



COINWire Reference Manual

Version 1.0

October, 2015

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About this Document

Purpose

This manual is meant to help you understand and use the COINWire, TCS's collaboration platform for Co-Innovation. It contains information on some basic procedures that you may perform, using COINWire.

Intended Audience

This manual is intended for TCS Co-Innovation (COIN™) Network members, such as notable Academic Research Groups, Emerging Technology Companies, Venture Funds, Tata Group Companies, Trade Bodies, Multi-lateral Organisations, along with Customers of TCS brainstorm about research problems and challenges, emerging technologies, understand challenges customers face and collaboratively work towards solutions.

Typographical Conventions

Tabulated here are typographical conventions used in the manual:

Convention	Indicates	Example
Bold	Buttons, Menu options, Icons, Fields, Window, Screen and module names.	From the File menu, choose Upload .

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List of Abbreviations/Acronyms

Abbreviation/Acronym	Description
COIN	Co-Innovation Network

1. COINWire Overview

CoinWire is TCS's collaboration platform for Co-Innovation. TCS has an active Co-Innovation Network (TCS COIN)[™] connecting to notable Academic Research Groups, Emerging Technology Companies, Venture Funds, Tata Group Companies, Trade Bodies and Multi-lateral Organisations. The TCS Co-Innovation Network enables collaboration among partners to look at challenging research problems and bring innovative solutions to the real world. TCS COIN is anchored in TCS Innovation Labs and operates globally across all regions. Customers of TCS also partner and participate in the co-innovation process.

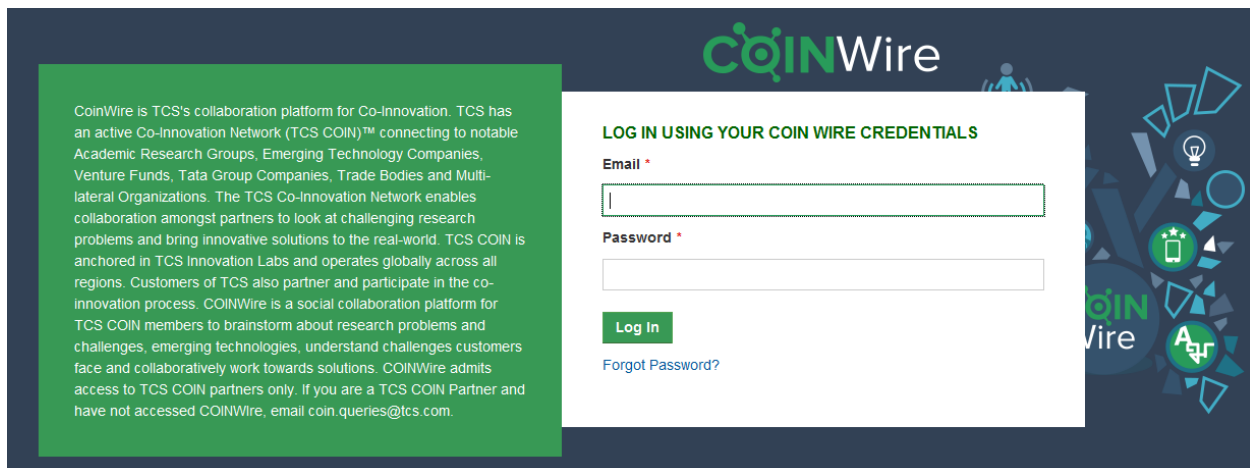
COINWire is a social collaboration platform for TCS COIN members to brainstorm about research problems and challenges, emerging technologies, understand challenges customers face and collaboratively work towards solutions.

1.1. Logging in to COINWire

All TCS COIN partners can access COINWire. If you are a TCS COIN Partner and have not accessed COINWire, email coin.queries@tcs.com.

➤ **To log in to COINWire**

1. Type the following URL in your browser: <https://knome.tscscoin.com>. The following Log-in page appears.



CoinWire is TCS's collaboration platform for Co-Innovation. TCS has an active Co-Innovation Network (TCS COIN)[™] connecting to notable Academic Research Groups, Emerging Technology Companies, Venture Funds, Tata Group Companies, Trade Bodies and Multi-lateral Organizations. The TCS Co-Innovation Network enables collaboration amongst partners to look at challenging research problems and bring innovative solutions to the real-world. TCS COIN is anchored in TCS Innovation Labs and operates globally across all regions. Customers of TCS also partner and participate in the co-innovation process. COINWire is a social collaboration platform for TCS COIN members to brainstorm about research problems and challenges, emerging technologies, understand challenges customers face and collaboratively work towards solutions. COINWire admits access to TCS COIN partners only. If you are a TCS COIN Partner and have not accessed COINWire, email coin.queries@tcs.com.

LOG IN USING YOUR COIN WIRE CREDENTIALS

Email *

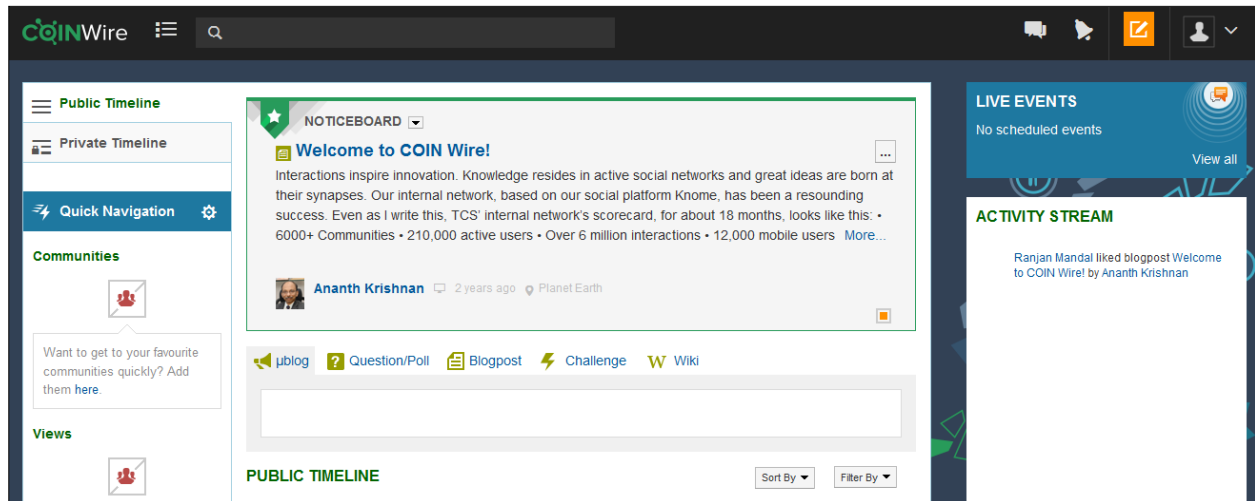
Password *

Log In

[Forgot Password?](#)

Figure 1: COINWire Log-in Page

2. Enter your registered Email id and assigned password and click **Log In**. The Public Timeline page appears.

**Figure 2: COINWire Public Timeline Page**

2. Locating a Community

Once you are logged in to COINWire, you may want to access information pertaining to communities that are of immediate relevance to you and to your business interaction context.

