
How to use GuruScan

This document explains how to use GuruScan. It is divided in three sections: *Log in and password*, *Contribute knowledge* and *Find knowledge*. GuruScan is a secure webservice provided by GuruScan B.V. and hosted at TransIP. You need to use your webbrowser (e.g. Internet Explorer) to use GuruScan (movinnio.guruscan.net). GuruScan communicates with you by e-mail. For questions contact Joep Dickhaut (joep@movinnio.nl) or GuruScan (info@guruscan.nl).

Log in and password

Start of GuruScan

At the start you will receive an email with a personal link and your username.

Guruscan confirm login Inbox | X

★ application@guruscan.nl to me

Dear Dion Slijp,

Welcome to GuruScan. Your username is d.slijp. Please click this [link](#) to confirm your login.

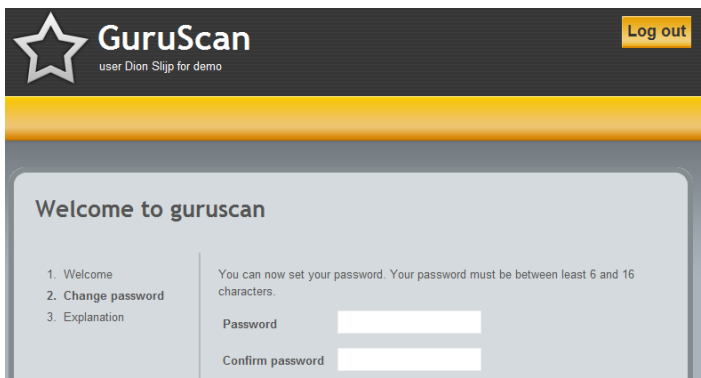
For questions or remarks you can contact your local administrator.

You can also email GuruScan at info@guruscan.nl.

Kind Regards,

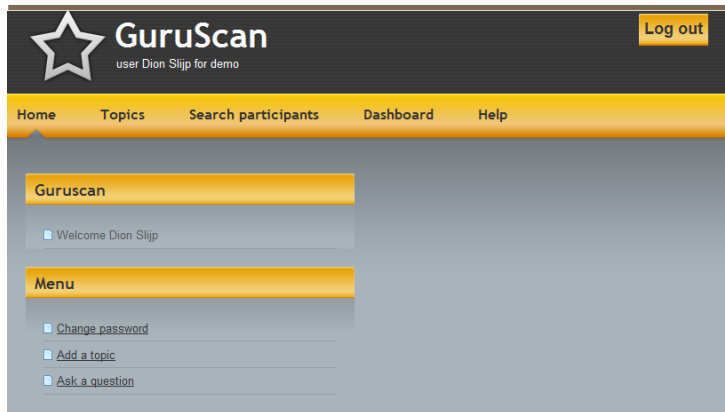
GuruScan:Dion Slijp Bart Verheijen

The link leads you to movinnio.guruscan.net where you can set your personal password.



The screenshot shows the GuruScan web interface. At the top, there is a dark header with the GuruScan logo (a white star) and the text "GuruScan user Dion Slijp for demo". A yellow "Log out" button is in the top right corner. Below the header is a yellow horizontal bar. The main content area has a light gray background. It starts with "Welcome to guruscan". On the left, there is a list of steps: "1. Welcome", "2. Change password", and "3. Explanation". On the right, there is a message: "You can now set your password. Your password must be between least 6 and 16 characters." Below this message are two input fields: "Password" and "Confirm password".

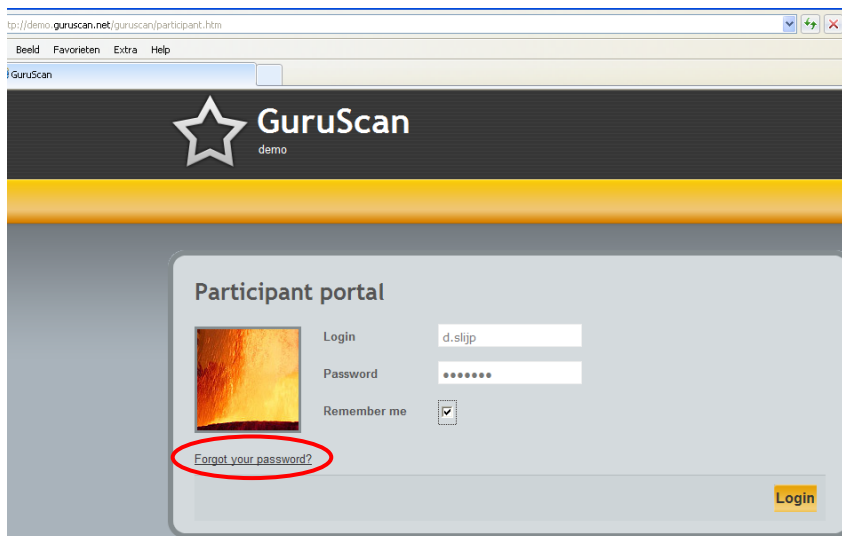
Now you are ready to start using GuruScan. Please remember your password for further use. Later on we explain how you can use the 'Remember me' functionality.



