

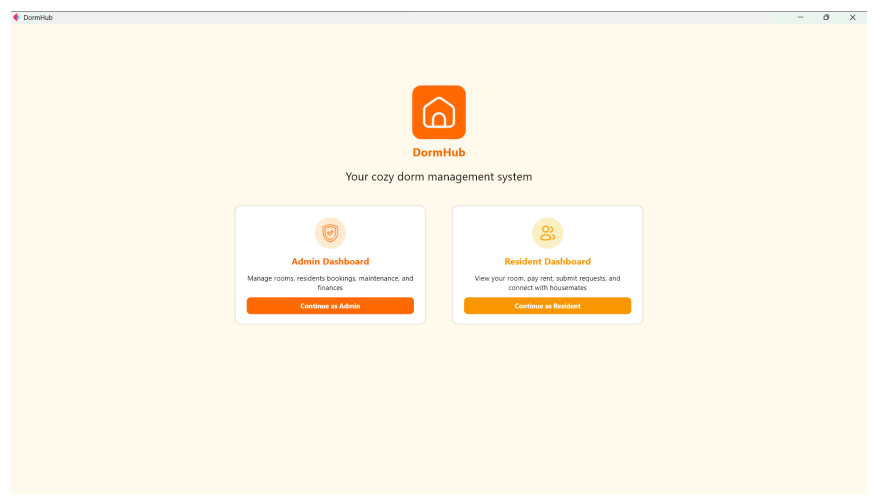
User Manual of DormHub

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.

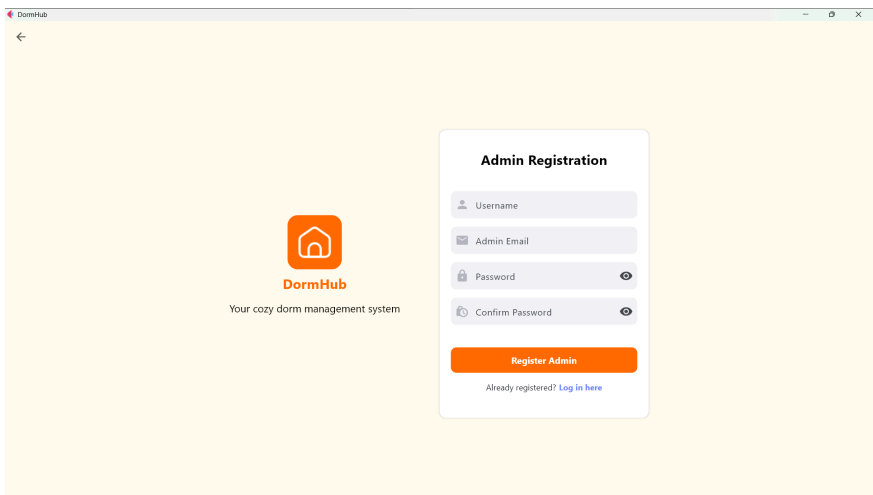


As Admin

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

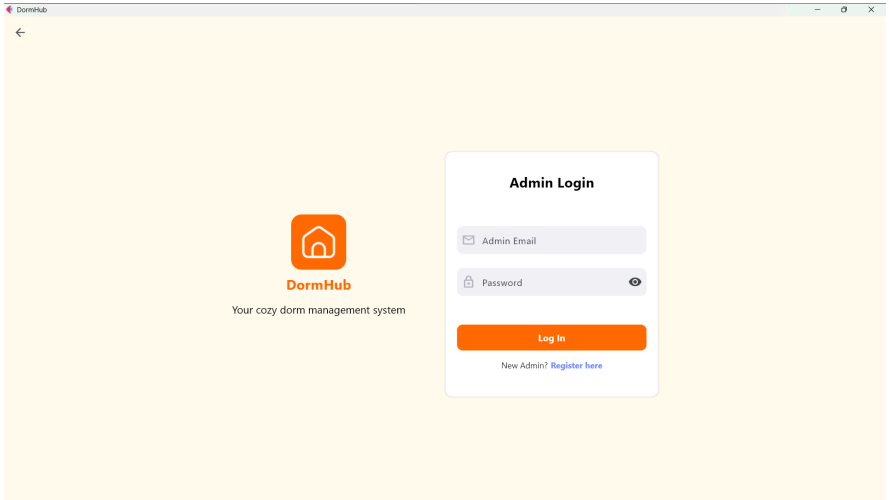
Register Admin

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



Login Admin

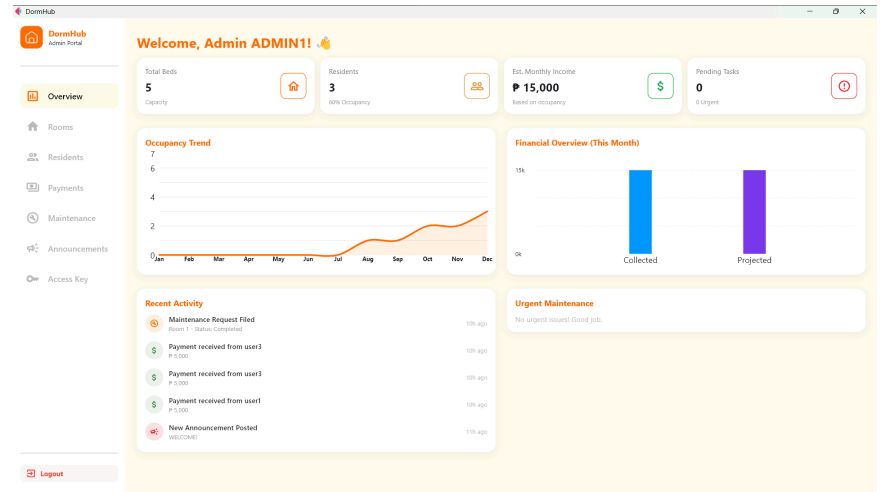
After register, log in as admin using email address and password then click **Log In**



Overview Section

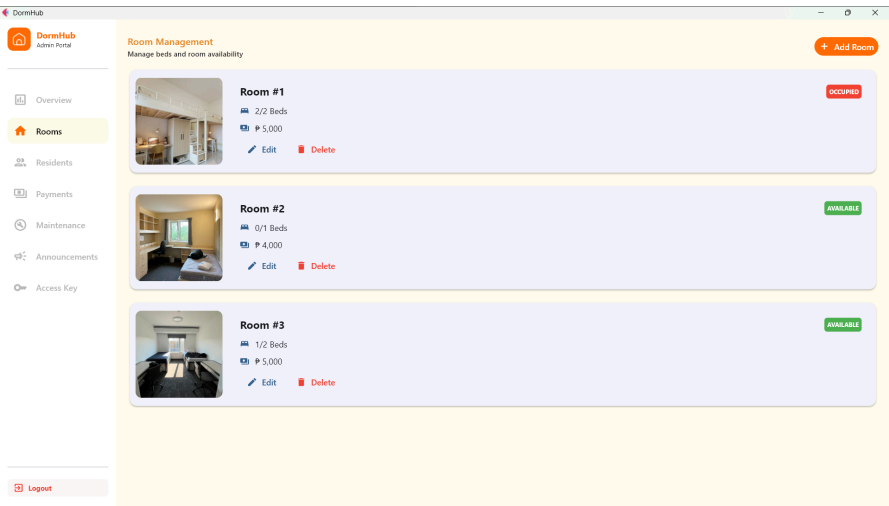
After successful logging in as Admin, you will be linked to overview section

