

PLATFORM 2020 PRAGUE MANUAL

updated 14. 11. 2020

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1) FIRST DISPLAY OF THE PLATFORM

- Open the following page in your browser:

<https://platform2020prague.com>

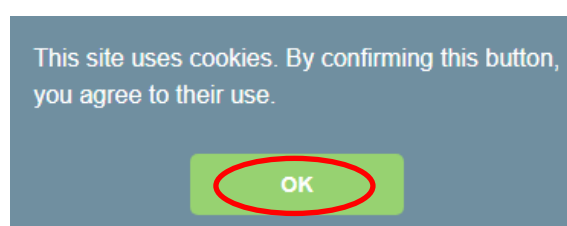
The Platform can also be used on mobile phones and tablets.

- On the home page, select the **PUBLIC ENTRY** button at the bottom left. (The ENTRY FOR PLATFORM MEMBERS button only applies to registered Platform members.)

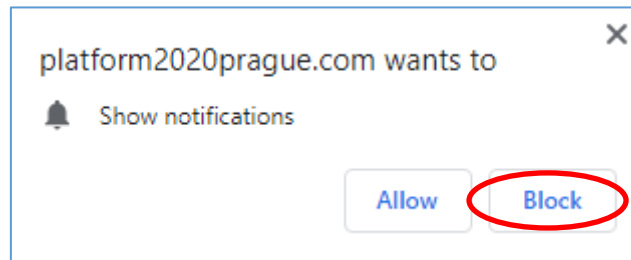


- The Platform main page is displayed. The language should be set automatically according to the language used by your internet browser, but at the bottom you can **select another language** in which you want to browse the pages. **The Platform application is controlled in about 40 languages, navigation pages with descriptions of sections and subsections are now only available in English and Czech** (later they will be in German and other languages) and the actual content will be inserted only in English or eventually in German.

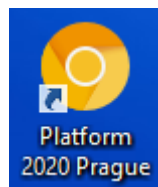
- By the first loading of the Platform web page it is necessary to accept the **cookies**. Please confirm the **OK** button in the bottom right window. Cookies are auxiliary data stored by the application in your web browser (e.g. saving the chosen language).



- If you are **called to allow notifications**, select **block**, this notification feature is only available to registered Platform members. (It will not be active in your case.)



- For an easier launching of the Platform application you can create a Windows desktop shortcut. Right-click in the desktop space and choose in the menu **New – Shortcut**, paste the Platform address <https://platform2020prague.com> and confirm by **Next**. In the following window type in the name **Platform 2020 Prague** and confirm by **Finish**.



- The Platform has been so far launched in the **trial mode** and It will be made **fully operational** by the festive launch during the main part of the **World Health Congress 2020 Prague** held on **11 - 13th June 2021 in Prague** under the auspices of the Capital City of Prague. Registered members can already add content to the Platform throughout the trial period.

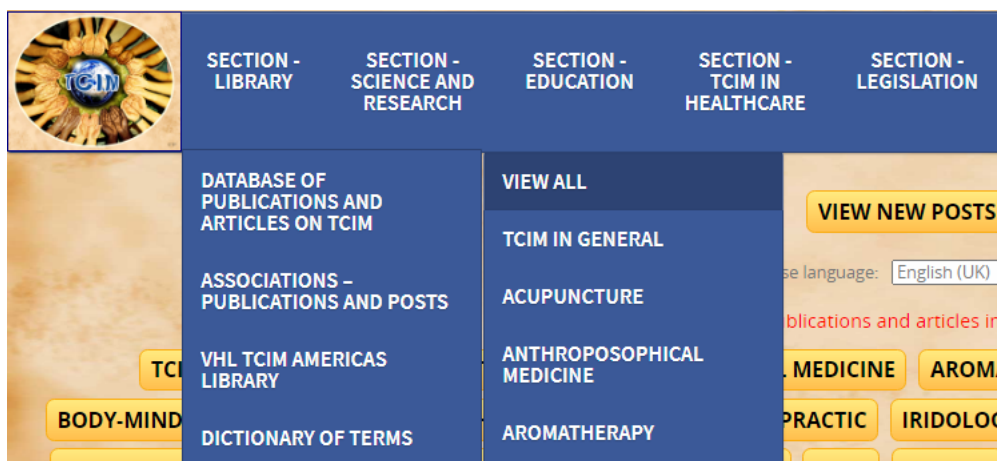
2) BROWSING THE CONTENT OF THE PLATFORM

PLATFORM MAIN PAGE

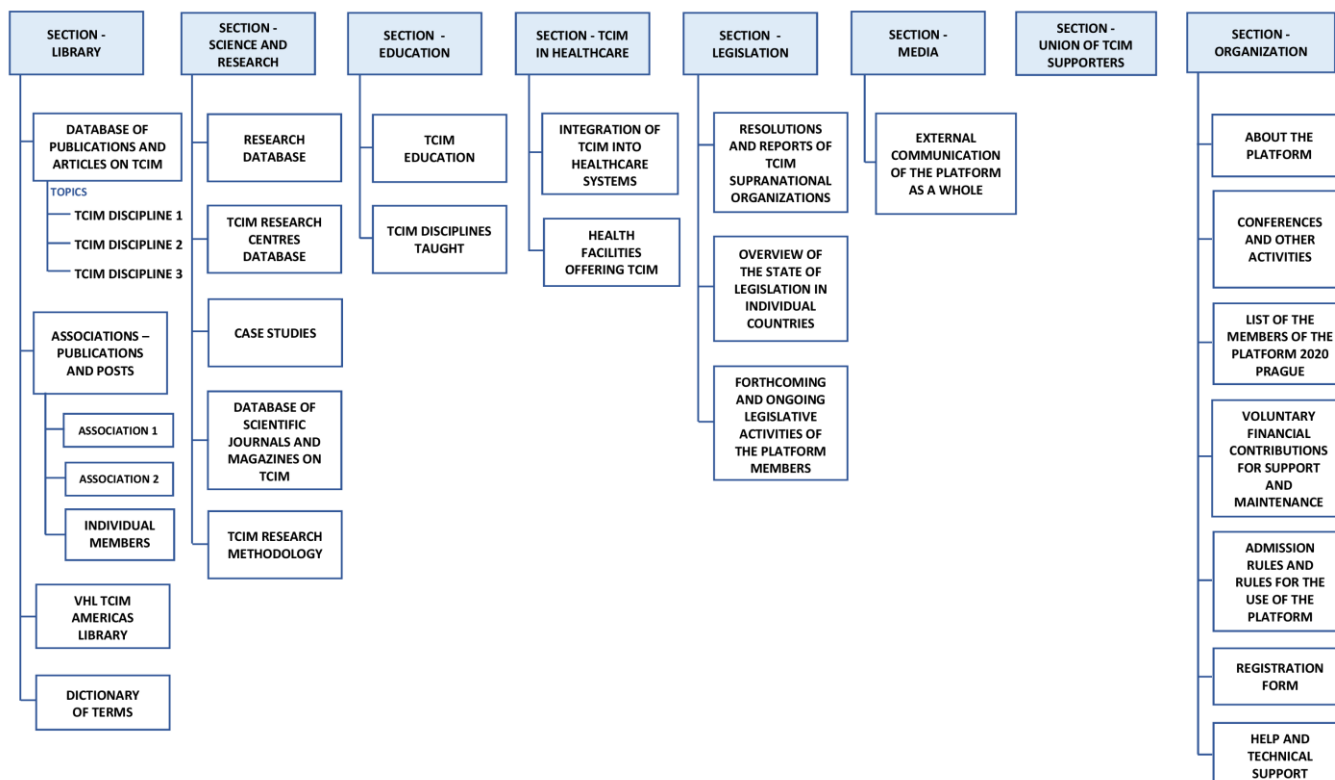
- Looks as follows:



- DROP-DOWN MENU** – The basis of the main page is the blue drop-down menu through which you can quickly access any of the desired section or subsection the Platform is divided into. By clicking you can open the subsections. You will find more about section and subsection browsing below.



