



Digitr | Admin Dashboard

MICROSOFT USER GUIDE

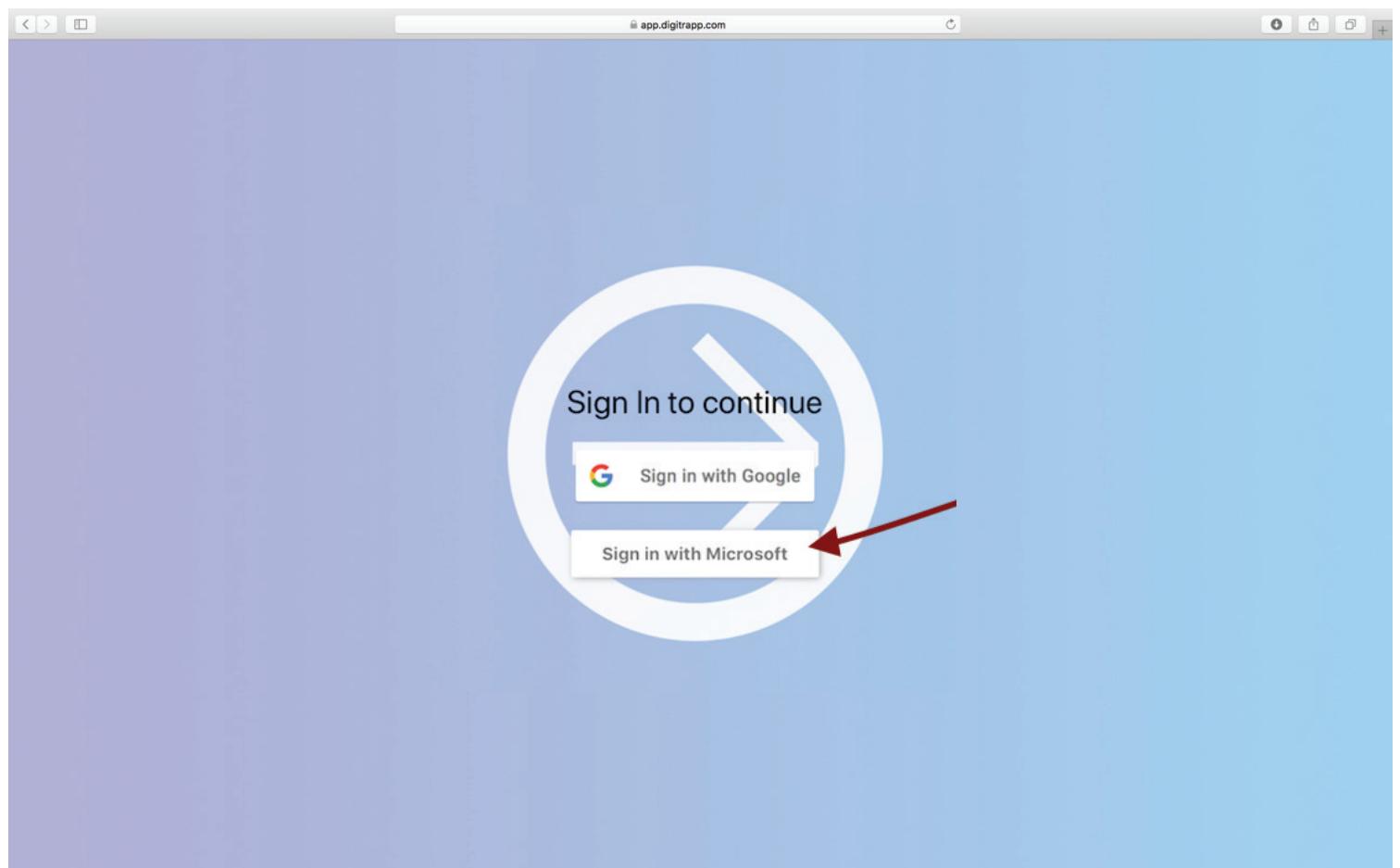


Fall 2018 Release

Welcome to the Digitr App! Kindly follow the steps in this guide so that your school or class can start using Digitr's hallway pass.

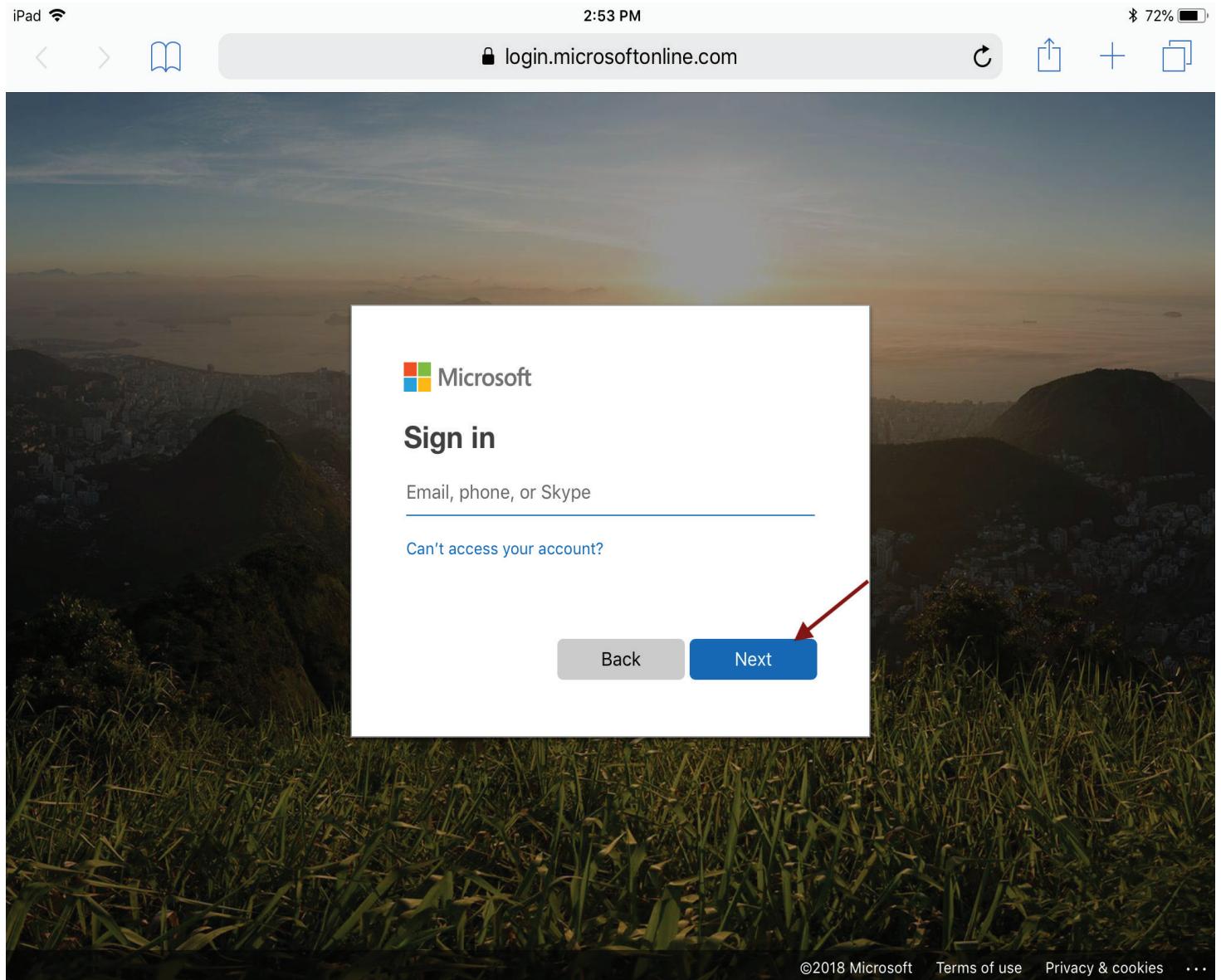
1. To setup and activate the app for your school or class, please go to <https://app.digitrapp.com>

