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ANIMATE

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D3.2 User Manual

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Table of Contents

1. Introduction.....	6
2. Technical Aspects	6
2.1. Web Site.....	6
3. Sign-in Page.....	6
3.1. Registration	7
3.2. Login	8
3.3. ANIMATE video.....	9
3.3.1. Video Streaming	9
3.3.2. Subtitles.....	10
4. Home Page.....	10
4.1. Profile page	12
4.1.1. Create/Modify/Update the Personal Information.....	13
4.1.2. Create/Modify/Update the information about Jobs	15
4.1.3. Create/Modify/Update the information about Skills.....	17
4.1.4. Create/Modify/Update the information about Interests	17
4.1.5. Create/Modify/Update the information about Qualifications.....	18
4.2. Upload Page.....	20
4.2.1. Upload of video in MP4 format.....	20
4.2.2. Upload a YouTube video	21
4.3. Searches.....	22
4.3.1. Accessing the profile of a user	23
4.3.2. Accessing the content.....	24
4.4. Logout.....	24

List of Figures

Figure 1 Sign-in Page	7
Figure 2 Registration	8
Figure 3 Login page.....	9
Figure 4 ANIMATE video	10
Figure 5 “Content uploaded by you” section	11
Figure 6 “Your Most Searched Topics” section	11
Figure 7 “Ask the Experts” section	12
Figure 8 Profile Tab	12
Figure 9 Basic Profile Page	13
Figure 10 Jobs Profile Page.....	16
Figure 11 Skills Profile page	17
Figure 12 Interests Profile page.....	18
Figure 13 Qualifications Profile page	19
Figure 14 Upload Tab	20
Figure 15 Upload Content Page	20
Figure 16 Search bar	22
Figure 17 Results after a search.....	23
Figure 18 Profile of a user	23
Figure 19 Video viewer	24
Figure 20 Logout tab.....	25

1. Introduction

The following deliverable constitutes a user manual for the use of ANIMATE. Although it is initially based on the functionalities and services offered by the first prototype, this deliverable will evolve as new functionalities and prototypes are developed.

2. Technical Aspects

2.1. *Web Site*

The First Prototype of the ANIMATE platform can be accessed in the following IP direction: <http://213.98.52.219:4550/en-gb/>.

Google Chrome and Mozilla Firefox are the best navigators to be used. Internet Explorer could be also utilized but the subtitles of the video in the Sign-in Page (see *section 3.3*) are not shown.

3. Sign-in Page

The Sign-in Page has the following aspect:

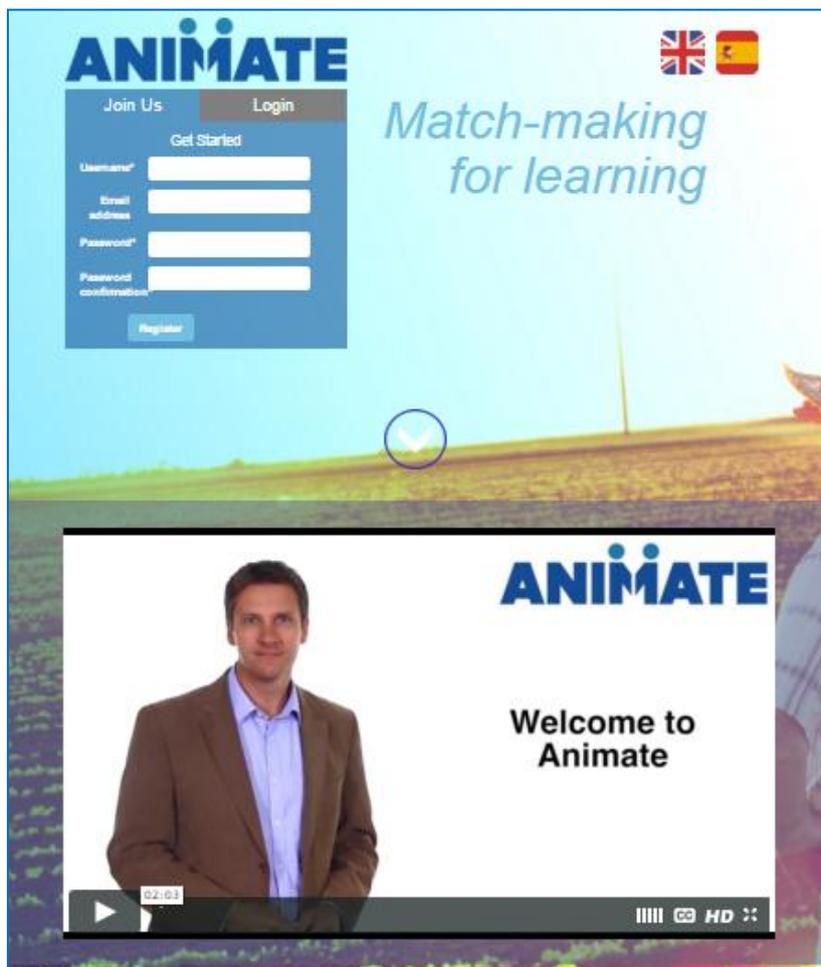


Figure 1 Sign-in Page

The actions that can be done over the Sign-in Page are explained in the following subsections.

