



# Next Door Project

User Guide

# Application Components

The Next Door application is composed by 3 main components:

- **Landing Page**
- **Resources Page Content Management (project team) - GHOST**
- **Backoffice for organisations**

## Landing Page

On the landing page component the users of the platform, the community and organisations, can have access to the main features available: the map with the list of all organisations, the events calendar, and additional information defined by the partners and administrators of the platform, available in the resources page as a blog of posts and articles.

## Resources Page Content Management

To update the content for the resources page the partners and the administrators of the platform have access to this component of the system where they can create, update or delete articles and posts that are listed in the landing page.

## Backoffice for Organisations

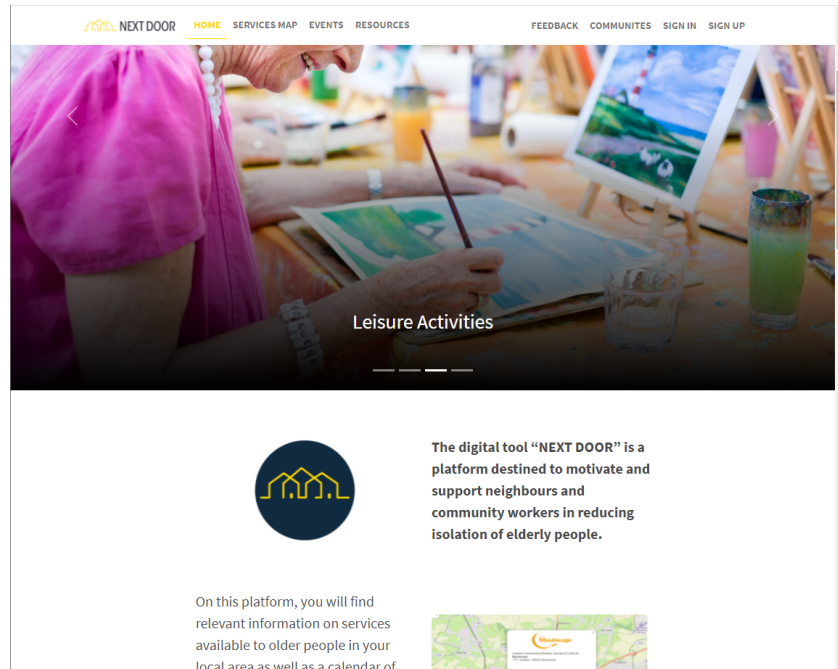
On the back office for organisations, the organisations registered on the platform have access to an interface where they can add new services and its locations, and create, update and publish events that will be listed on the map and calendar pages respectively.

In the following sections, the features and use cases in each of these 3 main components will be described in detail.

## How to use

In this section, topics related to how to use each of the system's components will be discussed, highlighting that some links and images may change over time.

# Landing Page



*Landing - Home page*

The landing page is where the users can interact with the following pages:

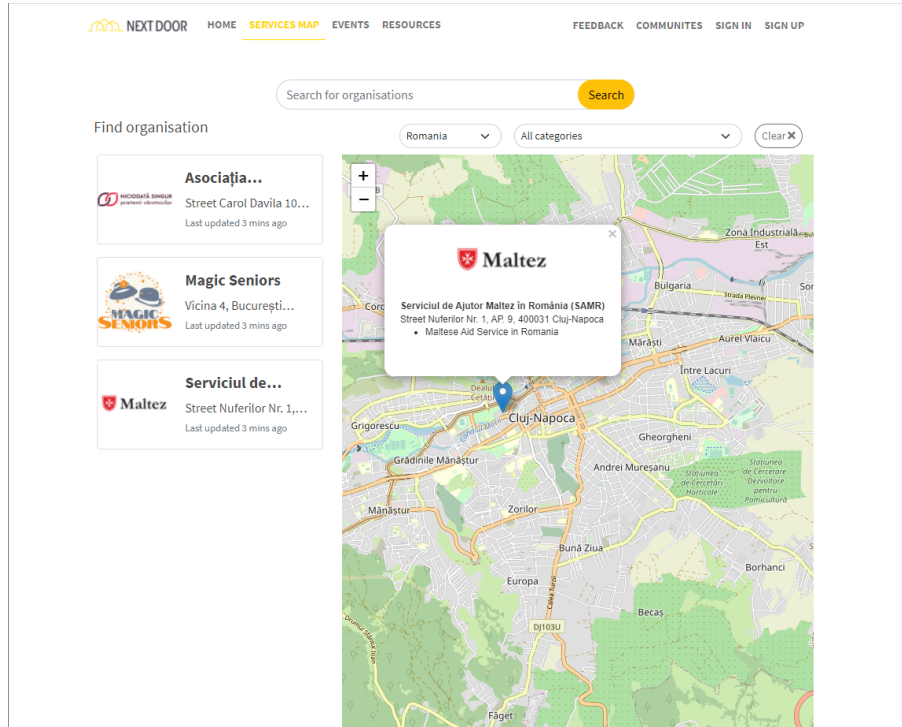
- Home
- Map
- Calendar
- Resources
- Feedback
- Sign In
- Signup

## Home

In the home page the user can find 5 main sections:

- the main carrossel: a display of images and services categories on each image
- The call to action: with two buttons “I want help” for communities directing the user to the map page and the “I want to offer help” for organisations direct the user to the signup page.
- The carousel of events: with a list of latest events
- The partners section: with the logos of the partners and a link for their sites
- The footer: with a disclaimer and links to the site of the project and the privacy police, the content from the privacy policy can be updated on the **Resources Page Content Management** described in the next section of this document.

