DX INFO HUB

Employee User Guide

Abstract

A user assistance document contains guides and procedures when using the website, including on how the website function and interacts with the user. This also contains how the website operates in a particular user.

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1. Version Control

Version	Description	Author	Date
v1.0	Initial draft	Abunales, Joel	03/25/2022
v2.0	Added version control page, description of every pages and arrange functions of each page.	Verba, John Ryan T.	03/28/2022
V3.0	Updated all the sample pictures due to UI design updates	Verba, John Ryan T.	05/25/2022

2. Objectives

This Manual will guide the "User" on how to properly navigate the DX Infohub Website. This document will enable the user to view all data added by admin.

The website is designed to view information related to DX.

3. Users

The table below shows the type of access and functions for different role of users.

Role	Type of access	Function
Team	Website access	1. View data that created by admin
Team Lead / Supervisor	Admin access	1. Access to dashboard 2. Maintenance of adding, editing and removing users, webinar & events, document & quick links and announcements.

4. Accessing the Website

To access the DX Infohub website, type this URL in the URL bar of your browser.

https://infohub.tcapdmwis.com/

> **Note:** HTTPS/SSL Certificate
>
> Since the system is only available to access locally, https is not possible. If we are going to use it outside the office, we need to connect to TCAP's private network (VPN).

Enter this credentials:
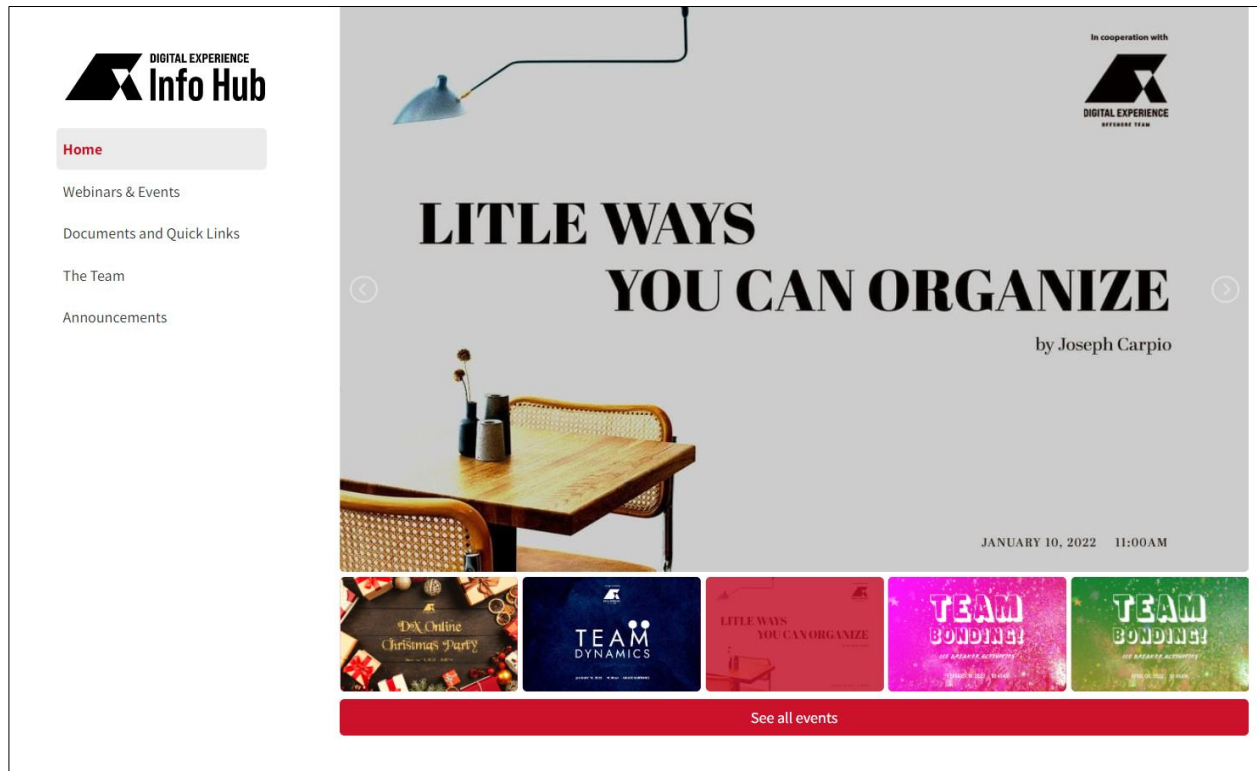
ID: infohub

Password: 2020infohub!

