USER MANUAL

Access to the system

Figure A.1: Home page before logging in

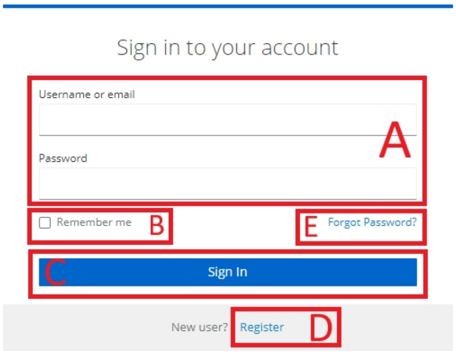

Figure A.2: Login form

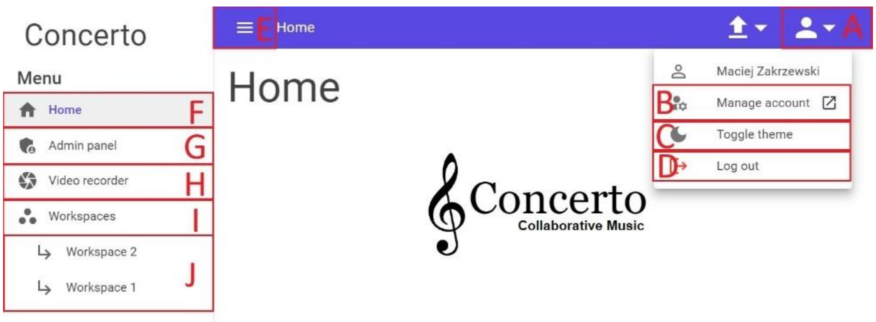

Figure A.3: Home page after logging in

Registration

To register in the system, follow the steps below:

1. Click on the 'Sign In' button in the top right corner of the page (Fig. A.1 - label A) to open the login form.
2. Click the 'Register' button at the bottom of the login form (Fig. A.2 - label D) to open the registration form.

3. Enter the details for the registration form, such as first name, surname, e-mail address, username and password.
4. Click the 'Register' button at the bottom of the registration form. In the event of an error, return to step 3 and correct the errors.
5. Once you have registered correctly, you will need to click on the activation link received in the email. Once the link is clicked, the account will be activated and the user automatically logged into the system.
6. After registration, you must wait for the system administrator to approve your account in order to gain access to all system functions.

Logging

To log in to the system the following steps must be followed:

1. Click on the "Sign In" button in the top right corner of the page (Fig. A.1 - label A) to open the login form.
2. Enter the user name and password in the login form (Fig. A.2 - label A).
3. Optionally tick the 'Remember me' box (Fig. A.2 - label B) to extend the duration of the session.
4. Click the "Sign In" button (Fig. A.2 - Label C). Once the user has logged in correctly, he/she will be redirected to the main page of the system. If an error message is displayed, return to step 2 and correct the errors.
5. Once the user has logged in correctly, he/she will be redirected to the main page of the system as logged in. In the case of an account not approved by the system administrator, a message will be displayed informing the user of this fact.

Password reset

To reset your account password if you have lost it, follow these steps:

1. Click on the 'Sign In' button in the top right corner of the page (Fig. A.1 - label A) to open the login form.
2. Click the "Forgot Password?" button located on the login form (Fig. A.1 - label E).
3. Enter an email address or username into the password reset form and click the "Submit". An email will be sent to the email address associated with your account with a password reset link.
4. Click on the password reset link in the email you received. After clicking the link, the password change form will open.
5. Enter the new password in the password change form and click the 'Submit' button. Once the password has been correctly reset, the user will be automatically logged into the system.

Logout

To log out of the system, follow these steps:

1. Expand the user menu by clicking on the user icon in the top right corner of the page (Fig. A.3 - label A).

2. Select the "Log out" option from the drop-down menu (Fig. A.3 - label D). When the option is clicked, the user will be logged out and redirected to the home page of the system in an unlogged state (Fig. A.1).

