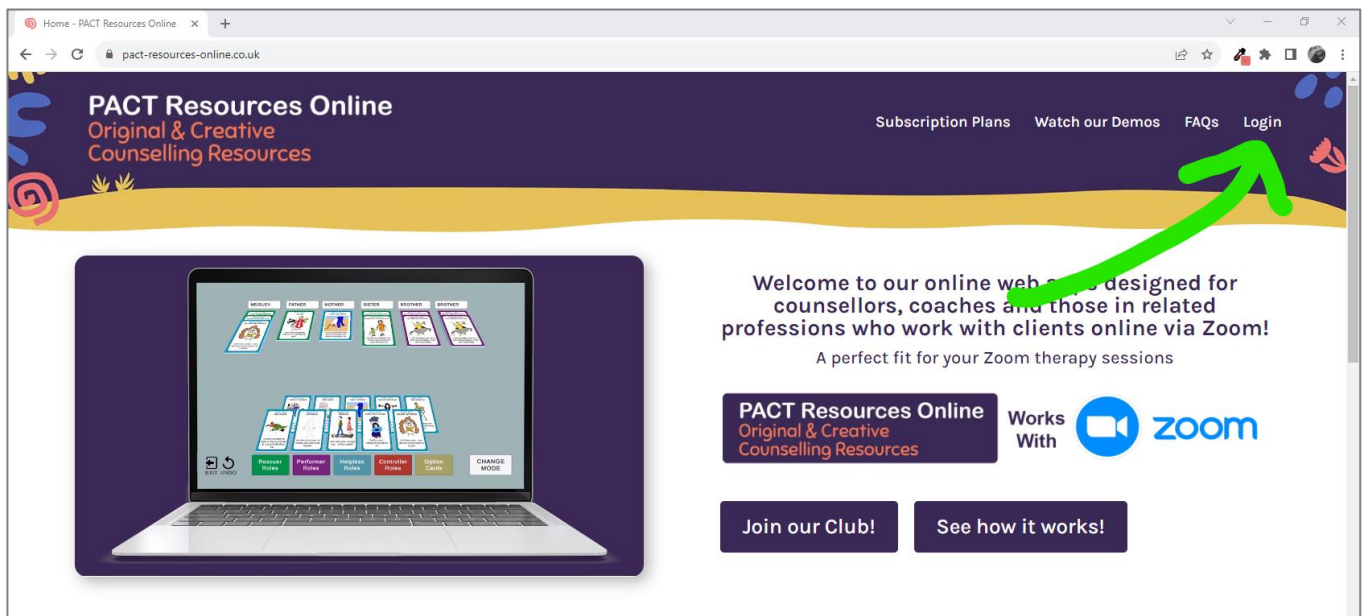


Roles Played in Families Quick Guide

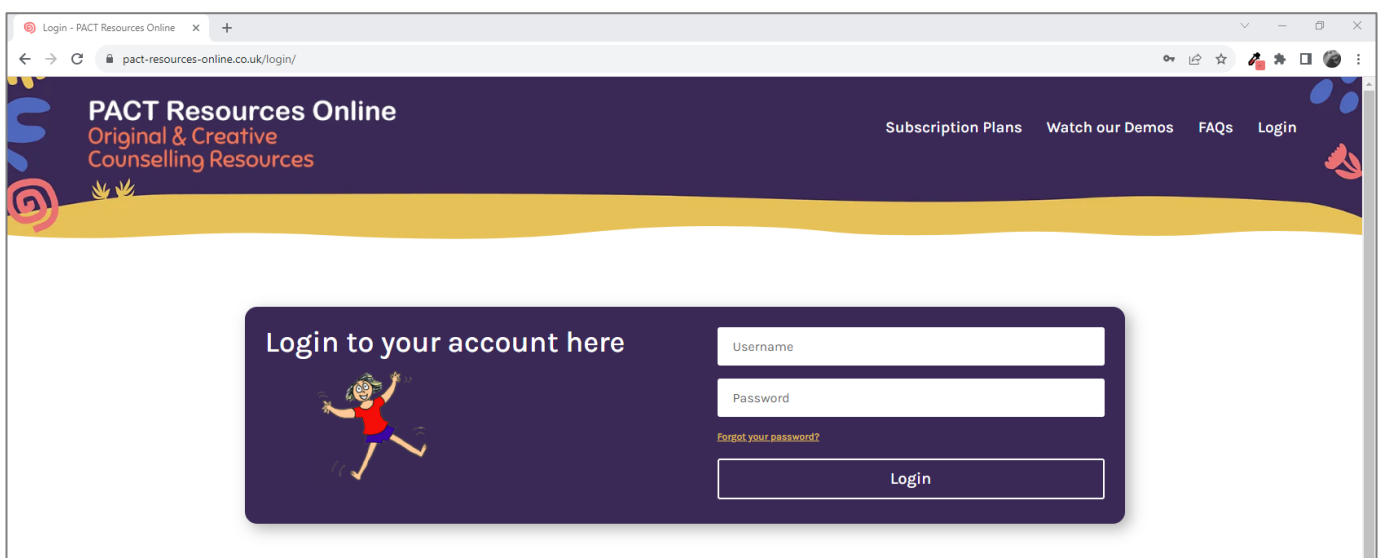


Part 1 – Launching the Web App

