

# Completing a COSMOS Project

This section describes how to undertake the necessary tasks in the COSMOS interface to complete the models and project in response to the environment within which the investigation is occurring.















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# The COSMOS Side-Bar Menu

The COSMOS Side-Bar Menu is a way to navigate within a project and provides access to the many models and sections of the COSMOS application. Within the COSMOS environment, this is also referred to as the **Project Navigation and Model Questions** pane.

The content of the COSMOS Side-Bar Menu depends on the models selected when creating a project, in the 'Project Details' options within the project.

## Project Navigation

Project Details		as follows. Clicking on each of the menu items opens the COSMOS:
Co-Creation of Service Model		
Analytic Model		
Intervention Theory Model		
Change Model	 	
Moral Ordering	 	
User Journey Model	 	
Theory of Change		
Community Reporting		
Social Media		
Documents		<b>Project Details:</b> Gives the ability to rename the project,

and also to provide information relating to the name of the creator of the COSMOS project, the country within which the COSMOS analysis is being undertaken, and also to select which models are part of the project.

**Co-Creation of Service Model:** Opens the [Co-Creation of Service Model](#).

**Analytical Model:** Opens the [Analytical Model](#).

**Intervention Theory Model:** Opens the [Intervention Theory Model](#).

**Change Model:** Opens the [Change Model](#).

**Moral Ordering:** Opens the [Moral Ordering Model](#).

**User Journey Model:** Opens the [User Journey Model](#).

**Theory of Change:** Opens the [Theory of Change](#) section.

**Community Reporting:** Open the [Community Reporting](#) section.

**Social Media:** Opens the [Social Media](#) section.

**Documents:** Opens the [Documents](#) section

In addition, the following icons appear to provide quick access to either editing of the model or provide an overview of the text recorded.



The ability to edit models within COSMOS depends on the End User permissions. If the End User does not have 'Edit' permissions, this option is not visible.

## Model Questions

The Side Bar Menu within COSMOS also doubles-up as way to interact with COSMOS. Within each of the COSMOS Models (and the Theory of Change, Community Reporting, Social Media, and Documents sections) there are text boxes within which input from the End User is required.

The following example highlights this within the 'Co-Creation of Service Model':

The screenshot shows a sidebar on the left with a back arrow, 'Co-Creation of Service Model', and 'Model COSMOS'. Below this is a 'Title' field containing 'Example Model Menu.' and a green circular icon with a 'G'. The main area on the right is titled 'Co-Creation of Service Model - Example Model' and contains a text box with the text 'Text Here' and 'More things here'.

The *Title* entered in the **Project Navigation and Model Questions** on the left, appears in the **Responsive Model Canvas** in real-time. Also, after each question, there is a 'Next' button to move on to the next question/request for input:

Next ▾

Equally, as questions are answered, the responses as well as a reveal of the model, are added to the **Responsive Model Canvas**.

**In order for a model to appear completed in the Responsive Model Canvas, all questions must be completed - any blank responses will not reveal the model in its entirety.**

# Project Details

The Project Details section of a COSMOS project allows for the following options across three areas.

## Project

**Project name:** The title of the project which is used to identify it in the 'Open Project' area of the [Dashboard](#).

**Created by:** The author of the project. The default value for this is taken from the End-User that created the project initially - or [imported](#) it.

## Country

The options here - which are not mandatory - allow the customer to specify the country where the analysis using COSMOS is taking place. The flag of the country appears in the top right-hand corner of the **Responsive Model Canvas** when provided.


## Models

The options here allows the specification of models to be included within the COSMOS project.


**Models** allows for the adding and removing of the [COSMOS models](#) in a project following its creation.

# The User Guide

Several of the [COSMOS models](#) have a User Guide activated within them. These appear at the top of the **Responsive Model Canvas**.

 In this model, we consider a Cosie initiative in terms of a set of roles and the conversational relationships in which they engage. ← Back Next →  
[Skip user guide](#)


By clicking 'Next' two things occur: the next part of the User Guide is displayed and the next part of the model is displayed. The model is built along with the User Guide and provides a step-by-step display of the model. If necessary, it is possible go back through the model by clicking the 'Back' button. Once the model is completed, the 'Close' button is displayed. Clicking 'Close' allows the End User to commence with their own completion of the model:

 How are governance processes, in the sense we are describing them here, take place in your initiative? ← Back ✓ Close

If the User Guide is not required, clicking 'Skip user guide' will close it and will allow the End User to begin to complete the model.

