



Joined Up Care
Derbyshire Colleague
Experience Application
User Guide

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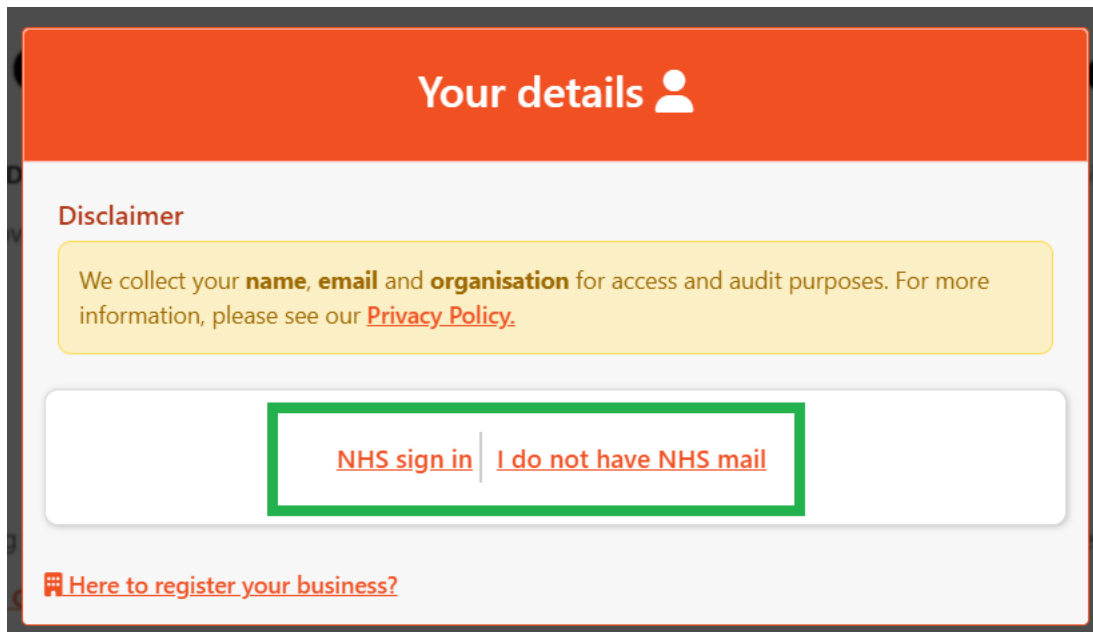
Getting Started


Registration

SIDE NOTE:

Before we start, if you see an **“Add to home screen”** (or similar) message pop up when accessing our website for the first time, you can click that to install the application on your phone or other device. We recommend this. Don’t worry if you don’t see it or skipped it, it will be explained later in the guide.

When you first go to the JUCD Colleague Experience website, you’ll need to register your device (e.g., your phone). To do this you can choose one of two options (shown within **green box**):




Your details 

Disclaimer

We collect your **name, email** and **organisation** for access and audit purposes. For more information, please see our [Privacy Policy](#).

[NHS sign in](#) | [I do not have NHS mail](#)

 [Here to register your business?](#)


If you have an nhs.net email address, you can sign in via **NHS sign in** where we automatically get your name, email and organisation so we know who is accessing the application. If not, you can choose **I do not have NHS mail** and manually provide us with these details.

Manually providing your details:

Your details


If you provide an email that isn't in the list of approved domains, you will need to be authorised by an administrator before you can use this site. Click the icon next to the email field to see the approved list.

***Name**

***Email** 

Find your organisation

***Organisation**

Only certain email address domains are pre-authorized, meaning that you have instant access to the application when submitting the above form. You can click the  icon next to the **Email** field to view these authorized domains.

You may use your personal email address; however, this will require an administrator to authorize your registration before you have access to the application. You will receive an email notification, sent to the email you provided us, when this has been actioned by an admin.

You can find your organisation by typing its name in the **Find your organisation** field. It will provide suggestions as you type. Select the appropriate organisation from the suggested list, and this will fill in the **Organisation** field underneath.

Fields marked with a red star * are required.

Once you have filled in all required fields on the form, you can click **Submit** to complete.

