10/08/2021

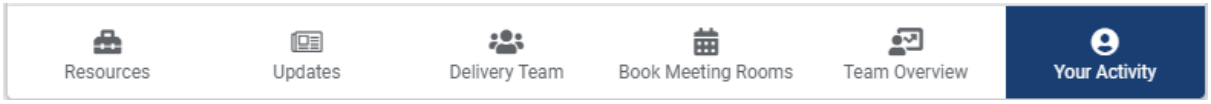
CRN Greater Manchester Staff Resource

Utilising the new Google AppSheets, the Greater Manchester Resource Application aims to provide members of the core team with quick and easy access to valuable information and resources, as well as a means of booking time in the City Labs office and office meeting rooms.

CRN Greater Manchester Staff Resource **1**
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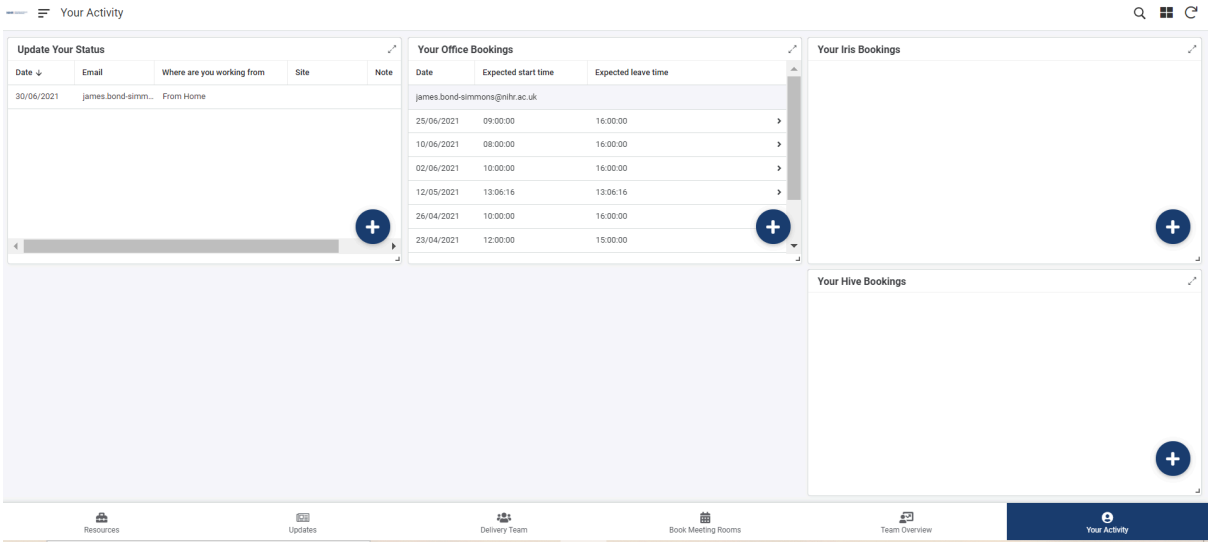
Features and Functions



Your Activity

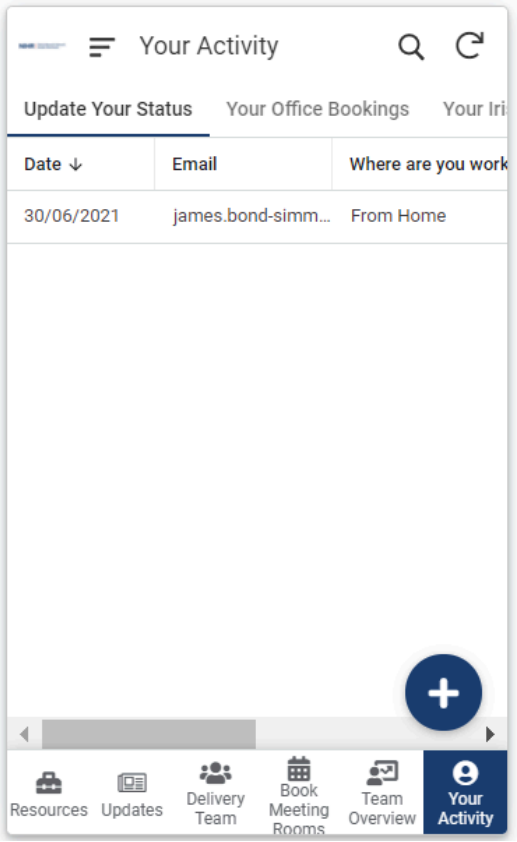
This first section of the application provides an overview of your activity. This is based on the user name you have logged in with, ensuring that you are only seeing your relevant information. Within this section you can book time in the office and meeting rooms and update your status

