

Beta

TBCConnect

Blockchain Portal User

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Introduction

We at the Mueller Health Foundation have developed the first of its kind, blockchain-powered application called the TBConnect Portal that allows stakeholders from a broad range of sectors, including research institutions, laboratories, scientists, clinicians, non-profits, governments, technology companies, and multi-lateral organizations to collaborate and share the latest information and data related to tuberculosis with one another. We believe this is the first step in creating an open and trusted data-sharing ecosystem to help close the data divide and make information more accessible to all.

Summary of Key Features

Key features of our *beta* TBConnect Application Platform include:

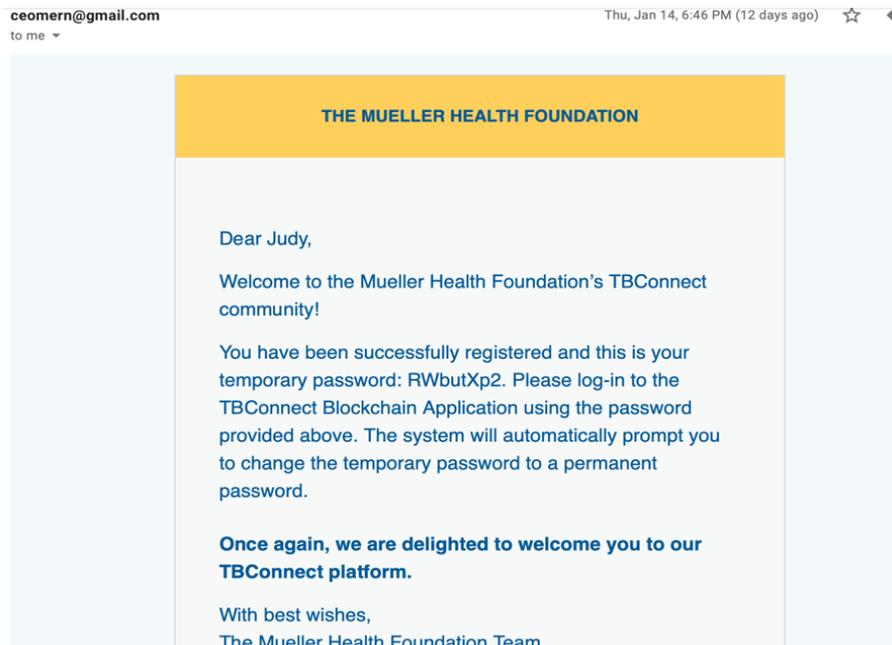
- Ability to upload and share documents in various file formats including PDF, Word, Excel, and PPT;
- Ability to designate who the information is shared with, such as individuals, teams, organizations, or the TBConnect community at large;
- Ability to provide reviews and ratings related to the quality of the documents and information shared by other TBConnect users;
- Ability to connect with other users via messaging or tele- and video-conferencing within the TBConnect application environment to foster collaboration and the exchange of ideas;
- Enabling increased transparency and allowing the users to take credit for the information shared, which is ensured by the inherent nature of the blockchain environment given that it creates an automatic audit trail of who posted and who edited information within the system.

Document Purpose

This document is a step-by-step guide on the use and functionalities of the TBConnect Platform. For any questions, assistance, or feedback, please contact the TBConnect System Administrator at info@muellerhealthfoundation.org.

Sign-Up and Registration

1. Interested users are asked to send an email with their name, organization, title, and preferred email address to the TBCConnect Systems Administrator at info@muellerhealthfoundation.org.
2. The TBCConnect Administrator will register and add the user to the system, at which point an automated email will be sent to the preferred email address provided by the user containing the unique log-in information and password.



3. The new user can then go the MHF website and access the log-in screen for the TBCConnect Portal. Prior to accessing the log-in screen, the user will be asked to accept the Terms of Service by clicking the pop-up checkbox.



Log In

Better cures. Better Health. Better lives.
Help us win the fight against infectious diseases

Username*
judymueller2018@gmail.com

Password*

Remember me [Forgot password?](#)

LOGIN



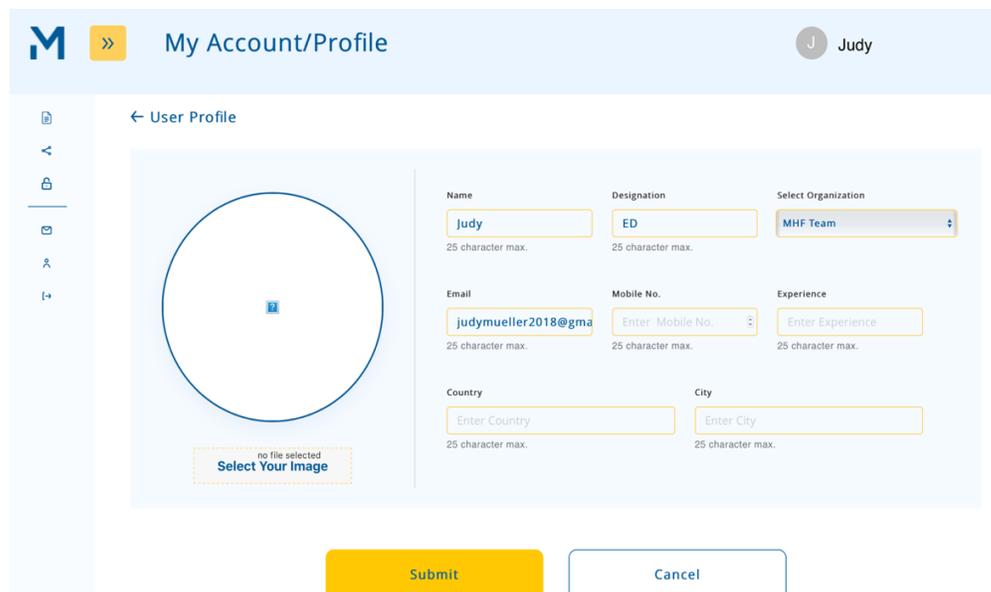
4. The user will enter the preferred email as the Username and the assigned temporary password from the automated email.
5. Whenever a user first logs into the system, an automatic prompt will ask the user to change the temporary password to a password of the user's choice. This will be the password used for logging into the portal going forward.

