

Getting started with Dhumi

Welcome to Dhumi! We're so happy you're here.

To help you and your team get up and running, we've assembled a quick guide to get you started with Dhumi. Scroll down to learn more!

If you're looking for more how-to information, our Knowledge is another great place to bookmark if you're looking for step by step guides on Dhumi.

Getting Started with Dhumi: the Short Version

- Sign Up to Dhumi on your desktop/Laptop web browser, so you can stay connected. Sign up using your work email and invite the people you work with. Getting your teammates on Dhumi will make implementing the tool more successful.
- If needed, create teams for different projects, business units, or interest groups.
- Create relevant channels to share ideas, brainstorm, and make faster decisions. You can also create channels for social discussions on an interest. For example: #marketingteam or #theofficefans.
- Share documents and files by simply dragging and dropping them into Dhumi.
- Keep your productivity on track with Reminders, Polls, Shared to-do's, Notes, Code Snippet Sharing, and your Personal Chat tab
- Invite vendors, agencies, and clients to your team on Dhumi as **guests**. Guests on Dhumi have limited access — they can access specified contacts and channels only, so you can keep them from seeing sensitive information.
- Save important messages, files, and links with the Drawer, My Favourites, and in your Personal Chat tab
- Start an Audio and Video Conferencing, share your screen, and get everyone on the same page.
- Find your favourite apps in our AppStore, plug them into Dhumi, so you never have to switch between apps again. Hello Trello on Dhumi!
- Or create a Webhook firebase push notification to get notifications about important updates via Dhumi.
- We also recommend using Dhumi on your Mozilla Firefox, Chrome, Safari Browsers so you can collaborate while on the move.

Getting Started with Dhumi: the Long Version

Start conversation and create a channel for group conversations

Step 1 - Start messaging: Starting a one-to-one conversation in Dhumi is easy. Simply click on a person's name and get talking.

Step 2 - Create group messages through channels: You can invite more teammates to your conversations in *two ways*:

- Click on Invite next to the channel name and type in their names
- OR click on Create Channel, enter a channel name and add your colleagues

Step 3 - Add new people to your channel or group message: Once you have your teammates added to a channel, you can *@mention* specific people to get their attention by typing '@' followed by their username.

Starting a Video Conference Call from Dhumi

Step 1 - Start a Video Call: Want to set up a quick video meeting? Simply get on a video call by clicking on the *Video conference button*. Alternatively, just type `/video` in the text field and you're good to go.

Productivity tools to keep you and your team on track

There are a plethora of productivity tools built into Dhumi to help you and your team be more effective. They are:

Sign Up Screen

To sign up to your Dhumi account. Note that in each of these cases, you'll be asked to enter the company its already registered or Enter new company.

- If you received an invite email, click the link in the email to sign up with your first name, last name, password, mobile number email address.
- Go to web.dhumi.com, sign up with your email address or gmail and Enter your details name, last name, password, mobile number email address you'll be asked to enter the company its already registered or Enter new company and click on sign up.

- Using mobile number Dhumi verifies User with SIX digit OTP it will take to OTP screen enter the OTP and Click Verify.
- Yes your good to go and login page and enter your details, once you click on verify button.

Sign up

Get your Dhumi account now.

Firstname

Lastname

Email

Password

Confirm password

Mobile

Company name


Or

Register new company

Sign Up

By registering you agree to the Dhumi [Terms of Use](#)

Sign up with social accounts



Sign in Screen

As sign into Dhumi is very easy and simple, there is only two ways to sign in to your Dhumi account

- Enter you email and password it will take you to Dashboard/activity.
- Sign in with your gmail account also.
- Note that in each of these cases, you'll be asked to set a password for future logins.

Sign in

Sign in to continue to Dhumi.

Email


✉

Password Forgot your password?