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



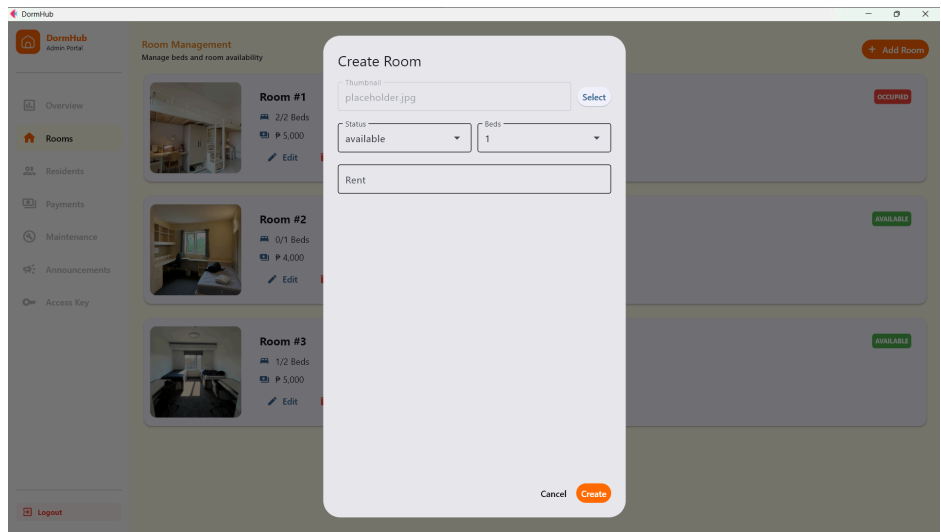
Rooms Section

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



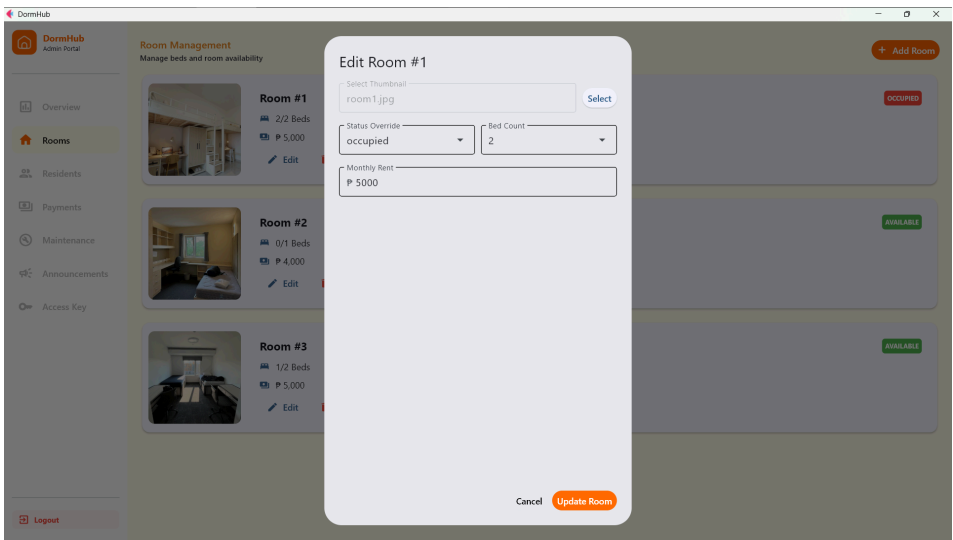
Add Room

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



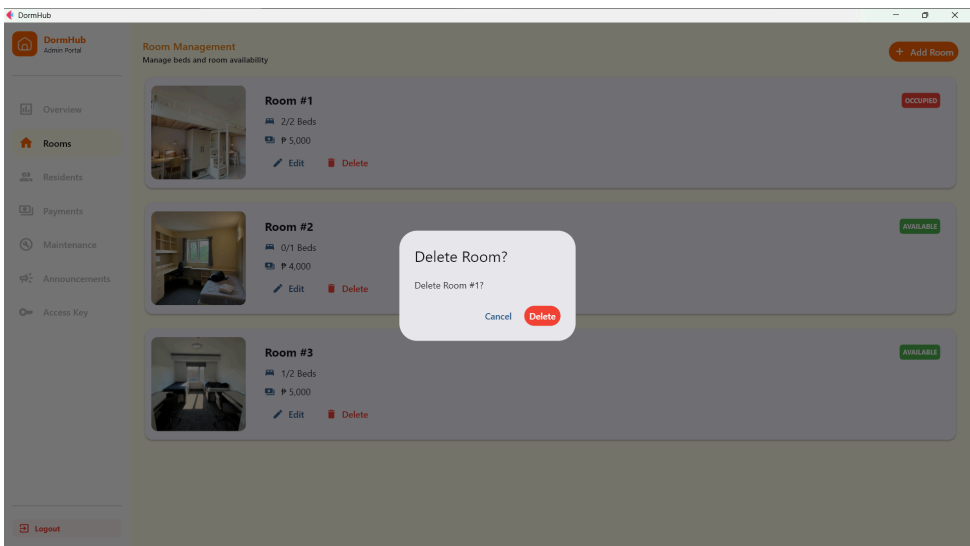
Edit Room

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



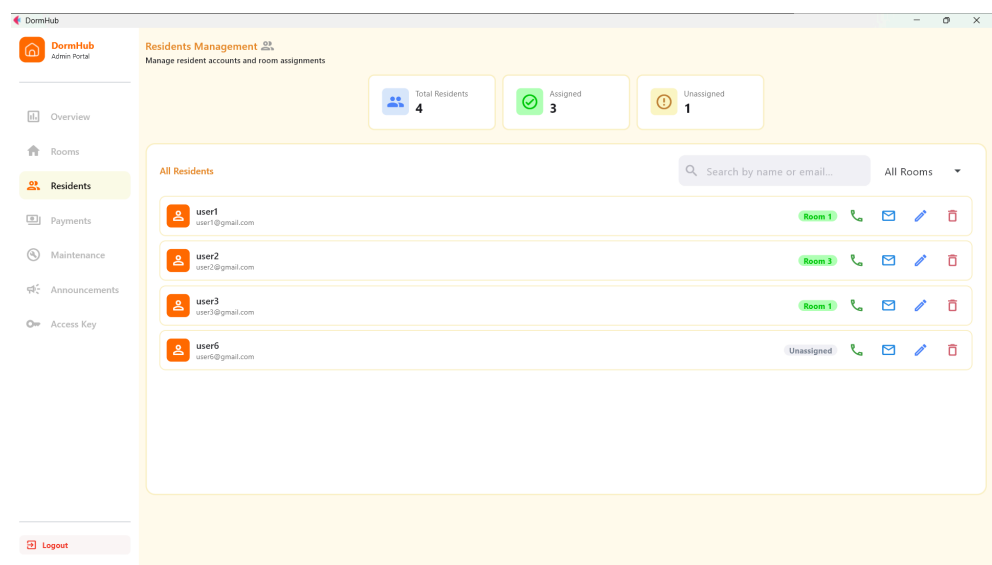
Delete Room

For deletion, click **Delete**



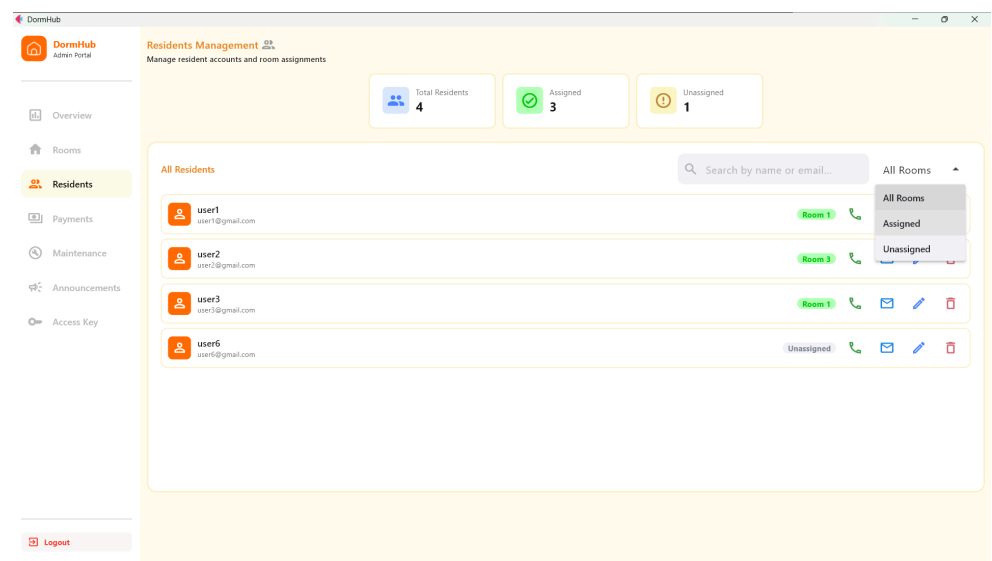
Residents Section

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.