1. On the Public Timeline page, click the **Primary Menu** icon. The Primary Menu appears.

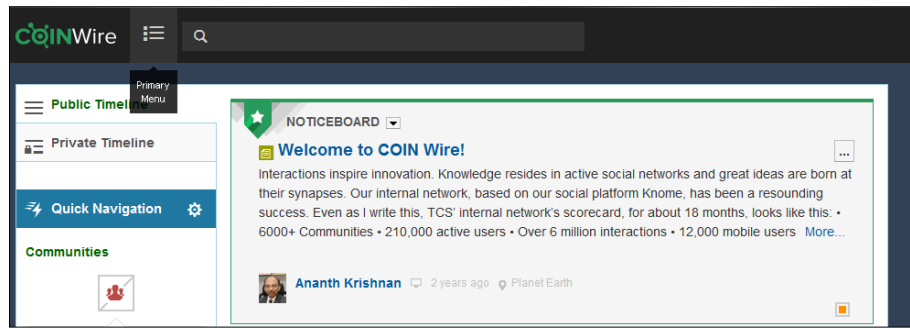


Figure 3: COINWire Primary Menu Icon

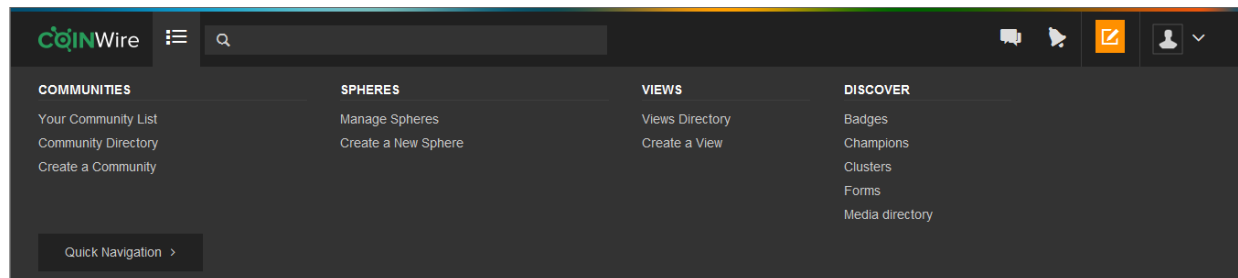


Figure 4: COINWire Primary Menu

2. From the Primary Menu, you can do any of the following:

- Access Your Community List
- Access the Community Directory

2.1. Accessing Subscribed Communities

➤ To Access a Subscribed Community

1. From the Primary Menu, click **Your Community List**. Your Communities page appears, displaying the Community Quick Search option and listing all the communities that you are currently subscribed to.

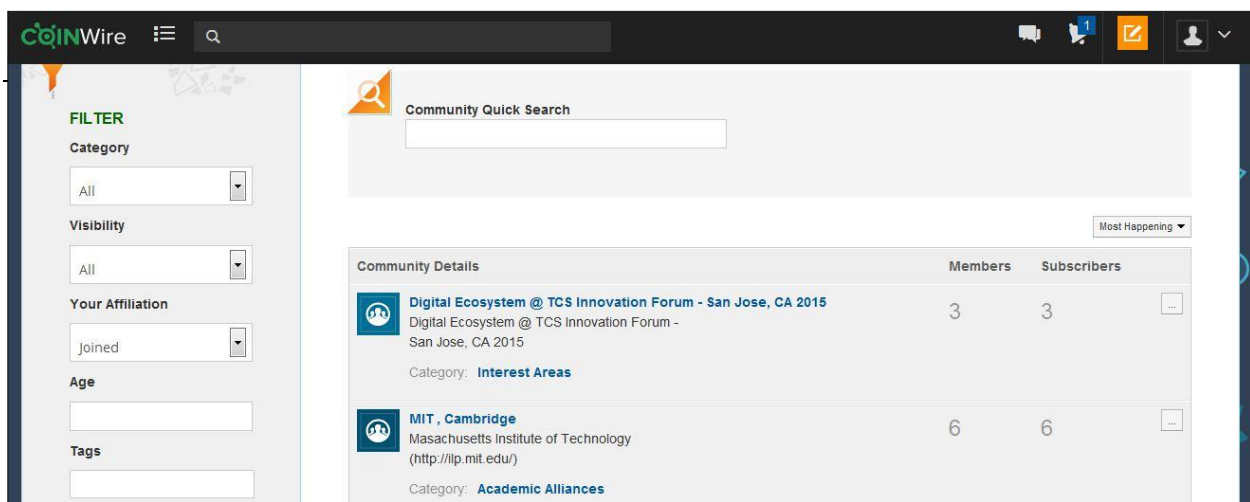


Figure 5: Your Communities Page

2. Access any of the communities that you are subscribed to, by clicking on the respective community's link. The respective community's page opens.

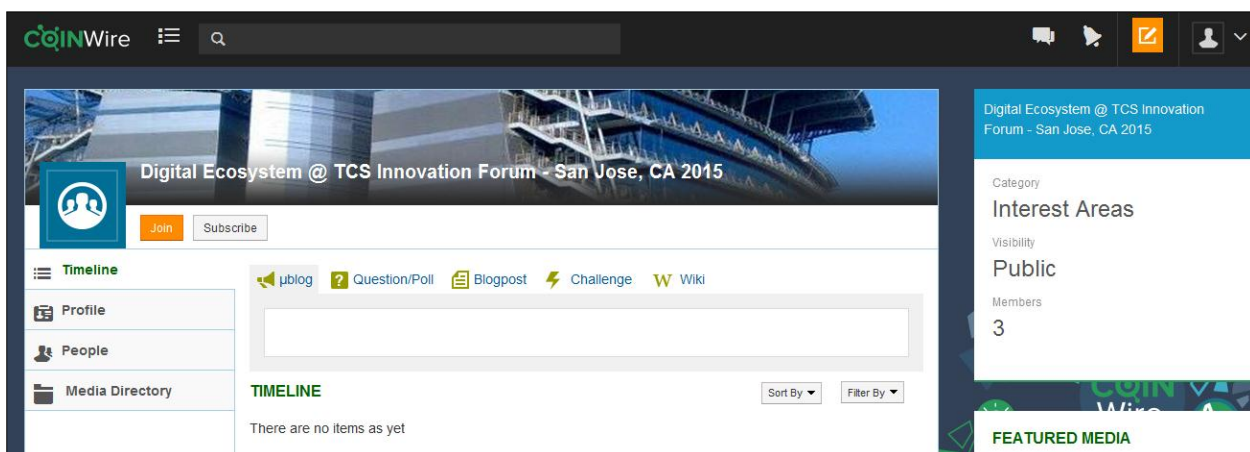


Figure 6: Example of a Community's Page

Alternatively, from the left pane, under Quick Navigation, you can find the Communities that you are subscribed to (highlighted in red).