# Services Map

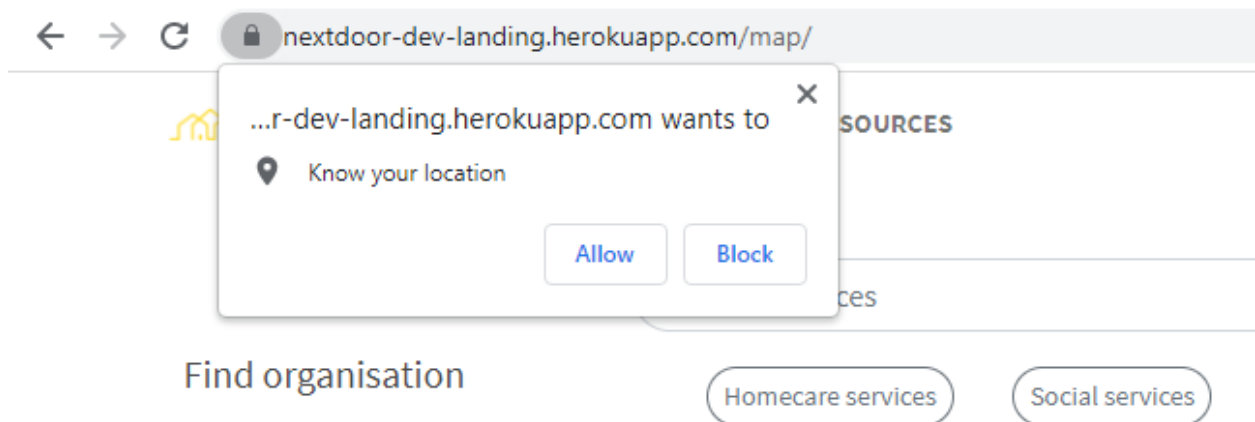


Services Map Page

In the Map page the user can find organisations and services provided by organisations on the map and on the list on the left side of the page.

The user can filter the list by country, and by each of the categories available, additionally it's possible to search for an organisation in the search input, by the name of the organisation, city, country and other information provided by an organisation.

On the first time accessing this page the user is prompted to allow access to its location, by allowing the map to be centred in the approximate area of the user. By default it will be centred in Romania in case the user does not allow the application to access its location.



