INTERACT – Interactive Manual Assembly Operations for the Human-Centered Workplaces of the Future

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Summary:

As stated in the project's ANNEX "*a web-portal will be created that will be accessible by all the partners. The portal will have a public space for dissemination purposes as well as a space for use between the project partners and also private working spaces for every partner*". The purpose of this document is to describe the content available in the portal and to provide a user's manual for the INTERACT Web Portal. This document will be used as a quick reference for all INTERACT partners so they may efficiently work with the portal.

Table of Contents

Contents

1. MANAGEMENT BRIEF

As stated in the project's ANNEX "*a web-portal will be created that will be accessible by all the partners. The portal will have a public space for dissemination purposes as well as a space for use between the project partners and also private working spaces for every partner*".

In INTERACT a public portal based on Wordpress free platform and a private portal based on Plone open source platform have been developed and maintained by the Laboratory For Manufacturing Systems (LMS).

The purpose of this document is to describe the content available in the public and private portal and to provide a *user's manual* for the private INTERACT Web Portal. This document can be used as a quick reference for all INTERACT partners so they may efficiently work with the portal.

The user's manual is separated into four parts:

- An introduction to the purpose of the portal and the current manual.
- The requirements for working with the INTERACT portal.
- Information regarding the structure of the portal (public and private part)
- Information and instruction on how to use the functionality provided by the private portal.

All the instruction details are presented with the help of illustrative figures so as it should be easier for the user to understand them.

2. INTRODUCTION

2.1. What does Web Portal do?

As stated in the project's ANNEX " *web-portal will be created that will be accessible by all the partners. The portal will have a public space for dissemination purposes as well as a space for use between the project partners and also private working spaces for every partner.*"

The INTERACT public Web Portal has been primarily developed for all people around the globe that are interested in the project and also to facilitate some of the project dissemination needs, for publishing news and information about that and communication between the project coordinator with everyone who is interested in the project.

The INTERACT private Web Portal has been primarily developed for all partners of the INTERACT project. The main objective of the portal is to provide a space for all partners of the project so they may easily share files, pictures or events. This files management becomes in an easy way for all registered users. All partners have a user login name and password so that they can navigate and upload/download files with the portal. Unregistered users cannot have access into private space of the portal.

2.2. About Web Portal

Access to the public and private web portal is provided by the link below:

http://www.interact-fp7.eu/

The INTERACT public web portal is based on the free Wordpress platform [Wordpress 2013].

The INTERACT private web portal is based on the open-source PLONE and ZOPE Content Management System platforms [Plone 2013]. Plone is a flexible Content Management/Portal solution that is easy to install, use, extend and maintain. It fosters the creation and maintenance of sophisticated content without requiring extensive technical knowledge using only a web browser. It is used for web sites or intranets and offers superior security without sacrificing extensibility or ease of use.

INTERACT public and private Web Portal has been developed and maintained by the Laboratory for Manufacturing Systems and Automation (LMS) of University of Patras in Greece.

2.3. About this manual

This manual is a help assistant for everyone who wants to use the private Web Portal for INTERACT. Initially, an introduction takes place so that the users understand what exactly this web portal is and how it can be useful. This is the part you are currently reading.

- Initially, the requirements for using the INTERACT portal are described.
- Following, a guide of how to use the Web Portal is given. This paragraph targets to inform users about all the functionalities of the portal and how they can achieve them.

3. GETTING STARTED

This manual is a step by step guide to know the Web Portal for INTERACT and its functionalities. Some schemes and pictures, from the use of the portal, are placed to help someone to use it.

3.1. Requirements

In order to access the functionalities provided by the portal only a web-browser is required. Since the Web Portal for INTERACT is based upon the Plone platform it "*supports information access to its pages for **all browsers**, and as long as the browser isn't parsing and interpreting something it doesn't know how to handle, it's fully functional in any browser. This means you can read content, add content and do all Plone operations from all browsers - although it might be a bit more cumbersome on older browsers*".

Nevertheless, it must be noted that the portal has been tested and works efficiently with:

- *Microsoft Internet Explorer v11.0* [IE 2013]
- *Mozilla Firefox v25*. [Firefox 2013]

Other known browsers such as *Safari*, *Opera* and *Chrome* are also supported.

