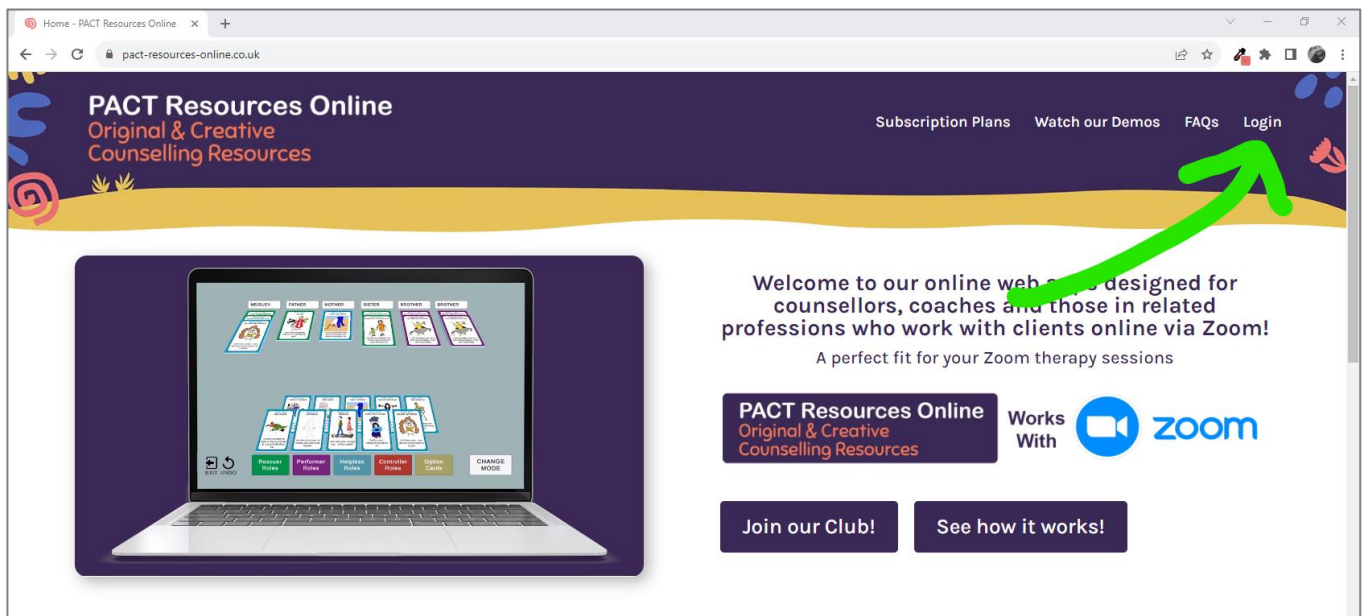


Core Needs in Families Quick Guide

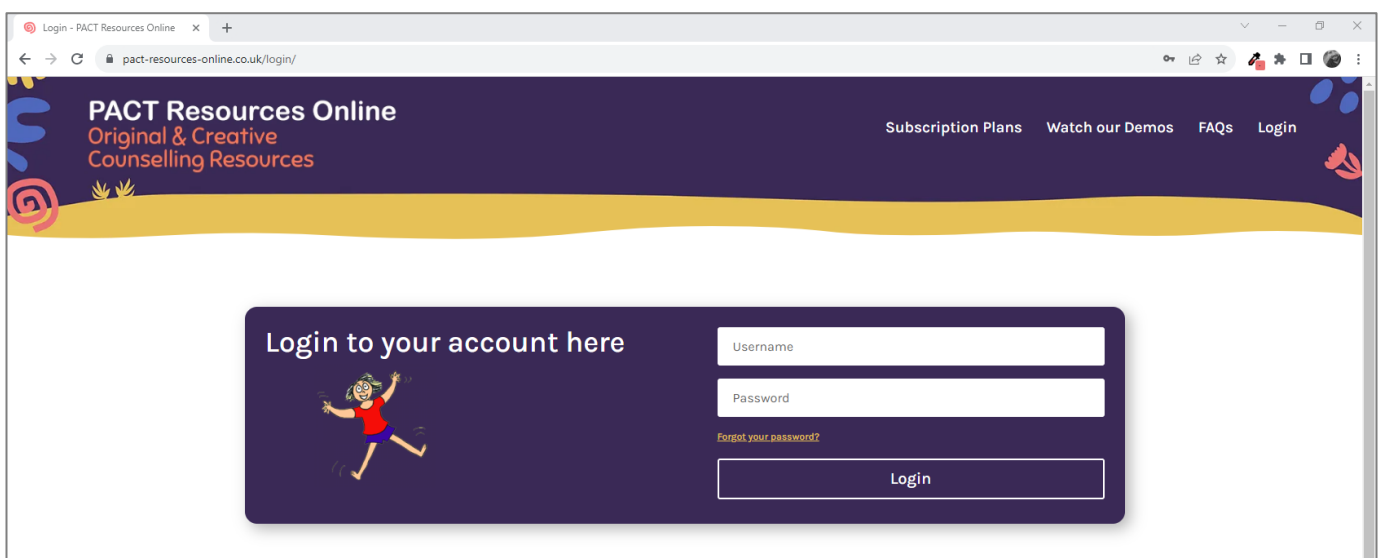


Part 1 – Launching the Web App

