

PARTICLE

VOLUNTEER PORTAL
MANUAL



PARTICLE

The Volunteer Portal

The [Volunteer Portal](#) enables the creation and management of volunteering communities.

Citizens use the mobile application [SWAPP](#) to register to the pool of volunteers and share their profile with other fellow volunteers, providing details of their competences and skills on first aid, emergency assistance, medical support, and triage know-how.

The [Volunteer Portal](#) allows managers to coordinate volunteer groups assisting in different incidents. The volunteers' profiles and location help managers to determine the available volunteers with relevant skills and competences to assist in specific first aid response, triage, search and rescue and humanitarian assistance activities.



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Accessing the Volunteer Portal

If you are a new manager to the **Volunteer Portal**

1. Access the Volunteer Portal in <https://volunteer.particle-summary.pt/login>
2. Fill in your email and password.
3. Press "Login".

The screenshot shows the Volunteer Portal login interface. At the top, there is a logo featuring a heart, a bird, and a pulse line. Below the logo, the text reads "Volunteer Portal" and "Register and manage volunteers." The login form includes an "Enter" button, input fields for "Email" and "Password", a "Remember me" checkbox, and a "Forgot password?" link. A prominent "Login" button is located below the form. At the bottom of the form, there is a "+ Join For Free" button and a link to "About Volunteer Portal". The footer of the page contains the copyright notice "(c) PARTICLE SUMMARY 2024 - v1.0.176".



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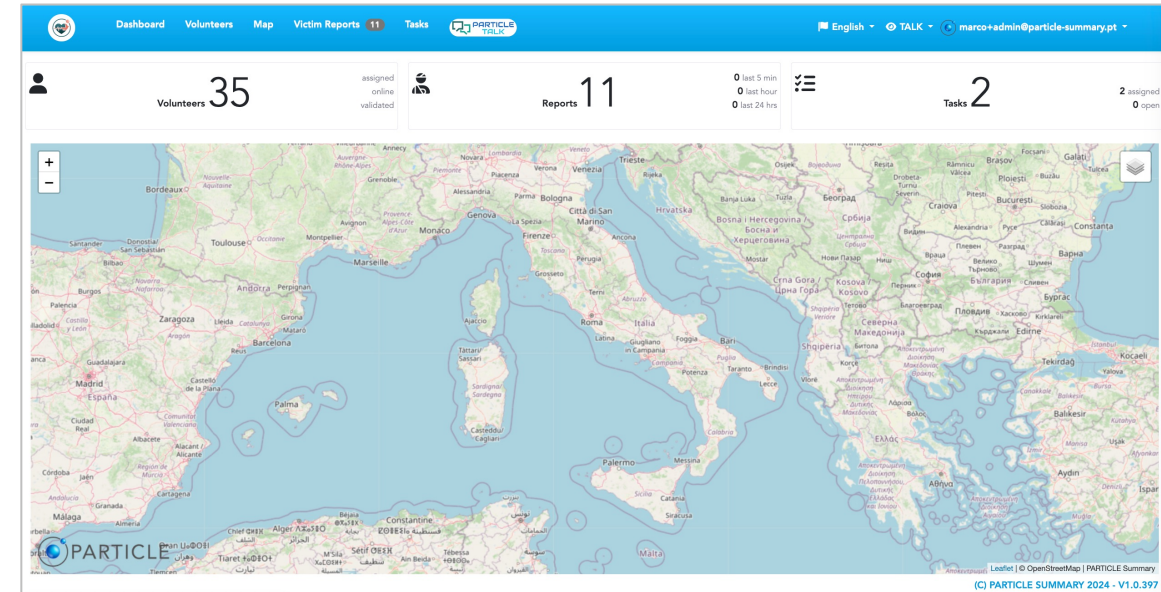
Using the Volunteer Portal

Dashboard

In the [Dashboard](#), the manager views:

- [Volunteers](#) summarises the overall number of registered volunteers, and the number of volunteers assigned, online and validated.
- [Reports](#) presents the overall number of victim reports received, and the number of victim reports received in the last 5 minutes, 1 hour and 24 hours.
- [Tasks](#) identifies how many tasks are open and how many tasks are assigned.

The information is displayed as links, enabling the manager to rapidly access the required details.





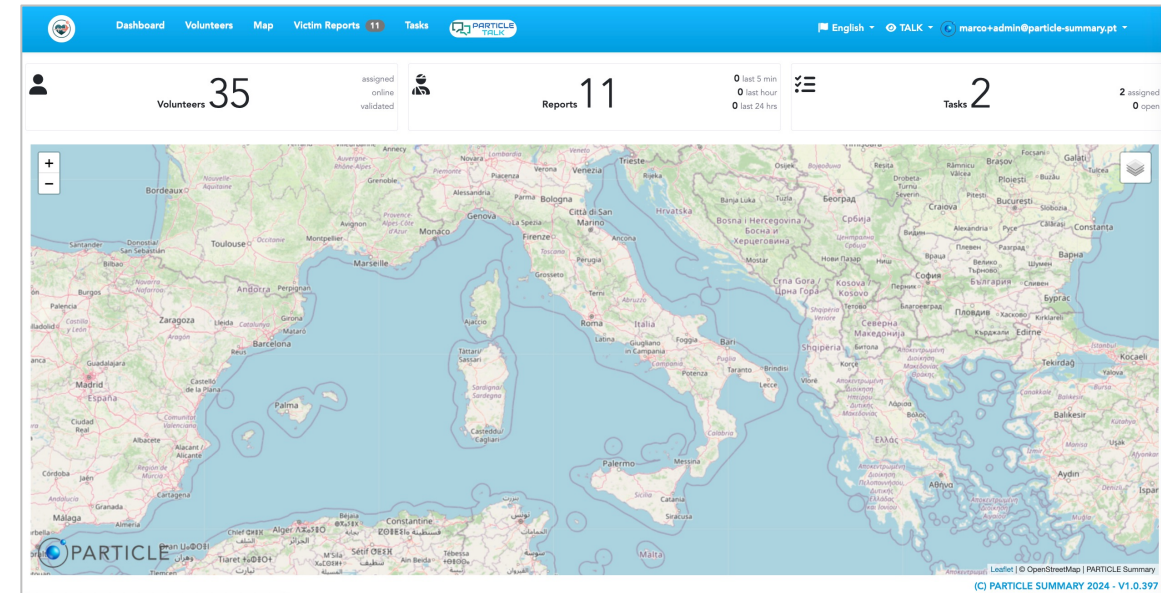
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Using the Volunteer Portal

Dashboard

The top menu in the [Dashboard](#) page allows the manager to directly access:

- The “[Volunteers](#)” page presenting relevant information on all volunteers.
- The “[Victim Reports](#)” page featuring the list of victims reported by the volunteers.
- The “[Tasks](#)” page listing the different tasks created for the volunteers’ pool.
- The “[PARTICLE.TALK](#)” facility to communicate with the volunteer teams using [PARTICLE.TALK](#).



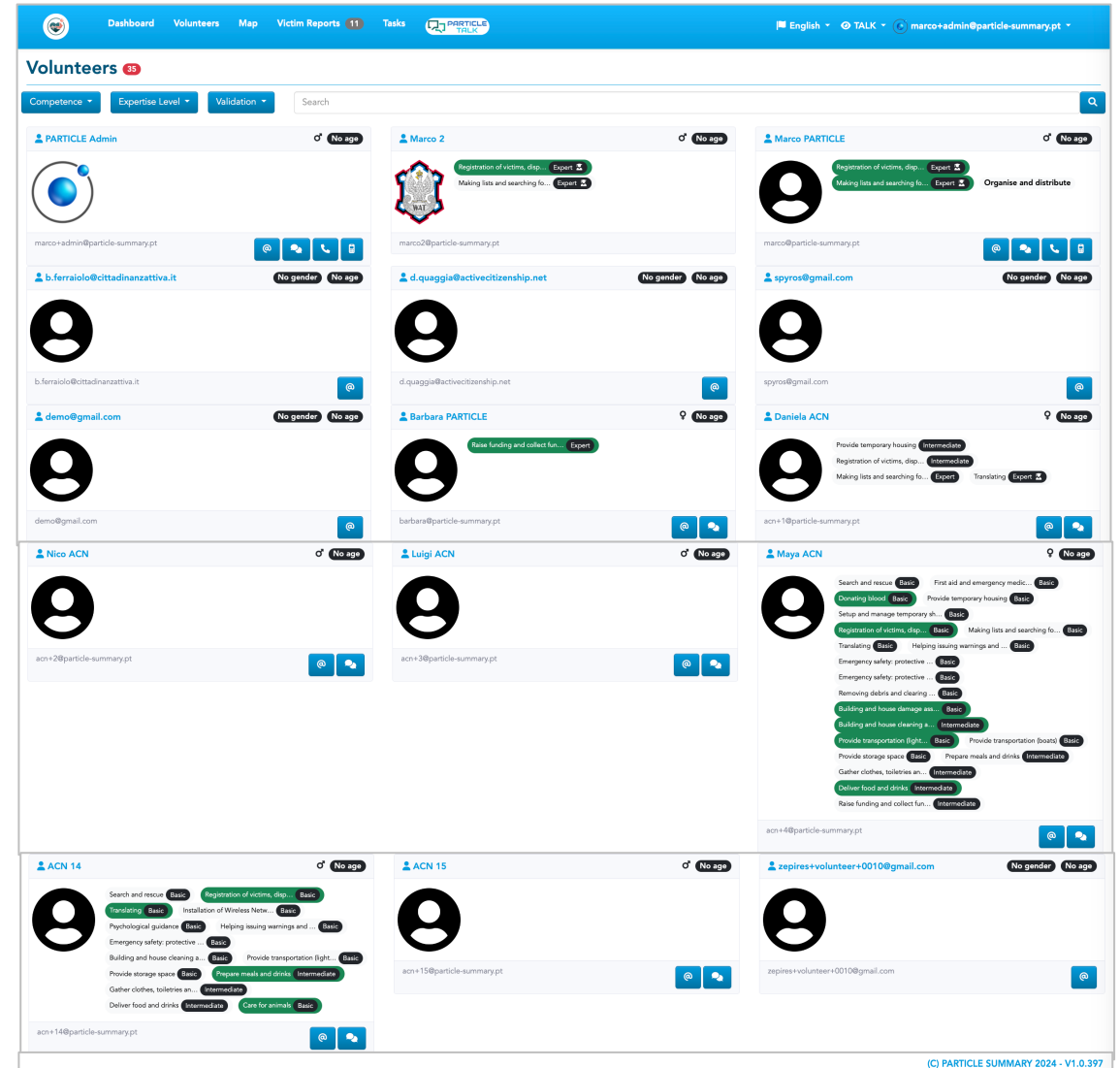
Using the Volunteer Portal

Volunteers

The [Volunteers](#) page presents the profiles of each volunteer in the organisation, including:

- Name, email, age and gender.
- Contact buttons to reach the volunteer by email, PARTICLE.TALK and phone.
- Competences and respective expertise level.
- Validation status of the competences.
- Facility showing that the volunteer account is active.

