

# User's Guide

COLABORATORIO

An initiative by



Magic

Middleware for collaborative Applications  
and Global virtual Communities



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# PRESENTATION

Colaboratorio is a platform developed by RedCLARA to support and promote the collaboration of scientists and academic groups initially intended for users in Latin America.

Thanks to the ELCIRA and MAGIC Projects the platform has evolved into a cloud service that can be incorporated in the websites of the national networks. Thus today the service is used by the NRENs of Ecuador (CEDIA), Colombia (Renata) and Costa Rica (CONARE) in Latin America, in the regional network in the Caribbean (C@ribNET) and in the one of East and Central Africa (WACREN). Additionally, it is in the process of being adopted by the networks of the Middle East (ASREN) and South Africa (SANReN).

To date it hosts around 300 communities and has more than 5,000 registered users from around the world who have the possibility to access and be part of the discussions of current events and communities, create and participate in web conferencing, transfer large files, apply for funding opportunities for project development, meeting partners and collaborators for research projects and to get information about events of interest at global level.

# INTRODUCTION

**Colaboratorio** is a platform developed specifically to support the work of research and education communities with a variety of tools that allow academics to share and promote knowledge, organise joint activities and communicate in real time, a secure and private environment, optimising time and effort.

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## HOW TO USE COLABORATORIO

To start a session, you need to be registered and logged in. From the home page you can access various sections:

The main body. This section includes:

- 1. Academic Breaking News:** this section features news and articles about papers of specialized and recognized media about current scientific and academic topics.
- 2. Funds Alerts:** this section provides information about funding opportunities for research and/or academic projects as well as a search tool to find possible project partners and collaborators.
- 3. Global Agenda:** this section lists events of general interest around the world.

On the right is a section with the latest news and direct links to the communities you access most frequently.

In the left-hand menu you will find links to a variety of collaboration tools:

- 4. Communities:** Creating and participate in academic/research groups.
- 5. Partner Finder:** Search for open funding calls for or a partner/collaborator.
- 6. VC Espresso:** Set up and participate in webconferences.
- 7. eNVIO:** Transfer large files.
- 8. Global Agenda:** Find out about events organised around the world for scientific and academic communities.

## KNOWING COLABORATORIO

### PARTS AND ELEMENTS

The screenshot displays the COLABORATORIO platform with several key components highlighted:

- Home:** Main page featuring a banner for "A(1)cademic Breaking News" showing orange fish in a coral reef, and a news item about a scientist becoming a photographer to help save our oceans.
- Services menu:** Located on the left, it includes links for Home, Communities, Partner Finder, VC Espresso, SIVIC, eNVIO, and Global Agenda, each numbered 4 through 8.
- Indicator to connection to an advanced network:** Located at the top right.
- Logout:** Located at the top right.
- Language:** Options for Spanish, Portuguese, English, and French.
- User Profile:** Shows a user profile for Maria Andrea Jiméne... with a picture and a notification count of 4.
- Latest News:** Shows news items from the International Research Project and the Argentine Catalog of Software.
- News:** Shows news items related to CUDI's Virtual Day on Intelligent Solutions and Tools for Forest Production Systems.
- Funding opportunities:** Shows a news item about intelligent solutions and tools for forest production systems.
- Global Agenda:** Shows a news item about the Encuentro Temático de la Comunidad TICAL.
- Access to events:** Shows a news item about the Fourth International Conference on Advanced Information Technologies and Applications (ICAITA 2015).
- Scientific articles:** Shows a news item about night lights illuminating human presence near rivers.
- Communities:** Shows a grid of icons representing different communities.
- Access to frequently used communities:** Shows logos of various partners and sponsors.

# USER PROFILE



- Home
- Communities
- Partner Finder
- VC Espresso
- SIVIC
- eNVIO
- Global Agenda

## Academic Breaking News



### Night Lights Illuminate Human Presence near Rivers

2015-10-21 · Source: Eos | Nocturnal satellite imagery and other fine-scale data could improve global water resources management. Around the world, more and more people are living near streams and rivers. However, until now, no one has m...

### That familiar feeling comes from deep in the brain

2015-10-15 · Source: Science News | When you see a familiar face in the crowd, thank your parahippocampal cortex. A new study

The user profile interface features a central circular profile picture of a person with orange hair. Below it is a list of sections: My Profile, Notifications (0), Inbox (0), My Contacts, and My Files. To the right, a news feed displays several items:

- A better access overseas
- Innovating SMEs - segmentation along lifecycle and sectors (analytical research activity)
- October 20 to 22: MAGIC Project

Below these are sections for Communities and Global Agenda, each with its own list of items.

