ECA LIVE DOCUMENTS SERVICE USER MANUAL

Contents

Version

No	Author	Role	Version	Date	Status
1	Yishak Ibrahim	Document Writer	1.0	May 15,2016	DRAFT
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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. This document deals with the Live Document Service.

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)
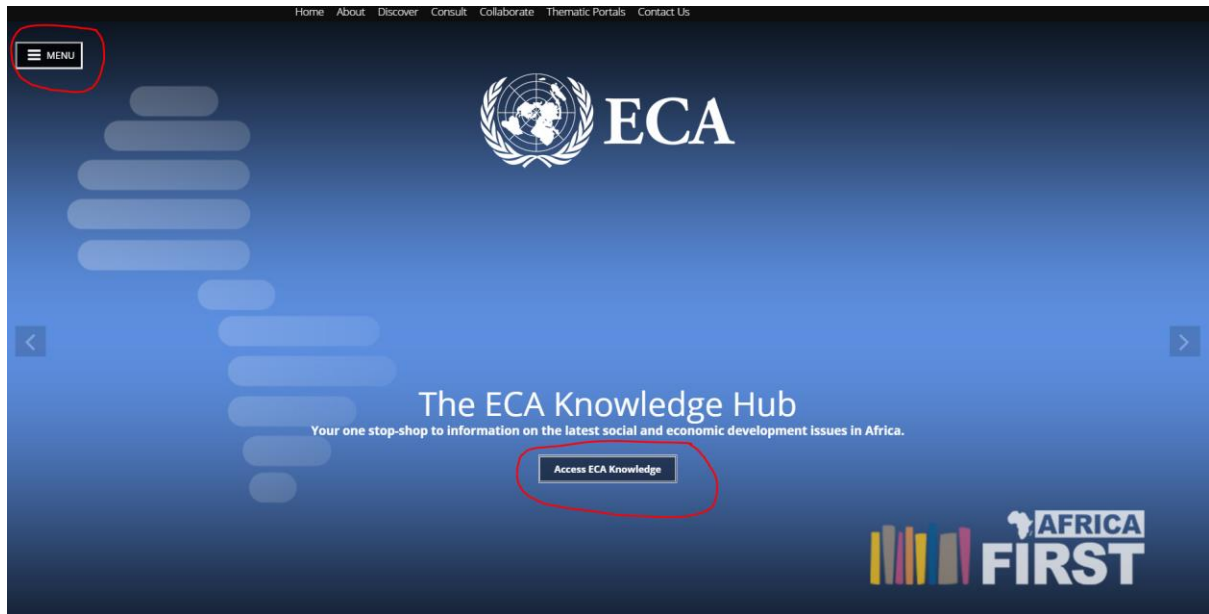
Figure 2: ECA Knowledge hub menu links

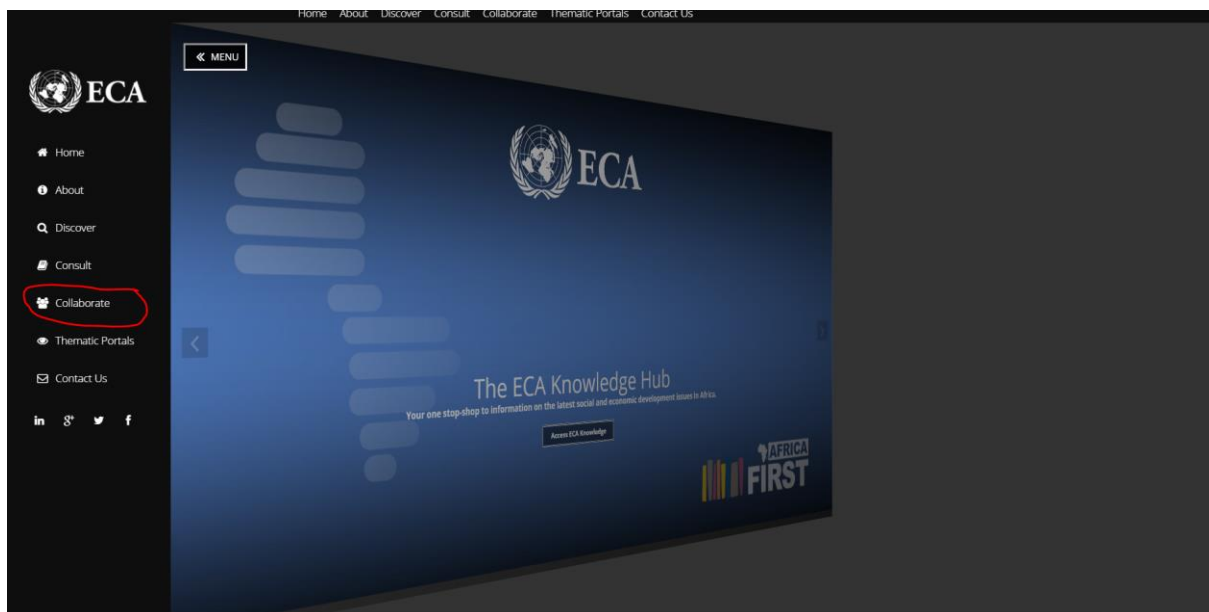Upon clicking on the links the screen shown in Figure 3 appears

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
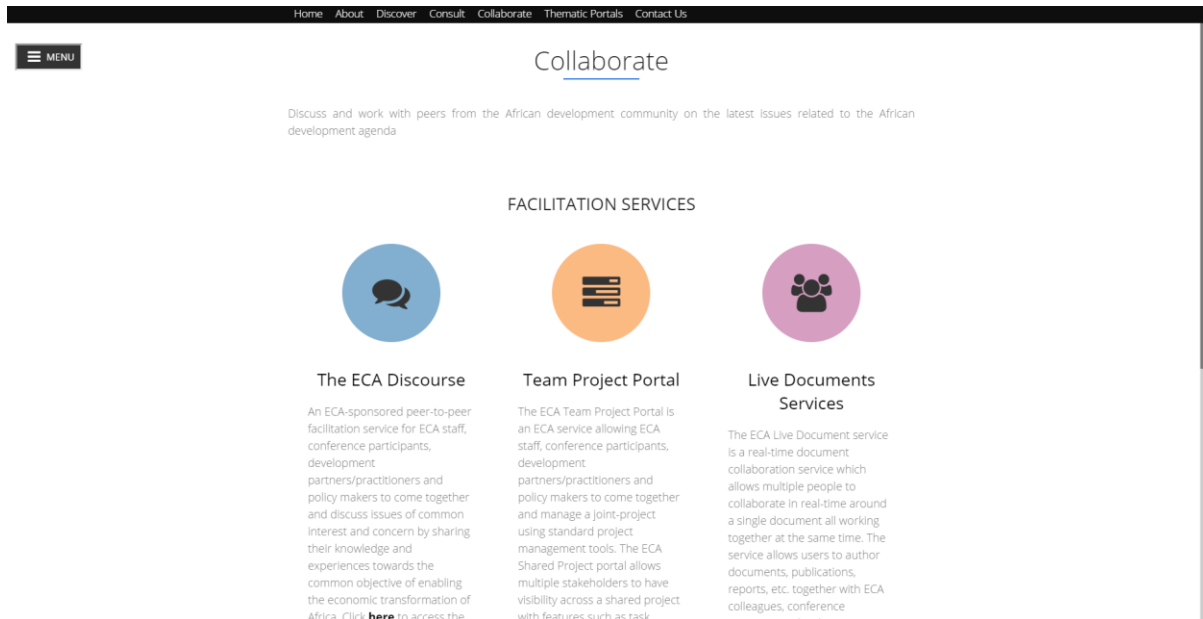
Figure 4 : ECA Knowledge Hub collaborate page