It is possible to filter the volunteers' pool by [competence](#), [expertise level](#) and [validation status](#).



The screenshot displays the 'Volunteers' page in the PARTICLE system. The page features a navigation bar with options like 'Dashboard', 'Volunteers', 'Map', 'Victim Reports', and 'Tasks'. Below the navigation, there are filters for 'Competence', 'Expertise Level', and 'Validation'. The main content area shows a grid of volunteer profiles, each with a profile picture, name, email, and contact information. Some profiles include specific competencies and expertise levels, such as 'Registration of victims, disp...' and 'Making lists and searching fo...'. The profiles are arranged in a grid, with some showing more detailed information than others.

Using the Volunteer Portal

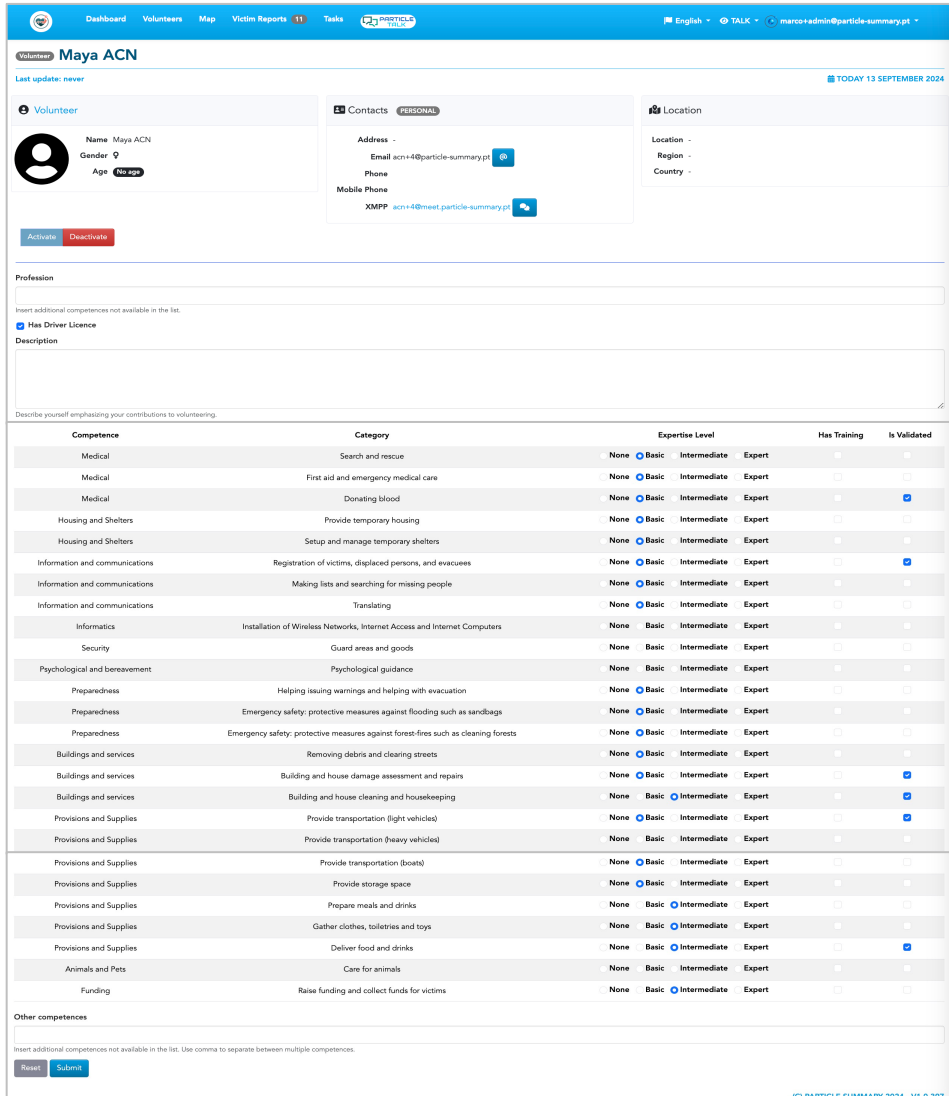
Volunteers

By clicking on a volunteer's ID, the manager may view the volunteer's detailed information, including competences.

The manager may verify if the volunteer **has training** on the specific competences and **validate** the information by ticking it.

The manager may also edit or update the volunteer's information by entering the changes or additions and press **Submit**.

If the manager needs to remove the volunteer's account and remove the volunteer from the organisation, the manager clicks on the **Deactivate** button.




The screenshot shows the 'Volunteer' profile for Maya ACN. The profile includes contact details (Email: acn+4@particle-summary.pt, Mobile Phone: acn+4@meet.particle-summary.pt), location (Region, Country), and a table of competences. The table has columns for Competence, Category, Expertise Level (None, Basic, Intermediate, Expert), Has Training, and Is Validated. The 'Has Driver Licence' checkbox is checked. At the bottom, there are 'Reset' and 'Submit' buttons.

Competence	Category	Expertise Level	Has Training	Is Validated
Medical	Search and rescue	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical	First aid and emergency medical care	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical	Donating blood	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Housing and Shelters	Provide temporary housing	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and Shelters	Setup and manage temporary shelters	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information and communications	Registration of victims, displaced persons, and evacuees	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Information and communications	Making lists and searching for missing people	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information and communications	Translating	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informatics	Installation of Wireless Networks, Internet Access and Internet Computers	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security	Guard areas and goods	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Psychological and bereavement	Psychological guidance	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparedness	Helping issuing warnings and helping with evacuation	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparedness	Emergency safety: protective measures against flooding such as sandbags	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparedness	Emergency safety: protective measures against forest-fires such as cleaning forests	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buildings and services	Removing debris and clearing streets	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buildings and services	Building and house damage assessment and repairs	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Buildings and services	Building and house cleaning and housekeeping	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provisions and Supplies	Provide transportation (light vehicles)	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provisions and Supplies	Provide transportation (heavy vehicles)	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provisions and Supplies	Provide transportation (boats)	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provisions and Supplies	Provide storage space	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provisions and Supplies	Prepare meals and drinks	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provisions and Supplies	Gather clothes, toiletries and toys	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provisions and Supplies	Deliver food and drinks	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Animals and Pets	Care for animals	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funding	Raise funding and collect funds for victims	None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Expert <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

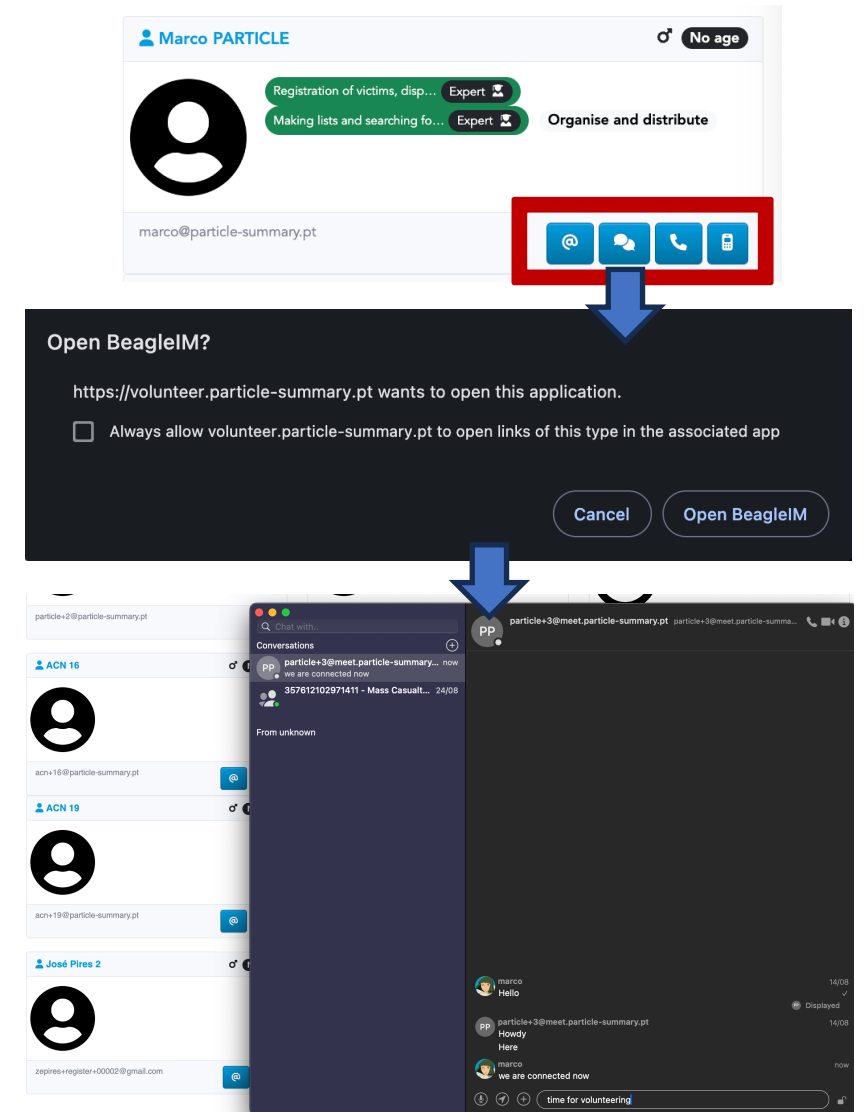
Using the Volunteer Portal

Volunteers

By clicking on a volunteer's contact, the manager may reach out to the volunteer, using the email, PARTICLE.TALK or phone (landline and mobile) buttons. 

The [Volunteer Portal](#) presents a window, asking if the manager wants to open the specific application and, with the manager's agreement, the system automatically opens the associated application.

Note: For the contacts to work automatically, the system must include PARTICLE.TALK and the applications required to email and phone.



