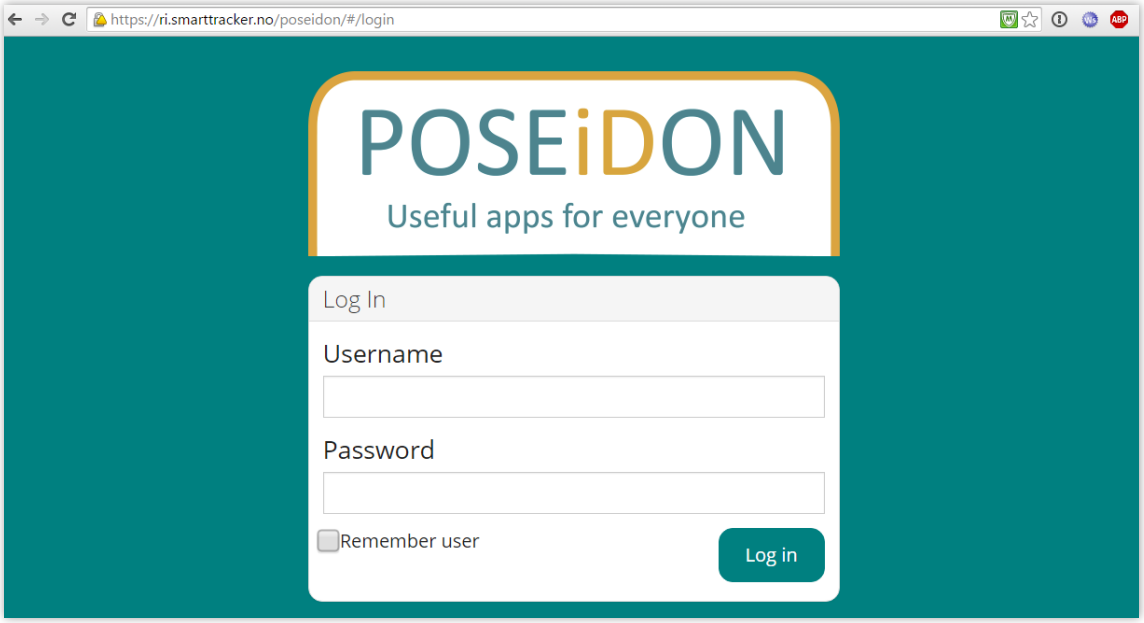
Poseidon Web User Manual

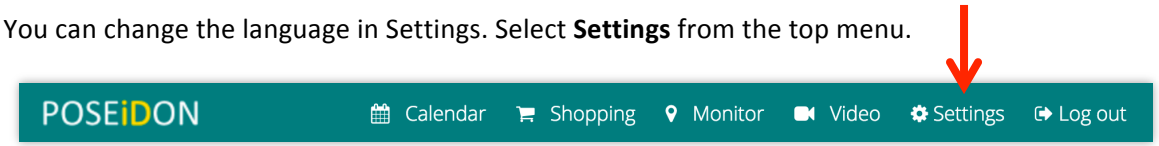
Login

Open the Poseidon web by clicking this link: https://ri.smarttracker.no/poseidon.
The best browser to use is Google Chrome. Make sure you have the latest version.
Use the distributed username and password to log in.

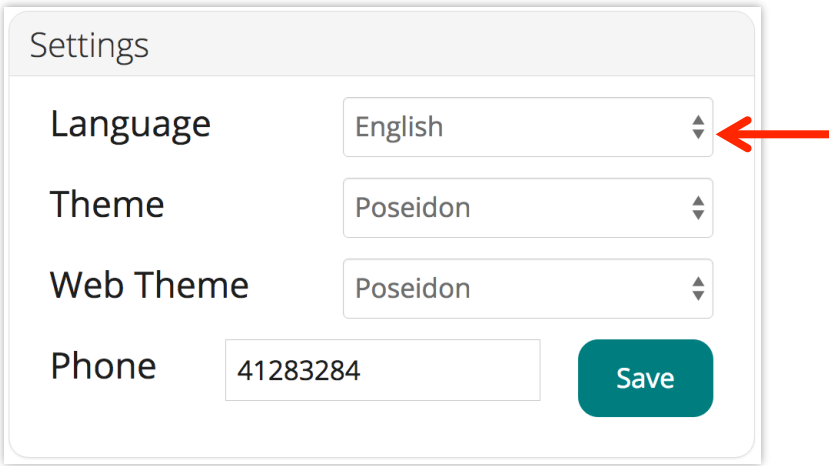


Change language

You can change the language in Settings. Select **Settings** from the top menu.

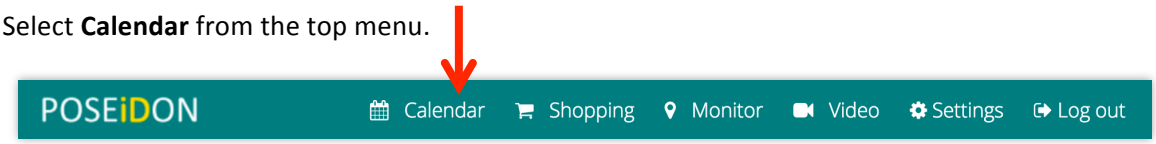


Choose the preferred language and press **Save**.



Calendar

Select **Calendar** from the top menu.

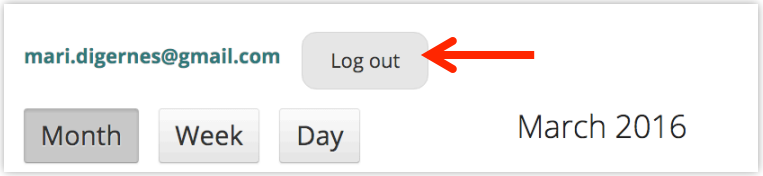


Connect to Google Account

The calendar must be connected to a Google Account. Click on **Connect to Google calendar**.

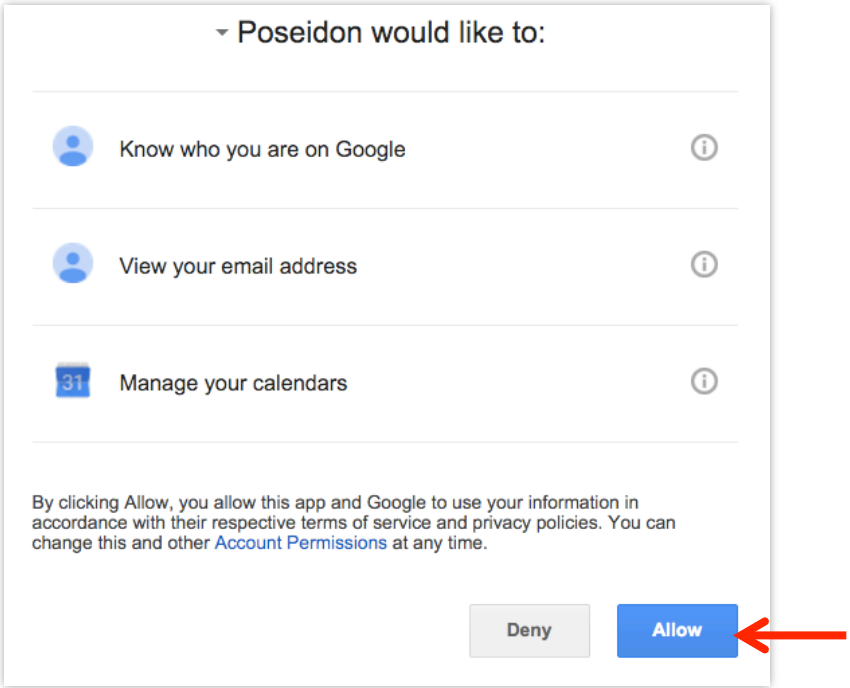
Change Google Account

In the top left corner you can see which Google account that is being used. If you want to change to another Google account, click **Log out**. Then you can log in to another Google account.



