

Vyapin Teams Manager v1x

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1. Vyapin Teams Manager

Introduction

Vyapin Teams Manager

1.1 How to register the software?

How to purchase?

You can purchase Teams Manager through our website <https://www.vyapin.com/>. Please contact our Sales department at sales@vyapin.com for sales and price related queries.

How to register the software?

Once you purchase the software online or through any one of our resellers, you will receive a purchase notification through e-mail from our sales department. We will send you an e-mail with the necessary instructions to register the software.

Request License Key

In case you do not receive an e-mail from our sales team after you purchase the software, please contact our sales department at sales@vyapin.com with the sales order number. You can also request the license by the filling up the form shown below. Please allow 12 hours from the time of purchase for our sales department to process your orders.

1. Select **Product Activation** from **Help** menu
2. The **Product Activation** page appears as shown below:

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The screenshot displays the 'Home [Help]' page of the Vyapin Teams Manager v1x application. The interface includes a navigation sidebar on the left with icons for home, help, and a question mark. The main content area is divided into several sections:

- Vyapin Teams Manager:** A red question mark icon with the text 'Get help using Vyapin Teams Manager.'
- Check for Updates:** A gear icon with the text 'Get the latest updates available for Vyapin Teams Manag'.
- Report a problem:** A person icon with the text 'Let us know if you need help or how we can make Vyapir Manager better.'
- Product Activation:** A yellow highlighted section with a globe icon and the text 'Use this to activate Vyapin Teams Manager. Contact our sales team at sales@vyapin.com for further assistance.'

The 'Product Activation' section contains the following details:

Product Version:	1.0.0.0		
Licensed To:	-		
License Type:	15-day Evaluation Copy		
License Description:	This software is meant solely for evaluation purposes only.		
Remaining Days:	10	Remaining:	1 site(s)
Program Folder:	C:\Projects 2015\Vyapin Teams Manager\Development\Vyapin Teams Manager-mig\Teams Tool\bin\Debug		
Application Data:	C:\Users\Public\Documents\Vyapin Teams Manager\1x		
Product Key:	<input type="text"/>		

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3. Once you paste the license key, click **Activate** button to apply the new license key.

1.2 Technical support

Please send all Technical Support questions to support@vyapin.com.

Please send us the following additional information if you are reporting a problem:

1. Version of Vyapin Teams Manager that you are evaluating or you have registered with us. (Version information could be found in the "Product Activation" section under "Help").
2. Additional services or resource consuming processes/applications (like anti-virus) running in the background on Vyapin Teams Manager installed computer.
3. Hardware configuration of the computer where Vyapin Teams Manager is installed.
4. "VyapinTeamsManagement_<timestamp>.txt" available under 'Logs' folder in the common application data path of Vyapin Teams Manager (e.g., <Application Data Folder>\Vyapin Teams Manager\1x\Logs\VyapinTeamsManagement_20220328-122335).

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Note:

<Application Data Folder> is the location where Vyapin Teams Manager jobs are stored in the computer running Vyapin Teams Manager application. The <Application Data Folder> can be found from **Help -> Product Activation** screen. The default path of <Application Data Folder> is as follows:

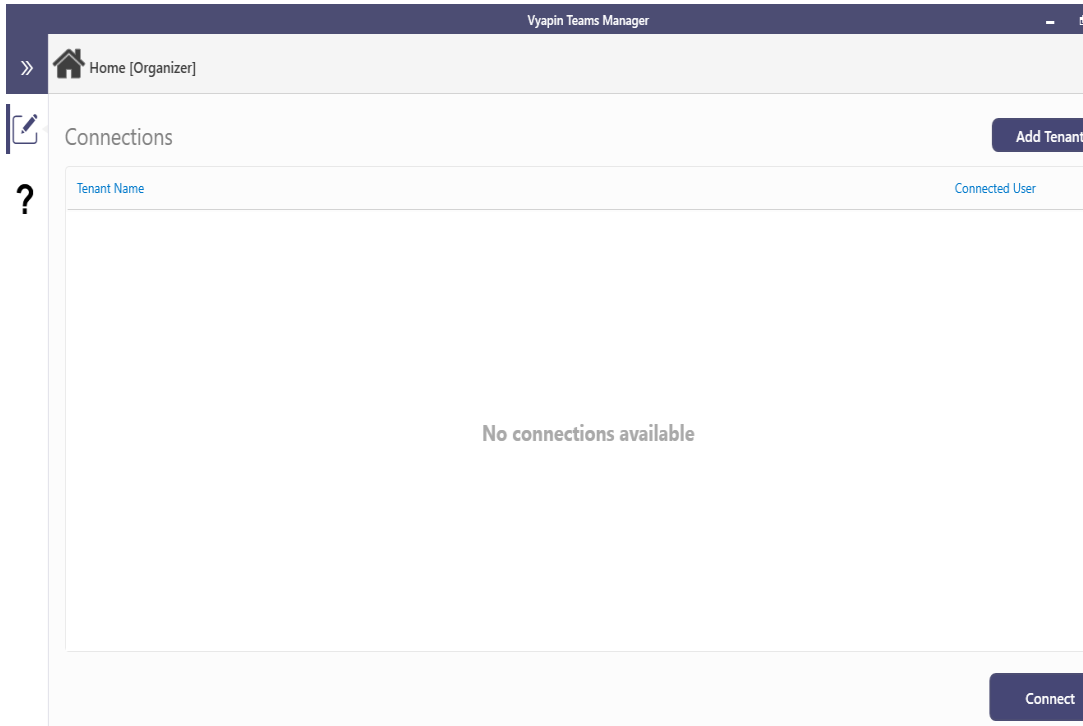
- Windows 10 / Windows 8 / Windows 7, Windows Server 2012 R2 / Windows Server 2012 / Windows Server 2008 R2 / Windows Server 2008 - C:\Users\Public\Documents