Forgotten Password

1. In case a user forgets his password, he/she can click on the *Forgot Password* option and a new temporary password will be emailed to the preferred email.
2. The user will then be asked again to change the temporary password to a password of his/her choosing upon log-in.

Creating A User Profile

1. Upon successful log-in, the user will land on the main page titled *My Documents*. In the upper right hand side, a profile icon is located, where the user can upload a photo and add additional information to his/her profile (*this is voluntary/optional*).
2. Please note that other TBConnect users will only be able to see the photo, username and organization of the person, but never any of the other data (country, etc.) listed in the profile. Only the TBConnect Administrator can see the additional optional details provided and MHF does not share this information.



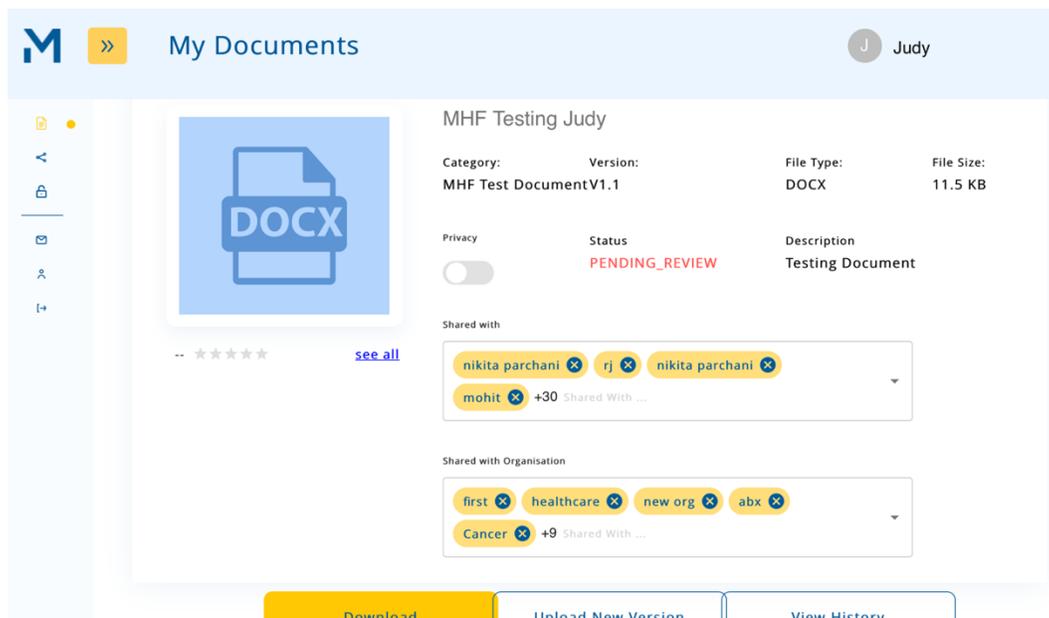
The screenshot shows the 'My Account/Profile' page for a user named 'Judy'. The 'User Profile' form is displayed with the following fields:

- Name:** judy (25 character max.)
- Designation:** ED (25 character max.)
- Select Organization:** MHF Team
- Email:** judymueller2018@gmail.com (25 character max.)
- Mobile No.:** Enter Mobile No. (25 character max.)
- Experience:** Enter Experience (25 character max.)
- Country:** Enter Country (25 character max.)
- City:** Enter City (25 character max.)

A profile picture placeholder is on the left with a 'Select Your Image' button. The form is titled 'User Profile' and has a 'Submit' button at the bottom.

