BIOVOICES

**CONNECTING BIO-BASED FORCES
FOR A SUSTAINABLE WORLD**

The multistakeholder social platform V1

	Biovoices multistaheholder social platform Users' manual	
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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 <u>consumer</u> and <u>provider</u> 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.

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

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

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

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

Be a part of
BIOVOICES

Enter the Platform

- Click on «Enter the platform»

ACCESS AS A CONSUMER

Once you entered in the platform, information is immediately visible.
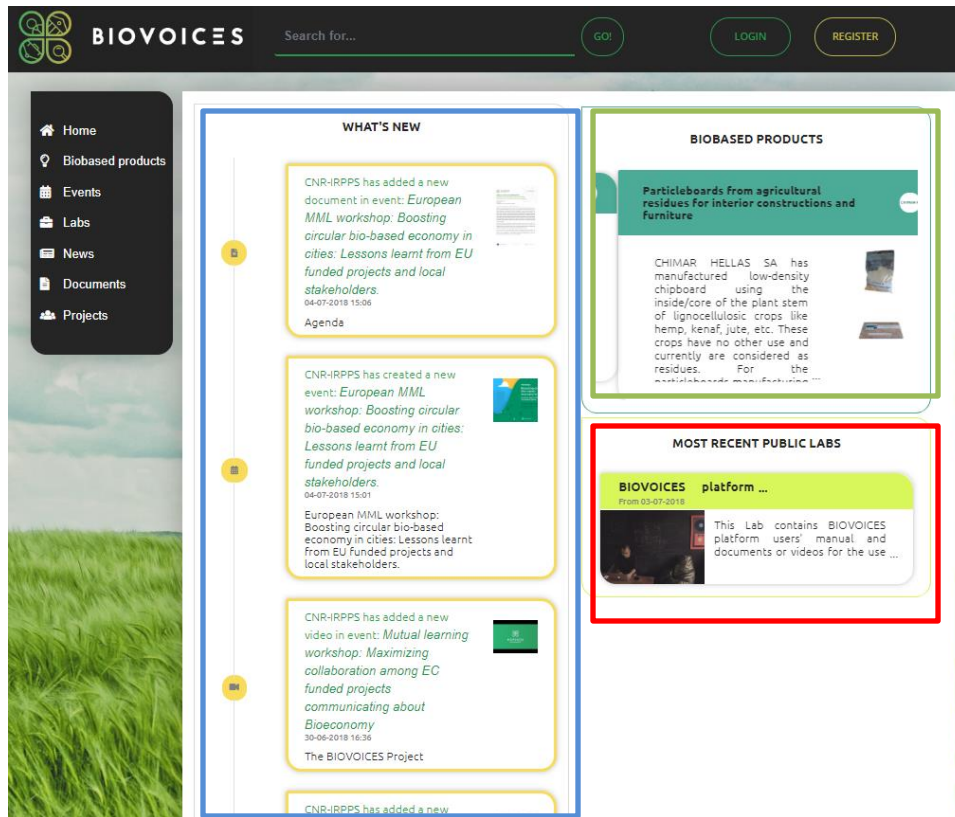
•The "What's new" area (see the blue rectangle) shows the history of resources (e.g. a new event, information related this event, such as for example presentations done, video shared, streaming done during an event, a new lab, with the documents, videos and discussions carried out, etc.).

•The "Biobased products" area contains a showcase of biobased products (see the green rectangle).

•The "Most recents 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.

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.

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

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 anyone of these resources

Accessing and visualising a Lab

As already explained Labs have three levels of privacy, i.e. <u>Public</u>, <u>Closed</u> and <u>Private</u>. 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

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!!!

Registration

E-mail (*)

Confirm e-mail (*)

Password (*)

Confirm password (*)

☐ I agree with the terms and conditions

○ Private User   ○ Organization

REGISTER

Back Home

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 youself.

