Whizzl DCMS Guideline

1. Download & Register/Login



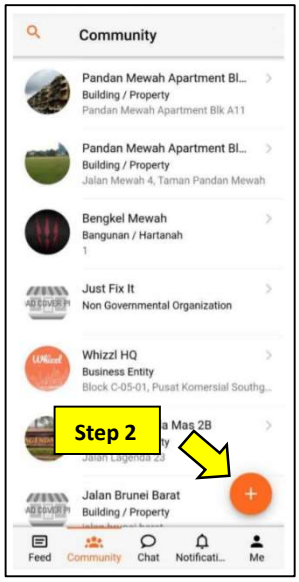


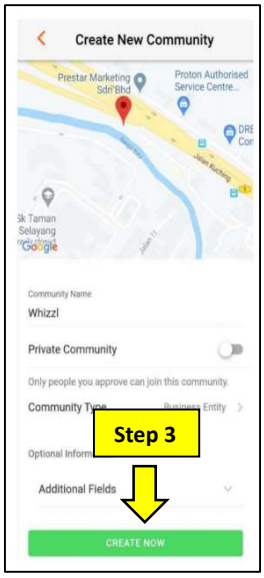
1. Scan the QR Code to download app.
2. Choose the register method. (Facebook, Twitter, Google or Phone Number)

* Guest Mode only allowed to view the feed page only.