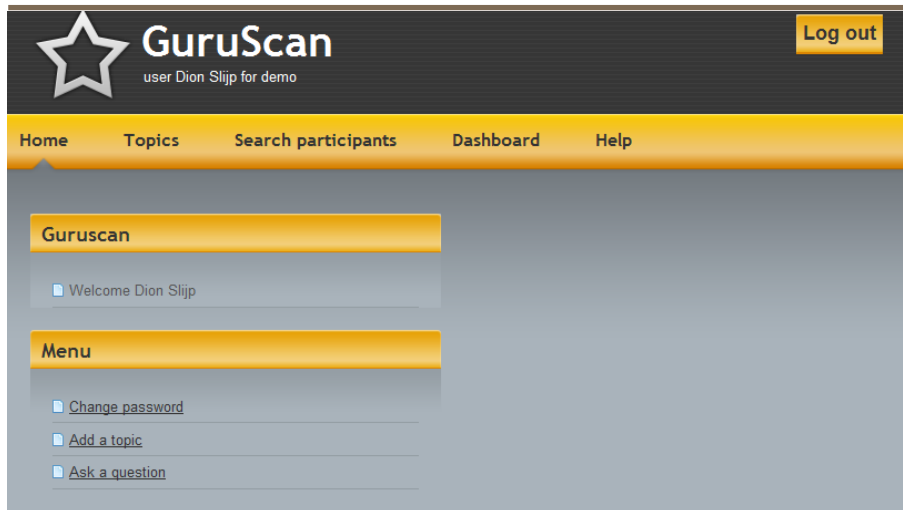
Proceed to enter knowledge topics or use the 'Log out' button to exit

Log in after initial confirmation.

Visit movinnio.guruscan.net and use your username (from the start email, see page 1) and password (your own choice) to log in. If you are working from your own computer and want GuruScan to remember your password, mark the 'Remember me' box. If you forgot your password, use the 'Forgot your password?' link, indicated with a red circle below.



After log in, you will end up at the GuruScan start screen.



Use the 'Log out' button to exit or proceed to enter knowledge topics.

If you marked 'Remember me', you will immediately reach the screen above when visiting movinnio.guruscan.net.

Contribute knowledge

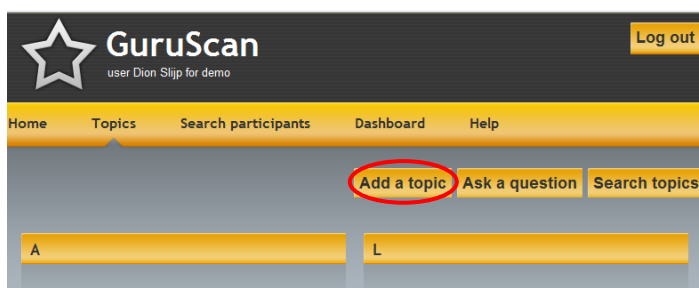
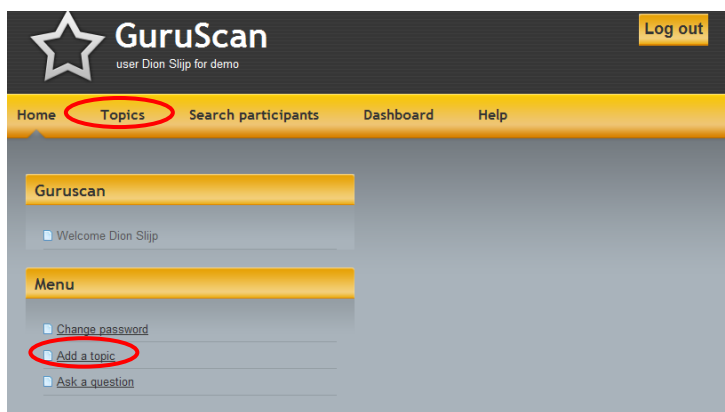
Start a topic

There are two ways to start a topic. The first one is to **start a topic** on which you are knowledgeable or you know who is. The second is to **ask a question** about a topic you need help on but do not know who is knowledgeable. This problem is currently often solved with an 'email-to-all'.

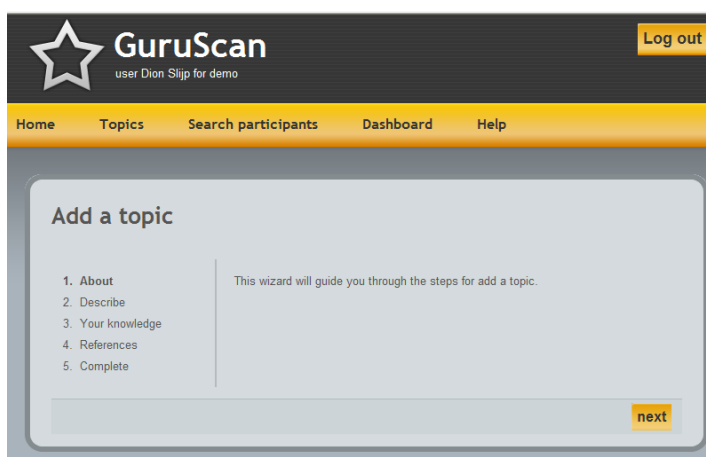
Start a topic

Open your web browser (e.g. Internet Explorer) and go to movinnio.guruscan.net. If necessary log in (see above for instructions) to reach the GuruScan Home view.