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.
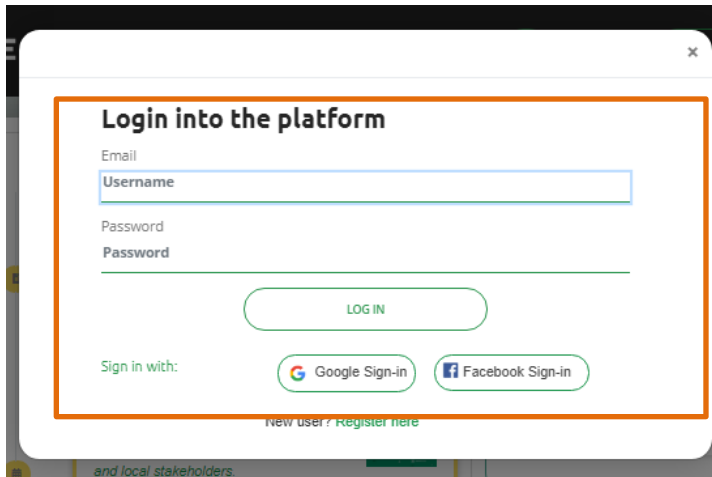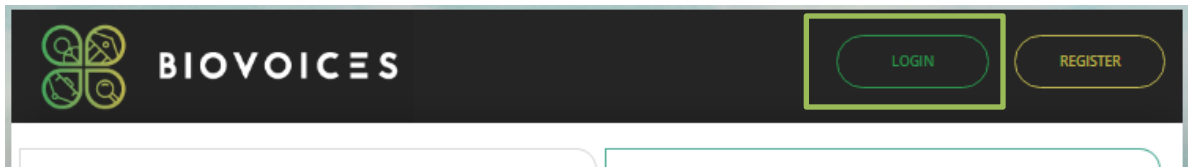
- Please, click on the login button

Then specify:
- Email
- Password
- Click on "Login"

ACCESS AS A PROVIDER
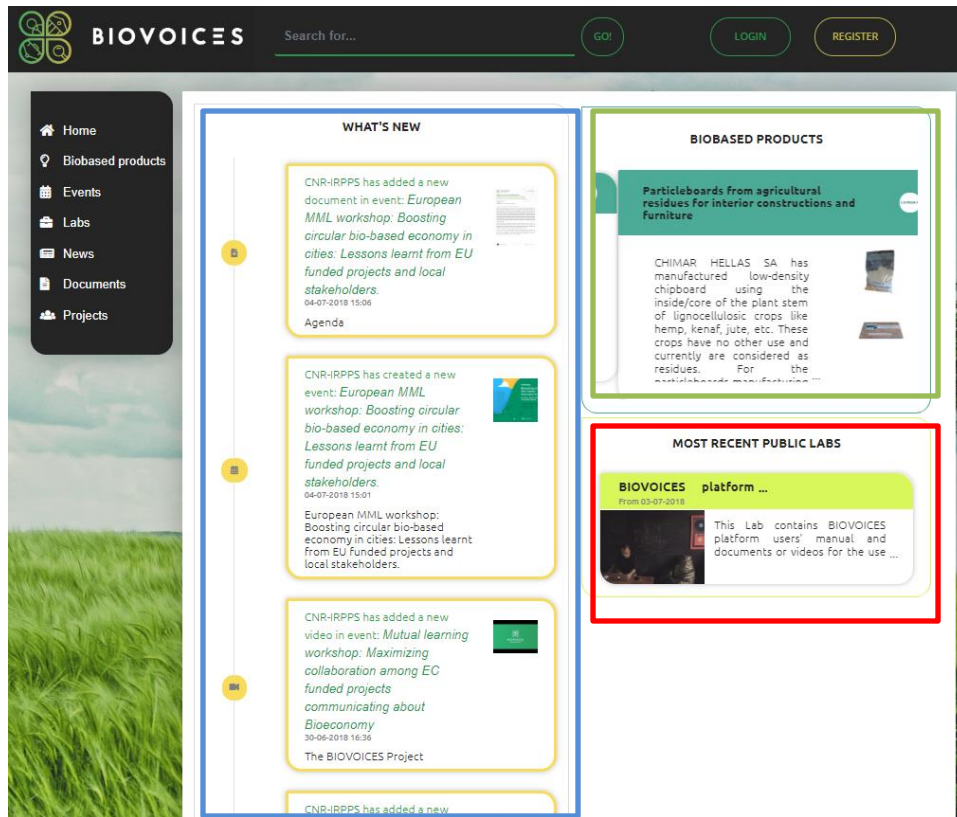
Once you are Logged in, you can:

- 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.