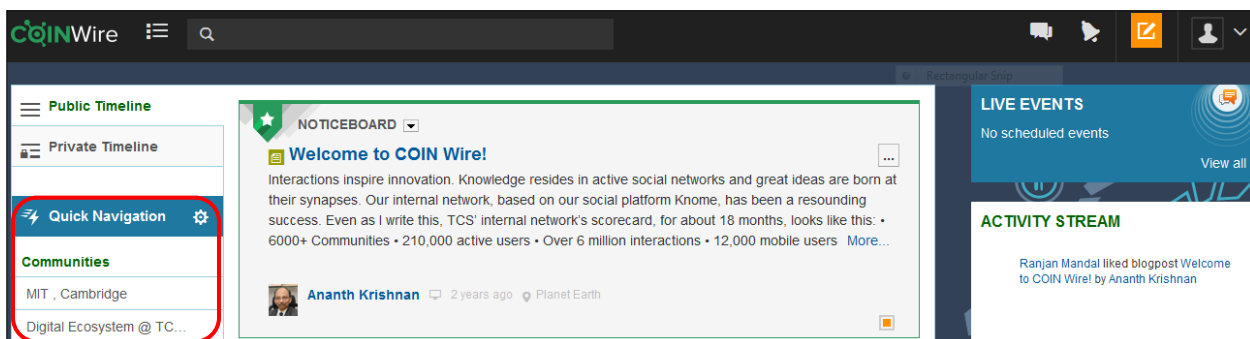


Figure 7: Quick Navigation View - Communities Subscribed

2.2. Searching for Communities

➤ To Search for a Community

1. From the Primary Menu, click **Community Directory**. The Community Directory page appears, displaying the Community Quick Search option, below which all available communities are displayed, accompanied by a brief description of each.

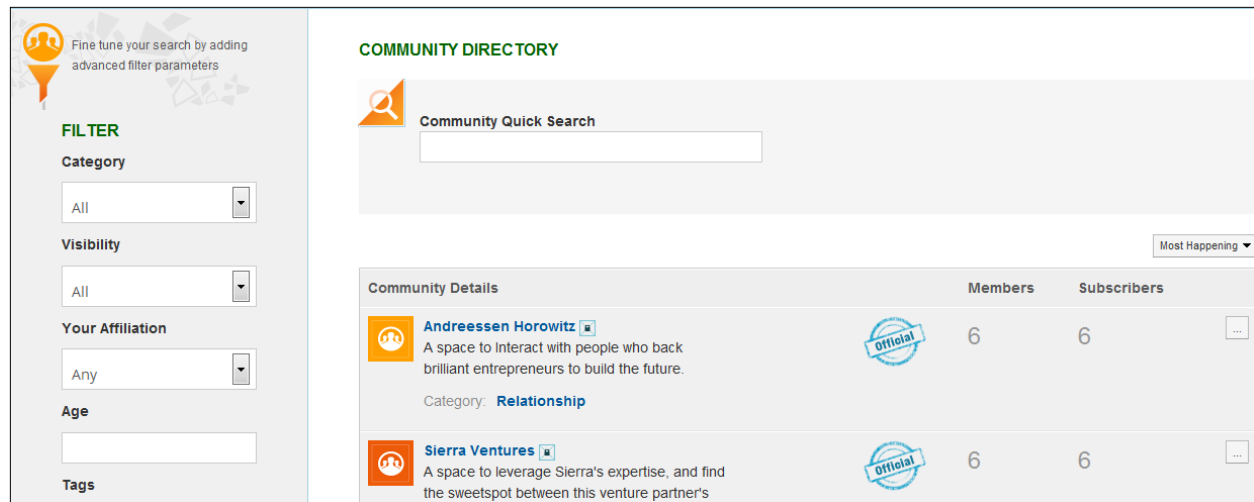


Figure 8: Community Directory Page

2. Enter either the full or partial name of the Community that you're trying to locate and press **ENTER**. The results matching your search criteria appear. For example, in Figure 9, "CISR" was used to search for related communities, resulting in two results. Now, you can select the community that you're interested in. The respective community's page appears, on which you can **Join** or **Subscribe**, by clicking on the relevant buttons.