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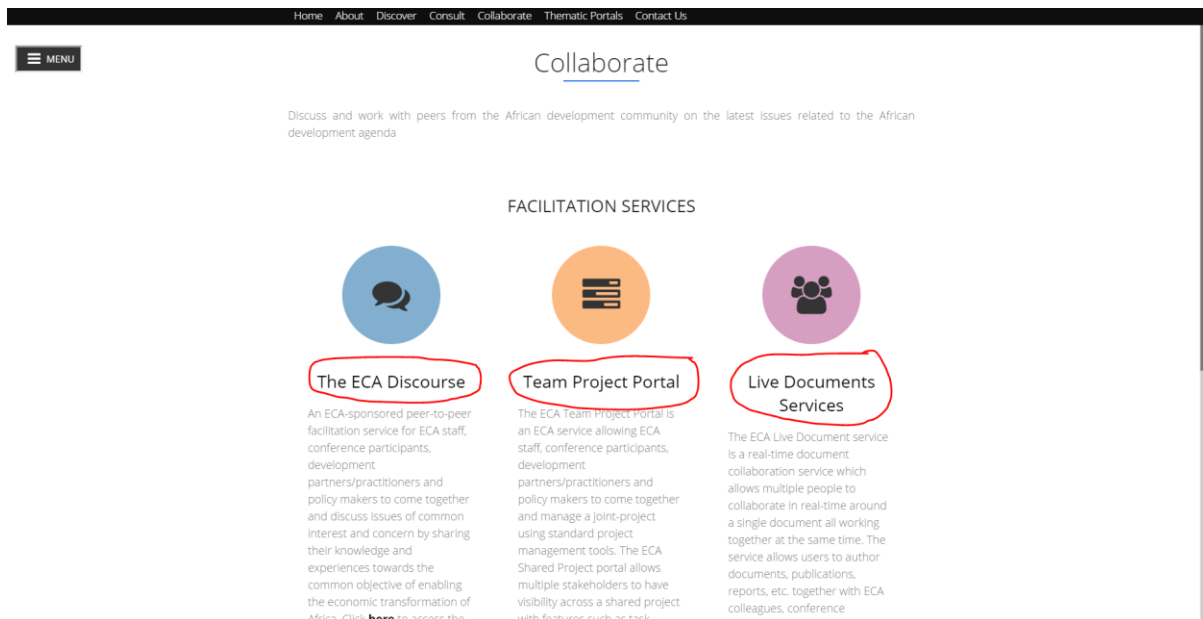

Figure 5 : ECA knowledge hub collaboration features links

- 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: 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 6)
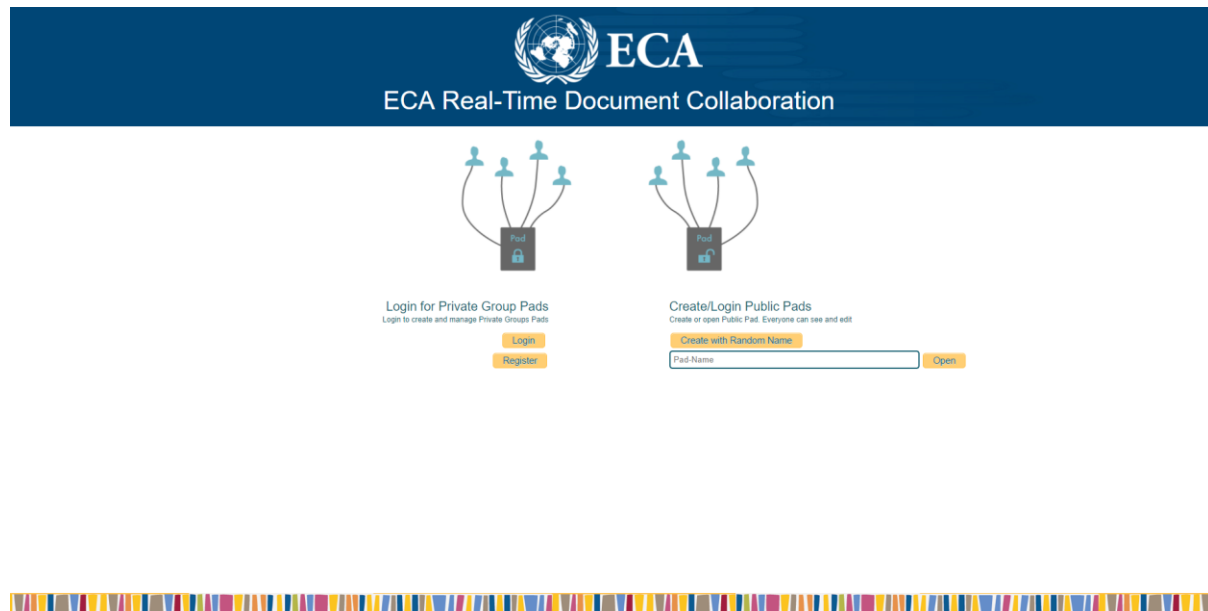

