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

D9.1 Project Collaborative Workspace

Bénédicte Ferreira, IT

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Executive Summary

Objectives: This deliverable presents the AQUAEXCEL2020 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 AQUAEXCEL2020, 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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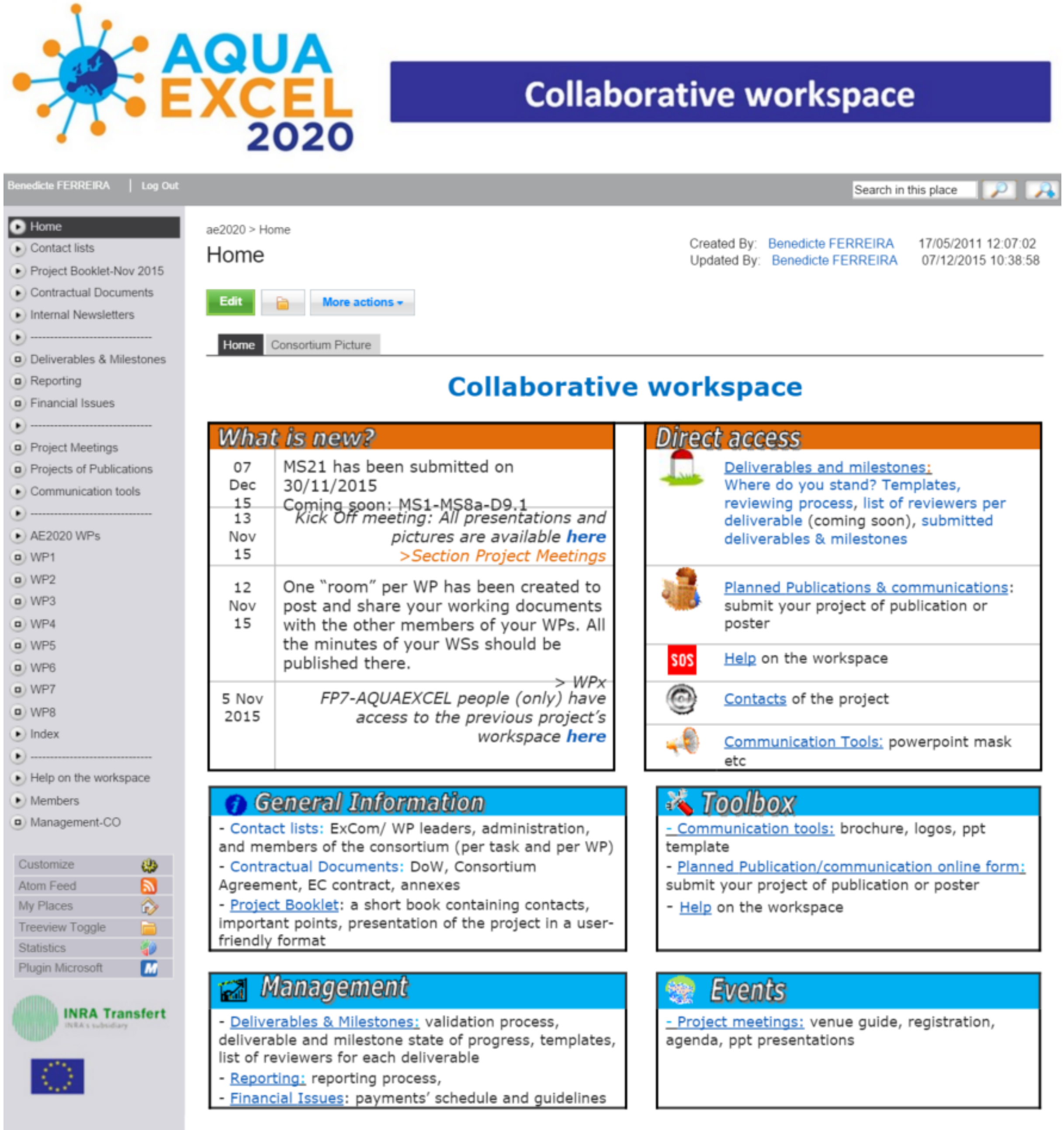
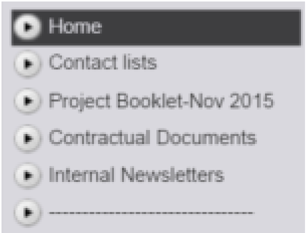
1. Presentation & Structure

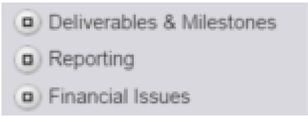


The workspace is divided into 4 different sections:



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:

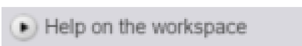
This section provides the users with some communication tools relevant for AQUAEXCEL^{2020}: A first item is dedicated to AQUAEXCEL^{2020} Meetings where the registration to the meetings is organized, with information on location & accommodation, registration form, and agenda. The second item is an online 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^{2020}.