This is the initial view of DX Infohub website.

5. The Home Page

Click the Home Page link on side navigation bar to see the page.

This page displays all the events posters in an automatic slider to give the viewer a sight of what to expect for the coming months.

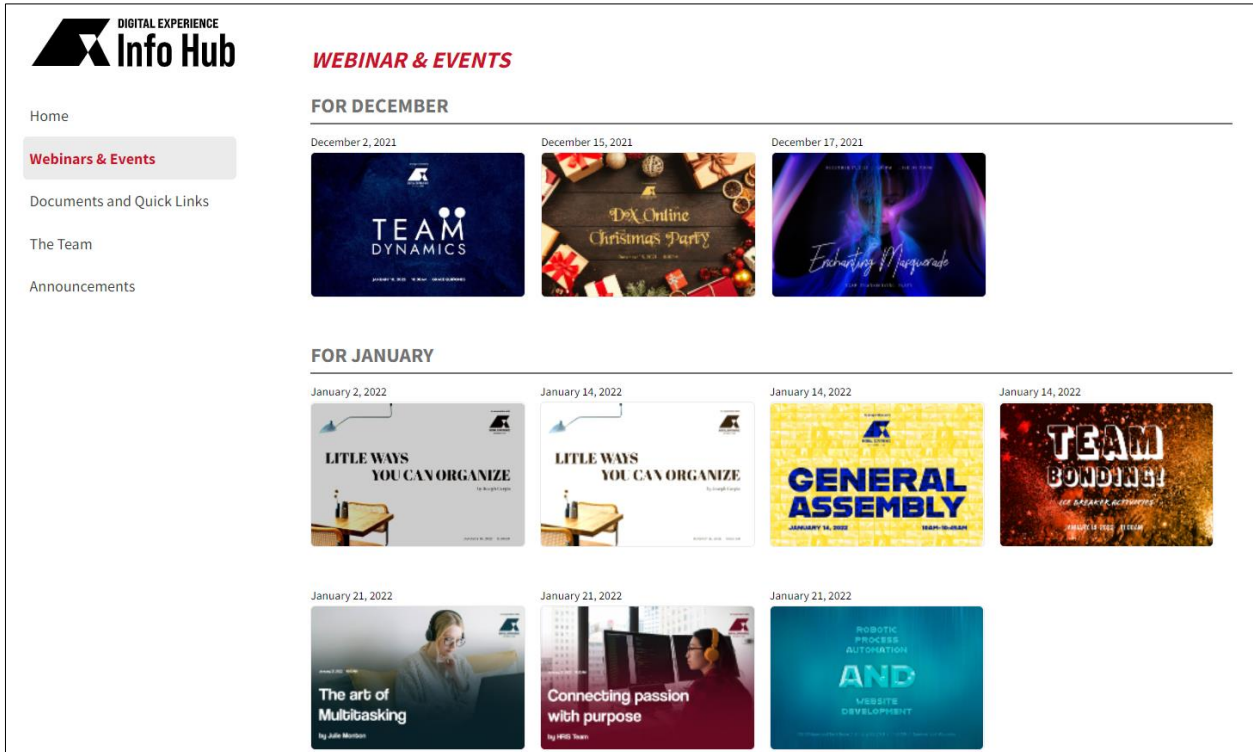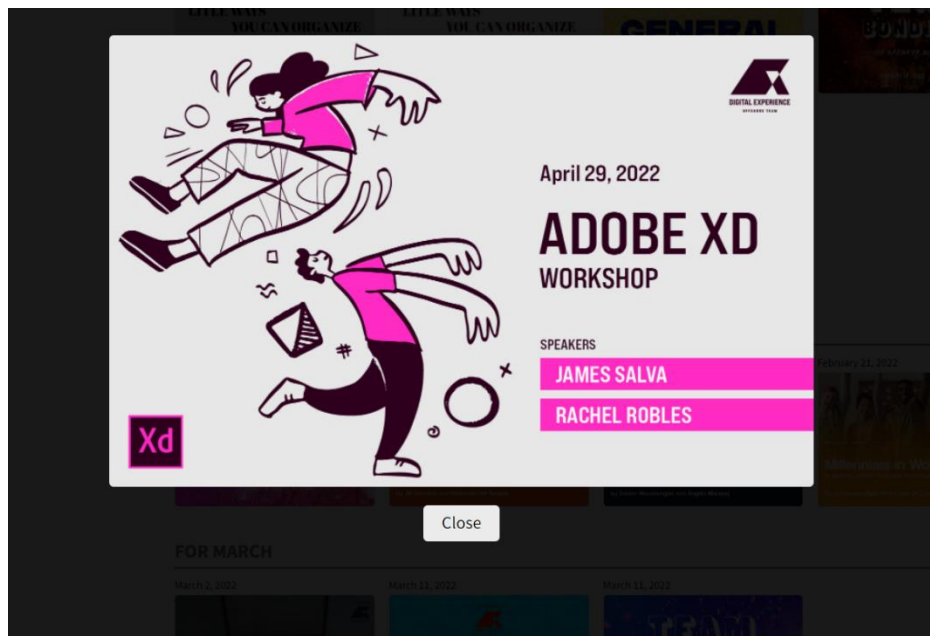It also shows some of the webinar and events as well as the important announcements.

