

## Cocoom App in Microsoft Teams : Test Guide

### 1. User with 'Reader' permissions

**Cocoom is a knowledge sharing platform, that allow users to share knowledge as synthetical and illustrated memos. Memos are organised in thematic channels.**

In Cocoom, we have implemented 3 levels of user permissions:

- **reader** : a reader user can browse and consult the whole content, subscribe to channels, comment, and answer to poll.

- **contributor**: a contributor user have all reader permissions, and can add content to the knowledge base.

- **administrator**: an administrator user have all contributor permissions, and can manage the knowledge base.

We will detail in this document only the key features to test. You will find more details of all features on our help center : <https://help.cocoom.com>.

You can also consult, right in Microsoft Teams, the **Help** tab of the Cocoom app.



### Sign in with a 'Reader' user

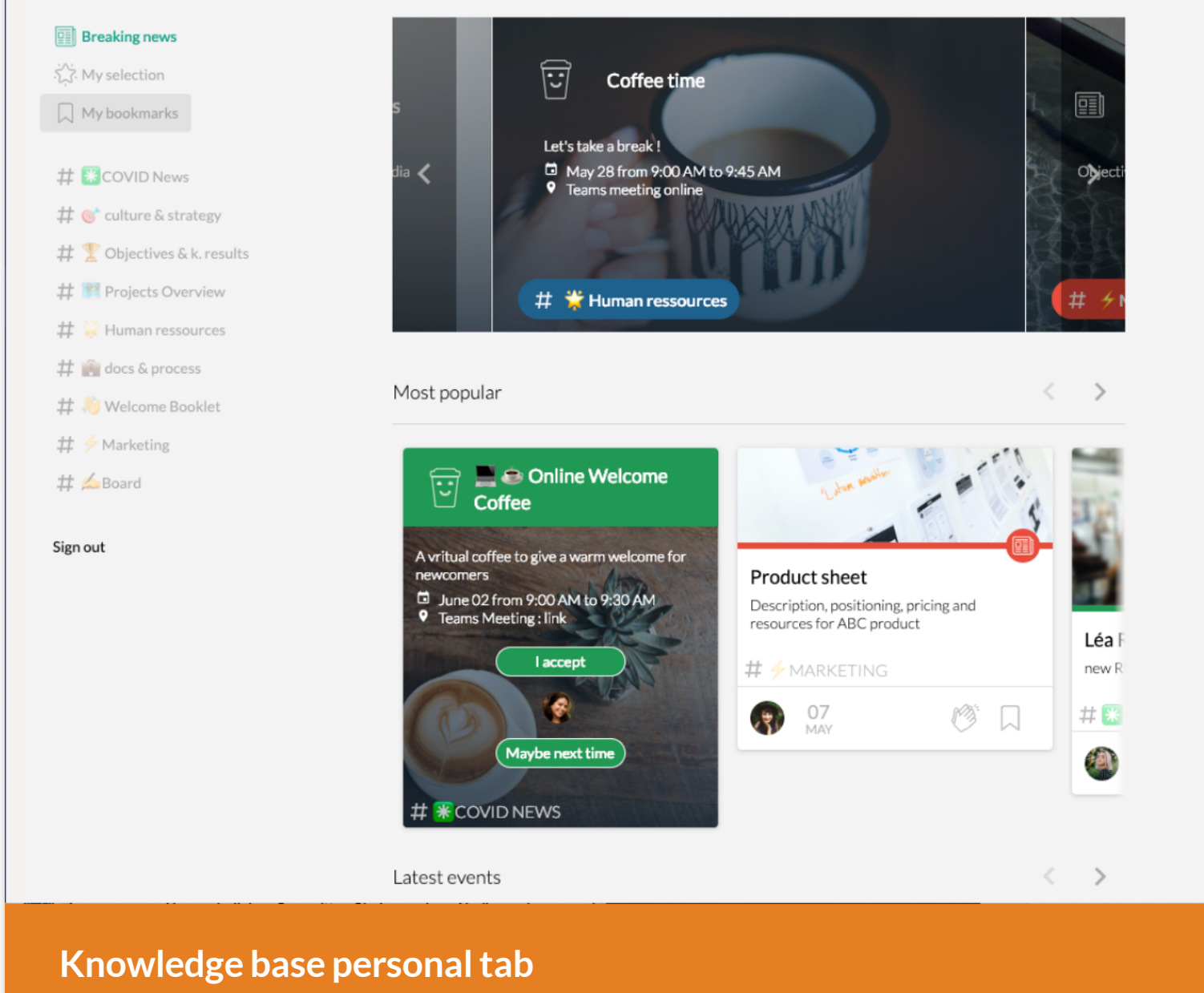
Please, sign-in to Microsoft Teams, using the following credentials:

- **user account**: LeeG@cocoomdev.onmicrosoft.com
- **password**: Cocoom 84 \$

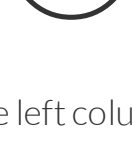
Go to the already installed Cocoom App. It should have been pinned in the apps bar on the left.

Click on the **Sign into Cocoom** button, and use the same credentials to log into Cocoom.

