

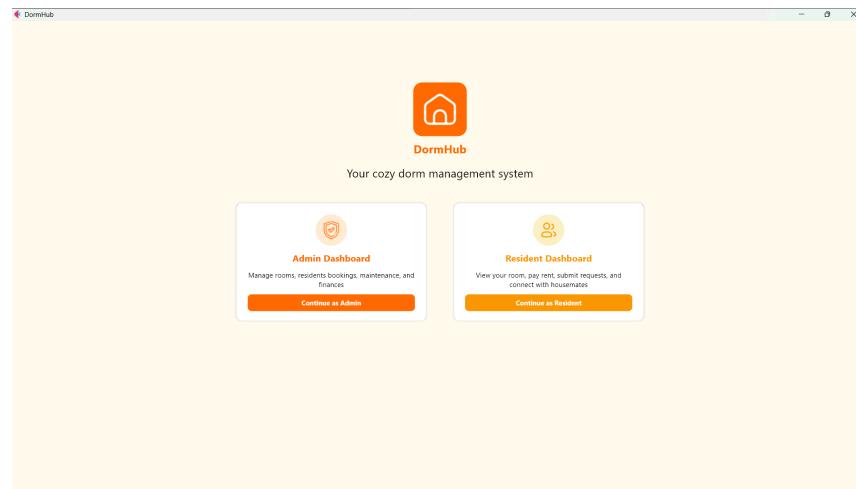
# User Manual of DormHub

## Root Page

The application root page prompts the user to select their portal

**Admin Dashboard:** For landlords to manage the property, residents, and finances.

**Resident Dashboard:** For tenants to view their room, pay rent, and submit requests.

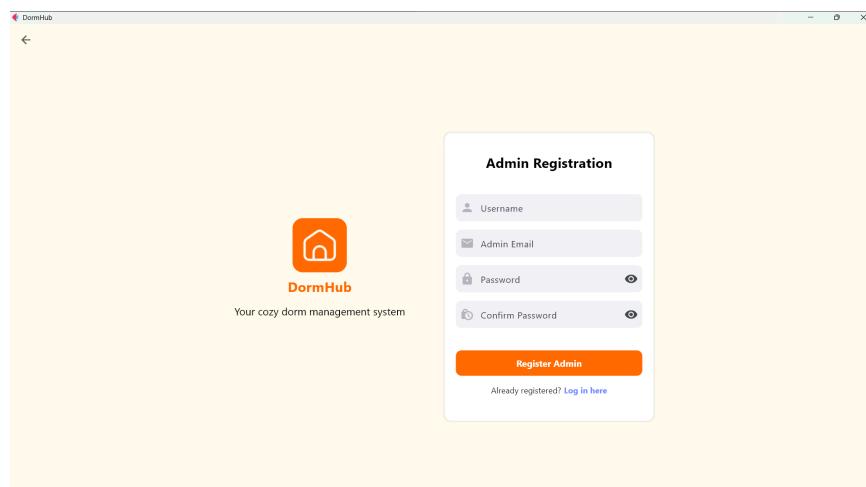


## As Admin

In the root page, select **Continue as Admin**

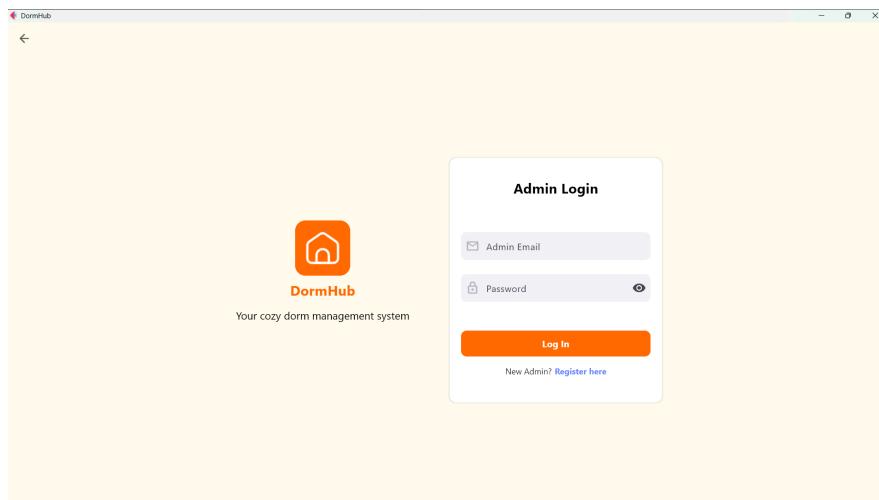
## Register Admin

On the Login page, click **Register here** and fill out required field the click **Register Admin**



# Login Admin

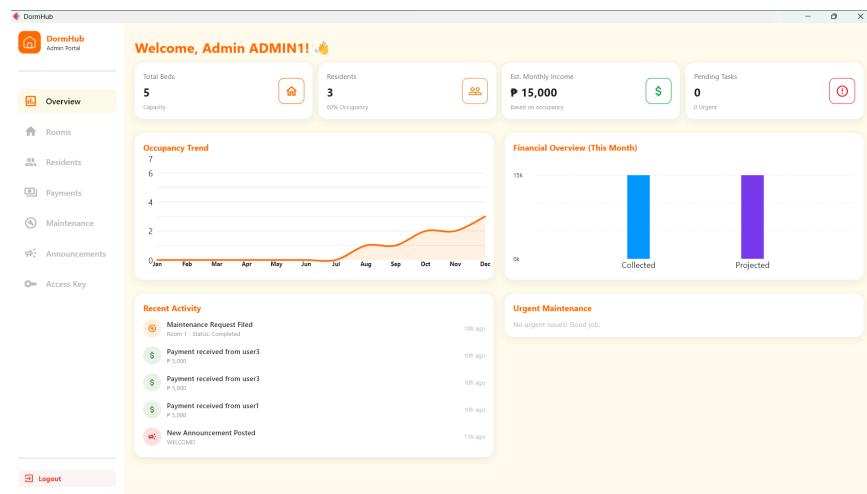
After register, log in as admin using email address and password then click **Log In**



## Overview Section

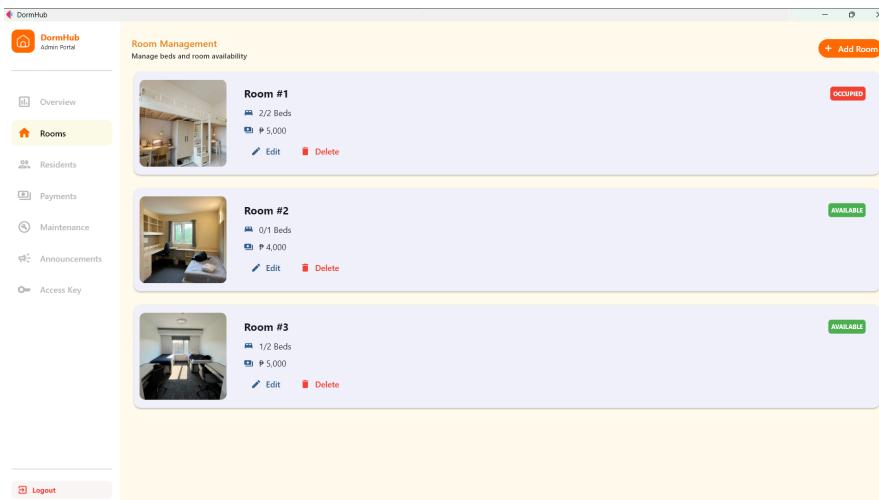
After successful logging in as Admin, you will be linked to overview section

Displays total beds, resident count, estimated monthly income, and pending maintenance tasks. Data visualizations (charts) update every after activity.



