



BIOVOICES

CONNECTING BIO-BASED FORCES
FOR A SUSTAINABLE WORLD

The multistakeholder social platform

V1

	Biovoices multistakeholder social platform Users' manual	
Work package No. and Title	WP5 - Creation of the on line BIOVoices social platform and on line mutual learning activities	
Task No. and Title	T5.1 - Design and implementation of a sustainable BIOVoices multi-stakeholder on line social platform	
Start Date:	02.01.2018	
Revision Date:		
Release Date:	30.06.20178	
Task Leader	Patrizia Grifoni (CNR)	
Owner and Main Author	Fernando Ferri (CNR), Patrizia Grifoni (CNR)	
Authors	Chiara Bicchielli (CNR), Noemi Biancone (CNR), Alessia D'Andrea (CNR), Arianna D'Ulizia (CNR)	
Contributors	Internal Review by:	Patrizia Grifoni (CNR)
Status (F: final; D: draft; RD: revised draft)	F	
Dissemination level	Public	
Document ID / File Name	BIOVOICES MANUAL V1	
Abstract	This document contains the users manual of the BIOVOICES platform at 30.06.2018	
Title and number of connected deliverables		
Explain Deliverable Dependency/ Connection		
Title of connected external documents		
Reference of the document and the link (if available)	This document will be available at: https://www.biovoices-platform.eu/registeredarea/labs/viewLab/534	

CHECK THE CONFIGURATION: GENERAL INFO

Please, use google Chrome or Safari. When you connect yourself to the BIOVOICES platform at <https://www.biovoices-platform.eu/>, please check if pop-ups on your browser is blocked.

In this case you have to enable pop-ups for the BIOVOICES platform.

- If you are using Safari, Google Chrome on Apple, see at:
<https://www.youtube.com/watch?v=tX-SVMfHj10>
- If you are using Google Chrome on Windows, please see the following video for enabling pop-ups at: <https://www.youtube.com/watch?v=YNx2xvVt9Do>

SAFARI: ENABLING COOKIES

If you are using Safari, when you get connected to the BIOVOICES platform you will visualise the message of the following figure, that asks the users enabling cookies.

For Safari users: to access the platform you should enable third parties cookies. Go to Safari > Preferences > Privacy and set for cookies and website data option "Always Allow"

Enabling cookies can be done as indicated at:
<https://www.youtube.com/watch?v=f1ZtGsB0jUA>

ENTER THE BIOVOICES PLATFORM!!!

Users can play both the role of consumer and provider of resources (services, information and knowledge):

- a user does not need of any login to the platform when access as consumer (and visualise information),
- when a user contributes in an on-line discussion, when she or he shares information and data by videos, chat messages, documents, streaming, etc., and therefore has an active role as provider, she or he has to be registered and has to login.

Take action! Join BIOVOICES Community.

BIOVOICES will bring together all relevant stakeholder groups and tackle bio-based related challenges by establishing a mobilisation and mutual learning platform, involving a plurality of voices with different perspectives, knowledge and experiences, and animating open dialogue and co-creation of knowledge between all participants.

All relevant stakeholders: companies, research centres and researchers
economy field, policy makers, general public, public administrations, chambers

Increase your knowledge about bio-based market opportunities including act
processes

and promote dialogue on bioeconomy and the benefits of bio-based products

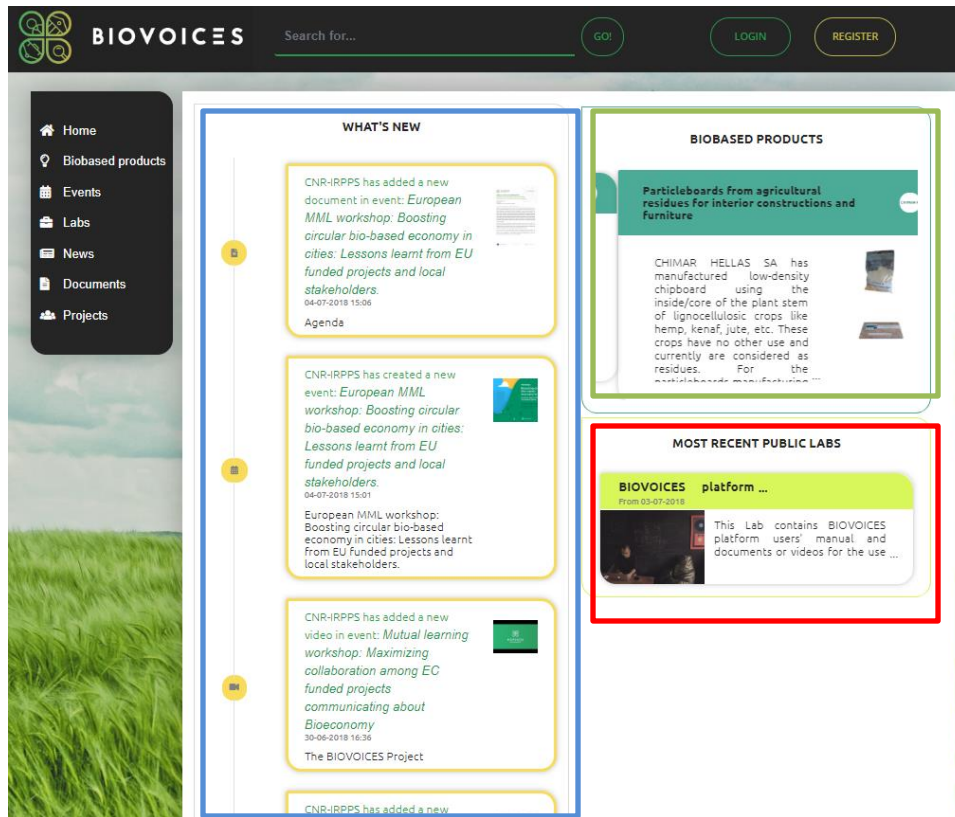
Access workshops, labs and mobilization and mutual learning events (live and



- Click on «Enter the platform»

ACCESS AS A CONSUMER

Once you entered in the platform, information is immediately visible.



