

My Circle Use Instructions

Contents

Logging in to the app	1
Summary of the app.....	2
The four buttons	3
Side menu	3
Privacy.....	4
How to complete My Mood button.....	4
How to complete Daily Record button	5
How to complete My Circle button	8
How to view My History button.....	10

The app is currently not widely available, you need an invitation to view and test the app. Please get in touch with the SERVICE team if you wish to have access to the app.

Logging in to the app

Once the app is installed on your device, it will appear in your list of apps, or on your home screen like this:



1. Select the app icon with your finger by tapping once.
2. The login page of the app should now appear, as below.



SERVICE app login

Circle

User name

Password

LOGIN

For your login details please see the email we sent you.

1. Select the user name field, and enter your user name when the on screen keyboard pops up.
2. Next, select the password field and using the on screen keyboard enter your password.
3. Select LOGIN

Please note: You do not need to log out of the app for the duration of this study. You can use your phone's home button or menu bar to return to your phone home screen.

Summary of the app

Once you have logged in you will be taken to the home page. Take a moment to look over the home page. The main actions are in the blue squares and there is a menu on the top right indicated by the 3 lines.



© The Open University 2021

The four buttons

Here is a summary of each button. Further instructions on how to complete each screen can be found from page 4.

1. “My Mood” is for recording how you are feeling at this moment. This can be completed at any time of the day, as many times as you wish.
2. “Daily Record” We ask you to complete this once a day, preferably in the evening. You also enter your mood here, to report how you have felt today overall. Then you enter information about your daily wellbeing, activities, social interactions, and how long you spent in different locations that day (bedroom, living room, kitchen, outside).
3. “My Circle” contains icons of people in concentric squares with you at the centre. It represents your social network. You can view this circle and add new members to it. The “ADD TO CIRCLE” button is at the bottom of the screen. We ask that you review this every day as well.
4. “My History” will show you what you have logged, in order from most recent history.

Side menu

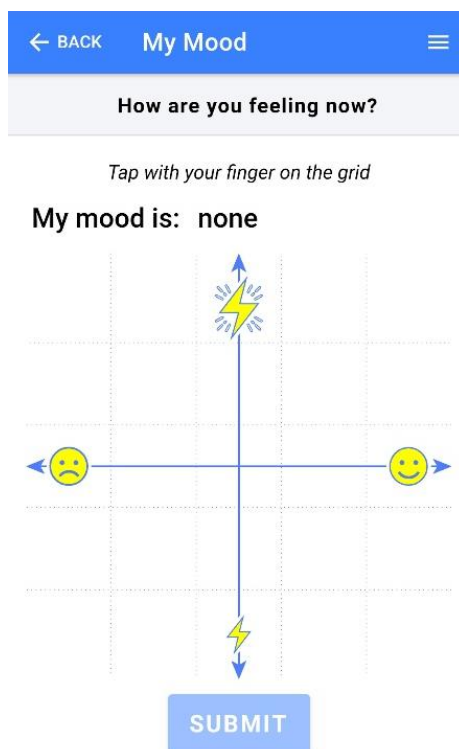
The ☰ menu icon allows you to access the same actions as the main menu buttons as well as to log out.

Privacy

At present, your data are not being shared with anyone, so there are no settings available.

How to complete My Mood button

From the home screen, tap “my mood”. The question asks **how you are feeling now**.



The mood plot allows you to select how you feel on a 2 dimensional grid that represents moods horizontally: from **negative** to **positive** (*unhappy face to smiley face*) and vertically: from **high energy** to **low energy** (big flashing lightning bolt to small one). There are faint grid lines indicating different positions that you can tap. When you tap a position, a word will appear. For example, if you tap on the bottom right corner grid (low energy, high positive) then your mood is “Relaxed”. If you tap the centre grid, the mood is “Neutral”.