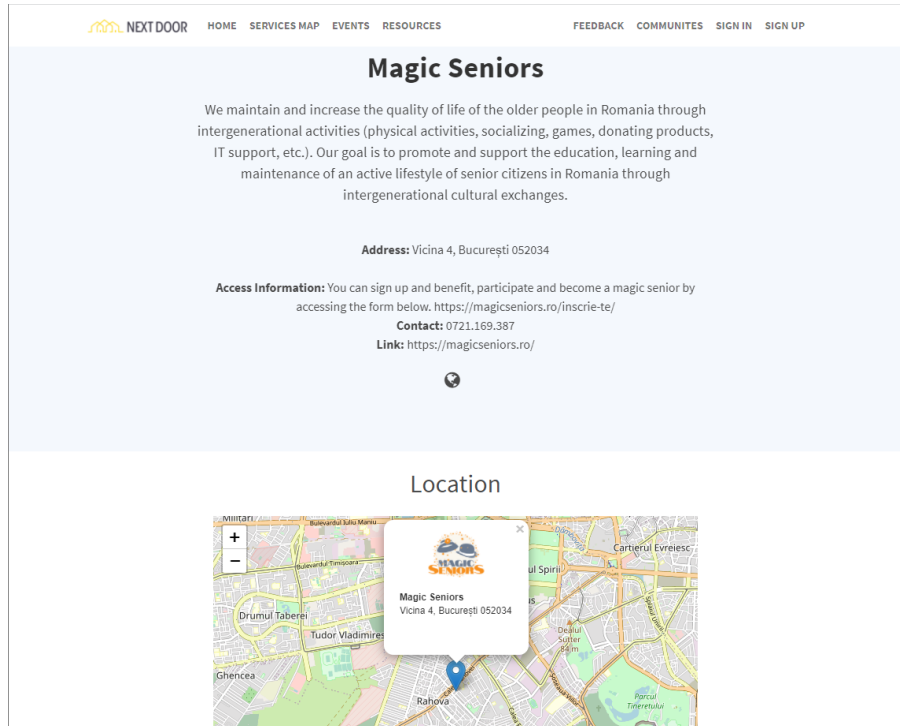
Find organisation

Homecare services

Social services

## *Allow access to the user location notification box*

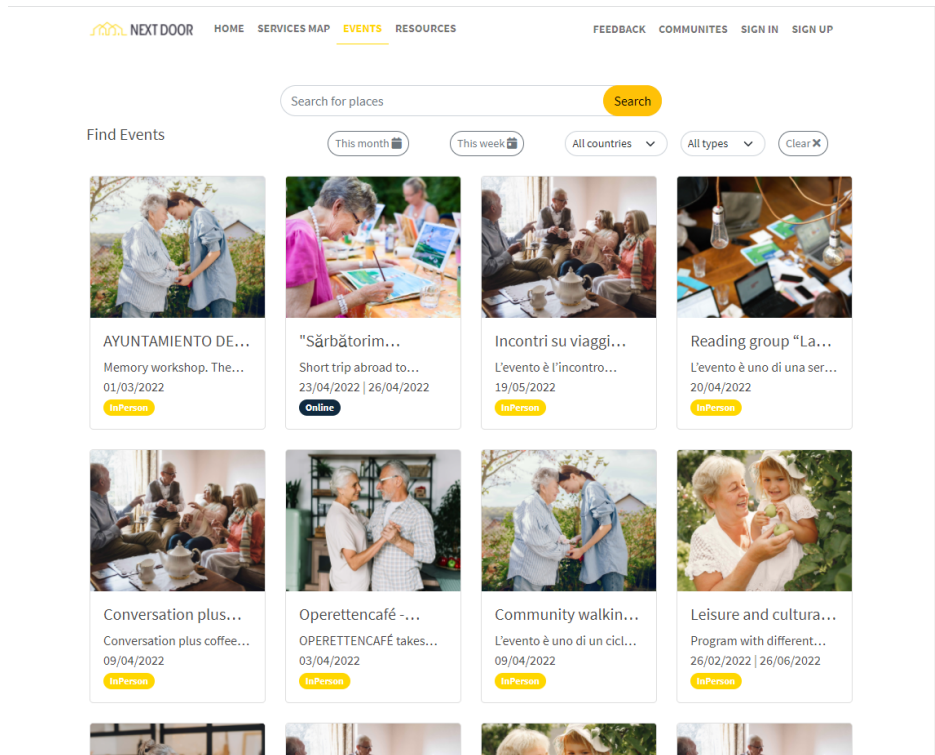
When an user selects an organisation on the list it's directed to a page with more details of that organisation.



The screenshot shows the 'Magic Seniors' organization detail page. At the top, there is a navigation bar with the 'NEXT DOOR' logo and links for HOME, SERVICES MAP, EVENTS, RESOURCES, FEEDBACK, COMMUNITES, SIGN IN, and SIGN UP. The main heading is 'Magic Seniors'. Below it, a paragraph describes the organization's mission: 'We maintain and increase the quality of life of the older people in Romania through intergenerational activities (physical activities, socializing, games, donating products, IT support, etc.). Our goal is to promote and support the education, learning and maintenance of an active lifestyle of senior citizens in Romania through intergenerational cultural exchanges.' The address is listed as 'Vicina 4, București 052034'. The 'Access Information' section states: 'You can sign up and benefit, participate and become a magic senior by accessing the form below. <https://magicseniors.ro/inscrie-te/>'. The contact number is '0721.169.387' and the link is '<https://magicseniors.ro/>'. A location pin icon is shown below the text. The 'Location' section features a map of the area around 'Vicina 4, București 052034', with a pop-up window displaying the organization's name and address. The map shows surrounding streets and landmarks like 'Parcul Trandafirii' and 'Carterul Evreiesc'.

*Organisation detail page*

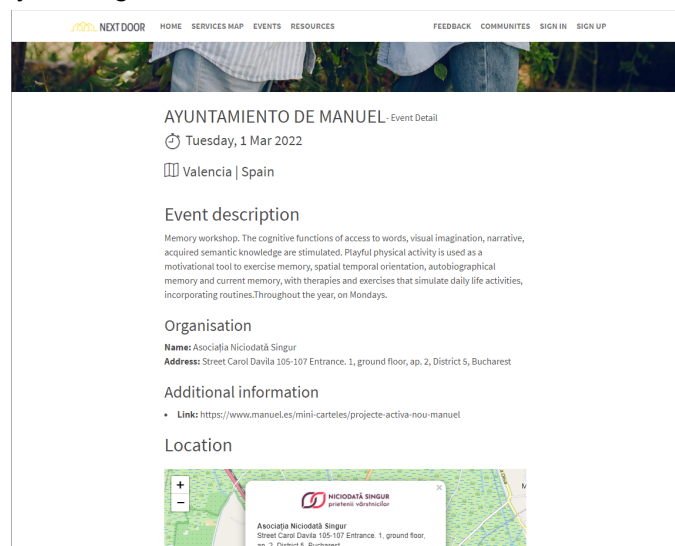
# Events



*Calendar of events page*

In the calendar page the user finds a list of events promoted by the organisations, as in the map page the user can search through the search box by the name and other information of an event, and also filter by events available in the current month, on the current week or by the country of the event.

When the user selects an event it is directed to the event detail page where it can find more information provided by the organisation about the event.



