



Digitool V2 Administrator User Manual

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Getting started

Creating an Account

Navigate to <https://DigitoolV2.com.au>

- A. Click on the 'Create Your account' button.
- B. Enter your details in the fields.
- C. Click Register.

You will be required to verify your email account address via an email that is sent to you upon completing the account creation process.



Welcome to Digitool!

Don't have an account?

Create Your Account

OR

Login Below

email@email.com

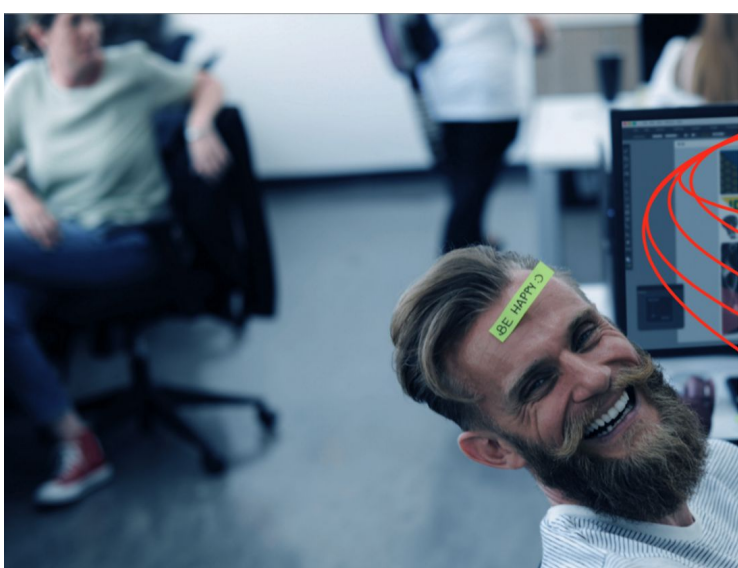
.....

Remember Me

Sign In

Having troubles with your password? Try resetting it.

[I forgot my password](#)



Welcome to Digitool!

Complete the form below to register.

Step. b

Email

This email must match the one that we've been emailing you on.

First name

Last name

Password (Between 12-100 characters)

Confirm password

Enter the captcha

fa665

By registering an account with Digitool, you accept the terms and conditions.