- The “What's new” area (see the blue rectangle) shows the history of resources (e.g. a new event, information related this event, such as for example presentations done, video shared, streaming done during an event, a new lab, with the documents, videos and discussions carried out, etc.).
- The “Biobased products” area contains a showcase of biobased products (see the green rectangle).
- The “Most recent Public Labs” area contains a preview of last public labs (see the red rectangle).

ACCESS AS A CONSUMER

Once you entered in the platform information is immediately visible.

The screenshot shows the BIOVOICES platform interface. At the top, there is a navigation bar with the BIOVOICES logo, a search bar, and buttons for 'GO!', 'LOGIN', and 'REGISTER'. On the left, there is a sidebar menu with options: Home, Biobased products, Events, Labs, News, Documents, and Projects. The main content area is divided into three sections: 'WHAT'S NEW', 'BIOBASED PRODUCTS', and 'MOST RECENT PUBLIC LABS'. The 'WHAT'S NEW' section contains three resource cards. The first card is titled 'CNR-IRPPS has added a new document in event: European MML workshop: Boosting circular bio-based economy in cities: Lessons learnt from EU funded projects and local stakeholders'. The second card is titled 'CNR-IRPPS has created a new event: European MML workshop: Boosting circular bio-based economy in cities: Lessons learnt from EU funded projects and local stakeholders'. The third card is titled 'CNR-IRPPS has added a new video in event: Mutual learning workshop: Maximizing collaboration among EC funded projects communicating about Bioeconomy'. The 'BIOBASED PRODUCTS' section contains one card titled 'Particleboards from agricultural residues for interior constructions and furniture'. The 'MOST RECENT PUBLIC LABS' section contains one card titled 'BIOVOICES platform ...'. A red circle highlights a yellow circle icon on the left side of the 'WHAT'S NEW' section. A red rectangle highlights the title of the second resource card in the 'WHAT'S NEW' section.

Each resource has a preview, where you can see who shared the resource, the title, a description, the date when the resource was shared on the platform and picture.

You can access to a detailed information for the resources you are interested in, i.e.:

Events, documents, videos, Public labs. The Closed Labs do not show contents (documents, chats.. If not joined and logged in).

For this purpose you can click on:

- The circles of the “What’s new area”
- The title of the preview rectangle

ACCESS AS A CONSUMER

Once you entered in the platform information is immediately visible.

Presentation of the project
RoadToBlo

VIEW MORE

We share info on projects connected to the topics useful in Biovoices. Get connected! Find projects interesting for you and share info on other projects with the Biovoices community!

PROJECTS

DOCUMENTS

We share scientific documents, policy documents, guidelines, deliverables from projects, articles on newspapers, etc. Get connected! Participate! Share documents with the Biovoices community! Find documents interesting for you!

Biovoices SOCIAL platform

This platform allows discussing and sharing the existing knowledge and to co-produce new knowledge by exchanging and discussing different experiences at local and European level on the themes of.....

Propose a topic to be discussed. Keep on discussing (forum) Please, contribute discussing on the weekly topic

WEEKLY TOPIC: PROPOSE YOURS

FOCUS ON "XXX" CASE STUDY: SHARE YOURS

EVENTS

Last event in Biovoices is
Title: Ecolnn Danube - Green Entrepreneurship Summer School-presentation of the Biovoices project by Pedal
Description: The Green Entrepreneurship summer school is a great ...

NEWS

In the final part of the homepage the users can also access the events clicking on the yellow rectangle "Events". This rectangle rotates; one side shows the last created event, while the other side shows an explanation of what an event is.

The remaining rectangles are related to the functionalities planned to be configured in the periodic update of the platform during the project life.

Visualise an Event

The screenshot displays the BIOVOICES website interface. At the top, there is a navigation bar with the BIOVOICES logo, a search bar, and buttons for LOGIN and REGISTER. A left sidebar contains menu items: Home, Biobased products, Events, Labs, News, Documents, and Projects. The main content area features an event titled "Mutual learning workshop: Maximizing collaboration among EC funded projects communicating about Bioeconomy". The event details include dates (Mar 28 09:00 to Mar 28 17:00), time zone (GMT+01:00), organizer (FVA, APRE, PEDAL, Q-PLAN, MINERVA, ICLEI), administrator (CNR-IRPPS), event type (international), location (Belgium), and participants (1). A description and notes are provided below. Application sectors and topics of discussion are also listed. Below the event details, there is a section for user interaction with a list of options: Add post, Add document, Add video, Add gallery, Add video streaming, and Add poll. A video player is embedded, showing a video titled "The BIOVOICES Project" with a description. Below the video player, there are buttons for LIKE and WRITE A COMMENT, and a comment section with a user profile and text.

When you access an event you visualise:

- The title of the Event
- The dates,
- The organisers,
- The administrator on the platform (Who shared on the platform),
- The location of the event,
- The description of the event,
- A note space containing general information,
- The application sector,
- The topic of the event.

You can visualise:

- Posts in the chat,
- Documents preview,
- Videos, or video streaming preview,
- Preview of Pictures in a gallery.
- Clicking on previews, you can directly visualise videos, documents, etc.

You can also visualise the menu for providing: Posts in the chat, Documents, Videos, or video streaming, Pictures in a gallery.

