# User Manual

## About CollectiveGood Data Collection

CollectiveGood aims to gather, verify, and group medical cases to help professionals enhance and get second opinions on diagnoses. This application seeks to use the collective intelligence of medical professionals from different backgrounds, from surgeons to nurses, to provide training and second opinions when creating diagnoses. It has been shown that this collective intelligence is often as accurate as diagnoses from higher-ranking physicians. To achieve the idea of collective intelligence, this application allows users to field information about uploaded medical cases as well as review and comment on cases submitted by other users before being put into a collective database of all completed cases. This allows for a collaborative effort to ensure that all cases are accurate and complete.

## Features

Below is a detailed overview of how to use the core features of this application.

### Dashboard

The Dashboard is the landing page upon logging in and is used to display a quick view of what tasks have been assigned to you.

- New Cases - These are cases that have been newly assigned to you to look over and review. Clicking on the title of the case will take you to a page where you can view the raw case data and fill out the necessary fields to complete the case.
- Cases To Review - These are cases that have been assigned to you to review. Clicking on the title of the case will take you to a page where you can view the raw case data as well as the original submission.
- Submitted Cases - These are cases that you have submitted for review, but have not been reviewed yet. Once the case has been reviewed, it will show up in the Case Archive.

### Case Information Submission Page

Clicking on a case from the "New Cases" dashboard column will direct you this page, where you can view the raw case data and fill out the necessary fields to complete the case. Once you have filled out the form, you have the option to either submit the case for review or save the case as a draft. If you save as a draft, you can come back to the case at a later time to finish filling out the form. Once you have submitted the case for review, your submission will show up in your reviewer's dashboard and you can no

longer make edits to it. You will then be redirected back to the dashboard, where your submission will move to the "Submitted Cases" dashboard column.

# Case Information Review Page

Clicking on a case from the "Cases To Review" dashboard column will direct you to this page, where you can view the raw case data as well as the form submission.

## Completing a Case Review

The case review page organizes the form fields into categories, with the first one displaying by default. Clicking on a category will expand that section and display the form fields within that category.

- Comments - To add or edit a comment, click the comment icon (comment) next to the form field. This will open a text box where you can type your comment. Once you have finished typing your comment, click the "Save" button under the form field to post your comment. Fields that already have comments on them will have a pink comment button and fields without existing comments will have a blue comment button.

Once you have added comments to review the case, you have the option to either submit the review or save the review as a draft. If you save as a draft, you can come back to the review at a later time to finish adding comments. After completing the review, you will no longer be able to add comments and the case is considered complete. It will be removed from both the original submitter's and the reviewer's dashboard and will show up in the Case Archive.

# Case Archive

Accessible from the dashboard, the Case Archive is used to view all cases that have been completed and reviewed. Clicking on the title of the case will take you to a page where you can view the raw case data as well as the original submission. Any comments left by the reviewer will be listed at the bottom of the page under "Reviewer Comments".

# Account Settings

The Account Settings page is used to view and edit your account information. This page currently allows you to update your name, email and password. This page is accessible via the "Account" dropdown menu in the navigation bar.

# Administration

In addition to all of the features listed above, administrators have access to a number of additional tools. The following features are only accessible to users with the "Admin" role and are listed under the "Admin" dropdown menu in the navigation bar.

## User View

This page displays a list of all users currently registered in the CollectiveGood database. Users can be sorted by username, email and role by clicking on the column headers. Administrators can also search for a specific user by their username or email.

- User Roles - The application currently only supports two user roles: "User" and "Admin". Users with the "User" role have standard access to the core features listed above, while those with the "Admin" role have additional access to administrator features.
- Change User Role - Clicking on the user's role under the "Role" column will toggle between "User" and "Admin" Once the user role changes, the change will be effective immediately and the user will have access to their role's respective features.

## Case View

This page displays a list of all the medical case files currently in the CollectiveGood database. Cases can be sorted by name and upload date by clicking on the column headers. Administrators can also search for a specific case by its title.

- Upload a Case - Clicking on the "Upload Case" button will open a dialog box where you can select one file or multiple files to upload. This application currently only supports files in the PDF format. Other file types will not render properly when being viewed. The displayed case name will be set to the file name, so it is recommended to name the file something descriptive of the case.
- Delete Case - Administrators can delete a case from the database by clicking on its respective "Delete" button in the table entry. Note that deleting a case is a permanent action and will also remove any assignments associated with that case, including active assignments as well as ones in the Case Archive.

## Assignment View

This page displays a list of all the assignments currently in the CollectiveGood database. Assignments can be sorted by the case name and date last updated by clicking on the column headers. Administrators can also search for a specific assignment by its case name. There currently is no way to view the assignee of a particular case, but this will hopefully be added in a future release.

The filter dropdown menu allows administrators to find assignments based on additional parameters. Select between "All", "New", "Awaiting Review" and "Completed" to filter the assignments by their current status. The "New" filter will display all assignments that have been assigned to a user and are awaiting an initial submission. The "Awaiting Review" filter will display all assignments that have been submitted by the assignee and are awaiting a review. The "Completed" filter will display all assignments that have been both completed and reviewed (like the Case Archive).

- Assign a Case - Clicking the "+ New" button next to the search bar will open the case assignment dialog. Select the case name, assignee and reviewer from the dropdown menus to assign a case. Note that the assignee and reviewer must be different users. Once the case has been assigned, the assignee will see the case in their "New Cases" dashboard column for them to field the submission. After the assignee completes their part, the selected reviewer will see the case in their "Cases To Review" dashboard column.
- Delete Assignment - Administrators can delete an assignment from the database by clicking on its respective "Delete" button in the table entry. Note that deleting an assignment is a permanent action and will also remove any active submissions and reviews associated with it as well as remove it from the Case Archive.

## Known Issues

Some pages in the application, especially the case submission and review pages, may render incorrectly upon initial load. If this occurs, simply refresh the page using the refresh button in your browser or the F5 key. The page should render correctly after refreshing.