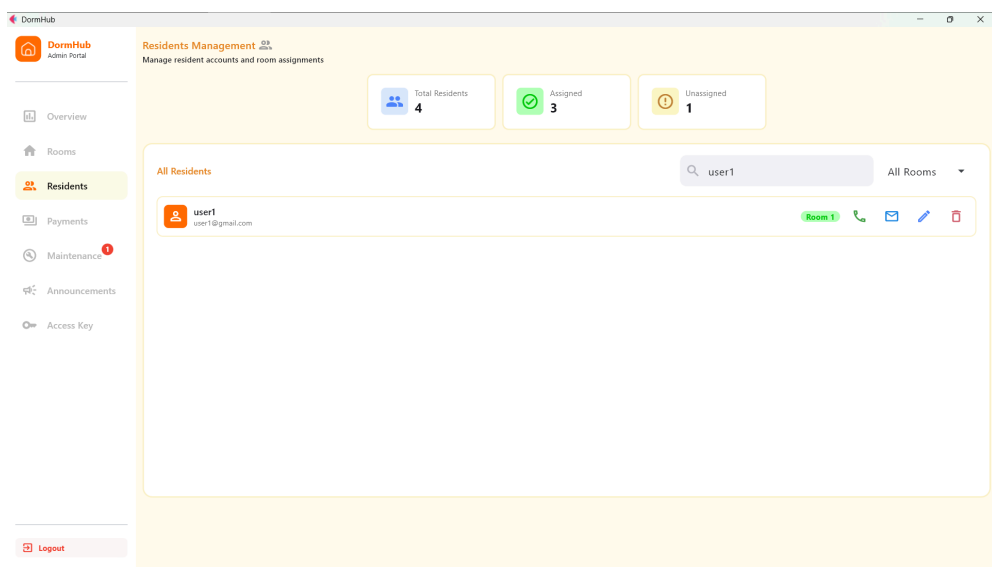
Filter Residents

To filter residents, choose option on the dropdown menu



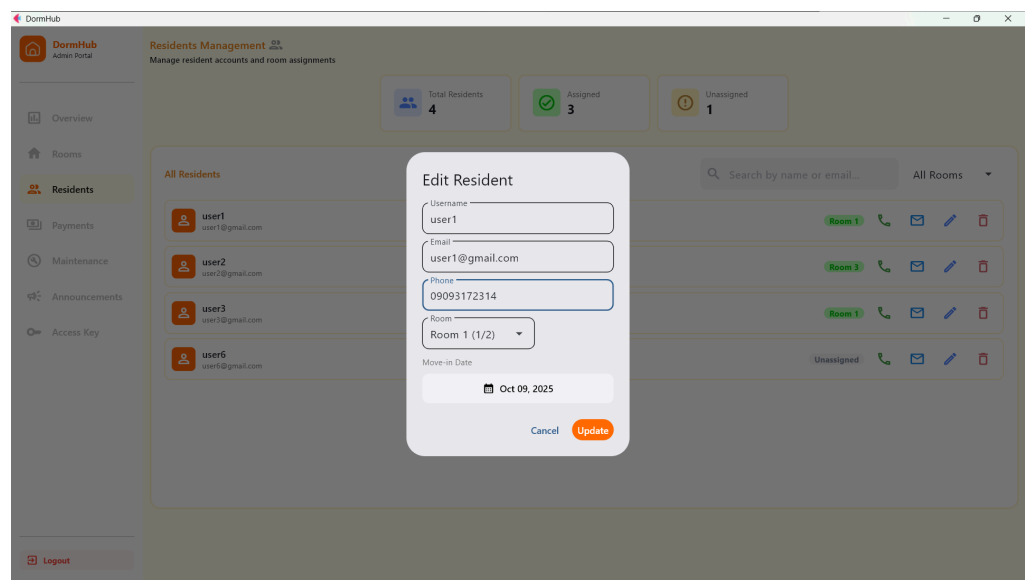
Search Resident

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



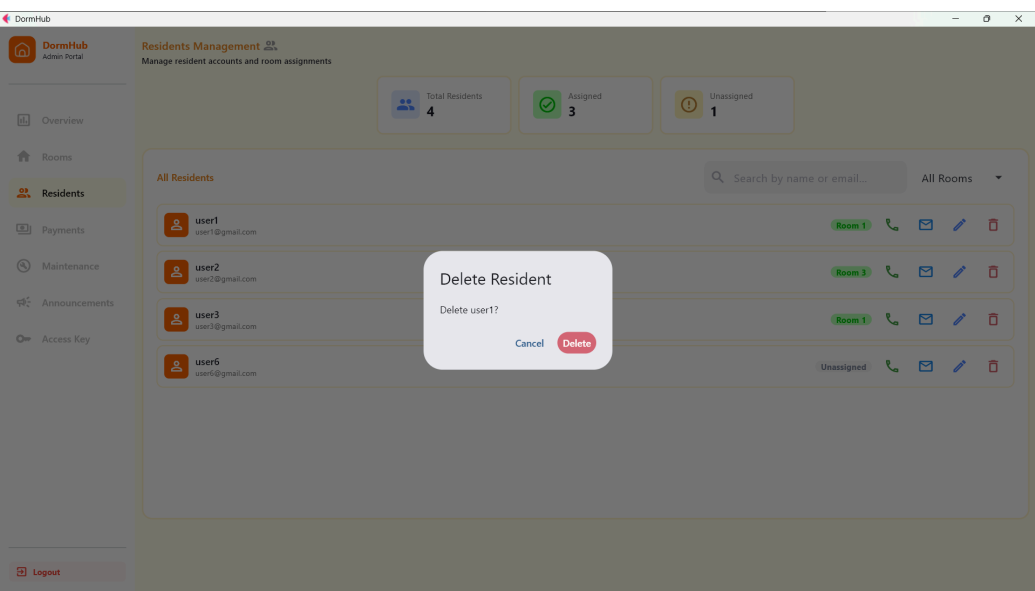
Edit Resident

To edit resident, click the pen icon button



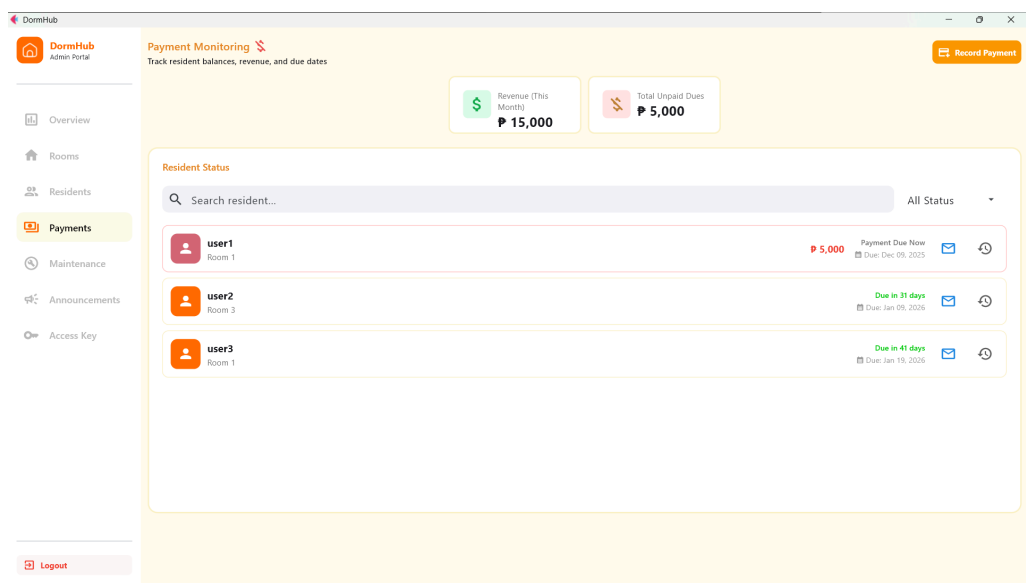
Delete Resident

Delete resident by clicking trash icon button



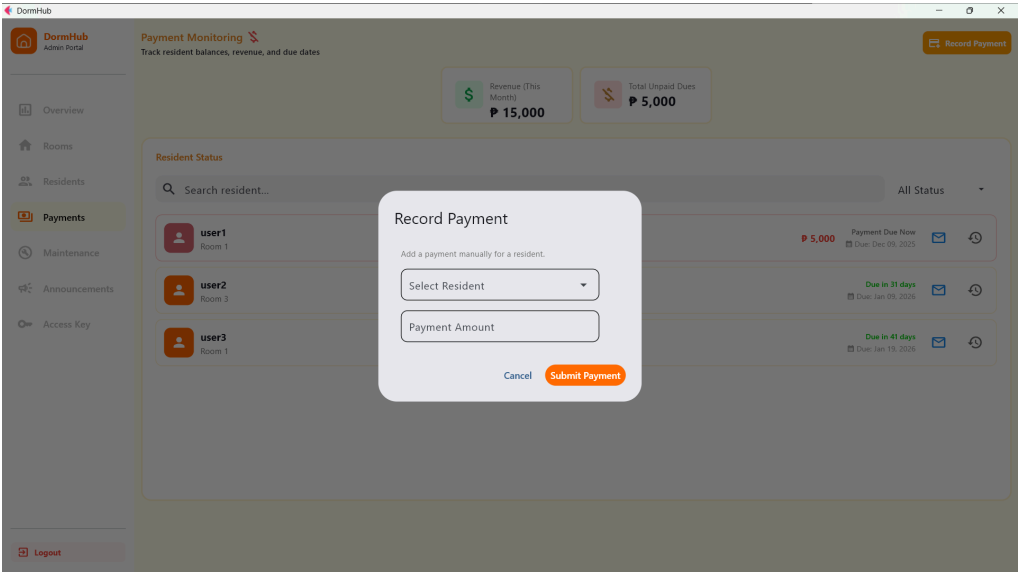
Payments Section

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.