Administration panel

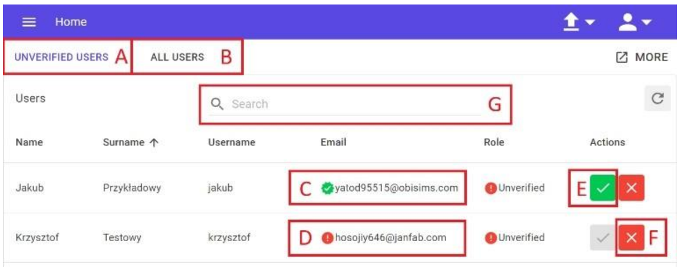

Figure A.4: Administration panel - view of unapproved users

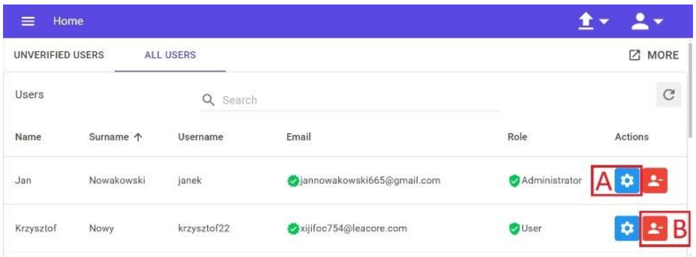

Figure A.5: Administration panel - view of approved users

Approval of new users

To validate a new user in the system, follow the steps below:

1. Log in to the system as a user with administrator rights.
2. If the side menu is not visible, expand it by clicking on the menu icon to the left of the page header (Fig. A.3 - label E).
3. Select the option "Admin panel" in the side menu (Fig. A.3 - label G). After clicking on the option, the administration panel will open.
4. In the administration panel, unapproved users will be displayed in the default tab 'Unapproved users' (Fig. A.4 - label A).
5. Optionally, you can filter users by user name, first name, surname or email address by entering the relevant data in the search field (Fig. A.4 - label G).
6. A prerequisite for user confirmation is that the user has confirmed the e-mail address. A green symbol next to the e-mail address (Fig. A.4 - label C) indicates that the user has confirmed the e-mail address, and a red symbol (Fig. A.4 - label D) indicates that the e-mail address has not been confirmed.
7. Click the green button with the bird icon (Fig. A.4 - label E) next to the user line to be approved. Then confirm that you wish to approve the user in the dialog box.

8. New users can be rejected by clicking the red button with the cross icon (Fig. A.4 - label F) next to the line of the user to be rejected. Then confirm that you wish to reject the user in the dialogue box. The rejected user will be removed from the system.

User management

To change the role of a user within the system or to delete a user, follow these steps:

1. Log in to the system as a user with administrator rights.
2. If the side menu is not visible, expand it by clicking on the menu icon to the left of the page header (Fig. A.3 - label E).
3. Select the option "Admin panel" in the side menu (Fig. A.3 - label G). After clicking on the option, the administration panel will open.
4. Go to the tab "All users" (Fig. A.4 - label B). This tab contains all approved users of the system.
5. To change the user role, click the blue button with the cogwheel icon (Fig. A.5 - label A) next to the row of the user whose role you want to change. In the dialog box, select the new user role and confirm the change.
6. To delete a user from the system, click the red button with the minus user symbol (Fig. A.5 - label B) next to the line of the user to be deleted. Then confirm that you wish to delete the user in the dialog box. The deleted user will be removed from the system.