Register

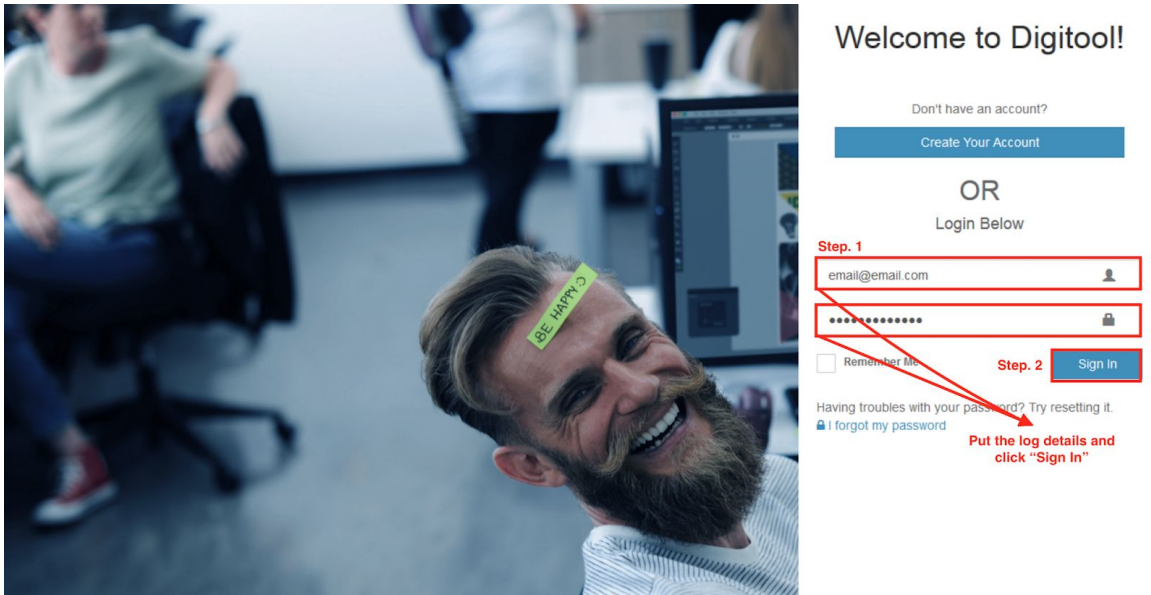
Login

Step. c

Signing In

Navigate to <https://DigitoolV2.com.au>

1. Enter your details in the provided fields
2. Click Sign In



Welcome to Digitool!

Don't have an account?
Create Your Account

OR
Login Below

Step. 1

email@email.com

.....

Remember Me

Step. 2 Sign In

Having troubles with your password? Try resetting it.
I forgot my password

Put the log details and click "Sign In"

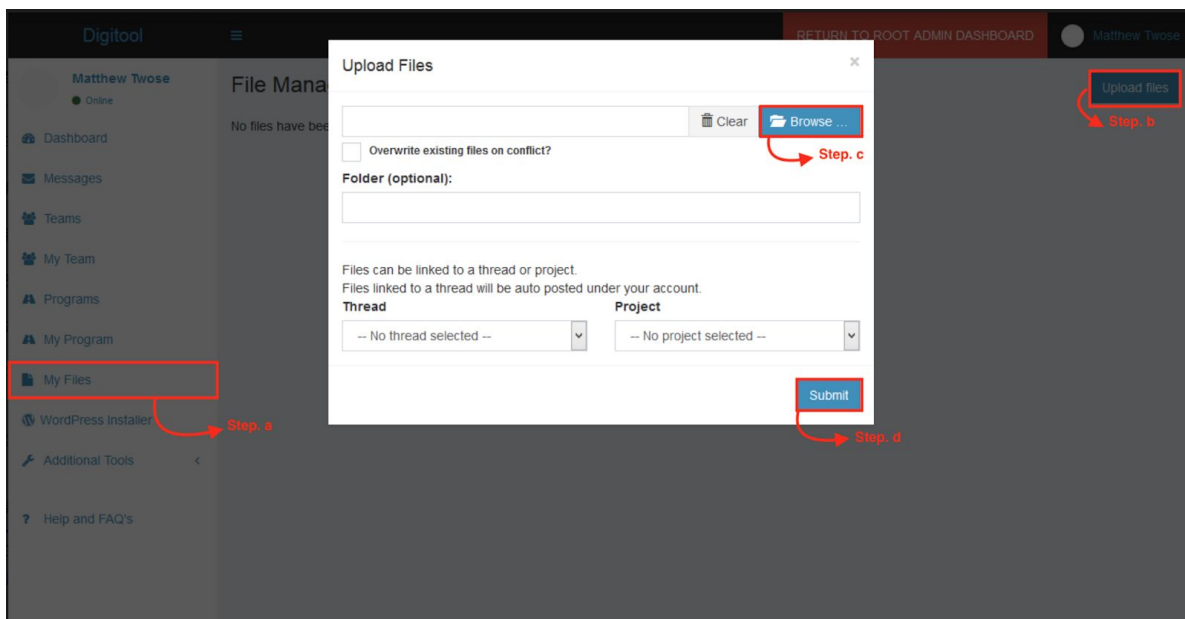
Administrative Functions

Files

This section will cover how to utilize different sections of the Files page. This includes how to navigate between upload and update a file.

1. Adding a new file
 - a. Navigates to the My Files page
 - b. Click on the “Upload files” button
 - c. Browse files to upload on your PC
 - d. Click the “Submit” button to upload

Note the interface you are seeing may differ from the one pictured.



