

CareCarma

It Starts With Family

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INTRODUCTION

How Can CareCarma Help You?

Once upon a time, family members all lived in the same small community, sometimes even under the same roof. If someone needed support, you could simply reach out and touch them. This ancient, localized support system largely disappeared with the emergence of the modern nuclear family. Today, the family is often dispersed across an entire continent, sometimes around the world. So, how can we provide care to our elders or other members of our family who have had an accident, a sudden illness or even to a new mother and father with a newborn baby?

Suppose there was a way to close the distance between family members by reuniting them in a virtual community. A place where they could once again simply reach out and touch each other when in need.

At CareCarma, our mission is to help people build that community, one family at a time. CareCarma is built upon four pillars:

1. **CareCarma Circles** helps you organize your family into a care team that can bring support to family members in need.
2. **CareCarma CoSMoS** helps family members connect, interact and communicate more easily, reliably, and productively.
3. **CareCarma Communities** brings Circles together with others that have special expertise and/or who are local to geographically distant family members in need.
4. **CareCarma Contacts** provides easy access to other, outside resources and services, if and when you need them - from finding a home cleaning service to finding a live-in caregiver.

CareCarma Home Page

From here you can access information for all of your activities in all of your circles and communicate with the entire CareCarma community.

The screenshot shows the CareCarma mobile application interface. At the top, there is a blue header bar with the CareCarma logo, a bell icon for notifications, and a user profile picture for 'Maryanne Smile'. Below the header, there is a navigation bar with icons for 'MY CIRCLES' (with a dropdown arrow), 'HOME', 'MAIN CALENDAR', 'MESSAGES', 'PEOPLE', and 'SETTINGS'. To the right of the navigation bar is a search icon.

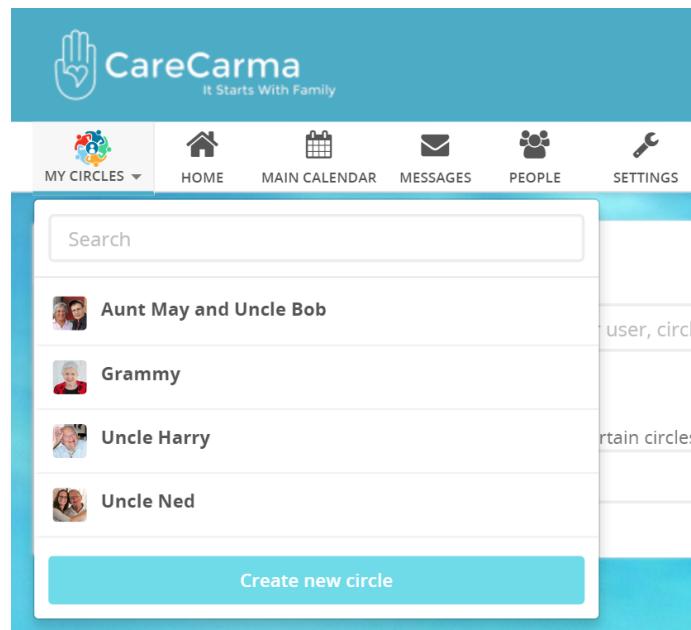
The main content area has a background image of a beach. On the left side, there is a 'What's on your mind?' input field and a post from 'Maryanne Smile' dated Nov 10, 2016, in 'Aunt May and Uncle Bob' circle, marked as 'PRIVATE'. The post says 'Take Aunt May and Uncle Bob to Kathy's Grammy's birthday party' and includes a date 'November 18, 2016'. Below this post, there is a section for 'Participants:' showing '1 attending · 0 maybe · 0 declined' and three buttons: 'Attend' (highlighted in blue), 'Maybe', and 'Decline'. There are also 'Like' and 'Comment' buttons, and social sharing links for Facebook, Twitter, and LinkedIn.

On the right side, there are two sections: 'Latest activities' (which currently says 'There are no activities yet.') and 'Upcoming events' (which lists the same birthday party post from 'Maryanne Smile' with the date 'November 18, 2016').

CareCarma CareCircle

This is the private section. Only people that have been invited to the Circle have access to it.

You can setup an unlimited number of CareCircles and they can be defined any way you prefer. They can be people, events, groups - anything.



CareCarma CareCircle Tools

Once you've created a circle, you have access to a large array of tools and functions. Create and assign tasks, schedule events, upload and manage files and images and setup access to a smart mobile device such as an LG Urbane 2 Watch.





Grammy

1 Posts 1 Members 0 Followers

[+ Invite](#) [⚙️](#)

Circle menu

- Stream
- Care receiver
- Tasks
- Circle Calendar
- Polls
- Files
- Notes
- Add Dropbox files
- Linklist

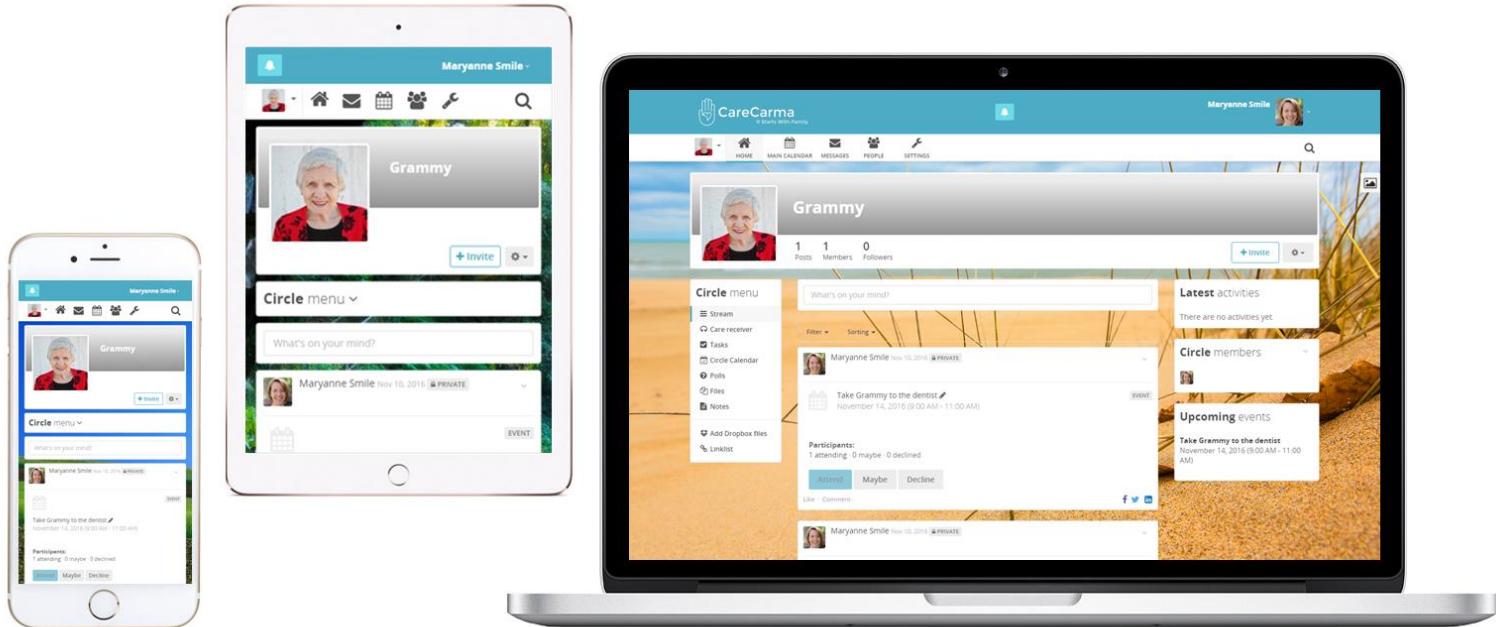
November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31		1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

9a Take Grammy to the dentist

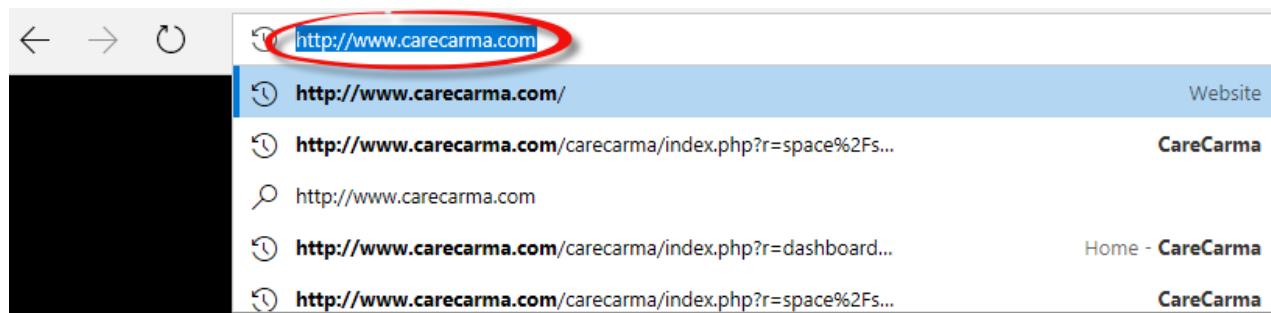
Work on different platforms

CareCarma is compatible with most browsers, so it will work on Windows, Apple and Linux PCs. A mobile version of CareCarma is available for both [Android](#) and [iOS](#) devices.



GETTING STARTED

Open an Internet browser



Enter the URL website address (carecarma.com) or (<http://carecarma.com>)



Optional: Select (watch the video) to learn more about CareCarma

Select (Try It Now) to access the (Sign up for CareCarma) pop-up

Sign up for CareCarma

A screenshot of a sign-up form. At the top, there is a text input field labeled "E-Mail" which is circled in red. Below the input field is a blue button labeled "Register" which is also circled in red. The form includes a small note at the bottom stating: "By clicking Sign Up, you agree to our [User License](#) and [Privacy Statement](#)".

Already have an account? [Login](#)

Enter an (**email address**)

Select (**Register**)

Registration successful!

Please check your email and follow the
Instructions!

[back to home](#)

You will automatically receive a (Registration successful) pop-up



Open an Internet browser and access the account for the email you registered with CareCarma

Open the (CareCarma – It Starts With Family!) email

Select (Sign up) to access the (Create an account) pop-up

Create an account

Account

Username *

New password *

Confirm new password *

General

First name *

Last name *

Birthday

Hide year in profile

Create account

In the (**Username**) section, enter a name or email address (Username should contain at least 4 characters)

Note: This name is only used to log-in to CareCarma

In the (**New password**) section, enter a password for this account (Password should contain at least 8 characters)

In the (**Confirm new password**) section, re-enter the same password again

Note: The first and last name are the names that appear to CareCarma members or your CareCircle's members

In the (**First name**) section, enter your first name

In the (**Last name**) section, enter your last name

Optional: In the (**Birthday**) section, enter your birthday in the format mm/dd/yyyy

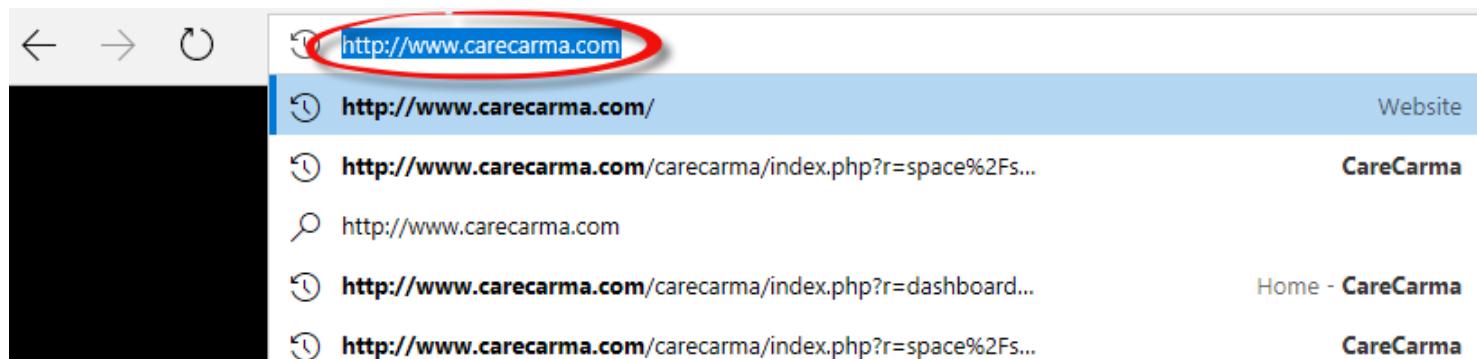
Optional: (**Check**) the (**Hide year in profile**) if you don't want your CareCircle members to see your year of birth

Optional: (**Uncheck**) the (**Hide year in profile**) if you do want your CareCircle members to see your year of birth

Select (**Create Account**)

LOG IN TO YOUR CARECARMA ACCOUNT

Open an Internet browser



Enter the URL website address (**carecarma.com**) or (**http://carecarma.com**) to access the (Log in to CareCarma) pop-up

Note: You may want to save this URL website address as a favorite for easy access in the future

The screenshot shows the "Log in to CareCarma" page. It has two input fields: one for "Username or Email" containing "KaySmith" and another for "Password" containing masked text. Below the fields are two buttons: "Remember me" (checked) and "Forgot your password?". A large blue "Sign in" button is at the bottom. At the very bottom, there is a link "Do not have an account? Sign up".

Enter the (**Username or Email**) you registered with CareCarma when you first signed up for this account

Enter the (**Password**) you registered with CareCarma when you first signed up for this account

Check the (**Remember me**) box if you want CareCarma to remember your username for future log-ins

Uncheck the (**Remember me**) box if you don't want CareCarma to remember your username for future log-ins

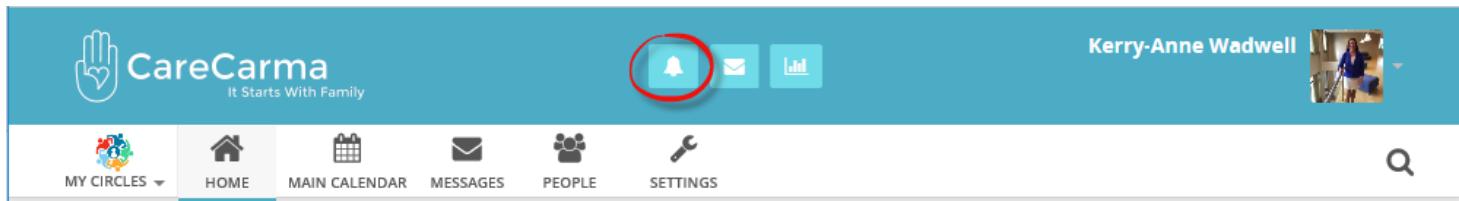
Select (**Sign in**)

If you forget your password, select (**Forgot your password?**) and follow the instructions

If you don't have an account or want to setup a new account, select (**Do not have an account? Sign up**) and follow the instructions

CARECARMA FUNCTIONS AND TOOLS

CareCarma Toolbar – Notifications



The CareCarma toolbar at the top of the screen. The Notifications icon (a bell) is highlighted with a red circle. Other icons include Home, Main Calendar, Messages, People, and Settings. The user profile picture of Kerry-Anne Wadwell is on the right.

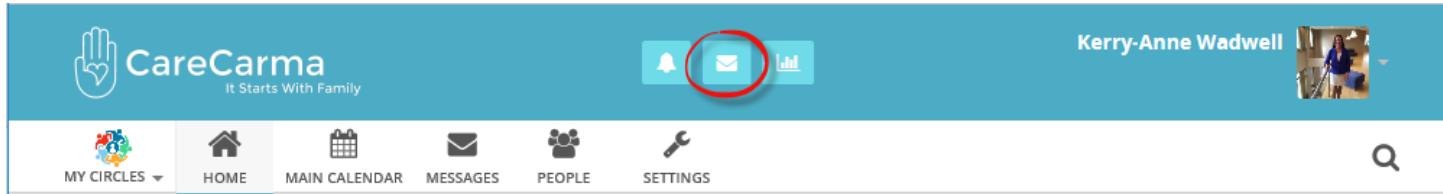
Select the  (**Notifications**) icon to access a list of notifications

When a new notification is received, a (**number**) is displayed above the  (**Notifications**) icon

To access notifications, select the  (**Notifications**) icon

To close notifications, select the  (**Notifications**) icon a second time

CareCarma Toolbar – Messages



The CareCarma toolbar at the top of the screen. The Messages icon (an envelope) is highlighted with a red circle. Other icons include Home, Main Calendar, Notifications, People, and Settings. The user profile picture of Kerry-Anne Wadwell is on the right.

Select the  (**Messages**) icon to access a list of messages

When a new message is received, a (**number**) is displayed above the  (**Messages**) icon

To access messages, select the  (**Messages**) icon

To close messages, select the  (**Messages**) icon a second time

To create a new message

 Select (**New Message**)

 In the (**Recipient**) section, enter one or more email addresses

 In the (**Subject**) section, enter a subject description

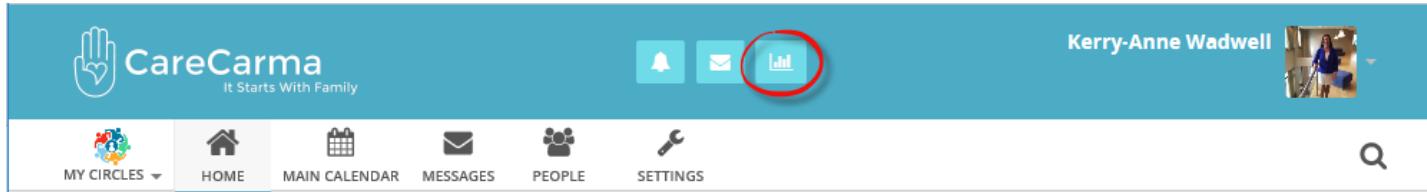
 In the (**Message**) section, enter your message

 Optional: Use the tools on the toolbar to edit the message

 When your message is complete, select (**Send**)

 If you don't want to send the message, select (**Close**)

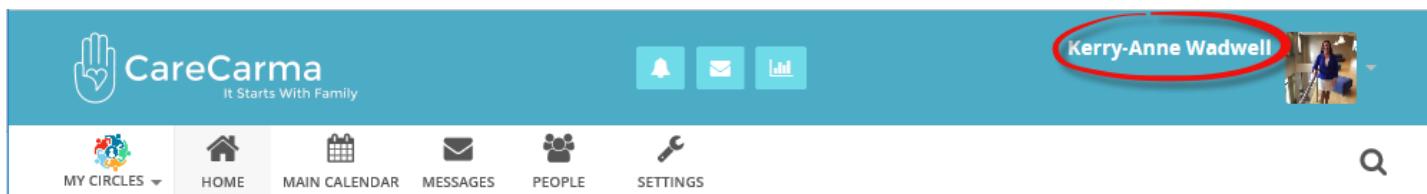
CareCarma Toolbar – Reports List



The CareCarma toolbar at the top of the screen. The Reports List icon (a bar chart) is highlighted with a red circle. Other icons include Home, Main Calendar, Notifications, Messages, People, and Settings. The user profile picture of Kerry-Anne Wadwell is on the right.

Select the **Reports List** to access the Care Receivers health report(s)

CareCarma Toolbar – Name



The CareCarma toolbar at the top of the screen. The user name "Kerry-Anne Wadwell" is highlighted with a red oval. Other icons include Home, Main Calendar, Notifications, Messages, People, and Settings. The user profile picture of Kerry-Anne Wadwell is on the right.

This is the name of the CareCarma member

CareCarma Toolbar – Picture

The CareCarma toolbar at the top of the page. It features a teal header with the CareCarma logo and tagline "It Starts With Family". On the right side, there is a user profile for "Kerry-Anne Wadwell" with a small thumbnail photo. A red circle highlights this profile picture.

This is a picture of the CareCarma member

CareCarma Toolbar – Drop Down Arrow

The CareCarma toolbar at the top of the page. It features a teal header with the CareCarma logo and tagline "It Starts With Family". On the right side, there is a user profile for "Kerry-Anne Wadwell" with a small thumbnail photo. A red circle highlights the profile picture. Below the toolbar, there is a dropdown menu with two options: "My profile" and "Logout", both of which are circled in red.

Select the **(down-arrow)** adjacent the picture to access (My Profile) or to (Logout)

CareCarma Toolbar – Drop Down Arrow – My Profile

The CareCarma profile page for "Kerry-Anne Wadwell". The top navigation bar is identical to the previous screenshots. The main content area shows a large thumbnail photo of Kerry-Anne, her name, and some basic stats: 1 Follower, 0 Following, and 4 circles. To the right, there is a "My profile" link in a dropdown menu, which is circled in red. Below the stats, there is a "Profile menu" section, also circled in red, containing links like Stream, Health Report, About, Linklist, Files, Calendar, and Add Dropbox files. The central feed area shows a post from Kerry-Anne and a calendar event. To the right, there are sections for "Member in these circle" and "User followers".

Select the **(My profile)** to access the (Profile menu)

The screenshot shows the CareCarma profile page for Kerry-Anne Wadwell. At the top right, there is a dropdown menu with options "My profile" (circled in red) and "Logout". Below the profile picture, it says "Kerry-Anne Wadwell". Underneath, it shows "1 Followers", "0 Following", and "4 circles". On the left, a sidebar has a "Profile menu" section with "Stream" (circled in red) selected. The main area is titled "What's on your mind?" with a "Submit" button and a lock icon. To the right, there are sections for "Member in these circle" and "User followers", both with dropdown menus.

Selecting (**Stream**) in the Profile Menu allows you to view messages and post messages and files:

1. Privately to CareCircle members only
2. Publicly to all CareCarma members

To post a message:

Select the (What's on your mind?) box then write your message

To add files to your message:

Select the (**upload image**) icon

Locate the file you want to attach

Select (**open**)

The screenshot shows the CareCarma profile page for Kerry-Anne Wadwell. The "Stream" section is highlighted in the sidebar (circled in red). In the message input field, the word "jo" is typed, and a dropdown menu shows suggestions like "joe kang", "Marnie Mountjoy", etc. To the right of the input field, there is a "PUBLIC" button and a "Notify members" button (circled in red). The main area shows a message from "Kerry-Anne Wadwell" dated May 8, 2017, with a "PRIVATE" link.

To (**Notify Members**) of a pending message:

If you want to send a notification to members letting them know there is a message pending

Select the (**Gear Icon**)

Select (**Notify Members**)

Start typing a member's name

Select the member from the drop-down menu

Repeat the last two steps until everyone you want to send the notification to is included

Select (**Submit**), once the message is ready to send out

CareCarma Toolbar – Drop Down Arrow – My Profile – Profile Menu – Health Reports

The screenshot shows the CareCarma user interface. At the top, there's a navigation bar with icons for MY CIRCLES, HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS. On the right side of the header, there's a user profile for "Kerry-Anne Wadwell" with a photo, a red circle around the "My profile" link, and a "Logout" button. Below the header, the main content area shows a profile picture of Kerry-Anne Wadwell, her name, and stats: 1 Followers, 0 Following, 4 circles. There's also an "Edit account" button. On the left, a sidebar has a "Profile menu" section with links for Stream, Health Report (which is highlighted with a red circle), and About. Other sidebar links include Linklist, Files, Calendar, and Add Dropbox files.

Select (**Health Reports**) in the Profile Menu to access the Care Receivers health report(s)

CareCarma Toolbar – Drop Down Arrow – My Profile – Profile Menu – About

This screenshot shows the same CareCarma profile page for Kerry-Anne Wadwell. The sidebar on the left has a "Profile menu" section with links for Stream, Health Report (highlighted with a red circle), and About (which is also highlighted with a red circle). The main content area displays the "About this user" section. It includes tabs for General (highlighted with a red circle) and Communication. Under the General tab, detailed information is provided: First name (Kerry-Anne), Last name (Wadwell), Gender (Female), Street (201 East Jefferson Street), Apt/Unit (optional) (Suite 215), City (Louisville), State (KY), Country (US), Zip (40202), and Birthday (14. July). To the right of the "About" section, there are two boxes: one titled "Member in these circle" showing a profile picture, and another titled "User followers" showing a profile picture.



Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

[Edit account](#)
Profile menu

- [Stream](#)
- [Health Report](#)
- About**
- [Linklist](#)
- [Files](#)
- [Calendar](#)
- [Add Dropbox files](#)

About this user
[General](#)
Communication

 Phone Home [502-994-0429](#)

 Phone Work [502-994-0429](#)

 Mobile [502-994-0429](#)
Member in these circle

User followers

To view your profile information:
Select (About) in the Profile Menu
Select the (General) tab
Review the information
Select the (Communication) tab
Review the telephone numbers


Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

[Edit account](#)
Profile menu

- [Stream](#)
- [Health Report](#)
- About**
- [Linklist](#)
- [Files](#)
- [Calendar](#)
- [Add Dropbox files](#)

About this user
[General](#)
Communication

 First name **Kerry-Anne**

 Last name **Wadwell**

 Gender **Female**

 Street **201 East Jefferson Street**
Member in these circle

User followers

To edit your profile information:
Select (About) in the Profile Menu
Select (Edit account) to automatically open the (General tab) of profile editor

Account settings

User details

General	Communication
First name *	Kerry-Anne
Last name *	Wadwell
Gender	Female
Street	201 East Jefferson Street
Apt/Unit (optional)	Suite 215
City	Louisville
State	KY
Country	United States
Zip	40202
Birthday	07/14/1964
<input checked="" type="checkbox"/> Hide year in profile	
About	
<input type="text"/>	
<input type="button" value="Save profile"/>	

Edit the information in your profile

Account settings

User details

General	Communication
Phone Home	502-994-0429
Phone Work	502-994-0429
Mobile	502-994-0429
<input type="button" value="Save profile"/>	

Select the **(Communication)** tab

Edit the phone numbers in your profile

Select **(Save Profile)**

The screenshot shows a user profile for 'Kerry-Anne Wadwell'. At the top right, there's a dropdown menu with options 'My profile' (circled in red) and 'Logout'. On the left, a sidebar menu includes 'Profile menu' (circled in red), 'Linklist' (circled in red), and 'Add Dropbox files'. The main content area displays basic profile stats: 1 Follower, 0 Following, and 4 circles. A message states 'There have been no links or categories added to this space yet.' with a link to 'Add Category' (circled in red). To the right, sections show 'Member in these circle' and 'User followers'.

Selecting (Linklist) from the Profile Menu allows you to include links to articles that your CareCircle may find interesting
To add links to the Linklist you must first create a category

To add a category:

Select (**Add Category**) to access the (Create new category) pop-up

The screenshot shows the 'Create new category' pop-up window. It has fields for 'Title' (containing 'Best Medical Websites'), 'Description' (containing 'Here's my list of the best websites for medical information'), 'Sort Order' (containing '1'), and a 'Save' button. The background profile page for 'Kerry-Anne Wadwell' is visible, showing the same sidebar with 'Linklist' circled in red and the 'Profile menu' section.

Enter a (**Title**) to name the category

Optional: Enter a (**Description**)

Optional: Enter a number to place the category in a particular order

Select (**Save**) to create the new category

Repeat these steps for each category you want to add

Select (**Linklist**) to not create the new category



Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

Edit account

Profile menu (circled)
Stream
Health Report
About
Linklist (circled)
Files
Calendar
Add Dropbox files

Best Medical Websites (circled)
Here's my list of the best websites for medical information
Add link (circled)

Member in these circle

User followers

To Edit a category:

Select the (modify) icon adjacent the (category) you want to make changes to, to access the (**Edit category**) pop-up

Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

Edit account

Profile menu (circled)
Stream
Health Report
About
Linklist (circled)
Files
Calendar
Add Dropbox files

Edit category

Title: Best Medical Websites

Description: Here's my list of the best websites for medical information

Sort Order: 1

Save

Member in these circle

User followers

Make the appropriate changes to the (Title), (Description) or (Sort order)

Select (**Save**) to keep the changes

Select (**Linklist**) to disregard the changes



Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

[Edit account](#)
Profile menu

- [Stream](#)
- [Health Report](#)
- [About](#)
- Linklist**
- [Files](#)
- [Calendar](#)
- [Add Dropbox files](#)

Best Medical Websites

Here's my list of the best websites for medical information


[+ Add link](#)
[Add Category](#)
Member in these circle

User followers

To Delete a category:

Select the (delete) icon adjacent the (category) you want to delete to access the (Confirm category deleting) pop-up

Confirm category deleting

Do you really want to delete this category? All connected links will be lost!

