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Deliverable D5.2

Web-based project collaborative space

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Deliverable D5.2: Web-based project collaborative space

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Abstract

The deliverable provides a practical overview of the web-based collaborative space used in the EuWireless project.

Keywords

Web-based, file sharing, tool

Executive Summary

This deliverable presents the structure and design of the EuWireless project public website as well as an introduction to the web-based collaborative tool used by the project partners. Since this deliverable is public, we have omitted confidential information. Deliverable D5.1, which is confidential, includes more information about the web-based collaborative tool.

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List of Abbreviations

URL	Uniform Resource Locator
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WP	Work Package
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1 Introduction

The EuWireless project uses two different web-based platforms:

1. A public website for dissemination of the project.
2. A private web-based collaborative tool to share confidential and ongoing deliverables, minutes and any other documents of interest.

This deliverable describes the organization of both web-based platforms.

2 Public Website

The EuWireless project has a public website that presents the objectives and main results of the project to a broad audience. The public website is accessible at the following URLs:

<http://euwireless.eu>

<http://www.euwireless.eu>

<https://euwireless.eu>

<https://www.euwireless.eu>

The website has been deployed using WordPress and is based on theme Spacious by Theme Grill (<https://themegrill.com/themes/spacious/>). The images used have been obtained from Pixabay (<https://pixabay.com>) and released under Creative Commons CC0. Thus, the images can be modified (or not) for commercial purposes without attributing the original author source.

2.1 Website management

The webmasters of the EuWireless website are the members of UMA. For any issue, please contact them by email (euwireless_uma@uma.es).

Apart from the webmaster, the website content is provided in collaboration with VTT, since they are the leaders of WP4 (Dissemination and Exploitation).

2.2 Web Sitemap

The EuWireless public website follows the design shown in Figure 1. The main elements are the menu bar, the central area, and the side panel. The menu is located at the top right and lets the visitors access the different pages. The side panel includes a search bar, and shows dynamic information, in particular the last project news and tweets from the official EuWireless twitter account.

The website presents the project information in different pages accessible from the menu. The menu items are:

- Home: shows a summary of the project.
- News: includes the archive of project news.
- Project: it is divided in different subpages such as project overview, which presents the project objectives, deliverables, which show the public deliverables, or case studies. The content of these subpages will be updated periodically to incorporate new deliverables or results.

- Partners: provides the list of project partners with a link to their public websites.
- Resources: includes the online questionnaires for requirements gathering, as well as other resources produced during the project (e.g. papers published).
- Contact: shows the contact information of the Project Coordinator.