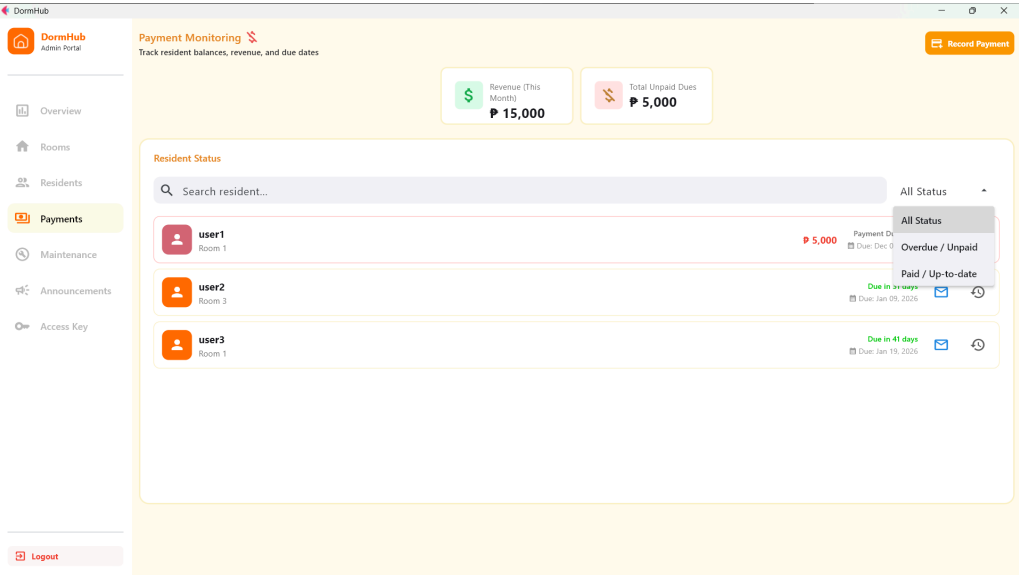
Record Payment

Record Payment using the **Record Payment** button



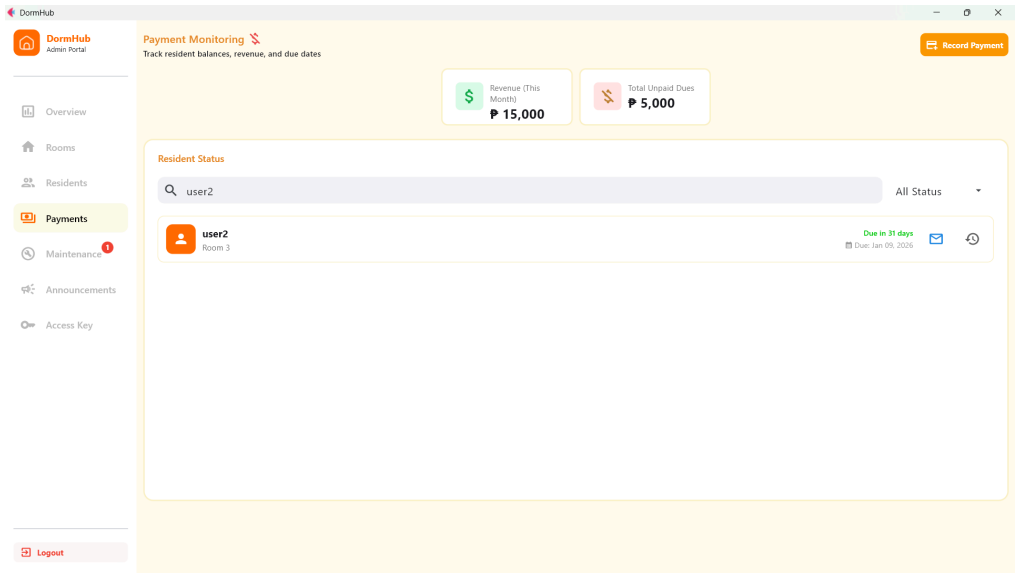
Filter Residents

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



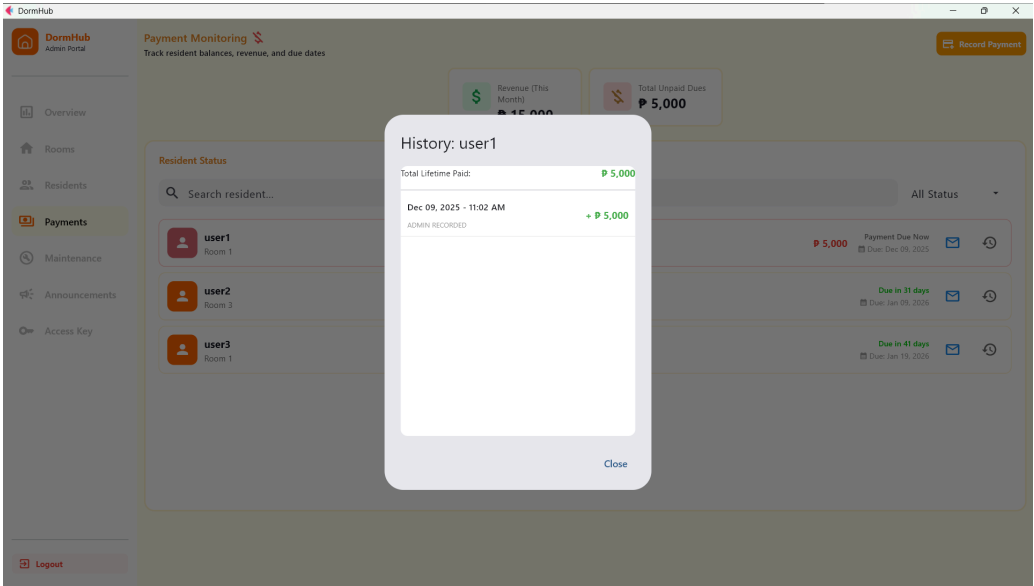
Search Resident

Search resident by typing their username in search bar



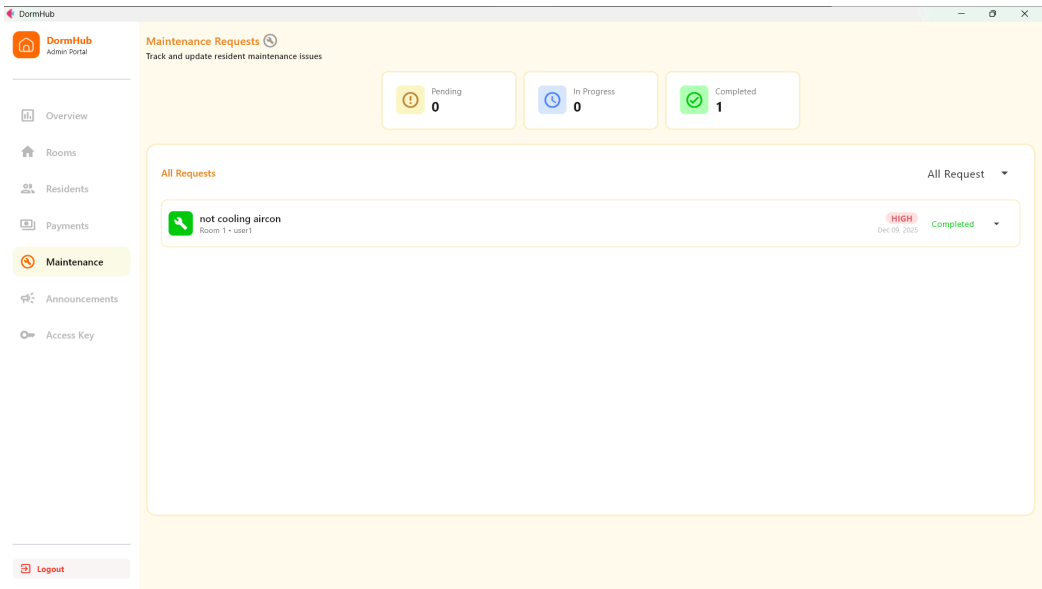
Check Resident's Payment History

Click the clock icon to check resident's payment history



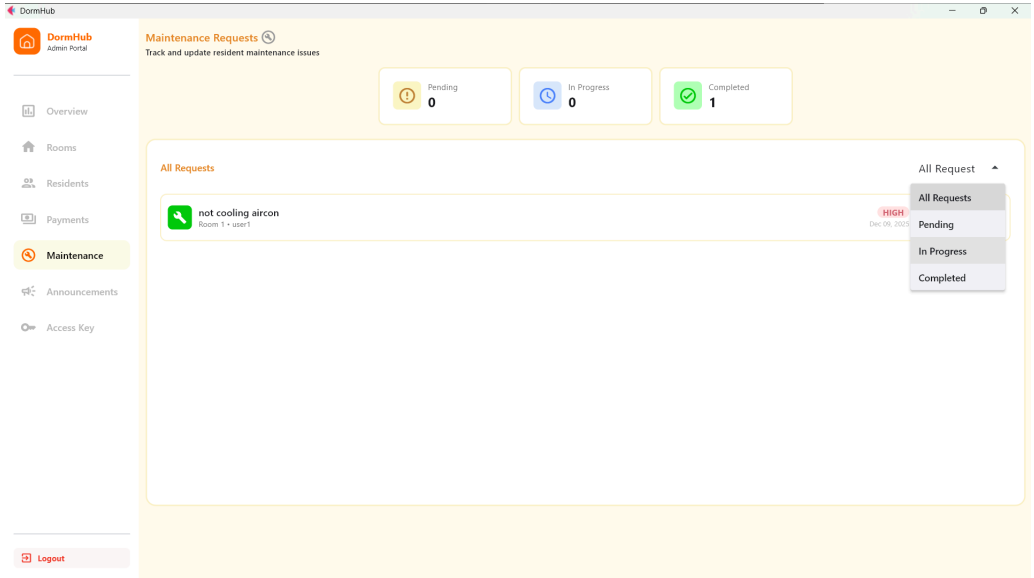
Maintenance Section

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



