



AQUAculture infrastructures for EXCELlence  
in European fish research towards 2020 —  
AQUAEXCEL2020

## D9.1 Project Collaborative Workspace

*Bénédicte Ferreira, IT*



## Executive Summary

**Objectives:** This deliverable presents the AQUAEXCEL<sup>2020</sup> collaborative workspace and its functionalities. The **collaborative workspace** is a secured place on the Web where several partners share resources to carry out the project.

**Rationale:** It may be compared to a mini-Intranet or a mini-Extranet site on the Web where only authorized members can access.


**Main Results:** In AQUAEXCEL<sup>2020</sup>, it is intended to enable collaboration between the different partners at all levels: workpackages, Management, Executive Committee, etc... Its functions include scientific, administrative and financial information exchange and archiving. It will also be used to monitor the project progress through appropriate tools to be developed.

**Teams involved:** INRA Transfert is in charge of the maintenance of the workspace and is author of this deliverable.

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# 1. Presentation & Structure



## Collaborative workspace

Benedicte FERREIRA | Log Out
Search in this place

**Home**

- ▶ Contact lists
- ▶ Project Booklet-Nov 2015
- ▶ Contractual Documents
- ▶ Internal Newsletters
- ▶ Deliverables & Milestones
- ▶ Reporting
- ▶ Financial Issues
- ▶ Project Meetings
- ▶ Projects of Publications
- ▶ Communication tools
- ▶ AE2020 WPs
  - ▶ WP1
  - ▶ WP2
  - ▶ WP3
  - ▶ WP4
  - ▶ WP5
  - ▶ WP6
  - ▶ WP7
  - ▶ WP8
- ▶ Index
- ▶ Help on the workspace
- ▶ Members
- ▶ Management-CO

Customize

Atom Feed

My Places


Treeview Toggle

Statistics

Plugin Microsoft

**INRA Transfert**

INRA's subsidiary



ae2020 > Home

Created By: [Benedicte FERREIRA](#) 17/05/2011 12:07:02

Updated By: [Benedicte FERREIRA](#) 07/12/2015 10:38:58

**Home**

Edit
More actions


Home
Consortium Picture

## Collaborative workspace


**What is new?**

07 Dec	MS21 has been submitted on 30/11/2015
15 Nov	Coming soon: MS1-MS8a-D9.1 Kick Off meeting: All presentations and pictures are available <a href="#">here</a> >Section Project Meetings
12 Nov	One "room" per WP has been created to post and share your working documents with the other members of your WPs. All the minutes of your WSs should be published there.
5 Nov 2015	> WPx FP7-AQUAEXCEL people (only) have access to the previous project's workspace <a href="#">here</a>


**Direct access**




[Deliverables and milestones:](#)  
Where do you stand? Templates, reviewing process, list of reviewers per deliverable (coming soon), submitted deliverables & milestones




[Planned Publications & communications:](#)  
submit your project of publication or poster



[Help](#) on the workspace



[Contacts](#) of the project



[Communication Tools:](#) powerpoint mask etc

**General Information**

- [Contact lists](#): ExCom/ WP leaders, administration, and members of the consortium (per task and per WP)
- [Contractual Documents](#): DoW, Consortium Agreement, EC contract, annexes
- [Project Booklet](#): a short book containing contacts, important points, presentation of the project in a user-friendly format

**Toolbox**

- [Communication tools](#): brochure, logos, ppt template
- [Planned Publication/communication online form](#): submit your project of publication or poster
- [Help](#) on the workspace

**Management**

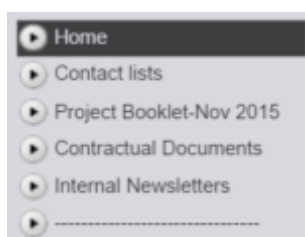
- [Deliverables & Milestones](#): validation process, deliverable and milestone state of progress, templates, list of reviewers for each deliverable
- [Reporting](#): reporting process,
- [Financial Issues](#): payments' schedule and guidelines

**Events**

- [Project meetings](#): venue guide, registration, agenda, ppt presentations

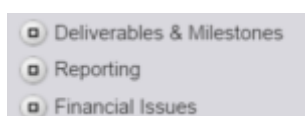


The workspace is divided into 4 different sections:



#### General information:

This section provides a general overview of the project. General documents useful for the project are available for the users: EC contracts, contact lists of the project for each task and each WP, a project booklet summarizing and presenting the project and the partners, with some management matters of the project.