4. USE OF THE WEB PORTAL FOR INTERACT

This is a guide for information provided in the public portal as well as some guidelines for using the private web portal for INTERACT.
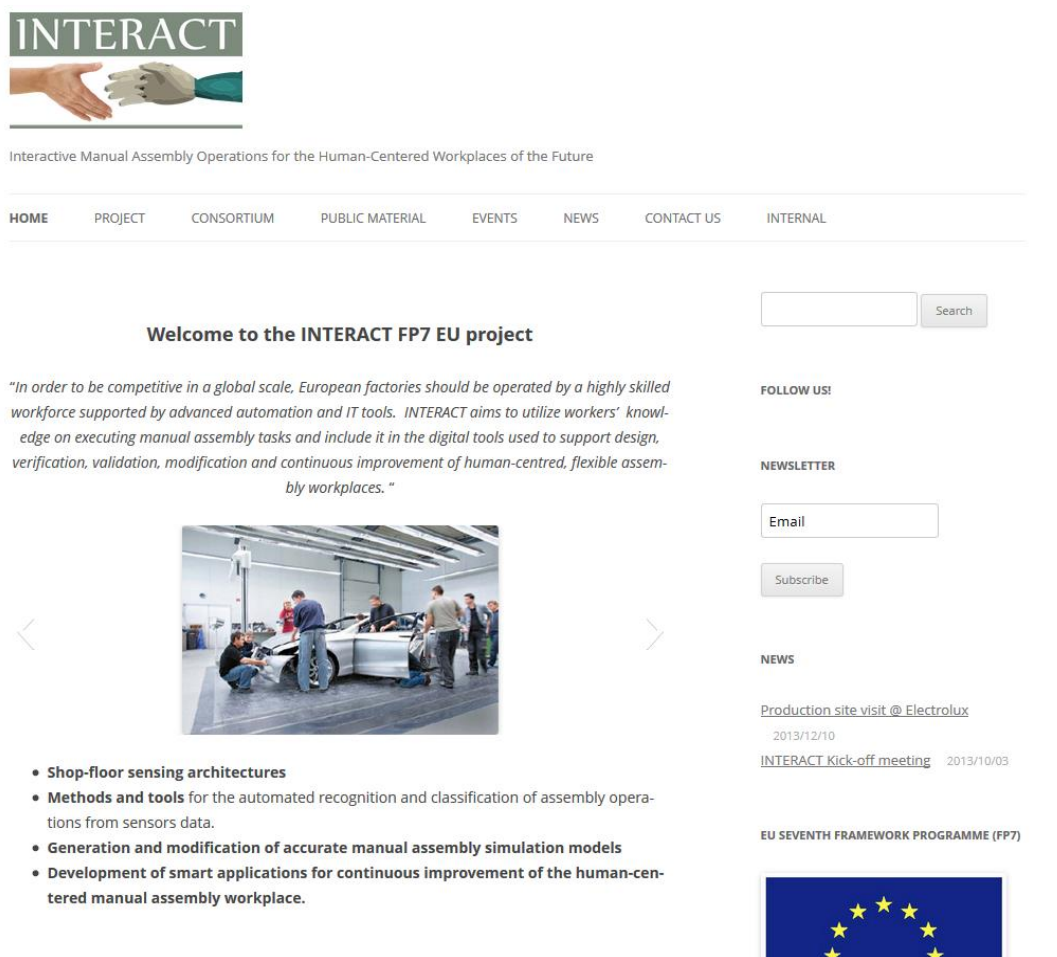
One user can have access into the web portal by the link below:

http://www.interact-fp7.eu/

Initially the '**Welcome**' page appears with a short introduction and the objectives of the INTERACT project (see Figure 1).

4.1. Public space of the portal

The public space of the portal is useful for dissemination of the knowledge of the project or publishing news and information about the project and the beneficiaries of it or communication between the coordinator with everyone who is interested in the project.

Figure 1: Menu in public mode of the portal

Eight pages are available on the menu that appears in Figure 1

- **Home**
  This page presents the Home page of the portal (Figure 1).

- **Project**
  In the *Project* page some overview information such as project *Abstract* and *Structure* are presented (see Figure 2)

Figure 2: Project "Structure" page

- **Consortium**
  In the *Consortium* page the consortium of the project is presented (see Figure 3)

Figure 3: Project "Consortium" page

- **Public Material**

  In the *Public Material* page public deliverables, publications, newsletters, brochures, video etc will be available for the public.

- **Events**

  In the *Events* page the project will communicate its activities to the public (e.g project meeting, participation to conferences, workshops etc.).

