Mashura Admin Application User Guide

Welcome to the **Mashura Admin Application**. This guide will walk you through the core features and workflows designed to help you organize and manage your meetings with ease and precision.

Getting Started

To access the administrative dashboard, you must first authenticate your session.

1. Enter your **Username** and **Password**.
2. Click **Sign In** to log into the system.

Dashboard Overview

Once logged in, you are greeted by the **Dashboard**, your central hub for all meeting activities.

- **Quick Actions**: Rapidly create a new meeting, manage users, or view reports.

- **Meeting Details**: View the specifics of the currently active or upcoming meeting.
- **Upcoming Meetings Calendar**: A convenient calendar view to track your schedule.
- **Create Meeting Button**: Always available at the top right for quick access.
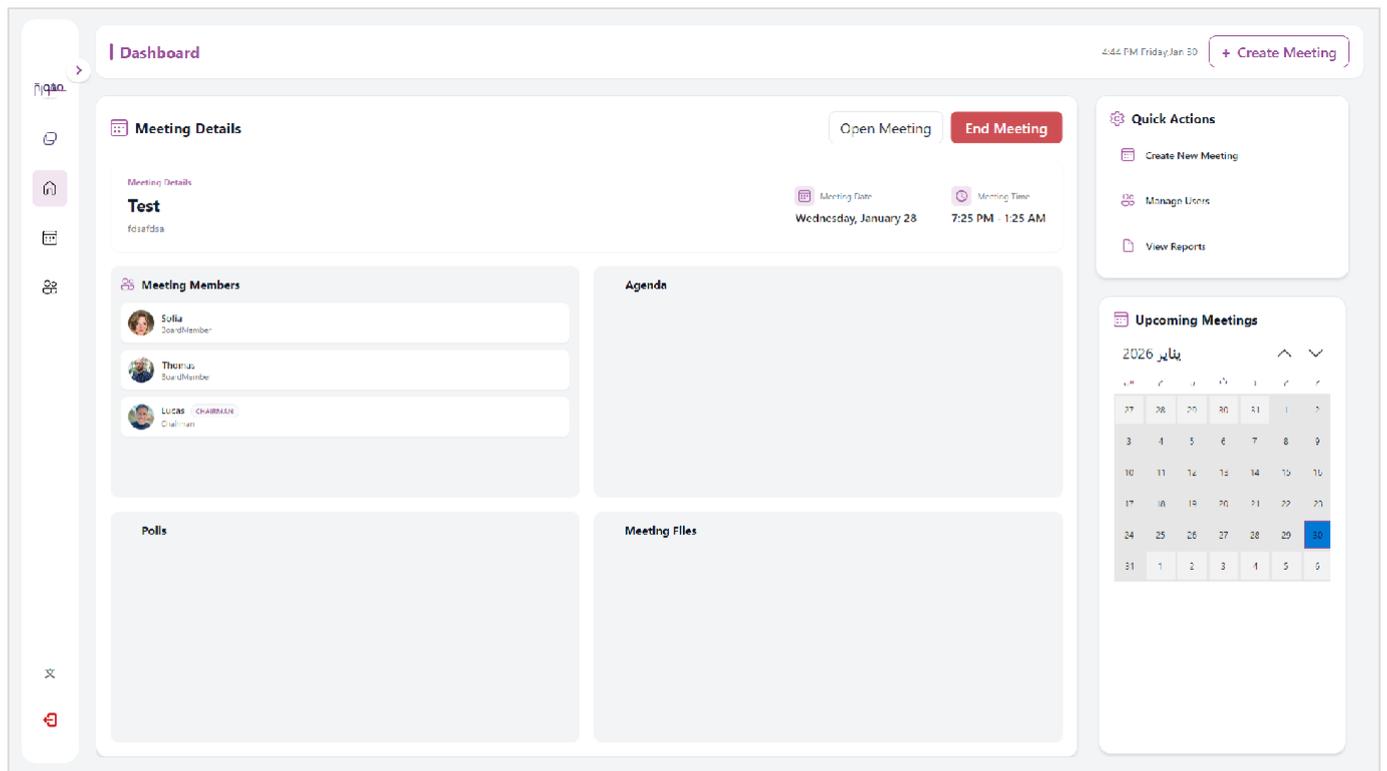
Meeting Management

Efficiently handle all your meeting schedules from one place.

