

# D4.4 Wiki tutorial and short report

The wiki tutorial and report describing shortly the material, attendees, schedule and feedback results for process support services

ID and title	D4.4 Wiki tutorial and short report
Description	Report on the Wiki and workshop materials
Work package	WP4 Exploitation and Dissemination
Status	Internal Release
Туре	Report
Confidentiality	PUBLIC
Version	V2.0
Actual date of delivery	December 2017
Contractual date of delivery	December 2017
Reviewer for external release	Georg Aumayr (JOH), Andreas Riegler (UoAS)
Project name	SOCIALCARE

Project name	SOCIALCARE
Project number	AAL-2014-1-181
Project start date	1 May 2015
Project duration	32 months (28 originally)



AMBIENT ASSISTED LIVING JOINT PROGRAMME AAL-2014-1-181

















# Document history

Version	Date	Status	Changes	Owner(s)
VO.1	29.11.2017	1 <sup>st</sup> draft	Add inputs LIFEtool	Stefan Schürz, LIFEtool
V0.2	20.12.2017	2 <sup>nd</sup> draft	Add inputs NFE	Liesbeth Gaasbeek, NFE
vo.3	12.01.2018	3 <sup>rd</sup> draft	Add workshop material Austria	Stefan Schürz, LIFEtool
V1.0	15.01.2018	internal review	Document polishing	Michael Gstöttenbauer, LIFEtool
V2.0	31.01.2018	external release	Incorporate feedback	Stefan Schürz, LIFEtool

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### 1 Summary

This deliverable describes how we trained the participants of the pilot sites in Austria and The Netherlands to use the SOCIALCARE platform. This includes workshops, single trainings and the wiki manual.

Before the beginning of the pilot phase, several workshops were organized in order to prepare interested elderly and probable participants for the use of the different devices and the SOCIALCARE apps. The wiki tutorial served as online written manual and allowed participants to inform themselves through systematic guidelines on the most important tasks within the SOCIALCARE apps.



### 2 Introduction

An important part of the pilot preparation was the training of the recruited participants and the provision of training material. As you cannot expect people in this age group to be accustomed to the use of tablets and smartphones, it was necessary to plan the trainings without any knowledge presupposed. Basic tablet workshops on the Android OS and popular apps and the use of e-health devices like fitness tracker and blood pressure monitor were necessary before the training of the specific SOCIALCARE apps could start. The basic tablet workshops also functioned as recruitment tool to interest seniors to participate in the pilot phase.

A concise online manual should support the attendees to quickly look-up important functionalities. This was done by using the open source platform DokuWiki. In a first step, the overall design and structure had to be defined. In a second step, how-to-instructions on the basic functionalities were implemented.

### 3 Wiki Tutorial

The task was to set up an online manual, which was accessible by mobile devices. It was decided to use the open source platform DokuWiki and adapt it to the needs of the SOCIALCARE platform.

- The Wiki should be available to the public for use. Editing content should be available for editors only. In addition, a feedback system should be available within the wiki. It should also be possible to translate each page to other languages and to switch between the languages for each page.
- Some text of the wiki software had to be added in three languages (en, nl, de) or to be changed (translation not correct or missing).
- It should also be possible to backup and restore content.

To setup the SOCIALCARE Wiki server the Azure Cloud was prepared. (This encompassed creating an account, VPN, Firewall and other procedures). After that, a Virtual Machine was set up and a Virtual Private Network with a public IP was created. In addition, a possibility to connect by FTP and PuTTY SSH console was implemented. Then the Wiki, mail-server and other components were installed, configured and tested. A bunch of test pages was created and translated. The Feedback System was installed, set up and tested. A side navigation was added.

To be better accessible for people with low vision, a component with the name UIOptions was added. However, it was finally removed, because it slowed down the page loading times on weak mobile devices.

A backup and surveillance environment was additionally established.

### 3.1 Implementation steps

#### **Cloud Frontend**

- Creating Accounts, configuration of Public IPs, Firewall ports, VPN, DNS
- Create Virtual Machine and configure Virtual Machine
- Maintenance of Cloud services: surveillance, backups
- Cost and service control



#### Company mail

• Creation of mail accounts for reports, backups and feedback tool

#### Server (Live System)

- Installation and Setup of Ubuntu 14.04 LTS
- Configuration of SFTP
- Creation and installation of PuTTY SSH certificate
- Installation and Setup of mail services, cron jobs, backup jobs, NTP Daemon and logwatch monitoring services
- Installation and Setup of Wiki Software
  - Basic configuration of users (Editors), Groups and Namespaces in the wiki Admin Panel
  - o software
  - o Creation of the Page structure
  - Filling the Page structure with dummy content
  - Writing a manual for Editor
  - o Installation and configuration of Language Switching Tool
  - Installation and configuration of Feedback Tool
  - o Installation and configuration of mail tool
  - o Installation and configuration of video tool
  - Maintenance of Server
- Installation of ¡Query framework
  - Writing and testing of jQuery helper routines
- Installation of fluid framework and UIOptions
- Adaption of Wiki
  - o Adding Hamburger Button to side navigation
  - Adaption and fixing of responsive Design Stylesheets
- Content
  - Transformation of content (Excel to wiki syntax)
  - Creation of new site structure
  - Filling pages with content

