Next Door Project

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
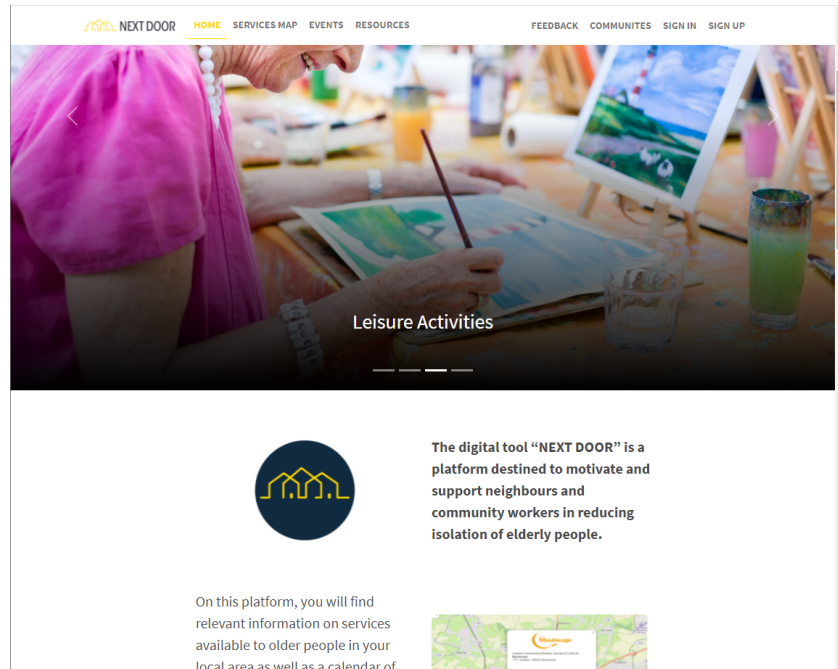
Landing - Home page

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
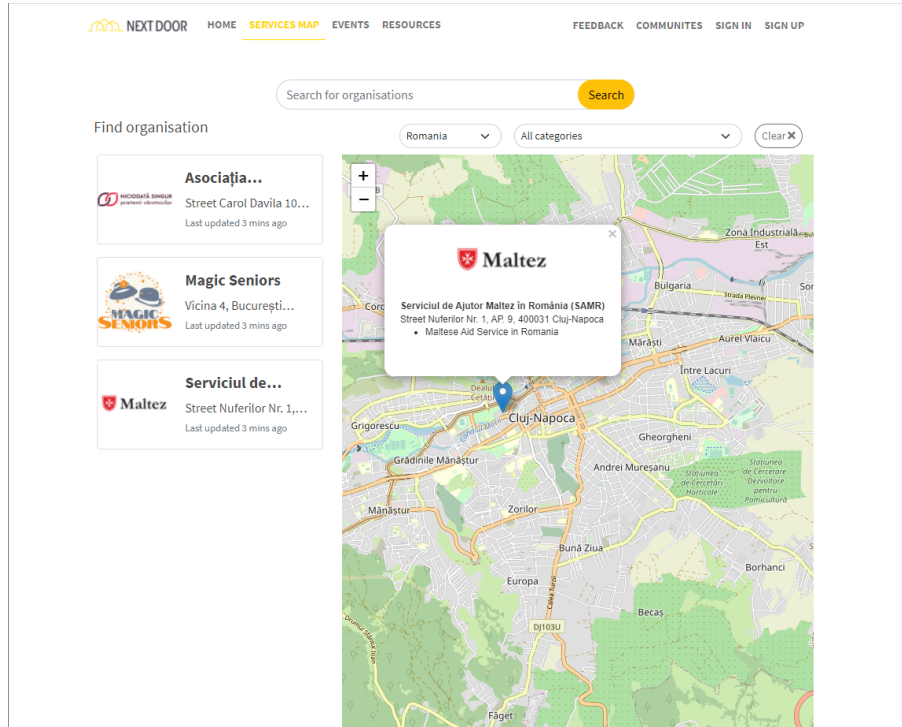
Services Map Page

