

Knowledge Database External contributions Quick user guide

11/07/2018

This project has received funding from
the European Union's Horizon 2020
research and innovation programme
under grant agreement No 693651

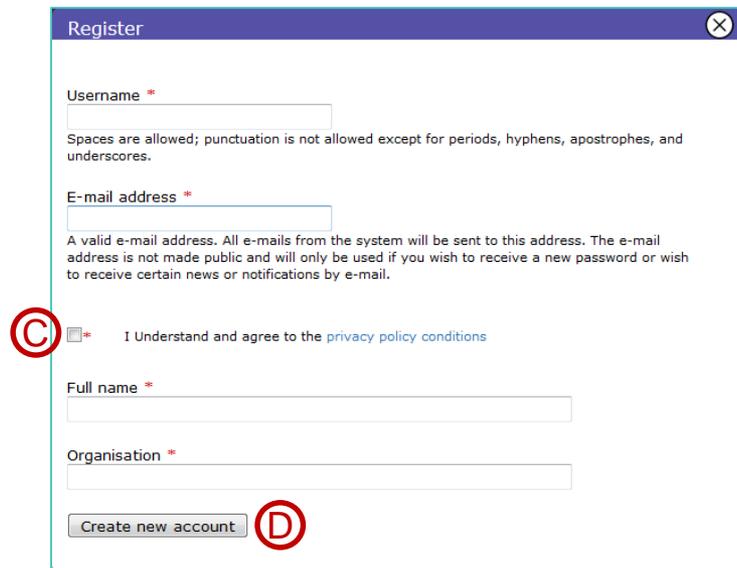
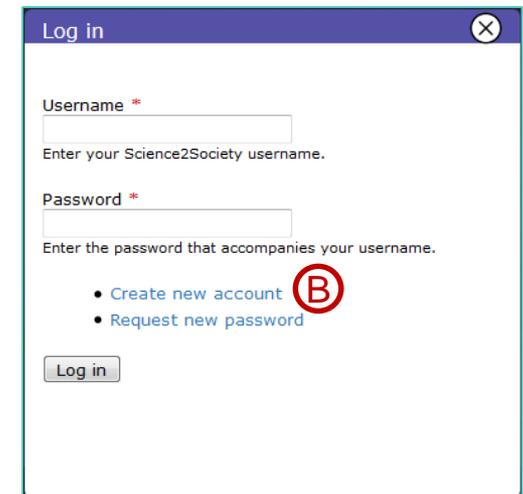
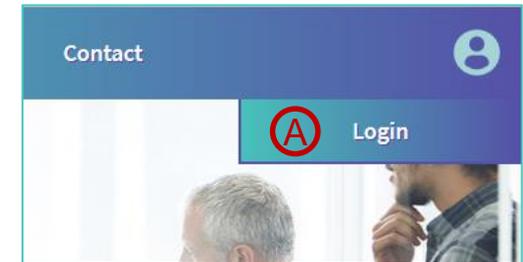


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1. How to register (1/2)

1. Go to Science2Society website www.science2society.eu.
2. Click on the user icon on the top right corner, and then click on the Login option (A).
3. Click on the [Create new account](#) link (B).
4. Fill in the Register form. Do not forget to check the privacy policy conditions and check the corresponding box (C).
5. Finally, click on the [Create new account](#) button (D).



Register

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

(C) * I Understand and agree to the [privacy policy conditions](#)

Full name *

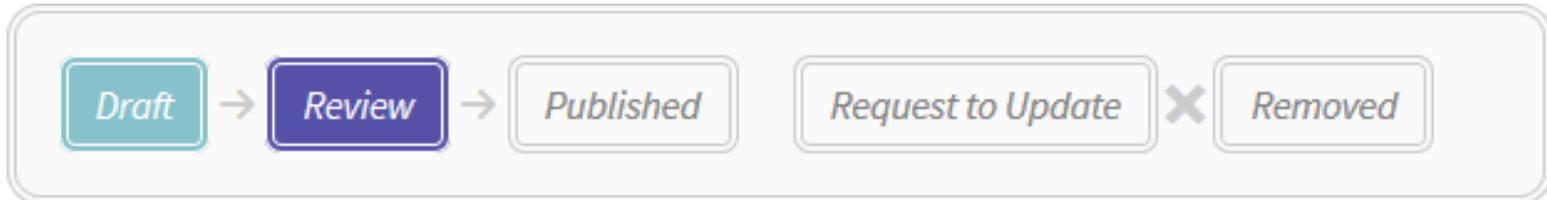
Organisation *

Create new account (D)

1. How to register (2/2)

6. You will receive a confirmation email from Science2Society. Sender email will be sent from @atos.net domain. It will be informing that your application for an account is pending approval.
7. Approvals will occur typically during working hours, Monday to Friday, and may be delayed a few hours.
8. After your account has been approved you will receive another confirmation email, with further details on how to log in for the first time to set your user password
9. From now on you will be able to log in through the user icon menu and Login option shown in steps 1 and 2.

