

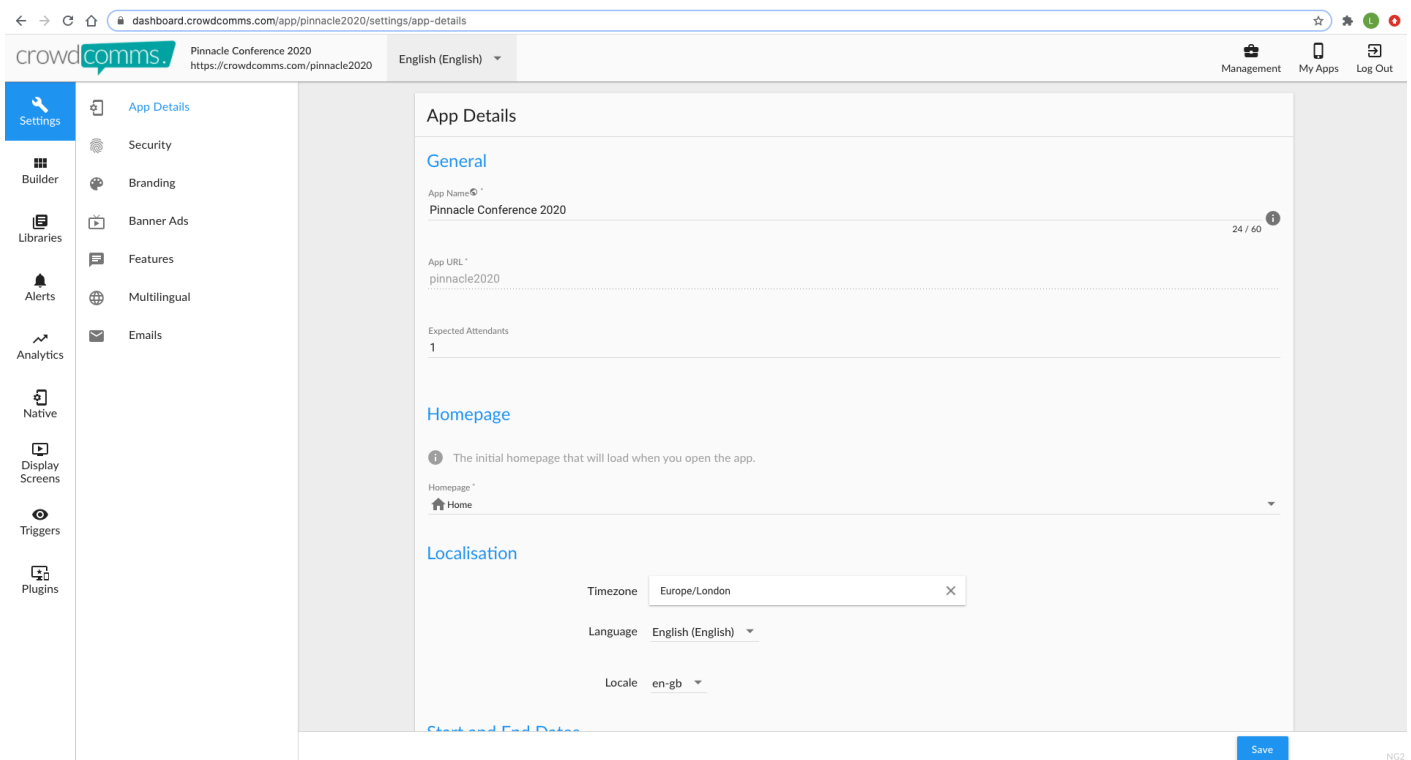
Using the CrowdComms Dashboard

The CrowdComms dashboard is a self service content management system (CMS) that enables you to upload and make edits to content, send alerts and manage engagement functionality all in real time.

The Dashboard menu consists of **Settings, Builder, Libraries, Alerts, Analytics, Native** and **Triggers**.