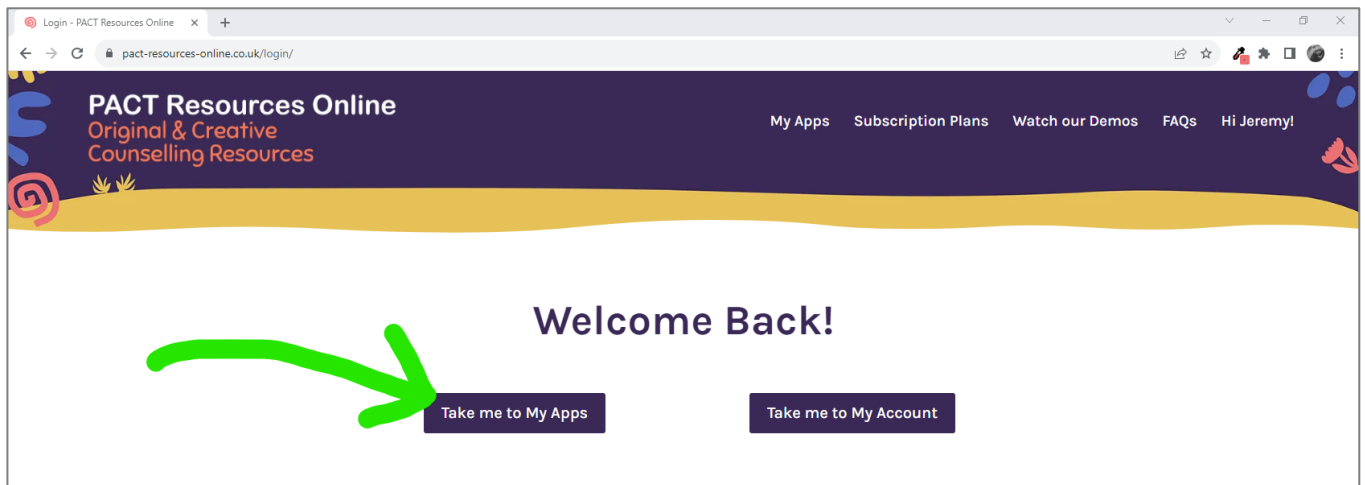
- 1) Visit pact-resources-online.co.uk
- 2) Click on 'Login'



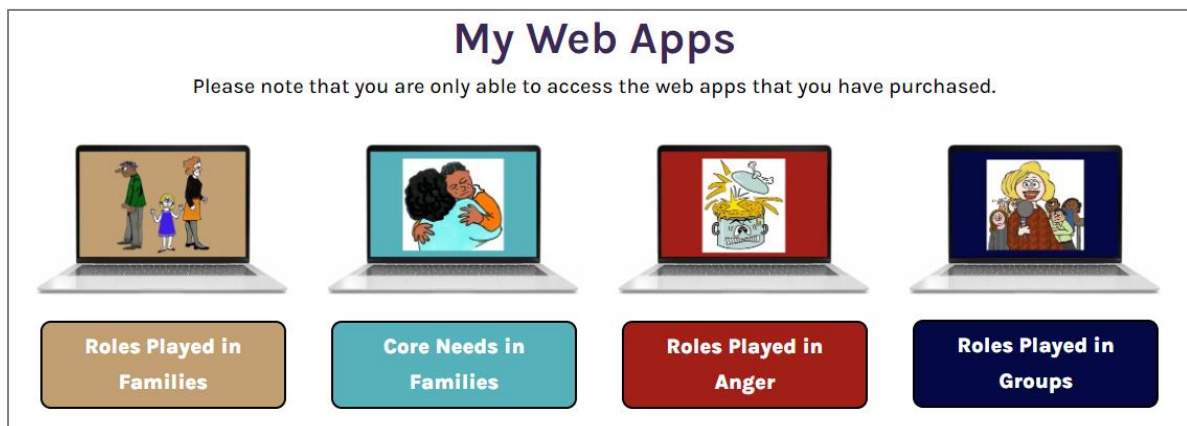
- 3) Enter your login details to proceed



