



multi me



User Manual

Vs.2.01

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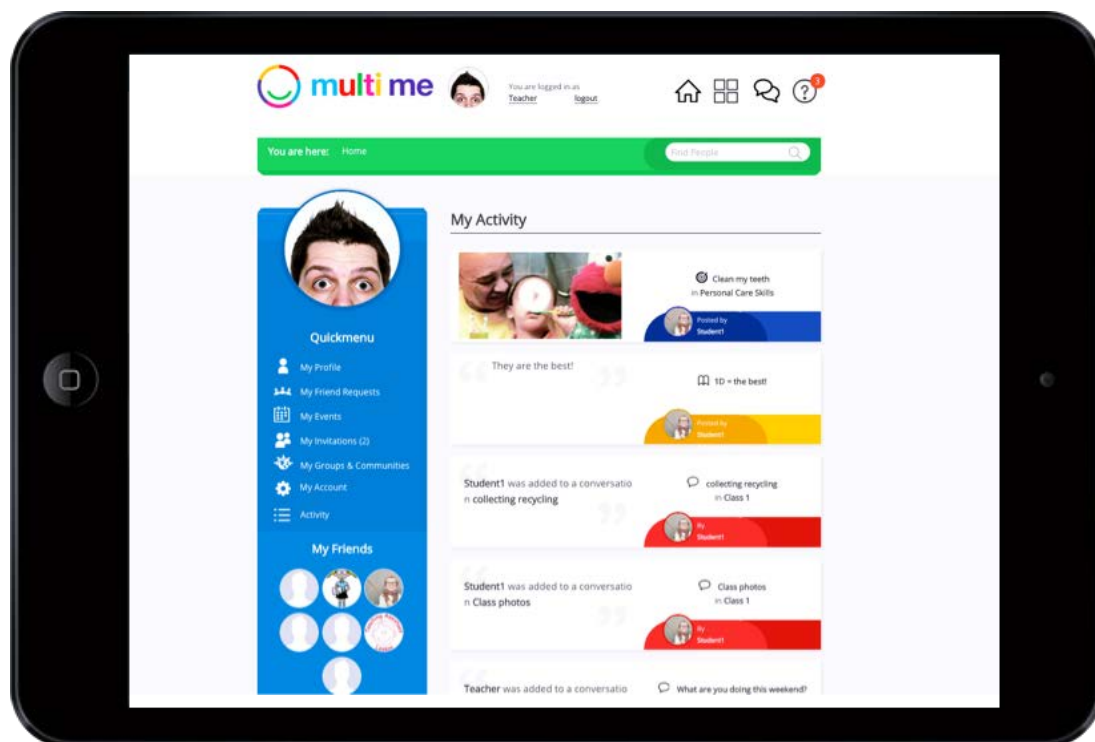
About Multi Me

Multi Me is a secure social network, multi-media communication platform and goal planning tool, created for people with learning disabilities and other vulnerable individuals. It is designed to help people communicate and become more in control of their lives with the help of their Multi Me Support Network.

The Multi Me platform is a social network with a difference. It provides a range of accessible, secure and multi-media based applications designed to empower individuals in their self-determination, independence and self-advocacy and to build around them communities of co-operation, listening and support. Multi Me is a uniquely secure social platform that has a range of safeguarding, and moderation features built in to enable the safe and happy participation of all its users.

- Multi Me is a secure social network on the Internet
- You can log in to your account with your username and password anywhere in the world using an Internet browser on any computer, smartphone or tablet device that is connected to the Internet.

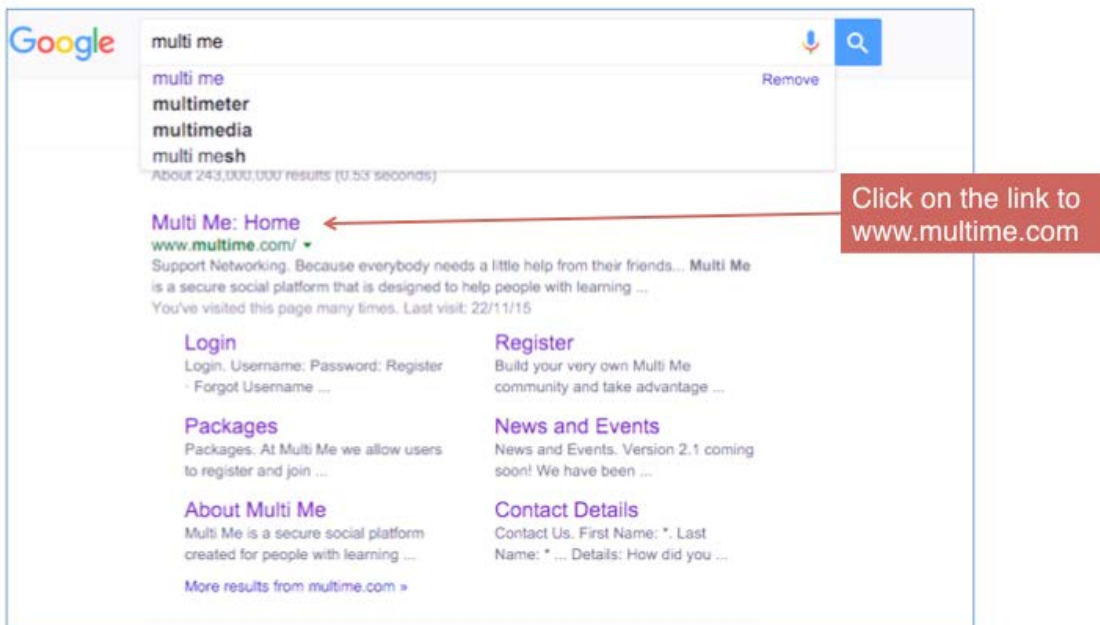
Multi Me is a social network which means you can interact with other Multi Me Users on the site. Multi Me is different from mainstream social networks because it is made up of small, ring-fenced and managed Communities of Users. Users have to create and build their own Multi Me Communities or join existing Communities in order to interact with others.



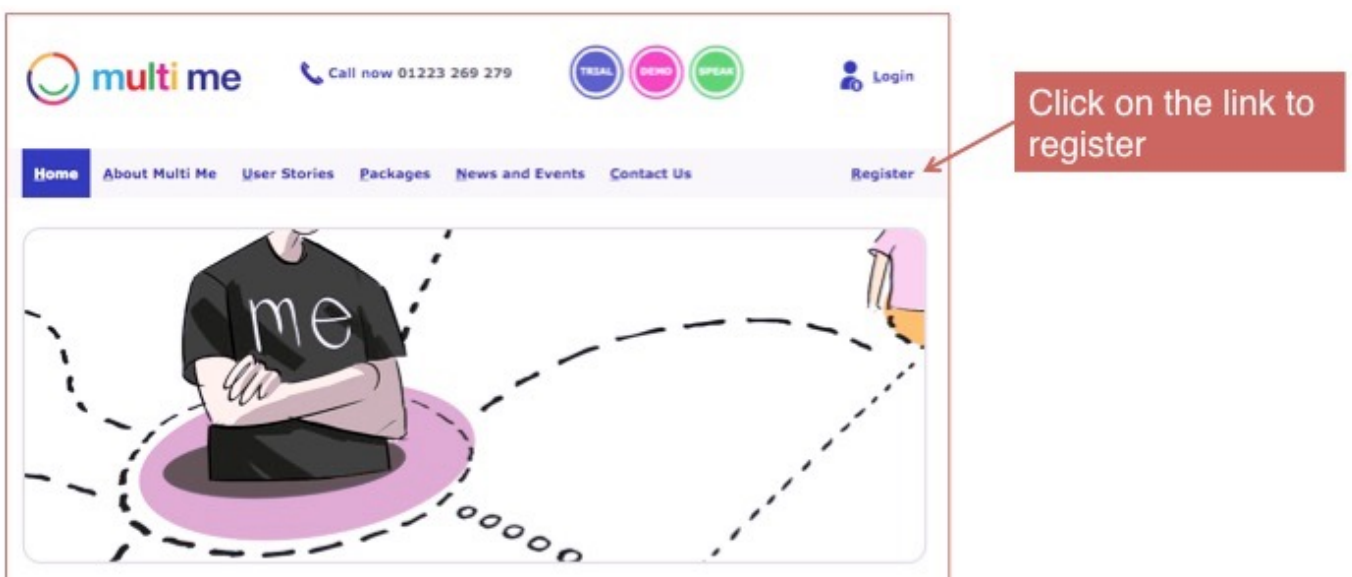
1. Registering for an account

To register for a Multi Me account and join an existing Community

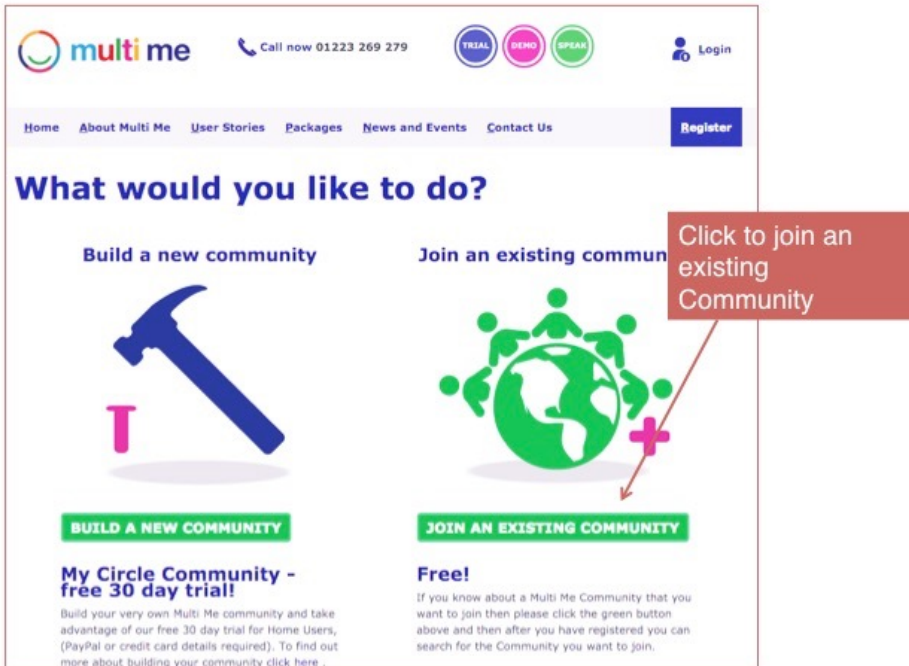
Step 1. Open up a web browser and using a search engine such as Google or Bing, search for 'multi me' or multime.com. The following link should come up. Click on the link to take you to the Home Page.



Step 2. Click on the link to register



Step 3. Click on 'Join an existing Community'




multi me Call now 01223 269 279 TRIAL DEMO SPEAK Login

Home About Multi Me User Stories Packages News and Events Contact Us Register

What would you like to do?

Build a new community




BUILD A NEW COMMUNITY

My Circle Community - free 30 day trial!

Build your very own Multi Me community and take advantage of our free 30 day trial for Home Users, (PayPal or credit card details required). To find out more about building your community click here .

Join an existing community



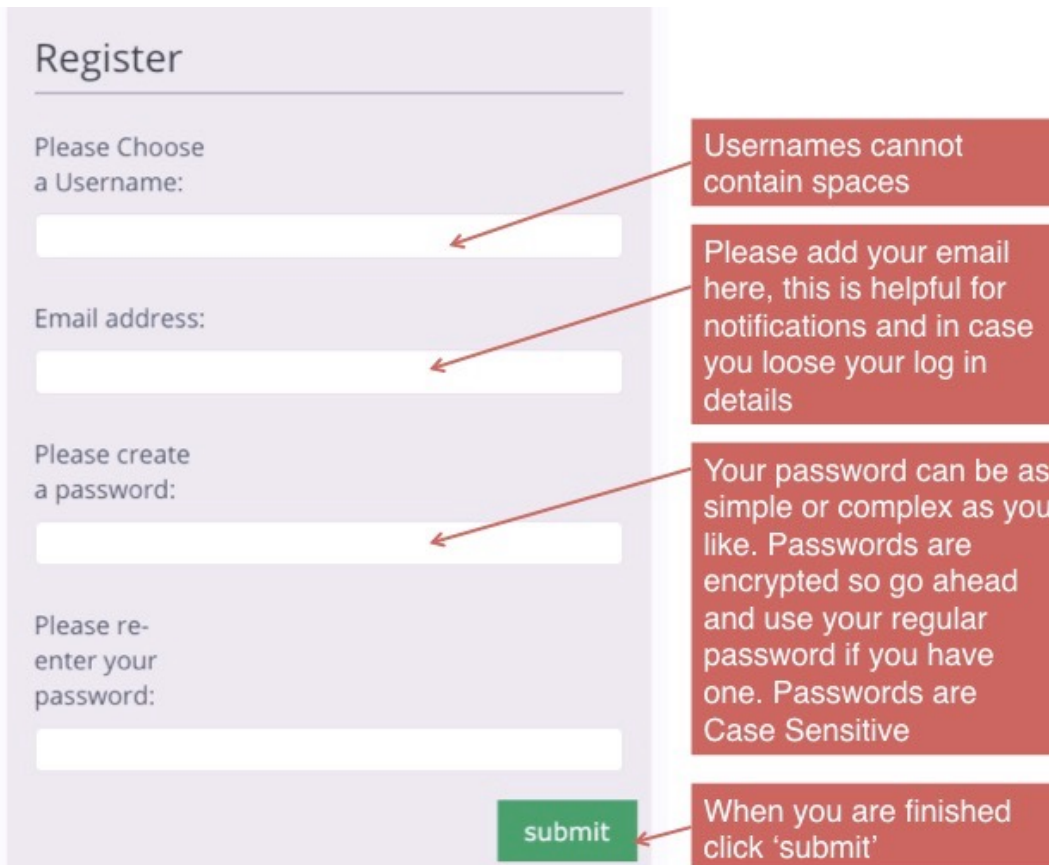
JOIN AN EXISTING COMMUNITY

Free!

If you know about a Multi Me Community that you want to join then please click the green button above and then after you have registered you can search for the Community you want to join.

Click to join an existing Community

Step 4. Add your details. You need to think up a username and password, common practice on Multi Me for usernames is to use your first name followed by your surname without a space in the middle such as this 'FredBloggs'. This way people can easily identify who you are. Click 'submit'



Register

Please Choose a Username:

Email address:

Please create a password:

Please re-enter your password:

submit

Usernames cannot contain spaces

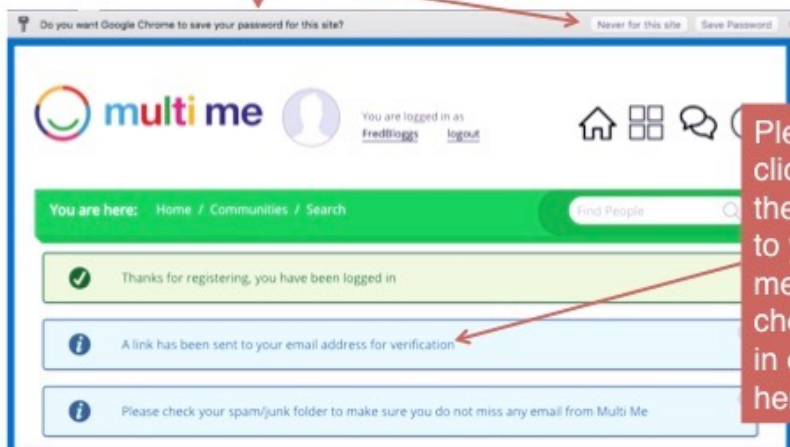
Please add your email here, this is helpful for notifications and in case you lose your log in details

Your password can be as simple or complex as you like. Passwords are encrypted so go ahead and use your regular password if you have one. Passwords are Case Sensitive

When you are finished click 'submit'

Step 5. Go to your email Inbox to check your email. Click on the email verification link sent from Multi Me and you have successfully registered your account!

Your browser may ask you if you want to save the password for this site. If its your personal device the that could be a good idea. If you are using a public device then do not let the device save your password

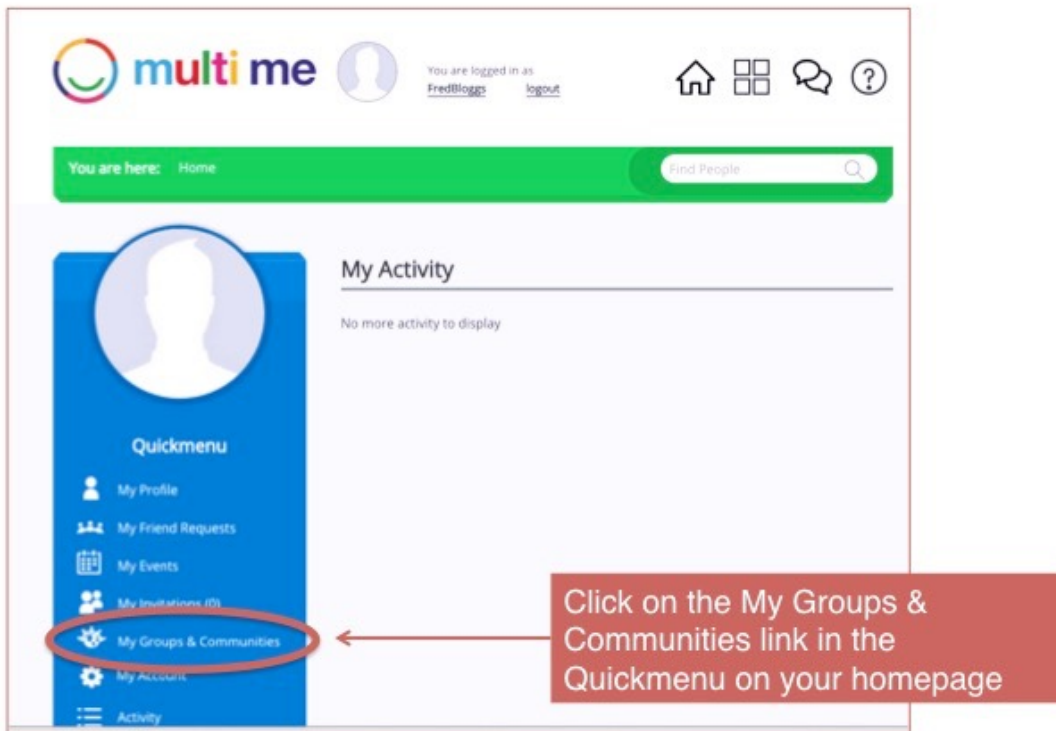


Please go to your email and click on the verification link in the email that has been sent to you. If you cannot find the message from Multi Me please check your spam/junk folders in case it has been filtered in here

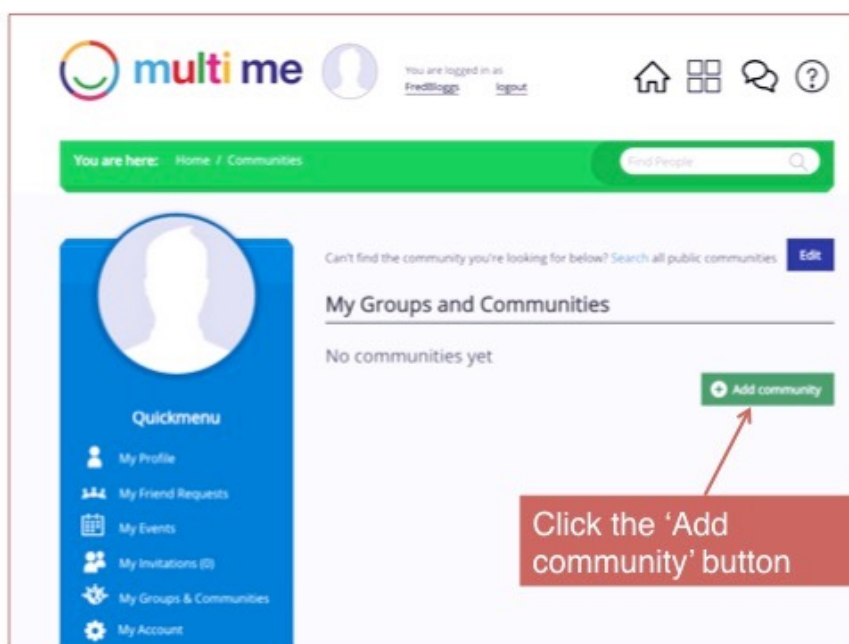
2. Finding and joining a Community

NOTE: If you are doing this directly from registering then please jump straight to **Step 4**.

Step 1. Click on the 'My Groups & Communities' link in the Quickmenu on your Homepage.



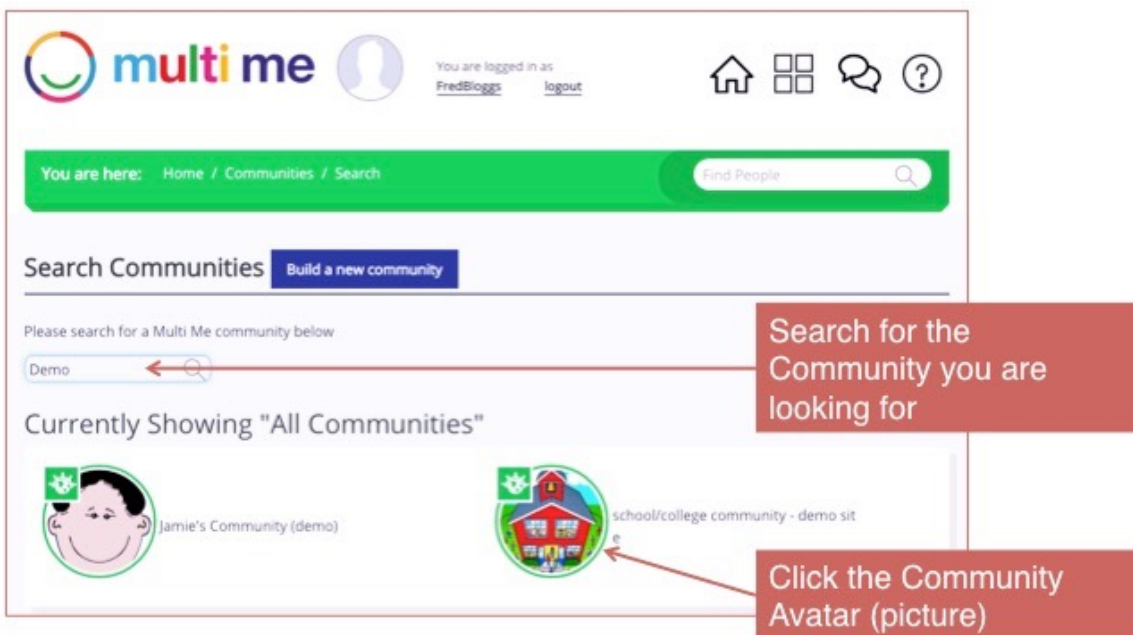
Step 2. On the Groups & Communities page click the 'add community' button



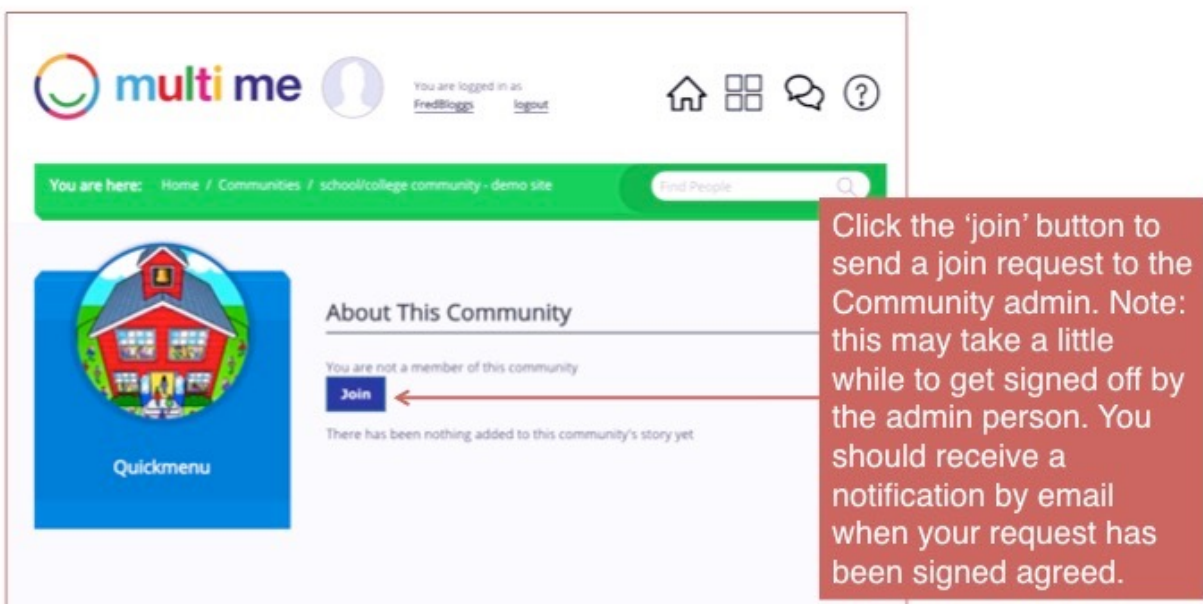
Step 3. Choose the 'search option' on the pop up.



Step 4. Search the Community/Communities you would like to join. Then click on the Community Avatar (picture) to open the Community 'About' page

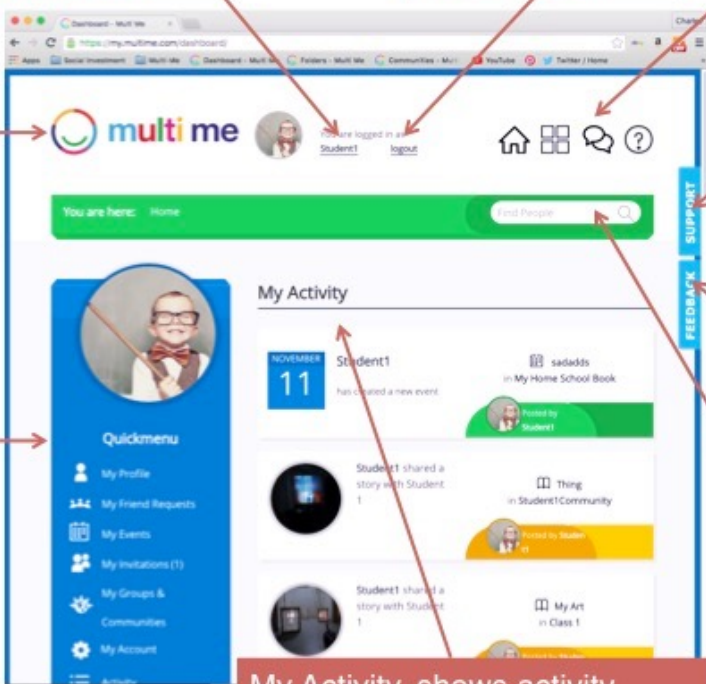


Step 5. Click the 'join' button to send a request to join to the Community Admin



3. Logging in for the first time - your user interface explained

Home Page



Clicking on your username opens your profile page

Link to log out of your account

Site main navigational items

Click on support tab to access FAQs and support materials

Click here to give us feedback

Search people in your Communities

My Activity, shows activity happening with me and my Groups & Communities

Quickmenu shows links to common options for any particular page

Clicking on the logo takes you home

You are here: Home

Send People

Quickmenu

- My Profile
- My Friend Requests
- My Events
- My Invitations (1)
- My Groups & Communities
- My Account
- Activity

NOVEMBER 11

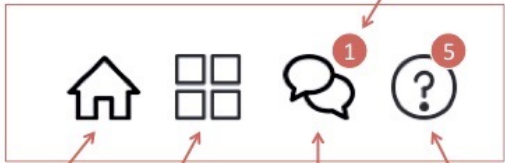
Student1 has created a new event in My Home School Book

Student1 shared a story with Student 1 in Student1 Community

Student1 shared a story with Student 1 in Class 1

FEEDBACK SUPPORT

Main Navigation



Notification number count

Home

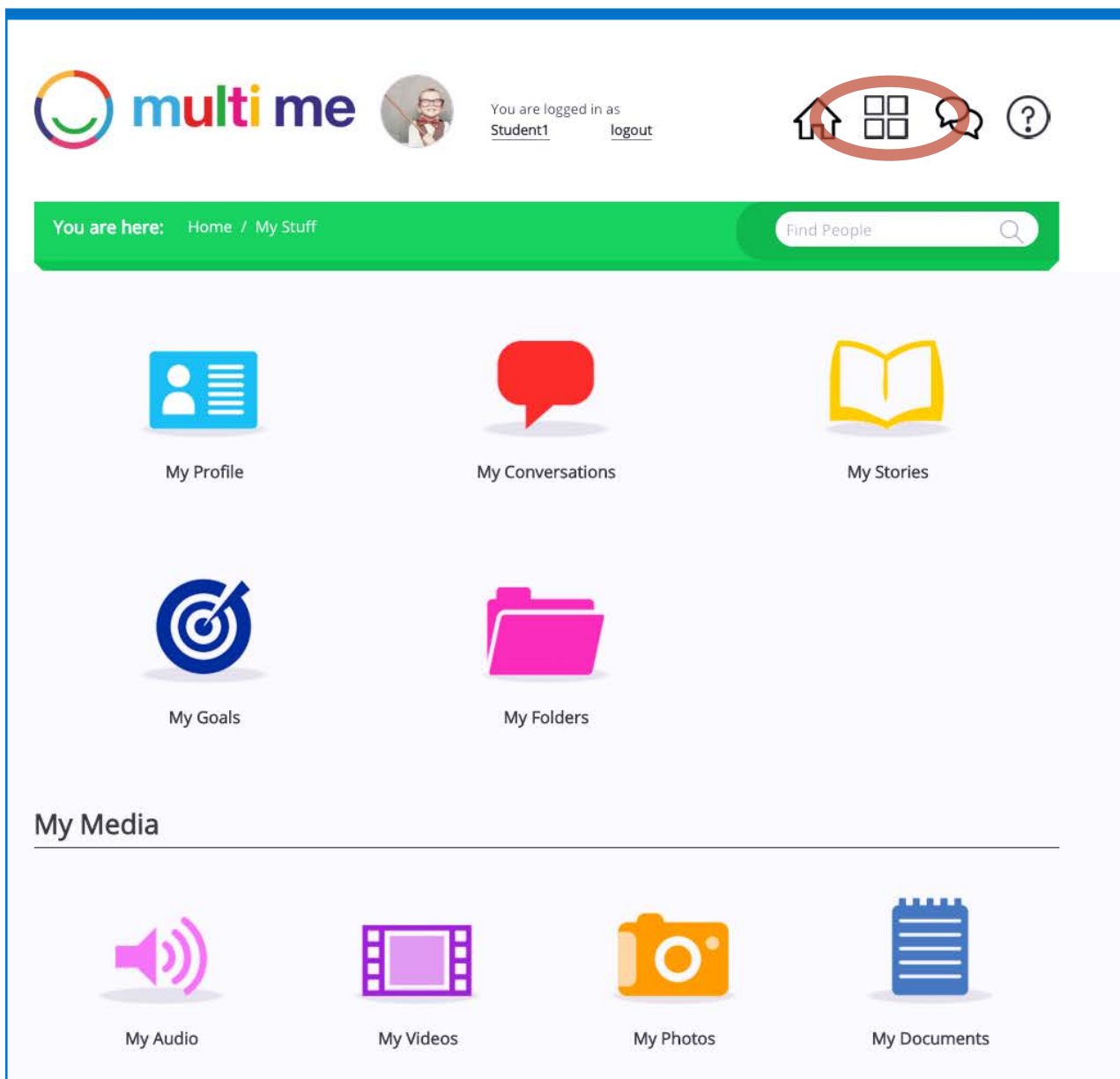
My Stuff Dashboard

My Conversations (messages)

My Requests

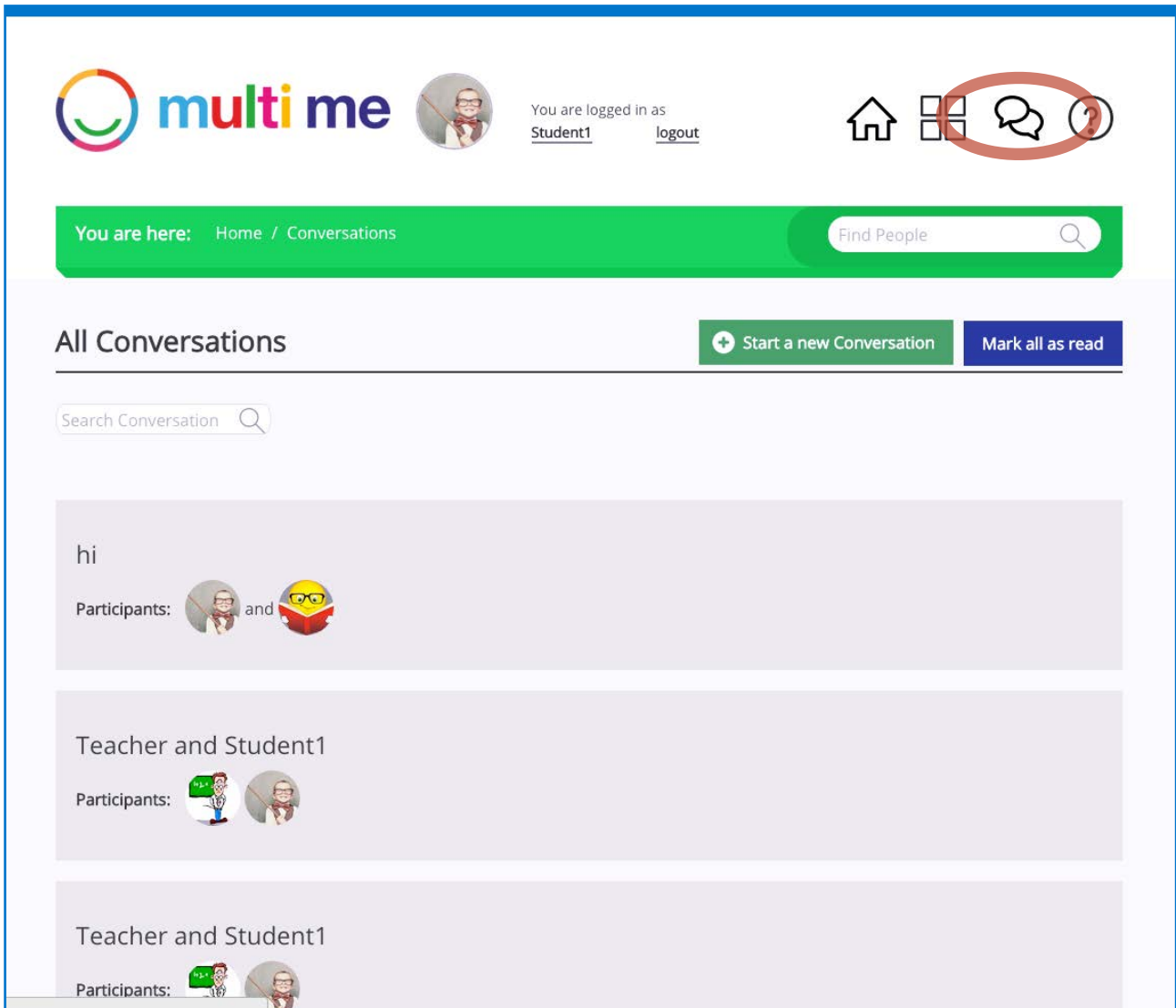
My Stuff Dashboard

My Stuff Dashboard is a personal workspace that lets you navigate to the different features of Multi Me including your Profile, your Conversations, your Stories, your Goals, your Folders and your Media.



My Conversations

My Conversations allows Users to start and join conversations with their Friends and Groups

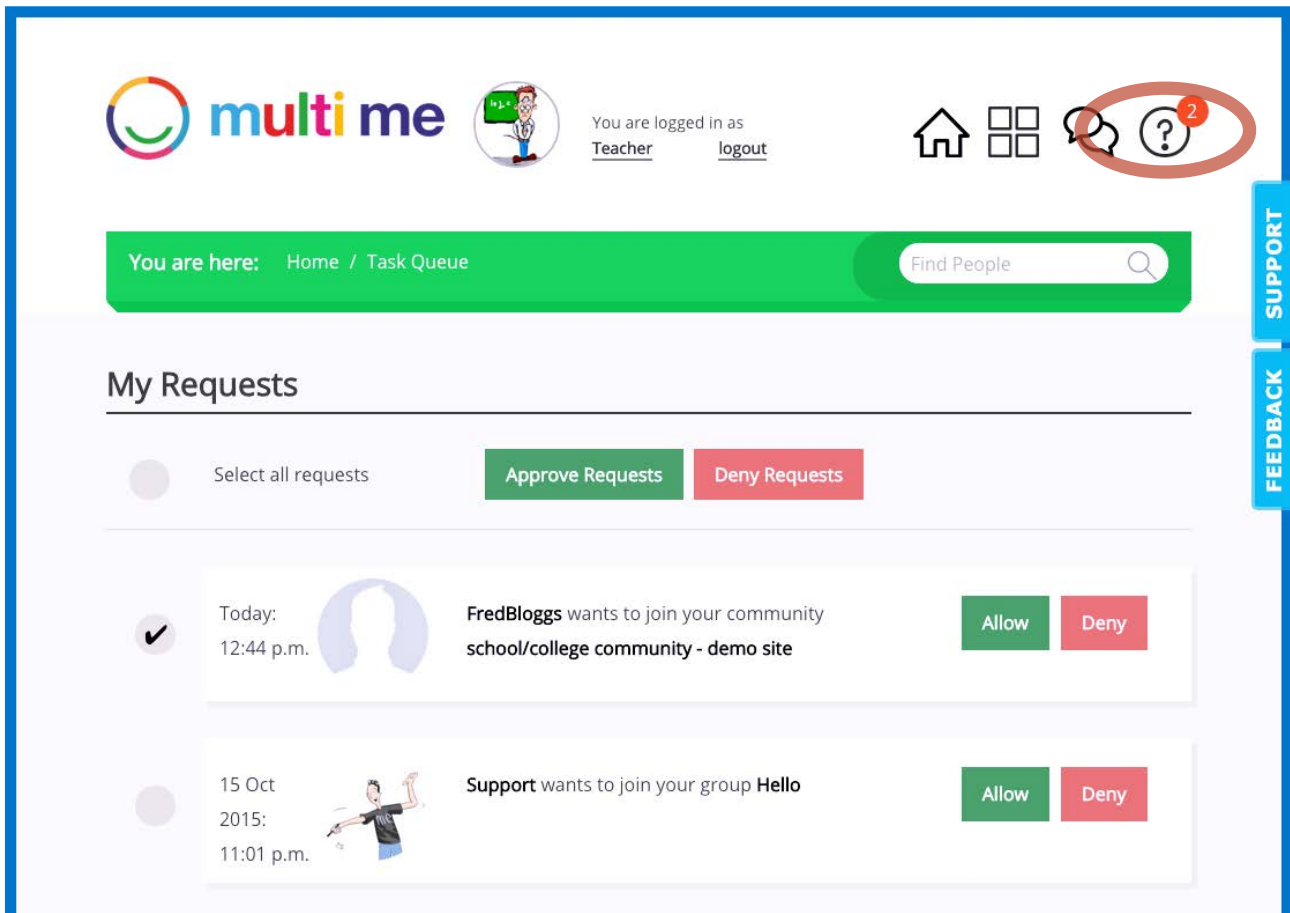


The screenshot displays the 'My Conversations' page in the Multi-Me application. At the top, the Multi-Me logo is on the left, followed by a user profile picture and the text 'You are logged in as Student1' with a 'logout' link. On the right, there are navigation icons: a home icon, a grid icon, a speech bubble icon, and a question mark icon, with the latter two circled in red. Below the navigation bar is a green breadcrumb trail showing 'You are here: Home / Conversations' and a search bar labeled 'Find People'. The main content area is titled 'All Conversations' and includes two buttons: 'Start a new Conversation' and 'Mark all as read'. A search bar for conversations is also present. Three conversation entries are listed, each with a title and participant avatars: 1. Title: 'hi', Participants: 'Teacher' and 'Student1'. 2. Title: 'Teacher and Student1', Participants: 'Teacher' and 'Student1'. 3. Title: 'Teacher and Student1', Participants: 'Teacher' and 'Student1'.

My Requests

A Request is a message sent to a User asking for their consent for something. Requests can be signed off via 'allow or deny' responses by the user. Examples of requests are Friend requests or Group Join requests.

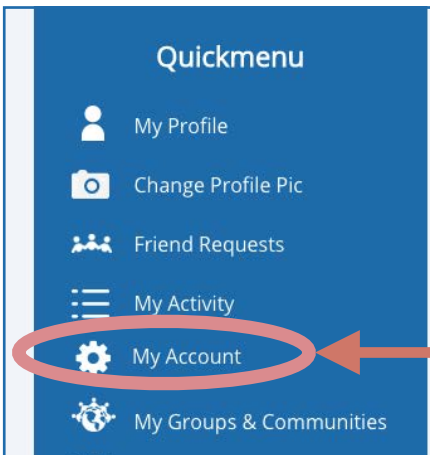
My Requests is the area where all the requests arrive including Friend requests, Community Join requests and invites, Group join requests and invites, Goal join requests and invites, Goal Task requests and reminders and Buddy requests.



The screenshot shows the 'My Requests' page in the Multi-Me application. At the top, the Multi-Me logo is on the left, and the user's profile (a cartoon teacher) and login status ('You are logged in as Teacher') are in the center. On the right, there are navigation icons for Home, a grid, a chat bubble, and a question mark with a red '2' notification badge. Below the navigation is a green bar with 'You are here: Home / Task Queue' and a search box labeled 'Find People'. The main content area is titled 'My Requests' and contains two rows of request cards. The first row has a radio button for 'Select all requests', a green 'Approve Requests' button, and a red 'Deny Requests' button. The first request card shows a checkmark, the time 'Today: 12:44 p.m.', a profile picture, and the text 'FredBloggs wants to join your community school/college community - demo site', with 'Allow' and 'Deny' buttons. The second request card shows a radio button, the time '15 Oct 2015: 11:01 p.m.', a profile picture, and the text 'Support wants to join your group Hello', with 'Allow' and 'Deny' buttons. On the right side of the page, there is a vertical blue sidebar with 'SUPPORT' and 'FEEDBACK' buttons.

