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## MULTISOURCE

### ModULar Tools for Integrating enhanced natural treatment SOLUTIONS in URban water CyclEs

H2020 Grant Agreement No 101003527

Type of action: RIA

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#### ***Deliverable D8.2***

#### **Collaborative Platform guide**

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**Actual submission date:** 20/08/2021

**Workpackage:** WP8

**Workpackage leader:** INRAE

**Deliverable leader:** IT

**Version:** 1.0

#### Dissemination Level

- 
- |                                     |           |  |
|-------------------------------------|-----------|--|
| <input type="checkbox"/>            | <b>PU</b> | Public   |
| <input checked="" type="checkbox"/> | <b>CO</b> | Confidential, only for members of the consortium (including the Commission Services) |
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## SharePoint Guidelines

The collaborative platform is a secured place on the Web where all MULTISOURCE partners can share information, upload and download documents in order to carry out the project or to achieve common goals. It aims at reinforcing communication between partners, and it may be compared to an intranet or an extranet site on the web where only authorized members can have access.



*\*Please use **Internet Explorer** (Edge), **Mozilla Firefox** or **Google Chrome***

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# SharePoint Guidelines

## 1. Home page overview

- Home page
- Project Overview
- Contractual documents & budget
- Management guidelines
- Events & meetings
  - Kick-off meeting
  - Clustering meeting (MULTISOURCE-NICE)
  - ExCom meetings
  - Annual meetings
- Reportings
- Communication tools
- Publications
- Deliverables
- Milestones
- Workpackages
  - WP1
  - WP2
  - WP3



**ModULar Tools for Integrating enhanced natural treatment**

**SOLutions in URban water CycLEs**

**Welcome to the collaborative platform!**

This collaborative workspace allows the storage and the exchange of documents in real time. All the information related to the project will be shared on that platform. It's intended to be evolutive, *feel free to send any suggestion you may have to either Marjorie or Serena.*

**What's new?**

- **July 1st:** the budget of the action (Annex 2 of the GA) have been downloaded on the

Your mailing lists


**Consortium members:** multisource-consortium@groupes.renater.fr

**Executive Committee Members** (see [here](#)): multisource-excom@groupes.renater.fr

**WP members (in progress):**

- multisource-wp1@groupes.renater.fr
- multisource-wp2@groupes.renater.fr
- multisource-wp3@groupes.renater.fr
- multisource-wp4@groupes.renater.fr
- multisource-wp5@groupes.renater.fr
- multisource-wp6@groupes.renater.fr
- multisource-wp7@groupes.renater.fr

**Project contact:**

**Consortium contact list:**  2021\_06\_16 MULTISOURCE\_email\_list.xlsx (regularly updated)

## SharePoint Guidelines

### 2. How to have access

The MULTISOURCE partners can have access to the platform through the following URL:  
<https://sites.inrae.fr/site/multisource-project/SitePages/Home.aspx>

**The access is restricted to the consortium partners:** Please inform the Project Manager and Project Administrator if a member of your organisation has joined or left the project so that the access can be continually updated.

**Each participant has his/her own login and password (received by email).**

Please inform the Project Manager or Administrator should you need to change the password. They will reset your password and you will receive an email with a new one.

## SharePoint Guidelines

### 3. Platform content

The collaborative platform is organized in pages, libraries or lists.

- **Pages** can contain text, images and documents. Documents in a page can be downloaded but not modified. A page can contain a library or another page.
- **Libraries** are used to store, organize and share documents. Documents in libraries can be edited by members other than the author (see instructions on pages 6 & 7). If you need to create a library, please contact the Project Manager and Project Administrator.
- **Lists** are used to share or collect information in a matrix with lines and columns and can be exported as excel files. If you need to create a list, please contact the Project Manager and Project Administrator.
- **Calendar** is useful to see all meetings and events scheduled for MULTISOURCE. You can add a date to inform partners about activities in your WP. If you need to create a calendar, please contact the Project Manager and Project Administrator.
- **Other apps** are available, if you have a particular need please contact the Project Manager and Project Administrator.