2. Delete or Download a file
 - a. Click the delete or download button

Digitool SIGNED IN AS ADMIN Michael Smith

Michael Smith ● Online

- Dashboard
- Messages
- Teams
- Projects
- Programs
- My Files
- Additional Tools
- Help and FAQ's

File Manager

Here you can manage your files. Upload files

Pictures

- 9d09d0ad8bb694b73dc34bc34cf1ff15.jpeg - Download Delete

Step a

Pdfs

- Digitool_Poster.pdf - Download - Delete

General

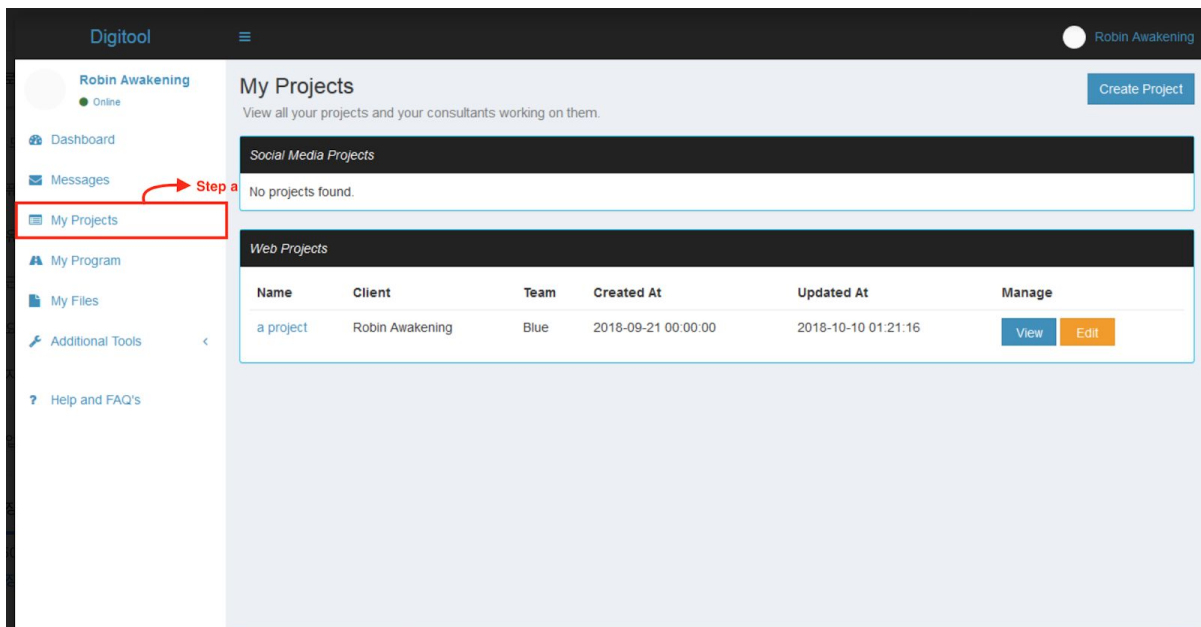
- fzstorj.exe - Download - Delete
- Solstice Client.Ink - Download - Delete

