

TesiTool User's Guide

Version 1.0

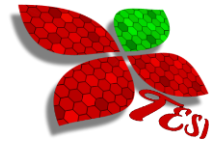
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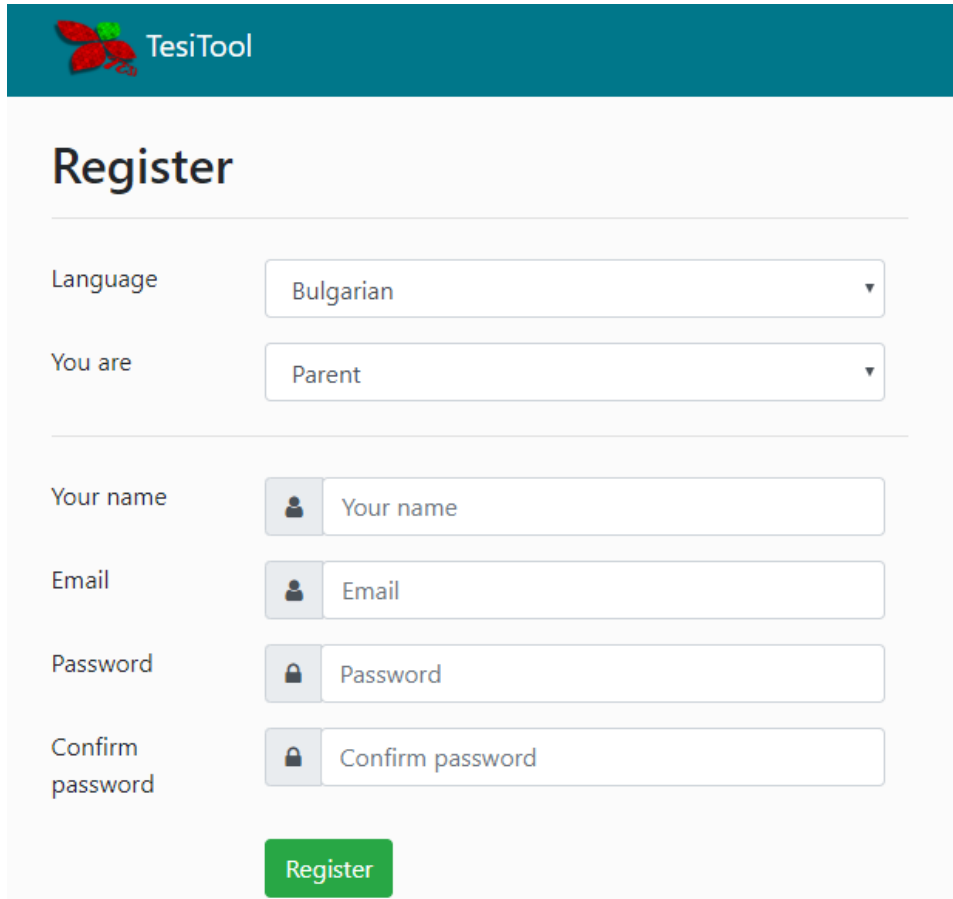
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1 Register and login

The first step every parent or professional should do is to register.



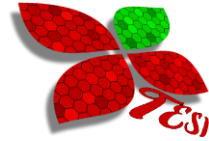
The screenshot shows the 'Register' page of the TesiTool application. At the top, there is a teal header with the TesiTool logo and name. Below the header, the word 'Register' is displayed in a large, bold font. The registration form consists of several fields:

- Language:** A dropdown menu with 'Bulgarian' selected.
- You are:** A dropdown menu with 'Parent' selected.
- Your name:** A text input field with a person icon on the left and the placeholder text 'Your name'.
- Email:** A text input field with a person icon on the left and the placeholder text 'Email'.
- Password:** A text input field with a lock icon on the left and the placeholder text 'Password'.
- Confirm password:** A text input field with a lock icon on the left and the placeholder text 'Confirm password'.

At the bottom of the form, there is a green button labeled 'Register'.

In this screen you can create your personal account. The user must select their working language (the content will be displayed in this language), user role: Parent or Professional, name, email (which will be used as a username) and password. Professionals are also required to enter the name of their affiliate institution.