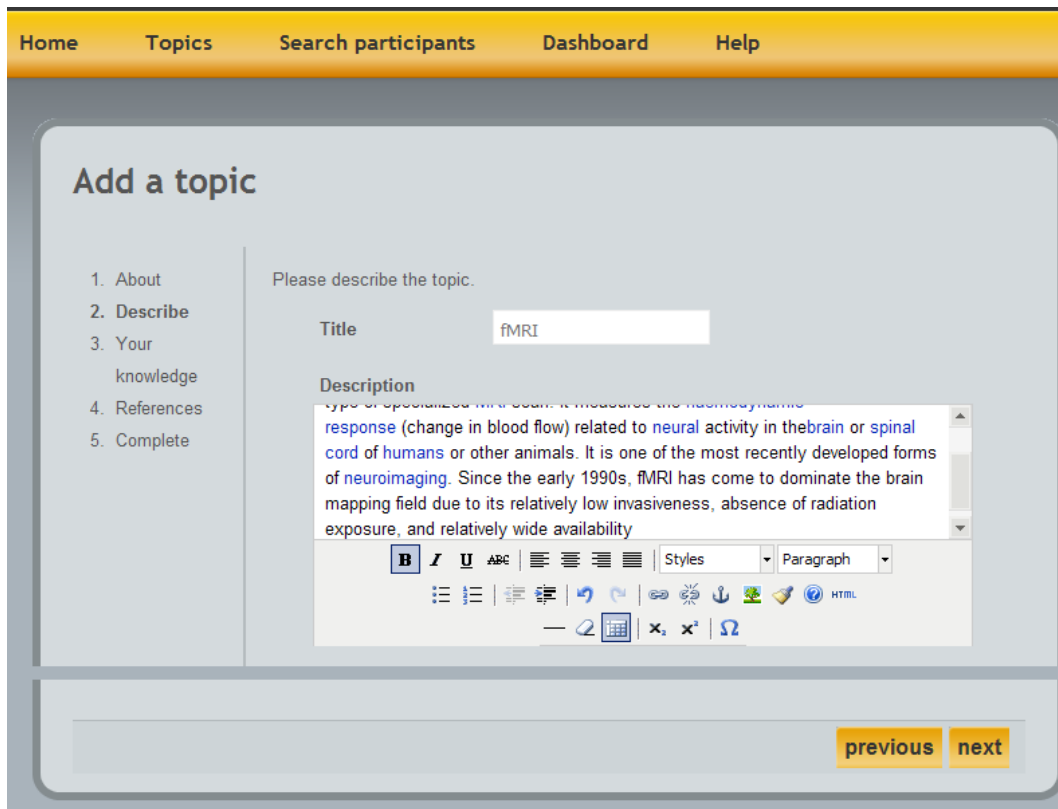
Click 'Add a topic' or 'Topics' and subsequently 'Add a topic'.



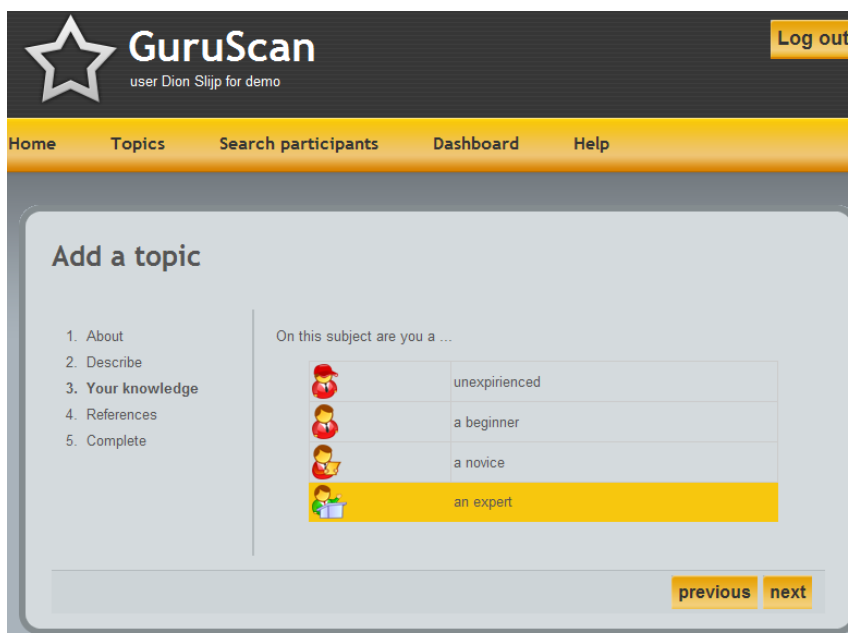
You will end up in this screen:







This is the wizard that will help you to enter a knowledge topic. Topics can be anything, for example: fMRI scanning, Western Blots, Scientific Writing, etc. The next step is to enter the title of the topic and a description. You can enter plain text, hyperlinks, pictures, etc.

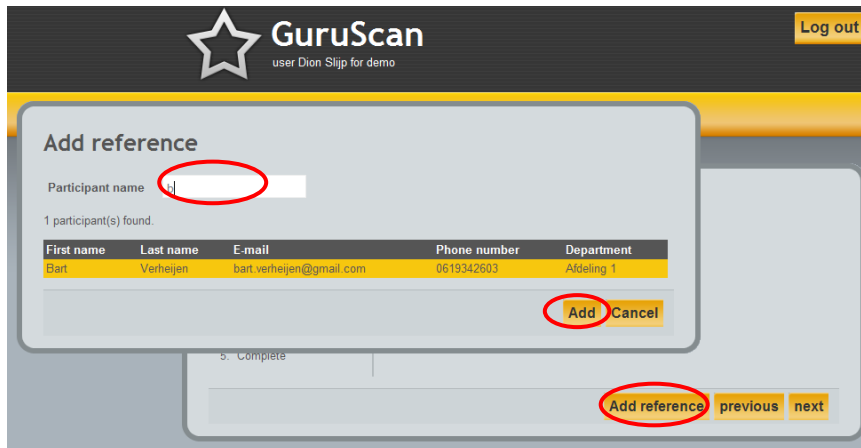


In the third step you are asked to indicate your own level on this subject. Please do so within the context of your organization. You can always change this.



	unexperienced
	a beginner
	a novice
	an expert

The next step is to add references by clicking the 'Add reference' button. Start typing another participant's name and (when highlighted yellow) press 'Add' to add this person as a reference on your topic. Repeat this sequence for all references. This is the most important step of adding a topic. Try to refer at least three other people.



Add reference

Participant name

1 participant(s) found.