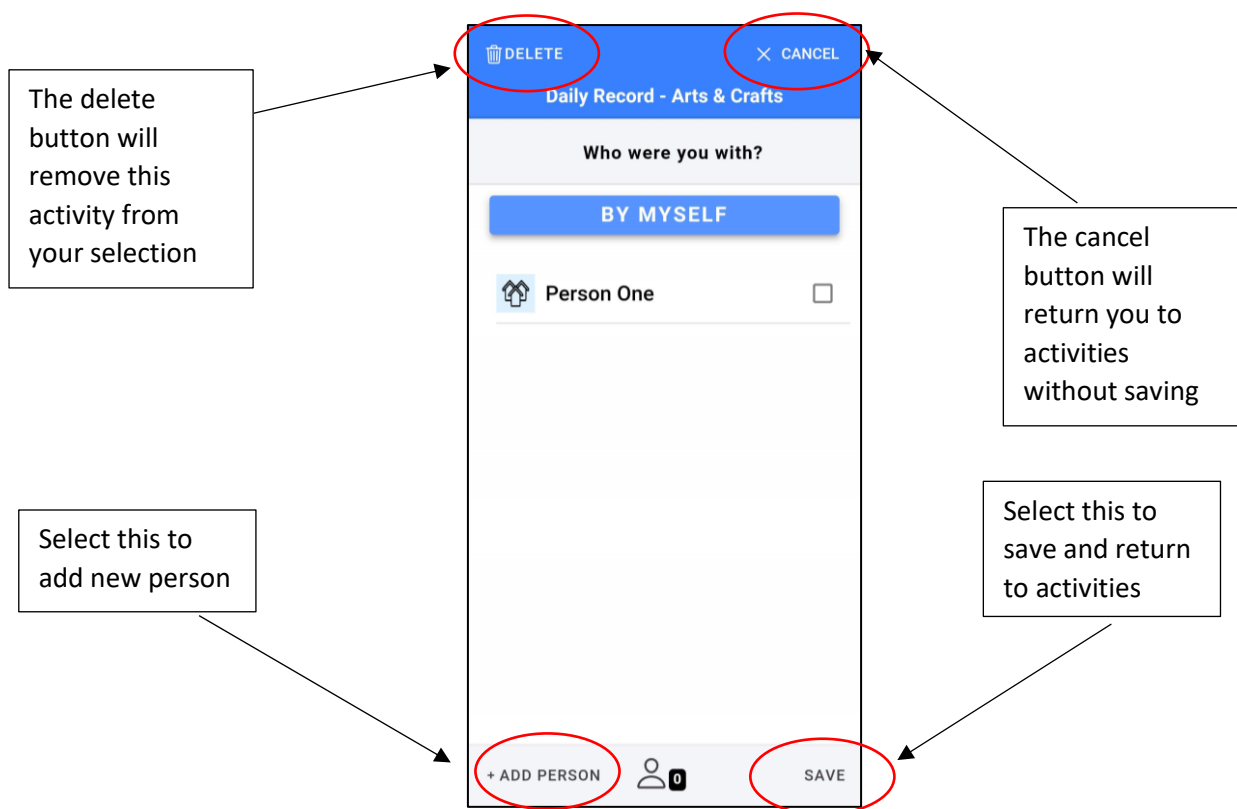
The words and the placement of them may not fit the words you would normally use to describe how you feel. However, the most important thing is to record your level of negativity/positivity, and level of energy.

Once you have selected a position on the 2 dimensional grid, select the Submit button to save your data.

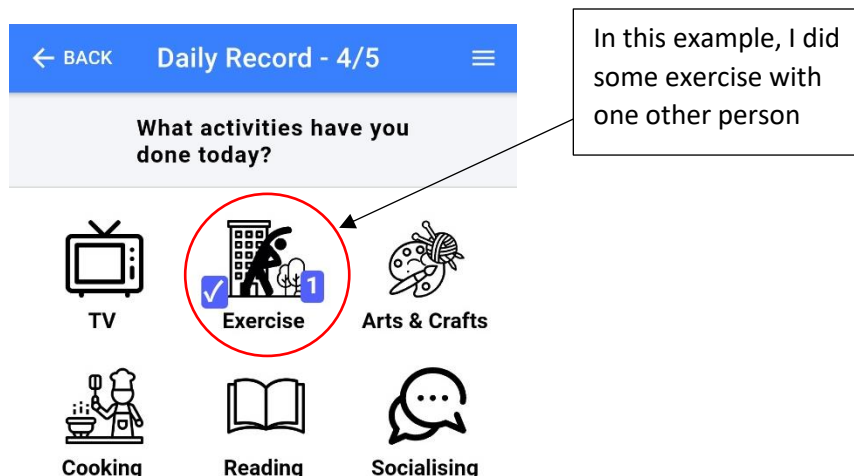
How to complete Daily Record button

The daily record is a way of recording details about your daily wellbeing, activities, and interactions. You might choose to fill this in every evening, although it can be completed at any time. It contains six pages or screens. To navigate through these screens you can select the NEXT -> button. You can also leave the daily record at any point by selecting the menu icon ☰ and selecting Home Screen. This will mean you have not saved your daily record.

