EPPN2020 Collaborative Platform (project intranet)
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Document information

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Executive Summary

This document aims at presenting the structure of the EPPN[2020] collaborative workspace implemented specifically for the project. It also gives a general overview of basic functions of the collaborative workspace.
A detailed user-guide is also available for partners.

Objectives This document is intended for all EPPN[2020] partners. It provides an overview of the collaborative workspace structure and the basic functions..
The collaborative workspace is a secured place on the Web where all partners can share information, upload and download documents, share resources and efforts in order to carry out the project or to achieve its objectives.
The collaborative workspace is only accessible through a personal login and password.

Main Results: The collaborative workspace has been made available to EPPN[2020] partners and documents were already uploaded.

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DEFINITION OF THE COLLABORATIVE WORKSPACE

The Collaborative workspace is an internal platform and a secured place on the Web where all EPPN2020 partners can share information, upload and download documents, share resources and efforts in order to carry out the project or to achieve a common goal. It aims at reinforcing communication between partners, and it may be linked to an intranet or an extranet site on the web where only authorized members can access.

The EPPN2020 collaborative workspace is intended to facilitate discussions among partners at all levels: General Assembly, Executive Committee, intra and inter workpackages. The collaborative workspace will also be used as a place to store and share documents of interest for the project: official documents like the DoA, Grant Agreement and Consortium Agreement, guidelines to reporting, useful publications etc. Also, the collaborative workspace has been built to monitor the project and in particular the follow-up of official deliverables.

The collaborative workspace is continually updated with new documents, additional functions required by the consortium and access to people provided throughout the project.

The collaborative workspace is DIFFERENT from the project website. The project website is intended to disseminate the project outcomes to the general public (e.g. farmers, breeders, converters, industries, scientists outside the project, policy makers, students) while the collaborative workspace is RESTRICTED to people working on the EPPN2020 project.