1. Select **Report a problem** option from **Help** menu as shown below.

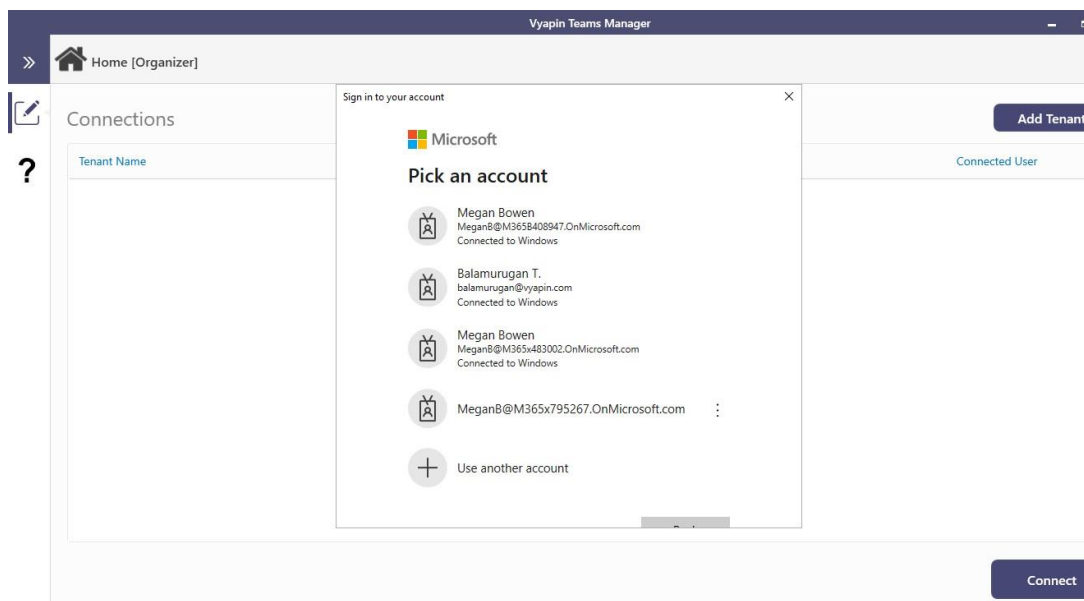
The screenshot shows the 'Vyapin Teams Manager' application interface. At the top, there is a dark blue header with the text 'Vyapin Teams Manager'. Below the header is a navigation bar with a home icon and the text 'Home [Help]'. The main content area is divided into several sections. On the left, there is a sidebar with icons for 'Help' (a question mark) and 'Product Activation' (a document icon). The 'Help' section contains a red question mark icon and the text 'Vyapin Teams Manager Get help using Vyapin Teams Manager.' The 'Product Activation' section contains a document icon and the text 'Product Activation Use this to activate Vyapin Teams Manager. Contact our sales team at sales@vyapin.com for further assistance.' On the right, there is a 'Check for Updates' section with a gear icon and the text 'Check for Updates Get the latest updates available for Vyapin Teams Manager.' Below this, a yellow box highlights the 'Report a problem' option with a person icon and the text 'Report a problem Let us know if you need help or how we can make Vyapin Teams Manager better.' Below the yellow box, there is a form for submitting a technical question or problem. The form includes a heading 'Use the form below to submit a technical question or problem to the technical support team. (Fields marked with * are required)'. The form fields are: 'Salutation*' (a dropdown menu with a checkmark), 'First Name*', 'Last Name*', 'E-Mail*', 'Company*', 'User Status*', 'Product*', 'Version*', 'Operating System*', and 'Service Pack*'. There is a large text area for 'Problem Description*'. At the bottom, there is a 'File Attachment(s)' section with a text input field and a 'Browse' button. A 'Send' button is located at the bottom left of the form.

2. Vyapin Teams Manager

1. The **Home** page for **Vyapin Teams Manager** as shown below. Provide the Site URL to organize with the appropriate credentials in the **Home** page by clicking the **Add Tenant** button.



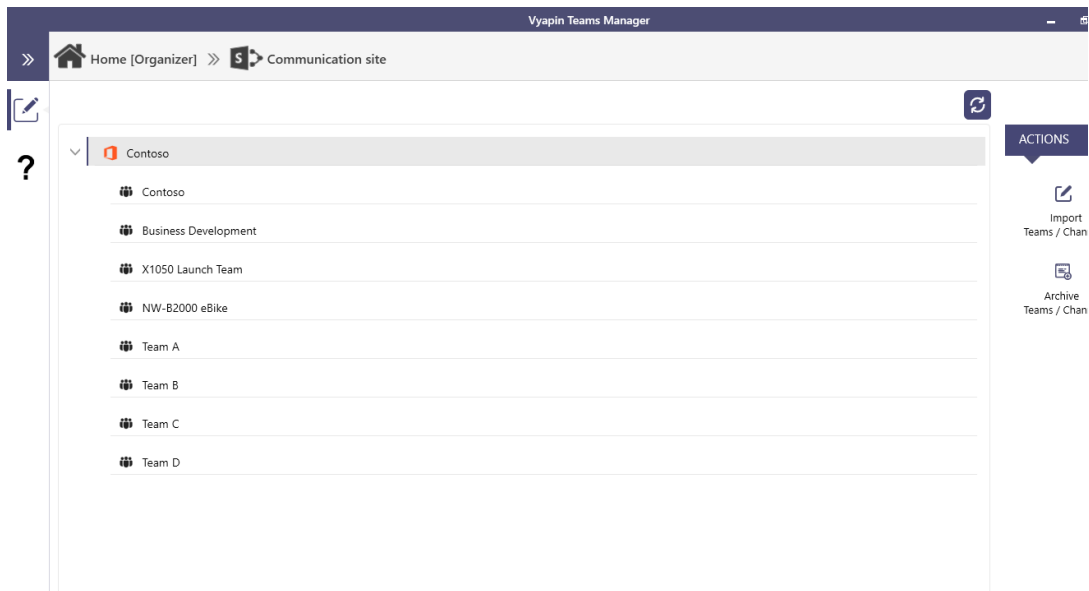
2. The following page will appear as below and then sign in to your Microsoft account with proper credentials.