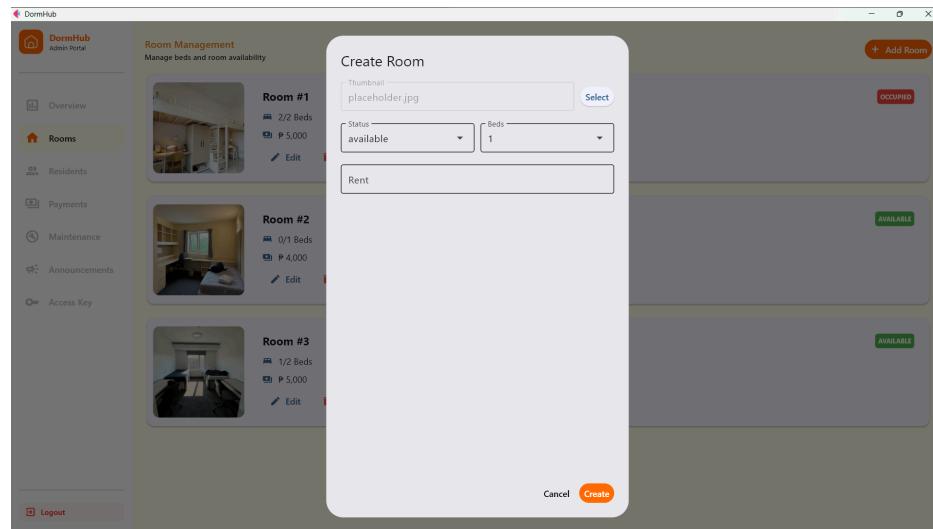
## Rooms Section

View, create, and edit rooms. Set bed capacity, monthly rent, and status override (maintenance). Tracks current occupancy automatically.



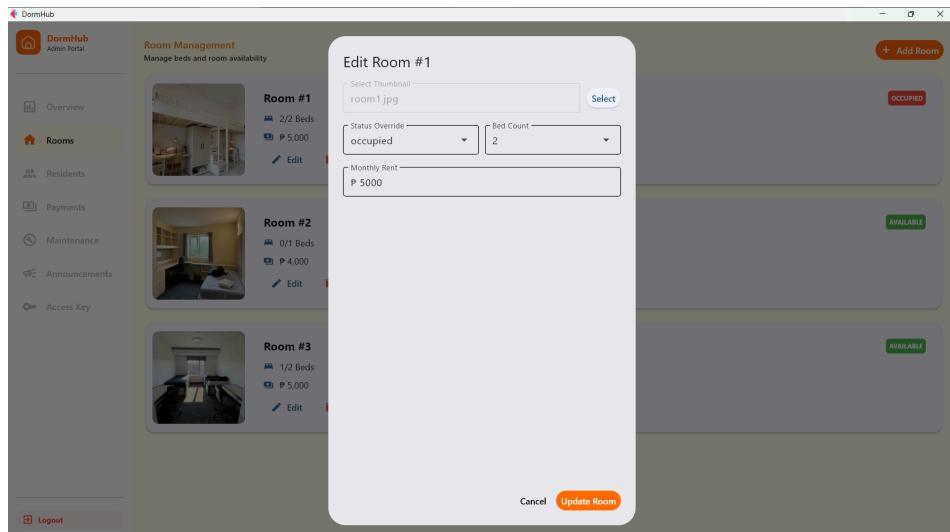
## Add Room

To add room, click to **Add Room** button at the top right



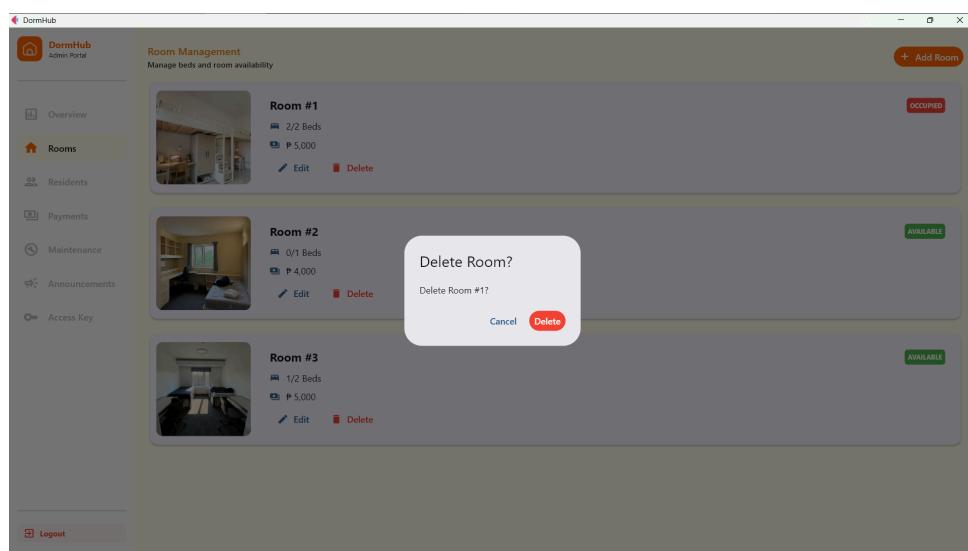
## Edit Room

In editing room, click the **Edit** button



## Delete Room

For deletion, click **Delete**



## Residents Section

View and search residents linked to your admin account. Filter by Assigned or Unassigned rooms. Allows linking/unlinking residents to rooms, updating contact info, and setting move-in dates.

The screenshot shows the 'Residents Management' section of the DormHub Admin Portal. At the top, there are three summary boxes: 'Total Residents' (4), 'Assigned' (3), and 'Unassigned' (1). Below this is a search bar and a dropdown menu set to 'All Rooms'. A table lists four residents: user1, user2, user3, and user6. Each resident entry includes their name, email, and room assignments (Room 1 or Room 3) along with edit and delete icons. At the bottom left is a 'Logout' button.

## Filter Residents

To filter residents, choose option on the dropdown menu

This screenshot is similar to the previous one but shows the 'Assigned' filter selected in the dropdown menu under 'All Rooms'. The table now only displays residents assigned to Room 1: user1, user2, and user3. The 'Unassigned' row is still present but empty.

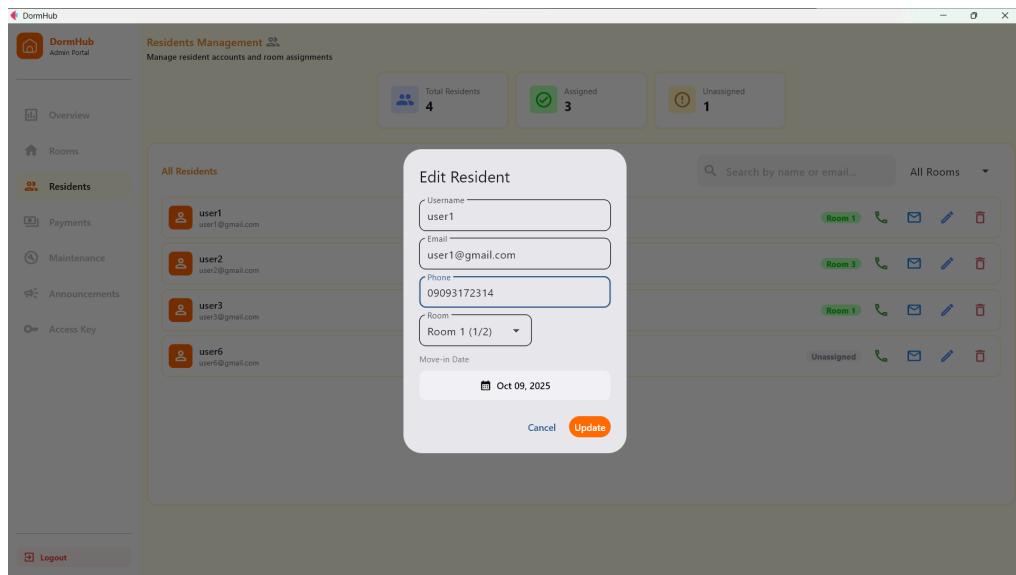
## Search Resident

In searching resident, just type resident's username in the search bar

This screenshot shows a search result for the resident 'user1'. The search bar at the top contains 'user1'. The table below shows the single result 'user1' with their details and room assignment (Room 1). The 'All Rooms' dropdown is still visible.