6. Webinar and Events Page

Click the Webinar and Events Page link on side navigation bar to see the page.

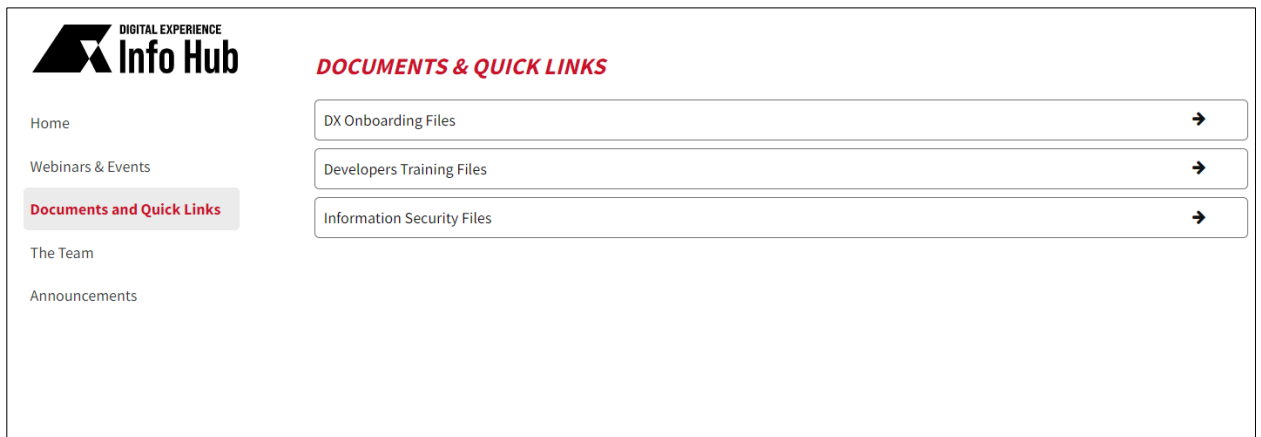This page displays all the webinars and events with date and poster arranged by month.

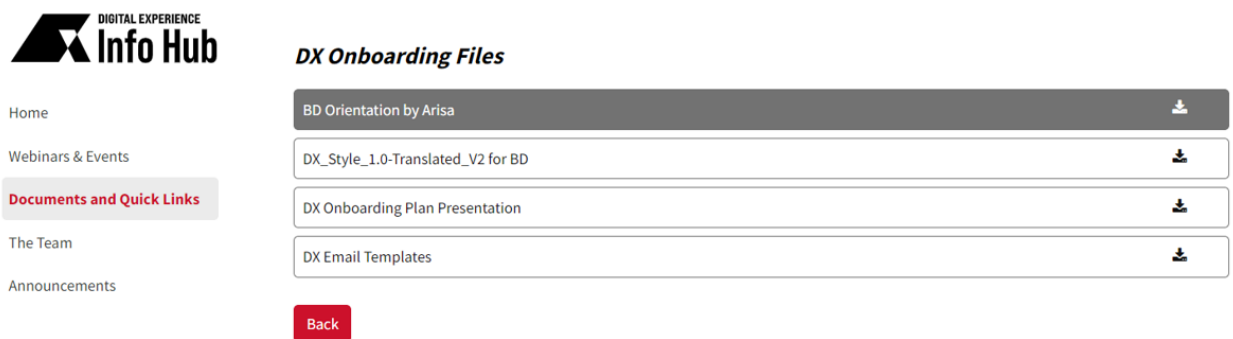The images are clickable to view it on bigger size.

7. Documents and Quick Links Page

Click the Documents and Quick Links Page link on side navigation bar to see the page.