2. How to Create Community?





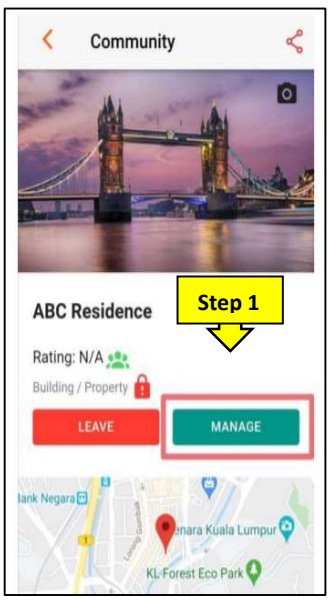


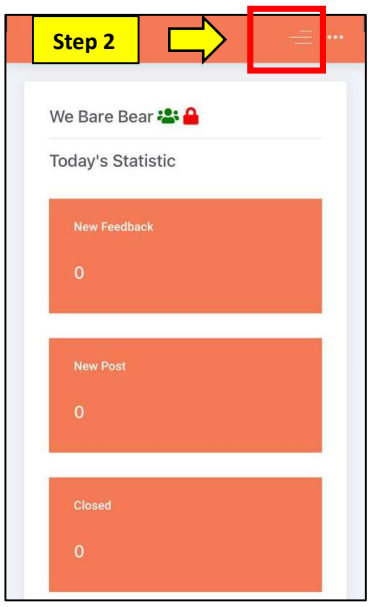
Step 1: Click the **COMMUNITY**

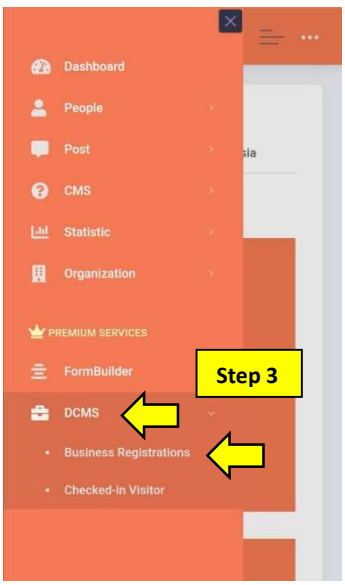
Step 2: Create New Community

Step 3: Fill in the details and click the **CREATE NOW**

3. How to Access & Register Digital Check-in Management System (DCMS)?



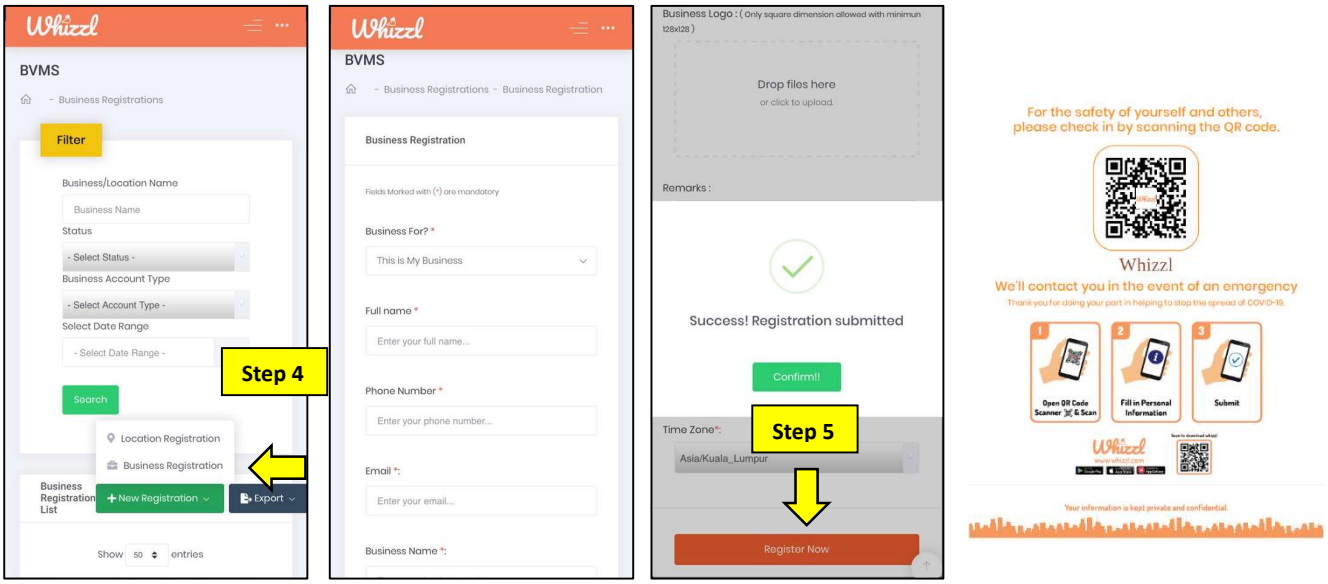




Step 1: Click the **MANAGE**

Step 2: Click the **MENU**

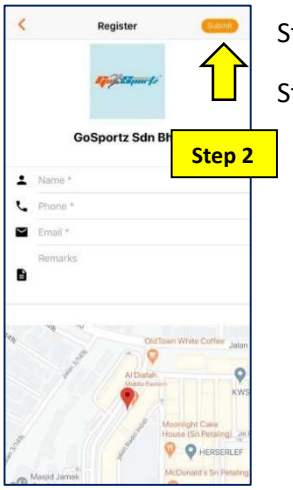
Step 3: Click the **DCMS** - **Business Registrations**



Step 4: Under **New Registration** click **Business Registrations**
Fill in the business's details
Step 5: Click **Register Now/Submit**. Confirmation email will receive and QR Code attached.

4. How to Check-in?

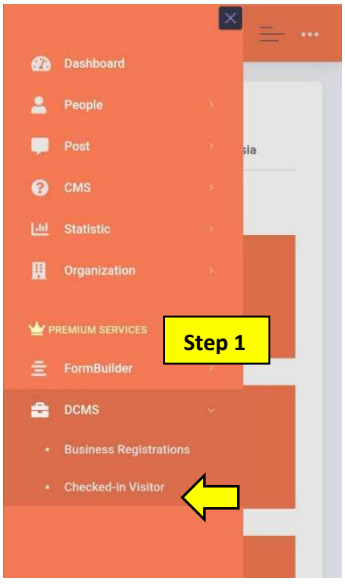


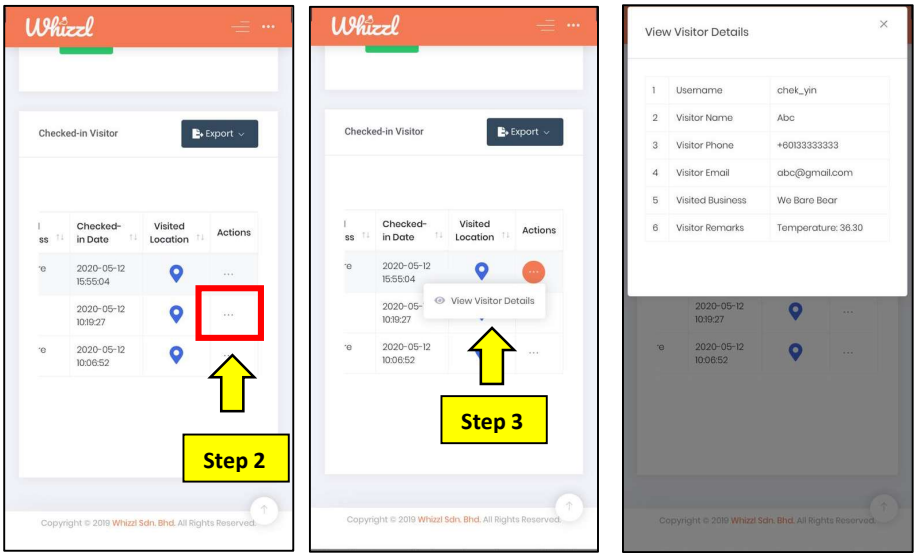


Step 1: Scan the QR Code

Step 2: Fill in details & submit

5. View Visitor Details





Step 1: Click the **CDMS – Checked-in Visitor**
Step 2&3: Slide to left and click the action button for **View Visitor Details**