🔒

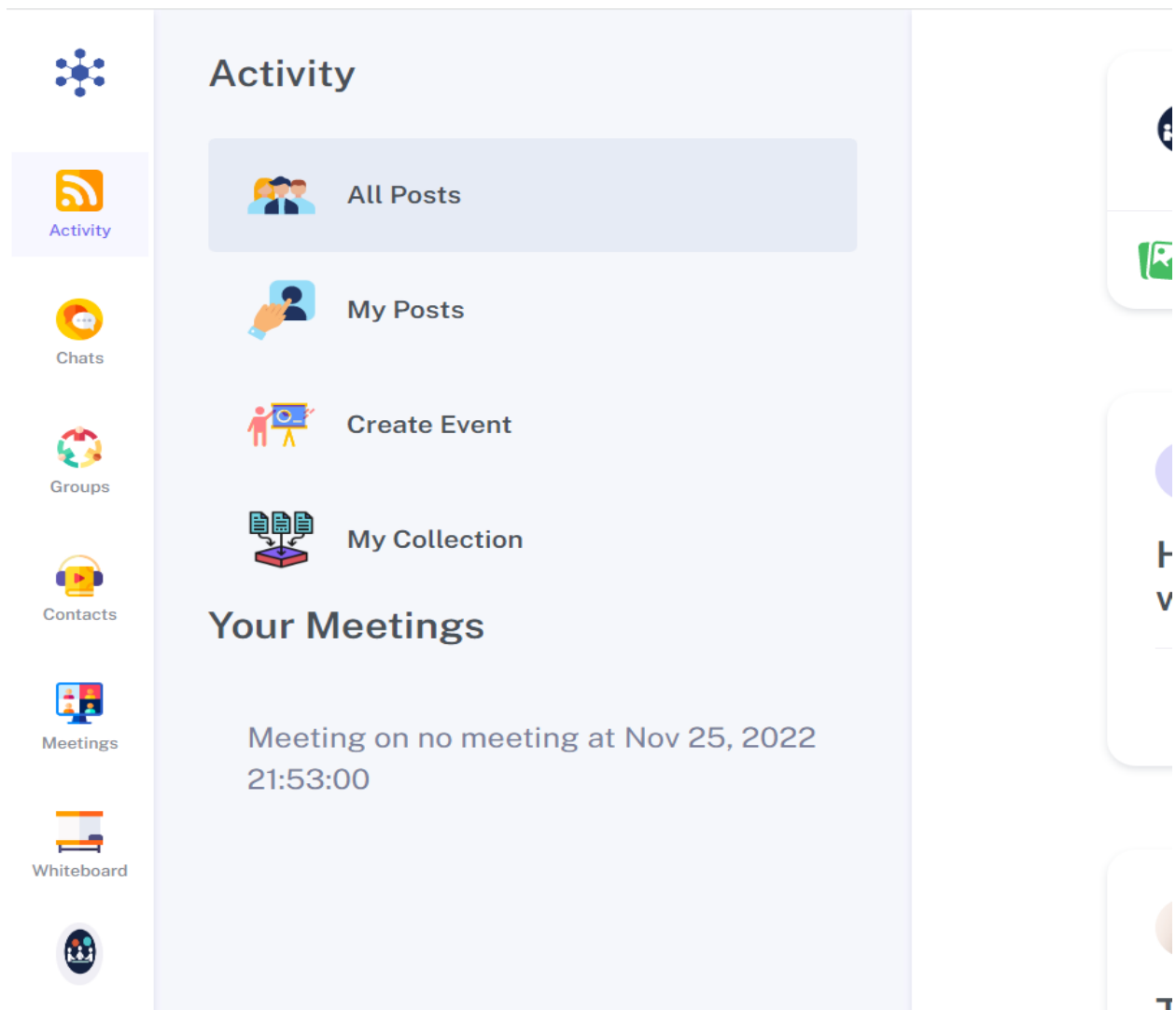
Sign In

Login with social accounts



Sidebar Screen Tab

From the sidebar, you can access your activity, chats, **groups**, contacts, meetings, white board, , Docs in Dhumi. You'll see a list of that you've joined and your direct messages, notifications for specific conversations and the option to change the profile settings i.e edit your personal info and set online status.