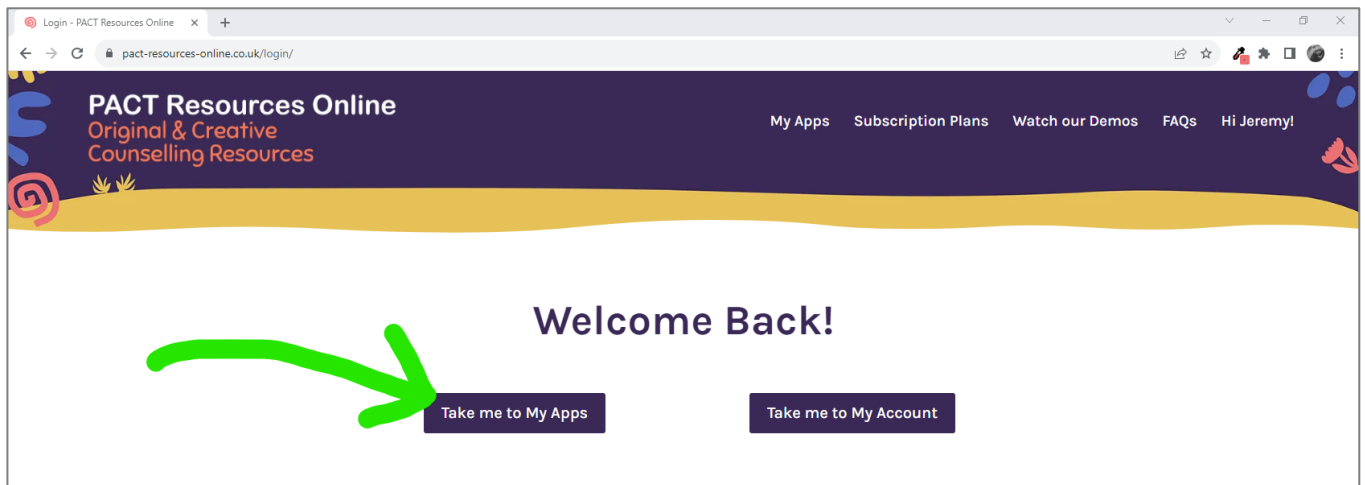
- 1) Visit pact-resources-online.co.uk
- 2) Click on 'Login'



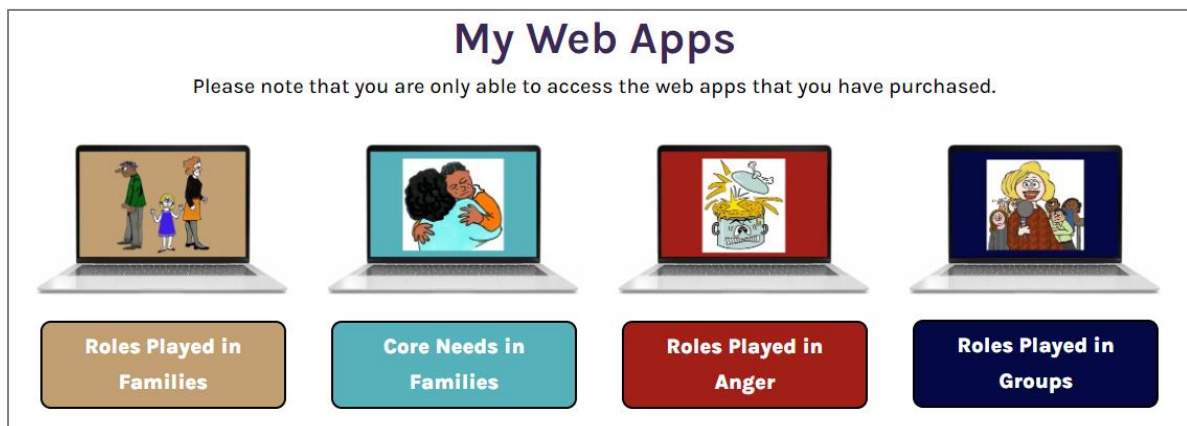
- 3) Enter your login details to proceed