Once an account is created, the user is automatically logged in the system.



TesiTool

Log In

Email

Password

Remember Me?

[Log In](#)

[Forgot your password?](#)

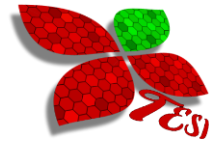
[Register as a new user?](#)

[Facebook](#)

Existing users can log on using their e-mail and password. It is also possible to use the system with a Facebook account.

The successful login redirects to TesiTool home page.

Feature *Forgot your password?* should reset the old password for registered accounts. on this screen the user must enter the email address that they are registered with. A new password will be sent to this email.

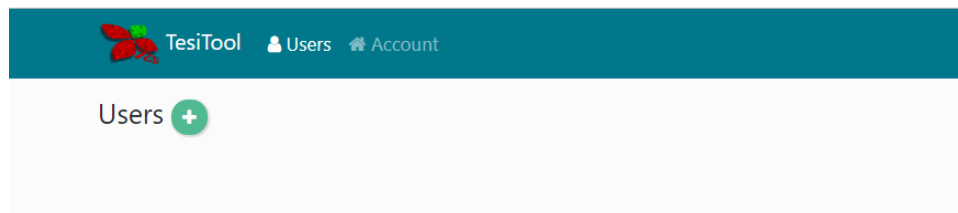


2 Create Users

The home page lists the users of the logged parent or professional.


Newly registered parents and professionals must register the clinical users then work with.

To register a new user, click the plus button on the Users's page.



This will redirect to users edit page. A child/user can be defined with full name which is required and image (optional). Click "Save" button to save the data.

Add new user



Select user profile picture.

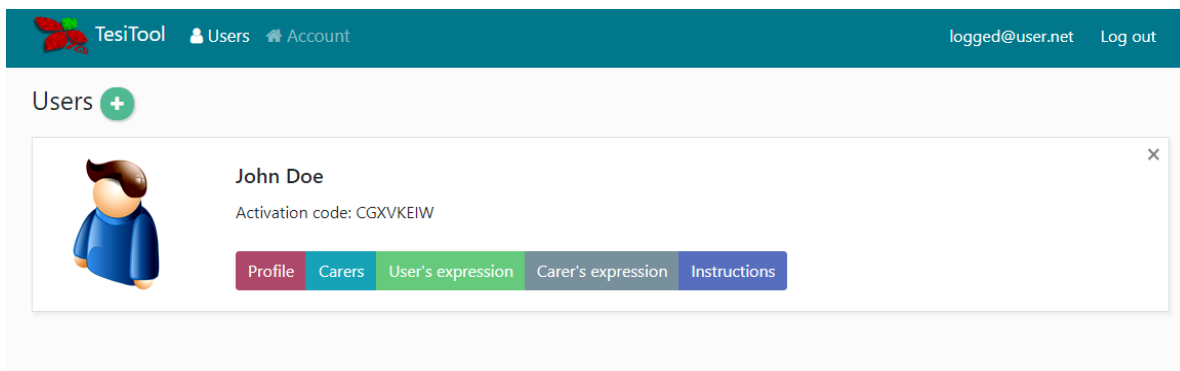
FullName

Image

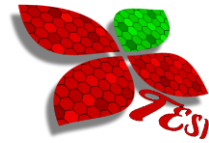
Save Cancel

Having saved the data, the parent/professional is redirected to users list. The list shows actions to manage the users, and shows the personal activation code for every user. This code is necessary to activate the mobile application of TESI Tool, which is available on Google Play Store.

Each user has its own, individual content. The parent/professional can define instructions, expressions and assigned carers for this user. All prepared content is available to the user by the TesiTool mobile app.



To edit a user, click the "Profile" button.



It is also possible to delete a user and all its data – expressions and instructions, by clicking the cross button at the bottom right corner of child’s panel.

3 Assign carers

Use the “Carers” button in the user panel to assign carers to a specific user. This will redirect to user’s carers list page. All carers, assigned to a user, collaborate to create expressions and instructions for the user.

- a) First, we need to find the carer that we want to assign. To do so type the name or part of the name of the desired carer in the field “Add carer”. This will fill the carers dropdown list. Select the chosen carer and click button “Assign carer” to add the selected professional as a carer for current user.