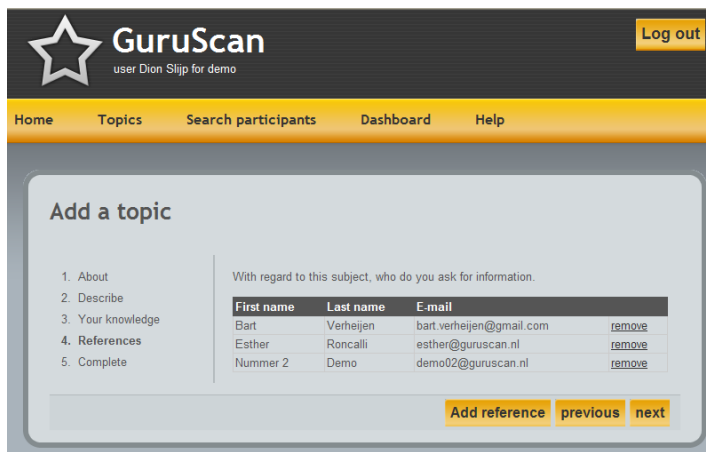
First name	Last name	E-mail	Phone number	Department
Bart	Verheijen	bart.verheijen@gmail.com	0619342603	Afdeling 1

Add **Cancel**

5. Complete

Add reference **previous** **next**

You can see the references you made and remove any if you were mistaken. Once you have made all your references, you can click 'next' and 'finish' and you are finished creating your topic. To view the result of your work, see the 'Find knowledge' part of this user manual.



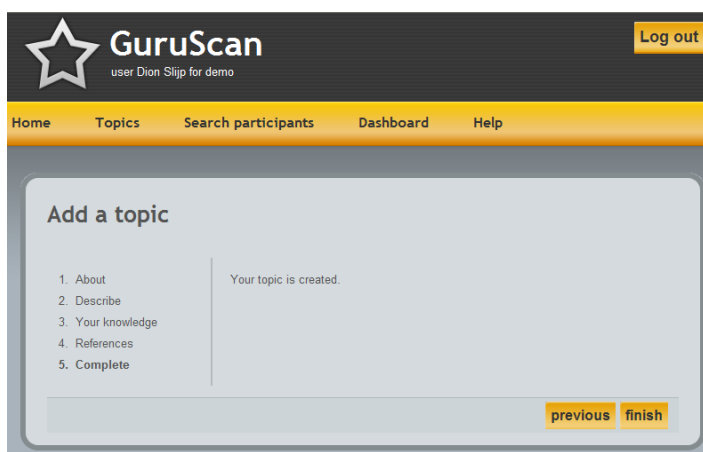
Add a topic

- About
- Describe
- Your knowledge
- References**
- Complete

With regard to this subject, who do you ask for information.

First name	Last name	E-mail	
Bart	Verheijen	bart.verheijen@gmail.com	remove
Esther	Roncalli	esther@guruscan.nl	remove
Nummer 2	Demo	demo02@guruscan.nl	remove

Add reference **previous** **next**



Add a topic

- About
- Describe
- Your knowledge
- References
- Complete**

Your topic is created.

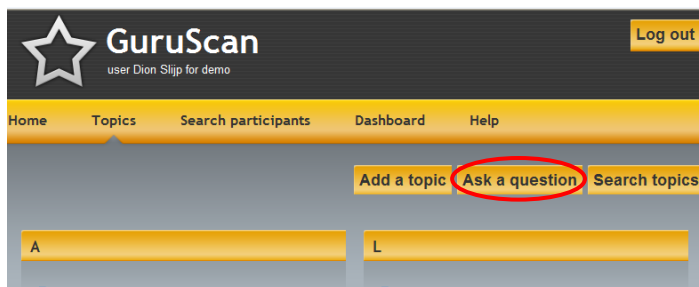
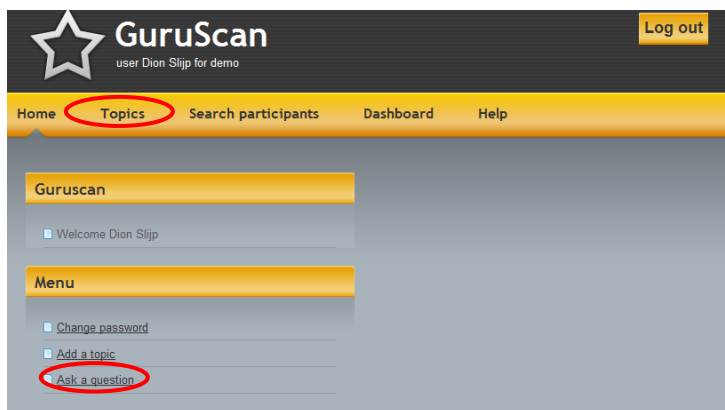
previous **finish**

Ask a question

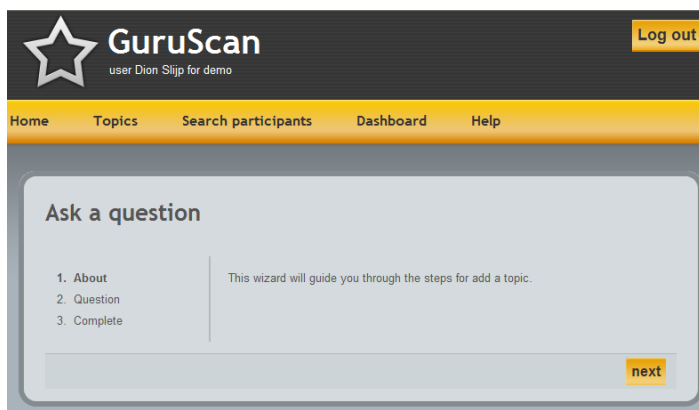
The second method to start a topic is to **ask a question** about a topic you need help on but do not know who is knowledgeable. This problem is currently often solved with an 'email-to-all'.

Open your webbrowser (e.g. Internet Explorer) and go to movinnio.guruscan.net. If necessary log in (see above for instructions) to reach the GuruScan Home view.

