

Street Manager Business Change app

Release notes and guidance

Welcome to the Street Manager Business Change app. We hope you find these notes useful as you begin to use the platform. If you require help with any elements which aren't covered within these notes then contact the business change team on slack or by messaging us (Catriona McKimmie, Ben Garwood and Aleksandra Aleksandrova) within the app.

Privacy Notice

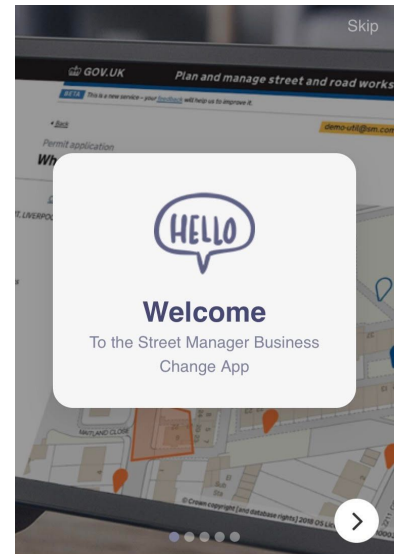
As part of using the app you will need to create a user profile including details such as email address, profile id, password, organisation and role, and if you wish, a phone number, a bio and a photo.

Your data will be stored securely on the app.

Your data will not be shared or used for any other purposes other than to use and navigate through the app.

Your data will not be shared or used for any marketing purposes and will not be accessible to third parties.

You can request for your profile to be destroyed at any time, as per GDPR guidelines.



1) Downloading/accessing the app

The app is currently available on the following web URL:

<https://apps.fliplet.com/clarasys-dft-street-manager-business-change>.

You can copy and paste it into a web browser on your phone or computer. We are in the process of getting it onto both the Apple Store and the Google Play Store (for apple and android users respectively), and will update you when you can download it on your phone.

The first screen you'll see is shown on the right. Flip through the introductory material to create a profile.

2) Setting up a profile

Before logging in it's mandatory that you create a profile with information about yourself, including which organisation you

represent. This is to ensure that you can be identified within the Street Manager community and allows other people in similar roles/organisations to find you.

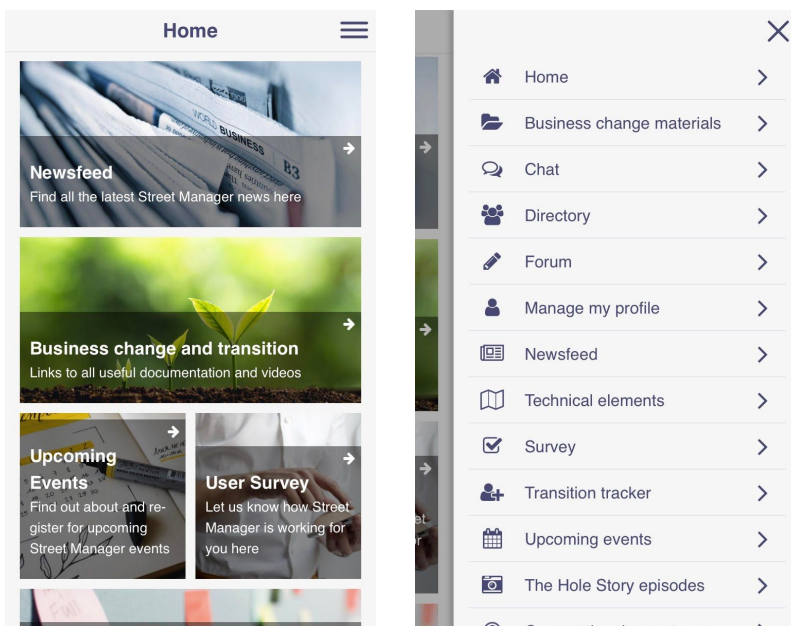
Enter the details, including a password. If you like you can upload a photo.

The same details can be used across the web browser, the apple and the android version of the app. Once you have registered once you don't need to do so again.

You will then be directed to login, using your details.

Your data will be stored securely and you can request for your profile to be destroyed at any time, as per GDPR guidelines.

3) Navigating through the app



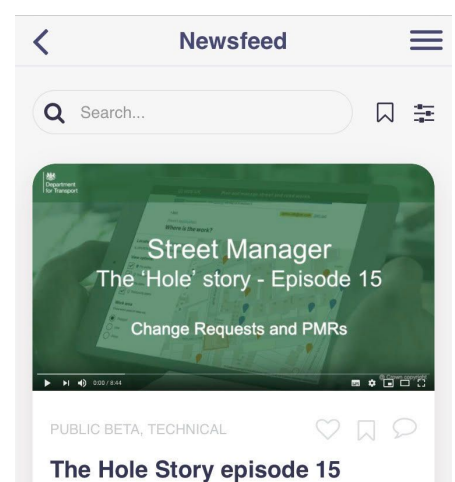
Once you've logged in you'll be automatically directed to the homepage, where you can browse through the different materials, news and chat functions.

Not all pages are listed directly on the homepage, but you can find the rest by tapping/clicking the three lines in the top right corner and opening the main menu.

4) Read-only content

Some elements of the app are read-only whereas others can be edited by users. Read/view only content includes:

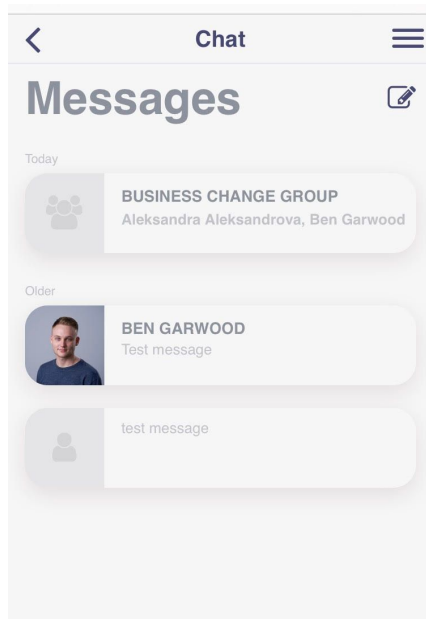
- **Business Change Materials**, where you can find links to documents like the impact assessment template, the stakeholder analysis template and all of the business change playbooks.
- **Newsfeed**, where the Street Manager Team will be posting regular updates around changes to functionality, new materials and milestones.



- **Scope, API and business rules**, where you can find links to documentation on all three.
- **Transition tracker**, which tracks the percentage of LHAs/utilities in sandbox by region.
- **Upcoming events**, which the team will update with any future webinars or events.
- **The Hole Story Episodes**, which contains each video in The Hole Story series on user journeys through Street Manager.

5) User-generated content

As well as a repository for documents and videos the app also houses a forum and a chat function where you can pose questions publicly and privately to other Street Manager users.



A key feature of the chat function is the ability to create group messages. You could for instance, create a group with everyone in your area who needs to carry out training to coordinate your activities and share best practice.

If you'd like to ask a question publically then you can use the forum function. Anyone with a login will be able to reply to your question, and you can save useful threads to go back to later. The Street Manager team will be moderating the forum and providing guidance when necessary.

Eventually, the app will replace slack as the primary messaging channel for users of Street Manager. We will notify you when Slack rolls down and the app becomes