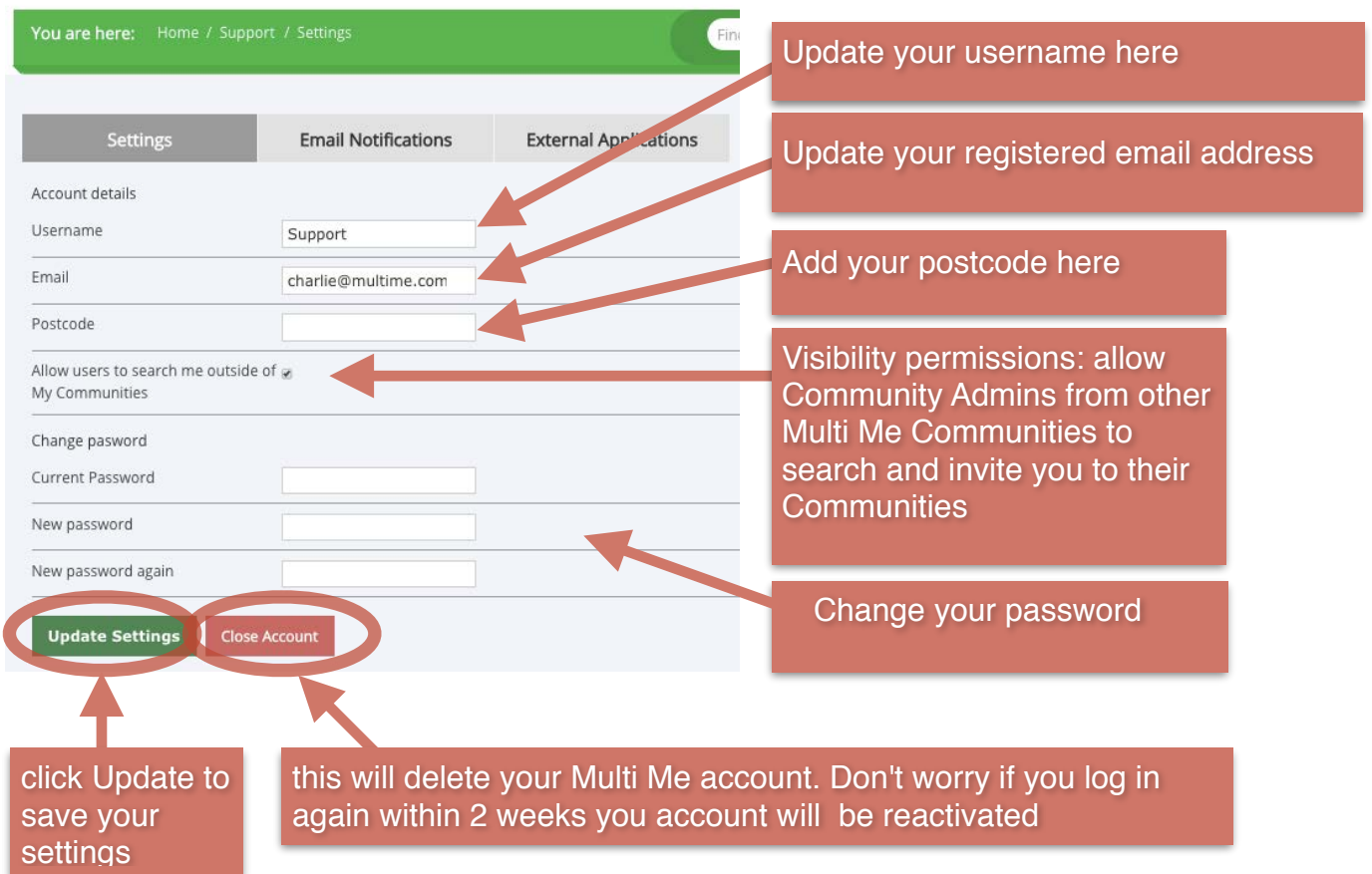
4. My Account Settings

To access your Account Settings page click on the link to your User Profile in the main header at the top of your screen.



Then choose 'My Account' from the Quickmenu

Changing your account details



You are here: Home / Support / Settings

Settings | Email Notifications | External Applications

Account details

Username:

Email:

Postcode:

Allow users to search me outside of My Communities

Change password

Current Password:

New password:

New password again:

Update your username here

Update your registered email address

Add your postcode here

Visibility permissions: allow Community Admins from other Multi Me Communities to search and invite you to their Communities

Change your password

click Update to save your settings

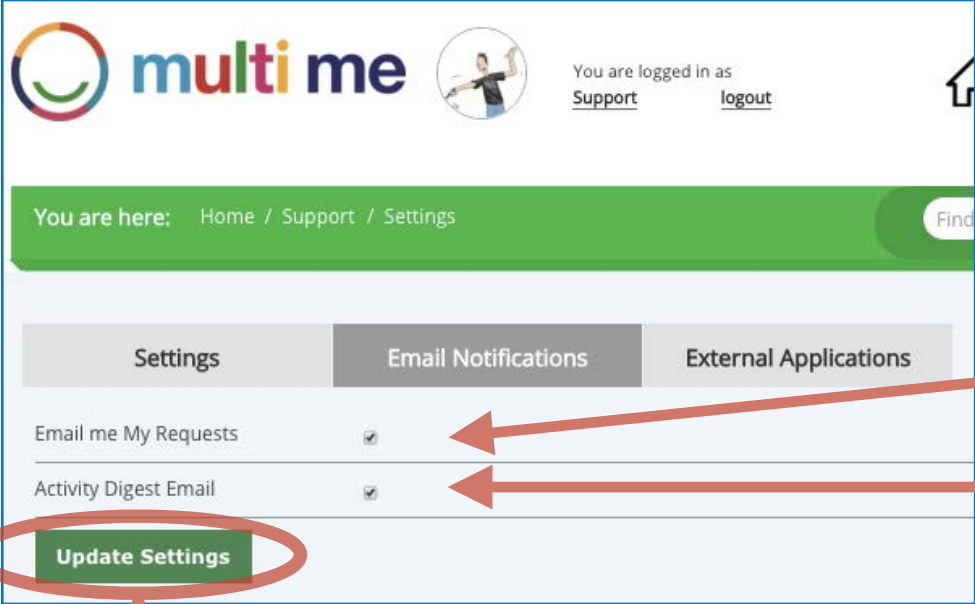
this will delete your Multi Me account. Don't worry if you log in again within 2 weeks your account will be reactivated

Changing your email notification settings

If you have a registered email linked to your Multi Me account you will receive email notifications by default. There are two types of email notification that Multi Me will send you;

1. A daily digest of your activity screen updates
2. New Requests that you have received

You can un-check these in your Account Settings under Email Notifications if you wish.



The screenshot shows the 'Email Notifications' tab in the account settings. It contains two rows of settings, each with a checkbox:

Settings	Email Notifications	External Applications
Email me My Requests	<input checked="" type="checkbox"/>	
Activity Digest Email	<input checked="" type="checkbox"/>	

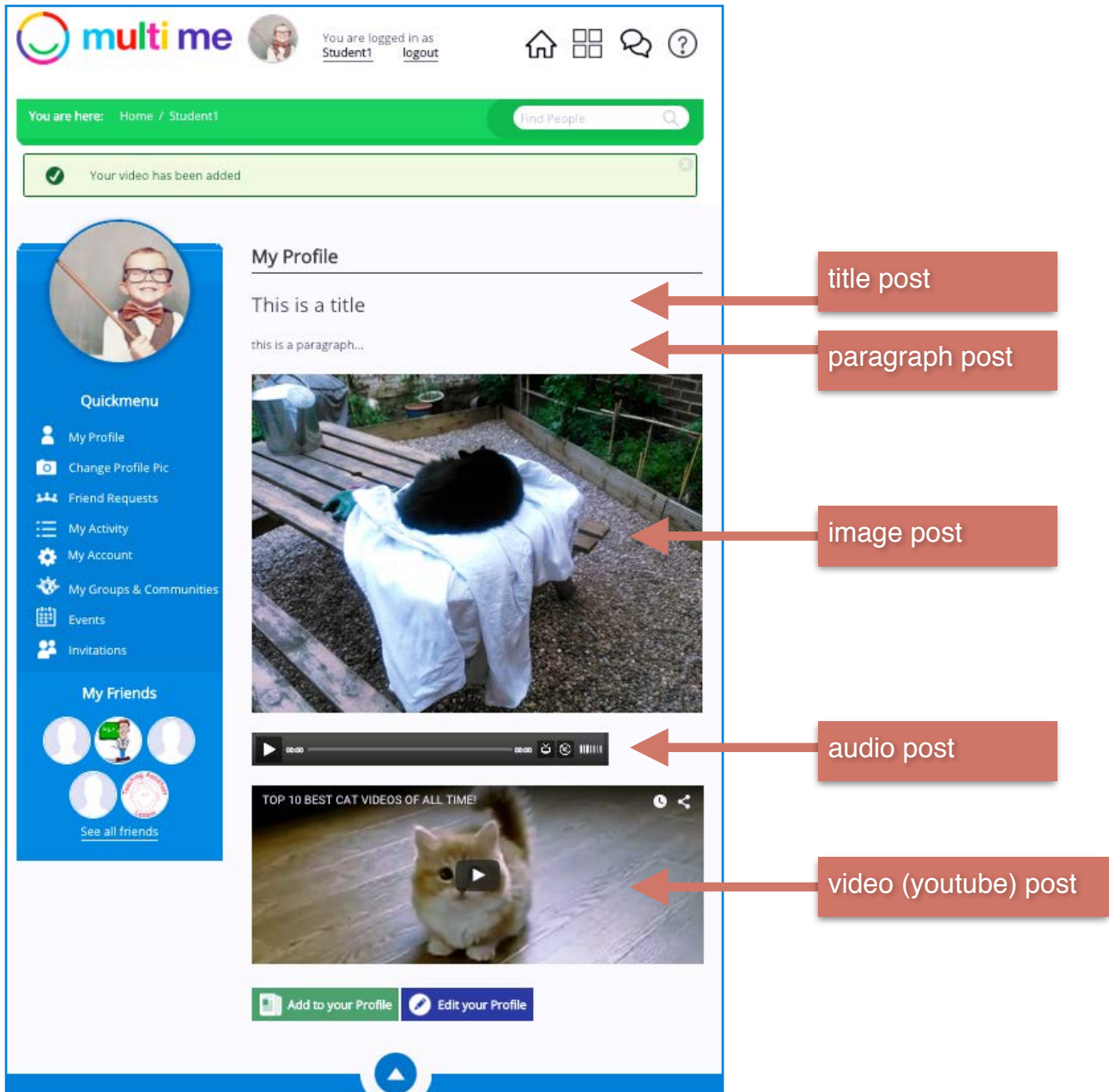
Below the settings is a green button labeled 'Update Settings', which is circled in red. Red callout boxes with arrows provide the following information:

- An arrow points to the 'Email me My Requests' checkbox with the text: "Notifications of Requests that you receive"
- An arrow points to the 'Activity Digest Email' checkbox with the text: "Daily Activity Screen digest email"
- An arrow points to the 'Update Settings' button with the text: "click update to save settings"

The External Applications tab

Please note this section is in development

5. My Profile Page



The screenshot shows a user's profile page on the Multi Me platform. The page includes a navigation bar at the top with the Multi Me logo, user information, and navigation icons. Below the navigation bar is a green search bar and a notification banner. The main content area is divided into a left sidebar with a 'Quickmenu' and 'My Friends' section, and a main profile area. The profile area features a profile picture, a title, a paragraph, an image post, an audio post, and a video post. Red arrows point from text labels to these specific elements.

Annotations:

- title post
- paragraph post
- image post
- audio post
- video (youtube) post

Your Multi Me profile page is only visible to users in your Communities. Users outside your Communities will not be able to see your Profile. Your Profile is a page where you can share information about yourself with other users on Multi Me. Users can also see items that you share with them personally on this page on your Sharing Dashboard. Users can also send a Friend request or a Buddy join request. Friends can send you a message from your Profile.

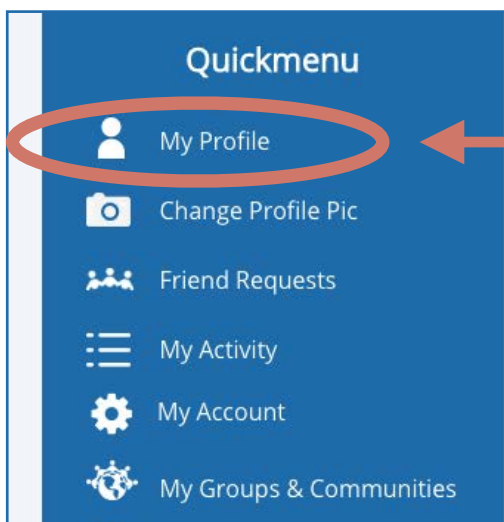
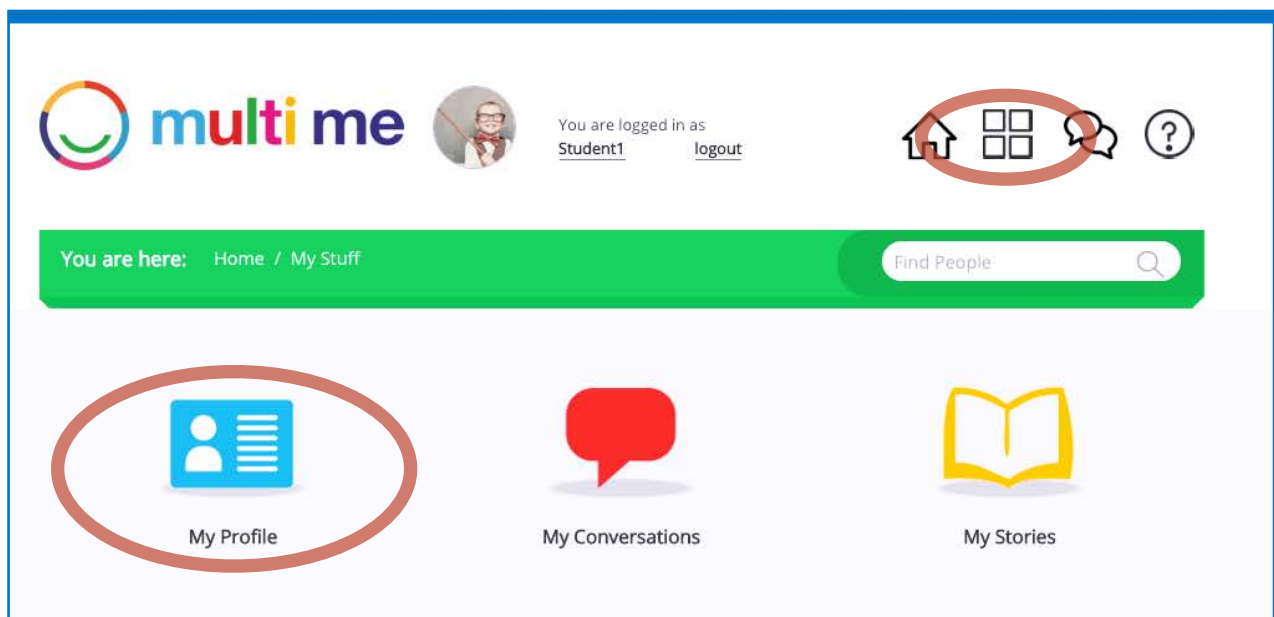
Accessing your Profile

You can access your Profile from anywhere on the site in a number of ways:

by clicking on your username in the main navigation...

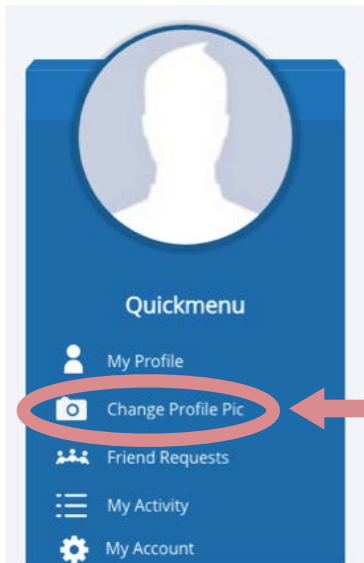


by clicking on the 'My Profile' icon in the My Stuff section...

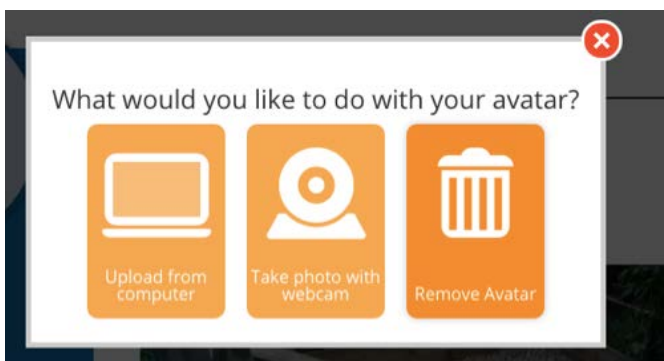


or from the 'My Profile' link on the Quickmenu.

Adding a Profile picture



Step 1: From your Profile page click on 'Change Profile Pic' in your Quick menu



Step 2: Choose how you would like to add your picture. You can upload a picture or capture one from webcam.

If using an iPad, tablet or smartphone choose the 'upload' option then choose to access your photo library on your device or take a picture to upload.

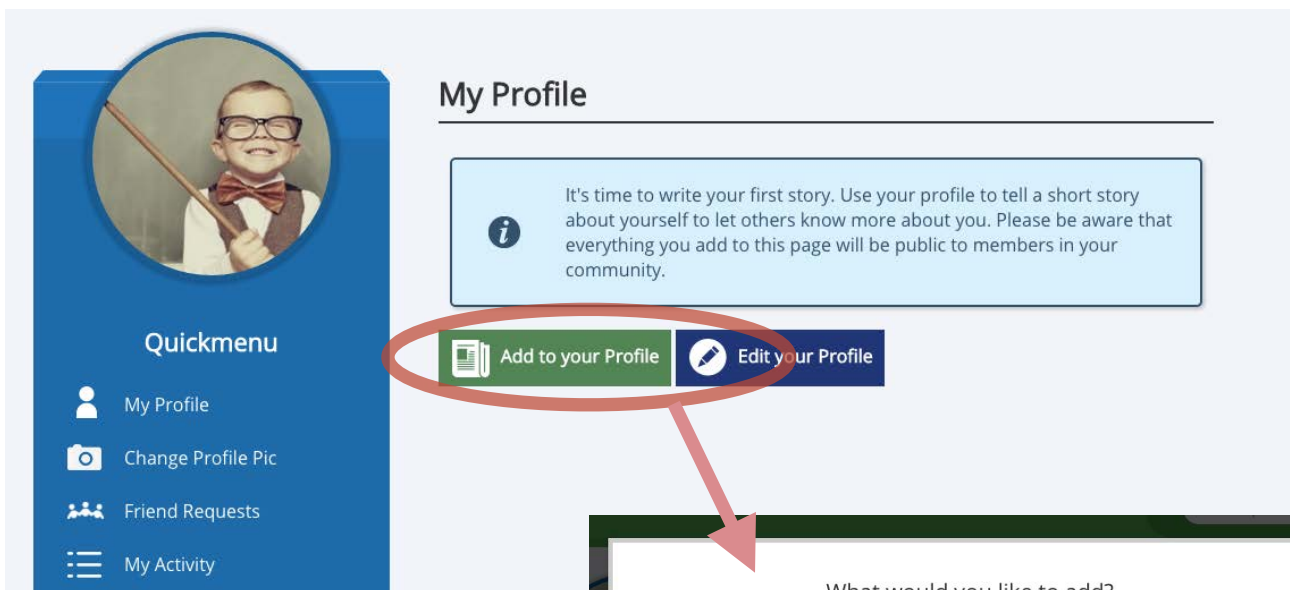
From a PC choose upload and browse pictures on your device

From a PC or laptop with webcam enabled choose 'Take photo with webcam' (you will need to grant access to my MultiMe.com from your browser.



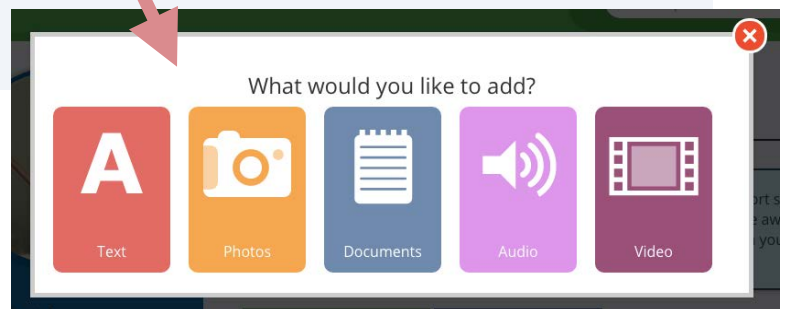
Step 3: Once you have selected your picture, Click 'Save' on the pop up. After upload your Profile picture will be updated.

Adding to your Profile page



Click on the 'Add to your Profile' button on your profile page

The media Dialogue Pop up box will appear.



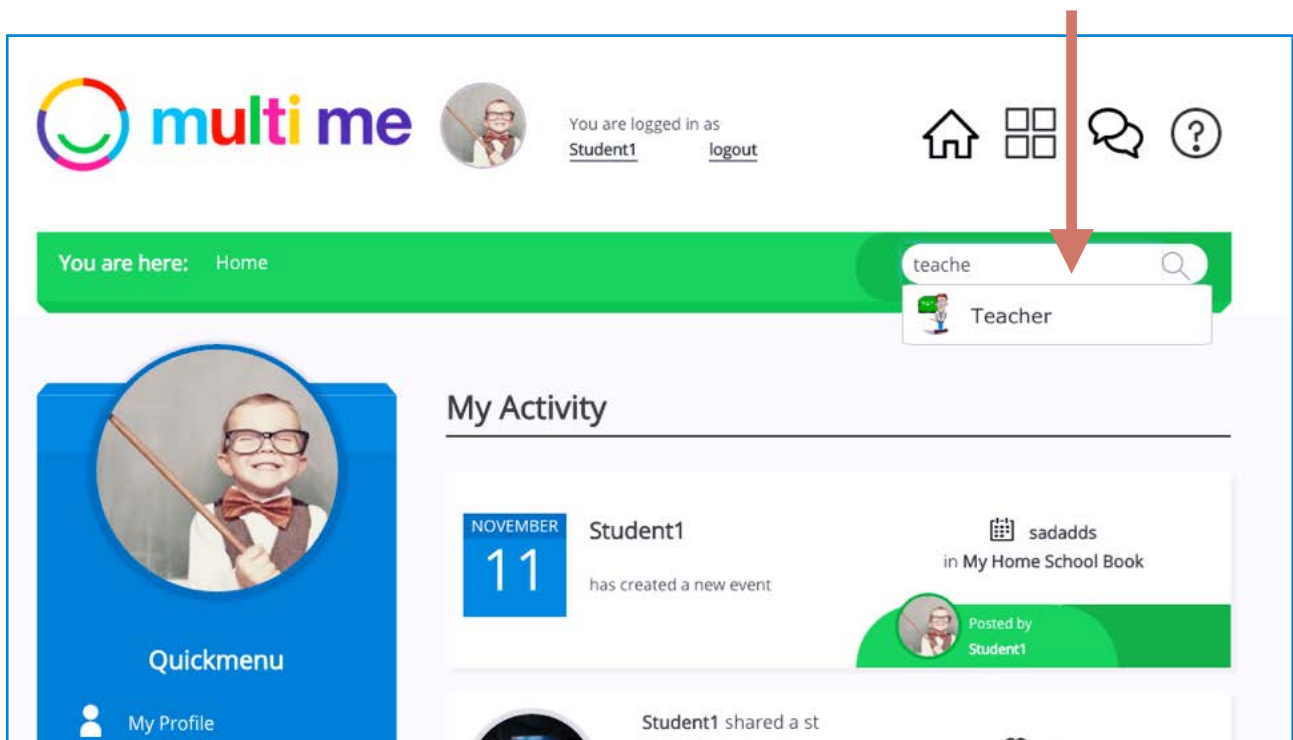
Editing your Profile page

For more information about adding to this page and editing this page please see 'Adding to your Story' and 'Editing your Story' P.31-33.

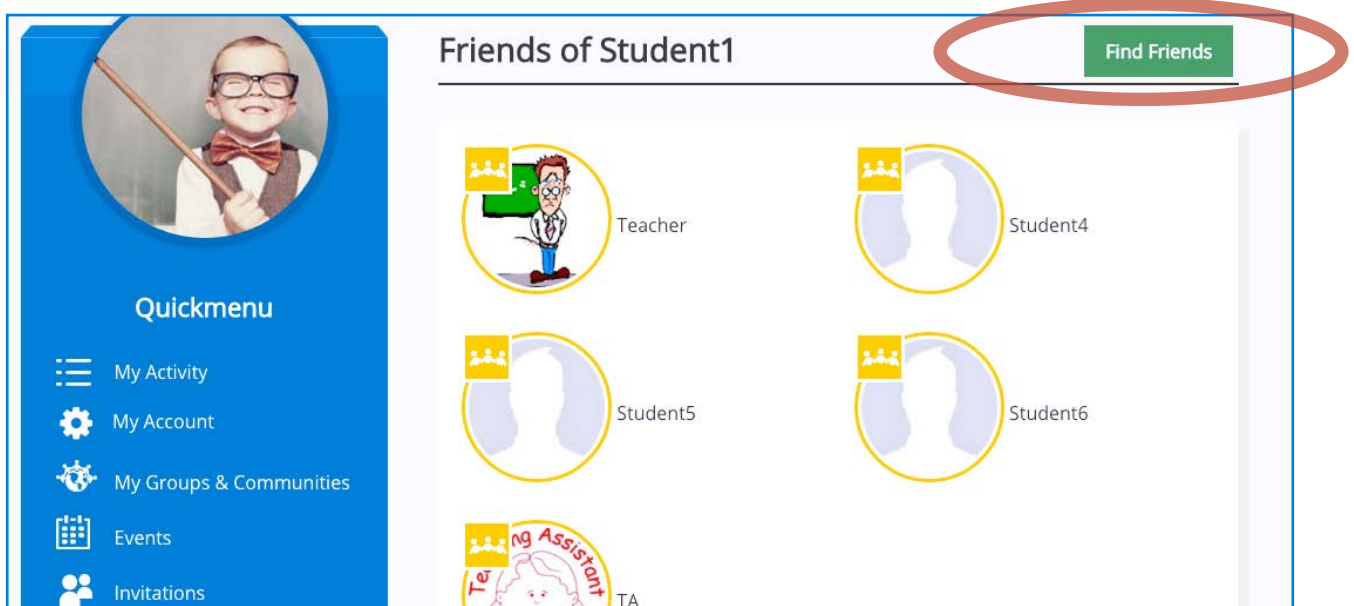
6. My Friends

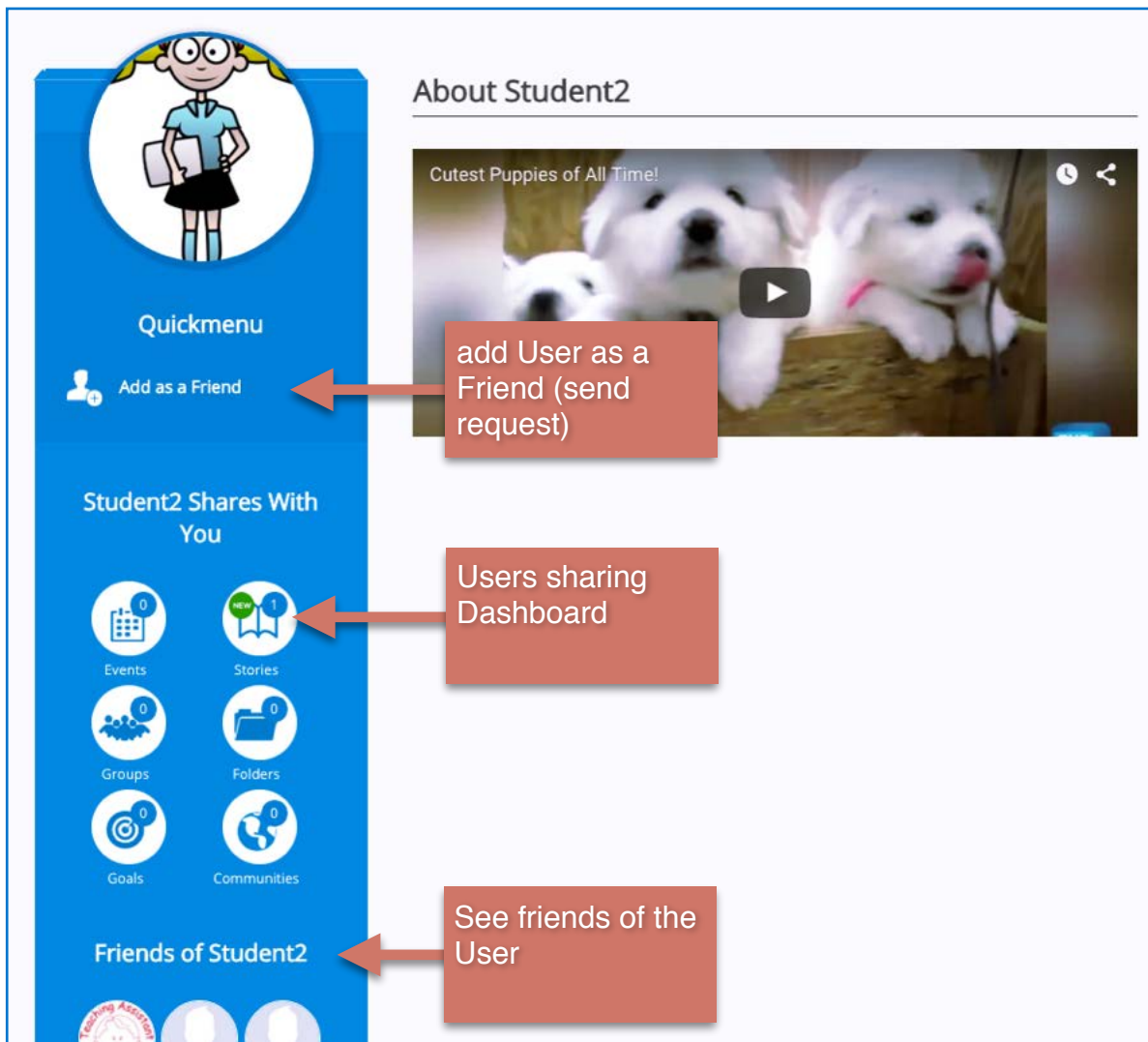
Finding Friends

You can search for other Users to befriend in your Multi Me Communities from the 'Find People' search box



You can also 'find friends' from your Friends page. Click on the users Profile picture (Avatar) to open up their Profile Page:



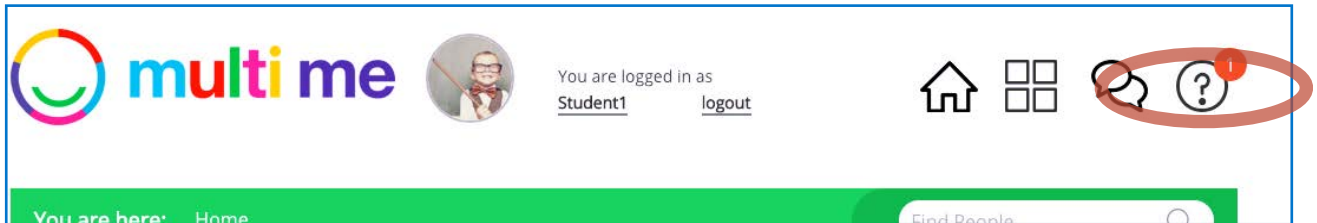


Additional Profile Page Quickmenu options

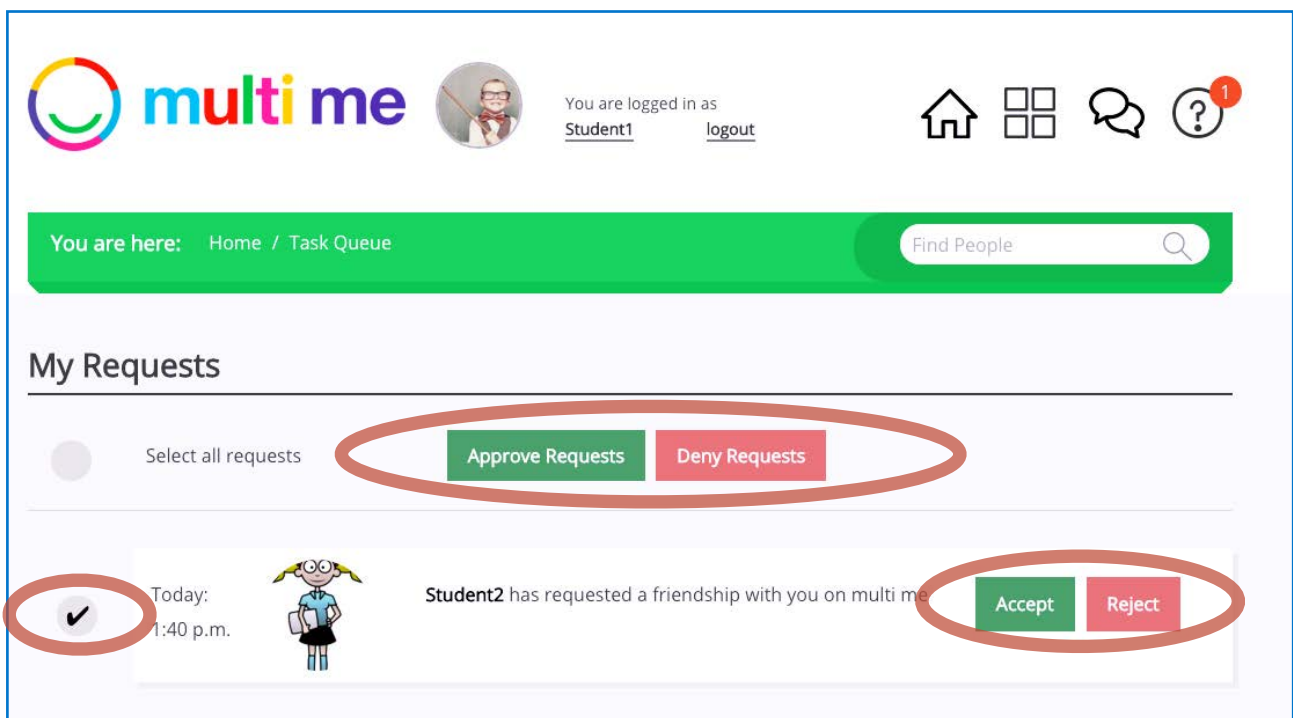
- If a user is a Friend already then there is the option to “Talk to user”
- If the user has Buddy Status then there is the option to send a Buddy-Up request to the user, asking them to be your Buddy.
- If you have Buddy Status and the user does not, then there is the option to send a Buddy-Up requesting to be a Buddy for the user.

Signing off Friend requests

If another user sends you a Friend request then you will get a notification in your 'My Requests' area.

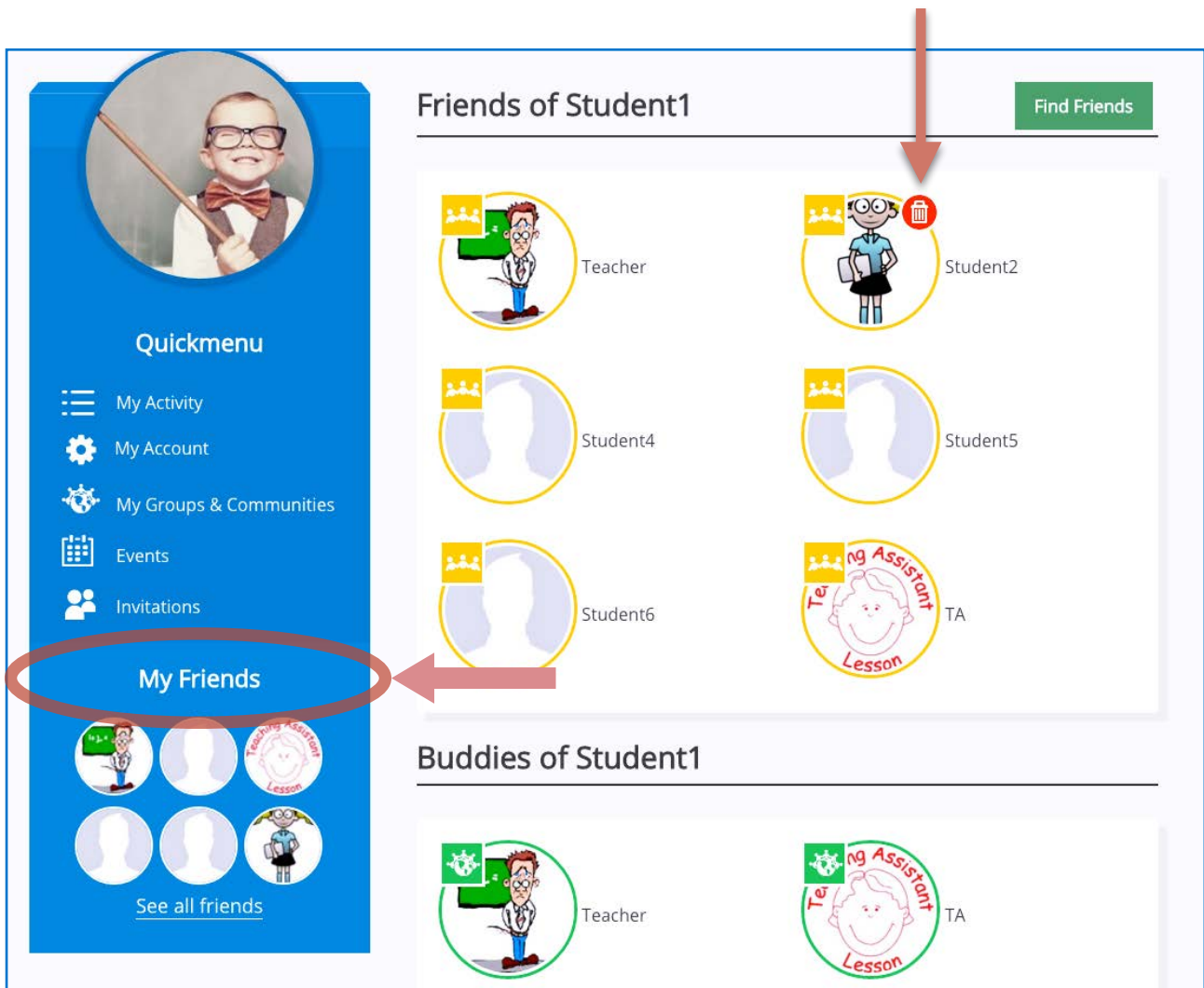


Click on the Requests icon in the main navigation to go to your 'My Requests' page. You will see the Friend Request with an 'Accept' or 'Reject' button next to it. You can click on the option to either accept or reject the friend request. If you have multiple requests you can multiple select them using the check boxes on the left then click the 'approve' or 'deny requests' buttons at the top.



Removing Friends

If you would like to remove a Friend on Multi Me simply go to your Friends page under your Quickmenu. Mouse-over the Users Profile picture that you want to remove, then click the dustbin icon that appears. You will then need to confirm this via the confirmation pop-up.

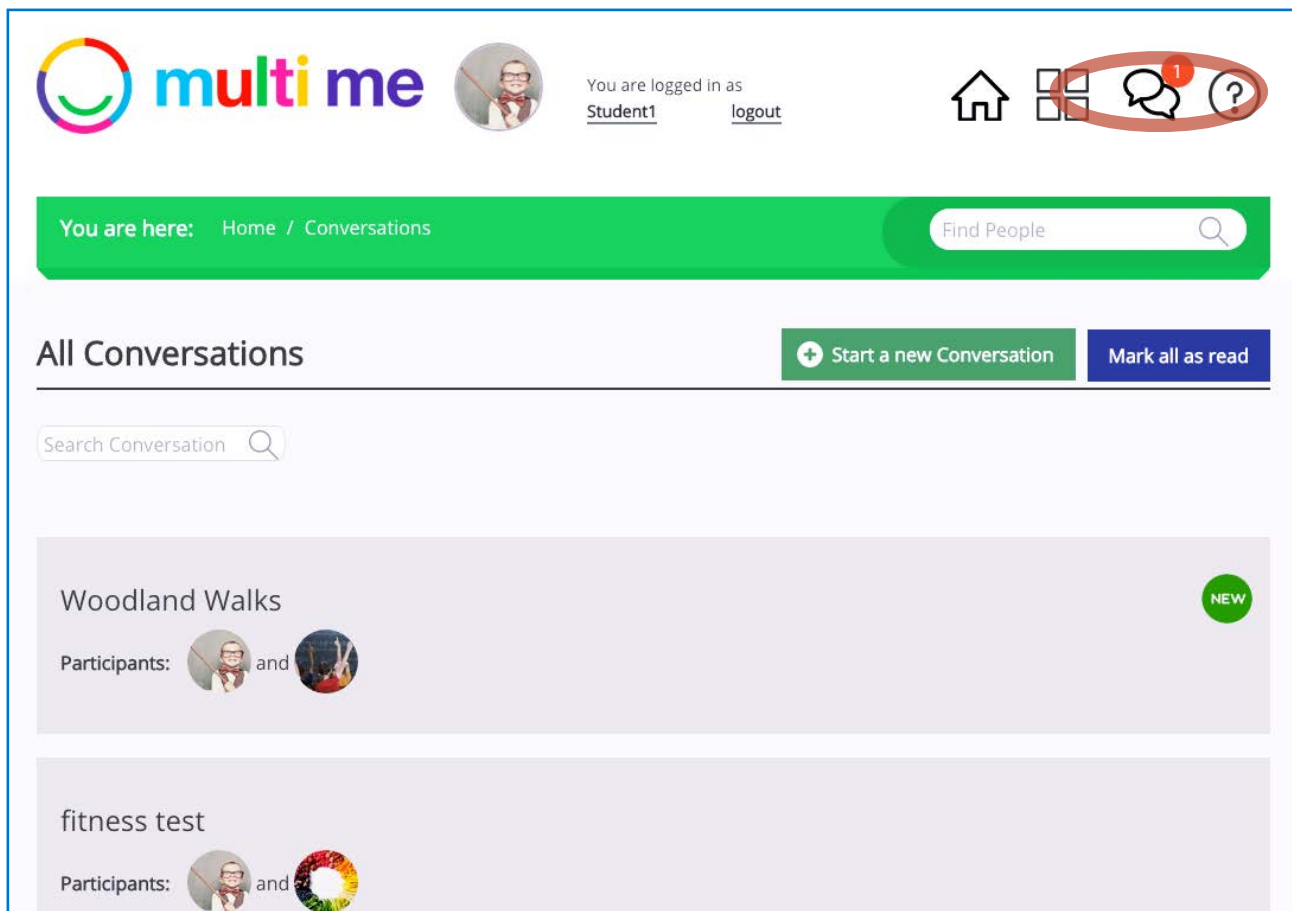


7. Conversations

Multi Me Conversations allows users to send multi-media messages to their Friends and start or join in Group Conversations.

You can access My Conversations by clicking on the icon in the main navigation. If you have a new message you will see a number notification on the icon.

Clicking the icon will take you to your 'My Conversations' page which will show you a list of Conversations, with newest items at the top. Unread items will have a 'New' badge on them.

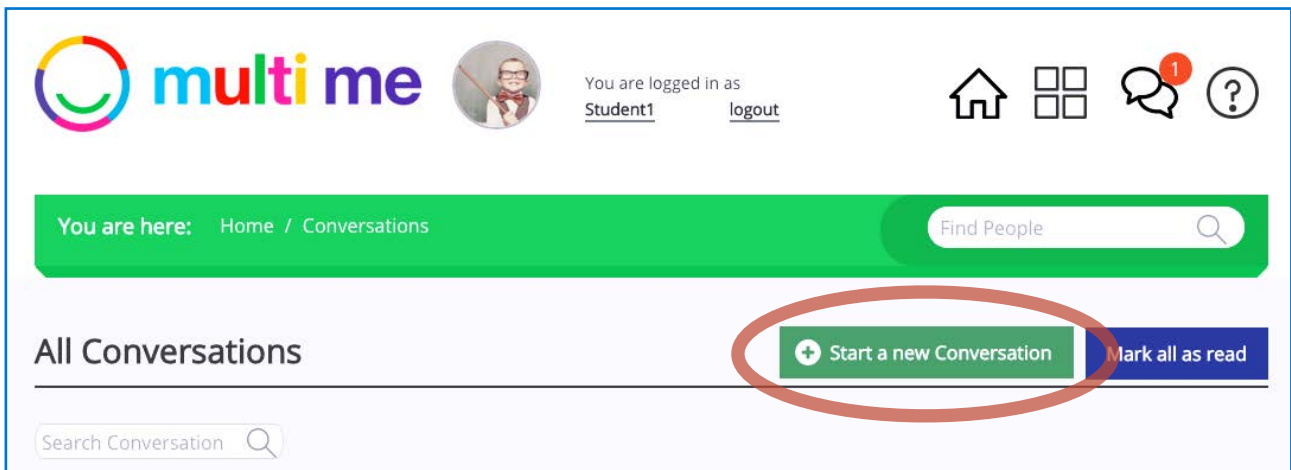


The screenshot shows the Multi Me web interface. At the top left is the Multi Me logo. To its right is a user profile picture and the text "You are logged in as Student1" with a "logout" link. On the right side of the header, there are icons for Home, a grid, a chat bubble with a red notification badge containing the number "1", and a help icon. Below the header is a green navigation bar with "You are here: Home / Conversations" on the left and a "Find People" search box on the right. The main content area is titled "All Conversations" and includes a "Start a new Conversation" button and a "Mark all as read" button. A search box labeled "Search Conversation" is positioned below the title. The list of conversations includes "Woodland Walks" with a "NEW" badge and participants "Student1" and another user, and "fitness test" with participants "Student1" and another user.