Install the App

At this point you've accessed the website and registered successfully and are on our home screen. If you managed to add the app to your phone via an automatic popup when visiting the website, then you don't need to do anything else here. If not, continue reading this section.

We recommend installing this app on your phone or other device. This is because it creates a handy icon next to all your other apps and allows us to notify you of any important information via push notifications.

From the home screen, we have a blurb about installing, with a link to the install guide:

> Install App

We recommend installing this app on your phone or other device so you have a convenient icon for access and also to receive useful notifications!

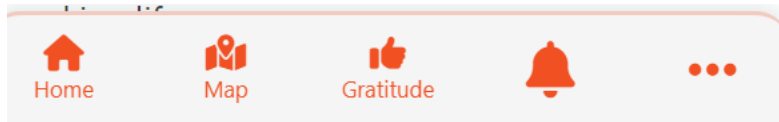
You can go to the [Install Guide](#) page to learn how to install this application.

As the guide will outline, how to install will differ slightly depending on your device, but it usually only takes one or two clicks.

Navigating the App

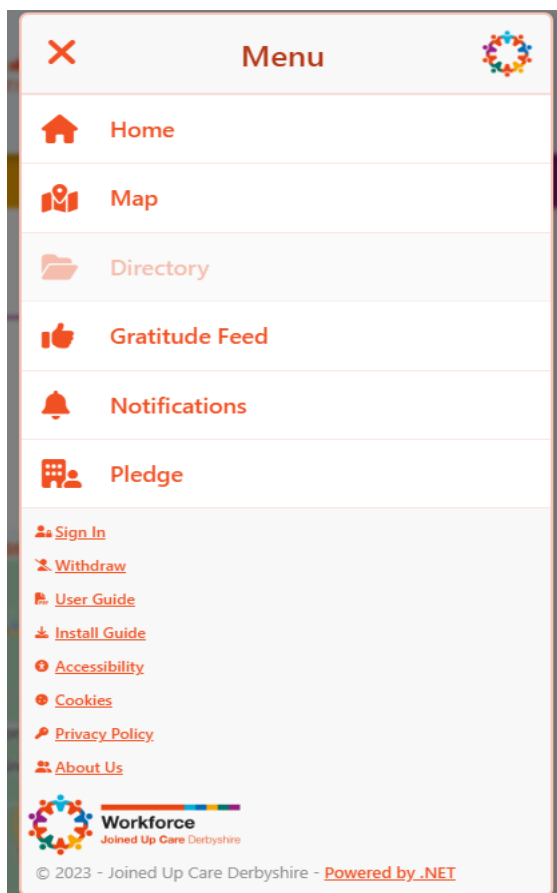
The look and location of the quick access navigation bar will depend on the size of the screen you are using.

When on smaller devices such as phones, the navigation bar will be at the bottom of the screen:



To open the menu, you can click the ellipsis icon on the right.

If you are on a larger device like a laptop, they will be on the top of the page:




The main menu looks the same no matter what device you use. The top, larger icons are the most important components of the application.

