ANYZA CLUB CORPORATE

Anyza Club Corporate manual

Step by step, with screenshots

anyza.club/empresas · blog.anyza.net/en/help/corporate · 2026-10-19

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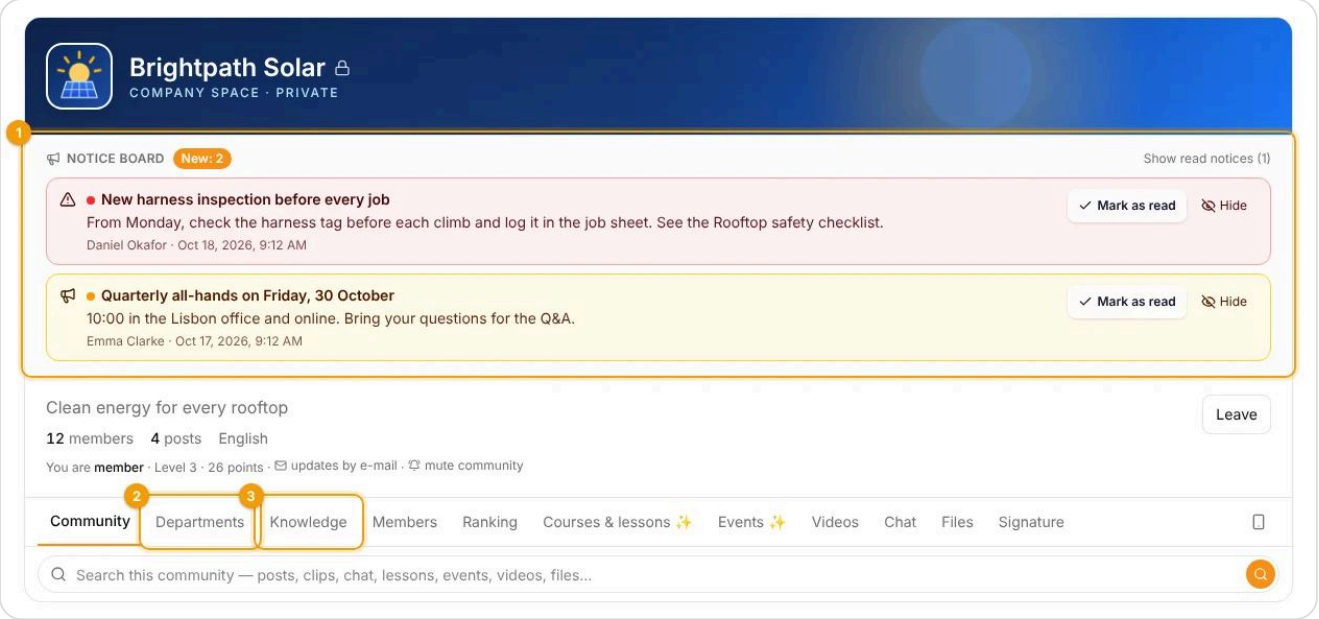
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01

What Anyza Club Corporate is

A private Anyza Club community for your company, with departments, a notice board, a knowledge base, files, videos and courses. One monthly price covers everything, with no credits.

Anyza Club Corporate is the company version of Anyza Club. Your company gets its own private space: topics, chat rooms, events, a files library, a video library, courses, a notice board and a knowledge base. It is built to keep people connected, keep the company's knowledge in one place and help departments work together.



The company space

1 Notice board · 2 Departments · 3 Knowledge base

What changes in company mode

- **Everything is private by default.** The community is hidden from discovery and search engines. New topics, chat rooms, events, folders, videos and courses start as **invite only** and hidden.
- **Access profiles** (for example HR, Sales or Field Operations) open an item to a whole department at once. See Access profiles and invite only.
- **Notice board** 1: announcements right below the company banner, for the whole company, a department or chosen people, with a list of who has read them. See Notice board.
- **Departments** 2 and **Knowledge** 3: articles with policies and how-tos, for everyone or for one department, and a page for each department. See Knowledge base and departments.
- **Team**: bring everyone in from a spreadsheet or by the company e-mail domain, collect "I have read and agree" and download reports for managers. See Team, “I have read and

agree" and reports.

- **A company frame**: the banner shows the company icon and "Company space · private". People who only belong to company communities open straight into the company space.

What is included

One monthly price covers everything, with **no credits**:

- the posting robot (up to 3 posts a day), messages and the e-mail digest, clips, AI covers, automatic translation, files and videos;
- video watching with no limit;
- storage for files and videos together: **50 GB** on Team and **250 GB** on Business.

Plans

- **Team**: US$ 49/month, up to 50 people.
- **Business**: US$ 199/month, up to 250 people.
- **Corporate**: for larger teams, priced on request.

On the yearly plan you get **2 months free**. The plan is paid with **Anyza credits** (1 credit = US$ 0.01). See Plan, trial and payment.

What is not in company mode

Some things only make sense in public communities, so they are off: subscriptions and member payments, the member store, giveaways, super chat, Favorite and Share, the About tab, and the Telegram, Discord and WhatsApp connections (company content stays inside the private space).

How to get it

Fill in the form on the Anyza Club Corporate page. You receive by e-mail a personal link that creates your company space **already in company mode, with 7 days free** — no card needed. See First steps: from the free trial to a ready space.

Related: Help assistant and the knowledge base · Files, videos and courses

02

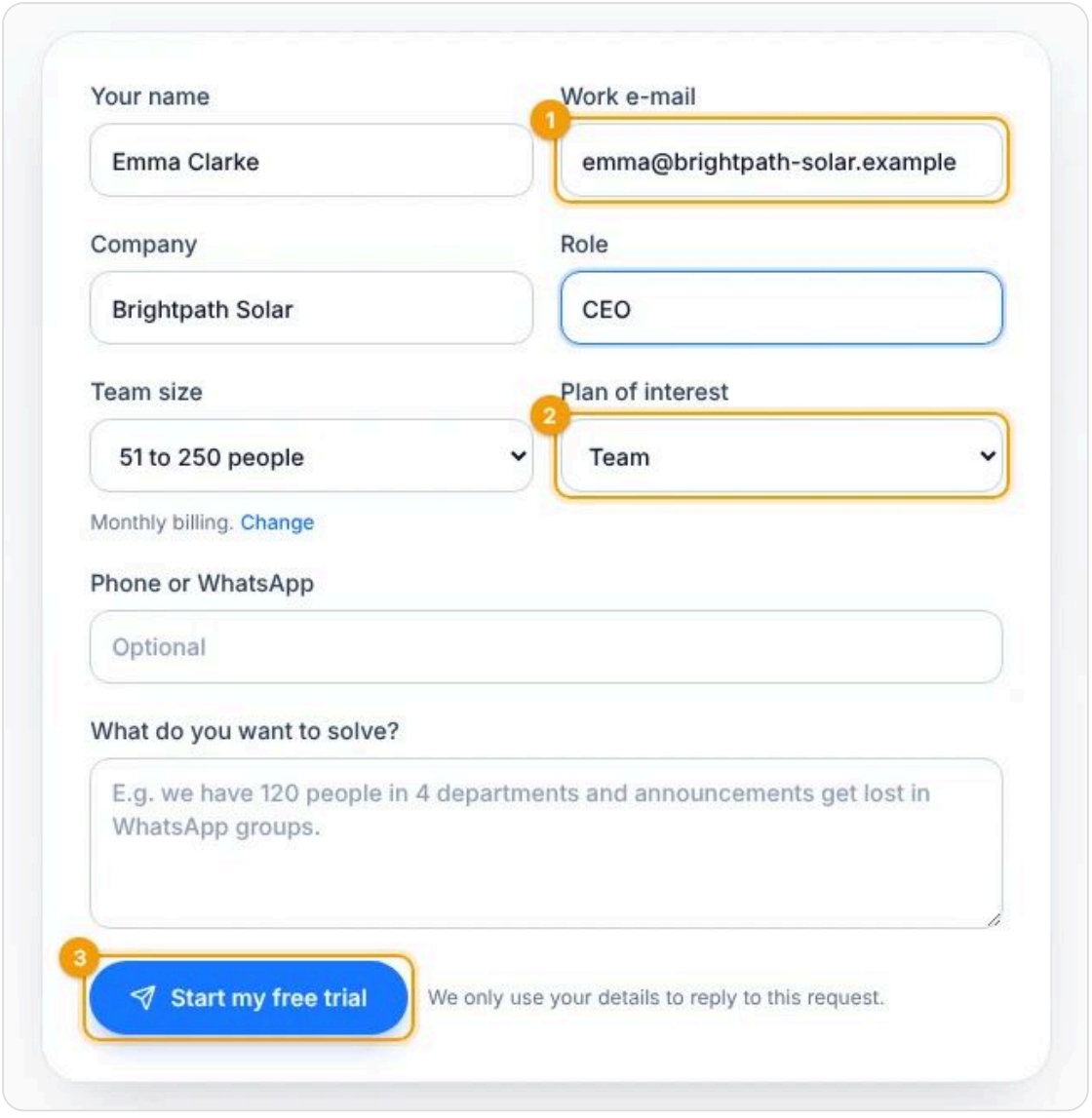
First steps: from the free trial to a ready space

Ask for the free trial, create the company space from the e-mail link and follow the 7 first steps in Company plan until the space is ready for the team.

Getting a company space ready takes three moves: ask for the trial, create the space from the link you receive, and follow the checklist in **Settings → Company plan**.

1. Ask for the free trial

Open the Anyza Club Corporate page and scroll to the form.



The free trial form

1 Work e-mail · 2 Plan of interest · 3 Send

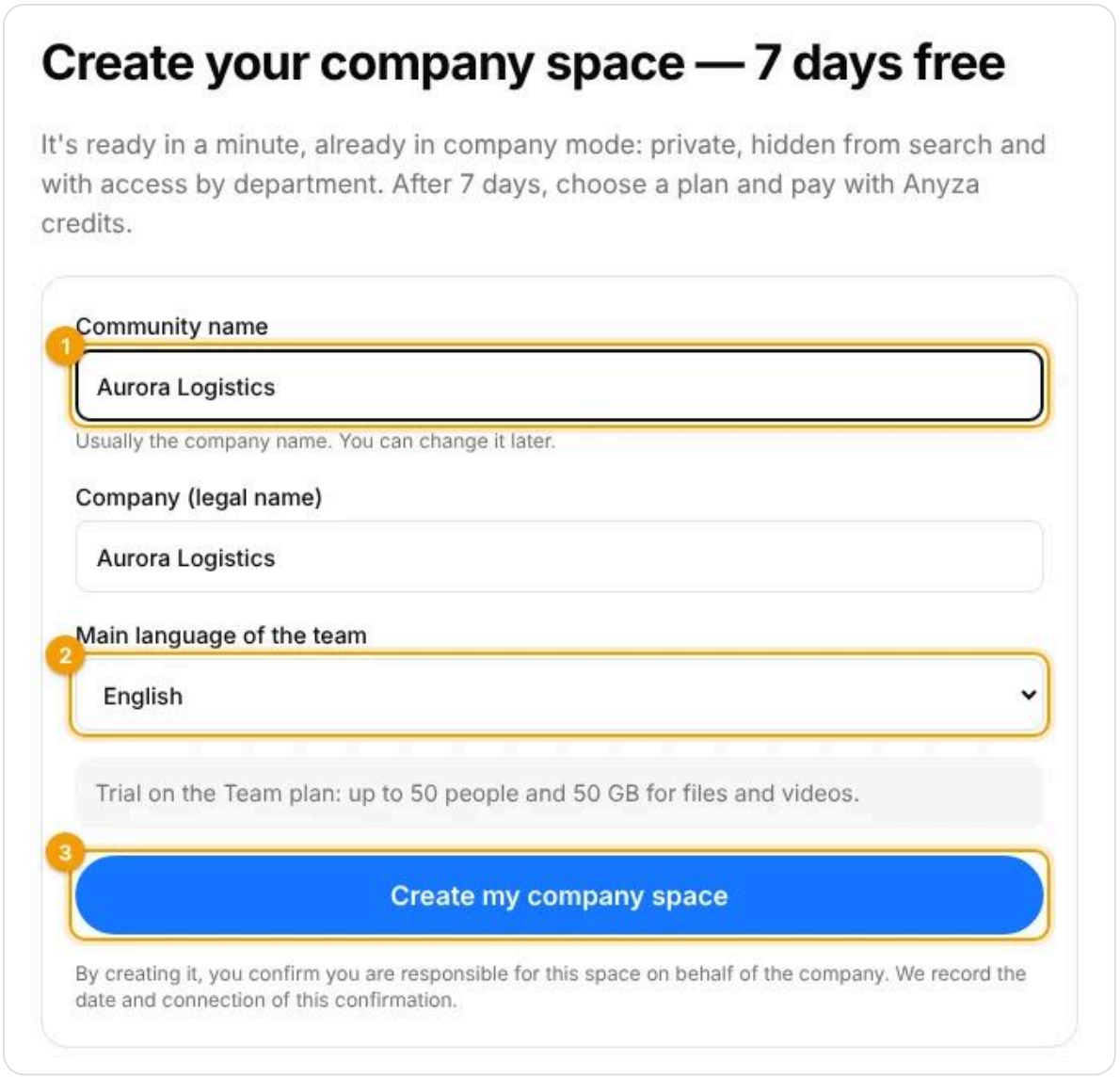
- Use your **work e-mail** 1: the link you receive only works with that e-mail.