2. To start setting up, click on “Sign in with Microsoft” button.

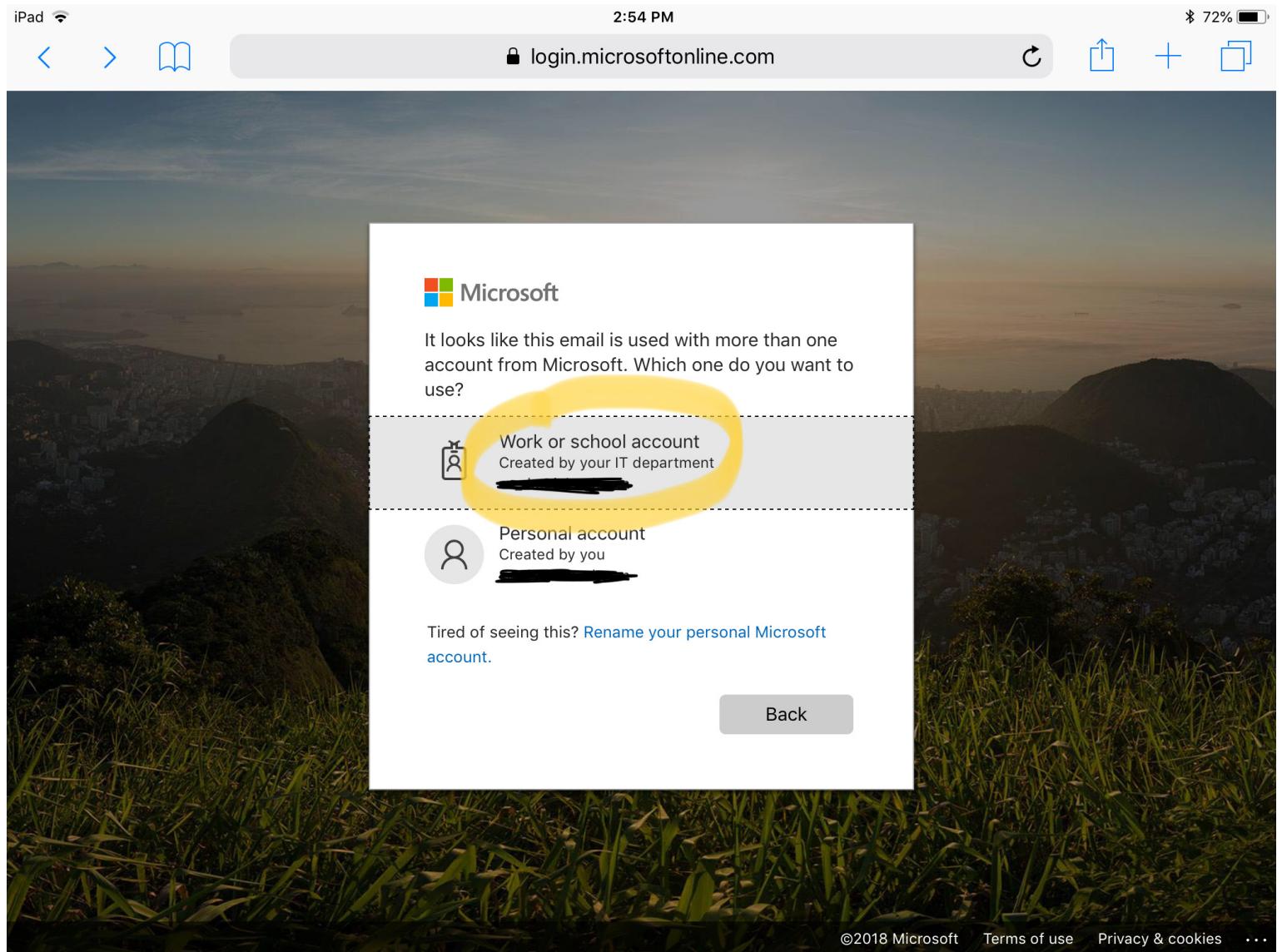


3. Please sign in using your school account (e.g. name@school.org). Then click “Next.”

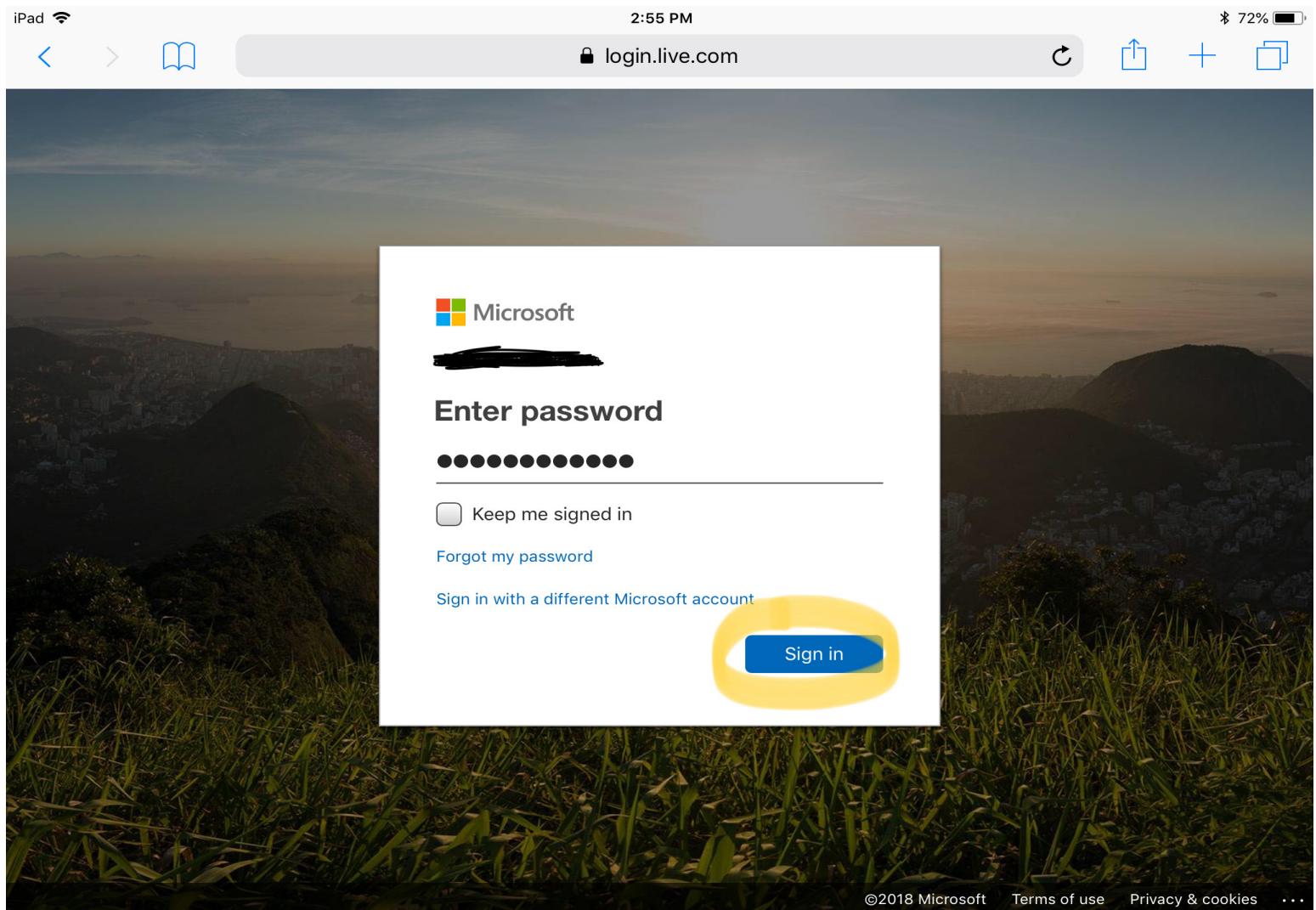
NOTE: Once you sign in, you will be the admin