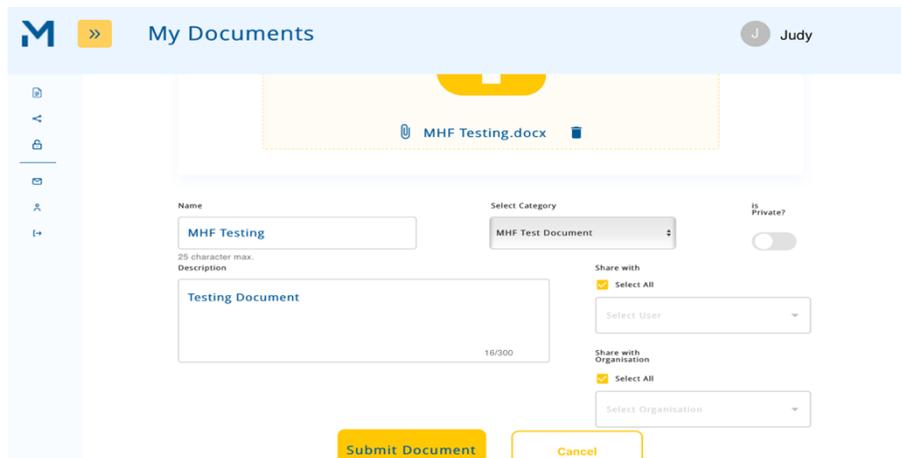
My Documents Sections

1. The landing page is a collection of documents that the individual user has uploaded to the system and shared with other stakeholders (or kept private).
2. For each document contained in the *My Documents* section, the user can check the status and details of the document he/she is sharing with other users by clicking on the document. There is also a tracker on edits that have been made to each document and what version of the document is uploaded



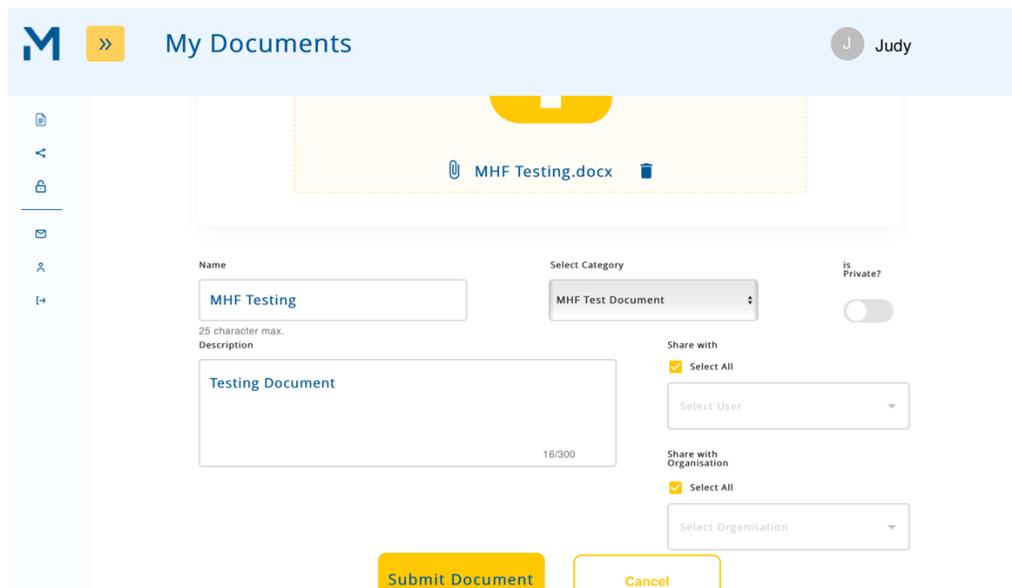
Uploading a Single Document

1. By clicking on the *Upload Single Document* button on the *My Documents* landing page, a new page will open that will request the user to enter information for each document as shown below.



2. When uploading a single document, the user has to select the file from his/her computer and drop it into the yellow box.
3. The user is then asked to name the document in the *Name* box.
4. Next, the user will select one category in the *Select Category* section that the document will fall into. Please note this is a required step. The current list of categories is as follows:
 - i. Scientific Research TB
 - ii. General Research
 - iii. Clinical Trial
 - iv. Dataset
 - v. Public Health Policy
 - vi. Treatment
 - vii. Prevention
 - viii. Education
 - ix. Technology
 - x. Private Use
 - xi. Other
5. If the document does not fit into the above list of categories, please select *Other* as the assigned category or email the TBCConnect System Administrator at info@muellerhealthfoundation.org to request the addition of a new category. *Please note, given the current blockchain capabilities, only one category can be assigned to a document.*
6. Next, the user is asked to provide a brief description of the information contained within the document in the *Description* box. This will also be visible to other users, if the document is shared with others.
7. The user will then be asked to select with whom the document will be shared.

8. The user can decide to store the document for personal use (without sharing it with others) by selecting *Is Private* and sliding the button to the right until it is yellow. The document will then only be visible to the user who has uploaded it.
9. The user may also decide to share the document with specific users, organizations, or with everyone.
10. In order to share the document with specific users, the user can select existing users in the *Share With* section by selecting and clicking on the existing names. The names will automatically be added to the field.
11. Similarly, the user can decide to share a document with organizations and groups, by selecting the organizations and groups in the *Share with Organization* section. The document will be shared with all existing users associated with the selected organization or group.
12. If the user would like to share the document with everyone in the TBConnect community, the *Select All* option should be selected in both the *Share With* and *Share with Organization* checkbox.
13. By clicking the *Submit Document* button, the document is sent to the TBConnect Administrator for approval.