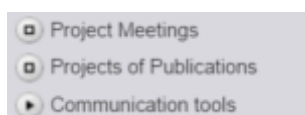


#### Management matters:

This section is composed of a list of the project deliverables & milestones with their state of progress and the name of the reviewers. It also has an online form to submit deliverables and milestones so that the entire consortium can consult them. The templates for both milestones and deliverables are also provided here.

A section for reporting is part of the management matters: this is where the reports will be submitted and collected, where all related information (schedule, templates etc) will be provided all along the project.

Last but not least, an item called “Financial issues” informs the consortium on the prefinancing and payments made or to be made (schedule, condition, bank account etc.).



#### Communication Toolbox:

This section provides the users with some communication tools relevant for AQUAEXCEL<sup>2020</sup>. A first item is dedicated to AQUAEXCEL<sup>2020</sup> Meetings where the registration to the meetings is organized, with information on location & accommodation, registration form, and agenda. The second item is an online form for planned publications (Projects of Publication). The Consortium Agreement foresees that submission of the intended publication or communication to the public (including poster presentations, dissemination on public web site...) has to be made to the Executive Committee and to the Partners involved for advice beforehand. This online form allows notifying the ExCom of any intended publication directly. Communication tools provides the partners' logos, the project's logo and will provide any useful dissemination tools such as the project brochure, ppt presentation template etc in order to enhance communication on AQUAEXCEL<sup>2020</sup>.

External Events is an online form aiming at communicating to the whole consortium any conference or event related to AQUAEXCEL<sup>2020</sup>, facilitating external communication of the AQUAEXCEL<sup>2020</sup> project by project partners.



#### AQUAEXCEL<sup>2020</sup> WPs:

This section is divided into 8 Work Packages: each WP section aims at exchanging documents (minutes of workshops, working documents, preparation of deliverables etc) related to the specific WP. This section can be considered as a “work in progress / “knowledge under construction” work space.

A user guide is provided and is inserted in the next pages of this deliverable as it presents synthetically the different features and functionalities of the workspace.

The Welcome page

The Welcome page has many direct links to the different sections, giving easy access to each.

ae2020 > Home






Home

Created By: [Benedicte FERREIRA](#) 17/05/2011 12:07:02  
Updated By: [Benedicte FERREIRA](#) 07/12/2015 10:38:58

[Edit](#) [More actions](#)

[Home](#) [Consortium Picture](#)

## Collaborative workspace

What is new?		Direct access	
07 Dec 15	MS21 has been submitted on 30/11/2015		<a href="#">Deliverables and milestones:</a> Where do you stand? Templates, reviewing process, list of reviewers per deliverable (coming soon), submitted deliverables & milestones
13 Nov 15	Coming soon: MS1-MS8a-D9.1 <i>Kick Off meeting: All presentations and pictures are available <a href="#">here</a></i> <i>&gt;Section Project Meetings</i>		<a href="#">Planned Publications &amp; communications:</a> submit your project of publication or poster
12 Nov 15	One "room" per WP has been created to post and share your working documents with the other members of your WPs. All the minutes of your WSs should be published there.		<a href="#">Help</a> on the workspace
5 Nov 2015	<i>&gt; WPx FP7-AQUAEXCEL people (only) have access to the previous project's workspace <a href="#">here</a></i>		<a href="#">Contacts</a> of the project
			<a href="#">Communication Tools:</a> powerpoint mask etc

