

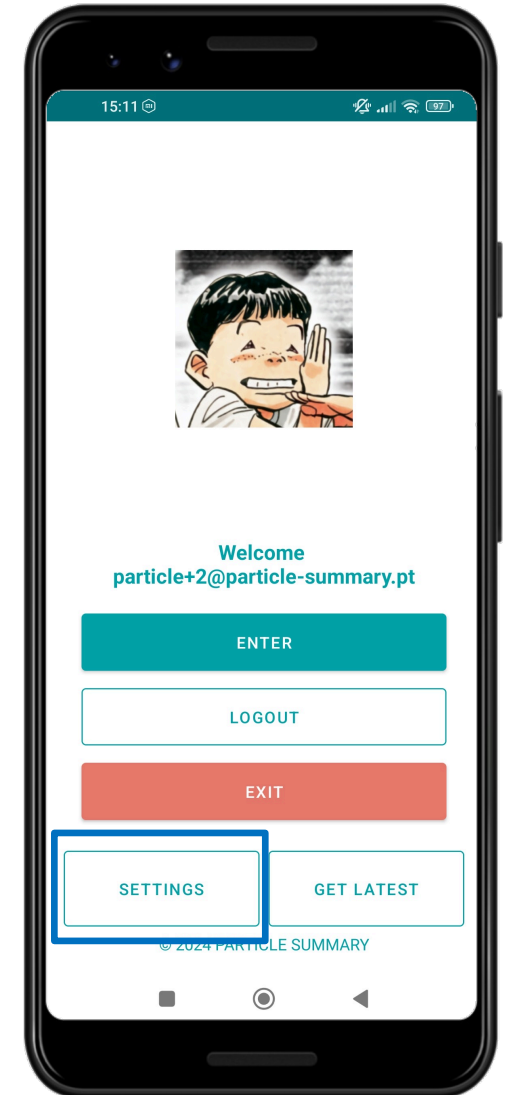
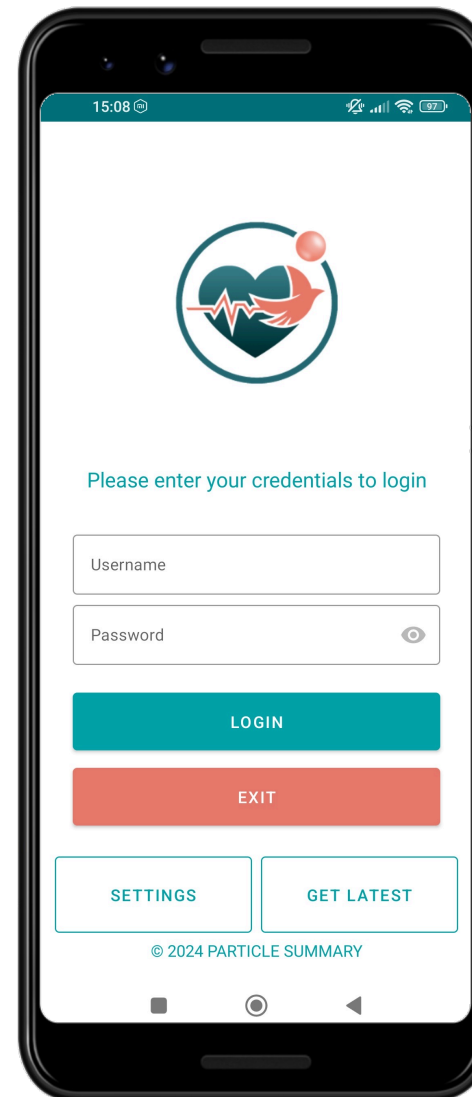
PARTICLE

SWAPP
MANUAL

Login to SWAPP

1. Enter your credentials (user name and password).
2. Click in the button **LOGIN**.
3. Once you are logged in, the App welcomes you.

If there are permissions missing, the App will present a warning. In this case, press the **SETTINGS** button.



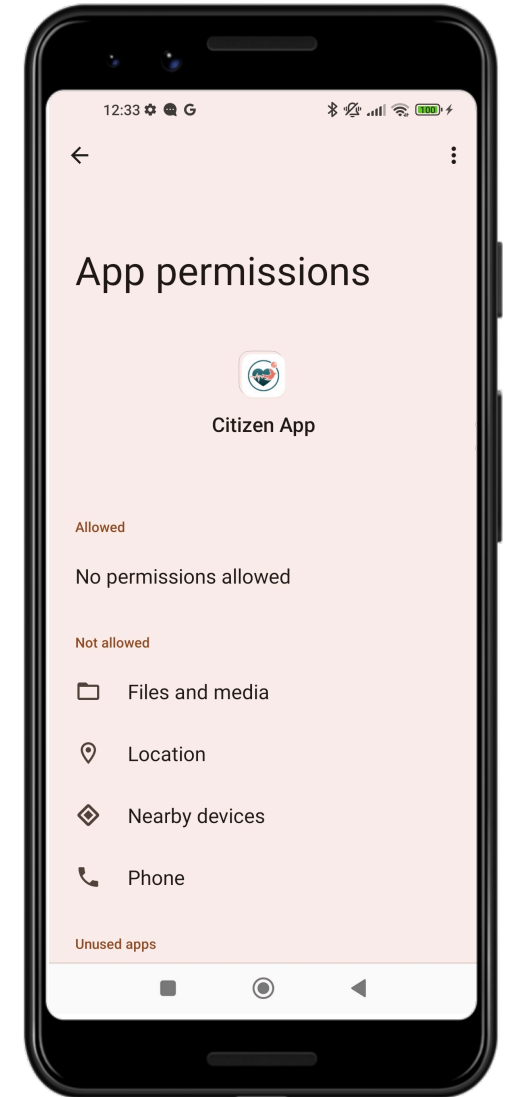
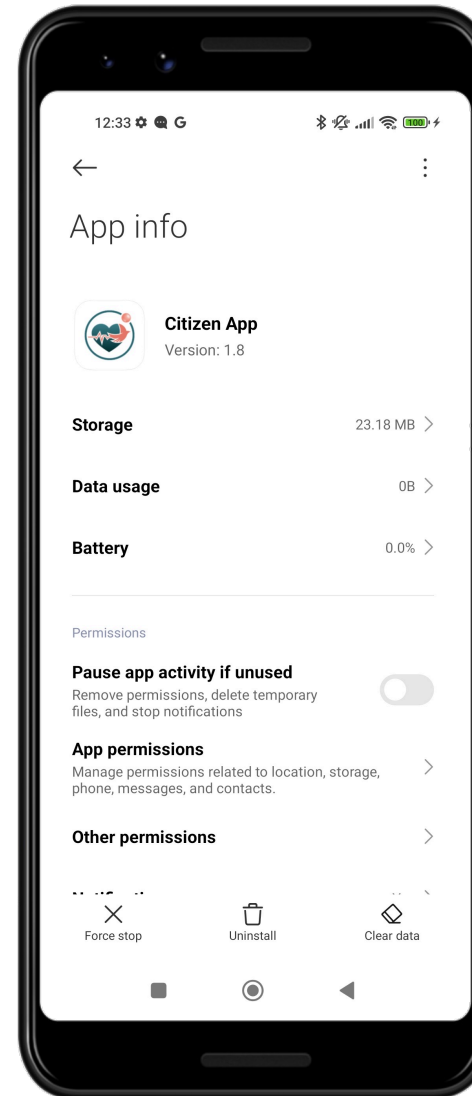
Login to SWAPP

You are now in the specific settings of the [Citizen App SWAPP](#).

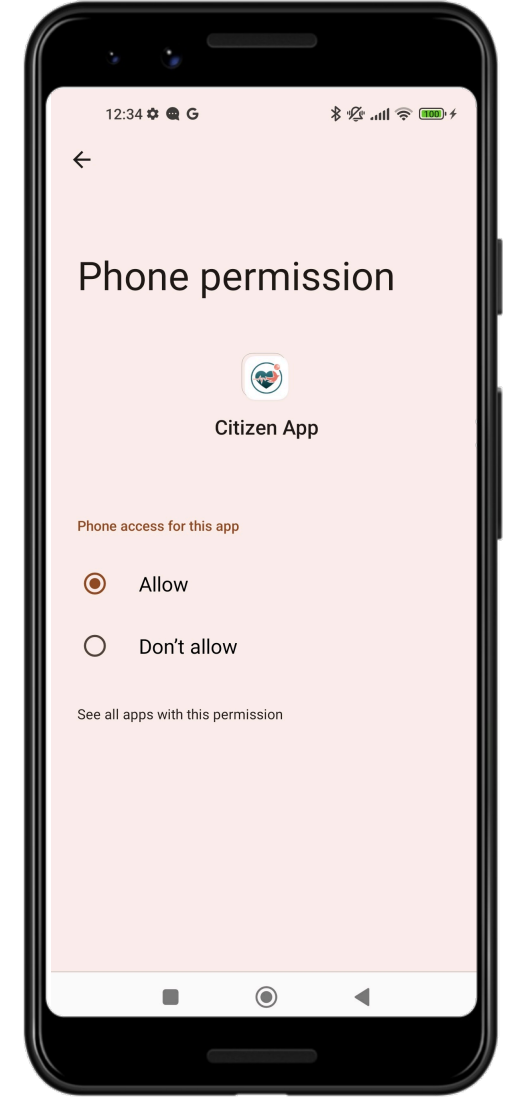
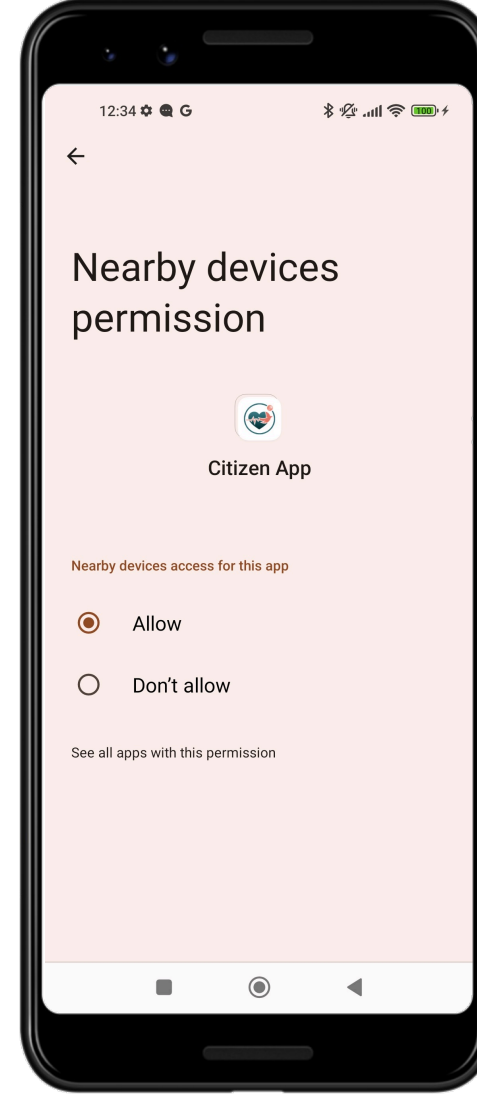
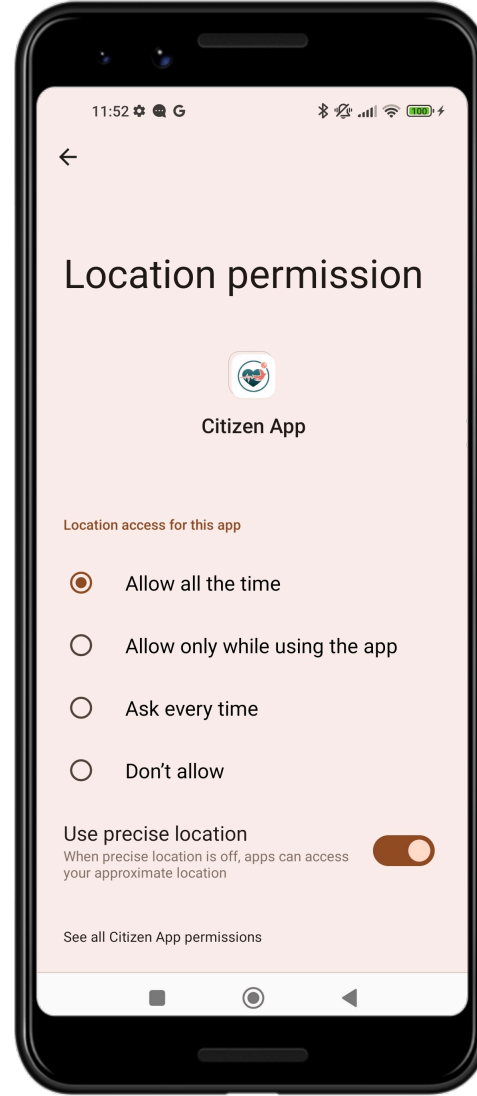
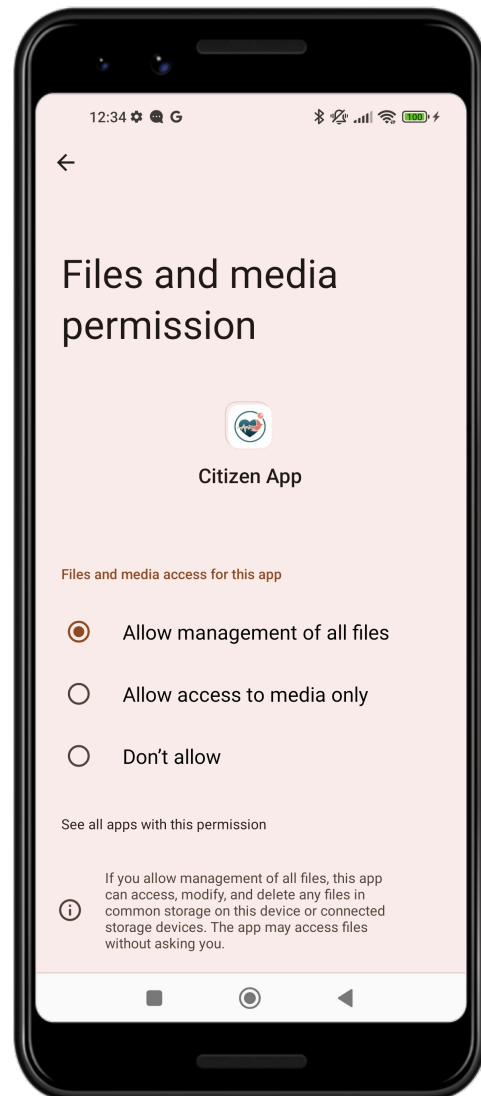
1. Go to “[App permissions](#)”.

