

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

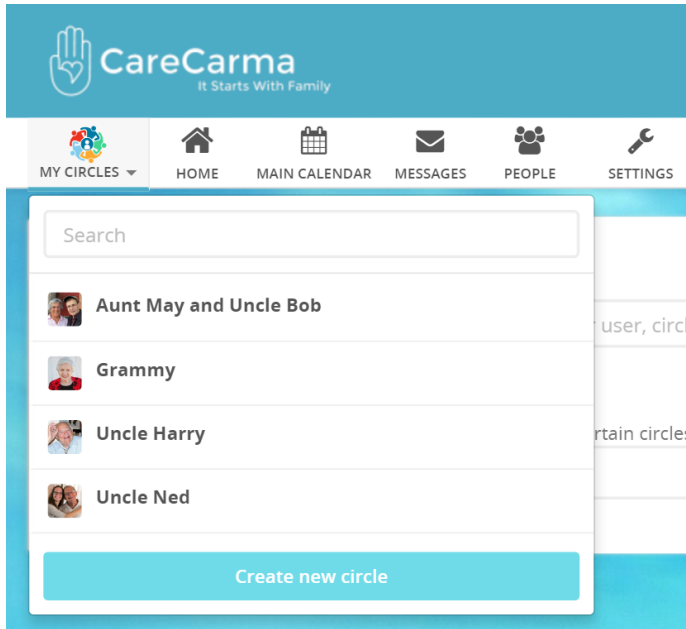
From here you can access information for all of your activities in all of your circles and communicate with the entire CareCarma community.

The screenshot displays the CareCarma home page. At the top, the CareCarma logo and tagline 'It Starts With Family' are on the left, and the user's name 'Maryanne Smile' and profile picture are on the right. Below this is a navigation menu with icons for 'MY CIRCLES', 'HOME', 'MAIN CALENDAR', 'MESSAGES', 'PEOPLE', and 'SETTINGS'. The main content area has a search bar 'What's on your mind?'. Below the search bar is a feed of activities. The first activity is 'Take Aunt May and Uncle Bob to Kathy's Grammy's birthday party' on November 18, 2016, with one participant attending. The second activity is 'Call uncle Ned about his prescription' on November 10, 2016. On the right side, there are two panels: 'Latest activities' (empty) and 'Upcoming events' (listing the birthday party). Social media sharing icons (Facebook, Twitter, LinkedIn) are visible at the bottom of the activity cards.

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 

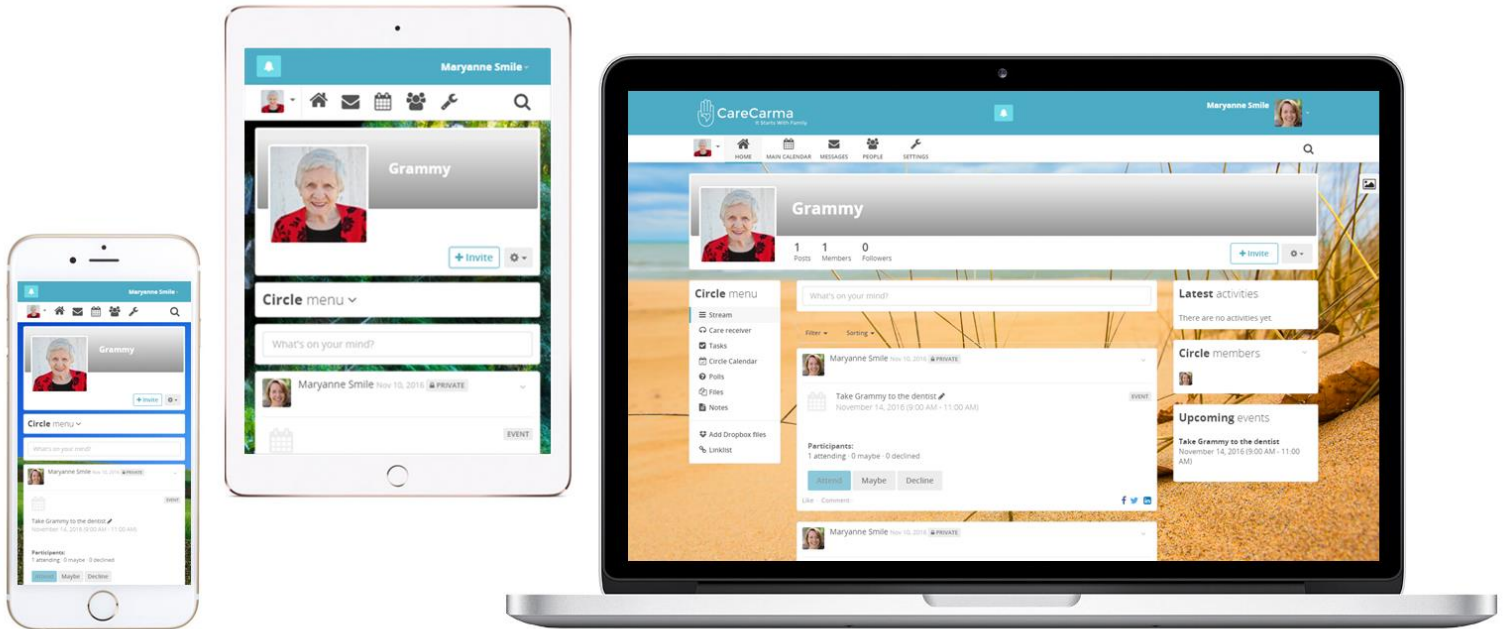
Circle menu

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

November 2016							month week day
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
	9a Take Grammy to the dentist						
20	21	22	23	24	25	26	
27	28	29	30	1	2	3	

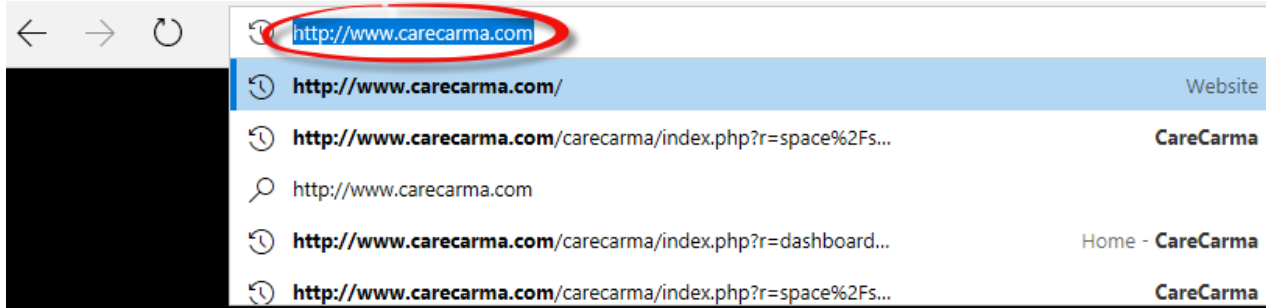
Work on different platforms

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.

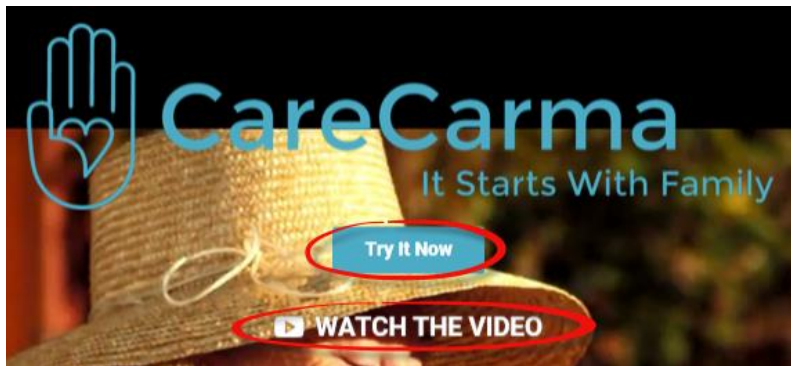


GETTING STARTED

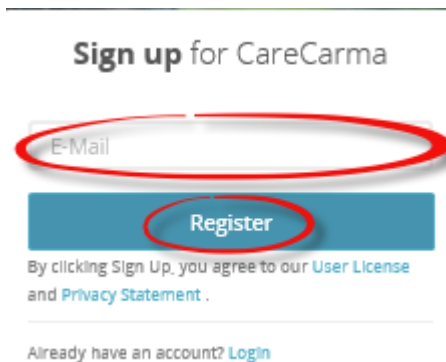
Open an Internet browser



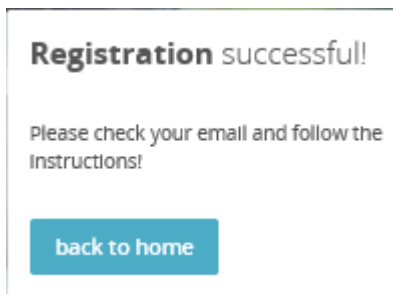
Enter the URL website address (**carecarma.com**) or (**http://carecarma.com**)



Optional: Select (watch the video) to learn more about CareCarma
Select (Try It Now) to access the (Sign up for CareCarma) pop-up



Enter an (**email address**)
Select (**Register**)

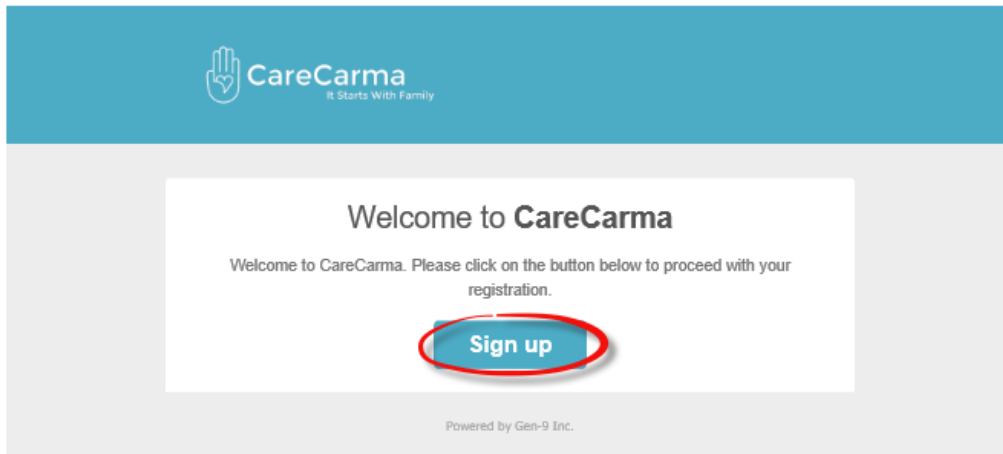


You will automatically receive a (Registration successful) pop-up

Registration Link

C CareCarma - It Starts With Family! <wufei@gen9.com>
Today, 2:36 PM
You

Reply



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 *

Birth day

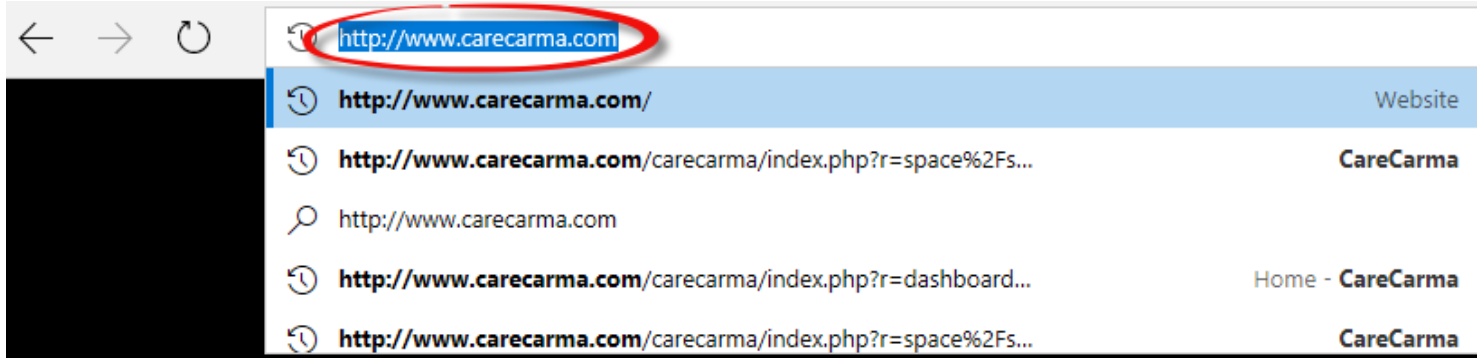
Hide year in profile

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 **(Birth day)** 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



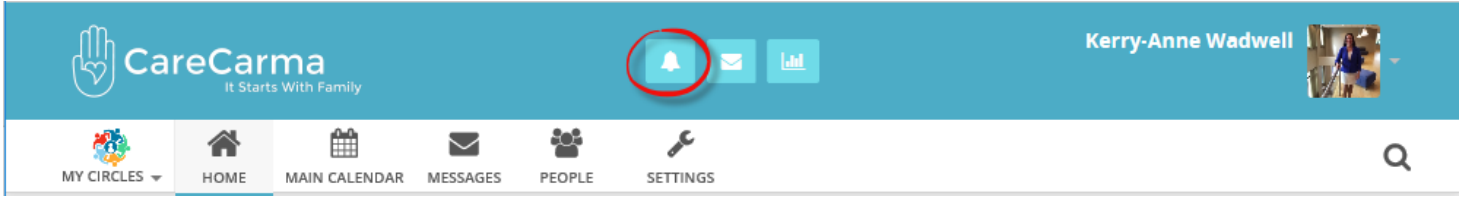
Enter the URL website address (**carecarma.com**) or (**http://carecarma.com**) to access the (Log in to CareCarma) pop-up
Note: You may want to save this URL website address as a favorite for easy access in the future


A screenshot of the CareCarma login page. The page title is 'Log in to CareCarma'. There are two input fields: the first contains the username 'KaySmith' and the second contains a password represented by ten dots. Below the password field, there is a checked checkbox labeled 'Remember me' and a link 'Forgot your password?'. A large blue button labeled 'Sign in' is positioned below the input fields. At the bottom of the page, 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



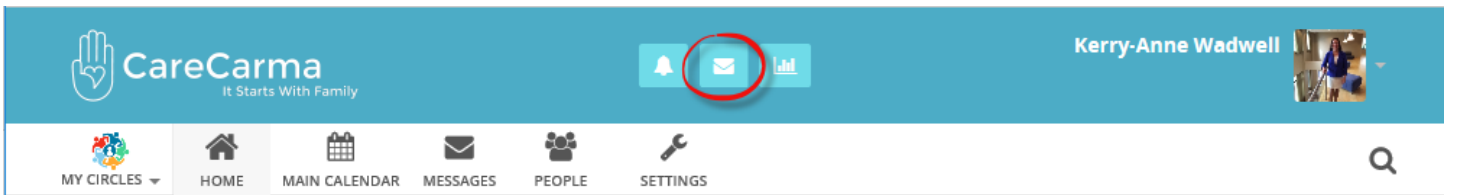
Select the  (**Notifications**) icon to access a list of notifications

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



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

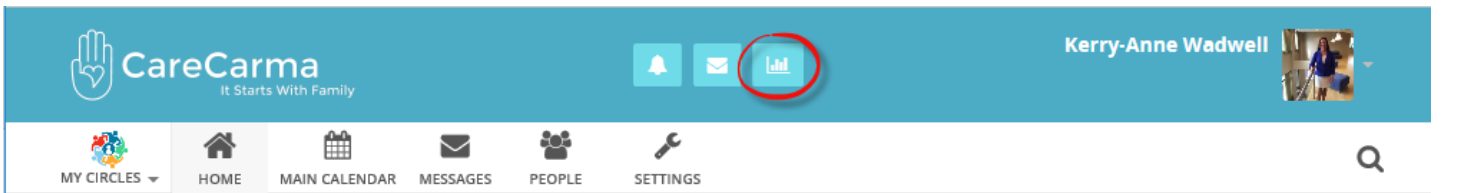
In the **(Message)** section, enter your message

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

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

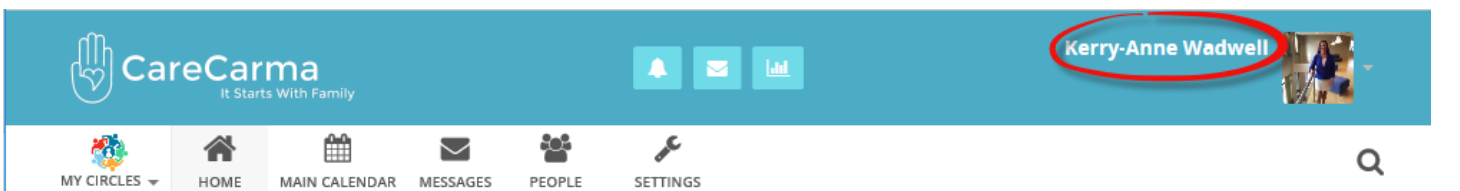
If you don't want to send the message, select **(Close)**

CareCarma Toolbar – Reports List



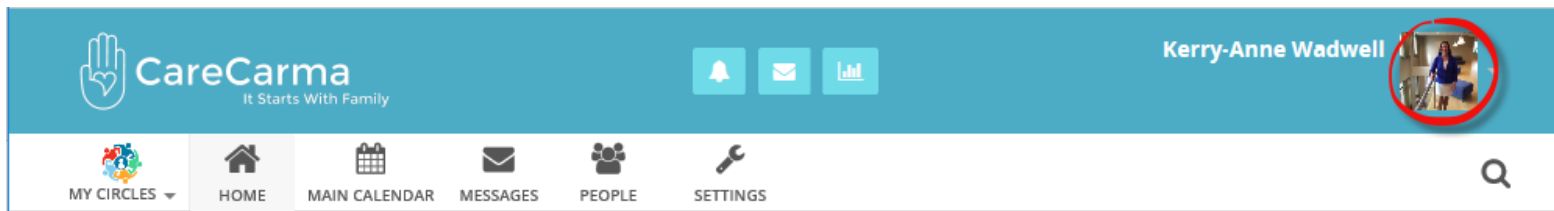
Select the **Reports List** to access the Care Receivers health report(s)

CareCarma Toolbar – Name



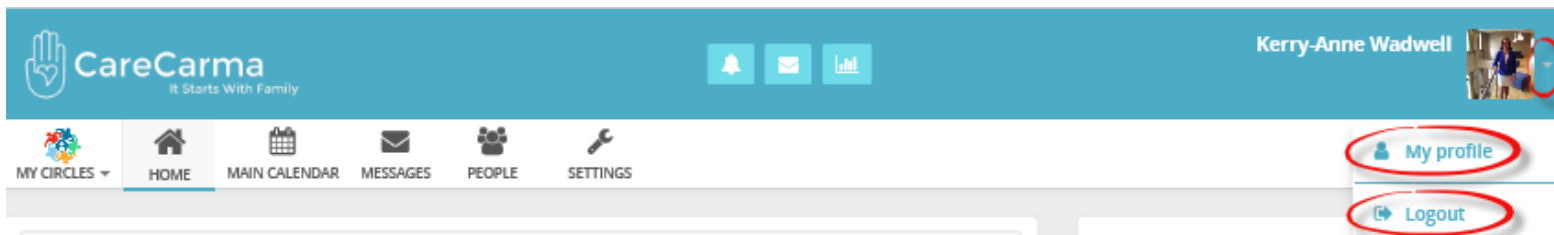
This is the name of the CareCarma member

CareCarma Toolbar – Picture



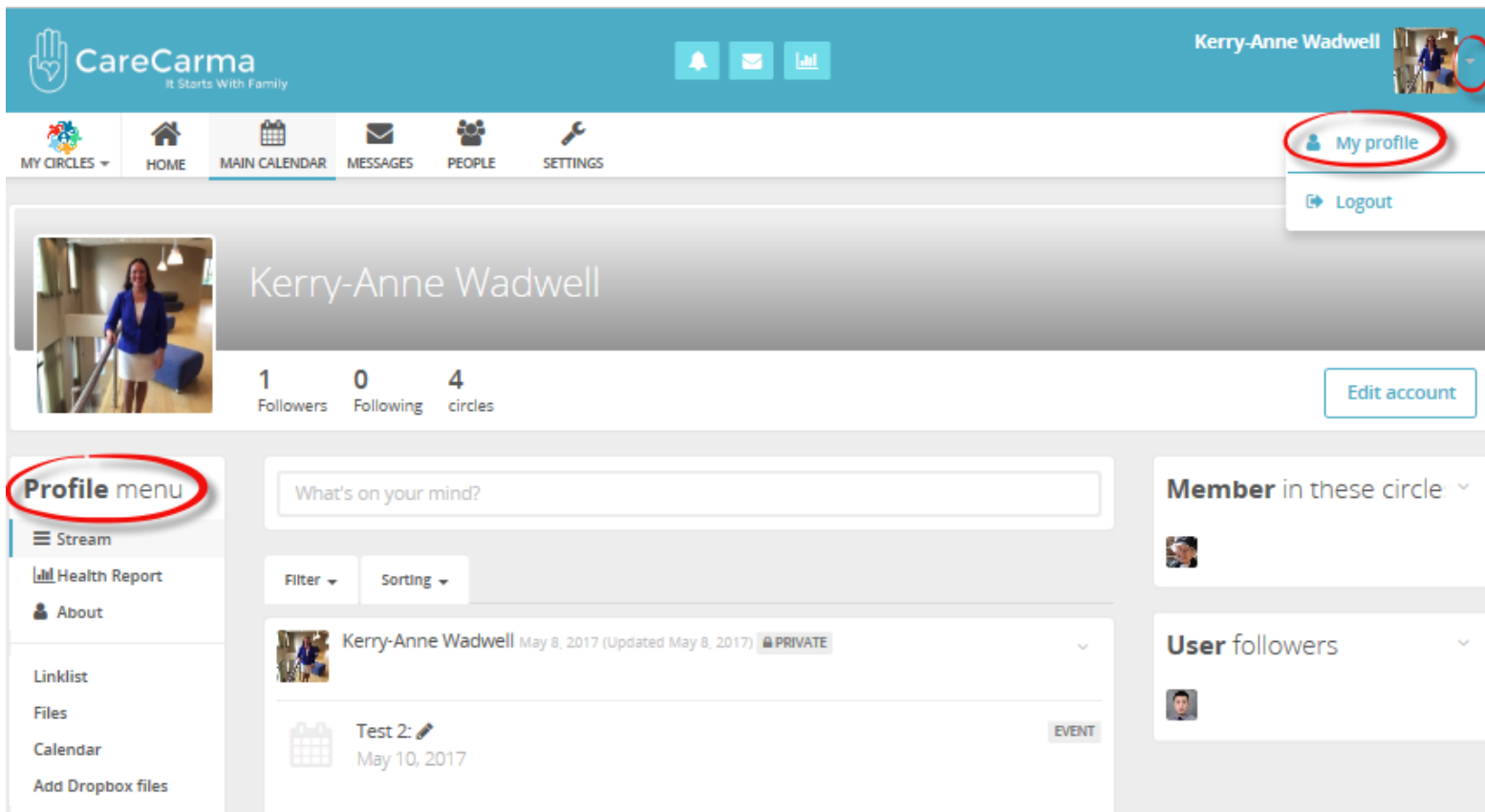
This is a picture of the CareCarma member

CareCarma Toolbar – Drop Down Arrow

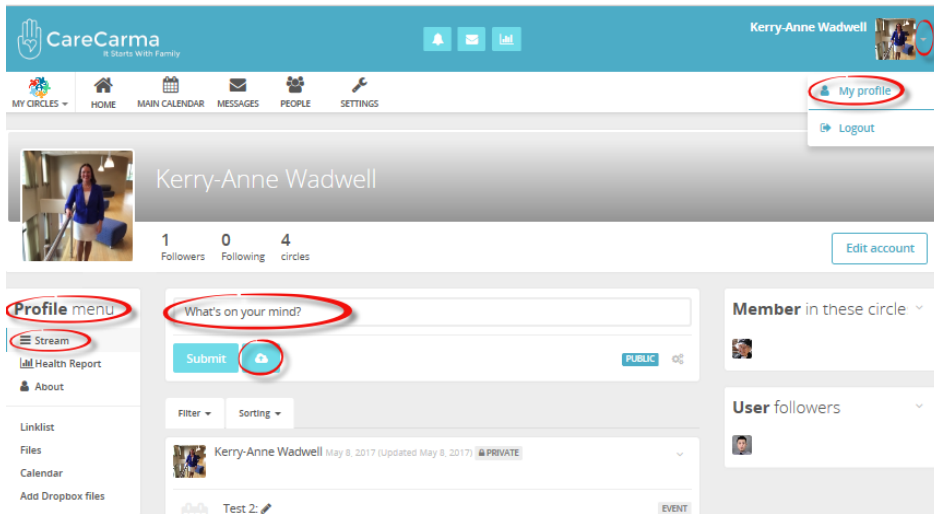


Select the **(down-arrow)** adjacent the picture to access (My Profile) or to (Logout)

CareCarma Toolbar – Drop Down Arrow – My Profile



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



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:

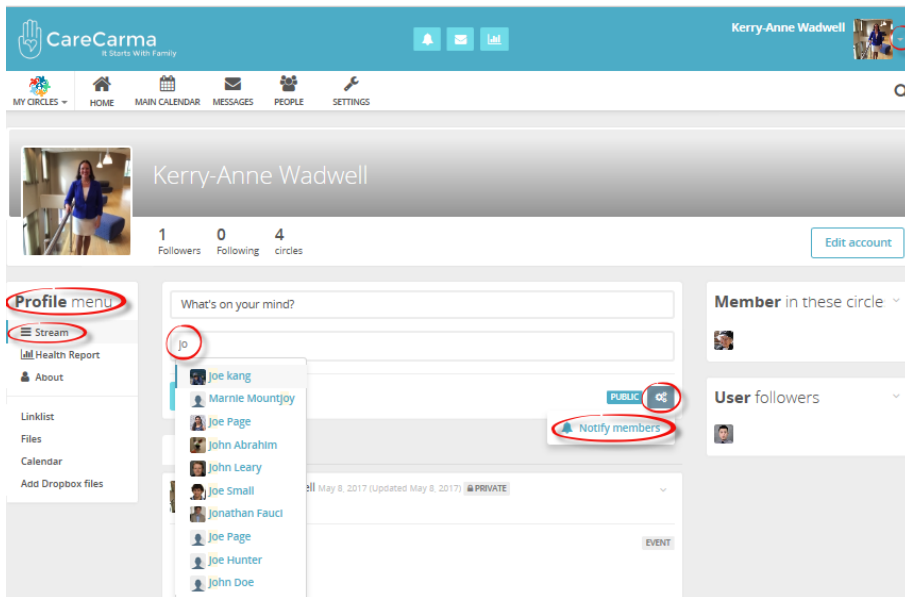
Select the (What's on your mind?) box then write your message

To add files to your message:

Select the  **(upload image)** icon

Locate the file you want to attach

Select **(open)**



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 profile page for Kerry-Anne Wadwell. The top navigation bar includes the CareCarma logo, notification, message, and profile icons, and the user's name. Below the navigation bar are icons for Home, Main Calendar, Messages, People, and Settings. The profile header shows the user's name, a profile picture, and statistics: 1 Follower, 0 Following, and 4 circles. A dropdown menu is open from the profile picture, showing 'My profile' and 'Logout'. The main content area is titled 'Health Report' and contains a message: 'You do not activate a valid device (such as CoSMoS watch app, CareCarma watch app). Please activate [here](#)'. On the left, a 'Profile menu' is open, showing options: Stream, Health Report, About, 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

The screenshot shows the CareCarma profile page for Kerry-Anne Wadwell, focusing on the 'About' section. The top navigation bar and profile header are identical to the previous screenshot. The 'Profile menu' on the left is open, with 'About' selected. The main content area is titled 'About this user' and features a 'General' tab. The user's information is displayed in a table format:

General	
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
Birthday	14 July

On the right side of the page, there are sections for 'Member in these circle' and 'User followers', each with a dropdown arrow and a small profile picture.