4) Click on 'Take me to My Apps'

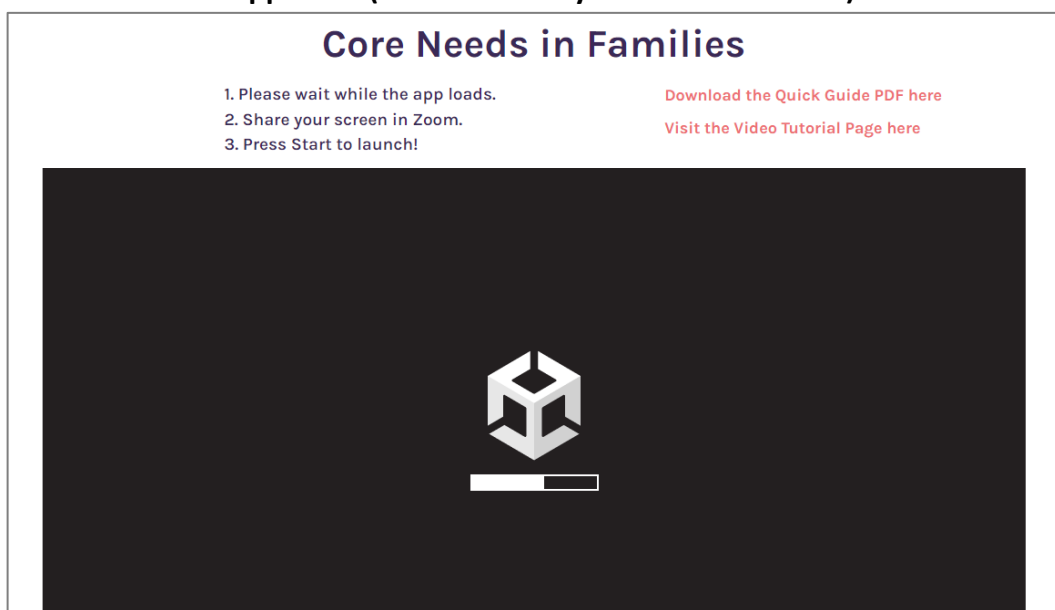


5) You will see all of our web apps here (we are planning on adding more soon!)

