

THEWS - Therapeutic Exercise in the Workspace



Web Platform User's Manual

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Introduction

This document aims to show you how to use the THEWS web-platform. The platform can be accessed through the link: <http://thews.las.ipn.pt/>. Here you'll find all the information you need to be able to take the most from the platform. You'll discover how the platform is structured, how to register in the platform, how to share information and how to access shared information among other functionalities.

We strongly recommend you to use either Google Chrome or Mozilla Firefox browsers.

Platform structure

The platform is organized in a way to keep interaction simple. As seen in Figure 1, it is divided in three main areas. In area 1 (**Menu area**) you can find the main menus that you can access, the area 2 (**Sub-menu area**) is where the additional menus are added, in area 3 (**Content area**) you'll find the relevant information about the menu you're browsing. The content information is often displayed as a grid/table, where any entry you add will correspond to a line in the table.

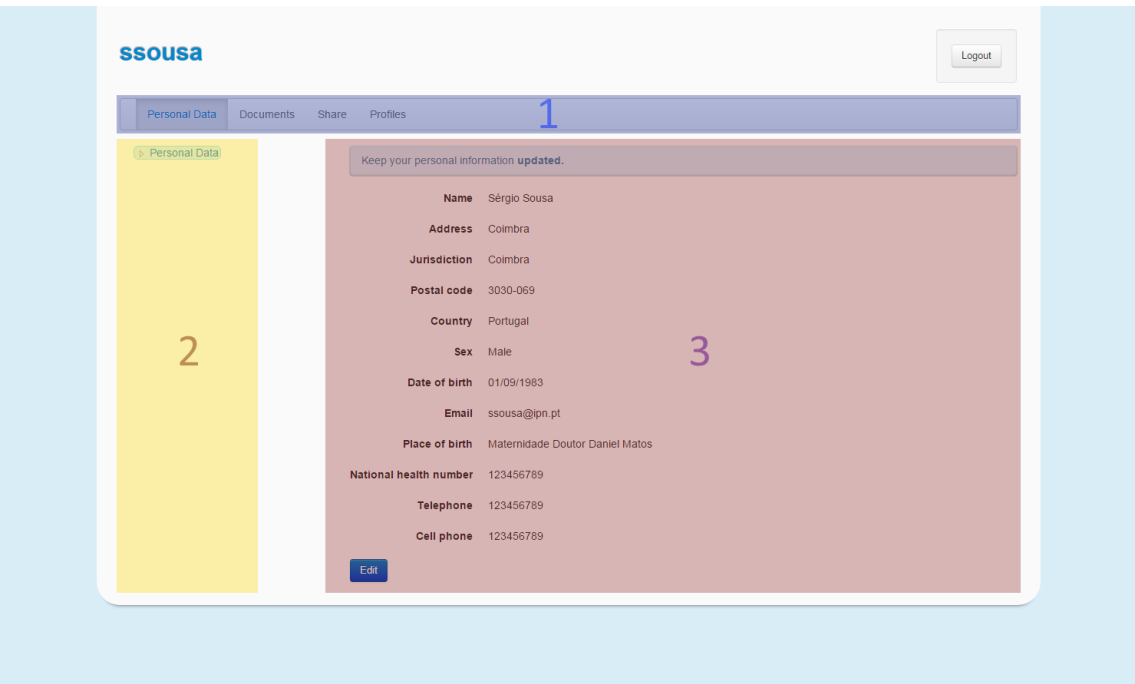


Figure 1: Platform structure. 1 - Menu area; 2 - Sub-menu area; 3 - Content area

Action buttons

There are several different buttons across the platform that are identified with icons. These buttons have the same action every time. In Table 1 are presented the icons and their respective action.






| Icon | Button | Action |
|---|------------|-------------------------|
|  | Remove | Remove information |
|  | Edit | Edit information |
|  | View | View more details |
|  | Permission | Allow/remove permission |
|  | Go to | Jump to user profile |

Table 1: Action buttons description

Registering in the platform

To create an account to access the THEWS-platform is quite simple and easy! First open the following link in a new browser: <http://thews.las.ipn.pt/>, then hit button **SIGNUP FREE**, you'll be redirected to a new page, just enter the requested information (make sure your email address is valid), and hit button **Sign Up**, these steps are described in Figure 2. After these steps are successfully completed an email you'll be sent to your email address with the activation link. You'll need to open this link in a new browser in order to get your account activated, see Figure 3. After you complete these steps your account is activated and you're ready to use the platform.

