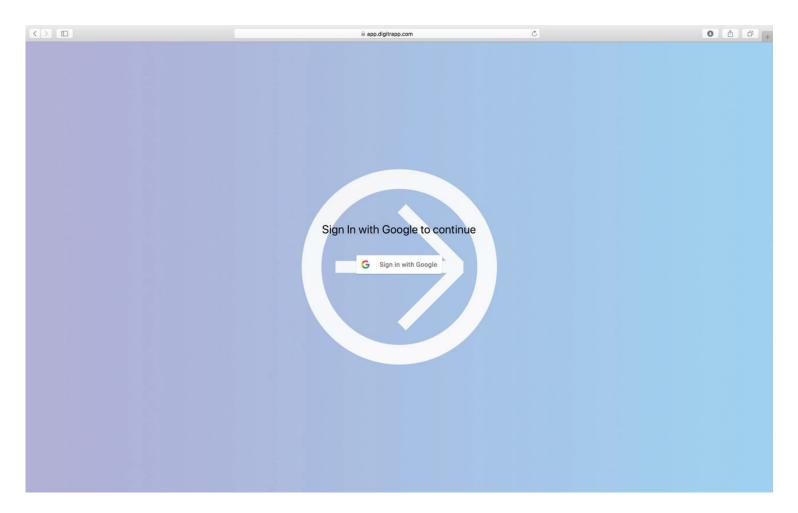




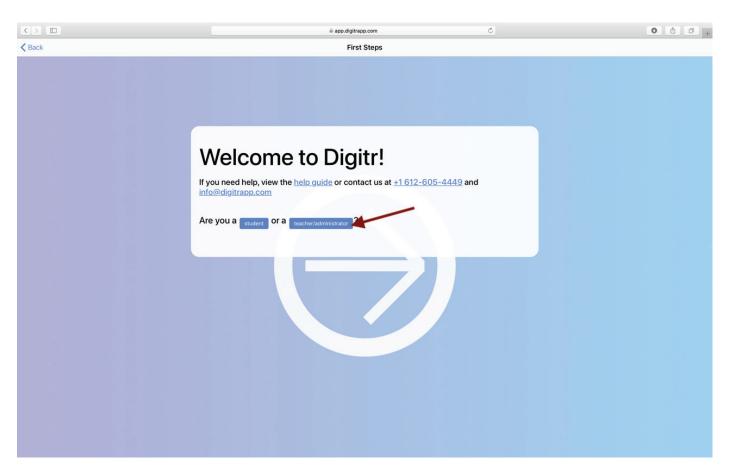
Fall 2018 Release

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.

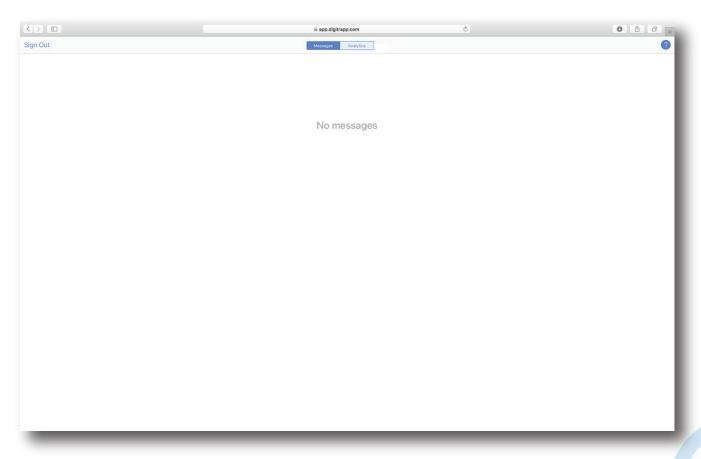
- 1. To setup and activate the app for your school or class, your admin user must set up Digitr by accessing the app at https://app.digitrapp.com.
- 2. Once it is setup, you can login and access the app at https://app.digitrapp.com.