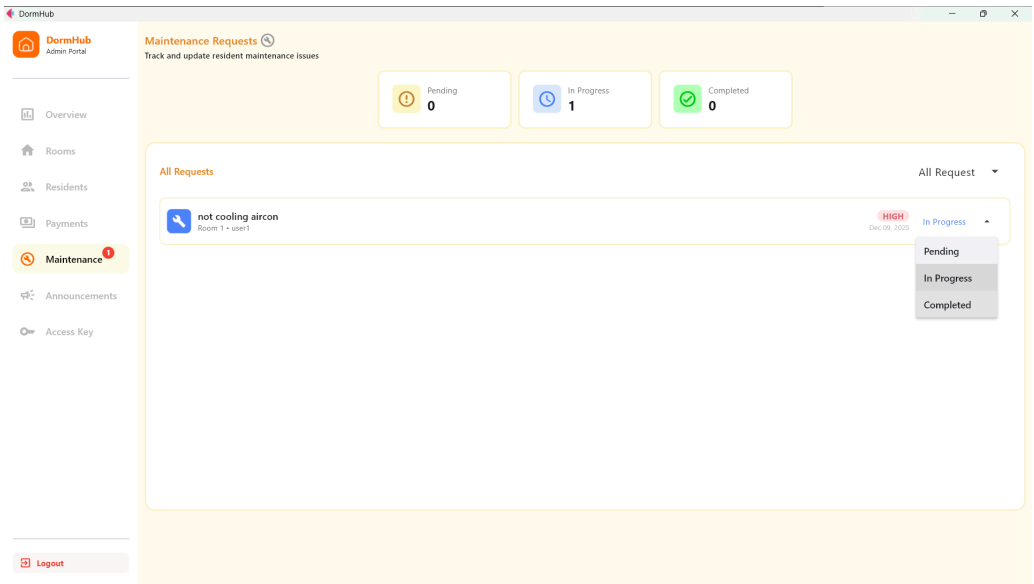
Filter Requests

Filter requests by status by choosing status in dropdown menu



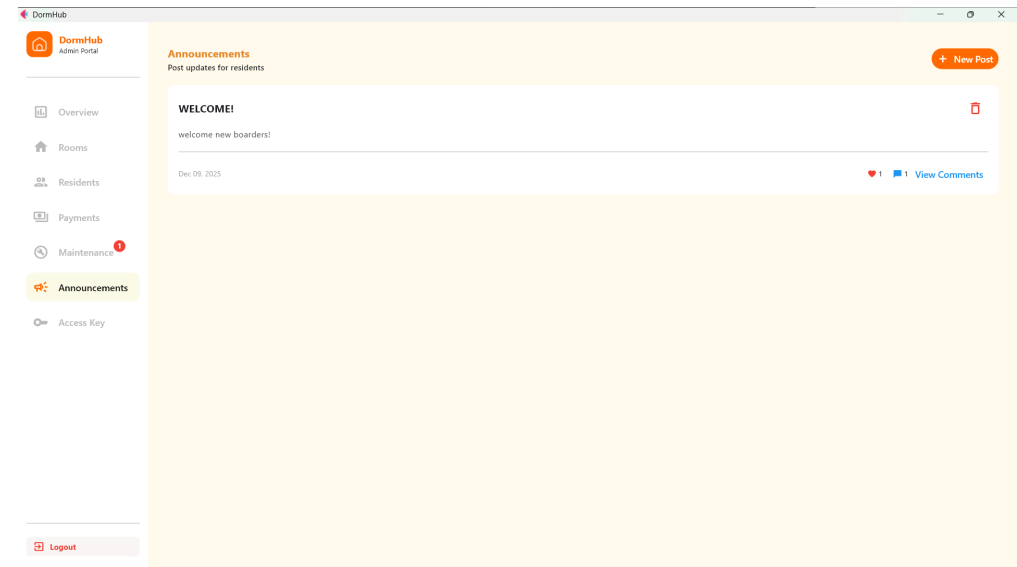
Update Requests

Update requests status using dropdown menu



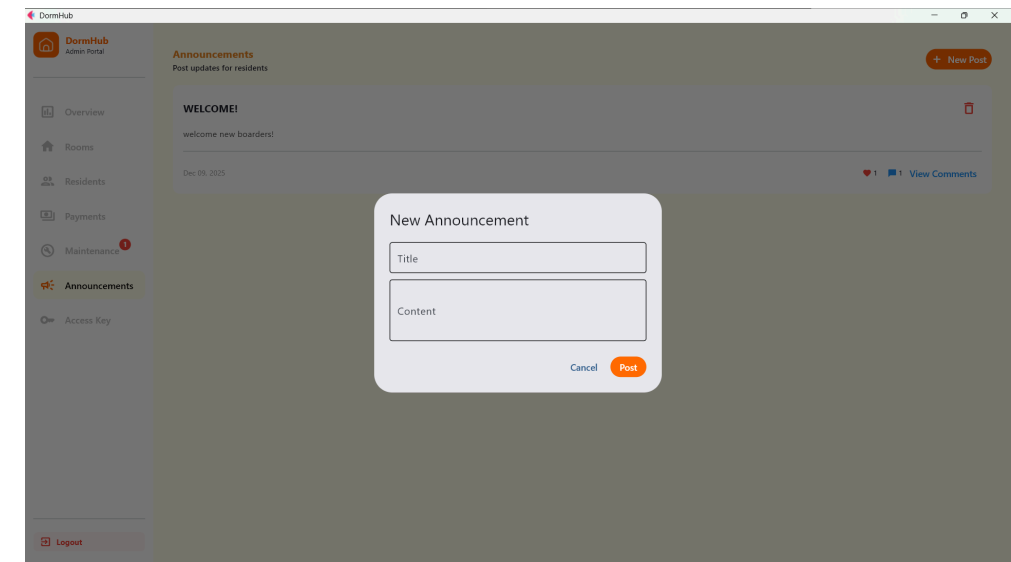
Announcements Section

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



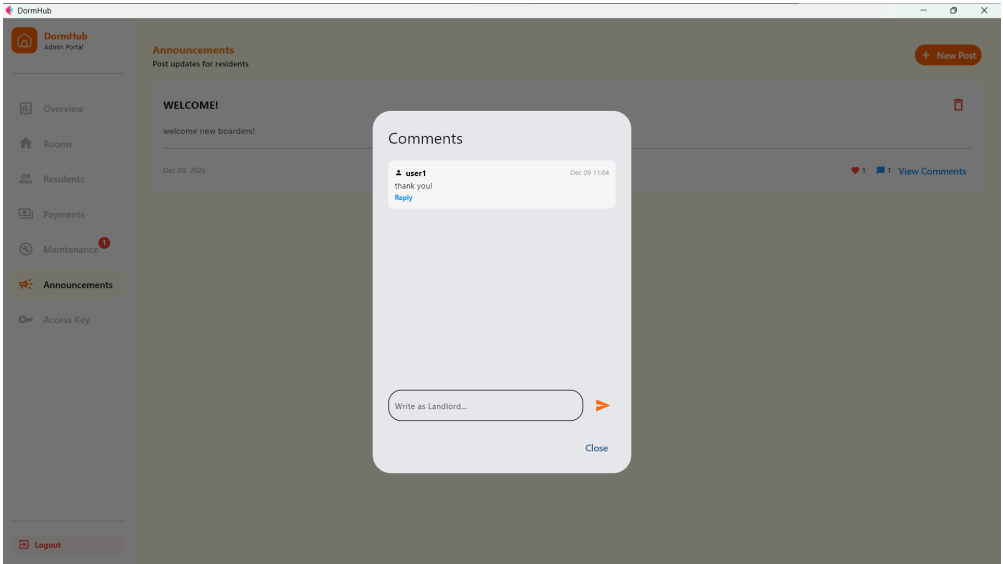
Add New Post

Add new post using **New Post** button



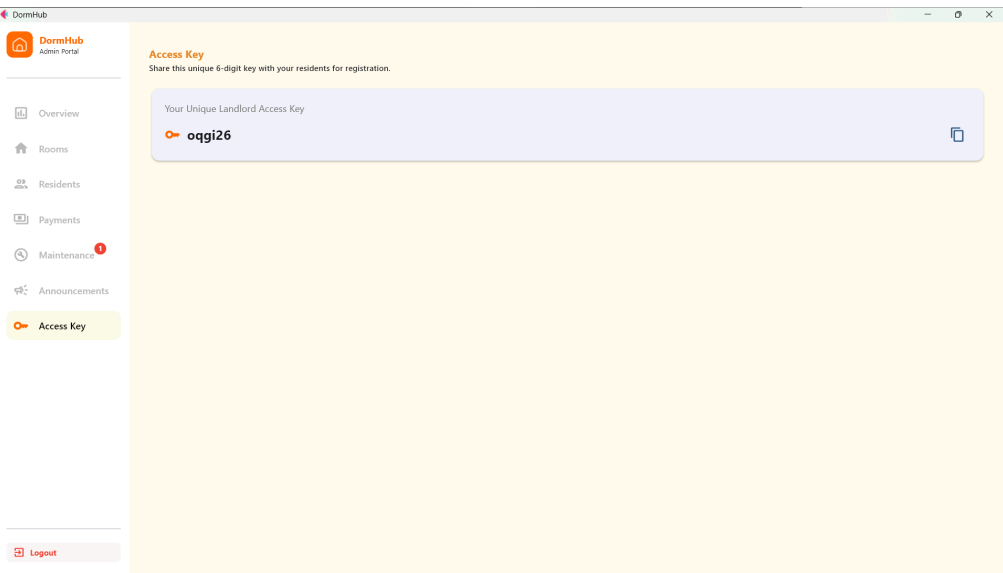
Check Comments

Check comments by clicking **View Comments**



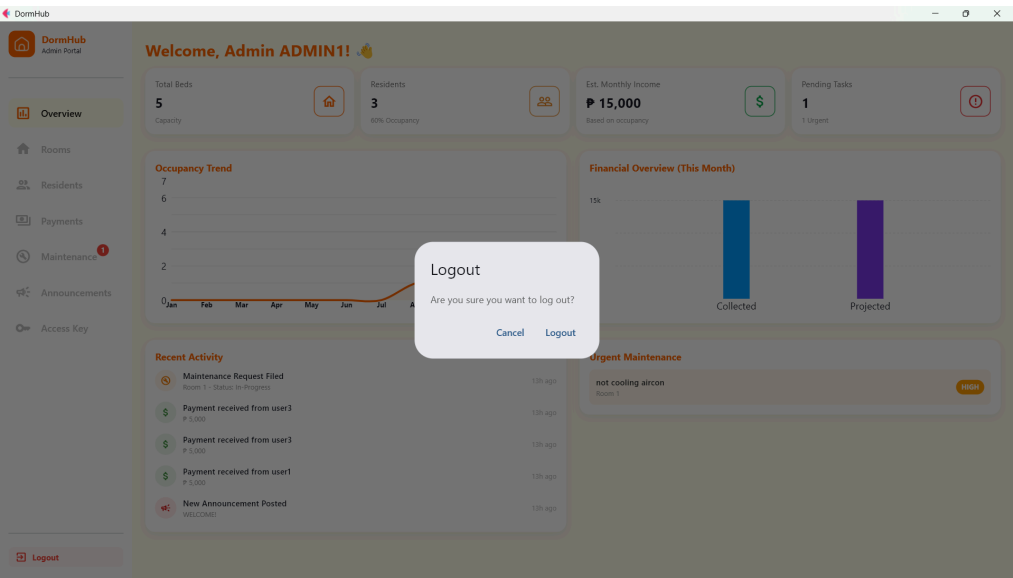
Access Key Section

