

User Handbook

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1. Creating a New Profile / Login

- Fill out all the fields

Username

Password

Password (again)

E-mail

Your mobile phone number

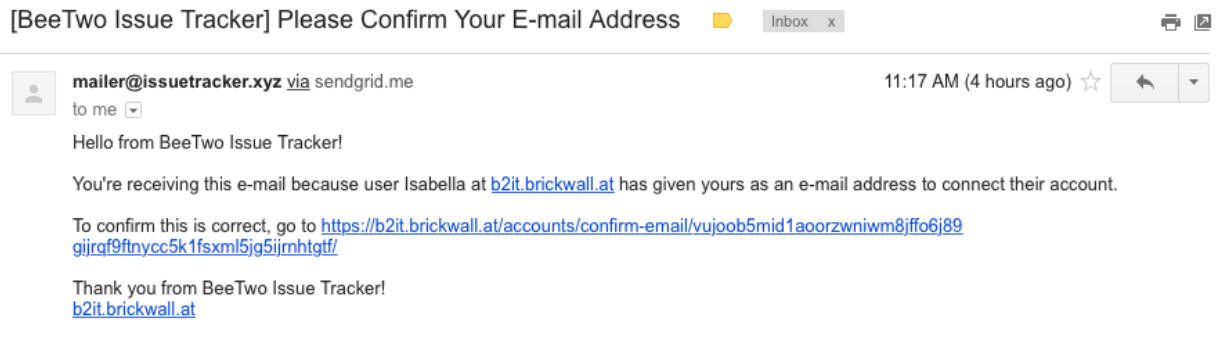
Enter your mobile phone number including your country code

Organisation

You can become a member of an existing organisation now or create your own at a later point.

You can only be part of one organization

- Check your email to confirm your email address



TOUCAN

After confirming your email address enter your log-in details

Sign In

Username Not yet a member? [Join](#)

Password

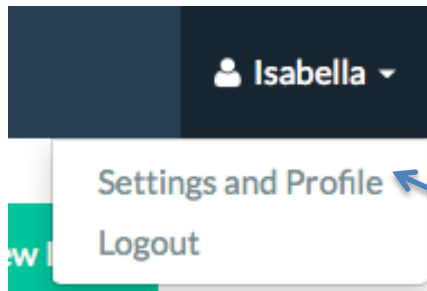
☐ Remember Me

[Forgot Password?](#)

Sign In

[About Toucan](#)

2. Adjusting Profile Settings



Click on your name on the top right corner to view 'settings and profile' and to 'logout'

Click here to edit your profile settings including notification rules

Notification Rules

1.	Issue types <ul style="list-style-type: none">• medical	Organisations <ul style="list-style-type: none">• Caritas Wien	06/22/2016 8:46 a.m.	Edit
2.	Issue types <ul style="list-style-type: none">• medical	Organisations <ul style="list-style-type: none">• Caritas Wien	06/22/2016 8:46 a.m.	Edit
3.	Issue types <ul style="list-style-type: none">• medical	Organisations <ul style="list-style-type: none">• Caritas Wien• Medecin sans Frontiere	05/25/2016 9:20 a.m.	Edit

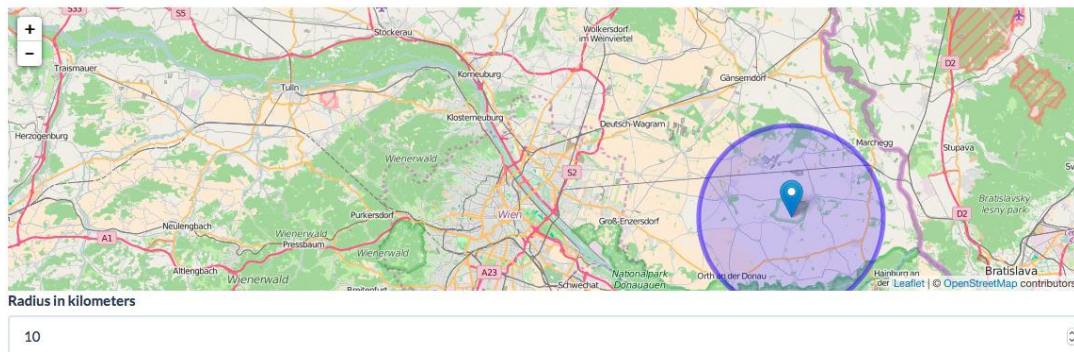
[+ Add notification rule](#)

Click here to edit a notification rule.

Click here to add a new notification rule.

3. Defining Notification Rules

This will allow you to only be notified on issues that are relevant to your location and area of focus.



