



ECA KNOWLEDGE HUB COLLABORATION FEATURE USER MANUAL

Knowledge Hub Collaboration service user manual

UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA , Addis Ababa, Ethiopia



Contents

Version	iii
Chapter I: Introduction	1
Exploring the ECA Knowledge Hub Site	1
Chapter II: The ECA Discourse.....	4
New user registration	5
Logging In	6
Setting Personal Profile.....	8
Starting a new discussion.....	10
Interacting with newly created forums	12
Editing individual posts	13
Replying to a post on existing topics	13
Following up a topic.....	17
Searching the forum	18
CHAPTER III: ECA Project Management Portal	20
Managing projects	22
Creating a New Project	22
Viewing existing projects	25
Adding new task to a project	26
Viewing existing tasks	28
Managing task groups, versions and Phases	29
Associating groups, version and phases to a task.....	32
Commenting on tasks	33
Tickets	33
Adding a new ticket	34
Viewing existing tickets.....	35
Managing Users	36
Adding a new user.....	36
Managing existing users.....	37
Sending Emails	37
Reports.....	38
Profile Management	40
Managing Schedules	42
Chapter IV: Live Document Service.....	44

Credential management	44
Registering as a new user	44
Logging with existing account information.....	46
Logging as anonymous user	47
Creating Groups and pads.....	48
Creating a private group	49
Creating a private pad.....	51
Creating a public pad	52
Working on a live document.....	52
Collaboration Menu link	53



Version

No	Author	Role	Version	Date	Status
1	Yishak Ibrahim	Document Writer	1.0	May 15,2016	DRAFT
2	Ahmed Al-Awah	Document Approval	1.0		



Chapter I: Introduction

This user manual is prepared to address the usage of the collaboration features present on the ECA knowledge hub site. Currently there are three collaboration functionalities present on the site. These are:

1. **The ECA Discourse:** An ECA-sponsored peer-to-peer facilitation service for ECA staff, conference participants, development partners/practitioners and policy makers to come together and discuss issues of common interest and concern by sharing their knowledge and experiences towards the common objective of enabling the economic transformation of Africa
2. **Team Project Portal:** The ECA Team Project Portal is an ECA service allowing ECA staff, conference participants, development partners/practitioners and policy makers to come together and manage a joint-project using standard project management tools. The ECA Shared Project portal allows multiple stakeholders to have visibility across a shared project with features such as task assignment, notifications, reporting, Gantt charts, etc
3. **Live Document Services:** The ECA Live Document service is a real-time document collaboration service that allows multiple people to collaborate in real-time around a single document all working together at the same time. The service allows users to author documents, publications, reports, etc. together with ECA colleagues, conference participants, development partners, and policy makers, all working on the same document at the same time

Exploring the ECA Knowledge Hub Site

The ECA Knowledge hub is one stop-shop to information on the latest social and economic development issues in Africa. The site can be reached by typing the site address (URL) <http://knowledge.uneca.org/> at your browser. The site shown in Figure 1 appears.



Figure 1 : The ECA Knowledge Hub home page



To access feature of the site, click on the “Menu” link at the top left corner of the screen shown in yellow background or click on the “Access ECA Knowledge” button in the middle of the screen also shown in yellow background (refer to Figure 2 bellow)

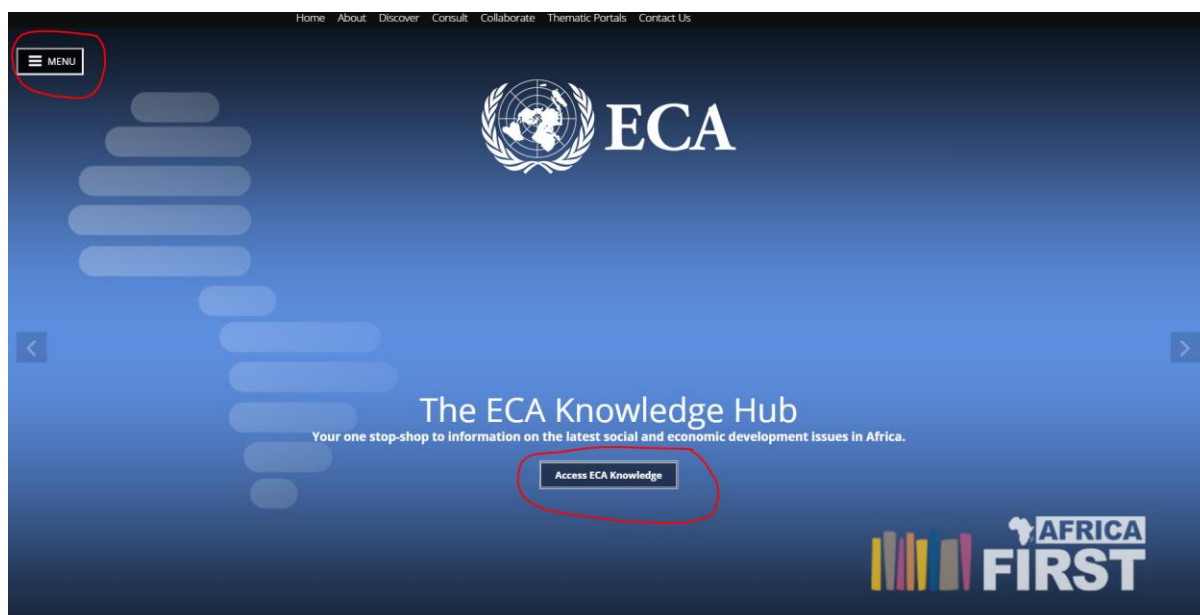


Figure 2: ECA Knowledge hub menu links

Upon clicking on the links the screen shown in Figure 3 appears



Figure 3: ECA Knowledge Hub main menu items lists

Since our interest is in the collaborate feature, clicking on the menu item link “Collaborate” shown in red circle in Figure 3 above will take us to the collaborate page shown in Figure 4 bellow

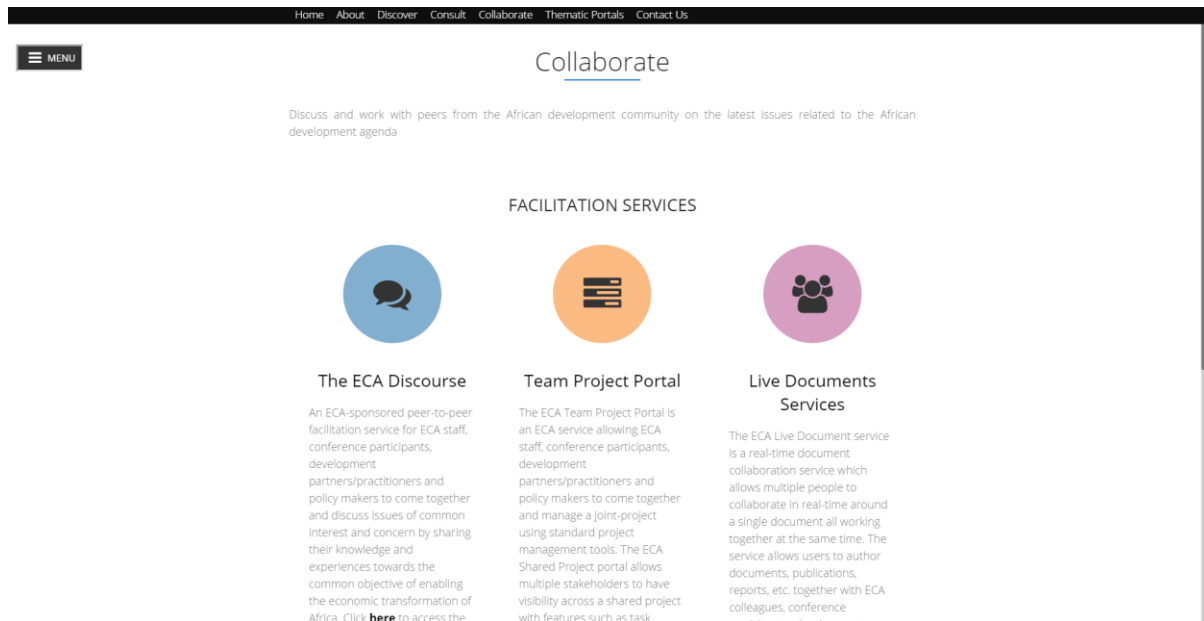


Figure 4 : ECA Knowledge Hub collaborate page

Clicking on the links shown in red circle on Figure 5 will take us to the specific collaboration features

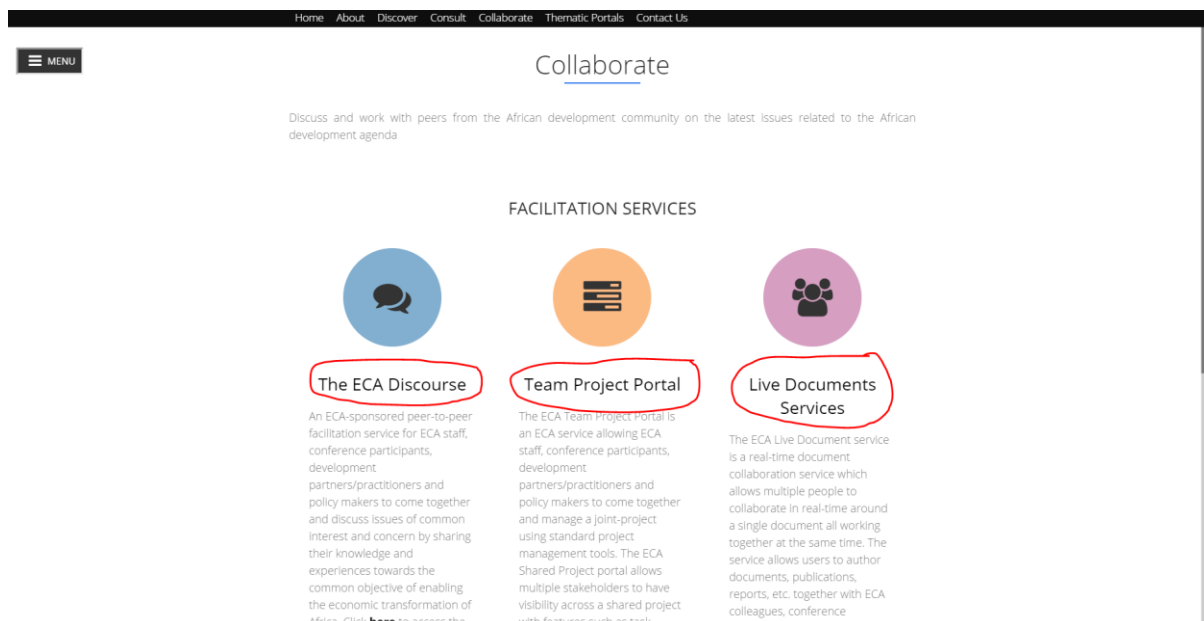


Figure 5 : ECA knowledge hub collaboration features links

- Clicking on “The ECA Discourse” will redirect us to the discussion forum service portal
- Clicking on “Team Project Portal” will redirect us to the project collaboration service portal
- Clicking on “Live Documents Services” will redirect us to the document collaboration portal



Chapter II: The ECA Discourse

The ECA discourse home page shown in

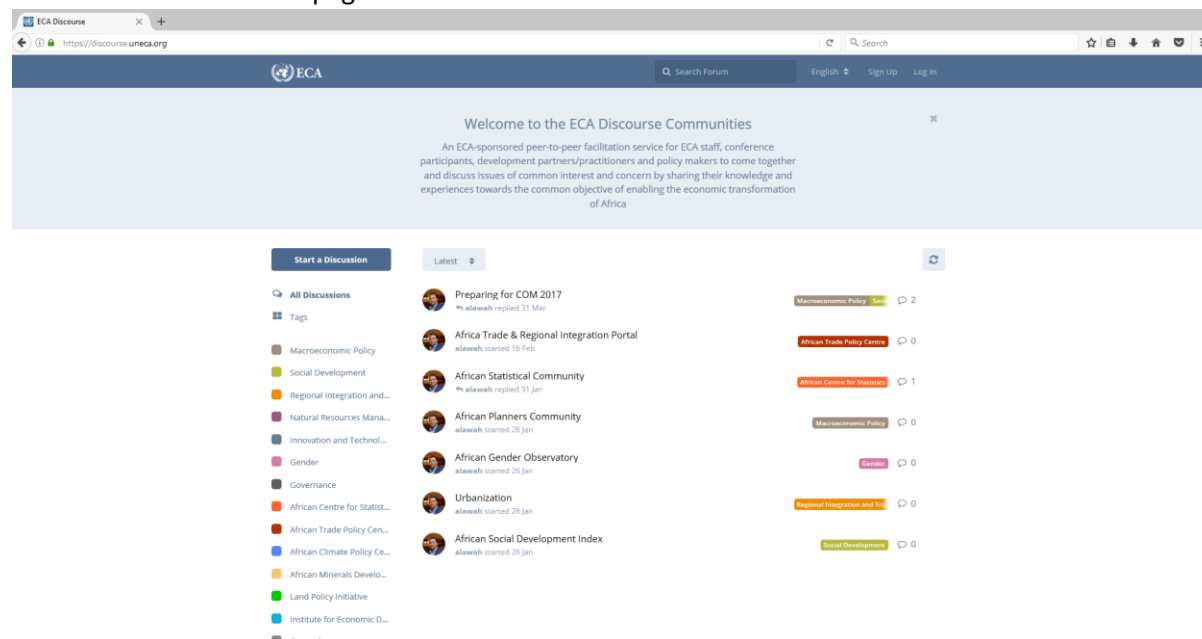


Figure 6 provides links to perform different functions in the forum.

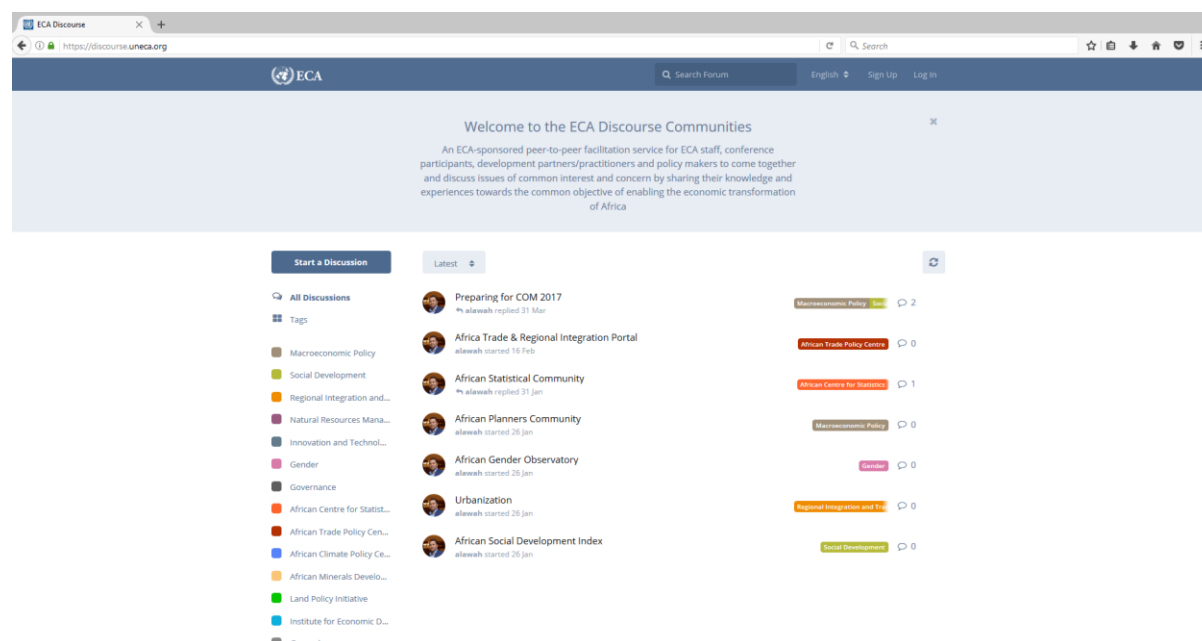


Figure 6 The ECA Discourse home page

The following functions can be performed from the home page:

1. The top bar provides features to Search the Site, Change language (English, French), Sign Up (to register new users) and Log in (for already registered user to login)
2. The left pane provides features to Start a new discussion and provides links to show all discussions or specific discussion topics (tags)



- The middle pane shows discussion topics as selected from the left pane. By default, it shows all discussions. To change to a specific topic or tag select your desired tag from the left pane.

Please note that only registered users can start new discussions or reply to comments

New user registration

If you are new to the discourse service portal click on the sign up link at the top bar as shown in Figure 7



Figure 7 ECA knowledge Hub Sign up link

The sign up page pops up as shown in Figure 8

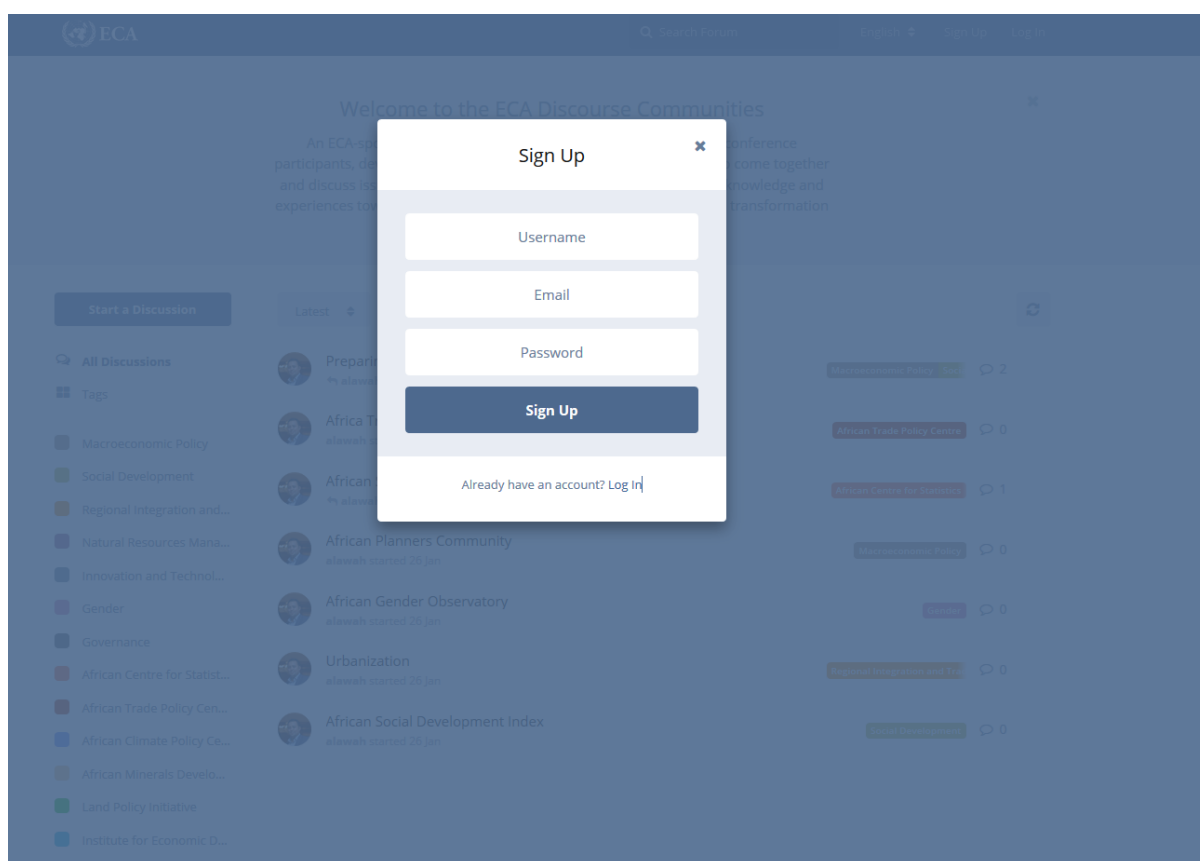


Figure 8 : The ECA Discourse Sign up page

To proceed with the sign up fill in the required information (User Name, your email and your password for the site) and Click on “Sign Up”

You will be redirected to the home page with a message to activate your account from your email address as shown in

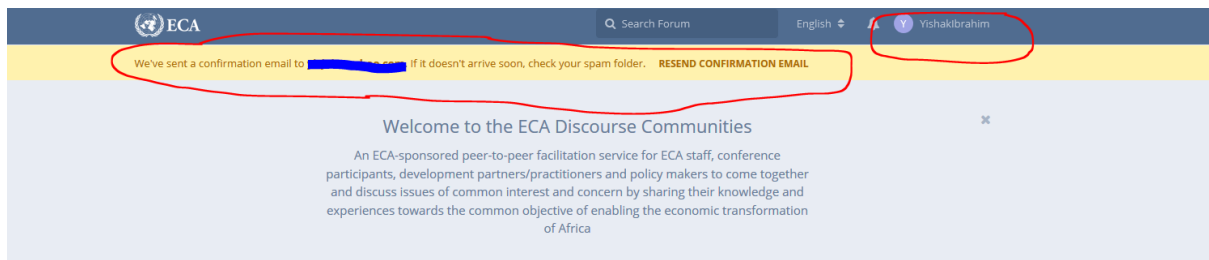


Figure 9

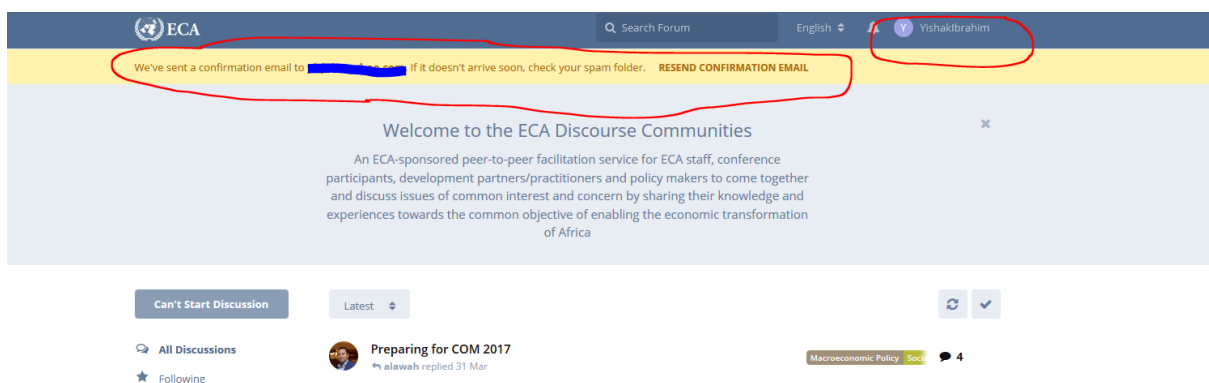


Figure 9 The ECA Discourse Sign up message

The next step is to activate your account from your email account. If you do not receive an email, click on “RESEND CONFIRMATION EMAIL”

Logging In

If you already have an account on the ECA discourse portal click on the login link at the top right section of the portal as shown in Figure 10