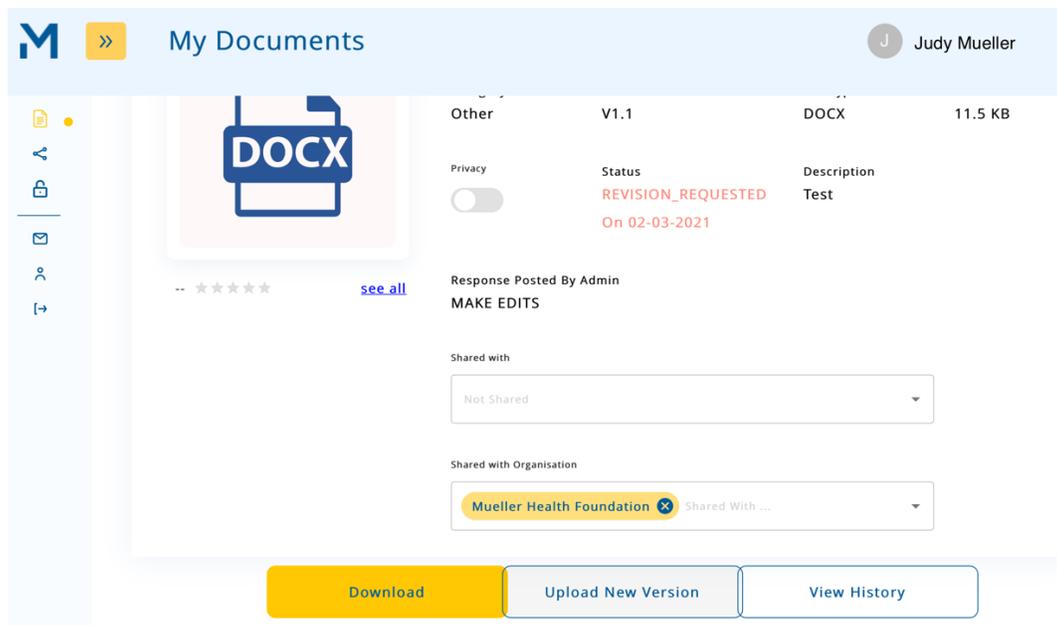


The screenshot shows the 'My Documents' interface. At the top, there's a navigation bar with the MHF logo, a right arrow, and the text 'My Documents'. On the right side of the bar, there's a user profile icon for 'Judy'. Below the navigation bar, a document titled 'MHF Testing.docx' is shown in a dashed box, indicating it's being uploaded. The main form area contains several fields: 'Name' with the value 'MHF Testing' (with a 25 character max. limit), 'Select Category' with a dropdown menu set to 'MHF Test Document', and 'is Private?' with a toggle switch. There are two sections for sharing: 'Share with' and 'Share with Organisation'. Both sections have a 'Select All' checkbox checked and a dropdown menu labeled 'Select User' and 'Select Organisation' respectively. At the bottom of the form, there are two buttons: 'Submit Document' (highlighted in yellow) and 'Cancel'.

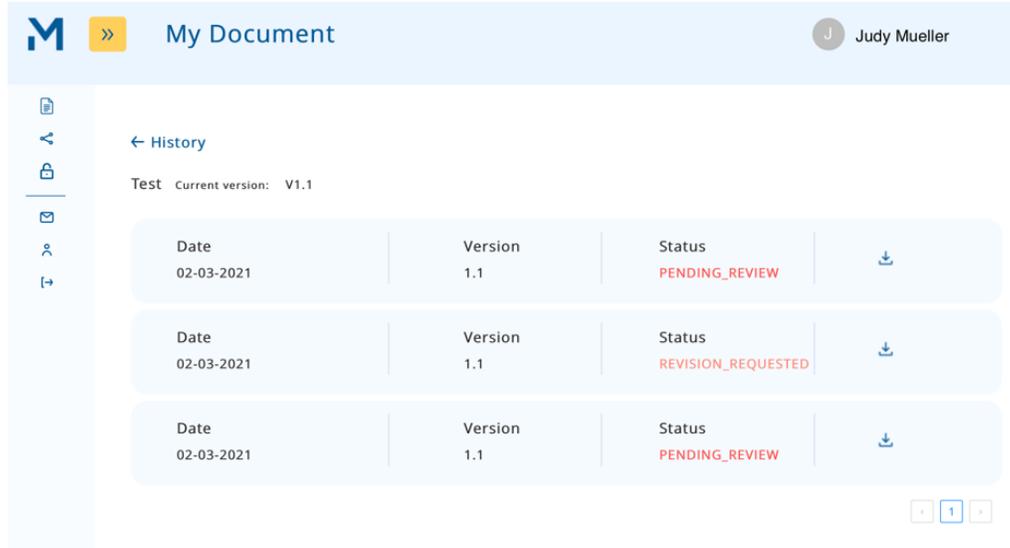
Approval Process

1. There is an MHF approval process, where the TBConnect Administrator will check the quality of the documents uploaded. This means that whenever a user uploads and submits a document – it is first sent to the TBConnect Administrator for review and quality assurance.

