

**MELIA “Mediterranean Dialogue on Integrated Water Management”
Community of Practice (CoP): An Information and Knowledge
Management, Sharing and Dissemination Methodology for Virtual
Workgroups and Collaboration Spaces**



**ICT/Website Tools USER'S
INTERFACE QUICK-START
GUIDE AND EXAMPLES**

(<http://www.meliaproject.eu>)

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Author: Juan Miguel González-Aranda

(juanmi@orgc.csic.es)



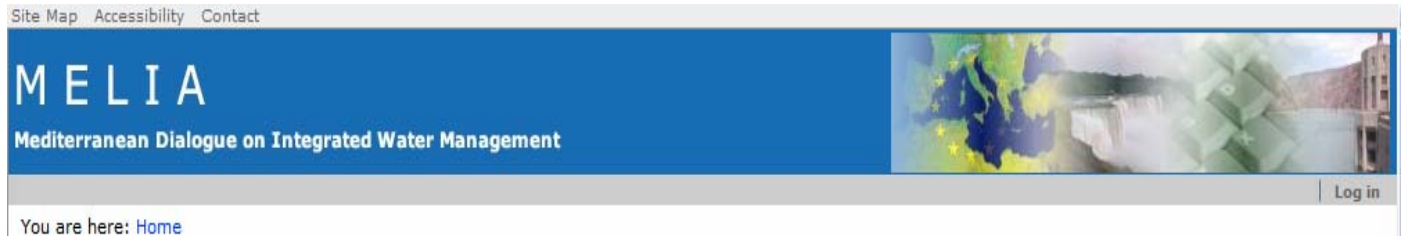
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MELIA COP KM PLATFORM STRUCTURE

1.1. Taxonomy of the Portal



1.1.1. Head








1.1.1.1. Site Map

The screenshot displays the 'Site map' page. At the top, the title 'Site map' is followed by a horizontal line. Below this, a bold instruction reads: 'An overview of the available content on this site. Keep the pointer still over an item for a few seconds to get its description.' The content is organized into two main sections: 'About MELIA' and 'Thematic Work Areas'. The 'About MELIA' section includes three document icons with the following titles: 'Why MELIA?', 'Who are we?', and 'Our Work Packages (WP): Workgroups in Action'. The 'Thematic Work Areas' section is divided into two sub-sections: 'WP0 - Coordination and Management' and 'WP1 - Water Culture'. Each sub-section contains a list of folders: 'Presentations and Papers', 'Working Documents', 'Workgroup Documents Library', 'Rest of deliverables', and 'WP0 Dialogue Board' (for WP0) or 'WP1 Dialogue Board' (for WP1). The page is styled with a light blue background and a vertical blue bar on the left side.

 WP2 - Assessment of Technological perspectives in Water Management

-  Presentations and Papers
-  Working Documents
-  Workgroup Documents Library
-  Rest of deliverables
-  WP2 Dialogue Board






 WP3 - Rational use of Water Resources

-  Presentations and Papers
-  Working Documents
-  Workgroup Documents Library
-  Rest of deliverables
-  WP3 Dialogue Board






 WP4 - Water Value


-  Presentations and Papers
-  Working Documents
-  Workgroup Documents Library
-  Rest of deliverables
-  WP4 Dialogue Board






 WP5 - Water Policy

-  Presentations and Papers
-  Working Documents
-  Workgroup Documents Library
-  Rest of deliverables
-  WP1 Dialogue Board

 WP6 - Prevention and Mitigation of Water Conflicts

-  Presentations and Papers
-  Working Documents
-  Workgroup Documents Library
-  Rest of deliverables
-  WP6 Dialogue Board

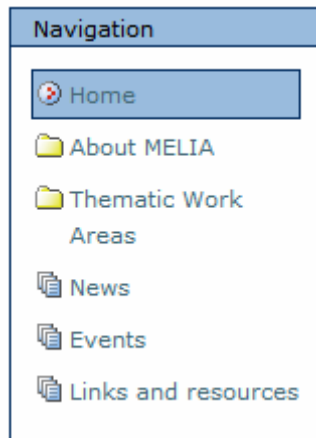
 WP7 - Water Participatory Management and Water Governance

-  Presentations and Papers
-  Working Documents
-  Workgroup Documents Library
-  Rest of deliverables
-  WP7 Dialogue Board

-
- 📁 WP8 - Building Knowledge
 - 📁 Presentations and Papers
 - 📁 Working Documents
 - 📁 Workgroup Documents Library
 - 📁 Rest of deliverables
 - 📁 WP8 Dialogue Board
 - 📁 WP9 - Knowledge Share
 - 📁 Presentations and Papers
 - 📁 Working Documents
 - 📁 Workgroup Documents Library
 - 📁 Rest of deliverables
 - 📁 WP9 Dialogue Board
 - 📁 WP10 - Performance, social and sustainability indicators
 - 📁 Presentations and Papers
 - 📁 Working Documents
 - 📁 Workgroup Documents Library
 - 📁 Rest of deliverables
 - 📁 WP10 Dialogue Board
 - 📁 WP11 - Exploratory benchmarking exercise - Recommendations on the application of the WFD
 - 📁 Presentations and Papers
 - 📁 Working Documents
 - 📁 Workgroup Documents Library
 - 📁 Rest of deliverables
 - 📁 WP11 Dialogue Board
 - 📄 News
 - 📄 Events
 - 📄 Links and resources

Additionally, there exists an Administrative Platform that it is only accessible by registered (“logged in”) users:

1.1.3. Navigation portlet



This portlet allows to navigate “smoothly” through the Portal structure.

1.1.4. Search tool box

This tool is allocated on the right side of the screen, and it makes a “smart” *search* of all the MELIA CoP Portal contents which contain some specific search topics.



1.1.5. Upcoming Events portlet

Although there exists one “Events” link in the Navigation portlet (see figure above), and the most relevant events are gathered by the SHARED CALENDAR (explained in detail later in this user’s guide), the first time that any type of user goes into <http://www.meliaproject.eu> will find this portlet on the screen right side.



1.2. MELIA CoP COMMUNITY Members' ROLES

MELIA CoP Portal contents will be “visible” to the user depending on 2 factors:

- (1) The user's specific “**Role**”.
- (2) The “**State**” of the particular content. The State is an attribute of a concrete content (Document, Event, File, Image, Folder, Link, Page)

Types of Members (ROLES):

- **LPP Members** (“**Anonymous**”, “**Not logged in**”): They will have only Read permission to the contents which are visible in the folders with the “Public” State. They are not logged in (registered) in the system.

