



INTEGRATIVE

SOLUTION SERVICES LLC

— CollaborApp —

USER GUIDE

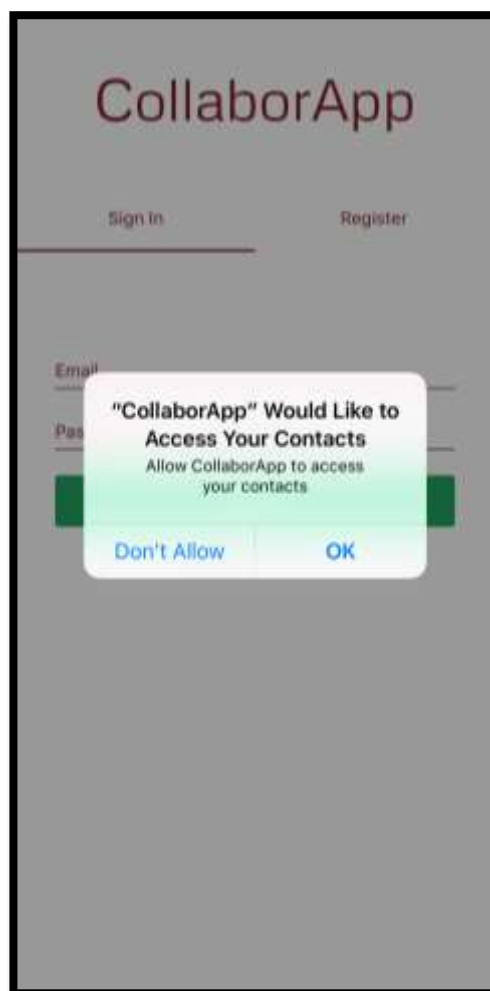
POWERED BY: IDIALOGUE

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Launch Application

- ▶ **Note 1:** Prompt will be displayed for Camera access and Contact access permission
- ▶ **Steps**
 1. Tap OK button



Login

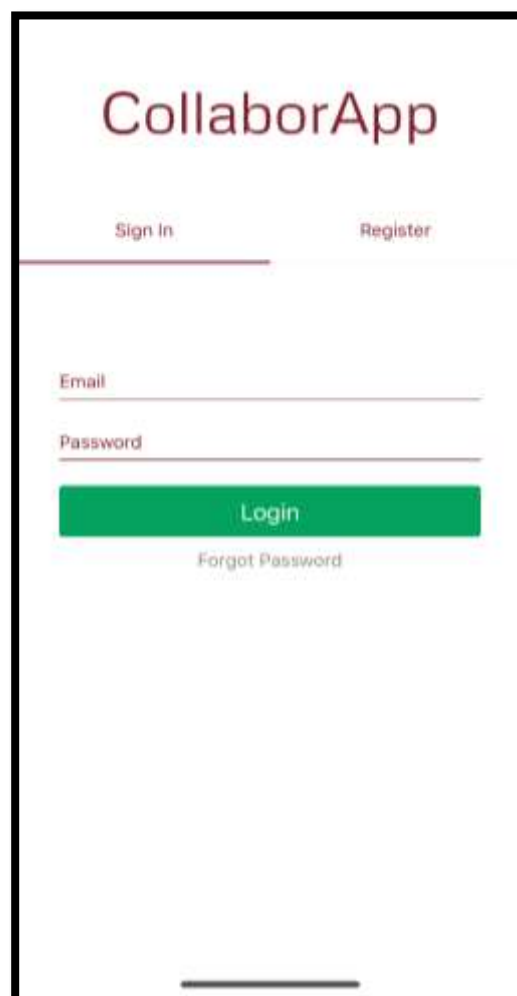
Assumption User is already registered

▶ 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



CollaborApp

Sign In Register

Email

Password

Login

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

The image displays two screenshots of the CollaborApp registration interface. The left screenshot shows the 'Register' tab selected, with fields for Email, Password, Re-enter Password, First Name, and Last Name, and a green 'Register' button. The right screenshot shows the same screen with a keyboard open, displaying the email 'collaborapptest+parent55@gmail.com', two masked password fields, and the first name 'Andrew'. A green 'Register' button is visible above the keyboard.