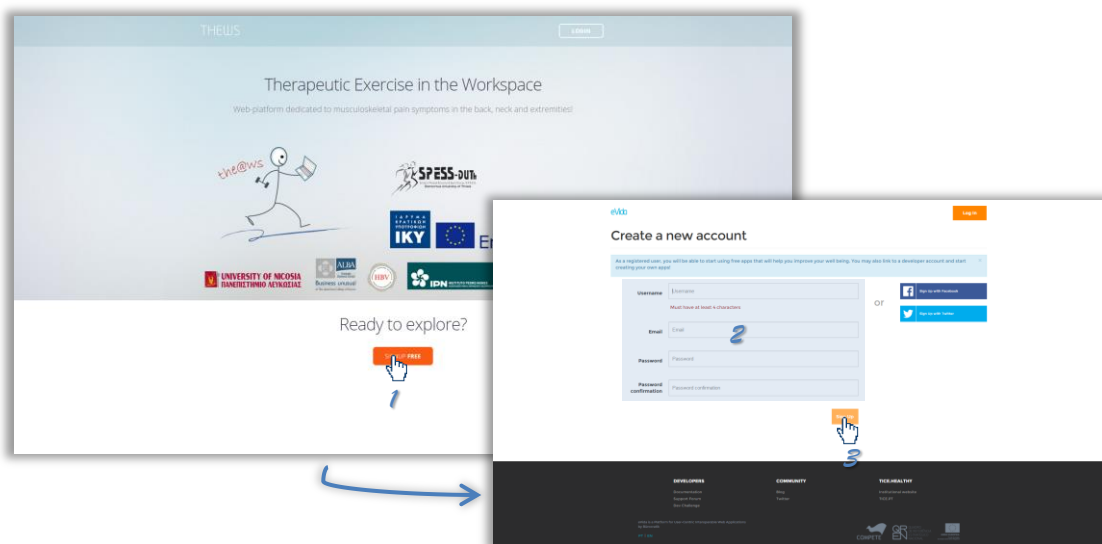


Figure 2: Steps to create new account

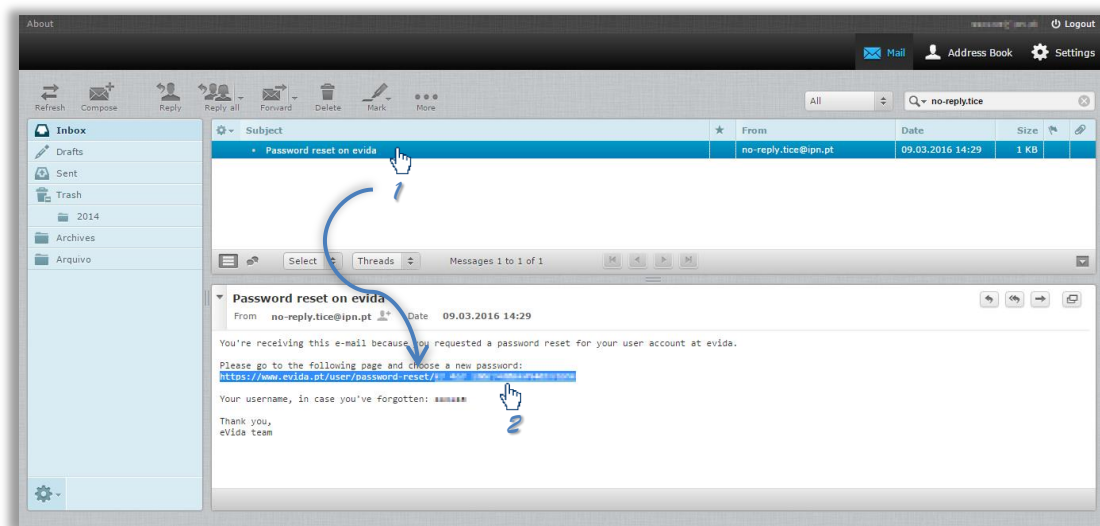


Figure 3: Account activation

Accessing the platform

Open the following link in a new browser: <http://thews.las.ipn.pt/>, then hit button **LOGIN** you'll be redirected to a new page, click on button **Allow Access**, a new windows will pop-up where you need to fill in your *username* and *password*, after that hit **Log in**, in the new page click **Allow access**, the pop-up window will