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

AQUAEXCEL^{2020} WPs:

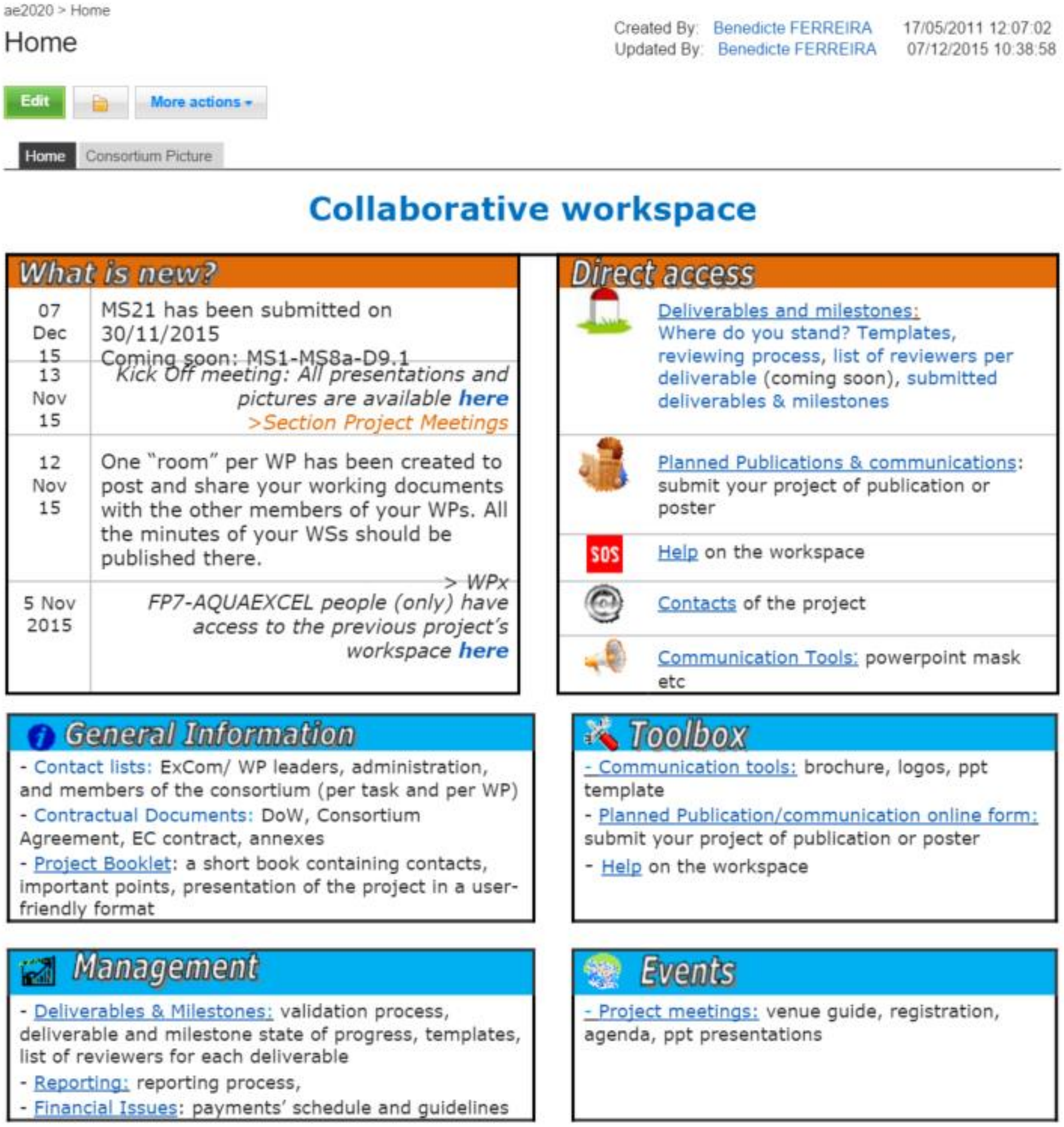
This section is divided into 8 Work Packages: each WP section aims at exchanging documents (minutes of workshops, working documents, preparation of deliverables etc) related to the specific WP. This section can be considered as a “work in progress / “knowledge under construction” work space.



