MANUAL

Access to the system

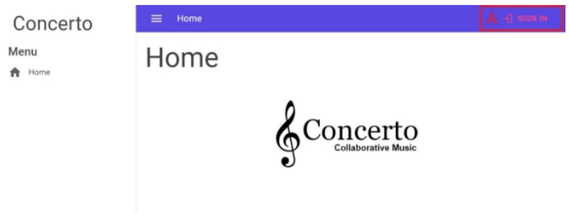

Figure A.1: Start page before login

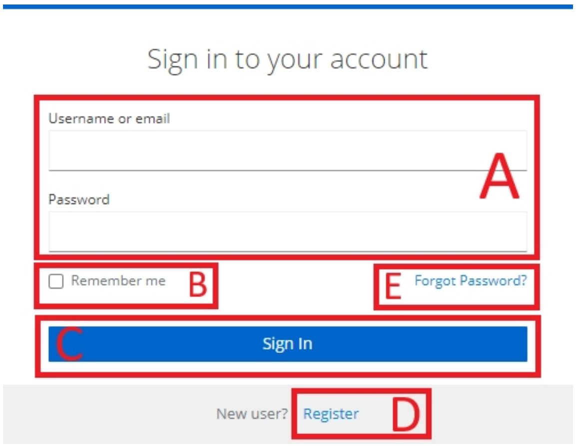

Figure A.2: Login form

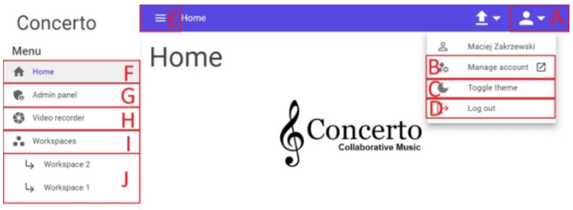

Figure A.3: Home page after login

Registration

To register in the system, follow these steps:

1. Click the "Sign In" button located in the upper 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 data into the registration form such as first name, last name, email address, username and password.

4. Click the "Register" button at the bottom of the registration form. If there is an error, go back to step 3 and correct the errors.
5. After correct registration, click the activation link received in the email. After clicking the link, the account will be activated and the user will be 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

Abt log in to the system you need to perform the following steps:

1. Click the "Sign In" button located in the upper right corner of the page (Fig. A.1 - label A) to open the login form.
2. Enter the username and password into the login form (Fig. A.2 - Label A).
3. Optionally check 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 a message about incorrect data is displayed, return to step 2 and correct the errors.
5. After correct login, the user will be redirected to the main page of the system in the logged-in state. In the case of an account not approved by the system administrator, a message will be displayed informing the user of this fact.

Resetting the password

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

1. Click the "Sign In" button located in the upper 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 button "Submit." An email with a password reset link will be sent to the email address associated with your account.
4. Click the password reset link in the email you received. After clicking the link, the password change form will open.
5. Enter the new password into the password change form and click the "Submit" button. Once the password is reset correctly, 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 upper 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). After clicking the option, the user will be logged out and redirected to the main page of the system in an unlogged state (Fig. A.1).

Administration panel

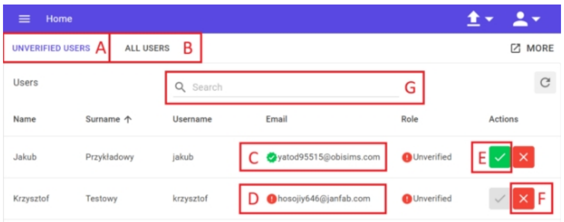

Figure A.4: Administration panel - view of unapproved users

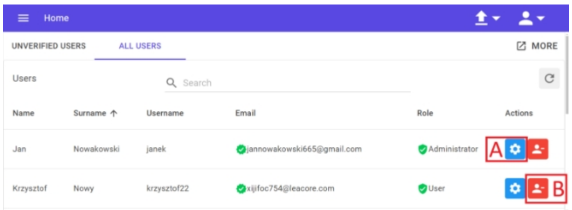

Figure A.5: Administration panel - view of approved users

Approval of new users

To approve a new user in the system, follow these steps:

1. Log in to the system as a user with administrator privileges.
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 "Admin panel" option in the side menu (Fig. A.3 - label G). After clicking the option, the admin 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, last name or email address by entering the appropriate data in the search field (Fig. A.4 - label G).
6. The prerequisite for user confirmation is that the user has confirmed the e-mail address. The green symbol next to the e-mail address (Fig. A.4 - label C) indicates that the user has confirmed the e-mail address, and the red symbol (Fig. A.4 - label D) indicates that the e-mail address has not been confirmed.
7. Click the green button with a bird icon (Fig. A.4 - label E) next to the user line to be approved. Then confirm that you want to approve the user in the dialog box.
8. New users can be rejected by clicking the red button with a cross icon (Fig. A.4 - label F) next to the line of the user to be rejected. Then confirm that you want to reject the user in the dialog box. The rejected user will be removed from the system.

User management

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

1. Log in to the system as a user with administrator privileges.
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 "Admin panel" option in the side menu (Fig. A.3 - label G). After clicking the option, the admin panel will open.
4. Go to the "All users" tab (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) located 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 remove 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 removed. Then confirm that you want to delete the user in the dialog box. The deleted user will be removed from the system.

Workspaces

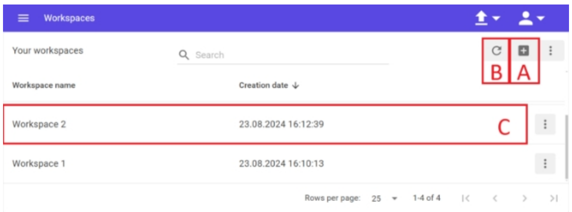

Figure A.6: List of workspaces

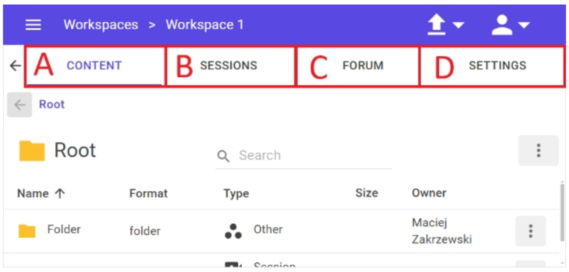

Figure A.7: Workspace

Creating workspaces

To create a new workspace, follow these steps:

1. Log in to the system as a user with moderator or administrator privileges.
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).

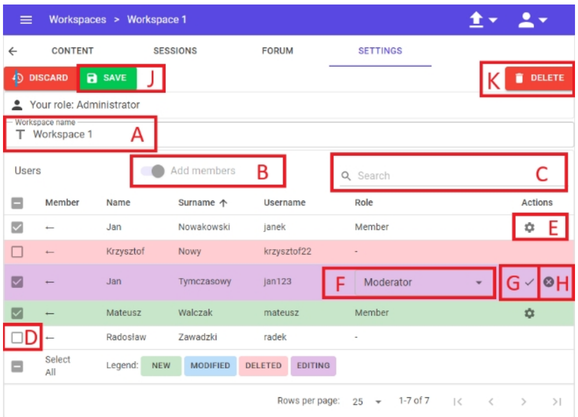

Figure A.8: Workspace settings

3. Select the "Workspaces" option in the side menu (Fig. A.3 - label I). After clicking 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. After clicking the button, the workspace creation form will open.
5. In the form, enter the name of 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, go 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 box to filter workspaces.
5. Click on the row of the workspace 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 infor- mation about the workspace and a list of its members.
3. Further steps describe the various possible actions in 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 confirm that you want to delete the workspace, it will be removed from the system.
6. To filter the list of workspace members, enter a username, first name or last name 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 list of users. 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 approve the change using the bird icon (Fig. A.8 - label G). You can reject the change using the cross icon (Fig. A.8 - label H). The user with the modified role will be highlighted in blue.

