TUTORIAL FOR THE COLLABORATIVE ENVIRONMENT

- Participant version -

INDEX

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- Login and registration
- Personal workspace
- How a co-production process looks like
- How to edit resources
- How to create a new resource
- How to share the link to a resource

Public pages of the portal

Connect to the portal

Different versions of the portal are available

DEMO

https://demo.interlink-project.eu/

MEF

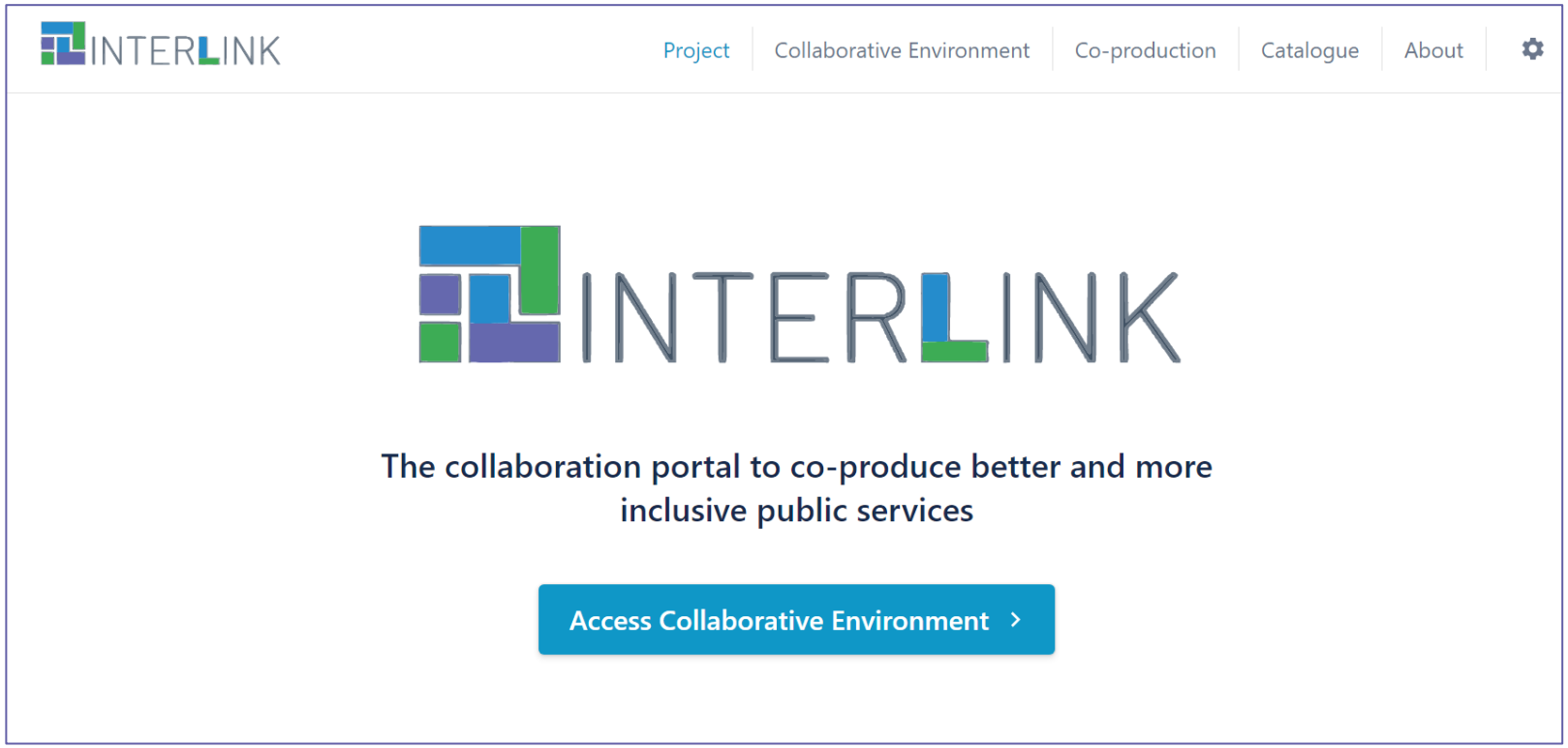
https://mef.interlink-project.eu/

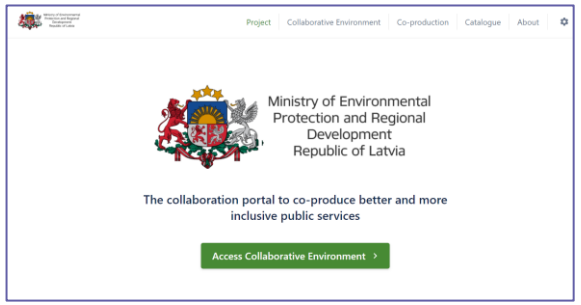
VARAM

https://varam.interlink-project.eu/

ZARAGOZA

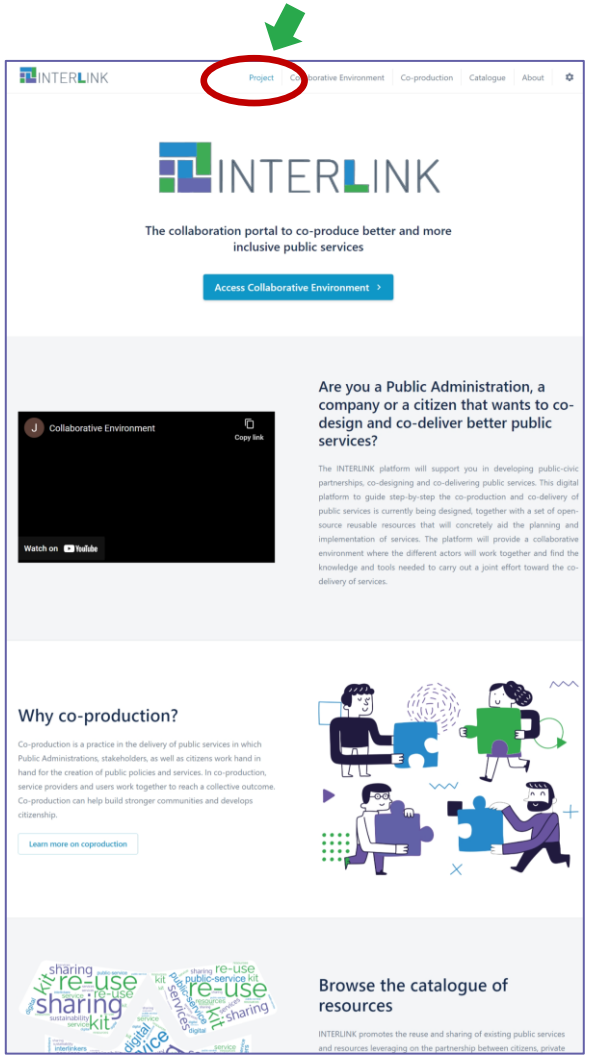
https://zgz.interlink-project.eu/

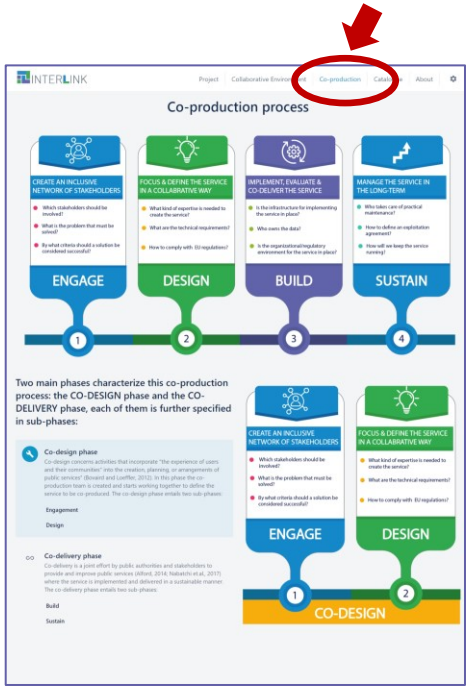




Information on Co-production

The public pages of the portal provide information on the INTERLINK project, on the functionalities of the Collaborative Environment, on Co-production

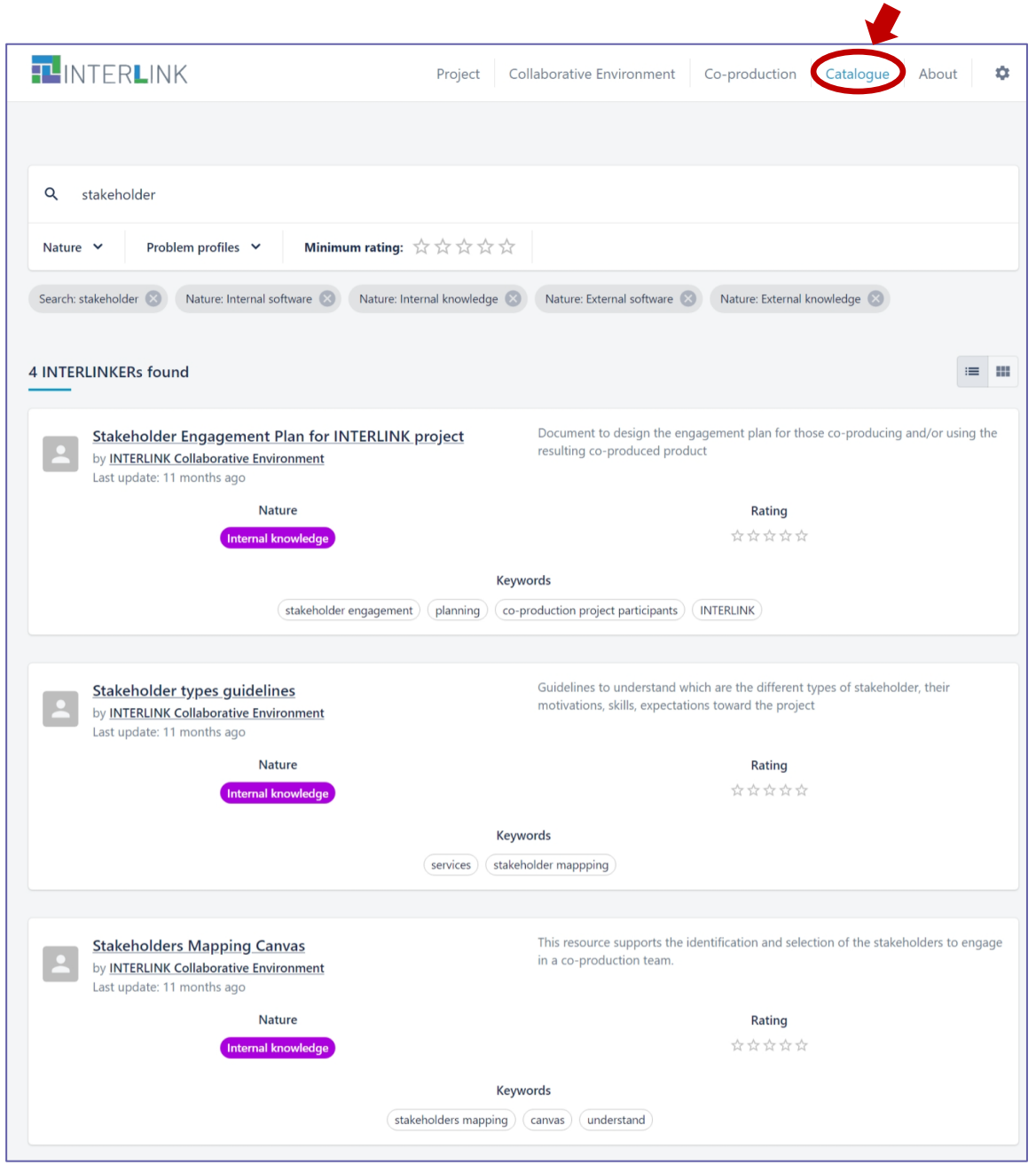




Preview of catalogue of INTERLINKERS

A specific page provides an overview of the reusable knowledge and software resources available in the platform to aid the co-production of public services.

Search and filter functionalities are available.