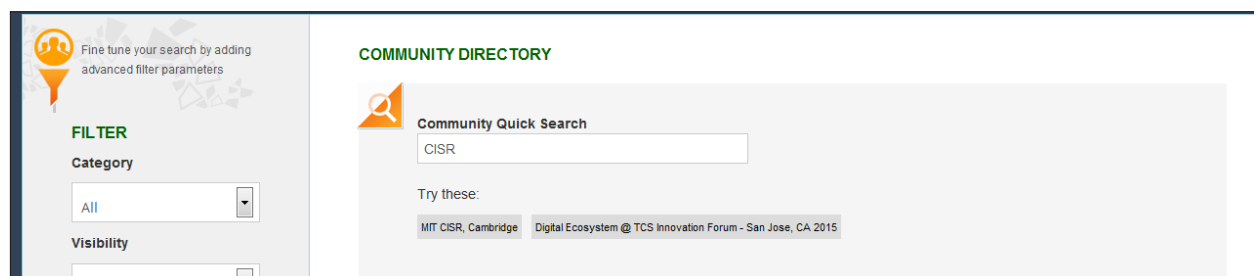


Figure 9: Community Directory Searches Displayed

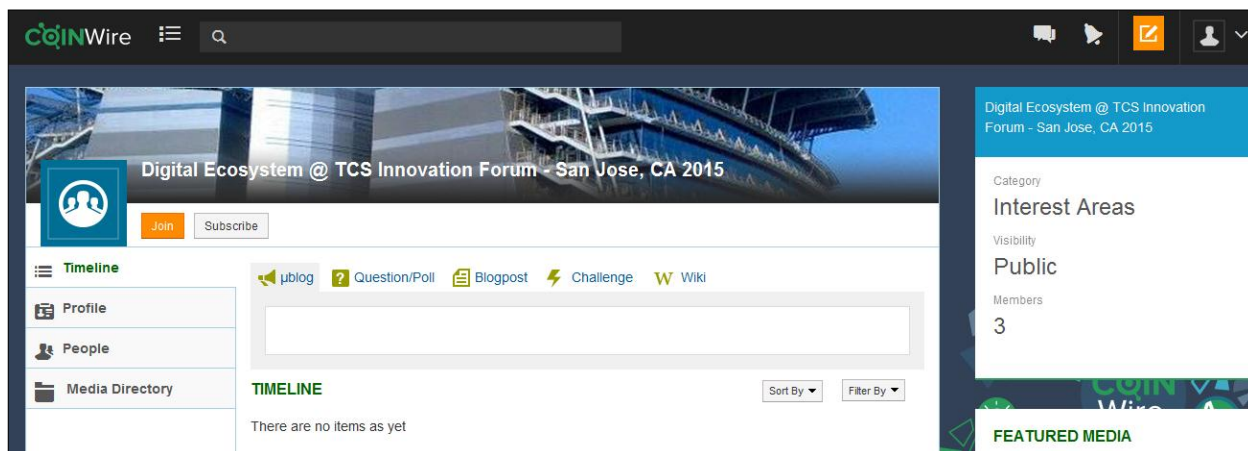


Figure 10: Example of a Community Page to Join or Subscribe

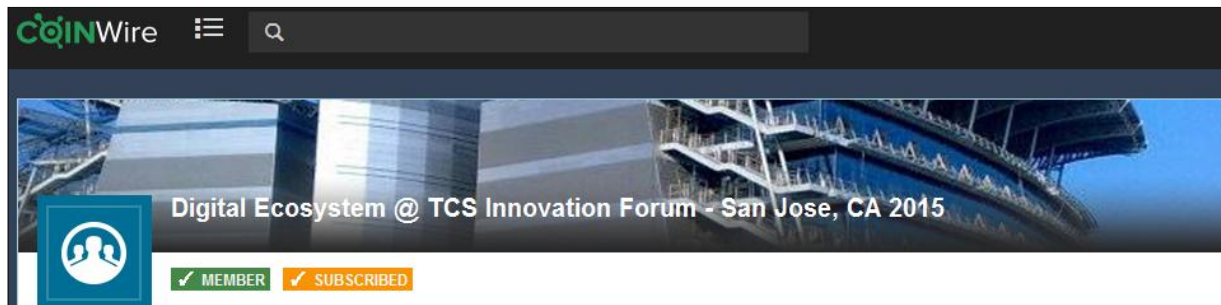


Figure 11: Example of a Community Page - Joined and Subscribed

Alternatively, you can also search for a community, by entering key words on the main Search (located at the top of each COINWire page). The list of existing communities that match the search criteria are displayed.

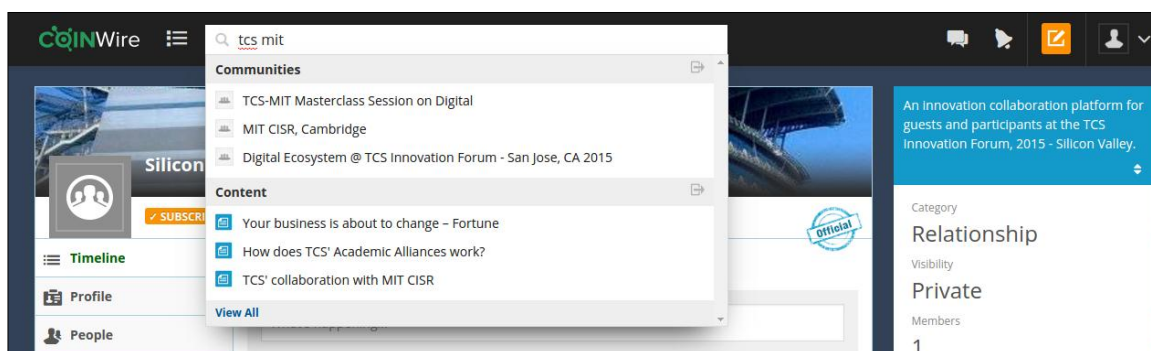


Figure 12: Search for a Community – Main Search

3. Posting a Blog

This chapter explains the various options to post information on COINWire. Currently, COINWire offers options to post the following:

- **µblog** – Enable you to post thoughts, status updates, links, etc. as short messages (maximum allowed is 400 characters). They are similar to tweets.
- **Question / Poll** – Enables you to post or respond to questions from others or initiate or respond to a poll.
- **Blogpost** – Enables you to share experiences and views in detail that require more than 400 words.
- **Challenge** – Enables you to post or respond to a challenge, to help solve organisational issues through crowd sourced ideas. You can post any issue as a challenge for which others will be able to post solutions as Ideas. These Ideas will then be evaluated and implemented, if found feasible. Please note that only selected users can post a Challenge.
- **Wiki** – Enables multiple users to collaboratively develop content in a document or on a certain topic. A Wiki can have multiple sections with separate set of collaborators for each section, based on their areas of expertise. Collaborators can revise the sections and also keep track of the changes.

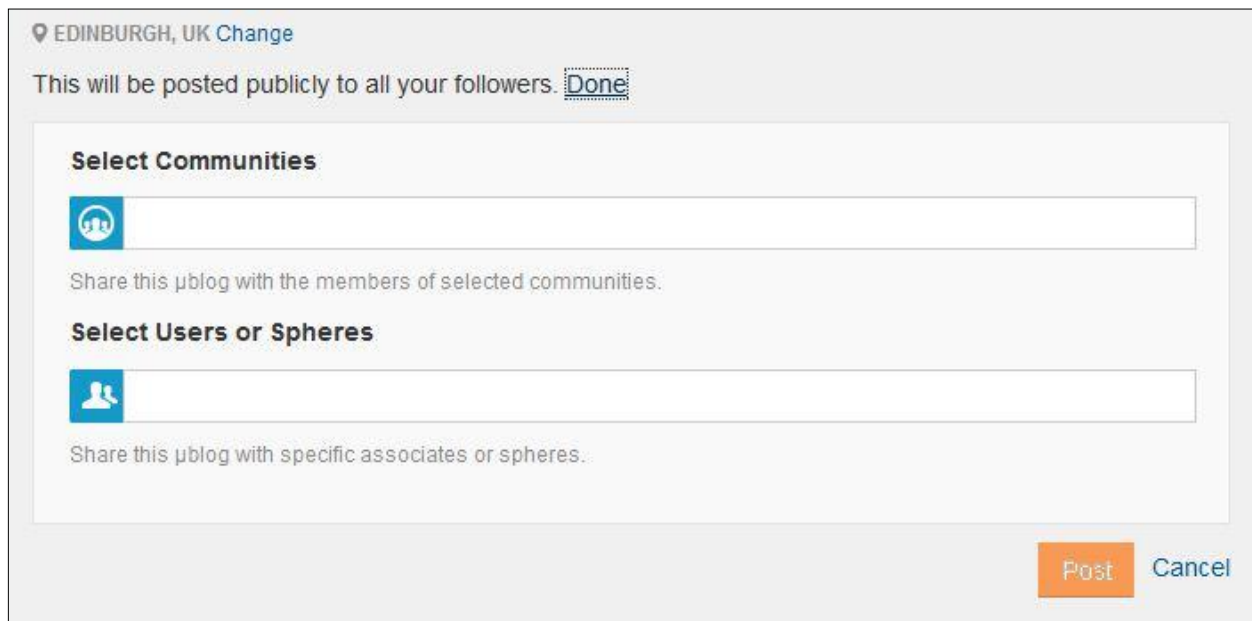
3.1. Posting Micro Blogs (µblogs)

➤ To Post a Micro Blog (µblog)

1. From the Public Timeline page, click the **µblog** tab. The µblog page appears, displaying options to attach a file or a form.