4) Click on 'Take me to My Apps'

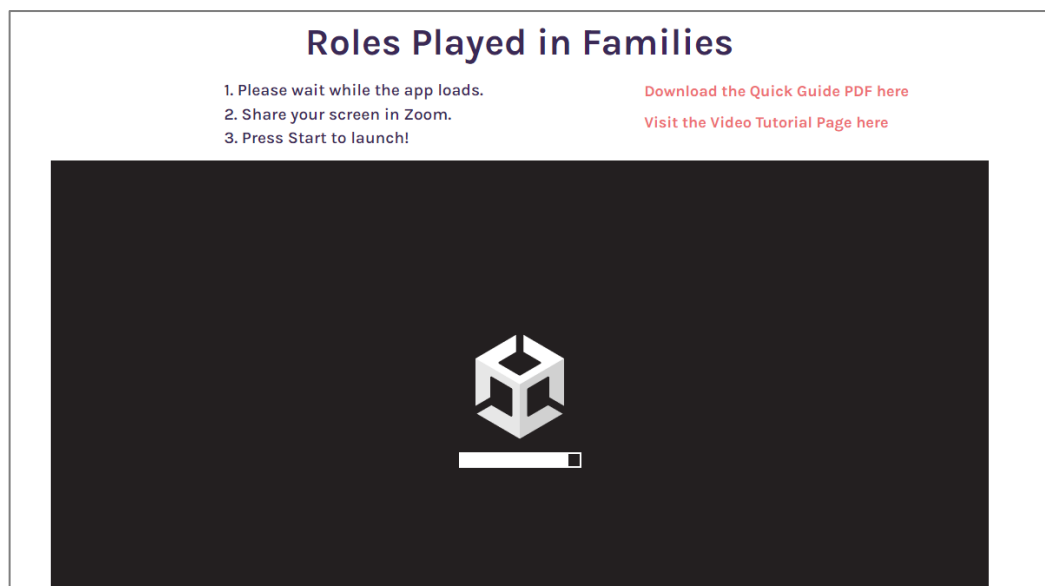


5) You will see all of our web apps here (we are planning on adding more soon!)



6) Click on 'Roles Played in Families'