Once you have registered and entered Colaboratorio, you are able to customise your profile. Click on the photo located in the top bar to display a menu with the following options:

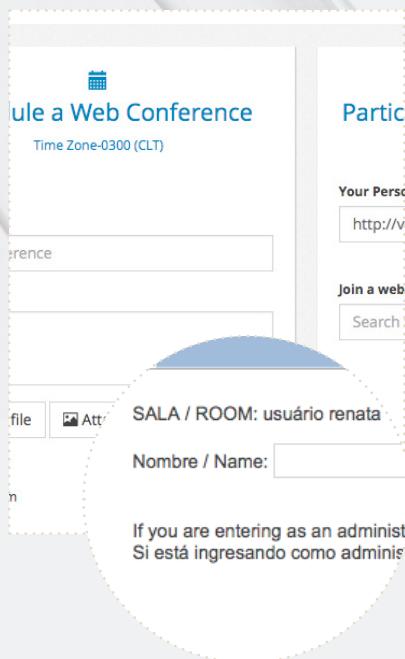
- **My profile:** a summary of your information, including your areas of interest, your professional profile (associated to LinkedIn) and a record of your most recent activities in the Colaboratorio.
- **Notifications:** updates about activities of your interest (unread messages, updates about your communities, etc.)
- **Inbox:** messages you have sent to or received from other Colaboratorio members.
- **My contacts:** a list of your Colaboratorio contacts. Here, you can invite other contacts and review your contact requests.
- **My files:** access to your pictures, videos, recordings of your VC Espresso webconferences and your selection of funding alerts.
- **Personal VC Espresso link:** direct URL to your personal VC Espresso webconference room.
- **Configuration:** define your account details, privacy preferences and notifications you want to receive. In "Account Details" you can define the scientific disciplines and sub-disciplines of your interest.

# VC ESPRESSO

VC Espresso webconference tool is easy to use and is available 24 hours a day on any computer connected to Internet. The service allows you to schedule and participate in webconferences with others all around the world, whether they are a registered Colaboratorio user or not.

## HOW TO USE VC ESPRESSO

Once you have logged into Colaboratorio, you can access **VC Espresso** by clicking on the link in the left-hand menu on the home page.



The main page of the service is arranged into three sections. The left-hand section enables you to schedule a webconference. The central section allows you to participate in a web conference. Your scheduled activities can be seen in the right-hand section.

Each user has a personal webconference room. You can access yours by copying the link shown in **Your Personal Link** and opening it in your browser. You can invite people to your own VC Espresso webconference room by sending them your personal link.

## HOW TO SCHEDULE A WEBCONFERENCE

Click on *Schedule a Webconference*. You will be able to book a meeting using your personal room or the room of a community you are a member of.

### COMPLETE THE FORM:

- VC Name
- Description
- Attach file
- Attach image
- Select Room
- Select Schedule
- Participants

You can schedule a public event or limit the access only to the participants you want to invite. In this case use the option *Add*. The system will send an invitation by e-mail to the people you wish to invite.

Scheduled webconferences will appear in *Scheduled conferences* and in *My community conferences*.

The screenshot shows two views of a web conference scheduling interface. The top view is a form titled 'Schedule a Web Conference' with a time zone indicator 'Time Zone-0300 (CLT)'. It includes fields for 'VC Name' (Webconference), 'Description' (empty), and buttons for 'Attach file' and 'Attach image'. Below this is a 'Select Room' section with radio buttons for 'Personal room' (selected) and 'Community room'. The bottom view is a circular 'Detalles de la Videoconferencia' (Videoconference Details) summary, which lists the event name as 'Web - Webconference hola colksm', the start date and time as '2015-10-29 16:00:00', the end date and time as '2015-10-29 18:15:00', and the time zone as 'GMT -3'.

**Schedule a Web Conference**  
Time Zone-0300 (CLT)

VC Name  
Webconference

Description

Attach file    Attach image

Select Room

Personal room

Community room

**Detalles de la Videoconferencia**

Nombre del evento  
Web - Webconference hola colksm

Inicia  
2015-10-29 16:00:00

Finaliza  
2015-10-29 18:15:00

Zona horaria  
GMT -3

## PARTICIPATING IN A WEBCONFERENCE:

In order to access a webconference room, click on the corresponding link under *Scheduled conferences*. When asked by the system, enter your name. Once you have entered the webconference room, activate your camera and microphone by clicking on the *Share your Webcam* and *Share your Microphone* options located at the top left of the screen.

