



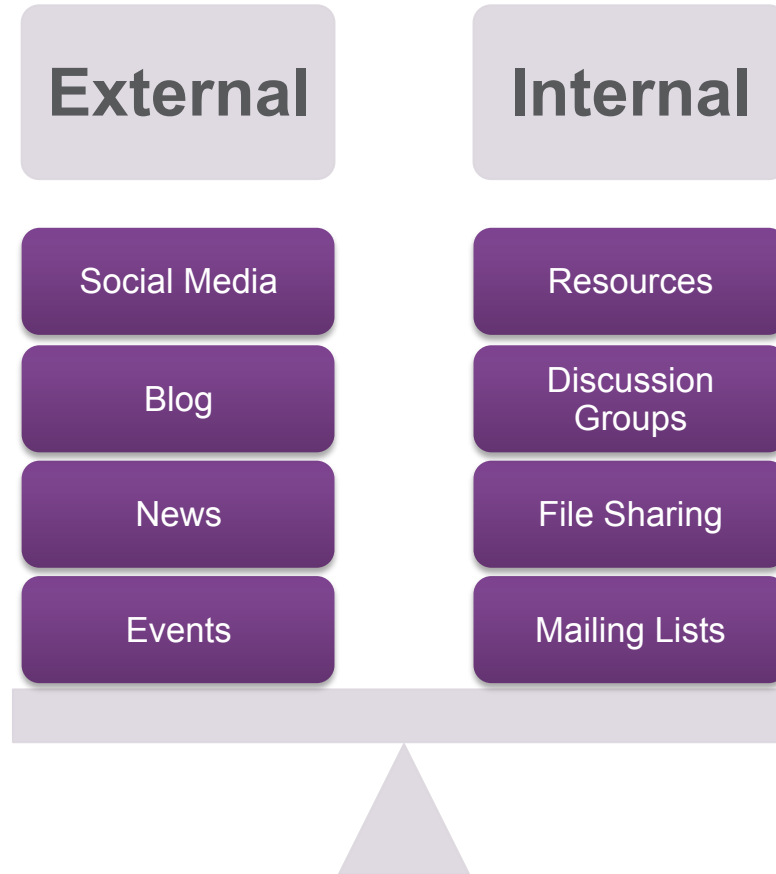
Ecosystem Science
for Policy & Practice

Digital Communications

OPERAs Internal Website
and File Share



Digital Communications Overview



Communications Champion



Logging Into Internal Site 1

www.operas-project.eu


info@operas-project.eu



Ecosystem Science for Policy & Practice



Logging into the Internal Site 2



[f](#) [Twitter](#) [in](#) [YouTube](#)

Ecosystem Science for Policy & Practice

[Home](#) [About](#) [News](#) [Work Programme](#) [Events Calendar](#) [Links](#)