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3. After sign in to your Microsoft account and select the tenant which has tenantname (Contoso) and click the **Connect** button.

4. The following page will appear with the corresponding team explorer in left pane and **Actions** menu in the right pane. Here you can select the team(s) which you are going to import or archive and select any one of the appropriate actions below:



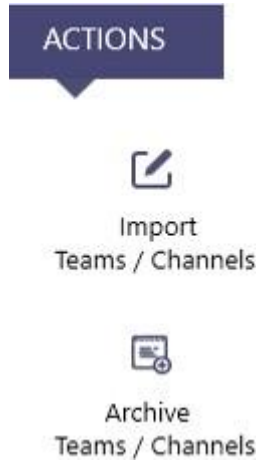
Refresh Button:



5. Click  to refresh the connected teams tenant and provide all the teams in the tenant form in the left pane.

6. The **Actions** menu consists of the following actions:

- [Import Teams / Channels](#)
- [Archive Teams / Channels](#)



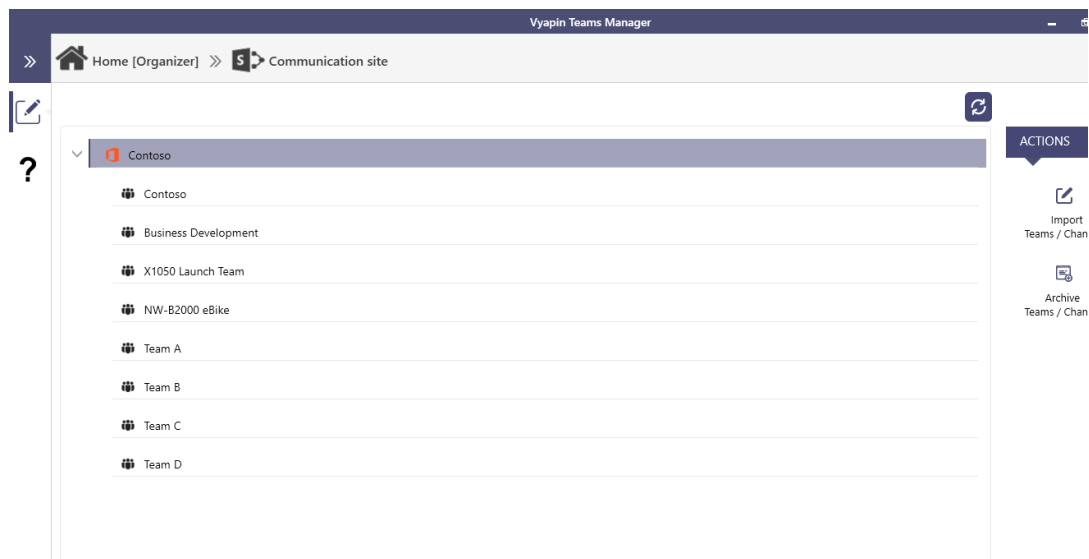
7.Note: These action buttons will be enabled only after selecting any of the content.