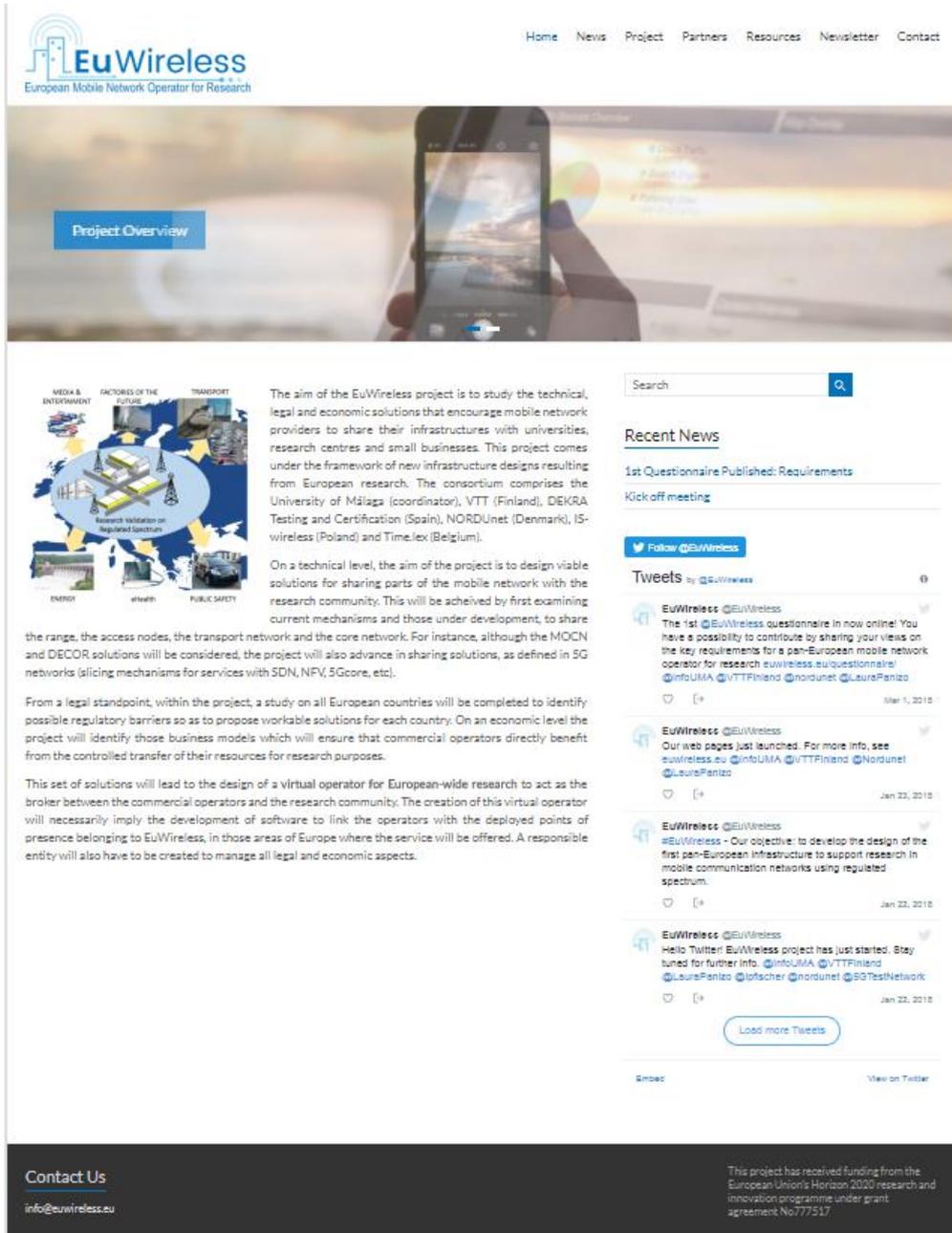


Figure 1. Webpage design

3 Project Collaborative Space: ownCloud

The EuWireless Project uses a cloud-based sharing tool for exchanging deliverables, minutes, and any other documents related to the project. The tool is exclusively for project partners.

The tool used is ownCloud, an open source tool that has been installed in UMA servers and is managed by UMA members.

Partners can upload and browse documents using a web browser or installing the NextCloud client (<https://nextcloud.com/install/#install-clients>) that allows the synchronization with shared folders.

3.1 User accounts

UMA has created user accounts for each partner. Whenever a new account is created, the user id corresponds to the complete contact e-mail, e.g.

testuser@uma.es

By default, the ownCloud server sends an email to notify the correct creation of the account. The first login to the account requires resetting the password. To this insert your user name (your e-mail) and a fake password. After this login attempt, the link to reset the password will be shown.

3.2 Reset Password

The first time a user logs in; it can reset its password without needing to know the default password. Try login with your user name (the contact email) and a fake password. After this wrong attempt, ownCloud displays a link to reset the password (see Figure 2). In this process, the ownCloud server will send you an email with instructions to reset the password.