Desktop



10/08/2021

Mobile



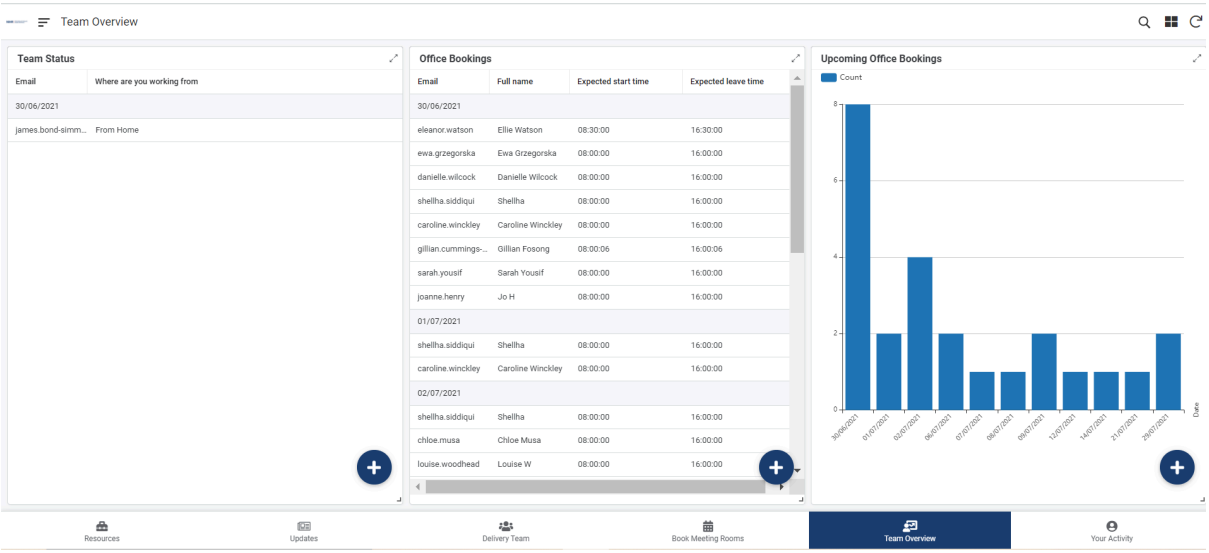
To add a status or make a booking, simply click on the blue + icon and complete the form with the required information.

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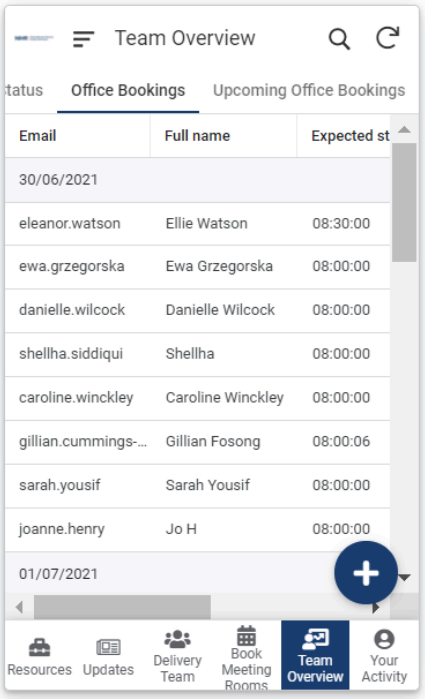
Team Overview

Similarly to the ‘My Activity’ section, the ‘Team Overview’ provides the user with a complete overview of office activities. This includes all status updates and all upcoming office bookings.