Then, the Knowledge base personal tab will be displayed.



### Knowledge base personal tab



**The knowledge base tab is where you can browse your whole Cocoom knowledge base.**

In the left column, you will find different ways to browse through Cocoom memos.

- **Breaking news**: show memos that have been put to headline by an administrator. It also show the most recent memos in all Cocoom channels.
- **My selection**: show memos of channels the user had subscribed. On the top-right of that view, you will see a **Manage subscriptions** button. It leads you to the subscription page.
- **My bookmark**: show memos the user had bookmarked.
- **List of thematic channels**, that have been created by an administrator, and that structure the knowledge base.

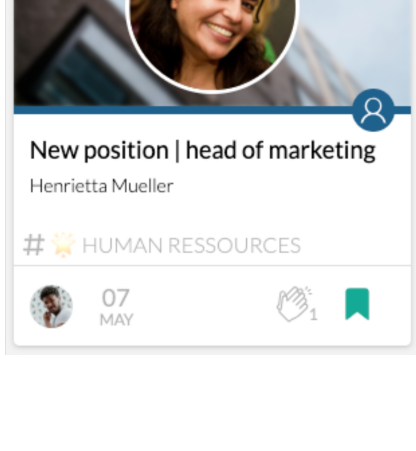
All these views display memo as cards ordered from the most recent to the oldest one.

At the bottom of the column, a **sign-out** button allow the user to disconnect from Cocoom.

Following video will show you a browsing example :

<https://www.youtube.com/watch?v=mfOrVUkp0z0>

Appearance of cards is determined by the memo type. Here is a card for 'portrait' memo.



- On each card, you will also find interactive widgets:
- **author avatar**: display information about the author,
- **clapping hands button**: to applause a memo you find great,
- **bookmark button**: (here in green) to bookmark a memo.
- **bubble**: only appear if the memo has been commented by at least a user.

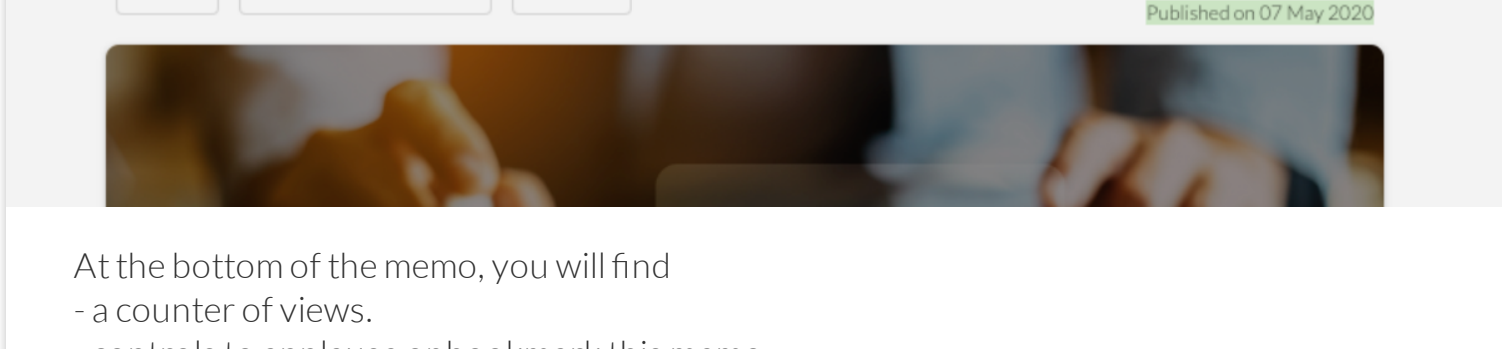
You will also find these widget in the memo full view; when you click on a card.