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

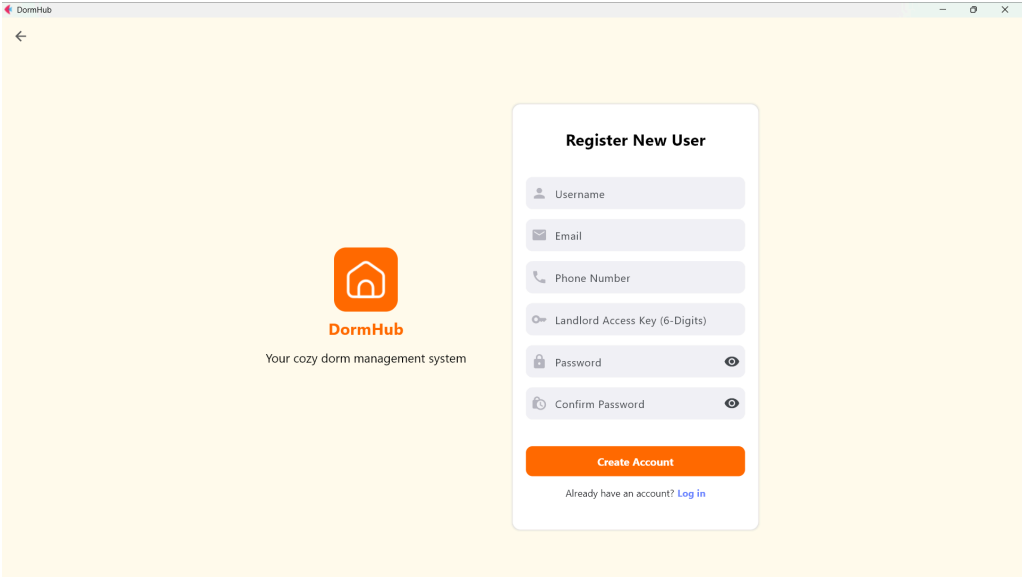
In the root page, choose **Continue as Resident**

Register Resident

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

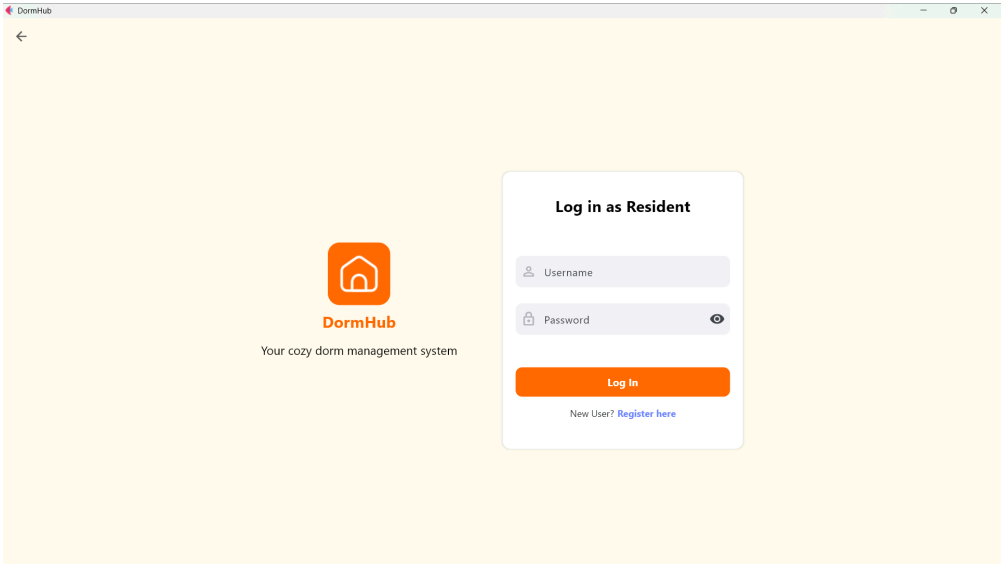
Fill out the required fields, including the **Landlord Access Key**

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



Login Resident

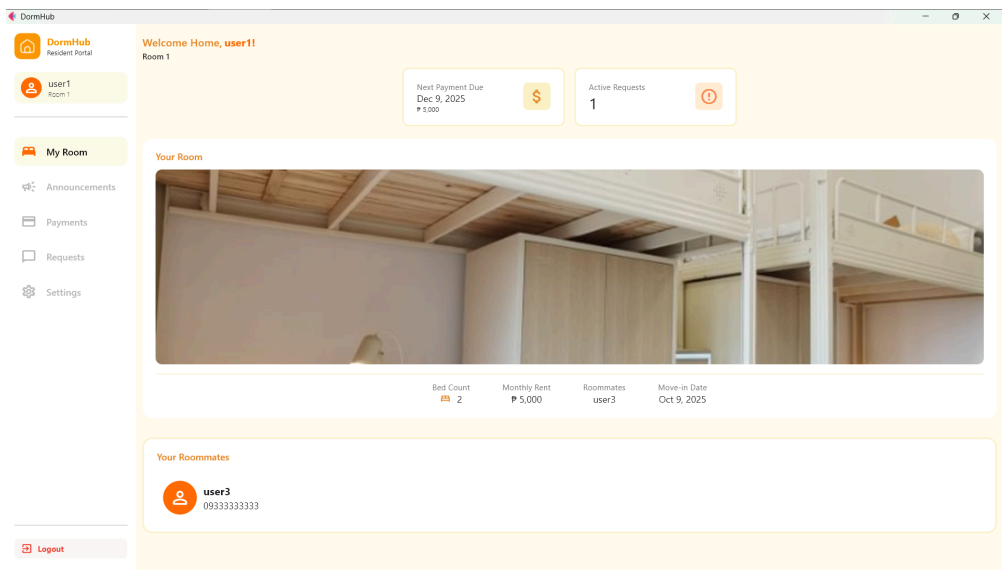
Login registered resident using **username** and **password**



My Room Section

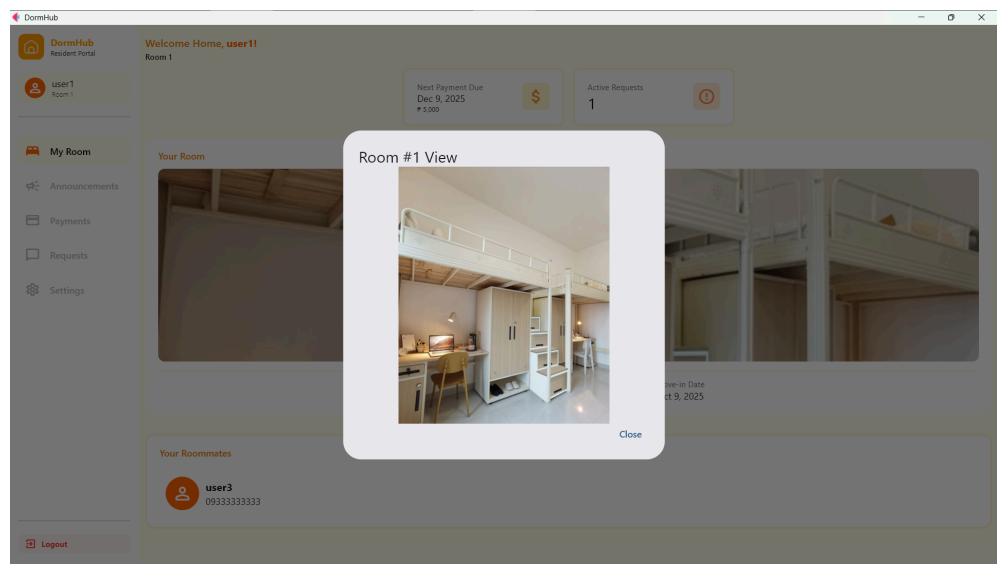
These should be the landing page when you successfully logged in