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

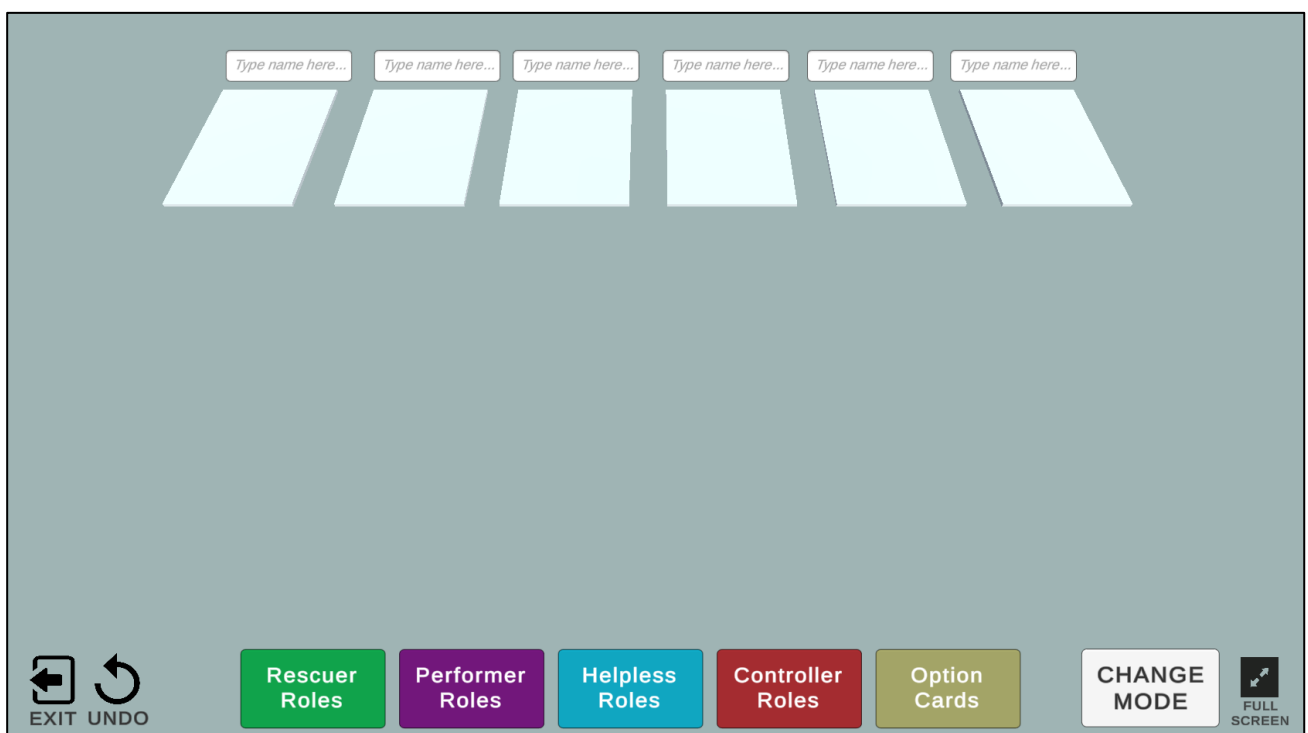


8) When the web has loaded you will see this screen...



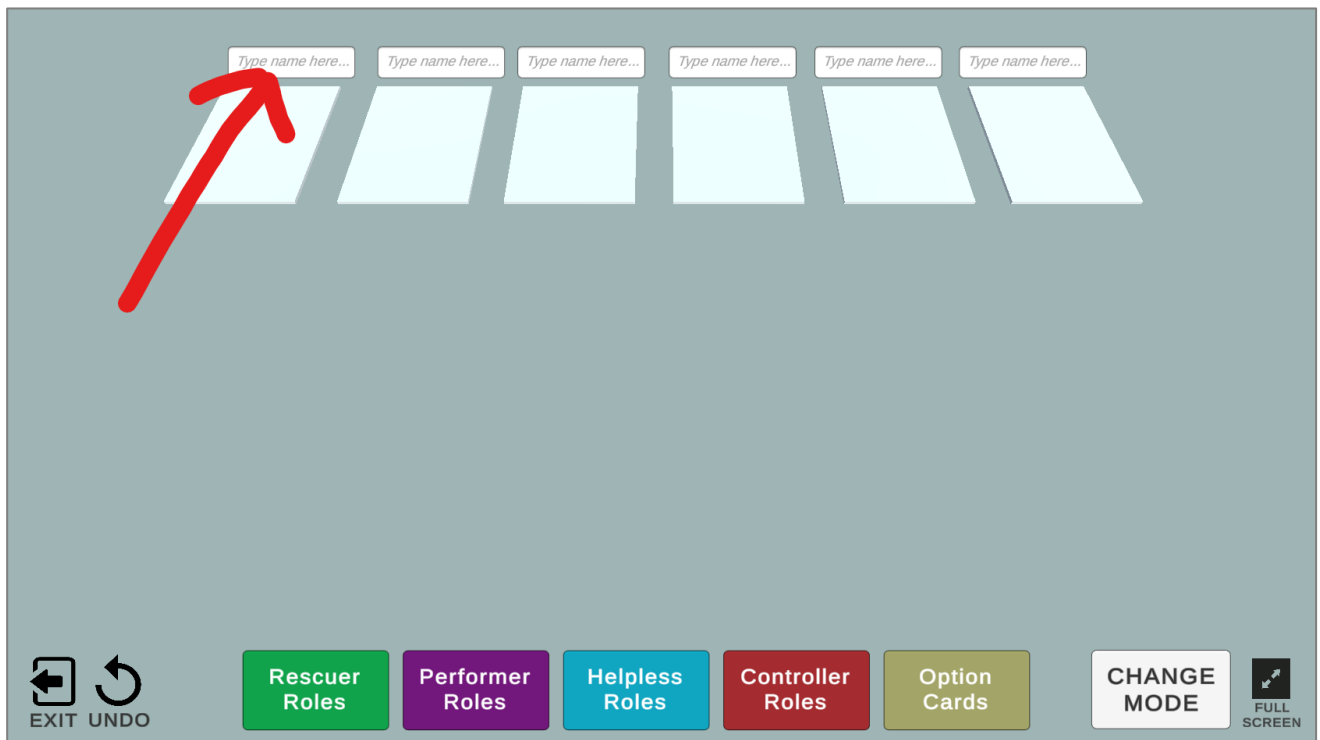
9) We recommend that you share your screen in Zoom at this stage (before you hit the Start button). This is because when you hit 'Start' the web app will launch full screen, and it is harder to share your screen once you are in Full Screen mode.