Onboarding

▶ Note 3: Household will be created in Salesforce

▶ Steps

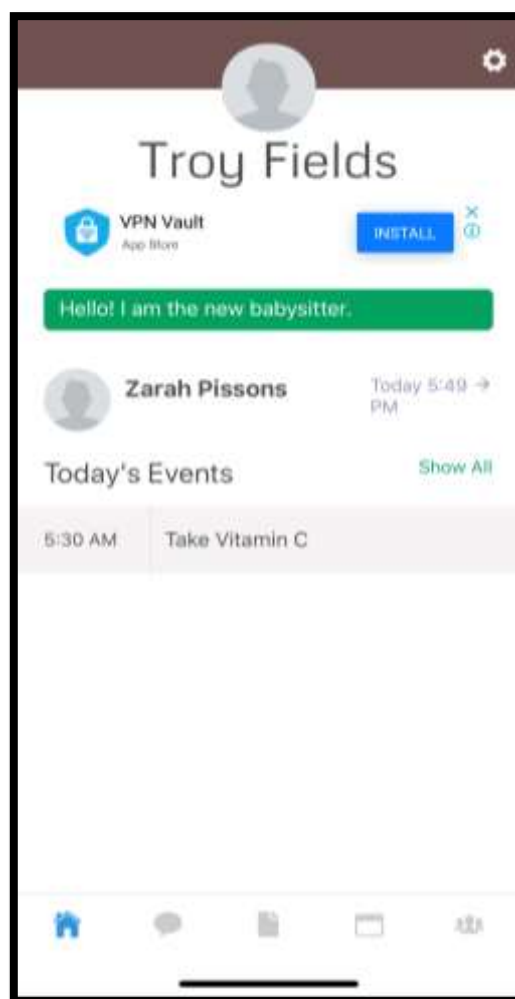
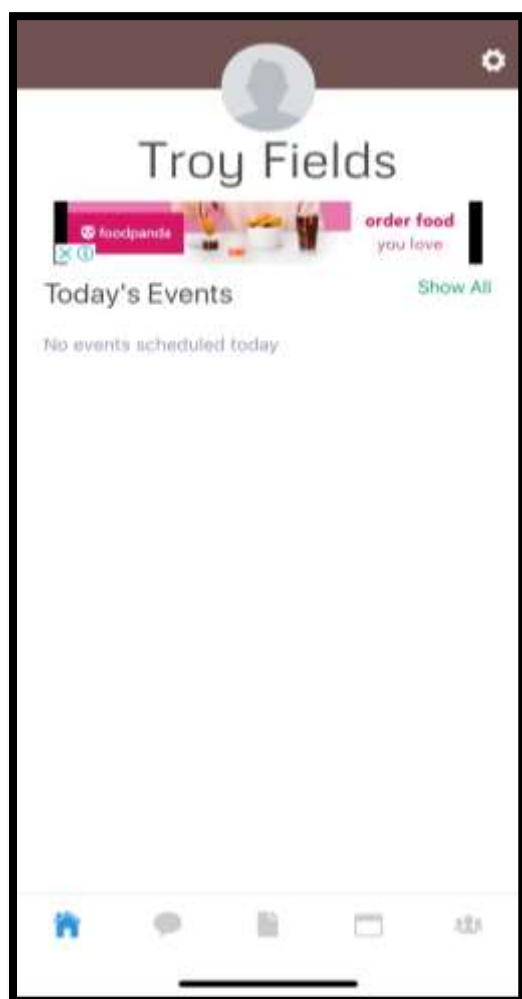
1. Enter Consumer Details
2. Tap profile picture icon to launch camera and snap a picture
3. Enter Assessment fields
4. Click Save

▶ Note 4: Consumer will be created in Salesforce Contact

The image displays two screenshots of the 'Consumer Onboarding' app interface. The left screenshot shows the 'Consumer Information' section with fields for First name, Last name, Birth Date (January 01, 2000), and Male. Below this is the 'Profile Picture' section with a camera icon. The right screenshot shows the 'Consumer Assessment' section with fields for Behavioral Protocol, Dietary needs, Likes and interest, Dislikes/escalators, and Special Instructions. A camera icon is also visible in the top right corner of the assessment section.

Homescreen

- ▶ **Note 5:** Upon saving Onboarding details, system will redirect user to Homescreen. On first time view, latest message, and Today's event 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.