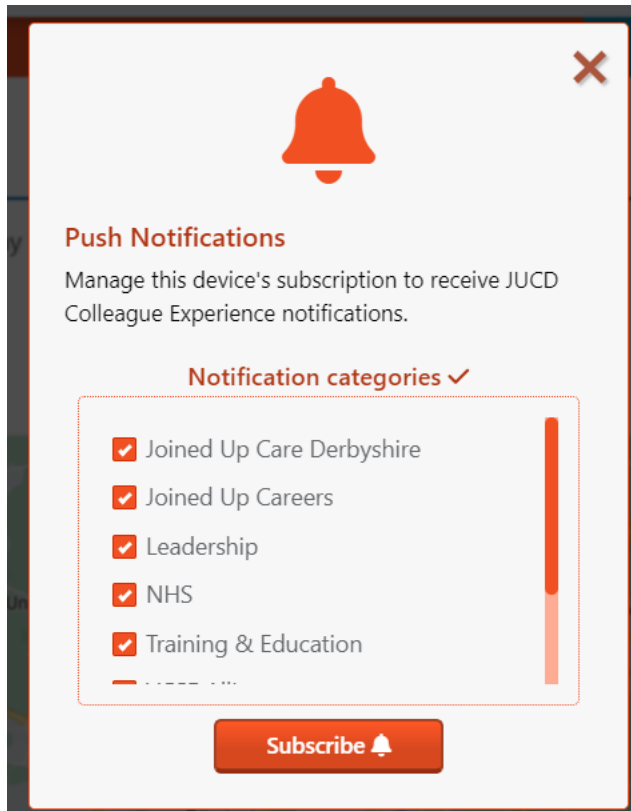
Notifications

This app/website will send useful notifications to any subscribed devices.

To subscribe to notifications sent to you via the app/website, you can click the notification bell icon

on the navigation bar .

This will open the notification window:



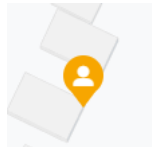
From here you can specify the type of notifications you want to receive (categories) and then hit subscribe button. By default, they are all selected, but you can uncheck any you do not want to receive. Note that you can scroll down the categories as there are more than shown here. You can change these categories at any point or if you don't wish to receive any notifications, you can unsubscribe.

NOTE: You need to hit the orange subscribe button at the bottom to receive notifications!

The Map

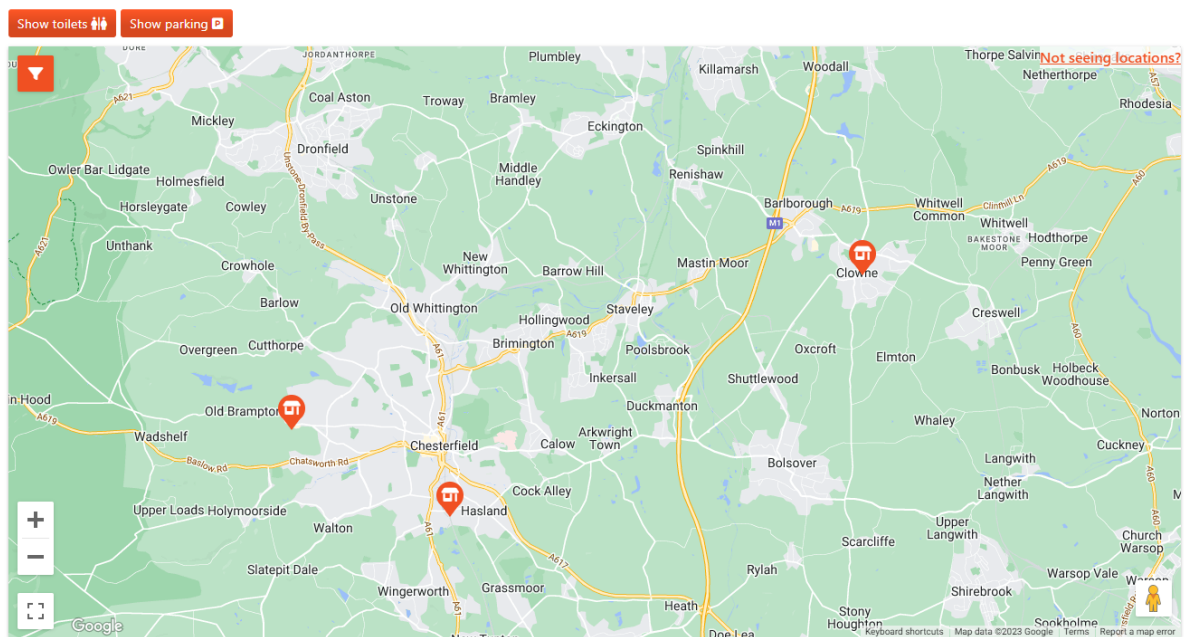
Probably the most important aspect of this app, the map is where you can view any important pin drop locations around Derbyshire, including any businesses considered safe spaces and that have signed up to the JUCD pledge, as well as parking and toilet facilities, and several wellbeing related locations (for example GPs and wellbeing champions).