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.

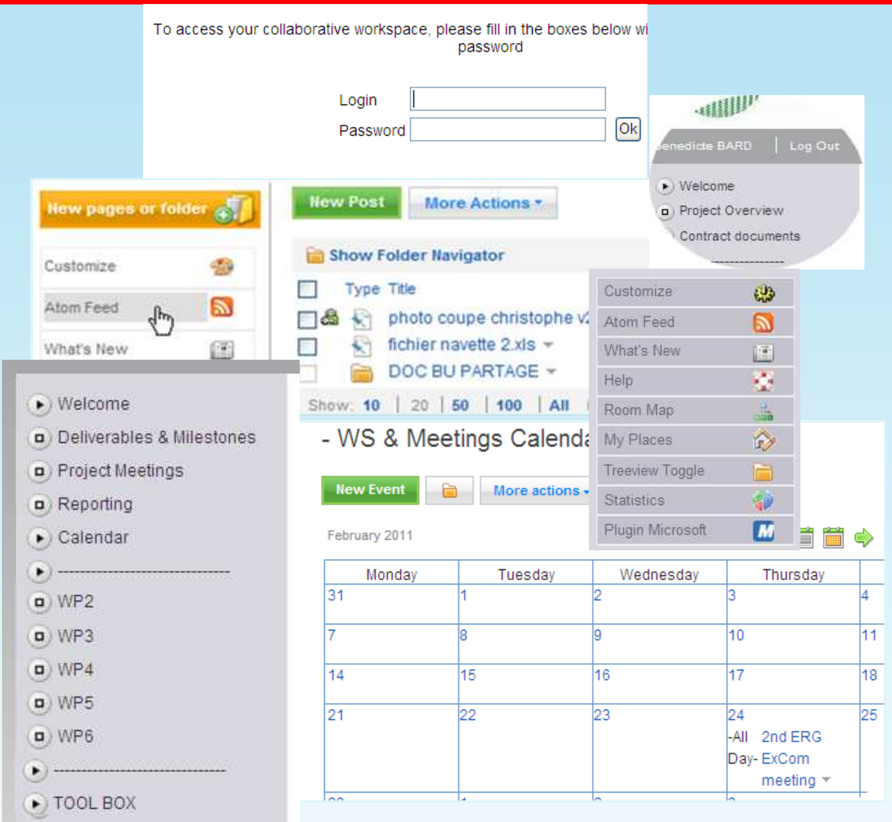


2. How to use it?

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

COLLABORATIVE WORKSPACE

INTERNAL COMMUNICATION TOOL FOR EU PROJECTS



USER GUIDE

Connect

Centralise documents

Publish information

Organise documents

Share resources

Collect information

More...

April 2011

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

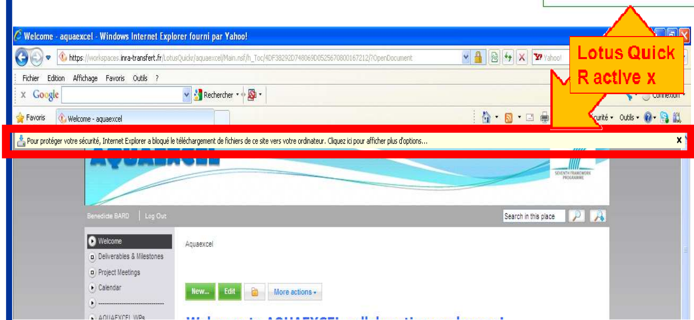
Its functions include scientific, administrative and financial information exchange and archiving. It will also be used to monitor the projects through appropriate tools to be developed.

ACCESS

❶Access to the workspace: https://workspaces.inra-transfert.fr/aquaexcel

❷Enter 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 willl 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...)