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

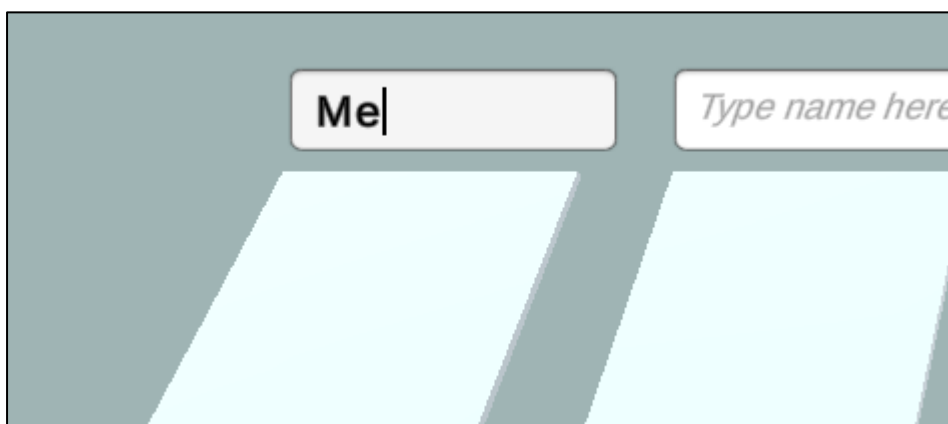


Part 2 – Using the Web App

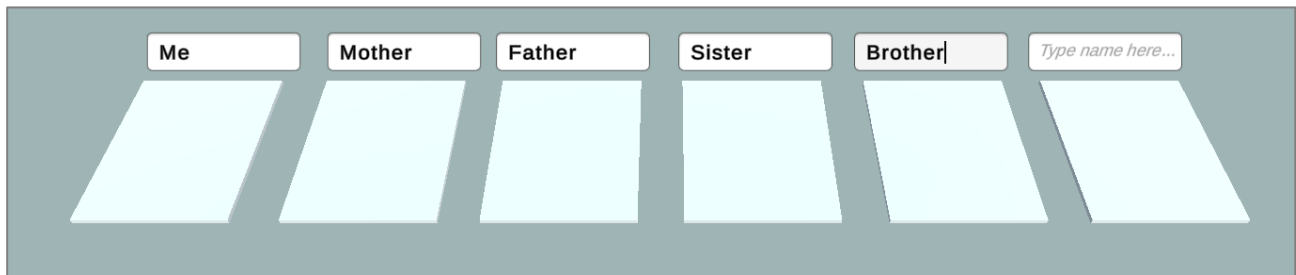
- 1) The First thing to do is to add the names of the Family members that your client will be working with. There is only space for 6 family members but we believe that this should be enough for the majority of clients.
- 2) Click on the first empty Name Label...



- 3) In most cases we think you would add either the client's name or the word 'Me' into the first label.

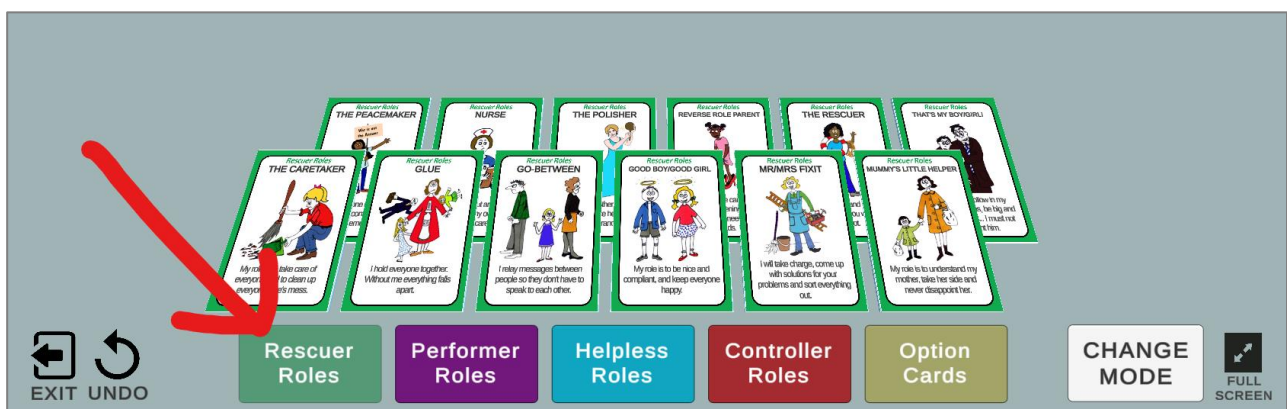


- 4) Proceed to add names of the other family members. You can use the Tab key to move from label to label.