There are no permissions allowed.

Click on each of the different services to enable the required permissions for Files and media, Location, Nearby devices and Phone.



Login to SWAPP

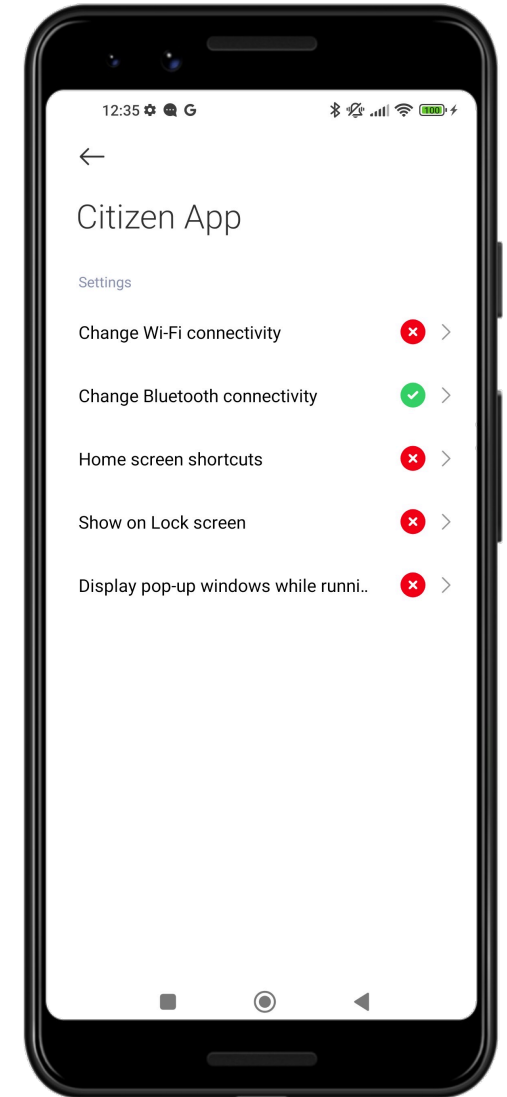
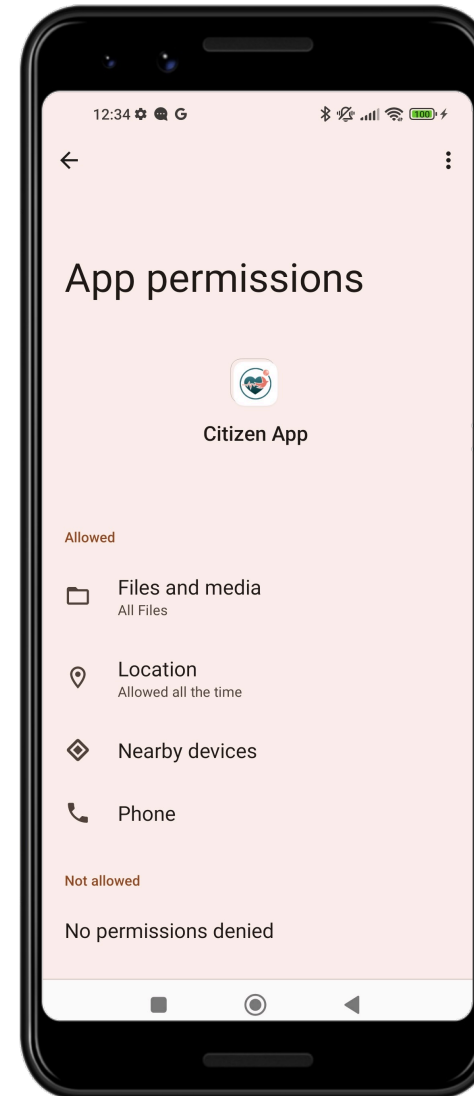


Login to SWAPP

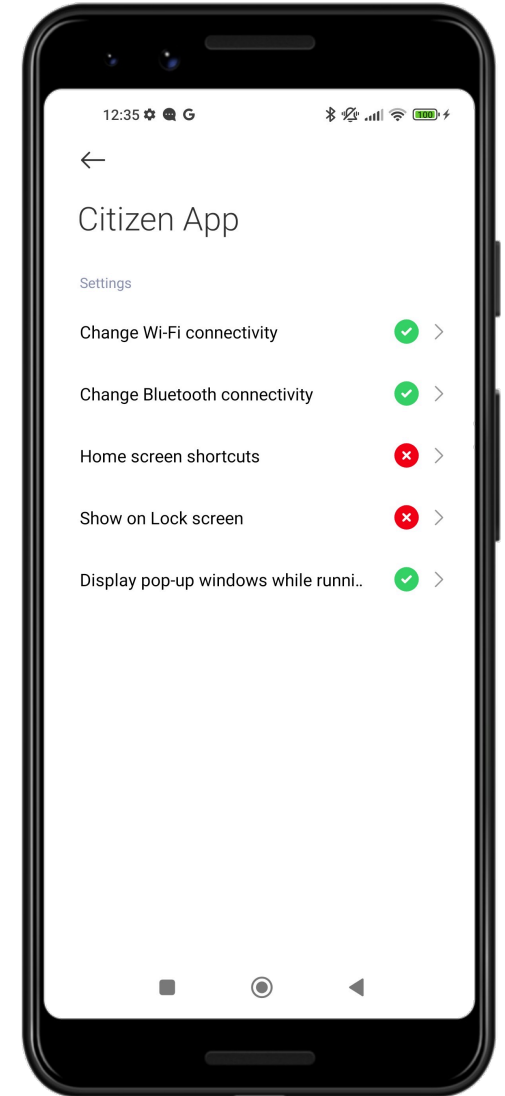
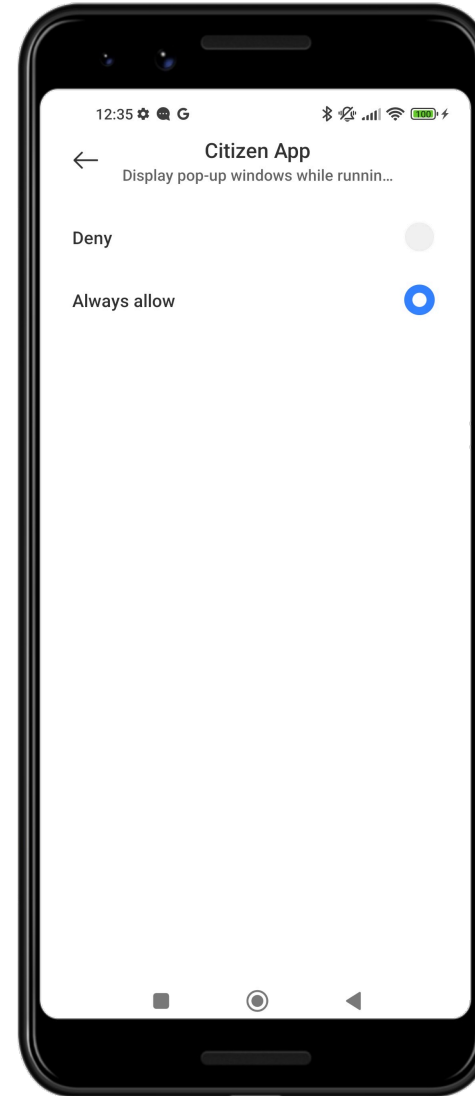
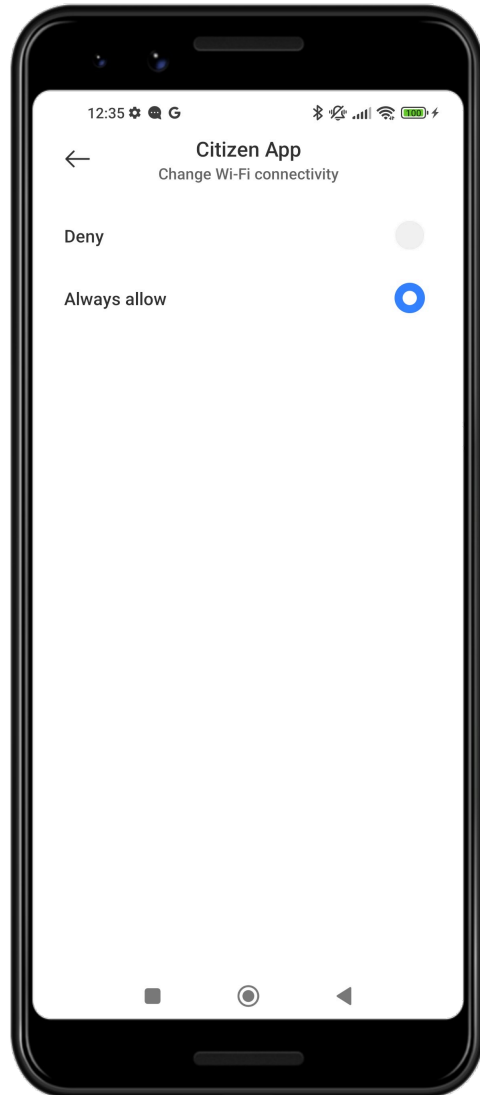
The [permissions](#) are now enabled.

2. Go back and access [Other permissions](#).

Click on each of the different services to enable the required permissions for Wi-Fi connectivity, Bluetooth connectivity and Display pop-up windows while running.



Login to SWAPP

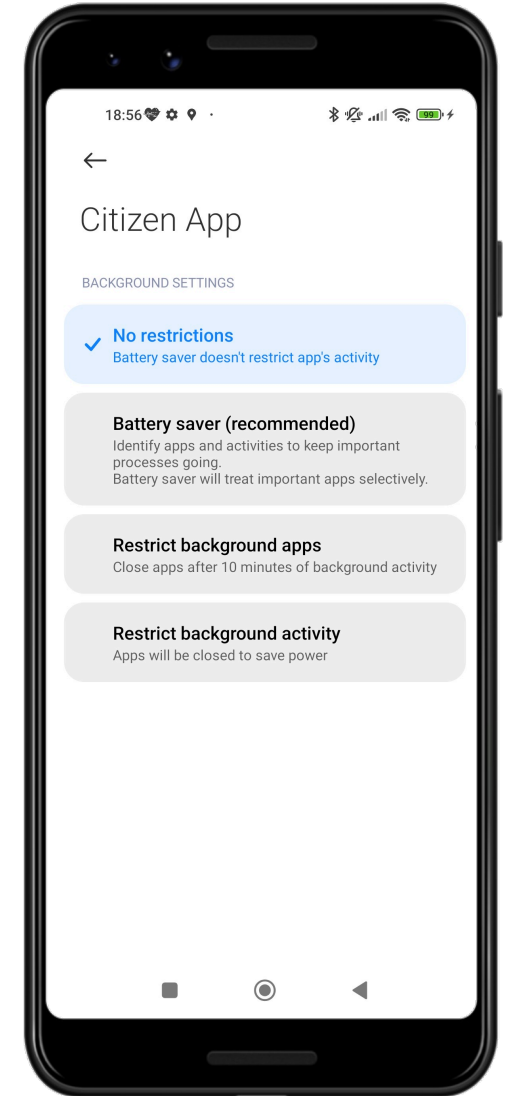
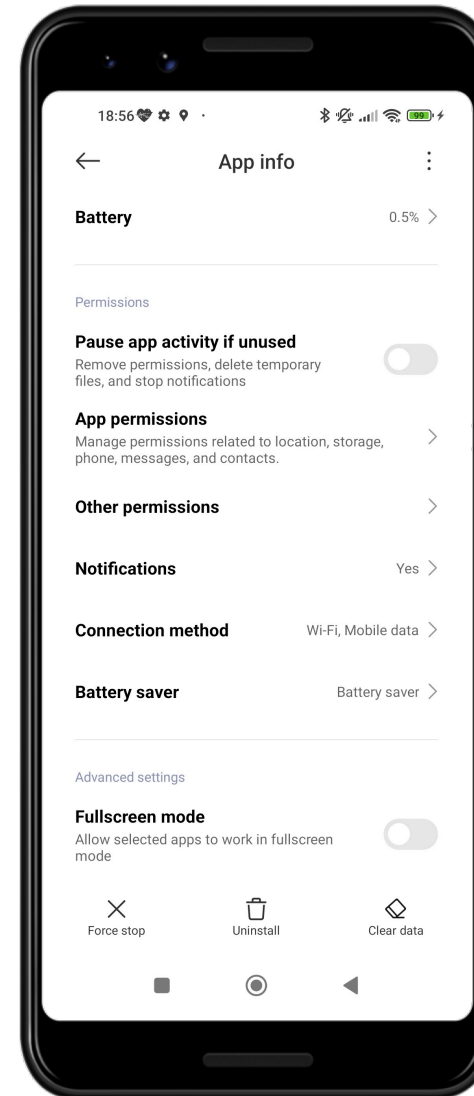


Login to SWAPP

The **Other permissions** are now enabled.