Figure 13: µblog Page

2. Enter the contents of the microblog and do any of the following:
 - Add a file to the µblog, if you need your readers to access any additional information.
Note: Ensure that the appropriate files to be attached are added to your Media Directory and are marked as Public (to ensure access to all readers).
 - Add a form to the µblog, if you would like to share survey questionnaires and spreadsheets. You can create your own form from scratch, using a variety of field types such as radio buttons, check boxes and text fields. To make life simpler, we offer you a few standard form templates, which you will see in the Forms Gallery. You may simply pick one and then customise it, as per your needs.
3. Specify if you want the µblog to be posted to:
 - All your followers (by default in the public timeline)
 - Select communities, users or spheres, with a specific business or interest area. In this case, click **Change** (after the line “This will be posted publicly to all your followers.”). The page expands to provide the options to select Communities, Users or Spheres.



The screenshot shows a dialog box for selecting where to post a microblog. At the top, it says "EDINBURGH, UK Change". Below that, it says "This will be posted publicly to all your followers. Done". The dialog box has two sections: "Select Communities" with a group icon and a text input field, and "Select Users or Spheres" with a person icon and a text input field. Below the "Select Users or Spheres" section, it says "Share this µblog with specific associates or spheres..". At the bottom right, there are "Post" and "Cancel" buttons.

Figure 14: Select Communities, Users or Spheres to Post to

4. Click **Post**. The µblog is posted to all followers or based on your selection, to specific users, communities or spheres.

3.2. Posting Questions

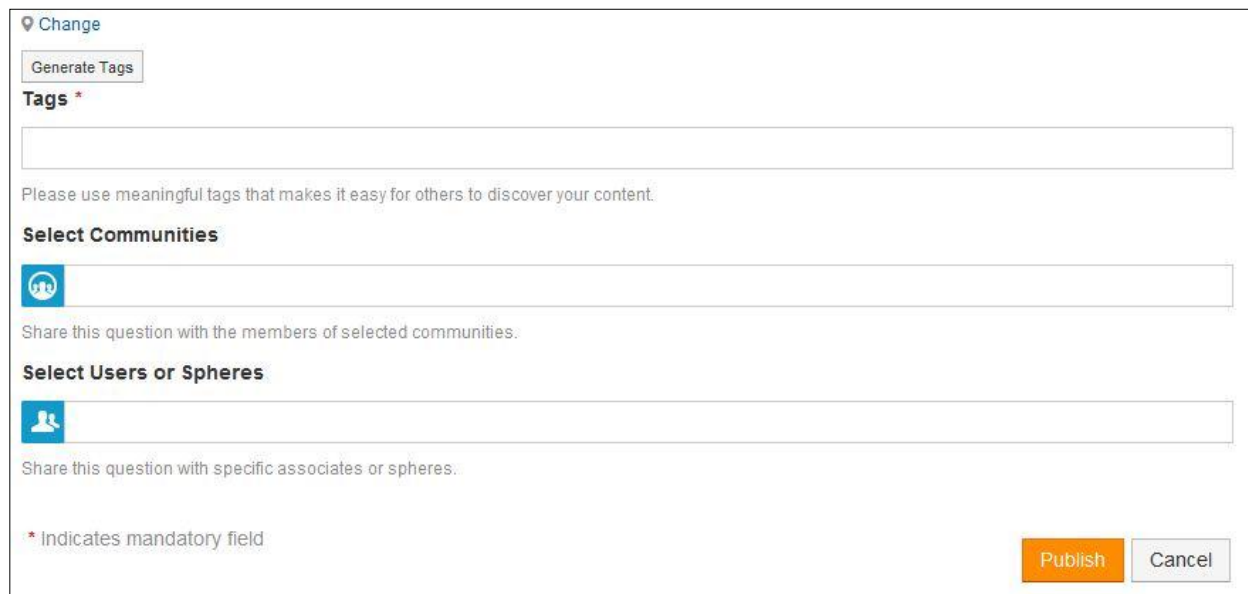
➤ To Post a Question

1. From the Public Timeline page, click the **Question/Poll** tab. The **Question/Poll** page appears, displaying options to ask a question.



The screenshot shows the 'ASK A QUESTION/POLL' form. At the top, the title 'ASK A QUESTION/POLL' is in green. Below it is a 'Title *' field with a red asterisk. A hint below the field reads: 'A crisp, clear title improves your chances of getting answers.' Below the title field is a checkbox labeled 'Make this a Poll'. Underneath is a 'Description *' field with a red asterisk. Above the description field is a rich text editor toolbar with icons for bold, italic, list, link, unlink, image, table, and code. The description field is currently empty.

Figure 15: Ask a Question/Poll Page



The screenshot shows the 'Ask a Question/Poll Page' with the 'Select Communities, Users or Spheres' section. At the top, there is a 'Change' link and a 'Generate Tags' button. Below this is a 'Tags *' field with a red asterisk. A hint below the field reads: 'Please use meaningful tags that makes it easy for others to discover your content.' Below the tags field is a 'Select Communities' section with a search bar and a hint: 'Share this question with the members of selected communities.' Below the communities section is a 'Select Users or Spheres' section with a search bar and a hint: 'Share this question with specific associates or spheres.' At the bottom, there is a legend: '* Indicates mandatory field'. On the right side, there are two buttons: 'Publish' (orange) and 'Cancel' (gray).

Figure 16: Ask a Question/Poll Page – Select Communities, Users or Spheres

2. Enter the title, description, relevant tags for the question and appropriate communities, users or spheres and click **Publish**. Depending on the selection, the question is published in the appropriate communities, users or spheres.

3.3. Posting Polls

➤ To Post a Poll

1. From the Public Timeline page, click the **Question/Poll** tab. The **Question/Poll** page appears.
2. Enter an appropriate title and click **Make this a Poll**. The following options appear.

A crisp, clear title improves your chances of getting answers.

☒ Make this a Poll

Add Options

<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="button" value="X"/>

☐ Allow multiple selection

☐ Show results to user before voting

PS: Results may influence user's choice.

Poll end date

Figure 17: Ask a Question/Poll Page

3. Specify a **Poll end date**, using the calendar option. Enter the description, relevant tags and select the Communities, Spheres or Users with whom you want to share this poll, and click **Publish**. The poll is published, based on the entered specifications.

3.4. Posting Blogposts

➤ To Post a Blogpost

1. From the Public Timeline page, click the **Blogpost** tab. The Blogpost page appears.

WRITE A BLOGPOST

Title *

A crisp, clear title attracts more readers.

Description *

Attach form

Figure 18: Blogpost Page

Tags *

Please use meaningful tags that makes it easy for others to discover your content.

Do you want to schedule this post to a later time?