Workspaces

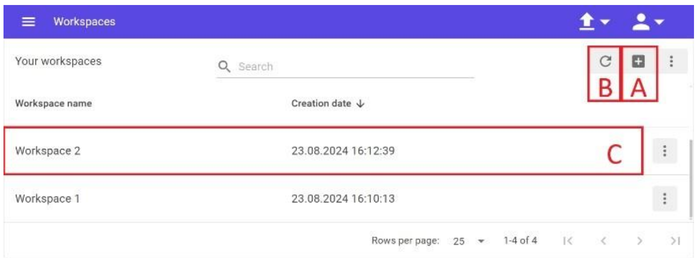

Figure A.6: List of workspaces

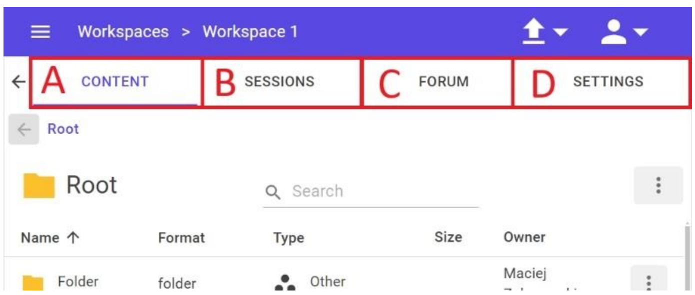

Figure A.7: Workspace

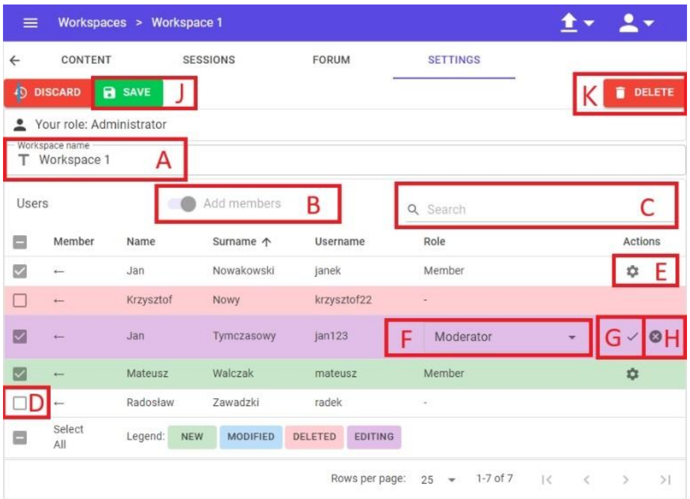

Figure A.8: Workspace settings

Creation of workspaces

To create a new workspace, follow these steps:

1. Log in to the system as a user with moderator or administrator rights.
2. If the side menu is not visible, expand it by clicking on the menu icon to the left of the page header (Fig. A.3 - label E).
3. Select the option "Workspaces" in the side menu (Fig. A.3 - label I). After clicking on the option, a list of workspaces will open.
4. Click the button with the plus icon (Fig. A.6 - label A) located in the upper right corner of the list of workspaces. When the button is clicked, the workspace creation form will open.
5. In the form, enter a name for the workspace and confirm the action by clicking the button "Create".

Opening up the workspace

To open the workspace, follow these steps:

1. If the side menu is not visible, expand it by clicking on the menu icon to the left of the page header (Fig. A.3 - label E).
2. Select the workspace to be opened in the side menu (Fig. A.3 - label J).
3. A workspace can also be opened from the list of workspaces. To do this, navigate to the list of workspaces by clicking on the "Workspaces" option in the side menu (Fig. A.3 - label I).
4. Optionally enter the name of the workspace in the search field to filter workspaces.
5. Click on the workspace row to open it (Fig. A.6 - label C).

Workspace management

To manage the workspace and its members, follow these steps:

1. Open the workspace as instructed in the previous section.

2. Select the "Settings" tab (Fig. A.7 - label D) located at the top of the workspace page. The workspace settings panel will be displayed, showing information about the workspace and a list of its members.
3. Further steps describe the individual possible actions under the "Settings" tab. To save the changes you have made, click the "Save" button (Fig. A.8 - label J). To discard them, click the "Discard" button (Fig. A.8 - label I).
4. To change the name of the workspace, enter the new name in the 'Workspace name' field (Fig. A.8 - label A).
5. To delete a workspace, click the "Delete" button (Fig. A.8 - label K). Once you have confirmed that you wish to delete the workspace, it will be removed from the system.
6. To filter the list of workspace members, enter a user name, first name or surname in the search field (Fig. A.8 - label C).
7. To enable the addition of new members, toggle the "Add members" control (Fig. A.8 - label B). Entries with system users who are not yet members of the workspace will appear in the user list. To add or remove a user from the workspace, check/uncheck the checkbox next to their name (Fig. A.8 - label D). The entry will be highlighted in green if the user is added or in red if the user is removed.
8. To change the role of a user within the workspace, click the cogwheel icon (Fig. A.8 - label E) next to the row of the user whose role you want to change. The edited user will be highlighted in purple. Then select the new user role from the drop-down list (Fig. A.8 - label F) and confirm the change using the bird icon (Fig. A.8 - label G). The change can be rejected using the cross icon (Fig. A.8 - label H). The user with the modified role will be highlighted in blue.

Directories and files

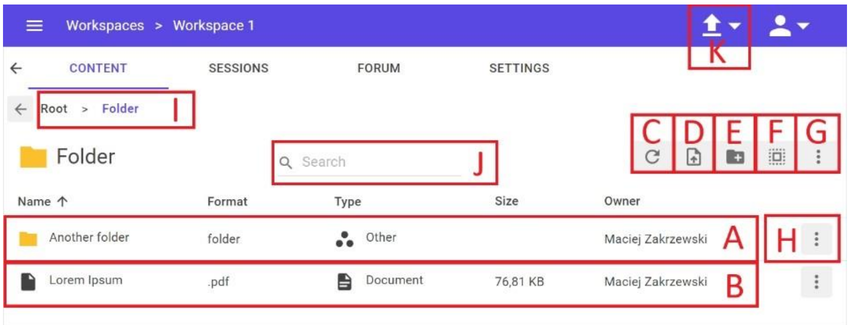

Figure A.9: File browser

Viewing and managing files and directories

To view and manage files and directories in the workspace, follow these steps:

1. Open the workspace as instructed in the previous section or select the 'Con- tent' tab (Fig. A.7 - label A) located at the top of the workspace page. It will be

workspace file and directory browser displayed.

2. To navigate to a directory, click on its row (Fig. A.9 - label A). In this way you can navigate the directory tree of the workspace. The path to the current directory is displayed at the top of the browser (Fig. A.9 - label I), using it to return to one of the previous directories.
3. To filter the list of files and directories, type the name of the file or directory into the search field (Fig. A.9 - label J).
4. To preview the file and optionally download it, click on its line (Fig. A.9 - label B). A dialogue with a preview of the file (if supported by your web browser) and a button to download the file will be displayed.
5. To upload files to the current directory, click the button with the file icon and up arrow (Fig. A.9 - label D). When the button is clicked, a dialog box will open allowing you to select files to upload by dragging or selecting from the system file explorer. File transfer will take place in the background and progress can be monitored in the panel available in the application header (Fig. A.9 - label K).
6. To create a new directory in the current directory, click the button with the directory and plus icon (Fig. A.9 - label E). When the button is clicked, a dialog box will open allowing you to enter a name for the new directory, select a category and set access rights to the directory by members (The types of access rights are described inside the dialog).
7. To edit a file or directory, open its context menu by clicking on the button with the three dots icon (Fig. A.9 - label H). A context menu will open, in which the 'Settings' option must be selected. A dialogue will open allowing you to rename the file or change the directory options analogous to creating a new directory.
8. To delete a file or directory, open the context menu (Fig. A.9 - label H) and select the "Delete" option. Once you have confirmed that you wish to delete, the file or directory will be removed from the system.
9. Bulk operations such as deleting, moving and copying can be performed on files and directories. To do this, activate the selection mode by clicking on the button with the checkbox symbol (Fig. A.9 - label F). Then select the files and directories on which you want to perform operations. Once the files and directories have been selected, the context menu of any file or directory (Fig. A.9 - label H) and the file browser (Fig. A.9 - label G) will show options for the corresponding collective operations. If an option cannot be selected, it means that there is no permission to perform a given operation on the selected files and directories resulting from the directory settings.
10. To refresh the list of files and directories, click the button with the circular arrow icon (Fig. A.9 - label C).

