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Skills and Innovation for Adult Social Care

AN INNOVATION CLASSIFICATION
ENGINE AND DIGITAL COLLABORATIVE
PLATFORM

LAPIS APP FAQ'S

LAPIS RESEARCH PROJECT
LEARNING FOR ADULT SOCIAL CARE PRACTICE INNOVATIONS AND SKILL DEVELOPMENT
Project no: 2020-1-UK01-KA202-078960

Using LAPIS- Frequently asked questions:

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1. General

What is the LAPIS app?

A cloud application where you can post information on innovative practices in social care.

We call these posts 'innovative stories'.

Is there any cost in using LAPIS?

None

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2. Accounts and Registration

Do I need to create an account?

Yes, you will need an email account or alternatively you can use your fb, linkedin or google account to register to the service

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3. Languages and Countries

Can I post my innovative case in any language?

LAPIS is a multilingual environment, where at the moment we support the five languages and six countries of the Erasmus partners; UK, EL, CY, IT, PL, BG. So, if your story is from one of these countries you should post it in the respective country pages

And what happens if I am not from any of these countries?

Then you could contact us to create a new country. If the language is different and not among those already supported then you will need to provide a translation of an excel file that we will send you, so that LAPIS will also support the new country/ language

And what happens if my story is from country 'x' and I erroneously post it under country 'y'?

When creating your new story you will be asked to relate it to a country. Also you will be invited to place it on the map. It is therefore unlikely that you will make some mistake. However, all stories are checked prior to approval, so if we spot any obvious mistake we will not approve and let you know to change.

4. Creating and publishing a story

How do I create and upload a story?

Once you login in LAPIS, at the top right, at your account menu, you will find 'My innovation stories'. When you select this, you will access the 'Create New Story' page where you will prepare your story and submit it

So, my stories do not go automatically on-line?

No, we will have to approve them first, to check their pertinence and that no 'Terms of Use' are violated. Therefore, your story will show as 'pending approval' and only after approval it will show on line.

After it is published, can I edit or delete it?

Yes, you always have control over your stories, you can edit and delete them as many times as you wish.

And if I edit will it go through the approval test again

No, we will assume the changes are minor and publish your edited story automatically, replacing the past one. If later, we realize that the content is inappropriate we reserve the right to delete and notify you respectively.

If while preparing my story I realize that there is some content, e.g. photos, that I do not have handy, I can save and continue later?

Yes, there is an option 'save in draft' which serves exactly this purpose.

What is exactly the content I can upload in an innovative story?

There is obligatory and optional content. You will necessarily need to place your story in one of the 'categories' and 'countries' supported, you will also need to give it a 'Title' and add a 'description' and 'images'. These are compulsory items. We want the stories to be graphical intensive so a pure textual description will not be accepted. Also, the 'map' is necessary to use; however, the 'address' is not a compulsory field.

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How can the map info be required and the address be optional?

Well, you can just enter a city name or even a country name to get by the map requirement. All this is valid data for google maps. The detailed address field can remain empty, you will be required to provide any.

Are there any size limitations for my story?

Yes, the text should be up to 2000 words and your images up to 10. These can change in the future.

What are the 'categories' I need to place my story in?

It is a classification of innovation that has been selected, to make the system more searchable. These categories are six although they may change if justified requests are received. i.e., if there appears to be some story content that can be well represented by the existing categories.

Which are the 'categories' currently supported?

They are: patient well-being staff well-being, funding, training, activities and nursing

At the bottom of the screen that i prepare my story I see a box and a text next to it saying *Do you want to enable lapis services? We will get in touch with you for a quote.* What exactly is this?

In the future LAPIS will offer payable services to secure a sustainable business model. Such services will always be offered with social case stakeholders, in co-creative schemes. however additional lapis services need not necessarily be payable.

5. Additional LAPIS services

Are there any other services currently offered by LAPIS?

No currently there is no other service, payable or no payable on offer. There is however a non payable service that will **soon** be offered at no cost. This is related to WBL (work based learning) and provides you the ability to assess and publish your WBL practices. Just click the 'service' button and you will see a new dialogue asking you:

Do you wish to self-assess your work based learning (WBL) practices?

Please note that you are responsible for the validity of this assessment you will self conduct.

Refer to ToS in the footer on the site.

Please note that this service is in process and is not yet active!

6. Searching LAPIS

How do I search LAPIS for specific content I am interested in?

You can click the LAPIS image top left to go to the mainpage. There you can browse the map or you can use the large search box that will show in the middle. Here you can type any text you wish to track anywhere on the stories published. You will get your stories that include this text as well as their place on the map

How do I get a list of all stories in a country

If you want to restrict your search to a specific country, select the country flag to load the country and then in the top menu select the country name to take you to the country page. Here you will see all the categories listed and the number of stories available in each of them. In that way you can restrict our search to meaningful content

If I am in the country page, will the big search box across the screen restrict my search to the country stories?

Yes, if you are in a country page the big searching box will indeed restrict you to the country stories.

How do I get a list of all stories in a category regardless of countries?

Go to the main page (click on the logo top left) and click on the search box. You will be shown the various categories and the stories that exist in each of them. Click any of them to get a list of all stories

7. Contacting, Privacy, Terms of Use and Follow ups

Whom do I contact for any issue I may have with LAPIS

For technical issues and inquiries, pls use the Contact Form at the end of the www.apintech.com web site and we will get in touch. No email contact is available at the moment.

Where can I find the Privacy Policy and Terms of Use

They can easily be found at the footer of LAPIS

Are there any other activities/ initiatives liaised with LAPIS

For Cyprus, a related spin of activity will be launched in the near future together with local social care/ innovation stakeholders. This is gradually showing online at www.socialcareinnovation.eu Whom do I contact for any issue I may have with LAPIS

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