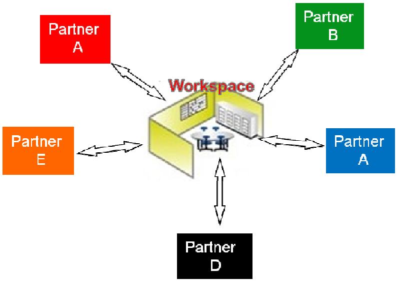
  Here you have **reader access**: you can only read or download

- 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.



Exemple: 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.

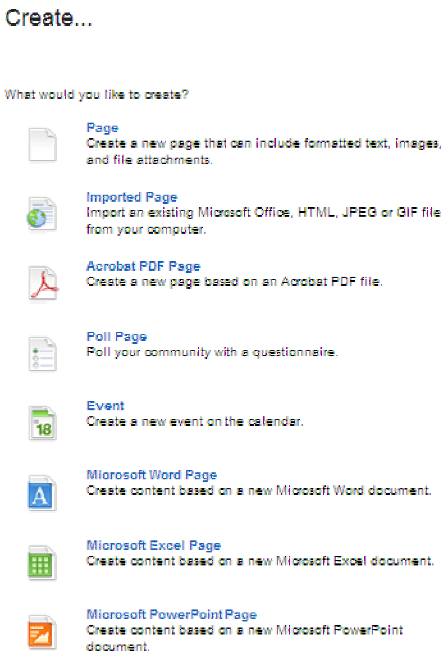
PUBLISH INFORMATION

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

❶Click on 

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

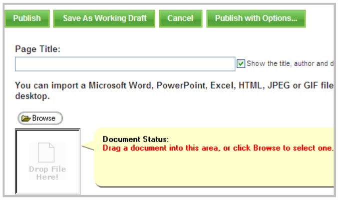
- **Page:** create a new page with the integrated text editor, you can include pictures, attachments etc
- **Imported pages:** if you want to import a page that you have already created under word or other office software
- **Acrobat page:** this will import a pdf a page from your computer, directly 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



PUBLISH INFORMATION

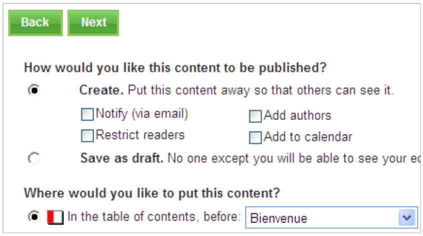
❸Insert the title of the page and the content. Add attachments if any.

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



❹Click 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...**

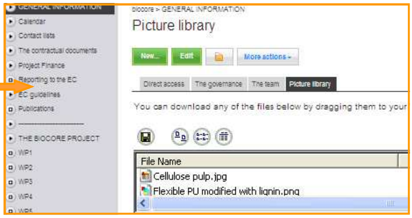


Then select the options and the place where you want to put the page and click « Next »

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

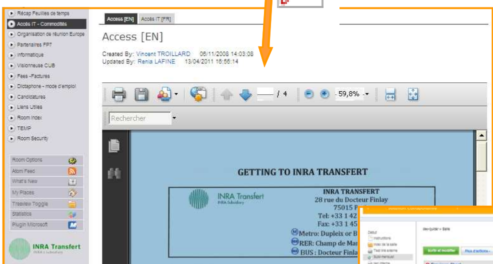
Examples of how the different types of pages look like :

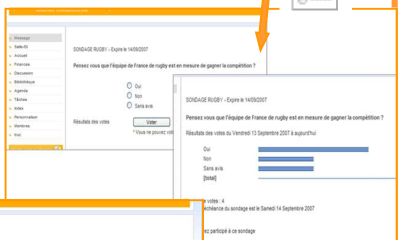
Simple page with attachments



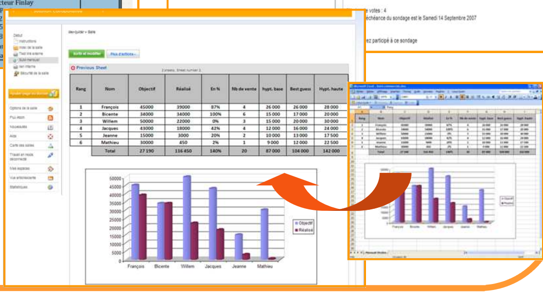
Poll page

Acrobat page





Imported page



ORGANISE DOCUMENTS

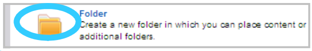
Basic structuration of the workspace:

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.