Meeting sessions

Figure A.10: List of meeting sessions

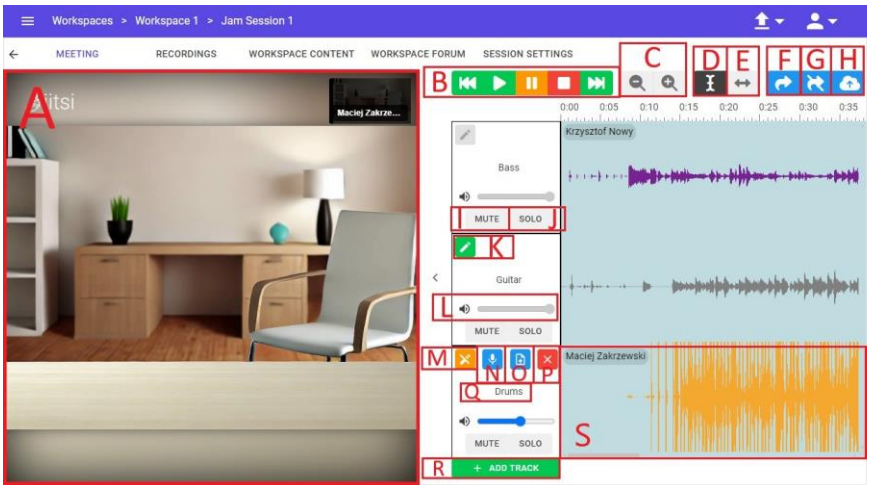

Figure A.11: Meeting session

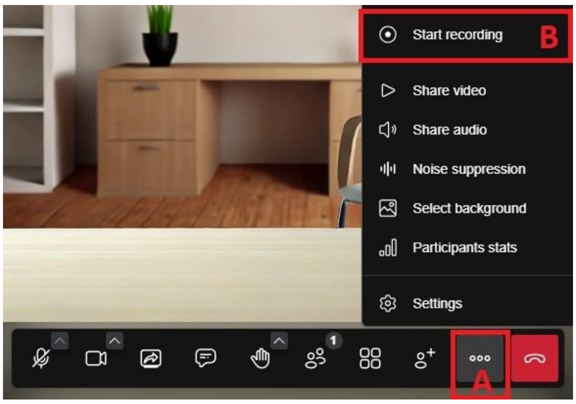

Figure A.12: Videoconferencing

Creating a meeting session

To create a new meeting session, follow these steps:

1. Open the workspace as instructed in the previous section.

2. Select the "Sessions" tab (Fig. A.7 - label B) located at the top of the workspace page. A list of workspace meeting sessions will be displayed.
3. Click the button with the plus icon (Fig. A.10 - label D) located in the top right corner of the list of meeting sessions. After clicking the button, the form for creating a meeting session will open allowing you to enter a session name, description and select a date and time to start the session.
4. Once the data has been entered, click the 'Create' button to create the meeting session.

Opening of the meeting session

To open a meeting session, follow these steps:

1. Open the workspace as instructed in the previous section.
2. Select the "Sessions" tab (Fig. A.7 - label B) located at the top of the workspace page. A list of workspace meeting sessions will be displayed.
3. Click on the row of the meeting session you want to open (Fig. A.10 - label A). When the row is clicked, the meeting session will be opened.
4. The default tab "Meeting" allows the use of video conferencing and the integrated audio editor. Under the "Recordings" tab, you can browse the directory with the recordings of the meeting sessions automatically archived there. In the "Workspace content" tab, you can view workspace files and folders without having to leave the meeting session.
5. Under the "Workspace forum" tab, you can use the workspace discussion forum. Under the "Session settings" tab, you can edit meeting session settings such as name and start date and time, and delete the session.