*Event detail page*

# Resources

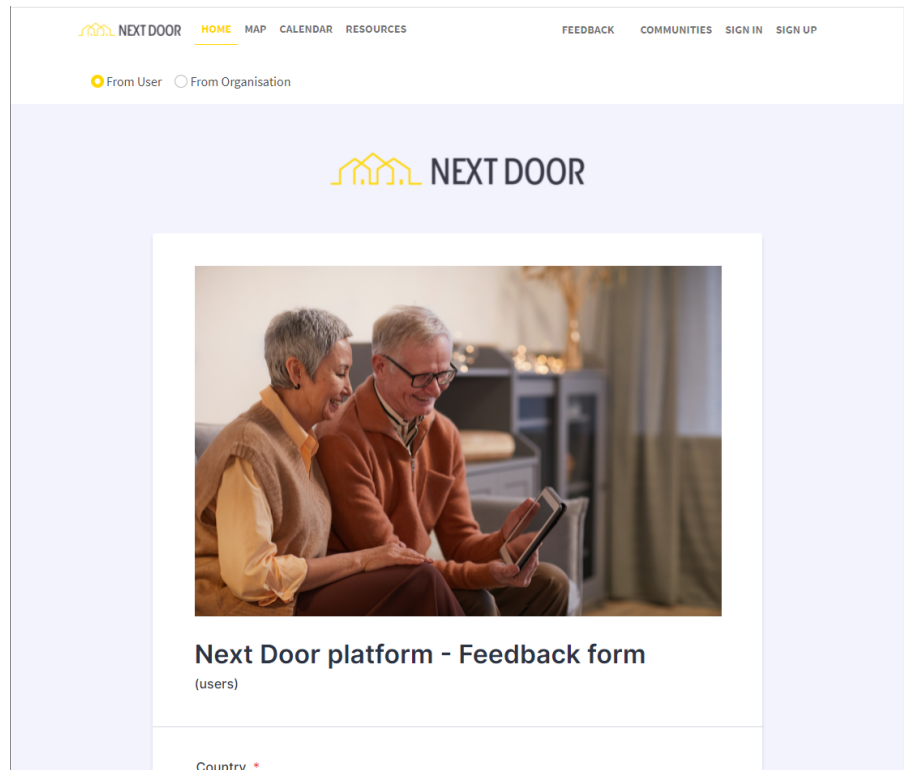
The screenshot displays the 'Resources' section of the NextDoor website. At the top, the navigation bar includes 'NEXT DOOR', 'HOME', 'MAP', 'CALENDAR', 'RESOURCES', 'FEEDBACK', 'COMMUNITIES', 'SIGN IN', and 'SIGN UP'. The main heading is 'Resources'. The content is organized into several article cards:

- Featured Article:** 'Tips for Decluttering and Making Your Home Safer'. It is categorized as 'tips' and is 2 days old with a 2-minute read time. The image shows a cluttered room with various household items.
- Resources for organisations:** A card with a 'resources' category, 2 days old, and a 2-minute read time. The image shows two volunteers in white shirts packing boxes.
- Ideas:** A card titled 'Ideas of activities to stay active when you retire'. The image shows a group of people in red and white costumes at an outdoor event.
- How to:** A card titled 'How to approach older citizens living alone'. The image shows a person in a blue shirt talking to an older man.
- Friendly:** A card titled 'Age friendly communities'. The image shows a group of people in a community setting.

*Resources page*

In the Resources section, users can find articles published by partners and administrators of the platform. Readings will be provided in the form of texts or articles and will cover topics relevant and of interest to older persons, family members, neighbours or community workers.

## Feedback



NEXT DOOR HOME MAP CALENDAR RESOURCES FEEDBACK COMMUNITIES SIGN IN SIGN UP

From User  From Organisation

NEXT DOOR

Next Door platform - Feedback form  
(users)

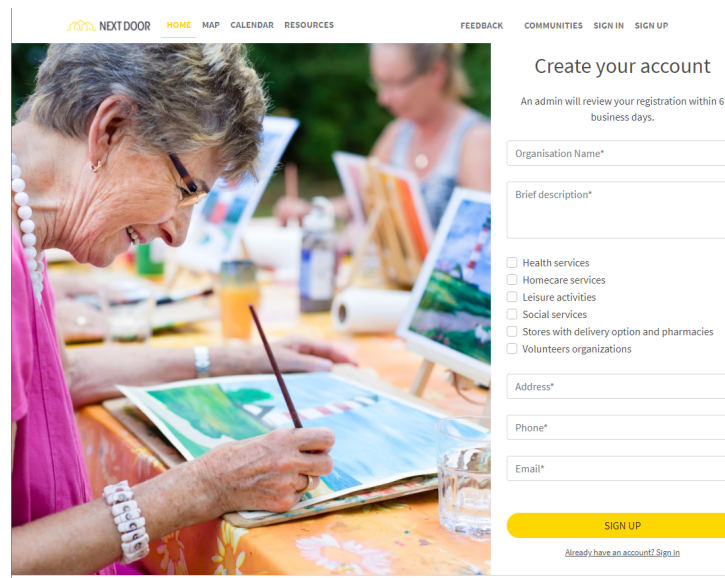
Country \*

*Feedback page*

In the Feedback section the user finds two questionnaires, one for users seeking a service and one for organisations offering services. Through this section, users of the platform can send the platform administrators their opinion of the usage experience.



## Sign up



**CREATE YOUR ACCOUNT**

An admin will review your registration within 6 business days.

Organisation Name\*

Brief description\*

Health services  
 Homecare services  
 Leisure activities  
 Social services  
 Stores with delivery option and pharmacies  
 Volunteers organizations

Address\*

Phone\*

Email\*

**SIGN UP**

[Already have an account? Sign in](#)

*Sign up page*

The sections Sign In and Sign Up are aimed at organisations that provide services and planning initiatives for the elderly. In the following we will elaborate on the activities that organisations registered and approved by the administrators can carry out through the use of the Next Door platform.