Desktop



Mobile

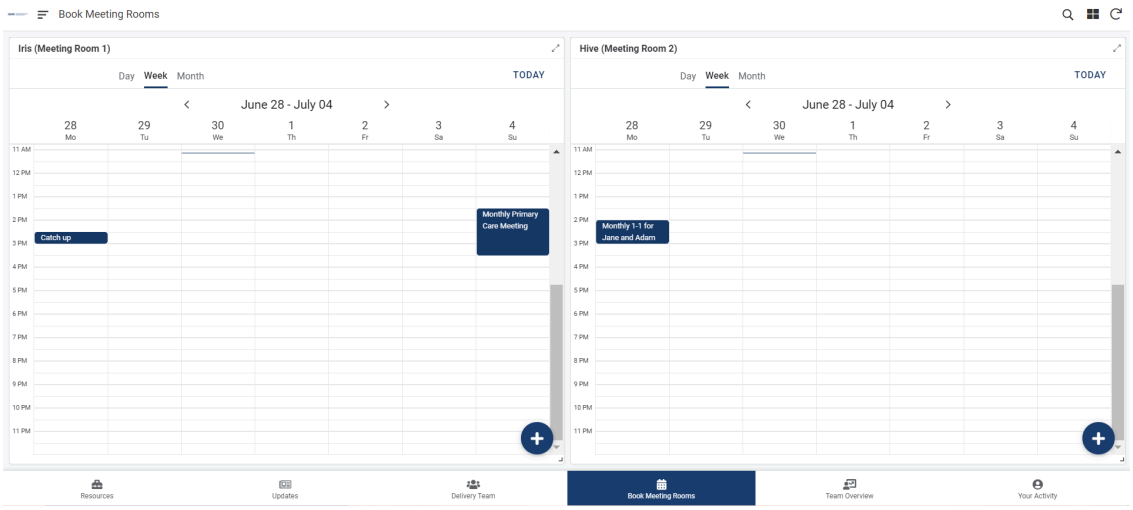


This section can also be used to make bookings, to do so simply click on the blue + icon and complete the form with the required information.

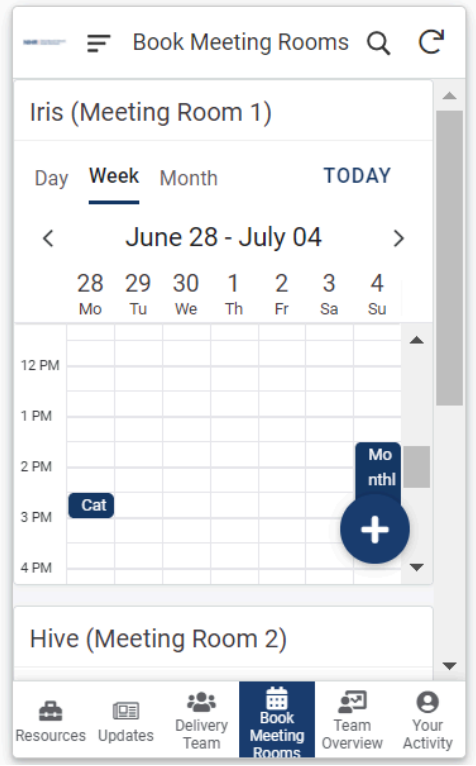
Book a meeting room

As well as providing the functionality to book time in the office, the application also allows the user to book a particular meeting room time slot. To avoid double bookings, the application presents the room bookings as a calendar view.

Desktop



Mobile



To book a meeting, simply click on the blue + icon over the calendar of the meeting room you wish to book.

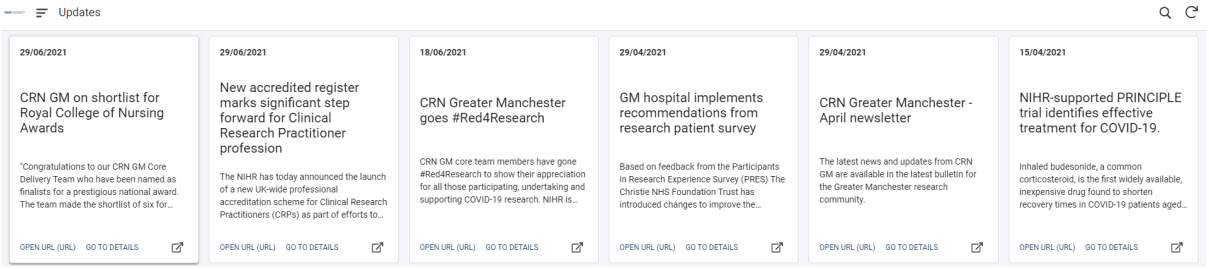
The application has integrated with the current Google Calendar so any bookings made here will be reflected there and vice versa.

