

SM24-01-Poffices AIO² Server

Admin Portal User Manual

September 2026

HK R&D

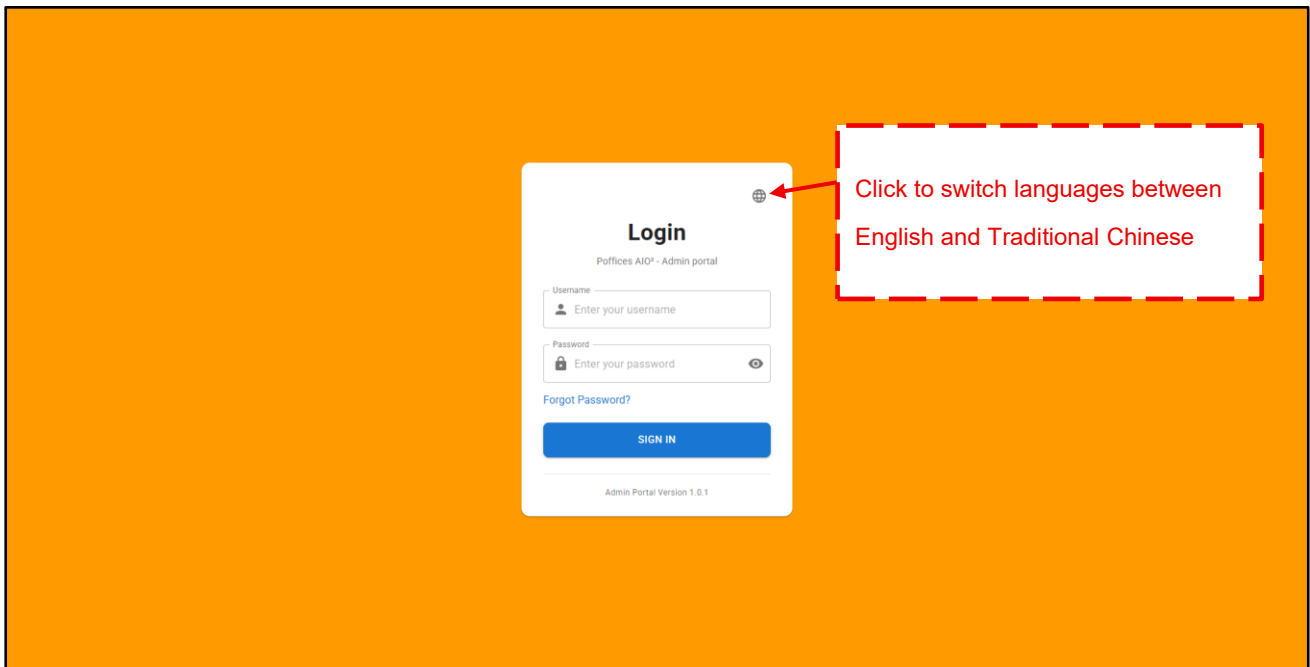
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1. Introduction

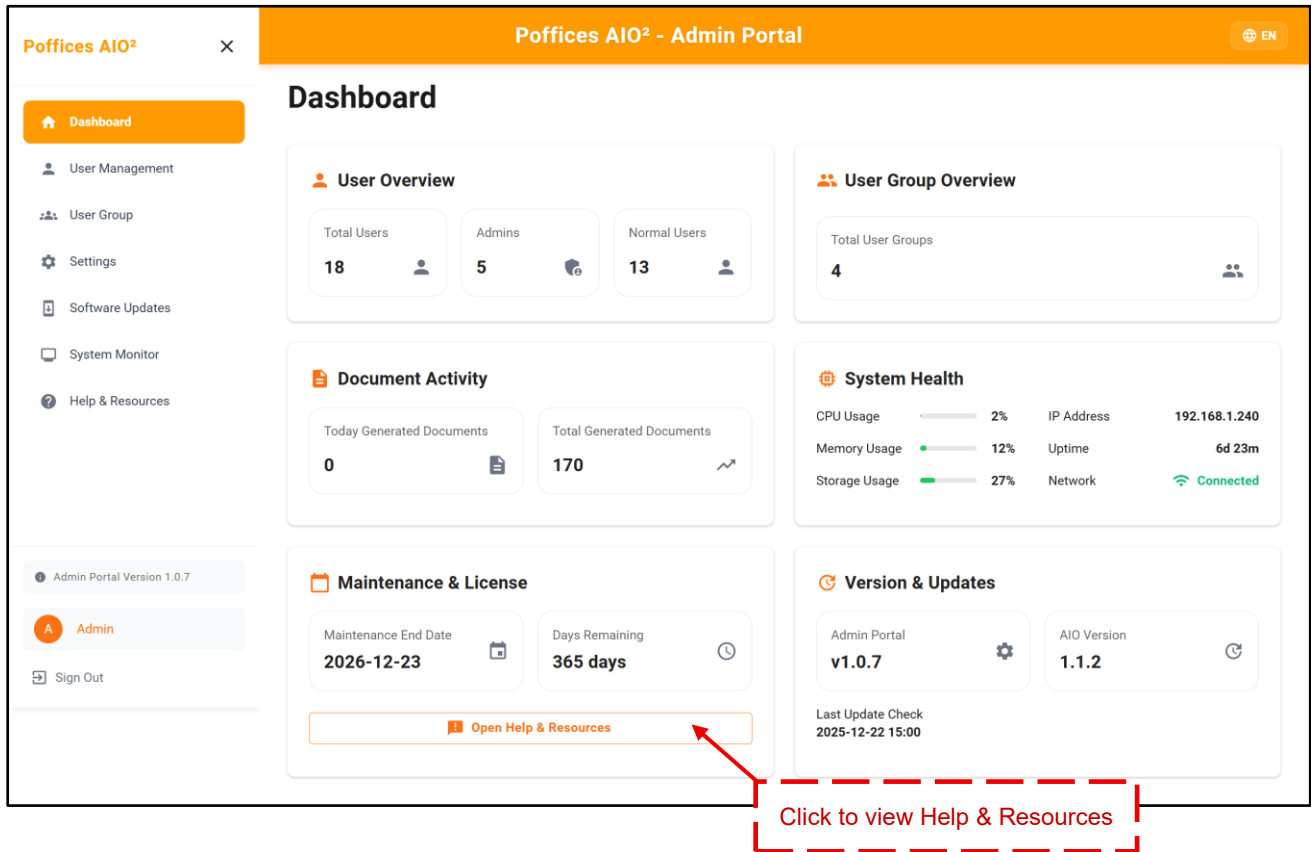
This document provides detailed guidance for using the Poffices AIO² Server Admin Portal and outlines its main functions and features. It covers essential operations such as user control, software updates, system monitoring, helping administrators manage the system efficiently and maintain optimal performance.

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 AIO² Server Admin Portal.

3. Dashboard



Poffices AIO² - Admin Portal

Dashboard

User Overview

Total Users	Admins	Normal Users
18	5	13

User Group Overview

Total User Groups
4

Document Activity

Today Generated Documents	Total Generated Documents
0	170

System Health

Metric	Value
CPU Usage	2%
Memory Usage	12%
Storage Usage	27%
IP Address	192.168.1.240
Uptime	6d 23m
Network	Connected

Maintenance & License

Maintenance End Date	Days Remaining
2026-12-23	365 days

[Open Help & Resources](#)

Version & Updates

Admin Portal	AIO Version
v1.0.7	1.1.2

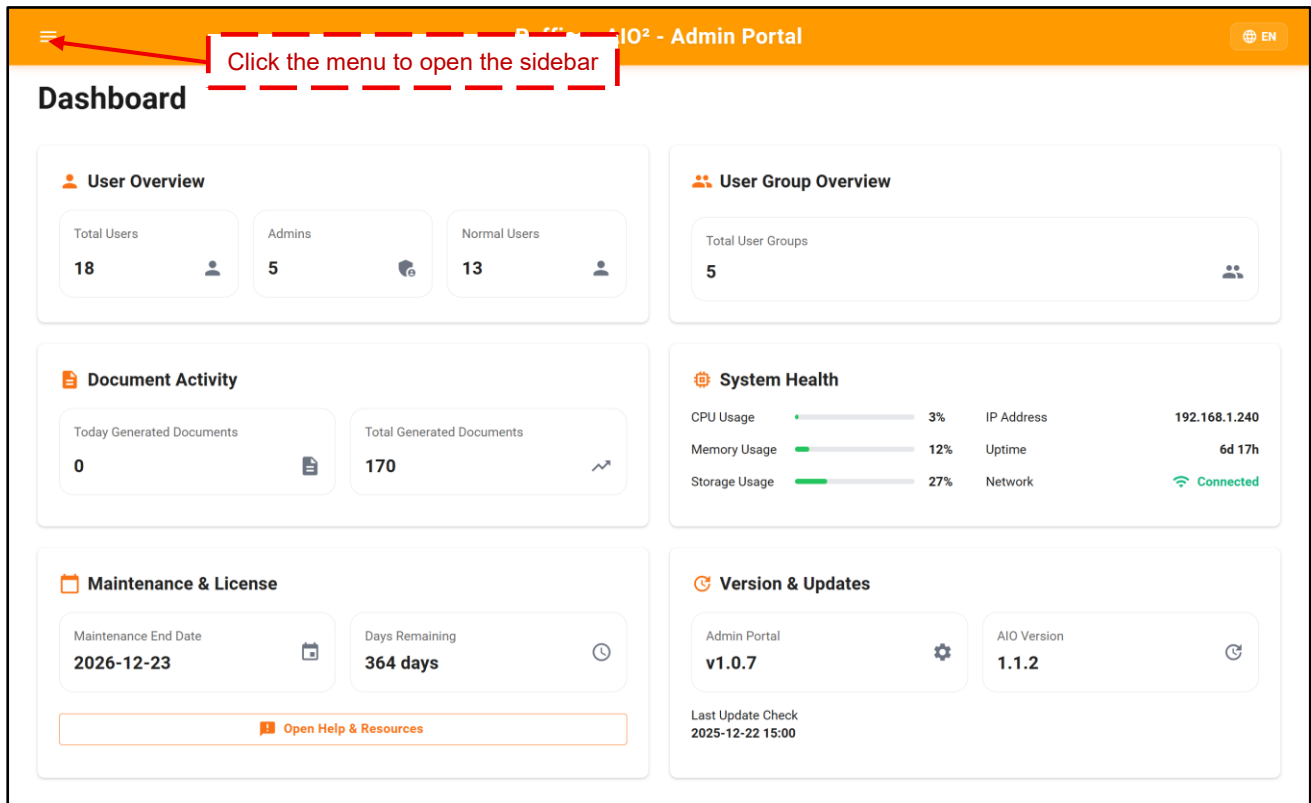
Last Update Check: 2025-12-22 15:00

Click to view Help & Resources

- 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.
 - Total User Group – Shows the total number of created groups 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.
 - Help Resources – Directs to the Help & Resources page for user guides and support materials.
 - Version & Updates – Shows the current version of Admin Portal and AIO

4. Sidebar

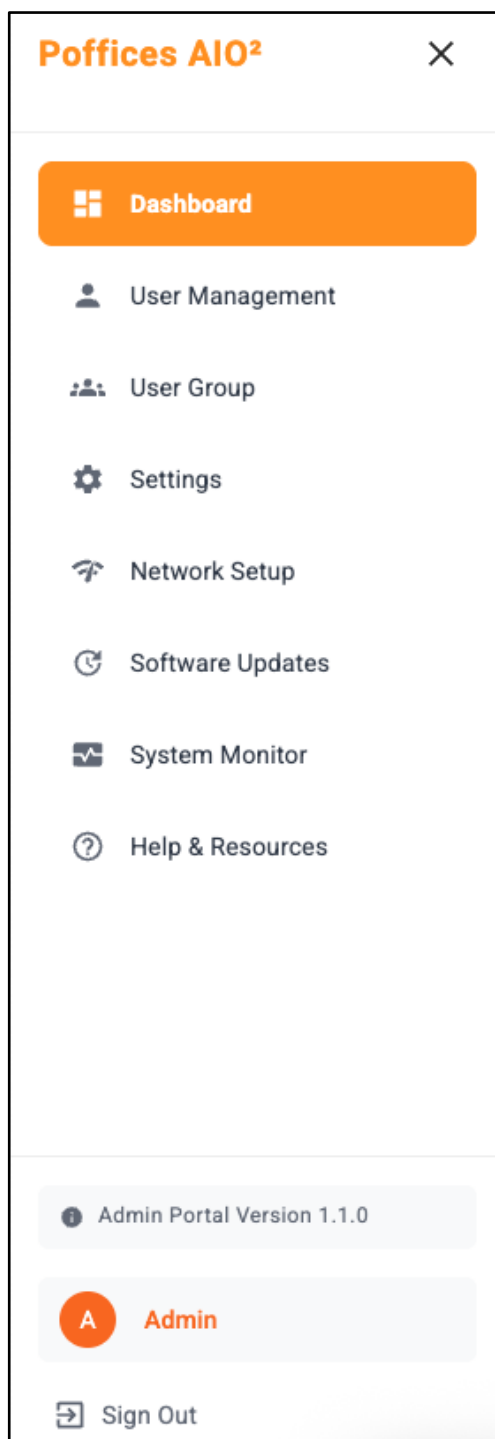
4.1. Open the sidebar



The screenshot shows the Admin Portal Dashboard. At the top, there is an orange header bar with the text "Poffices AIO² - Admin Portal" and a language selector "EN". On the left side of the header, there is a hamburger menu icon. A red dashed box with an arrow points to this icon, with the text "Click the menu to open the sidebar". Below the header, the word "Dashboard" is displayed. The dashboard contains several widgets:

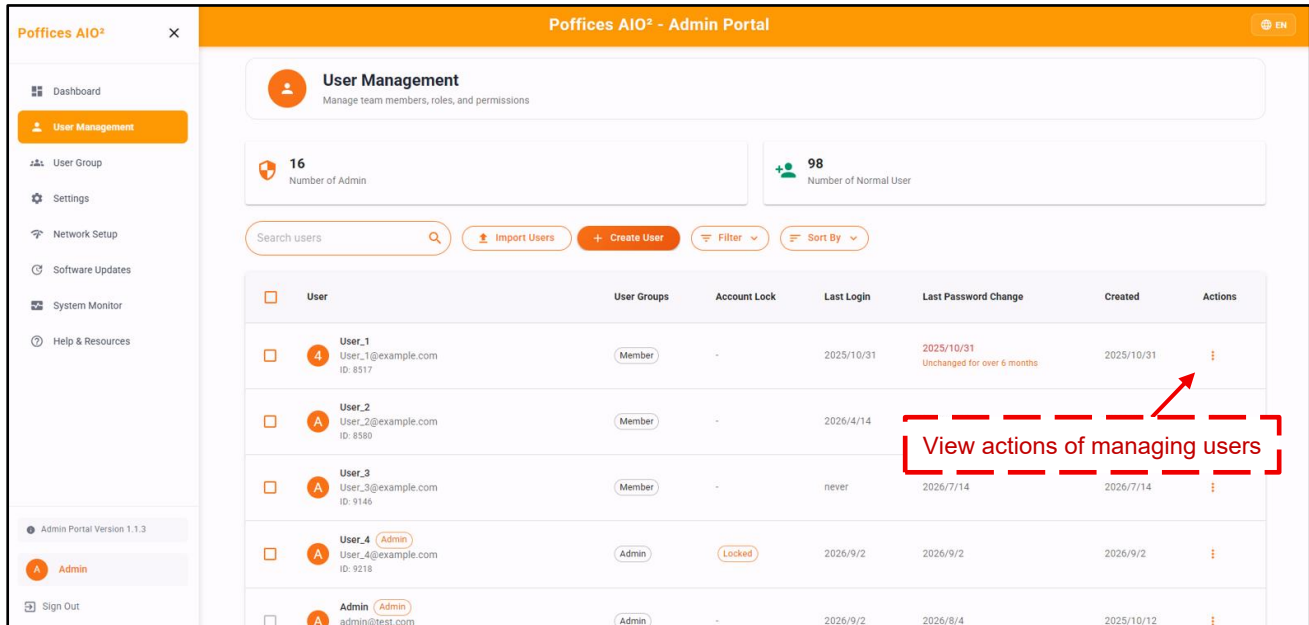
- User Overview:**
 - Total Users: 18
 - Admins: 5
 - Normal Users: 13
- User Group Overview:**
 - Total User Groups: 5
- Document Activity:**
 - Today Generated Documents: 0
 - Total Generated Documents: 170
- System Health:**
 - CPU Usage: 3%
 - Memory Usage: 12%
 - Storage Usage: 27%
 - IP Address: 192.168.1.240
 - Uptime: 6d 17h
 - Network: Connected
- Maintenance & License:**
 - Maintenance End Date: 2026-12-23
 - Days Remaining: 364 days
 - [Open Help & Resources](#)
- Version & Updates:**
 - Admin Portal: v1.0.7
 - AIO Version: 1.1.2
 - Last Update Check: 2025-12-22 15:00