You may be asked to allow the page to know your location – this is used by us to know where to centre the map on your position. If you click allow, you will see your current location as a yellow icon:



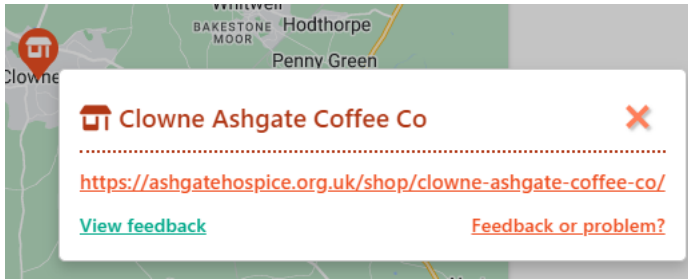
If you don't allow the browser to know your location, the map will centre on Derby city. You can allow or disallow this later in your browser settings.

The map:



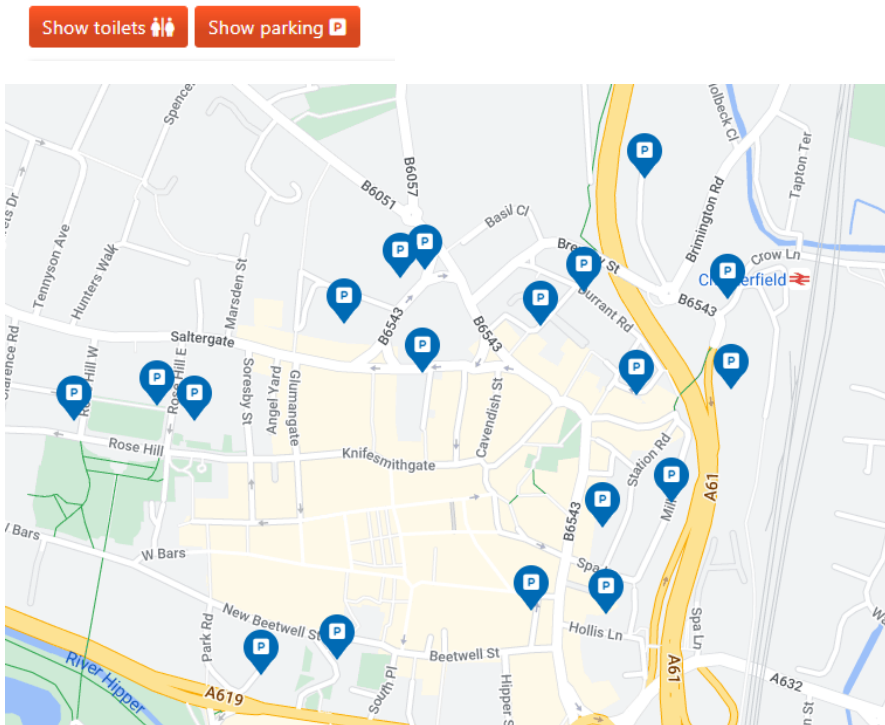
We use Google Maps so the map and its features may be very familiar to you.

The JUCD pledge locations are in orange. As with any pin drop markers, you can touch them to get their information.

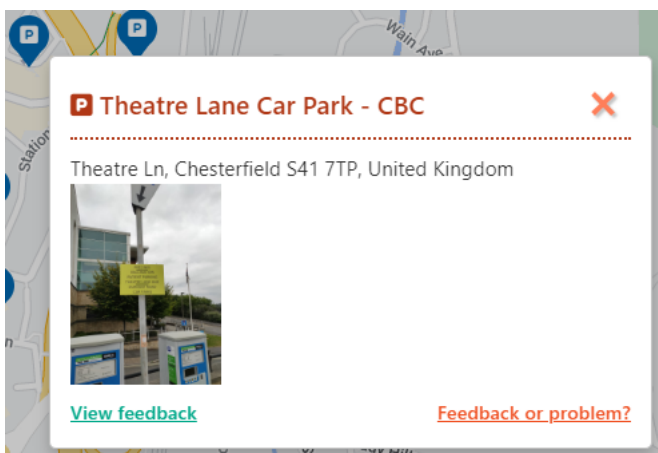


From this info popup, you can open any links included in the description or view/provide feedback on this location.