- Choose the **plan of interest** 2 (Team or Business). The trial runs on that plan.
- Tap **Start my free trial** 3. In a moment you get an e-mail with the presentation, the quick-start guide and your personal link.

For more than 250 people, our sales team also contacts you about a guided rollout.

2. Create the company space

Open the link from the e-mail and sign in — or create your Anyza account — **with the same e-mail**.



Creating the company space

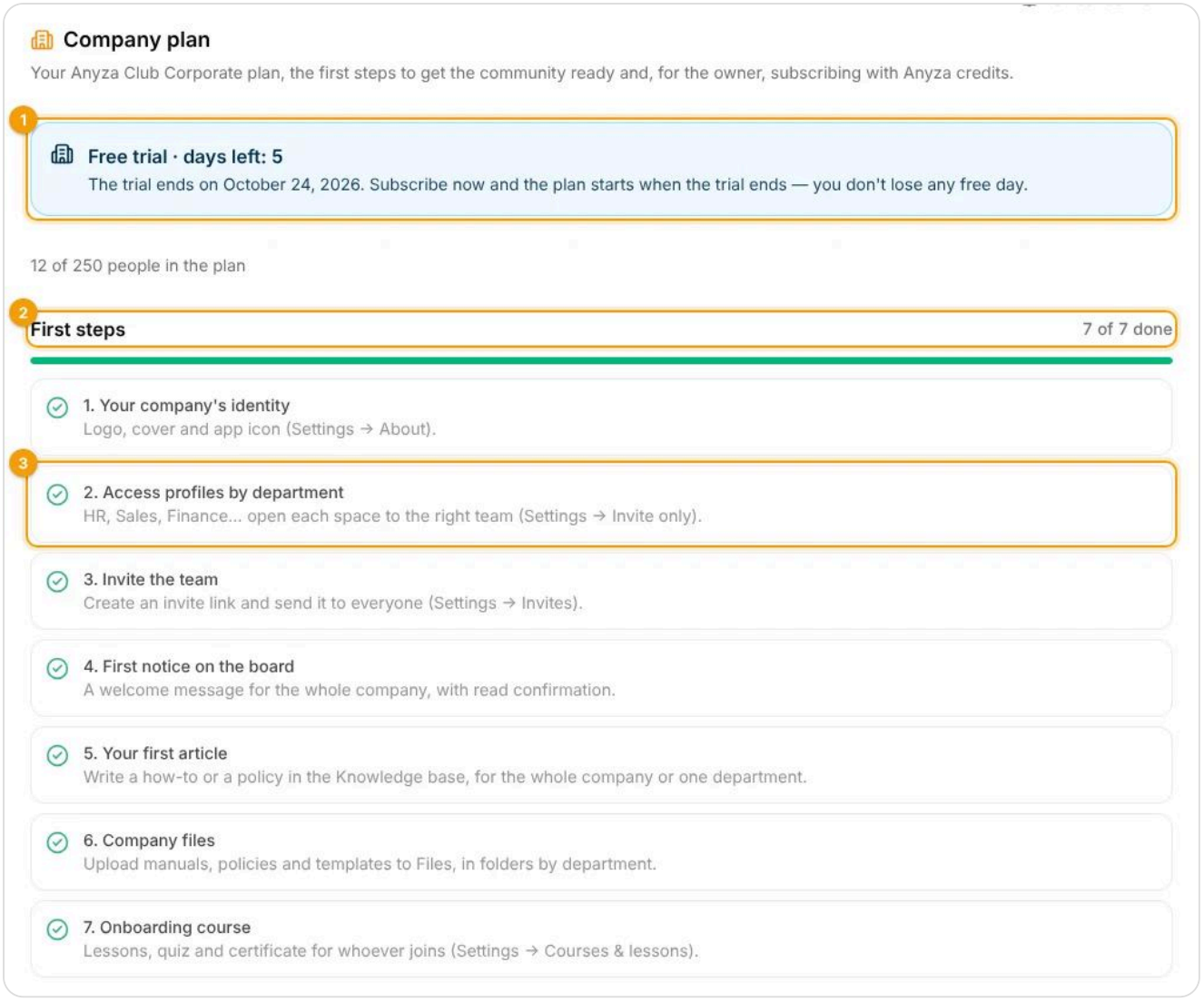
1 Community name · 2 Main language of the team · 3 Create

1. Type the **community name** 1, usually the company name (you can change it later).
2. Optionally, type the company's legal name.
3. Choose the **main language of the team** 2.
4. Tap **Create my company space** 3.

The space is created **already in company mode**, with **7 days free** (partners may offer a different period). The link is valid for 30 days and works once, and each person gets one free trial.

3. Follow the first steps

Open **Settings → Company plan**. The menu shows a number with the steps still open.



Company plan: trial and first steps

1 Days left in the trial · 2 First steps · 3 Each step opens the right screen

The trial box 1 shows how many days are left and when the trial ends. Below it, **First steps** 2 lists what makes the space ready. Tap a step 3 to open the screen where you do it:

1. **Your company's identity**: logo, cover and app icon (Settings → About).
2. **Access profiles by department**: HR, Sales, Finance... See Access profiles and invite only.
3. **Invite the team**: from a spreadsheet, by the company domain or with an invite link. See Team.
4. **First notice on the board**: a welcome message for the whole company. See Notice board.

5. **Your first article** in the knowledge base. See Knowledge base and departments.
6. **Company files**: manuals, policies and templates, in folders by department.
7. **Onboarding course**: lessons, quiz and certificate for whoever joins. See Files, videos and courses.

Each step gets a check when it's done. You don't need to finish them in order.

Before the trial ends

Subscribing during the trial doesn't lose any free day: the plan starts when the trial ends. You get an e-mail two days before the end. See Plan, trial and payment.

Related: What Anyza Club Corporate is

03

Access profiles and invite only

In company mode everything new starts invite only and hidden. Create a profile for each department and open topics, chat rooms, events, folders, videos and courses to a whole team at once.

In a company space, **new topics, chat rooms, events, folders, videos and courses start as invite only and hidden**. People only see what was opened to them. The owner, admins and moderators always see everything. The main topic and the main chat room stay open to everyone.

Everything happens in **Settings → Invite only**.

Create access profiles

An access profile is a department or team: HR, Sales, Finance, Field Operations...



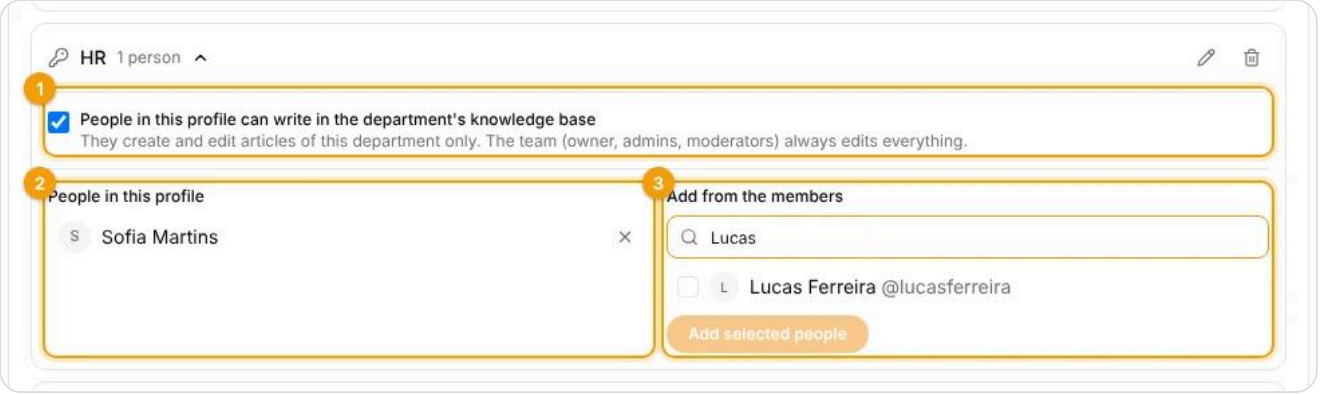
Access profiles

1 New profile · 2 Open a profile

1. Type the name under **Access profiles** and tap **Create profile** 1.
2. Tap the profile 2 to open it and add people.

You can have up to 50 profiles, and a person can be in more than one. Profiles are also the **departments** of the space: each one gets a page in the **Departments** tab. Profiles that don't exist yet can also be created when you import the team from a spreadsheet.

People in a profile



Inside a profile

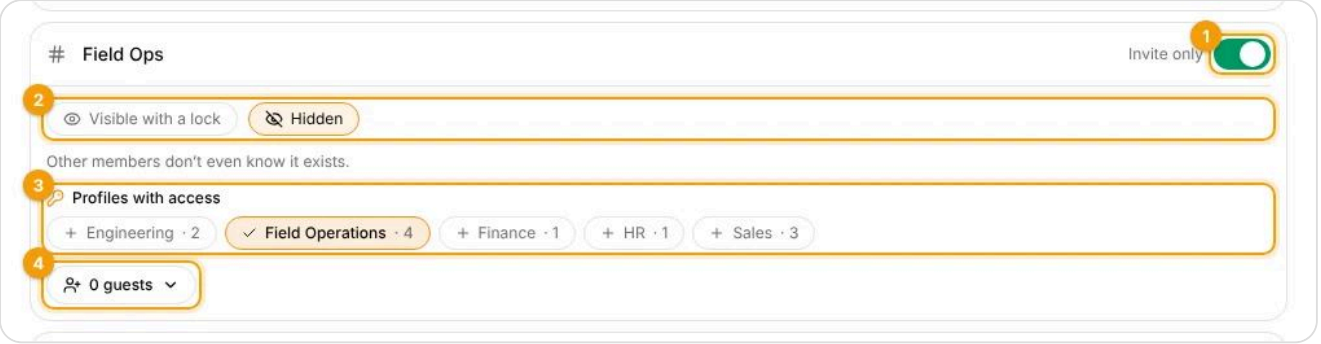
1 The department writes its own articles · 2 People in this profile · 3 Add from the members

- **People in this profile** 2 lists who is in it. The **×** takes a person out.
- **Add from the members** 3: search, tick the names and tap **Add selected people**.
- **People in this profile can write in the department's knowledge base** 1: turn it on to let the department create and edit its own articles. The team (owner, admins, moderators) always edits everything.

When someone joins a profile, they get access to everything opened to it right away. When they leave it, they lose that access.

Open an item to a profile

Below the profiles, **Settings → Invite only** lists every topic, chat room, event, file folder, video collection, video and course.



A topic opened to one department

1 Invite only · 2 Who sees that it exists · 3 Profiles with access · 4 Guests

- **Invite only** 1: on, only invited people and profiles get in; off, the item is open to the whole company.

- **Who sees that it exists** 2: **Visible with a lock** shows only the name, with a lock; **Hidden** means other people don't even know it exists.
- **Profiles with access** 3: tap a profile to open the item to it (tap again to close). Everyone in the profile gets a notification with the link.
- **Guests** 4: invite single people on top of the profiles.

Courses and videos

Courses have no lock: whoever isn't invited (or in an opened profile) doesn't see the course. A video inside a collection follows the collection. In company mode courses and videos are not tied to subscriptions. See Files, videos and courses.