You can adopt two different roles:

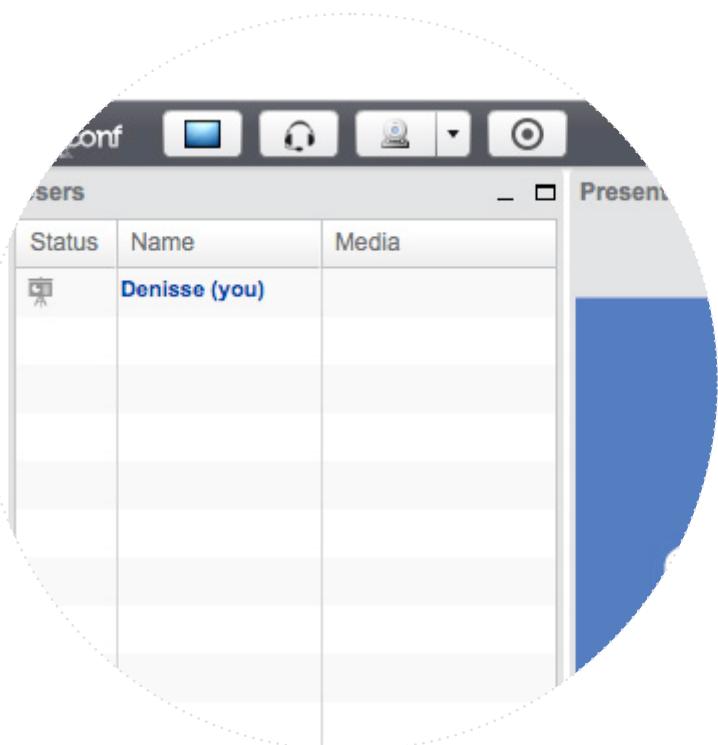
Participant or Presenter.

As a participant you can control your audio and video, define the language and layout of your screen. Also, you can chat and write notes during the meeting.

As a moderator or presenter, you can also manage the permissions of the participants.

In the window where all participants are listed you can:

- Take or assign the presenter role
- Disable the webcam of any participant
- Mute microphones



The user acting as presenter can share documents (pdf, presentations or image files) by clicking on **Upload Presentation**. He/she also has control of the blackboard.

To record the meeting click on **Start recording**. To save the recording, stop the recording by clicking the same button and close the session by pressing **Log out**.

The recording will be available in **My Webconferences** (route: User menu>My Files>My Videos>/My Webconferences). There you can download the file and share it with your contacts.



# PARTNER FINDER AND FUNDS ALERT

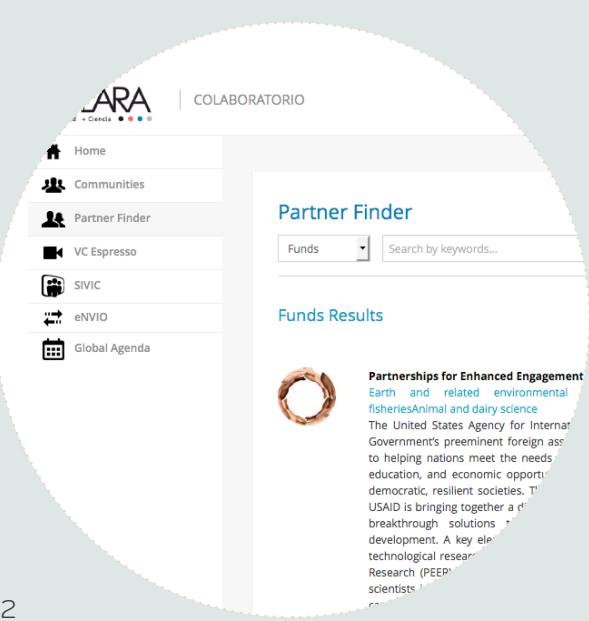
This tool enables you to look for potential partners for your projects. The Funding Alert system provides information about funding available for new projects.

## HOW TO USE THE PARTNER FINDER AND FUNDS ALERT

Once you have logged into Colaboratorio click on *Partner Finder* located on the left side menu.

The main page presents:

- On the left is the menu you see on the Colaboratorio home page: Communities, Partner Finder, VC Espresso, eNVIO and Global Agenda.
- On the right side is a dynamic area which shows information about potential partners, announcements and funding opportunities.