The purpose User Guide is to both describe, in a step-by-step manner, the features and purpose of the model, but also to provoke and promote conversation about the model. Furthermore, it is also used to associate the model with the suggest content, as well provide a visual indication of the completed model.

In addition, the icons used within the User Guide are prompts for the End User or Facilitator to ask or consider the

 This is is an information item regarding the model including the theory and practice that underpins it. The informational items tend to provide the participants with direction and aspects to consider.



This is a discussion item and provides specific highlights relating to the model and its content which would benefit from wider discussion with any participants. Equally, the comments provided are meant to provoke the discussion so as to fulfill the wider purpose of COSMOS.

# Theory of Change

## About the Theory of Change Section

The purpose of the Theory of Change is to provide external web links to files, documents and resources which may be useful to further explain those components included within the environment COSMOS has been applied to analyse.

The Theory of Change section does not permit the uploading of files - this is reserved for the [Documents](#) section of COSMOS. The Theory of Change section of COSMOS is defined for handling external web links which may lead to documents, photos or other files.

## Adding a Theory of Change Item

1) When no 'Theory of Change' items exist, the following will be displayed. If items do exist, skip to [Step 3](#) below.


### Theory of Change

There are no theory of change items for this project.

[Manage Theory of Change](#)

2) Click 'Manage Theory of Change'

3) The **Project Navigation** will now show the following:

 Please add any theories of change your project may have.


Add new item

Type the name below and press enter.

4) Here, enter a recognizable name and press 'Enter'. This will now create an item in the **Responsive Model Canvas**:



## Theory of Change

5) In the **Project Navigation** click the Theory of Change item to reveal more detail:

Item #1 


Label

Web address


 

Enter a web address to provide more information regarding the item and click 'OK'. The **Responsive Model Canvas** will update to include an arrow which, when clicking on it, will launch the destination in a new web browser window:

## Theory of Change




Item #1 www.google.com	
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## Reordering a Theory of Change Item

In the **Project Navigation** click and drag the  icon and move up-and-down to reorder the Theory of Change item.

## Removing a Theory of Change Item

1) In the **Project Navigation** click the Theory of Change item to reveal more detail:

Item #1	
Label	<input type="text" value="Item #1"/>
Web address	<input type="text"/>
 OK	

2) Click the red, trash can icon to delete the Theory of Change item.

# Community Reporting

## About the Community Reporting Section

The purpose of the Community Reporting section is to provide external web links to files, documents and resources which may be useful to further explain those components included within the environment COSMOS has been applied to analyse.

The Community Reporting section does not permit the uploading of files - this is reserved for the [Documents](#) section of COSMOS. The Community Reporting section of COSMOS is defined for handling external web links which may lead to documents, photos or other files.

## Adding a Community Reporting Item

1) When no 'Community Reporting' items exist, the following will be displayed. If items do exist, skip to action #3 below.


There are no community reporting items for this project.

[Manage Community Reporting](#)

2) Click 'Manage Community Reporting'

3) The **Project Navigation** will now show the following:

Community Reporting

 Please add any Community Reports your project may have.

Add new item

Type the name below and press enter.


Item #1 

4) Here, enter a recognizable name and press 'Enter'. This will now create an item in the **Responsive Model Canvas:**

### Community Reporting



Item #1

5) In the **Project Navigation** click the Cimmunity Reporting item to reveal more detail:

Item #1 

Label

Web address

Enter a web address to provide more information regarding the item and click 'OK'. The **Responsive Model Canvas** will update to include an arrow which, when clicking on it, will launch the destination in a new web browser window:

## Community Reporting

Item #1

## Reordering a Community Reporting Item

When there are two or more items, it is possible to reorder them. To do so, in the **Project Navigation** click and drag the ☰ icon and move up-and-down to reorder the Community Reporting items.