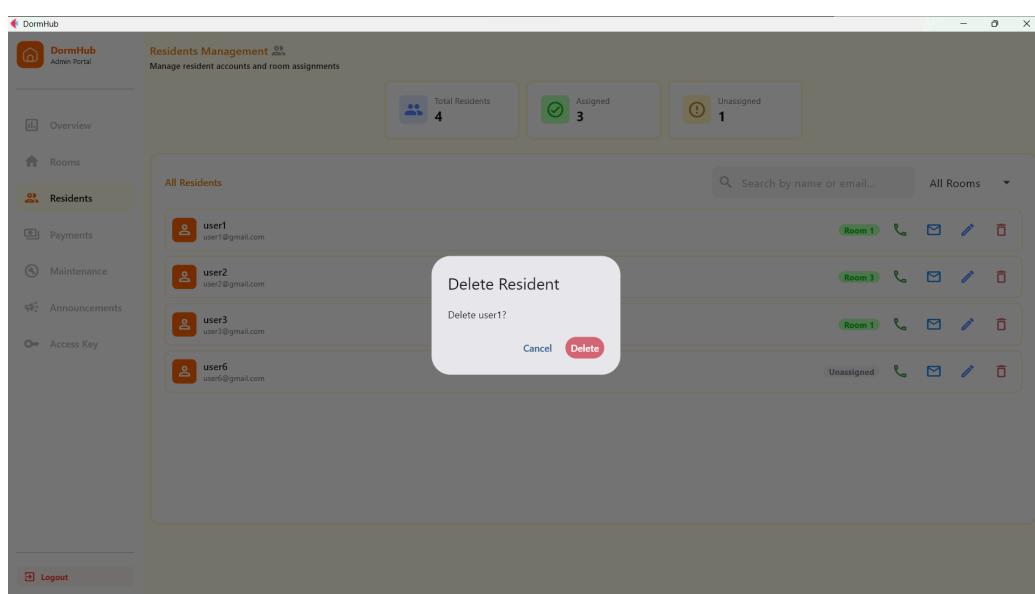
## Edit Resident

To edit resident, click the pen icon button



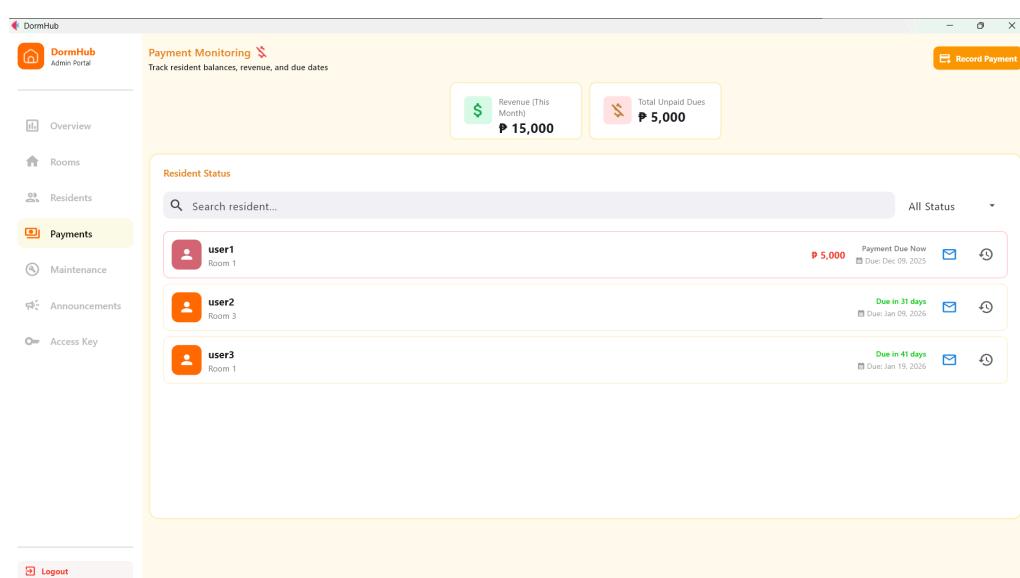
## Delete Resident

Delete resident by clicking trash icon button



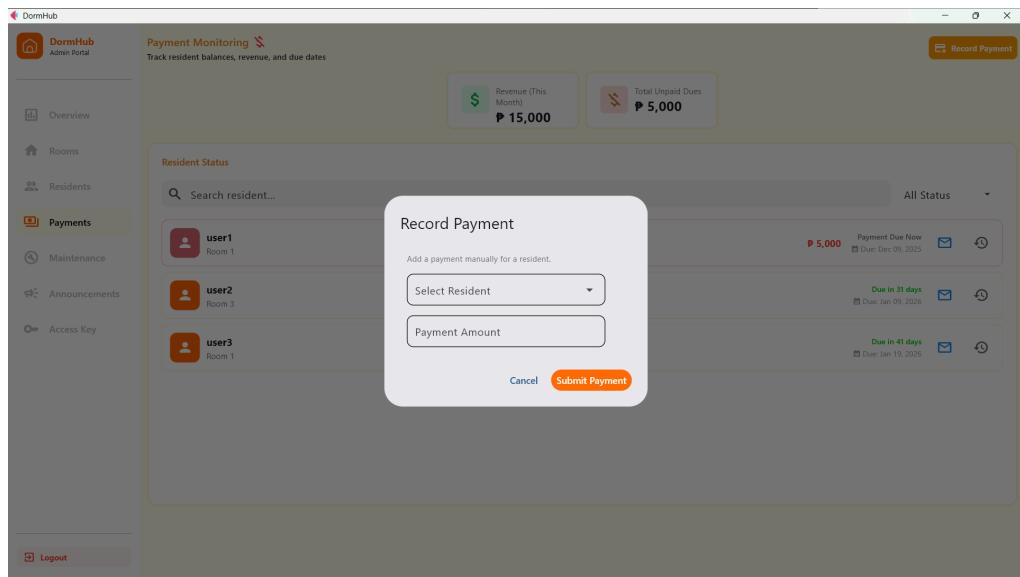
## Payments Section

Tracks monthly collected revenue and total outstanding dues. System automatically creates new overdue dues and advances the next due date. Allows manually Recording Payments for residents.



