

MANUWORK – Balancing Human and Automation Level for the Manufacturing Workplaces of the Future

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Summary:

As stated in the project's ANNEX "To have an efficient data exchange and communication of information regarding various tasks of the project (including reports) a web-portal will be created that will be accessible by all the partners. This will assure the proper management of files concerning the project and will serve as a project-files data-base". The purpose of this document is to describe the content available in the portal and to provide a user's manual for the MANUWORK Web Portal. This document will be used as a quick reference for all MANUWORK partners so they may efficiently work with the portal.

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EXECUTIVE SUMMARY

As stated in the project's ANNEX " *A web-portal will be created that will be accessible by all the partners. This will assure the proper management of files concerning the project and will serve as a project-files data-base. The website will have one internal part (only for project partners) and one part that will be open to public.*"

In MANUWORK a public portal based on Wordpress free platform and a private portal based on Plone open source platform have been developed and maintained by the Laboratory for Manufacturing Systems (LMS).

The purpose of this document is to describe the content available in the public and private portal and to provide a *user's manual* for the private MANUWORK Web Portal. This document can be used as a quick reference for all MANUWORK partners so they may efficiently work with the portal.

The user's manual is separated into four parts:

- An introduction to the purpose of the portal and the current manual.
- The requirements for working with the MANUWORK portal.
- Information regarding the structure of the portal (public and private part)
- Information and instruction on how to use the functionality provided by the private portal.

All the instruction details are presented with the help of illustrative figures so as it should be easier for the user to understand them.

1. INTRODUCTION

1.1. What does Web Portal do?

The MANUWORK public Web Portal has been primarily developed for all people around the globe that are interested in the project and also to facilitate some of the project dissemination needs, for publishing news and information about that and communication between the project coordinator with everyone who is interested in the project.

The MANUWORK private Web Portal has been primarily developed for all partners of the MANUWORK project. The main objective of the portal is to provide a space for all partners of the project so they may easily share files, pictures or events. This files management becomes in an easy way for all registered users. All partners have a user login name and password so that they can navigate and upload/download files with the portal. Unregistered users cannot have access into private space of the portal.

1.2. About Web Portal

Access to the public and private web portal is provided by the link below:

<http://www.manuwork.eu/>

The MANUWORK public web portal is based on the free Wordpress platform [Wordpress 2016].

The MANUWORK private web portal is based on the open-source PLONE and ZOPE Content Management System platforms [Plone 2016]. Plone is a flexible Content Management/Portal solution that is easy to install, use, extend and maintain. It fosters the creation and maintenance of sophisticated content without requiring extensive technical knowledge using only a web browser. It is used for web sites or intranets and offers superior security without sacrificing extensibility or ease of use.

MANUWORK public and private Web Portal has been developed and maintained by the Laboratory for Manufacturing Systems and Automation (LMS) of University of Patras in Greece.

1.3. About this manual

This manual is a help assistant for everyone who wants to use the private Web Portal for MANUWORK. Initially, an introduction takes place so that the users understand what exactly this web portal is and how it can be useful. This is the part you are currently reading.

- Initially, the requirements for using the MANUWORK portal are described.
- Following, a guide of how to use the Web Portal is given. This paragraph targets to inform users about all the functionalities of the portal and how they can achieve them.

2. GETTING STARTED

This manual is a step by step guide to know the Web Portal for MANUWORK and its functionalities. Some schemes and pictures, from the use of the portal, are placed to help someone to use it.

2.1. Requirements

In order to access the functionalities provided by the portal only a web-browser is required. Since the private Web Portal for MANUWORK is based upon the Plone platform it *"supports information access to its pages for **all browsers**, and as long as the browser isn't parsing and interpreting something it doesn't know how to handle, it's fully functional in any browser. This means you can read content, add content and do all Plone operations from all browsers - although it might be a bit more cumbersome on older browsers"*.

Nevertheless, it must be noted that the portal has been tested and works efficiently with:

- **Mozilla Firefox** [Firefox 2016]
- **Google Chrome**. [Chrome 2016]

Other known browsers such as *Safari* and *Opera* are also supported.

3. USE OF THE WEB PORTAL FOR MANUWORK

This is a guide for information provided in the public portal as well as some guidelines for using the private web portal for MANUWORK.

One user can have access into the web portal by the link below:

<http://www.manuwork.eu/>

Initially the '**Home**' page appears with shortcuts to the MANUWORK project Objectives, Consortium and About page (see Figure 1).

3.1. Public space of the portal

The public space of the portal is useful for dissemination of the knowledge of the project or publishing news and information about the project and the beneficiaries of it or communication between the coordinator with everyone who is interested in the project.