Figure 6 : Live document services login screen

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 7). This will pop up the register link shown in Figure 8. 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 9). Once the system administrator approves your registration, your account will be activated.
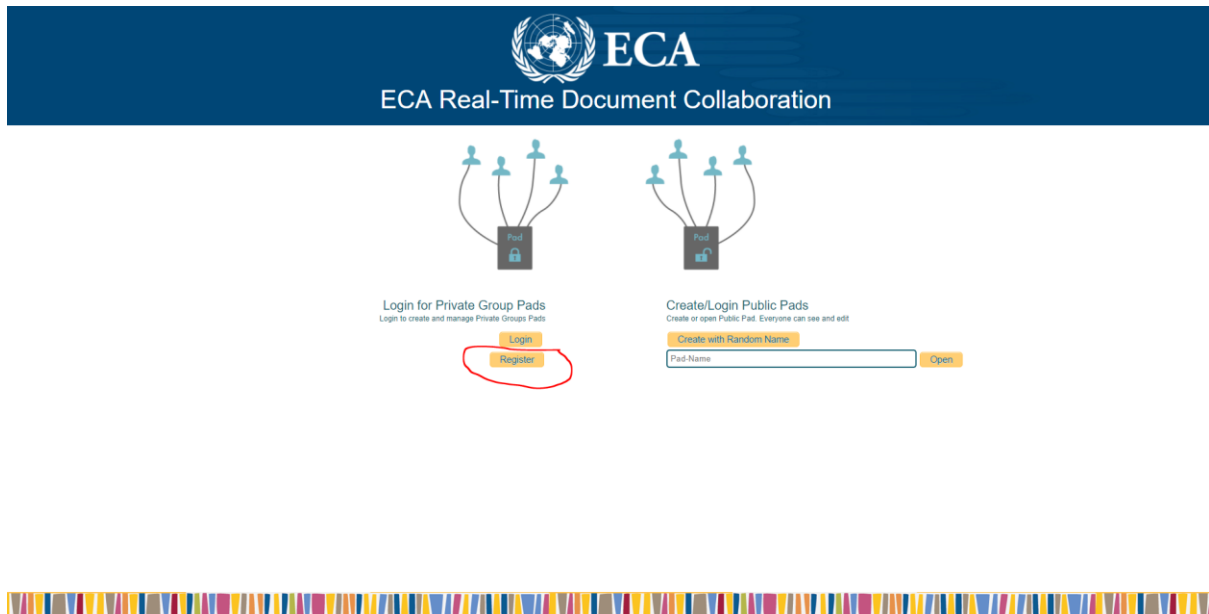
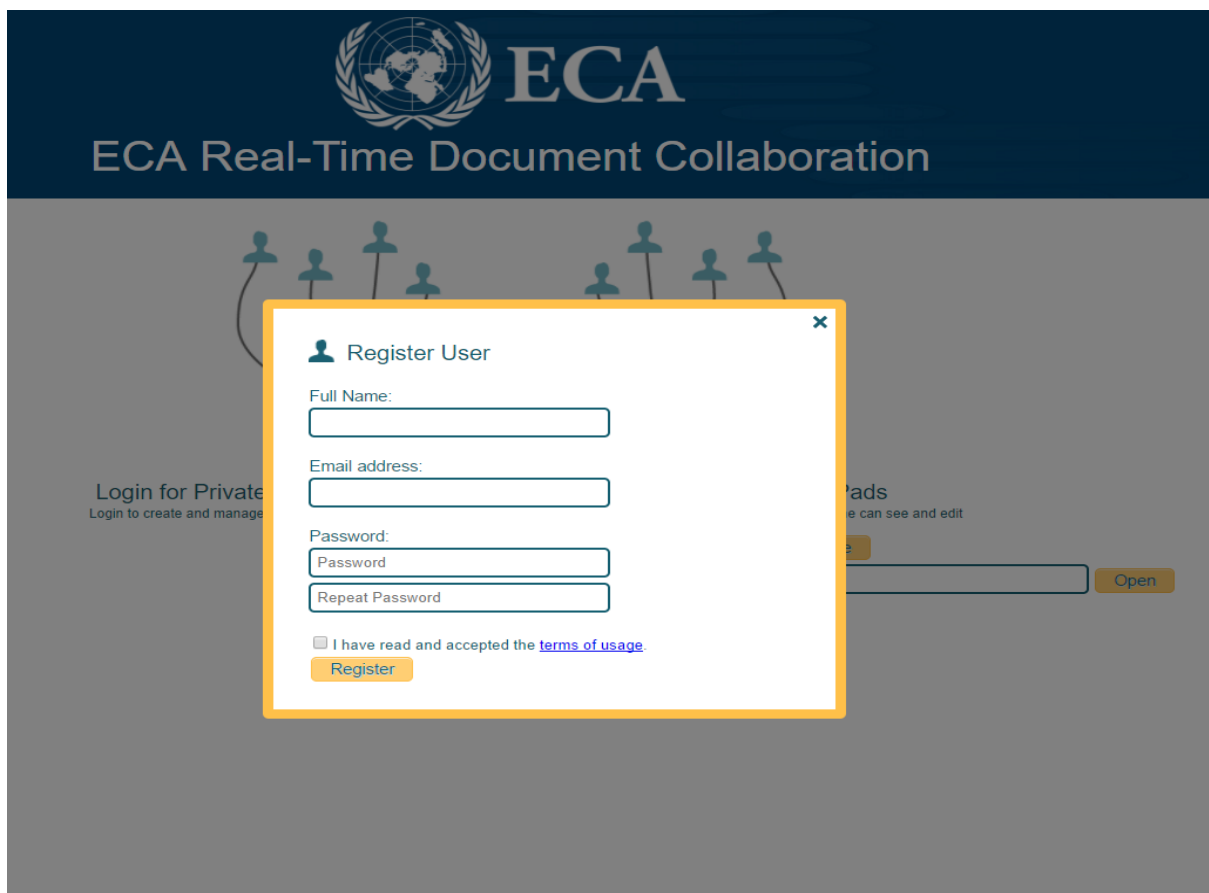Figure 7 Live documents service register link
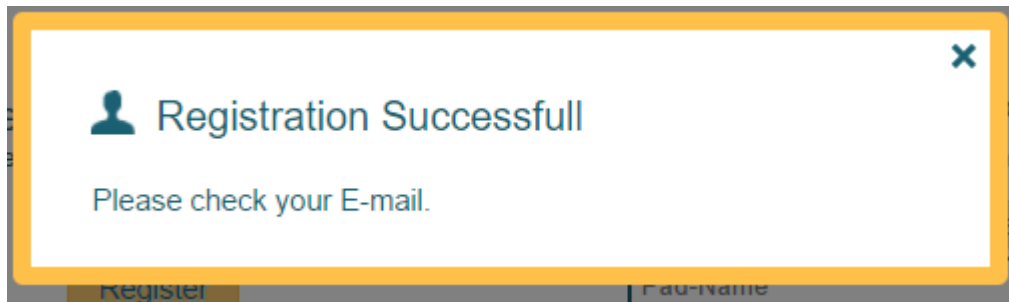

