



Active Older Adults @ Workplace

End User Manual Version 1.0



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1. Executive Summary

This manual is intended to be an user guide to help you using the Virtual Assistant Tool of Active@Work. The link to the main platform is:

https://active.inov.pt/aaw-vat/#/staff

From here, you have access to all Active@Work platform: Cognitive, Skill and Collaborative modules. The figure below shows the main interface of the Active@Work pilot.

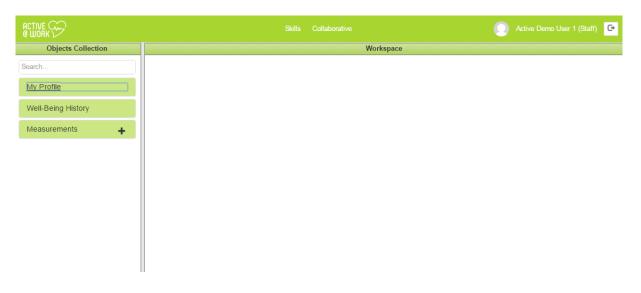


Figure 1: Active @Work main interface





2. Login into Active@Work

The Active@Work platform is a web application and, therefore, must be accessed via a web browser. The pilot has been tested with Google Chrome so this is the navigator we recommend for its use.

The URL to the main platform is:

https://active.inov.pt/aaw-vat/#/staff

The login interface of the application is showed in Figure 2. There, the user has to specify the user and password in order to access the system. The role of the user is obtained internally depending on the user.

S Active@Work Authentica ×	REEDINGS from Fords Table Total Total
← → C https://active.inov.pt/openam/lo	gin.html?redirect_uri=https://active.inov.pt/aaw-vat/
	Username
	active1
	Password
	Login

Figure 2: Active @Work Login interface

- 1. Insert your username
- 2. Insert your password
- 3. And then click on "Login" button

After you are correctly logged, the system displays the main page of the Active@Work platform (see Figure 1).





3. Update user profile

From the main page toolbar, you have the possibility to **edit and update your profile by clicking** on **Active Demo User** link, as shown in Figure 3:

🔗 A@W-VAT: Staff 🛛 🗙				
← → C	ot/aaw-vat/#/staff		् ९ 🖗 ★	:
			Active Demo User 1 (Staff)	Þ
Objects Collection		Workspace	Profile	
Search My Profile Well-Being History				
Measurements +				
	Figure 3: Edit	user profile access		

From here, you can see you details:

- Username: Username of the logged user;
- **Full name:** Full name of the logged user, the user can change this field;
- Telephone Number: Telephone Number of the logged user
- Email: Email of the logged user
- **Role:** Role of the user logged;
- **Password:** Password of the user logged. Please note that if you are already logged in, you can change your password through "Editing password" option (see figure 4).

https://active.inov.pt/openam/profile.htn		
https://active.inov.pt/openan/prome.nth		
ACTI @ W0	/E COP	
Username		
active1		
Full Name		
Active Demo User 1		
Telephone Number		
(+351) 213 100 450		
Email		
inov@inov.pt		
Role		
Staff		
	Save	
Hide Password		
Password		
Password		
Repeat Password		
Repeat Password		

Figure 4: User profile Interface





4. Logout

To logout from Active@Work:

1) Click on "logout" link, as shown in Figure 3:

🔗 A@W-VAT: Staff 🛛 🗙 🕅	A BEER D D D These Party Ball Ball Ba	a Mante Mante a sense - 1
← → C	t /aaw-vat/#/staff	ର 🕈 🖻 ★ 💼
		🕥 Active Demo User 1 (Staff)
Objects Collection	Workspace	
Search		
My Profile		
Well-Being History		

Figure 5: Logout link in main interface





5. Collaborative Module

5.1. What is the collaborative Module?

The Collaborative Module's main objective is to enhance and strengthen effective communication between members, providing a method of sharing knowledge, ideas and/or best practice within the members of Active@Work community, more specifically between senior employee and junior employee.

The module is composed of two clearly differentiated modules:

- 1. **Mentoring module**: The Mentoring module will increase the feeling of usefulness of older adults by facilitating the exchange of knowledge, advice, information or guidance of procedures, from a senior and experienced employee to another junior employee.
- 2. **Idea Farm**: This module promotes team discussions in order to create new services, processes, etc., taking advantage of experience from senior employee and knowledge and enthusiasm from younger employees.

5.2. Access to Collaborative Module

From Active main page you can access the Collaborative Module by clicking on Collaborative link, as shown in Figure 6:



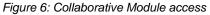






Figure 7 shows the main page of the **Collaborative Module**:

🛜 Collaborative module - Google Chrome		
https://active.atosresearch.eu/CollaborativeWe	eb/	ର୍ 🔤
ACTIVE Statistics	Mentoring Guida (GP) Logout	Edit profile
Ideas	Idea Details	
Type title or description	NEW UPDATE SAVE	
Enter text		
Title	Title	
description update		
25 Jul 2016 11:01 AM	Description	
1 - 1 of 1 items		4
	Ø Invalidated	
	• • • • • • • • • • • • • • • • • • •	
	Forum discussion	
	Search:Add	
	Reload	

Figure 7: Collaborative module main page

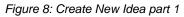
5.3. Create New Idea

Idea Farm module enables any collaborator to report and sign (i.e., author) an idea. All ideas should have a classification & evaluation procedure assisted by a senior adult (experienced or expert in the corresponding area of the reported idea).

