Administration Walkthrough

Changelog

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| --- | --- | --- |
| Date | Editor | Changes |
| 12/2/2022 | Ethan Harris | First pass |
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# Logging in

* Logging in can be done by clicking the “Login” button in the upper left of the screen
* From here, you are given the option to sign in via email and password or sign up for a new account.
  + If logging in, all you need to do is enter your credentials and hit “Sign in”
  + If signing up, you need to enter a username and your credentials. Then you will need to enter a verification code sent to the email address used before completing sign up.
* After completing either of these, you will be redirected to the admin page.

# Using the admin page

* You can use the admin page to manage collections and prompts
  + Prompts are stored under collections.
  + Recordings are stored under prompts.
* You can use the admin page to manage recordings.
  + You can sort and filter the recordings to your liking.
  + You can search for specific recordings.
  + You can manage and moderate the recordings.
* You can view your account or log out from the admin page.

Graphical user interface, application

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