4.2. Contents of Sidebar



5. User Management

5.1. Overview



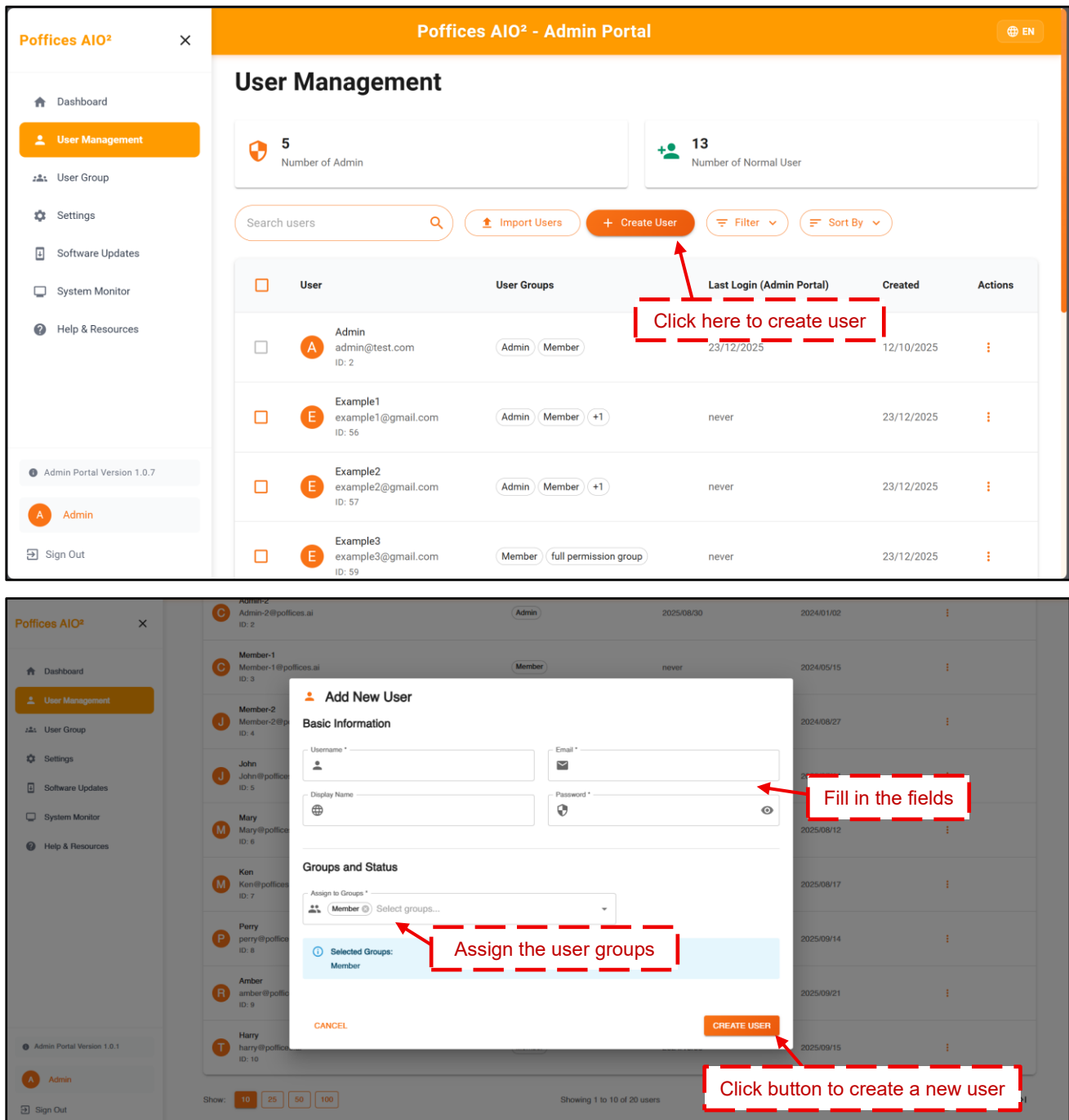
User	User Groups	Account Lock	Last Login	Last Password Change	Created	Actions
User_1 User_1@example.com ID: 8317	Member	-	2025/10/31	2025/10/31 Unchanged for over 6 months	2025/10/31	[Actions Icon]
User_2 User_2@example.com ID: 8589	Member	-	2026/4/14			[Actions Icon]
User_3 User_3@example.com ID: 9146	Member	-	never	2026/7/14	2026/7/14	[Actions Icon]
User_4 (Admin) User_4@example.com ID: 9218	Admin	Locked	2026/9/2	2026/9/2	2026/9/2	[Actions Icon]
Admin (Admin) admin@test.com	Admin	-	2026/9/2	2026/8/4	2025/10/12	[Actions Icon]

- The User Management section allows administrators to view, create, import, edit, and manage user accounts within the system.
- The summary cards display the total number of administrator accounts and normal user accounts.
- Administrators can use the Search, Filter, and Sort By functions to locate and organize user records.
- The User Management page lists all registered users in the system.
 - User – Displays the username, email address, user ID, and account type, where applicable.
 - User Groups – Displays the user group or groups assigned to the account.
 - Account Lock – Displays whether the user’s Web Portal account is currently locked.
 - Last Login – Displays the user’s most recent login date for the Web Portal. “Never” is displayed if the user has not logged in before.
 - Last Password Change – Displays the date on which the password was last changed. A warning is displayed if the password has remained unchanged for more than six months.
 - Created – Displays the date on which the user account was created.
 - Actions – Provides available account management options, such as editing, deleting, locking, unlocking, or managing the selected account.

Note

- Account lock information applies to the user's Web Portal account and does not indicate that the Admin Portal account is locked.
- Password status warnings help administrators identify accounts that may require a password update.
- The available actions may vary depending on the account type and the administrator's permissions.

5.2. Create user



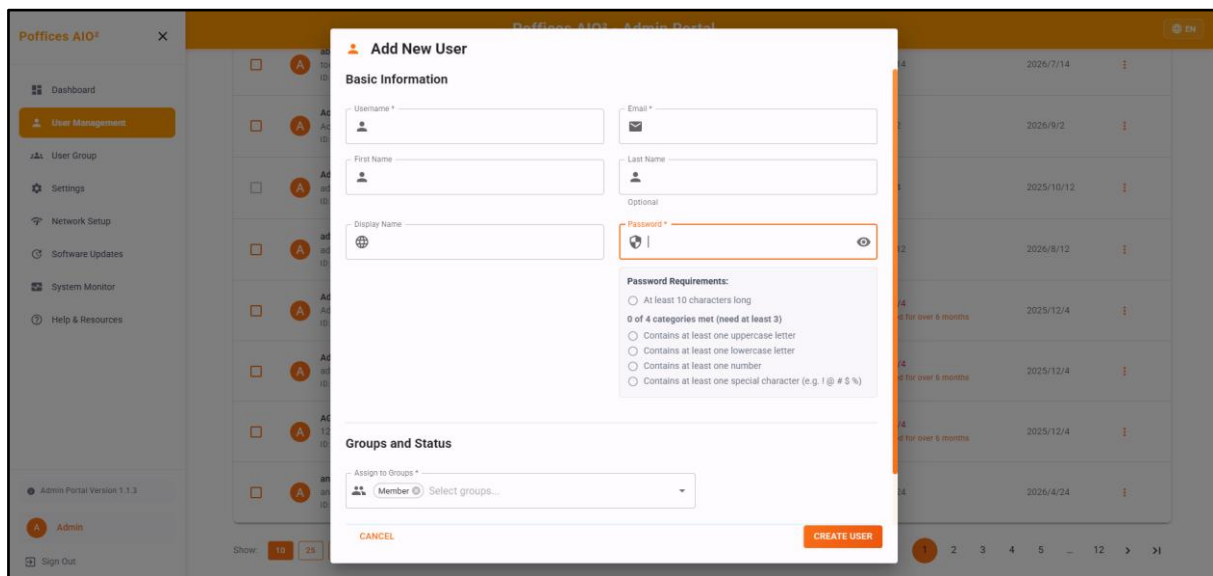
The screenshot displays the 'Poffices AIO² - Admin Portal' interface. The left sidebar contains navigation options: Dashboard, User Management (selected), User Group, Settings, Software Updates, System Monitor, and Help & Resources. The main area is titled 'User Management' and shows statistics for 5 Admin users and 13 Normal Users. A table lists existing users with columns for User, User Groups, Last Login (Admin Portal), Created, and Actions. A red dashed box highlights the '+ Create User' button with the text 'Click here to create user'.

The 'Add New User' dialog box is open, showing 'Basic Information' and 'Groups and Status' sections. The 'Basic Information' section includes fields for Username, Email, Display Name, and Password. A red dashed box highlights these fields with the text 'Fill in the fields'. The 'Groups and Status' section has a dropdown for 'Assign to Groups' and a list of 'Selected Groups' (Member). A red dashed box highlights the 'Selected Groups' list with the text 'Assign the user groups'. At the bottom of the dialog, there are 'CANCEL' and 'CREATE USER' buttons. A red dashed box highlights the 'CREATE USER' button with the text 'Click button to create a new user'.

- Click the “Create User” button to add a new user.
- In the Add New User window, fill in the required fields: Username, Email, First Name, Last Name, Display Name, Password.

- Under Groups and Status, assign the user to at least one user group and select the appropriate account status.
- Click Create User to create the account.
- Click Cancel to close the window without creating the account.

Password Requirements

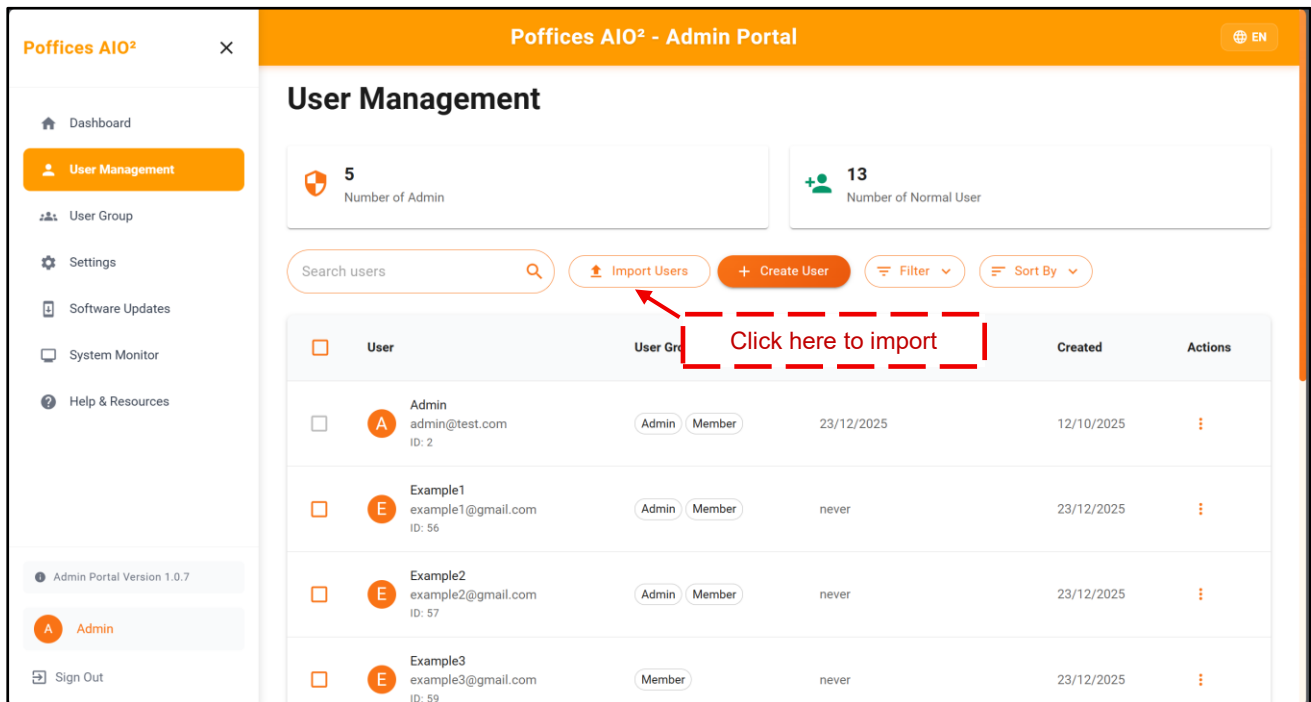


- The password must be at least 10 characters long and meet at least three of the following four requirements:
 - Contains at least one uppercase letter.
 - Contains at least one lowercase letter.
 - Contains at least one number.
 - Contains at least one special character, such as !, @, #, \$, or %.
- The Password Requirements panel updates automatically while the password is being entered. A completed indicator will appear beside each requirement that has been met.

Note:

- Username, email address, and password are required.
- Each user must be assigned to at least one user group.
- The username and email address must be unique.
- The user account cannot be created if the password does not meet the minimum password requirements.
- Creator Studio access is managed through the permissions assigned to the user's group. It is not assigned directly when creating a user account.

5.3. Create User by CSV



Poffices AIO² - Admin Portal

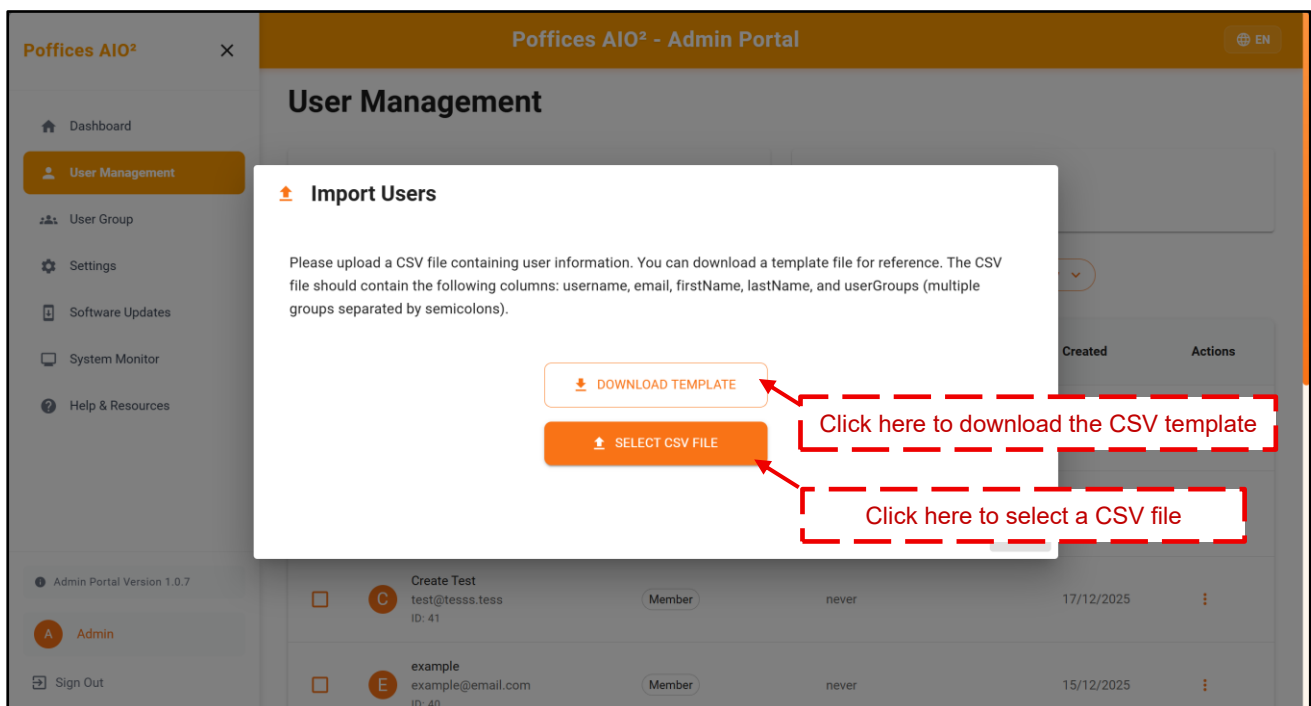
User Management

5 Number of Admin | 13 Number of Normal User

Search users

User	User Group	Created	Actions
Admin admin@test.com ID: 2	Admin Member	23/12/2025	12/10/2025
Example1 example1@gmail.com ID: 56	Admin Member	never	23/12/2025
Example2 example2@gmail.com ID: 57	Admin Member	never	23/12/2025
Example3 example3@gmail.com ID: 59	Member	never	23/12/2025

Click here to import



Poffices AIO² - Admin Portal

User Management

Please upload a CSV file containing user information. You can download a template file for reference. The CSV file should contain the following columns: username, email, firstName, lastName, and userGroups (multiple groups separated by semicolons).