CareCarma
It Starts With Family

Kerry-Anne Wadwell

MY CIRCLES HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

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

About this user

General **Communication**

Phone Home [502-994-0429](tel:502-994-0429)

Phone Work [502-994-0429](tel:502-994-0429)

Mobile [502-994-0429](tel: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

CareCarma
It Starts With Family

Kerry-Anne Wadwell

MY CIRCLES HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

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

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

CareCarma
It Starts With Family

MY CIRCLES HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

Account settings

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

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

Hide year in profile

About

Save profile

Edit the information in your profile

CareCarma
It Starts With Family

MY CIRCLES HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

Account settings

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

User details

General **Communication**

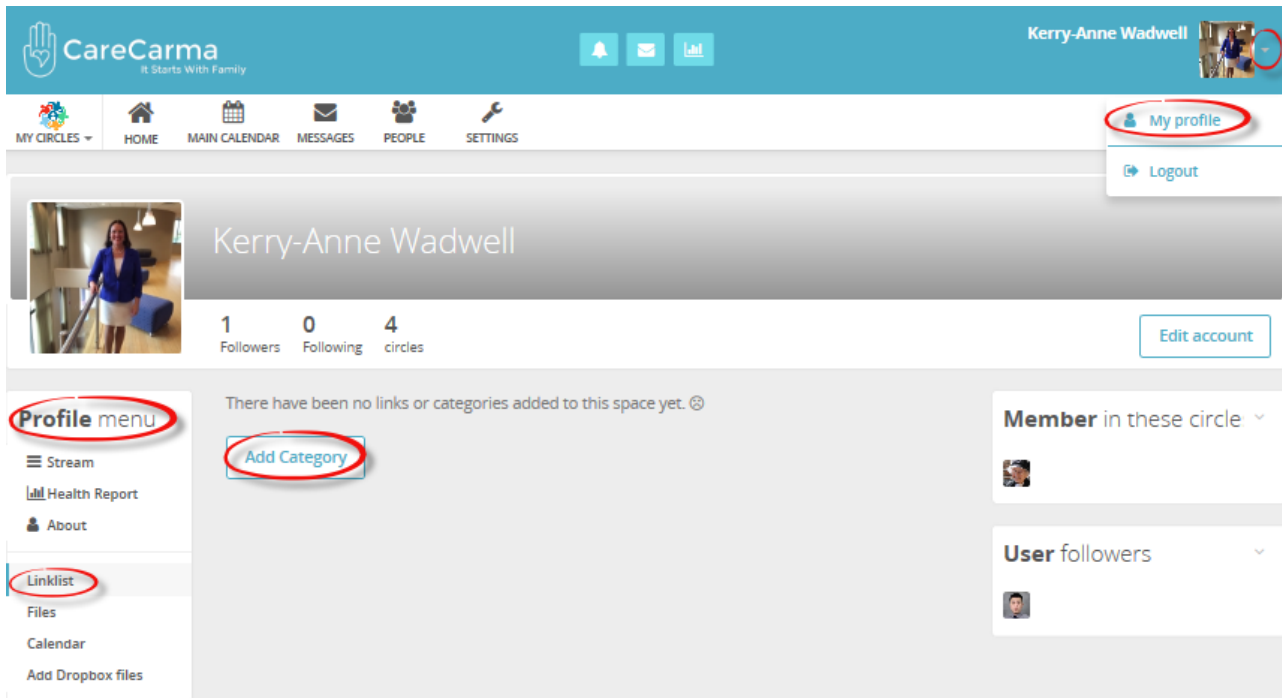
Phone Home
502-994-0429

Phone Work
502-994-0429

Mobile
502-994-0429

Save profile

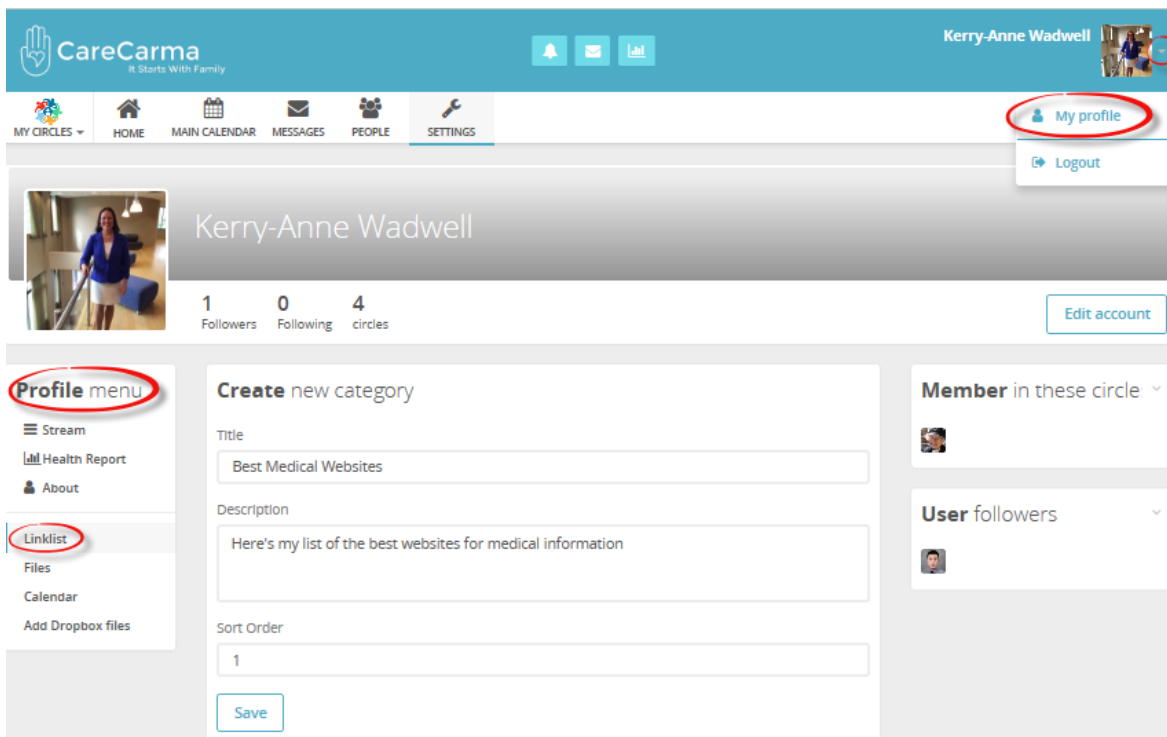
Select the **(Communication)** tab
 Edit the phone numbers in your profile
 Select **(Save Profile)**



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



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

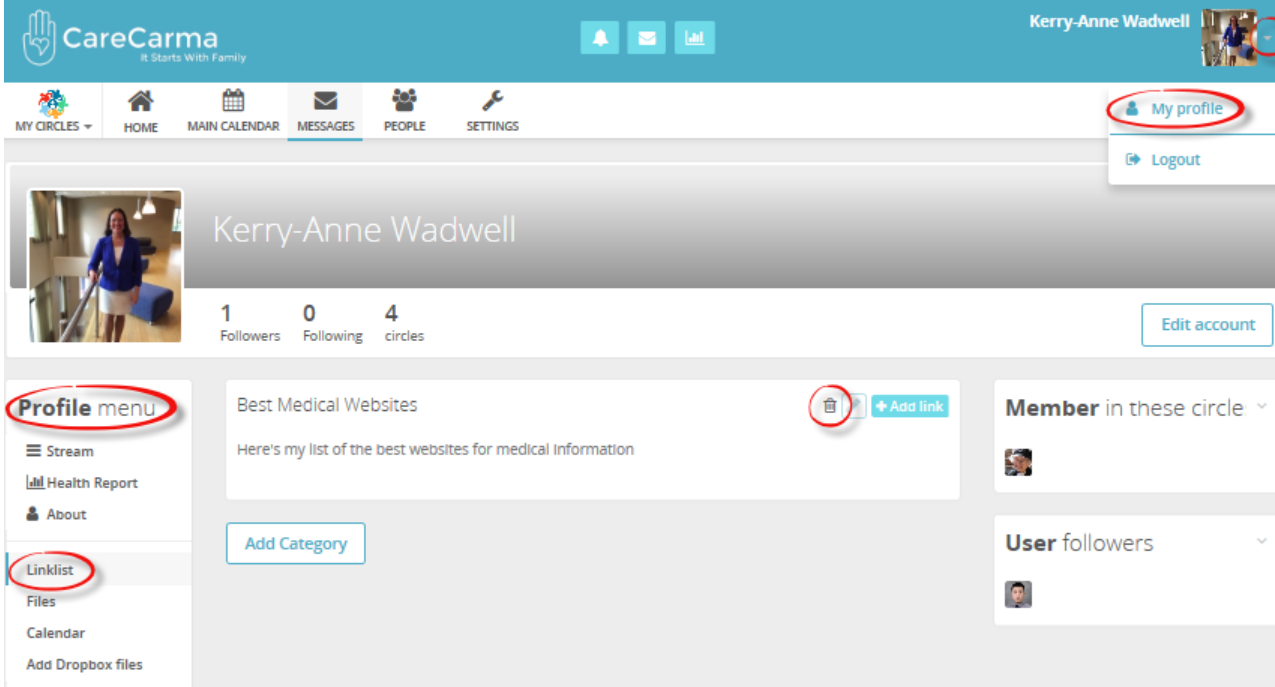
To Edit a category:

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


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

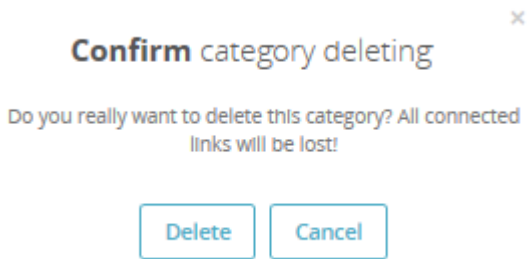
Select **(Save)** to keep the changes

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



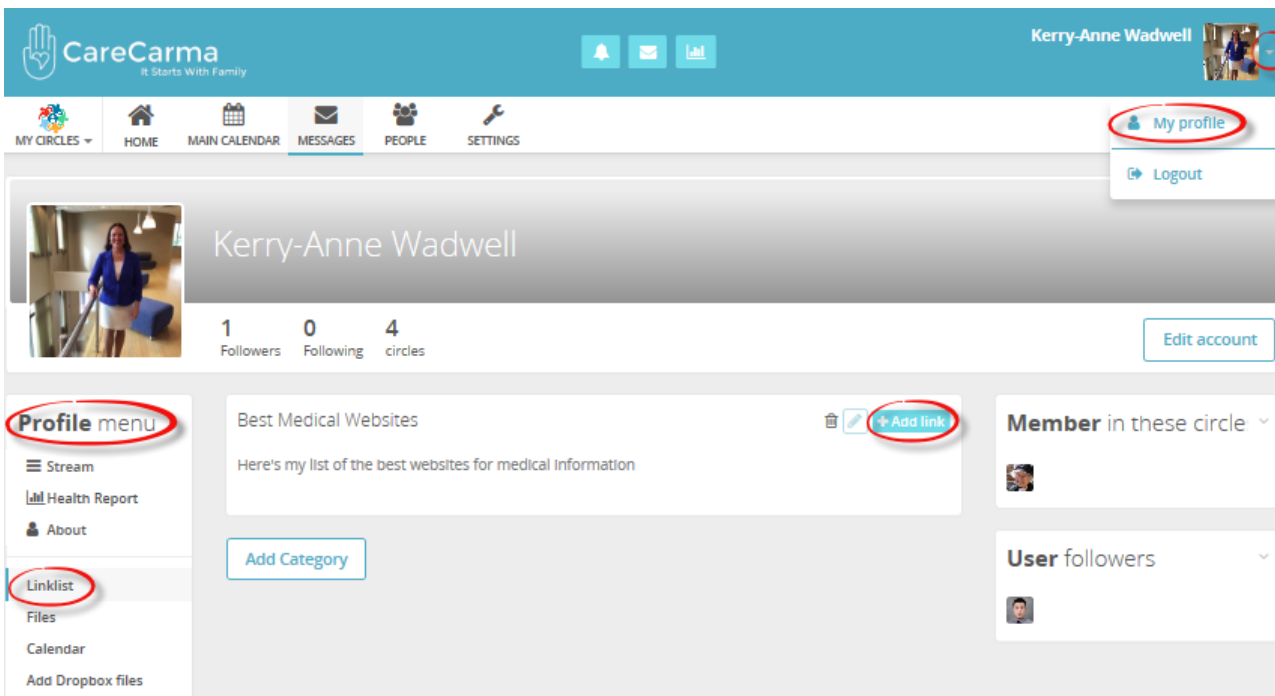
To Delete a category:

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



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


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



To add a link:

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

- 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

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

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

To Delete a link:
 Select the 🗑️ (delete) icon adjacent the link you want to delete to access the (Confirm link deleting) pop-up

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

The screenshot shows the CareCarma user interface for user Kerry-Anne Wadwell. The top navigation bar includes 'MY CIRCLES', 'HOME', 'MAIN CALENDAR', 'MESSAGES', 'PEOPLE', and 'SETTINGS'. The user's profile information is displayed, including a photo, name, and statistics: 1 Follower, 0 Following, and 4 circles. The 'Profile menu' is open on the left, with 'Files' selected. The main content area shows a table with one entry: 'Files from the stream', which is circled in red. The table has columns for Name, Size, Updated, Likes/Comments, and Creator.

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 similar to the previous one, but the '+ Add file(s)' button in the main content area is circled in red. The 'Files from the stream' entry in the table is also circled in red. The 'Profile menu' on the left is also circled in red.

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

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

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

(1) Selected items...

- Delete**
- Move**
- ZIP selected

<input type="checkbox"/>	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	Like Comments (0) 
<input type="checkbox"/>	Grandma's Medical Reports June 2017.docx	11.5 KIB	less than a minute ago	Like Comments (0) 
<input type="checkbox"/>	Grandmas Contact List.docx	11.5 KIB	less than a minute ago	Like Comments (0) 

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 x

/ (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

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

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

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

CareCarma It Starts With Family

Kerry-Anne Wadwell

MY CIRCLES HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

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

Health Reports

Like | Comments (0) | Show on Wall

<input type="checkbox"/>	Name	Size	Updated	Likes/Comments	Creator
<input type="checkbox"/>	Grandma's Medical Reports July 2017.docx	11.5 KIB	3 minutes ago	Like Comments (0)	
<input type="checkbox"/>	Grandma's Medical Reports June 2017.docx	11.5 KIB	3 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

CareCarma It Starts With Family

Kerry-Anne Wadwell

MY CIRCLES HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

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

Files from the stream

Jun 12, 2017

<input type="checkbox"/>	Name	Size	Updated	Likes/Comments	Creator
<input type="checkbox"/>	Health Reports	—	less than a minute ago	Like Comments (0)	
<input type="checkbox"/>	Shopping Lists	—	less than a minute ago	Like Comments (0)	
<input type="checkbox"/>	Grandma's Medical Reports July 2017.docx	11.5 KIB	7 minutes ago	Like Comments (0)	
<input type="checkbox"/>	Grandma's Medical Reports June 2017.docx	11.5 KIB	7 minutes ago	Like Comments (0)	
<input type="checkbox"/>	Grandmas Contact List.docx	11.5 KIB	7 minutes ago	Like Comments (0)	

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

<input type="checkbox"/>	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 user interface. At the top, there is a blue header with the CareCarma logo and the user's name, Kerry-Anne Wadwell. Below this is a navigation bar with icons for Home, Main Calendar, Messages, People, and Settings. A secondary navigation bar contains icons for My Circles, Home, Main Calendar, Messages, People, and Settings. The profile header features a photo of Kerry-Anne Wadwell, her name, and statistics: 1 Follower, 0 Following, and 4 circles. A 'My profile' button is circled in red. Below the profile header, there are statistics for Followers (1), Following (0), and circles (4). A 'Profile menu' is visible on the left, with the 'Calendar' option circled in red. The main content area displays a calendar for June 2017. The calendar navigation controls (back, forward, today) and the view options (month, week, day) are circled in red. The calendar shows dates from 28 to 1, with the 19th highlighted in light blue.

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

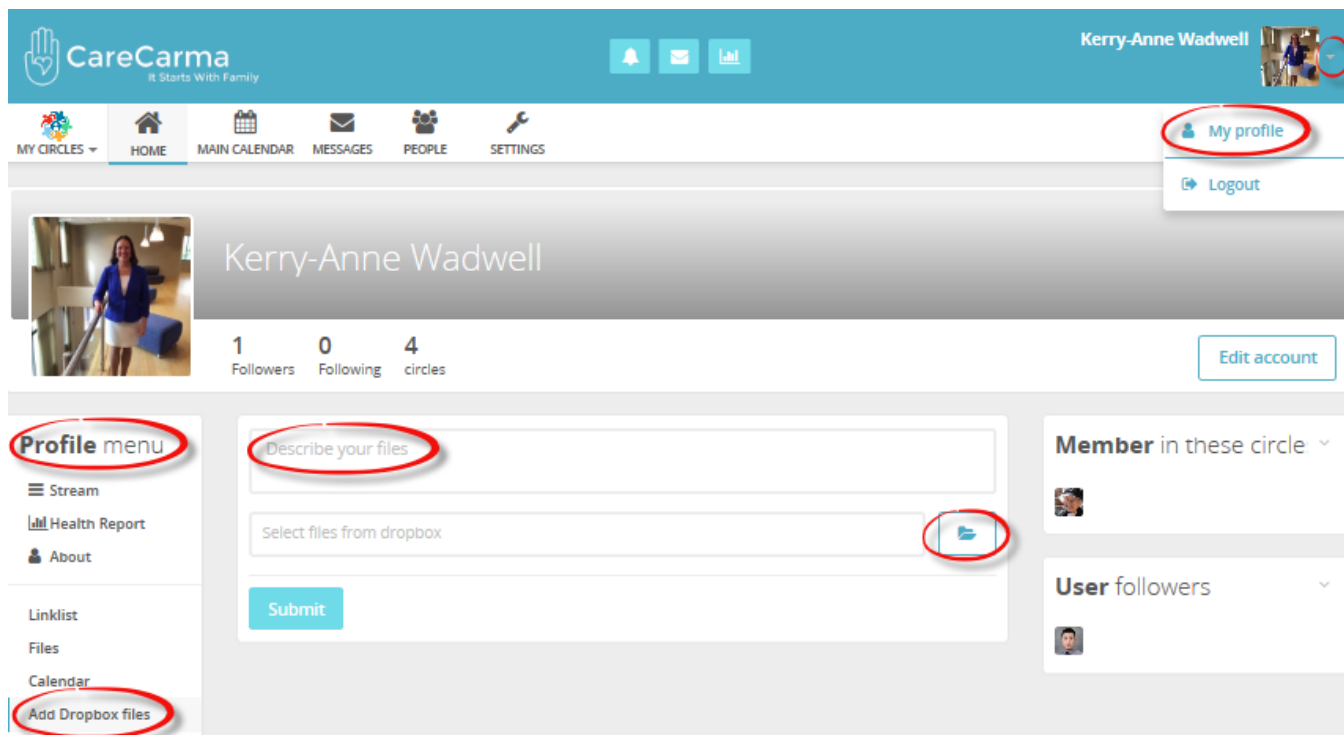
In the Participation Mode Section, select **(Everyone can participate)** if you want other CareCircle members to have the option to attend the event

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)**

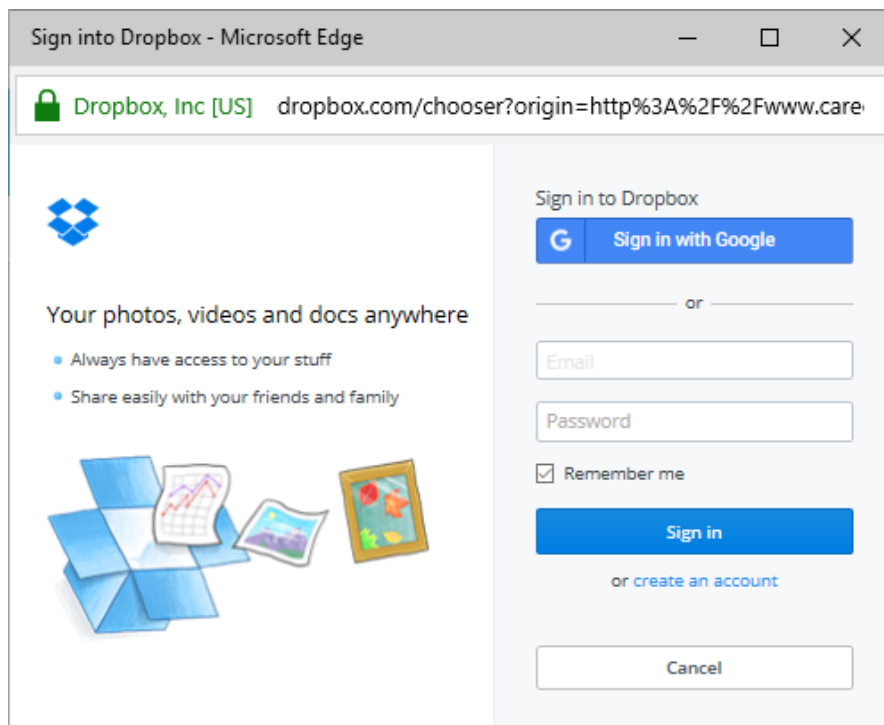
Select (Add Dropbox files) to add files stored in a Dropbox



