

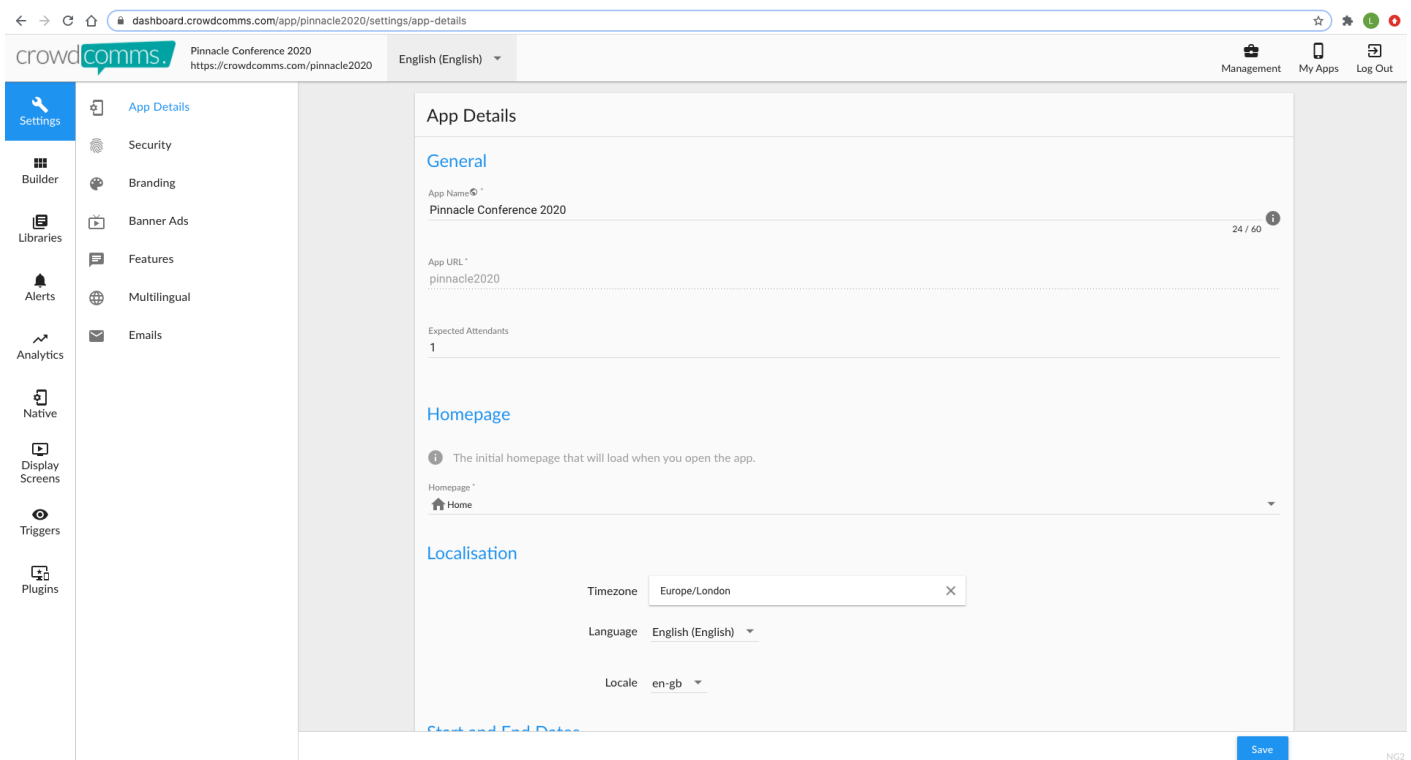
# Using the CrowdComms Dashboard

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

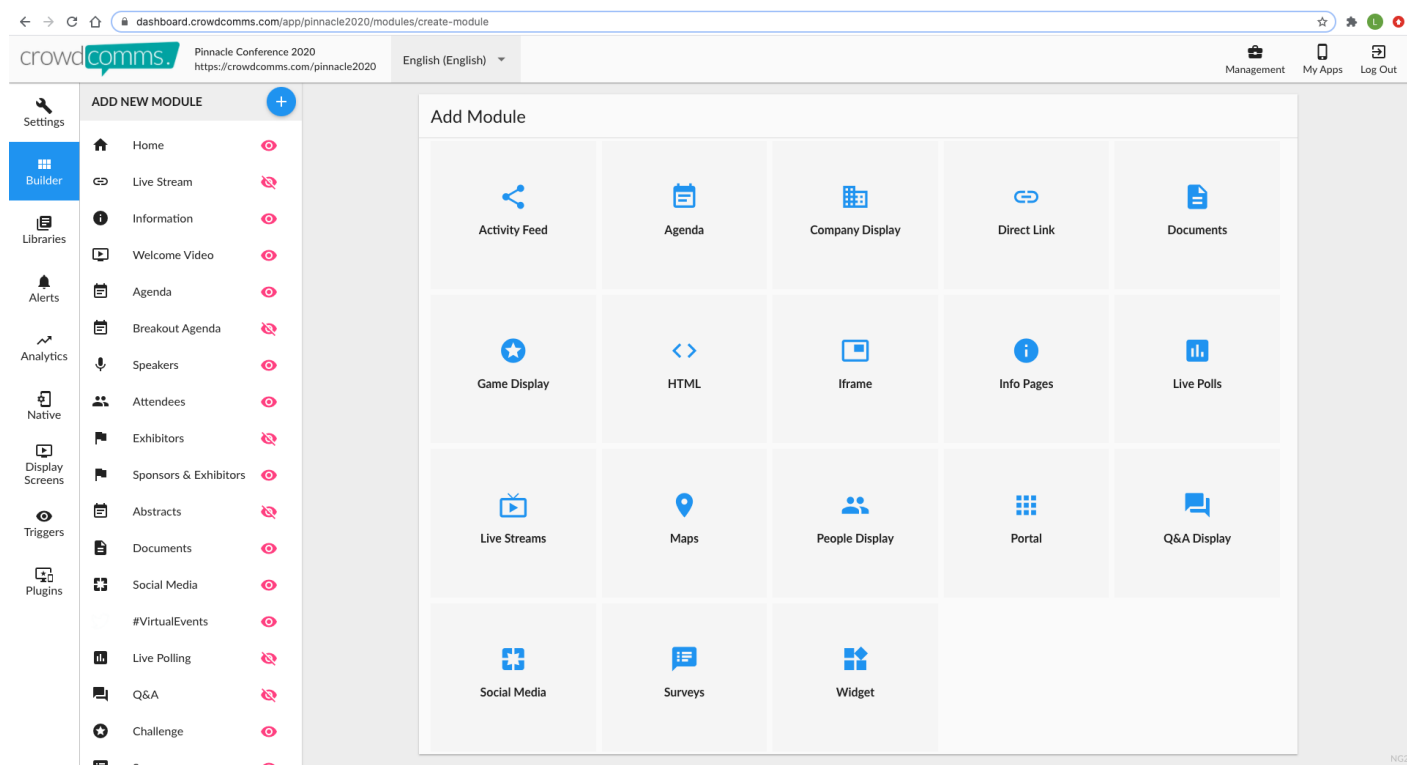
In the **Settings** section is where you'll find all the tools you need to configure the core parts of your app. In this section you can design the [look and feel of your app](#), toggle features for your attendees, [setup security](#), and add banner advertising if you wish.