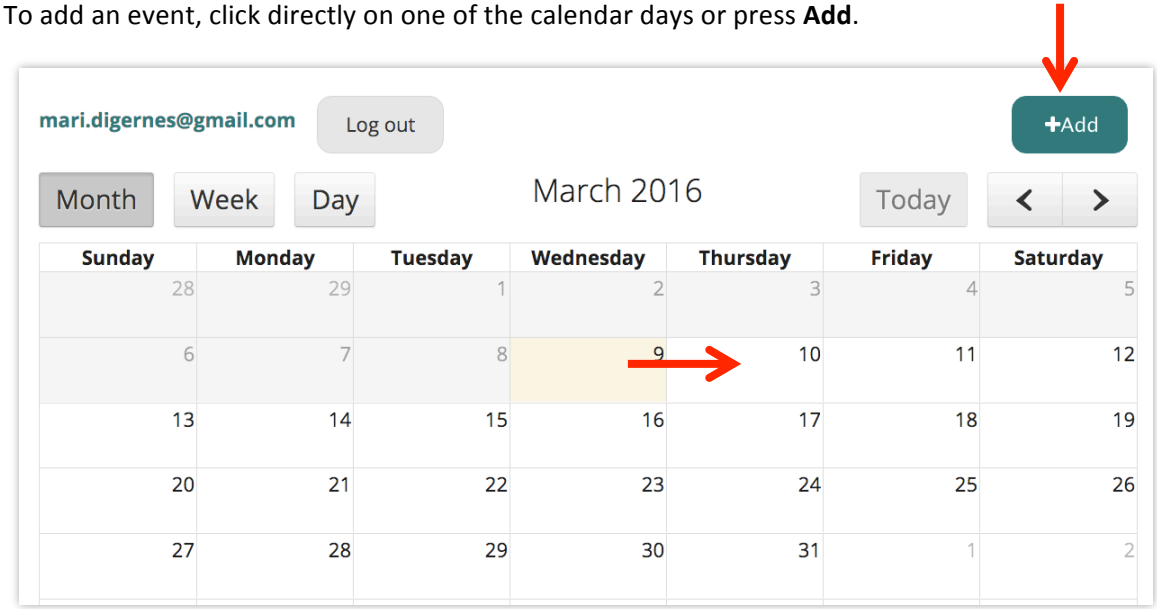
Accept that a Google account is used for POSEIDON

When the POSEIDON web tries to connect to a Google account for the first time, a pop-up window might appear. There you must allow that the Google account is used for POSEIDON. Press **Allow**.



Add a new Calendar event

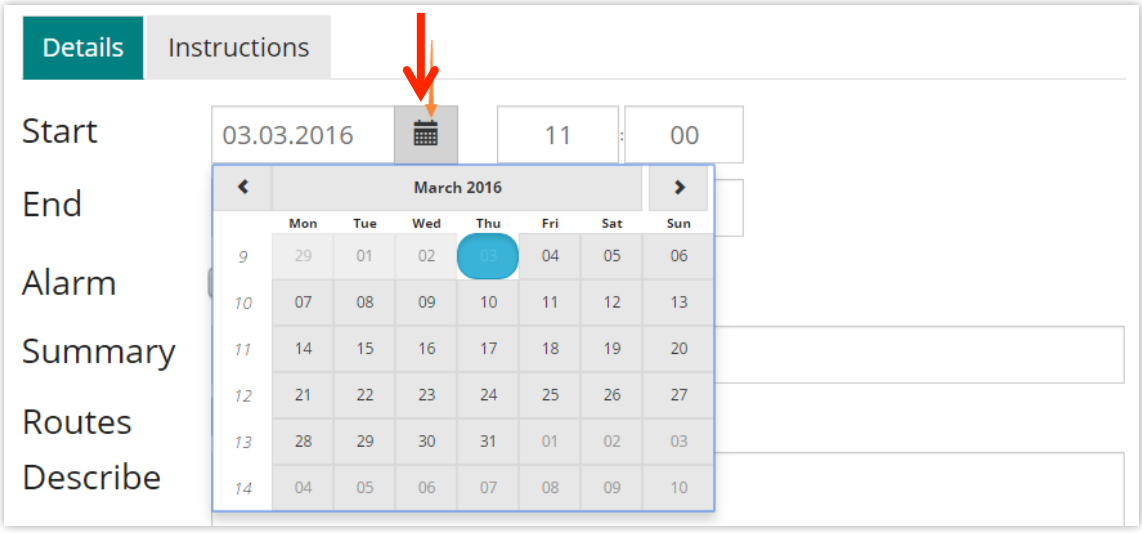
To add an event, click directly on one of the calendar days or press **Add**.



Choose date and time

You must choose date and time for when the event will start and end.

To select a date, click on the **calendar icon** to open all of the dates. Then click on the date.

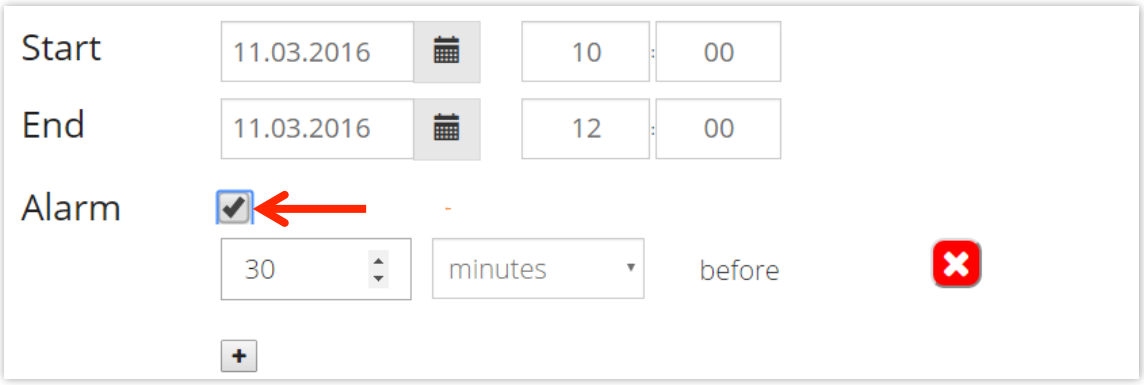


To select time (hour and minutes) you can enter the numbers directly or navigate with the up- and down-arrows on your keyboard.

Add an alarm

To add an alarm, click the **Alarm** check box. Specify how many minutes, hours or days before the event the alarm will ring. Enter the numbers directly or use the up- and down-arrows on the screen.

If you want to add several alarms, click the **plus-button** and do the same as described above.

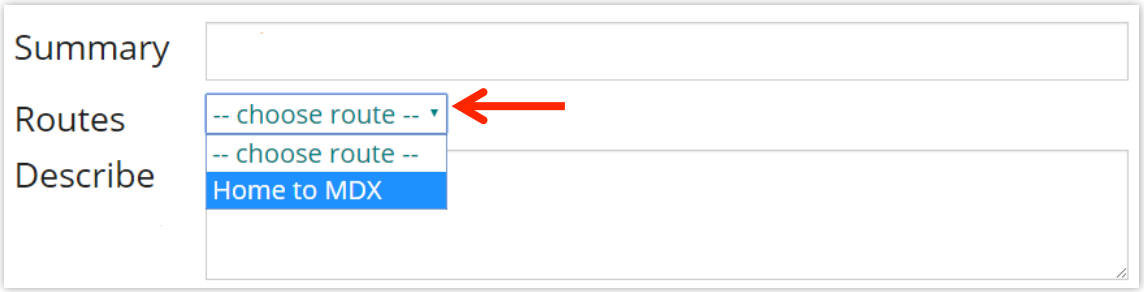


Add summary, route and description

In the **Summary** box, write a title for the event. This is mandatory. E.g. “Go to school”.