Figure 8 Live Document Service registration screen

Figure 9 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 10). This will open the login window show in Figure 11
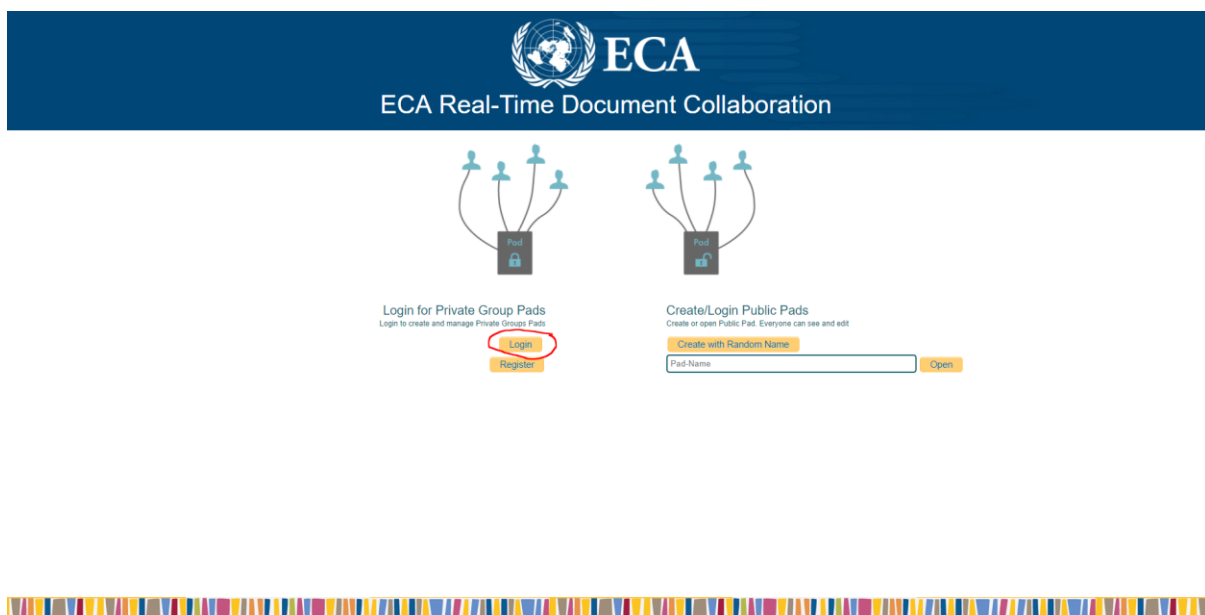

Figure 10 Live document services login link

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 12)
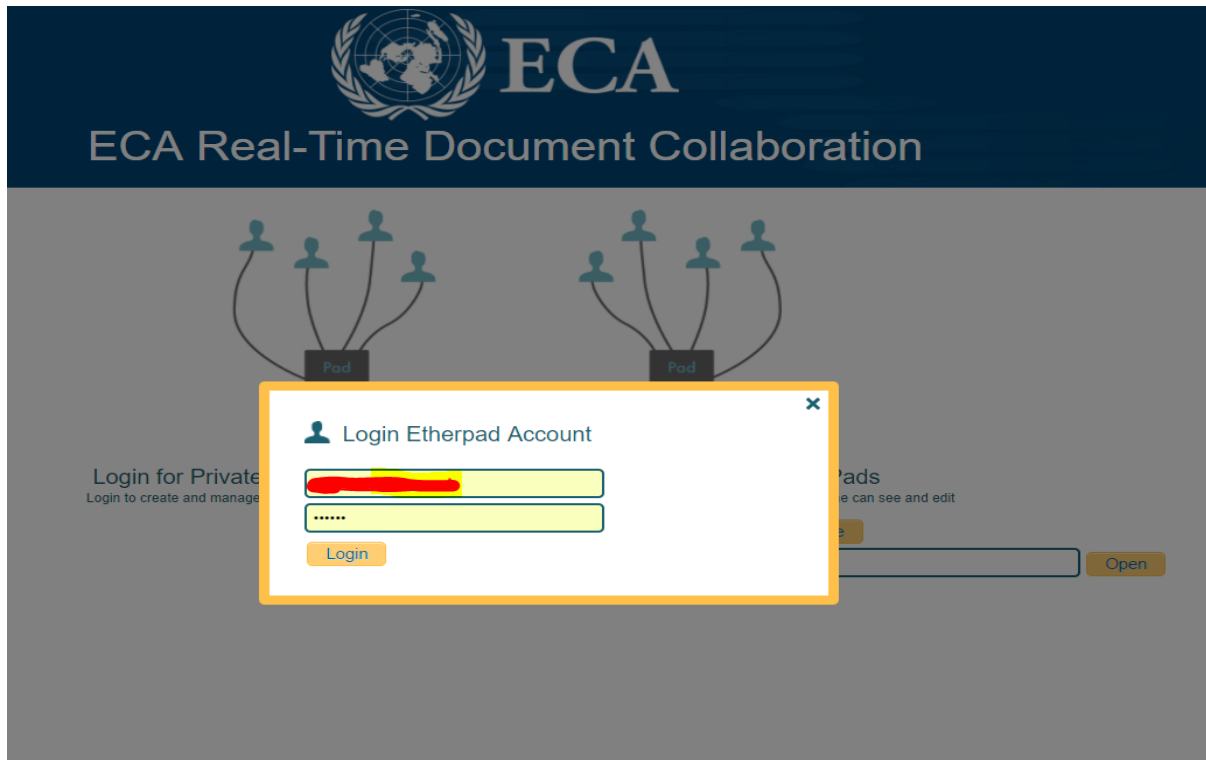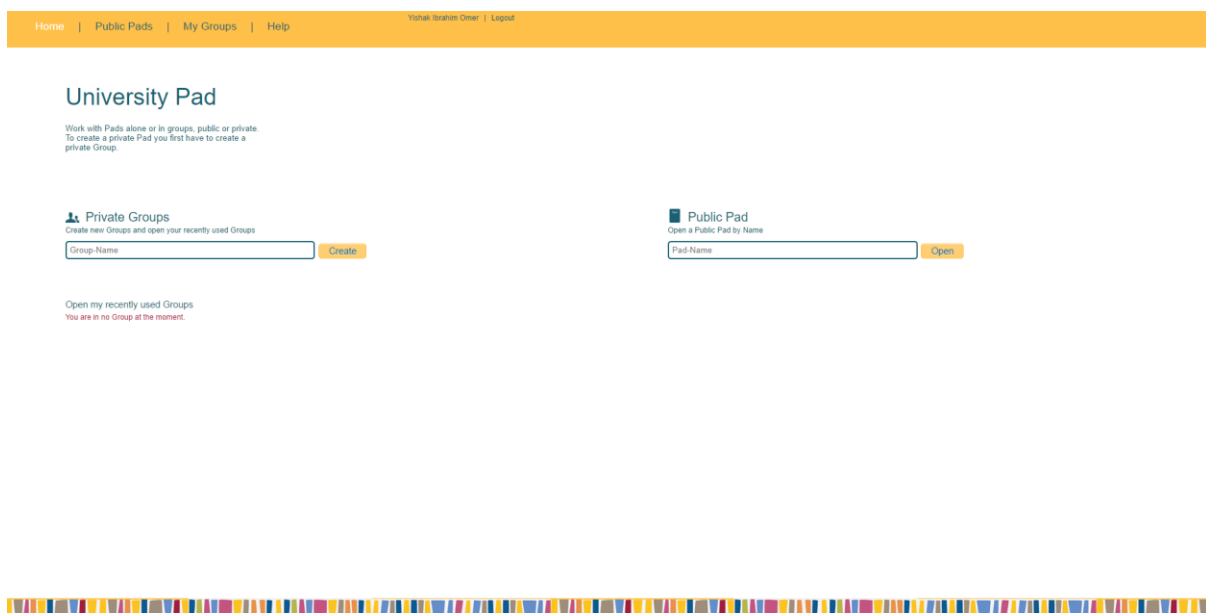
Figure 11 Live document service login screen