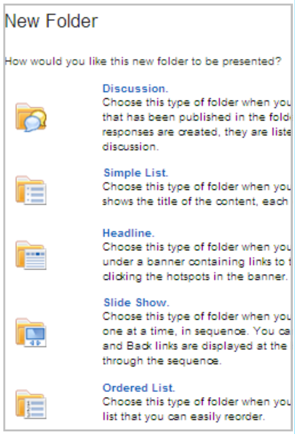
To organise your documents, you will need to create folders:

❶Click on 



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

❸Click 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.

❹Insert 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”

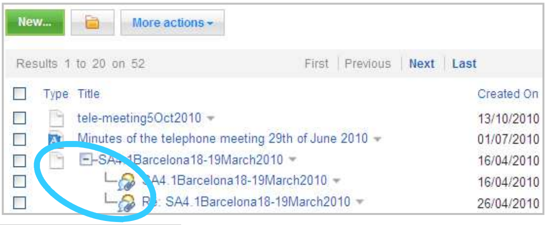
❺Choose where you and to put the folder and click “next”. Done!

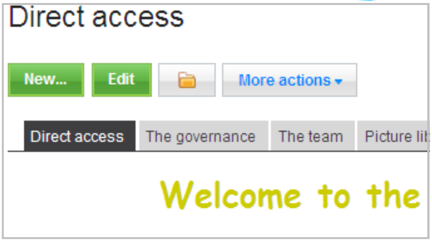
⚠ To create a new document, folder or page, you need to have at least author access. If you are only a reader, the “new” button will not be displayed.
To create a room (section where you can restrict access), contact the Project manager

ORGANISE DOCUMENTS

Examples of how the different types of folders look like :

Discussion.





Headline.

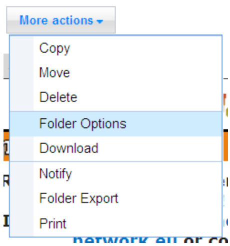
Simple List.

Modifications of the folders

At any moment you can:

- Reorder the page of your folder
- Change the titles of your folder
- Show or hide colums of your folder

❶ When you are on the folder you want o change, click on “More options” then choose “folder options”

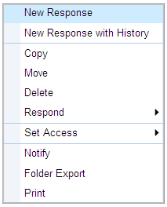


❷ Do your modifications according to the instructions and once done, click "Next".. Done!

SHARE RESOURCES

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

Revision/response

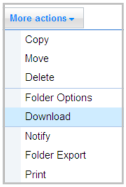


You can revise/respond to a document, i.e create a new version of the original document posted. This allows to keep track of the different modifications. To do so, when you are on the page you want to revise, click “More actions”>New response or “New response with history”

Edition

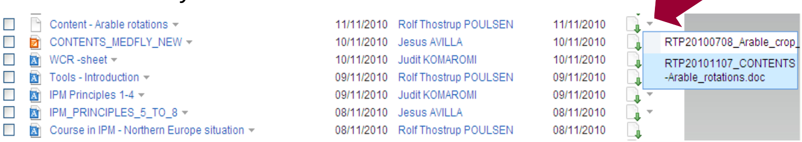
You can edit a document, i.e your revised version will substitute the original document posted. You can do so only if the author of the page has added you as co-author of the page. To do so, when you are on the page you want to edit, click “edit”

Download

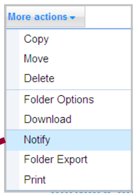


At any time you can download a page. Either by double clicking the document if it is an attachment, or by clicking on “more options” and “Download” if you want to download the entire page.

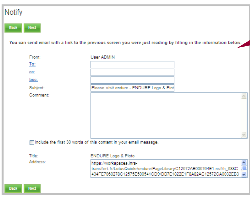
If you want to download an attachment without opening a page, click on  o f the corresponding page. If there are several attachments you can choose which one you want to download.