Related: Knowledge base and departments · Team

04

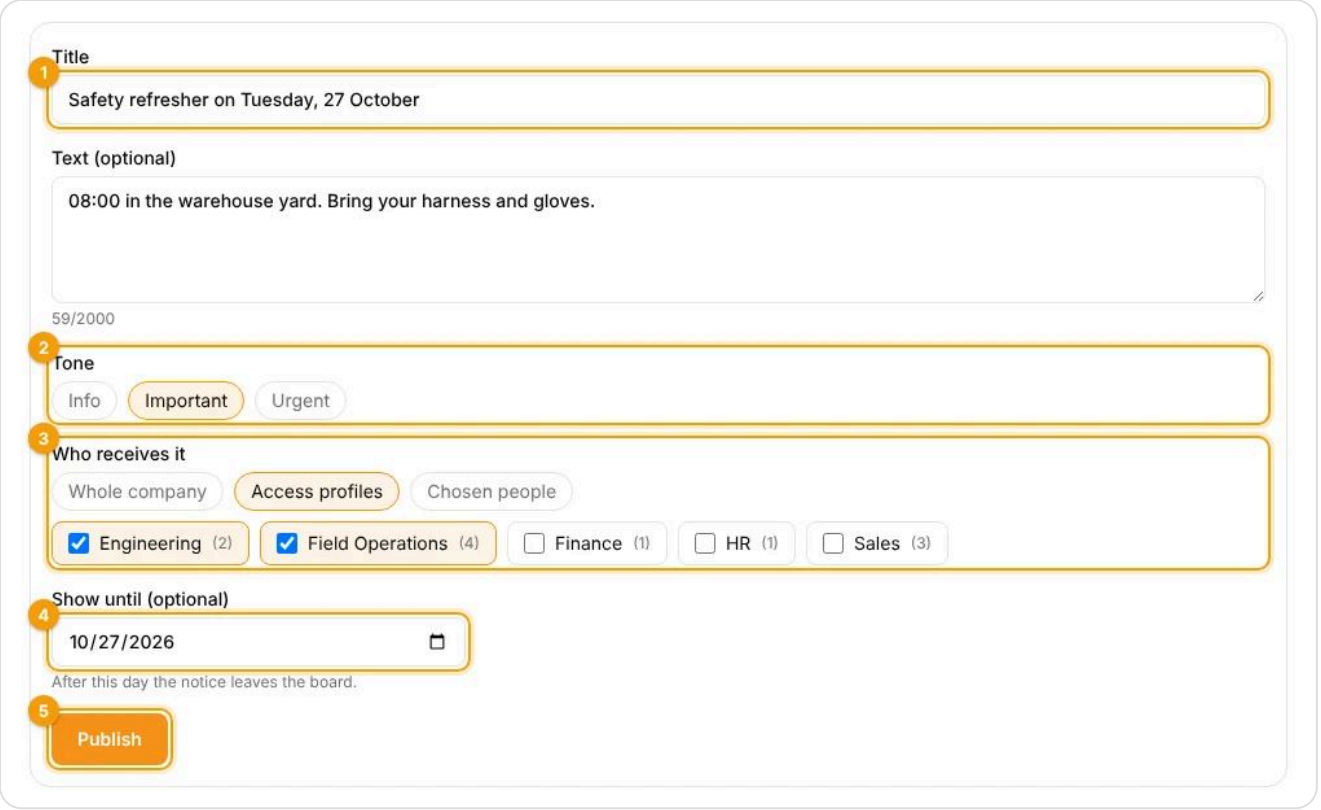
Notice board

Post announcements at the top of the company space for everyone, for departments or for chosen people, and see who has read each one.

The **notice board** shows announcements right below the company banner, where everyone sees them first. Each person marks a notice as read or hides it, and whoever posts sees who has read it and who hasn't yet.

Post a notice

Open **Settings → Notice board** (owner, admins and moderators).



Writing a notice

1 Title · 2 Tone · 3 Who receives it · 4 Show until · 5 Publish

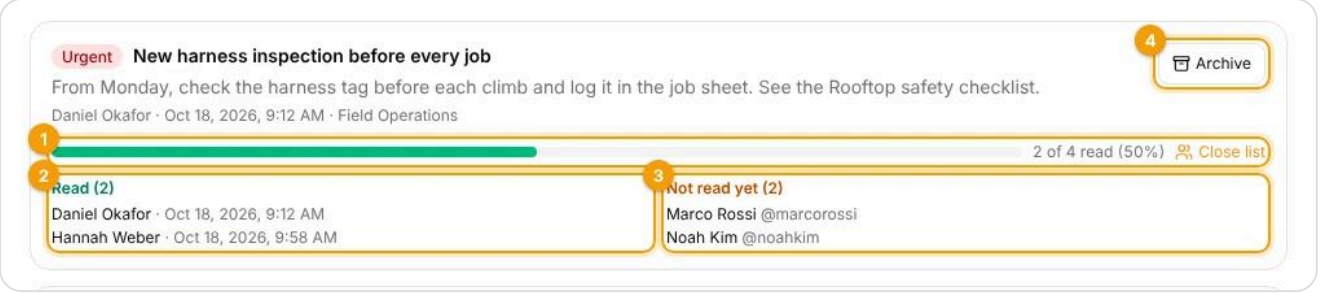
1. Write the **title** 1 and, if you want, a longer text.
2. Choose the **tone** 2: *Info*, *Important* or *Urgent* (the color changes).
3. Choose **who receives it** 3:
    - **Whole company**: every member;
    - **Access profiles**: tick one or more departments;
    - **Chosen people**: search and tick names.

4. If the notice is about a date, set **Show until** 4. After that day it leaves the board.
5. Tap **Publish** 5.

Everyone who receives it gets a notification. You can post up to 20 notices a day.

Who has read it

Under the form, each notice shows how many people have read it.



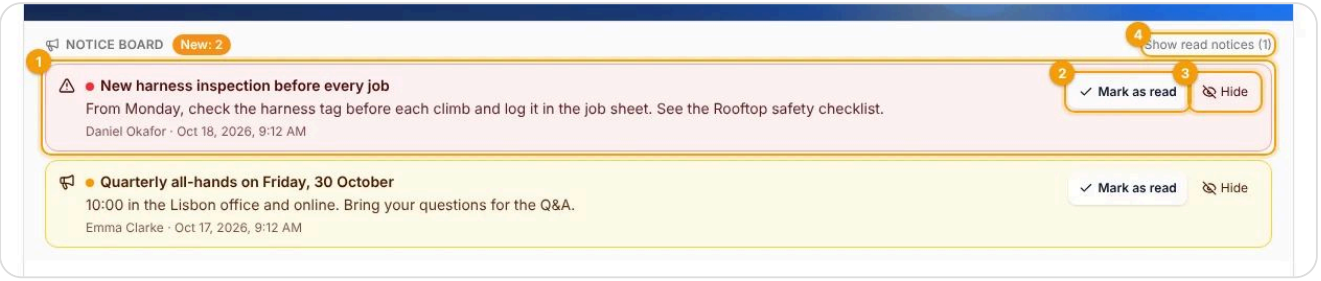
Who read a notice

1 Reads · 2 Read, with date and time · 3 Not read yet · 4 Archive

Tap **See who read** for two lists: who has read it 2, with date and time, and who hasn't yet 3. Use it to follow up on important notices.

Archive 4 takes a notice off the board without deleting it; **Show archived** brings it back to the list, and **Bring back** puts it on the board again.

For the people who receive it



The notice board in the company space

1 A new notice · 2 Mark as read · 3 Hide · 4 Show read notices

- New notices 1 have a colored dot, and the board shows how many are new.
- **Mark as read** 2: the notice stays on the board, but quieter.
- **Hide** 3: the notice disappears just for you (it also counts as read).
- **Show read notices** 4 brings back the ones you already read.

Notices sent to a department also appear on that department's page. The **Notice reads** report downloads all reads as a spreadsheet: see Team, “I have read and agree” and reports.

Related: Access profiles and invite only

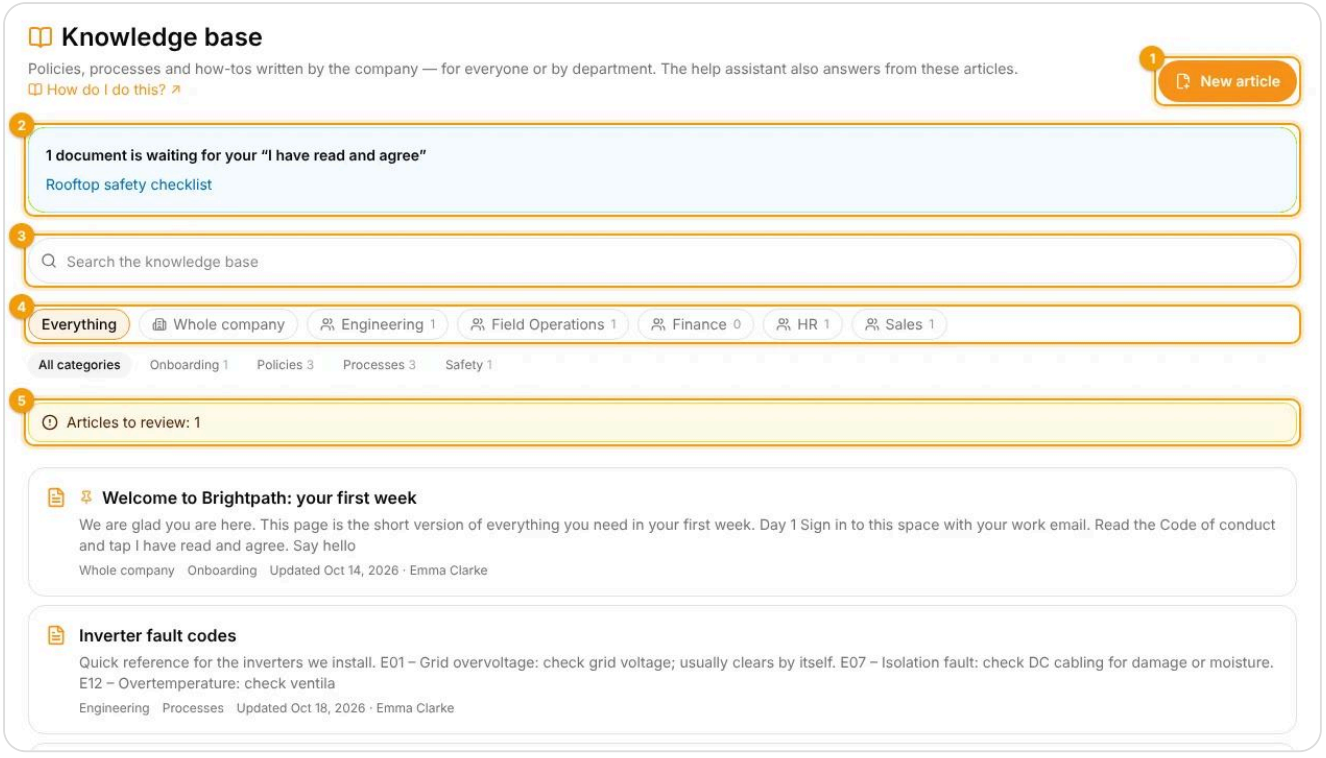
05

Knowledge base and departments

Write the company's policies, processes and how-tos as articles, for everyone or for one department, with search, categories, version history and periodic review. Each department gets its own page.

The **Knowledge** tab is the company's knowledge base: articles with policies, processes, how-tos and answers to common questions. The **Departments** tab has a page for each access profile (HR, Sales, Field Operations...).

The knowledge base



The knowledge base

1 New article · 2 Waiting for your confirmation · 3 Search · 4 Where · 5 Articles to review

- **New article** 1 opens the editor (for whoever can write).
- The blue box 2 lists documents waiting for your **"I have read and agree"**.
- **Search** 3 looks in titles and texts and highlights the words found.
- **Where** 4: everything, whole company, or one department. Below it, the **categories** (Policies, Processes, Onboarding...).
- **Articles to review** 5 shows when an article is past its review date (only for whoever can edit it).

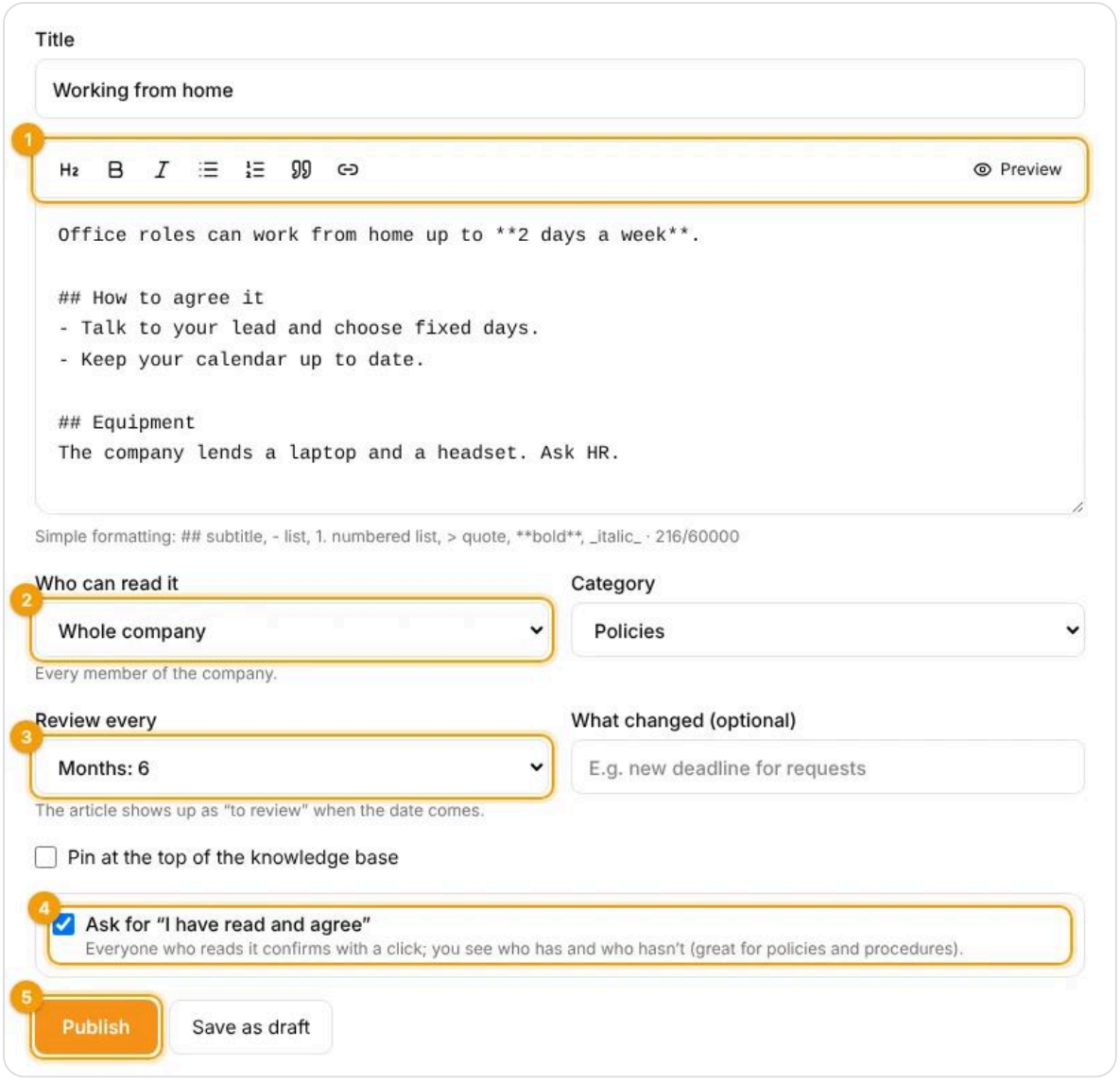
Pinned articles stay at the top. **Manage categories**, at the bottom of the page, creates and deletes categories (the team only).