General Information	Toolbox
<ul style="list-style-type: none"> <li>- <a href="#">Contact lists</a>: ExCom/ WP leaders, administration, and members of the consortium (per task and per WP)</li> <li>- <a href="#">Contractual Documents</a>: DoW, Consortium Agreement, EC contract, annexes</li> <li>- <a href="#">Project Booklet</a>: a short book containing contacts, important points, presentation of the project in a user-friendly format</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Communication tools</a>: brochure, logos, ppt template</li> <li>- <a href="#">Planned Publication/communication online form</a>: submit your project of publication or poster</li> <li>- <a href="#">Help</a> on the workspace</li> </ul>

Management	Events
<ul style="list-style-type: none"> <li>- <a href="#">Deliverables &amp; Milestones</a>: validation process, deliverable and milestone state of progress, templates, list of reviewers for each deliverable</li> <li>- <a href="#">Reporting</a>: reporting process,</li> <li>- <a href="#">Financial Issues</a>: payments' schedule and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Project meetings</a>: venue guide, registration, agenda, ppt presentations</li> </ul>

## **2. How to use it?**

The userguide made by IT is inserted in the next pages.

# COLLABORATIVE WORKSPACE

INTERNAL COMMUNICATION TOOL FOR EU PROJECTS

To access your collaborative workspace, please fill in the boxes below with your login and password

Login

Password

**New pages or folder**

Customize

Atom Feed

What's New

**New Post** **More Actions**

**Show Folder Navigator**

- ☐ Type Title
- ☐ photo coupe christophe v
- ☐ fichier navette 2.xls
- ☐ DOC BU PARTAGE

Show: 10 | 20 | 50 | 100 | All

**- WS & Meetings Calendar**

**New Event** **More actions**

February 2011

Monday	Tuesday	Wednesday	Thursday	
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24 -All 2nd ERG Day- ExCom meeting	25

**TOOL BOX**

- Welcome
- Deliverables & Milestones
- Project Meetings
- Reporting
- Calendar
- WP2
- WP3
- WP4
- WP5
- WP6
- TOOL BOX

**Customize**

- Atom Feed
- What's New
- Help
- Room Map
- My Places
- Treeview Toggle
- Statistics
- Plugin Microsoft

**Log Out**

**Project Overview**

**Contract documents**

**Connect**

**Centralise  
documents**

**Publish  
information**

**Organise  
documents**

**Share  
resources**

**Collect  
information**

**More...**

**USER GUIDE**



## CONNECT

The **collaborative workspace** is a secured place on the Web where several partners share resources to carry out a project.

It may be compared to a mini-Intranet or a mini-Extranet site on the Web where only authorized members can access.

In this project is intended to enable collaboration between among the different partners at all levels: workpackages, Management, Executive Committee, etc

Its functions include scientific, administrative and financial information exchange and archiving. It will also be used to monitor the projects through appropriate tools to be developed.

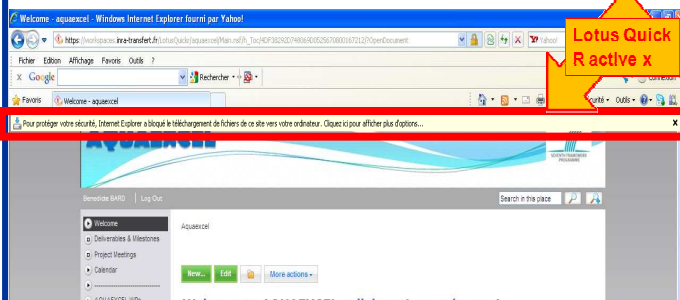
**ACCESS**

1 Access to the workspace: <https://workspaces.inra-transfert.fr/aquaexcel>

2 Enter your login and password. If you do not have any, send an email to the project manager with your scientific representative in copy.



We recommend you to connect with internet explorer to get full access to all functionalities.



When connecting for the 1st time with internet explorer, you will be prompted to install an active x through a bar displayed automatically. Click on it and accept the installation.

## STRUCTURE

The workspace is organised in different sections:

- General sections like Tool box, events, contracts etc: where you can find general documents related with the project itself (contact lists, logos, DoW...)