3.1. Registration

Every time a new user accesses to the ANIMATE platform, he/she will need to register. The steps to carry out a register are the following:

1. Select the language clicking on the corresponding flag at the top right corner of the Sign-in page.
 - For English, click on 
 - For Spanish, click on 
2. Click on the “Join Us” tab.

Figure 2 Registration

3. Introduce your User Name in the “Username” field. This field is mandatory when carrying out the registration.
 - a. If this field is not filled in, it will be highlighted in red.
4. Introduce your email address in the “Email address” field. This field is mandatory when carrying out registration.
 - a. If this field is not filled in, it will be highlighted in red.
5. Introduce your password in the “Password” field (currently there are no restrictions on the password, following prototypes will include restrictions like number of characters). This field is mandatory when carrying out registration.
 - a. If this field is not filled in, it will be highlighted in red together with the below field.
6. Repeat your password in the “Password confirmation field”. This field is mandatory in order to verify that the password is correct.
 - a. If this field is not filled in, it will be highlighted in red.
7. Click on the “Register” button to finalize the registration.

3.2. Login

After successful registering, users are able to access to the ANIMATE platform through their credentials, i.e. User name and Password. The steps to be followed are:

1. Select the language clicking on the corresponding flag at the top right corner of the Sign-in page.
 - For English, click on 
 - For Spanish, click on 

2. Click on the “Login” tab.

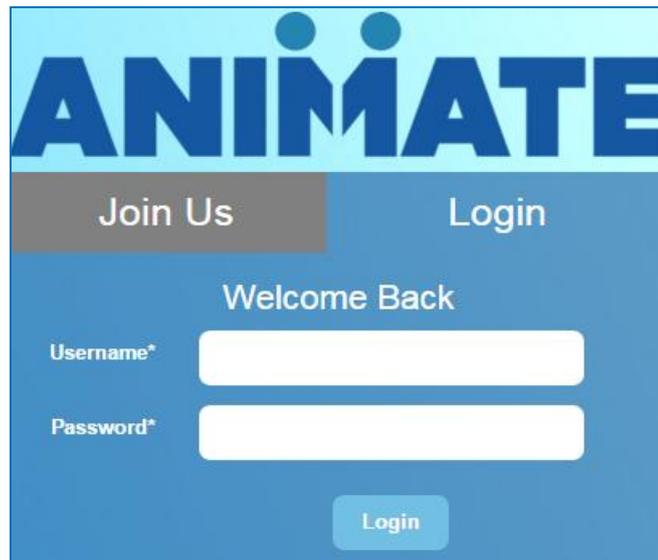


Figure 3 Login page

3. Introduce your User Name in the “Username” field.
 - a. If this field is not filled in, it will be highlighted to red.
4. Introduce your Password in the “Password” field.
 - a. If this field is not filled in, it will be highlighted to red.
5. Click on the “Login” button to get access to the ANIMATE platform.
 - a. If the information is not correctly provided, the following sentence will be shown “Invalid login details supplied”.

3.3. *ANIMATE video*

3.3.1. Video Streaming

To stream the video of ANIMATE on the bottom part of the Sign-in page, the following steps has to be done:



Figure 4 ANIMATE video

1. Click on the Play  button at the bottom left corner of the video.
2. Click on again the Play  button to pause the video.

3.3.2. Subtitles

To active/deactivate Subtitles in the ANIMATE video:

1. Click on the  button at the bottom right corner of the video.
2. Click on your preferred language. The following options are available
 - Català
 - Español
 - Français
 - None (to deactivate subtitles)

4. Home Page

Once the user has logged into the ANIMATE platform (*see Section 3.2 Login*), he/she will access to the home page that is formed by the following sections:

- “Content uploaded by you” section that contains all the content uploaded by the user.