**To see a memo in its full length, just click on the card.**

### Viewing content of a memo

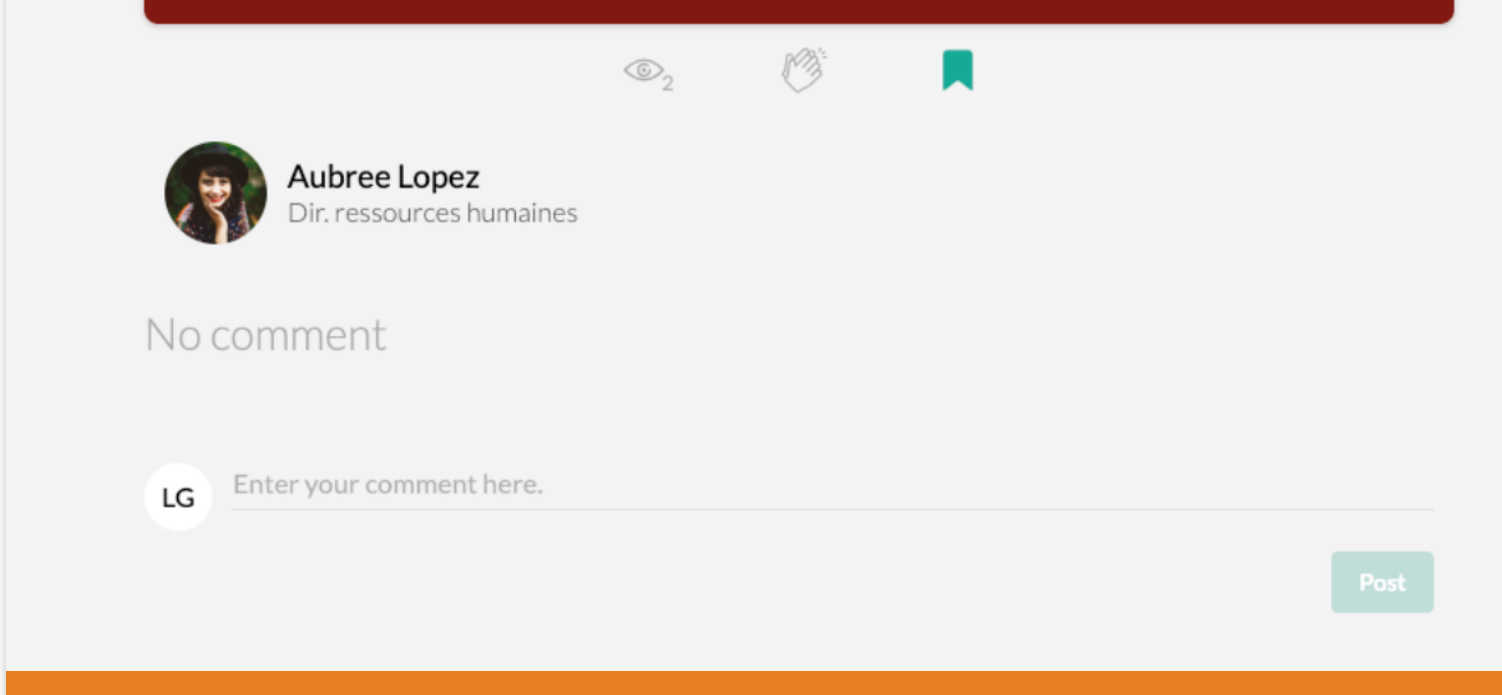
The memo content view begin with a header that shows:

- the Cocoom channel where the memo had been published,
- tags of the memo, if any,
- the publication date.

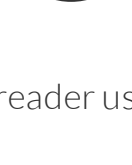


- At the bottom of the memo, you will find
- a counter of views.
- controls to applause or bookmark this memo,
- the author and its position,
- a list of comments (if any), and a textfield to add a comment.

**Please, at this step, add a comment to a memo of your choice.**



### Dashboard personal tab



**The dashboard tab is where you can see your personal things on the platform.**

As a reader user, you should see 3 options here:

- **My participations**: it displays a list of all the memos in which you have participated, either by adding a comment, or by participating in a survey included in the memo.

**You should see in this view the memo you commented at the previous step.**

- **My profile**: it displays a form to build your personal profile on Cocoom. This profile could be shown to other users by clicking onto your avatar in a comment.

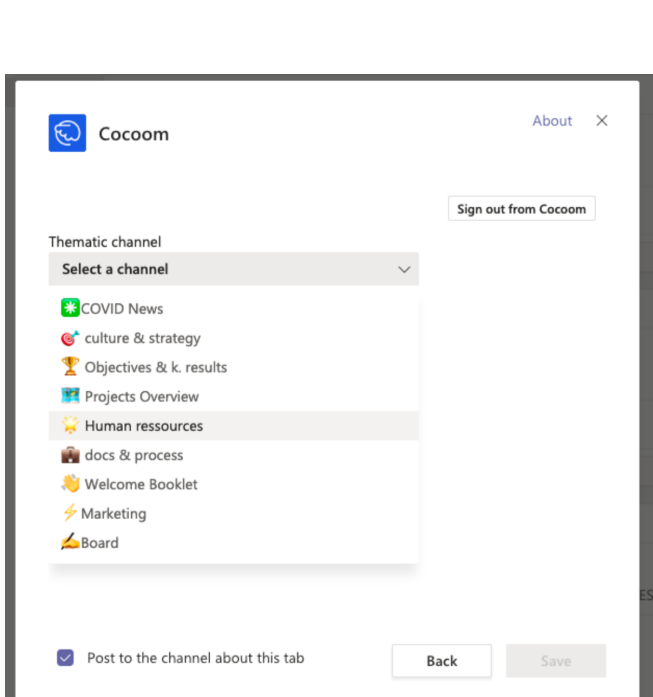
- **sign-out**: disconnect the user from Cocoom.

### Installing a thematic channel as a tab in a Team channel

Thematic channels can be installed as tab in teams channels.

To do so, in **Teams** view, go into the **General** channel of the **Cocoom demo** team.

Click onto the + button to open the **Add a tab** pop-up, select the Cocoom app.



You will see a **Thematic channel** dropdown menu.

In this menu, select one of the available channel (for instance, select Human resources).

Then, click on the **Save** button.

The Human resources channel appears as a tab in the Teams channel.

In this view you can directly consult and comment memos of this channel.

Following video show an example:

<https://www.youtube.com/watch?v=wUb5LYqvCWo>



**Congratulation, you are done !**