☒ Yes ☐ No

Time zone: Pacific Time (US & Canada)
You can change your time zone at Settings > Time zone

Select Communities

Share this blogpost with the members of selected communities.

Select Users or Spheres

Share this blogpost with specific associates or spheres.

* Indicates mandatory field

Publish Save As Draft Cancel

Figure 19: Blogpost Page – Continued

Enter an appropriate title, description, tags, Scheduled date for publishing, attach a form (if needed), Communities and Users, and click **Publish**. The blogpost is published, based on the entered specifications.

3.5. Posting Challenges

➤ To Post a Challenge

1. From the Public Timeline page, click the **Challenge** tab. The Create a Challenge page appears.

CREATE A CHALLENGE

Title *

Description *

[Change](#)

☐ Add Evaluation Criteria

Figure 20: Challenge Page – Title, Description and Evaluation Criteria Option

[Generate Tags](#)

Tags *

Co-owners

Co-owners of a challenge have equal authority on the challenge. Co-owners can evaluate on the ideas tagged to this challenge.

Select Communities

Share this challenge with the members of selected communities.

Select Users or Spheres

Share this challenge with specific associates or spheres.

Figure 21: Challenge Page – Tags, Co-owners and Communities or Users Option

Expiry Date *

Set an expiry date for the challenge. After the expiry date, users will not be able to submit ideas.

Result on *

Specify when you would like to announce the winning idea

Rating parameters:

Any user can star-rate an idea based on the parameter set by the owner/co-owner. To add star-rating parameter, add comma-separated words in the text box. These parameters, unlike evaluation parameter, will be visible to all users.

Prize

Describe how you'd like to reward the user who posts the best idea for your challenge

Prize image

Upload an attractive picture of the prize. This image will be displayed on your Challenge page

* Indicates mandatory field

Publish **Cancel** **Save As Draft**

Figure 22: Challenge Page – Expiry Date, Result on and Prize Options

2. Enter an appropriate title, description, tags, Expiry Date, Result on (using the calendar option), evaluation criteria (if needed), Communities, Prize details and click **Publish**. The Challenge is published, based on the entered specifications.

3.6. Setting up a Wiki

➤ To Set Up a Wiki

1. From the Public Timeline page, click the **Wiki** tab. The Create a Wiki page appears.

CREATE A WIKI

Title *

A crisp, clear title attracts more readers.

Short Description *

400

Sections

+ Add another section

Sections are divisions within a wiki that help you structure the wiki sensibly. Add section titles here; you can add content after setup.

Collaborators

Figure 23: Create a Wiki Page – Title, Description and Sections Option

The screenshot shows a web form for creating a wiki page. At the top left is a button labeled 'Generate Tags'. Below it is the 'Tags *' section with a text input field and a note: 'Please use meaningful tags that makes it easy for others to discover your content'. The next section is 'Select Communities' with a dropdown menu showing a community icon and a note: 'Share this wiki with the members of selected communities.'. Below that is the 'Select Users or Spheres' section with a dropdown menu showing a user icon and a note: 'Share this wiki with specific associates or spheres.'. At the bottom left, a red asterisk indicates a mandatory field. At the bottom right are two buttons: 'Set up wiki' (orange) and 'Cancel' (grey). A footer note states: 'Once the wiki is set up, owner/collaborators can start adding content.'

Figure 24: Create a Wiki Page – Tags, Communities and Users Option

2. Enter an appropriate title, description, sections, sub-sections, Collaborators, Tags, Communities, Users and click **Set up wiki**. The Wiki is set up, based on the entered specifications.

4. Adding Files

Using COINWire, you can add files to your personal or to a community's Media Directory, to be shared with specific groups of users or Spheres or with all COINWire users. You can also access files that others give you access to, using this option.

4.1. Adding Files to Personal Media Directory

➤ To Add a File to Personal Media Directory

1. From the Public Timeline page, click the **Primary Menu – select Discover – Media directory**. The Pocket – Media Directory page appears.

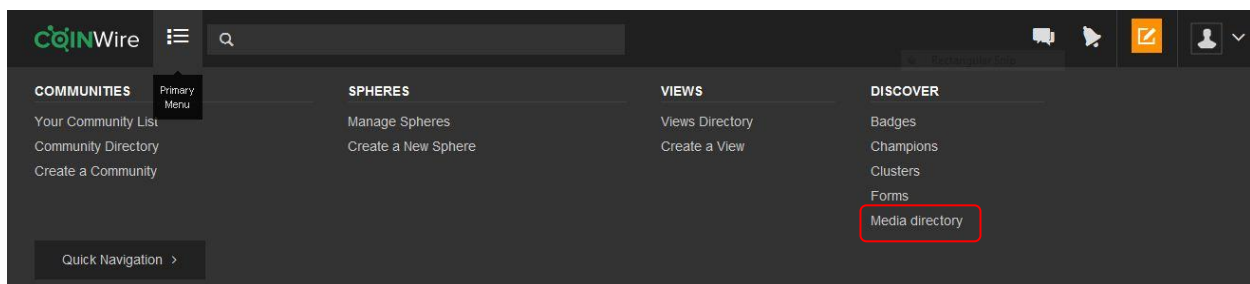


Figure 25: Primary Menu – Discover – Media Directory Option

2. Click the **Folders** tab. The Folders view is displayed.

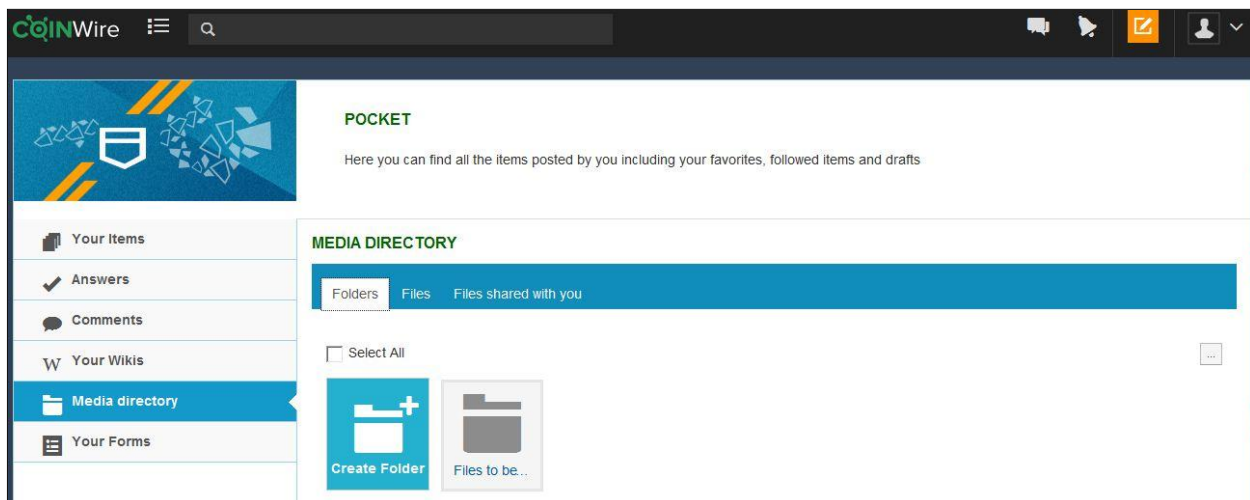


Figure 26: Pocket – Media Directory Page – Folders Tab

3. Click **Create Folder**, enter the name of the folder and click **Add**. The new folder with the specified name appears in the folders tab.
4. Click the **Files** tab. The Files tab view is displayed.