#### Staging System (Virtual Box)

- Installation and Setup of Ubuntu 14.04 LTS
- Installation and Setup of Wiki Software
  - Basic configuration of users (Editors), Groups and Namespaces in the wiki Admin Panel
  - software
  - Creation of the Page structure
  - Filling the Page structure with dummy content
  - Writing a manual for Editor
  - o Installation and configuration of Language Switching Tool
  - o Installation and configuration of Feedback Tool
  - o Installation and configuration of mail tool
  - Installation and configuration of video tool
  - Maintenance of Server



- Installation of jQuery framework
  - Writing and testing of jQuery helper routines
- Installation of fluid framework and UIOptions
- Adaption of Wiki
  - o Adding Hamburger Button to side navigation
  - Adaption and fixing of responsive Design Stylesheets
- Content
  - Transformation of content (Excel to wiki syntax)
  - Creation of new site structure
  - Filling pages with content

### 3.2 Content

Before filling the Wiki manual with content, we decided to use short how-to descriptions, which should help users to quickly find the right help section in case of need.

Then we identified the most crucial functionalities. Concise systematic instructions were created in English first and afterwards translated into Dutch and German.

An introduction on how to create a course in the LEARNapp was created as course content within the LEARNapp.

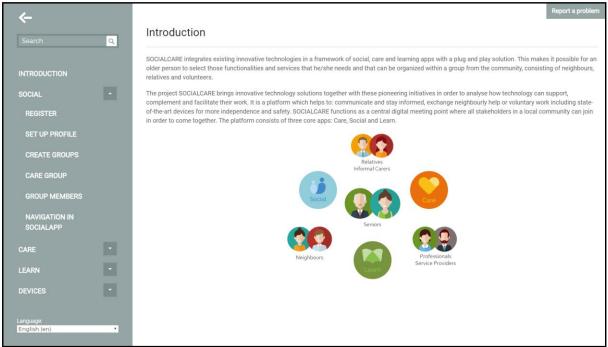


FIGURE 1: SOCIALCARE DOKUWIKI HOMEPAGE

The Wiki Tutorial can be accessed under <a href="http://wiki.socialcarecommunity.eu/">http://wiki.socialcarecommunity.eu/</a>



### 4 Workshops and Trainings

### 4.1 Austrian Pilot Site Bad Zell

For recruiting and training elderly people at the pilot site in Bad Zell the first basic tablet workshop took place in January. The location was a meeting room in the senior residence of the Diakoniewerk and it was attended by eight persons, six female, two male. The group was diverse regarding ICT knowledge: some already used smartphones or tablets, some had never tried any of these devices before.



FIGURE 2: ANDROID WORKSHOP, BAD ZELL

Content of the three-hour-workshop was the tablet hardware itself, the OS (Android) and popular apps like Camera, Photos, YouTube, Mail, Google Chrome, Maps and more.

Right at the beginning, each participant received a tablet with SIM-card (for internet connection), which was carefully prepared and configured for easy use. This was accomplished by using the Nova Launcher for simplifying the home-screen.

Unfortunately, we were soon aware, that we had chosen the wrong internet provider, as the internet connection was not very good in this rather rural region.

The teachings followed a simple pattern. First, we gave a short presentation on a topic and the participants were asked to watch carefully and put their tablets away. Afterwards, the participants



got structured tasks to do and repeat, what they had just learned, ask questions and exchange opinions.

For some of the participants, the tablet was a completely new experience. Therefore, it was necessary to start with basic gestures like tapping, sliding, zoom gestures...

The PowerPoint slides used in the presentations were handed out and served as notepads.

After the workshop, the participants were allowed to take the tablets with them and use them at free will until the next meeting two weeks later.

At the second meeting, the participants were invited to share their experience and ask more questions. The overall feedback, which was also collected by a simple feedback form, was very good: Most of the participants had fun using the tablets, especially standard apps like YouTube and internet browser. Some were not able to use the tablet much, as they had no internet connection at all. But even those, who did not find much time and motivation to use it, were glad, that they were given the opportunity to attend the workshop and test the tablet.

Some regretted that they had to give the tablet back, which was necessary, as a second workshop round with another 12 participants - nine female, three male - was already scheduled one week later.

As the experience with this first workshop was successful, it served as blueprint for the workshops to follow.

Due to technical problems with the prototype and as agreed in the consortium meeting in Vienna in May we skipped the first SOCIALCARE pilot phase, so the collaboration with the pilot site in Bad Zell was ended without introducing the SOCIALCARE apps.

