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Integrating Activities for Starting Communities



SmartCow: an integrated infrastructure for increased research capability and innovation in the European cattle sector



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EXECUTIVE SUMMARY

Background	<p>The document aims at presenting the structure of SmartCow's collaborative platform implemented specifically for the project. It also gives a general overview of some basic functions of the platform.</p> <p>A specific user-guide is also available for partners.</p>
Objectives	<p>This document is intended for all SmartCow partners. It provides an overview of the platform structure and the basic functions. It is not a user-guide.</p> <p>The collaborative platform is a secured place on the Web where all SmartCow 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. The platform is only accessible through a personal login and password.</p>
Methods	<p>The collaborative platform is created by the project manager (IT) and will be regularly updated throughout the project.</p>
Results & implications	<p>The collaborative platform has been made available to SmartCow partners and documents were already uploaded.</p>

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1 Definition of the collaborative platform

The **collaborative workspace** is a secured place on the Web where all SmartCow 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 compared to an intranet or an extranet site on the web where only authorized members can access.

The SmartCow platform is intended to facilitate discussions among the partners at all levels: Governing Council, Executive Committee, intra and inter workpackages. The platform 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 platform has been built to monitor the project and in particular the follow-up of official deliverables.

The platform is continually updated with new documents, additional functions required by the consortium and access to people provided throughout the project. The collaborative platform is DIFFERENT from the project website. The project website is intended to disseminate the project outcomes to the general public (e.g., scientists outside the project, breeders, industries, policy makers, students) while the collaborative workspace is RESTRICTED to people working on the SmartCow project.

2 SmartCow collaborative workspace

2.1. How to have access

The partners can have access to the platform at: <https://intranet.inra-transfert.fr/smartcow/>

The access is restricted to the consortium partners: the partners must inform the Project Manager if a member of their organization has joined or left the project so that the access can be continually updated.

Each participant has his/her own login and password (received by email). There is a possibility to change the password via this link: <https://admin.cloudforyou.fr>. Each participant has first to enter its login and current password. Then, on the top of the page, by clicking on its name, the participant will be able to change his password.

2.2. Platform structure

SmartCow collaborative workspace is characterised by the home page where partners can easily find news on the project and the links to the last uploaded documents. On the left side, there is the main menu or table of contents that allows to move from one page to another (figure below). Each work package has a dedicated page where partners can find key information such as the description of the action, list of partners involved, deliverables and milestones.

Main menu

- Home
- Contractual Documents
- Contact list
- Project timeline
- Management guidelines
- Financial issues
- Events and Meetings
- KoM
- ExCom
- Reporting
- Publications
- Communication tools
- Templates
- NAs
- WP1
- WP2
- WP3
- WP4

Welcome on the Collaborative Platform

an Integrated Infrastructure for increased research capability and innovation in the European cattle sector

News	Next Events
The 1st stakeholder meeting has been held in Brussels in June 5 th 2018. Presentations and minutes are available on this platform	
The kick-off meeting has been organised in Clermont-Ferrand from the 19 th to the 21 st of February 2018. You can find the agenda, the power point presentation and the minutes of the meeting here on the collaborative platform	
The project has been launched on the 1st February 2018	