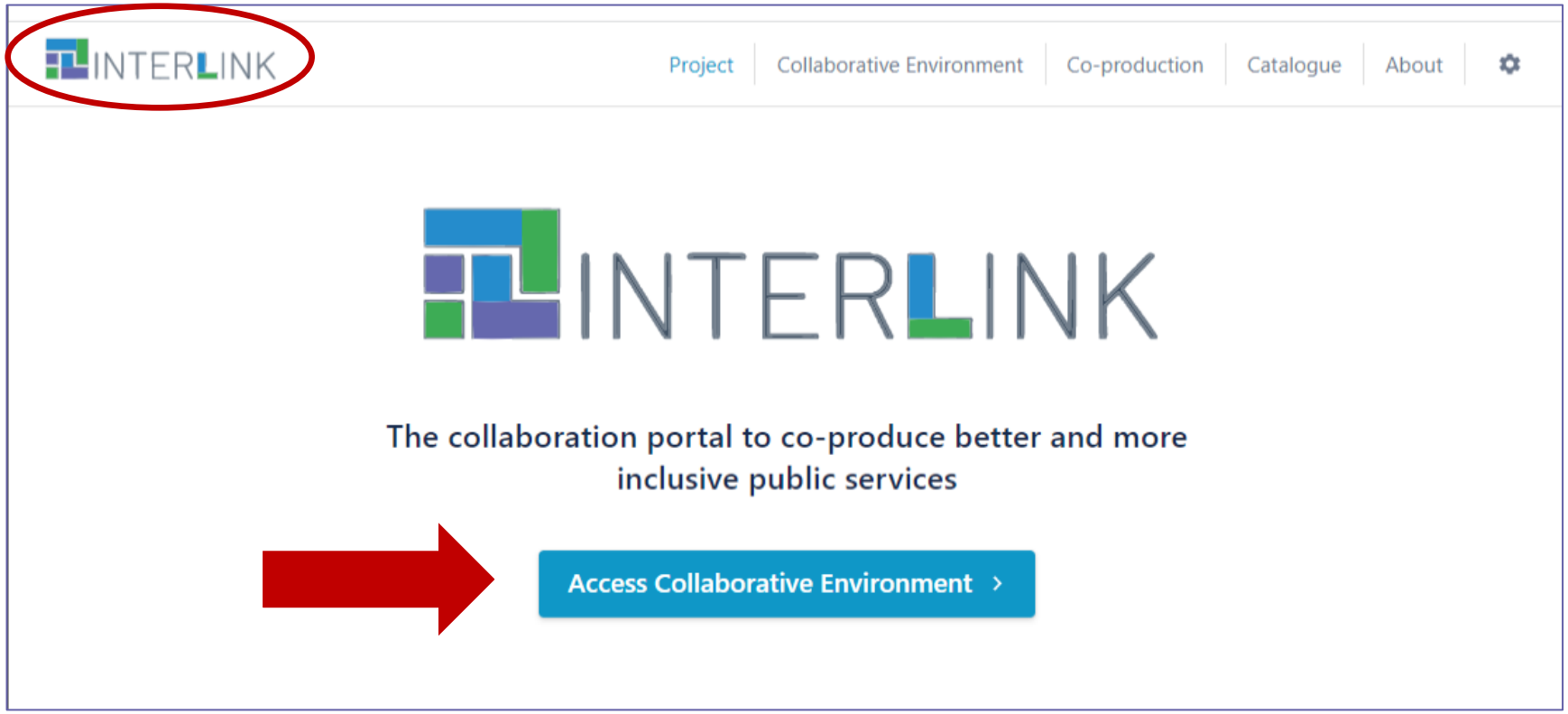


Access to the Collaborative Environment - Login and registration -

Access the Collaborative Environment

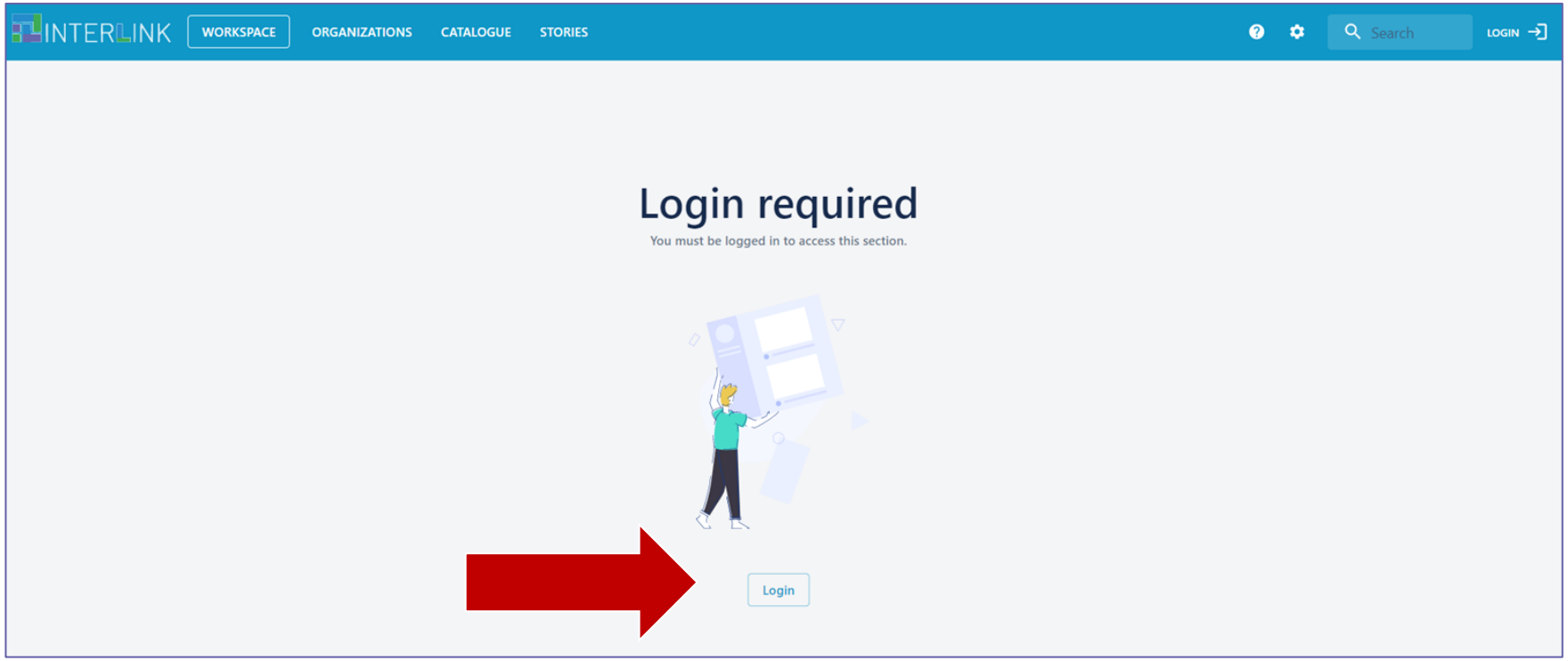
You can access the Collaborative Environment from the home page of the portal.

The home page of the portal is always reachable by clicking on the INTERLINK logo at the top left of the interface.



Login

Click on LOGIN

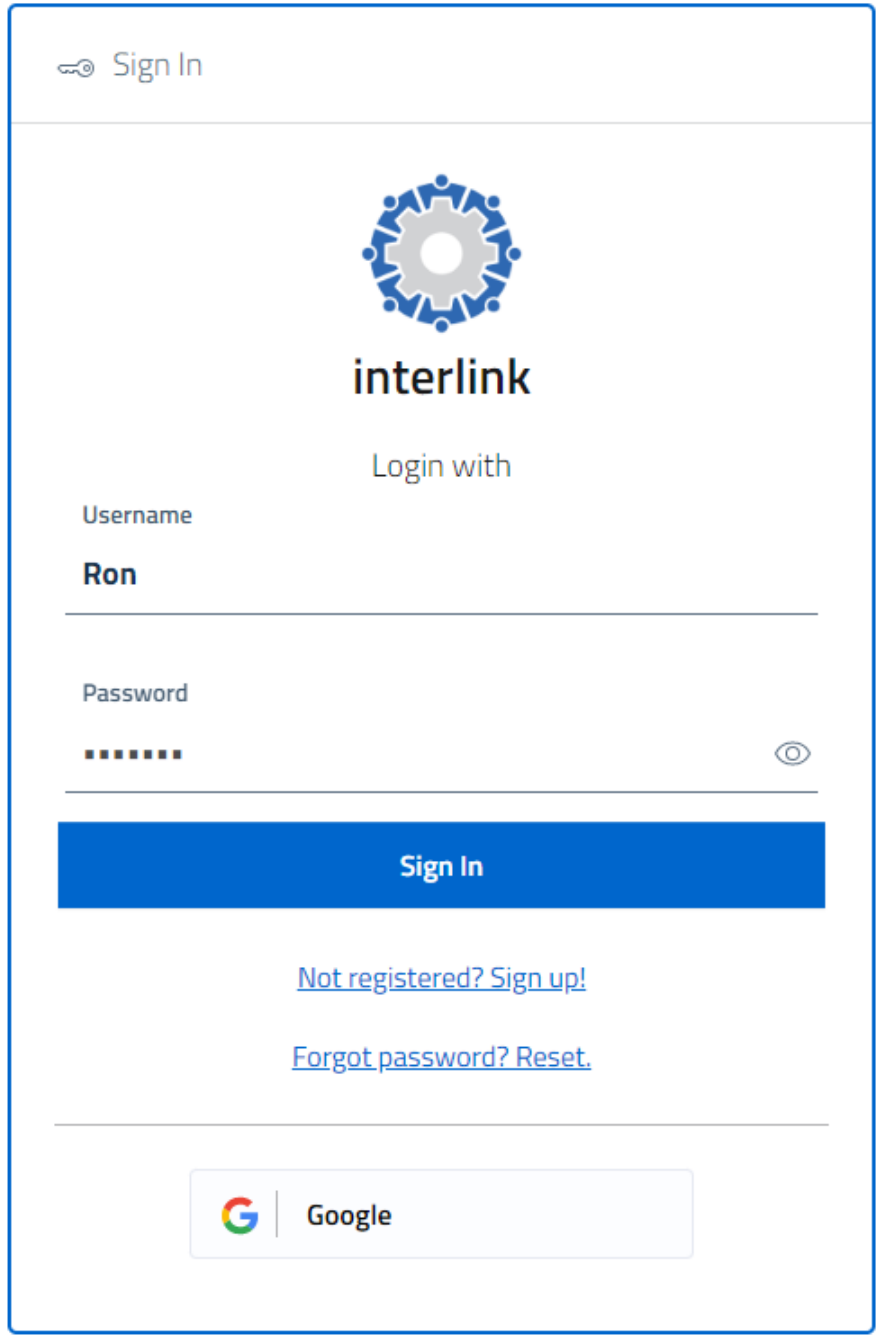


Already registered to the platform?

Sign in with your credentials if you are already have registered to the platform

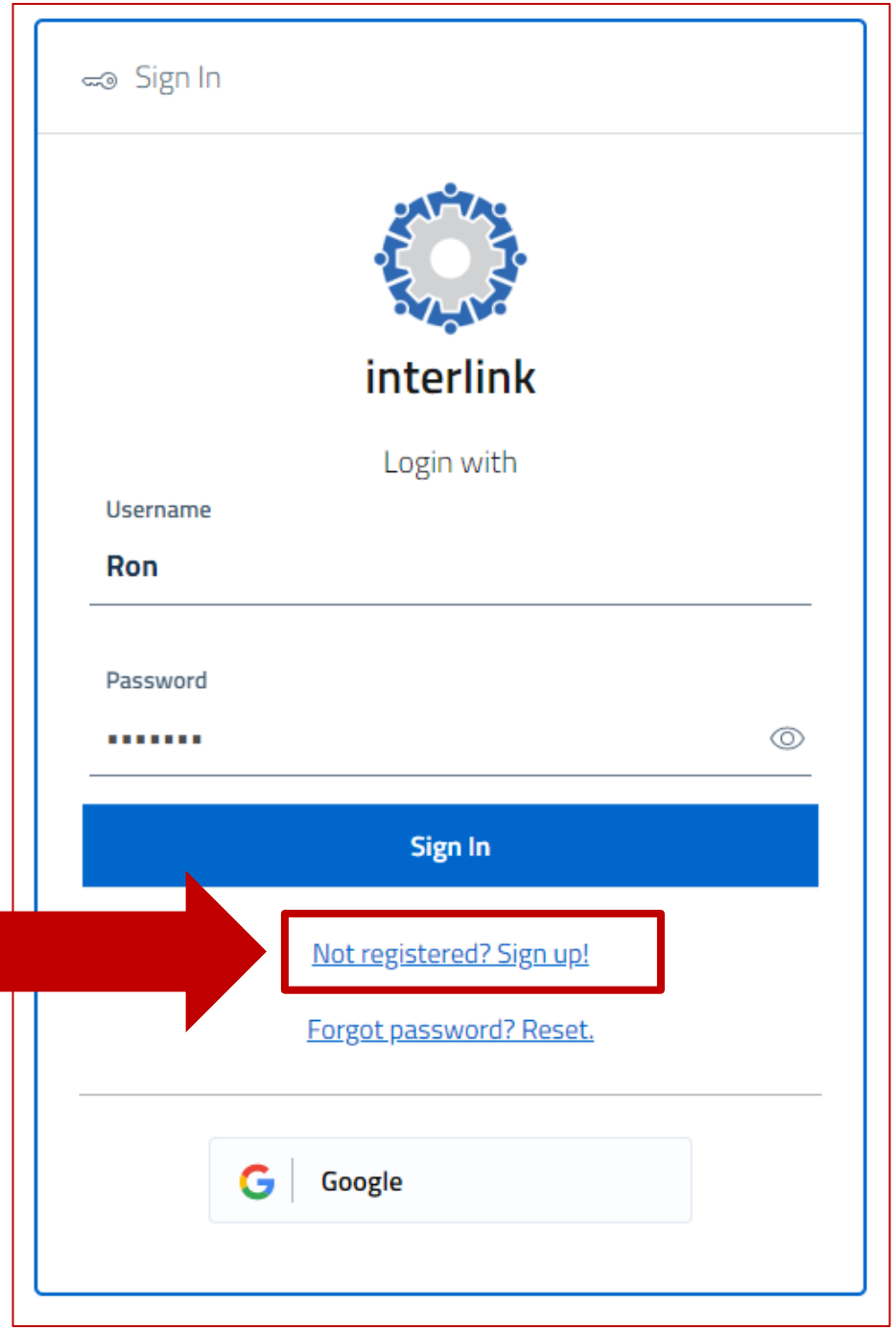
or

Sign in with you google account if you have one and want to use it to access the platform



Not yet registered to the platform?

Click on “Not registered? Sign up!”