# Section for Organisations

## Types of organisations and activities

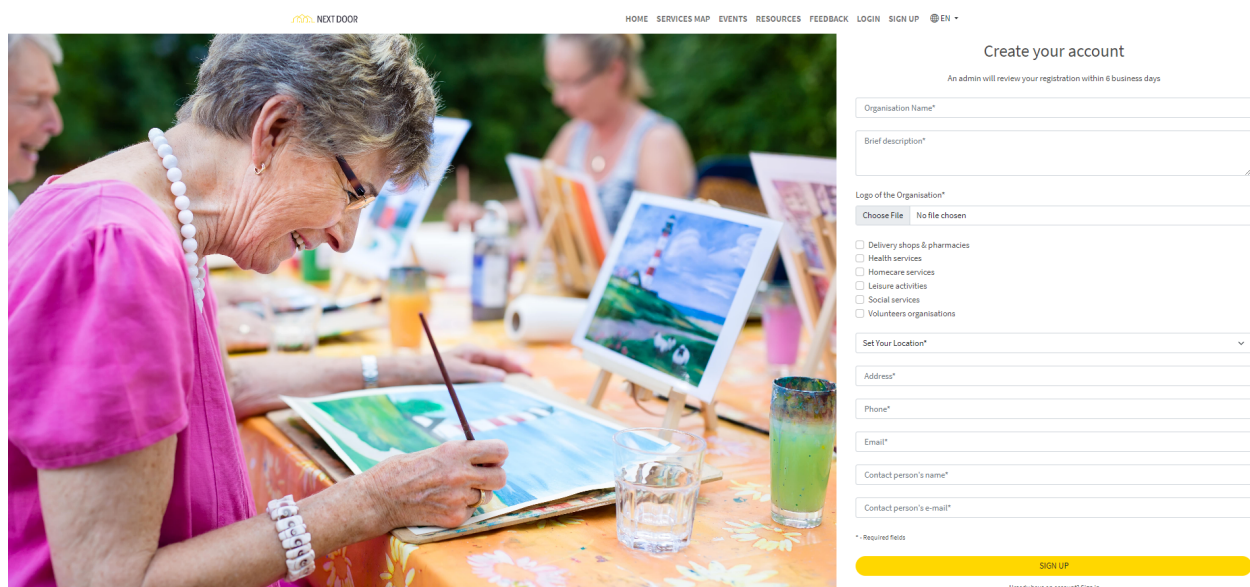
Organisations working with older people can register on the Next Door platform, such as associations, social cooperatives, clubs, social centres, public institutions, municipal authorities, private services for the elderly, shops or pharmacies with a delivery service, home care providers, health care services.

Organisations wishing to create an account must register and wait for approval. Once they have done so and they are approved, they will show up on the Next Door Services Map.

Moreover, they will be granted an account that will allow them to update their information and publish events and services that will appear on the public platform for users. A link will be sent via email to help them set up their account.

If the organisation wants to be able to contribute to the Resources page as well, by publishing articles, they should notify the national platform administrator in order to set up an additional account for publishing resources.

The following will present all the actions that organisations can take through the Next Door platform.



The registration page is the section where an organisation can submit its information to register on the platform and be visible after approval of the administrator.

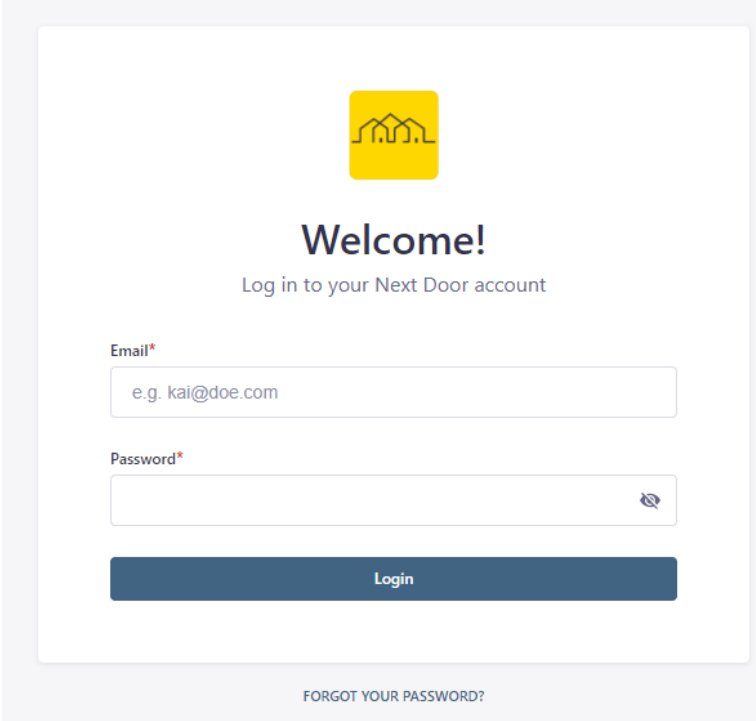
To register, organisations can also reach the registration form page also via the **I want to offer help!** button on the home page.

What do you want to do?

I want help!

I want to offer help!