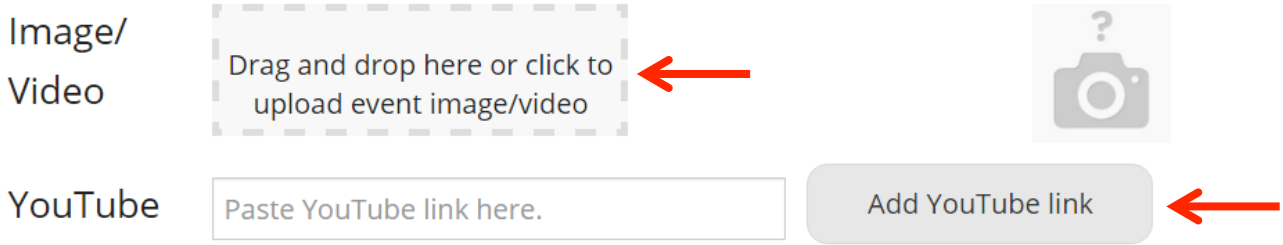
Routes contain a list of the routes created with the Home Navigation app. If you want a specific route to be connected to this event, you can select it in the list. This is optional.

In the **Describe** box you can describe the event in more detail.
E.g. “You need to get ready for school now”. This is optional.



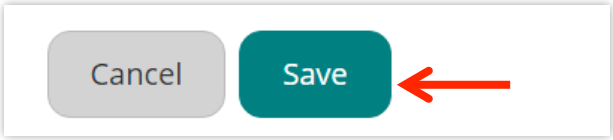
Add image and video

Drag and drop an image or a video to the grey field or click the field to get access to the files on your computer. The image or video will then be uploaded and added to the event. For videos, another choice is to insert a YouTube link in the video input field. Insert the link and press **Add YouTube link.**



Save event

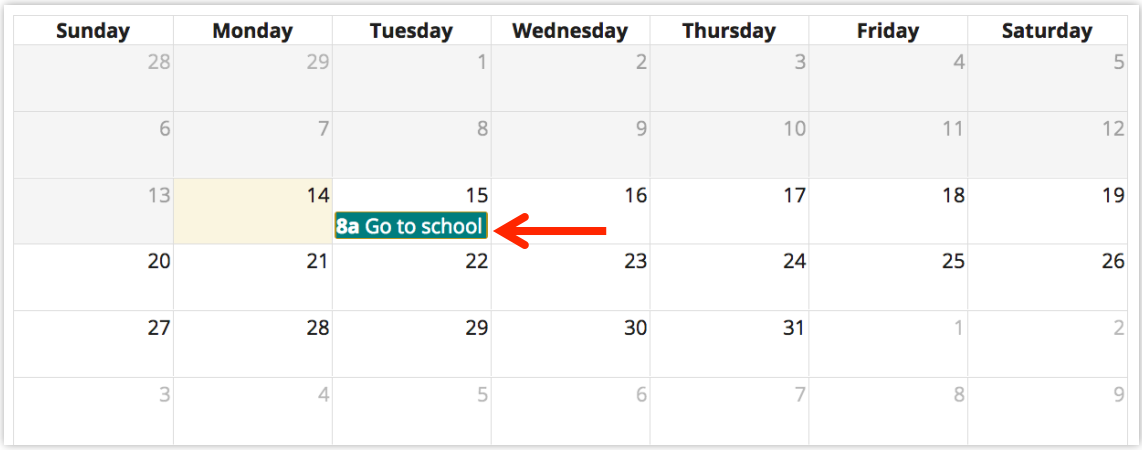
To save the event to your calendar, click **Save** at the bottom of the page.



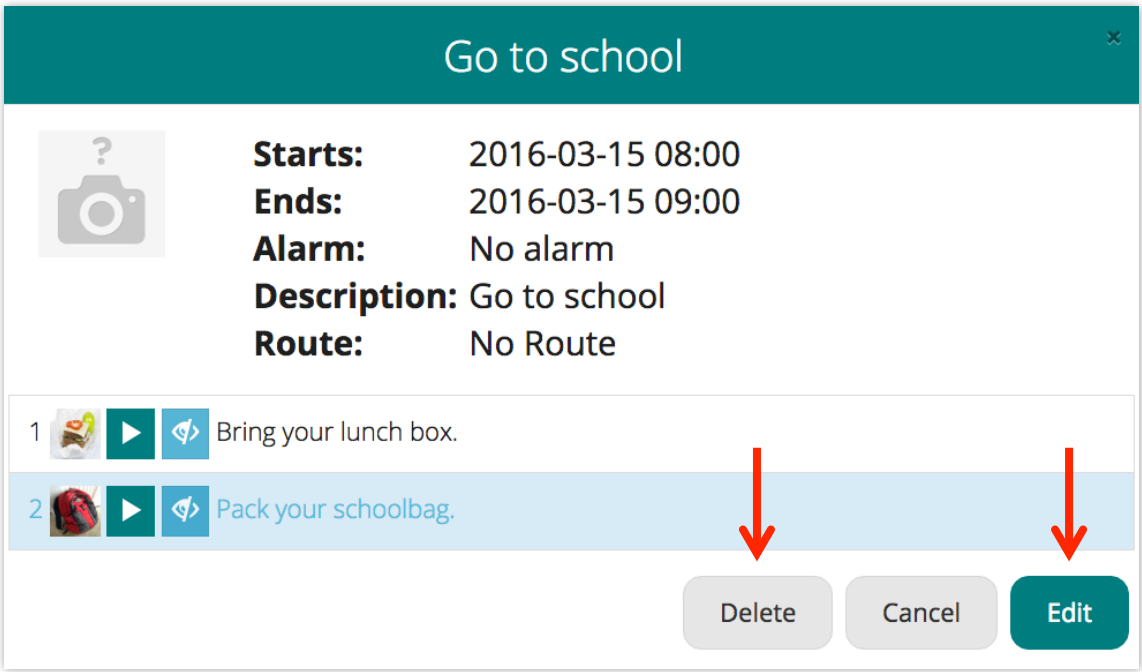
Now the event is saved in the calendar, and will appear in the Poseidon app on the user´s mobile device shortly after.

Edit or delete event

Click on the event.