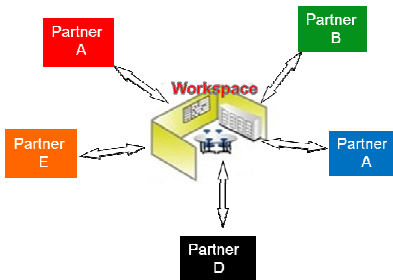
Here you have **reader access**: you can only read or download

- WP sections: where you can post your documents useful for the WP.

Here you have **author access** (you can publish & edit documents from other

# CENTRALISE DOCUMENTS

The workspace is a knowledge management tool. Its aim is to **centralise the documents of the project** to avoid multiple emails and make it easier the collection



of information, as well as it allows the **traceability** of the information (date of publication and modification and name of author). This makes it very easy then to sort out and find the documents needed.

Example: The reports as well as registration to meetings are collected online directly on the workspace. The EC can also have a global view of the project progresses.

# PUBLISH INFORMATION

The first functionality of the workspace is to publish information. This can be made by the creation of webpages:

① Click on **New...**

② Click on the type of page you want to publish:

- **Page:** create a new page with the integrated text editor, you can include pictures, attachments etc
- **Imported pages:** if you want to import a page that you have already created under word or other office software
- **Acrobat page:** this will import a pdf a page from your computer, directly visible online
- **Poll page:** if you want to collect the opinion of others on a specific question
- **Microsoft word/excel/ppt page:** the workspace provides you with an online microsoft page to fill in. You don't need to import the page from your desktop

**Create...**

What would you like to create?



**Page**

Create a new page that can include formatted text, images, and file attachments.



**Imported Page**

Import an existing Microsoft Office, HTML, JPEG or GIF file from your computer.



**Acrobat PDF Page**

Create a new page based on an Acrobat PDF file.



**Poll Page**

Poll your community with a questionnaire.



**Event**

Create a new event on the calendar.



**Microsoft Word Page**

Create content based on a new Microsoft Word document.



**Microsoft Excel Page**

Create content based on a new Microsoft Excel document.



**Microsoft PowerPoint Page**

Create content based on a new Microsoft PowerPoint document.

# PUBLISH INFORMATION

- ③ Insert the title of the page and the content. Add attachments if any.

If you have chosen an **imported page**, click on « browse » and select the page you want to publish from your disk:

- ④ Click on **Publish** to publish directly the page

**OR** If you want to choose where to put your page and select different options, click on **Publish with Options...**

Then select the options and the place where you want to put the page and click « Next »

**!** If you click **Save As Working Draft**, **only you** will be able to see the page.

Publish Save As Working Draft Cancel Publish with Options...

Page Title:  ☒ Show the title, author and date

You can import a Microsoft Word, PowerPoint, Excel, HTML, JPEG or GIF file from desktop.

**Document Status:**  
Drag a document into this area, or click Browse to select one.

Back Next

How would you like this content to be published?

☒ Create. Put this content away so that others can see it.

☐ Notify (via email) ☐ Add authors

☐ Restrict readers ☐ Add to calendar

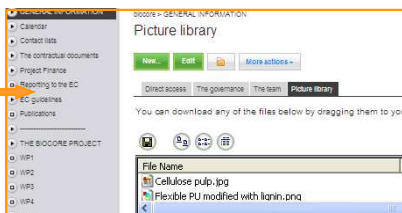
☐ Save as draft. No one except you will be able to see your content.

Where would you like to put this content?

☒ In the table of contents, before: Bienvenue

**Examples of how the different types of pages look like :**

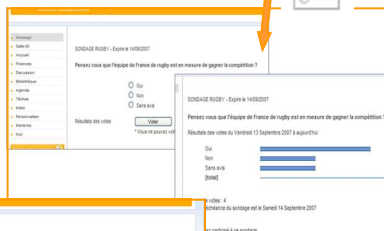
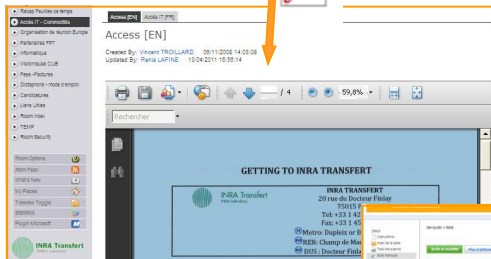
**Simple page with attachments**



