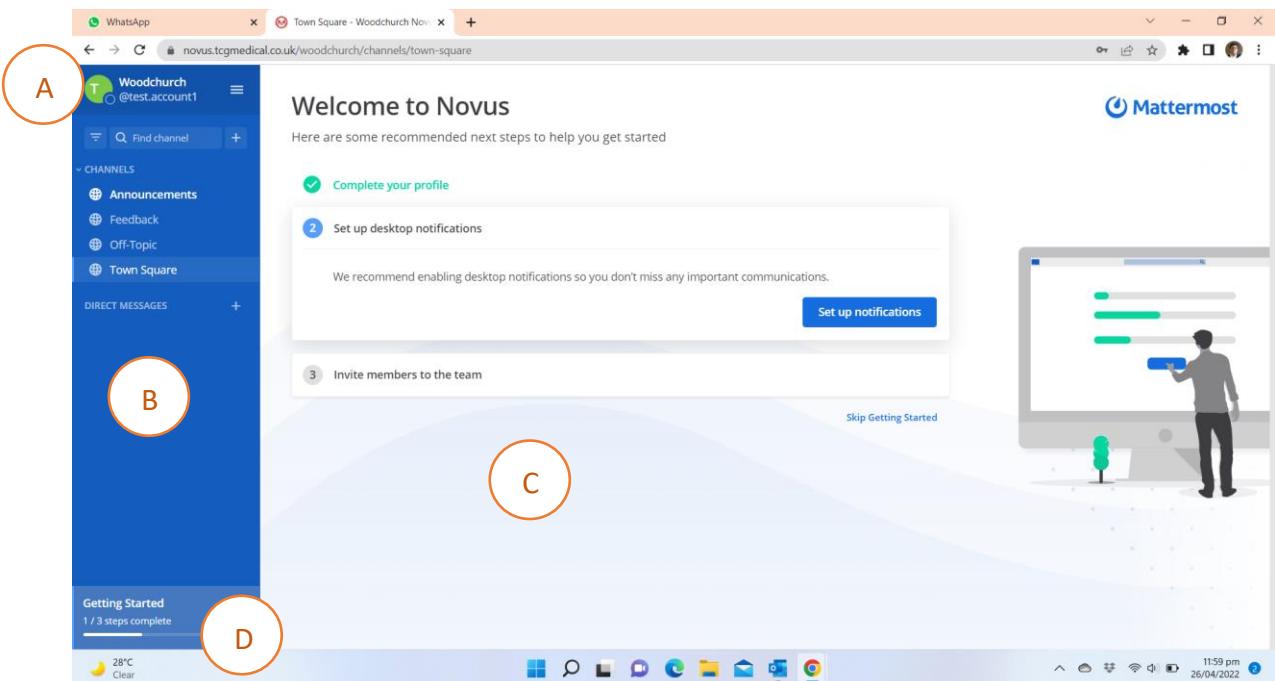


NOVUS – AS-IS DOCUMENT V 1.0

Version	Author	Date	Changes
1.0	Farman	5 May 2022	Created



Welcome Screen – User guidance

1. User Profile completion – Picture, User name, credentials etc
2. Desktop notification settings
3. Invite team members option

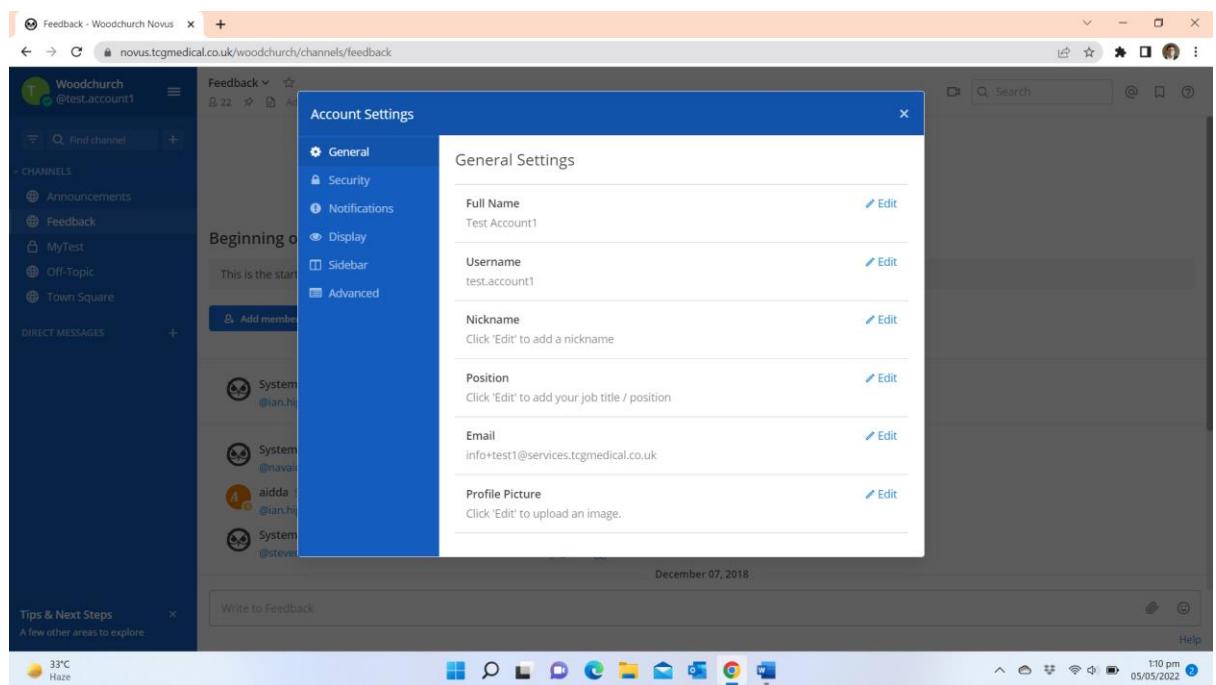
Interface Elements

- A. Practice (Team), username, user settings area
- B. Channels area (Channels, search, direct messages)
- C. Main chat area
- D. System notification area

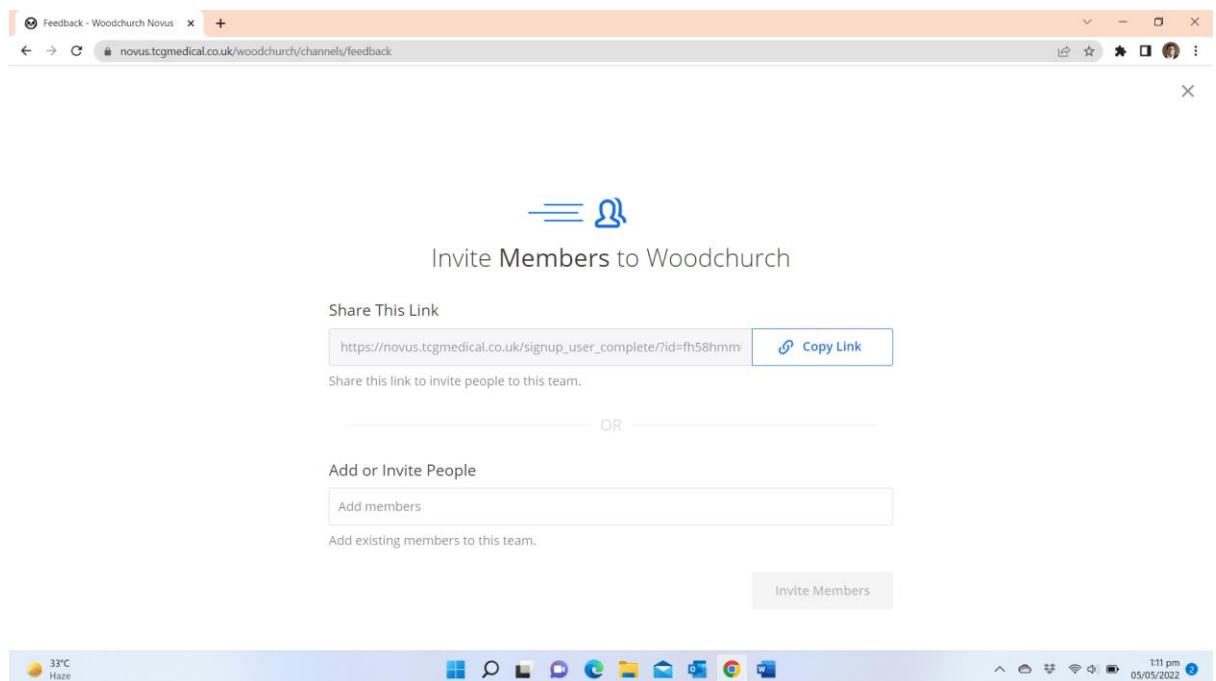
A -User / Practice identification/settings

4. Account Settings – General account settings - Opens up another detailed dialog
5. Invite people – Add people to the practice/team
6. View members – View current members of practice/team
7. Leave Team – Leave the current team
8. Key board short cuts
9. About Novus
10. Logout – Logout from the session

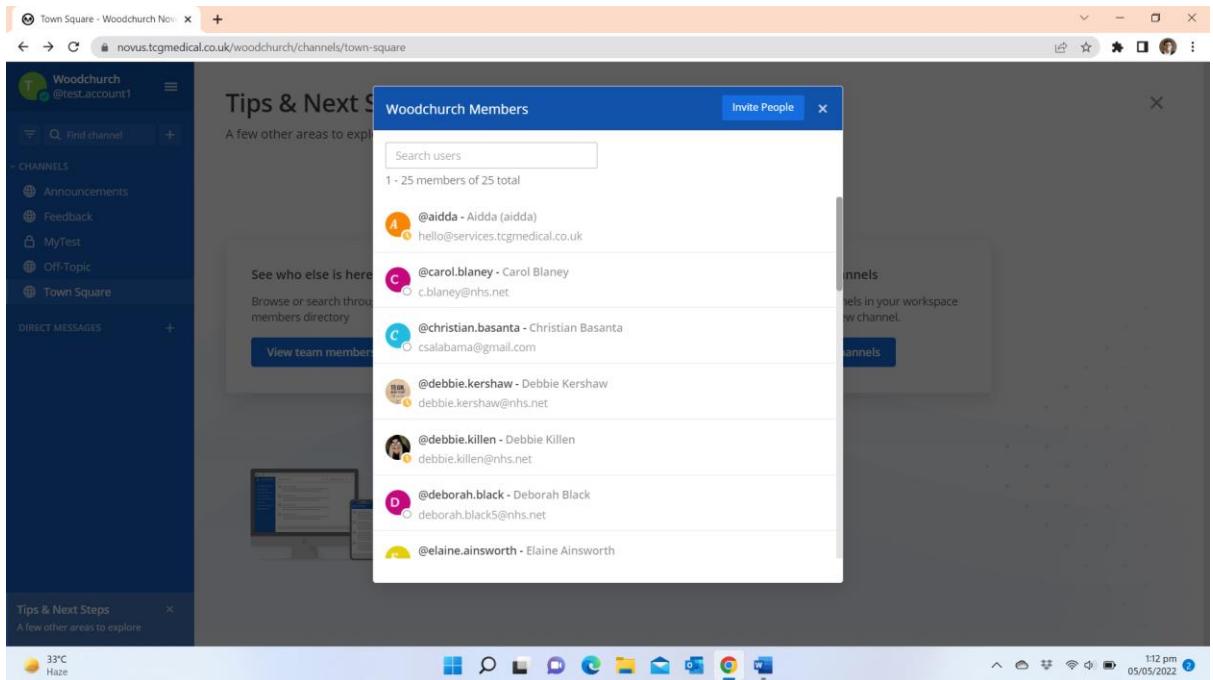
1. Account Settings – Details of each element follow in the next section