## Sign In

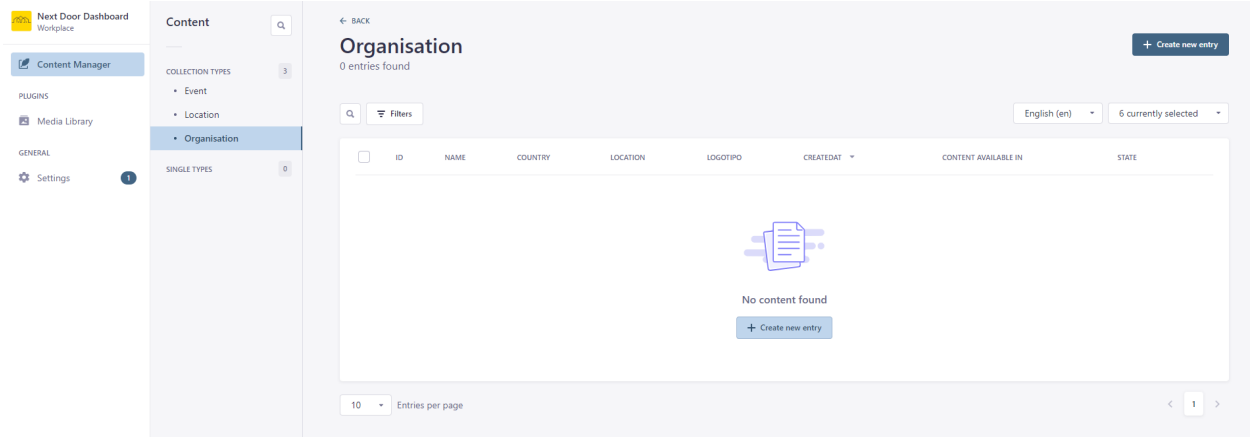
The image shows a sign-in page for 'Next Door'. At the top center is a yellow square icon with a white outline of three houses. Below the icon, the word 'Welcome!' is written in a large, bold, dark blue font. Underneath that, the text 'Log in to your Next Door account' is displayed in a smaller, dark grey font. The page features two input fields: the first is labeled 'Email\*' and contains the placeholder text 'e.g. kai@doe.com'; the second is labeled 'Password\*' and is empty, with a small eye icon to its right for toggling visibility. A dark blue 'Login' button is positioned below the password field. At the bottom center of the page, there is a link that says 'FORGOT YOUR PASSWORD?' in a small, dark grey font.

*Access page connected to the Section for Organisations*

When the user selects the login button, they are directed to the Section for Organisations, where the users can enter their e-mail and password they set to access the application.

## Management of services offered

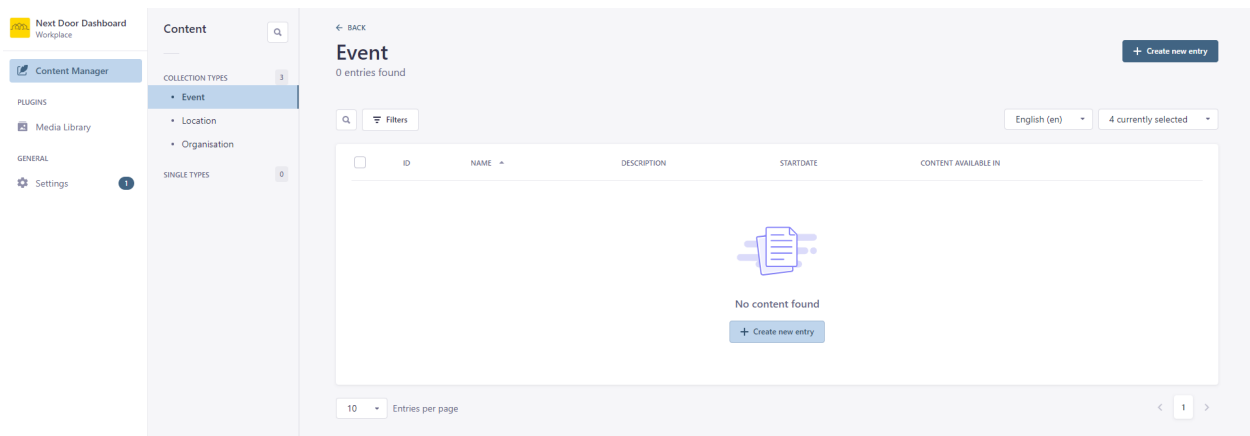
The activities and services offered by each organisation can be changed and updated by the organisation itself. To view the page for the organisations you added, you must log in to your profile with your individual credentials and open the **Content Manager**.



*Content Manager screenshot of self-added organisations*

## Creating an event

When the contact person of an organisation logs on to the platform, the form for creating a new event that will be published on the platform will be available in the **Content manager > Event**.



*Event creation page*

The screenshot shows the 'Create an entry' form for an event. The left sidebar contains navigation options: Content Manager, Plugins (Media Library), and General (Settings). The main form area is titled 'Create an entry' with API ID 'event'. It features several input fields: Name, Description, Type (dropdown set to 'InPerson'), Place, StartDate, EndDate, Link, Cover (with a placeholder for an image), RecommendationAccess, InfoAccessibility, and Country (dropdown set to 'Online'). A right-hand sidebar displays metadata: INFORMATION (Created: now, By: -, Last update: now, By: -), INTERNATIONALIZATION (Locales: English (en)), and RELATIONS (Organization: Select, Location: Select). A 'Save' button is located in the top right corner.