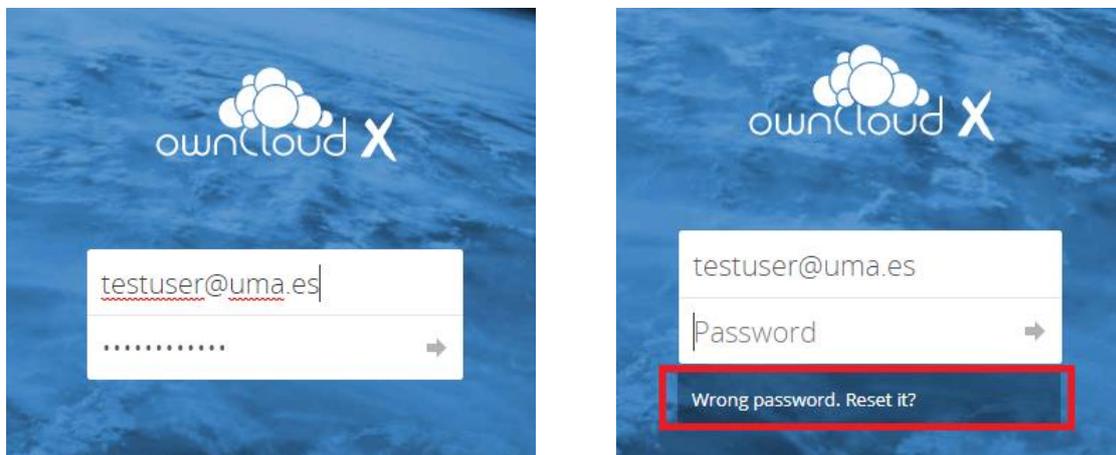


Figure 2. First time login

You can change your profile information and your password after login. To this end, click on your user name at top right corner to display the menu (see Figure 3) and click on the settings option (see Figure 4).



Figure 3. Display settings menu

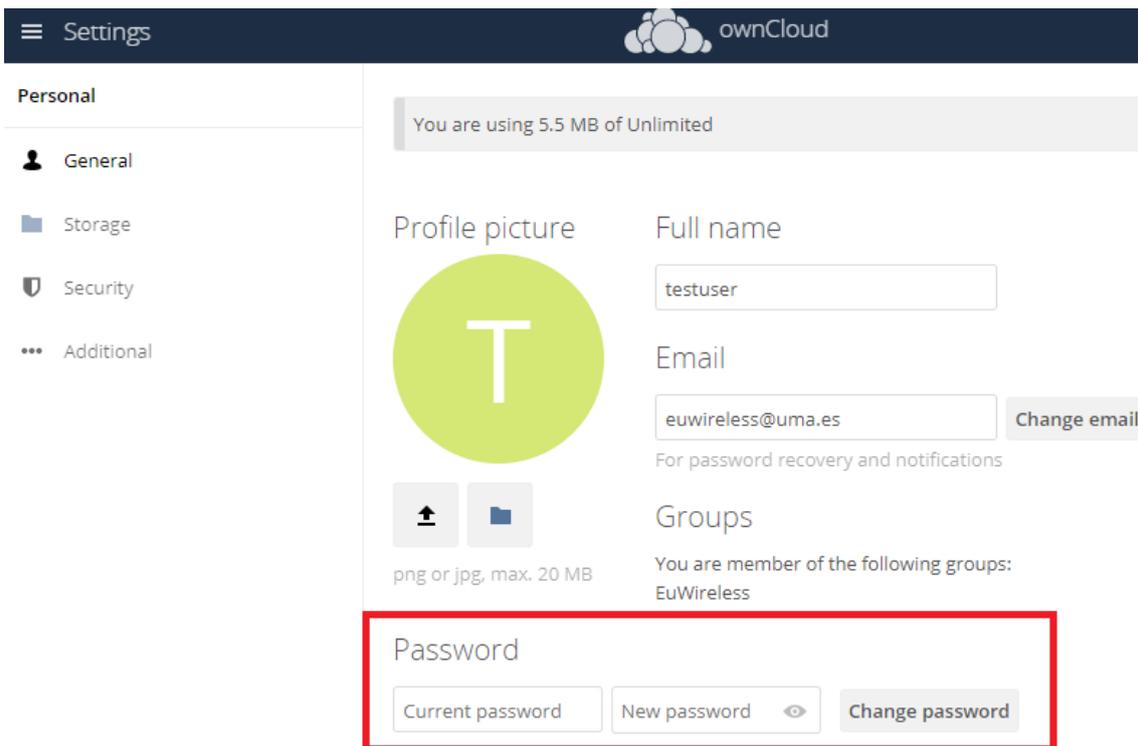


Figure 4. Change password

3.3 File Sharing

Figure 5 shows the main view of ownCloud. By default, each user has a Documents and Photos folder, and a shared folder called EuWireless. This folder is shared among all partners (indicated by a special icon) and any change are immediately visible to all partners. Please, be careful specially if you remove documents from shared folders.