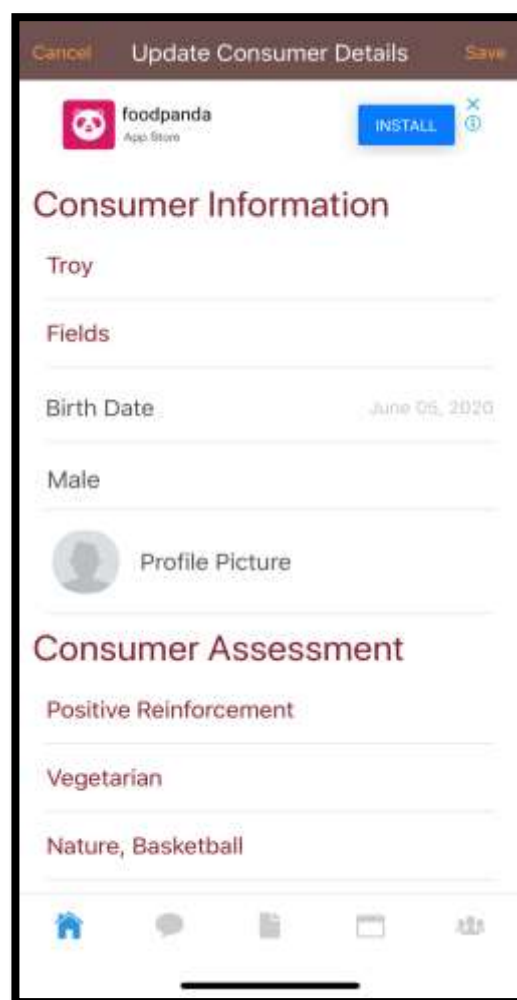
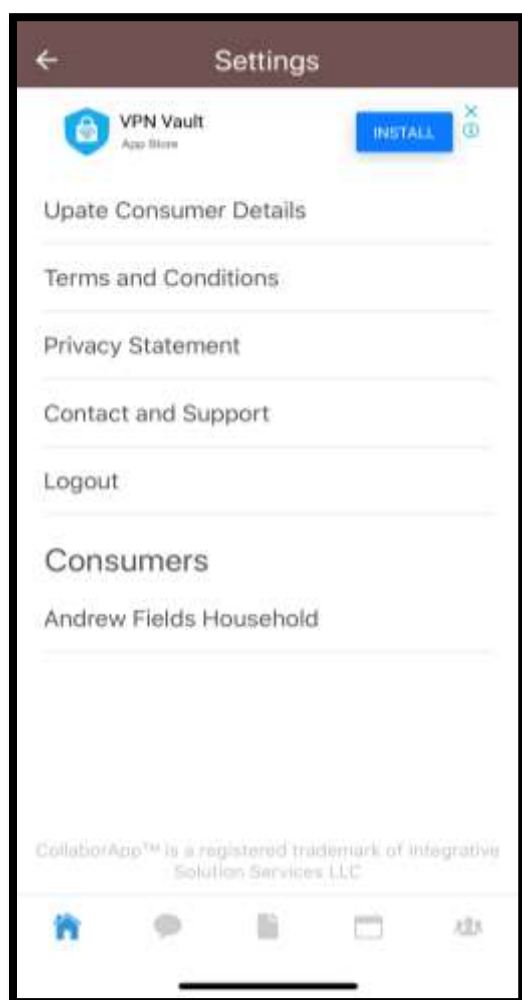


Update Consumer Details

▶ **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

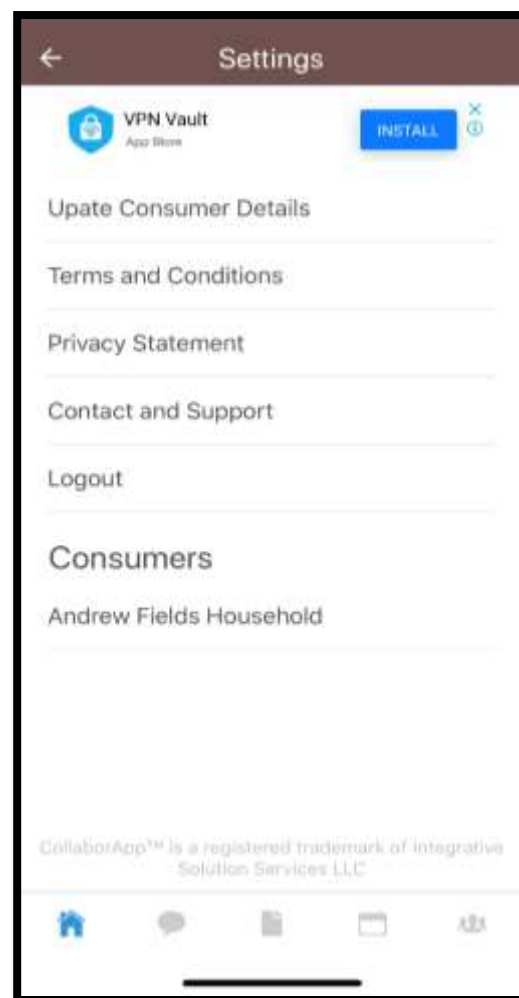
▶ Note 6: On Settings, apart from Update Consumer details, user may also