Date	Content	Participants	Female	Male
19.1.17 / 2.2.17	Basic and follow-up Android workshop	8	6	2
7.2.17 / 21.2.17	Basic and follow-up Android workshop	12	9	3

TABLE 1: OVERVIEW OF BASIC TABLET WORKSHOPS AND TRAININGS, BAD ZELL



### 4.2 Austrian Pilot Site Schönau/Mühlviertler Alm



FIGURE 3: SOCIALCARE WORKSHOP, SCHÖNAU

The basic Android workshop at the second pilot site in Schönau followed the same pattern as in Bad Zell. We learned our lesson from the workshops in Bad Zell and changed the internet provider. This time there were hardly any problems with the internet connection.

For preparing the use of e-health devices in the pilot phase the follow-up workshop focussed on the functionalities and handling of the activity tracker Fitbit Charge 2. Almost all people from the first workshop participated, but the workshop was also open to new interested seniors.

On July 6 there was an introductory workshop regarding the social component of the SOCIALCARE platform for the pilot site coordinators with the aim to enable them to use the social component and add local content before the start of the pilot phase.

Date	Content	Participants	Female	Male
6.7.17	SOCIALapp workshop for pilot site coordinators	2	1	1
11.7.17	Basic Android workshop	8	6	2
3.8.17	Follow-up workshop and e-health devices	12	9	3

TABLE 2: OVERVIEW OF BASIC TABLET WORKSHOPS AND TRAININGS, SCHÖNAU

In September, the pilot phase finally started with a dedicated SOCIALCARE workshop. It was scheduled on a Saturday to allow the participation of employed family members and neighbours. Due to technical problems, it was necessary to interrupt the workshop after three hours before all necessary content was covered. Fortunately, most of the participants agreed to continue the workshop two days later on Monday.



Those willing to participate, who were not able to attend the workshop, were given separate introductory sessions. There were finally 26 persons participating in the pilot phase.

About six weeks after the start of the pilot, a third workshop was scheduled for answering questions and solving imminent problems.

Date	Content	Participants	Female	Male
16.9.17	SOCIALCARE workshop	17	10	7
18.9.17	SOCIALCARE workshop continued	10	6	4
21.9.17	Single training	1		1
2.10.17	Single training	2	1	1
3.10.17	Single training	3	1	2
11.10.17	Single training	1		1
2.11.17	Single training	2	1	1
15.11.17	Single training (blood pressure monitor)	2	1	1
30.10.17	Q&A workshop (support)	10	5	5

TABLE 3: OVERVIEW OF SOCIAL CARE WORKSHOPS AND TRAININGS, SCHÖNAU

#### Helpdesk

During the whole phase, right after the first workshops the participants could contact the pilot helpdesk in case of problems/technical issues. To facilitate support each tablet came with a pre-installed "help app" which allowed an easy launch of a TeamViewer session.

### 4.3 Dutch Pilot Son en Breugel

In May 2017, we started a tablet course with 6 elderly and because of great interest, the group increased to a total of 13 participants. Weekly 2-hour sessions were held, in which tablet use was explained and practiced. Part of the participants had never used a tablet or smartphone before. They were supported by students of SUMMAcollege, a secondary vocation training in Care and Welfare. In this sense the tablet trainings also supported the social innovation process in the community, involving different stakeholders and volunteers. The plan was to have students train with the participants at home, but because of logistical challenges, it was decide that plenary sessions with the group at a central location would work best. In June 2017, we started with group sessions in the local library.

In September, the actual pilot started for 30 participants Son en Breugel. The installation of the platform and its apps and devices started before the first training session, but because of the technical difficulties encountered, not all participants had all devices installed before the course. In fact, installation and personal introduction sessions took up a lot of time for the coordinators in the first few weeks of the pilot period.



The training sessions started at the beginning of September and continued on a weekly basis until the last session in December. They took place in the local library on Wednesdays and were divided in a morning and an afternoon session. Approximately half of the group of participants joined these sessions. The other participants either did not need the training or had family or friends helping them. Each week a different topic was explained in the plenary session, using PowerPoint. Besides that, there was time to ask questions and practice using the tablet, smartphone and the other devices.

The training sessions worked out well. The weekly commitment helped participants and kept them involved. The difference in digital skills proofed to be a challenge in some cases though. Some participants felt the information was too much and they felt they could not always keep up while other participants wanted to go faster and learn more.

Overall, participants enjoyed participating in the pilots. The biggest reason for the participants to join was the feeling that in today's society they need to keep up with technical developments and communication. The sessions enabled them to learn and feel more secure about using the devices, especially the tablet and smartphone. The social element of the sessions was also important. Meeting up with other people in the community and having the possibility to share this experience was highly appreciated. The idea of being able to keep track of blood pressure, blood sugar, physical activity, etc. was attractive too and also the opportunity to have fall detection and alarm. However, due to technical difficulties, these measurements were not all reliable.