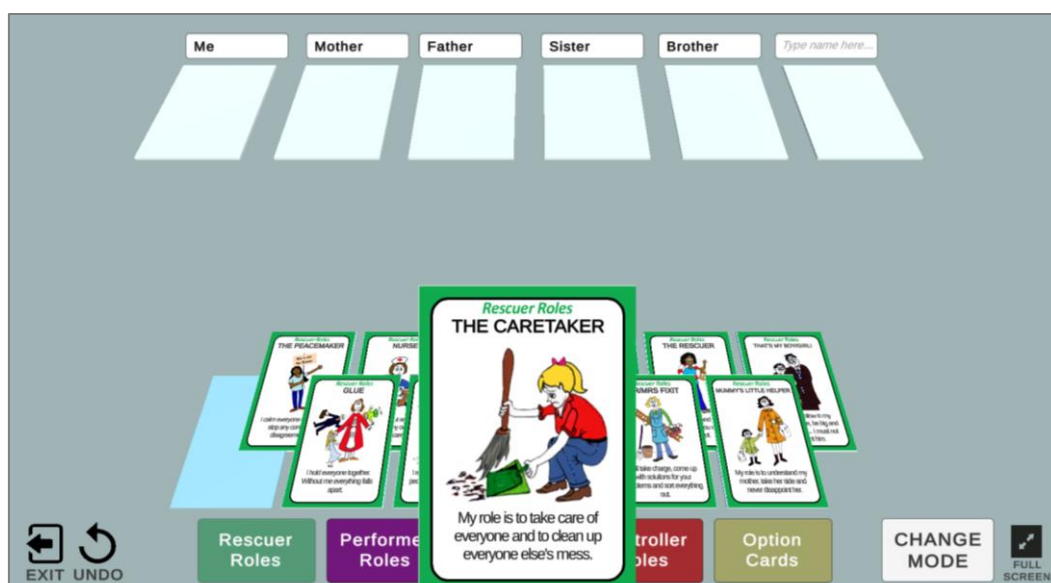


- 5) Once you have set the labels up you can begin to explore the cards with your client...

You can click the first card button along the bottom, labelled 'Rescuer Roles' which brings up all of the Rescuer Role Cards.

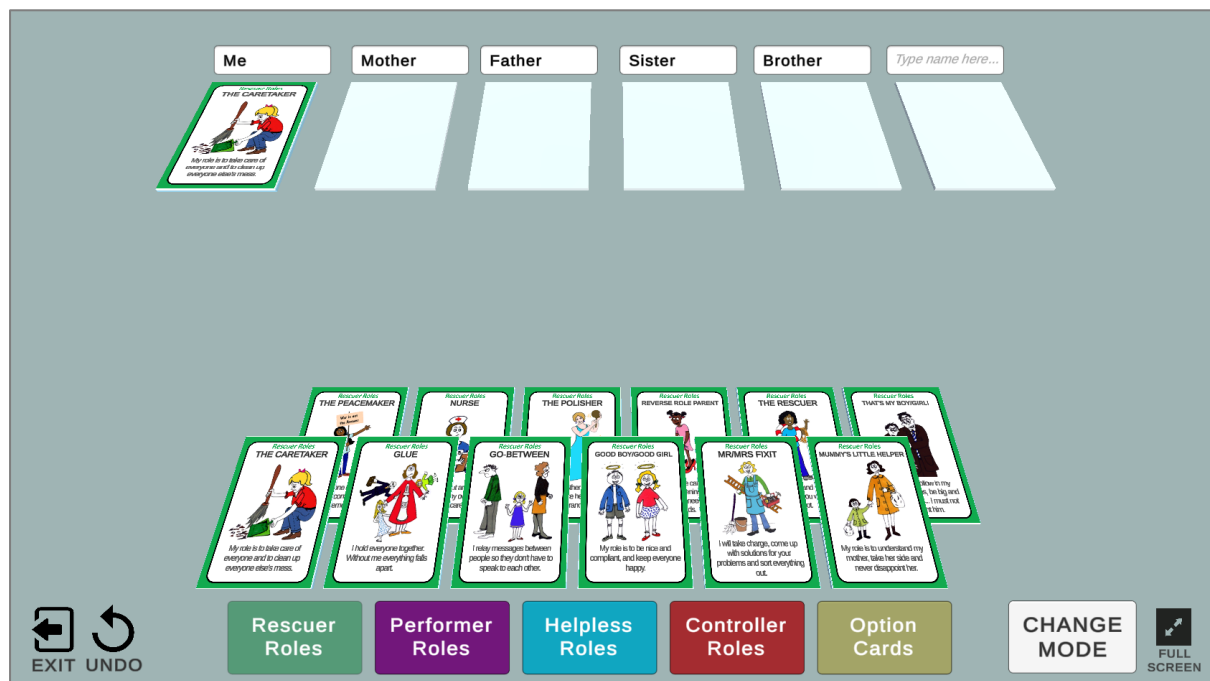


- 6) Move your cursor over a card and click and hold down the left mouse button to view the card.