user. If you are just testing this for the school, you can add another admin user later on, should the school decide to use the app school wide.



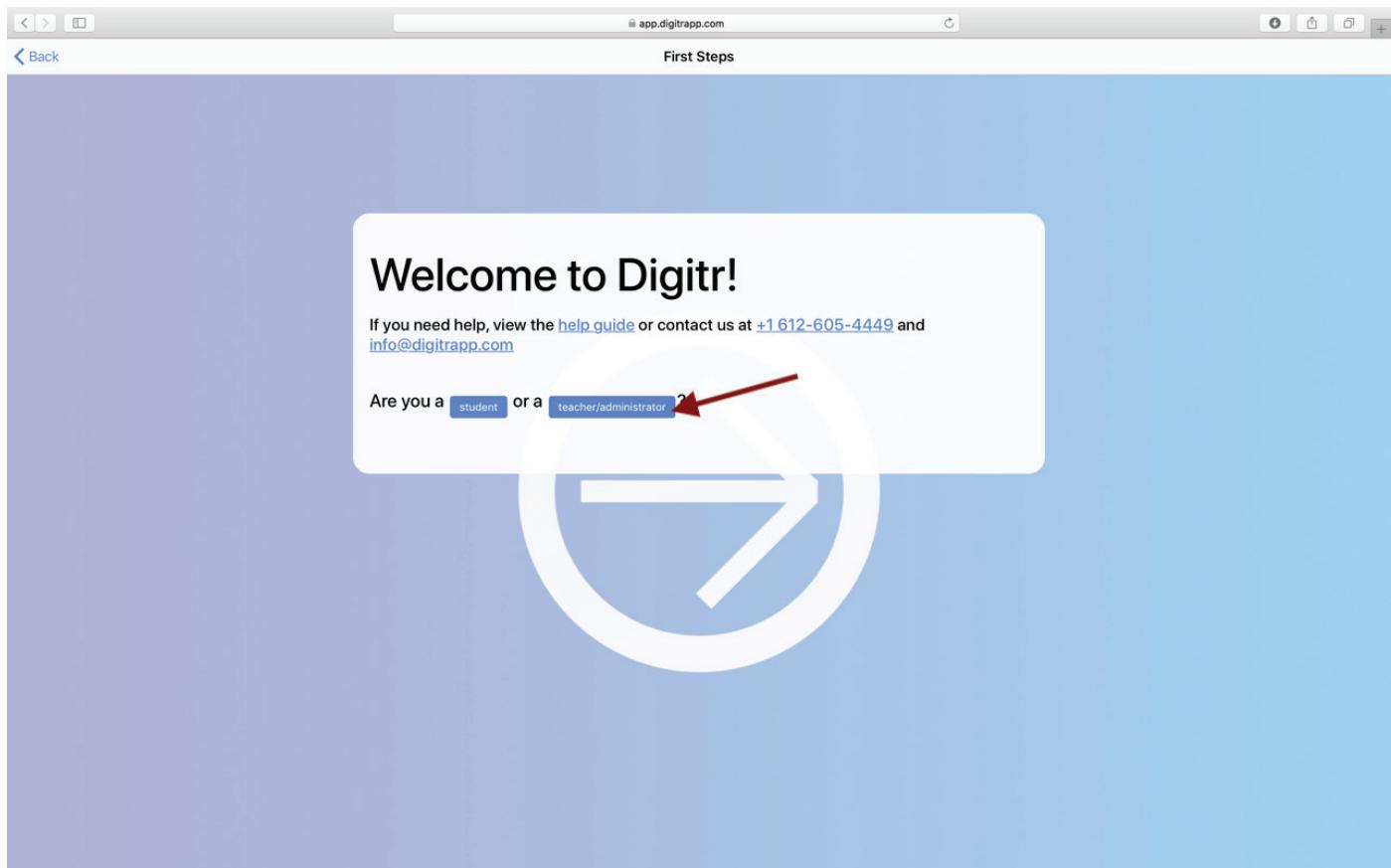
4. Click on your school account, “Work or school Account Created by your IT department” button.