Date	Content	Participants	Female	Male
04.05.2017	Kick-off training, get to know each other	6	5	1
12.05.2017	Individual tablet/smartphone sessions with students	6	5	1
19.05.2017	Individual tablet/smartphone sessions with students	6	5	1
02.06.2017	Groups tablet/smartphone course with students	6	5	1
09.06.2017	Groups tablet/smartphone course with students	8	6	2
16.06.2017	Groups tablet/smartphone course with students	10	8	2
23.06.2017	Groups tablet/smartphone course with students	12	10	2
30.06.2017	Groups tablet/smartphone course with students	11	10	1
07.07.2017	Q&A workshop Groups tablet/smartphone course	10	8	2
12.07.2017	Groups tablet/smartphone course	8	6	2



10.07.2017	Groups tablet/smartphone	8	6	2
19.07.2017	course	0	6	2
26.07.2017	Groups tablet/smartphone course	8	6	2
09.08.2017	Groups tablet/smartphone course	8	6	2
16.08.2017	Groups tablet/smartphone course	8	6	2
23.08.2017	Groups tablet/smartphone course	8	6	2
30.08.2017	Groups tablet/smartphone course	9	7	2
06.09.2017	Kick-off training, get to know each other, start new students	9	7	2
13.09.2017	Group session SOCIALCARE- training with students	9	7	2
20.09.2017	Group session SOCIALCARE- training with students	9	7	2
27.09.2017	Group session SOCIALCARE- training with students	11	8	3
11.10.2017	Group session SOCIALCARE- training with students	11	8	3
18.10.2017	Group session SOCIALCARE- training with students	11	8	3
25.10.2017	Group session SOCIALCARE- training with students	13	10	3
01.11.2017	Group session SOCIALCARE- training with students	13	10	3
02.11.2017	Kick-off "Automaatje" <sup>1</sup>	13	10	3
08.11.2017	Group session SOCIALCARE- training with students	13	10	3
15.11.2017	Group session SOCIALCARE- training with students	13	10	3
23.11.2017	Group session SOCIALCARE- training with students	13	10	3

<sup>&</sup>lt;sup>1</sup> Automaatje: The Automaatje initiative started early November 2017. SonenBreugelVerbindt together with SOCIALCARE and ANWB developed an app, which can be connected to the SOCIALCARE platform: volunteer drivers can sign up for rides with elderly and receive gasoline reimbursement.



30.11.2017	Group session SOCIALCARE-	13	10	3
	training with students			

TABLE 4: OVERVIEW OF SOCIALCARE WORKSHOPS AND TRAININGS, SON AND BREUGEL

### 4.4 Dutch Pilot Putte

Coordinators in Putte gave a tablet training for approximately 10 people in 2016. The idea was to continue with these participants in the actual pilot of SOCIALCARE. Because the pilot start was delayed, most people from this group were not involved in the actual pilot.

Approximately 15 participants started the actual pilot in September 2017. Due to the technical difficulties at the start, some participants decided not to continue. As a result, the local coordinators decided to wait with the active involvement of participants until the biggest technical difficulties were resolved. As a result, the 10 remaining participants ended up using the platform and the apps for six full weeks, rather than the 12 weeks anticipated.

Two workshops were organized to introduce the platform and its possibilities to the participants. Most of the participants had a certain level of digital ability and could really try out the various apps and its options. Handouts were given to all participants to use the platform at home and send any questions or remarks to the coordinators.







### 5 Conclusion

It was clear from the beginning, that if you want to have seniors participate in an ICT project, you have to start from the very beginning and that it is wise not to expect any specific knowledge at all. Even those participants, who already used tablets and smartphones benefitted from starting from zero.

Of course, all seniors participated voluntarily. They were curious and interested as everybody around them uses smartphones, tablets and the internet and they grasped the opportunity to lay their hands on these devices.

The workshops were very well received: A small part of the participants dropped out after the first workshops, but even those gave the feedback, that they were glad to have been given the opportunity to make first hand experience. The tablet courses were a great way to involve more people in the project as part of the social innovation process in the communities.

The workshops were fun. The participants clearly enjoyed the gatherings – also as social events - and most of them were surprised what tablets and fitness trackers had to offer. The mixture of presentation and try out sessions/tasks proved to be a good concept. The exchange of experience and helping each other facilitated and supported learning.

Here are some proven concepts/ lessons learned from the workshops:

- Start from the very beginning: where is the power button, how do I charge the device,...?
- Begin with simple concepts like tapping, sliding,...
- It is a good idea to use specific launchers like Nova Launcher to simplify the home-screen.
- Do not plan too much content for a workshop session and give the participants enough time for exploring and making their own experience.



A clear structure and "discipline" are helpful: It is a good idea to have the participants watch
first and try out later, else important information gets lost. It is necessary to repeatedly
remind the participants to just watch.