However, it is necessary that you login yourself to provide any of these resources

Accessing and visualising a Lab

As already explained Labs have three levels of privacy, i.e. Public, Closed and Private. Users before logging in themselves:

- can directly access Public Labs (or partially to Closed Labs) from the “What’s new” area, directly clicking on the Lab, or on the document or the video contained in a Lab.
- can access clicking on the Public Labs of interest in the “Most recent public Labs” area. This list does not include the Private Labs.

Visualise a Lab

The screenshot displays the BIOVOICES platform interface. At the top, there is a navigation bar with the BIOVOICES logo, a search bar, and buttons for 'GO', 'LOGIN', and 'REGISTER'. A left sidebar contains navigation links: Home, Biobased products, Events, Labs, News, Documents, and Projects. The main content area is titled 'BIOVOICES platform users' manual and documents'. It features a 'FROM' section with a calendar icon for 'Jul 2018' and '03'. Below this, it lists: Administrator: Patrizia Grifoni, Participants: 1, Lab type: CLOSED, and Lab status: ACTIVE. A description states: 'This Lab contains BIOVOICES platform users' manual and documents or videos for the use of the platform'. It also lists 'Application sectors: Other' and 'Topics of discussion: Knowledge sharing and education'. The 'Working space' section includes two columns of options: 'Add document' and 'Add folder' on the left, and 'Add post', 'Add video', 'Add video streaming', and 'Add poll' on the right. A central message reads: 'You are in: Main folder / If you want to see lab content, please join it!'. At the bottom, there is a footer with the European Union flag and text: 'This Project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 774331'.

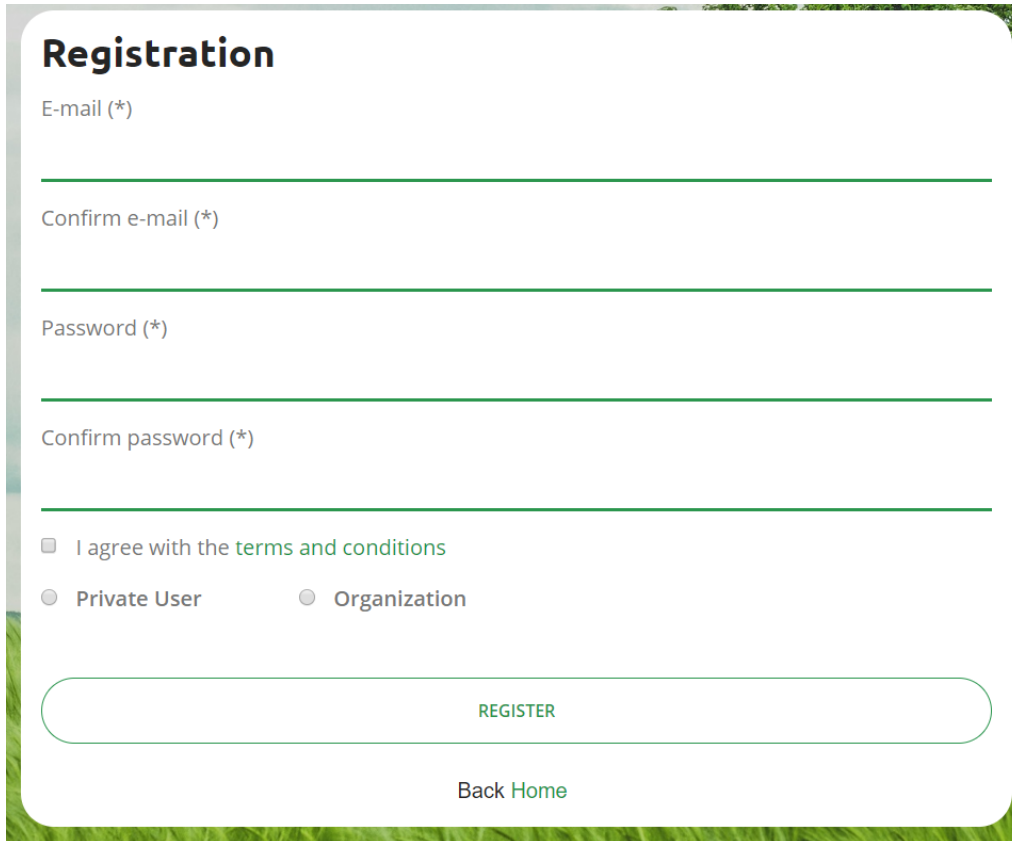
Clicking on a specific Lab users visualise (without logging in):

- information related to the Lab itself (i.e. the title, the administrator of the Lab, the description, posts of the chat, videos and can download files if this Lab is public,
- a subset of information related to the Lab itself (i.e. the title, the administrator of the Lab, the description without logging in themselves if this Lab is Closed (see Figure 7). In this case users, based on their interest can ask for joining themselves to the Lab, and then she or he can also access posts, documents, etc. .

Users interacting as providers

When a user contributes in an on-line discussion with posts in a chat, when she or he shares information and data by videos, chat messages, documents, streaming, etc., and therefore has an active role as provider, she or he has to be registered and has to login.

REGISTER YOURSELF TO THE BIOVOICES PLATFORM!!!



The screenshot shows a registration form with the following fields and options:

- Registration** (Section Header)
- E-mail (*) (Text input field)
- Confirm e-mail (*) (Text input field)
- Password (*) (Text input field)
- Confirm password (*) (Text input field)
- I agree with the terms and conditions
- Private User
- Organization
- REGISTER** (Button)
- [Back Home](#) (Text link)

For your registration you have to :

- Fill in your e-mail
- Confirm your e-mail
- Fill in your password
- Confirm your password
- You have to confirm that you agree the terms and conditions (after reading the terms and conditions document).
- Then you can register yourself.