## Builder

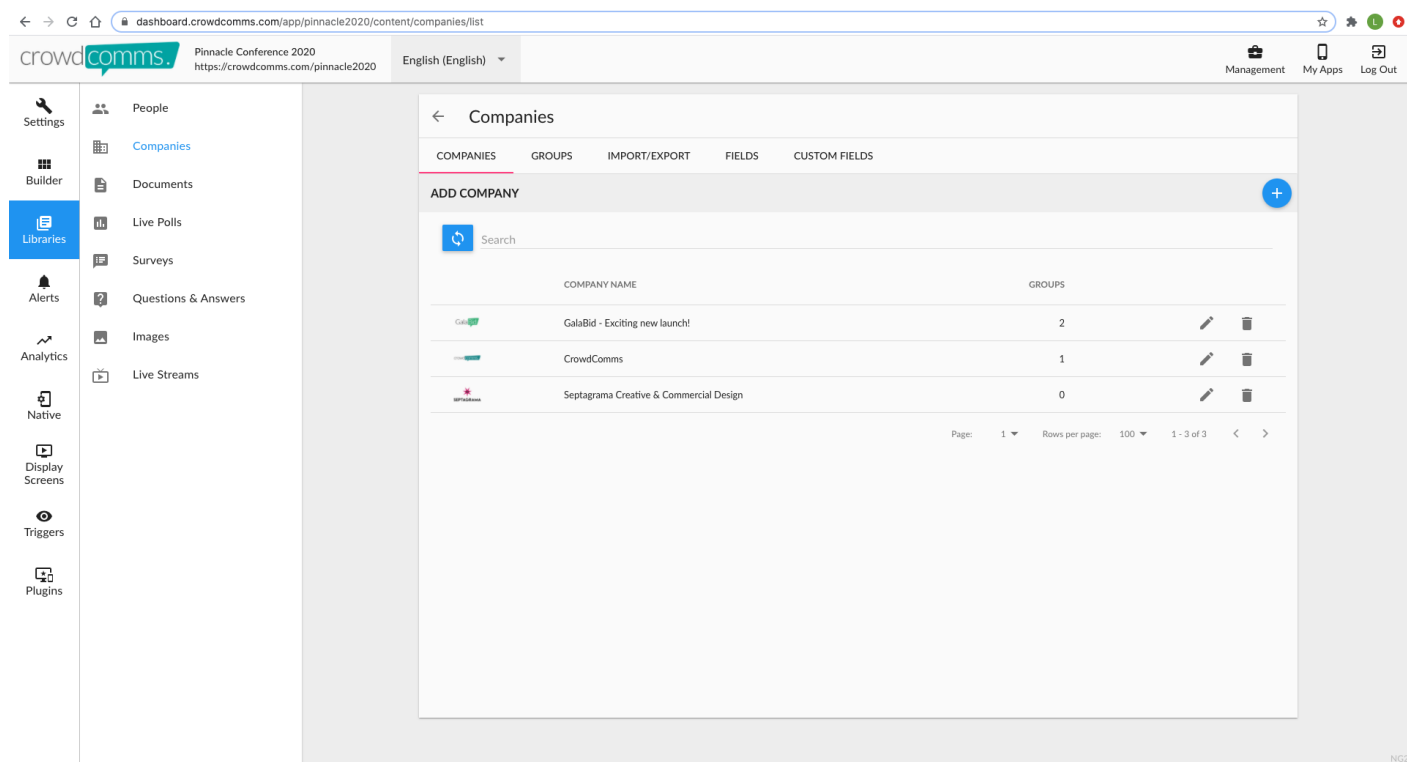
The **Builder** section lets you setup the actual modules your attendees will use during the event. This is where most of the action happens in terms of delivering the event app experience. We have

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 title field and a rich text editor. The Timing section has buttons for 'Send Later' and 'Send Now', along with date and time selection options. The Recipients section includes a note about default recipients. The dashboard header shows the user is logged in as 'Pinnacle Conference 2020' and the language is set to 'English (English)'. The left sidebar contains navigation links for Settings, Builder, Libraries, Alerts (selected), Analytics, Native, Display Screens, Triggers, and Plugins. The right sidebar contains links for Management, My Apps, and Log Out.

dashboar.crowdcomms.com/app/pinnacle2020/alerts/add

crowdcomms. Pinnacle Conference 2020  
https://crowdcomms.com/pinnacle2020

English (English)

Management My Apps Log Out

### Add Alert

#### Content

Alert Title 0 / 128

**B I U G** **H<sub>1</sub> H<sub>2</sub>** **X<sub>2</sub> X<sup>2</sup>** **Normal** **Normal** **Arial** **Time** **Image**

Alert Message...

#### Timing

**Send Later** **Send Now**

Send Date/Time Date \* Time (24h from now)

As the start date is in the past the alert will send now.