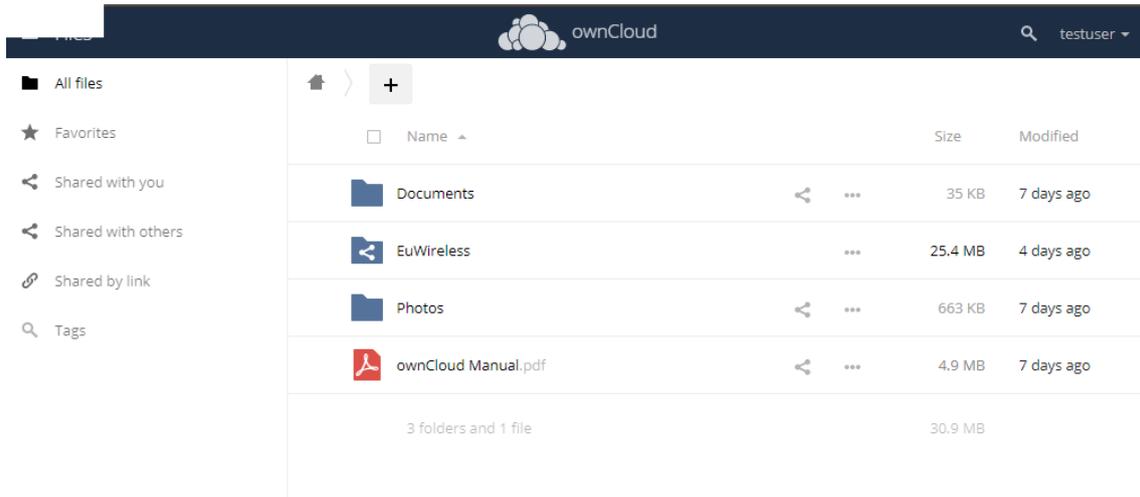


Figure 5. ownCloud using the web browser

Whenever a folder icon looks like in Figure 6, it means that the specific folder or file is shared with other users in the system.

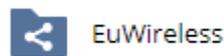


Figure 6. Shared folder icon

By clicking on the top left corner as shown in Figure 7, it is possible to access the different Applications present in ownCloud. The ‘Files’ application is the one related to file sharing in the project.

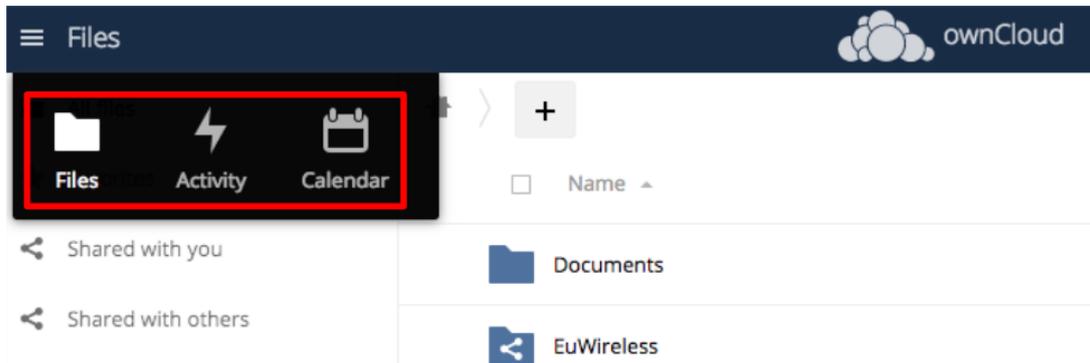


Figure 7. Apps menu

Figure 8 shows the organization of the EuWireless shared folder. The organization has been decided from an administration perspective to have easy access to all relevant documents in a logical way. Please do not change the structure. Contact the UMA team if you have suggestions about the organization of the shared folder. Table 1 includes an overview of the content of each folder.