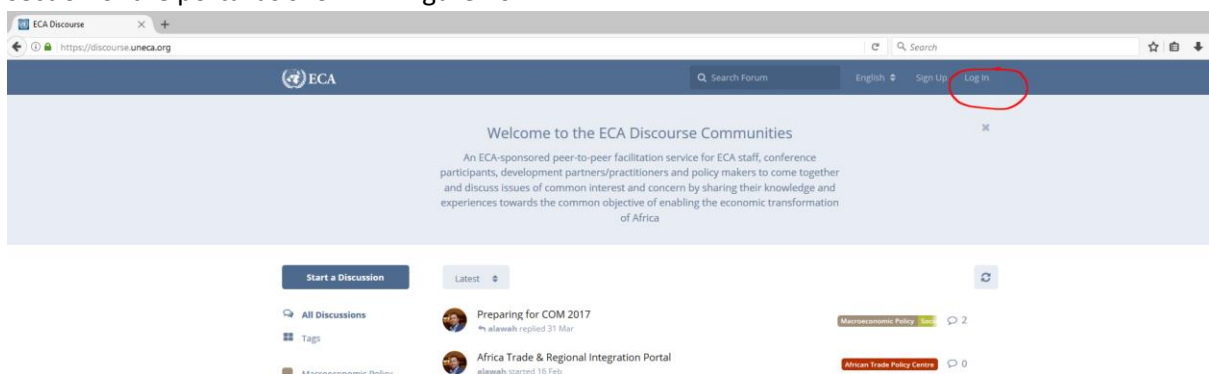


Figure 10

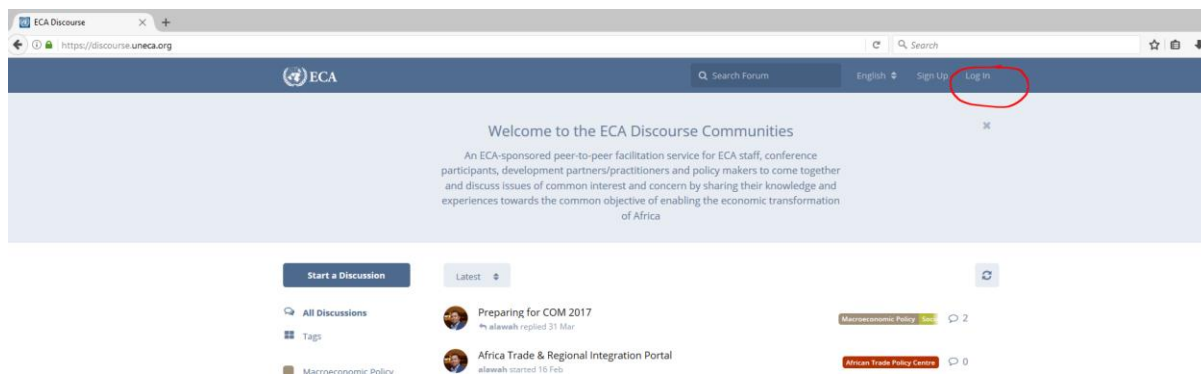


Figure 10 The ECA Discourse login link

Clicking on the “LogIn” link will pop up the login screen as shown in Figure 11

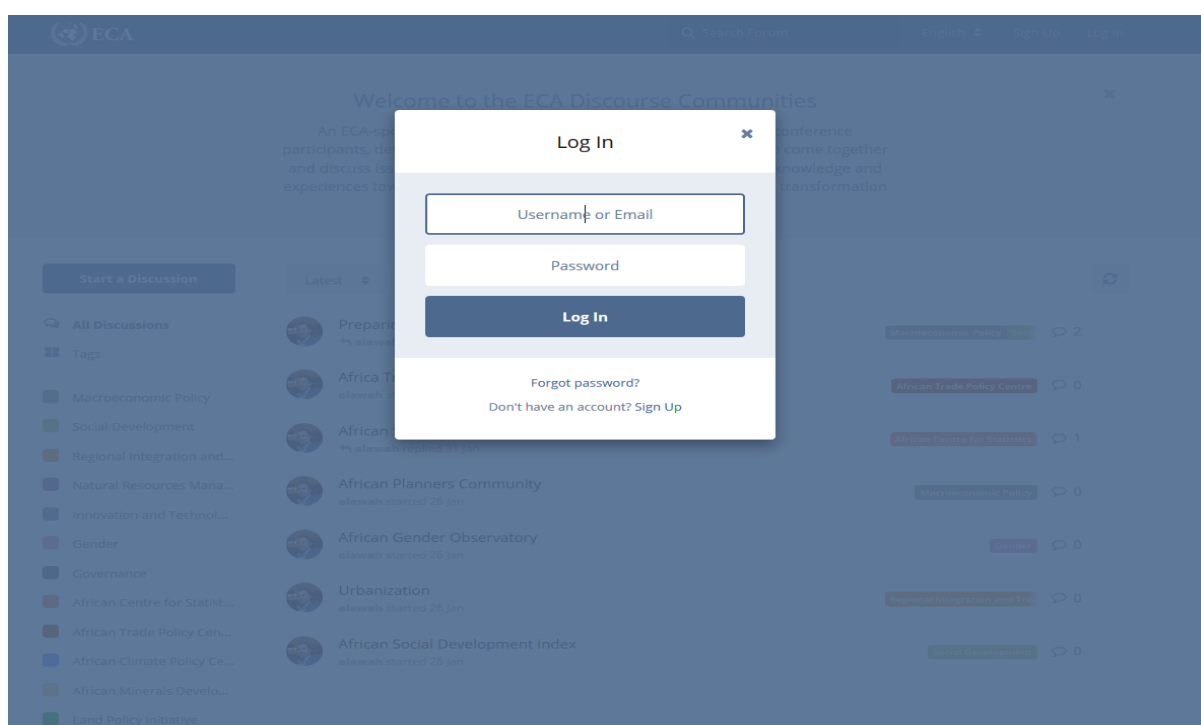


Figure 11 The ECA discourse login page

Fill in the required information (User name or Email and your password) and click on log in. If wrong information is entered, the following screen is displayed (Figure 12)

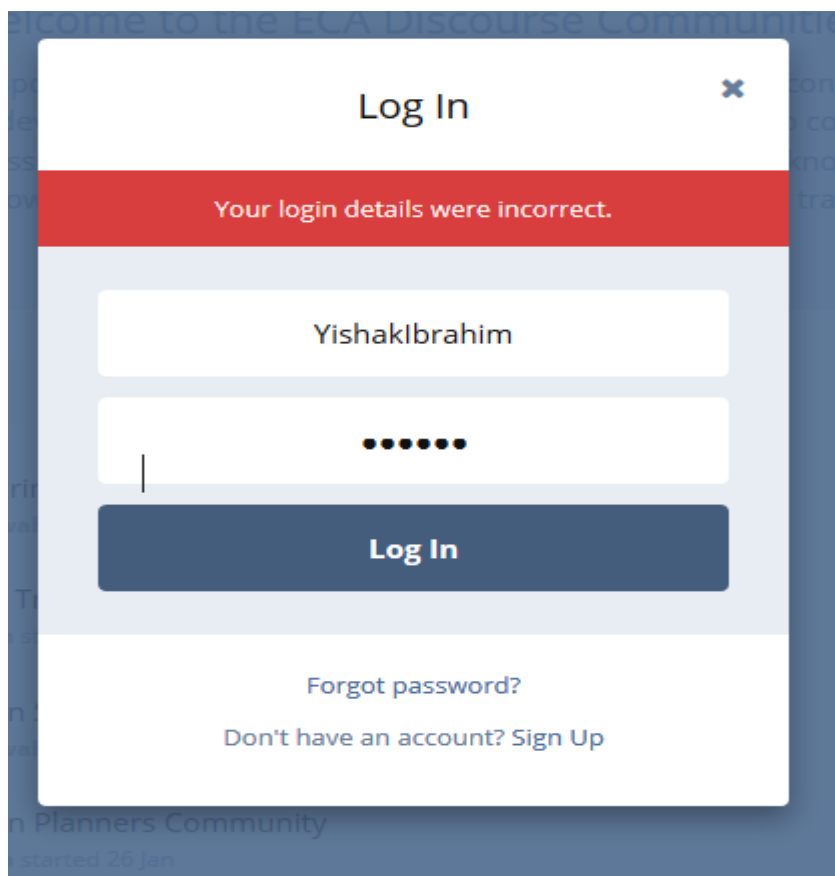


Figure 12 The ECA discourse invalid login information

If your login is correct you will be redirected to the home page with your account name displayed at the top right corner of the screen (Figure 13).

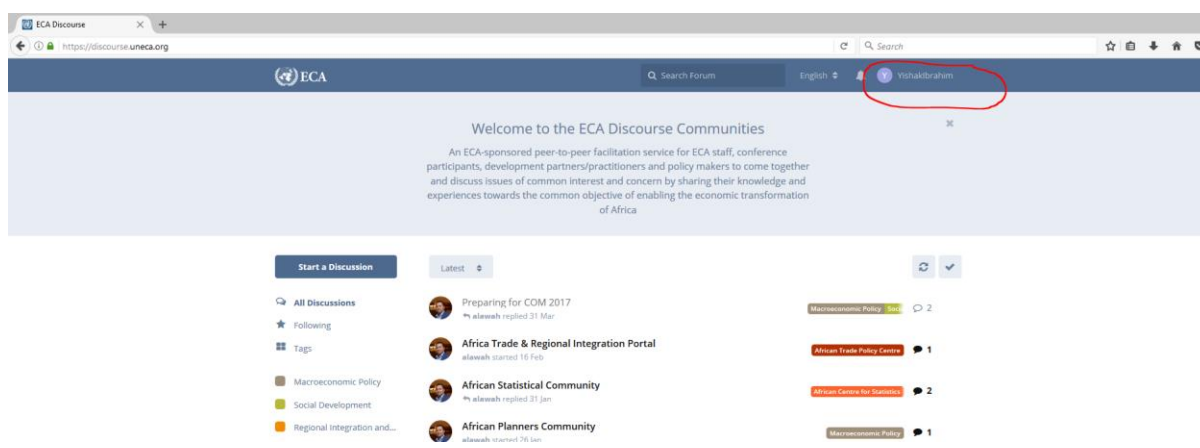


Figure 13 The ECA Discourse home page after logging in

Setting Personal Profile

After login in, to setup your personal profile click on your login name at the top right corner (Figure 14) and click on the profile link

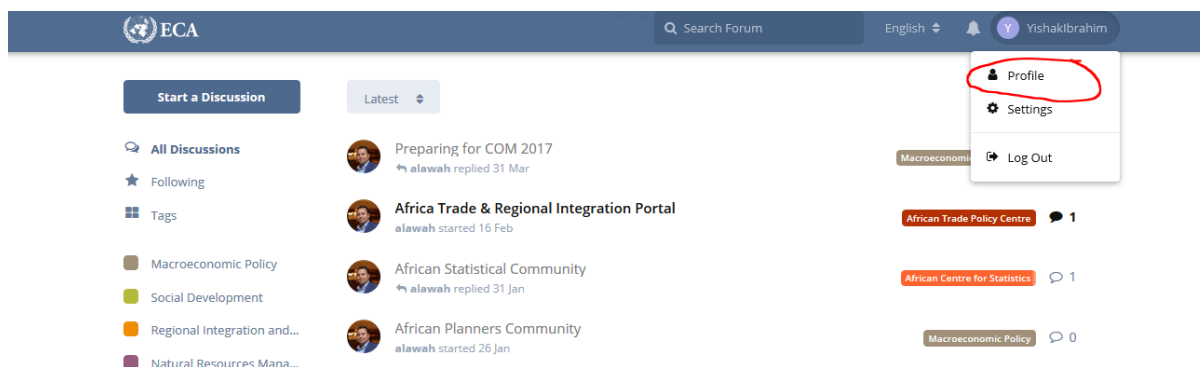


Figure 14 The ECA discourse personal profile setting

On the profile setting page (Figure 15) the logged in user can set his/her own details as well as get general information

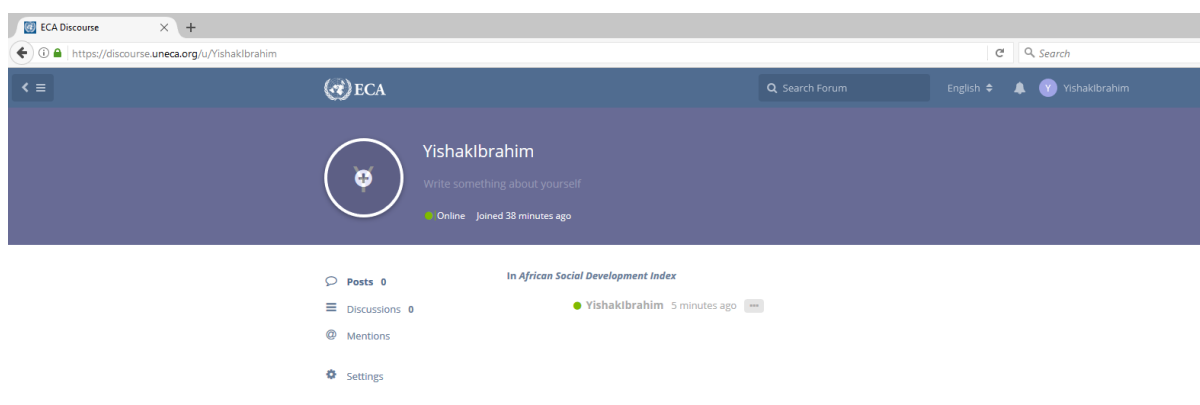


Figure 15 The ECA Discourse Profile setting page

On the profile setting page you can set:

1. Your Profile Image by clicking on the plus icon inside the circle to the left of your name
2. Write short text describing you (just below your user name)
3. Make Settings changes (Figure 16) which enable to change account information, notification and privacy settings
4. In addition, you will have reports related to:
 - a. How many posts you have made,
 - b. Number of discussions you participated on
 - c. Number of mentions made to you

The details can be found by clicking the links for each (posts, discussions and mentions)

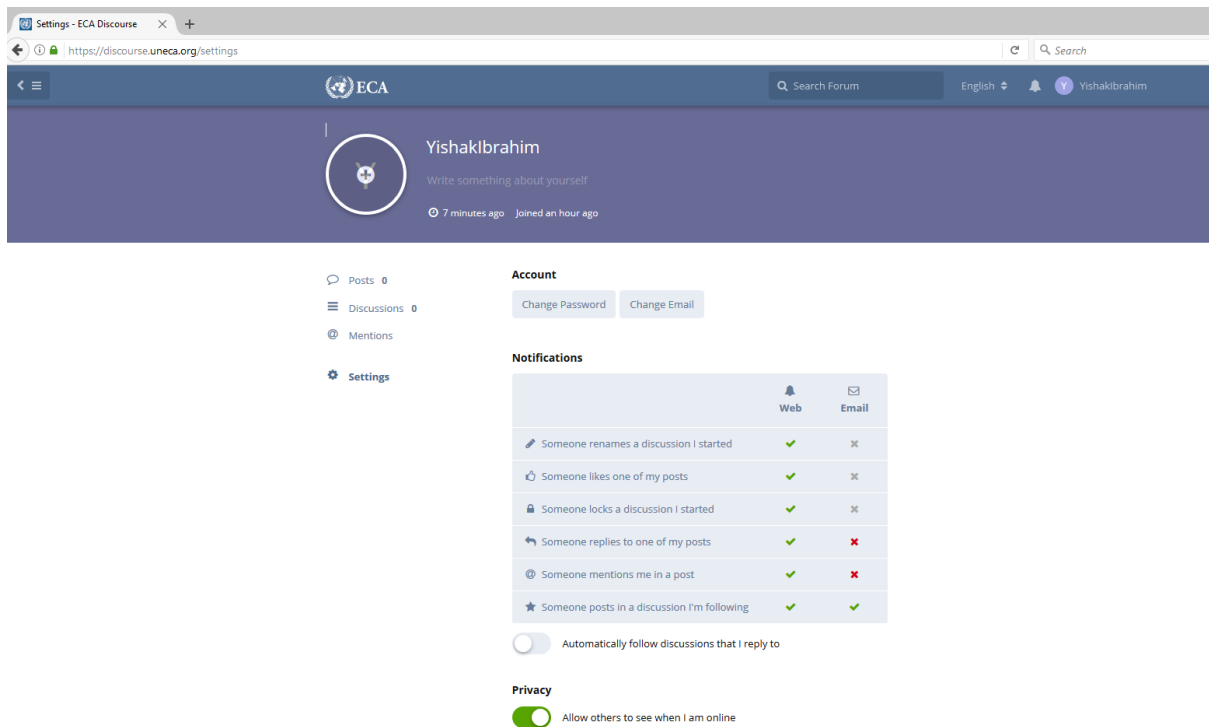


Figure 16 The ECA Discourse setting page

Starting a new discussion

To start a new discussion, click on “Start a Discussion” link on the home page (Figure 17)



Figure 17 Starting a New Discussion

A popup screen appears at the bottom of the home page as shown in Figure 18

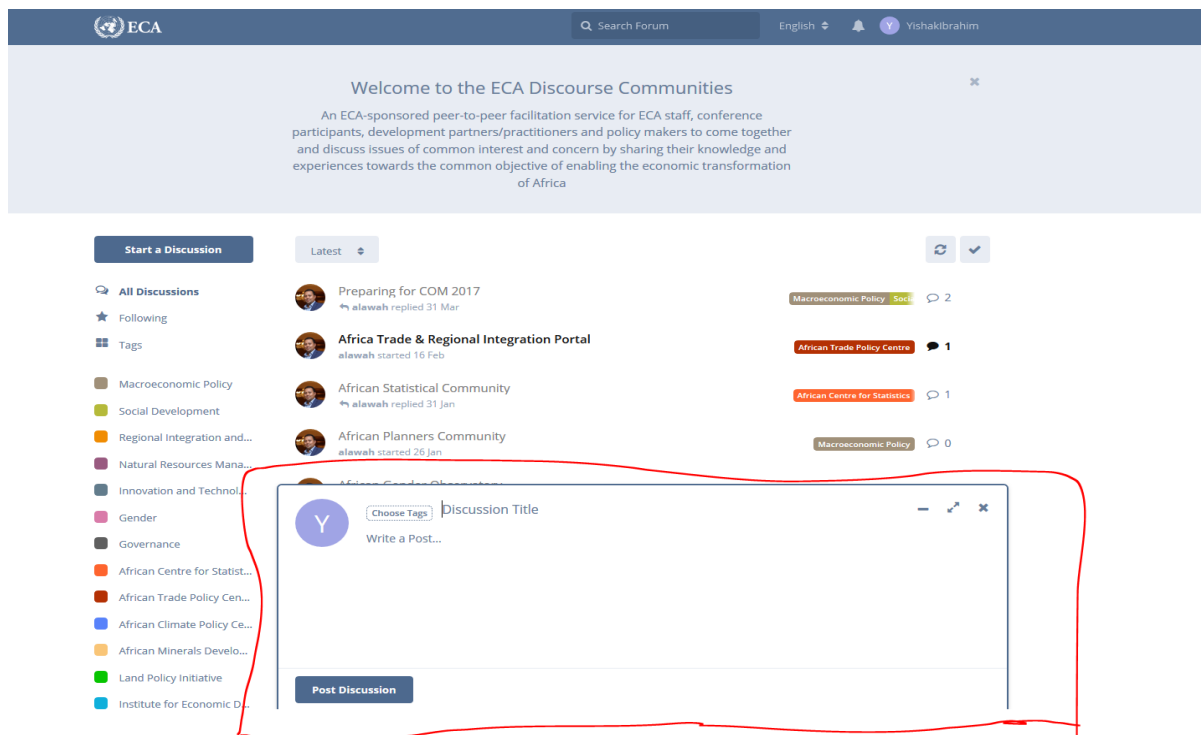


Figure 18 popup up windows to create a new discussion

On the popup windows

- Choose you tag,
- Type the Discussion Title
- Write your post
- Finally, when done, click on Post Discussion

The new created discussion appears on the home page (Figure 19)

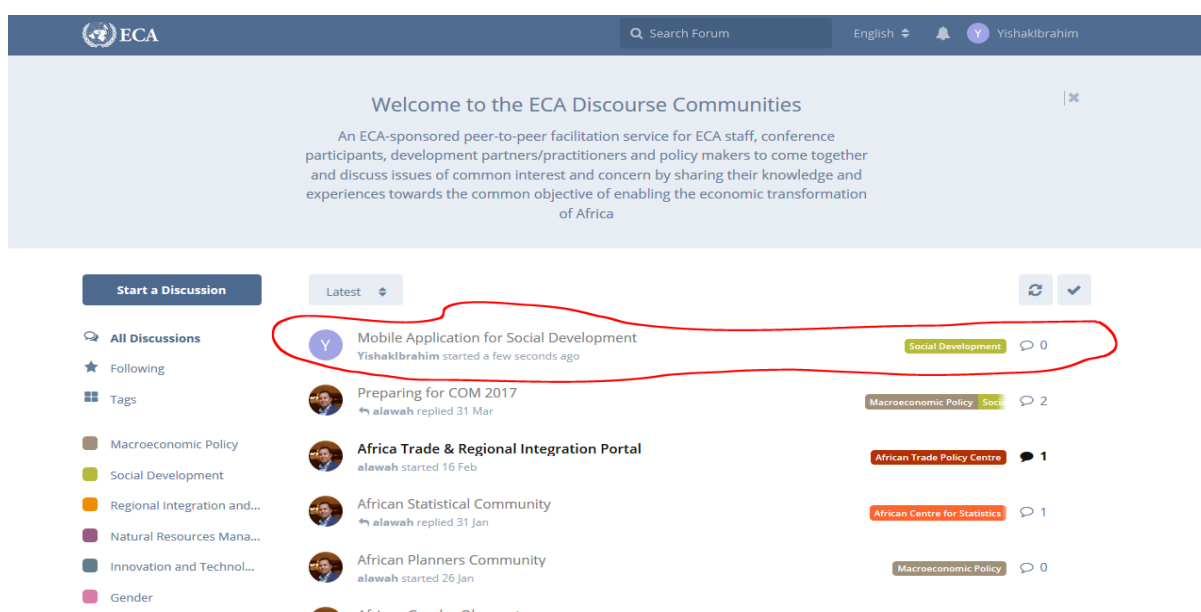


Figure 19 The ECA discourse home page after adding a new discussion topic



Interacting with newly created forums

After creating a new discussion, the owner/creator can perform additional tasks such as renaming the title, following other participating in the discussion, or deleting the discussion as a whole. To do that click on the vertical three dots to the right of the forum name as shown Figure 20

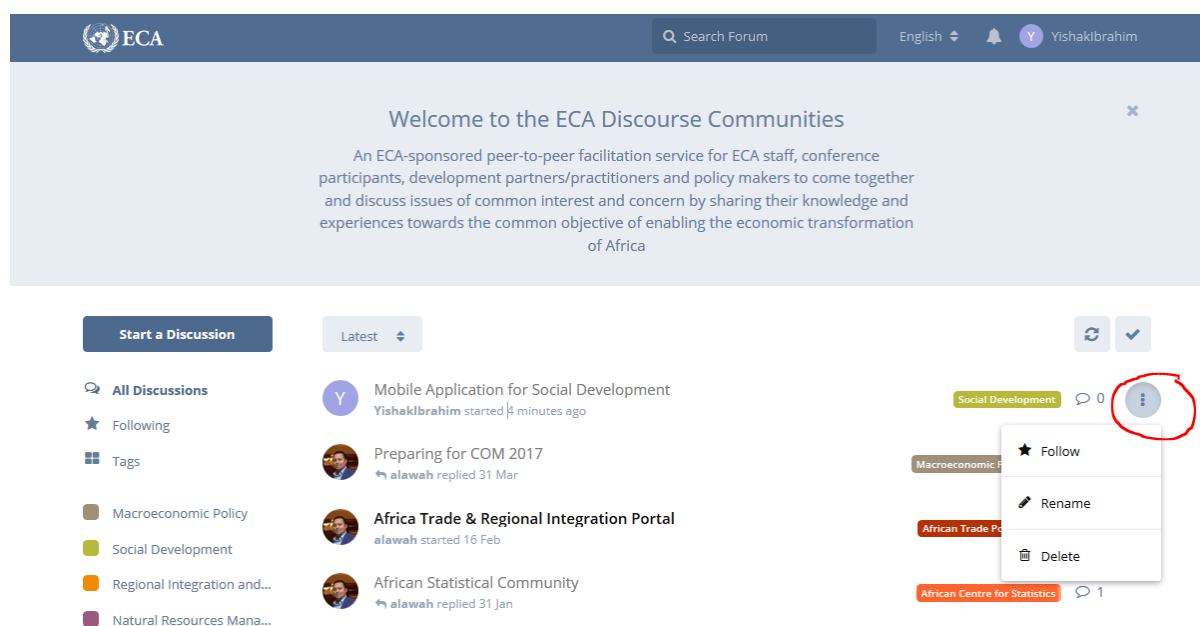


Figure 20 Setting options for newly created topics

Besides this clicking on the forum title will also take to a dedicated page where one can see the reply of others and also can set the options indicated above. The dedicated page for each discussion is shown Figure 21 bellow

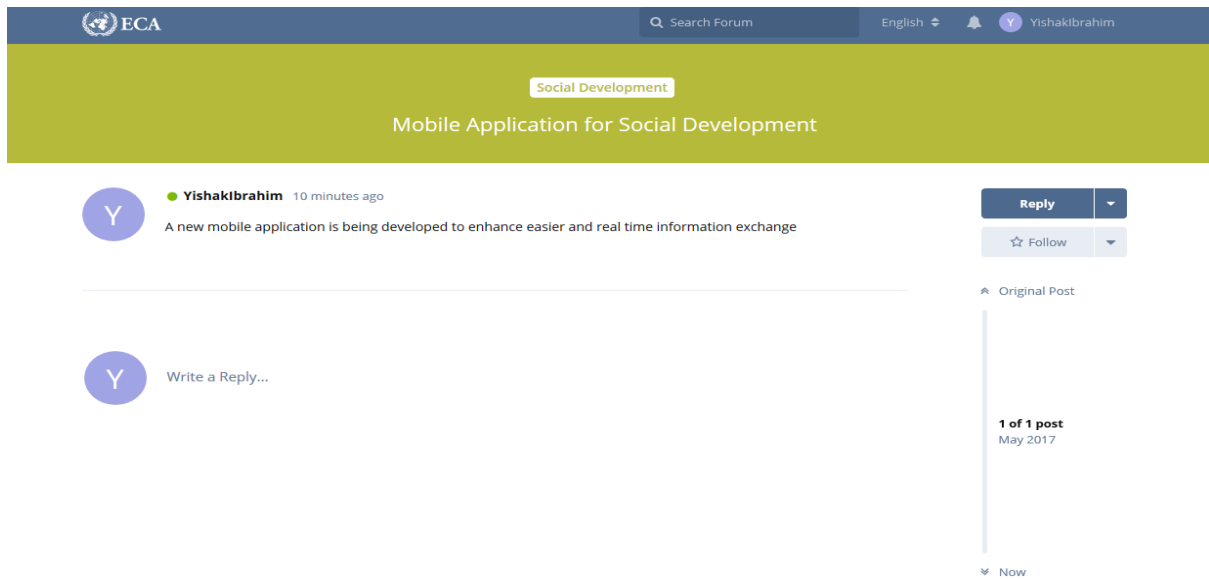


Figure 21 Discussion topics detail page

Editing individual posts

When a discussion is created different users can post to the topic. Each individual can edit or delete his/her own post. This can be done by clicking on the horizontal ellipsis (three dots) at the right end of each post (Figure 22). You can either edit or delete the post