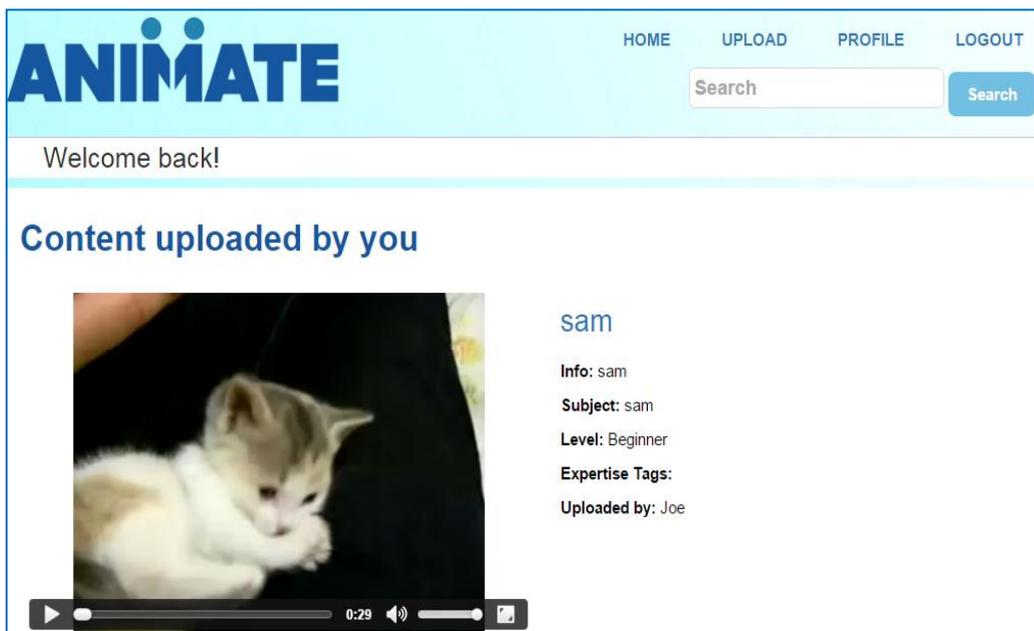


Figure 5 “Content uploaded by you” section

- “Your most searched topics” section that contains the videos that has been most searched by user.

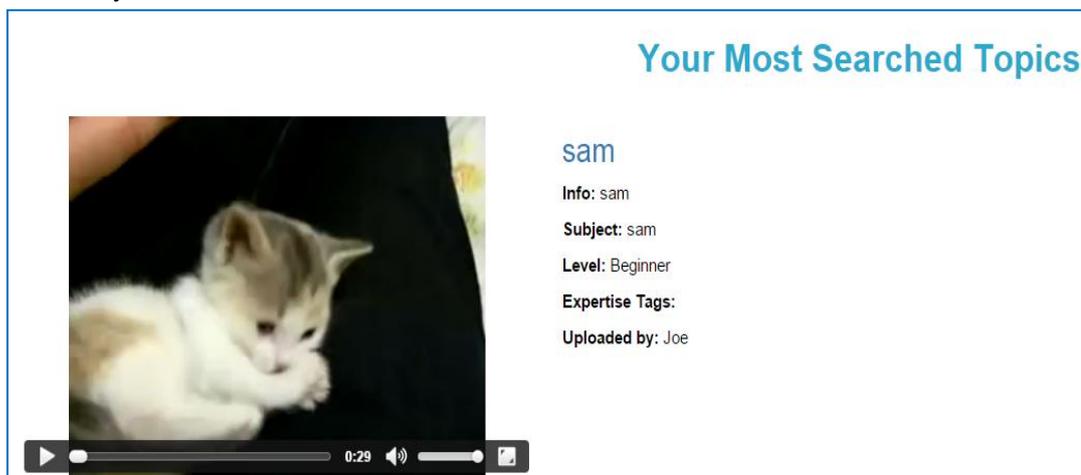


Figure 6 “Your Most Searched Topics” section

- “Ask the experts” section shows the user all the users whose Skills correspond with the Interests of the user himself, i.e. if Joe is interested in Wound Care and Mark has skills in Wound Care, Mark will be suggested to Joe (as long as Mark wants to allow contact (see section 15)).

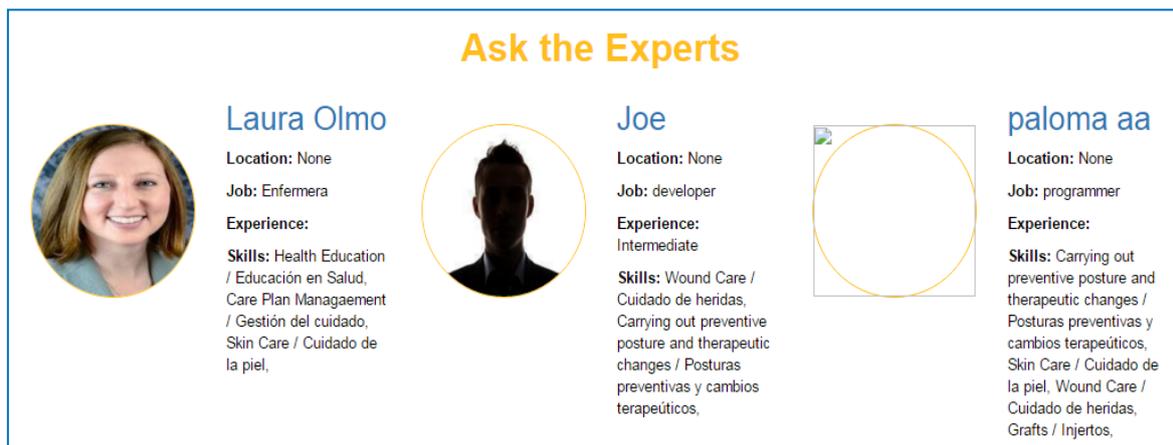


Figure 7 “Ask the Experts” section

Thus, the Home Page is the central page from which user will be able to:

- Access the profile of other users.
- Modify his profile.
- Upload content.
- See the content uploaded by him.
- See the most searched topics by him.
- See the experts who have skills in his interests within the ANIMATE platform.
- Carrying out searches of content and/or users.
- Logout.

These actions are explained in the following subsections.

4.1. Profile page

User is able to access to his profile, clicking on the PROFILE tab at the top right corner of the Home Page.