Home


My account

Username *

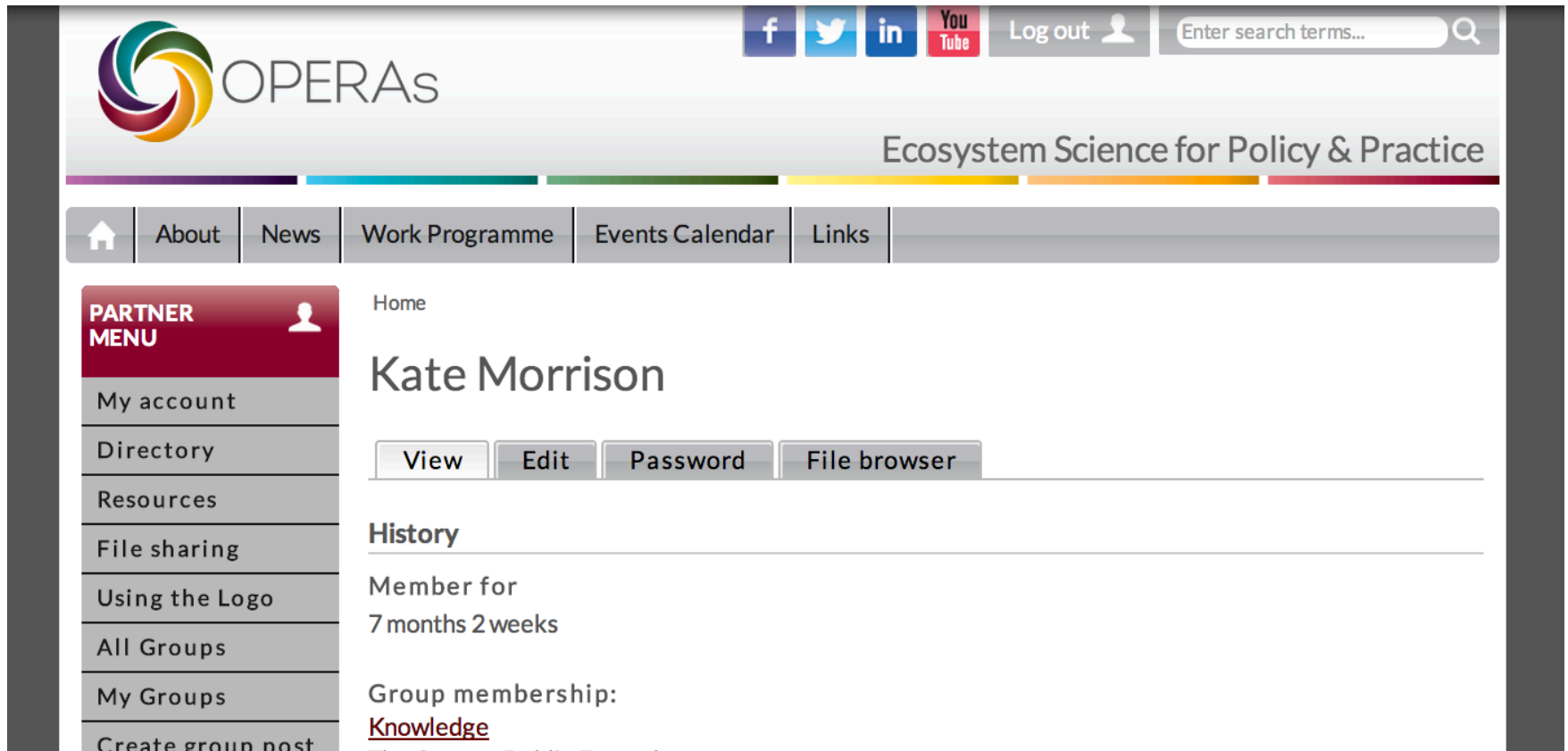
Enter your OPERAs username.

Password *

Enter the password that accompanies your username.



Internal Site Functionality



The screenshot displays the OPERAs internal site interface. At the top left is the OPERAs logo, a colorful swirl. To its right are social media icons for Facebook, Twitter, LinkedIn, and YouTube. Further right are a 'Log out' button with a user icon and a search bar containing the text 'Enter search terms...'. Below the logo is the text 'OPERAs' and 'Ecosystem Science for Policy & Practice'. A navigation bar contains links for Home, About, News, Work Programme, Events Calendar, and Links. On the left, a 'PARTNER MENU' sidebar lists: My account, Directory, Resources, File sharing, Using the Logo, All Groups, My Groups, and Create group post. The main content area shows the user profile for 'Kate Morrison', with a 'Home' link above the name. Below the name are buttons for 'View', 'Edit', 'Password', and 'File browser'. A 'History' section indicates the user is a 'Member for 7 months 2 weeks' and lists 'Group membership: Knowledge' with a link.

OPERAs
Ecosystem Science for Policy & Practice

Home | About | News | Work Programme | Events Calendar | Links

PARTNER MENU

- My account
- Directory
- Resources
- File sharing
- Using the Logo
- All Groups
- My Groups
- Create group post

Home

Kate Morrison

View | Edit | Password | File browser

History

Member for
7 months 2 weeks

Group membership:
[Knowledge](#)

PARTNER MENU 

My account

Directory

Resources

File sharing

Using the Logo

All Groups

My Groups

Create group post

Log-out

HOME

Directory

All A B C D E F G H I J K L M N O P Q R S T U V
W X Y Z

Almut Arneth
Karlsruher Institut fuer Technologie



Florence Baptist
Biotope



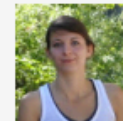
Ian Bateman
University of East Anglia



Anita Bayer
Karlsruher Institut fuer Technologie



Adeline Bierry
L'aboratoire d'Ecologie Alpine, CNRS



Claire Brown
World Conservation Monitoring Centre



Sibyl Brunner
Eidgenössische Technische Hochschule Zürich



Jess Bryson
The University of Edinburgh



Craig Bullock
University College Dublin



**PARTNER
MENU**



My account

Directory

Resources

File sharing

Using the Logo

All Groups

My Groups

Create group
post

Log-out

Home

Resources

Other

Title	Date	Resource	Work Package
ownCloud Guidance	20 Mar 2014	owncloud-installuse-guidance.pdf	WP1: Project Management

Presentations

Title	Date	Resource	Work Package
Kick-Off Meeting Presentation	10 Jan 2013	operas-kick-meeting-intro-presentation.ppt	WP1: Project Management

Project report

Title	Date	Resource	Work Package
D2.1 Description of Study Design*	28 Feb 2014	d2.1-description-study-design.pdf	WP2: Practice
D1.2 Research Implementation Plan	30 May 2013	deliverable-d1.2-research-implementation-plan.pdf	WP1: Project Management

File Sharing – ownCloud Getting Started

OPERAs
Ecosystem Science for Policy & Practice

Home

Which file sharing option to use?