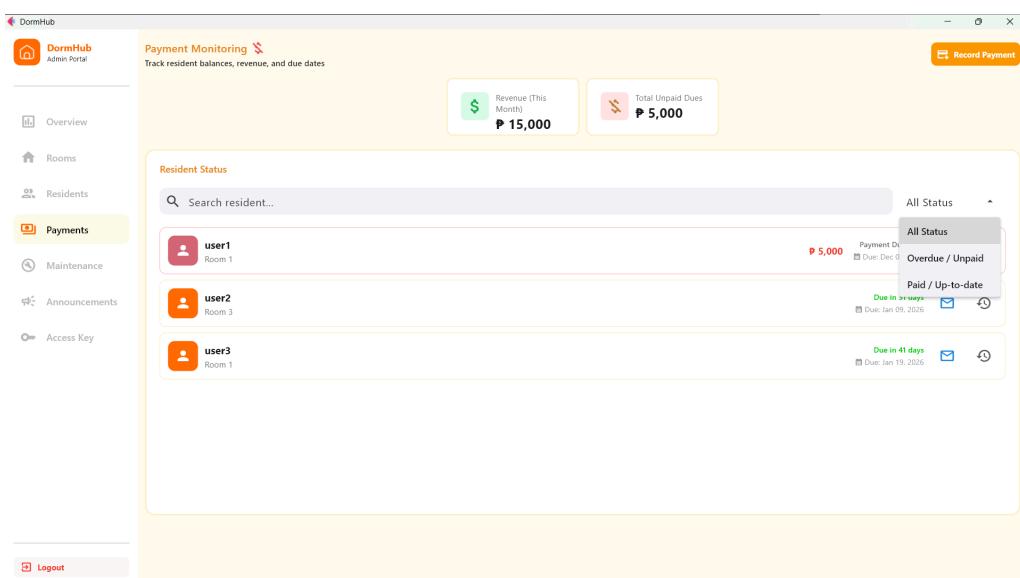
## Record Payment

Record Payment using the **Record Payment** button



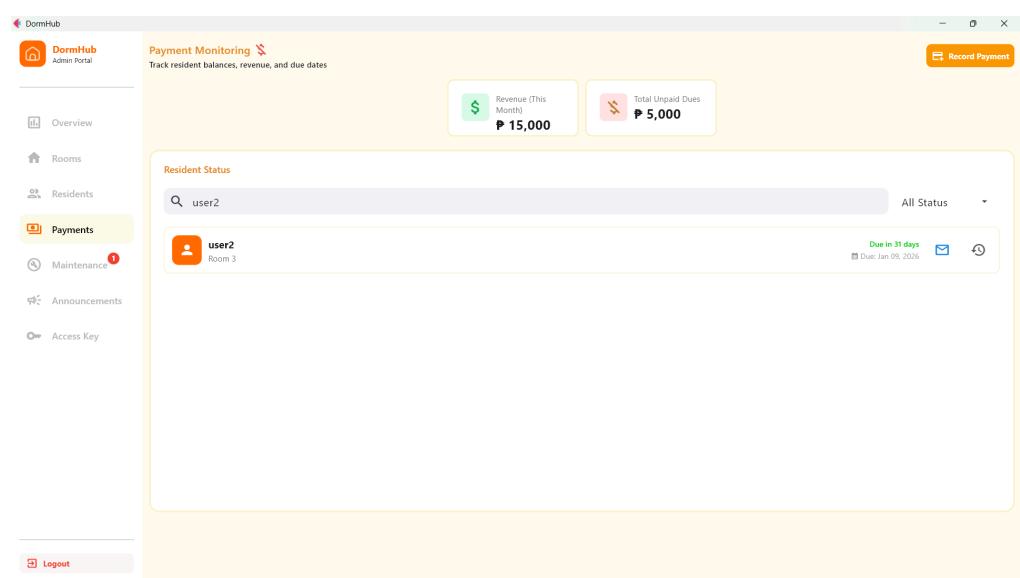
## Filter Residents

To filter residents according to their payment status, click the dropdown menu



## Search Resident

Search resident by typing their username in search bar



## Check Resident's Payment History

Click the clock icon to check resident's payment history

DormHub Admin Portal - Payment Monitoring

Resident Status

Total Lifetime Paid: ₱ 5,000

Dec 09, 2025 - 11:02 AM

ADMIN RECORDED

+ ₱ 5,000

History: user1

Total Unpaid Dues ₱ 5,000

All Status

Payment Due Now ₱ 5,000 Due: Dec 09, 2025

Due in 31 days Due: Jan 09, 2026

Due in 41 days Due: Jan 19, 2026

Logout

## Maintenance Section

View all maintenance requests submitted by linked residents. Filter by status (pending, in-progress, completed). Allows updating the status of a request.

DormHub Admin Portal - Maintenance Requests

Pending 0

In Progress 0

Completed 1

All Requests

not cooling aircon Room 1 • user1

HIGH Completed

All Request ▾

Pending

In Progress

Completed

Logout

## Filter Requests

Filter requests by status by choosing status in dropdown menu

DormHub Admin Portal - Maintenance Requests

Pending 0

In Progress 0

Completed 1

All Requests

not cooling aircon Room 1 • user1

HIGH Completed

All Request ▾

All Requests

Pending

In Progress

Completed

Logout

## Update Requests

Update requests status using dropdown menu

DormHub Admin Portal

Maintenance Requests

Track and update resident maintenance issues

Pending 0    In Progress 1    Completed 0

All Requests

not cooling aircon

HIGH Dec 09, 2025

Pending In Progress Completed

All Request ▾

Logout

## Announcements Section

Create new posts for residents. View existing posts, comments (replying as "Landlord"), and resident engagement (likes).

DormHub Admin Portal

Announcements

Post updates for residents

+ New Post

WELCOME!

welcome new boarders!

Dec 09, 2025

View Comments

Logout

## Add New Post

Add new post using **New Post** button

DormHub Admin Portal

Announcements

Post updates for residents

+ New Post

WELCOME!

welcome new boarders!

