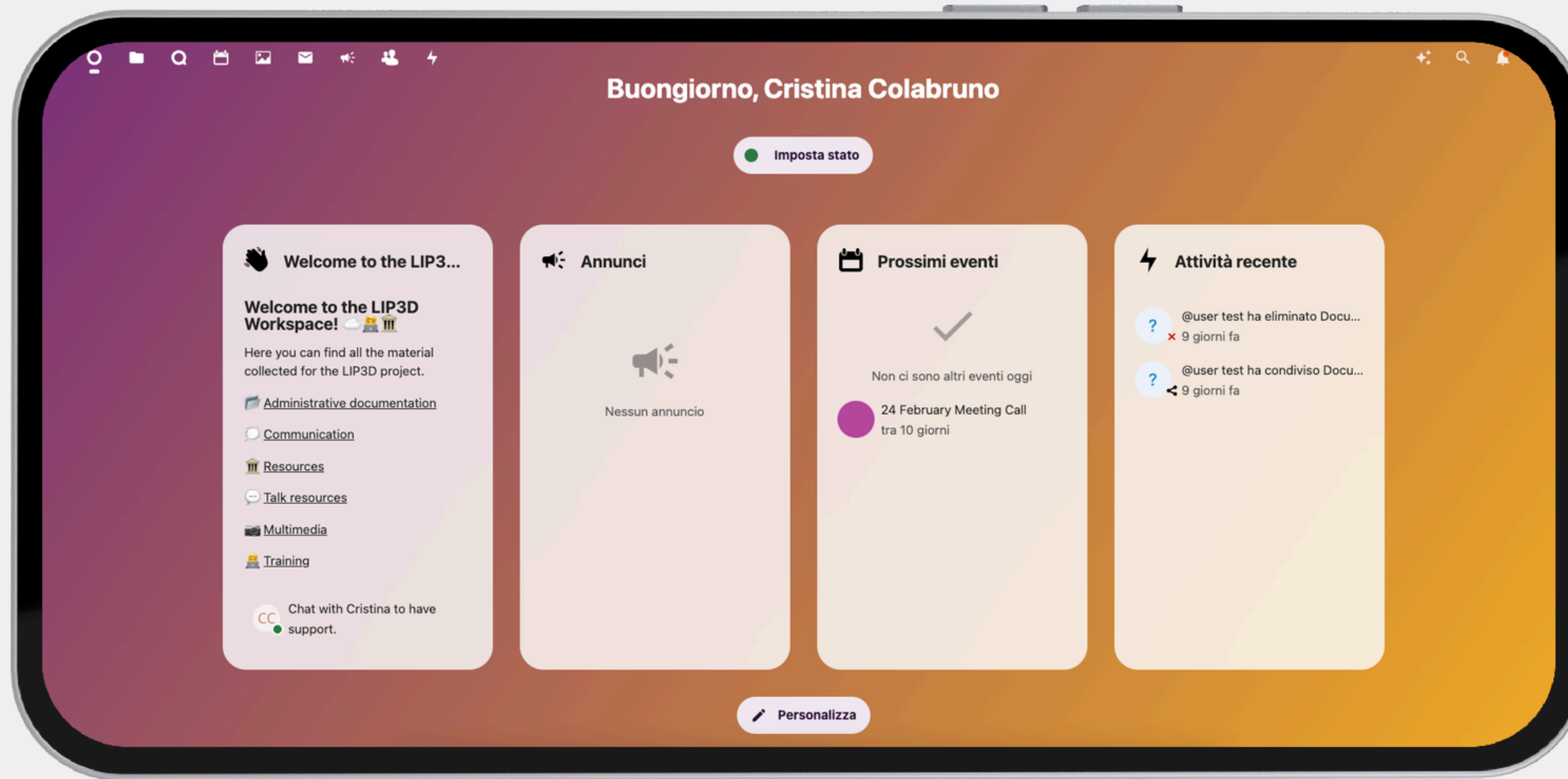
