## How to navigate the **Dashboard** in Manage.

## The Dashboard in Manage.

The Dashboard in Manage provides a snapshot of Swift usage and quick access to complete your daily tasks. There are 3 Dashboard views - MFMC Staff, Swift Access and Swift Broadcast. The Dashboard view you see in Swift Manage is based on your user role permissions and Swift subscription.

## **Dashboard navigation:**

Step 1 - Login to Swift Manage https://manage.swiftnetworks.tv

Step 2 - If your User role is 'MFMC User' the MFMC Staff Dashboard will display on login.

**Step 3** - If you have additional User role permissions, click **Switch View** in the top right hand corner of the screen to change your Dashboard View.

**Step 4** - Use the left hand side navigation panel to return to the Dashboard when accessing other areas of Manage. **swift** 

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	Site: Swift Aged Care	C? Resident Shortcuts			
Switch View	Dashboard				
Swift Broadcast Dashboard	Facility Channels & Apps				
Swift Access Dashboard	Content Library	C My Community Shortcuts			
Switt Access Dashboard	<b>∓</b> Rooms				
MFMC Staff Dashboard	@ Reports	+ Upload Pending Requests ()			

The **MFMC Staff Dashboard** displays shortcuts to:

- View Residents and +Add Resident.
- +Upload My Community images, view Pending Requests & Approved images.
- View the Facility Pairing Code for users of the My Family My Community app.
- Recent Media Uploads of Community items and Family items.



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Continued. How to navigate the Dashboard in Manage.

The Swift Access Dashboard displays shortcuts to:

- New Releases simply click on a movie image for more detailed information.
- Send Message, +Add Notice and Monitoring of rooms.
- View the Facility Pairing Code for users of the My Family My Community app.
- Edit Displayed Notice items and view Recently Added movies.



The Swift Broadcast Dashboard displays shortcuts to:

- Edit scheduled content including Notices, Menu, TV Guide etc.
- TV and radio channel schedule and configuration.
- The Facility Pairing Code for My Community.

Dashboard							2 Switch Ve	w	
Notices		Channels							
Name	Action	Swi	ft Channels Pa	y TV Free To Air Radio					
Menu	Gr Edt	Show 25 v entries Search:							
(2º Configure	Gr Configure		Name	Current		Progress	Action		
	903	Classic Cinema	Classic Movie - Bulldog Drummond at Bay		Remaining 00:00:30	E Schedule			
Provider Promotions		904	Adventure	Goldstone		Remaining	E Schedule		
Name	Action		Movies			00:36:35			
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the state of the s		802	Test Notices	Notices			C Configure		

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