2. Once the document has been reviewed for quality, the TBConnect Administrator will accept and release the document to the broader audience as specified by the user.
3. If the document does not meet quality standards (such as unreadable format or inappropriate content), the TBConnect Administrator will send the document back to the user with feedback and changes that need to be made before it can be resubmitted and then approved.
4. For resubmission, after the appropriate edits have been made, the user can simply click on the existing document in the *My Documents* section and at the bottom of the page click on *Upload New Version*, add the revised document into the yellow box, and click *Submit*.



5. All rejections, approvals, and revisions are automatically logged and can be viewed anytime by the user by clicking on the *View History* button. Previous copies of the document can be accessed for 30 days and will then be archived.



The screenshot shows a user interface for 'My Document' with a user profile for 'Judy Mueller'. A sidebar on the left contains navigation icons. The main content area is titled 'History' and shows a table of document versions for a 'Test' with 'Current version: V1.1'.

Date	Version	Status	
02-03-2021	1.1	PENDING_REVIEW	Download icon
02-03-2021	1.1	REVISION_REQUESTED	Download icon
02-03-2021	1.1	PENDING_REVIEW	Download icon

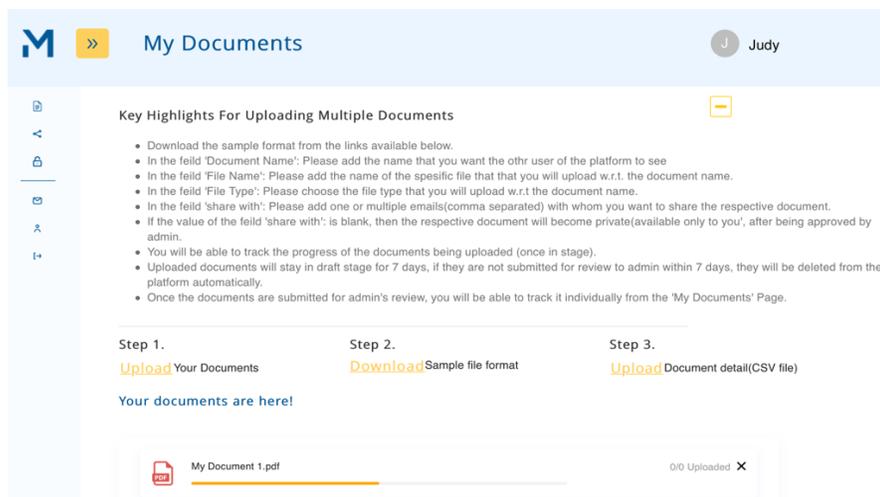
At the bottom right of the table, there is a pagination control showing '1' of 1 items.

Uploading Multiple Documents

1. Users can also upload multiple documents using the *Add Multiple Documents* function on the main *My Documents* page.
2. Step by step instructions are provided below and can also be accessed on the *Multiple Documents* page:
 - a. Select all documents from your computer for upload as indicated in Step 1.
 - b. Download the sample CSV format from the link provided in Step 2.
 - c. Some of the fields in the CSV field will already be populated.
 - d. In the field 'Share with': Please add one or multiple emails (comma separated) with whom you want to share the respective document.
 - e. If the value of the field 'Share with': is blank, then the respective document will become private (available only to you, after being approved by the administrator.)
 - f. To share a document with everyone, please leave the value of the field 'Share with' blank. Once the documents have been uploaded, have been approved by the TBConnect Administrator, and are listed on the landing page for documents you have uploaded, please click on each individual file, go to 'Edit Document', and select 'Share with All' for each document.
 - g. For sharing documents with specific organizations, please add the organization's name(s) into the 'SharedwithOrganisation' column, separated by a comma. *Please note entries are case sensitive.*
 - h. In the 'Description' column, please add a brief summary of the contents of the document.
 - i. In the 'CategoryID column', please enter only one category from the list below. *Please note entries are case sensitive.*

- I. Scientific Research TB
- II. General Research
- III. Clinical Trial
- IV. Dataset
- V. Public Health Policy
- VI. Treatment
- VII. Prevention
- VIII. Education
- IX. Technology
- X. Private Use
- XI. Other

- j. In the 'DocumentName' column, you can decide to leave the prepopulated name as is or you can write a new name that will be visible to all users that the document is shared with.
 - k. There is no requirement to fill in the 'IsPrivate' column. By default a document will be private if the 'SharedWith' column is blank.
 - l. Upload the completed CSV file in Step 3.
 - m. You will be able to track the progress of the documents being uploaded.
 - n. Uploaded documents will stay in draft stage for 7 days. If they are not submitted for review to the administrator within 7 days, they will be deleted from the platform automatically.
 - o. Once the documents are submitted for the TBConnect Administrator's review, you will be able to track each document individually from the 'My Documents' page.
3. As with the *Single Document* upload, all *Multiple Document* uploads will be sent to the TBConnect Administrator in a batch for approval; however, the TBConnect Administrator can accept/reject single documents from the batch as necessary.
4. If a document is rejected, the user should follow steps 3 and 4 outlined in the *Approval Process* section of this document for each of the individual documents that have been rejected.