The handouts were appreciated, the participants used them to take notes and they were good reminders during the use at home. In case of questions/problems, however, the participants preferred to make contact via telephone and made use of the TeamViewer sessions. This really facilitated support a lot. Many participants gave the feedback, that having somebody professional to turn to (and not always have to turn to family members) in case of need, is crucial for enjoying the use of ICT.

Additional conclusions from the Dutch pilots:

Even though the platform was developed for intuitive use, a user manual with systematic
instructions is a necessity for this target group. The opportunity to look up information in the
tutorial is welcomed and necessary. However, the wiki tutorial in its current form needs to be
more elaborate. It can also be concluded that, for this target group, a wiki tutorial could not
replace the face-to-face introduction and step-by-step instructions necessary.



### 6 Annex

### 6.1 Tablet workshop material Austria



# Inhalt

- "Was erwarte ich mir vom Workshop?"
- Das Gerät kennen lernen
- Der Startbildschirm
- Die wichtigsten Gesten
- Eine Auswahl an interessanten Anwendungen/Apps
- Was tun im Notfall?





- 1. Stecken Sie das Netzteil ans Gerät an
- 2. Entsperren Sie das Gerät
- 3. Schalten Sie das Gerät in den Standby-Modus und aktivieren Sie es wieder
- 4. Schalten Sie das Gerät ganz aus und wieder ein











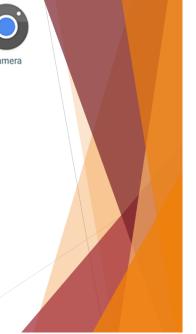
- Kontrollieren Sie den Akku Status und die Internetverbindung
- 2. Regeln Sie die Helligkeit
- 3. Öffnen Sie die Seite mit allen installierten Apps
- 4. Kehren Sie zurück zum Startbildschirm



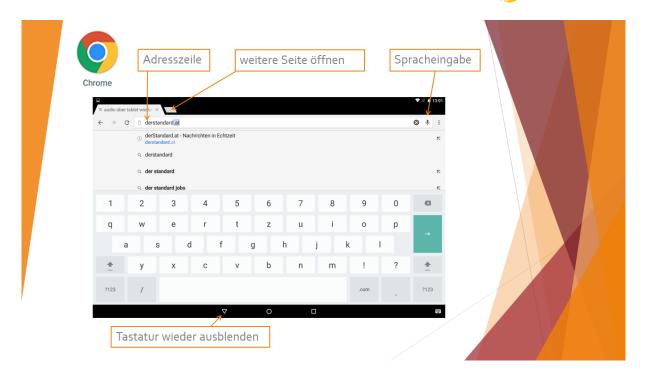




- 1. Öffnen Sie die Kamera App
- 2. Machen Sie Fotos mit der vorderen und hinteren Kamera
- Sehen Sie sich die Fotos an und kehren Sie zur Kamera App zurück
- 4. Machen Sie ein kurzes Video und sehen Sie es sich an
- Kehren Sie zurück zur Startseite und beenden Sie die Kamera App





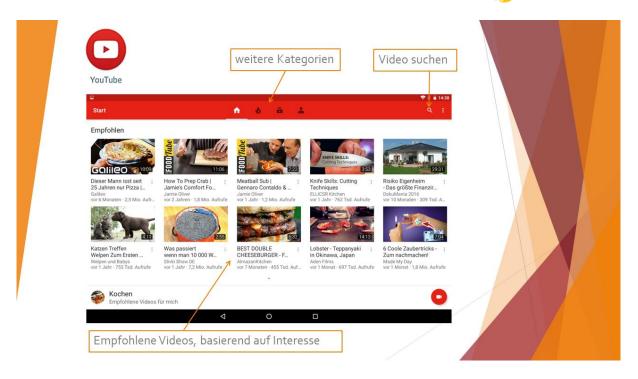


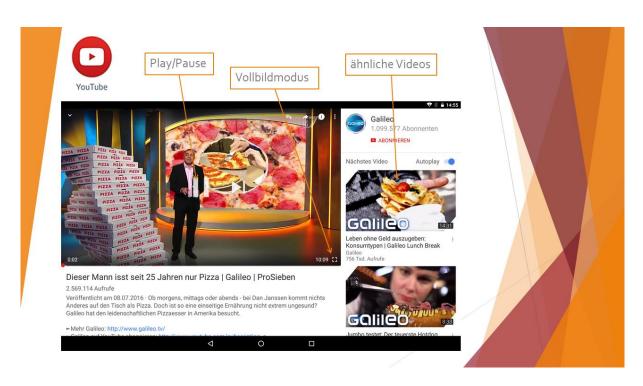




- 1. Öffnen Sie den Chrome Browser
- 2. Suchen Sie nach einer interessanten Seite per Texteingabe
- 3. Öffnen Sie eine weitere Seite und probieren Sie die Spracheingabe aus
- 4. Gehen Sie zurück zur Startseite und beenden Sie den Chrome Browser











