Cocoom App in Microsoft Teams : Test Guide
2. User with 'Contributor' 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 'Contributor' user

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

- user account: Johanna.l@cocooomdev.onmicrosoft.com
- password: Cocooom 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

A 'contributor' user can browse the knowledge base as a reader user do. Please, refer to the document dedicated to testing Cocoom as reader user.
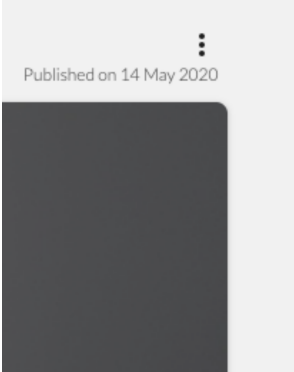
In addition to the prerogatives of a 'reader' user, a 'contributor' user can publish memos.

We distinguish *memos* and *flash memos*.

A memo is usually longer than a flash memo. A memo is composed using a WYSIWYG editor, whereas a flash memo is generated thanks to a basic form.

A memo is used to explain or vulgarise a concept. A flash memo is used to share a link, an event, a good idea or an alert, etc.
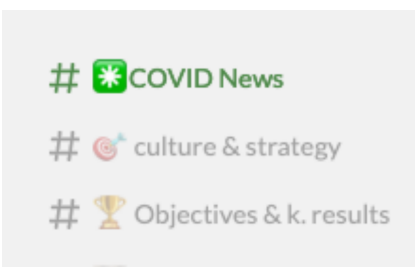
Viewing content of a memo

Like the 'reader' user, a 'contributor' user can consult any memo by clicking on its card.

When consulting one of its own memo, a 'contributor' user should see, above the published date, a 3-vertical-dots button, as shown in the picture on the left.

A click on that button opens a menu that allows the user to **edit**, **unpublish**, **delete**, or **export as PDF** the memo.
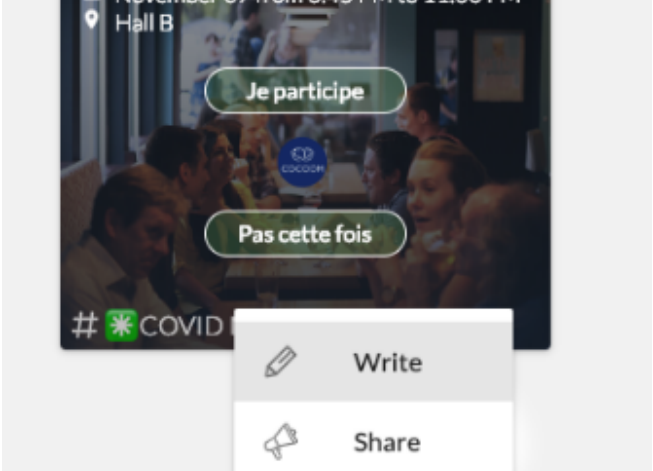
Writing a memo

In the left column, select a thematic channel. For instance, #COVID News.

On the right side of the view, memos of that channel appears.

At the bottom-right corner, you will find a **Publish** round button (with a paper plane icon). A click on that button open a 2-items menu. **Select Write in that menu.** You will then enter the Cocoom memo editor.

First, the editor displays a template selector. The user can browse existing templates and select one. Once a template selected, the user enter the WYSIWYG editor.

Please, look at the following video to see how to use the Cocoom editor : https://www.youtube.com/watch?v=2RAr-Odue6c

Writing a flash memo

In a thematic channel, click on **Publish** button, and **Select Share in the menu**. You will then enter the Cocoom flash memo editor.

Select one of the three kind of flash memo available (link, event or instant info). Then, fill the form and click on the **Preview** button. If you are happy with your flash memo, publish it by clicking the **Publish** button.

This video give you an overview of the process: https://www.youtube.com/watch?v=sZVFe7lapH4

Dashboard personal tab

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

You should have here the same options as a 'reader' user. In addition, you should also see:

- My publications: it displays the list of all memos you have written. These memos could already have been published or saved as draft.

From that view, you can :
  - start writing a new memo,
  - publish draft memos,
  - modify draft or published memo,
  - or delete a memo.

- My sharings: it displays the list of all flash memos you have generated.

From that view, you can :
  - start a new flash memo,
  - or delete a memo.

👍 Congratulation, you are done !