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.
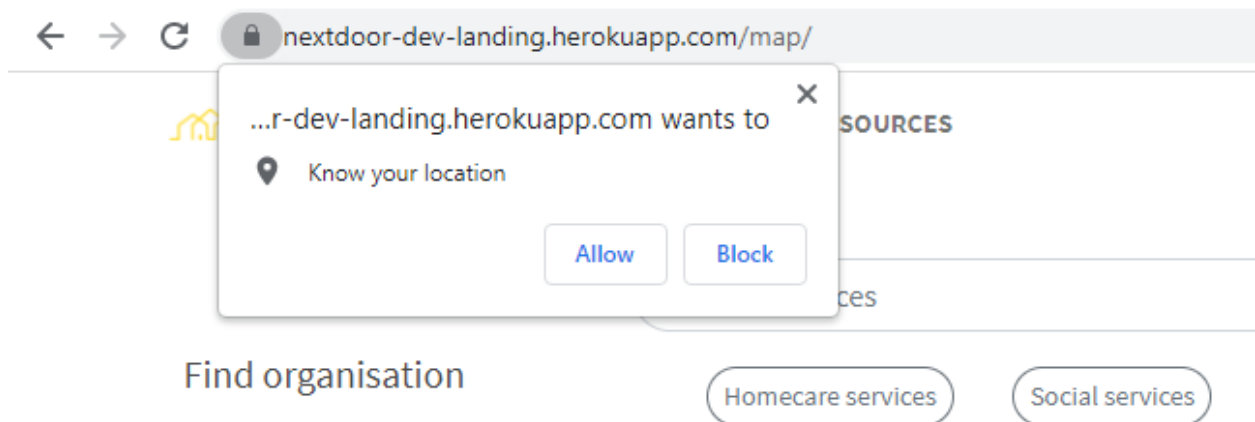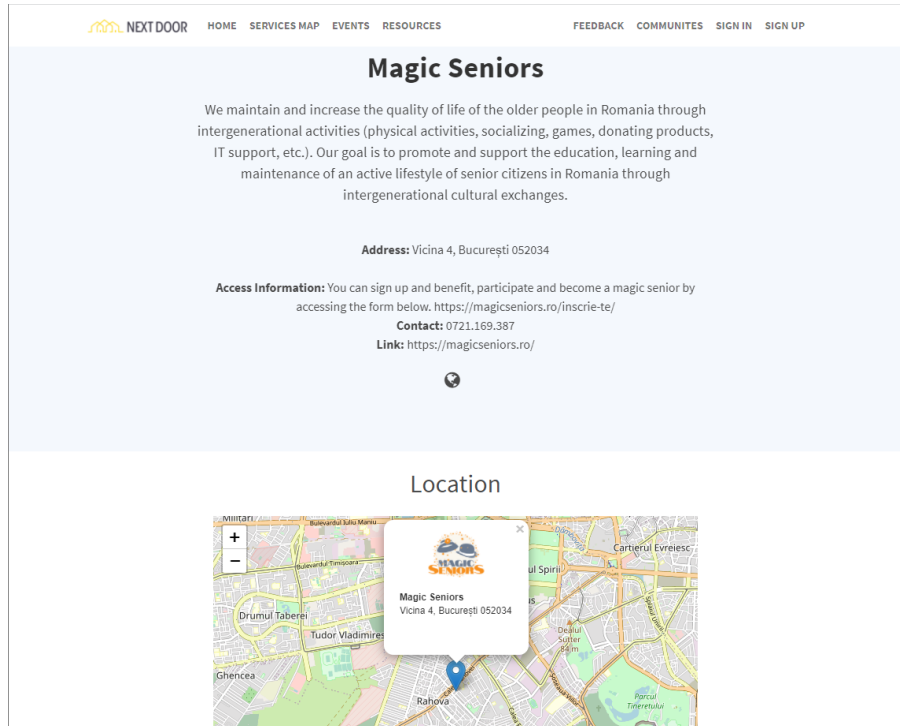
Allow access to the user location notification box