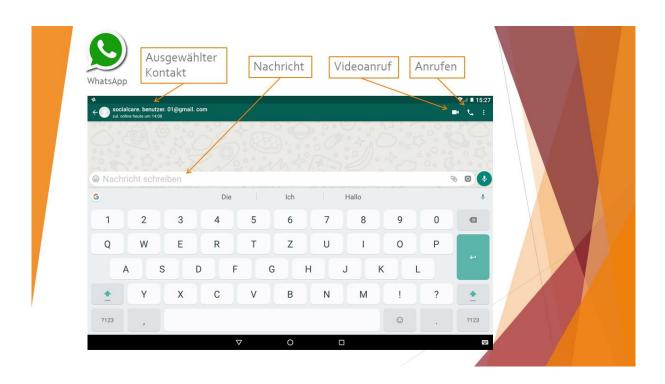
- 1. Öffnen Sie YouTube
- 2. Sehen Sie sich die Vorschläge an und/oder nutzen Sie die Suchfunktion
- 3. Starten Sie ein Video im Vollbildmodus
- 4. Nutzen Sie die Pause und Vorlauffunktion
- 5. Beenden Sie das Video
- 6. Gehen Sie zurück zur Startseite





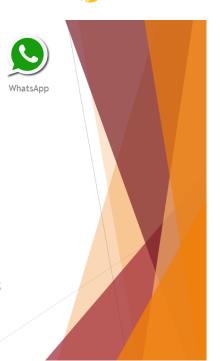
- 1. Öffnen Sie die Karten App
- 2. Geben Sie einen Ort ein
- 3. Schalten Sie in den Satellitenmodus
- 4. Zoomen Sie in der Ansicht hinein und wieder heraus
- 5. Planen Sie eine Route
- 6. Gehen Sie zurück zur Startseite







- 1. Öffnen Sie WhatsApp
- 2. Schreiben Sie eine Textnachricht (geben Sie sie per Sprache ein)
- 3. Fügen Sie ein Foto als Anhang bei
- 4. Starten Sie einen Videoanruf
- 5. Gehen Sie zurück zur Startseite
- 6. Kontrollieren Sie die geöffneten Apps und beenden Sie diese



# Die wichtigsten Gesten

#### **Einfaches Tippen**

- zum Öffnen von Apps
- zum Positionieren einer Einfügemarke z.B. im Textfeld

#### Wischen

- zum Entsperren des Startschirms (von unten nach oben)
- auf Startschirm zum Wechsel auf Seite mit allen Apps (von unten nach oben)
- auf Startschirm zum Öffnen der Einstellungen/Benachrichtigungen
- zum Blättern, z.B. von links nach rechts um Fotos anzusehen

#### Zwei Finger auseinander oder zueinander ziehen

• zum Vergrößern von Text auf Webseiten, Fotos, ..







# Was tun im Notfall?

- App reagiert nicht: App beenden und neu starten
- Tablet reagiert nicht: Ausschalten und neu starten
- Tablet reagiert immer noch nicht: Ans Ladegerät anstecken
- Wenn das nichts hilft: Kontakt mit LIFEtool aufnehmen



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Michael Gstöttenbauer 0664 825 12 18

# 6.2 SOCIALCARE training workshop material Austria

### Herzlich Willkommen zum









# Agenda



### I. Ziele und genereller Ablauf der Testphase

- a) Die Arbeitsmappe
- b) Einverständniserklärung durchgehen
- c) Fragebögen durchgehen
- d) Restliche Fragen bezüglich Ablauf klären

### II. Installation der SOCIALCAREapps und Automate

### III. SOCIALCAREapps und Webseiten

- a) SOZIALapp
- b) PFLEGEapp/PFLEGEweb
- c) GERÄTEapp
- d) LERNapp

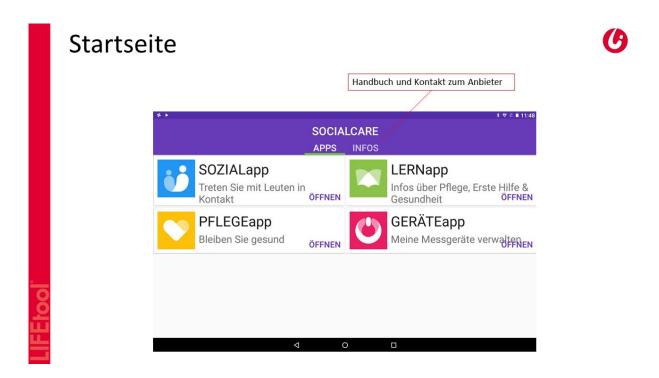
### **Automate**



zeichnet die Interaktion mit den SOCIALCAREapps auf – und nur mit den SOCIALCAREapps!

