



THE **BACK-OFFICE**

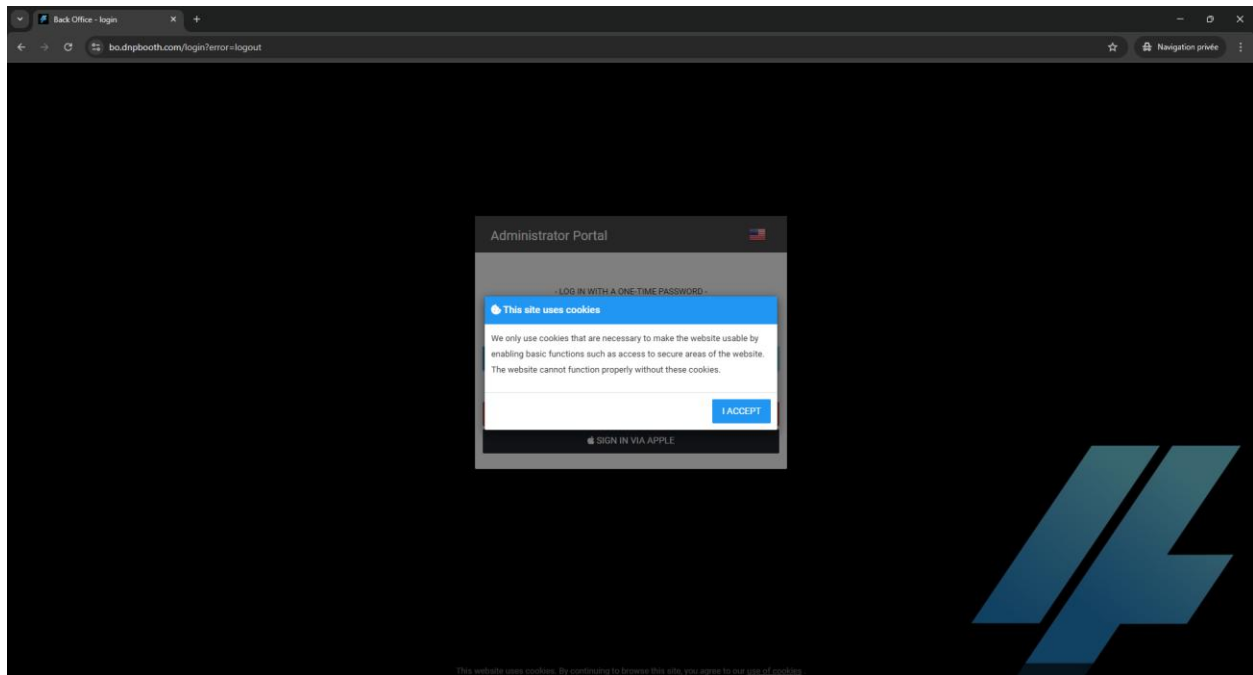
USER MANUAL



www.sharingbox.com/dnpbooth

INTRODUCTION

The Back Office will be your first and main interface for managing your license, users and events, as well as the place where you can make your PRO pack purchases.



SUMMARY

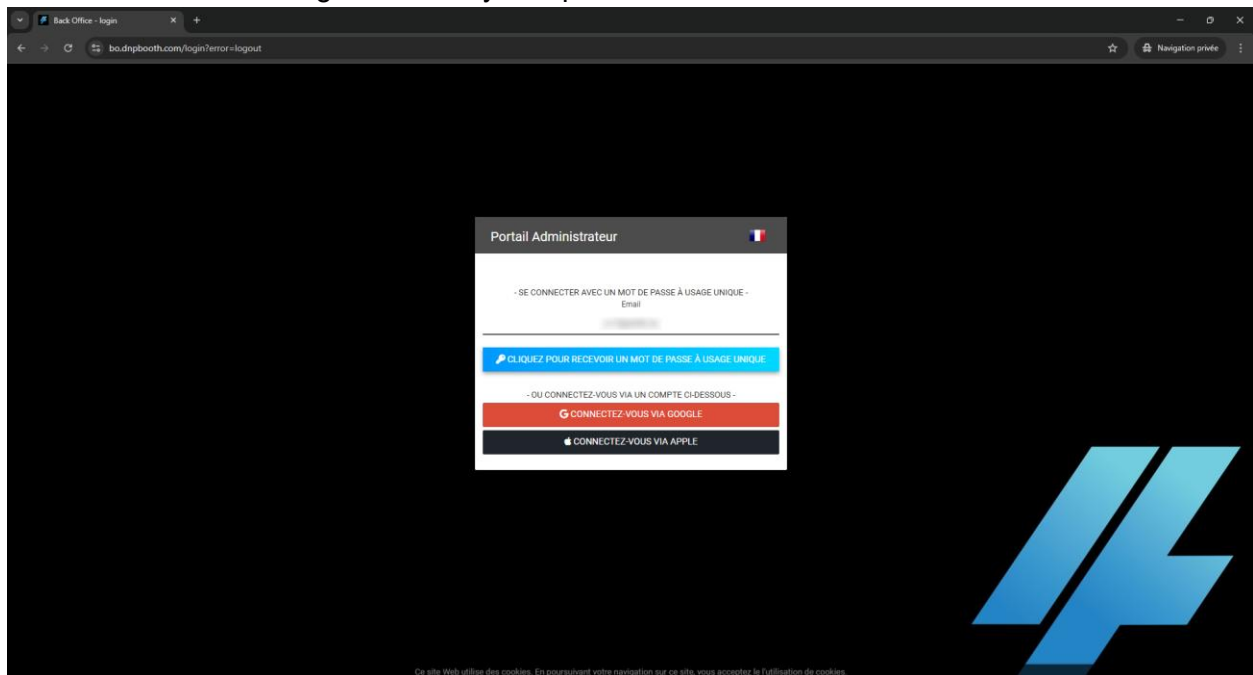
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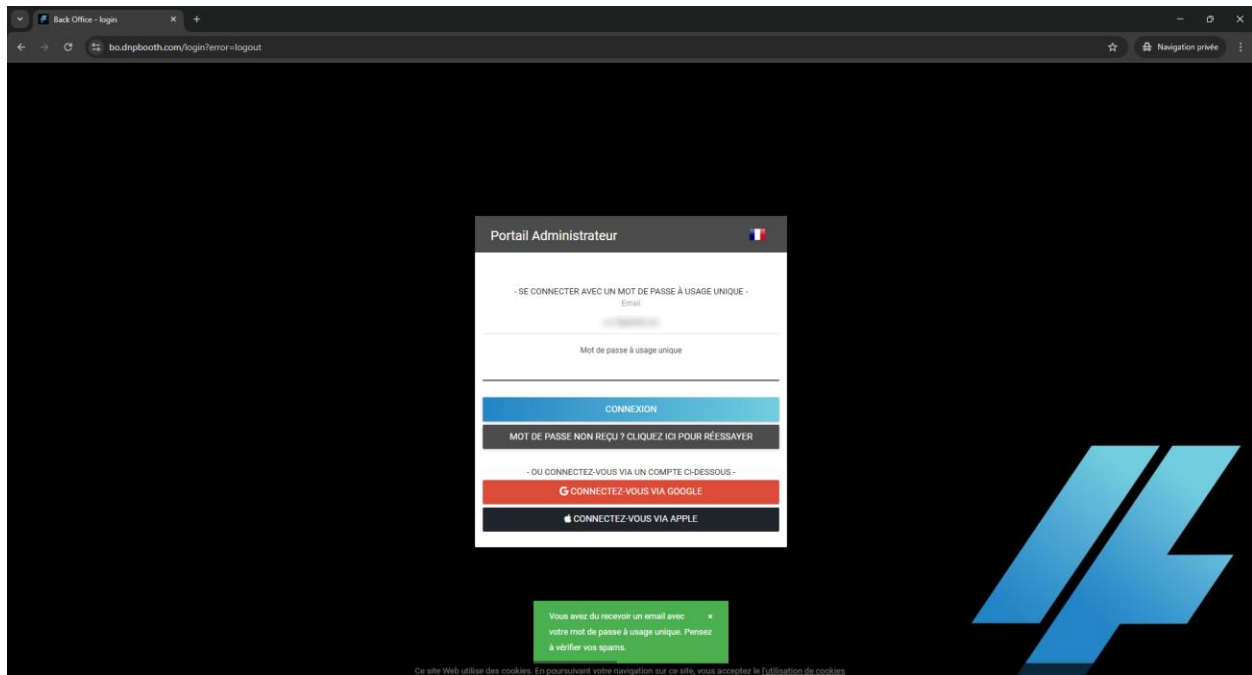
1.CONNECTION

The first step to accessing the back office is to log in to it. You should have already created your account before (see our quick start guide available on <https://www.dnpphoto.eu/en/downloads/manuals-brochures/manuals/dnp-booth-1/quick-start-guide>).

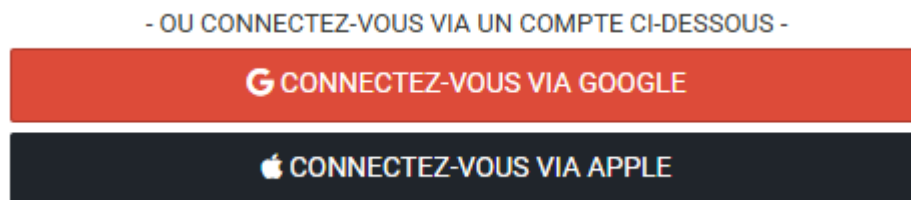
To connect, you have 2 solutions:

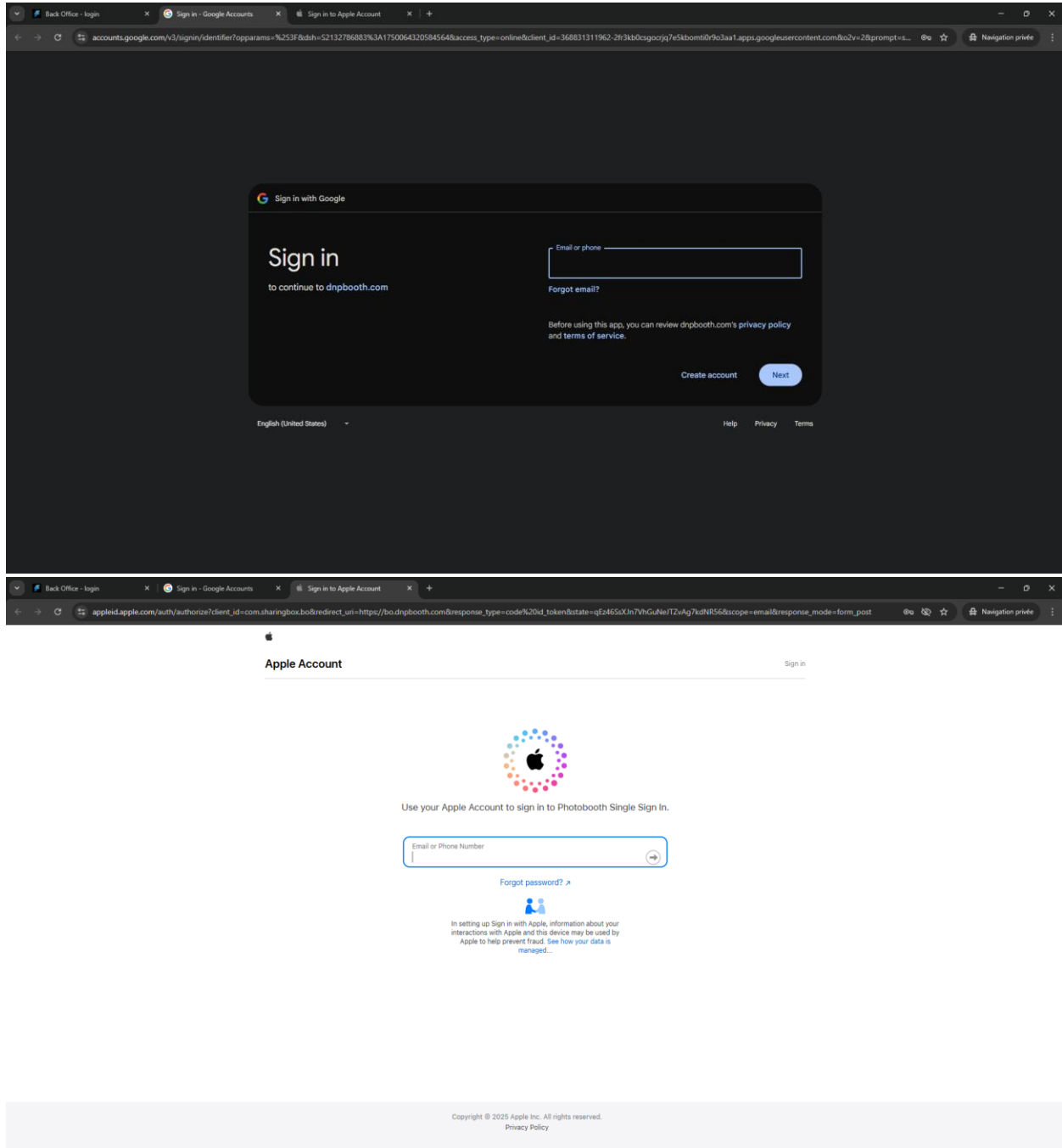
You can enter your email address and request a one-time password, which will be sent to your email address. Don't forget to check your spam folder.





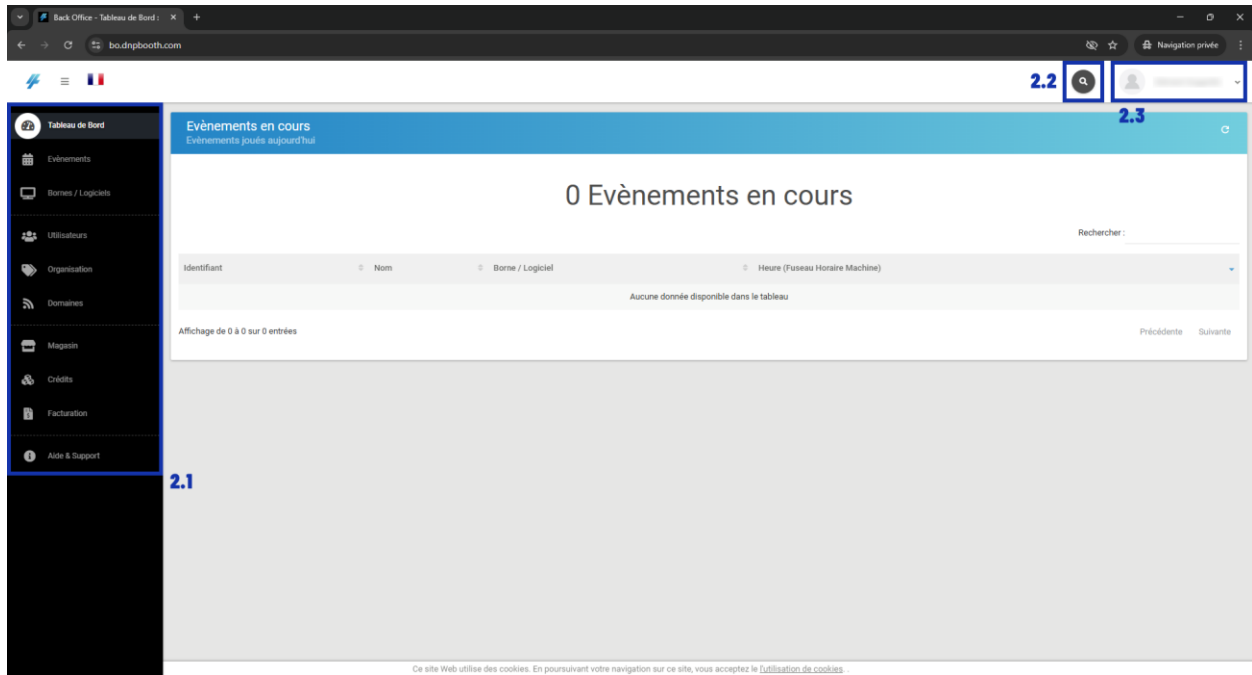
Or if your address is linked to a Gmail or Apple account, you can log in directly using the dedicated buttons.





Once logged in, you will automatically arrive on the “Dashboard” tab of your back office.

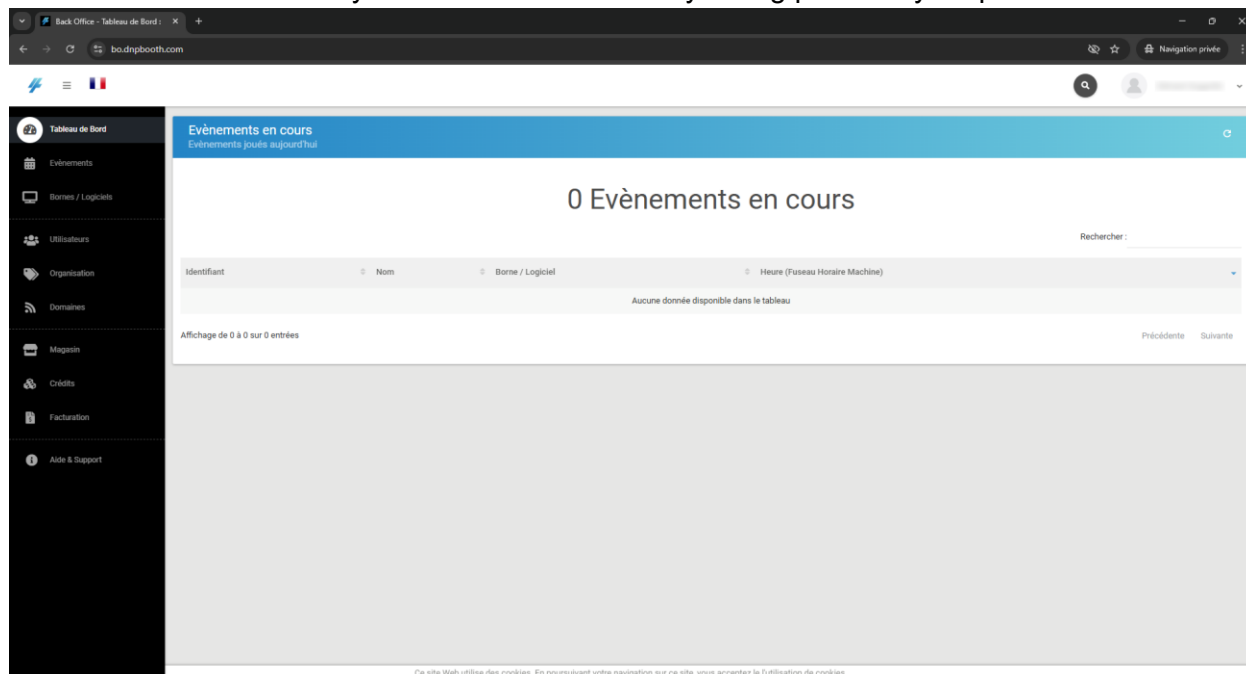
2. ADMINISTRATION



2.1 Menu

2.1.1 Dashboard (Tableau de bord)

Your dashboard will show you all the events currently taking place on your photo terminals.



You can access the event space (called event-space) of your event directly with the gray button to the left of your event.

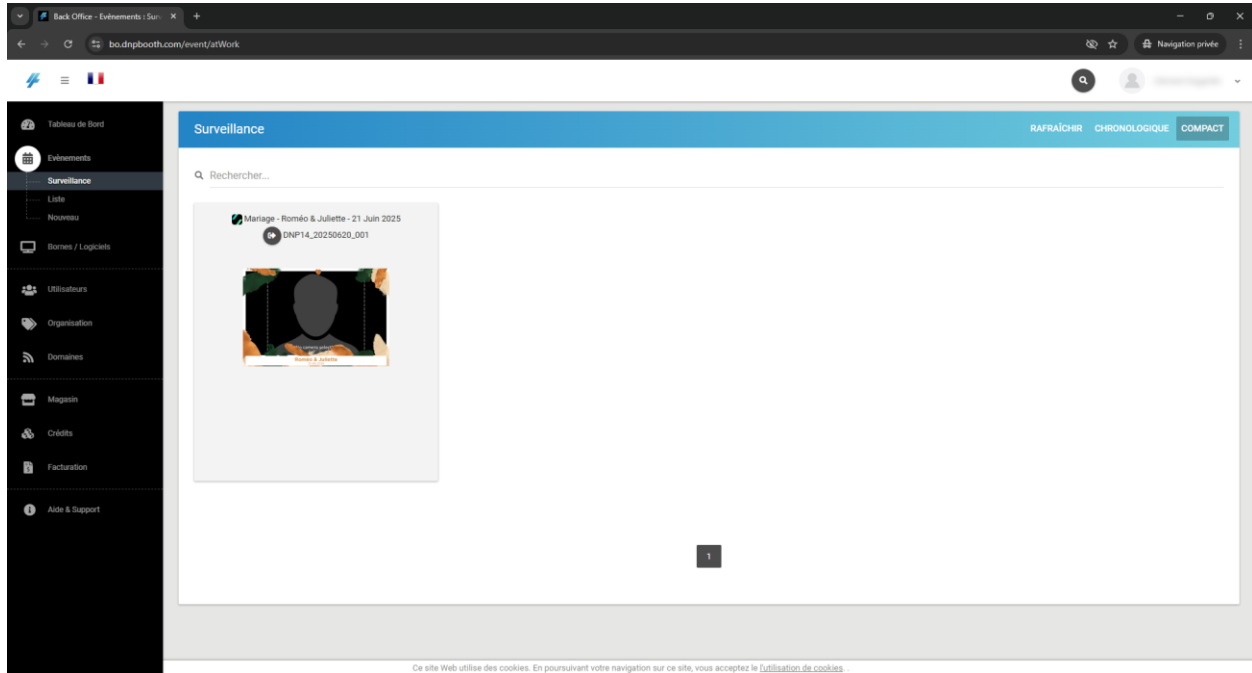


Note: In order to view your current events on the dashboard, you must first obtain and assign a PRO Data pack and your terminal connected to the Internet to automatically publish the sessions of your event in its dedicated event space.