Anyone can add one idea by following these steps from the main interface/page of the collaborative Module.

1) Click on "New" button, as shown in Figure 38:

Statistics Mentoring Ideas Ideas <th>Collaborative module - Google Chrome https://active.atosresearch.eu/CollaborativeW</th> <th>2b/</th> <th></th> <th></th>	Collaborative module - Google Chrome https://active.atosresearch.eu/CollaborativeW	2b/		
Type title or description Enter text Title Title Description Description	ACTIVE Statistics	Mentoring		Edit profile
Enter text	Ideas	Idea	Details	
Title description update 25 JJ 2016 11:01 AM I I I I I I I I I I I I I I I I I I I		NEW UPDATE SAVE		
Description Description Description Description Description Description Description Set value 0 1 2 3 4 5 6 7 8 9 10 Set value	🗣 title	Title		
1 - 1 of 1 items	lescription update 25 Jul 2016 11:01 AM	Description		
✓ Invalidated				
0 1 2 3 4 5 6 7 8 9 10	1 - 1 of 1 items			le
0 1 2 3 4 5 6 7 8 9 10		∅ Invalidated [▼]		
Former discussion		0 1 2 3 4 5 6 7 8 9 10	<u>t value</u>	
Forum discussion		Forum d	discussion	
Search:			Add	
Reload		Reload		







2) Insert the **title** and the **description** of your idea:

쯩 Collaborative module - Google Chrome		
https://active.atosresearch.eu/CollaborativeW	leb/	0, 7 🔤
ACTIVE Statistics	Mentoring Guida (GP) Logout	Edit profile
Ideas	Idea Details	
Type title or description Enter text Idea 1 testing 07 Nov 2016 11:31 AM Idea 2 Testing 07 Nov 2016 11:31 AM	NEW UPDATE SAVE Title Idea 3 Description Insert a description Insert a description Insert a description	
1 - 2 of 2 items	Forum discussion	
	Search:New Comment Type message Add Reload	
	Figure 9: Create New Idea part 2	

3) And then click on "Save" button, as shown into following picture:

🔗 Collaborative module - Google Chrome	1 10 10 10	
https://active.atosresearch.eu/CollaborativeW	/eb/	0, 7 🔤
ACTIVE Statistics	Mentoring Guida (GP) Logout	<u>Edit profile</u>
Ideas	Idea Details	
Type title or description Enter text	NEW UPDATE SAVE	
V Idea 1	Title Idea 3	
testing 07 Nov 2016 11:31 AM	Description	
esting		
07 Nov 2016 11:31 AM	Just created, value by default	
1 - 2 of 2 items	Forum discussion	
	Search: New Comment Type message Add	
	Reload	

Figure 10: Create New Idea part 3





The idea is saved with status "**Invalidated**" as default; we understand that this idea has been just created. In following steps, we will see how to update and change this status and its meaning.

5.4. Search Ideas

Any user may look for content by typing text. The system will display any content which matches the typed text (name, description –first characters-, value, etc., the information to display may change along the development process).

Type the test to look for into searching text box (up and left), as shown in Figure 11:

	Statistics		Miriam Quintero (GP)	Logout	Edit profile
Ideas		Idea Details			
Type title or description		NEW UPDATE SAVE			
Enter text here					
title	-	Title			
♥ title		title			
description update		Description			
25 Jul 2016 11:01 AM	toProduction	description update			
Idea 1					
testing					10
07 Nov 2016 11:31 AM	Invalidated 🧳	Under development or ready to develop			
Idea 2		CANVAS MODEL	Average value 0		
Testing		012345678910	· · · · · · · · · · · · · · ·		
07 Nov 2016 11:31 AM	Invalidated 🖉	Forum discussion	on		
Hea 3		Search: New Comment Type message	Add		
Insert a description		1. comment 27 Oct 2016 09:38 AM			
07 Nov 2016 11:40 AM	Invalidated				
Wildea 4		Reply here Reload			
Insert the description of the idea	a				
07 Nov 2016 11:41 AM	Invalidated 🧳 🔒				

Figure 11: Searching ideas

5.5. Update Ideas

At this moment, any user may update one idea by following these steps (along this process and taking into account users' feedback we may change this behavior):

- 1) Look for the idea following the steps in section 5.4;
- 2) Select the idea by clicking on it;
- 3) Click on update button, the system will allow you to make the changes:





쯩 Collaborative module - Google Chron	ne		_ O _ X
https://active.atosresearch.eu/C	CollaborativeW	eb/	0, 7 🔤
		Mentoring Guida (GP) Logout	
Ideas		Idea Details	
Type title or description idea		NEW UPDATE SAVE	
		Title	
🐨 Idea 1		Idea 3	
testing 07 Nov 2016 11:31 AM	0	Description	
ldea 2		Insert a description	
Testing 07 Nov 2016 11:31 AM	0		4
ldea 3		Just created, value by default	
Insert a description	0	0 0 •	
		Forum discussion	
Idea 4		Search:Add	
Insert the description of the idea 07 Nov 2016 11:41 AM	0	Reload	