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



Sign in to Dropbox

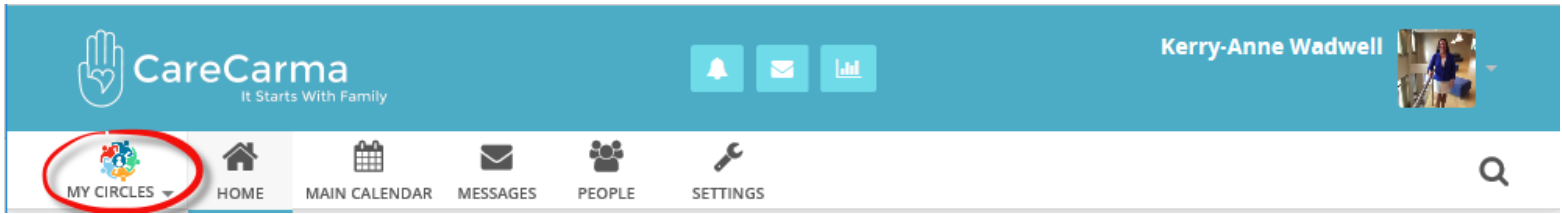
Locate the file you want to add

Select **(open)**

Repeat these steps for each file you want to add

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

Menu Toolbar – My Circles

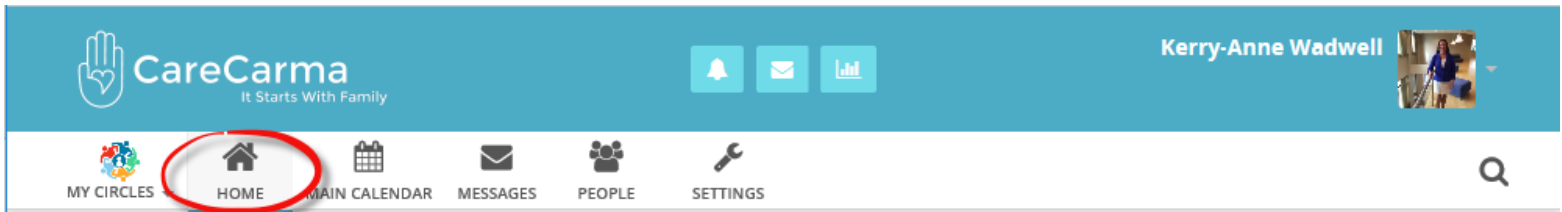


Select the **(My Circles)** icon to:

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

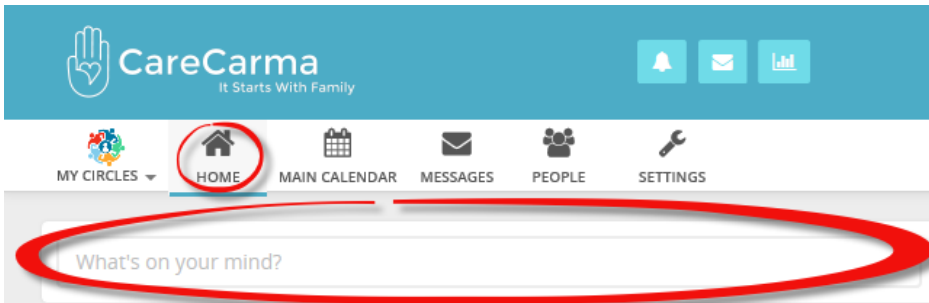


Select the **(Home)** icon to access the Home Page Dashboard

On the Home Page Dashboard, you can:

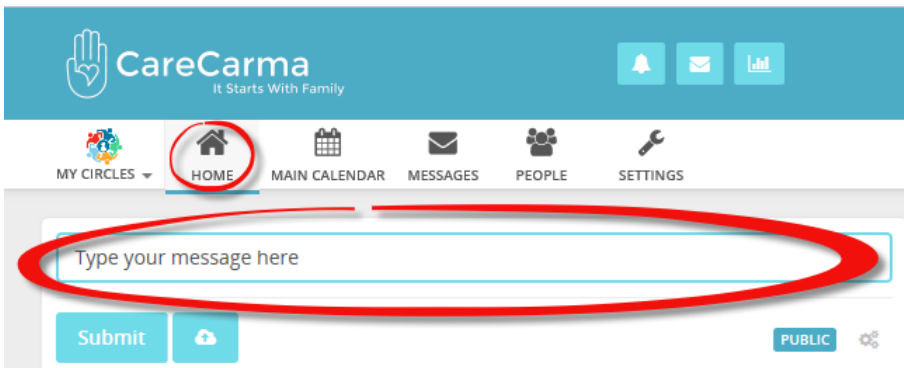
1. Post communications
2. Review a history of posted communications, events, and activities
3. Review a list of Latest Activities

Menu Toolbar – Home – Post Communications



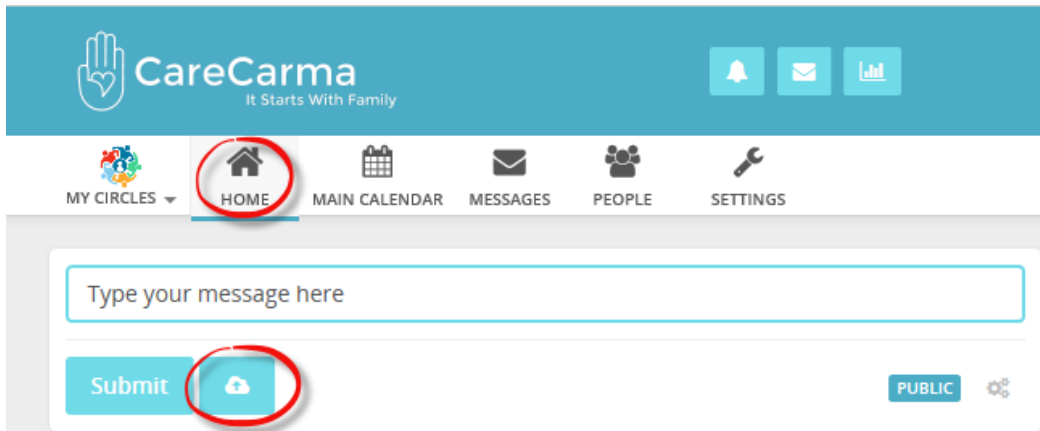
To post a message:

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



Type a message

To add files to your message:



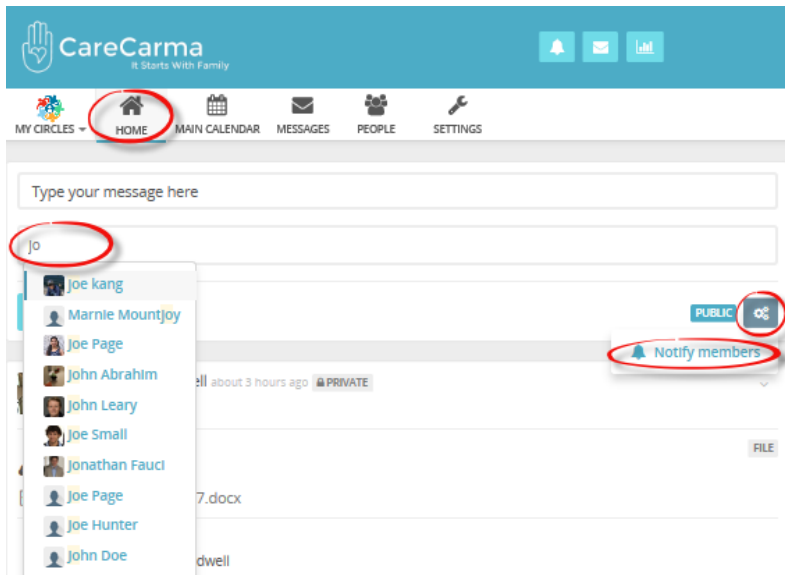
Select the  (**upload image**) icon

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)



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. At the top, there is a navigation bar with the CareCarma logo, the user's name 'Kerry-Anne Wadwell', and three notification icons. Below this is a menu bar with icons for 'MY CIRCLES', 'HOME', 'MAIN CALENDAR' (highlighted with a red circle), 'MESSAGES', 'PEOPLE', and 'SETTINGS'. The main calendar area displays a monthly view for June 2017. The days of the week are listed at the top, and the dates are arranged in a grid. The date 'today' (June 5) is highlighted in a light blue color. Navigation arrows and a 'today' button are located at the top left of the calendar grid. At the top right of the calendar grid, there are three view options: 'month', 'week', and 'day', with 'month' selected. To the right of the calendar is a sidebar with two sections: 'Select calendars' and 'Filter events'. The 'Select calendars' section has checkboxes for 'My profile', 'My spaces' (checked), 'Followed spaces', and 'Followed users'. The 'Filter events' section has checkboxes for 'I'm attending', 'My events', 'Not responded yet', and 'Already responded'.

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

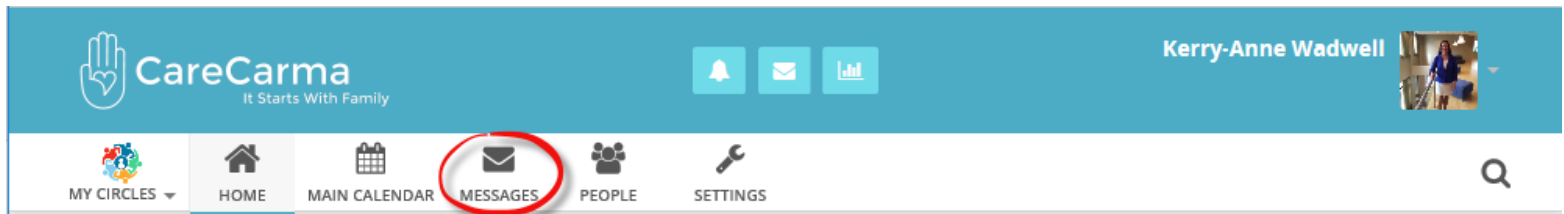
In the Participation Mode Section, select **(Everyone can participate)** if you want other CareCircle members to have the option to attend the event

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)**

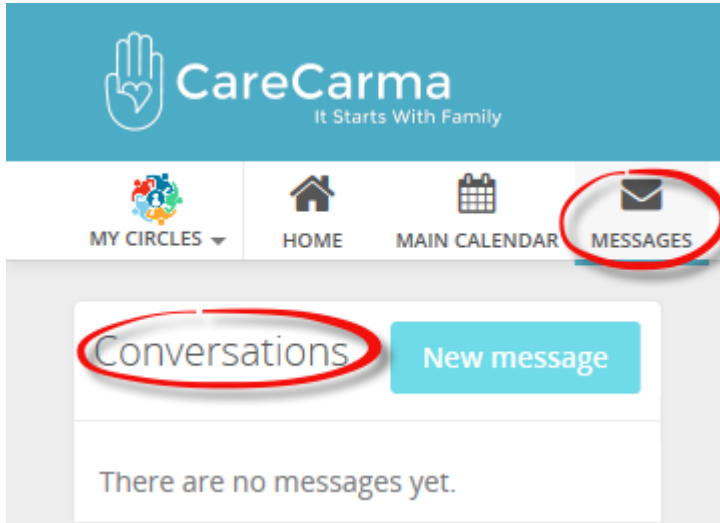
Menu Toolbar – Messages



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

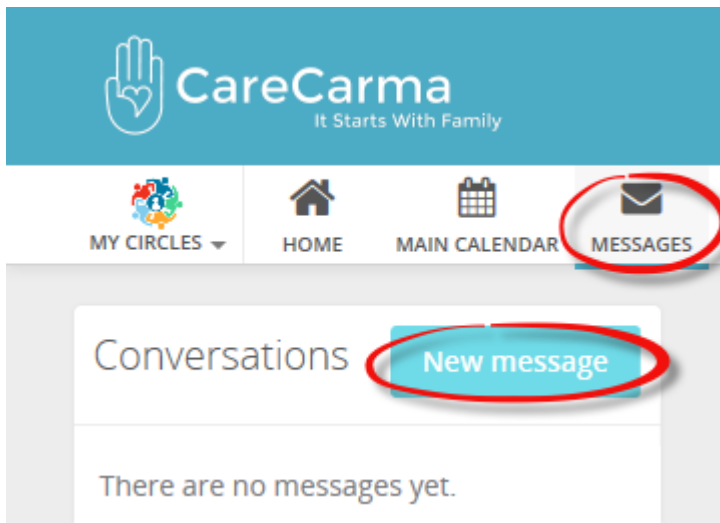
1. Access a history of received and sent email conversations
2. Create new email messages

Menu Toolbar – Messages – Conversations



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

Menu Toolbar – Messages –New Message



To create a new message conversation:
Select **(New Message)** to access the (New message) pop-up

New message

Recipient *

alex.smith@yahoo.com

Subject *

Sunday Lunch

Message *

B I H [link] [image] [list] [code] [quote] [Preview]

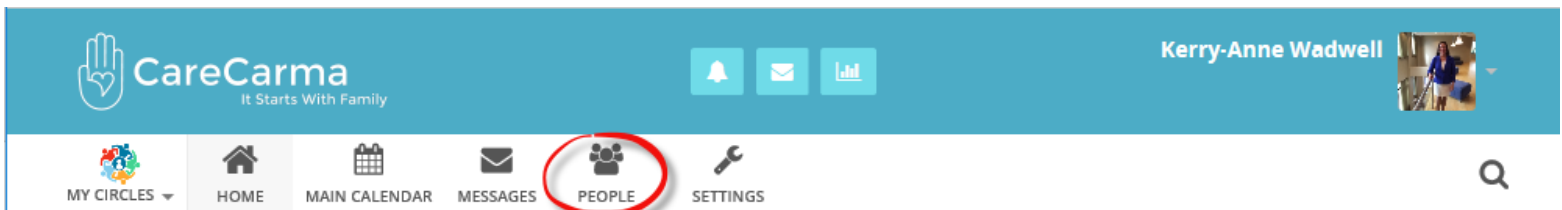
Hi Alex

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



People

Overview

Add people

Your people

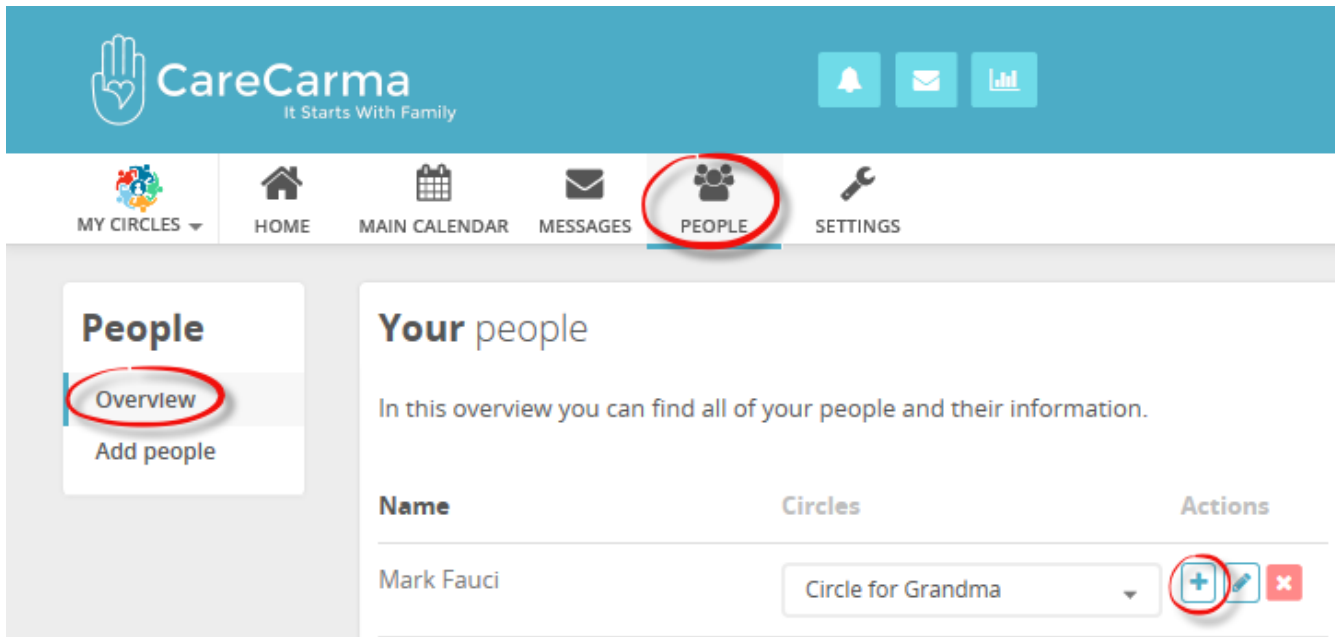
In this overview you can find all of your people and their information.

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	+ ✎ ✕

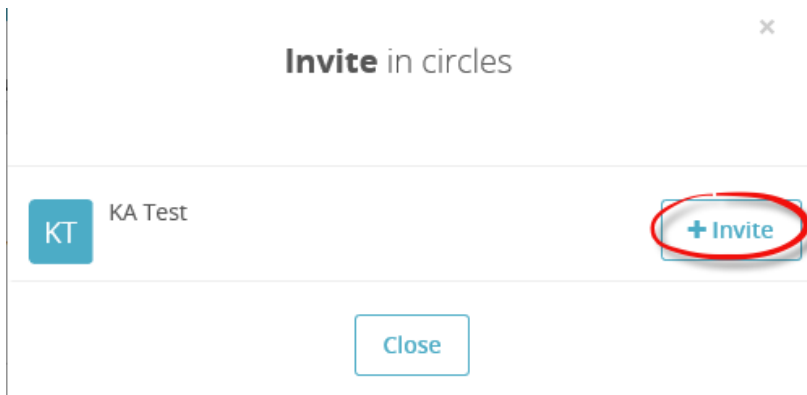
Lists the **(Name)** of Your people

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

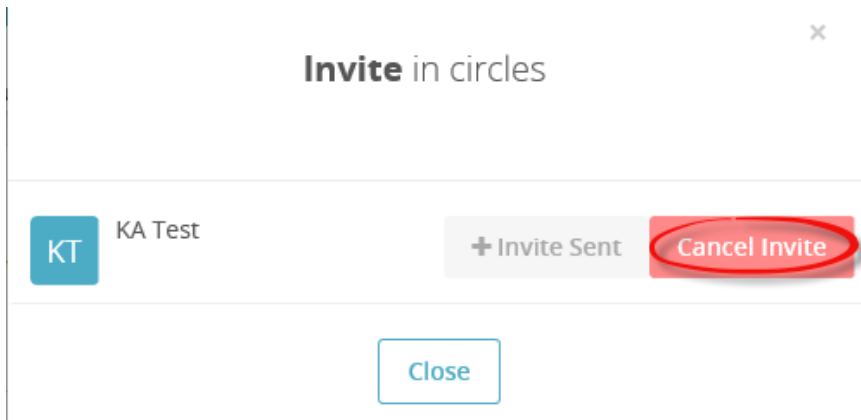
Lists the **(actions)** available for each person on the list



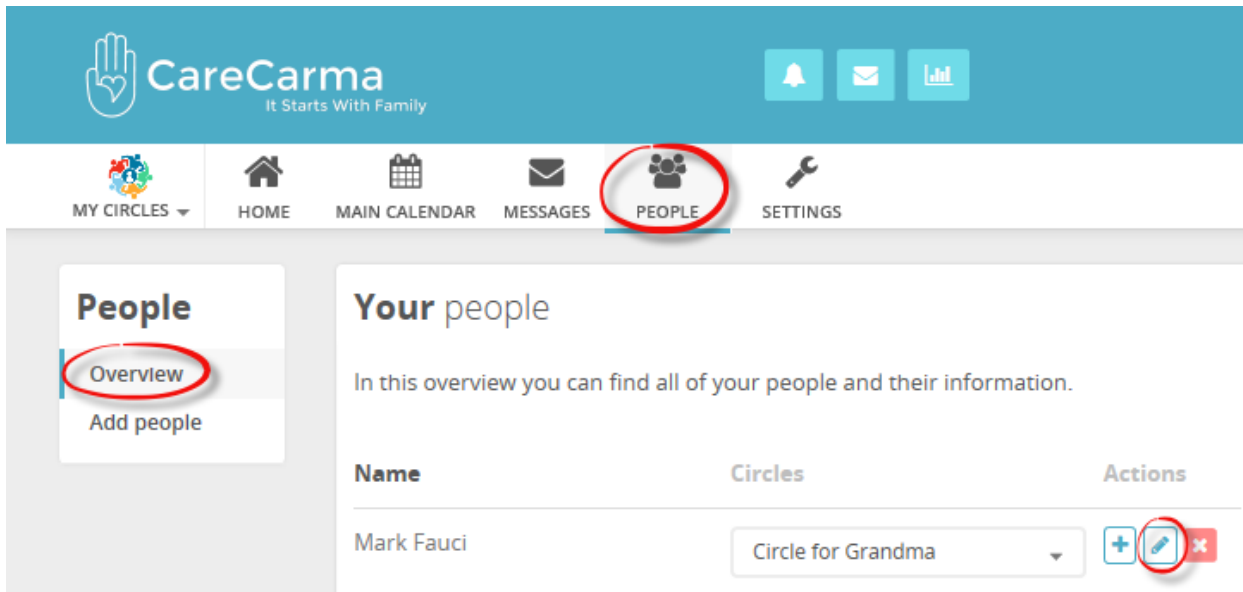
You can **add (+)** someone on the list to one or more CareCircles
Select the **add (+)** icon adjacent the person you want to add to a CareCircle to access the (Invite in Circles) pop-up



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



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



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

Select the **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

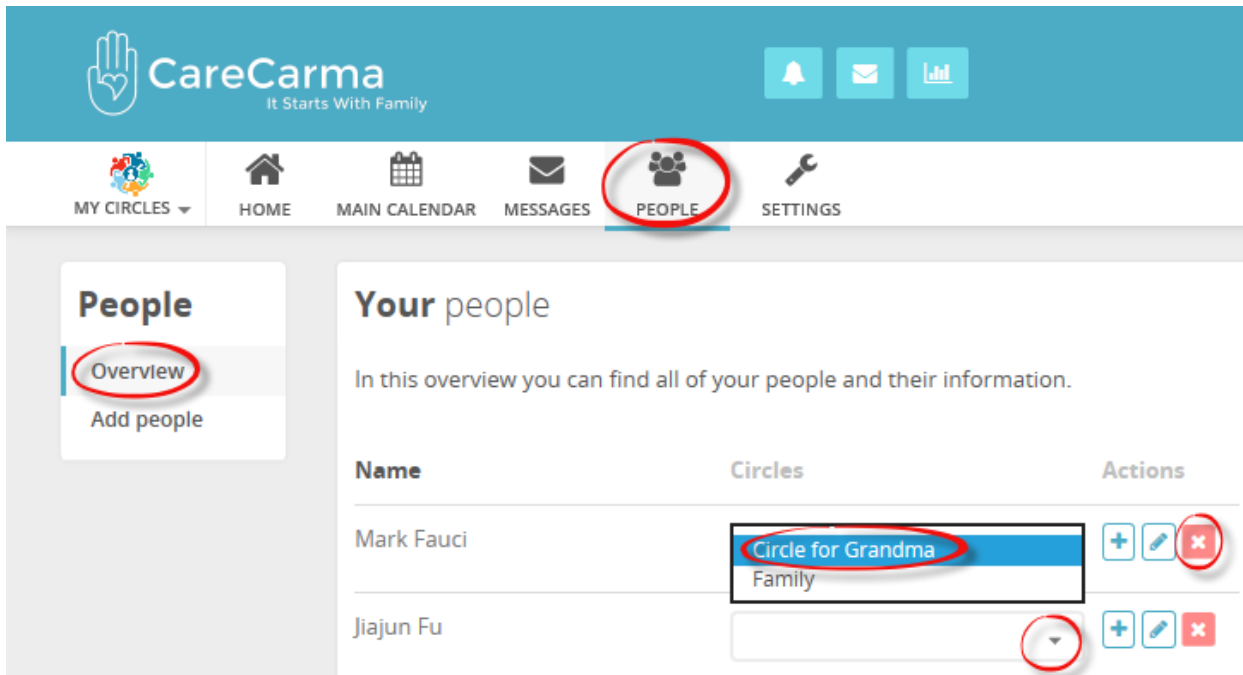
Your **(relationship)** to this person

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)