Use of video conferencing and audio editor

The individual actions possible under the 'Meeting' tab of the meeting session are outlined below:

1. To join a videoconference, click on the 'Join meeting' button in the videoconference window (Fig. A.11 - label A) and allow access to the microphone and camera in the browser.
2. To start recording the session, open the context menu in the videoconference window (Fig. A.12 - label A) and select the "Start recording" option (Fig. A.12 - label B). When the recording is finished, open the context menu again and select the "Stop recording" option. The recording will also stop automatically when all participants have left the videoconference. The recording will automatically be saved in a folder with the name of the meeting session located in the "Sessions" folder of the workspace.
3. To add a new track in the audio editor, click the "Add track" button in the audio editor window (Fig. A.11 - label R).
4. To start editing a path, click the button with the pencil icon (Fig. A.11 - label K) next to the path. Once the button is clicked, the path will be locked to other participants and the options for editing the path will appear.
5. To stop editing the path, click the button with the crossed-out pencil icon (Fig. A.11 - label M). When the button is clicked, the path will be unlocked for other participants.
6. To record a track using an audio device, click the button with the microphone icon (Fig. A.11 - label N) next to the track. When you click the button, it will start

track recording. During recording, the other tracks will be played back. When you have finished recording, click the button again to stop recording. The recorded sound will automatically be uploaded to the server and made available to other participants. To upload audio data from a file, click the button with the file icon (Fig. A.11 - label O) next to the track. When the button is clicked, a dialog box will open allowing the sound file to be selected from the system file explorer. Once the sound file has been selected, it will be uploaded to the server and shared with other participants.

7. To delete a path, click the button with the cross icon (Fig. A.11 - label P) next to the path that is currently being edited.
8. To rename a path, click on the path name (Fig. A.11 - label Q) and enter a new one.
9. The volume of the edited tracks can be adjusted using the slider (Fig. A.11 - label L).
10. At any time outside of recording, the project can be played back locally using the state-of-the-art audio playback button set (Fig. A.11 - label B).
11. To mute locally any track or all but one, click respectively on the button "Mute" (Fig. A.11 - label I) or "Solo" (Fig. A.11 - label J).
12. To change the zoom level of the path visualisation, use the buttons with the magnifying glass icon (Fig. A.11 - label C).
13. Click on the button with the arrow icon (Fig. A.11 - label E) to enter the sliding mode of the tracks relative to each other. In panning mode, you can move the edited tracks on the timeline to synchronise with other tracks.
14. To enter selection mode, click the button with the cursor icon (Fig. A.11 - label D). In selection mode, you can select sections of tracks to open on the timeline or change the moment from which tracks are played.
15. To listen to the resulting project together with other participants, click the button with the share icon (Fig. A.11 - label F). When you click the button, a window will open in the videoconference window with an audio player whose controls are synchronised with the other participants. To stop listening, click the button with the crossed-out sharing icon (Fig. A.11 - label G). The player and audio will also be available on the session recording.
16. To save the resulting sound file to the workspace, click the arrow button in the cloud (Fig. A.11 - label H). When the button is clicked, a dialog box will open allowing you to enter a name for the sound file and select the directory in which to save the file.

Discussion forum

The individual actions possible in the workspace discussion forum are outlined below:

1. To open a discussion forum, open the workspace as instructed in the previous section and select the 'Forum' tab (Fig. A.7 - label C) or the 'Workspace forum' tab in the meeting session.
2. To refresh the status of the forum, click the button with the circular arrow icon (Fig. A.13 - label A).