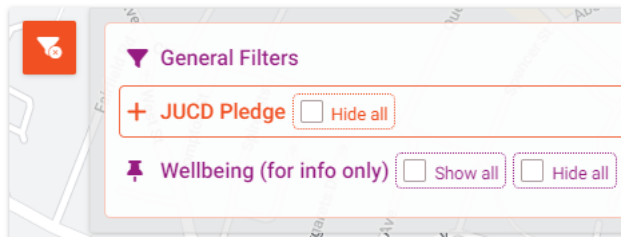
There are some quick access buttons at the top of the map to toggle localised toilet or parking spots.



Please note that due to the limitations of Google Maps, only a maximum of 20 blue parking or toilet icons can be displayed at any one time, and as such we made them relative to where you are looking on the map. It's recommended that if you move the map to a different spot, that you hit the button again to update the blue markers.

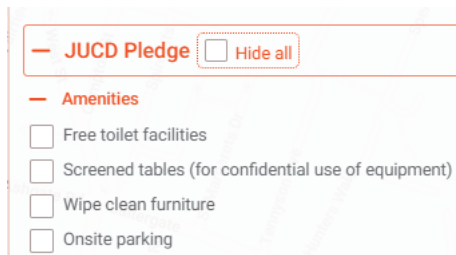


As with any other icon, you can press them to view their info or view or provide feedback.



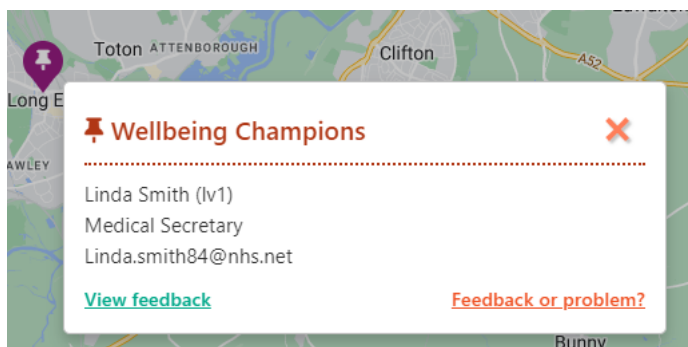
The orange button situated at the top right of the map window is where you can view the filters menu.

Here you can click on **General Filters**, **JUCD Pledge**, or **Wellbeing** to access specific filters you may want.



Expanding JUCD Pledge allows you to filter the markers based on any amenities they may have. For example, if you were to click **Free toilet facilities** only pledge locations with this amenity will be visible. Uncheck them all to see everything.

Wellbeing locations are marked as purple pins:



If you scroll down on the page further (just under the map), there is a directory finder used to search all locations that are found on the map. For example, if you wanted to find a particular wellbeing champion, you can search for their name here.

> Directory



> Directory

▼

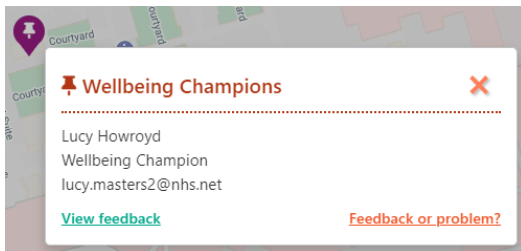
5 results match your search. 709 have been excluded.

Wellbeing Champions [Description](#) [Map](#)

Description: Wellbeing Championlucy.ma (...)

[Description](#) [Map](#)

You can click the description to see information or click the map button to load the marker on the map to show you where they are.