Dec 09, 2025

View Comments

New Announcement

Title

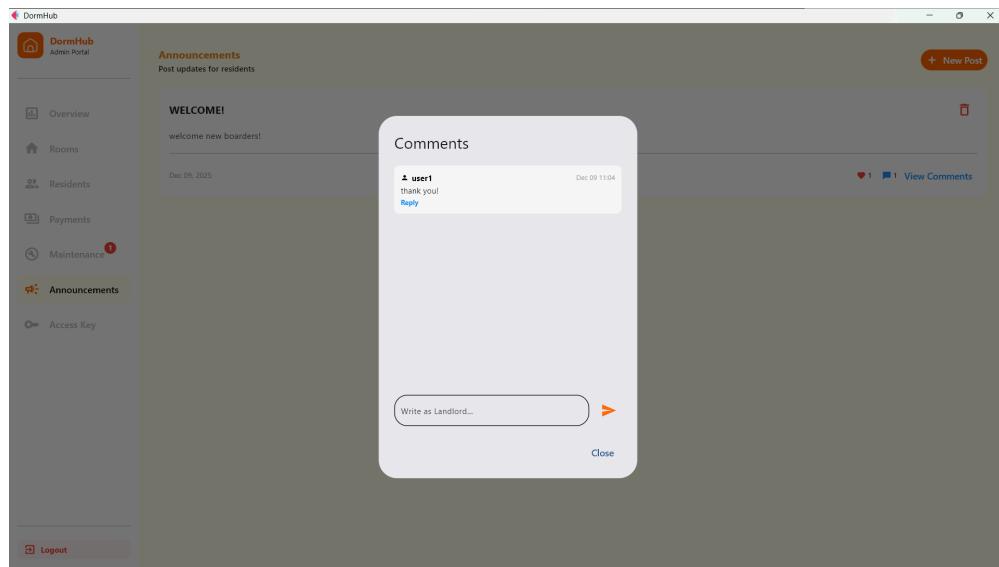
Content

Cancel Post

Logout

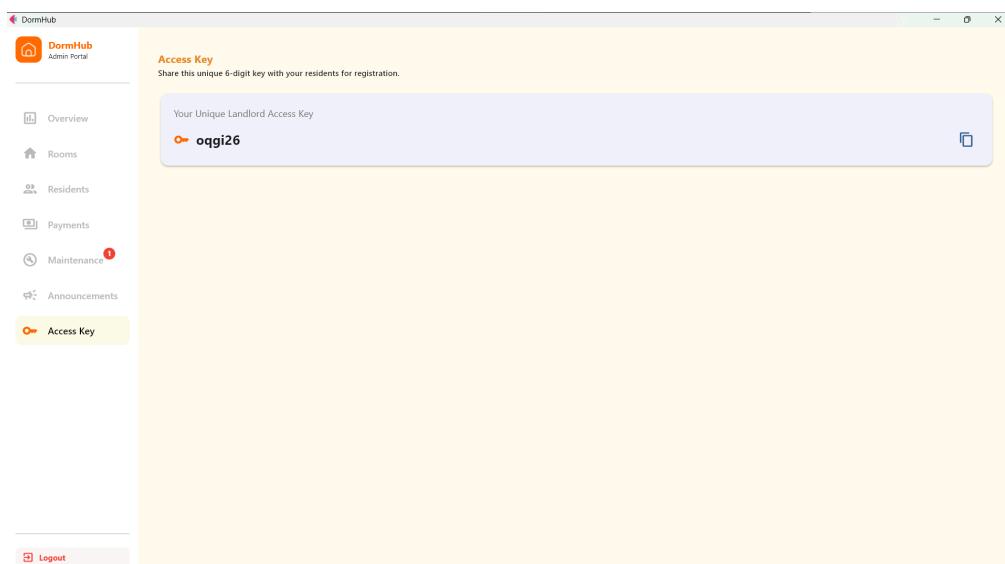
## Check Comments

Check comments by clicking **View Comments**



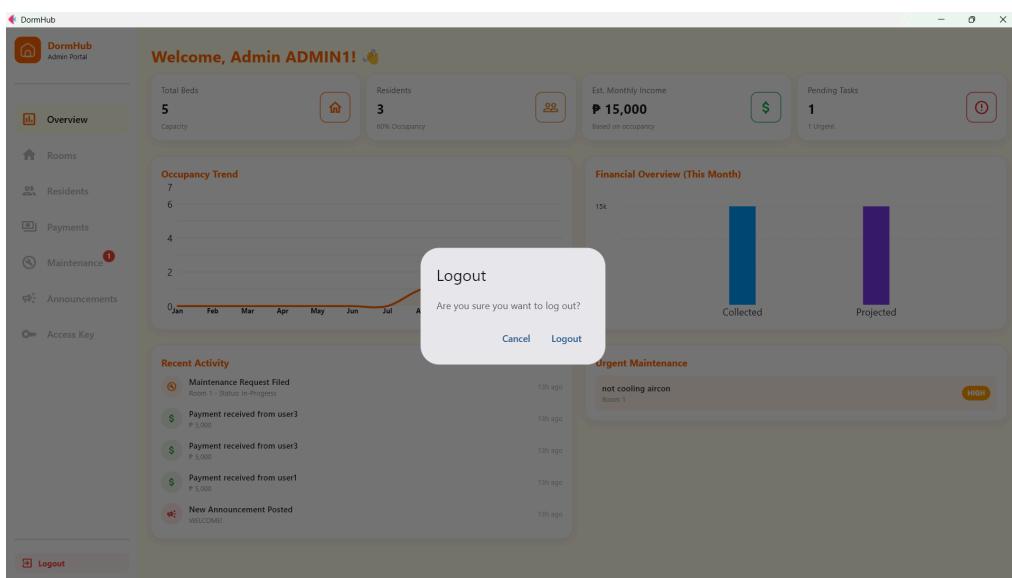
## Access Key Section

Displays unique 6-digit Landlord Access Key and provides a quick option to copy it for sharing with new residents.



## Log out as Admin

To log out admin, click the **Logout** button



# As Resident

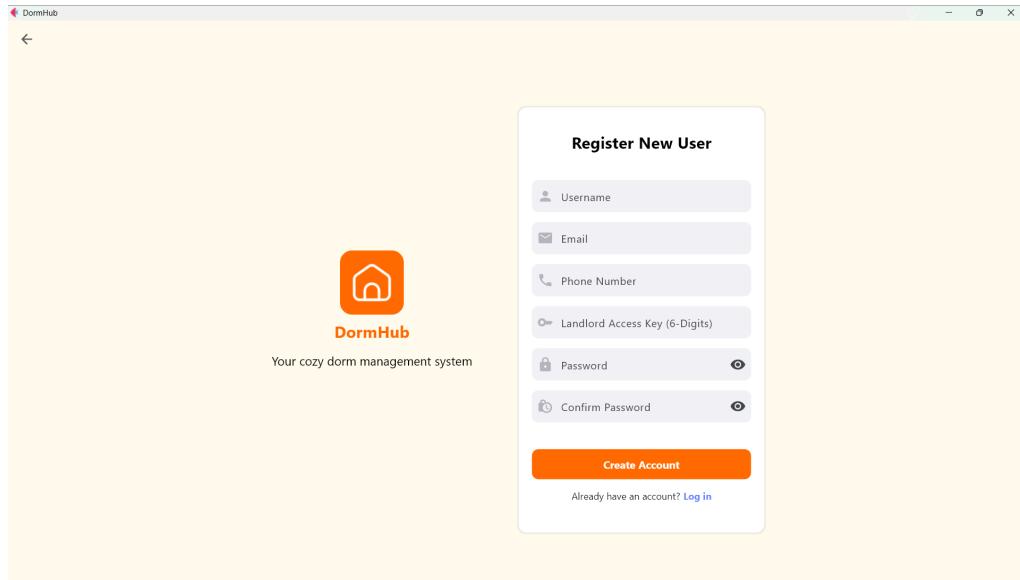
In the root page, choose **Continue as Resident**

## Register Resident

On the Login page, click **Register here**

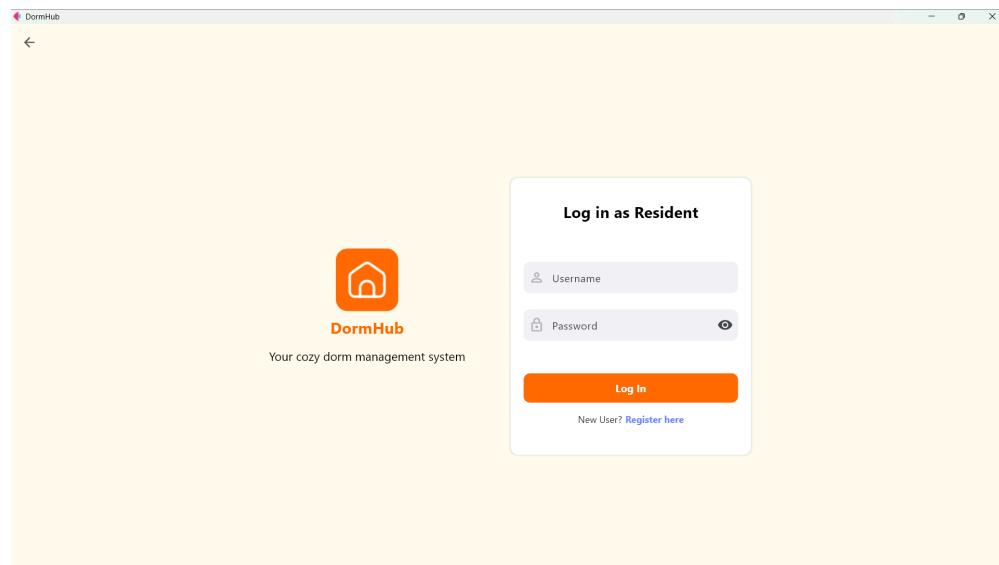
Fill out the required fields, including the **Landlord Access Key**