Although a folder can contain many types of contents (Document, Event, File, Image, Folder, Link, Page), these type of members will see only those contents which have been published after WP Leaders/Deputy Leaders and/or Manager approval.

Summing up: It means that although a folder contains a lot contents, only those ones which have the “Public” state will be visible (Read permission only) for not registered (not logged in) users in the MELIA CoP system, but these contents could appear as visible to others users who have another “less restrictive” roles.

- **Intranet Members** (“**Invited members to the MELIA Intranet**”): This type of users are those ones who are **registered in the system after log in** because they have been invited to participate inside the Portal by the Manager and/or WP Leaders/Deputy Leaders.

Very important: As the LPP Members, they will have access to the Public contents (Read permission only), as well as to those contents which have the State “VISIBLE to all Intranet Members (partners+Invited) ONLY”, including the SHARED CALENDAR of activities and Intranet Dialogue Boards. These points will be explained in following sections of this document.


- In this way, Intranet Members cannot Add (post) any contribution at least they have been invited to be Workgroup Members of an Specific (or several) Work Packages (=Workgroups) areas. As it was said before, this process can be only executed by Manager and/or the corresponding WP Leaders/Deputy Leaders.

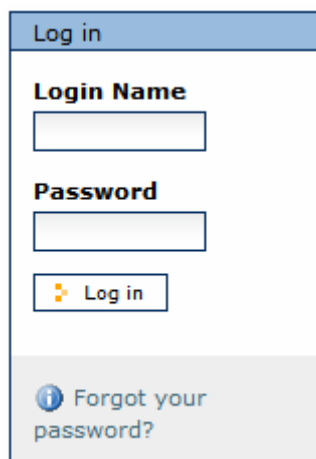
- **Workgroup (Work Package) Members:** *The Consortium Partners will belong at least to one Workgroup, corresponding to their respective Work Packages tasks assignment in the Project Technical Annex.*

This type of members have Read/Write permissions to the folder contents of the specific Workgroup they belong. Anyway, they will have the Intranet Members role behaviour within the rest of the Workgroups where they are not members (Read permission only).

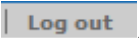
- **WP Leaders/Deputy Leaders:** They are the “Coordinators” of their corresponding Workgroups (= Work Packages). After the submissions made by the WP Members (“Owners” of the new content that they posted in the WP), WP Leaders/Deputy Leaders must Review them in order to Publish these contents, or, on the other hand, they can Reject them to their original “Owners” in the case that these contributions don’t fulfil the necessary requirements for publishing.
 - Also, they can invite to the Intranet Members to join as Workgroup Members in those WPs they’re leading in order to contribute to the CoP. *Anyway, the Manager role (Coordinators and Webmaster of the MELIA CoP) will be the only ones allowed to confirm this new member participation into the CoP. In this case, WP Leader and/or Deputy Leader must send a notification (email) to the Manager or Webmaster to proceed.*
- **Manager:** This is a role only reserved to the MELIA CoP Coordinator as well as the Webmaster.

1.3. User’s Log in and Log out actions

In order to log in, the users can press on the click button allocated at the menu  or introduce their login and password in the box situated below the Navigation portlet.



The image shows a login form with a blue header bar containing the text "Log in". Below the header, there are two input fields: "Login Name" and "Password". Underneath the "Password" field is a button with a yellow key icon and the text "Log in". At the bottom of the form, there is a link with an information icon and the text "Forgot your password?".

Once the user is inside the Intranet, a secure way for going out from the MELIA CoP Platform is to click on the “Log out” menu item  .

But anyway, it is clear that before complete all these steps the users must be registered in the MELIA CoP Portal.

1.4. Registration in the MELIA CoP Portal

In order to log in the MELIA CoP portal, the user must be registered by the Webmaster. This one will provide to the user with one personal login and password.

Once the user is “logged in” into the system, it will appear a menu on the right side above:



In this example, the user is “juanmi”. Additionally, there are:

- A direct link to “**My Folder**”: Folder used by “juanmi” to upload contents that are not uploaded by him into the Work Packages (= Work group Areas) he belongs. We will consider this point later again.
- Anyway, after this initial authentication process, the users can change their personal data settings by clicking on “**Preferences**”

My Preferences

This area allows you to set your preferences.

Member Preferences

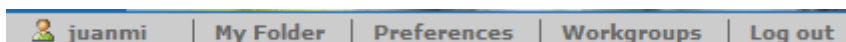
 [Change Password](#)

 [Personal Preferences](#)

They can change their personal passwords, as well as they can update another features as the **uploading of a personal portrait**, etc...

MELIA COP KM PLATFORM: WORKPACKAGES IN ACTION

Let's focus again on this menu bar (after logged in):



2.1. Work Package = Work Group

In this initial stage, it was decided to associate 1 Work Package (WP) to 1 Workgroup, in order to avoid to provide more complexity to the platform.

If the log in process was OK, users can check their specific personal Workgroups by clicking on the menu item "Workgroups" allocated at the menu bar shown in the picture above.

A list containing all the user's Workgroups (all the list of Workpackages which the user belongs) will appear into a portlet on the right side of the screen, as well as in the middle, a table describing another user's properties:

ers → juanmi

All your workgroups

Group Name	Group Description	Roles	Subjects
WP0 - Coordination and Management		GroupMember Manager Owner Reviewer	
WP3 - Rational use of Water Resources		GroupMember Manager Owner	

juanmi's Workgroups
WP0 - Coordination and Management
WP3 - Rational use of Water Resources

In this case, "juanmi" belongs to WP0 and WP3, and his Roles in WP0 are: Owner (this is "obvious" and applied to all the WP members by default), GroupMember (Work Package Member in WP0), Reviewer (he is one of the Leader/Deputy Leader in WP0) and he is the Webmaster (Manager). Nevertheless, he is NOT Reviewer (Leader/Deputy Leader) in WP3.

So, there are a lot possibilities and combinations. For instance, an user can belong to several Work Packages (= Workgroups) and she/he can have different roles inside each of them, depending on the specific tasks assignation provided by the Technical Annex Work Packages requirements:

Work Package number	3		Start date or starting event:				19 th month	
	P2	P3	P4	P6	P7	P9	P12	
Person-months per participant:	1	2	2	2	1	2	2	
	P13	P14	P15	P16	P17	P19	P20	
Person-months per participant:	1	2	4	2	2	1	4	
	P21	P23	P25	P26	P27	P28	P32	
Person-months per participant:	2	2	1	1	1.5	2	1	
	P33	P35	P36	P37	P39	P42	P43	
Person-months per participant:	1	2	0.5	1	1	1	1	

Objectives

Improve dialogue, consensus and formulation of a common "technical" conceptual frame and knowledge on the rational use of limited water resources to support strategies of water savings, water conservation and release of pressure to scarce natural water yields.