TesiTool Users Account logged@user.net

Carers of John Doe

Add a carer

teo

Assign carer

Teodora Test

- b) Unassign a carer - below the search field a table with listed carers is displayed. To unassign a carer click the cross button on carer's row.

TesiTool Users Account logged@user.net Log out

Carers of John Doe

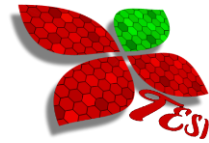
Add a carer

Assign carer

Fullname	Institution
Teodora Test	

x

Note: only carers in the language of the currently logged professional or parent will be listed in the result. Cross-language activities are not supported in Tesi Tool.



4 Expressions

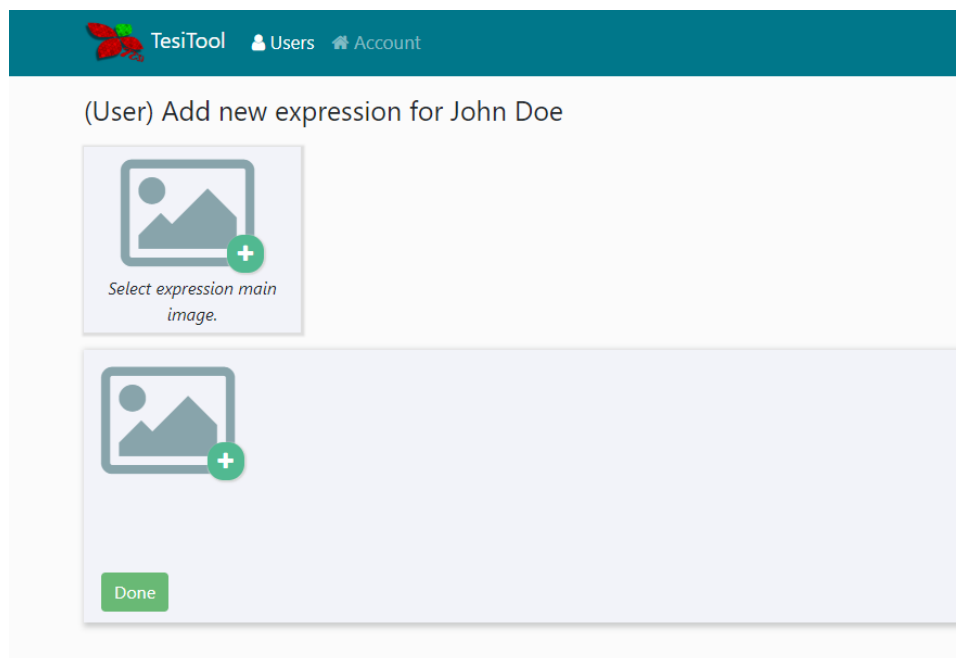
There are two type of expressions: User's expressions and Carer's expressions. User's expressions are the expressions which users will use to communicate with other people. Carers' expressions are the expressions which parents and professionals will use in their everyday interaction with the user to communicate with him or her.

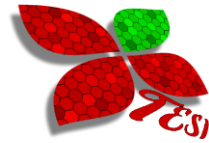
In the context of TesiTool web user interface, both expression types are managed similarly. You can click either the button "User's expressions" or "Carer's expressions" of chosen child/user.

Add a new expression – to add a new expression click the plus button in the expressions list page.



This will redirect to expression's edition screen.