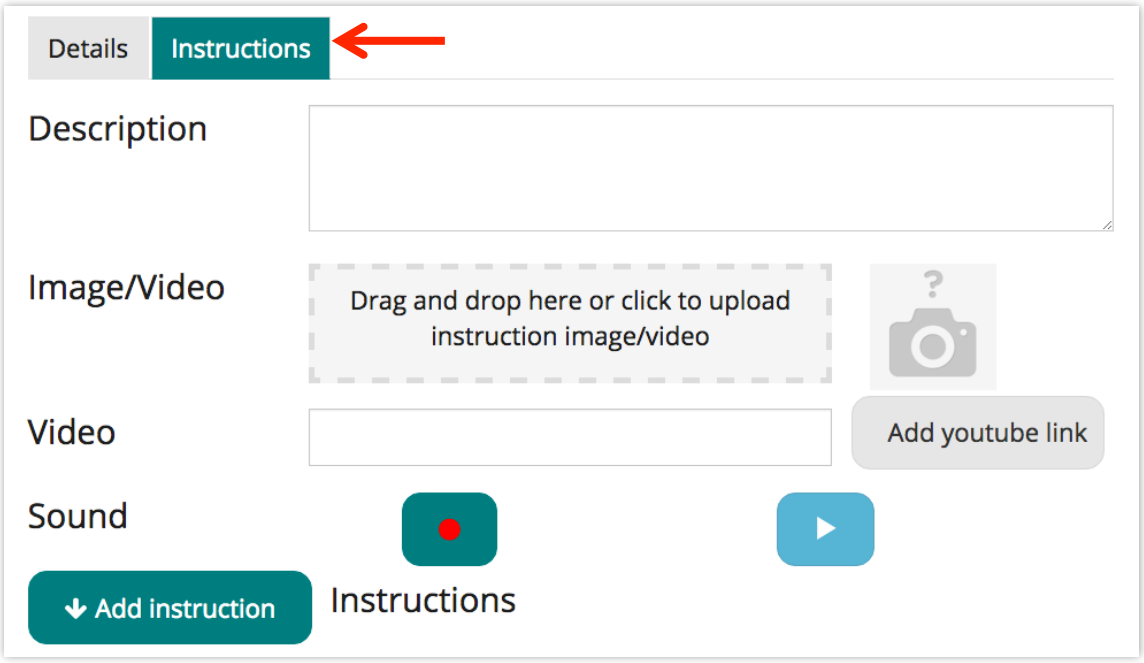
If you want to delete the event, click **Delete**.
To edit the event, click **Edit**.



Add instructions

You can add instructions to an event. The instruction will be shown as a pop-up message on the user´s mobile device.

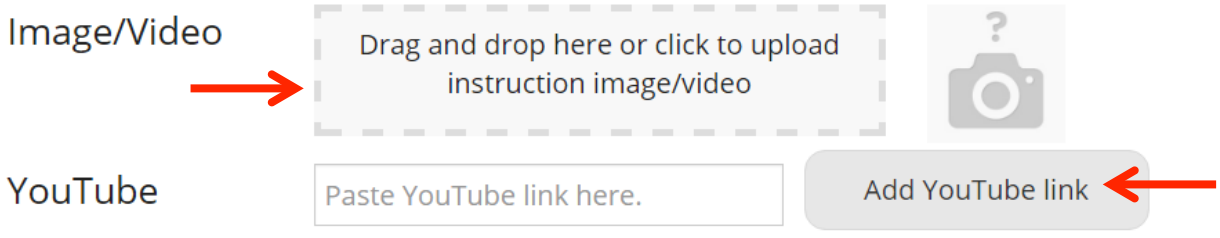
To add instructions, click **Instructions.**



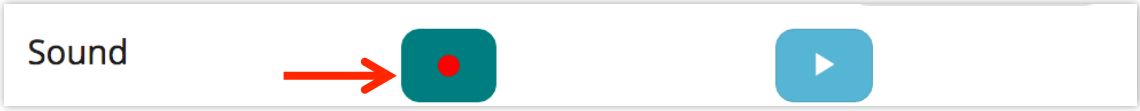
You can make instructions by writing **text**, adding an **image**, adding a **video** and recording **speech.** The speech function works only in most updated chrome browsers. It will not work on mobile devices. Written instruction is mandatory while image and speech are optional. You can add several instructions to one event.

Write the instructions in the open text field.

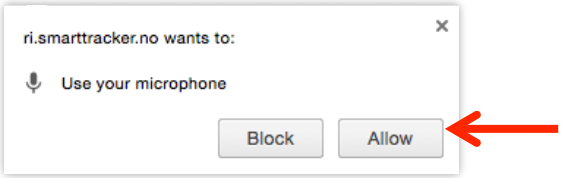
Drop an **image** or a **video** to the grey field or click on the field to upload the image or video file from your computer. You can only add one image/video per instruction.



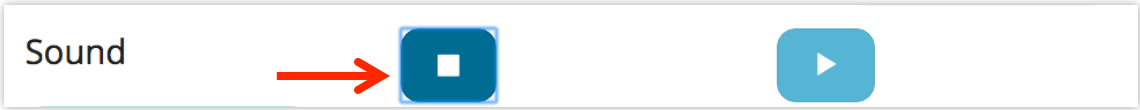
Record speech by clicking on the **recording**-button.



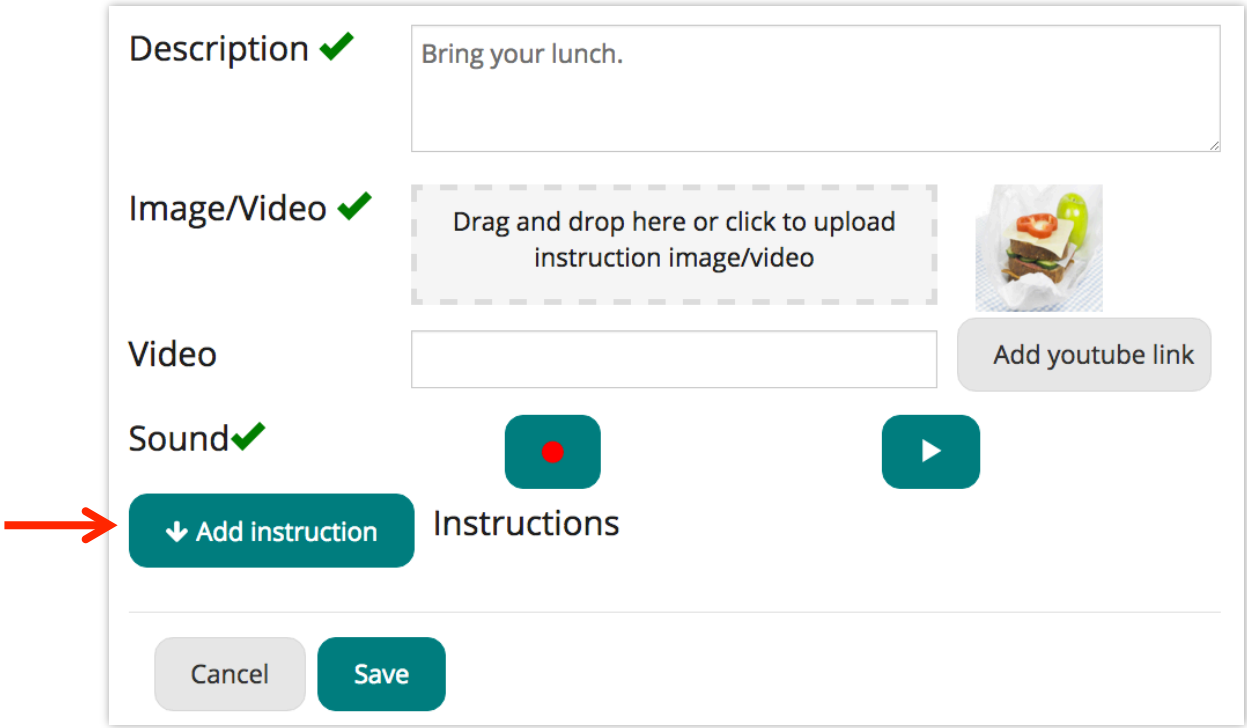
If this message pops up, choose **Allow**.



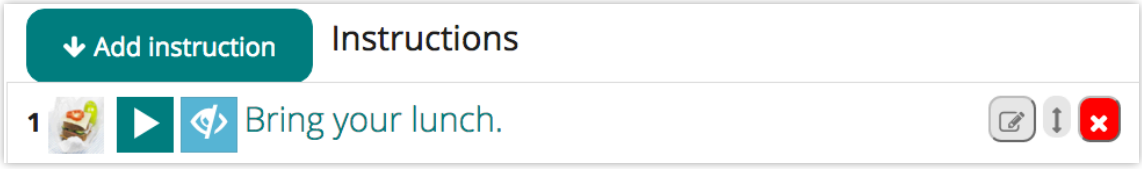
When you want to stop the recording, click on the **stop**-button.
To listen to the speech you have recorded, press the **play**-button.