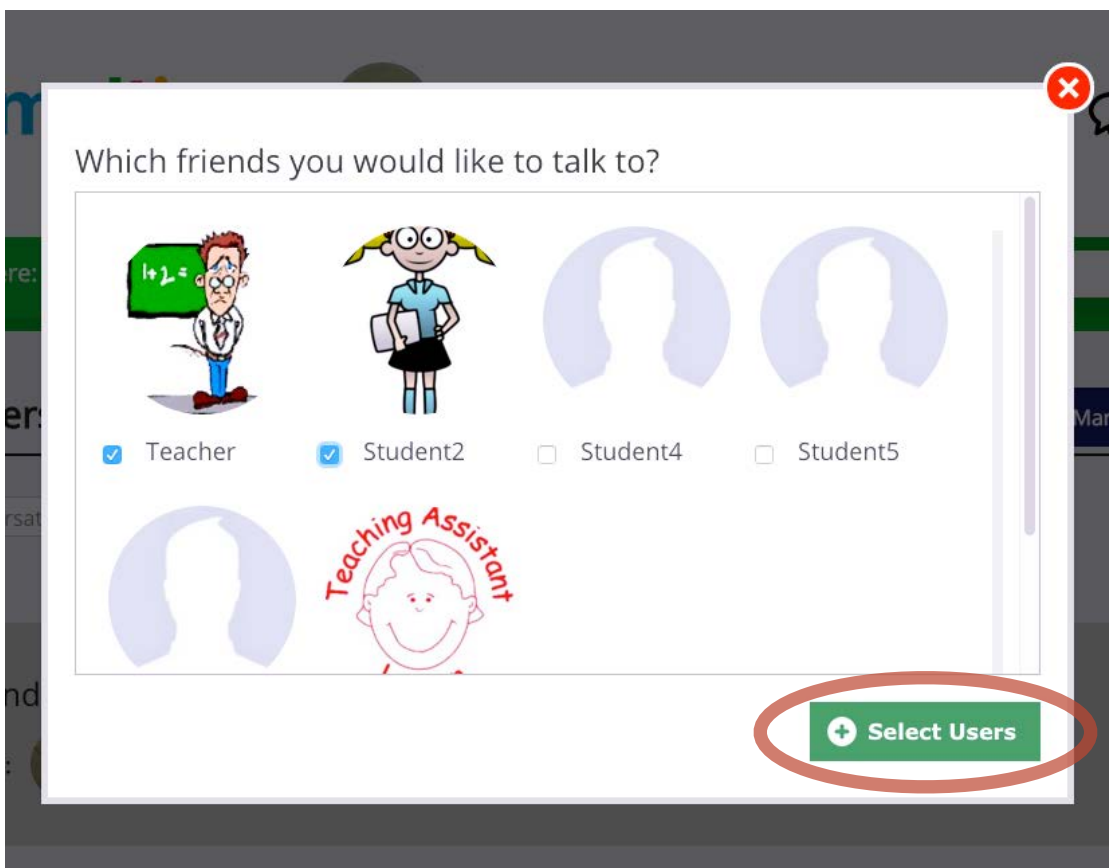
Creating a Conversation with Friends

Step 1. Go to the “My Conversations” page by clicking on the icon in the main navigation or via the My Stuff Dashboard

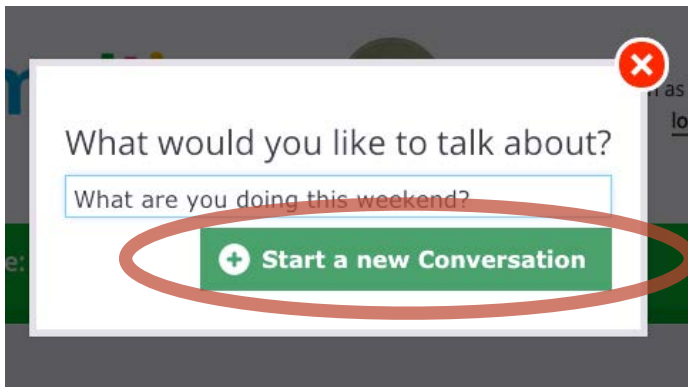
Step 2. Click on the ‘Start new conversation’ button



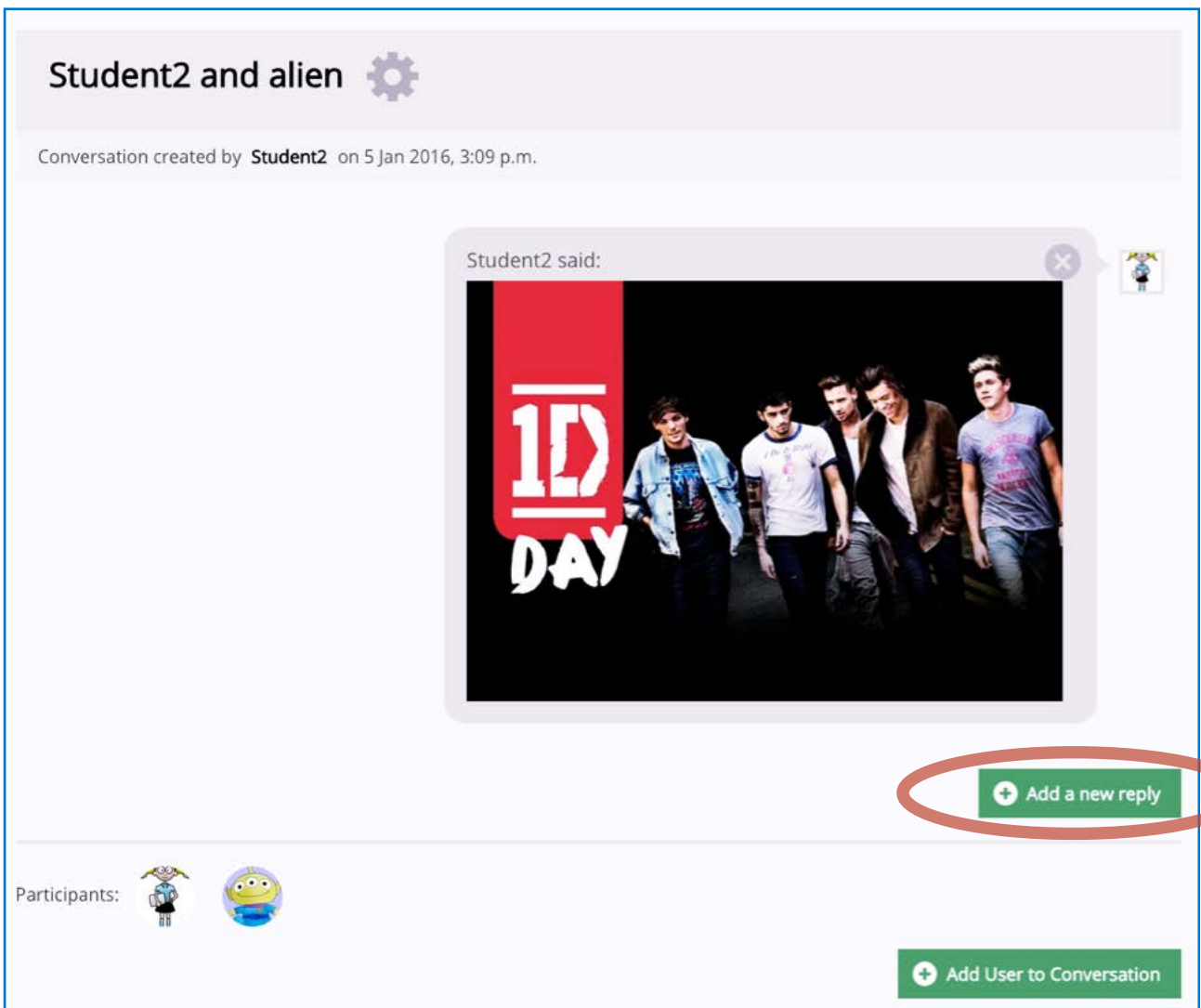
Step 3. Choose which of your Friends you want to talk to by selecting their Profile pictures, then click the ‘Select Users’ button



Step 4. Enter what you want to talk about (add a Subject line), if you leave this empty the conversation will just refer to the names of the Users

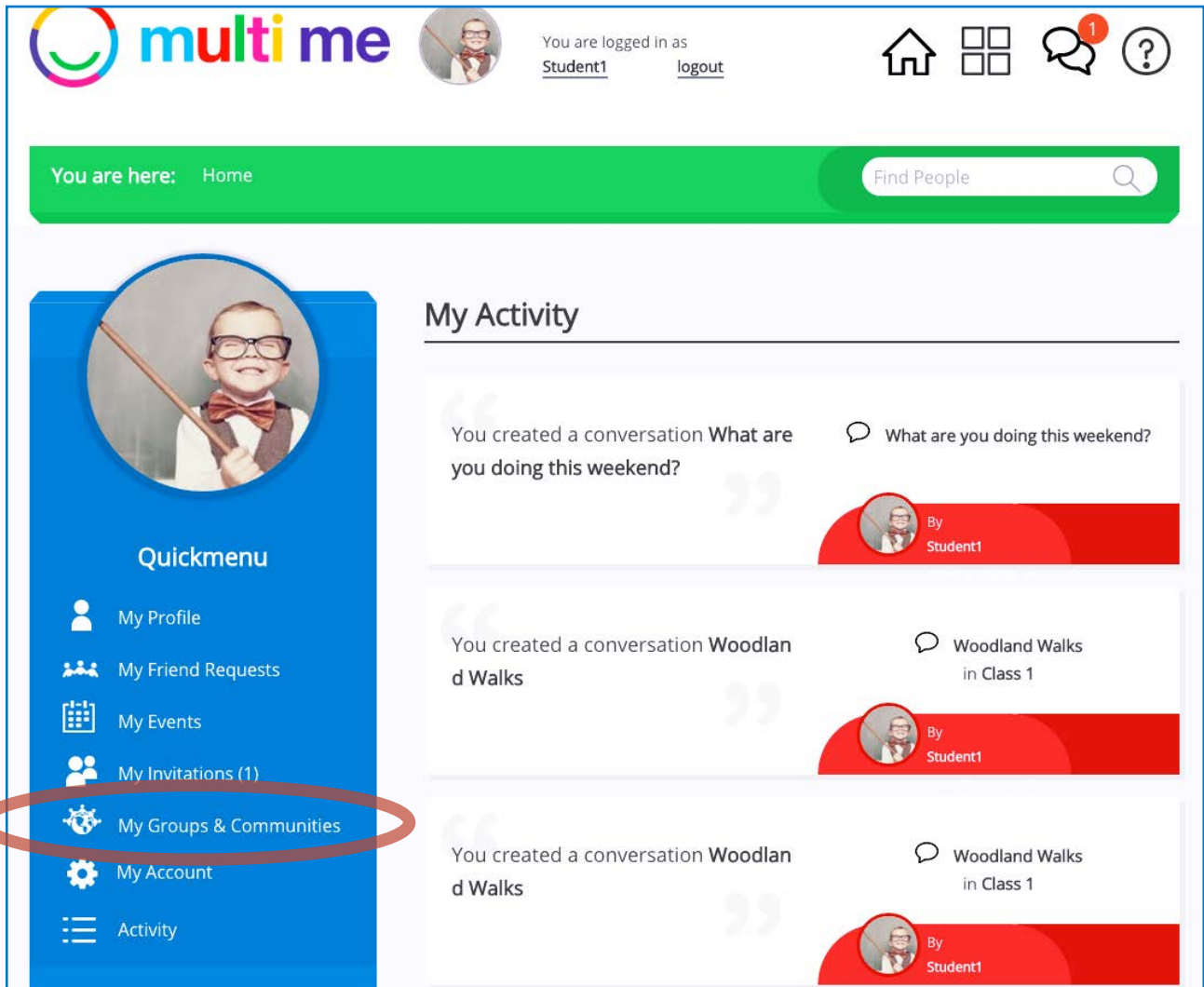


Step 5. This will open up the Conversation page. You can now post text or media by clicking on the 'Add a new reply' button. This will open up the 'add media pop up dialogue. (for more information about media you can post see P.32)

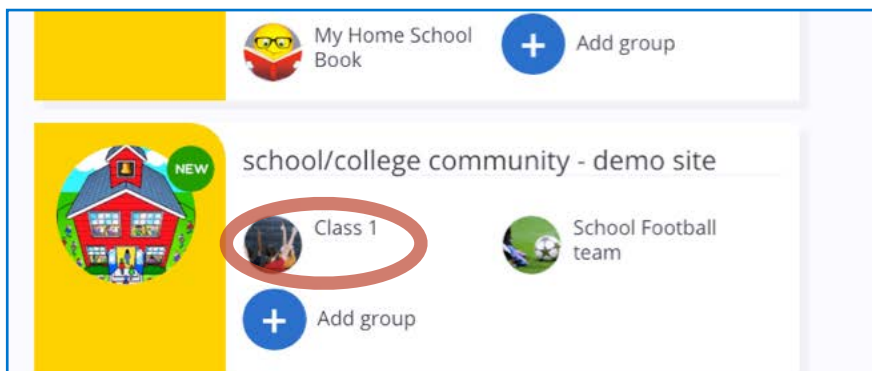


Creating a Group Conversation

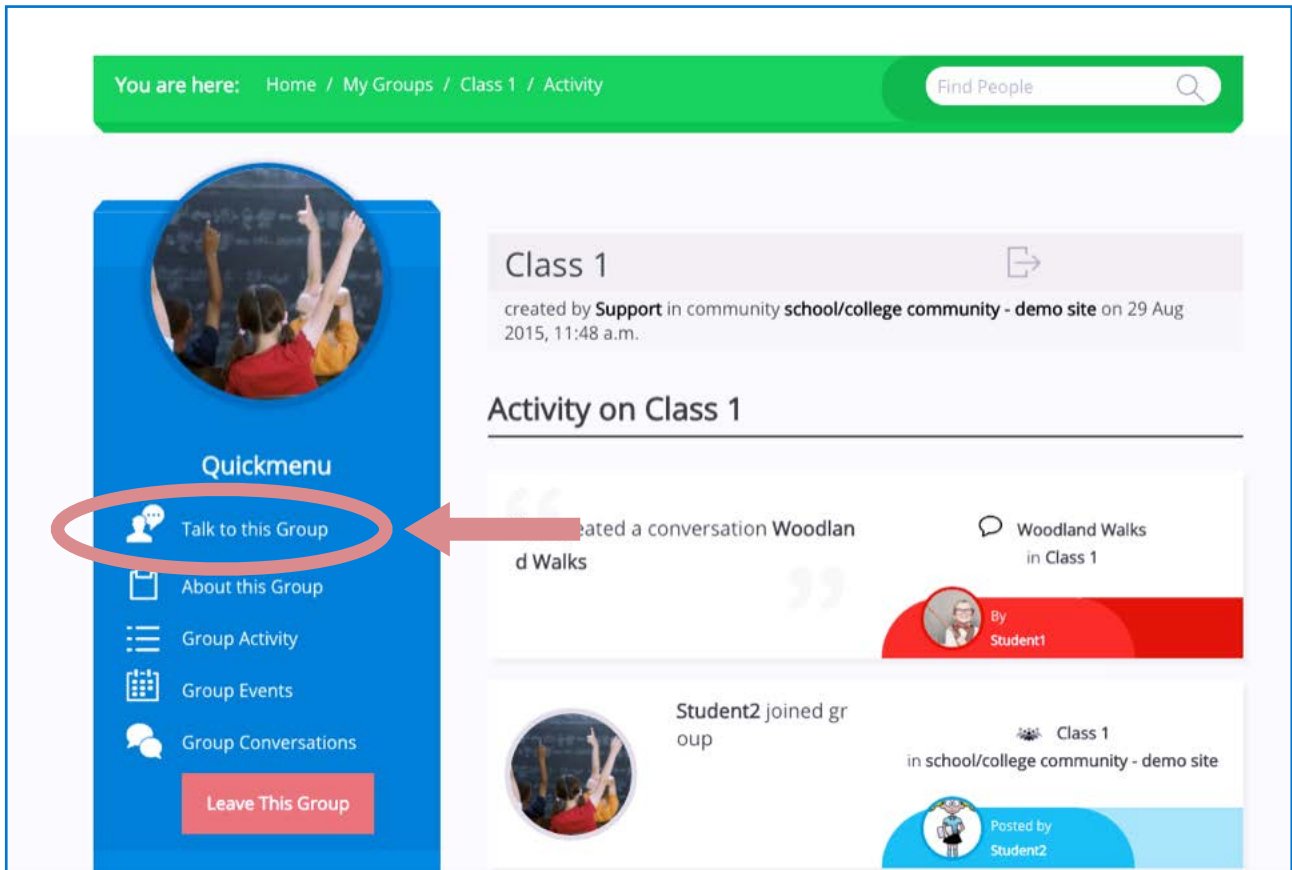
Step 1. Go to the 'My Groups & Communities' page and find the Group you want to talk to. You can access this from Home then choose Quickmenu item: My Groups & Communities



Step 2. Click on the Group you want to Talk to to open up the Group detail page

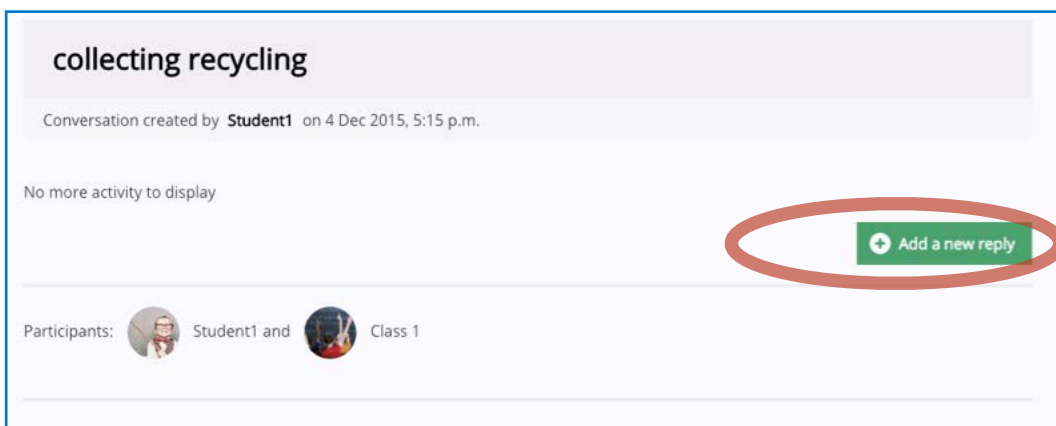


Step 3. In the Quickmenu on the Group page click on 'Talk to this Group'



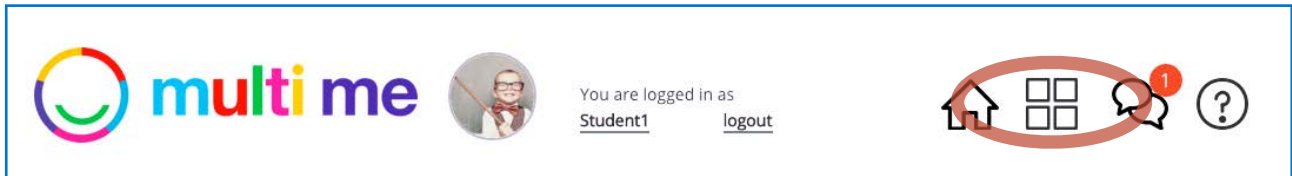
Step 4. Add the Subject to the 'what do you want to talk about' pop-up (required)

Step 5. This will open up the Group Conversation page. You can now post text or media by clicking on the 'Add a new reply' button. This will open up the 'add media pop up dialogue. Your Group Conversation will now be accessible in your 'My Conversations' page. This rule applies to other Users Group Conversations that you post into also. Group Members will be notified about your new Conversation and can access it from the Group Page.

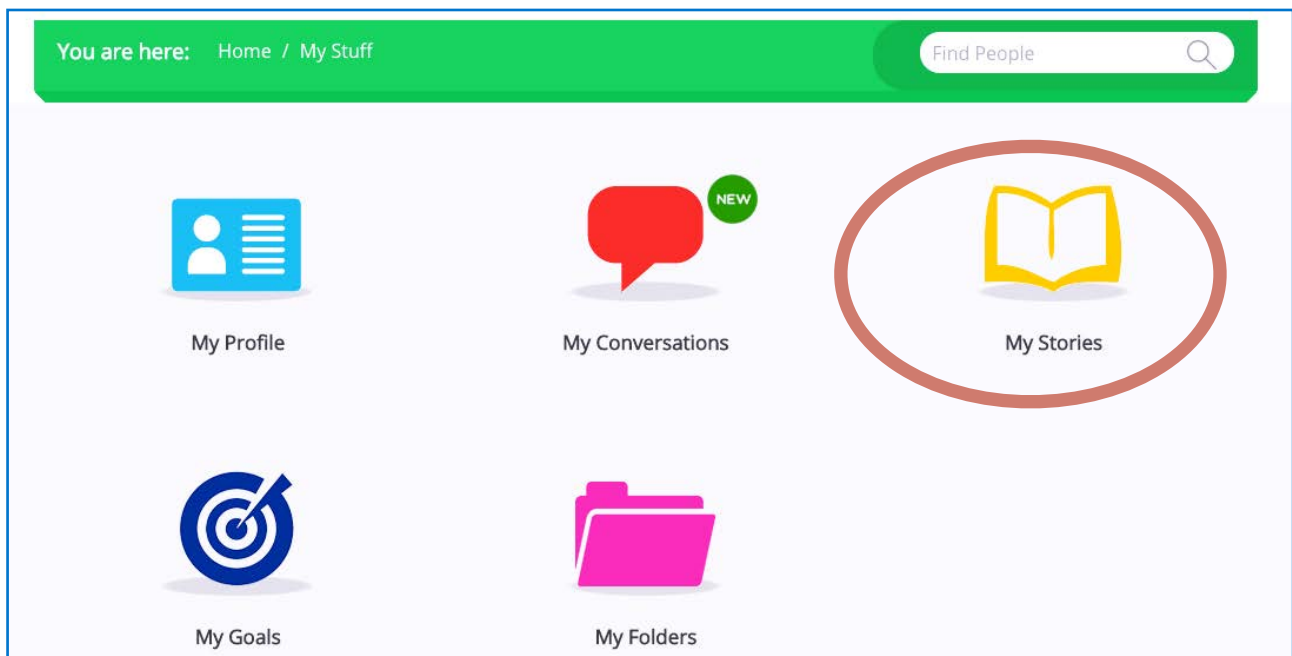


8. My Stories

Multi Me Stories allows Users to create multi-media rich blogs that they can either keep private in their own Multi Me workspace (default) or share with their Friends, Groups or Communities.

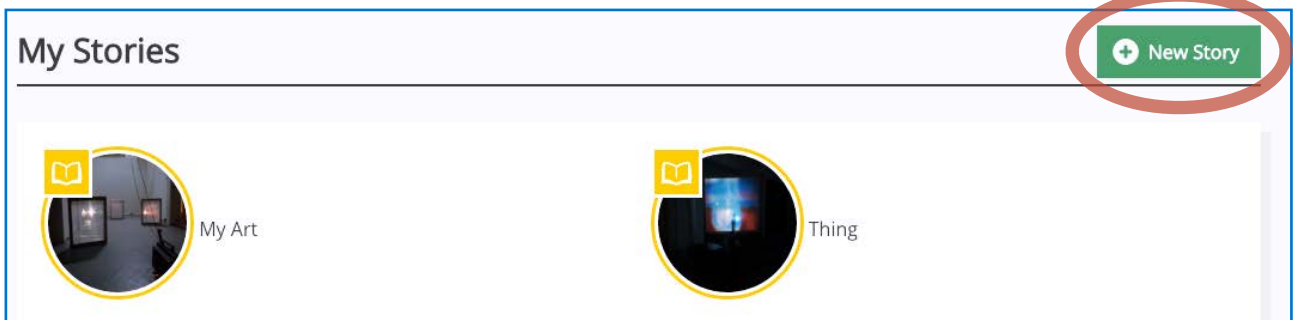


You can access the Story section by going to the My Stuff Dashboard and clicking on the Stories icon.

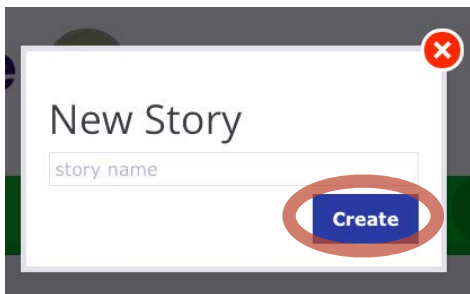


Creating a new Story

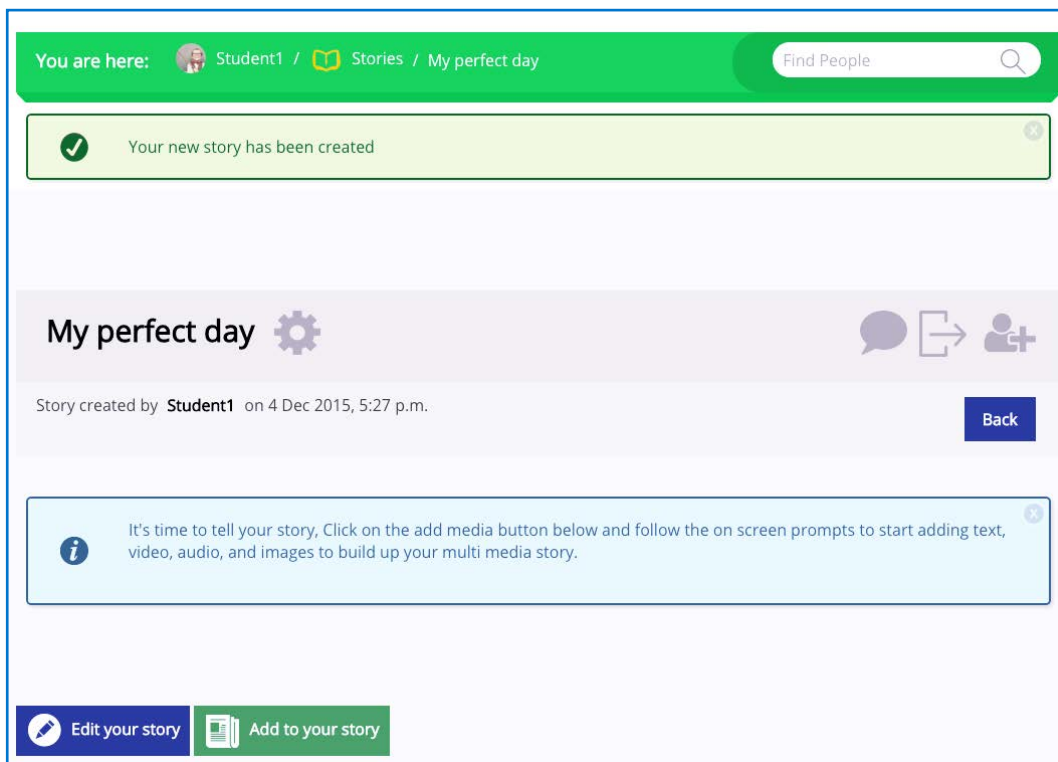
Step 1. Click on the 'Create new Story' button on the Story list page



Step 2. Give your Story a name (required). Click the 'create' button.

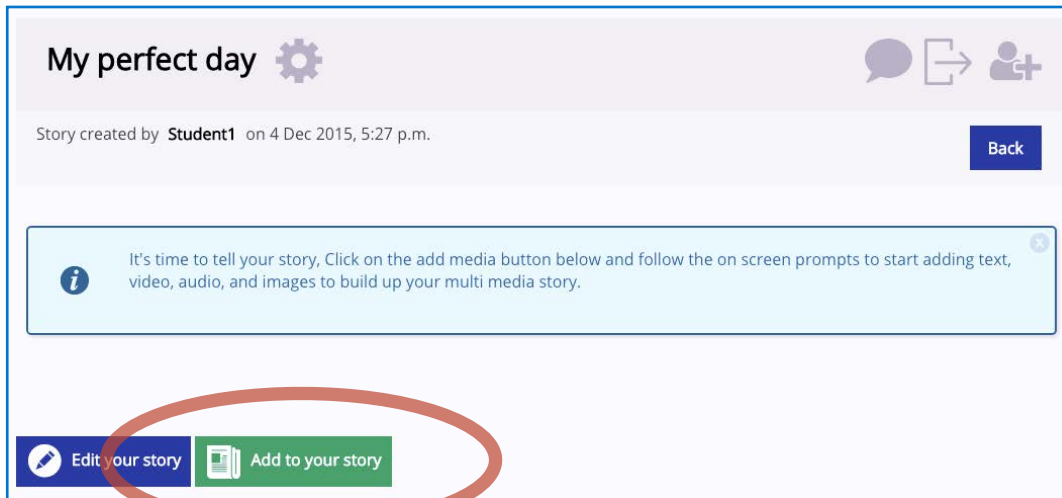


You have created your Story!

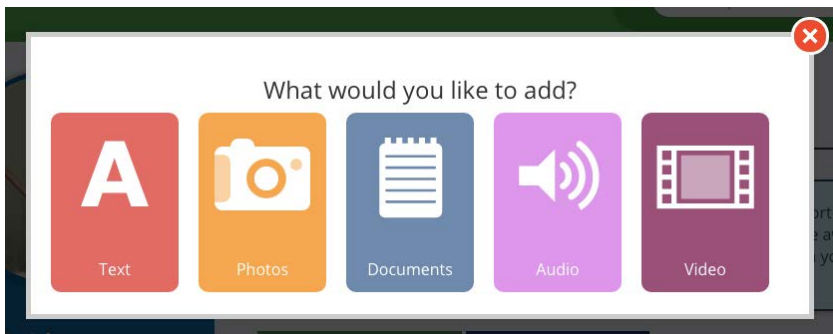


Go to the next page to see how to add to your Story....

Adding media and text to your Story

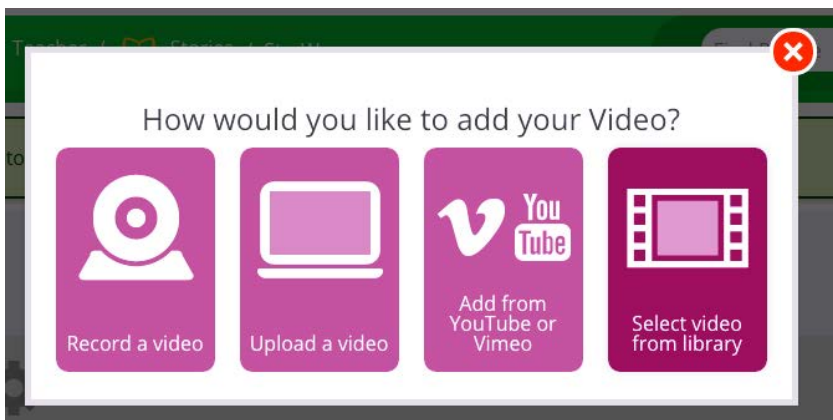


Click on the 'Add to your Story' button at the bottom of the Story page.



The 'Add media' pop up will appear. From this choose the type of post you would like to add.

NOTE: posts are made one at a time.



Clicking on an option will ask you to define the source of the post, such as "How would you like to add your Video; Upload, Record from Webcam, Embed from YouTube or from My Library?"

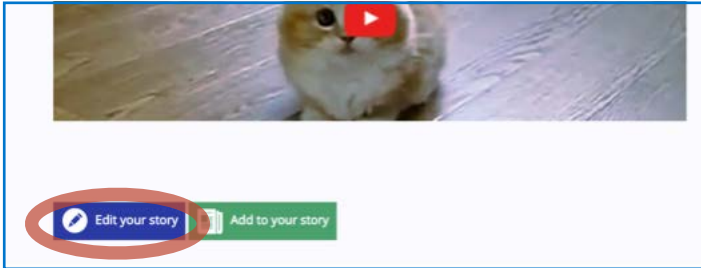
Choose which option you require and click the 'Add' button.

Media options and media types supported

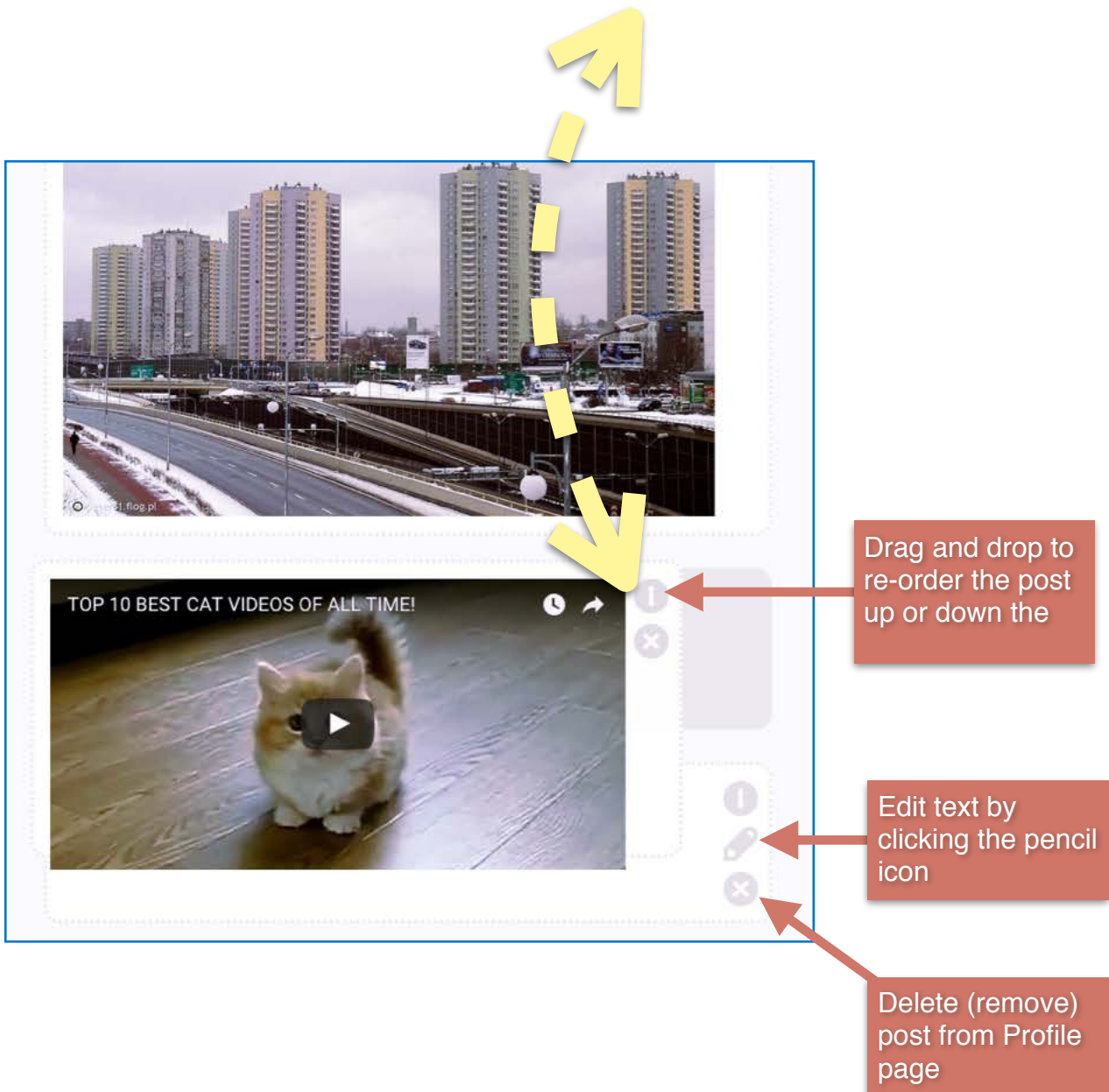
Text	Title	Large font option for titles
	Paragraph	Smaller font option for main body text
Photo	Upload from Computer/ Device	Upload from your device. NOTE: use this option when adding a Photo from iPad and Smartphone. Common file formats supported: JPG, PNG
	Take photo from Webcam	You can use this option if you have a webcam installed on your PC/Laptop.
	Select from Library	Select from your Photos you have uploaded or captured to your Multi Me in the past. NOTE: this does not include Avatars or picture thumbnails
Document	Upload from Computer	Upload a document from your PC/ Laptop. Supported documents are: Word (.docx), Excel (.xlsx), Adobe Acrobat (.pdf) and PowerPoint files (.pptx). NOTE: this can not be done via tablet or smartphone
	Select from Library	Select from your Documents you have uploaded to your Multi Me in the past.
Audio	Upload from Computer/ Device	Upload from your Computer/ Laptop. NOTE: use this option does not work on tablet/ Smartphone. Common file formats supported Wav, AIFF, WMA, MP3
	Record Audio	You can use this option if you have a webcam installed on your PC/Laptop.
	Select from Library	Select from your Audio files you have uploaded or captured to your Multi Me in the past.
Video	Upload from Computer/ Device	Upload from your device. NOTE: use this option when adding a Video from iPad and Smartphone, Common file formats supported: 3gp, avi, mov, mp4, mpg, swf, wmv
	Record Video	You can use this option if you have a webcam installed on your PC/Laptop.
	Add from YouTube/Vimeo	Add the URL of a YouTube or Vimeo video to embed it onto the page
	Select from Library	Select from your Videos you have uploaded, embedded or captured to your Multi Me in the past.

Editing your Story

Click on the 'edit Story' button at the bottom of the Story page. This will put your story into 'edit mode'.



In edit mode you will see each Story post defined by a dotted grey line. On the right there are options against each post



Drag and drop to re-order the post up or down the

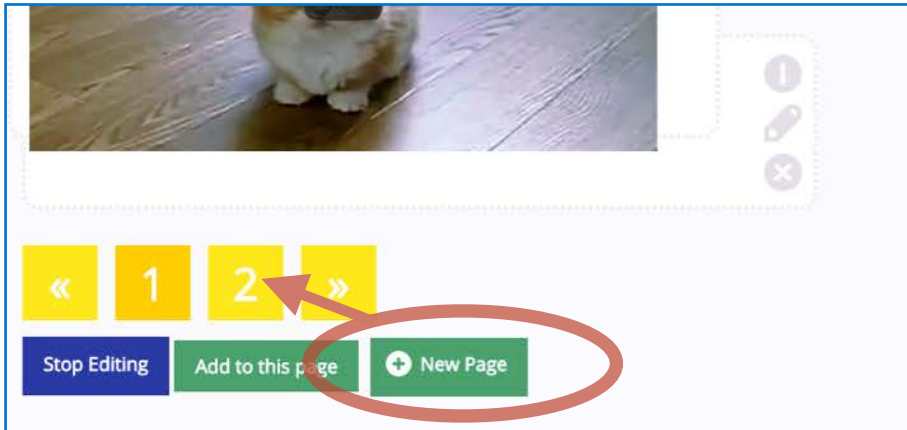
Edit text by clicking the pencil icon

Delete (remove) post from Profile page

Adding a new page to your Story

Step 1. Click 'edit' to go into 'edit mode'

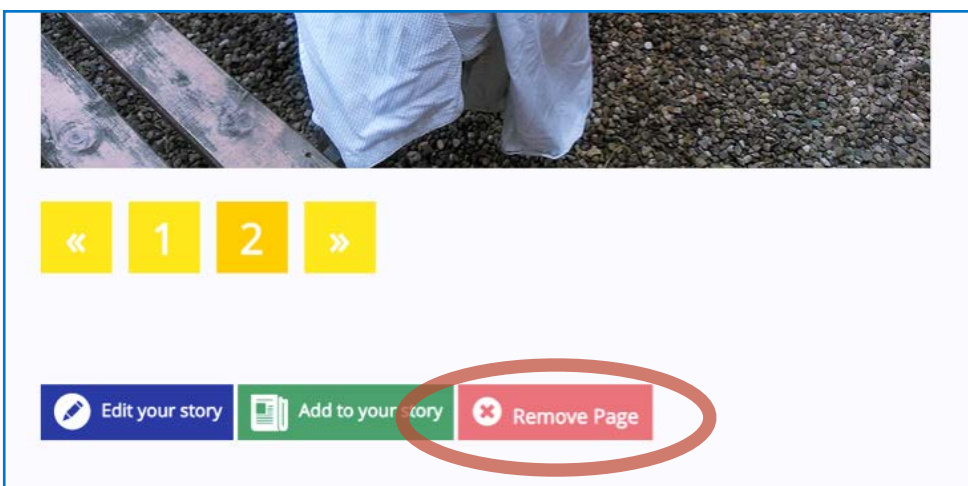
Step 2. Click the '+ New Page' button. This will add pages to your Story shown in Yellow at bottom.



Deleting a page in your Story

Step 1. Click on and open the page you want to delete

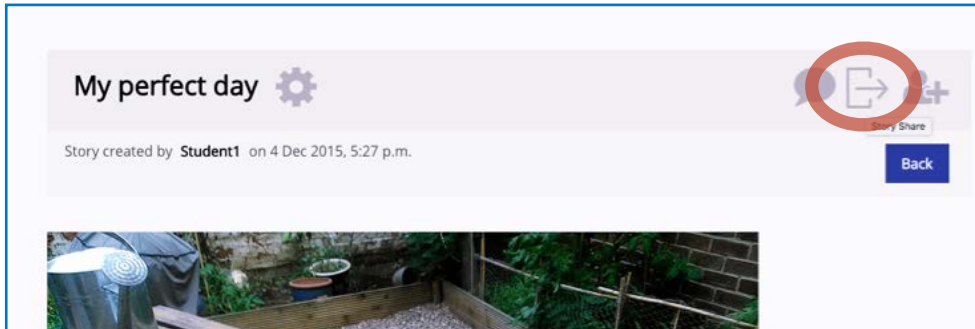
Step 2. Click on 'Remove page' and click 'ok' in the confirmation pop up. **WARNING:** be careful to open the right page this cannot be undone!



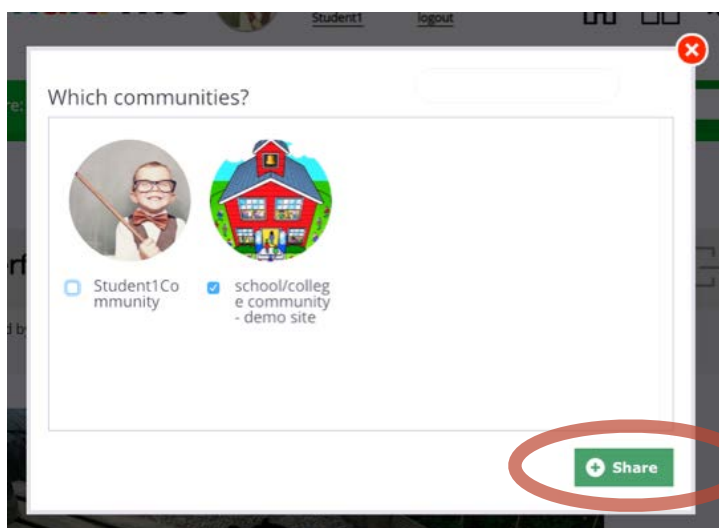
Sharing your Story

Step 1. Open up the Story you want to share by going to 'My Stuff Dashboard/My Stories then click on the Story name or thumbnail

Step 2. At top of page in the Story header click the Share icon shown below



Step 3. Choose if you want to share it with whole Communities, whole Groups or individual friends



Step 4. Click the Communities, Groups or Friends you want to share the Story with then Click the 'Share' button. Your Story will be shared and will appear on Users Activity Streams.