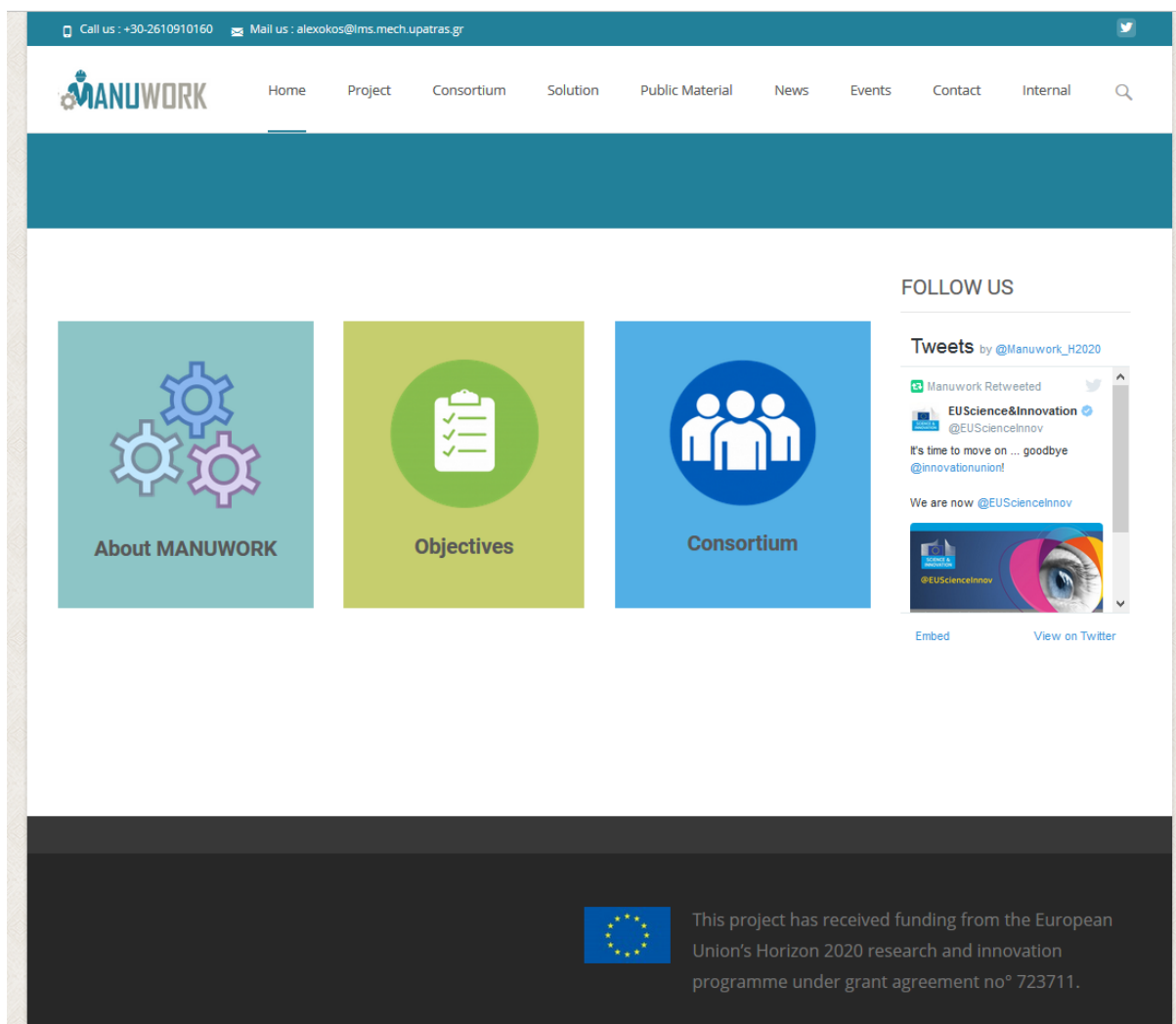


Figure 1: Menu in public mode of the portal

Eight pages are available on the menu that appears in Figure 1

- **Home**

This page presents the Home page of the portal (Figure 1).

- **Project**

In the *Project* page some overview information such as project *Abstract* and *Structure* are presented (see Figure 2)

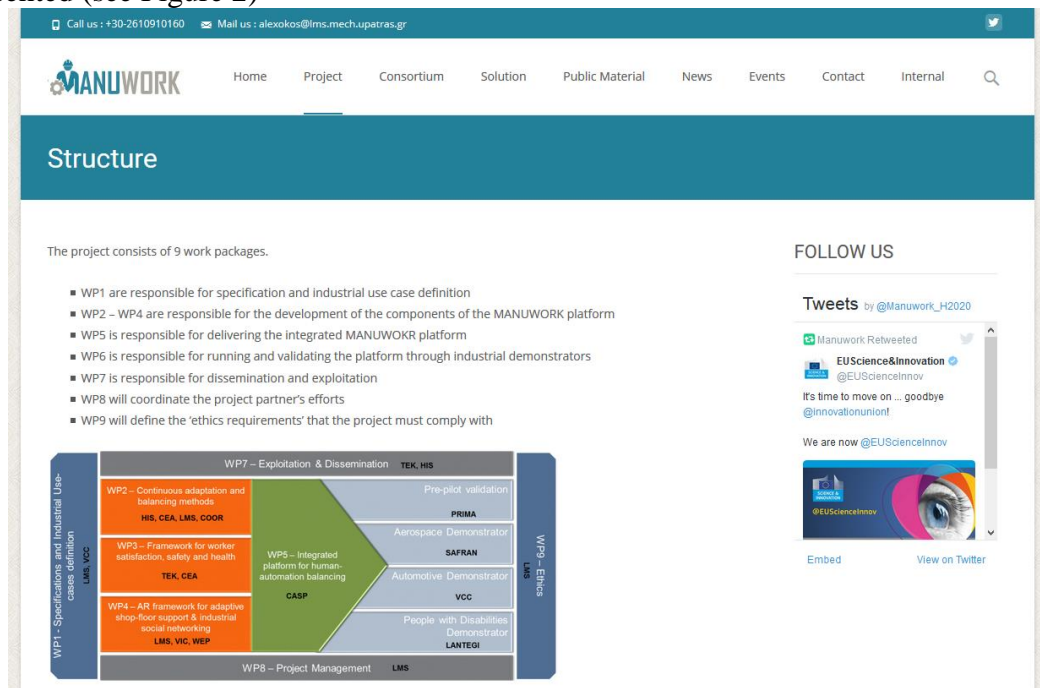


Figure 2: Project “Structure” page

- **Consortium**

In the *Consortium* page the consortium of the project is presented (see Figure 3)