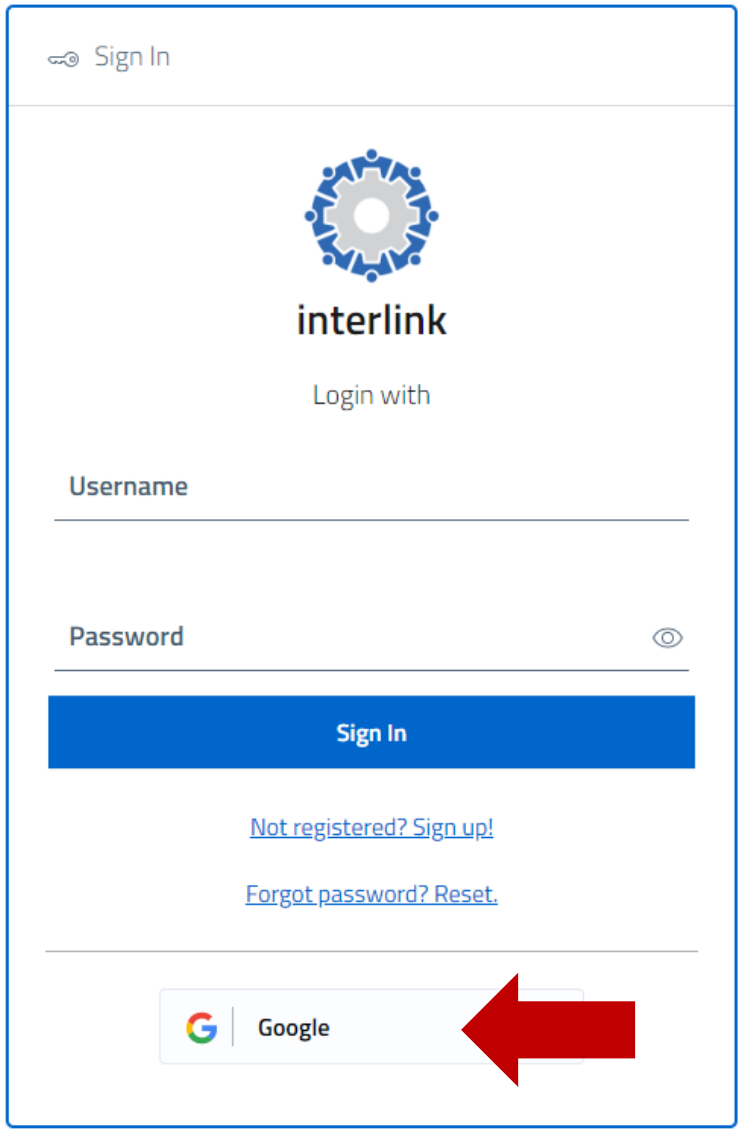


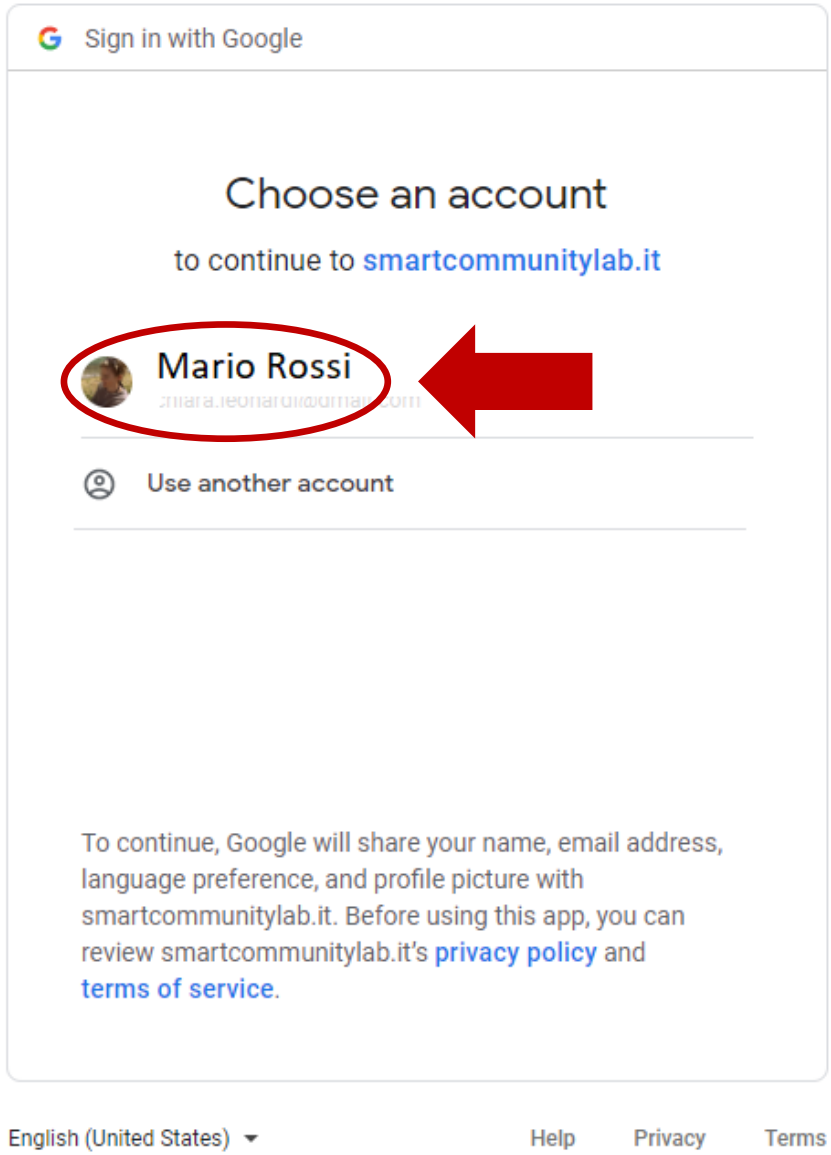
Access with Google credentials

Access with Google credentials

If you have a private or work account managed by Google (for example xxxx@gmail.com) you can enter the platform using your usual Google email and password

(the platform is able to dialogue with Google servers for a safe user identification, in compliance with data protection regulations)



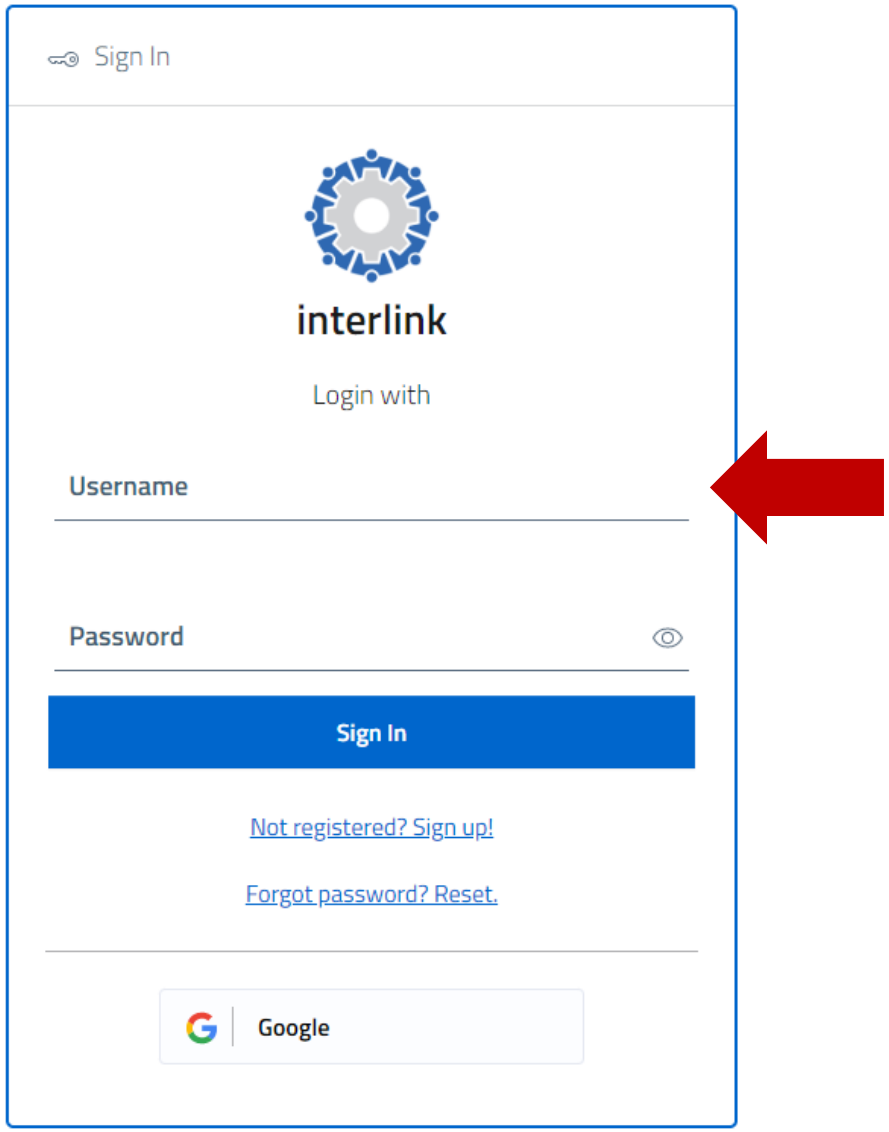


Access for users already registered with username and password

Access with platform credentials

If you have already registered to the platform with a chosen username and password, use your defined credentials to login to the platform

(if you have not registered yet, see next slides)

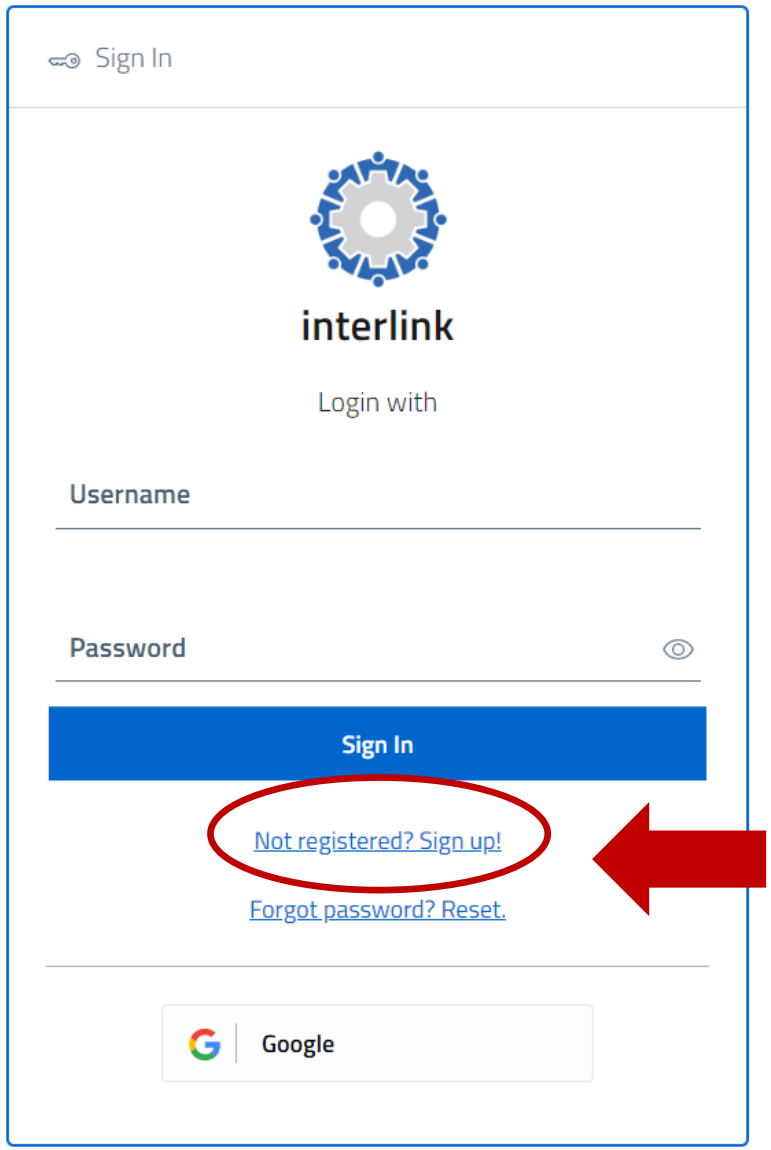


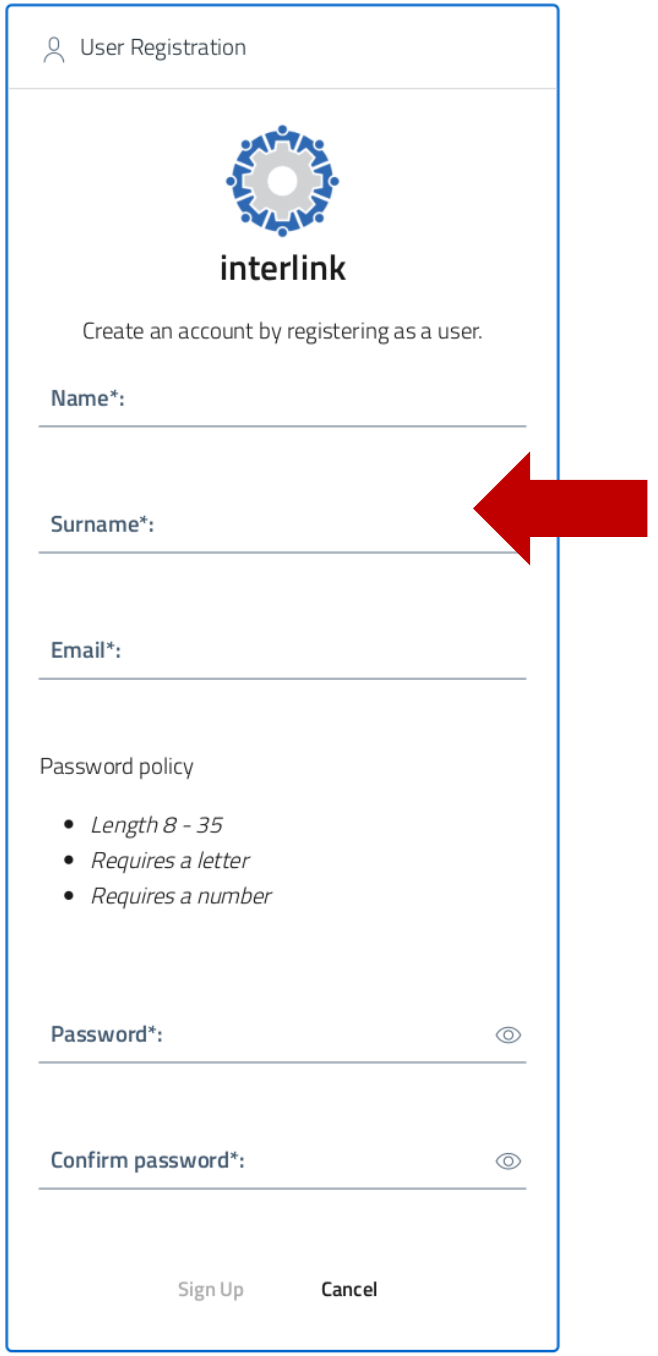
New registration to the portal

Input your registration data

After clicking on ""“Not registered? Sign up!” you get access to the registration form

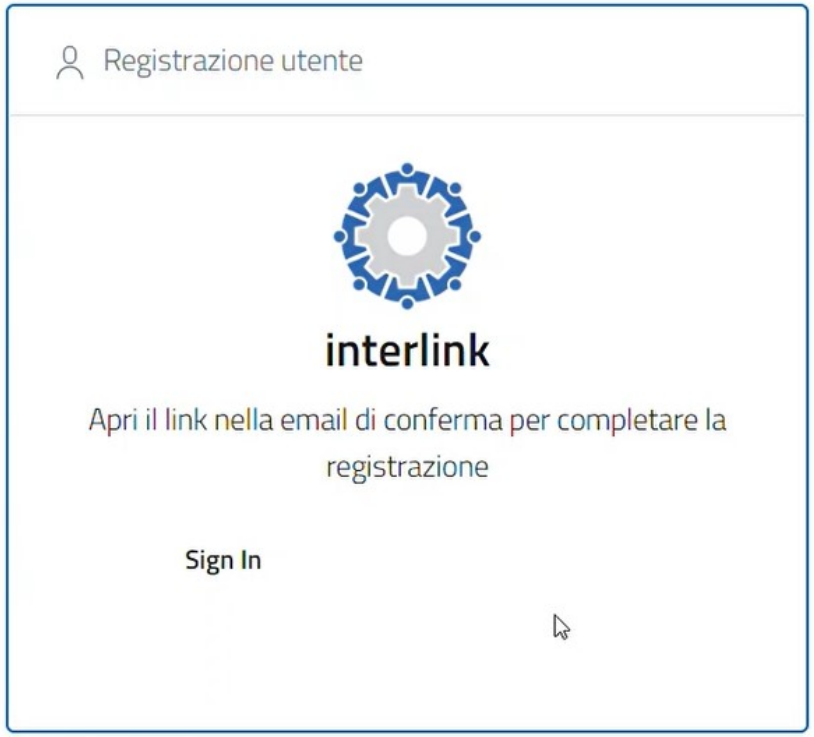
Insert your data, choose a password and click on the "Sign up" button

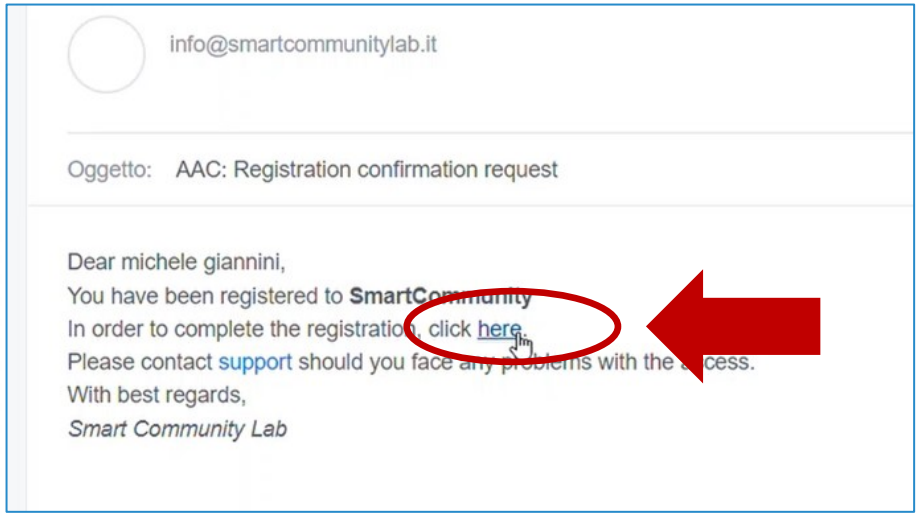




Confirm the registration

- A verification message will be sent to the provided email address (check also the spam folder)
- Click on the valuation link included in the email message.
- Now you can enter the platform with your new credentials.