close automatically and your account will be loaded in the browser, these steps can be seen in Figure 4.

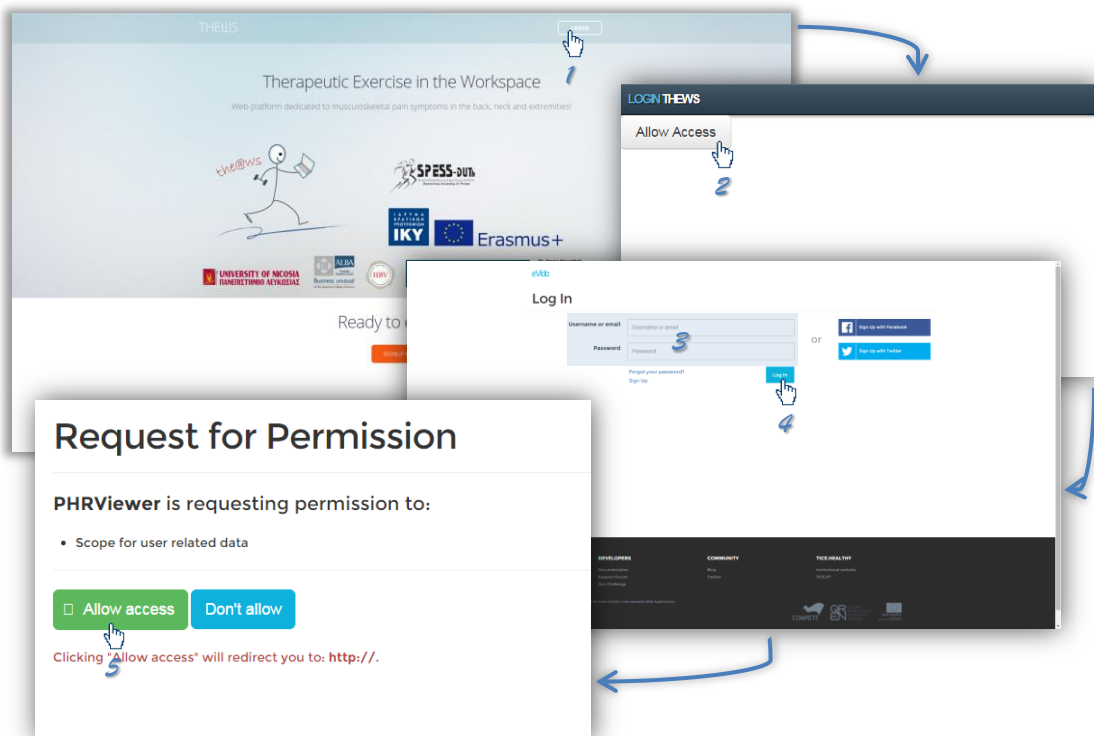


Figure 4: Steps to login in the platform

Adding documents

In the **Menu area** select “Documents”, then in the content area hit the **Add** button, in the following screen just fill the required information and select the file you want to add - supported files are **MP4, PDF, JPEG and PNG**, the file can’t be larger than **20 MegaBytes** - and click **Save** (Figure 5).