3. Click on "teacher/administrator" button below to activate the pass for your class.



4. Once you are logged in, the default "Messages" tab will appear:

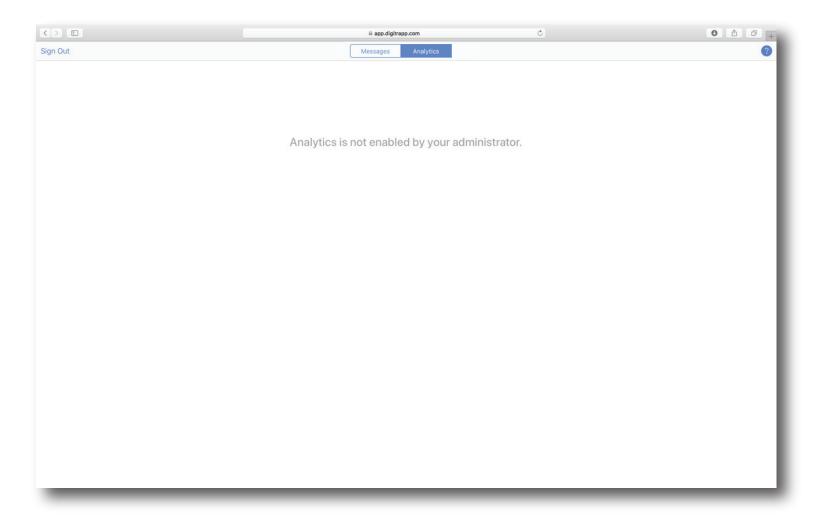


5. Understanding your teacher tabs/panel:

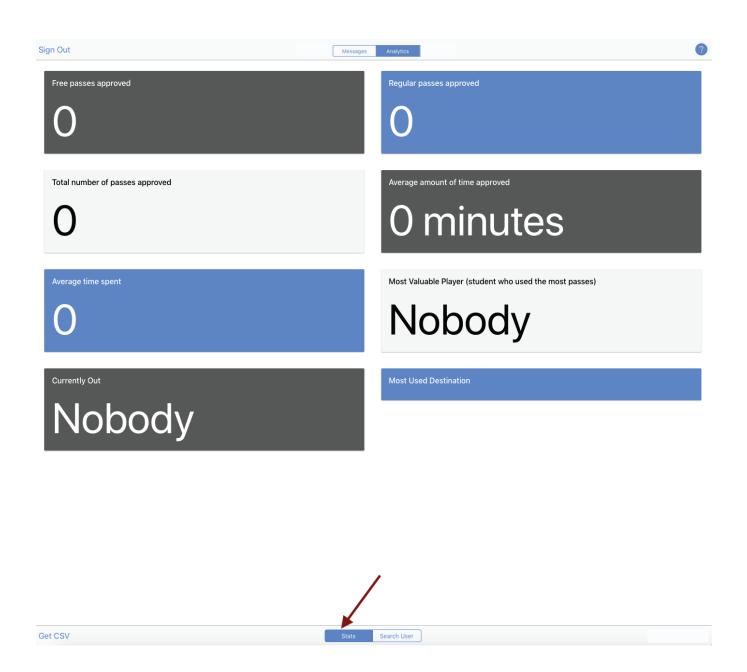
Message Panel. This is the default view of the Teacher's dashboard. Digitr now allows you to store the messages sent to you by others using the app (e.g students requesting for pass usage, other messages sent to you by admin users - available on the trial version and for paid Analytics subscription). This screen will be populated by student pass request and will be subject to your approval/disapproval.

If a student requests for a pass, a notification will be sent to you on this panel.

Analytics Panel. If using for the first time, this needs to be enabled by your "Admin User." If you are also the admin user, you need to set it up using the "Admin User" guide.



Once enabled, this is the default view of the Analytics Panel, if using for the first time.



^{*}Analytics Panel is initially available as a 30-day free trial period. To continue using this feature, please ask your administrator or school to purchase the Digitr Analytics, once the trial period expires.



"Stats" tab: (Please refer to page 4 for snapshot of the Analytics Panel)

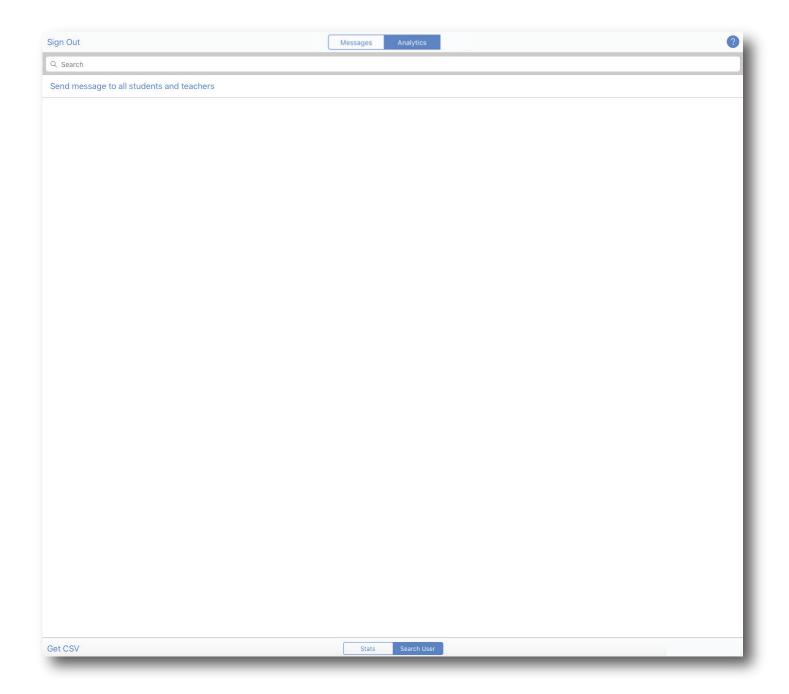
Passes approved - Regular + Free passes (extras issued by teachers if all regular passes are used up) and Total number of passes approved.

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

Currently out - displays who is out in real timeMost Valuable Player - student who used the most passesMost 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. You can 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 and the data involved. This is also where you can send message to a particular student or group of students.



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 webbased 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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