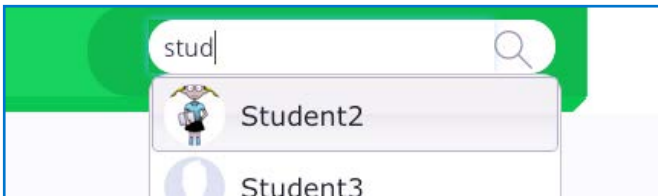
The Story will also be visible to the Users whom you have shared with on your own profile page Sharing Dashboard, or via the Community or Group page you have shared that Story with.

Viewing other Users' Stories

You can view shared Stories from other Users on your Activity Screen, you can also see them on the Community or Group Page that they have been shared with, on the Sharing Dashboard or Activity, or you can see them on a users Profile Page on their Sharing Dashboard.

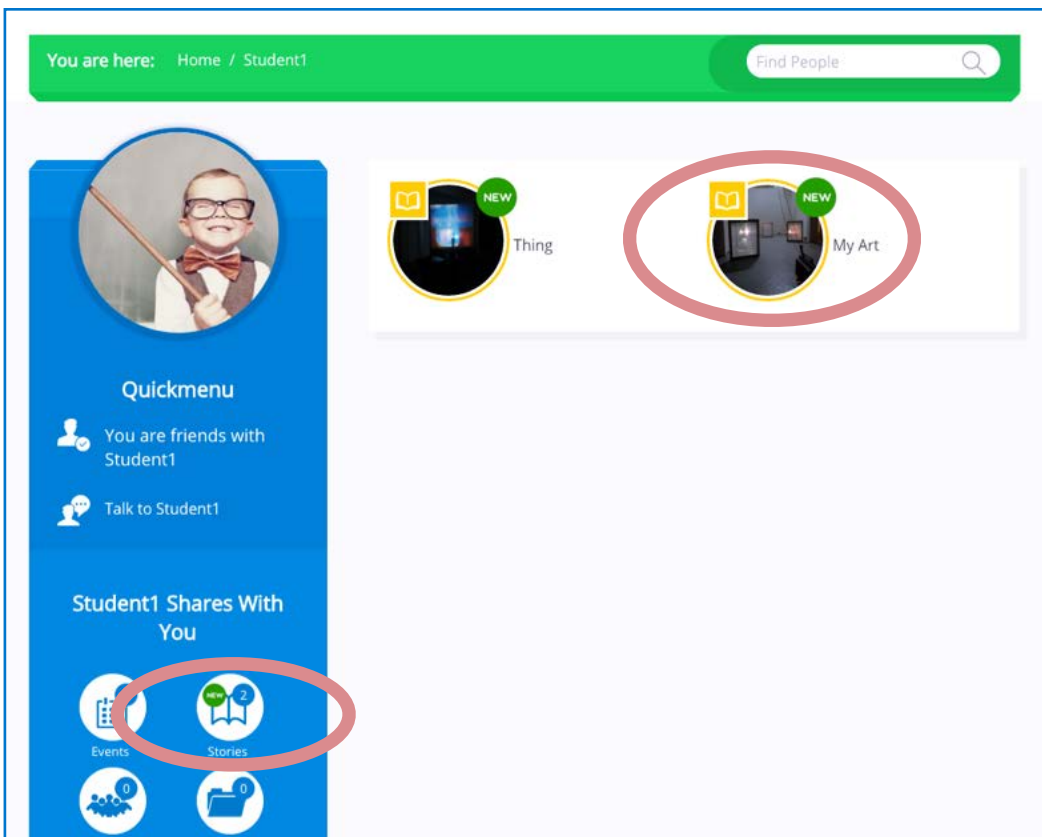
To search for a user a see their Stories they share with you:

Step 1. Search for the user in the 'Find people' search box near the top of the screen. Click on the user you want to view. This will take you to the users Profile Page



Step 2. On the users Profile Page scroll down under the Quickmenu to the Sharing Dashboard. Click on the Stories icon (their will be a number count, and if there is an un-viewed Story there will be a 'New' badge).

(if there are no Stories showing here this means that the user has not shared any Stories with you, either via your Communities, Your Groups or individually as a Friend).

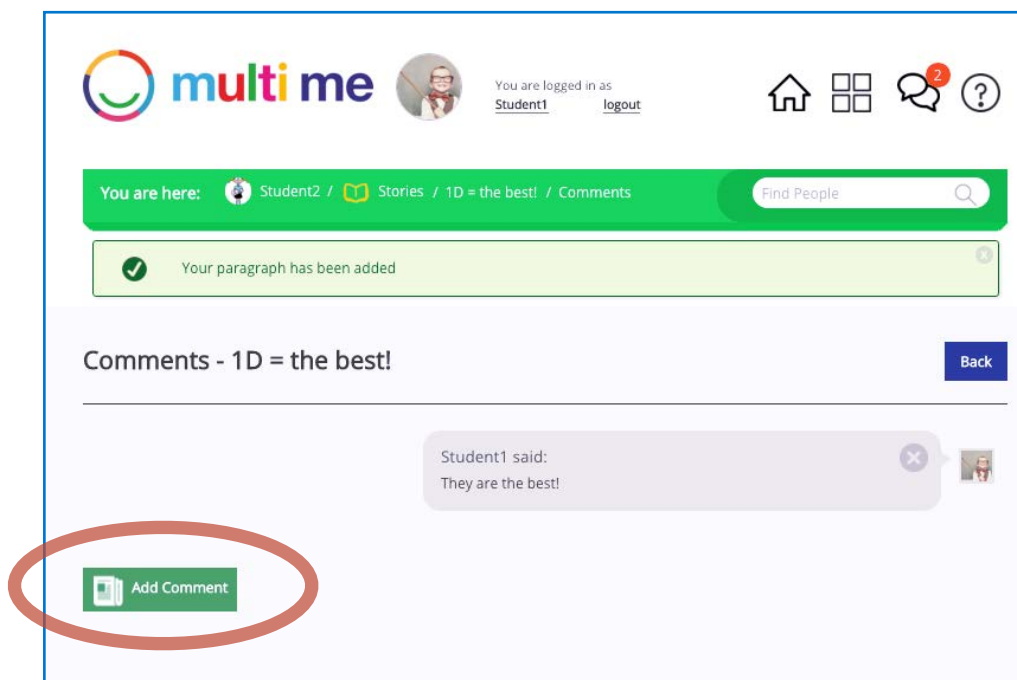
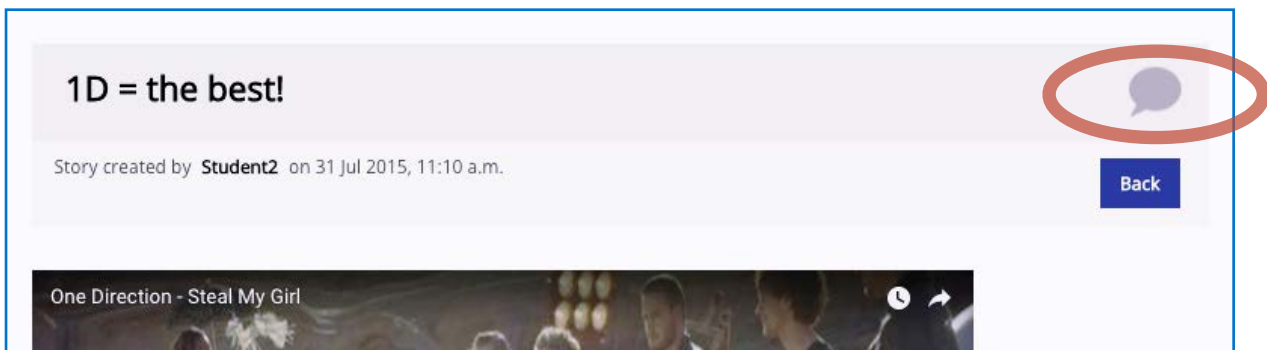


Click on the Story you want to view to open up the Story...

Commenting on other Users' Stories

You can comment on other Users' shared Stories using a range of media. To comment on a Story:

Step 1. Click on the Comments icon on the Story Header.

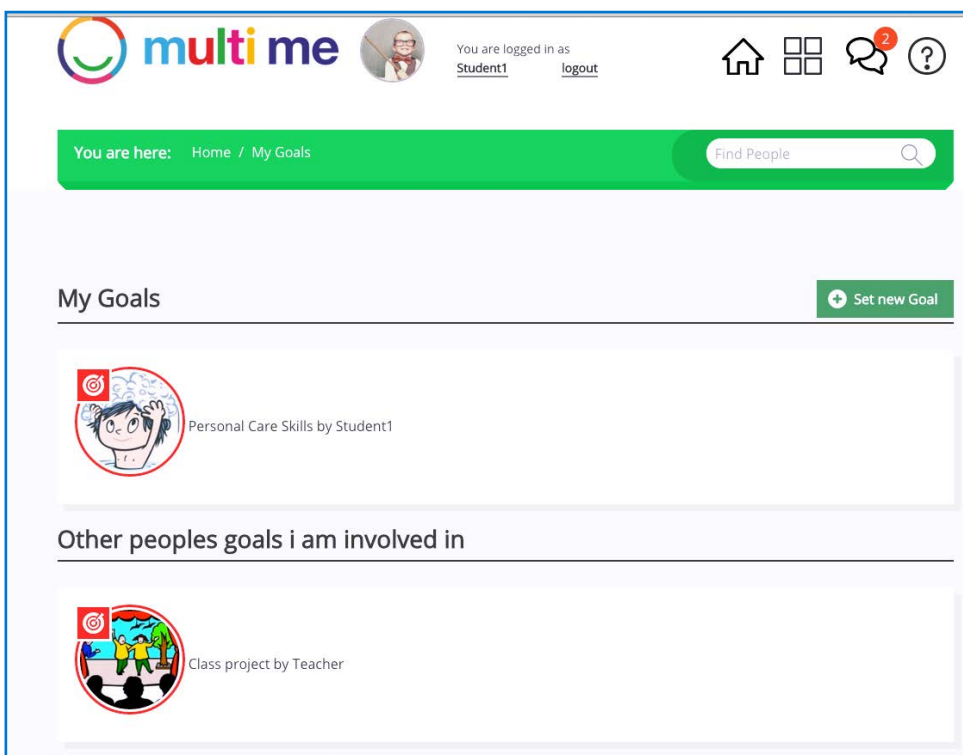
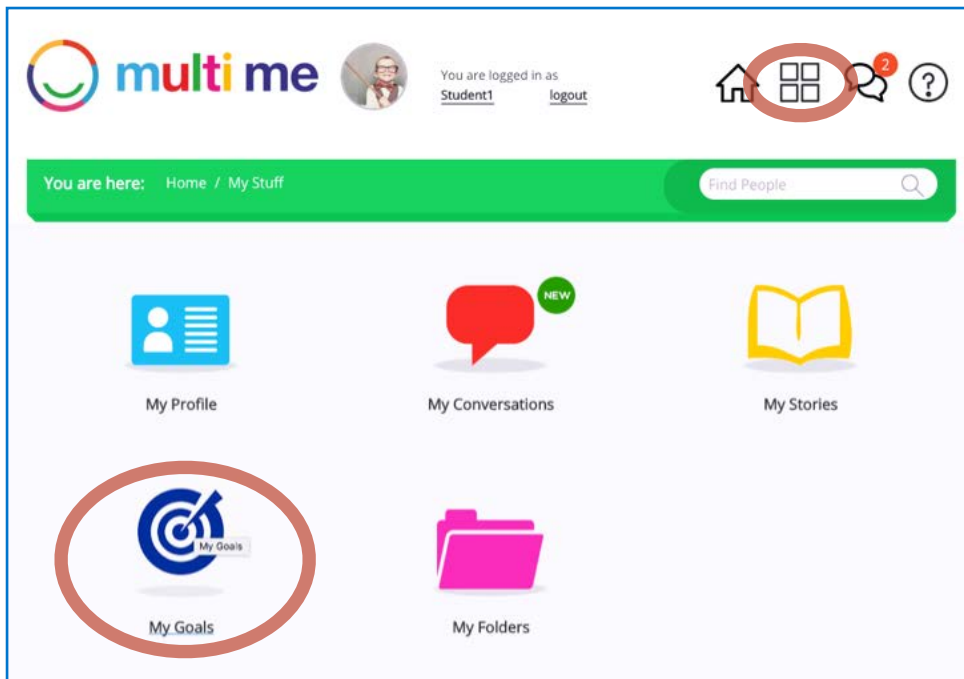


Step 2. Click on 'Add Comments' button and add text, a picture, video, audio or document as a comment. The Story Comment will appear in the Users Activity Stream.

9. My Goals

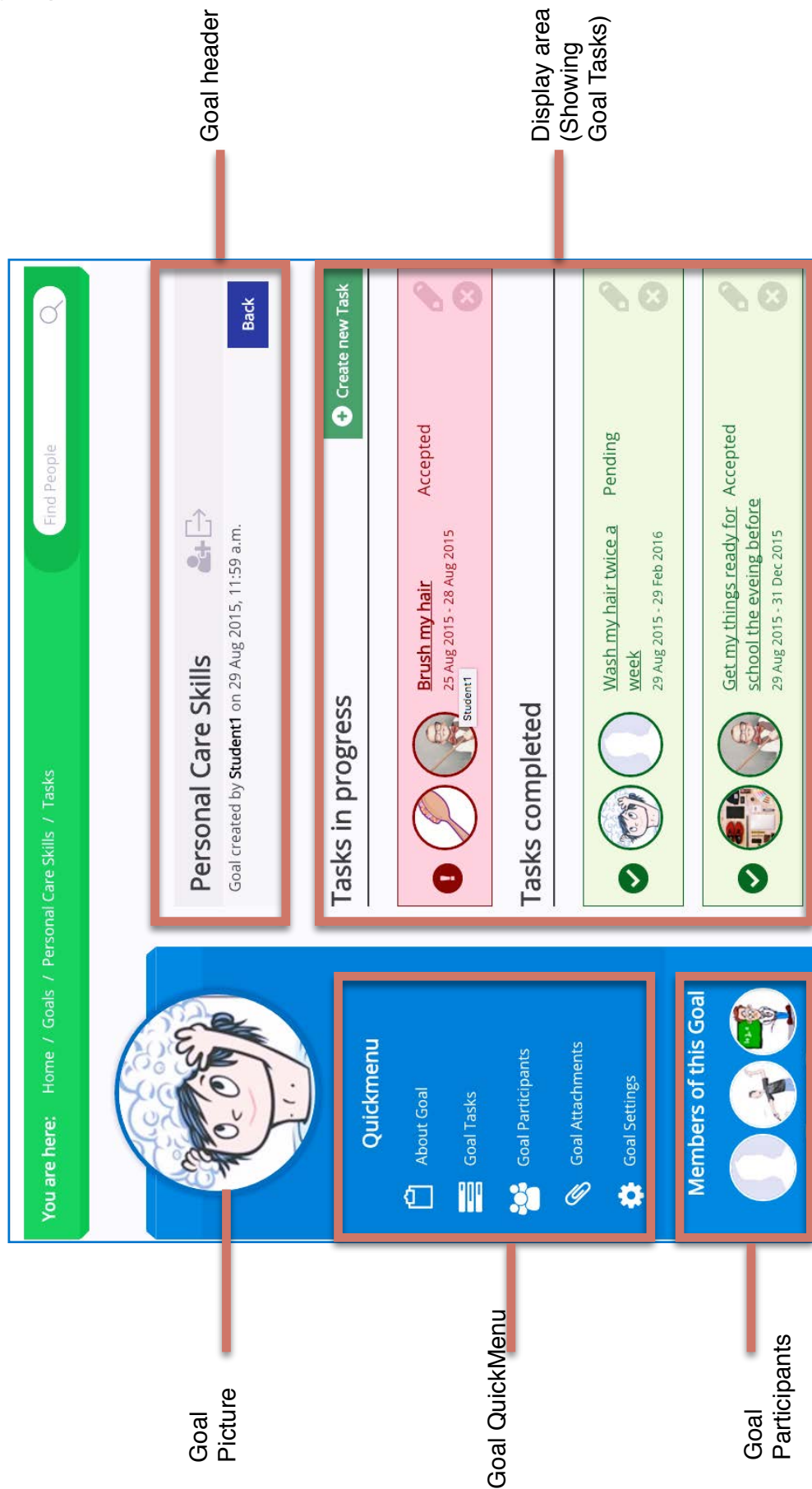
Multi Me Goals is a planning and social task management application that allows users to set and describe their own personal Goals, manage Goal Tasks, set Task reminders, add Goal Participants and Attachments.

To access 'My Goals' click on My Stuff Dashboard and click on the 'My Goals' icon.



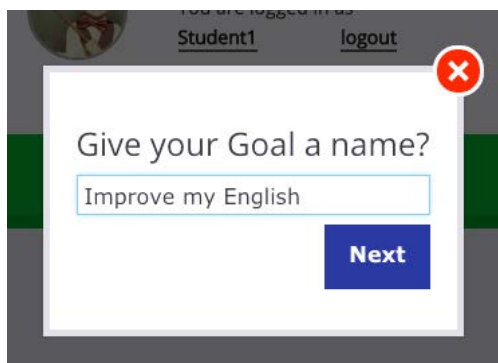
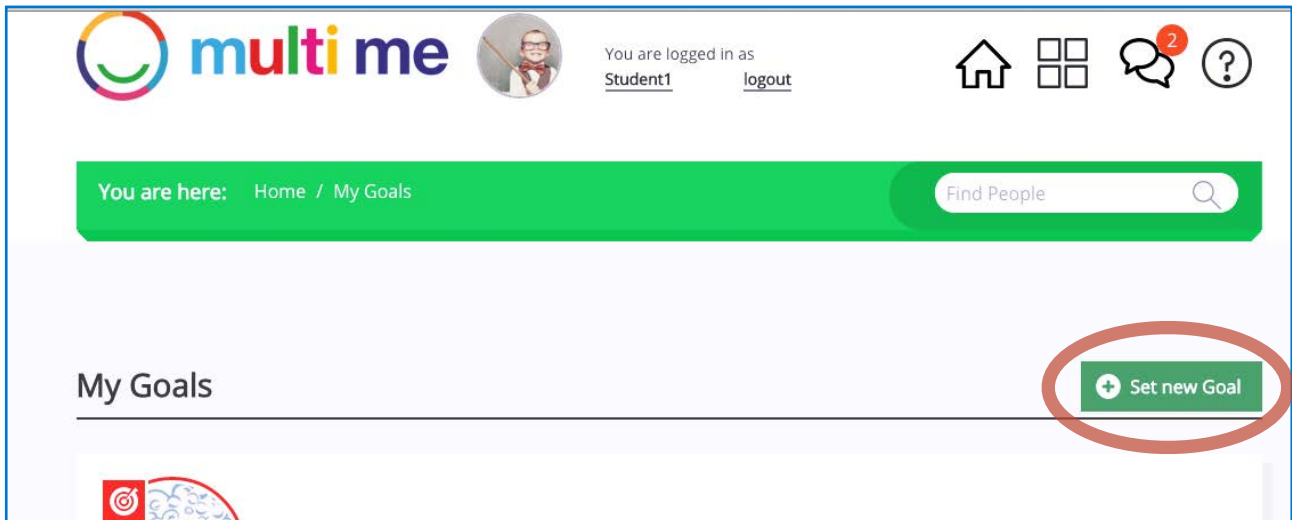
In the My Goals area there are two headings, one for Goals that I create called 'My Goals' and another for Goals I participate in called 'Other peoples' Goals I am involved in'

Goal interface overview

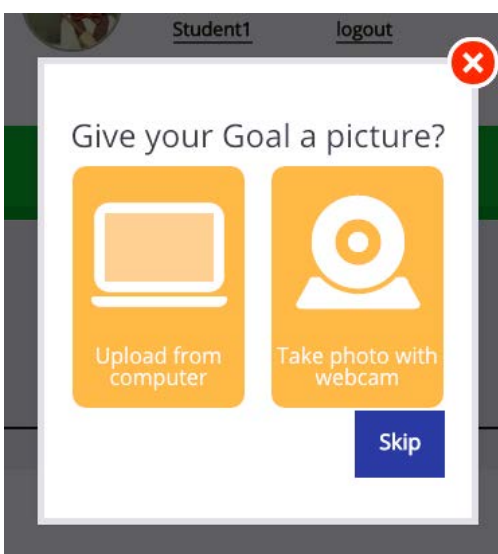


Setting a new Goal

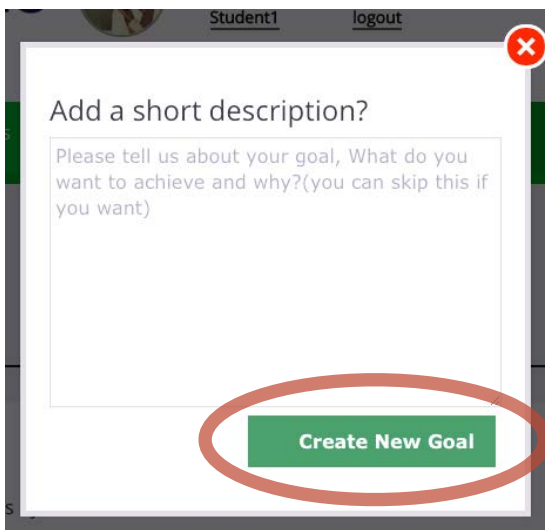
Step 1. Click on the 'Set new Goal' button in My Goals area



Step 2. Name your Goal. This should be the Goal/target/ outcome you want to achieve such as 'Learn to drive, Meet friends, Get a Job, Improve My English' etc...



Step 3. Add a picture/Avatar for your Goal to make it more visual, you can skip this and add it later if you want.

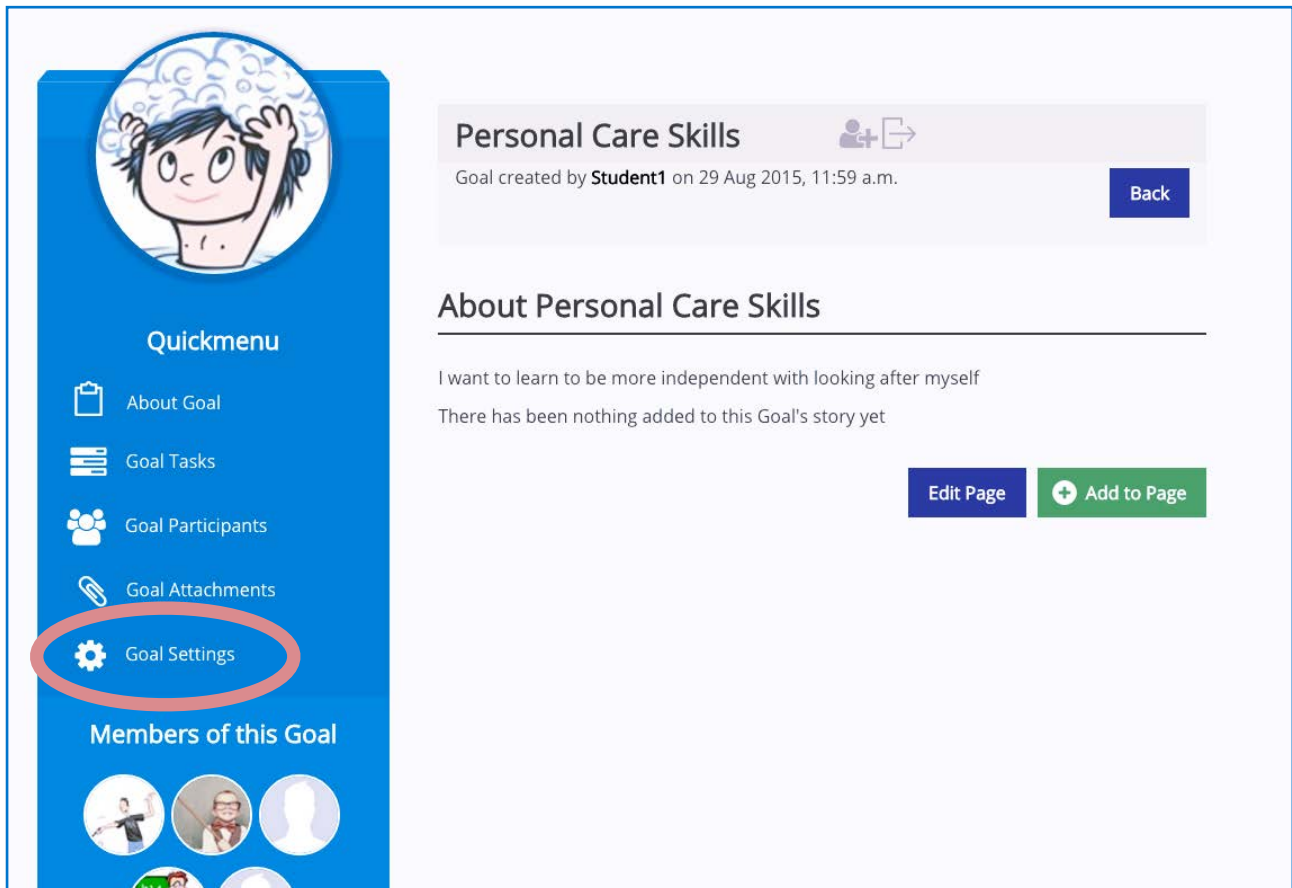


Step 4. Add a description. This will be added to your 'About Goal' page. You can skip this if you want and add it later.

Click 'Create new Goal'. Your Goal has been created!

Changing your Goal settings

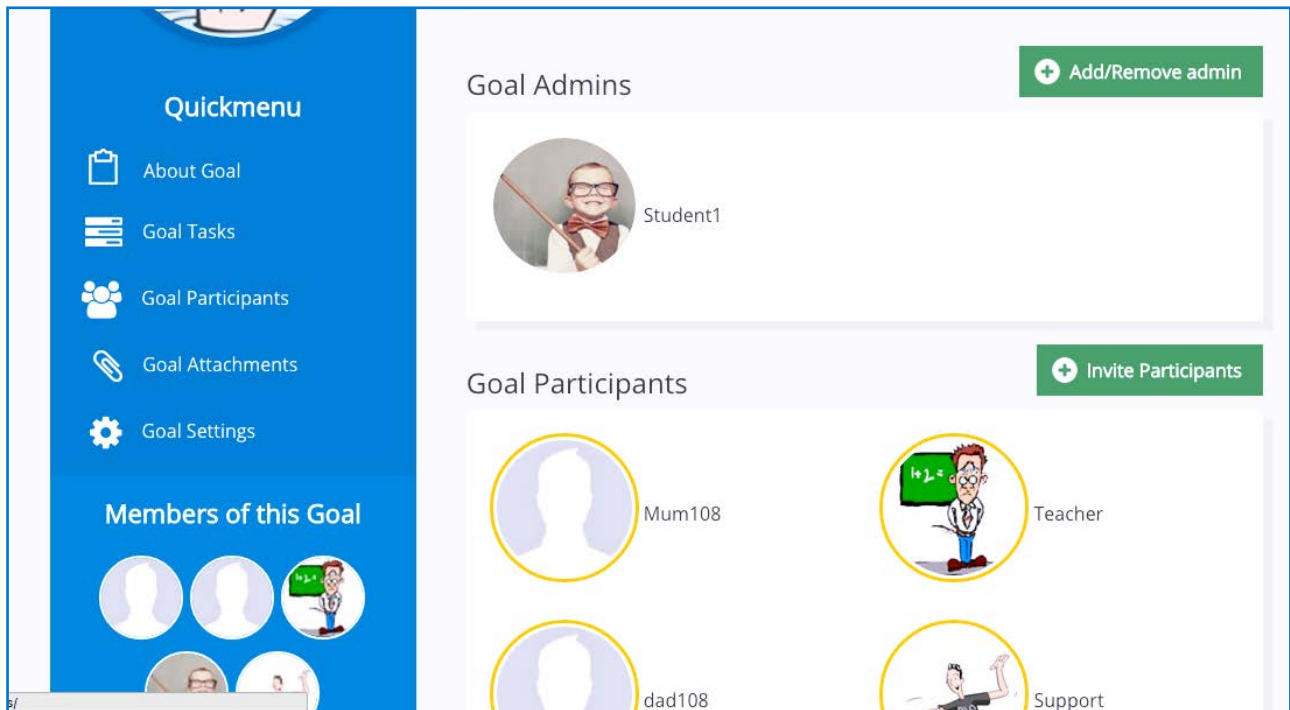
You can update your Goal settings including its name, description and image at any point (Goal Admins only) by clicking on the Settings link in the Quickmenu.



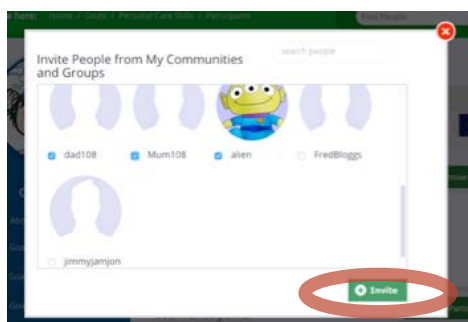
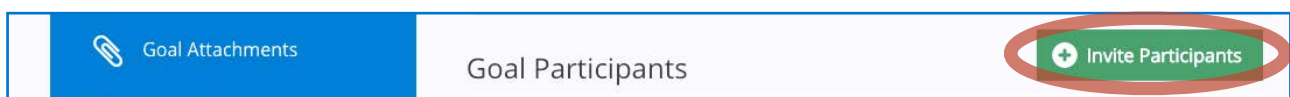
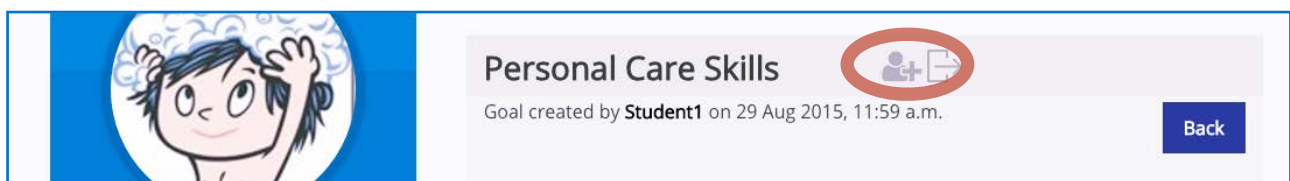
The screenshot displays the 'Personal Care Skills' goal page. On the left is a blue sidebar with a 'Quickmenu' containing options: 'About Goal', 'Goal Tasks', 'Goal Participants', 'Goal Attachments', and 'Goal Settings' (circled in red). Below the menu is a 'Members of this Goal' section with profile icons. The main content area shows the goal title 'Personal Care Skills', creation info 'Goal created by Student1 on 29 Aug 2015, 11:59 a.m.', and a 'Back' button. A section titled 'About Personal Care Skills' contains the text 'I want to learn to be more independent with looking after myself' and 'There has been nothing added to this Goal's story yet'. At the bottom right are 'Edit Page' and 'Add to Page' buttons.

Inviting Participants to join your Goal

You can invite other people from your Communities to come and join in and help manage your Goal. Goal Admins can invite and manage Goal Participants, Edit all Goal and Task settings and add to and edit the Goal 'About Page'. Goal Participants can add Attachments, Create Tasks for themselves or assign tasks to other Participants. Goal Participants can be made into Goal Admins also. Click on 'Goal Participants' link in the Quickmenu to see/manage your list of Goal Admins and Participants.



Step 1: You can click on the 'invite' icon in the Goal header at any time to invite people from your Communities to join your Goal. Alternately you can go to the Participants page and click the 'invite Participants' button.



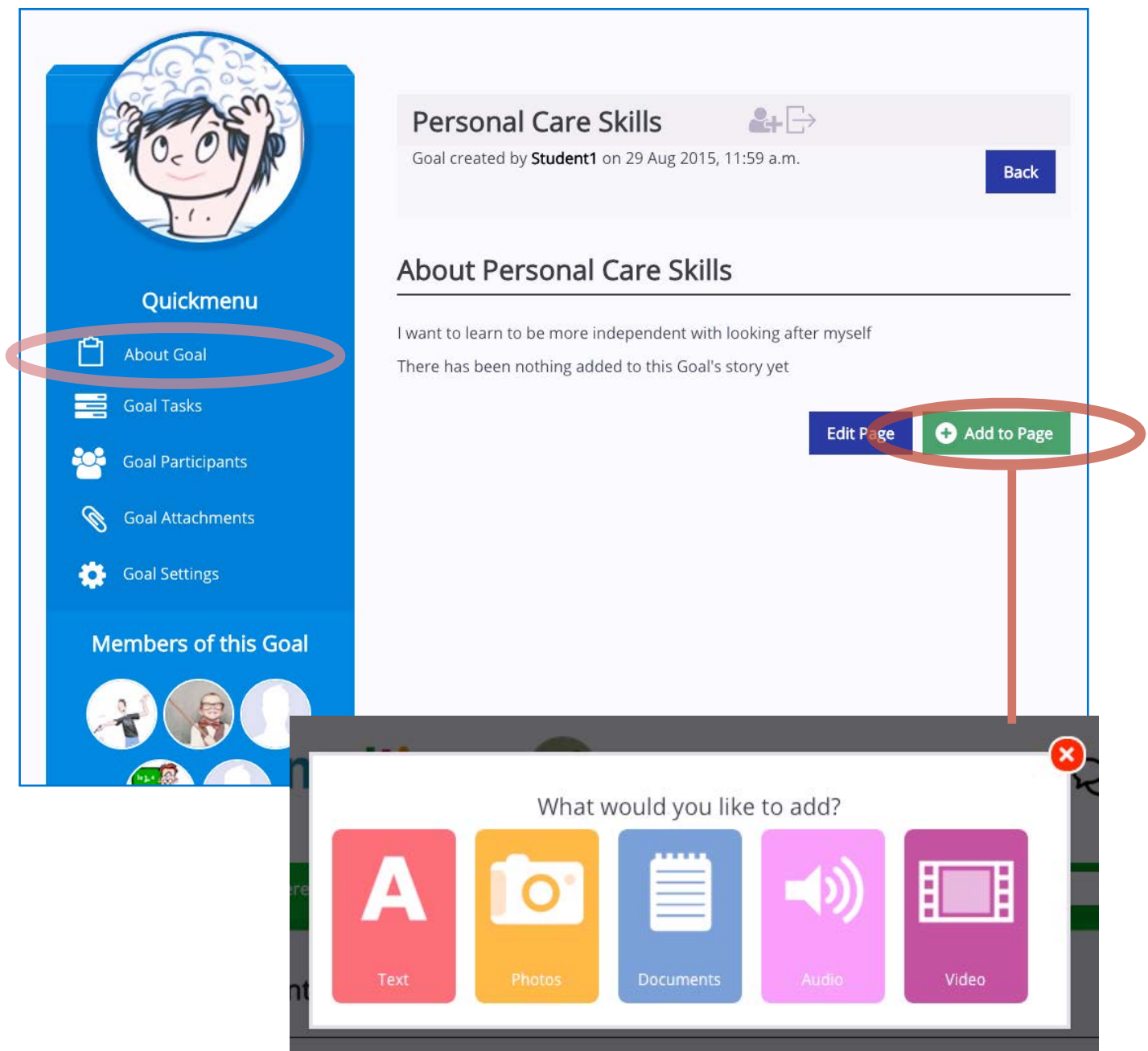
Step 2. Click on the users that you want to invite. Click the 'invite' button. **NOTE:** Users will have to accept this invitation from their 'My Requests' area before they appear in your Goal Participants list and you can assign Tasks to them.

Adding to your 'About Goal' page

You can use the About Goal page to tell a story about your Goal. What is it you want to achieve and why? How will you go about achieving it? If you share your Goal with others they will see this page and they will be able to request to 'Join' your Goal from this page.

Step 1. Click on 'About Goal' in the Quickmenu

Step 2. Click on the 'Add to this Page' button. You can add a variety of media to this page.

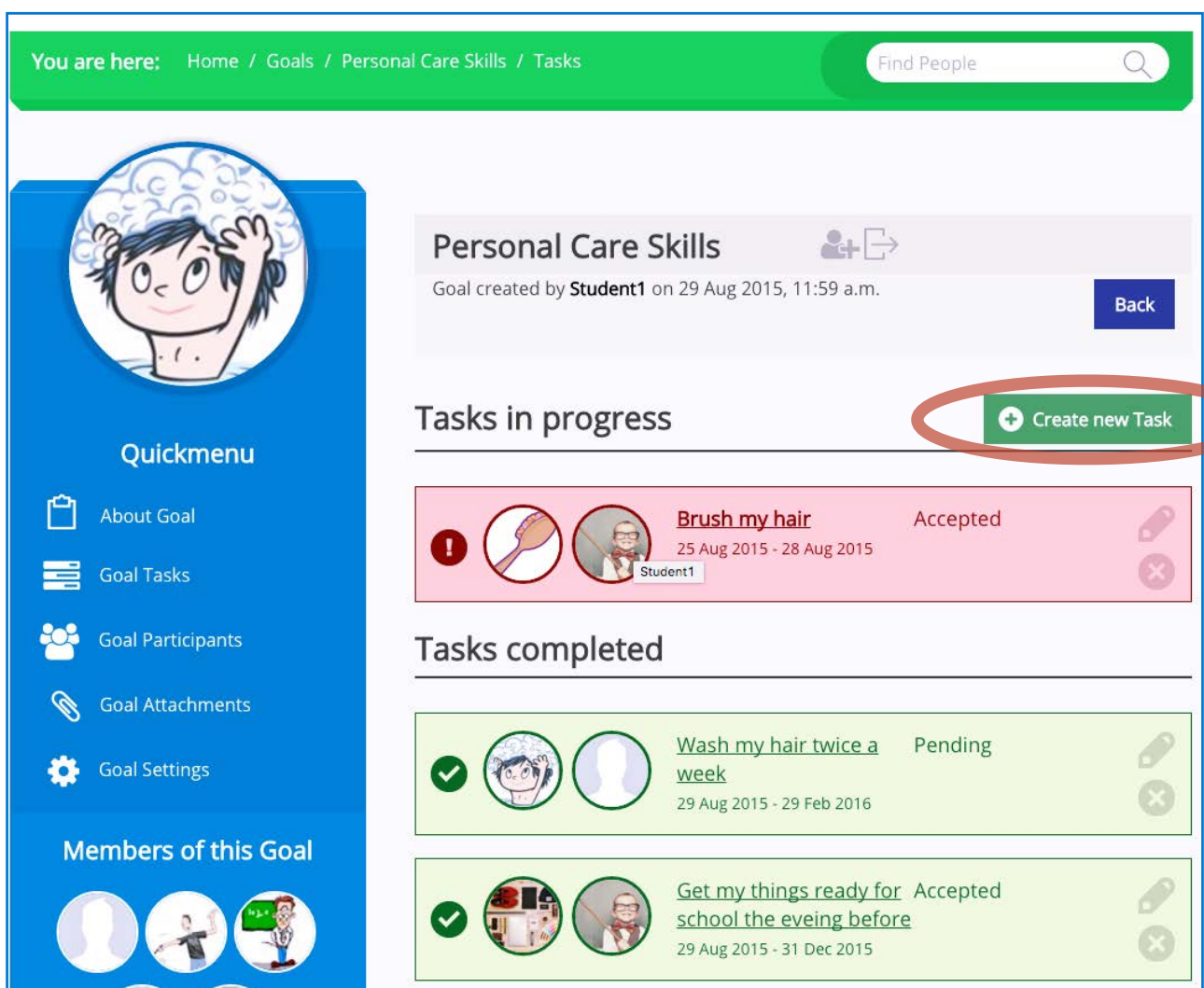


The screenshot displays the 'Personal Care Skills' goal page. On the left is a blue sidebar with a 'Quickmenu' containing options like 'About Goal', 'Goal Tasks', 'Goal Participants', 'Goal Attachments', and 'Goal Settings'. The 'About Goal' option is circled in red. The main content area shows the goal title, creation date, and a description: 'I want to learn to be more independent with looking after myself'. At the bottom right of the main area, the 'Add to Page' button is circled in red. A modal window titled 'What would you like to add?' is open, showing options for Text, Photos, Documents, Audio, and Video.

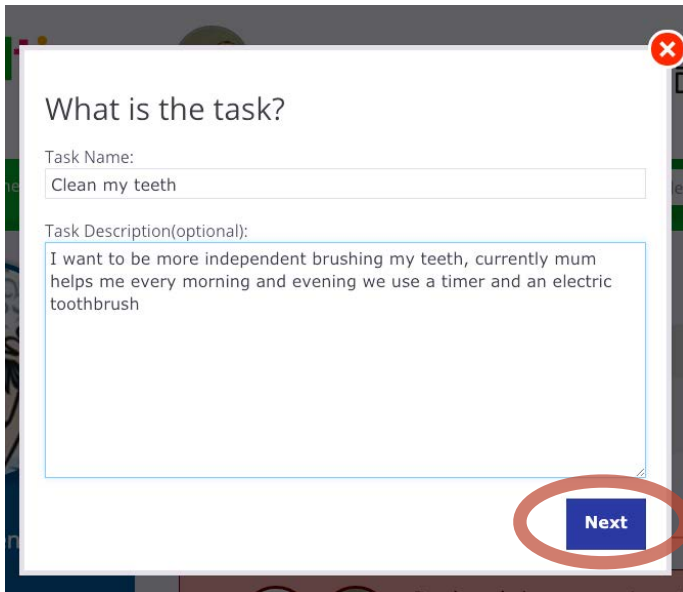
Creating Goal Tasks

Each Goal can be broken down into bite-size Tasks that can be given a start and an end date and assigned to different Goal Participants. Goal Participants are sent requests to carry out, or oversee Tasks and are reminded when Tasks are overdue. When tasks have been completed by a Participant they can be signed off. Tasks in progress or pending appear in the top list, when a Task is signed off as complete then it appears in a Tasks Completed list below.

Step 1. Open up the Goal you want to add a Task to. By default the Goal will open up on the Tasks page. Click the 'Create new Task' button. This will open up the Task builder pop-up.



The screenshot shows the Multi-Me interface for a goal named "Personal Care Skills". The breadcrumb trail at the top reads "You are here: Home / Goals / Personal Care Skills / Tasks". A search bar labeled "Find People" is in the top right. On the left, a blue sidebar contains a "Quickmenu" with options: "About Goal", "Goal Tasks", "Goal Participants", "Goal Attachments", and "Goal Settings". Below the menu is a "Members of this Goal" section with three profile icons. The main content area shows the goal title "Personal Care Skills" with a "Back" button. Below this is the "Tasks in progress" section, where a "Create new Task" button is circled in red. Underneath, there is a task card for "Brush my hair" (Accepted, 25 Aug 2015 - 28 Aug 2015) and a "Tasks completed" section with two task cards: "Wash my hair twice a week" (Pending, 29 Aug 2015 - 29 Feb 2016) and "Get my things ready for school the eveing before" (Accepted, 29 Aug 2015 - 31 Dec 2015).



What is the task?

Task Name:
Clean my teeth

Task Description(optional):
I want to be more independent brushing my teeth, currently mum helps me every morning and evening we use a timer and an electric toothbrush

Next

Step 2. Using the Task builder pop-up add the Name of the Task you want to happen, e.g. Brush my Teeth, Talk to a new person every day at college, Go for a daily walk, access the gym etc etc.... You can add a description here if you want, or skip this for your Task. Click the 'next' button when you are ready.

