



# Comuniti Groups – Transplant Comuniti User Guide

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## 1 Introduction

Comuniti Groups is a free, secure online collaborative platform. It is the ideal place to organize group projects and makes teamwork easier. If you want to improve the flow of communication within your health organization, organize secure video conferences or find documents wherever you are, find out how to use Comuniti Groups fast.

|  |   |  |
|--|---|--|
| <p><b>My first steps</b></p> <p>Explore all the functions of Comuniti Groups and find the answers to all your questions.</p> | <p><b>Create my group project</b></p> <p>If you want to use Comuniti Groups to organize your projects, find out how to do so!</p> | <p><b>Why you should use Comuniti Groups</b></p> <p>Make better use of the most powerful functions in Comuniti Groups and receive advice from your peers who use it.</p> |
|--|---|--|

## 2 How to register in Comuniti Groups and get access to Transplant Comuniti workspace?

1. Access to Transplant Comuniti workspace is by invitation-only. Click on 'Click Here to Register' from your invite email and it will be redirected to <https://transplant.stage.comunitigroups.com/invitation/8SAD9>, the registration page. **8SAD9** at the end of the URL is a sample invitation code that is unique to each user/invite.
2. Fill out the registration form fields, enter mobile number for verification and click on 'Get a verification code from the number'.
3. Check for a Comuniti Groups verification code via text on your phone.
4. Enter the verification code and click on 'Approve'.
5. Complete the registration by Clicking on 'Save'.
6. You are automatically logged in and redirected to Transplant Comuniti workspace.

**Note:** Please contact your local MSD representative for access to Transplant Comuniti workspace. MSD representative shall email your first name, last name and email address to the workspace administrator. After that, you should be receiving an invite email shortly from the workspace administrator. The email has an option 'Click Here to Register' that will redirect you to the registration page of Comuniti Groups.

## REGISTRATION

### About you



### Mobile number

You will need a valid mobile number in order to contact you.



+1

[Get a verification code from the number](#)

### Terms of Use


- I agree to [terms of use](#) and [Privacy Notice](#) of Comuniti Groups
- I agree to receive information from Comuniti Groups from time to time (new functions, tips for use, testimonials from healthcare professionals)

By clicking the 'Save' button, I attest that I am a healthcare professional.

Save

### 3 How do I log out from Transplant Comuniti workspace?

To log out of your account,

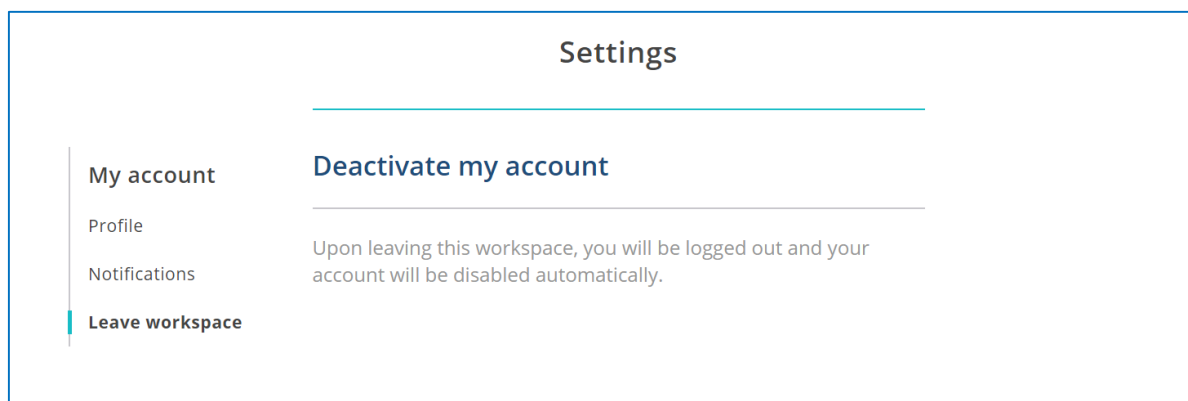
1. Click on  Disconnection icon from the left side menu of the workspace homepage.

### 4 How to Leave workspace permanently?

If you choose to permanently leave Transplant Comuniti workspace, you may do so any time by clicking on 'My profile' from left side navigation menu. The Profile page appears and click on the



settings icon (Modify profile). Under My account, click on “**Leave workspace**”, then click the “Approve” button, and finally click “OK” on the confirmation pop-up.