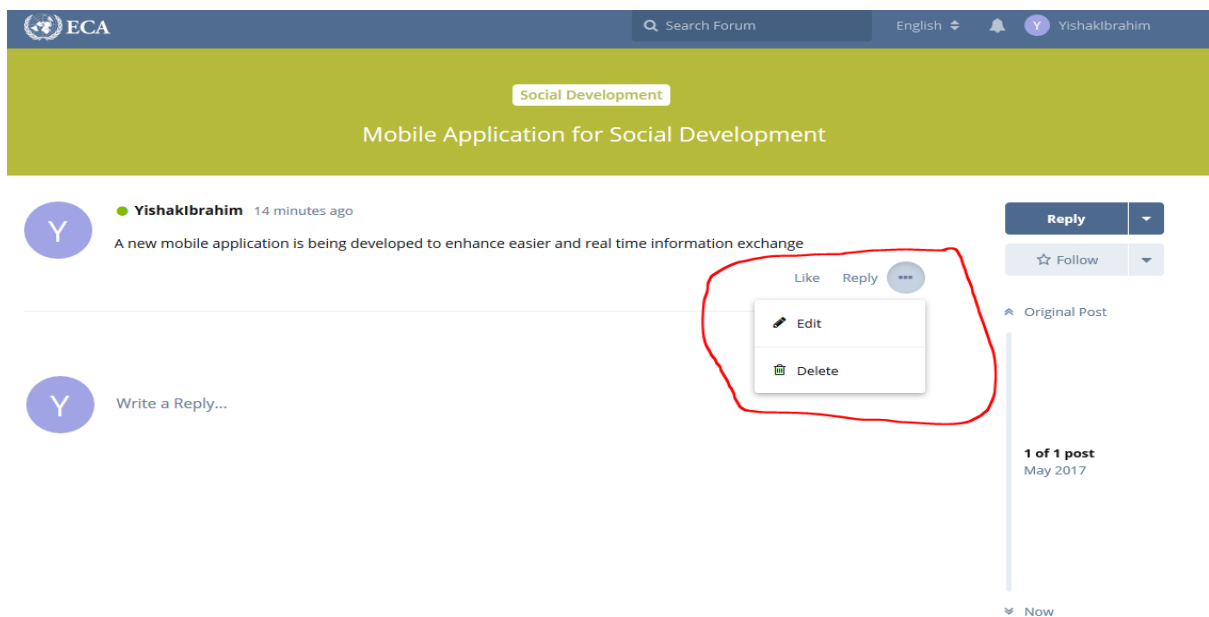


Figure 22 Editing individual posts

Replying to a post on existing topics

If you are a logged in user, you can reply to other people posts. This can be done by typing inside the reply box or clicking on the “Reply” button on the right pane. When writing a post to address a specific individual use the “@” tag. This will bring option of available users as shown in Figure 23.

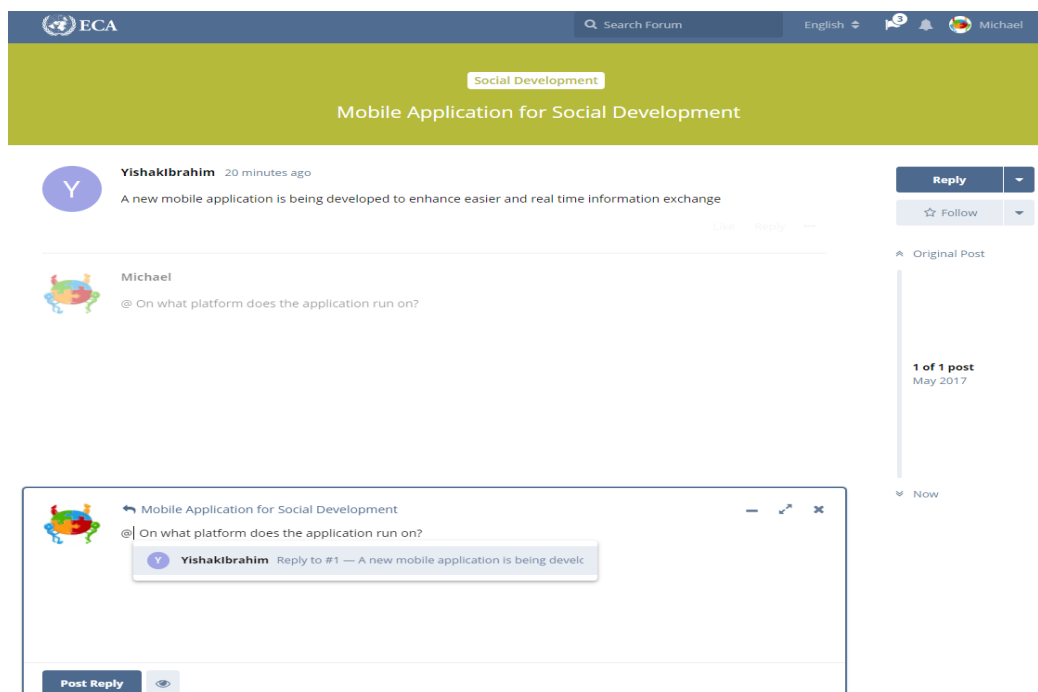


Figure 23 Replying to posts

The discussion topic looks like as shown in Figure 24 bellow after a second person posts to a topic

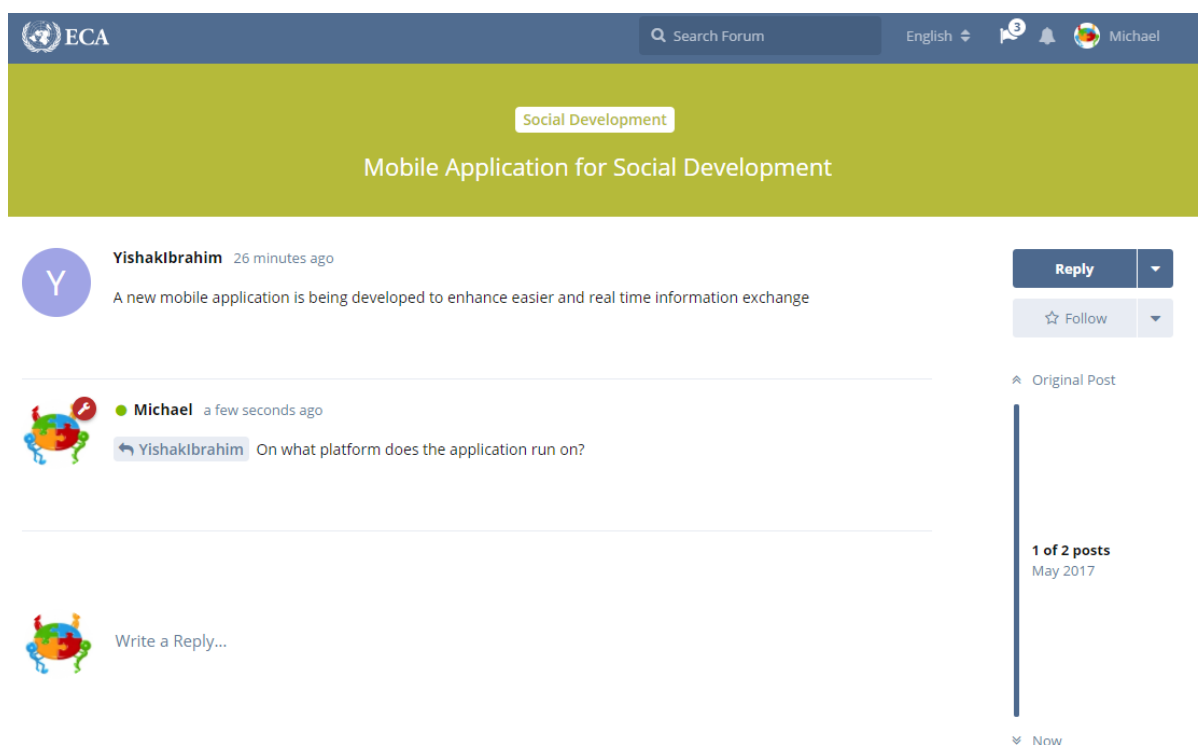


Figure 24 Discussion topic after a second person posts

The discussion topic creator and anybody following the discussion will be notified when new posts are made unless it is turned off as shown in Figure 25. Clicking on the notification will bring a list of the notifications (Figure 26). Then clicking on the individual notification again, will take you to the specific discussion topic.

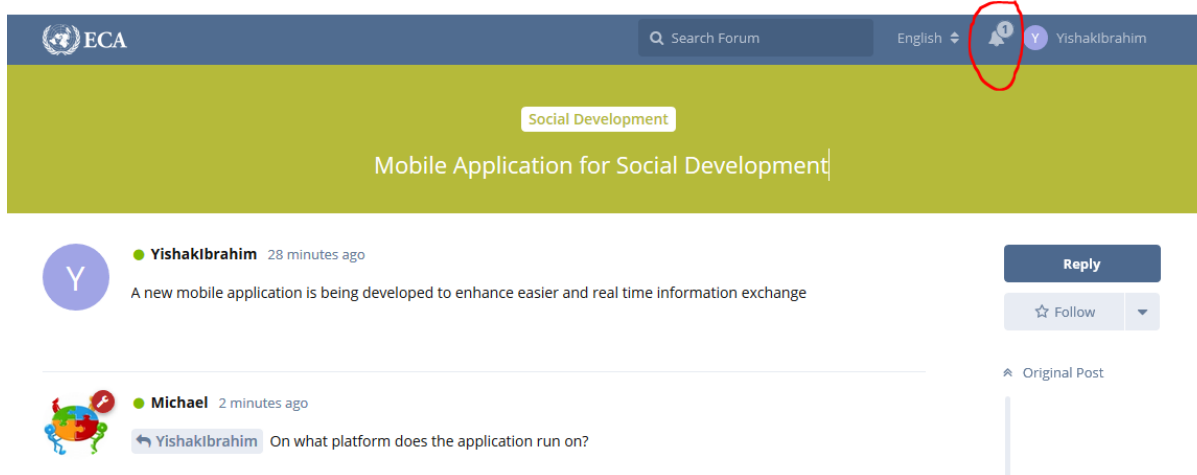


Figure 25 Notification after a new post

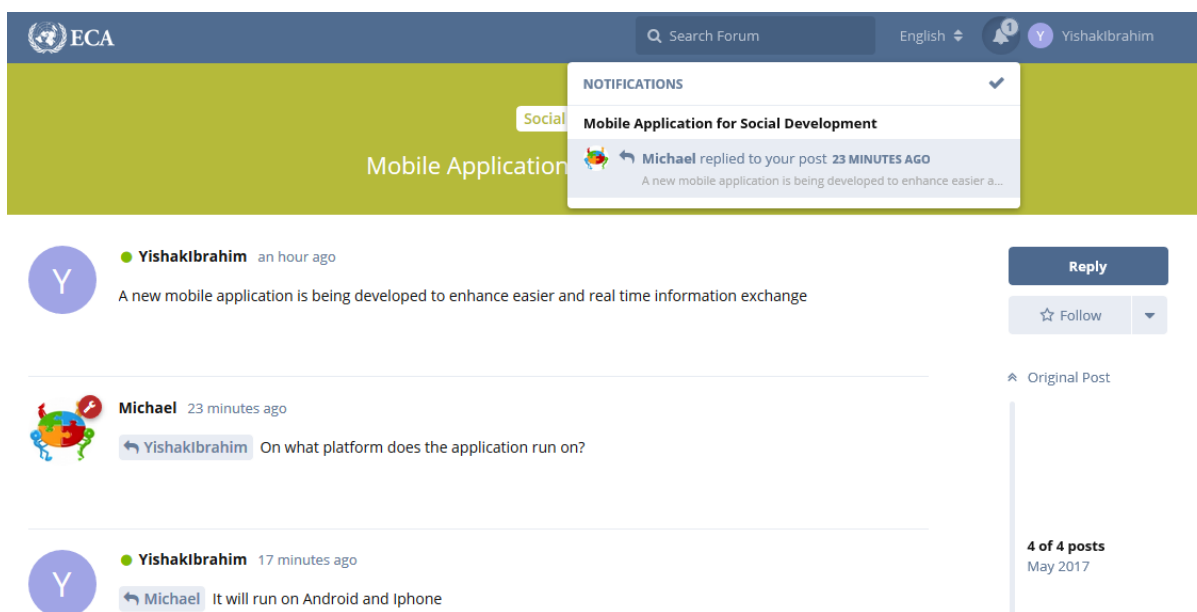


Figure 26 Notification popup list

Based on the site setting a new post may not be publicly visible write away. If there is a site moderator, it has to be approved as shown in Figure 27

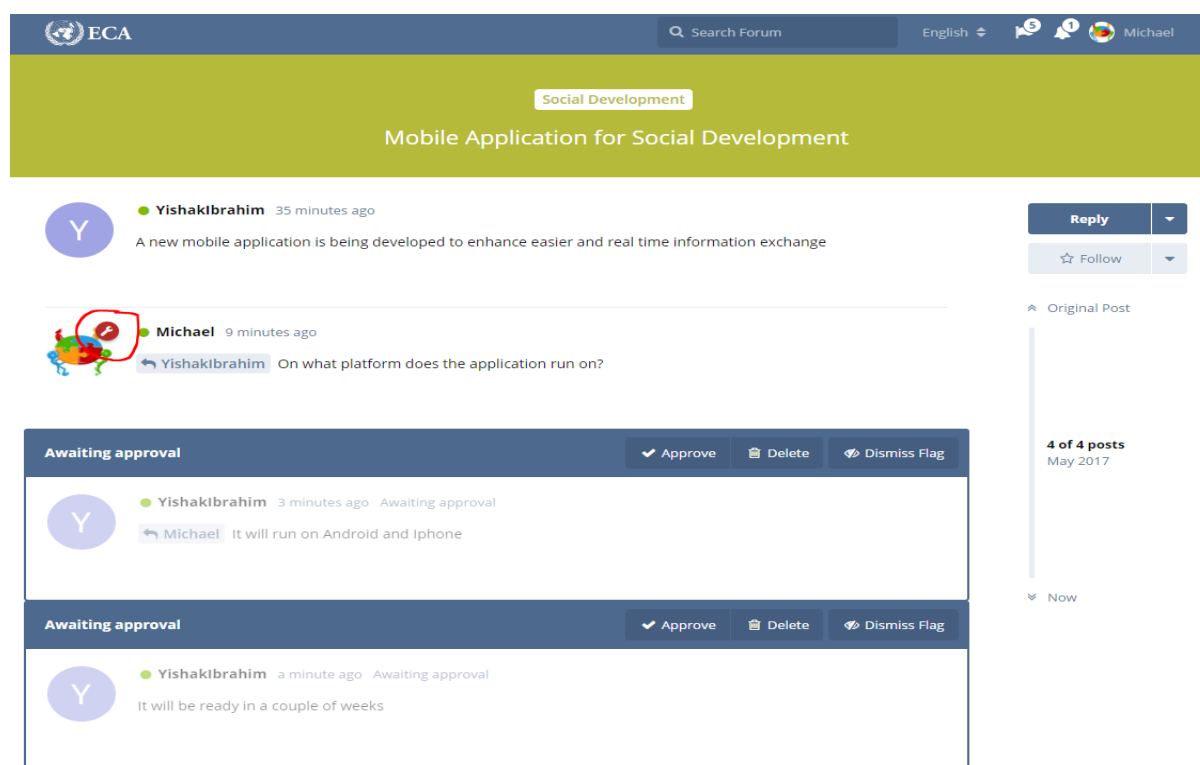


Figure 27 Approval of a post

The red circle shows the specific user is a moderator/Admin. On his /her screen, he will find an approval notification where he can approve or delete the post. After approval, the post appears for all to see and reply to.

After four replies, the discussion topic looks like as shown in Figure 28. If you like a specific post you can like it by hovering over the topic and clicking on like (Figure 29)



The screenshot shows the ECA Knowledge Hub forum interface. At the top, there's a header with the ECA logo, a search bar, and user information. Below the header, a green banner displays the topic 'Mobile Application for Social Development'. The main content area shows a list of four posts. The first post is by YishakIbrahim, followed by a reply from Michael. The third and fourth posts are by YishakIbrahim. On the right side, there's a sidebar with a 'Reply' button, a 'Follow' button, and a '4 of 4 posts' indicator.

Figure 28 The discussion topic after 4 posts

This screenshot is similar to Figure 28, but it shows an additional 'Like' button next to the third post by YishakIbrahim. The 'Like' button is highlighted with a red circle. The rest of the interface, including the header, banner, and sidebar, remains the same.

Figure 29 Liking a specific post

Following up a topic

To follow up a topic, hover you mouse over the topic on click on “Follow” in the vertical ellipsis (three dots) as shown in Figure 30

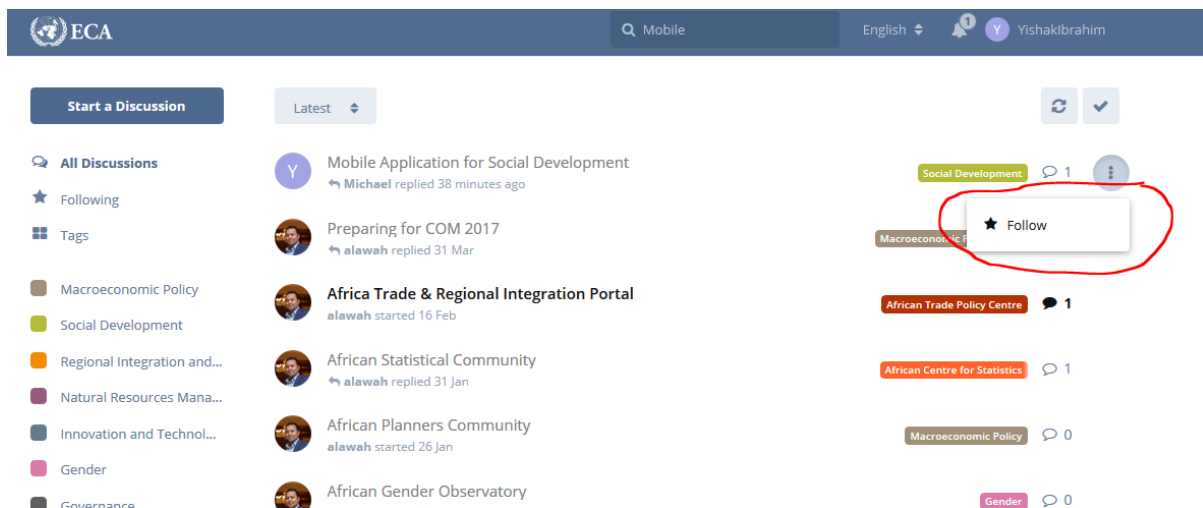


Figure 30 following a discussion topic

When you are following a specific topic a circle in yellow appears in the topic as shown in Figure 31

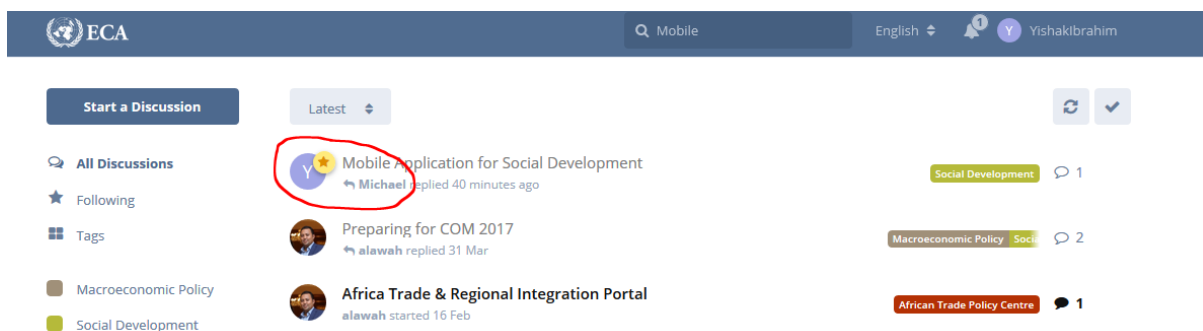


Figure 31 Markers on the topics you are following

To unfollow a topic just click on the vertical ellipsis where you clicked on follow. This time the follow text will be replaced by unfollow (Figure 32)

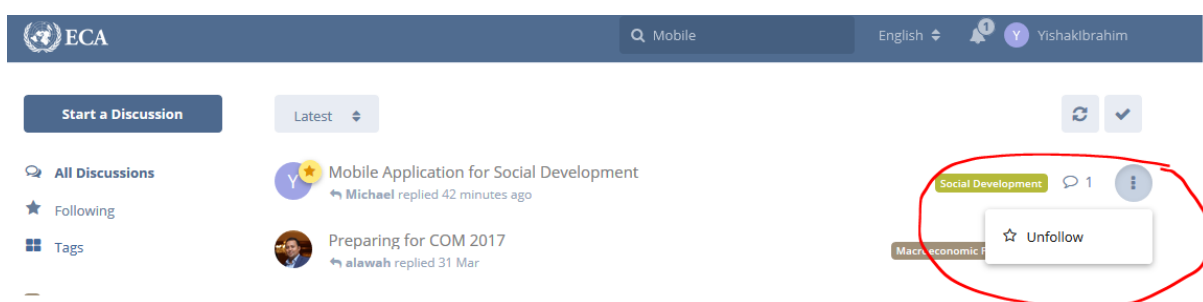


Figure 32 Link to unfollow a post

Searching the forum

To search on the home page type in your key word the top of the screen (Figure 33), the system popup option related to your keyword. You can either select from the lists or click on enter to search

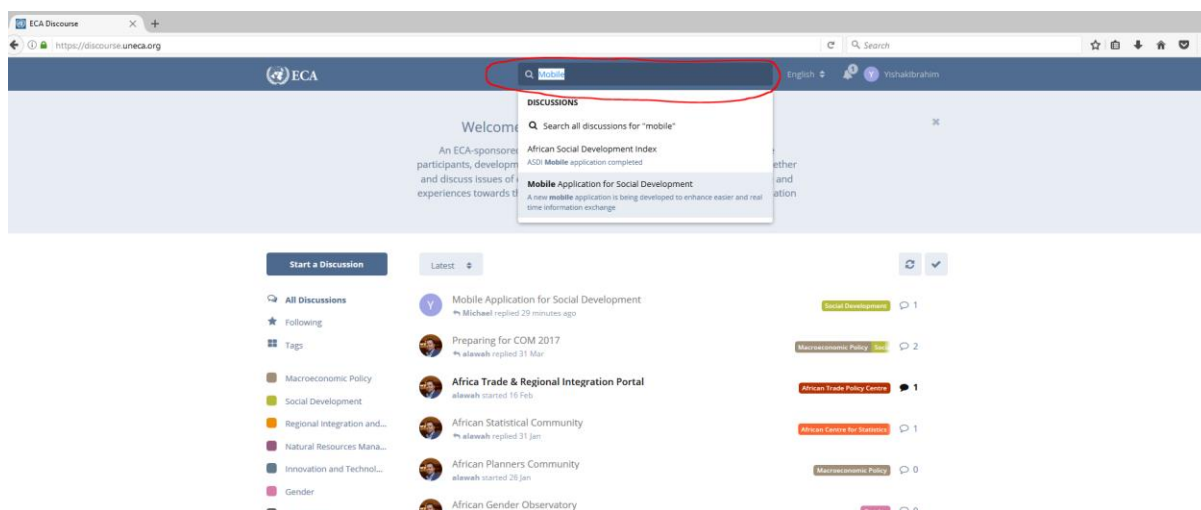


Figure 33 Searching for topics

The search result will be displayed in the middle of the screen, with the keyword highlighted (Figure 34)