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



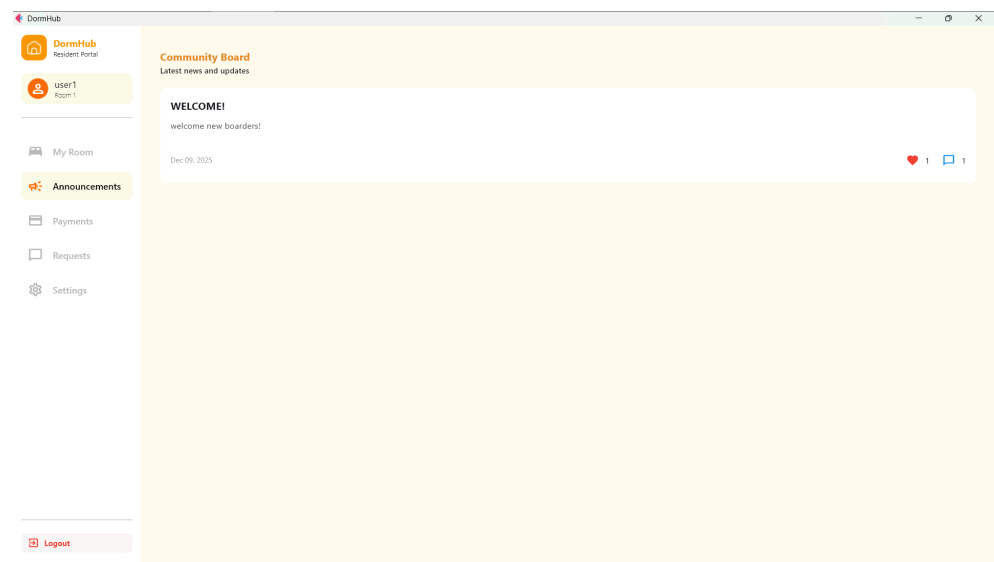
View Room

You can view room by clicking the room image



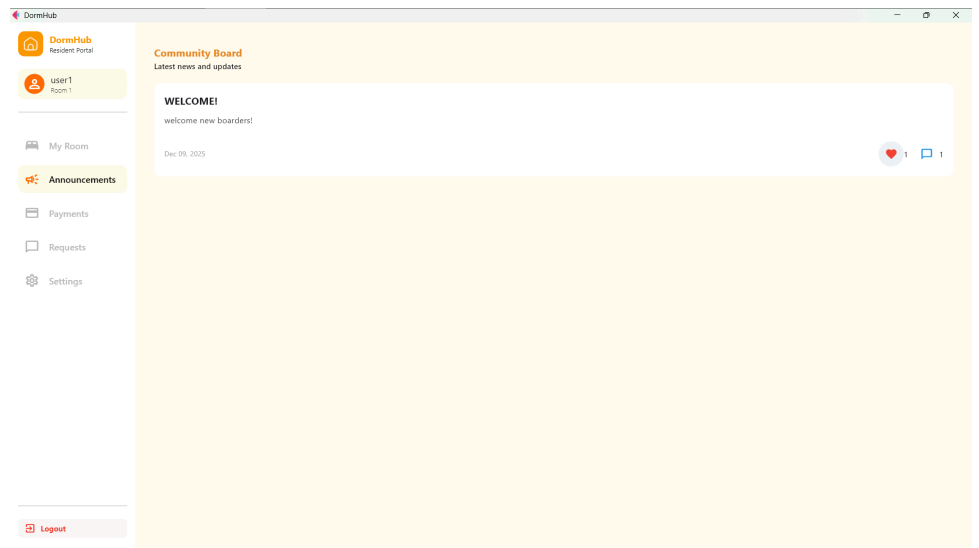
Announcements Section

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



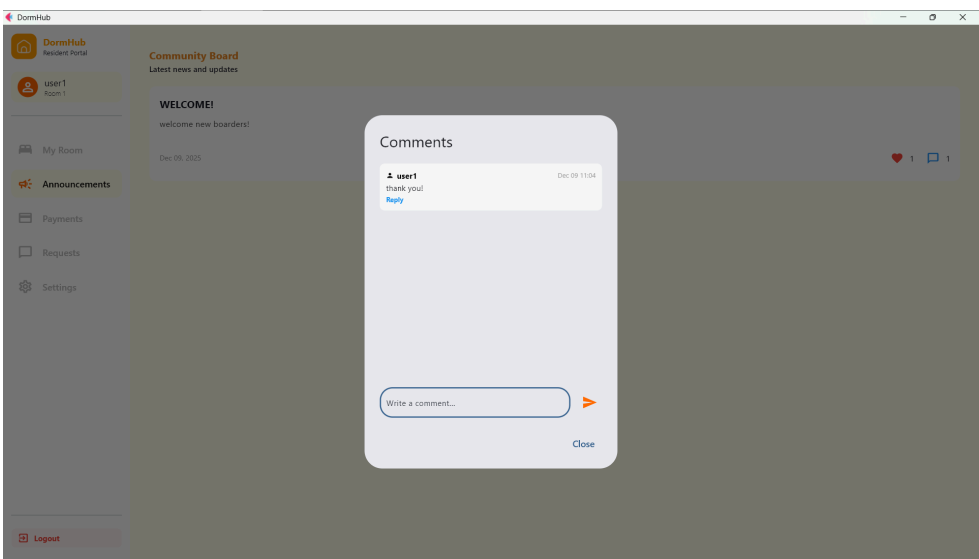
Like Announcement

You can like an announcement by hitting the heart icon



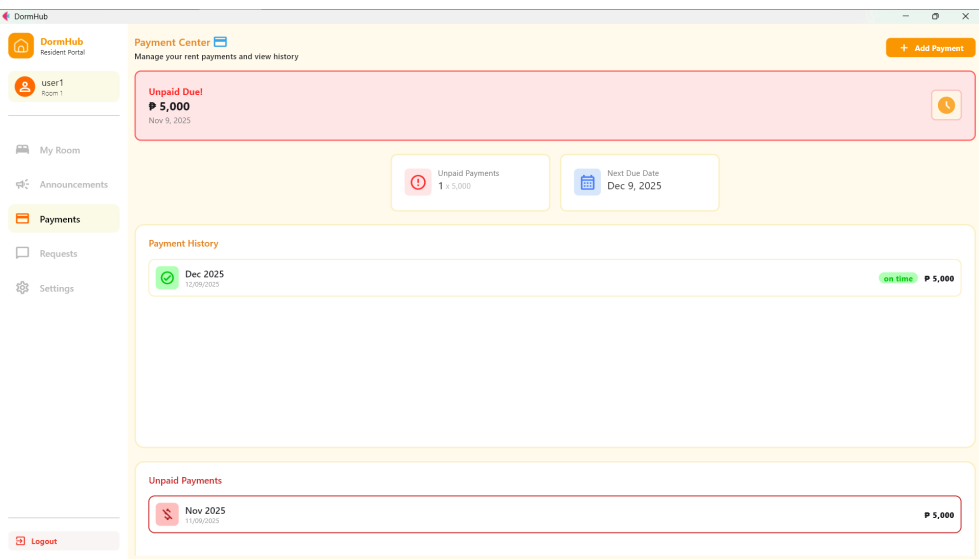
Add Comment on Announcement

Add comment on announcement using message icon button



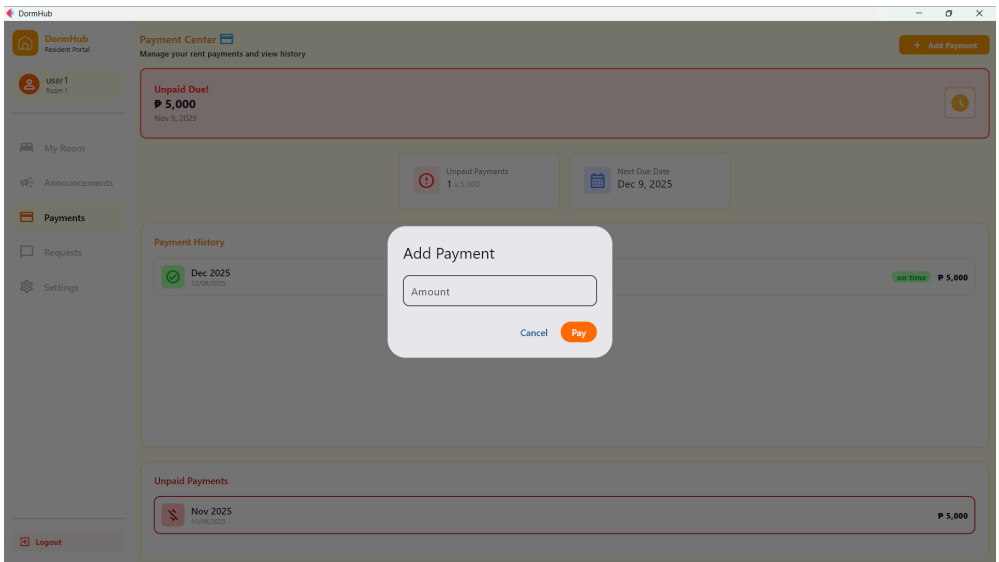
Payment Section

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.