Figure 12: Idea interface and update button selection

4) Click on save button:

Collaborative module - Google Chrom	ie -		
https://active.atosresearch.eu/C	ollaborativeW	eb/	Q 7 8
		Mentoring Guida (GP) Logout	
Ideas		Idea Details	
Type title or description		NEW UPDATE SAVE	
idea			
ldea 1		Title	
testing 07 Nov 2016 11:31 AM	0		
ldea 2		Description Make the changes	
Testing 07 Nov 2016 11:31 AM	0		h
V Idea 3		O O	
Insert a description 07 Nov 2016 11:40 AM	0	Forum discussion	
	ý	Search:	
V Idea 4		New Comment Type message Add	
Insert the description of the idea 07 Nov 2016 11:41 AM	0	Reload	

Figure 13: Idea interface and save button selection

5.5.1. Set idea value process

In order to validate (or not) one idea and it will became a business plan. This functionality will allow the reviewers to:

✓ Change status: click on update button and change combo status to:

Invalidated	just created, value by default
Under discussion	under discussion by responsible
Invalid	It is not a good idea
ReSubmited	keeps in phase 1 to be improved, must be improved to pass to phase





	2
Discarted	Not valid at all
Valided	Just in Phase 2
onHold	Not the right moment waiting for the good opportunity
toProduction	Under development or ready to develop

Notice that each status displays one short description.

🛞 Collaborative module - Google Ch	nome			
https://active.atosresearch.ee	u/CollaborativeWe	b/		Q, 🖣 🔤
				Edit profile
Ideas	*	Idea Details		
Type title or description		NEW UPDATE SAVE		
Title .		Title		
description update 25 Jul 2016 11:01 AM	8	Description		
ldea 1		Insert a description		
testing 07 Nov 2016 11:31 AM	0	Invalidated Just created, value by default		le
ldea 2	•	Under	Average value 0	
Testing 07 Nov 2016 11:31 AM	0	discussion Forum discussion	on	
idea 3		Searc 🗱 Invalid	Add	
Insert a description 07 Nov 2016 11:40 AM	•	1. X Discarted sion 2)		
ldea 4		Vindou V		
Insert the description of the ide	a	2. New discussion		

Figure 14: Idea change Status

✓ Give a value (0-10) to each idea: This value will be used to create statistic, and each user may set the value he or she thinks appropriate.

Description testing		
1 2	Just on 5 l, value by default 1	
	Forum discussion	
rch: Comment Type messag	Add	

Figure 15: Give a value of each idea



1



✓ **"Upvoting" "downvoting"** button: In order to take value (or not) the idea.

쯋 Collaborative module - Google Chrom	e			
https://active.atosresearch.eu/Co	ollaborativeWe	b/		Q 🔤
	<u>Statistics</u>		Guida (GP) <u>Logout</u>	<u>Edit profile</u>
Ideas	•	Idea Details		
Type title or description		NEW UPDATE SAVE		
💓 title		Title Idea 3		
description update 25 Jul 2016 11:01 AM	8	Description		
ldea 1	- 1	Insert a description		
testing 07 Nov 2016 11:31 AM	0			4
Idea 2	i	Just created, value by default		
Testing 07 Nov 2016 11:31 AM	0	0 1 2 3 4 5 6 7 8 9 10	Average value 0	
		Forum discussion		
V Idea 3		Search: New Comment Type message	Add	
Insert a description 07 Nov 2016 11:40 AM	.0	Reload		
ldea 4				

Figure 16: "Upvoting" "downvoting" button

At this moment, any user may change the status or set value to one idea, along this process and taking into account users' feedback we may change this behavior.

5.5.2. Canvas model

The system will provide a guide to the author and all intervenient actors though the CANVAS model. At the end of this process, it is expected that the initial idea is well-defined ready to be send to the higher decision-making hierarchy (e.g., Board of Directors) to be analyzed.

Once the idea is catalogued as valid, it means, potentially successfully, so the system will allow building, formalized and densified it following a business CANVAS model.

1) Click on "Canvas Model" button, as shown into following picture:





쯋 Collaborative module - Google Chrom	e		
https://active.atosresearch.eu/C	ollaborativeW	eb/	Q 🕈 🔤
	<u>Statistics</u>	Mentoring Guida (GP) Logout	<u>Edit profile</u>
Ideas	×	Idea Details	
Type title or description Enter text		NEW UPDATE SAVE	
Title		Title Idea 3	
description update 25 Jul 2016 11:01 AM	8	Description	
ldea 1		Insert a description	
testing 07 Nov 2016 11:31 AM	0	-	li li
ldea 2		Valided Just in Phase 2	
Testing 07 Nov 2016 11:31 AM	Ô	CANVAS MODEL 18 7 6 • <u>LIIIIIIII</u> Set value Average value 0 0 1 2 3 4 5 6 7 8 9 10	
Idea 3		Forum discussion	
Insert a description 07 Nov 2016 11:40 AM	•	Search:Add	
idea 4		1. My opinion is(discussion 2) 07 Nov 2016 12:18 PM	
		Figure 17: "Canvas Model" button	