## Removing a Community Reporting Item

1) In the **Project Navigation** click the Community Reporting item to reveal more detail:

Item #1 ☰

Label

Item #1

Web address

✓ OK🗑️

2) Click the red, trash can icon to delete the Community Reporting item.

# Social Media

## About the Social Media Section

The Social Media Section of a COSMOS project is used to link to several social media platforms providing a quick way to access content.

The Social Media section of COSMOS is used as a means to collate - and provide links to - content from within their respective social media platforms. Given COSMOS is used for the discussion of content, this was deemed the best approach to direct participants.

The Social Media section of COSMOS currently caters for Twitter, Facebook, Instagram, and YouTube.

## Adding a Social Media Entry

To add an entry to each Social Media platform, first click on the Social Media provider icon. Each provider then has their own way to add an entry.

### Twitter

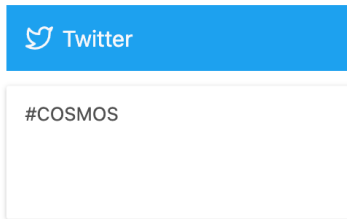


Double-click an item to edit it, and enter to save

Enter a Twitter hashtag, with or without the #. Press enter to add.

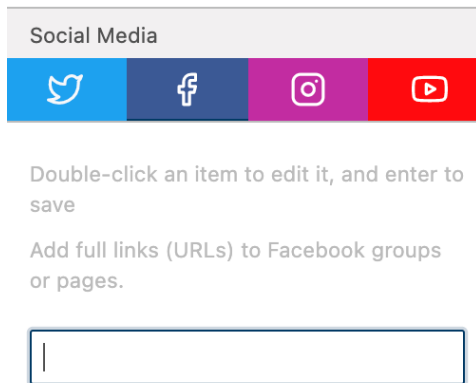
# COSMOS

Twitter within COSMOS expects hastags (#) which can be entered with, or without the #. Enter the associated hashtag in to the the Twitter text box and press Enter. The entry will then appear in the **Responsive Model Canvas**.



By clicking on the entry in the **Responsive Model Canvas**, this will open Twitter and return the search results using the hastag entry supplied.

## Facebook

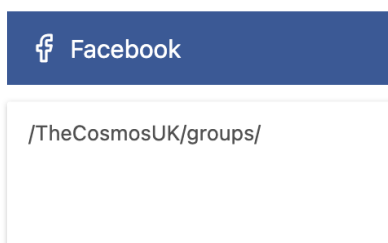


Double-click an item to edit it, and enter to save

Add full links (URLs) to Facebook groups or pages.

/TheCosmosUK/groups/





Facebook within COSMOS provides access to groups (rather than individual, closed profiles). To add a new Social Media entry, add the full link of the Facebook group (copied and pasted from Facebook) in to the Facebook text box and press Enter. The entry will then appear in the **Responsive Model Canvas**.



By clicking on the entry in the **Responsive Model Canvas**, this will open Facebook and godirectly to the Group page.

## Instagram

Social Media


   

Double-click an item to edit it, and enter to save

Enter an Instagram hashtag, with or without the #. Press enter to add.

# cosmos

Instagram, as with Twitter, within COSMOS expects hastags (#) which can be entered with, or without the #. Enter the associated hashtag in to the Instagram text box and press Enter. The entry will then appear in the **Responsive Model Canvas**.

 Instagram

#cosmos

By clicking on the entry in the **Responsive Model Canvas**, this will open Instagram and return the search results using the hastag entry supplied.

## YouTube



Double-click an item to edit it, and enter to save

Enter a link to a YouTube video and press enter to add.

VjLgTvD8kFE

YouTube within COSMOS provides direct access to video content hosted by the social media platform. To add a new Social Media entry, add the full link of the YouTube video (copied and pasted from YouTube) in to the YouTube text box and press Enter. COSMOS will convert the full link to the unique identifier for the video and will then appear in the **Responsive Model Canvas**.



By clicking on the entry in the **Responsive Model Canvas**, this will open YouTube and go directly to the video.

## Removing and Editing a Social Media Entry

To remove a Social Media entry, double-click the entry in the **Project Navigation** panel and remove all text. The same process also enables the editing of the Social Media entry.

