

SoftFactory Platform — User Manual

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Getting Started

System Requirements

- ****Web Browser:**** Chrome, Firefox, Safari, Edge (latest version)
- ****Internet Connection:**** Broadband (5 Mbps minimum)
- ****Device:**** Desktop, laptop, or tablet
- ****Optional:**** Mobile app (iOS/Android - coming soon)

First Time Login

- 1. ****Visit the platform:**** `http://localhost:8000/web/platform/login.html`
- 2. ****Enter passkey:**** `demo2026`
- 3. ****Click "Enter"*****
- 4. ****Explore demo features**** with pre-loaded sample data

Demo Accounts

Role	Email	Password	Access
Admin	admin@softfactory.com	admin123	All features
Demo User	demo@softfactory.com	demo123	Limited features

Login & Authentication

Using Passkey (Demo)

****Quickest way to explore:****

1. Go to login page
2. Enter passkey: `demo2026`
3. Click "Enter" (no username/password needed)
4. Full access to all demo features

Using Email & Password

****For registered users:****

1. Go to login page
2. Click "Sign up" to create account OR enter existing email/password
3. Verify email (check inbox)
4. Set password (8+ characters, mix of letters/numbers)
5. Login with credentials

Password Requirements

- ■ Minimum 8 characters
- ■ At least 1 uppercase letter (A-Z)
- ■ At least 1 number (0-9)
- ■ At least 1 special character (!@#\$\$%^&*)

****Example:**** `MyPassword@2026`

Session Security

- Sessions expire after 24 hours
- Click "Logout" to end session immediately
- Clear browser cookies for full logout
- Never share your password with anyone

Main Dashboard

Dashboard Overview

Your personal command center showing:

- ****Quick Stats:**** Total bookings, campaigns, posts, workflows
- ****Upcoming Events:**** Scheduled activities this week
- ****Recent Activity:**** Last 10 actions performed
- ****Notifications:**** New messages and updates

Dashboard Navigation