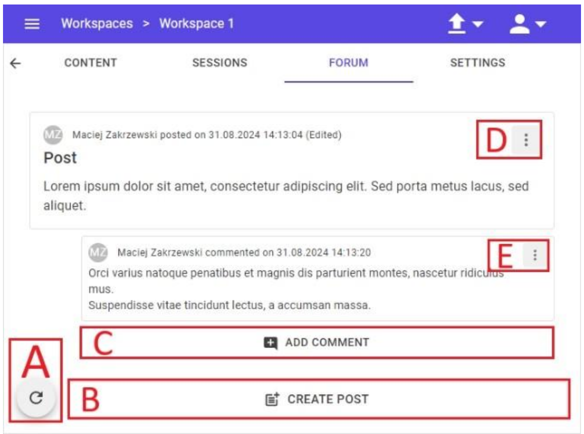

Figure A.13: Discussion forum

3. To create a new post, click on the 'Create post' button (Fig. A.13 - label B). Once clicked, the create post form will appear in place of the button, where you need to enter the post title and content and optionally attach files from your workspace.
4. To add a comment to a post, click on the 'Add comment' button (Fig. A.13 - label C) located below the post. Once clicked, a form for adding a comment will appear in place of the button.
5. Posts and comments can be edited and deleted using the options available in the context menu of the post or comment. The context menu can be opened by clicking the button with the three dots icon (Fig. A.13 - labels D and E).

Video creation

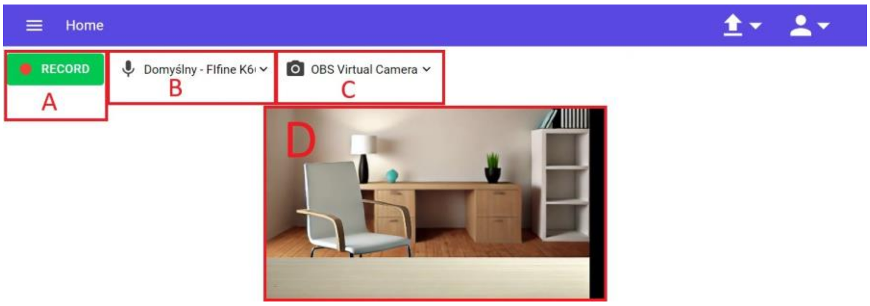

Figure A.14: Video creation wizard before recording

To create the video, follow these steps:

1. If the side menu is not visible, expand it by clicking on the menu icon to the left of the page header (Fig. A.3 - label E).
2. Select the "Video recorder" option in the side menu (Fig. A.3 - label H). After clicking the option, the video creation wizard will open.
3. In the wizard, the audio and video input device can be selected using the drop-down lists (Fig. A.14 - labels B and C).
4. To start recording, click the 'Record' button (Fig. A.14 - label A). After clicking

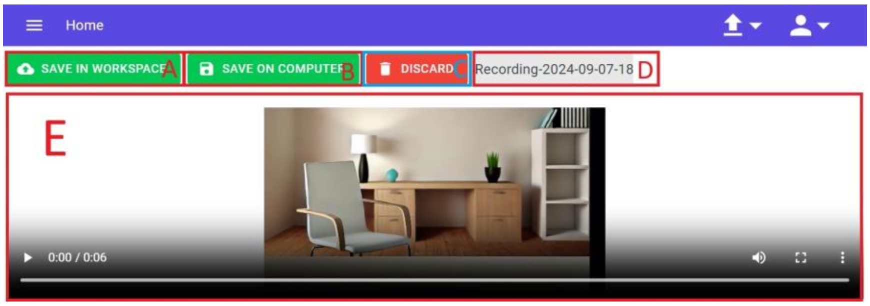

Figure A.15: Post-recording video creation wizard

button, the video recording will start. To stop recording, click the "Stop" button now in place of the"Record" button.

5. Once recording is complete, the footage can be viewed using the video player (Fig. A.15 - label E).
6. In the text field (Fig. A.15 - label D), the name of the video can be changed.
7. To save the video on the device, click the "Save on computer" button (Fig. A.15 - label B). After clicking, the file will be saved via a web browser on the device.
8. To save the video in the workspace, click the 'Save in workspace' button (Fig. A.15 - label A). Once clicked, a dialog box will open allowing you to select the workspace and directory in which to save the file.