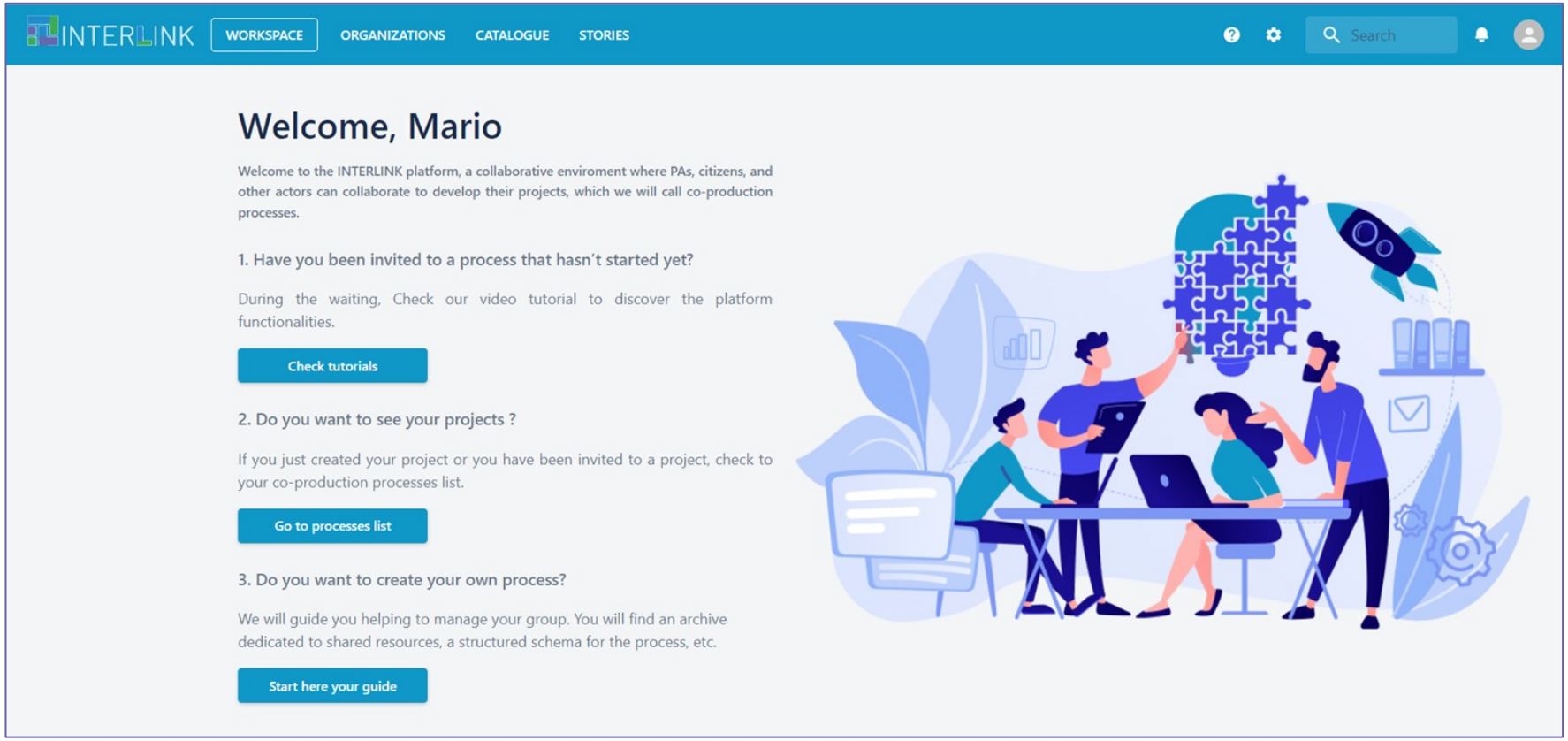




Welcome to your Workspace

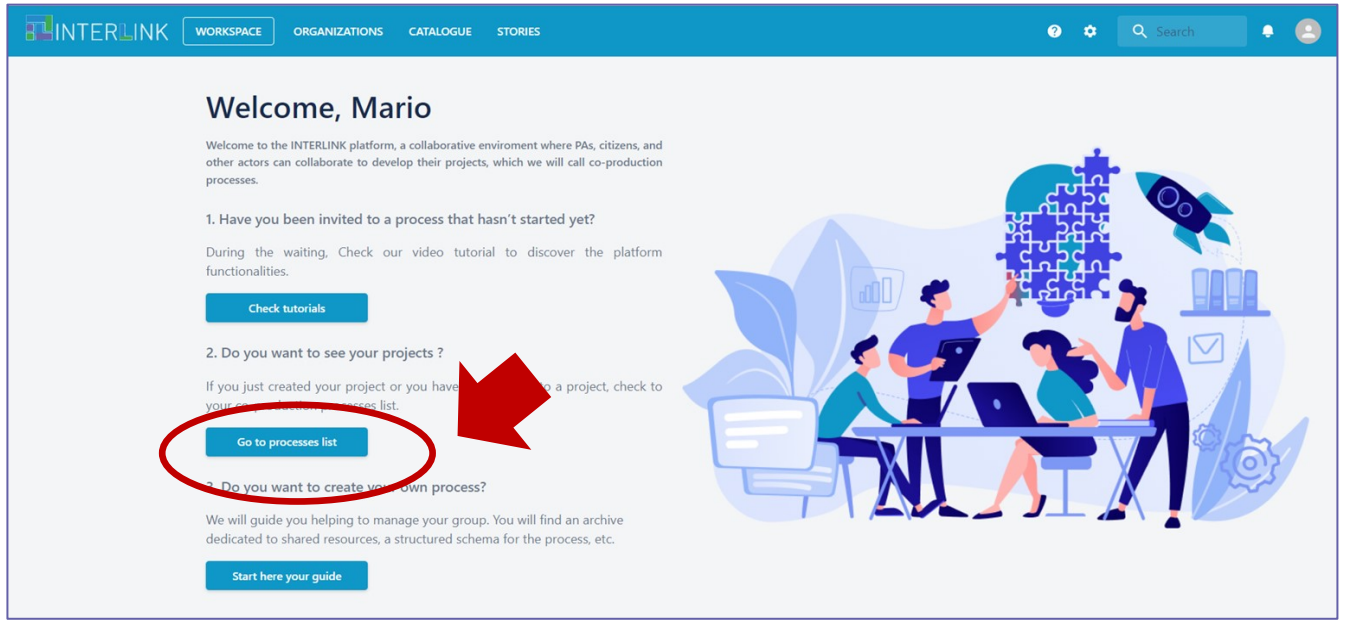
Personal workspace

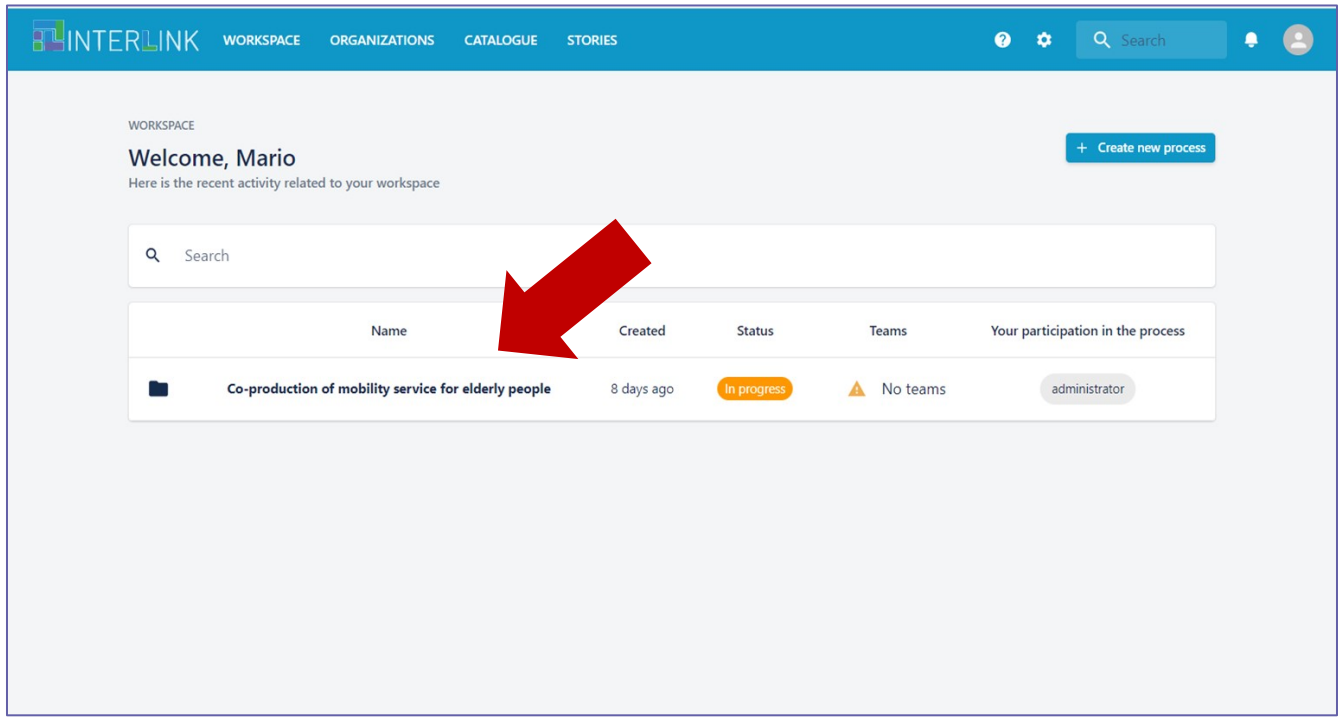
After you access the Collaborative Environment, a welcome page provides orientation information.



Co-production processes you work on

After having been invited to participate to a co-production process, your workspace contains the list of processes you can work on.

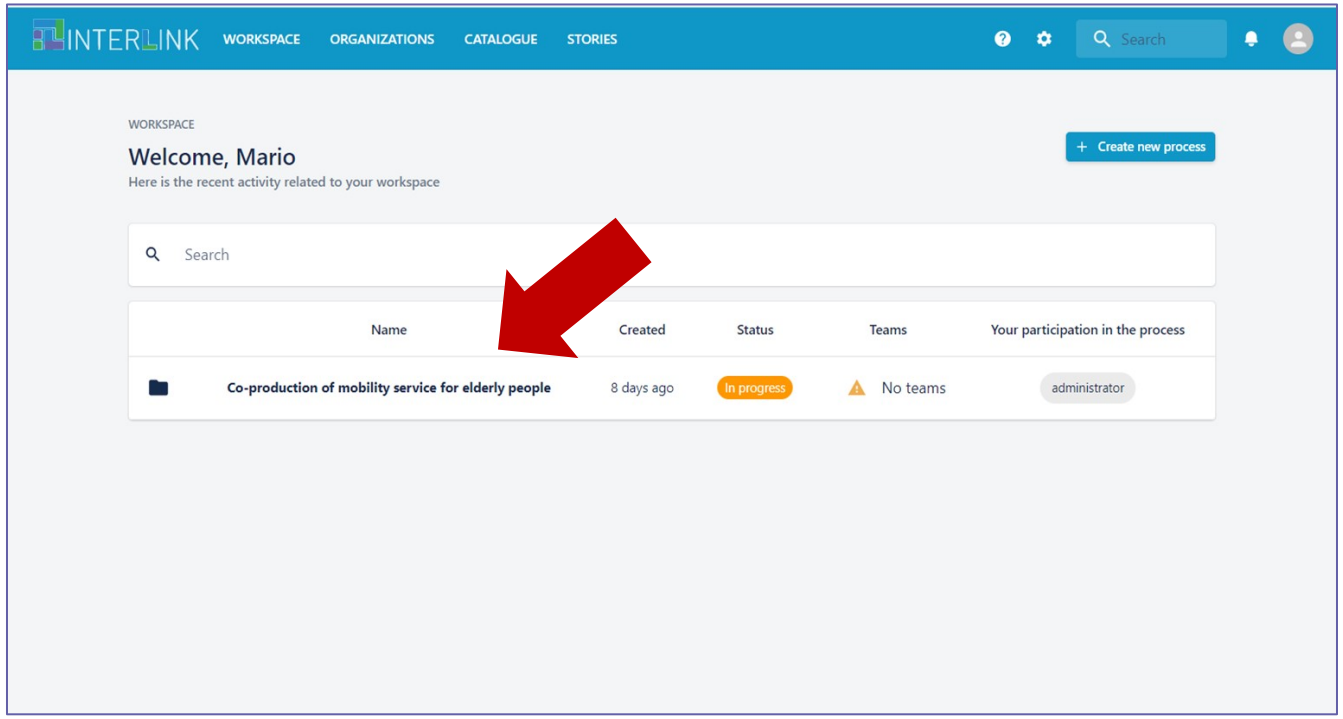


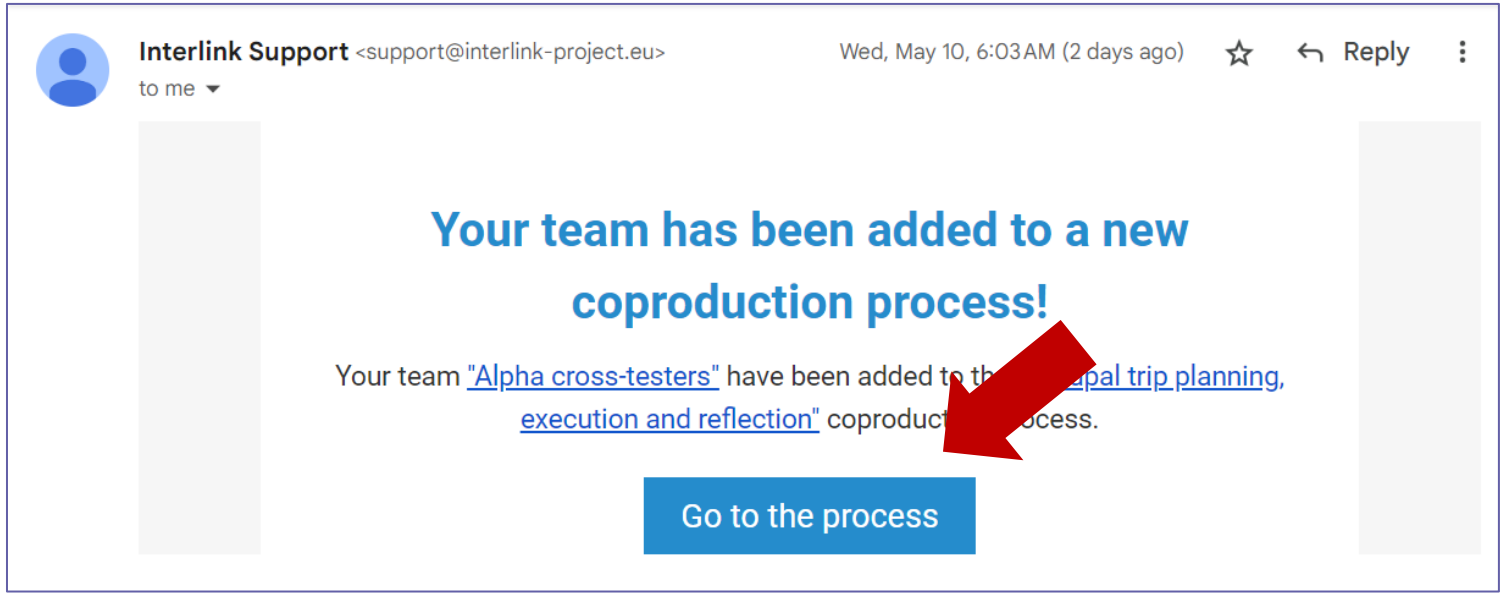


How a co-production process looks like

Select the process of your interest

If you have been invited to contribute to a co-production process, you can open it from the list of processes in your workspace.
You can also open it from the email invitation that you have received (you will be redirected to the Collaborative Environment and login will be requested)