[Delete](#)
[Cancel](#)
Select (Delete) to delete the category

Select (Cancel) to keep the category


Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

[Edit account](#)
Profile menu

- [Stream](#)
- [Health Report](#)
- [About](#)
- Linklist**
- [Files](#)
- [Calendar](#)
- [Add Dropbox files](#)

Best Medical Websites

Here's my list of the best websites for medical information


[+ Add link](#)
[Add Category](#)
Member in these circle

User followers

To add a link:

Select (+ Add link) to open the (Create new link) pop-up



Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

[Edit account](#)
Profile menu
[Stream](#)
[Health Report](#)
[About](#)
Linklist
[Files](#)
[Calendar](#)
[Add Dropbox files](#)
Create new link

Title

National Institute on Aging

Description

URL

<https://www.nia.nih.gov/>

Sort Order

1

[Save](#)
Member in these circle

User followers

 Enter a (**Title**) to name the link

 Optional: Enter a (**Description**)

 Enter the (**URL**) for the link

Optional: Enter a number to place the link in a particular order

 Select (**Save**) to create the new link

Repeat these steps for each link you want to add

 Select (**Linklist**) to not create the new link


Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

[Edit account](#)
Profile menu
[Stream](#)
[Health Report](#)
[About](#)
Linklist
[Files](#)
[Calendar](#)
[Add Dropbox files](#)

Best Medical Websites

Here's my list of the best websites for medical information

 [National Institute on Aging](#)

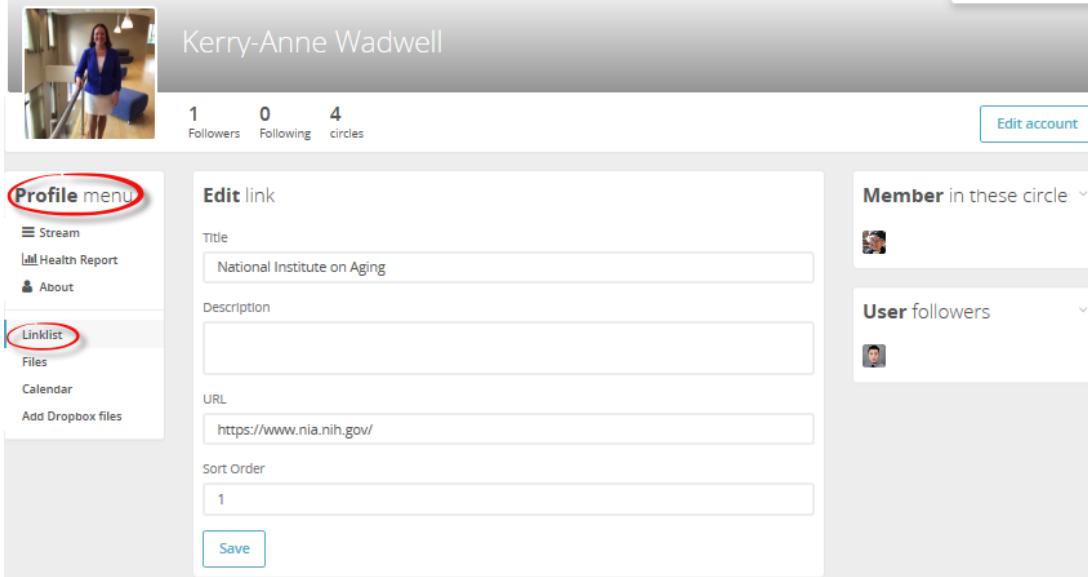
Comments (0) - Like

[Add Category](#)
Member in these circle

User followers


To Edit a link:

Select the (edit) icon adjacent the link you want to make changes to, to access the (Edit link) pop-up

Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

Edit account

Profile menu

- Stream
- Health Report
- About
- Linklist** (circled)
- Files
- Calendar
- Add Dropbox files

Edit link

Title: National Institute on Aging

Description:

URL: <https://www.nia.nih.gov/>

Sort Order: 1

Member in these circle

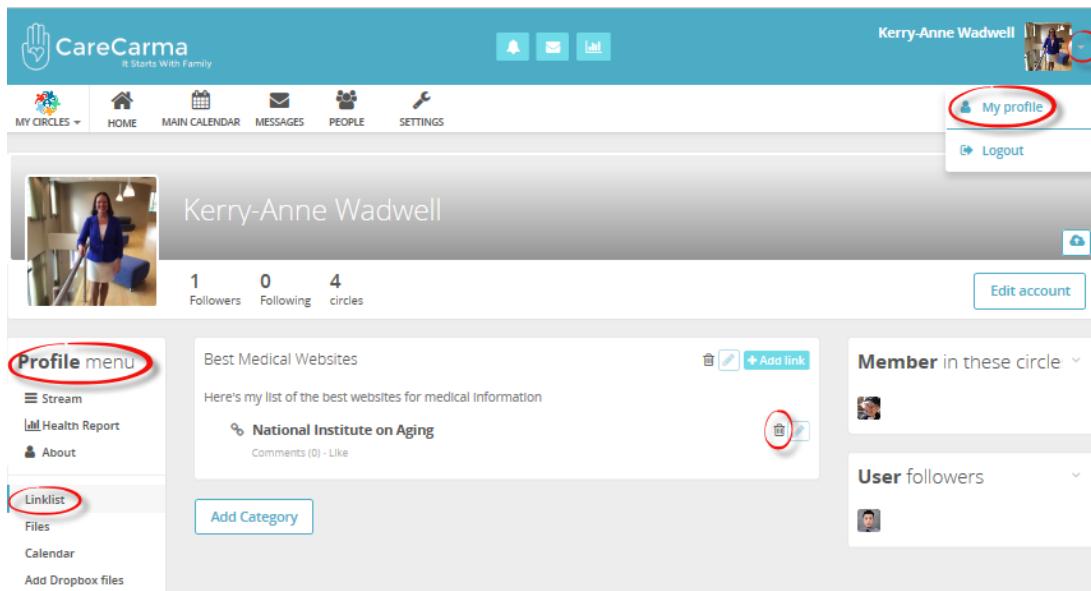
User followers

Save

Make the appropriate changes to the (Title), (Description), (URL) or (Sort order)

Select (**Save**) to keep the changes

Select (**Linklist**) to disregard the changes



Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

Edit account

Profile menu

- Stream
- Health Report
- About
- Linklist** (circled)
- Files
- Calendar
- Add Dropbox files

Best Medical Websites

Here's my list of the best websites for medical information

National Institute on Aging (Comments (0) - Like) 

Add Category

Member in these circle

User followers

To Delete a link:

Select the (delete) icon adjacent the link you want to delete to access the (Confirm link deleting) pop-up



Confirm link deleting

Do you really want to delete this link?

Delete

Cancel

Select (**Delete**) to delete the link

Select (**Cancel**) to keep the link

The screenshot shows a user profile for 'Kerry-Anne Wadwell'. At the top right, there's a red circle around the 'My profile' link. Below it, a red circle highlights the 'Edit account' button. On the left, the 'Profile menu' is open, with 'Files' selected. A red circle highlights the 'Files' link in the sidebar. In the main content area, there's a table showing a single file entry: 'Files from the stream'.

Name	Size	Updated	Likes/Comments	Creator
Files from the stream	—	Jun 12, 2017		

Selecting (**Files**) from the Profile Menu allows you to:

1. Access all files (from the stream) in one central location
2. Add files you want to share with this CareCircles members
3. Manage files added to this CareCircle
4. Create and manage directories to organize your files

Files from the Stream:

Any files uploaded in the (Stream) will automatically be saved to the (Files from the Stream) section

This screenshot is identical to the first one, showing the 'Files' section of the profile. However, the '+ Add file(s)' button in the top navigation bar is now highlighted with a red circle.

To Add Files:

Select (+ Add files(s))

Locate the file you want to add

Select (open)

Repeat these steps for each file you want to add



Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

[Edit account](#)
Profile menu
[Stream](#)
[Health Report](#)
[About](#)
[Linklist](#)
Files
[Calendar](#)
[Add Dropbox files](#)

Profile menu

+ Add file(s) Add directory (1) Selected Items...  

Name Size Up

Name	Size	Up
Files from the stream	—	Jun 12, 2017
<input checked="" type="checkbox"/> Grandma's Medical Reports July 2017.docx	11.5 KIB	less than a minute ago
<input type="checkbox"/> Grandma's Medical Reports June 2017.docx	11.5 KIB	less than a minute ago
<input type="checkbox"/> Grandmas Contact List.docx	11.5 KIB	less than a minute ago



To Delete Files:

Check the box adjacent the file you want to delete

 Select the **(Selected items)** section

 Select **(Delete)**
To Move Files:

Check the box adjacent the file you want to move

 Select the **(Selected items)** section

 Select **(Move)** to access the **(Move files)** pop-up

Move files

I (root)
 Activities Log
 Health Reports
 Shopping Lists

[Save](#) [Close](#)

Select the location where you want the file moved to

 Select **(Save)** to complete the move to the new location

 Select **(Close)** to keep the file in the current location


[My profile](#)
[Logout](#)


Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

[Edit account](#)
Profile menu
[Stream](#)
[Health Report](#)
[About](#)
[Linklist](#)
Files
[Calendar](#)
[Add Dropbox files](#)
[+ Add file\(s\)](#)
[Add directory](#)

Directories can be used to organize your files into manageable categories, e.g. Health Reports, Shopping Lists

To add a directory:

Select (+ Add directory) to access the (Create folder) pop-up

Create folder
Title *

Description for the wall entry.

[Save](#)
[Close](#)

Enter a (**Title**) to name the directory, e.g. Health Reports

Optional: Enter a (Description for the wall entry)

Select (**Save**) to create the new directory

Repeat these steps for each directory you want to add

Select (**Close**) to not create the new directory


[My profile](#)
[Logout](#)


Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

[Edit account](#)
Profile menu
[Stream](#)
[Health Report](#)
[About](#)
[Linklist](#)
Files
[Calendar](#)
[Add Dropbox files](#)
[+ Add file\(s\)](#)
[Add directory](#)

<input type="checkbox"/>	<input type="checkbox"/>	Health Reports			
<input type="checkbox"/>	<input type="checkbox"/>	Shopping Lists			
<input type="checkbox"/>	<input type="checkbox"/>	Grandma's Medical Reports July 2017.docx	11.5 KIB	7 minutes ago	Like Comments (0)
<input type="checkbox"/>	<input type="checkbox"/>	Grandma's Medical Reports June 2017.docx	11.5 KIB	7 minutes ago	Like Comments (0)
<input type="checkbox"/>	<input type="checkbox"/>	Grandmas Contact List.docx	11.5 KIB	7 minutes ago	Like Comments (0)

To add files to a directory:

Select the (**Directory**) you want to add files to



MY CIRCLES HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

Edit account

Profile menu

+ Add file(s) Add directory

Health Reports

Like | Comments (0) | Show on Wall

Name	Size	Updated	Likes/Comments	Creator
Grandma's Medical Reports July 2017.docx	11.5 KIB	3 minutes ago	Like Comments (0)	[User Icon]
Grandma's Medical Reports June 2017.docx	11.5 KIB	3 minutes ago	Like Comments (0)	[User Icon]

Select (+ Add files(s))

Locate the file you want to add

Select (open)

Repeat these steps for each file you want to add to this directory

MY CIRCLES HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

Edit account

Profile menu

+ Add file(s) Add directory

Health Reports

Name	Size	Updated	Likes/Comments	Creator
Files from the stream	—	Jun 12, 2017		
Health Reports	—	less than a minute ago	Like Comments (0)	[User Icon]
Shopping Lists	—	less than a minute ago	Like Comments (0)	[User Icon]
Grandma's Medical Reports July 2017.docx	11.5 KIB	7 minutes ago	Like Comments (0)	[User Icon]
Grandma's Medical Reports June 2017.docx	11.5 KIB	7 minutes ago	Like Comments (0)	[User Icon]
Grandmas Contact List.docx	11.5 KIB	7 minutes ago	Like Comments (0)	[User Icon]

To Delete Files from a directory:

Select the (Directory) you want to delete files from



Kerry-Anne Wadwell

1 Followers 0 Following 4 circles

[Edit account](#)
Profile menu
[Stream](#)
[Health Report](#)
[About](#)
[Linklist](#)
Files
[Calendar](#)
[Add Dropbox files](#)

+ Add file(s) / **Add directory** / **(1) Selected Items...**

Delete / **Move** / **ZIP selected**

Health Reports

Like | Comments (0) | Show on Wall

Name	Size	Updated	Likes/Comments	Creator
<input checked="" type="checkbox"/> Grandma's Medical Reports July 2017.docx	11.5 KIB	6 minutes ago	Like Comments (0)	
<input type="checkbox"/> Grandma's Medical Reports June 2017.docx	11.5 KIB	6 minutes ago	Like Comments (0)	

Check the box adjacent the file you want to delete

Select the **(Selected items)** section

Select**(Delete)**

The screenshot shows the CareCarma profile menu calendar interface. At the top, there's a navigation bar with icons for MY CIRCLES, HOME, MAIN CALENDAR (which is selected), MESSAGES, PEOPLE, and SETTINGS. On the right, there are links for Kerry-Anne Wadwell (with a photo), My profile (circled in red), Logout, and Edit account.

The main area displays a profile picture of Kerry-Anne Wadwell and her stats: 1 Followers, 0 Following, 4 circles. A "Profile menu" link is circled in red. Below this is a sidebar with Stream, Health Report, About, Linklist, Files, and a highlighted Calendar link (also circled in red). There's also a "Add Dropbox files" button.

The central part of the screen is a monthly calendar for June 2017. The days of the week are labeled from Sunday to Saturday. Navigation arrows and a "today" button are at the top of the calendar. The days are numbered from 1 to 30. A "month" link is circled in red at the top right of the calendar grid. At the bottom right, there are buttons for "month", "week", and "day".

Select (**Calendar**) to view or schedule events on your personal calendar

Events scheduled on the Profile Menu Calendar can only be viewed or edited by you, no one else can see this calendar

Events scheduled on any Circle calendar(s) you have access to, will also appear on this Calendar and your Main Calendar

Editing an event on any of your calendars, will update the event in all relevant calendars

To view the calendar by month, select (**month**)

To view the calendar by week, select (**week**)

To view the calendar by day, select (**day**)

(**Today**) will be shaded a different color to all other days, regardless of which calendar view you select

To go back in time, select (<)

To go forward in time, select (>)

To create a new event:

Select (**Calendar**)

Select the (**Day**) of the event to access the (**Create Event**) pop up



Create event

Title

Doctor's Appointment

Description

Primary Care Physician
Dr. Smith
123 Main St, Suite 406

Is Public

All Day

Start Date *

6/6/17

Start Time

10:00

End Date *

6/6/17

End Time

11:00

Participant Mode

Everybody can participate

Save

Close

In the **(Title)** section, enter a title description. E.g. Doctors Appointment

In the **(Description)** section, enter a description. E.g. 10:00 a.m. Dr. Smith Oncologist 123 Main St, Suite 406

To NOT allow all CareCarma members to see the calendar entry, leave the **(Is Public)** box UNCHECKED

To allow all CareCarma members to see the calendar entry, check the **(Public)** box

In the **(Start Date)** section, enter the start date of the event

In the **(End Date)** section, enter the end date of the event

In the **(Start Time)** section, enter the start time of the event in the format (hh:mm)

In the **(End Time)** section, enter the end time of the event in the format (hh:mm)

In the Participation Mode section, select **(No participants)** if you want other CareCircle members to NOT have the option to attend the event

In the Participation Mode Section, select **(Everyone can participate)** if you want other CareCircle members to have the option to attend the event

Review the calendar details for accuracy and make changes as necessary

Select **(Save)** when the calendar details are accurate

If you don't want to save the calendar event, select **(Close)** or **(X)**

Select (Add Dropbox files) to add files stored in a Dropbox

The screenshot shows the CareCarma profile page for Kerry-Anne Wadwell. At the top right, there is a 'My profile' link with a red circle around it. Below the profile picture, there is a 'Logout' link. On the left, there is a sidebar with various links: 'Profile menu' (circled in red), 'Stream', 'Health Report', 'About', 'Linklist', 'Files', 'Calendar', and 'Add Dropbox files' (circled in red). The main content area shows a photo of Kerry-Anne, her follower count (1 Followers), and a section titled 'Describe your files' with a 'Select files from dropbox' button and a blue folder icon (circled in red). There are also sections for 'Member in these circle' and 'User followers'.

To Add Dropbox files:

Enter a title or description in the (**Describe your files**) section

Select the Dropbox icon to access the Dropbox account where the file is located

The screenshot shows a Microsoft Edge browser window titled 'Sign into Dropbox - Microsoft Edge'. The address bar shows the URL 'dropbox.com/chooser?origin=http%3A%2F%2Fwww.care...'. The left side of the screen displays the Dropbox logo and the tagline 'Your photos, videos and docs anywhere'. It lists two benefits: 'Always have access to your stuff' and 'Share easily with your friends and family'. Below this is an illustration of a blue folder icon containing various documents and images. The right side of the screen shows the 'Sign in to Dropbox' interface, which includes a 'Sign in with Google' button, email and password input fields, a 'Remember me' checkbox, a 'Sign in' button, and links for 'or create an account' and 'Cancel'.

Sign in to Dropbox

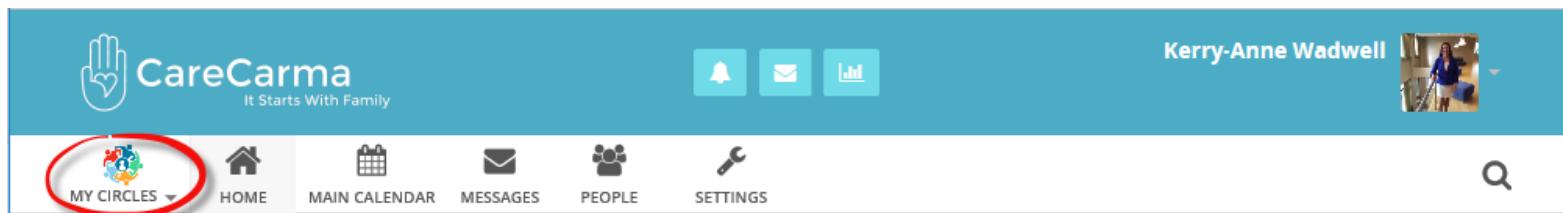
Locate the file you want to add

Select (**open**)

Repeat these steps for each file you want to add

Select (**Submit**) to add the file

Menu Toolbar – My Circles



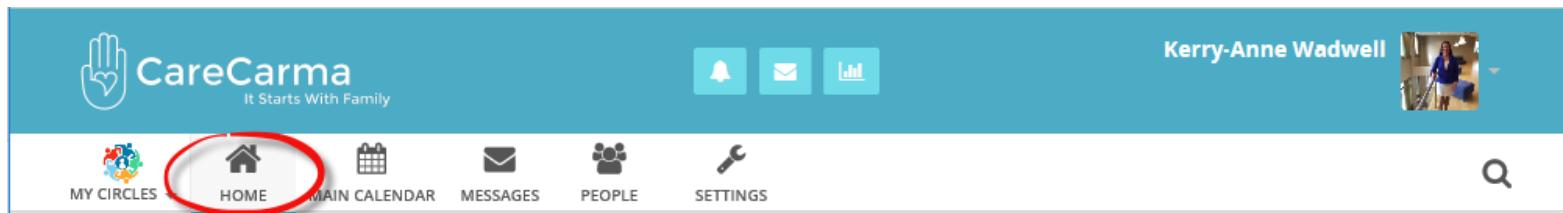
The screenshot shows the CareCarma menu toolbar. At the top left is the CareCarma logo with the tagline "It Starts With Family". To the right are three small blue icons: a bell, an envelope, and a bar chart. Further right is the user profile "Kerry-Anne Wadwell" with a small photo. Below the toolbar are six menu items: "MY CIRCLES" (with a red oval around it), "HOME", "MAIN CALENDAR", "MESSAGES", "PEOPLE", and "SETTINGS". A magnifying glass icon is at the far right.

Select the **(My Circles)** icon to:

1. Search for publicly visible CareCircles which you are not a current member
2. Access CareCircles for which you are a member
3. Create new CareCircles

Refer to **CARECIRCLE FUNCTIONS AND TOOLS** for further instructions

Menu Toolbar – Home



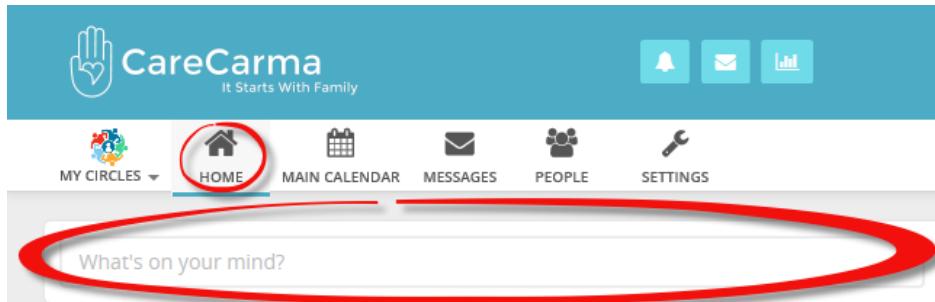
This screenshot is similar to the previous one, showing the CareCarma menu toolbar. The "HOME" icon is highlighted with a red oval. The other menu items are "MY CIRCLES", "MAIN CALENDAR", "MESSAGES", "PEOPLE", and "SETTINGS". The user profile "Kerry-Anne Wadwell" is at the top right.

Select the **(Home)** icon to access the Home Page Dashboard

On the Home Page Dashboard, you can:

1. Post communications
2. Review a history of posted communications, events, and activities
3. Review a list of Latest Activities

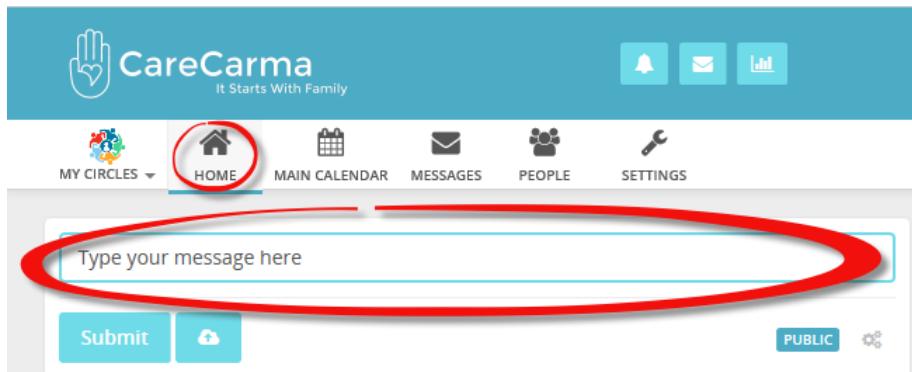
Menu Toolbar – Home – Post Communications



This screenshot shows the CareCarma home page dashboard. The "HOME" icon is underlined and circled in red. Below it is a large input field with the placeholder "What's on your mind?". A large red oval highlights this input field.

To post a message:

Select the **(What's on your mind?)** section



This screenshot shows the CareCarma home page dashboard with the "HOME" icon circled in red. Below it is a large input field with the placeholder "Type your message here", which is also circled in red. At the bottom are two buttons: "Submit" and a cloud icon. To the right are "PUBLIC" and a gear icon.

Type a message

To add files to your message:

The screenshot shows the CareCarma home page. At the top, there's a teal header with the CareCarma logo and "It Starts With Family". Below the header are several icons: a bell, an envelope, and a bar chart. The main navigation menu includes "MY CIRCLES", "HOME" (which is highlighted with a red circle), "MAIN CALENDAR", "MESSAGES", "PEOPLE", and "SETTINGS". Below the menu is a large input field with the placeholder "Type your message here". To the right of the input field are "Submit" and "Upload" buttons (the upload button is circled in red). At the bottom right are "PUBLIC" and a gear icon.

Select the (upload image) icon

Locate the file you want to attach

Select (open)

Note: Messages posted from the (Home) page are Public Messages viewable by all CareCarma members

Note: To post messages privately to CareCircle Members only, review the instructions (My Circles – Circle Menu – Stream)

This screenshot shows the CareCarma home page with a message input field and a "Submit" button. A red circle highlights the "HOME" tab in the navigation menu. Below the input field, a search dropdown shows results for "jo", including "joe kang", "Marnie Mountjoy", "Joe Page", "John Abraham", "John Leary", "Joe Small", "Jonathan Fauci", "Joe Page", "Joe Hunter", and "John Doe". On the right, a pending message is listed: "about 3 hours ago PRIVATE". Below the message is a "FILE" section containing "7.docx". At the bottom right of the message area is a "Notify members" button, which is also circled in red.

To (Notify Members) of a pending message:

If you want to send a notification to members letting them know there is a message pending

Select the (Gear Icon)

Select (Notify Members)

Start typing a member's name

Select the member from the drop-down menu

Repeat the last two steps until everyone you want to send the notification to is included

Select (Submit), once the message is ready to send out

The screenshot shows the CareCarma main calendar interface for June 2017. At the top, there's a navigation bar with icons for MY CIRCLES, HOME, MAIN CALENDAR (which is circled in red), MESSAGES, PEOPLE, and SETTINGS. Below the navigation bar is a search bar. The main area displays a monthly calendar grid for June 2017, with days from Sunday to Saturday. The 1st of June is shaded grey, indicating it's the current day. At the bottom right of the calendar, there are buttons for 'month', 'week', and 'day' (also circled in red). To the right of the calendar, there are two sections: 'Select calendars' and 'Filter events'. The 'Select calendars' section has checkboxes for 'My profile' (unchecked) and 'My spaces' (checked). The 'Filter events' section has checkboxes for 'I'm attending' (unchecked), 'My events' (unchecked), 'Not responded yet' (unchecked), and 'Already responded' (unchecked).

Select the **(Main Calendar)** icon to view or schedule events on your personal calendar

Events scheduled on the Main Calendar can only be viewed or edited by you, no other CareCarma member can see this calendar

Events scheduled on any Circle calendar(s) you have access to, will also appear on your Main Calendar

Editing an event in either the Main Calendar or Circle Calendar(s), will update the event in all relevant calendars

To view the calendar by month, select **(month)**

To view the calendar by week, select **(week)**

To view the calendar by day, select **(day)**

(Today) will be shaded a different color to all other days, regardless of which calendar view you select

To go back in time, select **(<)**

To go forward in time, select **(>)**

To create a new event:

Select the **(Main Calendar)** icon

Select the **(Day)** of the event

When the **(Create Event)** pop up appears:



Create event

Title

Doctor's Appointment

Description

Primary Care Physician
Dr. Smith
123 Main St, Suite 406

Is Public

All Day

Start Date *

6/6/17

Start Time

10:00

End Date *

6/6/17

End Time

11:00

Participant Mode

Everybody can participate

Save

Close

In the **(Title)** section, enter a title description. E.g. Doctors Appointment

In the **(Description)** section, enter a description. E.g. 10:00 a.m. Dr. Smith Oncologist 123 Main St, Suite 406

To NOT allow all CareCarma members to see the calendar entry, leave the **(Is Public)** box UNCHECKED

To allow all CareCarma members to see the calendar entry, check the **(Public)** box

In the **(Start Date)** section, enter the start date of the event

In the **(End Date)** section, enter the end date of the event

In the **(Start Time)** section, enter the start time of the event in the format (hh:mm)

In the **(End Time)** section, enter the end time of the event in the format (hh:mm)

In the Participation Mode section, select **(No participants)** if you want other CareCircle members to NOT have the option to attend the event

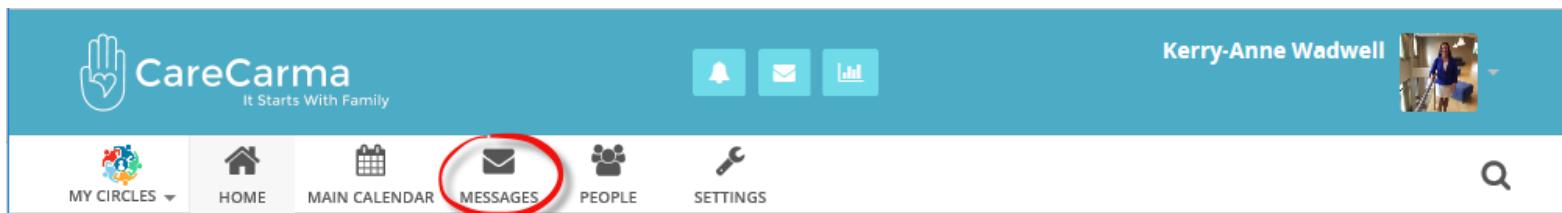
In the Participation Mode Section, select **(Everyone can participate)** if you want other CareCircle members to have the option to attend the event

Review the calendar details for accuracy and make changes as necessary

Select **(Save)** when the calendar details are accurate

If you don't want to save the calendar event, select **(Close)** or **(X)**

Menu Toolbar – Messages

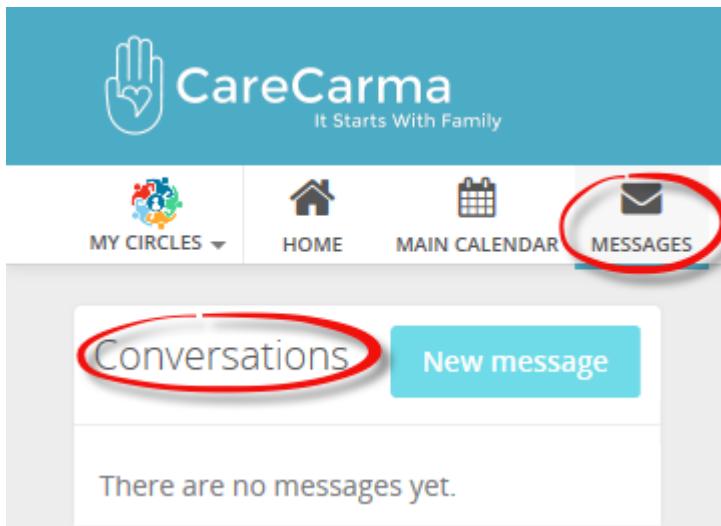


The CareCarma menu toolbar at the top of the screen. It features a blue header bar with the CareCarma logo and tagline "It Starts With Family". On the right side, there are three small icons: a bell, an envelope, and a bar chart. To the right of those is the user's name, "Kerry-Anne Wadwell", and a small profile picture. Below the header is a navigation bar with several items: "MY CIRCLES" (with a dropdown arrow), "HOME" (with a house icon), "MAIN CALENDAR" (with a calendar icon), "MESSAGES" (with an envelope icon circled in red), "PEOPLE" (with a group icon), and "SETTINGS" (with a wrench icon). A magnifying glass search icon is located on the far right.