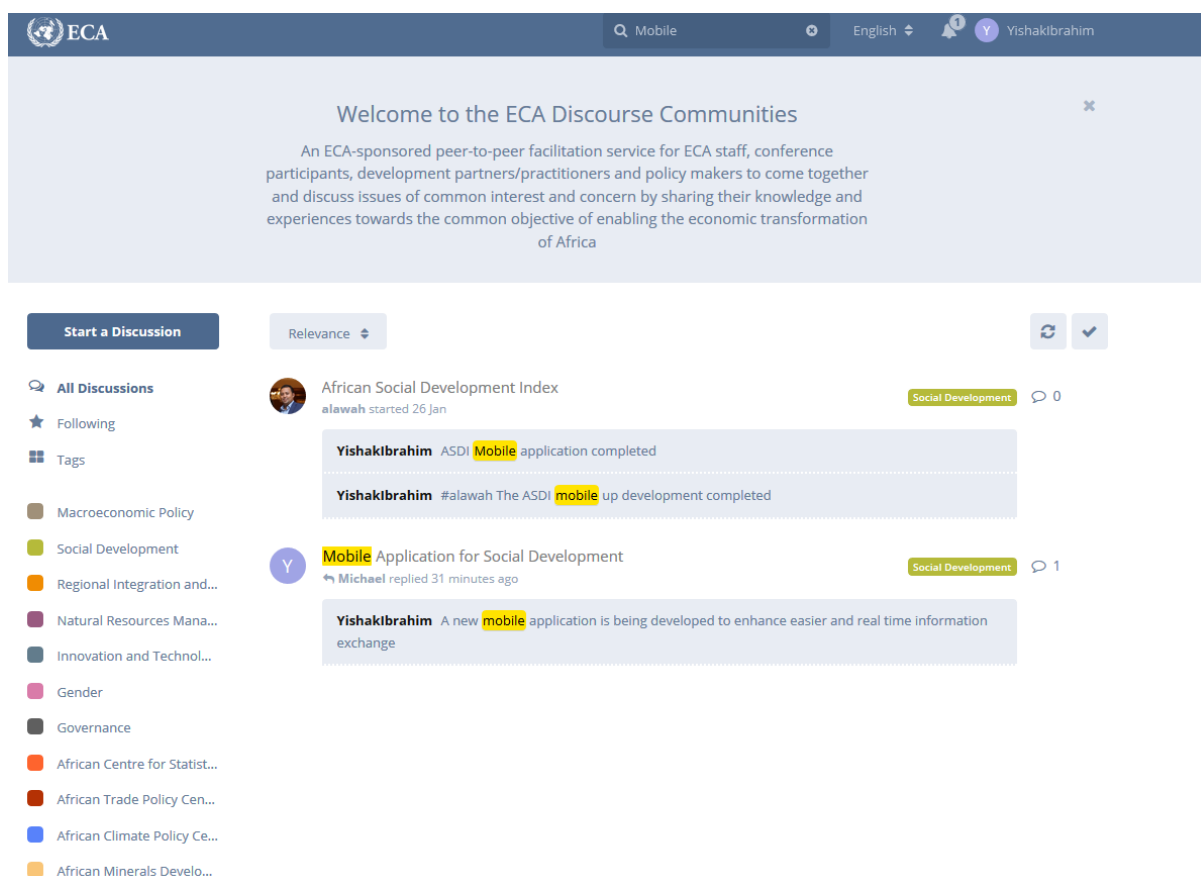


Figure 34 Search results page

CHAPTER III: ECA Project Management Portal

To go to the ECA project management portal click on the “Team Project Portal” link as shown in chapter I (Figure 5 : ECA knowledge hub collaboration features links). The link will take us to the login screen of the project management portal (Figure 35 Project management Portal login Screen)

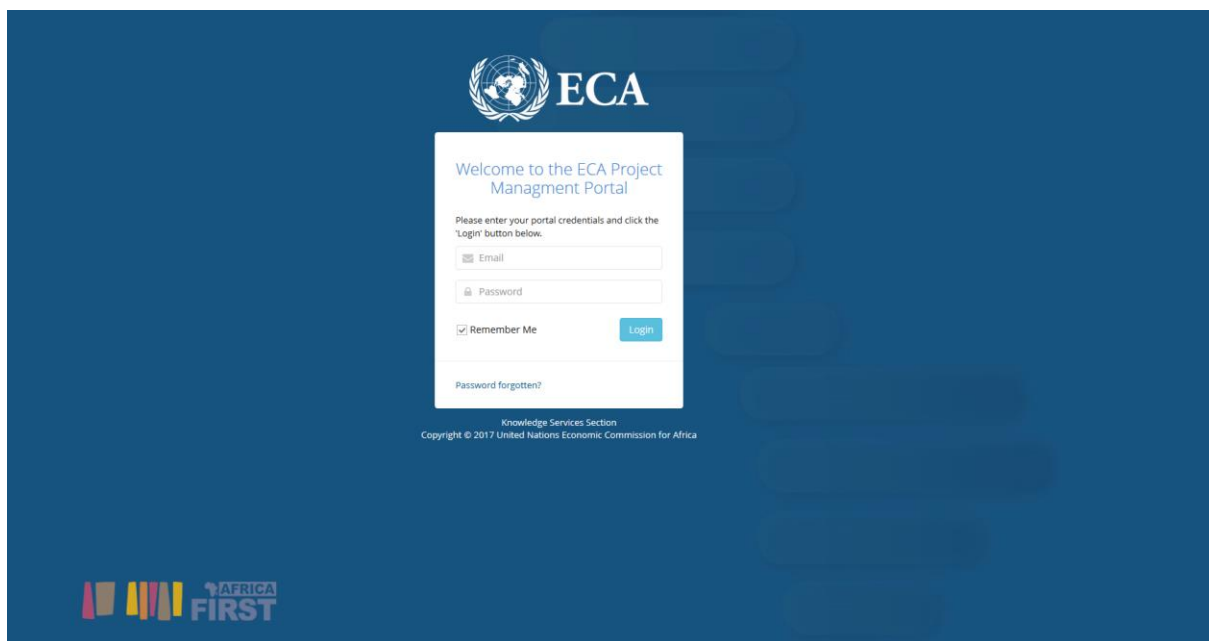
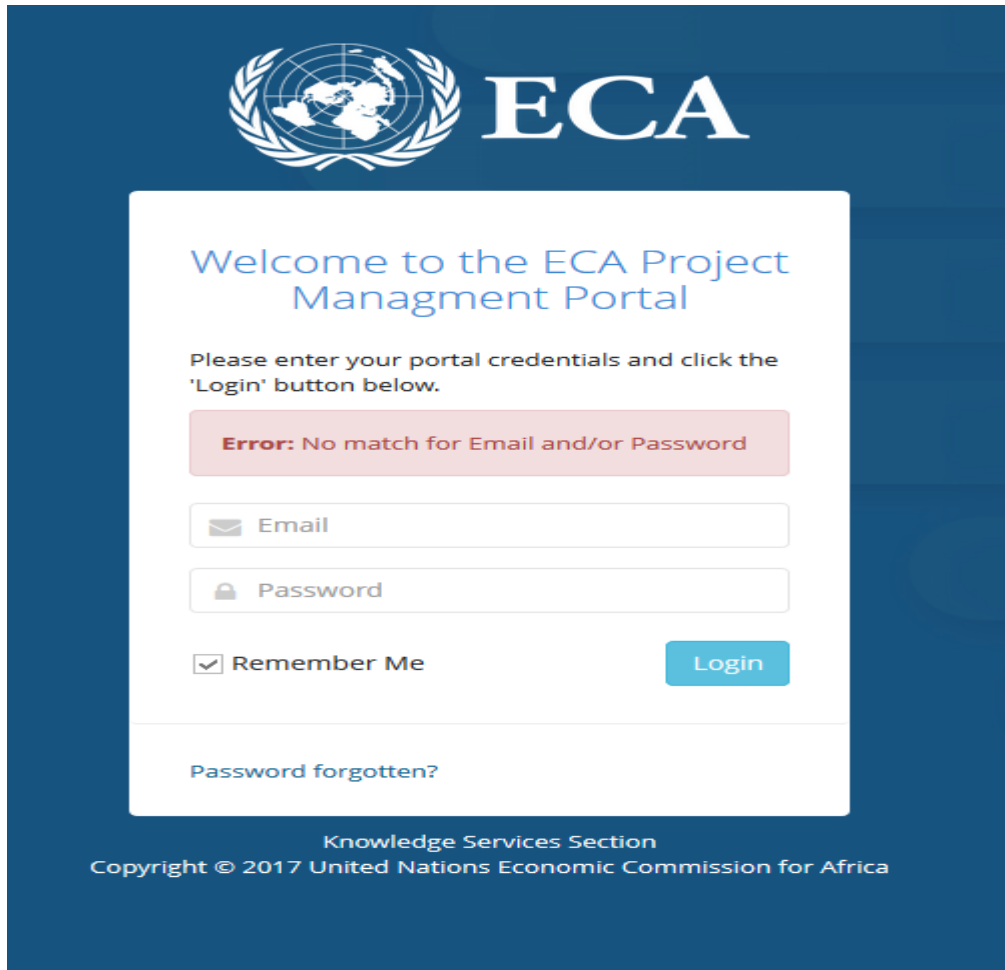


Figure 35 Project management Portal login Screen

On the screen, type in your account information (your email and password) assigned from your administrator and click on “Login”. If you have entered an invalid credential, you will receive a

notification (Figure 36Figure 1) and you have to reenter your account information. If your credentials are valid you will be redirected to the home page of the project management portal (Figure 37).

Please note that if you do not have an account information please communicate to your project leader or administrator who can create accounts for their team members. If



The screenshot shows the ECA Project Management Portal login interface. At the top, the United Nations logo and 'ECA' are displayed. Below this, the text 'Welcome to the ECA Project Management Portal' is shown. A message instructs users to enter their portal credentials and click the 'Login' button. A red error message box states: 'Error: No match for Email and/or Password'. Below the error message are two input fields: 'Email' (with an envelope icon) and 'Password' (with a lock icon). There is a 'Remember Me' checkbox and a 'Login' button. At the bottom of the login form, there is a link for 'Password forgotten?'. The footer of the page includes the text 'Knowledge Services Section' and 'Copyright © 2017 United Nations Economic Commission for Africa'.

Figure 36 Project Management portal invalid login message

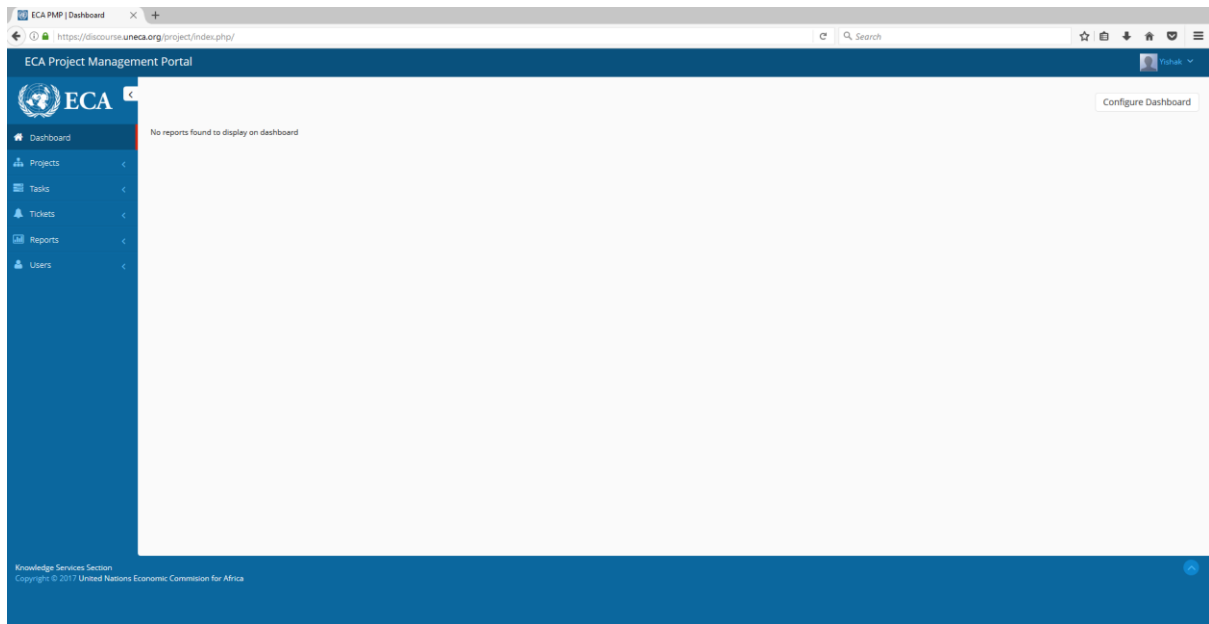


Figure 37 Project management portal home screen

The project management portal has three sections:

1. **Left Pane:** This area hosts application menus where a user can select to perform specific activity
2. **Top Pane:** This hosts the application name, which when clicked will take you to the home page, and on the right side of it shows the logged in user name. Clicking on the user name will enable you to set personal profiles as well as provide you functionality to log out.
3. **Middle Pane:** This area presents information or data entry form based on the functionality selected from the Left Pane.

Managing projects

Creating a New Project

Users can view their project or create new projects. To perform tasks related to new project expand the projects menu (Figure 38)

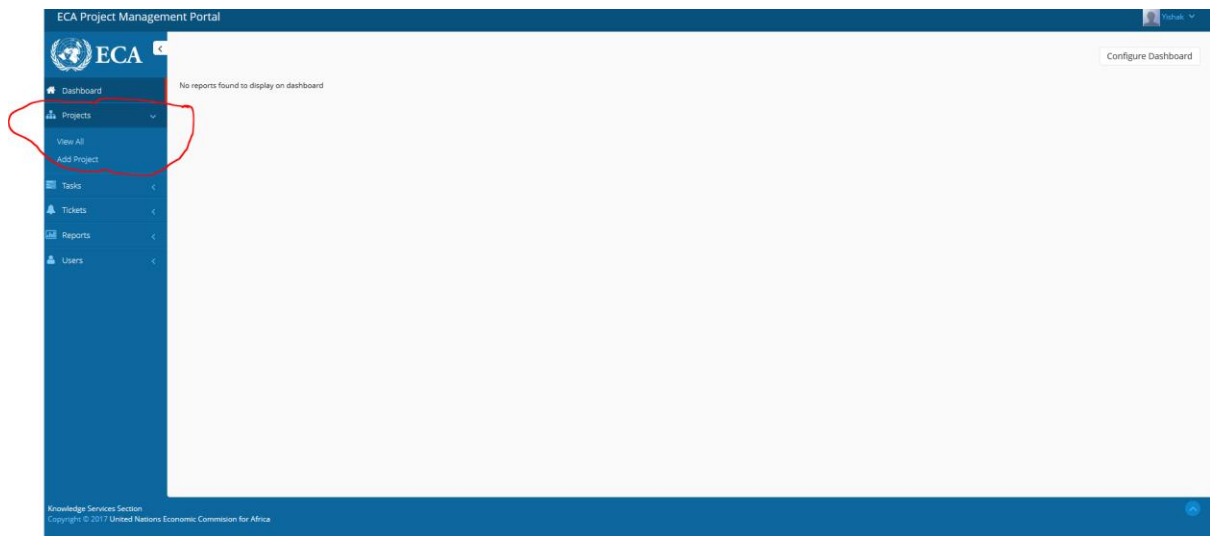


Figure 38 Project management portal project management features

To create a new project, click on “Add Project”. The screen shown in Figure 39 appears. The popup page has three sections of data to be filled:

1. **General Information:** Project Name, Type, Status, Project Site, Project Phases (Figure 39)
2. **Team Information:** Area to select team member who will participate on the project (Figure 40). If your team member does not exist on the list, then an account has to be created for the user (Adding a new user)
3. **Attachments:** If there are any documents to be attached, by clicking on the attachment tab a feature to upload documents will be visible (Figure 41)



New Project

General Team Attachments

Type DA

Status Open

* Name

Project Repository

Umoja Project Site

Programming Phase

Identification Phase

Formulation Phase

Project Approval

Implementation Phase

Description

Figure 39 Project management portal project creation

New Project

General Team Attachments

Admin

☐ User

☐ Ahmed Al-Awah

Manager

☐ User

☐ Irene Onyancha

☐ Titus Lyaruu

☐ Yishak

☐ Yonas Hagos

Save Close

Figure 40 Project management portal team selection

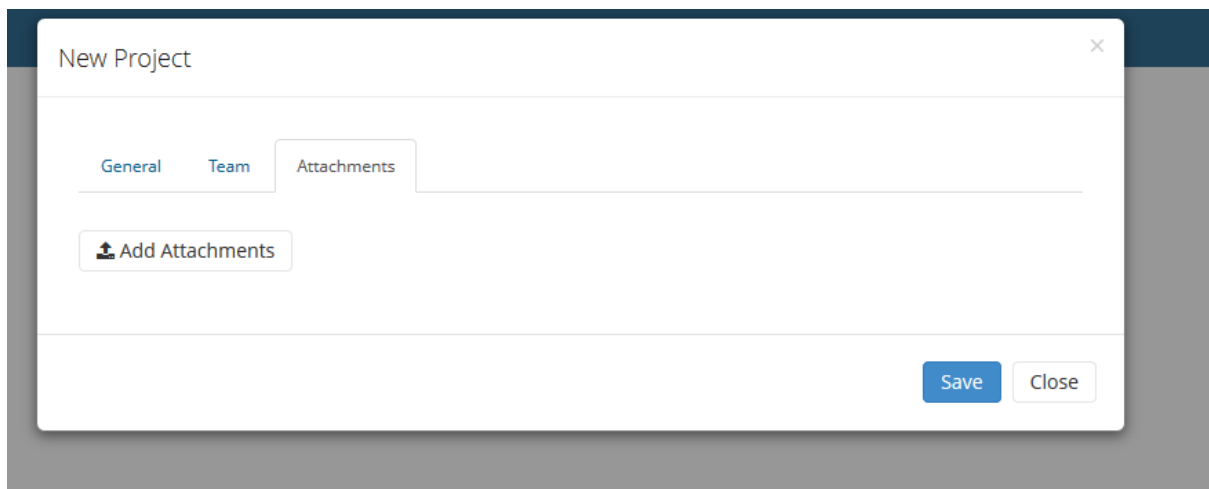


Figure 41 Project management portal document attachment

After making any changes to the data entry forms please do not forget to click on “Save” so that the data will be persisted.

Viewing existing projects

To view or edit created project clicking on the “View All” button under the project menu (Figure 38) will take us to project view page (Figure 42). Under the action column, the user can either edit or delete the project.

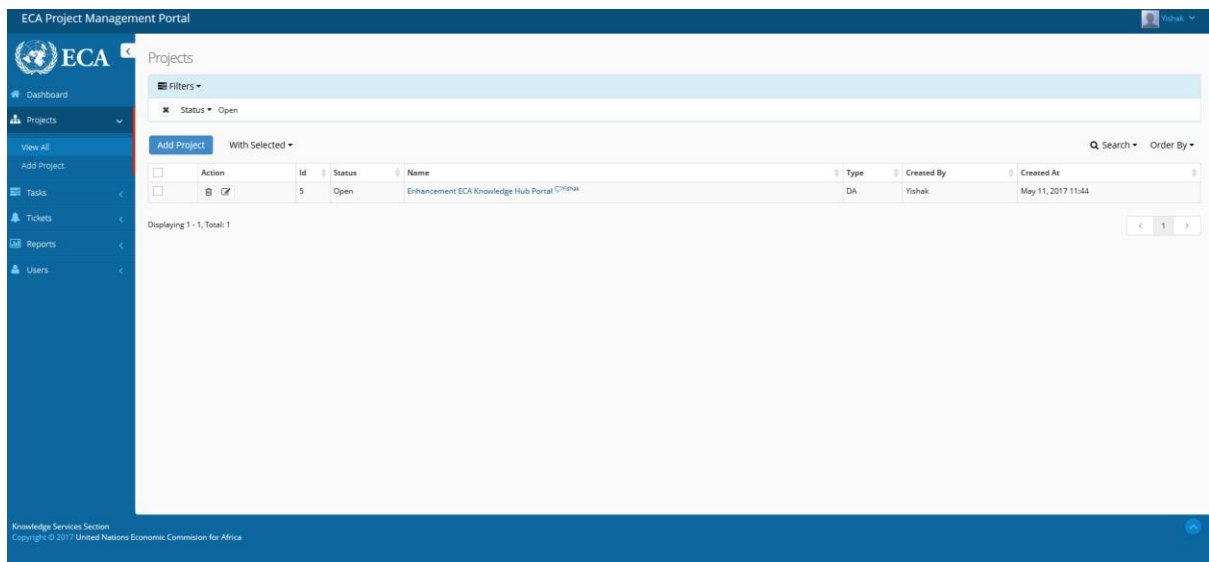


Figure 42 Project management portal projects view page

While viewing a project list we can use filters to shorten the result displayed (Figure 43). Project can be filtered by status, project type or team members

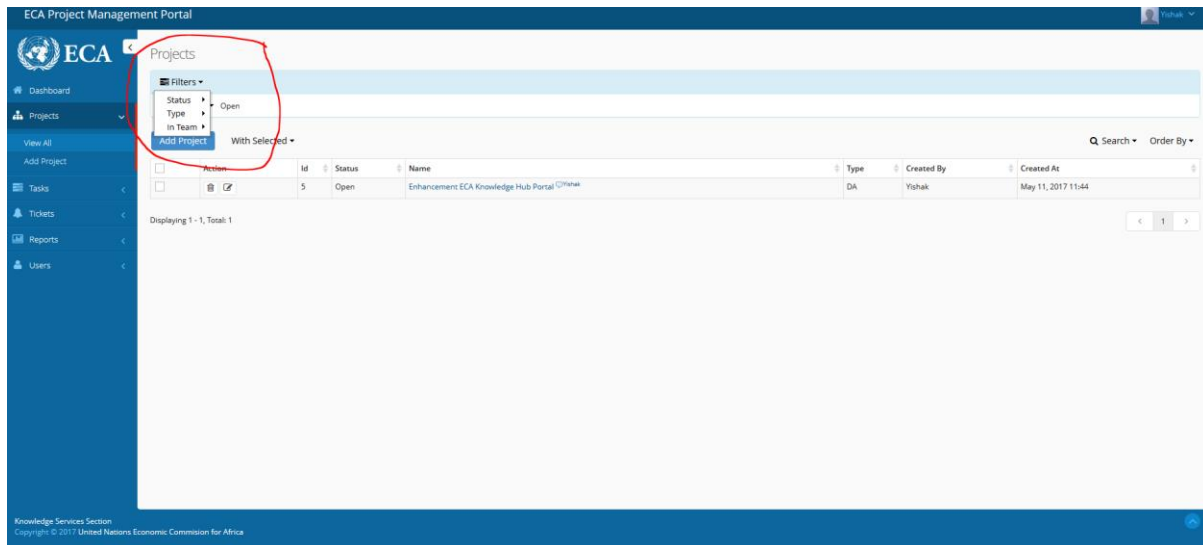


Figure 43 Project management portal project list filter

Adding new task to a project

Once a project is created, the next logical step is to create a task for it. To do so expand the task menu on the left pane and click on “Add task” (Figure 44). Then the task management screen shown in Figure 45 appears.

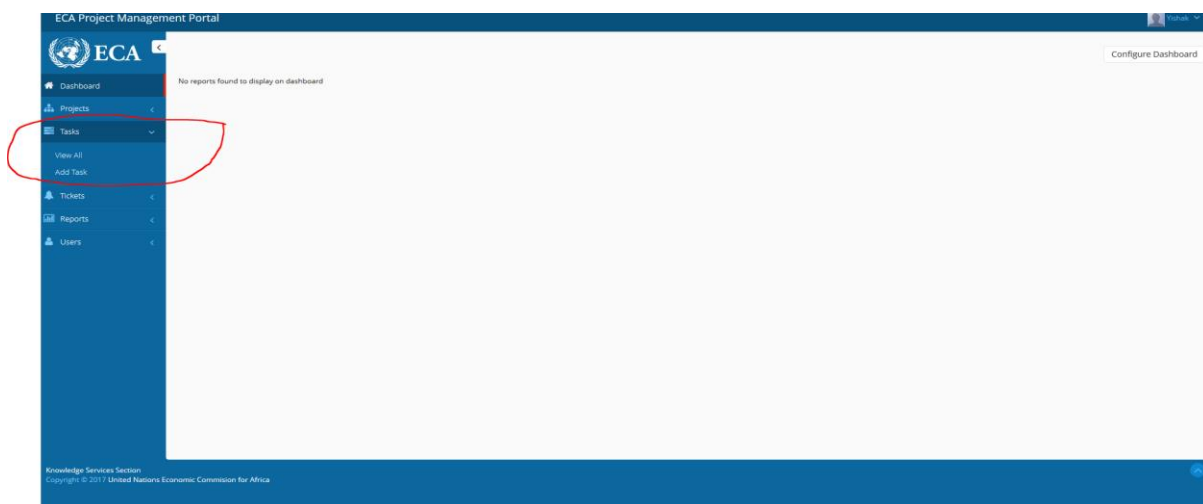


Figure 44 Project management portal task menu items

On the new task creation page three basic information has to be filled

1. **General Information:** This will enable entry of task name, status, to whom it is assigned, priority etc.
2. **Time Information:** This will enable entry for task start and end time, progress and estimated time to complete the task (Figure 46)
3. **Attachments:** If there are any documents to be attached, by clicking on the attachment tab a feature to upload documents will be visible (Figure 47Figure 41)

Whenever a task is assigned to a team member, the system will automatically send an email reminder to the team member.