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



Messaging

▶ Note 8: For MVP, only group messaging is available

▶ Steps

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

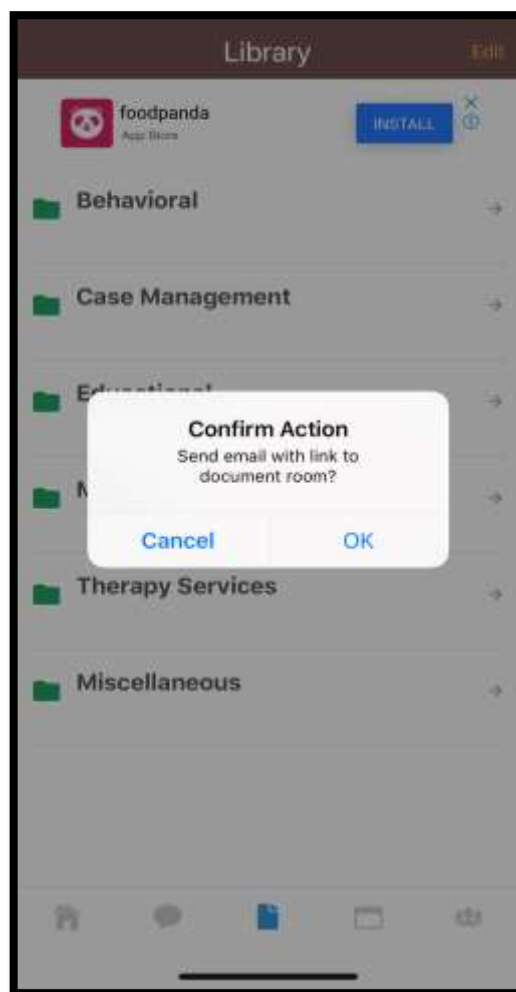
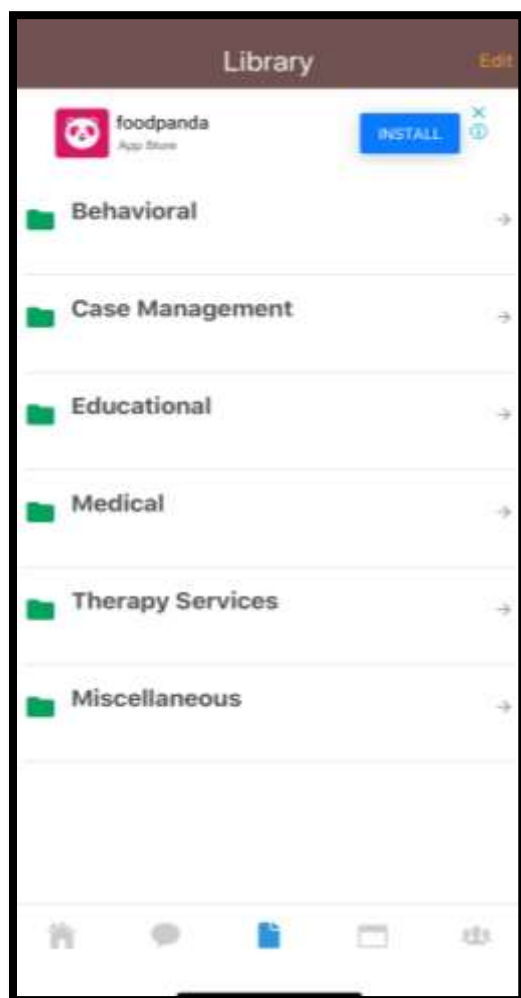


Library – Add File

▶ Note 9: Only an admin can upload files

▶ Steps

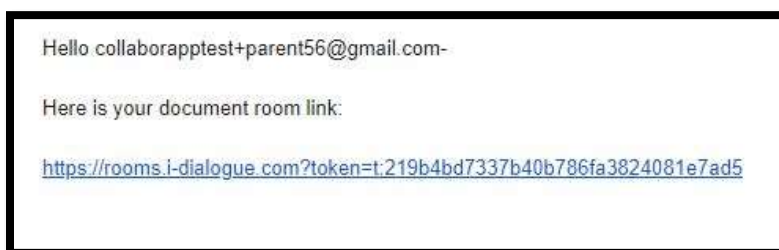
1. Tap on Edit link
2. Tap OK to confirm action



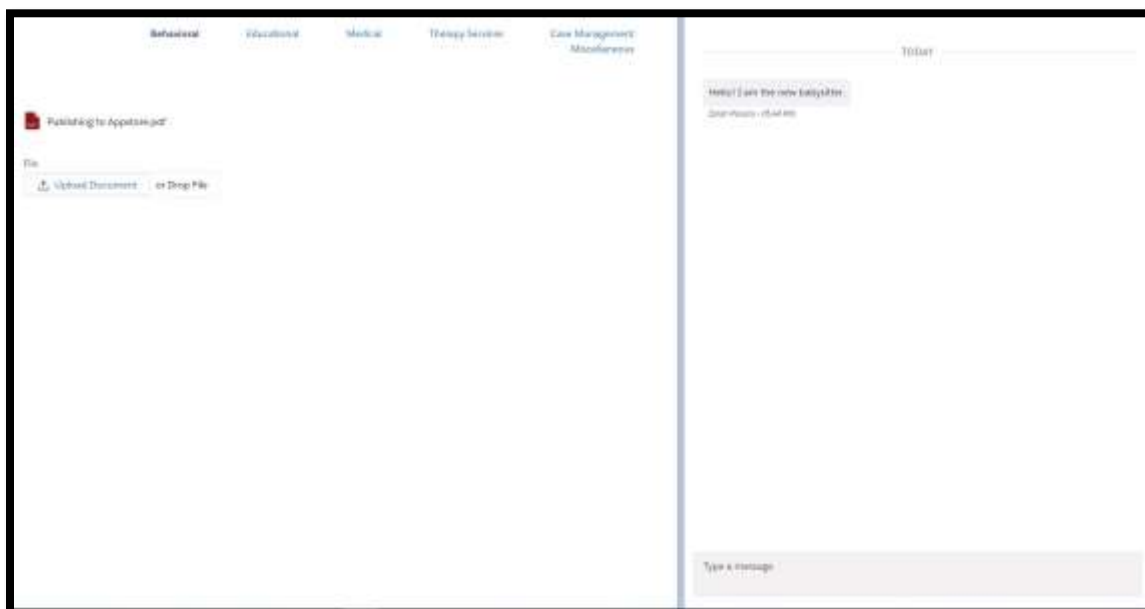
3. Open Email to access Document Room Access link