2.1.2 Events

2.1.2.1 Monitoring

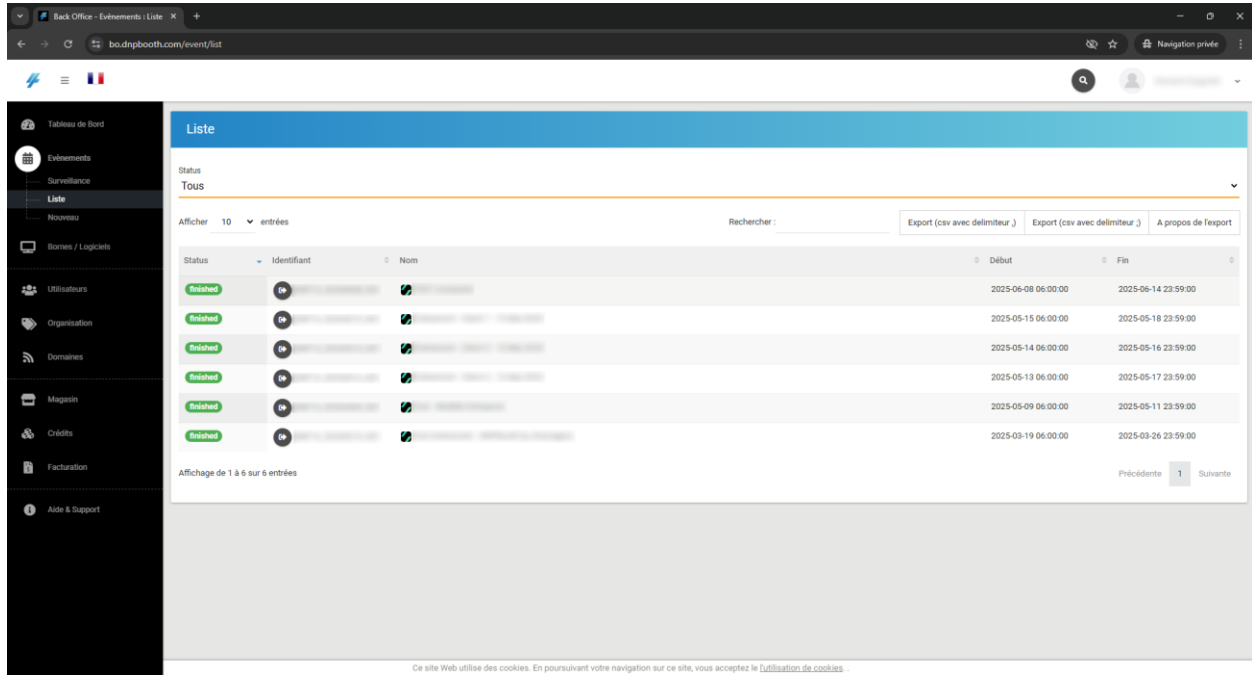
You can view the last photo taken during each current event.



Note: As with the dashboard, you must first obtain and assign a PRO Data pack and your terminal connected to the Internet to automatically publish your event's sessions in its dedicated event space.

2.1.2.2 List

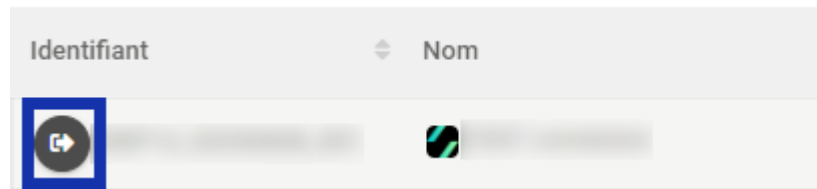
You can view all your events here or only view events by status.



Name	Definition
Status	Status of your event (not started - in progress - completed)
ID	Your event ID
Name	Name of your event
Beginning	Start date of your event
END	End date of your event

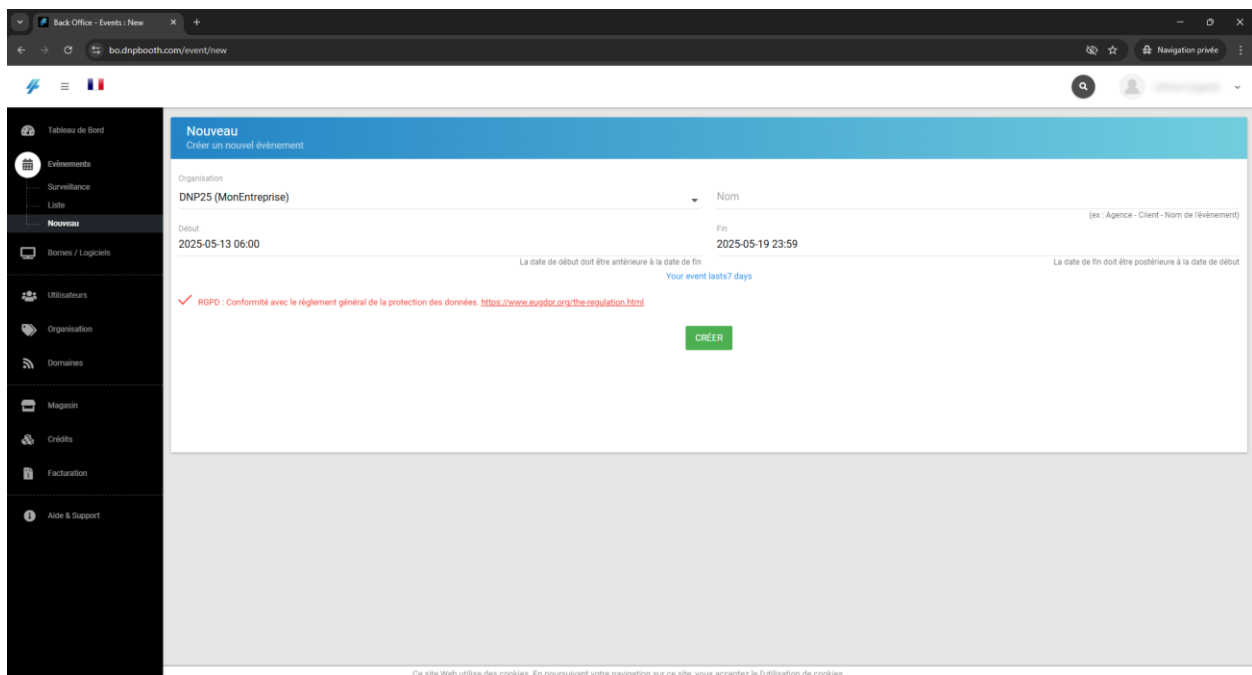
Note: An event is considered “in progress” when the current date is within and included between the start and end date of your event.

You can access the event space of your events via the icon available on the left of its identifier.



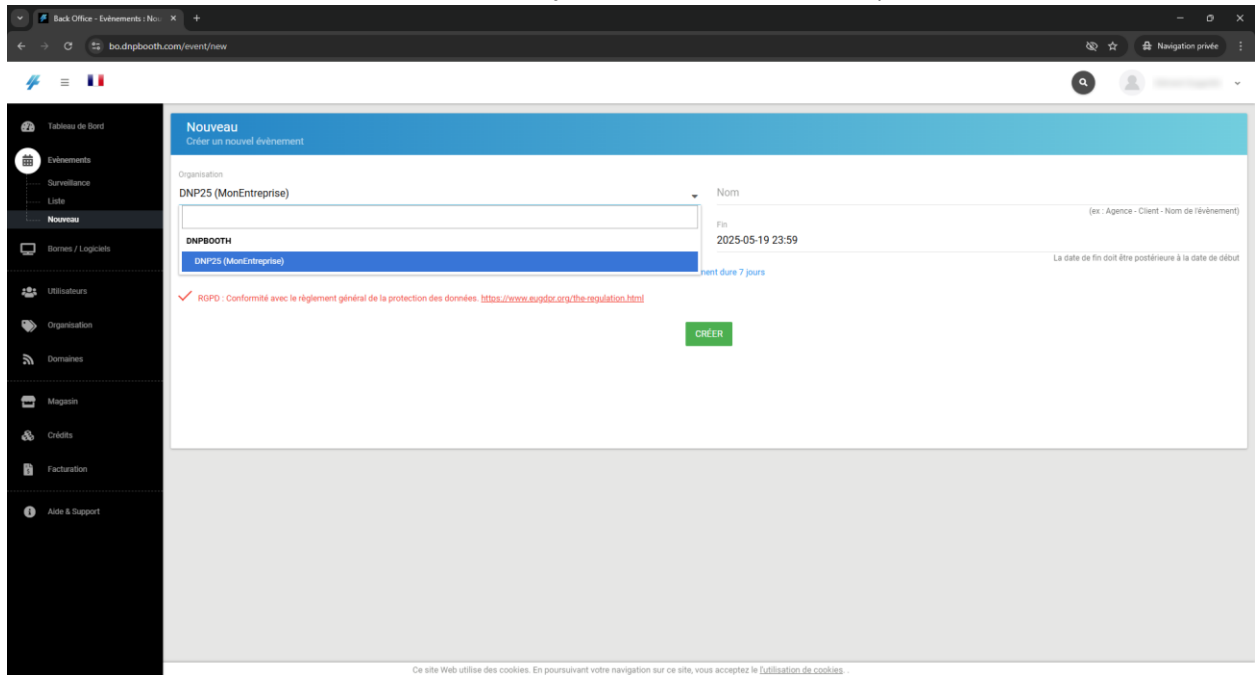
2.1.2.3 New (Nouveau)

This is your first step in creating an event.

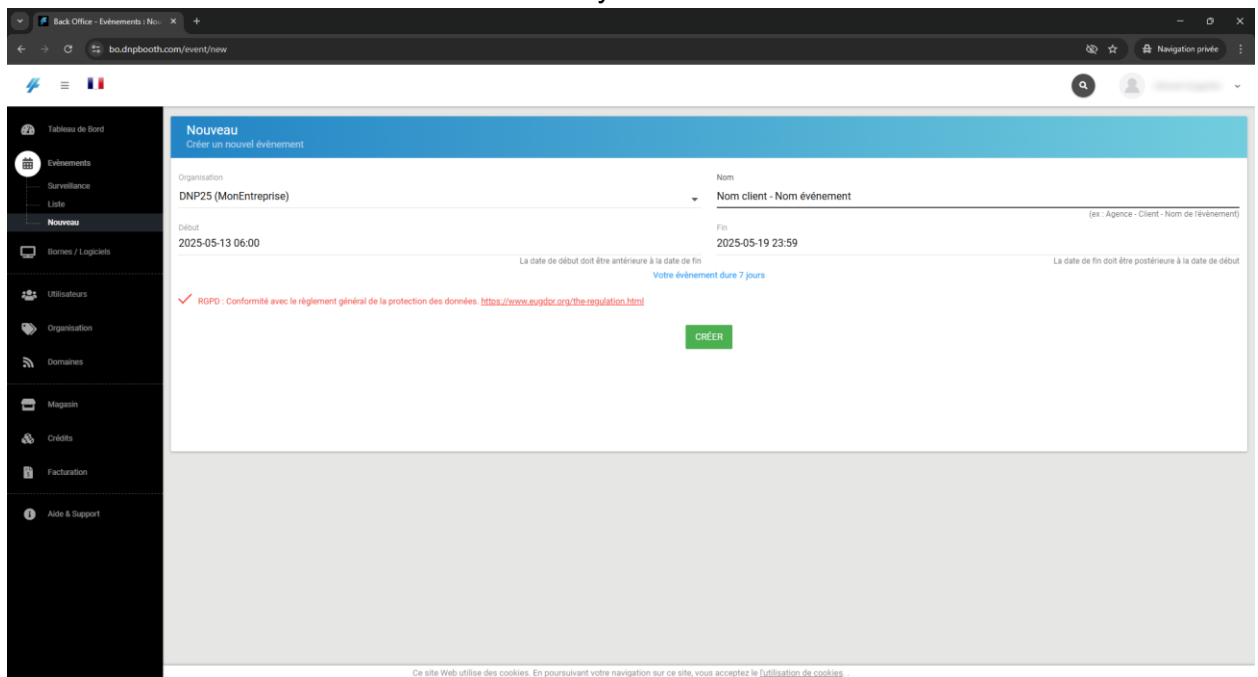


When you create an event, you must define:

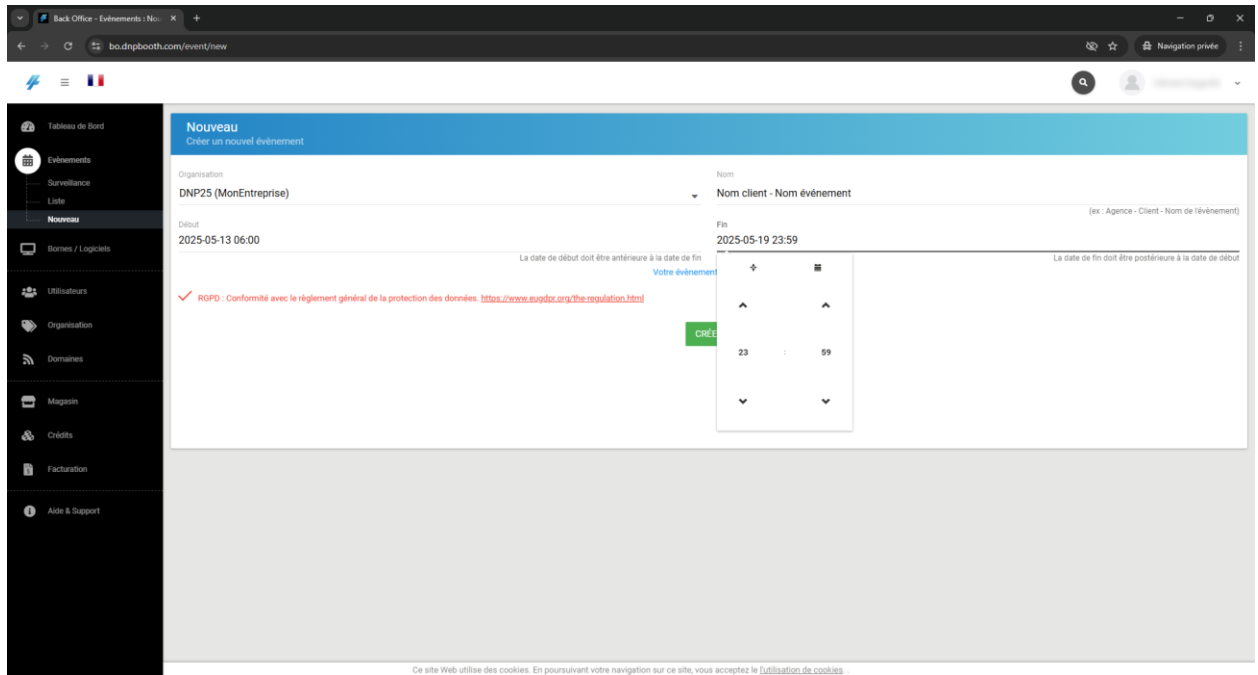
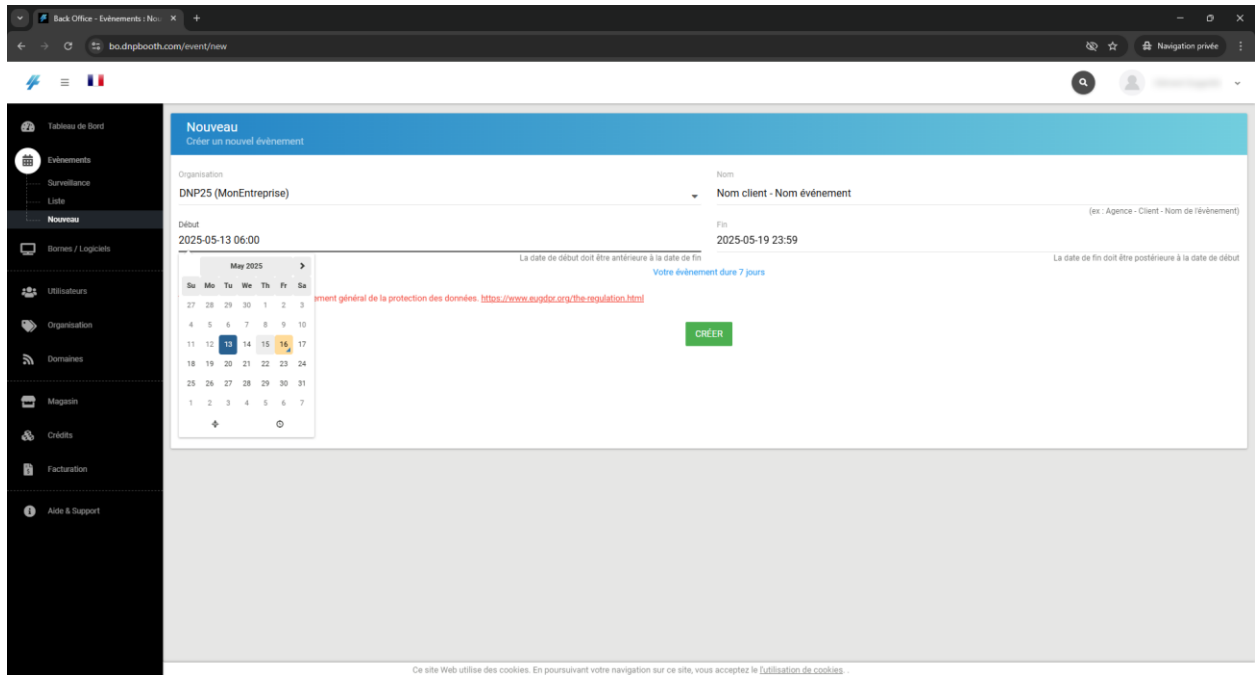
- Its organization/Its associated license (Yours is automatically added by default. You can select another one if you have more than one.)



- The name of your event.



- A start and end date and time.



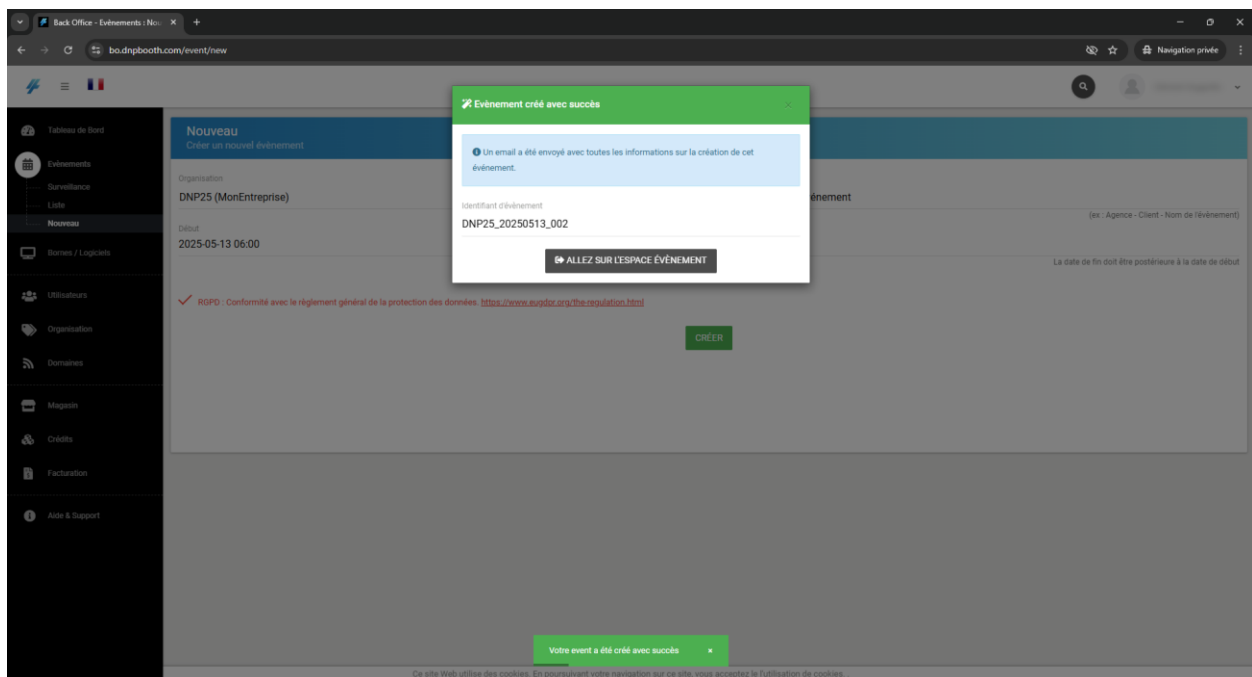
The “GDPR: Compliance with the General Data Protection Regulation” option defines your event as GDPR compliant and will allow users receiving their media from your kiosk by email to access a link at the bottom of each email allowing them to view the data collected about them and thus request automatic deletion according to their wishes.

Note: This option is enabled by default. We recommend keeping it enabled.
In order for users to access this link to consult/delete their personal data, several elements are required:

- **Purchasing a PRO Data pack and assigning it to your photo booth**
- **Collecting an email address configured on your event**
- **An internet connection to your photo terminal to be able to publish user sessions.**

Each event creation gives access to 3 elements:

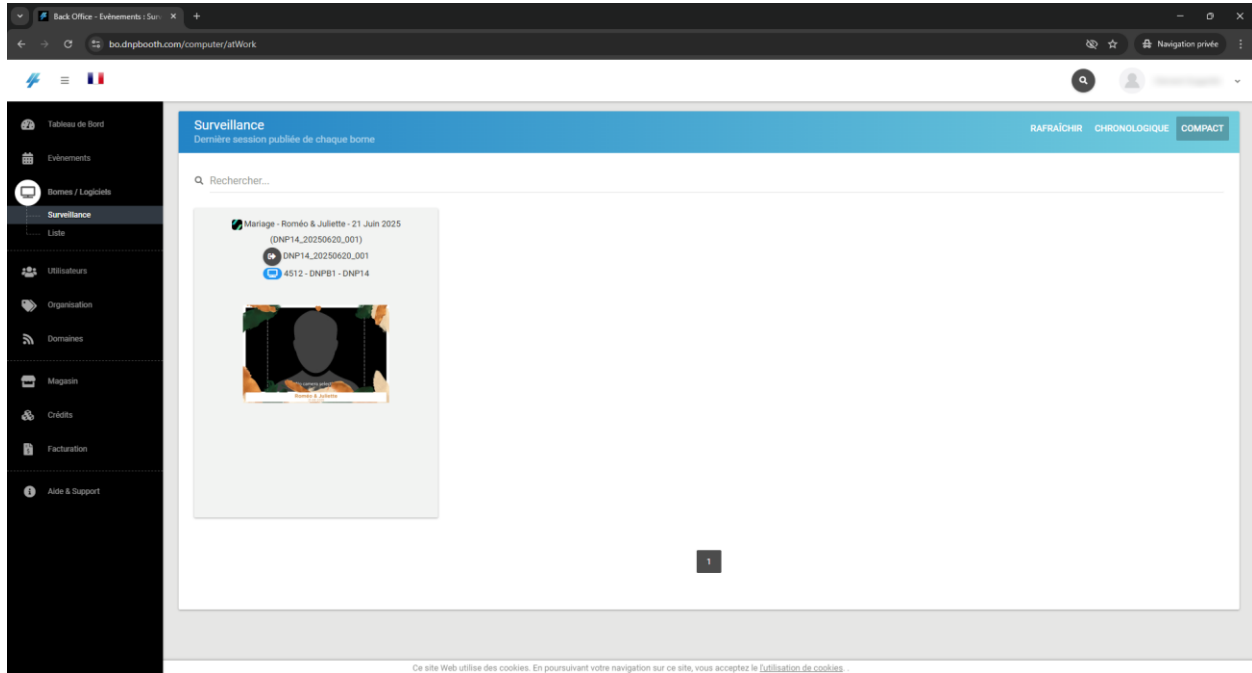
1. An event ID
2. A dedicated event space
3. A dedicated configuration space (accessible via the event-editor interface)