[illegible]

Figure 45 Project management portal new task creation

Edit Task

General
Time
Attachments

Estimated Time

Start Date

Due Date

Progress

Save

Close

Figure 46 Project Management Portal task time range input

Edit Task

General
Time
Attachments

Add Attachments

Save

Close

Figure 47 Project management portal task document attachment page

Viewing existing tasks

Once a new task is created it can be visible in the task view all page (Figure 44). To view all task under a given project, click on “View All” button under the task menu (Figure 48)

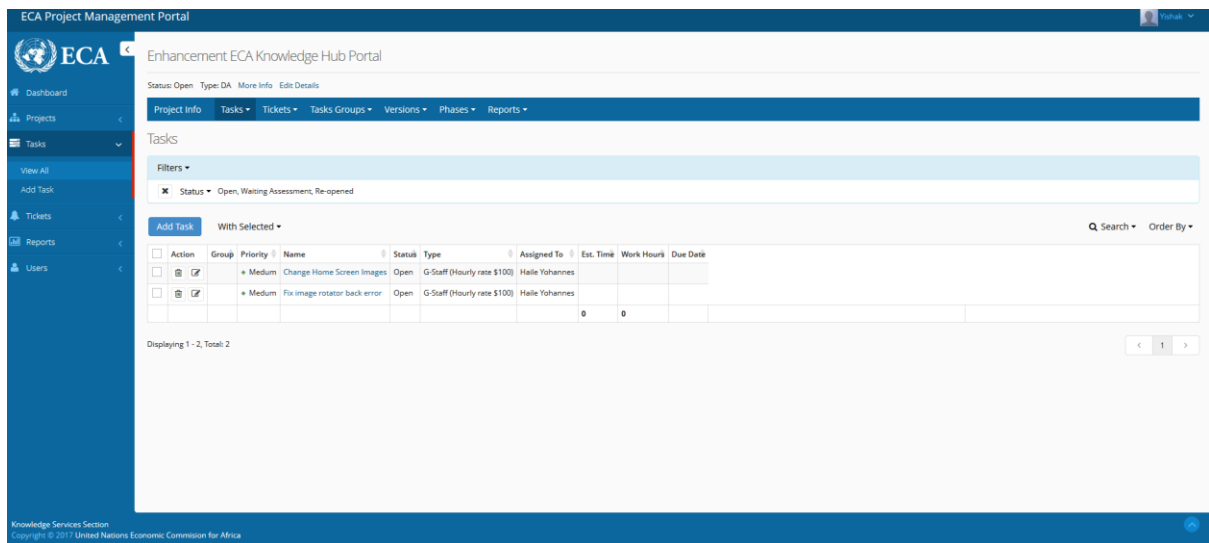


Figure 48 Project management portal task view page

By selecting each task, we can either edit or delete the task. On each task we can edit the information to change the status (for example from open to closed) or modify the progress markers. If the number of tasks displayed are many we can use filters to shorten the results (Figure 49). A task can be filtered by Priority, status, label, type, team member, project it belongs to, project status and project type.

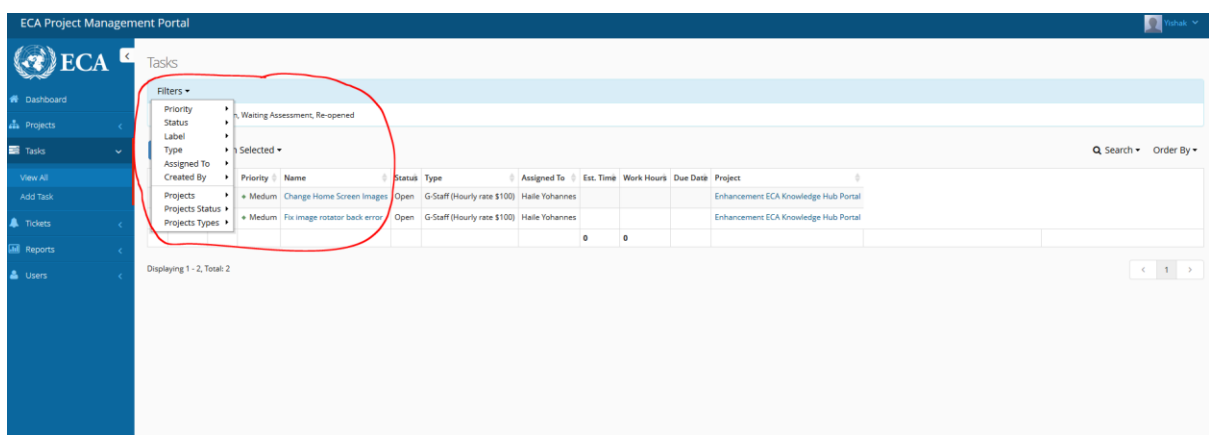


Figure 49 Project management portal task filters

Managing task groups, versions and Phases

Once a project and tasks are created we can group tasks, create versions and break tasks into phases. To create groups, view existing tasks or projects and click on the project/task name (Figure 50)

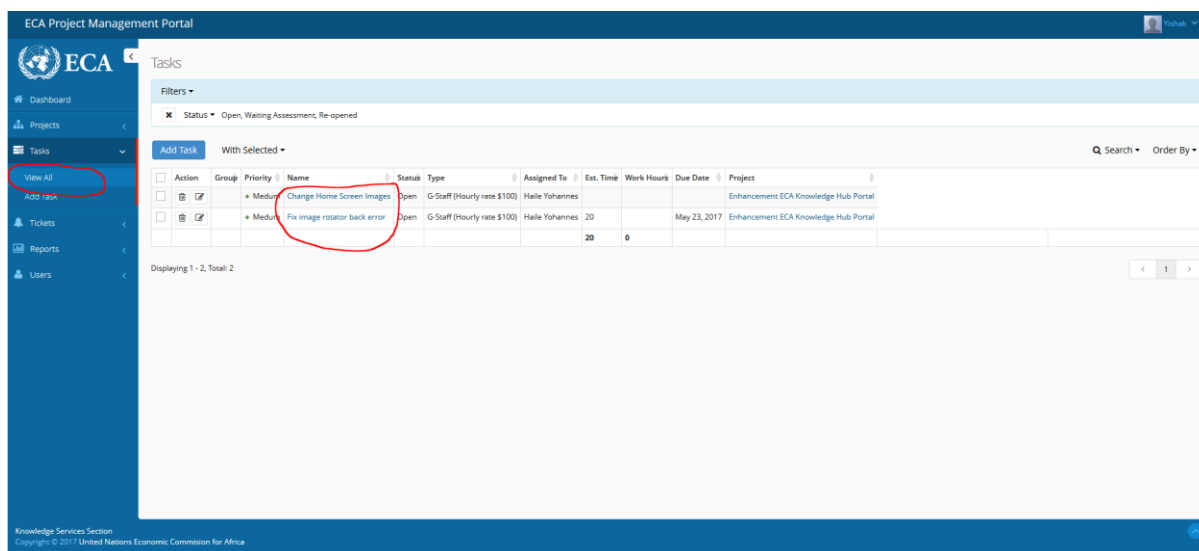


Figure 50 Project management portal viewing detail of each task

Clicking on a specific task will take us to the detail page as shown in

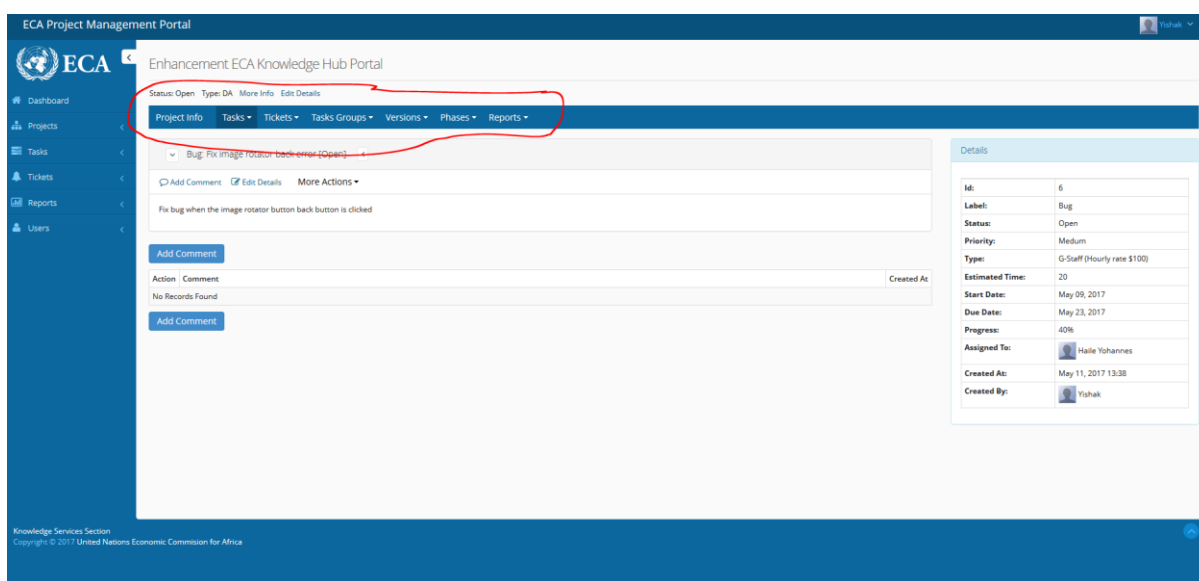


Figure 51 Project management portal task detail page

From the menu bar highlighted in red circle in Figure 51 we can use:

1. Task Groups menu link to create and view groups
2. Versions menu link to create and view versions
3. Phases menu link to create and view phases

To create a new group, click on Task Groups -> Add Group, the page shown Figure 52 appears, type the group name and save.

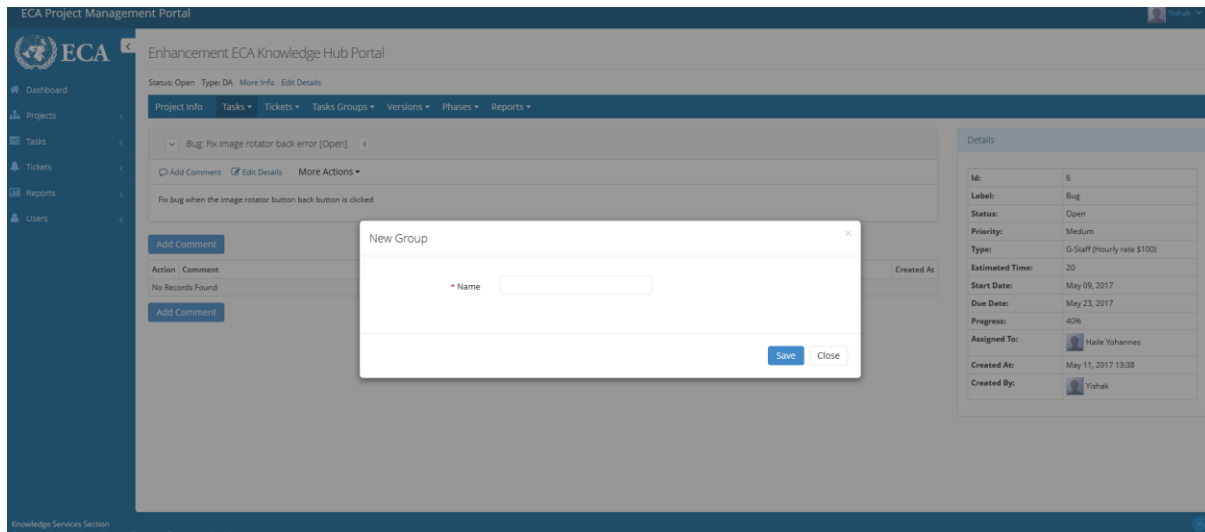


Figure 52 Project management portal group creation

To create a new version, click on Version -> Add Version, the page shown Figure 53 appears, type the status, version name, description and due date and click on save.

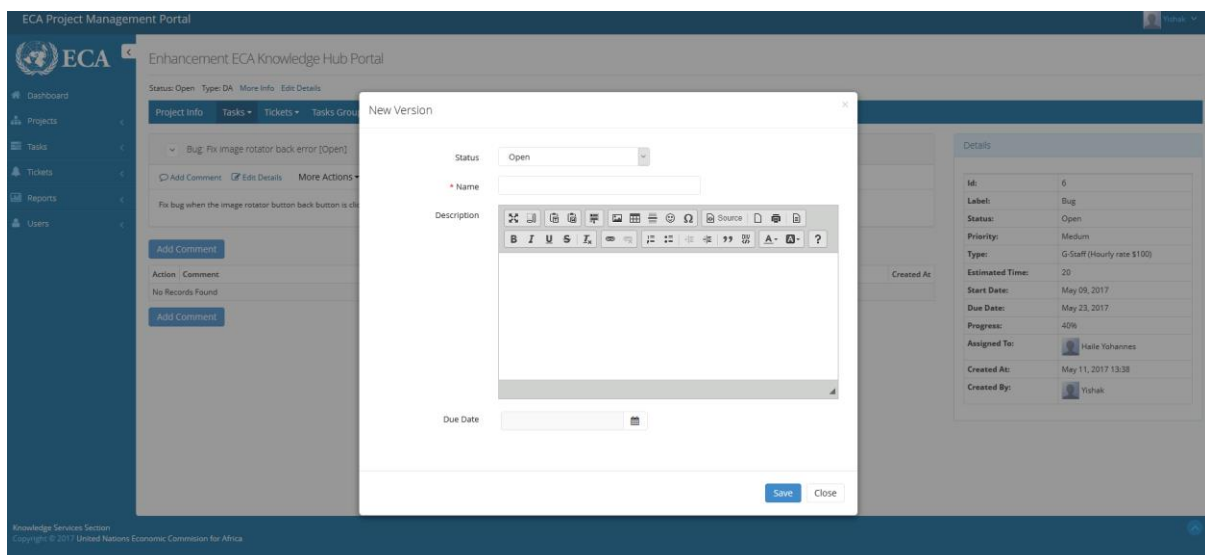


Figure 53 Project management portal version creation

To create a new phase, click on Phase -> Add Phase, the page shown Figure 54 appears, type the status, version name, description and due date and click on save.

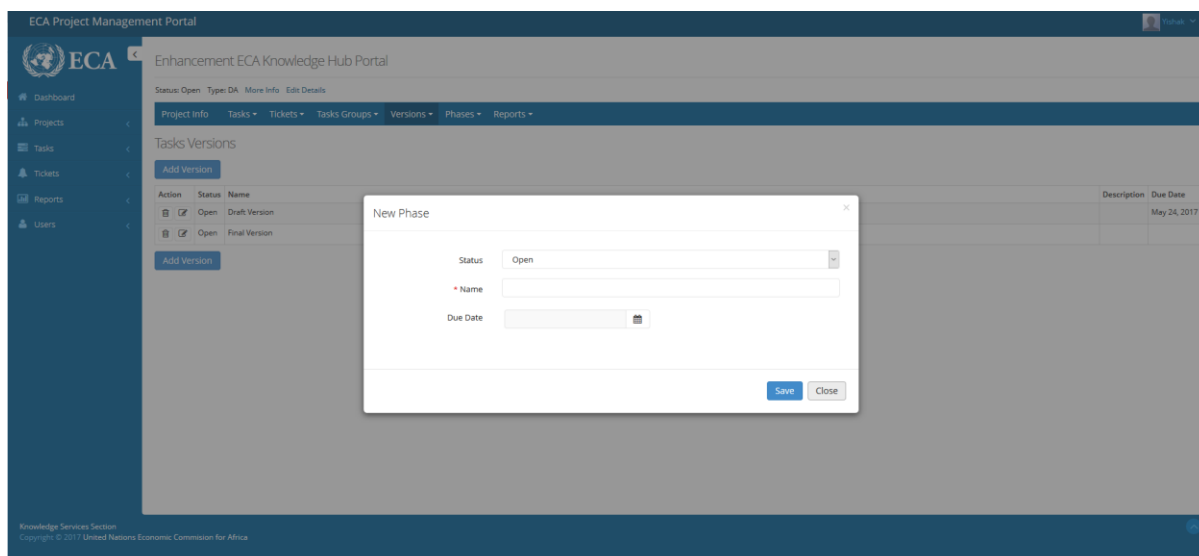


Figure 54 Project management portal creating a new phase

Once a group, version or phase is created, we can edit or delete them by viewing them to do so we can click on “View All” from their respective menus (Figure 51).

1. To view groups: Task Groups - > View All
2. To view versions: Versions - > View All
3. To view Phases: Phases - > View All

Clicking on the “View All” link will take us to the detail page where we can see groups. Figure 55 Shows the view all page for phases.

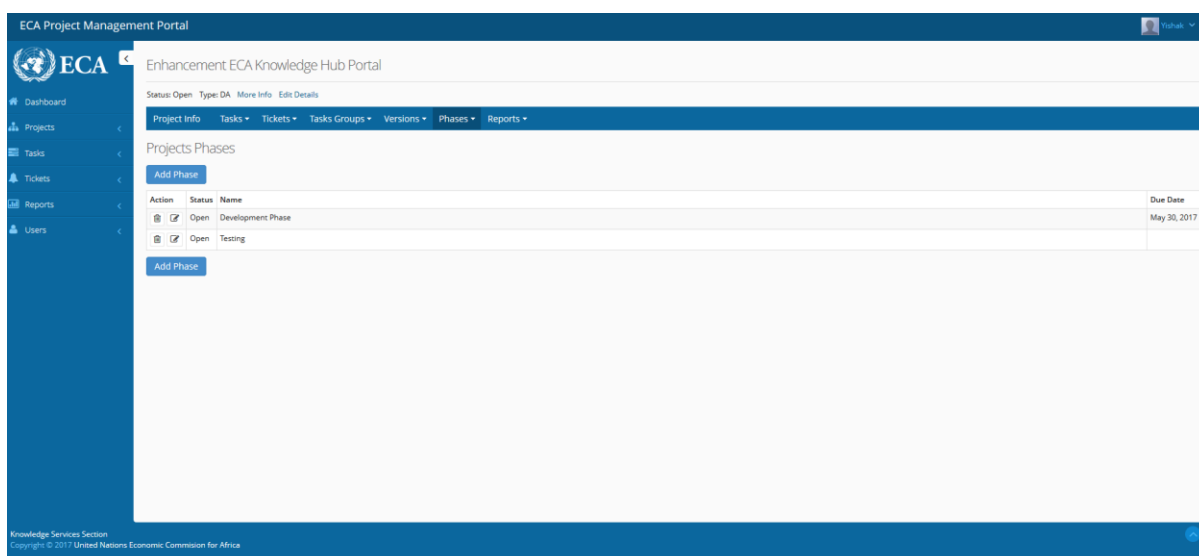


Figure 55 Project management portal phase view page

Associating groups, version and phases to a task

To associate a task to a given group, version or phase we have to start by Viewing existing tasks. Once a list of existing tasks appear, we have to edit the specific task. On the popup page that

appears (Figure 56) we can associate the task to groups, phases and version. After associating click on save.

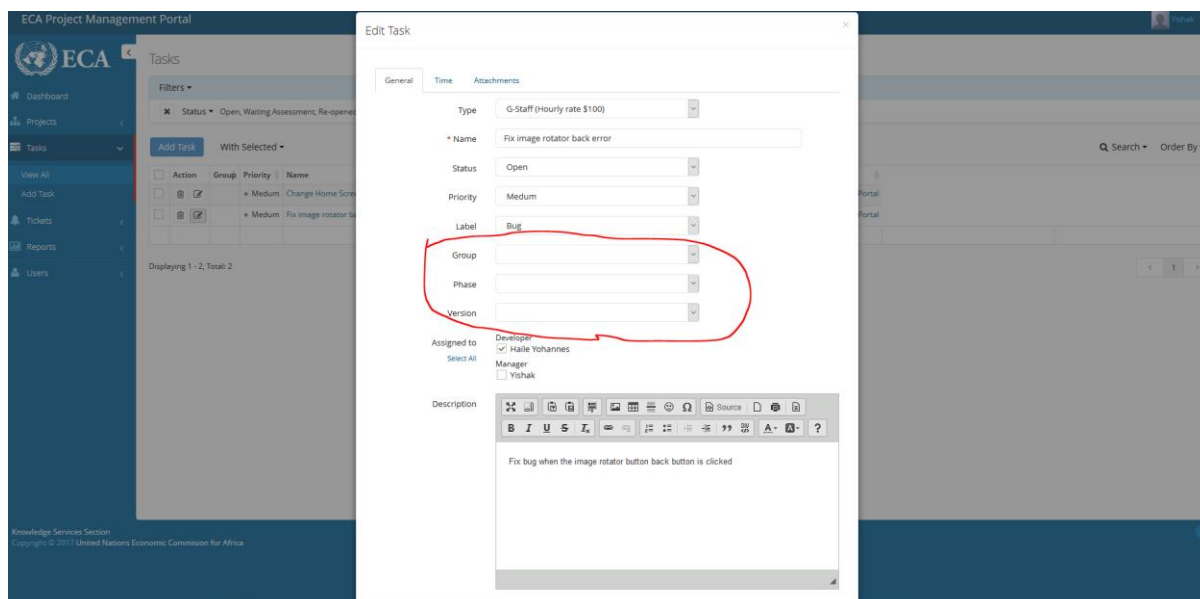


Figure 56 Project management portal associating task to group, version and phases

Commenting on tasks

To comment on existing task, you have to view the existing tasks as described in the previous topics (Viewing existing tasks). Once the list of tasks appears click on the name of the task you want to comment on. This will take you the screen shown below (Figure 57)

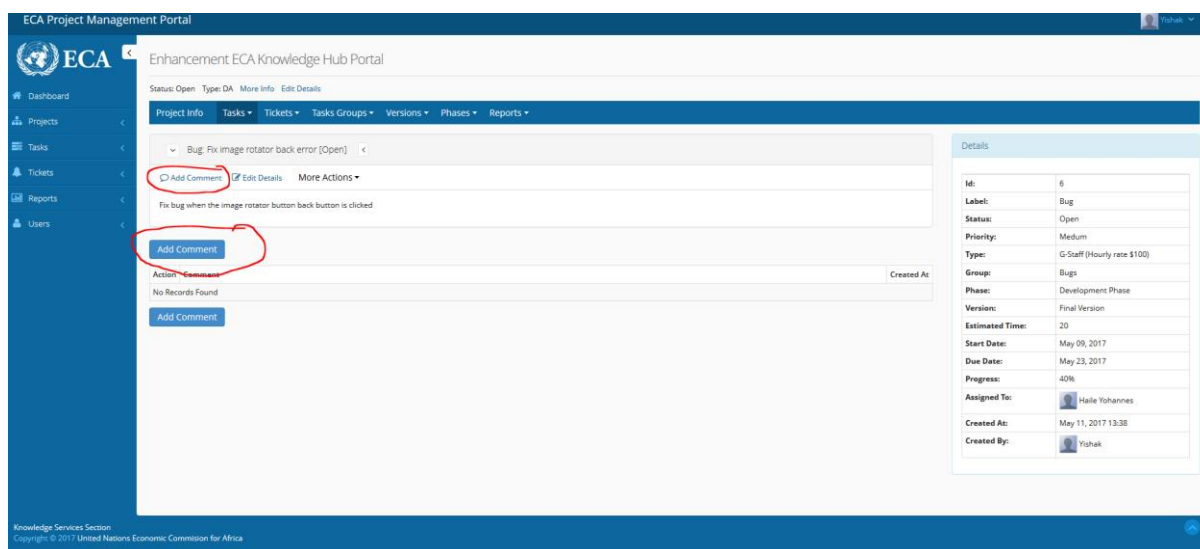


Figure 57 Project management portal commenting on a task

Tickets

Tickets are used to raise some point/question that needs attention by a service desk or admin personnel. This could be a simple raising question or reporting a bug to name a few.