**Some pages are accessible to all users, other pages can have a restricted access.**

Please contact your Project Manager to restrict the access to a page or to create additional pages with restricted access to a limited list of users.

Restricting access to a page may be useful for working on documents which are not yet validated, and, hence, are not official. If you do not have access to a page, its header will not appear in the left panel menu.

# SharePoint Guidelines

## 4. Platform structure

The MULTISOURCE collaborative platform is characterized by the home page and the left menu or table of contents that allows to move from one page to another. More precisely, the platform has the following structure (which can be modified / improved all along the project):

- **Home page:** list of events and news related to MULTISOURCE.
- **Contractual documents & budget:** Grant Agreement, Description of Action, Consortium Agreement.
- **Management guidelines:** presentation about the project management procedures and quality control.
- **Events & Meetings:** kick-off, ExCom, annual meetings and clustering meeting with minutes and presentations.
- **Reporting:** Reporting Periods and reporting documents
- **Communication tools:** infographics, logo, templates
- **Publications:** publication procedure and documents
- **Deliverables – Milestones:** process, templates, submitted deliverables
- **One section per WP:** tasks, documents, deliverables, milestones, etc. The sections dedicated to the different WPs.

## 5. Practical advice

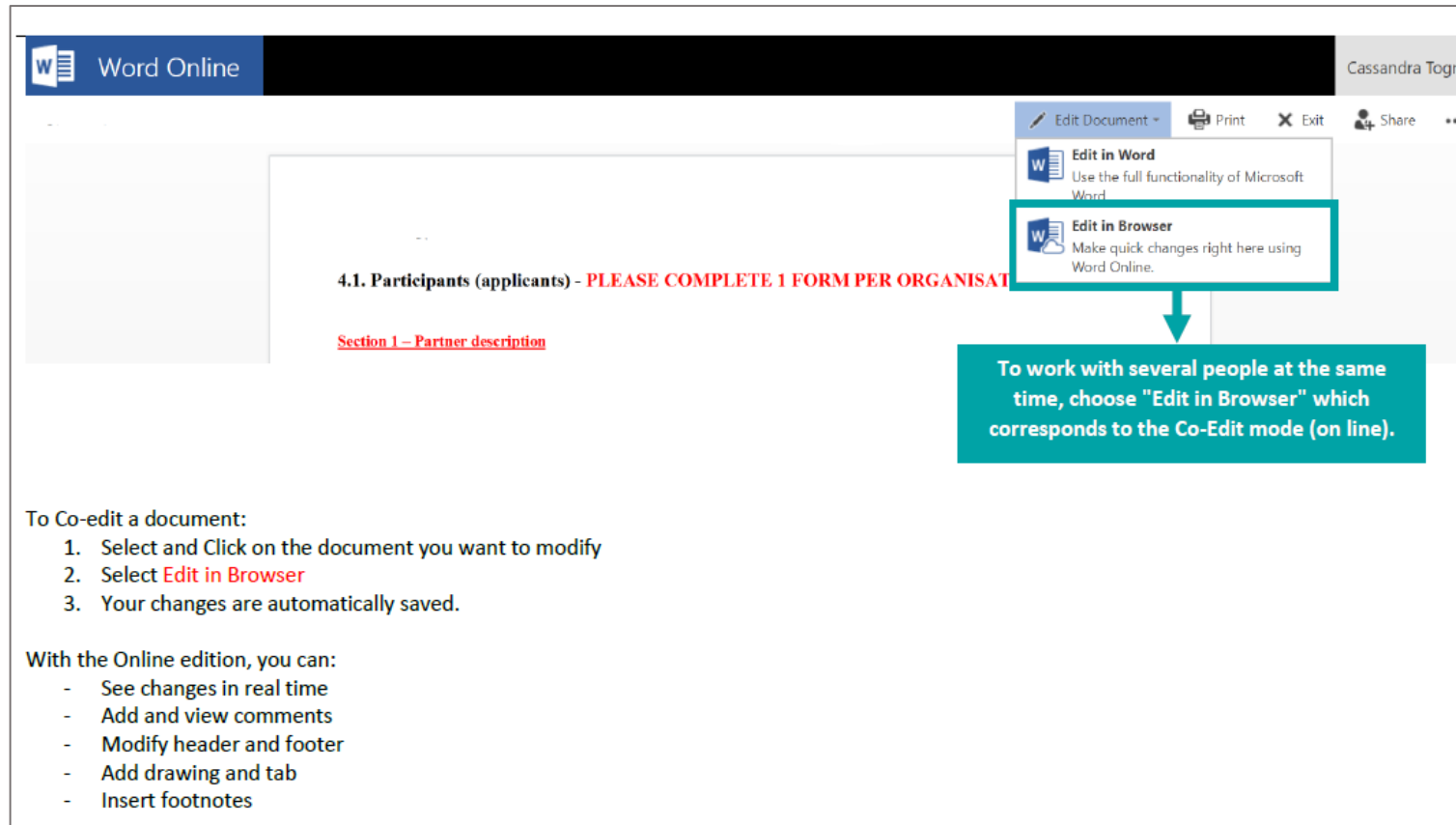
- **Click on the logo** (top left of the page) or “Home page” (right under the logo ) **to get back to the collaborative platform homepage.**
- **Use the search feature** (upper right side of the page) **to find documents containing a word, a function or a set of words.** Once entering the word in the Search field, the search feature will look into the content of the pages but also in the content of the attachments which contain text (Word, Excel... files).