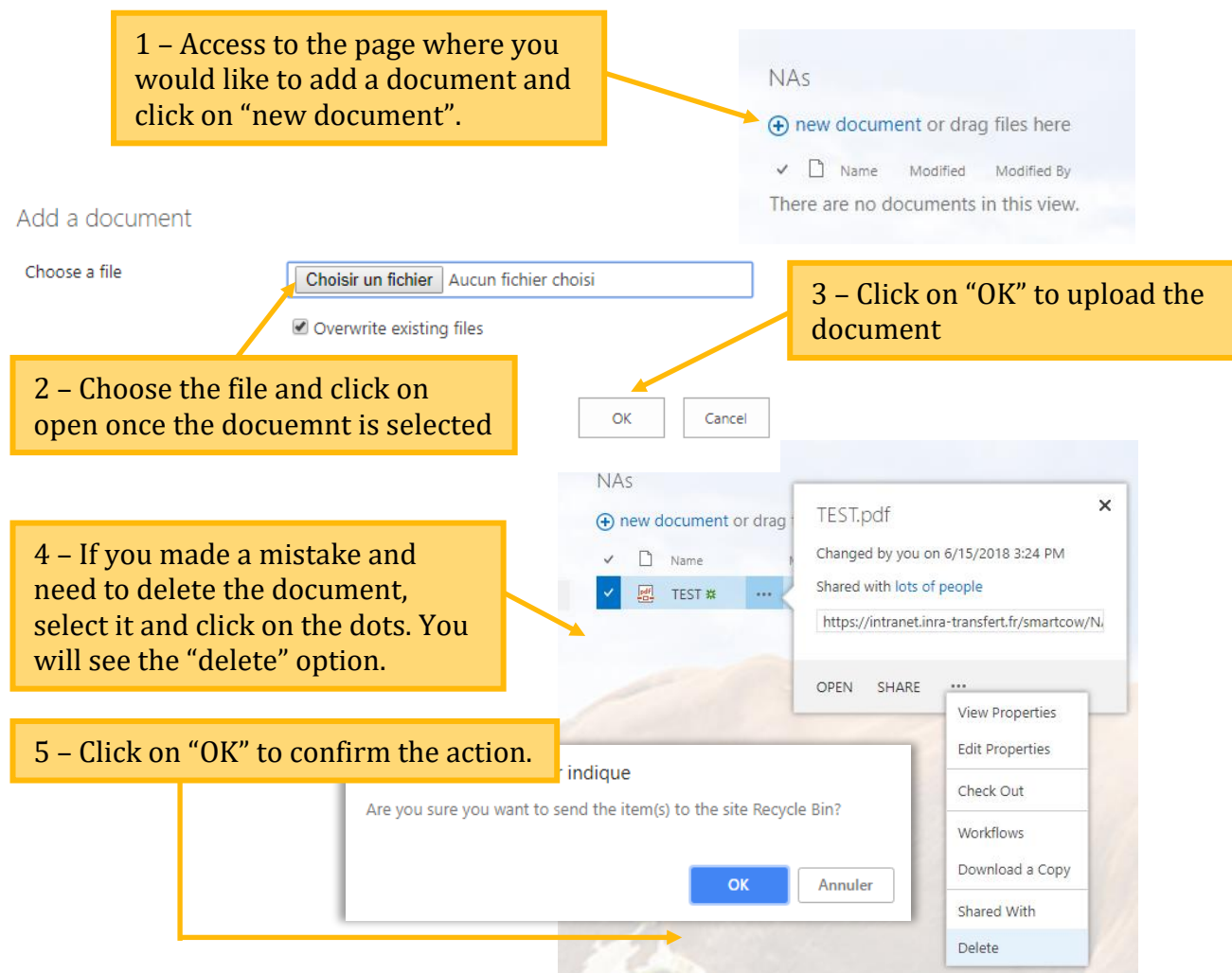


3 How to...

This second section is dedicated to the project partners: they will find here some instructions on the different features for which each partner is authorized to use such as adding or editing a document, etc. If needed, this section will be updated so that the below guidelines remain relevant for the partners using the workspace.

3.1. Add a document or an element

There are pages created per WP in which related documents can be uploaded. Below are the instructions to follow when in the concerned page. If new pages need to be created, the Project Manager will have to be informed.



1 – Access to the page where you would like to add a document and click on “new document”.

2 – Choose the file and click on open once the document is selected

3 – Click on “OK” to upload the document

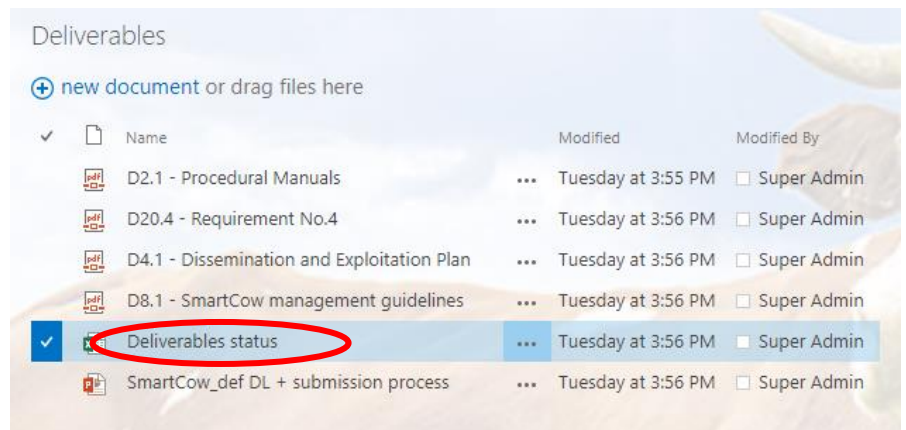
4 – If you made a mistake and need to delete the document, select it and click on the dots. You will see the “delete” option.