Who reads what

Each article is for the **whole company** or for **one department**. A department article is read only by the people in that profile and by the team (owner, admins and moderators). Drafts are seen only by whoever can edit them.

The help assistant also answers questions with these articles — always only what the person asking may read. See Help assistant and the knowledge base.

Write an article



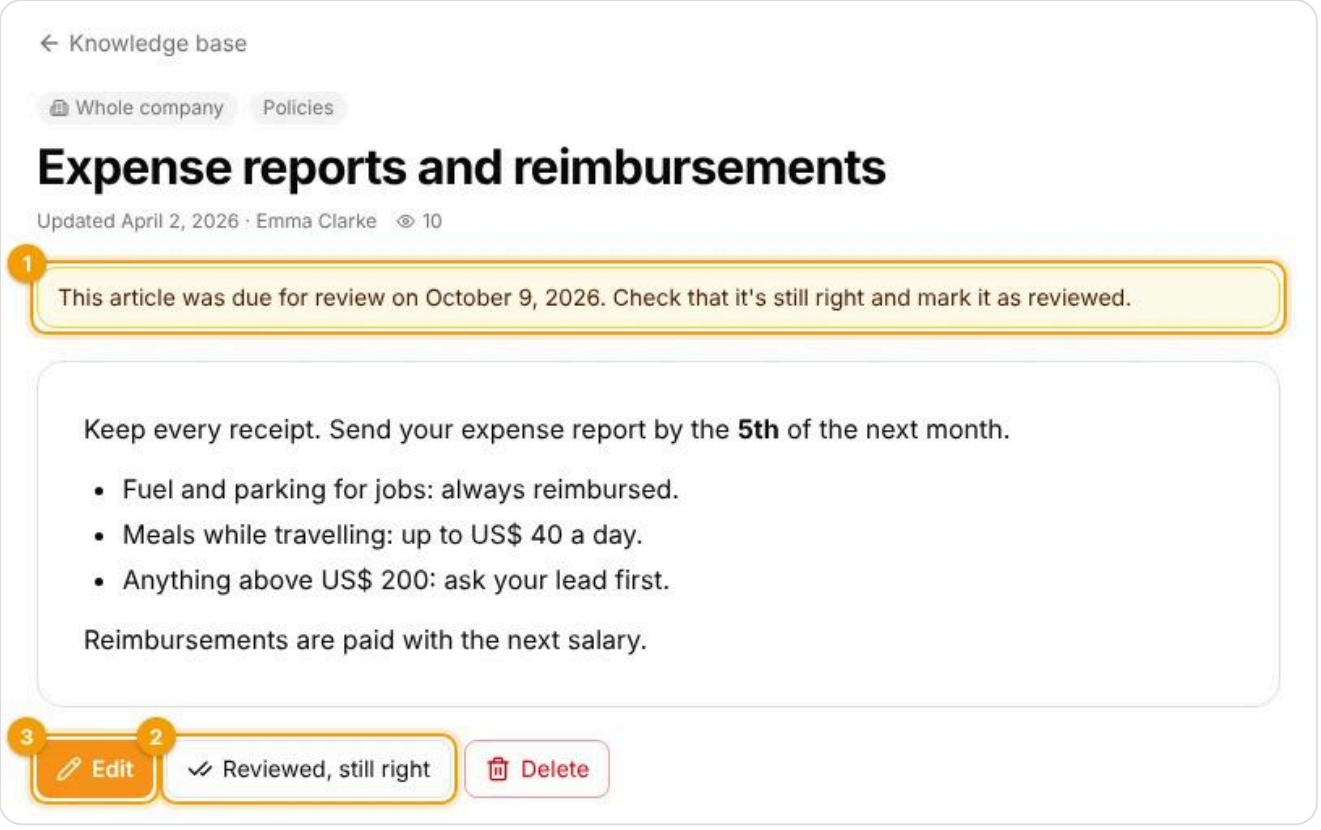
Writing an article

1 Formatting · 2 Who can read it · 3 Review every · 4 "I have read and agree" · 5 Publish

1. Write the **title** and the **text**. The buttons 1 add subtitles, bold, italic, lists, quotes and links; **Preview** shows the result.
2. Choose **Who can read it** 2: whole company or one department. Choose a **category**, if you want.
3. Choose **Review every** 3 1, 3, 6 or 12 months for content that gets outdated (prices, deadlines, policies).
4. Tick **Ask for "I have read and agree"** 4 for policies and procedures everyone must confirm. See Team, "I have read and agree" and reports.
5. Tap **Publish** 5 — or **Save as draft** to finish later.

When you edit, **What changed** adds a short note to the version history. **Pin at the top of the knowledge base** is for the team.

Review and version history

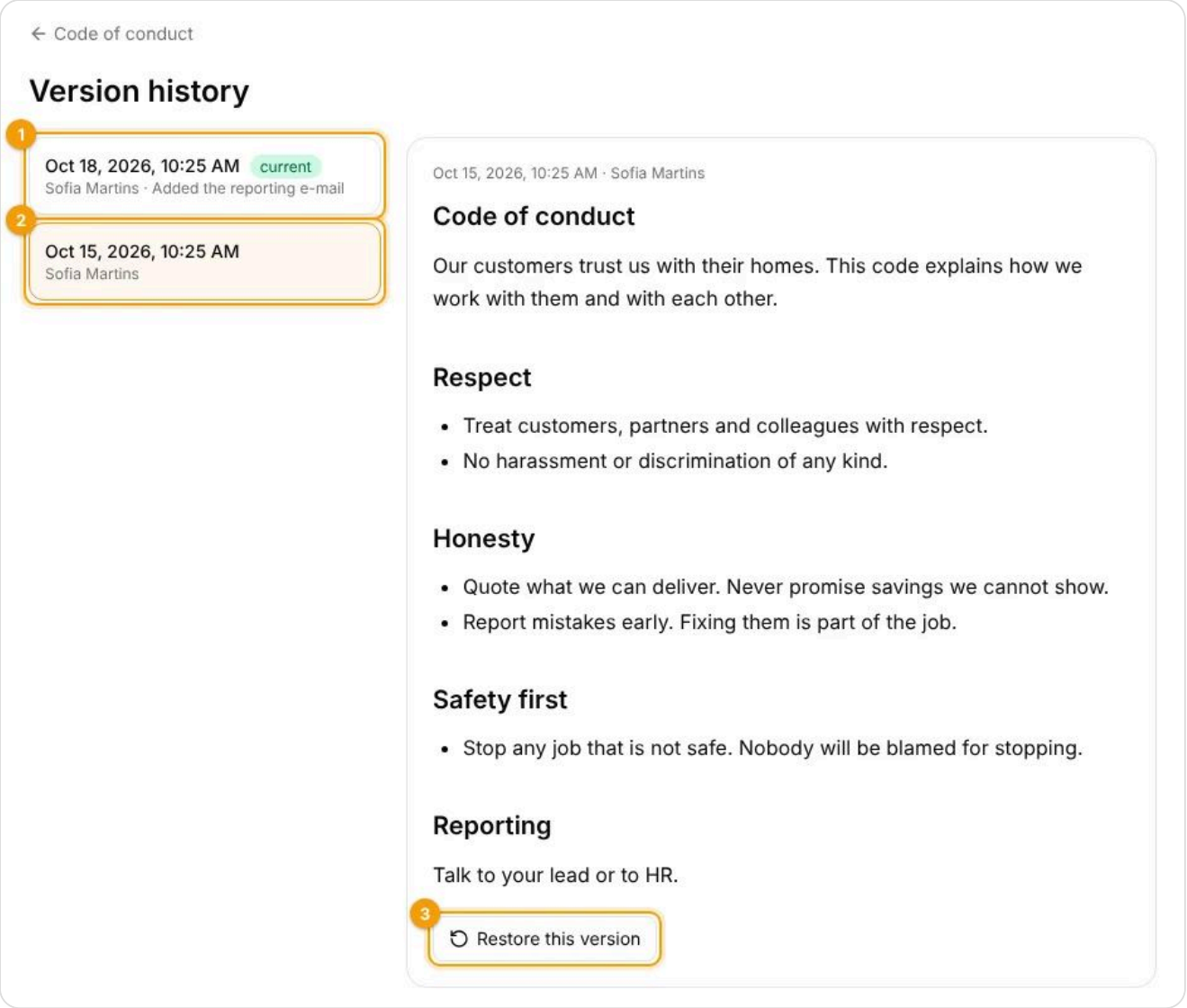


An article past its review date

1 Due for review · 2 Reviewed, still right · 3 Edit

When the review date comes, the article shows **to review** and a yellow notice 1. Read it and tap **Reviewed, still right** 2 to schedule the next review — or **Edit** 3 to fix it.

Every save keeps a version. Once an article has more than one, **Versions** appears under its title: tap it to open the history.



Version history

1 Current version, with the note · 2 An older version · 3 Restore this version

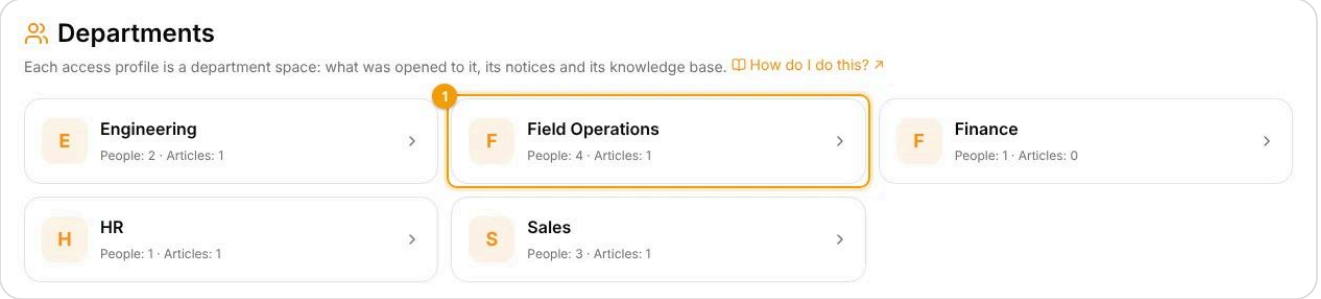
Pick a version on the left to read it. **Restore this version** 3 brings the old text back; the current text stays in the history.

Who writes

The owner, admins and moderators write in any part of the knowledge base. To let a department write its own articles, open **Settings → Invite only**, open the profile and turn on **People in this profile can write in the department's knowledge base**. They then create and edit only that department's articles.