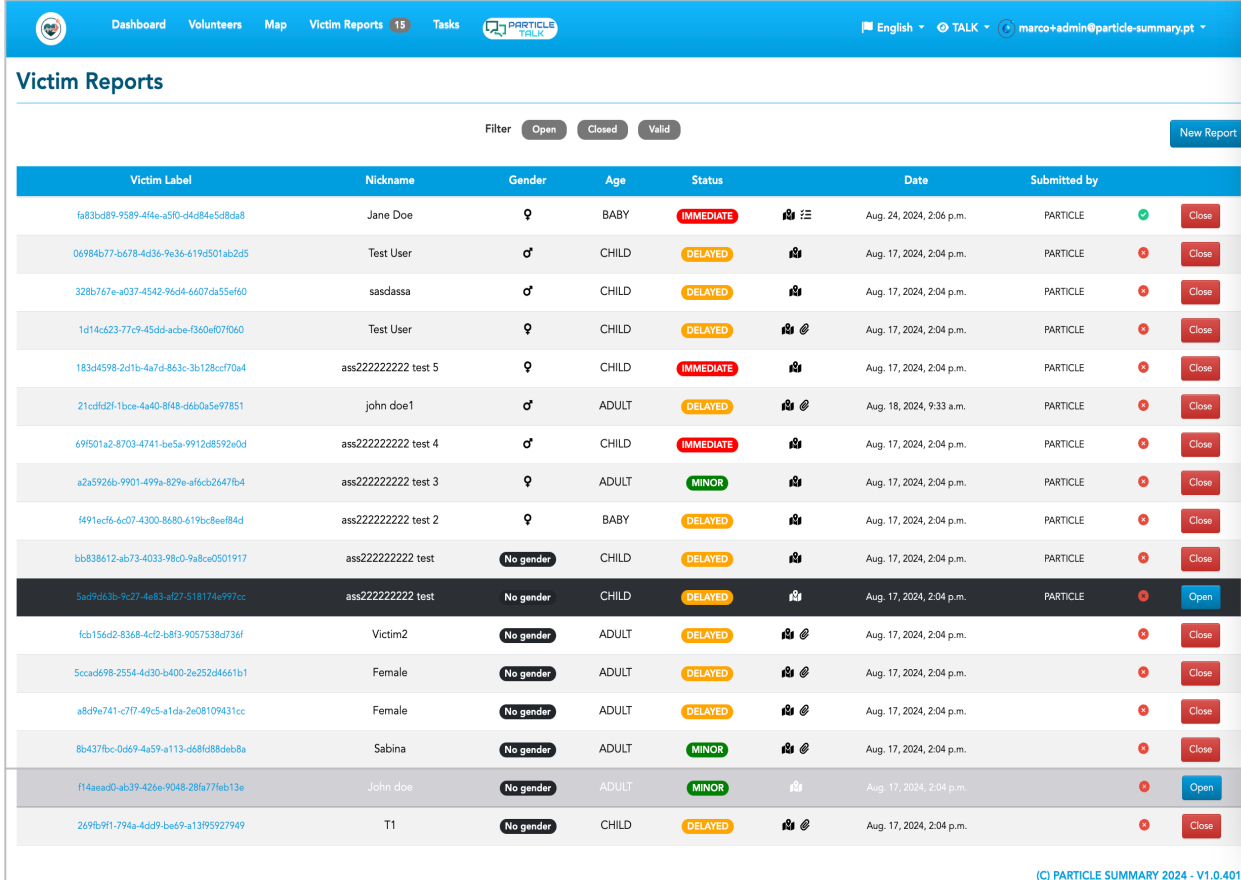
Using the Volunteer Portal

Victim Reports

The [Victim Reports](#) page presents the list of victims reported by the volunteer teams.

The list includes the victim's label, name, gender, age, gender and severity status. Using [icons](#), it also indicates if the report includes location, attachments or an assigned task. It is organised by entry time. The manager may [filter](#) the open, closed and valid reports.


The manager may also use this page to report a victim by clicking on the [New Report](#) button.



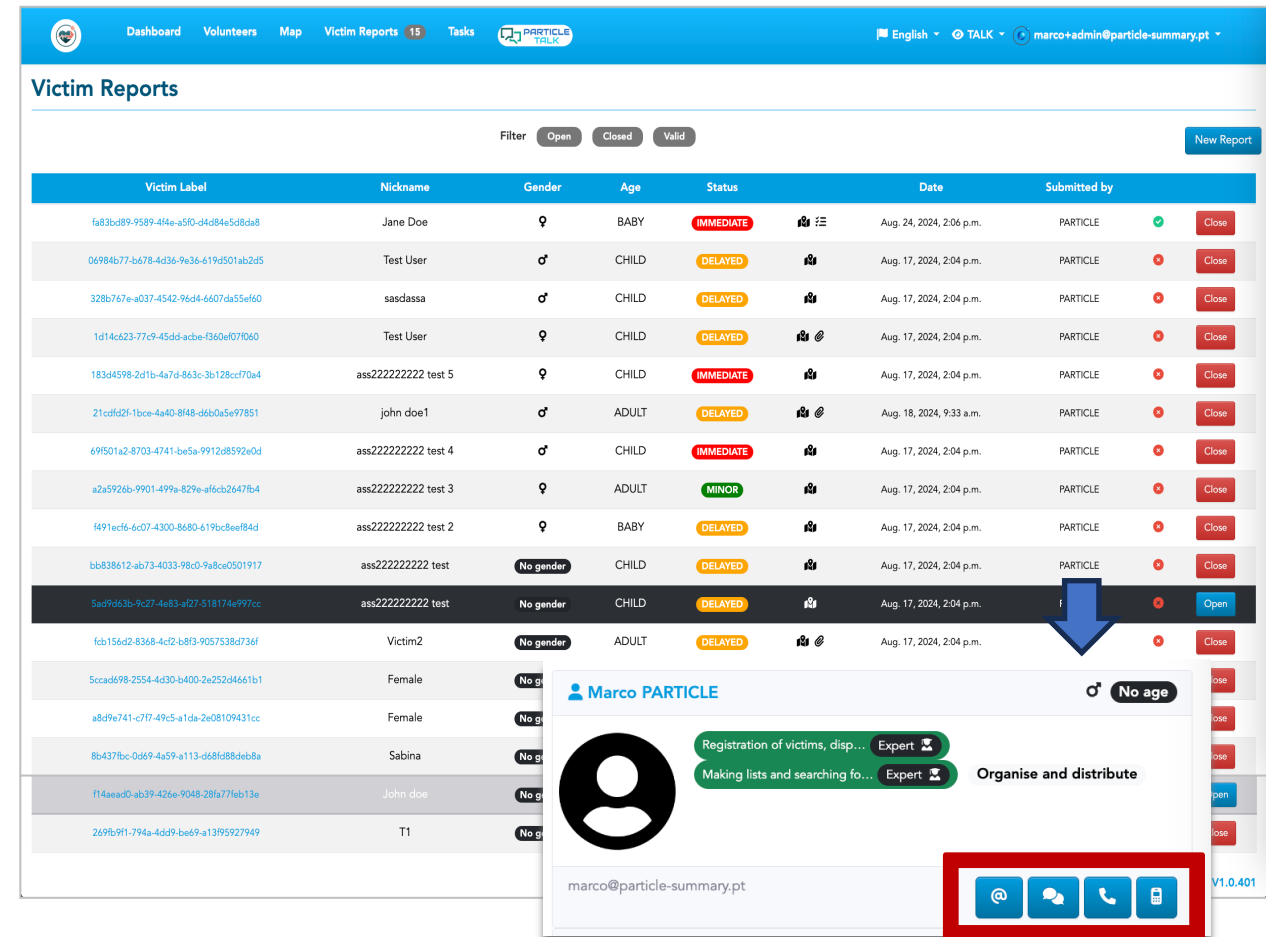
Victim Label	Nickname	Gender	Age	Status	Date	Submitted by
fa83bd89-9589-4f4e-a5f0-d4d84e5d8da8	Jane Doe	♀	BABY	IMMEDIATE	Aug. 24, 2024, 2:06 p.m.	PARTICLE
06984b77-b678-4c36-9e3a-619d501ab2d5	Test User	♂	CHILD	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
328b767e-a037-4542-96d4-6607da55ef60	sasdassa	♂	CHILD	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
1d14c623-77c9-45dd-acdb-f360e07060	Test User	♀	CHILD	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
183d4598-2df1b-4a7d-863c-3b128cc70a4	ass22222222 test 5	♀	CHILD	IMMEDIATE	Aug. 17, 2024, 2:04 p.m.	PARTICLE
21cdfd2f-1bce-4a40-8f48-d6b0a5e97851	john doe1	♂	ADULT	DELAYED	Aug. 18, 2024, 9:33 a.m.	PARTICLE
69f501a2-8703-4741-be5a-9912d8592e0d	ass22222222 test 4	♂	CHILD	IMMEDIATE	Aug. 17, 2024, 2:04 p.m.	PARTICLE
a2a5926b-9901-499a-829e-af6cb2647fb4	ass22222222 test 3	♀	ADULT	MINOR	Aug. 17, 2024, 2:04 p.m.	PARTICLE
f491ecf6-4c07-4300-8680-619bc8ef8d4	ass22222222 test 2	♀	BABY	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
bb838612-ab73-4033-98c0-9a8ca0501917	ass22222222 test	No gender	CHILD	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
Sa09a03b-9c27-4a83-a127-518174e997cc	ass22222222 test	No gender	CHILD	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
fc156d2-8368-4c12-b8f3-9057538d736f	Victim2	No gender	ADULT	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
5ccad698-2554-4d30-b400-2a252d4661b1	Female	No gender	ADULT	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
a8d9e741-c7f7-49c5-a1da-2e08109431cc	Female	No gender	ADULT	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
8b437bc-0a69-4a59-a113-d68fd88dab8a	Sabina	No gender	ADULT	MINOR	Aug. 17, 2024, 2:04 p.m.	PARTICLE
f14aeed0-ab39-426e-9048-28fa77fb13e	John doe	No gender	ADULT	MINOR	Aug. 17, 2024, 2:04 p.m.	PARTICLE
269b9f1-794a-4d39-be69-a1395927949	T1	No gender	CHILD	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE

Using the Volunteer Portal

Victim Reports

The manager may click on the victim's label to **open** and **review** the victim's report, may **validate** the report by clicking on the red x  button and may **close** a victim's report by clicking in the **Close** button.