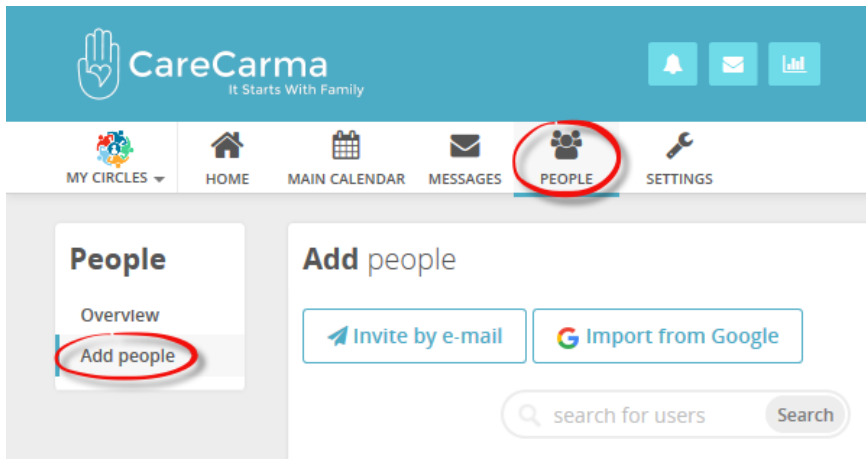
You can **delete** (X) a person on the list from any particular CareCircle or from all CareCircles

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

Select the CareCircle you want to delete

Select the **delete** (X) icon

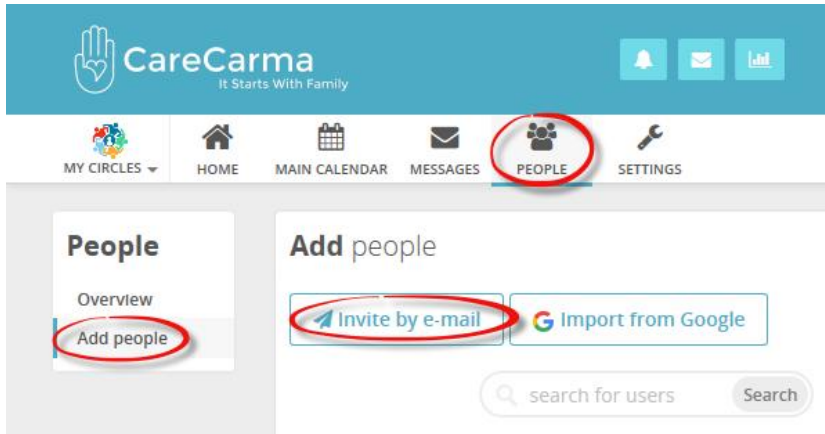
Menu Toolbar –People –Add People



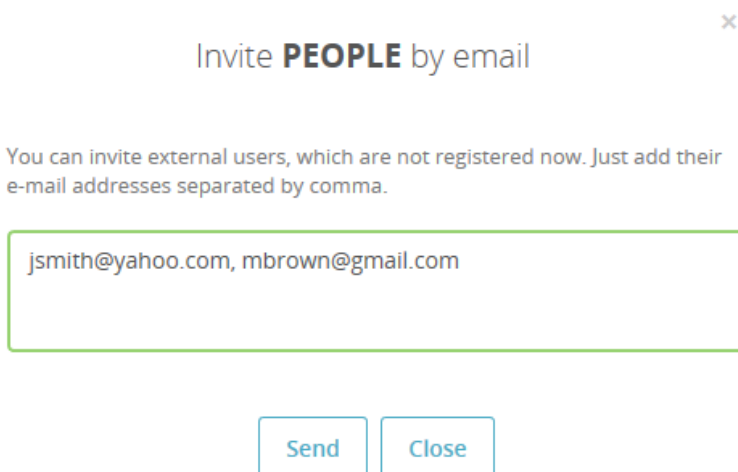
Select **(Add People)** to:

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:



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



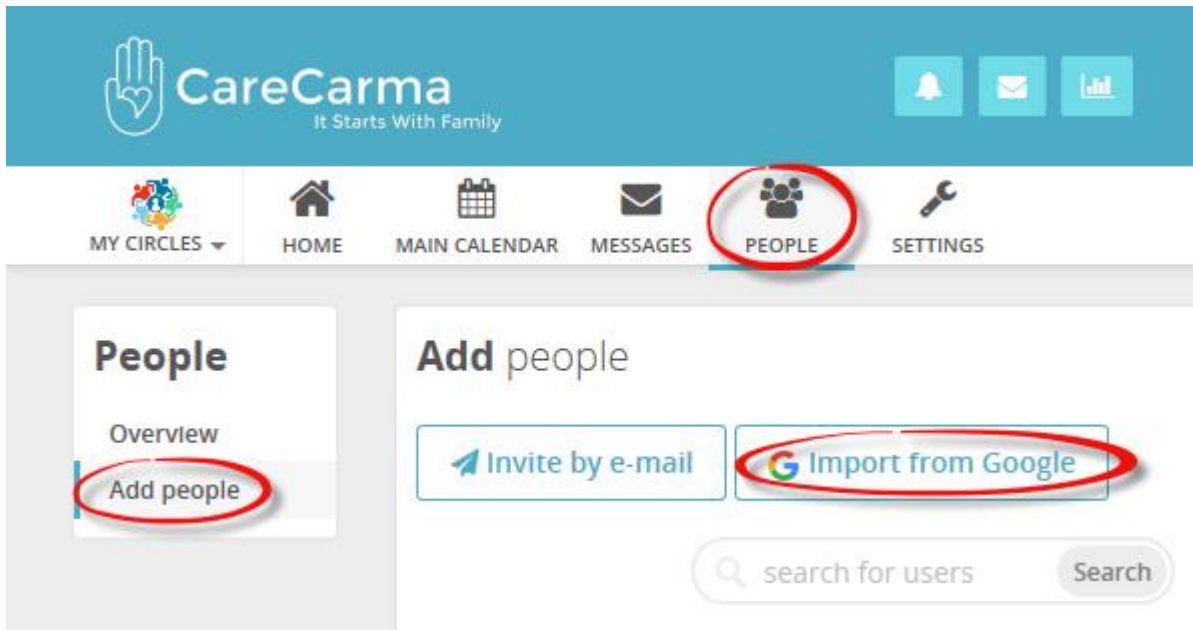
Type the email address of the invitee

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:

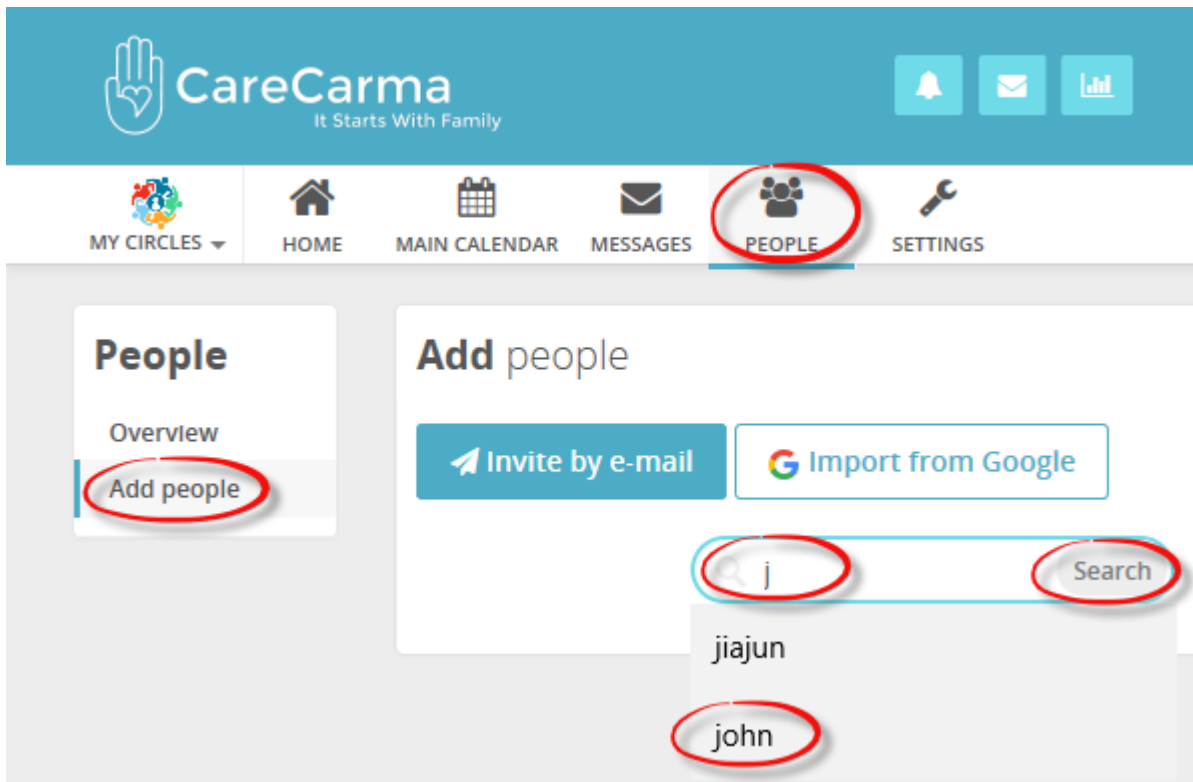


Select the **(Import from Google)** section

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:



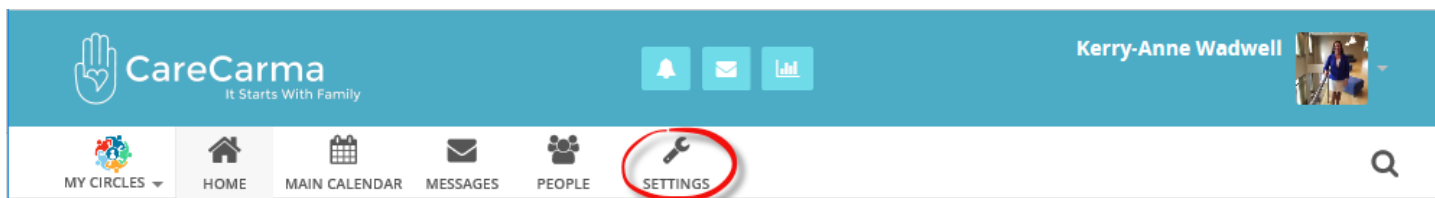
In the **(search for users)** section, start typing a name

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)**

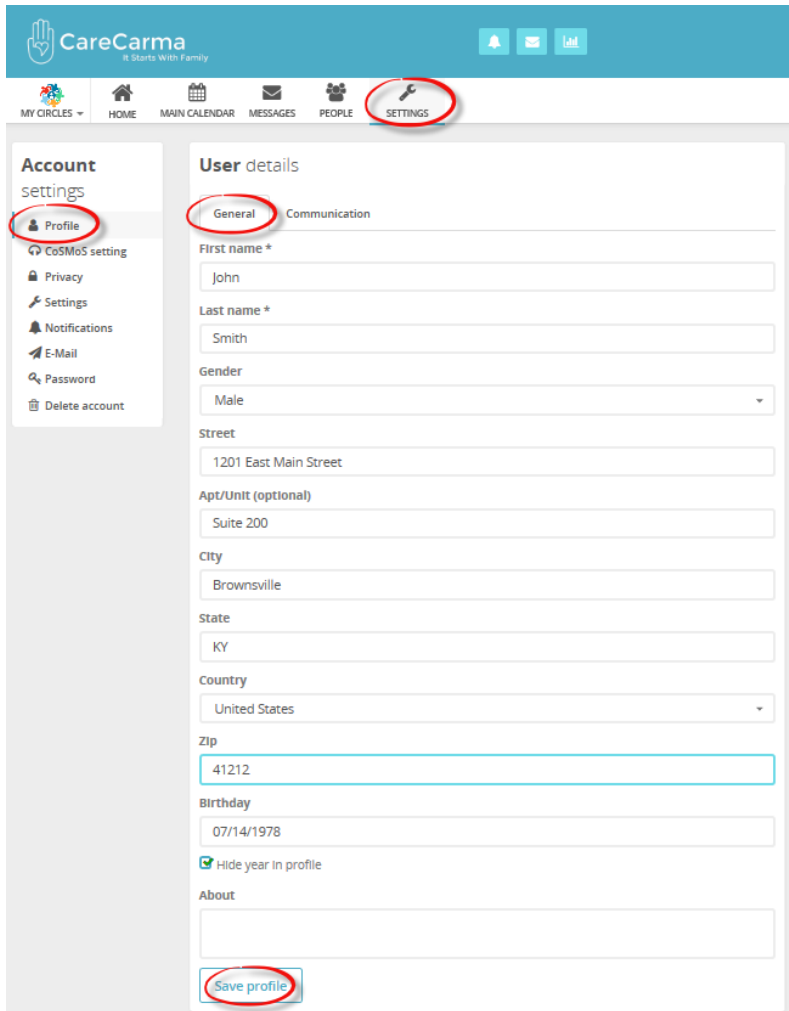
Menu Toolbar –Settings



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



Select **(Profile)**

Select the **(General)** tab

Enter your **(First name)**

Enter you **(Last name)**

Optional: Enter information in the other fields

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

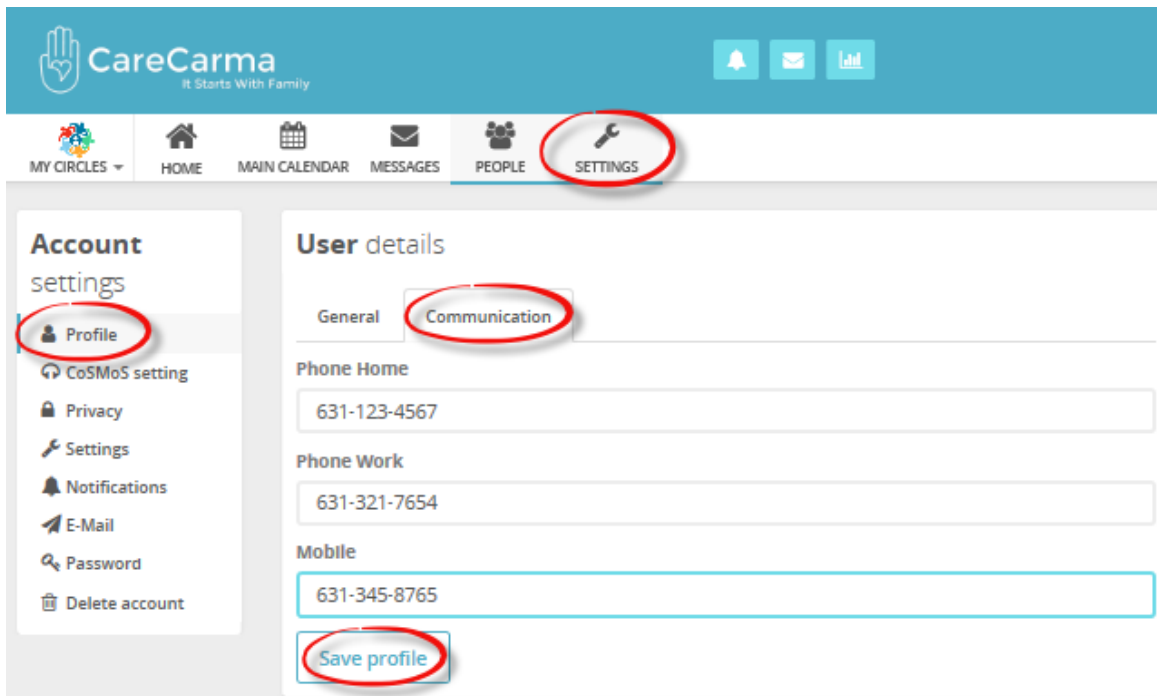
1. Your CareCircle members and Your People
2. All CareCarma members

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)**



Select the **(Communication)** tab

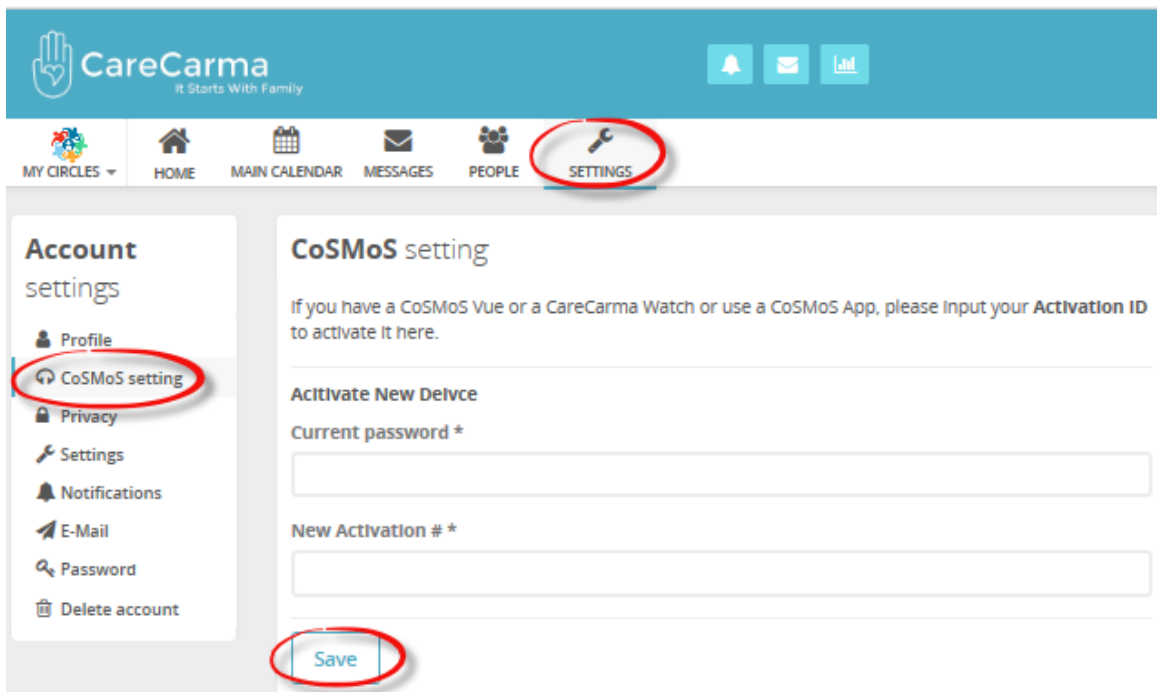
Optional: Enter your **(home phone number)**

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

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

Select **(Save Profile)**

Menu Toolbar –Settings – CoSMoS setting



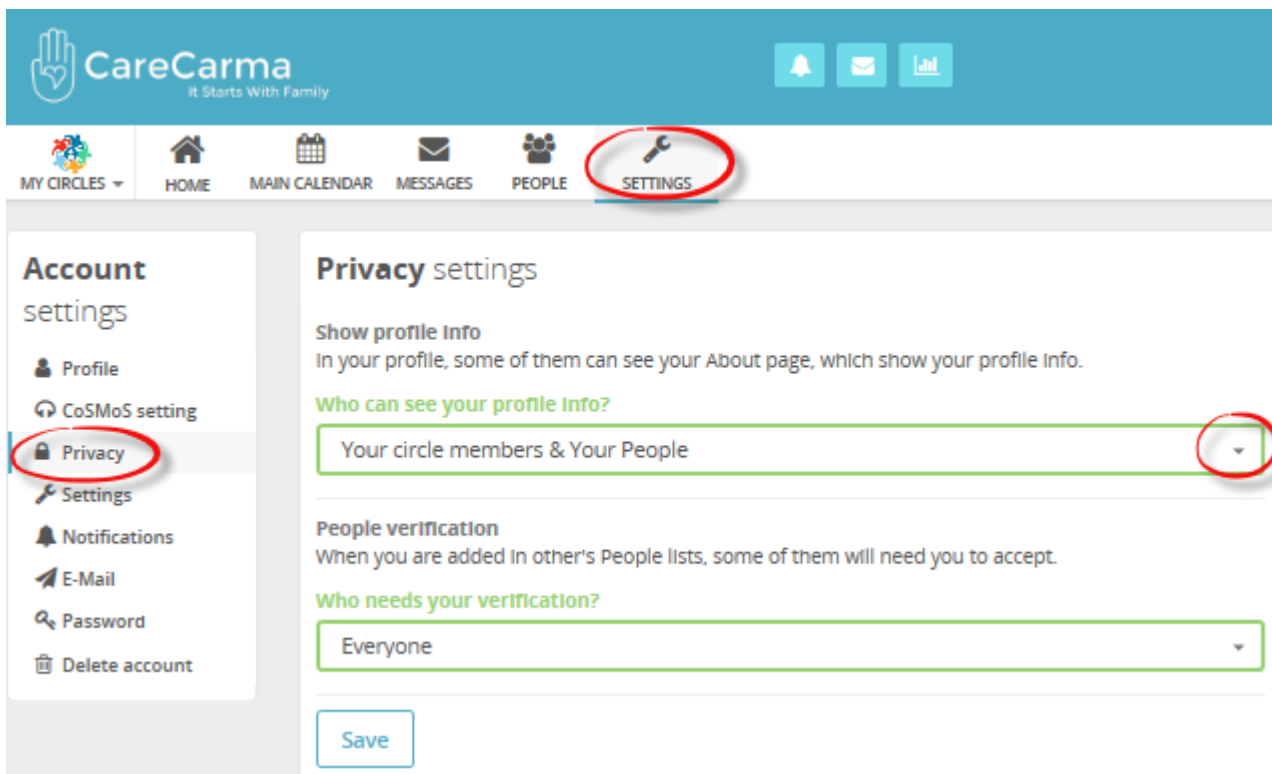
Select **(CoSMoS setting)** to activate CoSMoS devices or use the CoSMoS App

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:

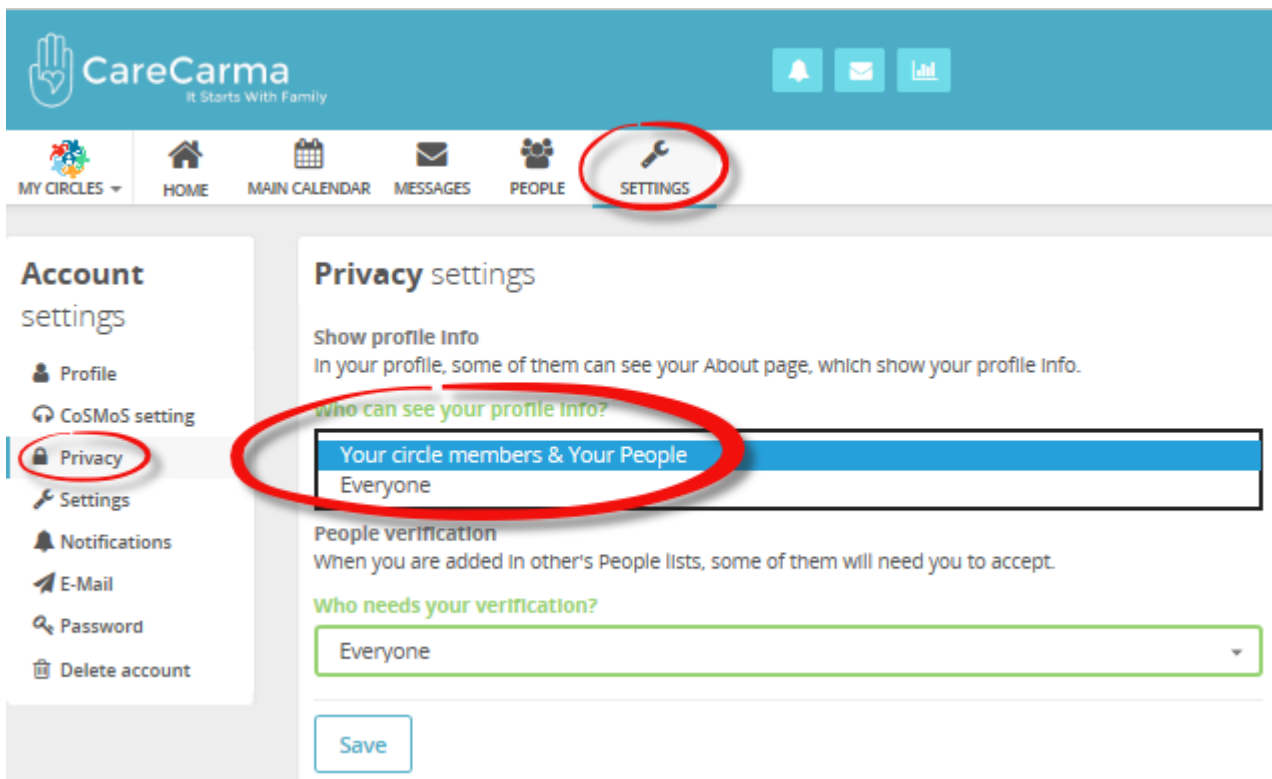
1. That came with the CoSMoS device
2. That was given to you when you installed the CoSMoS App on your phone