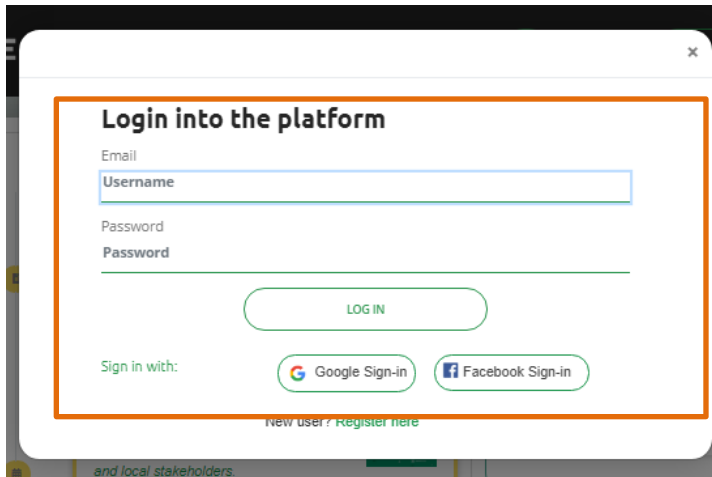
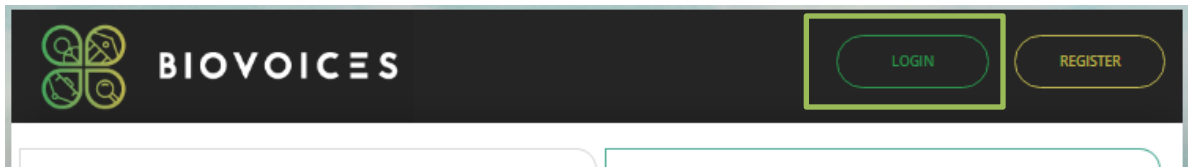
There are two types of registrations. Please specify if you are registering yourself as:

- an “organization”
- a “private user”

Click on “Register”

ACCESS AS A PROVIDER

Once you are registered you have to Login yourself.

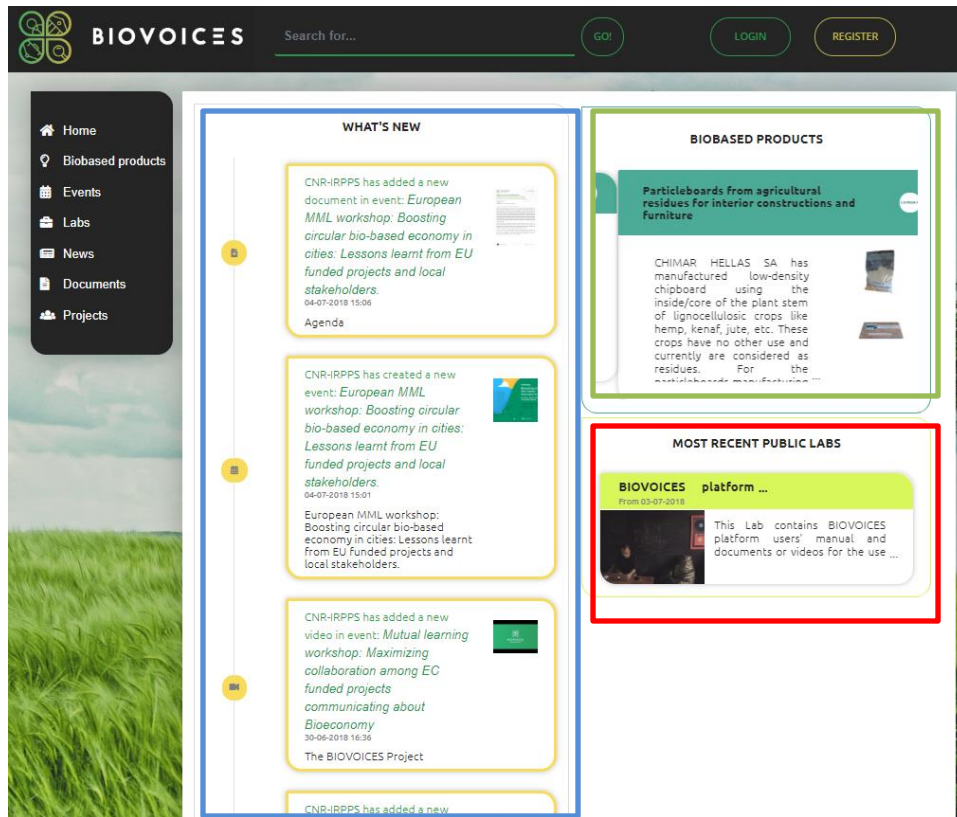


•Please, click on the login button

Then specify:

- Email
- Password
- Click on “Login”

ACCESS AS A PROVIDER



Once you are Logged in, you can:

- Share (access or provide) detailed information for Events, Labs (Public, Closed if you are joined and Private if the Lab is your own).
- contribute providing your opinions in a Chat posting a message, or uploading documents, pictures in galleries, sharing videos, organising video streaming, organising and planning the activities in the Events or Labs, News, Documents, Products .

Add a new Event

You can create a new Event, sharing its information and documents.

For creating an event (after you are logged in) you have to:

- Click on «Add event», to participate and contribute it.
- Fill in information of the form (you will be the administrator of the event).

BIOVOICES Search for... GO!