- **News**

  In the *News* tab it is going to be written some incidents or actions related to INTERACT project (Figure 4).
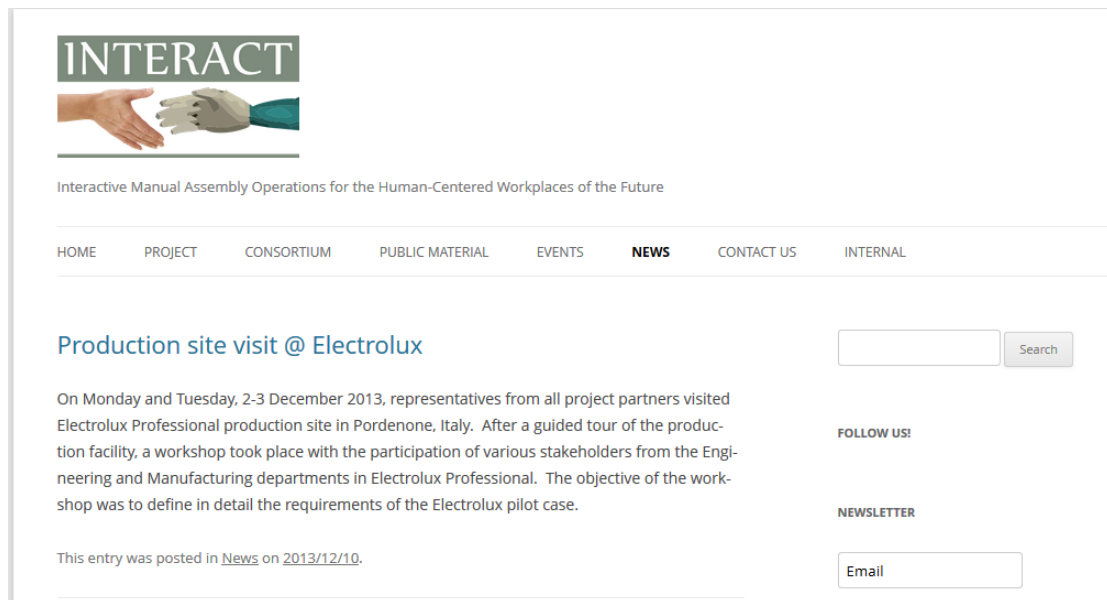

Figure 4: "News" page

- **Contact us**

  In the *Contact us* tab there is the Project coordinator's email for everyone who is interested in INTERACT issues and would like to come in contact with the participants of the project (Figure 5).
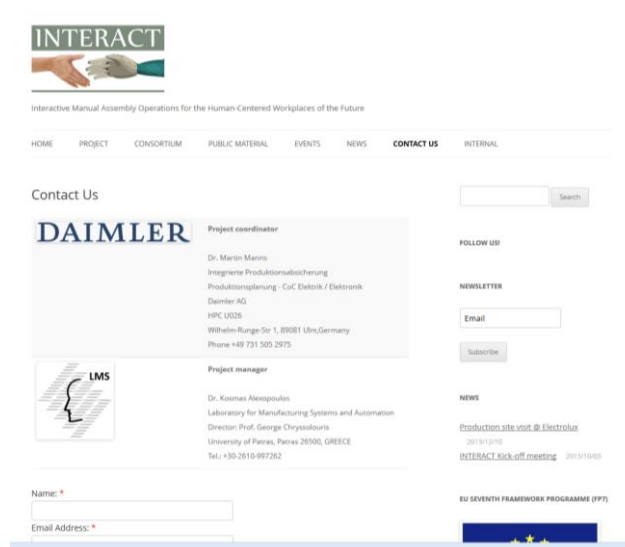

Figure 5: "Contact us" page

- **Internal**
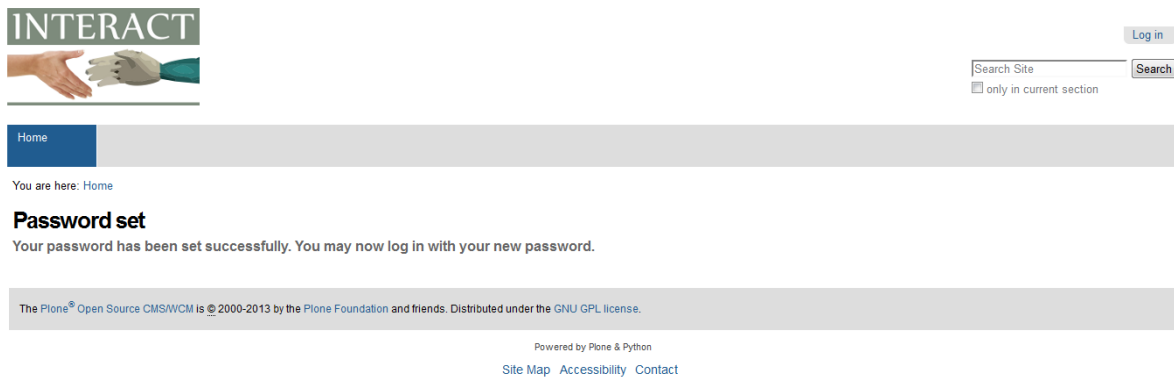
  The *Internal* link redirects to the private portal.

4.2. Private space of the portal

The private/internal space of the portal is used for internal data storage and exchange among the INTERACT partners. The steps for having access to the private space of the portal are the following:

1. The INTERACT Portal Administrator sends an invitation mail to the potential user.
2. The user receives the email and activates his/her account. During the activation process the user set his/her personal password.
3. The user logins into the portal by going to the portal's URL (http://www.interact-fp7.eu/private/)
4. The user may start using the private space of the portal.

These steps are described in more detail below.