Project

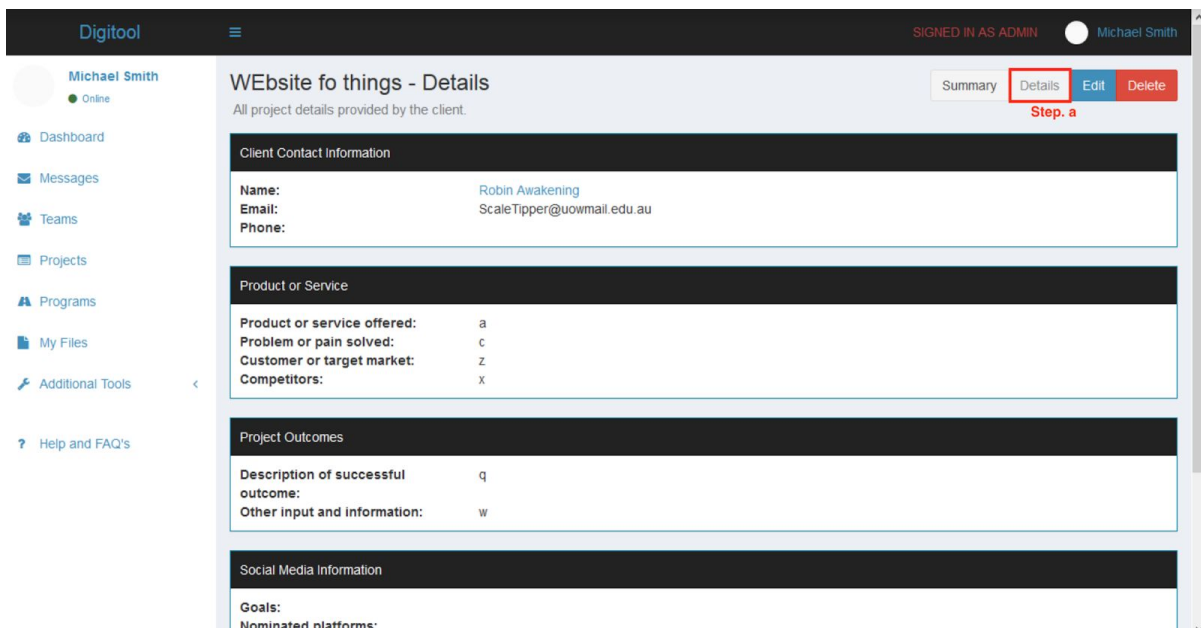
This section will cover the how to control with the project page. This page explains how to view the project page, submit files, and complete checklist items.

View

- a. Navigate to the project page



- b. Click the details to view all of the projects information.



c. Click the Summary to view a projects basic details.

The screenshot displays the Digitool web application interface. At the top, the user is signed in as Michael Smith. The main content area is titled 'WEbsite fo things - Summary' and includes navigation tabs for 'Summary', 'Details', 'Edit', and 'Attach Files'. The 'Summary' tab is highlighted with a red box and labeled 'Step. a'. The interface is divided into three sections: 'Team - Red' listing Betty Arthur and Jason Blade; 'Project Files' with a message that no files are attached; and 'Tasks' under the 'Concept' heading, which includes a list of tasks with checkboxes, such as 'Receive client brief', 'Browse www.digitalbusinesshub.com.au/demo-layouts and nominate 3 you think might meet the client's needs', and 'Draft home page concept on paper to show client information you think should be included on homepage'.

Create New Project

- d. Type the general fields (name, type, client)
- e. Type texts on the project of service
- f. Type texts on the project outcome
- g. Types texts if there are any additional notes
- h. Choose the team name on the selected option
- i. Click the submit button

The screenshot shows the 'Create New Project' form in the Digitool interface. The form is divided into several sections, each with a red box highlighting the input fields and red arrows pointing to specific steps:

- General:** This section contains three fields: 'Project Name', 'Project Type' (a dropdown menu), and 'Client' (a dropdown menu). A red box surrounds these fields, and a red arrow labeled 'Step. a' points to the 'Client' dropdown.
- Your Product or Service:** This section contains three text input fields: 'Product/service you offer:', 'Problem/pain you solve:', and 'Customer/target market:'. A red box surrounds these fields, and a red arrow labeled 'Step. b' points to the 'Problem/pain you solve:' field.
- Competitors:** This section contains a single text input field. A red box surrounds this field.
- Project Outcomes:** This section contains two text input fields: 'Describe a successful outcome for you:' and 'Any other input or information:'. A red box surrounds these fields, and a red arrow labeled 'Step. c' points to the 'Describe a successful outcome for you:' field.
- Additional Notes:** This section contains a single text input field. A red box surrounds this field, and a red arrow labeled 'Step. d' points to it.