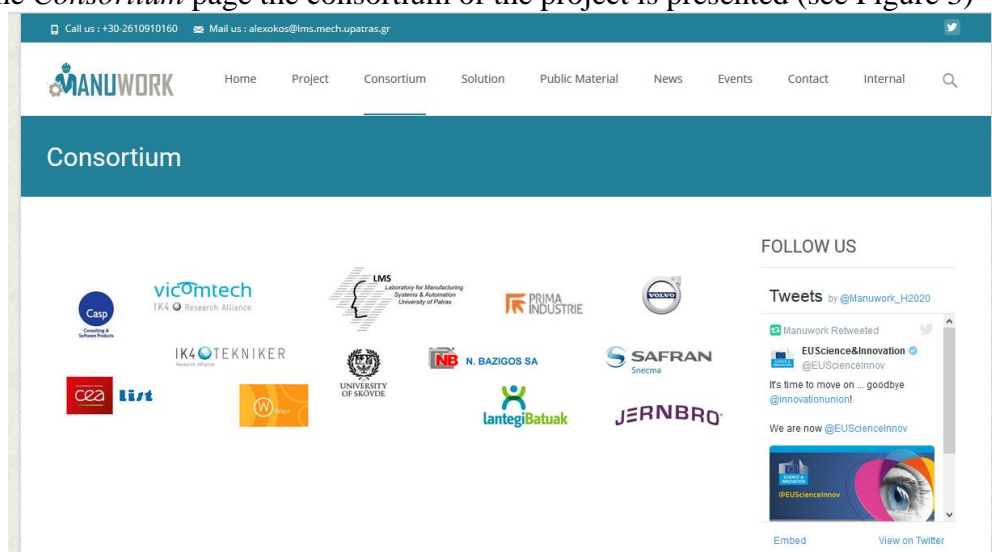


Figure 3: Project “Consortium” page

- **Solution**
In the *Solution* page will offer details on the MANUWORK developments.
- **Public Material**
In the *Public Material* page public deliverables, publications, newsletters, brochures, video etc. will be available for the public.
- **News**
In the *News* tab it is going to be written some incidents or actions related to MANUWORK project.
- **Events**
In the *Events* page the project will communicate its activities to the public (e.g. project meeting, participation to conferences, workshops etc.).
- **Contact us**
In the *Contact us* tab there is the Project coordinator's email for everyone who is interested in MANUWORK issues and would like to come in contact with the participants of the project (Figure 4).

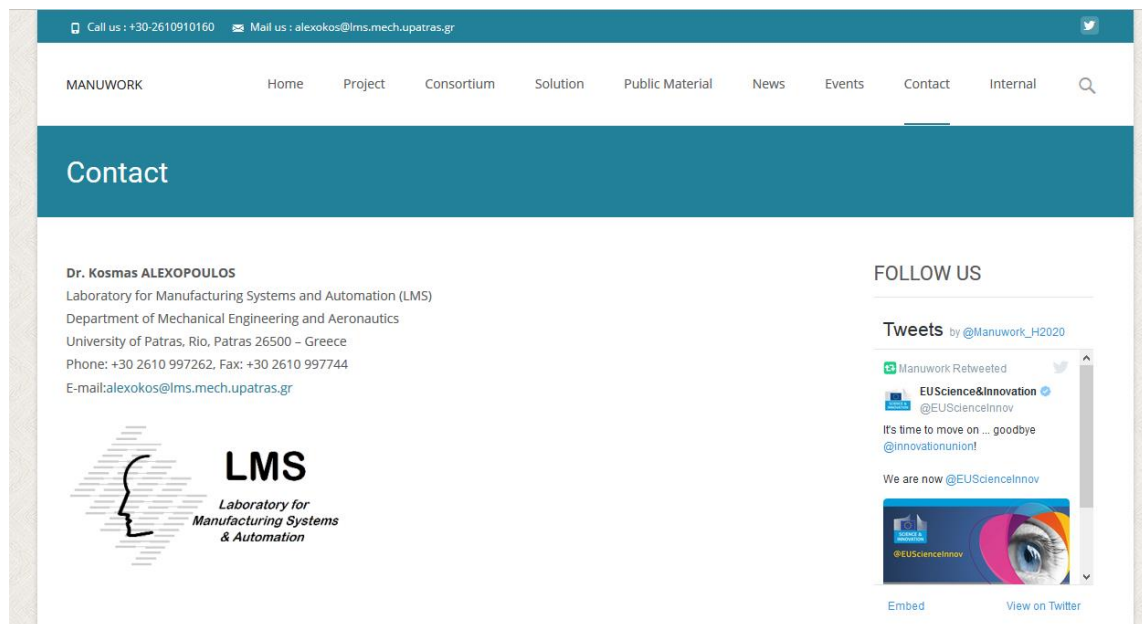
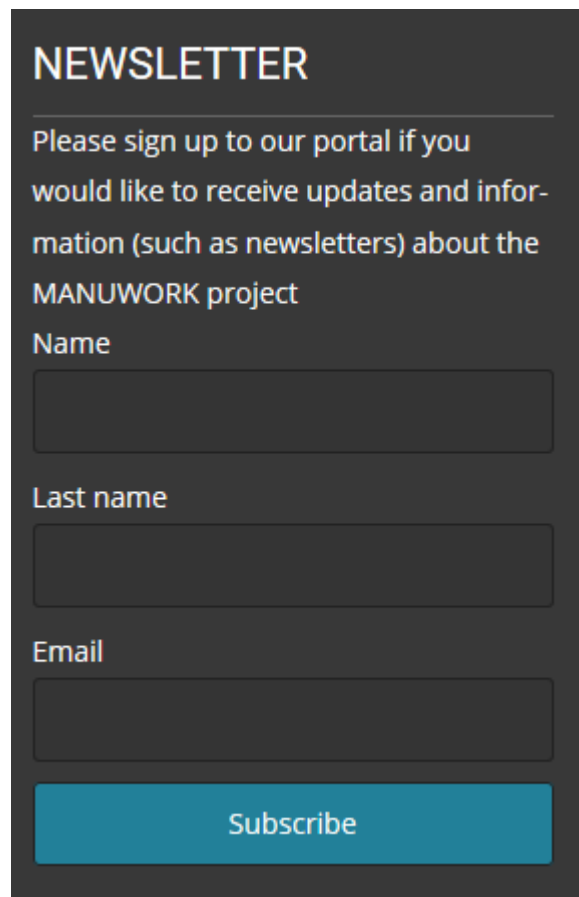