Settings

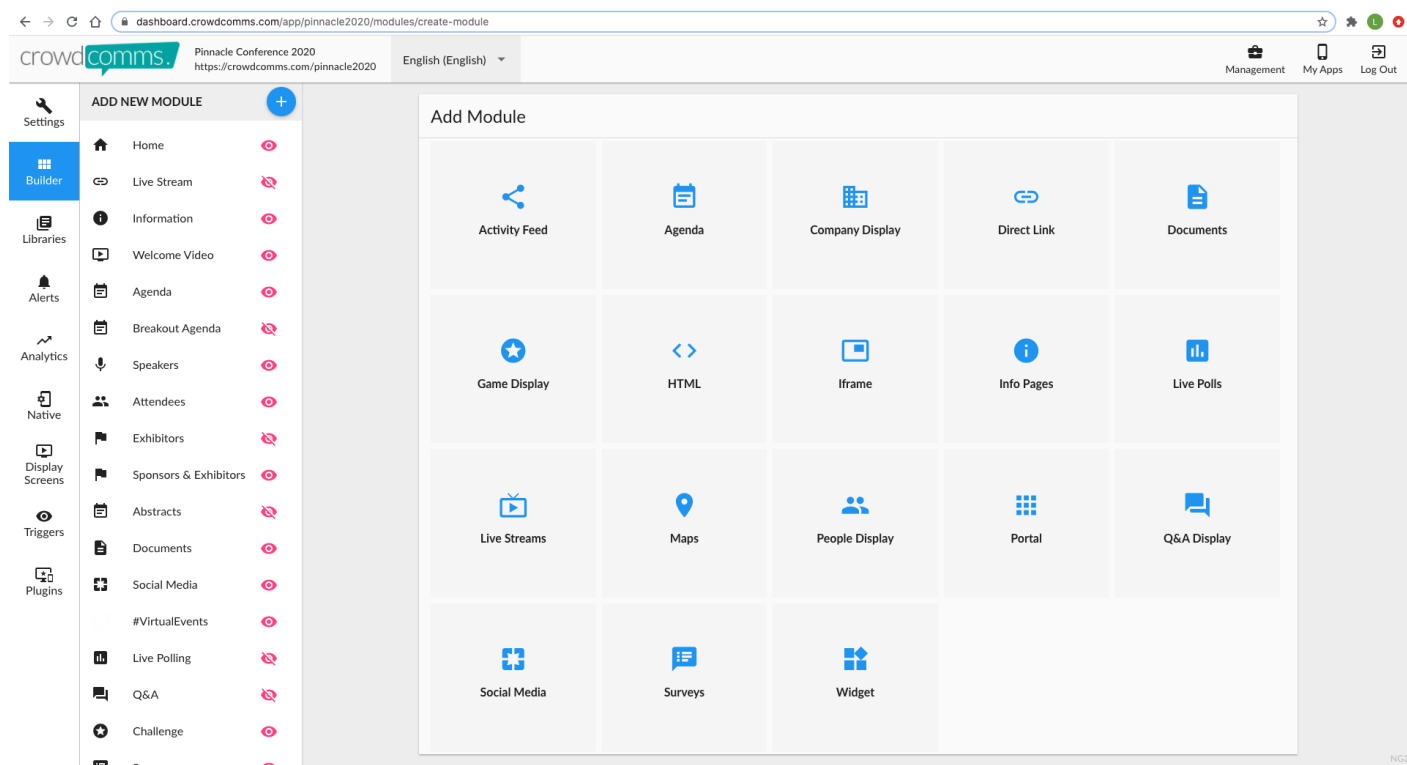
In the **Settings** section is where you'll find all the tools you need to configure the core parts of your app. In this section you can design the [look and feel of your app](#), toggle features for your attendees, [setup security](#), and add banner advertising if you wish.