1. The daily record begins with the same mood grid as in the “My Mood” function, except that the question asks **“How was your overall mood today?”** Tap a spot and then select next ->
2. The next question is about your wellbeing today. You can choose a number between 1 (not good) and 7 (good). You can select anywhere along the row to choose. Then select next ->
3. The next question is about loneliness. You can rate your loneliness today by selecting a number between 1 (very lonely) and 7 (not lonely). Then select Next ->
4. The next question is about your activities today. You have a selection of icons that represent different activities. Choose the ones that best fit your activities, although there may be options missing. Each time you select an activity you are asked who you were with.



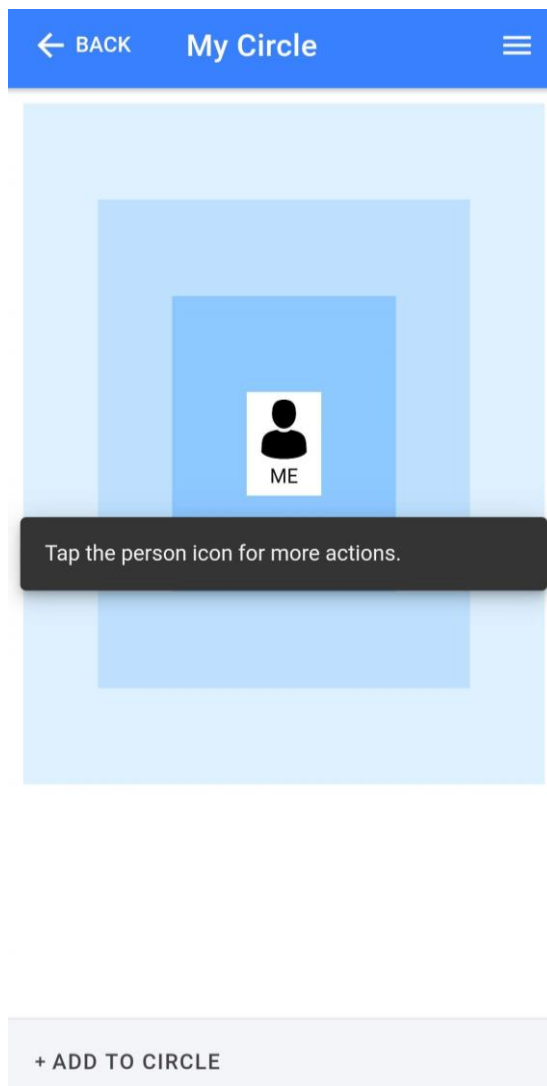
- If you did the activity by yourself, you can select the “by myself” button. Otherwise you can select a person from the list by tapping on their name (these people come from your “My Circle”, see p. 7), or add a new person.
- To add a new person, select the +ADD PERSON button at the bottom left of the screen, and refer to the instructions on page 8.
- You can also cancel out of this page, to keep the activity but not save any changes. Or you can delete the activity from your daily record. See the cancel and delete buttons at the top of the screen.
- Once you save or cancel you will return to the activity page. The activities you have selected and how many people you did the activity with will display.



- Select next -> again.
5. The last question is about how much time you have spent in different areas of your house **since you last logged or in the last day**. This is indicated by the number of hours and different icons that represent different rooms.
 - You can change the hours by pressing once anywhere on the icon or the numbers. A scrolling list of numbers will appear in a 'popup'.
 - You can select a number by swiping up or down anywhere on the popup screen. The highlighted number will show in blue.
 - Once you are happy with your selection, click OK.
 - Please do this for all 4 rooms.
 6. Click Submit.
 7. Your daily record will now be saved. Click OK. You will be returned to the home page.

How to complete My Circle button

From the home page, select “My Circle”.



This page represents your social network. You are at the centre, and then there are three layers representing your inner, middle, and outer social network. The innermost circle represents people you feel closest to and then this expands out to the people you feel less close to.

You can add and delete people from this page.