Figure 8 Profile Tab

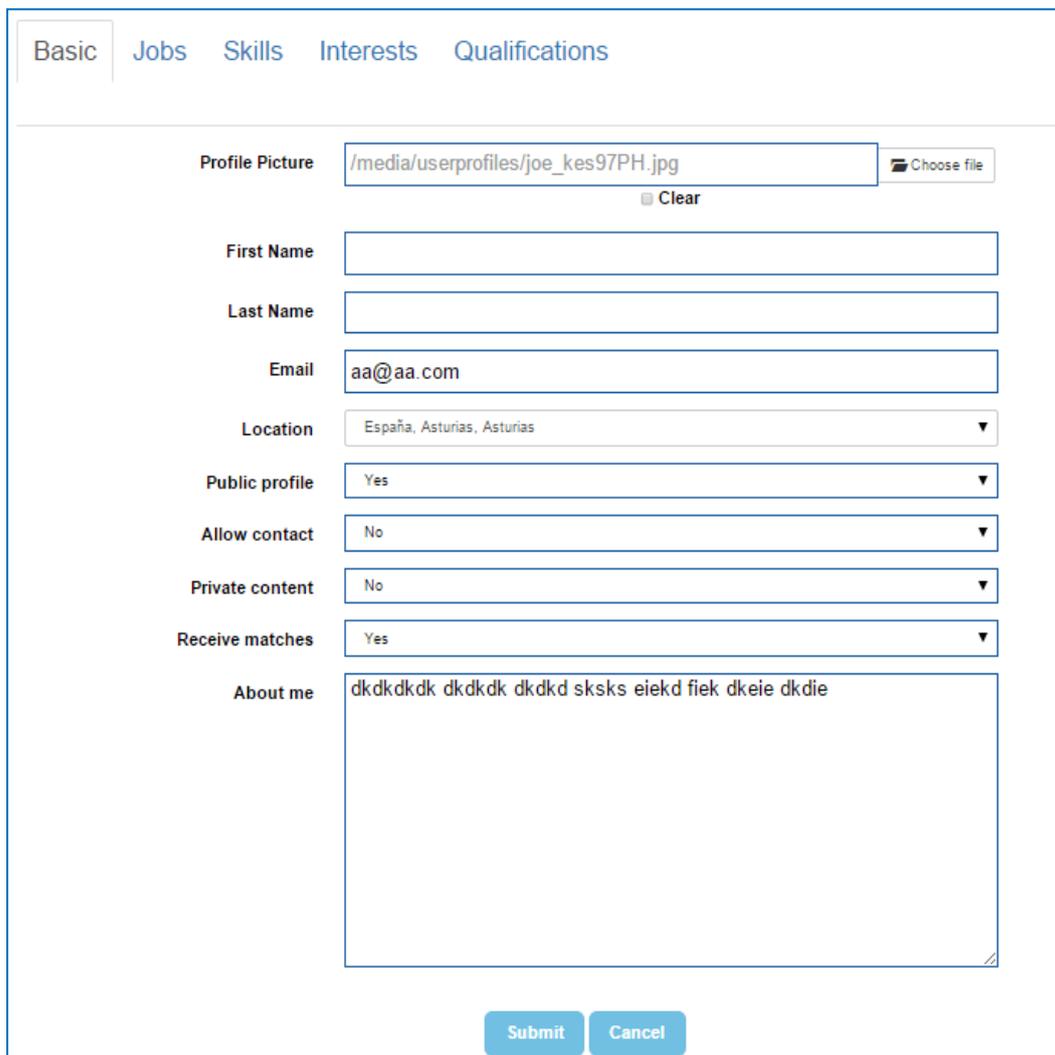
Once there, user is able to create/modify/update his profile. The following actions can be done:

- Create/Modify/Update his personal information.
- Create/Modify/Update his “Jobs”.
- Create/Modify/Update his “Skills”.
- Create/Modify/Update his “Interests”.
- Create/Modify/Update his “Qualifications”.

If the profile information is not completed, it will affect to searches of content/users (see section 4.3) and recommendations in the “Ask the Experts” section (see Figure 7 “Ask the Experts” section).

4.1.1. Create/Modify/Update the Personal Information

After clicking on the Profile tab, click on the “Basic” tab to access to the section of Personal Information of your profile. The aspect of the page is shown in the below figure:



The screenshot displays the 'Basic' profile page with the following fields and options:

- Profile Picture:** A text box containing the path `/media/userprofiles/joe_kes97PH.jpg`, a 'Choose file' button, and a 'Clear' button.
- First Name:** An empty text input field.
- Last Name:** An empty text input field.
- Email:** A text input field containing `aa@aa.com`.
- Location:** A dropdown menu showing 'España, Asturias, Asturias'.
- Public profile:** A dropdown menu set to 'Yes'.
- Allow contact:** A dropdown menu set to 'No'.
- Private content:** A dropdown menu set to 'No'.
- Receive matches:** A dropdown menu set to 'Yes'.
- About me:** A large text area containing the placeholder text `dkdkdkdk dkdkdk dkdkd sksks eiekd fiek dkeie dkdie`.

At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Figure 9 Basic Profile Page

For returning the Home Page, click on **ANIMATE** at the top left corner.

4.1.1.1. Create/Modify/Update personal information

To create/modify/update your personal information, the following steps should be done:

1. “First Name” field; if you want to create/modify/update, complete it with the desired information.
 - a. If the “First Name” field is not completed, username will be established as first name by default.
2. “Last Name” field; if you want to create/modify/update, complete it with the desired information.