Directories and files

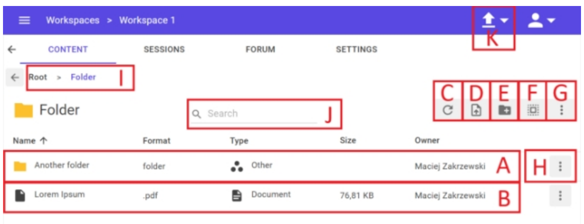

Figure A.9: File Browser

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. The workspace file and directory browser will be displayed.
2. To navigate to a directory, click on its row (Fig. A.9 - label A). In this way you can navigate through the tree of workspace directories. The path to the current directory is displayed at the top of the browser (Fig. A.9 - label I), using it you can 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 dialog will appear with a preview of the file (if supported by your web browser) and a button to download the file.
5. To upload files to the current directory, click the button with the file icon and up arrow (Fig. A.9 - label D). When you click the button, a dialog box will open allowing you to select files to upload by either dragging or selecting from the system file explorer. File uploading 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 you click the button, 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 (Types of access rights are described inside the dialog).
7. To edit a file or directory, open its context menu by clicking the button with the three dots icon (Fig. A.9 - label H). A context menu will open, where you should select the "Settings" option. A dialog 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 confirm that you want to delete, the file or directory will be removed from the system.
9. You can perform bulk operations such as deleting, moving and copying on files and directories. To do this, enable the selection mode by clicking the button with the checkbox symbol (Fig. A.9 - label F). Then select the files and directories on which you want to perform operations. After selecting files and directories, 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 bulk operations. Failure to select an option means that you do not have 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

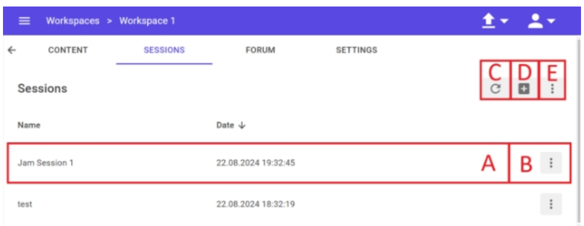

Figure A.10: List of meeting sessions

Creating a meeting session

To create a new meeting session, follow these steps:

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

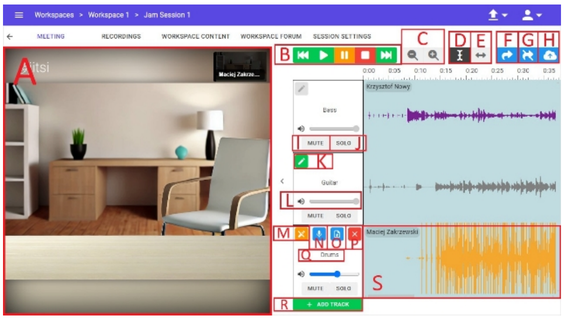

Figure A.11: Meeting session

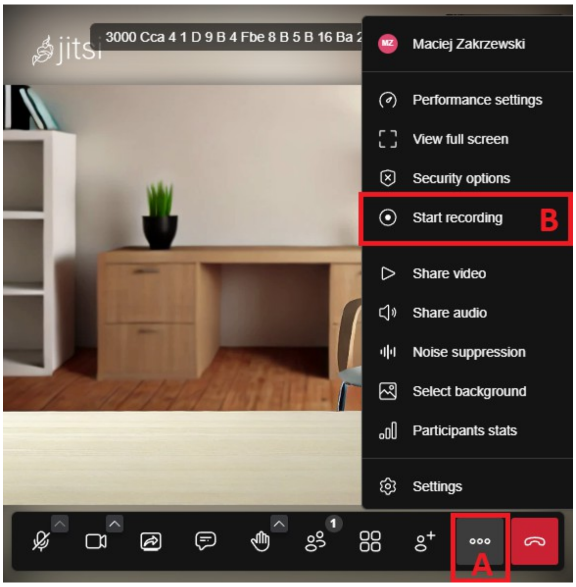

Figure A.12: Videoconferencing

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 upper right corner of the list of meeting sessions. When you click the button, a form for creating a meeting session will open allowing you to enter a session name, description and select the date and time for the session to start.
4. After entering the data, click the "Create" button to create a 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). After clicking the row, the meeting session will open.
4. The default "Meeting" tab allows you to use video conferencing and its integrated audio editor. Under the "Recordings" tab, you can browse a catalog of recordings from meeting sessions.

wych automatically archived there. Under the "Workspace content" tab, you can browse workspace files and directories without leaving 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.