Click here to download the CSV template

Click here to select a CSV file

自動儲存

關閉

undo

redo

user_import_template.csv

搜尋

檔案

常用

插入

繪圖

頁面配置

公式

資料

校閱

檢視

自動化

說明

新總明細

12

A

A

通用格式

條件式格式設定

格式化為表格

儲存格樣式

插入

刪除

格式

儲存格

Σ

排序與篩選

尋找與選取

敏感度

增益集

Copilot

貼上

剪貼簿

字型

對齊方式

數值

樣式

儲存格

編輯

敏感度

增益集

T34

fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	username	password	displayNar	email	firstName	lastName	userGroups														
2	Example1	12345675	example1	example1@example.com	example	example	Member														
3	Example2	12345676	example2	example2@example.com	example	example	Member														
4	Example3	12345677	example3	example3@example.com	example	example	Member														
5	Example4	12345678	example4	example4@example.com	example	example	Member														
6	Example5	12345679	example5	example5@example.com	example	example	Member														
7	Example6	12345680	example6	example6@example.com	example	example	Member														
8																					
9																					
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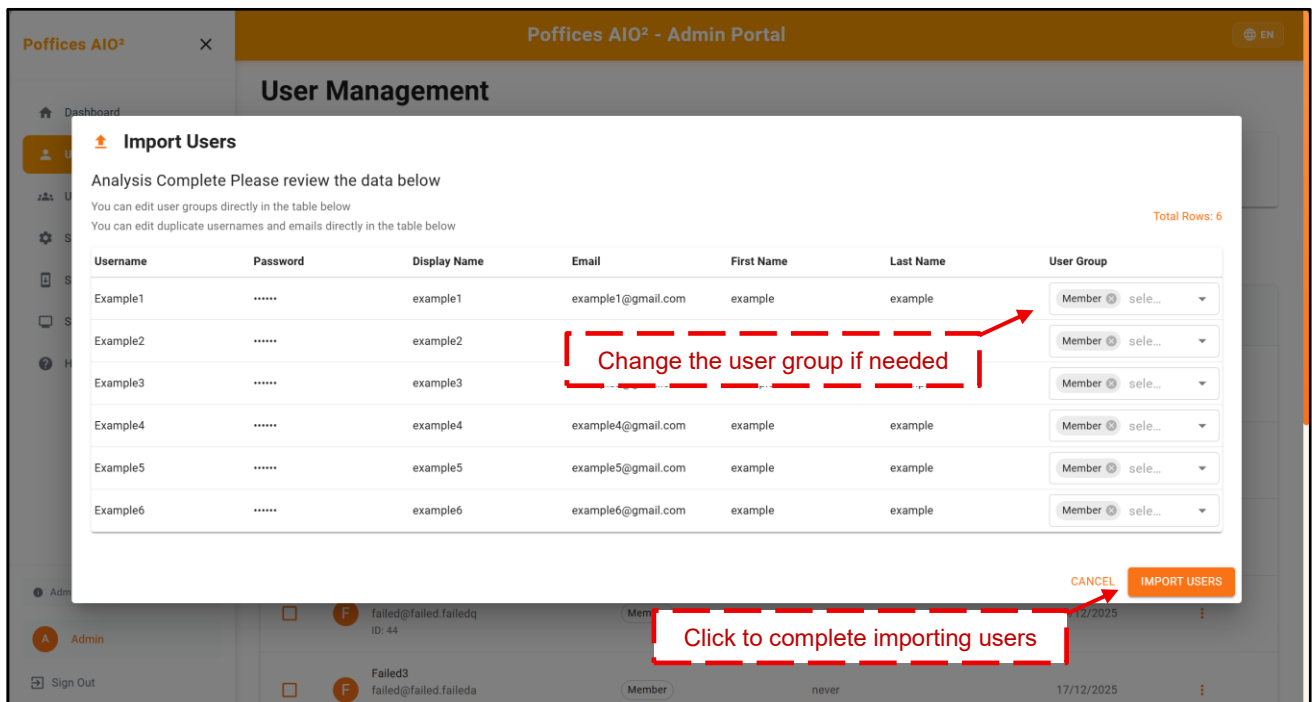
user_import_template

+

就緒

協助工具: 無法使用

100%



Poffices AIO² - Admin Portal

User Management

Import Users

Analysis Complete Please review the data below

You can edit user groups directly in the table below

You can edit duplicate usernames and emails directly in the table below

Total Rows: 6

Username	Password	Display Name	Email	First Name	Last Name	User Group
Example1		example1	example1@gmail.com	example	example	Member sele...
Example2		example2				Member sele...
Example3		example3				Member sele...
Example4		example4	example4@gmail.com	example	example	Member sele...
Example5		example5	example5@gmail.com	example	example	Member sele...
Example6		example6	example6@gmail.com	example	example	Member sele...

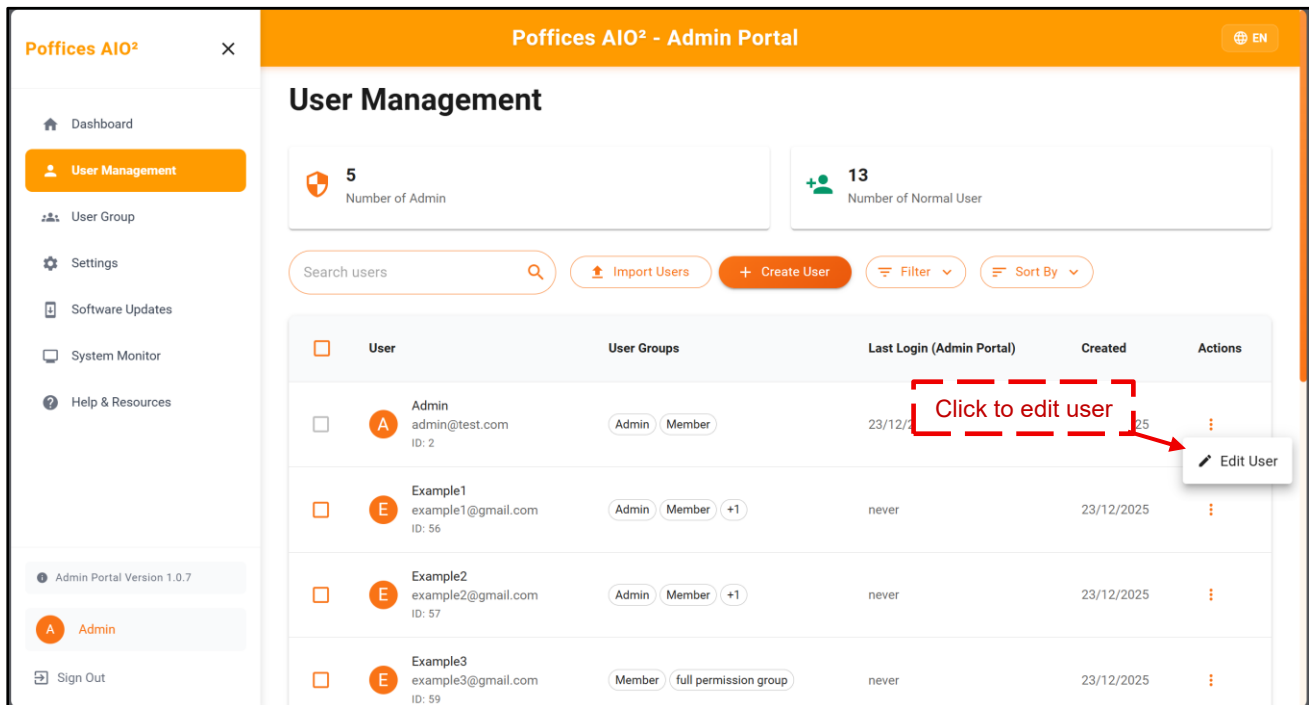
CANCEL **IMPORT USERS**

- Click the “Import Users” button to add new users by CSV.
- Click the “DOWNLOAD TEMPLATE” button to download a CSV template.
- Then fill the CSV with the required fields (username, password, display name, email, first name, last name, user group).
- Click the “SELECT CSV FILE” button to select the filled CSV file to upload.
- Review the list of users to be imported.
- You can adjust the user group for any user directly in this view if needed.
- Then click the “IMPORT USERS” button to complete the import.

Note:

- The number of rows filled in the CSV file indicates the number of users you want to import
- Ensure that all usernames and emails are unique
- Ensure that the email fields are in the correct format
- Fields that must be filled are username, password, and email

5.4. Edit user



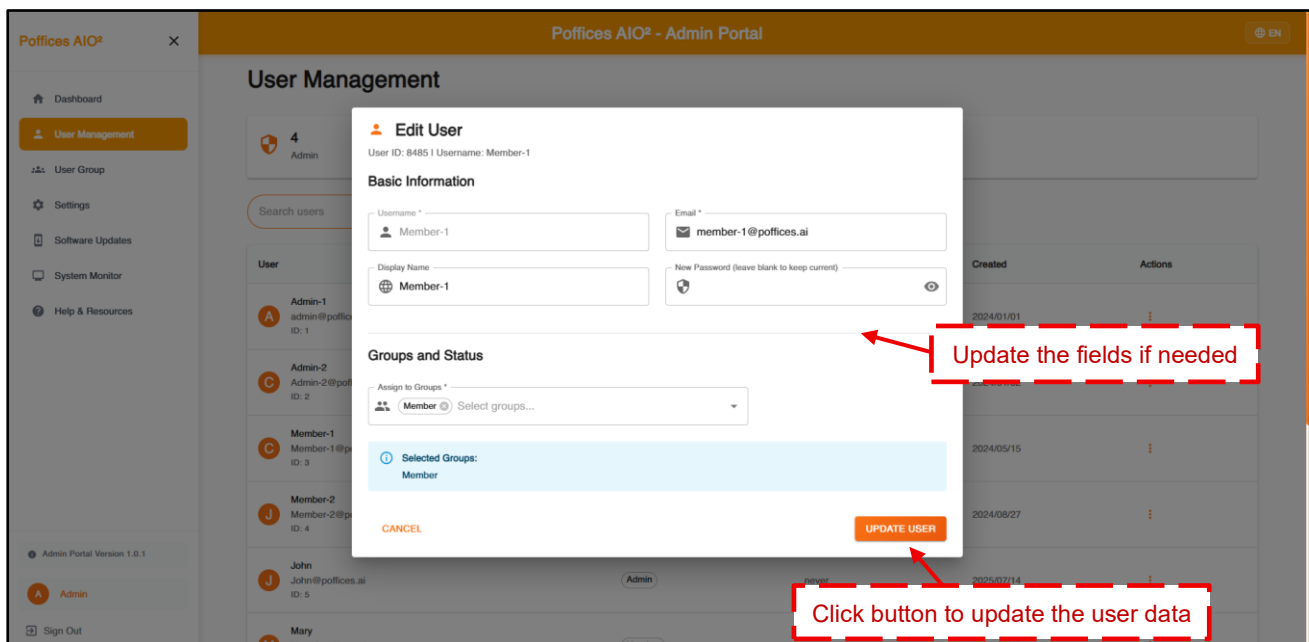
Poffices AIO² - Admin Portal

User Management

5 Number of Admin | 13 Number of Normal User

Search users

User	User Groups	Last Login (Admin Portal)	Created	Actions
☐ Admin admin@test.com ID: 2	Admin Member	23/12/25	25	Edit User
☐ Example1 example1@gmail.com ID: 56	Admin Member +1	never	23/12/2025	Edit User
☐ Example2 example2@gmail.com ID: 57	Admin Member +1	never	23/12/2025	Edit User
☐ Example3 example3@gmail.com ID: 59	Member full permission group	never	23/12/2025	Edit User



Poffices AIO² - Admin Portal

User Management

4 Admin

Search users

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

Basic Information

Username * Email *

Display Name New Password (leave blank to keep current)

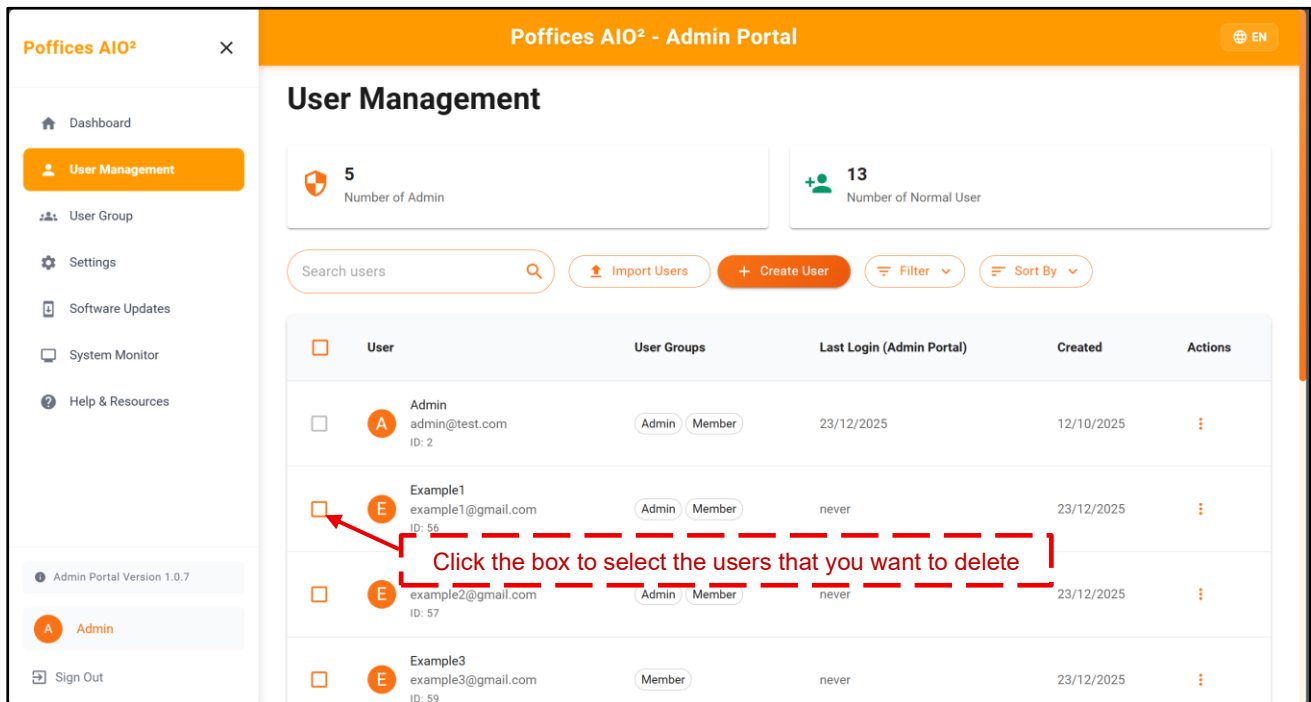
Groups and Status

Assign to Groups * Select groups...

Selected Groups:
Member

- 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, and Password (leave blank if no change is required).
- After updating, click Update User to save the changes.

