version.
  - The full update process typically takes around 20 – 30 minutes to complete.

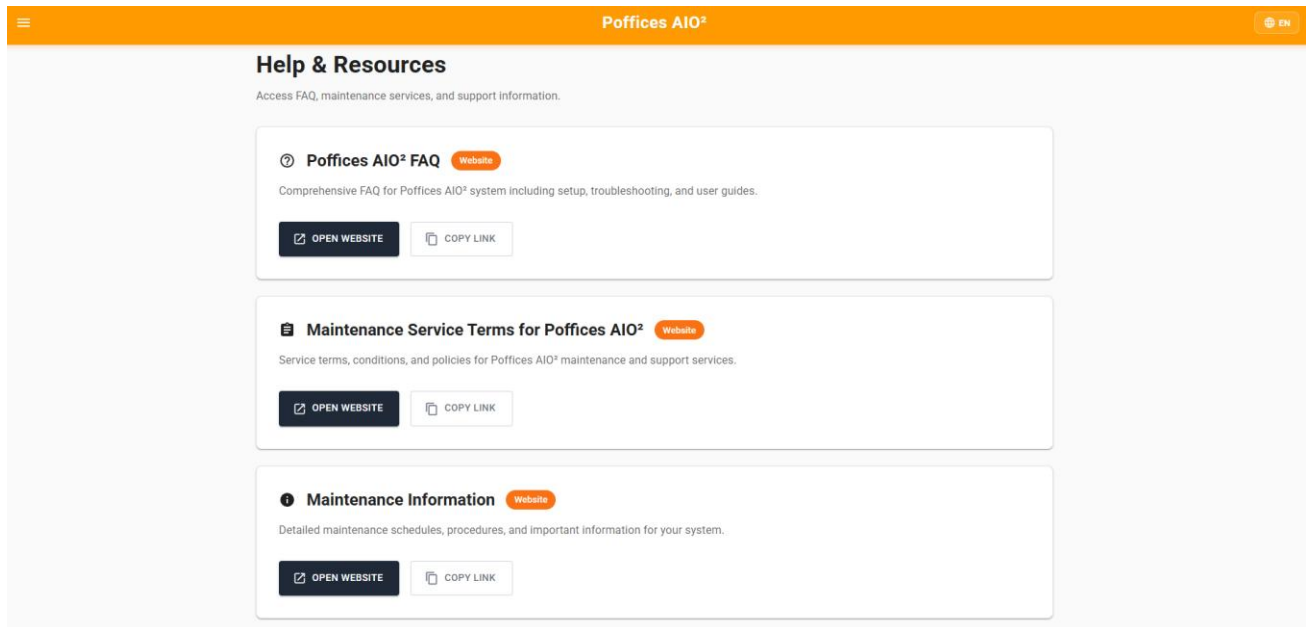
### 8.3. Update Records

- Displays the results and details of all past updates

### 8.4. History & Release Notes

- The Release Notes section lists version history and detailed information about new features, improvements, and fixes.

## 9. Help & Resources



- Please review the frequently asked questions on this page for common inquiries.
- Please review maintenance service terms and maintenance information for maintenance-related information
- If the FAQ does not resolve your issue, we invite you to contact us for further assistance.

### **Contact information**

HKR&D Ltd.

Flat H-I, 19/F, Shield Industrial Centre

No. 84-92 Chai Wan Kok Street, Tsuen Wan, N.T., Hong Kong

Tel (HK): +852-2144 2628

Fax (HK): +852-2144 2623

Email: [info@hkrnd.com](mailto:info@hkrnd.com)

Homepage: <https://hkrnd.com/>

<https://poffices.ai/>