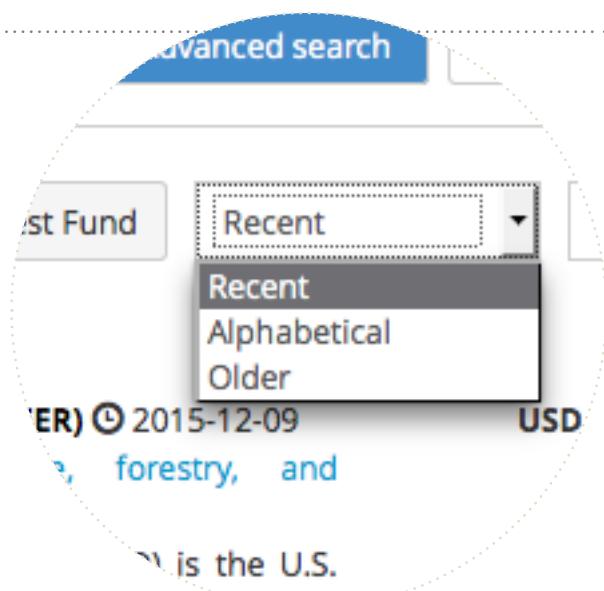
The screenshot shows the COLABORATORIO website interface. On the left, there's a sidebar with icons for Home, Communities, Partner Finder (highlighted), VC Espresso, SIVIC, eNVIO, and Global Agenda. The main content area has tabs for 'Funds' and 'Partners'. The 'Funds' tab is active, displaying results for 'Partnerships for Enhanced Engagement in Research (PEER)'. It includes a search bar, filters for 'Suggest Fund', 'Recent', and '5', and a summary of the opportunity. To the right, there's a 'Looking for Partners' section with a message about no announcements and a 'Similar Profiles' section listing 'LUDY STELLA' and 'LUZ ANGELA'.

## Funds

The Funds tab is in the central section and lists funding opportunities that have been published. You can also use the search tab to locate calls using key words.

You can order funding opportunities chronologically by clicking **Recent**.

You can also provide information about a funding opportunity by clicking on the **Suggest Fund** option and sending a link and a message to the site administrator.



## Announcements

By clicking on the drop-down menu at the top of the page, you can choose between three options: Funds; Partner and Announcements.

Click on **Announcements** to see specific messages published by other users with similar interests. At the same time, announcements made by other users and a list of people/users with similar profiles to yours can be seen on the right side of the page.

The screenshot shows a dropdown menu with three options: 'Funds' (selected), 'Partners', and 'Announcements'. Below the menu, the 'Partner Finder' section is visible, featuring a search bar and a button for '+ New Announcement'.