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

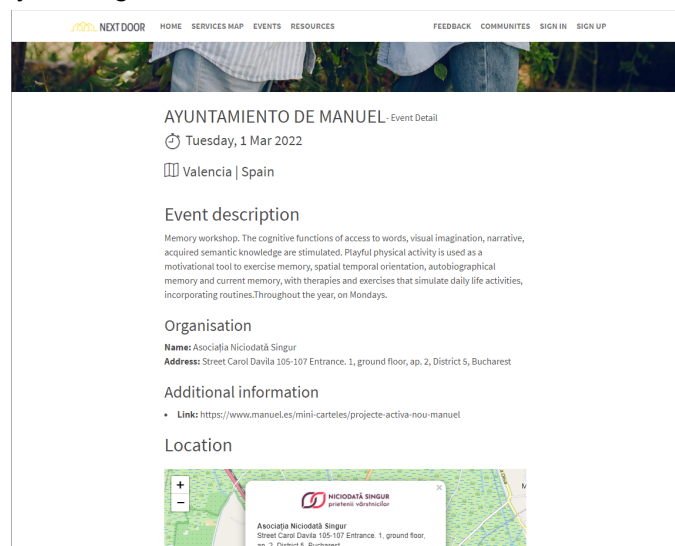*Organisation detail page*

Events
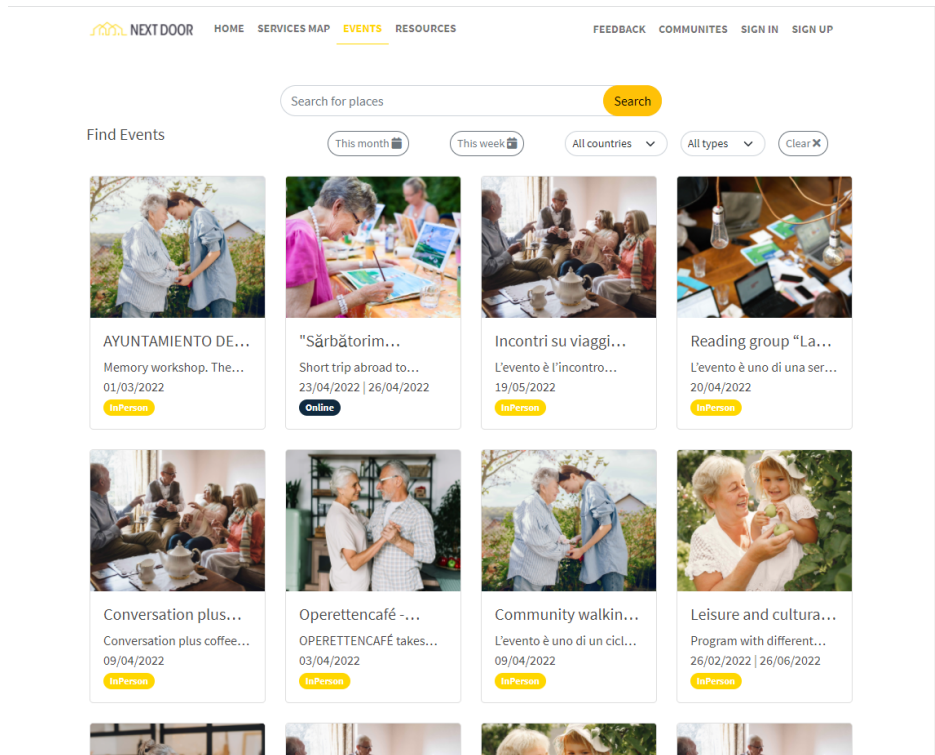
Calendar of events page