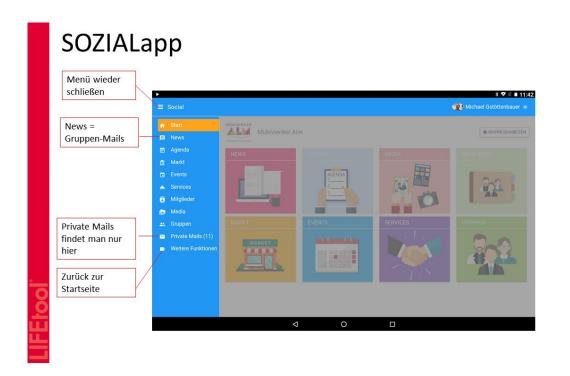






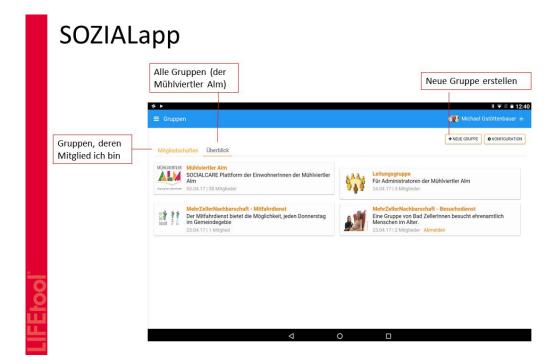














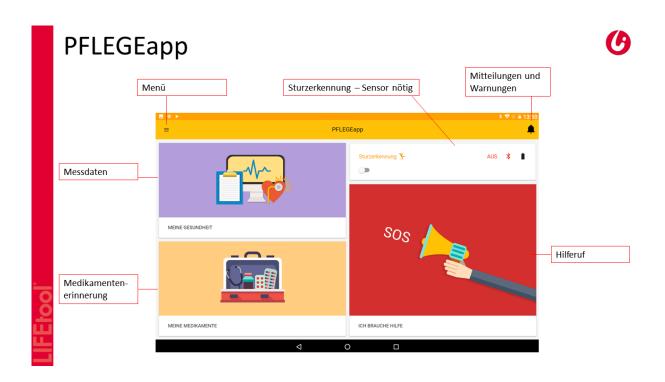
# **SOZIALapp**



### Gruppen

- ermöglichen eine schnelle und einfache Kommunikation
- Es gibt zwei Typen: Standard und Pflege
- Eine Pflegegruppe ist nötig, um die Funktionen der PFLEGEapp vollumfänglich zu nutzen
- Öffentliche Gruppe: sichtbar, ein jeder kann beitreten
- Eingeschränkte Gruppe: sichtbar, Antrag nötig
- · Private Gruppe: nicht sichtbar, nur auf Einladung