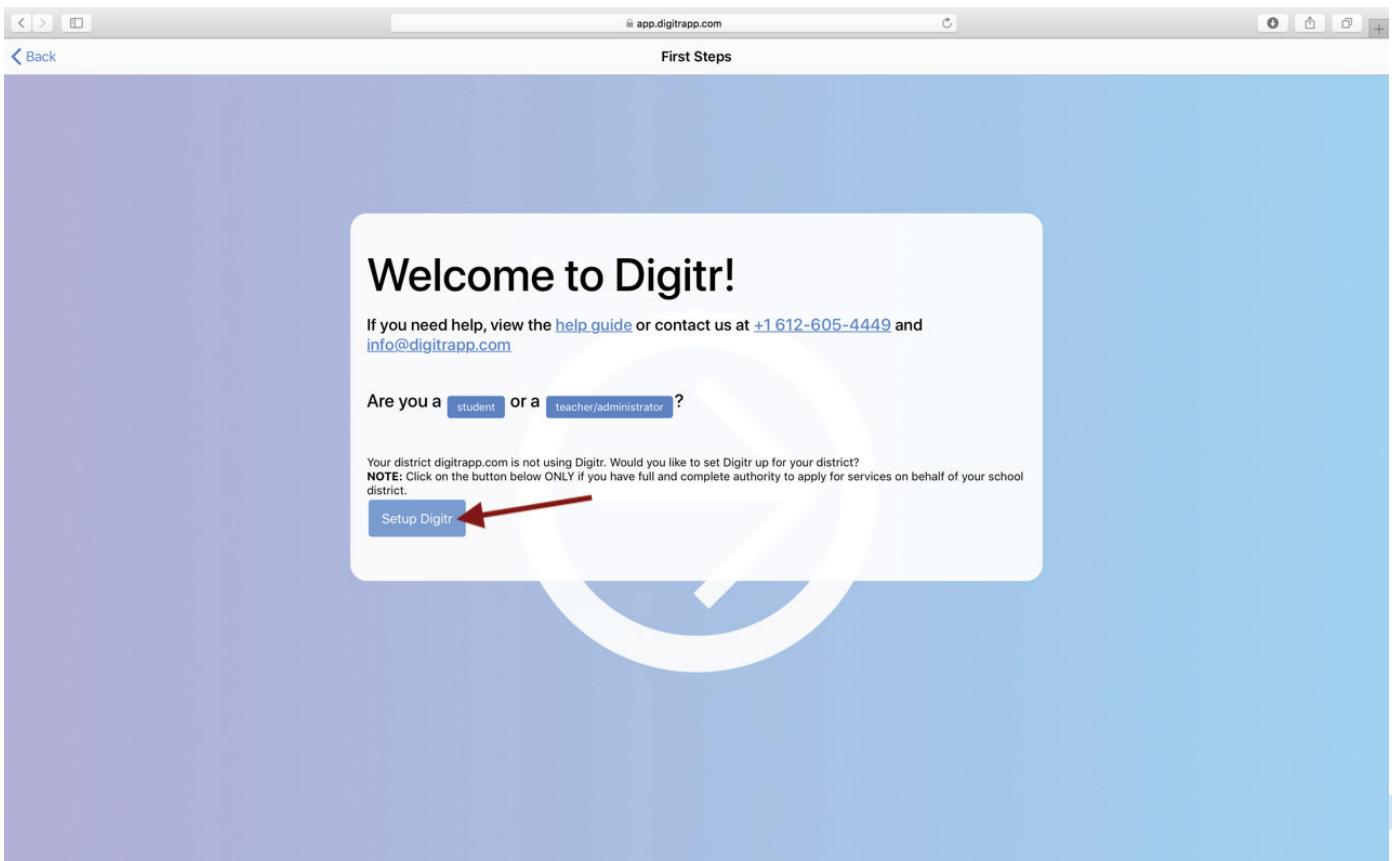
5. Enter your password, and then click on the “Sign in” button. After this click the “refresh” button, as shown below, to work around the internal glitch on the Microsoft sign up page.