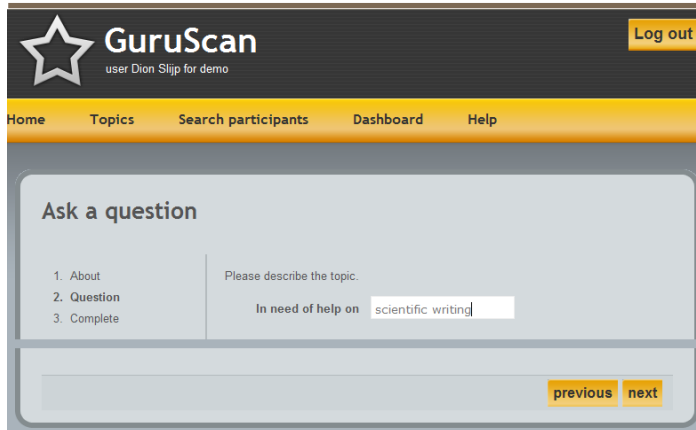
Click 'Ask a question' or 'Topics' and subsequently 'Ask a question'.



You will end up in this screen:



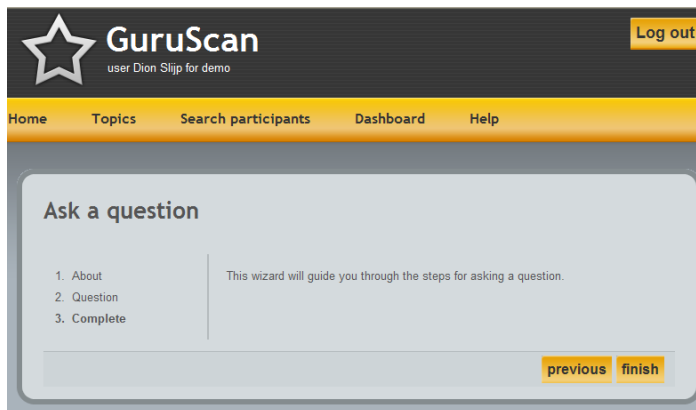
Click the 'next' button to ask a question.



The screenshot shows the 'Ask a question' form in the GuruScan interface. The form has a sidebar with a progress indicator showing three steps: '1. About', '2. Question' (which is the current step), and '3. Complete'. The main area contains the text 'Please describe the topic.' followed by a label 'In need of help on' and a text input field containing the text 'scientific writing'. At the bottom right of the form, there are two buttons: 'previous' and 'next'.

Type the topic of your question (in this example: scientific writing) and click 'next'.

Please do not type in your full question (Wrong: Who can help me with writing a scientific article?; Right: scientific writing).



This screenshot shows the same 'Ask a question' form, but the progress indicator now shows '1. About', '2. Question', and '3. Complete', indicating that the 'next' button was clicked. The main text area now displays 'This wizard will guide you through the steps for asking a question.' The 'previous' and 'finish' buttons are visible at the bottom right.

Click 'next' and 'finish' and you are finished. GuruScan will now ask your colleagues for help on this subject.

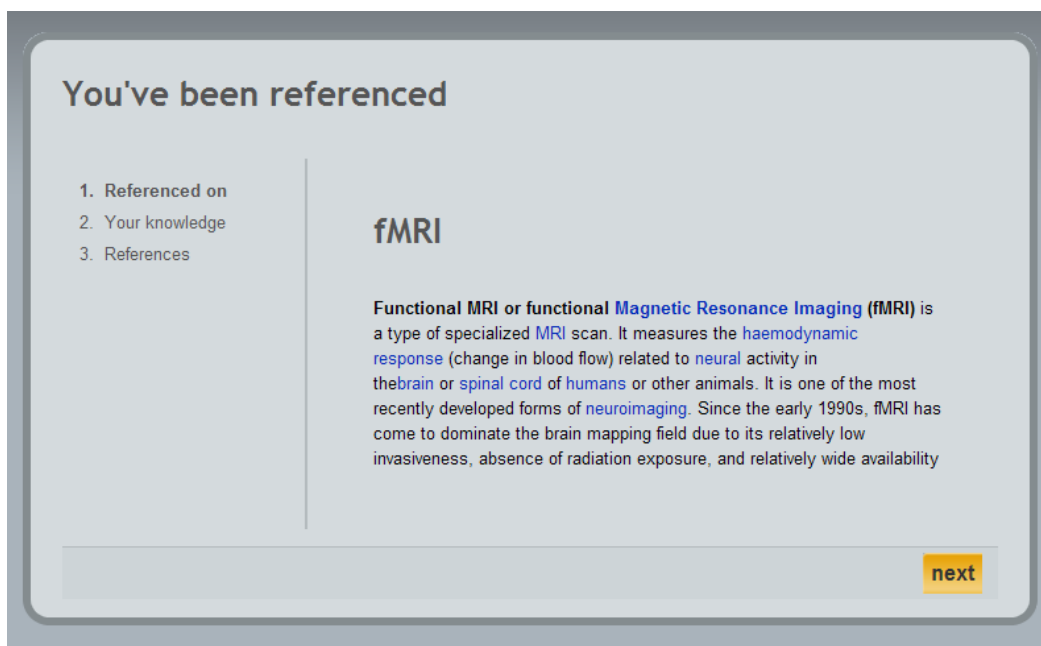
Respond to requests

As mentioned before, GuruScan communicates by e-mail. We already saw the start-email in the beginning of this user manual. There are two other emails GuruScan will send you. The first one is the 'Reference email' and the second is the 'Question email'.