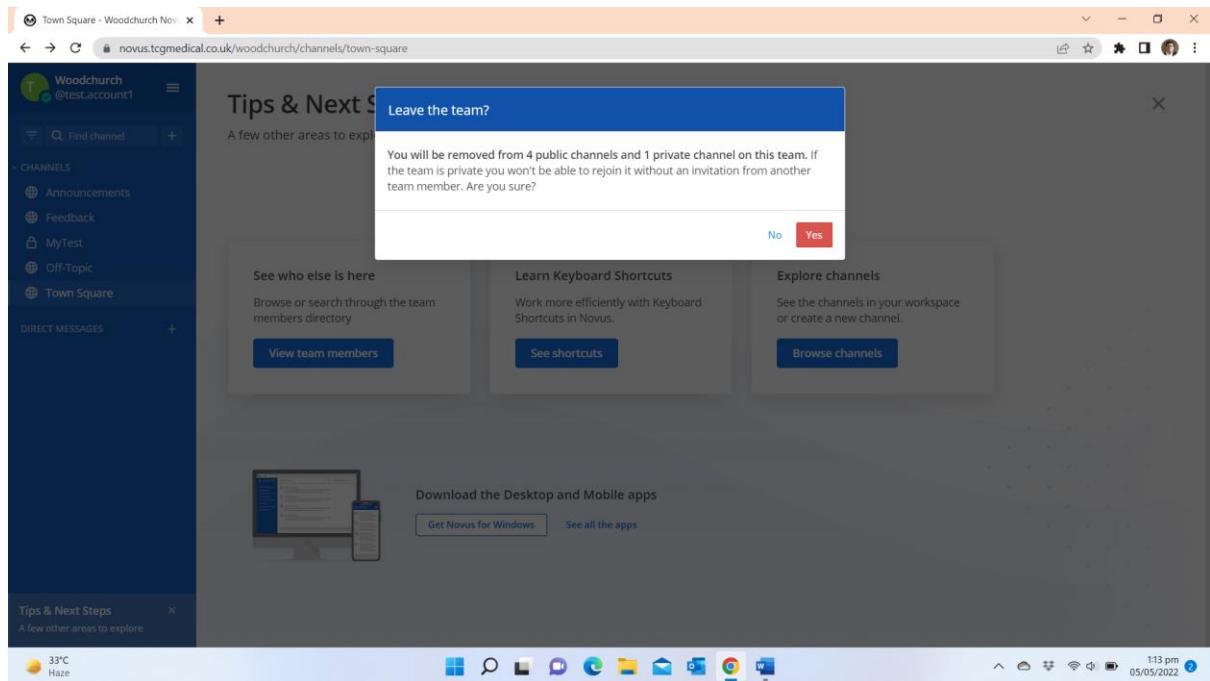
2. Invite People



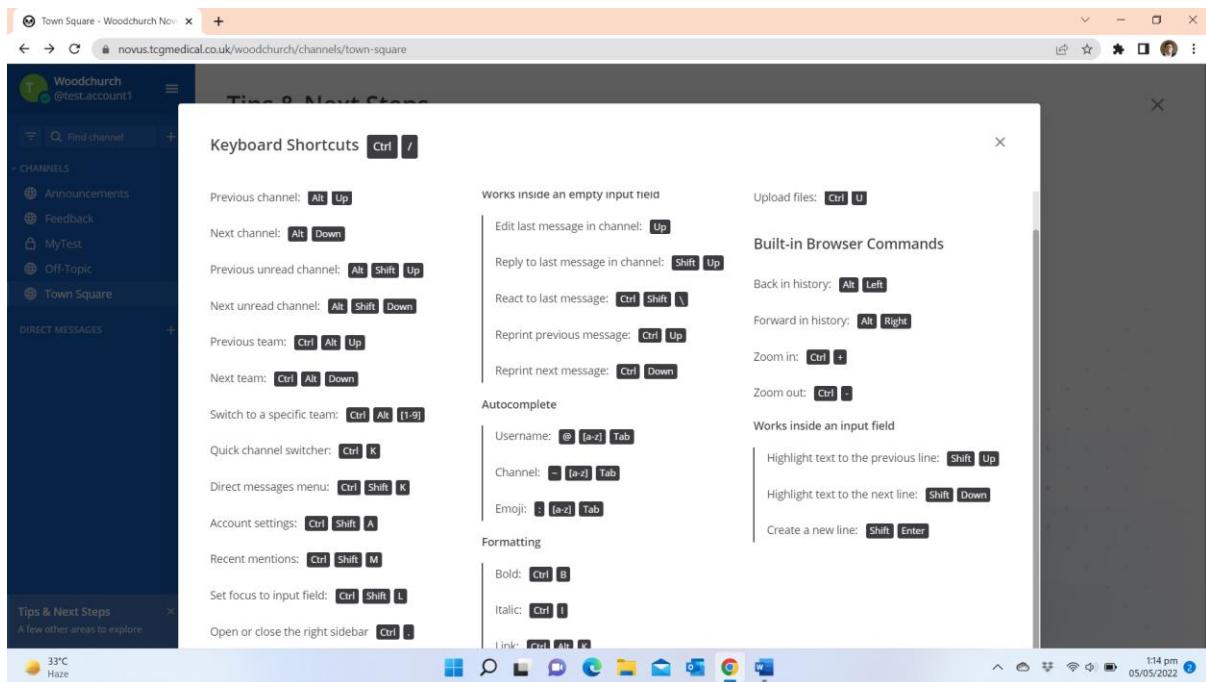
3. View Members – Can search members and invite new members to the practice form here also



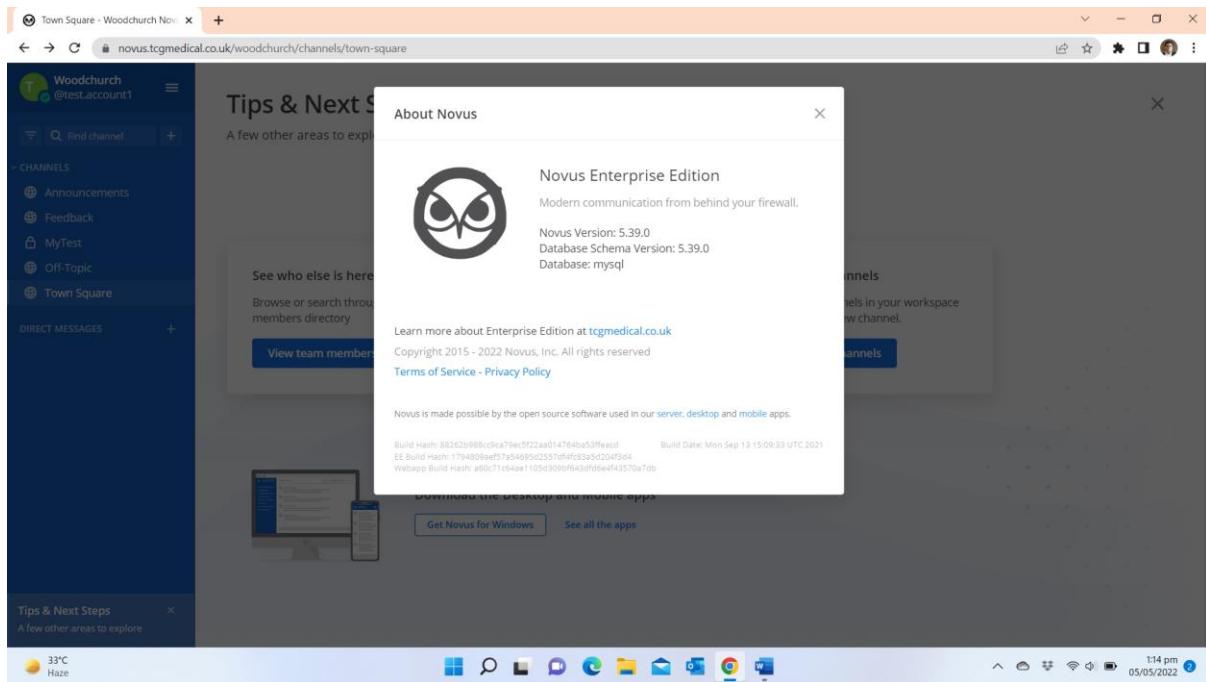
4. Leave Team



5. Keyboard shortcuts



6. About Novus

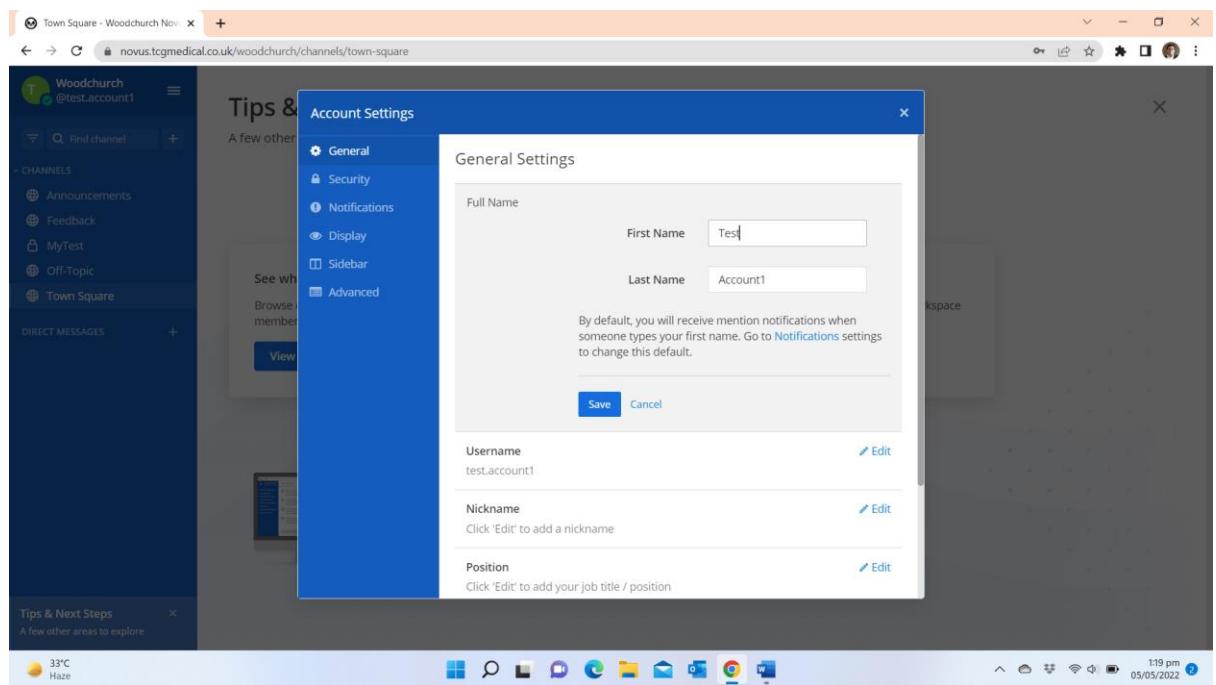


7. Log off – Instantly signs off without a warning (may be add confirmation before logging out)

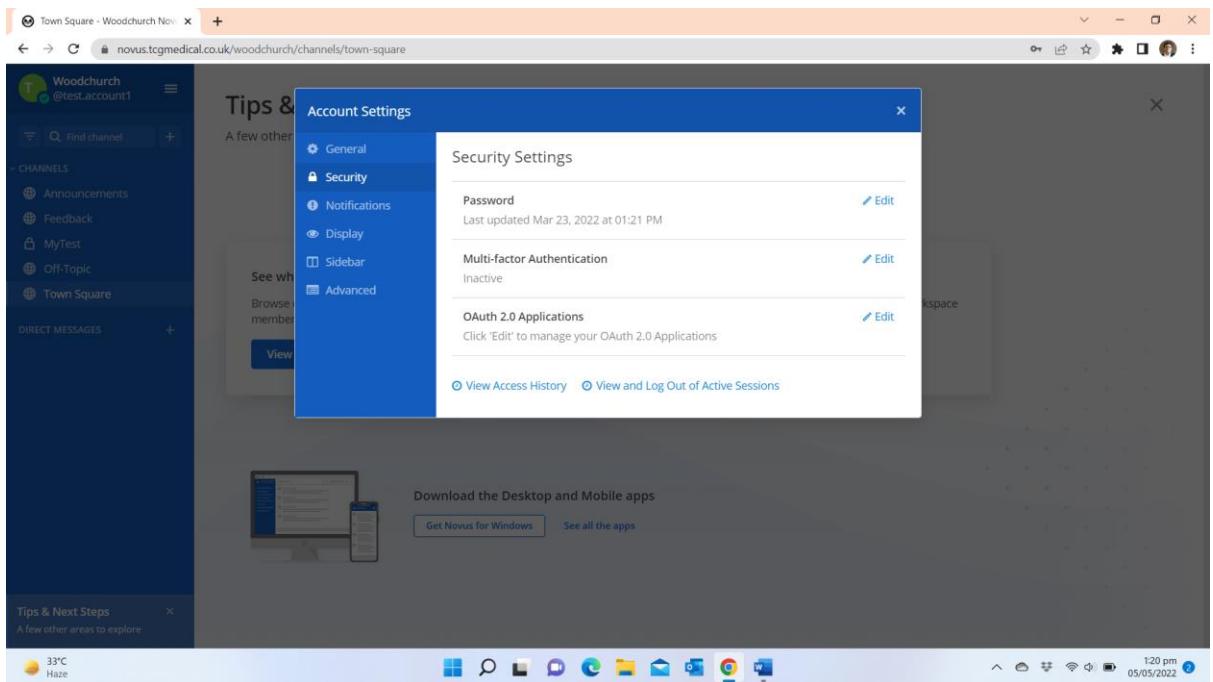
Account Settings – Details

Account Settings
1. General Settings
2. Security
3. Notifications
4. Display
5. Sidebar
6. Advance

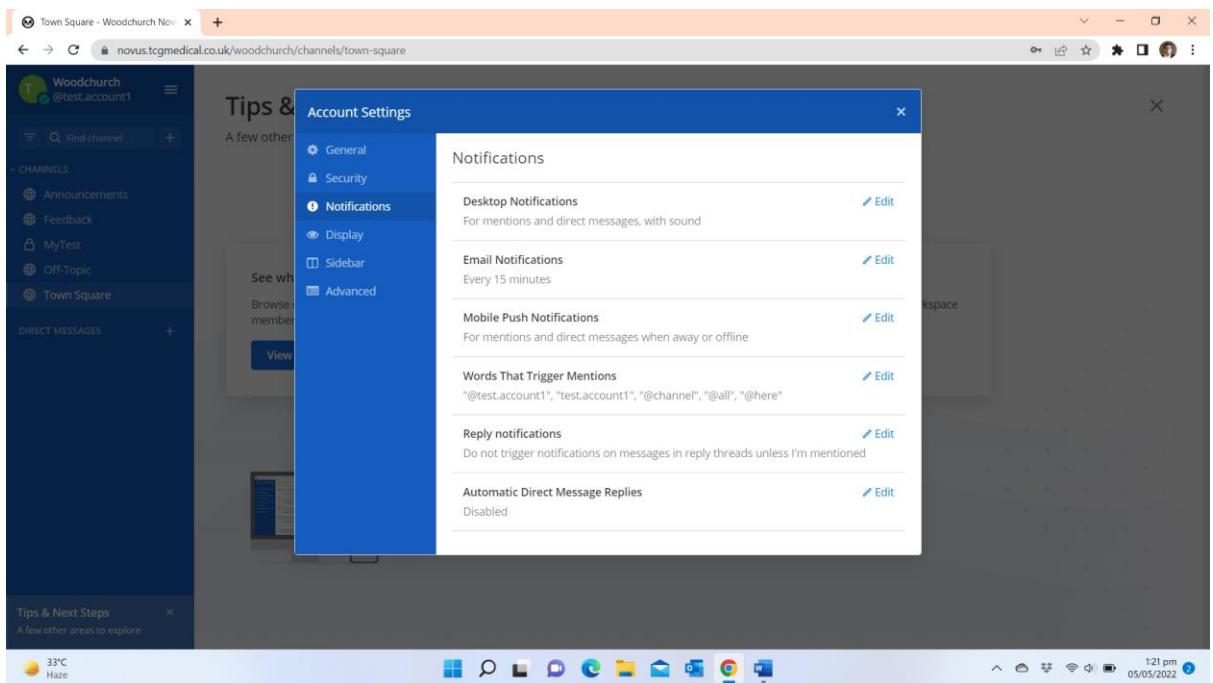
1. General Settings – Edit expanded window is shown for one of the settings attribute as example



2. Security



3. Notifications



The image displays two side-by-side screenshots of the Novus desktop application interface, specifically focusing on the 'Notifications' settings.