2.1.3 Terminals / Software

2.1.3.1 Monitoring

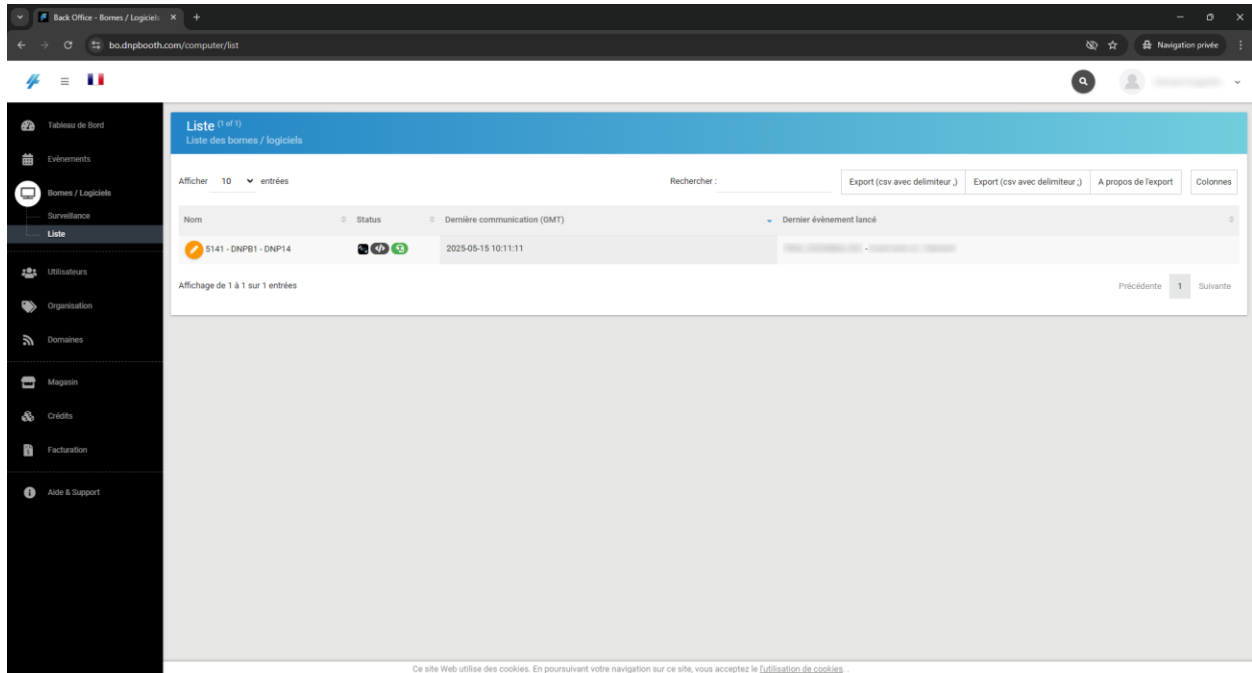
Here you can view the latest photo taken of each photo booth currently playing an event.



Note: You must first obtain and assign a PRO Data pack and your kiosk connected to the internet to automatically publish your event sessions so that your kiosk can appear here.

2.1.3.2 List

You can view the list of your photo booths here.

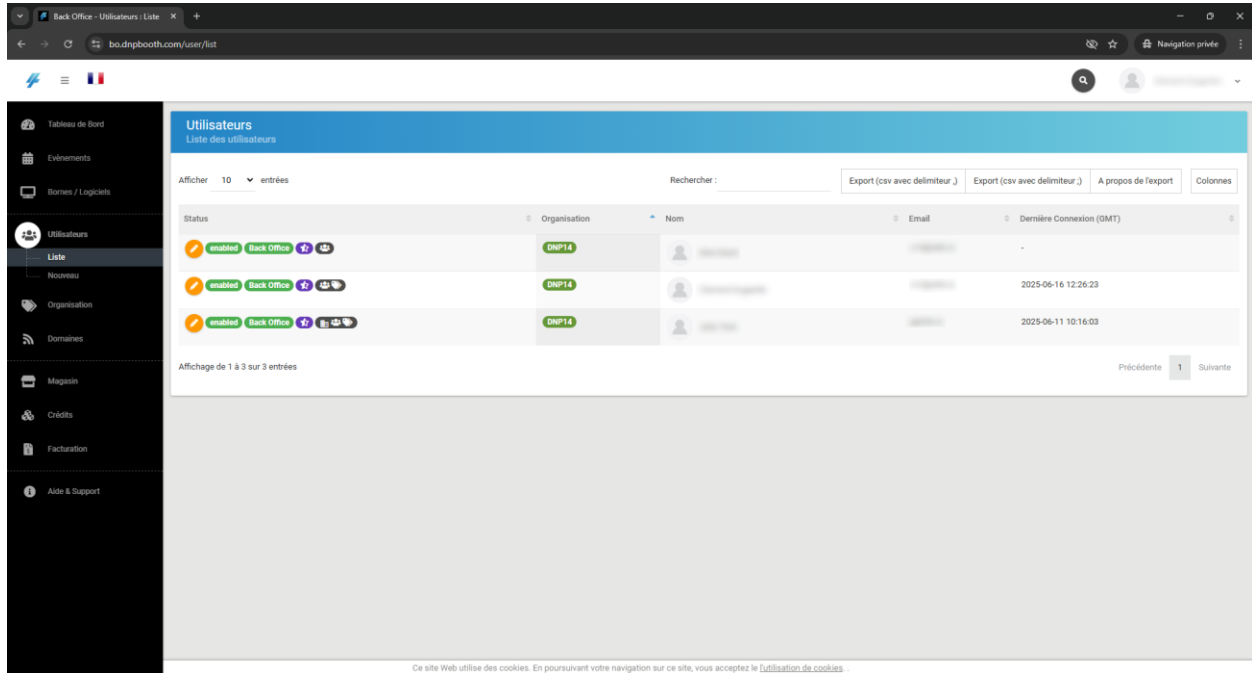


Name	Definition
Description	Name of your photo booth (booth ID, booth type, license ID)
Status	Status of your machine (software type, software version, remote access installed on your stand for support)
Latest communication	Last communication from your photo terminal with our servers
Latest event	Last event played on the terminal

2.1.4 Users (Utilisateurs)

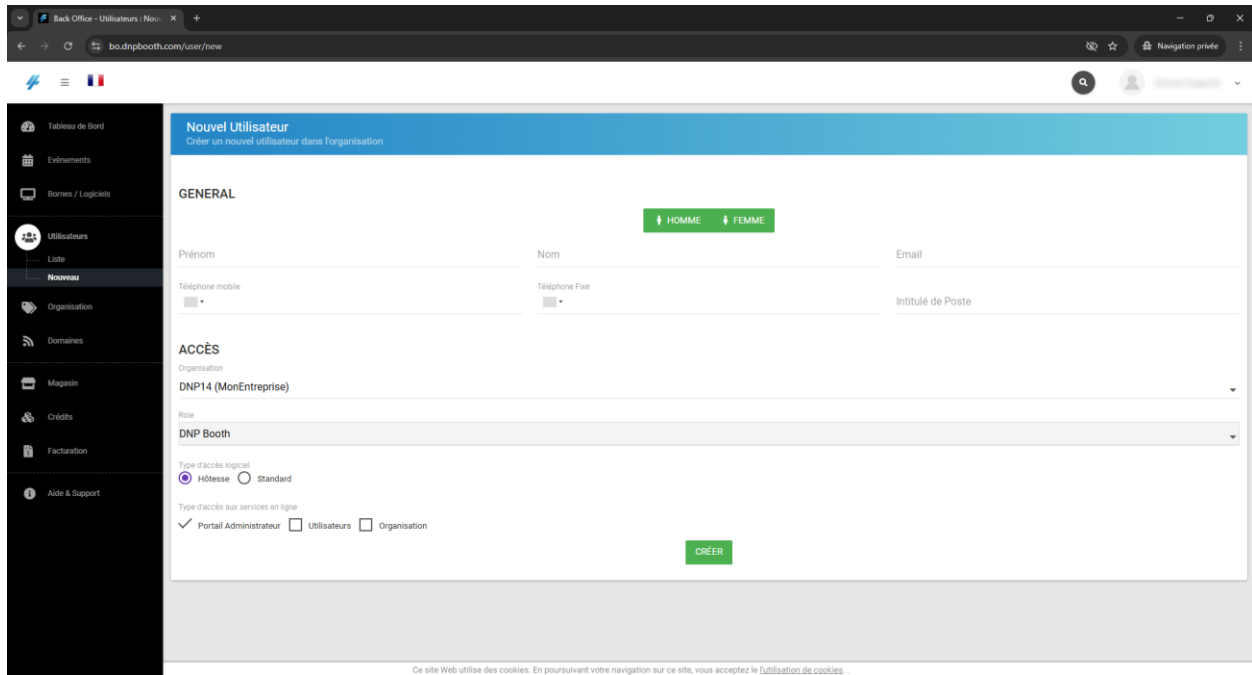
2.1.4.1 List

You can view each member of your team here and modify their access.



2.1.4.2 New (Nouveau)

You can provide access to a member of your team by creating a new user here.



2.1.5 Organization

This is the main place where you can manage your business information. You can edit various information such as your name, address, and language. You can also add your website link and logo so that they appear in any emails your clients receive, as well as on your event's event space (useful for sending it to your client).

Organisation
Personnaliser et mettre à jour l'organisation

GENERAL

Nom: **MonEntreprise** Identifiant: **DNP14** Code PIN: [REDACTED]

Mettez à jour votre adresse en la tapant ici...

