HYENA⁺

Switching to the Cloud
An Easy Guide.

From HYENA to HYENA⁺

To upgrade a HYENA licence(s) to a HYENA⁺ Subscription, head to https://www.acadsbsg.com.au/trade-up/ and complete the form. If you require a Subscription for more than 7 users, you qualify for Enterprise pricing (more here: https://app.acadsbsg.com.au/subscription/hyena-pricing).
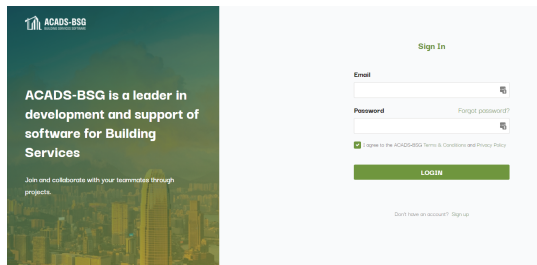
What you will need to access HYENA⁺:

Internet connection + Internet browser + an active subscription.

Signing in: After upgrading to a Subscription, signing in to the cloud is just a click away. Ensure you're using a secure browser, and your anti-virus software is up-to-date.

Sign in here https://app.acadsbsg.com.au/hyena

Setting up your HYENA⁺ profile:

Setting up your profile from within the cloud couldn't be easier.

Click on the green user icon on the top right of your screen to access your account settings. Make changes as required, and once finished, click on the green button to save your profile changes.

My Company Account: Access your company's workspace here. Select this option from the drop down menu and click on the green 'Go to company's workspace' button. From here you can access all your company's projects.

Invite your team:

From the 'My Company Account' section, click the Settings Wheel to be taken to the Manage members' screen. Invite team member email addresses as required. As an Account Owner, you have the option of inviting one additional Administrator to manage and invite users onto HYENA⁺. Do this by selecting the Administrator Checkbox before pressing Send. Your team members will be invited via a unique email sent by our platform.

Saving your data:

Saving data occurs automatically each time you navigate to a page within your HYENA⁺ project. For peace of mind, you can also click the Save Changes button to do a forced Save at any time.

Don't forget to log out. When you're finished working on your projects, select log out from the drop down menu from your profile image. This is important when working on a shared device and within cloud applications. However, if you don't log out manually, you will be automatically logged out after being idle for 24 hours.

Backing up your data:

Although we do store your projects on our AWS Servers, you can use the Export Project function to save .DAT files to your local device. These can be stored with your projects and then uploaded in future.

Accessing Projects:

You can access your company's workspace and all projects within it from 'My Company Account'. Select this from the drop-down menu and click on the green button 'Go to company's workspace'.

Additional Resources:

Visit acadsbsg.com.au and navigate to our Switching to the Cloud resources page for more information: https://www.acadsbsg.com.au/switching/