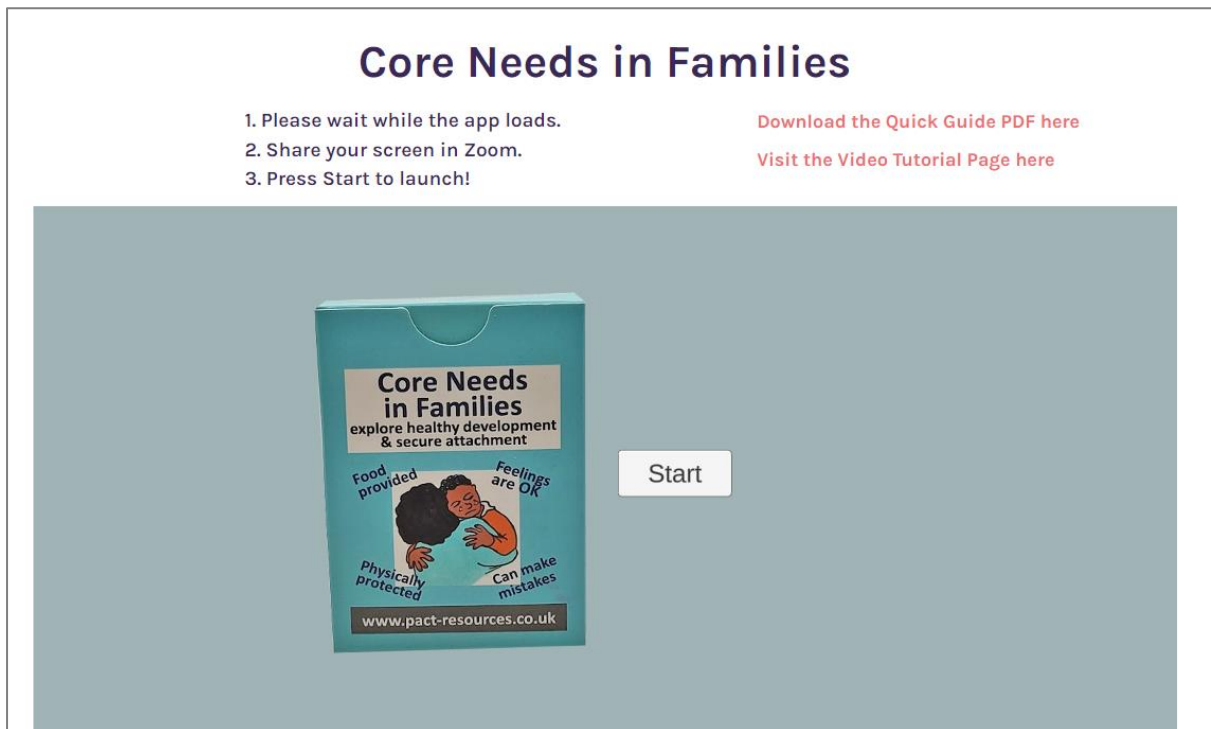


6) Click on 'Core Needs in Families'

7) Wait while the web app loads (this should only take a few seconds)



8) When the web has loaded you will see this screen...



9) We recommend that you share your screen in Zoom at this stage (before you hit the Start button). This is because when you hit 'Start' the web app will launch full screen, and it is harder to share your screen once you are in Full Screen mode.

10) Once you have shared your screen with your client and clicked 'Start' both you and your client will be taken to this screen...

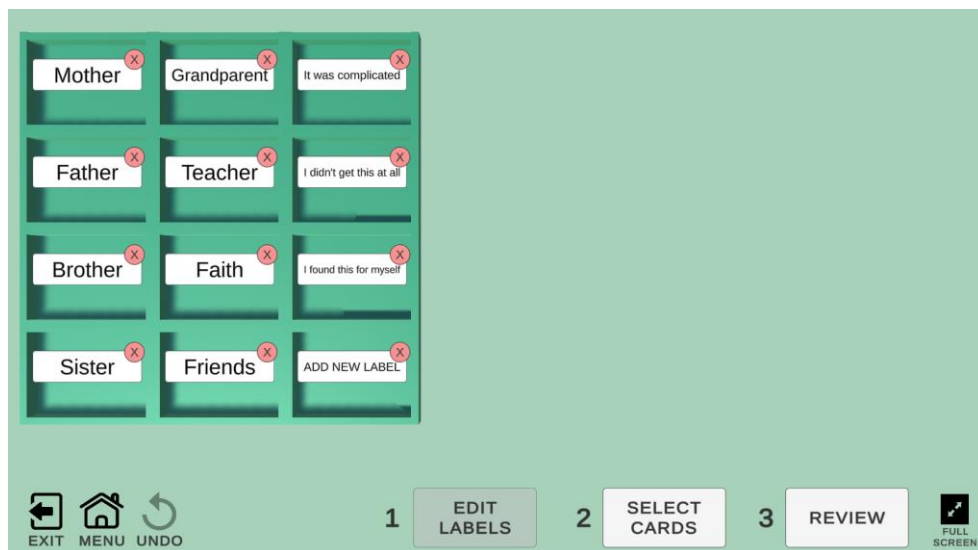


Part 2 – Using the Web App

Core Needs in Childhood



- 1) Click on 'Core Needs in Childhood' to launch.
- 2) You will be taken to this screen...