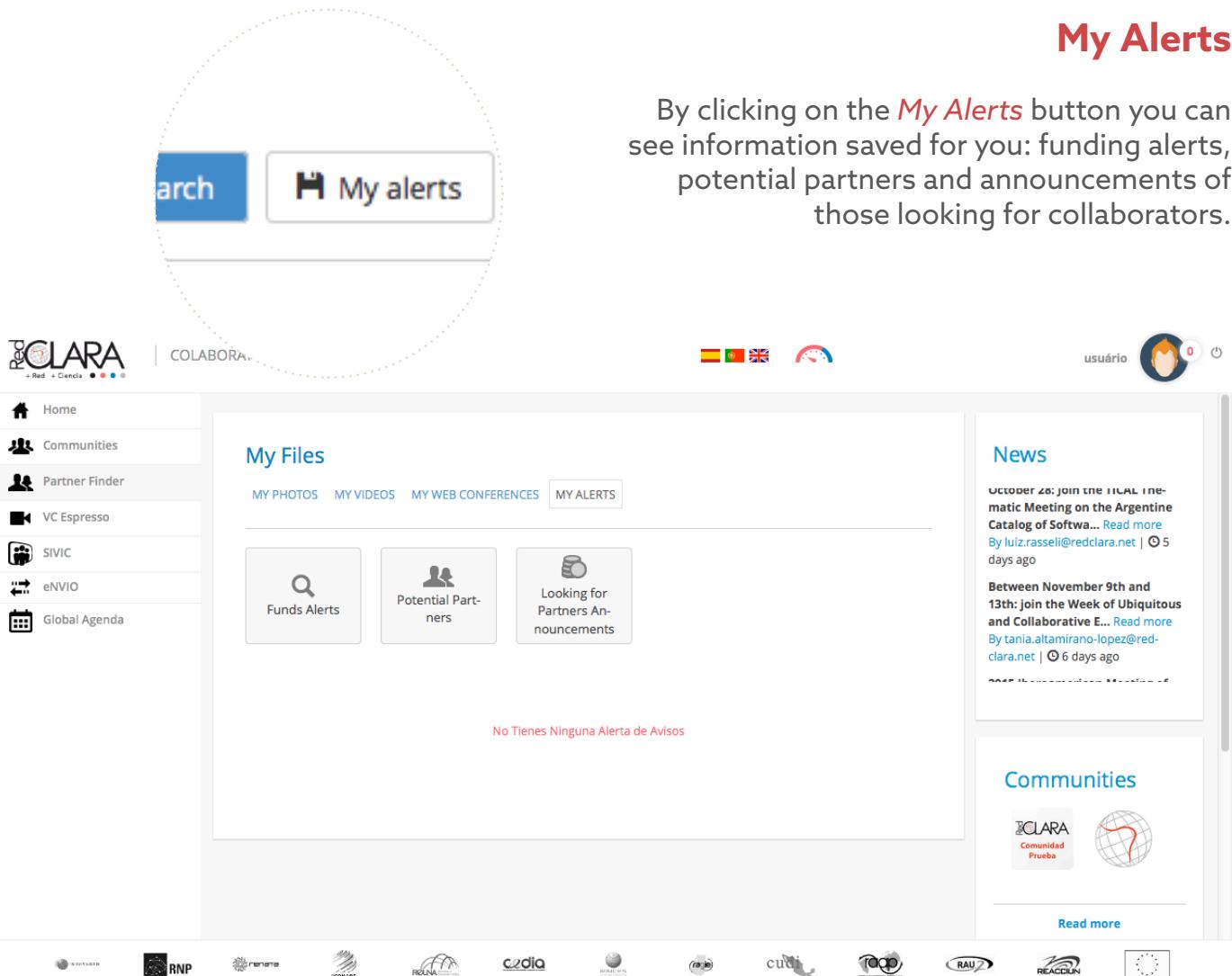
## Partner Finder

By clicking on the option **Partners**, you can review publications made by other users that have been filtered from the Colaboratorio database. The users whose publications are shown share similar interests with you and are searching for a partner for their projects or are available to join other projects.

You can also publish an announcement, specifying the discipline, country and a brief description of your interests.

The screenshot displays a list of users under the 'Partner Results' heading. Each user profile includes a thumbnail, name, discipline, and a brief description. Logos for various organizations are displayed at the bottom of the page.

User	Discipline	Description
Alberto	Engineering and technology , Mechanical engineering,	profesor de tiempo completo
JORGE ENRIQUE	Engineering and technology , Mechanical engineering , Civil engineering	Ingeniero Civil, docente del departamento Fluidos y Térmicas
Juan Carlos	Engineering and technology , Mechanical engineering , Civil engineering	Ingeniero Civil, Especialista Gepur, Experiencia en consultoría en aguas
Mis Emilio		



The screenshot shows the COLABORATORIO platform. At the top right, there is a red button labeled "My Alerts". Below it, a text block explains: "By clicking on the **My Alerts** button you can see information saved for you: funding alerts, potential partners and announcements of those looking for collaborators." On the left, there is a sidebar with various links: Home, Communities, Partner Finder, VC Espresso, SIVIC, eNVIO, and Global Agenda. The main content area has tabs for MY PHOTOS, MY VIDEOS, MY WEB CONFERENCES, and MY ALERTS (which is currently selected). Below these tabs are three buttons: "Funds Alerts" (with a magnifying glass icon), "Potential Partners" (with two people icons), and "Looking for Partners Announcements" (with a megaphone icon). A message "No Tienes Ninguna Alerta de Avisos" is displayed. To the right, there are sections for "News" and "Communities", each with a list of items and a "Read more" link. The bottom of the page features logos for various partners like RNP, ICONAR, and REACOUN.

# eNVÍO

With this tool you can transfer large files. You can upload documents, images, presentations, videos, and more and share them with colleagues and collaborators in a safe and easy way.

## HOW TO USE eNVÍO

Click on the eNVIO link, complete the *To* (recipient's e-mail address), *Subject* and *Message* fields on the form. The *From* field will be automatically completed with your e-mail address.

To select the file to be sent, click on the *Browse* button.

Your uploaded file will be stored for 20 days. If you wish to extend or reduce the storage period, you can modify the expiry date. After the storage deadline, the file will be automatically deleted.

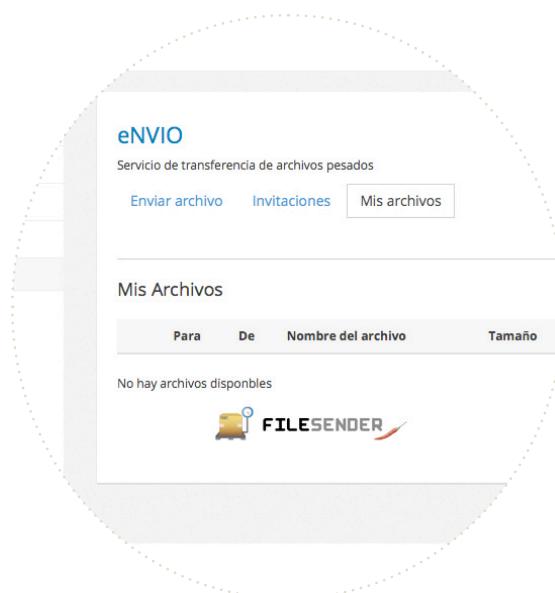
The screenshot shows the eNVIO service integrated into the RedClara platform. The top navigation bar includes links for Home, Communities, Partner Finder, VC Espresso, SIVIC, eNVIO, and Global Agenda. On the right, there is a user profile for 'Carlos González' with a notification count of 21. The main content area is titled 'eNVIO Large Files Transfer'. It features a 'Send File' button and tabs for 'Guest Voucher' and 'My Files'. The form fields include 'To' (with placeholder 'Multiple email addresses separated by , or ;'), 'From' (set to 'carlos.gonzalez@redclara.net'), 'Subject' (placeholder 'Subject'), 'Message' (text area), 'Expiry date' (set to '17/11/2015'), and a 'Select your file' section with a 'Browse...' button and a message 'No file selected.'. The footer contains logos for RNP, renata, ICONARE, IELNA, C2dIA, RAICES, CUDI, POP, RAU, REACUN, and elcira.