3. Go down and access **Battery saver**.

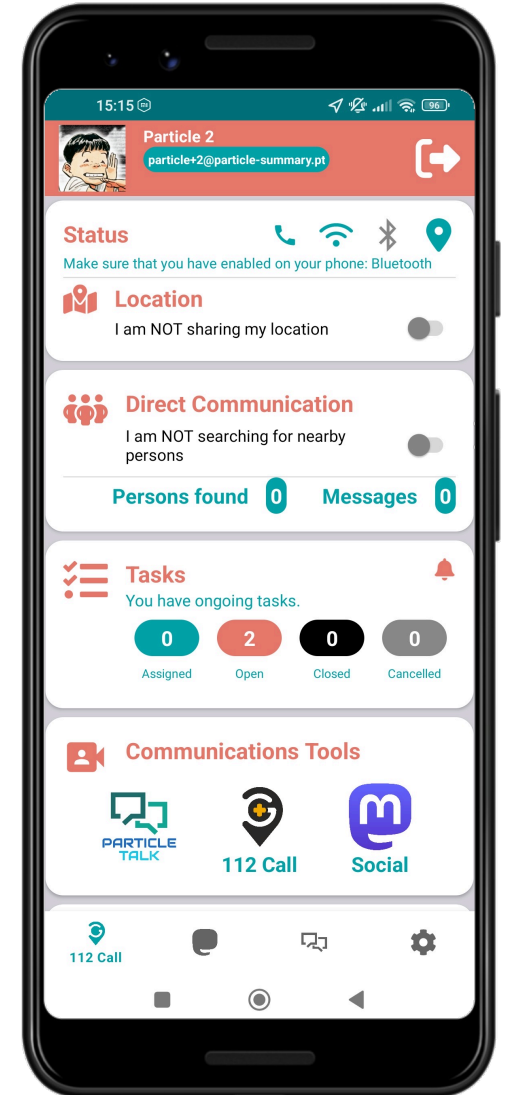
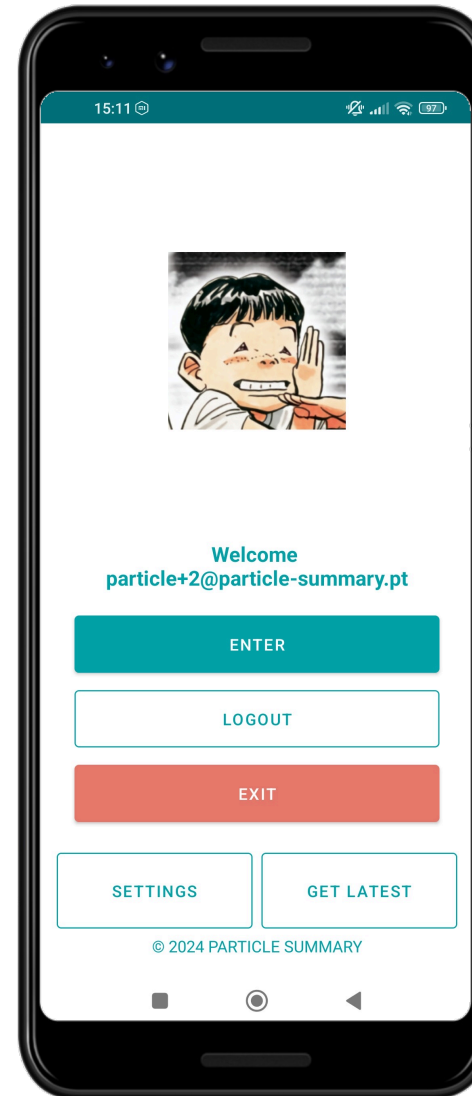
4. Click on the option **No restrictions** to ensure that no functionality is hampered by low battery levels.



Using SWAPP

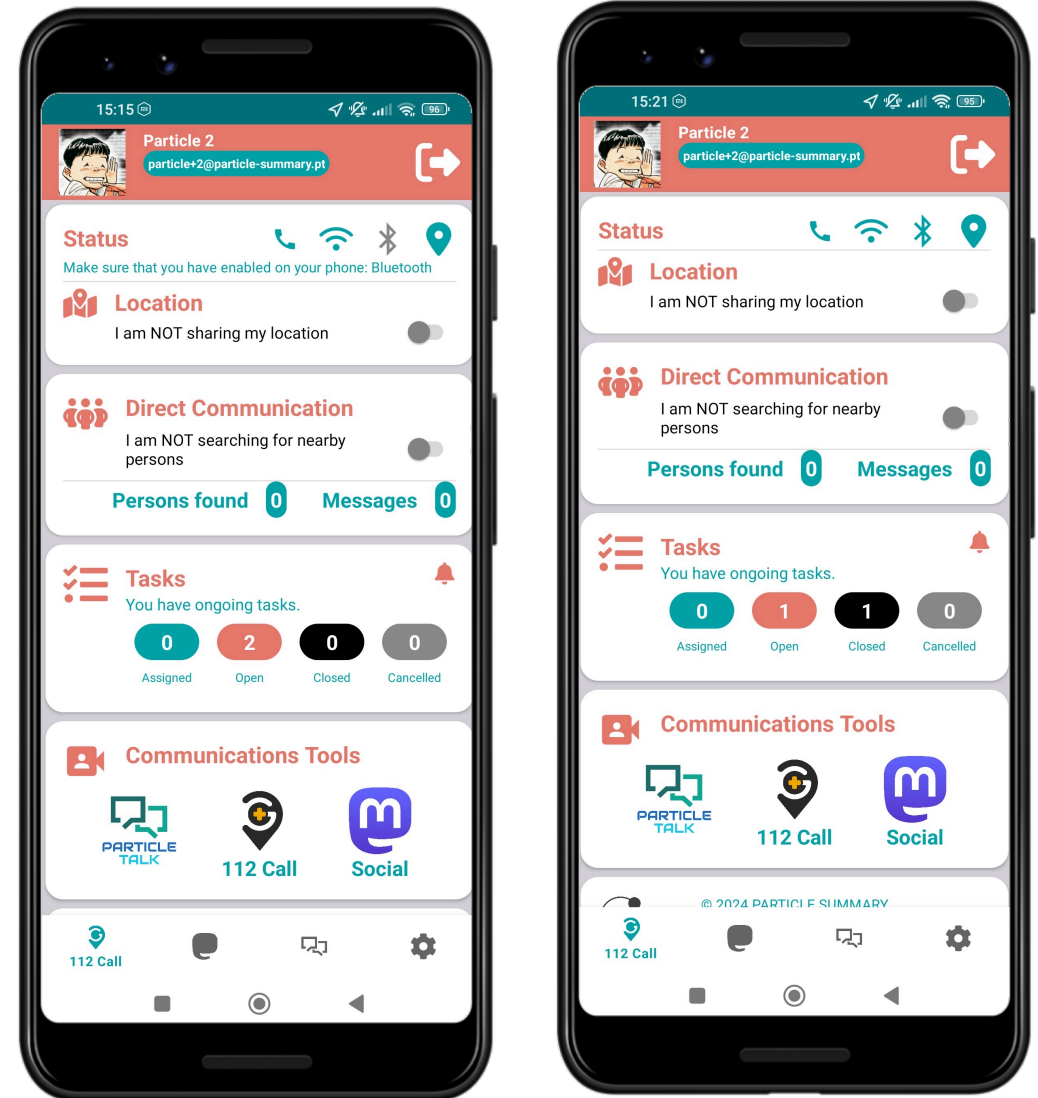
The warning on permissions is off.

1. Click on the **ENTER** button to start using the App.



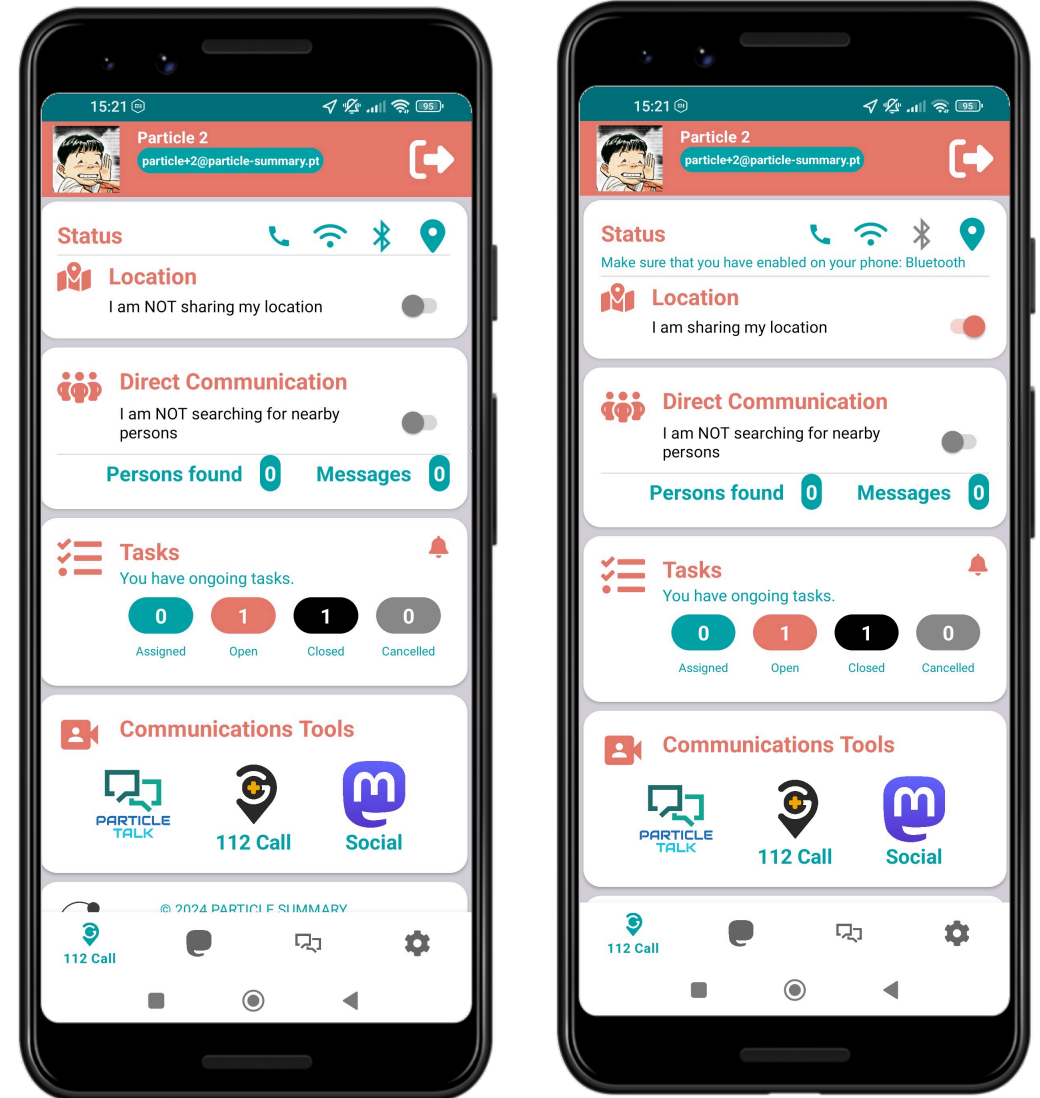
Using SWAPP

1. You can check the connectivity **Status** of your device. There are 4 symbols representing **Cellular connectivity**, **Wi-Fi connectivity**, **Bluetooth connectivity** and **Location**.
2. Be sure that the icons are all active (from grey to the teal colour).