Figure 4: "Contact us" page

- **Internal**
The *Internal* link redirects to the private (Plone based) portal.
- **User registration/sign-up**
The public portal uses a user-oriented approach by allowing public users to proactively register to updates in the portal. Through specific user interface, available through the home page of the portal, the public users may register to the public portal. They will receive a welcome/subscription email and also the link to unsubscribe from the registration list. Registered users may receive email with notifications on recently available MANUWORK public material such as newsletters, public documents, deliverables or scientific publications.

The image shows a registration form titled "NEWSLETTER" in a dark grey box. The text inside the box says: "Please sign up to our portal if you would like to receive updates and information (such as newsletters) about the MANUWORK project". Below this text are three input fields labeled "Name", "Last name", and "Email". At the bottom of the form is a blue button with the text "Subscribe".

NEWSLETTER

Please sign up to our portal if you would like to receive updates and information (such as newsletters) about the MANUWORK project

Name

Last name

Email

Subscribe

Figure 5: MANUWORK public portal registration form

3.2. Private space of the portal

The private/internal space of the portal is used for internal data storage and exchange among the MANUWORK partners. The steps for having access to the private space of the portal are the following:

1. The MANUWORK Portal Administrator sends an invitation mail to the potential user.
2. The user receives the email and activates his/her account. During the activation process the user set his/her personal password.
3. The user logs into the portal by going to the portal's URL (<http://www.manuwork.eu/private>)
4. The user may start using the private space of the portal.

These steps are described in more detail below.

In order for someone to become a registered user and have access to the private space of the portal, he/she should be invited by the MANUWORK Portal Administrator via email (as the one presented in Figure 6). The user may activate of his/her account within 168 hours. The activation takes place if the user is connected to the portal by pressing the link of Figure 6. Then the screen of Figure 7 appears. The user must let the *My user name is* field as the Site Administrator has chosen and he must complete the *New password* and *Confirm Password* fields. After the user pressed the "**Set my password**" button, the screen of the Figure 8 appeared and the activation of the account has been completed. Then the user may have 'normal' *Login* into the portal by the link below: <http://www.manuwork.eu/private>

Welcome George Smith,

Your user account has been created.

Your username is gsmith.

Please activate it by visiting

<http://www.manuwork.eu/> [redacted] =gsmith

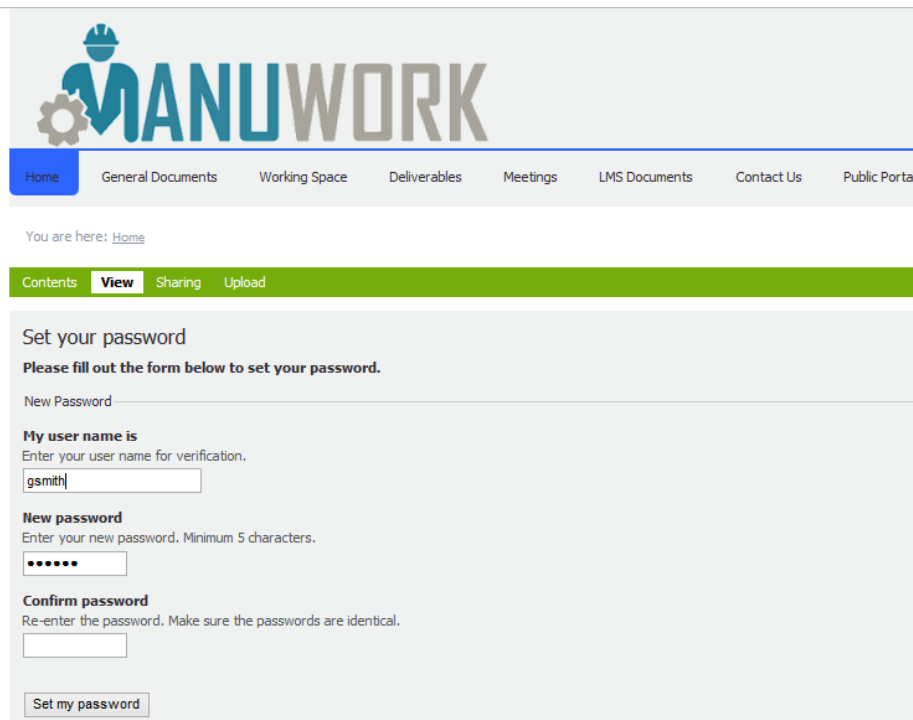
Please activate your account before Dec 29, 2016 02:06 PM