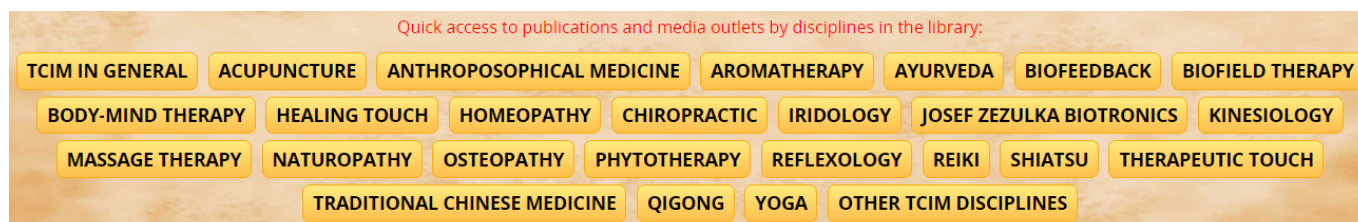
- The structure of the Platform sections and subsections (the main sections are displayed in blue, the remaining ones are subsections):



- VIEW NEW POSTS** – Via this button, which can be found under the drop-down menu, all new posts from all sections and subsections can be displayed chronologically time-wise from the newest to the oldest ones. You will find out about the news since your last visit of the Platform. The button works in the same way as the **Dashboard** button in the upper bar.

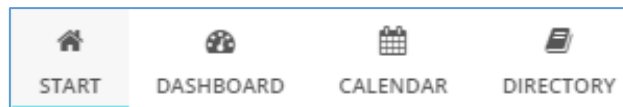


- QUICK ACCESS TO THE PUBLICATIONS AND ARTICLES BY DISCIPLINES IN THE LIBRARY** – Under the drop-down menu there is a wide range of buttons for a quick access to publications and articles in the library for a selected discipline. In case you want to display the publications and articles which are not focused only on one specific TCIM the first button “**TCIM IN GENERAL**“ serves for this purpose. The articles are displayed (filtered) by **topics** which are assigned to individual articles (for more detail see below).



- LOWER LINE WITH LINKS** – At the bottom of the page you can find links to some of the basic information about the Platform together with a Platform web link.

- **UPPER BAR** – The following functions are available in the upper bar:



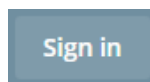
START - Button for a **quick return to the Platform Main page**. Clicking on the title top left can be used for the same purposes.

DASHBOARD - Displays all recent posts from all sections and subsections time-wise from the newest to the oldest ones.

CALENDAR - Displays the main calendar. The main calendar contains all events from the calendars of individual subsections (provided the calendar is activated there).

DIRECTORY - Contains 3 directories: Platform **members directory**, **directory of all spaces** (sections and subsections) and a **display of all personal posts** by Platform members.

- **SIGN IN** – Registered members of the Platform log in here.



- **SEARCH** – Through the magnifying glass icon at top right it is possible to search full-text for the posts within the frame of the whole Platform (similarly as with e.g. Google). The search can be made either in all sections or in a chosen section or sections only.

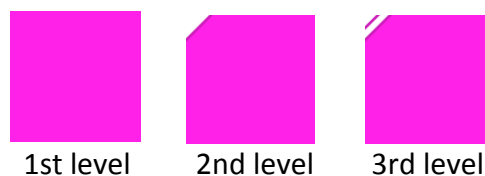


POSTS VIEWING IN SECTIONS AND SUBSECTIONS

- In case you enter through a drop-down menu from the Platform Main page to a section or subsection the start-up page of the section will be displayed (see picture below).

The screenshot displays the 'PLATFORM 2020 PRAGUE' header with a 'Sign in' button. Below the header is a navigation bar with 'START', 'DASHBOARD', 'CALENDAR', and 'DIRECTORY' links. The main content area features a large banner for 'RESEARCH DATABASE' with the subtitle 'SCIENCE AND RESEARCH'. The banner includes a microscope icon, a bar chart, and a pie chart. Below the banner, it shows '0 Posts' and '26 Members'. A 'Space menu' is visible on the left, listing 'Menu', 'Stream', 'Files', and 'Wiki'. The 'RESEARCH DATABASE' title is repeated in red, followed by 'PREVIOUS', 'RETURN', and 'NEXT' navigation buttons. A descriptive paragraph states: 'The database of the TCIM researches that are to be started, running and finished, including the information provided by PubMed, Cochrane and other databases.' A 'SHOW DATABASE' button is located at the bottom.

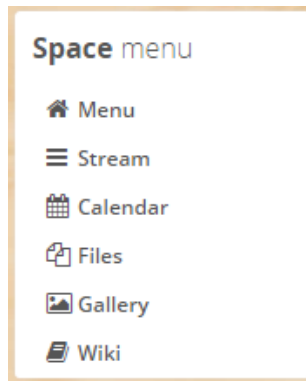
Upper bar – In the upper bar of the section/subsection you can see the **English title of the section/subsection** (here e.g. RESEARCH DATABASE) under which there is a **bigger image (banner)** and to the left there is a **smaller image (logo)**. The colour of the logo is identical for the subsections belonging to a certain section. A covered upper left corner of the logo indicates the level of the subsection - for the Main section (1st level) there is no cover in the corner, for a subsection (2nd level) the corner is fully covered in white colour, and in case of sub-subsection (3rd level) the corner is covered in white colour with a separating line in the middle.



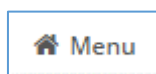
Further auxiliary information can also be found in the bar:

- Posts** – The number of posts in a given section/subsection
Members – Members access to section / subsection.