**Note:** Once you leave the workspace, your account will be disabled automatically from Transplant Comuniti workspace and Comuniti groups platform. You must be re invited by the workspace administrator if you would like to join the workspace again.

## 5 Groups

What is a *group*? The majority of daily discussions and sharing takes place in the groups. They make it possible to organize conversations within the same workspace. There are two types of groups: the **public** groups and **private** groups.


### → Public groups:

These groups can be seen and accessed by all the members of a workspace. Any member of workspace can decide to join a public group.

**Note:**

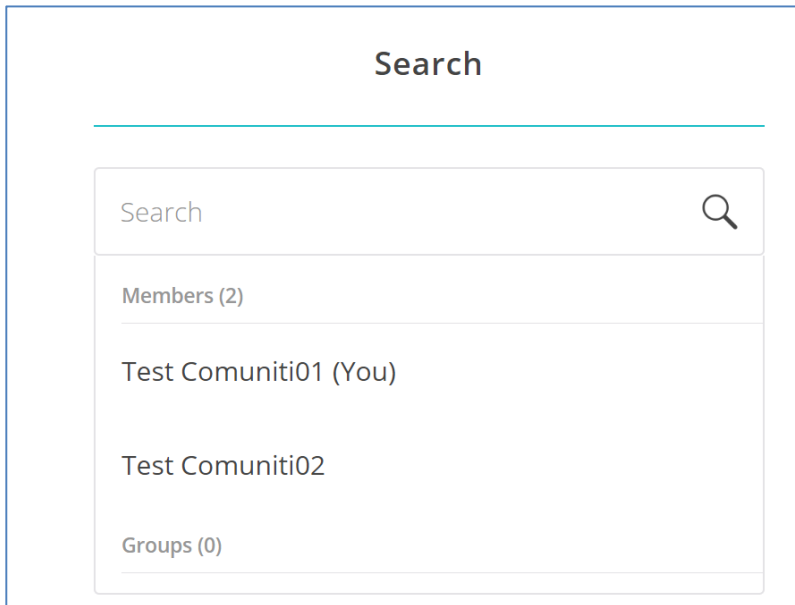
A member must be part of at least one group. Each new member joins the “General” group by default

**→ Private groups:**

The only way of joining a private group is to be invited. These groups do not appear in search results. If you are a member of a private group, the “” icon will be visible to you next to the name of the group.

### 5.1 Search and find a public group

If you know the name of the group, you can type it directly into the search bar at the top right-hand corner of the screen. Once you have found the group you are looking for, all you need to do is to click to access it.

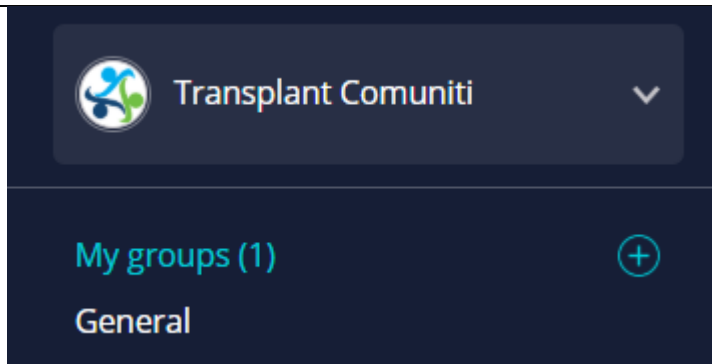


You can also see all the groups on the left-hand side of your screen, and then browse the list of existing public groups

### 5.2 How to create a group?

To create a new group, follow these steps:

1. Click on the ‘+’ sign next to “My groups”.




2. Give your group a name. You can decide to make the group public or private.
3. From now on, you can invite members to this group. All you need to do is type the first letters of their first or last name, then click on the person. They will be automatically added to the group.
4. Save

## 6 Videoconferences

### 6.1 How to organize/join a videoconference?

There's nothing easier than organizing a videoconference on Comuniti Groups! All you need to do is follow these steps:

1. Go to [transplant.comunitigroups.com](https://transplant.comunitigroups.com), log in if you have an account
2. Access the group that you want to organize a videoconference
3. Click on the  icon, located in the top left-hand corner of your screen
4. Click on the '+' VIDEOCONFERENCE button to create a new video conference
5. On the details page, you have the option to create a Public or Private video conference
6. Check the box if it is 'Meet the expert'. By default, it is created as Public video conference
7. You can join by clicking on the video conference link from the calendar view and click 'Join' from the details page or directly from the video conference page

### Create a videoconference

---

Private  Public

Name

Meet the expert


Start 10/09/2019 at 18 : 00

Ends 10/09/2019 at 19 : 00

Description


Cancel

Save

 **Who can use this function?**

All members of a workspace can organize a video conference.

