

The User Guides



Document owner: Colin Rose

Document version: v1

Issue date: 26/09/24

How to Use EBNLab

Introduction

EBNLab is an online platform. Within your organisation there can be multiple Projects. Each project allows your organisations to focus its resources on an area of investigation relating to Needs. A Need comprises a Problem, a Population, and Outcome, Associated Evidence and Scoring.

The EBN Process involves 3 Stages through which Need Statements are progressed as described [here](#).

These User Guides cover the 3 Stages of the process.

Working Through the Stages

Within a Project, the EBNLab Navigation Panel shown here can be used to navigate between the different activities that can be undertaken at the 3 different Stages of using the EBNLab Platform.

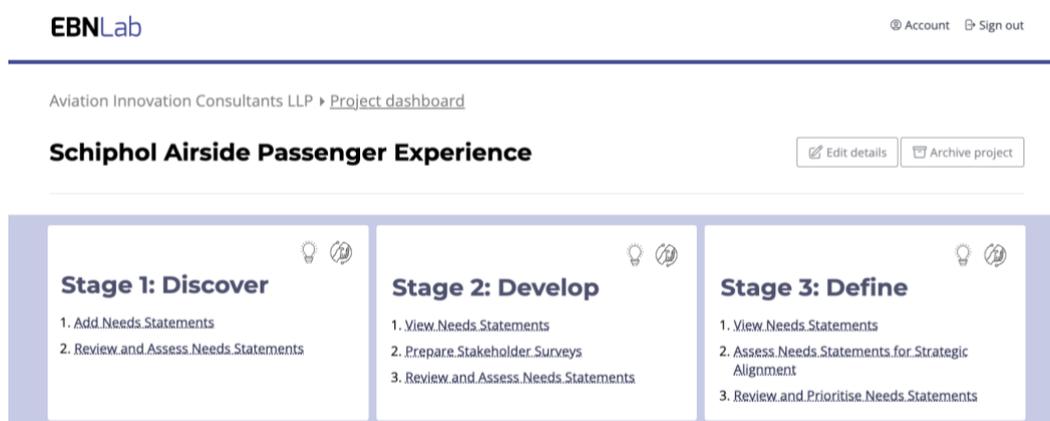


Figure 1: EBNLab Navigation Panel

When you first log onto the [EBNLab Platform](#) or if you click on the home button (EBNLab Icon in the top left hand side of the screen), you will see your EBNLab homepage as shown below.

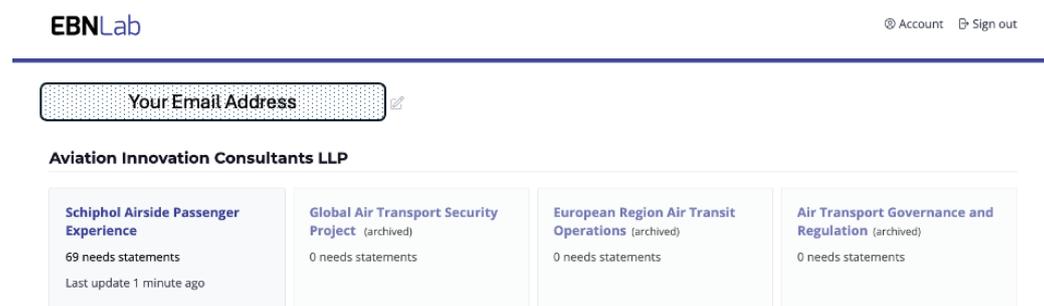


Figure 2: EBNLab Homepage.

This screen will show you the organisation you belong to and the projects within that organisation. You will be able to view all the projects, however you will only be able to make updates to the projects for which you have been made a "Project Member" or a "Project Admin."

- To view Details of the Organisation, click on the organisation name in the screen shown above.
- To view Details of a Project you are working on, click on the Project Name in the screen shown above.
- To Change Your Login Password, click on the "Account" in the header of the screen shown above.
- To Sign out of EBNLab, click on the "Sign out" at the righthand side of the header in the screen shown above.

Project Dashboard

If you click on one of the projects, you will be taken to the Project Dashboard as shown on the following page.