The available disk space for sending files is 10GB. The system accepts files with doc, xls, pdf, docx, odt, xlsx, mov, rar and zip extensions. If you have more than one document or the document has a different extension, it will be necessary to compress it and send it in rar or zip format.

In order to send the file you must accept the terms and conditions of the service. Once you have done all this, press **SEND** and wait until the process is finished.

In **My Files**, you can view delivery information and perform various actions including re-sending, adding a new recipient or downloading the files stored in the cloud.

Recipients will receive a link by e-mail, which will give them access to the page where



the file is stored. Once there, the recipient should click on the **Download** button to retrieve the file.

The system will download the file and will save it on the recipient's PC , where he/she will be able to unzip, view and print it.

# COMMUNITIES

This space is a collaborative environment that allows researchers and academics to carry out activities with their peers and collaborators. To access this area, you need to be logged onto the Colaboratorio.

The screenshot shows the COLABORATORIO home page. On the left, a vertical menu bar has a red dashed box around the 'Communities' option, which is circled with a red number '1'. The main content area features a section titled 'Academic Breaking News' with a thumbnail image of orange fish swimming in coral. Below it is a news item: 'A Scientist Becomes a Photographer to Help Save Our Oceans'. On the right side of the page, there is a large circular graphic with the word 'Communities' in the center. This graphic contains a logo for 'CLARA Comunidad Prueba' and a globe icon. A red circle with the number '2' highlights this area. To the right of the graphic, there is a 'News' section with two recent articles. At the bottom of the page, there is a row of logos for various partners.

There are two ways to access communities from the Colaboratorio home page:

1. Click on the **Communities** option on the left-hand menu to see your full list of total list of Communities. Then click on the Community you wish to access.
2. On the lower right-hand side of the home page, you will see the six communities you work most frequently with. Click on the button of the Community in which you wish to work. (For new users this space will appear empty initially.)

The Communities home page is arranged in three (3) sections:

- The left-hand side shows the same menu as on the Colaboratorio home page: Communities, Partners Finder, VC Espresso, eNVIO and Global Agenda.
- The right-hand side includes events in the Global Agenda.
- In the central area, you will see all communities registered in the Colaboratorio. To find a specific Community, use the search options at the top of the section.:

- 1. My communities:** the Communities created by you or those you are a participant of.
- 2. A-Z:** All Communities listed in alphabetical order.
- 3. Thematic areas:** All Communities arranged by scientific theme.
- 4. Communities of interest:** Communities filtered by scientific themes which correspond to the user profile.

At the top-right of the main page you can also access the **Collaboration Map (5)** and you will find a button for **creating a new community(6)**.

RedCLARA | COLABORATORIO

usuário 0

Home

Communities

Partner Finder

VC Espresso

SIVIC

eNVIO

Global Agenda

Search for a Community

Search by words

MY COMMUNITIES (1)

A-Z (2)

THEMATIC AREAS (3)

COMMUNITIES OF INTEREST (4)

Collaboration Map

+ Community

Comunidad de Prueba

Descripción de la comunidad Al contrario del pensamiento popular, el texto de Lorem Ipsum...

5 Members

Gerencia Colaboratorio

Gerencia de Producto Colaboratorio RedCLARA.