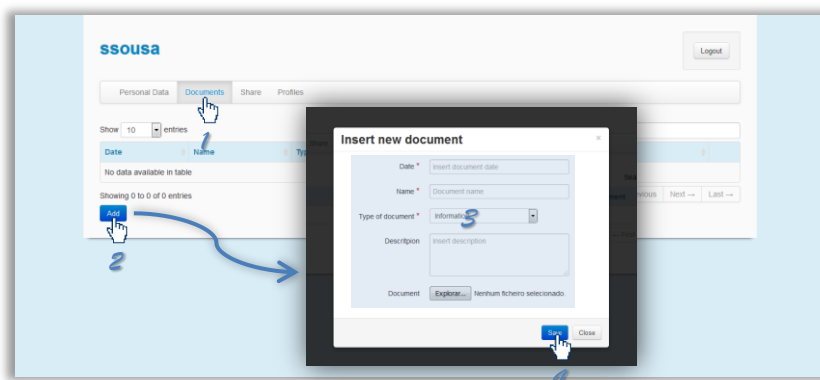


Figure 5: Add documents

Share documents with others

Select “Share” from the **Menu area**, then click on button **New group**, in the presented form enter the requested information and click on **Submit**, a new group should appear in the **Content area**, this step is exemplified in Figure 6. To give this group permission to access your documents click on the action button Permission corresponding to the group you just created, in the new form select the check box “Documents” and then click the button **Save changes** as shown in Figure 7. Now you need to add people to the group so they can see your documents. To do that just select the group, a new table will be appear below, click on button **Add an user** and in the presented form enter the email address of the person you want to add to the group – the email is key sensitive (someone@email.com ≠ SomeOne@email.com, so make sure you enter the correct email – after that just click on **Submit**, the person will be added to the group, and thus will have access to your documents, see Figure 8. Repeat this step for all the people you want to add to the group.