Departments

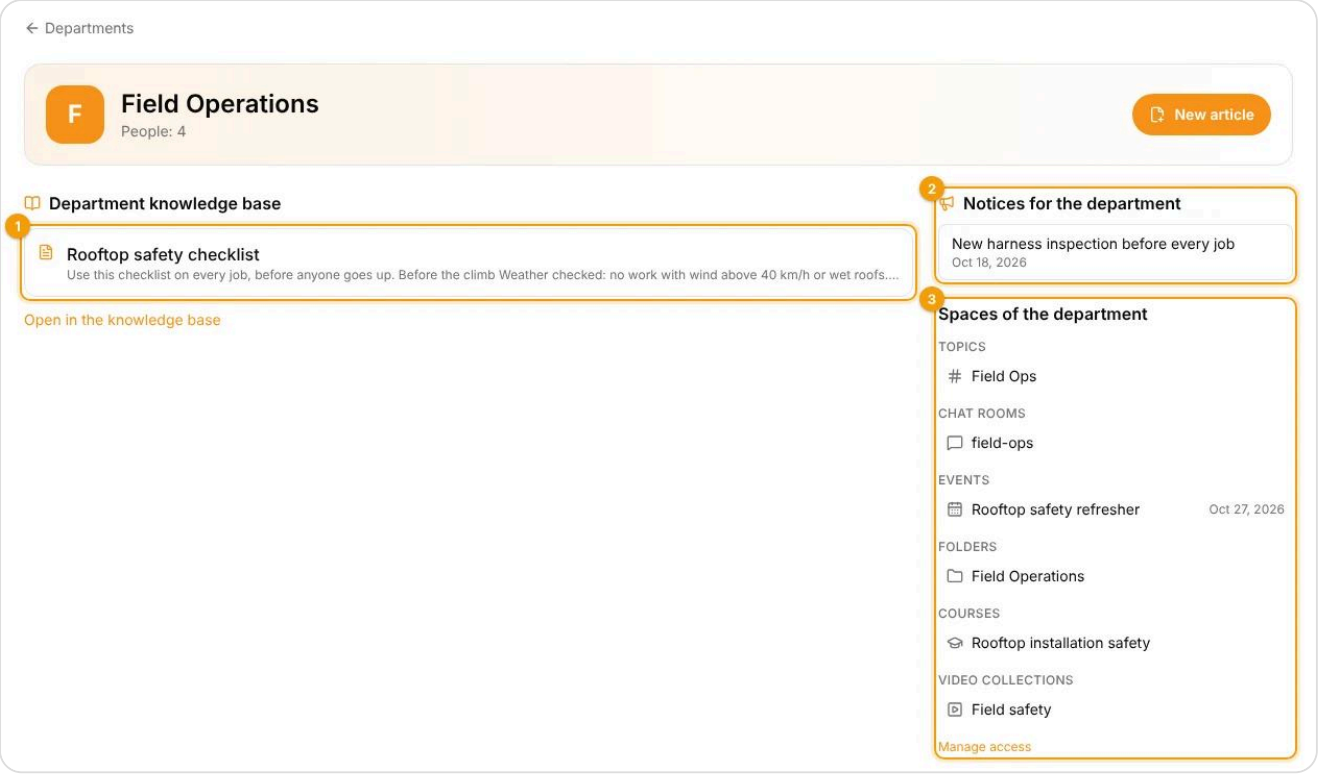
The **Departments** tab shows a card for each department, with the number of people and articles. People see only the departments they are part of; the team sees all of them.



Departments

1 A department

Open a department to see its page:



A department page

1 The department's articles · 2 Notices for the department · 3 Everything opened to the department

- the department's knowledge base articles 1, with **New article** for whoever can write there;
- the notices from the notice board sent to that department 2;
- everything opened to the profile 3: topics, chat rooms, events, folders, courses and video collections. **Manage access** (team only) opens Settings → Invite only.

Related: Access profiles and invite only · Notice board

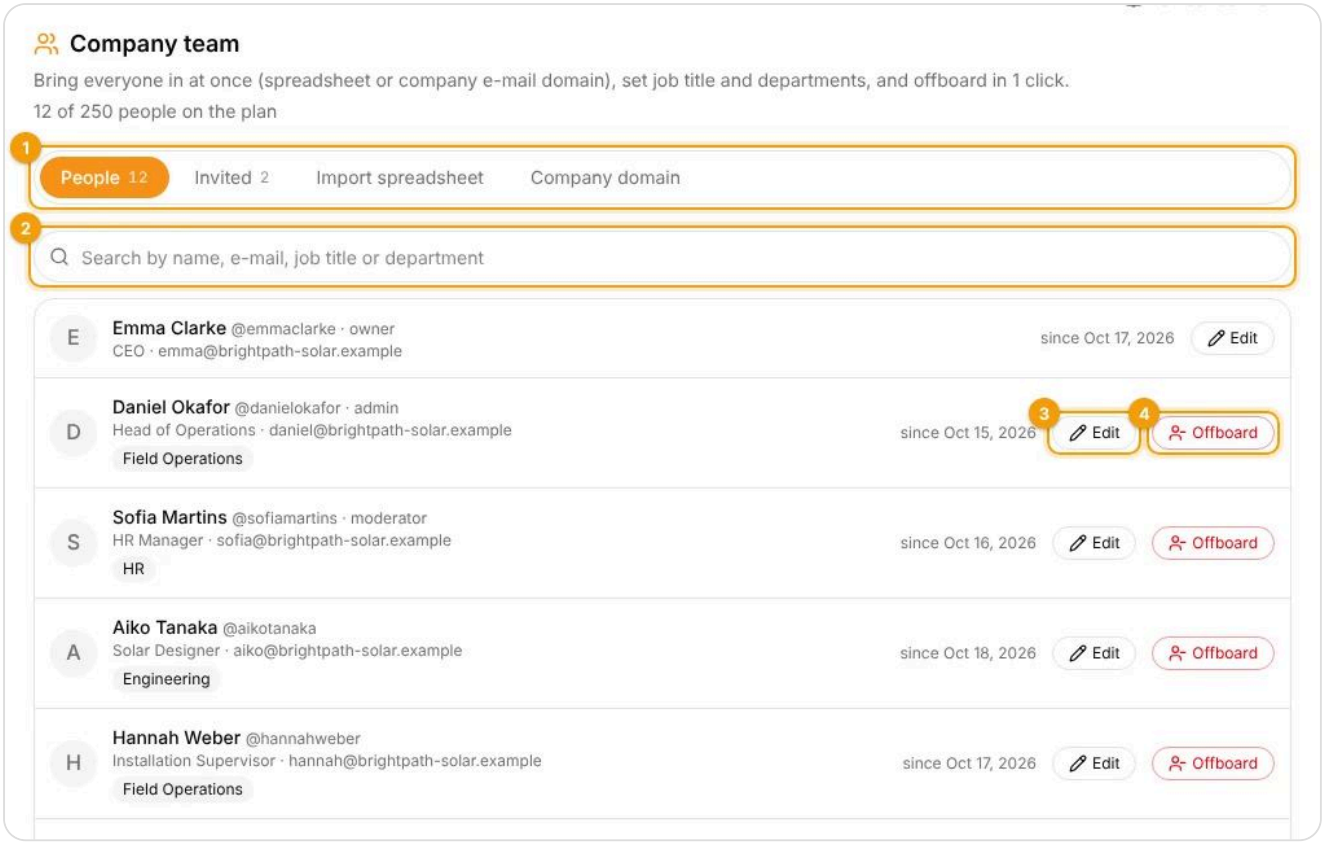
06

Team, “I have read and agree” and reports

Bring the whole team in from a spreadsheet or the company e-mail domain, set job titles and departments, offboard in one click, collect “I have read and agree” on documents and download reports for managers.

In company mode, **Settings → Team** gathers everything about the people in the company. Only the owner and admins see it.

People



Company team

1 Tabs · 2 Search · 3 Edit · 4 Offboard

The **People** tab lists everyone in the company with role, job title, departments and the date they joined. The top line shows how many people are in the plan. **Search** 2 finds people by name, e-mail, job title or department.

Job title and departments

Tap **Edit** 3 next to a person.



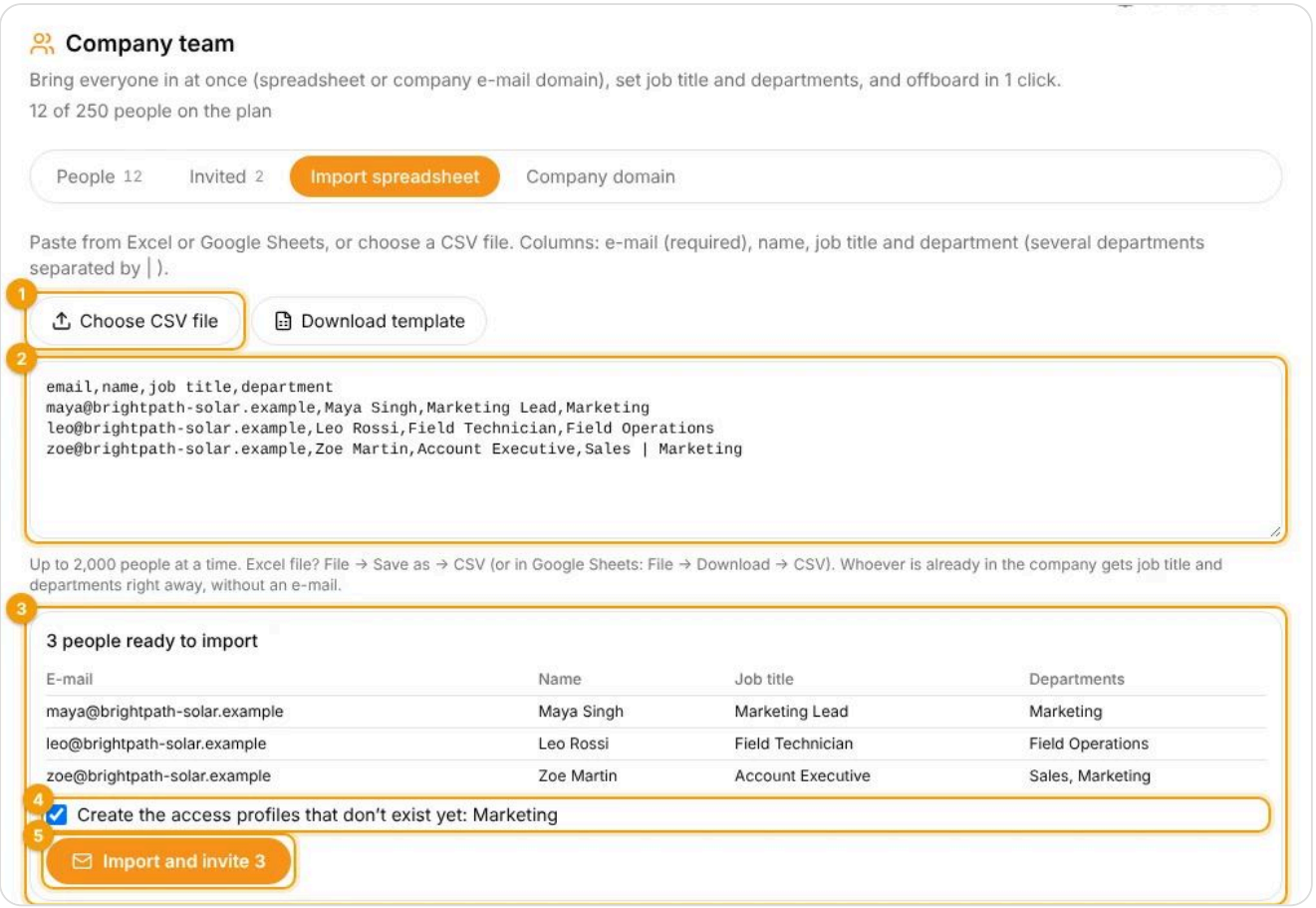
Editing a person

1 Job title · 2 Departments · 3 Save

Type the **job title** 1, tap the **departments** 2 the person belongs to and tap **Save** 3. The job title shows in the member list for everyone in the company; departments are the access profiles.

Bring everyone in at once

From a spreadsheet. Open the **Import spreadsheet** tab.



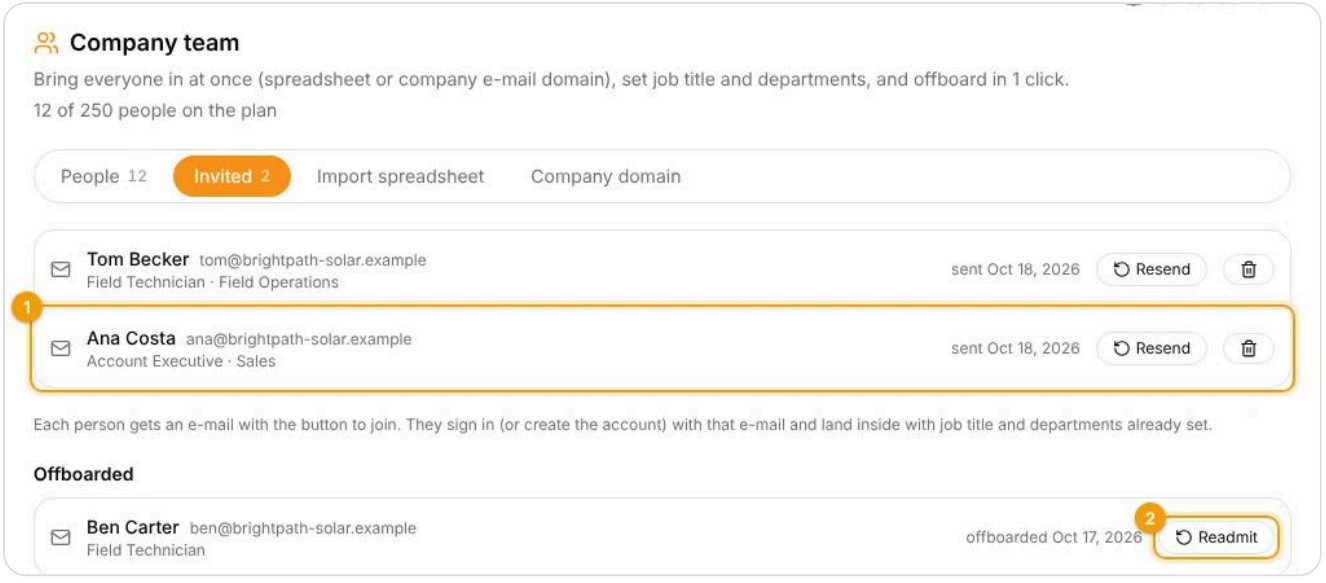
Importing the team

1 Choose a CSV file · 2 Or paste the cells · 3 Preview · 4 Create missing departments · 5 Import and invite

1. Tap **Choose CSV file** 1 or paste the cells from Excel or Google Sheets 2. Columns: **e-mail** (required), **name**, **job title** and **department** (several departments separated by `|`). **Download template** gives a ready file.
2. Check the **preview** 3: who will be imported and lines without a valid e-mail.
3. Departments that don't exist yet are created as access profiles when the box 4 is ticked.
4. Tap **Import and invite** 5. Up to 2,000 people per import.