With kind regards,

--

MANUWORK Portal Administrator

Figure 6: MANUWORK Project site Administrator's e-mail for activation of the user account



MANUWORK

Home General Documents Working Space Deliverables Meetings LMS Documents Contact Us Public Portal

You are here: [Home](#)

Contents **View** Sharing Upload

Set your password
Please fill out the form below to set your password.

New Password

My user name is
Enter your user name for verification.

New password
Enter your new password. Minimum 5 characters.

Confirm password
Re-enter the password. Make sure the passwords are identical.

Figure 7: Activation of user's account

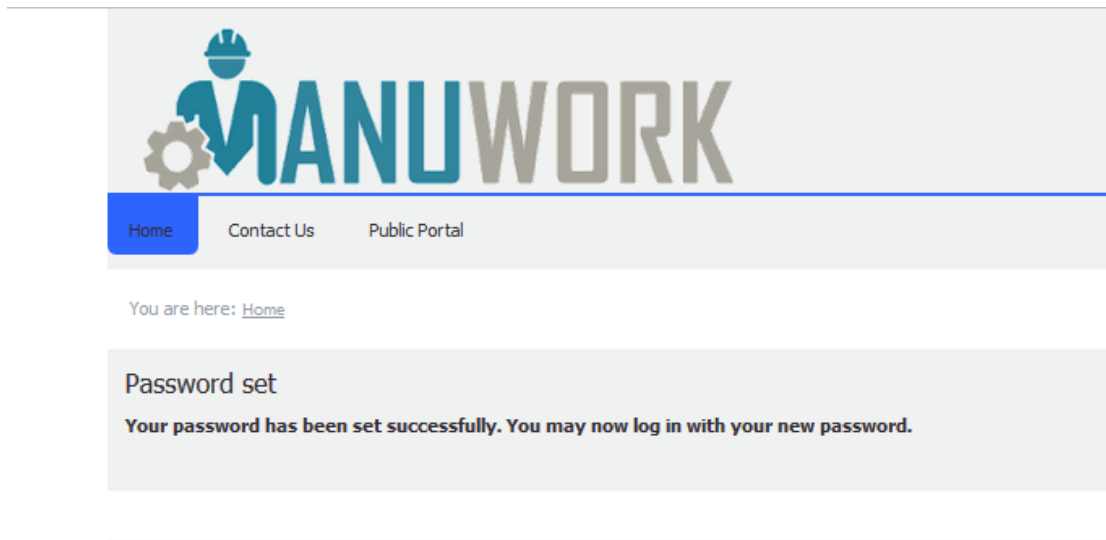


Figure 8: Successful Registration screen

3.3. Login

When the user clicks the login button in the top right corner a login dialog appears. Type correctly the *Login Name* and *Password* and press the "**Log in**" button to have access into the portal (Figure 9).

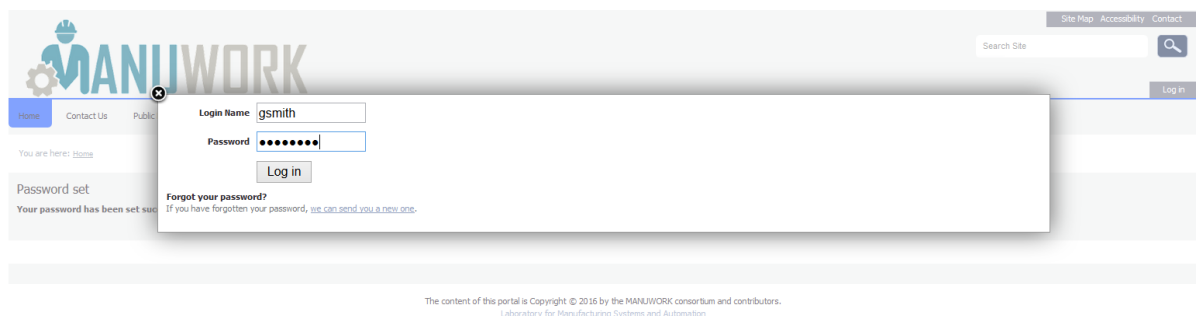


Figure 9 Login Page

If the user has forgotten his password then he can press the "***we can send you a new one***" button (Figure 9). In the screen which is presented, the user must type his login name in the *My user name is* field, in order to reset his password by pressing the "***Start password reset***" button. Then a different screen appears and an e-mail has been sent from Site Administrator to change the password by pressing the link that is connected with the script.

If the user doesn't remember his login name or he can't reset his password for any other reason and he can't have access into the portal, he must contact the site administration and fill in the contact form.

3.4. Menu and welcome page

After the login step has finished the first screen appears with the menu options (Figure 10).