On the left you can see the following functions available in a selected section/subsection :

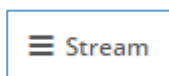


MENU

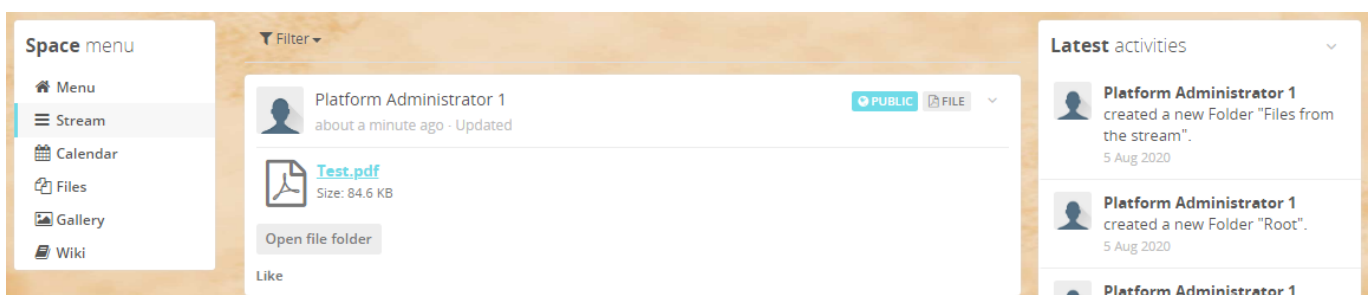


- Displays the start-up page of this section/subsection with a section title and its description (see the picture on the previous page). The auxiliary navigation buttons enable movement through sections/subsections (on the same level) and return to a superior section.

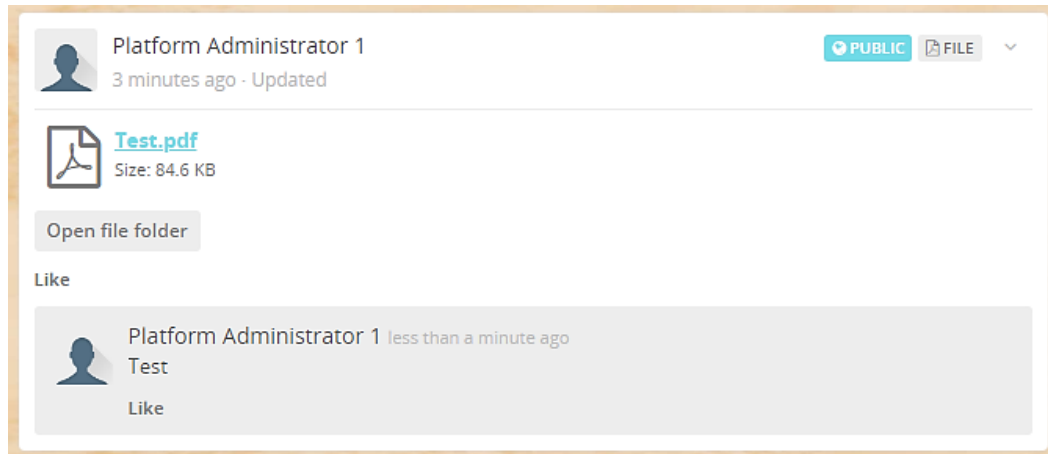
STREAM



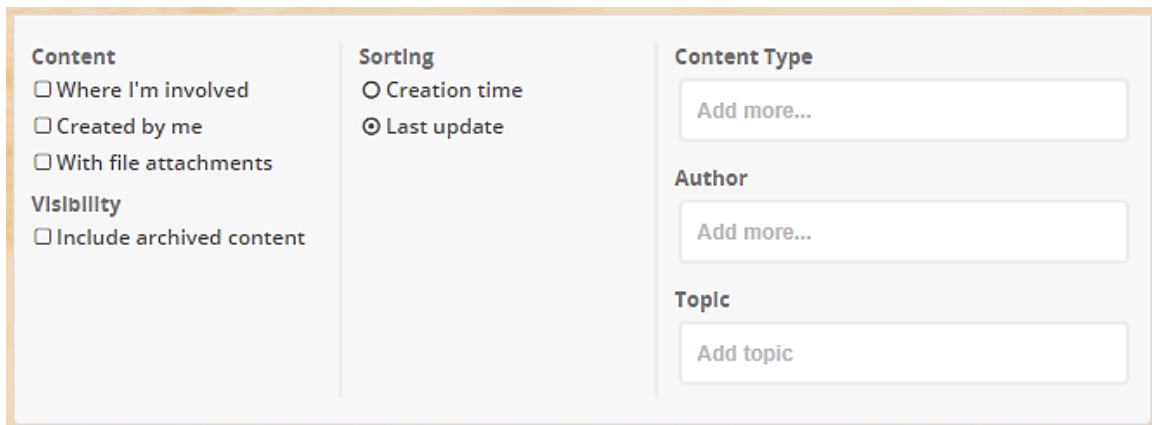
- Individual posts are lined up here timewise – from the latest ones to the oldest ones, similarly as e.g. on Facebook. The post contains author's name, posting date (the time will be displayed by pointing a mouse at the date), the related post topics top right for easier searching by topics and the type of the posts. The content of the post itself can contain pictures, links, tables, etc. Some posts are generated automatically in case some new content is added e.g. in the menu Files, Wiki, Gallery etc. The **Like** link is not active for the public. After moving the mouse over **Like**, you will see which registered members of the Platform liked the post. At top right of the window you can see an overview of recent activities in the section/subsection.



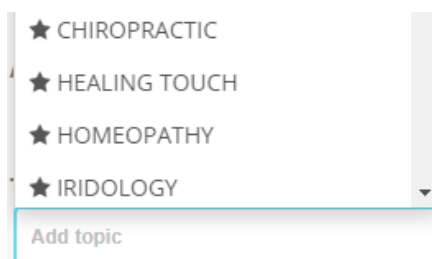
- **Comments** from Platform members may be added below some posts.



- The posts can be filtered by chosen criteria after a click on the word **Filter**. The type of the content indicates via which function the new content was added i.e. whether via Stream, Files, Wiki etc. The "**Where I'm involved**" and "**Created by me**" options are for members only, not for the public.



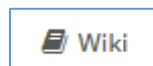
Topics – Topics are added to posts, with which we can filter posts, for example, according to the topics to which the post relates. A post can have multiple tags or it may not have any. Topics names are in English only. Click in the **Topic** field to offer the available labels in the section / subsection:



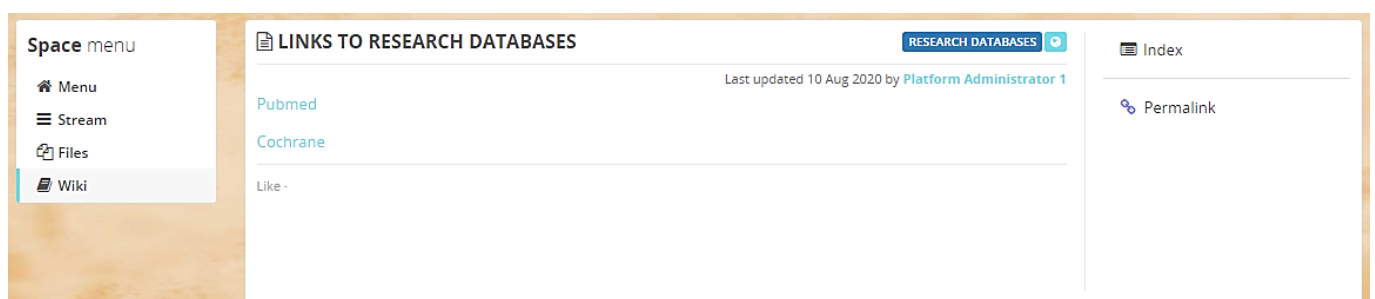
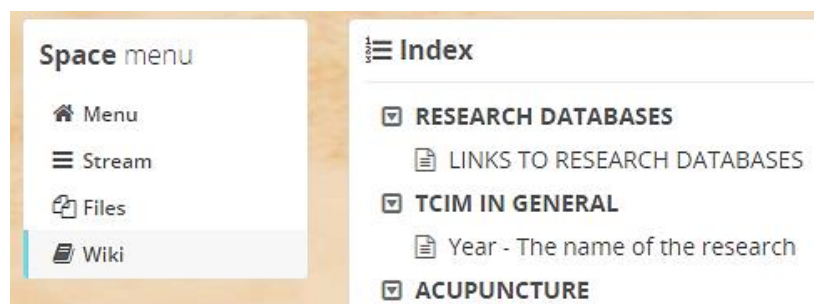
Permalink - The function that displays a direct link to the selected post is called up at the top right of the post by a **small down arrow**.