And you can fill the 9 blocks of the Business Model Canvas, as shown in Figure 318:

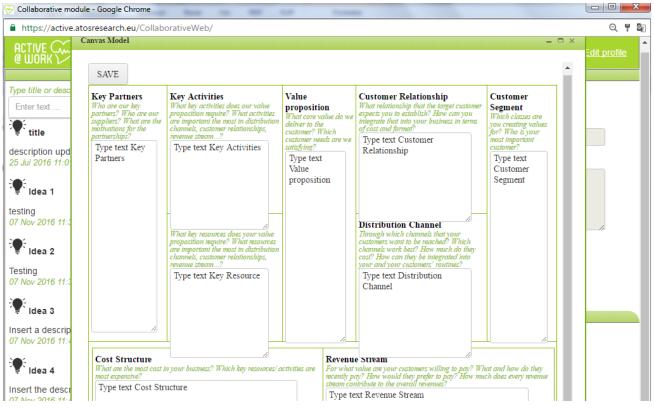


Figure 18: Business Model Canvas of one Idea





2) When finished, click the "Save" button.

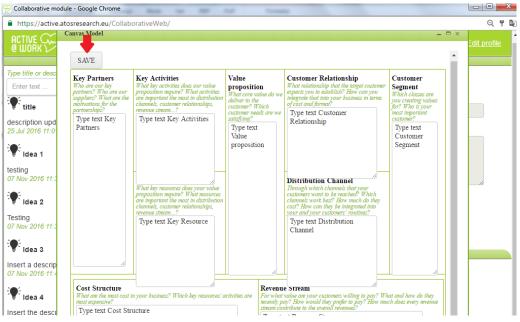


Figure 19: save button of the Business Model Canvas

5.6. Forum Discussion

Associated to an Idea, it is possible to have a forum discussion, keeping a record of the information/messages exchanged between the intervenient actors.

1) You and your colleagues have the possibility to start a discussion of the idea in the "Forum discussion":

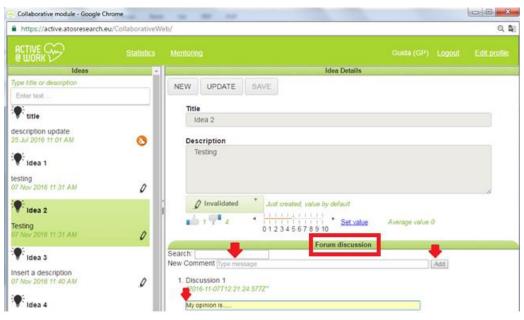


Figure 20: Forum Discussion





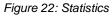
5.7. Statistics

The system provides some statistics about which Ideas were approved, implemented, its ranking, etc. More Graphical and filters will be included into Active@Work version 2.0, taking into account users feedback.

쯩 Collaborative module - Google Chron	ne		X
https://active.atosresearch.eu/C	CollaborativeWe	b/	Q 🔤
ACTIVE	Statistics		ut <u>Edit profile</u>
Ideas	*	Idea Details	
Type title or description Enter text		NEW UPDATE SAVE	
Title		Title	
🐺 title		Idea 2	
description update 25 Jul 2016 11:01 AM	8	Description	
Veldea 1		Testing	
testing 07 Nov 2016 11:31 AM	0		li.
Videa 2	i	Invalidated Just created, value by default	
Testing 07 Nov 2016 11:31 AM	0	1 9 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	
		Forum discussion	
Idea 3		Search: New Comment Type message Add	
Insert a description 07 Nov 2016 11:40 AM	Ĵ	1. Discussion 1 "2016-11-07T12:21:24.577Z"	
		Figure 21: Statistics link	

1) Click on "statistics" link and it will appear the statistics page, as shown into following picture:

🖉 Invalio	lated				
ldea ranku	ig related to Average va	lue, number of likes and n	umber of unlikes		
4.0	Average	value Likes	unLikes		
3.5					
3.0					
2.5					
2.0					
1.5					
1.0					
0.5					
0	ldea 2	Idea 4	ldea 1		
	luca 2	luca 4	luca i		
Idea value	by days				
	3-Idea	2 2-ldea 1	j-ldea 4		
1.0				5.0	
0.9				4.8	
0.8				4.4	
0.6				4.2	
0.5				4.0	
0.4				3.8	







5.8. Mentoring

1) In the link "mentoring" you access to a **real time chat** where you have the possibility to talk with your colleague:

쯩 Collaborative module - Google Chron	ne		
https://active.atosresearch.eu/C	ollaborativeW	eb/	Q 🔤
	<u>Statistics</u>	Mentoring Guida (GP) Logout	<u>Edit profile</u>
Ideas	A	Idea Details	
Type title or description Enter text		NEW UPDATE SAVE	
🐨 title		Title	
description update 25 Jul 2016 11:01 AM	8	Idea 2 Description	
Ve Idea 1		Testing	
testing 07 Nov 2016 11:31 AM	0		4
ldea 2		Just created, value by default	
Testing 07 Nov 2016 11:31 AM	0	1 9 4 4 <u>1111111111</u> Set value Average value 0 0 1 2 3 4 5 6 7 8 9 10	
ldea 3		Forum discussion Search:	
To Idea 3 Insert a description 07 Nov 2016 11:40 AM	Ĵ	New Comment Type message Add 1. Discussion 1 "2016-11-07T12:21:24.577Z"	
Tidea 4		My opinion is	

Figure 23: Mentoring Link

쯩 Collaborative module - G	oogle Chrome				
https://active.atosres	earch.eu/Collaborative	Web/			Q 🔤
		٩			<u>ut Edit profile</u>
Type title or description	test				
Enter text	john amAdmin				
Title	Guida active5 wim				
description update 25 Jul 2016 11:01 AM	gabriel active6 active7	john		_ 🗆 ×	
Vela 1	active8 mm2 anonymous				
testing 07 Nov 2016 11:31 AM	active1 active2 active4				li li
Idea 2	active3 nuno				
Testing 07 Nov 2016 11:31 AM					
Videa 3					
Insert a description 07 Nov 2016 11:40 AM					
Idea 4		V	/rite new Message		
Insert the description c		~5	Send Message		

Figure 24: Real time chat





6. Skill Development Module

6.1. What is the Skill Development Module?

The skill development module is a software tool that helps older adults to improve their Curriculum Vitae and expertise keeps them aware of their global classification (i.e., Curriculum Vitae assessment, classification regarding the organization workforce, position in relation to peers, etc.) and informs about soft and hard skills they should acquire to improve their Curriculum Vitae.

This tool is particularly adjusted for older adults to help them to acquire the necessary knowledge before they start executing any new task, for instance, in a new role, task or in a volunteer project. The theoretical framework associated to the research work that supports this software module aims to contribute to improve employee's self-awareness and auto-regulation (techniques associated to the Gamification concept), promoting how each employee expertise (soft and hard-skills) is perceived by the organization. The module might include an intelligent component to provide recommendations about how the employee should progress to stay aligned with the expected expertise needs for the medium/long term.

6.2. The link to the skill Development Module

The link to the main platform is: https://active.inov.pt/aaw-vat/#/staff

🖉 A@W-VAT: Staff 🛛 🗙 💆	Call of Stranger	
← → C	t/aaw-vat/#/staff	Q, F 🗟 ★ 🗄
	Skills Collaborative	Active Demo User 1 (Staff)
Objects Collection	Workspace	
Search		
My Profile		
Well-Being History		
Measurements +		

From there you can access to the Skill Development Module:

Figure 25: Skill Development Module

1) Click in "Skills" link and will be appear the main page of the Skill development Module:





쯋 Skills - Google Chrome	
https://active.inov.pt/skills/	ର୍
Objects Collection	Profile
Search	
Personal Skills 🗸 🗸	
Training Catalogue	
	Figure 26: Main page of the Skill development Module

6.3. Personal Skills

1) If you click on "personal skills" button, you can consult your hard and soft skills. It will appear a dashboard with your profile, as shown in Figure 3:

Objects Collection			Staff Pro	ofile	
earch			IND1	IND2	INDICATOR 5
ersonal Skills			N/A	N/A	N/A
ard Skills 🗸 🗸		IN	DICATOR ABC	YAI	IND6
Soft Skills 🗸			N/A	N/A	N/A
Fraining Catalogue	Q1		Q2	Q4	·
	N/A		N/A	N/A	
[M	IY MESSAGES (0)		MY TRAINI	NG HISTORY
I	0	0	0	N/A	N/A
	Alerts	Warnings	Recomm.	Recent	All

In this section, you can dynamically add your CV data, certifications and expertise.





6.3.1. Hard Skills

1) Click on "Hard Skills" button, as shown into following picture:

쯋 Skills - Google Chrome			_		
https://active.inov.pt/skills/					Q
Objects Collection			Staff Pr	ofile	
Search			TEST	E33	AQ
Personal Skills			N//	A	N/A
Hard Skills 🗸 🗸 🗸			TES	Т2)
Soft Skills V			N//	A	
Training Catalogue			L]	
		MY MESSAGES (0)	MY T	RAINING HISTORY
	0	0	0	N/A	N/A
	Alerts	Warnings	Recomm.	Recent	All
			l]

Figure 28: Hard Skills I

2) Click on "Hard Skills" button, and it will appear several hard skills parameters, as shown in Figure 3:

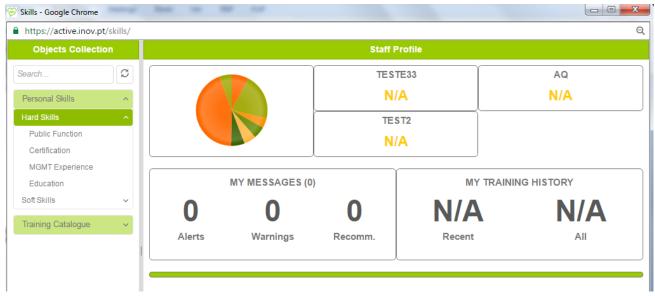


Figure 29: Hard Skills II



3) If you click on "Education" button, for example, and on the "+" button you can add your certifications and expertise, as shown in the next figure:



Figure 30: adding certifications and expertise - Hard Skills I

4) Insert the "Year", "Name"; "Institution"; "country" and "classification" of your certification and in the end click on button, as shown into following picture:

ttps://active.inov.p							
Objects Collecti	on			Staf	f Profile		
earch	C			N	/ A		N/A
Personal Skills	~			TE	ST2		
Hard Skills	^			N	/A		
Public Function							
Certification			MY MESSAGES (0)		1	MY TRAINING HI	STORY
MGMT Experience							
Education		0	0	0	N/	Α	N/A
Soft Skills	~	Alerts	Manaiana	Decement	Recer	-	All
Fraining Catalogue	~	Alerts	Warnings	Recomm.	Recer	nt	All
		EDUCATION					
		0		0	0		N/A
		Alerts		Warnings	Recom	m.	N/A
	I I	+					
	5	Status Year	Name	Institution	Country	Classification	Amons
		-5	Management	UBI	PT	Post-Grad v	×

Figure 31: adding certifications and expertise - Hard Skills II





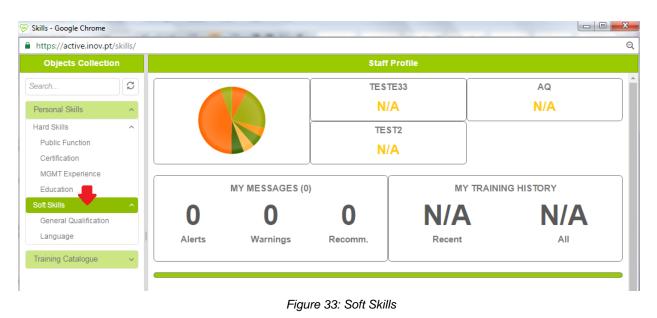
5) After you add your certification, you can edit or delete your certifications or expertise:

쯋 Skills - Google Chrome							
https://active.inov.pt/skills/							e
Objects Collection				Staff	Profile		
Search				TEST	E33	<u></u>	AQ
Personal Skills				N/	Α		N/A
Hard Skills				TES	5T2	{)
Public Function				N/	٨		
Certification				11/	<u>^</u>		
MGMT Experience							
Education		MYM	ESSAGES (0)		N	IY TRAINING HI	STORY
Soft Skills 🗸		h	Δ	0	N//	\	N/A
Training Catalogue			U	U			
	Al	erts \	Warnings	Recomm.	Recen	t	AII
]
	EDUC	ATION					
		_			-		
		0	147	0	0		N/A
		Alerts	VVa	arnings	Recomm	1.	N/A
	+						
	Status	Year	Name	Institution	Country	Classification	Actions
		-5	Management	UBI	PT	Post-Graduation	ASSIGN

Figure 32: Edit or delete a certification or expertise- Hard Skills

6.3.2. Soft Skills

1) Click on "Soft Skills" button and it will appear several hard skills parameters, as shown into following picture:







2) If you click on "Language" button, for example, and on the "+" button, you can add your certifications and expertise, as shown into following picture:

https://active.inov.pt/	/skills/					e
Objects Collectio	n			Staff	Profile	
Search	C			TEST	TE33	AQ
Personal Skills	~			N/	A	N/A
Hard Skills	^			TES	5T2	
Public Function				N/	A	
Certification MGMT Experience				l)	
Education			MY MESSAGES (0)	MY	TRAINING HISTORY
Soft Skills	^	0	0	0	N/A	N/A
General Quantation		U	U	U		
Language		Alerts	Warnings	Recomm.	Recent	All
Training Catalogue	~)
		LANGUAGE				
		0		0	0	N/A
		Alerts		Warnings	Recomm.	N/A
		+				
		Status Languag	je Reading	g Writing	Spea	king A
				C2	× C2	

Figure 34: adding certifications and expertise - Soft Skills

- 3) Insert the "Language", "Reading"; "Writing" and "speaking" of your language skills and in the end click on button.
- 4) After you add your language skills, you can edit or delete your certifications or expertise:

https://active.inov.pt/skills/						Q
Objects Collection				Staff Profile		
Search			(TESTE33		AQ
Personal Skills				N/A		N/A
Hard Skills				TEST2		
Public Function				N/A		
Certification MGMT Experience			l			
Education		MY MESSAGES (0)		MY TRAININ	IG HISTORY
Soft Skills	0	0	0	NI	/A	N/A
General Qualification	U	U	U		/A	IN/A
Language	Alerts	Warnings	Recomm	n. Re	cent	All
Training Catalogue						
	LANGUAGE					
	0		0		0	N/A
	Alerts		Warnings	Rec	omm.	N/A
	+					
	Status Language	e Reading	9	Writing	Speaking	Actions
	English	Very Go	od	A1	A1	ASSIGN