Notifications



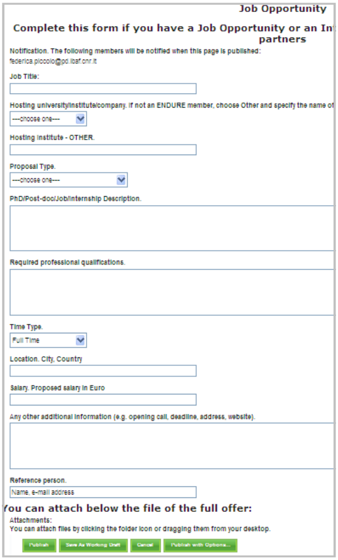
You can notify a person by email that a page is interesting. Click on “more options” and “Notify”. Then, enter the email of the person(s) and add comment if needed. He/she will receive an email with the link to the page and your comments.

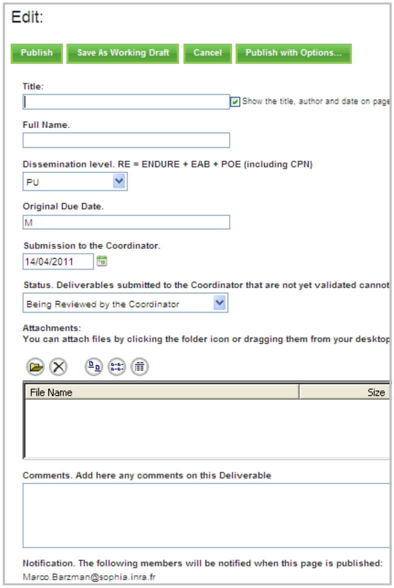


COLLECT INFORMATION

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.

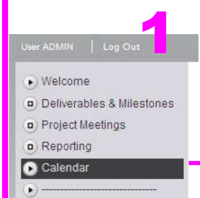
To create such forms, please contact the Project Manager after you have defined your requirements.

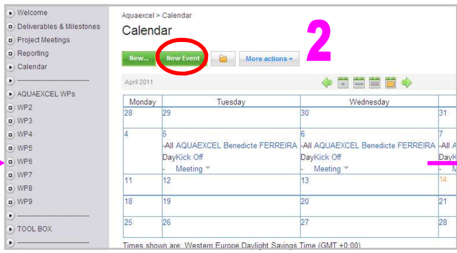


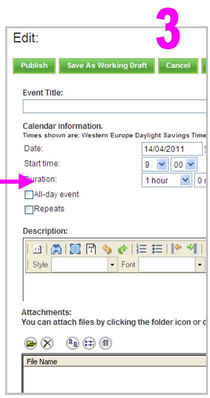


Collect dates of events

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







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…),

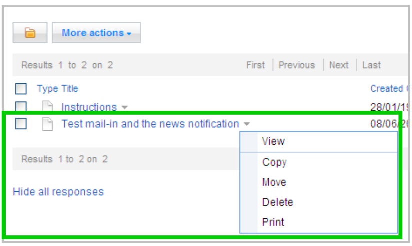
If you type in : *Mar** the result will be all documents that contain words starting with Mar (ex. Mark is available …, For Mark we have…, Mary will be…, so that Mary…, Mary, Mark and Ted…)

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

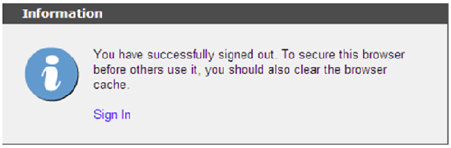


- Choose what you want to do easily with contextual menus (left)

USER GUIDE

Leaving the workspace

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



You need support, help?

SOS

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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^{2020}	AQUAculture Infrastructures for EXCELlence in European Fish Research towards 2020
IT	INRA Transfert
Ppt	Powerpoint

Document information

EU Project N°	652831	**Acronym**	AQUAEXCEL2020
Full Title	AQUAculture Infrastructures for EXCELlence in European Fish Research towards 2020		
Project website	www.aquaexcel.eu		

Deliverable	**N°**	D9.1	**Title**	Project Collaborative Workspace
Work Package	**N°**	9	**Title**	Overall Management

Date of delivery	**Contractual**	30/11/2015 (Month 2)	**Actual**	07/12/2015 (Month 3)
Dissemination level	X	**PU Public, fully open, e.g. web**		
		CO Confidential, restricted under conditions set out in Model Grant Agreement		
		CI Classified, information as referred to in Commission Decision 2001/844/EC.		

Authors (Partner)	IT			
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Version log			
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07/12/2015	V0.1	Bénédicte Ferreira	first version submitted
22/12/2015	V1.0	Bénédicte Ferreira	accepted version