When you have written the description, and if wanted, added image or video and recorded speech, click **Add instruction.**



Now the instruction is added. You can add several instructions to the same event.



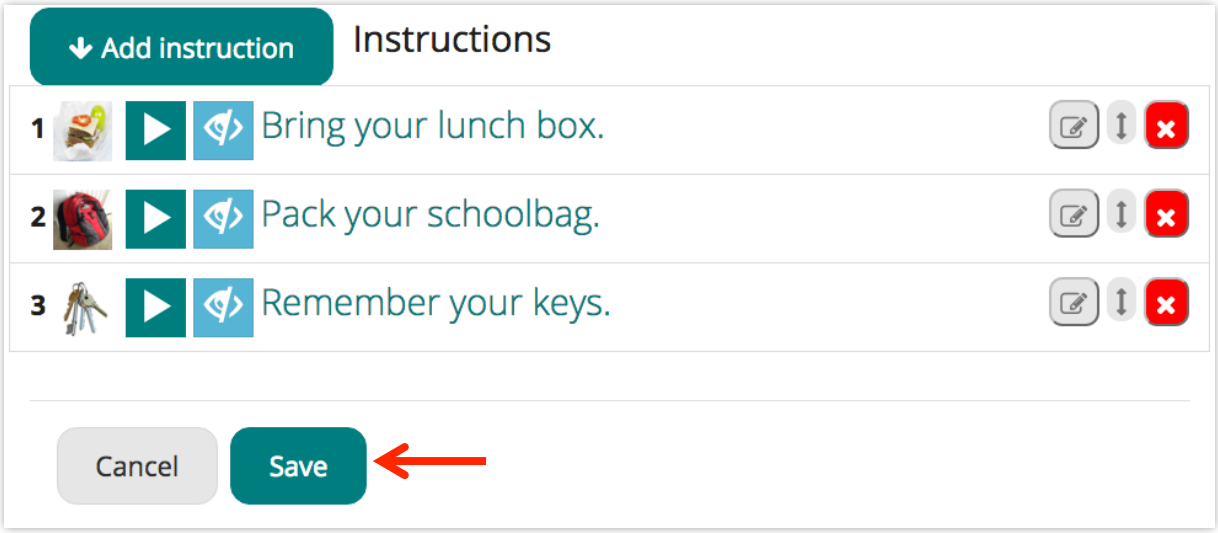
You can **edit** instructions, **change the order of the instructions** and **delete** instructions.

To edit an instruction, click this button:

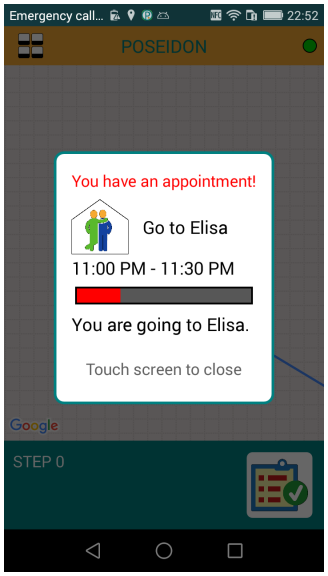
To change the order of instructions, use this arrow-button:
Click and hold the button while you drag the instruction up or down.

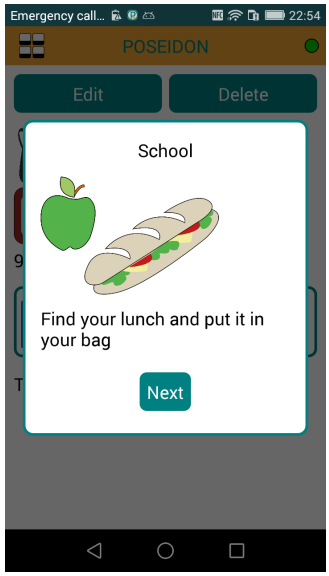
To delete an instruction, click this button:

When you are satisfied, click **Save.**



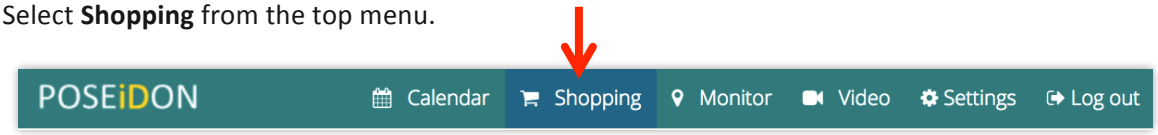
When you click **Save**, the changes you have done will be saved to the server and transferred to the mobile app. Below are some screenshots of the mobile app.





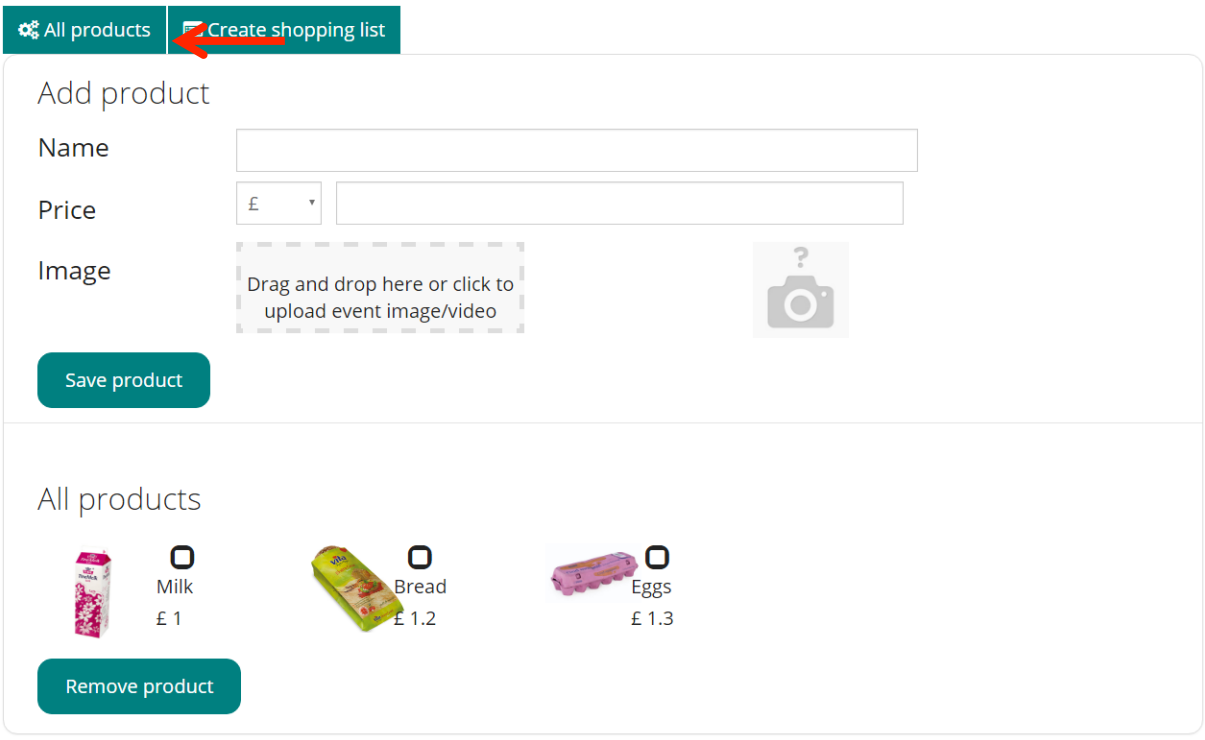
Shopping

Carers can make shopping lists that will show up on the user´s mobile device.
Select **Shopping** from the top menu.