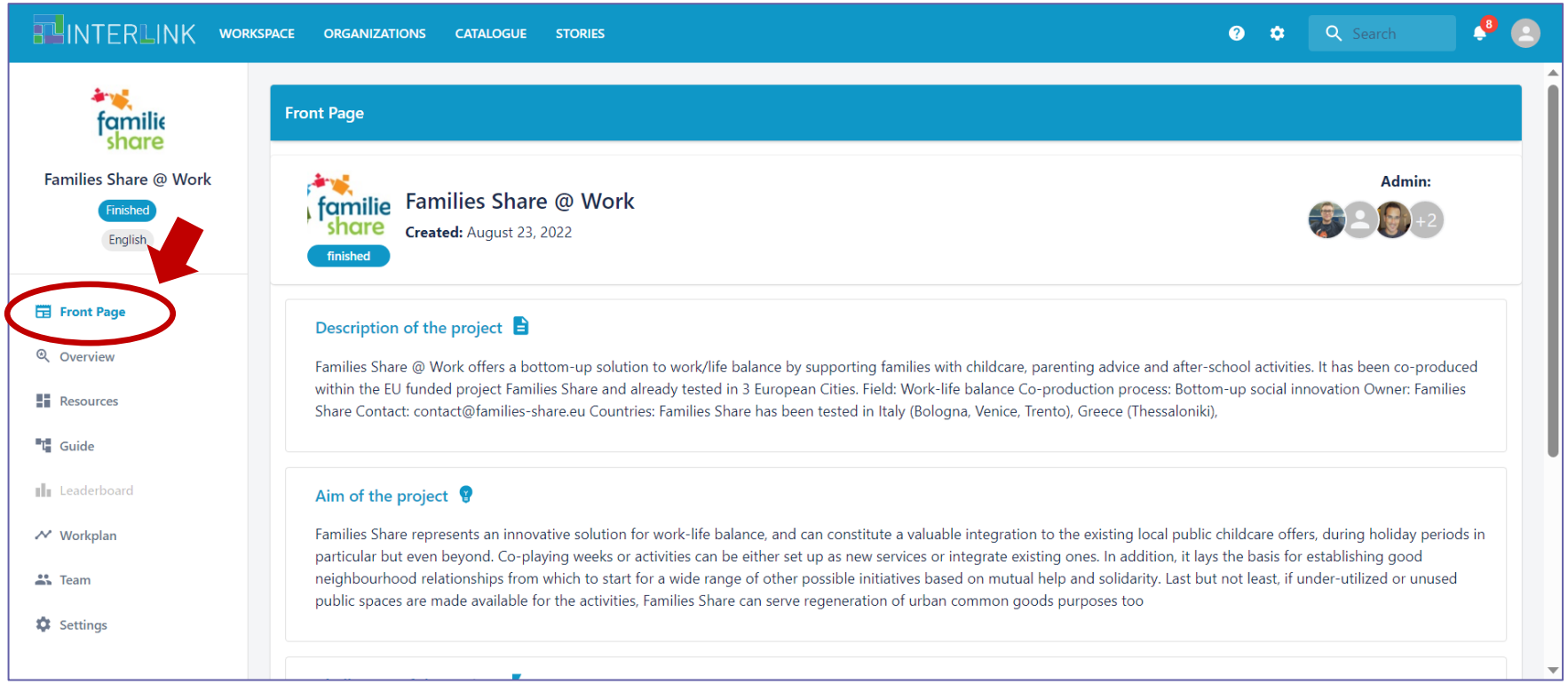




SAMPLE INVITATION EMAIL

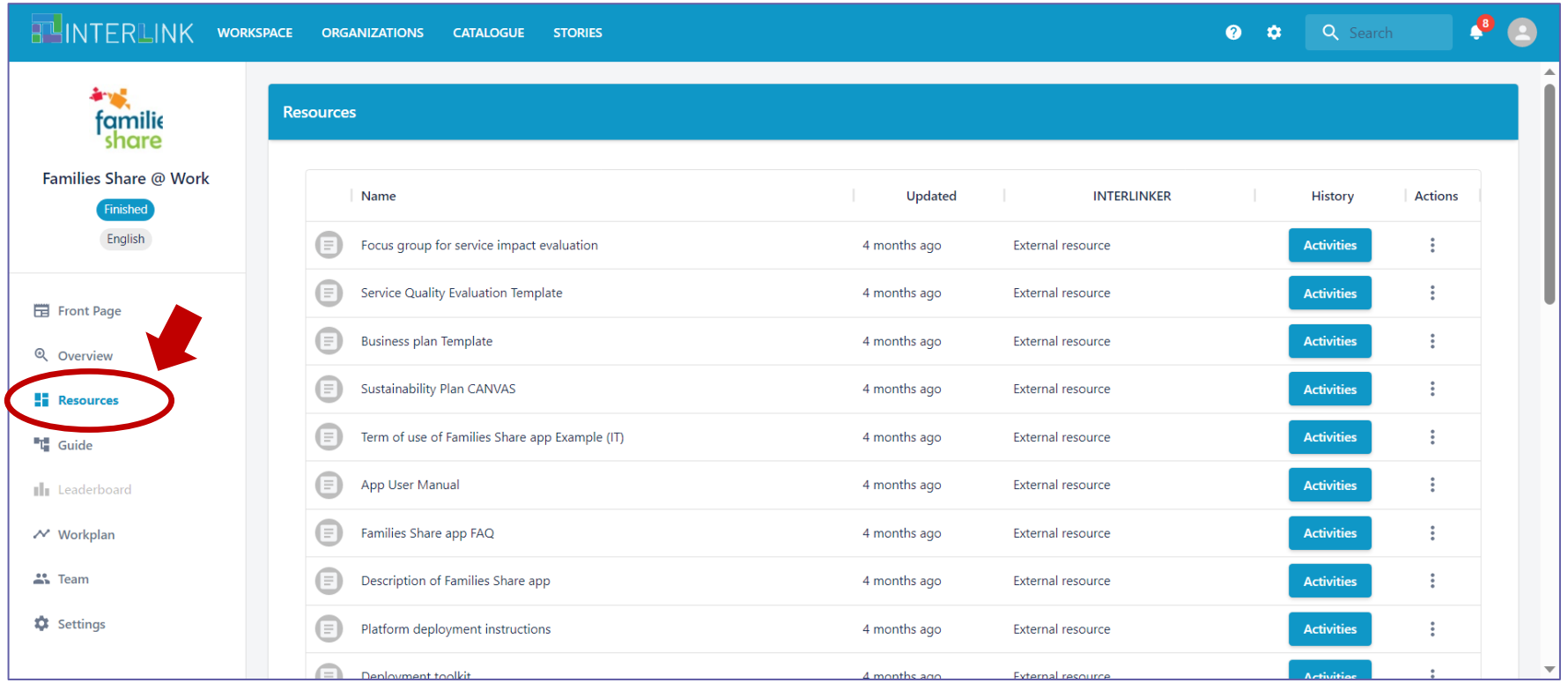
Co-production process front page

The Front Page section provides information on what the co-production process is about



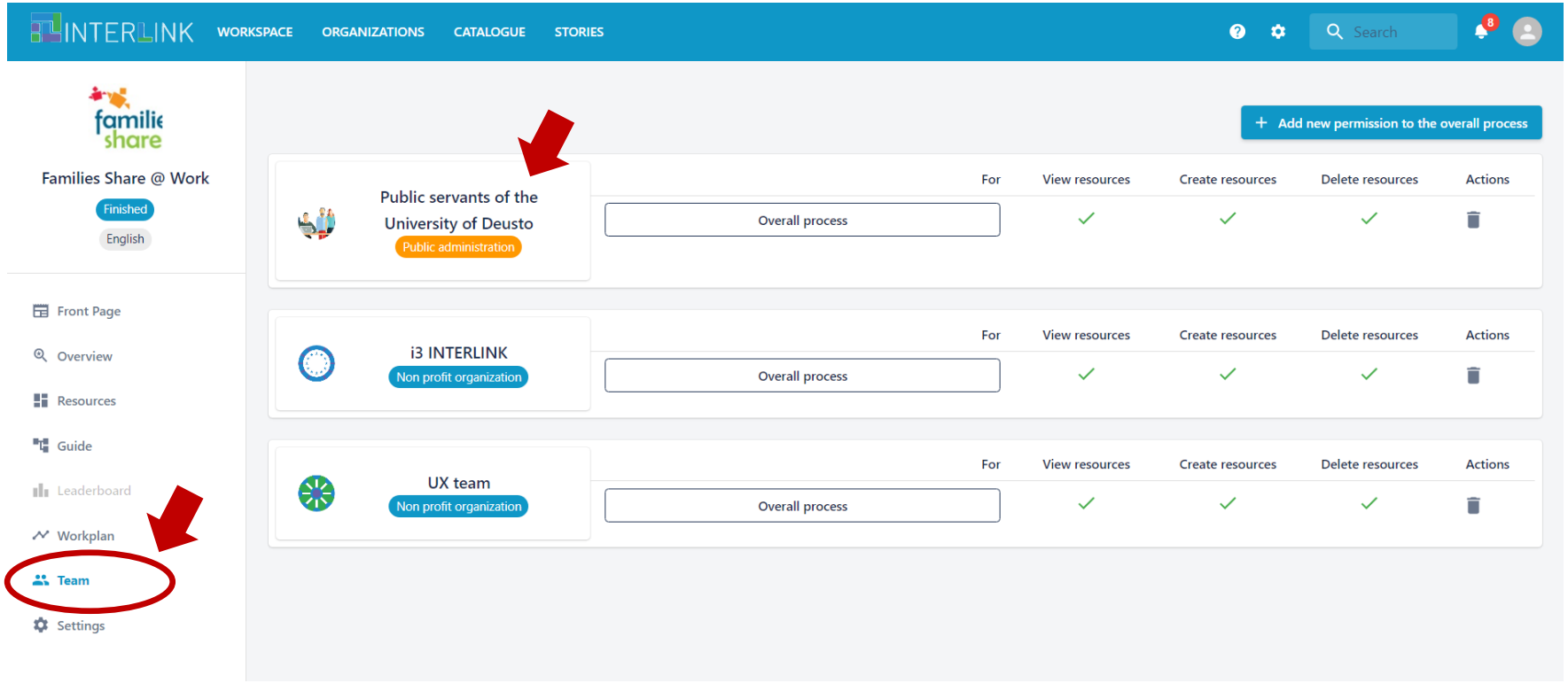
Co-production process resources

The Resources section provides a summary list of all the resources that have been created so far during the co-production process and that have been shared with you



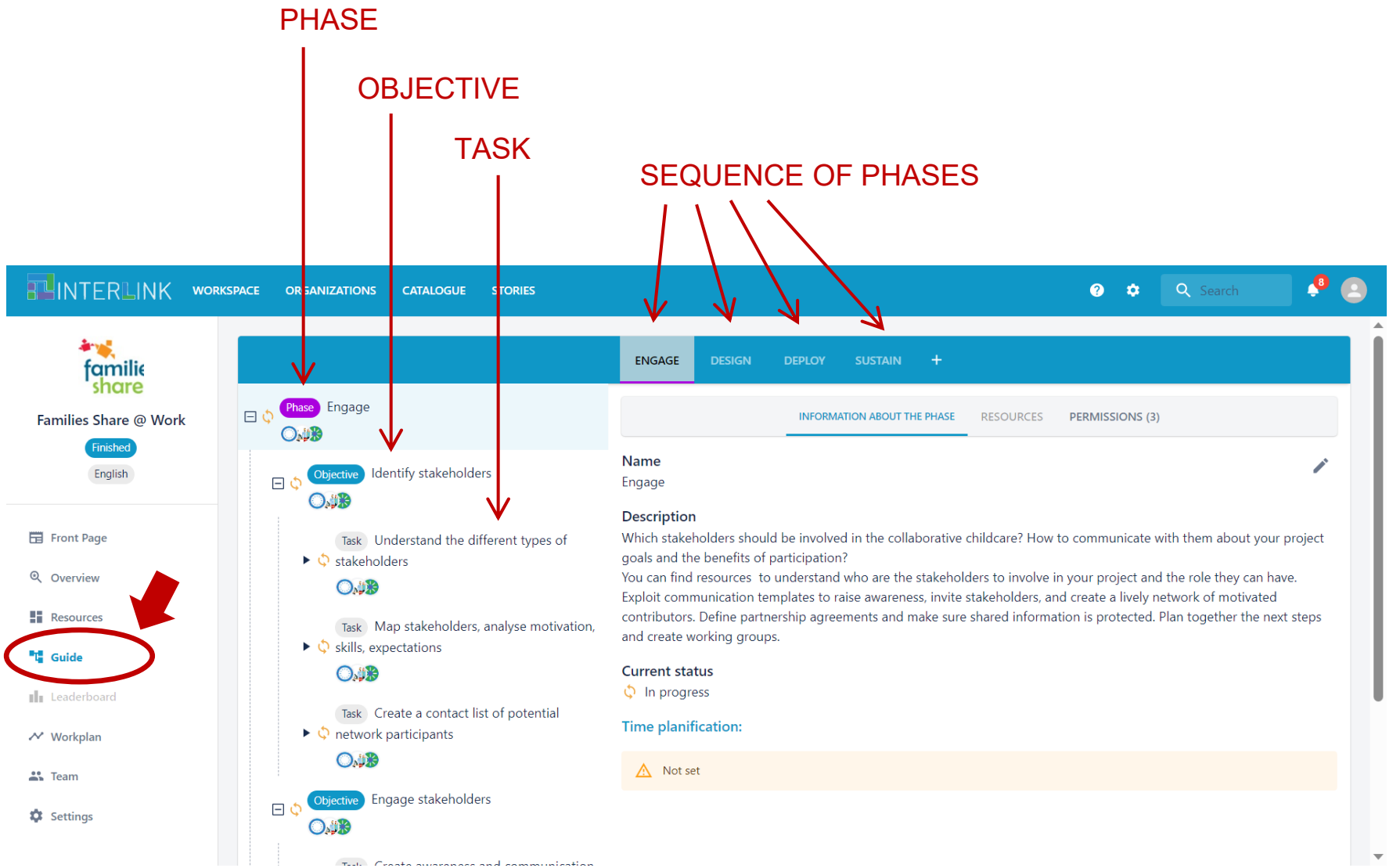
Who is working on a process

The Teams visualizes the list of teams involved in the co-production process.
By clicking on a team name you will able to see its members.