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.
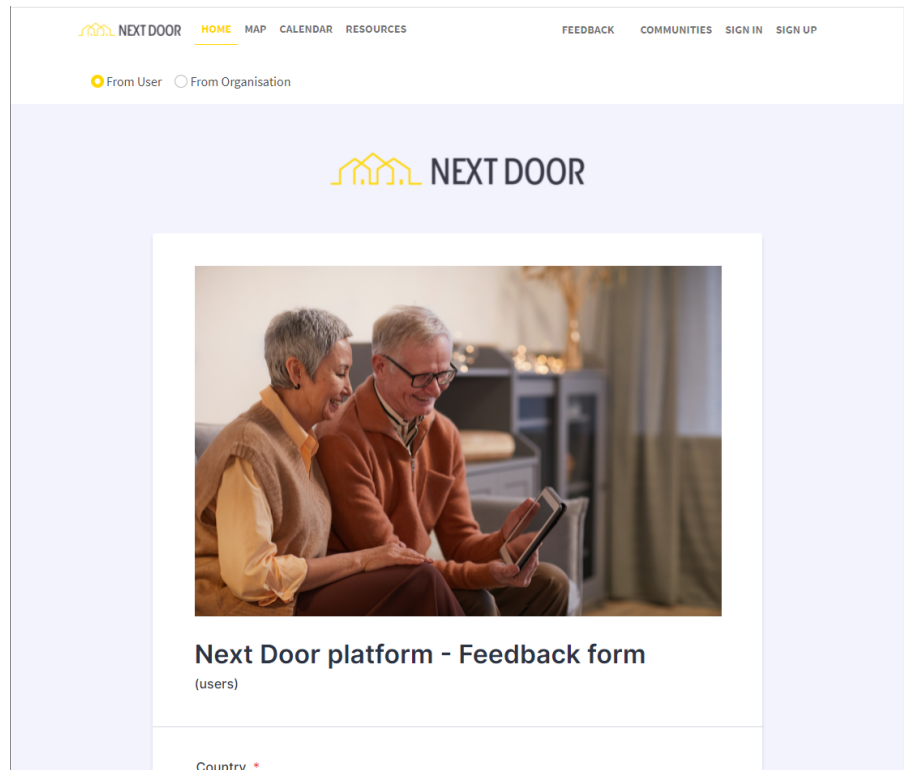

Event detail page

Resources

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.
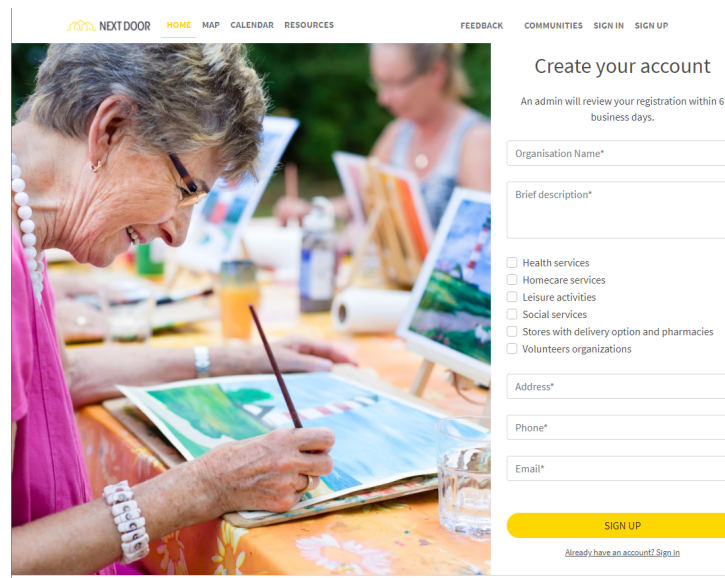
Feedback