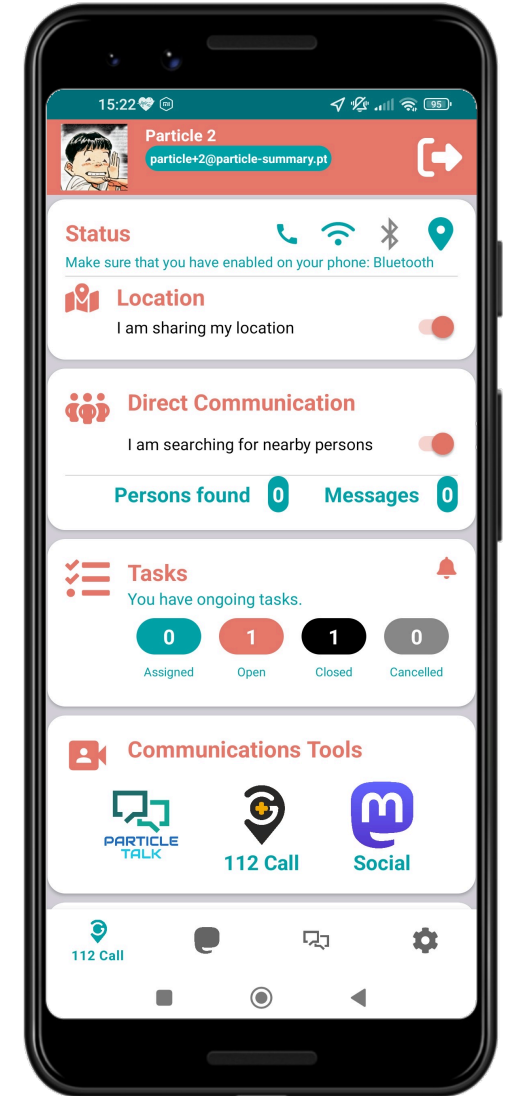
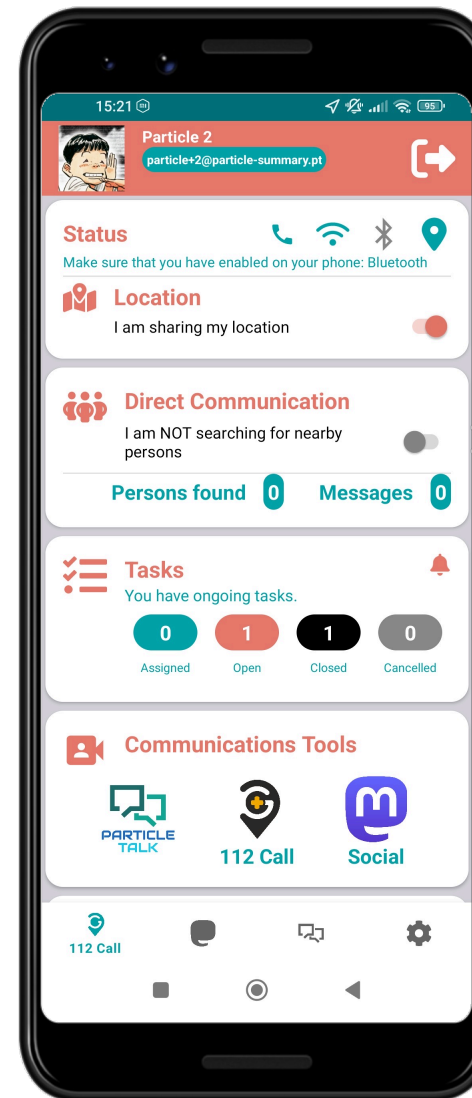
Using SWAPP

1. You can activate the automatic sending of your **Location** to the Volunteers Portal and nearby volunteers.
2. Swipe the icon to ensure that you are sharing your **Location**.




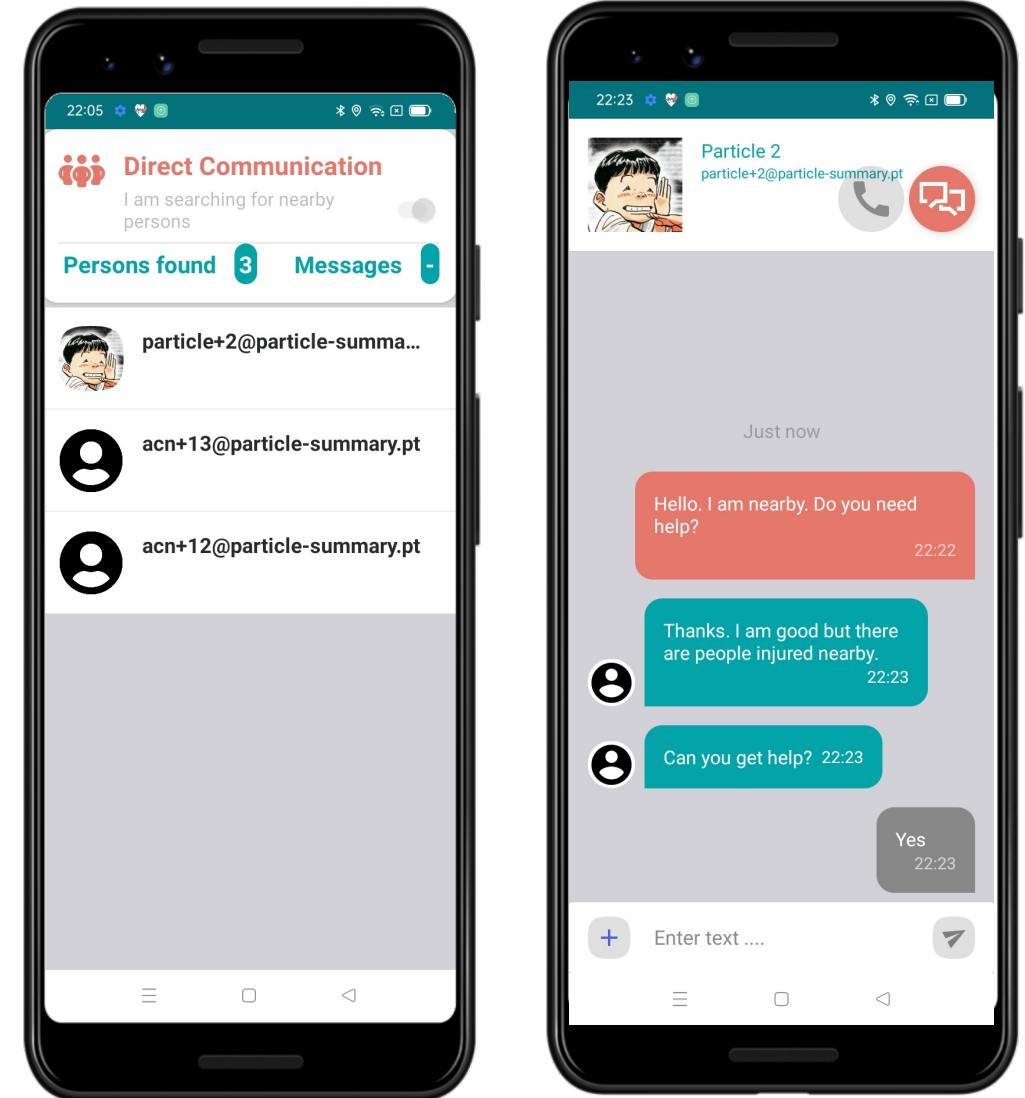
Using SWAPP

1. You can check the **Direct Communication** of your device to other volunteers nearby, so that you may exchange messages.
2. Swipe the icon to ensure that you are aware of nearby volunteers.



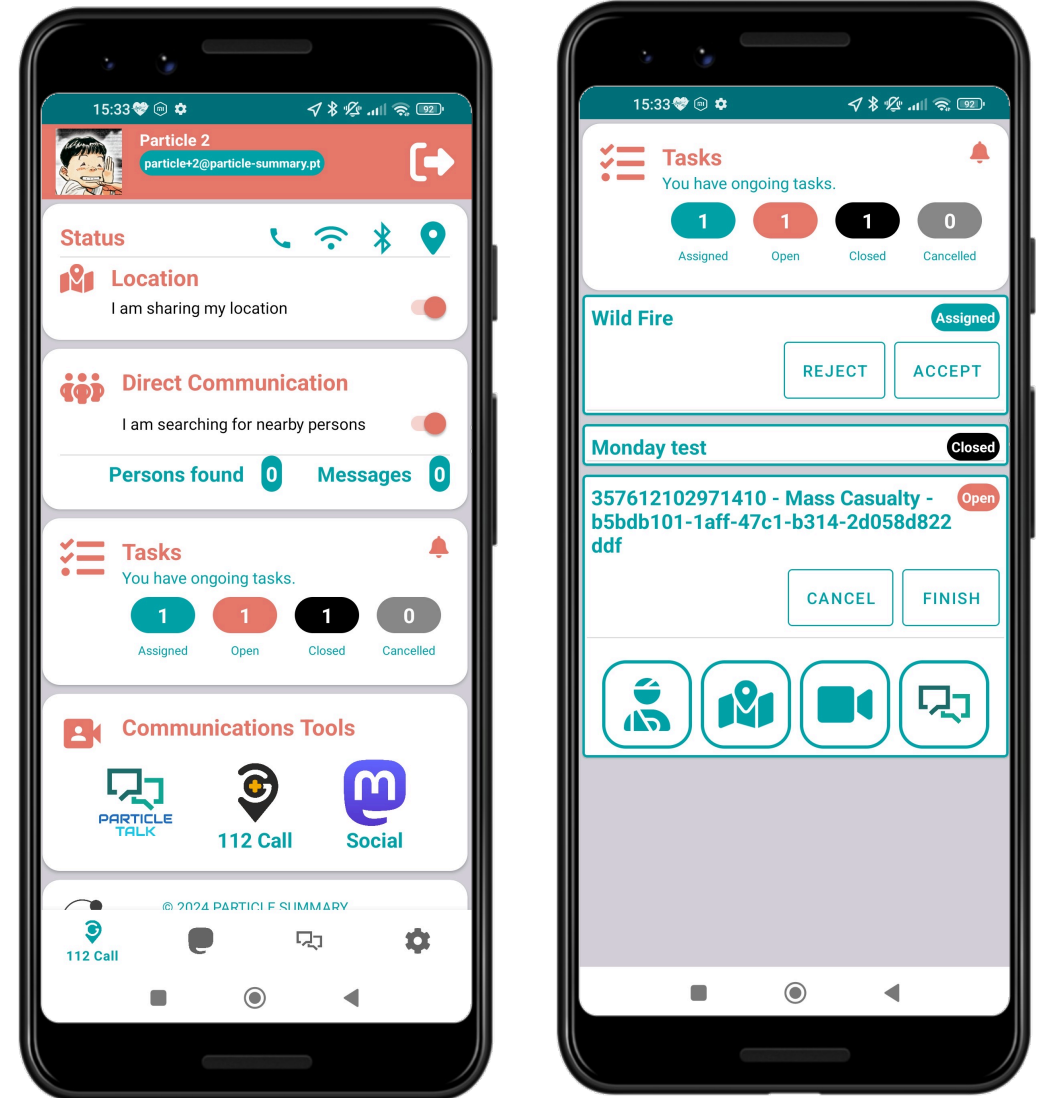
Using SWAPP

3. Click on **Direct Communication** to find nearby volunteers.
4. Click on a volunteer's name to exchange messages with that volunteer.
5. For more interaction options with another volunteer, you may also select the **PARTICLE.TALK** button  on the top right.



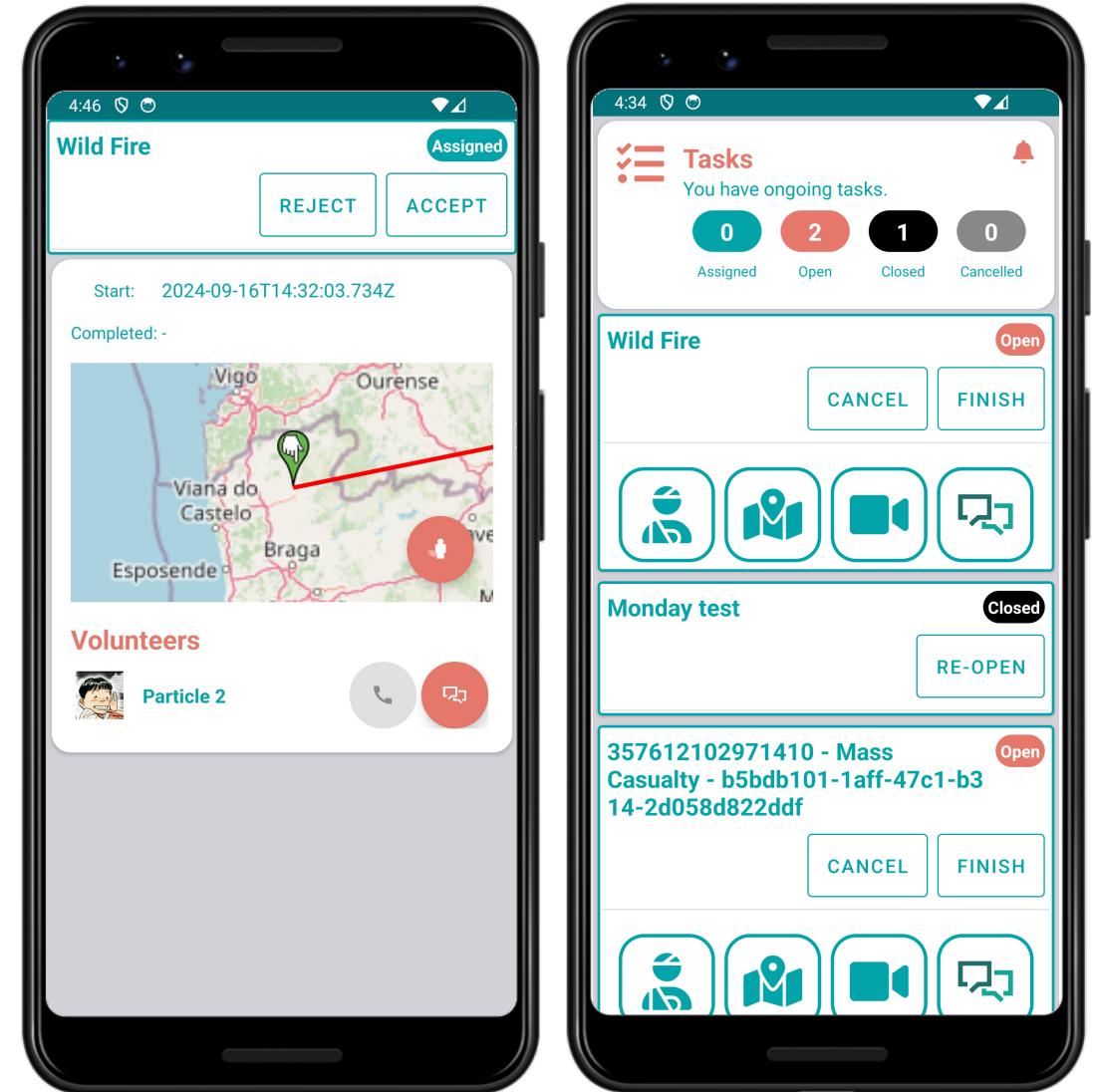
Using SWAPP

1. You may receive notification of an incoming task, assigned by the Volunteer Manager.
2. Click on **Tasks** in your device to access all your assigned tasks.
3. On the card of the Assigned task, you may click on **Accept** or **Reject** to indicate if you will carry out the task. Your response is automatically sent to the Volunteer Manager.