Join an Event

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

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

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

Add document

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

- dragging a document in the area or

- Selecting the file

- Click on «Submit»

Insert a title

Insert a description

What kind of document is it?

GENERIC DOCUMENT

SUBMIT

Drag Your Files Here Or

Scegli file Nessun file selezionato

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

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

Insert a title

Insert a Youtube url

Insert a description

POST

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

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»
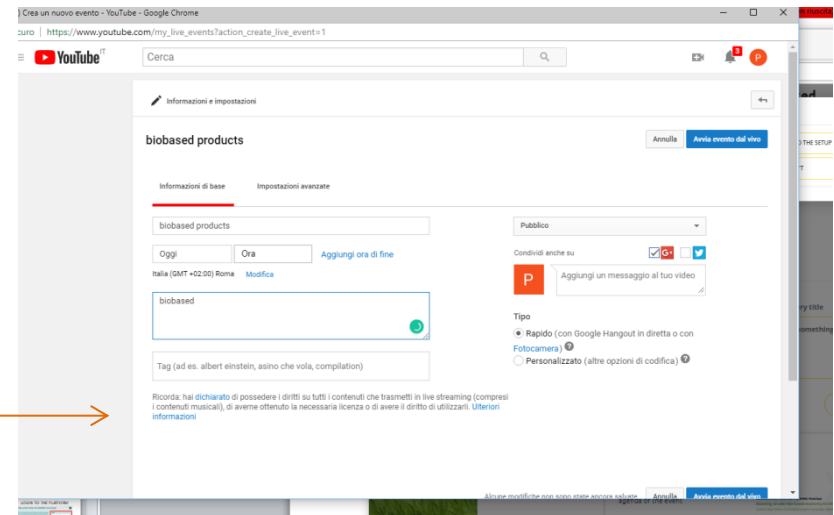
Add a Video streaming
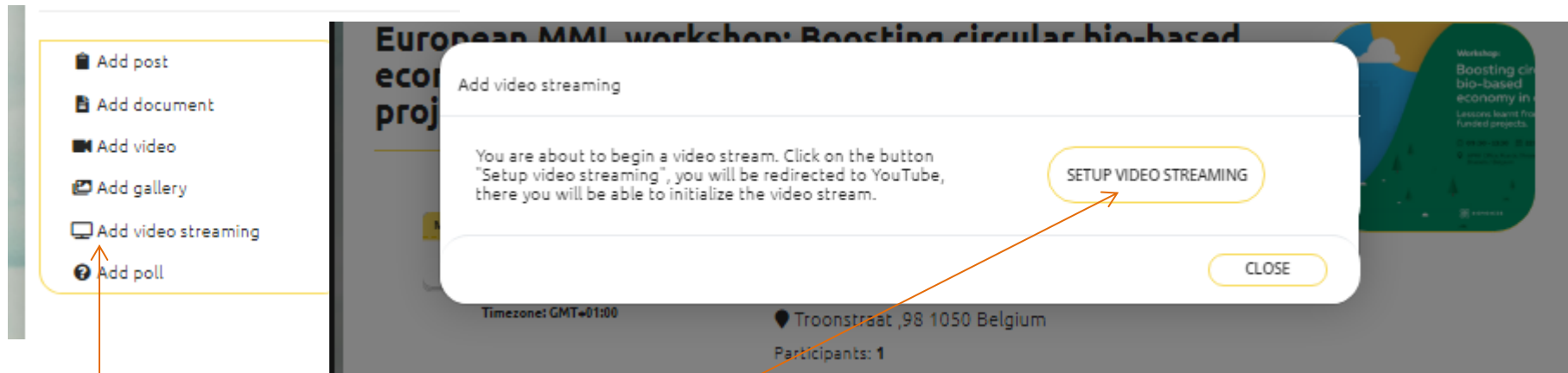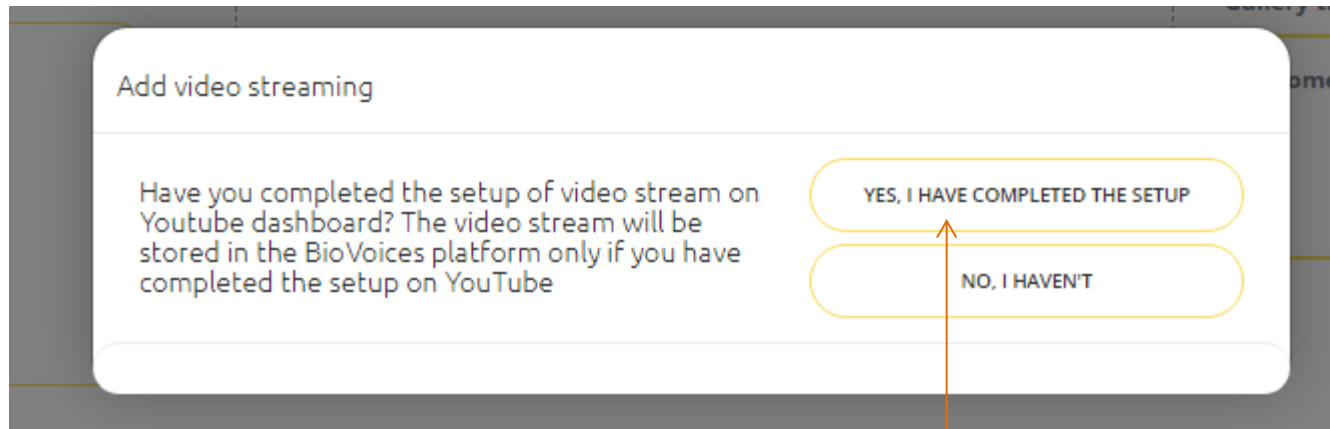