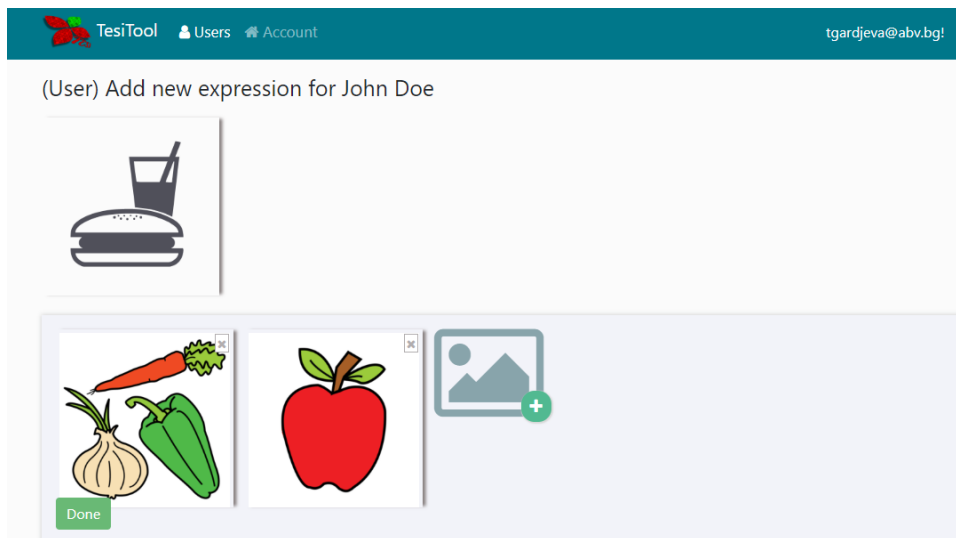


The expression's data is organized in levels. For example:

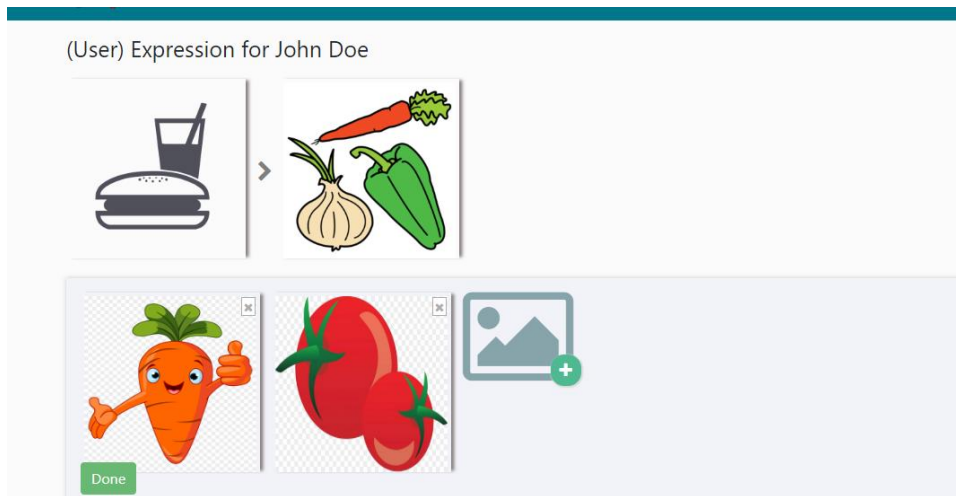
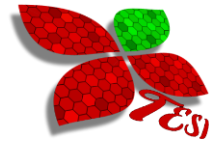
- Eat
 - Vegetables
 - ◆ Carrot
 - ◆ Tomato
 - ◆ Pepper
 - Fruits
 - ◆ Apple
 - ◆ Orange
 - ◆ Banana

This expression starts with “Eat”. Then the user can choose “Vegetables” and “Fruits” on second step, and finally specify what exactly he or she want to have.

To create an expression, click on “Select expression main image” and search for a resource that gives a good representation of the desired concept. If no suitable resource is available, a new resource can be added. This is described in detail in the next section. The expression will be automatically saved. To add subitems to current expression's level click on the “Upload image” icon in the grey zone. Again you will have to select a matching resource.