Using SWAPP

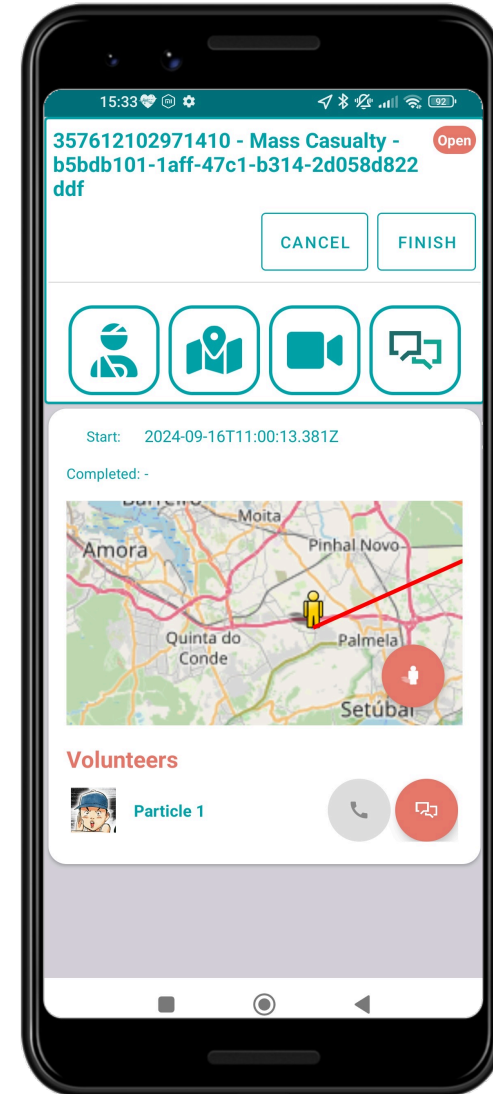
4. If you need details before accepting or rejecting an Assigned task, you may click on the task's card.
5. You access the details of the specific task.
6. You may then decide to **Accept** or **Reject** the Assigned task.
7. The top statistics are updated accordingly.




Using SWAPP

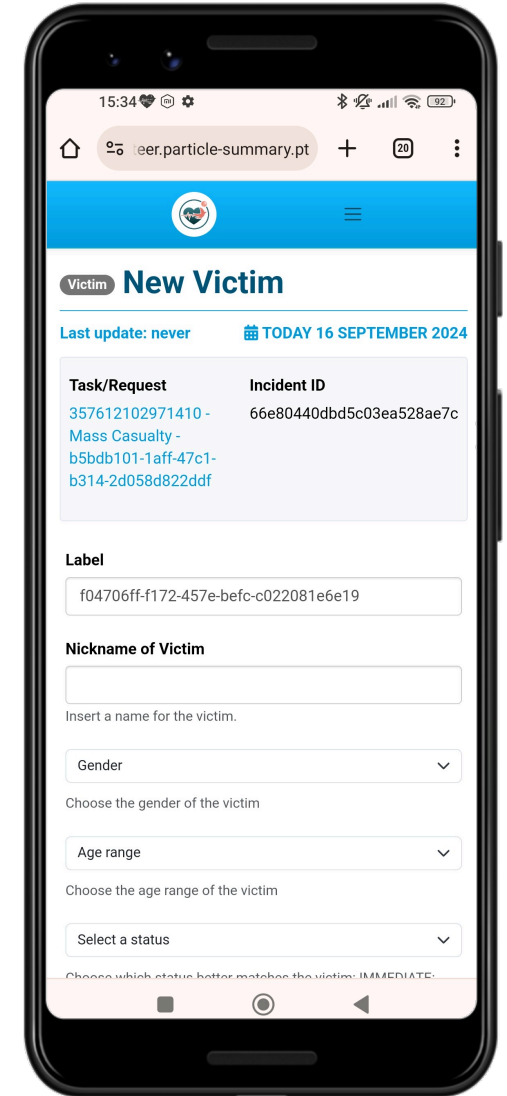
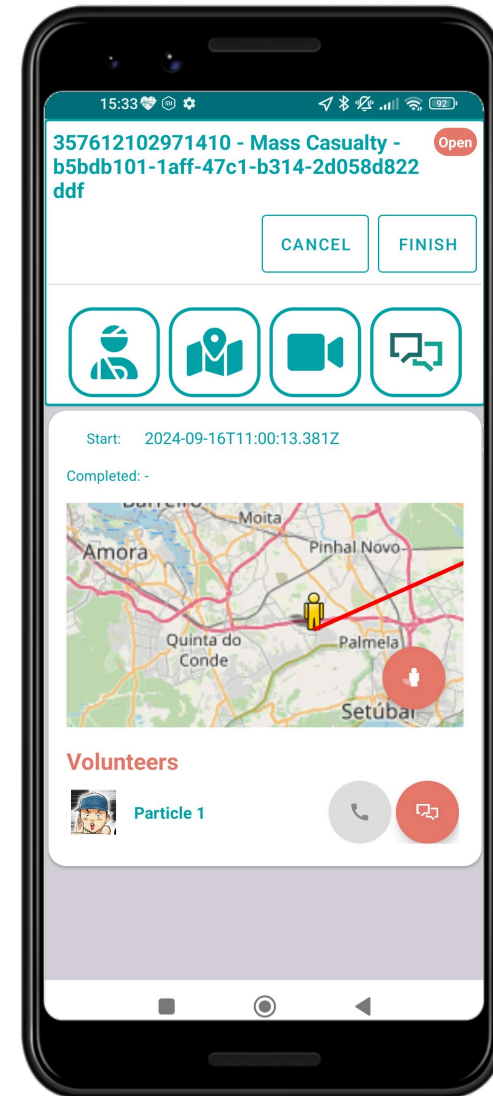
1. Once a task becomes open, you have 4 buttons     for specific actions:

- **Victims Report** – to make a report on a victim and send it to the Volunteer Manager.
- **Location** – to view the volunteer's own location and the location of the task.
- **Video Room** – to make a videoconference with the Volunteer Manager and the volunteers assigned to the task.
- **PARTICLE.TALK** – to use chat and exchange photos and files with the Volunteer Manager and the volunteers assigned to the task.




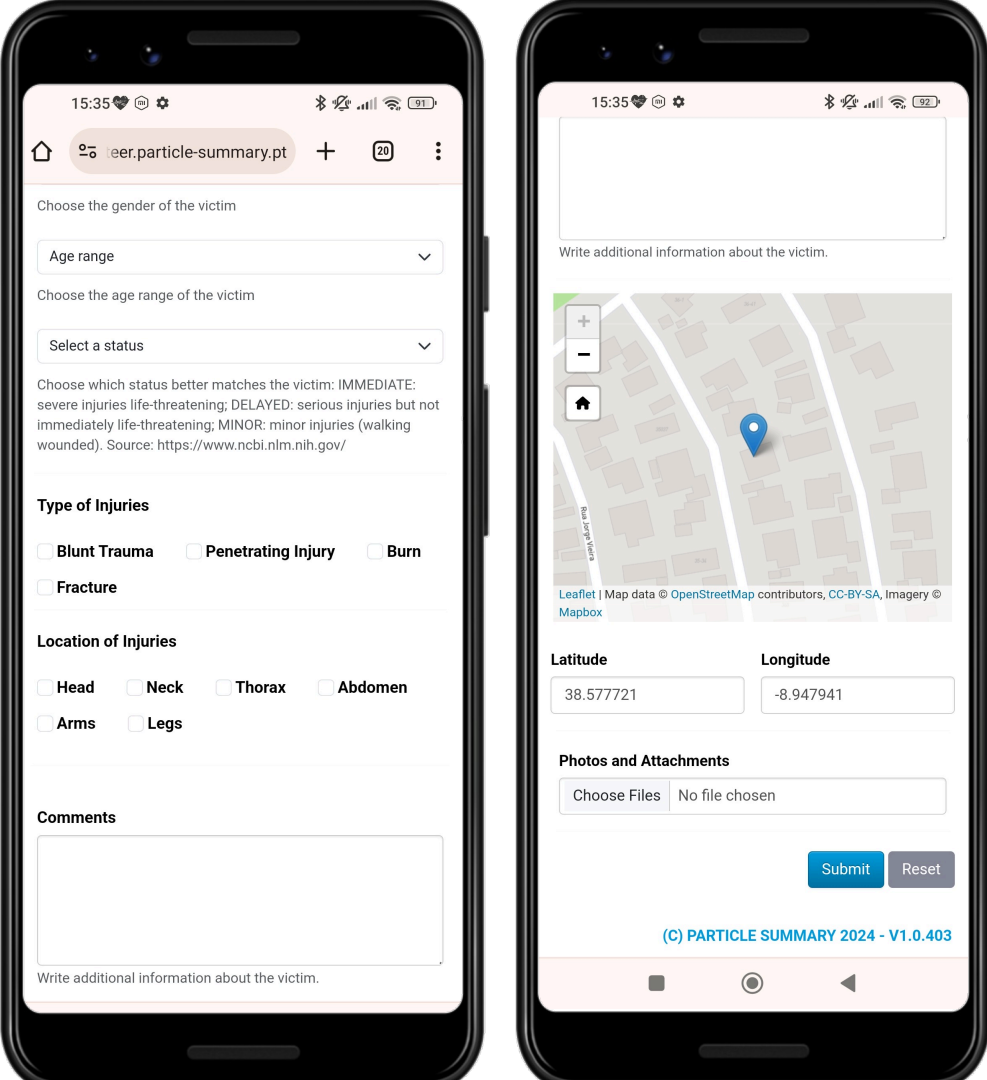
Using SWAPP

1. You can Report a Victim to the Volunteer Portal, so that assistance can be provided to the victim.
2. Click on Report Victim icon  to access the online form to report victims.



Using SWAPP

3. Fill the required fields.
4. To include the victim's **location**, you may either use your device's location or use the map home function  .
5. Press **Submit** in the end of the form to file the **Victims Report**.



15:35 91%

eer.particle-summary.pt

Choose the gender of the victim

Age range

Choose the age range of the victim

Select a status

Choose which status better matches the victim: IMMEDIATE: severe injuries life-threatening; DELAYED: serious injuries but not immediately life-threatening; MINOR: minor injuries (walking wounded). Source: <https://www.ncbi.nlm.nih.gov/>

Type of Injuries

Blunt Trauma Penetrating Injury Burn

Fracture

Location of Injuries

Head Neck Thorax Abdomen

Arms Legs

Comments

Write additional information about the victim.

Write additional information about the victim.

Map interface showing a location pin on a street map.


Latitude: 38.577721 Longitude: -8.947941

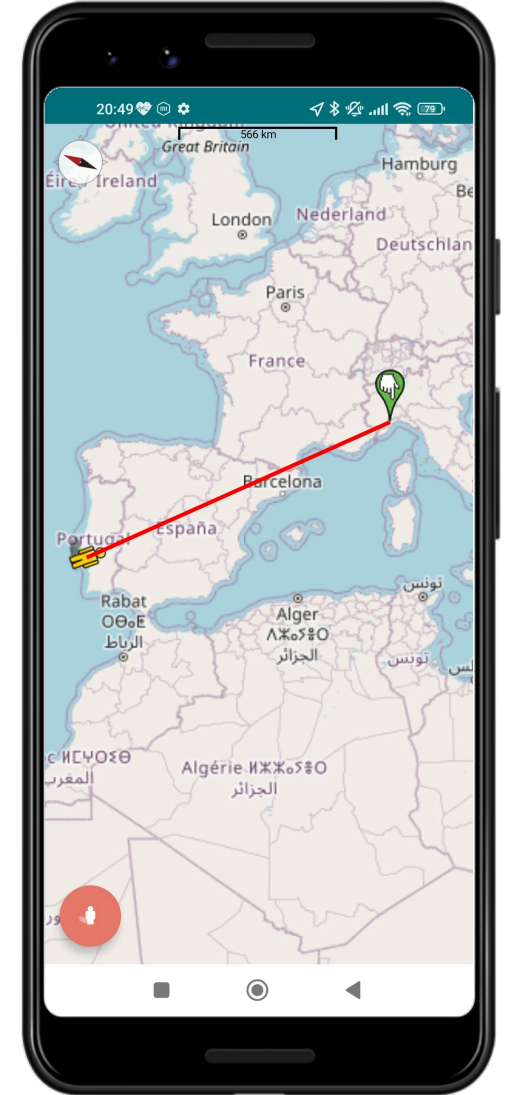
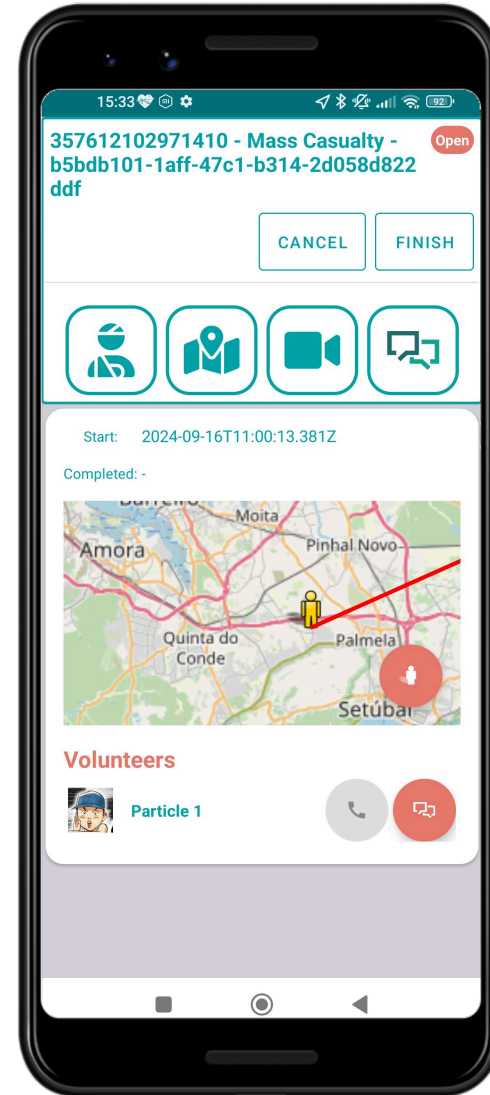
Photos and Attachments: Choose Files No file chosen