Figure 35: Edit or delete a certification or expertise - soft skills





6.4. Training Catalogue

1) If you click on "training catalogue" button you can consult a training catalogue:

https://active.inov.pt/skills/					
Objects Collection			Staff Pr	ofile	
earch			IND1	IND2	INDICATOR 5
Personal Skills			N/A	N/A	N/A
lard Skills 🗸 🗸			DICATOR ABC	YAI	IND6
Skills			N/A	N/A	N/A
raining Catalogue	Q1		Q2	Q4	L
	N/A		N/A	N/A	
		MY MESSAGES (0))	MY TRAININ	IG HISTORY
I	0	0	0	N/A	N/A
	Alerts	Warnings	Recomm.	Recent	All
•					

Figure 36: Training Catalogue

(This section is going to be developed in the second phase of the project pilots)





7. Cognitive Module

7.1. What is the Cognitive Module?

The Cognitive Module's main objective is to monitor the employee's well-being at workplace. This module detects the level of well-being by collecting the following parameters:

- 1. A set of bio-parameters using wearable sensors
- 2. The condition of the workplace environment
- 3. The indoor location position that takes into account the floors & walls in the work environment.

7.2. Installation Manual

The patient accesses the app - identified with the name assigned by the Active@work administrators - via a smartphone. This solution enables the patient to get well-being recommendations from the Active@work system.

7.2.1. User Materials

The application communicates with bio-sensors such as heart rate, body temperature and a physical activity detector (steps). In addition, the app also communicates with the indoor location and the environment sensors of the user at workplace.



• Smartphone

The smartphone device will include an app specially designed to monitor the end-user and automatically provides well-being advices and recommendations based on the information received from the sensors. The batteries will last for 8 hours using the application

Microsoft Band II



This sensor will monitor the user well-being status, the parameters collected are:

- ✓ Heart rate
- ✓ Body Temperature
- ✓ Steps

All these data are analyzed and send well-being recommendations to the users if needed. The batteries will last around 8 hours using the application.







Environment Sensors

The environmental sensor (Urban Board) that measures indoor temperature, humidity, light, sound, carbon monoxide and nitrogen dioxide data among others, will be used to track the position of the user at any time in specific locations.



Positioning Sensor

The BLE tags are placed in the environment of the user to identify the user's indoor location at any time.

7.3. First use

The first time to access the system it is necessary to follow the steps below:

1. Switch on the Smartphone by long pressing the power key placed on the right hand side by 3 seconds.





2. Then connect the smartphone with the Wi-Fi of the building by going to the smartphone settings icon in the top right corner of the notification panel. To access this panel you must drag the status bar down then you must search for Wi-Fi connections. The name of the Wi-Fi will appear automatically, chose your Wi-Fi and add the password if needed.







3. Once the Wi-Fi is connected, is time to put on the Microsoft band on your wrist. To get the best performance from the sensors in your Band, the device should fit snugly and comfortably. If you wear your Band too loosely, the sensors may not be able to read your heart rate and other biometric info.



4. Then switch the band on by pressing and holding the Power button during 3 seconds



Once the microsoft band is activated, your bioparameters are collected automatically and send to the smartphone.

5. Finally in order to send the bio-parameters to the Active@work System it is needed to open the Active@Work app into the smarphone, as follows:



6. Then a wellcome screen appears and you must press the connect button







7. Once you have finished the previous step, you must choose your username to connect the app with the band.



8. Then after choosing your username, the following screen appears, where you have to turn on the location settings and the biometric_data.



9. And finally, press the accept Button to start collecting biometrics data and sending these data to the server.





7.4. At Server Side

The URL to the cognitive module and main platform is: https://active.inov.pt/aaw-vat/#/staff

From there you access to the main page of the cognitive module:

│ ∽ A@W-VAT: Staff ×		- 1. Auf 11. Auf 111. Au
← → C	aw-vat/#/staff	우 루 🔤 ★ 🗄
	Skills Collaborative	🕖 Active Demo User 1 (Staff) 📴
Objects Collection	Works	расе
Search		
My Profile		
Well-Being History		
Measurements +		
	Figure 37: Main page of the cognitive	module

7.4.1. My Profile

- 1) Click on "My Profile" button and you can see your:
 - a. Personal Data
 - b. Clinical Profile
 - c. Emergency Contacts

A@W-VAT: Staff ×	and the second second	T. Add TT. Add TTT an
← → C https://active.inov.pt/aaw-va	ıt/#/staff	익 후 🗟 关 🗄
ACTIVE	Skills Collaborative	Active Demo User 1 (Staff)
Objects Collection	Workspace	e
Search		
My Profile		
Personal Data		
Clinical Profile		
Emergency Contacts		
Well-Being History		
Measurements +		
	Figure 38: My Profile	





2) Click on "Personal Data" button to access to your personal data, as shown into following picture:

	nov.pt/aaw-vat/#/staff/data	Q ┦ № ☆
ACTIVE CAR	Skills Collaborative	🜔 Active Demo User 1 (Staff)
Objects Collection	Workspace	
Search My Profile	Personal Data	* require
Rersonal Data Clinical Profile Emergency Contacts	* First Name Middle Name active1	* Last Name atwork
Well-Being History	2000-01-01	
Measurements +	* Country Belgium • Prefix * Phone +32 0497415652 * Gender Male	