5 – Click on “OK” to confirm the action.

3.2. Edit a document

Documents could be uploaded by each partner.

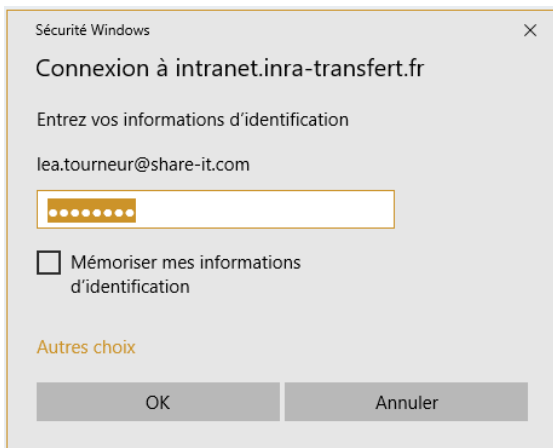
1 – Click on the name of the document you want to modify (e.g. a Word or Excel file)



The screenshot shows a table titled 'Deliverables' with a header row containing 'Name', 'Modified', and 'Modified By'. Below the header, there are several rows of deliverables. The row 'Deliverables status' is highlighted in blue, and its name is circled in red. The 'Modified' column shows 'Tuesday at 3:56 PM' and the 'Modified By' column shows 'Super Admin'.

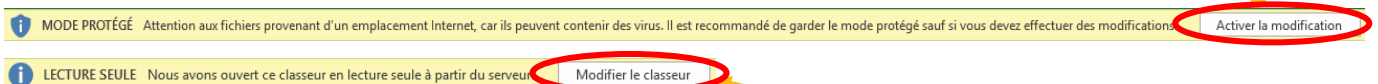
✓	Name	Modified	Modified By
	D2.1 - Procedural Manuals	... Tuesday at 3:55 PM	<input type="checkbox"/> Super Admin
	D20.4 - Requirement No.4	... Tuesday at 3:56 PM	<input type="checkbox"/> Super Admin
	D4.1 - Dissemination and Exploitation Plan	... Tuesday at 3:56 PM	<input type="checkbox"/> Super Admin
	D8.1 - SmartCow management guidelines	... Tuesday at 3:56 PM	<input type="checkbox"/> Super Admin
<input checked="" type="checkbox"/>	Deliverables status	... Tuesday at 3:56 PM	<input type="checkbox"/> Super Admin
	SmartCow_def DL + submission process	... Tuesday at 3:56 PM	<input type="checkbox"/> Super Admin

2 – You may be asked to enter your login and password again to modify the document.



A Windows Security dialog box titled 'Connexion à intranet.inra-transfert.fr'. It prompts the user to enter their login information. The email 'lea.tourneur@share-it.com' is entered. There is a password field with dots. Below the password field, there is a checkbox labeled 'Mémoriser mes informations d'identification'. At the bottom, there are 'OK' and 'Annuler' buttons.

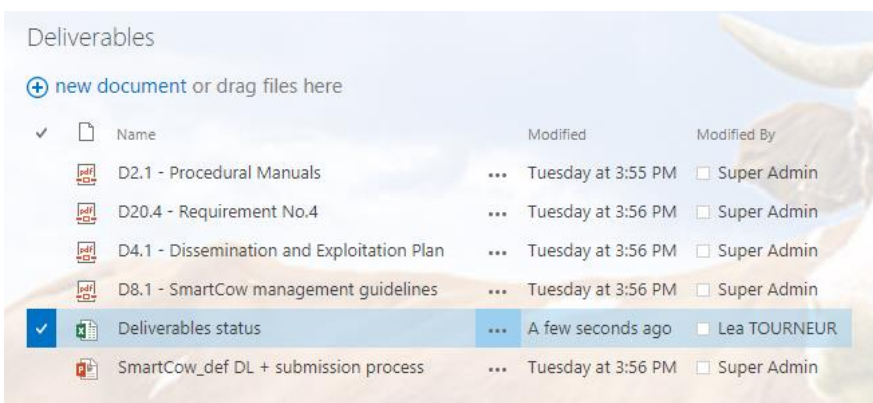
3 – Once the document open, click on “modify”



A Windows Security warning bar. The first part says 'MODE PROTÉGÉ Attention aux fichiers provenant d'un emplacement Internet, car ils peuvent contenir des virus. Il est recommandé de garder le mode protégé sauf si vous devez effectuer des modifications.' and has a button 'Activer la modification'. The second part says 'LECTURE SEULE Nous avons ouvert ce classeur en lecture seule à partir du serveur.' and has a button 'Modifier le classeur' which is circled in red.