Submit Reset


(C) PARTICLE SUMMARY 2024 - V1.0.403

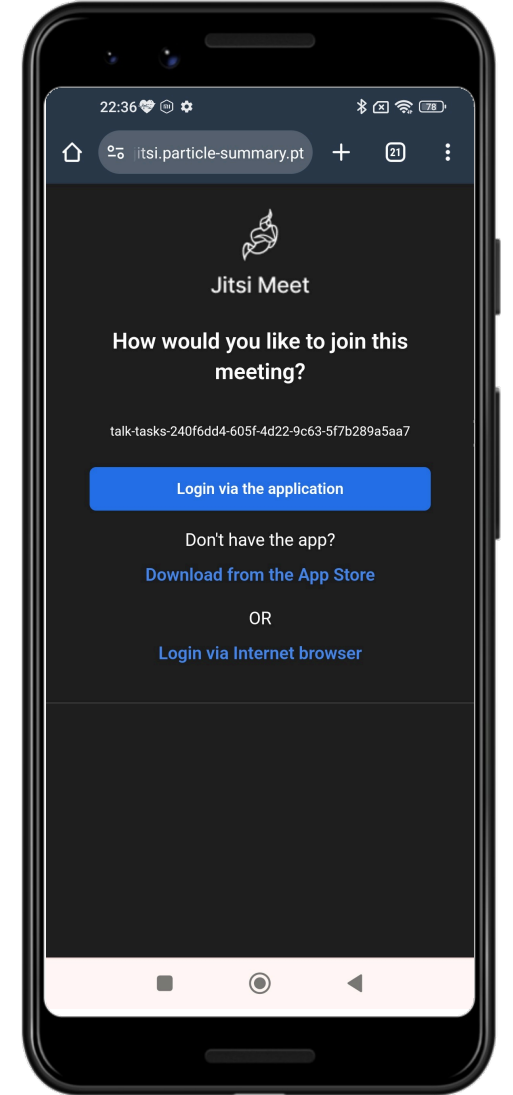
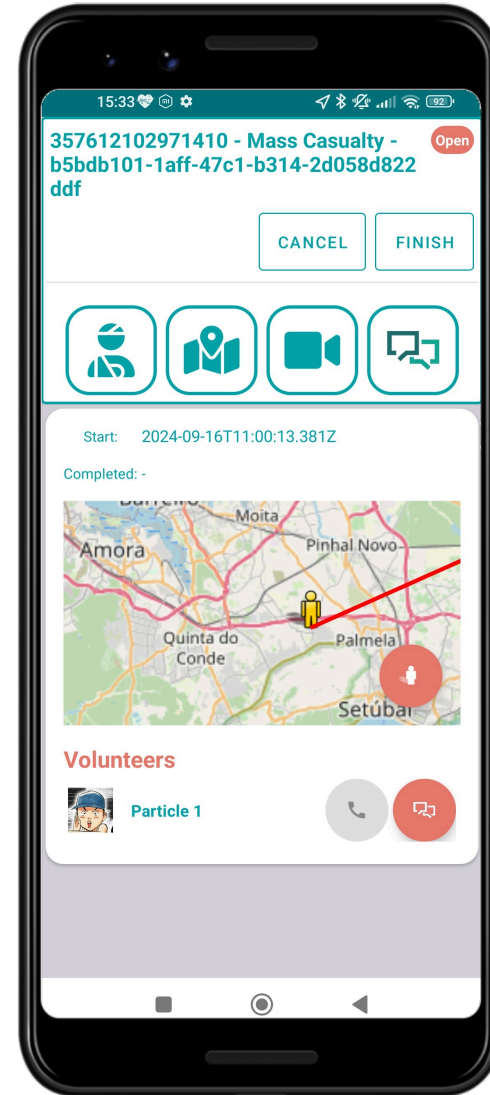
Using SWAPP

1. You can select the **location** icon  to view your location and the task's location.




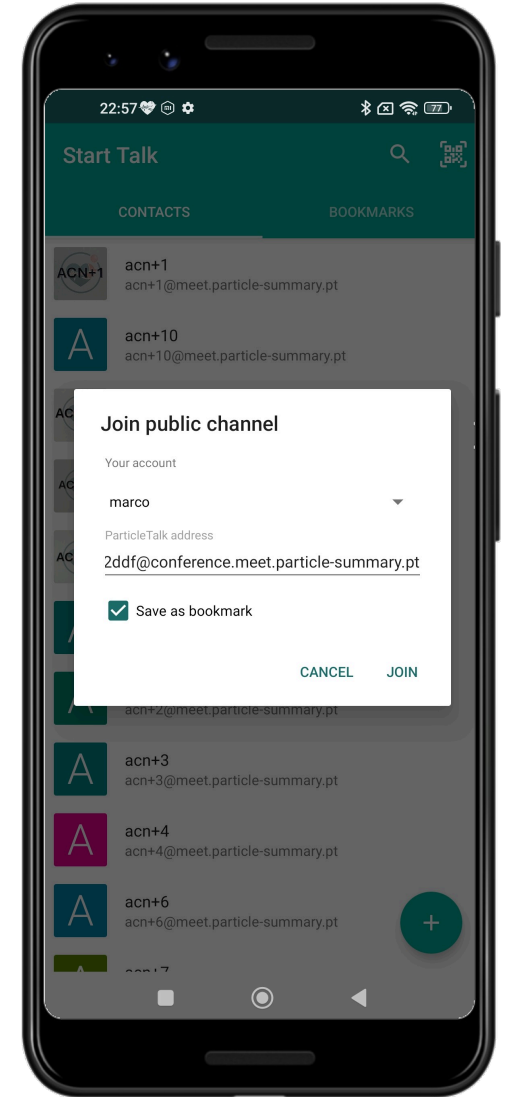
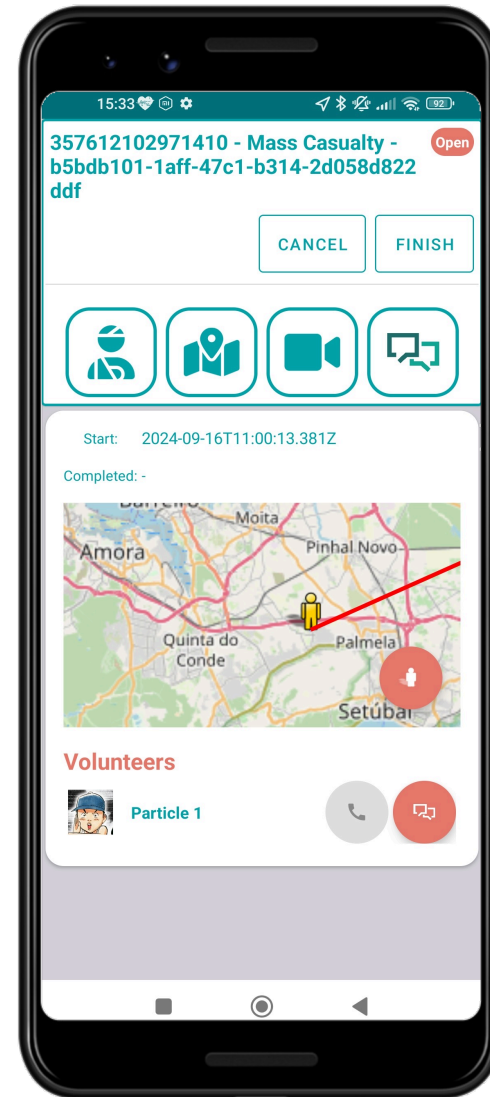
Using SWAPP

1. Upon a message to join in a videoconference, you may select the **Video Room** icon  and participate in the videoconference.



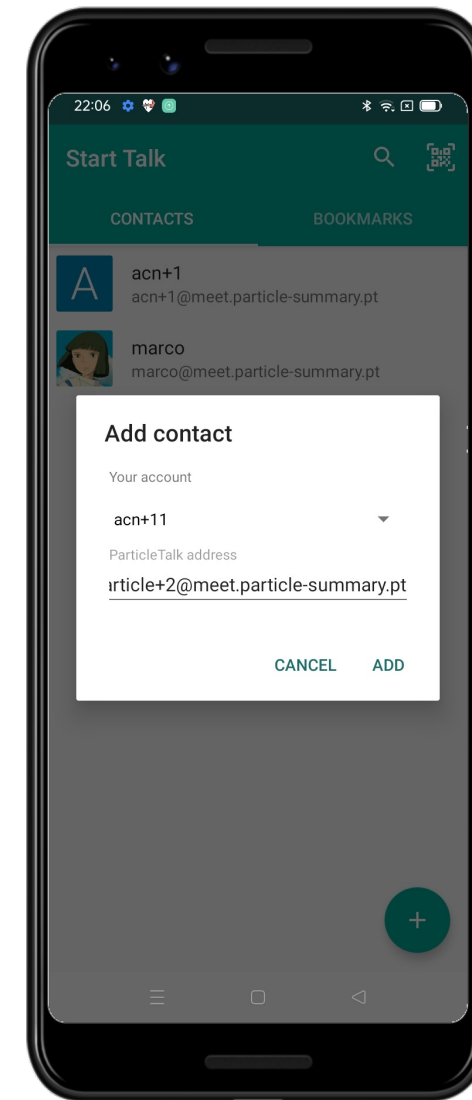
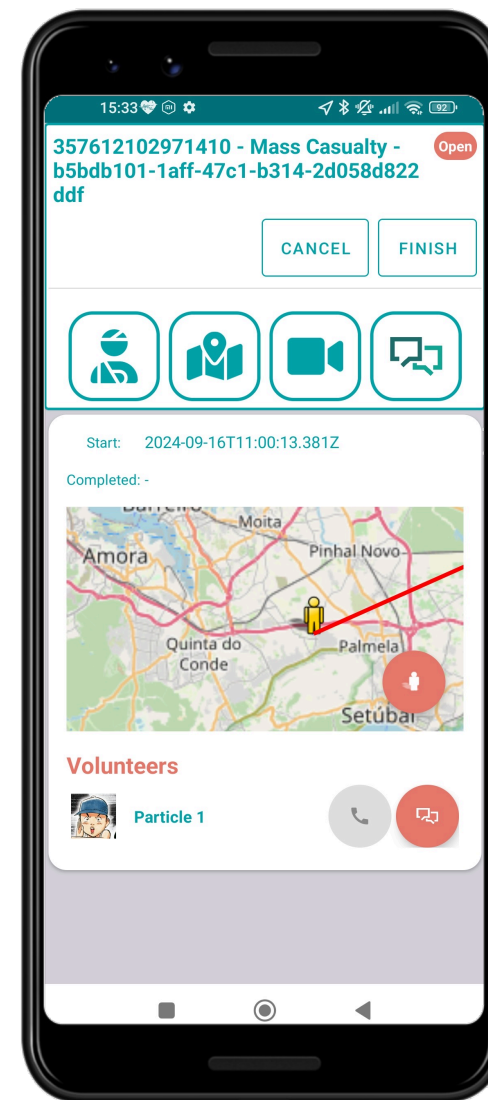
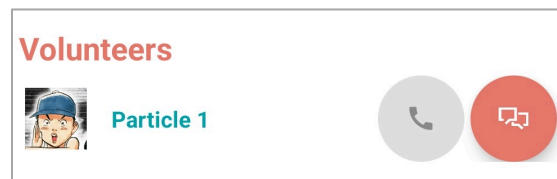
Using SWAPP

1. You may open **PARTICLE.TALK** by clicking on the **PARTICLE.TALK** icon  to chat or exchange photos and files with the other volunteers assigned to the task.



