SHORT MANUAL – PLATFORM 2020 PRAGUE

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OPENING THE PLATFORM

- https://platform2020prague.com → **ENTRY FOR PUBLIC**

PLATFORM MAIN PAGE

🏠 START	🎨 DASHBOARD	📅 CALENDAR	📖 DIRECTORY	🔍

- **EXPAND MENU** → enter the selected section or subsection of the Platform; in each section and subsection on the home page its description, including buttons with links to other functions is displayed.
- **START** → return to the main page of the Platform from anywhere in the Platform.
- **DASHBOARD** → display of posts from all sections and subsections from the newest to the oldest (the **VIEW NEW POSTS** button has the same function).
- **CALENDAR** → display calendars from all subsections in a common calendar.
- **DIRECTORY** → public list of Platform members, list of sections and subsections, and posts in members' personal profiles.
- **SEARCH** (magnifying glass) → full-text search in the whole Platform (except for the content of inserted files and descriptions in the menu).
- **SIGN IN** → button for logging in Platform members (only members can upload content to the Platform).
- **BUTTONS WITH TCIM FIELDS** → quick access to publications and articles by TCIM fields in the SECTION LIBRARY.
- **LANGUAGE SELECTION** → at the bottom of the main page we can switch to another Platform control language; the main language for articles inserted into the Platform is English or eventually German, and under the article it can be in another language.

Each subsection contains its **main page** with a description of the content of the subsection, as well as functions for different types of posts - **Stream**, **Wiki** (articles), **Files**, **Gallery** and **Calendar** (some functions are active only in some subsections).

POSTS AND COMMENTS ≡ Stream

- In the left menu, select **Stream** → the basic posts in the selected section from the newest to the oldest will be displayed.
- Some posts may have member **comments** and **Likes**.
- Some posts are inserted automatically here by the Platform application to notify and link to new content inserted in Wiki, Files, Galleries and Calendar.
- Posts can be filtered in the selected subsection by clicking **Filter** above posts → can be filtered by topics assigned to articles, by post type (Wiki, File, etc.), by author and can be sorted by creation or update date.

ARTICLES IN WIKI 📄 Wiki

- In the left menu, select **Wiki** → here you can browse individual articles that can be divided into categories.

FILES 📁 Files

- In the left menu, select **Files** → here you can view files sorted in folders similar to a computer disk.

GALLERY 🖼 Gallery

- In the left menu, select **Gallery** → here you can view photos in individual galleries.

CALENDAR 📅 Calendar

- On the main page of the Platform, select **Calendar** → all events from all calendars in subsections will be displayed here → click on the selected event to display details → use the left arrows to scroll backwards or forwards in time.

SEARCH

- You can use the **magnifying glass button** on the main page to search the entire Platform, as well as the **Filter** function for filtering posts in individual subsections, especially using topics that mark posts.

HELP AND TECHNICAL SUPPORT

- More detailed instructions for using the Platform can be found in the **SECTION PLATFORM ORGANIZATION - MANUAL**. You can send questions and suggestions for improvement by e-mail to info@platform2020prague.com.

PLATFORM REGISTRATION

- **Active workers in one of the fields of TCIM** (traditional, complementary and integrative medicine) can register for the Platform using the **REGISTRATION** button on the introductory page of the Platform.
- In addition to full membership, it is possible to register in the **UNION OF TCIM SUPPORTERS**, which will send to your e-mail news in the Platform and about TCIM in general.