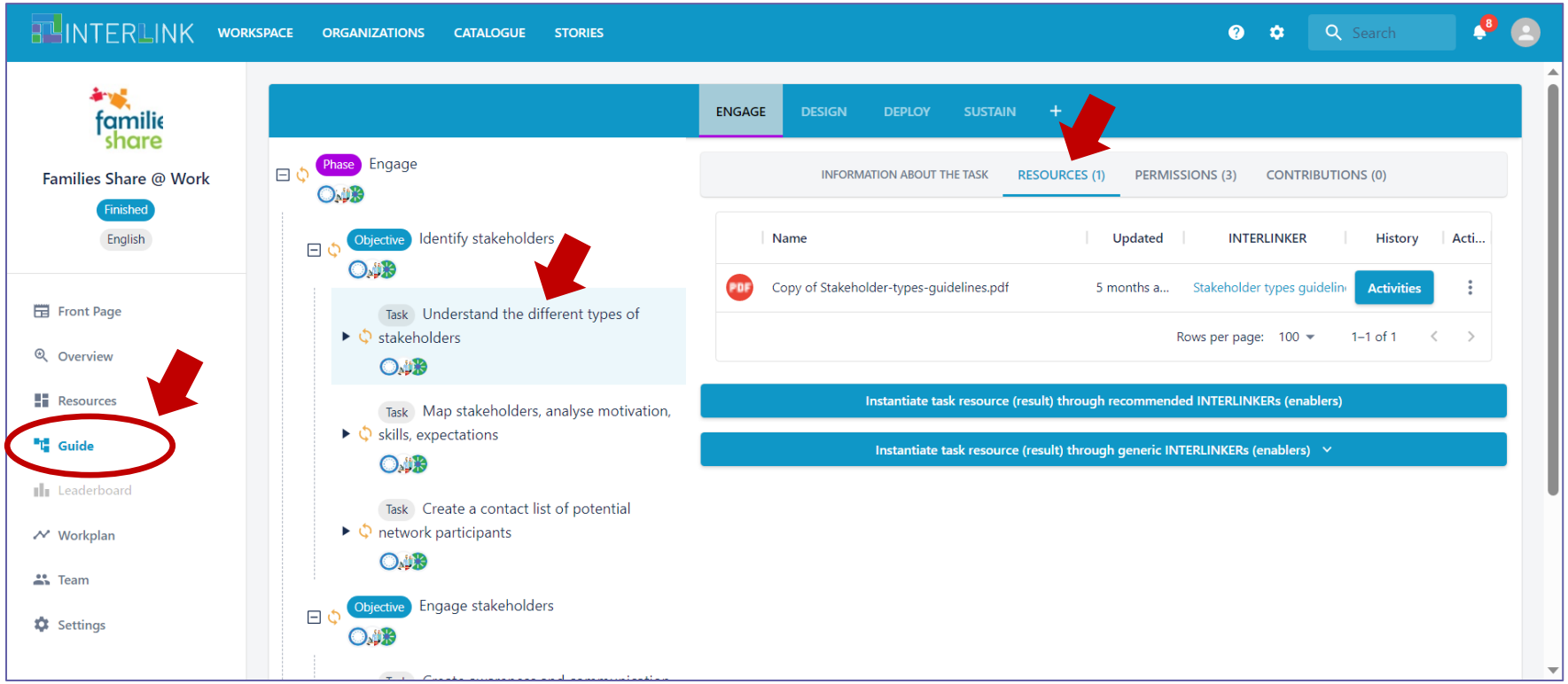
Co-production process guided steps

The Guide section allows you to see the list of steps planned for the co-production process (organized in a hierarchical sequence of phases, objectives, and tasks)



Details for a task

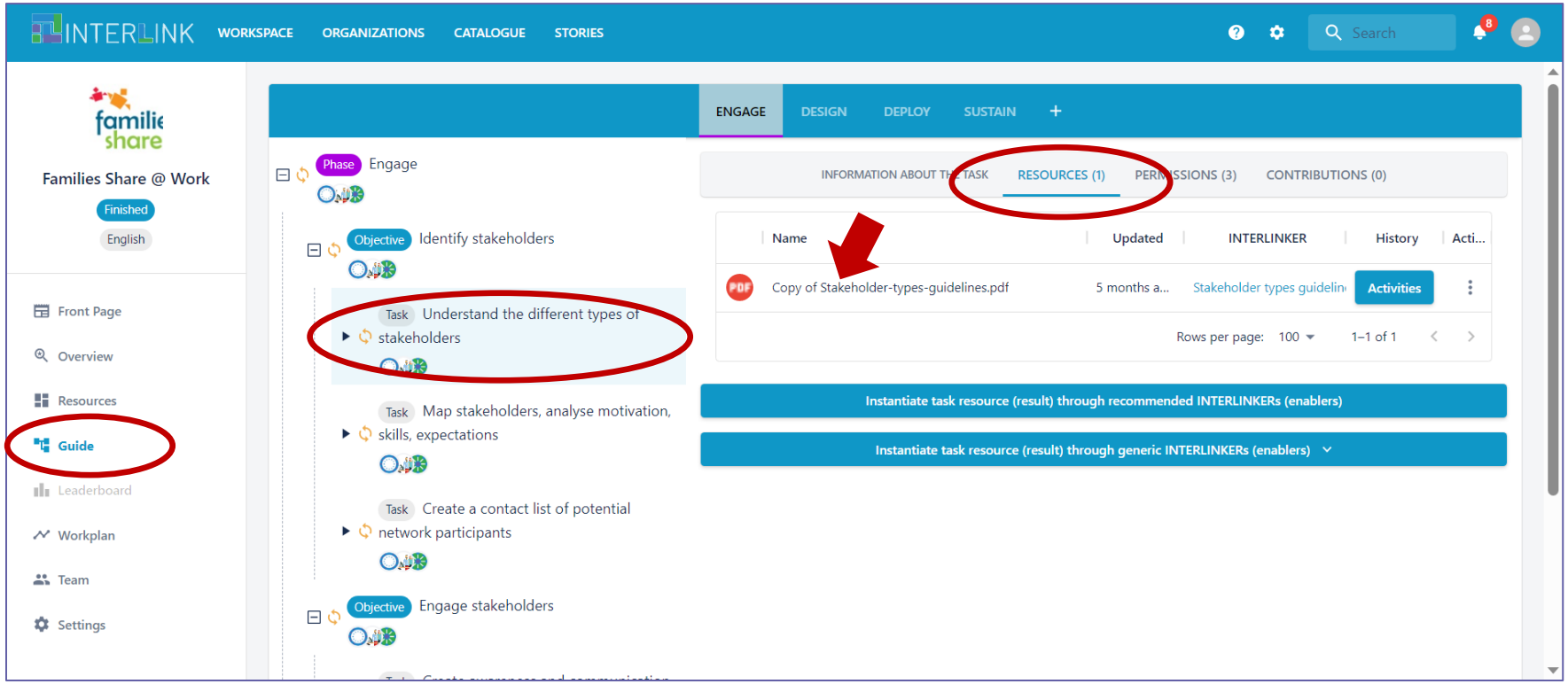
When you select a specific task in the Guide section, you will be able to read a description of the forseen activities as well as the list of resources created and shared with you for this task.



How to edit shared resources

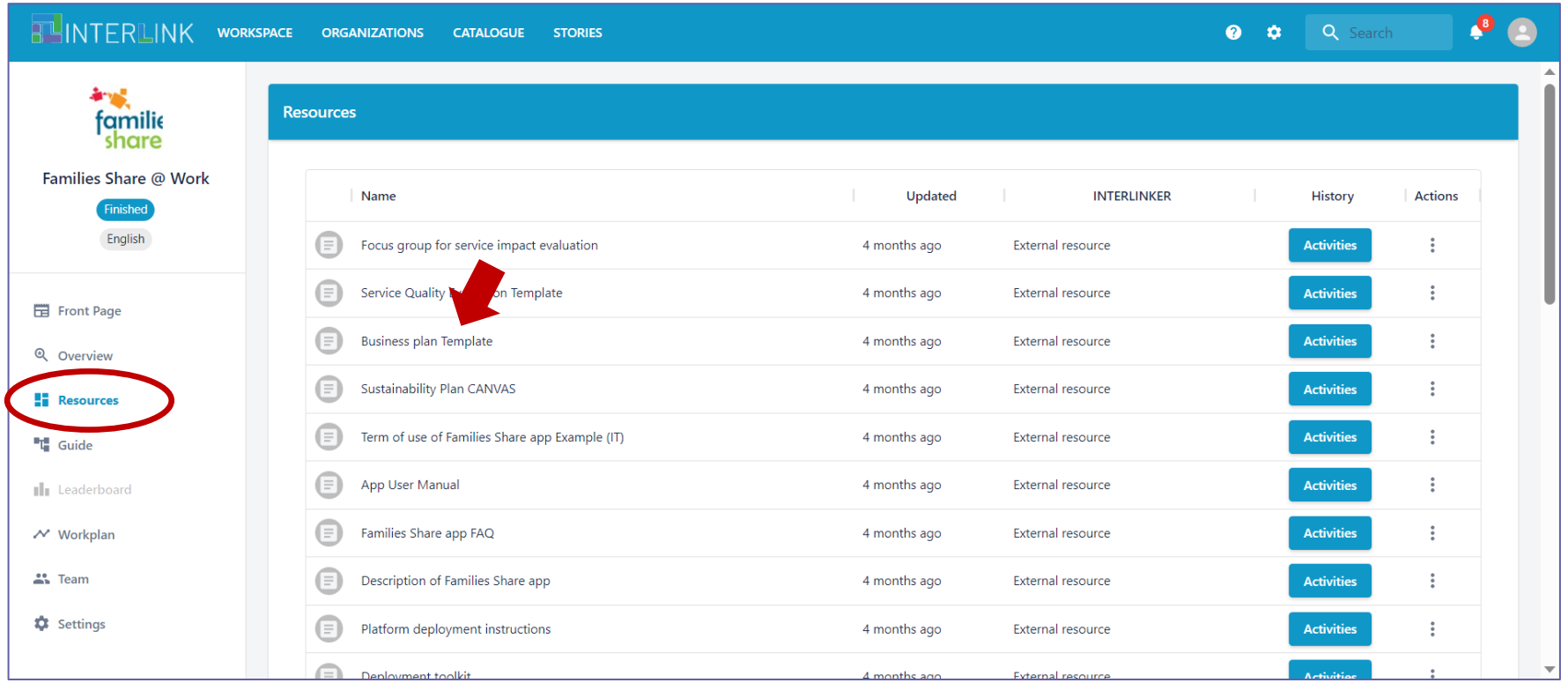
Open a resource from the task

You can open a shared resource from the task where it was created.
You simply need to click on the name of the resource.



Open a resource from the «Resources» section

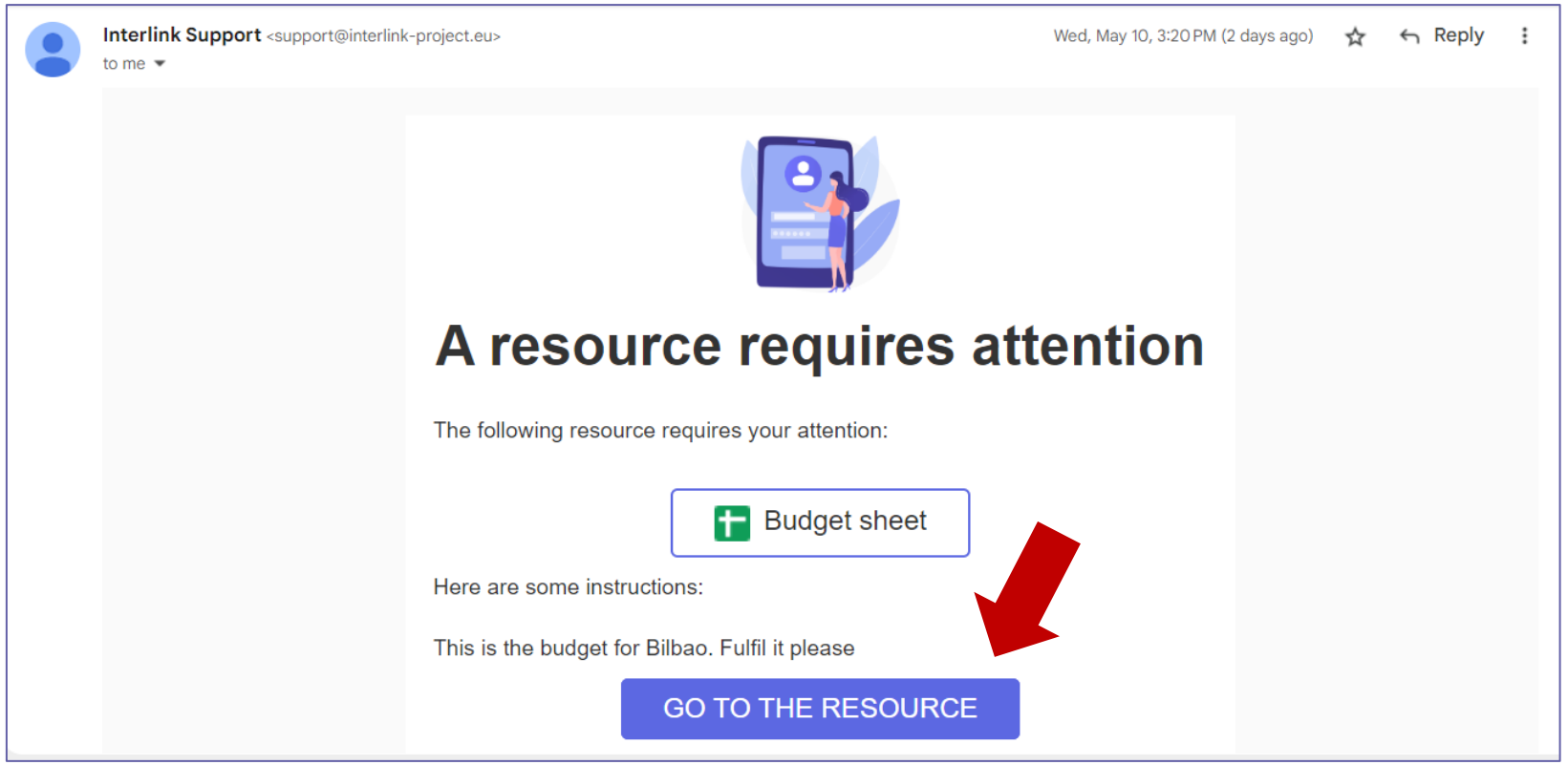
You can also open a shared resource from the «Resources» section that lists all the resources that have been created in the process.
You simply need to click on the name of the desired resource.