Select the **(Messages)** icon to:

1. Access a history of received and sent email conversations
2. Create new email messages

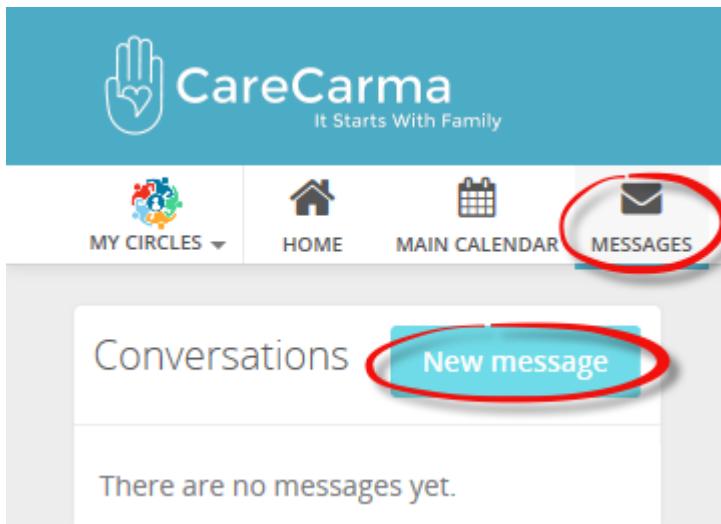
Menu Toolbar – Messages – Conversations



The CareCarma interface showing the "Conversations" screen. At the top, the CareCarma logo and "It Starts With Family" tagline are visible. Below the toolbar, the "MESSAGES" tab is highlighted with a red circle. The main area displays a large button labeled "Conversations" with a red circle around it, and a smaller "New message" button below it. A message at the bottom states "There are no messages yet."

Select **(Conversations)** to access a history of received and sent email conversations

Menu Toolbar – Messages – New Message



The CareCarma interface showing the "New message" screen. The "MESSAGES" tab in the toolbar is circled in red. The main area features a large "Conversations" button (circled in red) and a prominent "New message" button (also circled in red). A message at the bottom says "There are no messages yet."

To create a new message conversation:

Select **(New Message)** to access the (New message) pop-up

New message

Recipient *

Subject *

Message *

Hi Alex

Please let me know if you can attend Grandma's lunch on Sunday, May 29.

Send **Close**

In the **(Recipient)** section, enter one or more email addresses

In the **(Subject)** section, enter a subject description

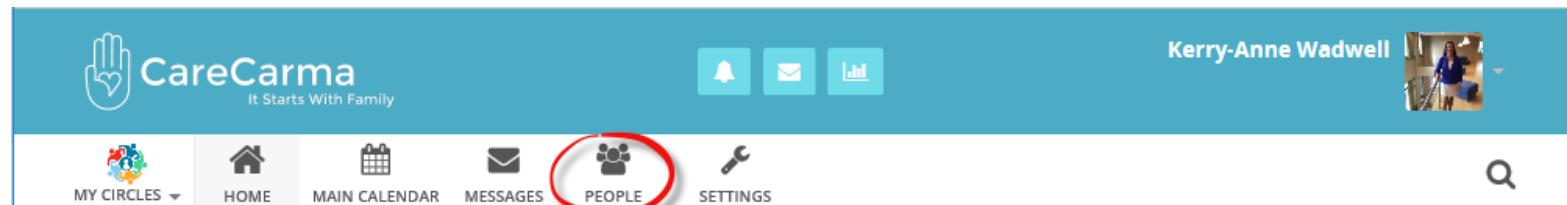
In the **(Message)** section, enter your message

Optional: Use the tools on the toolbar to edit the message

When your message is complete, select **(Send)**

If you don't want to send the message, select **(Close)**

Menu Toolbar –People



Select the **(People)** icon to:

1. Display an **(Overview)** of all your people and their information
2. Add new people to your CareCarma list of people

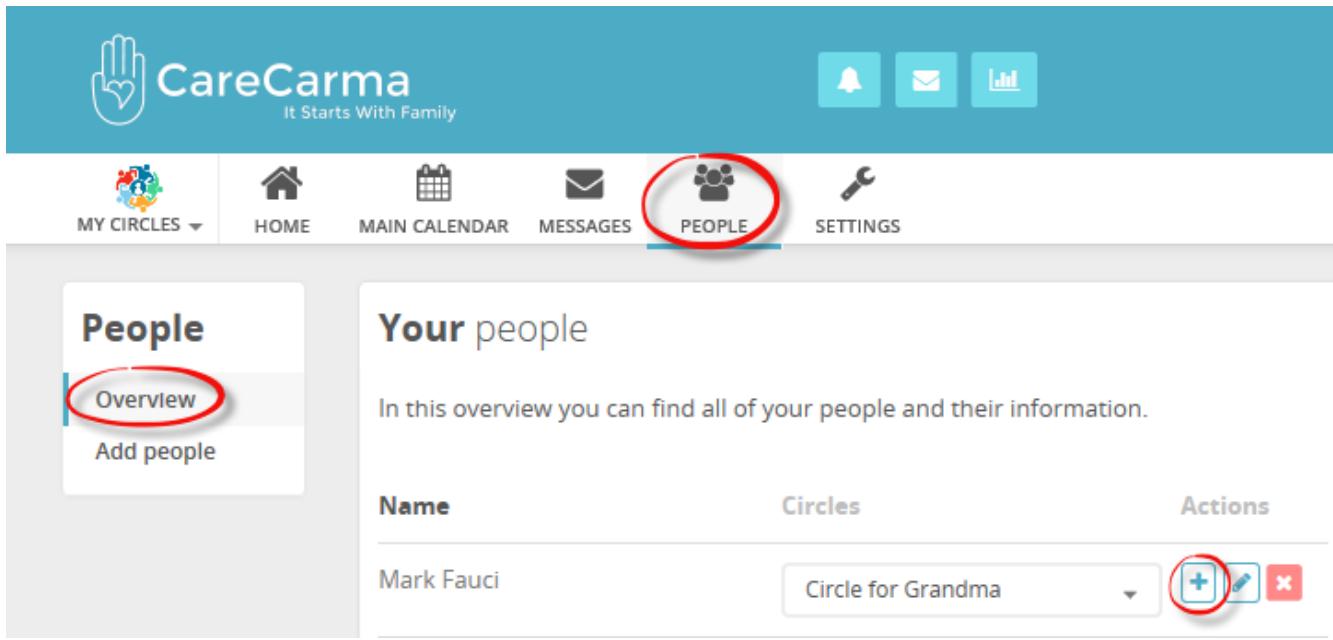
The screenshot shows the CareCarma mobile application interface. At the top, there's a blue header bar with the CareCarma logo and a "It Starts With Family" tagline. To the right of the logo are three icons: a bell, an envelope, and a chart. Below the header is a navigation bar with several tabs: "MY CIRCLES" (with a dropdown arrow), "HOME", "MAIN CALENDAR", "MESSAGES", "PEOPLE" (which is circled in red), and "SETTINGS". On the left side, there's a sidebar titled "People" with two options: "Overview" (also circled in red) and "Add people". The main content area is titled "Your people" and contains a list of individuals with their names, the circles they belong to, and action buttons (+, edit, delete). The list includes:

Name	Circles	Actions
Mark Fauci	Circle for Grandma	
Jiajun Fu		
Kevin Hunter	Circle for Grandma	
Wufei Lai	Circle for Grandma	
Grandma Moses	Circle for Grandma	
Gram my	Circle for Grandma	
Gran ny	Family	
Poorni R	Family	
Poorani Ravichandran	Family	
Zhentao Ying	Circle for Grandma	

Lists the **(Name)** of Your people

Lists which **Circle(s)** they belong to

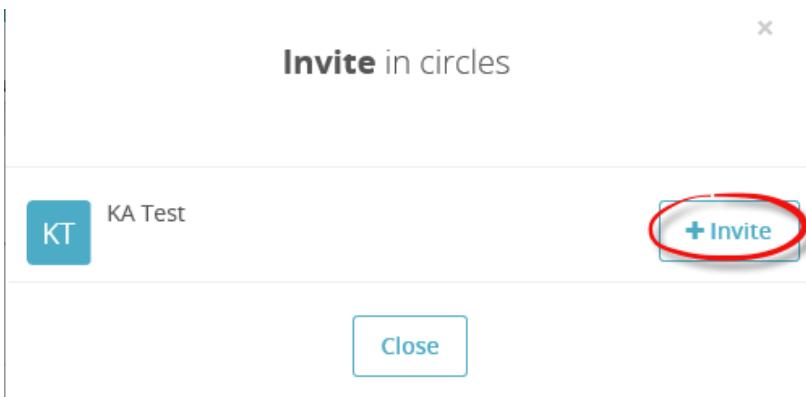
Lists the **(actions)** available for each person on the list



The screenshot shows the CareCarma interface. At the top, there's a blue header bar with the CareCarma logo and a "It Starts With Family" tagline. To the right of the logo are three small icons: a bell, an envelope, and a bar chart. Below the header is a navigation bar with several items: "MY CIRCLES" (with a dropdown arrow), "HOME", "MAIN CALENDAR", "MESSAGES", "PEOPLE" (which is highlighted with a red circle), and "SETTINGS". On the left, there's a sidebar titled "People" with two options: "Overview" (circled in red) and "Add people". The main content area is titled "Your people" and contains the text: "In this overview you can find all of your people and their information." Below this is a table with columns: "Name", "Circles", and "Actions". A single row is shown for "Mark Fauci", who is associated with "Circle for Grandma". To the right of the name is a dropdown menu showing "Circle for Grandma" and a set of three icons: a plus sign (+), a pencil, and a minus sign (-). The entire "Actions" column is circled in red.

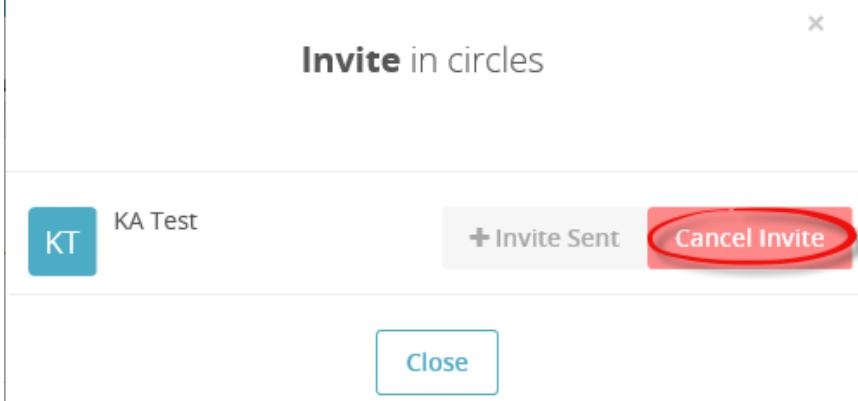
You can **add (+)** someone on the list to one or more CareCircles

Select the **add (+)** icon adjacent the person you want to add to a CareCircle to access the (Invite in Circles) pop-up



A modal window titled "Invite in circles" is displayed. In the top right corner is a close button (X). On the left, there's a profile picture for "KA Test" and the name "KA Test". In the center, there's a blue button with a white plus sign and the word "Invite", which is circled in red. At the bottom left is a "Close" button.

Selecting **(+ Invite)** adjacent the CareCircle you want to add them to will invite them automatically to the selected CareCircle

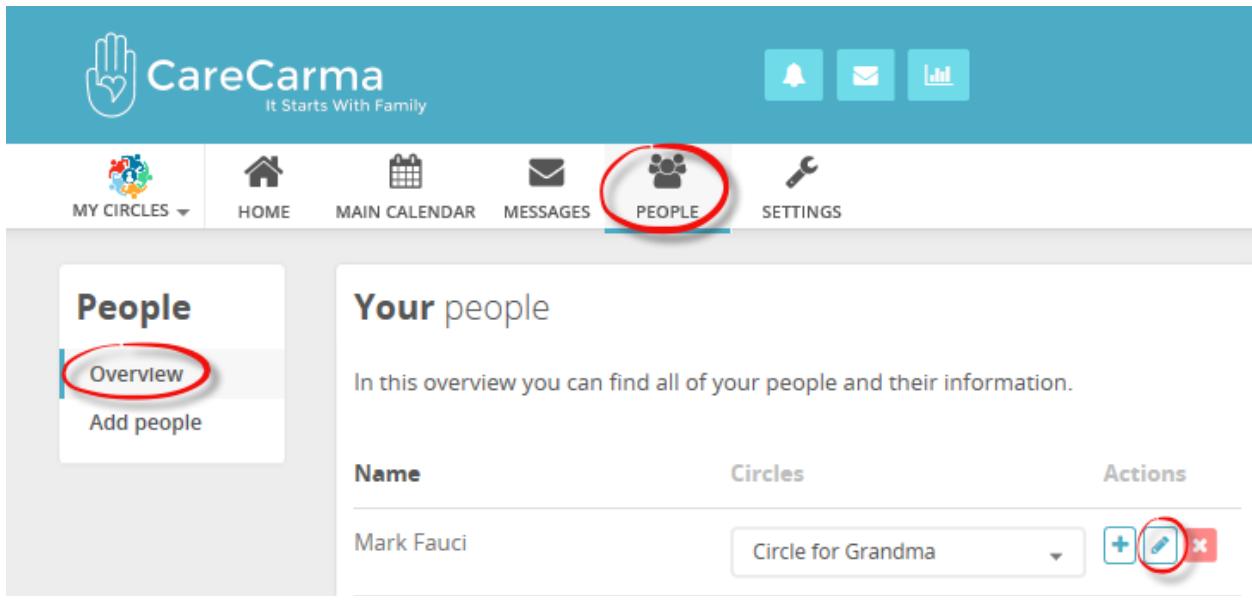


The same modal window is shown again, but now it says "+ Invite Sent" instead of "+ Invite". The "Cancel Invite" button at the bottom right is circled in red. The "Close" button is also present at the bottom left.

The (Invite in circles) pop-up will change and give you the option to (Cancel invite)

Select **(Cancel Invite)** to cancel the invite

Select **(Close)** to not cancel the invite



The screenshot shows the CareCarma interface. At the top, there's a blue header bar with the CareCarma logo and a 'It Starts With Family' tagline. Below the header is a navigation bar with several icons: 'MY CIRCLES' (with a dropdown arrow), 'HOME', 'MAIN CALENDAR', 'MESSAGES', 'PEOPLE' (which has a red circle around it), and 'SETTINGS'. On the left, a sidebar titled 'People' has three options: 'Overview' (highlighted with a red circle), 'Add people', and 'Edit people'. The main content area is titled 'Your people' and contains the text: 'In this overview you can find all of your people and their information.' Below this is a table with columns 'Name', 'Circles', and 'Actions'. A single row is shown for 'Mark Fauci', who is associated with 'Circle for Grandma'. The 'Actions' column for this row includes a plus sign, a pencil icon (highlighted with a red circle), and a delete 'X' icon.

You can **edit** (edit icon) a member's details

Select the **edit** (edit icon) adjacent the person you want to edit

Make the necessary changes to the following information:

Their **(Name)**

A **(Nickname)** you use for this person

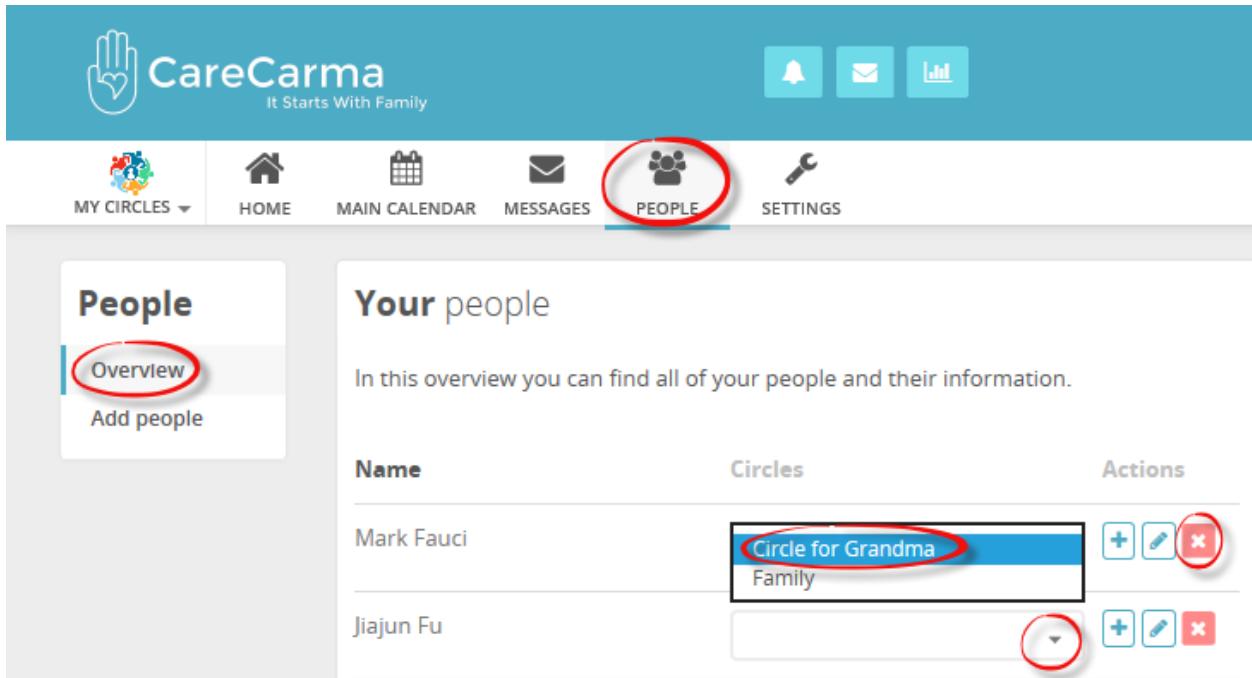
Your **(relationship)** to this person

The **(contact details)** for this person

If you make changes, select **(Save)**. You'll automatically be returned to **(Your People)**

If you made changes but you don't want to keep them, select **(Overview)** to return to **(Your People)**

If you didn't make changes, select **(Overview)** to return to **(Your People)**



This screenshot shows the same CareCarma interface as the previous one, but with a different focus. The 'PEOPLE' tab in the navigation bar is highlighted with a red circle. The main content area is titled 'Your people' and contains the same introductory text as before. The table in the center shows two rows: 'Mark Fauci' and 'Jiajun Fu'. For 'Mark Fauci', the 'Circles' column shows 'Circle for Grandma' with a red circle around it, and the 'Actions' column has a plus sign, a pencil icon, and a delete 'X' icon. For 'Jiajun Fu', the 'Circles' column is empty, and the 'Actions' column has a plus sign, a pencil icon, and a delete 'X' icon. A red circle also highlights the drop-down arrow next to the 'Circles' column for 'Jiajun Fu'.

You can **delete** (X) a person on the list from any particular CareCircle or from all CareCircles

Select the drop-down arrow in the (Circles) section

Select the CareCircle you want to delete

Select the **delete** (X) icon

The screenshot shows the CareCarma website interface. At the top, there's a blue header bar with the CareCarma logo and the tagline "It Starts With Family". Below the header, a navigation bar includes icons for "MY CIRCLES", "HOME", "MAIN CALENDAR", "MESSAGES", "PEOPLE" (which is highlighted with a red circle), and "SETTINGS". On the left, a sidebar titled "People" has "Overview" and "Add people" options, with "Add people" also circled in red. The main content area is titled "Add people" and contains three buttons: "Invite by e-mail", "Import from Google", and a search bar.

Select (**Add People**) to:

1. Invite people to join CareCarma via email
2. Invite people to join CareCarma via an Import from Google
3. Search for CareCarma members to invite to your CareCarma list of people

To invite people to join CareCarma via email:

This screenshot is similar to the one above, but the "Invite by e-mail" button is explicitly circled in red, drawing attention to it.

Select the (**Invite by e-mail**) section to access the (**Invite PEOPLE by email**) pop-up

A modal window titled "Invite **PEOPLE** by email" is shown. It contains a text input field where "jsmith@yahoo.com, mbrown@gmail.com" has been typed. Below the input field are two buttons: "Send" and "Close".

Type the email address of the invitee

To invite more than one person separate the email addresses with a comma (,)

Select (**Send**) to send an email invitation

Select (**Close**) to NOT send an email invitation

To invite people to join CareCarma via an Import from Google:

The screenshot shows the CareCarma 'People' section. On the left, there's a sidebar with 'Overview' and 'Add people' buttons, where 'Add people' is circled in red. The main area has tabs for 'Invite by e-mail' and 'Import from Google', with 'Import from Google' also circled in red. A search bar below the tabs includes a placeholder 'search for users' and a 'Search' button.

Select the **(Import from Google)** section

Select the **(Invite Contact)** adjacent the person you want to invite to join CareCarma

Automatically Send invitation email to invite person to join CareCarma

To search for CareCarma members to invite to your CareCarma list of people:

The screenshot shows the CareCarma 'People' section. The 'Add people' button in the sidebar is circled in red. In the main area, a search bar has a placeholder 'j' and a 'Search' button, both circled in red. Below the search bar, a dropdown list shows suggestions: 'jiajun' and 'john', with 'john' also circled in red.

In the **(search for users)** section, start typing a name

As you type, a list of CareCarma members matching the typed name will appear on a drop-down list

Select a name from the drop-down list

Select **(Search)**

Menu Toolbar –Settings

The CareCarma menu toolbar at the top of the screen. It includes icons for Notifications, Messages, and Stats, followed by a user profile for "Kerry-Anne Wadwell". Below the toolbar are navigation links: MY CIRCLES, HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS. The SETTINGS link is highlighted with a red circle.

Select (**Settings**) to set up or make changes to the following account settings:

- | | | | |
|------------------|-----------|-------------|-------------------|
| 1. Profile | 2. CoSMoS | 3. Privacy | 4. Settings |
| 5. Notifications | 6. E-Mail | 7. Password | 8. Delete Account |

Menu Toolbar –Settings – Profile

The CareCarma profile settings page. On the left is a sidebar with "Account settings" and links for Profile, CoSMoS setting, Privacy, Settings, Notifications, E-Mail, Password, and Delete account. The "Profile" link is circled in red. The main area shows "User details" with tabs for General and Communication. The General tab is selected and circled in red. The form contains fields for First name (John), Last name (Smith), Gender (Male), Street (1201 East Main Street), Apt/Unit (optional) (Suite 200), City (Brownsville), State (KY), Country (United States), Zip (41212), Birthday (07/14/1978), and a checkbox for Hide year in profile (which is checked). At the bottom is an "About" section and a "Save profile" button, which is also circled in red.

Select (**Profile**)

Select the (**General**) tab

Enter your (**First name**)

Enter your (**Last name**)

Optional: Enter information in the other fields

Note: In the (Privacy) section, you can select who can view your profile information

1. Your CareCircle members and Your People
2. All CareCarma members

Optional: (**Check**) the (**Hide year in profile**) if you don't want your CareCircle members to see your year of birth

Optional: (**Uncheck**) the (**Hide year in profile**) if you do want your CareCircle members to see your year of birth

Optional: Enter information in the (**About**) section

Select (**Save Profile**)

Account

[settings](#)
[Profile](#)
[CoSMoS setting](#)
[Privacy](#)
[Settings](#)
[Notifications](#)
[E-Mail](#)
[Password](#)
[Delete account](#)

User details

General Communication

Phone Home

Phone Work

Mobile

Save profile

Select the **(Communication)** tab

Optional: Enter your **(home phone number)**

Optional: Enter your **(work phone number)**

Optional: Enter your **(mobile phone number)**

Select **(Save Profile)**

Menu Toolbar –Settings – CoSMoS setting

Account

[settings](#)
[Profile](#)
[CoSMoS setting](#)
[Privacy](#)
[Settings](#)
[Notifications](#)
[E-Mail](#)
[Password](#)
[Delete account](#)

CoSMoS setting

If you have a CoSMOS Vue or a CareCarma Watch or use a CoSMoS App, please input your Activation ID to activate it here.

Activate New Device

Current password *

New Activation # *

Save

Select **(CoSMoS setting)** to activate CoSMoS devices or use the CoSMoS App

In the **(Current password)** section, enter your password – This is the same password that you entered to sign-up or log-in

In the **(New Activation)** section, enter the activation ID:

1. That came with the CoSMoS device
 2. That was given to you when you installed the CoSMoS App on your phone
- Select **(Save)**

The screenshot shows the CareCarma account settings page. On the left, there's a sidebar with options like 'MY CIRCLE', 'HOME', 'MAIN CALENDAR', 'MESSAGES', 'PEOPLE', and 'SETTINGS'. The 'SETTINGS' option is highlighted with a red circle. In the main content area, under 'Account settings', there's a 'Privacy' section. A dropdown menu titled 'Who can see your profile info?' has 'Your circle members & Your People' selected, also highlighted with a red circle. Other options in the dropdown are 'Everyone' and 'None'. Below this, there's a 'People verification' section and a 'Who needs your verification?' dropdown set to 'Everyone'. A 'Save' button is at the bottom.

Select (Privacy) to:

1. Select who can see your profile information
2. Select who needs your verification when you are added to other people's lists

This screenshot shows the same CareCarma account settings page as the previous one, but with a different selection in the 'Who can see your profile info?' dropdown. The 'Everyone' option is now selected and highlighted with a red circle, while 'Your circle members & Your People' is no longer highlighted. The rest of the page content is identical to the first screenshot.

In the (Who can see your profile info?) section, select:

1. (**Your CareCircle members and Your People**) if you want only your CareCircle or Your People to view your profile information
2. (**Everyone**) if you want all CareCarma members to be able to view your profile information

Account

settings

- [Profile](#)
- [CoSMoS setting](#)
- Privacy**
- [Settings](#)
- [Notifications](#)
- [E-Mail](#)
- [Password](#)
- [Delete account](#)

Privacy settings

Show profile info

In your profile, some of them can see your About page, which show your profile info.

Who can see your profile info?

Your circle members & Your People

People verification

When you are added in other's People lists, some of them will need you to accept.

Who needs your verification?

Everyone

[Save](#)



In the (Who needs your verification?) section, select:

Account

settings

- [Profile](#)
- [CoSMoS setting](#)
- Privacy**
- [Settings](#)
- [Notifications](#)
- [E-Mail](#)
- [Password](#)
- [Delete account](#)

Privacy settings

Show profile info

In your profile, some of them can see your About page, which show your profile info.

Who can see your profile info?

Your circle members & Your People

People verification

When you are added in other's People lists, some of them will need you to accept.

Who needs your verification?