Figure 12 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 13. Documents created this way will be publicly available.
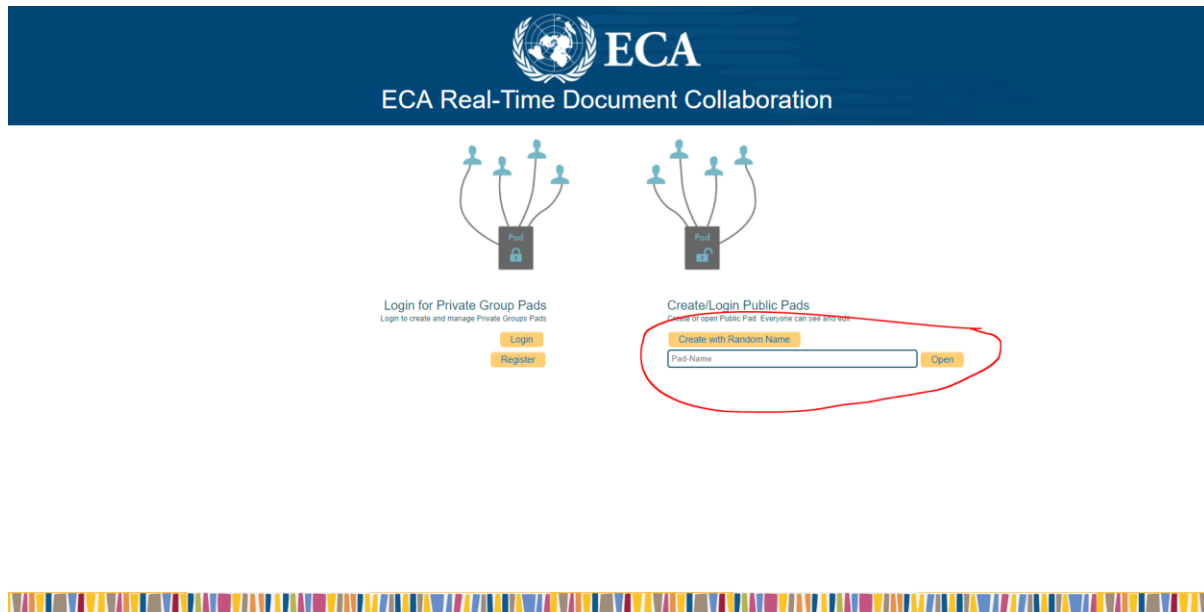
Figure 13 Live document service working as anonymous user

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 12). Registered user can create:

1. Private Groups: Only users belonging to the group can collaborate on the document.(Figure 14)
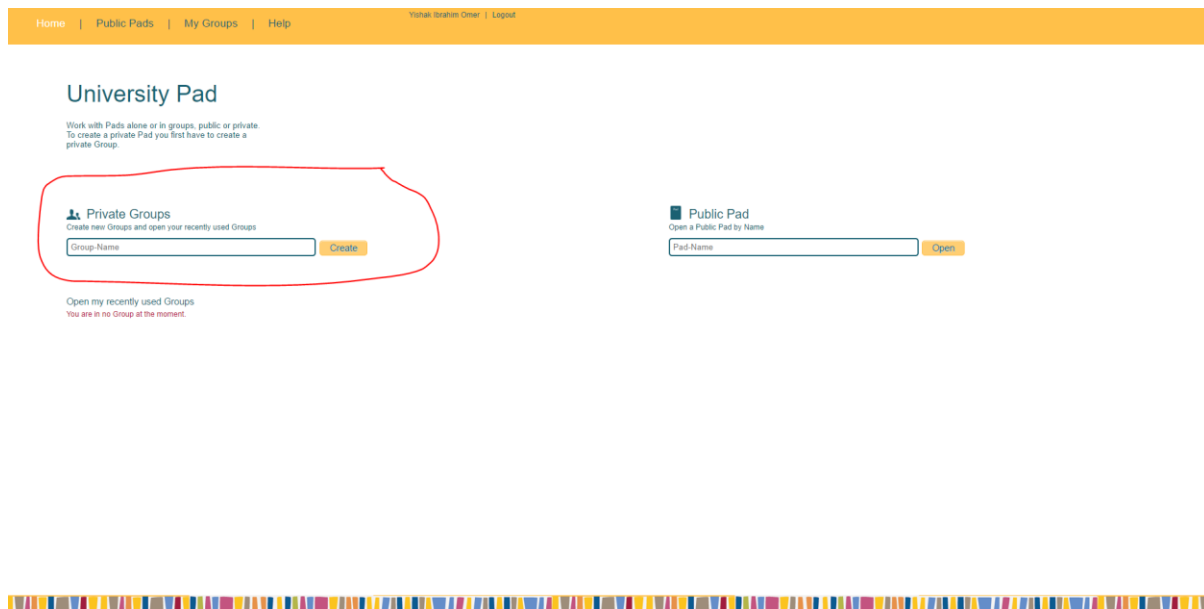2. Public pads : All public user can work on the document (Figure 15)

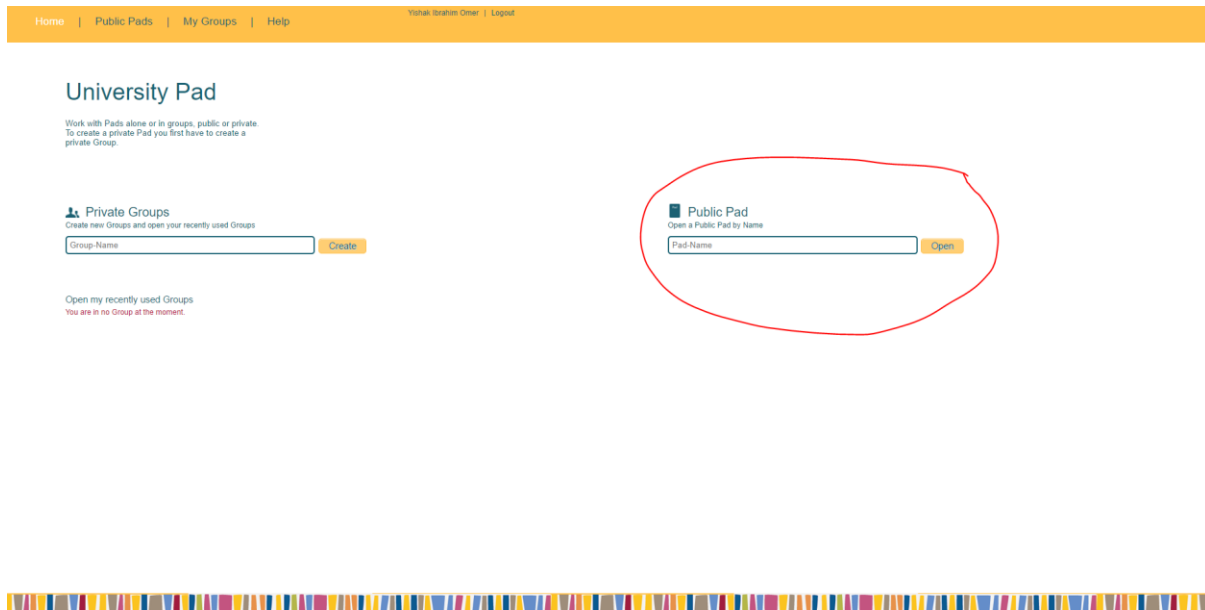*Figure 14 Live document services creating a private group*