Before validating a victim report, the manager may wish to clarify some aspect in the report. To do so, the manager clicks on the identification of the volunteer that submitted the report, opens the volunteer's information page and uses the different contact channels to reach out to the volunteer: email, PARTICLE.TALK and phone.

The screenshot displays the 'Victim Reports' section of the PARTICLE portal. At the top, there are navigation tabs for Dashboard, Volunteers, Map, Victim Reports (15), and Tasks. The main area shows a table of reports with the following columns: Victim Label, Nickname, Gender, Age, Status, Date, and Submitted by. The table contains several rows of reports, each with a status indicator (e.g., IMMEDIATE, DELAYED, MINOR) and a 'Close' button. A modal window for a volunteer named Marco PARTICLE is open, showing his profile and contact options. The modal includes a profile picture, name, and age, along with two buttons: 'Registration of victims, disp...' and 'Making lists and searching fo...'. Below the modal, there are four contact icons: email, chat, phone, and mobile phone.

Victim Label	Nickname	Gender	Age	Status	Date	Submitted by
fa83bd89-9589-4f4e-a5f0-d4d84e5d8da8	Jane Doe	♀	BABY	IMMEDIATE	Aug. 24, 2024, 2:06 p.m.	PARTICLE
06984b77-b678-4c36-9e3a-619d501ab2d5	Test User	♂	CHILD	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
328b767e-a037-4542-96d4-6607da55ef60	sasdassa	♂	CHILD	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
1d14c623-77c9-45dd-acbe-f360e07f060	Test User	♀	CHILD	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
183d4598-2dfb-4a7d-863c-3b128cc70a4	ass22222222 test 5	♀	CHILD	IMMEDIATE	Aug. 17, 2024, 2:04 p.m.	PARTICLE
21cdfd2f-1bce-4a40-8f48-d6b0a5e97851	john doe1	♂	ADULT	DELAYED	Aug. 18, 2024, 9:33 a.m.	PARTICLE
69f501a2-8703-4741-be5a-9912d8592e0d	ass22222222 test 4	♂	CHILD	IMMEDIATE	Aug. 17, 2024, 2:04 p.m.	PARTICLE
a2a5926b-9901-499a-829e-af6cb2647b4	ass22222222 test 3	♀	ADULT	MINOR	Aug. 17, 2024, 2:04 p.m.	PARTICLE
f491ecf6-4c07-4300-8680-619bc8ef8d4	ass22222222 test 2	♀	BABY	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
bb838612-ab73-4033-98c0-9a8ca0501917	ass22222222 test	No gender	CHILD	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
5a09a03b-9c27-4a83-a127-518174e997cc	ass22222222 test	No gender	CHILD	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
fc6156d2-8368-4c12-b8f3-9057538d736f	Victim2	No gender	ADULT	DELAYED	Aug. 17, 2024, 2:04 p.m.	PARTICLE
5ccad698-2554-4d30-b400-2e252d4661b1	Female	No g				
a8d9e741-c7f7-49c5-a1da-2e08109431cc	Female	No g				
8b437bc-0a69-4a59-a113-d68fd88dab8a	Sabina	No g				
f14aeed0-ab39-426e-9048-28fa77f6b13e	John doe	No g				
269fb91-794a-4cd9-be69-a1395927949	T1	No g				

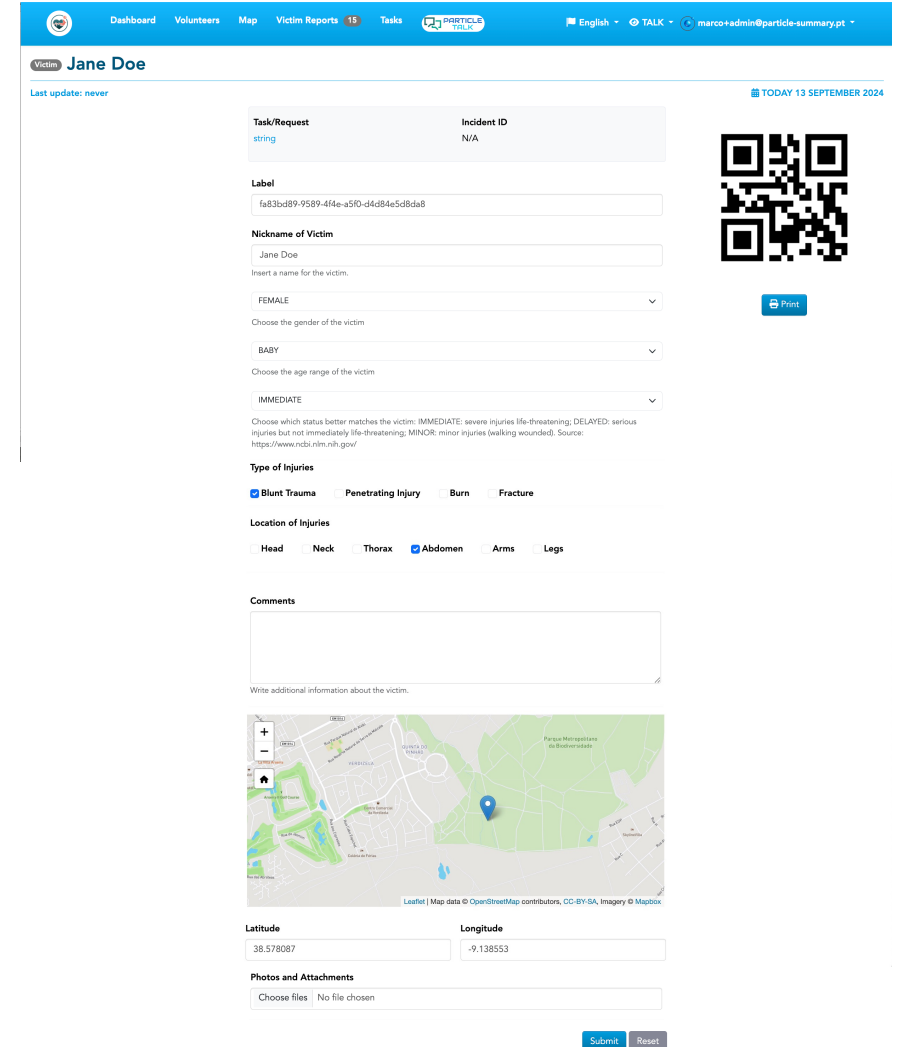
Using the Volunteer Portal

Victim Reports

By clicking on a victim's label, the manager accesses the details of the victim's report.

On top, the **Task** and **Incident ID** are automatically filled when available.

The manager may edit or update the victim's report by making the changes or additions and pressing **Submit** to register them or pressing **Reset** to restore the original report.




The screenshot shows the 'Victim Jane Doe' report form in the Volunteer Portal. The form includes the following fields and options:

- Task/Request:** string
- Incident ID:** N/A
- Label:** fa32bd89-9589-4f4e-a5f0-d4d84e5d8da8
- Nickname of Victim:** Jane Doe
- Gender:** FEMALE (dropdown menu)
- Age Range:** IMMEDIATE (dropdown menu)
- Type of Injuries:** Blunt Trauma (checked), Penetrating Injury, Burn, Fracture
- Location of Injuries:** Head, Neck, Thorax, Abdomen (checked), Arms, Legs
- Comments:** Write additional information about the victim.
- Map:** A map showing the location of the incident.
- Latitude:** 38.578087
- Longitude:** -9.138553
- Photos and Attachments:** Choose files | No file chosen
- Buttons:** Submit, Reset

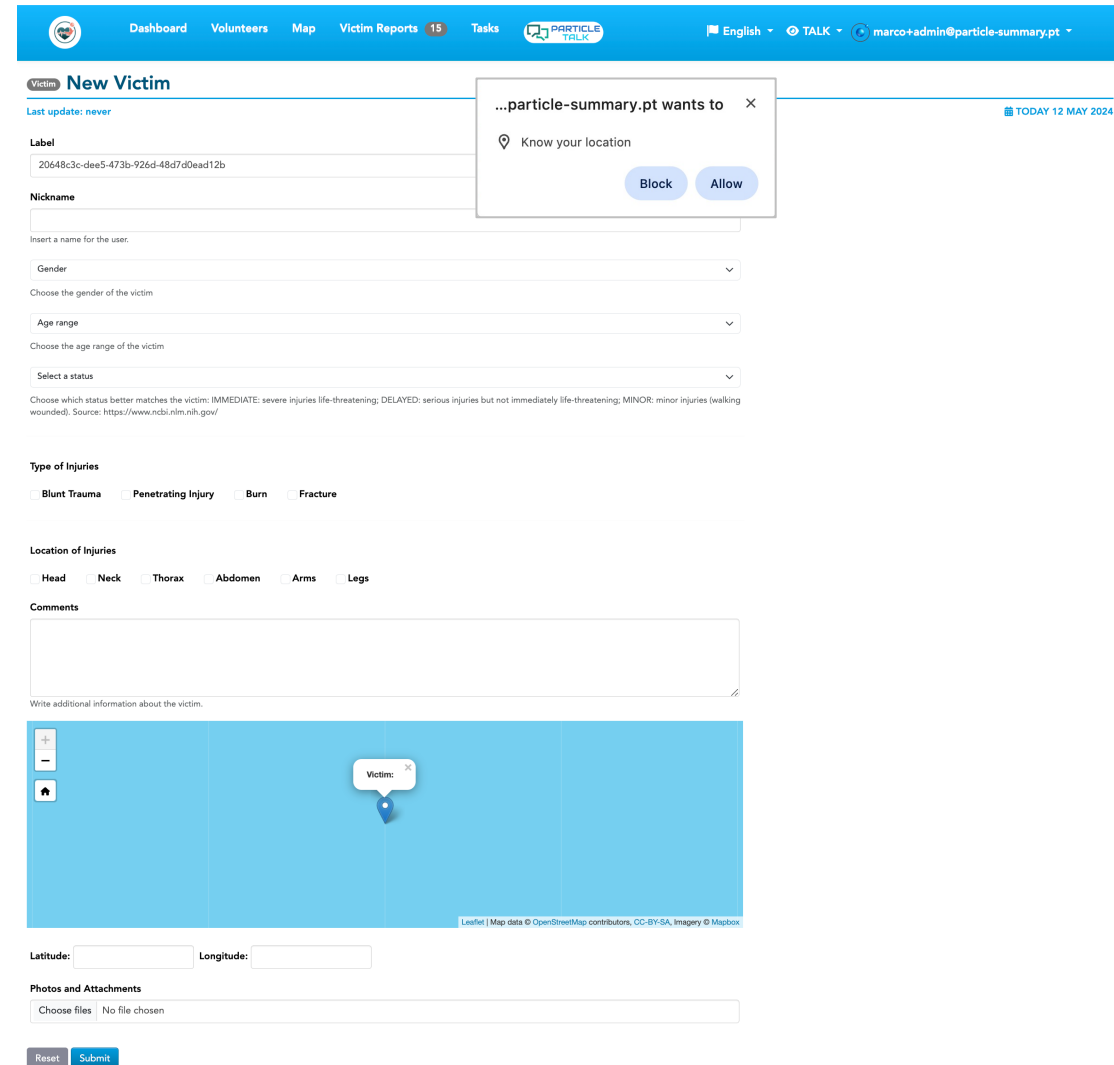
Using the Volunteer Portal

Victim Reports

By clicking on the [New Report](#) button, the manager may fill-in a victim's report.