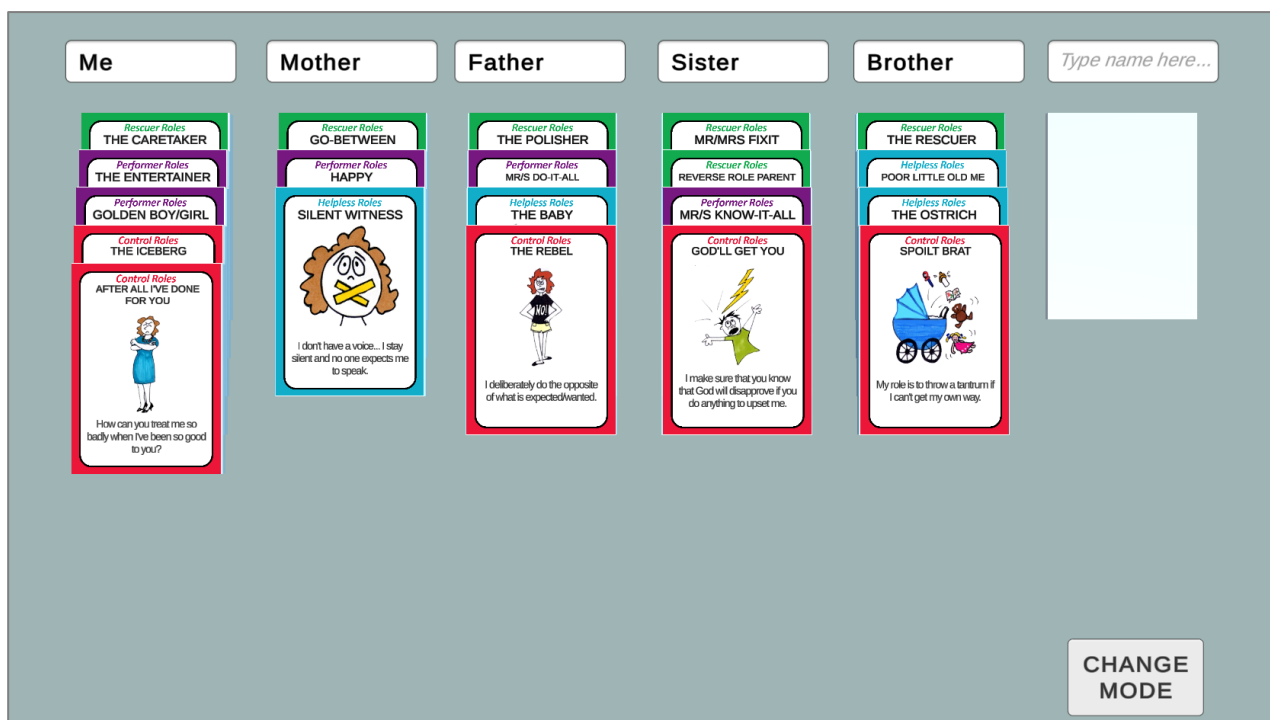
Quick Tip: Click and hold to view each card. Keep the left mouse button pressed down to move the cards!

- 7) If the client identifies with the card and would like to place it down on one (or more) of the family members then you can do that by moving the mouse to the empty space immediately underneath the family member's label. To do this you need to continue to hold the left mouse button down and let go of the mouse button when the card has been 'placed' in the correct empty space.