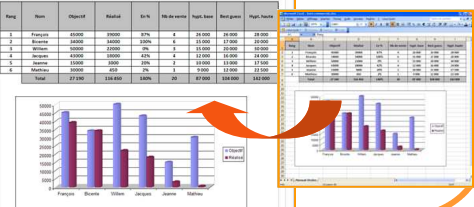
**Poll page**



**Acrobat page**



**Imported page**



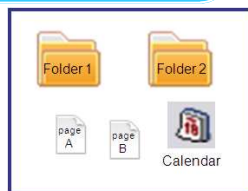
# ORGANISE DOCUMENTS

## Basic structuration of the workspace:

The room is the bigger section of the workspace. It can contain several pages, folders, other rooms and a calendar.

Folders can contain subfolders and pages.

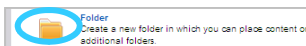
To organise your documents, you will need to create folders:



1 Click on

New...

2 At the bottom of the list, click on the folder icon



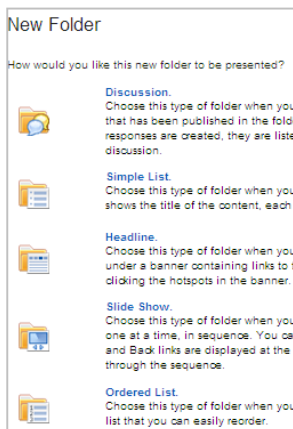
3 Click on the type of folder you want to create (see how they look like on the next page):

- **Discussion Folder:** Choose this type of folder when you want authors to be able to respond to content that has been published in the folder. A Respond link is shown on the page. When responses are created, they are listed below the original, forming a threaded discussion.

- **Simple/ordered list folder:** Choose this type of folder when you want to present content in a simple list. The list shows the title of the content, each of which can be clicked on to go to the content.

- **Headline Folder:** Choose this type of folder when you want to collect five or fewer pieces of content under a banner containing links to them

- **Slide show Folder:** Choose this type of folder when you want to present thirty or fewer pieces of content, one at a time, in sequence.



4 Insert the title of the folder and a short description (optional), specify who you want to grant access to add content in this folder. Then click "next"

5 Choose where you want to put the folder and click "next". Done!




To create a new document, folder or page, you need to have at least author access. If you are only a reader, the "new" button will not be displayed.

To create a room (section where you can restrict access), contact the Project manager

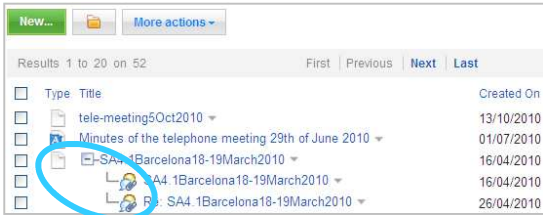
# ORGANISE DOCUMENTS

Examples of how the different types of folders look like :


**Discussion.**



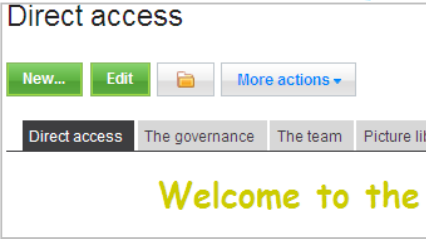
→



**Direct access**




→

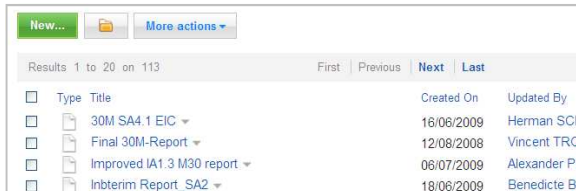


**Headline.**

→



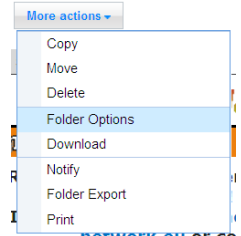
→



## Modifications of the folders

At any moment you can:

- Reorder the page of your folder
  - Change the titles of your folder
  - Show or hide columns of your folder
- 1 When you are on the folder you want to change, click on "More options" then choose "folder options"
  - 2 Do your modifications according to the instructions and once done, click "Next" .. Done!