OVERVIEW OF EPPN2020 COLLABORATIVE WORKSPACE

1.1. Welcome page

The EPPN2020 collaborative workspace appearance has been customized to better reflect the project identity. On the "Welcome page", partners can find the general information on the project and a table of content with access to several rooms and folders.
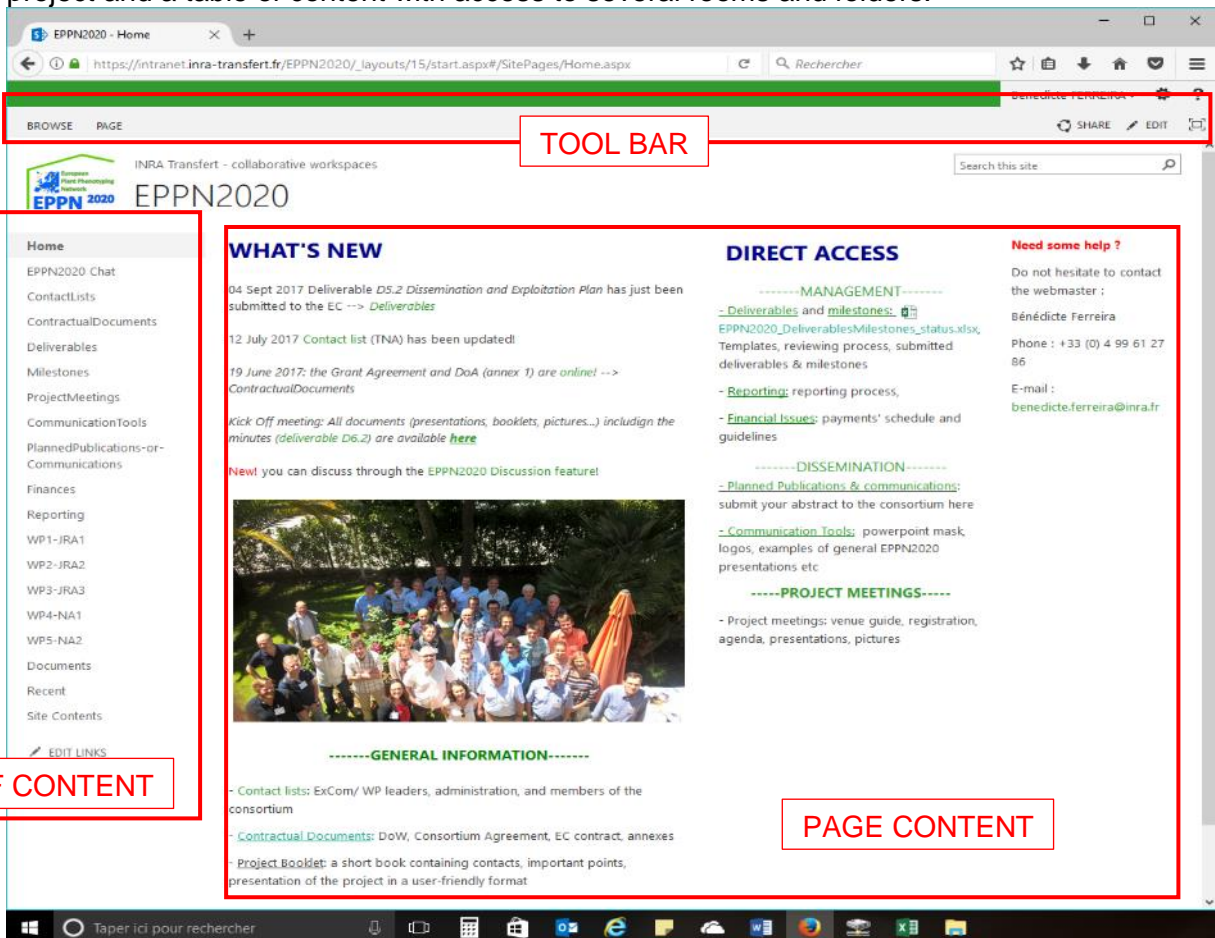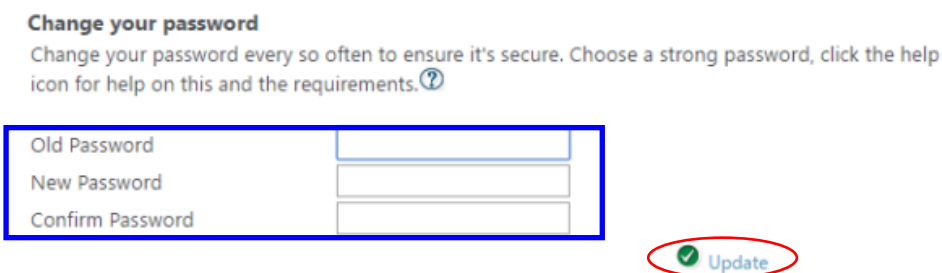
1.2. Connect