5.5. Delete User



Poffices AIO² - Admin Portal

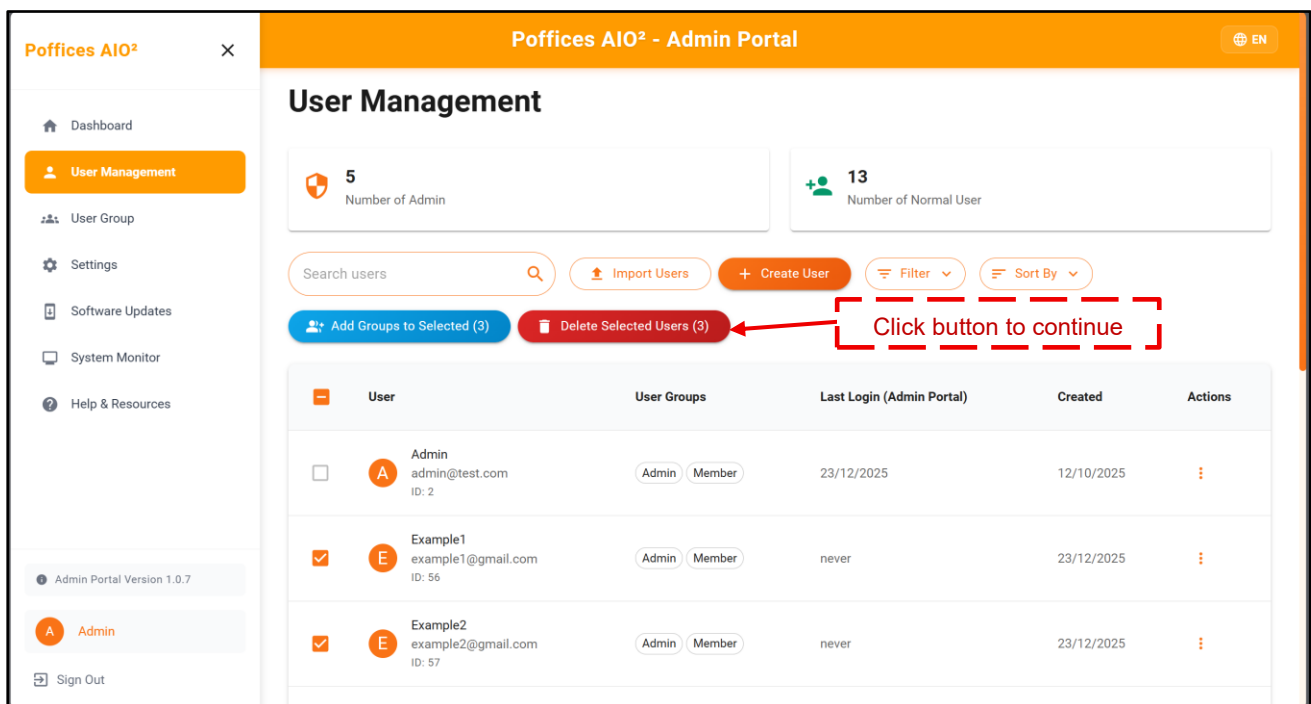
User Management

5 Number of Admin | 13 Number of Normal User

Search users

☐	User	User Groups	Last Login (Admin Portal)	Created	Actions
☐	Admin admin@test.com ID: 2	Admin Member	23/12/2025	12/10/2025	
☒	Example1 example1@gmail.com ID: 56	Admin Member	never	23/12/2025	
☐	Example2 example2@gmail.com ID: 57	Admin Member	never	23/12/2025	
☐	Example3 example3@gmail.com ID: 59	Member	never	23/12/2025	

Click the box to select the users that you want to delete



Poffices AIO² - Admin Portal

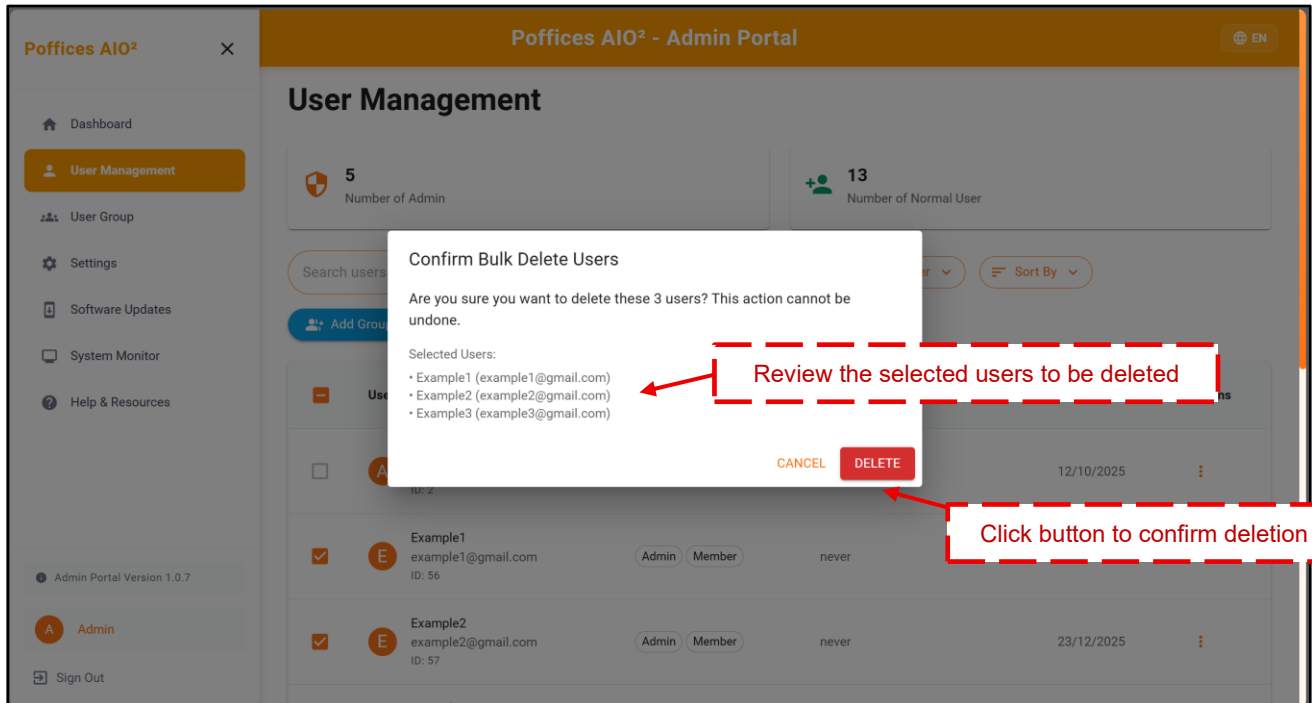
User Management

5 Number of Admin | 13 Number of Normal User

Search users

☒	User	User Groups	Last Login (Admin Portal)	Created	Actions
☐	Admin admin@test.com ID: 2	Admin Member	23/12/2025	12/10/2025	
☒	Example1 example1@gmail.com ID: 56	Admin Member	never	23/12/2025	
☒	Example2 example2@gmail.com ID: 57	Admin Member	never	23/12/2025	

Click button to continue

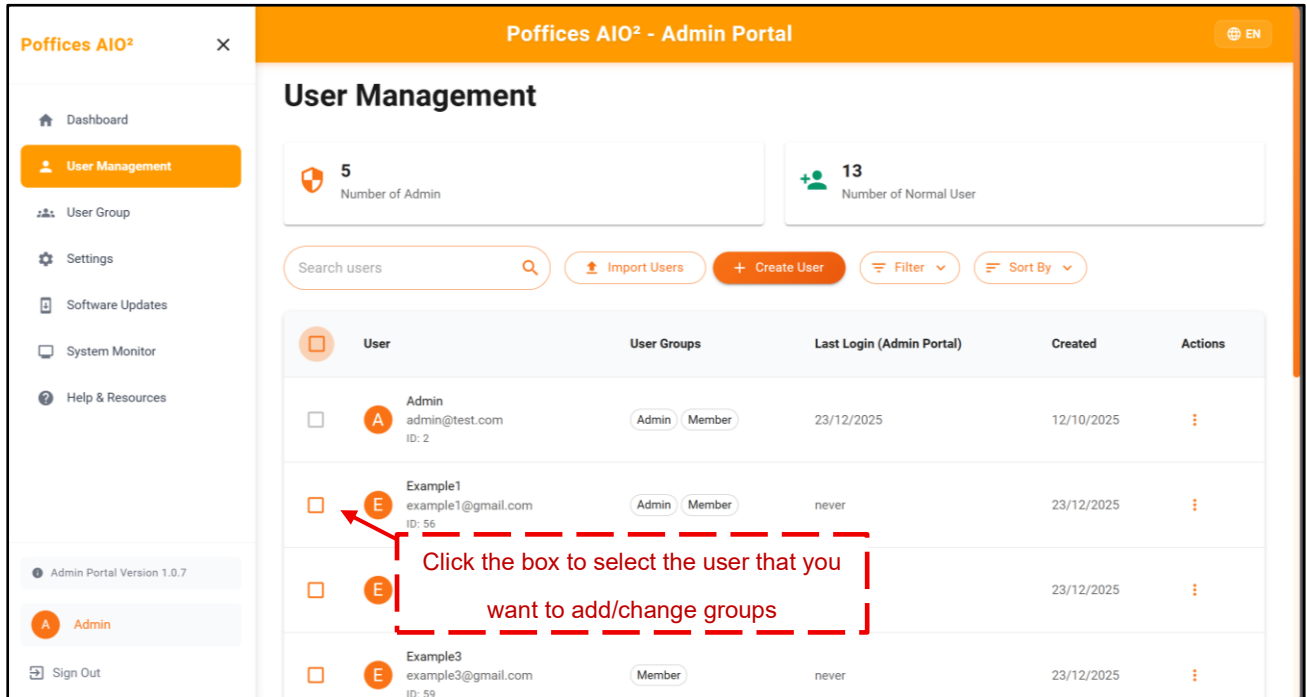


- To delete single or multiple users at once, first select the users by clicking the checkbox on the left of their usernames.
- After selecting the users that needed to be deleted, click the “Delete Selected Users” button.
- Review the users who need to be deleted.
- Click the “DELETE” button to confirm deletion.

Note:

- The original admin account cannot be deleted or selected.

5.6. Bulk Add Groups



Poffices AIO² - Admin Portal

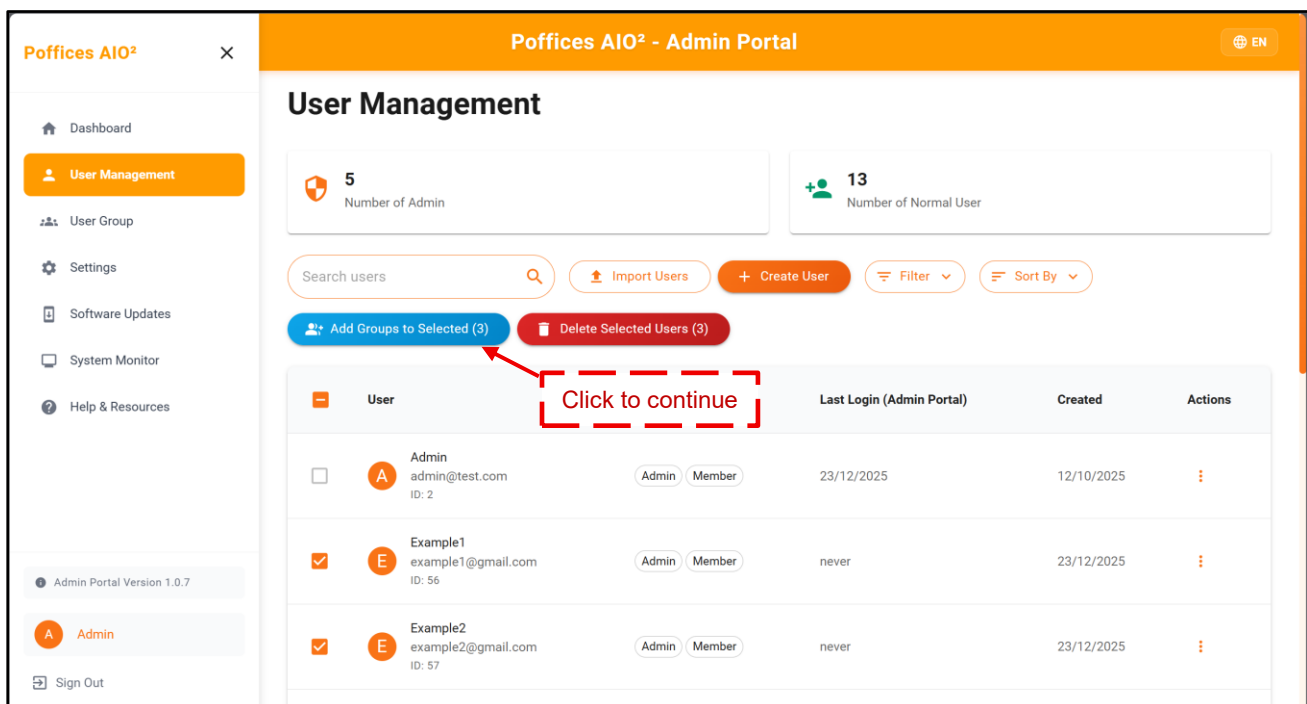
User Management

5 Number of Admin | 13 Number of Normal User

Search users

User	User Groups	Last Login (Admin Portal)	Created	Actions
☐ Admin admin@test.com ID: 2	Admin Member	23/12/2025	12/10/2025	⋮
☐ Example1 example1@gmail.com ID: 56	Admin Member	never	23/12/2025	⋮
☐ Example2 example2@gmail.com ID: 57	Admin Member	never	23/12/2025	⋮
☐ Example3 example3@gmail.com ID: 59	Member	never	23/12/2025	⋮

Click the box to select the user that you want to add/change groups



Poffices AIO² - Admin Portal

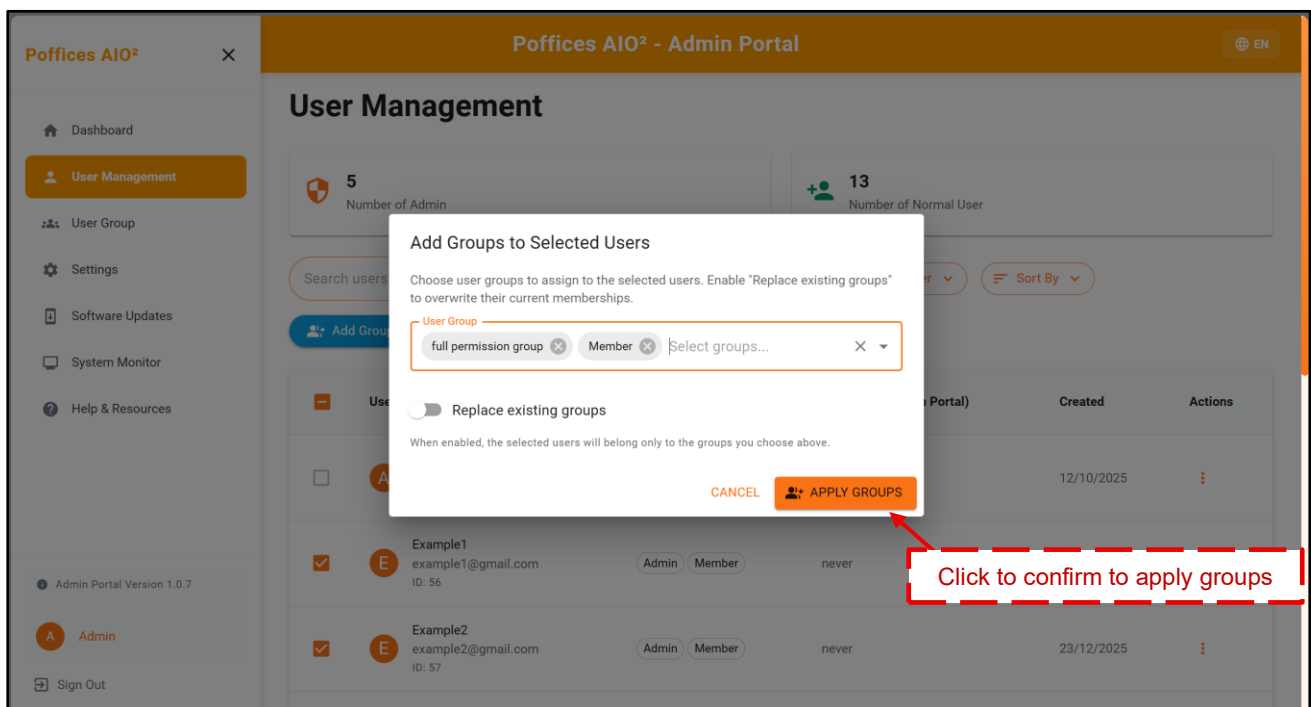
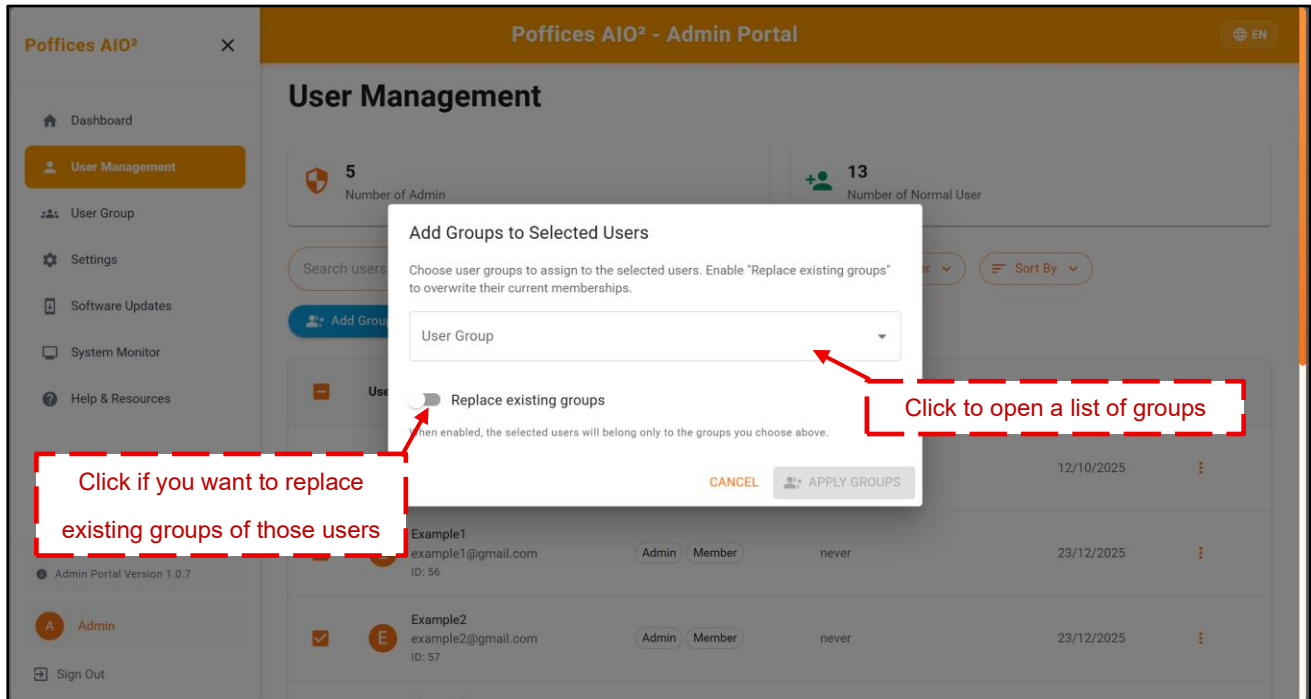
User Management