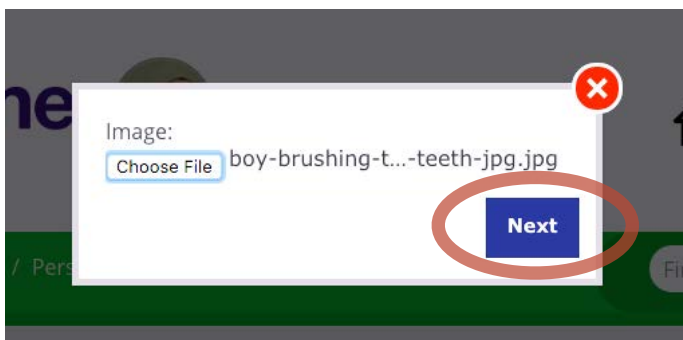
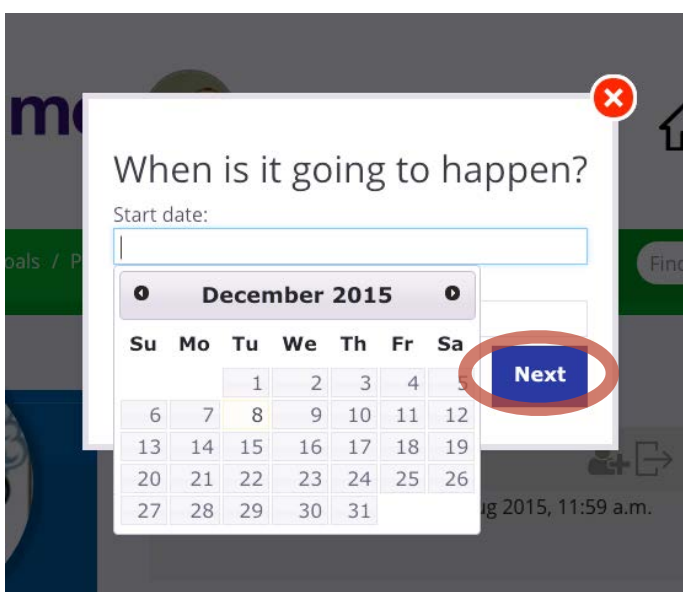


Image:
Choose File boy-brushing-t...-teeth-jpg.jpg

Next

Step 3. Using the Task builder pop-up you can add a picture for the Task also. If you want to find one from the Internet you can search for images in another tab in your browser, download/save the image you want to your device then click on the 'Upload from device/PC' option to browse your device and select the file.

NOTE: For those using a Tablet or smartphone you can choose to select from your pictures library or take a photo with your device. For PC users with a webcam you can take a picture using your webcam. Click the 'next' button when you are ready.



When is it going to happen?

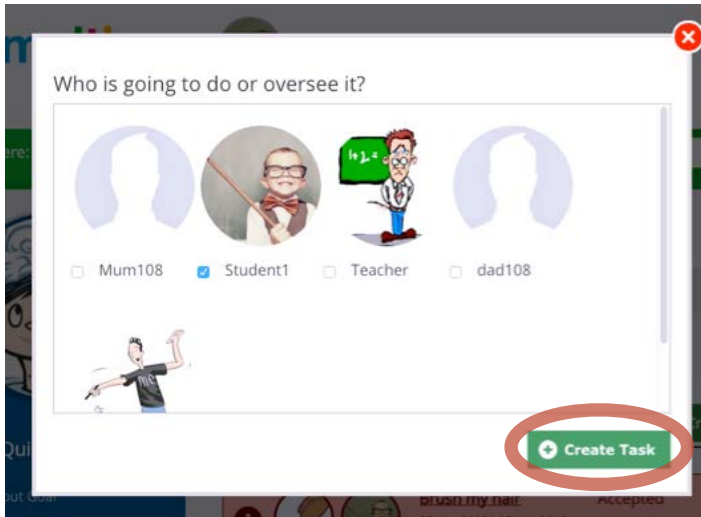
Start date:

December 2015

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Next

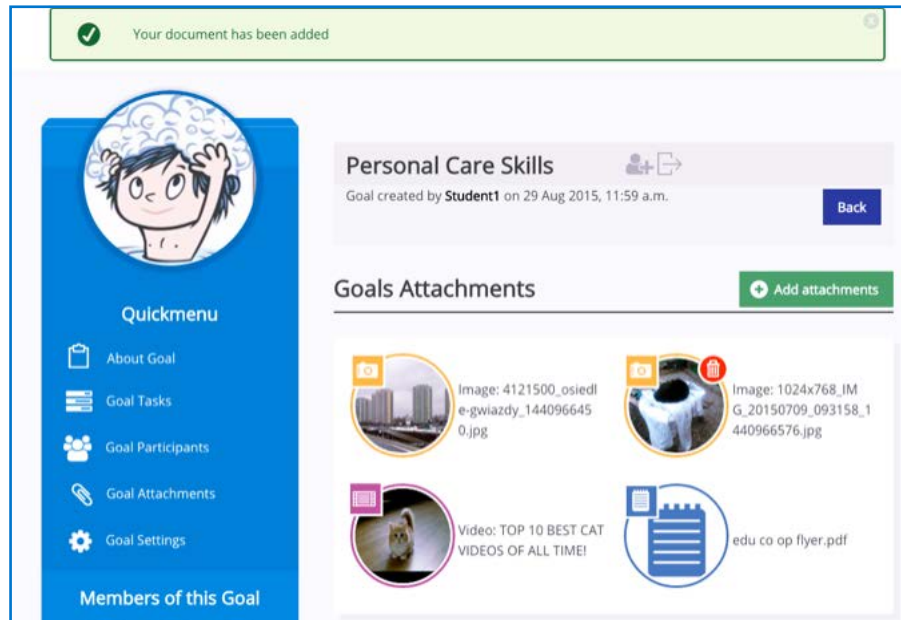
Step 4. Using the Task builder pop-up, select the start and finish date for the Task. If you are unsure when it will happen you can select today's date as the start date and the finish date in a number of weeks or months time. You can update this later. Click the 'next' button when you are ready.



Step 5. Using the Task builder pop-up select the Goal Participant you want to carry out the Task or be responsible for overseeing that it happens. This will send a request to that person and the Task will show as 'pending' until they have accepted it. Click 'Create Task' to finish the process. Your new Task will appear in the Goals Task list.

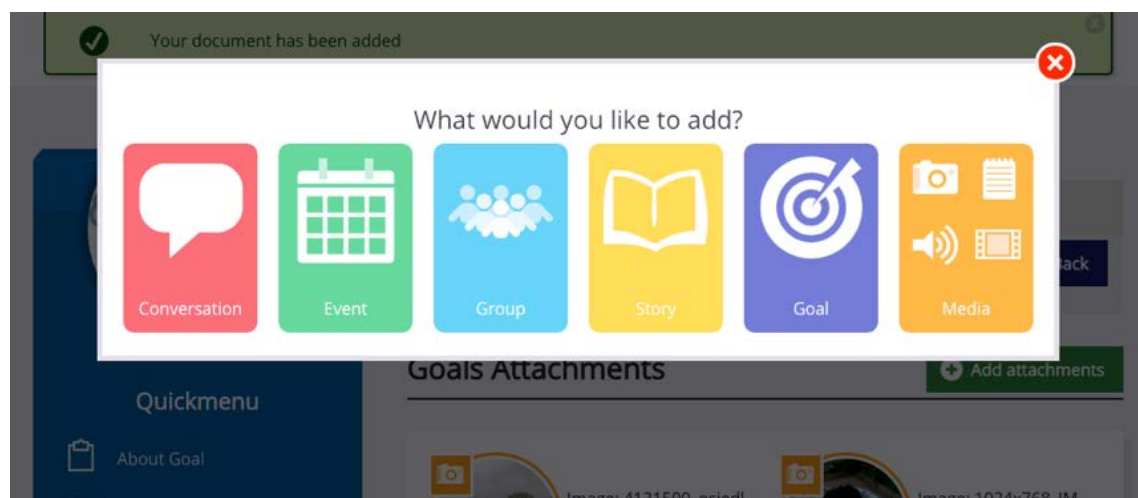
Adding Goal Attachments

Goal Participants can attach relevant stuff to the Goal such as a PDF, Word document or spreadsheet, or a video, picture or Multi Me Story.



Step 1. Click on 'Goal Attachment' in the Quickmenu

Step 2. Click on the 'Add Attachments' button. You can choose to add a variety of different attachments from a number of different sources.



To add a document (PCs and laptops only)

Click on 'Media' then select 'document' choose upload a document or to add from your library

To add a photo, video or audio file

Click on 'Media' then select 'photo, video or audio' then choose from:

- upload a file (also applied to capture from smartphone or tablet)
- add from your library
- capture with Webcam (desktops and laptops with webcams installed only)
- embed from YouTube (video)

To add an attachment from your Multi Me

Select either:

- Conversations
- Events
- Stories
- Goals

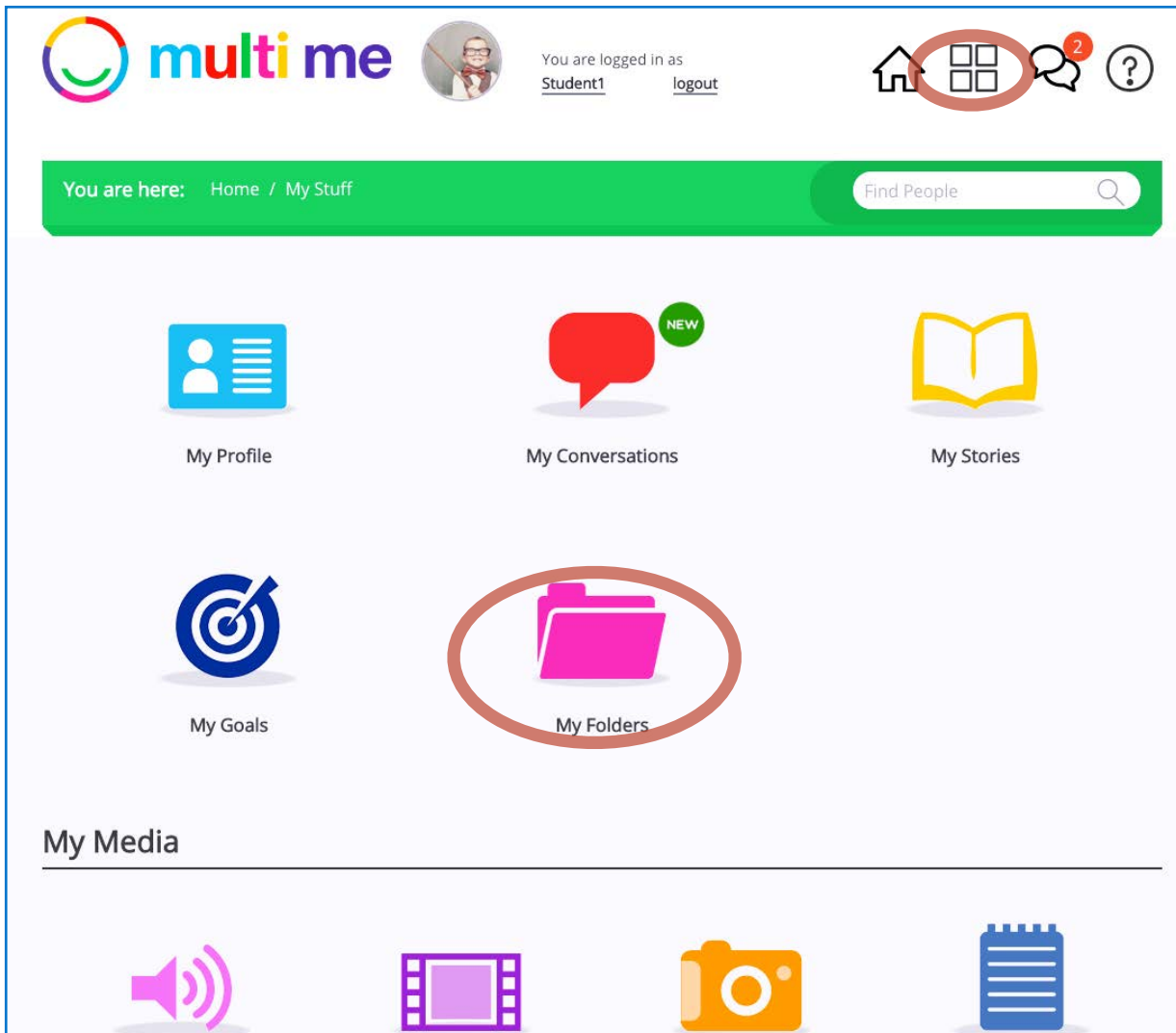
Select the item/items you want to add, click 'Add' button.

Note: private Conversations, Groups or Events that are added will not be able to be accessed by individuals that do not have permission.

10. My Folders

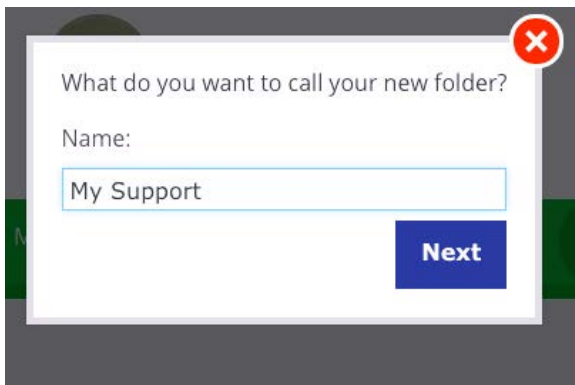
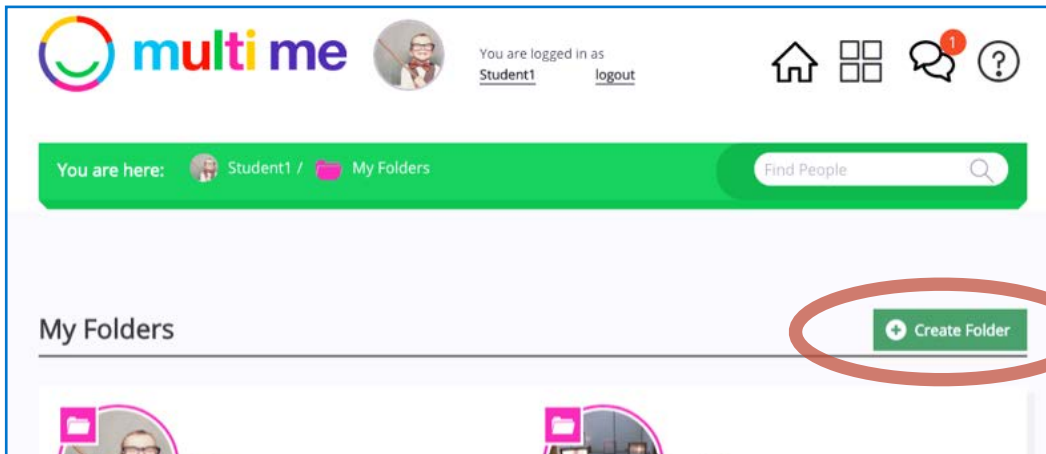
The Folders feature in Multi Me allows users to organise their Stories, Goals, media and documents into Folders. Users have the ability to share whole Folders with Communities, Groups or Friends. Folders are more of a bookmarking system than a conventional filing system - a user can add the same item into multiple Folders.

You can access 'My Folders' by clicking on the My Stuff Dashboard' icon in the main navigation, scrolling down the page and clicking on the My Folders icon.

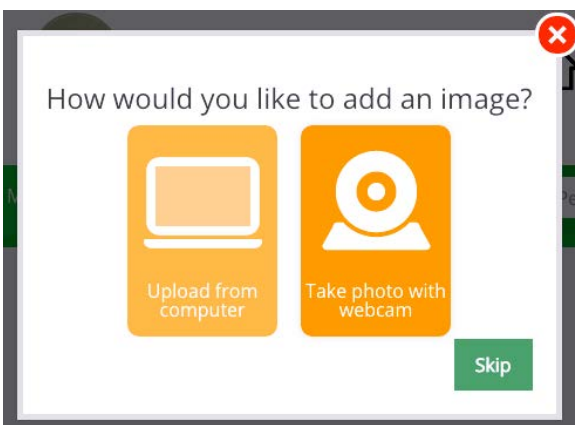


Creating a Folder

Step 1. On the My Folders page click on the 'Create new Folder' button



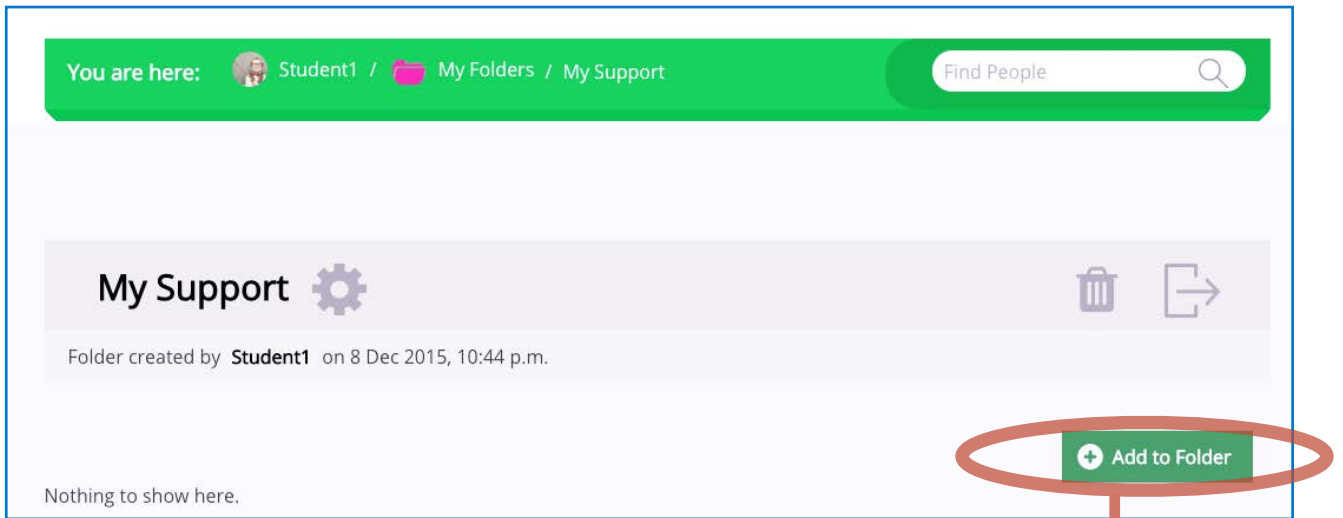
Step 2. In the Folder builder pop-up give your Folder a name (required). Click the next button when you are ready



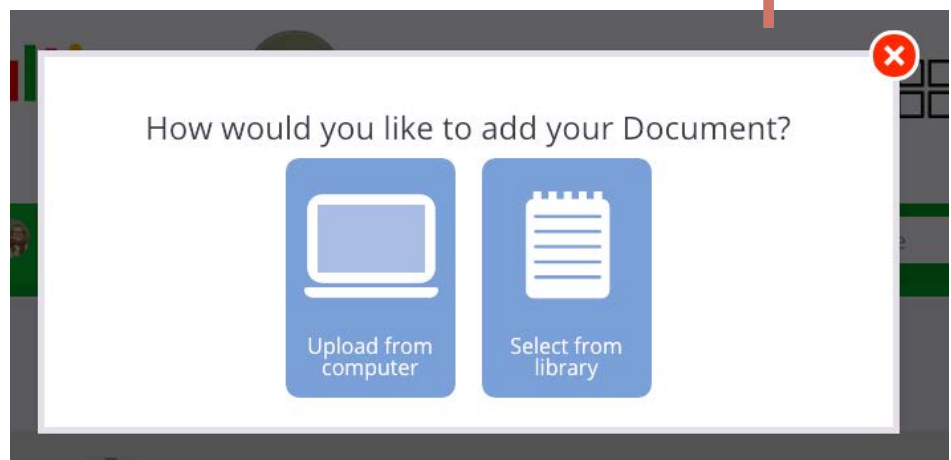
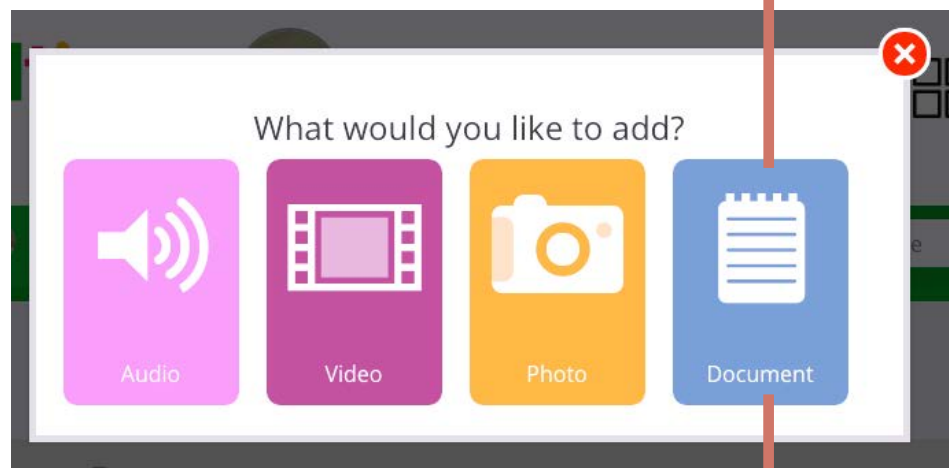
Step 3. Next you can give your Folder a picture icon, (you can skip this if not required). Click picture option you require from 'upload form PC (PCs and mobile devices)', or 'take photo from webcam' (PCs only) or click the 'skip' button.

Your Folder has been created!

Adding to your Folder

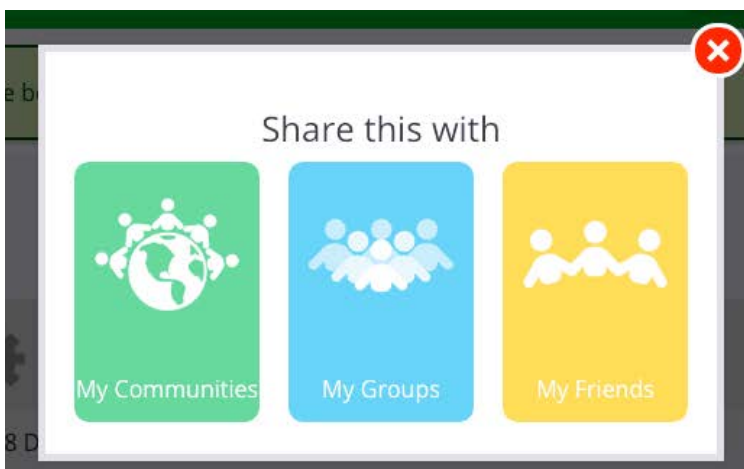
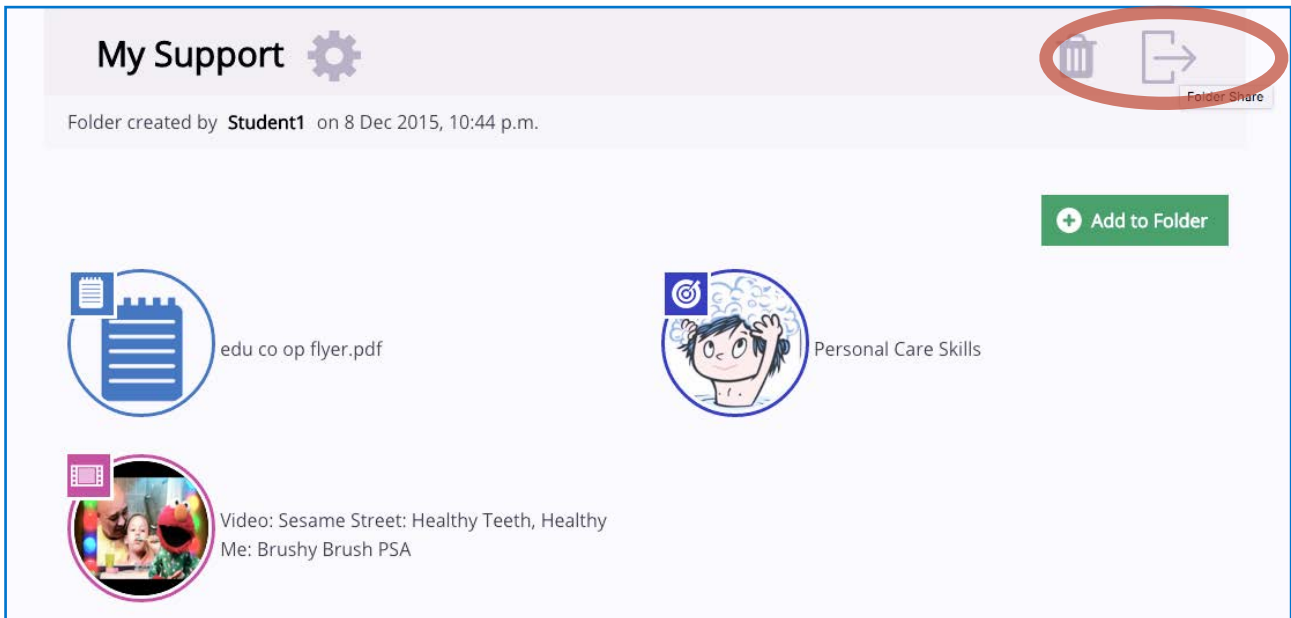


Click the 'Add to Folder' button and select from the option and source you require.



Sharing your Folder

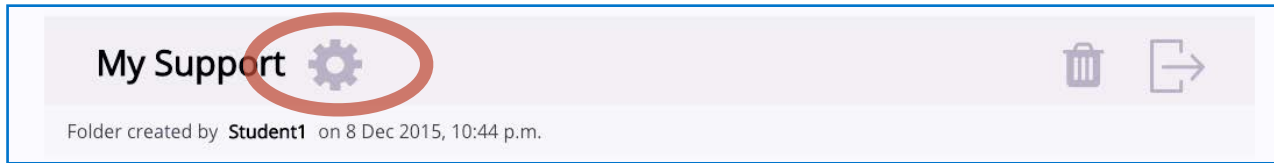
Step 1. Click on the 'share' icon in the Folder header.



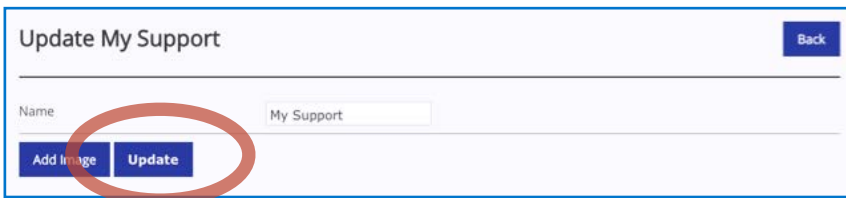
Step 2. Using the Share pop-up select who you want to share the Folder with, either your Communities, Groups or Friends

Editing your Folder settings

Step 1. You can edit your folder name and picture by clicking on the settings icon in the Folder header

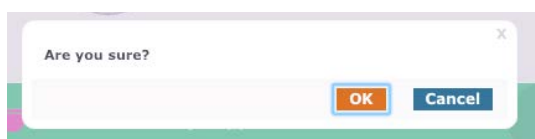
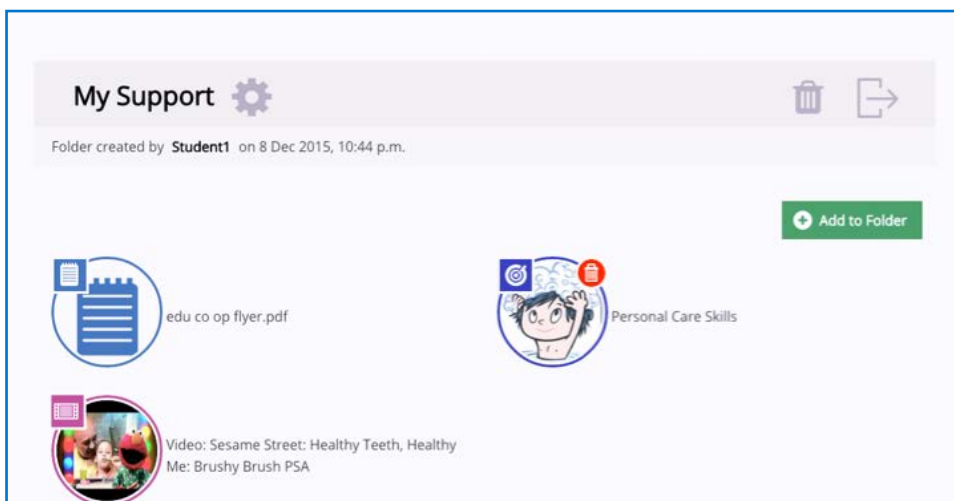


Step 2. Make the changes you require then click the 'Update' button to save changes



Removing Folder contents

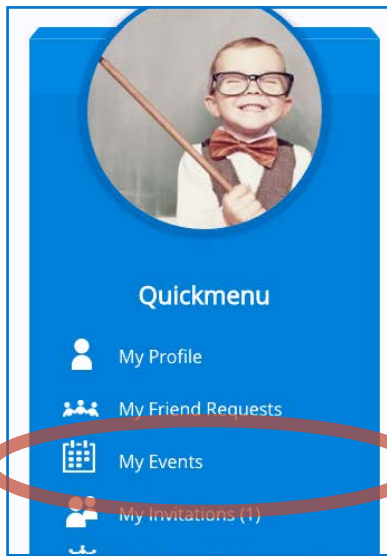
Step 1. Simply 'mouse over' items in your Folder and a small dustbin icon will appear top right of the item thumbnail.



Step 2. Click on the dustbin icon and then click 'ok' on the confirm pop-up.

Note: this will only remove these items from the Folder, not delete them from 'My Stuff'.

11. My Events

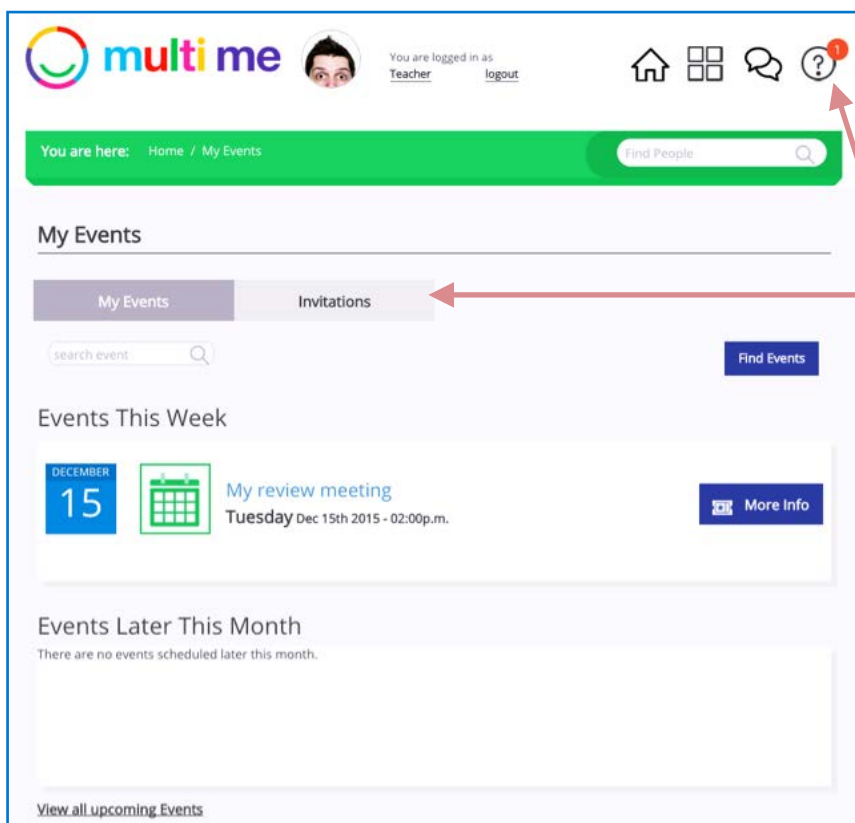


Users can see a list of the Events that they have joined as well as 'find' new Events to join from their Groups and Communities.

To access the 'My Events' page, click on the 'My Events' link in the Quickmenu on your Homepage.

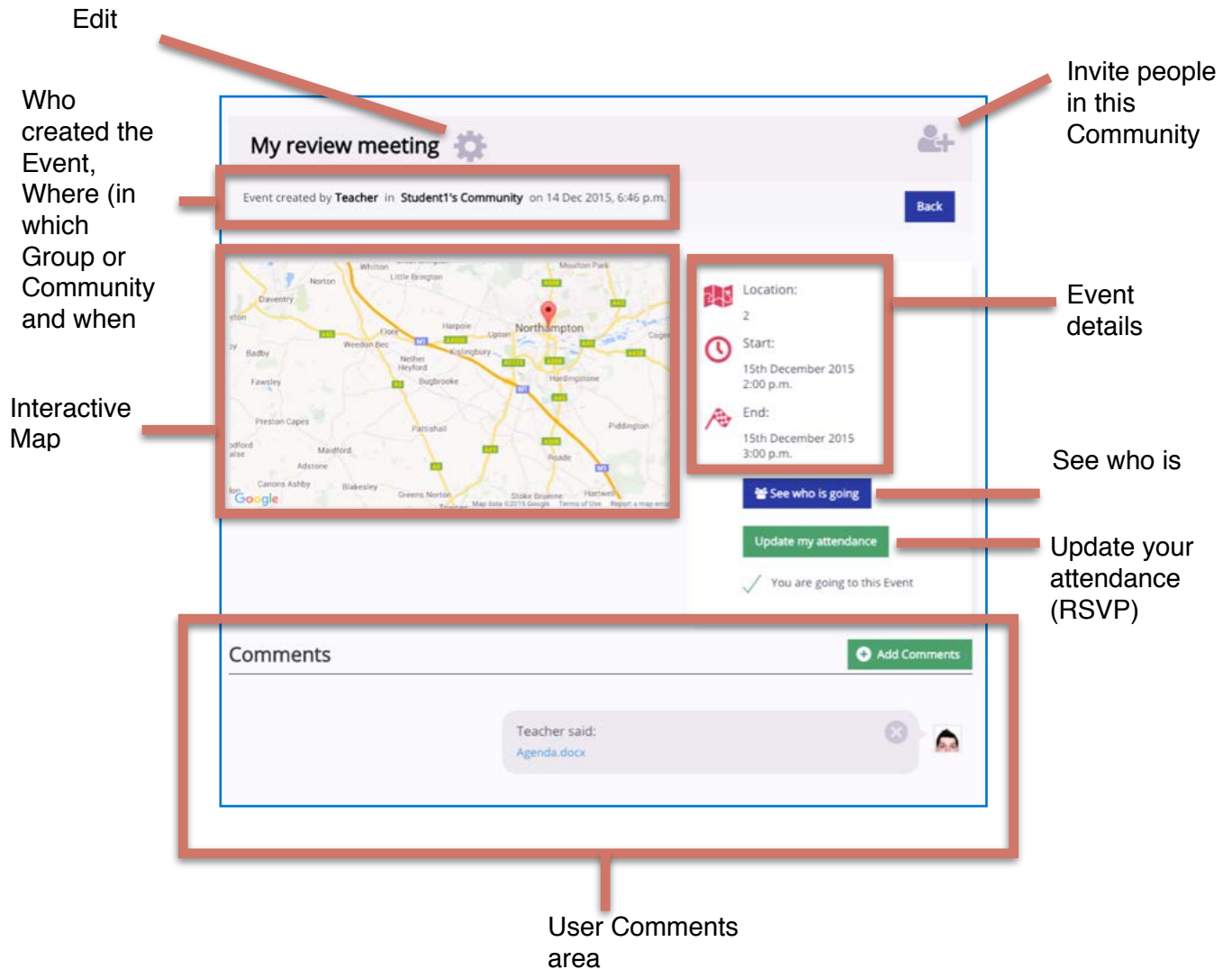
Events are shown under 'Events this week', 'Events later this month' and 'all upcoming events'.

Clicking on the 'More info' button or the Event name will open up the Event detail page.

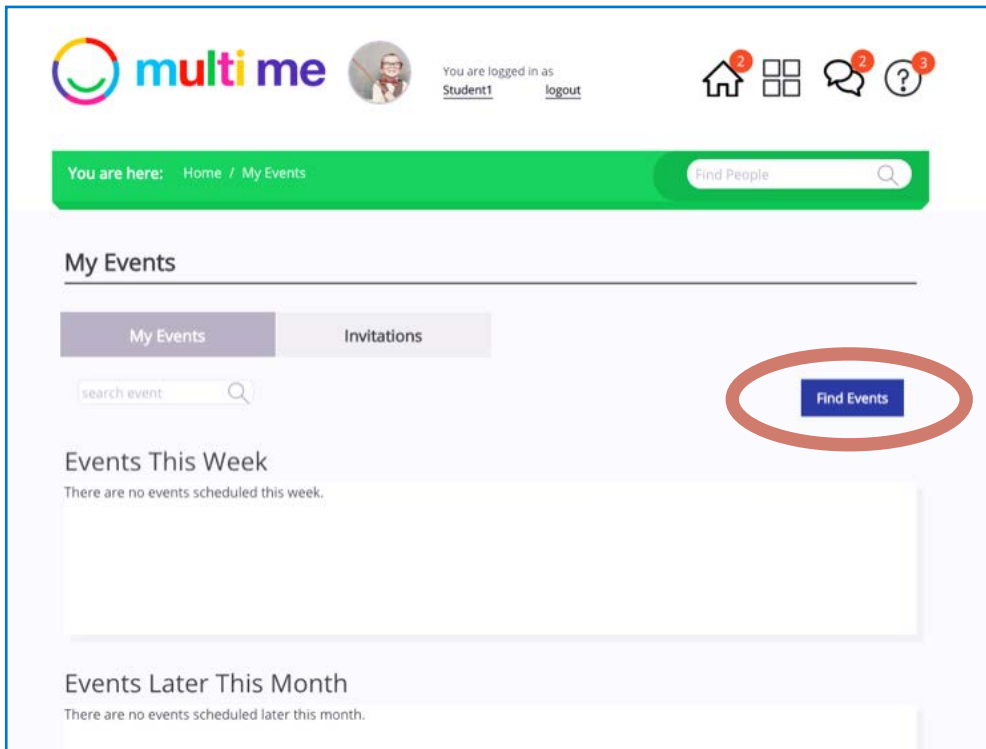


Events that you have been invited to will show up in the 'Invitations' Tab as well as in your 'My Requests' area, you can click on these and R.S.V.P your intention to attend the Event as 'yes', 'no' or 'maybe'.

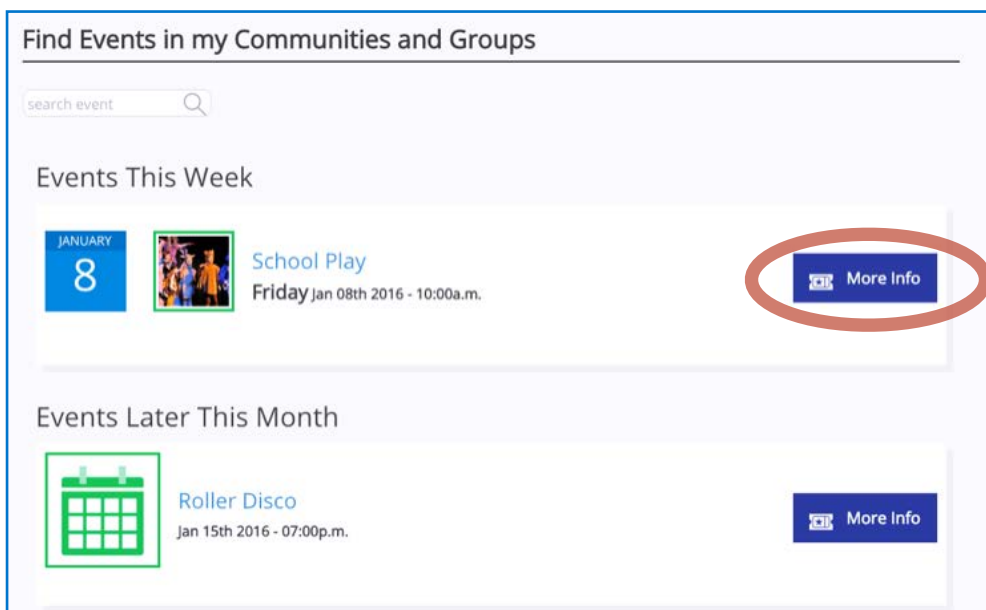
Event page interface overview



Finding and joining an Event

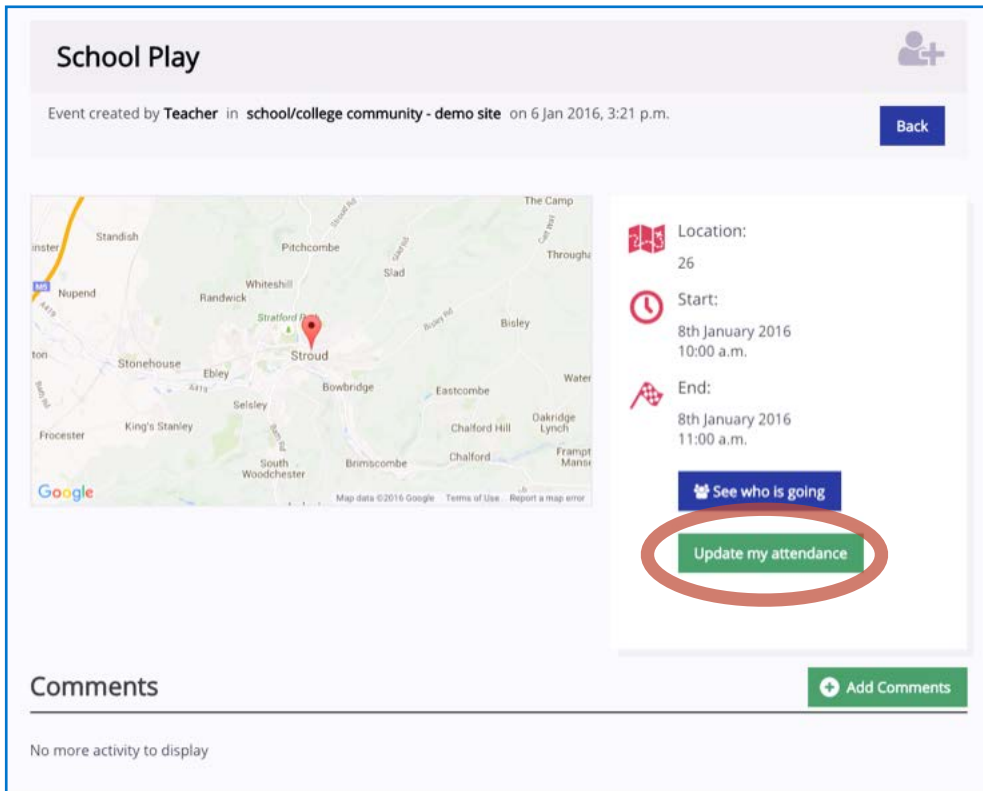


Step 1: Go to 'My Events' page and click on the 'Find Events' button. Events will be shown in your Groups and Communities



Step 2: Click on the Event you are interested in attending.

This will open the Event detail page.



School Play

Event created by Teacher in school/college community - demo site on 6 Jan 2016, 3:21 p.m.

Location: 26

Start: 8th January 2016 10:00 a.m.

End: 8th January 2016 11:00 a.m.