The 'Reference email' looks like this:

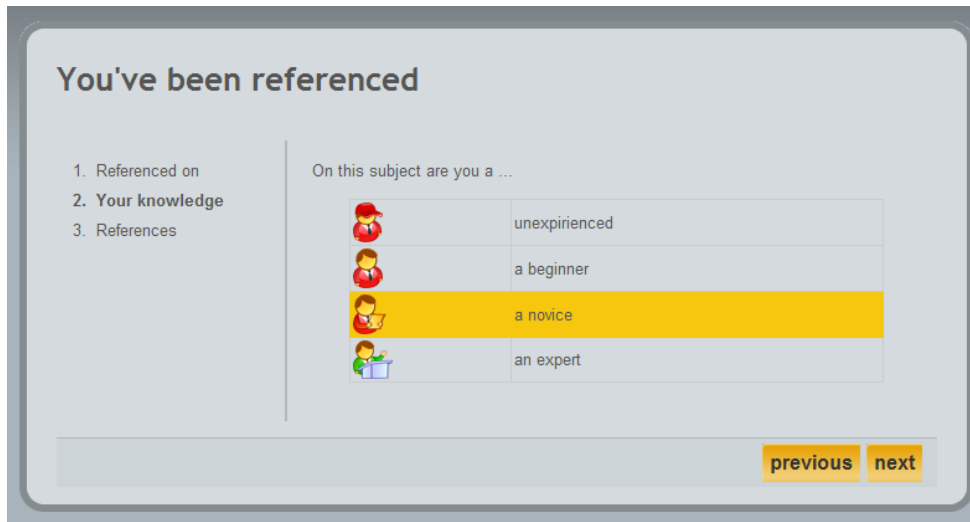


You will receive such an email if a colleague referred you on a certain topic. Click the indicated link to proceed to GuruScan. If you did not check the 'Remember me' functionality, you need to log in with your username and password. Otherwise you will reach this wizard immediately.



Both the title and the description of the subject are in the email and in the first screen of the wizard.

Subsequently you are asked to indicate your own level on this subject. Please do so within the context of your organization. You can always change this afterwards.



You've been referenced

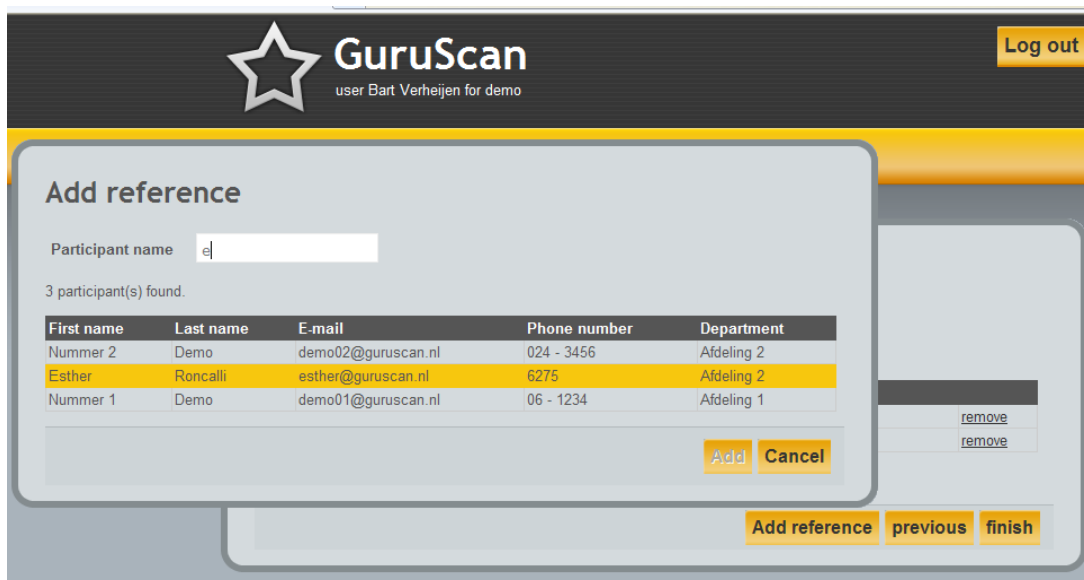
1. Referenced on
2. **Your knowledge**
3. References

On this subject are you a ...

	unexperienced
	a beginner
	a novice
	an expert

[previous](#) [next](#)

The next step is to add references by clicking the 'Add reference' button. Start typing another participant's name and (when highlighted yellow) press 'Add' to add this person as a reference on your topic. Repeat this sequence for all references. This is the most important step of adding a topic. Try to refer at least three other people.



Add reference

Participant name

3 participant(s) found.

First name	Last name	E-mail	Phone number	Department
Nummer 2	Demo	demo02@guruscans.nl	024 - 3456	Afdeling 2
Esther	Roncalli	esther@guruscans.nl	6275	Afdeling 2
Nummer 1	Demo	demo01@guruscans.nl	06 - 1234	Afdeling 1

[Add](#) [Cancel](#)

[Add reference](#) [previous](#) [finish](#)

You can see the references you made and remove any if you were mistaken. Once you have made all your references, you can click 'next' and 'finish' and you are finished creating your topic. To view the result of your work, see the 'Find knowledge' part of this user manual.

You've been referenced


1. Referenced on
2. Your knowledge
3. References

With regard to this subject, who do you ask for information.

First name	Last name	E-mail	
Dion	Slijp	info@guruscan.nl	remove
Esther	Roncalli	esther@guruscan.nl	remove
Nummer 2	Demo	demo02@guruscan.nl	remove

[Add reference](#)
[previous](#)
[finish](#)

Click 'finish' to complete the wizard and end up in the Home view. You can leave by 'Log out' and/or close your browser.


GuruScan
 user Bart Verheijen for demo
 [Log out](#)

[Home](#)
[Topics](#)
[Search participants](#)
[Dashboard](#)
[Help](#)

[RFID](#)
[embedded software](#)

Guruscan

- Welcome Bart Verheijen

Menu

- [Change password](#)
- [Add a topic](#)
- [Ask a question](#)

Your topics

- [BPM SOA Architectuur](#)
- [DNA analyse](#)
- [Drijvende huizen](#)
- [Eiwit analyse](#)
- [Leukemie](#)
- [Mexicaanse Griep](#)
- [Neonatalogie](#)
- [RFID](#)
- [embedded software](#)
- [fMRI](#)
- [onder water beton](#)

The red bar indicates subjects on which your response is required. Click them to respond.