In order for someone to become a registered user and have access to the private space of the portal, he/she should be invited by the INTERACT Portal Administrator via email (as the one presented in Figure 6). The user may activate of his/her account within 168 hours. The activation takes place if the user is connected to the portal by pressing the link of Figure 6. Then the screen of Figure 7 appears. The user must let the *My user name is* field as the Site Administrator has chosen and he must complete the *New password* and *Confirm Password* fields. After the user pressed the "***Set my password***" button, the screen of the Figure 8 appeared and the activation of the account has been completed. Then the user may have 'normal' *Login* into the portal by the link below: http://www.interact-fp7.eu/private/

Figure 6: INTERACT Project site Administrator's e-mail for activation of the user account

Figure 7: Activation of user's account

Figure 8: Successful Registration screen

4.3. Login

When the user clicks the login button in the top right corner a login dialog appears. Type correctly the *Login Name* and *Password* and press the "***Log in***" button to have access into the portal (Figure 9).
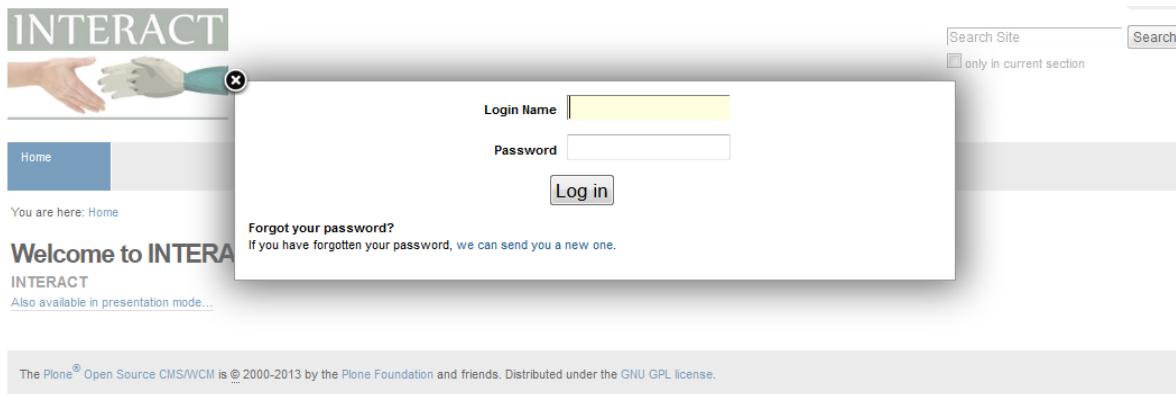

Figure 9: Login page

If the user has forgotten his password then he can press the "***we can send you a new one***" button (Figure 9). In the screen which is presented, the user must type his login name in the *My user name is* field, in order to reset his password by pressing the "***Start password reset***" button. Then a different screen appears and an e-mail has been sent form Site Administrator to change the password by pressing the link that is connected with the script.

If the user doesn't remember his login name or he can't reset his password for any other reason and he can't have access into the portal, he must contact the site administration and fill in the contact form.

4.4. Menu and welcome page

After the login step has finished the first screen appears with the menu options (Figure 10).
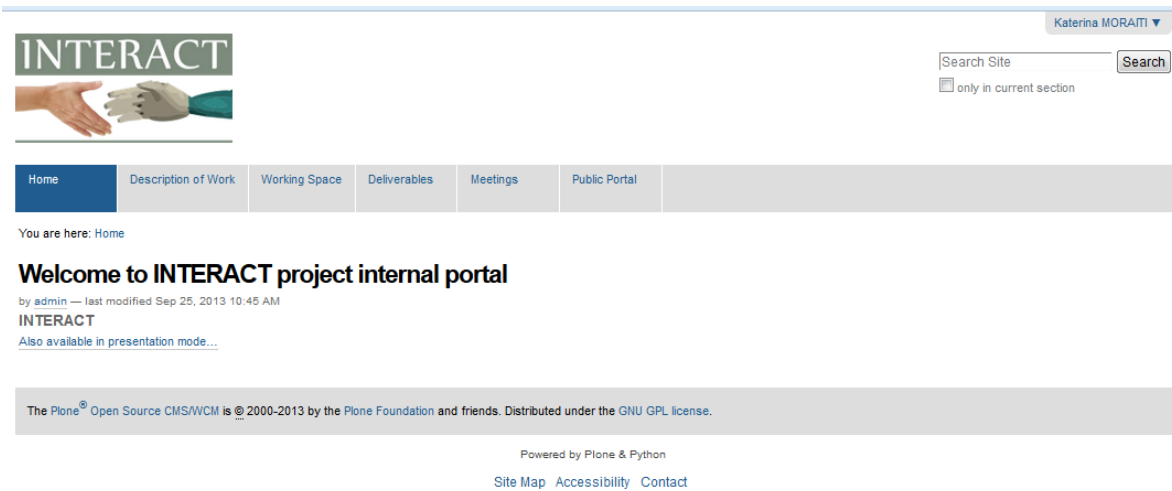
Figure 10: Welcome private page of the web portal