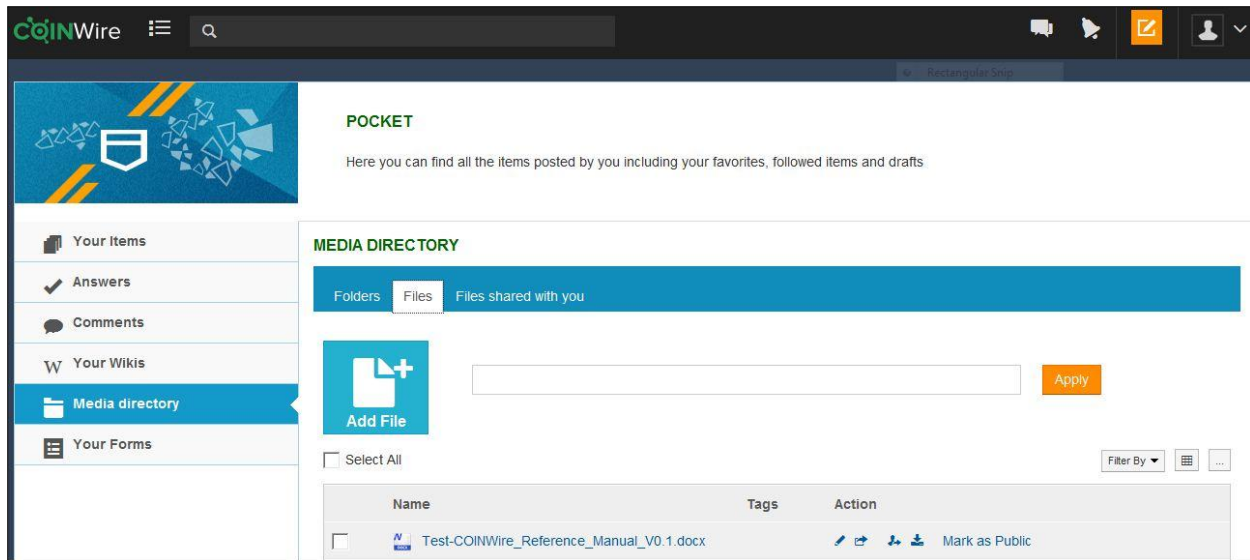


Figure 27: Pocket – Media Directory Page – Files Tab

5. Click **Add File**. The Choose File to Upload dialog box appears.
6. Select the file to be uploaded from your device, and click **Open**. The file is added to the Files tab, marked as Public, by default.

Note:

After the file is added, you can do any of the following, represented by their respective icons:



- Edit the File Name and Tags, if you need to modify either.
- Share the file with specific Users and Spheres
- List all Users and Spheres with whom you shared this file
- Download the file to your device
- Mark as Private, if you want this to be shared with specific Users or Spheres.

4.2. Adding Files to a Community's Media Directory

➤ To Add a File to a Community

1. From the **Quick Navigation widget**, click on any of your subscribed communities name link. The respective community's page appears.

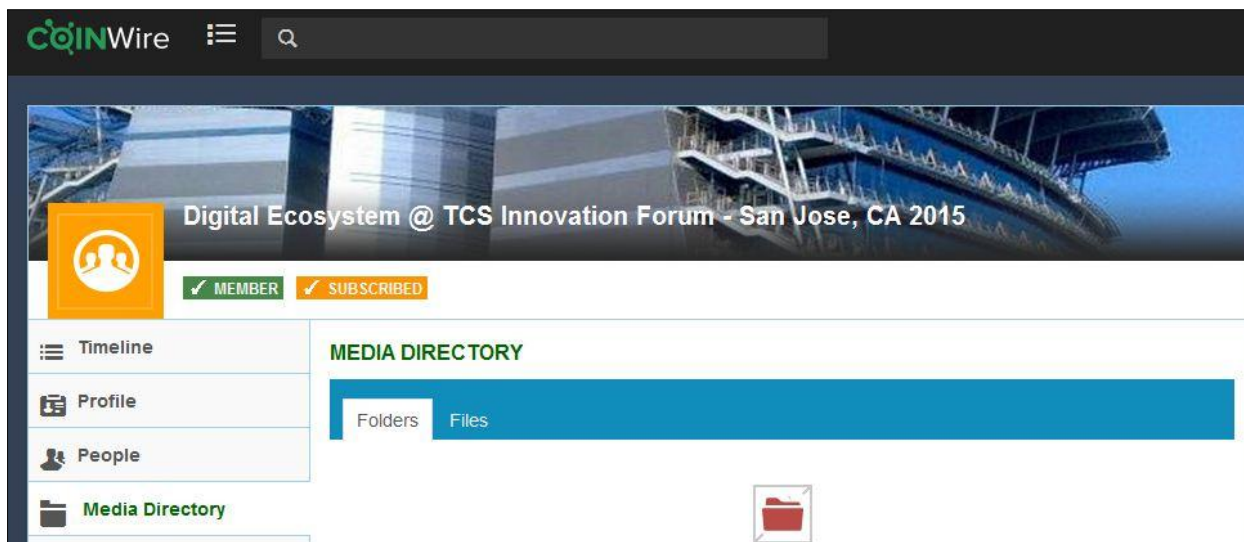


Figure 28: Community Page – Media Directory Option

2. Click **Media Directory - Folders** tab. The Folders view is displayed.

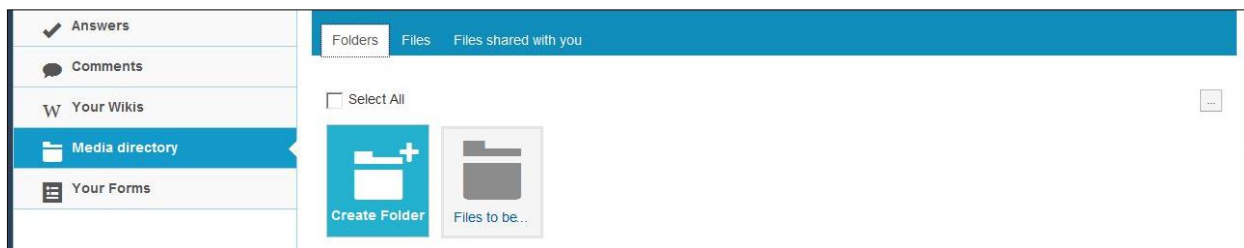


Figure 29: Media Directory Page – Folders Tab

3. Click **Create Folder**, enter the name of the folder and click **Add**. The new folder with the specified name appears in the folders tab.
4. Click the **Files** tab. The Files tab view is displayed.