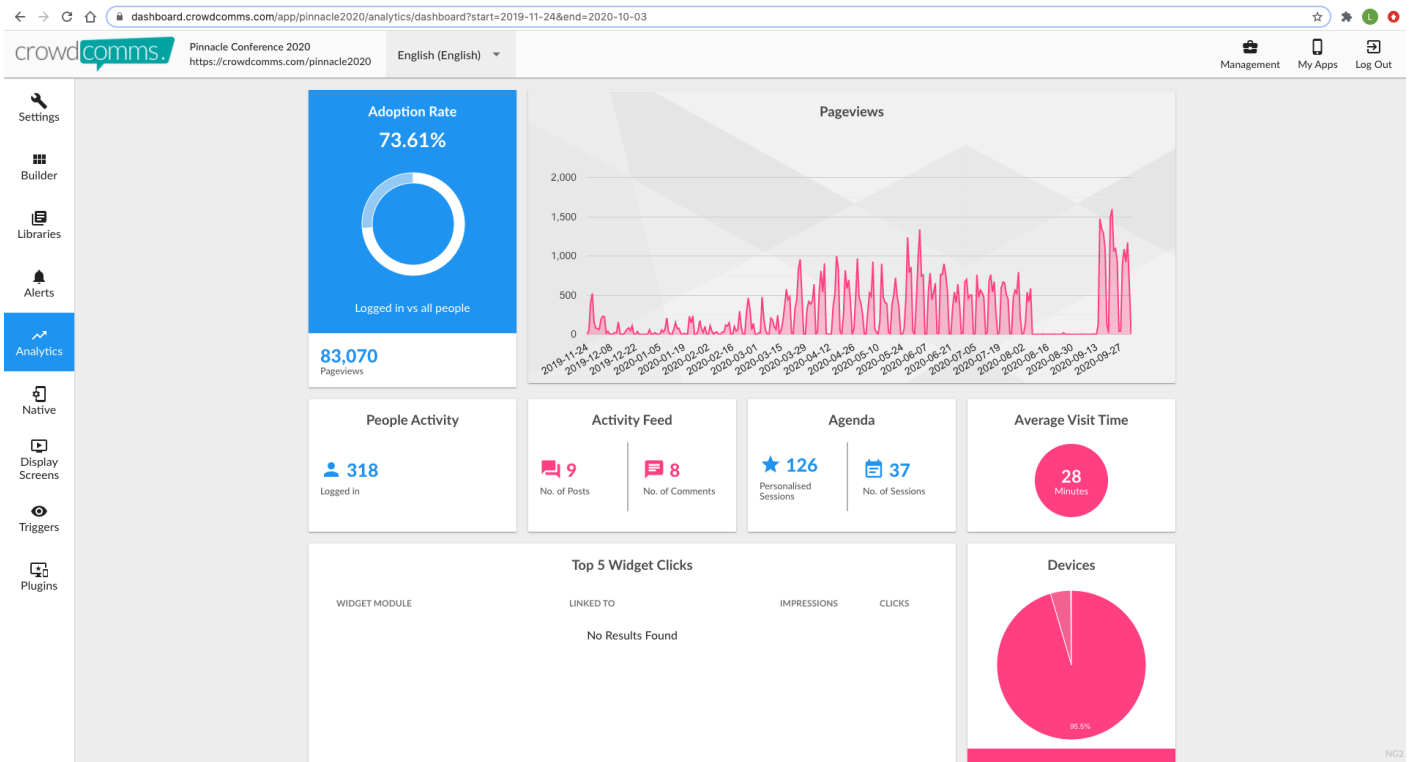
#### Recipients

If no people groups are selected then all users will receive the alert.

Cancel Save NG2

# 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 displays the Triggers management page in the CrowdComms dashboard. The page includes a header with the title 'Triggers' and tabs for 'LIST' and 'EDIT'. Below the header is a table with columns 'Condition' and 'Value'. The table lists several triggers, mostly related to 'User Responds to Choice poll choice'. At the bottom, there is a pagination control showing '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	
User Responds to Choice poll choice	