A pop-up window requests the manager's location so that it may use it as the victim's location. The manager may also use the map's function or the map's home button  to provide the victim's location.

Once the report is complete, the manager must press the [Submit](#) button and a new victim report is registered in the system.



The screenshot shows the 'New Victim' form in the Volunteer Portal. The form includes a navigation bar at the top with 'Dashboard', 'Volunteers', 'Map', 'Victim Reports 15', and 'Tasks'. A user profile 'marco+admin@particle-summary.pt' is visible. The form fields include: 'Label' (20648c3c-dee5-473b-926d-48d7d0ead12b), 'Nickname' (empty), 'Gender' (dropdown), 'Age range' (dropdown), and 'Status' (dropdown). Below these are radio buttons for 'Type of Injuries' (Blunt Trauma, Penetrating Injury, Burn, Fracture) and 'Location of Injuries' (Head, Neck, Thorax, Abdomen, Arms, Legs). A 'Comments' text area is present. A map section shows a location pin labeled 'Victim' with a home button. At the bottom, there are 'Latitude' and 'Longitude' input fields, a 'Photos and Attachments' section with a 'Choose files' button, and 'Reset' and 'Submit' buttons. A location permission pop-up is visible in the top right corner.

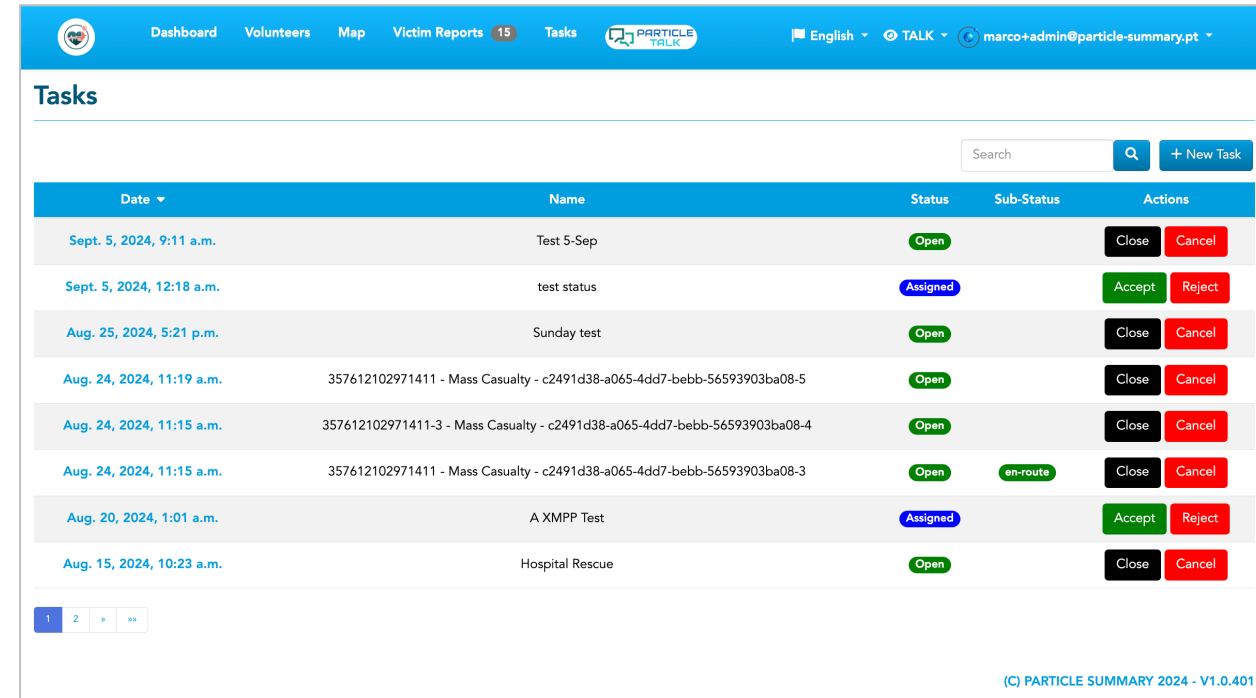
Using the Volunteer Portal

Tasks

The **Tasks** page lists the different tasks that have been identified by the C3I System and that have been created by the manager by clicking the **New Task** button.

The manager views the date and time the task was created, the task's name, status, sub-status and relevant actions.

The tasks are received with the **Assigned** status and need to be accepted by the manager to become **Open** tasks.



The screenshot shows the 'Tasks' page in the Volunteer Portal. The page has a blue header with navigation links: Dashboard, Volunteers, Map, Victim Reports (15), Tasks, and a PARTICLE TALK chat icon. The user is logged in as 'marco+admin@particle-summary.pt'. Below the header, there is a search bar and a '+ New Task' button. The main content is a table with the following columns: Date, Name, Status, Sub-Status, and Actions.

Date	Name	Status	Sub-Status	Actions
Sept. 5, 2024, 9:11 a.m.	Test 5-Sep	Open		Close Cancel
Sept. 5, 2024, 12:18 a.m.	test status	Assigned		Accept Reject
Aug. 25, 2024, 5:21 p.m.	Sunday test	Open		Close Cancel
Aug. 24, 2024, 11:19 a.m.	357612102971411 - Mass Casualty - c2491d38-a065-4dd7-bebb-56593903ba08-5	Open		Close Cancel
Aug. 24, 2024, 11:15 a.m.	357612102971411-3 - Mass Casualty - c2491d38-a065-4dd7-bebb-56593903ba08-4	Open		Close Cancel
Aug. 24, 2024, 11:15 a.m.	357612102971411 - Mass Casualty - c2491d38-a065-4dd7-bebb-56593903ba08-3	Open	en-route	Close Cancel
Aug. 20, 2024, 1:01 a.m.	A XMPP Test	Assigned		Accept Reject
Aug. 15, 2024, 10:23 a.m.	Hospital Rescue	Open		Close Cancel

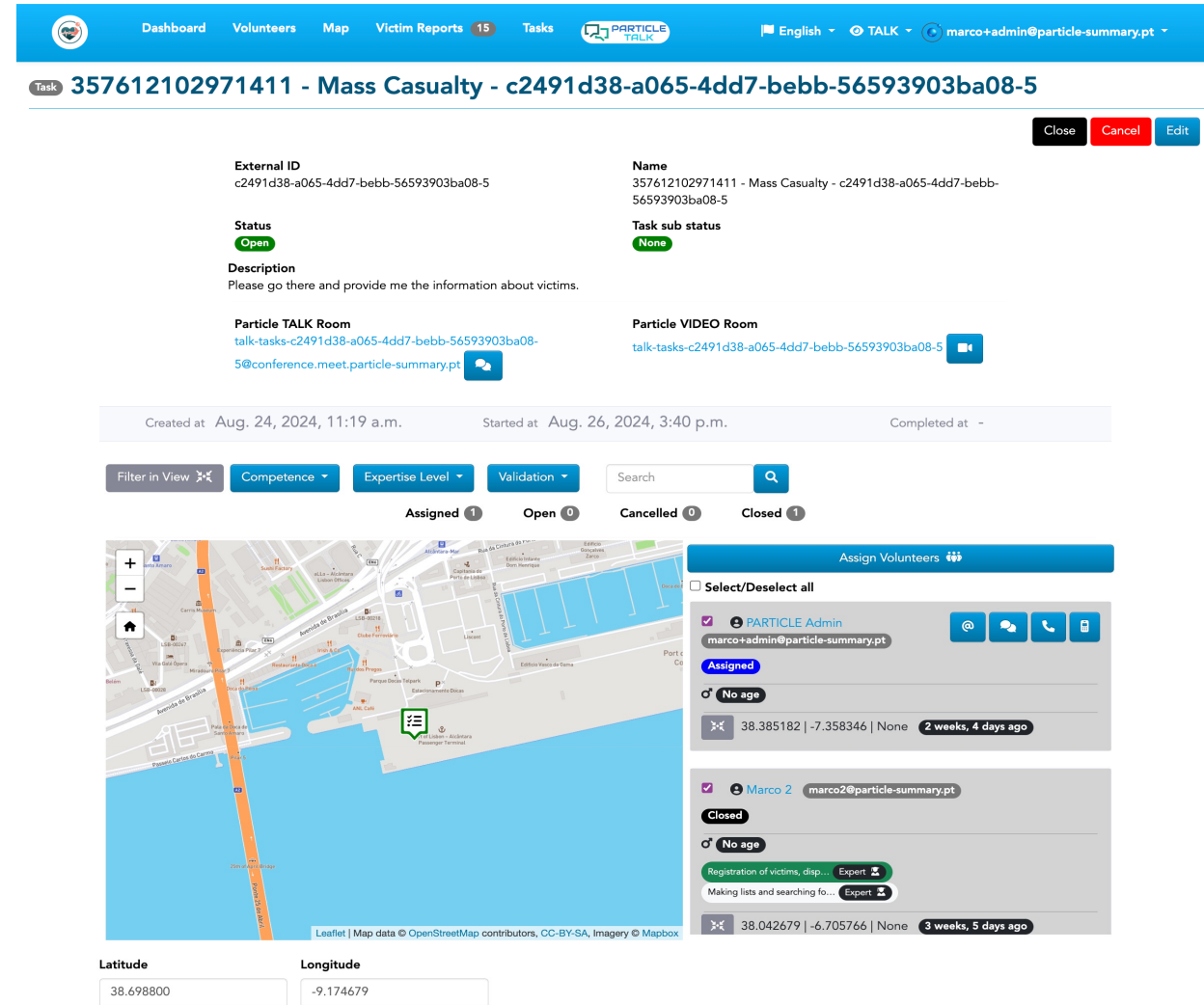
At the bottom of the table, there is a pagination control showing '1' and '2' with arrows. In the bottom right corner of the page, there is a copyright notice: '(C) PARTICLE SUMMARY 2024 - V1.0.401'.