Screenshot 1 (Top): Desktop Notifications

The 'Notifications' dialog is open, showing the 'Desktop Notifications' section. It includes the following options:

- Send desktop notifications:**
 - For all activity
 - Only for mentions and direct messages
 - Never
- Desktop notifications are available on Edge, Firefox, Safari, Chrome and Novus Desktop Apps.**

Screenshot 2 (Bottom): Email and Mobile Push Notifications

The 'Notifications' dialog is open, showing the 'Email Notifications' and 'Mobile Push Notifications' sections. It includes the following options:

- Email Notifications:**
 - Send email notifications:**
 - Immediately
 - Every 15 minutes
 - Every hour
 - Never
 - Email notifications are sent for mentions and direct messages when you are offline or away for more than 5 minutes. Notifications received over the time period selected are combined and sent in a single email.**- Mobile Push Notifications:**
 - For mentions and direct messages when away or offline**

The image displays two side-by-side screenshots of a web-based application interface, likely Novus, running on a Windows operating system. Both screenshots show the same 'Account Settings' dialog box open over a dark-themed application window.

Screenshot 1 (Top): The 'Mobile Push Notifications' section is visible. It includes a heading 'Send mobile push notifications', three radio button options ('For all activity', 'For mentions and direct messages', and 'Never'), and a note: 'Notification alerts are pushed to your mobile device when there is activity in Novus.' At the bottom are 'Save' and 'Cancel' buttons.

Screenshot 2 (Bottom): The 'Words That Trigger Mentions' section is visible. It lists several options with checkboxes: 'Your case-sensitive first name "Test"' (unchecked), 'Your non case-sensitive username "test.account1"' (checked), 'Channel-wide mentions "@channel", "@all", "@here"' (checked), and 'Other non case-sensitive words, separated by commas:' (unchecked). Below this is a note: 'Mentions trigger when someone sends a message that includes your username ("@test.account1") or any of the options selected above.' At the bottom are 'Save' and 'Cancel' buttons.

The screenshots show the 'Account Settings' dialog box from the Microsoft Teams application. The top screenshot displays the 'Mobile Push Notifications' section, which includes options for 'Mobile Push Notifications' (Edit), 'Words That Trigger Mentions' (Edit), and 'Reply notifications'. The 'Reply notifications' section contains three radio button options: 'Trigger notifications on messages in reply threads that I start or participate in', 'Trigger notifications on messages in threads that I start', and 'Do not trigger notifications on messages in reply threads unless I'm mentioned'. The bottom screenshot shows the 'Email Notifications' section, which includes options for 'Email Notifications' (Edit), 'Mobile Push Notifications' (Edit), 'Words That Trigger Mentions' (Edit), and 'Reply notifications' (Edit). The 'Reply notifications' section has a checkbox for 'Enabled' and a note about setting a custom message for automated replies.

4. Display

Display Settings

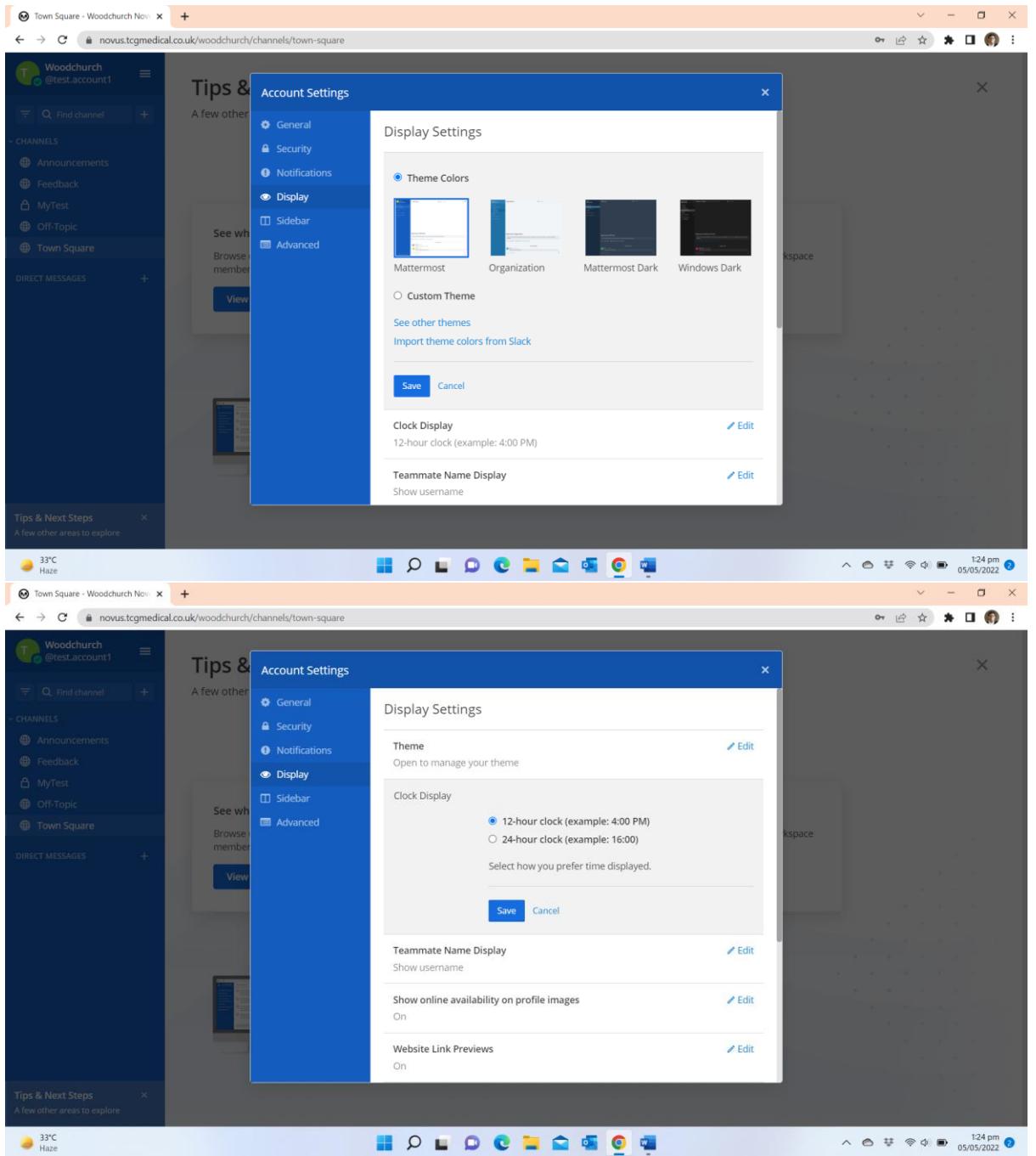
- Theme: Open to manage your theme
- Clock Display: 12-hour clock (example: 4:00 PM)
- Teammate Name Display: Show username
- Show online availability on profile images: On
- Website Link Previews: On
- Default Appearance of Image Previews: Expanded
- Message Display: Standard

Account Settings

- General
- Security
- Notifications
- Display**
- Sidebar
- Advanced

12-hour clock (example: 4:00 PM)

- Teammate Name Display: Show username
- Show online availability on profile images: On
- Website Link Previews: On
- Default Appearance of Image Previews: Expanded
- Message Display: Standard
- Channel Display: Full width
- Language: English



The screenshot shows a web browser window with the URL novus.tcgmedical.co.uk/woodchurch/channels/town-square. A modal dialog box titled "Account Settings" is displayed over the page. The "Display" tab is selected in the left sidebar of the dialog. The main content area shows the "Display Settings" configuration.

Display Settings

Theme: Open to manage your theme. [Edit](#)

Clock Display: 12-hour clock (example: 4:00 PM). [Edit](#)

Teammate Name Display

- Show username
- Show nickname if one exists, otherwise show first and last name
- Show first and last name

Set how to display other user's names in posts and the Direct Messages list.

Show online availability on profile images: On. [Edit](#)

Save **Cancel**

The image displays two nearly identical screenshots of a web browser window, likely Microsoft Edge, showing the 'Account Settings' dialog box over a Slack-like application interface.

Top Screenshot (Default View):

- General:** Set to 12-hour clock (example: 4:00 PM).
- Teammate Name Display:** Show username.
- Show online availability on profile images:** On.
- Website Link Previews:** On (radio button selected).
 - Description: When available, the first web link in a message will show a preview of the website content below the message.
 - Buttons: Save (blue), Cancel.
- Default Appearance of Image Previews:** Expanded.
- Message Display:** Standard.

Bottom Screenshot (Expanded View):

- General:** Set to 12-hour clock (example: 4:00 PM).
- Teammate Name Display:** Show username.
- Show online availability on profile images:** On.
- Website Link Previews:** On.
- Default Appearance of Image Previews:** Expanded (radio button selected).
 - Description: Set whether previews of image links and image attachment thumbnails show as expanded or collapsed by default. This setting can also be controlled using the slash commands /expand and /collapse.
 - Buttons: Save (blue), Cancel.
- Message Display:** Standard.

The screenshots show the 'Account Settings' dialog box from a web-based application interface.

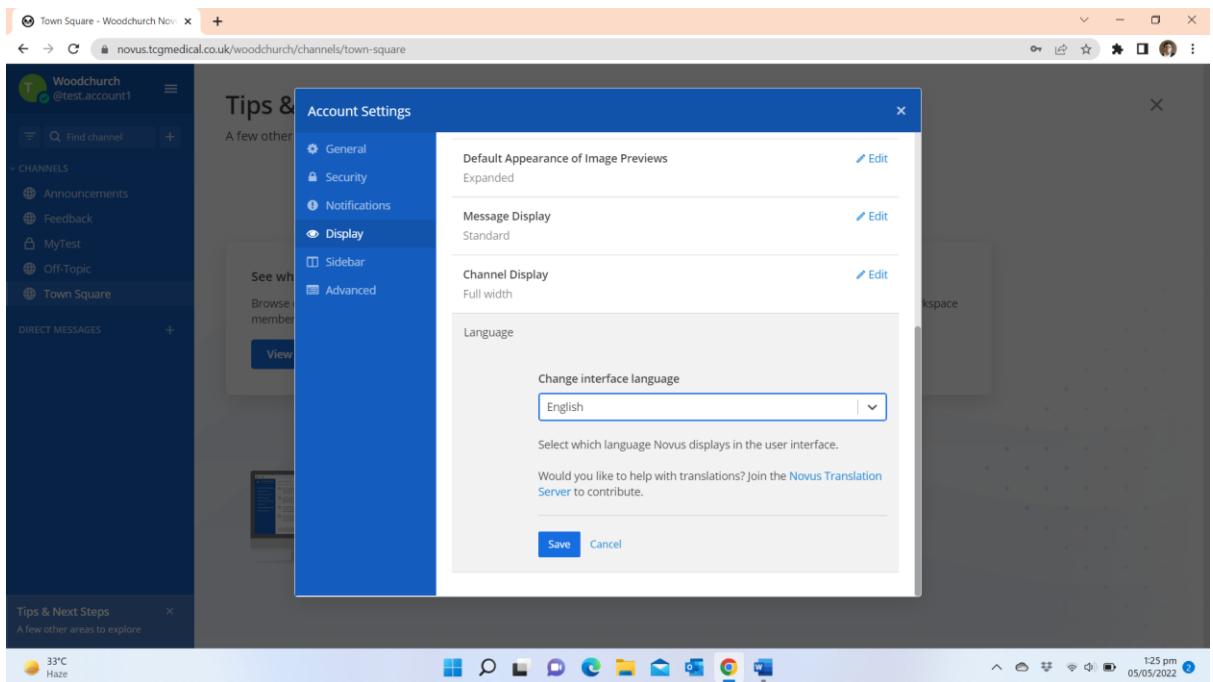
Top Screenshot (Message Display):