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

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.
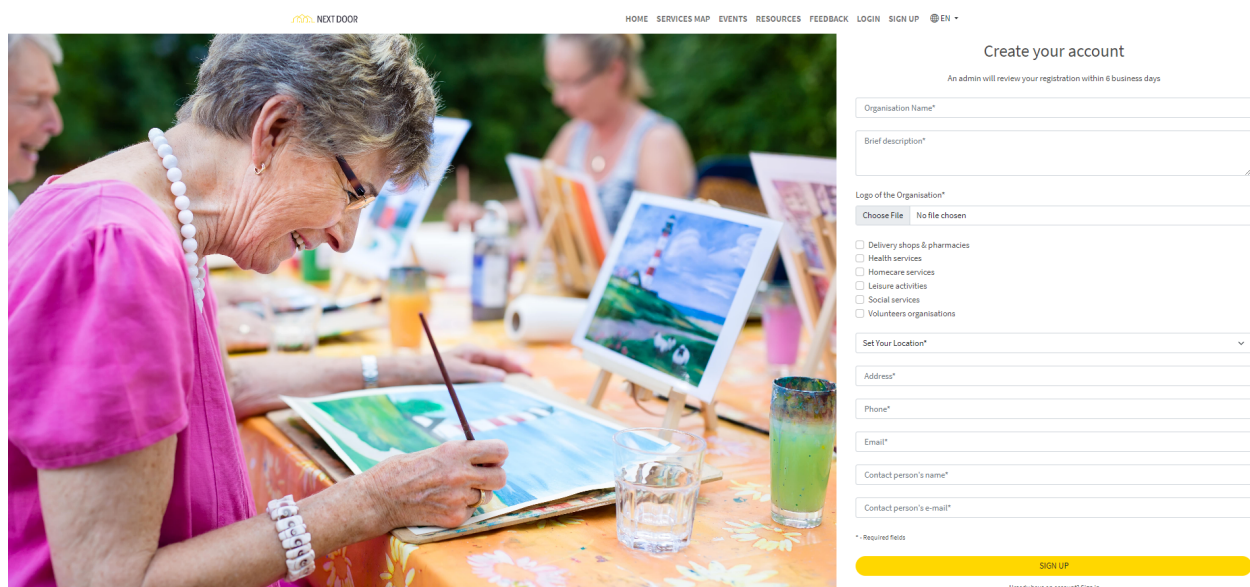
The registration page is the section where an organisation can submit its information to register on the platform and be visible after approval of the administrator.
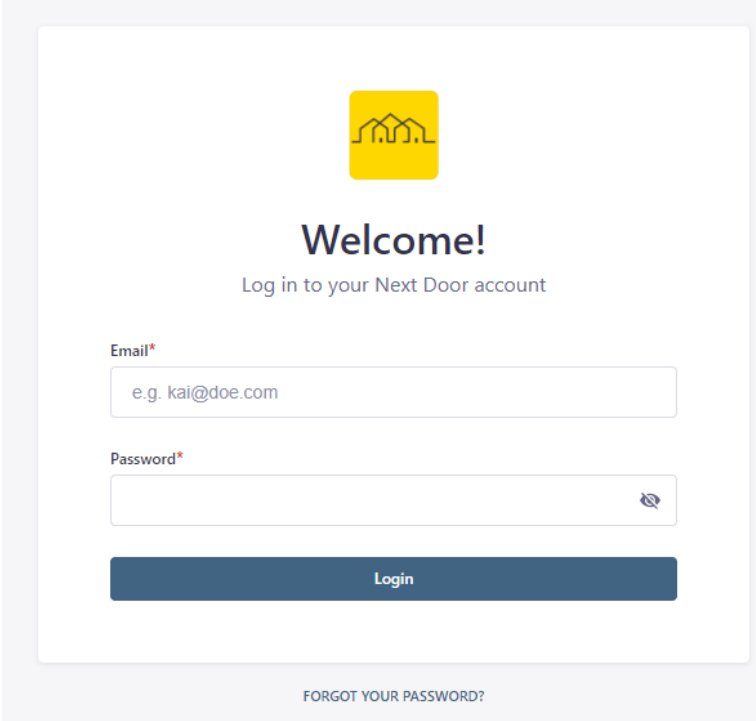
To register, organisations can also reach the registration form page also via the **I want to offer help!** button on the home page.

