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**NB Cares Passport for Success: User Manual**

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# 1.) Introduction

## 1.1 What is the NBCares app?

New Britain Cares is a platform to gather the necessary information to assist low income users achieve self sufficiency in five different categories. Each category relates to a long journey which NBCares simplifies and rewards short term achievements in order to incentivize progress. Education for the pursuit of a degree, employment for the job search, healthcare for those without it, housing to find a place to stay, and financial literacy to make sure money is being managed properly (i.e. savings, income etc.). Users have the option to request help from a case manager for direction, or a simple check up. Getting onto your feet is not easy, NBCares provides the resources, all you need to do is start.

### Which devices are supported?

NBCares is a cross platform application, this means you can create an account then bring it up on any other device that supports iOS and Android operating systems.

### How much space does it need?

The app is only 350mb and can run on any Android version and iOS version 11+.

## 1.2 How to install NBCares

NBCares can be installed from the Google Play store for Android and the App Store for iOS devices.

### To find NBCares from the App Store on iOS devices

1. Open the **App Store** on your iPhone.
2. Select the search icon.
3. Enter **NBCares Mobile Passport for Success** into the search field.
4. Tap **NBCares Mobile Passport for Success** in the search results.
5. Install and open.

### To find NBCares from the Google Play Store

1. Open **Google Play** on your Android phone.
2. Select the search icon.
3. Enter **NBCares Mobile Passport for Success** into the search field.
4. Tap **NBCares Mobile Passport for Success** in the search results.
5. Install and open.

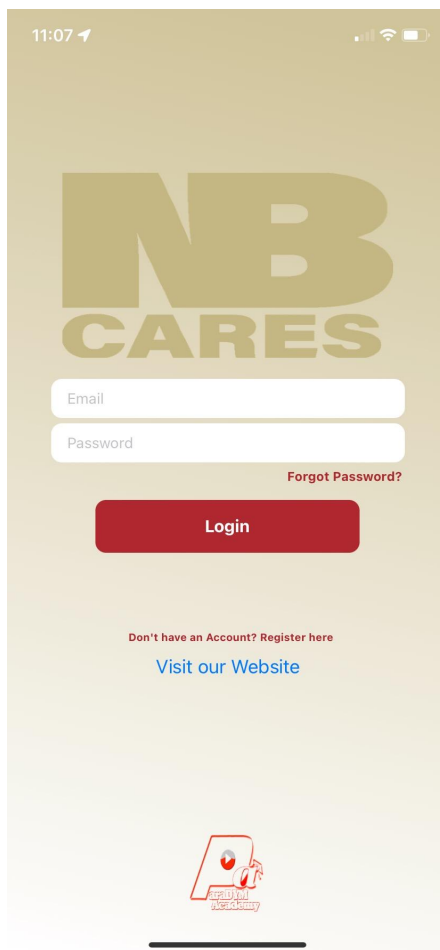
## 2.) Features

### 2.1 App Overview

The app contains four main features. The homepage for initial **navigation**, **vital signs**, **zoom chat** for case managers, and the link to our **website**. In order to have access to these features, the user must **register an account**.

#### Login/Register an account page.

Login into your account or register a new account. Forgot your password? A password reset will be sent to your email.



11:07

**NB CARES**

Email


Password

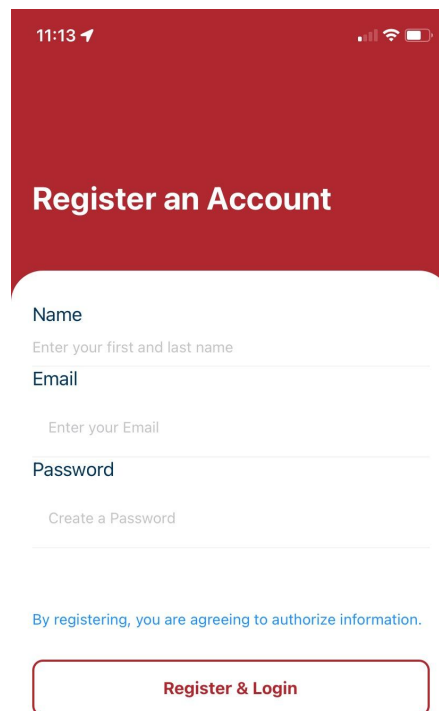
[Forgot Password?](#)

Login

[Don't have an Account? Register here](#)

[Visit our Website](#)





