

DMT | DISCOVER MY TOWN

Customer User Guide

CUSTOMER USER GUIDE

English Operational Guide | V1.0 | PDF Edition

Document notice: This guide is a role-specific working draft adapted from DMT MASTER MANUAL 01 - 19. Actual Wix site menus, buttons, permissions, and payment flows must be verified before launch. Unconfirmed features and prices must not be presented as available.

1. How to Use DMT

Sign Up and Explore Local Content

1. Visit the DMT website and confirm your local area.
2. Select LOG IN to register or sign in.
3. Browse COMMUNITY, HOT DEALS, COUPONS, JOBS, BUSINESS, and EVENTS.

Redeem Coupons and Send Inquiries

1. Review the expiration date and terms on the coupon detail page.
2. Redeem using a QR code, mobile display, or printed coupon as permitted by the business.
3. On a HOME SERVICES business detail page, send an inquiry or quote request and verify the contact information.

Community Posts, Jobs, and Events

1. Select a category in COMMUNITY and create a post.
2. Review the APPLY instructions in JOBS and submit only the requested information.
3. Confirm the location, time, and registration link in EVENTS.

2. Related MASTER Operating Standards

MANUAL 01 | Membership, Business Listings & Featured Business

User flow | Sign up → create a business listing or Claim Profile → enter required information → verify ownership/contact → Operator approval → publication.

Business application | Enter business name, address, phone, website, category, operating details, and photos; separate public information from private contact details.

Featured | Distinguish standard listings from paid placements. Activate only after application, payment, slot allocation, and review.

Validation | Check duplicates and branches, block unauthorized edits, verify claim codes, and test mobile layouts.

MANUAL 02 | HOT DEALS

Submission | The business provides a title, description, image, discount/benefit, validity period, and quantity limits.

Display | HOME cards, the full listing, and detail pages must show consistent data from the same CMS source.

Featured | Track payment and review separately for paid Featured placements.

Validation | Automatically hide expired offers; verify images, detail links, and 320px/390px mobile views.

MANUAL 03 | DIGITAL COUPONS

Submission | Record coupon title, benefit, terms, start/end dates, business, image, and QR/coupon code.

Redemption | Customers use mobile display, QR scanning, or print only as approved by the advertiser.

Print integration | Printed coupons in the QR COUPON BOOK link to the corresponding online coupon detail page.

Validation | Check expiration, repeat-use rules, HOME/list/detail consistency, and QR destinations.

MANUAL 04 | JOBS

Submission | Record business, job title, location, work arrangement, compensation information, application method, and deadline.

Application | Review listing → publish → APPLY button → deliver applicant information → business confirmation.

Featured | Manage paid priority placement as a separate advertising product.

Validation | Test applicant-data permissions, expired listing removal, buttons, and mobile layout.

MANUAL 05 | EVENTS

Submission | Record event title, date/time, location, organizer, description, image, and registration/external link.

Workflow | Submit → review → publish → archive or hide after the event.

Featured | Manage paid event exposure with separate advertising approval and dates.

Validation | Check time zones, schedule changes, cancellation notices, and mobile links.

MANUAL 08 | COMMUNITY

Categories | Ask & Recommend / Local News & Updates / Buy - Sell - Give Away / Neighborhood & Community / Lost & Found.

Posting flow | Member writes → selects category → Operator approval when required → publish → report/edit/delete.

Policy | Restrict spam, scams, discrimination, and exposure of personal data; retain reports and appeals.

MANUAL 09 | HOME SERVICES

Structure | Connect 16 HOME SERVICES subcategories to the local business directory.

Inquiries | Category → business detail → inquiry/quote request → business receives → reply/status tracking.

Validation | Verify every category link, contact details, ownership, inquiry alerts, and mobile views.

3. Pre-Launch Checklist

- ☐ Member login and privacy-policy notice
- ☐ Coupon QR codes and validity dates display correctly
- ☐ APPLY and inquiry delivery tested
- ☐ Report, edit, and delete paths explained
- ☐ Mobile layouts tested

4. Notes and Unconfirmed Items

- Final button labels for applications, posts, and approvals will be documented after site QA.
- Only authorized recipients may access customer personal data and applications.

Final release: HQ approval → Wix QA for the relevant City → add verified screen paths and images → distribute to users.