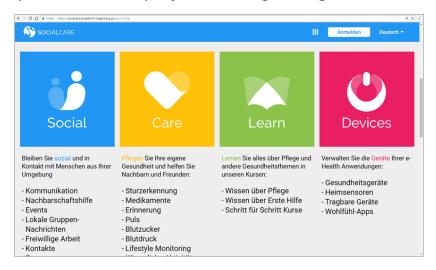




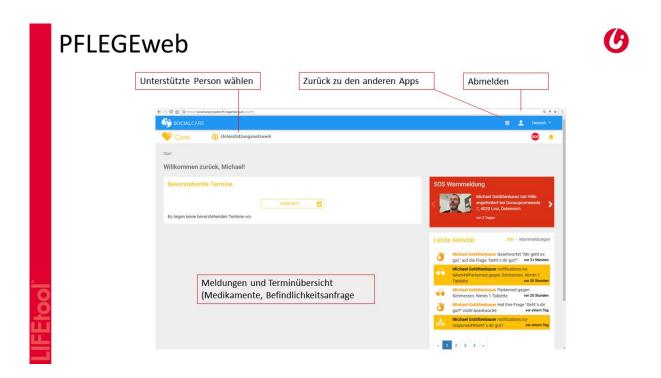
## **PFLEGEweb**

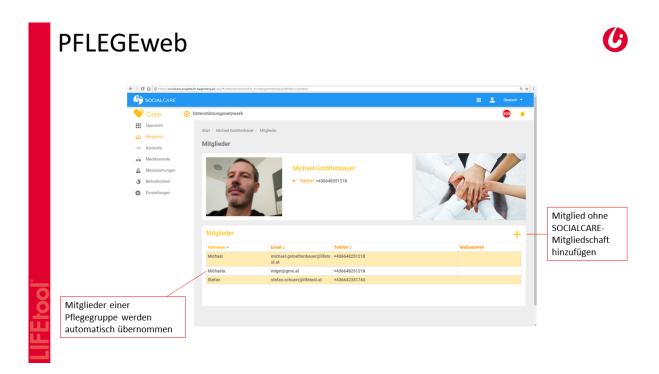


https://socialcare.projekte.fh-hagenberg.at/soca-home/





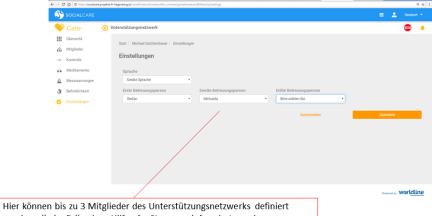




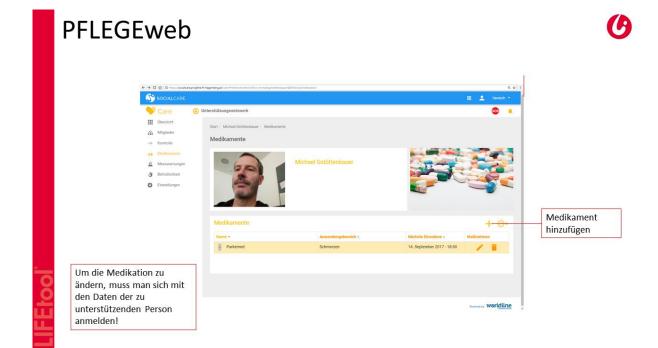


# **PFLEGEweb**

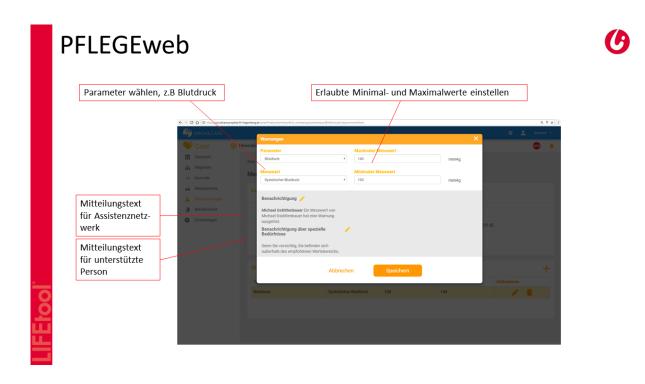


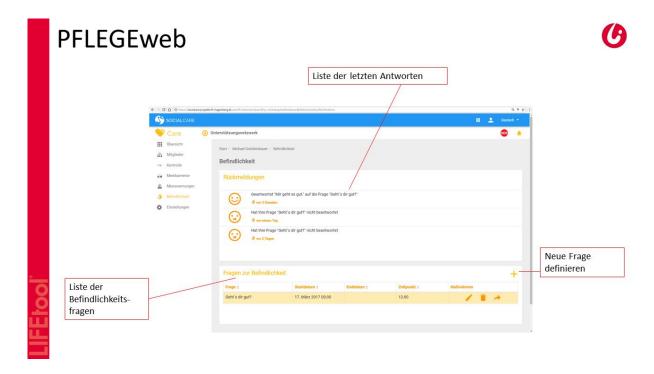


werden, die im Falle eines Hilferufs, Sturzes,... informiert werden

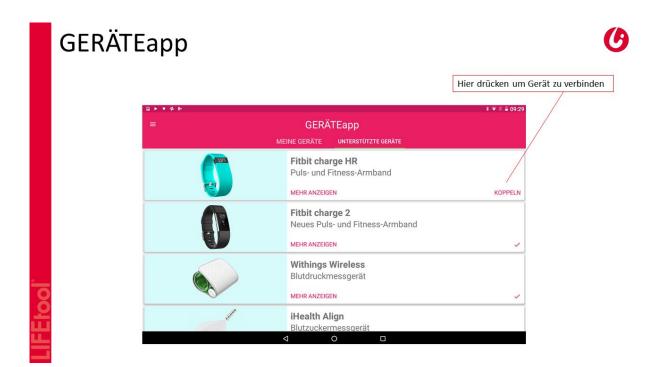


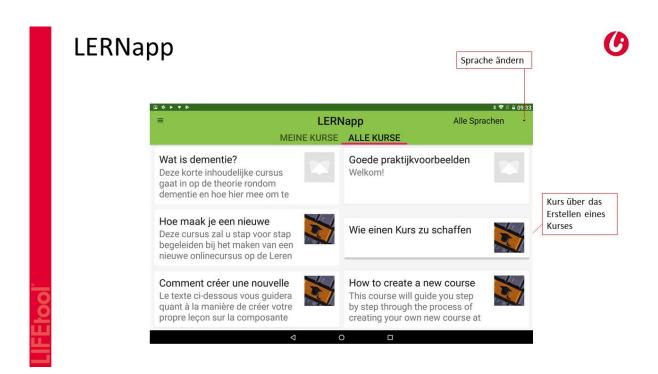














# Nächste Schritte



- I. Fragebögen bitte zeitnah ausfüllen und retournieren
- II. Gesundheitsgeräte wer möchte noch Geräte probieren?
- III. Termin für nächstes Treffen?
- IIII. Termin für Abschlusstreffen?