- Section: Message Display
- Setting: Standard (radio button selected)
- Description: Easy to scan and read.
- Setting: Compact (radio button)
- Description: Fit as many messages on the screen as we can.
- Text: Select how messages in a channel should be displayed.
- Buttons: Save, Cancel

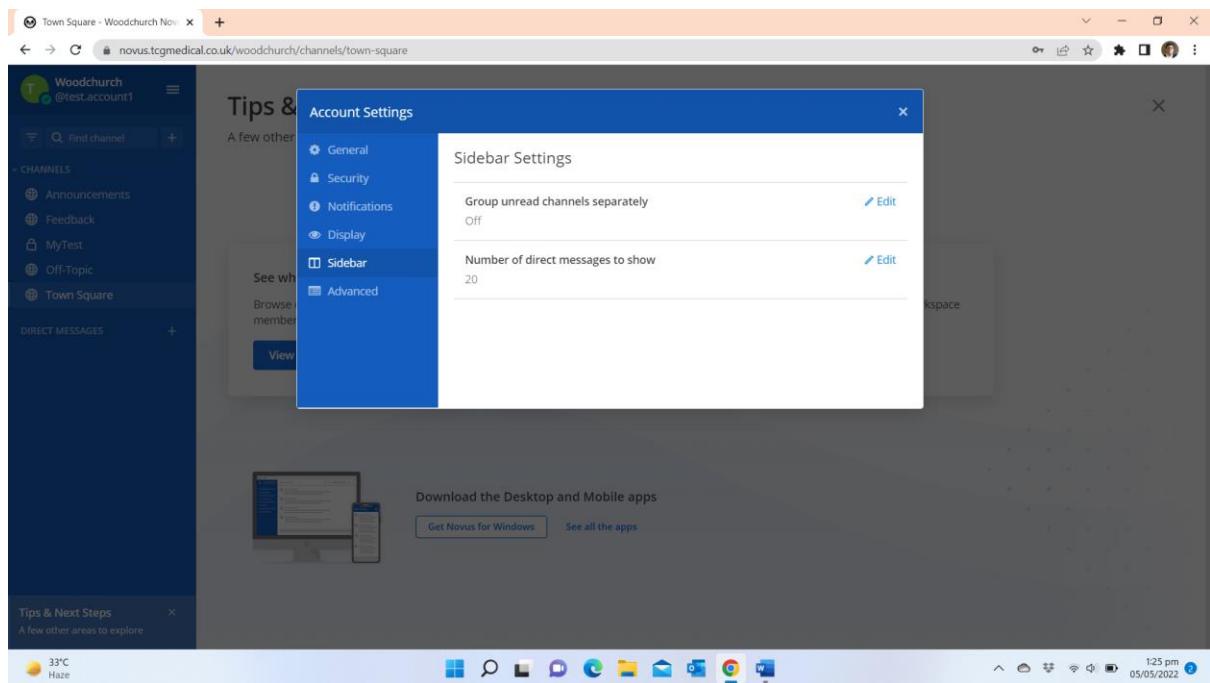
Bottom Screenshot (Channel Display):

- Section: Channel Display
- Setting: Full width (radio button selected)
- Description: Select the width of the center channel.
- Setting: Fixed width, centered (radio button)
- Buttons: Save, Cancel

Both screenshots show the same overall layout with sections for General, Security, Notifications, Display, Sidebar, and Advanced settings. The URL in the address bar is novus.tcgmedical.co.uk/woodchurch/channels/town-square.



5. Sidebar



The image consists of two vertically stacked screenshots of a computer desktop. Both screenshots show a web browser window for 'Novus.tcgmedical.co.uk' with a URL of 'novus.tcgmedical.co.uk/woodchurch/channels/town-square'. The browser has a standard orange header bar with back, forward, and search buttons. Below the header is a dark-themed sidebar menu on the left containing items like 'Woodchurch', 'Find channel', 'Announcements', 'Feedback', 'MyTest', 'Off-Topic', and 'Town Square'. A central content area displays a 'Tips & Next Steps' section with a weather widget ('33°C Haze') and a 'Sidebar Settings' dialog box. The dialog box has a blue header 'Account Settings' with tabs for 'General', 'Security', 'Notifications', 'Display', 'Sidebar' (which is selected), and 'Advanced'. The main content area of the dialog is titled 'Sidebar Settings' and contains two sections: 'Group unread channels separately' (with 'On' and 'Off' radio buttons, where 'Off' is selected) and 'Number of direct messages to show' (with a dropdown set to '20'). At the bottom of the dialog are 'Save' and 'Cancel' buttons. The desktop background is visible behind the browser window, showing a taskbar with various icons and a system tray with a battery icon and date/time ('126 pm 05/05/2022').

6. Advance

The image displays two nearly identical screenshots of a web-based application interface, likely a messaging or collaboration platform. Both screenshots show a dark-themed sidebar on the left with various channels and direct messages listed. A central content area features a 'Tips & Next Steps' section and a 'See who's online' sidebar.

The main focus is a 'Account Settings' dialog box, which is a light blue modal window. It contains several sections:

- General**
- Security**
- Notifications**
- Display**
- Sidebar**
- Advanced** (selected)

Advanced Settings section (Visible in both screenshots):

- Send Messages on CTRL+ENTER**:
 - On for all messages
 - On only for code blocks starting with `
 - Off

When enabled, CTRL + ENTER will send the message and ENTER inserts a new line.
- Enable Post Formatting**: On
- Enable Join/Leave Messages**: On
- Preview Pre-release Features**: 0 Features Enabled

Buttons at the bottom of the Advanced Settings dialog:

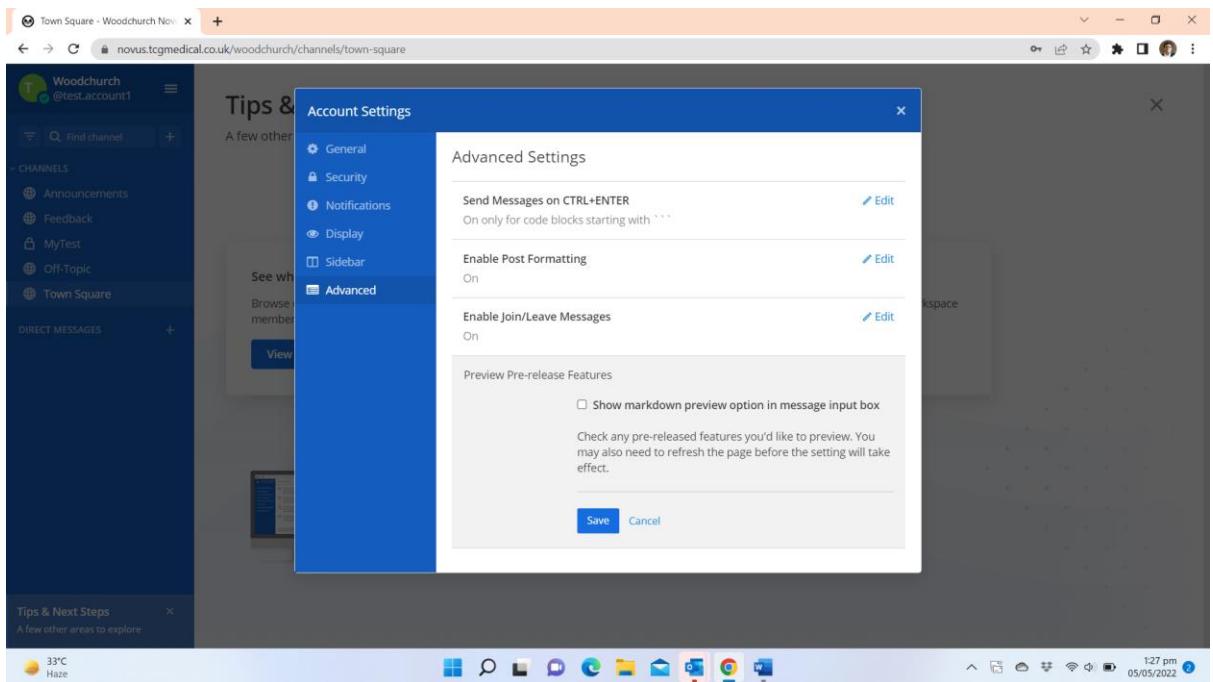
- Save
- Cancel

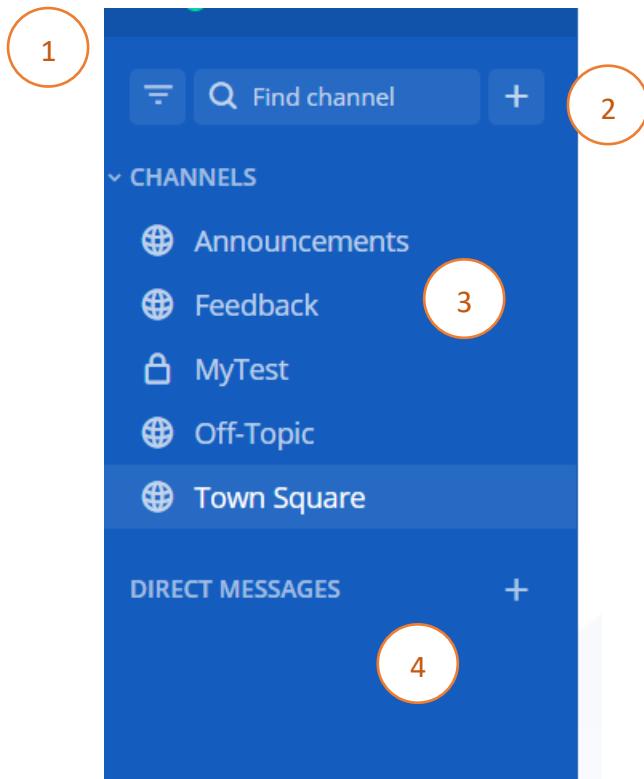
The top of the screenshot shows a browser header with the URL novus.tcgmedical.co.uk/woodchurch/channels/town-square. The bottom of the screenshot shows a Windows taskbar with various pinned icons and system status indicators.

The screenshot shows a web browser window with two instances of a Slack-like application. The top instance has its title bar highlighted. Both instances show a sidebar with channels like 'Announcements', 'Feedback', 'MyTest', 'Off-Topic', and 'Town Square'. A 'Tips & Next Steps' section is also visible. The main area displays a list of messages. A 'Account Settings' dialog box is open in the center, specifically the 'Advanced' tab. This dialog contains several settings:

- Send Messages on CTRL+ENTER**: A note says "On only for code blocks starting with ...". An 'Edit' link is present.
- Enable Post Formatting**: A radio button is set to "On". A note below states: "If enabled, posts will be formatted to create links, show emoji, style the text, and add line breaks. By default, this setting is enabled." Buttons for "Save" and "Cancel" are at the bottom.
- Enable Join/Leave Messages**: A note says "On". An 'Edit' link is present.
- Preview Pre-release Features**: A note says "0 Features Enabled". An 'Edit' link is present.

The bottom instance of the application shows a similar interface with a different message list. The system tray at the bottom of the screen indicates the date as 05/05/2022 and the time as 12:27 pm.

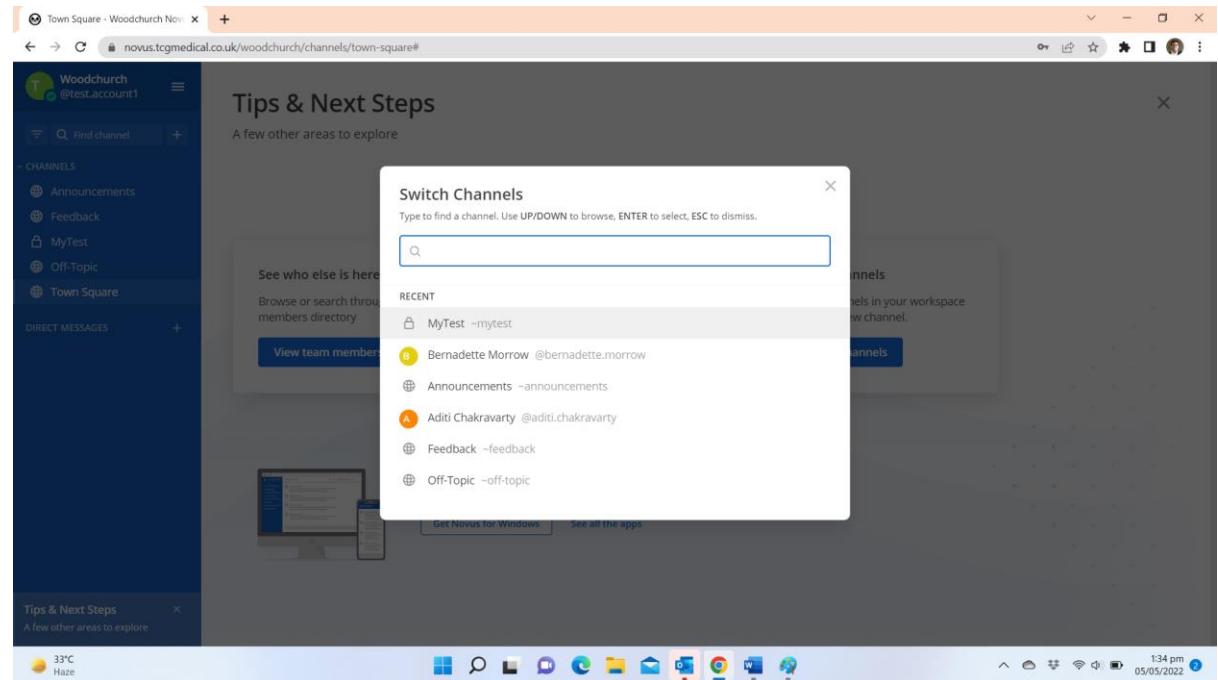




B-Channel search create view tree area
1. Channel Filter and search
2. Add/Create menu
3. Channel/category groups tree appear here
4. Direct Messages appear here (One to one)