- **Upcoming Meetings**: Access a list of all future meetings. You can open a meeting to view details or start it.
- **Previous Meetings**: Review the history of past meetings, including their reports and attendees.
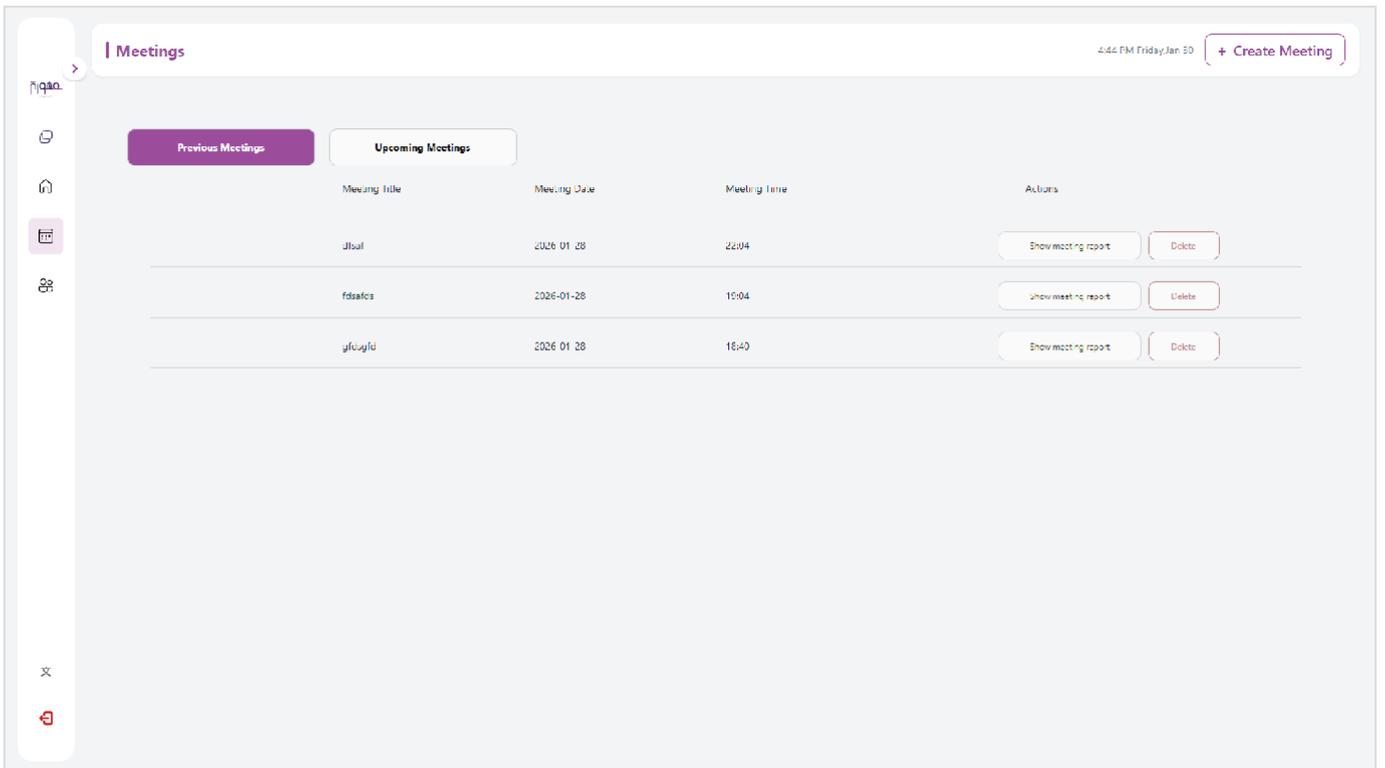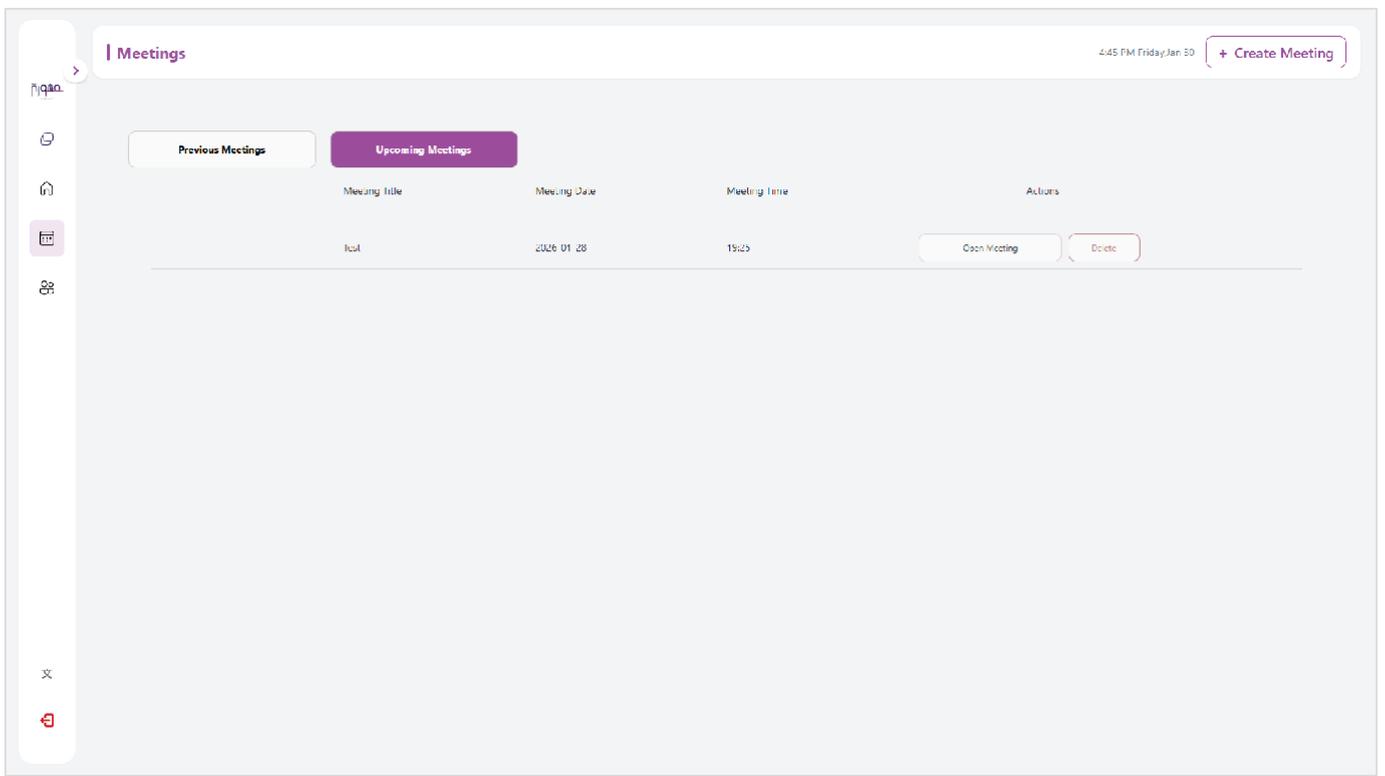
Creating a New Meeting

The **Create Meeting Wizard** guides you through a simple 4-step process to set up a comprehensive meeting environment.

Step 1: Meeting Details

Define the basics.