Using video conferencing and audio editor

The following are the various actions possible under the "Meeting" tab of the meeting session:

1. To join a video conference, click the "Join meeting" button in the video conference window (Fig. A.11 - label A) and allow access to the microphone and camera in the browser.
2. To start recording a session, open the context menu in the video conference 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 leave the videoconference. The recording will automatically be saved in a folder with the meeting session name 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). After clicking the button, 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. After clicking the button, the recording of the track will start. During recording, the other tracks will be played. When recording is complete, click the button again to finish recording. The recorded audio will automatically be uploaded to the server and shared with 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. After clicking the button, a dialog box will open allowing you to select the sound file from the system file explorer. Once the sound file is 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) located 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 type 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, you can play back the project locally using the state- dard set of audio playback buttons (Fig. A.11 - label B).
11. To mute locally any track or all but one, click the button respectively "Mute" (Fig. A.11 - label I) or "Solo" (Fig. A.11 - label J).
12. To change the zoom level of the path visualization, use the buttons with the magnifying glass icon (Fig. A.11 - label C).

13. Click the button with the arrow icon (Fig. A.11 - label E) to enter the sliding mode of the tracks relative to each other. In sliding mode, you can move the edited tracks on the timeline to synchronize 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 mark on the timeline the sections of tracks to be opened or change the moment from which the 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 video conference window with an audio player whose control is synchronized 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 in the workspace, click the button with the arrow in the cloud (Fig. A.11 - label H). After clicking the button, a dialog box will open allowing you to enter a name for the sound file and select the directory where you want to save the file.

Discussion forum

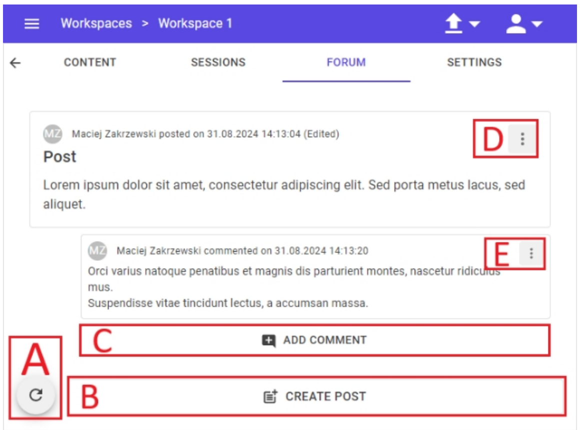

Figure A.13: Discussion forum

The following are the various actions possible in the discussion forum of the workspace:

1. To open a discussion forum, open the workspace according to the instructions in the preceding 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).
3. To create a new post, click the "Create post" button (Fig. A.13 - label B). After clicking in place of the button, the create post form will appear, where you should enter the post title and content and optionally attach files from the workspace.
4. To add a comment to a post, click the "Add comment" button (Fig. A.13 - label C) located below the post. After clicking in place of the button, the form for adding a comment will appear.

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

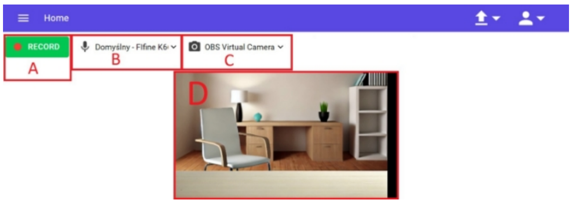

Figure A.14: Pre-recording video creation wizard

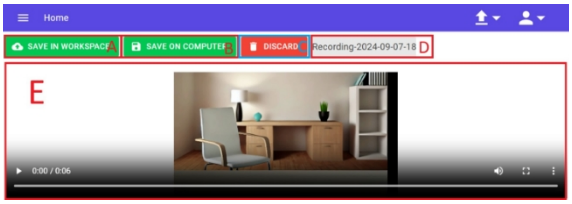

Figure A.15: Video creation wizard after recording

To create a 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, you can select the audio and video input device 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). Once the button is clicked, video recording will begin. To stop recording, click the "Stop" button now located in place of the "Record" button.
5. Once recording is complete, you can watch the footage using the video player (Fig. A.15 - label E).
6. In the text box (Fig. A.15 - label D) you can change the name of the video.
7. To save the video on the device, click the "Save on computer" button (Fig. A.15 - label B). Once clicked, the file will be saved via a web browser on the device.
8. To save the video to 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.