Numéro: [REDACTED] Nom et type de route: [REDACTED]

Complément d'adresse (étage...): [REDACTED]

Code Postal: [REDACTED] Ville: [REDACTED]

Pays: **France**

Langue par défaut des espaces événements: **Français**

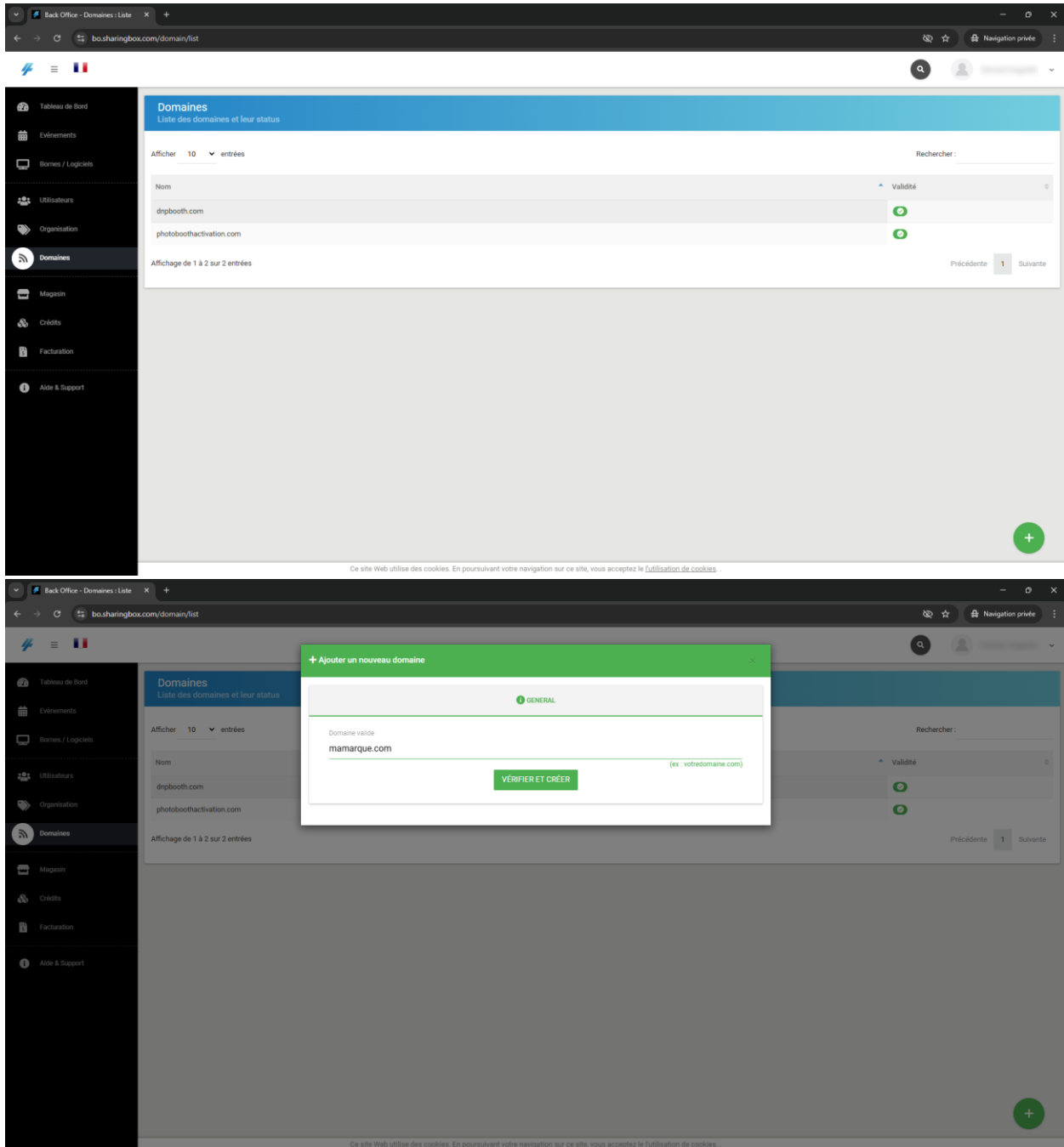
Site web: [REDACTED]

Logo: **/sharingbox,**

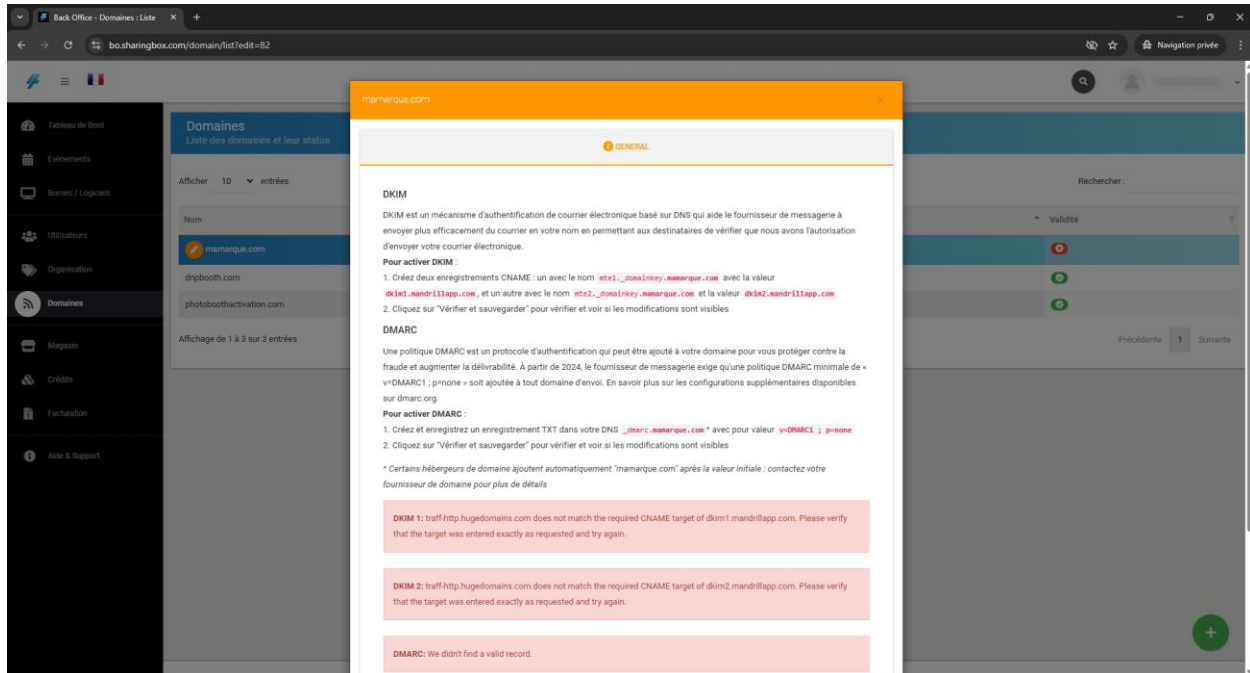
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2.1.6 Domains

You can view and add your own domain so you can send emails from it.

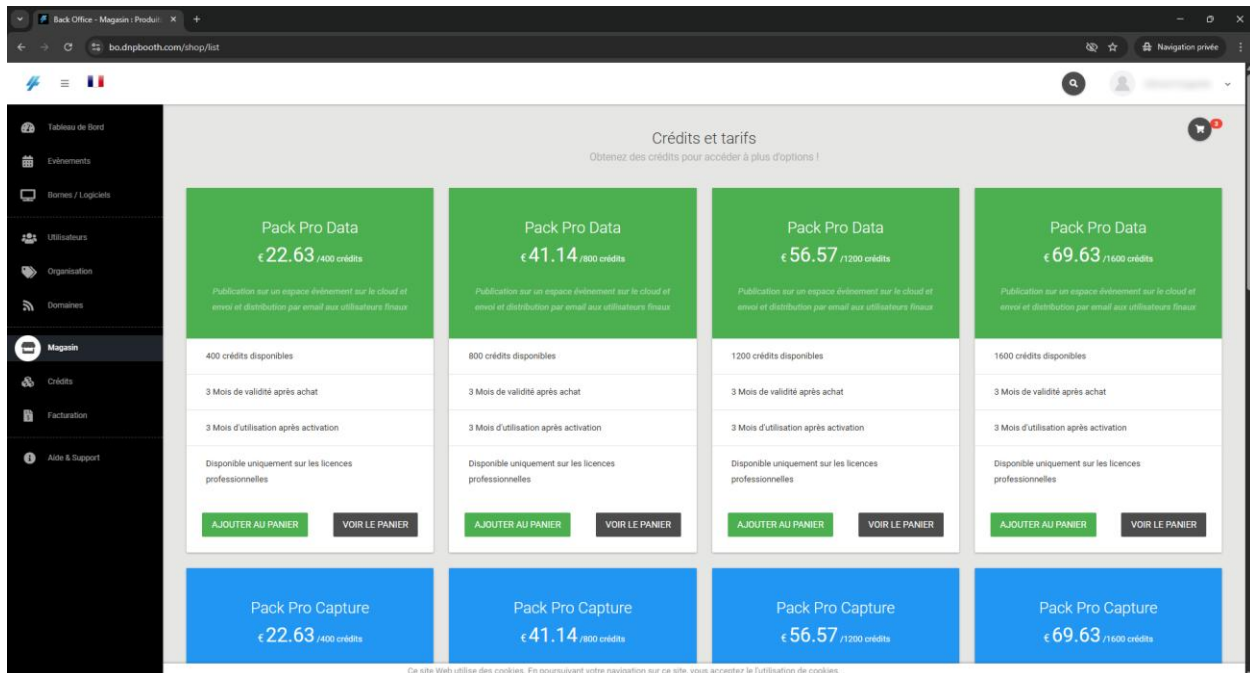


Note: To add your domain, first make sure you own it and have access to the necessary configuration and knowledge.