- The following address should be used to access to the workspace: *https://intranet.inra-transfert.fr/EPPN2020*
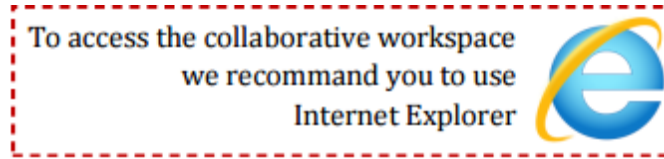
- A pop-up page appears where you should enter your login and password. If you do not have any, send an email to the project manager. You can use all internet browsers to access the collaborative workspace but we recommend in case of problem and bug to use Internet Explorer.
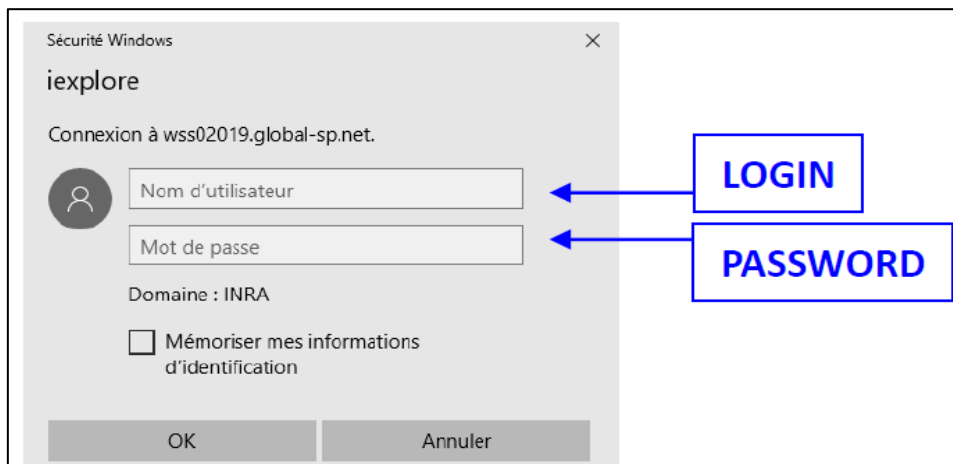
- You can also personalize the password directly from your personal space. You can find more information on the main page of the INRA Transfert collaborative workspace.

- How to change your password:

    - Go to https://admin.cloudforyou.fr then use your login and password to connect.

    - Then, click on your name on the top of the page. It will open the page below:

Change your password
Change your password every so often to ensure it's secure. Choose a strong password, click the help icon for help on this and the requirements.ⓘ

Old Password	
New Password	
Confirm Password	

✔ Update

    - Provide required information and once completed click on « Update ».

- Various access levels are available:

    - **Reader** may access and read the documents on the collaborative workspace, but cannot add or delete content. By default, all project participants have a reader access on all rooms.

- **Author** may add documents to the collaborative workspace by creating pages on existing folders. An author cannot delete or edit what others have created without their authorization. The author cannot create folders. By default, all project participants have an author access on rooms used for interactions, at least: the dedicated WP rooms, meeting registration, and reporting.

- **Manager** has all rights to create, move, and delete any content; he/she can change a member's role as well as their roles. A manager can create new folders and manage access rights at the level of the room he is manager of. A manager cannot edit pages that others have created without their authorization. WP Leaders could be granted manager rights on the sections of their WP if some wish to.

1.3. General structure

The collaborative workspace is organized in sections (where access rights are defined), containing folders and/or pages. A section or "room" can contain various rooms or folders; a folder can only contain pages.
To restrict the access to the WP rooms or to create additional rooms with restricted access to a limited list of users, please contact the project manager. Restricting access to a room may be useful for working documents which are not yet validated, hence are not official. If you do not have access to a room, you simply will not see it on your left menu in the "Table of Content".

To summarize, there are:
- Calendar, where you can find the past and forthcoming EPPN²⁰²⁰ events.
- General sections such as general information, dissemination, project meetings, etc. where you can find general documents related with the project itself (contact lists, DoA, presentations made during meetings, etc.)
- Financial issues and managements guidelines where you can find more information about the project management.
- WP sections where you can upload/download the documents useful for the WP.
- Deliverables and milestones sections, where you can upload/download the deliverables and milestones and see the status of each of them.