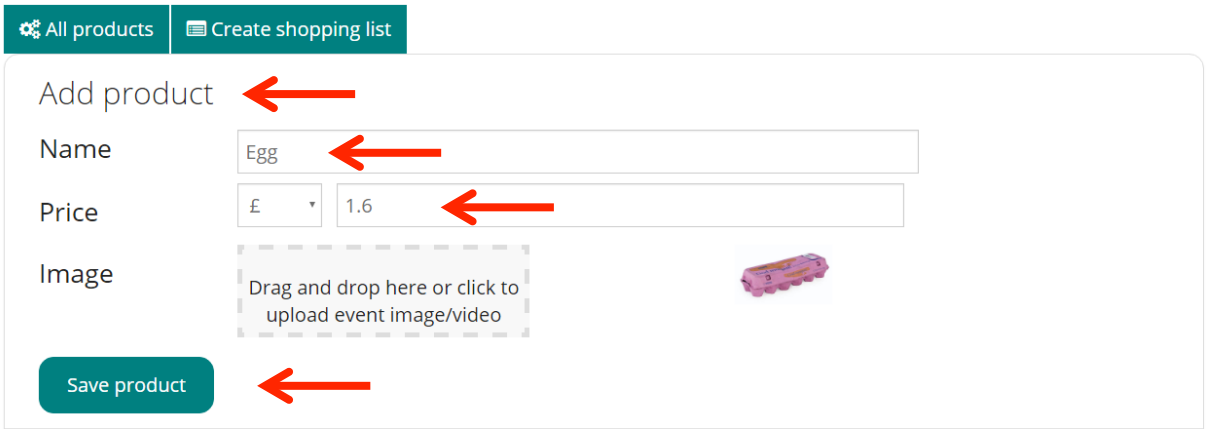


Add products

In order to make a shopping list, you must upload products, i.e. images of groceries that you want to add to the list. To add a new product to the library, click **All products**.



Type the **name** of the product and the **price** (here in British pounds £).
Upload an **image** of the product.
When you are done, click **Save product**. Repeat to add more products.

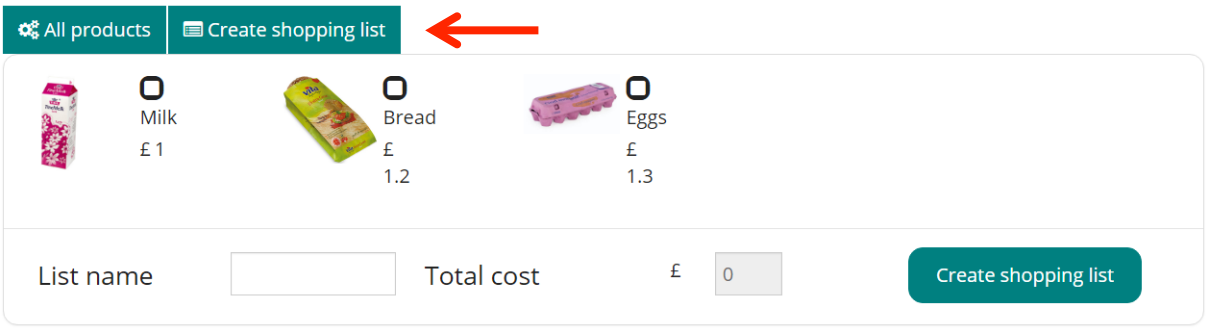


View all products

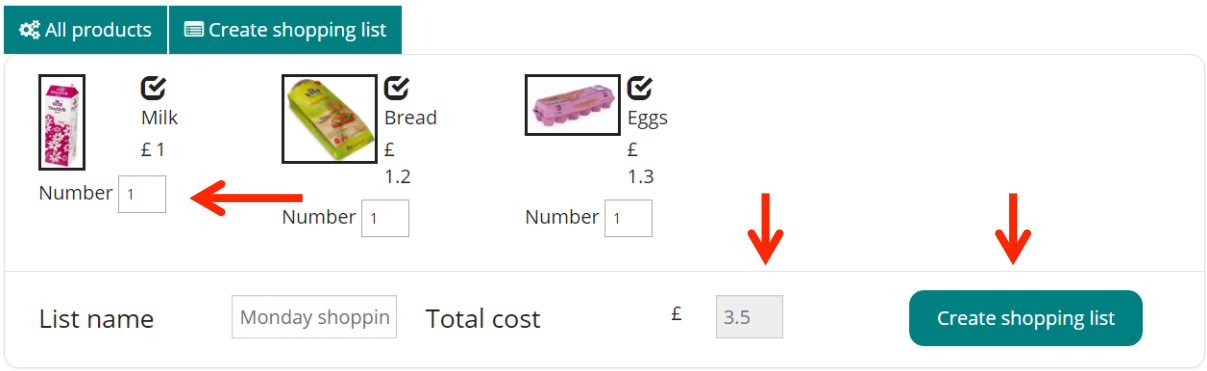
Click **All products** to view all of your uploaded products.

Create shopping list

When you have uploaded all of the products that you want the user to buy, you can create a shopping list. Click **Create shopping list**.



Select the products that you want to add to the shopping list. You can increase the number of selected items by giving a number on the input field **Number**.



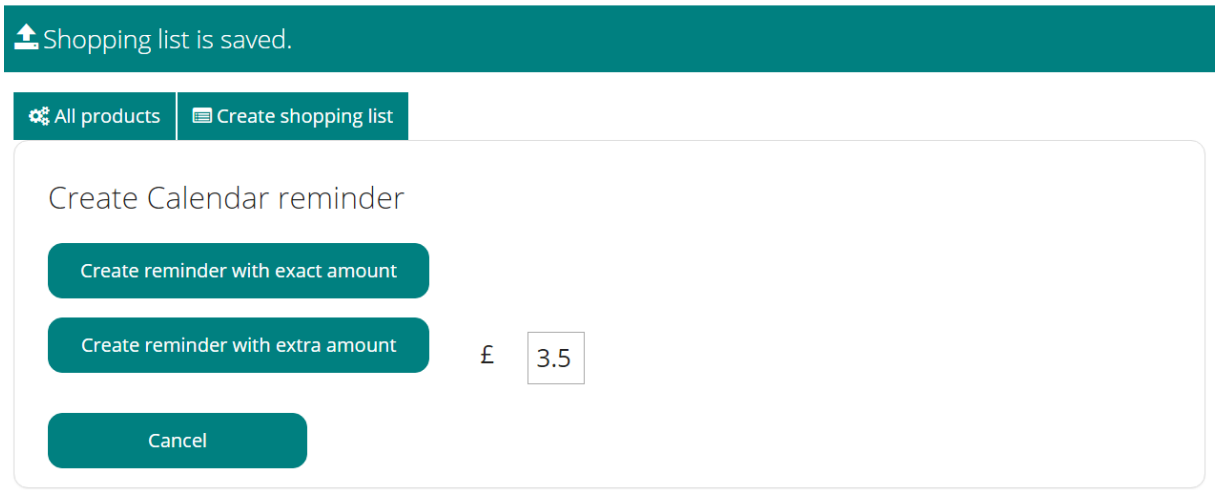
Type the **name** of the list, e.g. “Monday shopping”.
The total price of the selected products will be calculated automatically (here £ 3.5).
Finally, click **Create shopping list**.

The shopping list will be saved and made available on the user´s mobile device through the Money Handling Assistance app (see screenshot of the app below).