Everyone

Only person not in my circles

No one

Everyone
 Only person not in my circles
 No one

1. **(Everyone)** – to be added to other People's lists you will need to accept or decline all requests
2. **(Only person not in my circles)** – to be added to other People's lists you will need to accept or decline requests from people not listed in your CareCircle(s)
3. **(No one)** – you'll be automatically added to other people's lists every time a request is issued

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Account

settings

-  Profile
-  CoSMoS setting
-  Privacy**
-  Settings
-  Notifications
-  E-Mail
-  Password
-  Delete account

Privacy settings

Show profile Info

In your profile, some of them can see your About page, which show your profile info.

Who can see your profile Info?

Your circle members & Your People

People verification

When you are added in other's People lists, some of them will need you to accept.

Who needs your verification?

Everyone

Save

Select (Save)

Menu Toolbar –Settings – Settings

Select (**Settings**) to:

1. Add, edit or delete (**Tags**)

A tag is a very brief description of yourself e.g. Circle Owner, Circle Creator, Supporter, Carer, Movie Star, Caterer

2. Select a (**Language**) from the drop-down list

3. Select a (**Time Zone**) from the drop-down list

Select (Save)

Account

settings

-  Profile
-  CoSMoS setting
-  Privacy**
-  Settings**
-  Notifications
-  E-Mail
-  Password
-  Delete account

User settings

Tags

Language

English (US)

TimeZone

UTC-04:00 - America/Kentucky/Louisville

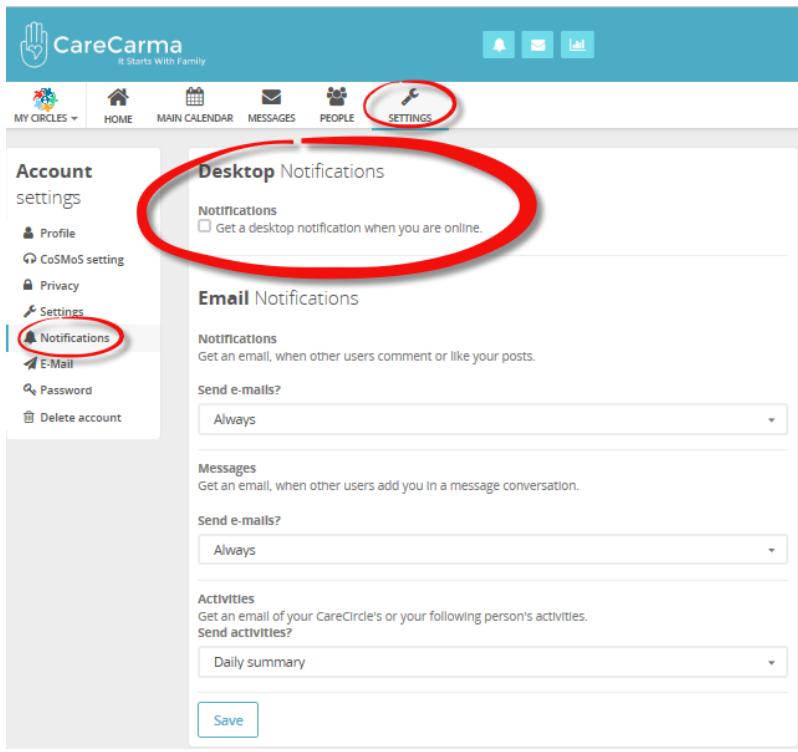
Save

Menu Toolbar –Settings – Notifications

Select (**Notifications**) to access:

1. Desktop Notifications
2. Email Notifications

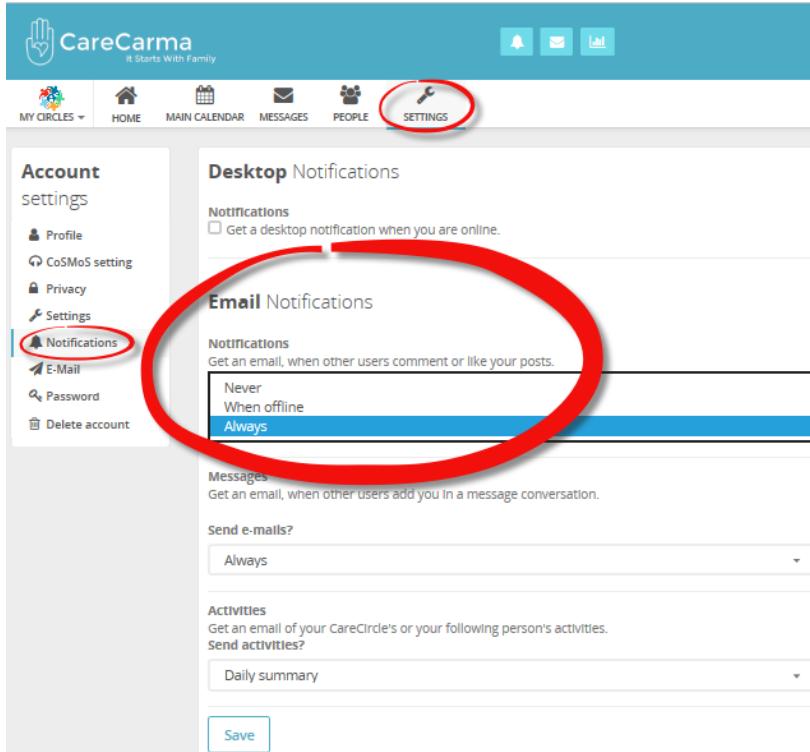
Menu Toolbar –Settings – Notifications – Desktop Notifications



The screenshot shows the CareCarma settings interface. On the left, there's a sidebar with options like 'Account settings', 'Profile', 'CoSMoS setting', 'Privacy', 'Settings' (which is selected and highlighted in blue), 'Notifications' (which is also circled in red), 'E-Mail', 'Password', and 'Delete account'. The main content area has a header 'Desktop Notifications'. Under 'Notifications', there's a checkbox labeled 'Get a desktop notification when you are online.' Below this is the 'Email Notifications' section, which includes 'Notifications' (checkbox for getting an email when others comment or like posts), 'Send e-mails?' (dropdown set to 'Always'), 'Messages' (checkbox for getting an email when added to a message conversation), 'Send e-mails?' (dropdown set to 'Always'), and 'Activities' (checkbox for getting an email of activities). A 'Save' button is at the bottom.

Check **(Get a desktop notification when you are online)** to receive notifications when you are using CareCarma
Uncheck **(Get a desktop notification when you are online)** to not receive notifications when you are using CareCarma

Menu Toolbar –Settings – Notifications – Email Notifications – Notifications



This screenshot shows the 'Email Notifications' section of the CareCarma settings. The sidebar on the left is identical to the previous one. The main content area has a header 'Email Notifications'. Under 'Notifications', there's a dropdown menu with three options: 'Never', 'When offline', and 'Always' (which is highlighted in blue). Below this are sections for 'Messages' (checkbox for getting an email when added to a message conversation) and 'Send e-mails?' (dropdown set to 'Always'). Further down are sections for 'Activities' (checkbox for getting an email of activities) and 'Send activities?' (dropdown set to 'Daily summary'). A 'Save' button is at the bottom.

Select **(Never)** to never receive email notifications when other users comment or like your posts

Select **(When offline)** to receive email notifications when other users comment or like your posts when you're not using CareCarma

Select **(Always)** to always receive email notifications when other users comment or like your posts

Menu Toolbar –Settings – Notifications – Email Notifications – Messages

The screenshot shows the CareCarma settings interface. The left sidebar has 'Account settings' with options like Profile, CoSMoS setting, Privacy, Settings, Notifications (which is circled in red), E-Mail, Password, and Delete account. The main area is titled 'Desktop Notifications' with a 'Notifications' section containing a checkbox for desktop notifications when online. Below it is the 'Email Notifications' section, which is the focus here. It has a 'Notifications' section for getting emails when users comment or like posts, a 'Send e-mails?' dropdown set to 'Always' (also circled in red), and a 'Messages' section for getting emails when added to message conversations, with options 'Never', 'When offline', and 'Always' (also circled in red). At the bottom are 'Activities' and 'Save' buttons.

Select (**Never**) to never receive email notifications when other users add you in a message conversation

Select (**When offline**) to receive email notifications when other users add you in a message conversation when you're not using CareCarma

Select (**Always**) to always receive email notifications when other users add you in a message conversation

Menu Toolbar –Settings – Notifications – Email Notifications – Activities

This screenshot is similar to the previous one but focuses on 'Activities'. The 'Notifications' section for desktop notifications is shown again. The 'Email Notifications' section is identical to the previous screenshot. The 'Activities' section is highlighted with a large red circle. It contains a 'Notifications' section for getting emails of CareCircle or following person's activities, a 'Send activities?' dropdown set to 'Daily summary' (circled in red), and a 'Activities' section for getting emails of CareCircle members or people's activities, with options 'Never', 'Daily summary' (circled in red), 'When offline', and 'Always'. A 'Save' button is at the bottom.

Select (**Never**) to never receive email notifications of your CareCircle members or Your People's activities

Select (**Daily summary**) to receive daily email notifications of your CareCircle members or Your People's activities

Select (**When offline**) to receive email notifications of your CareCircle members or Your People's activities when you're not using CareCarma

Select (**Always**) to always receive email notifications of your CareCircle members or Your People's activities

Select (**Save**) after all your desktop and email preferences are selected

Menu Toolbar –Settings – E-Mail

Select (**E-Mail**):

1. To view your current email address that is on file in CareCarma

The current email address on file in CareCarma is listed under the heading (**Current E-mail address**)

2. To change your email address

The screenshot shows the CareCarma account settings page. The top navigation bar includes 'MY CIRCLES', 'HOME', 'MAIN CALENDAR', 'MESSAGES', 'PEOPLE', and 'SETTINGS'. The 'SETTINGS' icon is circled in red. On the left, a sidebar titled 'Account settings' lists options: Profile, CoSMoS setting, Privacy, Settings, Notifications, E-Mail (which is circled in red), Password, and Delete account. The main content area is titled 'Change E-mail'. It displays the 'Current E-mail address' as kerryanne@gen9.com. There are fields for 'Current password *' and 'New E-Mail address *'. A 'Save' button is at the bottom.

In the (**Current password**) section, enter your password – This is the same password that you entered to sign-up or log-in

In the (**New E-Mail address**) section, enter a new email address

Select (**Save**)

Menu Toolbar –Settings – Password

Select (**Password**) to change your password

The screenshot shows the CareCarma account settings page. The top navigation bar includes 'MY CIRCLES', 'HOME', 'MAIN CALENDAR', 'MESSAGES', 'PEOPLE', and 'SETTINGS'. The 'SETTINGS' icon is circled in red. On the left, a sidebar titled 'Account settings' lists options: Profile, CoSMoS setting, Privacy, Settings, Notifications, E-Mail, Password (which is circled in red), and Delete account. The main content area is titled 'Change password'. It has fields for 'Current Password *', 'New password *', and 'Confirm new password *'. A 'Save' button is at the bottom.

In the (**Current password**) section, enter your password – This is the same password that you entered to sign-up or log-in

In the (**New password**) section, enter a new password

In the (**Confirm new password**) section, enter the same new password again

Select (**Save**)

Menu Toolbar – Settings – Delete Account

Select **(Delete account)** to remove your account from CareCarma

The screenshot shows the CareCarma account settings page. On the left, there's a sidebar with 'Account settings' and various options like Profile, CoSMoS setting, Privacy, Settings, Notifications, E-Mail, Password, and Delete account. The 'Delete account' button is highlighted with a red circle. At the top, there's a navigation bar with icons for MY CIRCLES, HOME, MAIN CALENDAR, MESSAGES, PEOPLE, SETTINGS, and three small blue boxes for notifications.

Note: If you are the owner of a CareCircle you will need to either assign another owner to your CareCircle(s) or delete the CareCircle(s) before you can delete your account from CareCarma

Menu Toolbar – Q (Search)

The screenshot shows the CareCarma search page. At the top right, a user profile for 'Kerry-Anne Wadwell' is shown with a photo. Below the profile, there's a search bar with a magnifying glass icon and a 'Search' button. Underneath the search bar, there's a link to 'Advanced search settings'. Below that, there's a section titled 'Search only in certain circles:' with a 'Add circles' button. The top navigation bar includes icons for MY CIRCLES, HOME, MAIN CALENDAR, MESSAGES, PEOPLE, SETTINGS, and three small blue boxes for notifications. A red circle highlights the magnifying glass icon in the top right corner.

Select the **(Q)** icon to open the search page

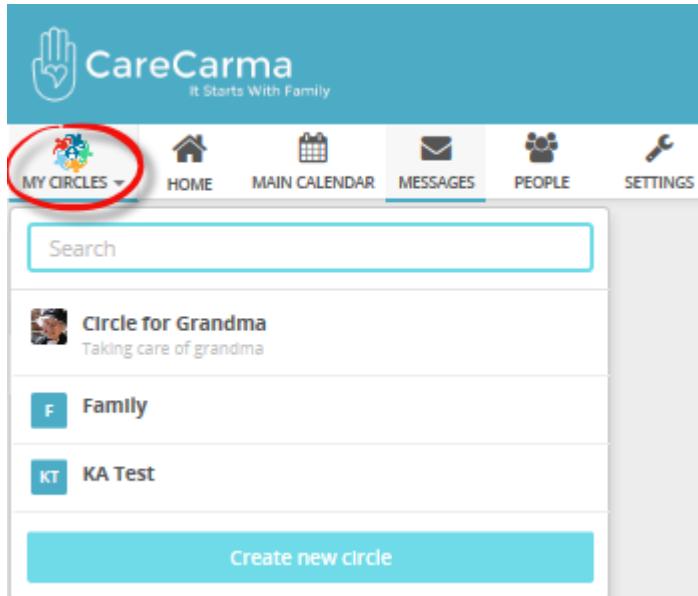
Enter the name of a user, circle, or other content you want to search for

Optional: Enter a CareCircle name in the (Search only in certain circles) section

Select **(Search)**

CARECIRCLE FUNCTIONS AND TOOLS

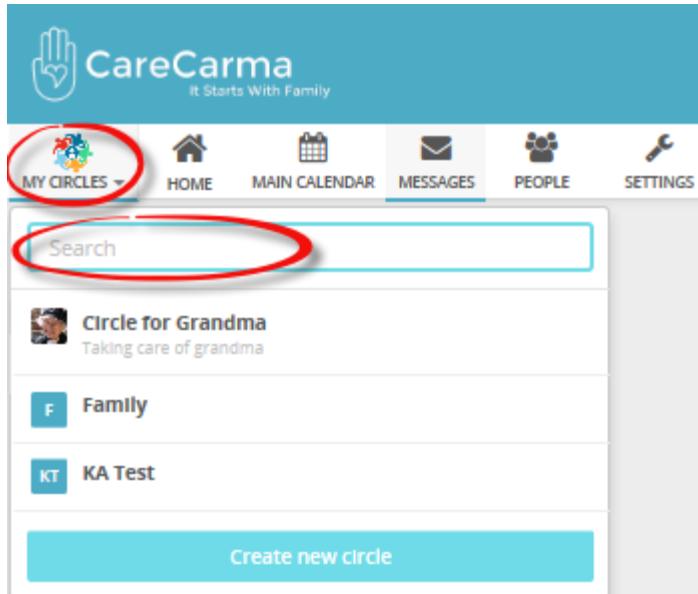
Menu Toolbar – My Circles



Select the **(My Circles)** icon to:

1. Search for publicly visible CareCircles which you are not a current member
2. Access CareCircles for which you are a member
3. Create new CareCircles

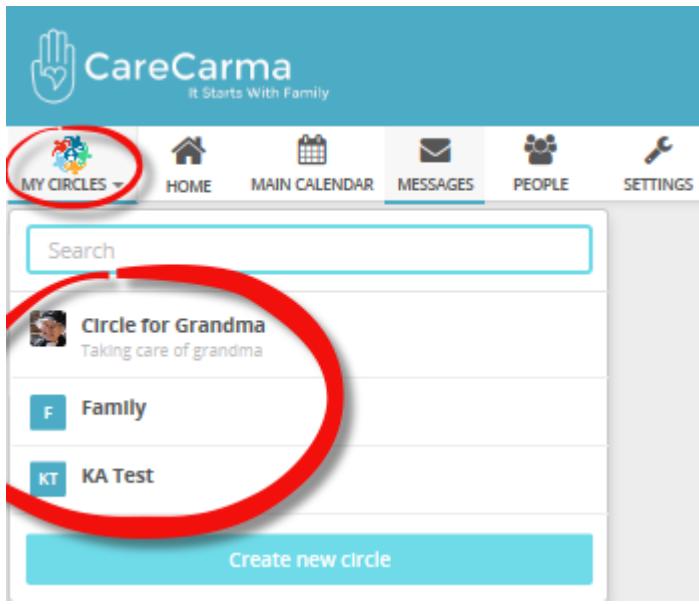
Menu Toolbar – My Circles – Search



To search for publicly visible CareCircles, that is, CareCircles for which you are not a member:

In the **(search)** section, enter a search description then select enter

Menu Toolbar – My Circles – Access CareCircles



To access CareCircles for which you are a member:

Select the CareCircle you want to access from the list of CareCircles

After selection:

1. A picture of the Care Receiver for the CareCircle you've selected will replace the My Circles Icon
2. You'll be redirected to the CareCircle you selected

Menu Toolbar – My Circles –Create New CareCircle



To create a new CareCircle:

Select **(Create new circle)** to access the **(Create new circle)** pop-up

Create new circle

Name *	<input type="text" value="Emma Jones"/>	Color	#4caccc	<input type="button" value="Change"/>
Description	<input type="text" value="Rehabilitation"/>			
Advanced access settings				
Join Policy	<input checked="" type="radio"/> Only by invite <input type="radio"/> invite and request			
Visibility	<input type="radio"/> Public (Visible) <input checked="" type="radio"/> Private (Invisible)			

In the **(Name)** section, enter a name for the CareCircle, e.g. Grandma Ellis, John Brown, Smith Family

Optional: In the **(Color)** section, choose a color

Optional: In the **(Description)** section, enter a brief description of the CareCircle

Optional: Select Advanced Access Settings

In the **(Join Policy)** section, select **(Only by invite)**:

To allow any CareCircle member to invite another CareCarma member to this CareCircle

To automatically send a notification request to the invited CareCarma member

In the **(Join Policy)** section, select **(Invite and Request)**:

To allow any CareCircle member to invite another CareCarma member to this CareCircle

To automatically send a notification request to the invited CareCarma member

To allow any CareCarma member to request to be a member of this CareCircle

In the **(Visibility)** section, select **(Public (Visible))** to allow all CareCarma members visibility to this CareCircle

This CareCircle is **(Visible)** to all CareCarma members including this CareCircle's members

In the **(Visibility)** section, select **(Private (Invisible))** to allow only this CareCircle's members visibility

This CareCircle is **(Invisible)** to CareCarma members who are not members of this CareCircle

CareCircle members have the option to change their new posts visibility to public before posting

Select **(Next)**

Invite members

 Wufei Lai	<input type="button" value="+ Invite"/>
 Kevin Hunter	<input type="button" value="+ Invite"/>
 Jiajun Fu	<input type="button" value="+ Invite"/>
 Mark Fauci	<input type="button" value="+ Invite"/>
 Zhenqiao Ying	<input type="button" value="+ Invite"/>
 Grandma Moses	<input type="button" value="+ Invite"/>
 Gram my	<input type="button" value="+ Invite"/>
 Poorni R	<input type="button" value="+ Invite"/>
 Poorani Ravichandran	<input type="button" value="+ Invite"/>
 Gran ny	<input type="button" value="+ Invite"/>

When the **(Invite members)** pop-up appears select the **(+ Invite)** adjacent the member you want to invite

Note: If people you want to be in this CareCircle are not listed you need to first invite them to be CareCarma members. Refer to Home Page – Menu Toolbar – People – Add people for instructions on how to do this.

When you have finished inviting members, select **(Done)**

CareCircle Toolbar – Picture

This is a picture of the Care Receiver



To upload a different picture:



Hover the mouse icon over the picture and select the (upload image) icon

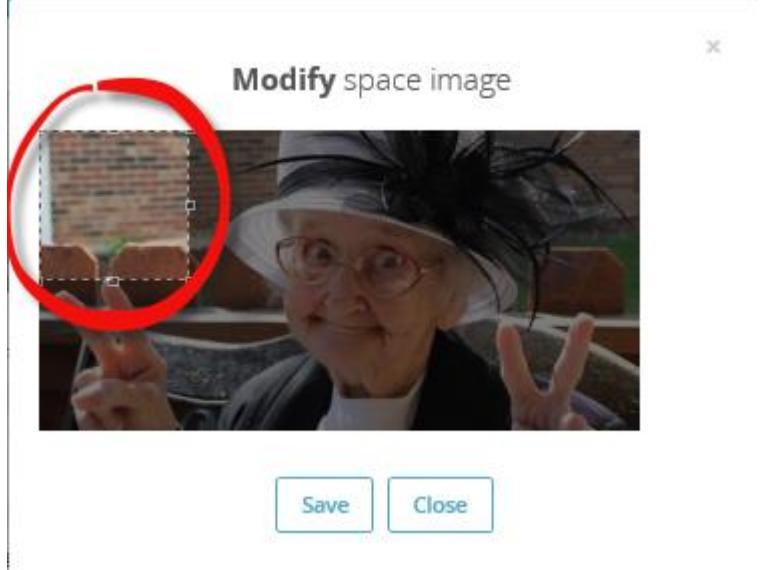
Locate the picture you want

Select (open)

To modify the picture:



Hover the mouse icon over the picture and select the (modify image) icon to open the (Modify space image) pop-up



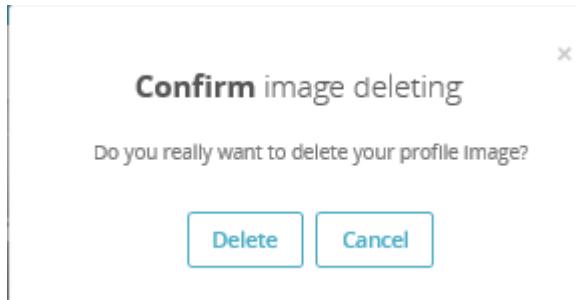
Adjust the modification box to modify the picture

Select (**Save**) to change the picture

Select (**Close**) to NOT change the picture

To delete the picture:

Hover the mouse icon over the picture and select the ✖ (delete image) icon to open the (Confirm image deleting) pop-up



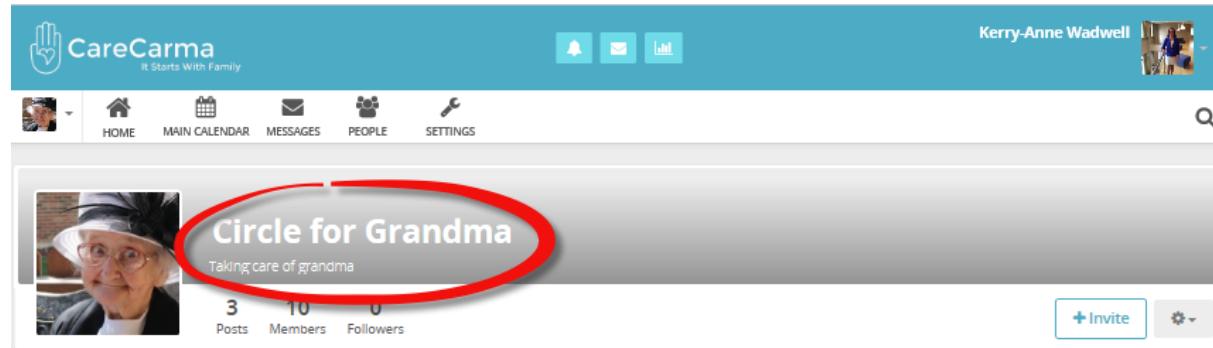
Select (**Delete**) to delete the profile image

Select (**Cancel**) to NOT delete the profile image

CareCircle Toolbar – Name

This is the name of the CareCircle

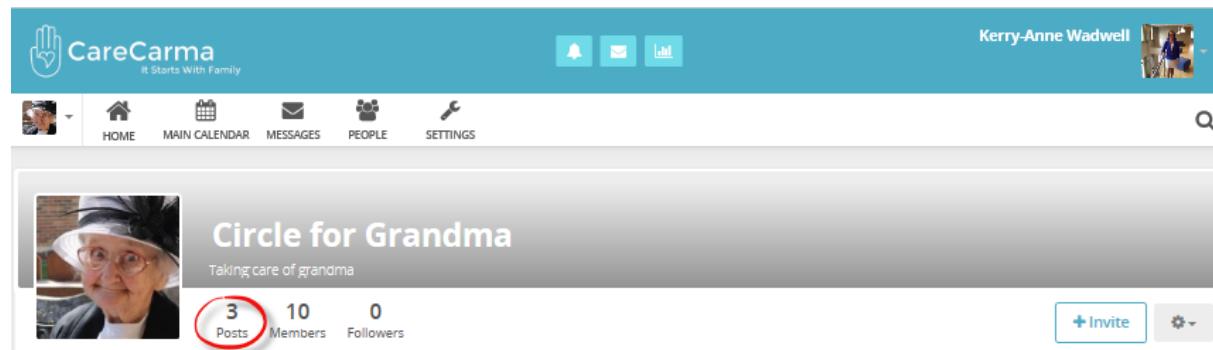
Optional: If a description was included when the CareCircle was created it will appear below the name



The CareCarma toolbar displays the CareCircle name "Circle for Grandma" in a large, bold, black font. Below the name is a smaller, grayed-out description "Taking care of grandma". To the left of the name is a thumbnail image of an elderly woman wearing glasses and a white hat. To the right are three small blue icons: a bell, an envelope, and a bar chart. On the far right, the user's profile picture and name "Kerry-Anne Wadwell" are shown. Below the toolbar, there are navigation links for HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS, along with a search bar.

CareCircle Toolbar – Posts

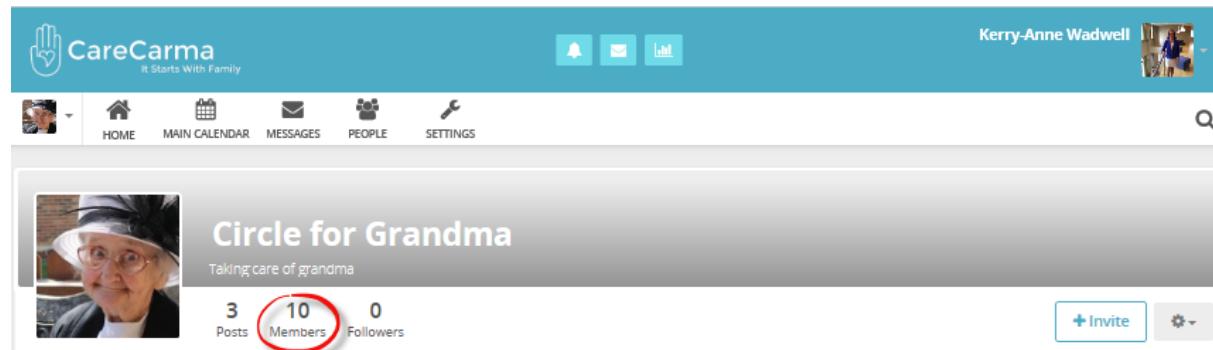
The number of posts to this CareCircle



The CareCarma toolbar displays the CareCircle name "Circle for Grandma" in a large, bold, black font. Below the name is a smaller, grayed-out description "Taking care of grandma". To the left of the name is a thumbnail image of an elderly woman wearing glasses and a white hat. To the right are three small blue icons: a bell, an envelope, and a bar chart. On the far right, the user's profile picture and name "Kerry-Anne Wadwell" are shown. Below the toolbar, there are navigation links for HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS, along with a search bar. The post count "3" is highlighted with a red oval.

CareCircle Toolbar – Members

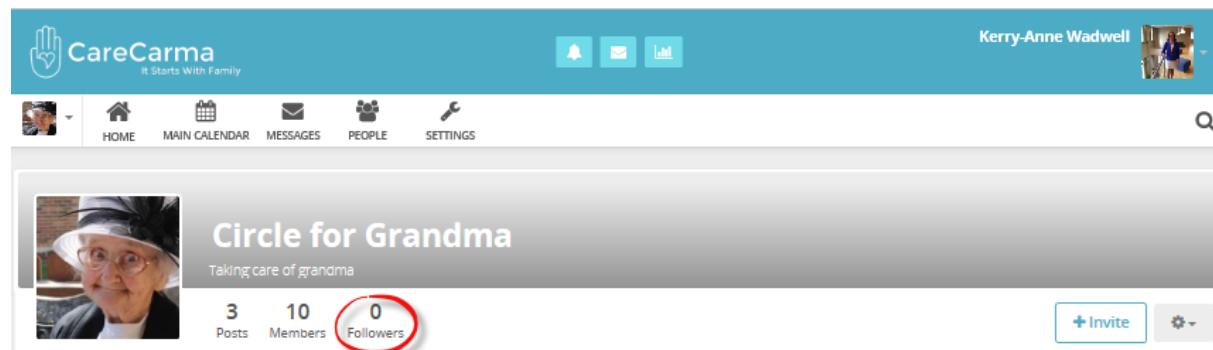
The number of members in this CareCircle



The CareCarma toolbar displays the CareCircle name "Circle for Grandma" in a large, bold, black font. Below the name is a smaller, grayed-out description "Taking care of grandma". To the left of the name is a thumbnail image of an elderly woman wearing glasses and a white hat. To the right are three small blue icons: a bell, an envelope, and a bar chart. On the far right, the user's profile picture and name "Kerry-Anne Wadwell" are shown. Below the toolbar, there are navigation links for HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS, along with a search bar. The member count "10" is highlighted with a red oval.

