DMC Dashboard Documentation

Welcome to the DMC Dashboard! This documentation is designed to help non-IT users understand what the DMC Dashboard is, its key features, and how to use it effectively.

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Introduction

The DMC Dashboard is a user-friendly web application designed to help you manage and monitor various activities, guests, and messages. Whether you're organizing events, keeping track of guests, or sending messages, the DMC Dashboard makes it easy and efficient.

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Key Features

- **User Management**: Add, edit, and delete user profiles.

- **Real-Time Messaging**: Communicate instantly with other users.

- **Guest Management**: Import guest details from Excel files, update statuses, and export to Excel.

- **Activity Logging**: Track and view activities performed by users.

- **PDF Management**: Upload, view, and delete PDF documents.

- **Responsive Design**: Accessible from both desktop and mobile devices.

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Getting Started

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Prerequisites

Before using the DMC Dashboard, ensure you have the following:

- A web browser (e.g., Chrome, Firefox, Safari)

- Internet connection

- Login credentials (username and password)

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Accessing the Dashboard

1. Open your web browser.

2. Enter the URL provided by your administrator (e.g., `http://dmc-dashboard.com`).

3. You will be directed to the login page.

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Using the Dashboard

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Logging In

1. On the login page, enter your **username** and **password**.

2. Click the **Login** button.

3. If your credentials are correct, you will be redirected to the home page of the dashboard.

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Managing Users

Only administrators can manage users. If you have admin privileges, follow these steps:

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Adding a User

1. Navigate to the **User Management** section.

2. Click on **Add User**.

3. Fill in the user details such as username, email, and password.

4. Select the appropriate role (Admin or User).

5. Click **Submit** to add the user.

Deleting a User

1. Navigate to the **User Management** section.

2. Find the user you want to delete.

3. Click the **Delete** button next to their profile.

4. Confirm the deletion when prompted.

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Updating User Profiles

1. Navigate to the **User Management** section.

2. Find the user you want to update.

3. Click the **Edit** button next to their profile.

4. Make the necessary changes and click **Save**.

Guest Management

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Importing Guests from Excel

1. Navigate to the **Guest Management** section.

2. Click on **Import Guests**.

3. Select the Excel file containing guest details.

4. Click **Upload** to import the data.

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Updating Guest Status

1. Navigate to the **Guest Management** section.

2. Find the guest whose status you want to update.

3. Click the **Edit** button next to their profile.

4. Change the status (e.g., Checked, Unchecked, Arrived).

5. Click **Save** to update the status.

Exporting Guests to Excel

1. Navigate to the **Guest Management** section.

2. Click on **Export Guests**.

3. The system will generate an Excel file with all guest details, which you can download.

Messaging

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Sending a Message

1. Navigate to the **Messages** section.

2. Click on **New Message**.

3. Select the recipient from the list.

4. Type your message in the text box.

5. Click **Send** to send the message.

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Viewing Messages

1. Navigate to the **Messages** section.

2. You will see a list of received messages.

3. Click on a message to view its content.

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Viewing Activities

1. Navigate to the **Activities** section.

2. You will see a list of recent activities performed by users.

3. Each entry includes the username, event, description, and timestamp.

Managing PDFs

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Uploading a PDF

1. Navigate to the **PDF Management** section.

2. Click on **Upload PDF**.

3. Select the PDF file you want to upload.

4. Click **Upload** to save the file.

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Viewing a PDF

1. Navigate to the **PDF Management** section.

2. Click on the PDF file you want to view.

3. The PDF will open in the built-in viewer.

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Deleting a PDF

1. Navigate to the **PDF Management** section.

2. Find the PDF you want to delete.

3. Click the **Delete** button next to the file.

4. Confirm the deletion when prompted.

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FAQ

Q: I forgot my password. What should I do?

A: Contact your administrator to reset your password.

Q: How can I change my profile picture?

A: Go to your profile settings, click on **Change Profile Picture**, and upload a new image.

Q: Can I access the dashboard from my phone?

A: Yes, the DMC Dashboard is mobile-friendly and can be accessed from any device with an internet connection.

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Support

If you need further assistance, please contact our support team:

- Email: support@dmc-dashboard.com

- Phone: +1-800-123-4567

We hope you find the DMC Dashboard helpful and easy to use. Thank you for choosing our solution to manage your activities, guests, and messages.