## 6.2 How to cancel a videoconference?

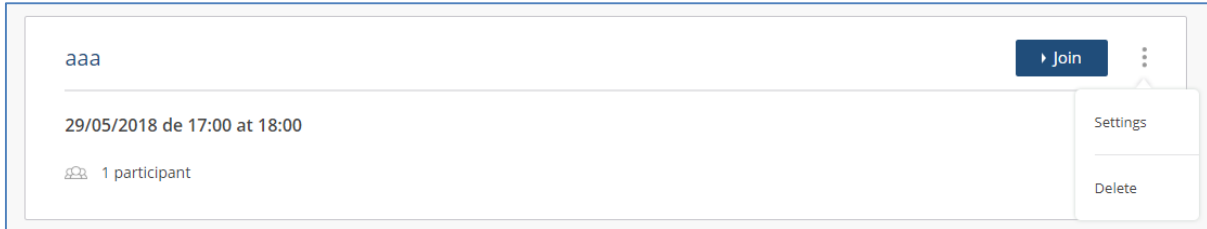
 **Who can use this function?**

Only the member who organized the video conference can cancel it.



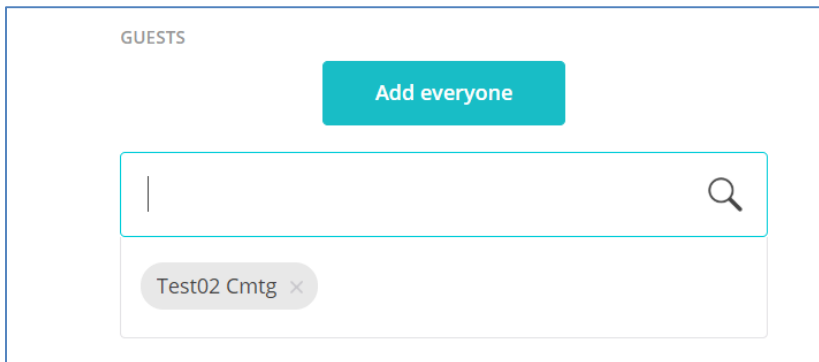
If you want to cancel a videoconference, follow these steps:

1. Access the videoconference section
2. Click on the “ ⋮ ” icon on the right-hand side of the videoconference that you wish to cancel
3. Click on Delete



### 6.3 How to add/invite members to a private video conference?

Search for members in the Guests section on the 'Create a videoconference' page, while creating a private video conference and add them.



### 6.4 How to add/invite a person who is not a member of the workspace to the video conference?

They must be invited, added as a member of Transplant Comuniti workspace first before they can be invited to a video conference. When a member joins the workspace, they are automatically added to 'General' group. If a public 'Meet the Expert' video conference is created, all members are automatically added.

### 6.5 Who can organize a video conference?

Only registered members of the workspace can organize a video conference.

## 6.6 Do I need to add members to a public video conference?

No. All members of the workspace are automatically added to a public video conference. All workspace members will be able to view the video conference on their calendars and can join the meeting by clicking on the video conference link, then click 'Join' from the details page.

## 6.7 How many participants can you have on the videoconference at the same time?

This video conference feature allows up to 5 participants to utilize the camera on at the same time and no limit with the camera off (default setting). On iOS and MacOS videoconferencing is only available via the Safari browser. Participants can also use the "Screen Sharing" if the member is accessing the platform via Chrome or Firefox browsers on Windows and Android operating systems.