4 – And click on “modify” again

5 – Make all the modifications you want to do, save the document and close it



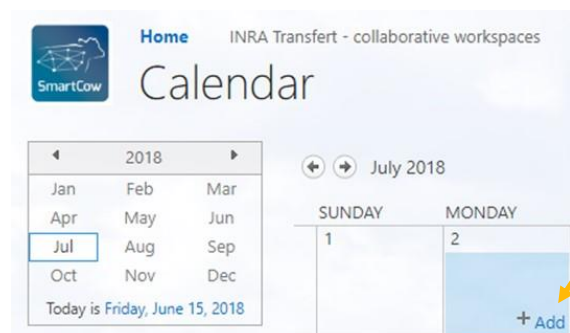
The screenshot shows the same 'Deliverables' table as before. The row 'Deliverables status' is still highlighted in blue. However, the 'Modified' column now shows 'A few seconds ago' and the 'Modified By' column shows 'Lea TOURNEUR'.

✓	Name	Modified	Modified By
	D2.1 - Procedural Manuals	... Tuesday at 3:55 PM	<input type="checkbox"/> Super Admin
	D20.4 - Requirement No.4	... Tuesday at 3:56 PM	<input type="checkbox"/> Super Admin
	D4.1 - Dissemination and Exploitation Plan	... Tuesday at 3:56 PM	<input type="checkbox"/> Super Admin
	D8.1 - SmartCow management guidelines	... Tuesday at 3:56 PM	<input type="checkbox"/> Super Admin
<input checked="" type="checkbox"/>	Deliverables status	... A few seconds ago	<input type="checkbox"/> Lea TOURNEUR
	SmartCow_def DL + submission process	... Tuesday at 3:56 PM	<input type="checkbox"/> Super Admin

6 – If you refresh the page, you will see your login under the column “Modified by”

3.3. Add an event to the calendar

There is possibility to indicate on the platform relevant and important event dates.



1 – Go on the calendar and click on “Add” on the event date

2 – Fill in all the information

Calendar - New Item

EDIT

Save Cancel Paste Cut Copy Attach File

Commit Clipboard Actions

Title *

Location

Start Time * 7/2/2018 5 PM 00

End Time * 7/2/2018 6 PM 00

Description

[Click for help about adding basic HTML formatting.](#)

Category ☐ Specify your own value:

All Day Event ☐ Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence ☐ Make this a repeating event.