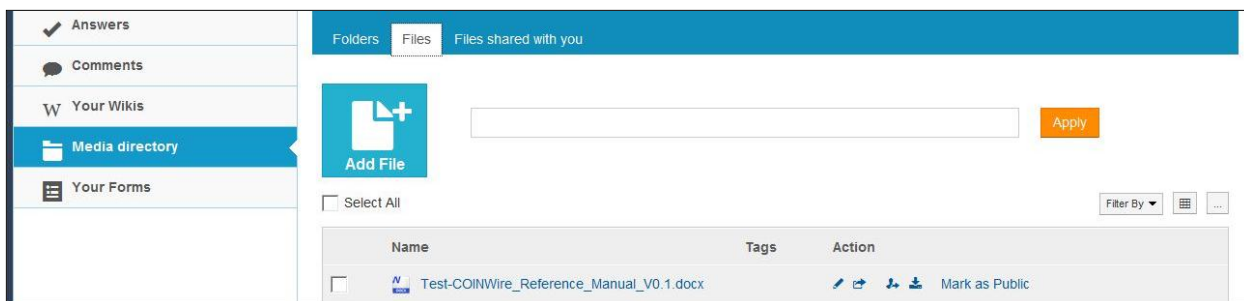


Figure 30: Media Directory Page – Files Tab

5. Click **Add File**. The Choose File to Upload dialog box appears.
6. Select the file to be uploaded from your device, and click **Open**. The file is added to the Files tab, marked as Public, by default. You may change the way these files are made available to other users, as per your community's needs.

5. Following Blogs of Individuals

Using COINWire, you can follow the blogs of certain individuals of interest.

5.1. Following a Blogger

➤ To Follow a Blogger

1. From the Public Timeline page, click the name of a Blogger (appears as a hyperlink) whom you wish to follow, from one of their blogs. The individual's profile page appears.

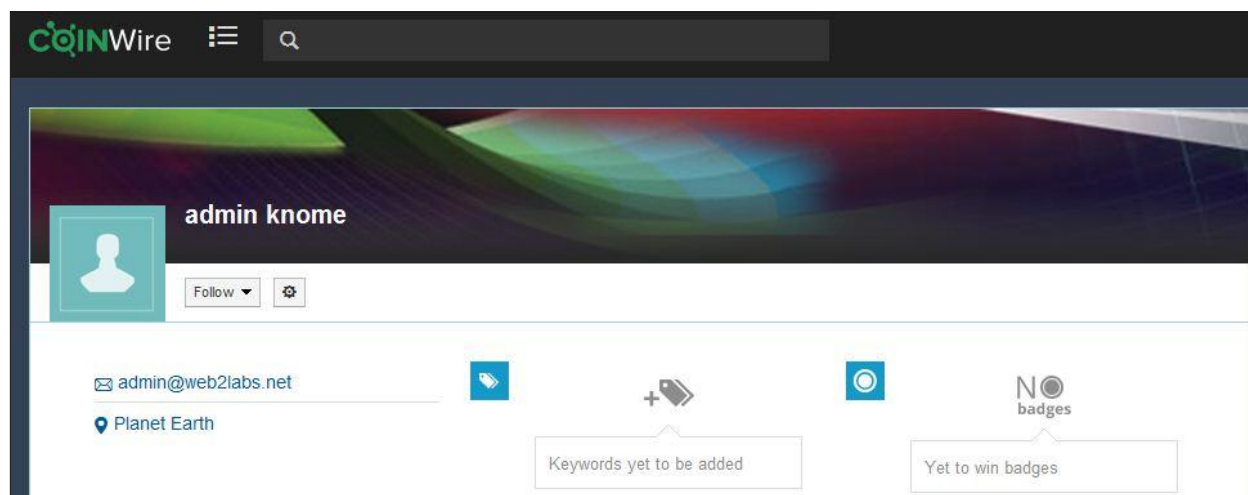


Figure 31: Sample Blogger's Profile Page

2. Click **Follow**. The button displays **Following** and you will be able to follow all the blogs and posting of this individual, going forward.

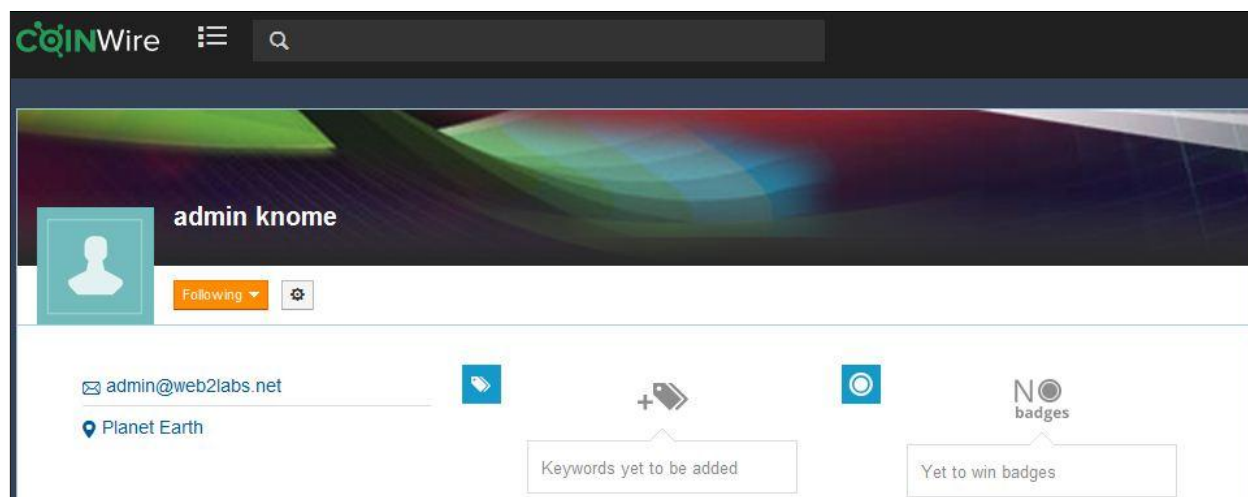
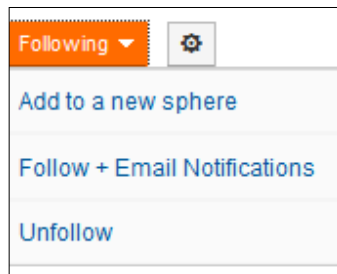


Figure 32: Sample - Following a Blogger

Note:

You can also do any of the following, using the respective icons.



- Add the Blogger to a new sphere.
- Follow with Email Notifications, to intimate you over email about each post
- Unfollow the Blogger, when you do not want to follow anymore

<<End of Document>>