- **Home**
  This tab is the homepage of the registered user
- **Description of work**
  This tab has the latest version of the project's Description of Work (DoW).
- **Working Space**
  In this tab the members of the project can upload their work (documents, tables, presentations, etc.) in work package folders (*WP1*, *WP2* … etc.) according to the "Annex" document (Figure 11). In this tab the INTERACT users may freely upload/download/modify files, add/remove folders and modify content.
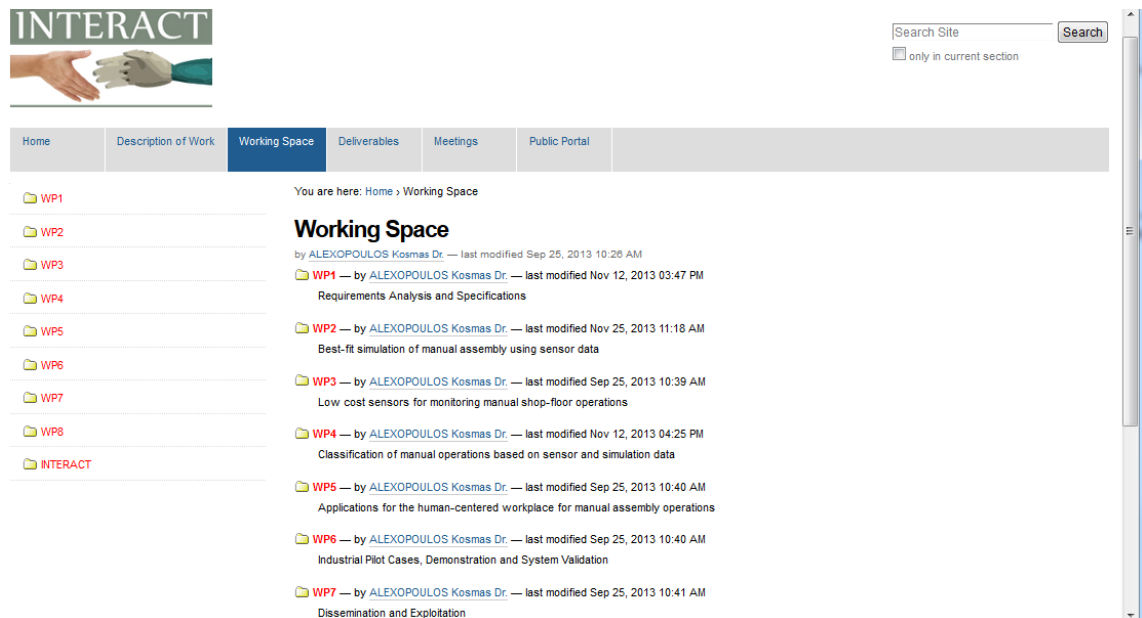
Figure 11: "Working Space" tab

- **Meetings**
  In this tab, the files that were presented in the executed meetings are uploaded (presentations, documents, tables, videos). The content of this virtual folder is managed by the coordinator but the INTERACT partners have the right to view/download files.
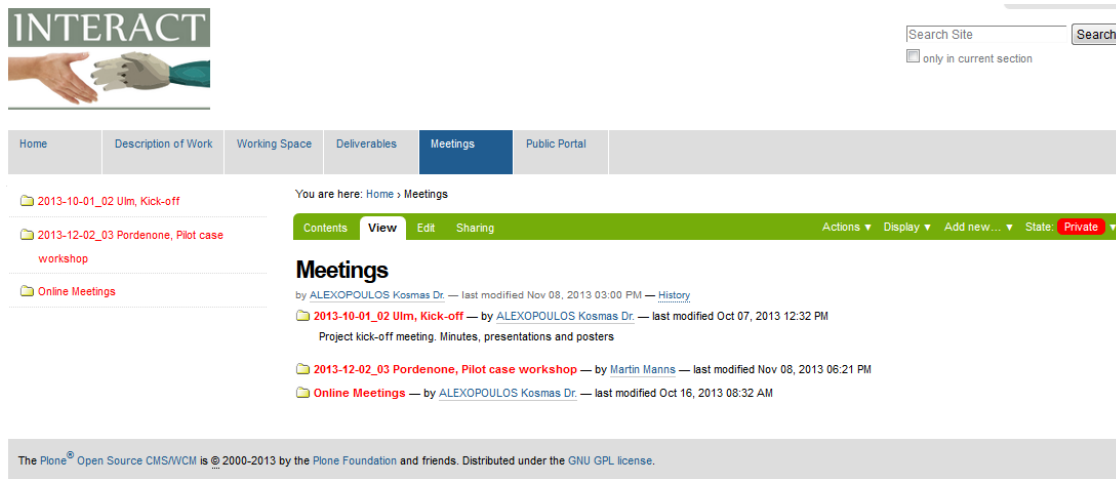
Figure 12: "Meetings" tab