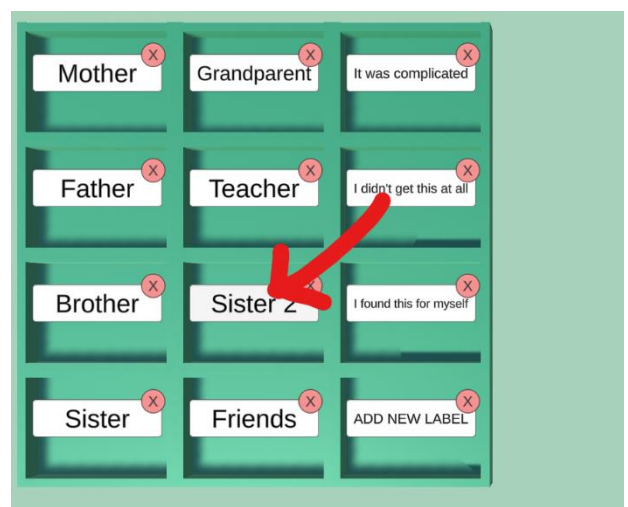


- 3) You will notice there are 3 buttons along the bottom of the screen. The First stage enables you to edit the labels.

This stage is done in conversation with your client to identify the key people/things in their childhood who would have met their core needs.

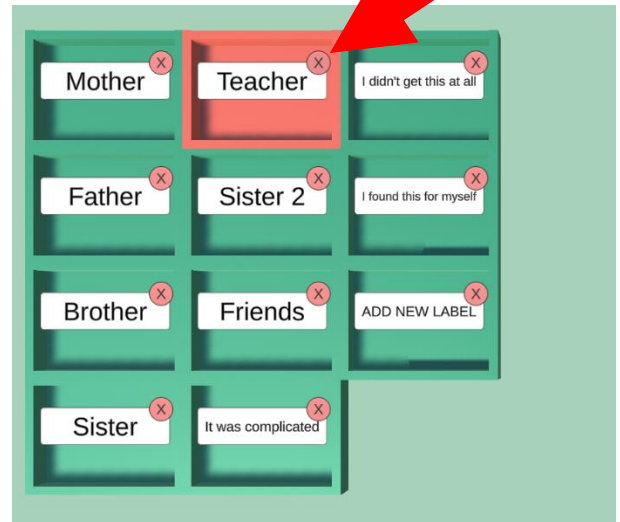
- 4) Editing a label

If you click on an existing label you will be able to delete the existing label and type in a new label.



5) Deleting a box

If you move the cursor over the  then the box will glow red. If you click on the  then the box will be deleted.



6) Adding a new box

If you click on ADD NEW LABEL then you will be able to start typing and create a new label.

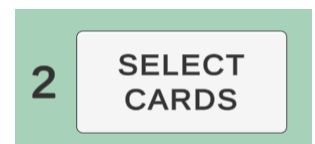
When you click on the last label, which is by default ADD NEW LABEL, a new box will automatically be created and added.

To add another box simply click in the new empty label box. (where it says 'Enter Text...')