*Form for creating a new event*

Also in the Section for Organisations, the organisation's contact person can change the language of the organisation by using the 'Locales' field in the space to the right of the screen as shown below. Once this is done, content will be published according to the language specified by the organisation's profile manager.

The screenshot shows the 'Create an entry' form for an organization. The left sidebar is similar to the event form but highlights 'Organisation' under 'COLLECTION TYPES'. The main form area is titled 'Create an entry' with API ID 'organization'. It features fields for Name, Address, Telephone, Email, Country (dropdown set to 'Choose here'), Link, Logo (with a placeholder for an image), and InfoAccessibility. A right-hand sidebar displays metadata: INFORMATION (Created: now, By: -, Last update: now, By: -), INTERNATIONALIZATION (Locales: English (en), Romanian (ro), German (de), Portuguese (pt), French (fr), Spanish (es)), and RELATIONS. A 'Publish' button is visible in the top right corner.

Using the same procedure, the platform allows you to select filters when browsing organisations or events, such as name, address, location and language, as shown in the figure below:

← BACK

# Event

21 entries found

+ Create new entry

Q Filters

English (en) 4 currently selected

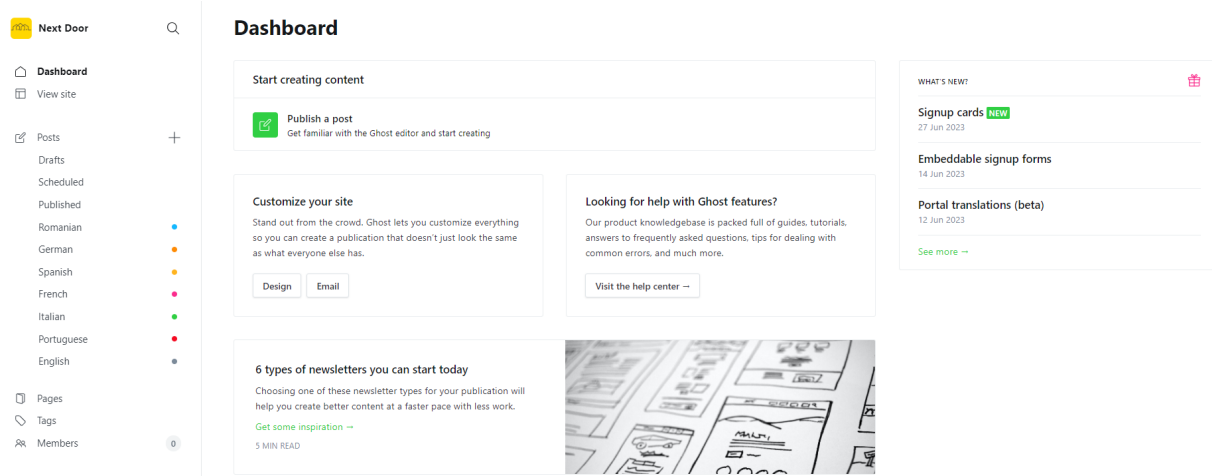
	DESCRIPTION	CONTENT A
<input type="checkbox"/>	MEETING COFFEE to to think about leisure and...	
<input type="checkbox"/>	Participation in workshops in a therapeutic gar...	ch 16, 2022 at 3:00 AM English (e
<input type="checkbox"/>	73 Ayuntamiento de Castelló (Valencia-Spain)	er 1, 2022 at 3:00 AM English (e
<input type="checkbox"/>	Educational engineering workshop for people ...	Spanish (es) 22 at 3:00 AM English (e

Country  
is  
Select...  
+ Add filter

English (en)  
Romanian (ro)  
German (de)  
Portuguese (pt)  
French (fr)  
Spanish (es)

# Resources Page Management

To access this section, the organisation has to request access from the national administrator of the Next Door Platform.



*Resources management main page*

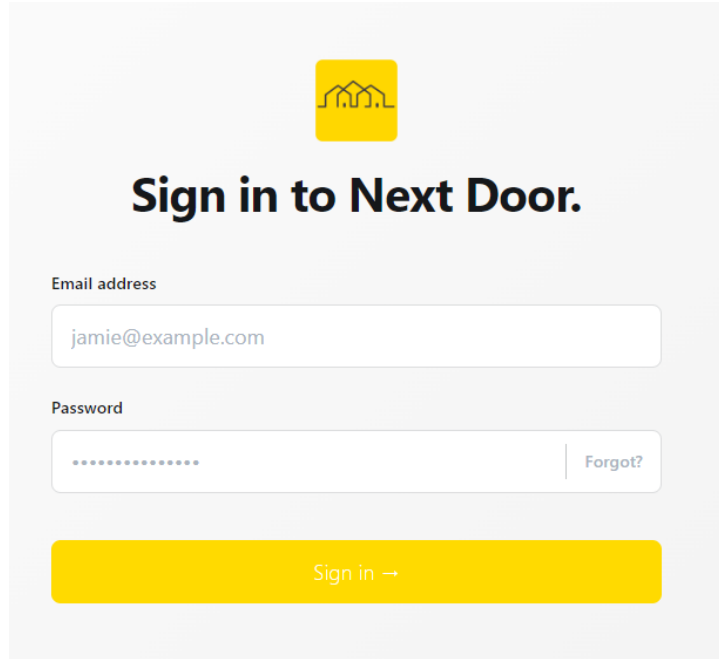
## How to access

In the initial release the administrator will have an account on the platform and then invite other users.