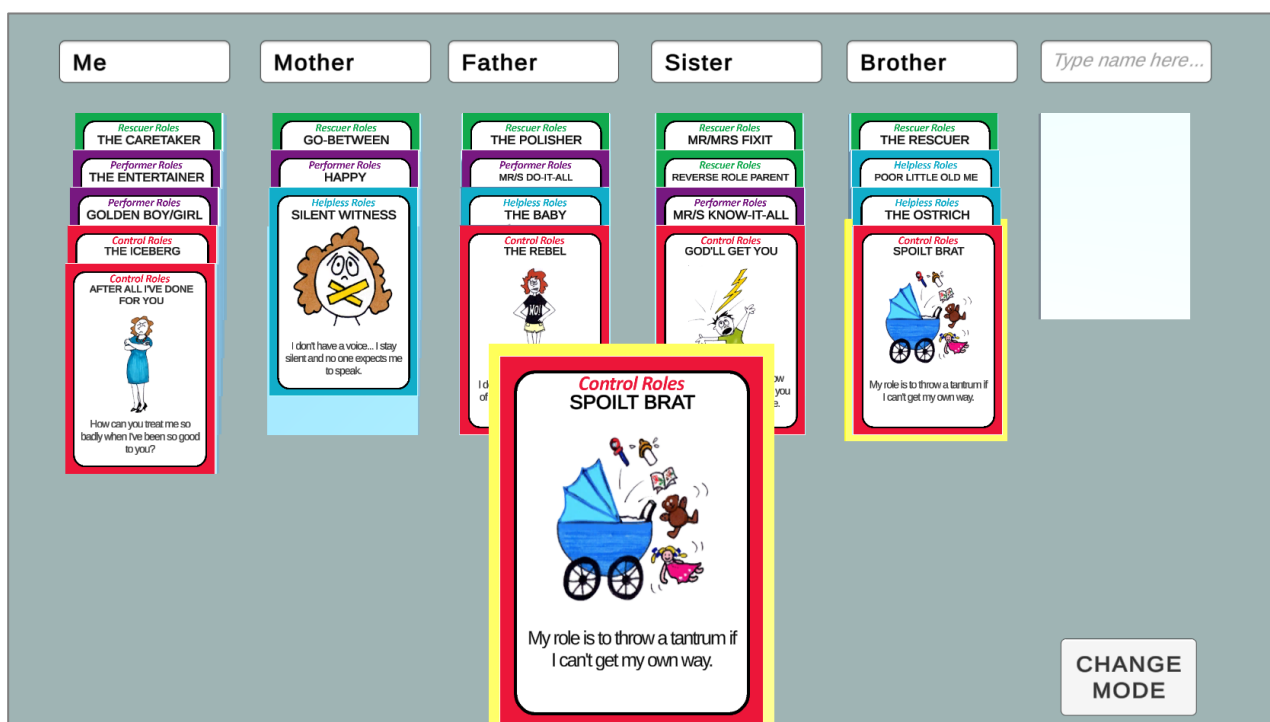


- 8) Continue to work with your client in the above way, selecting each card one by one and examining it (whilst keeping the left mouse button held down) and placing it underneath a family member's label as directed by your client.
- 9) When you have finished looking at all the 'Rescuer Roles' you can click on the 'Performer Roles' button and follow the same approach as before. And similarly continue to the 'Helpless Roles' and 'Controller Roles'. Please note that not all the 'Controller Roles' fit on one screen so you should click on the red arrow to find the others!
- 10) Once you have looked at and laid down all the Roles cards you might want to pause and reflect with your client. (Let's save the 'Option Cards for later!') You can click on the 'CHANGE MODE' button which will shift the screen's view and enable you and your client to see what you have done a bit more clearly.





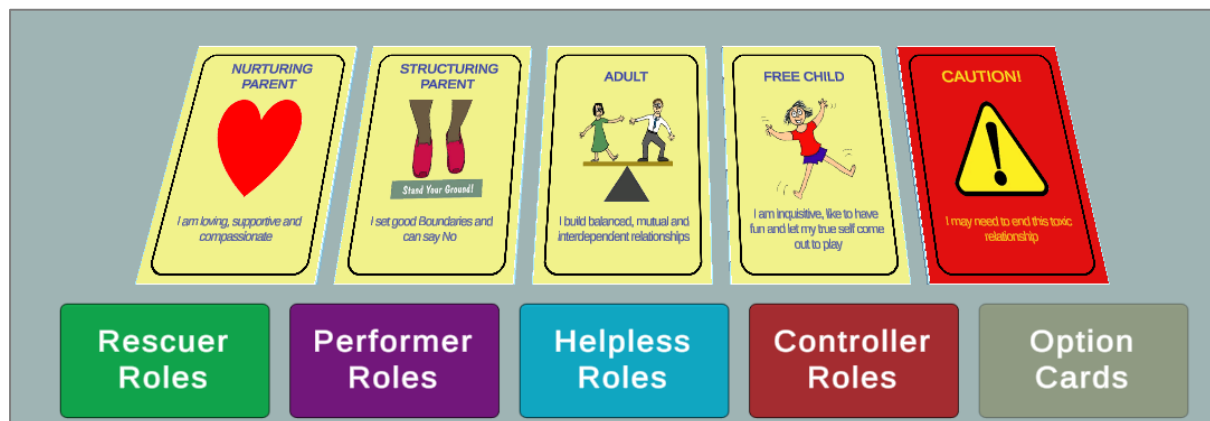
11) In this new mode you will be able to see an overview of which cards have been laid where. This is where you can talk through in more detail and identify connections.



Quick Tip: Click and hold to look at any card in more detail!

If the selected card has been laid down more than once then identical cards will glow yellow to indicate this.

12) You can click on 'CHANGE MODE' again at any point to return to the editing screen which enables you to add more cards or labels and explore the 'Option Cards'.



13) We recommend looking at the 'Option Cards' last. These help the client consider what they might need to deal with family members now, or people who remind them of family members. The option cards are simply added to the list of cards under the different labels.

14) 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.

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