11:13

**Register an Account**

Name

Enter your first and last name

Email

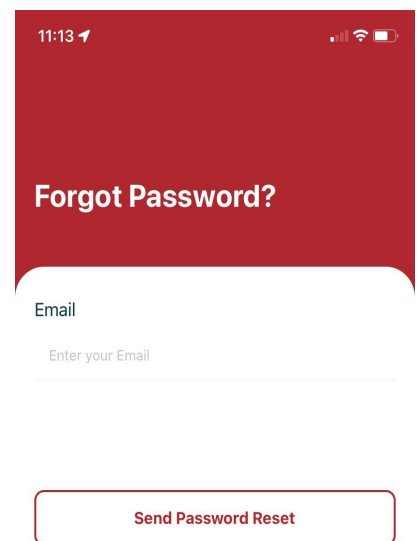
Enter your Email

Password

Create a Password

[By registering, you are agreeing to authorize information.](#)

Register & Login



11:13

**Forgot Password?**

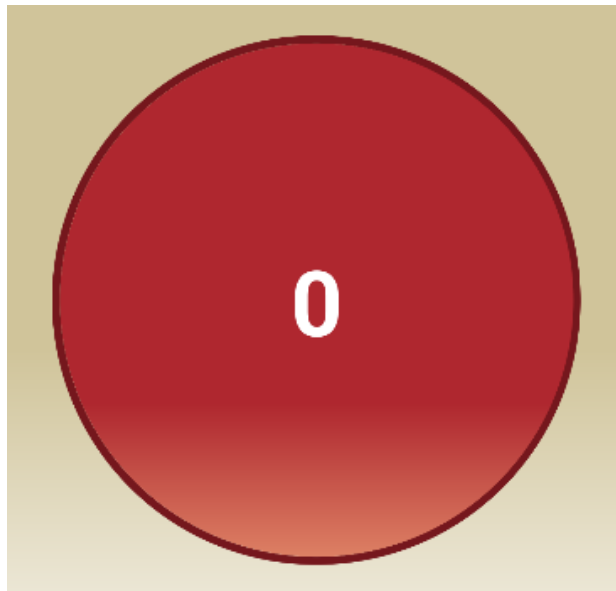
Email

Enter your Email

Send Password Reset

## Home page

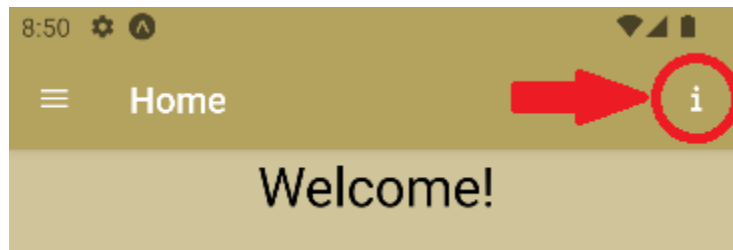
The homepage features the **score aggregator**:



Navigation tabs:



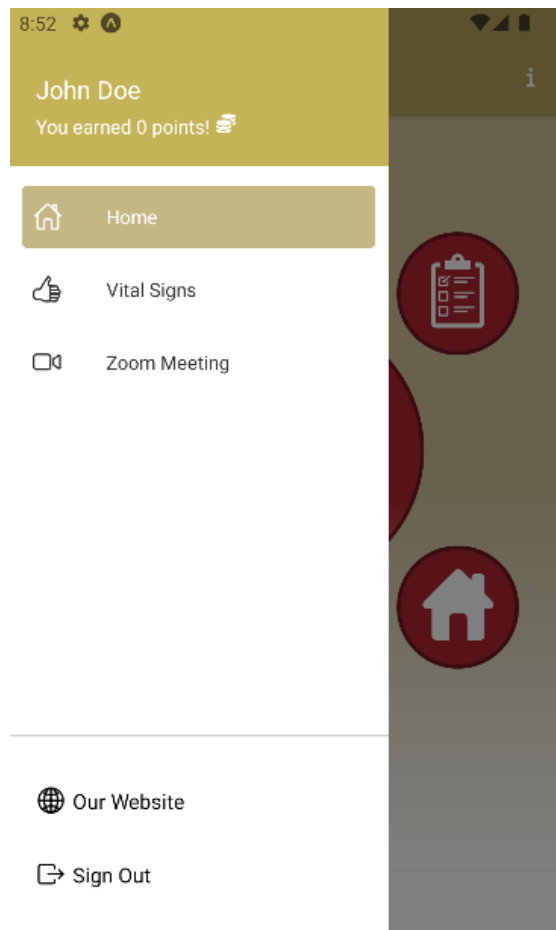
Information box:



And the **generate report** button to send your information to a case manager.