See who is going

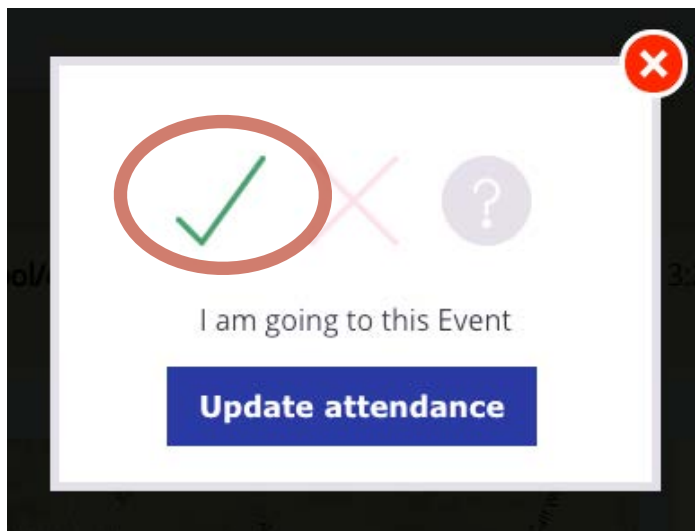
Update my attendance

Add Comments

Comments

No more activity to display

Step 3: Click on the 'Update my attendance' button



I am going to this Event

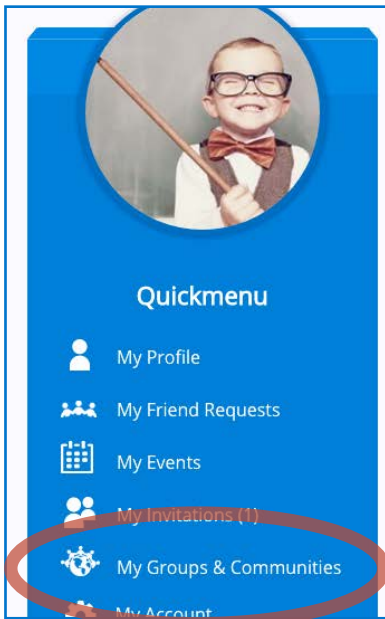
Update attendance

Step 4: on the R.S.V.P Pop-up click the tick to confirm you are going to the Event and then click the 'Update Attendance' button.

The Event has now been added to your 'My Events' page.

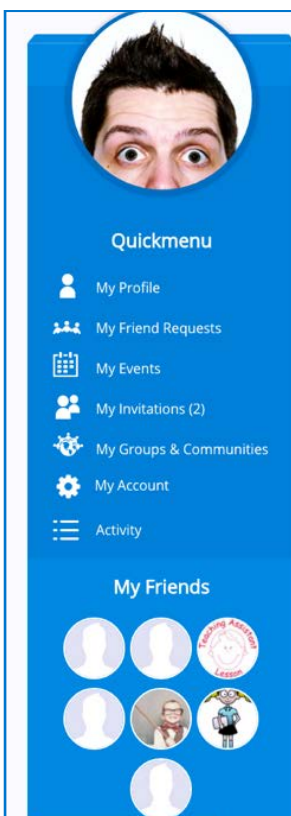
Other users in the Group or Community will be notified of your attendance.

12. My Groups and Communities



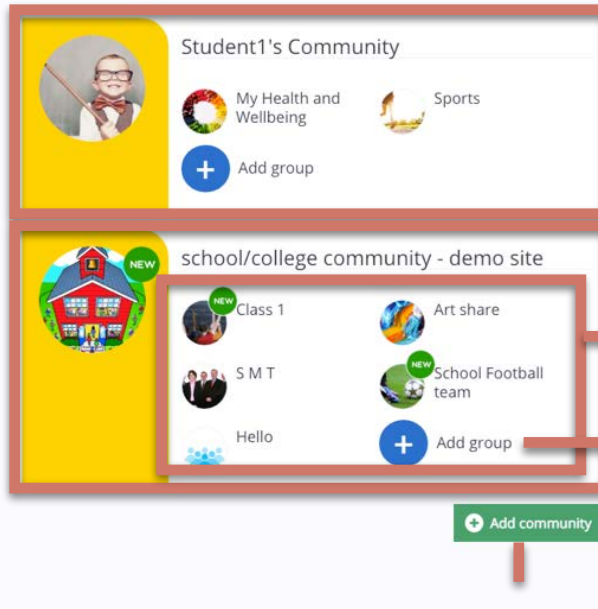
The My Groups & Communities page gives a visual overview of all the Communities and their associated Groups that you are a member of. You can also find and request to join new Groups and Communities from here.

To access the My Groups & Communities page click on the link in your Quickmenu on your homepage.



Can't find the community you're looking for below? [Search](#) all public communities [Edit](#)

My Groups and Communities



Edit to show the option to leave certain Groups or Communities

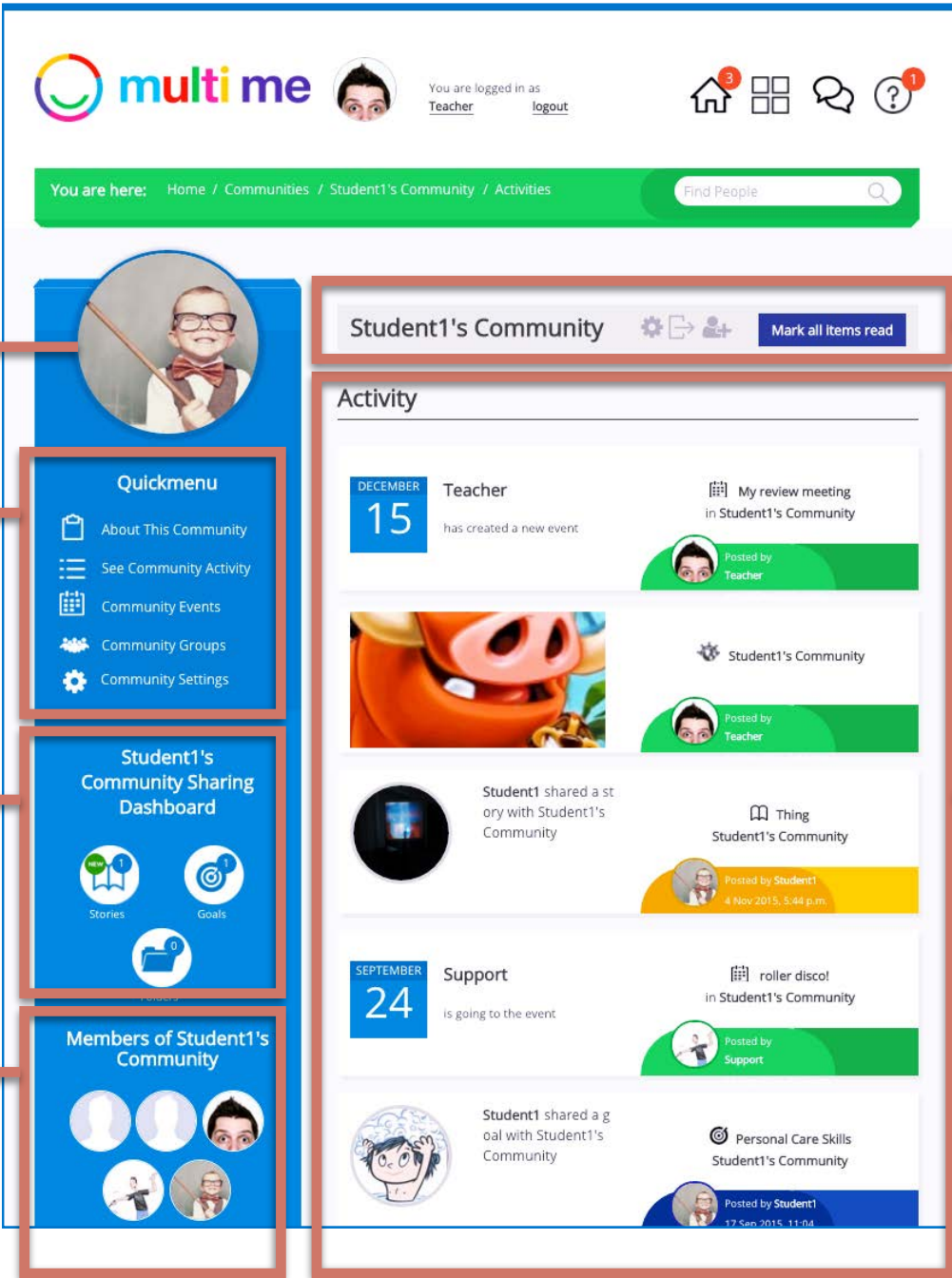
Click to access Community page

Click to access Groups I have joined from this Community

Add new Groups - either create new (admin only) or join existing Group

Add a new Community to this page - either create your own or search for an existing Multi Me Community to join

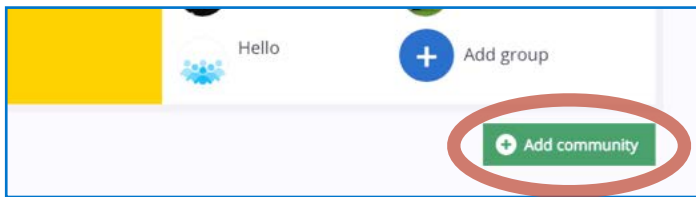
Community Page interface overview



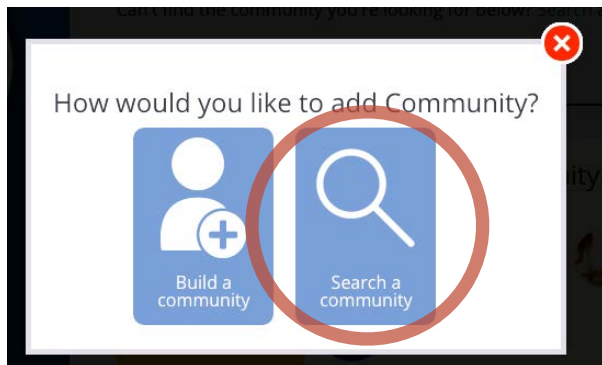
The screenshot shows the multi me Community Page interface for 'Student1's Community'. The page is divided into several key sections:

- Community Avatar:** Located at the top left of the main content area, featuring a circular profile picture of a young boy with glasses and a bow tie.
- Quickmenu:** A blue sidebar menu on the left containing options: 'About This Community', 'See Community Activity', 'Community Events', 'Community Groups', and 'Community Settings'.
- Sharing Dashboard:** A blue sidebar menu below the quickmenu with icons for 'Stories', 'Goals', and 'Communities'.
- Community Members:** A blue sidebar menu at the bottom left showing a grid of member avatars.
- Community header:** A grey bar at the top of the main content area displaying 'Student1's Community', navigation icons, and a 'Mark all items read' button.
- Community Activity:** The central main content area showing a list of activities. It includes a date separator for 'DECEMBER 15' and 'SEPTEMBER 24', and various activity entries such as 'Teacher has created a new event', 'Student1's Community' posts, and 'Support' posts.

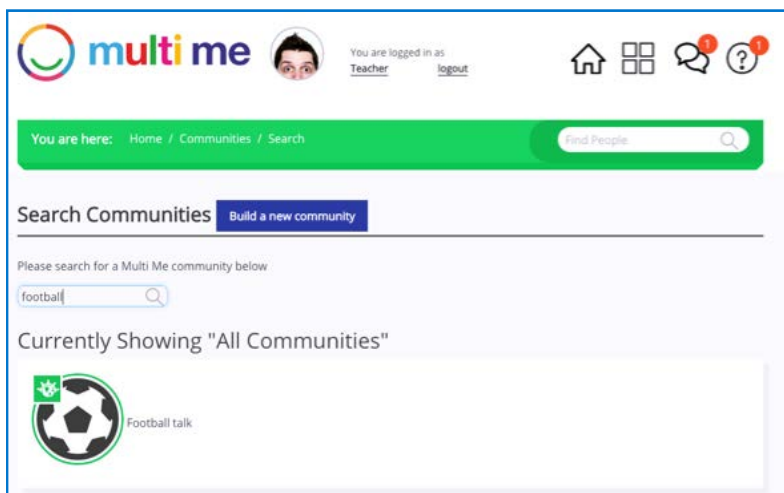
Finding and joining a Multi Me Community



Step 1: At the bottom of the 'My Groups & Communities' page click on the 'Add Community' button

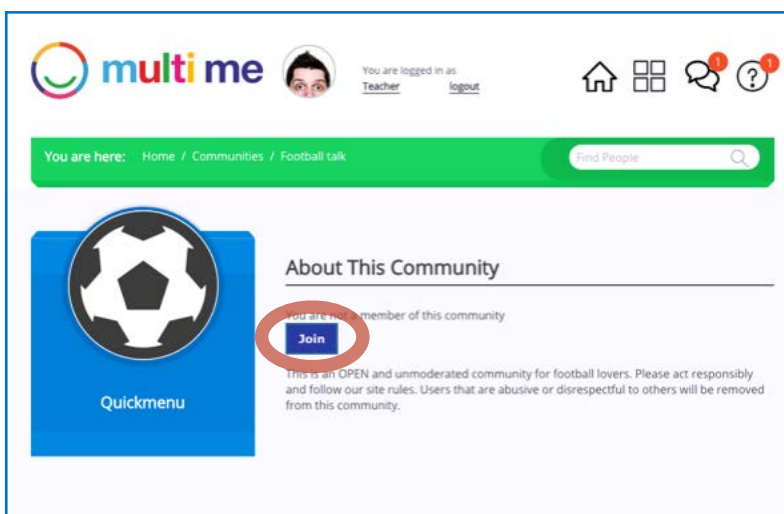


Step 2: Click on the 'Search a Community' option in the pop up



Step 3: on the Community Search page, search for the Community you are looking for in the search box.

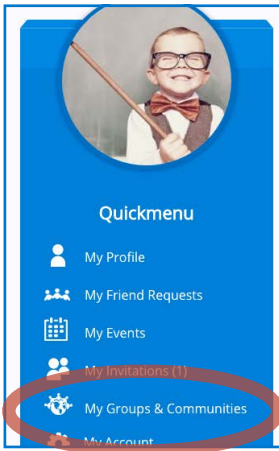
Step 4: Click on the Community you want to join, this opens up the community About page.



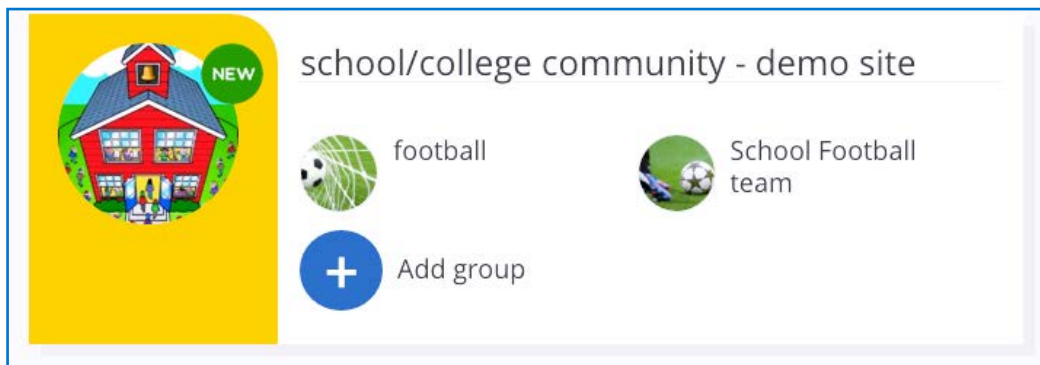
Step 5: On the 'About Page' click on the 'join' button to send a join request to the Community Admin for closed Communities. It will join you automatically if it is an open Community.

NOTE: if it is a closed Community, Community Admins may take some time to respond to your request. The Community will only be added to your 'My Groups & Communities' page when your join request has been accepted.

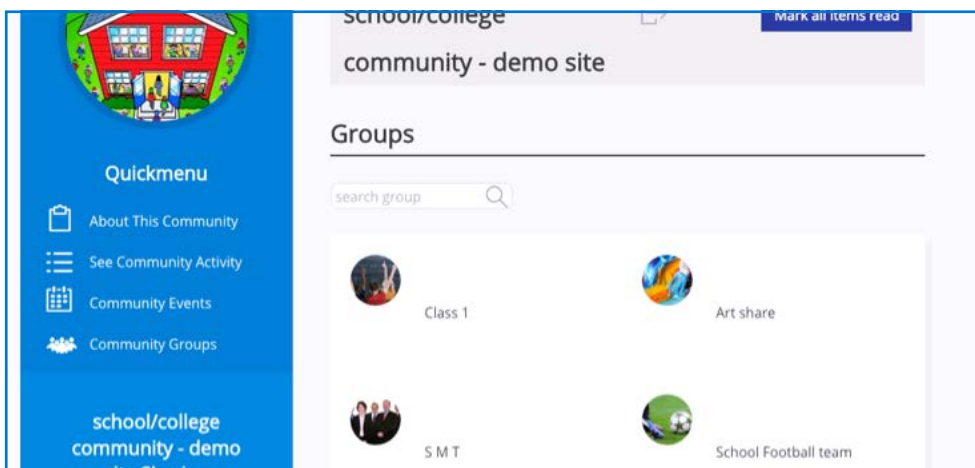
Finding and joining a Group in a Community



Step 1: Go to your 'My Groups & Community' page.



Step 2: Go to the Community where you want to search for Groups from and click the '+' button

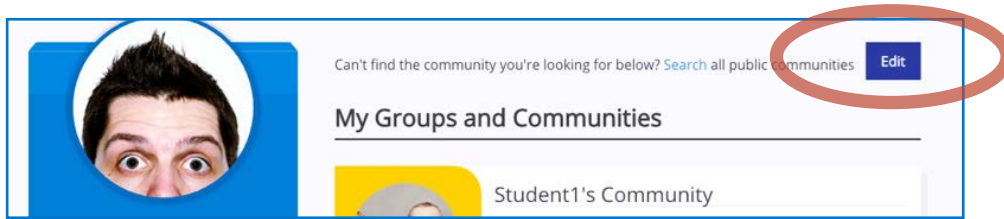


This will take you to the Groups page of that Community. (if you are also an Admin of this Community you will get the option of creating a new Group here also)

Step 3: Click on a Group to open up the Group 'About' page. Click the 'join' button if you want to join the Group. A request may be sent to Group admin if the Group Membership is being moderated by an Admin.

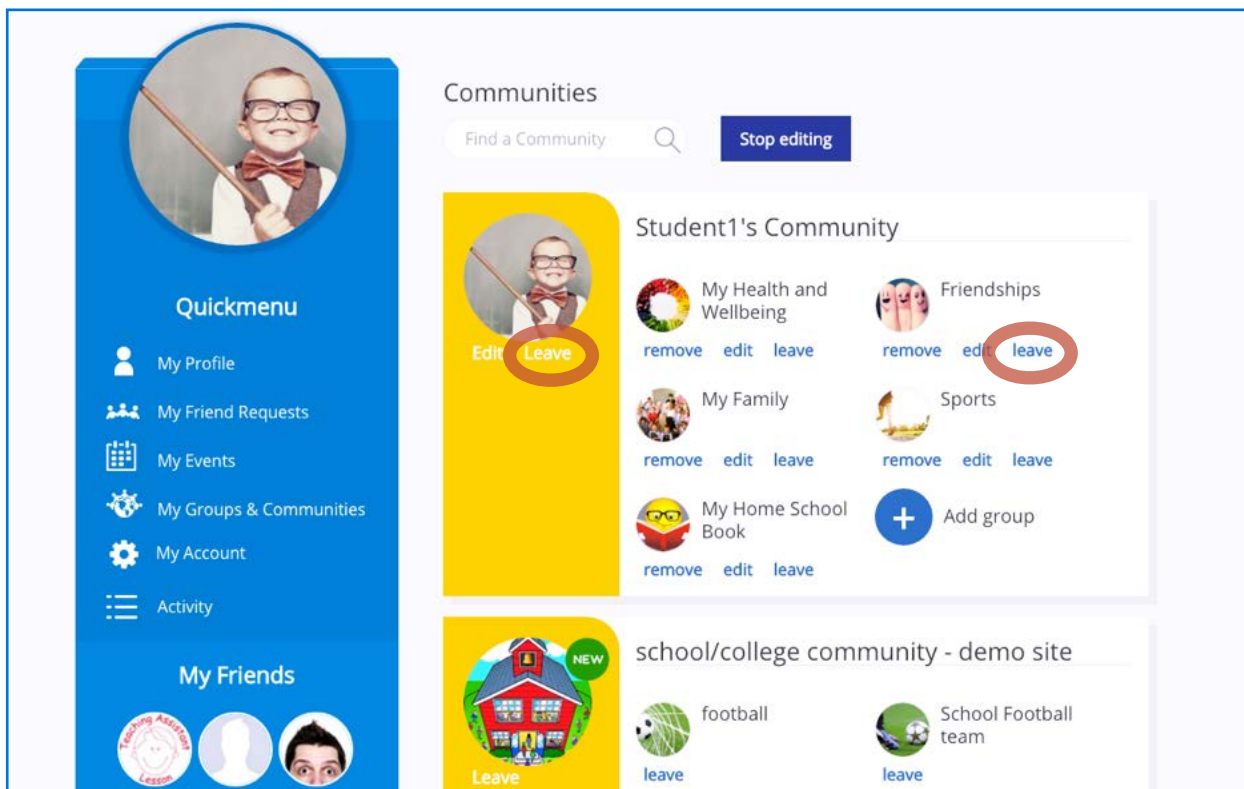
When you have successfully joined the Group the Group will appear next to the Community on your 'My Groups & Communities' page.

Leaving a Group or Community



Step 1: Click the 'Edit' button at the top of your 'My Groups & Communities' page

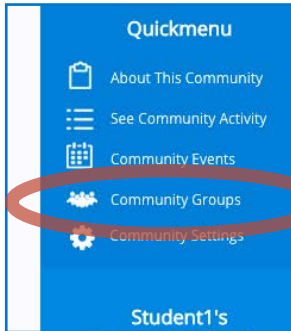
Step 2: Click on the 'leave' text displayed next to the Group or Community you want to leave. Click on 'OK' on the confirmation pop up. Click 'Stop editing' or simply click off the page when you are done.



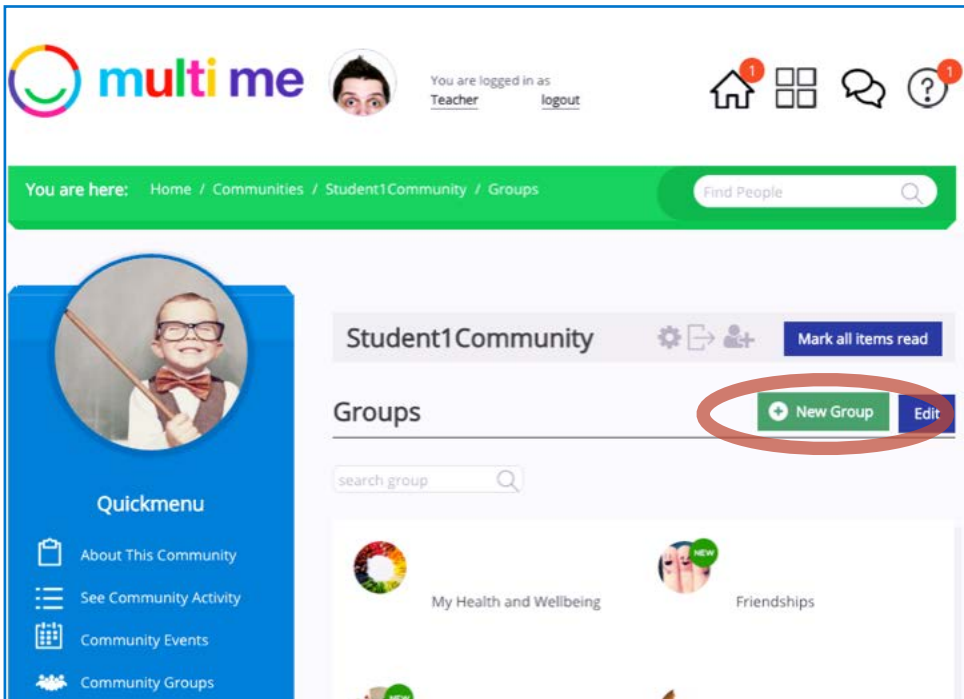
NOTE: Leaving a Community will also remove you from all its associated Groups.

13. Managing your Community

Creating a Group in your Community



To see a list of Groups in a Community or to create new ones click on the link in the Quickmenu.



Step 1: click on the 'new group' button. This will open up the Group builder form.

Add a Group on school/college community - demo site

[Back](#)

Group Details:

Name:

Description:

Image:

Step 2: Fill out the form giving your Group a name, a picture (optional) and a description (optional).

Step 3: Set Group Permissions:

Ticking the 'User requests to join this Group' checkbox means that any join requests from anybody in your Community will need to be approved by you or another Group Admin. Leaving this box un-ticked will mean that anybody from the Community will be able to join without approval.

Permissions

Please check the following boxes if you would like to approve:

- User requests to join this group (un-checking this box means anyone can join)
- members creating new group conversations
- members posting into group conversations

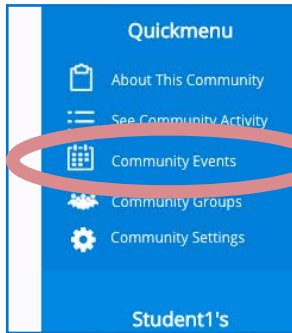
Ticking the 'members creating new Group Conversations' checkbox means that any Conversations that members start with the Group will need to be approved by you or another Group Admin before they are posted. Un-ticking this box will mean that Group members can freely create Group Conversations with the Group without needing Admin approval.

Ticking the 'members posting into Group Conversations' checkbox means that anything that members want to post into Group Conversations will need to be approved by you or another Group Admin before it is posted. Un-ticking this box will mean that Group members can freely post into Group Conversations without needing Admin approval.

Step 4: Click the 'Create' button to finish creating your Group. Your Group should now appear in the 'Groups' page on that Community. Members of that Community will be notified in their Activity Stream that you have created a new Group.

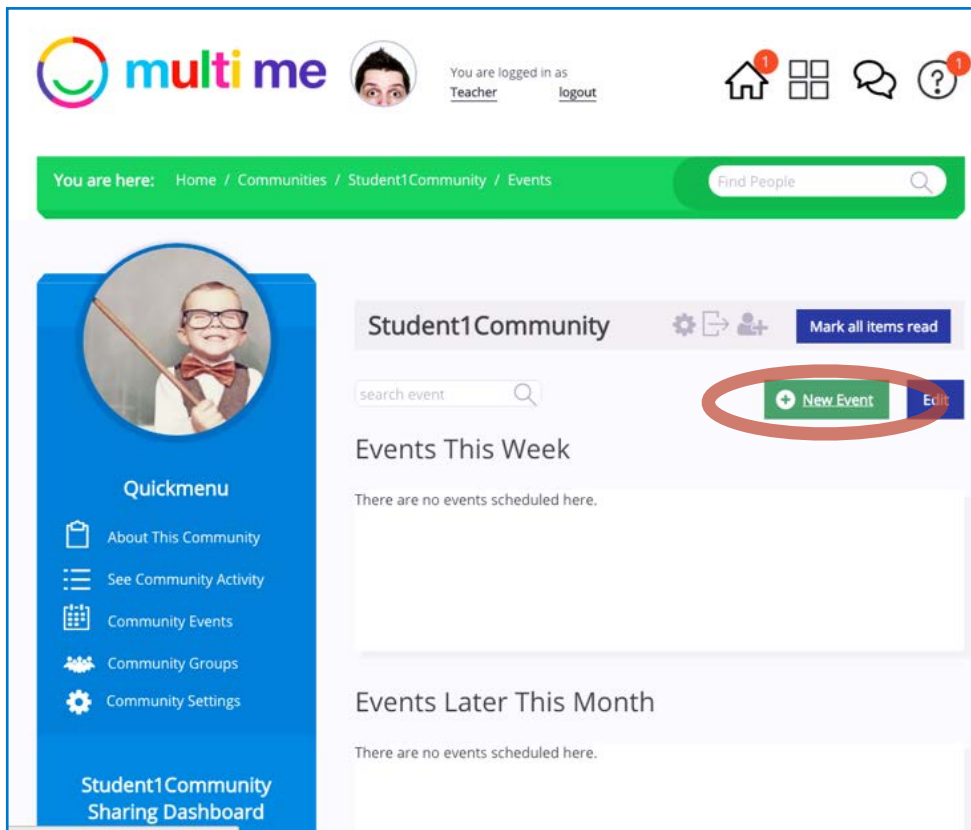
Creating an Event in your Community

As a Community Admin you can create Events in your Community that will be shared with all Community Members. Member can see details about the event, chat about the event and R.S.V.P their intention to attend yes/no/maybe. Members will be notified if other members are going to an Event.



To access the 'Community Events' page click on the link in the Quickmenu on your Community homepage.

Events are organised in lists 'Events this Week' and 'Events Later This Month' there is a link to show 'all upcoming Events' under this section.



Step 1: In the Events page, click on the 'Create New Event' button on the right, this will bring up the Event builder form.

Add an Event on Student1Community Back

Event Details:

Give your event a title *

Tell us a bit more about your event

Preview

Add Image

Dates and Times:

Start Date: *

Start Time: *

0 : 00

End Date:

End Time:

0 : 00

Step 2: Fill in the event information in the Event builder form. Fields with a ‘*’ are compulsory.

TOP TIP: You can add a Thumbnail image if you want to make it easy to recognise - e.g. bowling, swimming, cinema etc.. Go to Google images and search for the subject plus the term ‘clip art’.

Location:

Address line 1: * Region:

Address line 2: Country:

City: Postcode:

Step 3: Adding a house/building number and postcode will generate a Map of your event location.

Permissions


When you create an event you have the following options:

Please check this box if you would like to approve messages posted on this event before they are made visible to your community

Cancel Create this event

Step 4: Fill out the Permissions section. Ticking the check-box means that any messages posted to this Event will need to be signed off by you before they go live. When you have filled out the form click the ‘Create this Event’ button.

✓ Your new event has been created



Quickmenu


- About This Community
- See Community Activity
- Community Events

Student1Community Mark all items read

search event

New Event Edit

Events This Week



[My review meeting](#)

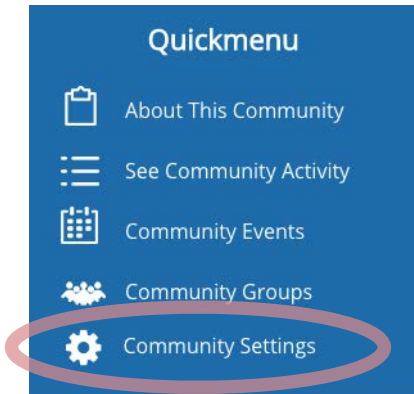
Dec 15th 2015 - 02:00p.m.

More Info

Your Event is now live in your Community, Members will see the Event on their Activity Streams as well as on the Community home page under ‘Community Events’.

Updating your Community settings

As a Community Admin you can change the settings of your Community at any point. Settings include the ability to:

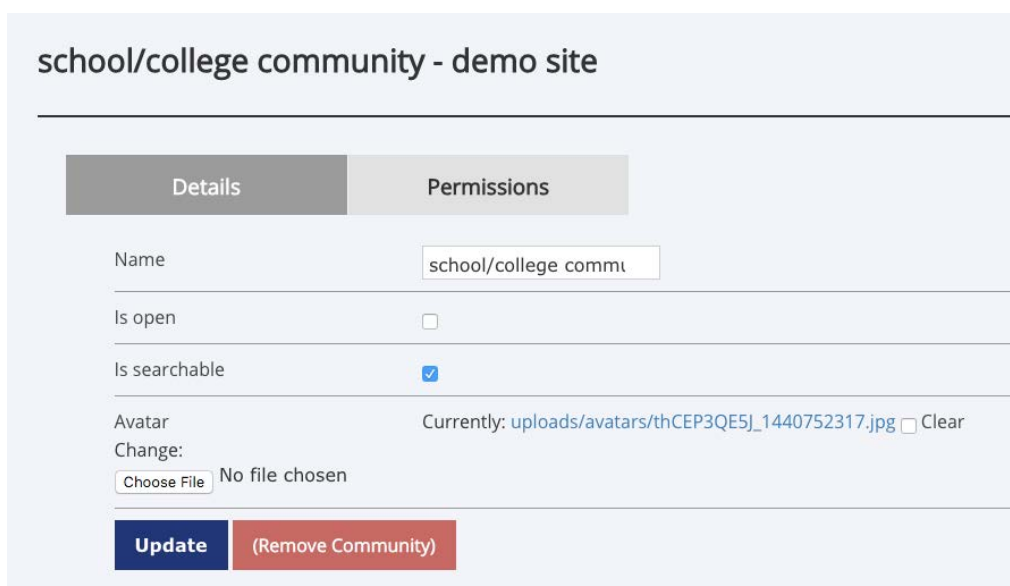


- Change Community name
- Change Community Avatar (picture)
- Change Community visibility permissions (Is searchable)
- Make Community open (any user can join) or closed (requiring join request)
- Lock Community down by I.P. (limiting access to certain locations defined by I.P addresses)

To access Community Settings on the Community page go to the 'Community Settings' link in the Quickmenu

Changing your Community name

(Provider Community only)



In the 'Details' tab enter the desired name of the Community in the 'Name' field. Click the 'Update' button. to save changes.

Removing your Community

Click the red button and the confirmation pop up to remove your Community **CAREFUL THIS CAN NOT BE UNDONE**

Changing your Community Avatar

(Provider Community only)

In the 'Details' tab click on the 'choose file' button in the 'Avatar Change' section. This will open up a file browser of your PC. Choose the image file you want to use as the Community Avatar. Click 'Choose' Click the 'Update' button to save changes.

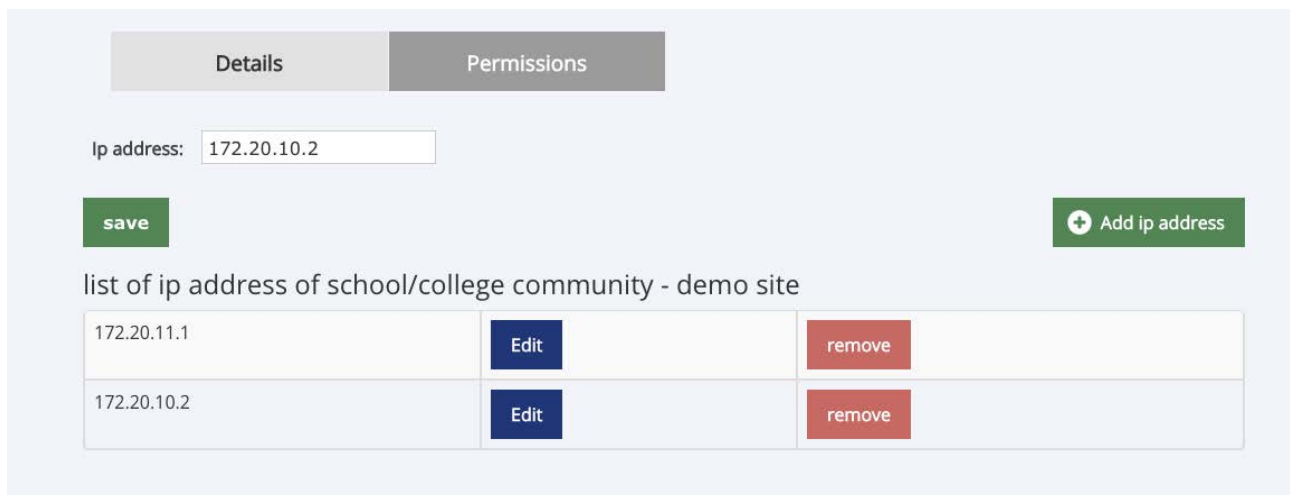
Making your Community Open (un-secure)

In the 'Details' tab check (select) the 'Is Open' check box (it is un-checked by default) if you want your Community to be open to all users. This will mean users will be able to join and network with other Members without request.

Changing your Community visibility Permissions

In the 'Details' tab un-check (de-select) the 'Is Searchable' check box (it is checked by default) to remove your Community from the public search list. This will mean Multi Me users will not be able to find your Community page and 'join' button under the 'Search Communities' feature.

Restricting access to your Community by I.P. address



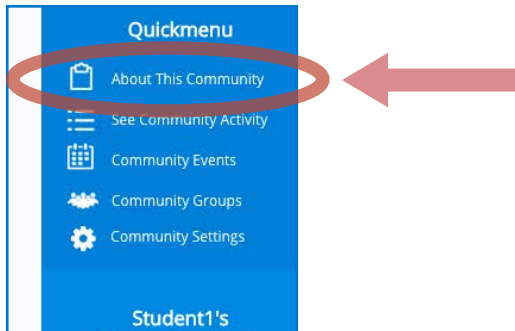
Details		Permissions	
Ip address:	<input type="text" value="172.20.10.2"/>	<input type="button" value="save"/>	<input type="button" value="Add ip address"/>
list of ip address of school/college community - demo site			
172.20.11.1	<input type="button" value="Edit"/>	<input type="button" value="remove"/>	
172.20.10.2	<input type="button" value="Edit"/>	<input type="button" value="remove"/>	

To Lock down Member access to your Community to a certain I.P. or a number of I.P addresses, simply add the desired I.P address under the 'Permissions' tab in the Community Settings area. To add multiple addresses you can click the 'Add IP address' button again. I.P addresses can be edited or removed in the list underneath. Locking down a Community by I.P will restrict Members access to a certain location/network, such as a school/provider network.

NOTE: I.P Address restrictions will not apply to Community Admins.

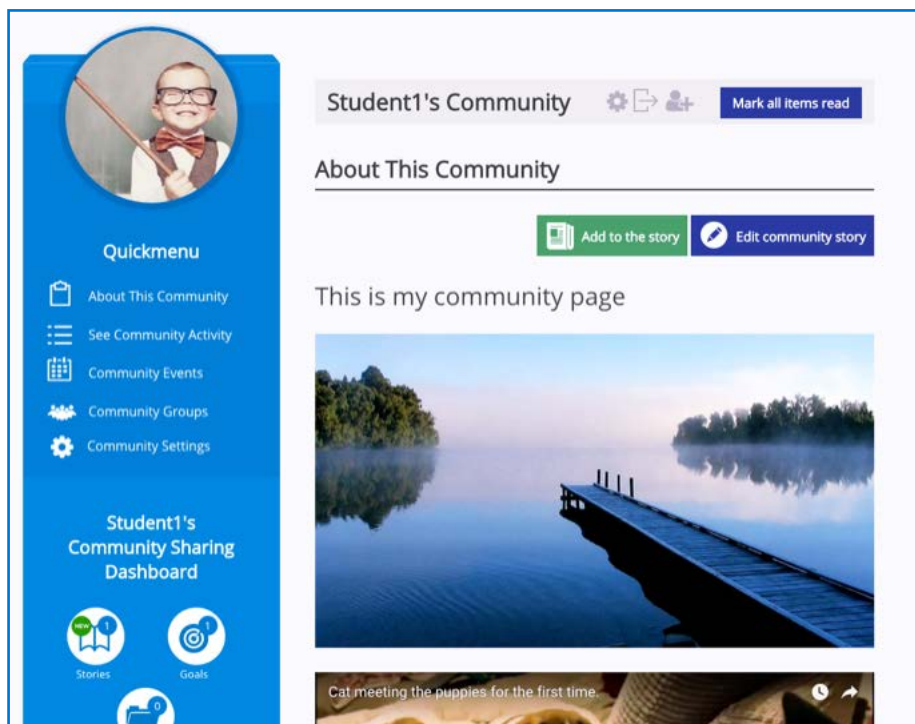
Adding to the 'About this Community' page

You can add text, multi-media and resources to your 'About this Community' page so people can learn about your Community - you can say here who is it for, or what are its membership rules for example. To access the 'About this Community' page click on the link in the Quickmenu on your Community homepage



The 'About this Community' page is a Story page, to see how to add to and edit this page please see 'Adding to and editing My Story' page' P.31-33.

NOTE: The 'About this Community' page is a public page that can be accessed by all Users as well as non-Multi Me users so please make sure that what you post here is appropriate to share with the public/World Wide Web. Only the Community 'Story' will be visible to non-members, the 'Quickmenu', 'Sharing Dashboard' and Members page is only accessible to logged-in and joined Members.



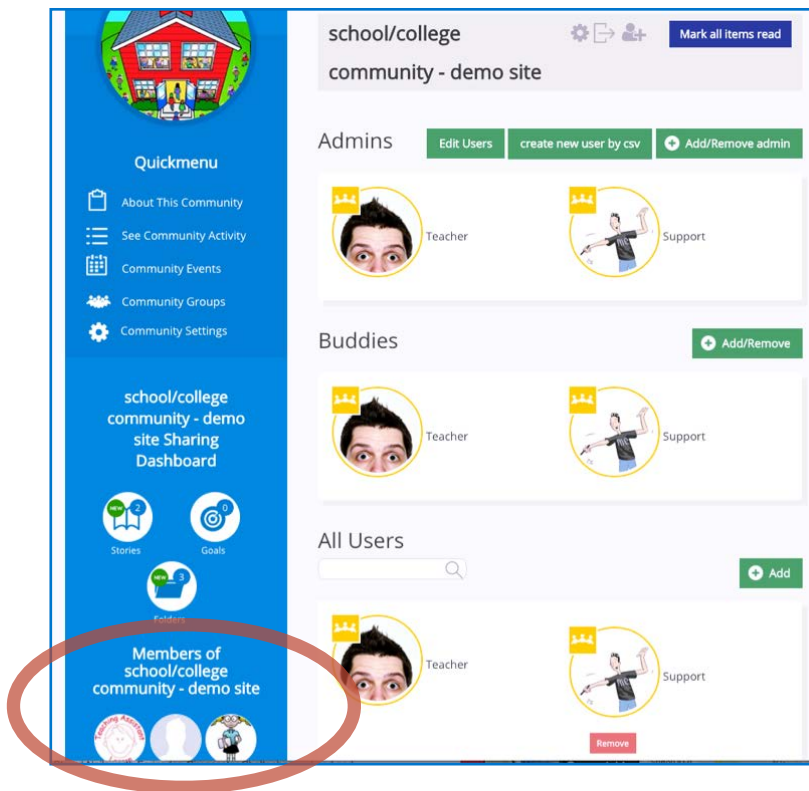
Managing Community Membership

As a Community Admin you can manage and define roles and responsibilities of users in your Community, such as giving Users Admin or Buddy status, matching Dependants to Buddies, adding users to Groups and giving users their own Circle Communities.

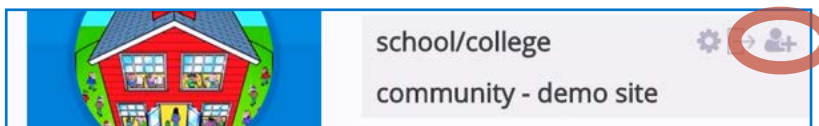
Inviting Users to join your Community by email

If you want to invite Users to your Community who are not already signed up to Multi Me you can choose the invite by email option. This will send them an automated email with a link to register for Multi Me and join your Community. If their email address has already been registered then they will be taken to the log-in page where they can log-in.