Description of work

Brief background and methodology

The issue of the correct use of limited water resources in the Mediterranean considers here the debate and formulation of frames around "physical" options or strategies. In broad sense, the "physical" aspects related to the use of water resources are: the quality and yields of surface and groundwater, the ecosystem (land, soil, water, biocenosis), health, the physical condition of water infrastructures, optimisation of water uses by different users (agricultural, urban, industrial). In particular, when addressing areas under water scarcity, the technical priority goes to strategies of water saving: improve performance-efficiency by use and users, increasing water yields, reducing pressure on natural water bodies and consequently on ecosystem. Strategies of water conservation (quality of water) are also a priority, since the decrease of water quality is progressively leading to the impossibility of using the already low volumes of water available for urban and

In this concrete WP, number 3, the P2,P3,.....P42,P43 are Owners as well as WP3 Workgroup members, and P15 and P20 WP Leader and Deputy Leader (Reviewers), respectively. Managers are the Coordinator P1 and Webmaster.

In addition, an user can decide to "move" from one to another assigned Workgroup by clicking on one of the items shown on the screen right side list (in this case, "juanmi's Workgroups") or in the Group Name written in the table below:

[ers](#) → [juanmi](#)

All your workgroups

Group Name	Group Description	Roles	Subjects
WP0 - Coordination and Management		GroupMember Manager Owner Reviewer	
WP3 - Rational use of Water Resources		GroupMember Manager Owner	

juanmi's Workgroups

WP0 - Coordination and Management
WP3 - Rational use of Water Resources

2.2. Users' Workgroups in detail

Once the user has chosen one of her/his Workgroups, its corresponding workspace will appear on the screen:

WPO - Coordination and Management

▲ Up one level

- Presentations and Papers** by Juan Miguel González-Aranda — last modified 2006-08-31 18:37
Folder for this Thematic Presentations
- Working Documents** by Juan Miguel González-Aranda — last modified 2006-08-31 10:56
Folder for "dynamic on-line draft" Working Documents to this Workgroup
- Workgroup Documents Library** by Juan Miguel González-Aranda — last modified 2006-08-31 10:56
Documents Library to this Workgroup
- Rest of deliverables** by Juan Miguel González-Aranda — last modified 2006-08-31 10:56
Free organisation of contents in this folder
- WPO Dialogue Board** by Juan Miguel González-Aranda — last modified 2006-08-31 10:56
Work Package Fora, Chats, Conversations, ... and rest of Dialogue Instruments

Workgroup Members

Juan Miguel González-Aranda
miembra
miembri
revisora

Group Mail

You can send an email to all members of the group.

[Mail Form]

On the right side, it will appear:

(1) A list containing all the users which belong to that Workgroup: all that WP Members. If the user clicks over one of these list items (one of these "Members' nicks"), he will be led to the Personal Area ("My Folder") of that specific Workgroup Member and, of course, only the contents which have been shared in some way by this WP member ("Owner" of her/his properties in her/his personal "My Folder" area) will be visible and/or available to the "visitor" (user who made click on the item).

Workgroup Members

Juan Miguel González-Aranda
miembra
miembri
revisora

(2) Also, on the right side it will appear a portlet called "Group mail", in order the user can send an email to all (OR NOT) the Members of the WP. This "OR NOT" is written between brackets because of the fact that once the [Mail Form] link has been clicked (see figure below), a "Send an email to the workgroup" form will appear and one of its options, specifically "Modtagere", will allow to choose to

whom of the Workgroup members to send/or not this message. By default, all the Workgroup (=Workpackage) members are selected.

Group Mail

You can send an email to all members of the group.

[Mail Form]

Send an email to the workgroup

Subject

Content

From (email)

Modtagere

seanmi@gmail.com miembri@miembri.es
juanmi@orgc.csic.es






Attachment

The list of sent emails by the Workgroup members will appear visible to the WP/Deputy Leaders in one tab called "Mail archive" (see figure below) in order they can "measure" the peer-to-peer communication activity between the Work Package (=Workgroup) members.

View	Mailarchive	Actions	State: Public
------	-------------	---------	---------------

WPO - Coordination and Management

▲ Up one level

- 
[Presentations and Papers](#) by [Juan Miquel González-Aranda](#) — last modified 2006-08-31 18:37
 Folder for this Thematic Presentations
- 
[Working Documents](#) by [Juan Miquel González-Aranda](#) — last modified 2006-08-31 10:56
 Folder for "dynamic on-line draft" Working Documents to this Workgroup
- 
[Workgroup Documents Library](#) by [Juan Miquel González-Aranda](#) — last modified 2006-08-31 10:56
 Documents Library to this Workgroup
- 
[Rest of deliverables](#) by [Juan Miquel González-Aranda](#) — last modified 2006-08-31 10:56
 Free organisation of contents in this folder
- 
[WPO Dialogue Board](#) by [Juan Miquel González-Aranda](#) — last modified 2006-08-31 10:56
 Work Package Fora, Chats, Conversations, ... and rest of Dialogue Instruments