My Documents Judy

Key Highlights For Uploading Multiple Documents

- Download the sample format from the links available below.
- In the field 'Document Name': Please add the name that you want the other user of the platform to see
- In the field 'File Name': Please add the name of the specific file that you will upload w.r.t. the document name.
- In the field 'File Type': Please choose the file type that you will upload w.r.t. the document name.
- In the field 'share with': Please add one or multiple emails (comma separated) with whom you want to share the respective document.
- If the value of the field 'share with' is blank, then the respective document will become private (available only to you), after being approved by admin.
- You will be able to track the progress of the documents being uploaded (once in stage).
- Uploaded documents will stay in draft stage for 7 days, if they are not submitted for review to admin within 7 days, they will be deleted from the platform automatically.
- Once the documents are submitted for admin's review, you will be able to track it individually from the 'My Documents' Page.

Step 1. [Upload](#) Your Documents

Step 2. [Download](#) Sample file format

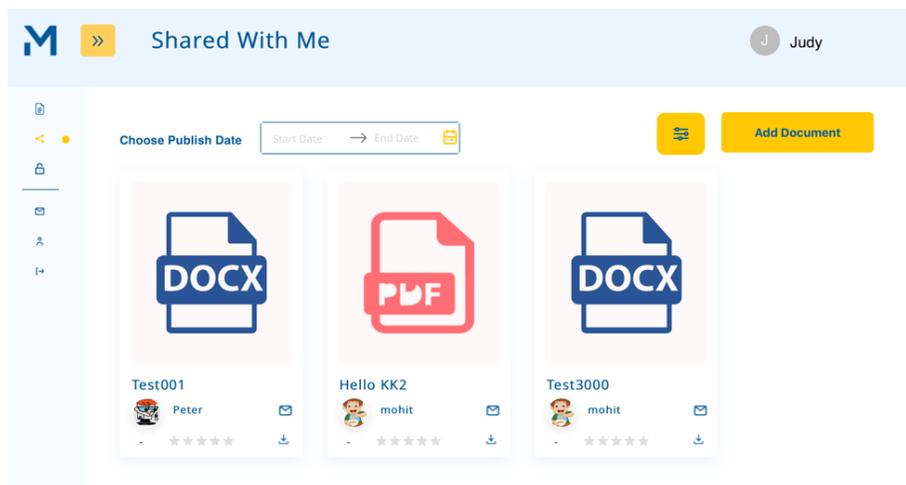
Step 3. [Upload](#) Document detail(CSV file)

Your documents are here!

My Document 1.pdf 0/0 Uploaded X

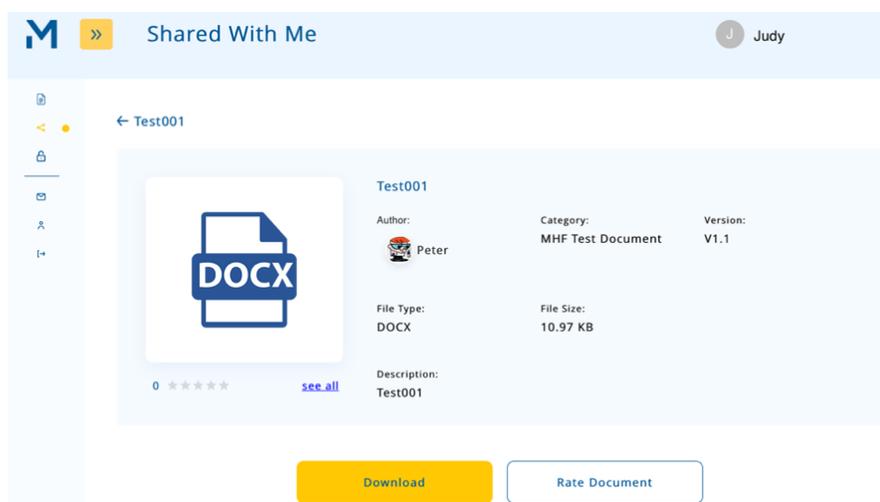
Shared with Me Section

1. Once the TBConnect Administrator approves a document, the document is then shared according to the user specifications with individuals, organizations or with everyone. Documents with the *Privacy* setting turned on will remain only visible to the user who uploaded the document.
2. Shared documents will appear in the *Documents Shared with Me* section and the users that the document was shared with will have access to this document and to future versions of the document.



Editing Shared Documents

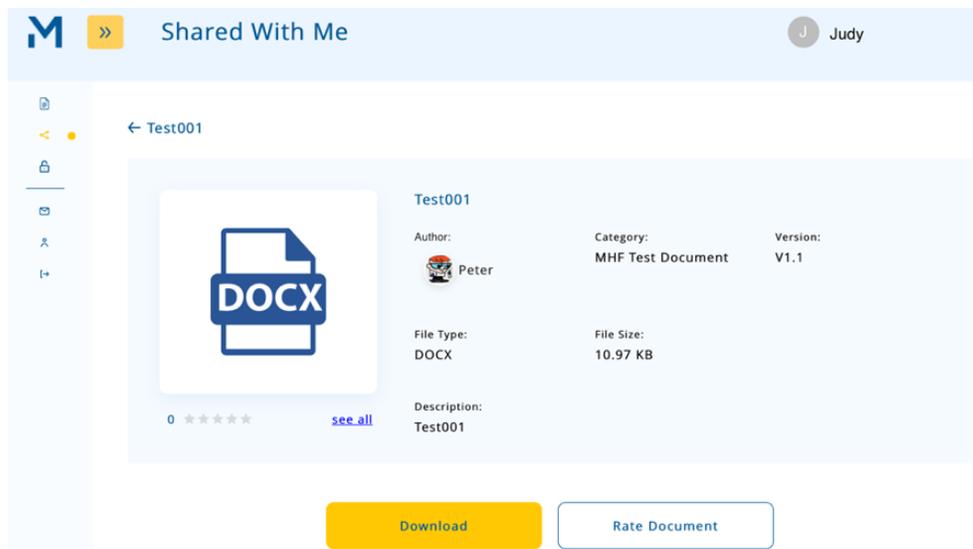
1. For any of the shared documents, the user can click on the document and download it to view it.