Select **(Save)**



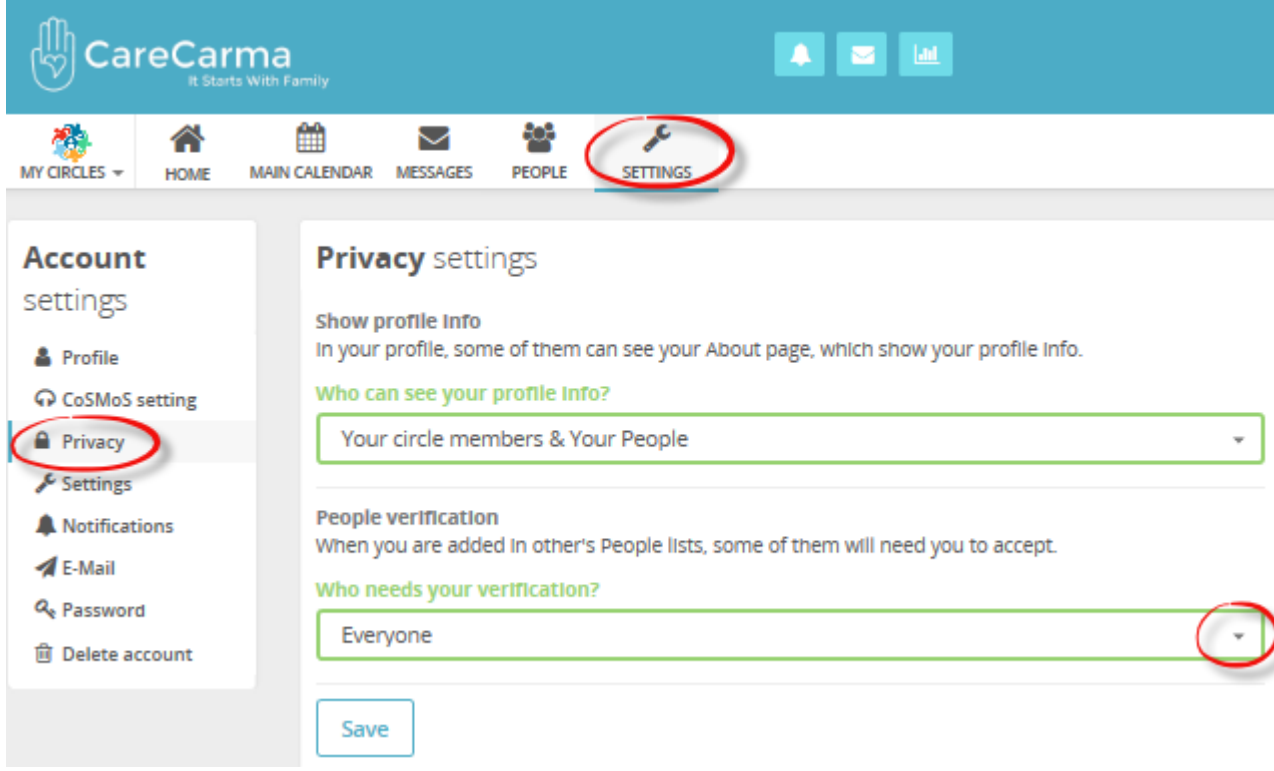
Select **(Privacy)** to:

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

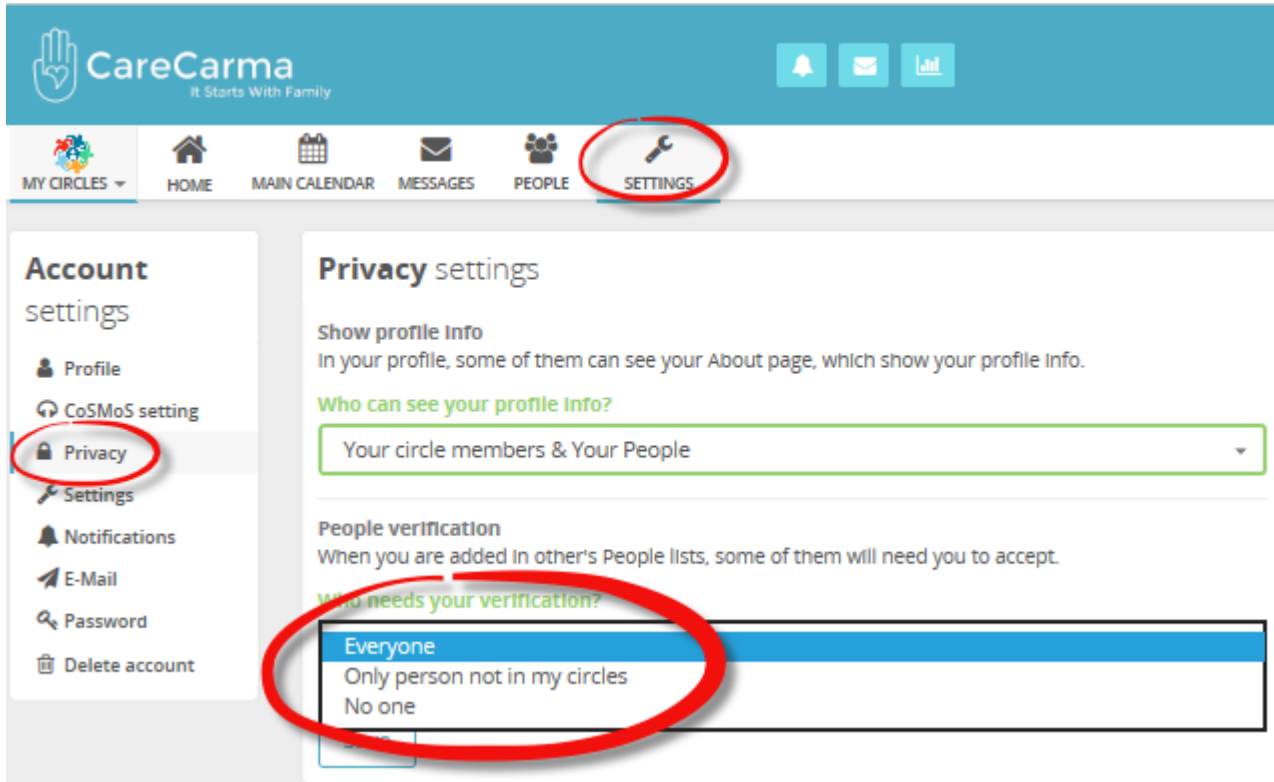


In the **(Who can see your profile info?)** section, select:

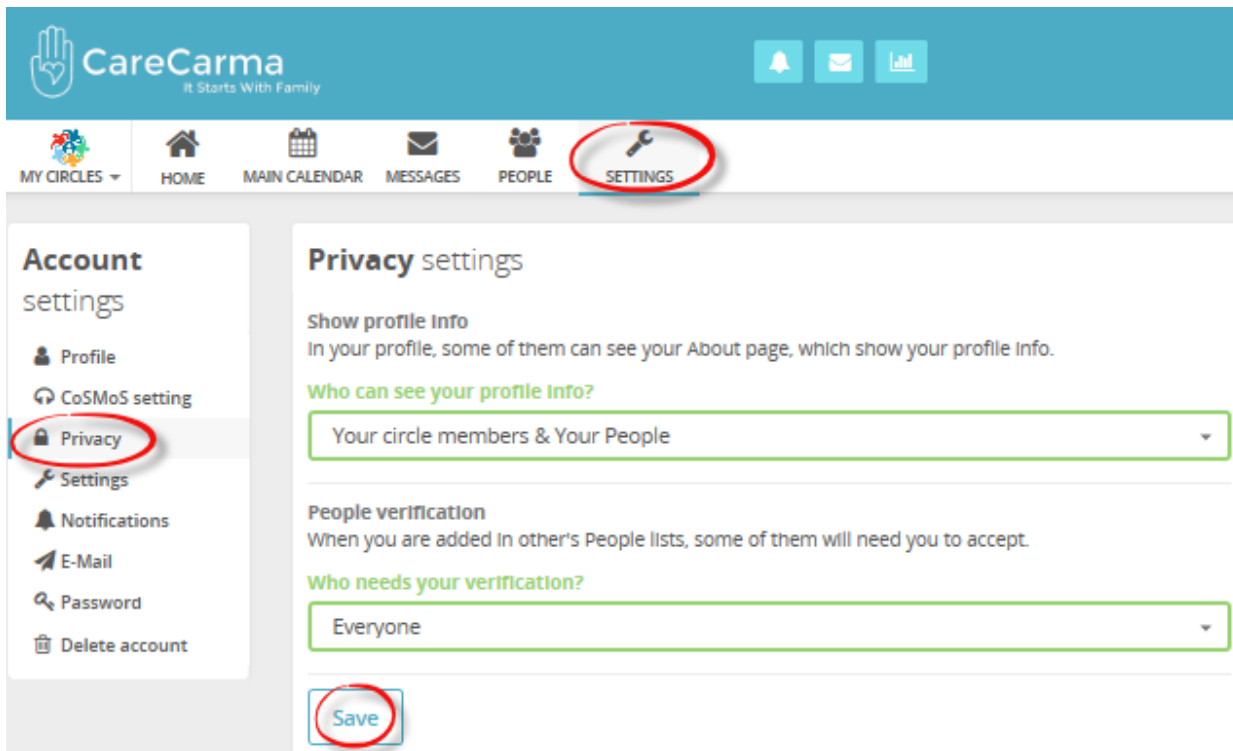
1. **(Your CareCircle members and Your People)** if you want only your CareCircle or Your People to view your profile information
2. **(Everyone)** if you want all CareCarma members to be able to view your profile information



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



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



Select **(Save)**

Menu Toolbar –Settings – Settings

Select **(Settings)** to:

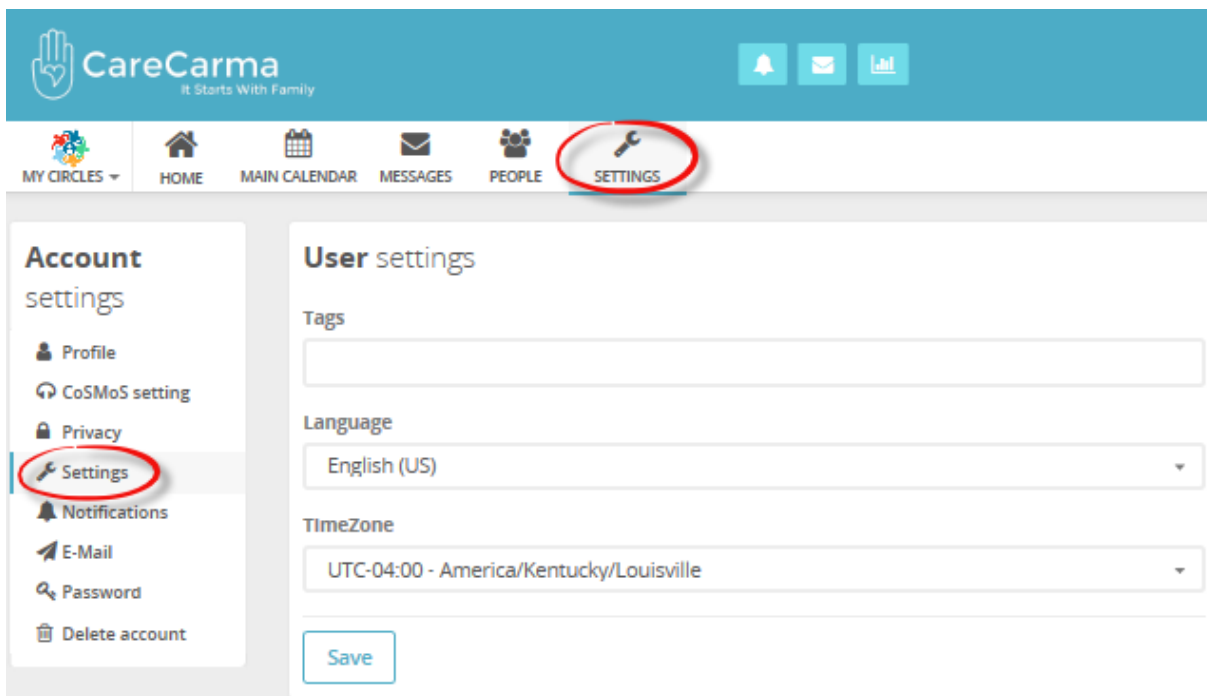
1. Add, edit or delete **(Tags)**

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)**

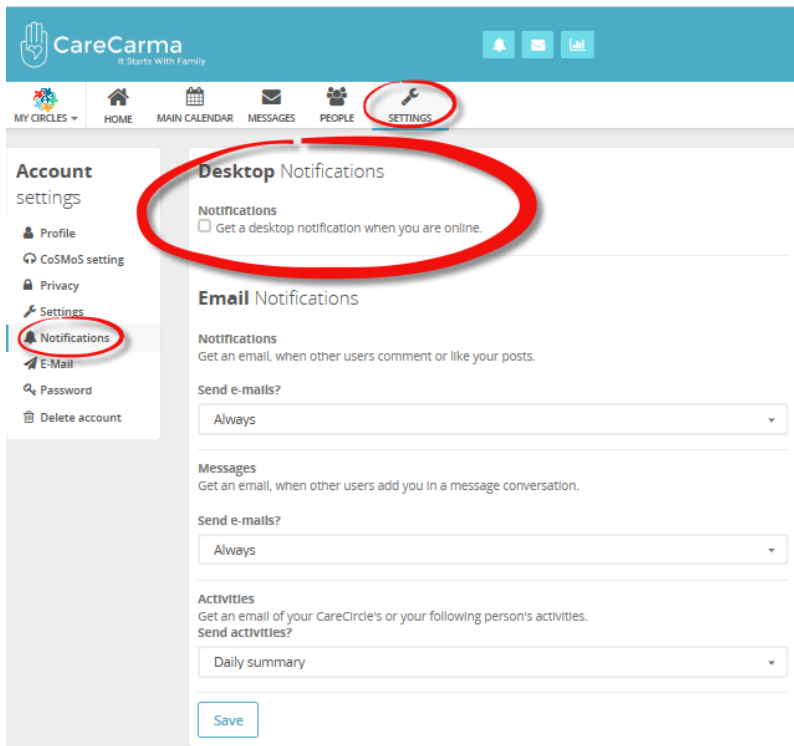


Menu Toolbar –Settings – Notifications

Select **(Notifications)** to access:

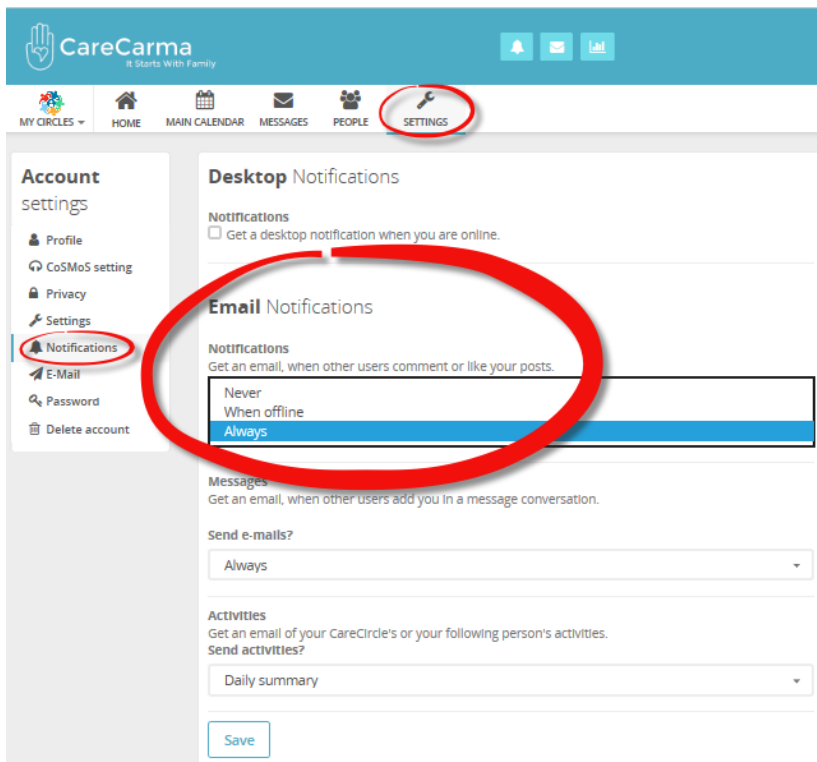
1. Desktop Notifications
2. Email Notifications

Menu Toolbar –Settings – Notifications – Desktop Notifications



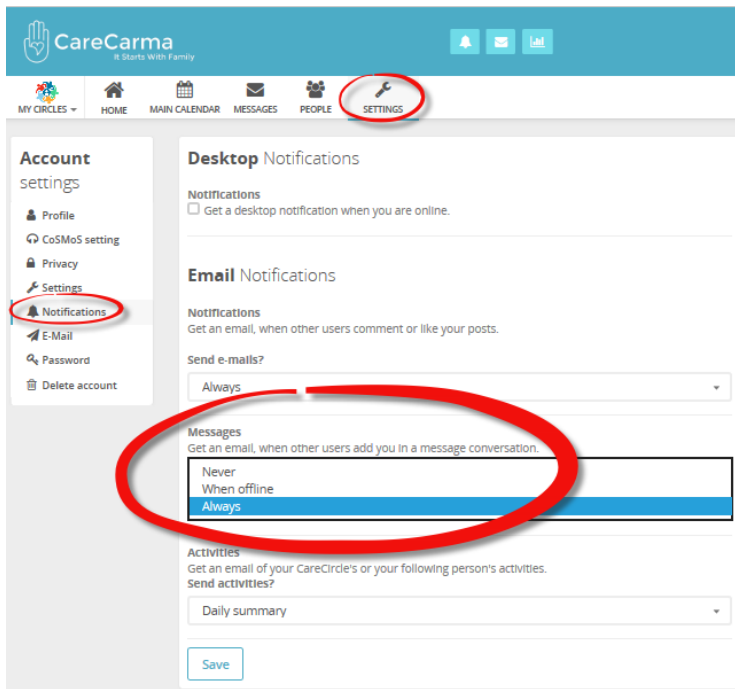
Check (**Get a desktop notification when you are online**) to receive notifications when you are using CareCarma
Uncheck (**Get a desktop notification when you are online**) to not receive notifications when you are using CareCarma

Menu Toolbar –Settings – Notifications – Email Notifications – Notifications



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

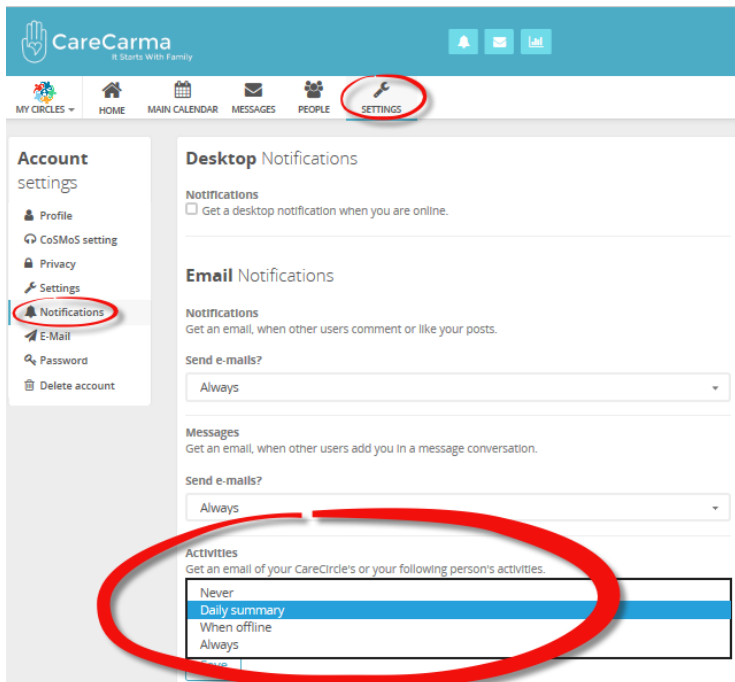


Select **(Never)** to never receive email notifications when other users add you in a message conversation

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



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

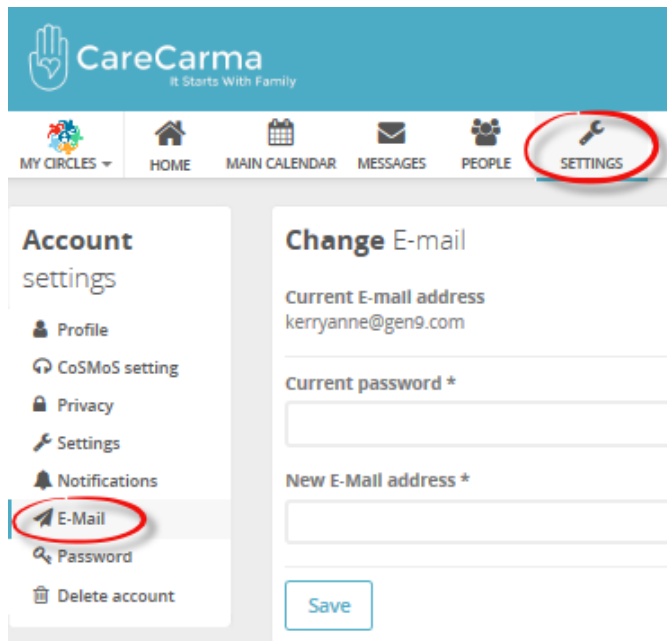
Menu Toolbar –Settings – E-Mail

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



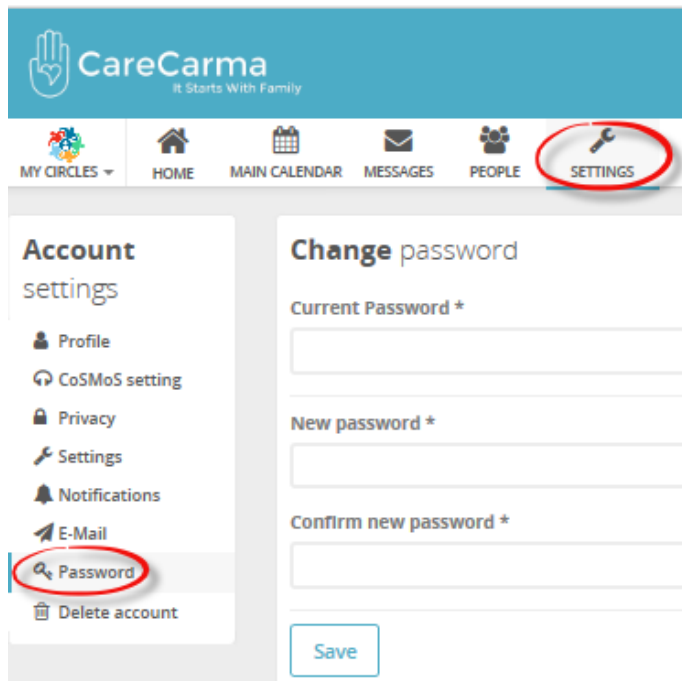
In the **(Current password)** section, enter your password – This is the same password that you entered to sign-up or log-in

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

Select **(Save)**

Menu Toolbar –Settings – Password

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



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

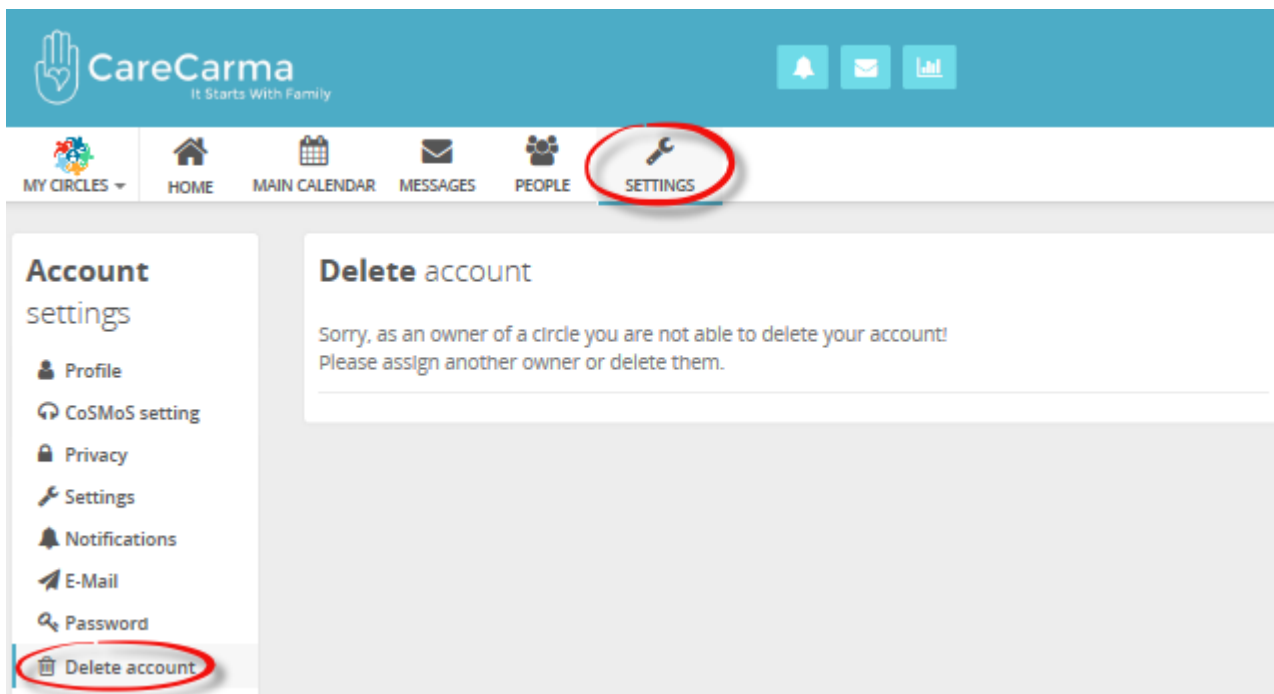
In the **(New password)** section, enter a new password