## 6.8 What web browsers and mobile devices are supported?

### Computers/Laptops

| OS      | Firefox | Google Chrome | IE 11 | Window Edge | Safari 11 | Comments   |
|---------|---------|---------------|-------|-------------|-----------|--|
| Windows | ✓       | ✓             | ✓     | ✓           | N/A       | Screen sharing works only on Firefox and Chrome  |
| MacOS   | ✓       | ✗             | N/A   | N/A         | ✓         | Screen sharing won't work with Safari on Macbook |

You can access Comuniti Groups from the below browsers on your Android/iOS devices.

### Mobile Devices

| OS      | Firefox | Google Chrome | Safari | Samsung Internet | Comments  |
|---------|---------|---------------|--------|------------------|---|
| Android | ✓       | ✓             | N/A    | ✓                | Screen sharing works only on Firefox and Chrome       |
| iOS     | ✗       | ✗             | ✓      | N/A              | Screen sharing won't work with Safari on iPhone, iPad |

## 7 Documents




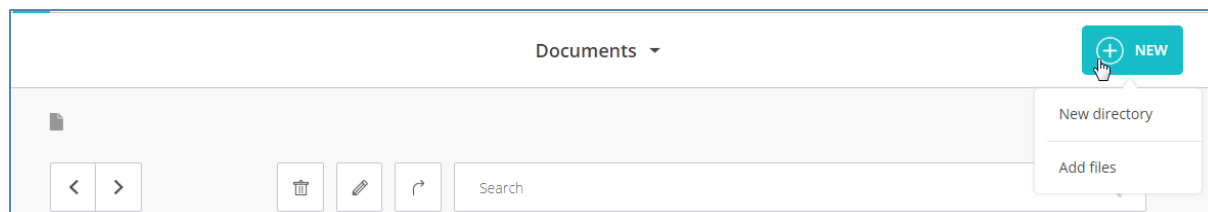
### **Who can use this function?**

All members of a workspace can add/edit/delete a document if the main administrator has authorized it beforehand.

### 7.1 How to add a document?

Thanks to Comuniti Groups, it is possible for you to share documents with all the members of your group! For this, all you need to do is:


1. Click on the “” icon, located in the top left-hand corner of your screen
2. If you want to create a folder containing several files, click on “new folder”. To import the file directly, click on “Add a file”, followed by “new document” to thus attach your document.





3. Download your document and click on finish to share it with all of your colleagues

### 7.2 How to download/archive/edit/move a document?

If you want to put a document in a folder, you have to:

1. Select the desired document
2. Click on the “” icon located on the right-hand side of the document

| Name  | Modified on | Created by            | Shared with           |
|---|-------------|-----------------------|-----------------------|
|  Registration and workspace creatio... | Today10h56  | Test Comuniti01 (You) | Test Comuniti01 (You) |



3. Choose the action that you want to complete, i.e.: Download, edit, move to a folder or archive the document

### 7.3 How to find a document?


If you want to find a document, follow these steps:


1. Go to the documents section
2. Type the name of the document in the search bar

### 7.4 How to rename a document?

If you want to rename a document within a folder, you have to:

1. Select the desired document

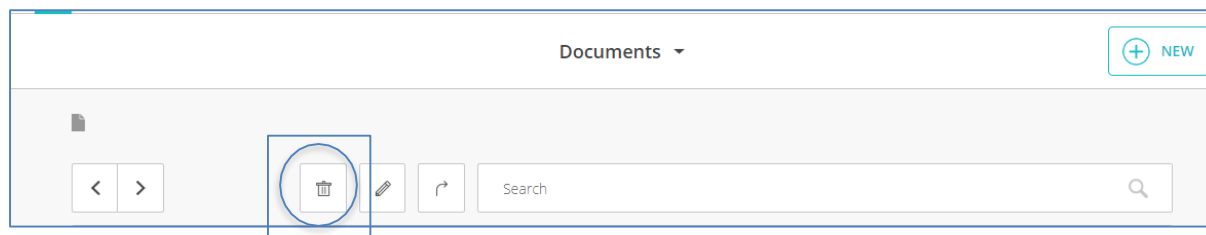
| Name  | Modified on | Created by            | Shared with           |
|---|-------------|-----------------------|-----------------------|
|  Registration and workspace creatio... | Today10h56  | Test Comuniti01 (You) | Test Comuniti01 (You) |

2. Click on the “” icon located on the right-hand side of the document
3. Click on edit
4. Rename the document

### 7.5 How to delete a document?

To delete a document, these steps need to be followed:


1. Select the desired document
2. Click on the recycle bin icon in the top left-hand corner of the screen




## Documents

### 7.6 How to restore a deleted document?

To restore a previously deleted document, you have to:

1. Access the document section
2. Access the recycle bin by clicking on “  ”

## Documents


3. Click on the “  ” icon located on the right-hand side of the document
4. Select “restore”


### 7.7 How to change the confidentiality options of a document?

When you import a document, you will be able to change the confidentiality options so that it is either visible to you alone, to members of a group or on the homepage (visible to all).