Wellbeing Champions ✕

Lucy Howroyd
Wellbeing Champion
lucy.masters2@nhs.net

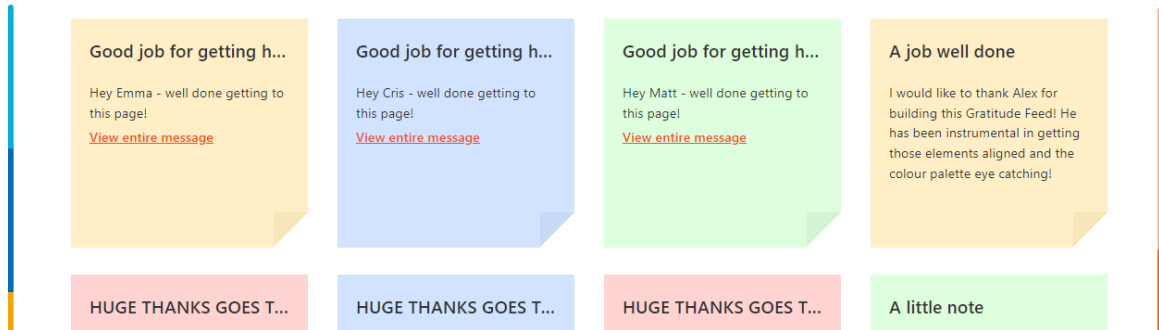
[View feedback](#) [Feedback or problem?](#)

Gratitude Feed

The Gratitude Feed is where you can provide a little message of thanks or read those of others.

> Latest Expressions of Gratitude!

Express your thanks! 👍



<p>Good job for getting h...</p> <p>Hey Emma - well done getting to this page!</p> <p>View entire message</p> <p>HUGE THANKS GOES T...</p>	<p>Good job for getting h...</p> <p>Hey Cris - well done getting to this page!</p> <p>View entire message</p> <p>HUGE THANKS GOES T...</p>	<p>Good job for getting h...</p> <p>Hey Matt - well done getting to this page!</p> <p>View entire message</p> <p>HUGE THANKS GOES T...</p>	<p>A job well done</p> <p>I would like to thank Alex for building this Gratitude Feed! He has been instrumental in getting those elements aligned and the colour palette eye catching!</p> <p>A little note</p>
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Express your thanks! 👍

Click the green **Express your thanks** button to be able to add your message to the wall.

Express thanks 👍
✕

Fill in this form to express your gratitude to a member of the community! If you provide the recipient's email that they used to sign up to this app/website, they will be notified of your gratitude! Please be aware that an admin may need to authorise your message of thanks before it appears on this page.

Your display name 9 of 30 characters.

Recipient email

***Message title** 0 of 25 characters.

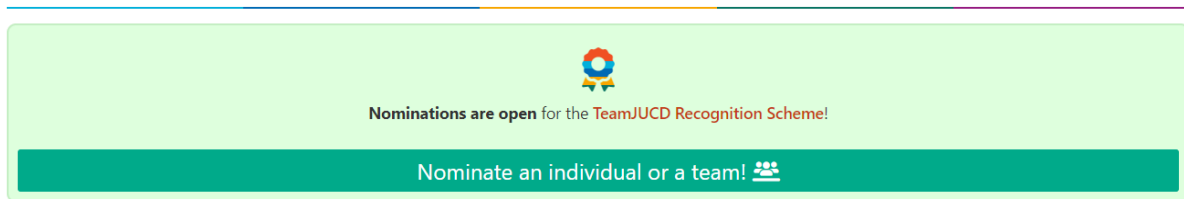
***Message** 0 of 300 characters.

