



Marginal lands for Growing Industrial Crops

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D8.13 – Online collaboration platform

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Type

- R** Document, report ☐
- DEM** Demonstrator, pilot, prototype ☐
- DEC** Websites, patent fillings, videos, etc. ☐
- OTHER** ☐

Dissemination Level

- PU** Public ☐
- CO** Confidential, only for members of the consortium (including the Commission Services) ☒



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Online collaboration platform

The project online collaboration platform had been developed by NOVA in collaboration with CRES. It was finalised at the end of June 2018 and it was presented to the partners during the 3rd project meeting in Madrid (July 2018). The manual of the platform was distributed to the partners by email as ppt. The slides of this presentation are presented below.



MAGIC
Marginal lands for Growing Industrial Crops

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Manual nCDT (internal area) MAGIC website
For the role as project coordinator only

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Agenda

- How to change your profile
- Modify milestones and deliverables
- Edit/create/delete users
- WP file download
- Email tool

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How to change your profile



Step 1: Click

Step 2: Insert all your relevant data here (scroll down)

Step 3: Save your data

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Where do I find the data of every partner?

Internal area

- Contact database
- Documents
- Overview of tasks
 - Workspace 1
 - Workspace 2
 - Workspace 3
 - Workspace 4
 - Workspace 5
 - Workspace 6
 - Workspace 7
 - Workspace 8
 - Workspace 9
 - Workspace 10

Every partner has to maintain his/her own profile. The profile data appear in the contact database. This is not a folder in WP file downloads



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Please keep your data up to date!

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Modify milestones and deliverables



Step 2: Click on the task you would like to change

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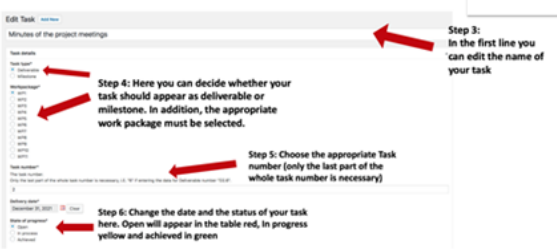
Modify milestones and deliverables



Step 1: Click on tasks

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Modify milestones and deliverables



Step 3: In the first line you can edit the name of your task

Step 4: Here you can decide whether your task should appear as deliverable or milestone. In addition, the appropriate work package must be selected.

Step 5: Choose the appropriate Task number (only the last part of the whole task number is necessary)

Step 6: Change the date and the status of your task here. Open will appear in the table red, in progress yellow and achieved in green

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Appearance of the Milestones and Deliverables in the internal area

Overview of tasks - Work Package 1 Deliverables

Number	Title	Delivery date	Status
DL1	Final writing of MAGIC-CDOPS entries	September 2017	Open
DL2	Inventory of data sources	October 2017	Open
DL3	List with the selected most promising industrial crops for marginal land	December 2017	Open
DL4	First version of MAGIC-CDOPS	June 2018	Open

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Appearance of the Milestones and Deliverables in the internal area

Overview of tasks - Work Package 8 Deliverables

Number	Title	Delivery date	Status
DR2	Highlights of the first value chain events	July 2019	Open
DR3	Highlights of the second value chain events	July 2019	Open
DR4	Highlights of the demo days	April 2021	Open
DR5	Report on the link between MAGIC and EP AGRI	June 2021	Open
DR6	Final list with the practice abstracts following the EP AGRI common format	June 2021	Open
DR7	Highlights of the findings of the national workshops	June 2021	Open
DR8	Report on the multi actor networking	June 2021	Open
DR8.1	Dissemination plan	December 2017	Achieved
DR9	Final report on dissemination activities	June 2021	Open

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Users



Step 1: Click on users to see all users of your project

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Users



Info: The different roles are important for the email function of the nCDT, defines the general rights of users and is needed to define who will have access to which private folder (see later chapter WP file download parameters). By determining the user roles, word press knows which user should assign to which email group and knows which user has access to which folders in the downloading area (see also slides WP file download).

You can see the different roles of the users here

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How to edit/delete users



Step 1: You can edit and delete a users here. If you want to edit you can also click on the name (here: anno). Then you will get access to the edit mode (picture 2)

Step 2: For changing the defined role of a user scroll in the edit mode on the bottom (picture 2)

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Redefine user roles/edit users

Add New User
Create a new user and add them to the site.