Builder

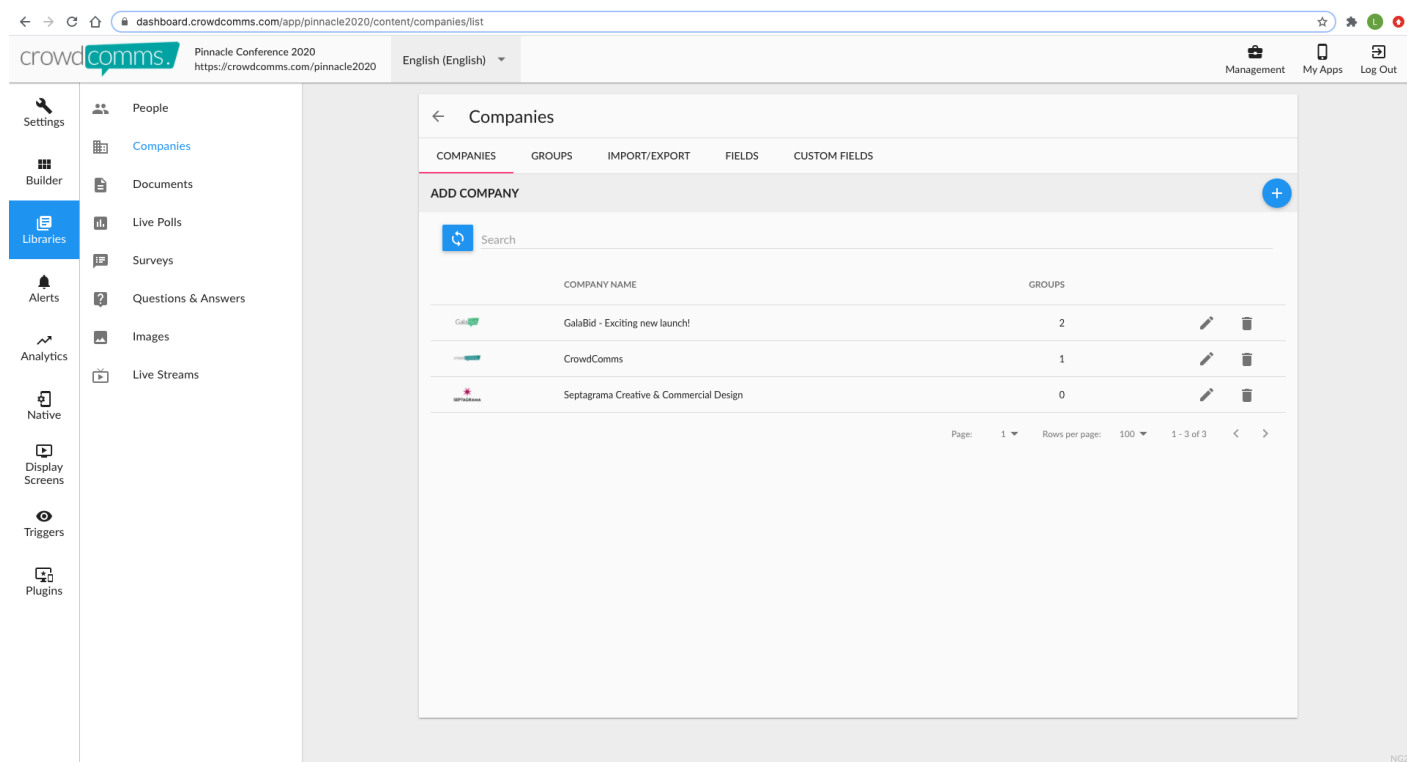
The **Builder** section lets you setup the actual modules your attendees will use during the event. This is where most of the action happens in terms of delivering the event app experience. We have

a [complete guide](#) to all the modules on offer which goes into much more detail.



Libraries

Libraries allow you to manage all the content for your app in one convenient place. Housed in this section you'll find all your attendees, documents, exhibitors, surveys, Q&A sessions etc. Use the Libraries section as a centralized place to control your content, which you can then link to various modules in the Builder section to allow your attendees to interact with it.