Figure 15 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 14). This will open a window where you can add users to the group.
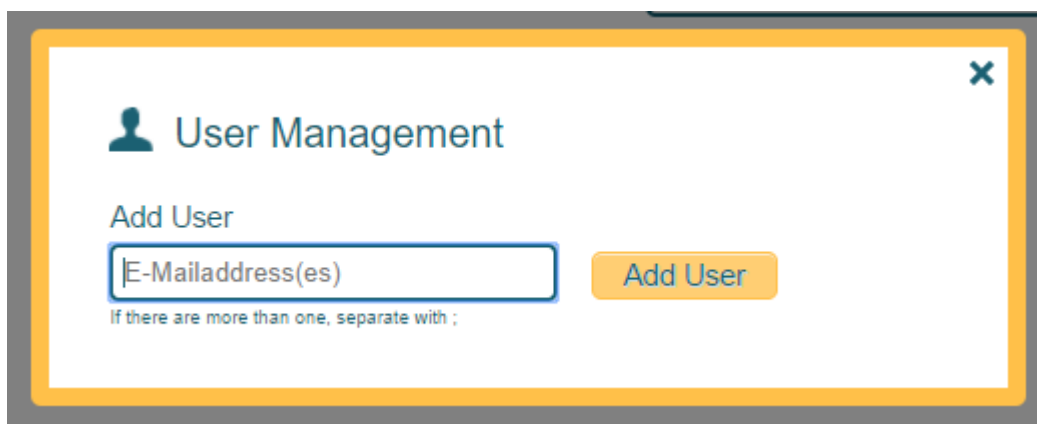

Figure 16 Live document services screen to add users to groups

Once a user is added to the group, you can access your groups by clicking on the group from the links shown in Figure 17
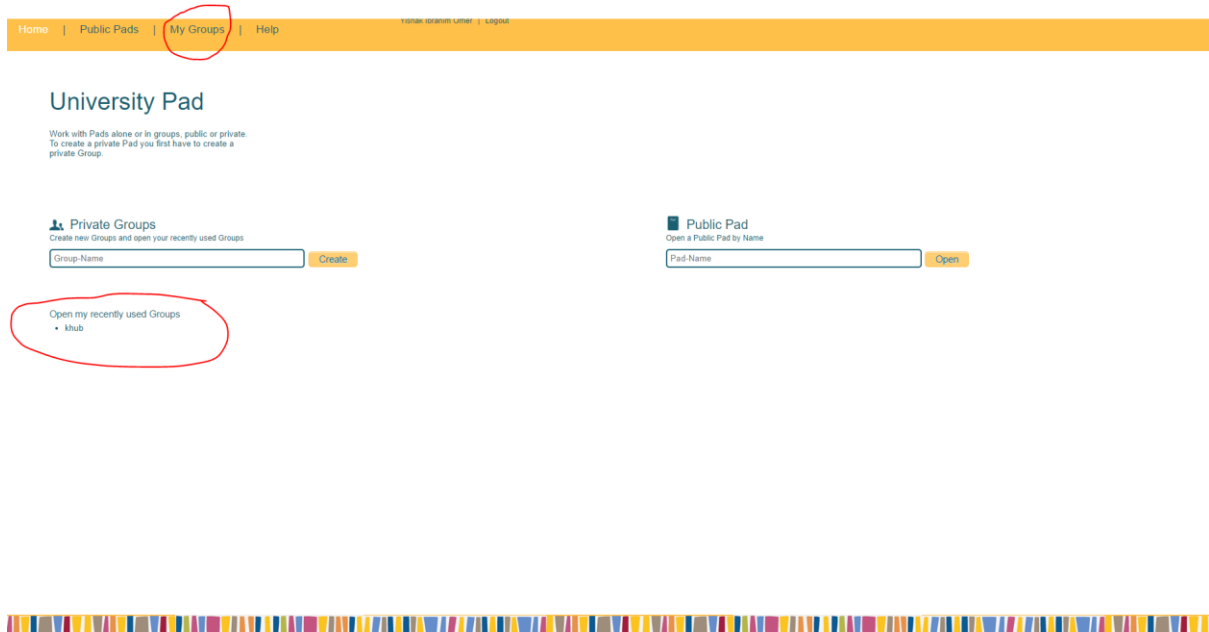
Figure 17 Live document service group lists

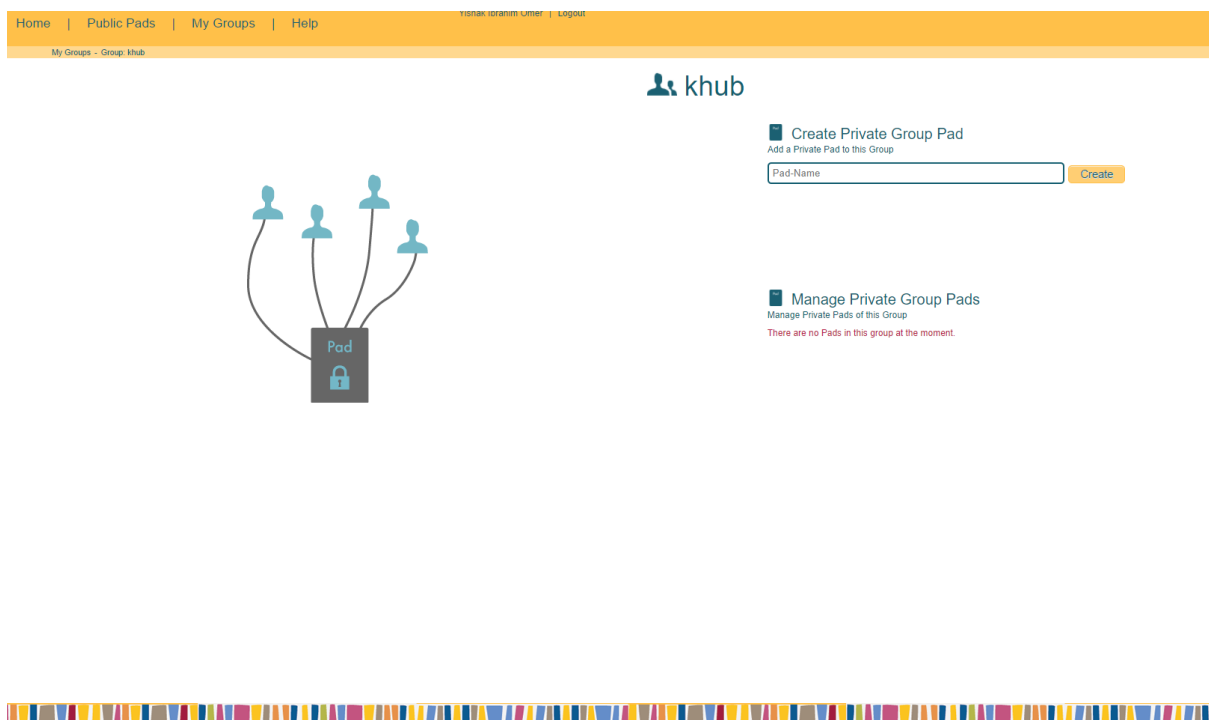Clicking on the group list will take you the group page (Figure 18)