CareCircle Toolbar – Followers

The number of followers of this CareCircle



The CareCarma toolbar displays the CareCircle name "Circle for Grandma" in a large, bold, black font. Below the name is a smaller, grayed-out description "Taking care of grandma". To the left of the name is a thumbnail image of an elderly woman wearing glasses and a white hat. To the right are three small blue icons: a bell, an envelope, and a bar chart. On the far right, the user's profile picture and name "Kerry-Anne Wadwell" are shown. Below the toolbar, there are navigation links for HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS, along with a search bar. The follower count "0" is highlighted with a red oval.

The screenshot shows the CareCarma CareCircle toolbar. At the top, there's a teal header bar with the CareCarma logo and a "It Starts With Family" tagline. To the right of the logo are three small icons: a bell, an envelope, and a bar chart. Further right is the name "Kerry-Anne Wadwell" and a small profile picture. Below the header is a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. A search icon is on the far right. The main content area displays a CareCircle titled "Circle for Grandma" with a photo of an elderly woman. Below the title, it says "Taking care of grandma". It shows statistics: 3 Posts, 10 Members, and 0 Followers. On the far right of this card is a blue button with a white plus sign and the word "Invite", which is circled in red. Below this card, there's a horizontal line.

To invite CareCarma members to join a CareCircle

Select (**+ Invite**) to open the (Invite members) pop-up

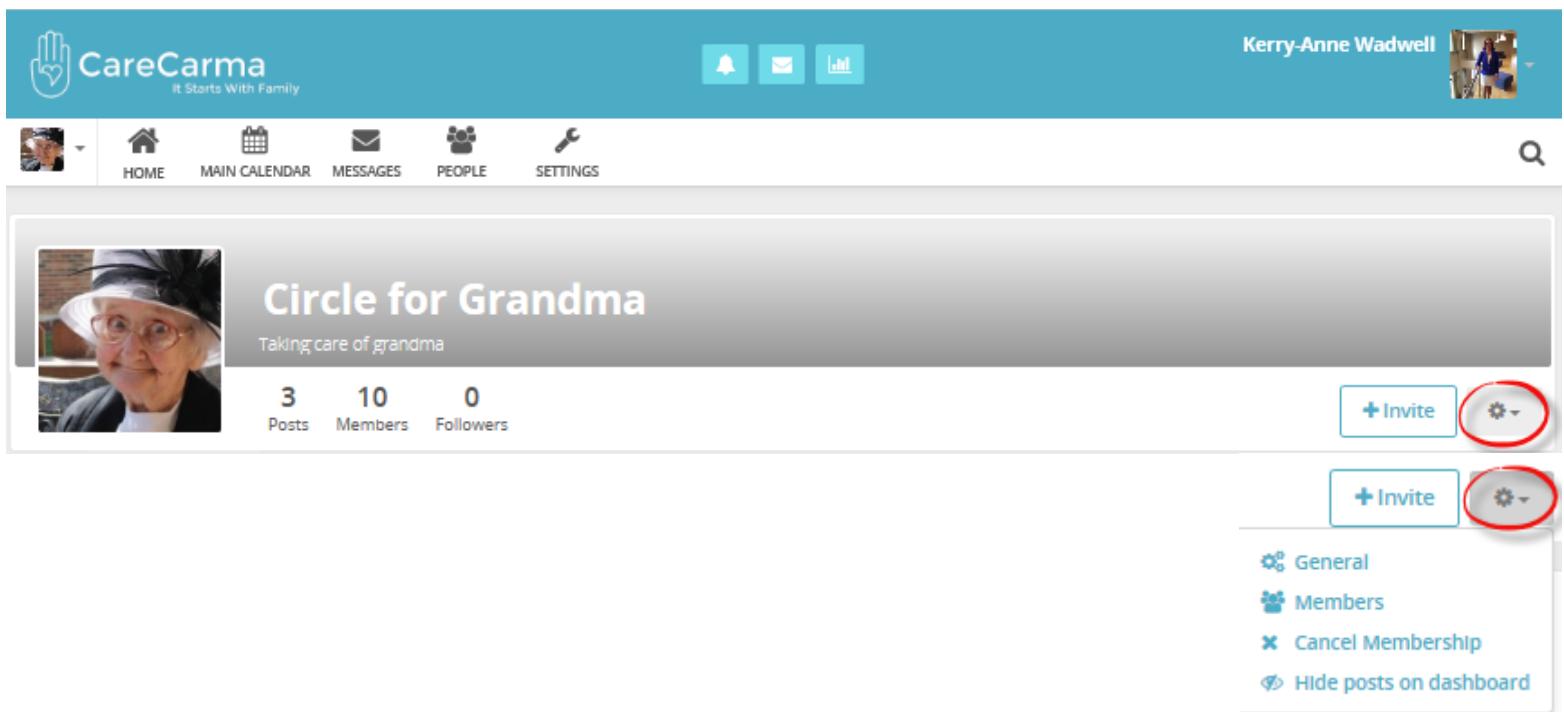
A modal window titled "Invite members" is shown. It lists four members with their profile pictures and names, each followed by a blue "Invite" button. The members are: Jiajun Fu, Poorni R, Poorani Ravichandran, and Gran ny. At the bottom left of the modal is a "Close" button.

Member Profile	Name	Invite Button
	Jiajun Fu	+ Invite
	Poorni R	+ Invite
	Poorani Ravichandran	+ Invite
	Gran ny	+ Invite

Select the (**+ Invite**) adjacent the member you want to invite

When you have finished inviting members, select (**Close**)

Note: If the invitee is not yet a CareCarma member, invite them to join CareCarma first (See Menu Toolbar –People –Add People)



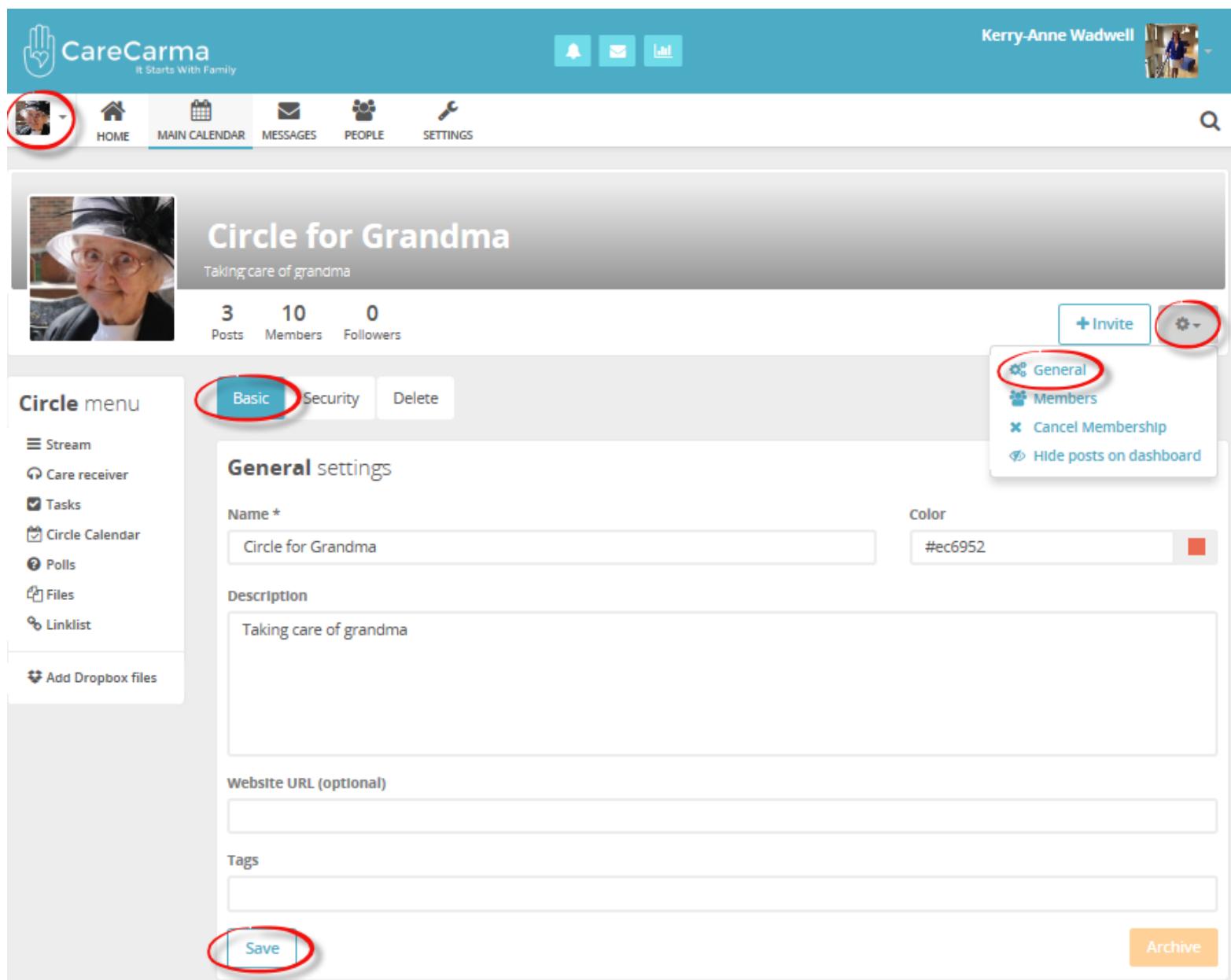
The screenshot shows the CareCarma mobile application interface. At the top, there's a blue header bar with the CareCarma logo, a gear icon, and the user's name, Kerry-Anne Wadwell. Below the header are navigation icons for Home, Main Calendar, Messages, People, and Settings. A search bar is on the far right.

The main content area displays a CareCircle titled "Circle for Grandma" with a profile picture of an elderly woman. Below the title, it says "Taking care of grandma". It shows statistics: 3 Posts, 10 Members, and 0 Followers. To the right of these stats are two buttons: "+ Invite" and a gear icon with a dropdown arrow, both of which are circled in red.

Below the stats, there are four more buttons: "+ Invite" and a gear icon with a dropdown arrow (circled in red), followed by "General", "Members", "Cancel Membership", and "Hide posts on dashboard".

Select the (Gear Icon) to access:

1. General Settings – CareCircle Creator (Owner) only
 - 1A. Basic
 - 1B. Security
 - 1C. Delete
2. Members – CareCircle Creator (Owner) only
 - 2A. Manage members
 - 2B. Pending Invites
 - 2C. Pending approvals
 - 2D. Manage permissions
3. Cancel Membership
4. Hide posts on dashboard



The screenshot shows the CareCarma app interface. At the top, there's a navigation bar with a user profile picture (circled in red), a gear icon (highlighted in red), and tabs for HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS. Below the navigation bar is a banner for a 'Circle for Grandma' named 'Taking care of grandma' with 3 posts, 10 members, and 0 followers. To the right of the banner are buttons for '+ Invite' and a gear icon (circled in red). A dropdown menu is open, showing options: General (circled in red), Members, Cancel Membership, and Hide posts on dashboard. On the left, a 'Circle menu' sidebar lists Stream, Care receiver, Tasks, Circle Calendar, Polls, Files, Linklist, and an 'Add Dropbox files' button. The main content area is titled 'General settings' and contains fields for Name (Circle for Grandma), Description (Taking care of grandma), Website URL (optional), and Tags. A 'Save' button at the bottom left is circled in red.

Only the CareCircle Creator (Owner) can access this function

Select the **(Gear Icon)**

Select **(General)**

Select **(Basic)**

In the **(Name)** section, enter a name for the CareCircle e.g. Grandma Ellis, John Brown, Smith Family

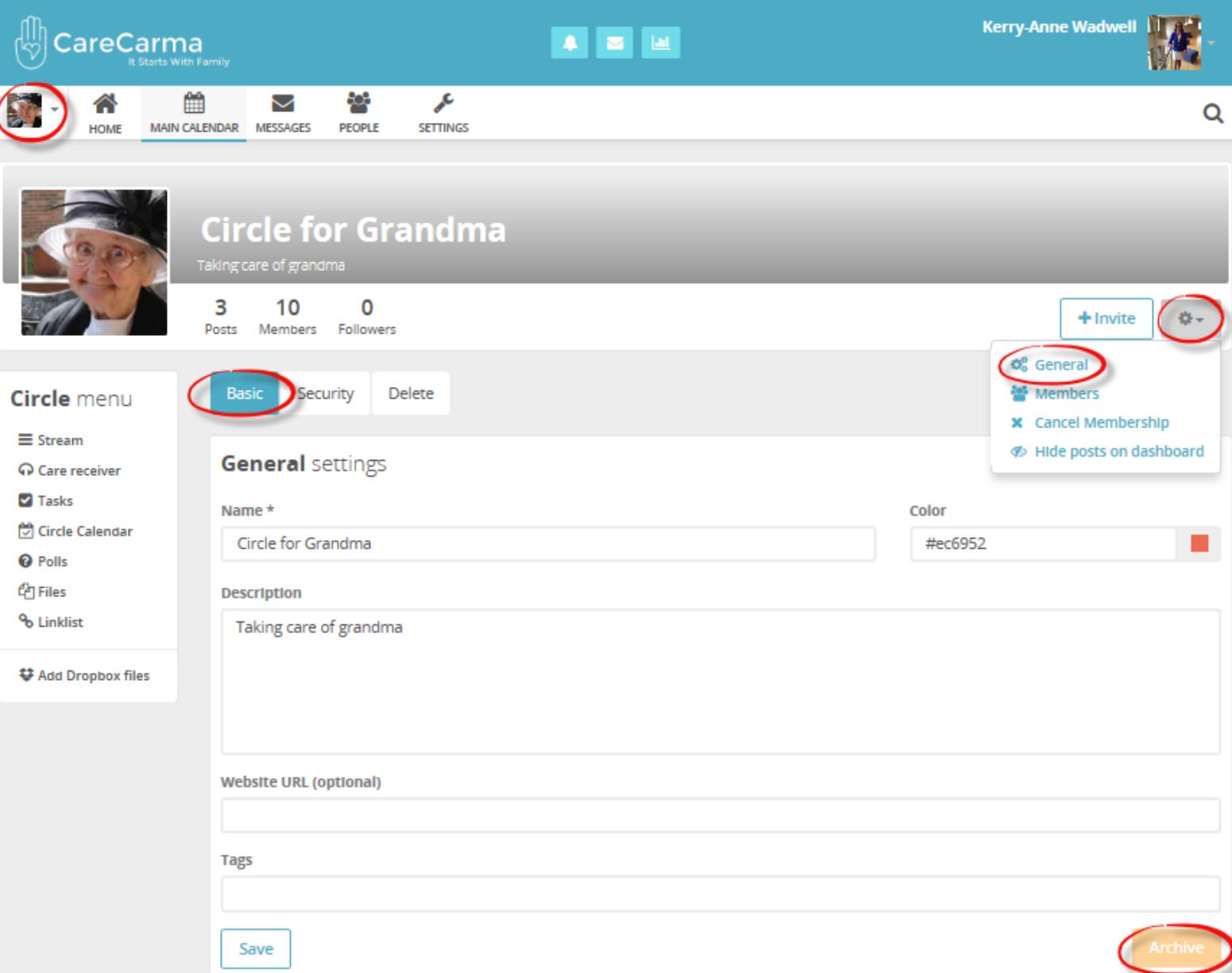
Optional: In the **(Color)** section, choose a color

Optional: In the **(Description)** section, enter a brief description of the CareCircle

Optional: In the **(Website URL)** section, enter the URL address

Optional: In the **(Tags)** section, include a brief description of yourself e.g. Circle Owner, Circle Creator, Supporter, Carer, Caterer

Select **(Save)**



The screenshot shows the CareCarma interface with a CareCircle named "Circle for Grandma". The "Basic" tab is selected under the "General" settings. A red circle highlights the "General" option in the dropdown menu. Another red circle highlights the "Archive" button at the bottom right.

Circle for Grandma
Taking care of grandma

3 Posts 10 Members 0 Followers

Circle menu

- Stream
- Care receiver
- Tasks
- Circle Calendar
- Polls
- Files
- Linklist
- Add Dropbox files

General settings

Name *: Circle for Grandma

Description: Taking care of grandma

Website URL (optional):

Tags:

Save **Archive**

General
Members
Cancel Membership
Hide posts on dashboard

Only the CareCircle Creator (Owner) can access this function

Select the **(Gear Icon)**

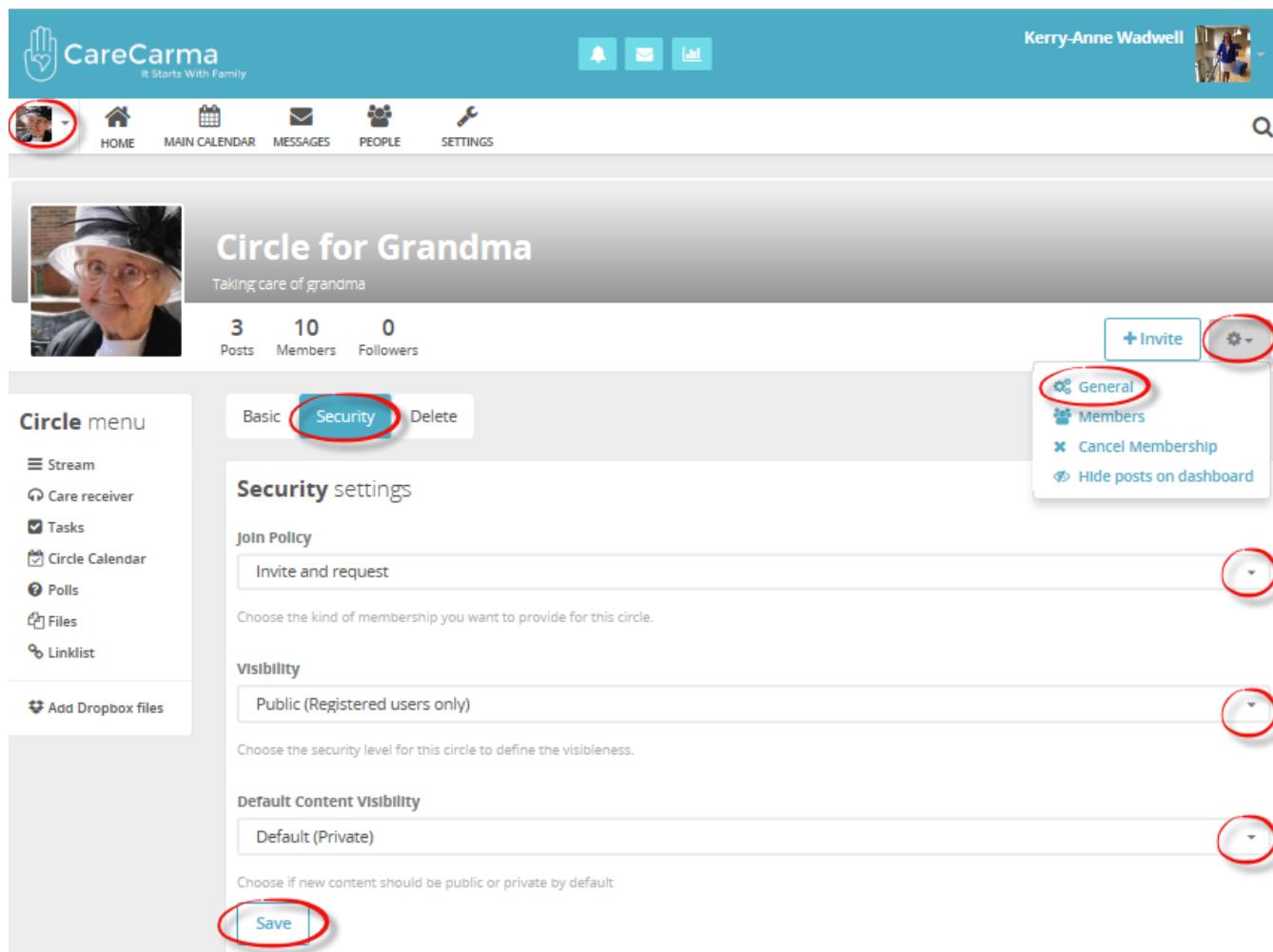
Select **(General)**

Select **(Basic)**

Select **(Archive)** when a CareCircle no longer needs to be currently active

Archived CareCircles retain all the CareCircles published content ready for use again in the future, if required

Once a CareCircle is archived, new data or posts CANNOT be added to the CareCircle



The screenshot shows the CareCarma app interface. At the top, there's a toolbar with icons for notifications, messages, and settings. On the right, a user profile for 'Kerry-Anne Wadwell' is shown. Below the toolbar, there's a navigation bar with links for 'HOME', 'MAIN CALENDAR', 'MESSAGES', 'PEOPLE', and 'SETTINGS'. A search bar is on the far right.

The main content area displays a 'Circle for Grandma' page. It features a photo of an elderly woman, a title 'Circle for Grandma', and a subtitle 'Taking care of grandma'. Below this, it shows '3 Posts', '10 Members', and '0 Followers'. To the right of these stats are three buttons: '+ Invite', a gear icon (highlighted with a red circle), and another gear icon.

On the left, there's a 'Circle menu' with various options like Stream, Care receiver, Tasks, Circle Calendar, Polls, Files, and Linklist. Below this is a link to 'Add Dropbox files'.

The central part of the screen is the 'Security settings' section. It includes a 'Join Policy' dropdown set to 'Invite and request' (highlighted with a red circle), a 'Visibility' dropdown set to 'Public (Registered users only)' (highlighted with a red circle), and a 'Default Content Visibility' dropdown set to 'Default (Private)' (highlighted with a red circle). At the bottom of this section is a 'Save' button (highlighted with a red circle).

Only the CareCircle Creator (Owner) can access this function

Select the **(Gear Icon)**

Select **(General)**

Select **(Security)**

In the **(Join Policy)** section, select **(Only by invite)**:

To allow any CareCircle member to invite another CareCarma member to this CareCircle

To automatically send a notification request to the invited CareCarma member

In the **(Join Policy)** section, select **(Invite and Request)**:

To allow any CareCircle member to invite another CareCarma member to this CareCircle

To automatically send a notification request to the invited CareCarma member

To allow any CareCarma member to request to be a member of this CareCircle

In the **(Join Policy)** section, select **(Everyone can enter)**:

To allow any CareCarma member to automatically join this CareCircle without an invitation or request

Note: The CareCircle creator or members will not receive notification of a new member

Note: All CareCircle members will see the new member listed on the Circle (Members) page

In the **(Visibility)** section, select **Private(Invisible)** to allow only this CareCircles members visibility

This CareCircle is **(Invisible)** to CareCarma members who are not members of this CareCircle

In the **(Visibility)** section, select **Public (Registered users only)** to allow all CareCarma members visibility to this CareCircle

This CareCircle is **(Visible)** to all CareCarma members including this CareCircle's members

In the **(Default Content Visibility)** section, select **Default (Private)** or **(Private)** if new content should be private

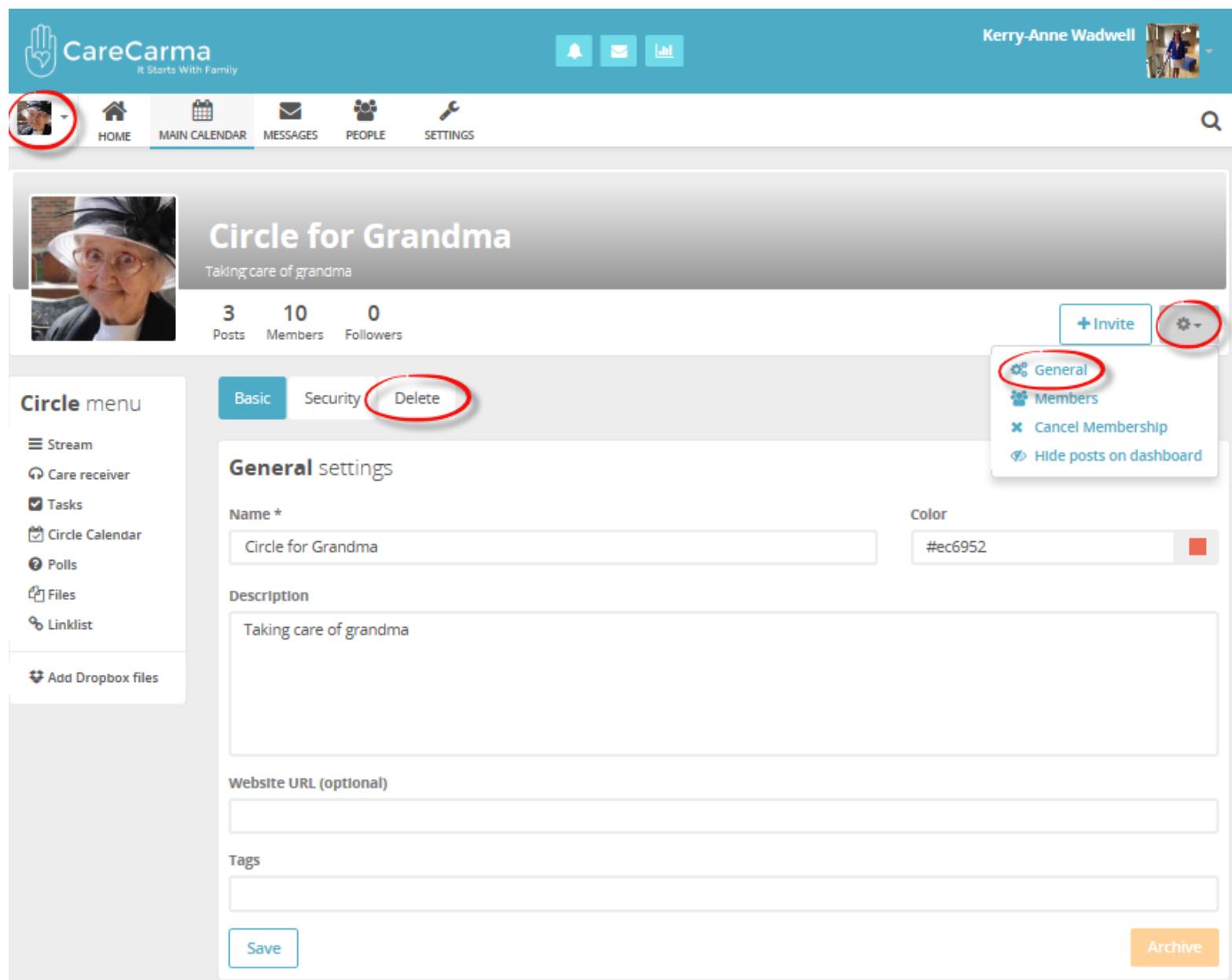
New content added to this CareCircle is invisible to CareCarma members who are not members of this CareCircle

CareCircle members have the option to change their new posts visibility to public before posting

In the **(Default Content Visibility)** section, select **(Public)** if new content should be public

New content added to this CareCircle is visible to all CareCarma members including this CareCircle's members

Select **(Save)**



The screenshot shows the CareCarma app interface. At the top, there's a navigation bar with a user profile picture (circled in red), 'CareCarma' logo, and 'It Starts With Family' tagline. To the right are notification icons (bell, envelope, chart) and a user profile for 'Kerry-Anne Wadwell'. Below the navigation is a main menu with 'HOME', 'MAIN CALENDAR', 'MESSAGES', 'PEOPLE', and 'SETTINGS'.

The main content area displays a 'Circle for Grandma' page. It features a profile picture of an elderly woman, the circle name 'Circle for Grandma', a description 'Taking care of grandma', and statistics: 3 Posts, 10 Members, 0 Followers. On the right, there's an 'Invite' button and a gear icon for settings, both circled in red. A dropdown menu from the gear icon includes 'General' (circled in red), 'Members', 'Cancel Membership', and 'Hide posts on dashboard'.

