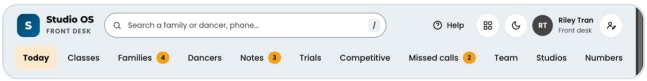
Find your way around

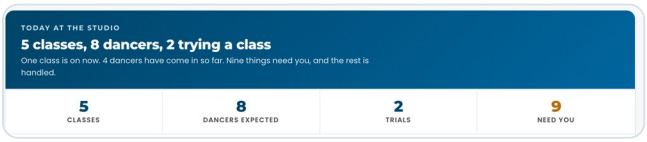
For the front desk and the owner · the whole layout on one page

Front Desk page: **tdm.dsge.ca/console** · Help: **help.dsge.ca/tdm/**



1 Every screen is a tab

Today, **Classes**, **Families**, **Dancers**, **Notes**, **Trials**, **Missed calls**, **Team**, **Studios** and **Numbers** run across the top of every screen. On a narrow screen the row slides sideways. Search, **Help**, **Home**, light or dark, and who is signed in sit above it.



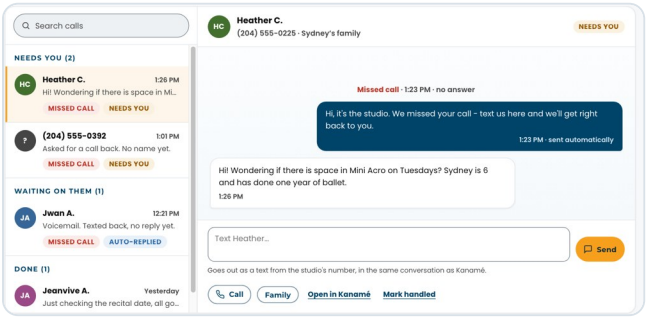
2 Today is the day in one card

The day in a sentence and four numbers: classes, dancers expected, trials, and how many things **need you**. Below them: what needs you now, every class with its dancers, what ran on its own, and what is coming up.



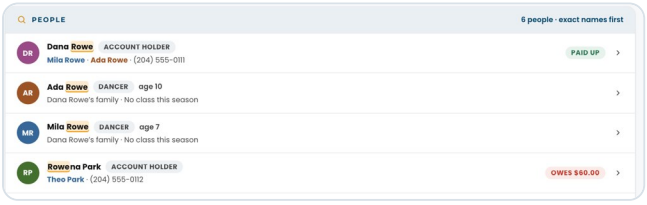
3 Gold is the next thing to do

Anything that needs you is a cream card with **one gold button**, like **Call Jennifer**, **Reply to Heather** or **Find a sub**. Everything else on the card is a plain link. When nothing on a screen is gold, nothing there needs you.



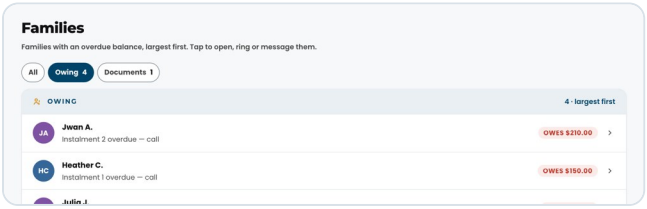
4 Missed calls reads like a text inbox

Callers down the left in three groups: **Needs you**, **Waiting on them**, **Done**. Tap one to read the whole exchange, then **Reply in Kanamé**, **Call**, or **Mark handled**.



5 Search finds everyone

Type a name, phone or email in the search box, or press **/**. Every match is labelled **Account holder** or **Dancer**, exact names first, and the letters that matched are highlighted.



6 Families and Dancers

Families shows who owes and who has a waiver to sign; tap **Owing** or **Documents** to narrow it. **Dancers** lists every dancer this season. Tap anyone for their whole record.

Where things are

Every note on a dancer or a family is under **Notes**. Sign-ins, PINs and profiles are under **Team**. Rooms, rehearsals and rentals are under **Studios**. Enrolment and balances are under **Numbers**.

Light or dark

Studio OS opens light. The moon button at the top switches this device to dark, and it remembers.

Need more?

Every answer is in the help center: help.dsge.ca/tdm/

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