This page shows all the important documents related to the team that can be downloadable in Word, Excel and PDF file format.
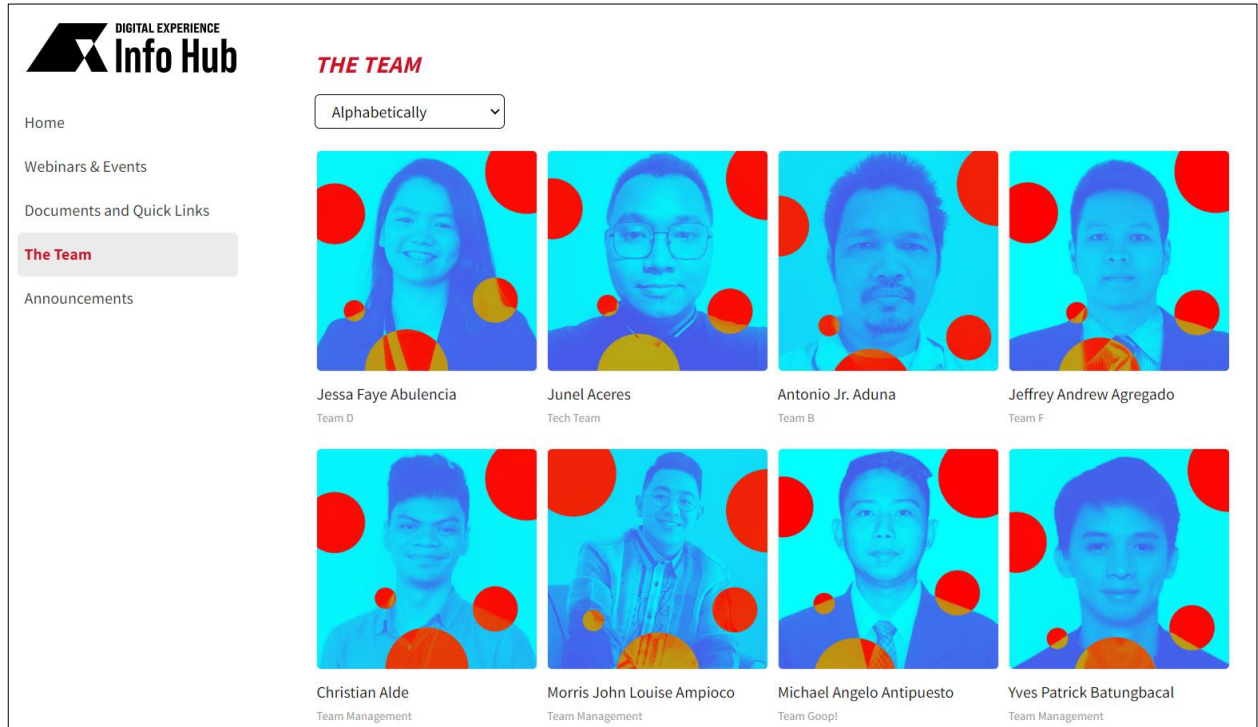

Select the desired file that you want to download, then click again the button to download it.
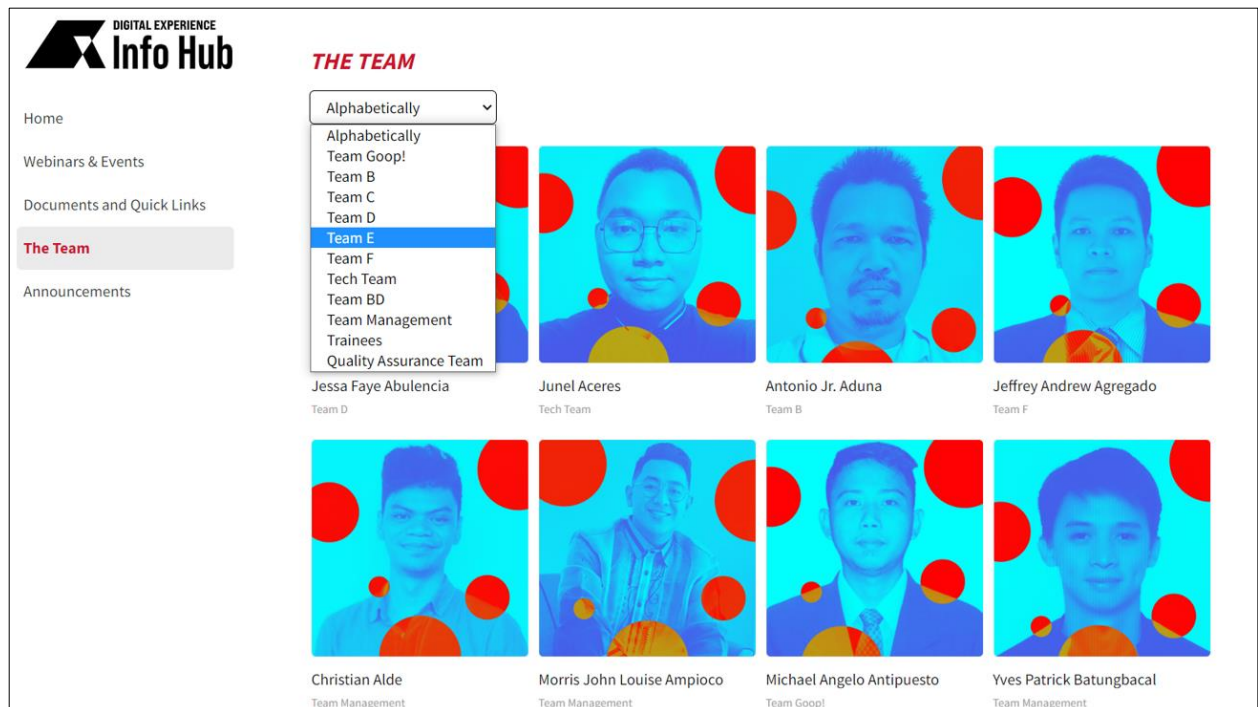
8. The Team Page