ALL EVENTS

Maker Faire Rome
From 12 Oct 2018 07:00:00 GMT-12 to 14 Oct 2018 17:00:00 GMT-12

IL PIÙ GRANDE EVENTO EUROPEO SULL'INNOVAZIONE

ROME
Maker Faire
THE EUROPEAN EDITION

12-14 OTTOBRE
FIERA DI ROMA
#MFR18

Maker Faire Rome is the European edition of Maker Fair combines science, science fiction, technology, entertainin create something totally new. It's an event created to cater

This event contains:
2 galleries 0 documents 3 posts 1 videos

Via Portuense ,1645/647 00148 Roma Italy

Share on: [f](#) [t](#) [in](#)

ASEBIO presents the BIOVOICES project on the radio.
From 24 Jul 2018 09:00:00 CMT-12 to 24 Jul 2018 10:00:00 GMT-12

Last July ASEBIO presented the BIOVOICES project on Cap interview were discussed the challenges for bioproducts market, the necessary awareness of the population and

This event contains:
0 galleries 0 documents 0 posts 0 videos

On web

Share on: [f](#) [t](#) [in](#)

BIOVOICES Focus Group
From 13 Nov 2018 08:00:00 GMT-12 to 14 Nov 2018 13:00:00 GMT-12

The BIOVOICES Focus Group constitutes a community of (ex

+ Add event

Events filters:

- My events
- Joined events
- All events

Add event

Title (*)

Description (*)

Organiser

Start date (*)
10/22/2018 00:00

End date (*)
10/22/2018 00:00

Choose timezone (*)
(GMT-12:00) INTERNATIONAL DATE LINE WEST -

Event type (*)
INTERNATIONAL -

Event location (*) on web real place address

Notes

Topics (*)
NONE SELECTED -

Application sectors (*)
NONE SELECTED -

CLOSE SAVE CHANGES

Join an Event

BIOVOICES Search for... patrizia.grifoni@irpps.cnr.it

Home
Biobased products
Events
Labs
Messages
News
Documents
Projects

European MML workshop: Boosting circular bio-based economy in cities: Lessons learnt from EU funded projects and local stakeholders.

FROM: 22 May 2018 18:00 TO: 22 May 2018 18:00
Timezone: GMT+0100

Organiser: Nikolai Jacobi, Officer – Sustainable Resources, Climate and Resilience, ICLEI Europe
Administrator: CNR-IRPPS
Event type: International
Tronstraat, 98 1050 Belgium
Participants: 0

Description: This event is an MML workshop organised in the framework of the BIOVOICES project
Notes: APRE Office Rue du Throne, 98, 1050 Brussels/Belgium
Application sectors: Other
Topics of discussion: Other

- Add post
- Add document
- Add video
- Add gallery
- Add video streaming
- Add poll

CNR-IRPPS
04-07-2018 15:06
FLYER: Agenda
Description: Here you find the agenda of the event

BIOVOICES
www.biovoices.eu

Mobilization and Mutual Learning (MML) Workshop: Boosting circular bio-based economy in cities

Lessons learnt from EU funded projects and local stakeholders

Monday, 22 May 2018
9:00 - 13:00
APRE Office Rue du Throne, 98, 1050 Brussels/Belgium

How to achieve a more sustainable circular bioeconomy in cities?
Urbanisation is increasing rapidly. In 2016, an estimated 54% of the world's population lived in urban areas. That figure is projected to exceed 60% in 2030. Cities are a major contributor to environmental pressures such as climate change, water- and air pollution and environmental degradation – however, they also must be part of the solution. Urban living- and consumption patterns need to be revisited to capitalise on its unique features. The idea of a circular consumption, based on biomass products and renewable energy is most appealing and promises to decrease both virgin resource consumption and GHG emissions. Cities can be seen as producers of urban waste streams that could be used as feedstock for the bio-based industry but also as consumers of bio-based products and technologies, presenting potential solutions to urgent urban challenges, e.g. through energy saving construction, sustainable mobility, sustainable consumption by public services (i.e. disposable catering supplies for schools, hospitals).

Through the involvement of Quadruple Helix stakeholders (research, business, policy and civil society), the BIOVOICES MML workshop will stimulate the discussion on how the bioeconomy can contribute to address urban challenges. What are the elements that favour or hinder the bioeconomy, urban and what are the initiatives and roadmaps contributing to maximise the potential positive impact of bioeconomy in cities?

When you access an event, if you are not the administrator (i.e. you are not the person who uploaded information on the event creating it), you can join to the event to participate and contribute it.

Add contents in an Event

The screenshot displays the BIOVOICES event management interface. At the top, there is a search bar and user profile information for 'patrizia.griffoni@irpps.cnr.it'. The main content area features the event title: 'European MML workshop: Boosting circular bio-based economy in cities: Lessons learnt from EU funded projects and local stakeholders.' Below the title, event details are provided: 'Organiser: Nikolai Jacobi, Officer – Sustainable Resources, Climate and Resilience, ICLEI Europe', 'Administrator: CNR-IRPPS', 'Event type: International', and 'Participants: 1'. A date range from May 22, 2018, to May 22, 2018, is shown with a 'Timezone: GMT+01:00' indicator. A description follows: 'This event is an MML workshop organised in the framework of the BIOVOICES project'. Below the description, there are fields for 'Application sectors: Other' and 'Topics of discussion: Other'. A 'Add content' menu is highlighted with an orange box, listing options: 'Add post', 'Add document', 'Add video', 'Add gallery', 'Add video streaming', and 'Add poll'. An orange arrow points from the 'Add video' option to the 'FLYER: Agenda' link in the event details. The event details also include the organizer's name 'CNR-IRPPS', a date '04-07-2018 15:06', and a description: 'Description: Here you find the agenda of the event'. At the bottom, there is a flyer for the 'Mobilization and Mutual Learning (MML) Workshop: Boosting circular bio-based economy in cities' with a date of 'Brussels, 22 May 2018' and a time of '9:00 - 13:00'.

