



**USER GUIDE** 

**POWERED BY: IDIALOGUE** 

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# Launch Application

Note 1: Prompt will be displayed for Camera access and Contact access permission

#### ► Steps

1. Tap OK button

CollaborApp	CollaborApp
Sign in Register	Sign In Register
Image: CollaborApp" Would Like to Access the Camera         Allow CollaborApp to use your camera         Don't Allow	"CollaborApp" Would Like to Access Your Contacts         Allow CollaborApp to access your contacts         Don't Allow    OK

# Login

Assumption User is already registered

#### ► Steps

- 1. Enter Email Address
- 2. Enter Password
- 3. Tap Login button

Steps if the user is an added contact

- 1. Access Email
- 2. Login via temporary password

Collab	orApp
Sign In	Register
Email	
Password	ogin
Forgot	Password

# Register

Assumption The user has already launched the app

#### ► Steps

- 1. Slide from Login screen to Register screen tab
- 2. Enter information on fields
- 3. Tap Save button

Note 2: Household will be created in Salesforce

CollaborApp	CollaborApp Sign In Register				
Sign In Register	collaborapptest+parent56@gmail.com				
Email					
Password					
Re-enter Password	Andrew				
First Name	Fields				
Last Name	Register				
Register	q w e r t y u i o p				
	asdfghjkl				
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	123 space return				

## Onboarding

Note 3: Household will be created in Salesforce

#### ► Steps

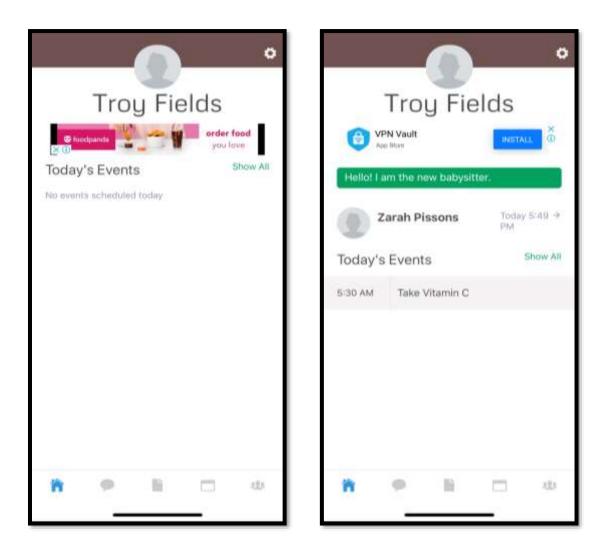
- 1. Enter Consumer Details
- 2. Tap profile picture icon to launch camera and snap a picture
- 3. Enter Assessment fields
- 4. Click Save

#### Note 4: Consumer will be created in Salesforce Contact

Consumer Onboarding	Consumer Onboarding
Consumer Information	Wish Birth Date Wish Birth Date
Last name	
Birth Date January 01, 2000	Cc
Male	Ge
Profile Picture	De
Consumer Assessment	0
Behavioral Protocol	
Dietary needs	Special Instructions
Likes and interest	Save
Dislikes/escalators	
Special Instructions	

#### Homescreen

- Note 5: Upon saving Onboarding details, system will redirect user to Homescreen. On first time view, <u>latest message</u>, and <u>Today's event</u> won't be displayed yet.
- Once there are messages and events already available, latest message, and Today's event will be shown on Homescreen as well.



## Update Consumer Details

- Assumption: User is currently viewing Homescreen
- ► Steps
  - 1. Tap gear icon from the upper right corner of screen to view Settings
  - 2. Tap Update Consumer Details
  - 3. Update details, and Save

← Settings	Cancel Update Consumer Details Save
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Upate Consumer Details	Consumer Information
Terms and Conditions	Troy
Privacy Statement	Fields
Contact and Support	Birth Date June 05, 2020
Logout	Male
Consumers	Profile Picture
Andrew Fields Household	Consumer Assessment
	Positive Reinforcement
	Vegetarian
CollaborApp <sup>164</sup> is a registered trademark of integrative Solution Services LLC	Nature, Basketball
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#### Settings

Note 6: On Settings, apart from Update Consumer details, user may also

- 1. View Terms and Conditions
- 2. View Privacy Statement
- 3. View Contact and Support
- 4. View Other Consumers- for multiroom experience

Note 7: On Settings, user may also Logout

- Steps
  - 1. Tap the Gear icon
  - 2. Tap the desired screen to view

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Andrew Fields Household			Andrew	Fields H	ousehold		
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## Messaging

Note 8: For MVP, only group messaging is available

#### Steps

- 1. Tap Messaging Icon
- 2. Enter a message
- 3. Tap send

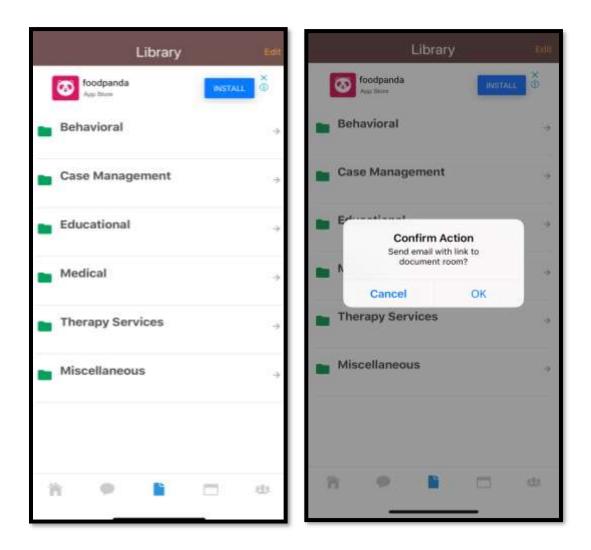


### Library – Add File

Note 9: Only an admin can upload files

#### ► Steps

- 1. Tap on Edit link
- 2. Tap OK to confirm action



Powered By: Dialogue

3. Open Email to access Document Room Access link



4. Click on the link



- 5. Choose the folder, tap Upload Document or simply drop the file to upload
  - e.g. Publishing to Appstore.pdf

