



Co-Care Online Community of Practice (OCOP)

A Practical guide

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Introduction to the OCoP

Welcome to Co-care project 'Online Community of Practice Practical Guide'. Online Community of Practice (OCoP) is web-based meeting and collaborative space where people interested in this project can find answers to their needs and/or help caregivers of those with Alzheimer's disease. In this space, you can explore different trends and topics in the areas of health, research and technology to create an ideal ecosystem and add value to the professional career. In addition, you may find resources, information and the opportunity to exchange opinions with like-minded people from the sector such as caregivers, scientists, researchers, students, teachers, technologists etc.

This space has similar outlook and functionality like many popular social media platforms such as Facebook. The key functionalities are listed below,

- Groups for specific topics
- Pages of information and guidelines on the use of the OCoP
- Personal profile
- Search
- Notification
- Chat function
- News
- Events

Registration

In order to access the community of practice space, first you must be a registered user of the website. To register, please go to -- <https://co-care.eu/en/register>

How to use this manual

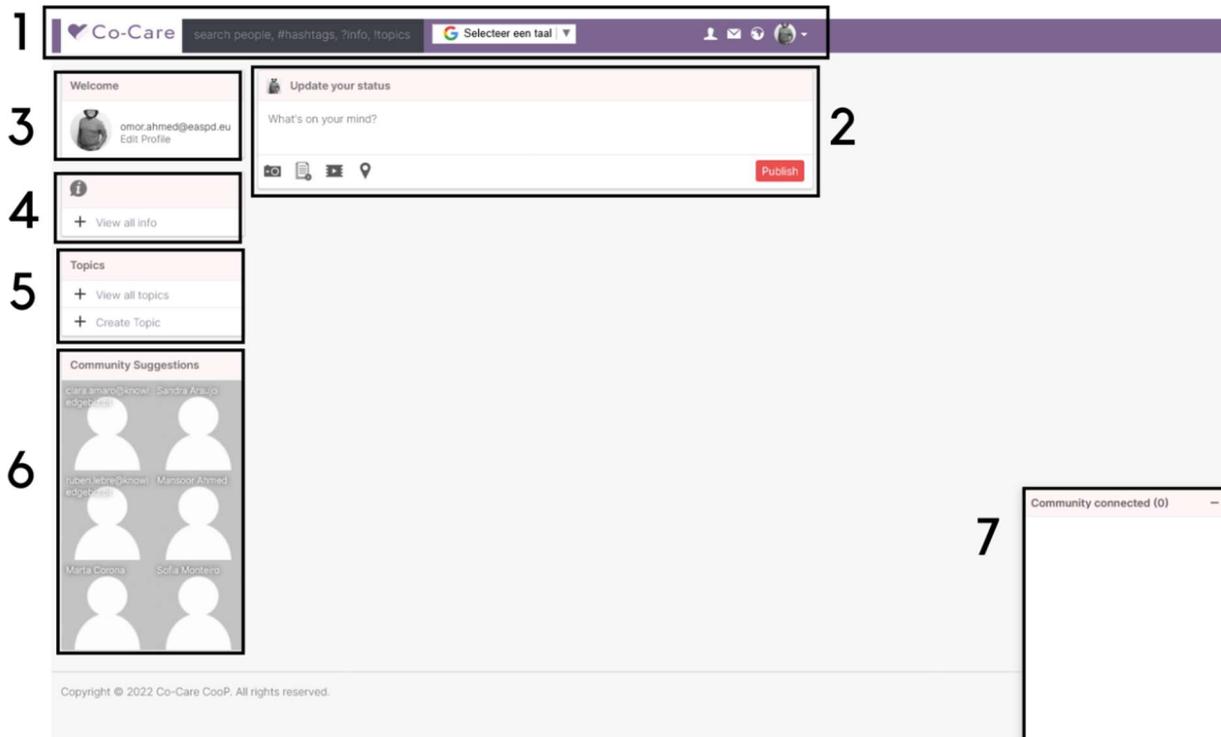
This practical guideline explains the key features of the online community of practice space and preliminary instructions to navigate. If you have any further queries, please contact -

The Home page

This is the main page where you will land. It has been designed in a similar style to tools that many people are familiar with. From the home page you can access all the options and parts of the OCoP. The main landing page has 7 main segment as illustrated in the screen short below. Being a common