When you access an event that you are administrator, or you joined, you can Add:

- a post
- A document
- A Video
- A gallery of pictures
- A video streaming
- A pool

Add a post

Description: This event is an MML workshop organised in the framework of the BIOVOICES project
Location: APRE Office Rue du Throne, 98, 1050 Brussels/Belgium
Application sectors: Other
Topics of discussion: Other

- Add post
- Add document
- Add video
- Add gallery
- Add video streaming
- Add poll

Write something

POST

CNR-IRPPS
04-07-2018 15:06

- Click on «Add post»
- Write your post
- Click on «Post»

Add document

The screenshot shows a web form for adding a document. On the left, there is a dashed box containing a download icon and the text "Drag Your Files Here Or" and "Scegli file Nessun file selezionato". To the right of this box are three text input fields: "Insert a title", "Insert a description", and "What kind of document is it?". Below the third field is a dropdown menu with "GENERIC DOCUMENT" selected. At the bottom center is a "SUBMIT" button. Red arrows point from the text on the right to the "Scegli file" button, the "SUBMIT" button, and the "What kind of document is it?" field.

You can add a document specifying the title, a description and the document type and then:

- dragging a document in the area or
- Selecting the file
- Click on «Submit»

Add a video

Description: This event is an MML workshop organised in the framework of the BIOVOICES project

Notes: APRE Office Rue du Throne, 98, 1050 Brussels/Belgium

Application sectors: Other

Topics of discussion: Other

The screenshot shows a web interface for adding content. On the left, a sidebar contains several options with icons: 'Add post', 'Add document', 'Add video', 'Add gallery', 'Add video streaming', and 'Add poll'. The 'Add video' option is highlighted. The main content area has three input fields: 'Insert a title', 'Insert a Youtube url', and 'Insert a description'. Below these fields is a large, rounded 'POST' button.

You can add a video already uploaded on Youtube.

Then you can:

- Click on «Add video»
- Insert the title
- Insert the url
- Insert the description and then, click on «Post»

Add a gallery

Description: This event is an MML workshop organised in the framework of the BIOVOICES project

Notes: APRE Office Rue du Throne, 98, 1050 Brussels/Belgium

Application sectors: **Other**

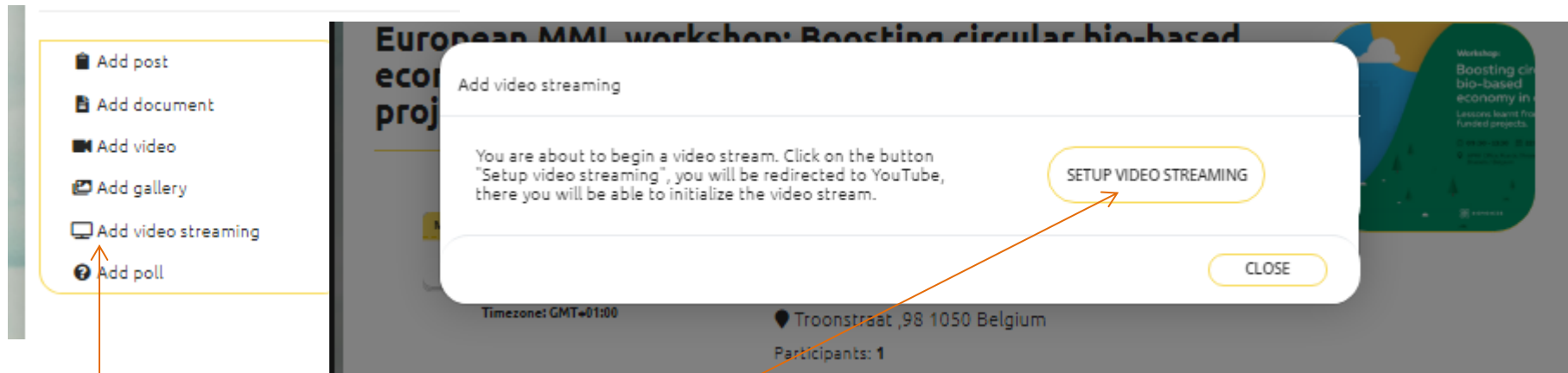
Topics of discussion: **Other**

The screenshot shows a web interface for adding a gallery. On the left, a sidebar contains several options: 'Add post', 'Add document', 'Add video', 'Add gallery', 'Add video streaming', and 'Add poll'. The 'Add gallery' option is highlighted with a yellow box. In the main content area, there is a dashed box for file upload with a downward arrow icon and the text 'Drag Your Files Here Or Scogli file Nessun file selezionato'. Below this is a 'Gallery title' field with the placeholder text 'Say something about these photos'. To the right of the title field is a 'SUBMIT' button. At the bottom, there is a preview of a flyer for 'CNR-IRPPS' dated '04-07-2018 15:06'. The flyer includes the text 'FLYER: Agenda' and 'Description: Here you find the agenda of the event'. It also features the 'BIOVOICES' logo and the text 'Mobilization and Mutual Learning (MML) Workshop: Booting circular bio-based economy in cities'.