# SharePoint Guidelines

## 6. How to co-edit a document online

If the document is in a library, the « Word Online » mode enables **simultaneous** and **transparent** work on the **same document**. The tracking mode is automatically activated.

*\*This also applies to PowerPoint and Excel documents.*



The screenshot shows the Microsoft Word Online interface. The top bar includes the 'Word Online' logo and the user name 'Cassandra Togna'. The main menu has options for 'Edit Document', 'Print', 'Exit', and 'Share'. Two options are visible: 'Edit in Word' (Use the full functionality of Microsoft Word) and 'Edit in Browser' (Make quick changes right here using Word Online). The 'Edit in Browser' option is highlighted with a red box. A red arrow points from this box to a red text box containing the instruction: 'To work with several people at the same time, choose "Edit in Browser" which corresponds to the Co-Edit mode (on line).'

**4.1. Participants (applicants) - PLEASE COMPLETE 1 FORM PER ORGANISAT**

Section 1 – Partner description

To Co-edit a document:

1. Select and Click on the document you want to modify
2. Select **Edit in Browser**
3. Your changes are automatically saved.

With the Online edition, you can:

- See changes in real time
- Add and view comments
- Modify header and footer
- Add drawing and tab
- Insert footnotes

# SharePoint Guidelines

## 6. How to co-edit a document online

The screenshot displays the Microsoft Word ribbon interface. The **FILE** tab is highlighted in the top-left corner. The ribbon includes sections for **HOME**, **INSERT**, **PAGE LAYOUT**, **REVIEW**, **VIEW**, and **EDIT IN WORD**. The **REVIEW** section is partially visible, showing options for **Comments** and **Track Changes**. A teal callout box with an arrow pointing to the **FILE** tab contains the text: "To leave the document and return to the workspace, click on 'File' and then 'Exit'".

The main document area contains the text: "ants) - PLEASE COMPLETE 1 FORM PER ORGANISATION".

On the right side, the **Comments** pane is open, showing a comment by **Cassandra Togna** with the text: "In case your institution do not have a PIC n yet, click on the file below to get the guide". A teal callout box with an arrow pointing to the comment contains the text: "To insert and view comments Select 'Review' and then 'Show Comments'".

# SharePoint Guidelines

## 7. Project Contacts

### Project Management Team

***Project Coordinator - Jaime Nivala***

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