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

Select **(Save)**

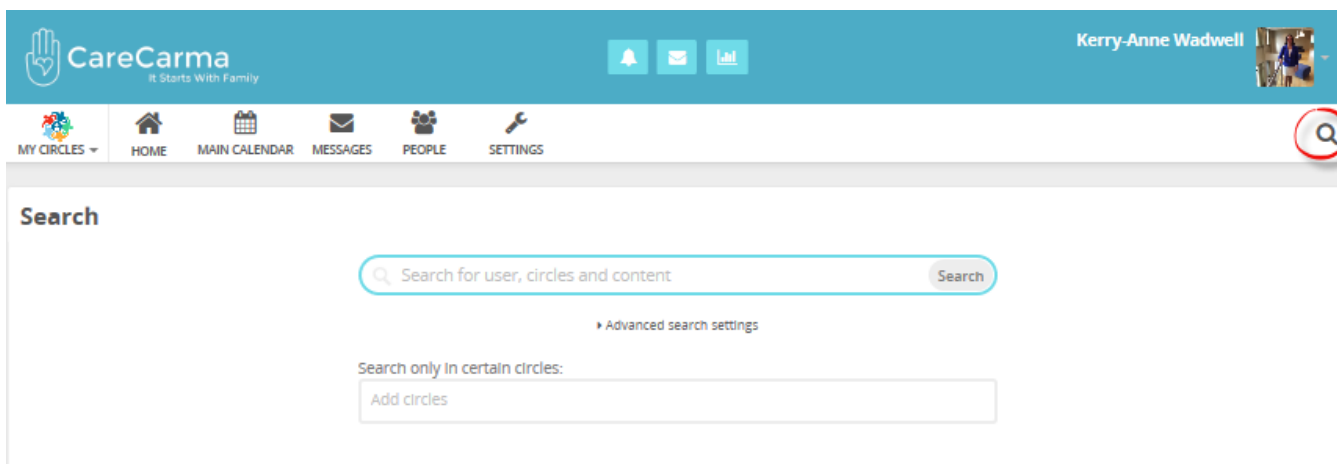
Menu Toolbar –Settings – Delete Account

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



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)



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

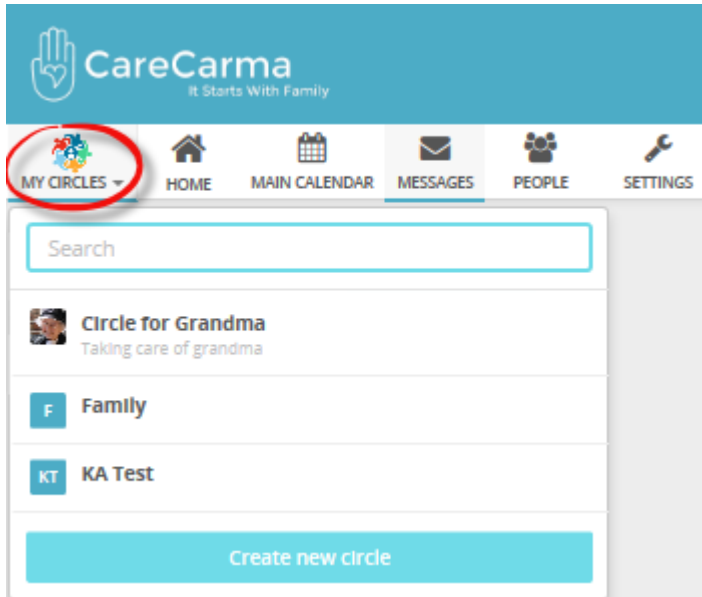
Enter the name of a user, circle, or other content you want to search for

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

Select **(Search)**

CARECIRCLE FUNCTIONS AND TOOLS

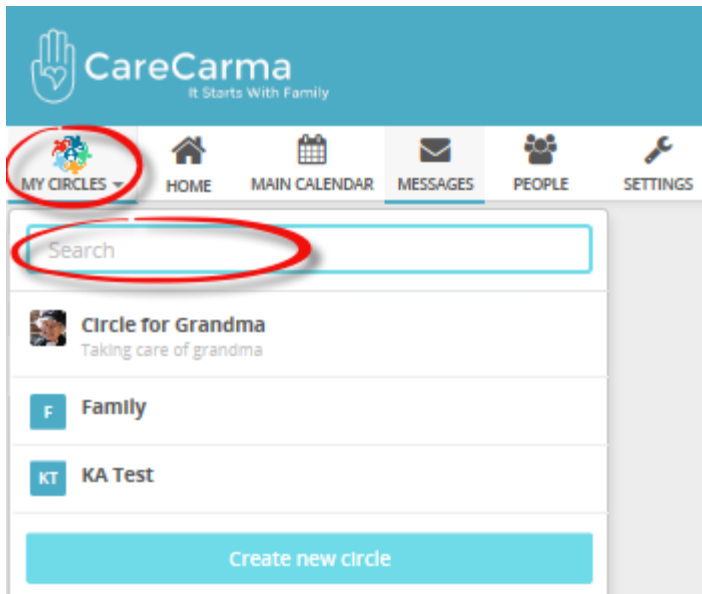
Menu Toolbar – My Circles



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

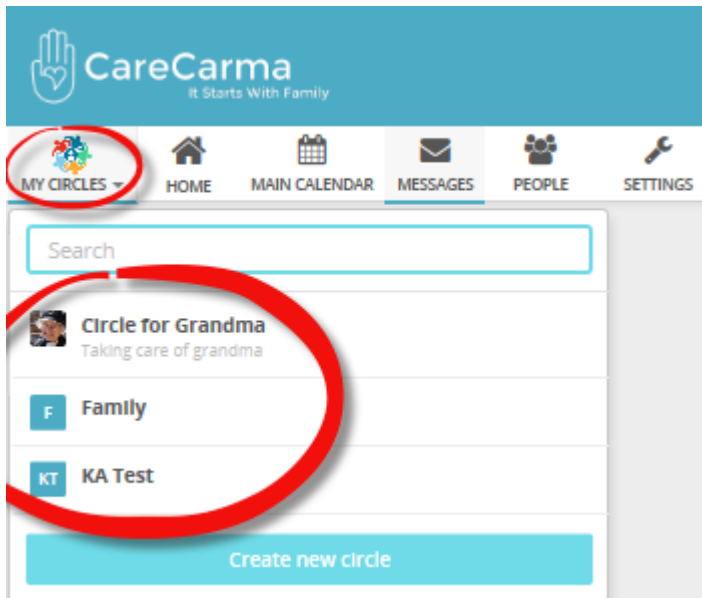
1. Search for publicly visible CareCircles which you are not a current member
2. Access CareCircles for which you are a member
3. Create new CareCircles

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



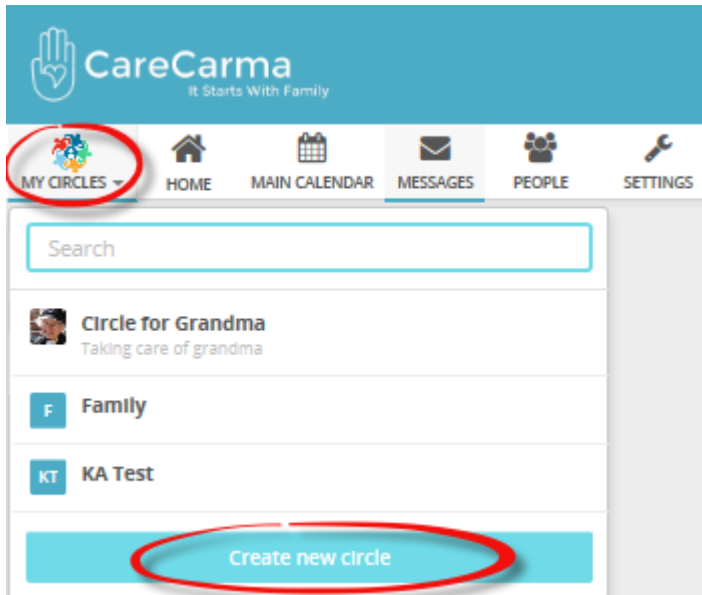
To access CareCircles for which you are a member:

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

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 CarCarma 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 CareCircles 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)**

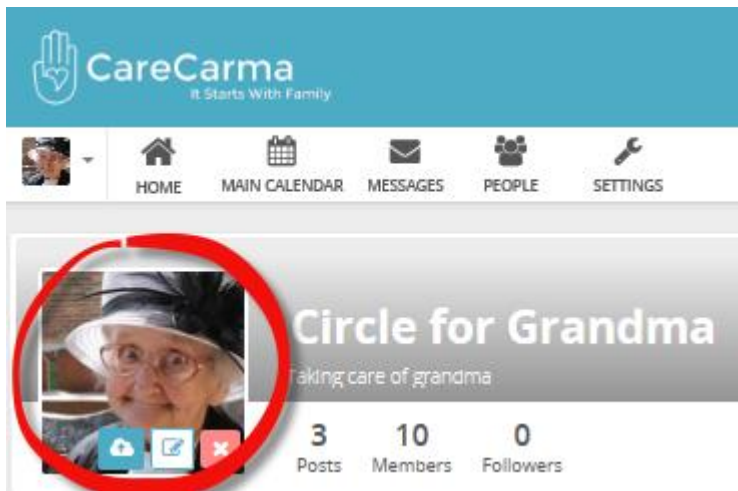
When the **(Invite members)** pop-up appears select the **(+ Invite)** adjacent the member you want to invite

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

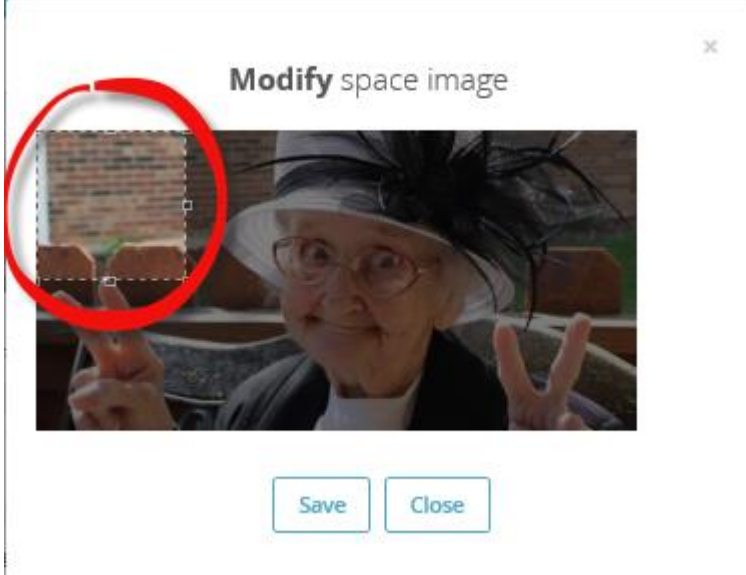
Locate the picture you want

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

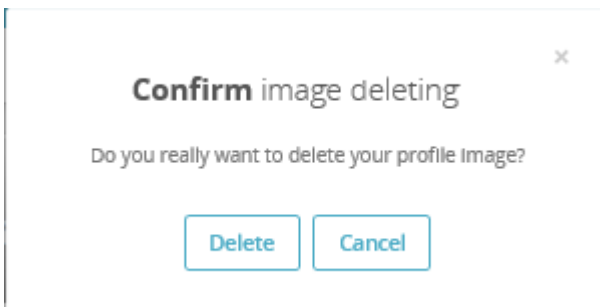


Adjust the modification box to modify the picture
Select **(Save)** to change the picture
Select **(Close)** to NOT change the picture

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

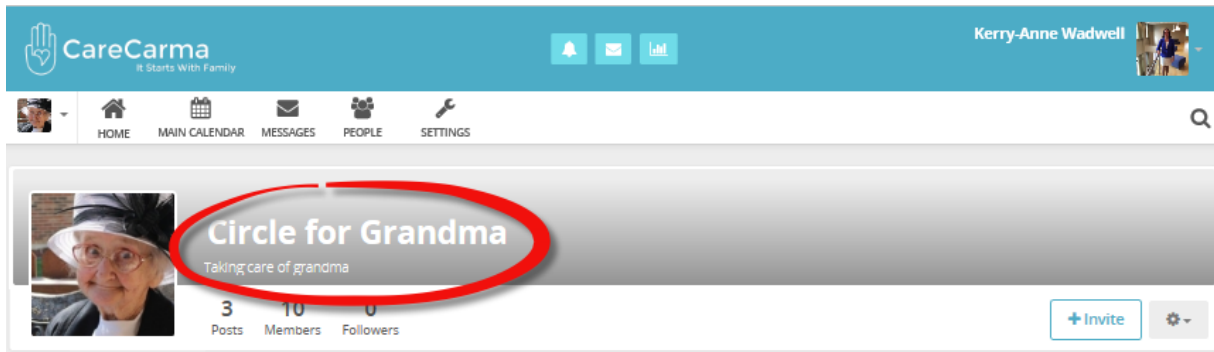


Select **(Delete)** to delete the profile image
Select **(Cancel)** to NOT delete the profile image

CareCircle Toolbar – Name

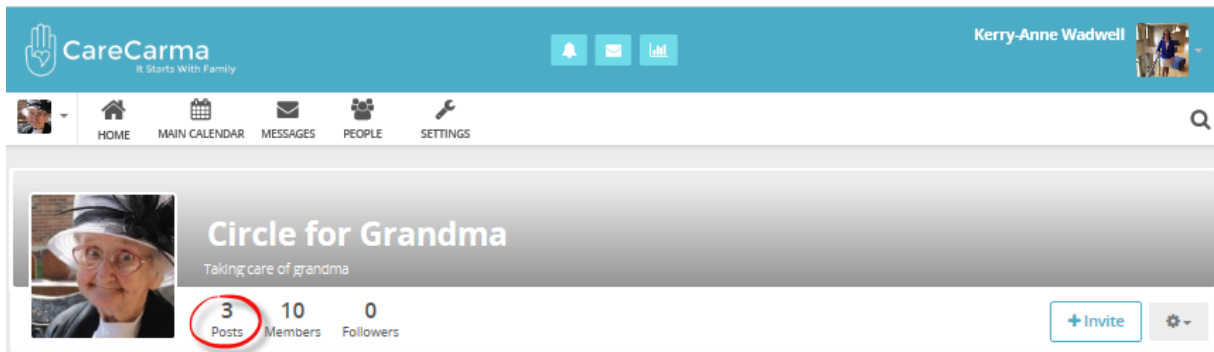
This is the name of the CareCircle

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



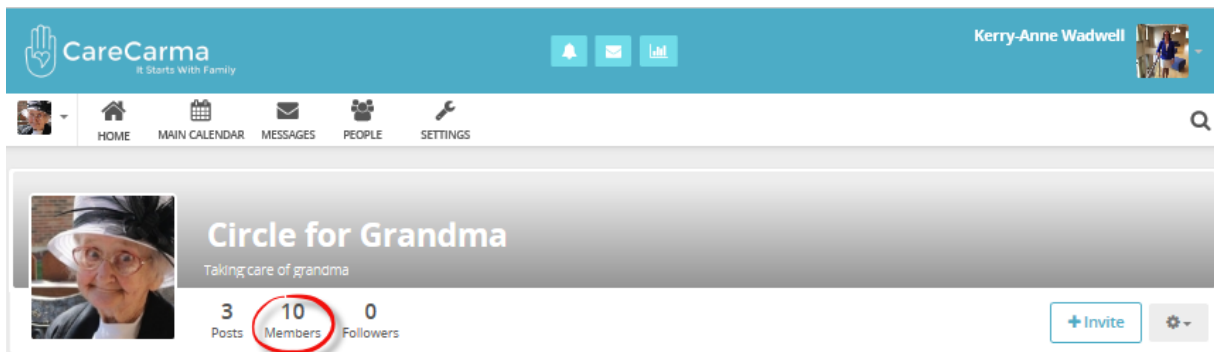
CareCircle Toolbar – Posts

The number of posts to this CareCircle



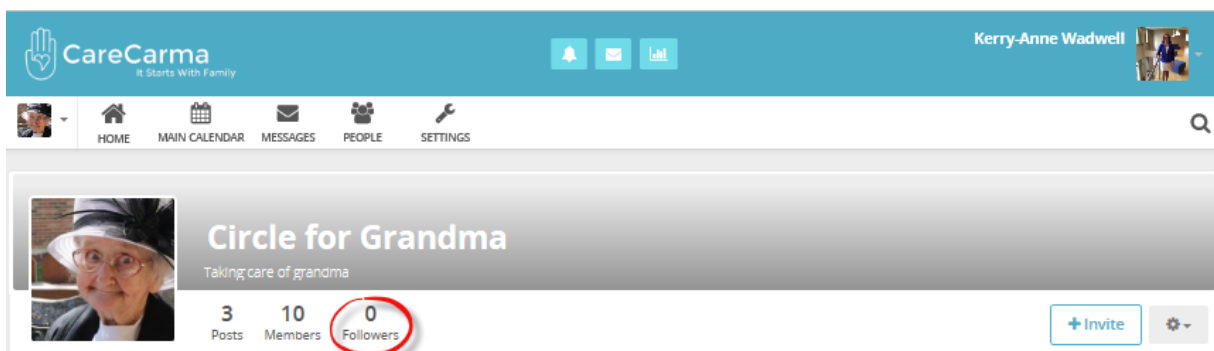
CareCircle Toolbar – Members

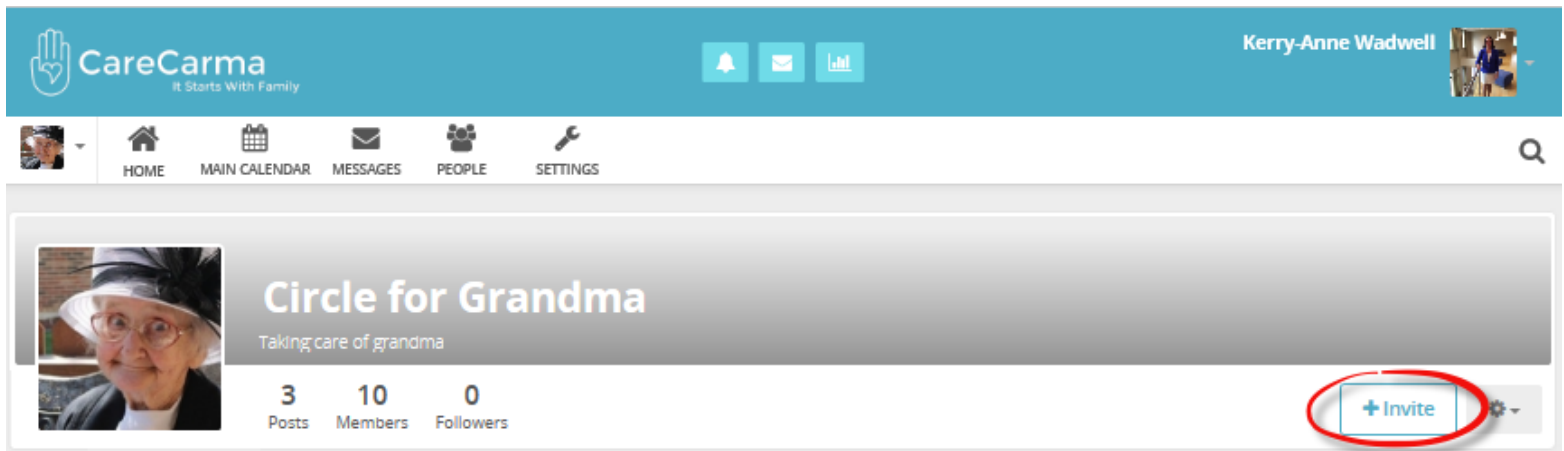
The number of members in this CareCircle



CareCircle Toolbar – Followers

The number of followers of this CareCircle





CareCarma
It Starts With Family

Kerry-Anne Wadwell

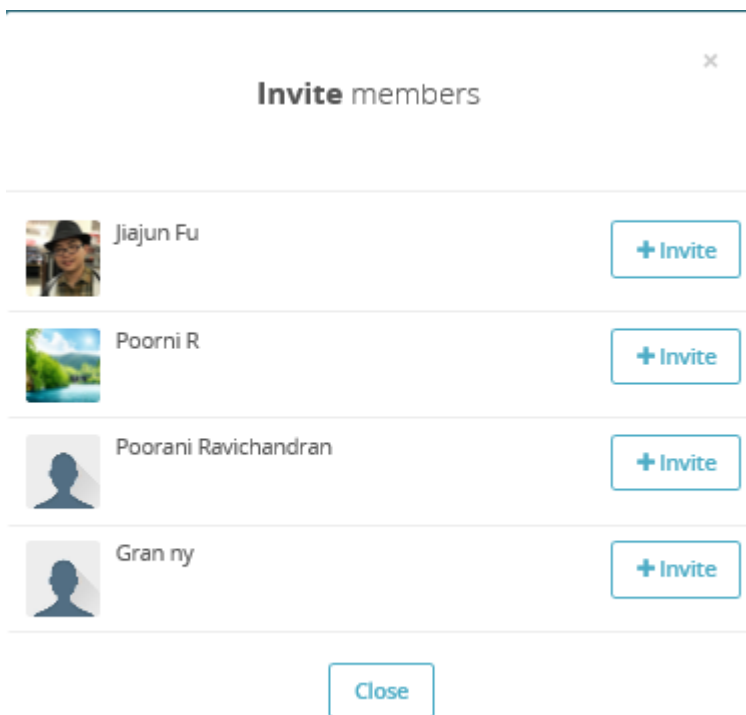
HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

Circle for Grandma
Taking care of grandma

3 Posts 10 Members 0 Followers

+ Invite

To invite CareCarma members to join a CareCircle
Select **(+ Invite)** to open the (Invite members) pop-up



Invite members

Jiajun Fu + Invite

Poorni R + Invite

Poorani Ravichandran + Invite

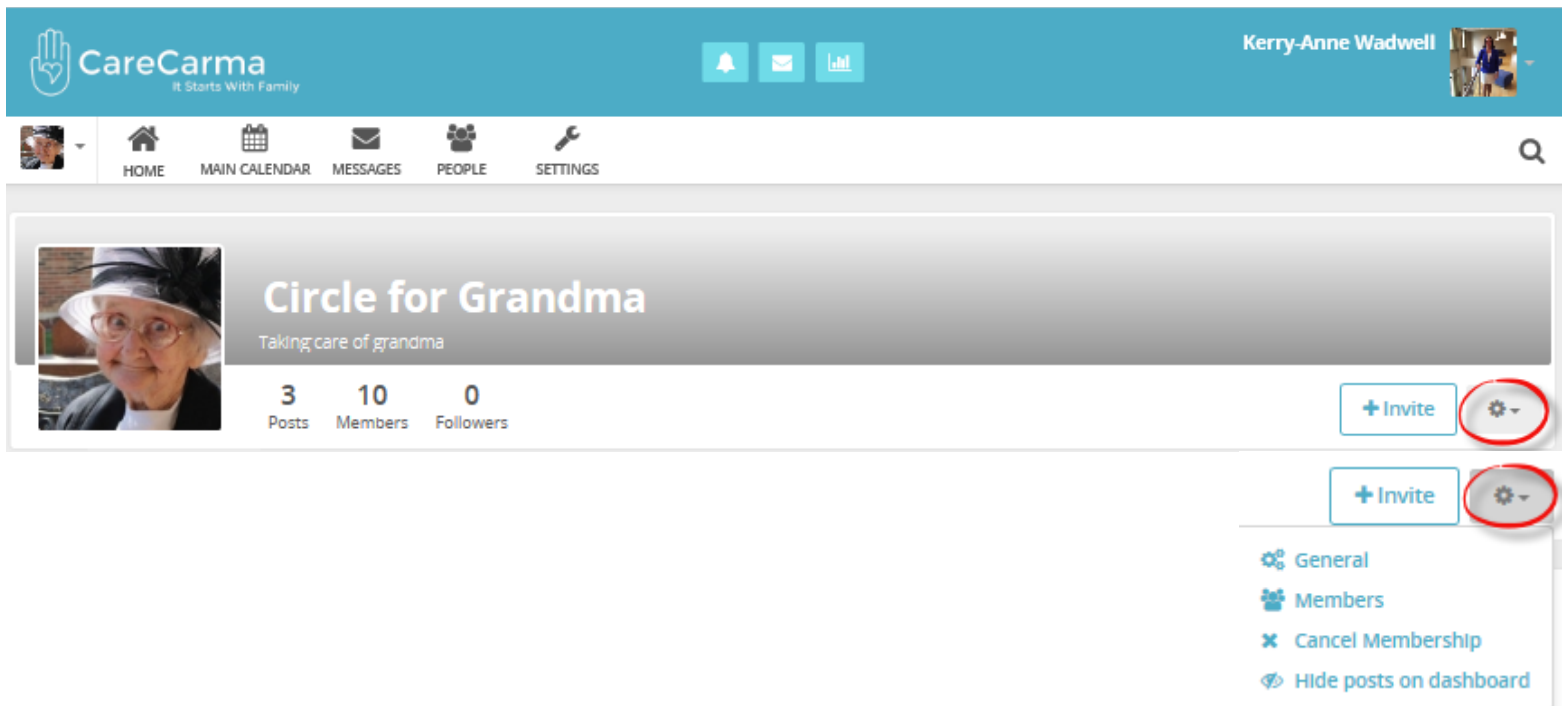
Gran ny + Invite

Close

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](#))




CareCarma
It Starts With Family


Kerry-Anne Wadwell

HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

 **Circle for Grandma**
Taking care of grandma

3 Posts 10 Members 0 Followers

+ Invite 

+ Invite 

- General
- Members
- Cancel Membership
- 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

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)**

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

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 CarCarma 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 user interface. At the top, there is a navigation bar with the CareCarma logo and the tagline "It Starts With Family". On the right, the user's name "Kerry-Anne Wadwell" and a profile picture are displayed. Below the navigation bar, there are icons for Home, Main Calendar, Messages, People, and Settings. The main content area shows the profile for "Circle for Grandma" with a profile picture of an elderly woman. Statistics for Posts (3), Members (10), and Followers (0) are shown. There are buttons for "+ Invite" and a gear icon for settings. A dropdown menu is open from the gear icon, showing options: "General" (circled in red), "Members", "Cancel Membership", and "Hide posts on dashboard". Below the dropdown, there are tabs for "Basic", "Security", and "Delete" (circled in red). The "General settings" section is visible, with fields for Name (*), Description, Website URL (optional), and Tags. The "Name" field contains "Circle for Grandma" and the "Color" field contains "#ec6952". There are "Save" and "Archive" buttons at the bottom of the settings form.