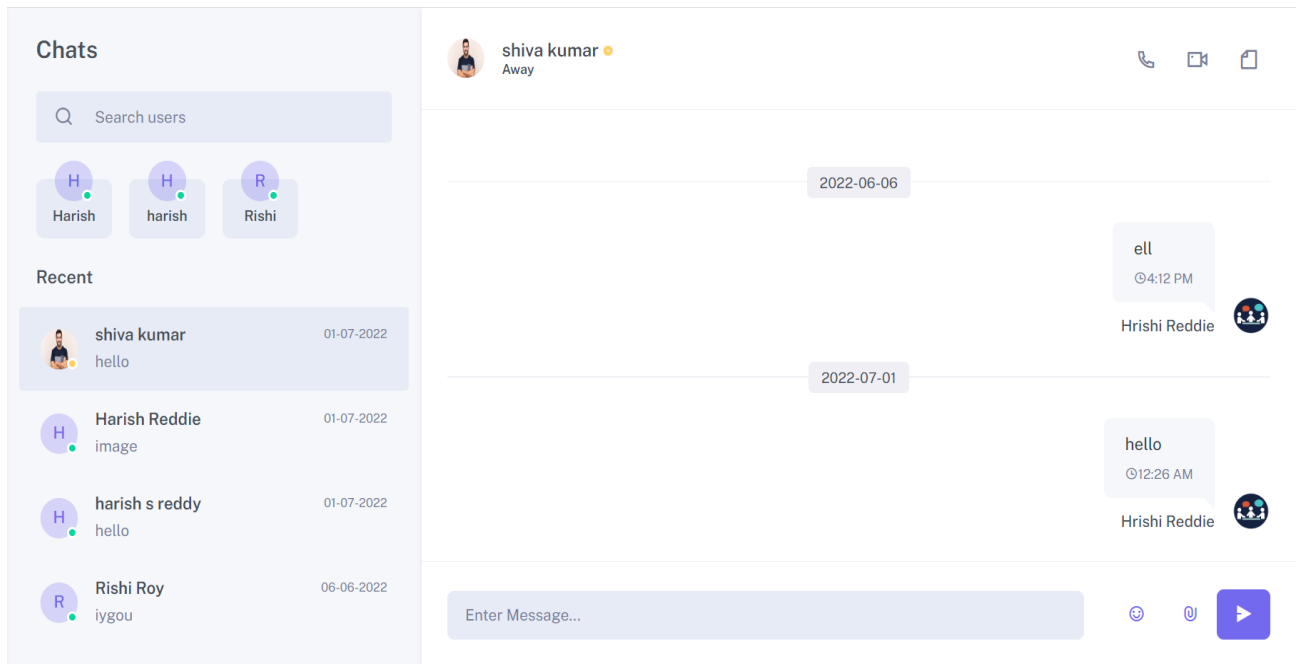
Chat tab

- Send quick messages, files or links to read anytime later
- Use notification tab if you have missed out any files, messages this is our Dhumi's cool feature

What can I use Messages for?

A user or an app can send a message either to another user or to a group. One can send both plain text messages and messages with rich content. Plain text messages display the sender name, the user avatar, the text of the message, and the date and time at which it was sent.



On the other hand, messages with rich content (formally referred to as attachments) can show images, buttons, and provide files to download, among other things. See [sending attachments](#) for more details.






Activity tab

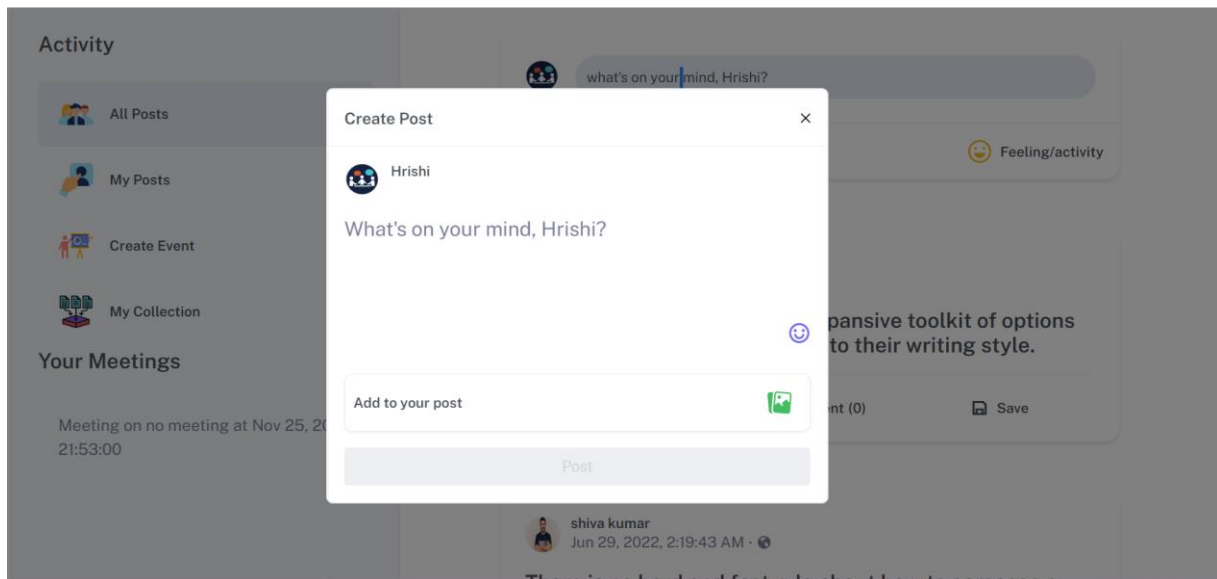
Make posts on Dhumi to let your co-workers know what you're working on. Users can create polls, save their posts as drafts, as well as draft posts for others.

To edit a post you've shared:

- Click  in the top right of your post.
- Click  **Edit post.**
- Make your changes, then click **Save.**

If you've added photos as part of your post, you can also delete a photo without deleting the entire post:

- Click  in the top right of your post.
- Click  **Edit post.**
- Hover over the photos you'd like to delete and click  in the top right.
- Click **Save.**



Keep in mind that you won't be able to delete photos from a post you've shared from a third-party app. You also won't be able to upload files or change files that you've already uploaded after you've published your post.