Figure 10: Welcome private page of the web portal

- **Home**
This tab is the homepage of the registered user
- **General Documents**
This tab contains relevant project documents such as the project's Description of Work (DoW).
- **Working Space**
In this tab the members of the project can upload their work (documents, tables, presentations, etc.) in work package folders (WP1, WP2 ... etc.) according to the "Annex" document (Figure 11). In this tab the MANUWORK users may freely upload/download/modify files, add/remove folders and modify content.

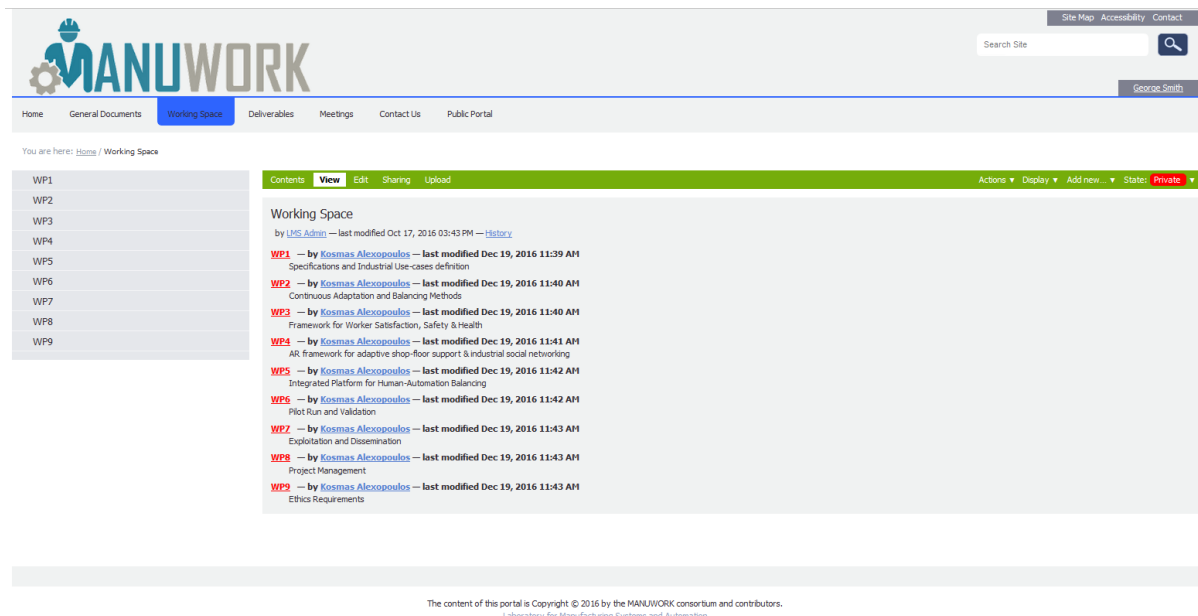


Figure 11: "Working Space" tab

- **Meetings**
In this tab, the files that were presented in the executed meetings are uploaded (presentations, documents, tables, videos). The content of this virtual folder is managed by the coordinator but the MANUWORK partners have the right to view/download files.

The screenshot shows the MANUWORK website interface. The top navigation bar includes links for Site Map, Accessibility, and Contact. Below this is a search bar and a user profile for George Smith. The main navigation menu highlights the 'Meetings' tab. The left sidebar shows a list of meetings under the 'Telcos' category. The main content area displays a list of meeting entries with details like title, author, and date.

Figure 12: "Meetings" tab

- **Deliverables**

In this tab there are two folders. In the *Deliverables - Draft* folder there are uploaded the deliverables by the consortium. In the *Deliverables - Final* folder there are uploaded the accepted Deliverable documents by EU. Only the Administrator has the permission to upload or delete documents in this tab. Viewing or downloading documents is permitted to all registered users.

The screenshot shows the MANUWORK website interface. The top navigation bar includes links for Site Map, Accessibility, and Contact. Below this is a search bar and a user profile for George Smith. The main navigation menu highlights the 'Deliverables' tab. The left sidebar shows a list of deliverables under the 'Deliverables - Draft' and 'Deliverables - Final' categories. The main content area displays a list of deliverable entries with details like title, author, and date.

Figure 13: "Deliverables" tab

3.5. Viewing the content of tabs or folder

It has been constructed a sub menu (Figure 14) for viewing the content of tabs or folders by selecting them.