- Enter or select the geographical radius you want to be notified on

Notification type

- ☒ Text Message (SMS)
☐ Email

← Select how you want to be notified

Organisations

- ☒ Caritas Wien
☐ Development
☐ Echo100Plus
☒ Medecin sans Frontieres

← What organizations you want to be notified on for this geographical radius and notification type

Notifications can be filtered by Organisation (default: all)

Issue types

- ☐ medical
☒ general

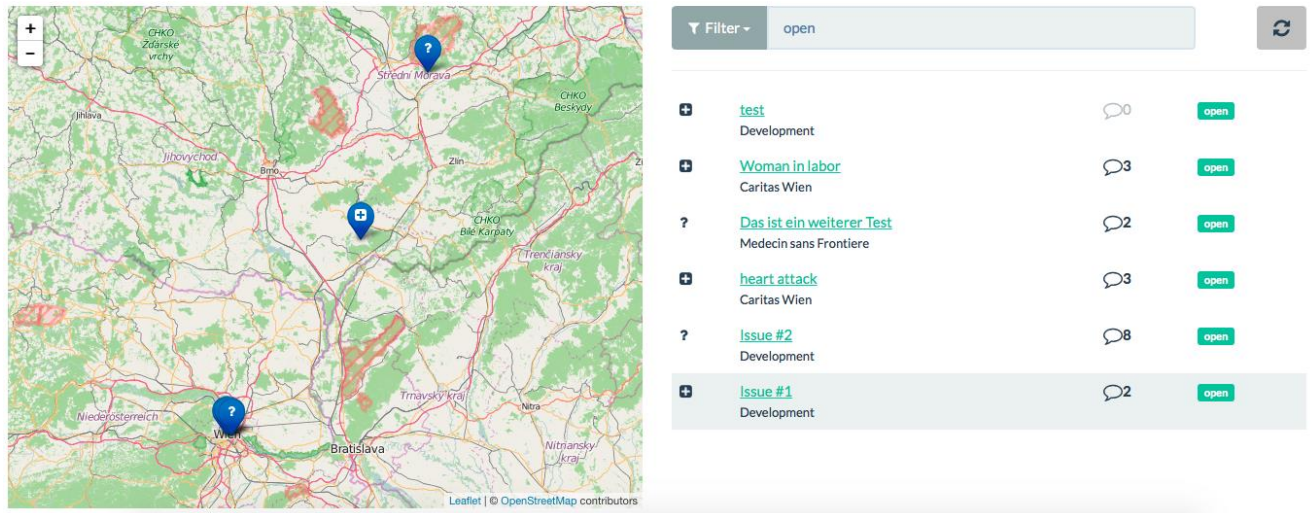
← What kind of issues you want be notified on, for this geographical radius, notification type, organization, issue type

Filter by issue type (default: all)