Each person receives an e-mail with the button to join. They sign in — or create the account — **with that same e-mail** and land inside with job title and departments already set. Whoever is already in the company just gets the job title and departments, with no e-mail.

Invited. The **Invited** tab shows who hasn't joined yet.

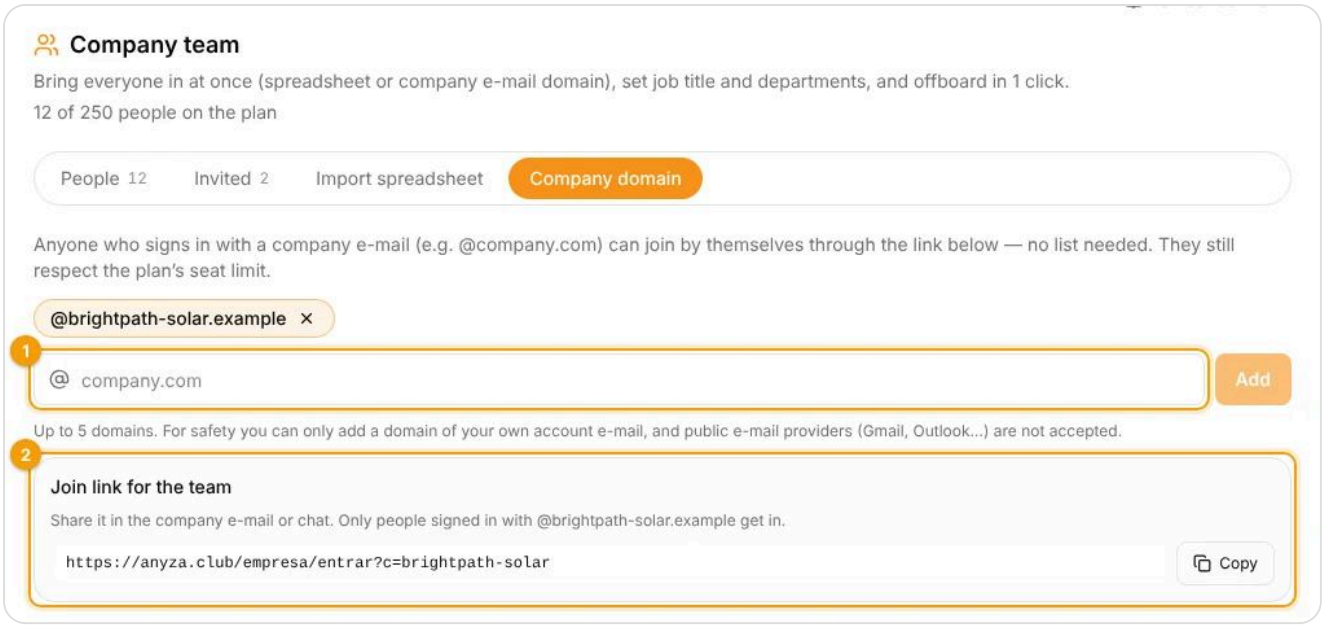


Invited and offboarded

1 Waiting to join · 2 Readmit

Each invited person 1 shows when the e-mail went out, with **Resend** and **Remove**. Below, **Offboarded** lists people who left; **Readmit** 2 sends them a new invitation.

By the company domain. In the **Company domain** tab, add your company's domain.



Company domain

1 Add the domain · 2 Join link for the team

Type the domain 1 and tap **Add**. Anyone signed in with an e-mail from that domain can join by the **join link** 2 — no list needed. Share it in the company e-mail or chat. For safety, you can only add the domain of your own account e-mail, public providers (Gmail, Outlook...) are not accepted, and you can have up to 5 domains.

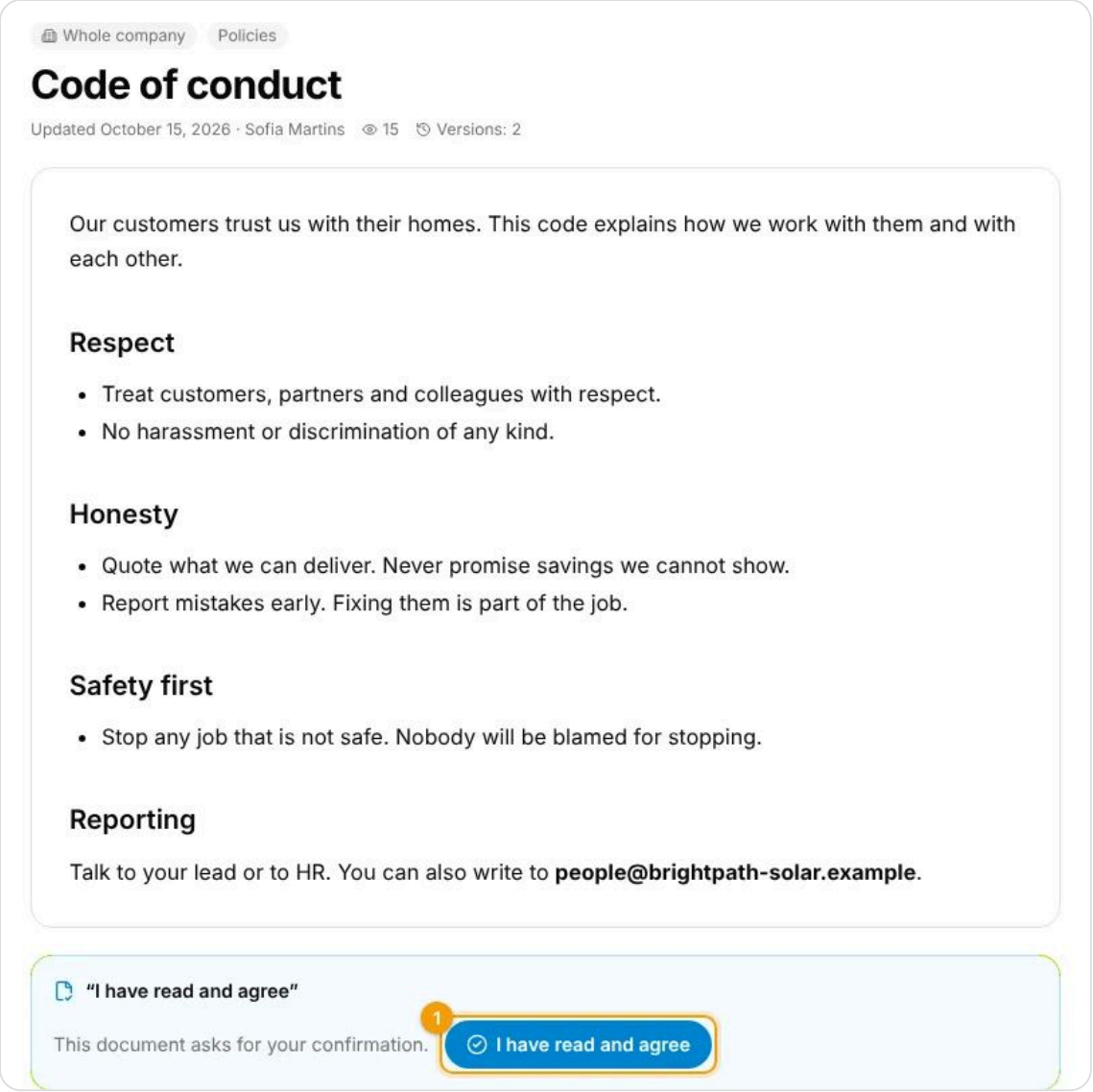
Both ways respect the number of people in the plan. When the plan is full, nobody else gets in until a seat is freed or the plan changes.

Offboarding in one click

Tap **Offboard** next to the person and confirm. They leave the company and every department, the invite links they created stop working, and they can't come back through an old link or the e-mail domain. What they wrote and uploaded stays. To bring someone back, use **Readmit** in the **Invited** tab.

“I have read and agree”

When writing an article in **Knowledge**, tick **Ask for “I have read and agree”**. Everyone who reads it sees the button at the end:

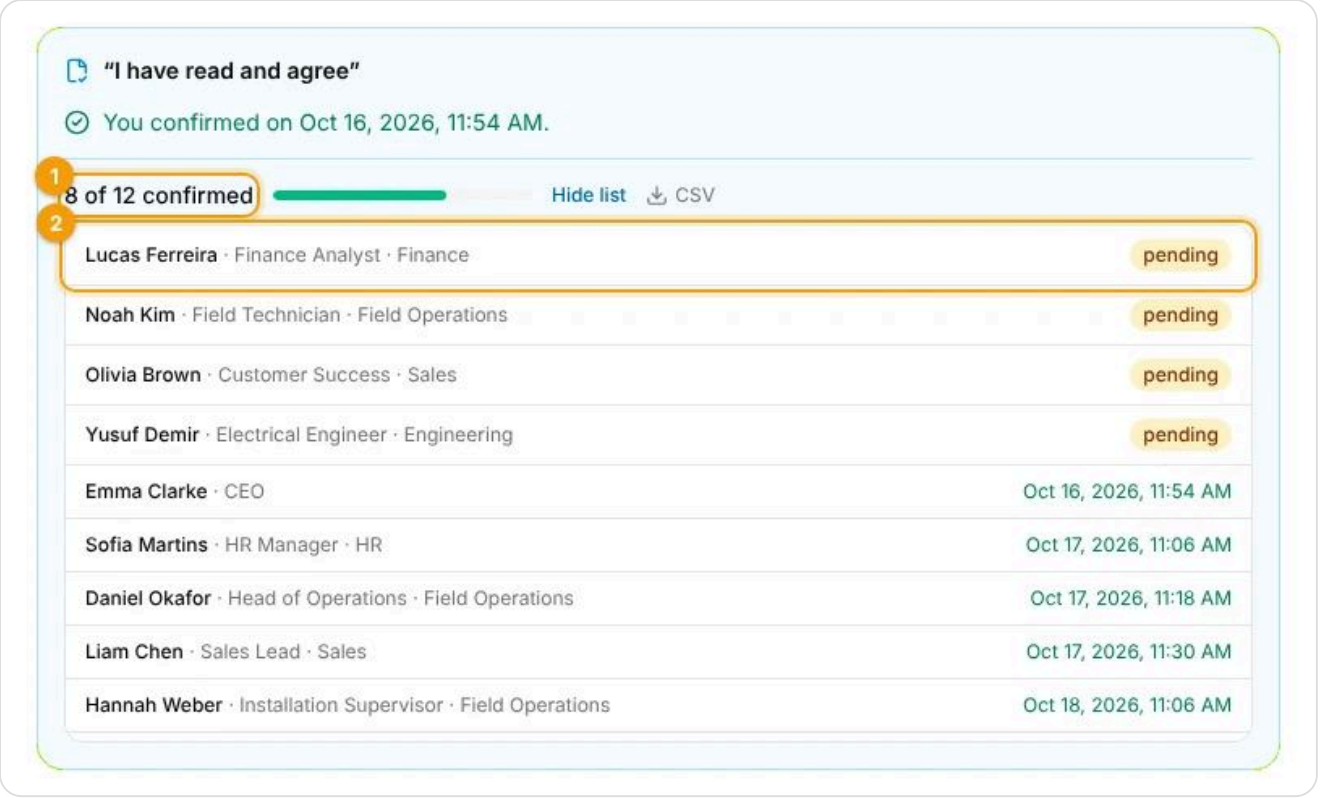


Confirming a document

1 I have read and agree

The person taps **I have read and agree** 1 and the date is saved. Each person also sees, at the top of **Knowledge**, the documents still waiting for their confirmation.