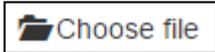
3. “Email” field; if you want to modify/update your mail account, complete it with the desired information
4. “Location” field; if you want to create/modify/update, select your location from the pull-down menu
5. If you want to add more information about you, complete the “About me” field with all the information you consider important about yourself.
6. Click on the  button to save this information

For returning the Home Page, click on  at the top left corner.

To receive information about all other fields, see *section 4.1.1.2, 4.1.1.3, 4.1.1.4, 4.1.1.5, 4.1.1.6 and 4.1.1.7.*

4.1.1.2. Create/Modify/Update your Profile Picture

To modify your Profile picture, the following steps must be done:

1. Go to the “Profile picture” field and click on the  button.
2. Select the picture you want to show up as profile page.
3. Click on the  button to finalize the creation/modification/update of your profile picture.

For returning the Home Page, click on  at the top left corner.

4.1.1.3. Erase your Profile Picture

To erase your Profile picture, the following steps must be done:

1. Go to the “Profile Picture” field and select the “Clear” option.
2. Click on the  button to finalize the deletion of your profile picture.

For returning the Home Page, click on  at the top left corner.

4.1.1.4. Public Profile

To activate/deactivate the option of Public Profile, the following steps must be done:

1. Go to the “Public profile” field and display the corresponding pull-down menu.
 - Select “Yes” if you want your profile to be Public.
 - Select “No” if you want your profile to be Private.
2. Click on the  button to save changes.

If the profile of the user is private, he will be able to be searchable, but the fields of his profile will appear in blank.

For returning the Home Page, click on  at the top left corner.

4.1.1.5. *Allow Contact*

To activate/deactivate the option of being contacted by other users, the following steps must be done:

1. Go to the “Allow Contact” field and display the corresponding pull-down menu.
 - Select “Yes” if you want to be contacted by other users.
 - Select “No” if you do not want to be searchable by other users.
2. Click on the  button to save changes.

If “Allow Contact” in the profile of the user is “No”, he will not be searchable.

For returning the Home Page, click on  at the top left corner.

4.1.1.6. *Private Content*

To activate/deactivate the option of your content to be private, the following steps must be done:

1. Go to the “Private Content” field and display the corresponding pull-down menu.
 - Select “Yes” if you want your content to be private.
 - Select “No” if you want your content to be public.
2. Click on the  button to save changes.

If the content of a user is private, it will be only searchable by the user himself but not for other users.

For returning the Home Page, click on  at the top left corner.

4.1.1.7. *Receive matches*

To activate/deactivate the option of receiving suggestions of other experts/content whose profiles match with yours, the following steps must be done:

1. Go to the “Receive matches” field and display the corresponding pull-down menu.
 - Select “Yes” if you want to receive matches.
 - Select “No” if you do not want to receive matches.
2. Click on the  button to save changes.

4.1.2. *Create/Modify/Update the information about Jobs*

After clicking on the Profile tab, click on the “Jobs” tab to access to the section of Jobs of your profile. The aspect of the page is shown in the below figure:

The screenshot shows a web interface for managing job profiles. At the top, there are tabs for 'Basic', 'Jobs', 'Skills', 'Interests', and 'Qualifications', with 'Jobs' selected. Below the tabs, the page is titled 'Job 1'. The form contains the following fields:

- Title:** A text input field.
- Company:** A text input field.
- Start Date:** Three dropdown menus for Month (February), Day (7), and Year (1954).
- End Date:** Three dropdown menus for Month (May), Day (6), and Year (1989).
- Location:** A dropdown menu with the value 'España, Galicia, Galicia'.
- Expertise Level:** A dropdown menu with the value 'Intermediate'.

At the bottom of the form, there are three buttons: 'Add another' (blue), 'Submit' (blue), and 'Cancel' (blue).

Figure 10 Jobs Profile Page

For creating/modification/update Jobs, the following steps should be done:

1. Check the “Title” field; if you want to create/modify/update, complete it with the desired information.
2. Check the “Company Name” field; if you want to create/modify/update, complete it with the desired information. This field is optional.
3. Check the “Start Date” field; if you want to modify/update display:
 - a. “Month” menu
 - b. “Day” menu
 - c. “Year” menu

And click on the desire one. This field is optional.

4. Check the “End Date” field; if you want to modify/update display:
 - a. “Month” menu
 - b. “Day” menu
 - c. “Year” menu

And click on the desire one. This field is optional.

5. Check the “Location” field; if you want to create/modify/update, display the pull-down menu and select the desired location. This field is optional.
6. Check the “Expertise Level” field; if you want to create/modify/update, display the pull-down menu and select the desired level of experience. This field is optional.

7. If you want to add more Jobs than the established by default, click on the  button.

8. Click on the  button to save this information

For returning the Home Page, click on **ANIMATE** at the top left corner.