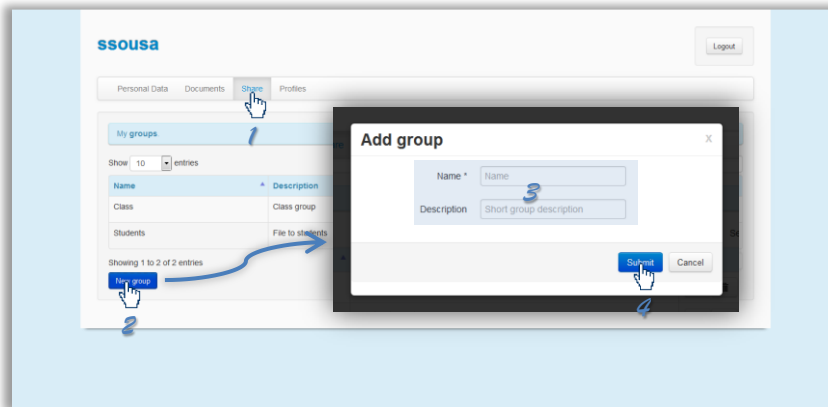


Figure 6: Create a new group

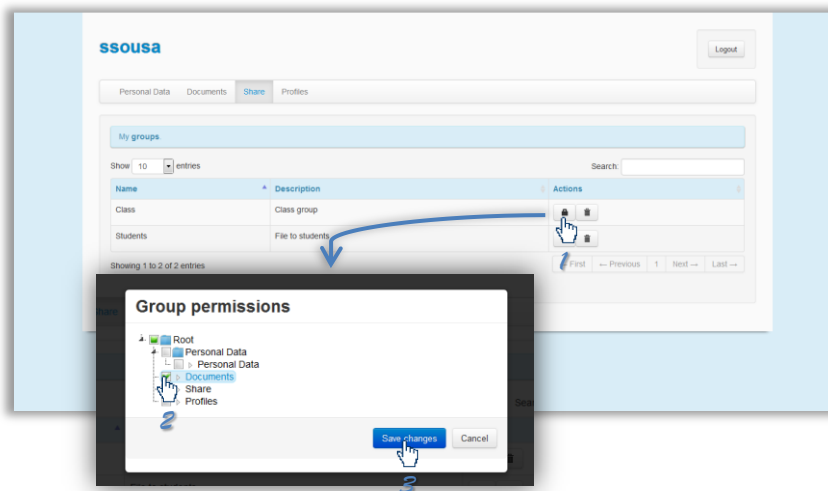


Figure 7: Give group permissions to access your documents

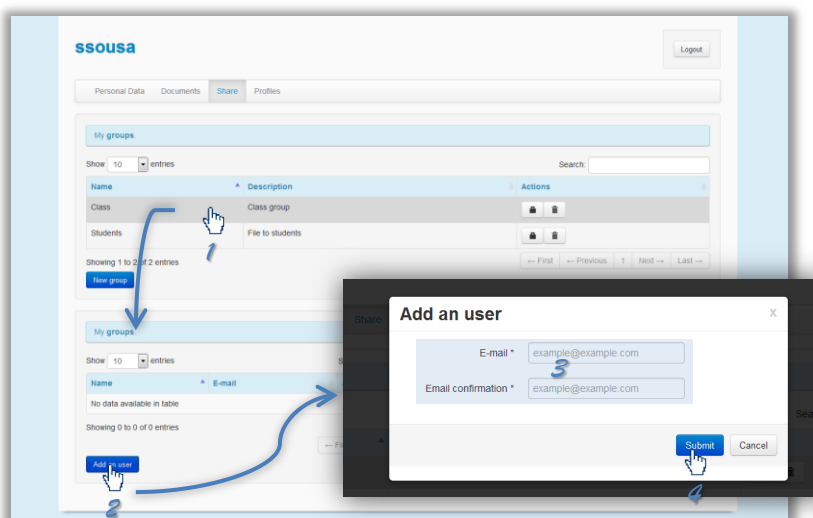


Figure 8: Add person to the group

View shared information

To access the information shared with you click on “*Profiles*” in the **Menu area**, then click on action button Go to of the person you want to see, this will lead you to a new page where you can see the information that this person has available for you, as can be seen in Figure 9.

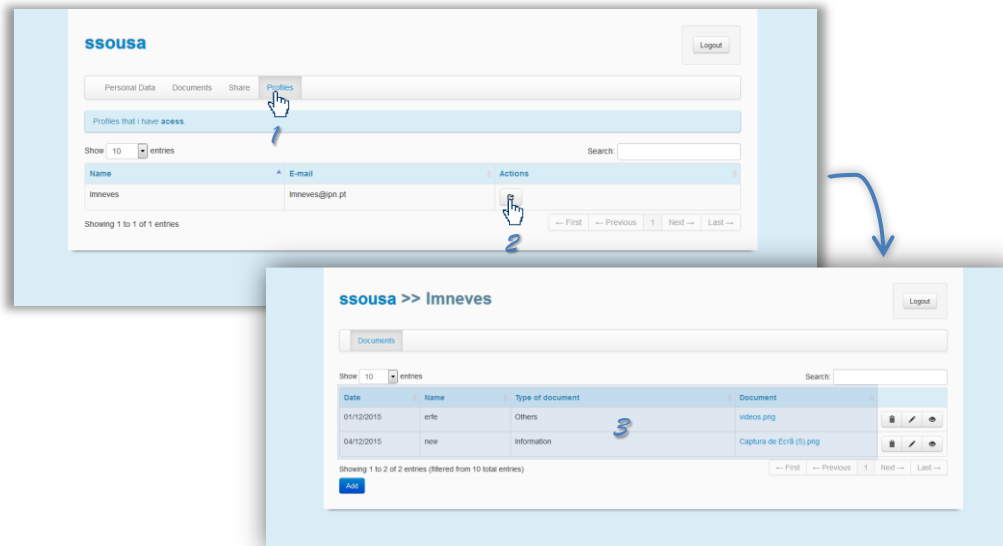


Figure 9: View shared information