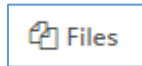
WIKI



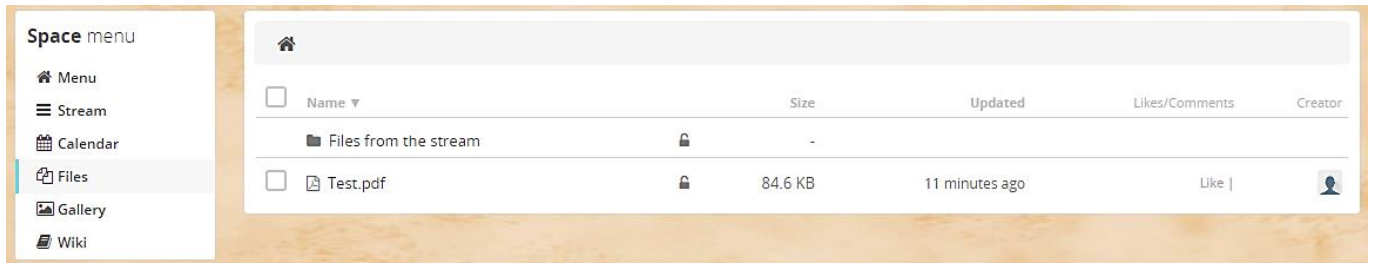
- The Wiki function is used to browse articles. Individual articles can be divided into categories for clarity. When the article is displayed you can see the assigned topic at top right (e.g. topic of category, label with TCIM field, etc.), next there is the date of the last update and by which user the update was made. The **Index** button on the right serves to return to the list of articles. The **Permalink** button displays a link to the article.



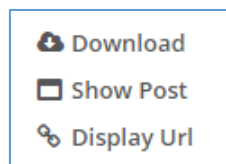
FILES



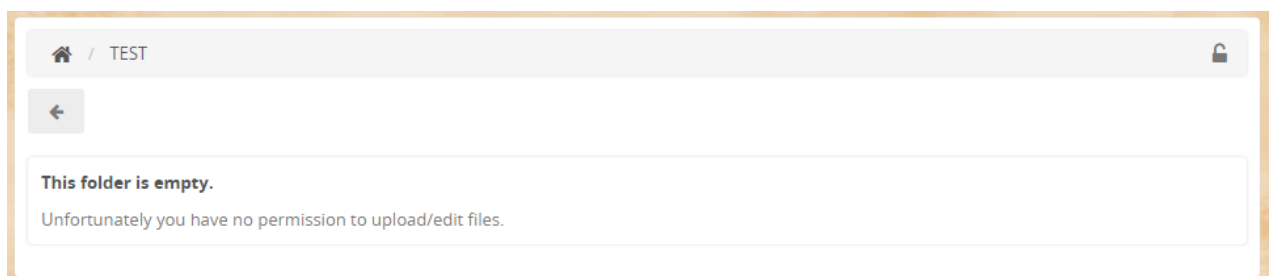
- Files, such as publications and articles in PDF format, are saved in the **Files** menu. Files are divided into folders and subfolders similar to the disk on your computer. The folder "**Files from the stream**" contains the files which were added in posts entered directly in the function **Stream**.



- Right-click on a file (or folder) display a menu where you can download the file by selecting **Download**, or go to a post in the **Stream** menu by selecting **Show Post**, which informs you about adding the file and display the url (web) address of the file (**Display Url**).

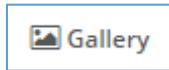


- In the list of folders and files we see the **name** of the folder or file, **the size of the file**, **the date of the last update**. Then there are links to **Like** and to be able to view **comments** on the file. At the end there is the **author** who created the folder or uploaded the file.
- If you enter a subfolder and wish to return to the original folder, use the **left arrow button**. To return to the base folder from any subfolder, you can use the **image of the house** at the top left.

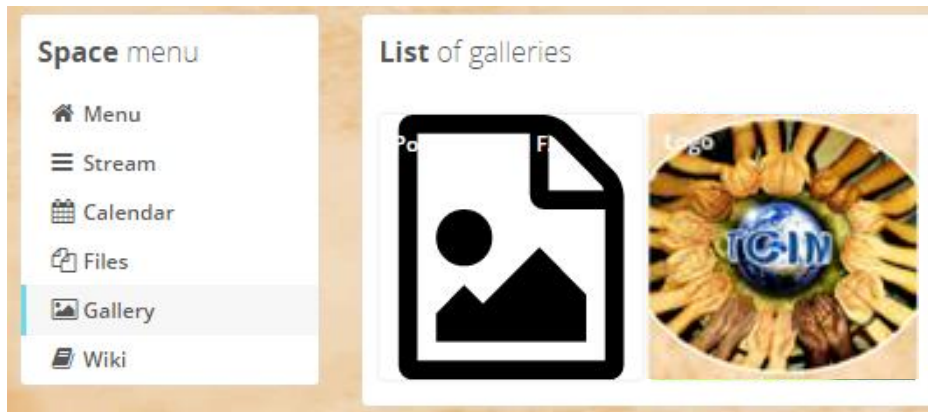


- Topics** are not directly next to files, but may be in Stream next to notifications when these files are added.

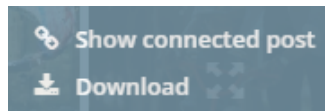
GALLERY



- The photo gallery contains, for example, photos from a joint event, which can be browse directly in the Platform. Photos are divided into galleries (similar to files in folders). The folder **"Posted Media Files"** contains the photos added via Stream menu. Galleries are only activated in some subsections.