They are –

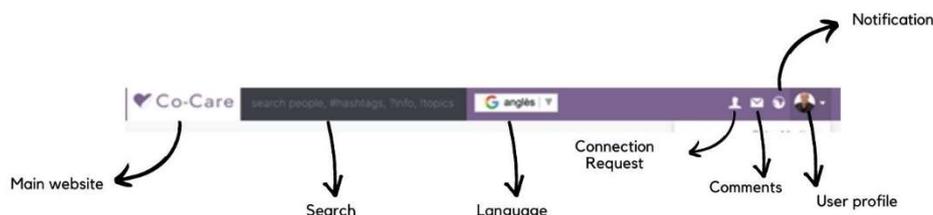
1. The purple bar
2. Status update
3. Edit profile
4. Information
5. Topics
6. Community dictionary
7. Chat



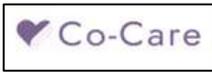
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1. The purple bar

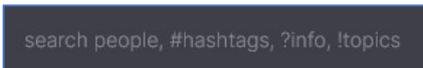
At the top of the main landing page, the vertical bar has some common features which will allow you to free surfing



Main website

By clicking in the logo of the project →  you can go back to the main website.

Search

This window →  allows you to search anything in the community space. The search result will appear in our timelines. You can search for people, groups and pages that you are interested in.

- To search for a topics use an exclamation mark before the name, for example: !Alzheimerssupport.
- To search for a people use her name of the page, for example: pere.
- To find activity related to keywords use # before the word, for example: #Alzheimers
- You can also use the # to search for words that have been entered via hashtags.

Language

By clicking in the icon →  you will be able to switch between the language available in the platform.

Connection request

By clicking in the icon →  you will be able to see the connection request from the other community members.

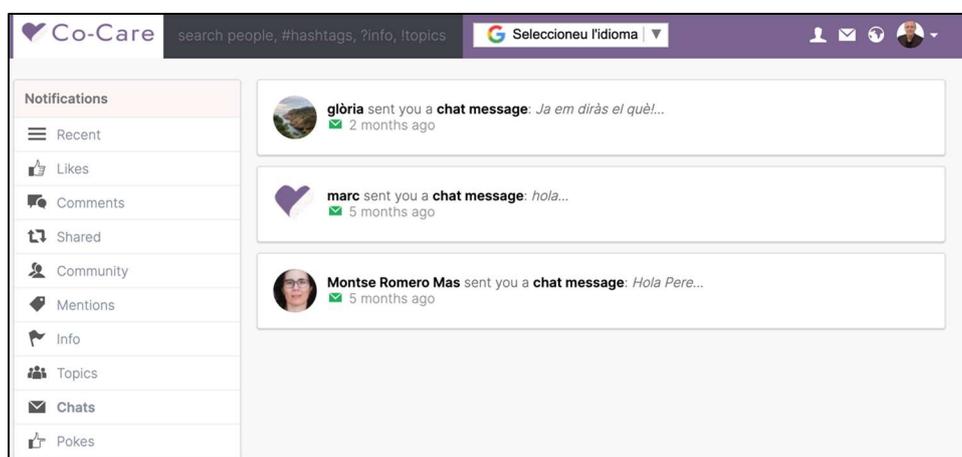
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Comments

By clicking in the icon →  you will be able to see the comments made by any community members in the area of topic you added to your list.

Notifications

By clicking in the icon →  you will be able to see all the notifications. If you wish, you can configure how you want to receive this information and can choose to receive notifications by email. You can also filter your notifications by type to see summary of those you have received. The notifications may pop up like the screenshot below –



User profile

By clicking in this icon →  you will land in your profile page which gives many features to discover the activities of the community.

At the top part of your profile you have options to directly access your news, your profile, your photos, your connected community and the groups you belong to.



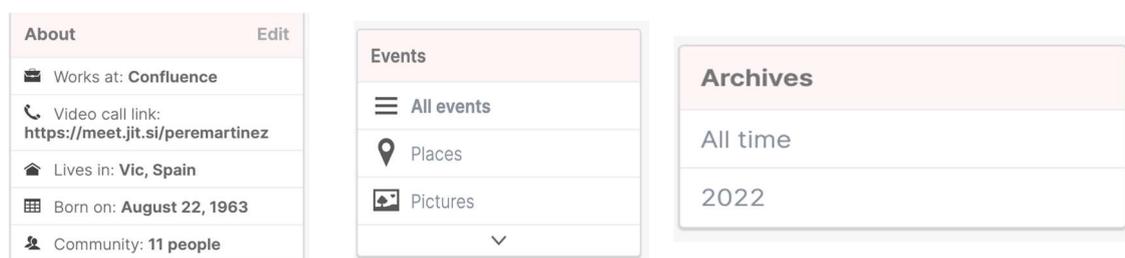
Quick shortcuts to
switch between tabs

Timeline

This tab will give you an overview of all your activities like posts, pictures and status you have shared.