Who can view your Dhumi posts ?

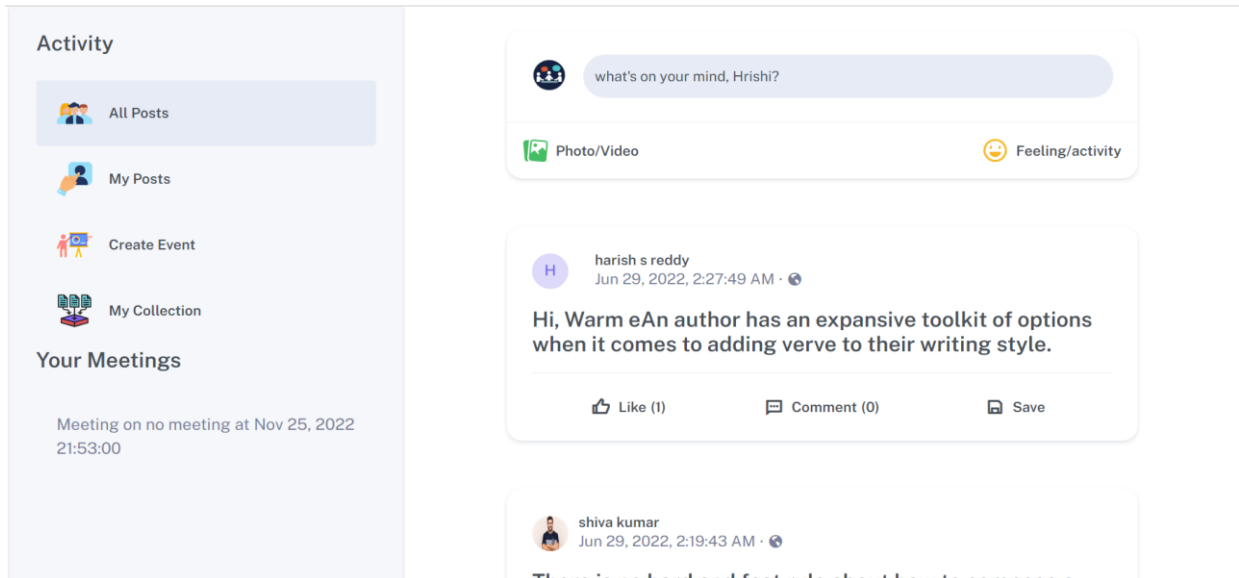
When you share something from your Dhumi account, you can share it to a group or to your timeline. When you share something to a group, your post may show up on your timeline, depending on the privacy settings of the group.

If you share something with everyone **at** in your company, anyone with a Dhumi account **at** in your company can see it. Nothing you share on Dhumi is visible to people outside of your company.

The admins who manage Dhumi in your company can access anything you share from your Dhumi account, just as they might access your work emails and other work files.

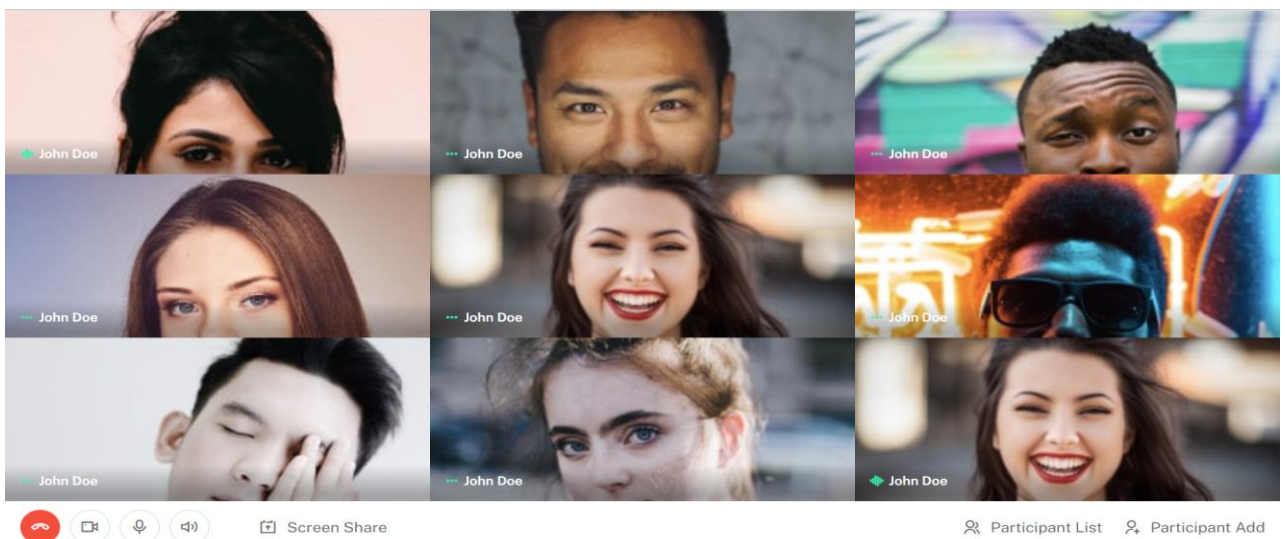
How do I access my saved posts and messages on Dhumi ?