2.1.7 Store (Magasin)

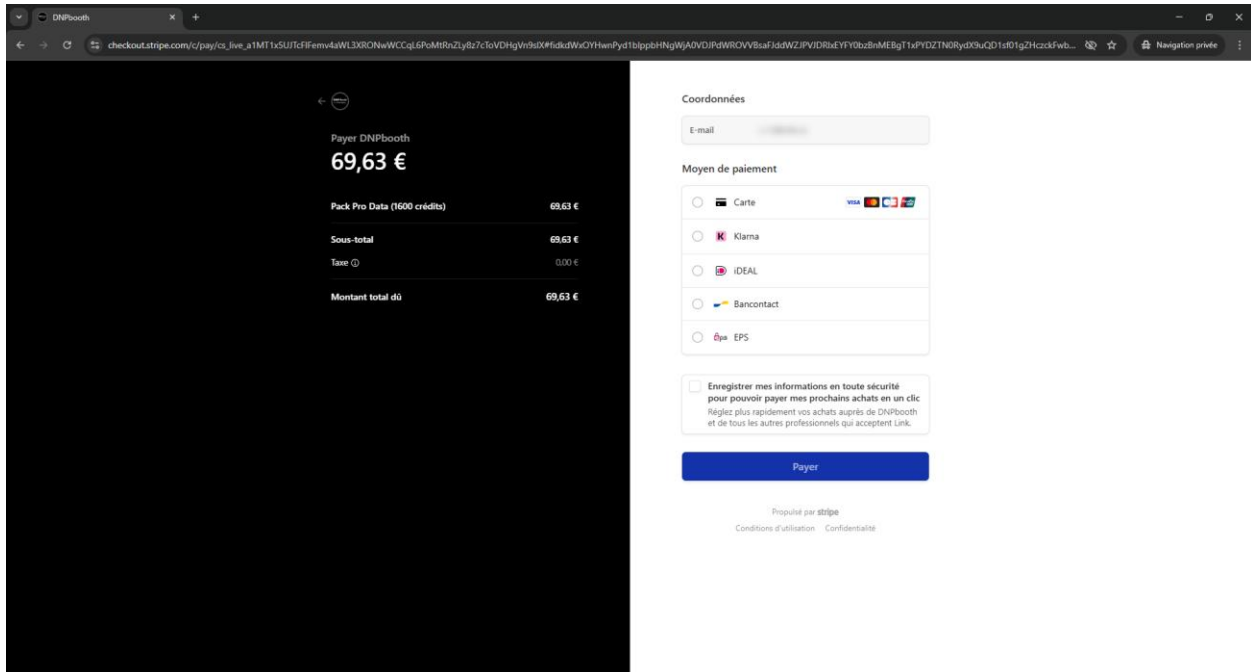
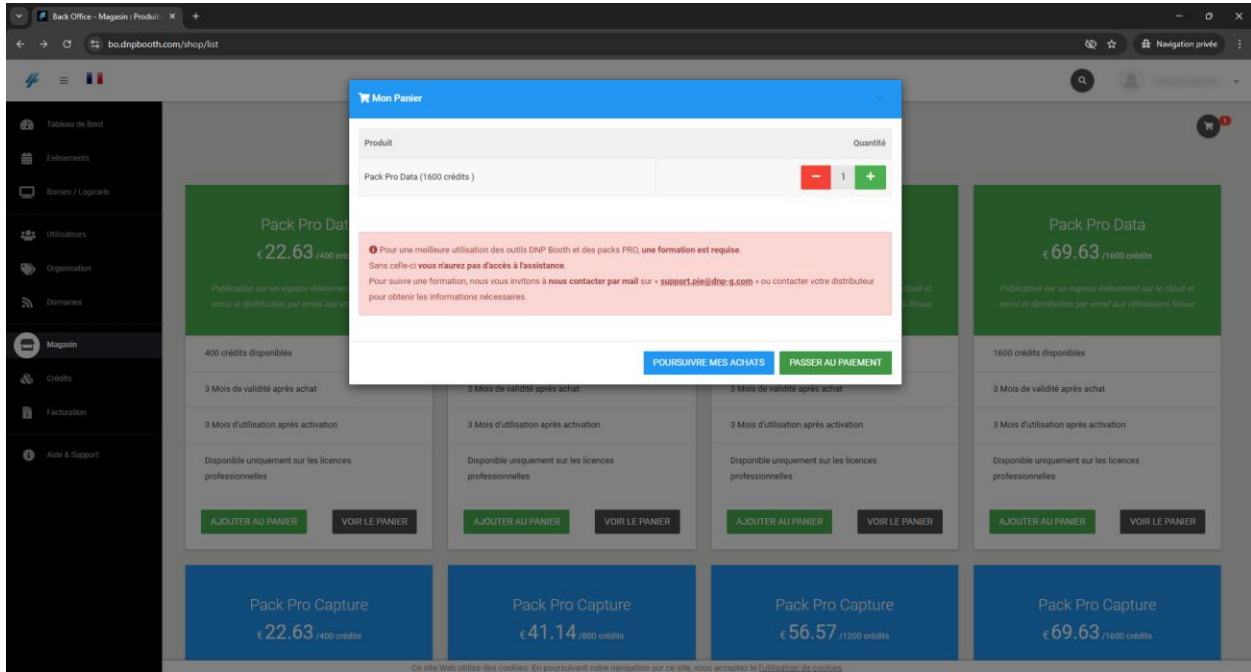
The store allows you to purchase one of our pro packs to expand the possibilities of your events.



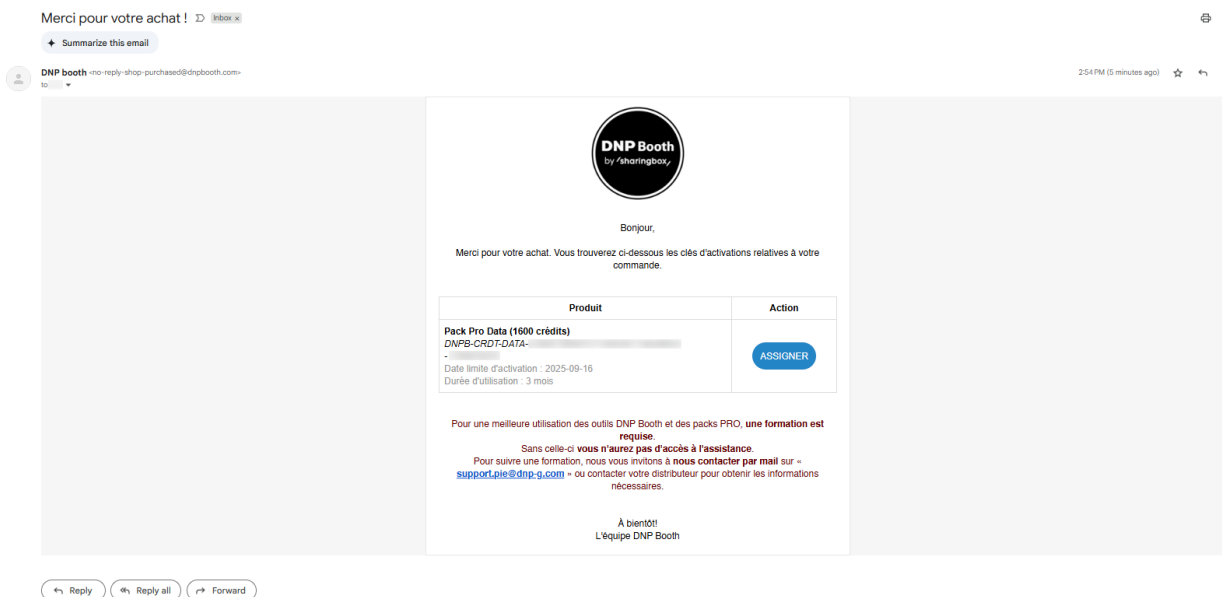
Once you have purchased one or more packs, you can view the basket either using the grey buttons below each pack or via the shopping cart logo located at the top right of the page.

The screenshot shows a product card for 'Pack Pro Data' on a website. The card has a green header with the product name and price: 'Pack Pro Data' and '€ 69.63 /1600 crédits'. Below the header, there is a description: 'Publication sur un espace évènement sur le cloud et envoi et distribution par email aux utilisateurs finaux'. The card is divided into sections: '1600 crédits disponibles', '3 Mois de validité après achat', '3 Mois d'utilisation après activation', and 'Disponible uniquement sur les licences professionnelles'. At the bottom of the card are two buttons: 'AJOUTER AU PANIER' (green) and 'VOIR LE PANIER' (blue, highlighted with a blue border). To the right of the card, a navigation bar contains a search icon, a user profile icon, and a shopping cart icon with a red '1' notification badge, which is also highlighted with a blue border.

Once your cart is validated, you will be redirected to the payment screen.



Finally, after purchase, you will receive an email confirmation summarizing the pack(s) purchased as well as a button allowing you to return to the back office in the “Credits” section to assign your pack to your photo terminal (see point 2.1.8 below).



Important note: After purchasing one of our PRO packages, you have the option of receiving training from our technical team to help you use them with full knowledge. To schedule an appointment, please write to us at support.pie@dnps-g.com.

Please note: Without completing this training, you will not be able to access technical support regarding the use of PRO options.

2.1.8 Credits

You will be able to consult all the credits:

- available following your purchases,
- assigned to one of your photo terminals
- or having expired

Clés d'activation
Liste des Clés d'activation en votre possession

● Pour une meilleure utilisation des outils DNP Booth et des packs PRO, une formation est requise.
Sans celle-ci vous n'aurez pas d'accès à l'assistance.
Pour suivre une formation, nous vous invitons à nous contacter par mail sur « support.pie@dnp-g.com » ou contacter votre distributeur pour obtenir les informations nécessaires.

Afficher 10 entrées Rechercher : Export (csv avec delimitateur) Export (csv avec delimitateur) A propos de l'export

Clé d'activation	Type De Crédit	Statut	Crédits restants
DNPB-CRDT-DATA-d6a2313ba8db6ff425cd22c17a779-1738701069	Pack Pro Data	Expiré	-
DNPB-CRDT-CAPTURE-8d857b4bd5c00841ad5582566f9-1738701342	Pack Pro Capture	Expiré	-
DNPB-CRDT-REMOVEBG-ed1e199bc28f469e7d6b1f27934599-1738710410	Pack Pro Background AI	Expiré	-
DNPB-CRDT-AI-606428152418dabc7f6686e382c16c-1738710484	Pack Pro Filter AI	Expiré	-
DNPB-CRDT-AI-90380c70c3ad50dd14be745d007cf6-1750079765	Pack Pro Filter AI	Actif depuis 2025-06-17 07:02:33 sur l'identifiant logiciel 4512 - DNPB1 - DNP14	1600
DNPB-CRDT-DATA-9214150696ab73386c970569587543-1750073536	Pack Pro Data	Actif depuis 2025-06-17 07:02:26 sur l'identifiant logiciel 4512 - DNPB1 - DNP14	1595
DNPB-CRDT-DATA-a18e913682727144038173ebd69c8-1750078470	Pack Pro Data	ASSIGNER	1600
DNPB-CRDT-AI-828263f184951e807f5ad1538f26c-1750079937	Pack Pro Filter AI	ASSIGNER	1600

Affichage de 1 à 8 sur 8 entrées Précédente 1 Suivante

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You can also assign your credits to one of your terminals for use.

Assigner une clé d'activation

La clé DNPB-CRDT-DATA-9214150696ab73386c970569587543-1750073536 doit être assignée à :

5141 - DNPB1 - DNP14

ASSIGNER

Afficher 10 entrées Rechercher : Export (csv avec delimitateur) Export (csv avec delimitateur) A propos de l'export