You can start a Videostreaming:

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

Then you can specify

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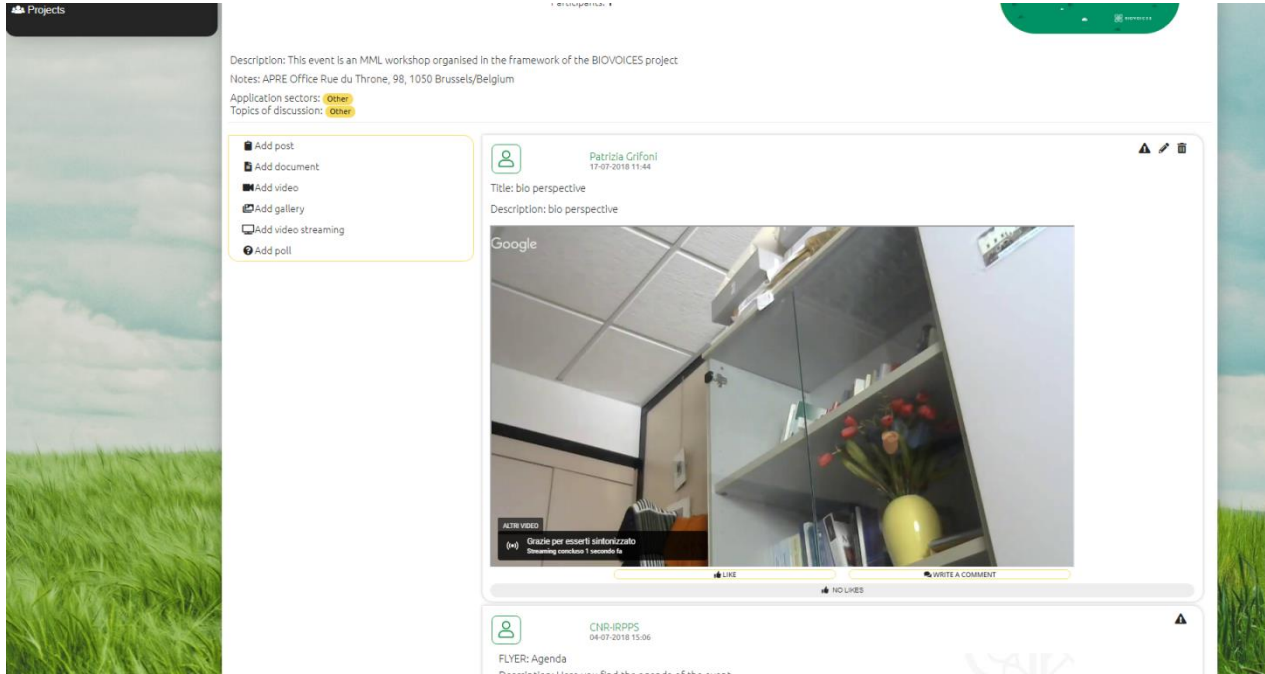- If it is public, private…