6. Click on “teacher/administrator” button below to start the setup process.

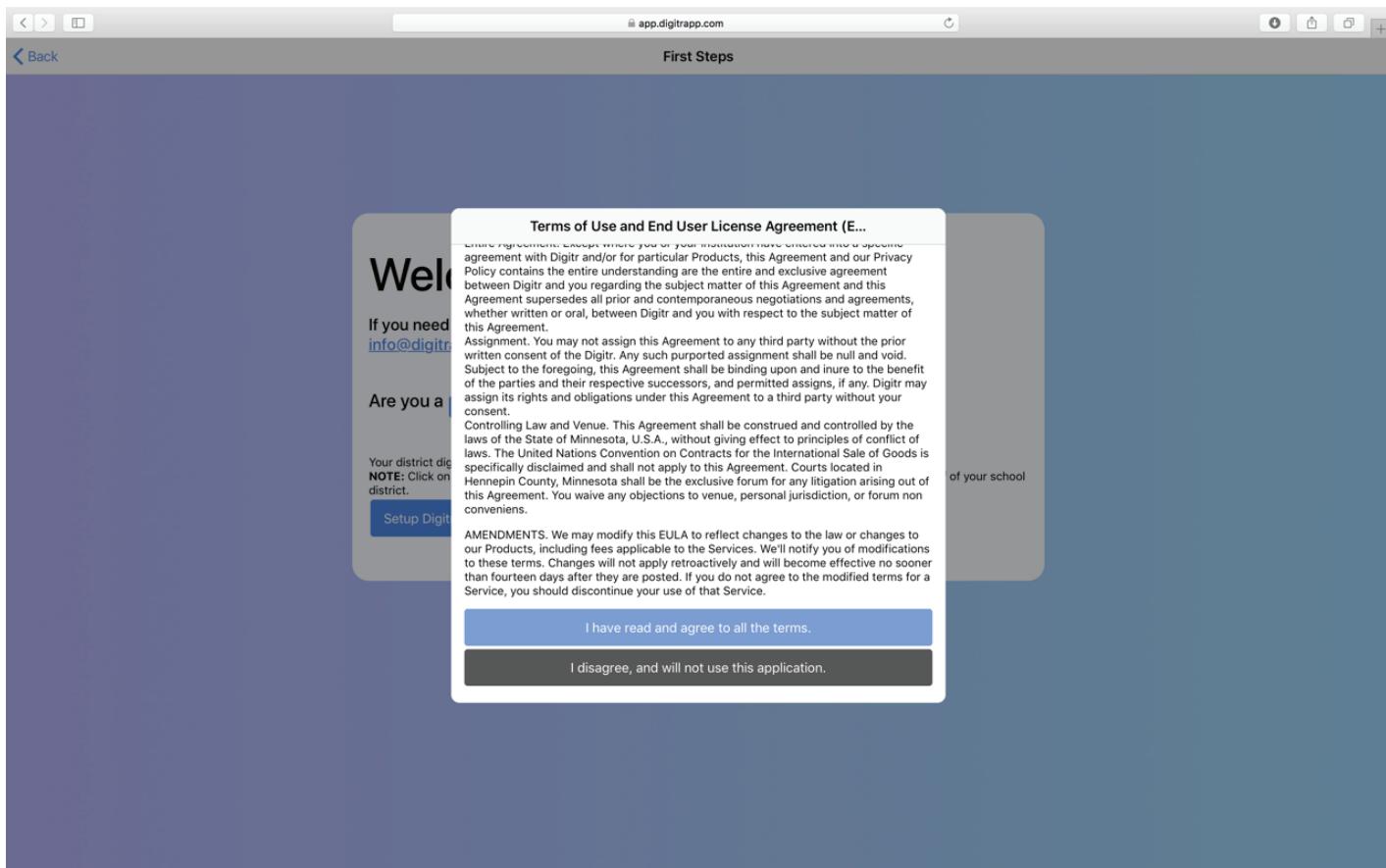


7. Click on “Setup Digitr.”



8. The “**End User and License Agreement (EULA)**” will appear. Kindly read the agreement. Once you are satisfied, please click on “I have read and agree to all the terms” button. If you do not agree and have some concerns, issues or questions, please contact us:

email: info@digitrapp.com | call: 612.605.4449 or 952.322.7632.



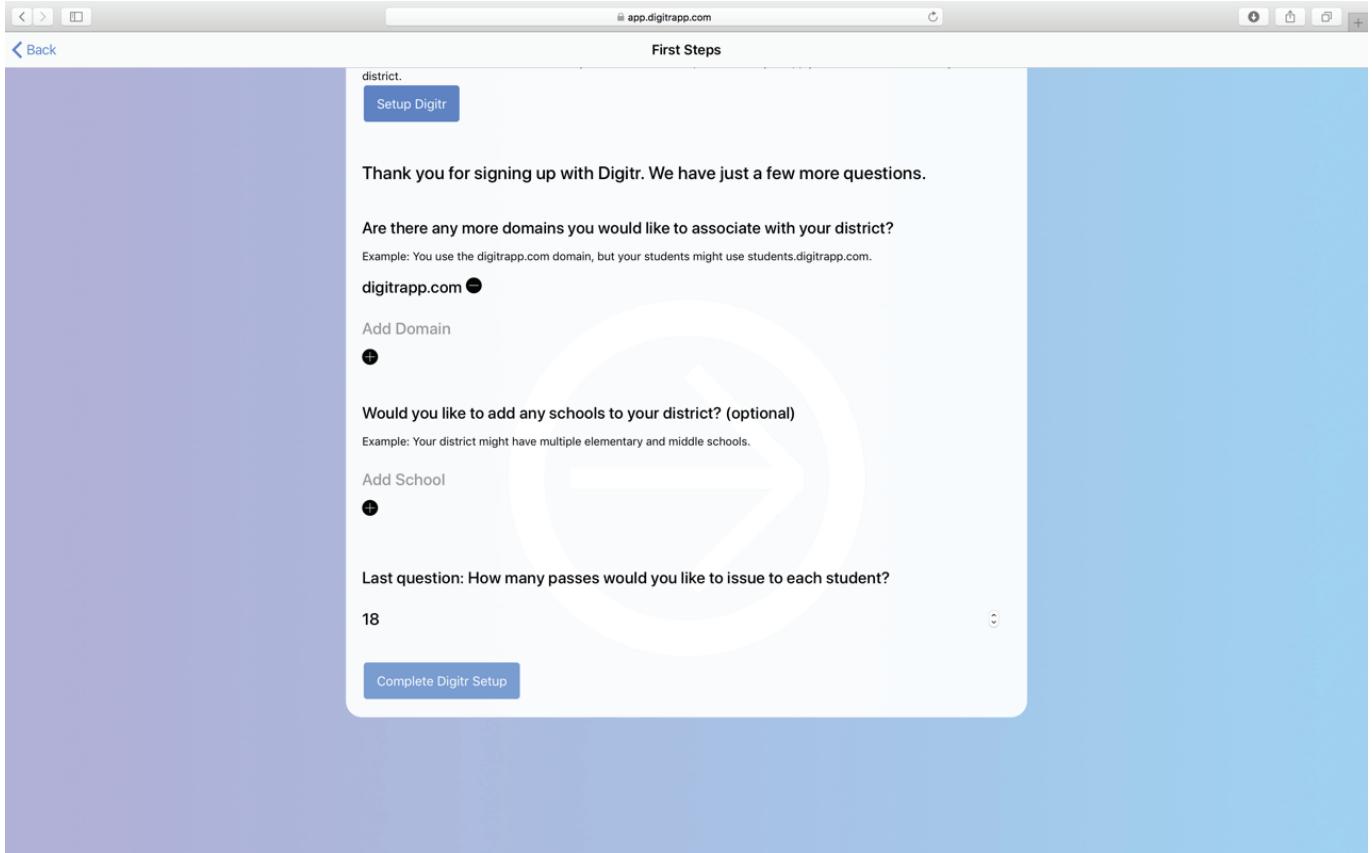
9. Digitr Pass setup (Please see the screen shot on the next page):