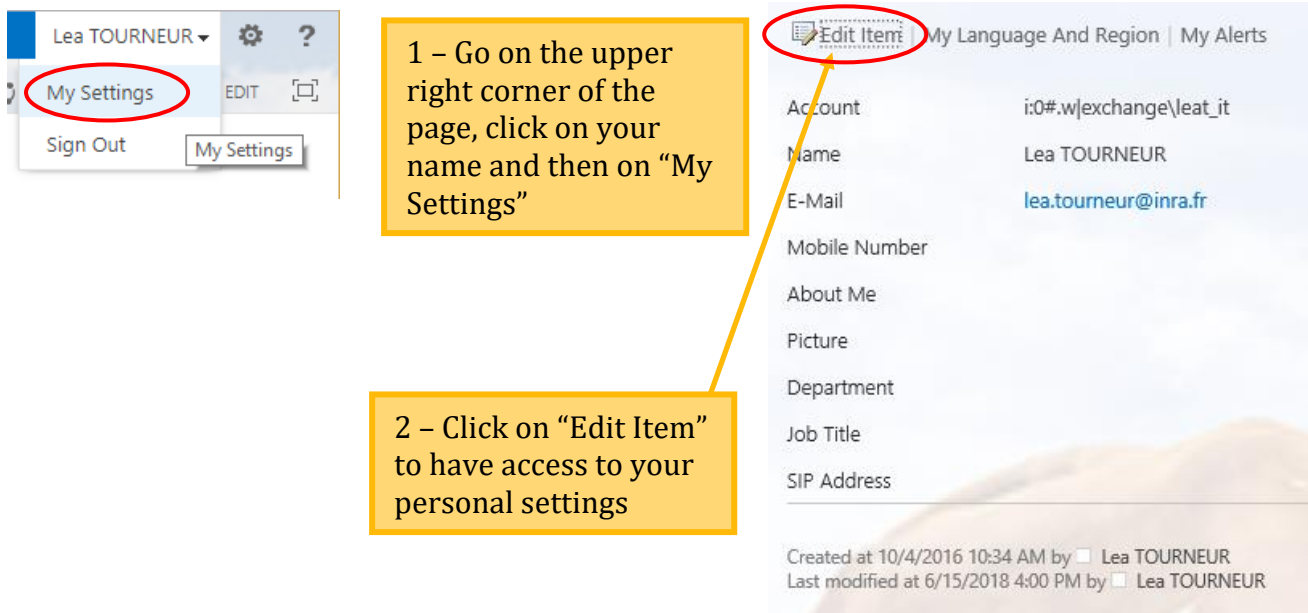
Save Cancel

3 – And click on “Save”

3.4. Set an alert on a page library

There is a possibility to be notified when a document has been updated or added to a page by setting up an alert in the concerned page.

First, you have to verify on your account if your email address is correct:



1 – Go on the upper right corner of the page, click on your name and then on “My Settings”