Using the Volunteer Portal

Tasks

By clicking on a task's **date**, the manager views the **task's details** (ID, name, status and description), the incident **location** and the pool of **volunteers** available to assign to the specific task.

The **volunteer** receives a notification of the **assignment** and may choose to accept or reject it. The manager is promptly notified and the **Assigned**, **Open**, **Cancelled** and **Closed** numbers updated.



The screenshot displays the 'Task' details for ID 357612102971411 - Mass Casualty. The interface includes a navigation bar with 'Dashboard', 'Volunteers', 'Map', 'Victim Reports' (15), and 'Tasks'. The task details are as follows:

- External ID:** c2491d38-a065-4dd7-bebb-56593903ba08-5
- Name:** 357612102971411 - Mass Casualty - c2491d38-a065-4dd7-bebb-56593903ba08-5
- Status:** Open
- Task sub status:** None
- Description:** Please go there and provide me the information about victims.
- Particle TALK Room:** talk-tasks-c2491d38-a065-4dd7-bebb-56593903ba08-5@conference.meet.particle-summary.pt
- Particle VIDEO Room:** talk-tasks-c2491d38-a065-4dd7-bebb-56593903ba08-5

Timeline: Created at Aug. 24, 2024, 11:19 a.m. | Started at Aug. 26, 2024, 3:40 p.m. | Completed at -

Filter in View: Competence | Expertise Level | Validation | Search

Task Status Summary: Assigned 1 | Open 0 | Cancelled 0 | Closed 1

Map: Shows the incident location on a map with a red pin and a green location icon.

Assign Volunteers Panel:

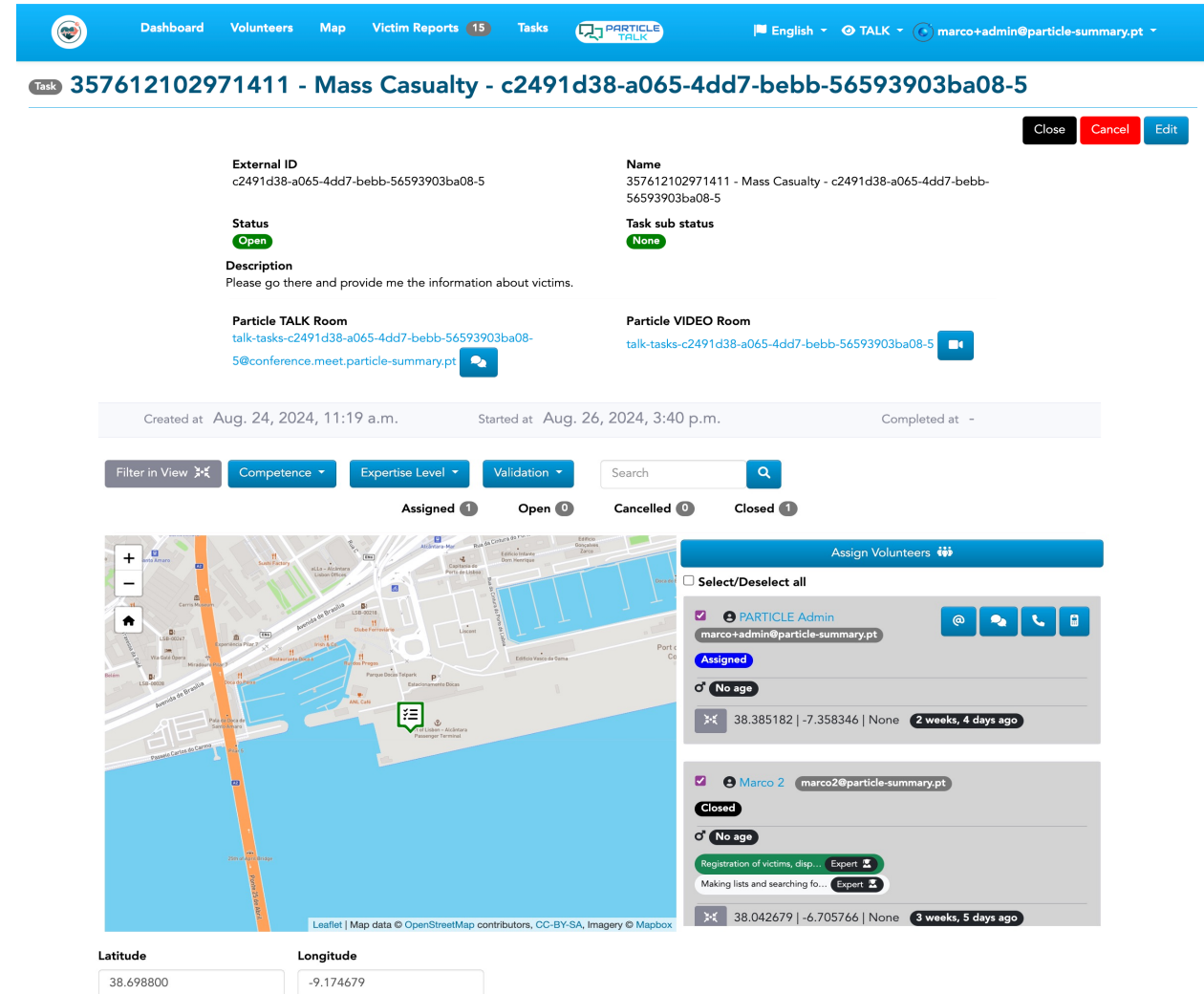
- Assign Volunteers** (3 icons)
- Select/Deselect all
- PARTICLE Admin (marco+admin@particle-summary.pt) - Assigned
- No age
- 38.385182 | -7.358346 | None - 2 weeks, 4 days ago
- Marco 2 (marco2@particle-summary.pt) - Closed
- No age
- Registration of victims, disp... - Expert
- Making lists and searching fo... - Expert
- 38.042679 | -6.705766 | None - 3 weeks, 5 days ago

Coordinates: Latitude 38.698800 | Longitude -9.174679

Using the Volunteer Portal

Tasks

Aside from the capability allowing the manager to reach out to a specific volunteer by using the email, PARTICLE.TALK or phone (landline and mobile) buttons @, TALK, Phone, Mobile, the manager has access to two automatic links associated with the task: the PARTICLE.TALK Room and the Video Room.



The screenshot displays the PARTICLE.TALK interface for a specific task. At the top, there is a navigation bar with links for Dashboard, Volunteers, Map, Victim Reports (15), and Tasks. The current task is identified as "Task 357612102971411 - Mass Casualty - c2491d38-a065-4dd7-bebb-56593903ba08-5".

Task details include:

- External ID:** c2491d38-a065-4dd7-bebb-56593903ba08-5
- Name:** 357612102971411 - Mass Casualty - c2491d38-a065-4dd7-bebb-56593903ba08-5
- Status:** Open
- Task sub status:** None
- Description:** Please go there and provide me the information about victims.
- Particle TALK Room:** talk-tasks-c2491d38-a065-4dd7-bebb-56593903ba08-5@conference.meet.particle-summary.pt
- Particle VIDEO Room:** talk-tasks-c2491d38-a065-4dd7-bebb-56593903ba08-5

Timeline information shows the task was created on Aug. 24, 2024, at 11:19 a.m., started on Aug. 26, 2024, at 3:40 p.m., and is currently completed.

Filtering options include Competence, Expertise Level, and Validation. A search bar is also present. The task status is shown as Assigned (1), Open (0), Cancelled (0), and Closed (1).

A map shows the task location near the waterfront. Below the map, the coordinates are displayed as Latitude: 38.698800 and Longitude: -9.174679.

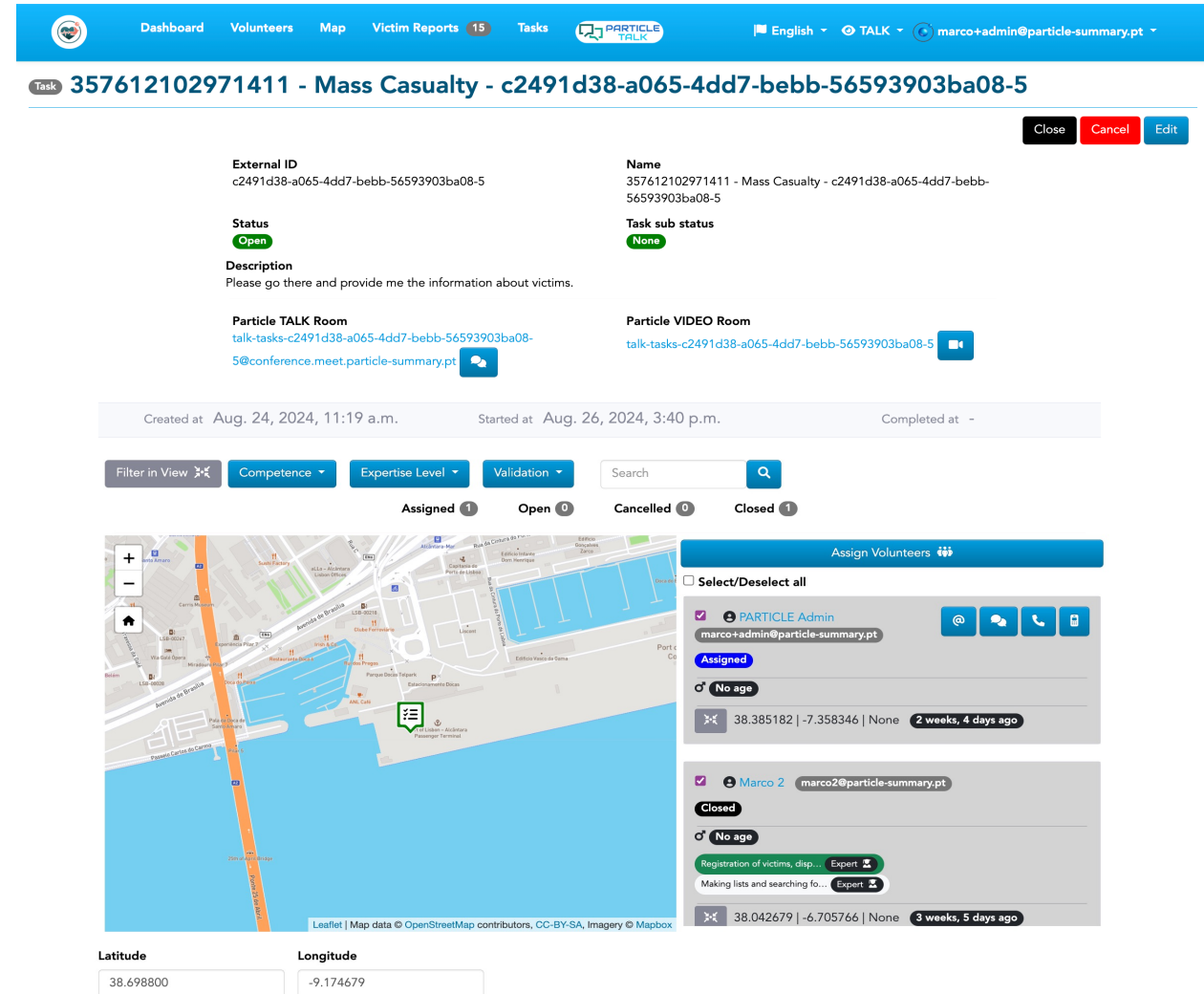
The "Assign Volunteers" section shows a list of available volunteers:

- PARTICLE Admin:** marco+admin@particle-summary.pt. Status: Assigned. No age. Last active: 2 weeks, 4 days ago.
- Marco 2:** marco2@particle-summary.pt. Status: Closed. No age. Expertise: Registration of victims, disp... and Making lists and searching fo... Last active: 3 weeks, 5 days ago.

Using the Volunteer Portal

Tasks

Aside from the capability allowing the manager to reach out to a specific volunteer by using the email, PARTICLE.TALK or phone (landline and mobile) buttons @, TALK, Phone, Mobile, the manager has access to two automatic links associated with the task: the PARTICLE.TALK Room and the Video Room.



The screenshot displays the PARTICLE.TALK interface for a specific task. At the top, there is a navigation bar with links for Dashboard, Volunteers, Map, Victim Reports (15), and Tasks. The current task is identified as "Task 357612102971411 - Mass Casualty - c2491d38-a065-4dd7-bebb-56593903ba08-5".

Task details include:

- External ID:** c2491d38-a065-4dd7-bebb-56593903ba08-5
- Name:** 357612102971411 - Mass Casualty - c2491d38-a065-4dd7-bebb-56593903ba08-5
- Status:** Open
- Task sub status:** None
- Description:** Please go there and provide me the information about victims.
- Particle TALK Room:** talk-tasks-c2491d38-a065-4dd7-bebb-56593903ba08-5@conference.meet.particle-summary.pt
- Particle VIDEO Room:** talk-tasks-c2491d38-a065-4dd7-bebb-56593903ba08-5

Timeline information shows the task was created on Aug. 24, 2024, at 11:19 a.m., started on Aug. 26, 2024, at 3:40 p.m., and is currently completed.

Filtering options include Competence, Expertise Level, and Validation. A search bar is also present. The task status is shown as Assigned (1), Open (0), Cancelled (0), and Closed (1).

A map shows the task location near the waterfront. Below the map, the coordinates are displayed as Latitude: 38.698800 and Longitude: -9.174679.

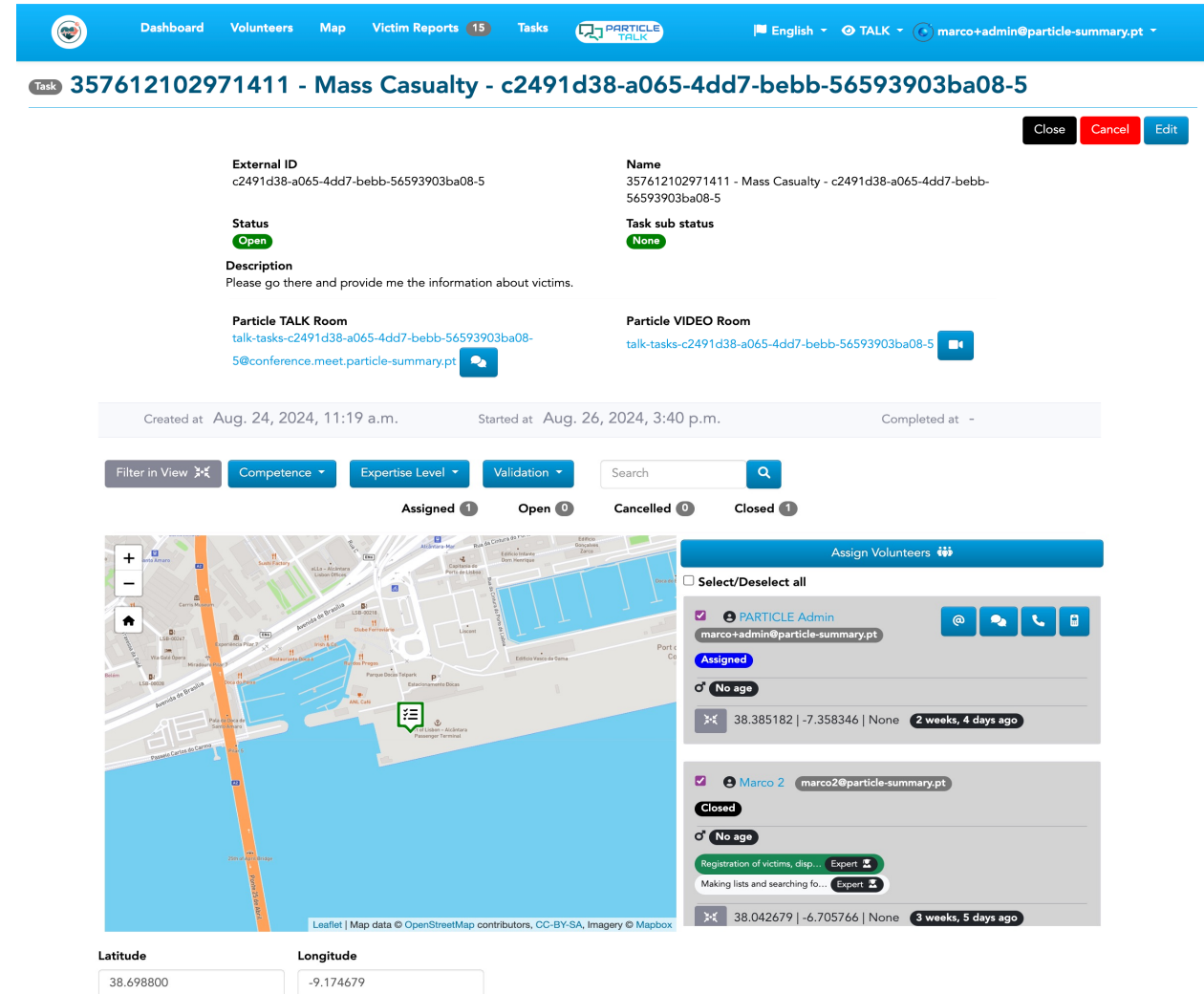
The "Assign Volunteers" section shows a list of available volunteers:

- PARTICLE Admin:** marco+admin@particle-summary.pt. Status: Assigned. No age. Last active: 2 weeks, 4 days ago.
- Marco 2:** marco2@particle-summary.pt. Status: Closed. No age. Expertise: Registration of victims, disp... and Making lists and searching fo... Last active: 3 weeks, 5 days ago.

Using the Volunteer Portal

Tasks

The **PARTICLE.TALK Room** allows the manager to communicate with the assigned volunteers, by chat and to exchange photos and files.



The screenshot displays the PARTICLE.TALK interface for a specific task. At the top, a navigation bar includes links for Dashboard, Volunteers, Map, Victim Reports (15), and Tasks. The current task is identified as "357612102971411 - Mass Casualty - c2491d38-a065-4dd7-bebb-56593903ba08-5".

Task details include:

- External ID:** c2491d38-a065-4dd7-bebb-56593903ba08-5
- Name:** 357612102971411 - Mass Casualty - c2491d38-a065-4dd7-bebb-56593903ba08-5
- Status:** Open
- Task sub status:** None
- Description:** Please go there and provide me the information about victims.
- Particle TALK Room:** talk-tasks-c2491d38-a065-4dd7-bebb-56593903ba08-5@conference.meet.particle-summary.pt
- Particle VIDEO Room:** talk-tasks-c2491d38-a065-4dd7-bebb-56593903ba08-5

Timeline information shows the task was created on Aug. 24, 2024, at 11:19 a.m., started on Aug. 26, 2024, at 3:40 p.m., and is currently completed.

Filtering options are available for Competence, Expertise Level, and Validation. A search bar is also present. Summary statistics show 1 Assigned, 0 Open, 0 Cancelled, and 1 Closed.

The map shows the task location near Avenida de Brasília. Below the map, the coordinates are Latitude: 38.698800 and Longitude: -9.174679.