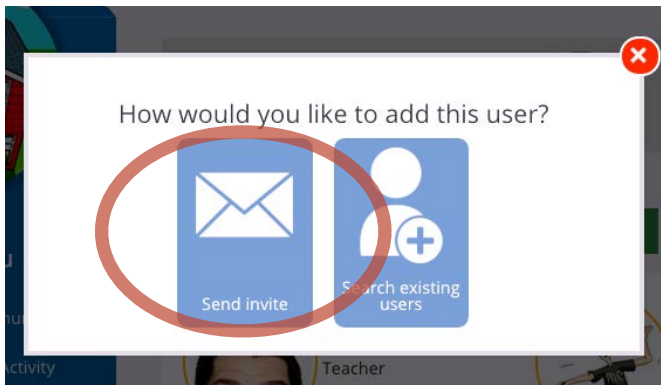
To invite users to your Community by email:



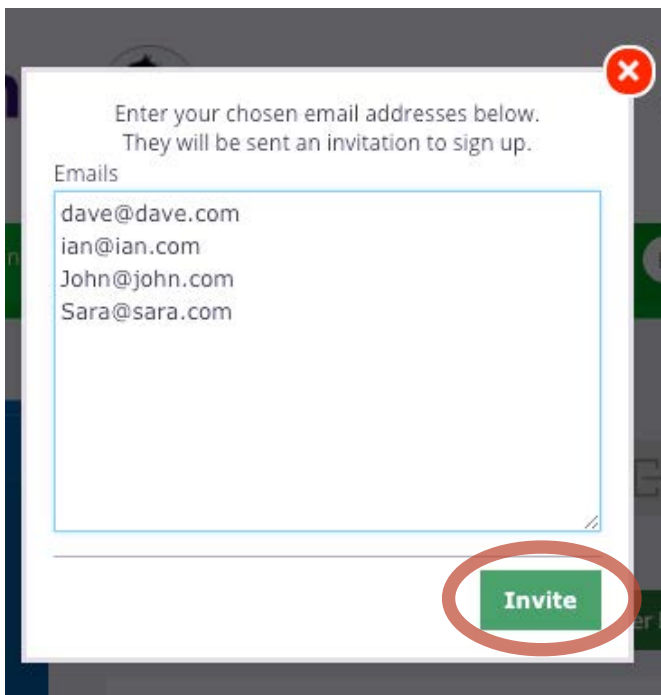
Step 1: Go to the Community Members page



Step 2: click on the 'invite/add user' icon



Step 3: Choose invite by email



Step 4: In the add email field add emails row by row (as shown below) by clicking the return button on your keyboard after each email.

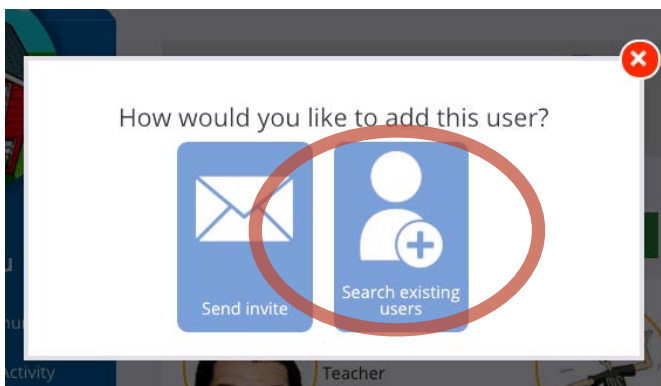
Click invite to send the invitations.

Inviting existing Multi Me users to join your Community

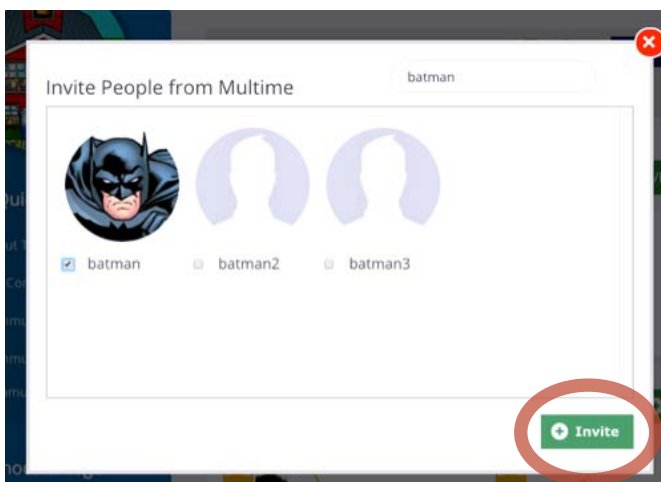
If you want to invite users to your Multi Me Community who you know are already signed up to Multi Me then you can choose the 'invite existing users' option. Users will receive an 'Invitation to join your Multi Me Community in their 'My Requests' section which they can 'accept' or 'reject'.

NOTE: If a user has chosen to hide their profile outside of their Communities, in their Account Settings/Permissions, they will not be searchable through this means. The user will need to search for your Community from their own account and then request to join it.

To invite existing Multi Me users to your Community follow **Steps 1 and 2** in the previous section 'Inviting users to join by email'. then...



Step 3: Choose the 'search existing users' option



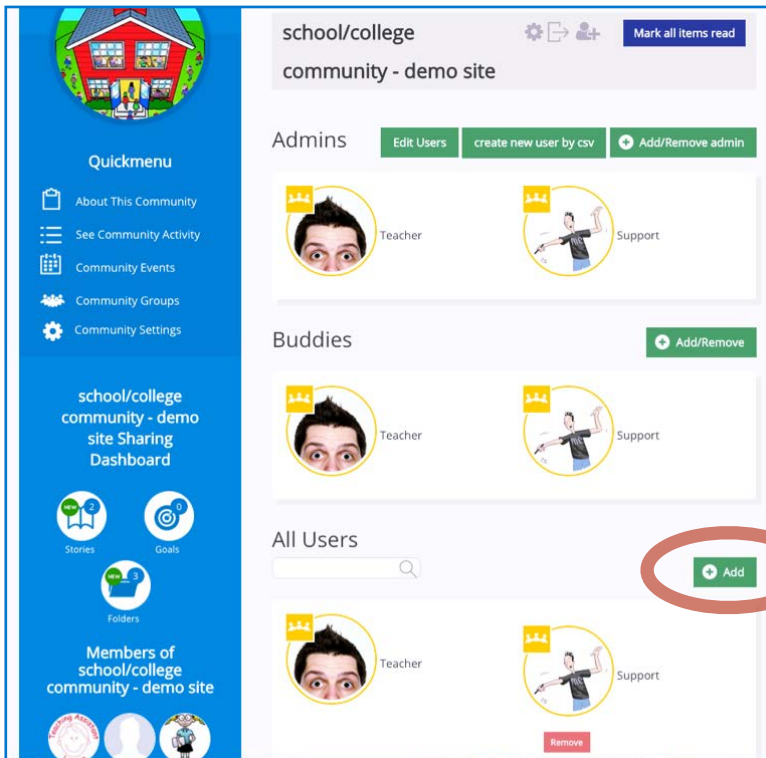
Step 4: Search and then select the users you want to invite. When you have selected your users you can click the invite button.

NOTE: If the user has a Buddy supervising them and depending on the Buddy Settings, the Buddy may need to approve/deny the request first before the user can accept/deny it themselves.

Creating new Users in your Community

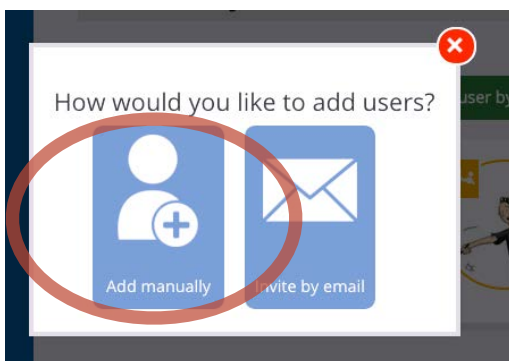
For those users who do not have or use an email address it is possible for Community Admins to create user accounts manually and manage a Users credentials.

To add a User manually - one at a time

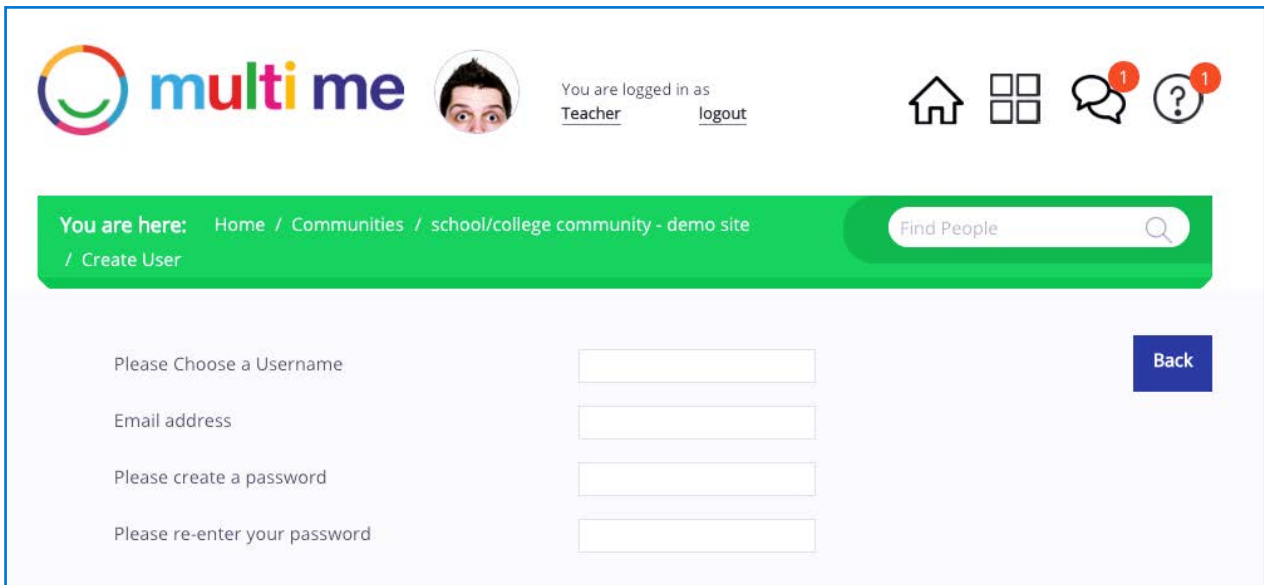


Step 1: under the 'All Members' section click on the 'Add' button.

This open up a chooser pop-up...



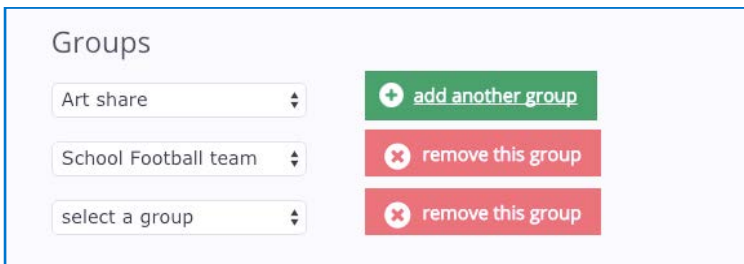
Step 2: Choose the 'Add Manually' option



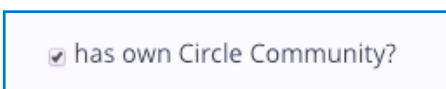
Step 3: In the 'add user' form give the user a username and password.

NOTE: Usernames should NOT contain spaces and are not case sensitive. Passwords are case sensitive and can be any type of character. Make a note of the username and password so that you can give it to the new user to log in. If the password is lost Community Admins can create a new one from the 'edit' users feature in the Community Members area.

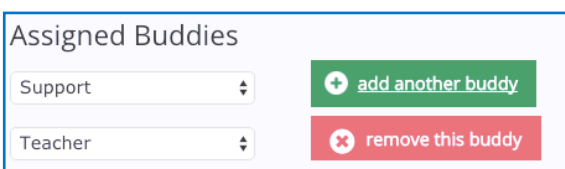
Then add an email address for the user. **NOTE:** you can either use your own email or a generic email (one email can be used for multiple accounts via this means).



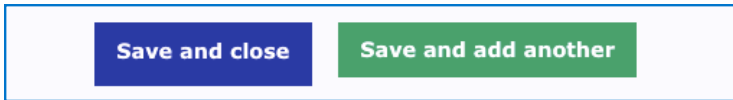
Step 4: You can add the user into Groups that exist in the Community (optional)



Step 5: You can give this user their own Circle Community by checking the 'has own Circle Community' check box. (optional)



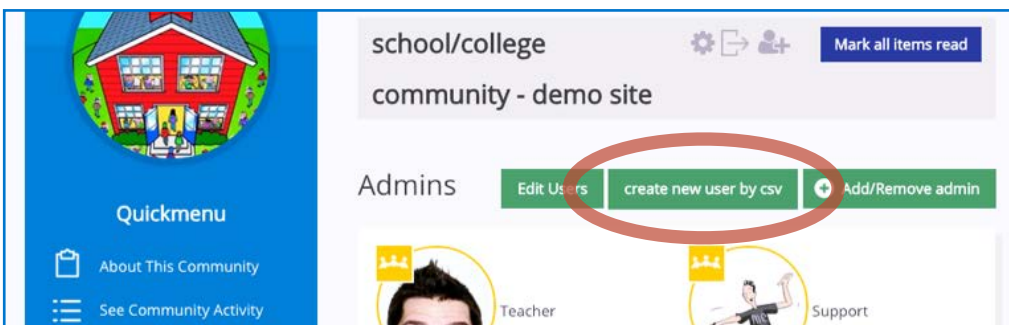
Step 6: You can match the user to Buddies in the Community (optional)



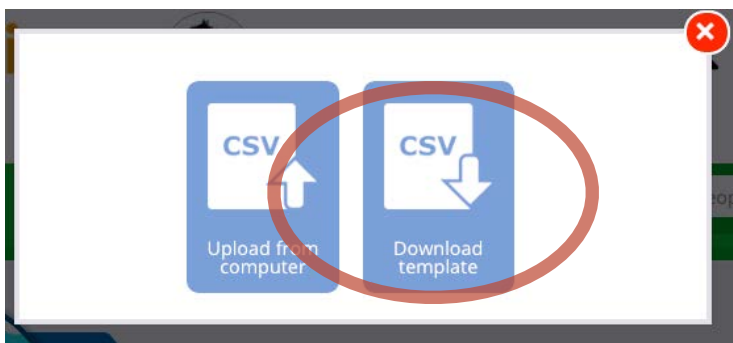
Step 7: When you have defined the user settings you can click 'Save and close' or 'save and add another' to repeat the process for another user

Adding Users via CSV function

If you want to create a lot of user accounts in your Community all in one go, you can use the 'Add via CSV' function. You will need to download a CSV Spreadsheet template first, fill it in in Microsoft Excel or another CSV editing application, save it to your PC then upload it to Multi Me.

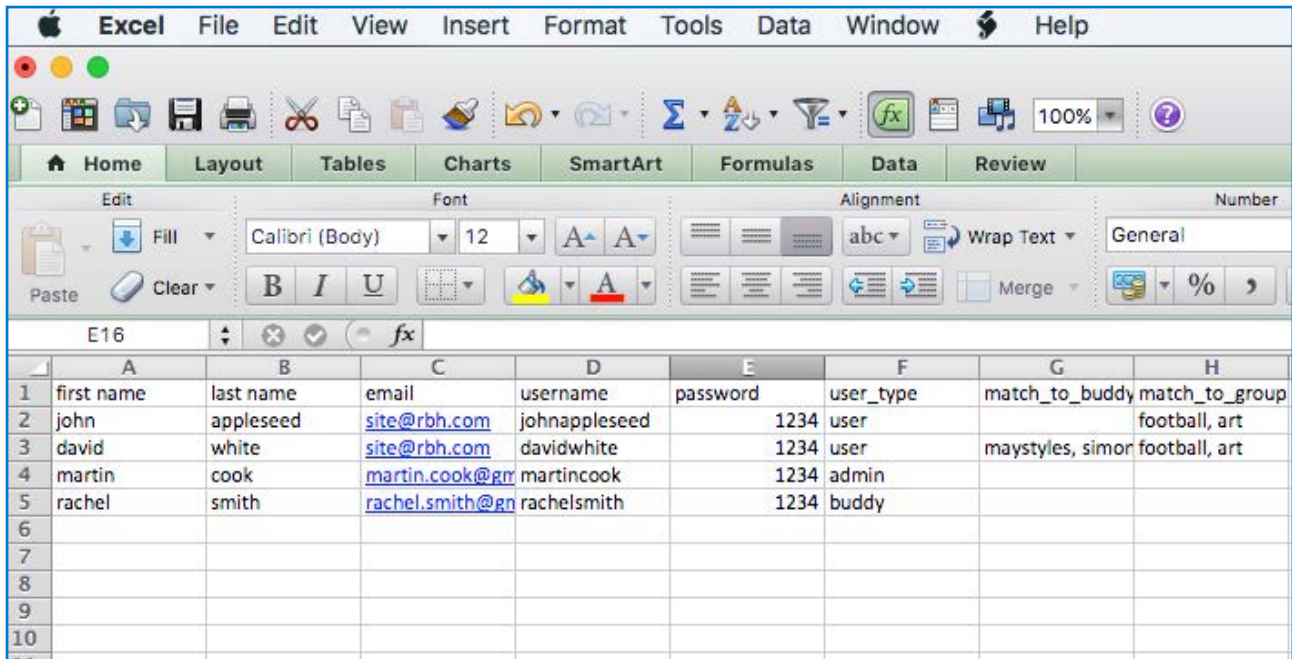


Step 1: Click the 'Create new users by CSV' button on the Community Members page



Step 2: Select 'download template'. a CSV file called 'sample.csv' will download to your computer.

Step 3: Open up the CSV file with a spreadsheet editor application such as Microsoft Excel and add user details in the columns.



	A	B	C	D	E	F	G	H
1	first name	last name	email	username	password	user_type	match_to_buddy	match_to_group
2	john	appleseed	site@rbh.com	johnappleseed	1234	user		football, art
3	david	white	site@rbh.com	davidwhite	1234	user	maystyles, simon	football, art
4	martin	cook	martin.cook@gn	martincook	1234	admin		
5	rachel	smith	rachel.smith@gn	rachelsmith	1234	buddy		
6								
7								
8								
9								
10								

CSV instructions:

Username or Passwords should not contain any spaces, Passwords are case sensitive but Usernames are not. Passwords do not need to contain any special characters

Email: Please add the email address that you want to link to the users account, if a user does not have an email address then you can add multiple users to one email, or just leave this field blank

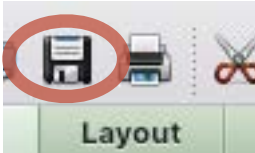
User Types: This will define which role the user will have in the Community, please add either an admin, buddy or user

Match to Buddy: Here you can match 'Users' to 'Buddies', please add the Buddies name in this field followed by a comma and without spaces, for example:
DavidHarrisson,MarkSmith,DonnaWillcot

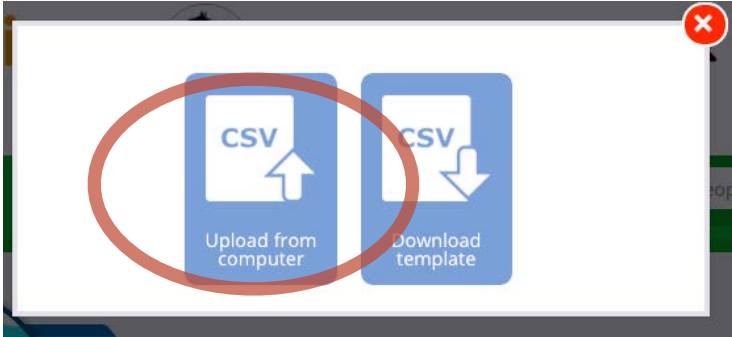
NOTE: Buddies will need to have been created first in the Community in order to match them to new users on this CSV. If you have not done this yet, please create the Buddies first in the Community Membership page and then create the CSV for your users.

Match to Group: Here you can match 'Users' to Groups' in the Community. Add the Group name you want the user to join in the CSV field followed by a comma, (groups can contain spaces in the group name) for example: Monday Cooking Group, Football, Rap Group, Class 1, Art

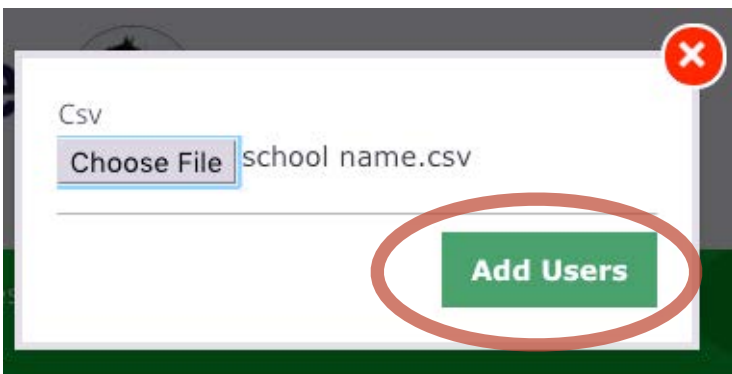
NOTE: Groups will need to have been created first in the community in order to match users to them. If you have not done this yet, please go to the Community Groups page, add your new groups there first and then create the users via CSV.



Step 4: Save your edited CSV somewhere safe on your computer. **NOTE:** You may need to refer to this for usernames and passwords.



Step 5: On the Community membership page choose the 'upload from Computer' option, find the CSV file you have just saved in your PC file browser and click on 'open/save'.



Step 5: You will now see the CSV file selected in the Pop-up. Click 'Add Users' to upload the file and generate the user accounts.

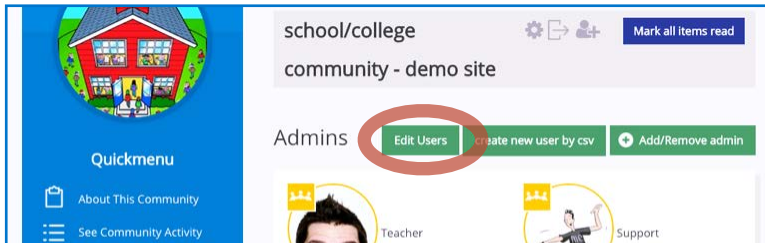
Generating accounts may take a few seconds to complete.

You will get a confirmation message when this is done.

NOTE: If any actions have not been successfully completed during the CSV account generation they will be displayed in a message also. Failures may be due to typos in the CSV file. If joining users to Groups or matching them to Buddies has not worked for this reason, you will need to edit the users manually through the 'Edit users' function.

Editing User details

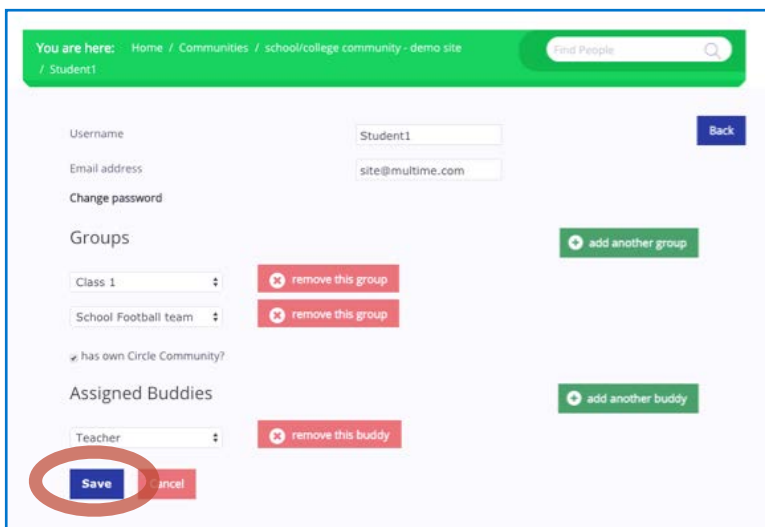
As a Community Admin you can edit user details (non-admin/Buddy users) from your Community Membership page by clicking on the 'edit users' button.



Step 1: click on the 'edit users' button in the Community Members page NOTE: this option is not available for other Admin/Buddy users



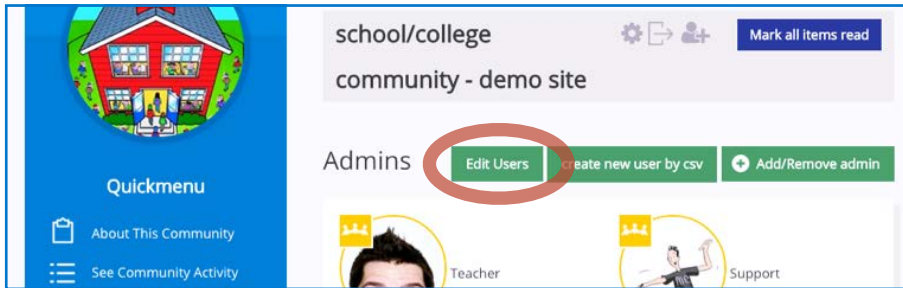
Step 2: Click on the 'Edit button next to the user you want to edit.



Step 3: Change the details you need to change. To change a users password click on the 'Change password' text link under the email address field - this will open up a change password form. You can add and remove Groups or assign Buddies. Or give the user their own Circle Community.

Click 'Save' when you are finished.

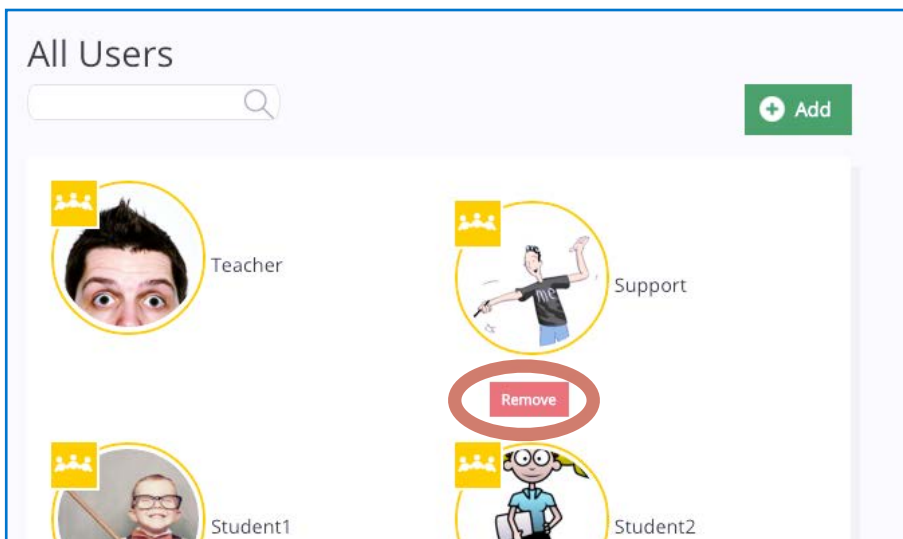
Removing Users from your Community



Step 1: Go to your Community Membership page and click the 'edit users' button.

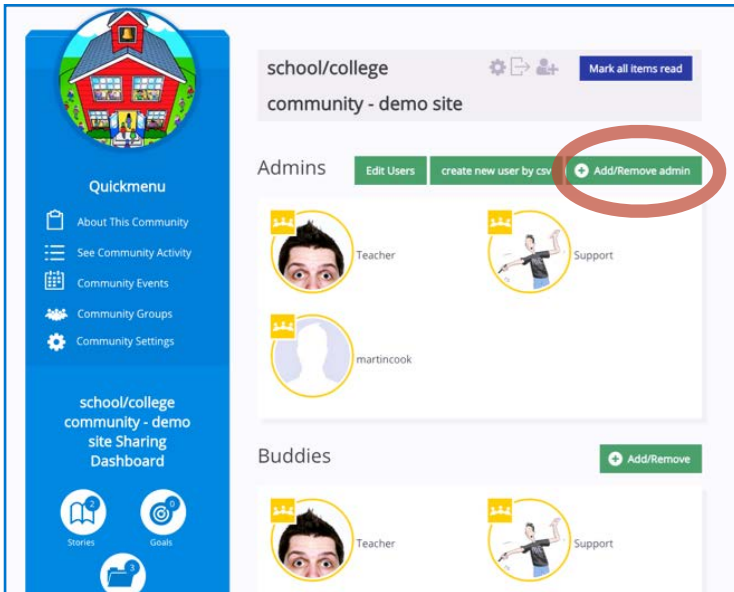


Step 2: Click on the 'Remove' button next to the users name, then click 'ok' on the confirmation pop up. This will remove the user from your Community.



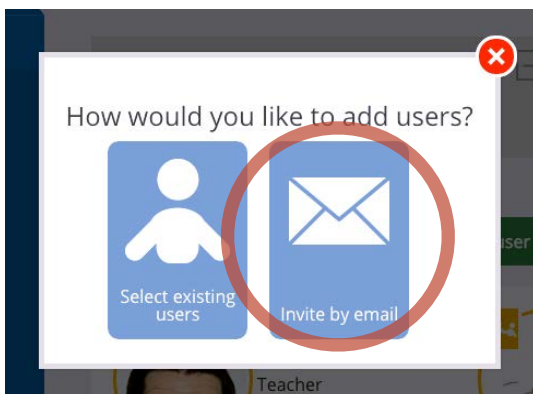
Alternatively you can click the 'remove' button under each users Avatar on the Community Members page under 'All Members'

Making Users Community Admins - invite by email option

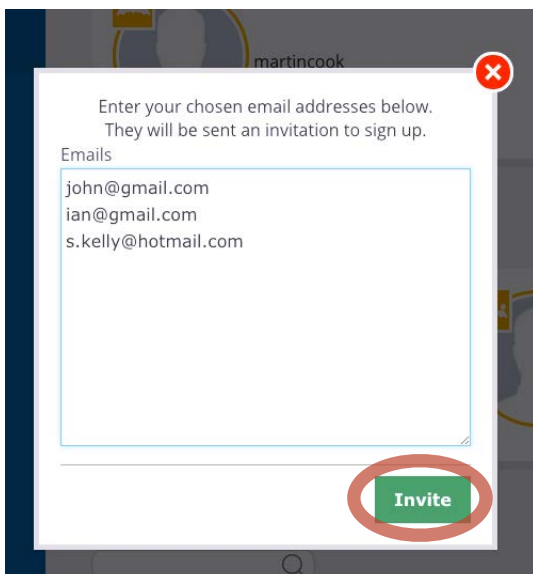


Go to the Community Membership Page under the 'Admins' section

Step 1: Click on the 'Add/Remove' button



Step 2: Choose to invite by email



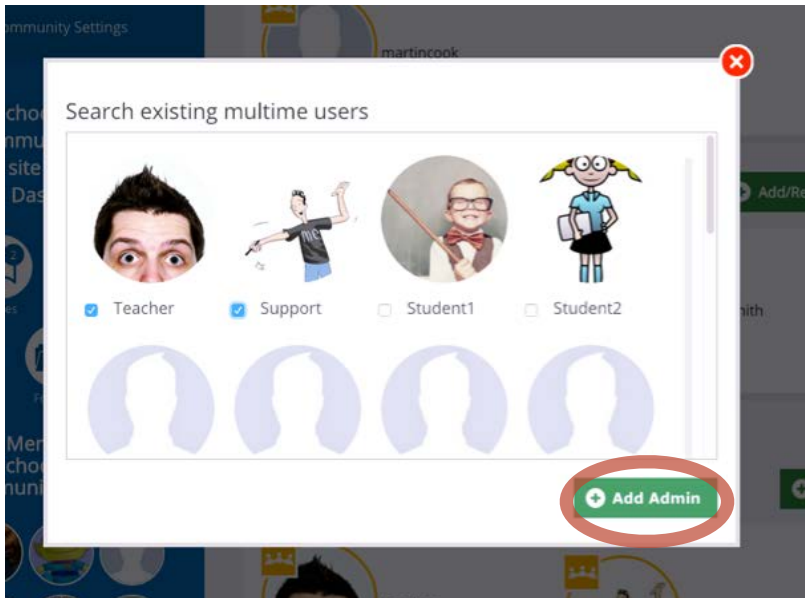
Step 3: Add the email addresses of the people whom you want to invite as Admins. Add one email then press the enter key to add another email to invite multiple users at once.

Click the Invite button to send the Invitations.

Giving or removing Community Admin status - select existing Users option

Follow **Step 1** in the previous section 'Creating Admins in your Community - invite by email', then...

Step 2: choose the 'Select existing users option' when prompted.



Step 3: Simply select/de-select the users you want to give/remove Admin status in your Community and click the 'Add Admin' button.

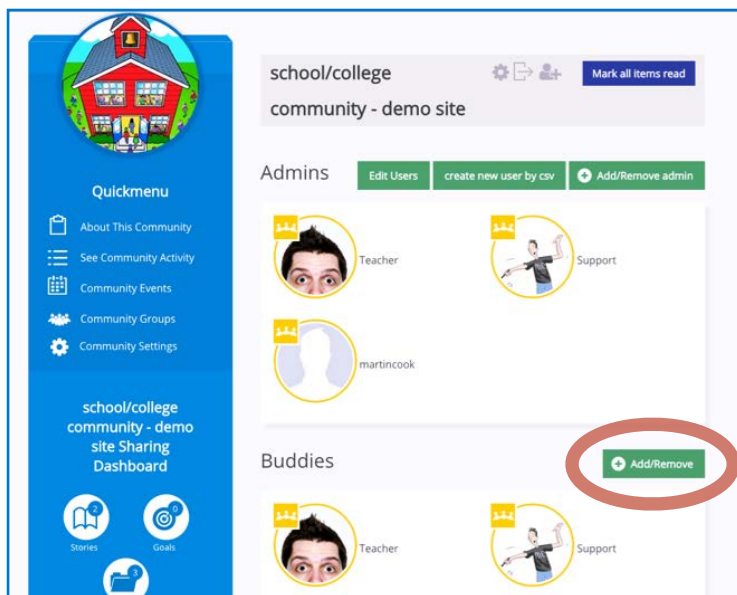
You will see the users appear or disappear from the Admins section on the Community Members page.

Creating Buddies in your Community

The Buddy feature is a unique secure social networking feature to help safeguard and support vulnerable individuals with their networking and digital life on Multi Me. The Buddy can help ensure that a user posts and shares appropriately with others, as well as joins appropriate Groups and Communities. Community Admins can give users in their Community Buddy status and then assign other users (Dependents) to them for support. Users in the Community can also 'Buddy-up' and request for support from Buddies, Buddies can 'Buddy up' and offer support to users.

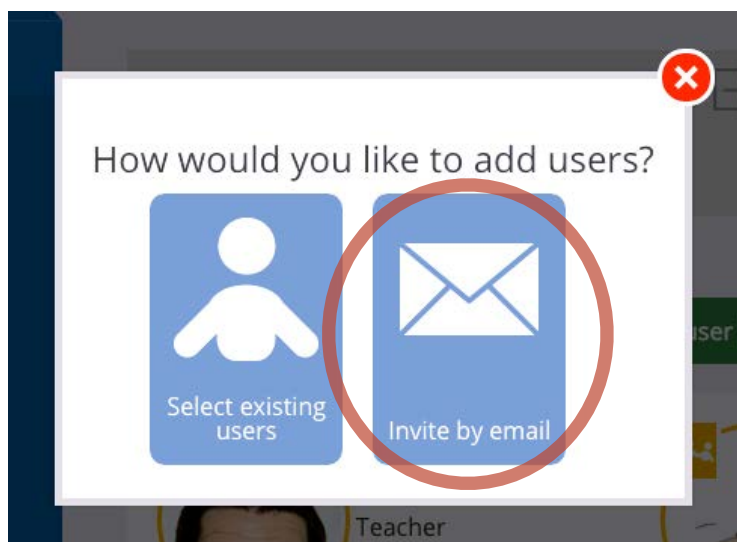
Inviting Buddies to join by email

You can define which users in your Community have Buddy status by adding them to the Buddy section on the Community Membership page.

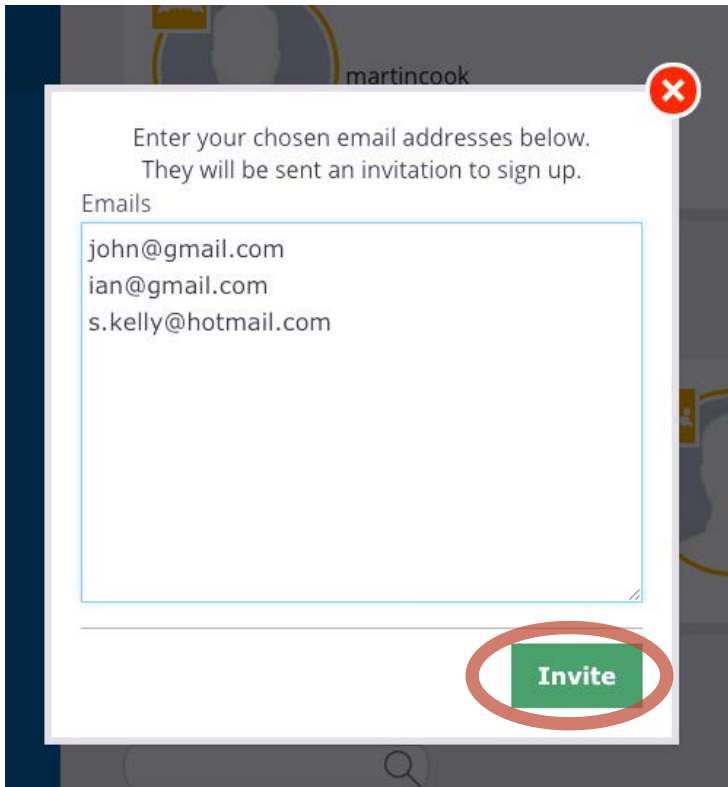


Go to the Community Membership Page and scroll down to the Buddy section.

Step 1: Click on the 'Add/Remove' button.



Step 2: Choose to 'invite by email'.



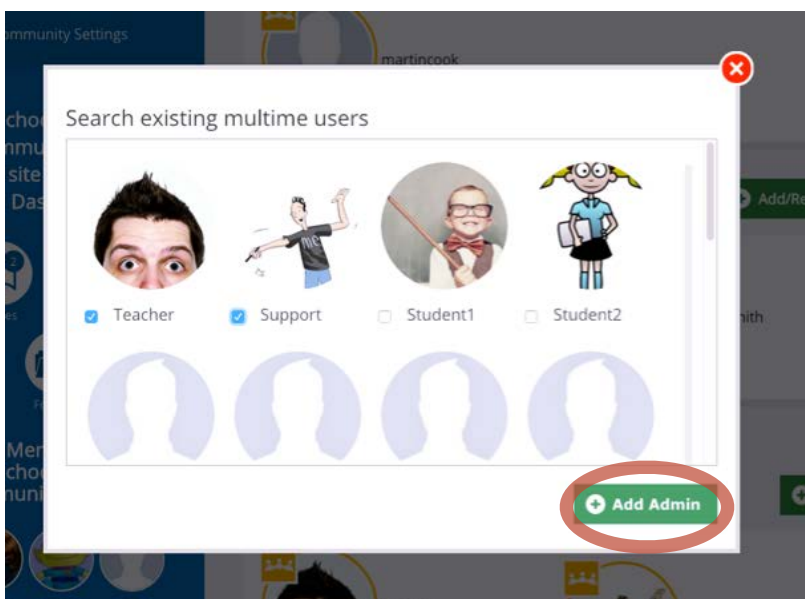
Step 3: Add the email addresses of the people whom you want to invite as Buddies. Add one email then press the enter key to add another email to invite multiple users at once.

Click the Invite button to send the Invitations.

Giving or removing Buddy status - select existing users option

Please follow **Step 1** in the previous section 'Creating Buddies in your Community - invite by email' then:

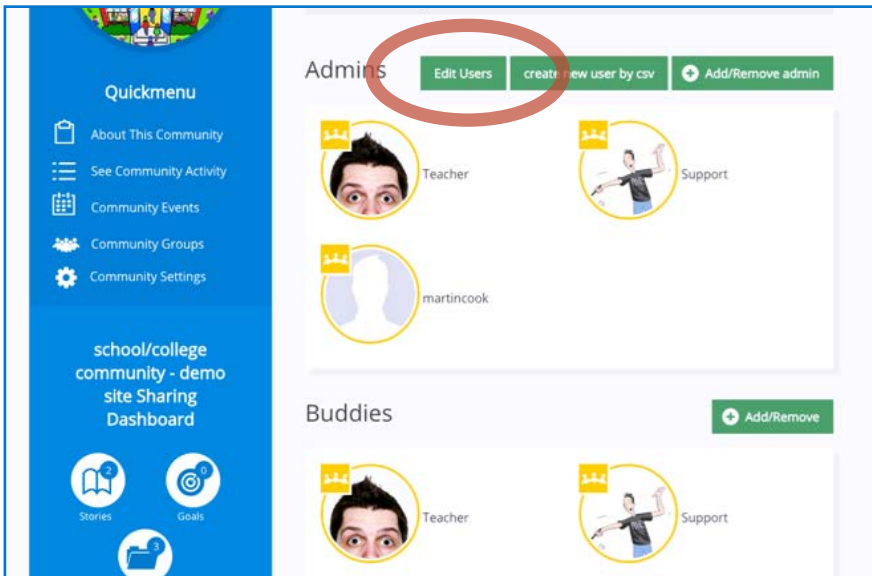
Step 2: choose the 'Select existing users option' when prompted



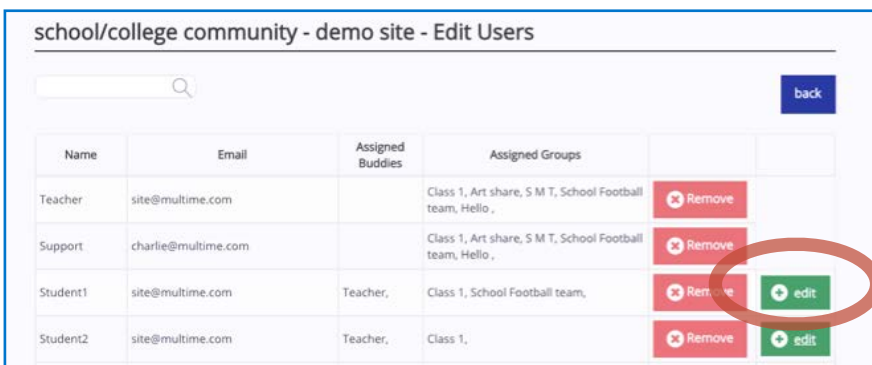
Step 3: simply select/de-select the users you want to give/remove Buddy status in your Community then click the 'Add' button.

You will see the users appear or disappear from the Buddies section on the Community Members page.

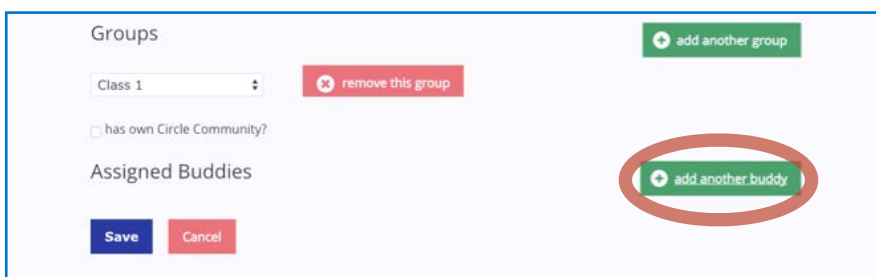
Matching Buddies with Dependents



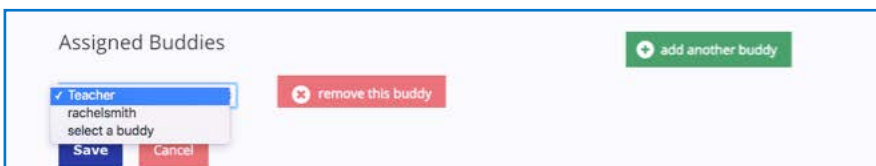
Step 1: Go to the Community Membership Page and Click on the 'Edit users' button



Step 2: On the 'edit users' page click on the 'edit' button next to the user whom you want to match to a Buddy



Step 3: On the user edit page click on the 'Add Buddy' button.