2 Members

Global Agenda

Encuentros Temáticos de la Comunidad TICAL

América Latina

2015-10-28

Encuentros Temáticos de la Comunidad TICAL

América Latina

2015-11-05

Fourth International Conference on Advanced Information Technologies and Applications (ICAITA 2015)

2015-11-06

e-Research Africa, 9-13 November 2015,

University of Western Cape

Capetown, SouthAfrica

2015-11-09

RNP

RENATER

ICONARE

RIGUNA

cedia

W3C

CERNET

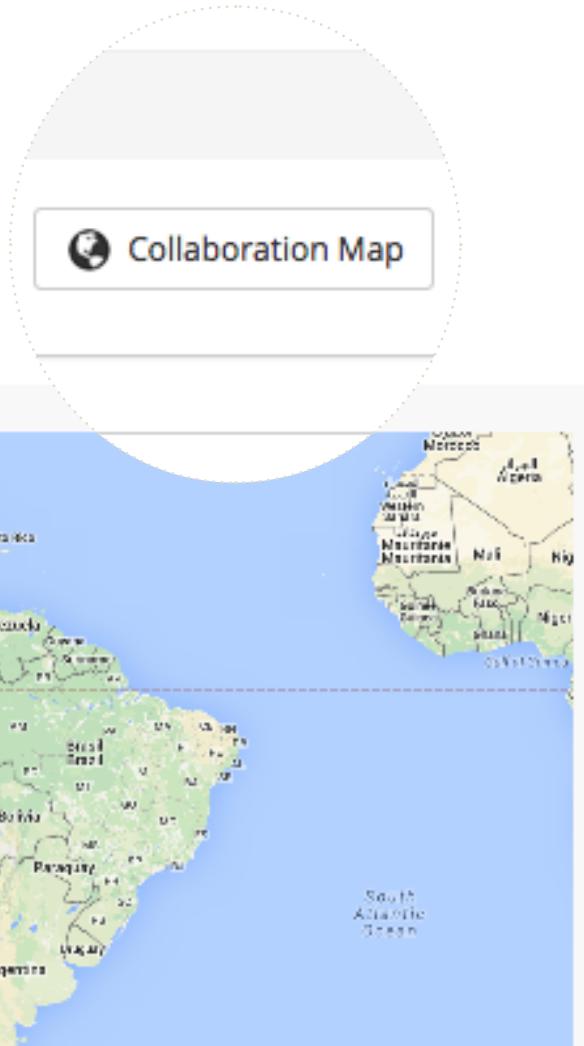
RAU

REACON

EU

## Collaboration Map

This tool consists of an interactive map space where the users can access a database of information related to projects funded by the European Commission's Framework Programmes (e.g. Horizon 2020).



## Creating a New Community

In the Community space, click on the button **+Community**

Complete the form:

- Group name (mandatory)
- Description (mandatory)
- Category (mandatory)
- Albums (optional)
- Videos (optional)
- Events (optional)
- Discussion (optional)
- Notification Settings

Add community

Create your own groups today. Public groups will be accessible to everyone.

Group Name \*

Set Group as Private

Description \*

Category \*

1 - Natural Sciences

## Important Information

The name assigned to the community will automatically be used to create the mailing list. We therefore recommend that you use a short name for the community. Once the community has been created, you can modify the name shown by the Colaboratorio.

### Example

*Community name: Innovation ICT*

*Mailing list: Innovation\_ict@list.redclara.net*

When you click on the **Create Community** button, the system will process your request and will send you a welcome message inviting you to enter and customise your community.

The home page of each community includes links to view the members registered to that group, access the community's wiki and to enter the community's VC Espresso room.

## COLABORATORIO COMMUNITIES

The screenshot shows a user interface for a virtual community. At the top, there's a header with the 'COLABORATORIO' logo and a user profile for 'Carlos'. Below the header, the main content area is divided into several sections:

- Members:** Shows 10 Members.
- Community VC Espresso room:** Shows a 'Wiki' section.
- Uploaded files in the community:** Shows flags for Spain, Portugal, and the United Kingdom, along with a 'Main Page' link.
- Discussions:** Shows a 'Thematic Areas' section with '1 - Natural Sciences' and a 'Discussions' section with 'No Discussion found'.
- Announcements and Events:** Shows a 'Community Files' section, a 'Cover' section, and a 'Announcements and Events' section with a link to 'View more Bulletins and Events'.

A sidebar on the left contains links for Home, Communities, Partner Finder, VC Espresso, SIVIC, eNVIOS, and Global Agenda. At the bottom, there are logos for various institutions like RNP, ICUNA, C2DIA, and RAU.

As an administrator you can:

- Invite other members.
- Share short messages, images and videos and create pictures albums.
- Share discussions and notifications.
- Assign administration permissions.
- Invite others to edit /update the content available.

Once the community has been created, it will appear in your **My communities** area.



## Inviting members to join a community

To invite colleagues join a community, click on *Invite Contacts*. If the contact is registered on the Colaboratorio, select the name in *My contacts*. If the person is not registered on the Colaboratorio, use the *Invite by Email* option. Then, add a message and press *Send Invitations*. You can invite more than one person at the same time.