User details
You can find/change all the user details here. Just the coordinator and the admin have access to all profiles.

Step 4: If you made your changes please click "update user" (bottom line)

Step 3: You can redefine the roles of the users by setting the checkboxes. This is already finished and just necessary if something crucial happens in the project (Changes in the GA, someone join or leave the project, etc.). Please also contact nova if this happens.

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WP File download

Step 1: Click on your dashboard on WP file Download

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Overview of tasks

MAGIC Overview of tasks - Work Package 8 Deliverables

Number	Title	Delivery date	Status
DS2	Highlights of the first value chain events	July 2019	Open
DS3	Highlights of the second value chain events	July 2019	Open
DS4	Highlights of the demo days	April 2021	Open
DS5	Report on the link between MAGIC and EP AGRI	June 2021	Open
DS6	Final list with the practice abstracts following the EP AGRI common format	June 2021	Open
DS7	Highlights of the findings of the national workshops	June 2021	Open
DS8	Report on the multi actor networking	June 2021	Open
DS9	Dissemination plan	December 2017	Archived

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WP file download (upload file)

Step 3: If you want to upload a file, you first have to select the folder where you would like to upload.

Step 4: Then click on the button "select files" and follow the uploading instructions of your computer.

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WP file download (upload file)

Documents

WP1

Step 3: The uploaded document appears now in the internal area under Documents-Work packages – WP1

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Delete/Paste/Copy uploaded files

Step 1: You have to click on the file you would like to delete/copy/paste etc.

Step 2: After clicking on the document a task board with the different tasks will appear. Click on the command you would like to execute and then confirm your step. The file is then also deleted in the internal area in the appropriate folder

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WP file Download – Create a new category (new folder)

Step 1: You can create a new category by clicking the bottom "New category"




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WP file Download-Create a new category (new folder)

Step 2: After clicking on "new category" the new folder appears on the bottom line.

Step 3: By clicking on the pen you can rename your category

Step 4: Rename your category and click on any place in the WP area. The name of the category is now saved



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Step 3 (!Important!): You need to define here if your new category is public or private! If your folder is public it will appear on the external area of the website. If you have defined your folder "public" or "private" than save at the bottom

This setting defines also if a folder is shown on the public area or in the internal area

Info: At this point it becomes clear why roles have been assigned to the users before. You can now use the checkmarks to determine which user group is allowed to have access to the respective folders. In this case here all users have access to our new folder "New project folder".

Step 1: You can deny/submit access to user groups by removing/ or adding the respective check mark in Parameters.

Step 2: then pressing "Save" at the bottom.



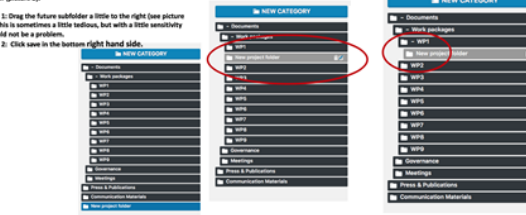
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How to structure the new category in "Documents" in the internal area

If you want to subordinate your new folder to another, position the future subfolder under the folder that is to be the parent folder (picture 2).

Step 1: Drag the future subfolder a little to the right (see picture 3). This is sometimes a little tedious, but with a little sensitivity should not be a problem.

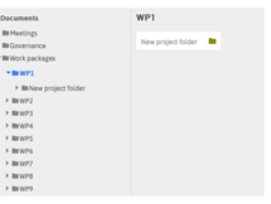
Step 2: Click save in the bottom right hand side.



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How to structure the new category (folder) under documents in the internal area

The new folder appears now under Documents -> Work package -> WP1



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If you would like to add a folder on a parent level, please drag the new category on the same position like Work packages.



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Email tool (nCDT)

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If you would like to write an email.
Step 1: Go to on your dashboard an click "Email Users"

Step 2: Depending on whether you want to write an individual or a group email, click on the corresponding button.

Step 3: You can select a Group (e.g. WP1) and just write and send them an email. Here it also becomes clear, why you define the work packages individually to every user.



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Email tool (nCDT)

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If you would like to write an individual email.
 You can select "Send individual message" and just write the person you would like to contact.



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