Adding a new ticket

To create a new ticket, expand the ticket menu and click on “Add Ticket” (Figure 58). The ticket data entry form appears (Figure 59)

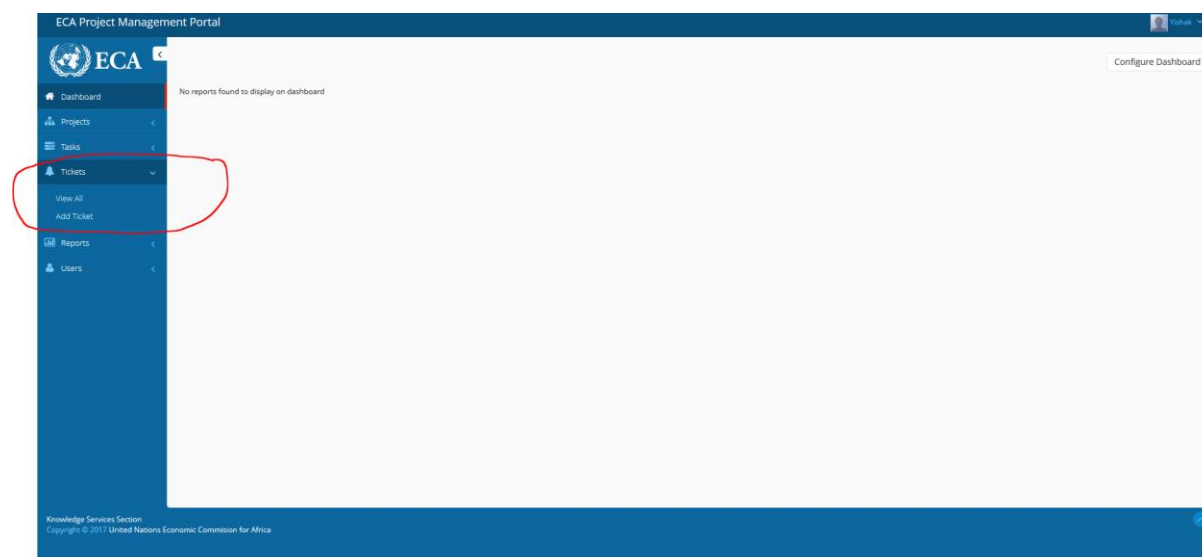


Figure 58 Project management portal ticket menu item

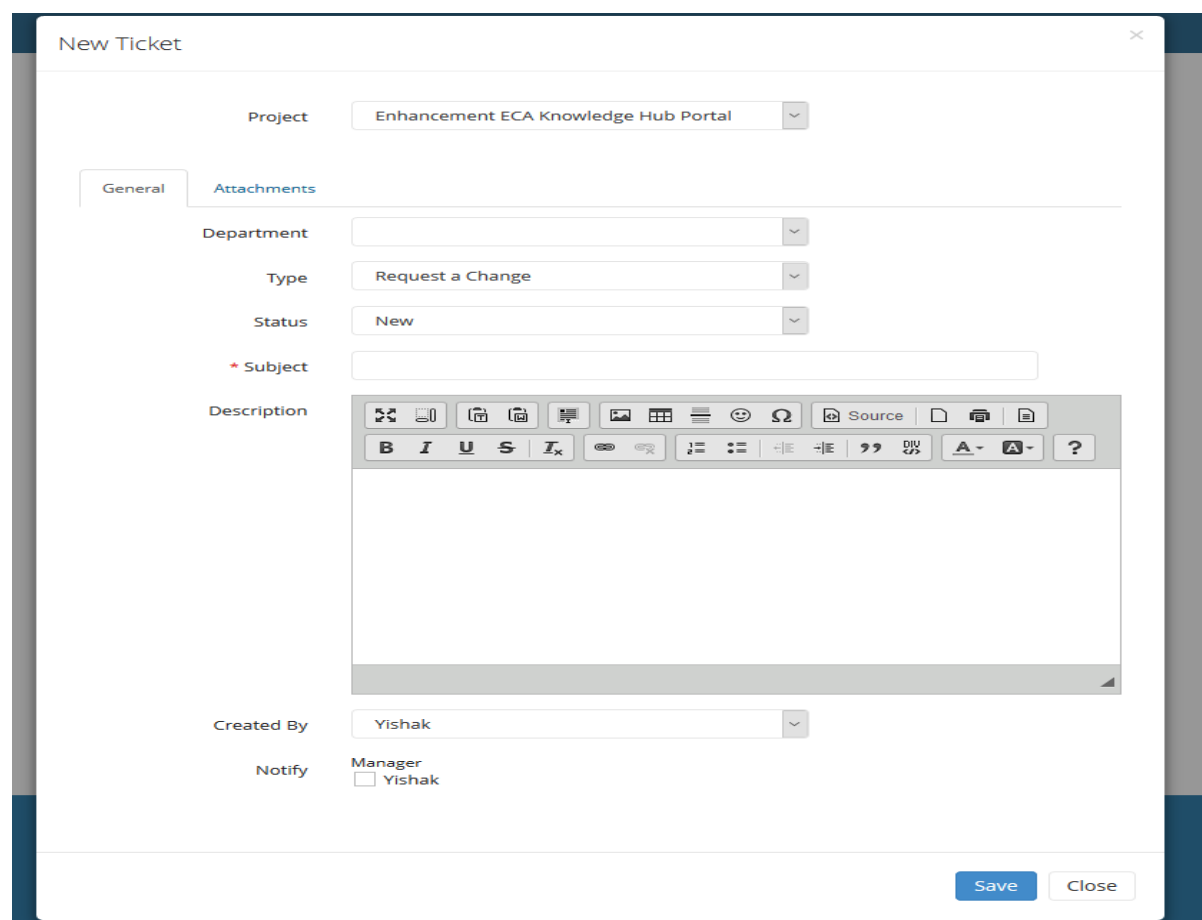
The screenshot shows the 'New Ticket' form in the ECA Project Management Portal. The form is titled 'New Ticket' and has a close button (X) in the top right corner. It contains several fields and sections: 'Project' (dropdown menu with 'Enhancement ECA Knowledge Hub Portal' selected), 'General' tab (selected) and 'Attachments' tab, 'Department' (dropdown menu), 'Type' (dropdown menu with 'Request a Change' selected), 'Status' (dropdown menu with 'New' selected), 'Subject' (text input field with a red asterisk indicating it is required), 'Description' (rich text editor with a toolbar containing various formatting and editing tools), 'Created By' (dropdown menu with 'Yishak' selected), and 'Notify' section with a 'Manager' checkbox and 'Yishak' as the selected manager. At the bottom right, there are 'Save' and 'Close' buttons.

Figure 59 Project management portal ticket data entry



On the new ticket creation page two basic information has to be filled

1. **General Information:** This will enable entry of department raising the ticket, type of ticket, status, subject and description for the ticket
2. **Attachments:** If there are any documents to be attached, by clicking on the attachment tab a feature to upload documents will be visible (Figure 60Figure 47Figure 41)

New Ticket

Project Enhancement ECA Knowledge Hub Portal

General Attachments

Add Attachments

Save Close

Figure 60 Project management portal ticket document attachment screen

Viewing existing tickets

To view or edit existing tickets clicking on the “View All” button under the ticket menu (Figure 38) will take us to ticket view page (Figure 61). Under the action column, the user can either edit or delete the ticket.

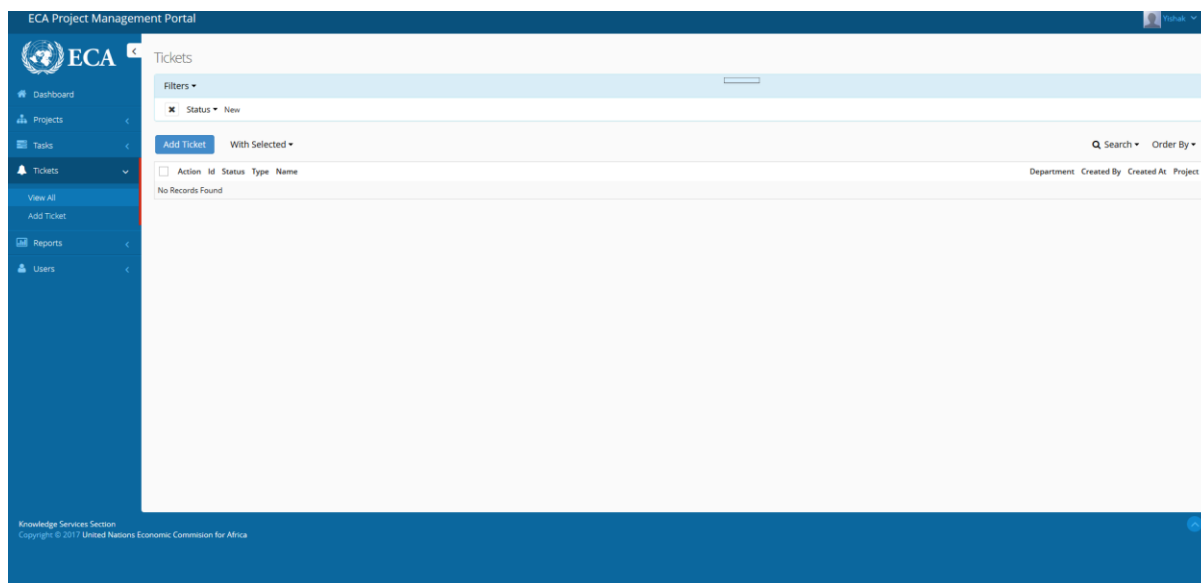


Figure 61 Project management portal ticket list view page

Managing Users

Adding a new user

To add a new user to the project management portal, click on “Add User” under the Users menu on the left pane. (Figure 62)

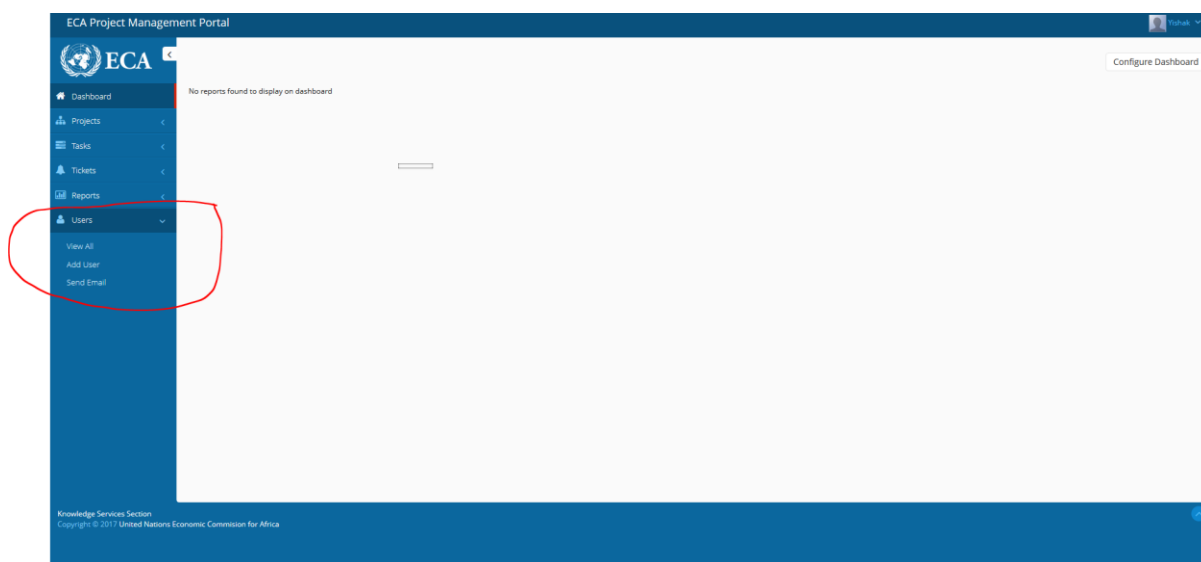


Figure 62 Project management portal user menu item

Clicking on the “Add User” will take us to user creation screen (Figure 63). Fill in the required information and click on Save. The login details will be sent to the user.



ECA Project Management Portal

Dashboard

No reports found to display on dashboard

Configure Dashboard

New

Active? ☒

Group Admin

* Full Name

* Password

* Email

Phone

Photo No file selected.

Language English

Save Close

☒ send login details to user

Knowledge Services Section
Copyright © 2017 United Nations Economic Commission for Africa

Figure 63 Project management portal user creation

Managing existing users

To manage existing user, click on the “View All” button under the Users menu item. The screen shown in Figure 64 appears. We can either edit the details of the user or delete the user if not longer required.

ECA Project Management Portal

Users

Filters

Add User Export Selected

Search

Action	ID	Group	Photo	Name	Email	Phone	Active?
<input type="checkbox"/>	3	Admin		[Redacted]	[Redacted]		Yes
<input type="checkbox"/>	9	Developer		[Redacted]	[Redacted]	0911690137	Yes
<input type="checkbox"/>	4	Manager		[Redacted]	[Redacted]		Yes
<input type="checkbox"/>	5	Manager		[Redacted]	[Redacted]		Yes
<input type="checkbox"/>	6	Manager		[Redacted]	[Redacted]		Yes
<input type="checkbox"/>	7	Manager		[Redacted]	[Redacted]		Yes

Displaying 1 - 6, Total: 6

Knowledge Services Section
Copyright © 2017 United Nations Economic Commission for Africa

Figure 64 Project management portal existing users view page

Sending Emails

The project management portal enables us to send email to existing users. To do that click on the “Send Email” options under the Users menu item. This action will present us the send email page shown in Figure 65

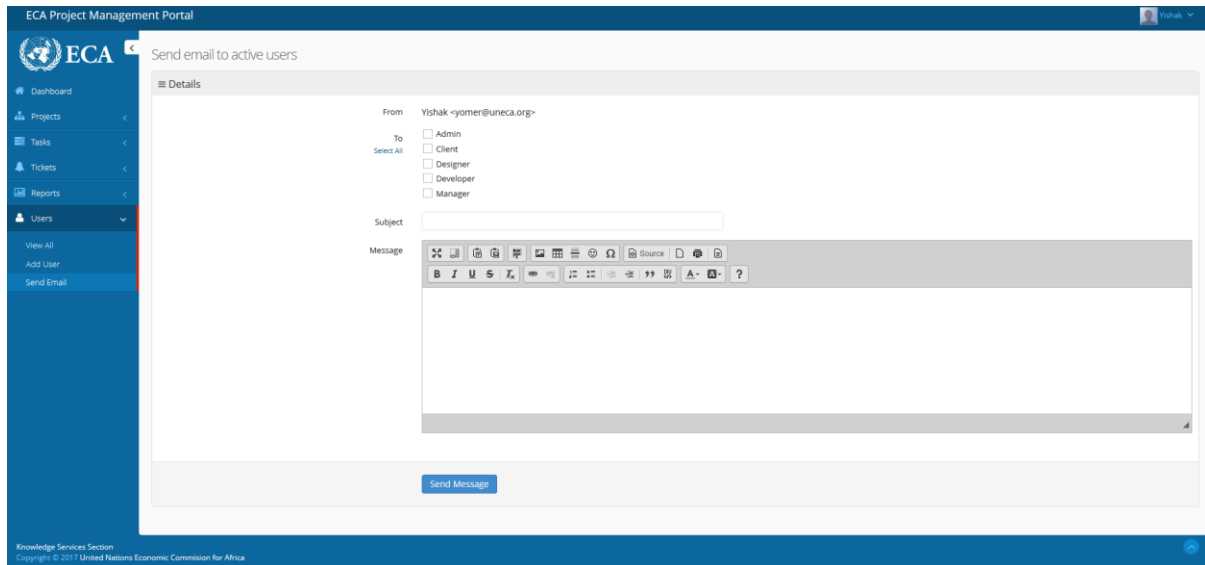


Figure 65 Project management portal email sending page

Reports

The project management portal has features for different aspect of projects that are defined in the system. To view reports, click on the Reports menu item link ()

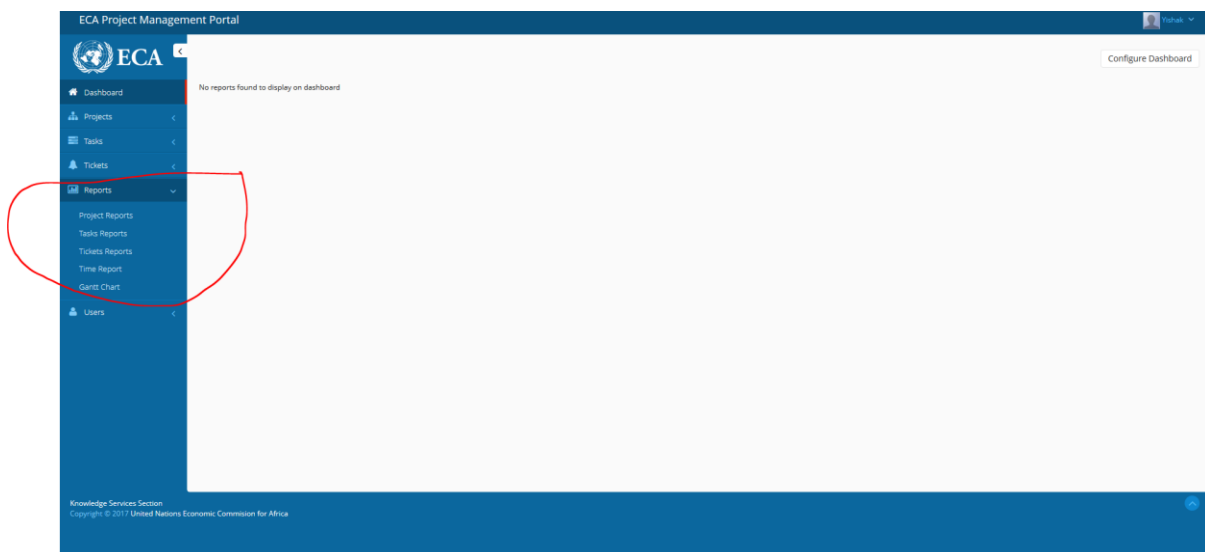


Figure 66 Project management portal reports menu item

There are five type of reports:

1. Project Reports
2. Task Reports
3. Ticket Reports
4. Time Reports
5. And Gantt Chart



Clicking on any of the links takes us the report selection view page, where we can create our report and save it for viewing (Figure 67). If there are pre-defined reports we can view them by clicking the name of the report (for example in Figure 67 we can click on “Task by Type” exiting report resulting in the report shown in Figure 68). Once a report is opened we can analyse it or if we can edit it by clicking on the “Edit Report” button.

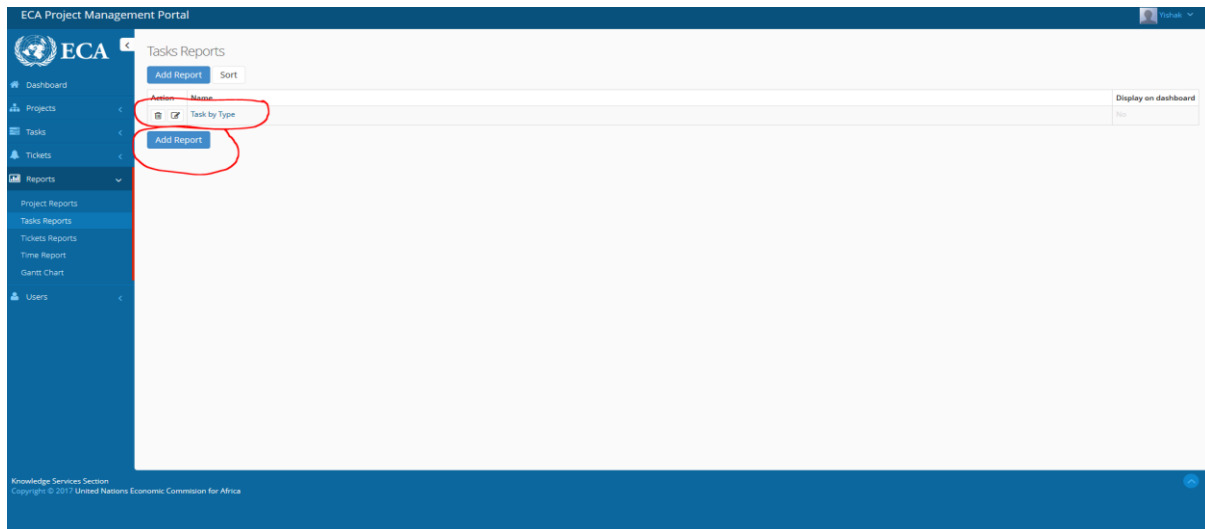


Figure 67 Project management portal report view page

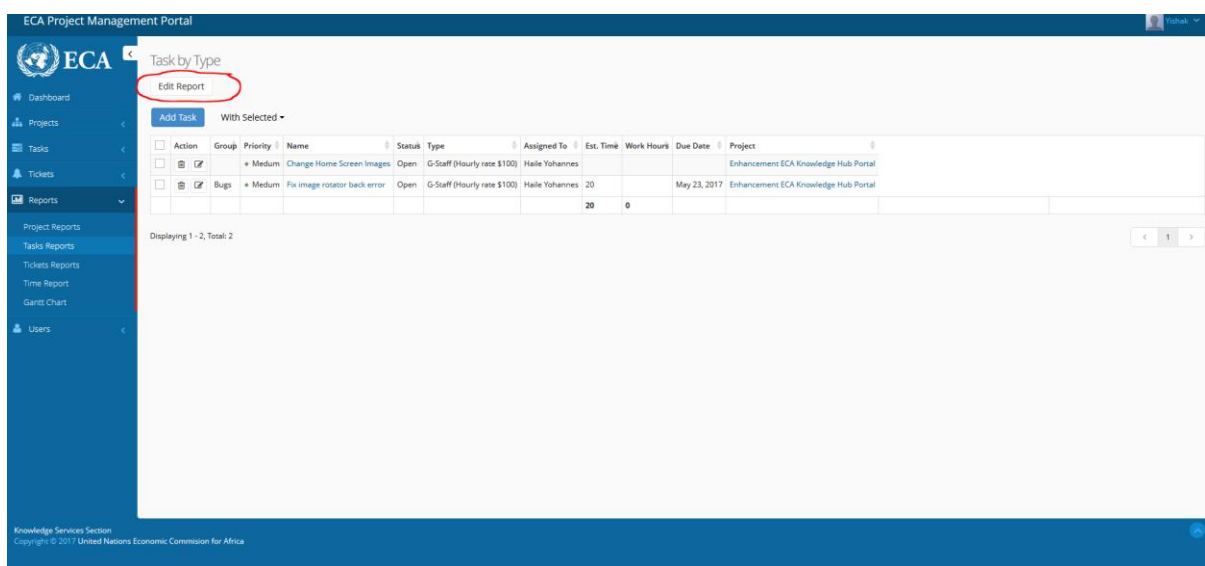


Figure 68 Project management portal sample report

If we do not see the kind of report we want we can create our own report by clicking on “Add Report” (Figure 67). This will take us to the project creation page shown in Figure 69



Figure 69 Project management portal new report creation page

Once we select parameters for our report, we can type a descriptive name for the report and save it. Once saved the report appears in the report view page (Figure 70) for its type (project, task, ticket etc...).