The Question mail looks like this. The most notable difference with the reference email is that you can see who asked the question.

You've been asked a question about scientific writing [Postvak IN](#) | [X](#)

☆ application@guruscan.nl aan mij [details weergeven](#) 15:24 (15 uren geleden) [Beantwoorden](#)

Dear Bart Verheijen,

Dion Slijp has a question about scientific writing.

Are you knowledgeable or do you know anyone else who can help? Use [this link](#) to indicate your level of expertise and create references to other experts.

For questions or remarks you can contact your contact persons:

Demo contact
012-12345678
demo@contact.nl

You can also email GuruScan at info@guruscan.nl.

Kind Regards,

Demo:
Demo contact

GuruScan:
Dion Slijp
Bart Verheijen


Click the 'link' to enter GuruScan. First you can add a description to the topic.

U bent gerefereerd

1. Question
2. Uw kennis
3. Referenties

scientific writing

Omschrijving



The screenshot shows a word processing application window. At the top, there is a menu bar with 'File', 'Edit', 'Format', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons for text formatting (bold, italic, underline, font color, background color, bulleted list, numbered list, decrease/increase indent, link, unlink, print, save, undo, redo, find, replace, etc.). The main area of the window is a large, empty text box. The status bar at the bottom shows 'Page 1 of 1' and 'Word Count: 0'.

volgende

If you are knowledgeable on the subject, it helps your colleagues to have this extra information.


U bent gereferenceerd

1. Question
2. Uw kennis
3. Referenties

scientific writing

Omschrijving

Writing articles about clinical research for publication in scientific magazines (e.g. The Cell)







Subsequently you are asked to indicate your own level on this subject. Please do so within the context of your organization. You can always change this afterwards.

You've been referenced


1. Referenced on
2. **Your knowledge**
3. References

On this subject are you a ...

	unexperienced
	a beginner
	a novice
	an expert

previous next

The next step is to add references by clicking the 'Add reference' button. Start typing another participant's name and (when highlighted yellow) press 'Add' to add this person as a reference on your topic. Repeat this sequence for all references. This is the most important step of adding a topic. Try to refer at least three other people.


GuruScan
user Bart Verheijen for demo
Log out

Add reference

Participant name

3 participant(s) found.

First name	Last name	E-mail	Phone number	Department
Nummer 2	Demo	demo02@guruscan.nl	024 - 3456	Afdeling 2
Esther	Roncalli	esther@guruscan.nl	6275	Afdeling 2
Nummer 1	Demo	demo01@guruscan.nl	06 - 1234	Afdeling 1

Add Cancel

Add reference previous finish

You can see the references you made and remove any if you were mistaken. Once you have made all your references, you can click 'next' and 'finish' and you are finished creating your topic. To view the result of your work, see the 'Find knowledge' part of this user manual.

You've been referenced


1. Referenced on
2. Your knowledge
3. References

With regard to this subject, who do you ask for information.

First name	Last name	E-mail	
Dion	Slijp	info@guruscan.nl	remove
Esther	Roncalli	esther@guruscan.nl	remove
Nummer 2	Demo	demo02@guruscan.nl	remove

[Add reference](#)
[previous](#)
[finish](#)

Click 'finish' to complete the wizard and end up in the Home view. You can leave by 'Log out' and/or close your browser. The red bar indicates subjects on which your response is required. Click them to respond.



GuruScan

user Bart Verheijen for demo

Log out

[Home](#)
[Topics](#)
[Search participants](#)
[Dashboard](#)
[Help](#)

RFID

embedded software

Guruscan

☐ Welcome Bart Verheijen

Menu

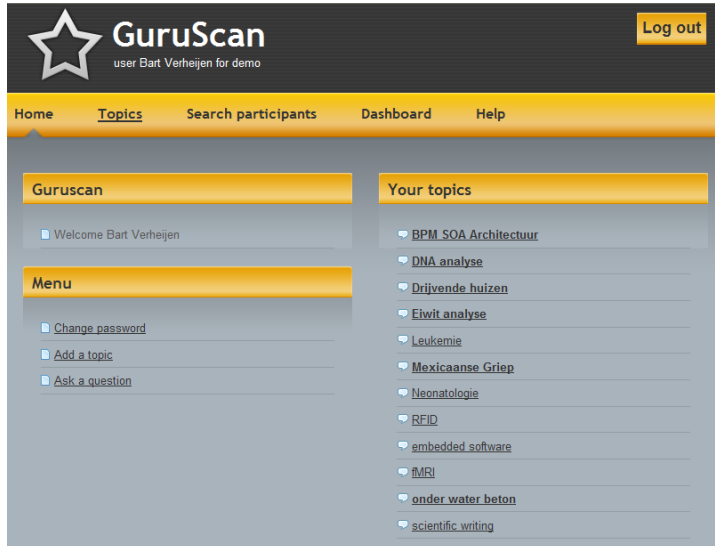
☐ [Change password](#)
☐ [Add a topic](#)
☐ [Ask a question](#)