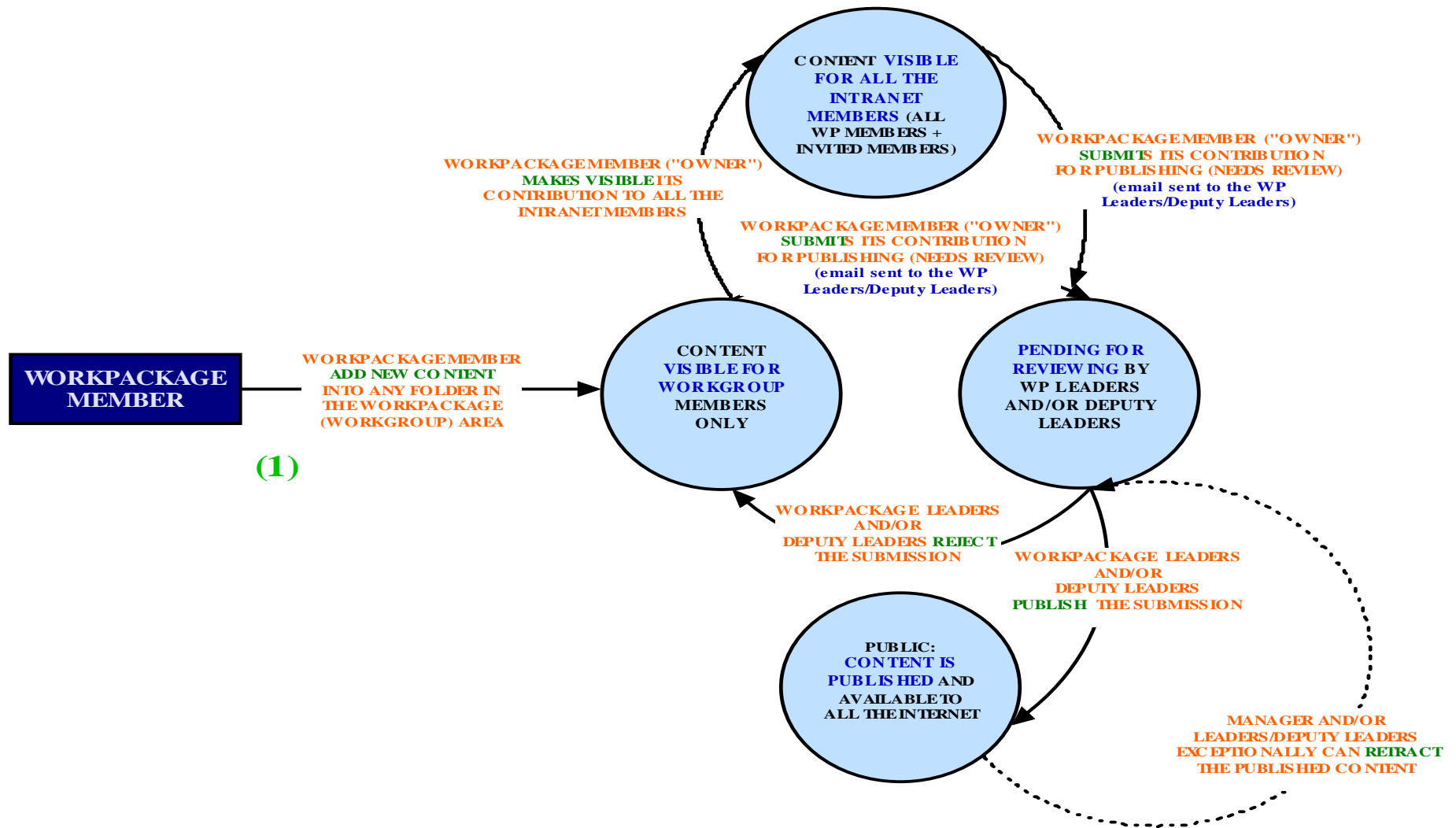
2.3. MELIA CoP Worgroups Content Workflow

First of all, what is a workflow? and what's the reason a Workflow is needed for the MELIA CoP Portal contents?...

From the Wikipedia's definition: ***Workflow** at its simplest is the movement of documents and/or tasks through a work process. More specifically, workflow is the operational aspect of a work procedure: how tasks are structured, who performs them, what their relative order is, how they are synchronized, how information flows to support the tasks and how tasks are being tracked.*

The answer to the second question is "almost-evident": Can this user's guide reader imagine how to manage all the Document Libraries, "draft" Working documents, etc... categorized in all the diferent IWRM taxonomy items defined by the WP initial design...?.... and even better, how to manage, "review", refine and publish the resulting "brainstorming" process from the new Knowledge Generation (in the form of papers, leaflets, recommedations to the WFD,...) into the MELIA CoP ??? ...

2.3.1 MELIA CoP Workflow Diagram



1 WORKPACKAGE (WP) = 1 WORKGROUP

2.3.2. States

The “blue circles” shown in the graphic above. Each one of them defines an “attribute” associated to one specific content (Document, Event, File, ...) “posted” by one WP Member.

2.3.3. Transitions

The “directional arrows” shown in the graphic above which connect one state to other state. This is the only method for moving from one state to another.

2.3.4. Who can do that and when?: An example

This is a crucial point of this user’s quick start guide, which “combines” the MELIA CoP MEMBERS’ ROLES and WORKFLOW functional nature.

When a Workgroup member adds a new content type to one of her/his Workgroups, by default, it will acquire the State “Visible for Workgroup=VISIBLE to Workpackage (=Workgroup) Members ONLY” . Only the members of this Workgroup (WP) will have access to this new contribution.

At this point, now there are two possibilities:

- (1) The Workgroup member who contributed with a new content (“Owner”) can decide to SUBMIT it in order to make it Public (accessible, downloadable, ...) to all the Internet, but...**watch out !!!**...this only can be done after a Review process that will be made by that Workgroup (WP) Leader/Deputy Leader. If the content submission doesn’t fulfil the necessary requirements, it will be REJECTED and sent back again to the " Visible for Workgroup=VISIBLE to Workpackage (=Workgroup) Members ONLY” .

NOTE: When a submission is done by the content “Owner” (= user who “posted” this content in the Workgroup Area), the Leaders/Deputy Leaders of that specific Work Package (=Workgroup) will receive a notification email in order to be warned about the allocation (direct link) of the new content to be Reviewed before Publishing.

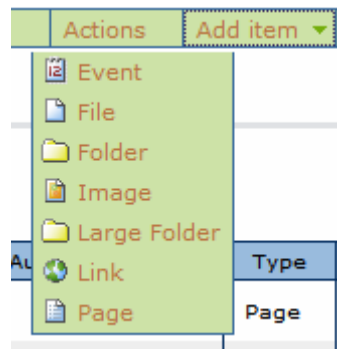
- (2) On the other hand, the Workgroup member who contributed with a new content (“Owner”) maybe is not interested in Publish and can decide to SHOW her/his contribution to the rest of Members of the Intranet (not only visible for her/his Workgroup Members, but for the rest of other Workgroup Members, including the Invited Members who, maybe don’t belong to any Workgroup specifically). At this new State (“Visible for all the Intranet

Members”), the user can always SUBMIT again this content to make it Public (accessible, downloadable from all Internet, ...) by submitting it again for reviewing.

- (3) The Workgroup Leaders/Deputy Leaders (WP “Reviewers”) and the Manager are the only users allowed to make Public a content to all the Internet, after its corresponding Review process. Anyway, they can always RETRACT, and send it back from the Public State and Review it again if any “critical error” was made after Publication.

2.3.4.1. Adding and modifying content into a Workgroup folder

The types of content that can be added by a Workgroup (as well WP Leader/ Deputy Leader) are:



- Events
- Files (any type of files: MS Office, OpenOffice, Adobe Acrobat PDF, pictures,...)
- Folder or Large Folder (this is a special type of folder used when a lot of items must be added)
- Link (URL)
- Page (HTML or plain text contribution)

In order to add new content, the user only need to go inside a specific folder of her/his Workgroup and click on the item menu “Add item” as it is shown above.