2. Content submission process (1/2)



- The graph above shows the different states in which a content can be. This graph is shown at the top of each content to highlight the current state.
- After saving a new content created it remains in *Draft* state. It can be edited until you consider it ready to be submitted for review.
- In *Review* state, you can't edit it but you still can see the contents. The content is assessed in terms of suitability and quality. Some small content and format updates can be done by the reviewers.
- Once the content is reviewed, it can be *Published* by the reviewers or it can be sent back to you, in *Request to update* state. You will receive a notification email in any case.
- In *Published* state you can see the content. Additionally you have the option to remove the content from the public view in the Knowledge database and also to create a new content based on the current one through the *New version* option. Notification emails are sent.
- In *Request to update* and in *Removed* state, you will be able to change the content to *Draft* state to update the content and submit it again for *Review*.

2. Content submission process (2/2)

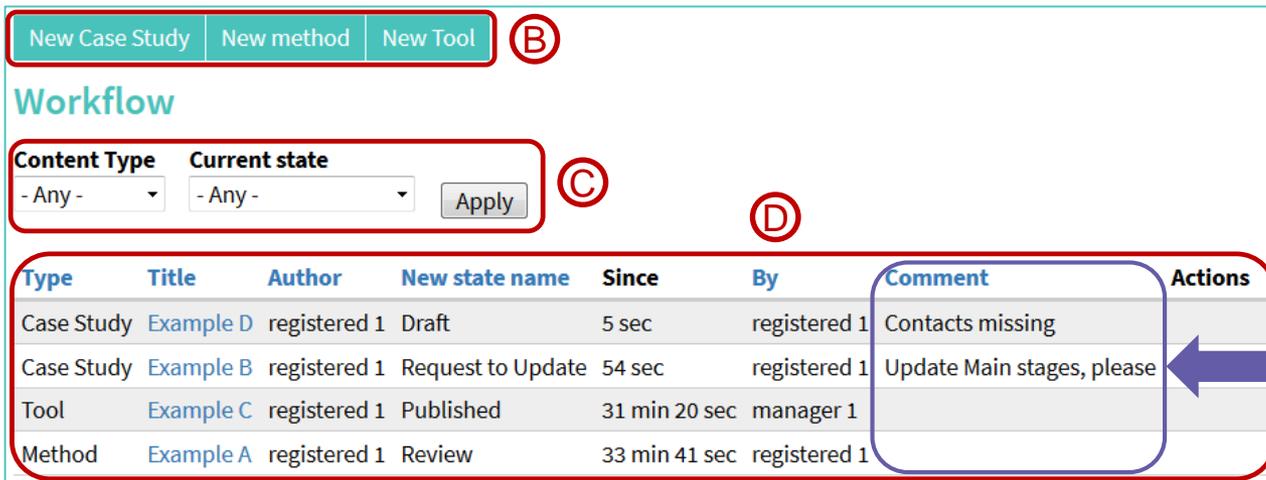
- When accessing any content added by you, below the graph shown in the previous page, it is shown a [Workflow history](#) headline. By clicking on the text the history of states of the content is displayed.

↓ Workflow history

Old state name	New state name	Time	User	Comment
Request to Update	Request to Update	3 hours 9 min	registered 1	Update Main stages, please
Review	Request to Update	3 hours 39 min	manager 1	
Draft	Review	3 hours 42 min	registered 1	
(creation)	Draft	3 hours 43 min	registered 1	

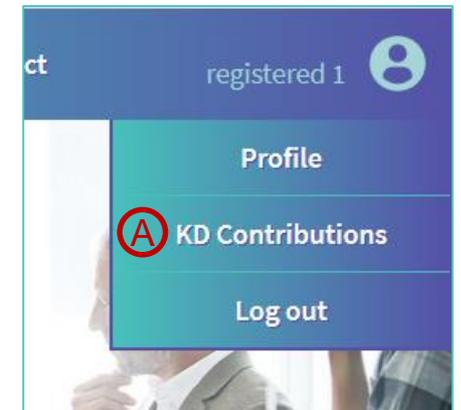
3. Create new content

1. In the user menu select [KD Contributions](#) option **(A)**.
2. The page with the user content will be shown with the following elements:
 - Buttons to create new content, [New Case Study](#), [New method](#) and [New Tools](#) **(B)**.
 - Filters by [Content type](#) and [Content state](#) **(C)**.
 - List of content added by the user **(D)**.
3. After creating the new content and saving it ([Save](#) button at the bottom) the new content will be in [Draft](#) status and you will receive an email notifying the change of state.