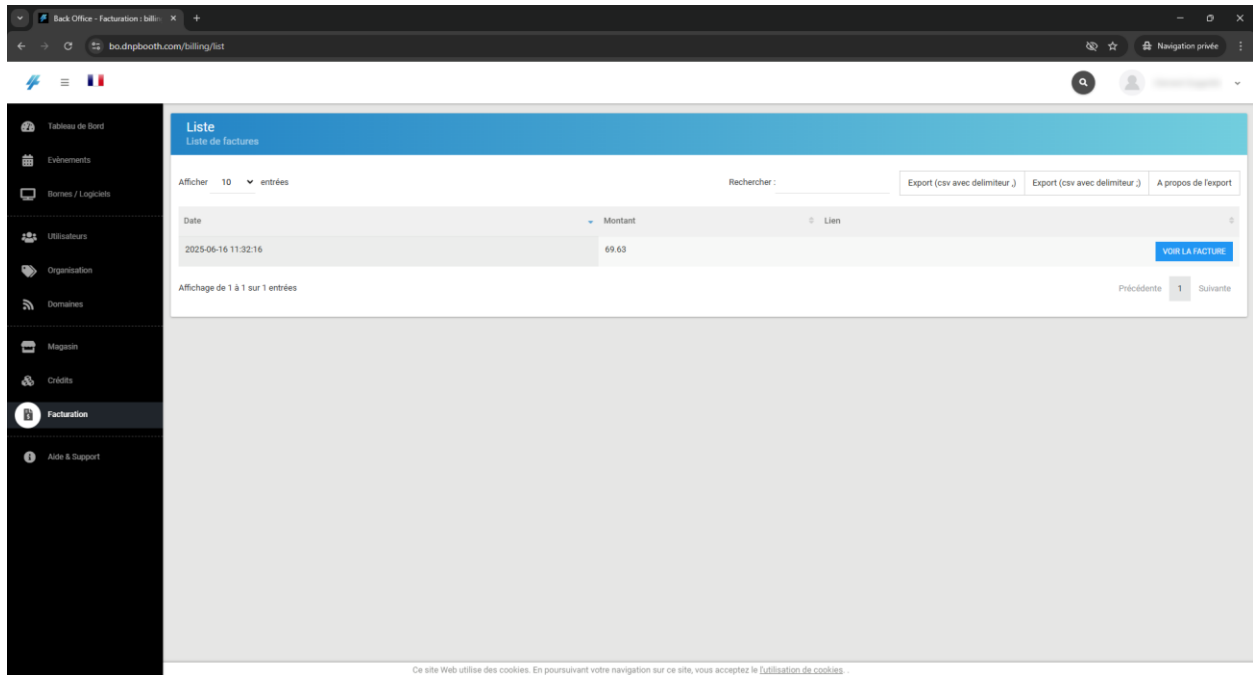
Clé d'activation	Type De Crédit	Statut	Crédits restants
DNPB-CRDT-DATA-d6a2313ba8db6ff425cd22c17a779-1738701069	Pack Pro Data	Expiré	-
DNPB-CRDT-CAPTURE-8d857b4bd5c00841ad5582566f9-1738701342	Pack Pro Capture	Expiré	-
DNPB-CRDT-REMOVEBG-ed1e199bc28f469e7d6b1f27934599-1738710410	Pack Pro Background AI	Expiré	-
DNPB-CRDT-AI-606428152418dabc7f6686e382c16c-1738710484	Pack Pro Filter AI	Expiré	-
DNPB-CRDT-DATA-9214150696ab73386c970569587543-1750073536	Pack Pro Data	ASSIGNER	1600

Affichage de 1 à 5 sur 5 entrées Précédente 1 Suivante

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2.1.9 Billing (Facturation)

You will be able to retrieve all invoices associated with your credit purchases.



The screenshot displays the 'Facturation' (Billing) section of the back office. The page title is 'Liste' (List) and the subtitle is 'Liste de factures' (List of invoices). The interface includes a search bar, export options, and a table of invoices.

Date	Montant	Lien
2025-06-16 11:32:16	69.63	VOIR LA FACTURE

Affichage de 1 à 1 sur 1 entrées

Précédente 1 Suivante

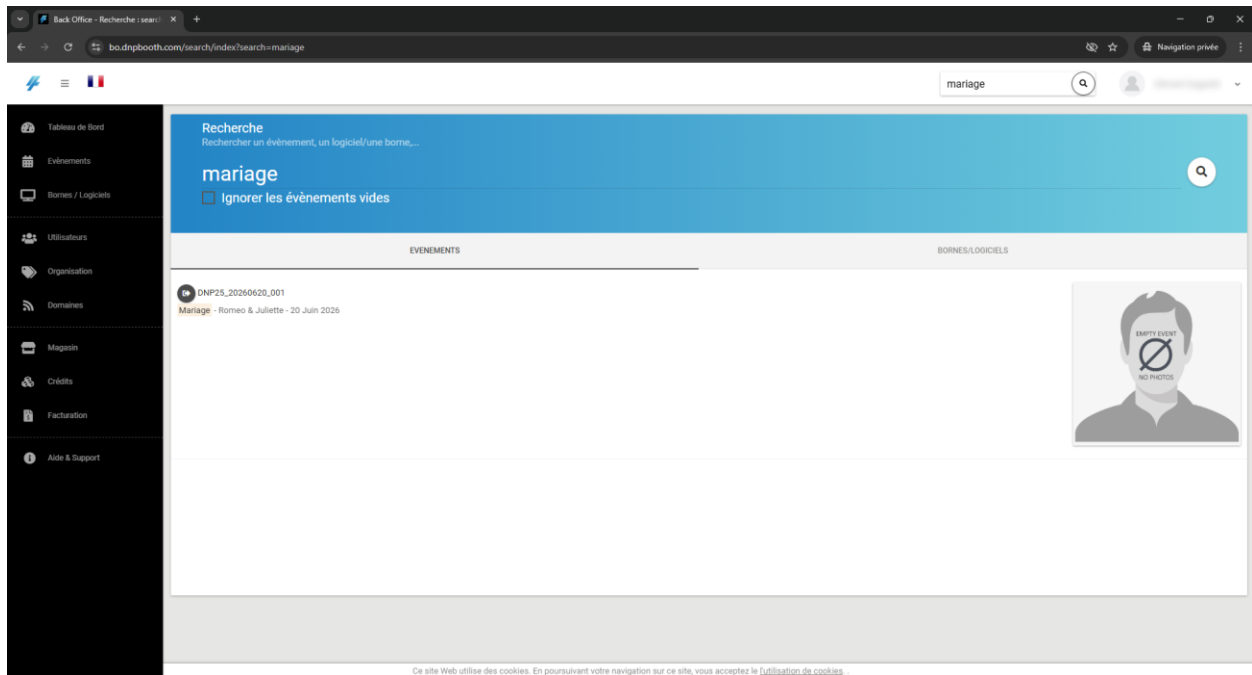
At the bottom of the page, there is a cookie notice: 'Ce site Web utilise des cookies. En poursuivant votre navigation sur ce site, vous acceptez le [utilisation de cookies](#).'

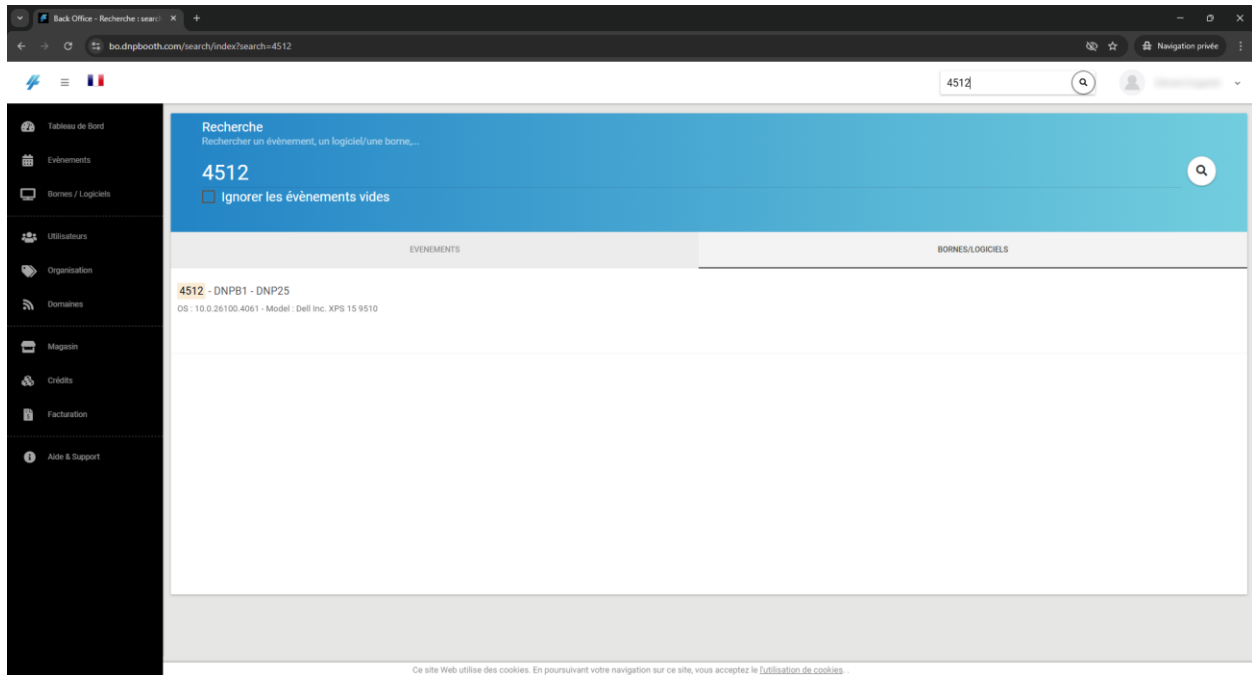
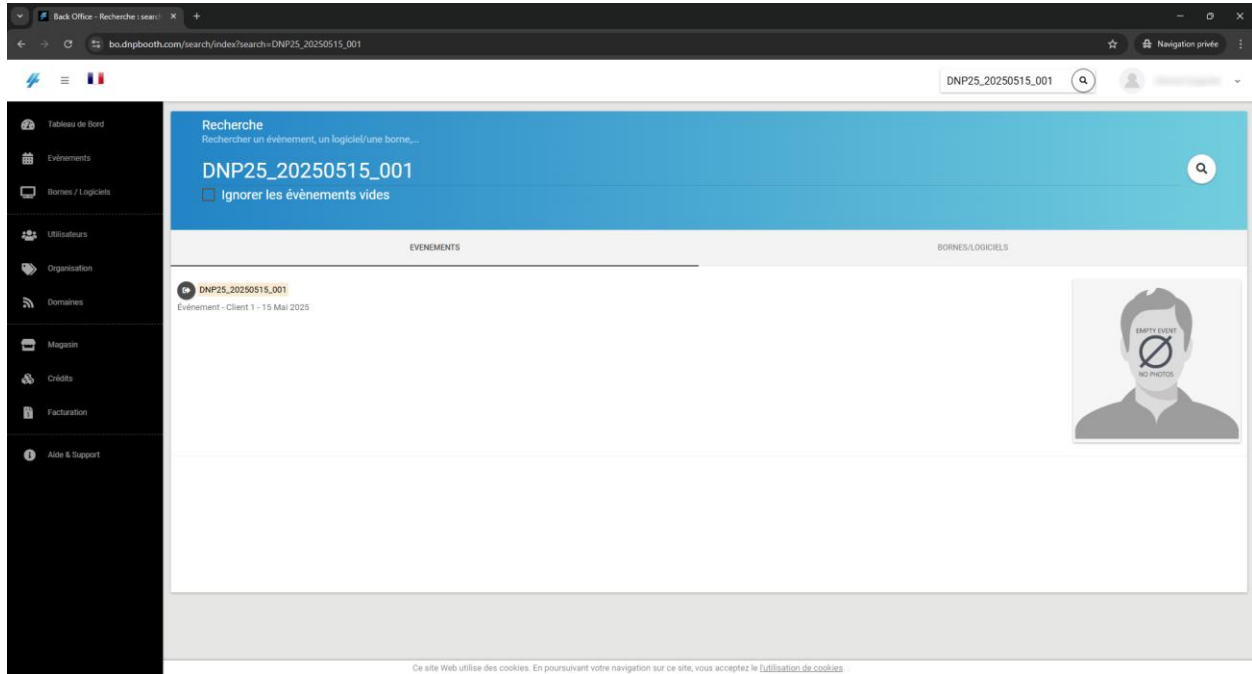
2.1.10 Help & Support

If you have any questions or need help with your events, you will be redirected to our dedicated documentation.

2.2 Search bar

The search bar allows you to access one of your specific events or terminals.
You can search by keyword or by entering an event or photo booth ID.





2.3 My profile

You can view all information related to your account here as well as view your account history.