- **Title & Description**: Give your meeting a clear name and purpose.
- **Date & Time**: Schedule when the meeting will take place.
- **Duration**: Set the expected length of the session.

Step 2: Meeting Content

Enrich your meeting with resources and structure.

- **Files**: Upload documents (PDFs, Images) that members can access.
- **Agenda**: Create a structured list of topics to discuss.
- **Polls**: Prepare voting questions in advance for live decision making.
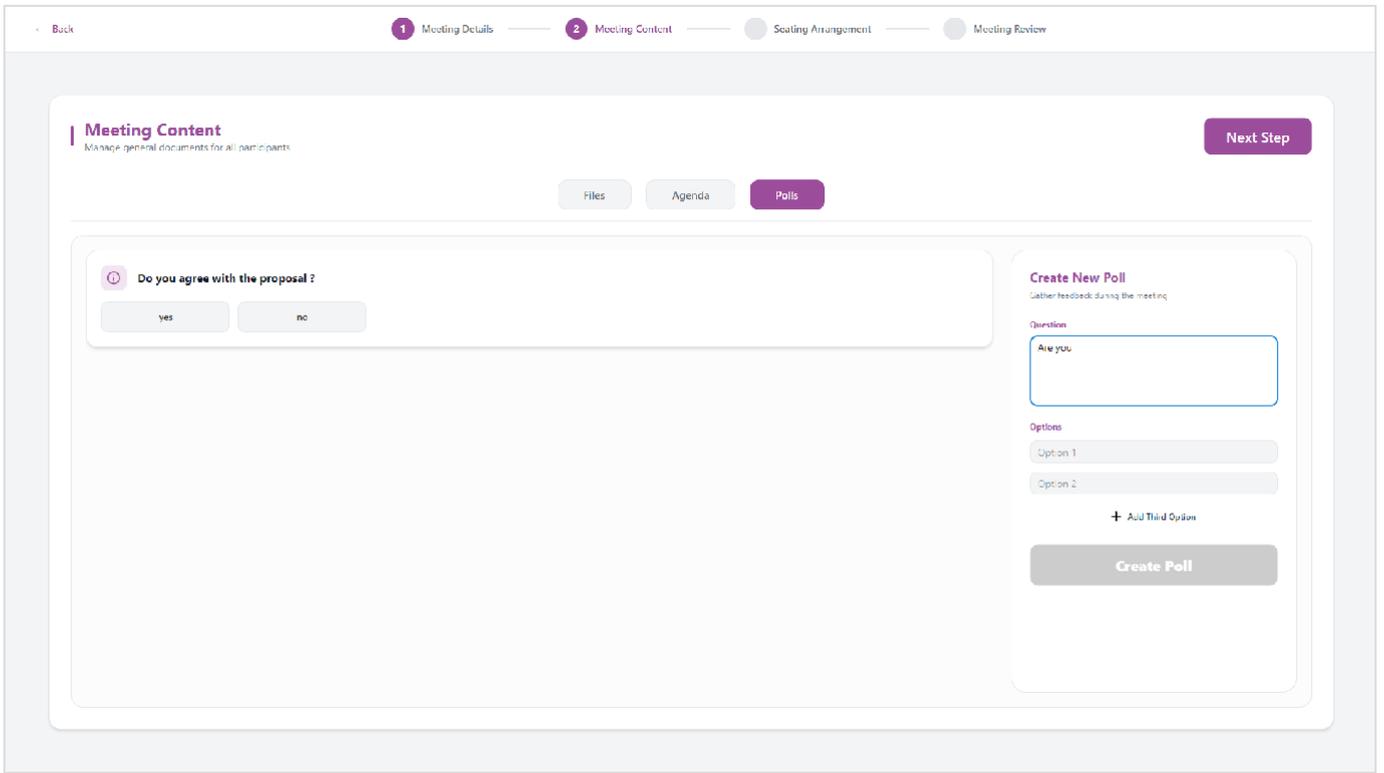
Step 3: Seating Arrangement

Visualize the room.