The 'Circle menu' on the left includes links for Stream, Care receiver, Tasks, Circle Calendar, Polls, Files, Linklist, and 'Add Dropbox files'. The 'General settings' section on the right allows editing of the circle's name ('Circle for Grandma'), description ('Taking care of grandma'), website URL (optional), and tags. It also includes a 'Save' button and an 'Archive' button.

Only the CareCircle Creator (Owner) can access this function

Select the **(Gear Icon)**

Select **(General)**

Select **(Delete)** to access the **(Delete circle)** pop-up which will ask:

"Are you sure you want to delete this circle. All published content will be removed! Please provide your password to continue!"

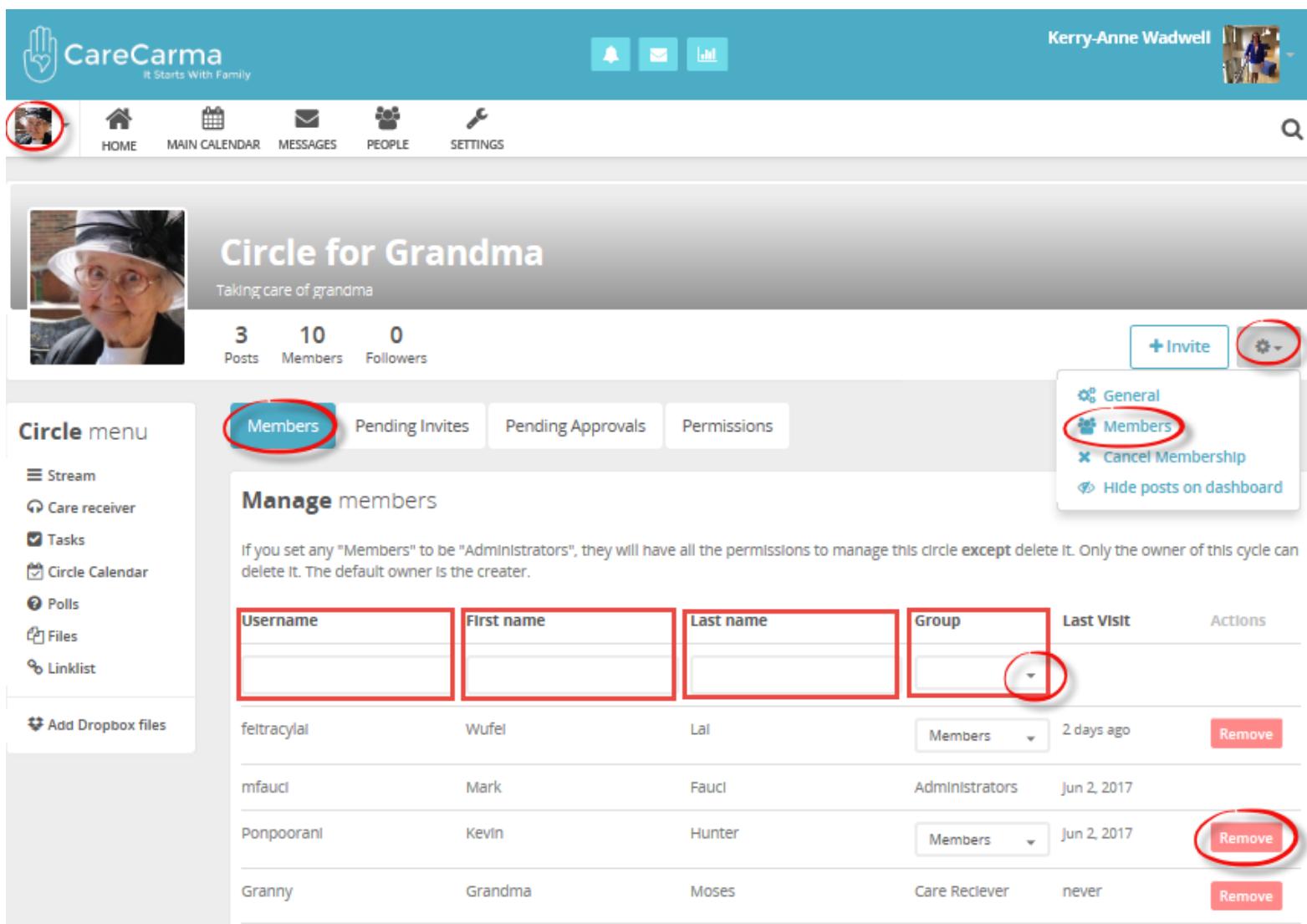
If you DON'T want to permanently delete the CareCircle:

You can **(Archive)** the CareCircle which makes the CareCircle inactive but retains the CareCircles published content

If you want to permanently delete the CareCircle:

In the **(Password)** section, enter your password – This is the same password that you entered to sign-up or log-in

Select **(Delete)**



The screenshot shows the CareCarma app interface. At the top, there's a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. On the far right, there's a user profile for 'Kerry-Anne Wadwell' and a search bar.

The main content area is titled 'Circle for Grandma' with the subtitle 'Taking care of grandma'. It displays statistics: 3 Posts, 10 Members, and 0 Followers. There are buttons for '+ Invite' and a gear icon.

A 'Circle menu' on the left includes options like Stream, Care receiver, Tasks, Circle Calendar, Polls, Files, Linklist, and 'Add Dropbox files'.

The 'Members' tab is selected in the navigation bar, highlighted with a red circle. A dropdown menu on the right shows options: General, Members (highlighted with a red circle), Cancel Membership, and Hide posts on dashboard.

The 'Manage members' section contains a table with columns: Username, First name, Last name, Group (with a dropdown arrow highlighted with a red circle), Last Visit, and Actions. The table lists four members:

Username	First name	Last name	Group	Last Visit	Actions
feitracyal	Wufel	Lai	Members	2 days ago	Remove
mfauci	Mark	Fauci	Administrators	Jun 2, 2017	Remove
Ponpoorani	Kevin	Hunter	Members	Jun 2, 2017	Remove
Granny	Grandma	Moses	Care Reclever	never	Remove

Only the CareCircle Creator (Owner) can access this function

Select the **(Gear Icon)**

Select **(Members)** to open the **(Manage members)** page

To add a new member:

Enter the members **(Username)**

Enter the members **(First Name)**

Enter the members **(Last Name)**

Select the **(Drop-Down Arrow)** under the heading **(Group)** then select the group you want this member to have access to

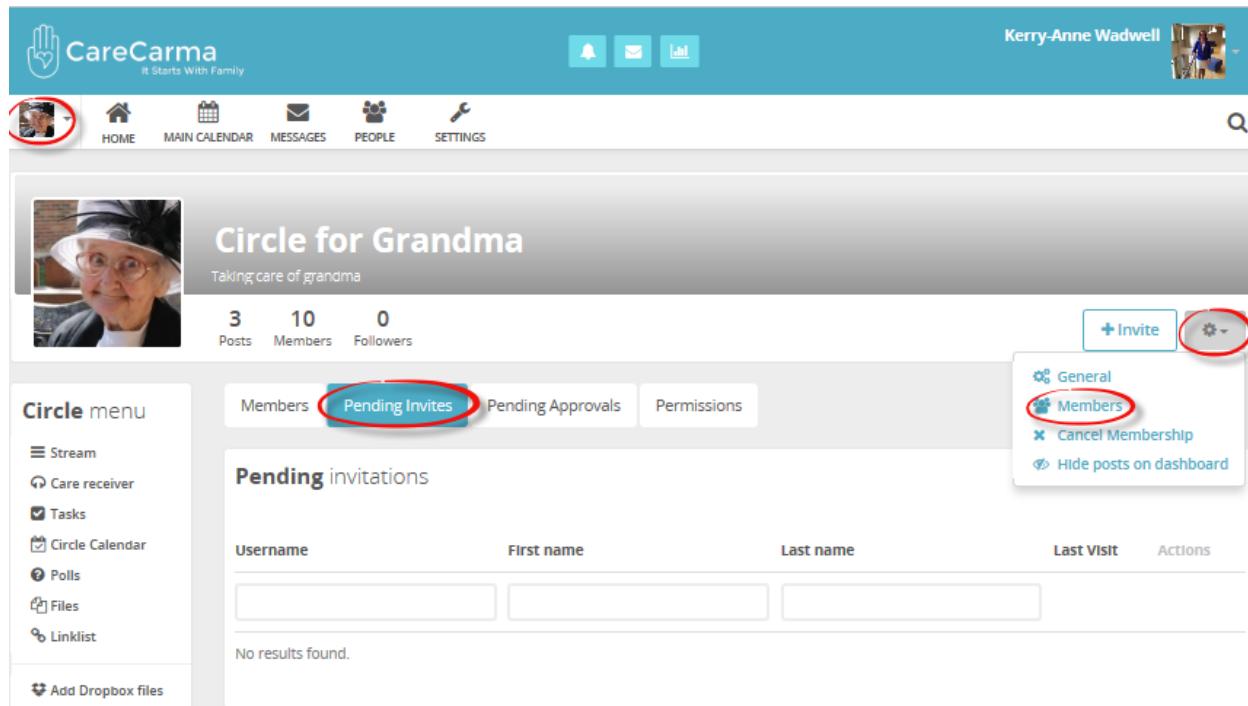
Note: If you only manage one group, then only one group will be available to select

To delete a member:

On the **(Manage members)** page locate the person you want to delete

Select the **(Remove)** action adjacent this person's name

CareCircle Toolbar – (Gear Icon) – Members – Pending Invites



The screenshot shows the CareCarma interface for a "Circle for Grandma". At the top, there's a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. On the right, a user profile for "Kerry-Anne Wadwell" is shown. Below the navigation, a banner features a photo of an elderly woman and the text "Taking care of grandma". A summary box shows "3 Posts", "10 Members", and "0 Followers". To the right of the summary is a "Pending Invites" button, which is circled in red. A dropdown menu is open from a gear icon, also circled in red, containing options: "General", "Members" (which is highlighted with a blue box and circled in red), "Cancel Membership", and "Hide posts on dashboard".

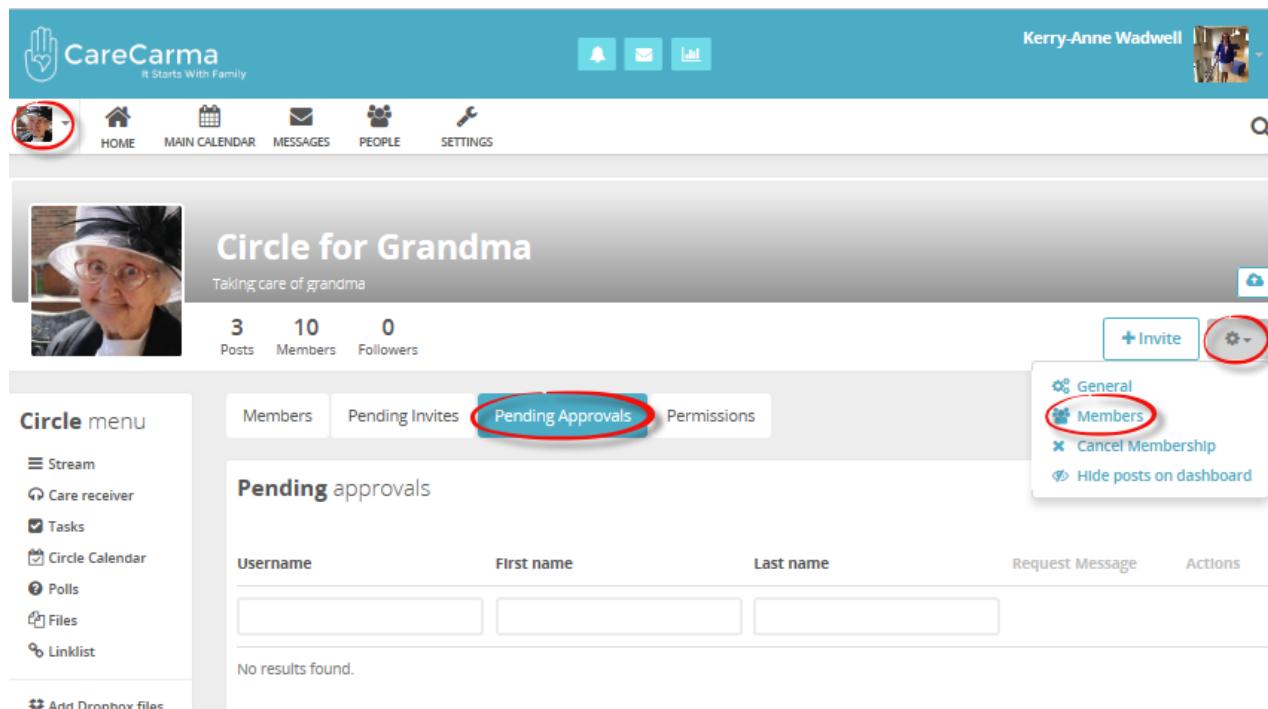
Select the **(Gear Icon)**

Select **(Members)**

Select **(Pending Invites)**

Any invitations you've sent that have not been responded to will be listed on the **(Pending Invitations)** page

CareCircle Toolbar – (Gear Icon) – Members – Pending Approvals



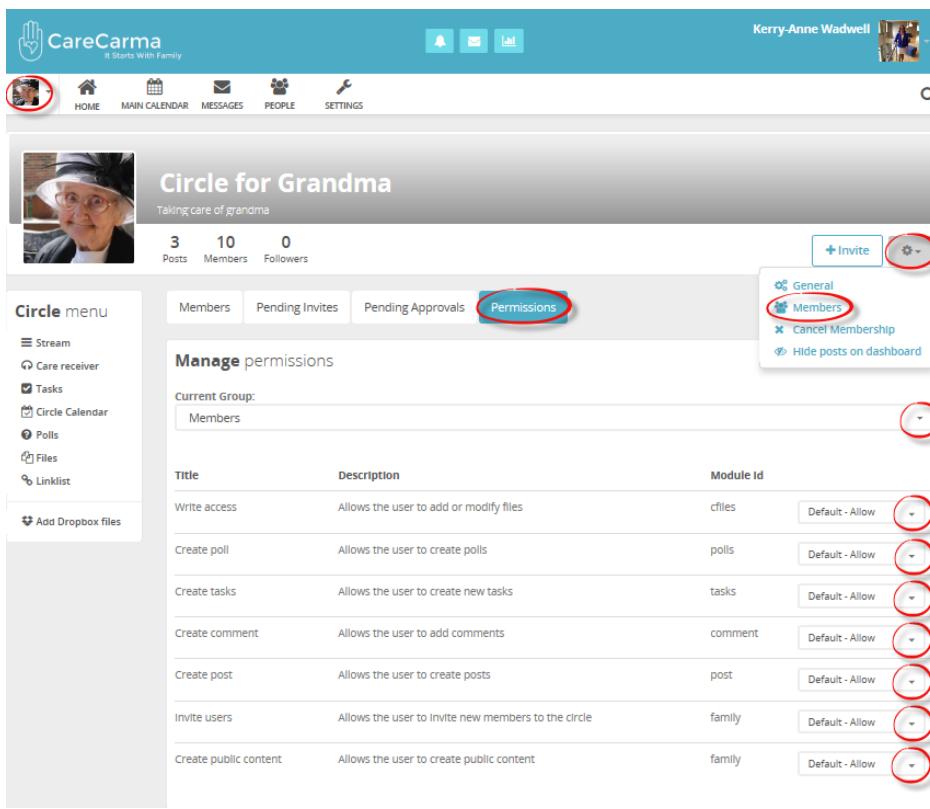
The screenshot shows the CareCarma interface for a "Circle for Grandma". The layout is identical to the previous screenshot, with the same navigation bar, user profile, and banner. The "Pending Approvals" tab is now circled in red. The same dropdown menu from the gear icon is open, with the "Members" option highlighted and circled in red.

Select the **(Gear Icon)**

Select **(Members)**

Select **(Pending Approvals)**

Any approvals you've requested that have not been responded to will be listed on the **(Pending Approvals)** page



Circle for Grandma
Taking care of grandma

3 10 0
Posts Members Followers

Circle menu

- Stream
- Care receiver
- Tasks
- Circle Calendar
- Polls
- Files
- Linklist
- Add Dropbox files

Manage permissions

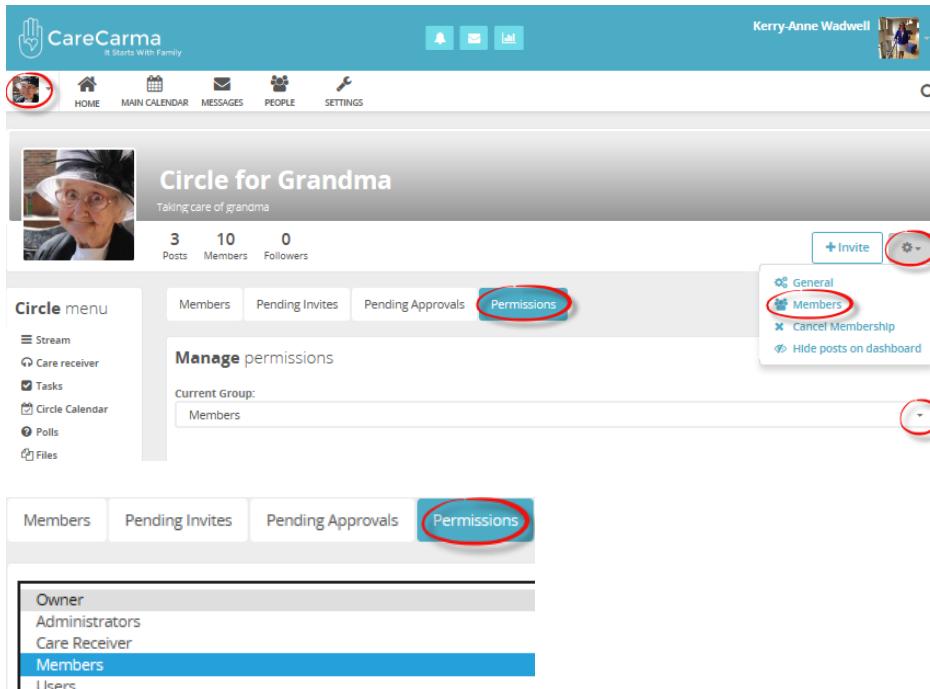
Current Group: Members

Title	Description	Module Id
Write access	Allows the user to add or modify files	cfiles
Create poll	Allows the user to create polls	polis
Create tasks	Allows the user to create new tasks	tasks
Create comment	Allows the user to add comments	comment
Create post	Allows the user to create posts	post
Invite users	Allows the user to invite new members to the circle	family
Create public content	Allows the user to create public content	family

Select the **(Gear Icon)**

Select **(Members)**

Select **(Permissions)** to open the **(Manage permissions)** page



Circle for Grandma
Taking care of grandma

3 10 0
Posts Members Followers

Circle menu

- Stream
- Care receiver
- Tasks
- Circle Calendar
- Polls
- Files

Manage permissions

Current Group: Members

Title	Description	Module Id
Write access	Allows the user to add or modify files	cfiles
Create poll	Allows the user to create polls	polis
Create tasks	Allows the user to create new tasks	tasks
Create comment	Allows the user to add comments	comment
Create post	Allows the user to create posts	post
Invite users	Allows the user to invite new members to the circle	family
Create public content	Allows the user to create public content	family

Owner
Administrators
Care Receiver
Members (highlighted)
Users

In the **(Current Group)** section, select one of the following options:

1. Owner
2. Administrator
3. Care Receiver
4. Members
5. Users

Manage permissions

Current Group:

Members

Title	Description	Module Id	
Write access	Allows the user to add or modify files	cfiles	Default - Allow
Create poll	Allows the user to create polls	polls	Default - Allow
Create tasks	Allows the user to create new tasks	tasks	Default - Allow
Create comment	Allows the user to add comments	comment	Default - Allow
Create post	Allows the user to create posts	post	Default - Allow
Invite users	Allows the user to invite new members to the circle	family	Default - Allow
Create public content	Allows the user to create public content	family	Default - Allow

For each (Title) listed below:

Title 1. Write access – (Description: Allows the user to add or modify files)

Title 2. Create poll – (Description: Allows the user to create polls)

Title 3. Create tasks – (Description: Allows the user to create new tasks)

Title 4. Create comment – (Description: Allows the user to add comments)

Title 5. Create post – (Description: Allows the user to create posts)

Title 6. Invite users – (Description: Allows the user to invite new members to the circle)

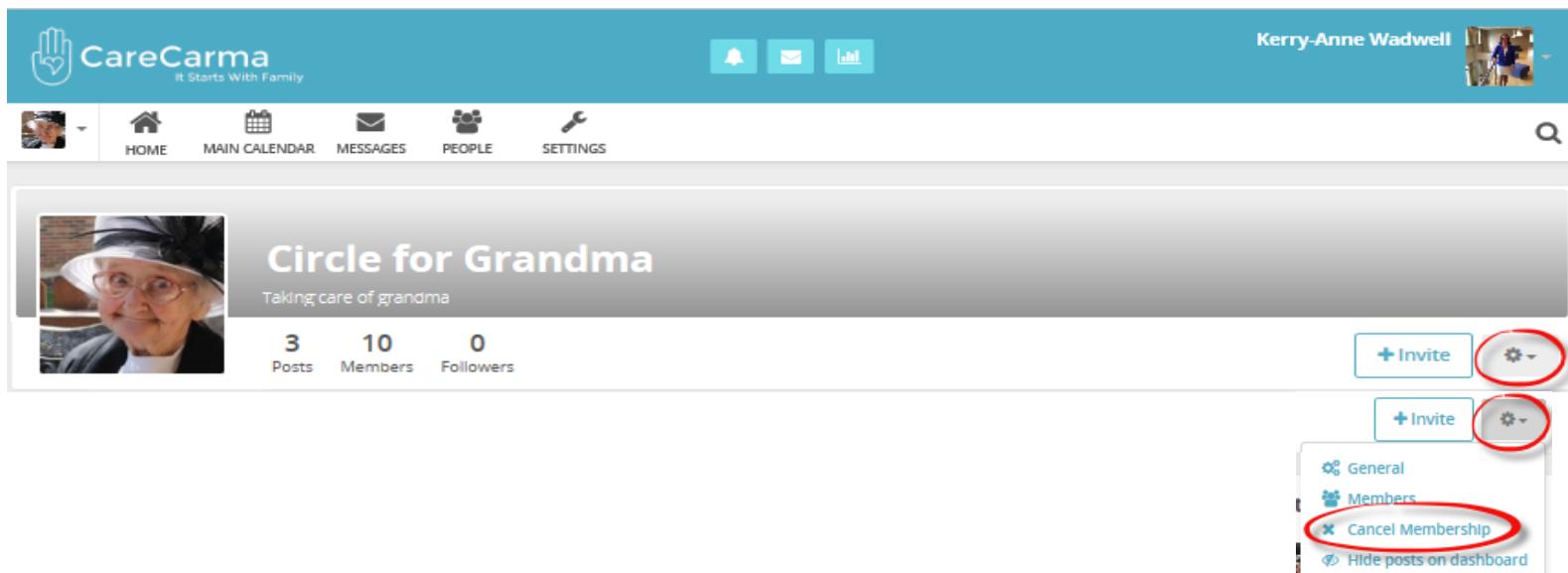
Title 7. Create public content – (Description: Allows the user to create public content)

Select **(Default – Allow)** or **(Allow)** if you want to permit this group to make the changes designated in the description

Select **(Deny)** if you don't want to permit this group to make the changes designated in the description

Select a different **(Current Group)** and repeat the process listed above until all the **(Current Groups)** have appropriate permissions

CareCircle Toolbar – (Gear Icon) – Cancel Membership

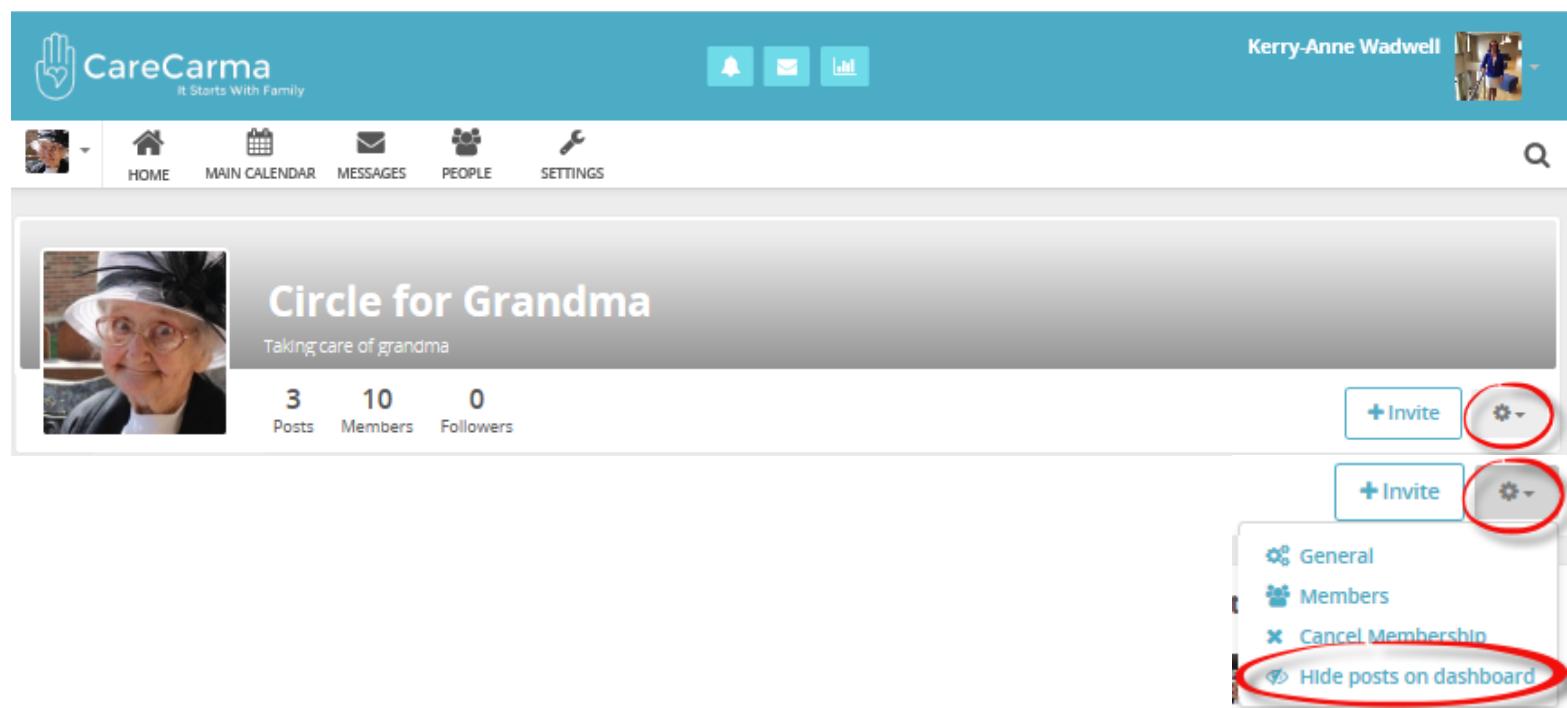


The screenshot shows the CareCarma CareCircle toolbar. At the top right, there is a profile picture of Kerry-Anne Wadwell. Below the toolbar, the CareCircle name "Circle for Grandma" is displayed, along with statistics: 3 Posts, 10 Members, and 0 Followers. On the far right of the toolbar, there is a gear icon with a minus sign, which is circled in red. A dropdown menu is open from this icon, showing options: General, Members, Cancel Membership (which is also circled in red), and Hide posts on dashboard.

Select the **(Gear Icon)**

Select **(Cancel Membership)** to remove your profile from the CareCircle you have open

Note: To remove yourself from other CareCircles you need to access each CareCircle independently



The screenshot shows the CareCarma platform interface. At the top, there's a toolbar with a gear icon, a bell icon, an envelope icon, and a bar chart icon. On the right, it shows a profile picture for 'Kerry-Anne Wadwell' and a search icon. Below the toolbar, there are navigation links: HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS. The main content area displays a 'Circle for Grandma' page. This page features a profile picture of an elderly woman, the circle name 'Circle for Grandma', and a subtitle 'Taking care of grandma'. Below this, it shows statistics: 3 Posts, 10 Members, and 0 Followers. To the right of these stats are two blue 'Invite' buttons and two gear icon dropdown menus, both of which are circled in red. A larger gear icon dropdown menu is also visible on the right side of the page, listing options: General, Members, Cancel Membership, and Hide posts on dashboard, with the 'Hide posts on dashboard' option also circled in red.