Figure 70 Project management portal report list view page after adding a second report

Profile Management

Each user of the system can manage their own personal profile by clicking on the drop down link from their user name (Figure 71)

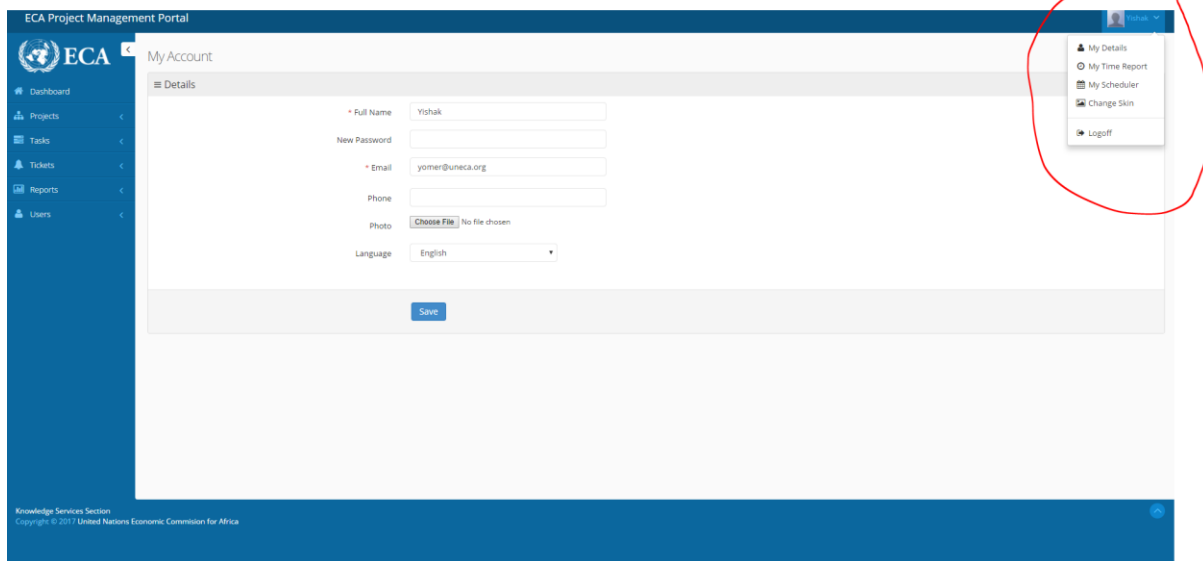


Figure 71 Project management portal personal profile

From the drop down menu user can manage:

1. Personal Details: The link will enable user to change their password, upload photo or change system language setting (Figure 72)
2. My Time Report: Enable users to see their performance report
3. My Scheduler: Enable users to set their calendar and schedules
4. Change Skin: Enable users to change the skin/colour of the software to fit their preference
5. Log Off: Enables the user to sign out of the system

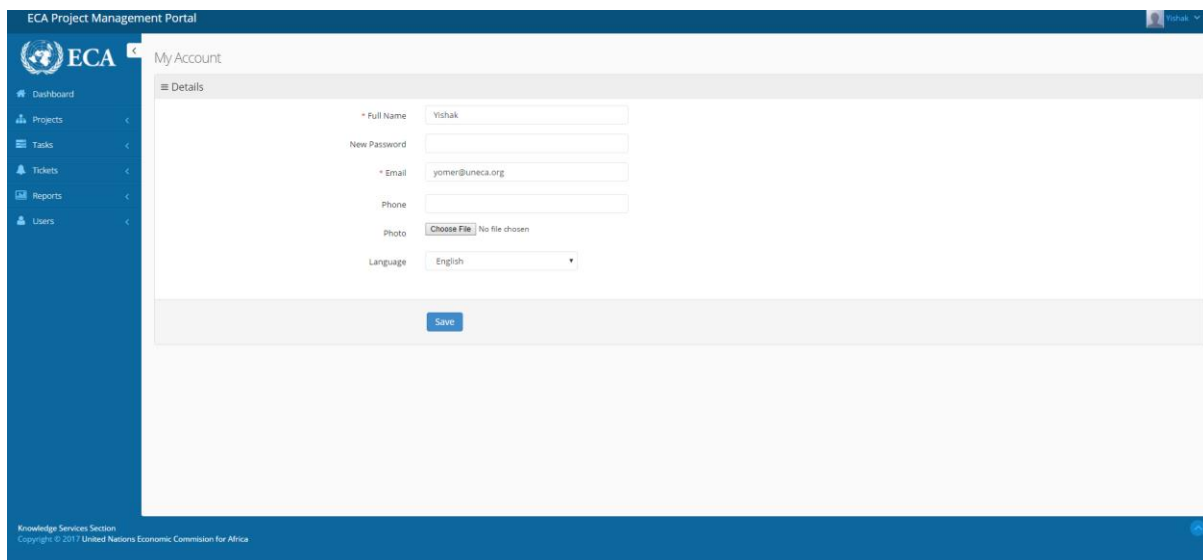


Figure 72 Project management portal personal details page



Managing Schedules

To manage personal schedules click on “My Scheduler” link (Figure 71). The page shown on Figure 73 appears. On this page, any schedules you have saved will show up. To enter new schedule, click on any cell. The screen shown in Figure 74 appears.

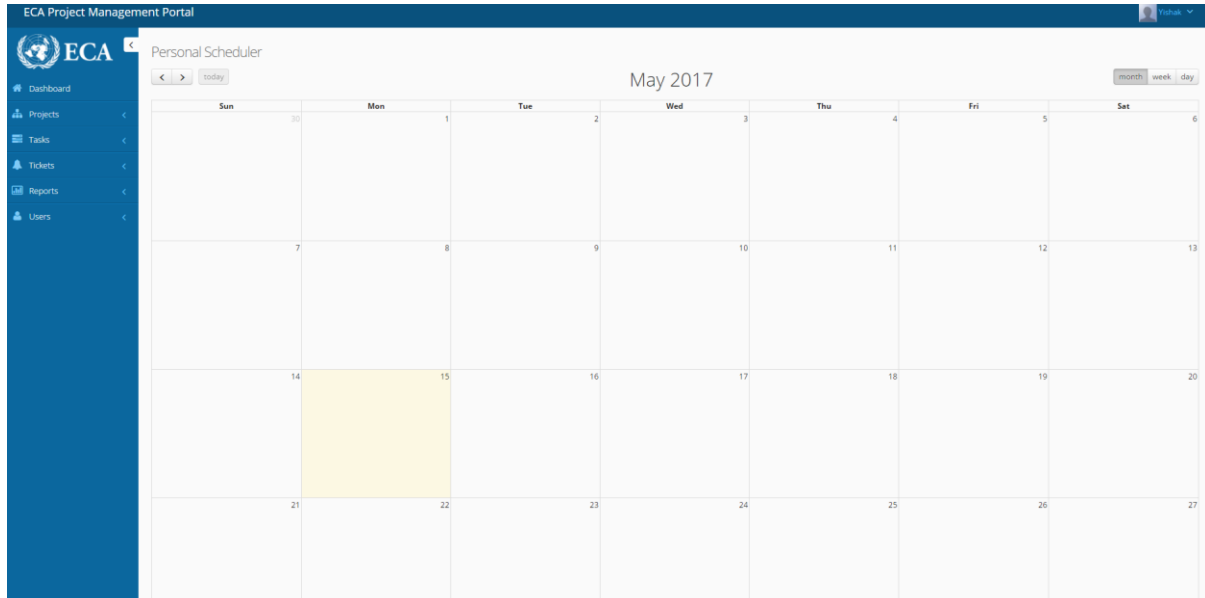


Figure 73 Project management portal schedule view page

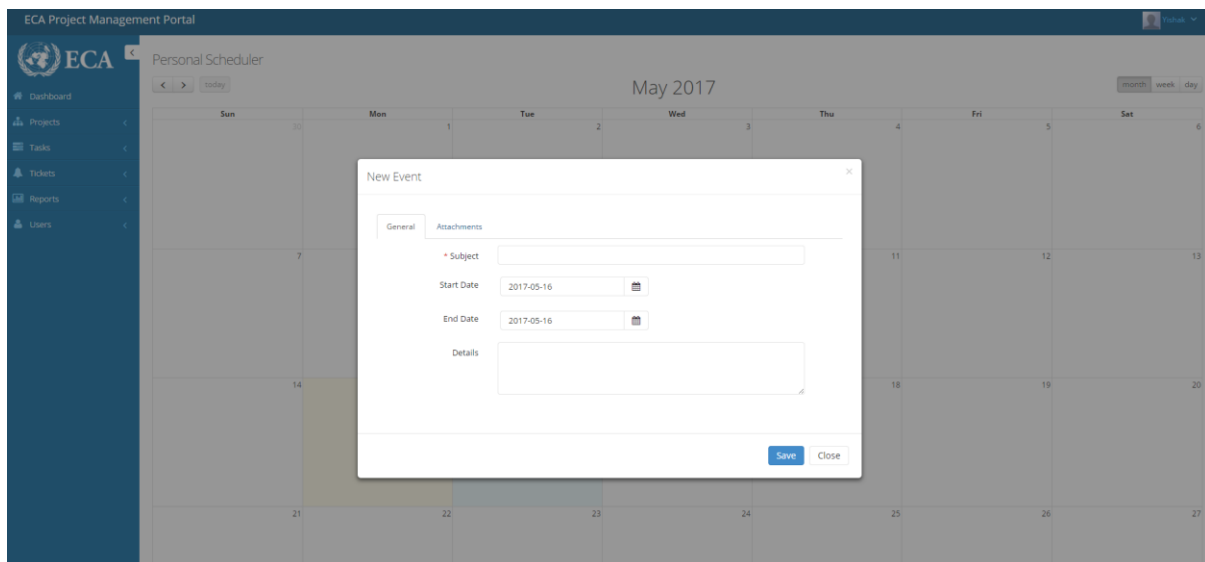


Figure 74 Project management portal new event registration

Fill in the subject, start date, end date and details. If there are document attachments upload the document. Finally click on save. The saved detail will appear on the schedule viewer (Figure 75)

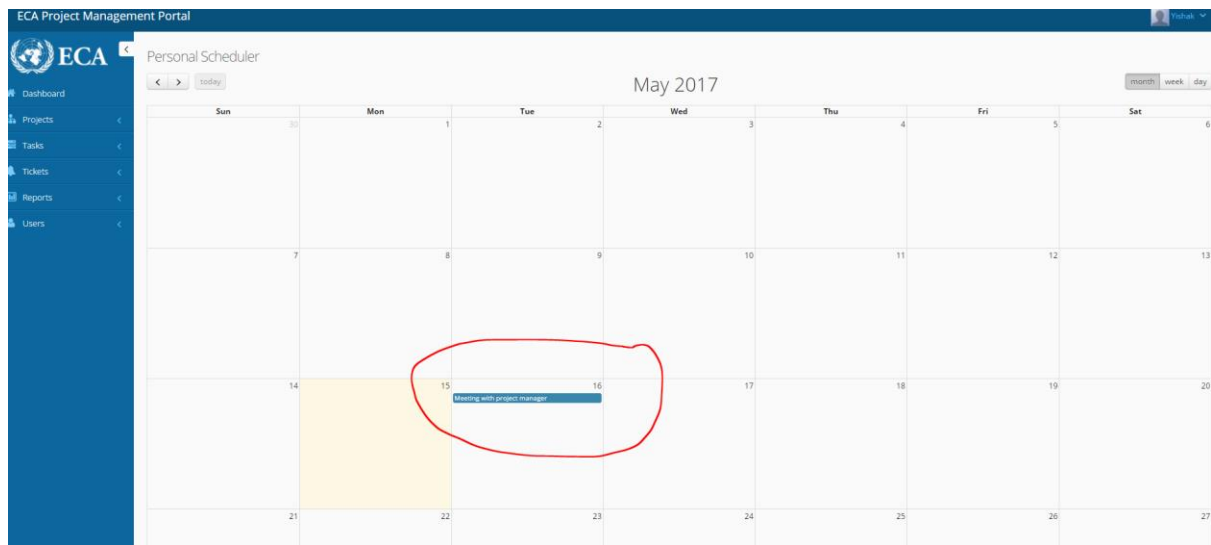


Figure 75 Project management portal registered event view

Chapter IV: Live Document Service

To go to the ECA Live Documents Service portal click on the “Live Documents Services” link as shown in chapter I (Figure 5 : ECA knowledge hub collaboration features links). The link will take us to the login screen of the portal (Figure 76)

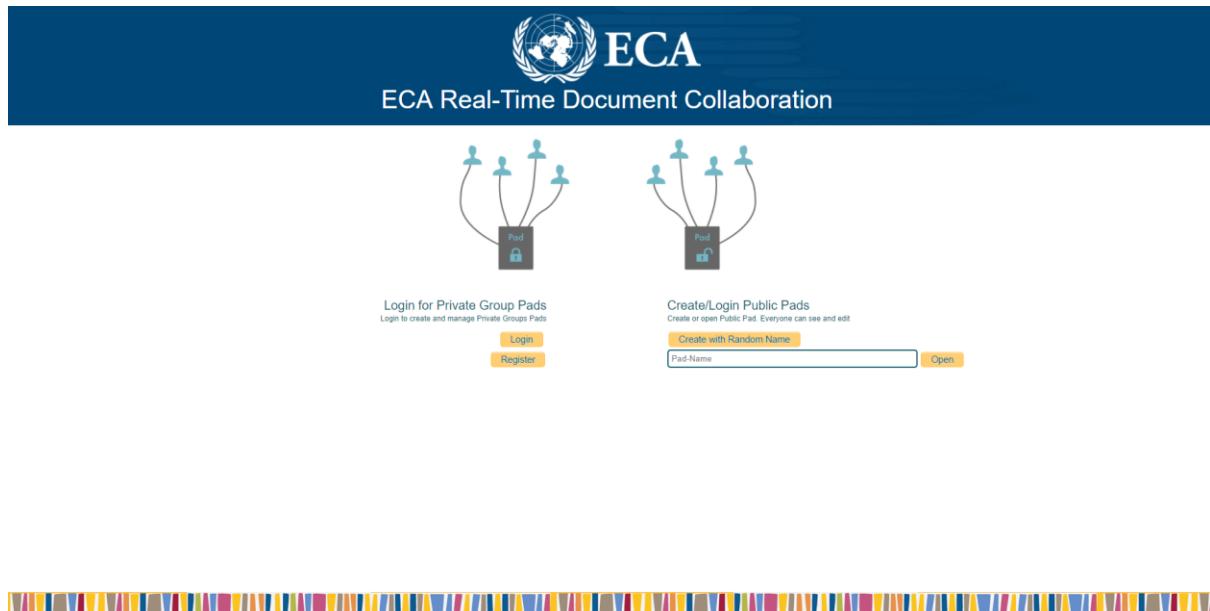


Figure 76 : Live document services login screen

The login screen will allow the following functionalities:

1. Registration of new users
2. Logging in as anonymous users or
3. Logging with registered user credentials

Credential management

Registering as a new user

To register as a new user click on the register link (Figure 77). This will pop up the register link shown in Figure 78. On the Screen input your full name, email address and your password for your site. Finally accept the terms of usage and click on the register button. You will receive a confirmation message (Figure 79). Once the system administrator approves your registration, your account will be activated.

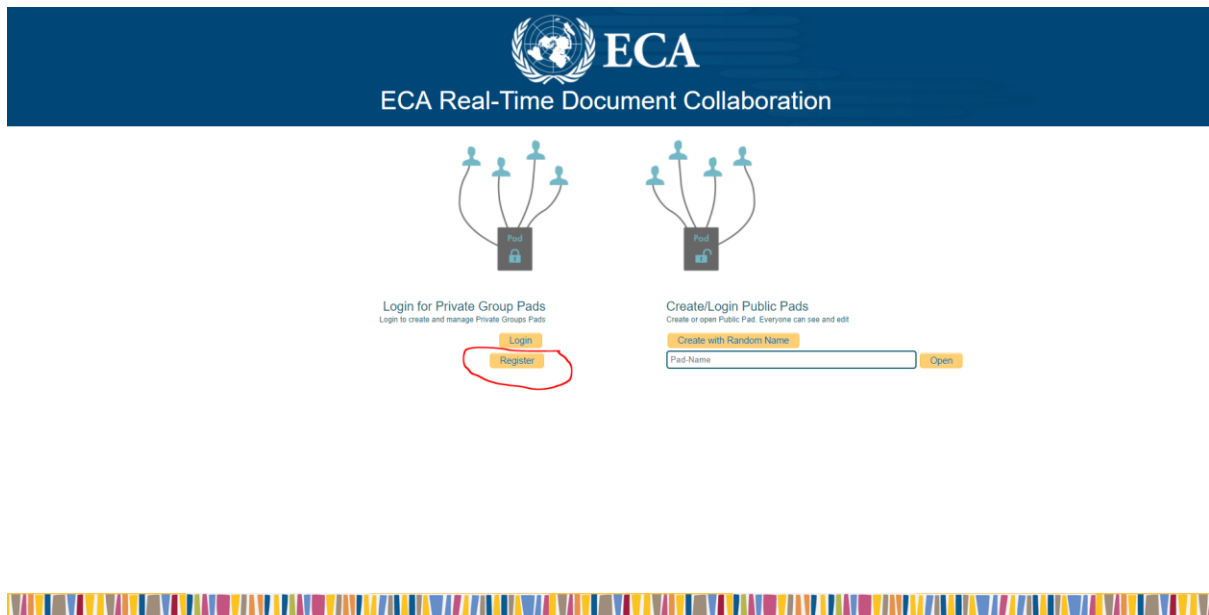


Figure 77 Live documents service register link

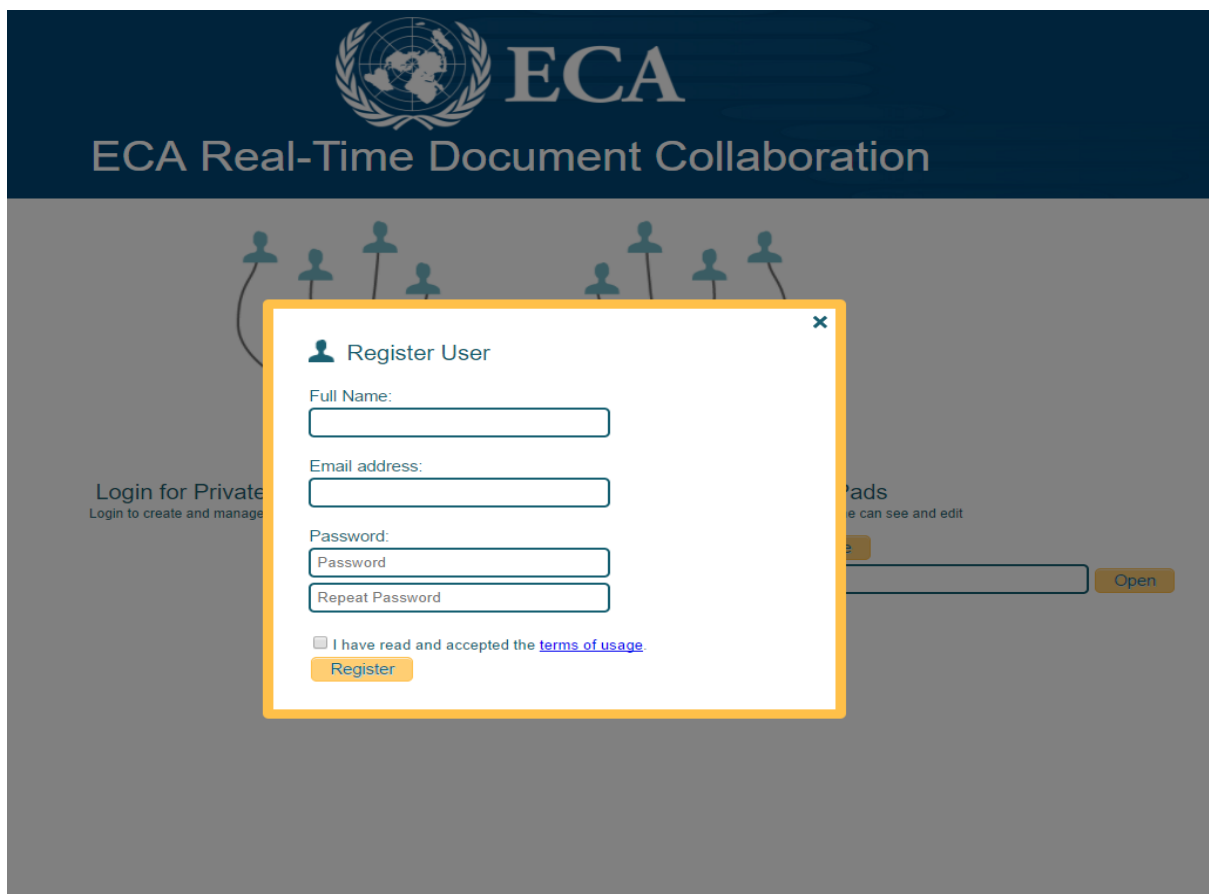


Figure 78 Live Document Service registration screen

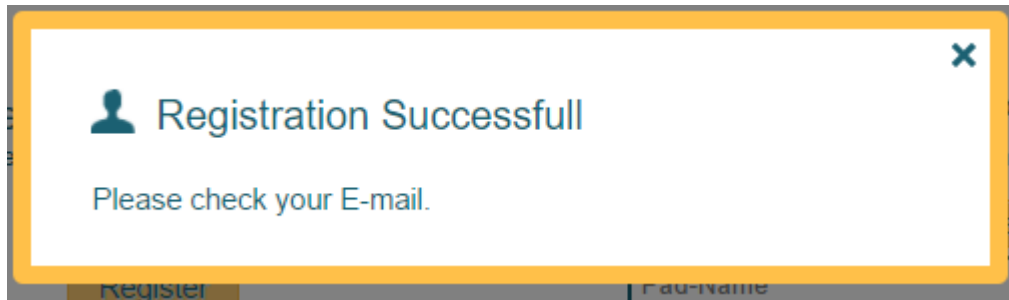


Figure 79 Live document service registration confirmation message

Logging with existing account information

If you already have a user account for the live document services portal you can login to the site by clicking on the login link (Figure 80). This will open the login window show in Figure 81

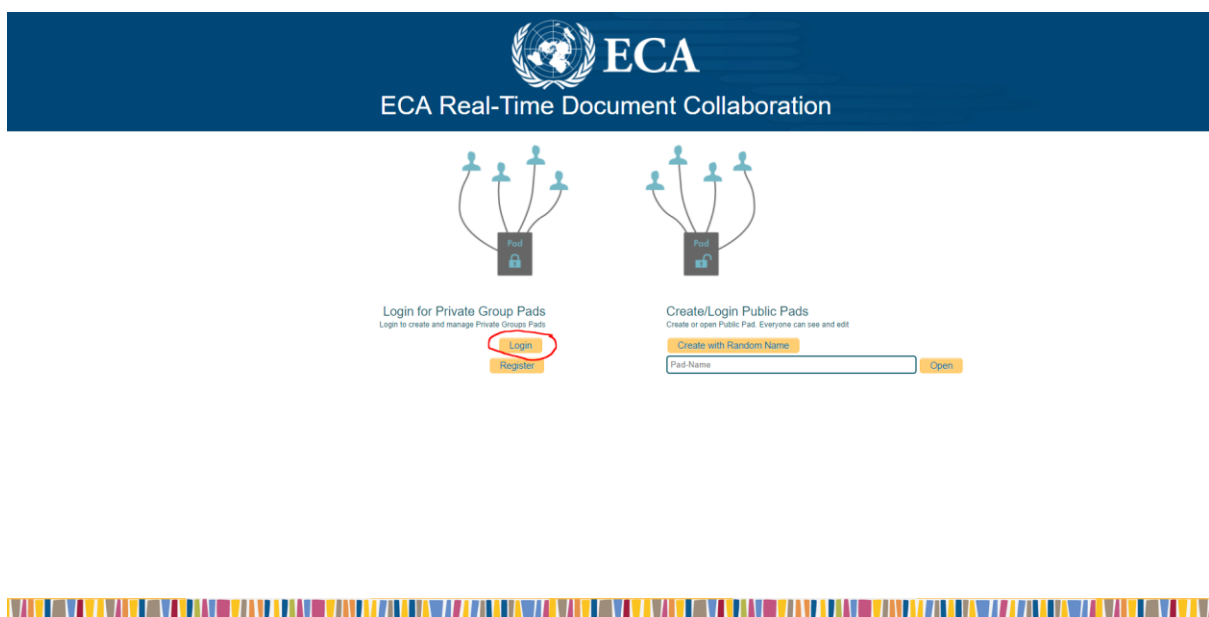


Figure 80 Live document services login link

Type in your credentials (email address and password) and click on login. If correct credential is provided you will be redirected to the home page (Figure 82)

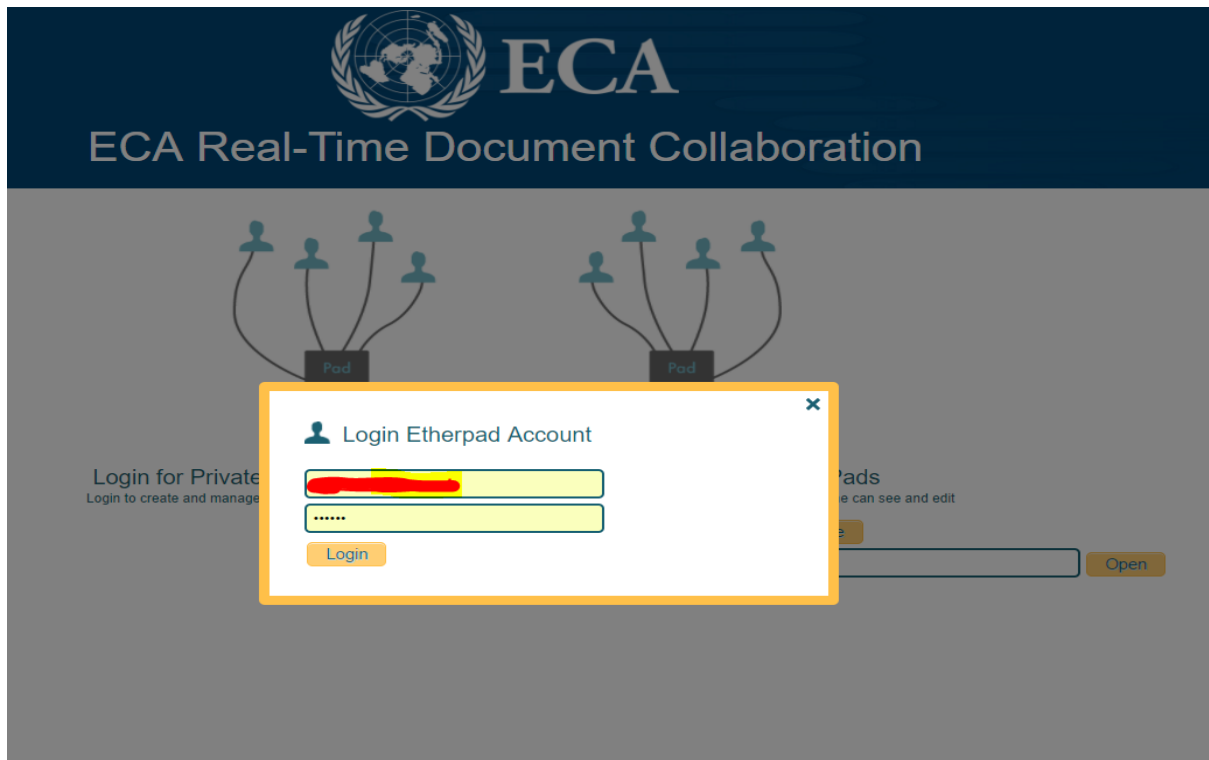


Figure 81 Live document service login screen



Figure 82 Live document service home screen after logging in

Logging as anonymous user

If you just want to work on a document without having to register type in a document name (pad name) and click on open as shown in Figure 83. Documents created this way will be publicly available.