# Documents

## About the Documents Section

The purpose of the Documents section is to provide a way to upload files - specifically images - and to provide web links to files, documents and resources which may be useful to further explain those components included within the environment COSMOS has been applied to analyse.

The Document section **does** permit the uploading of files - however this is specifically limited to image files. Links can be provided to external documents, photos or other files and documents.

## Adding a Document

1) When no Documents exist, the following will be displayed. If items do exist, skip to [Step 3](#) below.

### Documents and Files

There are no documents or files for this project.

[Manage documents and files](#)

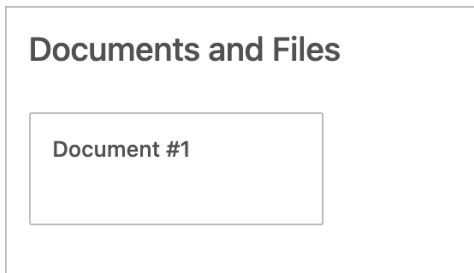
2) Click 'Manage documents and files'

3) The **Project Navigation** will now show the following:

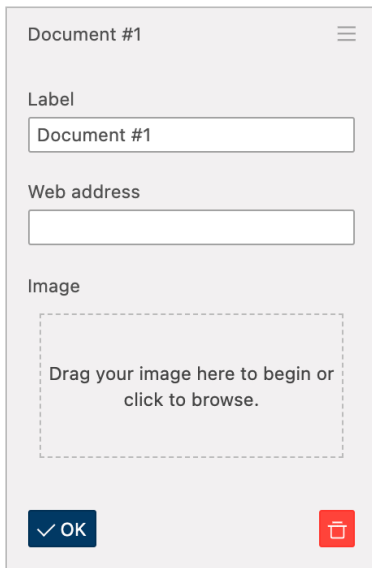
Documents and Files
<p><b>ⓘ Please add any Documents and Files your project may have.</b></p>
<p>Add new item</p> <p>Type the name below and press enter.</p> <input type="text"/>

4) Here, enter a recognizable name and press 'Enter'. This will now create an item in the

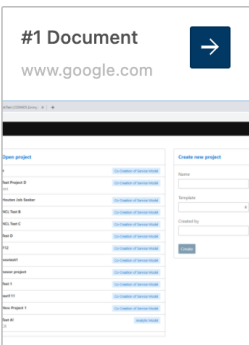
**Responsive Model Canvas:**



5) In the **Project Navigation** click the Document item to reveal more detail:



Enter a web address to provide more information regarding the item and click 'OK'. Also, should the Document be a image, click in the dotted-line box to browse your device and upload the file. The Document item can be either an image or a file - or both. The **Responsive Model Canvas** will update to include an arrow which, when clicking on it, will launch the destination in a new web browser window, whilst clicking on the image will open this in a new web-browser tab:

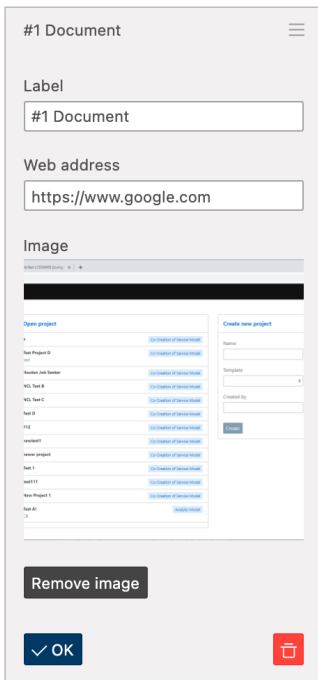


## Reordering a Document

In the **Project Navigation** click and drag the ☰ icon and move up-and-down to reorder the Document.

## Removing a Document

1) In the **Project Navigation** click the Document to reveal more detail:



The screenshot shows a mobile application interface for editing a document. At the top, it says "#1 Document" with a hamburger menu icon. Below this are three input fields: "Label" with the value "#1 Document", "Web address" with the value "https://www.google.com", and "Image" which contains a small thumbnail of a document page. Below the image is a "Remove image" button. At the bottom of the screen, there are two buttons: a blue "OK" button with a checkmark and a red trash can icon.

2) Click the red, trash can icon to delete the Document.