View Edit

Collaborate

Transfer

Final Version

< 300mb

> 300mb

Owncloud WP Folder

FTP Site - WP leads to upload

Owncloud Temporary File Folder

FTP Temporary File Folder

Wiped every Saturday

Send to Project Office

Upload to website

Please use Owncloud or the FTP server for file sharing. Please use these systems to transfer files or work collaboratively, not as a file repository. Access to upload onto the FTP is limited, if you have large files, please contact the project office for more information.

Collaborate = work together on a file.
Transfer = send a file to colleagues.

[Please click here to access OPERAs ownCloud](#)
[Guidelines for using ownCloud can be found here](#)

ownCloud on your Browser

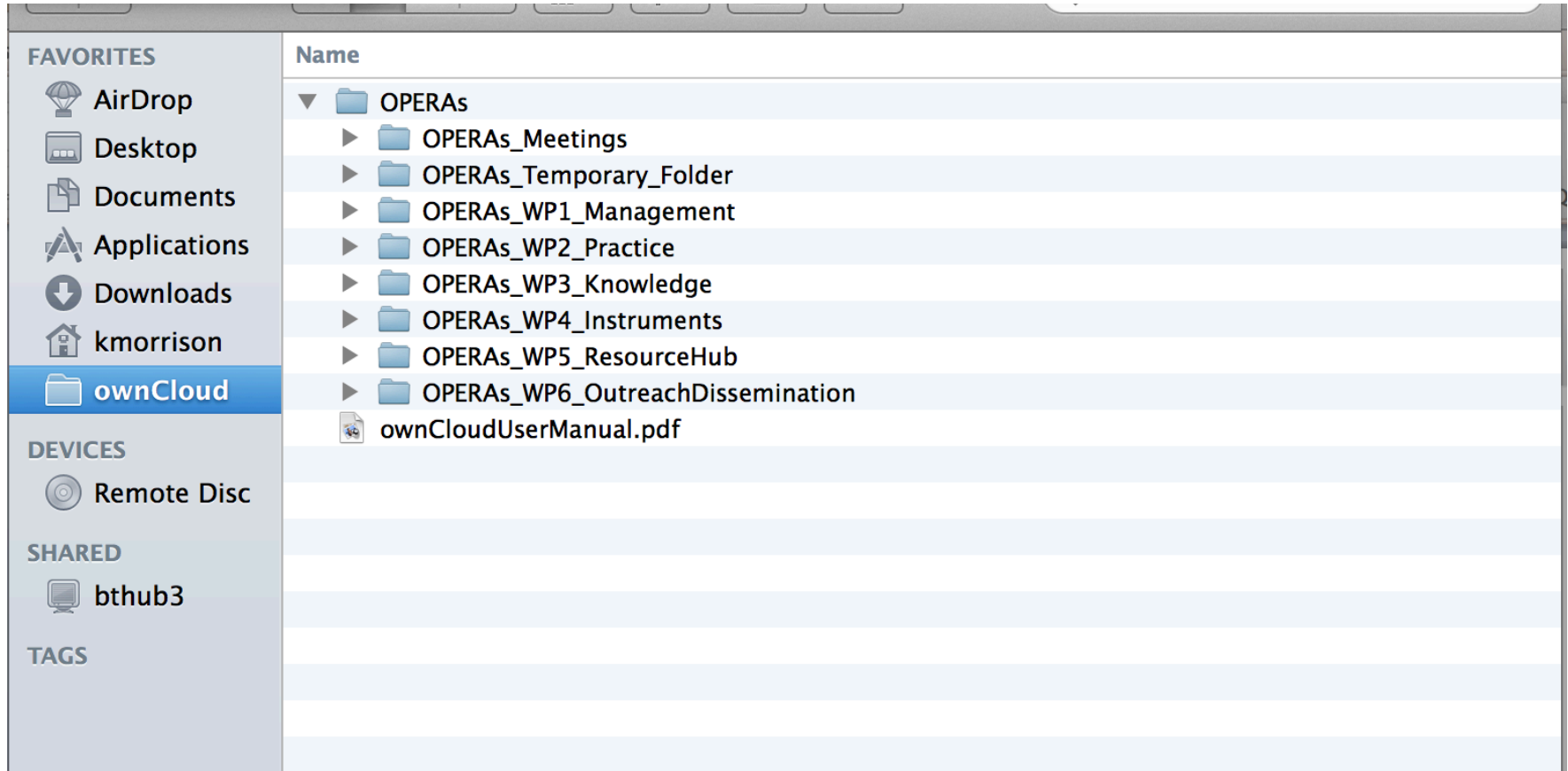
www.operas-project.info/index.php/apps/files?dir=//Shared

ownCloud

Shared You don't have write permissions here.