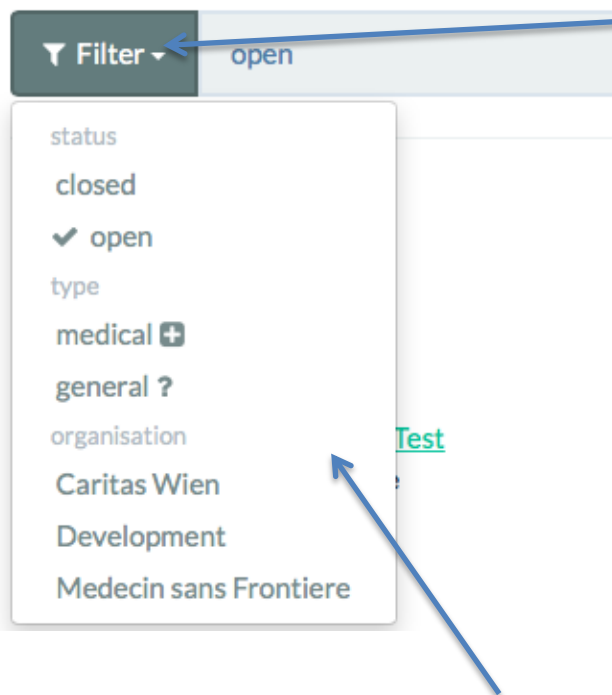
Save

4. Viewing & Filtering Issues

- View all existing issues



- Filter Options



Click here to filter what issues you want to see

If there is a tick next to a word it means you have selected it

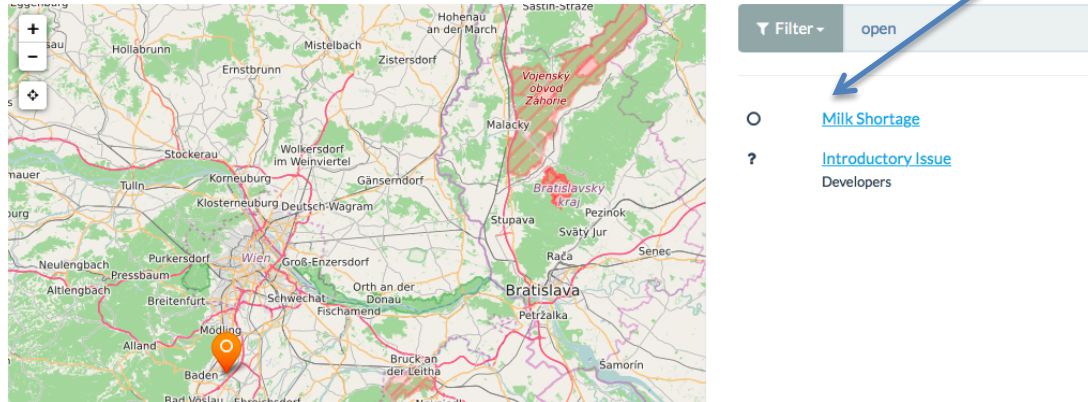
Select what kind of issues you want to see in the list and map

Click here to
refresh and see
new issues

Filter open				
+	test	0	open	
	Development			
+	Woman in labor	3	open	
	Caritas Wien			
?	Das ist ein weiterer Test	2	open	
	Medecin sans Frontiere			
+	heart attack	3	open	
	Caritas Wien			
?	Issue #2	8	open	
	Development			
+	Issue #1	2	open	
	Development			