3) Click on **"Show optional information about this person"** link to access in more details to your personal data:

$\cdot \rightarrow \mathbf{C}$ h ttps://active.in	nov.pt/aaw-vat/#/staff/data				ର 🕈 🗟 ☆
			Collaborative		Active Demo User 1 (Staff)
Objects Collection			Workspace		
earch	Height (meters)				
		$\hat{}$			
My Profile	Blood Type				
Personal Data	Please select	•			
Clinical Profile	City		Zip Code		
Emergency Contacts					
Well-Being History	Email		Skype		
Measurements	Professional Category		Life Style		
Measurements +			Please select	•	
	Desired Weight (Kg)		L		
		$\hat{}$			
	Min. Systolic (mmHg)		Max. Systolic (mmHg)		
		$\hat{}$		Ŷ	

Figure 40: Optional Personal Data





4) Click on "Clinical Profile" button to access to your clinical data, as shown into following picture:

🔗 A@W-VAT: Clinical Profil 🗙	_					
← → C	t/aaw-vat/#/staff/pr	ofile			e	२ ¶ 🖻 ☆ 🗄
			Collaborative		Active Demo U	ser 1 (Staff)
Objects Collection				Workspace		
Search						
My Profile	Clinical F	rofile				
Personal Data	Allergies					Add
Clinical Profile Emergency Contacts	Allergen Name		Status	Reaction	First Observed	
Well-Being History	Conditions					Add
Measurements +	Condition Nam	е	Status	Onset Date	Stop Date	, dd
	Current medi	cations & su	oplements			
		Status	Description	Since Date	Until Date	Add
	Humo v	Auto	Description	Since Date	Shur Dute	

Figure 41: Clinical Profile

5) To add your clinical profile, click on the **add** link, as shown in Figure 3:

🔗 A@W-VAT: Clinical Profil 🗙		_			
← → C	t/aaw-vat/#/staff/profile			Q	न ब ☆ :
		lls Collaborative		Active Demo User	1 (Staff)
Objects Collection			Workspace		
Search	Clinical Profile				
My Profile					•
Personal Data	Allergies				Add
Clinical Profile	Allergen Name	Status	Reaction	First Observed	
Emergency Contacts					
Well-Being History	Conditions				Add
Measurements +	Condition Name	Status	Onset Date	Stop Date	
	Current medications &	supplements			Add
	Name Status	Description	Since Date	Until Date	

Figure 42: Add Clinical Profile I





6) Then insert the "allergen name", "Status", "Reaction" and "First Observed date". In the end, click on the **add** link, as shown into following picture:

🔗 A@W-VAT: Edit Allergy 🗙	No. 10 10 10	
\leftarrow \rightarrow C $$ https://active.inov.p	t/aaw-vat/#/staff/allergy/	< ┦ ☜ ☆ :
	Skills Collaborative	💽 Active Demo User 1 (Staff) 💽
Objects Collection	Worksp	Dace
Search My Profile Personal Data	Allergy * Allergen Name Please select	
Clinical Profile Emergency Contacts	Status Active Unactive	
Well-Being History Measurements	Reaction * First Observed Add	

- Figure 43: Add Clinical Profile II
- 7) Click on "Emergency Contacts" button to access to your emergency contacts, as shown in Figure 3:

		Skills Collaborative		Active Demo User 1 (Staff)
Objects Collection			Workspace	
rch	Emeran	any Contrata		
y Profile	Emerger	ncy Contacts		
Personal Data	Contacts			A
Clinical Profile	Name	Contact	Contact Type	
Emergency Contacts				
ell-Being History				

- Figure 44: Emergency Contacts
- 8) To add your emergency contacts click on the **add** link, as shown in Figure 3:





Section A@W-VAT: Emergency ⊂ ×					
← → C	ର 🕈 🗟 🕁 🗄				
			Collaborative		Active Demo User 1 (Staff)
Objects Collection				Workspace	
Search My Profile	Emergenc	y Cont	acts		•
Personal Data	Contacts				Add
Clinical Profile	Name	Conta	ct	Contact Type	
Emergency Contacts					
Well-Being History					
Measurements +					

Figure 45: Add Emergency Contacts I

9) Then insert the "name", "Contact number" and "Contact Type". In the end, click on the **add** link, as shown into following picture:

↔ A@W-VAT: Edit Contact ×		요 루 떼 슧 :
• • •	w.pt/aaw-vat/#/staff/contact-detail/	
	Skills Collaborative	Active Demo User 1 (Staff)
Objects Collection	Wo	forkspace
Search	Contact Detail	
My Profile	* Name	
Personal Data		
Clinical Profile	* Contact	
Emergency Contacts		
Well-Being History	* Contact Type	
Measurements +	Add	
	Figure 46: Add Emergency Cont	tacts II

7.4.2. Well-Being History

(This section is going to be developed in the second phase of the project pilots)

7.4.3. Measurements

(This section is going to be developed in the second phase of the project pilots)





7.4.4. Dashboard

(This section is going to be developed in the second phase of the project pilots)