To access your saved posts and messages, click **my collections in** on the left panel of your Dhumi Activity homepage.



Start a video/audio meeting from Dhumi

- Click **Schedule Meeting**.
- Select an option:
 - **Create a meeting for later:**
 - To share the meeting details for a future meeting, copy the meeting link and share with participants.
 - To directly start the meeting with this link, paste the link into a browser “Enter a code sent through mail/text message” field and click **Join**.
 - **Start an instant meeting:** Create a new meeting and join the meeting directly.

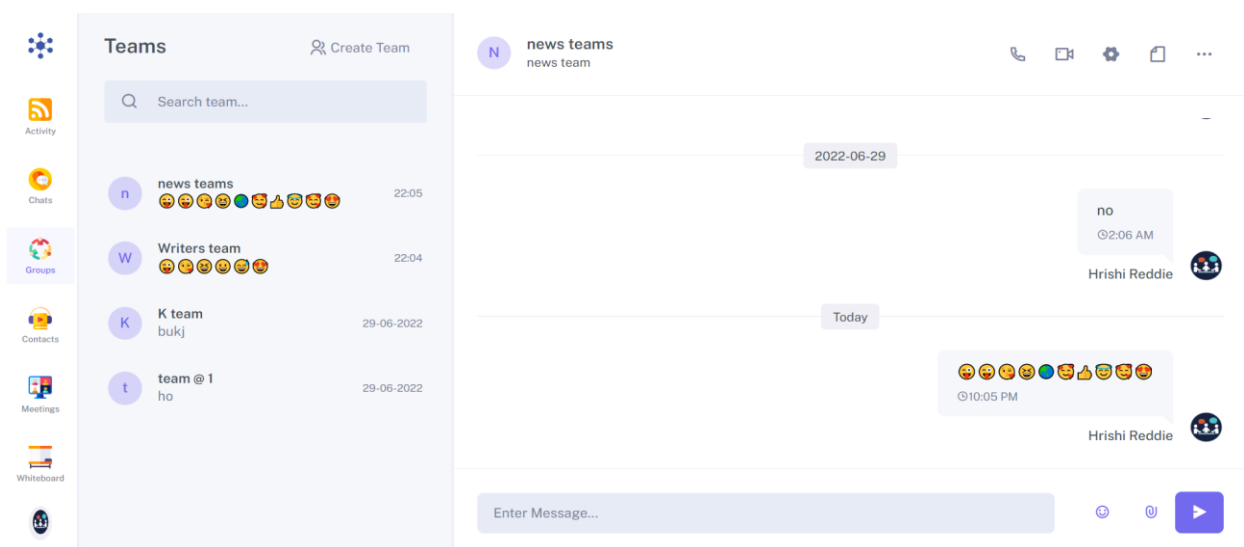


Groups/Teams

Dhumi group chats let you message up to 250 people at one time using Dhumi Chat on desktop/Laptop. Creating a chat for your Dhumi group


How to create a Team/group and start chat?




- Go to the Team search bar
- On the top of Team list Click on the 'Create Team' icon
- Click on 'Create a new channel'
- Specify the Team Name and Description of your channel
- Click Settings icon and Chose the user from the drop-down list.
- Create audio/video call icon for Team Audio and video team/group call
- Click on the file icon for Files shared in the that particular group.