Open a resource from an email notification

You might have received an email notification when the resource was shared with you.
You can open the resource by directly clicking on the link in the message you received (you will be redirected to the Collaborative Environment and login will be requested)

SAMPLE NOTIFICATION EMAIL



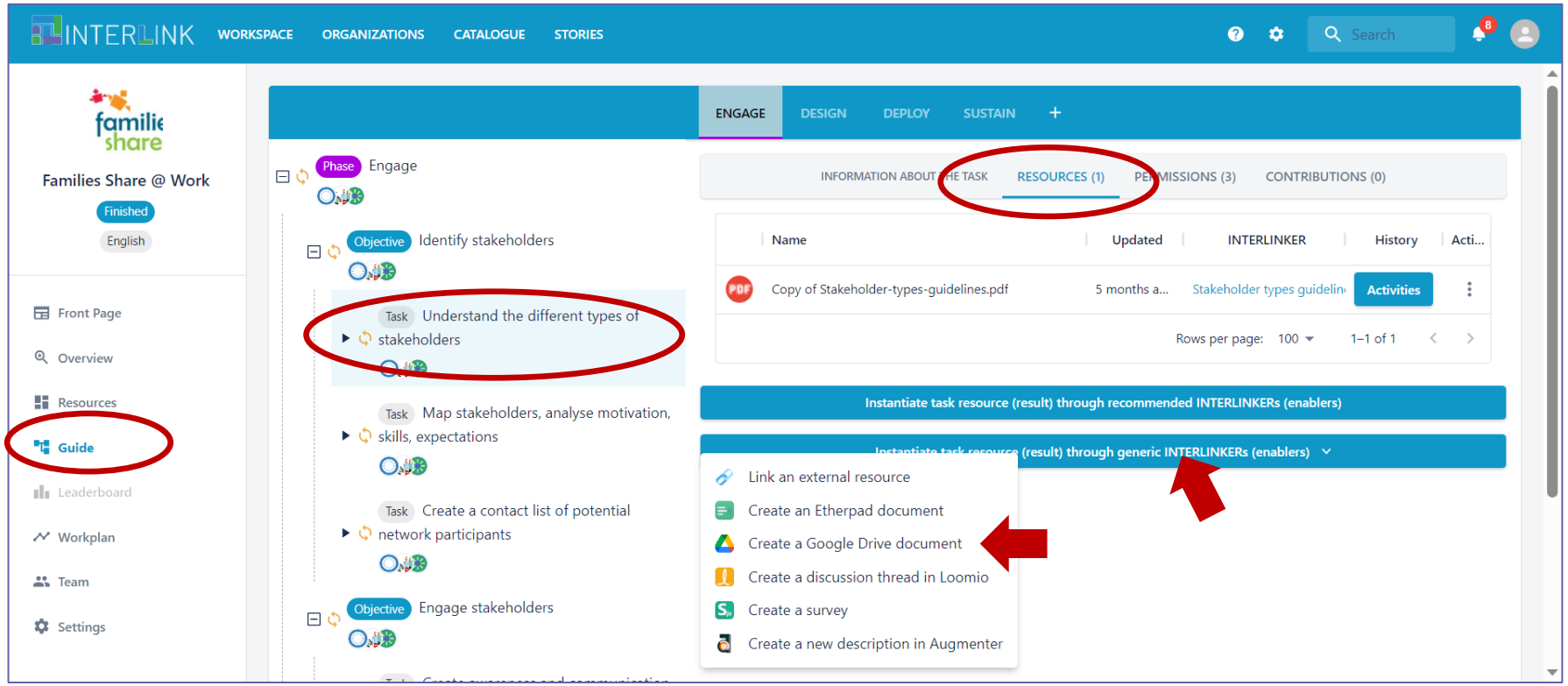
How to create a new resource

Create a generic empty document

Create a generic empty document

In case you need to create an empty document, navigate to the task where you want to create it. Open the tab showing its resources.

Then click on the second blue button associated to generic INTERLINKERs. In the pop-up that appears, select the type of document you want to create.

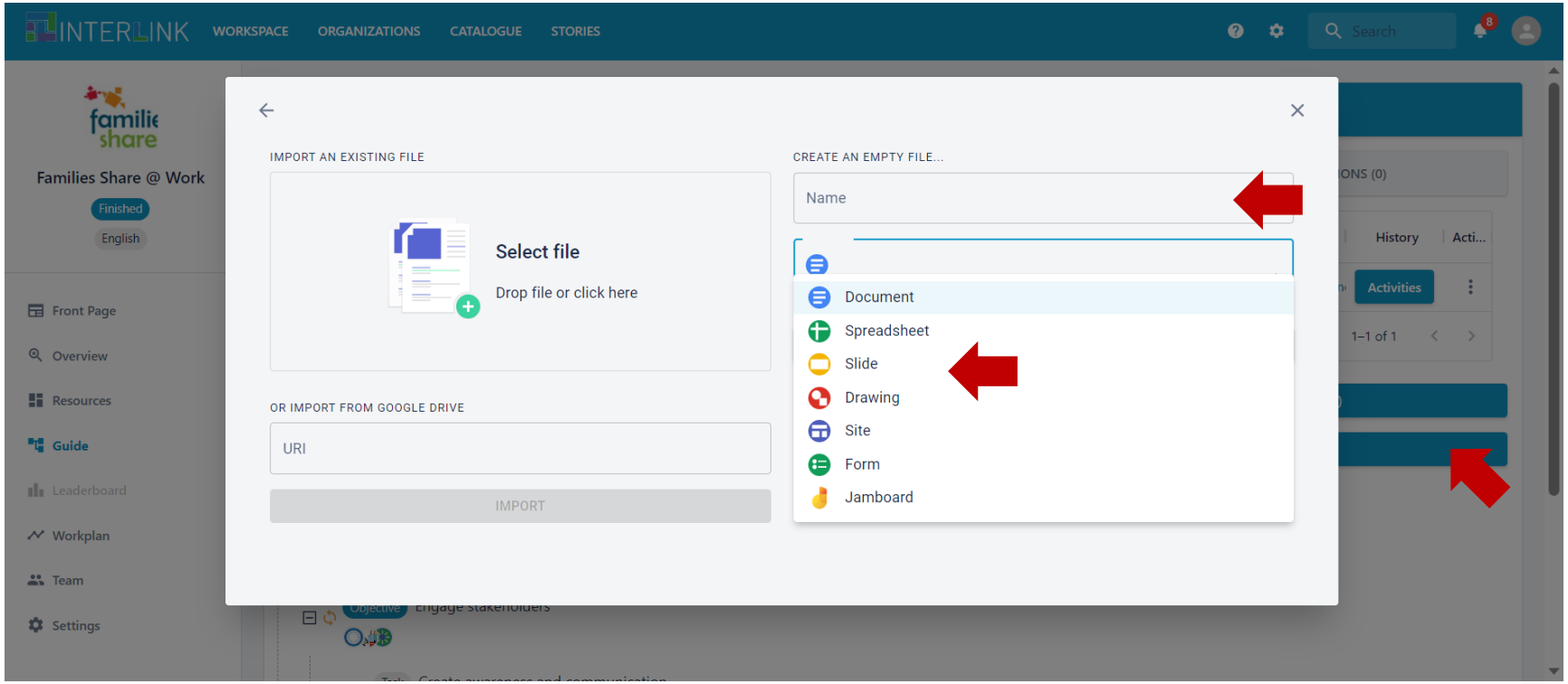


Configure the new empty document

Configure the information related to the new document.

For example, for Google Drive documents you can select the specific type of document to create.

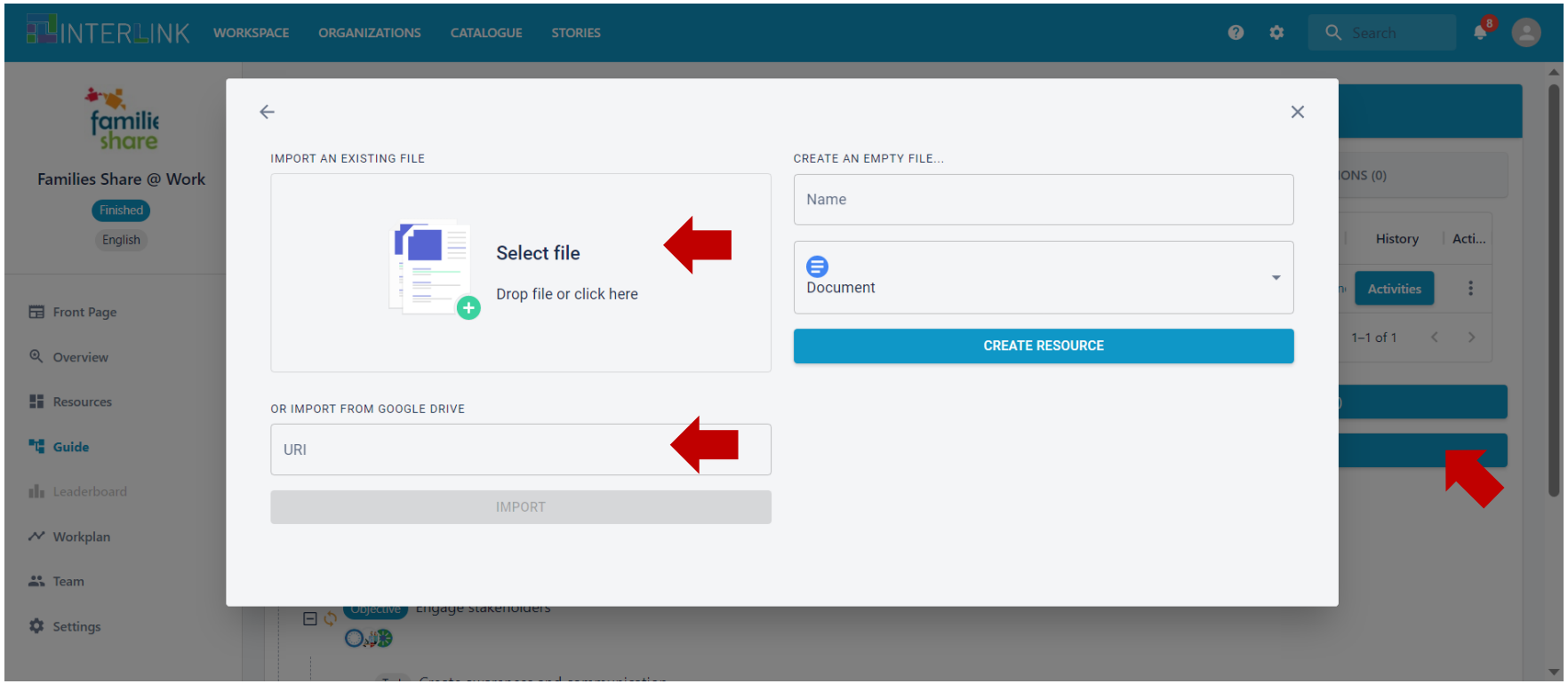
You then have to type the name assigned to the document.



Import an existing document from Google Drive

Import an existing document

You can also import an existing Google Drive compatible file by uploading it from your file system or by copying its Url.

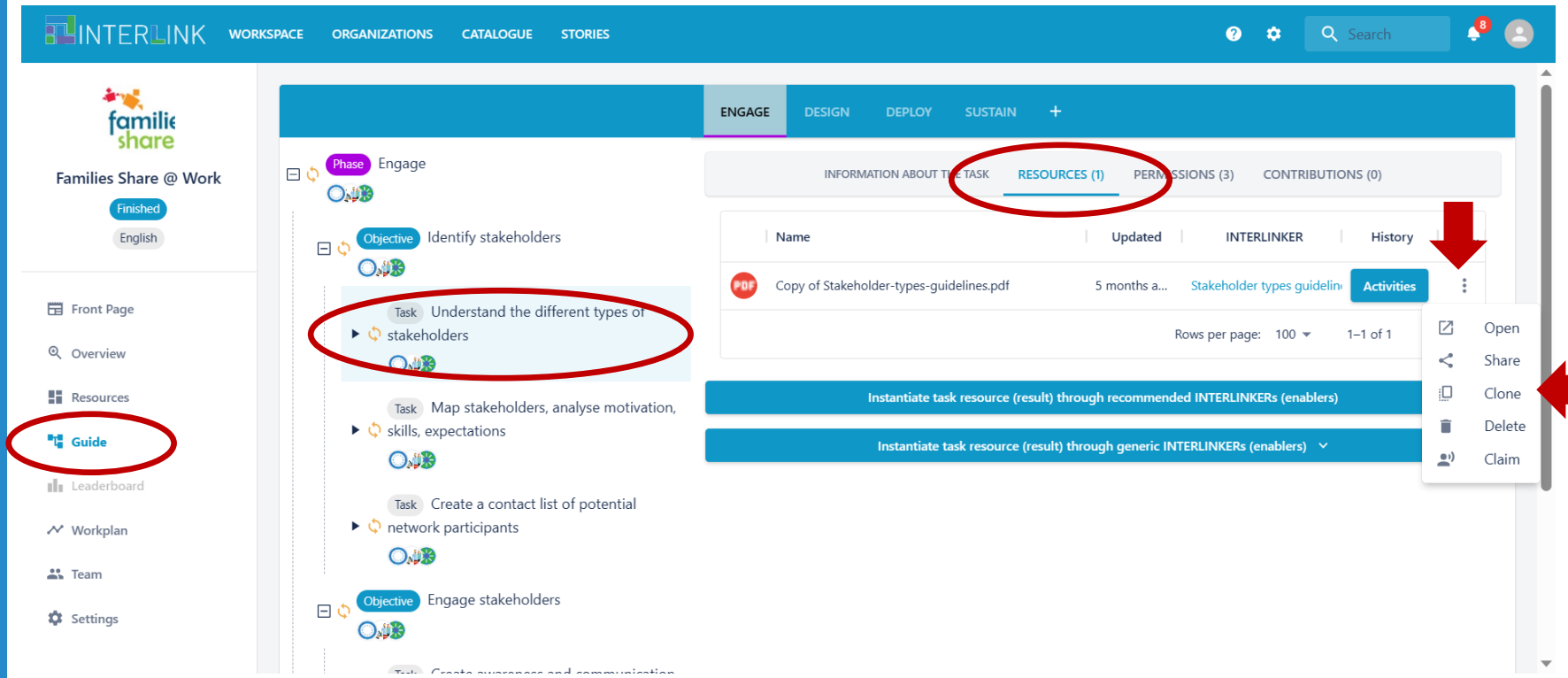


Clone an existing resource

Clone a resource

You can clone a resource by opening the three dots menu on the right hand side and select the «clone» option.