Submit

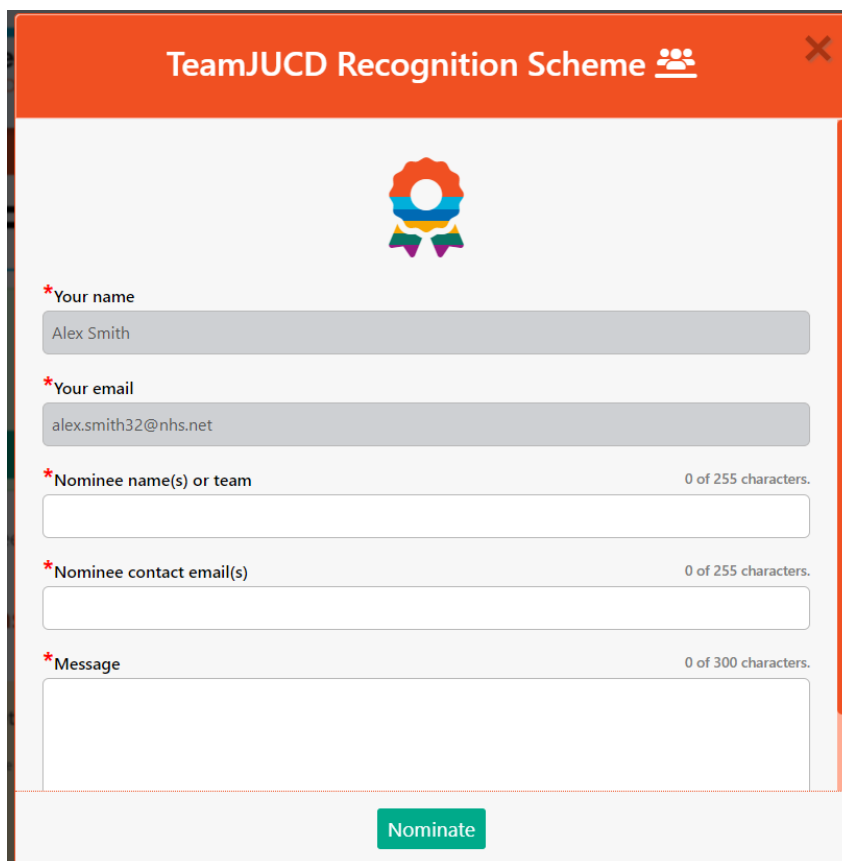
The display name can be your name, or you can be anonymous.

If you provide a recipient email, the thanks will be for this person. If you provide the email of another registered user of this website, and it's the email address the person used to register, they will get a notification that someone has expressed their gratitude which will lead them to your message.

The gratitude feed can also be used to nominate someone for the Team JUCD Recognition Scheme. If you are subscribed to the Joined Up Care Derbyshire notifications category, you may receive a notification when nominations are open.



Click the large green button to open the recognition form:



A screenshot of a web form titled "TeamJUCD Recognition Scheme" with a close button (X) in the top right corner. The form features a large circular logo at the top center. Below the logo are five input fields, each with a red asterisk indicating a required field:

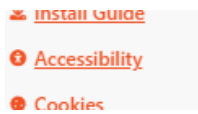
- *Your name**: A text input field containing "Alex Smith".
- *Your email**: A text input field containing "alex.smith32@nhs.net".
- *Nominee name(s) or team**: A text input field with a character count of "0 of 255 characters".
- *Nominee contact email(s)**: A text input field with a character count of "0 of 255 characters".
- *Message**: A larger text input field with a character count of "0 of 300 characters".

At the bottom of the form is a large green button labeled "Nominate".

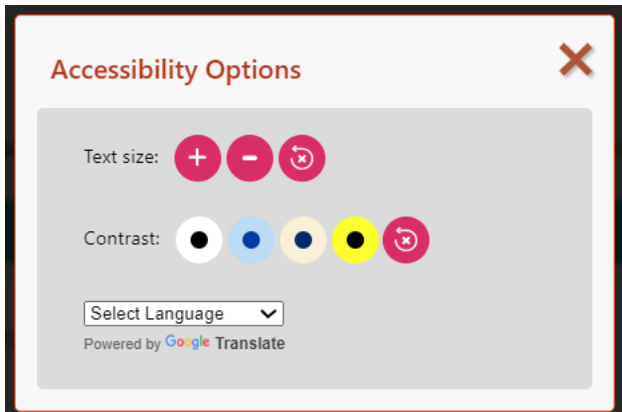
You can supply multiple nominees and their contact email(s) here and then click Nominate.

Accessibility

Accessibility options are accessible from the main menu:

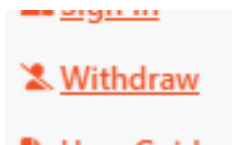


Here you can change the size of text, contrast or language.



Withdrawing

If you wish to withdraw your information and reset the application, you can do so via the **Withdraw** button on the main menu.



This will delete all your information we may have, as well as any JUCD app related cookies on the device you are withdrawing on.