Let us suppose, for instance, that we want to “Add a item” (“upload”) a File, a MS Word file:

Edit File



by [revisora](#) — last modified 2006-09-01 04:48

An external file uploaded to the site.

Title ■

Description

A short summary of the content

File ■

Related Item(s)

Allow Discussion on this item

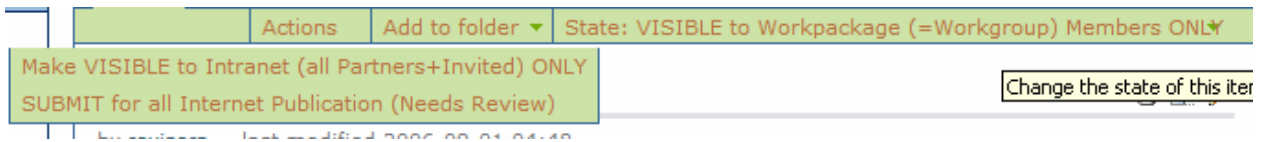
- Default**
- Enabled**
- Disabled**

The only thing that we need is to write a Title (compulsory, that's why there is a red point near the word "Title"), a Description (not compulsory), and to click on the button Browse in order to search in our File resource (computer, etc..) and to upload it clicking on Save button, not before reminding that the "Owner" can allow the Discussion on this item.

The same intuitive process is applied in order to add the rest of contents types.

But at this stage, how to change the state of our content?. We mean, how to SUBMIT or SHOW after uploading the previous example file?.

Just only click on the "State" menu item in:



And we can check that there are 2 possibilities, as it was shown in the Workflow figure (corresponding to their 2 transitions).

Some states can be executed by the Workgroup members as “Owners” of the contents that they upload, and in the case of the WP Leaders/Deputy Leaders (as well the Managers) they are the only one allowed to Publish, Reject and Retract these contents: The WP Leaders/Deputy Leaders only in their corresponding Work Packages (=Workgroups), and the Managers can do that in all of them.

2.3.4.1.1. Editing content with an External Editor: Microsoft Office (Word, Excel, Access, Powerpoint,...), Adobe Acrobat PDF, etc.

The *External Editor* is a powerful application that once it is installed in the user’s computer allows to change/upload any type of content as Microsoft Office (Word, Excel, Powerpoint, Access), OpenOffice, ...files directly from the MELIA CoP Webserver through the Web Browser (MS Internet Explorer, Mozilla Firefox,...).

To install it, just copy the **zopeedit-win32-0.9.1.exe** (that you will find inside the *Quick Start-up Seminar Materials\USERS APPLICATIONS* folder in the CD provided during the Kick-off Meeting) in any folder into your PC and only double-click on it and follow the provided instructions as any other product installation package.

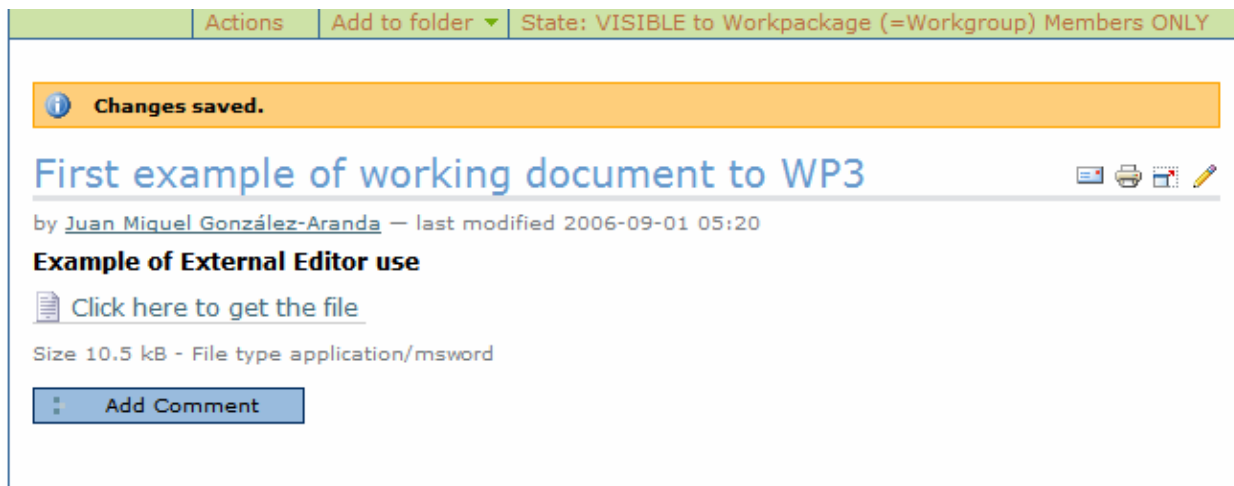
In this way, using *External Editor* it is NOT necessary to download, update and upload again these files from the Webserver thanks to this application. Only open the file, change/upload de content, **save (as usual)** and that's all !!! Your Operating System will recognise the extension (*.doc, *.ppt,...) of your content type automatically.


This is very "interesting" when Workgroup members need to discuss about one "draft" or "working" document (“brainstorming” processes, etc...). For instance:

In:





You are here: [Home](#) → [Thematic Work Areas](#) → [WP3 - Rational use of Water Resources](#) → [Working Documents](#)

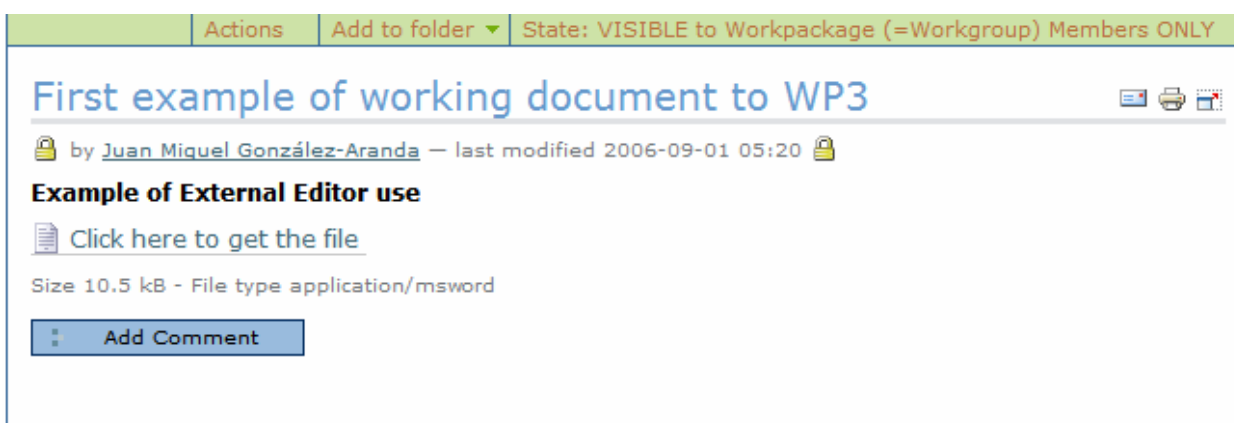
After uploading a New empty MS Word document into the Working Documents folder:




The reader can check that there is a small “pencil” icon on the screen right side . Click on it and it will open this MS Word file in order you can update it, save (as usual) and close. Changes will be reflected into the File.