1. Channel Filter and search – Filter is based on ‘Show All’ and ‘Show Unread only’ – Need to add more filters?

Channel Search brings up following dialog box – clicking on a searched channel name opens up the respective channel in the main chat area



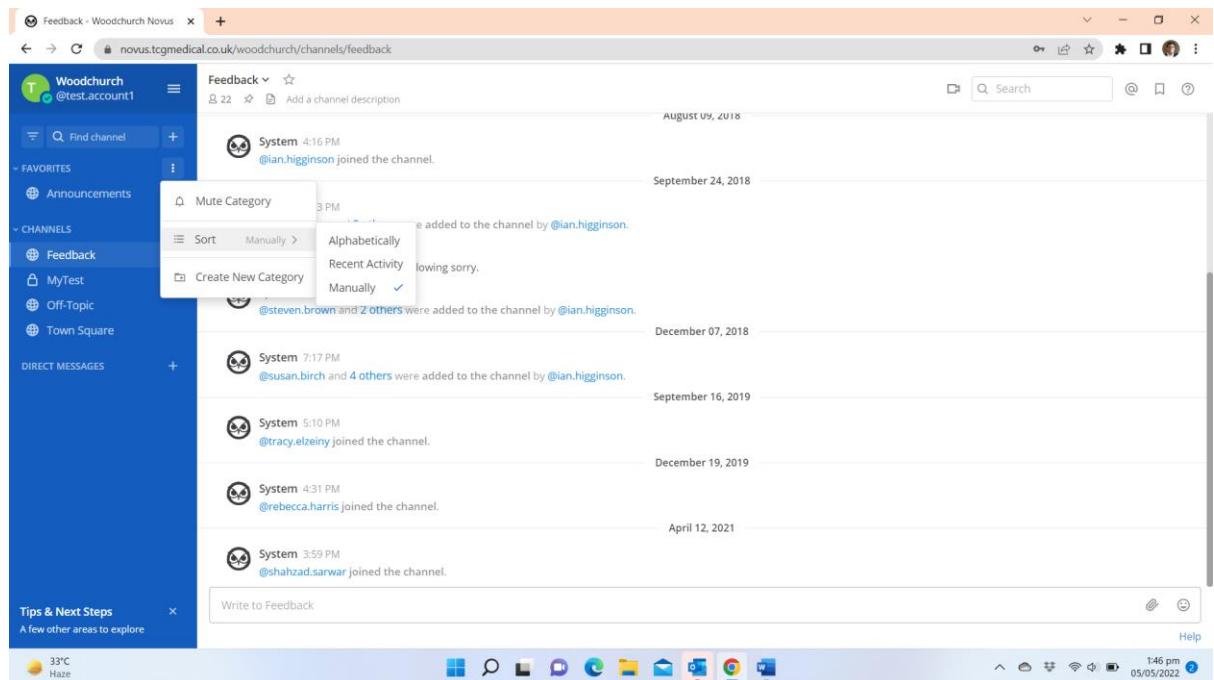
2. Add/Create menu – See details in next section

The screenshot shows the 'Announcements' channel interface. A context menu is open over a message from shahzad.sarwar at 4:14 PM. The menu items include 'Browse or create channels' (which is highlighted with a black rectangle), 'Edit Channel Description', 'Delete Channel', 'Edit Channel Name', and 'Open Direct Message'. The main pane displays a message about the launch of a consensus document on the Primary and Secondary Care Interface.

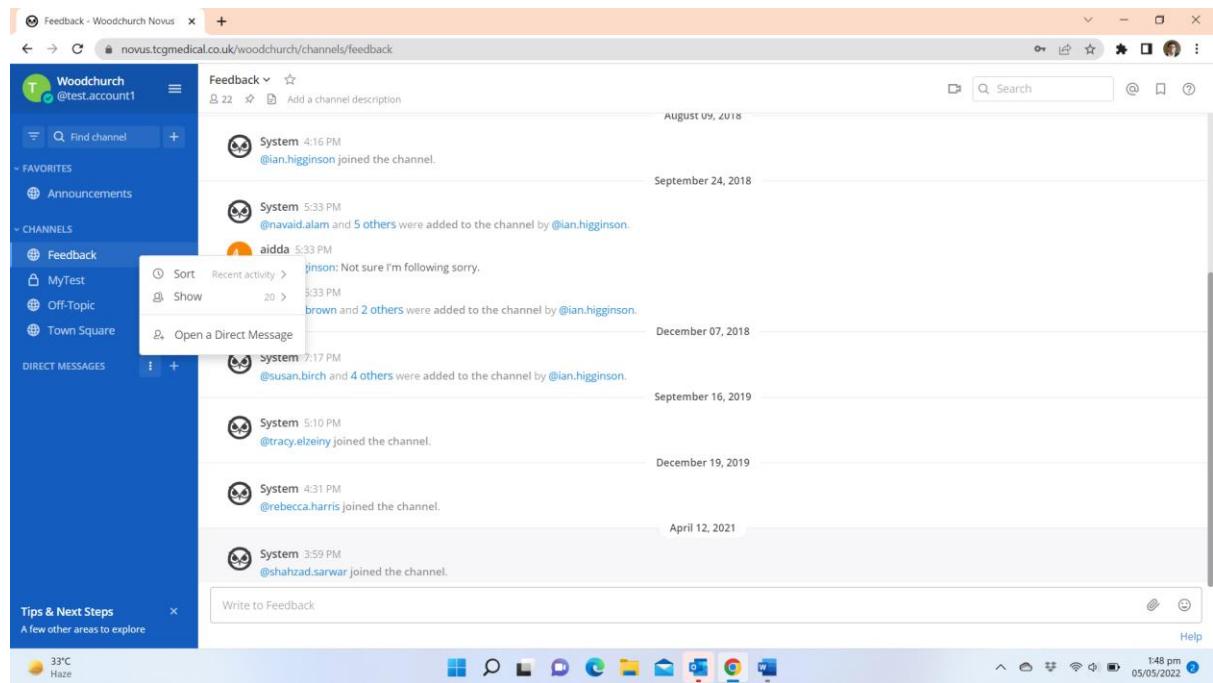
3. Channel/category Group Tree area

Clicking channel name shows channel content in chat area
 Each channel has a menu (shown above) – names are self explanatory
 Add members opens up the following dialog

Adding to favorite channels creates a category Favorites and moves the channel to it in the tree display
 Muted channels are dimmed and moved at the bottom of tree
 Each category label in the tree has the following menu



4. Direct Messages – Sort alphabetically or recent activity based – show is all or 10,20,40 etc



Add/Create Menu Details

1. Browse Channel – Has option to create new channel
2. Create New channel
3. Open direct message
4. Create new category – Channel group

1. Brows channel

The screenshot shows a web browser window with the URL novus.tcgmedical.co.uk/woodchurch/channels/announcements. A modal window titled 'More Channels' is open in the center. At the top of the modal is a search bar with the placeholder 'search channels'. Below the search bar, a message says 'No more channels to join'. Underneath this message is a link 'Click 'Create New Channel' to make a new one'. The background of the browser shows a list of messages in a channel, including one from 'shahzad.sarwar' about the launch of a consensus document.

2. Create Channel

The screenshot shows a web browser window with the same URL as the previous screenshot. A modal window titled 'New Channel' is open. It contains several input fields: 'Type' (radio buttons for 'Public' and 'Private', with 'Public' selected); 'Name' (text input field containing 'E.g.: "Bugs", "Marketing", "客户支持"'); 'Purpose (optional)' (text input field containing 'E.g.: "A channel to file bugs and improvements"'); and 'Header (optional)' (text input field containing 'E.g.: "[Link Title](http://example.com)"'). Below these fields is a note: 'Set text that will appear in the header of the channel beside the channel name. For example, include frequently used links by typing [Link Title] (http://example.com)'. At the bottom right of the modal are 'Cancel' and 'Create Channel' buttons.

3. Open Direct message

The screenshot shows a web browser window with the URL novus.tcgmedical.co.uk/woodchurch/channels/announcements. On the left, there's a sidebar with channels like Announcements, Feedback, MyTest, Off-Topic, and Town Square. The main area shows an 'Announcements' channel with a message from @shahzad.sarwar about the launch of a consensus document. A 'Direct Messages' overlay is open, showing two messages from @shahzad.sarwar and @bernadette.morrow. The messages are dated 4 days ago and 8 days ago respectively.

4. Create New Category

The screenshot shows a web browser window with the same URL as the previous screenshot. The 'Announcements' channel is still active. A 'Create New Category' dialog box is overlaid on the page, asking the user to 'Name your category'. The background shows the same message from @shahzad.sarwar about the consensus document.

1 Feedback ▾ ☆
22 Add a channel description

August 09, 2018

System 4:16 PM
@ian.higginson joined the channel.

September 24, 2018

System 5:33 PM
@navaid.alam and 5 others were added to the channel by @ian.higginson.

aidda 5:33 PM
@ian.higginson: Not sure I'm following sorry.

2

System 4:31 PM
@rebecca.harris joined the channel.

April 12, 2021

System 3:59 PM
@shahzad.sarwar joined the channel.

3 Write to Feedback

C – Main Chat Area

1. Top Status Bar
2. Chat Display – grouped by date
3. Response area

1. Top Status Bar

Left side

Feedback ▾ ☆

22 Add a channel description

Right Side

Search



Description of elements



Click to Add/remove from Favorites category

Add a channel description

Click to add channel description – Following dialog appears

In some channels (TOWN SQUARE) – the description area contains additional information (like info for users and clickable links) – Seems descriptions are hyperlinable - need to understand (See below)

Voice & Video available: [Woodchurch - Digital Conference Room](#) sign-in with your name and the password: **qw_kMUn** to join...



Click to show pinned posts – Pinned posts window opens as below

This is the start of the Feedback channel, created on August 09, 2018. Any member can join and read this channel.

August 09, 2018

System 4:16 PM
@ian.higginson joined the channel.

September 24, 2018

System 5:33 PM
@navaid.alam and 5 others were added to the channel by @ian.higginson.

aidda 5:33 PM
@ian.higginson: Not sure I'm following sorry.

System 5:33 PM
@steven.brown and 2 others were added to the channel by @ian.higginson.

December 07, 2018

Write to Feedback

22 Show channel members – Manage member option is also available which opens up the same dialog as view members dialog in ‘A’ – see below when this is clicked

maria.lamb

test.account1

aidda

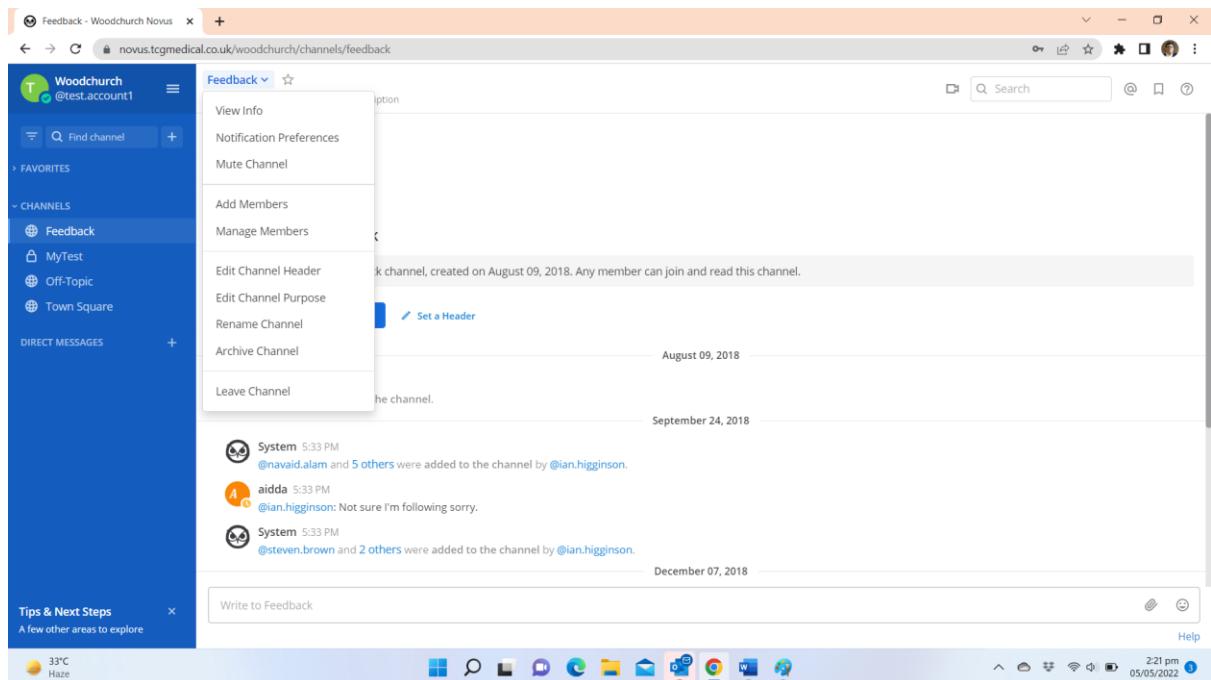
debbie.kershaw

debbie.killen

@ian.higginson joined the channel.