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

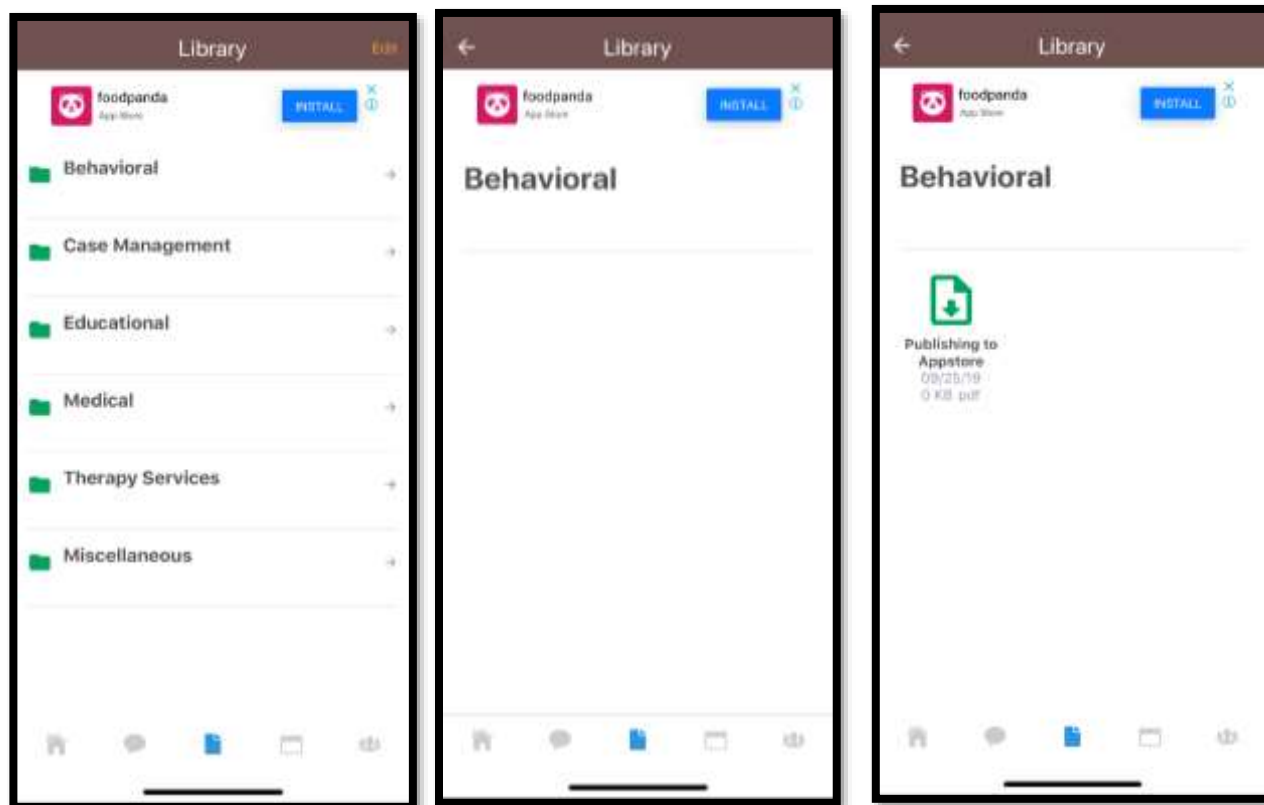


Library – View File

► Steps

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

1. Tap Add link
2. Enter Event Detail