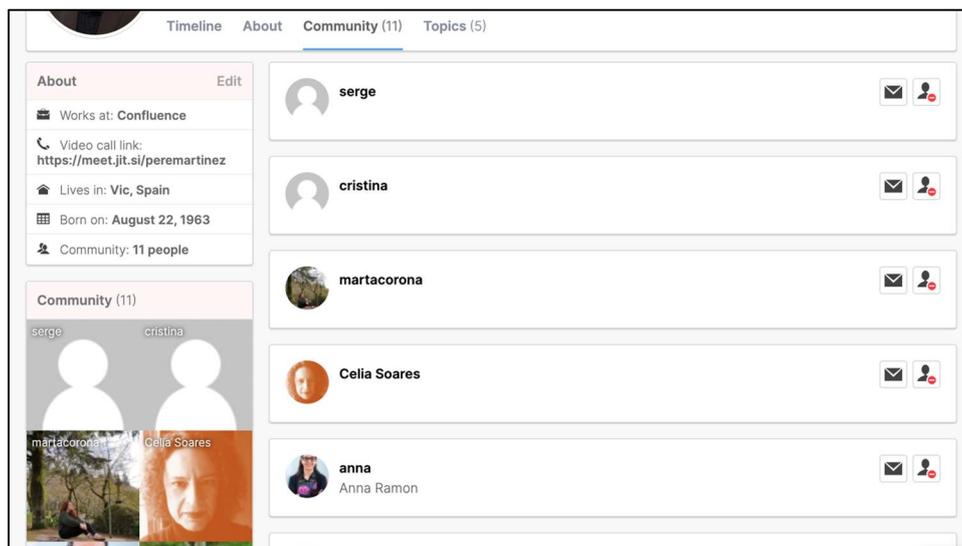
About

On the left side the 'About' window shows your profile data. Once you upload all your profile information. In addition you can see events, places, pictures news. As illustrated in the example screenshot below –

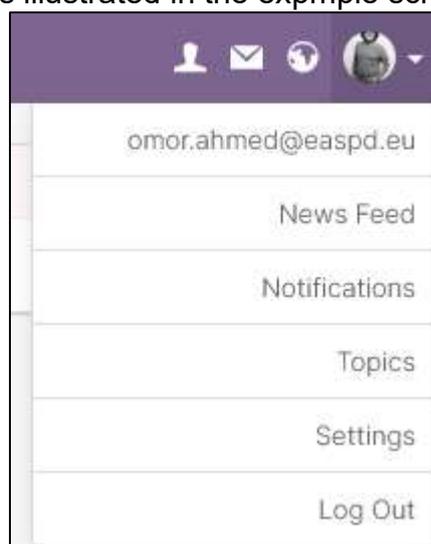


Community

You will be able to see the communities you joined as illustrated in the example screenshot below --



By clicking the icon →  You can also access the newsfeed, notification, topics, settings, and logout options as illustrated in the example screenshot below –



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2. The status update

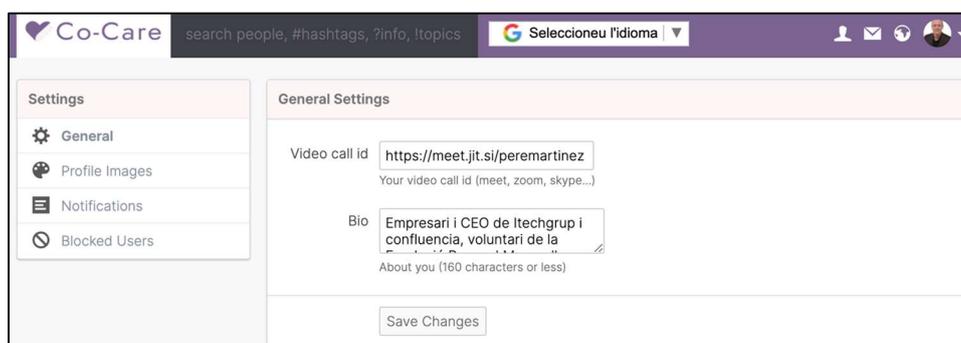
This status window will give you option to share a status, attach a picture, a document, a video and location based check-in. Simply, write down the status and then publish it.