Manage Members

Feedback ▾ Channel name with drop down menu option – following menu appears when clicked



Feedback - Woodchurch Novus

novus.tcgmedical.co.uk/woodchurch/channels/feedback

Woodchurch
@test.account1

Feedback

View Info

Notification Preferences

Mute Channel

Add Members

Manage Members

Edit Channel Header

Edit Channel Purpose

Rename Channel

Archive Channel

Leave Channel

option

Search

Feedback

View Info

Notification Preferences

Mute Channel

Add Members

Manage Members

Edit Channel Header

Edit Channel Purpose

Rename Channel

Archive Channel

Leave Channel

option

Set a Header

August 09, 2018

September 24, 2018

System 5:33 PM
@navaid.alam and 5 others were added to the channel by @ian.higginson.

nidda 5:33 PM
@ian.higginson: Not sure I'm following sorry.

System 5:33 PM
@steven.brown and 2 others were added to the channel by @ian.higginson.

December 07, 2018

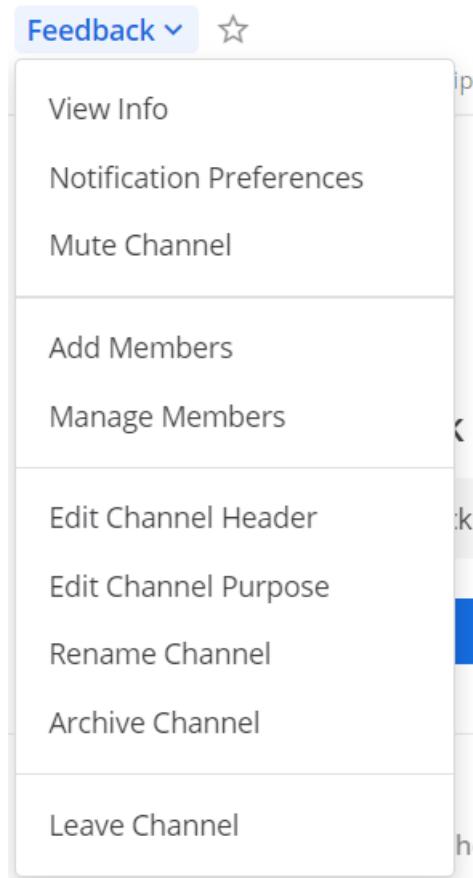
Write to Feedback

Tips & Next Steps

A few other areas to explore

33°C Haze

2:21 pm 05/05/2022



Feedback

View Info

Notification Preferences

Mute Channel

Add Members

Manage Members

Edit Channel Header

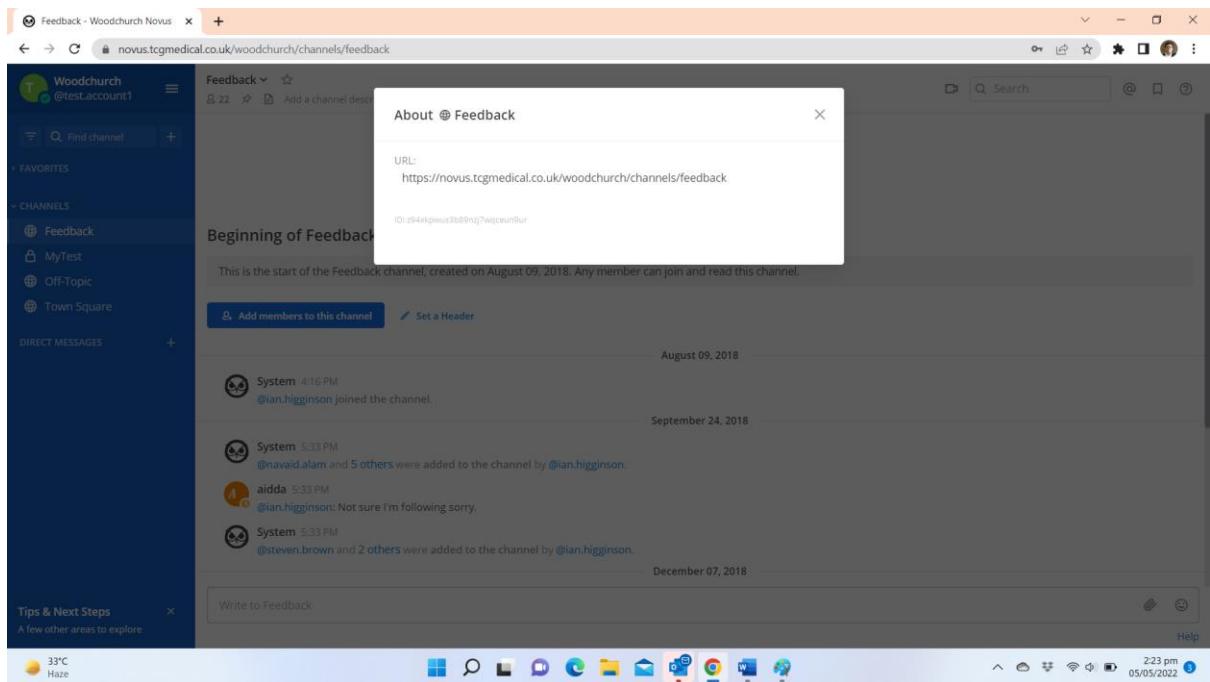
Edit Channel Purpose

Rename Channel

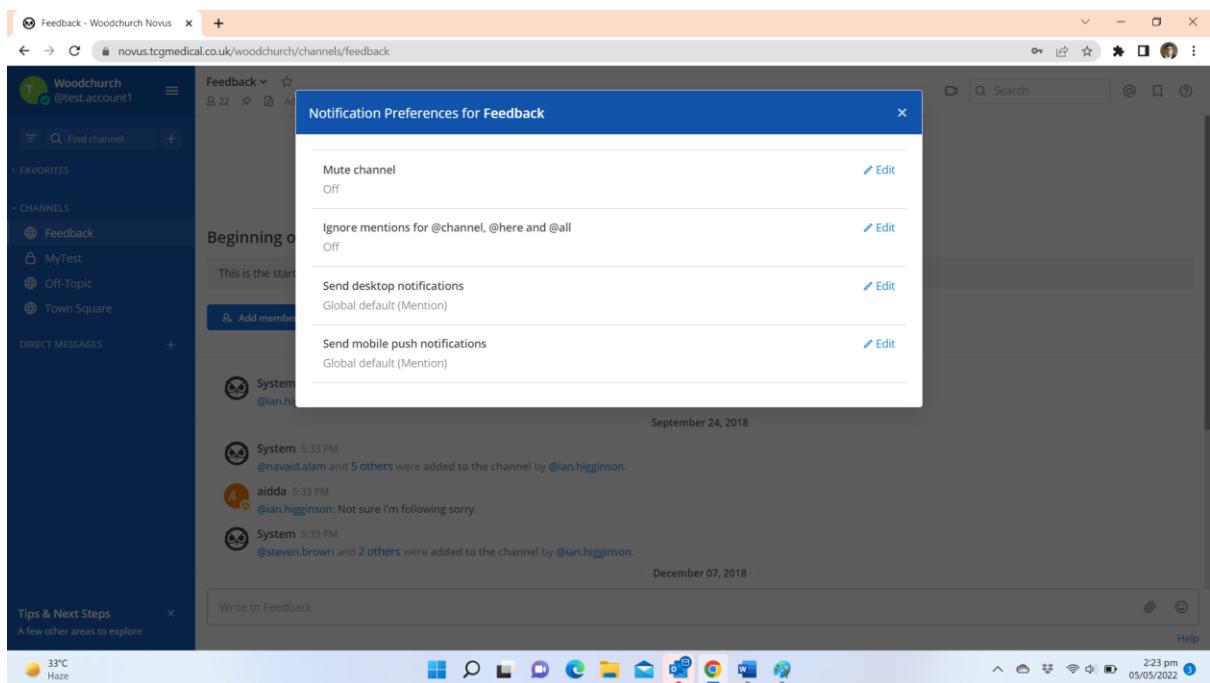
Archive Channel

Leave Channel

View info



Notification preference



Mute Channel – Clicking mutes/umutes channel

Add members

Feedback - Woodchurch Novus

Woodchurch

Feedback

22 Add a channel description

Search

FAVORITES

CHANNELS

Feedback MyTest Off-Topic Town Square

DIRECT MESSAGES

Beginning of Feedback

This is the start of the Feedback

Search for people

Up to 20 can be added at a time. You have 20 remaining.

Add

August 09, 2018

System 4:16 PM @ian.higginson joined the channel.

September 24, 2018

System 5:33 PM @navaid.alam and 5 others were added to the channel by @ian.higginson.

aida 5:33 PM @ian.higginson: Not sure I'm following sorry.

System 5:33 PM @steven.brown and 2 others were added to the channel by @ian.higginson.

December 07, 2018

Write to Feedback

33°C Haze

Manage Members

Feedback - Woodchurch Novus

Woodchurch

Feedback

22 Add a channel description

Search

FAVORITES

CHANNELS

Feedback MyTest Off-Topic Town Square

DIRECT MESSAGES

Beginning of Feedback

This is the start of the Feedback

Add members to this channel

Feedback Members

Add Members

Search users

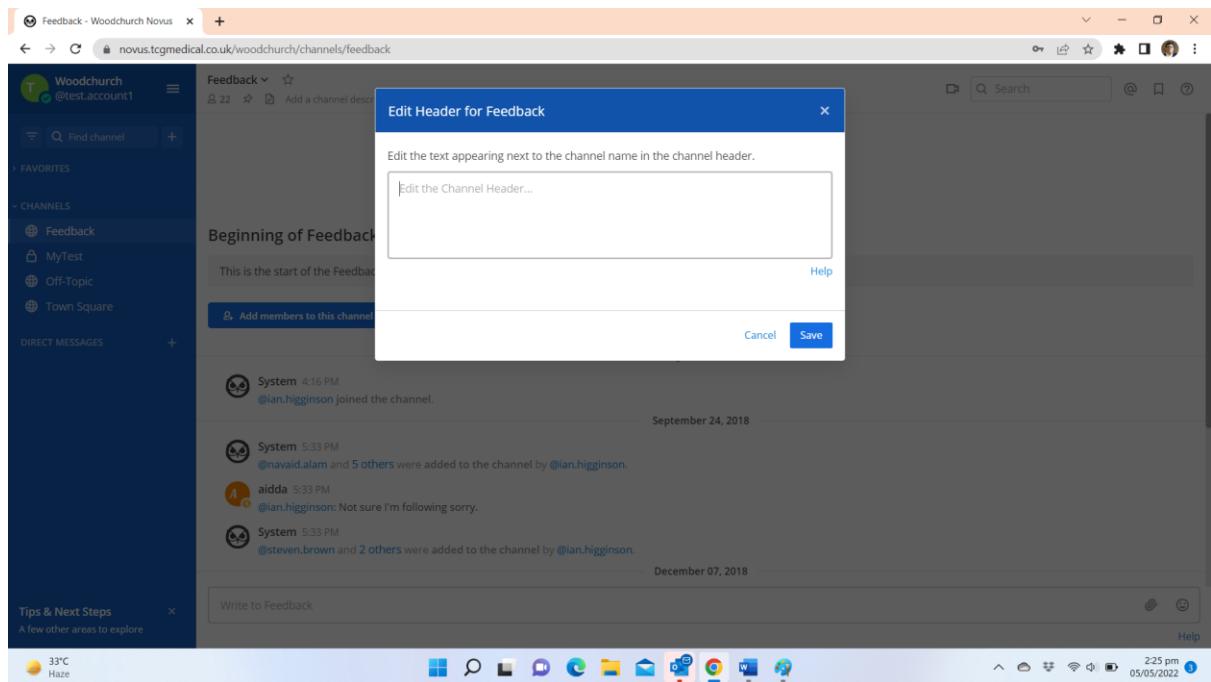
1 - 22 members of 22 total

User	Type
@aida - Aidda (aida)	Channel Member
hello@services.tcgmedical.co.uk	
@christian.basanta - Christian Basanta	Channel Member
csalabama@gmail.com	
@debbie.kershaw - Debbie Kershaw	Channel Member
debbie.kershaw@nhs.net	
@debbie.killen - Debbie Killen	Channel Member
debbie.killen@nhs.net	
@deborah.black - Deborah Black	Channel Member
deborah.black5@nhs.net	
@elaine.ainsworth - Elaine Ainsworth	Channel Member
elaineainsworth@nhs.net	
@eric.balki - Eric Balki	Channel Member