5 Number of Admin | 13 Number of Normal User

Search users

User	User Groups	Last Login (Admin Portal)	Created	Actions
☐ Admin admin@test.com ID: 2	Admin Member	23/12/2025	12/10/2025	⋮
☒ Example1 example1@gmail.com ID: 56	Admin Member	never	23/12/2025	⋮
☒ Example2 example2@gmail.com ID: 57	Admin Member	never	23/12/2025	⋮

Click to continue

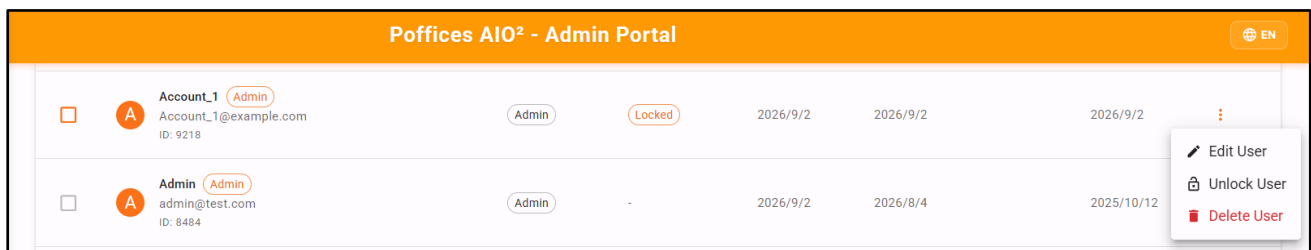


- To bulk add groups to multiple users at once, first select the users by clicking the checkbox on the left of their usernames.
- After selecting the users whose user groups needed to be changed, click the “Add Groups to Selected” button.
- If needed to replace the current groups they are in, click the “Replacing existing group” button.
- Click the “User Group” bar to open the list of existing groups.
- Select one or more groups that will be assigned to the selected users.
- Click the “APPLY GROUPS” button to complete the bulk add group function

Note:

- The original admin account cannot be selected in the bulk add group function

5.7. Unlock a User Account



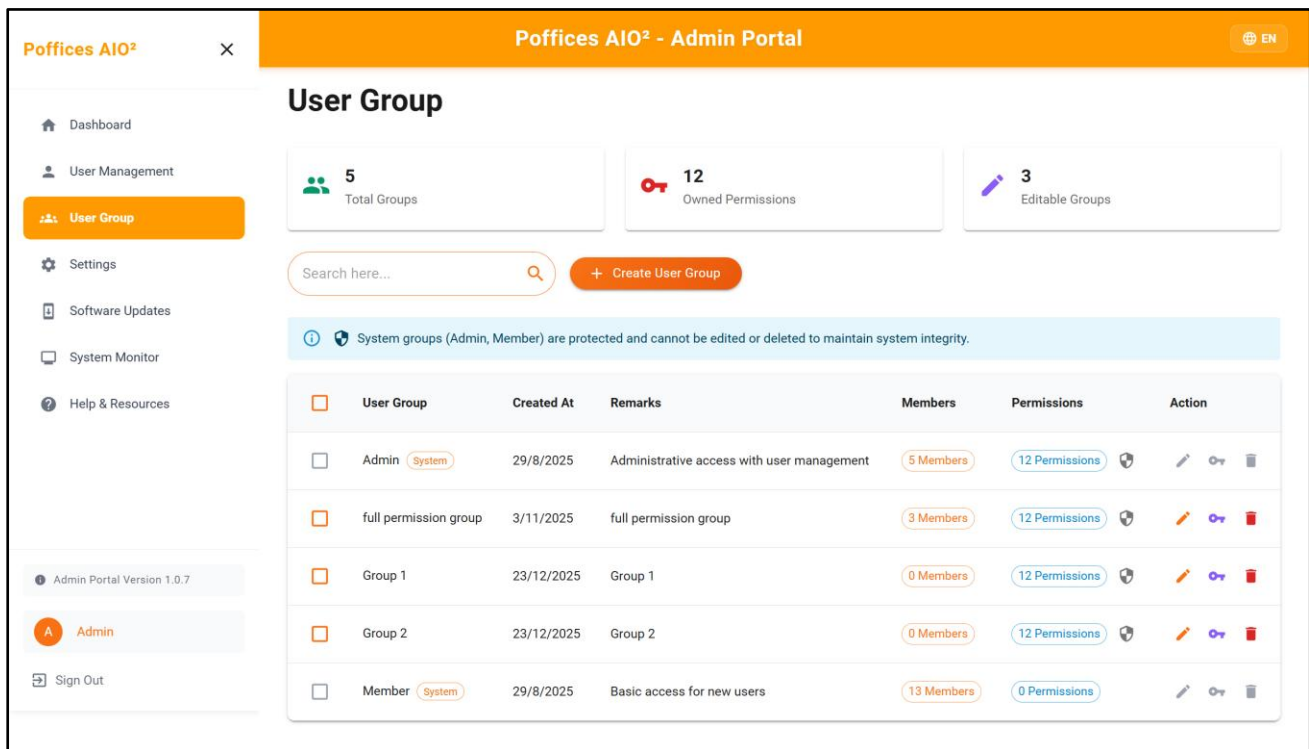
A user’s Web Portal account may be locked after repeated unsuccessful login attempts. An administrator can unlock the account through User Management.

1. Open **User Management** from the Admin Portal sidebar.
2. Locate the user whose **Account Lock** status is displayed as **Locked**.
3. Click the **More Actions** icon (⋮) for the user.
4. Select **Unlock User**.
5. Confirm the action if a confirmation message appears.
6. The account will be unlocked, and the user can attempt to log in to the Web Portal again.

Note: The **Unlock User** option is available only when the user’s Web Portal account is locked. Unlocking the account does not change or reset the user’s password.

6. User Groups

6.1. Overview

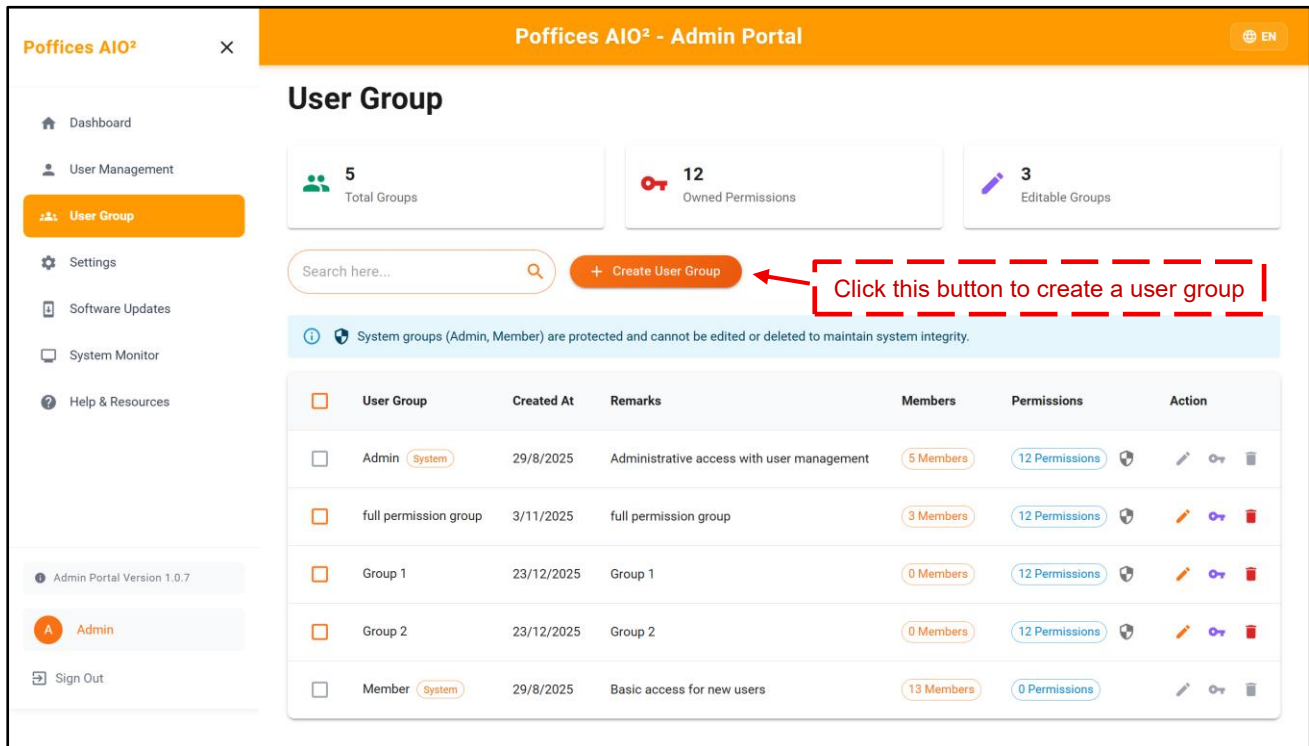


The screenshot shows the 'User Group' overview page in the Poffices AIO² Admin Portal. The page features a sidebar with navigation links: Dashboard, User Management, User Group (selected), Settings, Software Updates, System Monitor, and Help & Resources. The main content area displays a summary bar with three statistics: 5 Total Groups, 12 Owned Permissions, and 3 Editable Groups. Below this is a search bar and a '+ Create User Group' button. A blue informational banner 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 checkboxes, User Group, Created At, Remarks, Members, Permissions, and Action. The table includes system groups (Admin, Member) and user-defined groups (full permission group, Group 1, Group 2).

	User Group	Created At	Remarks	Members	Permissions	Action
☐	Admin (System)	29/8/2025	Administrative access with user management	5 Members	12 Permissions	
☐	full permission group	3/11/2025	full permission group	3 Members	12 Permissions	
☐	Group 1	23/12/2025	Group 1	0 Members	12 Permissions	
☐	Group 2	23/12/2025	Group 2	0 Members	12 Permissions	
☐	Member (System)	29/8/2025	Basic access for new users	13 Members	0 Permissions	

- 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.
 - 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



Poffices AIO² - Admin Portal

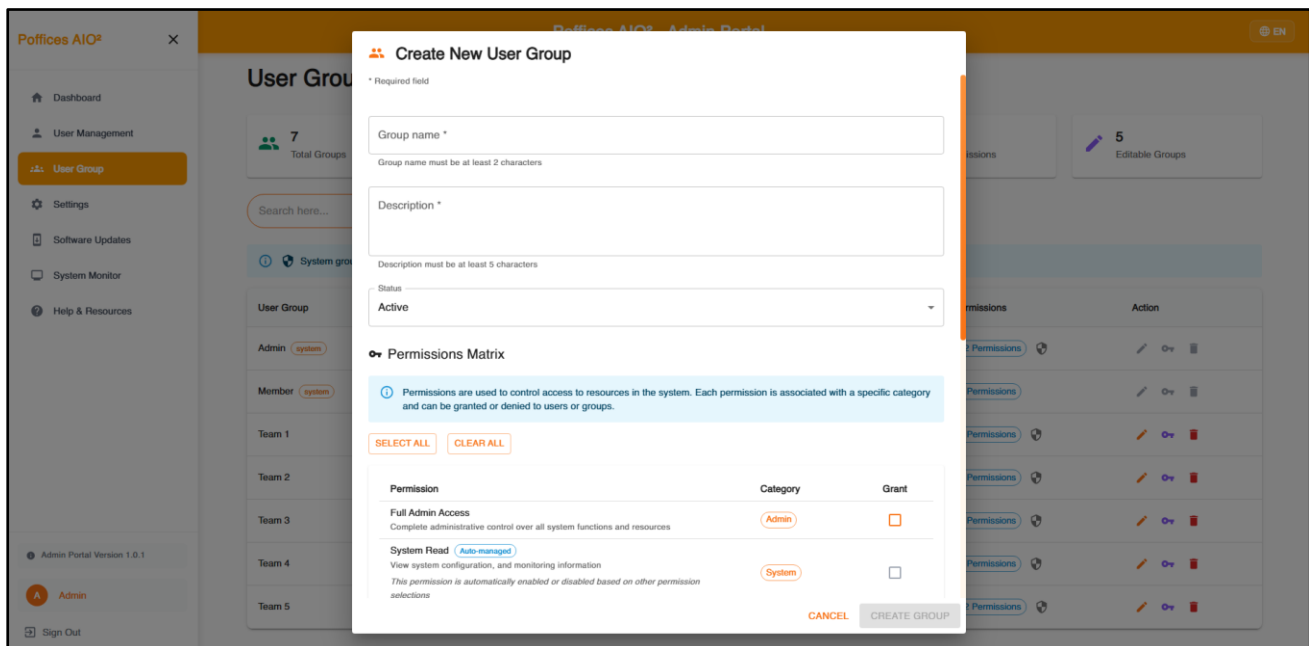
User Group

5 Total Groups 12 Owned Permissions 3 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	29/8/2025	Administrative access with user management	5 Members	12 Permissions	
☐	full permission group	3/11/2025	full permission group	3 Members	12 Permissions	
☐	Group 1	23/12/2025	Group 1	0 Members	12 Permissions	
☐	Group 2	23/12/2025	Group 2	0 Members	12 Permissions	
☐	Member System	29/8/2025	Basic access for new users	13 Members	0 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

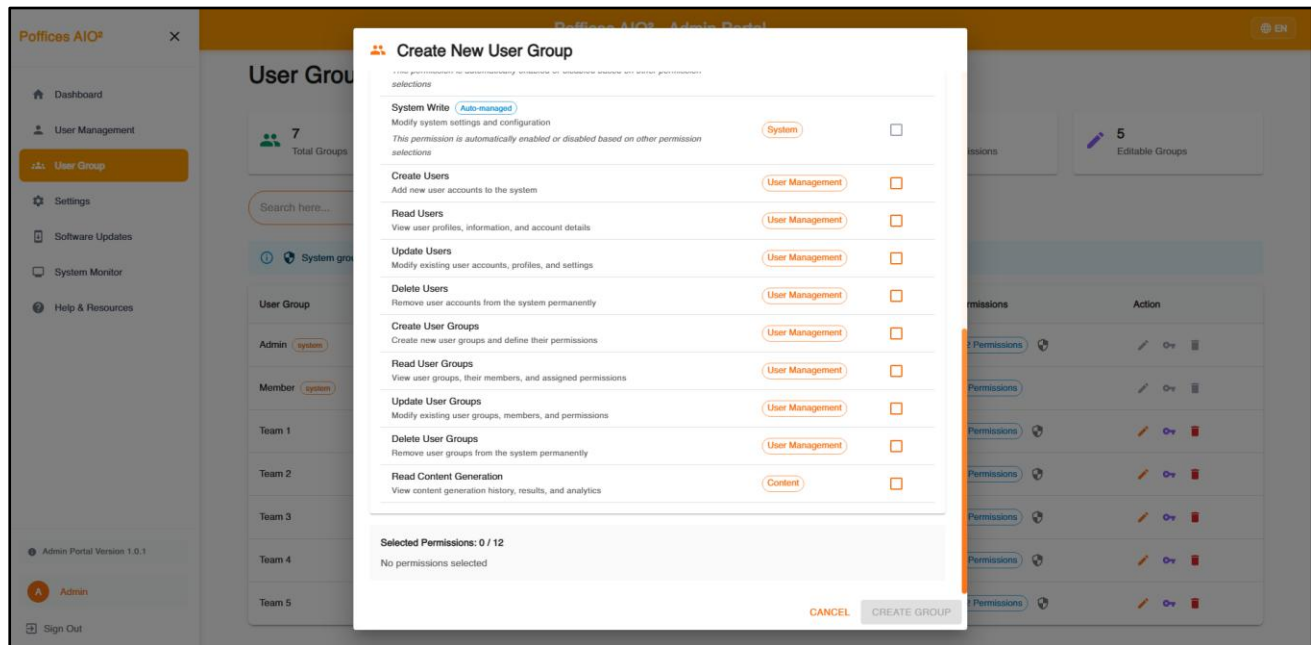
Permissions Matrix

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](#)