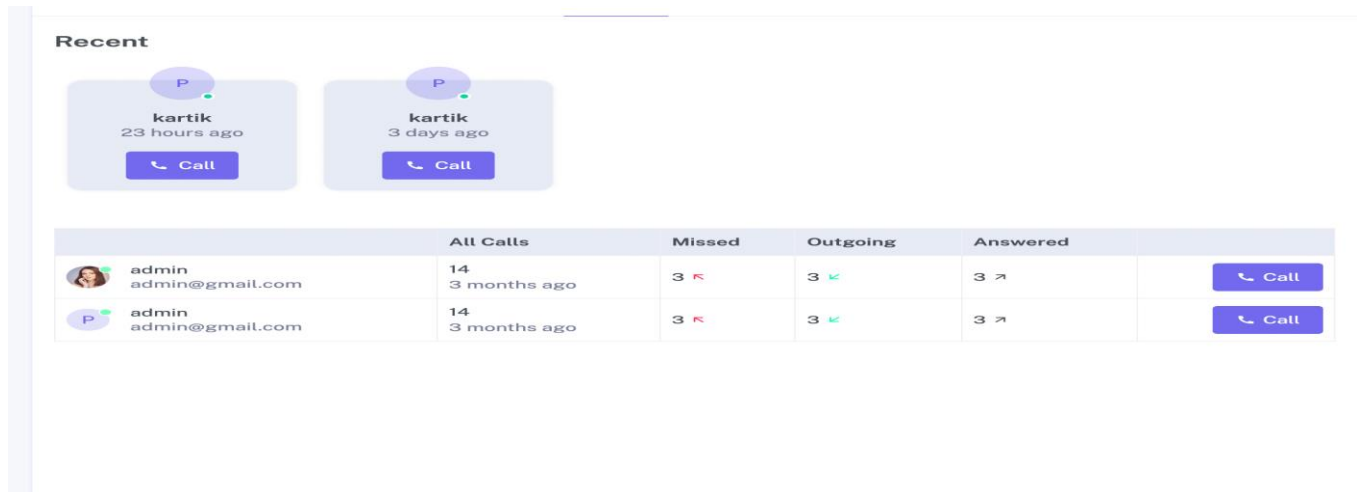


Calls/Contacts

Calling Dhumi contacts (one to one) on Dhumi is always free - but to call or setup group call on Dhumi requires a subscription.

- Find the person you want to call from your **Contacts**  list.
- If you don't have any contacts, then click on top left pane
 1. Enter email and description
 2. Click on invite end user will receive email invite

- Select the contact you want to call, and then select the **audio**  or **video**  button. If you want to make a group call, simply add another participant when the call is ongoing or create Group/team and then start the audio/video call.
- At the end of a call, select the **end call**  button to hang up.
- Once call is Ended You can see the call logs on recent call list



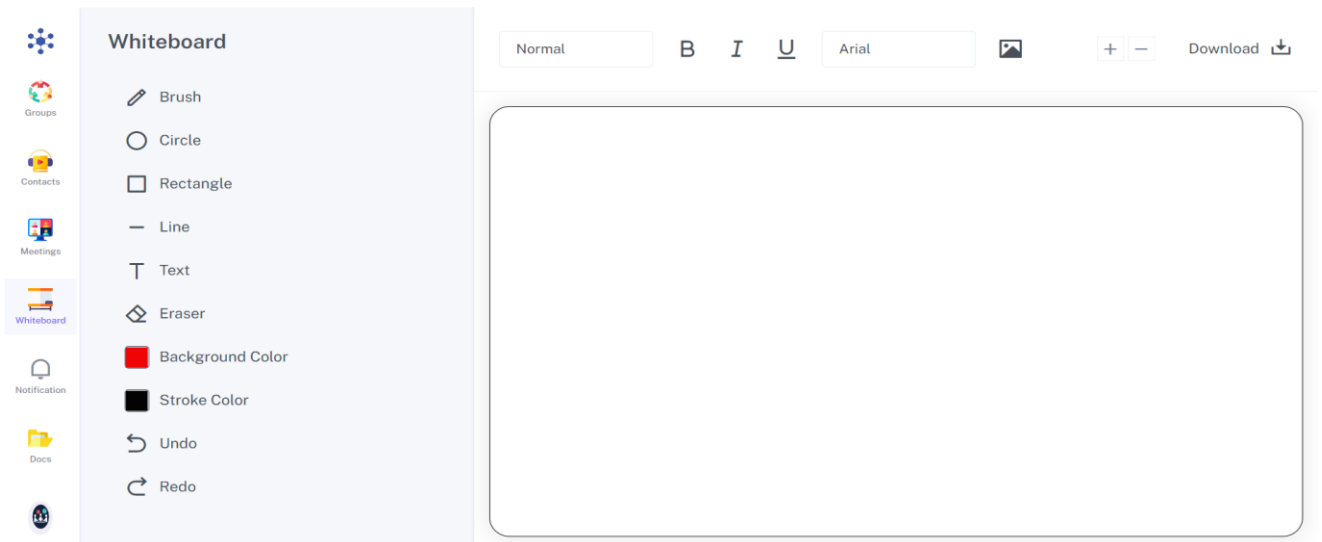
WhiteBoard

What is Whiteboard ?

Whiteboard is a digital whiteboard that lets you collaborate in real time using either the Whiteboard device (a 55-inch digital whiteboard that works within Dhumi), web browser.