The system validates the key to link the Resident account to the correct Admin



## Login Resident

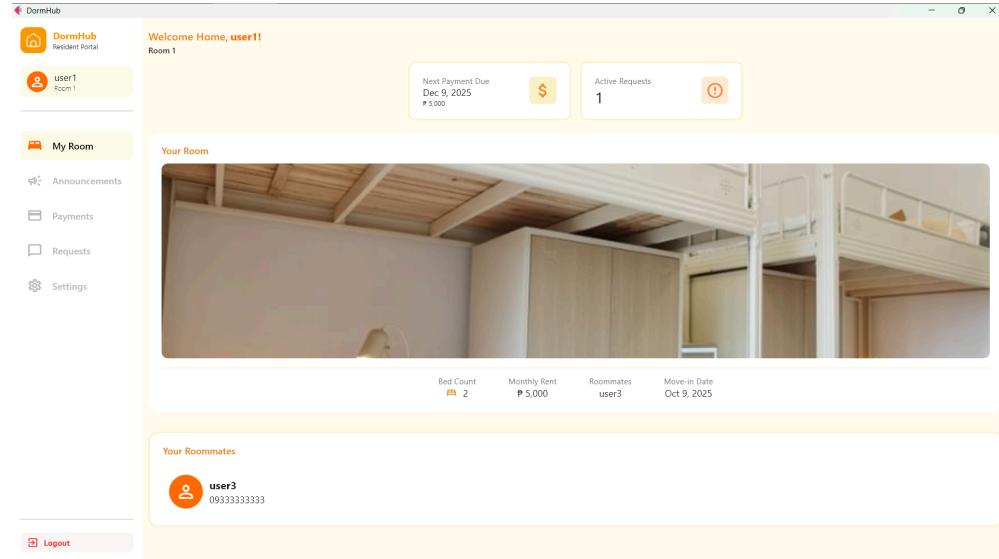
Login registered resident using **username** and **password**



## My Room Section

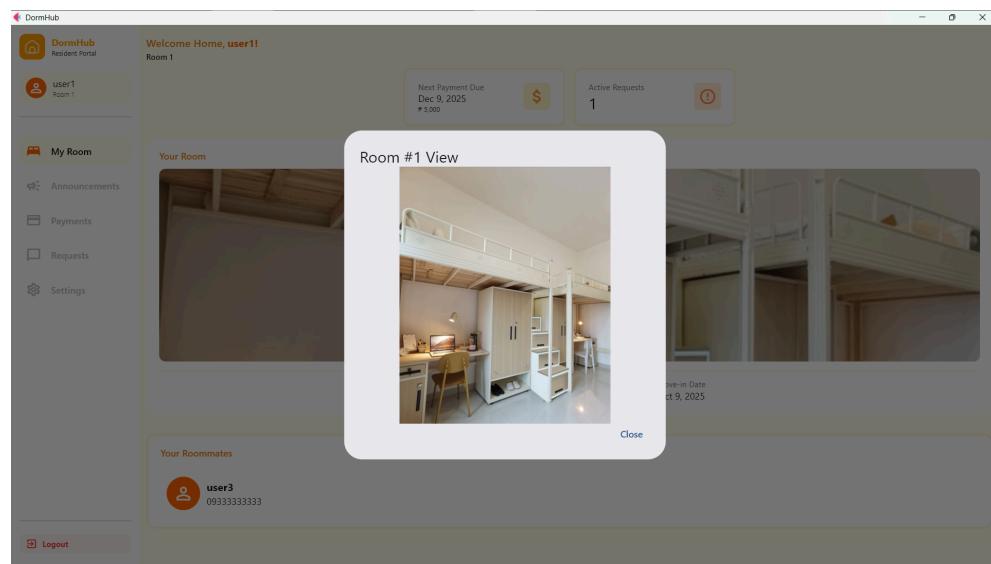
These should be the landing page when you successfully logged in

This section displays next payment due, rent amount, active maintenance requests, bed count, move-in date, and roommate list.



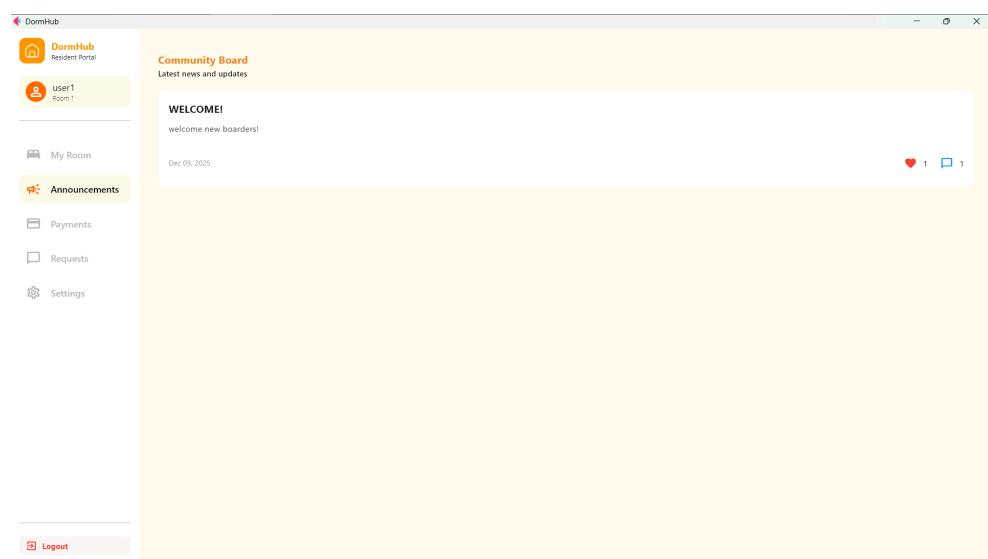
## View Room

You can view room by clicking the room image



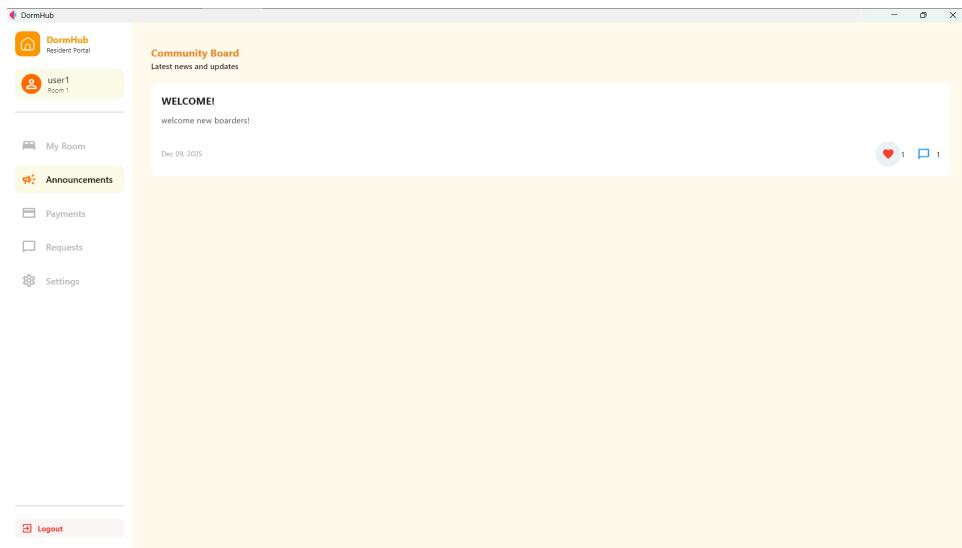
## Announcements Section

View posts from the linked Admin. Features unread badge count, the ability to like posts, and full commenting/replying functionality.