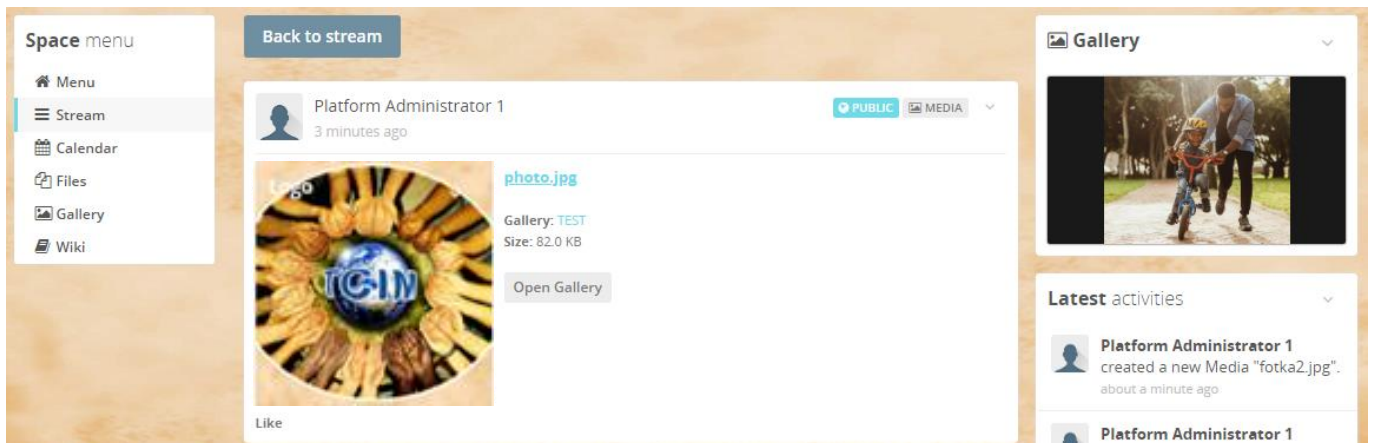


- After inserting photos, a down arrow button is available at the top right, which expands the options menu:



Show connected post

- Switches to the post linked to this photo.



Download

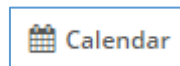
- Downloads the photo to your computer.

- A photograph can be enlarged by clicking on on the 4 arrows in the middle. Use the left and right arrows on the screen or keyboard (or the dots below) to scroll through the photos. Alternatively, you can start the slide show mode at the bottom right, where the photos change automatically every 5 seconds.

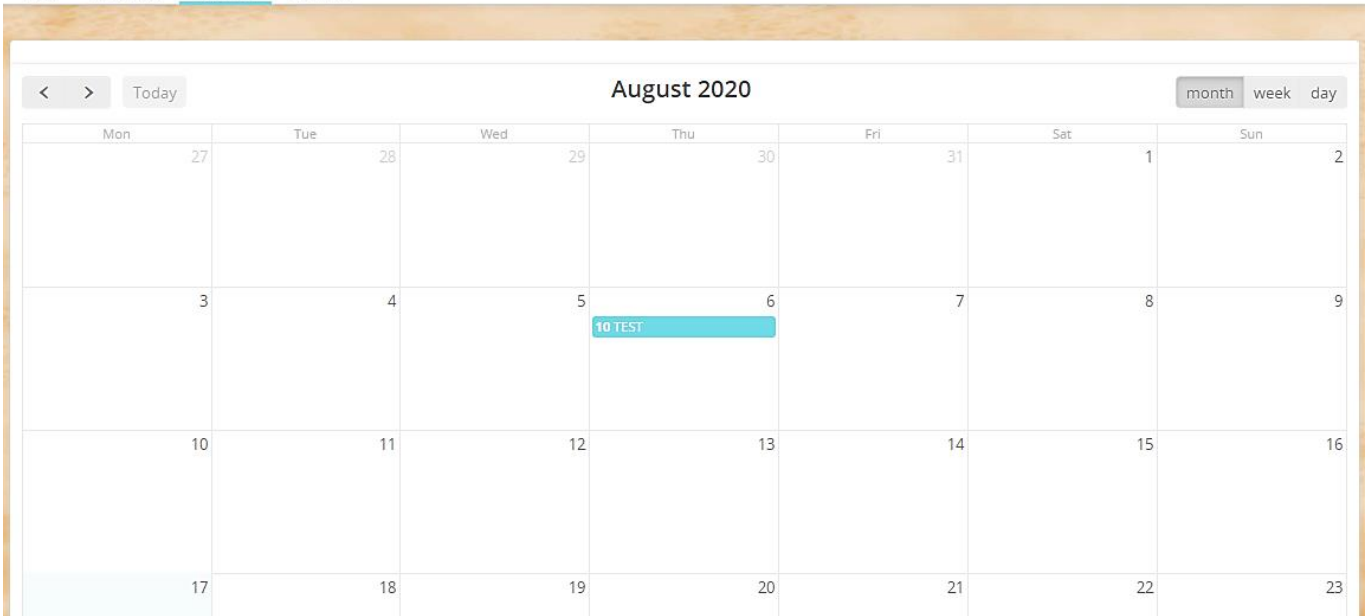


The cross at the top right ends the photo viewing mode.

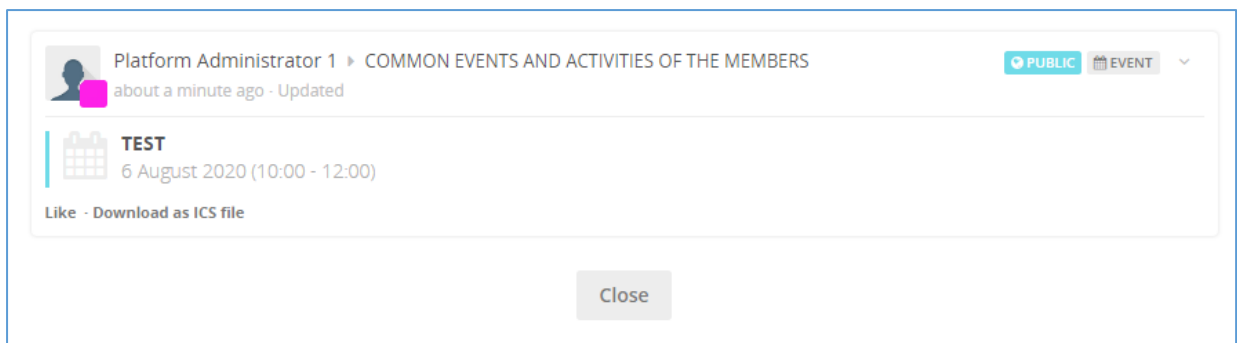
CALENDAR



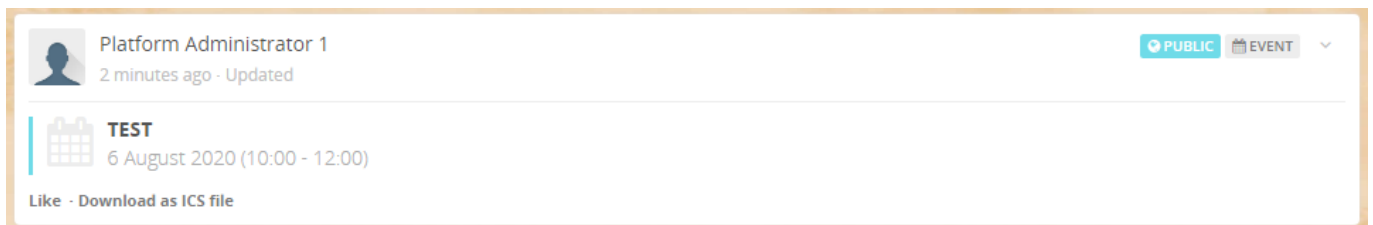
- The Calendar enables to clearly display different events and forthcoming activities (e.g. in the subsection **PLATFORM MEMBERS' EVENTS AND ACTIVITIES**). The number within the event indicates the time/hour of the beginning, if determined). The event can also contain a file. On the right the Calendar can be switched to be displayed by **months, weeks or days**. And on the left you can switch **backwards** or **forwards** or return to the current date with the **Today** button.