In *Communities* you will find the groups created on the Colaboratorio. In order to join a private community, select *Join Community* and wait for the answer of the administrator. If the community is public, by clicking the *Join Community* button you will automatically be part of the group.

**Invite Contacts** X

Type your friend's name...

My Contacts Selected

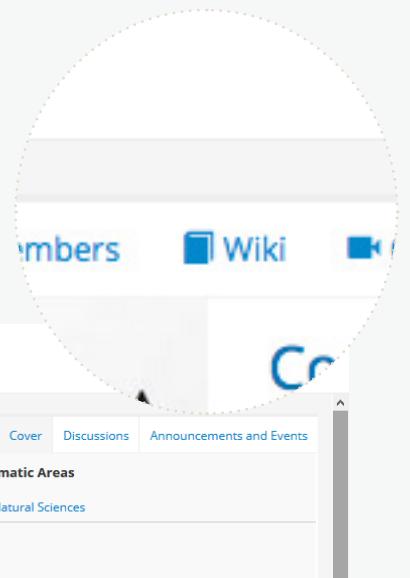
No result found.

Invite by Email (Separate each email with a comma.): Select All

Add Personal Message:

# WiKi

This application supports and enhances knowledge management, and makes it easy to generate, edit and storage texts in a collaborative way.



The screenshot shows a community page titled "Tandem - Focal Points". The sidebar on the left includes links for Home, Communities, Partner Finder, VC Espresso, and SIVIC. The main content area displays the community's members, a wiki link, and a community room link. A "Thematic Areas" section lists "1 - Natural Sciences".

In order to access your community's Wiki click on the button at the top of the page. The first time you enter, the screen will display general indications about the system. You can customise the page by clicking on the option *Edit*, located in the configuration menu



The screenshot shows the MediaWiki welcome page with the title "Página Principal". It includes a message about successful installation, a note about changing the title, and a "Nuevo enlace" section. On the right, there is a sidebar with a user profile, a search bar, and numbered callouts (1, 2, 3, 4, 5) pointing to specific elements: 1 points to the community name; 2 points to the search bar; 3 points to the "Main Page" link; 4 points to the "User" link; and 5 points to the "Tools" dropdown.

Via the main page you can access all content generated by the community, which is visible to all community members. This page is organised in three (3) sections. The general menu of the Colaboratorio is displayed on the left. On the right is a menu to navigate within the community and the community Wiki:

- 1. Community Icon:** a link which enables you to return to the main page of the community
  - 2. Browser:** search contents in the wiki using key words
  - 3. Main page:** link to the main page of wiki
  - 4. User:** include the options *Discussion*, *Preferences*, *Watchlist* and *Contributions*.
  - 5. Tools:** allows you to access special pages and identify recent changes on the wiki.

The central body (3) of the main page is a space to display all the themes and sections of the wiki by clicking on **Content**. From there click on titles and subtitles and explore each segment of your interest.

KLARA  
Community

# Comunidad de Prueba



## Upload file

Use the form below to upload files. To view or search previous uploads, also log in the [upload log](#), deletions in the [deletion log](#).

To include a file in a page, use a link in one of the following formats:

- `[[Archivo:File.jpg]]` to use the full version
- `[[Archivo:File.png|200px|thumb|left|alt="alt text" as description]`
- `[[Media:File.ogg]]` for directly linking to the file

### Source file

---

Source filename:  Ningún archivo seleccionado.

Maximum file size: 50 MB (a file on your computer)  
Preferred file types: png, gif, jpg, jpeg, doc, xls, msp, pdf, ppt, tiff, bmp, docx, xlsx, optx, ps, odt, v

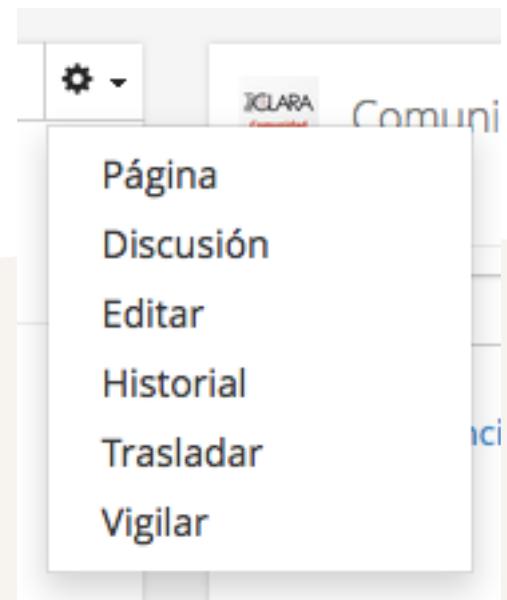
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