► Note 11: Event may repeat

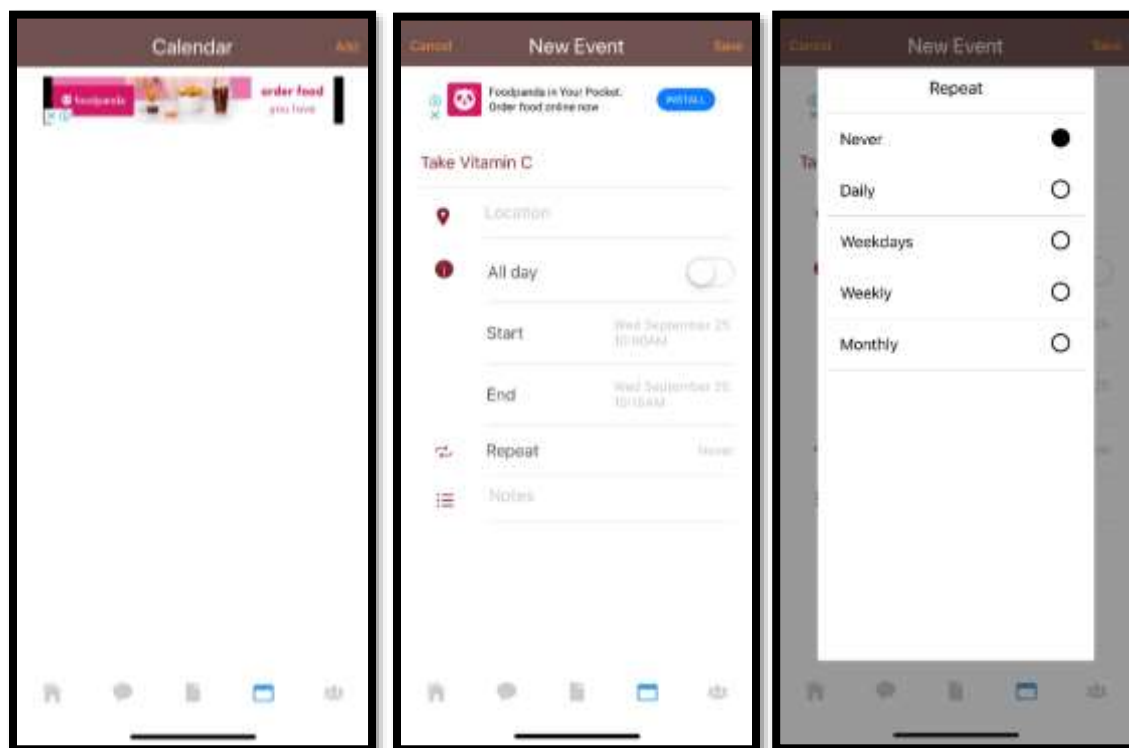
Never

Daily

Weekdays

Weekly

Monthly

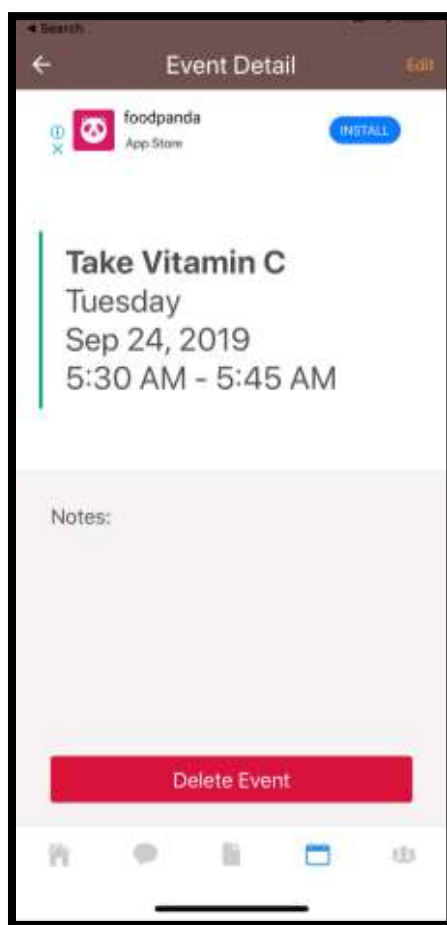


Calendar – View Event Detail

► Steps

1. Tap Event from the list.