on Behavioral Folder

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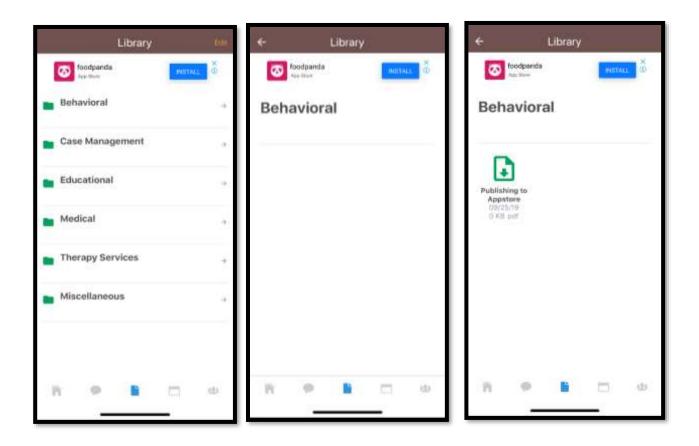


### Library – View File



- 1. Tap Library
- 2. Tap Folder (e.g. Behavioral)
- 3. Click on File

Note 10: If file has just been uploaded, pull the screen from top to bottom to refresh



# Calendar – Add Event

► Steps

Never

Daily

Weekdays

Weekly

Monthly

- 1. Tap Add link
- 2. Enter Event Detail

Note 11: Event may repeat

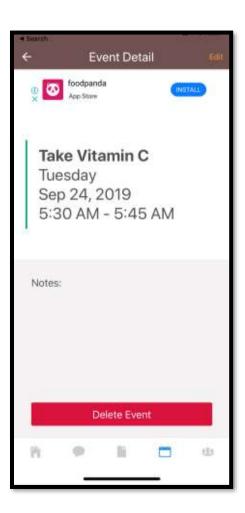
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Calendar – View Event Detail

► Steps

1. Tap Event from the list.

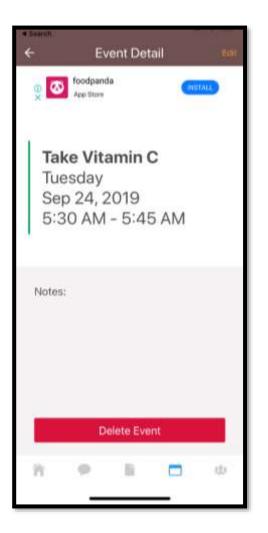
Note 12: User may Edit or Delete Event

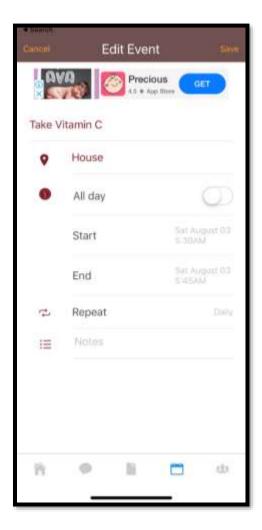


### Calendar – Edit Event



- 1. Tap Edit
- 2. Make necessary updates
- 3. Tap Save

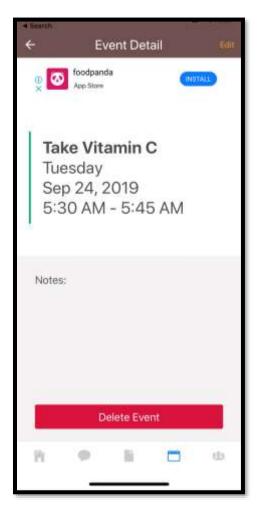




### Calendar – Delete Event

► Steps

- 1. Tap on specific Event
- 2. Tap Delete Event button



## Contacts – Add Contacts

► Steps

- 1. Tap on Add link
- 2. Search for the contact user wishes to add
- 3. Select Role
- Note 13: A collaborator on one household may be an Admin or Viewer on other households

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Current User - Administrator	Zarah Pissons	Collaborator O
		Administrator O
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### Contacts – Edit Contacts

Note 14: An admin can update its own details, and other contacts' details

#### ► Steps

- 1. Tap any contact
- 2. Make necessary update
- 3. Tap Save
- Note 15: An admin may freeze/ unfreeze contact.
- If a user's account is on-hold on a certain household, they may still log in to another household they're affiliated with

Cancel	Upd	ate Conta	act	Save
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### Multiroom Experience

- Note 15: User may log in to different households they're affiliated to. He may have a different role in each household
- Note 16: System will re-initialize and display Homescreen of another consumer once its name is tapped from the list
- Steps
  - 1. Tap gear icon to view Settings
  - 2. Scroll down to list of other consumers
  - 3. Tap the name of consumer

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Terms and	Condit	tions		
Privacy Sta	temen	t		
Contact an	d Supp	port		
Logout				
Consum	ers			
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