# 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.
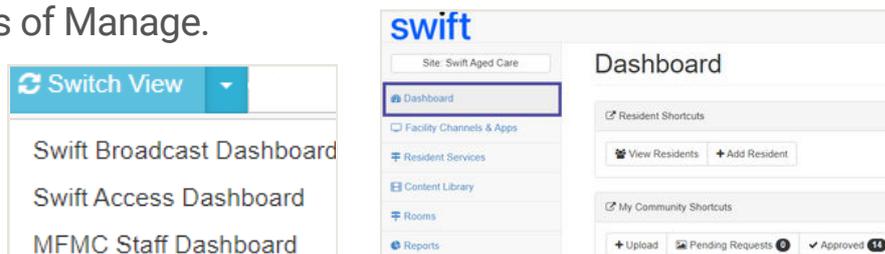


The **MFMC Staff Dashboard** displays shortcuts to:

- 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.



Visit our website to find lots of how-to videos: swiftnetworks.com.au/knowledge-base
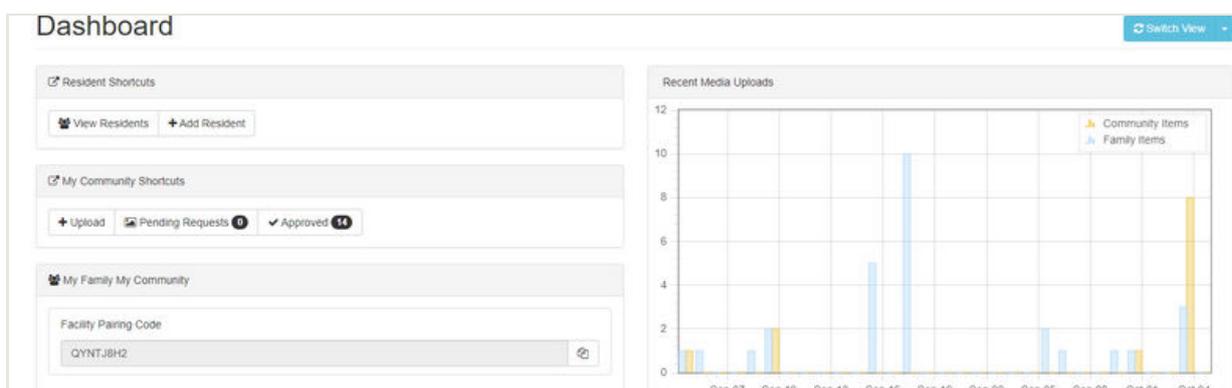
# How to navigate the Dashboard in Manage.

**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.
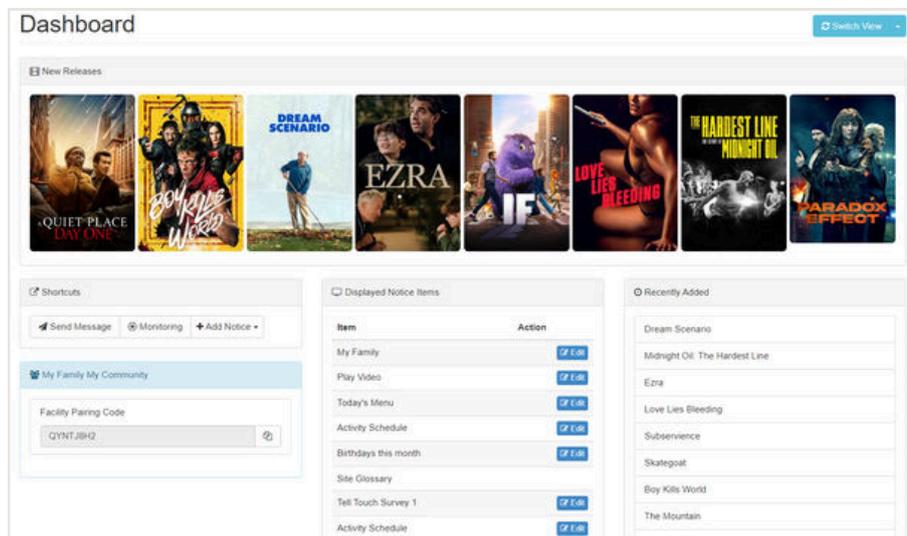


The **Swift Broadcast Dashboard** displays shortcuts to:

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