Any other input or information:

Additional Notes

Team

Team Name: -- select an option --

Step. e

Step. f

Submit Reset

2. Attach file on a project
 - a. Click the Attach Files button on the project page
 - b. Choose the file to attach
 - c. Click the Submit Query button

The screenshot shows the Digitool interface with an 'Attach Files' modal window open. The modal has two panes: 'Unattached Files' and 'Files to attach'. In the 'Unattached Files' pane, the file 'general/tzstorj.exe' is selected and highlighted with a red box, with a red arrow labeled 'Step. b' pointing to it. In the background, the 'Attach Files' button on the project page is highlighted with a red box and labeled 'Step. a'. At the bottom of the modal, the 'Submit Query' button is highlighted with a red box and labeled 'Step. c'. The background interface shows a sidebar with navigation options like Dashboard, Messages, Teams, Projects, Programs, My Files, and Additional Tools. The main content area shows a project page for 'Website' with a 'Team - Red' section and a 'Project Files' section.

Modify a project

- d. Change the Project Name and Client on the General filed
- e. Change the Product or Service on Your Product or Service field

Digitool SIGNED IN AS ADMIN Michael Smith

Michael Smith Online

Editing Project Editing a project.

Step. a General

Project Name: WEbsite fo things

Client: Robin Awakening

Step. b Your Product or Service

Product/service you offer: a

Problem/pain you solve: c

Customer/target market: z

Delete a Project

- f. Type the Project Name
- g. Click the Submit Query button

Digitool SIGNED IN AS ADMIN Michael Smith

Are you sure you want to delete the project 'WEbsite fo things'? Delete a project.

Deleting a project is irreversible.

Project Name: [input field]

Submit Query

Step. b

Step. a

Program

This section will cover the add a new program, modify existing and deleting program.

Create New Program

- a. Type the fields for a new program
- b. Click the submit button

The screenshot shows the 'Create New Program' form in the Digitool interface. The form is titled 'Create New Program' and includes a sub-header: 'This form permits the creation of new programs, provided it is listed at Ontraport.' The form fields are: Name (text input), Description (text area), Address (text input), Ontraport Code (text input), Start Date (date picker), End Date (date picker), and Emergency Contact (dropdown menu). The 'Submit' button is highlighted in green, and the 'Reset' button is in grey. The form is enclosed in a red box, and the text 'Step. a' is visible at the bottom right. Below the form, the text 'Step. b' is visible.