Domain - You will see the domain of your school already in place. For others, who have other domains for their students, please input it here.

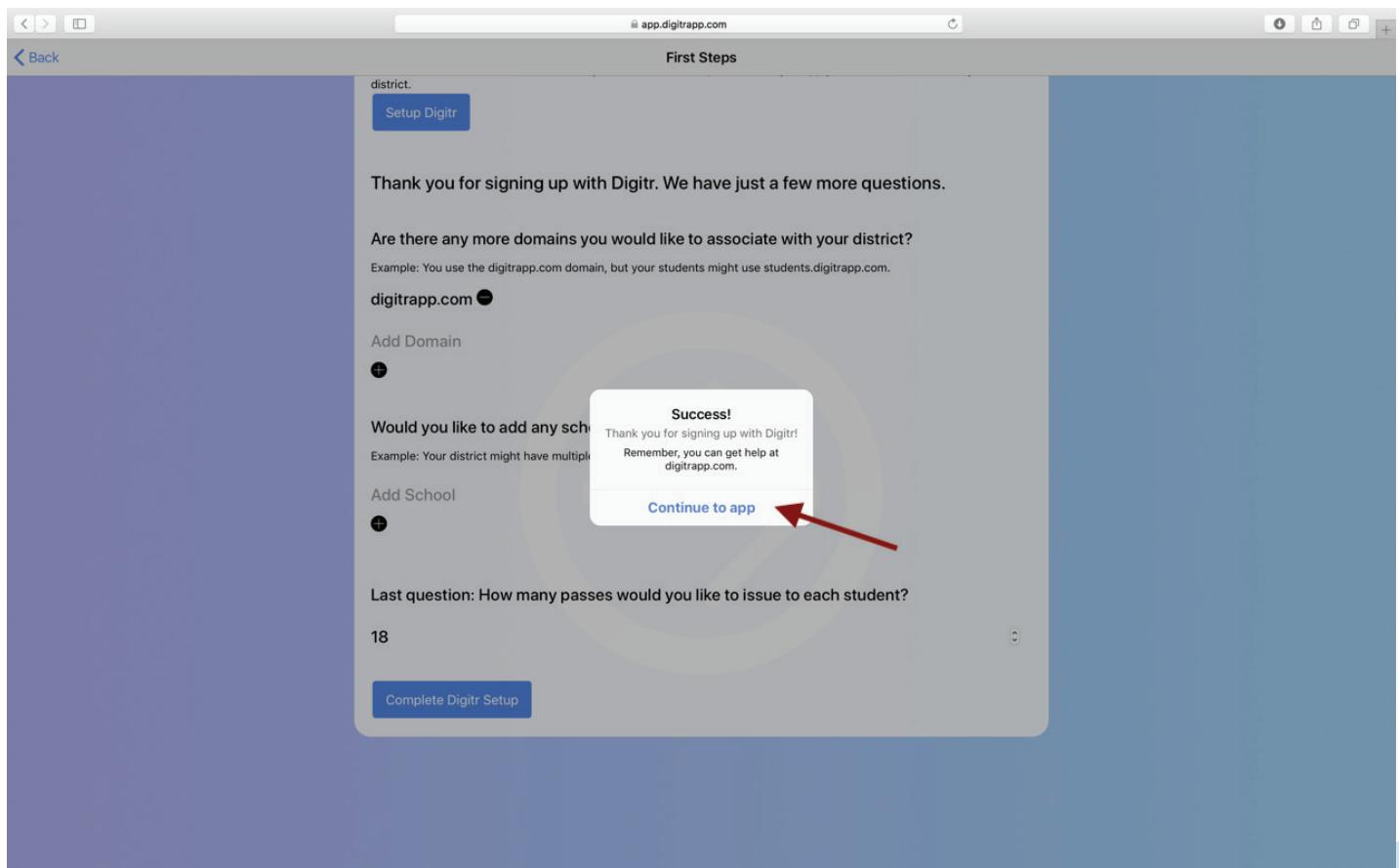
Schools - As an admin user, if you have other schools who would like to use Digitr, please input the name(s) of the other school(s) you would like to use Digitr.

Set Initial Passes - Set the number of passes your class/school would use.

After you are done, click on “Complete Digitr Setup” button.