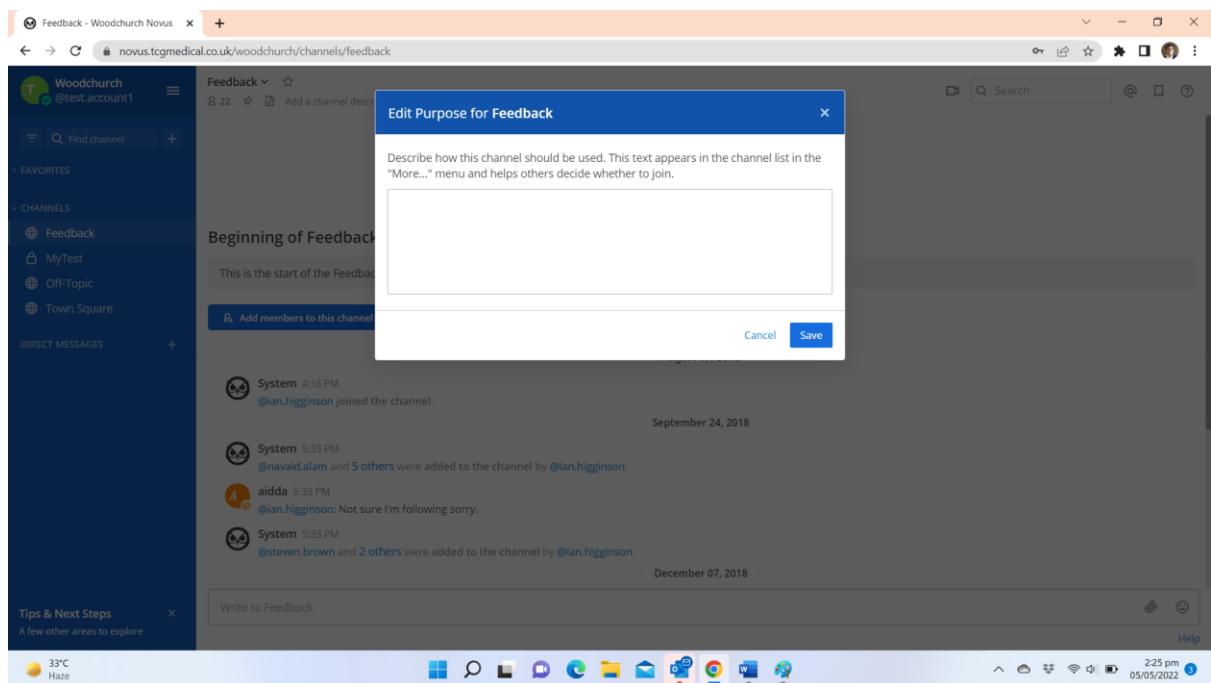
Write to Feedback

33°C Haze

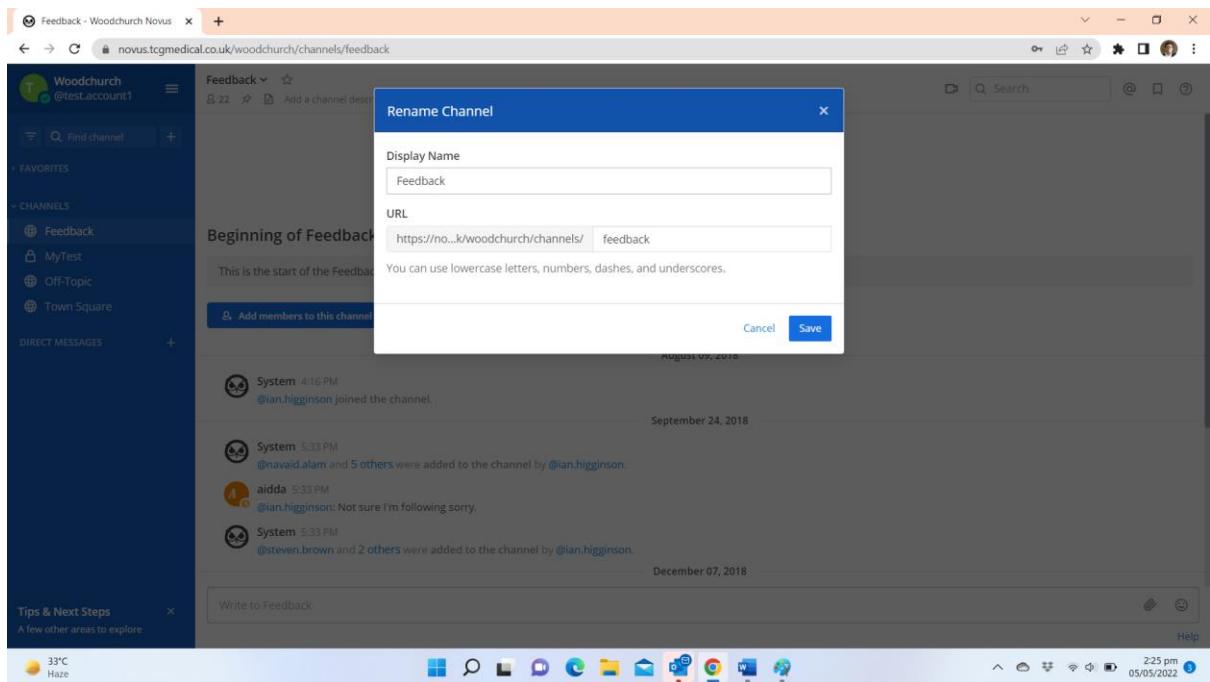
Edit Channel Header



Edit Channel Purpose

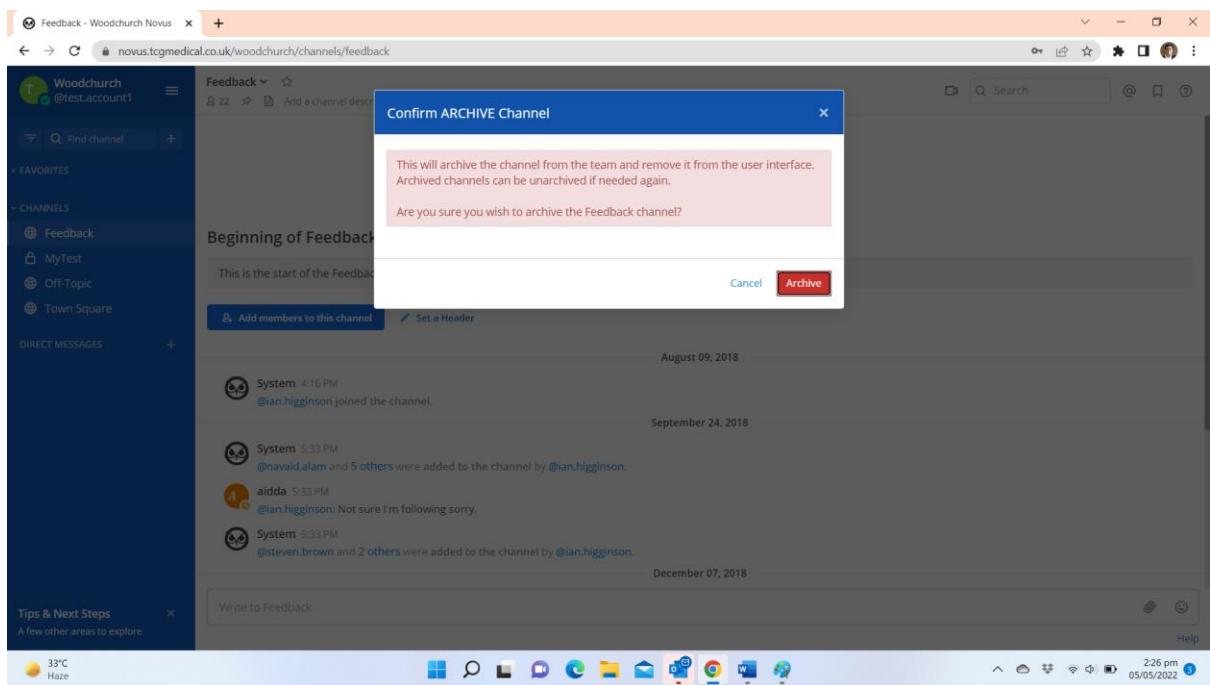


Rename Channel



Archive Channel –

Need to know what happens when a channel is archived?



Leave Channel – Leaves the channel without any confirmation!!! – Perhaps add ‘Are you sure’ here





Create meetup button – brings up the following menu

The screenshot shows a web browser window for 'Town Square - Woodchurch Nov' at novus.tgmedical.co.uk/woodchurch/channels/town-square. A 'Create a Meetup meeting' dialog box is open on the right side of the screen. The main chat area shows messages from users like maria.lamb, ian.higginson, and elaine.ainsworth. The status bar at the bottom indicates it's 2:34 pm on 05/05/2022.

Click – Create a meeting creates a meeting in chat window – see below

This screenshot shows the same web browser interface as the previous one, but with a 'Recent Mentions' sidebar on the right. It lists mentions for 'Town Square' and 'ian.higginson'. In the main chat area, a message from 'aidda BOT' appears, stating 'Meeting created by @test.account1'. Below this message are two buttons: 'Join Meeting' and 'End meeting'. The status bar at the bottom indicates it's 2:34 pm on 05/05/2022.

Any one can join

Click end meeting to close meeting

The screenshot shows a Microsoft Teams-like interface for 'Town Square - Woodchurch Nov'. The left sidebar includes 'Woodchurch' and '@test.account1' icons, 'Find channel', 'FAVORITES' (MyTest, Off-Topic), 'CHANNELS' (Town Square selected), 'DIRECT MESSAGES', and 'Tips & Next Steps' (33°C Haze). The main area displays a conversation log from August 16, 2021, to April 14. A specific message from 'ian.higginson' on April 14 is highlighted, showing a recording icon. To the right of the message list, a 'Recent Mentions' panel is open, listing messages from 'elaine.ainsworth' and 'ian.higginson' dated April 14. Below the main area is a 'New Messages' section and a message input field. The bottom status bar shows system icons and the date/time: 2:36 pm 05/05/2022.

Clicking Meeting recordings – Shows recording panels on the right (See pictures above)

The screenshot shows the same interface as the previous one, but with a search function activated. A search bar at the top right contains the placeholder 'Search'. A dropdown menu titled 'Search – Click to show following menu' is open, containing options for 'What are you searching for?' (Messages, Files), 'Help', and a 'Close' button. The rest of the interface is identical to the first screenshot, including the message log and the recording panel on the right.

Search Message options

The screenshot shows a Microsoft Teams interface with the 'Town Square' channel selected. A search panel titled 'MESSAGE search options' is open on the right side of the screen, listing various search filters such as 'FROM', 'IN', 'ON', 'BEFORE', 'AFTER', 'Exclude search terms', and 'Messages with phrases'. The main pane displays a list of messages from users like maria.lamb, ian.higginson, and elaine.ainsworth, along with a bot message from aidida. The interface includes a navigation bar at the top and a taskbar at the bottom.

Search File options

This screenshot is identical to the one above, showing the 'Town Square' channel in Microsoft Teams. However, the search panel on the right is titled 'FILE search options' instead of 'MESSAGE search options', indicating a different search context. The list of messages and the overall interface remain the same.

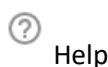


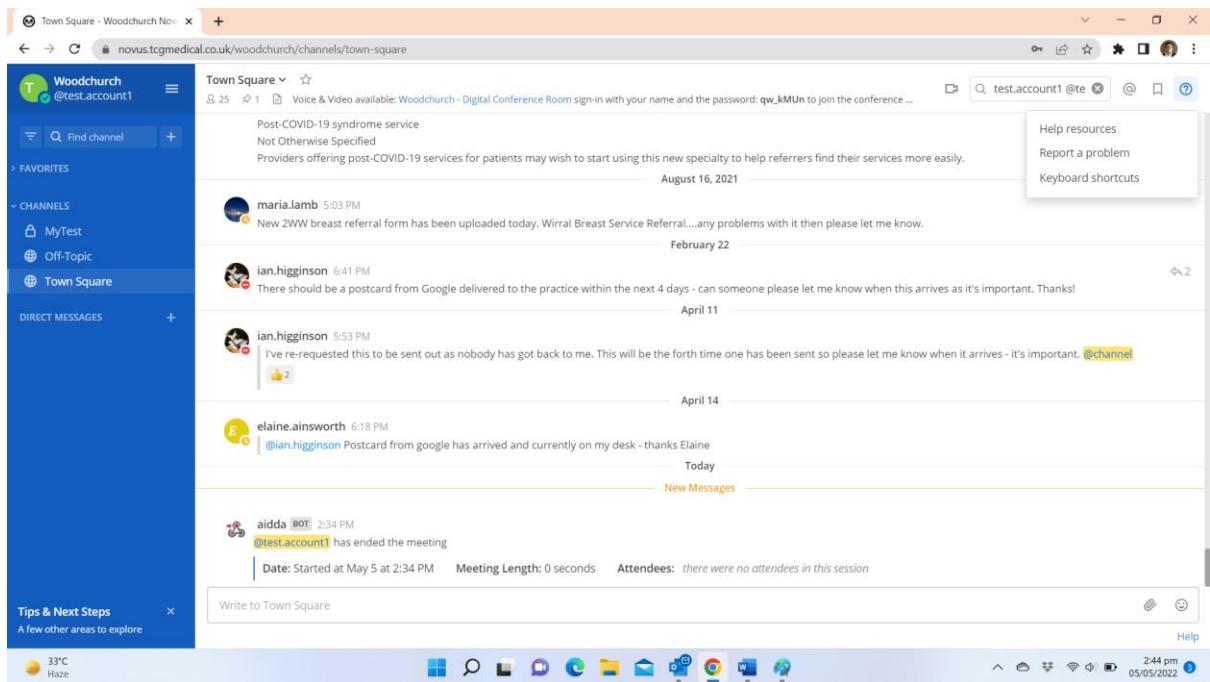
Recent Mentions – Clicking brings up the following panel with messages in which the user was mentioned

This screenshot shows the 'Town Square' channel in the 'Woodchurch' digital conference room. The 'Recent Mentions' panel is open on the right side, displaying a list of recent messages and announcements. One message from 'aidda' (@test.account1) at 11:40 PM indicates that a meeting has ended. Another message from 'shahzad.sarwar' at 2:00 PM discusses changes to blood test eligibility timeframes for the National Diabetes Prevention Programme (NDPP). The main chat area shows various messages from users like maria.lamb, ian.higginson, elaine.ainsworth, and aidda. The interface includes a sidebar with 'Favorites' and 'Channels' sections, and a bottom navigation bar with various icons.