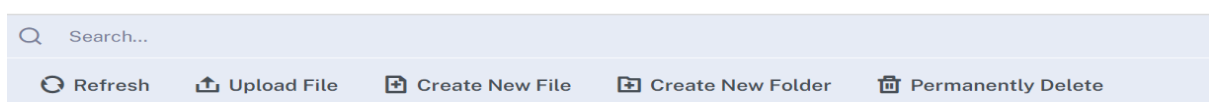
Using Whiteboard on a computer, you can use a web browser to:

- Write and draw using a mouse or trackpad.
- Search insert images or webpages.
- Drag and resize text and images.
- Present your whiteboard to a video/audio call.
- Write and draw with the included stylus.
- Drag and resize text and images with your mouse.
- Choose a pen and colour and use your mouse/touchpad to draw.
- Tap the eraser and erase with your finger or a stylus. You can also use the eraser that comes with your whiteboard device.
- Sketch a box, circles, rectangle, or line. PDF or Image conversion of whiteboard, technology converts your sketch and its downloadable content.

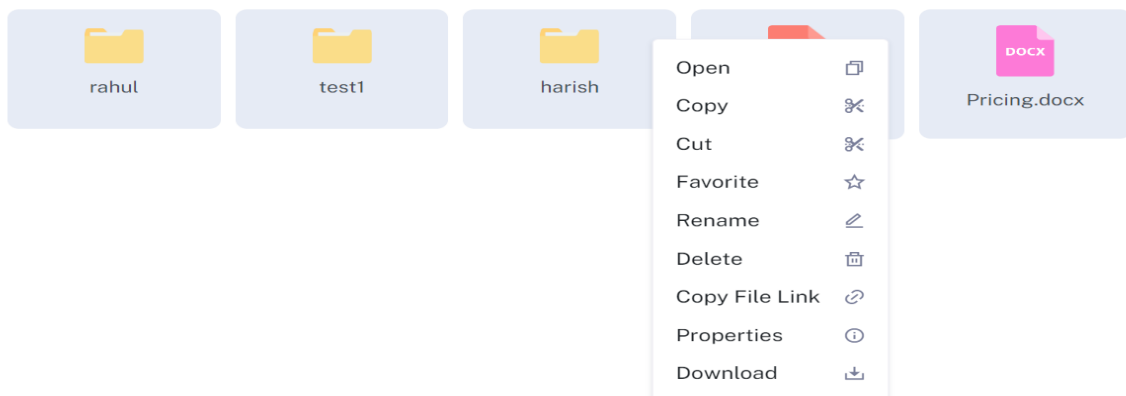


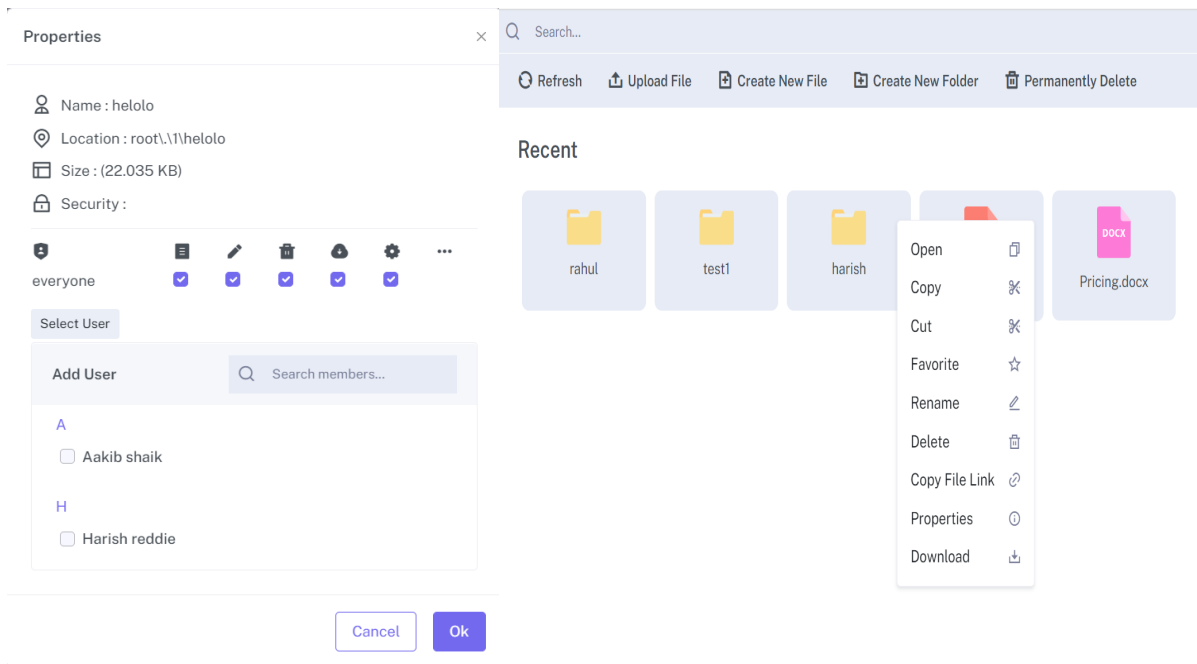
Docs

- Create a new document (multiple file types can be created (e.g., word))
- Upload new documents (e.g., additional documents the client has shared)
- Appears like an Excel sheet to allow fields in rows and columns to be edited Use to update fields to help manage and process cases (e.g., status updates or responsible case manager)
- Share a link to a person or group that they can use to access the file, folder or list item.
- Use to share a file/folder with a colleague (e.g., if a supervisor or another case manager is assisting)
- A link to the file or documentation which can be shared or used to reference easily Use to access the file easily (e.g., adding a link to a review form)
- Allows the user to sort the folders and files by multiple fields (e.g., creation date, modification date, case status, etc.)