2.1 Import Teams and Channels

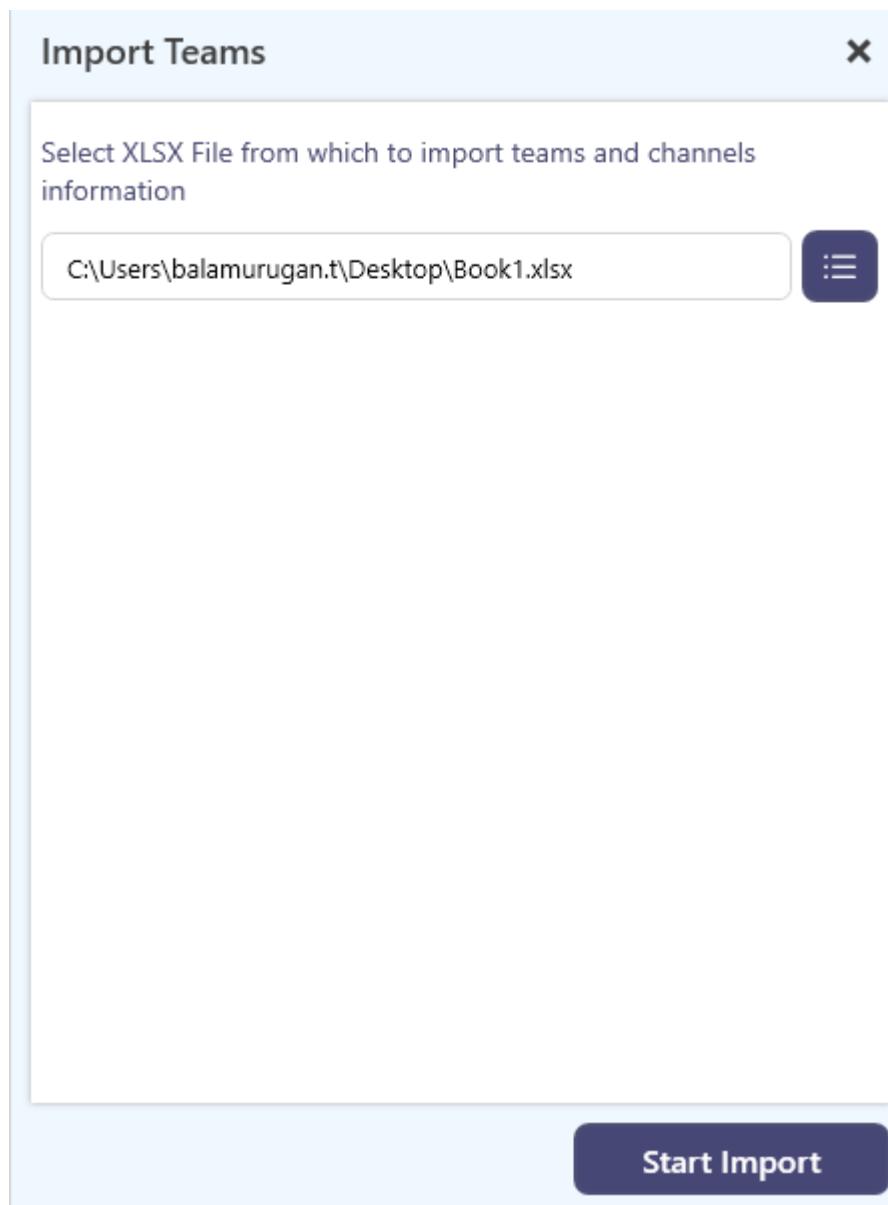
To import teams and channels into the connected tenant from batch file.

1. Provide the tenant where the teams and channels to import with the appropriate credentials in the **Home** page and click the **Connect** button. For more information about the **Home** page, click [here](#).