- **Drag & Drop**: Easily place members into their designated seats.
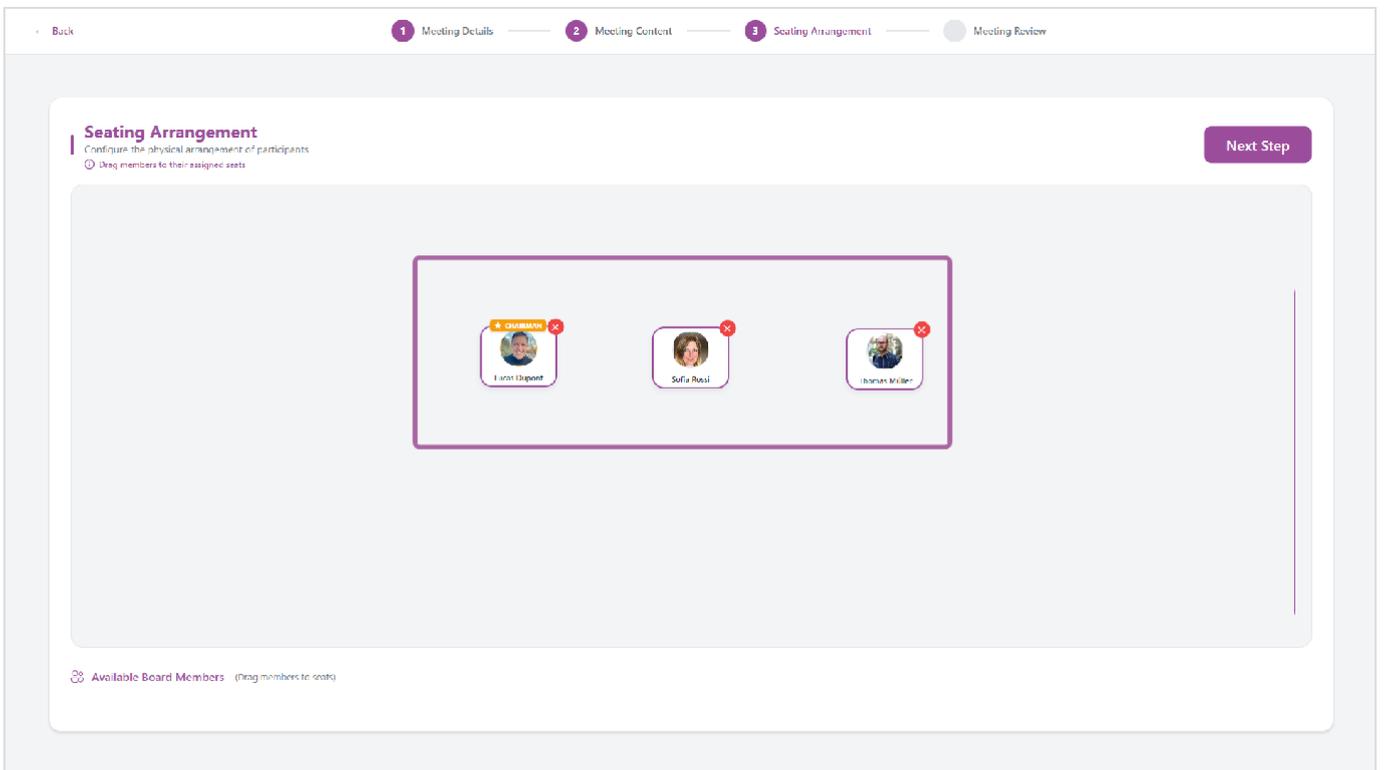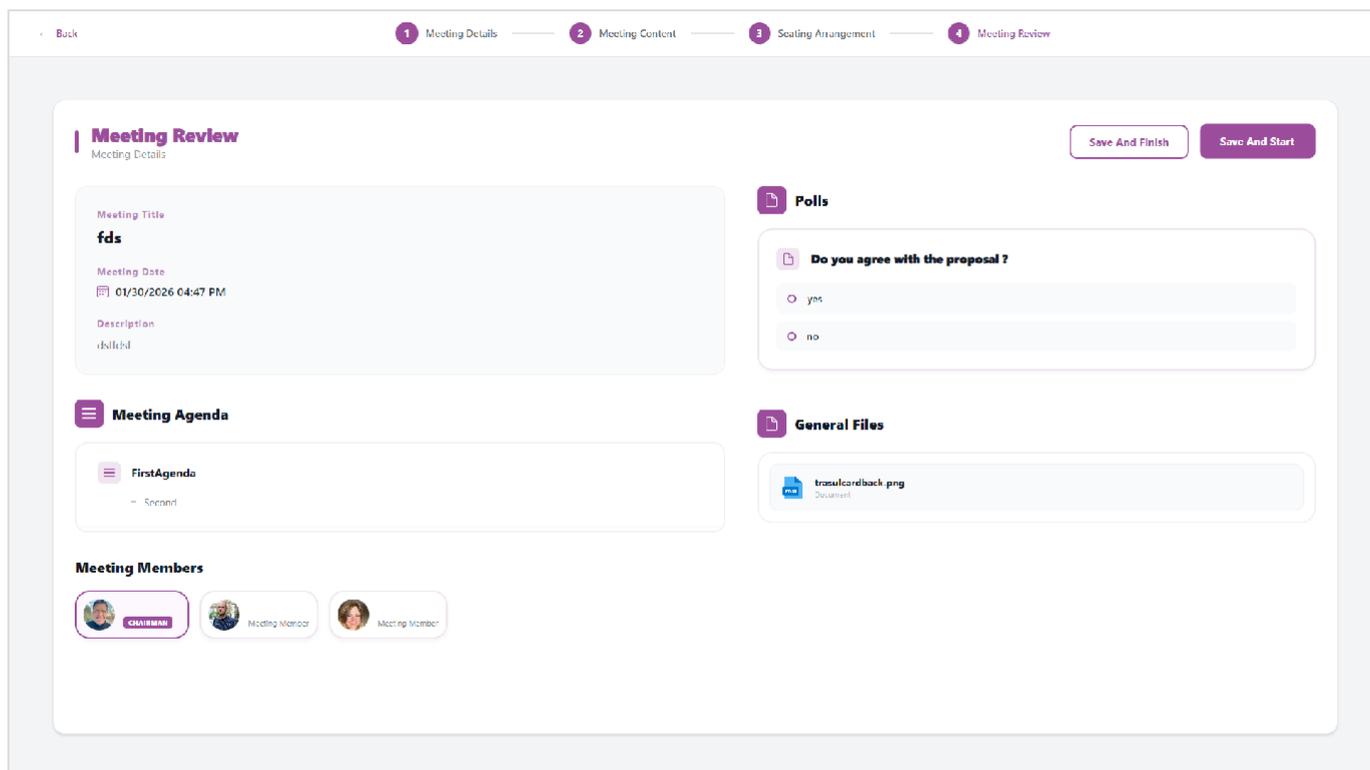- **Device Assignment**: Ensure every member is linked to the correct hardware.

Step 4: Review & Confirm

Final check.

- Review all entered information.
- **Save & Finish**: Save the meeting for later.
- **Save & Start**: Launch the meeting immediately.

Live Meeting Management

Once a meeting is started, the Admin Application transforms into a powerful control console, providing real-time oversight and collaboration tools.