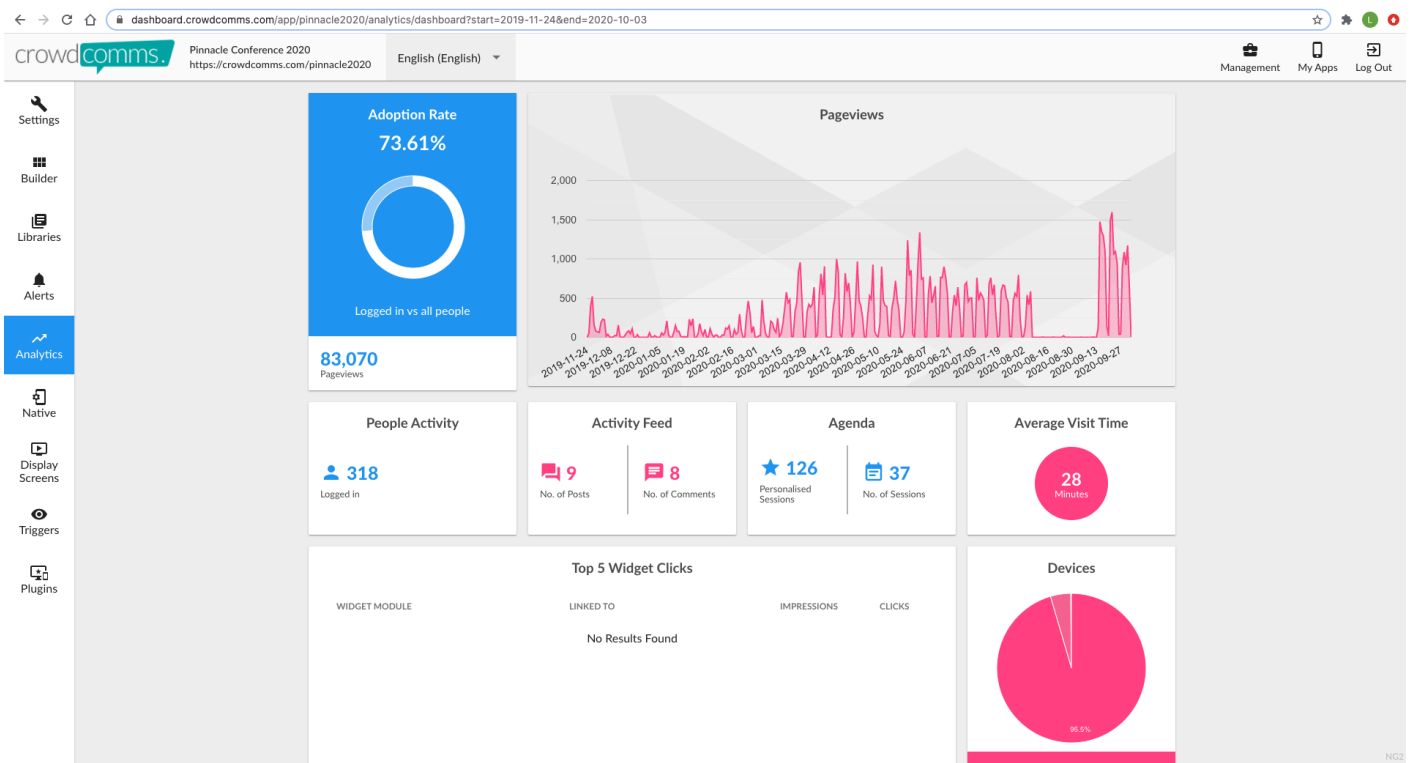
Alerts

The **Alerts** tab is where you will manage your real-time notifications sent out to your attendees. This includes emails, in-app notifications and native notifications. See our [Alerts section](#) for more details.

The screenshot shows the 'Add Alert' form in the CrowdComms dashboard. The form is divided into three main sections: 'Content', 'Timing', and 'Recipients'. The 'Content' section includes a text area for the 'Alert Title' (0 / 128 characters) and a rich text editor for the 'Alert Message'. The 'Timing' section has two buttons: 'Send Later' (highlighted in blue) and 'Send Now'. Below these buttons are fields for 'Send Date/Time' (Date) and 'Time (24h format)'. A note states: 'As the start date is in the past the alert will send now.' The 'Recipients' section has a note: 'If no people groups are selected then all users will receive the alert.' The form has 'Cancel' and 'Save' buttons at the bottom. The dashboard header shows the 'crowdcomms' logo, 'Pinnacle Conference 2020', and a sidebar with navigation options: Settings, Builder, Libraries, Alerts (selected), Analytics, Native, Display Screens, Triggers, and Plugins. The top right corner has links for Management, My Apps, and Log Out.

Analytics

Get a picture of how your attendees are using the app via the **Analytics** portal. Here you can view realtime metrics about all aspects of your event app, and download reports for post event analysis.



Triggers

Triggers can be used to award points to a user for answering a poll or survey or uploading a profile picture or send them directly to another area of the app.

The screenshot shows the 'Triggers' management page in the CrowdComms dashboard. The sidebar is the same as the previous screenshot, with 'Triggers' highlighted. The main content area has a header with a back arrow and the title 'Triggers'. Below the header are tabs for 'LIST' and 'EDIT'. The 'LIST' tab is active, showing a table of triggers. The table has columns for 'Condition', 'Value', and actions (edit and delete). There is a '+ ADD NEW TRIGGER' button in the top right corner of the table. The table contains 9 rows of triggers, all with the condition 'User Responds to Choice poll choice'. The values are 'Yes, very helpful', 'n/a', 'It was ok', and 'n/a'. The bottom of the page shows pagination information: 'Page: 1', 'Rows per page: 10', and 'NaN - 9 of 9'.

Condition	Value		
User Responds to Choice poll choice	Yes, very helpful		
User uploads a profile picture	n/a		
User Responds to Choice poll choice	It was ok		
User Responds to Poll	n/a		
User Responds to Choice poll choice			
User Responds to Choice poll choice			
User Responds to Choice poll choice			
User Responds to Choice poll choice			
User Responds to Choice poll choice			

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