Click the The Team Page link on side navigation bar to see the page.

On the default, the page will show all the individual members of DX Team arranged alphabetically. With their full name, their profile picture, and which team they are included.
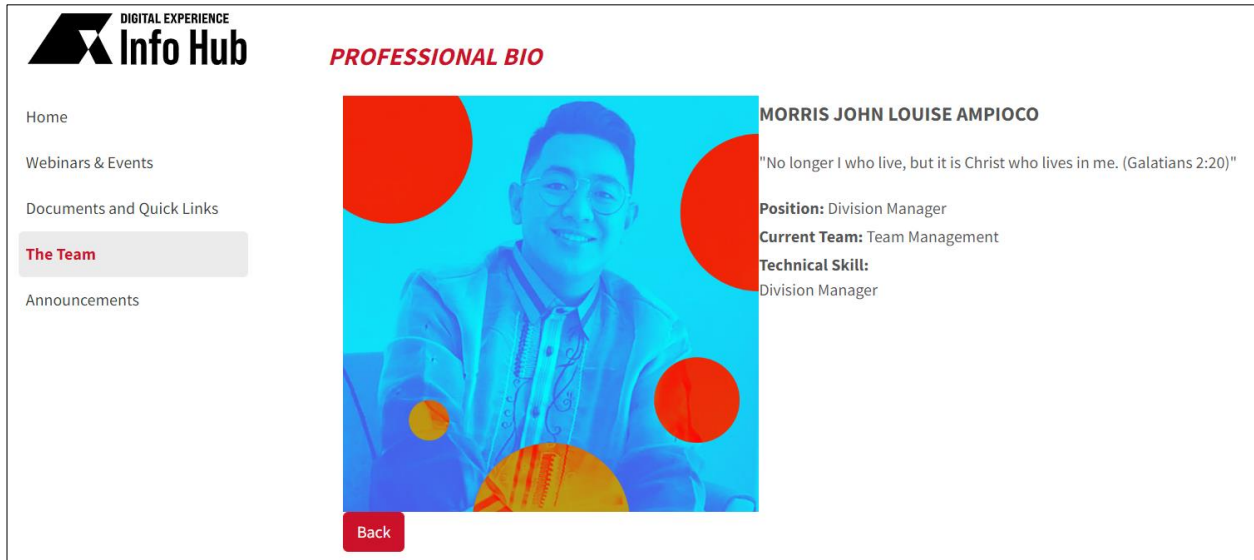

The user can choose which team to display in the page by clicking the sort button.

8.1 The Individual Page / Profile Account

The viewers can click the profile picture of each individual to see the Individual page or Profile Account of the employee.

This page shows the full name of employee, the profile picture, a short description, the position, current team and the technical skills of the said employee.

9. The Announcement Page

Click the Announcement Page link on side navigation bar to see the page.

This page will display all the important announcements from the Management to raise awareness and provide more information about it for the benefit of all DX Team members.

To view the details of the announcements, the user can click the Announcement title link or the image.

- End of DX Info hub User Guide -