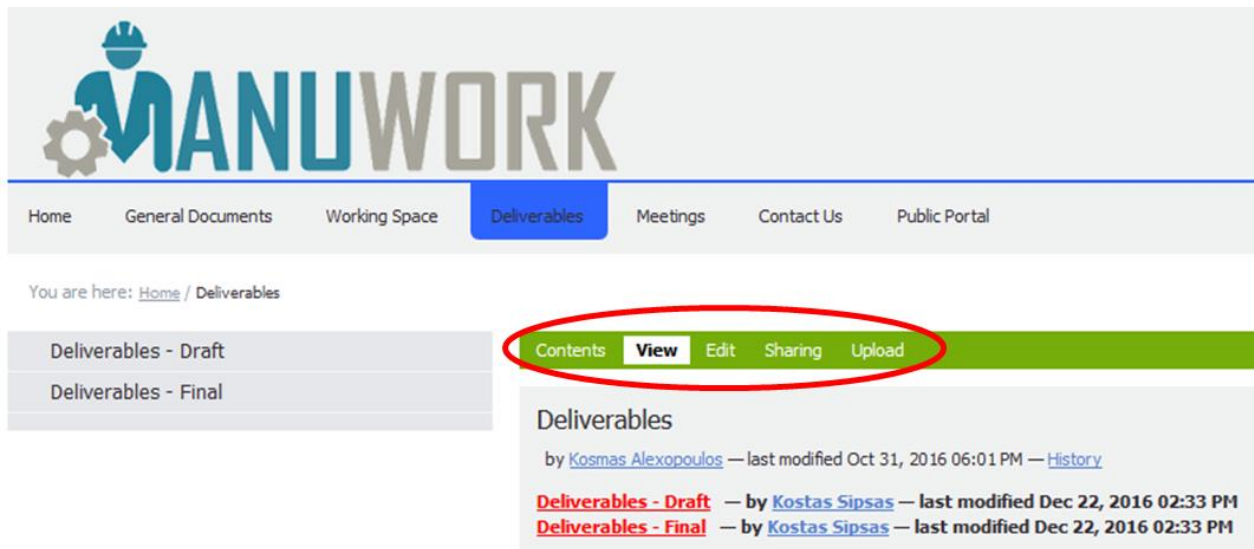


Figure 14: The sub menu for viewing the content of tabs or folders of the portal.

- **Contents**
In this tab the user can see the content files of the tab or folder that he has accessed with the facility to rename or copy them by the existing buttons.
- **View**
In this tab the user can see the content of the folder or tab that he has accessed (Figure 14).

3.6. Actions in tabs or folders

In each tab the user can upload, download, or copy and paste files in folders, if the administrator of the portal permits it. These actions are executed with the use of the menu of Figure 15.

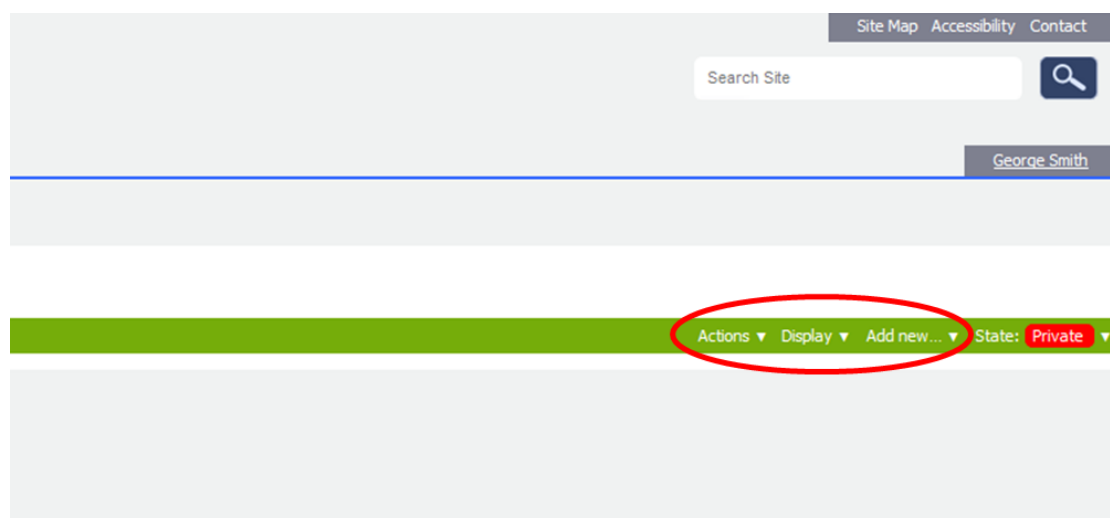
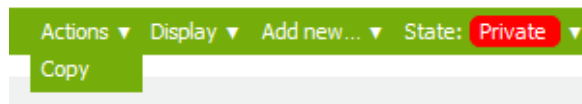


Figure 15: Actions to files or folders

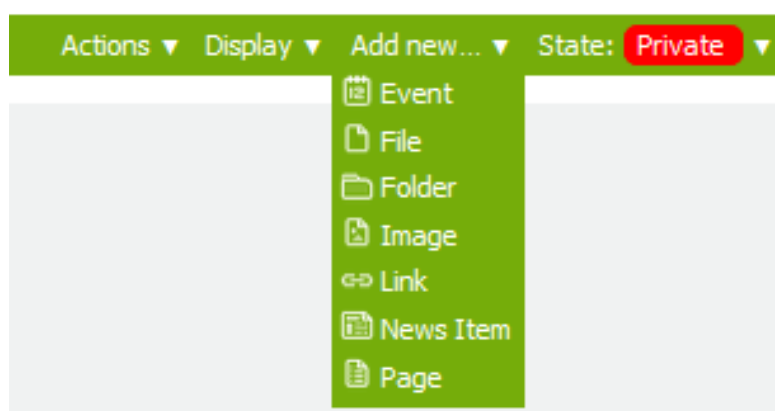
- **Actions**

The user can copy the folder that he uses.

**Figure 16: Actions to folders**

- **Add new**

In this tab the user can create a new folder or can upload a file from his computer into the portal. These events are executed with the choices of this tab which are presented in Figure 17.

**Figure 17: Selections for creating folders or uploading files**

- **File**

The user can upload files from his computer into the portal. The user must specify the destination path of the file in his computer by pressing the "**Browse**" button (Figure 18) in the form which is presented. The other fields of the form are optional, but are useful, for better comprehension of the content of the file from the other partners. After the user complete the form he must press the "**Save**" button for saving the file into the desired folder or tab.