2 – Click on “Edit Item” to have access to your personal settings

My Settings | Sign Out | My Settings

Lea TOURNEUR

Account | i:0#.w|exchange\leat_it

Name | Lea TOURNEUR

E-Mail | lea.tourneur@inra.fr

Mobile Number

About Me

Picture

Department

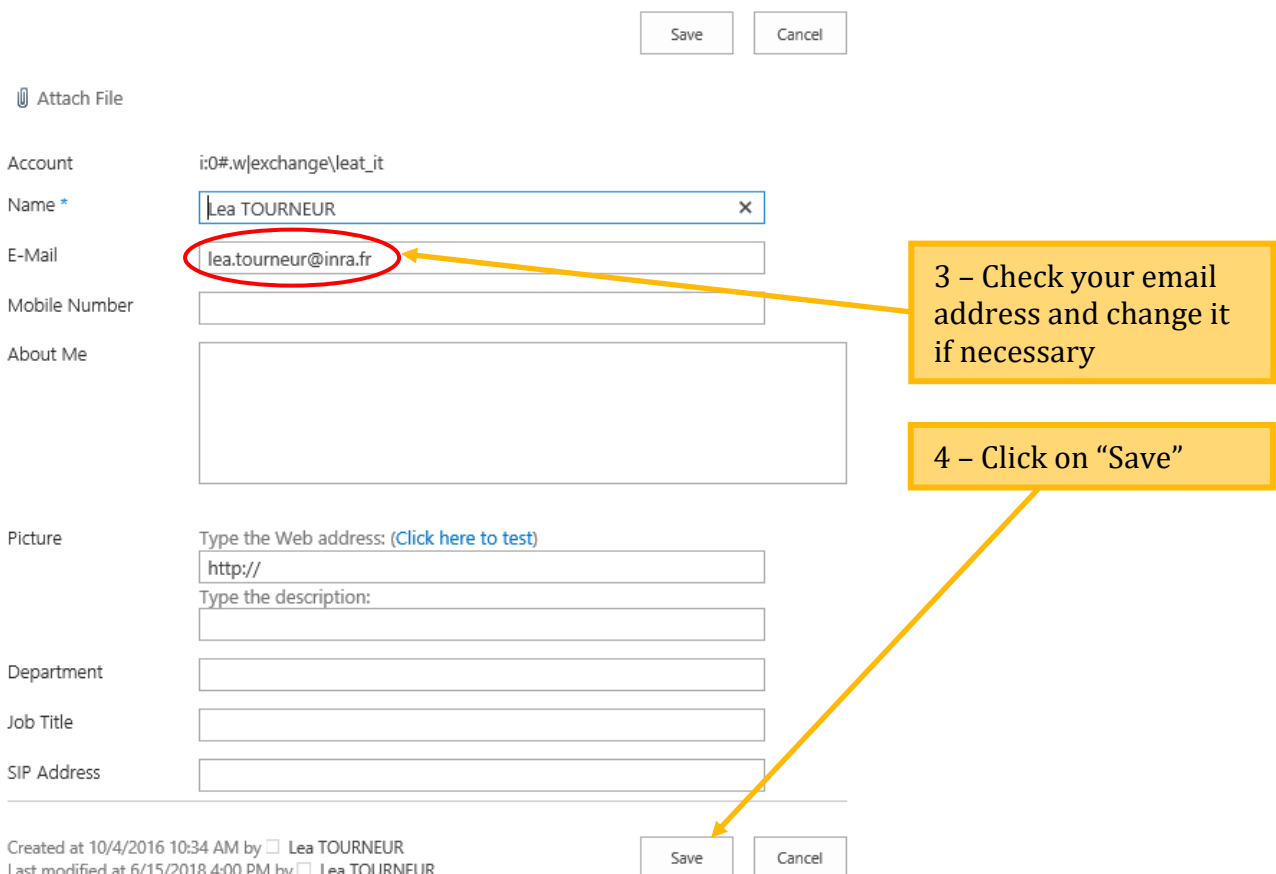
Job Title

SIP Address

Created at 10/4/2016 10:34 AM by Lea TOURNEUR

Last modified at 6/15/2018 4:00 PM by Lea TOURNEUR

Edit Personal Settings



Save Cancel

Attach File

Account | i:0#.w|exchange\leat_it

Name * | Lea TOURNEUR

E-Mail | lea.tourneur@inra.fr

Mobile Number

About Me

Picture | Type the Web address: (Click here to test) | http://

Type the description:

Department

Job Title

SIP Address

Created at 10/4/2016 10:34 AM by Lea TOURNEUR

Last modified at 6/15/2018 4:00 PM by Lea TOURNEUR

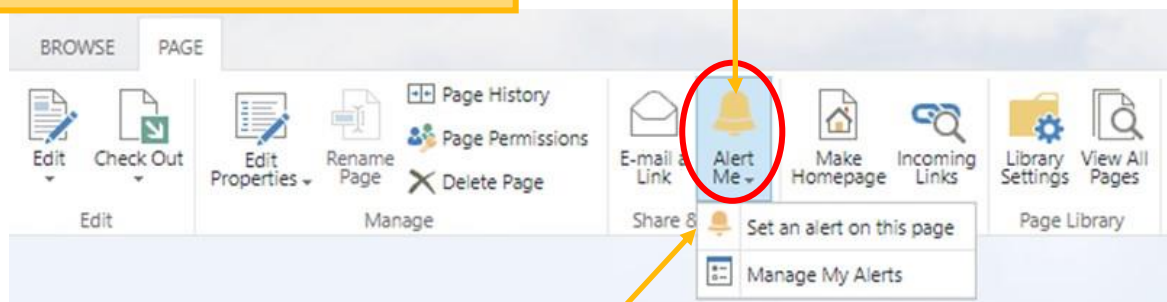
Save Cancel

3 – Check your email address and change it if necessary

4 – Click on “Save”

Then, you can set an alert by following the procedure below:

1 – Access to the page or library on which you would like to set up an alert and on the top, click on “Alert me”



2 – Click on “Set an alert on...”

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Send Alerts To
You can enter user names or e-mail addresses. Separate them with semicolons.

Users:

Delivery Method
Specify how you want the alerts delivered.

Send me alerts by:

☒ E-mail

☐ Text Message (SMS)

☐ Send URL in text message (SMS)

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

☒ Anything changes

☐ Someone else changes a wiki page

☐ Someone else changes a wiki page created by me

☐ Someone else changes a wiki page last modified by me

☐ Someone changes an item that appears in the following view:

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

☒ Send notification immediately

☐ Send a daily summary

☐ Send a weekly summary

Time:

3 – You will then have to choose the parameters of your alert. Once it is done, click on “OK” and you will receive an email informing you that the alert has been set up

NB: an alert can also be set up for other persons who have access to the platform by typing the beginning of their respective email address.

3.5. 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 are also useful for surveys, job applications, etc.

NB: to create such forms, please contact the Project Manager after defining the requirements



4 Tips

At any moment, the partners can get back to the collaborative platform homepage by clicking on the logo (top left of the page) or on “Home” right under the logo.

If the partners want to go back to the general homepage of all workspaces, they need to click on the link “INRA Transfert – collaborative workspaces” on the top of the page (this is useful for example if they are involved in other European projects for which INRA Transfert has created a platform).

Search feature (upper right side of the page): partners can find documents containing a word, a function or a set of words. Once entering the word in the Search field and search feature will look into the content of the pages but also in the content of the attachments which contain text (Word, Excel... files).

5 Conclusion

This document will be updated as the project progresses and according to the partners’ needs in order to promote the use of this workspace. It will be improved as much as necessary during the project lifetime so that it can efficiently help the partners using this internal tool.

If needed, for example, we can create a procedure to implement the communication rules (in the Consortium Agreement) before publishing any project material (papers, abstracts...).