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!”

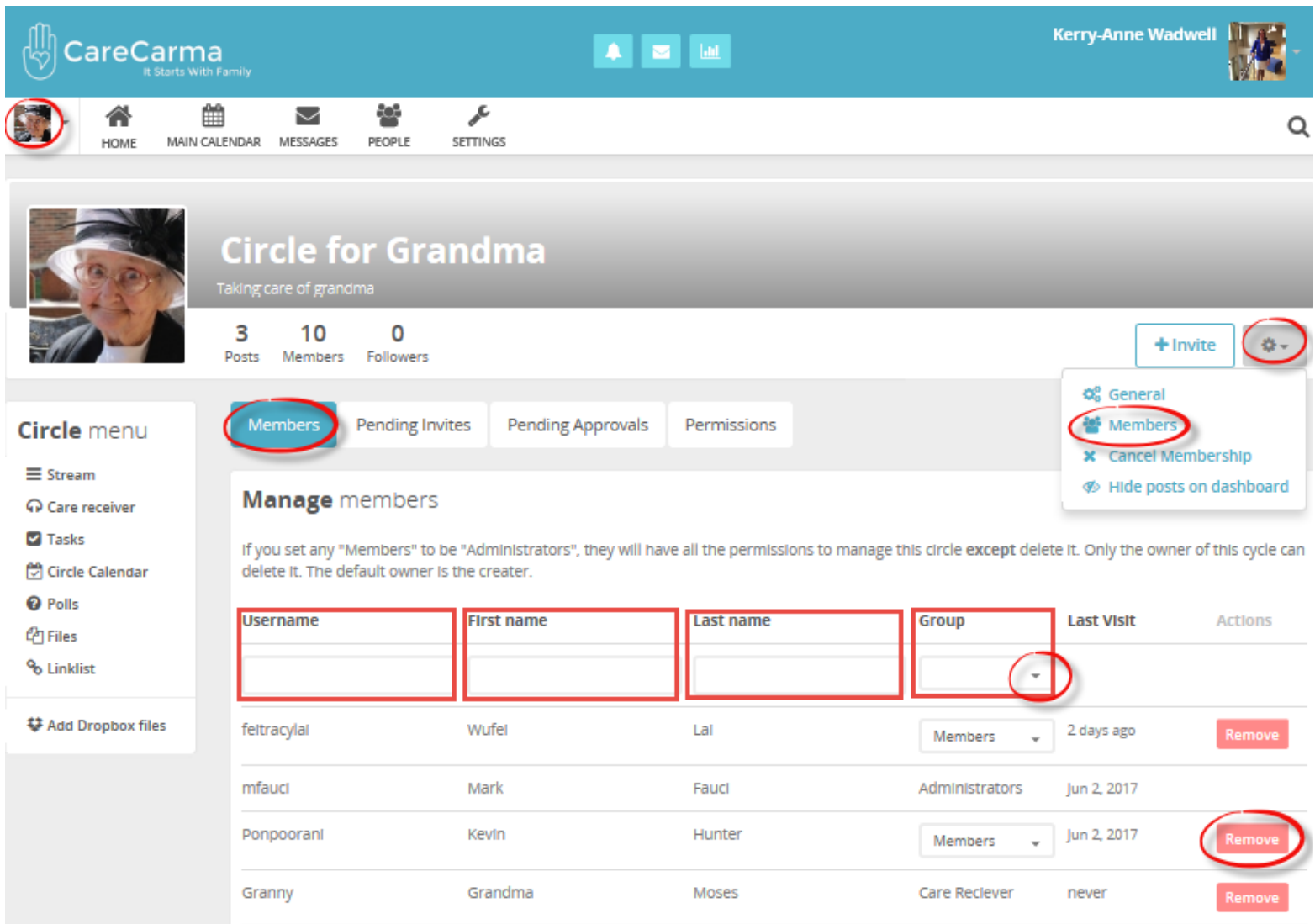
If you DON'T want to permanently delete the CareCircle:

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)**



Circle menu

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

Members Pending Invites Pending Approvals Permissions

Manage members

If you set any "Members" to be "Administrators", they will have all the permissions to manage this circle **except** delete it. Only the owner of this cycle can delete it. The default owner is the creator.

Username	First name	Last name	Group	Last Visit	Actions
feltracylal	Wufel	Lal	Members	2 days ago	Remove
mfauci	Mark	Fauci	Administrators	Jun 2, 2017	
Ponpoorant	Kevin	Hunter	Members	Jun 2, 2017	Remove
Granny	Grandma	Moses	Care Reciever	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 named "Circle for Grandma". The top navigation bar includes the CareCarma logo, user profile "Kerry-Anne Wadwell", and navigation icons for Home, Main Calendar, Messages, People, and Settings. The main header shows the circle name and statistics: 3 Posts, 10 Members, and 0 Followers. Below this, there are tabs for "Members", "Pending Invites", "Pending Approvals", and "Permissions". The "Pending Invites" tab is selected and circled in red. A dropdown menu is open, showing options: "General", "Members" (circled in red), "Cancel Membership", and "Hide posts on dashboard". The "Pending invitations" section contains a table with columns: Username, First name, Last name, Last Visit, and Actions. The table is currently empty, with the text "No results found." below it.

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 the same circle. The navigation and header are identical to the previous screenshot. In this view, the "Pending Approvals" tab is selected and circled in red. The dropdown menu is also open, with "Members" circled in red. The "Pending approvals" section contains a table with columns: Username, First name, Last name, Request Message, and Actions. The table is empty, with "No results found." below it.

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

CareCircle Toolbar – ⚙️ (Gear Icon) – Members – Permissions

The screenshot shows the CareCarma interface for a circle named 'Circle for Grandma'. The top navigation bar includes 'HOME', 'MAIN CALENDAR', 'MESSAGES', 'PEOPLE', and 'SETTINGS'. The 'Permissions' tab is selected in the top navigation bar. A dropdown menu is open, showing 'Members' selected. The 'Manage permissions' table is visible, listing various permissions and their default settings.

Title	Description	Module Id	Default
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

Select the **(Gear Icon)**

Select **(Members)**

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

The screenshot shows the CareCarma interface for a circle named 'Circle for Grandma'. The top navigation bar includes 'HOME', 'MAIN CALENDAR', 'MESSAGES', 'PEOPLE', and 'SETTINGS'. The 'Permissions' tab is selected in the top navigation bar. A dropdown menu is open, showing 'Members' selected. The 'Manage permissions' table is visible, listing various permissions and their default settings.

The screenshot shows the 'Current Group' dropdown menu in the 'Manage permissions' page. The 'Members' option is selected.

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	
Create poll	Allows the user to create polls	polls	
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

CareCarma
It Starts With Family

Kerry-Anne Wadwell

HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

Circle for Grandma
Taking care of grandma

3 Posts 10 Members 0 Followers

+ Invite

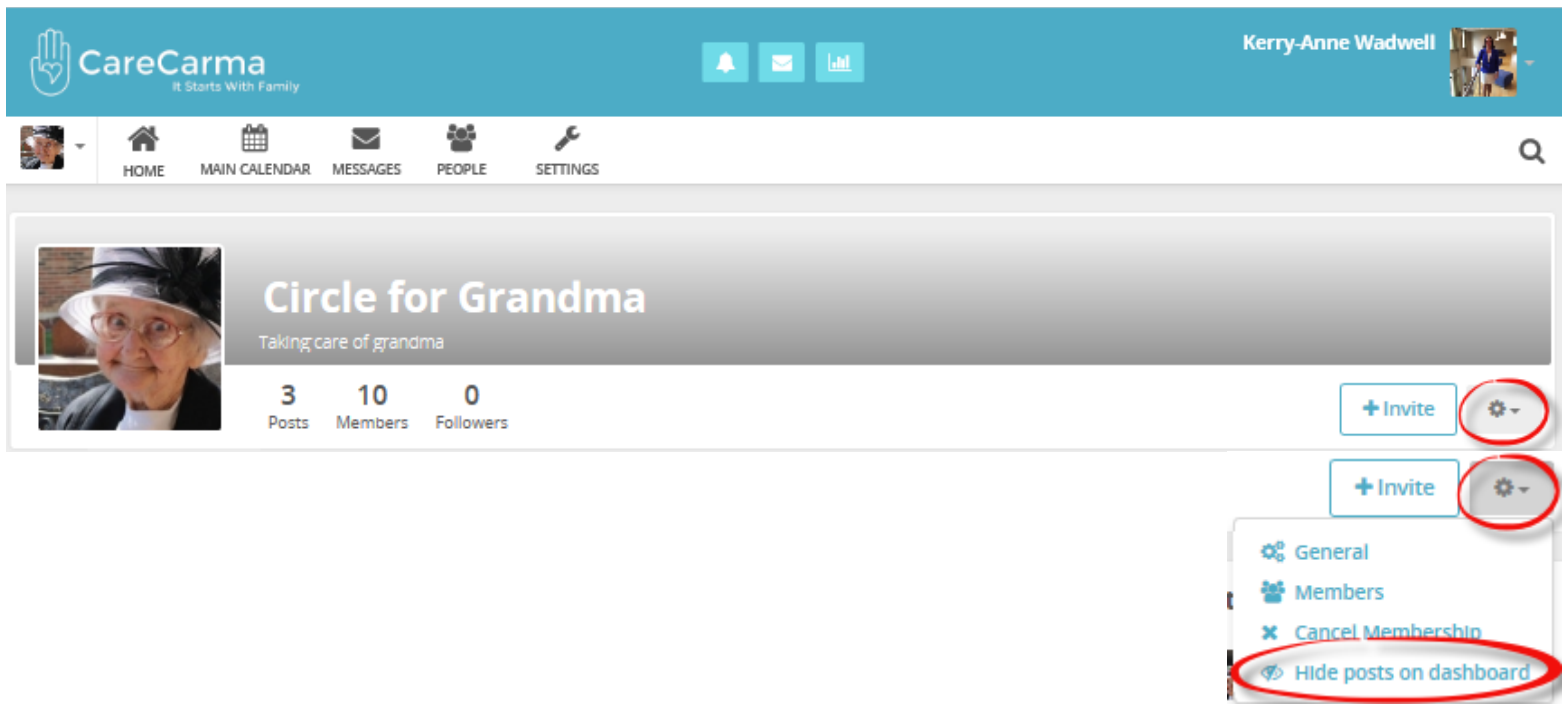
+ Invite

- General
- Members
- Cancel Membership**
- 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 dashboard interface. At the top, there is a teal header with the CareCarma logo and the tagline "It Starts With Family". On the right side of the header, the user's name "Kerry-Anne Wadwell" and a profile picture are displayed. Below the header is a navigation bar with icons for HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS. The main content area features a profile card for "Circle for Grandma" with the subtitle "Taking care of grandma". The card shows 3 Posts, 10 Members, and 0 Followers. To the right of the card are two "+ Invite" buttons and two gear icons. The bottom gear icon is open, showing a settings menu with options: General, Members, Cancel Membership, and Hide posts on dashboard. The "Hide posts on dashboard" option is 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 displays the CareCarma user interface. At the top, the CareCarma logo and navigation icons are visible. The main navigation bar includes 'HOME', 'MAIN CALENDAR', 'MESSAGES', 'PEOPLE', and 'SETTINGS'. The user's profile 'Kerry-Anne Wadwell' is shown in the top right. The central focus is the 'Circle for Grandma' page, which features a profile picture of an elderly woman and the text 'Circle for Grandma' and 'Taking care of grandma'. Below this, statistics for '3 Posts', '10 Members', and '0 Followers' are shown. A red circle highlights the 'Circle menu' in the left sidebar, which lists options like 'Stream', 'Care receiver', 'Tasks', 'Circle Calendar', 'Polls', 'Files', 'Linklist', and 'Add Dropbox files'. Another red circle highlights the 'Circle for Grandma' header. The main content area shows a post by Wufei Lai with the text 'System Administration' and 'Added a new link WebMD to category "Best medical websites".' The right sidebar displays 'Latest activities' with three entries by Wufei Lai.

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 interface. At the top, there's a blue header with the CareCarma logo and navigation icons. Below that is a menu bar with icons for Home, Main Calendar, Messages, People, and Settings. The main content area is for a 'Circle for Grandma' with a profile picture of an elderly woman. It shows 3 posts, 10 members, and 0 followers. On the left, there's a 'Circle menu' with 'Stream' highlighted. The main area has a text input field 'What's on your mind?' and a 'Submit' button with an upload icon. Below that are 'Filter' and 'Sorting' dropdowns. A post by 'Wufei Lai' is visible, dated 'Jun 5, 2017 - 10:24 AM', with a 'PRIVATE' status and a 'LINK' button.

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)**



HOME

MAIN CALENDAR

MESSAGES

PEOPLE

SETTINGS



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

What's on your mind?

joe

Joe Page

Joe kang

PRIVATE

Notify members

Make public



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

System Administration

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

CareCarma
It Starts With Family

Kerry-Anne Wadwell

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

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	

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)



- HOME
- MAIN CALENDAR
- MESSAGES
- PEOPLE
- SETTINGS



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	

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

The screenshot shows the CareCarma user interface. At the top, the user is logged in as Kerry-Anne Wadwell. The navigation bar includes Home, Main Calendar, Messages, People, and Settings. The main content area displays the 'Circle for Grandma' profile, which has 3 posts, 10 members, and 0 followers. The 'Circle menu' on the left includes options like Stream, Care receiver, Tasks, Circle Calendar, Polls, Files, and Linklist. The 'Current Care Receiver' section shows a table of registered care receivers:

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

Below the table, there are navigation tabs: Back, Profile, Contacts, Set Reminders, CoSMoS Setting, E-mail, and Delete account. The 'Profile' tab is selected, showing the 'Grandma Moses Details' form. The form has two tabs: 'General' and 'Communication'. The 'General' tab is active, showing fields for First name (*), Last name (*), Gender, Street, Apt/Unit (optional), City, State, Country, Zip, Birthday, and About. The 'Save profile' button is at the bottom.

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)**

CareCarma
It Starts With Family

Kerry-Anne Wadwell

HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

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	

CareCarma

◀ Back Profile **Contacts** Set Reminders CoSMoS Setting E-mail Delete account

Contacts

In this overview you can find and manage Grandma Moses's contacts.

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"/>	
Wufei Lai	--Select--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tracy Lai	--Select--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gram my	--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

CareCarma
It Starts With Family

Kerry-Anne Wadwell

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

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





◀ Back Profile Contacts **Set Reminders** CoSMoS Setting E-mail Delete account

Set Reminders

Please help Grandma Moses set reminders in his/her CoSMoS device here.

+ Add Reminder

Showing 1-2 of 4 items.

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

To add reminders:

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

Add reminder ×

Title *
Take Medication

Time * **Repeat** **Day ***

Expiration Date

Time * **Repeat** **Day ***

Expiration Date

Time * **Repeat** **Day ***

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 **(^)** or **(v)** down arrows to adjust the **(Hour)**

Select the **(^)** 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:

Circle menu

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

Set Reminders

Please help Grandma Moses set reminders in his/her CoSMoS device here.

[+ Add Reminder](#)

Showing 1-2 of 4 items.

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

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

Edit reminder

Title *

Take Medication

Time * 08:00 Repeat Day * Everyday

Expiration Date

Time * 14:00 Repeat Day * Everyday

Expiration Date

Time * 20:00 Repeat Day * Everyday

Expiration Date

[+ Add time](#)

[Update](#) [Cancel](#)

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

To remove reminders:

Circle menu

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

[Back](#) Profile Contacts **Set Reminders** CoSMoS Setting E-mail Delete account

Set Reminders

Please help Grandma Moses set reminders in his/her CoSMoS device here.

[+ Add Reminder](#)

Showing 1-2 of 4 items.

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

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

CareCarma
It Starts With Family

Kerry-Anne Wadwell

HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

Circle for Grandma
Taking care of grandma

3 Posts 10 Members 0 Followers

+ Invite

Circle menu

- Stream
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- 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	

CareCarma

◀ Back Profile Contacts Set Reminders **CoSMoS Setting** E-mail Delete account

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 #: Deactivate

2) CoSMoS Vue
 Activation #: ggkq
 Phone #: 15024108790 Deactivate

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)**

CareCarma
It Starts With Family

Kerry-Anne Wadwell

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

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

Back Profile Contacts Set Reminders CoSMoS Settings E-mail Delete account

Change E-mail

Grandma Moses can use this e-mail to login, and receive the missed messages. Please make sure this email address is valid.

Current E-mail address
grannymoses905@gmail.com

New E-Mail address *

Save

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)**

CareCarma
It Starts With Family

Kerry-Anne Wadwell

HOME MAIN CALENDAR MESSAGES PEOPLE SETTINGS

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

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

◀ Back Profile Contacts Set Reminders CoSMoS Setting E-mail **Delete account**

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

◀ Back Profile Contacts Set Reminders CoSMoS Setting E-mail **Delete account**

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:

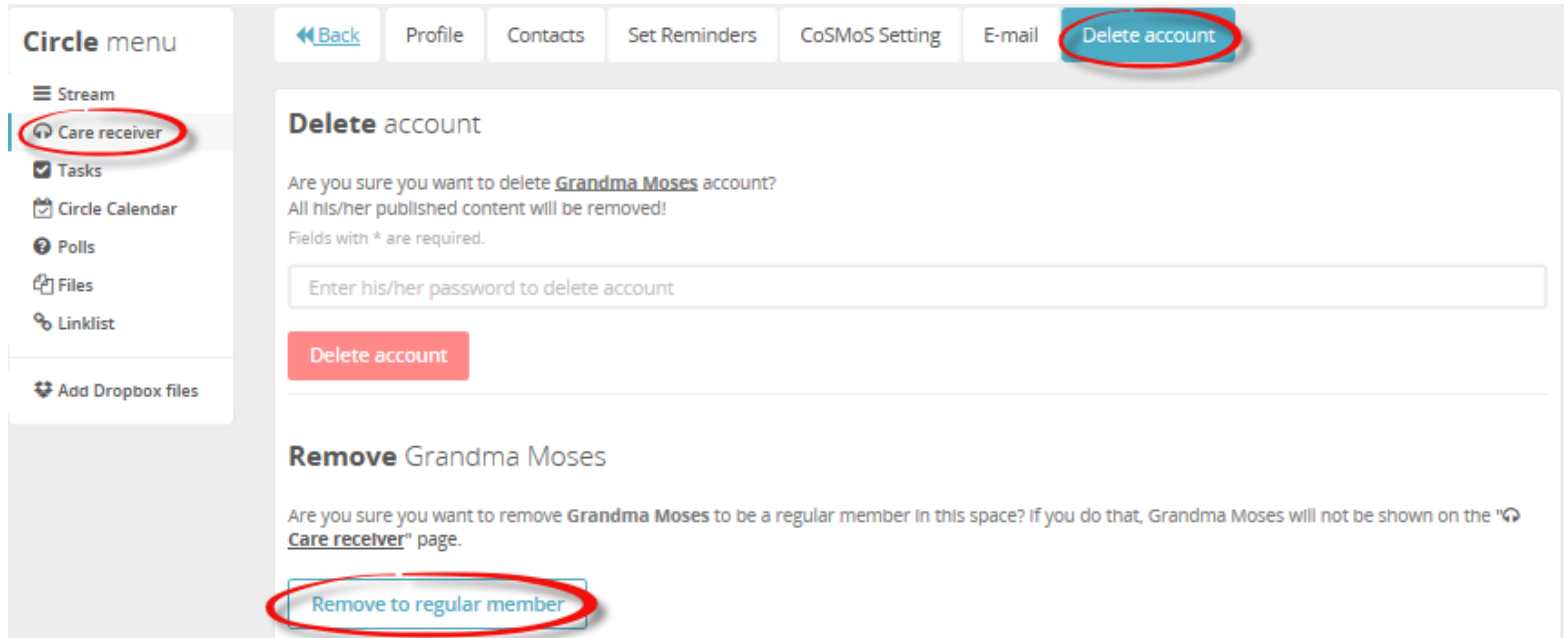
You can (Archive) the Account which makes the Account inactive but retains the Accounts published content

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

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

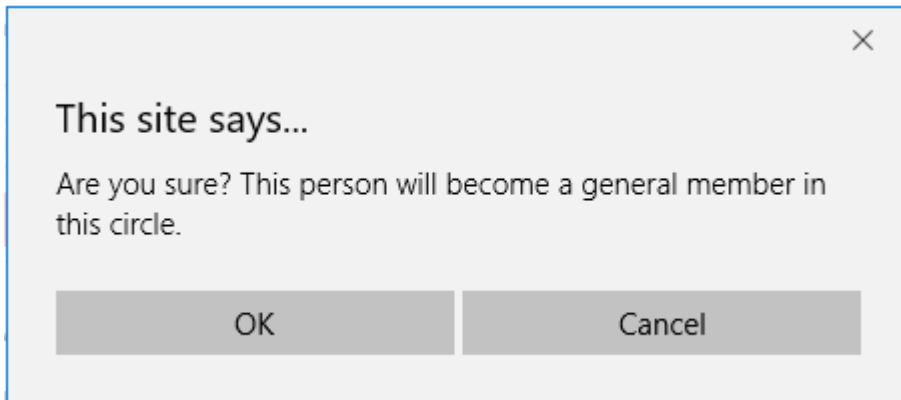
This is the same password that was entered to sign-up or log-in