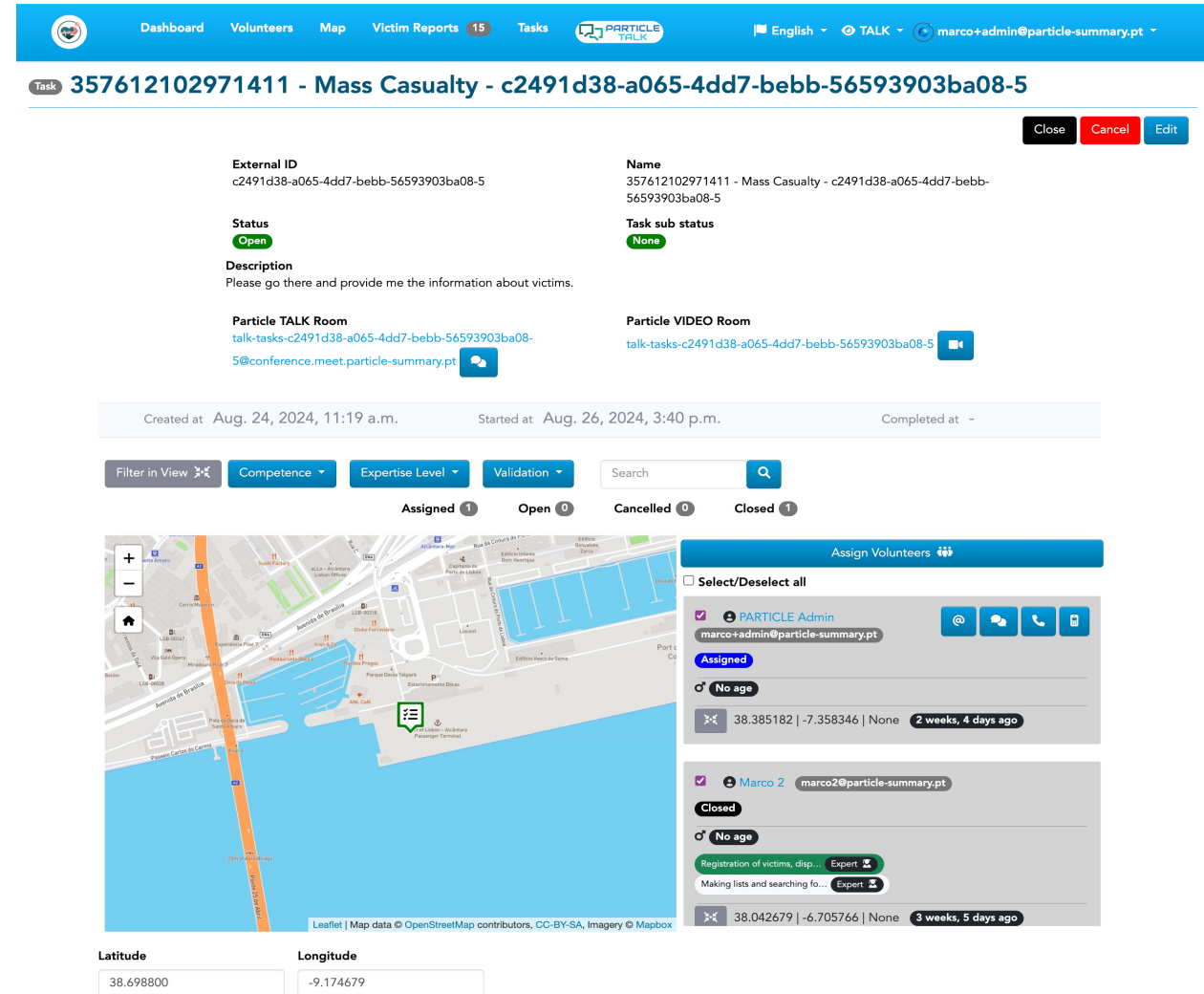
The "Assign Volunteers" panel shows two available volunteers:

- PARTICLE Admin** (marco+admin@particle-summary.pt): Assigned, No age, 38.385182 | -7.358346 | None, 2 weeks, 4 days ago.
- Marco 2** (marco2@particle-summary.pt): Closed, No age, Registration of victims, disp... Expert, Making lists and searching fo... Expert, 38.042679 | -6.705766 | None, 3 weeks, 5 days ago.

Using the Volunteer Portal

Tasks

The [Video Room](#) supports the setting of videoconferences between the manager and the assigned volunteers.



The screenshot displays the Particle TALK interface for a specific task. At the top, the navigation bar includes 'Dashboard', 'Volunteers', 'Map', 'Victim Reports' (with a count of 15), and 'Tasks'. The current task is identified as '357612102971411 - Mass Casualty - c2491d38-a065-4dd7-bebb-56593903ba08-5'. The task details section shows an 'External ID' of 'c2491d38-a065-4dd7-bebb-56593903ba08-5', a 'Name' of '357612102971411 - Mass Casualty - c2491d38-a065-4dd7-bebb-56593903ba08-5', a status of 'Open', and a 'Task sub status' of 'None'. The description asks for information about victims. Two communication options are provided: 'Particle TALK Room' (a chat link) and 'Particle VIDEO Room' (a video conference link). Below this, the task's timeline shows it was created on August 24, 2024, and started on August 26, 2024. A filter bar allows users to filter by 'Competence', 'Expertise Level', and 'Validation'. A summary shows 1 assigned volunteer, 0 open, 0 cancelled, and 1 closed. A map of the task location is shown with a red pin. Below the map are input fields for 'Latitude' (38.698800) and 'Longitude' (-9.174679). On the right, the 'Assign Volunteers' panel shows a list of available volunteers, including 'PARTICLE Admin' and 'Marco 2', with their respective skills and availability.

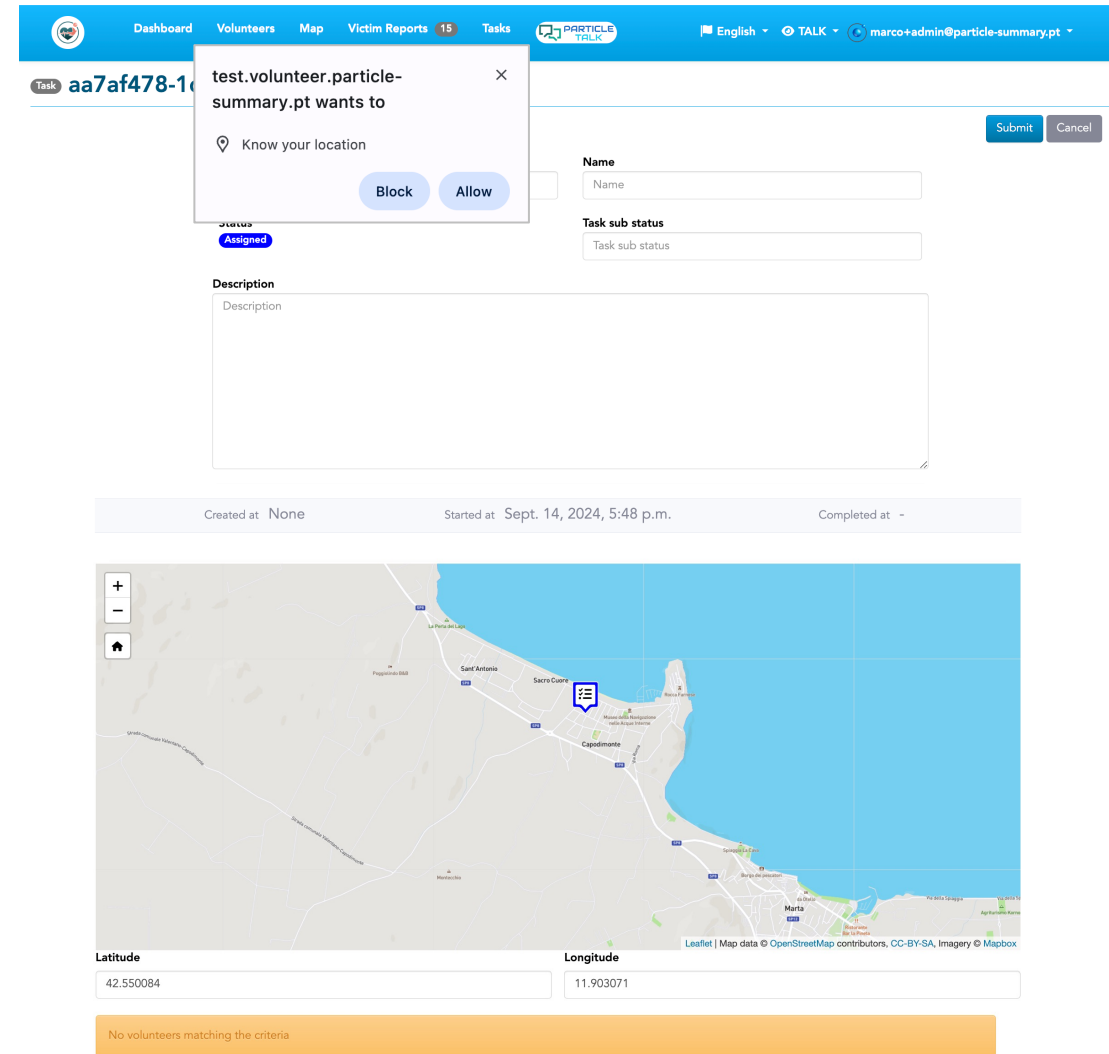
Using the Volunteer Portal

Tasks

By clicking on the [New Task](#) button, the manager may create a new task.

A pop-up window requests the manager's location so that it may use it as the task's location. The manager may also use the map function to provide the task's location.

Once the form is complete, the manager must press the [Submit](#) button and a new task is registered in the system.



The screenshot displays the 'PARTICLE TALK' interface for creating a task. At the top, a navigation bar includes 'Dashboard', 'Volunteers', 'Map', 'Victim Reports' (with a count of 15), and 'Tasks'. A user profile for 'marco+admin@particle-summary.pt' is visible. A modal window titled 'test.volunteer.particle-summary.pt wants to' is open, asking for location access with 'Block' and 'Allow' buttons. The form below includes fields for 'Name', 'Task sub status', and a 'Description' text area. A 'Submit' button is at the top right. Below the form, a status bar shows 'Created at: None', 'Started at: Sept. 14, 2024, 5:48 p.m.', and 'Completed at: -'. A map of a coastal region is shown with a location pin. Below the map, 'Latitude' is 42.550084 and 'Longitude' is 11.903071. An orange banner at the bottom states 'No volunteers matching the criteria'.



PARTICLE

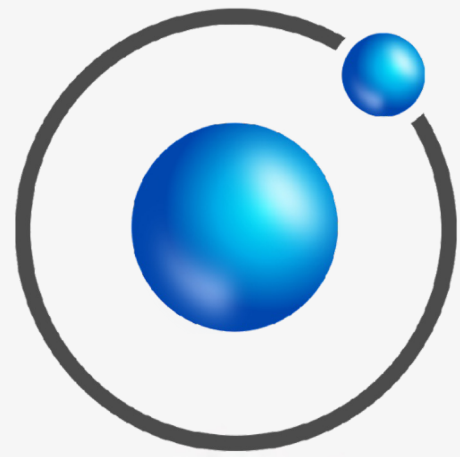
Using the Volunteer Portal

PARTICLE.TALK

In the top menu, the [PARTICLE.TALK](#) button opens the [PARTICLE.TALK](#) application, allowing the manager to contact with all and each of the volunteers.

See details in the [PARTICLE.TALK](#) Manual.





PARTICLE

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