- Use to hide files from view that may not be relevant per person. (e.g., filter cases by case manager)



Recent

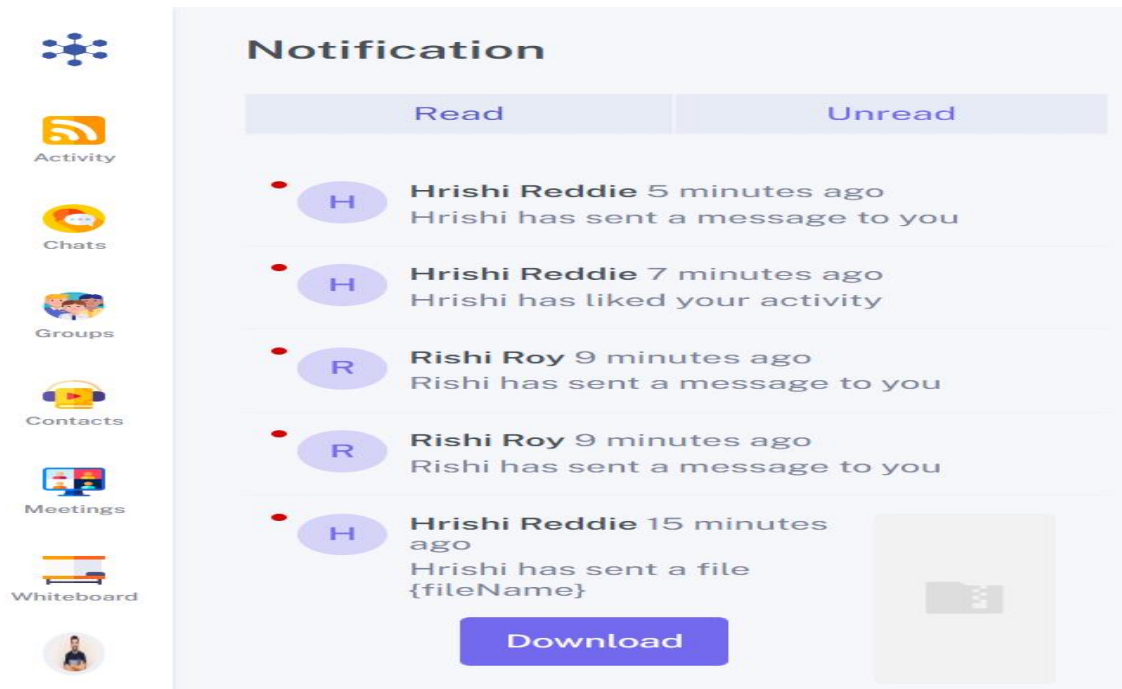




Notification Tab

Keep your users informed with notifications. Whether you need to announce a schedule change, you would like to send a message, or you have included notifications in your files and messages, the Notifications tool provides a quick and easy way to communicate with everyone who has downloaded your guide.

All Notifications sent will be stored in the Notifications module (previously called the unread). In the app, users will see an unread message indicator next to the Notifications read messages once user clicks on it will be moved to read tab.



Profile/Settings and Logout

Dhumi Interface can be used to modify some of the personal information in your user profile.

- After logging in, click on the profile link located in the bottom left corner of the page.
- This will give you options for profile, settings and logout
- Click on profile option will take you to profile screen
- Click on settings option will take you to settings screen This will display a page that shows your current settings and contains links to pages where you can configure your preferences (described below).
 - First name, Last name and Set your status and change your profile photo.
- Once you click on Logout you will redirected to Login page back, Note that in each you logout, you'll be asked to set a password for future logins.