Main Screen

The primary view during a live meeting. It features a prominent meeting timer, the active agenda point, and quick access to meeting files.
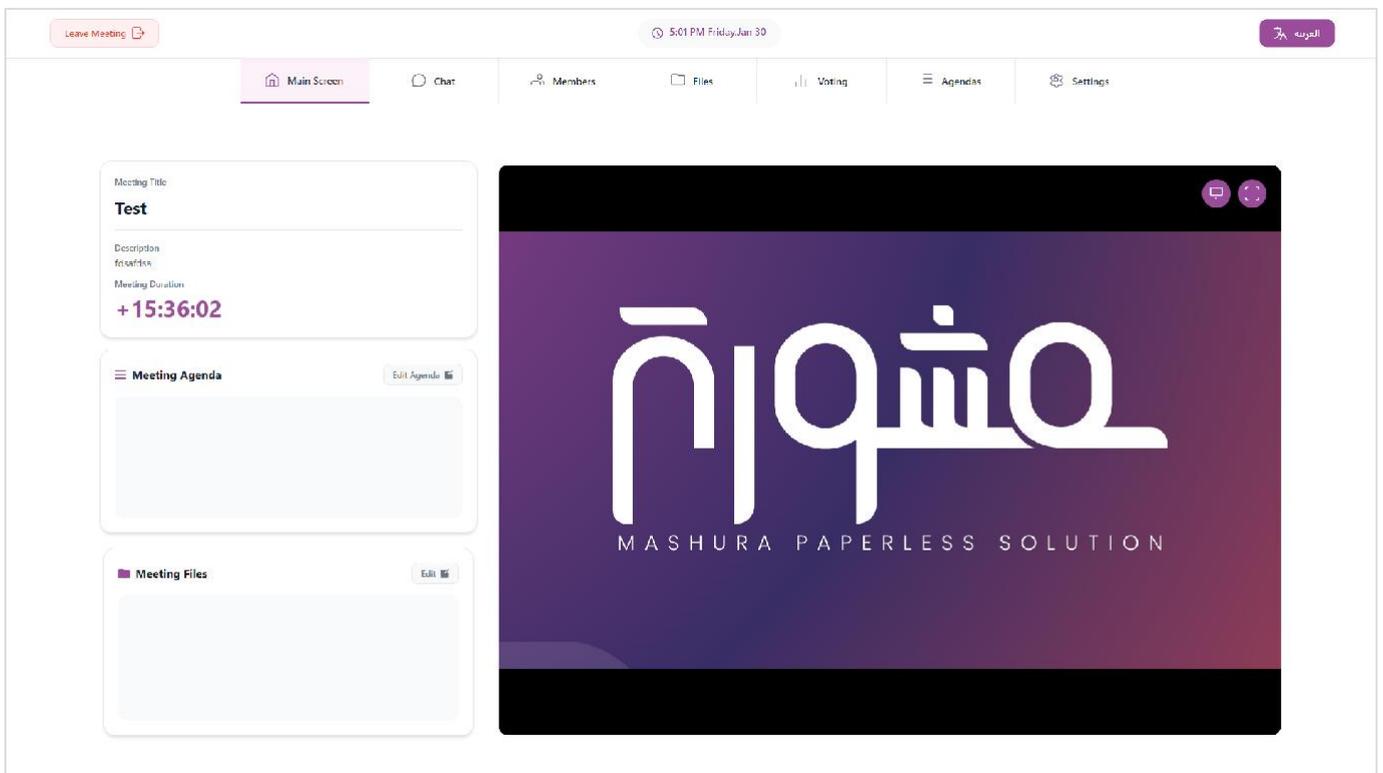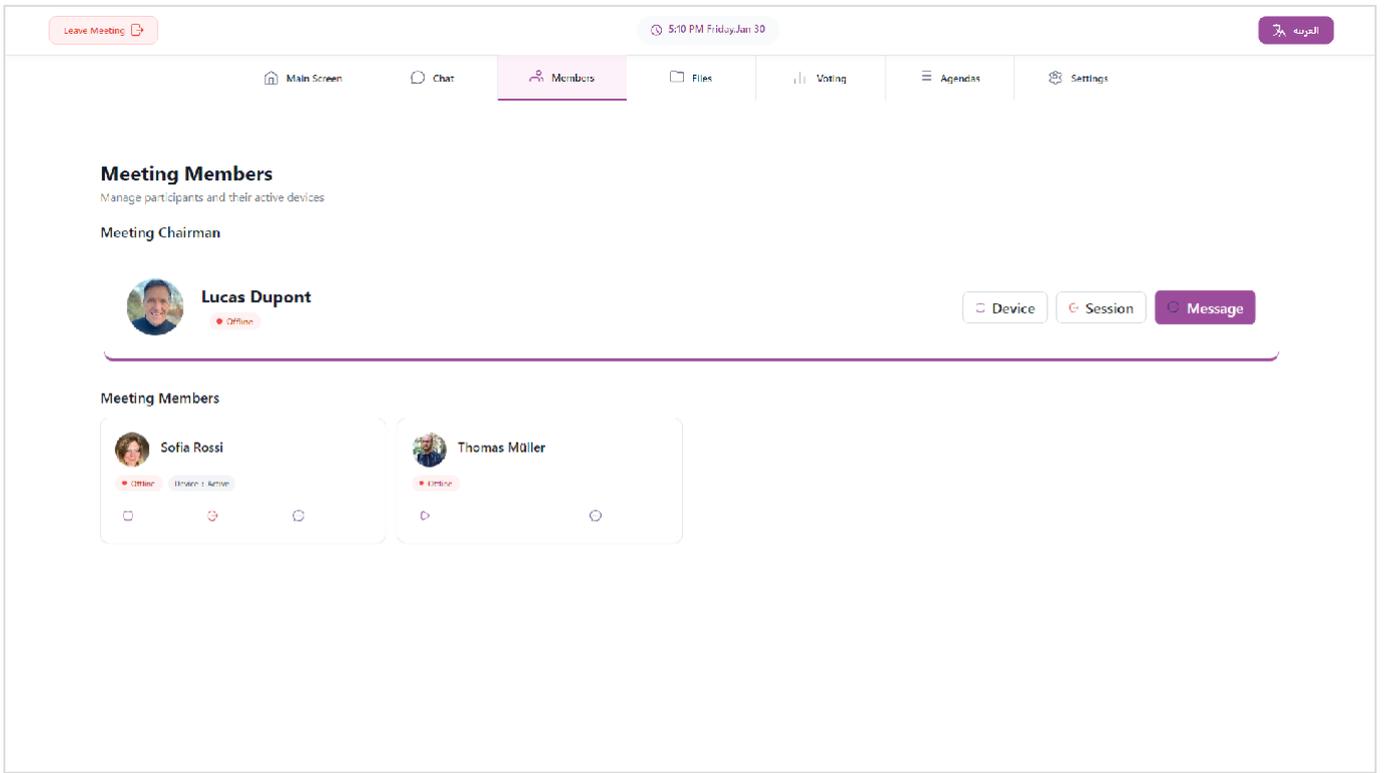
Members Hub