The screenshot shows the user content page. At the top, there are three buttons: "New Case Study", "New method", and "New Tool", which are highlighted with a red box and labeled **(B)**. Below these buttons is the "Workflow" section. It contains two dropdown menus: "Content Type" (set to "- Any -") and "Current state" (set to "- Any -"), with an "Apply" button to the right, all enclosed in a red box and labeled **(C)**. Below the filters is a table of content items, which is highlighted with a red box and labeled **(D)**. The table has columns for Type, Title, Author, New state name, Since, By, Comment, and Actions. The first row shows a Case Study titled "Example D" in Draft status, with a comment "Contacts missing". The second row shows a Case Study titled "Example B" with a comment "Update Main stages, please".

Type	Title	Author	New state name	Since	By	Comment	Actions
Case Study	Example D	registered 1	Draft	5 sec	registered 1	Contacts missing	
Case Study	Example B	registered 1	Request to Update	54 sec	registered 1	Update Main stages, please	
Tool	Example C	registered 1	Published	31 min 20 sec	manager 1		
Method	Example A	registered 1	Review	33 min 41 sec	registered 1		



The screenshot shows the user menu. At the top, it says "registered 1" next to a user icon. Below this are three menu items: "Profile", "KD Contributions", and "Log out". The "KD Contributions" item is highlighted with a red circle and labeled **(A)**.

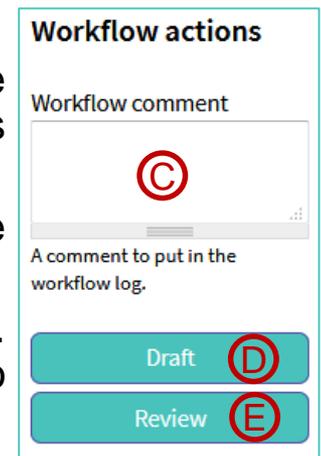
Last state workflow comments are shown here

4. Edit in Draft and send to Review

- When a content is created some fields are filled with a template text just to guide you in the formatting of the text and to keep an homogeneous stile in the KD content. These text templates must be replaced by the actual text or deleted if the field will be empty.
- When the content is open in **Draft**, it may be in **View** **(A)** mode. Just click on the **Edit** **(B)** button, and you will be able to update the content.



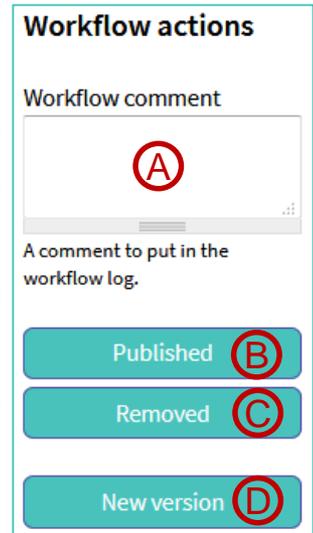
- On the right of the content some actions are displayed:
 - Workflow comment**, allows adding a comment that will be shown in the workflow history. The comment is added when any of the action buttons below is clicked **(C)**.
 - Draft** action, allows adding a **Workflow comment** without changing the content state **(D)**.
 - Review** action, sends the content to be reviewed by the internal team. You and the reviewers will receive an email notifying the change to **Review** status **(E)**.



The screenshot shows the 'Workflow actions' panel. It includes a 'Workflow comment' section with a text input field (circled C) and a placeholder text 'A comment to put in the workflow log.'. Below the input field are two buttons: 'Draft' (circled D) and 'Review' (circled E).

5. Hey, it is published!!!

- When your content is published you have the following options in the actions displayed on the right of the content:
 - [Workflow comment](#), allows adding a comment that will be shown in the workflow history. The comment is added when any of the action buttons below is clicked **(A)**.
 - [Published](#) action, allows adding a [Workflow comment](#) without changing the content state **(B)**.
 - [Removed](#) action, removes the content from the public view in the Knowledge database **(C)**.
 - [New version](#) allows creating a new content based on the current one **(D)**.
 - Notification emails are sent.
- When a [New version](#) is created a copy of the content is created in [Draft](#) state with a new title “Clone of...”, which can be changed.
- The content created with the [New version](#) **(E)** action will have an additional action [Previous version \(state of original content\)](#) to access the original content, so it can be changed to [Removed](#) state in case it is deemed necessary.





www.science2society.eu

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