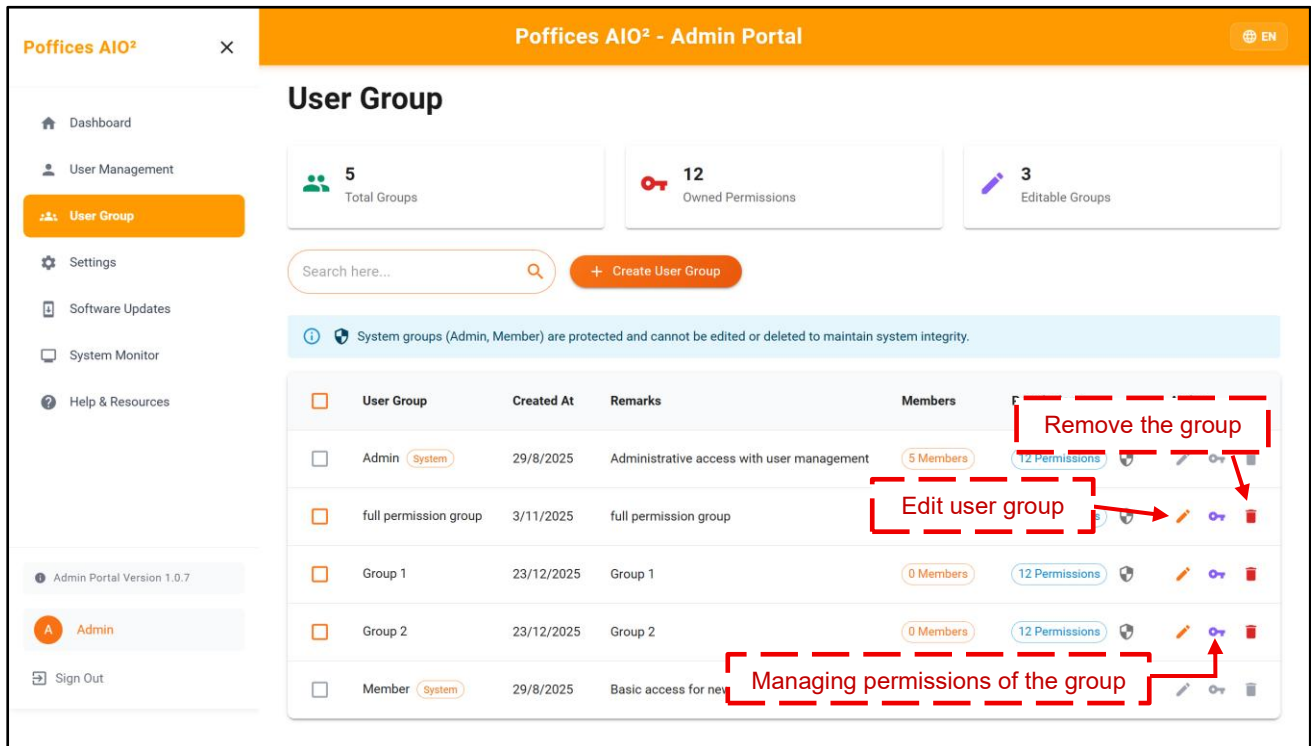
Permission	Category	Grant
Full Admin Access Complete administrative control over all system functions and resources	Admin	☐
System Read Auto-managed View system configuration, and monitoring information <i>This permission is automatically enabled or disabled based on other permission selections</i>	System	☐

[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



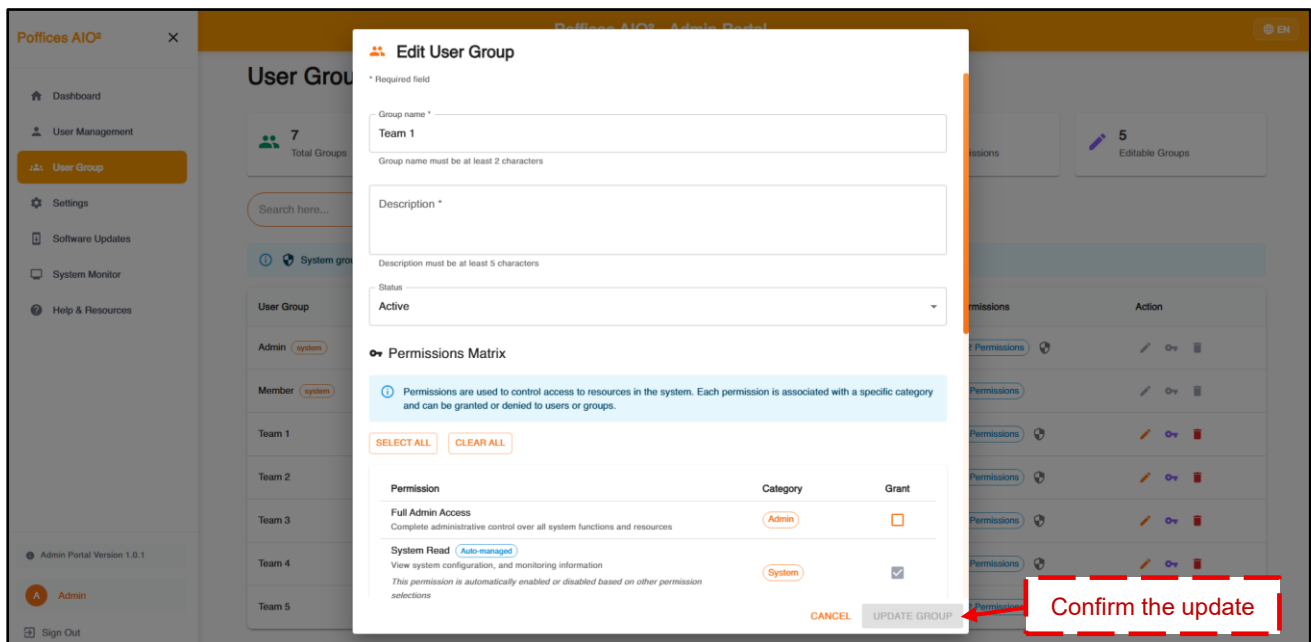
User Group

5 Total Groups | 12 Owned Permissions | 3 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	Actions
☐	Admin (System)	29/8/2025	Administrative access with user management	5 Members	12 Permissions
☐	full permission group	3/11/2025	full permission group	0 Members	12 Permissions
☐	Group 1	23/12/2025	Group 1	0 Members	12 Permissions
☐	Group 2	23/12/2025	Group 2	0 Members	12 Permissions
☐	Member (System)	29/8/2025	Basic access for new users	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.

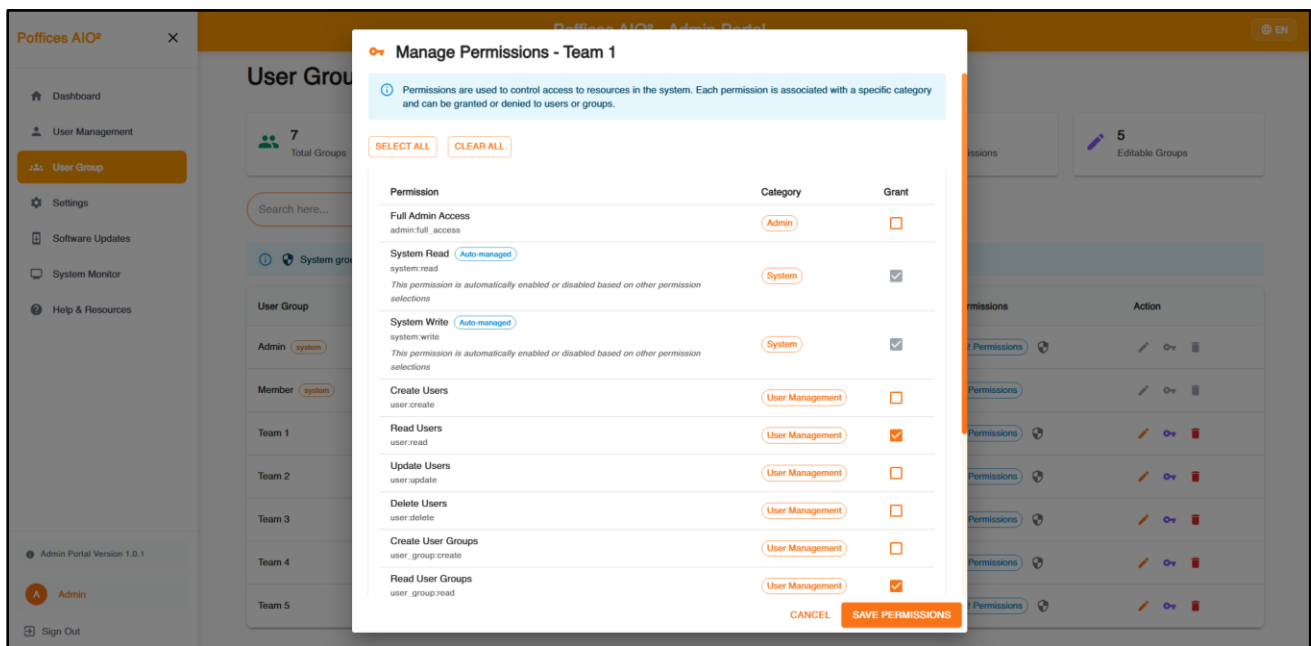
[SELECT ALL](#) [CLEAR ALL](#)

Permission	Category	Grant
Full Admin Access Complete administrative control over all system functions and resources	Admin	☐
System Read (Auto-managed) View system configuration, and monitoring information This permission is automatically enabled or disabled based on other permission selections	System	☒

[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.
- 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.

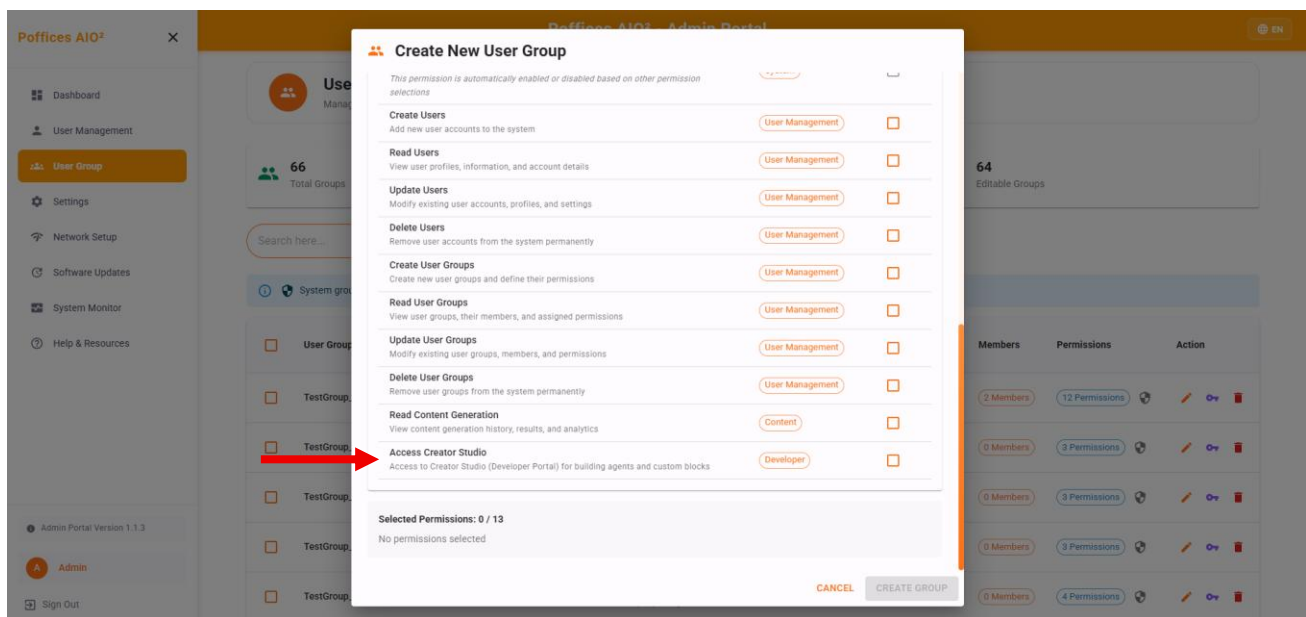
6.4. Manage Permission



- After clicking 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 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.

- The Access Creator Studio permission allows members of the selected user group to access Creator Studio for creating and managing custom AI agents.

6.5. Grant Creator Studio Access



Creator Studio is available only to users whose assigned user group has the **Access Creator Studio** permission. Administrators can grant access using either of the following methods:

- Method 1: Create a dedicated user group – Recommended when Creator Studio should be available only to selected users.
- Method 2: Update an existing user group – Suitable when all users in an existing group should have Creator Studio access.

Method 1: Create a Dedicated User Group

Use this method to grant Creator Studio access only to selected users without changing the permissions of their existing groups.

1. Open **User Group** from the Admin Portal sidebar.
2. Click **Create User Group**.
3. Enter a group name, such as **Creator Studio Users**.
4. Enter a description for the group.
5. Under **Permissions Matrix**, locate **Access Creator Studio** in the **Developer** category.
6. Select the checkbox beside **Access Creator Studio**.
7. Click **Create Group** to save the new user group.

8. Go to **User Management**.
9. Select the users who require Creator Studio access.
10. Click **Add Groups to Selected**.
11. Select the newly created **Creator Studio Users** group.
12. Ensure that **Replacing existing groups** is not selected.
13. Click **Apply Groups** to add the group to the selected users.

Users assigned to this additional group will retain their existing groups and permissions while gaining access to Creator Studio.

Important: Do not select **Replacing existing groups** unless the users' current group assignments should be removed.

Method 2: Update an Existing User Group

Use this method when all users in an existing group should be granted Creator Studio access.

1. Open **User Group** from the Admin Portal sidebar.
2. Locate the existing group that should receive Creator Studio access, such as **Member**.
3. Click the **Manage Permissions** key icon in the Action column.
4. Locate **Access Creator Studio** under the **Developer** category.
5. Select the checkbox beside **Access Creator Studio**.
6. Click **Save Permissions** to apply the change.

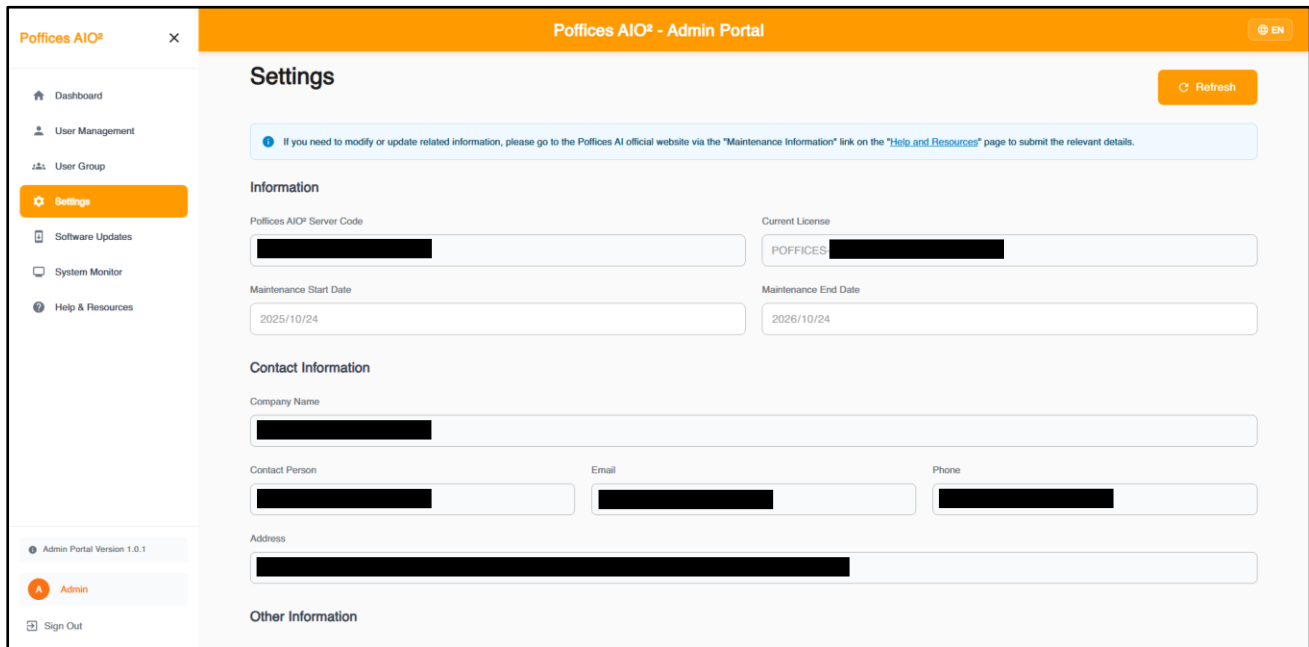
All users assigned to the selected group will receive Creator Studio access.