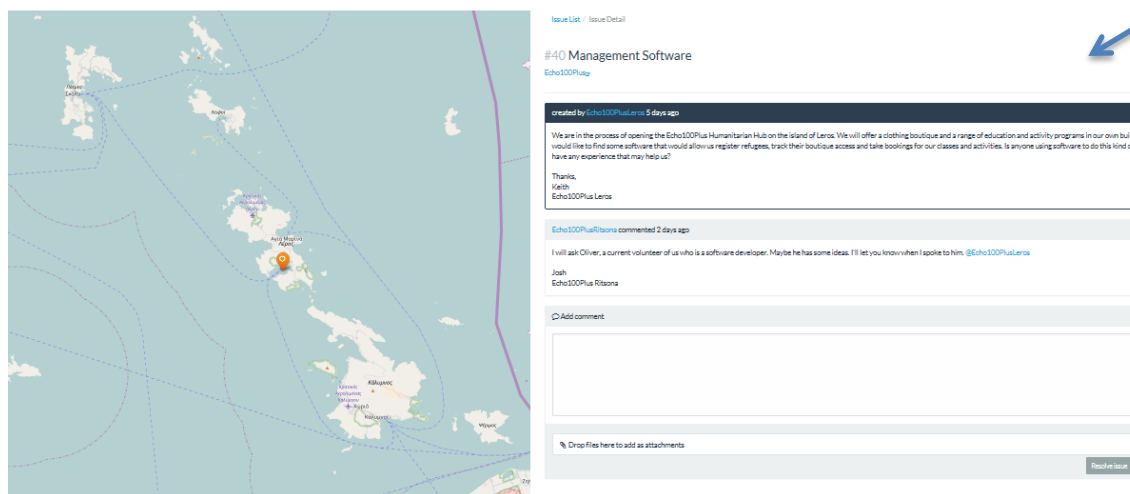
5. Viewing Specific Issues

Click on
issue you
want to
view

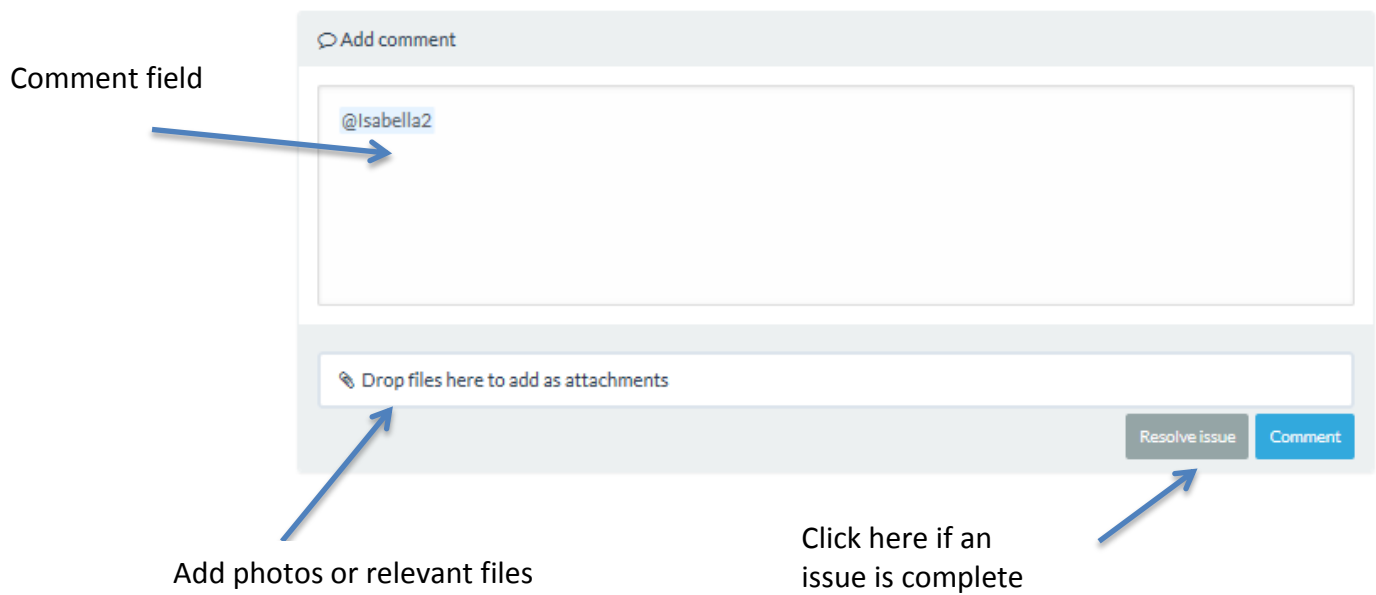


- Detailed information on issue

Status of
issue

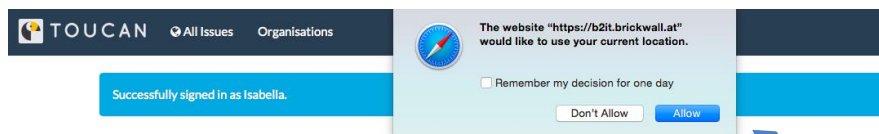
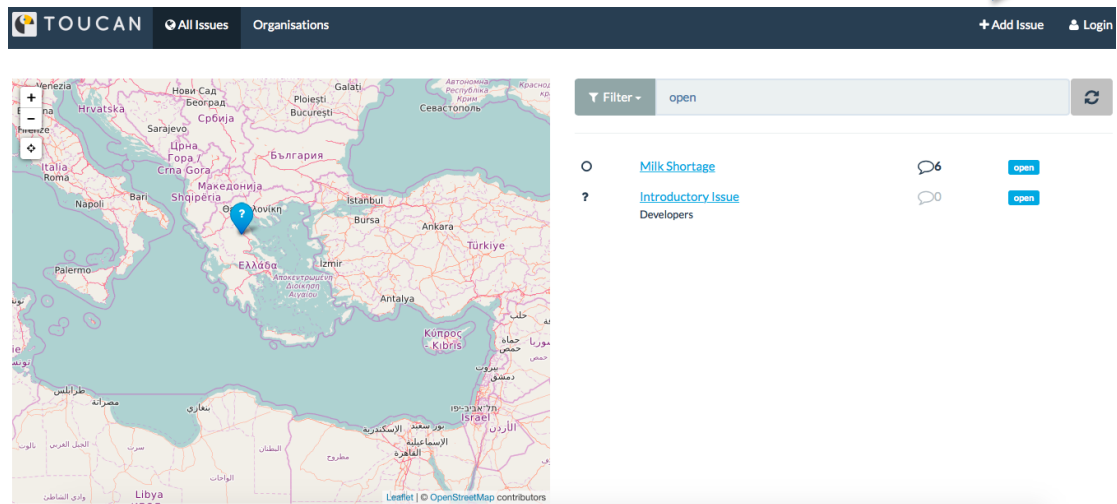


6. Commenting on Issues



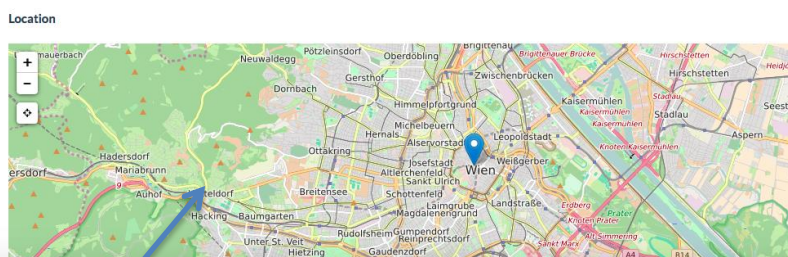
7. Creating an Issue

Click here to create new issue



Create new Issue

Click allow to mark your current location



Or select another point on the map

- Fill out all the information regarding the issue

Issue title

Description

Issue type

- ☐ Accommodation
- ☐ Non Food Item
- ☐ Food Item
- ☐ Legal Advice
- ☐ Supplies
- ☐ General
- ☐ Medical

Create

8. Contact Information

This the end of the handbook, for any further questions please email annunziata@beetwo.at.