<input type="checkbox"/>	Name
<input type="checkbox"/>	OPERAs_Meetings
<input type="checkbox"/>	OPERAs_WP2_Practice
<input type="checkbox"/>	OPERAs_WP3_Knowledge
<input type="checkbox"/>	OPERAs_WP4_Instruments
<input type="checkbox"/>	OPERAs_WP5_ResourceHub
<input type="checkbox"/>	Temporary_Folder
<input type="checkbox"/>	WP1_Management
<input type="checkbox"/>	WP6_OutreachDissemination
<input type="checkbox"/>	ownCloudUserManual.pdf

Installing ownCloud on your Computer



Using the logo

PARTNER MENU



My account

Directory

Resources

File sharing

Using the Logo

All Groups

My Groups

Create group post

Switch back

Log-out

Home

OPERAs Brand

The OPERAs visual identity has been designed to support clear communication of the project outputs. If you have any questions about branding and communications, please contact [Kate Morrison](#) in the project office.

Office Templates

Templates are available for project reports, presentations and posters.

- [Technical report template for Microsoft Word](#)
- [Presentation template for Microsoft PowerPoint](#)
- [Poster template for Microsoft PowerPoint](#)

Logo Guidelines

It is important for the OPERAs logo to be displayed correctly and consistently on all communications (including printed and electronic materials). The logo guidelines provides

Discussion Groups

**PARTNER
MENU**



My account

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Groups

<u>Group</u>	Description	<u>Manager</u>	Join Link
<u>Instruments</u>	This group is for discussion about Work Package 4 - Instruments	Paul Weaver	<u>Unsubscribe from group</u>
<u>Knowledge</u>	This group is for discussion about Work Package 3 - Knowledge	Almut Arneth	<u>Unsubscribe from group</u>
<u>Outreach and Dissemination</u>	This group is for discussion about Work Package 6 - Outreach and Dissemination	Marc Metzger	<u>Unsubscribe from group</u>
<u>Practice:</u>	This group is for discussion about Work Package 2 - Practice	Ariane Walz	<u>Unsubscribe from group</u>
<u>Project Management</u>	This group is for discussion amongst Work Package 1 - the Project Management Team	Jess Bryson	<u>Unsubscribe from group</u>

Discussion Group

PARTNER MENU



My account

Directory

Resources

File sharing

Using the Logo

All Groups

My Groups

Create group post

Log-out

Home

Project Management

View

Edit

Group

Members

Group:

[Unsubscribe from group](#)

This group is for discussion amongst Work Package 1 - the Project Management Team

Latest Posts

Kick-Off Meeting Presentation

Description:

Mark's presentation from the OPERAs kick-off meeting in Edinburgh, January 2013 is now available.

Author: Mark Rounsevell

PROJECT MANAGEMENT MEMBERS



Kate Morrison

Astrid van Teeffelen

Marc Metzger

Jess Bryson

Mark Rounsevell

[more](#)

GROUP DETAILS



Managers

Jess Bryson

Marc Metzger

Mark Rounsevell

[6 members](#)

Created: Mar 07 2014

[Unsubscribe from](#)

Discussion Groups

The screenshot shows a web application interface for creating a group post. At the top, there is a navigation bar with links for Home, About, News, Work Programme, Events Calendar, and Links. Below this is a 'PARTNER MENU' sidebar with options: My account, Directory, Resources, File sharing, Using the Logo, All Groups, My Groups, Create group post (highlighted in green), Switch back, and Log-out. The main content area is titled 'Create Group post' and includes a breadcrumb 'Home → Add content'. The form contains a 'Title' field, a 'Groups audience' dropdown menu (with options: - None -, Project Management, Outreach and Dissemination, Userboard), an 'Image' field, and a file upload section. The file upload section includes a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. Below the file upload section, there are instructions: 'Files must be less than 20 MB.' and 'Allowed file types: png gif jpg jpeg.'. At the bottom, there is a 'Body (Edit summary)' section with a rich text editor toolbar containing options for Bold, Italic, Bulleted List, Numbered List, Link, Unlink, and a lock icon.

Reminder

- Log into internal site
- Update your profile in directory
- Request to join discussion groups
- Define discussion group scope
- Install or trial ownCloud in your browser
- Nominate Communications Champion

www.operas-project.eu • info@operas-project.eu



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