What do you want to do?

I want help!   I want to offer help!

Sign In

Welcome!

Log in to your Next Door account

Email*

e.g. kai@doe.com

Password*

Login

FORGOT YOUR PASSWORD?

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.
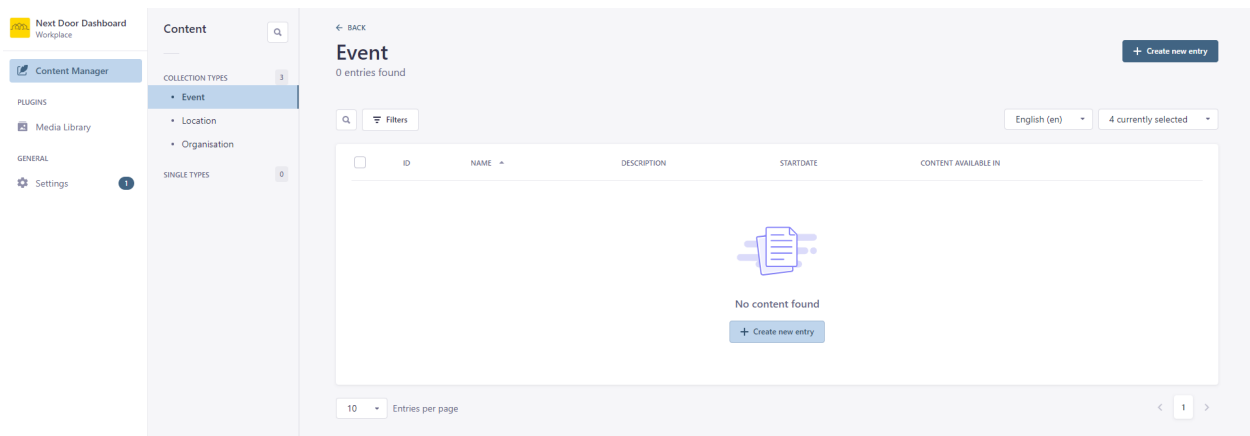
Management of services offered

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**.
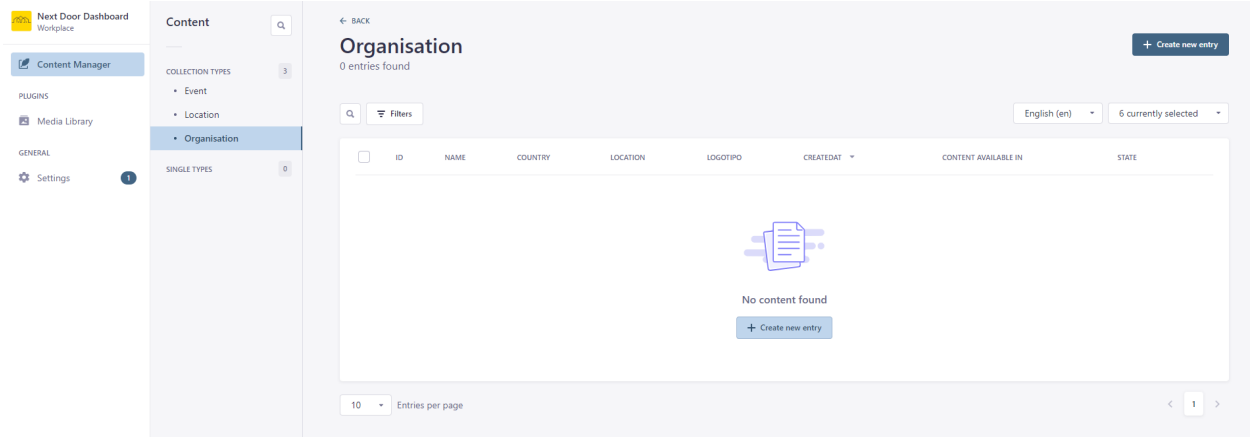
Content Manager screenshot of self-added organisations

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

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.