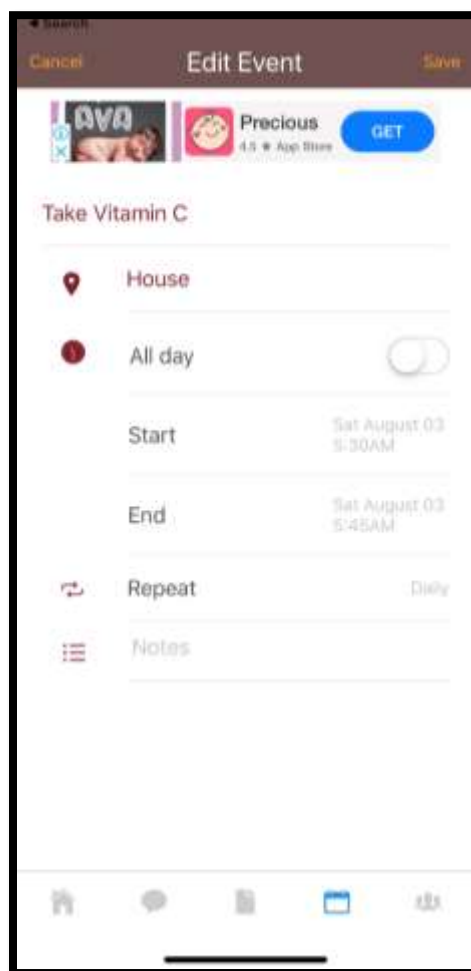
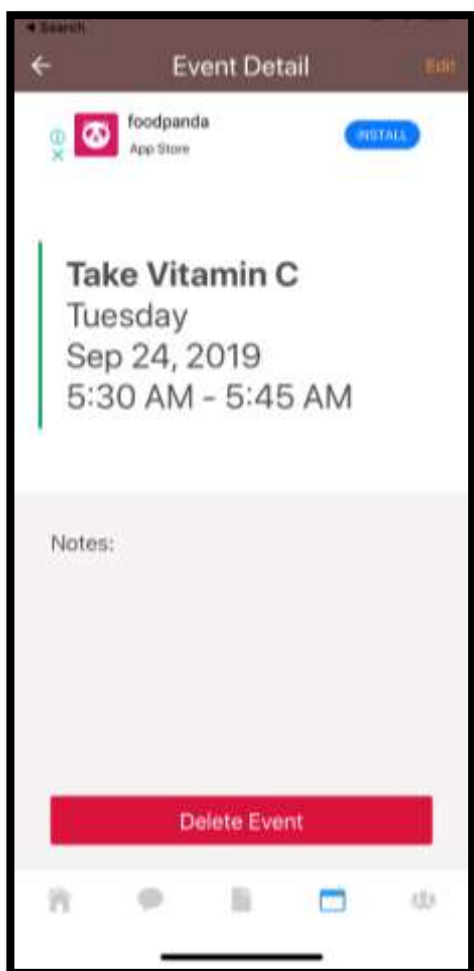
► Note 12: User may Edit or Delete Event



Calendar – Edit Event

► Steps

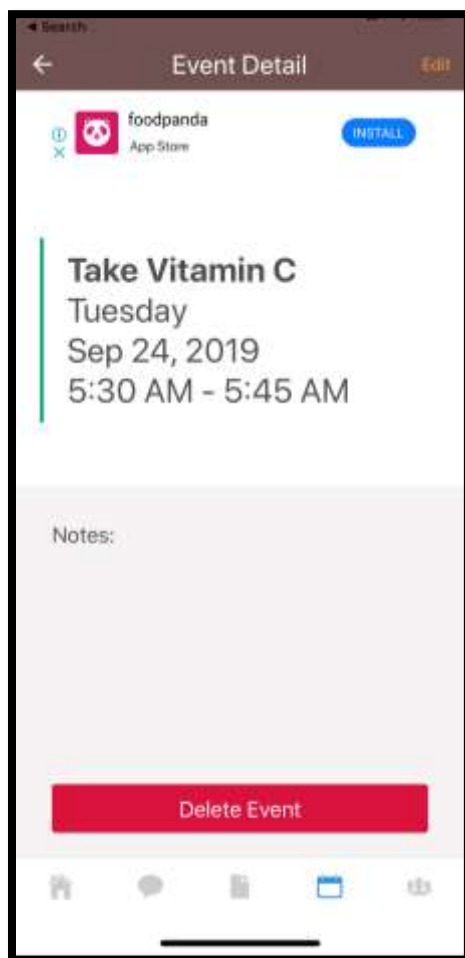
1. Tap Edit
2. Make necessary updates
3. Tap Save