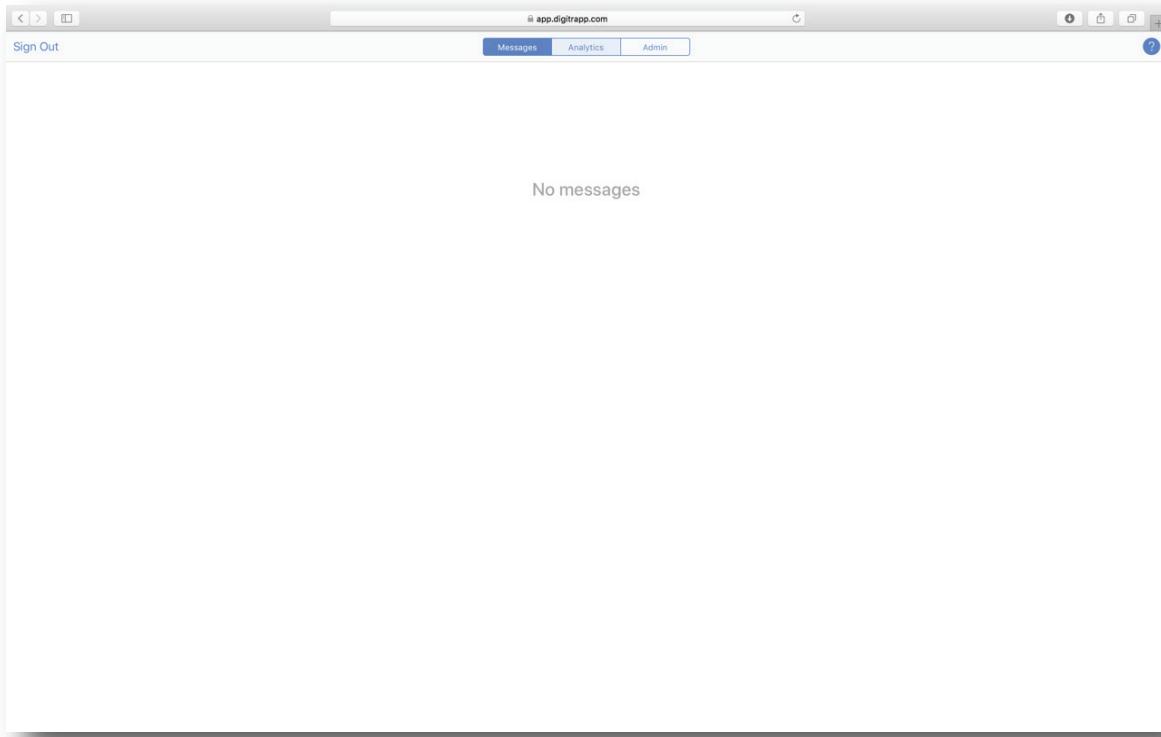


9.1. Once everything is properly setup, the “success box” will appear. Please click on “Continue to app” button.

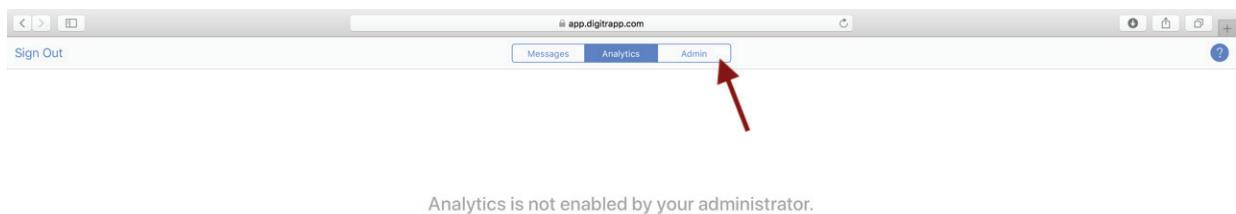


10. Admin User dashboard.

Message Panel. This is the default view of the Admin user dashboard. Digitr now allows you to store the messages sent to you by others using the app. It will also allow you to send messages to all or anybody using the app.



Analytics Panel. If using the first time, this needs to be enabled by clicking on the “Admin” Panel button.



Once enabled, this is the default view of the Analytics panel:

“Stats” tab:

Passes approved - Regular + Free passes (extras issued by teachers if all regular passes are used up) and Total number of passes approved.

Averages - Average time spent (of all students out of class), Average amount of time approved

Currently out - displays who is out in real time

Most Valuable Player - student who used the most passes

Most Used Destination - areas mostly frequented by students using the pass

“Get CSV” tab: Allows you to download your CSV files for the students pass usage.

NOTE: Please download your CSV files if you are planning to reset passes or refresh your pass usage. This is usually done at the end of a school term/year.

The screenshot shows the Analytics panel with the following data:

- Free passes approved:** 0
- Regular passes approved:** 0
- Total number of passes approved:** 0
- Average amount of time approved:** 0 minutes
- Average time spent:** 0
- Most Valuable Player (student who used the most passes):** Nobody
- Currently Out:** Nobody
- Most Used Destination:** (empty)

At the bottom, there is a red arrow pointing to the "Stats" button in the footer navigation bar.

Footer navigation bar:

- Get CSV
- Stats (highlighted with a red arrow)
- Search User
- View Admin

“Get CSV” tab: Allows you to download your CSV files for the students pass usage.

NOTE: Please download your CSV files if you are planning to reset passes or refresh your pass usage to save the data generated by your students’ pass usage. This is usually done at the end of a school term/year. Download your CSV files to your Google drive, Microsoft Excel Spreadsheet or any other data software/application your school/class uses.

“Search User” tab: This is the section where you can find a particular student or teacher and data involved. This is also where you can send message to a particular student or group of students, teacher(s) or to all of them.

The screenshot shows a top navigation bar with 'Sign Out', 'Messages' (selected), 'Analytics', 'Admin', and a help icon. Below is a search bar with a magnifying glass icon and the placeholder 'Search'. A link 'Send message to all students and teachers' is visible. At the bottom, there's a footer with 'Get CSV', 'Stats', 'Search User' (selected), and 'View Admin'.

Admin Panel. This is where you need to enable your Analytics for the student pass usage. Click on the “Start 30 day trial” tab so your free version will be activated. If you are ready to use the premium/paid version, click on the “Pay for Analytics via PayPal” tab and continue using all the features of your Admin user dashboard.

The screenshot displays the Admin Panel of the app.digitrapp.com application. At the top, there are tabs for 'Messages', 'Analytics' (which is selected), and 'Admin'. A banner at the top indicates a current price of \$0/year for Analytics, with a note about \$0.50/user. Below this, there's a link to 'Pay for Analytics via PayPal'. The main content area is divided into several sections:

- EDIT NUMBER OF PASSES ALLOWED PER STUDENT:** Set to 18, with a 'Set +' button.
- EDIT ADMINS:** An 'Add Admin' button.
- EDIT SCHOOLS:** An 'Add School' button.
- EDIT DOMAINS:** Shows 'digitrapp.com' with 'Remove' and 'Add +' buttons.
- EDIT DESTINATIONS:** An 'Add Destination' button.
- Reset passes for your school:** A note to make a csv backup before resetting, followed by a 'Start fresh' button which removes all users from the district.

In this panel, you are also able to:

Edit passes - allows you to add or decrease the allocated number of student passes needed.