3. Edit profile

You can edit you profile by adding Photo and background. You can add some words about yourself in the Bio section as well as your video chat address on platforms like Jitsi, Zoom, Webex, Teams, Skype etc.

You will also be able to change some the settings to make more personalized. A new page will come up once you click the edit profile button. Configure how you want to receive your notifications. You can also block another community user from seeing your activity if necessary. Request to be able to interact with other people in the community: this allows you to approve the contact. See the screen to below --



4. Information

By clicking in window you will be able to find only informative pages where you can comment, ask questions and/or share. These include:

- FAQs / Q&A
- Rules of good use of the OCoP.
- Community of Practice User Guide.

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See the screen shot below --

Search	
People	alzheimeravanzado Private Topic (1 members) Edit
Hashtags	
Topics	alzheimerosona Public Topic (1 members) Edit
Info	
	alzheimerportugal Public Topic (1 members) Edit
	mental_health Public Topic (2 members) Edit
	enfermedad Public Topic (1 members) Edit
	cuidar Public Topic (1 members) Edit
	europaan_legislation Public Topic (1 members) Edit
	uk_Legislation Public Topic (2 members) Edit
	legislación_españa Public Topic (1 members) Edit

Co-Care search people, #hashtags, ?info, /topics Seleccioneu idioma

+ View all info

Create Page

Name
The page name (will appear in URL)

Title
The page title (will appear on the page's title)

Category
The page category

Profile Image No s'h...p fitxer
The page profile image

Cover Image No s'h...p fitxer
The page cover image

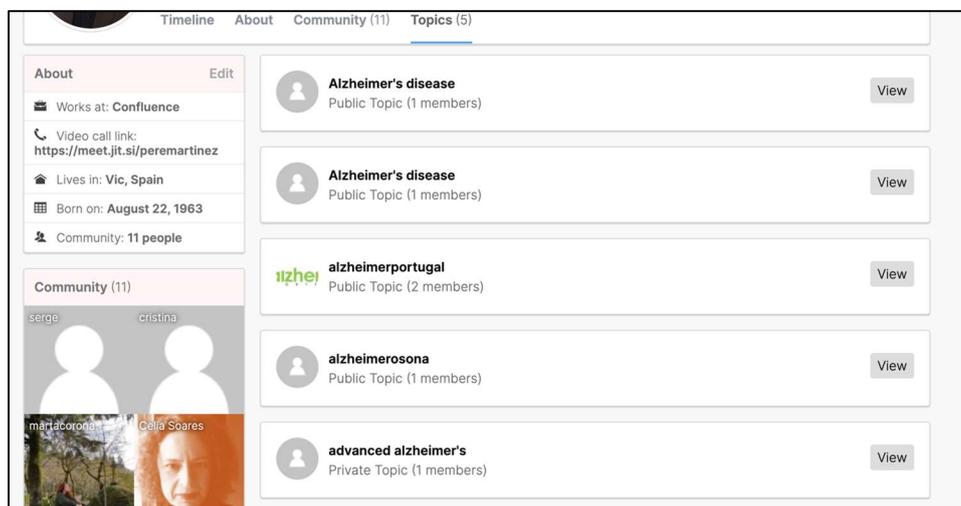
Description
The page description

Create Page

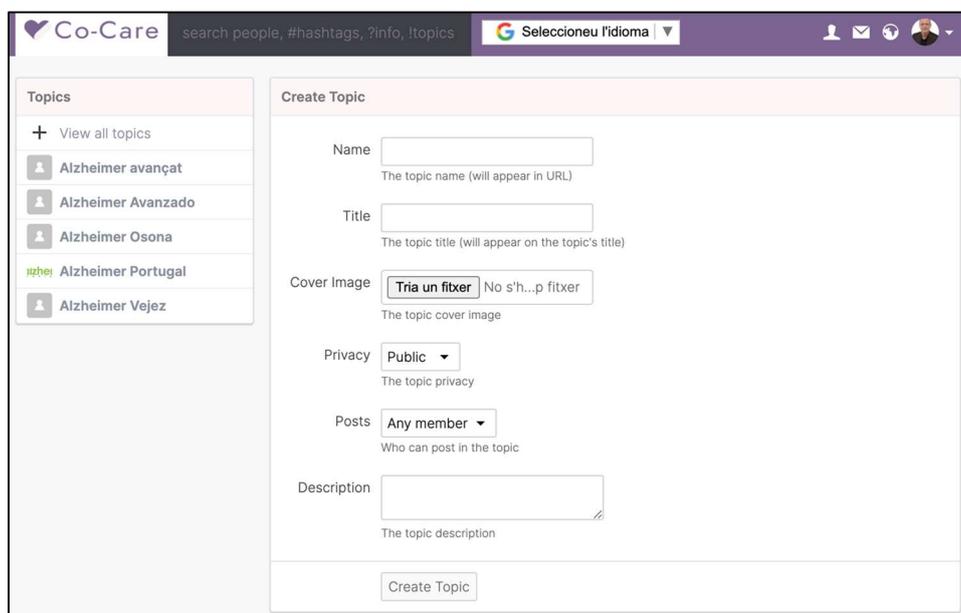
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5. Topics