4.1.3. Create/Modify/Update the information about Skills

After clicking on the Profile tab, click on the “Skills” tab to access to the section of Skills of your profile. The aspect of the page is shown in the below figure:

Skill	Expertise Level
Planting Techniques	Beginner
Grafts	Intermediate
Prune Trees	Expert

Buttons: Add another, Submit, Cancel

Figure 11 Skills Profile page

For creating/modifying/update Skills, the following steps should be done:

1. Display the “Skill” pull-down menu and select the desire skill from the list of predefined skills.
2. Select the expertise level of the previously selected skill displaying the “Expertise Level” pull-down menu.
3. If you want to add more Skills than the established by default, click on the **Add another** button.
4. Click on the **Submit** button to save this information

For returning the Home Page, click on **ANIMATE** at the top left corner.

4.1.4. Create/Modify/Update the information about Interests

After clicking on the Profile tab, click on the “Interests” tab to access to the section of Interests of your profile. The aspect of the page is shown in the below figure:

Interest	Expertise Level
Farm Equipment	Beginner
Fertilizers, Insecticides, Fungicides	Beginner
Seeds	Intermediate

Buttons: Add another, Submit, Cancel

Figure 12 Interests Profile page

For creating/modifying/update Interests, the following steps should be done:

1. Display the “Interest” pull-down menu and select the desire interest from the list of predefined interests.
2. Select the expertise level of the previously selected interest displaying the “Expertise Level” pull-down menu.
3. If you want to add more Interests than the established by default, click on the  button.
4. Click on the  button to save this information

For returning the Home Page, click on  at the top left corner.

4.1.5. Create/Modify/Update the information about Qualifications.

After clicking on the Profile tab, click on the “Qualifications” tab to access to the section of Qualifications of your profile. The aspect of the page is shown in the below figure:

The screenshot displays a web form titled 'Qualifications Profile page'. At the top, there are navigation tabs: 'Basic', 'Jobs', 'Skills', 'Interests', and 'Qualifications'. The 'Qualifications' tab is active. Below the tabs, there are two sections for adding qualifications, labeled 'Qualification 1' and 'Qualification 2'.

Qualification 1:

- Title: Programmer
- Type*: Study
- Start Date: April 10, 2006
- End Date: May 18, 2010
- Location: España, Cantabria, Cantabria

Qualification 2:

- Title: Agriculture
- Type*: Training
- Start Date: March 14, 1966
- End Date: May 4, 1965
- Location: España, Galicia, Galicia

At the bottom of the form, there are three buttons: 'Add another', 'submit', and 'Cancel'.

Figure 13 Qualifications Profile page

For creating/modifying/update Qualifications, the following steps should be done:

1. Check the "Title" field; if you want to create/modify/update, complete it with the desired information.
2. Display the "Type" pull-down menu and select the type of qualification, i.e. "Study" or "Training".
3. Check the "Start Date" field; if you want to modify/update display:
 - a. "Month" menu
 - b. "Day" menu
 - c. "Year" menu
 And click on the desire one. This field is optional.
4. Check the "End Date" field; if you want to modify/update display:
 - a. "Month" menu
 - b. "Day" menu
 - c. "Year" menu
 And click on the desire one. This field is optional.
5. Check the "Location" field; if you want to create/modify/update, display the pull-down menu and select the desired location. This field is optional.

6. If you want to add more Interests than the established by default, click on the  button.
7. Click on the  button to save this information

For returning the Home Page, click on  at the top left corner.

4.2. Upload Page

User is able to access to the page for uploading content, clicking on the UPLOAD tab at the top right corner of the Home Page.



Figure 14 Upload Tab

Once there, user is able to upload two types of videos: MP4 and YouTube videos.

The aspect of the Upload Page is shown in the below figure:

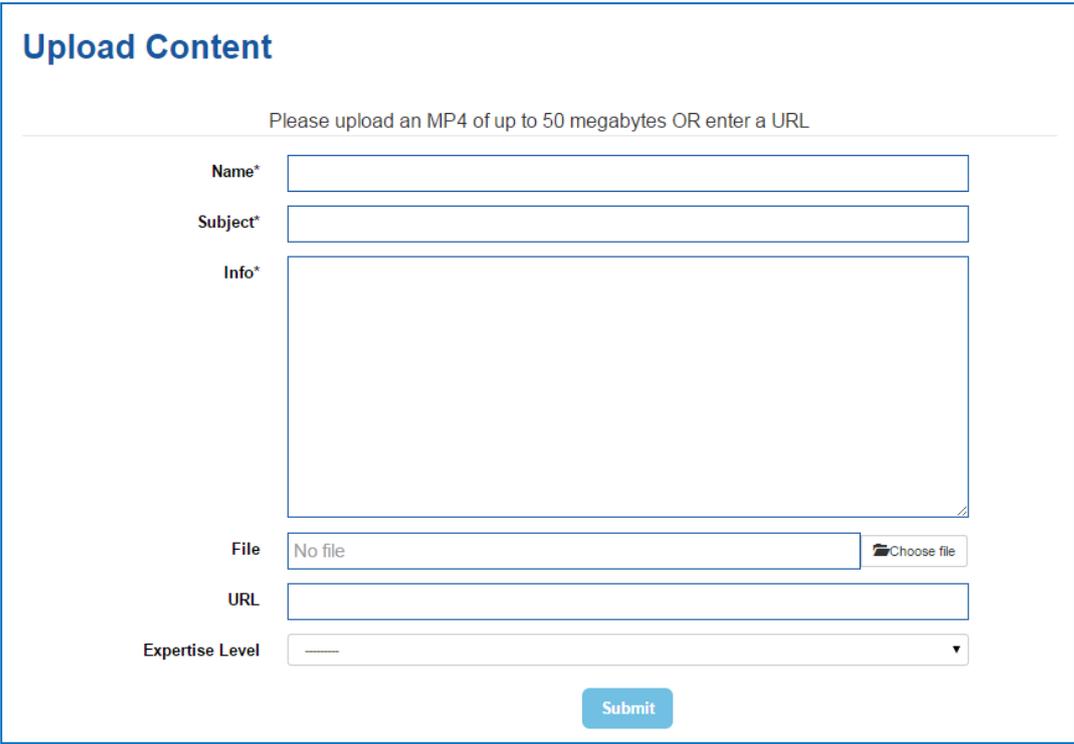


Figure 15 Upload Content Page

4.2.1. Upload of video in MP4 format

. To upload a video in MP4 format the following steps must be done:

1. Complete the “Name” field with the name of the video. This field is mandatory.
 - a. If this field is not filled in, it will be highlighted in red.
2. Complete the “Subject” field with the subject of the video. This field is mandatory.
 - a. If this field is not filled in, it will be highlighted in red.
3. Complete the “Info” field with more information about the video. This field is mandatory.
 - a. If this field is not filled in, it will be highlighted in red.
4. Choose the file to be uploaded through the  in the “File” field. The size of the content to be uploaded cannot exceed 50MB.
5. “URL” field must be avoided for this type of uploading
6. Complete the “Expertise Level” displaying the pull-down menu and selecting the corresponding expertise level. This field is optional.
7. Click on the  button to finalize the uploading.

Fields with (*) are compulsory fields.

For returning the Home Page, click on  at the top left corner.

4.2.2. Upload a YouTube video

To upload a YouTube video, the following steps must be done:

1. Complete the “Name” field with the name of the video. This field is mandatory.
 - a. If this field is not filled in, it will be highlighted in red.
2. Complete the “Subject” field with the subject of the video. This field is mandatory.
 - a. If this field is not filled in, it will be highlighted in red.
3. Complete the “Info” field with more information about the video. This field is mandatory.
 - a. If this field is not filled in, it will be highlighted in red.
4. “File” field must be avoided for this type of uploading
5. “URL” field must be completed with the embed code of the video that you desire to update. To get this information, an example is shown:

- a. Suppose you want to upload the following YouTube video:
<https://www.youtube.com/watch?v=wGBe0oII0U0>
- b. Once the video is open, click on the right mouse button and select “Copy embed code”
- c. On the “URL” field of the ANIMATE platform, paste the copied information:

URL

- d. Erase all the code the src:

URL

6. Complete the “Expertise Level” displaying the pull-down menu and selecting the corresponding expertise level. This field is optional.
7. Click on the  button to finalize the uploading.

Fields with (*) are compulsory fields.

For returning the Home Page, click on **ANIMATE** at the top left corner.

4.3. Searches

To carry out searches of content (both uploaded by you and others) and/or users, you have to go to the search bar at the top right corner of the “Home” page.



Figure 16 Search bar

To launch a search:

1. Introduce the words you desired to search separated by spaces. Searches have the following characteristics:
 - Search is not sensitive to lower/upper case.
 - For Spanish searches, accents have to be taken into account.
 - Search are based on exact substrings, i.e. if you search for Farm, words like Farmer are taken into account.
 - Search can be based on more than one word; words have to be separated by blank space.
 - Search of users are based on:
 - Name
 - Surname
 - Jobs
 - Skills
 - For content searches, all fields are taken into account.
2. Click on the  button to start
3. Results of the search are shown as follows:

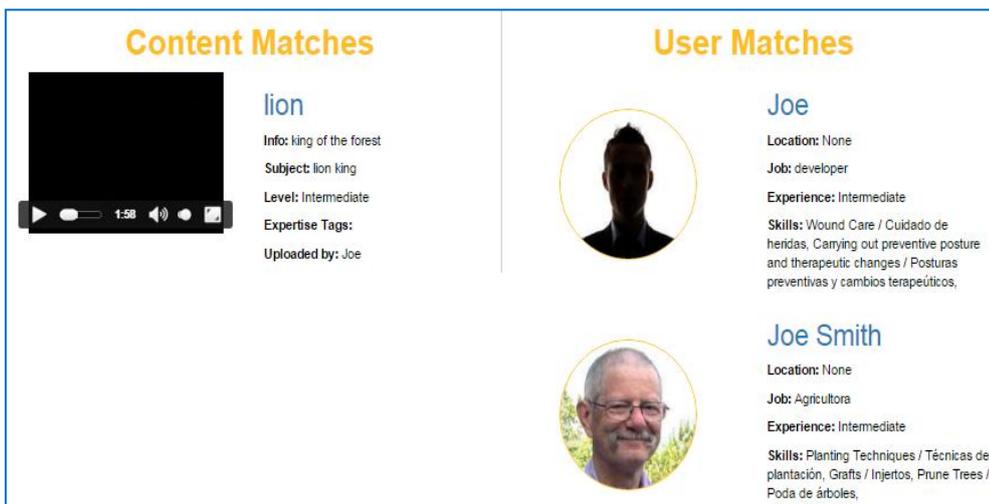


Figure 17 Results after a search

For returning the Home Page, click on **ANIMATE** at the top left corner.