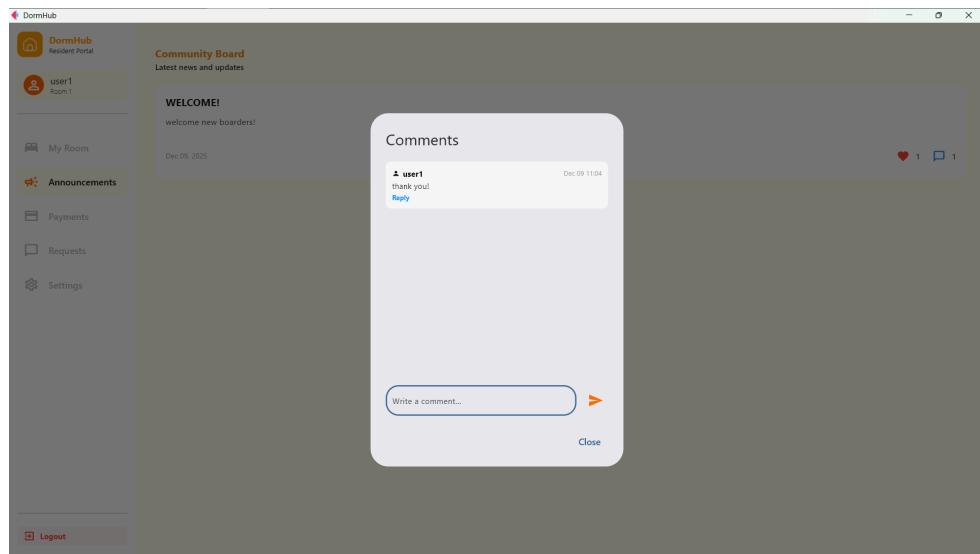
## Like Announcement

You can like an announcement by hitting the heart icon



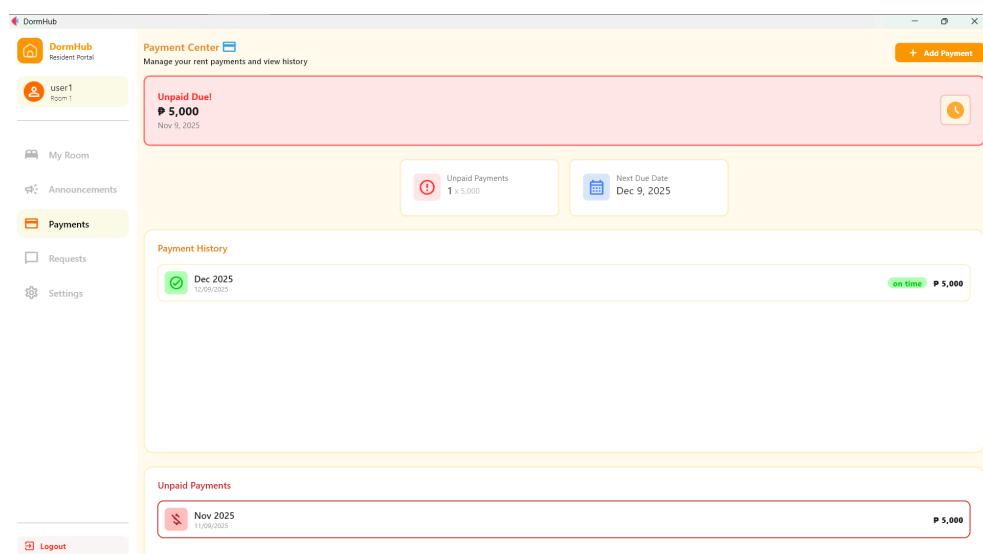
## Add Comment on Announcement

Add comment on announcement using message icon button



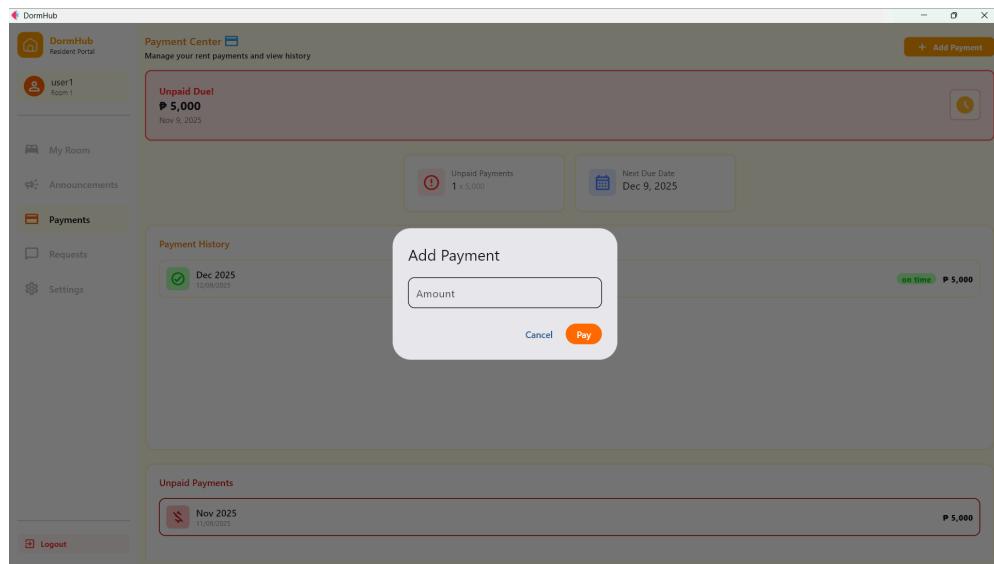
## Payment Section

Displays Upcoming Payment information (due date and amount), Unpaid Dues, and Payment History (on-time or late status). Allows voluntarily adding a manual payment record.