Manage all participants from a single interface. Monitor their connection status and remotely control their interaction experience.

Device and Session Control

This tab provides critical remote management for member hardware and software sessions:

- **Device (Power Toggle)**: Remotely toggle the member's device ON or OFF. This is used to control the physical hardware at the member's seat.
- **Session (Connection Reset)**: Force a logout or reset the member's software session. This is essential if a member's application becomes unresponsive or if they need to re-authenticate.
- **Private Message**: Start a direct, confidential chat with a specific member.

Main Screen   Chat   Members   Files   Voting   Agendas   Settings

Meeting Members
Manage participants and their active devices

Meeting Chairman

Lucas Dupont
● Offline

☐ Device   ↳ Session   Message

Meeting Members

Sofia Rossi
● Offline   Device 1 Active

**Thomas Müller**
● Offline

Voting & Polls

Drive decisions by managing live polls. Admins can create new questions on the fly, monitor results in real-time, and close voting when appropriate.

Main Screen   Chat   Members   Files   Voting   Agendas   Settings

Voting
Manage and participate in meeting polls

Active Votes   Upcoming Votes   Closed Votes

Create New Poll
Set up a new vote for the meeting

Question

Ask a question...

Create Poll

Options

Option 1   Option 2   + Add Option

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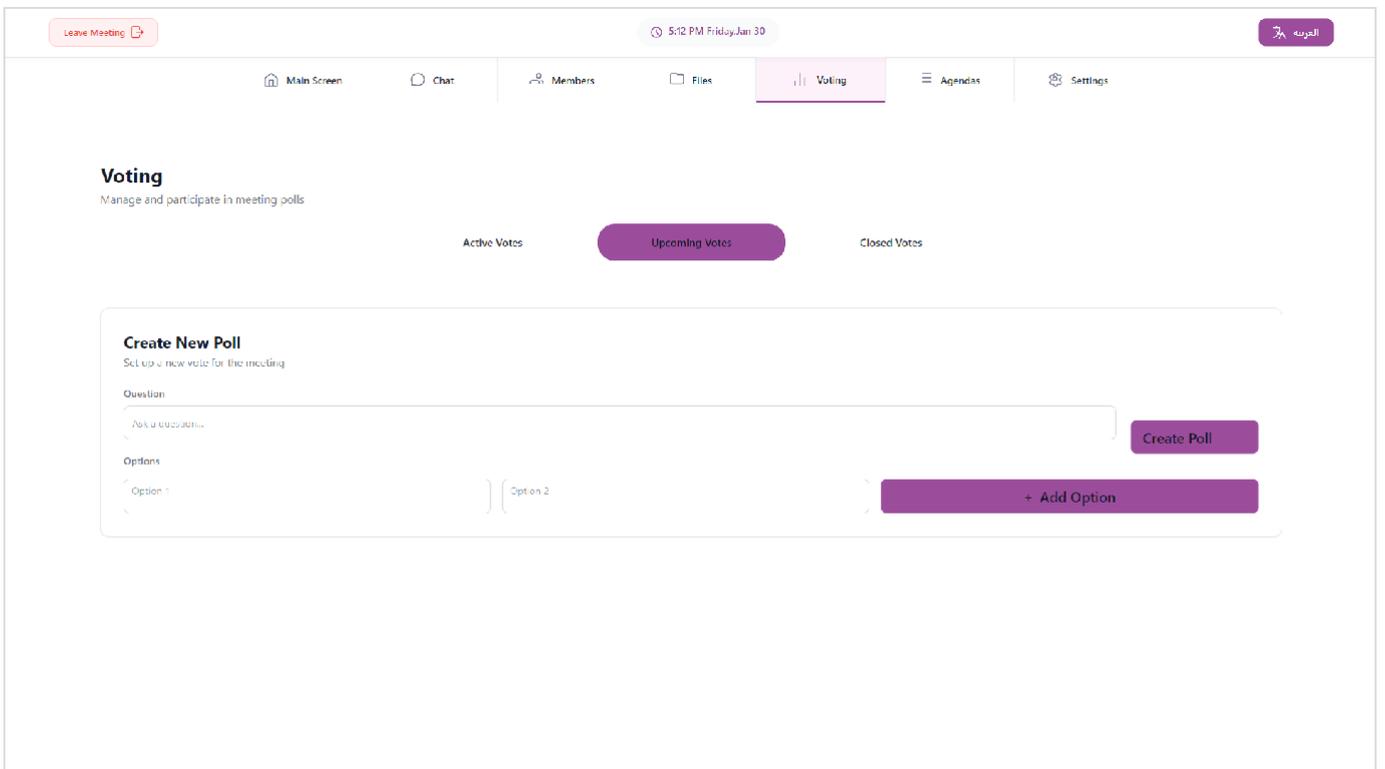
Communication & Chat

Mashura provides both public and private communication channels:

- **Meeting Chat**: A public channel for all participants to share messages and files.
- **Private Chat**: Secure, one-on-one communication between the Admin and individual members.
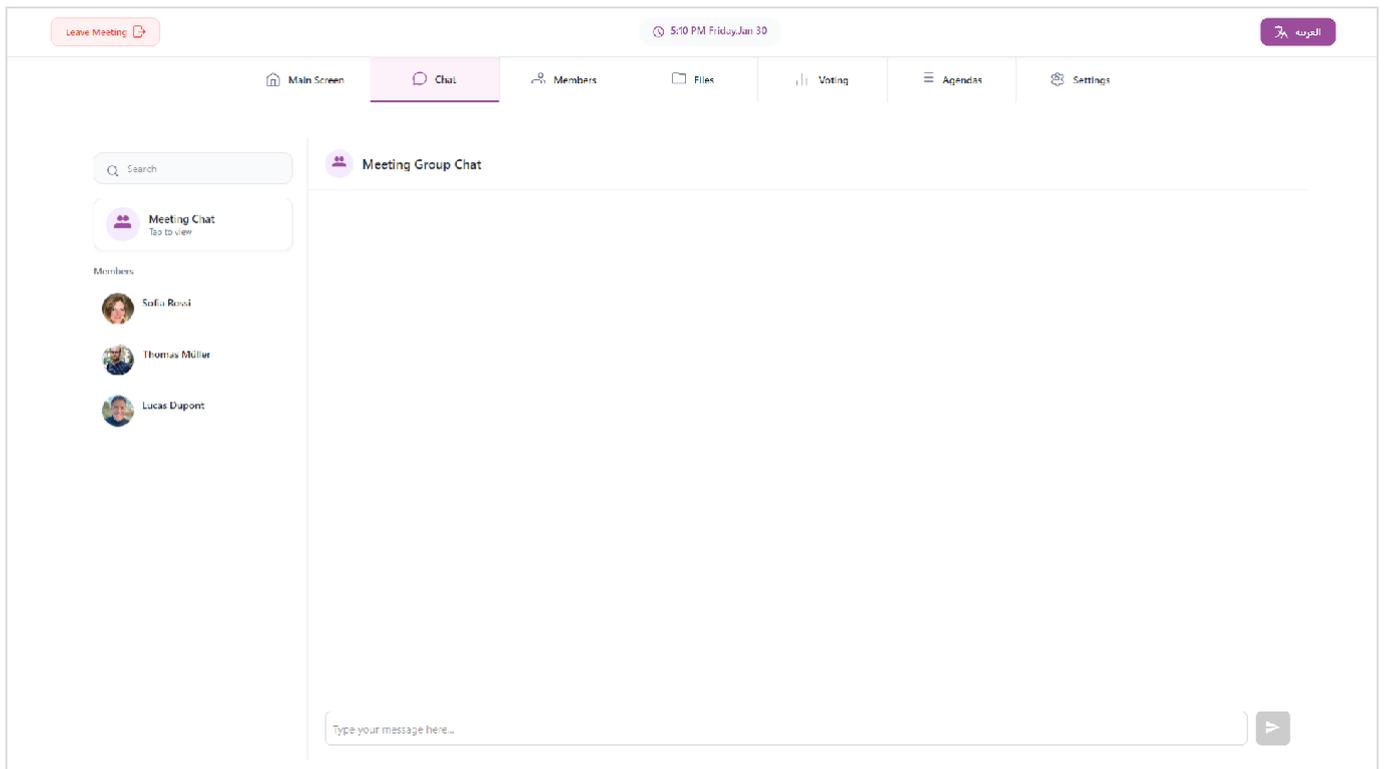
Live Settings