Detail of an event:

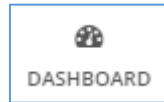


- Some subsections contain so called “small” calendars. Above them the “large” shared calendar can be displayed by clicking on the button called **Calendar** in the upper bar of the Platform home page. All the events inserted in the “small” subsection calendars are displayed in there.
- Being clicked on the event is displayed in the way as the related alert is displayed in the menu Stream.



- The disadvantage of this calendar is the fact it cannot be switched into a view of a list of events (for example in a table) while the calendar can display the maximum time period of one month. For this reason an independent table without any time limitation will be added in the Wiki menu.

DASHBOARD VIEWING – VIEW NEW POSTS

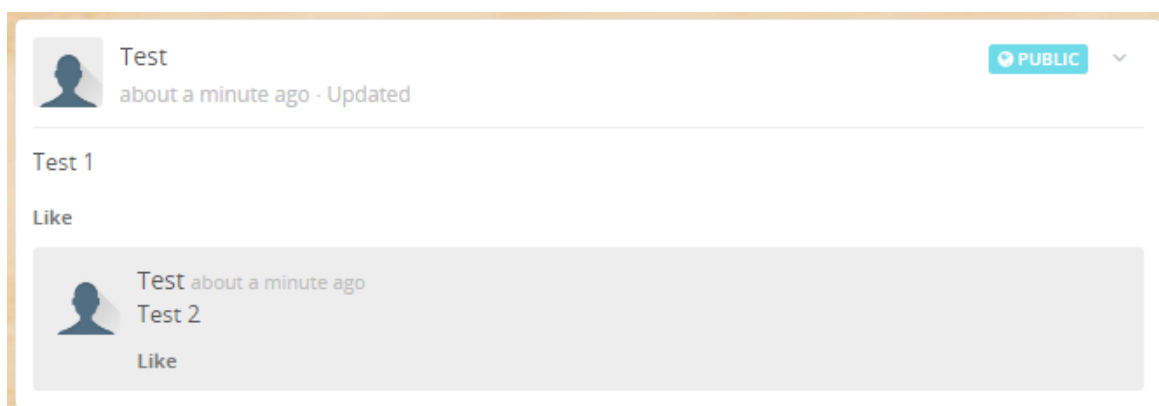


VIEW NEW POSTS

- Via these buttons on the main page the latest posts from all sections and subsections will be displayed from the newest to the oldest ones. In the upper part of the post you can see by whom and when the post was added in a particular section/subsection. Next there are the post topics attached to the particular post. In case that an older post is modified it will return to the beginning of the list marked as "**updated**". At the top right you can call up a help menu, where you can select **Permalink** to display a direct link to the post. To the right you can see different information windows.

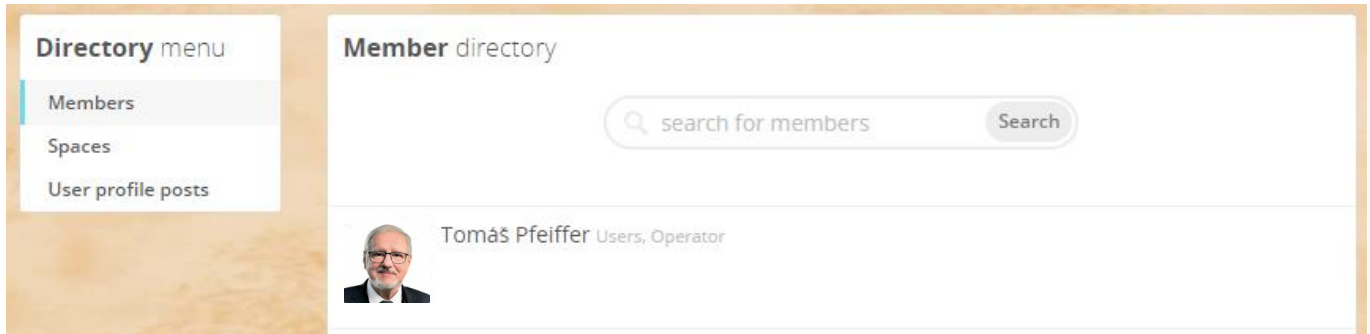


- Any member of the Platform can post comments to posts (similar to, for example on Facebook).