Select **(Delete account)**



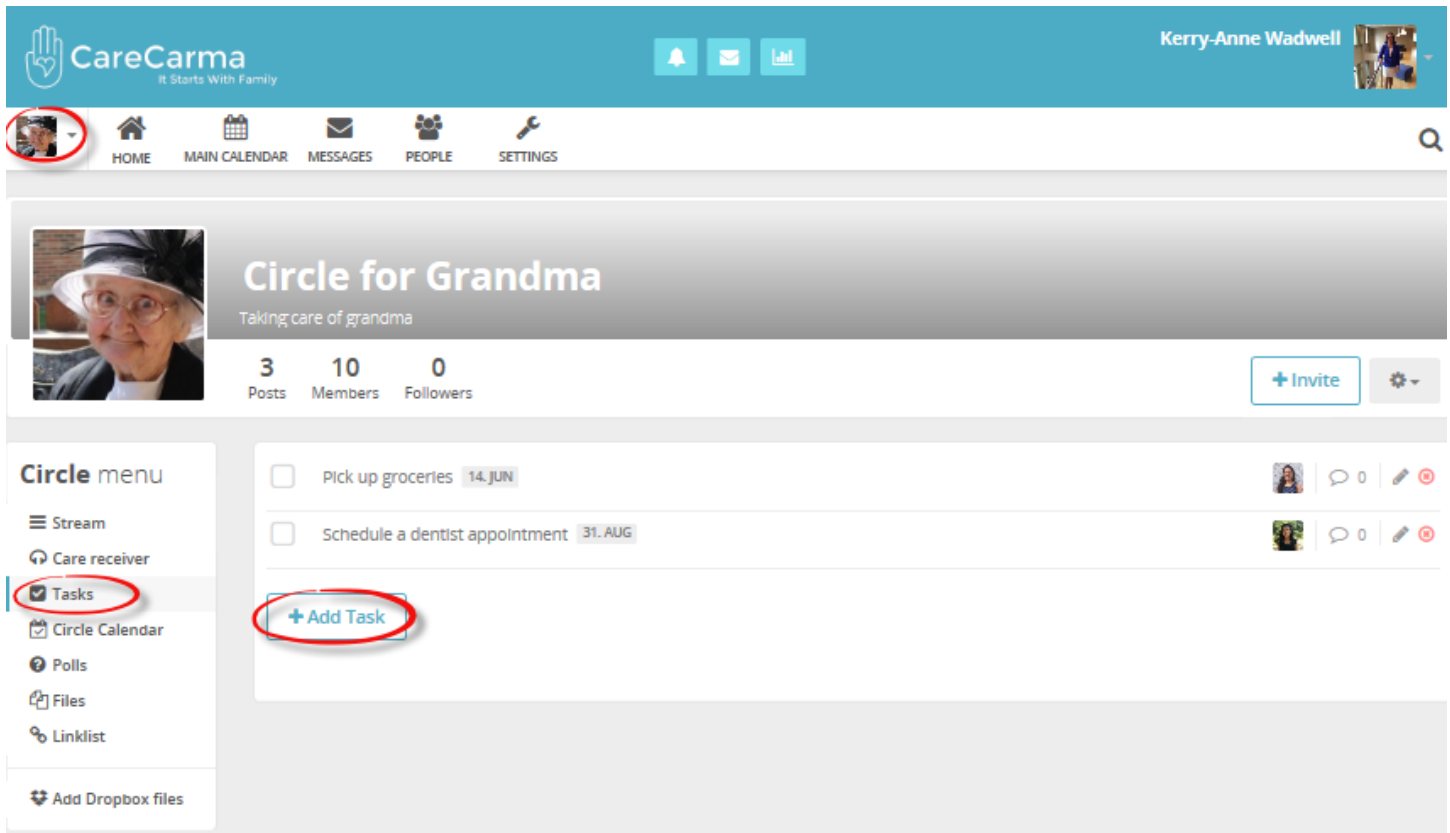
To change the Care Receivers status to (Regular Member):

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

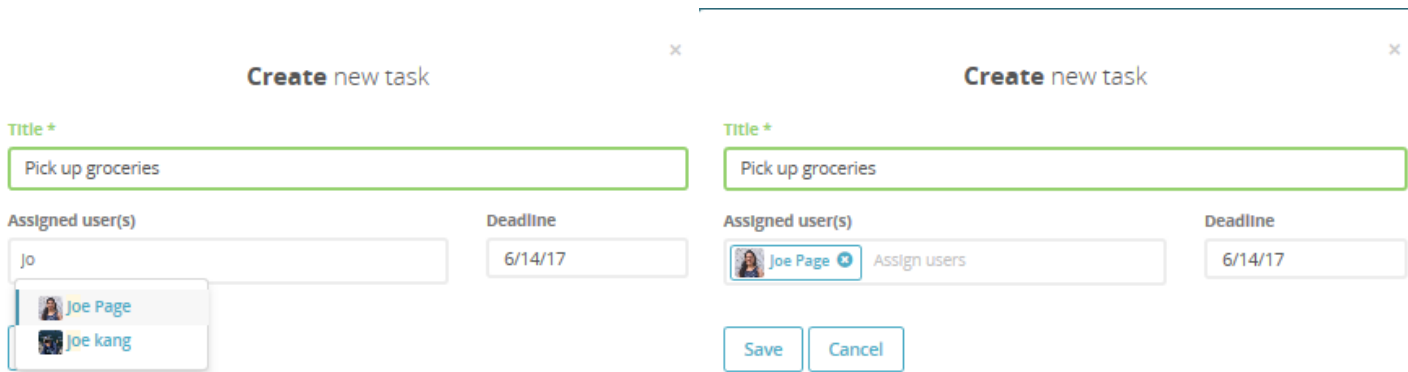


Tasks can be assigned to CareCircle members

To add a task:

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

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



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

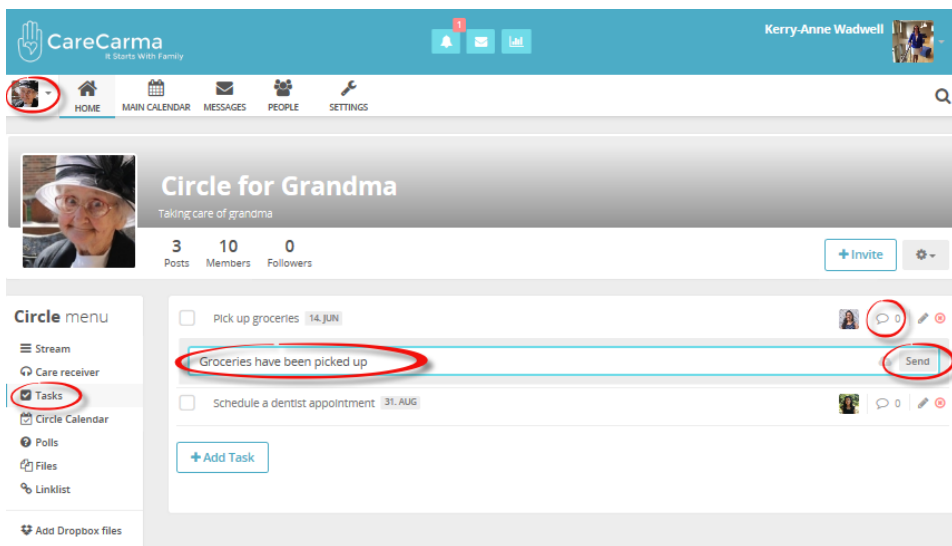
Repeat the last two steps until everyone you want assigned to this task is included

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:



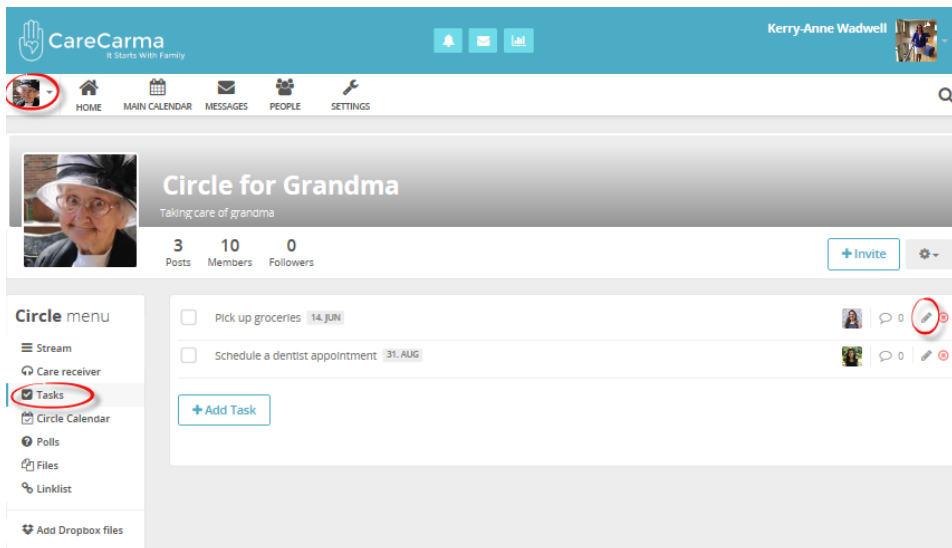
Select **(Tasks)** in the Circle Menu

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

Enter your comment

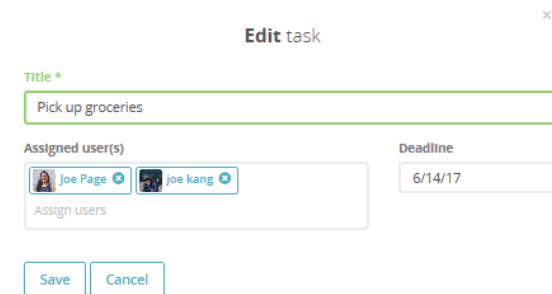
Select **(Send)** to send the comment to all CareCircle members

To edit a task:



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

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



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 user interface. At the top, there is a teal header with the CareCarma logo and the tagline "It Starts With Family". On the right side of the header, the user's name "Kerry-Anne Wadwell" and a profile picture are visible. Below the header is a navigation bar with icons for HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS. A search icon is located on the far right. The main content area features a profile card for "Circle for Grandma" with a profile picture of an elderly woman, the title "Circle for Grandma", and the subtitle "Taking care of grandma". Below the profile card, there are statistics for Posts (3), Members (10), and Followers (0), along with an "+ Invite" button and a settings gear icon. A "Circle menu" is open on the left, listing options: Stream, Care receiver, Tasks (highlighted with a red circle), Circle Calendar, Polls, Files, Linklist, and Add Dropbox files. The main task list shows two tasks: "Pick up groceries" due on 14 JUN and "Schedule a dentest appointment" due on 31 AUG. Each task has a checkbox, a user profile picture, a comment icon, and a delete icon (a red circle with a white 'X') which is also highlighted with a red circle.

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 user interface. At the top, there is a navigation bar with the CareCarma logo and the tagline "It Starts With Family". To the right of the logo are three icons: a bell, an envelope, and a bar chart. Further right, the user's name "Kerry-Anne Wadwell" and a profile picture are displayed. Below the navigation bar is a secondary menu with icons for HOME, MAIN CALENDAR, MESSAGES, PEOPLE, and SETTINGS. The main content area features a profile card for "Circle for Grandma" with a profile picture, the title "Circle for Grandma", and the subtitle "Taking care of grandma". Below the profile card are statistics: 3 Posts, 10 Members, and 0 Followers. To the right of these statistics are buttons for "+ Invite" and a settings gear icon. On the left side, there is a "Circle menu" sidebar with options: Stream, Care receiver, Tasks, Circle Calendar (highlighted with a red circle), Polls, Files, Linklist, and Add Dropbox files. The main area displays a calendar for June 2017. At the top of the calendar, there are navigation arrows, a "today" button (circled in red), and the month/year "June 2017". On the right side of the calendar, there are buttons for "month", "week", and "day" (all circled in red). The calendar grid shows dates from 28 to 31, with the 7th of June highlighted in light blue.

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

Description

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

Is Public

All Day

Start Date *	Start Time
<input type="text" value="6/6/17"/>	<input type="text" value="10:00"/>
End Date *	End Time
<input type="text" value="6/6/17"/>	<input type="text" value="11:00"/>

Participant Mode

Everybody can participate▼

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



Circle for Grandma

Taking care of grandma

3 Posts 10 Members 0 Followers

+ Invite ⚙️

Circle menu

- Stream
- Care receiver
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- 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

10a Doctors Appointment

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

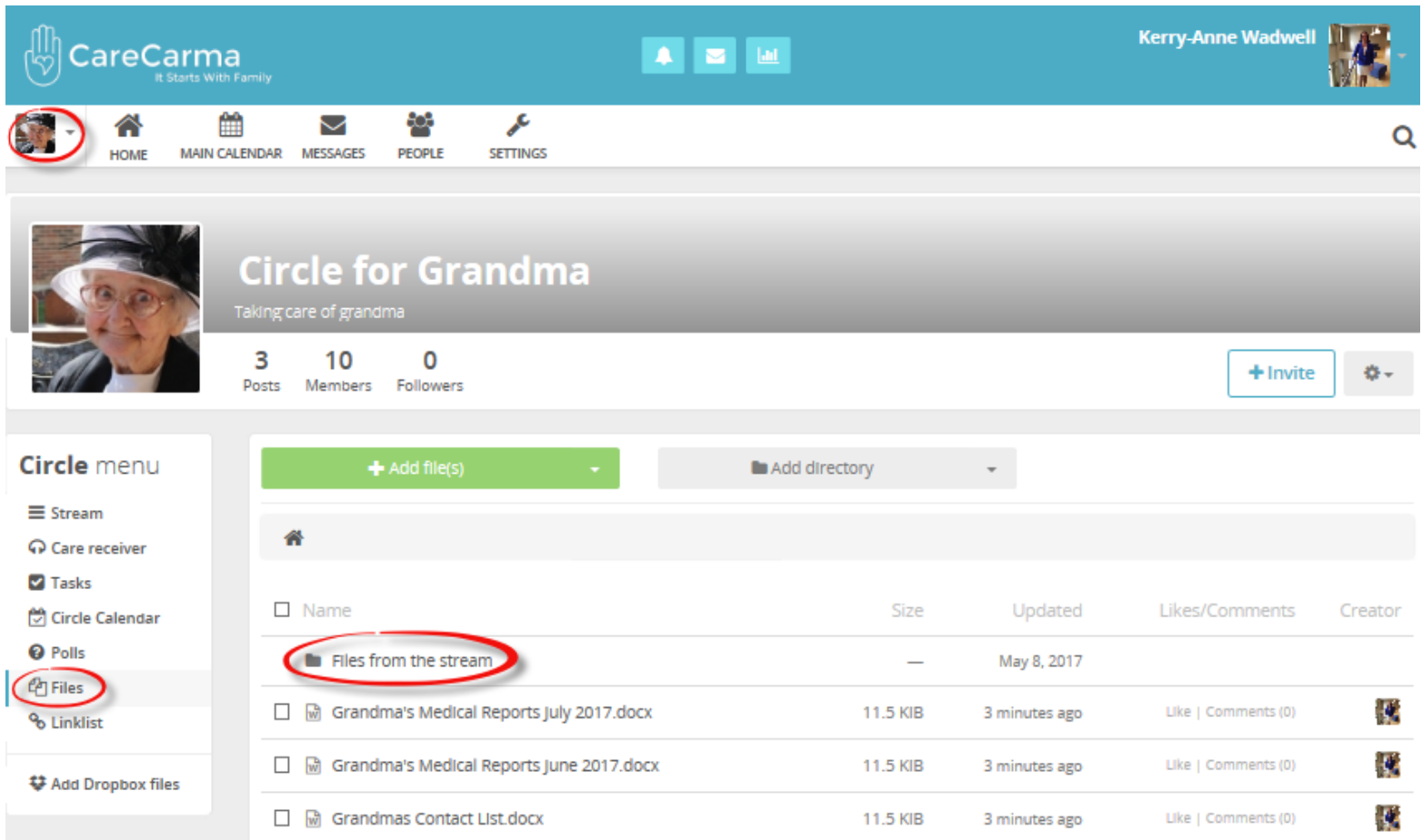
To change the poll to (Public) to allow CareCarma members access

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 user interface. At the top, there's a navigation bar with the CareCarma logo and user profile 'Kerry-Anne Wadwell'. Below that is a menu bar with icons for Home, Main Calendar, Messages, People, and Settings. The main content area is for a 'Circle for Grandma' with a profile picture and statistics: 3 Posts, 10 Members, and 0 Followers. There's an 'Invite' button and a settings gear icon. On the left, a 'Circle menu' is visible with options like Stream, Care receiver, Tasks, Circle Calendar, Polls, Files (circled in red), Linklist, and Add Dropbox files. The main content area shows a file management interface with a table of files. The 'Files from the stream' section is circled in red, showing a list of files:

<input type="checkbox"/>	Name	Size	Updated	Likes/Comments	Creator
<input type="checkbox"/>	Files from the stream	—	May 8, 2017		
<input type="checkbox"/>	Grandma's Medical Reports July 2017.docx	11.5 KIB	3 minutes ago	Like Comments (0)	
<input type="checkbox"/>	Grandma's Medical Reports June 2017.docx	11.5 KIB	3 minutes ago	Like Comments (0)	
<input type="checkbox"/>	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

CareCarma It Starts With Family

Kerry-Anne Wadwell

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

+ Add file(s)

Add directory

<input type="checkbox"/>	Name	Size	Updated	Likes/Comments	Creator
	Files from the stream	—	May 8, 2017		
<input type="checkbox"/>	Grandma's Medical Reports July 2017.docx	11.5 KIB	3 minutes ago	Like Comments (0)	
<input type="checkbox"/>	Grandma's Medical Reports June 2017.docx	11.5 KIB	3 minutes ago	Like Comments (0)	
<input type="checkbox"/>	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

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- Linklist
- Add Dropbox files

+ Add file(s)

Add directory

(1) Selected Items...

Delete

Move

ZIP selected

<input type="checkbox"/>	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)	

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

3 Posts 10 Members 0 Followers

+ Invite

- Circle menu**
- Stream
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 - Linklist
 - Add Dropbox files

+ Add file(s) **+ Add directory**

<input type="checkbox"/>	Name	Size	Updated	Likes/Comments	Creator
	Files from the stream	—	May 8, 2017		
<input type="checkbox"/>	Activities Log	—	7 minutes ago	Like Comments (0)	
<input type="checkbox"/>	Health Reports	—	11 minutes ago	Like Comments (0)	
<input type="checkbox"/>	Shopping Lists	—	9 minutes ago	Like Comments (0)	
<input type="checkbox"/>	Grandma's Medical Reports July 2017.docx	11.5 KIB	25 minutes ago	Like Comments (0)	
<input type="checkbox"/>	Grandma's Medical Reports June 2017.docx	11.5 KIB	25 minutes ago	Like Comments (0)	
<input type="checkbox"/>	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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+ Invite

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- Add Dropbox files

+ Add file(s) Add directory

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

To add files to a directory:
Select the **(Directory)** you want to add files to

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+ 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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- Linklist
- Add Dropbox files

+ Add file(s) Add directory

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

(1) Selected Items...
Delete
Move
ZIP selected

<input type="checkbox"/>	Name	Size	Updated	Likes/Comments	Creator
<input checked="" type="checkbox"/>	Health Reports				
	Grandma's Doctor's Reports			Like Comments (0) Show on Wall	
<input type="checkbox"/>	Shopping Lists	—	19 minutes ago	Like Comments (0)	
<input checked="" type="checkbox"/>	Grandma's Medical Reports July 2017.docx	11.5 KIB	20 minutes ago	Like Comments (0)	
<input type="checkbox"/>	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)**

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

The screenshot shows the CareCarma interface for a circle named "Circle for Grandma". The top navigation bar includes "HOME", "MAIN CALENDAR", "MESSAGES", "PEOPLE", and "SETTINGS". The "Linklist" option in the "Circle menu" is circled in red. A category titled "Best medical websites" is highlighted with a red circle. Below it, two links are listed: "National Institute on Aging" and "WebMD". An "Add Category" button is also circled in red at the bottom.

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

The screenshot shows the "Create new category" pop-up form. The "Linklist" option in the "Circle menu" is circled in red. The form fields are: Title (Best Medical Websites), Description (Here's my list of the best websites for medical information), and Sort Order (1). A "Save" button is visible at the bottom.

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

CareCarma It Starts With Family

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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 Edit a category:

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

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Edit category

Title

Description

Sort Order

[Save](#)

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

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

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



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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 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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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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Create new link

Title

Description

URL

Sort Order

[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

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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 Edit a link:

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

CareCarma
It Starts With Family

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Circle menu

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- Circle Calendar
- Polls
- Files
- Linklist**
- Add Dropbox files

Edit link

Title
WebMD

Description

URL
http://www.webmd.com/

Sort Order
2

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



Circle for Grandma

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Circle menu

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- Circle Calendar
- Polls
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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 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?

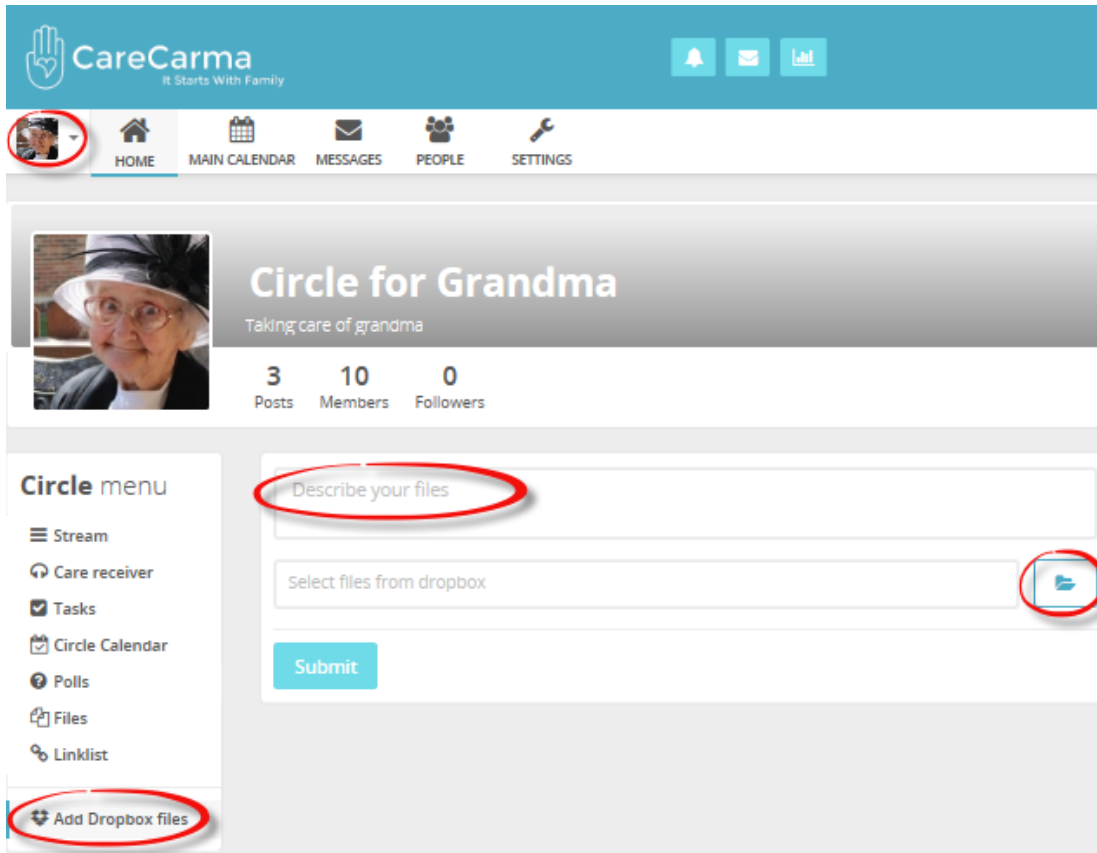
Delete

Cancel

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

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

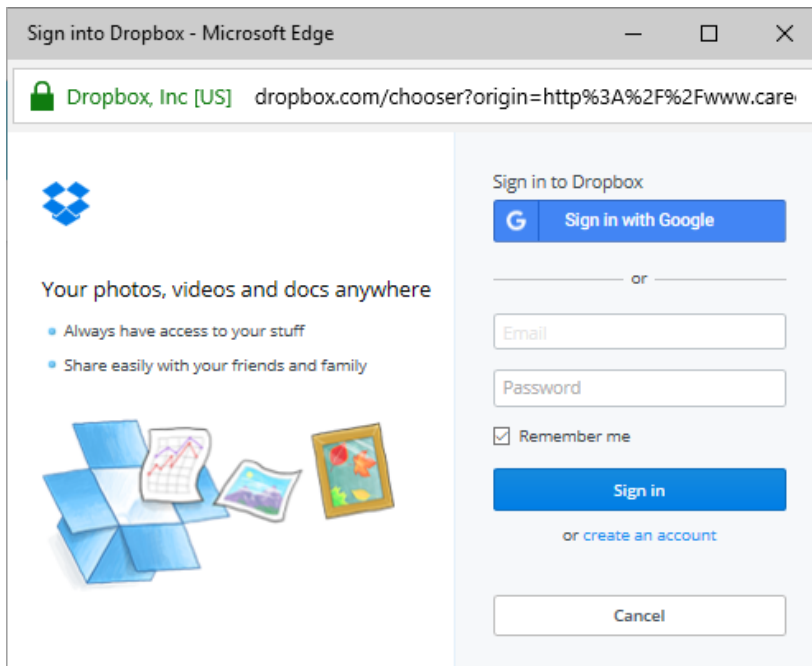
Selecting (Add Dropbox files) allows you to add files stored in a Dropbox to your CareCircle



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



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