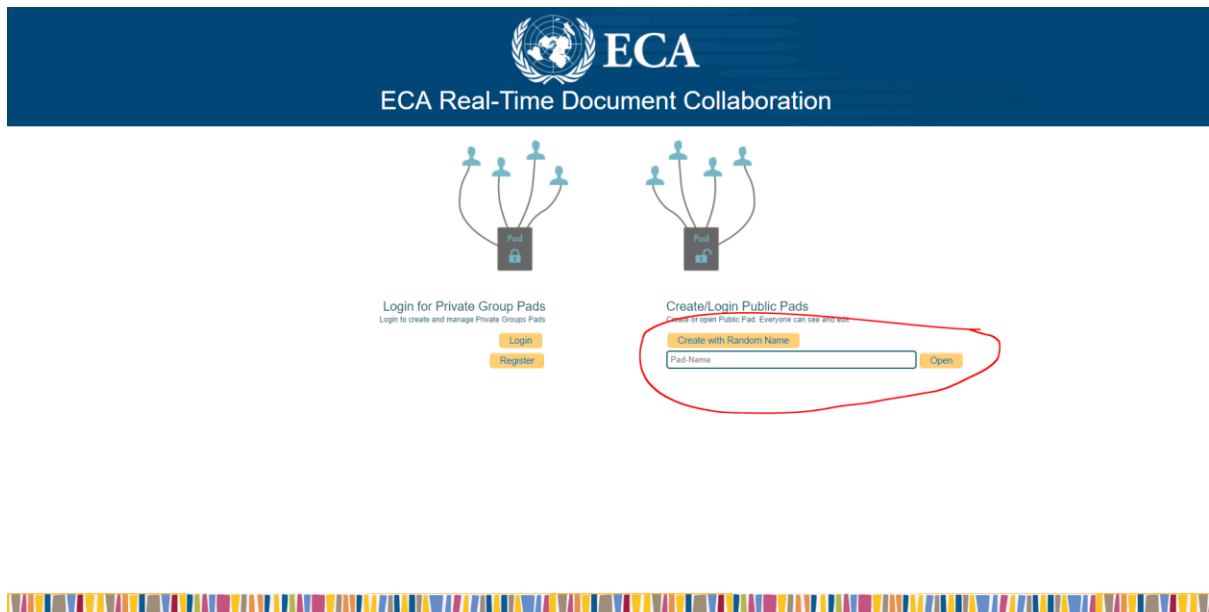


Figure 83 Live document service working as anonymous user

Creating Groups and pads

If you are a registered user, you have the option of creating two kind of document from your home page (Figure 82). Registered user can create:

1. Private Groups: Only users belonging to the group can collaborate on the document.(Figure 84)
2. Public pads : All public user can work on the document (Figure 85)

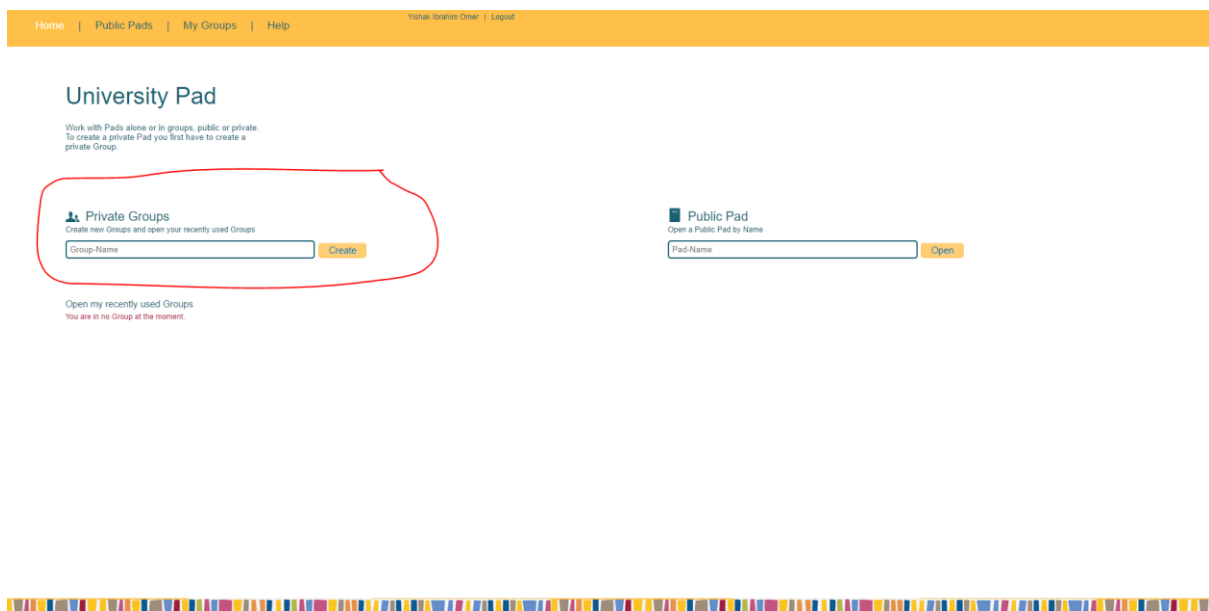


Figure 84 Live document services creating a private group

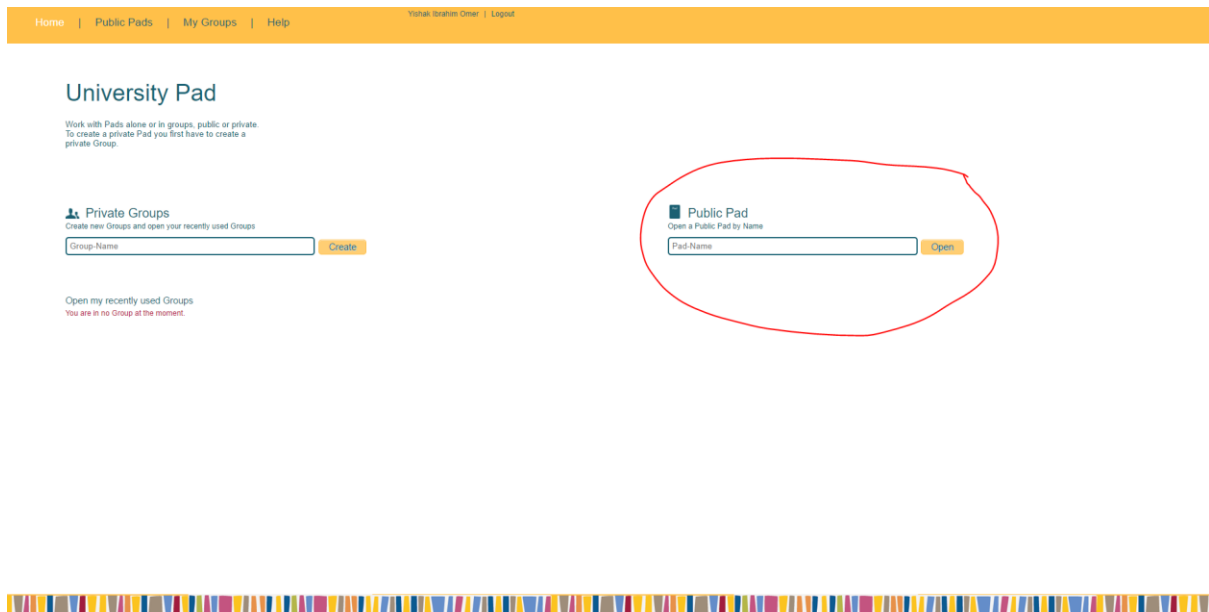


Figure 85 Live document services creation of a public pad

Creating a private group

To create a private group type in the group name and click on the create link (Figure 84). This will open a window where you can add users to the group.

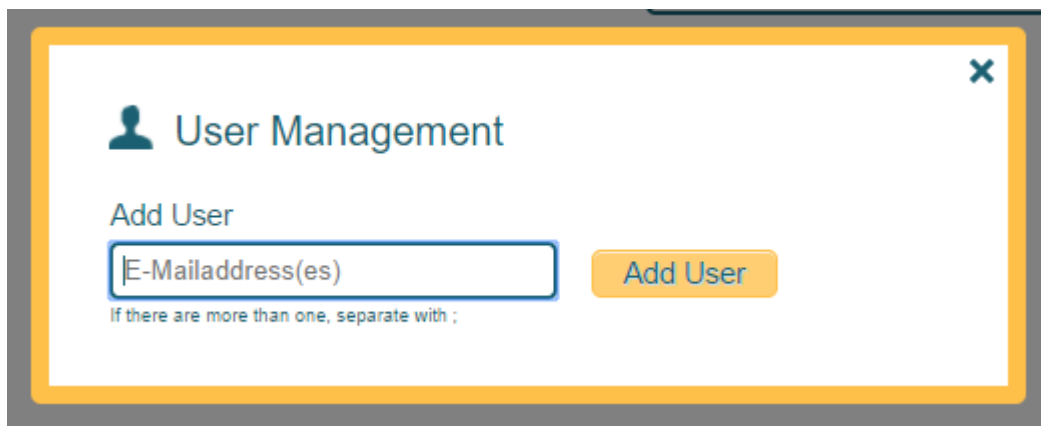


Figure 86 Live document services screen to add users to groups

Once a user is added to the group, you can access your groups by clicking on the group from the links shown in Figure 87



University Pad

Work with Pads alone or in groups, public or private.
To create a private Pad you first have to create a private Group.

Private Groups

Create new Groups and open your recently used Groups

Group-Name

Public Pad

Open a Public Pad by Name

Pad-Name

Open my recently used Groups

- khub



Figure 87 Live document service group lists

Clicking on the group list will take you the group page (Figure 88)

My Groups - Group: khub

khub

Create Private Group Pad

Add a Private Pad to this Group

Pad-Name

Manage Private Group Pads

Manage Private Pads of this Group

There are no Pads in this group at the moment.

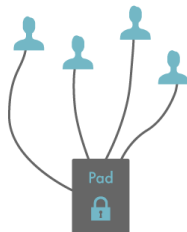


Figure 88 Live document service group page

Creating a private pad

After forming a group, a pad has to be created. To do this type in the pad name and click on the create button (Figure 88). Once a pad is created, the list of pads appear on the group page (Figure 89)

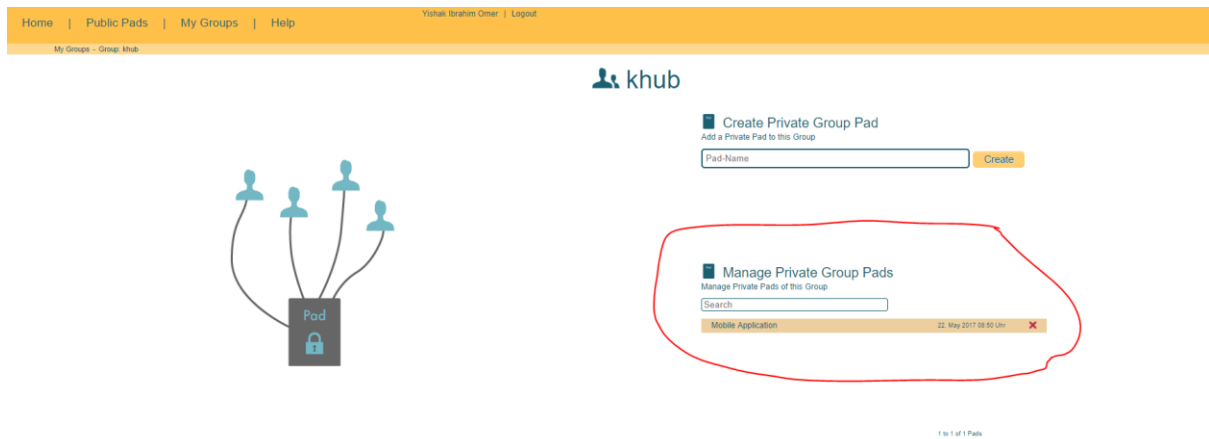


Figure 89 Live document services pad lists

Clicking on the pad link (Figure 89) will take you the document collaboration page (Figure 90)

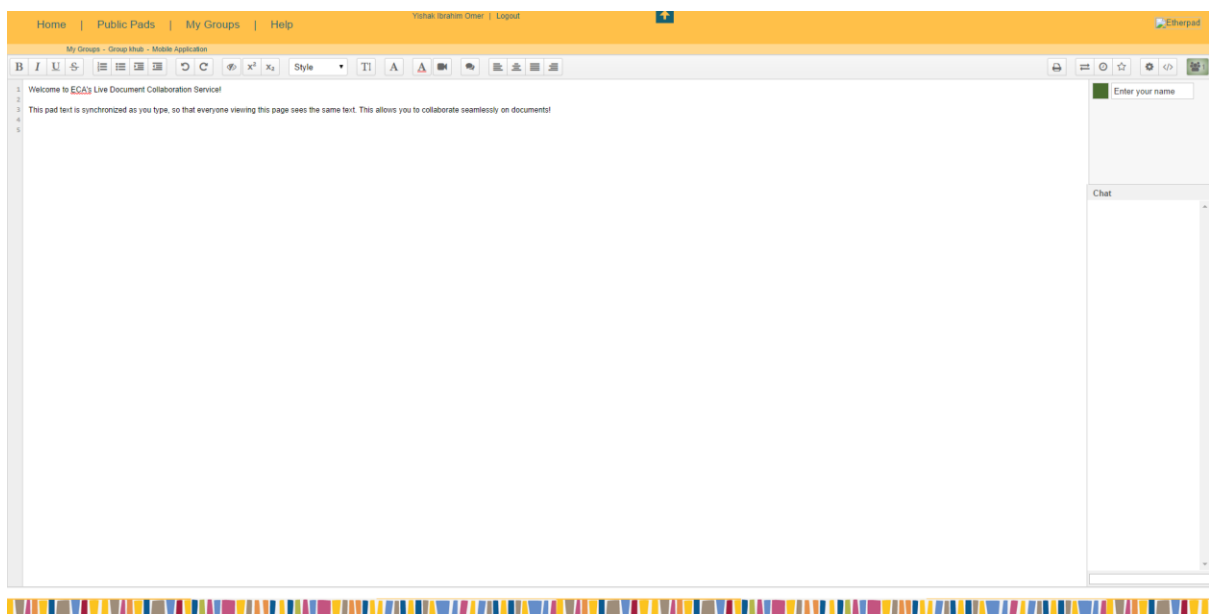


Figure 90 Live document service collaboration page

Creating a public pad

To create a public pad type in the pad name and click on create on the home screen (Figure 85). This will take you the live document collaboration page (Figure 90)

Working on a live document

The live document collaboration page (Figure 90) will enable multiple users to work on a single document. The screen will be the same for logged in or anonymous users. The screen is also similar for private or public pads.

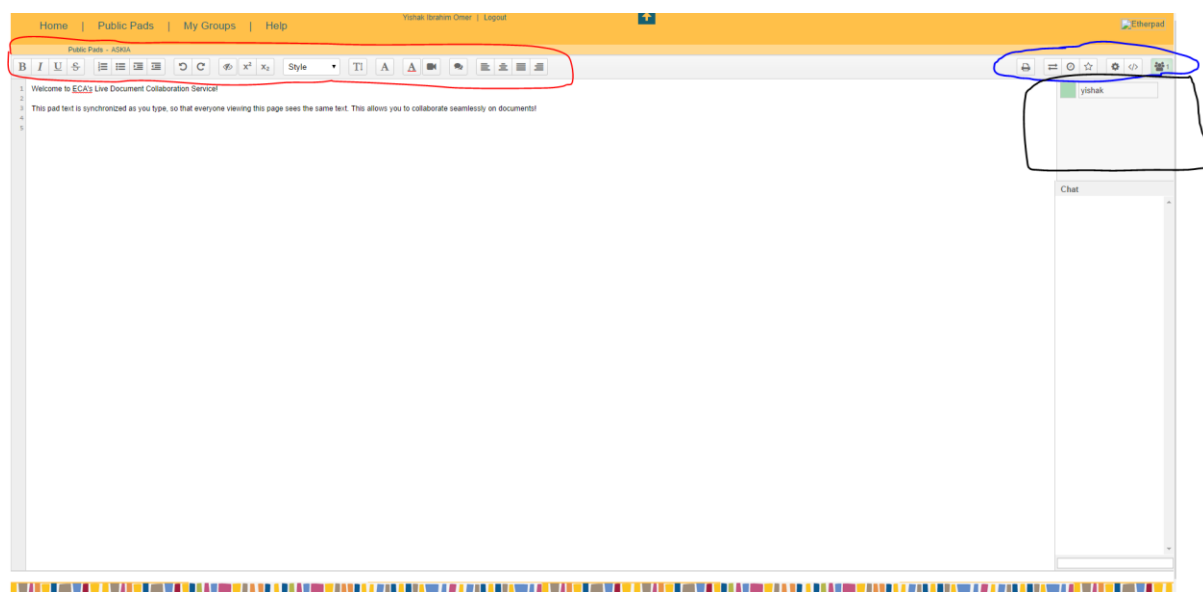


Figure 91 Live document service collaboration page sections

The screen provides the following sections (Figure 91):

1. **Document editing shortcuts (Shown in red mark):** This will provide functionality to edit our document such as making text bold, italic, text aligning, changing font type etc...
2. **Collaboration Menu links (Shown in blue mark) :** This will enable printing of document, showing revisions made on the document, save revisions, sending an invitation to people or seeing members of the group
3. **Users working on the group (Shown in black mark):** This will show active users working on the document. The colours on the document correspond to the user's colour, which is intended to indicate which user edited the specific text. As shown in Figure 91 the current user is "Yishak" shown in light green. In case of public pad, if your user name is blank, please type in your user name. Any Edits made by this user will be shown in light green (Figure 92)
4. **Document Editing Section:** The screen will enable us to type in our text for the document. This is where we type all content for the document

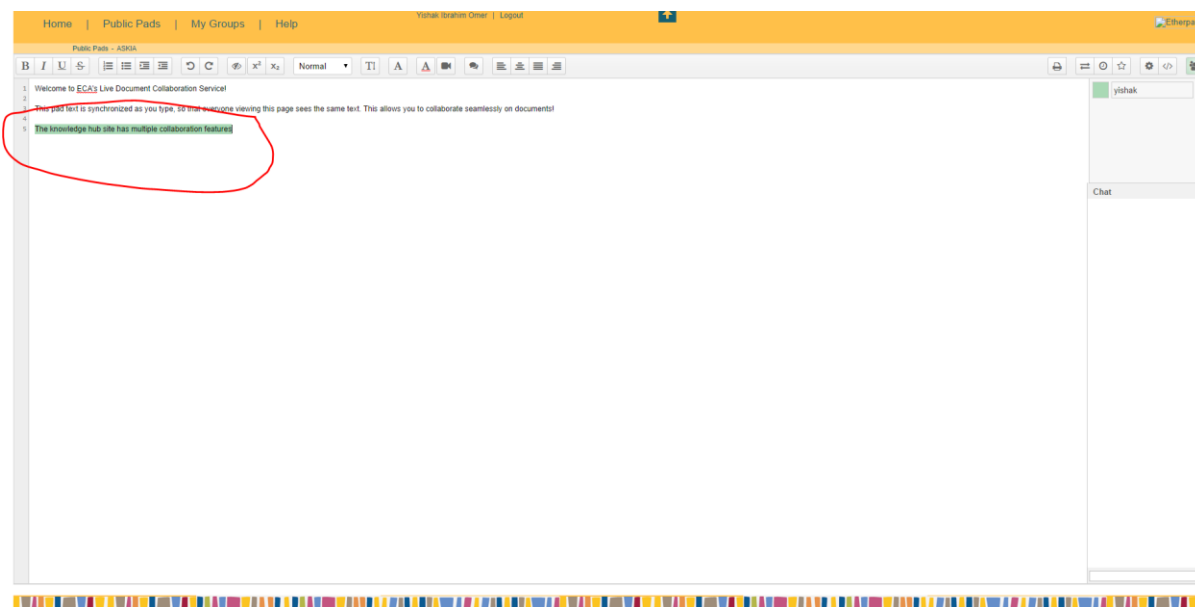


Figure 92 Live document services document edit marking

After typing in your content click on the “Star” icon (Collaboration menu) to save your revision.

Screen shot of multiple users working on a single document is shown in Figure 93.

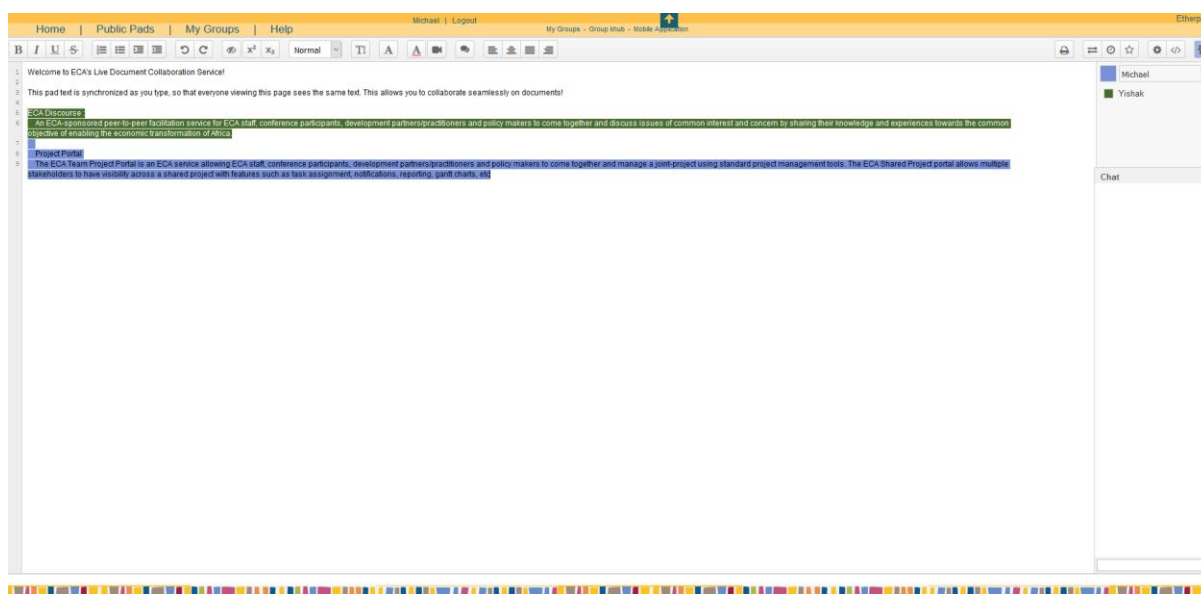
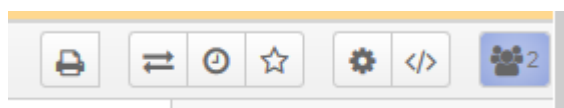


Figure 93 Live document service multiple users working on a single document

Collaboration Menu link





- Click on the print icon to print the document
- Click on the arrows to export the document to other formats such as word or html
- Click on the clock icon to view the revision made on the document
- Click on the start to save your document
- Click on the gear to set the setting for the document
- Click on the “</>” icon to send invitation to users
- Click on the users icon to view users working on the document