- **Deliverables**
  In this tab there are two folders. In the *Submitted* folder there are uploaded the submitted Deliverable documents in EU. In the *Final* folder there are uploaded the accepted Deliverable documents by EU. Only the Administrator has the permission to upload or delete documents in this tab. Viewing or downloading documents is permitted to all registered users.
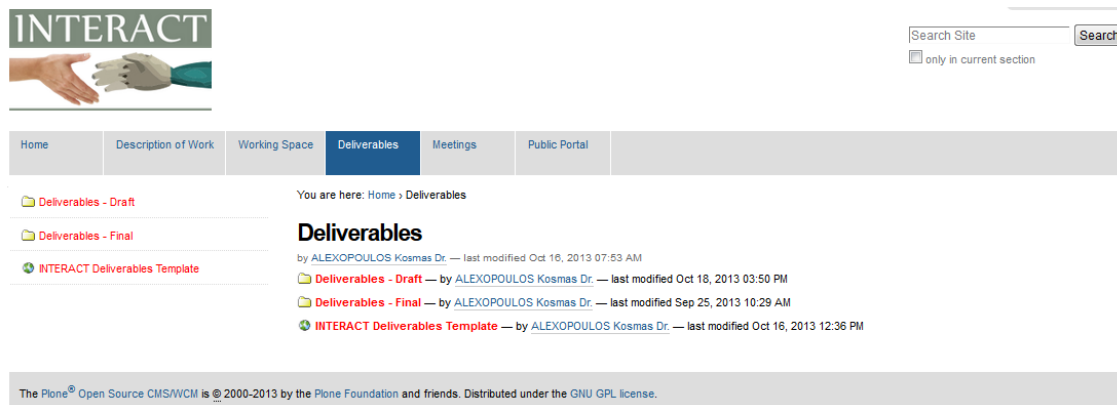
Figure 13: "Deliverables" tab

4.5. Viewing the content of tabs or folder

It has been constructed a sub menu (Figure 14) for viewing the content of tabs or folders by selecting them.
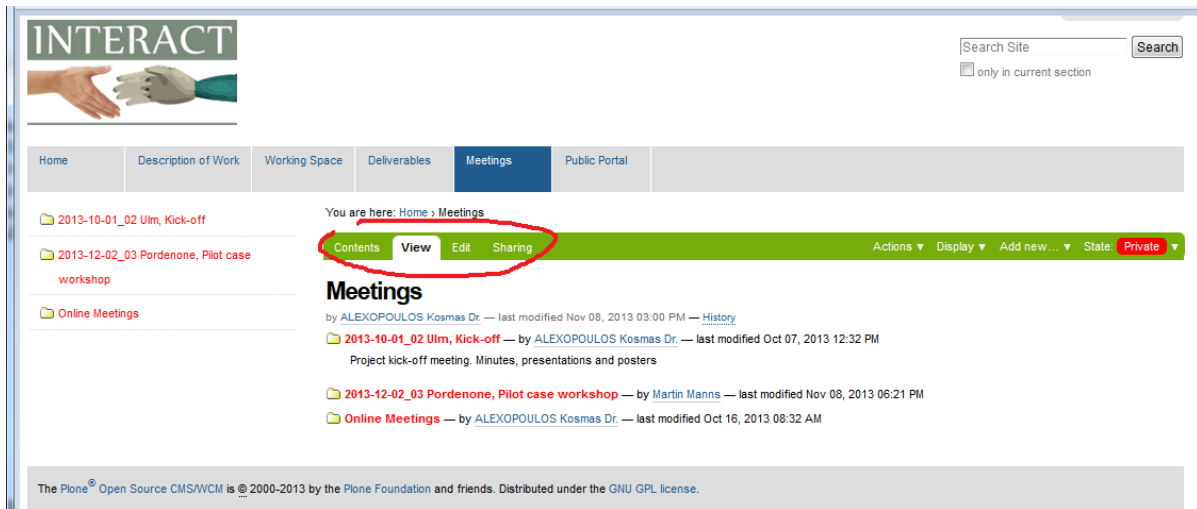
Figure 14: The sub menu for viewing the content of tabs or folders of the portal.

- **Contents**

    In this tab the user can see the content files of the tab or folder that he has accessed with the facility to rename or copy them by the existing buttons.

- **View**

    In this tab the user can see the content of the folder or tab that he has accessed (Figure 14).