Your topics

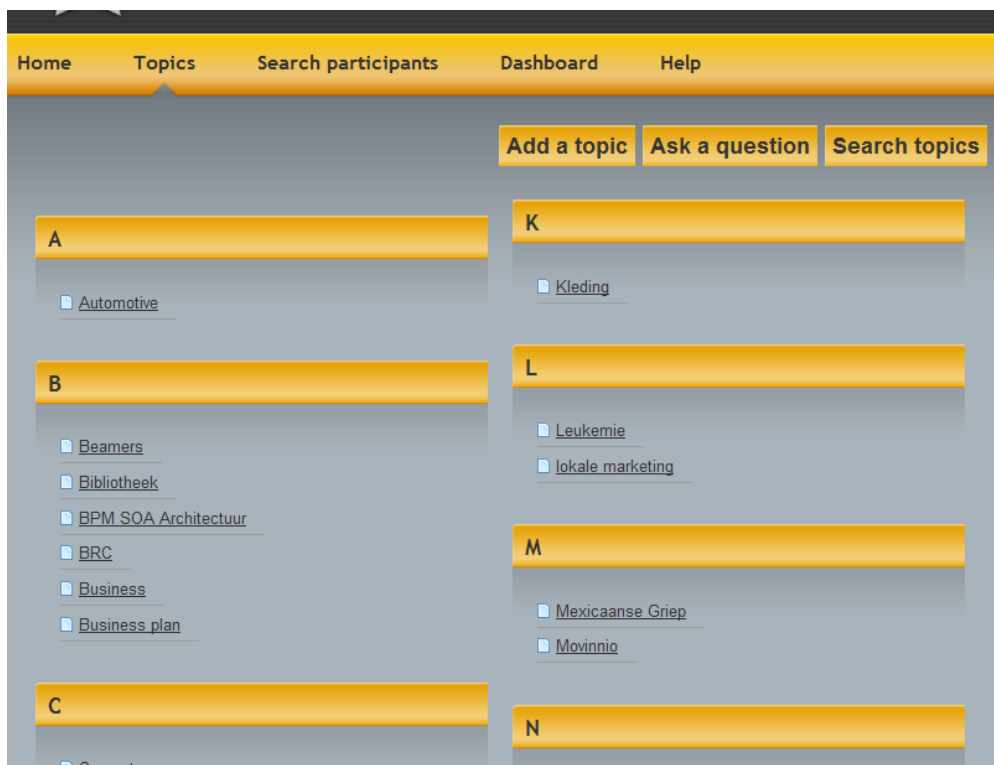
☐ [BPM SOA Architectuur](#)
☐ [DNA analyse](#)
☐ [Drijvende huizen](#)
☐ [Eiwit analyse](#)
☐ [Leukemie](#)
☐ [Mexicaanse Griep](#)
☐ [Neonatologie](#)
☐ [RFID](#)
☐ [embedded software](#)
☐ [fMRI](#)
☐ [onder water beton](#)

Find Knowledge

Open your web browser (e.g. Internet Explorer) and go to movinnio.guruscan.net. If necessary log in (see above for instructions) to reach the GuruScan Home view.



Click the 'Topics' button.



The topics are presented alphabetically. You can scroll down and directly select the topic you need.

Click 'Search topics' to search the topic titles and descriptions.

Search through topics

Search for

im|

fMRI

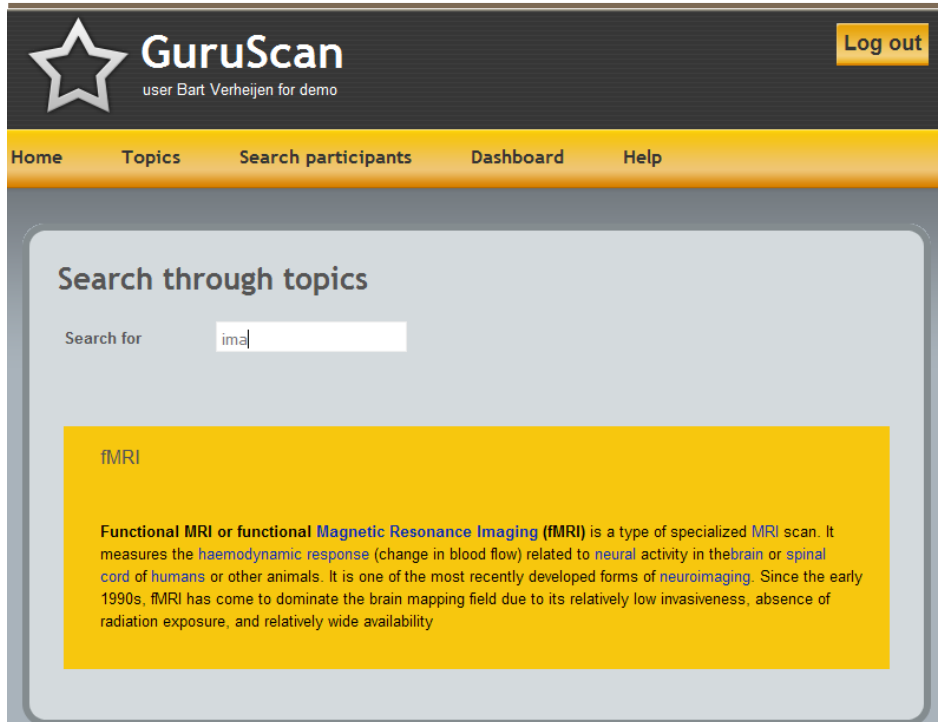
Functional MRI or functional Magnetic Resonance Imaging (fMRI) is a type of specialized **MRI** scan. It measures the **haemodynamic response** (change in blood flow) related to **neural** activity in the **brain** or **spinal cord** of **humans** or other animals. It is one of the most recently developed forms of **neuroimaging**. Since the early 1990s, fMRI has come to dominate the brain mapping field due to its relatively low invasiveness, absence of radiation exposure, and relatively wide availability

Interim management

Het tijdelijk managen van zaken en mensen

The search function searches as you type. Looking for 'imaging' gives two results as soon as 'im' is typed in the search box (see above).

If your topic appears, you can open it by clicking it. If you do not find your topic, you can start it yourself or ask your colleagues a question. See above how to do this.



This is the end of the GuruScan user manual. Hopefully it helps you to use the GuruScan system. If you have any additional questions or suggestions, on this manual or on the GuruScan system, please tell us at Movinnio@guruscan.nl.

Regards, surprise your colleagues with your knowledge and be surprised with theirs.

GuruScan

"Knowledge multiplies by sharing."