You can upload a gallery containing one or more pictures. For this purpose, please:

- select «Add gallery»
- Drag the files of pictures in this area
- Fill in the title of the gallery
- Fill in a description of pictures collected in the gallery
- Click on «Submit»

Add a Video streaming

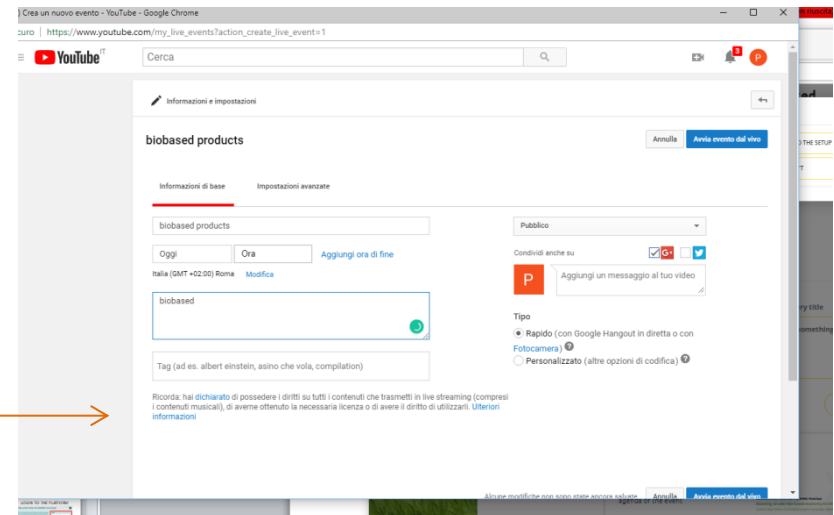


You can start a Videostreaming:

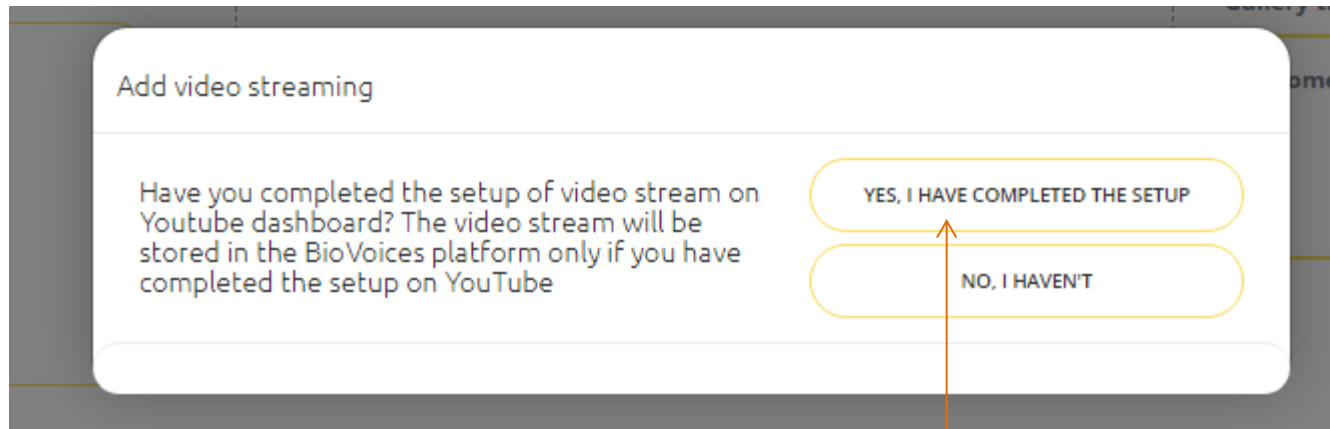
- clickin on «Add video streaming» and then
- Click on «Setup video streaming»

Then you can specify

- The title
- The time,
- Description
- If it is public, private...



Add a Video streaming



Add video streaming

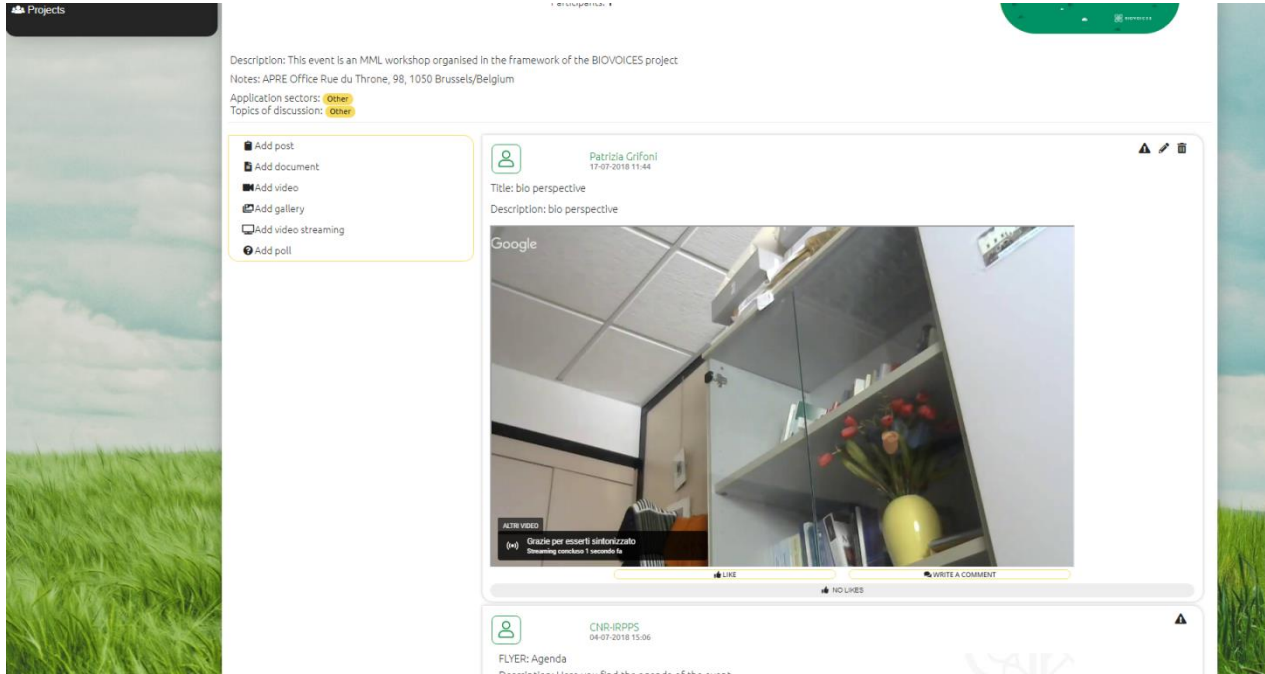
Have you completed the setup of video stream on Youtube dashboard? The video stream will be stored in the BioVoices platform only if you have completed the setup on YouTube

