Indoria Office
BY INDORIA TECHNOLOGIES PVT LTD

Administrator Guide

Running an organisation on Indoria Office

Indoria Technologies Private Limited | Surajgarh, Jhunjhunu, Rajasthan, India | Version 1.0 | October 2026

1. Roles

Role	Can do
Owner	Everything, including delete organisation, change owner, signup mode
Admin	Invite and manage members, enable apps, see usage and audit, manage storage
Member	Use enabled apps, save and share files
Viewer	Read files shared with the organisation; cannot create or edit
Platform admin	Operator of the whole installation (set with PLATFORM_ADMINS); not an organisation role

Admins can see file names, owners, sizes and sharing for all files, but not the content of private files.

2. Everyday tasks

Task	Steps
Choose which apps people can use	Admin > Apps > tick IndoWrite / IndoGrid / IndoSlide / IndoPad > Save apps. Takes effect at the next page load.
Invite people	Admin > People > Invite people. Enter e-mail and role, then Send invitations. The link is valid 7 days and works only for that address. Without SMTP the link is shown on screen so you can send it yourself.
Suspend a person	Admin > People > Suspend. Their sessions end immediately; files remain.
Remove a person	Admin > People > Remove. Files they owned stay in the organisation.
See usage	Admin > Overview: people active each day and opens per app. Admin > Activity lists sign-ins and changes.
Export audit log	Admin > Activity > download CSV (sign-ins, invites, role changes, deletions).
Check storage	Admin > Overview > Storage. The quota applies to the whole organisation.

3. Sign-up modes (server setting)

The sign-up mode is set by the person who runs the server with SIGNUP_MODE in the .env file, not in the Admin screen. Restart the server after changing it.

Mode	Meaning	Use when
open	Anyone can create a new organisation	Public launch
invite	Only invited people can create accounts	School or company server
closed	Nobody new can sign up	Maintenance or freeze

4. Students and minors

- If your students are under 18, the institution must obtain verifiable parental or guardian consent as required by the Digital Personal Data Protection Act 2023 and its Rules, and must act as the data fiduciary for its own students. See the Data Processing Agreement.
- Do not enter more student information than needed. Indoria Office needs only name and e-mail.
- Switch on only the apps the class needs; use "invite" signup mode so strangers cannot join.

5. Platform operator tasks

- Open Admin > Platform (visible only to accounts listed in PLATFORM_ADMINS).
- Suspend an organisation for abuse; set a storage quota; view totals.
- Run backups: node server/scripts/backup.js. Reset a forgotten password when e-mail is not set up: node server/scripts/reset-password.js owner@indoriatechnologies.in.

6. Good practice

- Have at least two owners or admins.
- Turn on e-mail verification (REQUIRE_VERIFIED=true) once SMTP works.
- Review Admin > Activity monthly; remove leavers within a day.
- Test restore from backup every quarter.

Addendum: channels, partners and the website inbox (1.4)

- Platform administrators see two extra tabs in Admin: **Channels** (create a CA firm or reseller channel with its first owner; suspend; set a client limit) and **Website** (messages from the contact form, subscribers, download counts).
- CA firm and reseller owners see **Partner console** in the account menu. They add clients, suspend or reactivate them, set apps and storage (up to 50 GB), and share a sign-up link.
- The organisation list shows a Channel column; you can move an organisation to another channel.
- A partner cannot read a client's files, CRM data or audit log. Full description: document 42.