4.6. Actions in tabs or folders

In each tab the user can upload, download, or copy and paste files in folders, if the administrator of the portal permits it. These actions are executed with the use of the menu of Figure 15.
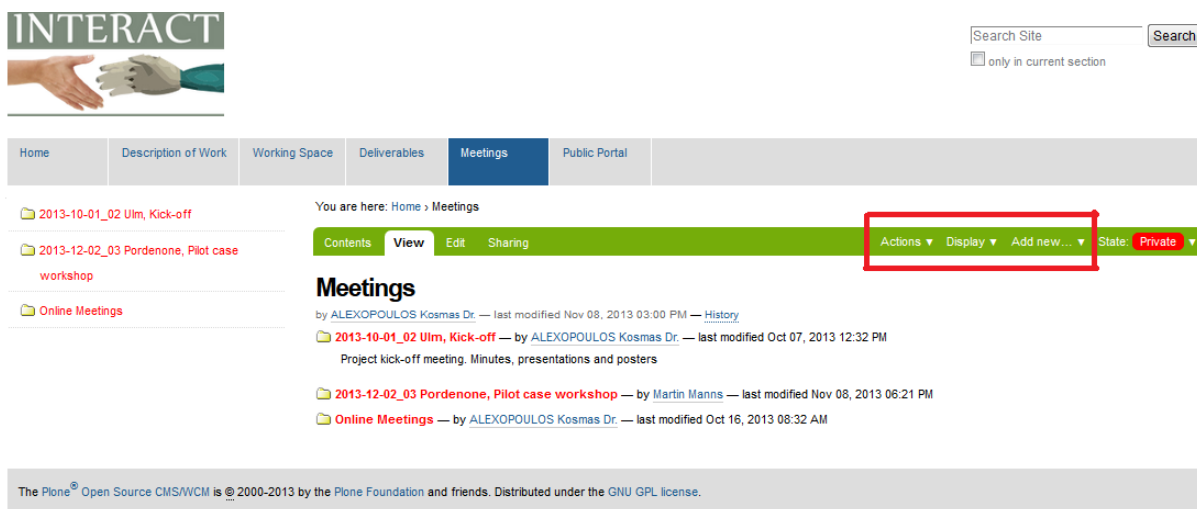
Figure 15: Actions to files or folders

- **Actions**

    The user can copy the folder that he uses.
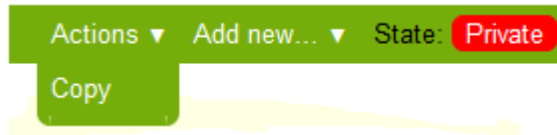
Figure 16: Actions to folders

- **Add new**
  In this tab the user can create a new folder or can upload a file from his computer into the portal. These events are executed with the choices of this tab which are presented in Figure 17.
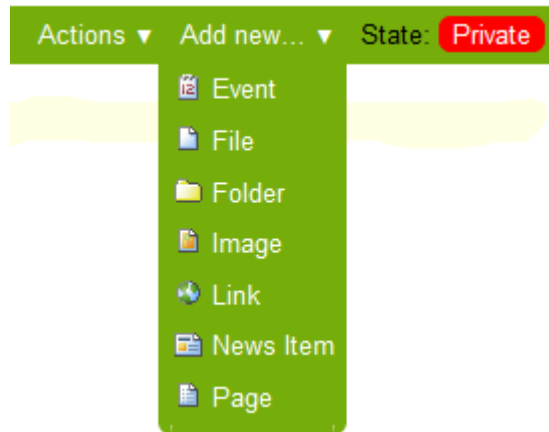
Figure 17: Selections for creating folders or uploading files

- *File*
  The user can upload files from his computer into the portal. The user must specify the destination path of the file in his computer by pressing the "***Browse***" button (Figure 18) in the form which is presented. The other fields of the form are optional, but are useful, for better comprehension of the content of the file from the other partners. After the user complete the form he must press the "***Save***" button for saving the file into the desired folder or tab.

Figure 18: "Add a new file" form

o *Folder*
The user can create a new folder. A name of the folder is requested in the field *Title*. By pressing the "*Save*" button the folder is creating

Figure 19: "Add folder" form

o *Image*
The user can upload an image. The form of uploading is similar to the above of Figure 19

o *Link*
The user can create a link to a site related to INTERACT project. The *Title* and *URL* (The desired URL is written here) fields are mandatory to be completed before pressing the "*Save*" button.

Figure 20: "Add a link" form

- o *Page*
  The user can create a new page in the portal.

- **State**
  It declares the state of the page (private or public) that someone sees.

4.7. Actions to files

A user can open or save an uploaded file in his computer if he just clicks on it. Also a user can make simple actions with the uploaded files like copy them by pressing the corresponding buttons in the "*Actions*" tab.