3 VERY IMPORTANT NOTES:

- (1) The button “Add Comment” is different from the considered .icon. The first one is for Adding comments because it was decided by the “Owner” to create a Discussion item about this file when this one was created, but the second tool ( .) modifies directly (with its corresponding application) that content. It is clear that if you don’t have installed de MS Word in your computer it will not work.
- (2) Perhaps you are wondering what happens if “at the same time I click on .icon there is another user modifying the file” ?... Well, in these situations it will appear a “lock” icon  (see figure below).



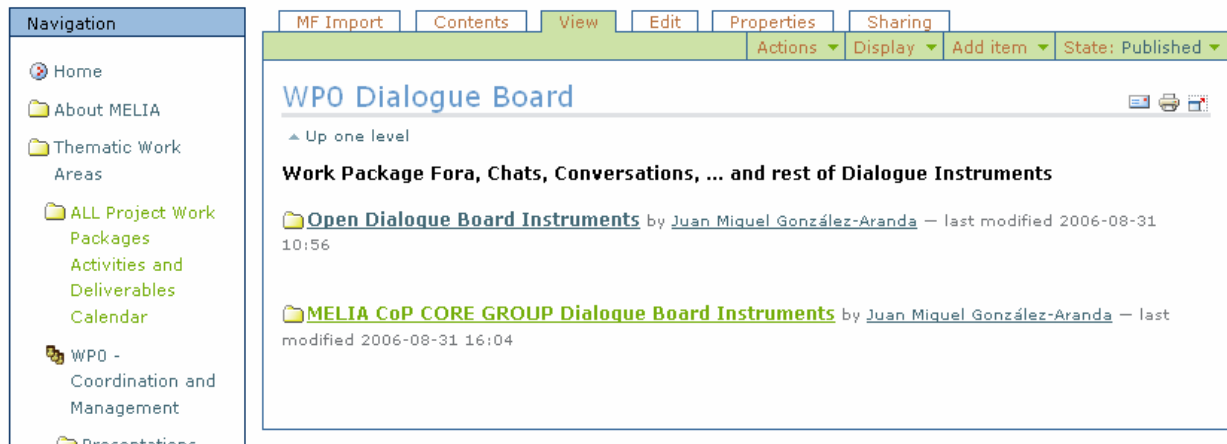
As soon the other user has finished, the content (in this case, File) will be available in order you can open/modify it with the .icon.

- (3) **DON'T TRY TO USE IT WITH ANOTHER WEBSITES !. IT WILL NOT WORK. IT IS SPECIALLY DESIGNED FOR MELIA CoP PORTAL.**

2.4. Another MELIA CoP Collaboration Methods

2.4.1. Work Packages Dialogue Boards

You are here: [Home](#) → [Thematic Work Areas](#) → [WPO - Coordination and Management](#) → WPO Dialogue Board



These tools are designed in order to allow “dialogue processes” inside the MELIA CoP. These ones can be:

- Opened to all the LPP Members (citizens, etc...) by means of:

[Open Dialogue Board Instruments](#) by [Juan Miquel González-Aranda](#) — last modified 2006-08-31 10:56

- as well those ones restricted to the CoP CORE GROUP:

[MELIA CoP CORE GROUP Dialogue Board Instruments](#) by [Juan Miquel González-Aranda](#) — last modified 2006-08-31 16:04

This CoP CORE GROUP Dialogue Board Instruments will be available for all the Intranet (all Project Partners (CoP) CORE GROUP + Invited Members = registered members in the Portal).

Additionally, the Chat tool will be only available for the MELIA CoP Intranet Members, not opened to “Anonymous” users.

Only the Manager and WP Leaders/Deputy Leaders will be allowed to create new Fora and conversations. Any Intranet Member (including those ones who belong to other WP and invited members) can participate in this Fora, conversations as well the WP chats.

2.5. ALL Work Packages Activities and Deliverables: SHARED CALENDAR

You are here: [Home](#) → [Thematic Work Areas](#) → ALL Project Work Packages Activities and Deliverables Calendar

The screenshot displays a web-based calendar interface for September 2006. On the left is a 'Navigation' sidebar with a tree structure: Home, About MELIA, Thematic Work Areas, and ALL Project Work Packages Activities and Deliverables Calendar (highlighted). Below this are work packages WP0 through WP10. The main calendar area has tabs for '3 months', 'month', 'week by day', 'week by hour', and 'day'. It shows a monthly view for September 2006 with a tooltip for the 'MELIA Kick-off Meeting' event. The tooltip text is: 'Subject: Meeting', 'Description: MELIA Kick-off Meeting in Seville (Spain), September 3-7, 2006'. On the right, there is a search bar and an 'Upcoming Events' list showing the same meeting event with details: 'Institutional Delegation of CSIC in Andalusia Premises. Alfonso XII Street, #16 - Seville (Spain), 2006-09-03'.

This SHARED CALENDAR is designed in order to gather all the Work Packages Activities (“Tasks”), Deliverables and rest of events referred to the MELIA Coordination Action Project objectives described in its corresponding Technical Annex.

The user has got a lot of possibilities in order to customize the Calendar interface, as well can click over an specific event and will be led to a more complete information area containing all the details related to this event.

This SHARED CALENDAR is only accessible to the Intranet Members: All the Workgroup Members (“Partners Consortium”) + Invited Members (registered, “logged in” Members in the MELIA CoP Platform). These last ones were included because maybe it would be necessary to invite to some relevant stakeholders, for instance, related to the organisation of some MELIA CoP events and/or another Projects/Networks.

MELIA COP KM PLATFORM: REST OF FEATURES

3.1. News

This section will contain all the interesting (after selection) News items inserted by the Workgroup members inside their corresponding WP areas, as well as extra-news belonging to other projects, initiatives, networks,...

3.2. Events

This section will contain all the interesting (after selection) Events items inserted by the Workgroup members inside their corresponding WP areas, as well as extra-events belonging to other projects, initiatives, networks,...

Very important: Those events (tasks, deliverables, etc..) referred to the MELIA Coordination Action Technical Annex will be gathered by the SHARED CALENDAR and only accessible for the Intranet Members, as it was said before.