Adjust meeting details even after the session has started. Update the title, description, or modify the seating arrangement if participants change seats.
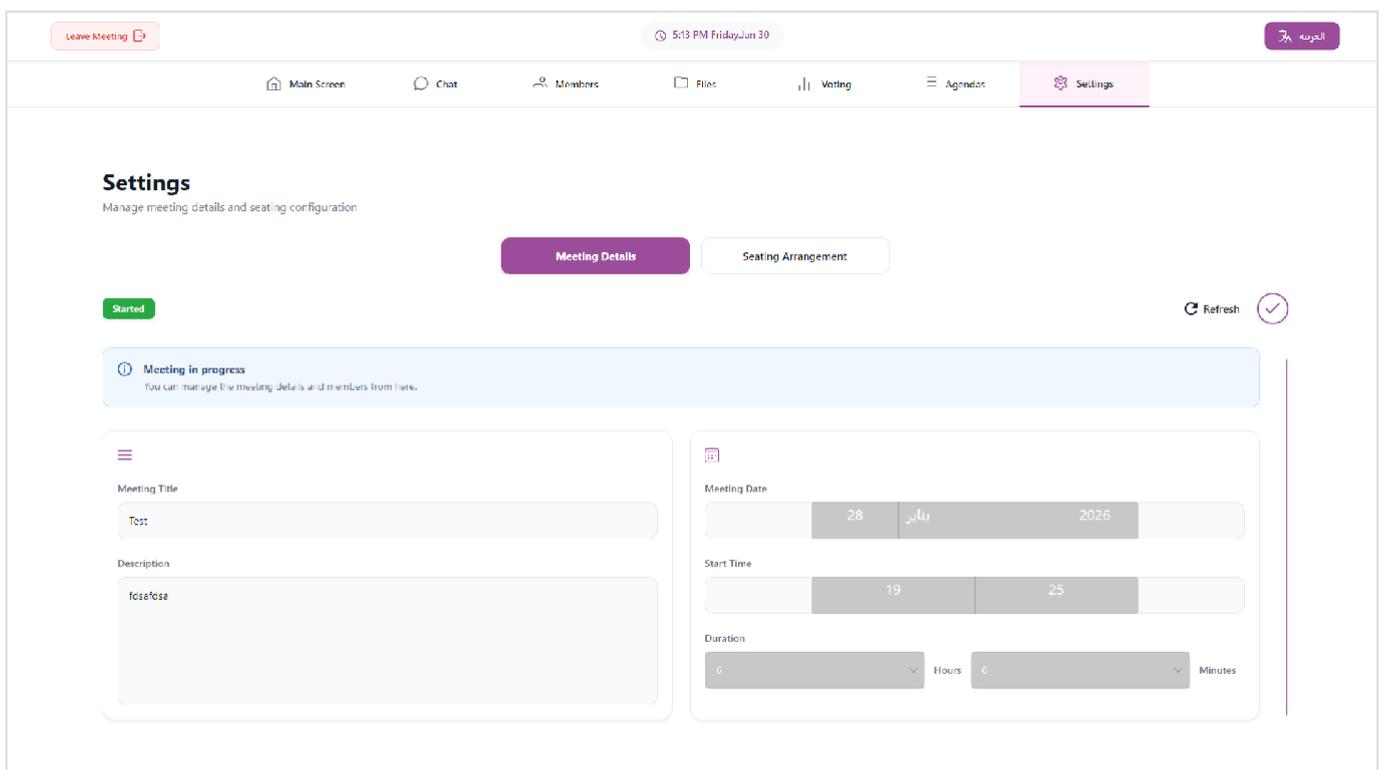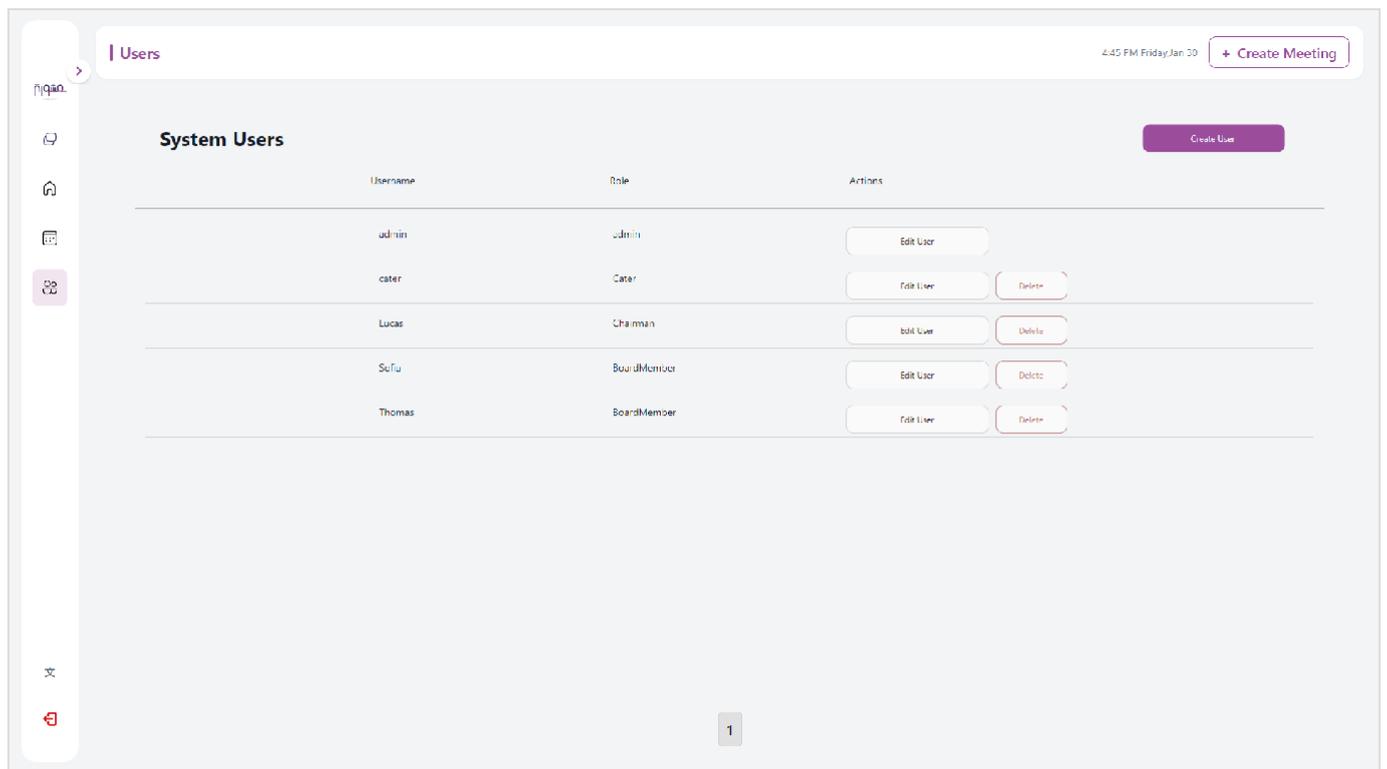
> [!NOTE] This guide focuses on the **Admin Application** only. For details on the member experience during a live meeting, please refer to the Member Application Guide.

User Management

Maintain your organization's directory.

- **View Users**: See a list of all registered users.
- **Add/Edit**: Update user profiles, roles (Chairman, Member), and credentials.

Meeting Reports

Gain insights after the session.

- **Summary**: View attendance, voting results, and decision logs.
- **Export**: Generate PDF or Excel reports for documentation.

4:45 PM Friday,Jan 30   **+ Create Meeting**

‹ **Meeting Report**

Meeting Title
gfdsgfd

Description
gjldvgjshl

Meeting Date
☐ 28 المؤرخاء يناير

Duration
⏱ 04:00:00

Agenda List

Attendees Sheet

Thomas Müller
id: 65e45082-10a4-3e39-6a7d-3a1a5e8d85k
Attending **0 min**

Sofia Rossi
id: fJ0k52a8-1as8-3e76-9d77-3af-s5e9e72a8
Attending **0 min**

Meeting Files

▦ Discussion Points & Polls

gfdsgfdsgfdsg   **View Results**

gfdsgdfsgdfs 0%

gfdsgfds 0%