4.3.1. Accessing the profile of a user

If you want to access the profile of a user after a search:

1. Click on the name of the profile picture of the user.

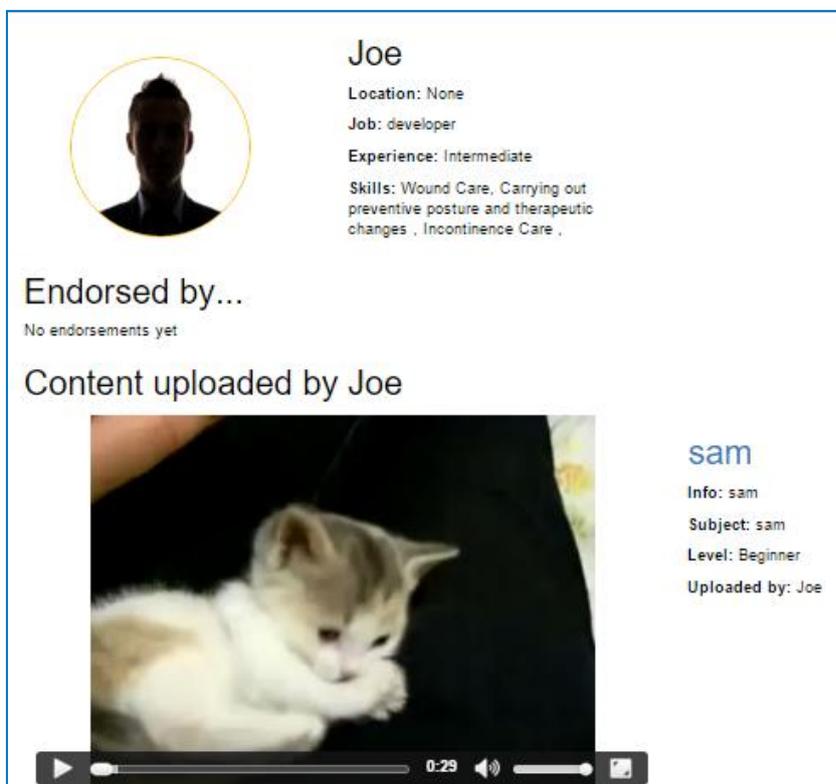


Figure 18 Profile of a user

For returning the Home Page, click on **ANIMATE** at the top left corner.

4.3.1.1. Access the content through the profile of a user

If once accessed the profile of the user, you desire to access to the content uploaded by this user:

1. Click on the Play  button of the video in the profile page.
2. Click on the name of the title of the video to open the video in a video viewer. Touch ESC to exit the video viewer.

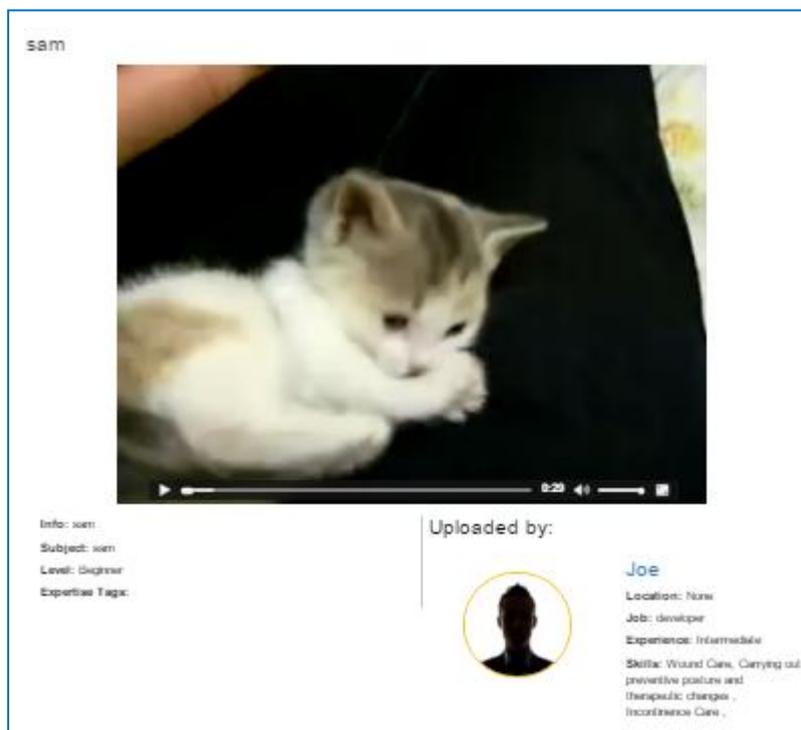


Figure 19 Video viewer

4.3.2. Accessing the content

If you want to access the content after a search:

1. Click on the Play  button of the video in the profile page.
2. Click on the name of the title of the video to open the video in a video viewer. Touch ESC to exit the video viewer. *See Figure 19 Video viewer.*

For returning the Home Page, click on  at the top left corner.

4.4. Logout

In order to exit the platform, click on the LOGOUT tab at the top right corner of the Home Page.



Figure 20 Logout tab