1.4. Centralize information

The collaborative workspace is a knowledge management tool. Its aim is to centralize the documents of the project, to avoid multiplying e-mails and to ease the collection of information. It allows the traceability of the information (name of author, date of publication and modification). This makes it very easy then to sort out and find the documents needed.
The meeting minutes, the Deliverables and Reports, as well as registration to meetings are collected online directly on the workspace. The EC Reviewers can also have a global view of the project progresses.
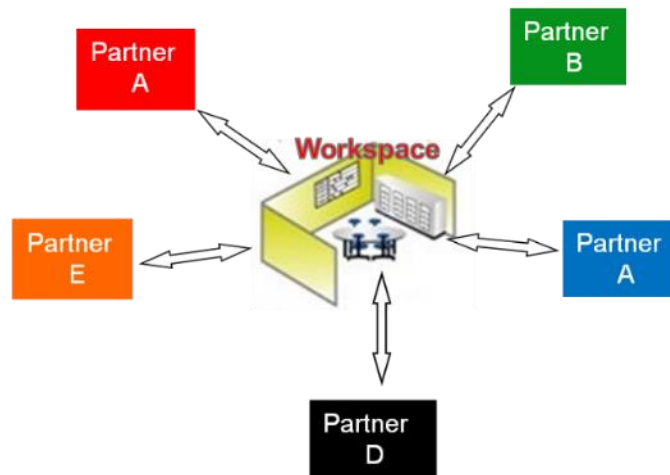
1.5. Publish information

The first functionality of the collaborative workspace is to publish information. This can be made by the adding a document or elements to the site pages.

- Access to a page that contains a library of elements then click on « New document ».

- Click on « Open » once the document is selected.

- Click on « Ok » to upload the document.
- If you make a mistake and you need to delete the document, select it in the library and then click on « Files », « Delete document », and finally « OK ».


Please note that documents are sorted by alphanumeric order. If you can't add any element it means that you aren't authorised to do it, please contact the project manager.

1.6. Share resources

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

- **Edition**: You can edit an existing document, i.e. your revised version will substitute the original document. You can do so only if you have the authorised rights.
- **Download**: At any time you can download a document, either by double clicking the document or with the right-click.
- **Notifications and alerts**: You can notify a person by email that a page is interesting. Click on the tab "page" and then on "email a link". 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. You can also alert people so that they receive an email when somebody publishes something in a library or in a form.
  - Access to a page then click on the "Alert Me".
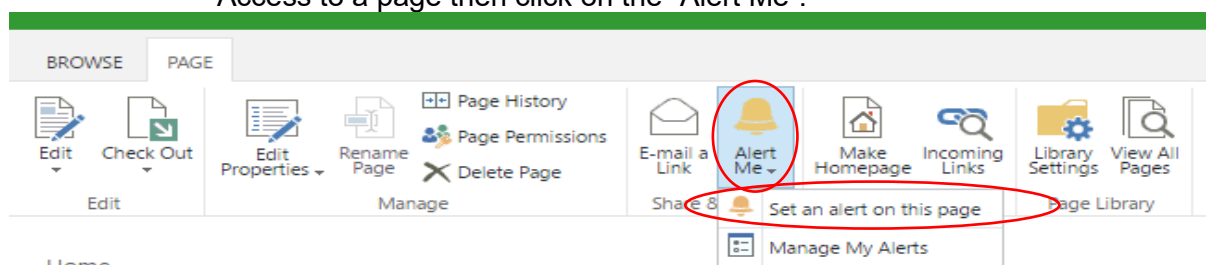
- Then click on "Alert Me" and then "Set an alert on this page", where you can send an alert to yourself. Please note that you can also set up alerts for other people who have access to the platform by typing the beginning of their email.
- Select the settings you wish and then click of "OK". You will receive an email a few minutes after to inform you that the alert has been set up.

1.7. Organize documents

To create a new document or a page, you need to have at least a modification access. If you are only a reader, the "new" button will not be displayed. To create elements (pages, libraries, etc.) you need to have an edit access. To get a different access to a workspace you need to contact the project manager.

1.8. Collect information

Information can be collected through the workspace using online forms. They are mainly used for registration to meetings, collecting deliverables or reports; but they can also serve for surveys, job applications, order of samples, etc. To create such forms, please contact the project manager after you have defined your requirements.

1.9. More

- **Search Feature**

Find documents containing a word, a concept, a function or a set of words. Type in the word in the Search field on the upper right side. The search feature looks into the content of the pages, but also in the content of the attachments which contain text (Word, Excel, .pdf files, etc.).