Select the **(Gear Icon)**

Select **(Hide posts on dashboard)** to hide posts on your Home Page Dashboard

Note: This does not hide posts on CareCircle dashboards

Select **(Hide posts on dashboard)** a second time to unhide posts on your Home Page Dashboard

CIRCLE MENU FUNCTIONS AND TOOLS

Menu Toolbar – My Circles – Select CareCircle – Circle Menu

The screenshot shows the CareCarma platform interface. At the top, there's a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. On the right side of the top bar, there's a user profile for 'Kerry-Anne Wadwell' and a search icon. Below the top bar, there's a banner for a CareCircle named 'Circle for Grandma' featuring a photo of an elderly woman. The banner includes statistics: 3 Posts, 10 Members, and 0 Followers. To the right of the banner are 'Invite' and settings buttons. The main content area has a 'Circle menu' link circled in red on the left sidebar. The central area shows a feed of posts from 'Wufei Lai' about system administration and adding a link to WebMD. To the right, there's a 'Latest activities' section showing three recent actions by 'Wufei Lai'.

Circle for Grandma
Taking care of grandma

3 Posts 10 Members 0 Followers

Circle menu

Stream

Care receiver

Tasks

Circle Calendar

Polls

Files

Linklist

Add Dropbox files

What's on your mind?

Filter Sorting

Wufei Lai Jun 5, 2017 - 10:24 AM PRIVATE System Administration

Added a new link WebMD to category "Best medical websites".
(No description available.)

LINK

Like Comment

f t l

Latest activities

Wufei Lai created a new Link "WebMD".
Jun 5, 2017 - 10:24 AM

Wufei Lai created a new Link "National Institute on Aging".
Jun 5, 2017 - 10:24 AM

Wufei Lai created a new Link Category "Best medical websites".
Jun 5, 2017 - 10:23 AM

To access the Circle Menu:

Select (**MY CIRCLES**) on the Menu Toolbar

Select the CareCircle you want to access from the list of CareCircles

After selection:

1. A picture of the Care Receiver for the CareCircle you've selected will replace the My Circles Icon
2. You'll be redirected to the CareCircle you selected
3. The (**Circle Menu**) will be displayed underneath the picture of the Care Receiver

The screenshot shows the CareCarma mobile application interface. At the top, there is a blue header bar with the CareCarma logo and a "It Starts With Family" tagline. To the right of the logo are three small icons: a bell, an envelope, and a bar chart. Below the header is a navigation bar with five items: HOME (with a profile picture), MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS. The HOME item has a red circle around it, indicating it is selected.

The main content area displays a "Circle for Grandma" page. On the left is a large photo of an elderly woman wearing glasses and a white hat. To the right of the photo is the circle's name, "Circle for Grandma", and a subtitle, "Talking care of grandma". Below this are statistics: 3 Posts, 10 Members, and 0 Followers.

A sidebar on the left is titled "Circle menu" and contains several options: Stream (selected and circled in red), Care receiver, Tasks, Circle Calendar, Polls, Files, Linklist, and Add Dropbox files. The Stream option is highlighted with a red circle.

The main stream area has a text input field with the placeholder "What's on your mind?" and a "Submit" button with a cloud icon. A red oval highlights the "What's on your mind?" input field. Below the input field are "Filter" and "Sorting" dropdowns. A post from "Wufei Lai" dated "Jun 5, 2017 - 10:24 AM" is shown, with a "PRIVATE" label and a "LINK" button. The post content is "Added a new link WebMD to category "Best medical websites ". (No description available.)".

Selecting (**Stream**) in the Circle Menu allows you to view messages and post messages and files:

1. Privately to CareCircle members only
2. Publicly to all CareCarma members

To post a message:

Select the (What's on your mind?) box then write your message

To add files to your message:

Select the (**upload image**) icon

Locate the file you want to attach

Select (**open**)

To (Notify Members) of a pending message:

If you want to send a notification to members letting them know there is a message pending

Select the  (Gear Icon)

Select (Notify Members)

Start typing a member's name

Select the member from the drop-down menu

Repeat the last two steps until everyone you want to send the notification to is included

To make the message (Private) or (Public):

By default, the message is set to (Private) to allow only this CareCircles members access

To change the message to (Public) to allow CareCarma members access

Select the  (Gear Icon)

Select (Make Public)

Select (Submit), once the message is ready to send out

The screenshot shows the CareCarma mobile application interface. At the top, there's a blue header bar with the CareCarma logo ('It Starts With Family'), a user profile picture, and three small icons for notifications, messages, and settings. Below the header is a navigation bar with links for HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS, with SETTINGS being the active tab. The main content area features a large photo of an elderly woman (labeled 'Grandma') and the title 'Circle for Grandma' with the subtitle 'Taking care of grandma'. It displays statistics: 3 Posts, 10 Members, and 0 Followers. On the right, there are 'Invite' and settings buttons. On the left, a sidebar titled 'Circle menu' lists options: Stream (selected), Care receiver (highlighted with a red circle), Tasks, Circle Calendar, Polls, Files, Linklist, and Add Dropbox files. The 'Overview' tab is selected in the main content area, showing a table of 'Current Care Receiver' details:

Username	Email	First name	Last name	Last Visit	Actions
Granny	grannymoses905@gmail.com	Grandma	Moses	never	
Grammy	grammy@gmail.com	Gram	my	never	

A CareCircle can be setup for:

One (1) Care Receiver

Two (2) or more Care Receivers

Selecting (**Care Receiver**) in the Circle Menu provides an overview of every registered Care Receiver in this CareCircle, including:

1. Username
2. Email
3. First Name
4. Last Name
5. Last Visit – This is the last time the Care Receiver visited this CareCircle – It may say (never)





Circle for Grandma

Taking care of grandma

3 Posts 10 Members 0 Followers

[+ Invite](#) [Settings](#)

Circle menu		Overview	Add Care																	
Stream Care receiver (highlighted) <input checked="" type="checkbox"/> Tasks Circle Calendar Polls Files Linklist Add Dropbox files	Current Care Receiver <p>In this overview you can find every registered care receiver in this circle.</p> <table border="1"> <thead> <tr> <th>Username</th> <th>Email</th> <th>First name</th> <th>Last name</th> <th>Last Visit</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Granny</td> <td>grannymoses905@gmail.com</td> <td>Grandma</td> <td>Moses</td> <td>never</td> <td> </td> </tr> <tr> <td>Grammy</td> <td>grammy@gmail.com</td> <td>Gram</td> <td>my</td> <td>never</td> <td> </td> </tr> </tbody> </table>	Username	Email	First name	Last name	Last Visit	Actions	Granny	grannymoses905@gmail.com	Grandma	Moses	never		Grammy	grammy@gmail.com	Gram	my	never		
Username	Email	First name	Last name	Last Visit	Actions															
Granny	grannymoses905@gmail.com	Grandma	Moses	never																
Grammy	grammy@gmail.com	Gram	my	never																

Actions: [View Health Report:](#)

Allows CareCircle members to view the Care Receivers health report(s)

Actions: [Edit Account:](#)

Allows CareCircle Administrators to edit Care Receiver details:

1. Profile
2. Contacts
3. Set Reminders
4. CoSMoS Setting
5. E-Mail
6. Delete account

Actions: [Delete Account or Change Status:](#)

Allows CareCircle Administrators to delete a Care Receiver once care is no longer required

Allows CareCircle Administrators to change the Care Receiver status to a regular member

Circle for Grandma
Taking care of grandma

3 10 0
Posts Members Followers

+ Invite

Circle menu

- Stream
- Care receiver**
- Tasks
- Circle Calendar
- Polls
- Files
- Linklist
- Add Dropbox files

Circle menu

- Stream
- Care receiver**
- Tasks
- Circle Calendar
- Polls
- Files
- Linklist
- Add Dropbox files

Current Care Receiver

In this overview you can find every registered care receiver in this circle.

Username	Email	First name	Last name	Last Visit	Actions
Granny	grannymoses905@gmail.com	Grandma	Moses	never	
Grammy	grammy@gmail.com	Gram	my	never	

Profile

Grandma Moses Details

General Communication

First name *
Grandma

Last name *
Moses

Gender
Female

Street

Apt/Unit (optional)

City

State

Country
Please select:

Zip

Birthday
06/01/1928

Hide year in profile

About

Save profile

Select (**Profile**) to find and manage a Care Receivers details

Select the (**General**) tab

Enter the (**First name**) of the Care Receiver

Enter the (**Last name**) of the Care Receiver

Optional: Enter information in the other fields

Optional: (**Check**) the (**Hide year in profile**) to not allow members to know the Care Receivers year of birth

Optional: (**Uncheck**) the (**Hide year in profile**) to allow members to know the Care Receivers year of birth

Optional: Enter information in the (**About**) section

Select (**Save Profile**)

Select the (**Communications**) tab

Optional: Enter your (**home phone number**)

Optional: Enter your (**work phone number**)

Optional: Enter your (**mobile phone number**)

Select (**Save Profile**)

The screenshot shows two pages of the CareCarma app:

Circle for Grandma Page:

- Circle menu sidebar:** Stream, Care receiver (circled), Tasks, Circle Calendar, Polls, Files, Linklist, Add Dropbox files.
- Overview tab:** Shows a photo of an elderly woman, 3 Posts, 10 Members, 0 Followers, + Invite button.
- Current Care Receiver section:** Shows two entries: Granny (username) and Grammy (username). Both have edit (pencil) and delete (trash) icons in their actions column.

Contacts Page:

- Circle menu sidebar:** Stream, Care receiver (circled), Tasks, Circle Calendar, Polls, Files, Linklist, Add Dropbox files.
- Contacts tab:** Set Reminders, CoSMoS Setting, E-mail, Delete account.
- Contacts section:** Shows a table of contacts with columns for Name, Relationship to Grandma Moses, CoSMoS Phone App (max: 7), CoSMoS Watch App (max: 6), CareCarma Watch (max: 5), CoSMoS Vue, and Actions.
- Table Data:**

Name	Relationship to Grandma Moses	CoSMoS Phone App (max: 7)	CoSMoS Watch App (max: 6)	CareCarma Watch (max: 5)	CoSMoS Vue	Actions
Mark Fauci	grandson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Kevin Hunter	--Select--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Joe Kang	--Select--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wufel Lal	--Select--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tracy Lal	--Select--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Grammy	--Select--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Joe Page	--Select--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Kerry-Anne Wadwell	--Select--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Zhentao Ying	--Select--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Select (**Contacts**) to find and manage a Care Receivers contacts

Select the box beneath the heading (**Relationship to Care Receiver**) to select the relationship of each contact to the Care Receiver

Select which contacts (Max 7) will be a Primary Number on Cosmos Phone App

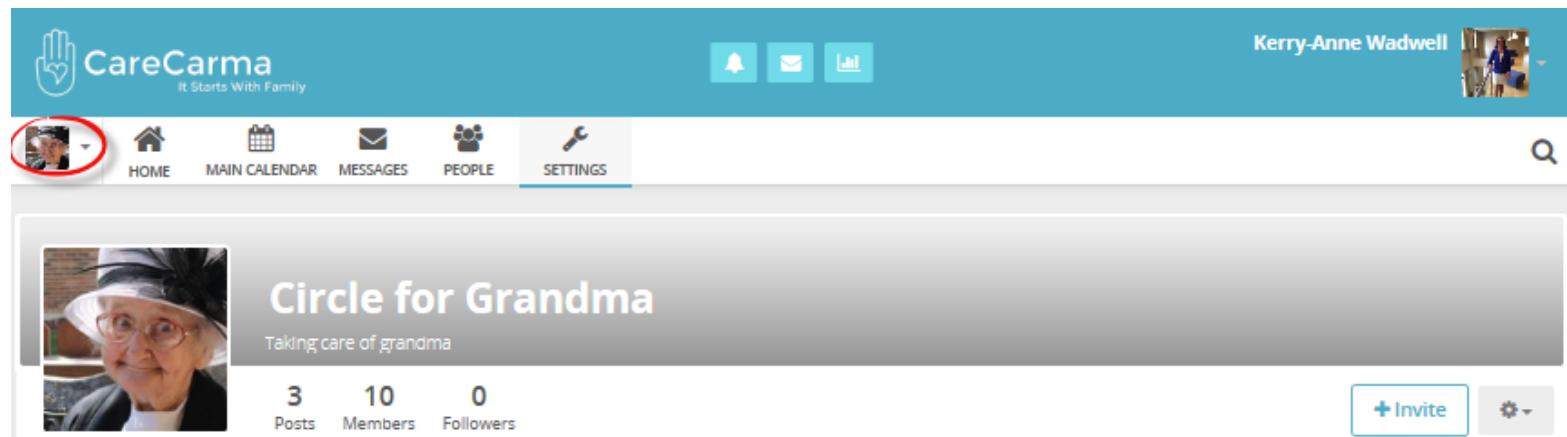
Select which contacts (Max 6) will be a Primary Number on CoSMoS Watch App

Select which contacts (Max 5) will be a Primary Number on CareCarma Watch

Select which contacts will be a Primary Number on CoSMoSVue Glasses

Select the (modify) icon adjacent any contact to edit a contacts details or their status on a Care Receivers device

Select (**Set Reminders**) to manage reminders on devices



The screenshot shows the CareCarma web interface. At the top, there's a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. The Settings icon is highlighted with a red circle. On the right, a user profile for 'Kerry-Anne Wadwell' is shown with a small photo. Below the navigation, a large image of an elderly woman is displayed with the title 'Circle for Grandma' and the subtitle 'Taking care of grandma'. It shows statistics: 3 Posts, 10 Members, and 0 Followers. There are 'Invite' and gear icons on the right.

Circle menu: A sidebar on the left lists Stream, Care receiver (highlighted with a red circle), Tasks, Circle Calendar, Polls, Files, Linklist, and Add Dropbox files.

Overview: This tab is selected and highlighted with a red circle. It displays the heading 'Current Care Receiver' and a note: 'In this overview you can find every registered care receiver in this circle.' Below is a table listing two care receivers:

Username	Email	First name	Last name	Last Visit	Actions
Granny	grannymoses905@gmail.com	Grandma	Moses	never	
Grammy	grammy@gmail.com	Gram	my	never	

Set Reminders: This tab is selected and highlighted with a red circle. It has a heading 'Set Reminders' and a note: 'Please help Grandma Moses set reminders in his/her CoSMoS device here.' A button '+ Add Reminder' is highlighted with a red circle. Below is a table showing existing reminders:

Title	Reminder Time	Created by	Actions
Check Blood Pressure	Everyday 16:00	Kerry-Anne Wadwell	
Take Medication	Everyday 08:00	Kerry-Anne Wadwell	
	Everyday 13:00		
	Everyday 18:00		

To add reminders:

Select (+ Add Reminder) to open the Add Reminder pop-up

Add reminder

Title *
Take Medication

Time * 08:00  **Repeat** **Day *** Everyday 
Expiration Date

Time * 13:00  **Repeat** **Day *** Everyday 
Expiration Date

Time * 18:00  **Repeat** **Day *** Everyday 
Expiration Date

+ Add time

Send **Cancel**

In the **(Title)** section, enter a name for the reminder, e.g. Take Medication

In the **(Time)** section, select the **(Clock)** icon

Select the **(Λ)** or **(V)** down arrows to adjust the **(Hour)**

Select the **(Λ)** or **(V)** down arrows to adjust the **(Minute)**

Uncheck the **(Repeat)** box if this reminder is required one time for a specific date

In the **(Date)** section, select the date for the reminder using the left and right arrows to scroll back and forth between the months

Check the **(Repeat)** box if this reminder occurs more than one time

In the **(Date)** section, select one of the following appropriate options:

1. Everyday
2. Every Sunday
3. Every Monday
4. Every Tuesday
5. Every Wednesday
6. Every Thursday
7. Every Friday
8. Every Saturday

Select **(+ Add time)** to add another time this reminder will occur. Repeat the steps above

Select the **(Remove)** icon adjacent the **(Time)** to delete this time from the reminder

When all the reminder times have been included:

Select **(Send)** to add reminder to devices

Select **(Cancel)** to not add reminder to devices

To edit reminders:

The screenshot shows the 'Set Reminders' section of the CoSMoS app. At the top, there's a navigation bar with links like 'Back', 'Profile', 'Contacts', 'Set Reminders' (which is highlighted with a red circle), 'CoSMoS Setting', 'E-mail', and 'Delete account'. On the left, a sidebar lists 'Stream', 'Care receiver' (circled in red), 'Tasks', 'Circle Calendar', 'Polls', 'Files', 'Linklist', and 'Add Dropbox files'. Below the sidebar, the main area says 'Set Reminders' and asks to help set reminders for a care receiver. It has a 'Add Reminder' button and a table showing 4 items. The table columns are 'Title', 'Reminder Time', 'Created by', and 'Actions'. The first item is 'Check Blood Pressure' at 'Everyday 16:00' created by 'Kerry-Anne Wadwell' with 'Edit' and 'remove' buttons. The second item is 'Take Medication' with three rows: 'Everyday 08:00', 'Everyday 13:00', and 'Everyday 18:00', both created by 'Kerry-Anne Wadwell' with 'Edit' and 'remove' buttons (the 'Edit' button for the third row is circled in red).

In the (Actions) section, select (**Edit**) adjacent the reminder you want to edit to access the (Edit reminder) popup
Refer to the steps in the (add reminders) section listed above to edit the reminder

The screenshot shows the 'Edit reminder' dialog. It contains three reminder entries. Each entry has a 'Time *' field (containing 08:00, 14:00, or 20:00), a 'Repeat' checkbox (checked), a 'Day *' dropdown (set to 'Everyday'), and an 'Expiration Date' field. A green border highlights the 'Time' field of the second reminder. At the bottom, there's a '+ Add time' button and 'Update' and 'Cancel' buttons.

Select (**Update**) to edit reminder on devices

Select (**Cancel**) to not edit reminder on devices

To remove reminders:

The screenshot shows the 'Circle menu' interface. On the left, there's a sidebar with various options: Stream, Care receiver (which is highlighted with a red circle), Tasks, Circle Calendar, Polls, Files, Linklist, and Add Dropbox files. At the top, there are navigation links: Back, Profile, Contacts, Set Reminders (which is highlighted with a red circle), CoSMoS Setting, E-mail, and Delete account. The main content area is titled 'Set Reminders' and contains instructions: 'Please help Grandma Moses set reminders in his/her CoSMoS device here.' Below this is a button labeled '+ Add Reminder'. A message indicates 'Showing 1-2 of 4 items.' A table lists four reminders:

Title	Reminder Time	Created by	Actions
Check Blood Pressure	Everyday 16:00	Kerry-Anne Wadwell	Edit remove
Take Medication	Everyday 08:00	Kerry-Anne Wadwell	Edit remove
	Everyday 13:00		
	Everyday 18:00		

In the (Actions) section, select **(remove)** adjacent the reminder you want to remove to access the (Confirm deleting) pop-up

Confirm deleting

Do you really want to delete this task?

Delete Cancel

Select **(Delete)** to remove the reminder

Select **(Cancel)** or **(X)** to not remove the reminder

Menu Toolbar – My Circles – Select CareCircle – Circle Menu – Care Receiver – Edit Account – CoSMoS Setting
 Select (**CoSMoS setting**) to activate / deactivate CoSMoS devices or use the CoSMoS App

Circle for Grandma
 Taking care of grandma

3 Posts 10 Members 0 Followers

Circle menu

- Stream
- Care receiver**
- Tasks
- Circle Calendar
- Polls
- Files
- Linklist
- Add Dropbox files

Overview Add Care

Current Care Receiver

In this overview you can find every registered care receiver in this circle.

Username	Email	First name	Last name	Last Visit	Actions
Granny	grannymoses905@gmail.com	Grandma	Moses	never	
Grammy	grammy@gmail.com	Gram	my	never	

Circle menu

- Stream
- Care receiver**
- Tasks
- Circle Calendar
- Polls
- Files
- Linklist
- Add Dropbox files

CoSMoS setting

If Grandma Moses has a CoSMoS Vue or a CareCarma Watch or use CoSMoS App, please activate it here

Current CoSMoS device

- 1) CareCarma Watch
 Activation #: nazF
 Phone #:
- 2) CoSMoS Vue
 Activation #: gggkq
 Phone #: 15024108790

Activate New Device

Current password *

New Activation # *

Save

To Deactivate Devices:

Active devices are listed under the heading (**Current CoSMoS**)

Select (**Deactivate**) adjacent the CoSMoS device you want to deactivate

To Activate New Devices:

In the (**Current password**) section, enter your password – This is the same password that you entered to sign-up or log-in

In the (**New Activation #**) section, enter the activation ID:

1. That came with the CoSMoS device
 2. That was given to you when you installed the CoSMoS App on your phone
- Select (**Save**)

The image shows two screenshots of the CareCarma web application.

Screenshot 1: Circle Overview

- Header:** CareCarma logo, user profile picture (circled in red), notification icons, user name "Kerry-Anne Wadwell", and a small profile picture.
- Navigation:** Home, Main Calendar, Messages, People, Settings (selected).
- Circle Details:** "Circle for Grandma" (Taking care of grandma), 3 Posts, 10 Members, 0 Followers, Invite button, gear icon.
- Left Sidebar (Circle menu):**
 - Stream
 - Care receiver** (selected, circled in red)
 - Tasks
 - Circle Calendar
 - Polls
 - Files
 - Linklist
 - Add Dropbox files
- Content Area:** "Overview" tab selected (circled in red). "Current Care Receiver" section. A table lists care receivers:

Username	Email	First name	Last name	Last Visit	Actions
Granny	grannymoses905@gmail.com	Grandma	Moses	never	
Grammy	grammy@gmail.com	Gram	my	never	

Screenshot 2: Change E-mail

- Header:** Back, Profile, Contacts, Set Reminders, CoSMoS Setting, **E-mail** (selected, circled in red), Delete account.
- Left Sidebar (Circle menu):**
 - Stream
 - Care receiver** (selected, circled in red)
 - Tasks
 - Circle Calendar
 - Polls
 - Files
 - Linklist
 - Add Dropbox files
- Content Area:** "Change E-mail" section. It says "Grandma Moses can use this e-mail to login, and receive the missed messages. Please make sure this email address is valid." It shows the "Current E-mail address" as "grannymoses905@gmail.com". Below it is a field labeled "New E-Mail address *". At the bottom is a "Save" button (circled in red).

Select (**E-mail**) to change the Care Receivers email address

The email address previously added for the Care Receiver is listed under the heading (**Current E-Mail address**)

To change the (**Current E-Mail address**):

In the (**New E-Mail address**) section, enter the Care Receivers new email address

Select (**Save**)

Circle for Grandma

Taking care of grandma

3 Posts 10 Members 0 Followers

+ Invite

Circle menu

- Stream
- Care receiver**
- Tasks
- Circle Calendar
- Polls
- Files
- Linklist
- Add Dropbox files

Overview Add Care

Current Care Receiver

In this overview you can find every registered care receiver in this circle.

Username	Email	First name	Last name	Last visit	Actions
Granny	grannymoses905@gmail.com	Grandma	Moses	never	
Grammy	grammy@gmail.com	Gram	my	never	

Circle menu

- Stream
- Care receiver**
- Tasks
- Circle Calendar
- Polls
- Files
- Linklist
- Add Dropbox files

Delete account

Are you sure you want to delete Grandma Moses account?
All his/her published content will be removed!
Fields with * are required.

Enter his/her password to delete account

Delete account

Remove Grandma Moses

Are you sure you want to remove Grandma Moses to be a regular member in this space? If you do that, Grandma Moses will not be shown on the "Care receiver" page.

Remove to regular member

Selecting (Delete Account):

1. Deletes a Care Receiver account and all the published content it contains
2. Changes the Care Receivers status to (Regular Member)

Circle menu

- Stream
- Care receiver**
- Tasks
- Circle Calendar
- Polls
- Files
- Linklist
- Add Dropbox files

Delete account

Are you sure you want to delete Grandma Moses account?
All his/her published content will be removed!
Fields with * are required.

Enter his/her password to delete account

Delete account

Remove Grandma Moses

Are you sure you want to remove Grandma Moses to be a regular member in this space? If you do that, Grandma Moses will not be shown on the "Care receiver" page.

Remove to regular member

To delete a Care Receiver account:

Select (**Delete Account**) to access the (**Delete Account**) pop-up which will ask:

"Are you sure you want to delete Care Receivers Name account? All published content will be removed!"

If you DON'T want to permanently delete the Care Receivers Account:

You can (**Archive**) the Account which makes the Account inactive but retains the Accounts published content

If you want to permanently delete the Care Receiver's Account:

In the (**Enter his/her password to delete account**) section, enter the password

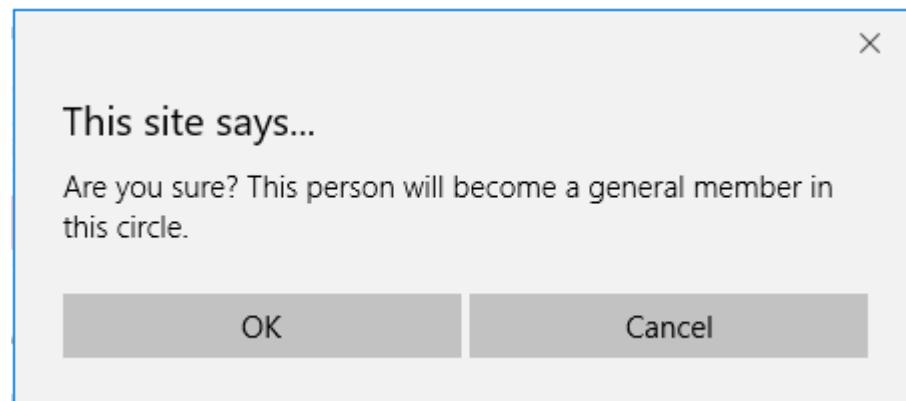
This is the same password that was entered to sign-up or log-in

Select (**Delete account**)

The screenshot shows the 'Circle menu' interface. On the left, there is a sidebar with various options: Stream, Care receiver (highlighted with a red circle), Tasks, Circle Calendar, Polls, Files, Linklist, and Add Dropbox files. At the top, there are navigation links: Back, Profile, Contacts, Set Reminders, CoSMoS Setting, E-mail, and Delete account (highlighted with a red oval). Below these, the 'Delete account' section asks if the user wants to delete 'Grandma Moses' account, noting that all published content will be removed. It includes a password input field and a 'Delete account' button. Further down, the 'Remove Grandma Moses' section asks if the user wants to remove her as a regular member from the space, with a 'Remove to regular member' button highlighted with a red oval.

To change the Care Receivers status to (Regular Member):

Select (**Remove to regular member**) to access the (**Remove Care Receiver**) pop-up



Select (**Ok**) to change the Care Receivers status to Regular Member

Select (**Cancel**) to NOT change the Care Receivers status to Regular Member

The screenshot shows the CareCarma interface. At the top, there's a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. On the right, a user profile for 'Kerry-Anne Wadwell' is shown. Below the navigation bar, a profile picture of an elderly woman is displayed, followed by the title 'Circle for Grandma' and the subtitle 'Taking care of grandma'. It shows 3 Posts, 10 Members, and 0 Followers. A blue 'Invite' button and a gear icon are on the right. The main content area shows two tasks: 'Pick up groceries' due on 14.JUN and 'Schedule a dentist appointment' due on 31.AUG. Each task has a small profile picture, a comment count (0), and edit/delete icons. A red circle highlights the 'Tasks' option in the 'Circle menu' sidebar on the left. Another red circle highlights the '+ Add Task' button below the tasks.

Tasks can be assigned to CareCircle members

To add a task:

Select (**Tasks**) in the Circle Menu

Select (**Add Task**) to access the (**Create new task**) pop-up

Two side-by-side 'Create new task' pop-up windows are shown. Both windows have a title 'Create new task' and a 'Title *' field containing 'Pick up groceries'. In the first window, the 'Assigned user(s)' field contains 'jo' and shows dropdown suggestions for 'Joe Page' and 'Joe kang'. The 'Deadline' field is set to '6/14/17'. In the second window, the 'Assigned user(s)' field shows 'Joe Page' selected with a checkmark and a 'Assign users' link. The 'Deadline' field is also set to '6/14/17'. Both windows have 'Save' and 'Cancel' buttons at the bottom.

In the (**Title**) section, enter a Title for the task

In the (**Assigned User(s)**) section:

Start typing a member's name

Select the member from the drop-down menu

Repeat the last two steps until everyone you want assigned to this task is included

In the (**Deadline**) section, choose a date from the drop-down calendar

Select (**Save**) when the new task details are accurate

Select (**Cancel**) if you don't want to save the new task

To add a comment to a task:

The screenshot shows a CareCarma interface for a 'Circle for Grandma' group. On the left, a sidebar menu has 'Tasks' selected. In the main area, there's a list of tasks. One task, 'Groceries have been picked up', has a comment icon (a speech bubble with a person) and a red circle around it. A 'Send' button is also highlighted with a red circle. The top right corner shows the user 'Kerry-Anne Wadwell'.