Important: Updating an existing group affects every user assigned to that group. Review the group members before granting the permission.

After Granting Access

- Users may need to log out and log in again before Creator Studio becomes available.
- If Creator Studio is still unavailable, confirm that the user belongs to a group with the **Access Creator Studio** permission.
- To remove access, remove the user from the dedicated group or clear the **Access Creator Studio** permission from the applicable group.

7. Settings



Poffices AIO² - Admin Portal

Settings

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 AIO² 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

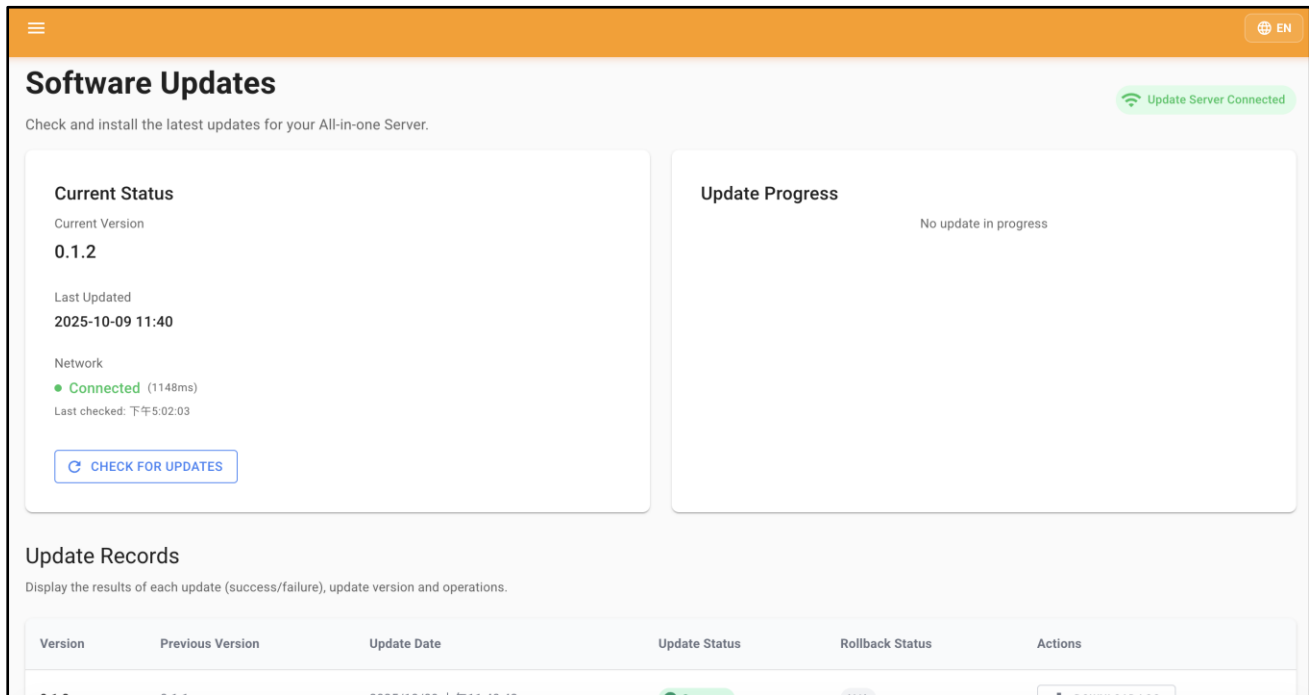
Admin

Sign Out

Refresh

- The Settings page provides an overview of essential information for the Poffices AIO² Server.
- It displays key details such as:
 - Poffices AIO² 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 AIO² 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

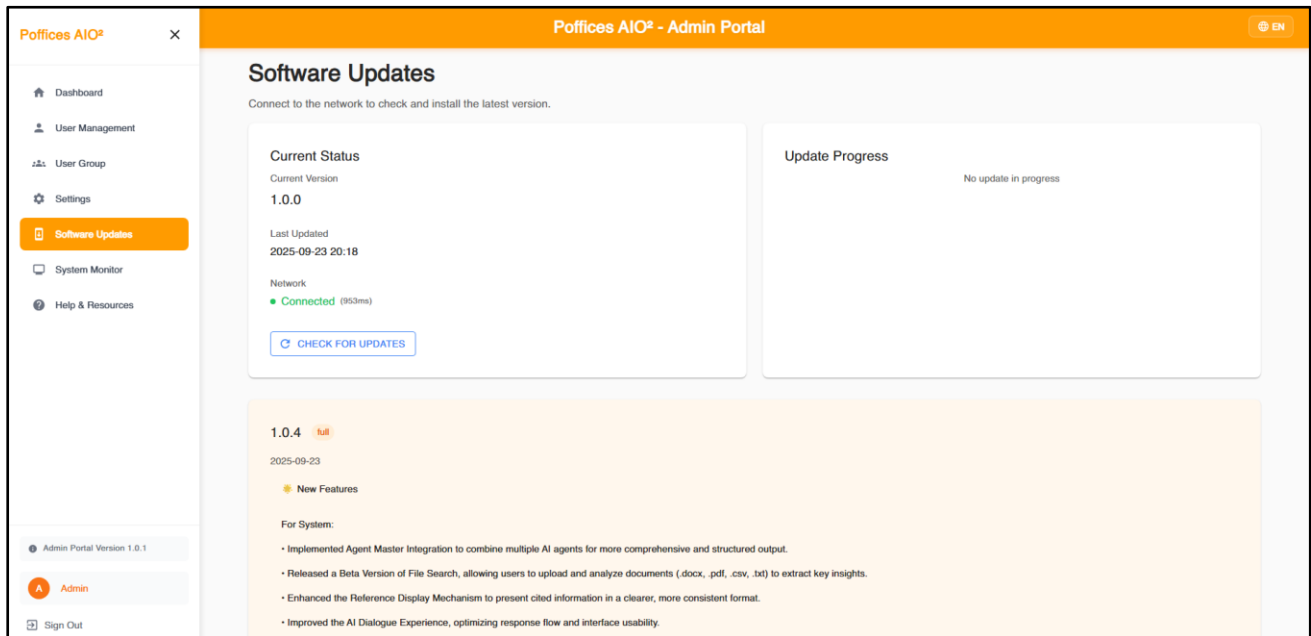
Display the results of each update (success/failure), update version and operations.

Version	Previous Version	Update Date	Update Status	Rollback Status	Actions
0.1.2	0.1.1	2025-10-09 11:40:40	Success	Rollback	Download Log

8.1. Overview

- The Software Updates page allows administrators to check for, download, and install the latest version of the Poffices AIO² 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 AIO² - 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

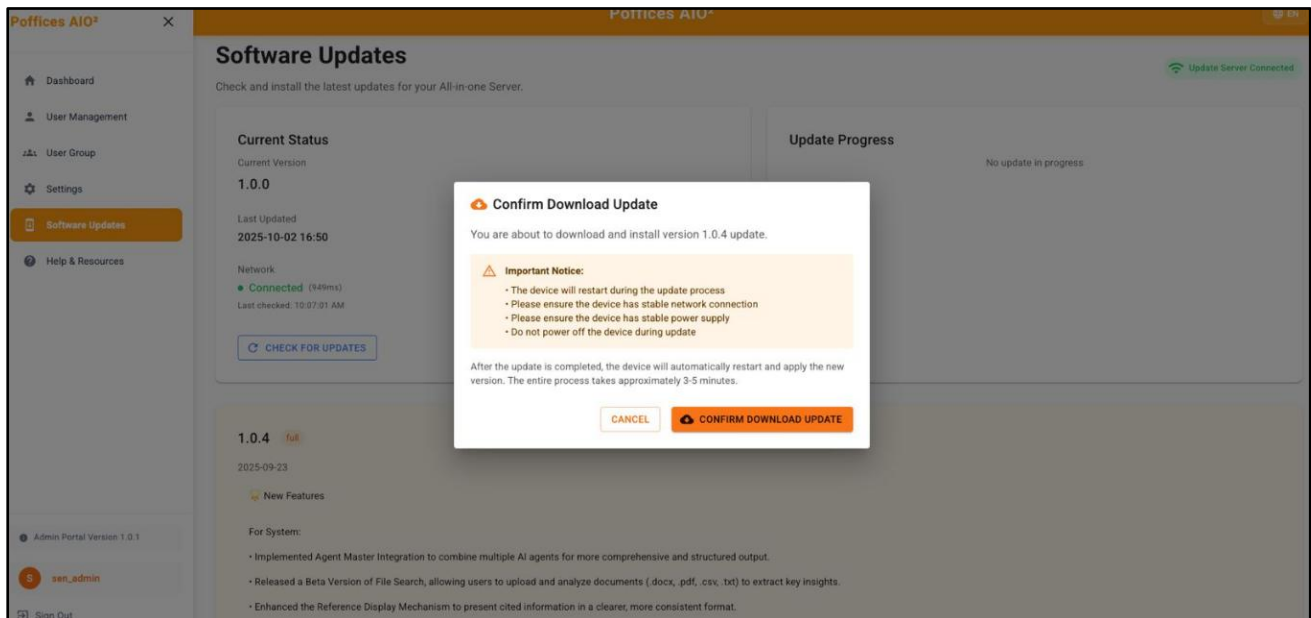
1.0.4 Full

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 AIO² - 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

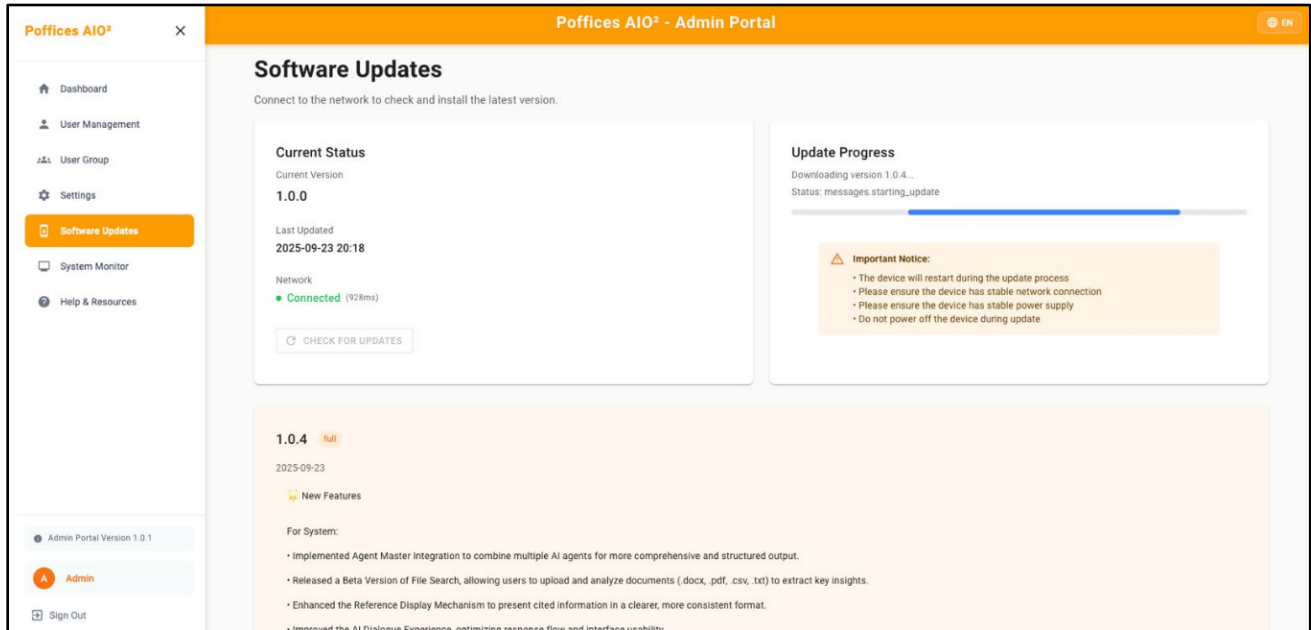
You are about to download and install version 1.0.4 update.

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



Poffices AIO² - Admin Portal

EN

Help & Resources

Access FAQ, maintenance services, and support information.


Poffices AIO² FAQ
Website

Comprehensive FAQ for Poffices AIO² system including setup, troubleshooting, and user guides.



Note: This QR code links to English version website

OPEN WEBSITE

COPY LINK


Maintenance Service Terms for Poffices AIO²
Website

Service terms, conditions, and policies for Poffices AIO² maintenance and support services.



Note: This QR code links to English version website

OPEN WEBSITE

COPY LINK


Maintenance Information
Website

Submit updates and check maintenance information (e.g., maintenance dates, contact email, contact person, etc.).



Note: This QR code links to English version website

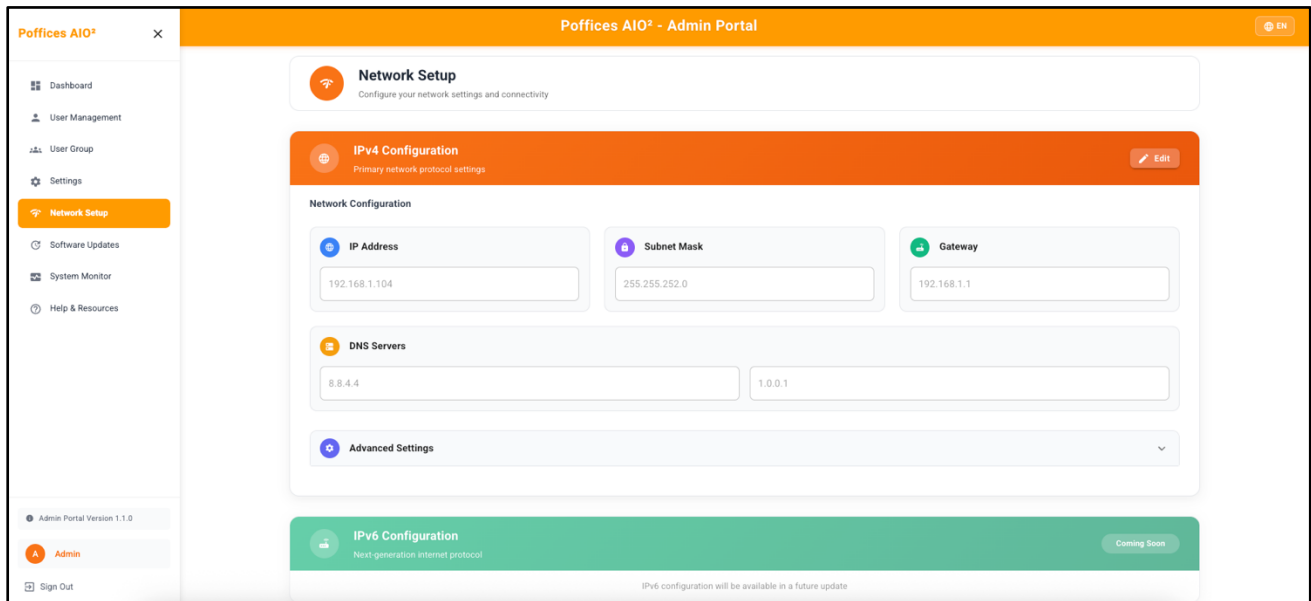
OPEN WEBSITE

COPY LINK

- Please review the frequently asked questions on this page for common inquiries.
- Please review the 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.
- QR codes can be scanned with mobile device to go to the corresponding website

10. Network Setup

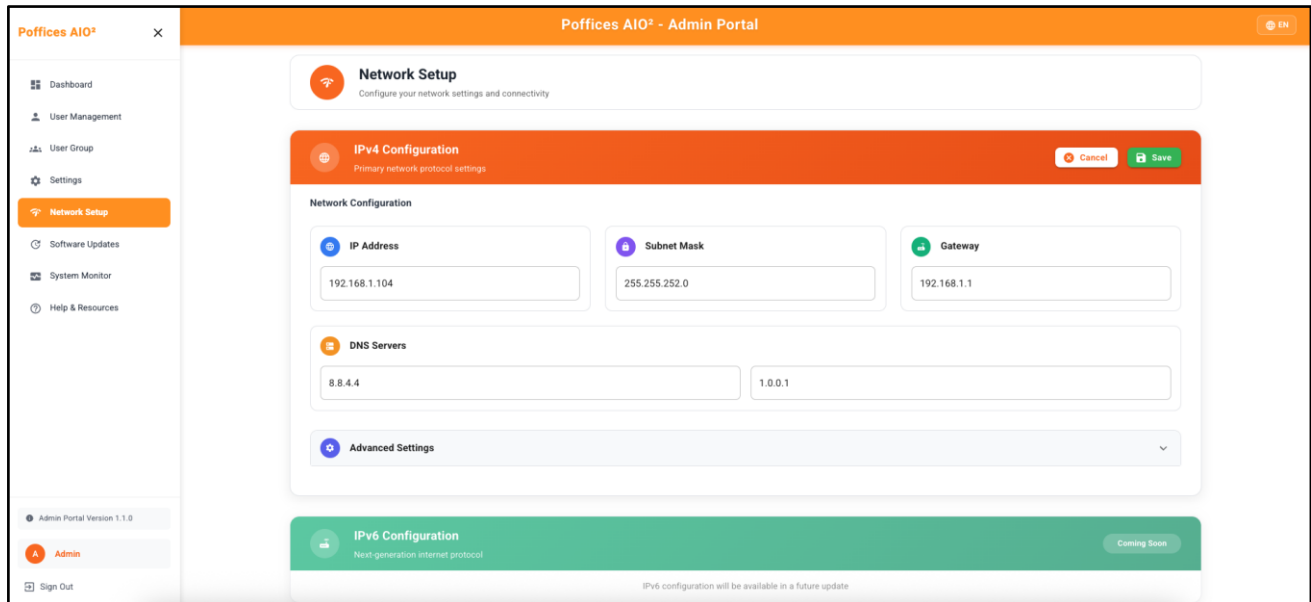
10.1. Overview



The screenshot displays the 'Poffices AIO² - Admin Portal' interface. On the left is a sidebar with navigation links: Dashboard, User Management, User Group, Settings, Network Setup (highlighted), Software Updates, System Monitor, and Help & Resources. The main content area is titled 'Network Setup' and includes a sub-section 'IPv4 Configuration' with the subtitle 'Primary network protocol settings'. This section contains three input fields: 'IP Address' (192.168.1.104), 'Subnet Mask' (255.255.252.0), and 'Gateway' (192.168.1.1). Below these are 'DNS Servers' (8.8.4.4 and 1.0.0.1) and an 'Advanced Settings' dropdown. At the bottom, there is an 'IPv6 Configuration' section with the subtitle 'Next-generation internet protocol', which is currently disabled and marked 'Coming Soon'. A footer note states 'IPv6 configuration will be available in a future update'.

