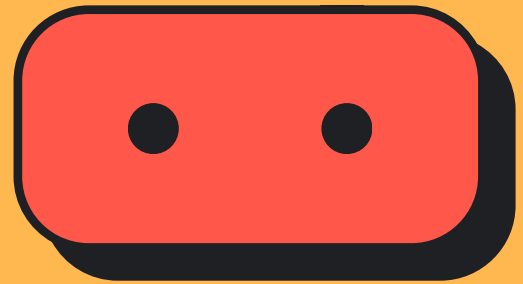




bazaar

a marketplace
for the mind



Bazaar

Web Guide



bazaar

www.opendoorcharity.com

Test Account Login Details (bazaarmindmarket.co.uk):

Test organisational account (test account for staff to create test users):

Username: WPDU@test.com

Password: WPDU1234!

Please do not include any real personal data when setting up test users through the test account.

Key Terminology:

Member – Someone who has accessed or is currently accessing Bazaar.

Mentor – an individual who has completed training and will guide members through the Bazaar programme.

Pairing – The process of matching a mentor and a member together in preparation for sessions.

Licenses – Licenses are the pre-agreed number of users that can be created, i.e. the number of people who can go through the programme as part of a partnership. One license = one member going through up to eight hours of support.

Organisational Login/Account – An account made for the institution/organisation that only staff will have access to. Through this is the ability to create user accounts (that members will access the programme through) and to see live data.



Chapters

Each chapter is only accessible once the previous has been completed (except on the test organisation account, where all sessions have been auto completed and are accessible). Each session will have multiple forms to fill out, with PHQ-9 and GAD-7 surveys at weeks 1,5 and 8, self-reported anxiety and depression surveys each week, and feedback for members and mentors at the end of each session.

Postcards are provided for each week of the programme, with a QR code that leads to a recap of content for that week, as well as the drills for that week. The content can also be found through these links:

Chapter One: <https://bazaarmindmarket.co.uk/c1320/>

Chapter Two: <https://bazaarmindmarket.co.uk/c2456/>

Chapter Three: <https://bazaarmindmarket.co.uk/c3672/>

Chapter Four: <https://bazaarmindmarket.co.uk/c4275/>

Chapter Five: <https://bazaarmindmarket.co.uk/c5345/>

Chapter Six: <https://bazaarmindmarket.co.uk/c6176/>

Chapter Seven: <https://bazaarmindmarket.co.uk/c7389/>

Chapter Eight: <https://bazaarmindmarket.co.uk/c8349/>

Users

The area labelled 'Users' is where you will see a list of member names, their contact details, and the current chapter they are on. Clicking their name will bring up all their data, including demographic data as well as their progress across weekly depression and anxiety scores and on PHQ-9 and GAD-7 clinical scores at weeks 1, 5 and 8. You can also see their Impact scores (how they rated each week of the programme) and by clicking on each chapter you can find their answers for each individual question answered through surveys and feedback.

Sign-Up processes:

Once signed in (as organisational account) click the three lines in the top right corner to open the navigation menu and click add user.

The information required to create a user is:


- Name*
- Email*
- D.O.B.*
- Gender**
- Sexual Orientation**
- Ethnic Group**
- Address
- Tel. Number
- Secondary Contact details (Name, relationship to member, tel. no.)
- Password* (this should be held by the university and it is advised not to be given to the member)

(*Essential, **Essential, but with “Prefer Not to Say” as option)

Through this, you will create a unique username and password for a member. We'd advise sending this to the mentor rather than the member, so they can login ahead of the session and the member cannot go ahead on content in their own time.

Accessibility:

The Bazaar website includes the accessibility plugin Userway, which offers various adjustments including contrast, bigger text, spacing, hiding images, a dyslexia friendly setting, larger cursors, a dictionary and more. Feel free to test this out and have a look through the options.

Click this icon:  in the top right to see what options area available.

Data & Insights

By clicking the three lines in the top right and heading to 'Data', you'll have access to average statistics on an organisational level of everyone who has gone through the Bazaar programme at WPDU, including:

- Average self-reported depression and anxiety stats (after each session)
- Clinical anxiety (GAD-7) and depression (PHQ-9) scores at Chapters 1, 5 and 8
- Overall average rating of the programme (Programme Score), as well as on a chapter-by-chapter basis (Impact)
- Demographic breakdowns (Gender, ethnicity, sexuality, age)
- A breakdown of where in the programme users are up to, and how many completions there have been

By clicking 'Filter', you can see impact over time by selecting a window between two dates. All the above data will also be available on an individual user level, either by searching for the name by clicking on an individual name in the 'User' section.

User Search

Search

All Users

Filter 

Mentors are trained on what procedures to carry out following a safeguarding flag but should the "Do you currently have any thoughts, feelings or plans of suicide?" question be answered 'Yes', then a safeguarding flag will appear for that week on the data for that member, as well as an email notification going to designated emails.

Exporting data:

On request, data can be exported and provided to partners in CSV format. The same info. is also available through the 'Data' section of the Bazaar website and can be saved in PDF format directly by clicking 'Print'.

Documents:

We can also provide extra pages within the Bazaar website if you would like to keep specific documents within the website. These could be codes of conduct and safeguarding procedures, or other guides to help members and mentors.



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