Edit passes within a school term - [Soft reset](#). This is done due to mistakes in pass issuance, if any or when the passes have been used for a test and needs a reset for students' regular use:

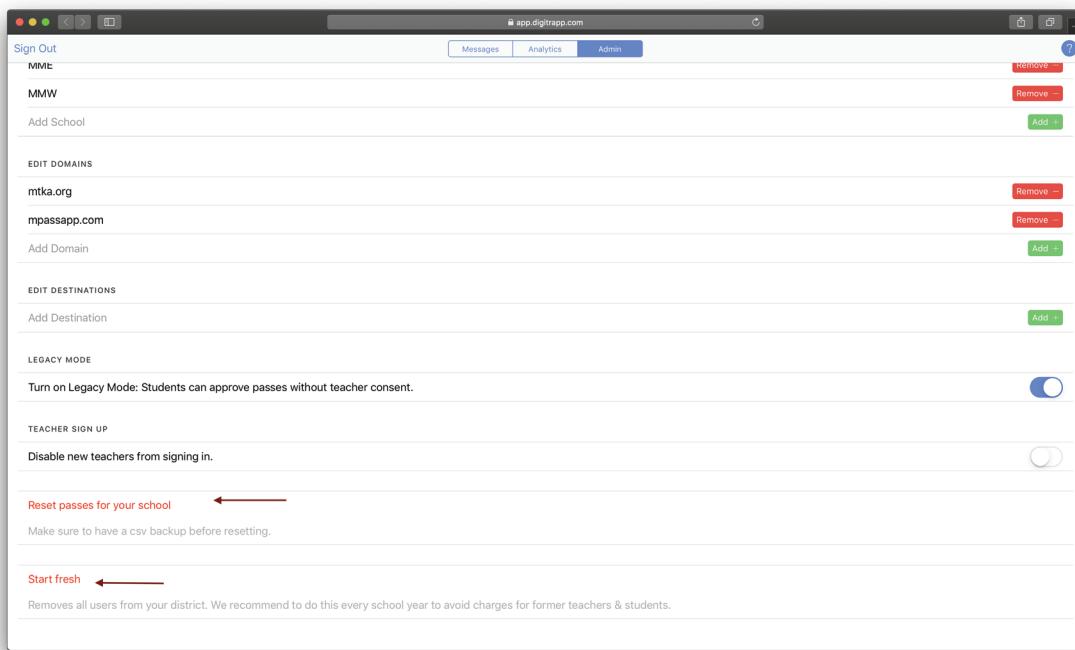
1. As shown below, click the pre-set passes, under “EDIT NUMBER OF PASSES ALLOWED FOR STUDENT.”
2. Click on the “Set +” blue button.

The screenshot shows the Admin settings page with the following interface elements:

- Sign Out** button in the top-left corner.
- Top navigation bar with **Messages**, **Analytics**, and **Admin** buttons. The **Admin** button is highlighted.
- A message: "Current price to enable Analytics: \$131.5 / year. (\$0.50 / user)" with a link "Pay for Analytics via PayPal".
- EDIT NUMBER OF PASSES ALLOWED PER STUDENT** section:
 - A numeric input field containing "20".
 - An **←** button to decrease the value.
 - An **→** button to increase the value.
 - The value "1." is displayed between the arrows.
 - An **2** is displayed above the **→** arrow.
 - A **Set +** button to confirm the change.
- EDIT ADMINS** section with an "Add Admin" button and a green **Add +** button.
- EDIT SCHOOLS** section with an "Add School" button and a red **Remove -** button.
- EDIT DOMAINS** section with a red **Remove -** button.

Edit passes after a school term - [Hard reset](#). After a school term, to clear the data for the outgoing school year and to give your students a new set of passes, the following steps have to be followed:

- 1 **Reset passes for your school** - allows you to reset the entire passes of the class/school or district. This feature deletes the available passes currently being used or stored on your database and the related info. We recommend to have a CSV backup before resetting. To back up, click back on the Analytics Panel, click on the “Get CSV” tab and download your data on any compatible data storing/filtering software (Google Drive, Microsoft Excel spreadsheet, etc.).
2. **Start fresh** - It clears all the data (except the admin user's) stored on your pass app - users, pass usage, other admin and teachers. This is recommended for paying users to avoid charges for former teachers and/or students. Make sure to download and store your CSV files (if needed) prior to this.



Edit Admin - you can add another admin user or even delete other existing admin users. Add admin users, should other schools need to use the pass.

NOTE: *Do not use this setting to add a teacher. Teachers, will automatically have their own “Teacher Panel” once they log into DigiTr, and after the admin user has setup DigiTr.*

Edit Schools - Allows you to add another school or delete other existing schools.

Edit Domains - You can add another domain, if your school uses two domains: one for admin (teachers and other school users) and the other for students. NOTE: removing a domain associated with any existing account, disables the login function of the concerned account. Before deleting or changing any domain, please download the CSV files to save the data.

Edit Destinations - allows you to customize the different areas your students will visit within the school or elsewhere.

Legacy Button - allows you to override teacher's approval for student passes. Once enabled all student passes will be automatically issued for the entire school or class (if it is used as a stand alone/pilot program or currently used by some teachers).

Teacher Sign up - it regulates and controls the number of teachers signing in to their panel. This eliminates malicious/erroneous sign up from students on the teacher login panel. If there is a new teacher, disable the button to allow the teacher to sign in and toggle it back to prevent unauthorized entry/access to a teacher's dashboard.

Once you are done setting up your Digitr app, both your students and other teachers (even other school staff deemed necessary to use the app), can start using Digitr. Please test the functionality of the Pass through a student and another teacher's device and see how the newer features of the app works (notification of pass usage for approval or disapproval).

 Technical Support: Please email us at info@digitrapp.com or call us at 612-605-4449. Technical support over the phone is available Mondays - Fridays, 5:00 - 6:00 pm, central standard time.



IMPORTANT NOTES:

1. For Apple device users, please use the web based app for now. Digitr's new version is not yet available on the Apple app store. We will notify you as soon as we get approval from Apple.
2. Make sure all your devices are updated to the latest software versions. If not, this might affect the stability and function of Digitr.
3. If students and teachers are using Digitr on Apple devices and will access the web-based app (pending the app's availability on the App store) on Safari browser, the "bell" or audio feature of Digitr is disabled due to inherent incompatibility with the browser.



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