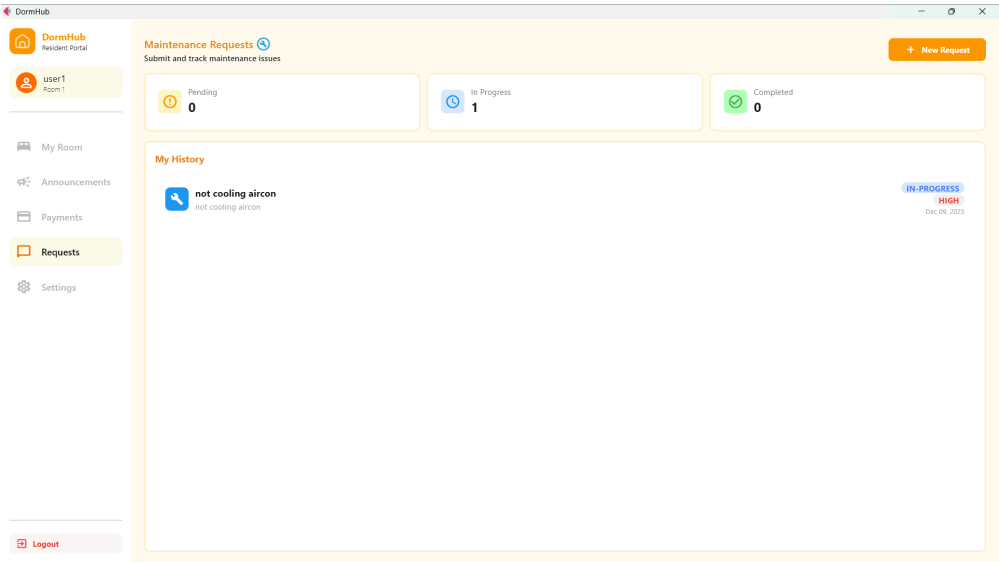
Add Payment

Manually add payment using **Add Payment** button



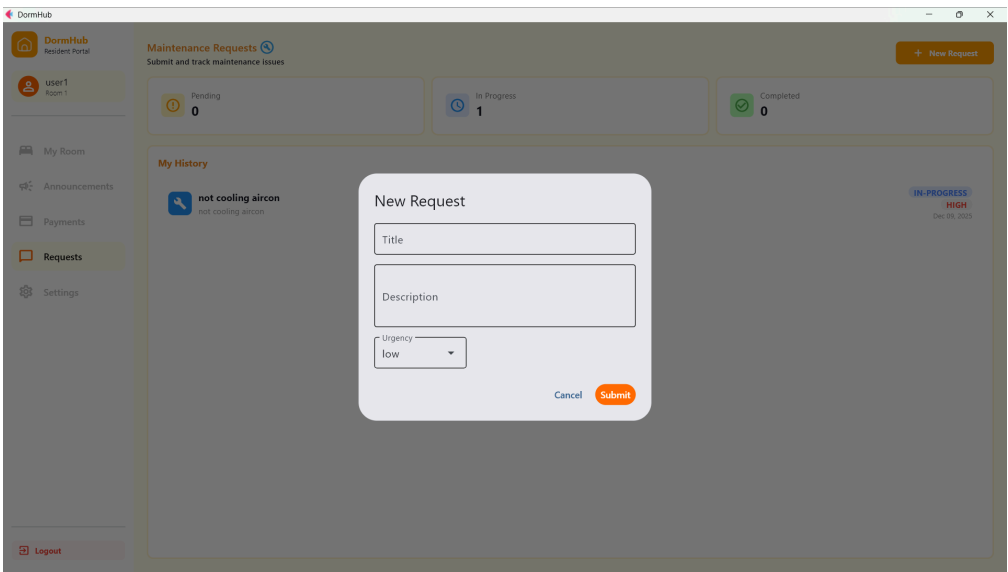
Requests Section

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



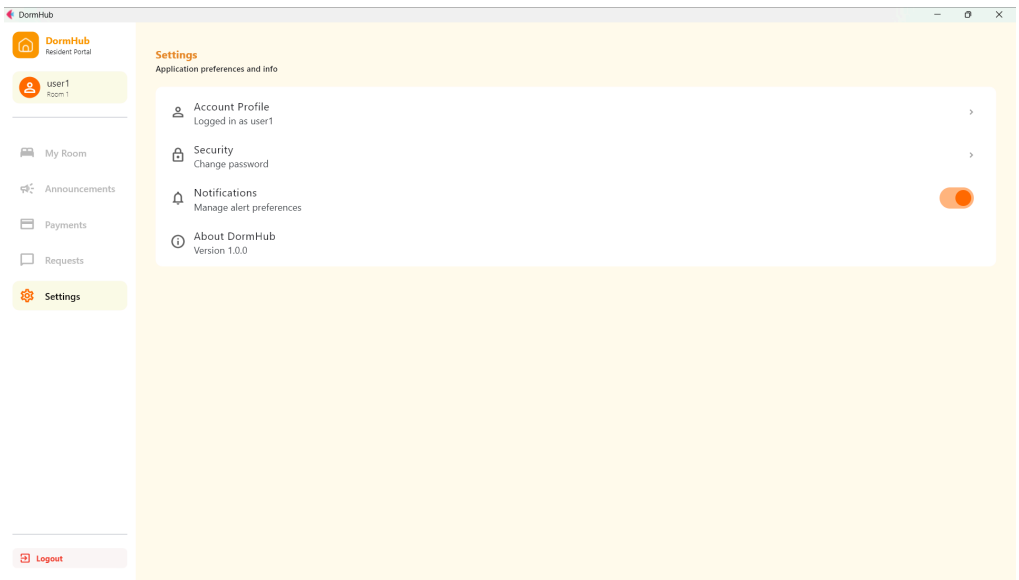
Add New Request

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

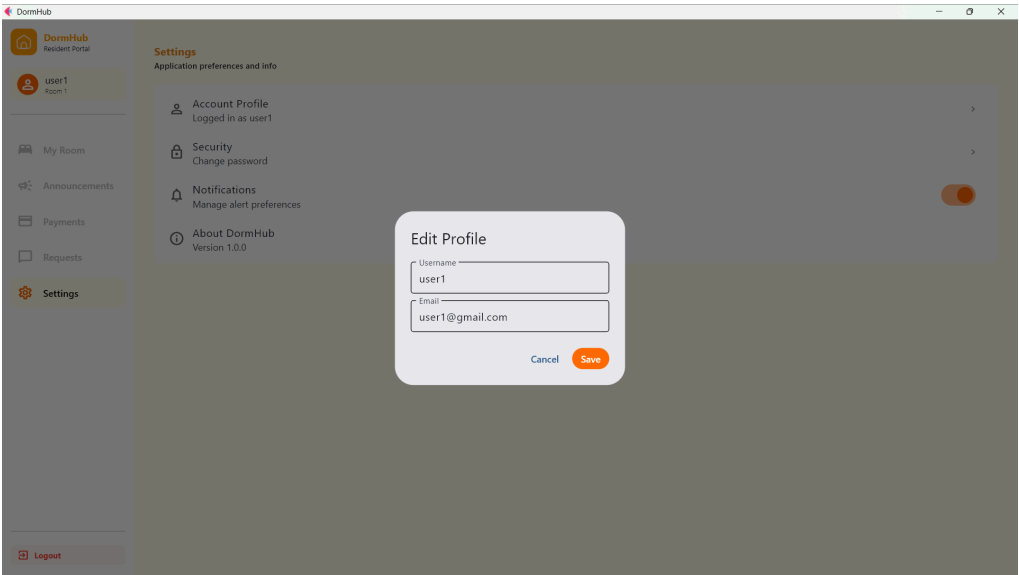


Settings Section

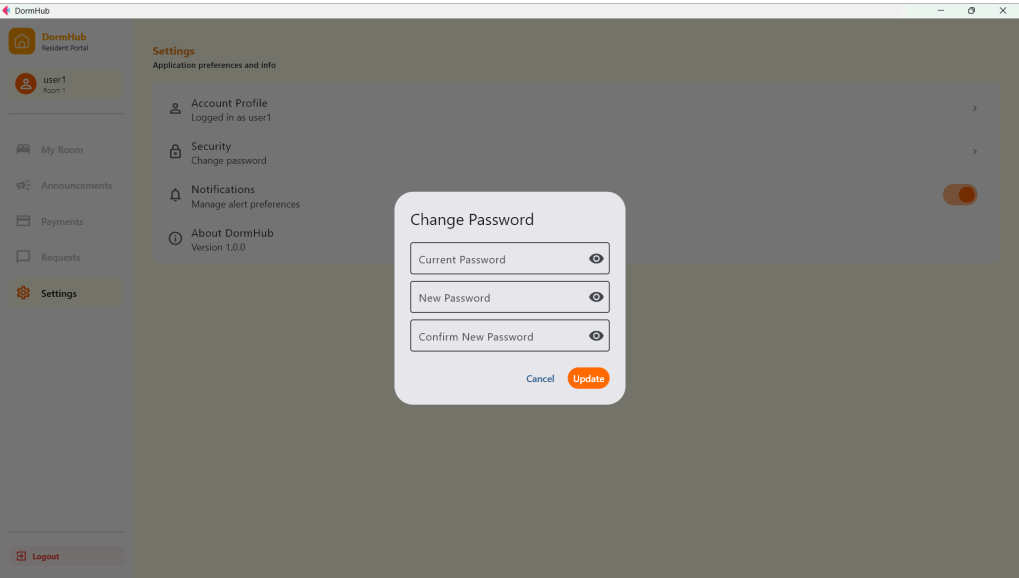
Change Username/Email (Profile) and Password (Security). Toggle Notifications to manage alerts.



Change Username/Email Address



Change Password



Log out as User

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