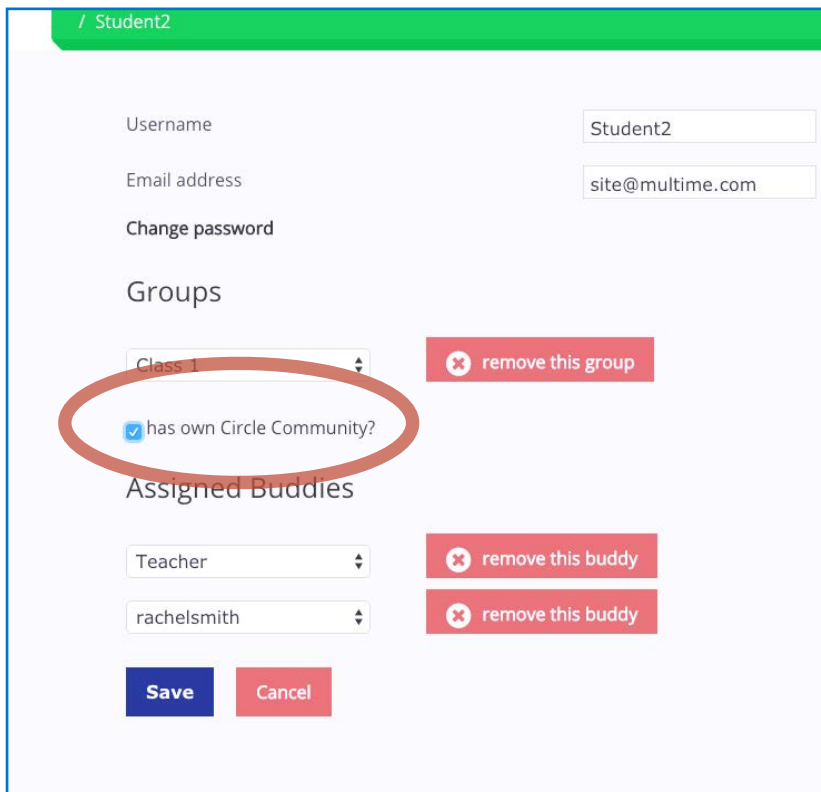
Select from the drop down of pre-defined Community Buddies. If there are none you will need to define Buddies first. (see P.76-78)

Step 4: Click the 'Save' button when you are done, or click 'add another Buddy' if you want to match the user with more than one Buddy.

Giving Users in your Community their own 'Circle Communities'

You can give users in your Community their own Circle Communities for themselves or their Buddy to manage. These Circle Communities can be used as online Circles of Supports to enable the participation of a Users friends, families and key professionals in their Multi Me. A users Buddy will automatically become the 'Circle Admin' of their Circle Community. Where there is no Buddy in place the user will be the admin of their own Circle Community.

To give a User in your Community their own Circle Community follow **Steps 1-2** in the previous section 'Matching users with Buddies in your Community' then...

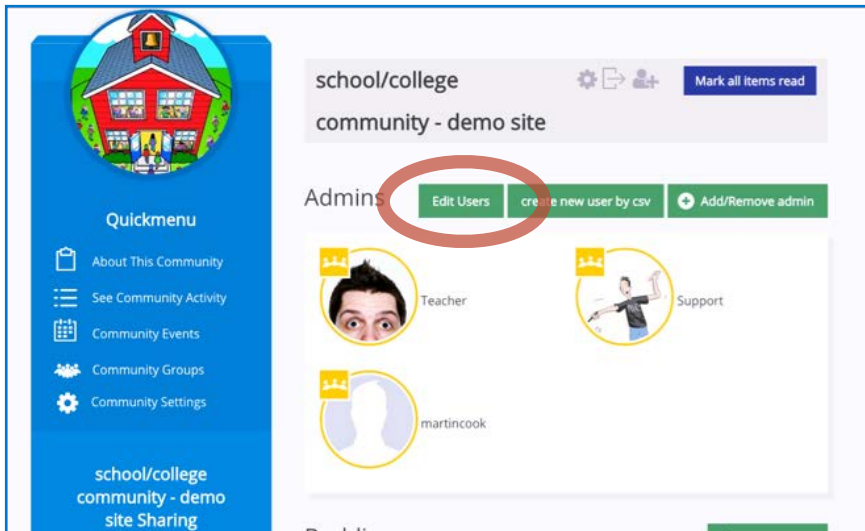


Step 3: Select the 'has own Circle Community' check box

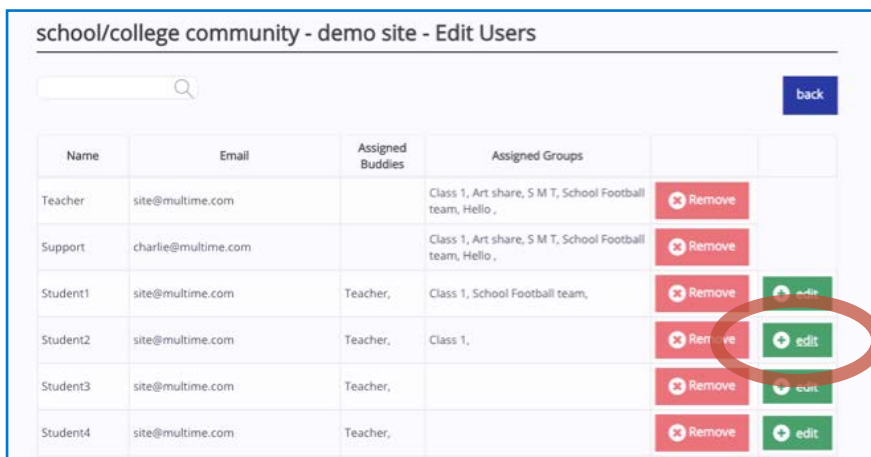
TOP TIP: You can add a Buddy for the user at the same time if they do not have one. The Buddy will automatically be Admin for the users Circle Community.

Step 4: Click the 'Save' button

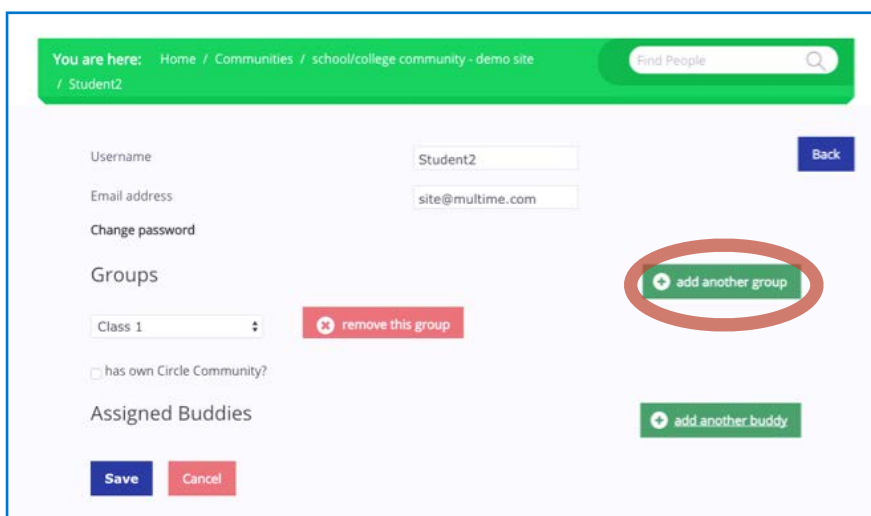
Adding Users to Groups in your Community



Step 1: Go to the Community Membership Page and click on the 'edit users' button



Step 2: On the edit user page click the 'edit' button next to the user whom you want to edit



Step 3: Click on the 'Add Group' button. Select from the drop down list of Groups that exist in the Community.

Click 'Add another Group' to add multiple groups.

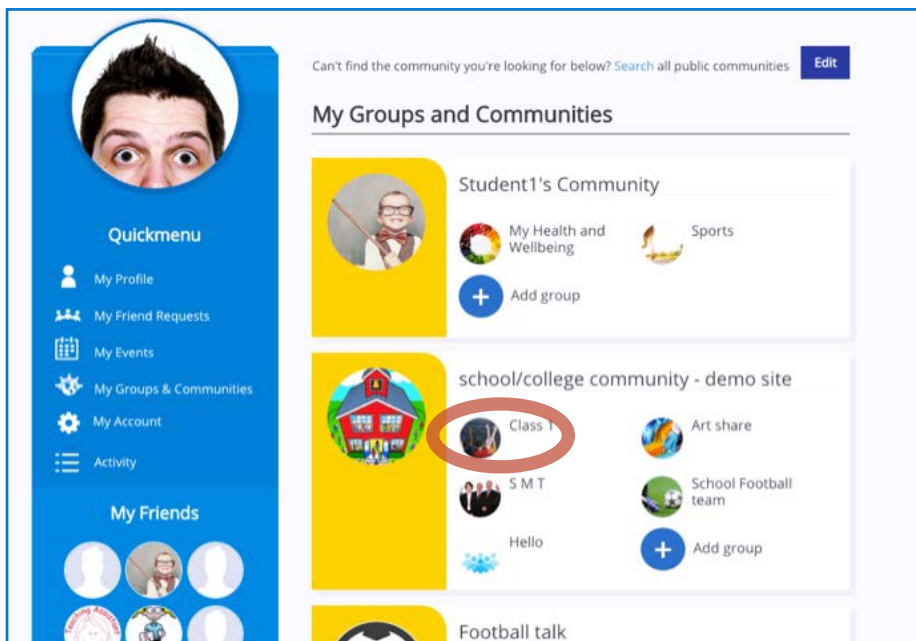
When you are done click the 'Save' button.

13. Groups

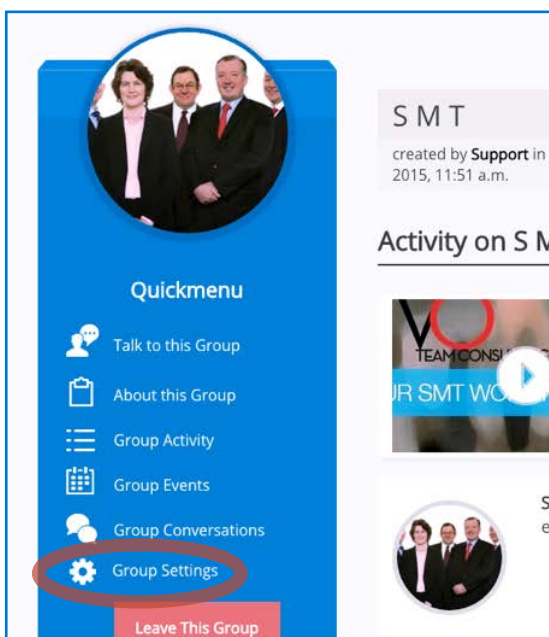
Creating a Group

(see p.85 - Community Admins only)

Editing your Group settings



Step 1: Go to your 'My Groups & Communities' page and click on the Group you wish to edit



Step 2: Click on the 'Settings' icon in the Quickmenu

Add a Group on

[Back](#)

Group Details:

Name:

Description:

Image: [Add Image](#)

Permissions

Please check the following boxes if you would like to approve:

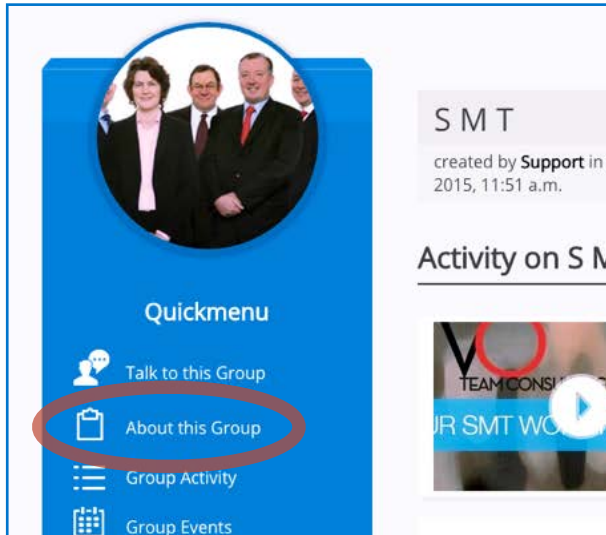
- User requests to join this group (un-checking this box means anyone can join)
- members creating new group conversations
- members posting into group conversations

[Cancel](#) [Create](#)

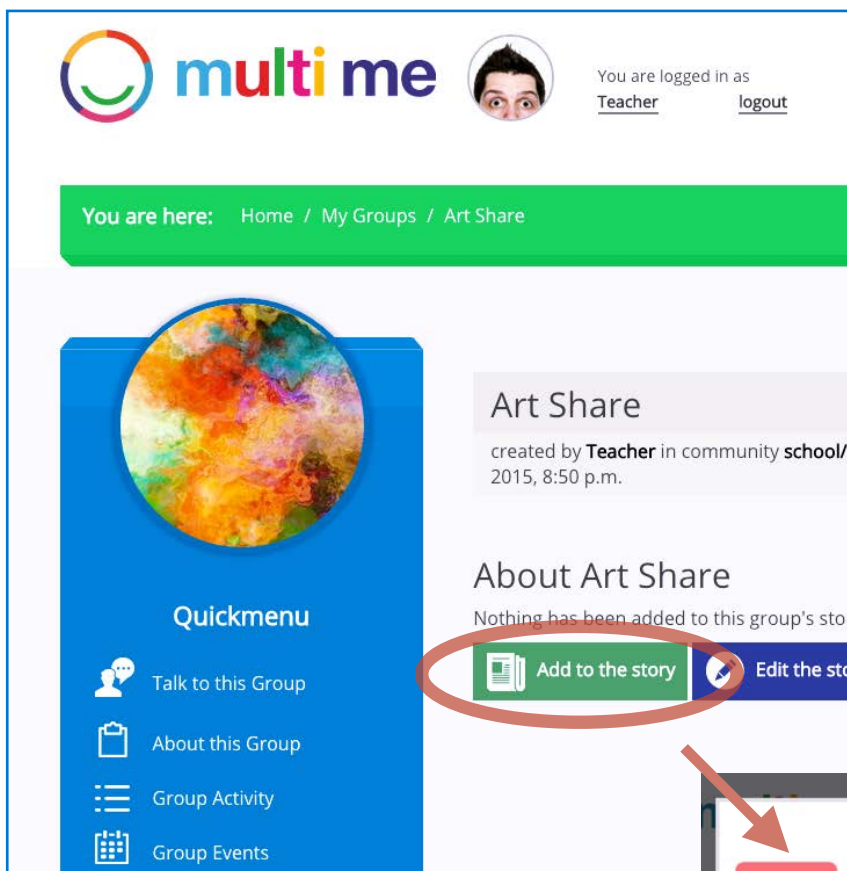
Step 3: Edit any of the Group details such as Changing name, Picture, description or changing Group Permissions. Click the 'Save'/'Create' button when you are done.

Adding to the Group 'About' page

The About Page is visible to non-Group Members in that Community and is a page where Group Admins can add some information about the Group. Non-members can request to join the Group from this page. You can add to your Group About page by following these steps:

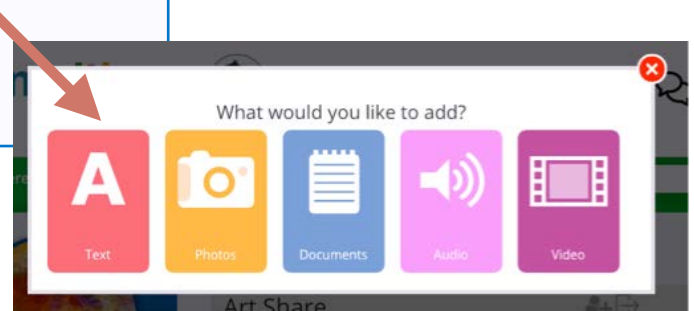


Step 1: in the Quickmenu click the 'About this Group' icon. This will take you to the About page.



Step 2: Click the 'Add to the Story' button then select the sort of thing you want to add with the media chooser pop up.

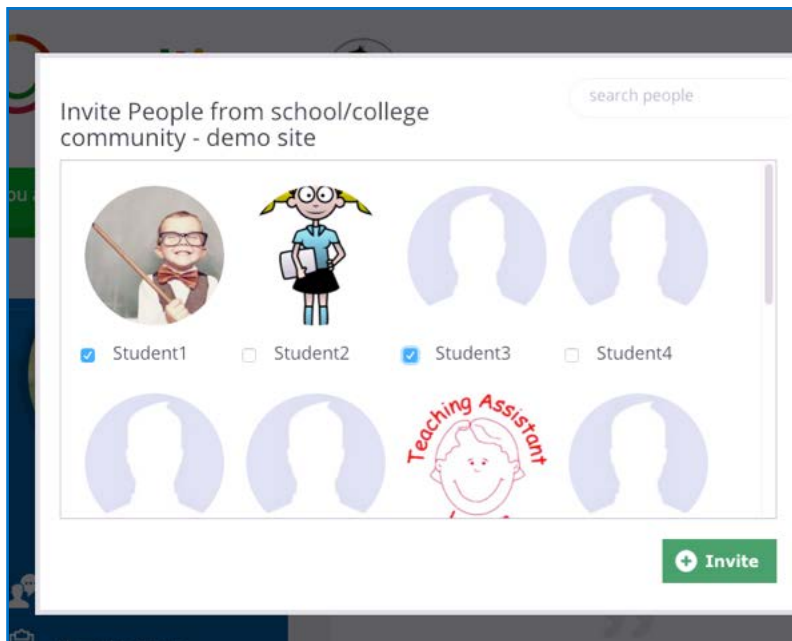
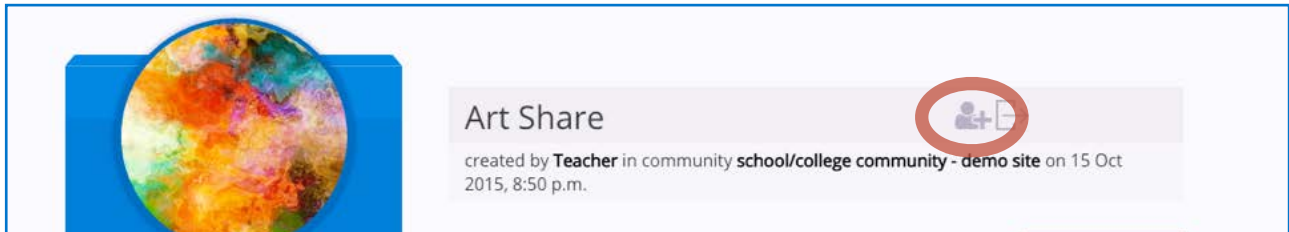
NOTE: The About page uses the 'Story' feature. To learn more about how to add to and edit your Story see 'My Stories' 'Adding media and text to your Story'.



Inviting Users to join your Group

To invite people from your Community to Join your Group:

Step 1: click on the 'invite icon' in the Group Header



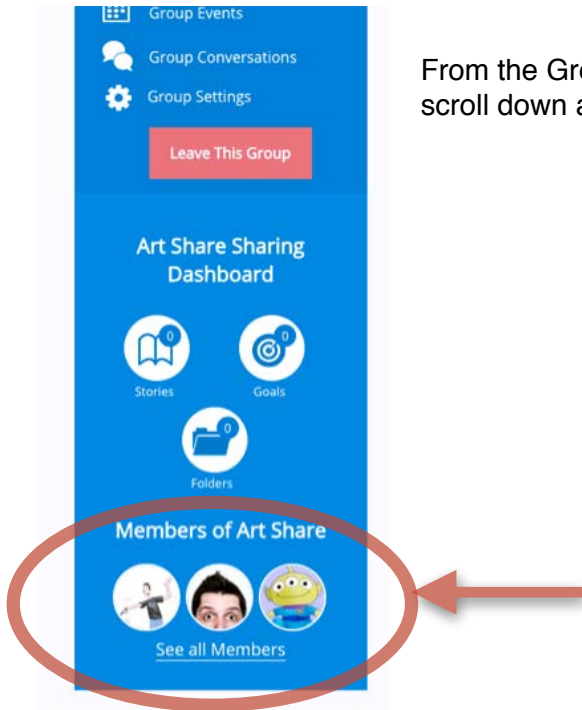
Step 2: Select people from your Community whom you want to join then click on the 'Invite' button.

Invited users will get an invitation Request in their 'Requests' area which they can then accept or reject.

NOTE: Users with Buddies in place who are supervising 'join requests' will be sent the invitation request first before the invited user. This will need to be signed off by the Buddy first and then the user.

Managing Group Membership

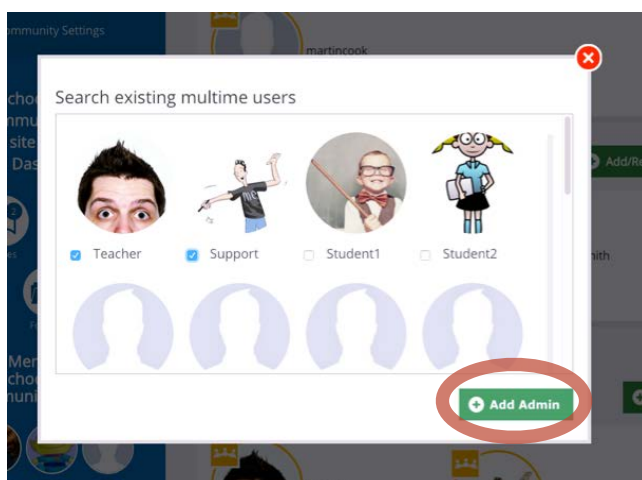
To manage the Membership of a Group first go to that Group page by going to 'My Groups & Communities' then select the Group that you want to manage.



From the Group page under the Quickmenu and Sharing Dashboard scroll down and click on the 'Members of Group' section

Adding and removing Group Admins

Admins are able to manage group membership, change Group details and permissions, Add to the Group About page and veto Group requests. To create other Group Admins in your Group apart from yourself:

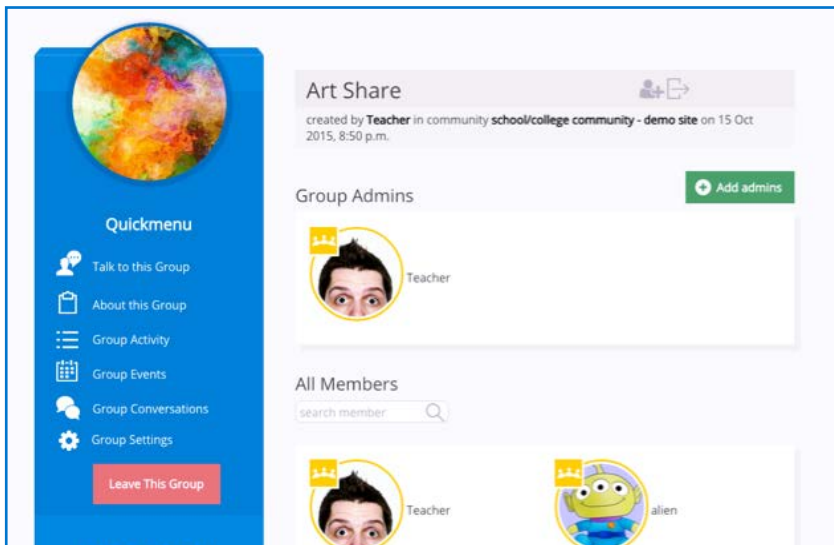


Step 1: Go to your Group Membership page.

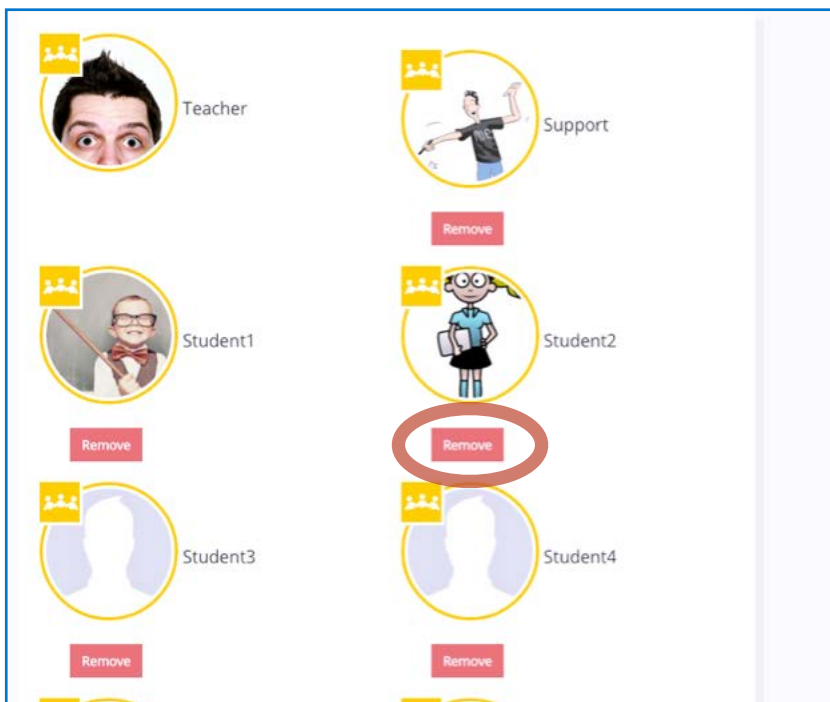
Step 2: Click on the 'Add Admin' button under 'Admins'.

Step 3: Select or de-select from the list of users then click 'Add/Remove Admin' button.

Removing Group Members



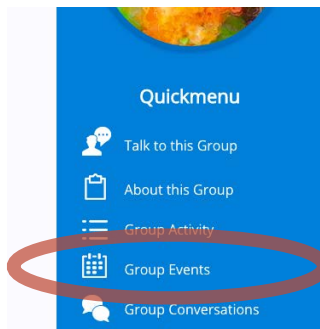
Step 1: Go to your Group Membership page.



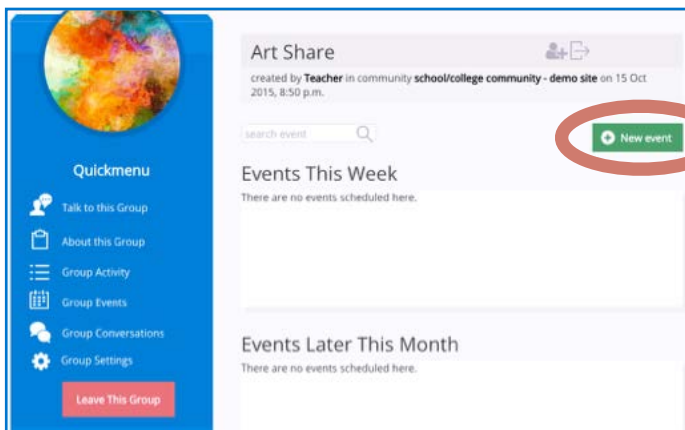
Step 2: Scroll down to 'All Members' section click the 'remove' button underneath the user profile the click the 'ok' button on the confirm pop-up. This will remove the user from the Group.

Creating a Group Event

As a Group Admin you can create Events in your Group that will be shared with all Group Members. Members can see details about the event, chat about the event and RSVP their intention to attend yes/no/maybe. Members will be notified if other members are going to an Event.



To access the 'Group Events' page go to 'My Groups & Communities' then click on the Group you want to access/add and Event to. Click on the 'Group Events' link in the Quickmenu on the Group homepage. Events are organised in lists 'Events this Week' and 'Events Later This Month' there is a link to show 'all upcoming Events' under this section.



Step 1: On the Group Events page, click on the 'Create New Event' button on the right, this will bring up the Event builder form.

Event Details:

Give your event a title *

Tell us a bit more about your event

Preview

[Add Image](#)

Dates and Times:

Start Date: *

Start Time: *

0 : 00

End Date:

End Time:

0 : 00

Step 2: Fill in the event information in the Event builder form. Fields with a '*' are compulsory.

TOP TIP: You can add a Thumbnail image if you want to make it easy to recognise - e.g. bowling, swimming, cinema etc.. Go to Google images and search for the subject plus the term 'clip art'.

Location:

Address line 1: * Region:

Address line 2: Country:

City: Postcode:

Step 3: Adding a house/building number and postcode will generate a Map of your event location.

Permissions

When you create an event you have the following options:

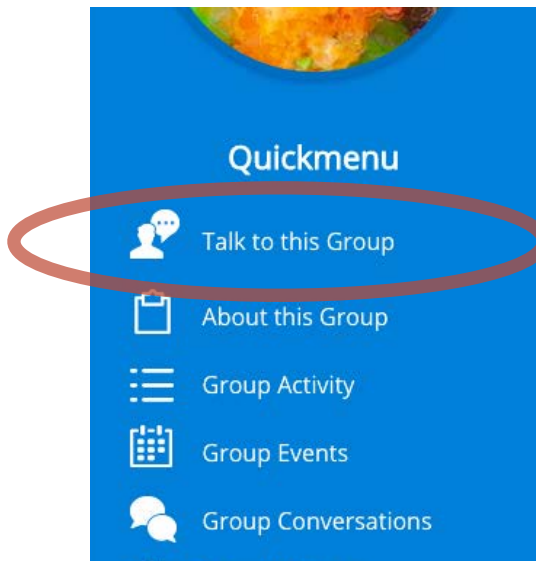
Please check this box if you would like to approve messages posted on this event before they are made visible to your community

Step 4: Fill out the Permissions section. Ticking the check-box means that any messages posted to this Event will need to be signed off by you before they go live. When you have filled out the form click the 'Create this Event' button.

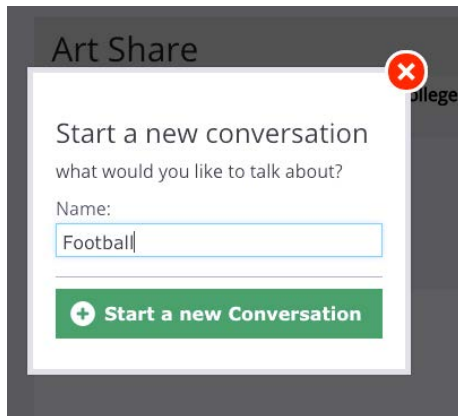
Your Event is now live in your Group, Group Members will see the Event on their personal Activity Streams. They will be able to click on the Event and see the Event details you have added. they will be able to chat to other members here about the event and R.S.V.P their intention to attend.

The Event will also appear in the Group Activity Stream and Members will be able to access it in the Group Quickmenu section under 'Group Events'. Group Members will also be able to find the event by clicking on the 'Find events' button in their 'My Events' page.

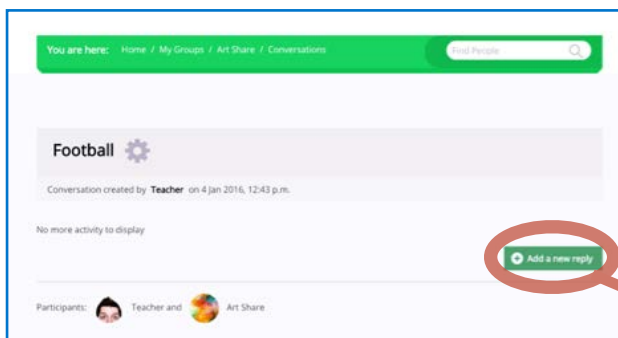
Creating a Group Conversation



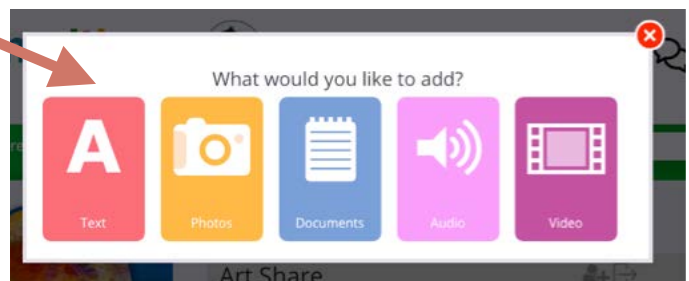
Step 1: To start a new Conversation with all Group Members you can click the 'Talk to this Group' link on the Quickmenu on the Group page.



Step 2: Give your Conversation a Subject line



Step 3: Add a post using the 'add-media' pop-up.



Your Conversation has now been posted to your Group, Group Members will see the Conversation on their personal Activity Streams. They will be able to click on the Conversation and add their own comments.

The Conversation will also appear in the Group Activity Stream and Members will be able to access it in the Group Quickmenu section under 'Group Conversations'.

Note: The Conversation will only appear in a Users 'My Conversations' area if they post a comment into it.

14. Buddies

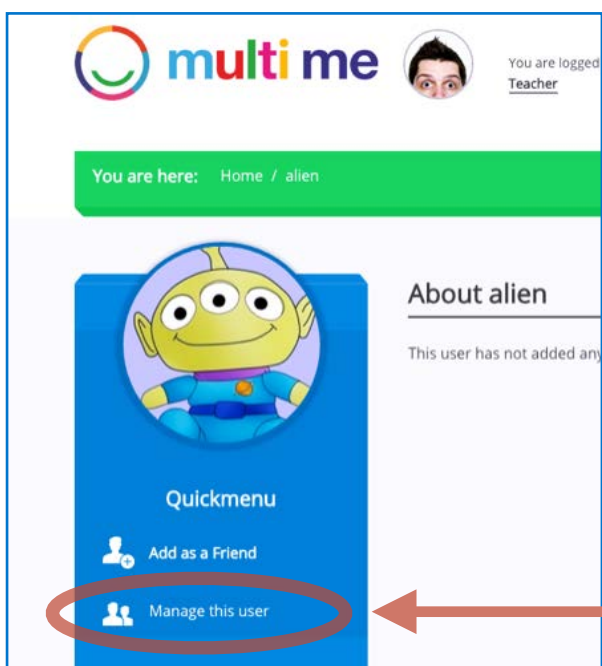
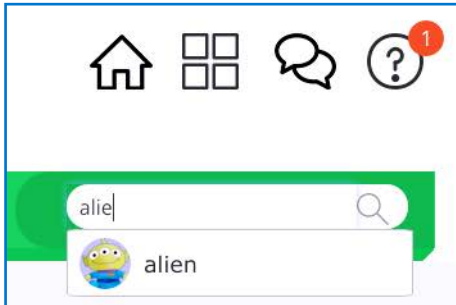
The Buddy feature on Multi Me is a unique feature for safeguarding and supporting vulnerable individuals with their networking, it helps to keep Multi Me safe, and insure that users post and share appropriately with others. Community Admins can give users in their Community Buddy status and then assign other users (Dependents) to them for support. A Buddy is a user who has certain admin rights over a specified other user in order to support and supervise them with their interactions on Multi Me.

Becoming a Buddy of another User (Dependent)

This action needs to be performed by a Community Admin. See p.78 for details.

Accessing a Dependents Buddy Screen

To access a dependents' Buddy screen you will first need to go to their Profile page. To open up a users profile page you can search for their username in the top header and click on the users profile picture, alternately you can click on the My Friends section, scroll down to the Buddies heading and select the user from the list of your Buddies there.



From their Profile Page click on 'Manage this user' from their Quickmenu. This will open up that users' Buddy Screen.

Setting Buddy Permissions for a Dependent

The first tab on the Users Buddy Screen is the Permissions Tab. Here you can select the options you require to veto for that user and click the 'Update' button.

Permissions for Alien

Back

Permissions
Buddies
Memberships
Friends
Conversations
Buddy Folders

Permission	Allow	Confirm	Deny
Friend Requests	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Join Communities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Send Invitations	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Join Groups	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
View All Posts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Group Conversations	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Posts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Join Goals	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Talk With Friends	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Update

Buddy Settings options

Allow = no vetoing needed, user can act without Buddy supervision

Confirm = vetoing needed, Buddy will supervise

Deny = denies access for user to these features

Permission	Explanation
Friend Requests	Buddy can allow/deny friend requests made by the user, and sent to the user
Join Communities	Buddy can allow/deny user requests to Join Communities
Send Invitations	Buddy can allow/deny user sending invitations to other users to join, Communities, Groups, Events or Goals
Join Groups	Buddy can allow/deny user requests to Join Groups
Create Group Conversations	Buddy can allow/deny new Group Conversations started by the user
Create Posts	Buddy can allow/deny any posts added by the user, including text inputted, or media either uploaded to multi me, embedded from YouTube or captured via webcam
Join Goals	Buddy can allow/deny user requests to Join Goals

Permission	Explanation
Talk with Friends	Buddy can allow/deny Conversations between the user and their Friends

Adding or removing Buddies of a Dependent

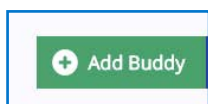
Click on the 'Buddies' tab.

Buddies of Alien

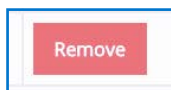
+ Add Buddy
Back

Permissions
Buddies
Memberships
Friends
Conversations
Buddy Folders

Buddy	Remove
Teacher	Remove



Click the 'Add Buddy' button to select Buddies from the users Communities. Selecting a Buddy and adding them gives them immediate Buddy Status over the user.



Click the 'Remove' button next to the Buddy name to remove a Buddy from a User.

Managing and viewing a Dependents' Memberships

Memberships for Alien Back

Permissions Buddies **Memberships** Friends Conversations Buddy Folders

Communities

Community	Status	Actions
school/college community - demo site	Allowed	Remove
alienCommunity	Allowed	Remove

Groups

Group	Status	Actions
S M T	Allowed	Remove
Art Share	Allowed	Remove
School Football team	Allowed	Remove

Click on the "Memberships" tab on the users' Buddy Screen. this will show Community, Group, Event and Goal memberships. You can click on the name of the Community, Group, Event or Goal to view detail.

Click the 'Remove' button next to the item name to remove the Users membership.

Managing and viewing a Dependents' Friends

Click on the "Friends" tab on the users' Buddy Screen.

Permissions Buddies Memberships **Friends** Conversations NEW Buddy Folders

Friends

Name	Remove
Teacher	Remove
Student2	Remove
Student4	Remove
Student5	Remove
Student6	Remove
TA	Remove

You can click on usernames to view their Profile page. You can click the 'remove' button to remove friendships.

Managing a Dependents' Conversations

Click on the 'Conversation' tab on the users' Buddy Screen.

Conversations involving Student1 Back

Permissions Buddies Memberships Friends **Conversations** ^{NEW} Buddy Folders

Started

Title	Actions
This user hasn't started any conversations yet	

Joined

Title	Actions
testing budying group conversations	Allow Deny

Buddies can click 'Allow/deny' on each Conversation

NOTE: If the Buddy has not been added to the conversation they will **not** be able to view its content from here by clicking on the Conversation link.

15. Glossary

Activity and Activity Stream

Shows the interaction and events of Users Groups or Communities

Buddy

A user who has certain admin rights over a specified other user (dependant), in order to support and supervise them with their interactions on Multi Me

Buddy Request

A request sent by a Buddy to a User, or a User to a Buddy asking to Buddy-Up. Or an individual request sent to the Buddy to confirm or deny specific interactions of the dependent on Multi Me, as specified in the dependents Buddy Screen by the Buddy

Buddy Screen

The area where a Buddy manages a dependents Buddy Settings and their account

Buddy-up

A way to send a Buddy Request to another User from a User Profile page

Community

A ring-fenced and managed network of users, sharing and activity

Comment

A message/post made in response to something

Capture (media)

To record media such as pictures, audio or video from a webcam using Adobe Flash technology

Circle Community

A personal Community exclusively linked to an individual user as opposed to a Provider Community that is linked to a group or organisation

Conversations

Messages between Friends and Groups on Multi Me

Community Admin

A user who has administrative rights over a Community and has the ability to manage that community, its users and sharing

Dependant

A user who is managed by a Buddy

Event

Something that takes place at a certain time and location. An Event can be shared with Groups or Communities and users can interact around Events.

Event Admin

A user who has administrative rights over a particular Event and is able to edit the Event details

Embed video

A way of adding and sharing video from YouTube or Vimeo onto Multi Me

Friends

A defined group of Users who have consented/been consented to interacting on a one-to-one basis on Multi Me

Friend Request

A way of asking another User if they want to be Friends on Multi Me

Folder

A feature that allows Users to organise their stuff including media, documents as well as Multi Me assets such as Goals and Stories

Group

A Group of Users in a specific Community. Groups can be either closed (by request/invite only) or open to Community Members. Members can interact with the Group via sharing and by having Group Conversations

Goal

A feature that allows Users to set their own Goals, objectives or targets in Multi Me by describing the Goal with multi-media and setting themselves and other Goal Participants time-based Tasks to achieve Goal objectives

Goal Task

A time-based task set to help achieve a Goal objective. Tasks can be assigned to different Goal Participants

Goal Participant

A User who has joined a Goal to help participate in its activities

Goal Attachment

Something that has been added/attached to a Goal. Attachments can include Multi Me assets such as Stories, media or documents that are relevant to the Goal objective

Group Admin

A User who has administrative rights over a specific Group. Admins can manage group members, Events, sharing and Conversations

Goal Admin

A User who has administrative rights over a Goal. Admins can update Goal settings, describe the Goal and manage Goal Participants

Home

Your Homepage on Multi Me - the first page you are taken to after logging-in showing you your Activity and Quickmenu options

Invite and Invitations

Users can invite other users to participate in Groups, Communities, Events and Goals. Invites appear in My Requests area and can be signed-off as 'accept or reject' actions by Users.

Join-Request

A request from a User to join specific Community, Group or Goal sent to an Admin

Log-in Screen

Users need to Log into their Multi Me accounts using their unique username and passwords through the Log-in Screen.

Log-out

Users can Log-out of their Multi Me account by clicking on the link by their username. Users will be automatically Logged out after 15 minutes of inactivity on the site.

Library

Assets that are uploaded or captured to a Users' Multi Me account such as pictures, videos, audio and documents are kept in the Users' Library where Users can store and re-use all of their multi-media assets.

Main Navigation

How Users navigate the site and found at the top right of the screen at all times. Main navigation items include icons that link to Home, My Stuff Dashboard, My Conversations and My Requests.

My Media

Section on My Stuff Dashboard for my media libraries including Audio, Video, Photos and Documents.

My Stuff Dashboard

An area of Multi Me where Users can access all their 'Stuff' including their Stories, Goals, Folders, Conversations and media.

My Events

Events that a User has confirmed attendance to are listed in the 'My Events' section.

My Groups & Communities

Groups and Communities that a User has either joined or created are listed on this page.

My Account

Where Users can update their account settings. These include username, password and personal details, as well as visibility permissions and email notification settings.

My Folders

Area in My Stuff Dashboard where Users can create and keep their Folders.

My Profile

A personal Profile page for every User on Multi Me where they can add information and multi-media about themselves. User Profiles are visible to all users in the Users' Communities.

Members

Users that have joined a Community or Group.

Notifications

Automated messages sent from Multi Me, notifications include Friend Requests, Buddy Requests, Admin-Requests, Goal Requests, notifications (status updates) and Task reminders

Post

Something a user has inputted onto a page

Password

An encrypted password containing characters or numbers chosen by a User when registering for their Multi Me account that allows them to log in to their account securely with their Username.

Permissions

The authorisation given by a User that allows other users to perform specific actions on Multi Me such as viewing, editing or commenting on pages. Users can define their own profile visibility permissions, Admins can define the permissions of Communities, Groups and Events. Buddies can define Permissions of dependents.

Provider Community

A Community linked to an group or organisation such as a school, college or provider, as opposed to a Circle Community that is linked to a specific individual.

Quickmenu

A dynamic navigational menu that gives the most typical options on a specific page.

Request

A message sent to a User asking for their consent for something. Requests can be signed off via 'allow or deny' responses by a user. Examples of requests are Friend requests or Group Join requests.

Registered email

Users will need to add an email address when registering for an account, This will become their registered email linked to their Multi Me account and will receive all email notifications from that Multi Me account. When creating accounts manually as a Community Admin Users do not need to have their own registered emails.

Story

A feature in Multi Me that allows Users to create and share their own multi-media blogs using a combination of text, photos, videos and audio.

Search

The ability to search for Users, Communities, Groups or Events on Multi Me.

Share

The ability to give either Communities, Groups or Friends access to a certain things on Multi Me.

Sharing Dashboard

A dynamic feature that gives access to all sharing from a specific User, Community or Group on Multi Me.

User Profile

A Users personal page where other Users can see information about them, access any sharing and interact with that user.

Upload

Users can upload files from their PC or mobile device to Multi Me

User

A registered Multi Me account holder

Username

Every User has a unique Username that they have chosen. The username is used with the users password to log into their account and define different Users on Multi Me.