Add a Video streaming

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.
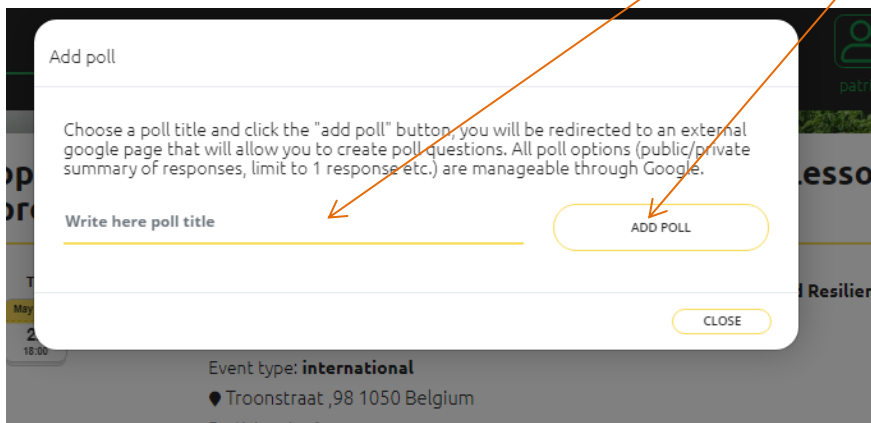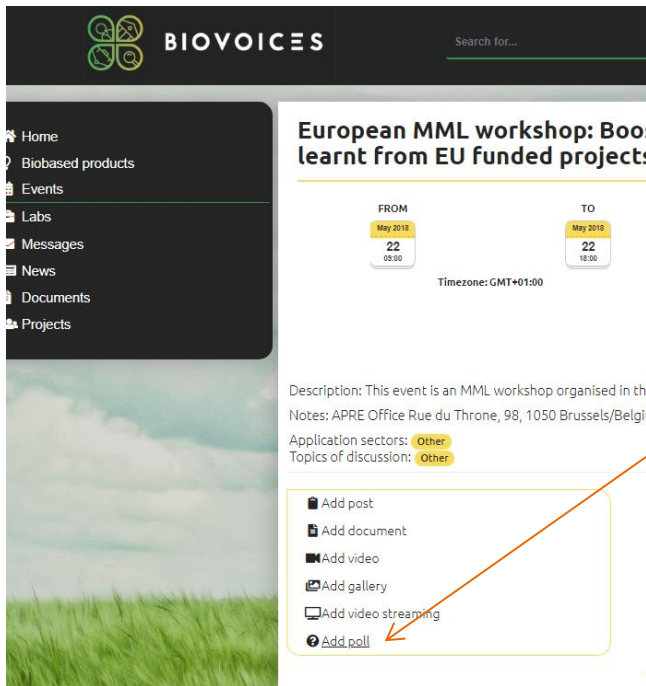
Add a Poll

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 possble 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

- 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.