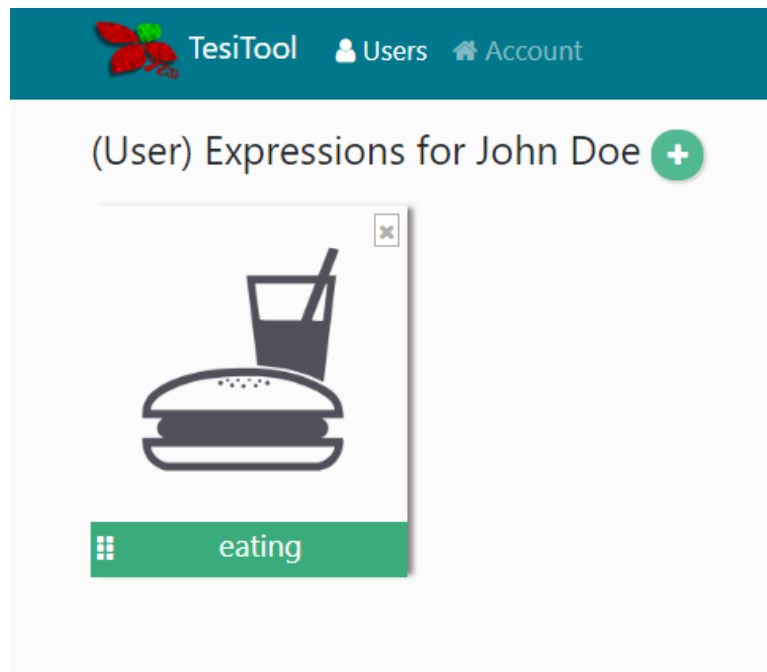
In this example we have “Eat” icon as a first level of this expression and “Vegetables”, “Fruits” on second level. To add all kind of vegetables on third level just click on “Vegetables” item.

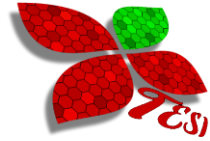


Above in the screen we see where we are: Under “Eat” > “Vegetables”, so we can add vegetables on third level.

You can use drag and drop to rearrange the concepts. For example, if the user likes apples better than bananas, you can drag the apple and drop it before the banana. Everything will be automatically saved. Once you are finished, click button “Done” to go back to “Child’s Expressions list”.

The created expression will be added in expressions list.



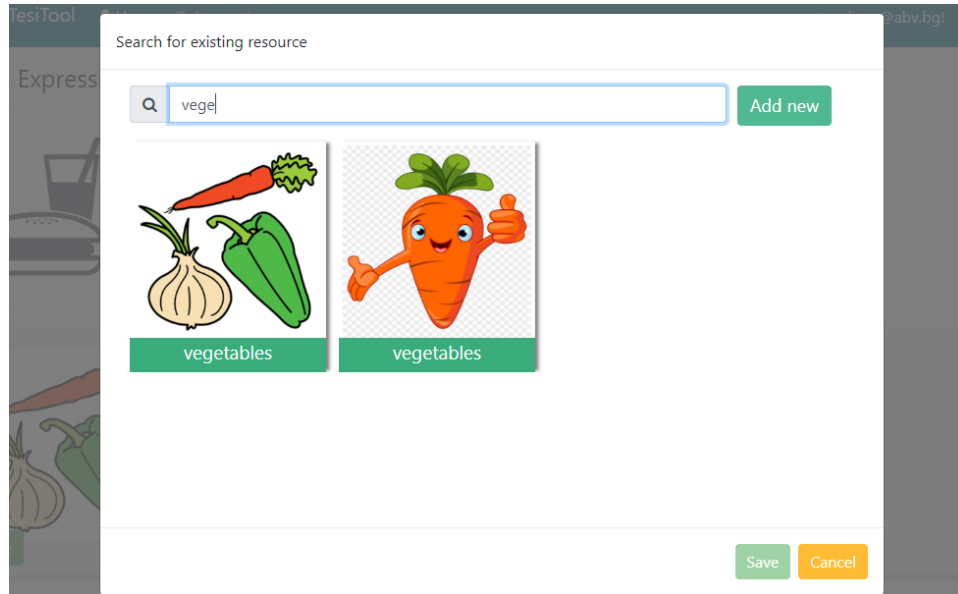


5 Select a resource

When a resource selection is needed, you can use already existing resource or to create a new one.

5.1 Search for an existing resource

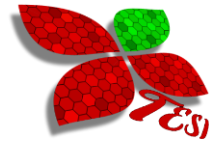
You can search for an existing resource. Just type a name of a concept that you want to find and the matching results will be shown.



Click on matching resource and click “Save”.

5.2 Add a new resource

If there is no suitable resource to represent the desired concept, professionals and carers can add a new one themselves. Click button “Add new” to create a new resource



The creation of new resource requires resource's image and tags. Tags are short names that describe the concept that the resource represents.