4.8. Search for information into the portal

The user could type a word or a phrase in the circled field of Figure 21, in the upper and right side of the screen of the portal, for finding an existing file or folder in the portal. If he selects the box *only in current section*, then the search engine searches only in the current page.
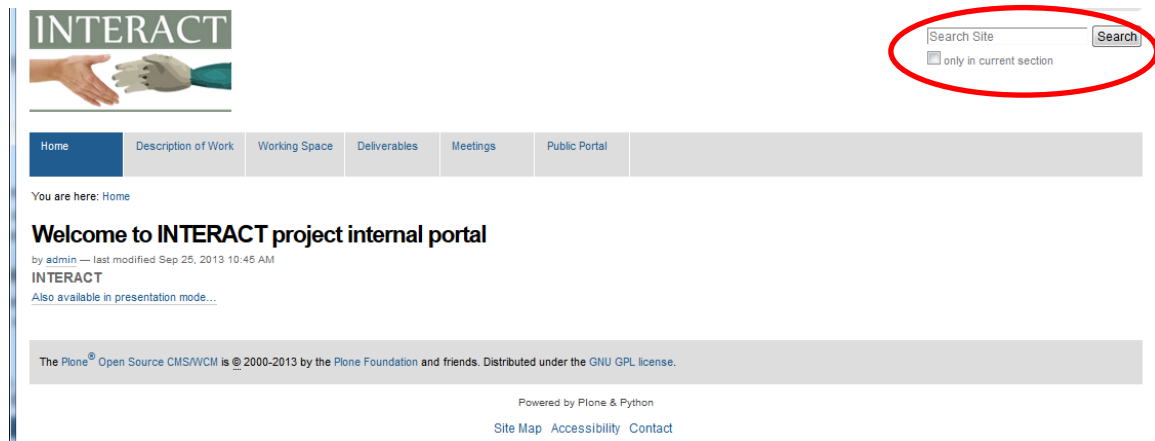
Figure 21: Search for information into the portal

4.9. Access rights

There are two roles in access into the INTERACT portal: the administrator/owner and the INTERACT partner role. Administrator/owners of the portal are the members of LMS and DAIMLER group and they have full access into the portal. The other INTERACT partners have full access into the tabs (they can add/delete/view files) except in the "*Deliverables*" tab that they can only download and view documents but not upload or delete them. The latter actions are granted only to the administrators of the portal.

4.10. Logout

In order to log out from the portal, the user must select "*Log out*" (Figure 22) at the right and upper area of his screen. Then automatically he will be transferred in the Login page (Figure 23).
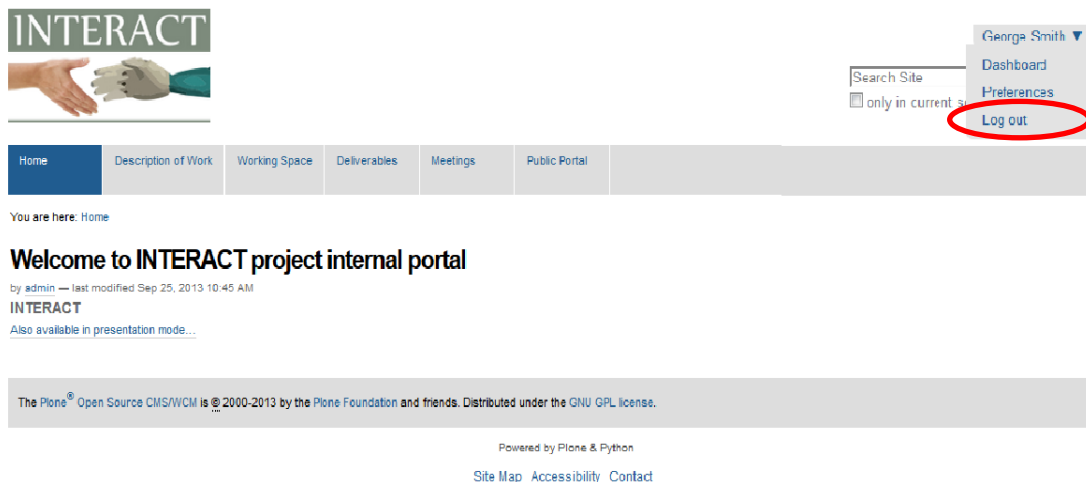

Figure 22: "Log out" button

Figure 23: "Log out" screen

4.11. WebDAV

WebDAV allows users to remotely manage files on a WWW server (such as the Plone server), instead of using the web interface. This can be useful for managing files which are generated from other formats. The INTERACT portal allows access to files using a WebDAV client (such as NetDrive).

4.12. Troubleshooting

If an error page presents, while one user works with the portal, for any reason, he must close the window and login again.

4.13. Additional information

As it has already been mentioned the INTERACT Web Portal has been developed upon the Plone Content Management platform. Consequently the users of the portal may find additional information regarding the use of Plone (version 4.0) based sites in different sources freely available in the Internet. Some sources are indicated below:

- *Plone 4 User Manual*, http://plone.org/documentation/manual/plone-4-user-manual

- *A user's guide to Plone* (book in pdf format), http://www.plonebook.info/books.

5. REFERENCES

[Wordpress 2013]   Wordpress, http://wordpress.org/, accessed online in December 2013

[Plone 2013]   PLONE, http://plone.org, accessed online in December 2013

[IE 2013]   Microsoft Internet Explorer, http://windows.microsoft.com/en-US/internet-explorer/download-ie, accessed online in December 2013

[Firefox 2013] Mozilla Firefox, http://www.mozilla.org/en-US/firefox/new/, accessed online in December 2013