Edit a Program

- c. Change the program details on the given fields
- d. Click the submit button

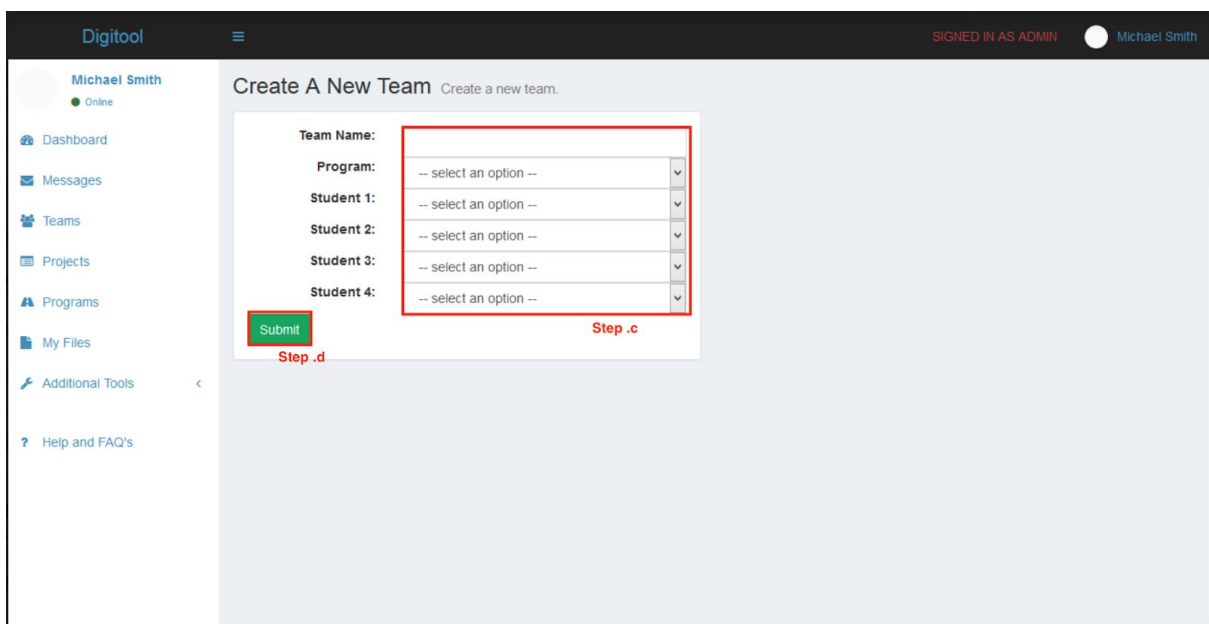
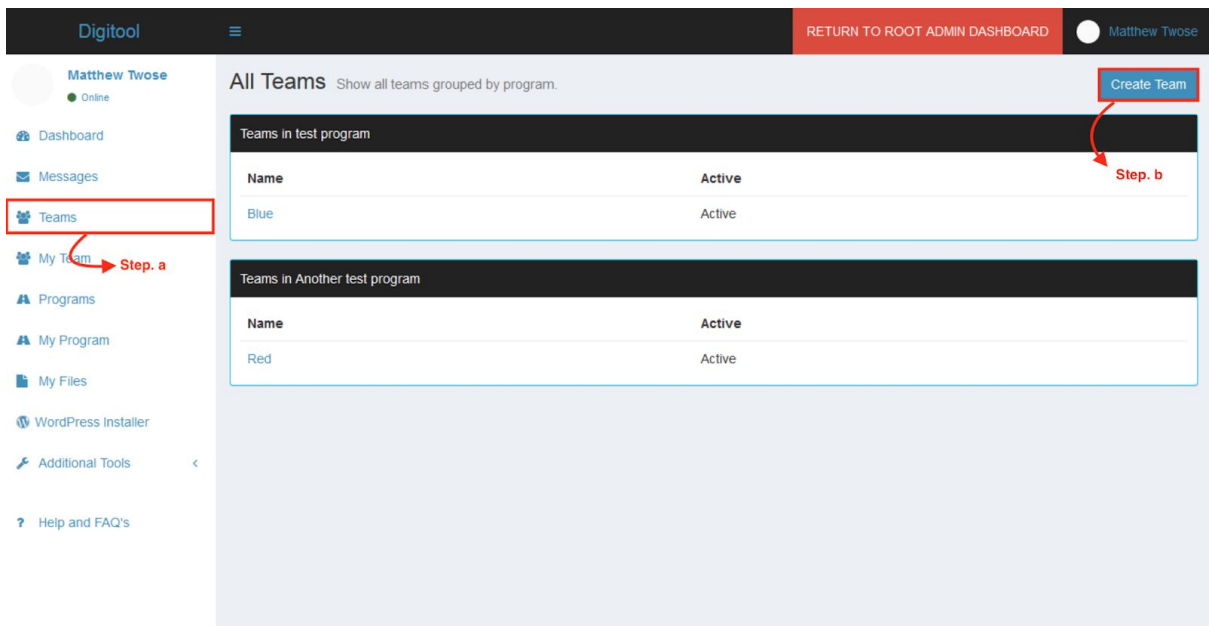
The screenshot shows the 'Edit Program' form in the Digitool interface. The form is titled 'Edit Program' and includes a sub-header: 'Editing the program "Test Program 1".' The form fields are: Name (text input), Description (text area), Address (text input), Ontraport Code (text input), Start Date (date picker), End Date (date picker), and Emergency Contact (dropdown menu). The 'Submit' button is highlighted in blue, and the 'Reset' button is in grey. The form is enclosed in a red box, and the text 'Step. a' is visible at the bottom right. Below the form, the text 'Step. b' is visible.