- The Network Setup section allows administrators (especially for IT specialists) to adjust the current network setting for the Poffices AIO² Server.
- The published feature mainly surrounding the configuration of IPv4. And the IPv6 will coming soon.

10.2. View and Edit Configuration



Poffices AIO² - Admin Portal

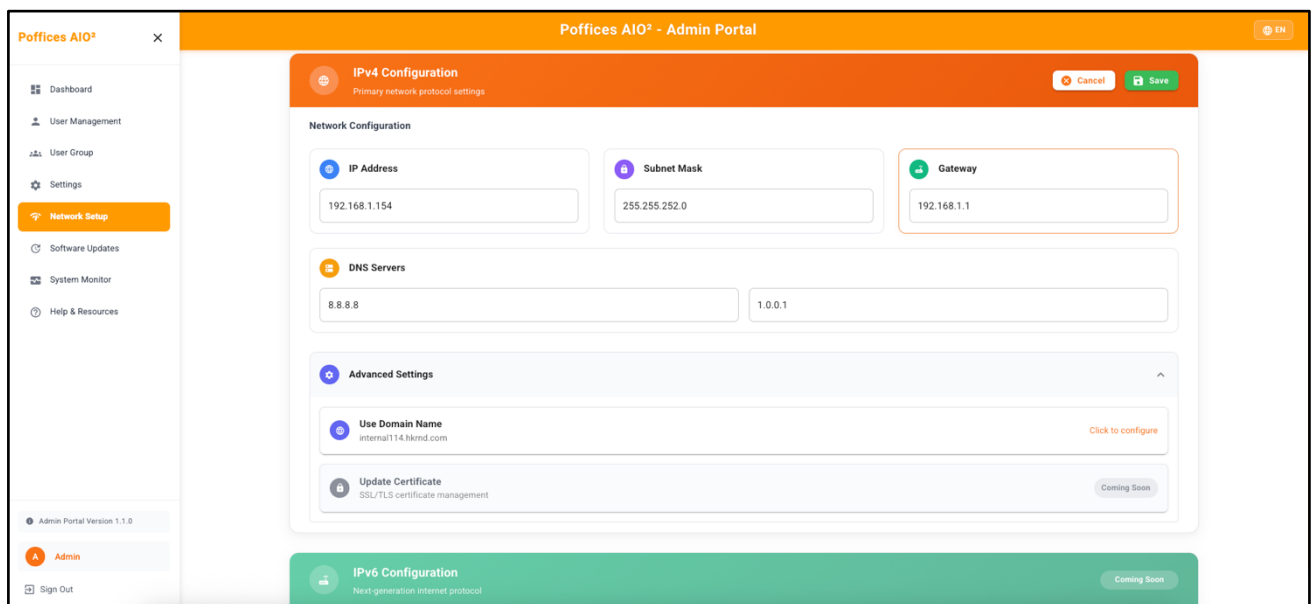
Network Setup
Configure your network settings and connectivity

IPv4 Configuration
Primary network protocol settings

Network Configuration

- IP Address:** 192.168.1.104
- Subnet Mask:** 255.255.252.0
- Gateway:** 192.168.1.1
- DNS Servers:** 8.8.4.4, 1.0.0.1
- Advanced Settings:** (Expandable section)
- IPv6 Configuration:** Next-generation internet protocol. (Coming Soon)

IPv6 configuration will be available in a future update

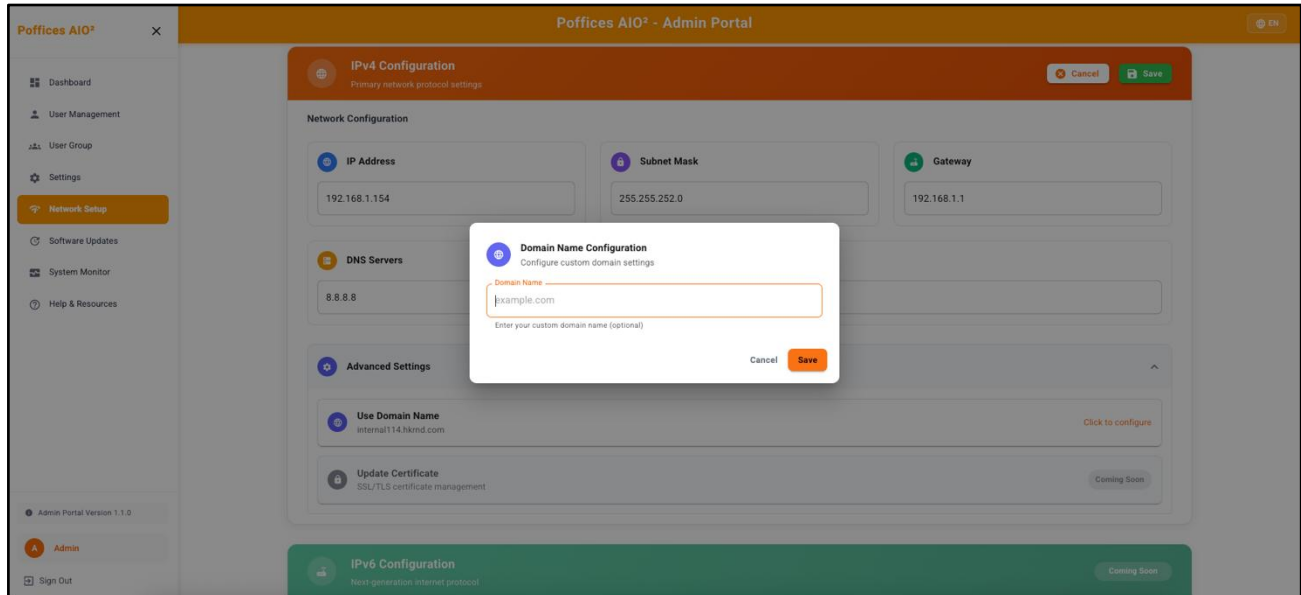


Poffices AIO² - Admin Portal

IPv4 Configuration
Primary network protocol settings

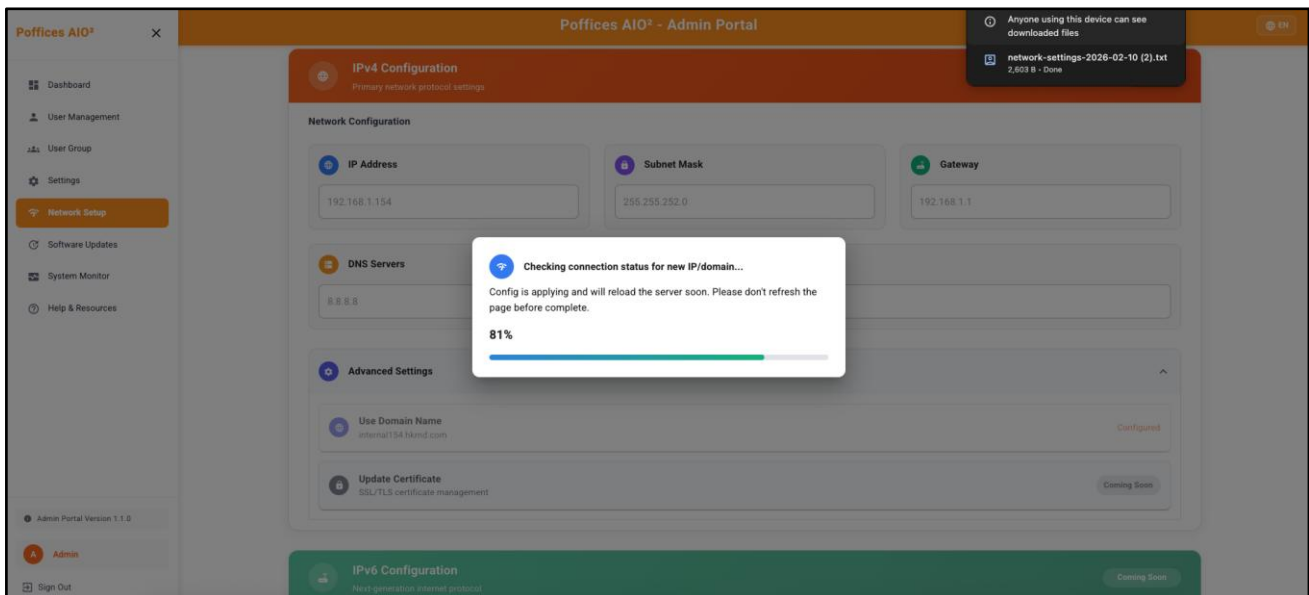
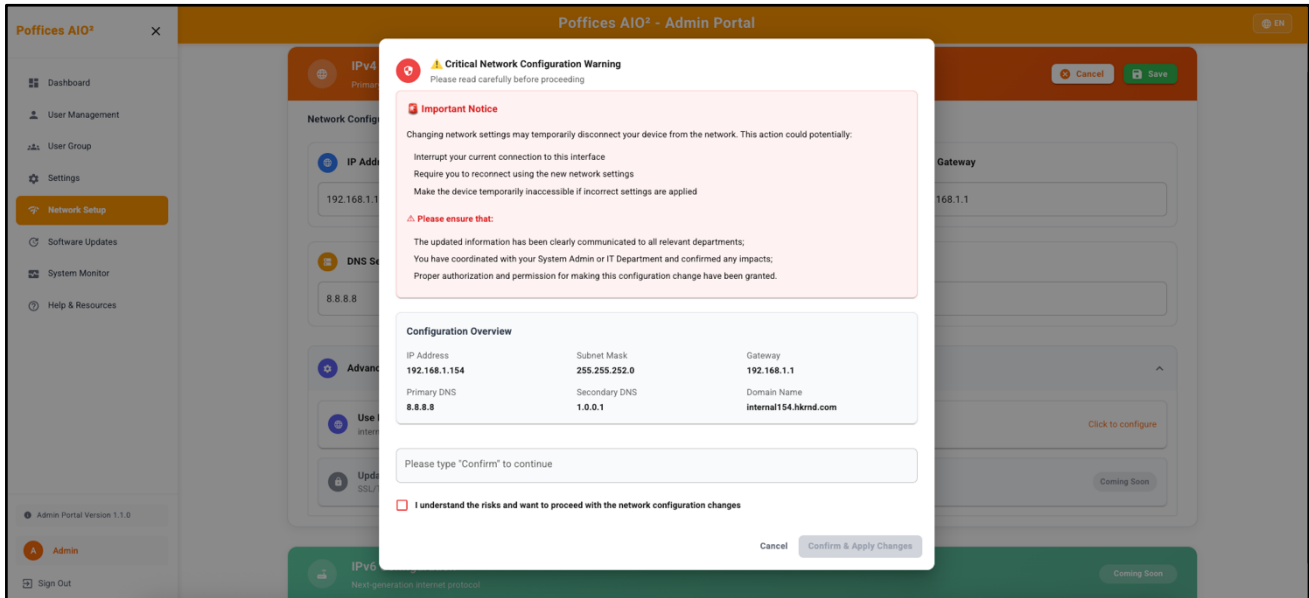
Network Configuration

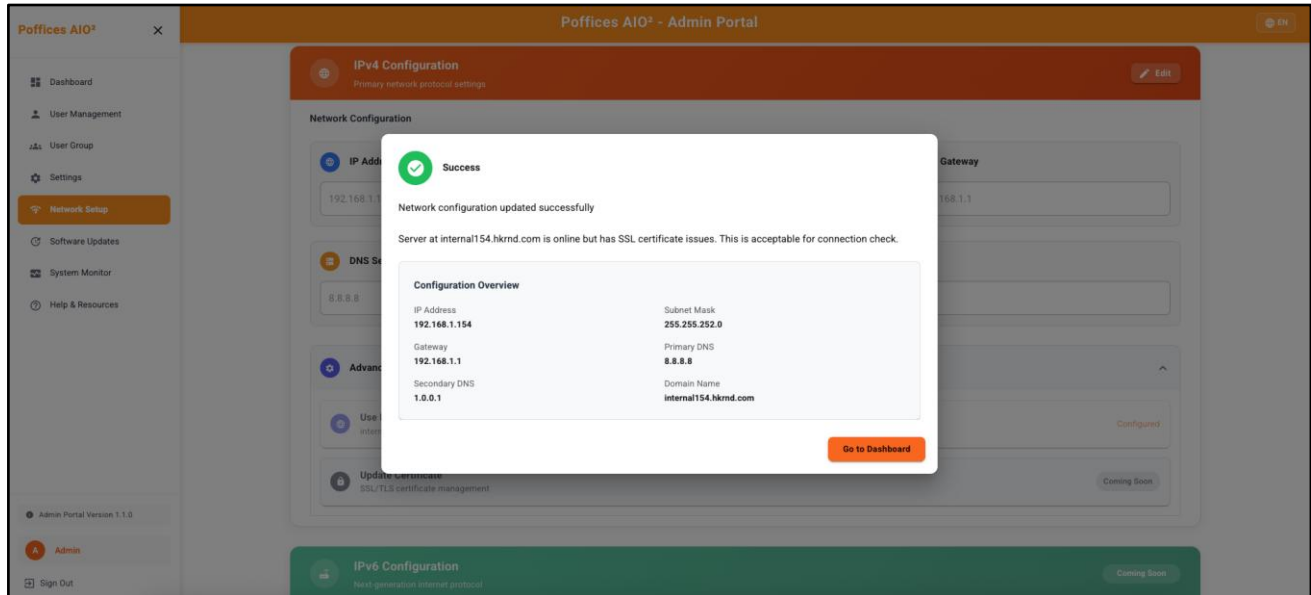
- IP Address:** 192.168.1.154
- Subnet Mask:** 255.255.252.0
- Gateway:** 192.168.1.1
- DNS Servers:** 8.8.8.8, 1.0.0.1
- Advanced Settings:**
 - Use Domain Name:** internal114.hkmd.com (Click to configure)
 - Update Certificate:** SSL/TLS certificate management (Coming Soon)
- IPv6 Configuration:** Next-generation internet protocol. (Coming Soon)



- When you click the Edit button in the IPv4 Configuration header, the corresponding section switches from read-only mode to edit mode. You can then update the network settings according to your deployment requirements.
- On the Network Setup page of the Admin Portal, you can configure the following items:
 - IP Address
 - Subnet Mask
 - Gateway
 - DNS Servers
 - Domain name (Under Advanced Settings) (Optional)
- After you have reviewed and updated all required fields, click Save to apply the changes and continue with the configuration process.

10.3. Confirmation and Process Update





- When you submit the updated network settings, a “Critical Network Configuration Warning” pop-up window is displayed. Carefully read the Important Notes and Recommendation sections, then review the Configuration Overview to ensure that all details are correct. If everything is accurate and you agree to proceed, type “confirm” in the confirmation field and click Confirm & Apply Changes.
- After confirmation, you will be prompted to download a text file that contains a summary of your requested changes and guidance for potential command scenarios you may encounter. The system then starts applying the new configuration in the background and shows a progress window while it checks the connection using the new IP address. This process typically takes about 5 to 10 minutes and may require a server reboot. Once completed, a Success message with the final configuration overview will be displayed.

Contact information

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<https://poffices.ai/>