To change the confidentiality options, you have to follow these steps:

1. Import the document


| Name  | Modified on | Created by            | Shared with           |
|---|-------------|-----------------------|-----------------------|
|  Registration and workspace creatio... | Today10h56  | Test Comuniti01 (You) | Test Comuniti01 (You) |

2. Click on the “  ” icon on the right-hand side of the document
3. Click on edit
4. Choose your sharing options
5. Save

## 8 Calendar:

### 8.1 How to create an event?

All you need to do is to:

1. Access the workspace and click on the “  ” calendar tab (in the top left-hand corner of the screen)
2. Select the date of the event that you want to create

3. Fill in the different pieces of information regarding your event ( public or private, title, place, repeat event, guests, notes)
4. Validate the creation of the event

***Who can use this function?***

All the members of a workspace can create an event if the main administrator has authorized it beforehand.

**8.2 How to share my private event on my calendar?**


To share your private event with members from the workspace, you need to invite the relevant people when creating the event.

If the event has already been created, you need to select the event to be able to edit the list of guests for the event.

**8.3 How to delete an event?*****Who can use this function?***

Only members whose accounts are already registered in Transplant Comuniti

To delete an event, follow these steps

1. Access the Calendar section on the platform by clicking on the “  ” icon (in the top left-hand corner of the screen)
2. Choose the event that you want to delete
3. Go to the bottom of the page
4. Click on “Delete the event”

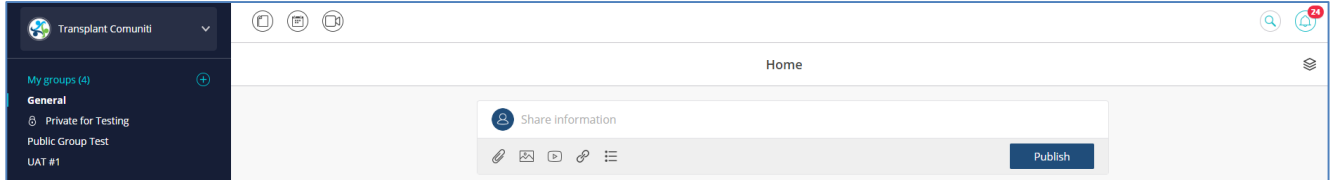
### 8.4 Can I synchronize this calendar with other calendars (for example, Google Calendar, iCalendar)?

No, it is not yet possible to synchronize the workspace calendar with other calendars.





## 9 Publications

### 9.1 How to publish on Comuniti Groups?

If you want to publish a file/image/video/link on the wall of your group, follow these steps:




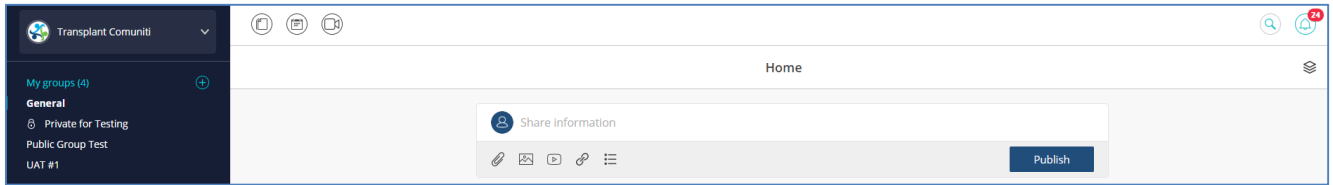
1. Access the group that you want to publish a document in
2. Click on “Share information” to write a comment, or on one of the different icons available to perform an action:

-  : Attach a file
  -  : Attach an image
  -  : Add a video
  -  : Add a link
3. Click on publish