Select (**Tasks**) in the Circle Menu

Select the (**Comment**) icon adjacent the task to access the comments section

Enter your comment

Select (**Send**) to send the comment to all CareCircle members

To edit a task:

The screenshot shows a CareCarma interface for a 'Circle for Grandma' group. On the left, a sidebar menu has 'Tasks' selected. In the main area, there's a list of tasks. The first task, 'Pick up groceries', has an edit icon (pencil) and a red circle around it. The top right corner shows the user 'Kerry-Anne Wadwell'.

Select (**Tasks**) in the Circle Menu

Select the (**Edit**) icon adjacent the task you want to edit to access the (Edit task) popup

A modal window titled 'Edit task'. It contains fields for 'Title *' (filled with 'Pick up groceries'), 'Assigned user(s)' (listing 'Joe Page' and 'joe kang'), and 'Deadline' (set to '6/14/17'). At the bottom are 'Save' and 'Cancel' buttons.

Refer to the steps in the (add tasks) section listed above to edit the task

Select (**Save**) to edit the task

Select (**Cancel**) to not edit the task

To delete a task:

The screenshot shows the CareCarma application interface. At the top, there's a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. On the right side of the top bar, there's a user profile for "Kerry-Anne Wadwell" and a search icon. Below the top bar, there's a sidebar titled "Circle menu" containing links for Stream, Care receiver, Tasks (which is selected and highlighted with a red circle), Circle Calendar, Polls, Files, Linklist, and Add Dropbox files. The main content area shows a "Circle for Grandma" with a profile picture of an elderly woman, the title "Circle for Grandma", the subtitle "Taking care of grandma", and statistics: 3 Posts, 10 Members, 0 Followers. There are "Invite" and settings buttons. A list of tasks is displayed, each with a checkbox, the task name, and a due date. The first two tasks have their delete icons circled in red. A blue "Add Task" button is also visible.

Select (**Tasks**) in the Circle Menu

Select the (**Delete**) icon adjacent the task you want to delete to access the (Delete task) popup

Confirm deleting

Do you really want to delete this task?

[Delete](#)

[Cancel](#)

Select (**Delete**) to delete the task

Select (**Cancel**) to not delete the task

The screenshot shows the CareCarma mobile application interface. At the top, there's a blue header bar with the CareCarma logo, a user profile picture for 'Kerry-Anne Wadwell', and a search icon. Below the header is a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. The main content area displays a CareCircle named 'Circle for Grandma' featuring a photo of an elderly woman, a description 'Taking care of grandma', and statistics: 3 Posts, 10 Members, 0 Followers. A blue 'Invite' button and a gear icon are also present. On the left, a vertical 'Circle menu' sidebar lists options: Stream, Care receiver, Tasks, Circle Calendar (which is selected and highlighted with a red oval), Polls, Files, Linklist, and Add Dropbox files. The central part of the screen shows a monthly calendar for June 2017. The days of the week are labeled from Sunday to Saturday. Navigation arrows for previous and next months are at the top left, and a 'today' button is in the center. At the top right of the calendar, there are three buttons labeled 'month', 'week', and 'day', with 'month' being the active selection (also highlighted with a red oval). The calendar grid shows dates from June 28 to July 1.

Selecting (**Circle Calendar**) in the Circle Menu allows you to schedule events on a calendar

Only this CareCircle's members can view and edit a Circle Calendar

Events scheduled on any Circle calendar(s) you have access to, will also appear on your Main Calendar

Editing an event in either the Main Calendar or Circle Calendar(s), will update the event in all relevant calendars

To view the calendar by month, select (**month**)

To view the calendar by week, select (**week**)

To view the calendar by day, select (**day**)

To create a new Circle Calendar event:

×

Create event

Title
Doctor's Appointment

Description
Primary Care Physician
Dr. Smith
123 Main St, Suite 406

Is Public

All Day

Start Date * 6/6/17

Start Time 10:00

End Date * 6/6/17

End Time 11:00

Participant Mode
Everybody can participate

Save **Close**

Select the **(Day)** of the event to access the **(Create Event)** pop up

In the **(Title)** section, enter a title description. E.g. Doctors Appointment

In the **(Description)** section, enter a description. E.g. Dr. Smith 123 Main St, Suite 406

Check the **(Is Public)** box to allow all CareCarma members to see the calendar entry or

Uncheck the **(Is Public)** box to allow only the CareCircle members to see the calendar entry

Check the **(All Day)** box if the event is scheduled for all day

In the **(Start Date)** section, enter the start date of the event in the format hh:mm

In the **(End Date)** section, enter the end date of the event in the format hh:mm

In the Participation Mode section:

Select **(No participants)** if you want other CareCircle members to NOT have the option to attend the event

Select **(Everyone can participate)** if you want other CareCircle members to have the option to attend the event

Select **(Save)** to create the calendar entry, you'll automatically be returned to the circle calendar where you'll see the new event

select **(Close)** if you don't want to save the calendar event

[HOME](#)[MAIN CALENDAR](#)[MESSAGES](#)[PEOPLE](#)[SETTINGS](#)

Circle for Grandma

Taking care of grandma

3
Posts **10**
Members **0**
Followers[+ Invite](#)

Circle menu

- [Stream](#)
 - [Care receiver](#)
 - [Tasks](#)
 - [**Circle Calendar**](#)
 - [Polls](#)
 - [Files](#)
 - [Linklist](#)
-
- [Add Dropbox files](#)

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

The calendar shows a scheduled appointment for June 14th from 10a to Doctors' Appointment.

The screenshot shows the CareCarma mobile application interface. At the top, there is a blue header bar with the CareCarma logo and a "It Starts With Family" tagline. To the right of the logo are three small icons: a bell, an envelope, and a gear. Below the header is a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. A user profile picture is also present in the top left corner.

The main content area displays a "Circle for Grandma" page. It features a photo of an elderly woman, a title "Circle for Grandma", a subtitle "Talking care of grandma", and statistics: 3 Posts, 10 Members, and 0 Followers.

On the left side, there is a sidebar titled "Circle menu" containing several options: Stream, Care receiver, Tasks, Circle Calendar, **Polls** (which is highlighted with a red circle), Files, Linklist, and Add Dropbox files. The "Polls" option is currently selected.

The main content area shows a list of poll items: "Birthday Gift for Grandma", "Handbag", "Dress", and "Shoes". Each item has a delete icon to its right. Below the list are three checkboxes: "Allow multiple answers per user?", "Display answers in random order?", and "Anonymous Votes?".

At the bottom of the poll creation section, there is a "Ask" button with a file upload icon, a "PRIVATE" button, and a settings icon. To the right of these buttons are two more options: "Notify members" and "Make public", both circled in red. A blue arrow points from the "Ask" button towards the "Notify members" and "Make public" buttons.

Selecting (**Polls**) in the Circle Menu allows you to answer questions or gather opinions from your CareCircle members. In the (**Ask something**) section, enter a question, statement or request, e.g. Birthday gift for Grandma

In the 1st (**Add answer**) section, enter an option or opinion, e.g. Handbag

In the 2nd (**Add answer**) section, enter another option or opinion, e.g. Dress

Select (+) to add another (**Add answer**) sections to the poll

In the new (**Add answer**) section, enter another option or opinion, e.g. Shoes

Repeat the last two steps to add more sections to the poll until you have included all the options or opinions

To delete an option or opinion, select the (delete) icon adjacent the option or opinion you want to delete

Check the (**Allow multiple answers per user**) box, if members can select more than one answer

Do not check the (**Allow multiple answers per user**) box, if members can select only one answer

Check the (**Display answers in random order**) box, to not display answers in the same order you entered them

Uncheck the (**Display answers in random order**) box, to display answers in the same order you entered them

Check the (**Anonymous Votes**) box, to not see which members voted for which answers

Uncheck the (**Anonymous Votes**) box, to see which members voted for which answers

To add files to your poll:

Select the (upload image) icon

Locate the file you want to attach

Select (open)

To (**Notify Members**) of a pending poll:

If you want to send a notification to members letting them know there is a poll pending

Select the  (**Gear Icon**)

Select (**Notify Members**)

Start typing a member's name

Select the member from the drop-down menu

Repeat the last two steps until everyone you want to send the notification to is included

To make the poll (**Private**) or (**Public**):

By default, the poll is set to (**Private**) to allow only this CareCircles members access

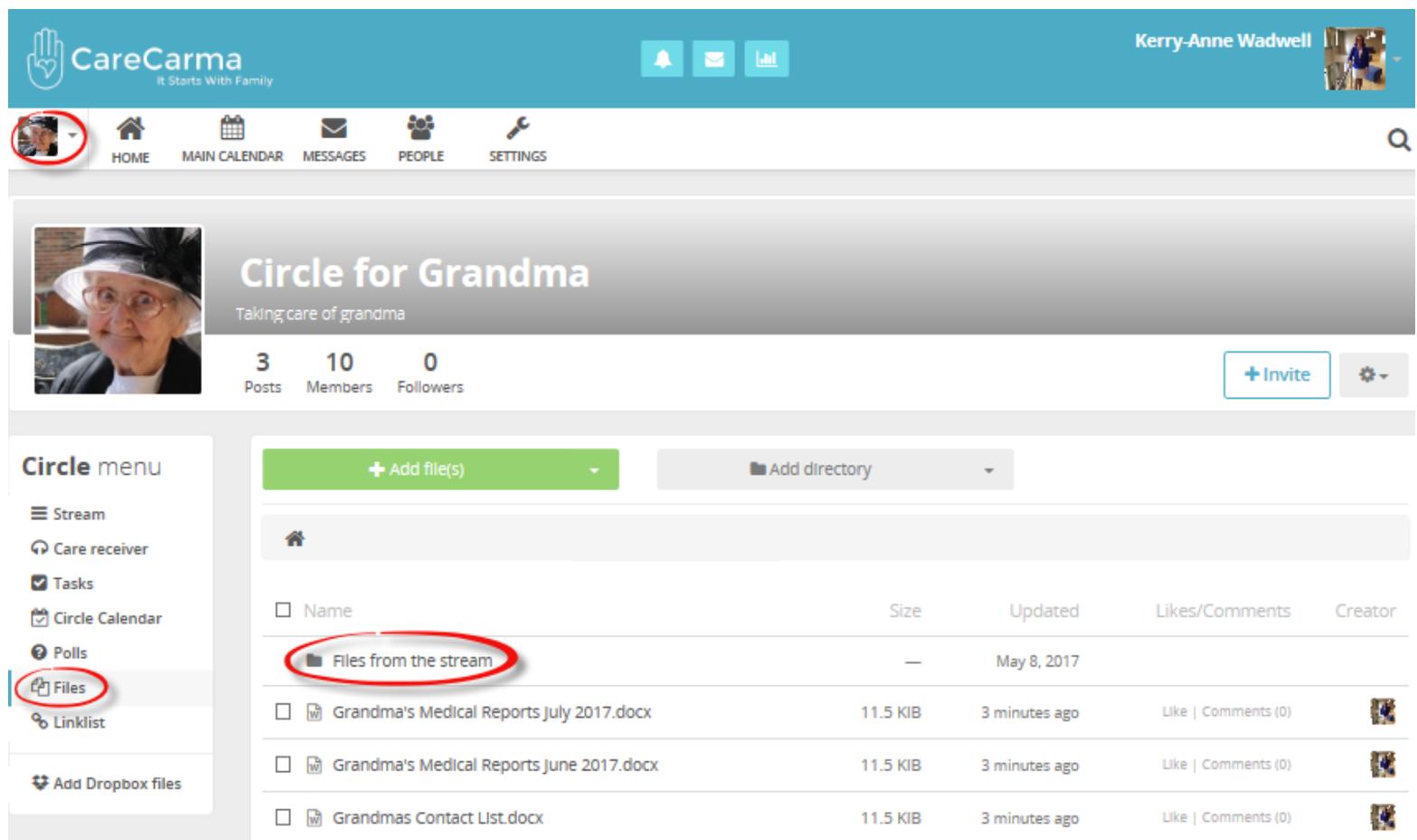
To change the poll to (**Public**) to allow CareCarma members access

Select the  (**Gear Icon**)

Select (**Make Public**)

Select (**Ask**), once the poll is ready to send out

Menu Toolbar – My Circles – Select CareCircle – Circle Menu – Files



The screenshot shows the CareCarma interface. At the top, there's a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. On the right, a user profile for 'Kerry-Anne Wadwell' is shown. Below the navigation bar, a banner features a photo of an elderly woman and the text 'Circle for Grandma' and 'Taking care of grandma'. It displays statistics: 3 Posts, 10 Members, and 0 Followers. There are 'Invite' and settings buttons. On the left, a sidebar titled 'Circle menu' lists Stream, Care receiver, Tasks, Circle Calendar, Polls, and a highlighted 'Files' option. Below the sidebar, there's a 'Linklist' button and an 'Add Dropbox files' button. The main content area shows a file management interface with a 'Stream' section containing a folder named 'Files from the stream'. This folder contains three files: 'Grandma's Medical Reports July 2017.docx', 'Grandma's Medical Reports June 2017.docx', and 'Grandmas Contact List.docx'. Each file has its size (11.5 KIB), last updated time (3 minutes ago), and like/comment options.

Name	Size	Updated	Likes/Comments	Creator
Files from the stream	—	May 8, 2017		
Grandma's Medical Reports July 2017.docx	11.5 KIB	3 minutes ago	Like Comments (0)	
Grandma's Medical Reports June 2017.docx	11.5 KIB	3 minutes ago	Like Comments (0)	
Grandmas Contact List.docx	11.5 KIB	3 minutes ago	Like Comments (0)	

Selecting (**Files**) from the Circle Menu allows you to:

1. Access all files (from the stream) in one central location
2. Add files you want to share with this CareCircles members
3. Manage files added to this CareCircle
4. Create and manage directories to organize your files

Files from the Stream:

Any files uploaded in the (Stream) will automatically be saved to the (Files from the Stream) section



Circle for Grandma

Taking care of grandma

3 Posts 10 Members 0 Followers

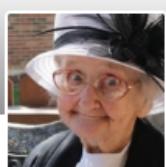
[+ Invite](#)

Circle menu

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- [Care receiver](#)
- [Tasks](#)
- [Circle Calendar](#)
- [Polls](#)
- [Files](#)** 
- [Linklist](#)
- [Add Dropbox files](#)

[+ Add file\(s\)](#)
[Add directory](#)

Name	Size	Updated	Likes/Comments	Creator
Files from the stream	—	May 8, 2017		
Grandma's Medical Reports July 2017.docx	11.5 KIB	3 minutes ago	Like Comments (0)	
Grandma's Medical Reports June 2017.docx	11.5 KIB	3 minutes ago	Like Comments (0)	
Grandmas Contact List.docx	11.5 KIB	3 minutes ago	Like Comments (0)	

To Add Files:
Select (+ Add files(s))
Locate the file you want to add
Select (open)
Repeat these steps for each file you want to add


Circle for Grandma

Taking care of grandma

3 Posts 10 Members 0 Followers

[+ Invite](#)

Circle menu

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- [Polls](#)
- [Files](#)** 
- [Linklist](#)
- [Add Dropbox files](#)

[+ Add file\(s\)](#)
[Add directory](#)
[\(1\) Selected Items... ▾](#)
[ZIP selected](#)

Name	Size	Updated	Likes/Comments	Creator
Files from the stream	—	May 8, 2017		
<input checked="" type="checkbox"/> Grandma's Medical Reports July 2017.docx	11.5 KIB	5 minutes ago	Like Comments (0)	
<input type="checkbox"/> Grandma's Medical Reports June 2017.docx	11.5 KIB	5 minutes ago	Like Comments (0)	
<input type="checkbox"/> Grandmas Contact List.docx	11.5 KIB	5 minutes ago	Like Comments (0)	

Circle for Grandma

Taking care of grandma

3 Posts 10 Members 0 Followers

[+ Invite](#)

To Delete Files:
Check the box adjacent the file you want to delete
Select the (Selected items) section
Select(Delete)

Move files



Save

Close

To Move Files:

Check the box adjacent the file you want to move

Select the **(Selected items)** section

Select **(Move)** to access the **(Move files)** pop-up

Select the location where you want the file moved to

Select **(Save)** to complete the move to the new location

Select **(Close)** to keep the file in the current location


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Taking care of grandma

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[Add Dropbox files](#)
[+ Add file\(s\)](#)
[Add directory](#)

Name	Size	Updated	Likes/Comments	Creator
Files from the stream	—	May 8, 2017		
Activities Log	—	7 minutes ago	Like Comments (0)	
Health Reports	—	11 minutes ago	Like Comments (0)	
Shopping Lists	—	9 minutes ago	Like Comments (0)	
Grandma's Medical Reports July 2017.docx	11.5 KIB	25 minutes ago	Like Comments (0)	
Grandma's Medical Reports June 2017.docx	11.5 KIB	25 minutes ago	Like Comments (0)	
Grandmas Contact List.docx	11.5 KIB	25 minutes ago	Like Comments (0)	

Directories can be used to organize your files into manageable categories, e.g. Health Reports, Shopping Lists

To add a directory:

Select (**+ Add directory**) to access the (Create folder) pop-up

Create folder

Title *

Health Reports

Description for the wall entry.

Grandma's Doctors Reports

[Save](#)
[Close](#)

Enter a (**Title**) to name the directory, e.g. Health Reports

Optional: Enter a (**Description for the wall entry**)

Select (**Save**) to create the new directory

Repeat these steps for each directory you want to add

Select (**Close**) to not create the new directory


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Circle for Grandma

Taking care of grandma

3 Posts 10 Members 0 Followers

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[Add Dropbox files](#)

+ Add file(s)		Add directory
<input type="checkbox"/> Name	Size	Updated
Files from the stream	—	May 8, 2017
<input type="checkbox"/> Activities Log	—	12 minutes ago
<input checked="" type="checkbox"/> Health Reports	—	16 minutes ago
<input type="checkbox"/> Shopping Lists	—	14 minutes ago
<input type="checkbox"/> Grandma's Medical Reports July 2017.docx	11.5 KIB	30 minutes ago
<input type="checkbox"/> Grandma's Medical Reports June 2017.docx	11.5 KIB	30 minutes ago
<input type="checkbox"/> Grandmas Contact List.docx	11.5 KIB	30 minutes ago

To add files to a directory:

 Select the **(Directory)** you want to add files to

 **CareCarma**
It Starts With Family

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Circle for Grandma
Taking care of grandma

3 Posts 10 Members 0 Followers

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[Add Dropbox files](#)

+ Add file(s) [Add directory](#)

[Health Reports](#)

Grandma's Doctor's Reports

[Like](#) | [Comments \(0\)](#) | [Show on Wall](#)

<input type="checkbox"/> Name	Size	Updated	Likes/Comments	Creator
<input type="checkbox"/> Shopping Lists	—	17 minutes ago	Like Comments (0)	
<input type="checkbox"/> Grandma's Medical Reports July 2017.docx	11.5 KIB	18 minutes ago	Like Comments (0)	
<input type="checkbox"/> Grandma's Medical Reports June 2017.docx	11.5 KIB	18 minutes ago	Like Comments (0)	

 Select **(+ Add files(s))**

Locate the file you want to add

 Select **(open)**

Repeat these steps for each file you want to add to this directory


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Circle for Grandma

Taking care of grandma

3 Posts 10 Members 0 Followers

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[Add Dropbox files](#)

+ Add file(s)						Add directory
						
Name	Size	Updated	Likes/Comments	Creator		
Files from the stream	—	May 8, 2017				
Activities Log	—	12 minutes ago	Like Comments (0)			
<input checked="" type="checkbox"/> Health Reports	—	16 minutes ago	Like Comments (0)			
Shopping Lists	—	14 minutes ago	Like Comments (0)			
Grandma's Medical Reports July 2017.docx	11.5 KIB	30 minutes ago	Like Comments (0)			
Grandma's Medical Reports June 2017.docx	11.5 KIB	30 minutes ago	Like Comments (0)			
Grandmas Contact List.docx	11.5 KIB	30 minutes ago	Like Comments (0)			

To Delete Files from a directory:

 Select the **(Directory)** you want to delete files from

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Circle for Grandma

Taking care of grandma

3 Posts 10 Members 0 Followers

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[Add Dropbox files](#)

+ Add file(s)						Add directory
						
Name	Size	Updated	Likes/Comments	Creator		
Health Reports	—					
Grandma's Doctor's Reports						
Like Comments (0) Show on Wall						
<input checked="" type="checkbox"/> Grandma's Medical Reports July 2017.docx	11.5 KIB	20 minutes ago	Like Comments (0)			
Grandma's Medical Reports June 2017.docx	11.5 KIB	20 minutes ago	Like Comments (0)			

Check the box adjacent the file you want to delete

 Select the **(Selected items)** section

 Select(**Delete**)

(1) Selected items...

The screenshot shows the CareCarma mobile application interface. At the top, there's a blue header bar with the CareCarma logo and some icons. Below it is a navigation bar with links for HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS. On the left, a sidebar titled 'Circle menu' lists various options: Stream, Care receiver, Tasks, Circle Calendar, Polls, Files, and Linklist (which is circled in red). Below the sidebar, there's a profile picture of an elderly woman, the circle name 'Circle for Grandma', and a status message 'Taking care of grandma'. Underneath, it shows statistics: 3 Posts, 10 Members, and 0 Followers. The main content area displays a list of links under the heading 'Best medical websites'. The first item is 'National Institute on Aging' with a comment count of 0. The second item is 'WebMD' with a comment count of 0. At the bottom of this list, there's a placeholder 'Test 2' and a 'Add link' button. At the very bottom of the screen, there's a red-circled 'Add Category' button.

Selecting (Linklist) from the Circle Menu allows you to include links to articles that your CareCircle may find interesting
To add links to the Linklist you must first create a category

To add a category:

Select (**Add Category**) to access the (Create new category) pop-up

This screenshot shows the 'Create new category' dialog box from the CareCarma app. The title of the category is 'Best Medical Websites'. The description field contains the text: 'Here's my list of the best websites for medical information'. The sort order is set to '1'. At the bottom right, there is a 'Save' button. The sidebar on the left is identical to the one in the previous screenshot, with 'Linklist' also circled in red.

Enter a (**Title**) to name the category

Optional: Enter a (**Description**)

Optional: Enter a number to place the category in a particular order

Select (**Save**) to create the new category

Repeat these steps for each category you want to add

Select (**Linklist**) to not create the new category

The screenshot shows the CareCarma platform interface. At the top, there's a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. A user profile picture is at the top left, with a red circle highlighting it. Below the navigation is a banner for a 'Circle for Grandma' named 'Taking care of grandma'. It displays statistics: 3 Posts, 10 Members, and 0 Followers. On the left, a 'Circle menu' sidebar lists Stream, Care receiver, Tasks, Circle Calendar, Polls, Files, and Linklist (which is highlighted with a red circle). Below the menu is a 'Best medical websites' section. It includes a link to the National Institute on Aging and WebMD, both with edit and delete icons. There's also a placeholder entry 'Test 2' with its own edit and delete icons. A 'Add Category' button is at the bottom of this section.

To Edit a category:
Select the (modify) icon adjacent the (category) you want to make changes to, to access the (**Edit category**) pop-up

This screenshot shows the same CareCarma interface as above, but with a modal window open titled 'Edit category'. The modal contains fields for 'Title' (set to 'Tests Category'), 'Description' (an empty text area), and 'Sort Order' (set to '2'). At the bottom of the modal is a 'Save' button. The rest of the page is identical to the first screenshot, including the sidebar and the 'Best medical websites' list.

Make the appropriate changes to the (Title), (Description) or (Sort order)
Select (**Save**) to keep the changes
Select (**Linklist**) to disregard the changes



Circle for Grandma

Taking care of grandma

3 Posts 10 Members 0 Followers

Circle menu

- Stream
- Care receiver
- Tasks
- Circle Calendar
- Polls
- Files
- Linklist

Add Dropbox files

Best medical websites

Here's my list of the best websites for medical information

National Institute on Aging

Comments (0) - Like

WebMD

Comments (0) - Like

Test 2

Add Category

To Delete a category:

Select the (delete) icon adjacent the (category) you want to delete to access the (Confirm category deleting) pop-up

Confirm category deleting

Do you really want to delete this category? All connected links will be lost!

Delete

Cancel

Select **(Delete)** to delete the category

Select **(Cancel)** to keep the category


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Circle for Grandma

Taking care of grandma

3 Posts 10 Members 0 Followers

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Best medical websites

[+ Add link](#)

Here's my list of the best websites for medical information

% National Institute on Aging

Comments (0) - Like

% WebMD

Comments (0) - Like

Test 2

[+ Add link](#)
[Add Category](#)
To add a link:
Select (+ Add link) to open the (Create new link) pop-up

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Circle for Grandma

Taking care of grandma

3 Posts 10 Members 0 Followers

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Create new link

Title

Name the link here

Description

Describe the link here

URL

Enter the website address here

Sort Order

Enter a number here

[Save](#)
Enter a (Title) to name the link
Optional: Enter a (Description)
Enter the (URL) for the link
Optional: Enter a number to place the link in a particular order
Select (Save) to create the new link
Repeat these steps for each link you want to add
Select (Linklist) to not create the new link

The CareCarma interface shows a Circle named "Circle for Grandma" with a profile picture of an elderly woman. The sidebar on the left lists various features: Stream, Care receiver, Tasks, Circle Calendar, Polls, Files, and Linklist (which is highlighted with a red circle). The main content area displays a "Linklist" titled "Best medical websites". It contains two items: "National Institute on Aging" and "WebMD", each with a "Edit" icon (circled in red) and a "Comments (0) - Like" link.

To Edit a link:

Select the (edit) icon adjacent the link you want to make changes to, to access the (Edit link) pop-up

The CareCarma interface shows the same "Circle for Grandma" page. The "Linklist" section now displays an "Edit link" dialog for the "WebMD" entry. The dialog fields are: Title (WebMD), Description (empty), URL (<http://www.webmd.com/>), and Sort Order (2). A "Save" button is at the bottom.

Make the appropriate changes to the (Title), (Description), (URL) or (Sort order)

Select **(Save)** to keep the changes

Select **(Linklist)** to disregard the changes



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Circle for Grandma

Taking care of grandma

3

10

0

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Circle menu

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Tasks

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Add Dropbox files

Best medical websites

Here's my list of the best websites for medical information

National Institute on Aging

Comments (0) - Like

WebMD

Comments (0) - Like

Test 2

To Delete a link:

Select the (delete) icon adjacent the link you want to delete to access the (Confirm link deleting) pop-up

x

Confirm link deleting

Do you really want to delete this link?

Select (Delete) to delete the link**Select (Cancel)** to keep the link

Selecting (Add Dropbox files) allows you to add files stored in a Dropbox to your CareCircle

The screenshot shows the CareCarma interface for a 'Circle for Grandma'. At the top, there's a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. A user profile picture is circled in red. Below the navigation is a banner for the circle, which includes a photo of an elderly woman, the circle's name 'Circle for Grandma', and statistics: 3 Posts, 10 Members, and 0 Followers. On the left, a sidebar titled 'Circle menu' lists various options like Stream, Care receiver, Tasks, Circle Calendar, Polls, Files, and Linklist. The 'Files' option is circled in red. At the bottom of the sidebar, the 'Add Dropbox files' button is also circled in red. The main content area contains a form with fields for 'Describe your files' and 'Select files from dropbox', followed by a 'Submit' button and a blue file icon.

To Add Dropbox files:

Enter a title or description in the **(Describe your files)** section

Select the Dropbox icon to access the Dropbox account where the file is located

The screenshot shows a Microsoft Edge browser window titled 'Sign into Dropbox - Microsoft Edge'. The address bar shows the URL 'dropbox.com/chooser?origin=http%3A%2F%2Fwww.care...'. The main content area displays the 'Sign in to Dropbox' page. It features the Dropbox logo and the tagline 'Your photos, videos and docs anywhere'. Below this are two bullet points: 'Always have access to your stuff' and 'Share easily with your friends and family'. To the right, there's a 'Sign in with Google' button, a 'Sign in' button, and a 'Cancel' button. Between the sign-in buttons are fields for 'Email' and 'Password', and a 'Remember me' checkbox.

Sign in to Dropbox

Locate the file you want to add

Select **(open)**

Repeat these steps for each file you want to add

Select **(Submit)** to add the file