 A screenshot of a web form titled 'Add File' with the subtitle 'Lets you upload a file to the site.' Below the title are tabs: 'Default' (selected), 'Categorization', 'Dates', 'Creators', and 'Settings'. The form contains two text input fields: 'Title' and 'Description Used in item listings and search results.' At the bottom, there is a 'File' section with a 'Browse...' button and the text 'No file selected.' (labeled with a red '1'). Below this is a 'Save' button (labeled with a red '2') and a 'Cancel' button.

Figure 18: "Add a new file" form

- **Folder**

The user can create a new folder. A name of the folder is requested in the field *Title*. By pressing the "**Save**" button the folder is creating

Figure 19: "Add folder" form

- **Image**

The user can upload an image. The form of uploading is similar to the above of Figure 19

- **Link**

The user can create a link to a site related to MANUWORK project. The *Title* and *URL* (The desired URL is written here) fields are mandatory to be completed before pressing the "**Save**" button.

Figure 20: "Add a link" form

- **Page**

The user can create a new page in the portal.

- **State**

It declares the state of the page (private or public) that someone sees.

3.7. Actions to files

A user can open or save an uploaded file in his computer if he just clicks on it. Also a user can make simple actions with the uploaded files like copy them by pressing the corresponding buttons in the "**Actions**" tab.

3.8. Search for information into the portal

The user could type a word or a phrase in the circled field of Figure 21, in the upper and right side of the screen of the portal, for finding an existing file or folder in the portal. If he selects the box *only in current section*, then the search engine searches only in the current page.



Figure 21: Search for information into the portal

3.9. Access rights

There are two roles in access into the MANUWORK portal: the administrator/owner and the MANUWORK partner role. Administrator/owners of the portal are the members of LMS and has full access into the portal. The other MANUWORK partners have full access into the tabs (they can add/delete/view files) except in the "**Deliverables**" tab that they can only download and view documents but not upload or delete them. The latter actions are granted only to the administrators of the portal.

3.10. Logout

In order to log out from the portal, the user must select "**Log out**" (Figure 22) at the right and upper area of his screen. Then automatically he will be transferred in the Login page (Figure 23).



Figure 22: "Log out" button

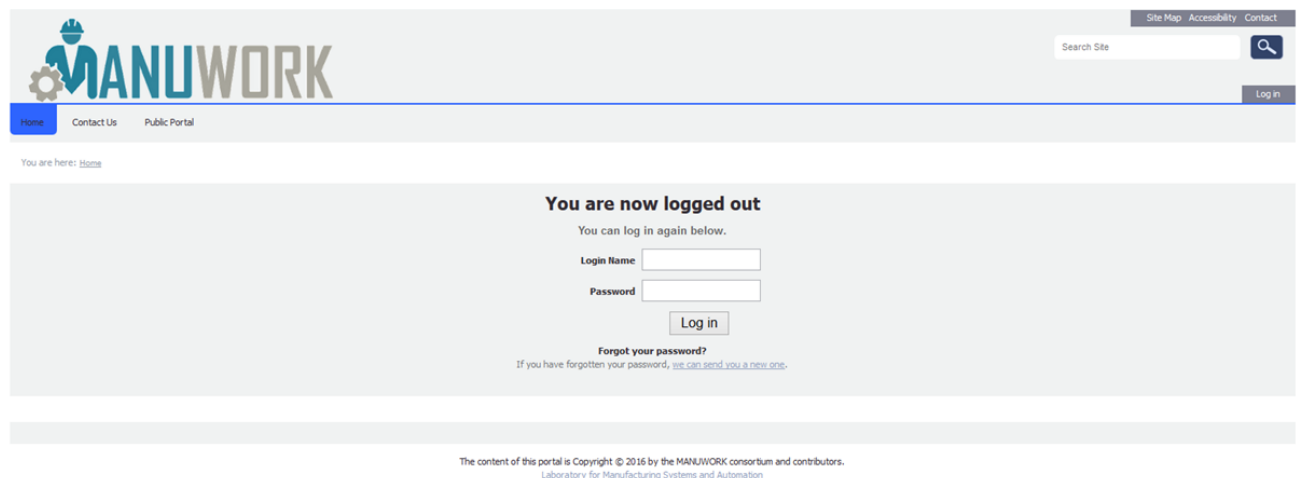


Figure 23: "Log out" screen

3.11. WebDAV

WebDAV allows users to remotely manage files on a WWW server (such as the Plone server), instead of using the web interface. This can be useful for managing files which are generated from other formats. The MANUWORK portal allows access to files using a WebDAV client (such as NetDrive).

3.12. Troubleshooting

If an error page presents, while one user works with the portal, for any reason, he must close the window and login again.

3.13. Additional information

As it has already been mentioned the MANUWORK Web Portal has been developed upon the Plone Content Management platform. Consequently the users of the portal may find additional information regarding the use of Plone (version 4.0) based sites in different sources freely available in the Internet. Some sources are indicated below:

- *Plone 4 User Manual*, <https://plone-user-manual.readthedocs.io/en/latest/>
- *A user's guide to Plone* (book in pdf format), <http://www.plonebook.info/books>.

4. REFERENCES

- [Wordpress 2016] Wordpress, <http://wordpress.org/>, accessed online in December 2016
- [Plone 2016] PLONE, <http://plone.org>, accessed online in December 2016
- [Firefox 2016] Mozilla Firefox, <http://www.mozilla.org/en-US/firefox/new/>, accessed online in December 2016
- [Chrome 2016] Chrome, <https://www.google.com/chrome> , accessed online in December 2016