To access this component the user (administrator or partener) can access the link at:

<http://app.nextdoor-project.org/ghost/#/signin>.

This url is not available from the landing page, as it is specific to the partners and admins access.



*Login page for resources management*

Here you will have to fill in the user email and password (if granted access by the national Next Door Platform administrator).

## Create new Post

On the posts page, the admin can view all posts and articles available on the platform, as well as create a new post and publish or unpublish.

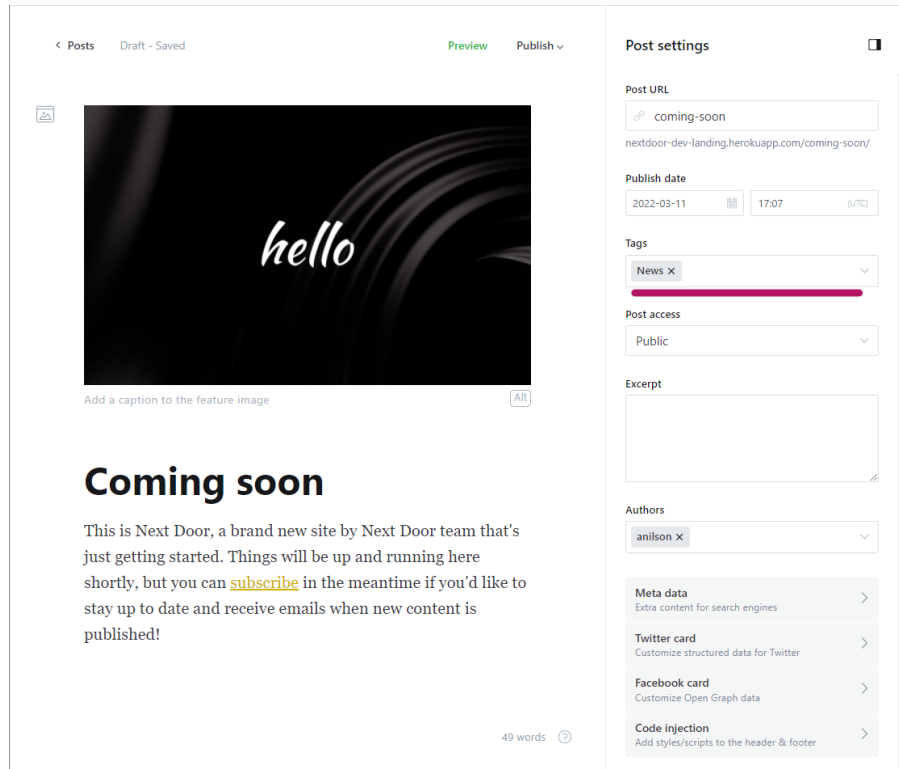
TITLE	STATUS
Conseils pour désencombrer et rendre votre maison plus sûre <small>By Next Door Team in #fr • 6 months ago</small>	PUBLISHED
Partenariat et mise en réseau pour la promotion d'un vieillissement sain <small>By Next Door Team in #fr • 6 months ago</small>	PUBLISHED
Des communautés adaptées aux personnes âgées <small>By Next Door Team in #fr • 6 months ago</small>	PUBLISHED
Comment aborder les citoyens âgés vivant seuls <small>By Next Door Team in #fr • 6 months ago</small>	PUBLISHED
Des idées d'activités pour rester actif à la retraite <small>By Next Door Team in #fr • 6 months ago</small>	PUBLISHED
Ressources pour les organisations <small>By Next Door Team in #fr • 6 months ago</small>	PUBLISHED
Dicas para desclassificar e tornar a sua casa mais segura <small>By Next Door Team in #pt • 6 months ago</small>	PUBLISHED
Parceria e trabalho em rede na defesa de um envelhecimento saudável <small>By Next Door Team in #pt • 6 months ago</small>	PUBLISHED

*Posts page*



## Add tags to a Post

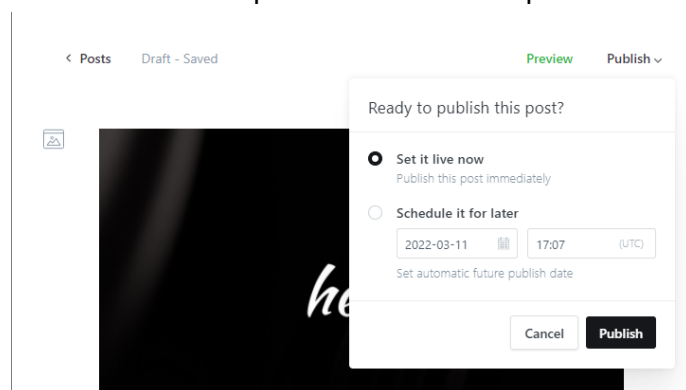
The user can use the feature of tags to create posts grouped by a specific tag, to tag a post on the page of the post its available a menu on the right with a few options:



*Menu with options to tag a post*

## Publish content

To publish the user just have to use the publish button of the post as follow:



*Publish content*