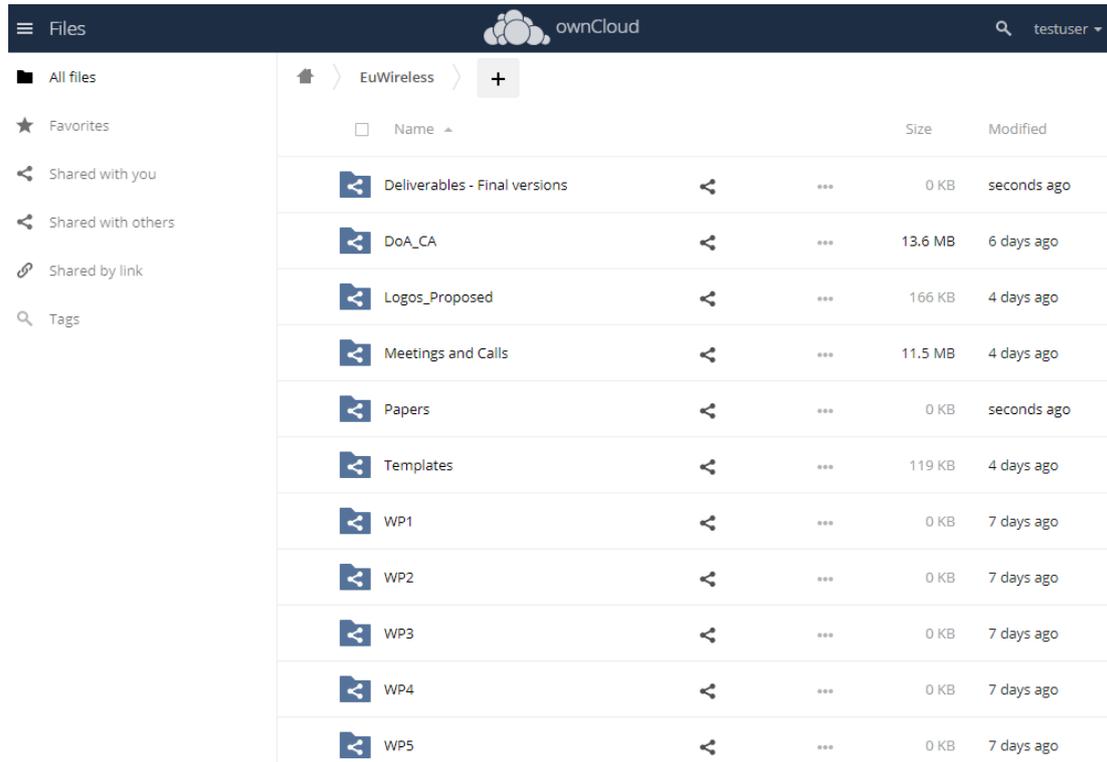


Figure 8. EuWireless shared folder organization

Table 1. Shared folder structure and content

Folder	Content
Deliverables – Final versions	Includes the final version of all submitted deliverables (pdf)
DoA_CA	Includes grant agreement and consortium agreement documents
Logos	Includes the project logo in different formats and the logos of the partners.
Meetings and Calls	Includes the agenda and call/meeting minutes as well as material used (e.g. slides).
Papers	Includes the scientific papers and presentations used in conferences/workshops.
Templates	Contains the document templates to be used during the project.
WP _x	Contains the working documents of each work package (e.g. draft version of deliverables, bibliography, etc.)

3.4 Cooperative Working with Shared Files

In order to upload files into the system it is sufficient to drag and drop the file from your OS file explorer. Another way is to click on the “+” icon and then click on the file upload icon. The same

menu can be used also to create a simple text file directly on the system or for creating a sub-folder.

All files uploaded within the EuWireless folder are immediately shared with the project consortium. If you wish to point to a specific file in an e-mail, just right click on the filename from you browser and click on “Copy link address”.

3.4.1 Versioning System

The ownCloud tool includes a simple versioning system. Whenever an existing file is updated, the tool created a new version. Figure 9 shows the list versions of a document. In the “Versions” tab it is possible to see all the versions, download a specific past version, and eventually revert the main file to a previous version.