Figure 18 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 18). Once a pad is created, the list of pads appear on the group page (Figure 19)
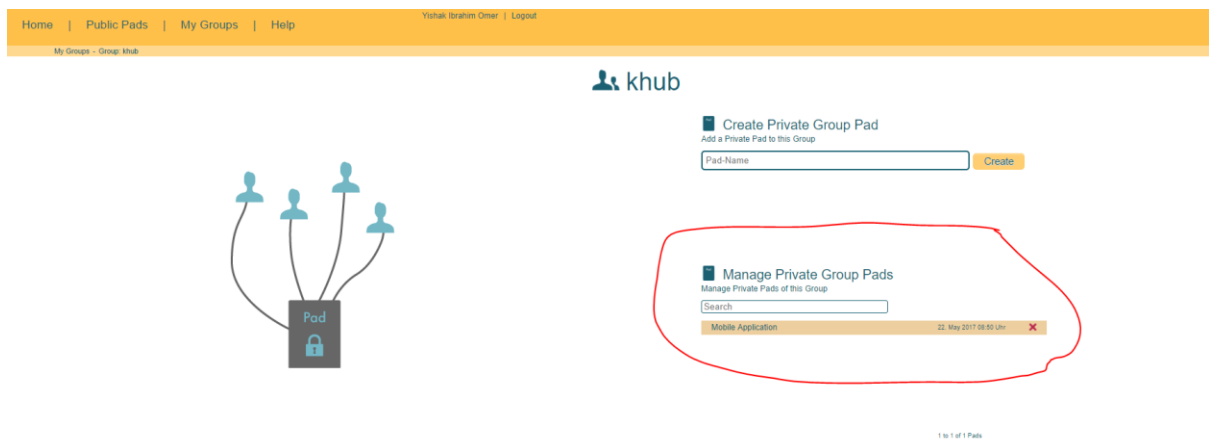

Figure 19 Live document services pad lists

Clicking on the pad link (Figure 19) will take you the document collaboration page (Figure 20)
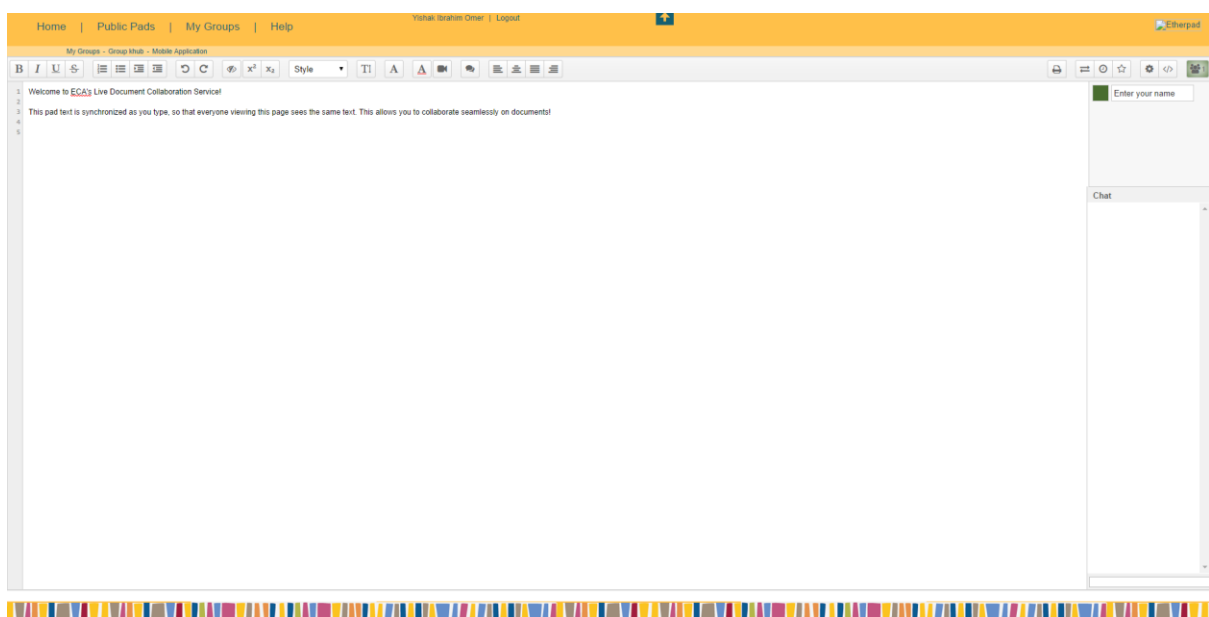

Figure 20 Live document service collaboration page

Creating a public pad

To create a public pad type in the pad name and click on create on the home screen (Figure 15). This will take you the live document collaboration page (Figure 20)