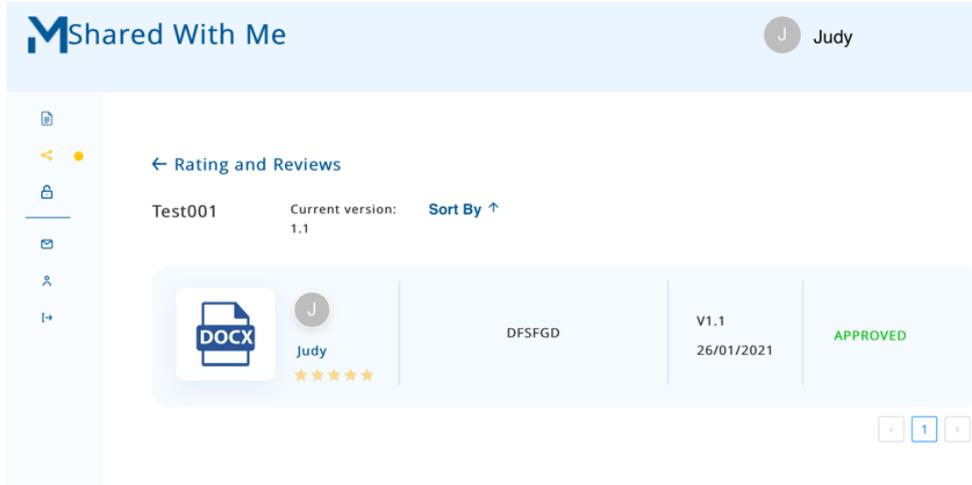
2. The user can also make edits in the downloaded version and then upload the document again using the *Upload New Version* button.
3. The document will then go through the approval process once again. All original setting will remain the same.
4. A track of all versions will be included in the *View History* section of each document.

Review and Ratings of Documents

1. To ensure the highest quality of all documents submitted, users can choose to peer review a document by clicking on the *Rate Document* button.
2. The user will be asked to provide a star rating (5 stars being the highest) and a short written feedback on how useful the information is and if there is room for improvement.

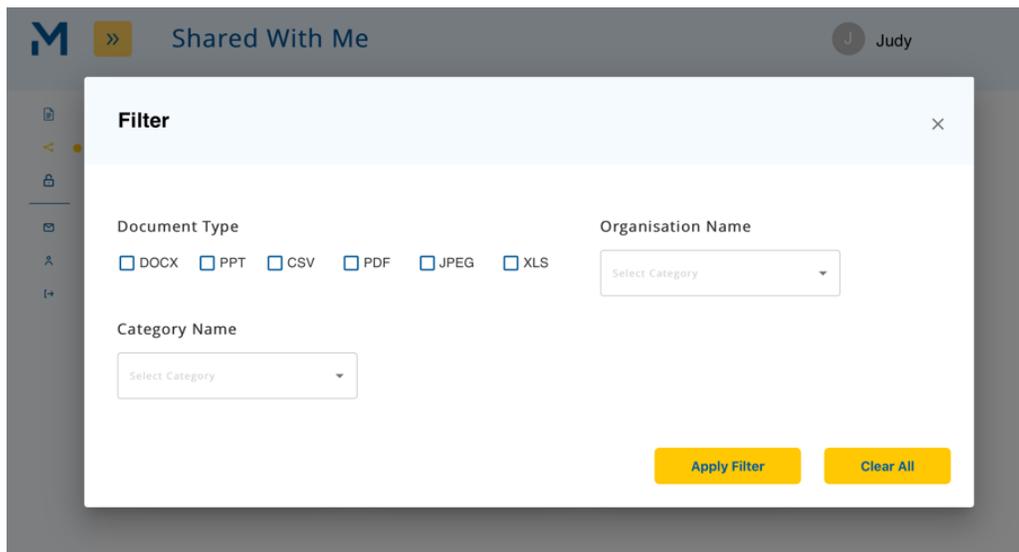


3. All reviews go through the TBCConnect Administrator for approval. Inappropriate reviews can be flagged to the TBCConnect Administrator.