Whoever can edit the article sees the progress and the list of each person:



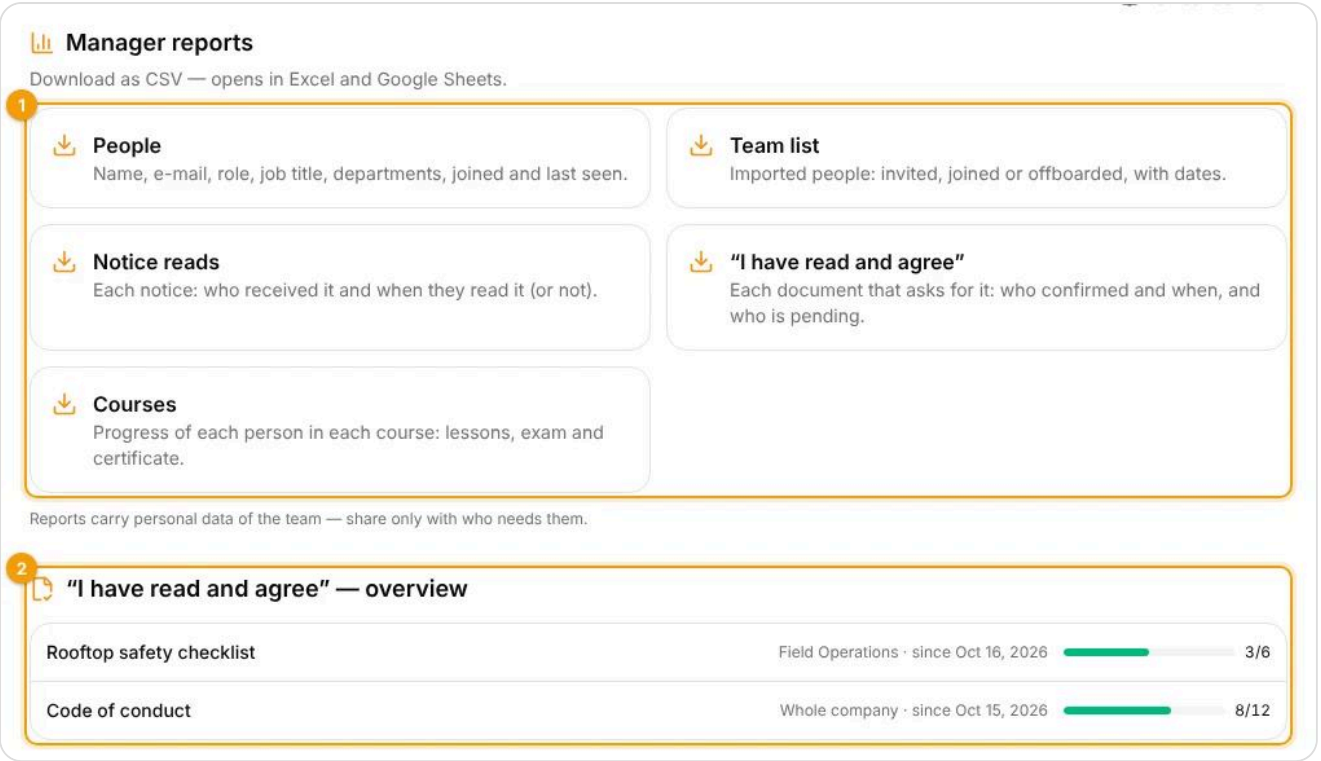
Who confirmed

1 Confirmed so far · 2 Pending people come first

CSV downloads the list. After an important change, tick **This change is important: ask everyone to confirm again** when saving.

Reports

Settings → Manager reports downloads CSV files (they open in Excel and Google Sheets).



Manager reports

1 Reports to download · 2 "I have read and agree" overview

- **People**: name, e-mail, role, job title, departments, joined and last seen.
- **Team list**: who came from the spreadsheet — invited, joined or offboarded, with dates.
- **Notice reads**: for each notice, who received it and when they read it.
- **"I have read and agree"**: for each document, who confirmed and when, and who is pending.
- **Courses**: each person's progress in each course — lessons, exam and certificate.

The overview 2 shows every document that asks for confirmation, with its progress. The reports carry personal data of the team — share them only with whoever needs them.

Related: Access profiles and invite only · Knowledge base and departments

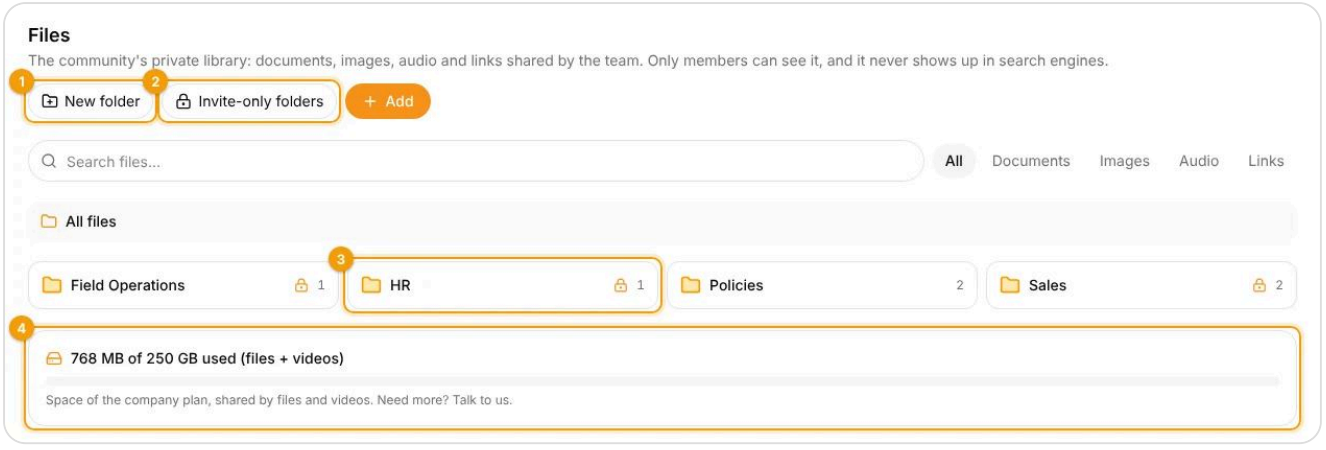
07

Files, videos and courses

Keep manuals, policies and templates in folders by department, share videos with the team and train people with courses that track each person's progress. Storage is part of the plan.

The **Files**, **Videos** and **Courses & lessons** tabs work as in any Anyza Club community, with three differences in company mode: everything new starts **invite only**, storage comes **with the plan** (no credits), and courses are not tied to subscriptions.

Files



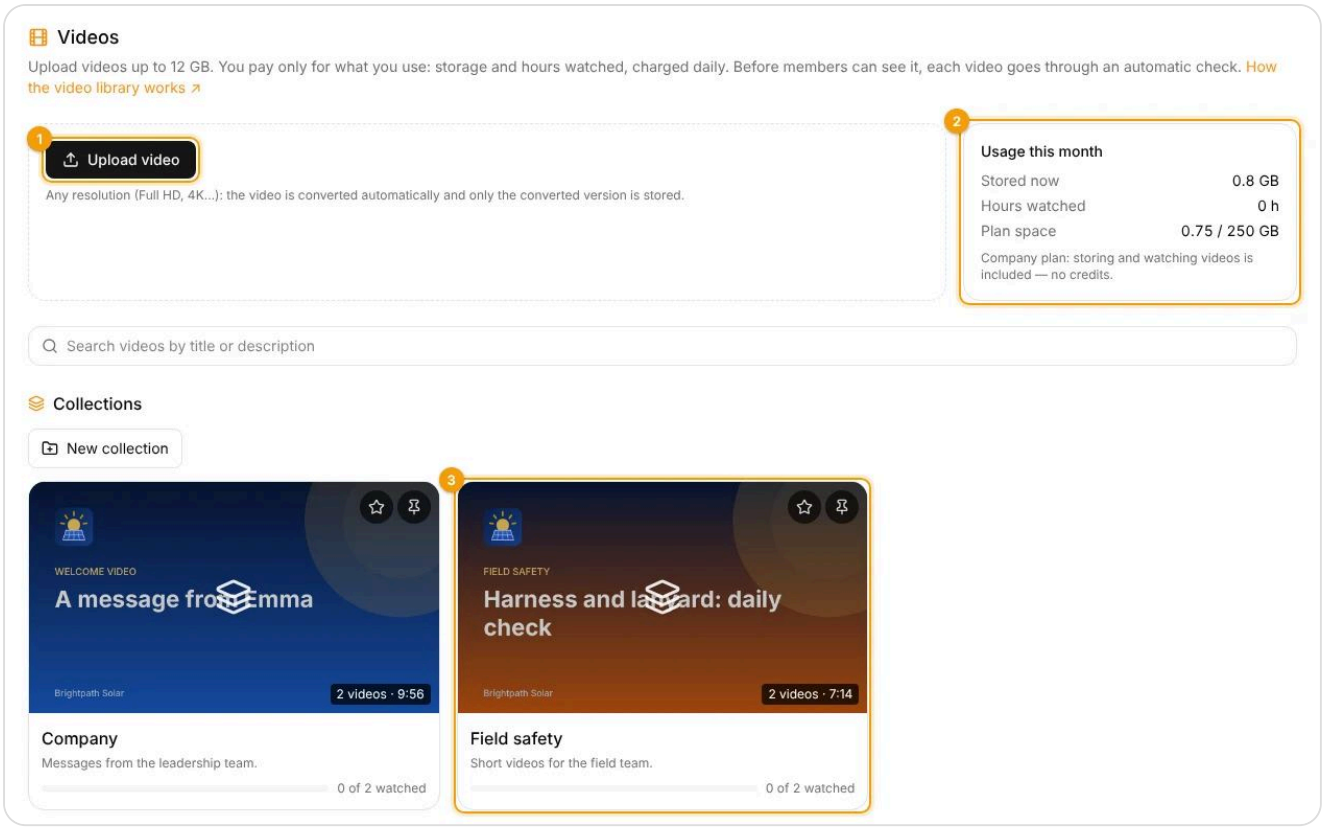
Files

1 New folder · 2 Invite-only folders · 3 A department's folder · 4 Space used

- **New folder** 1 creates a folder. New folders start invite only and hidden: open each one to the right department in **Settings → Invite only** — **Invite-only folders** 2 goes straight there.
- A lock 3 marks folders that are only for some departments. People see only the folders opened to them.
- **+ Add** uploads documents, images and audio, or saves a link.
- The bar at the bottom 4 shows the space used by files and videos together.

For details on uploading, search and folders, see Files library.

Videos



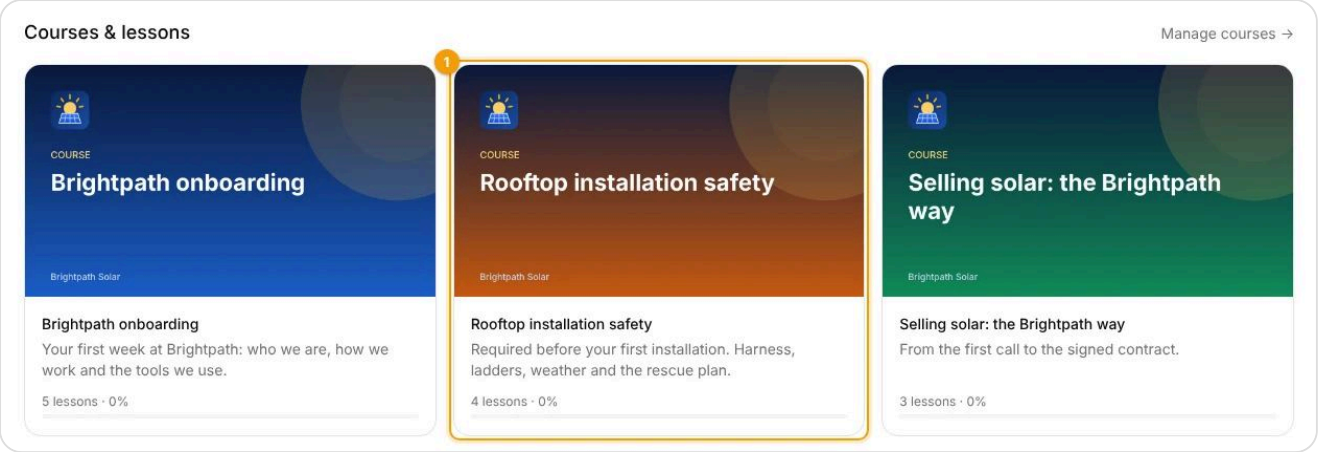
Videos

1 Upload video · 2 Usage this month · 3 A collection for one department

- **Upload video** 1: up to 12 GB per video, any resolution. Before people can see it, each video goes through an automatic check.
- **Usage this month** 2 shows the space used. On the company plan, storing and watching videos is included — no credits.
- **Collections** 3 group videos (for example *Company* and *Field safety*). A video inside a collection follows the collection's access.

Videos and collections also start invite only. For details, see Video library.