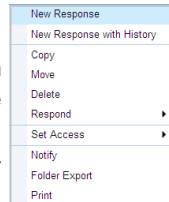


# SHARE RESOURCES

Documents are on the workspace to be read, edited, and downloaded. You can also notify somebody by email that an interesting document is available. For the first two functions, you need to have author rights.

## Revision/response

You can revise/respond to a document, i.e create a new version of the original document posted. This allows to keep track of the different modifications. To do so, when you are on the page you want to revise, click "More actions">New response or "New response with history"

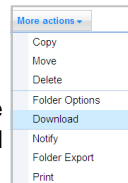


## Edition

You can edit a document, i.e your revised version will substitute the original document posted. You can do so only if the author of the page has added you as co-author of the page. To do so, when you are on the page you want to edit, click "edit"

## Download

At any time you can download a page. Either by double clicking the document if it is an attachment, or by clicking on "more options" and "Download" if you want to download the entire page.

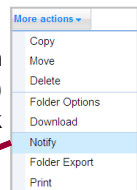


If you want to download an attachment without opening a page, click on the corresponding page. If there are several attachments you can choose which one you want to download.

	Content - Arable rotations	11/11/2010	Rolf Thostrup POULSEN	11/11/2010		RTP20100708_Arable_crop
	CONTENTS_MEDFLY_NEW	10/11/2010	Jesus AVILLA	10/11/2010		RTP20101107_CONTENTS
	WCR-sheet	10/11/2010	Judith KOMAROMI	10/11/2010		-Arable_rotations.doc
	Tools - Introduction	09/11/2010	Rolf Thostrup POULSEN	09/11/2010		
	IPM Principles 1-4	09/11/2010	Judith KOMAROMI	09/11/2010		
	IPM_PRINCIPLES_5_TO_8	08/11/2010	Jesus AVILLA	08/11/2010		
	Course in IPM - Northern Europe situation	08/11/2010	Rolf Thostrup POULSEN	08/11/2010		

## Notifications

You can notify a person by email that a page is interesting. Click on "more options" and "Notify". Then, enter the email of the person(s) and add comment if needed. He/she will receive an email with the link to the page and your comments.



# COLLECT INFORMATION

Information can be collected through the workspace through online forms and mainly used for registration to meetings, reporting, collecting deliverables. Other applications are possible such as surveys, job applications, order of samples etc.

To create such forms, please contact the Project Manager after you have defined your requirements.

**Job Opportunity**

Complete this form if you have a Job Opportunity or an Internship opportunity.

Notification: The following members will be notified when this page is published:  
foerica.pocooe@pd.inra.fr

Job Title:

Hosting university/institute/company: If not an ENDURE member, choose Other and specify the name of the institution:

Hosting institute - OTHER:

Proposal Type:

PhD/Post-doc/Junior/Internship Description:

Required professional qualifications:

Time Type:

Location: City:  Country:

Salary: Proposed salary in Euro:

Any other additional information (e.g. opening call, deadline, address, website):

Reference person:

You can attach below the file of the full offer:  
Attachments: You can attach files by clicking the folder icon or dragging them from your desktop.

**Edit:**

Title:  ☒ Show the title, author and date on page

Full Name:

Dissemination level: RE = ENDURE + EAB + POE (including CPN)  
PU

Original Due Date:

Submission to the Coordinator:

Status: Deliverables submitted to the Coordinator that are not yet validated cannot  
Being Reviewed by the Coordinator

Attachments:  
You can attach files by clicking the folder icon or dragging them from your desktop.