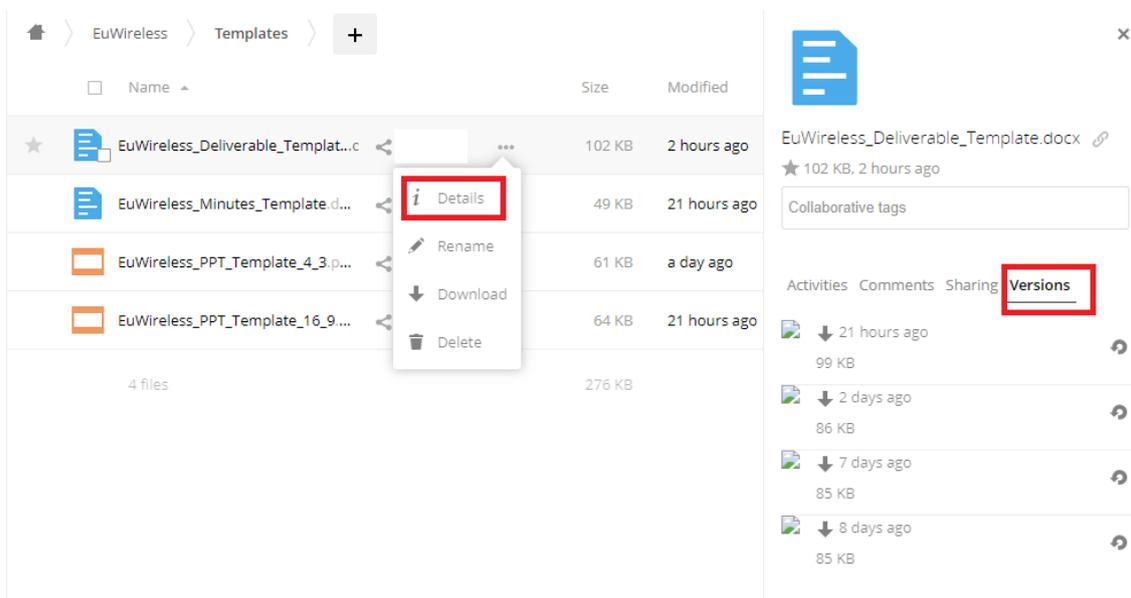


Figure 9. ownCloud versioning system

Observe that the versions are only identified by the update time. There is no information about who created this version. However, it is possible to track the activity on a file (see Figure 10) or of the onwCloud system (see Figure 11).

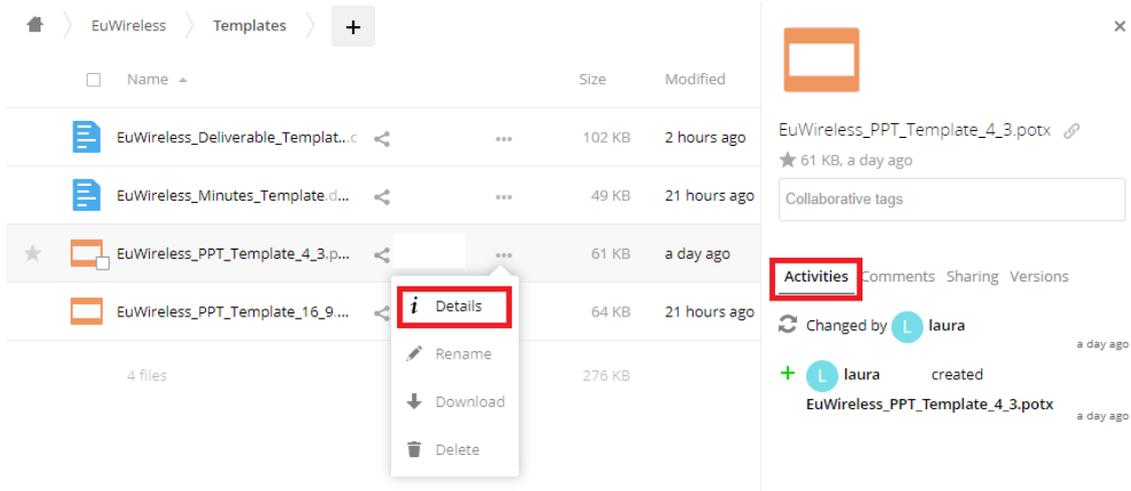


Figure 10. Activity in a file



Figure 11. Activity in the system

3.4.2 Working Process

In order to ensure a proper, ordered, and efficient writing of the deliverables, a sequence of actions should be followed, a work flow that prevents overriding each other's' modifications.