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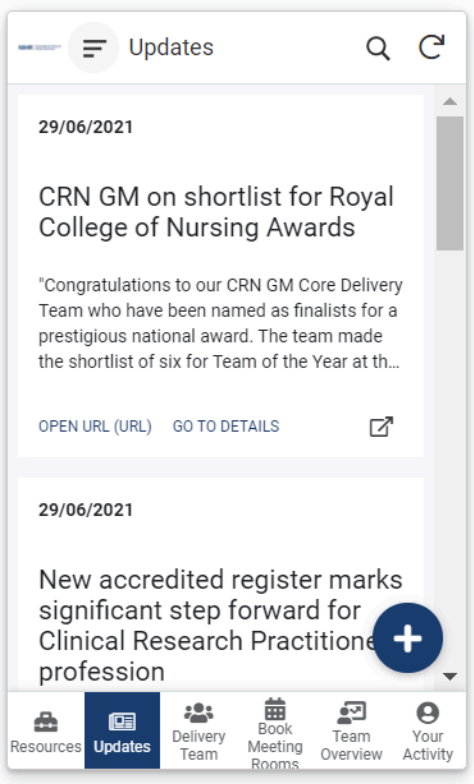
Updates

This section of the application keeps you up to date with the latest news and updates. Here you can select each item, get further information and even click on the relevant links.

Desktop



Mobile



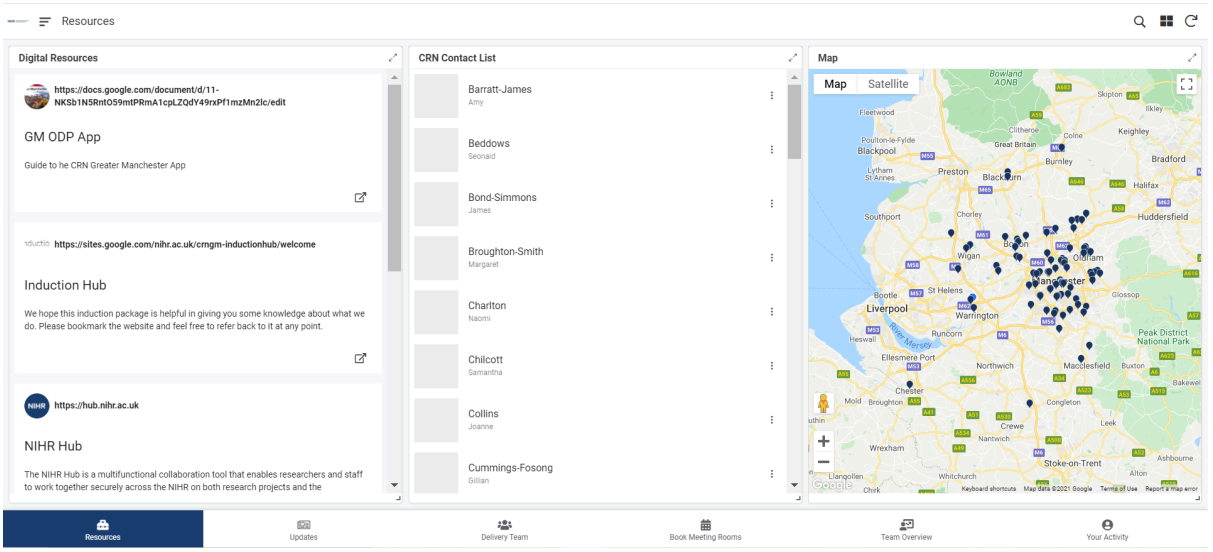
Kindly updated by our very own comms team, when a new update is added, those users with the mobile application will receive a notification to alert them to the update.