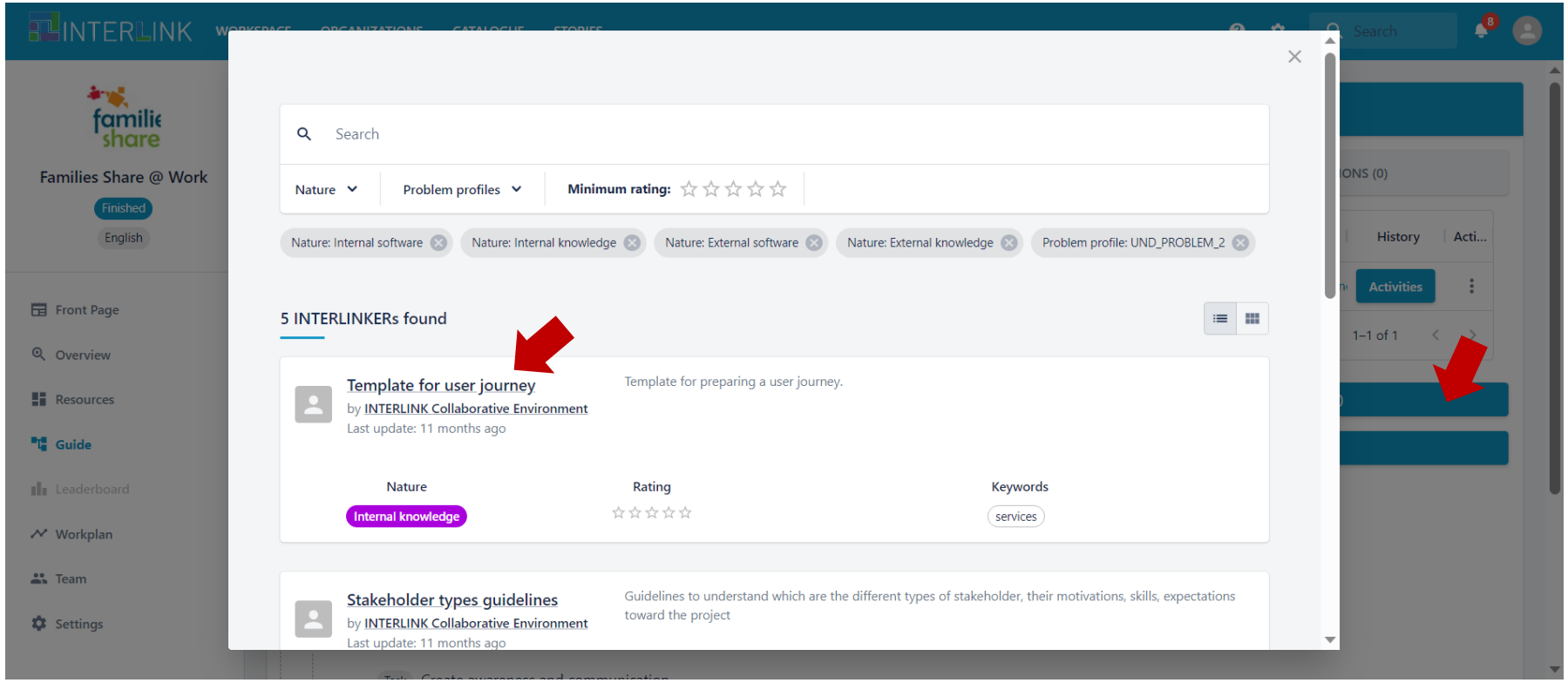
This will create a copy of the original document that can be further customized.



Create a new resource starting from an existing template/INTERLINKER

Reuse of an existing template

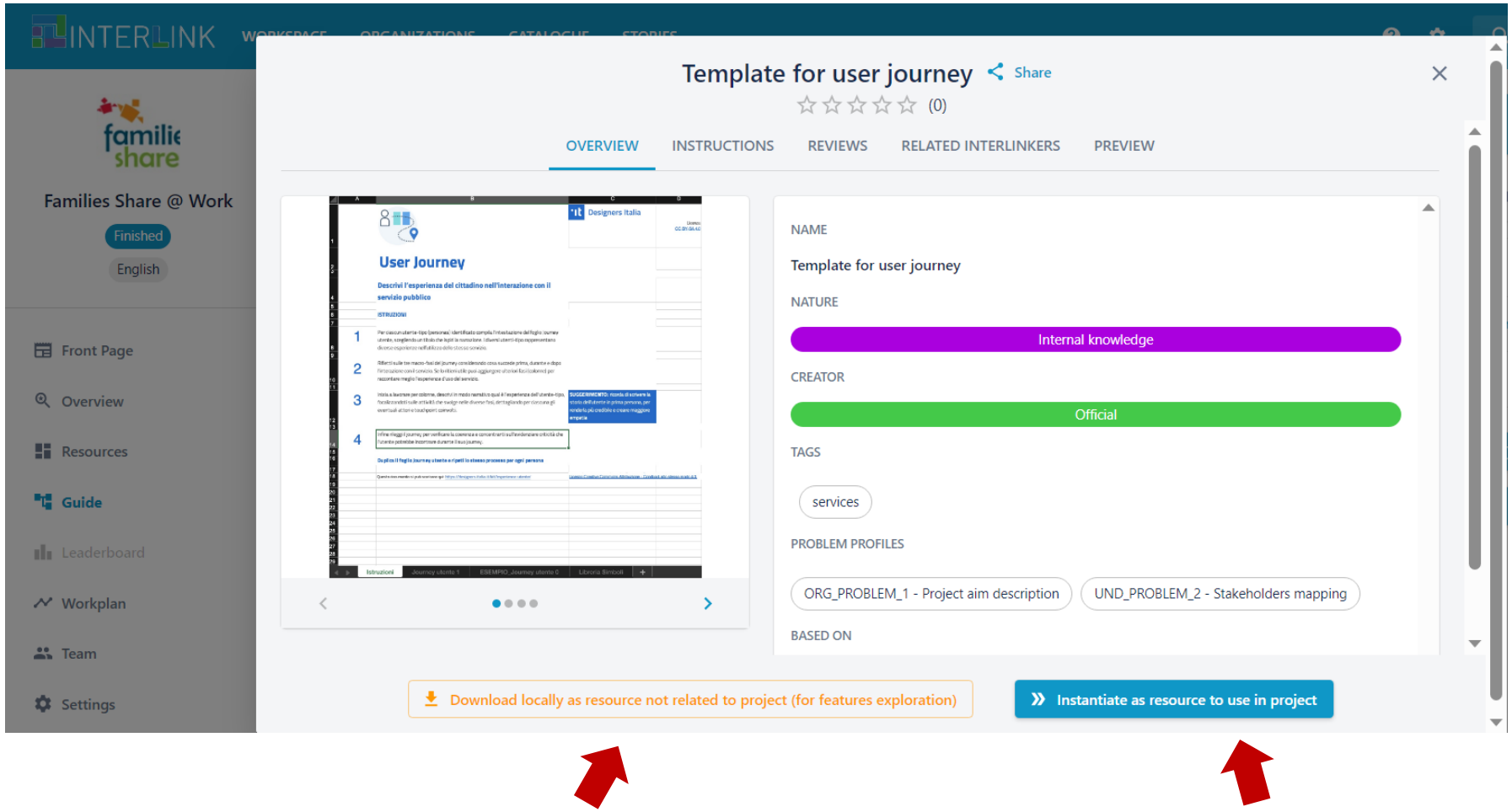
Within the resources section of a task, by clicking on the first blue button, you will be presented with a list of recommended resources that can be copied.



Download or instantiate INTERLINKERs

If you select one recommented INTERLINKER (by clicking on its name) a pop-up opens with further details and previews for the resource.

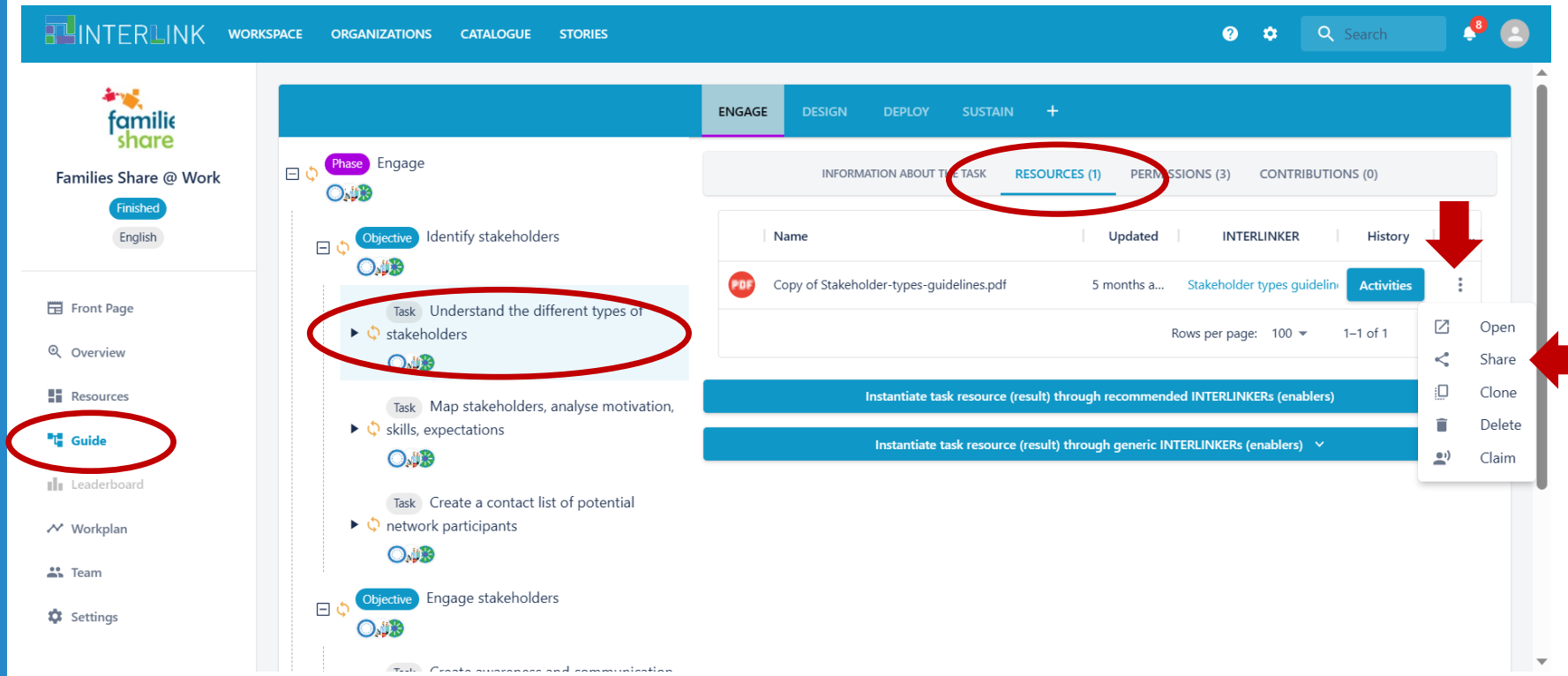
The two buttons at the bottom of the pop-up allow you to download or to make a copy of the resource to add it to your workspace.



How to share the link to a resource

Sharing the link to a resource

You can share the link to a resource by opening the three dots menu on the right hand side and selecting the «share» option.

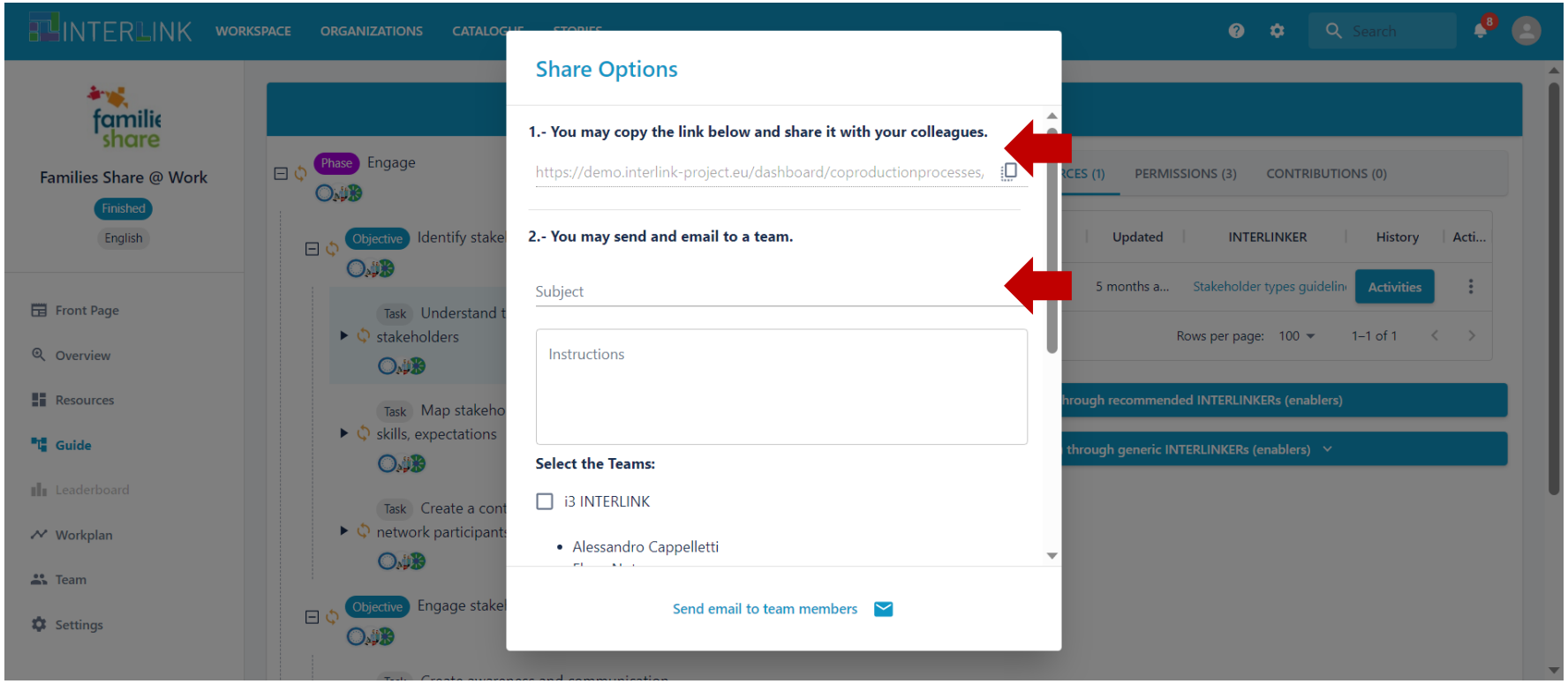


Getting the link and notifying people

You can copy the link that directly points to a resource to use it in your communications.

You can also send an email notification to teams of people with the link to the resource and a call for action.

Only users registered to the platform and with proper access rights will be able to access the resource.



You are now ready to participate to the co-production of services !

FOR MORE INFORMATION, CHECK OUT THE USER MANUAL OF THE INTERLINK PLATFORM

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