In the project Dashboard, by clicking on the project name, you can view and edit the "Project Details." You will also see a graphical overview of the status and progress of Need Statements within this project.

You will also be able to access the main "Navigation Panel" as well as a numerical overview of the status of the Need Statements in the project.

Shortcut to specific Need Statements: By clicking on any of the circles in the graphs, you can view a summary of that Need Statement, and then you can view and edit the details of that Need Statement by clicking on the "View" option at the bottom of the pop-up window.

Schiphol Airside Passenger Experience

Edit details Archive project

Stage 1: Discover

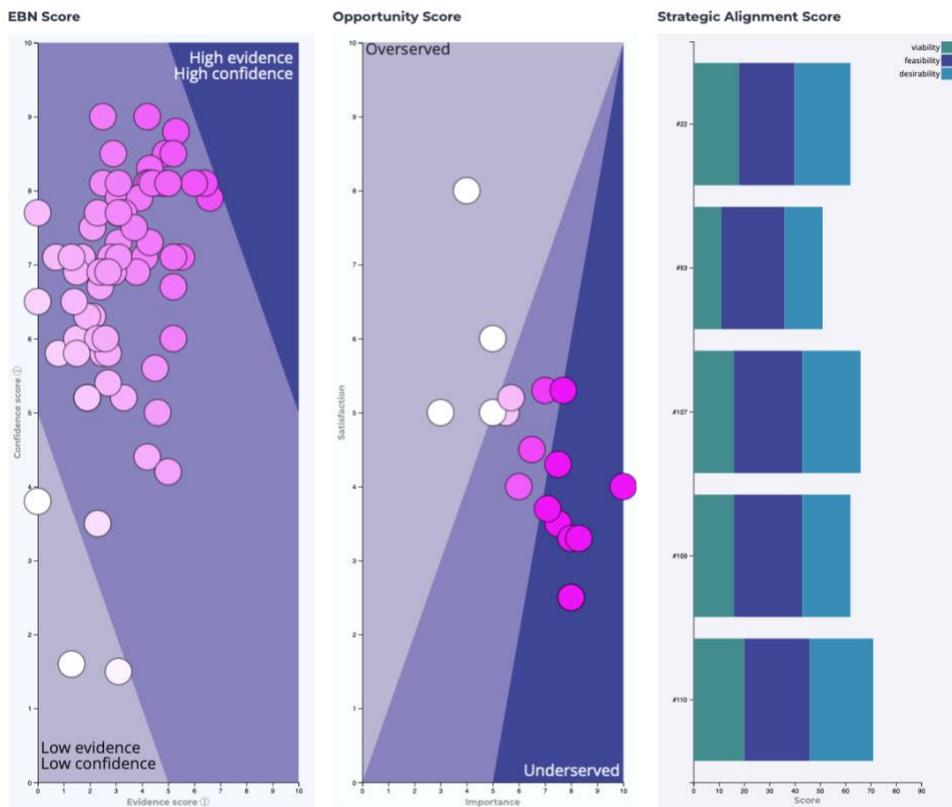
1. Add Needs Statements
2. Review and Assess Needs Statements

Stage 2: Develop

1. View Needs Statements
2. Prepare Stakeholder Surveys
3. Review and Assess Needs Statements

Stage 3: Define

1. View Needs Statements
2. Assess Needs Statements for Strategic Alignment
3. Review and Prioritise Needs Statements



EBN Need Statement Status Overview

This table provides an overview of the Need Statements and their status at each stage of the EBN Process.

Stage 1	Stage 2	Stage 3	Prioritised Needs Statements
49	9	10	0
Archived 1 Incomplete 1 Un-assessed 0 Paused - Advanceable -	Archived 0 Unsent 1 Sent 59 Returned 0 Paused 59	Archived 0 To review 1 Un-assessed 10 Paused 0	<input type="button" value="View report"/>

Figure 3: Project Dashboard

The Example Project referred to here as Schiphol Airside Passenger Experience is a hypothetical project used as an illustrative working example to support EBNLab users. It should not be construed as involving Schiphol Airport Amsterdam in any respect.