- **More tips**

At any moment you can come back to the homepage of the workspace by clicking on the logo of the project at the top of the page. You can also click on « home », right under the logo.

If you want to come back on the general homepage of all workspaces you need to click on the link « INRA Transfert - collaborative workspaces » on the top of the page **where you will find the userguide**. The user guide has been produced to facilitate the use of the collaborative workspace. As the workspace itself, the guidelines will be revised throughout the project lifespan, if needed. Ask the project manager if you need more information, and this could be included in the future versions of the guidelines. You can download the document from the main page: https://intranet.inra-transfert.fr/
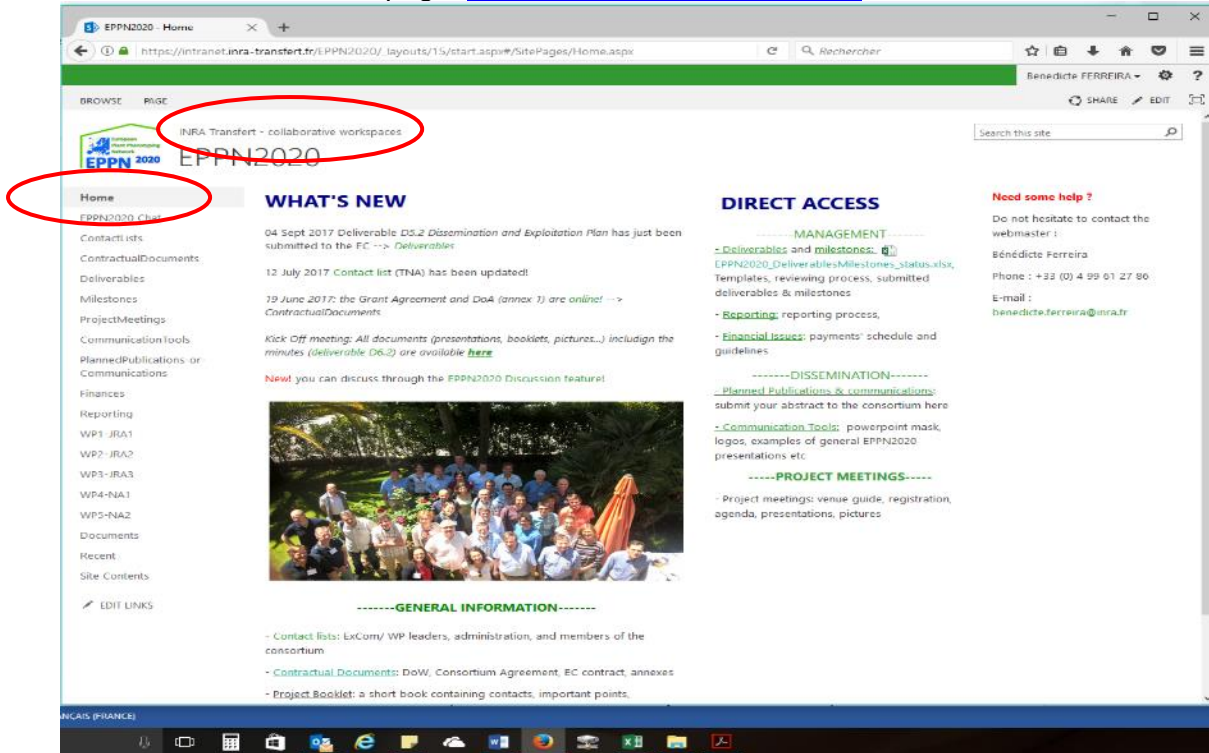
1.10. Conclusion

The collaborative workspace is a secured place on the Web where only authorized members can access it, share ideas and build up documents in a collaborative way. The collaborative workspace exists to share information, upload and download documents, share resources and efforts in order to carry out the project or to achieve a common goal.

The collaborative workspace is continually updated with new documents, additional functions required by the consortium and Access provided to members is also continually updated. Please do not forget to inform the project manager if a member has joined or left the project.