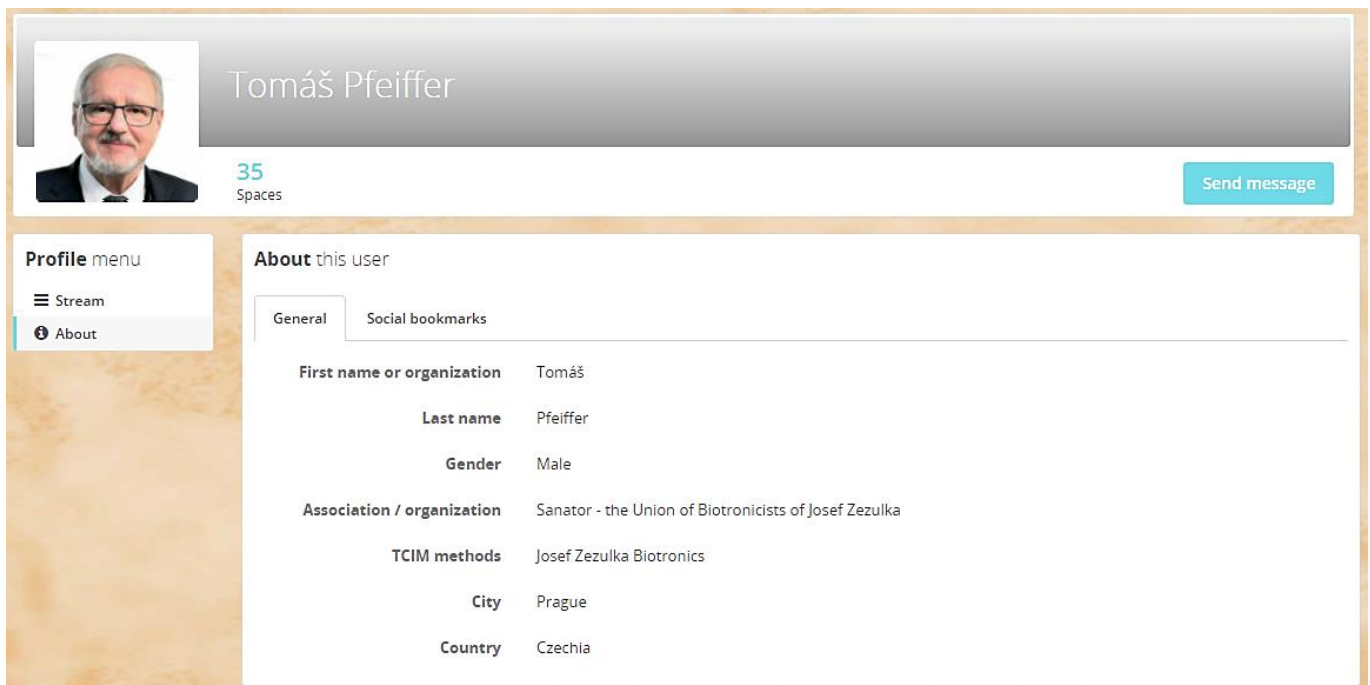


DIRECTORY

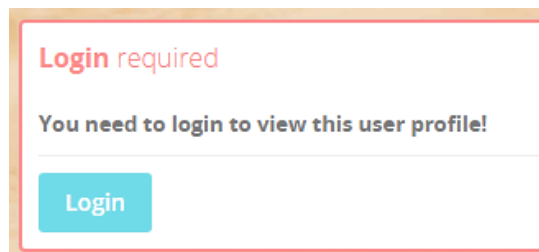
- **DIRECTORY** is a button through which a **list of Platform members** can be displayed. The basic list of members is public. Members can specify what details will be made public about them.



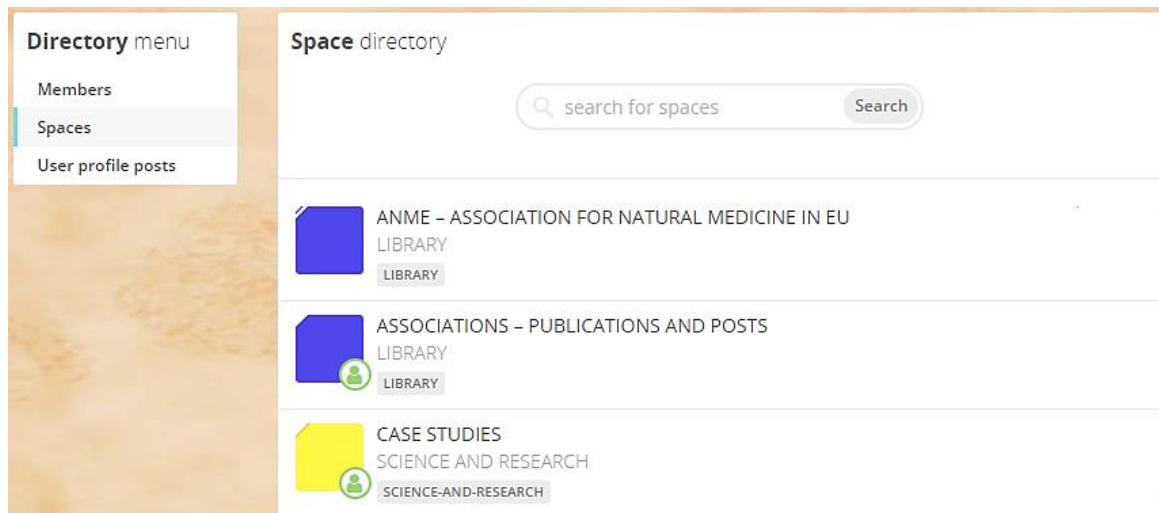
Following a click on a member's button their details will be displayed.



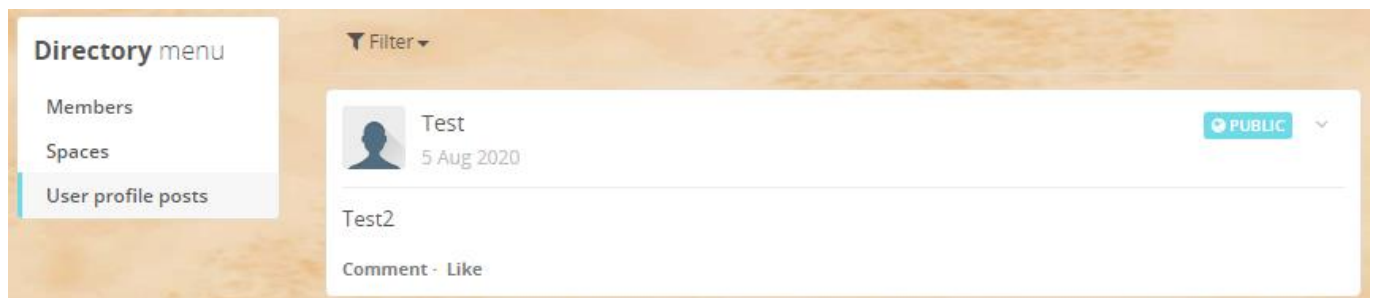
If a member has published his/her profile only to Platform members, the following message will be displayed to the public:



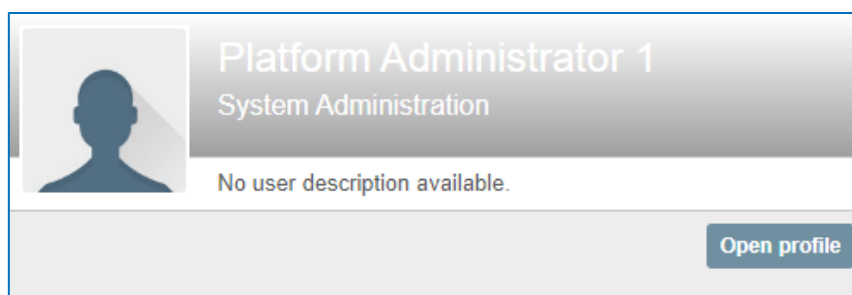
Next the Directory contains the **directory of spaces** (of sections/subsections).



- The directory also contains the access to the **Members' personal posts** which they added directly into their profiles. These posts are displayed also on the Dashboard.



- By pointing the mouse on the member's name e.g. in the added post the information about the member will be displayed in a window with a link to his/her personal profile (**Open profile**).



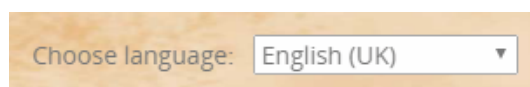
3) NEXT FUNCTIONS OF PLATFORM

SENDING TECHNICAL SUPPORT REQUIREMENTS

- In **SECTION PLATFORM ORGANIZATION**, there is a subsection **HELP AND TECHNICAL SUPPORT** (in the drop-down menu as **MANUAL**), in which this manual will be located. We welcome suggestions for further improvement of the Platform and any further support, which you can send to e-mail info@platform2020prague.com.
- Possible errors of the Platform - please send us the details of such an error. For instance the day and time it occurred. Alternatively, make a screenshot with the PrintScreen button.

CHANGE THE LANGUAGE OF THE PLATFORM

- The language in which the Platform application communicates can be changed at any time at the bottom of the Platform main page. There are approximately 40 world languages. This means the language of the application's user interface, but the languages of the embedded pages (introductory pages, descriptions in sections and subsections, help, etc.) are currently only in **English and Czech, and in the future will be in German** (later other languages). Contributions submitted by members to the Platform should be preferably in English or German, they can then be translated into any language by an Internet translator. Under some articles, a version of the article in the member's native language may be inserted.