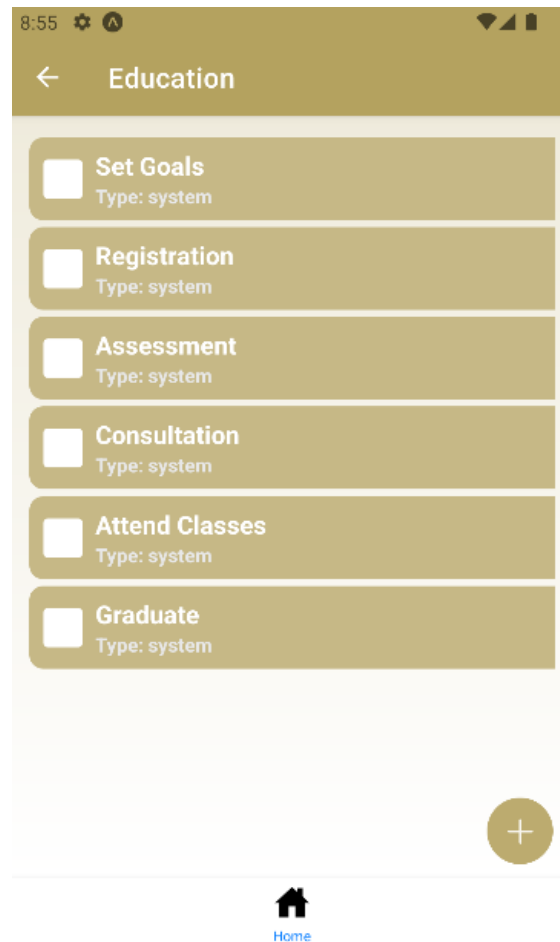


**Vital Signs**, **Zoom**, and the **website** are all featured in the **slider menu** which can be accessed by pressing the icon in the top left of the screen.



## 2.2 Navigation Tabs

Upon pressing any of the **navigation tabs**, you are redirected to a task list that looks as shown.



Each **navigation tab** contains a different list for each category. In this case, you see the education tab. Upon completion of one of these tasks the **score aggregator** on the homepage increases by 100. Simply press the white box when the task is completed and a confirmation window appears.

### Complete [Set Goals]

You will not be able to uncomplete this task

CANCEL OK

This is put in place as a precaution. Predefined tasks cannot be unchecked. By pressing the **plus** in the bottom right of the screen, you can create as many tasks as you wish. Just fill in the name and confirm. However, you do not earn points for tasks you create.

Upon pressing the words instead of the empty box, you can see subcategories, and using the **plus** button in the bottom right of the screen you can create more subtasks to simplify tasks further. You do not earn points for completing sub categories.

## 2.3 Information Box

The **information box** is there in case you need to understand what each tab does. Simply touch it and a window comes up detailing each tab and their locations around the **score aggregator**.

## 2.4 Vital Signs

**Vital Signs** is the mood assessment page, its main purpose is to track progress, good or bad. After pushing the **vital signs** icon from the **slider menu**, several questions appear.

The screenshot shows a mobile app interface for the 'Vital Signs' section. At the top, there's a status bar with the time 9:03 and various icons. Below it is a hamburger menu icon and the title 'Vital Signs'. The main content area is titled 'Financial' and contains three input boxes labeled 'Monthly Income', 'Credit Score', and 'Emergency Funds'. Below these is a section titled 'Overall Confidence in my Financial Situation:' with five radio buttons. The first button is selected and labeled 'Excellent'. The other buttons are labeled 'Okay' and 'Horrible'. Below this is a section titled 'How I feel about my...' with a sub-label 'Life:'. It features five colored smiley face icons: green (happy), light green (neutral), yellow (neutral), orange (sad), and red (very sad). At the bottom, there's a section titled 'Vision of Self:' with five colored smiley face icons, only the first green one is visible.

The first box is for monthly income. Simply input how much money you made in the last month, commas don't matter, and you also don't need to input the dollar sign. The second box is for your credit score, and the third box is how much money you have in your emergency fund. The likert scale directly below is based on how confident you feel in your current situation. The smilies keep a more detailed note on nine different categories, life, vision of self, physical health, etc. At the bottom, you can save your information after filling all the information, and you are given a wellness score based on your mood, with 9 as the lowest and 45 as the highest corresponding to a very poor mood and a very good mood respectively.



With a single button press, your information is converted to a PDF and displayed. Here you can see your progress.

[illegible]

If you choose, you can send this file to a case manager through email by pressing **Send to Case Manager** at the bottom of the screen.

## 2.6 Zoom Chat

If you wish, you can schedule an appointment with a case manager and speak with them through zoom.

## 2.7 Our Website

Pressing **Website** in the **slider menu** will redirect you to our website where you can find resources, the event calendar, more information about us, etc.