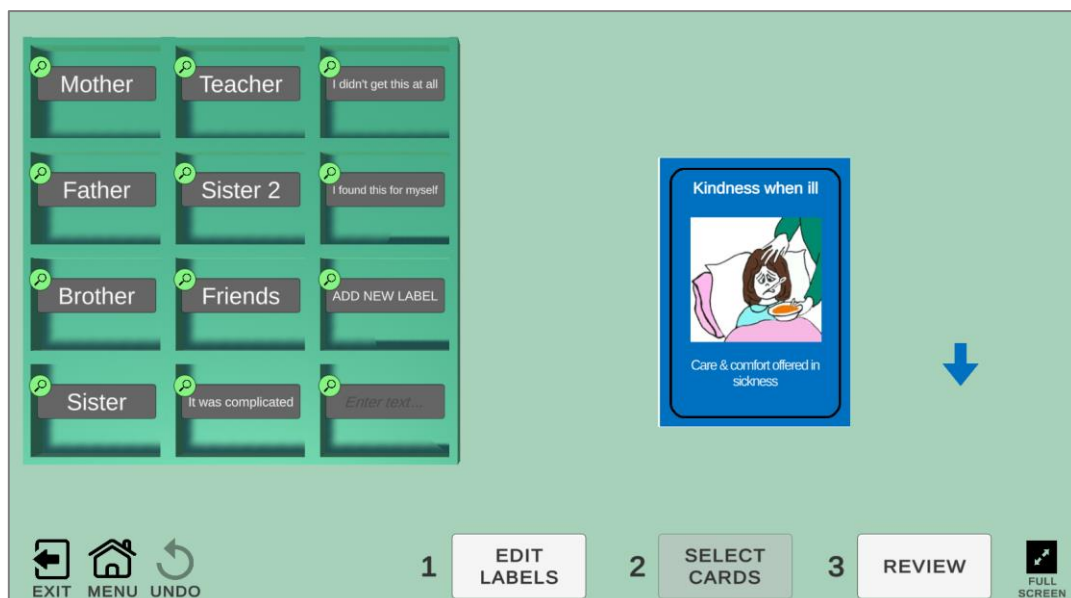


You can add more boxes, up to a maximum of 16 boxes.

7) Once you have setup your boxes and labels you can move on to the Stage 2, SELECT CARDS.

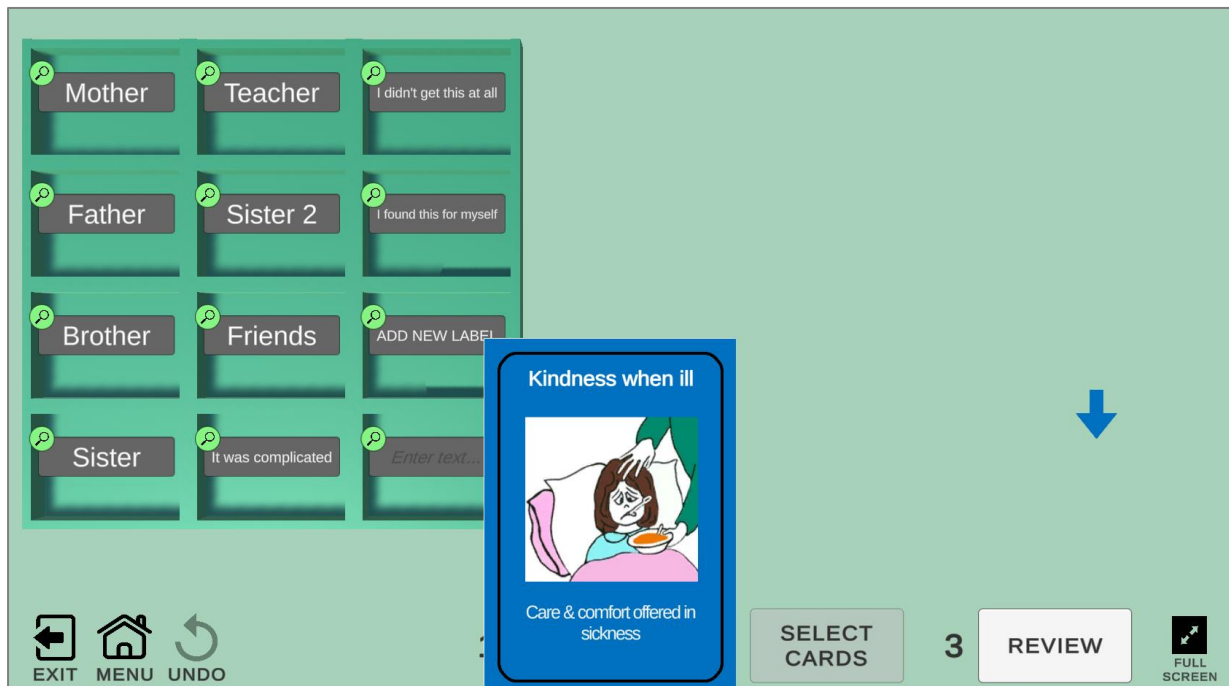


8) The screen will change to look like this...