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Resource

The left ,ost section of the application, named ‘Resources’, provides the user with a number of useful resources;

Desktop



Digital Resource

The purpose of this feature is to provide the user with quick and easy access to valuable digital tools. Unlike the previously mentioned features, this feature is located in the menu of the application. Resources include;

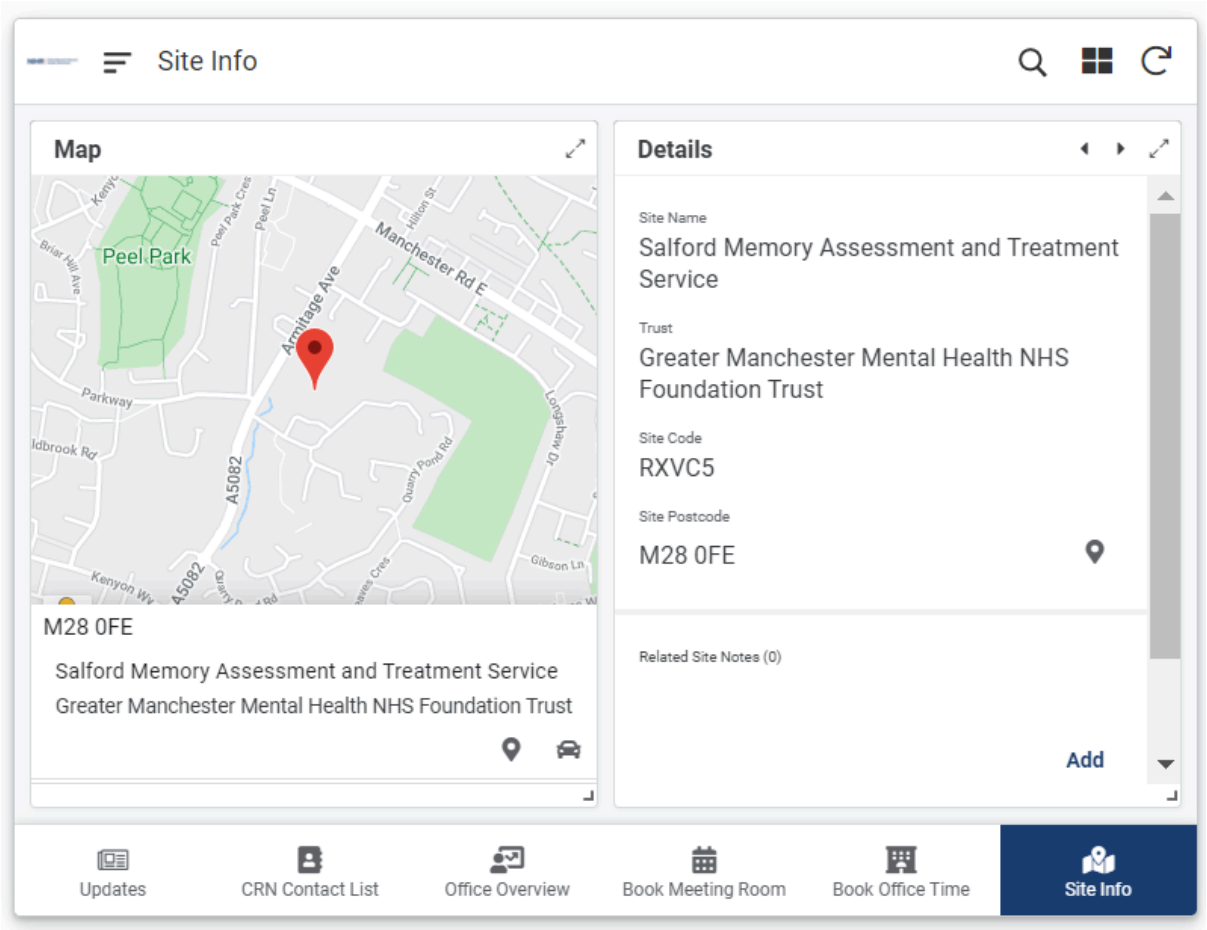
- Open Data Platform (ODP)
- CRN GM ODP Guide
- NIHR Hub
- Induction Hub
- Primary Care Hub

Contact List

This table within the resources tab provides the user with a robust contact list of all of the CRN core team. This includes details such as their role, email and telephone number.

Site Info

This tab provides a Google Map marking all research active sites across Greater Manchester, allowing the user to get directions on each location. Furthermore, once a site has been select, the user is able to add notes regarding the site that other users may find useful;



Site notes can also be found and added to the menu view of the application.

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Delivery Team

This section of the application is utilised by the CRN delivery team and therefore may not be relevant to all app users.

The guide to this section of the application can be found here.