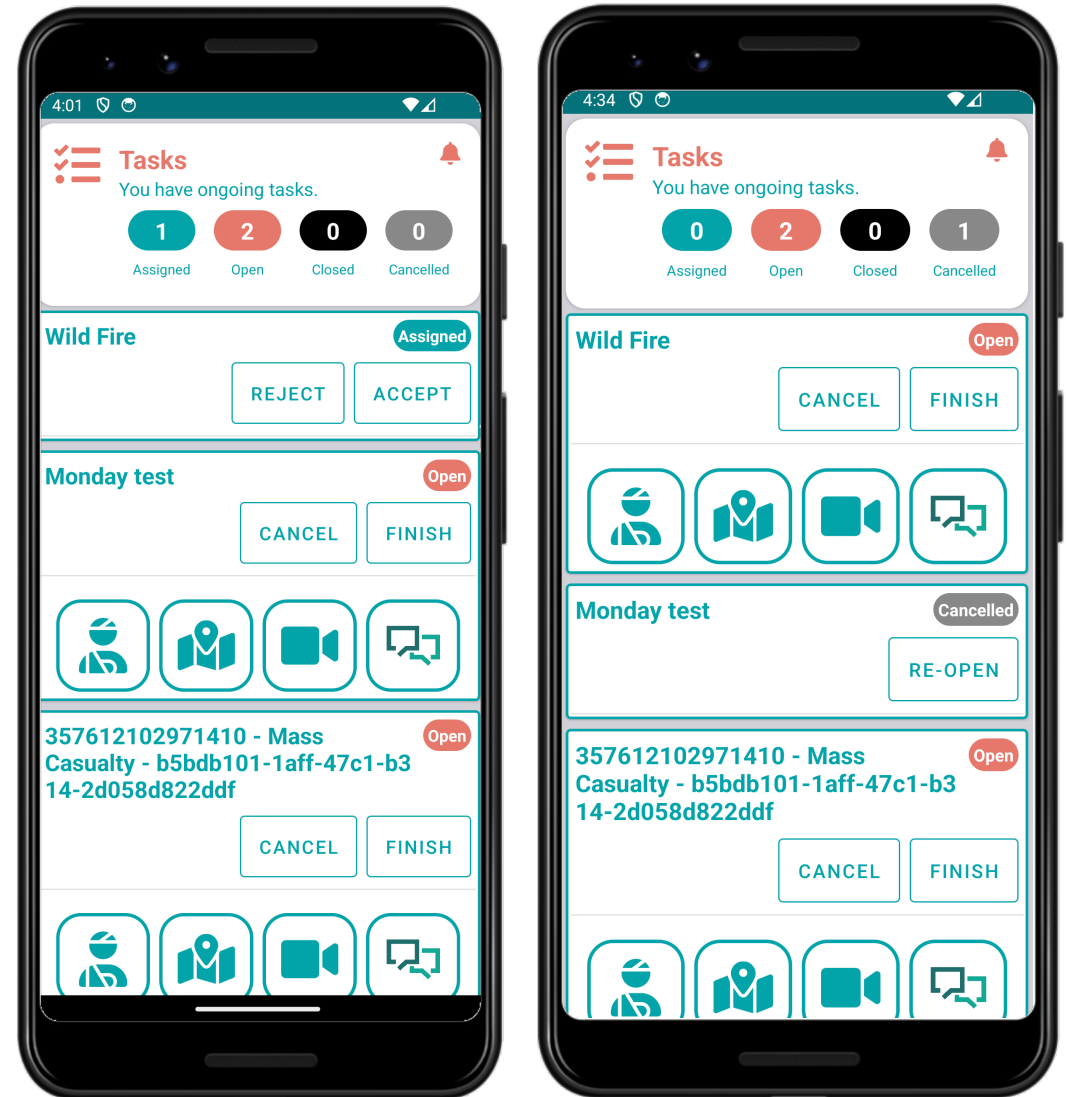
Using SWAPP

1. You may also reach directly another volunteer assigned to the task by clicking on the available **phone** or the **PARTICLE.TALK** icons next to the volunteer's identification.



Using SWAPP

1. If you consider that you have no conditions to complete the assigned task, you may select the **Cancel** button.
2. The task is listed as **Cancelled** and the Volunteer Manager is notified.

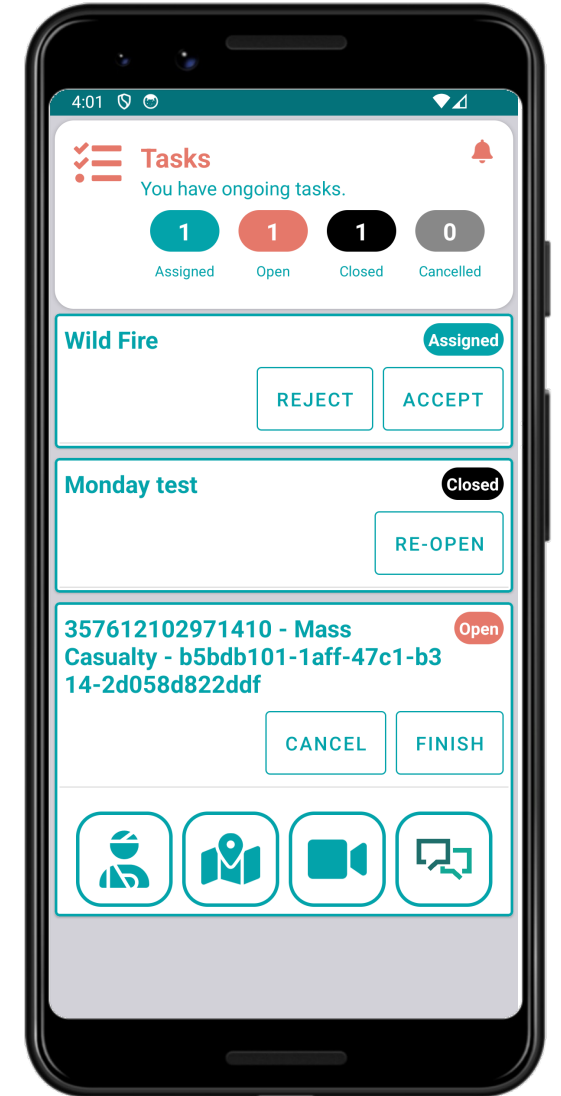
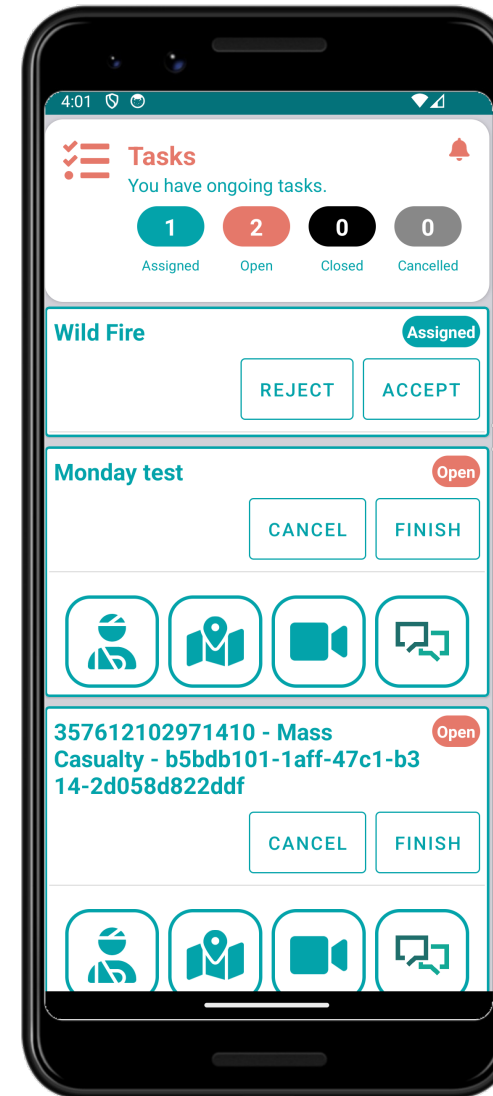




PARTICLE

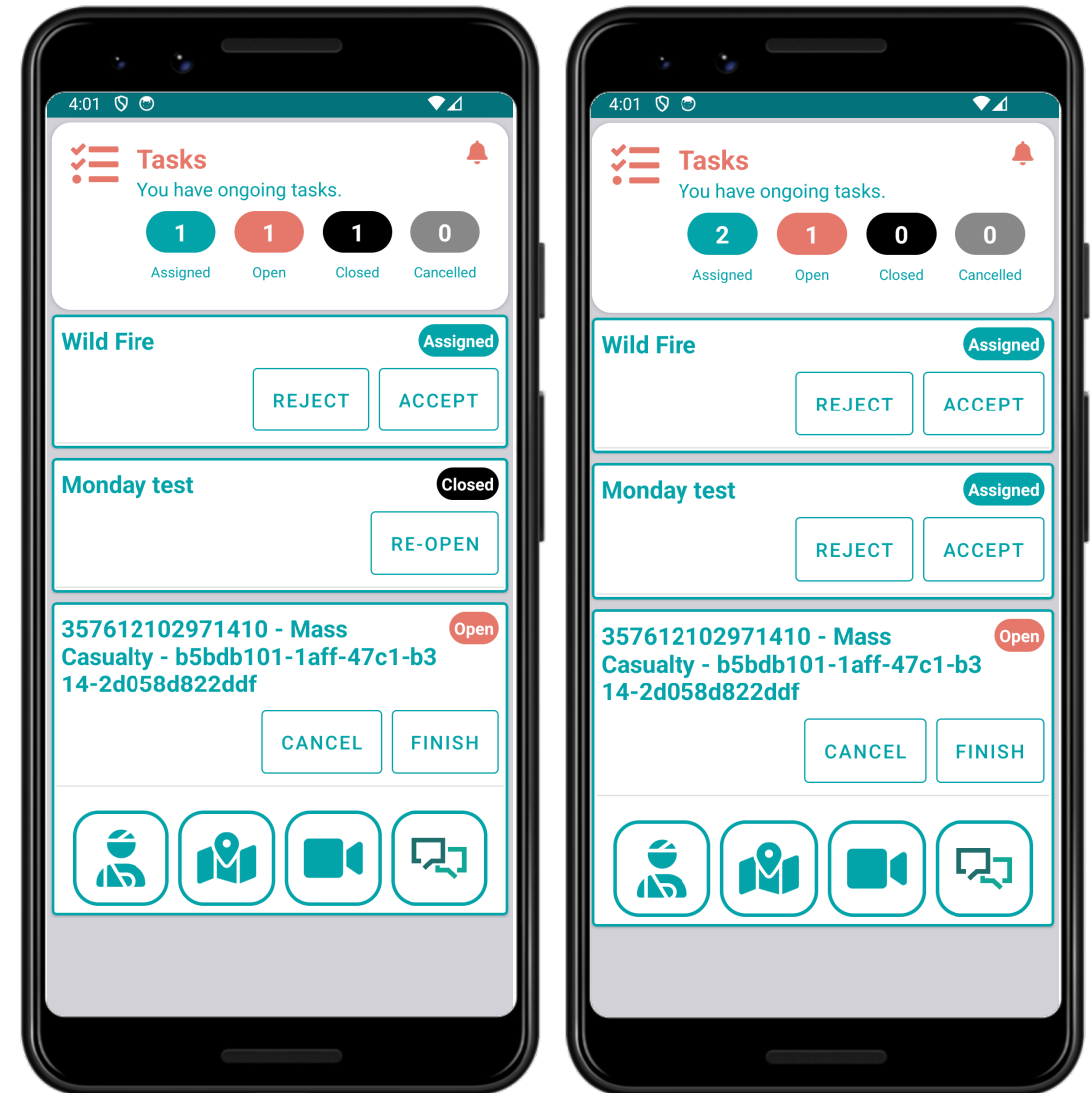
Using SWAPP

1. If you consider that you have completed your assigned task, you may select the **Finish** button.
2. The task is listed as **Closed** and the Volunteer Manager is notified.



Using SWAPP

1. If you consider that you have wrongfully selected the Cancel or the Finish buttons on your assigned task, you may select the **Re-Open** button.
2. The task is listed as Assigned and the Volunteer Manager is notified.
3. You may select the **Accept** button and the Assigned task becomes again an **Open** task.