Calendar – Delete Event

► Steps

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

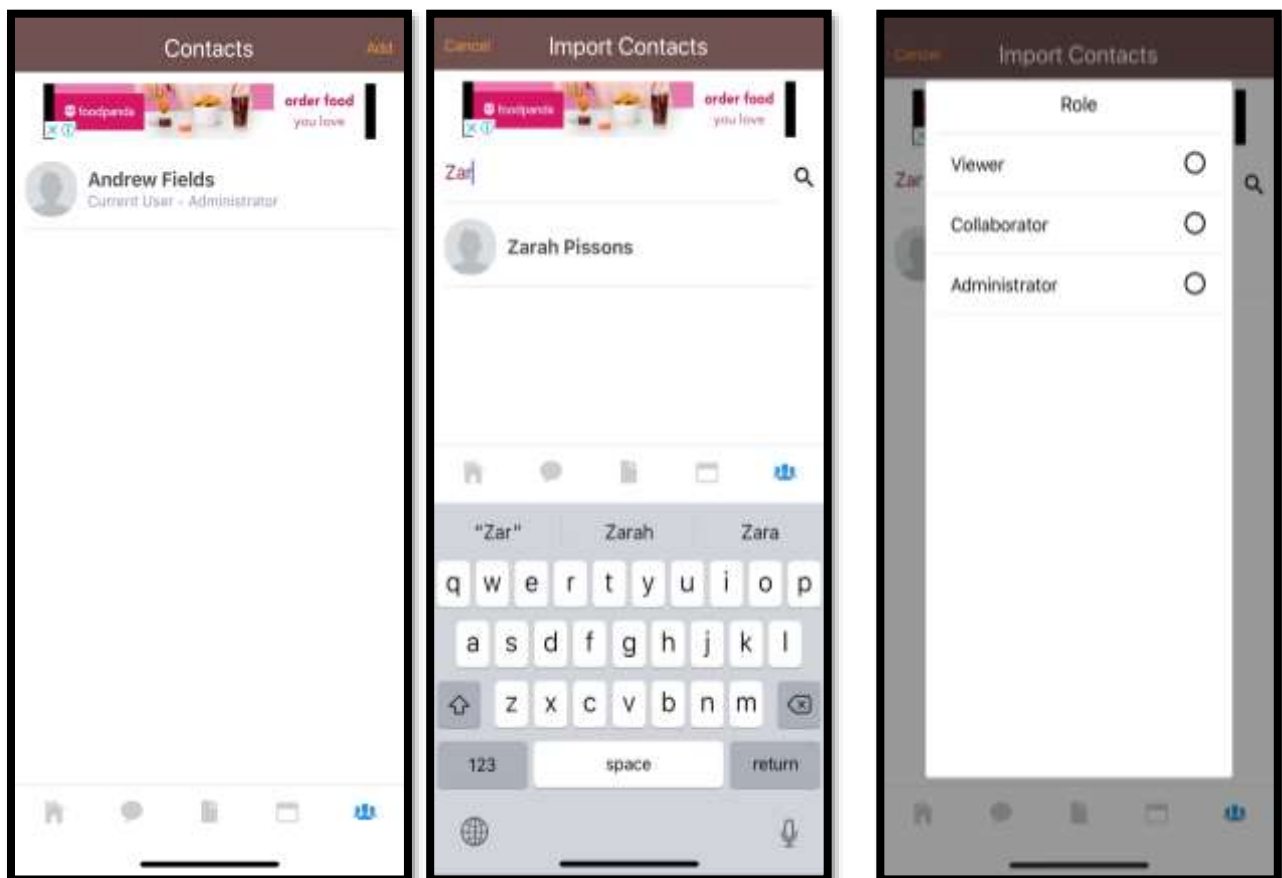


Contacts – Add Contacts

► 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



Contacts – Edit Contacts

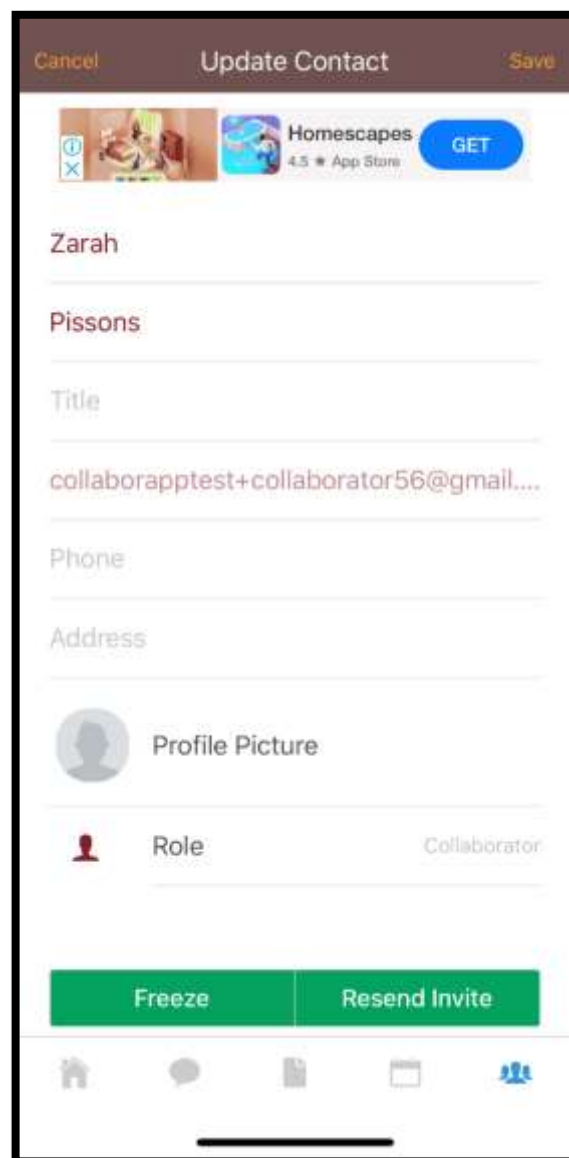
▶ **Note 14:** An admin can update its own details, and other contacts' details

▶ **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



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