3.3. Links and other Resources

This section will contain all the interesting (after selection) Links items inserted by the Workgroup members inside their corresponding WP areas, as well as extra-links belonging to other projects, initiatives, networks,...

MELIA COP KM PLATFORM: MELIA ADMINISTRATIVE PROCEEDINGS AND MANAGEMENT COMMITTEES PLATFORM

Once the user has made click on its corresponding folder link on the Navigation portlet (see highlighted in the picture below), it will appear the following page:




There are 3 Workgroups corresponding to the Steering Committee, the Management Board and the Secretariat (the Working methodology related to the users' ROLES and WORKFLOW is the same that the rest of Workgroups described above).

In addition, there are a "Workshops, Seminar and International Conference organization" folder which contains sub-folders corresponding to the rest of the MELIA Technical Annex events:

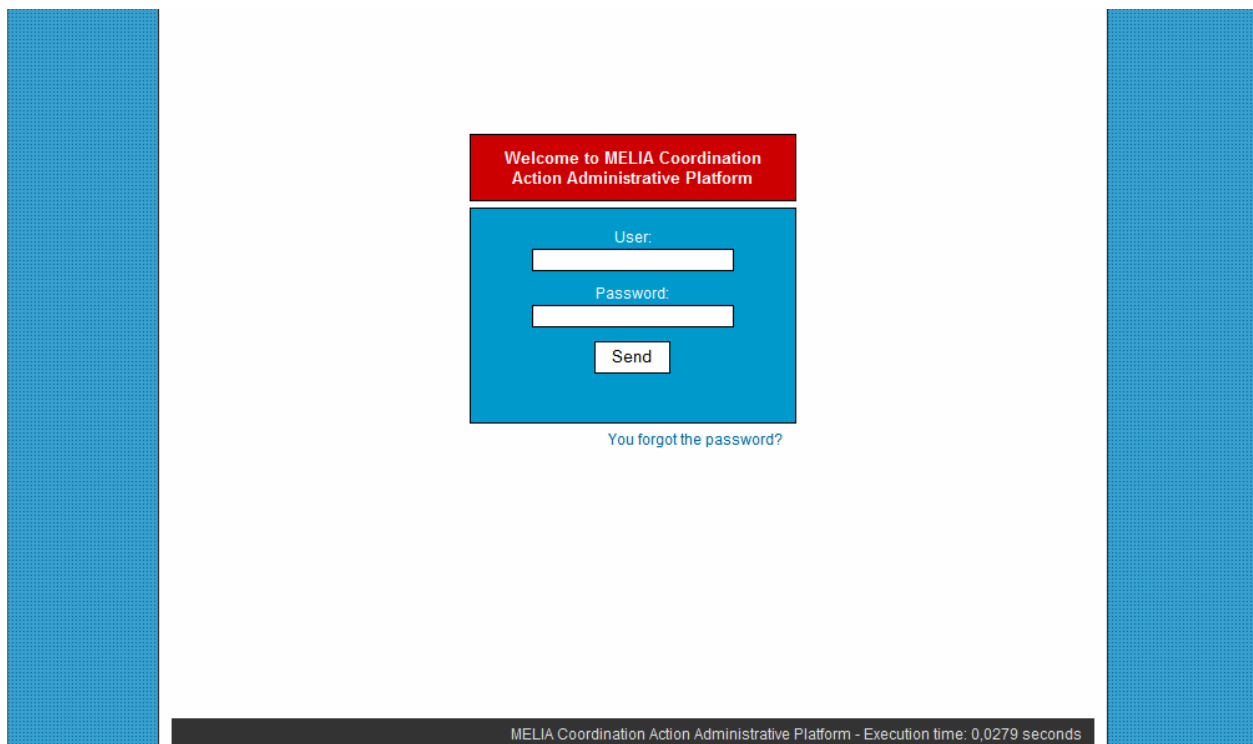


These groups of folders are only accessible to the Intranet Members: All the Workgroup Members (“Partners Consortium”) + Invited Members (registered, logged in Members in the MELIA CoP Platform). The last ones were included because perhaps it would be necessary to invite to some relevant stakeholders, for instance, related to the organisation of some MELIA CoP events and/or another Projects/Networks.

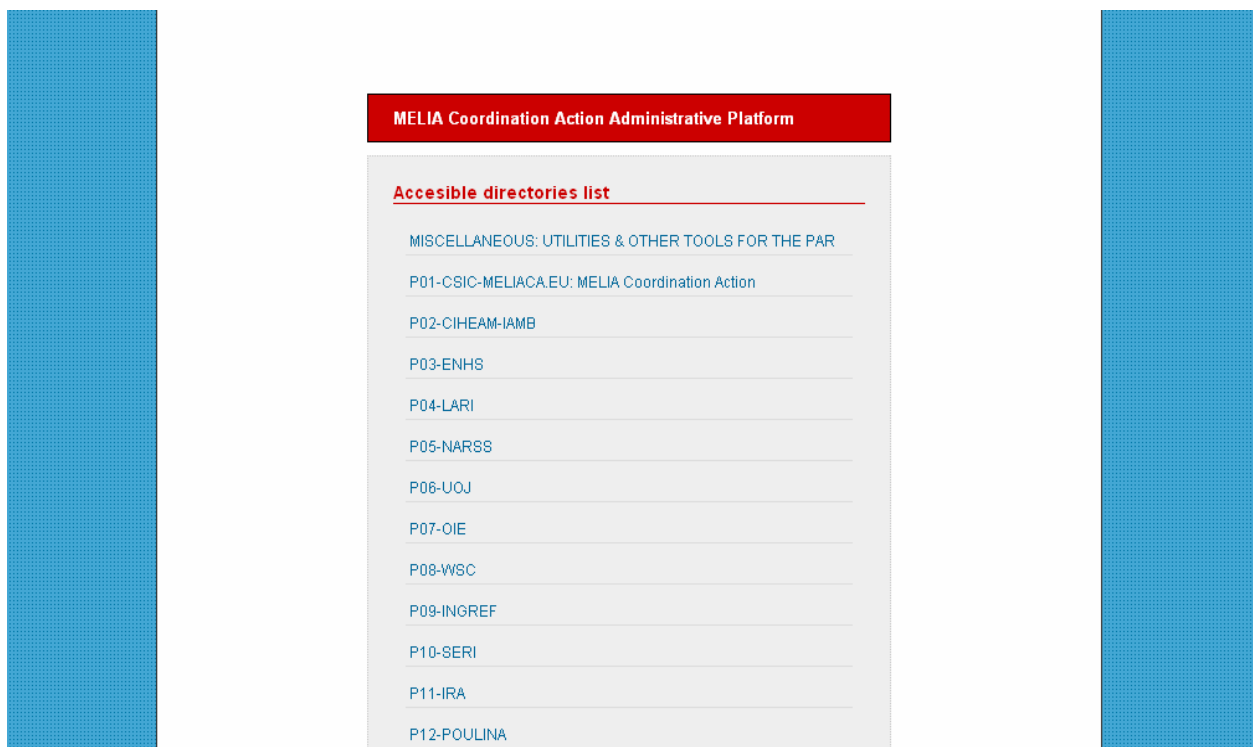
As well the user can find a direct link to the ***MELIA Project Partner’s Administrative Proceedings Platform***:

 **MELIA Project Partners’ Administrative Proceedings Platform** by [Juan Miquel González-Aranda](#) — last modified 2006-09-01 00:10
Link to Partners’ Administrative Proceedings Platform

Just after clicking in the link above, the user will be led to its corresponding access control (<http://www.meliaca.eu/>):



In this way, after introducing the user's login and password correctly, it appears a new screen where the users have access to their corresponding Administrative Partner folder, and additionally, a MISCELLANEOUS folder which will be updated with useful utilities to all the Consortium Partners.



In this way, only ALL the folders will be accessible to the MELIA Project Coordinator, and the partners only will see their corresponding single folder + MISCELLANEOUS (2 directories in the "Accesible directories list" shown above).

For instance, if you are partner number 2 = P2 and you click on your item, the following screen appears:

The screenshot shows the MELIA Administrative Platform interface. At the top, there is a navigation bar with the following elements: a plus icon, the text "MELIA Coordination Action Administrative Platform", and a menu with options: "Choose a Root", "Admin Area", "Search", "Help", and "Exit". Below this is a toolbar with various icons. The main content area shows a file list with the following columns: "Name", "Type", "Size", "Date", "Permissions", and "Actions". The file list contains two entries: "P02-CIHEAM-IAMB" and "MELIA TECHNICAL ANNEX 7 SEPTEMBER 2005". The second file is highlighted. Below the file list, there is a "Selection:" section with icons for file operations and a "1-1" dropdown menu. At the bottom, a status bar shows "1 File - Size: 1.22 MB".

Name	Type	Size	Date	Permissions	Actions
P02-CIHEAM-IAMB			01:02 01-09-2006	777	
MELIA TECHNICAL ANNEX 7 SEPTEMBER 2005	PDF	1.22 MB	01:02 01-09-2006	644	

(The file shown above is only an example of how is visualized a particular Adobe Acrobat PDF file).

If the users want to **ENLARGE their Work Area**, they can do it by clicking on:




On the right side above, they can find the following menu:

The menu bar contains the following options: "Choose a Root", "Admin Area", "Search", "Help", and "Exit".

If users want to go to another folder (TO "MISCELLANEOUS" FROM THEIR PARTNER FOLDER OR VICE VERSA), i.e., to go back to the **Accessible directories list**, they only need to click on "Choose a Root" in the menu above.

As well, there are an intelligent **Search tool** and a **Help Area**. There is another interesting Menu Bar:

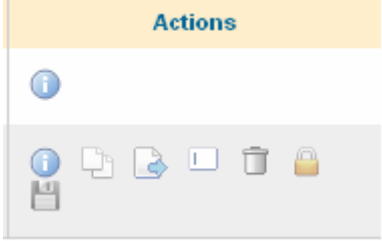


Users can RELOAD, CREATE A NEW FOLDER, COPY INTO CLIPBOARD THE DOCUMENTS, UPLOAD DOCUMENTS (Excel, Word, Pictures, ...) AS WEEL URL LINKS, TO OBTAIN A PREVIEW OF PICTURES, ETC. By clicking on  users will have a “tree visualization” of the elements, also files can be protected.

In this way, if users get lost inside the TREE structure, they can always go back by clicking on **Start:**



In order to download, delete, rename, etc.. a content users can go to the menu allocated on the right side:




Files can be downloaded directly by clicking on its link.

Anyway, as it was mentioned before, users can find a detailed description of this Administrative Platform in the Help area:



Location: Start /





What do I want to do?

- Create New Folder
- File Upload
- Grab a file from another web site
- View thumbnail images in file list
- View all files and folders in one page
- Search a file or a text in your metas
- Some action with only one file or folder like copy, move, delete...
- Some action with many files or folders at same time

How can I fix this problem?

- I can't upload a file or an URL
- I can't create a folder
- The searcher doesn't find what I'm looking for
- I can't view the miniature images
- I can't view all folder content.
- If I spend some time without using the web page at the end the system logs me out.

Which actions can I do on each file or folder listed?

- | | |
|---|--|
|  | View Information: This option allows you to view detailed information as the size, date of creation, permissions or data related to additional information as title and description, and a form to modify these data. |
|  | Copy: Allows to do a copy from a file or folder in a choosen place. If it is a folder, it will copy all the information in the desired place. |
|  | Move: Allows to move one folder to a desired place in the current root. The selected file or folder will be copied in the desired place and then the original one will be deleted. |
|  | Rename: Allows to change the name of a file or folder. |

MELIA COP KM PLATFORM: PLANNED FUTURE FEATURES

5.1. Creation of a IWRM TAXONOMY- BASED CLASSIFICATION for the CONTENTS based on the MELIA CoP experts' indicators terminology or/and other criteria

The MELIA CoP Knowledge Taxonomy provided by the Technical Annex may be understood as a skeleton aimed at classifying the knowledge belonging to MELIA CoP Members.

Contents (Documents, Events, Files, Images, Folders, Links, Pages) which are added into the repository must be classified *initially* using this taxonomy in order to ease the further access of researchers or any users interested in the IWRM issues...

...*BUT* it is clear that further *IWRM TAXONOMY-BASED CLASSIFICATION for the CONTENTS* based on the MELIA CoP experts' indicators terminology or/and other criteria is needed, in order to facilitate and provide a "Smart-indexed" search tool for all the published contents.

Of course, this is not an easy task due to the complexity of these type of taxonomies and their design, implementation and support thank to the activities ("tasks") and deliverables carry out by the WP8 (Building Knowledge) and WP9 (Sharing Knowledge) [*"design" stage*] and the WP0 (Coordination and Management) [*technological implementation and support" stages*], Knowledge Management, Sharing and Dissemination Methodologies (semantic-web based algorithms).

5.2. Activation of the Content Syndication Webservices for the MELIA CoP Published contents

A semantic-web mechanism designed in order to provide all the public contents "releases" of the MELIA CoP to other IWRM websites and similar ICT platforms.