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:

Event

21 entries found

+ Create new entry

🔍 ⚐ Filters

English (en) ▾   4 currently selected ▾   ⚙

Country ▾
is ▾
Select... ▾
+ Add filter

☐		DESCRIPTION				CONTENT A
			English (en)			
☐		MEETING COFFEE to to think about leisure and...	Romanian (ro)	ch 16, 2022 at 3:00 AM	English (e
			German (de)			
☐		Participation in workshops in a therapeutic gar...	Portuguese (pt)	er 1, 2022 at 3:00 AM	English (e
			French (fr)			
☐	73	Ayuntamiento de Castelló (Valencia-Spain)	Educational engineering workshop for people ...	Spanish (es)	022 at 3:00 AM	English (e

Resources Page Management

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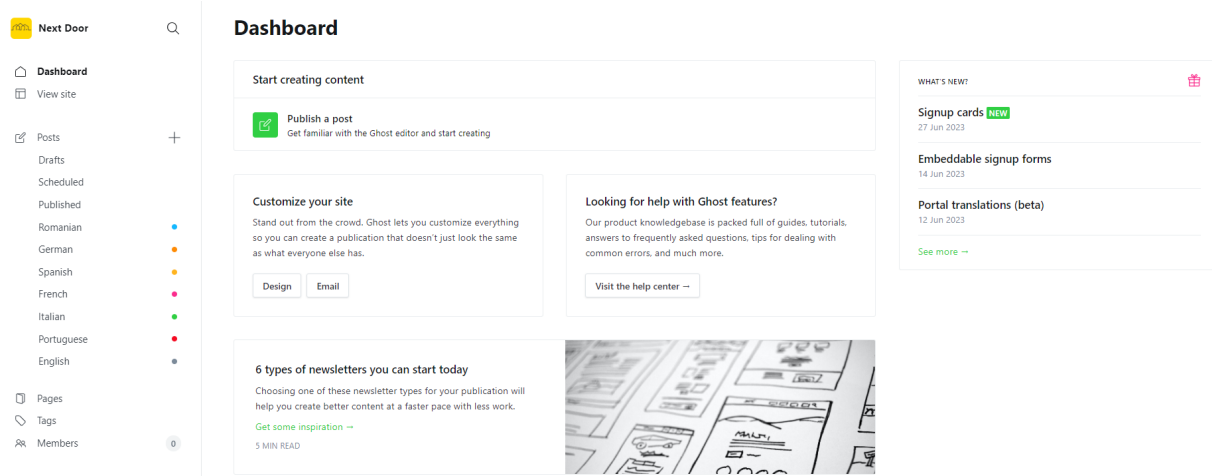
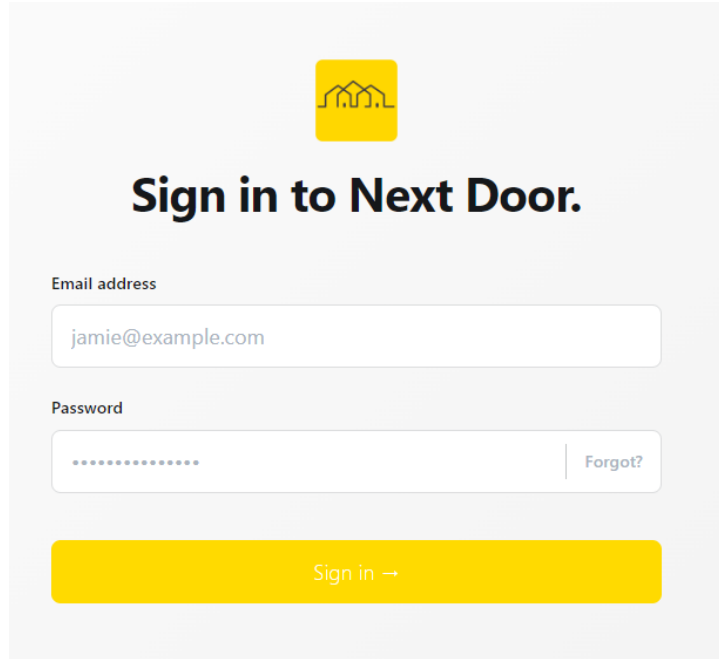