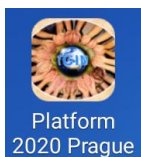
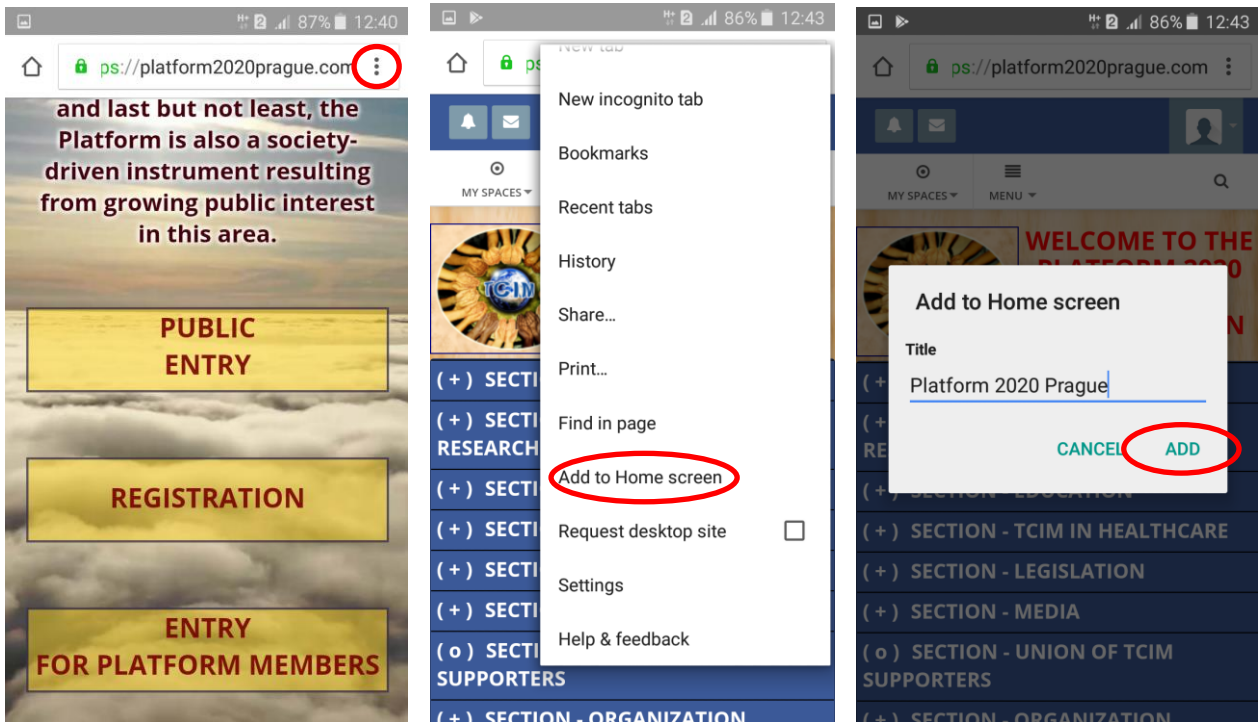


NOTICE OF INAPPROPRIATE CONTRIBUTION

- In case you notice an inappropriate post that violates or is suspected of violating the rules and conditions of use of the Platform, please notify the Platform provider **via e-mail**: info@platform2020prague.com.
- It is necessary to write which post it concerns, from which day and time and from which section / subsection, or send a direct link to the post (by selecting **Permalink** in the top right menu). Furthermore, it is necessary to sufficiently describe what may be inappropriate in the article and why.

PLATFORM SETTING ON MOBILE OR TABLET

- The platform can also be used on mobile phones and tablets. Here's how to add a launch icon to your desktop. We enter the web address into a web browser on a mobile phone or tablet, such as Google Chrome. Then, through the 3 dots at the top right, we will call up a menu where we select „Add to Home screen“. The shortcut placed at the desktop enables you to login to the Platform in an easier way.



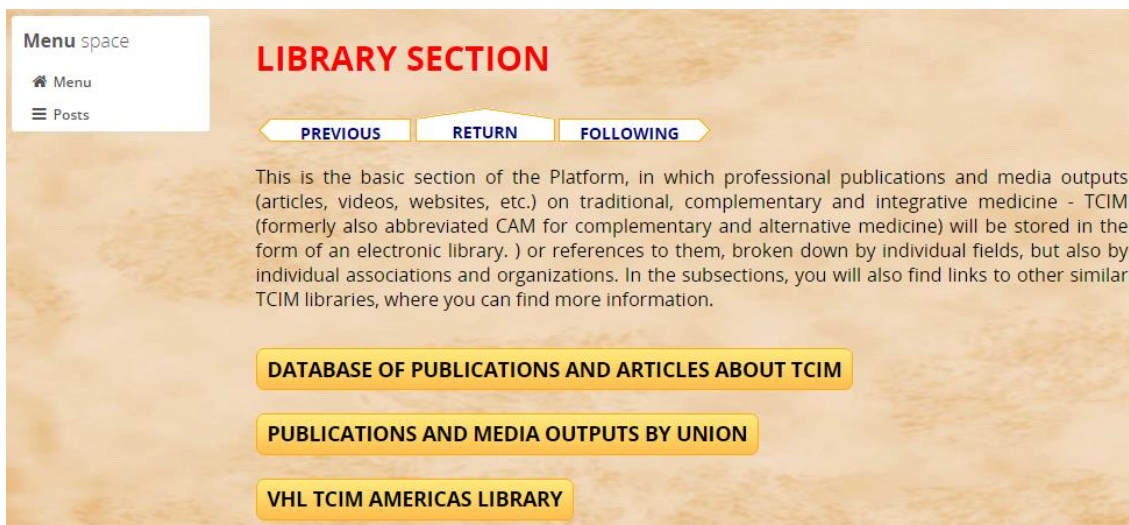
- This shortcut is created on the desktop.

TRANSLATIONS OF ARTICLES INTO ANOTHER LANGUAGE

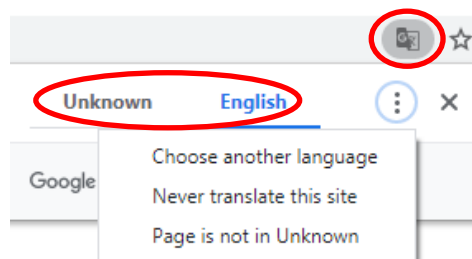
- If you want to translate an article into another language using an Internet translator, it is possible to use, for example, the Google Chrome Internet browser, which includes the option of translating pages into other languages. Just right-click on the selected page and select **Translate to ...** You can set which language you want to translate into (see below).



- Then the page is displayed in another language.



- Switching back to the original language can be done in the web browser by selecting at the top right, where you can switch the page between languages and where you can also select another language for translations.



- In case of a need of **translating a PDF file** downloaded from the Platform so that the document graphics (embedded images) is preserved as much as possible, it is possible to do it for free, for example, using this Internet service: <https://www.onlinedoctranslator.com/translationform>.

REGISTRATION IN PLATFORM

- If you are interested in registration on the Platform, please fill in **the registration form** first. More detailed information on the conditions for registration are described in the **PLATFORM ORGANIZATION SECTION**, in the subsections **RULES FOR USING THE PLATFORM** and **REGISTRATION FORM**.