YES, I HAVE COMPLETED THE SETUP

NO, I HAVENT

Once you started you streaming, you can click on the botton «Yes, I have completed the Setup»

Add a Video streaming



The video Streaming is then visualised in your event and you can follow it, post your comments, etc.

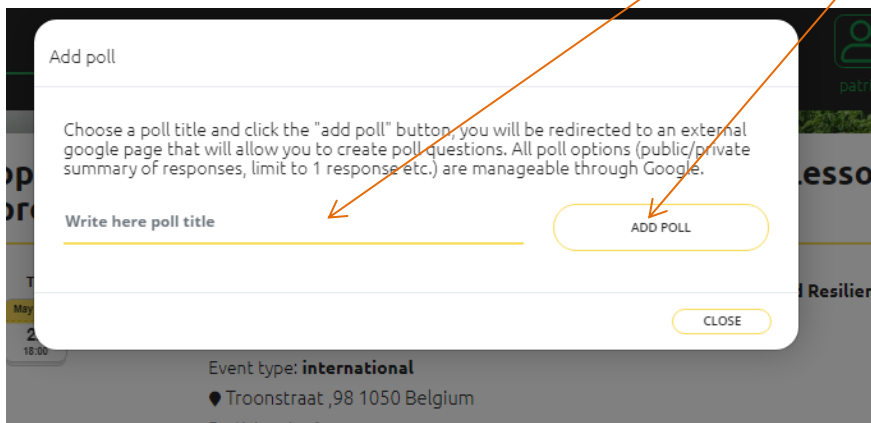
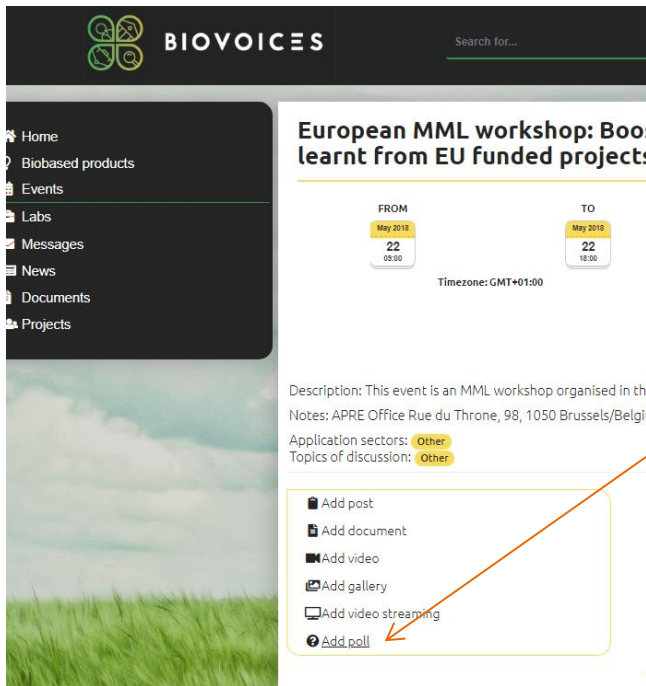
Add a Poll

If you are interested in adding a poll. Please:

- click on «Add pool»

Then

- Write the pll title
- Click on «Add poll»



Labs

As already specified you can visualise and contribute to Labs:

- Public, each time
- Closed, if you are the administrator or you are joined
- Private, if you are the administrator

Labs

- A Lab, enable the user to manage a space related to a specific topic and purpose and it is not necessarily connected to a specific event.
- It provides the user with a common working space, where it is possible to share:
 - Working documents organised in folders
 - A calendar for sharing a plan (in the next release)
 - Sharing a video stream for virtual meeting of the working group
 - Sharing a video
 - Sharing a Poll

Labs

- If the Lab is closed, or private the administrator can invite a set of users to join in the Lab.
- When it is closed, all can see the title and the description of the Lab. Some user can ask to join it.
- When the event is private it is accessible only to the administrator of the Lab and to the invited users.

Labs

The screenshot shows the BIOVOICES platform interface. At the top, there is a search bar and user information for 'patrizia.grifoni@irpps.chr.it'. A left sidebar contains navigation links: Home, Biobased products, Events, Labs, Messages, News, Documents, and Projects. The main content area displays the details of a lab titled 'BIOVOICES platform users' manual and documents'. The lab is administered by Patrizia Grifoni, has 1 participant, and is currently 'CLOSED' with an 'ACTIVE' status. It contains a manual and documents for the platform. The application sectors are 'Other' and the topics of discussion are 'Knowledge sharing and education'. Below this, there is a 'Working space' section with a breadcrumb 'You are in: Main folder /'. Two panels are visible: one for adding documents and folders, and another for adding posts, videos, video streaming, and polls. Orange arrows point from the text below to the 'Add document' and 'Add post' buttons.

- As in the events you can add:
- A post
- A video
- A video streaming
- A poll

- For sharing documents organised in folders you can:
- add a new folder or
- add a document

In the next release the function for a calendar will be available.