Resources management main page

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.
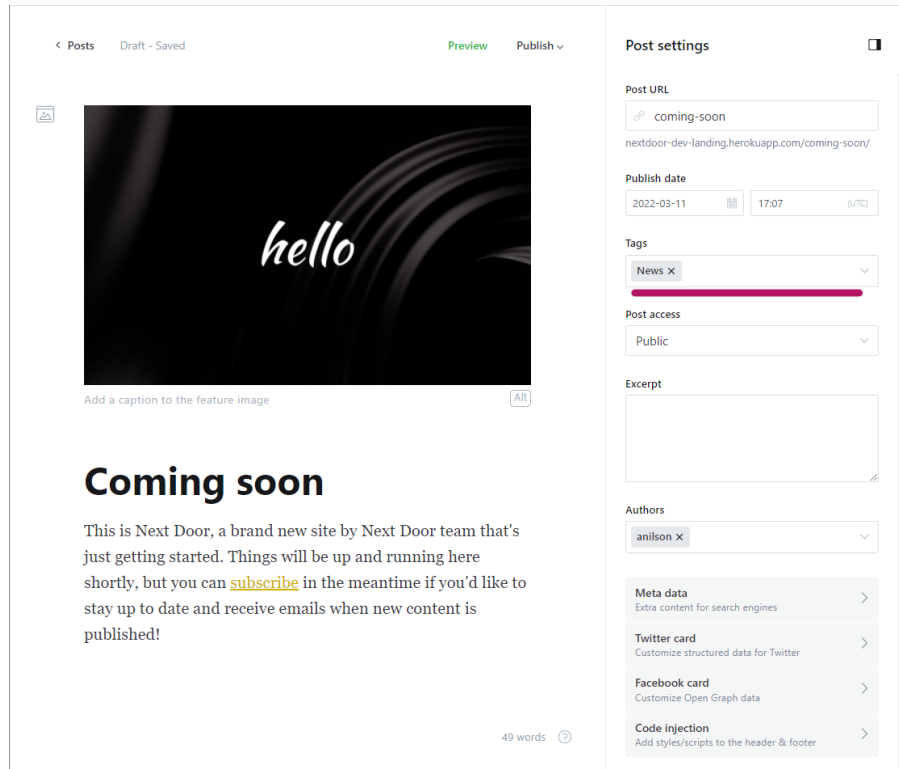

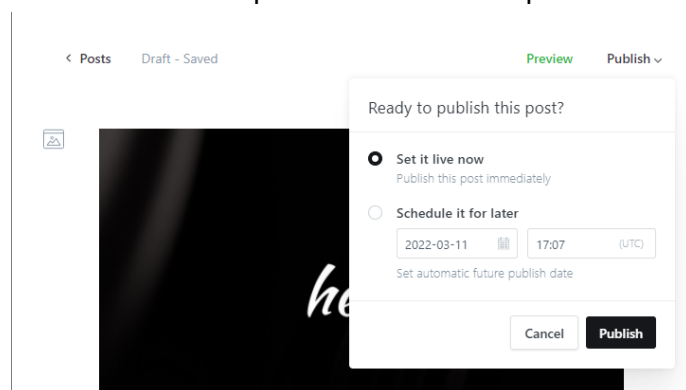*Posts page*

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