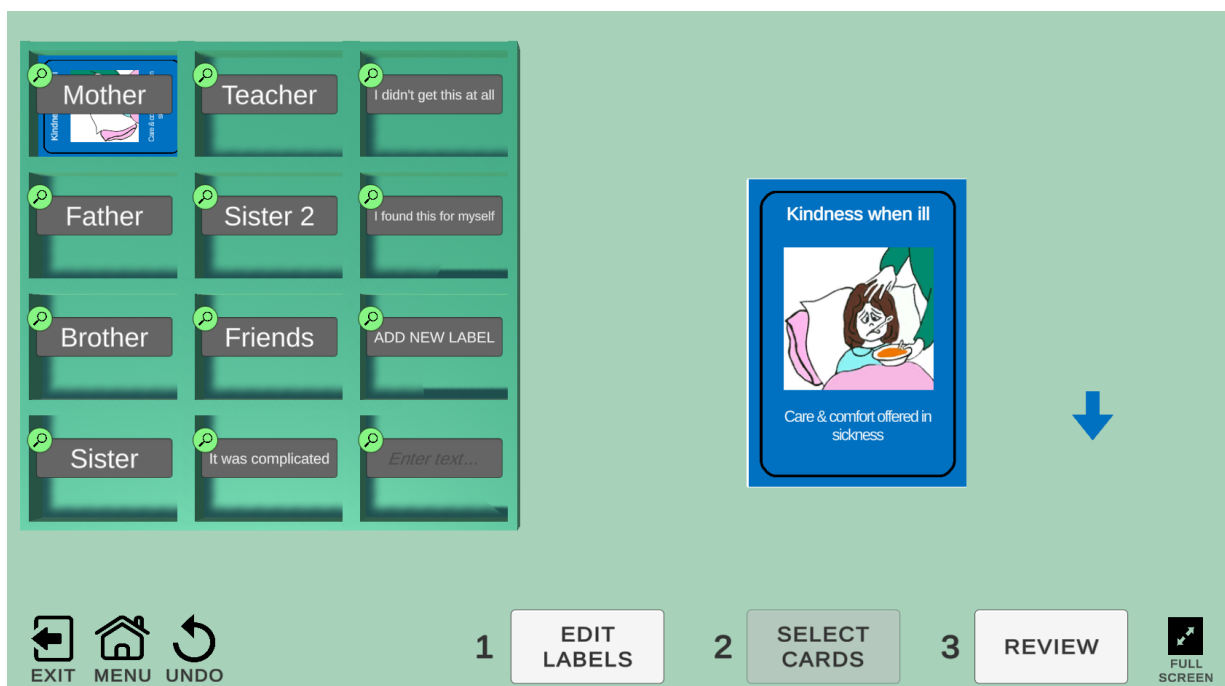


- 9) This is the stage where you can scroll through all of the cards and ask your client which box or boxes they would like each card to be added to.

Clicking and holding on the card will temporarily move the card into the bottom of the screen. Keep your left mouse button pressed and move the card into the box as directed by your client. For example, if the client's Mother was the person who met your client's Core Need of 'Kindness when ill' then you should slide the card into the box marked 'Mother'.



Quick Tip: Click and hold to view each card. Keep the left mouse button pressed down to move the cards!



- 10) Explore each card with the client and ask which box they want the card to go into.
To add a card to a box you need to continue to hold the left mouse button down and let go of the mouse button when the card has been 'dropped' in the correct box.
- 11) Continue to work with your client in the above way, using the blue arrows to cycle through the cards, adding them to the appropriate boxes as directed by your client. There may be some cards which the client does not relate to at all, you don't have to place every card, only those that the client relates to.
- 12) Please note that there are 27 cards in total, you will need to use the blue arrows to flick through and view each card.
- 13) At any point during the SELECT CARDS stage you can click on the green magnifying glass to view all of the cards in that box.



Quick Tip! You can remove any cards from the box by clicking on the red X on the top right of the card. This only works if you are in the **SELECT CARDS** stage!

14) Once you have looked at and placed all the relevant cards you might want to pause and reflect with your client. You can click on the 'REVIEW' button which will clear the screen and let you explore each box in turn to see what your client has chosen and talk it through with them.

15) If you would like to take a snapshot of the screen to save this for yourself or for your client, then you can do that in the following way...

Windows users: You can either:

- Press the 'Print Screen' button on your keyboard and then paste this image into a Word document or
- Use a snipping tool like 'Snip & Sketch' to collect your screen grab and save this as an image in the usual way.
- Please note that the 'Print Screen' and 'Snip & Sketch' functions only hold one image at time in the computer's memory.