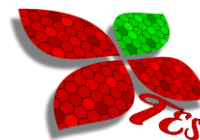
There are three ways to add an image:

1. Use "Upload file" button to select an existing image file,
2. Paste an image file from Windows Explorer, or
3. Paste an image content from an editing application.

Each resource can be described with one or more tags. Type appropriate tags in the tag field and separate them with a comma sign. While typing a tag name automatic search is processed, which will fill in tags dropdown. This allows an easy selection of already existing tags.

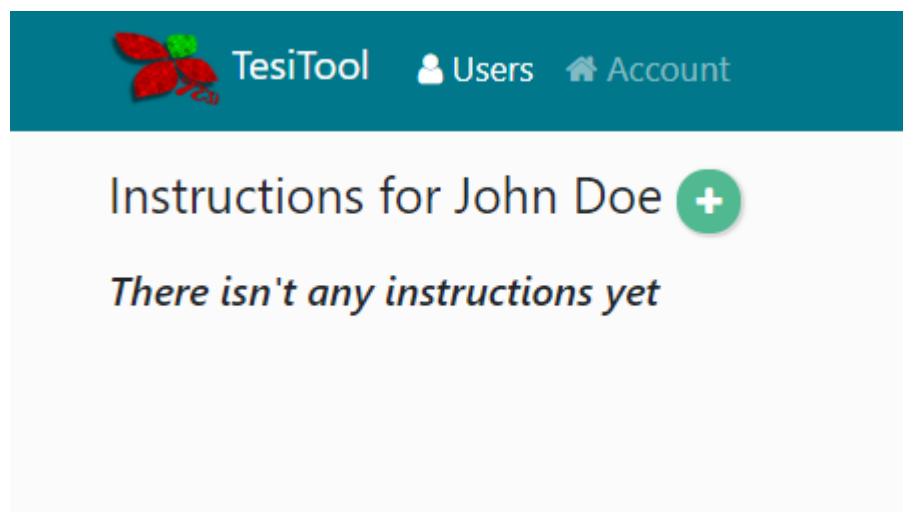
Click "Save" button to save changes.

Note: tags are automatically translated to all languages, supported by the system, thus enriching the community collaboration.



6 Instructions

Click the User's "Instructions" button to see the list of assigned instructions. To add a new instruction, click the plus button.

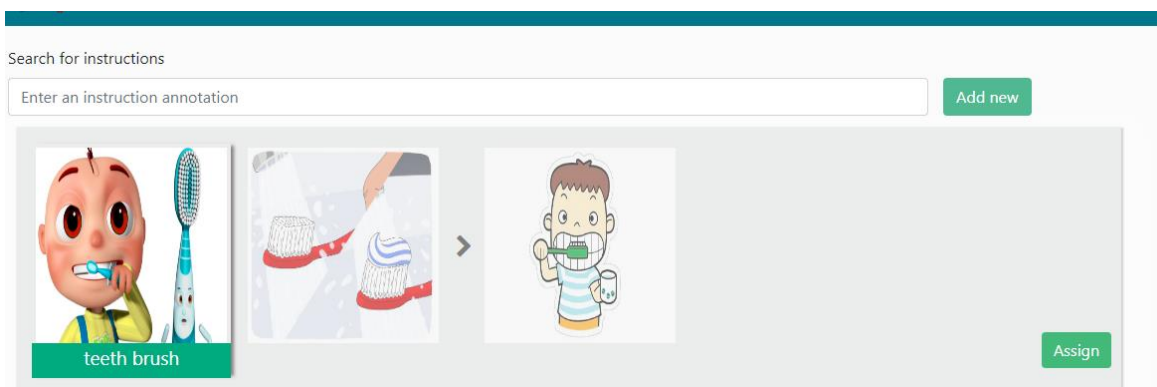


There are two ways to add an instruction to a user:

1. Find an existing instruction that matches your wish.
2. Create a new one from scratch.

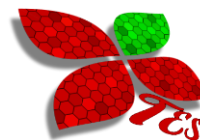
6.1 Find an Existing Instruction

To find an existing instruction, type a text in the search field. The system will match your text with the tags of existing instructions. The matching instructions will be listed below. To assign an instruction to current child/user click "Assign" button, which becomes visible when you hover the instruction.