### 9.2 How to quickly access documents shared in a group?


To access the list of items published in a group, follow these steps:

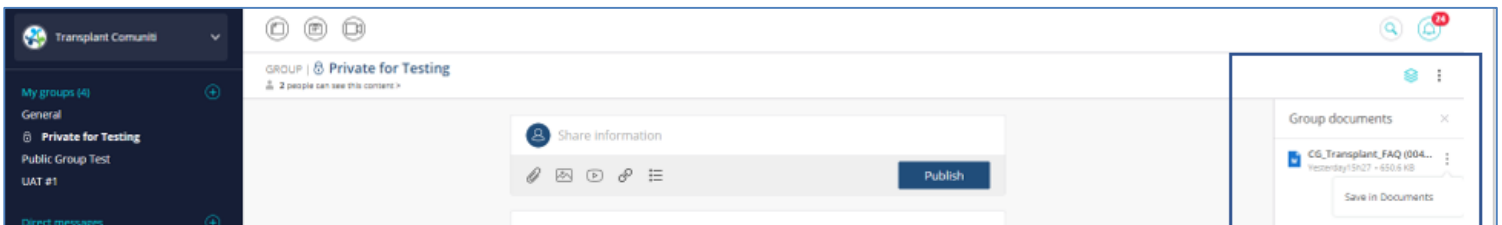
1. Access the group that contains the publications you are interested in
2. Click on the “  ” icon on the right-hand side of the page



### 9.3 How to save a document shared in a group in the “documents” section?

If a publication interests you and you want to save it in the “documents” space, you have to:

1. Access the list of documents
2. Click on the “” icon located on the right-hand side of the relevant document
3. Click on “Save in Documents”




### 9.4 How to comment on a publication?



#### ***Who can use this function?***

All the members of a workspace can comment on a publication

To comment on a publication on the Comuniti Groups wall, follow these steps:

1. Go to [www.transplant.comunitigroups.com](http://www.transplant.comunitigroups.com) to log in
2. Access the group that contains the publication you are interested in
3. Write your comment on the bottom of the publication
4. Click on the “” icon to publish it



## 10 Transplant Comuniti workspace member permissions

|                               | Members (HCP)                |
|-------------------------------|------------------------------|
| Request access to a workspace | x                            |
| Create a workspace            | x                            |
| Post on the homepage          | ✓                            |
| Delete a post                 | ✓ (if you created the post)  |
| Like a post                   | ✓                            |
| Comment on a post             | ✓                            |
| Create a group                | ✓                            |
| Invite a member               | x                            |
| Edit a group                  | ✓ (if you created the group) |
| Join a group                  | ✓ (if public)                |
| Leave a group                 | ✓                            |
| Delete a post                 | ✓ (if you created the post)  |
| Like a post                   | ✓                            |
| Comment on a post             | ✓                            |
| Create an event               | ✓                            |

|  |   |
|--|---|
| Edit an event                            | ac (if you created the event)   |
| Delete an event                          | ac (if you created the event)   |
| View an event                            | ac (if public event)<br>(Upon invite, private event)                    |
| <b>Videoconference</b>                   |   |
| Create a videoconference                 | ✓   |
| Edit a videoconference                   | ac (if you created the videoconference)                                 |
| Delete a videoconference                 | ac (if you created the videoconference)                                 |
| Join a videoconference                   | ✓ (if public videoconference)<br>(Upon invite, private videoconference) |
| See a file/folder                        | ✓(if shared or public)  |
| Download a file/folder                   | ✓ (if shared or public)   |
| Archive a file/folder                    | ac  |
| Move a file/folder                       | ac  |
| Add a new file/folder                    | ac  |
| Duplicate a group's file in this section | ✓   |
| Restore a file                           | ac  |
| Delete a file                            | ac  |
| Download a file                          | ✓   |

|                                    |   |
|------------------------------------|---|
|                                    |   |
| Find a member/group                | ✓ |
| See notifications                  | ✓ |
| Add a member                       | x |
| Delete a member                    | x |
| See a member's profile             | ✓ |
| Editing a profile                  | ✓ |
| Deleting a profile                 | ✓ |
| Managing notifications             | ✓ |
| Editing workspace general settings | x |
| Managing rights and delegations    | x |
| Managing workspace access requests | x |

✓: possible

x: not possible

ac: according to configuration