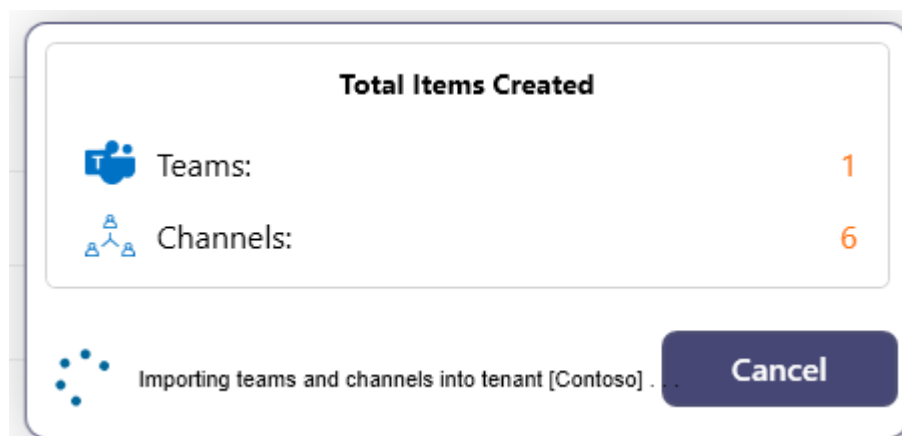
2. The following page will appear with the corresponding teams and channels explorer in the left pane and **Actions** menu in the right pane. Here you can select the tenant which you are going to import teams / channels and select 'Import Teams / Channels'



3. Select the XLSX file from which teams and channels will be imported in the right pane.



4. Click 'Start Import' to import the teams and channels into the tenant.

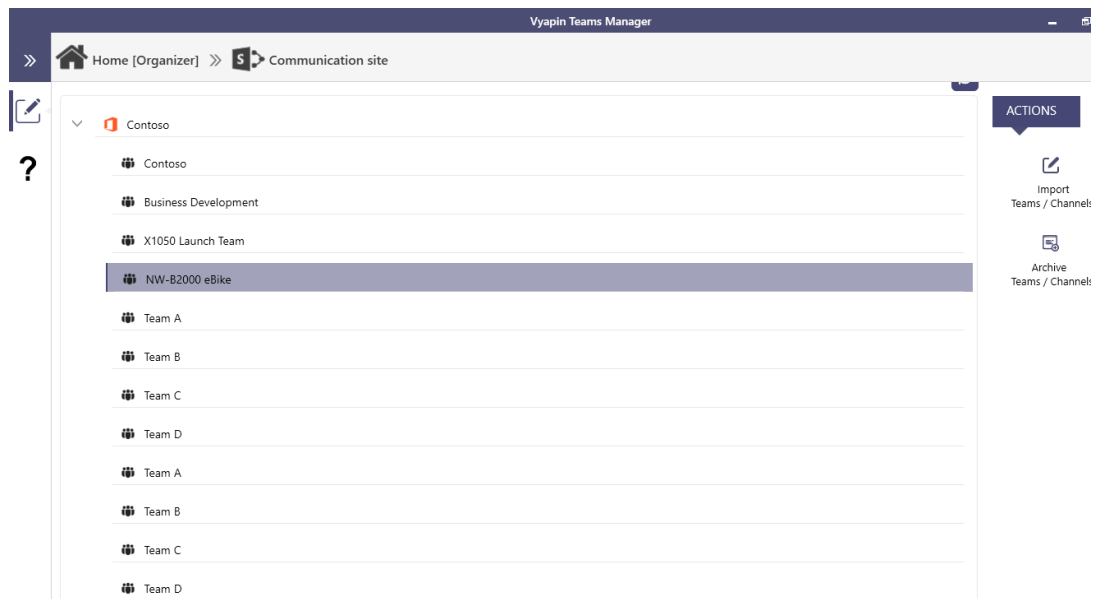


2.1 Archive Teams and Channels

To archive teams and channels in a tenant into the specified folder location.

1. Provide the tenant where teams and channels to archive with the appropriate credentials in the **Home** page and click the **Connect** button. For more information about the **Home** page, click [here](#).

2. The following page will appear with the corresponding teams and channels explorer in the left pane and **Actions** menu in the right pane. Here you can select the teams / channels which you are going to archive and click 'Archive Teams / Channels'.



3. Click 'Start Archive' to archive the selected teams and channels.