Create a reminder

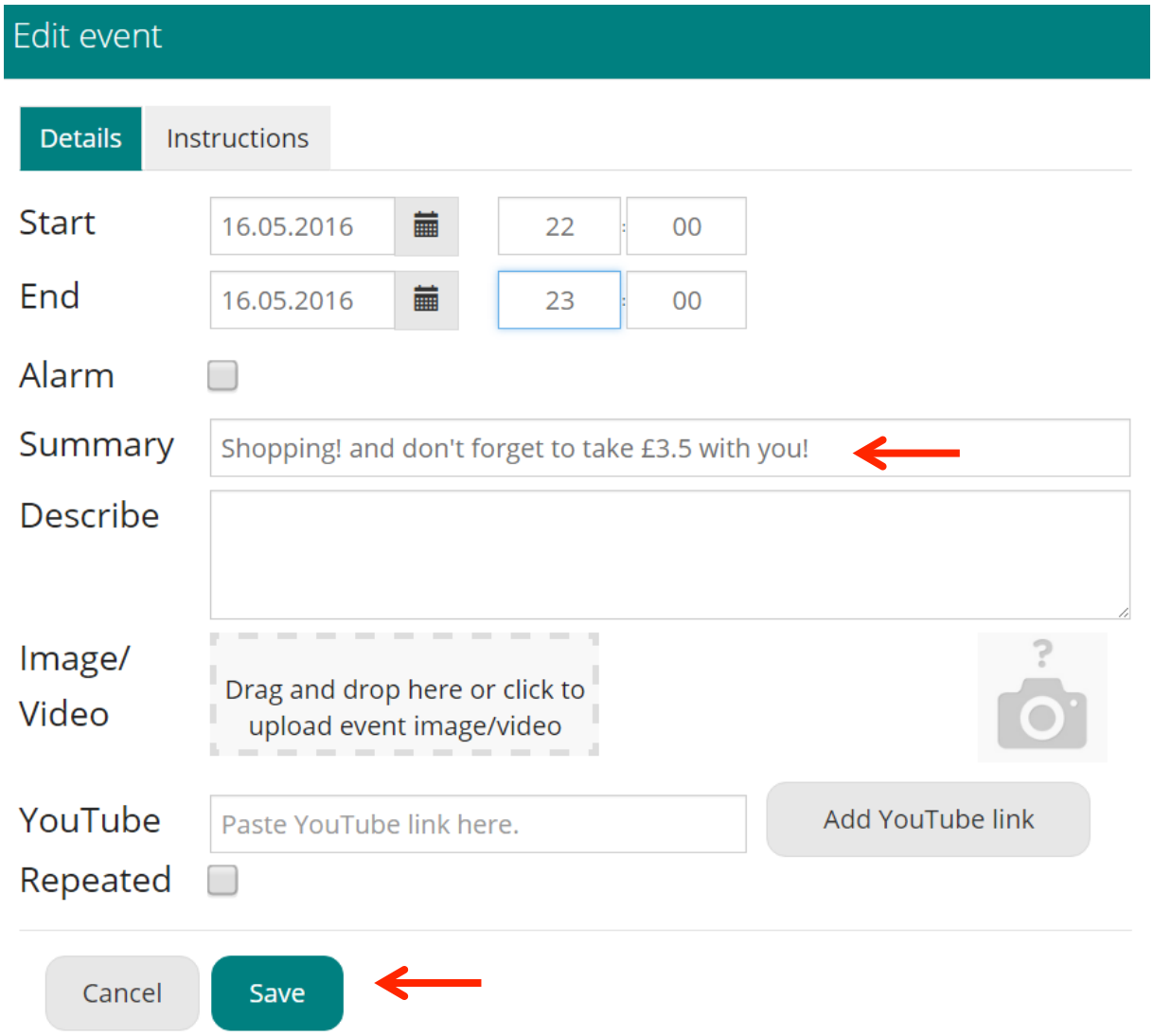
When you click **Create shopping list**, the web suggests that you create a calendar reminder for the shopping trip, including how much money the user must bring. You have three choices:

1. **Create a reminder with the exact amount**, i.e. the calculated amount (here £ 3.5).
2. Type the desired amount in the box and click **Create reminder with extra amount**.
3. Do not create a reminder. Click **Cancel.**



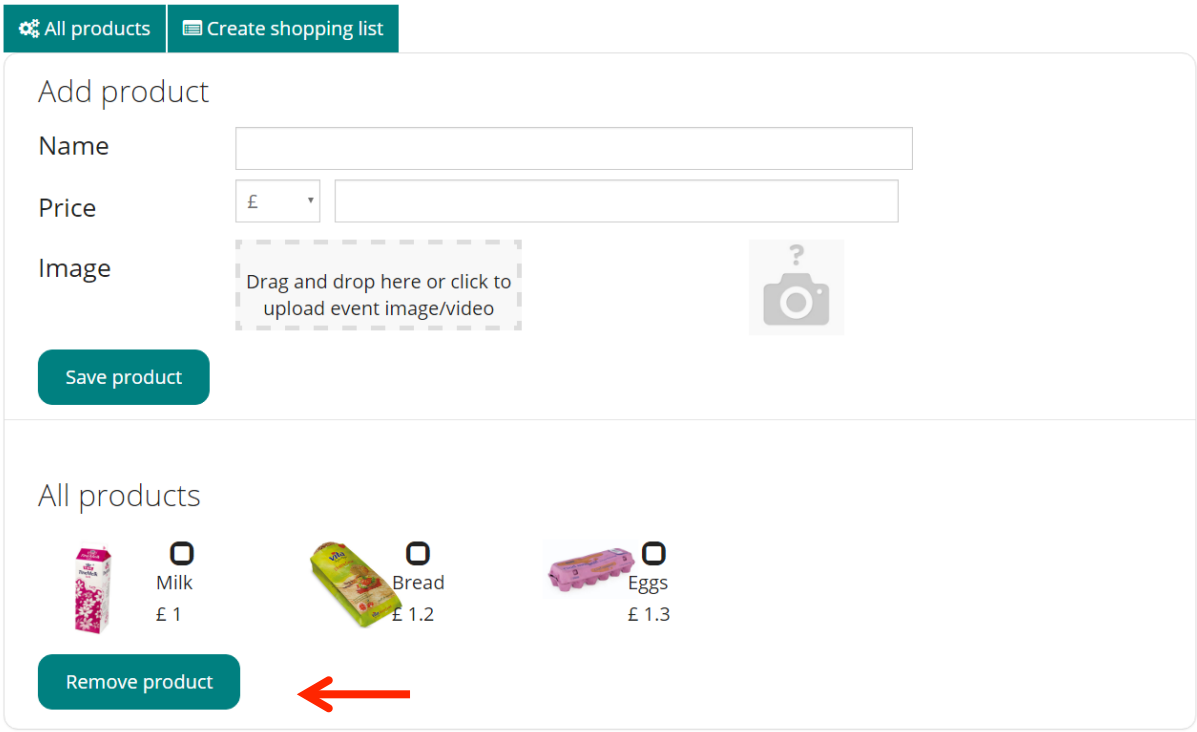
If you choose to create a reminder, the web will take you to “Edit event”. A predefined text appears in Summary including the price that you have selected. This text can be changed as desired.

Choose date and time, and other options that you want to add to the calendar event.
When you are done, click **Save**. The reminder will then appear on the user´s mobile device.