Courses



Courses

1 A course for one department

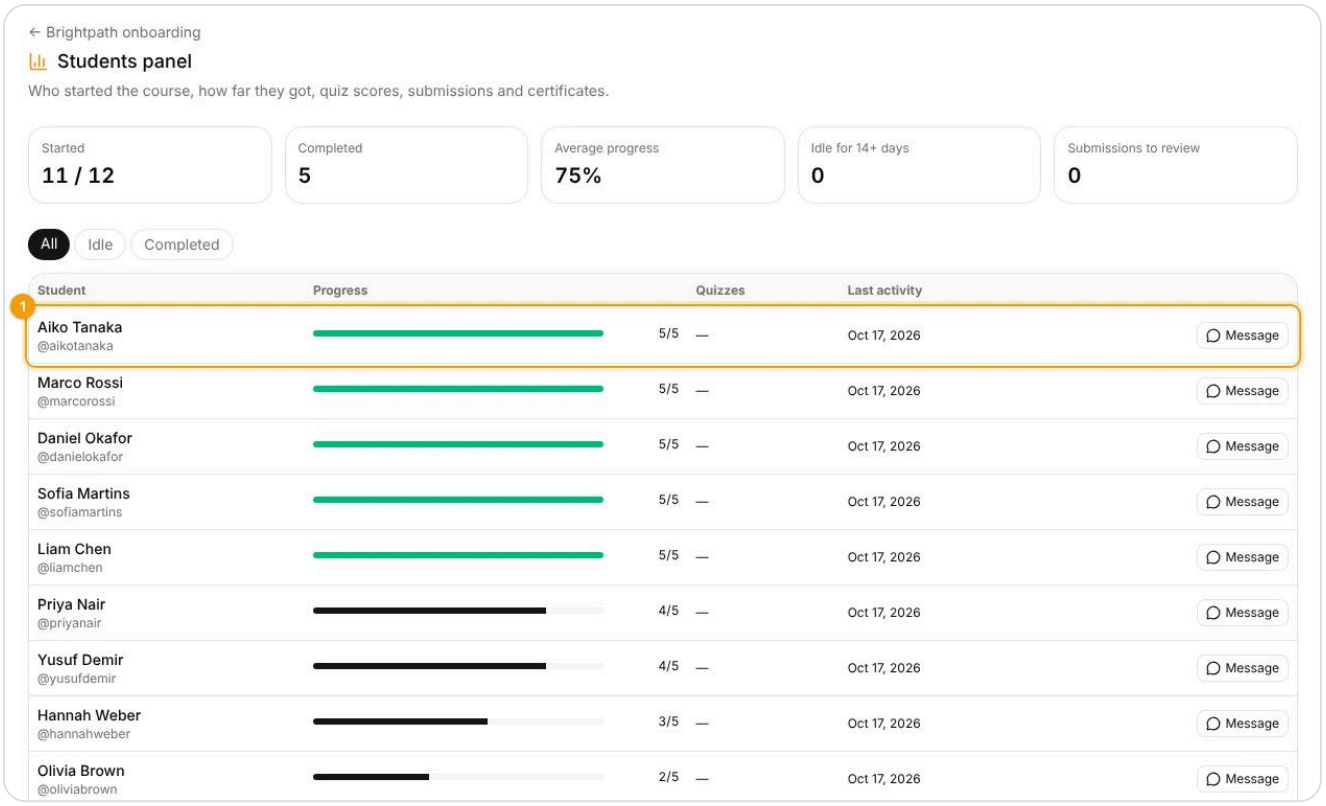
Create courses in **Settings → Courses & lessons**, with modules, lessons, quizzes, an exam and a certificate. In company mode:

- a course with **Invite only** access 1 is seen only by the people and profiles you open it to; courses have no lock — whoever isn't invited simply doesn't see them;
- an **onboarding course** open to the whole company is one of the first steps of a new space.

For the course editor, see Courses and lessons.

Each person's progress

Open a course and tap **Students panel** (team only).



Students panel

1 One person's progress

The top cards show how many people started and completed the course, the average progress, who has been idle for 14+ days and submissions to review. Each line 1 shows lessons done, quiz scores, the last activity and a **Message** button. The **Courses** report in **Settings → Manager reports** downloads the progress of everyone in every course.

Storage

Files and videos share the same space: **50 GB** on Team and **250 GB** on Business. Watching videos has no limit. Need more? Talk to us. See Plan, trial and payment.

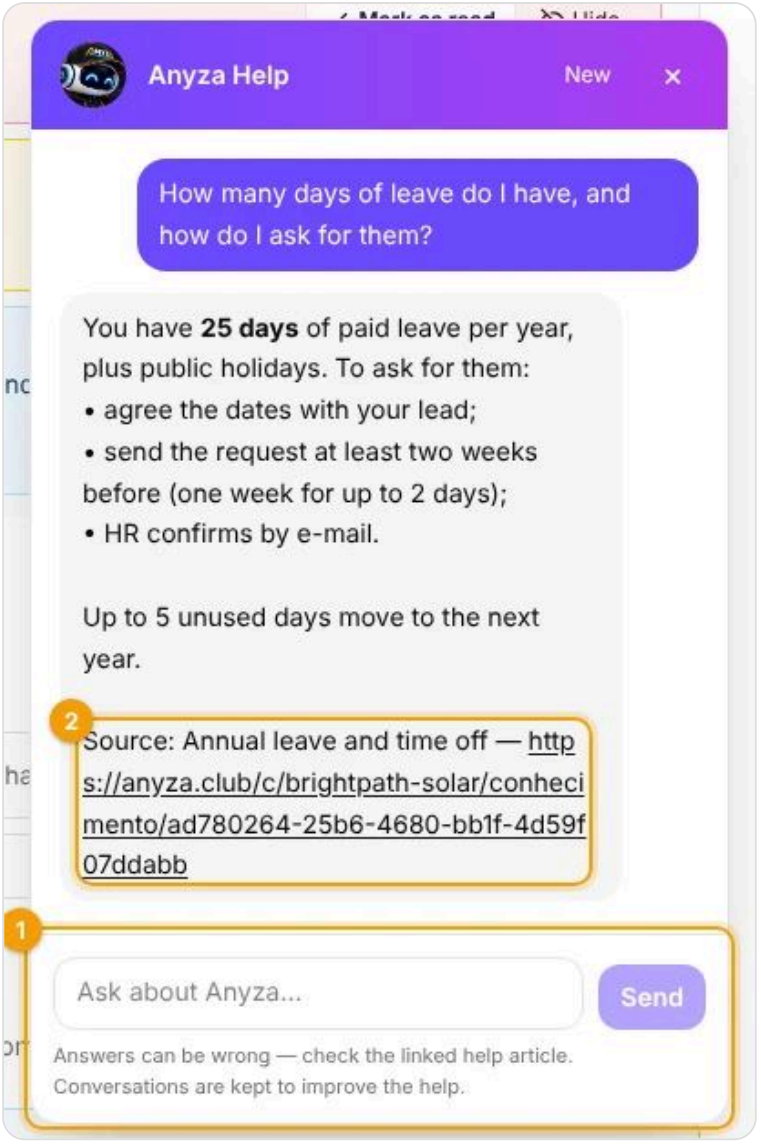
Related: Access profiles and invite only · Team, “I have read and agree” and reports

08

Help assistant and the knowledge base

The Help button answers questions about the company using the articles of the knowledge base — only what the person asking may read — with a link to the source.

The **Help** button, at the bottom right of every page, opens the Anyza help assistant. Inside a company space it also answers questions about **your company**, using the articles of the knowledge base.



The help assistant answering from the knowledge base

1 Ask a question · 2 The article the answer came from

How it works

1. Tap **Help** and type the question 1 — for example "How many days of leave do I have?" or "What do I check before climbing a roof?".

2. The assistant searches the knowledge base and answers in your language, with the link to the article 2 it used.
3. Open the link to read the full article.

The assistant answers **only with what the person asking may read**: articles for the whole company, and articles of the departments the person is in. Drafts and other departments' articles are never used.

It also answers questions about how Anyza Club works (how to post a notice, invite the team, create a course…), with links to this manual.

Good articles make good answers

- Write one subject per article, with a clear title ("Annual leave and time off", not "HR info").
- Put the key facts in the text: numbers, deadlines, who to talk to.
- Set **Review every** on articles that get outdated, so answers stay right.

Good to know

- Answers can be wrong — check the linked article, especially for important decisions.
- Conversations are kept to improve the help.
- The first 20 questions are free; after that, 1 credit unlocks 20 more (the assistant tells you before using it). The company plan itself uses no credits.

Related: Knowledge base and departments · Anyza Help (assistant)

09

Plan, trial and payment

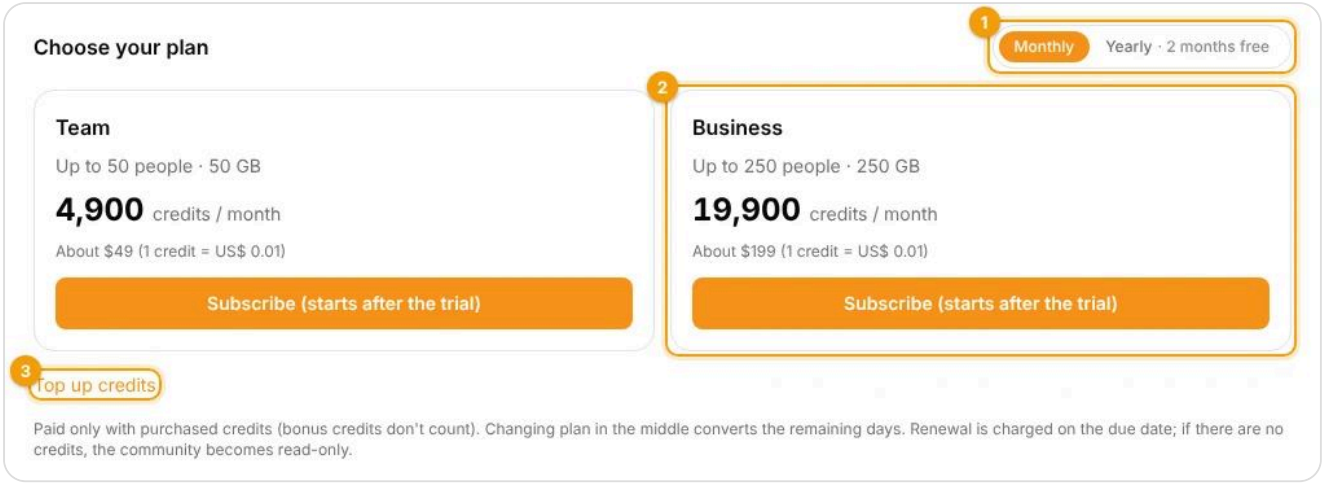
How the 7-day free trial works, how to pay the plan with Anyza credits, what happens if it expires, and how company mode is turned on or off by our team.

Free trial

A company space created from the trial link starts **already in company mode, with 7 days free** (partners may offer a different period). The trial runs on the plan you chose in the form: Team (up to 50 people, 50 GB) or Business (up to 250 people, 250 GB). Each person gets one free trial. See First steps.

Choosing and paying the plan

Open **Settings → Company plan**. At the top you see the days left; below the first steps, the plans.



Choosing the plan

1 Monthly or yearly · 2 A plan · 3 Top up credits

- **Team**: 4,900 credits a month, or 49,000 a year (up to 50 people, 50 GB);
- **Business**: 19,900 credits a month, or 199,000 a year (up to 250 people, 250 GB).

1 credit = US$ 0.01, so Team is US$ 49/month and Business US$ 199/month. Choose **Monthly** or **Yearly** 1 — the yearly plan gives **2 months free** — and tap the button of the plan 2.

Only the community owner pays, with **purchased credits** (bonus credits don't count). **Top up credits** 3 opens your Anyza account: card, USDT, USDC, Bitcoin or Lightning.

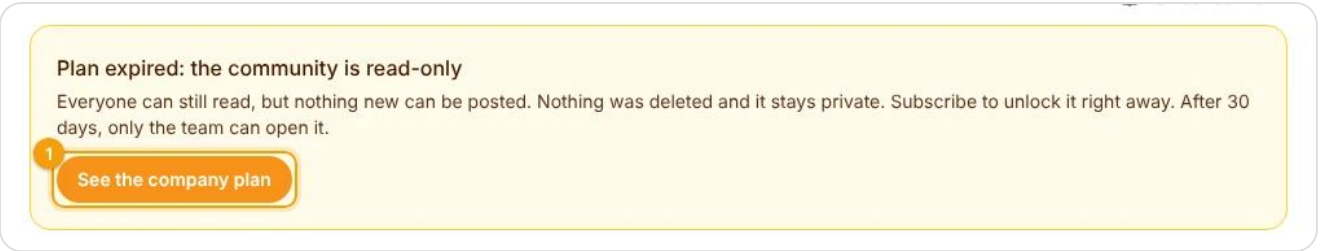
- **During the trial**: subscribing doesn't lose any free day — the plan starts when the trial ends.
- **Renewal**: with **Renew automatically with my credits** on, the plan is charged on the due date. If there aren't enough purchased credits, you get an e-mail and a warning on this screen.

- **Changing plan**: the days you had left are converted by the daily value of each plan.

The **Corporate** plan (more than 250 people) is arranged with our sales team, with contract and invoice (sales@anyza.net).

If the plan expires

Nothing is deleted and everything stays private.



A space with the plan expired

1 See the company plan

1. **Read-only**: right after the due date (or the end of the trial) without payment, everyone can still read, but nothing new can be posted.
2. **Locked**: after 30 days, only the owner and the team can open the community.

Subscribing in **Settings → Company plan** 1 unlocks it right away. The owner gets an e-mail at each step, and two days before the trial ends.

People and storage

Each plan has a number of people (Team 50, Business 250); **Settings → Company plan** shows how many people are in it. Files and videos share the same space (50 GB or 250 GB) and watching videos has no limit. Usage appears in the **Files** and **Videos** pages.

Company mode turned on or off by our team

When company mode is set up or changed by the Anyza team (for example on the Corporate plan), every change is **confirmed by the community owner**, like a signature: the owner receives an e-mail with the details, opens the link, ticks the confirmation and taps the button. Who confirmed, when and from which connection is recorded. The link is valid for 7 days.

When company mode is **turned off**, the community goes back to a standard Anyza Club community: it stays private, but it **appears in discovery again**, and paid features go back to using the owner's credits. Everything that was posted stays.

Related: What Anyza Club Corporate is · Files, videos and courses