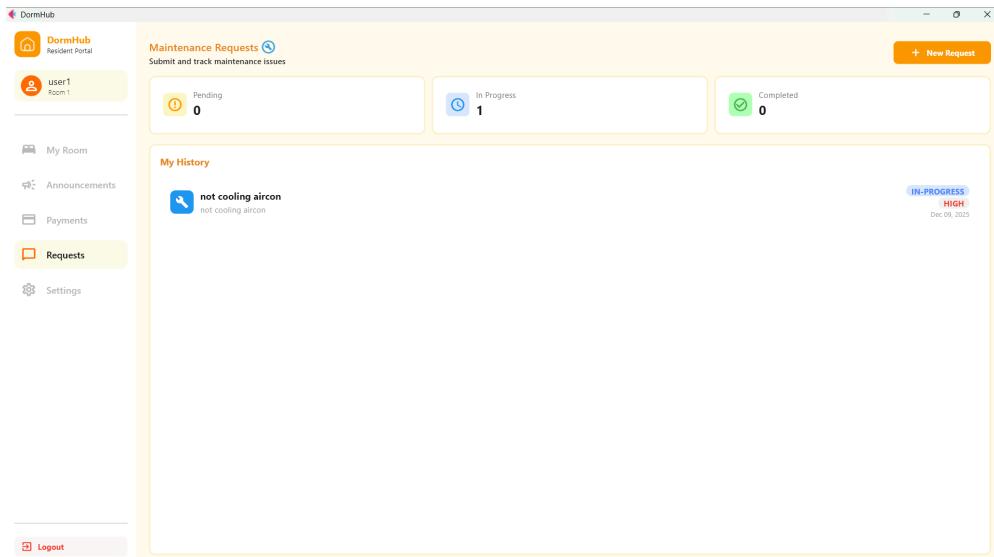
## Add Payment

Manually add payment using **Add Payment** button



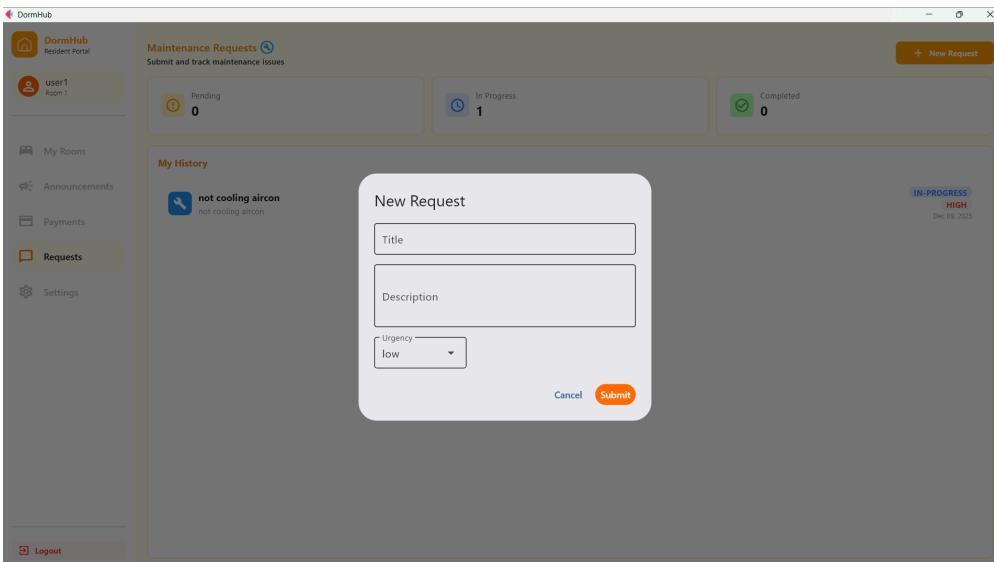
## Requests Section

Submit new maintenance requests to the Admin. Track the status (Pending, In-Progress, Completed) and urgency (Low, Medium, High) of all submitted requests.



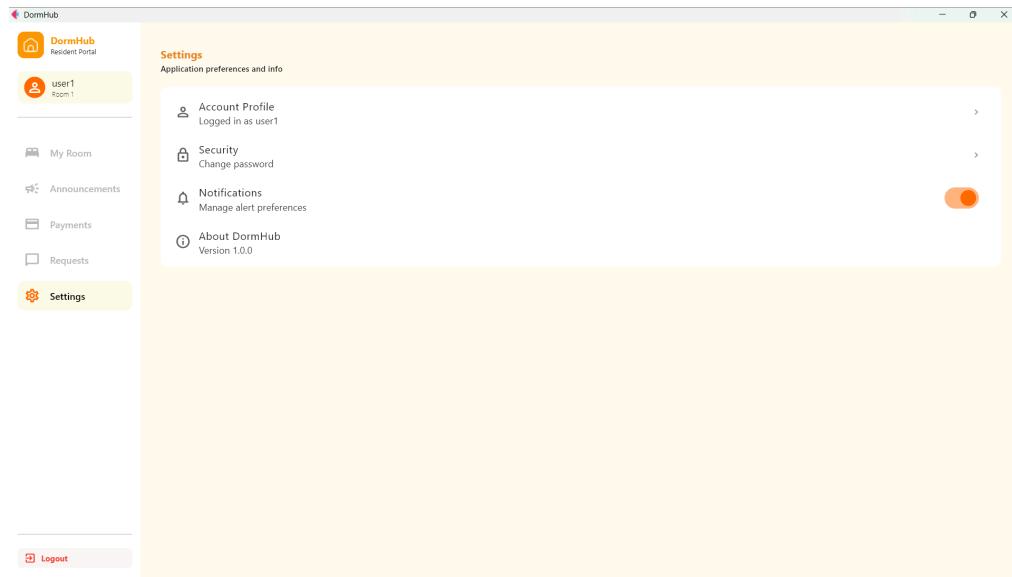
## Add New Request

To add new request, click the **New Request** button

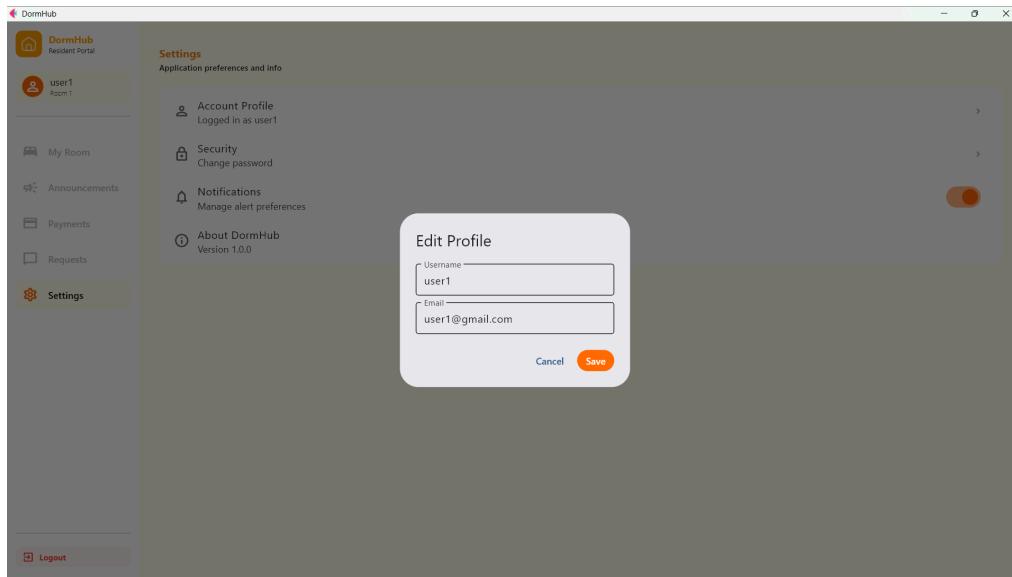


## Settings Section

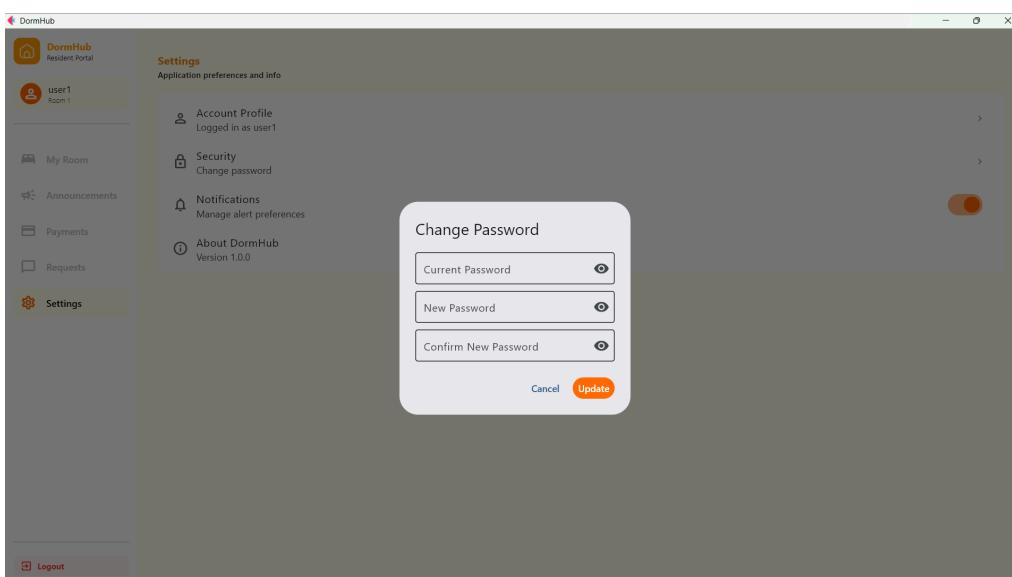
Change Username/Email (Profile) and Password (Security). Toggle Notifications to manage alerts.



## Change Username/Email Address



## Change Password



# Log out as User

Click **Logout** button to log out as user