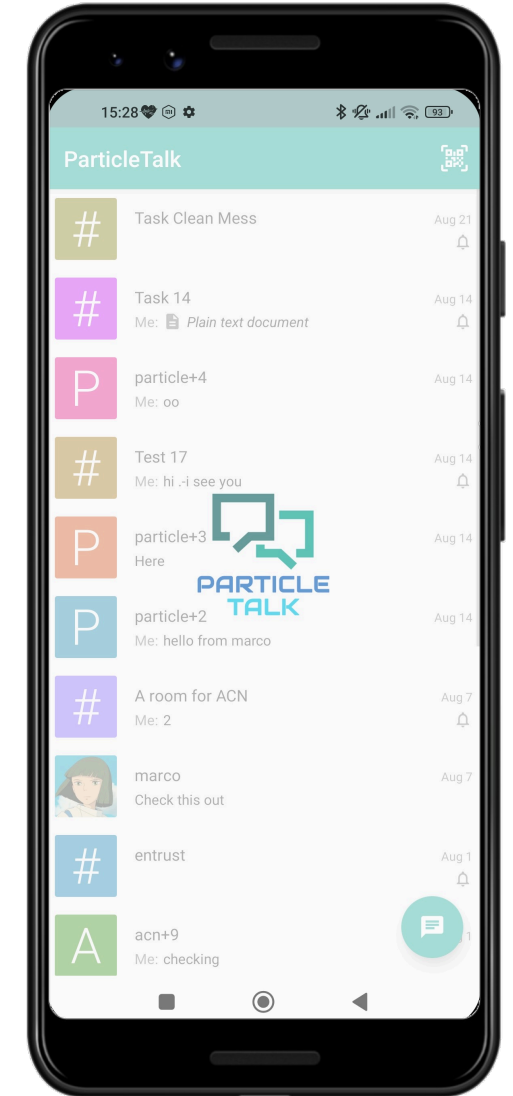
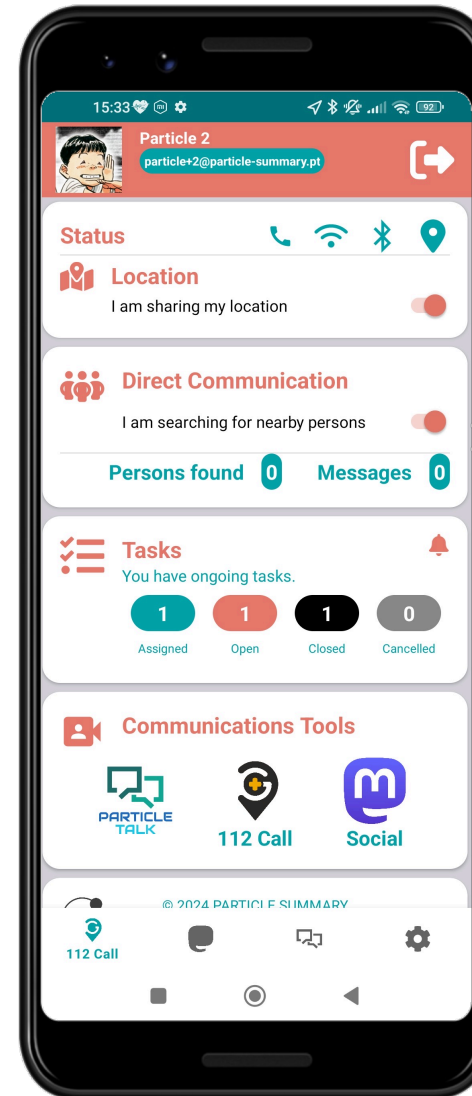




PARTICLE

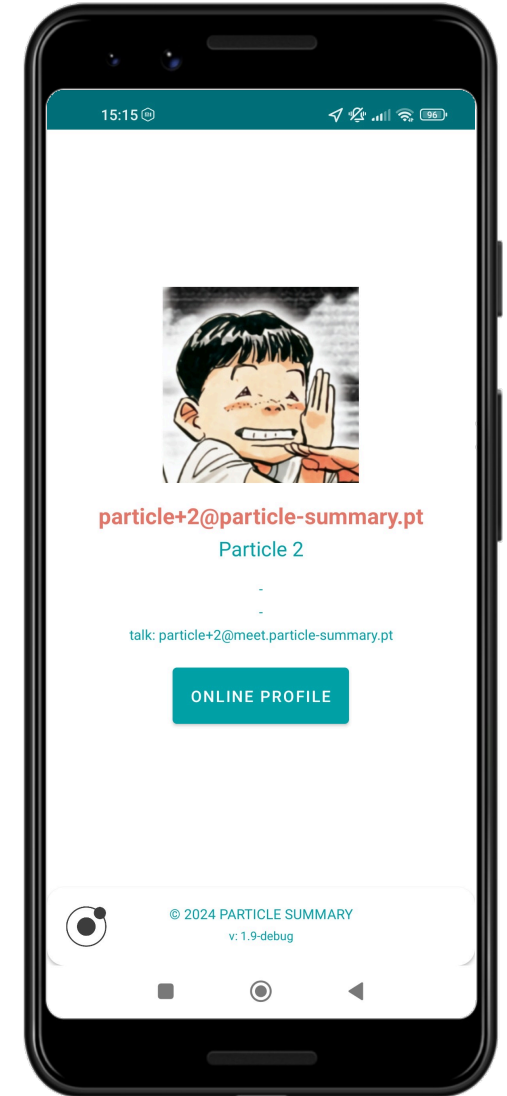
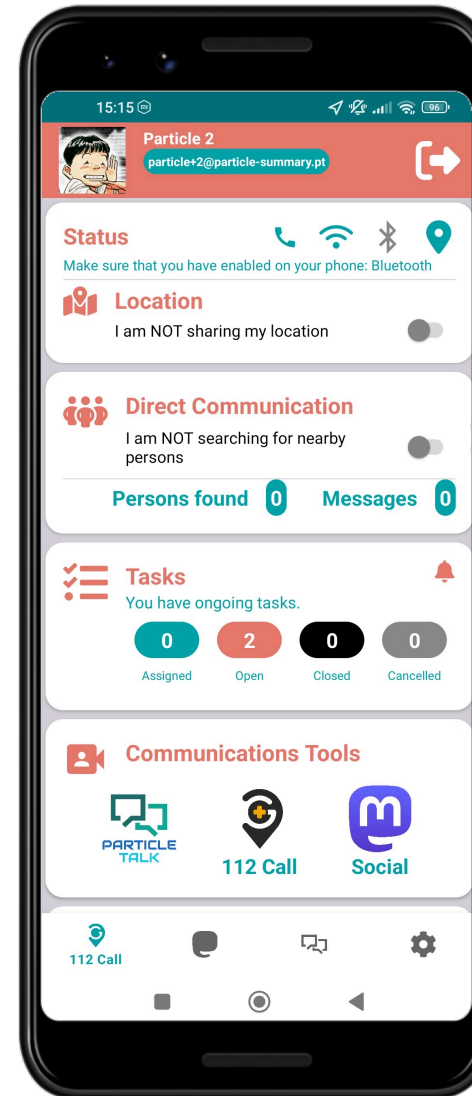
Using SWAPP

1. In case of an incident, you may use the [Communications Tools](#) or the [bottom menu](#) to reach out to your loved ones and to contact the 112 Services.
2. Click on [PARTICLE.TALK](#) to reach out to your contacts (family and friends).
3. Click on [SWAPP 112 Call](#) to reach the 112 services.
4. Click on [MASTODON](#) to post information to the general public.



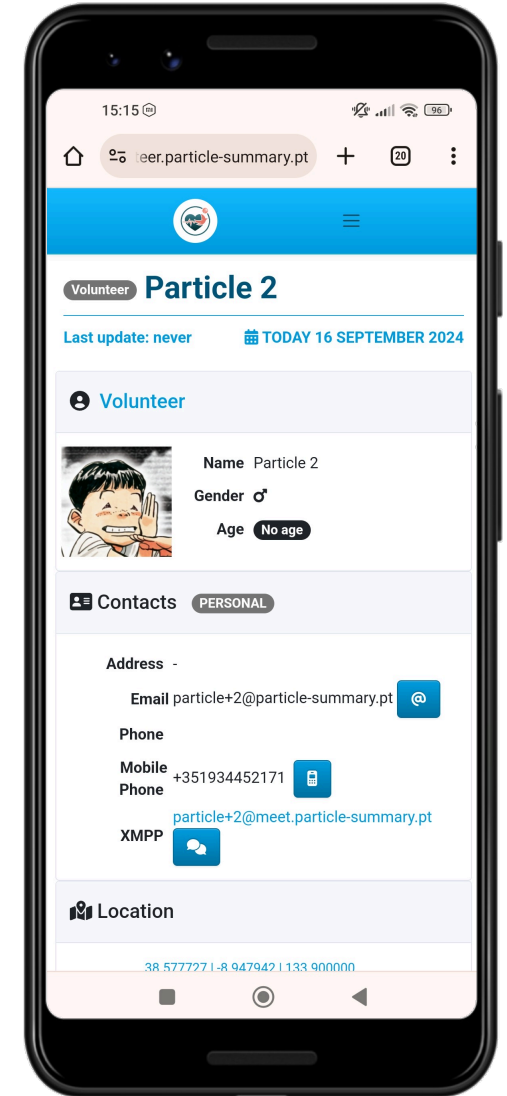
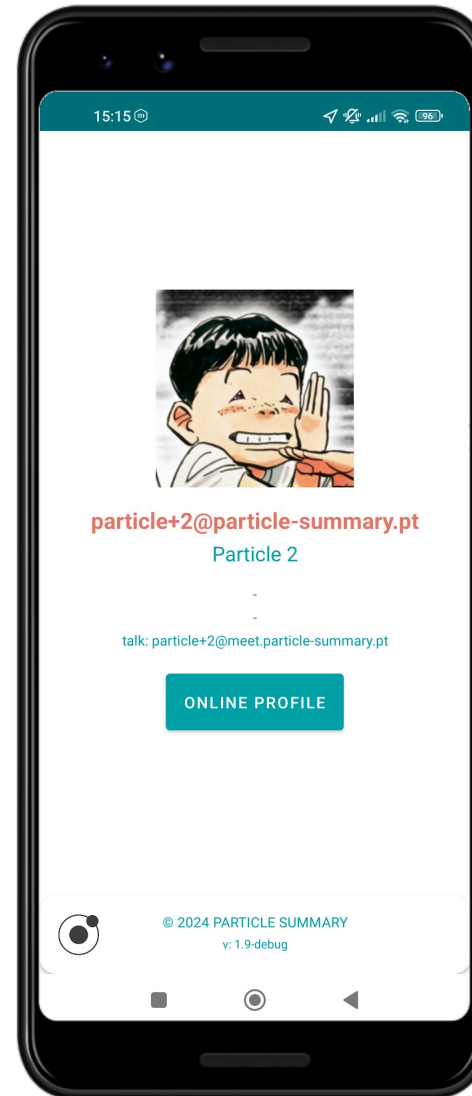
Using SWAPP

1. On the bottom menu, you may click on the [Settings](#) button to check your Online Profile in the Volunteers Portal.
2. Click in [Online Profile](#) to go to the Volunteers Portal.




Using SWAPP

3. View or edit your Online Profile.
4. Press the Submit button.

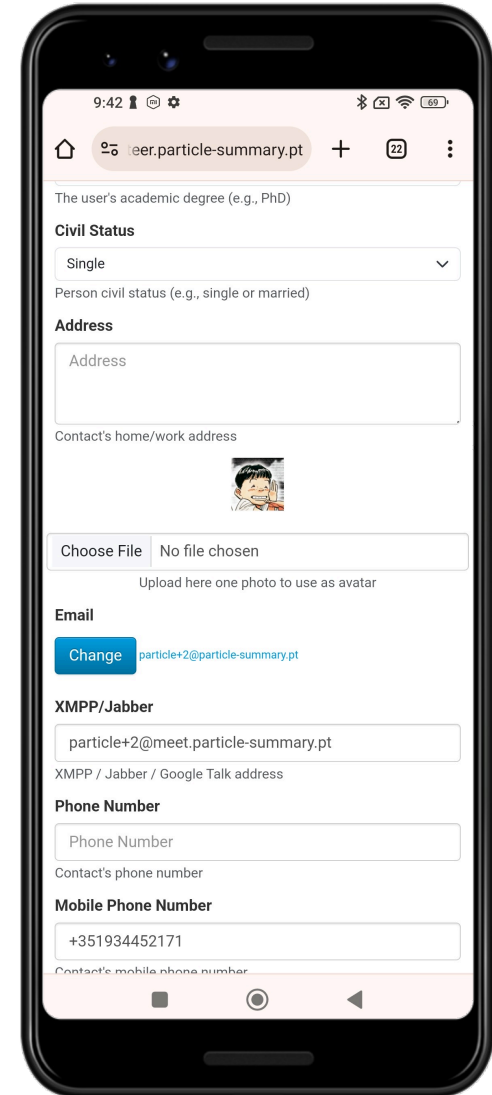
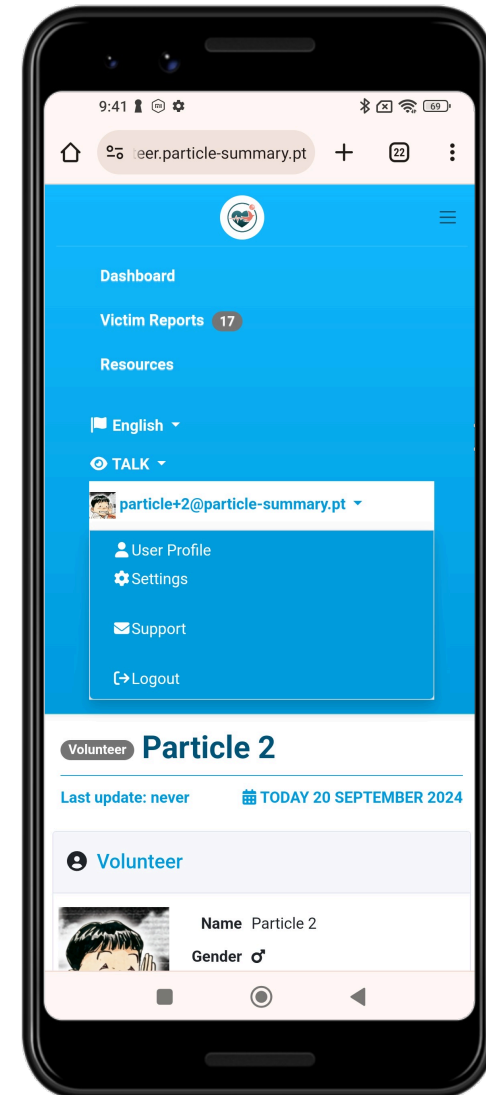


Using SWAPP


Improving your profile

By clicking on the top menu  and selecting **User Profile**, you can upload your **Profile photo**, insert **phone number** and insert your **PARTICLE.TALK account**.

This step can also be done using a computer browser.



Using SWAPP

1. If you want to exit SWAPP, click the Exit icon  on the top.