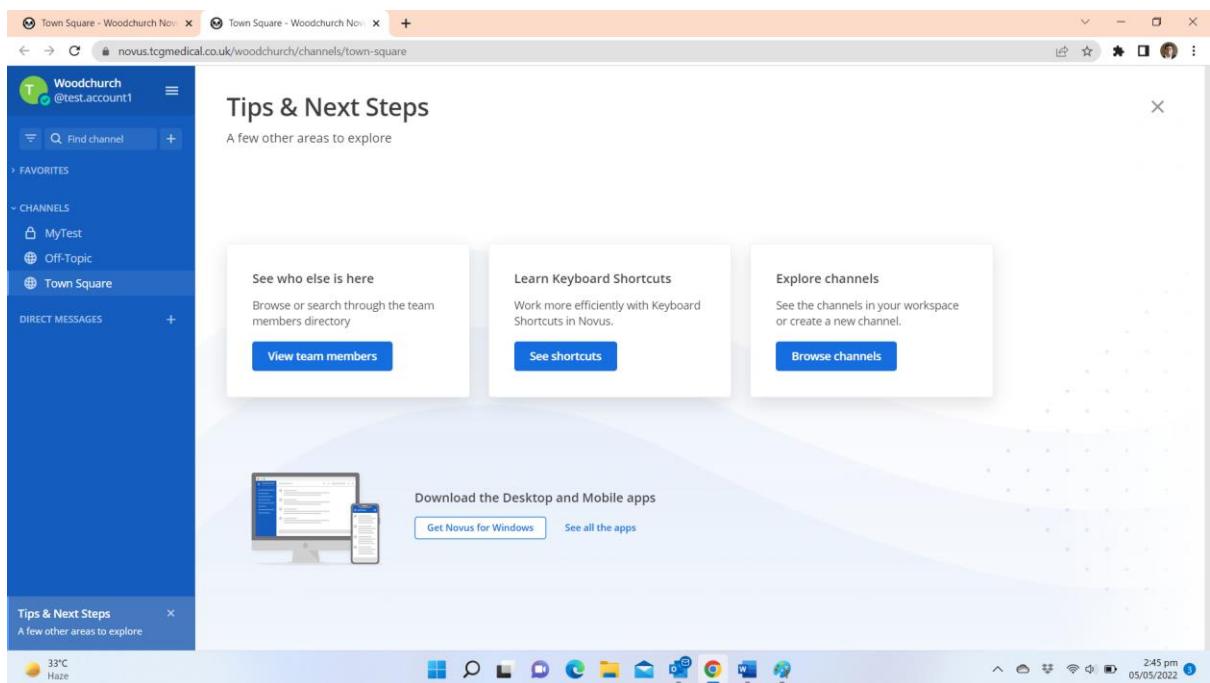
Saved Posts – Shows/hides panel with posts which were saved

This screenshot shows the same 'Town Square' channel interface as the previous one, but with the 'Saved Posts' panel open on the right side. The panel displays a large circular icon with a bookmark symbol and the text 'No Saved posts yet'. Below this, a smaller note states: 'Saved messages are only visible to you. Mark messages for follow-up or save something for later by clicking the to save them here.' The main chat area and sidebar are identical to the first screenshot.





Help Resources and Report a Problem takes to the following screen



Keyboard short cut displays the same dialog as was displayed in 'A' menu

2. Chat Display Area

One message is reproduced below to highlight features

May 06, 2020

sharon.joy 12:56 PM
FOR @samantha.dooley @elaine.ainsworth ACTION- Wirral GP Practice support for shielded patients
We write by way of gentle reminder to Wirral GP Practices, that NHS England have asked you to contact all of your patients who are shielding from coronavirus (Covid-19) as a 'follow-up' to the NHS letter notifying them to stay at home for 12 weeks.
It is requested these conversations include:
a) discuss what shielding means,
b) describe any changes to their ongoing care and treatment, including home visiting wherever this is clinically needed
c) confirm they have an arrangement in place for receiving their medications and
d) check that they are aware of the Government support offer.
In support of the wider Health and Care system care offer for patients it is important for us to understand the approach taken by GP practices locally.
Please see attached word document 'Wirral GP Practice support for shielded patients' for further information and return the table within no later than Thursday 7th May at 5pm to catherine.joinson@nhs.net confirming your practices approach.
Sam this is part of WCCG update. Can you please copy Elaine into return to Catherine Joinson

044 - Wirral GP Practice Support
fo...
DOCX 24KB

Every post/message has the following Features

1. Display pic, name, time of post, subject— All posts are grouped by date
2. Post text is rich text/html with inline clickable hyperlinks
3. Files can be attached with each post/message
4. Length is managed (show more, show less)
5. Read/unread messages are managed
6. Saved is displayed when a message is saved
7. AIDDA BOT posts independently as a secretary of the Team(??) – SYSTEM is probably sys admin announcing changes to the team etc
8. Each post has a context menu at top right with options to 'reply', 'save', 'react' with emojis, and further actions

React with emoji screen as follows

Town Square - Woodchurch Novus

sharon.joy 4:09 PM
FOR @samantha.dooley @elaine.ainsworth can you tell me if a member of the DN has been in touch recently to discuss n thanks sharon

May 06, 2020

sharon.joy 12:56 PM
FOR @samantha.dooley @elaine.ainsworth ACTION- Wirral GP Practice support for shielded patients
We write by way of gentle reminder to Wirral GP Practices, that NHS England have asked you to contact all of your patients who are shielding from coronavirus (Covid-19) as a 'follow-up' to the NHS letter notifying them to stay at home for 12 weeks.
It is requested these conversations include:
a) discuss what shielding means,
b) describe any changes to their ongoing care and treatment, including home visiting wherever this is clinically needed
c) confirm they have an arrangement in place for receiving their medications and
d) check that they are aware of the Government support offer.
In support of the wider Health and Care system care offer for patients it is important for us to understand the approach taken by GP practices locally.
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Sam this is part of WCCG update. Can you please copy Elaine into return to Catherine Joinson

044 - Wirral GP Practice Support
fo...
DOCX 24KB

aidda 4:40 PM

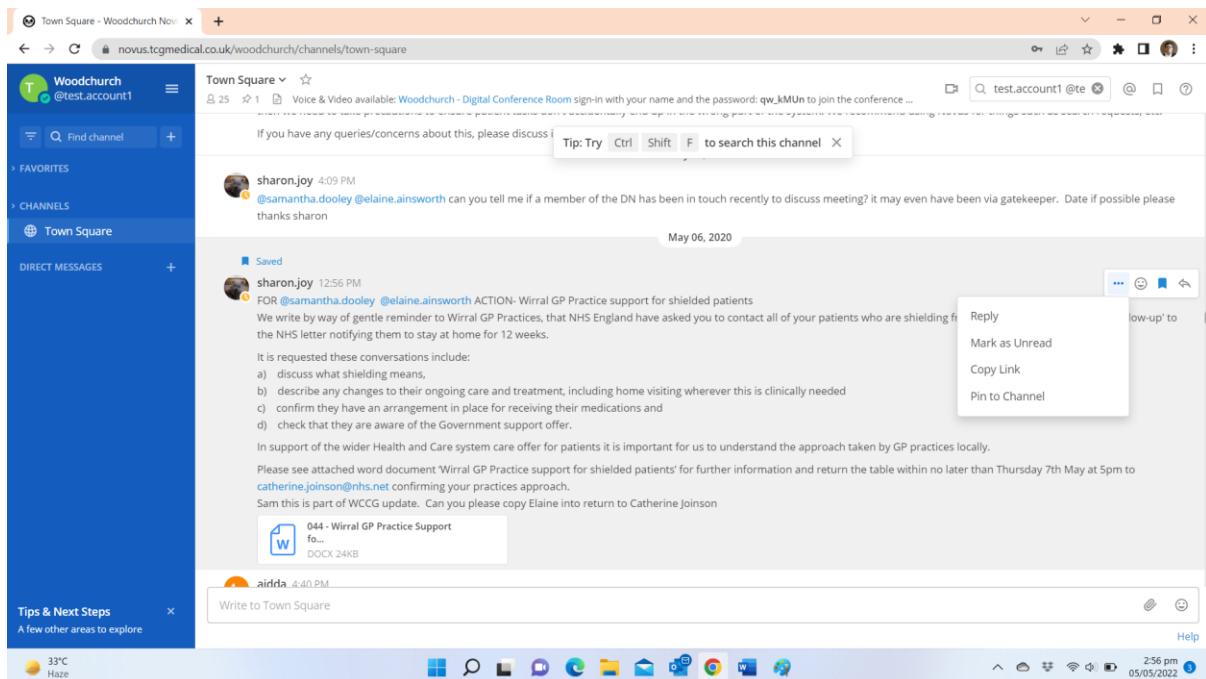
Write to Town Square

Search emoji

SMILEYS & EMOTION

Select an Emoji

Further actions menu as below

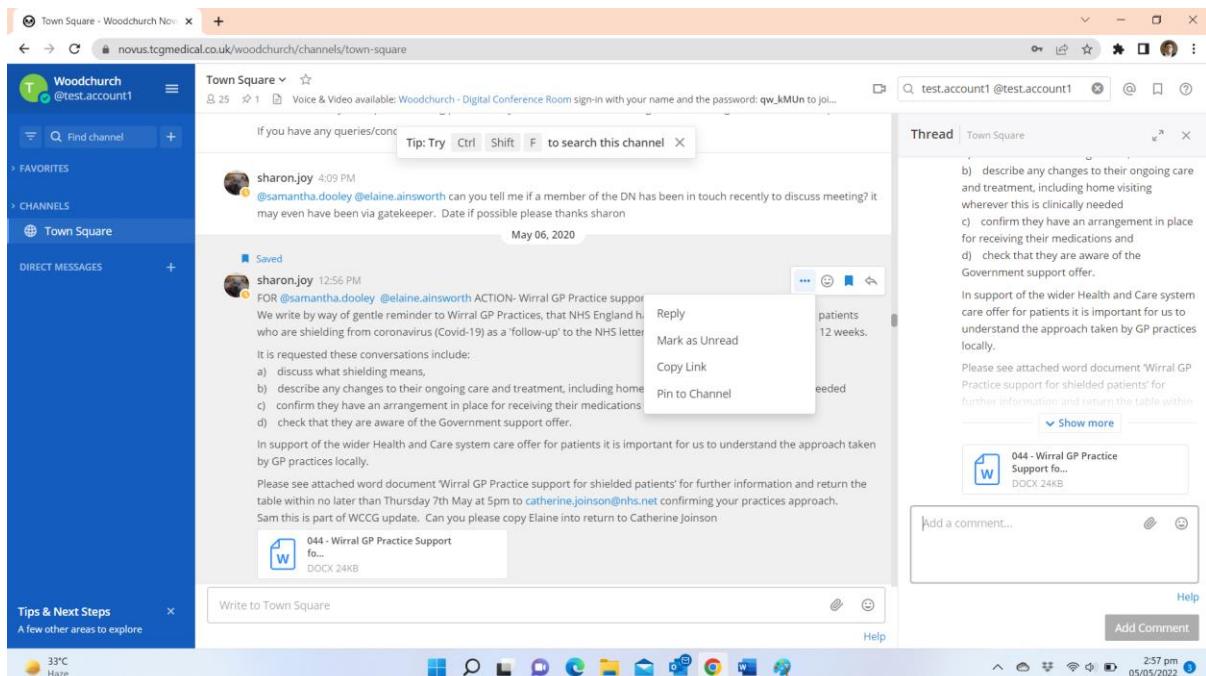


'Reply' opens up separate panel

Emojis, GIFs, hyperlinks, files can be added

Any type of file can be added (opens computers open file dialoge box)

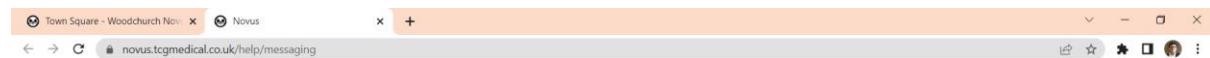
Files can be viewed in internal viewer also and downloaded



3. Response Area



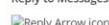
- .Write post
- .Attach file
- .Add Emoji/GIF
- .Help shows the following screen – online user docs



Messaging Basics

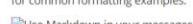
Write Messages: Use the text input box at the bottom of the Novus interface to write a message. Press ENTER to send the message. Use SHIFT+ENTER to create a new line without sending a message.

Reply to Messages: Select the Reply Arrow icon next to the text input box.



Notify Teammates: Type @username to get the attention of specific team members.

Format Your Messages: Use Markdown to include text styling, headings, links, emoticons, code blocks, block quotes, tables, lists, and in-line images in your messages. See the following table for common formatting examples.



Add Emoji: Type ":" to open an emoji autocomplete. If the existing emojis don't say what you want to express, you can also create your own Custom Emoji.

Attach Files: Drag and drop files into Novus, or select the Attachment icon in the text input box.

Learn more about:

- Composing Messages and Replies
- Mentioning Teammates
- Formatting Messages Using Markdown
- Attaching Files
- Executing Commands