You will be able to see the topic of your interest as illustrated in the example screenshot below --



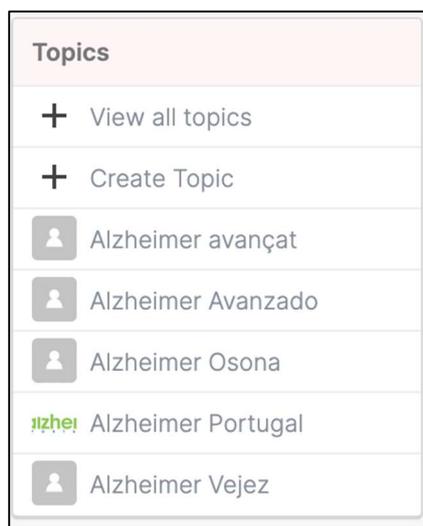
Create a topic -- This feature will allow you to create and share a topic with many detail information as needed. You can provide a name, a title, attach a cover image and discription. Feel free to post a relevant topic of your interest and follow the discussion . See the the illustrated in the screenshot below --



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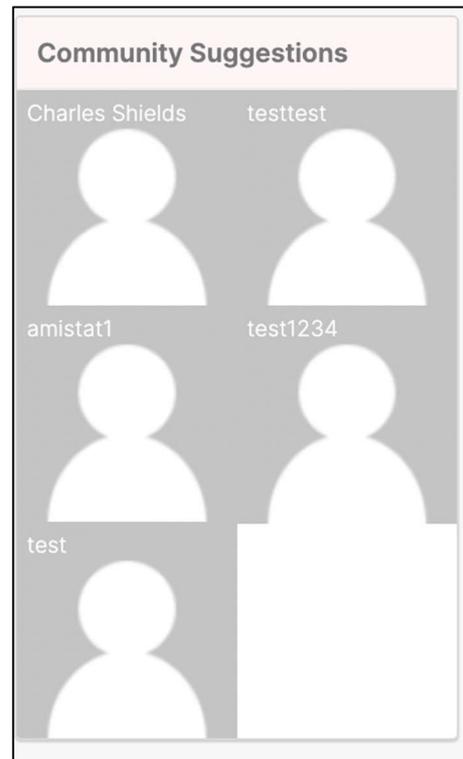
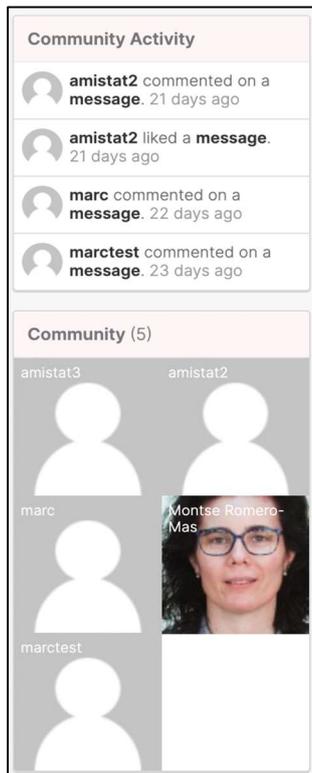


Choose a topic that interests you and click on it to form part of it. Once you do this, any information on this topic will appear on your timeline. You can stop being part of a group at any time. You can also create your own topic and lead it. See the the illustrated in the screenshot below --



6. Community Directory:

Here you will see all the people that make up the community, highlighting those you have accepted to be able to interact with directly.



7. Chat

By clicking in the window, you will be able to communicate with anyone in the community if you have accepted their request to be part of your connected community. See the screenshot below --