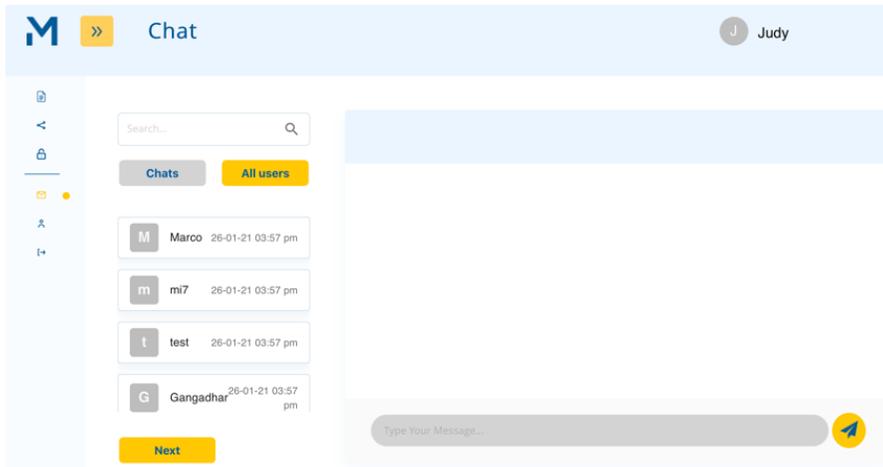
Filtering

1. To avoid cluttering, the user can choose to filter documents (either by date or according to additional filter criteria) by clicking on the *Filter* icon at the top of the page in both the *My Documents* section and the *Documents Shared with Me* section.

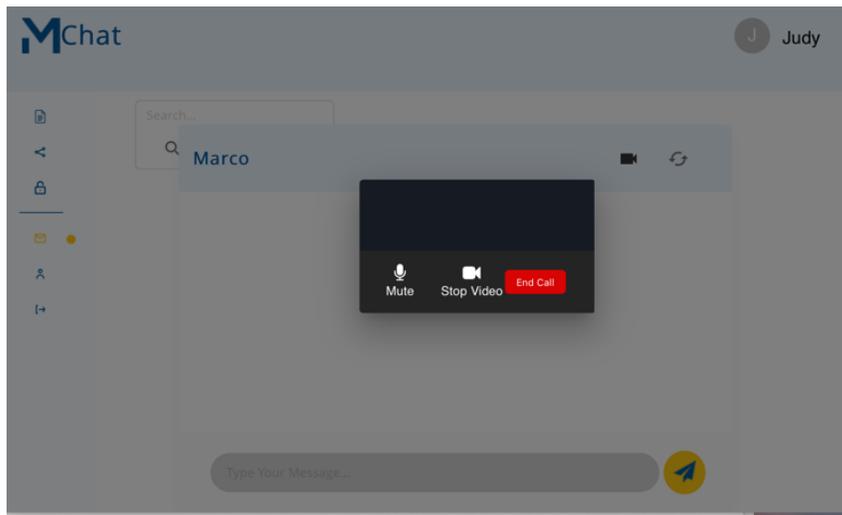


Messaging and Teleconference/Video Calls

1. The users in the TBCConnect Portal can also send and receive messages to each other using the chat option as indicated by the mail icon in the left column.

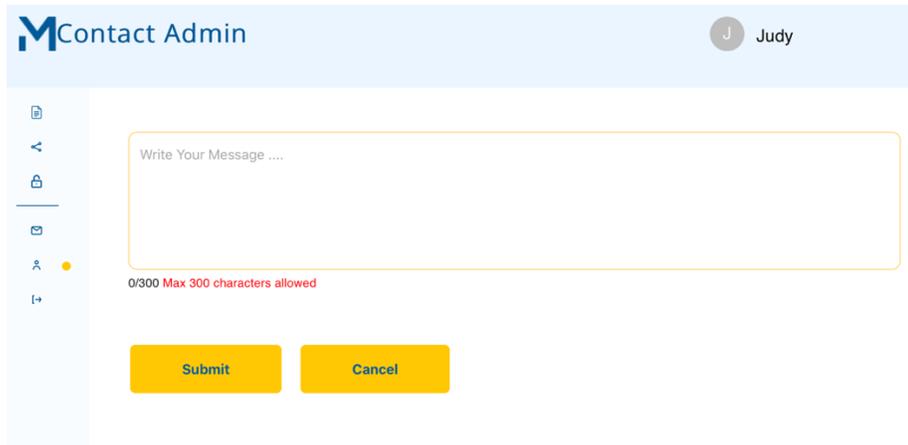


2. By clicking on *All Users*, the user can select who they would like to send a message to and enter the information into the text box to be sent to the selected user.
3. Please note, if a user only shares documents with individuals or specific organizations, only those individual users or users associated with the specific organizations will appear in the *All Users* list.
4. Existing message exchanges are logged and can be viewed and responded to in the *Chats* function.
5. Similarly to the messaging option, users can also call or videoconference with other users within the system through the chat function by clicking on the camera icon at the top of the chat box.
6. Group messaging and group calls are currently not supported by the system.



Help from Administrator

1. All users have the option to contact the TBCConnect Administrator with questions or issues directly through the TBCConnect Portal by clicking on the *Person* icon in the left panel.
2. Responses from the TBCConnect Administrator will be sent to the user's email address used for logging into the system.



Logging Out

1. The exit button on the left hand panel allows the user to log out of the system.

Questions and Feedback

Please also feel free to contact us with any questions or feedback at info@muellerhealthfoundation.org. We look forward to hearing from you!