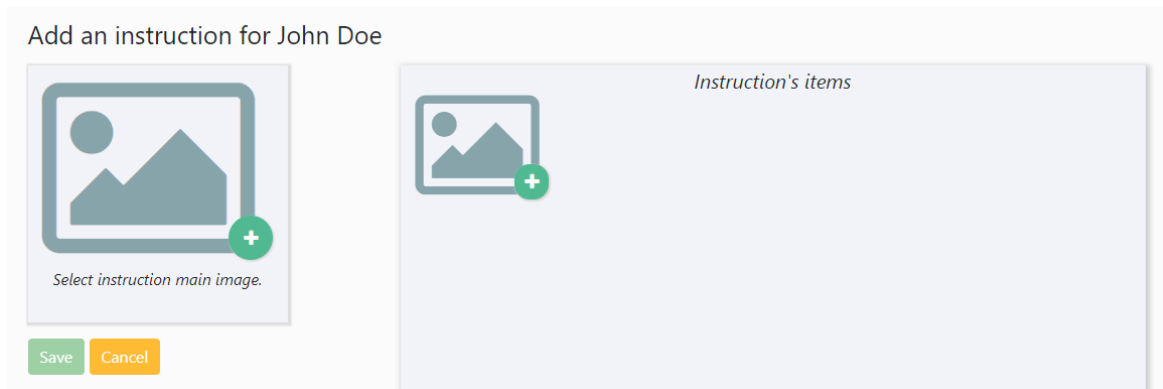


6.2 Add a new instruction

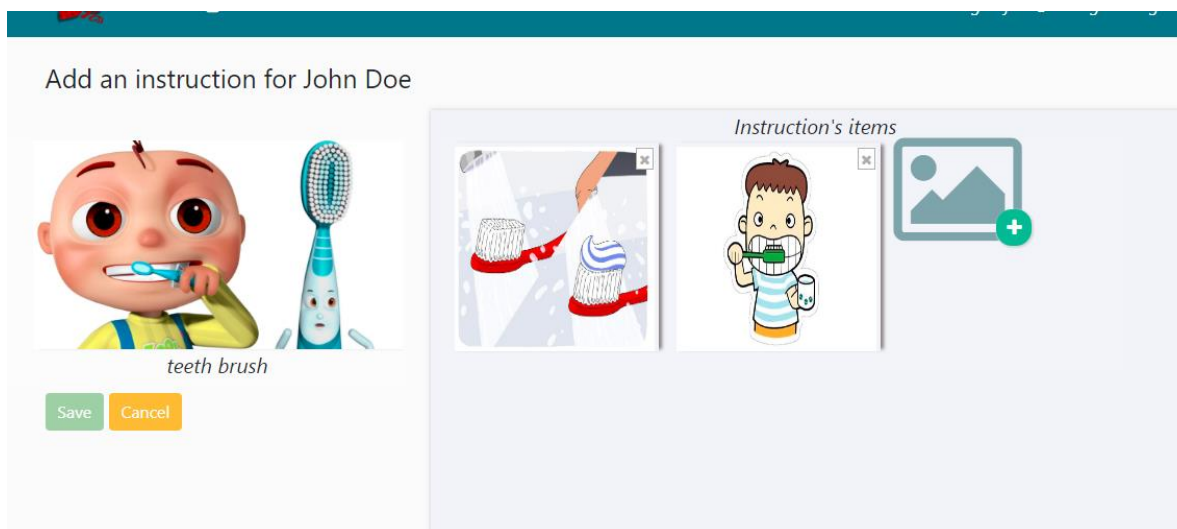
If there isn't any matching instruction, click "Add new".



Each instruction consists of instruction's primary image and a sequence of images, which describe each step of the instruction. For example, an instruction for brushing teeth should have as its primary image a picture of someone brushing one's teeth, but the steps should be images that describe how the toothpaste is opened, how is applied on the tooth-brush, and so on.