1. To delete people, select their name or icon. From the list of options that pop up you can select the “remove from circle” option. The person will disappear from your circle.
2. To add people, use the +ADD TO CIRCLE button at the bottom of the screen. A page will appear which contains some questions about the person:

Add to Circle × CANCEL

First name

Last name

Group

Select one value

How close are you to them?

3 *Not very close* Light blue box

2 Medium blue box

1 *Very close* Dark blue box

How often do you see/speak to them?

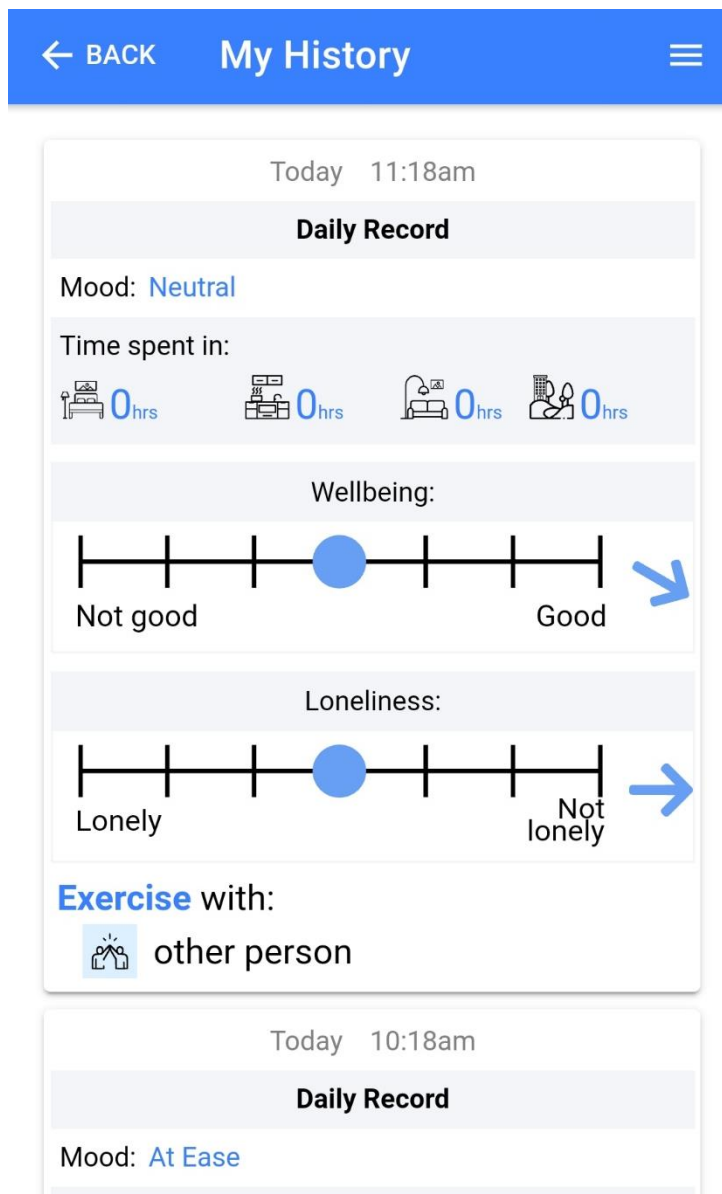
Select one value

SUBMIT

3. First enter their first and last name – this can be a nickname, real name, or initial. Selecting the name field will pop up your keyboard.
4. Select a group that this person belongs to, e.g. family, friends, social club. You can scroll down this list for further options.
5. Click ok.
6. Select how close you feel to this person, with a value of 1, 2, or 3. These correspond to the colours you see in your circle map.
7. The last question is about how often you typically see/speak with this person, select the question and then select one of the options, then select OK.
8. You can now select Submit. A message will popup stating your data were saved, click OK again.
9. You will be returned to your Circle.
10. You can further add, delete, or view other people. Or you can choose the back arrow to go to the Home page.

How to view My History button

From the home page, select “My History” button.



The daily records and mood that you enter will appear here in date order (most recent first). You can scroll down to see earlier records.

The history displays what you have entered, including moods, time spent in locations, wellbeing and loneliness scores and activities. Arrows appear next to your wellbeing and loneliness scores to indicate whether they have gone up, down, or remained the same as your previous entry.

To leave this screen select the <- BACK button in the top left corner.