Teams

This section will cover the how to control with the team page. This page explains how to view the project page, submit files, and complete checklist items

Add New

- a. Navigate to the team page
- b. Click the team page
- c. Type the given fields
- d. Click the submit button



Edit Existing Team

- e. Change a student or team on the Move Student box
- f. Change name or active on the Team Setting box
- g. Add a new student on the Add Student box

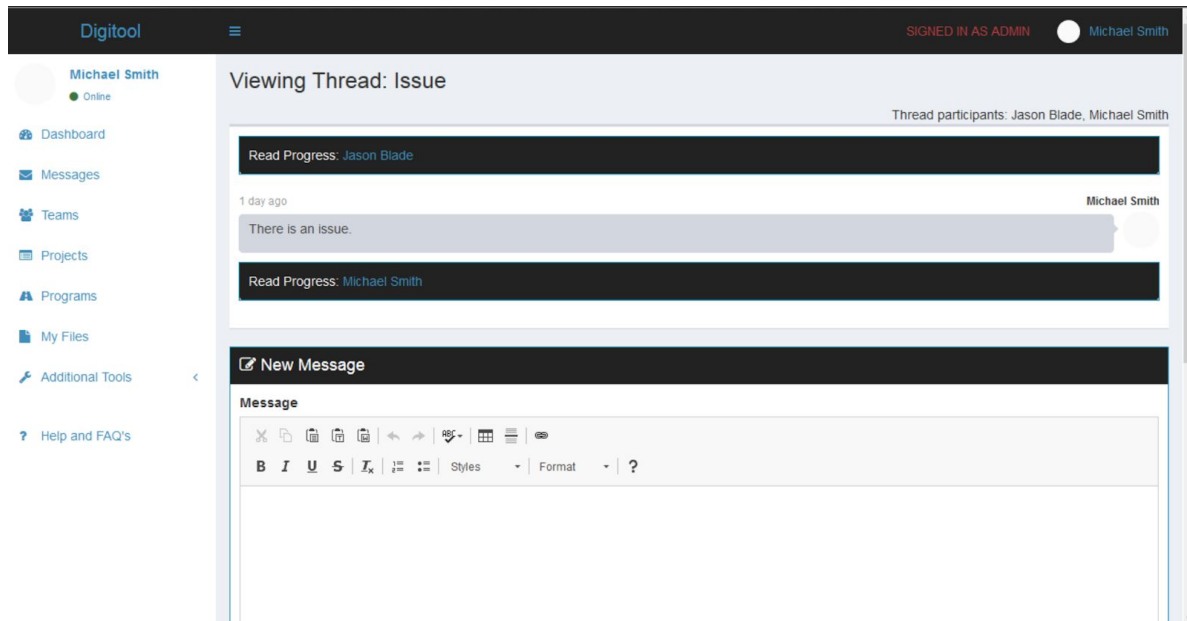
The screenshot shows the Digitool interface for editing a team. The top navigation bar includes the Digitool logo, a menu icon, and the user's name 'Michael Smith' with the status 'SIGNED IN AS ADMIN'. A left sidebar lists navigation options: Dashboard, Messages, Teams, Projects, Programs, My Files, Additional Tools, and Help and FAQ's. The main content area is titled 'Modify Team' with the subtitle 'Modify an existing team.' It is divided into three sections, each highlighted with a red border and labeled with a step:

- Step. a** Move Student: This section contains two dropdown menus. The first is labeled 'Student:' and has the placeholder text '-- SELECT A STUDENT --'. The second is labeled 'New team:' and has the placeholder text '-- SELECT A NEW TEAM --'. A 'Submit Query' button is located at the bottom left of this section.
- Step. b** Team Settings: This section contains two input fields. The first is labeled 'Name' and has the value 'Blue'. The second is labeled 'Active' and has a checked checkbox. A 'Submit Query' button is located at the bottom left of this section.
- Step. c** Add Student: This section contains one dropdown menu labeled 'Student:' with the placeholder text '-- SELECT A STUDENT --'. A 'Submit Query' button is located at the bottom left of this section.

Messaging (Threads)

This section will cover how to send messages with the administrator's authorization.

View Threads



Sending messages

- a. Moves to the message
- b. Chooses the person/team to send a threads
- c. Type the text on the provided fields
- d. Click the send button

The screenshot displays the Digitool 'New Thread' interface. The top navigation bar includes the Digitool logo, a menu icon, a 'RETURN TO ROOT ADMIN DASHBOARD' button, and the user's name 'Matthew Twose'. The left sidebar shows a navigation menu with 'Messages' highlighted. The main content area is titled 'New Thread' and contains a 'People' selection dropdown, a 'Thread Title' input field, and a 'Message' text area with a rich text editor toolbar. Red annotations indicate the following steps: Step a points to the 'Messages' menu item; Step b points to the 'People' dropdown list; Step c points to the 'Thread Title' and 'Message' text area; and Step d points to the 'Send' button at the bottom of the form.

Profile

This session illustrates how to create a user profile

Update user profile for Current User

- a. Change the details on the given fields

The screenshot shows the Digitool user interface. The top navigation bar includes the Digitool logo, a menu icon, and the text "SIGNED IN AS ADMIN" next to a user profile icon for Michael Smith. A left sidebar contains navigation links: Dashboard, Messages, Teams, Projects, Programs, My Files, Additional Tools, and Help and FAQ's. The main content area is titled "Update Ronald Forthwith's Profile" with the subtitle "Update user profile details." Below this is a "User Information" section containing a form with the following fields: First Name (Ronald), Last Name (Forthwith), Phone (empty), Email (rongo@uowmail.edu.au), Emergency Contact (empty), Emergency Contact Phone (empty), and Medical (empty). A red rectangular box highlights the input fields for First Name, Last Name, Phone, Emergency Contact, and Emergency Contact Phone. Below the form, a note states: "We require an emergency contact, their number and any medical conditions in the event something happens during an onsite visit. Example of medical is 'Suffer from asthma. 2 puffs of ventalin during attack or troubles breathing.'" A red "Step. a" label is positioned to the right of this note.

Troubleshooting

Userfrosting

Bakery

- *We are currently getting reports of problems when running bakery bake on Windows due to a [problem with the target path](#) in npm. If you run into a node/npm error when running bake, try running npm install directly from within the build/ directory and then rerunning bake.*
- *Another solution is to try installing npm natively then rerunning bake.*

Glossary

Administrator - A person who is responsible for maintaining operational performance and who can play an important role in an evaluation goal.

Composer - Composer is a dependency management tool for PHP. It allows user to install, update, and load the PHP libraries that user's PHP application depends on.

Permission - To guarantee the user to use certain devices or programs in the system or to read, modify, delete or store data in a file. The user referred to herein may be an individual or a program written by a person.

Troubleshooting - To pursue the obstacles that occur in the system or device by using various techniques (the place of occurrence or cause of occurrence), and to find out.

Threads - A series of comments on the first message in a bulletin board or discussion forum. A thread can help you find, read, and engage in a number of related discussions.