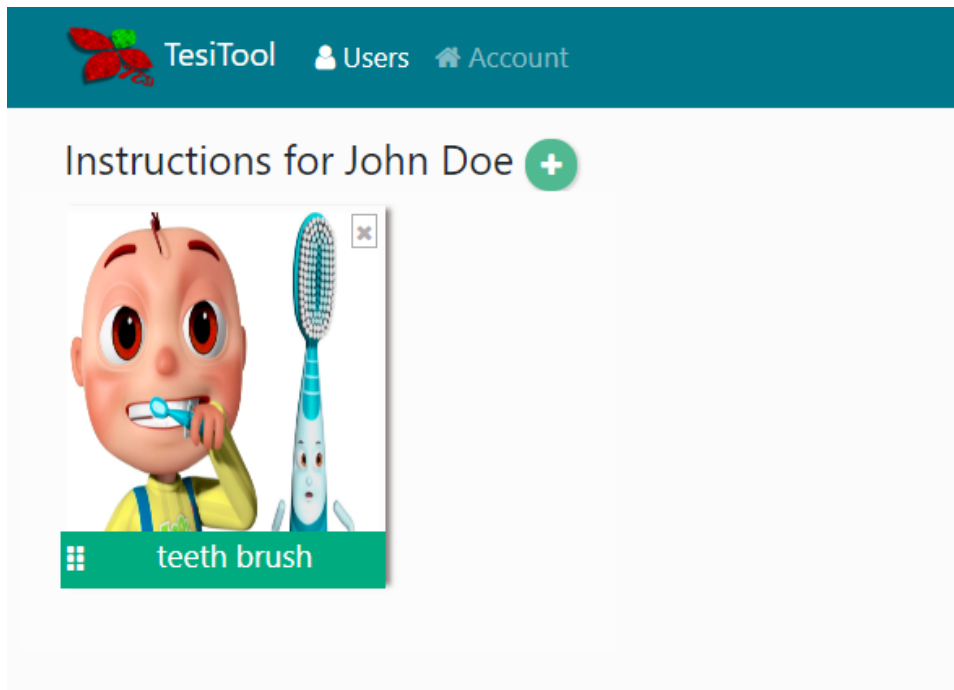
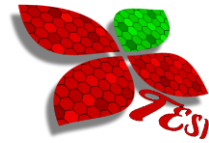


First, you need to click the upload main image icon to select or add a new image resource. Then do the same for instruction's items.



The order of steps in an instruction can be changed using drag and drop.

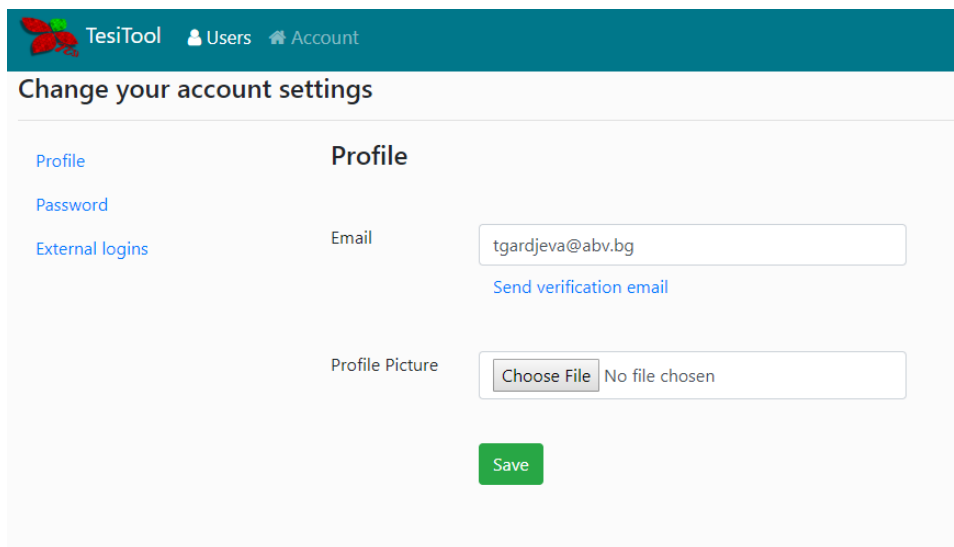
Click "Save" button to save the changes. The saved instruction will be listed in child/user's instructions page.



Double click on specific instruction opens its edition screen.

7 Edit personal account

To edit logged parent/professional's account data click on "Account" item in main navigation menu.



You can edit your personal data, upload a photo, and change password.