Remove products

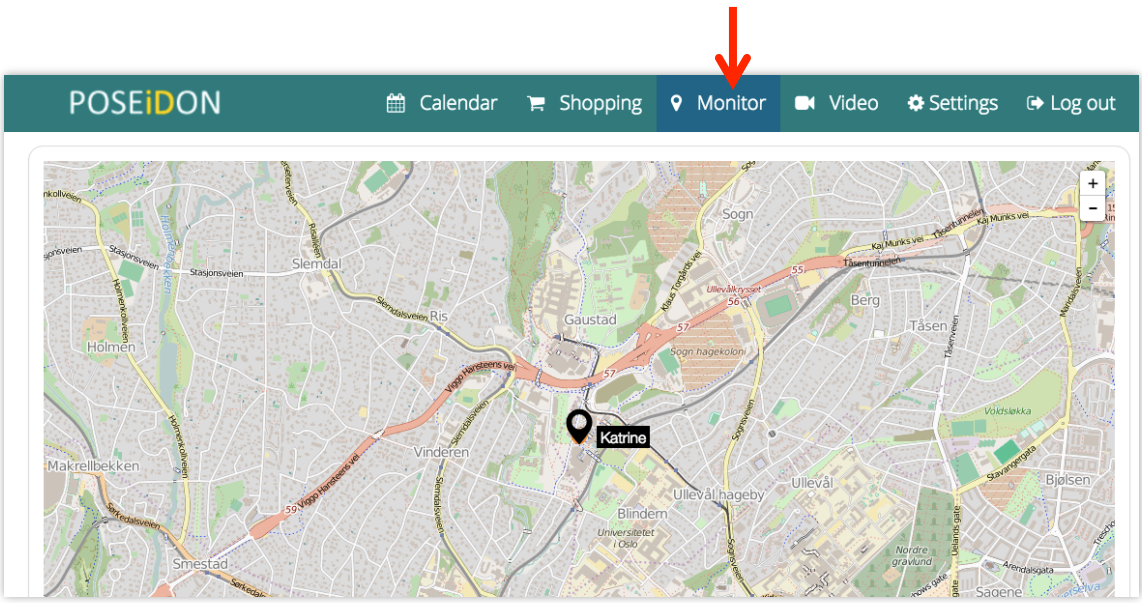
Select **All products**. Choose the products that you want to remove and click **Remove product**.



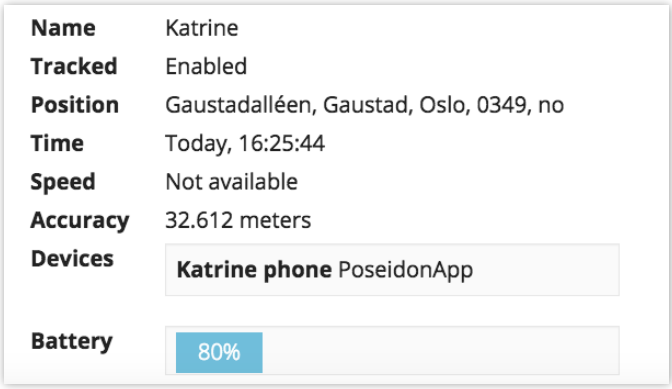
Monitor

The monitor can be used to view the position of the user, i.e. where the user is when using the Poseidon mobile app. It only works if this option is switched *on* in the mobile app.

Choose **Monitor** from the top menu. You can see the user´s position on the map (here “Katrine”).

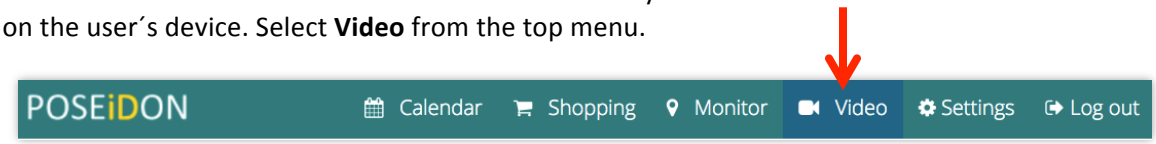


On the bottom of the page, you can find information about the user´s position described in text. You can also see how much battery is left on the user´s mobile device.

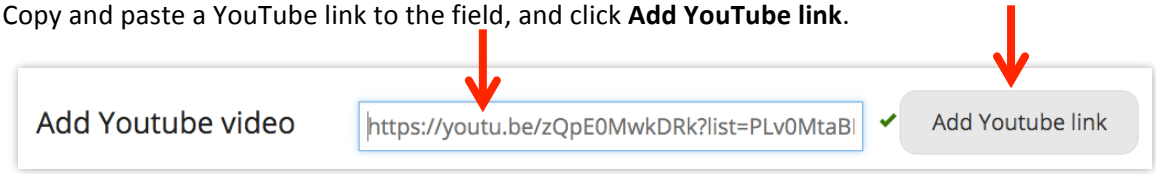


Video

Another function on the Poseidon web is Video. Here you can add YouTube videos that will show up on the user´s device. Select **Video** from the top menu.

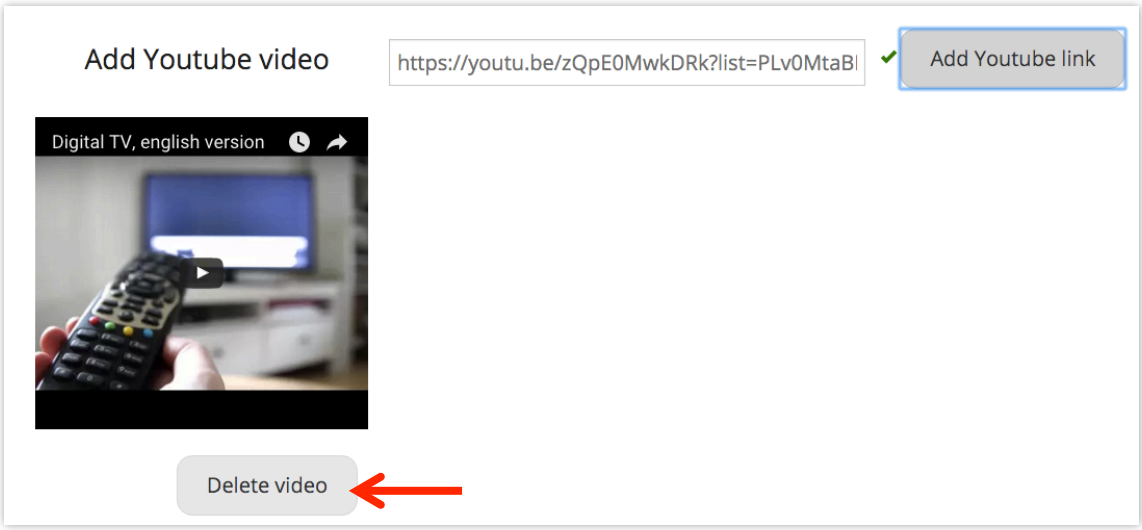


Copy and paste a YouTube link to the field, and click **Add YouTube link**.

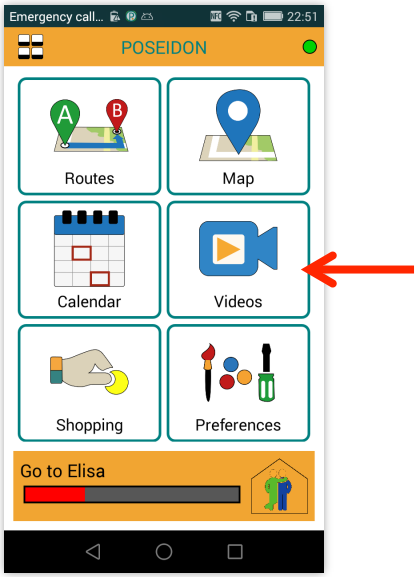


Now the video is saved.

If you want to delete a video, click **Delete video**.



The YouTube videos will appear in **Videos** in the Poseidon mobile app.


Emergency call...
22:51
POSEIDON
Routes
Map
Calendar
Videos
Shopping
Preferences
Go to Elisa