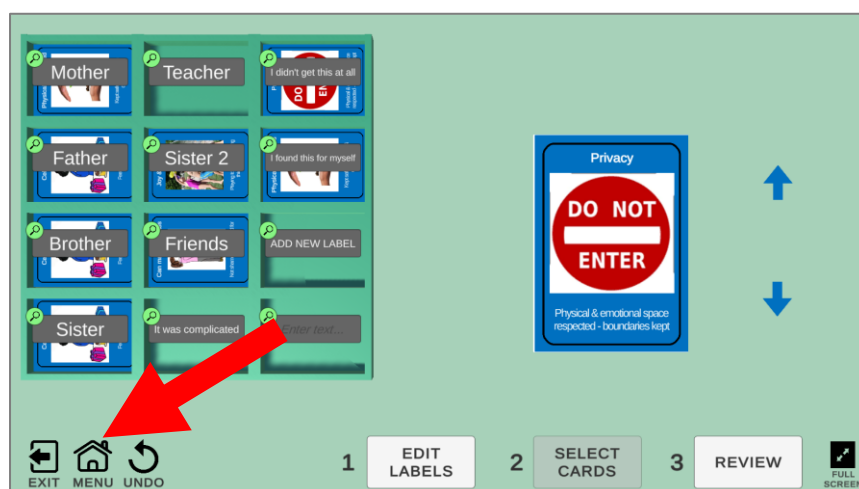
Mac users:

- Press the '**Command**', '**Shift**' and '**3**' keys all at the same time. The screen should flash briefly to indicate that the screenshot has been taken. By default, the image will be saved on your Desktop.
- Alternatively press '**Command**', '**Shift**' and '**4**' keys all at the same time to select the portion of the screen you wish to capture.

Alternatively, a lower tech but possibly simpler way would be for you or your client to use your Smart Phones to simply take a picture of the screen.

16) Once you have finished working with your client you can click on the 'EXIT' button to exit full screen mode and this will make it easier for you to stop the screen share.

17) If you have finished working with this section it might be appropriate to move on to the second part of this web-app, and you can return to the main menu by clicking the MENU button.

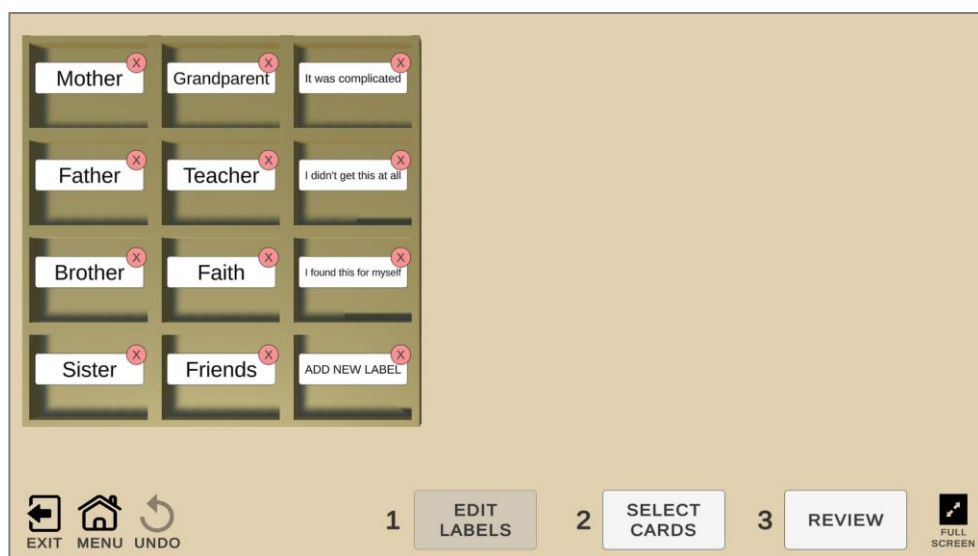


Part 3 – Using the Web App Core Needs in Adulthood



1) Click on 'Core Needs in Adulthood' to launch.

2) You will be taken to this screen...



From this point on the web-app operates in exactly the same way as the Core Needs in Childhood section.

The difference is that during this section you will explore with your client their Core Needs in Adulthood. So the labels that you setup will no doubt look very different!

It may be that for this section your client would need labels such as, Spouse, Ex-Partner, Step Children, In-Laws etc.