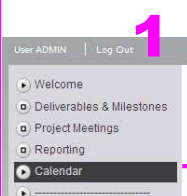
File Name	Size

Comments: Add here any comments on this Deliverable

Notification: The following members will be notified when this page is published:  
Marco Barzman@sophia.inra.fr

## Collect dates of events

Click on "Calendar" in the table of contents (1), then on **New Event** (2)



**Edit:**

Event Title:

Calendar information:  
Times shown are: Western Europe Daylight Savings Time

Date:

Start time:

Duration:

☐ All-day event  
☐ Repeats

Description:

Attachments:  
You can attach files by clicking the folder icon or dragging them from your desktop.

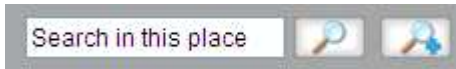
File Name	Size

Enter the details of the event (3).

Validate by clicking on "Publish". Done!

# MORE...

## Search Feature



Finds documents containing a word, a concept, a function or a set of words: Type in the word in the Search field (for a simple search) or use the link « **Advanced search** » (for a more specific search)



**Simple search** : Results of a simple search depend on the way you have entered the text :

If you type in without quotes : *Mary and Mark* the result will be disordered : (ex. Mary, Mark and Ted will be responsible for..., Mary and Mark are sharing...),

If you type in using quotes : « *Mary and Mark* » the result will be in the exact order : (ex. Mary and Mark are sharing...),

If you type in : *Mar\** the result will be all documents that contain words starting with Mar ( ex. Mark is available ..., For Mark we have..., Mary will be..., so that Mary..., Mary, Mark and Ted...)

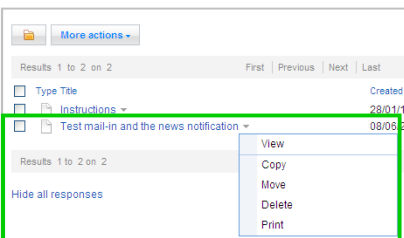
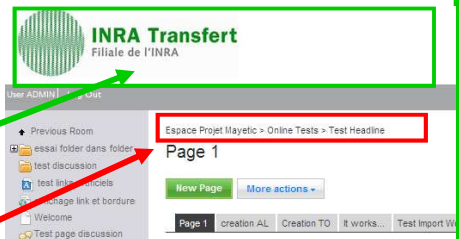


**Advanced Search**: The advanced search allows accessing documents with specifications and conditions limiting the search. This is particularly interesting in cases where there exist a large number of pages containing the word or phrase being searched.

## More tips:

- At any moment you can come back to the homepage by clicking on the **banner** at the top of the page.

You also have a « **path** » showing you the structure and where you are

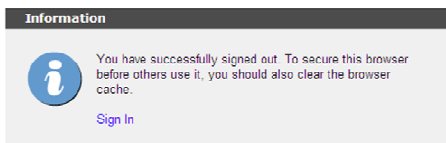
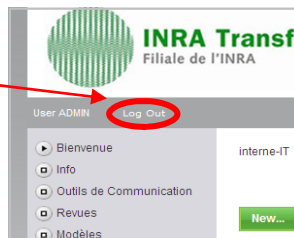


- Choose what you want to do easily with contextual menus (left)



## Leaving the workspace

Do not forget to sign out before leaving the workspace :  
Just click on "log out"



## You need support, help?



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## Conclusion

This tool aims at facilitating communication and networking of the project partners, by pooling documents and resources related to the project. The structure may evolve if needed. The objective is that all partners actively use the internal communication portal, not only for management reasons, but as a day-to-day means of working together on the project, and see the progress.



## Glossary

AQUAEXCEL <sup>2020</sup>	AQUAculture Infrastructures for EXCELlence in European Fish Research towards 2020
IT	INRA Transfert
Ppt	Powerpoint

## Document information

<b>EU Project N°</b>	652831	<b>Acronym</b>	AQUAEXCEL <sup>2020</sup>
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<b>Project website</b>	<a href="http://www.aquaexcel.eu">www.aquaexcel.eu</a>		

<b>Deliverable</b>	<b>N°</b>	D9.1	<b>Title</b>	Project Collaborative Workspace
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		<b>CI Classified, information as referred to in Commission Decision 2001/844/EC.</b>		

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