Working on a live document

The live document collaboration page (Figure 20) 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.
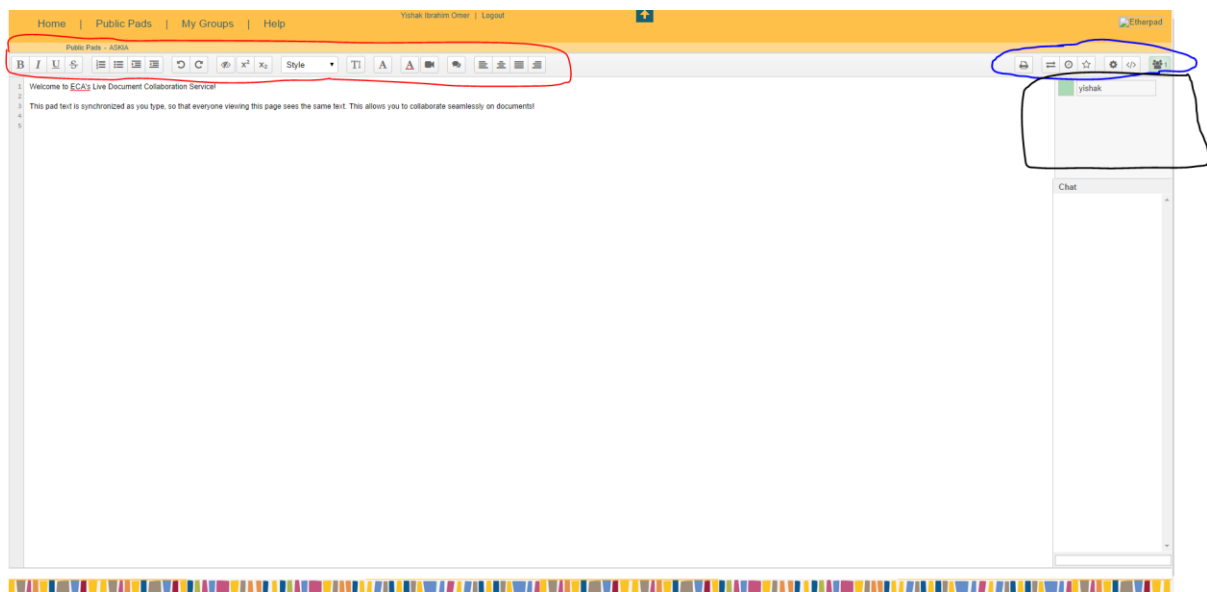

Figure 21 Live document service collaboration page sections

The screen provides the following sections (Figure 21):

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 21 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 22)
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
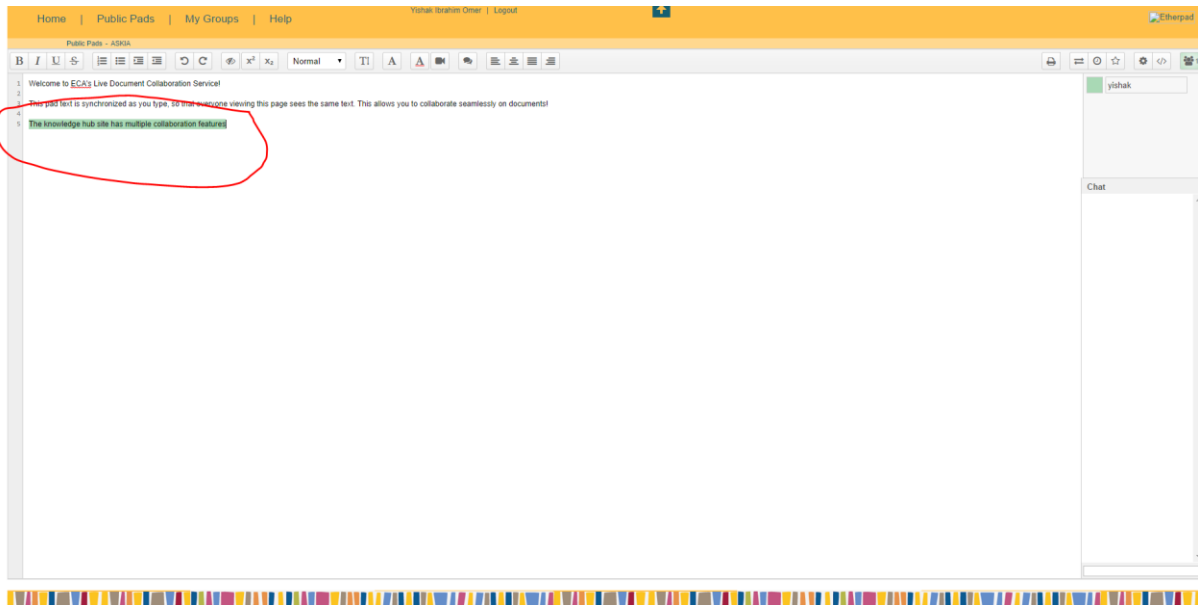
Figure 22 Live document services document edit marking

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 23.
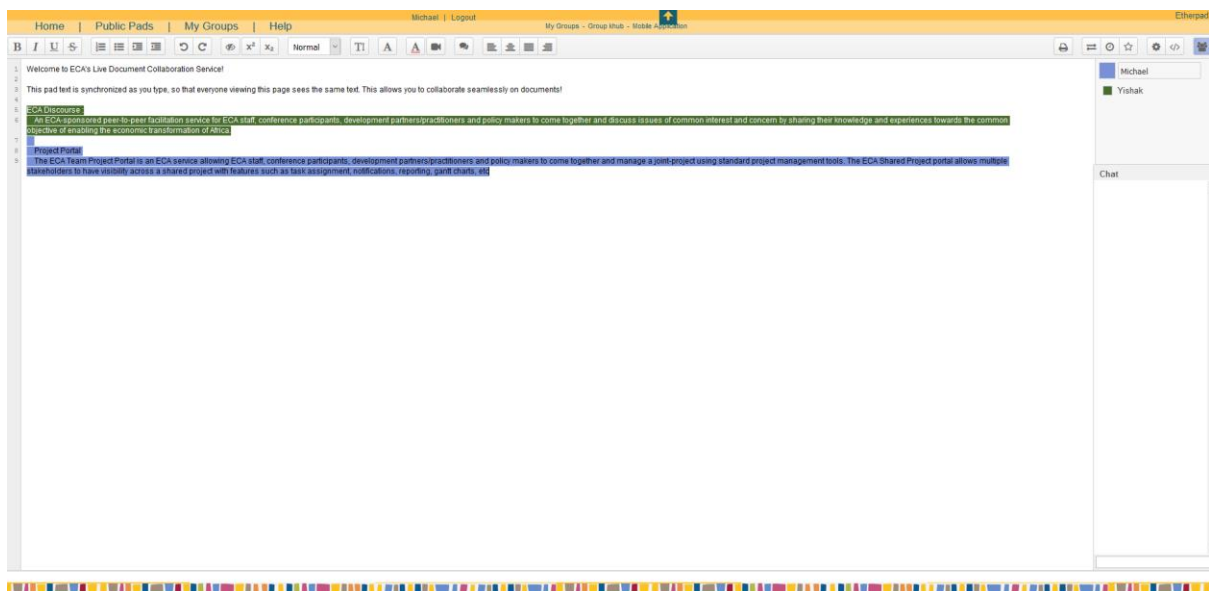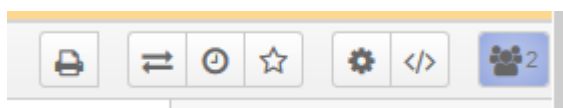

Figure 23 Live document service multiple users working on a single document

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