After defining the ToC of a deliverable and the partners/personnel involved, the deliverable's editor will upload the first version of the deliverable to ownCloud including the ToC.

Each contributor will:

1. Download the latest version of the document.
2. Work on the update: please activate Microsoft Word track changes.
3. Send to the deliverable's editor the updated deliverable. The editor will specify how to collect the different documents (by mail or using a subfolder in ownCloud).
4. The deliverable's Editor will collect all partners' contributions to produce a new version of the deliverable that will be uploaded in the file sharing tool.

3.5 Calendar Sharing

The current collaborative space includes an application that integrates personal and shared Calendars in ownCloud. The application, and thus the calendars, are accessible via a web browser, by clicking in the Apps menu (see Figure 7).

The Calendar application allows to import/export personal/shared calendars from and to different formats. During the project, the coordinator will share one or several calendars with the partners in order to maintain the dates of meetings, the deadlines of sprints, the deliverable deadlines, etc. Figure 12 shows the calendars of the test user. The calendar named "Meetings" is shared among all EuWireless partners and it includes events for the bi-weekly meetings as well as WP specific meetings or face to face meetings.

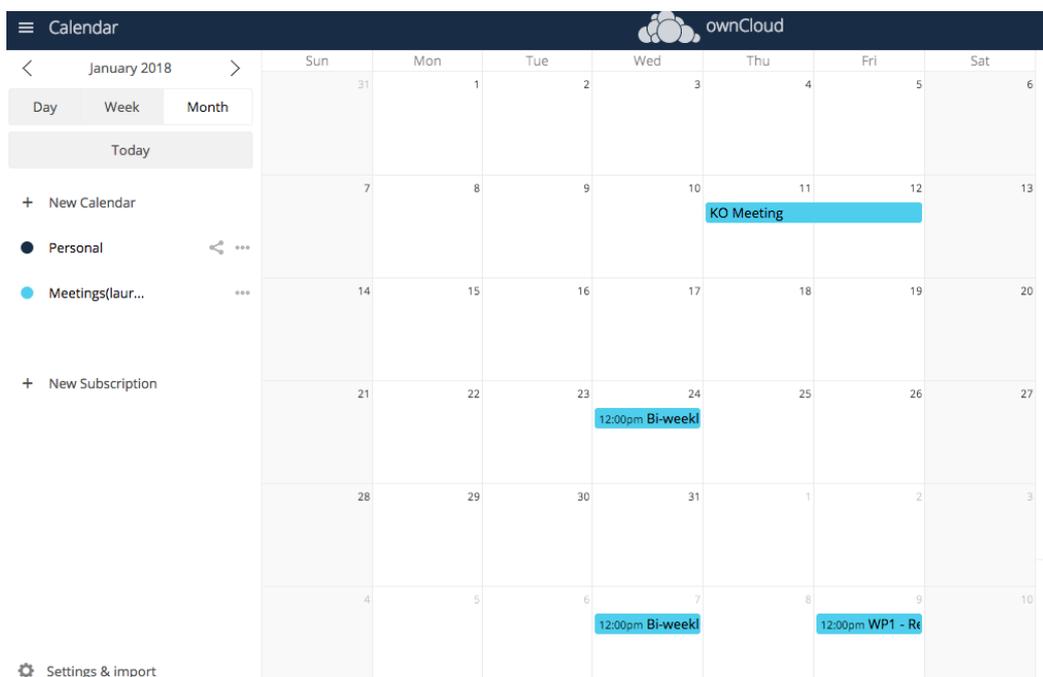


Figure 12. ownCloud Calendar

Each event can include a description. The organizer of the meeting can use this field to include information about the teleconference system used (zoom, webex, etc.) or the meeting agenda.