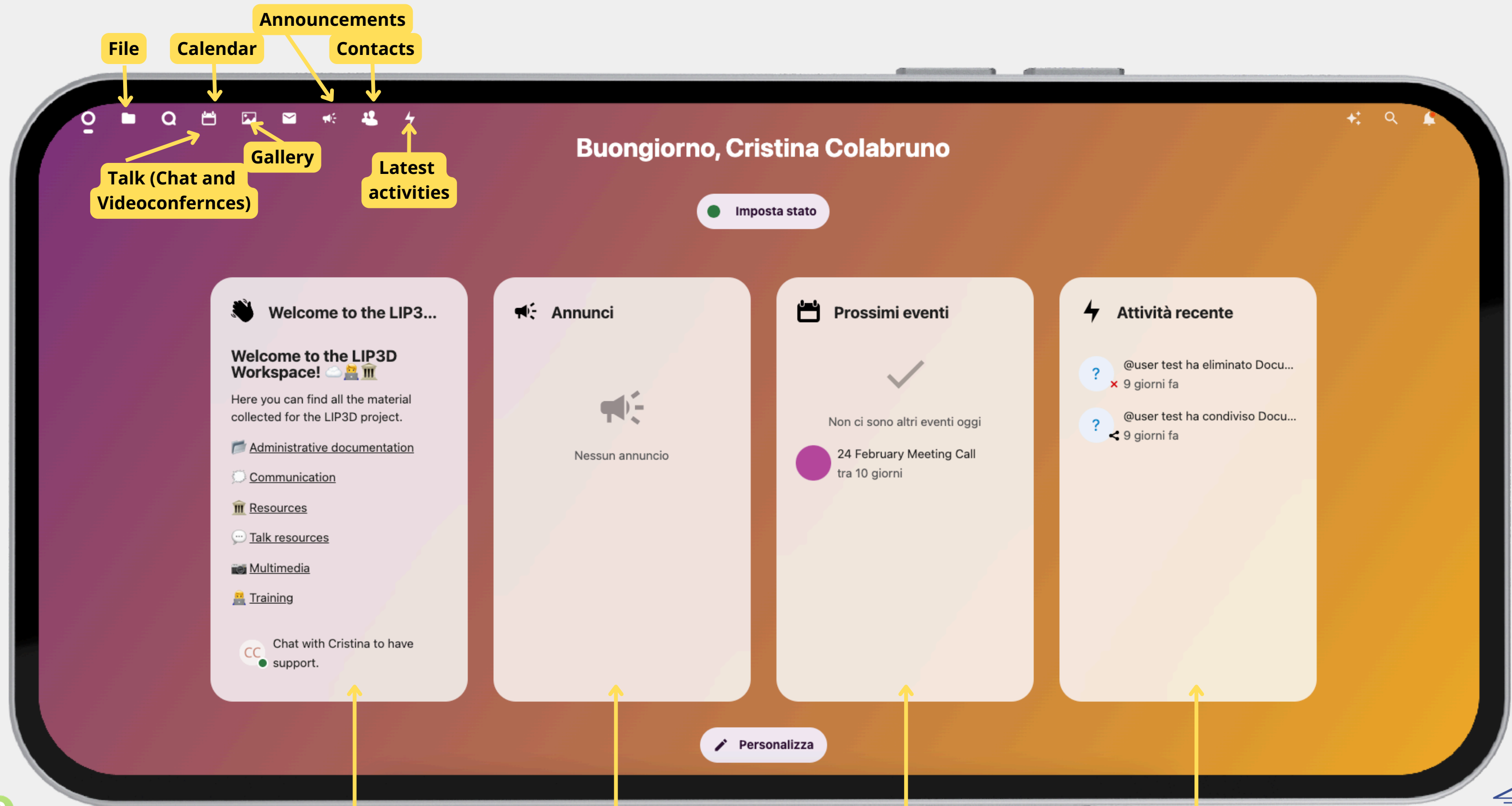


LIP3D Workspace

User Guide



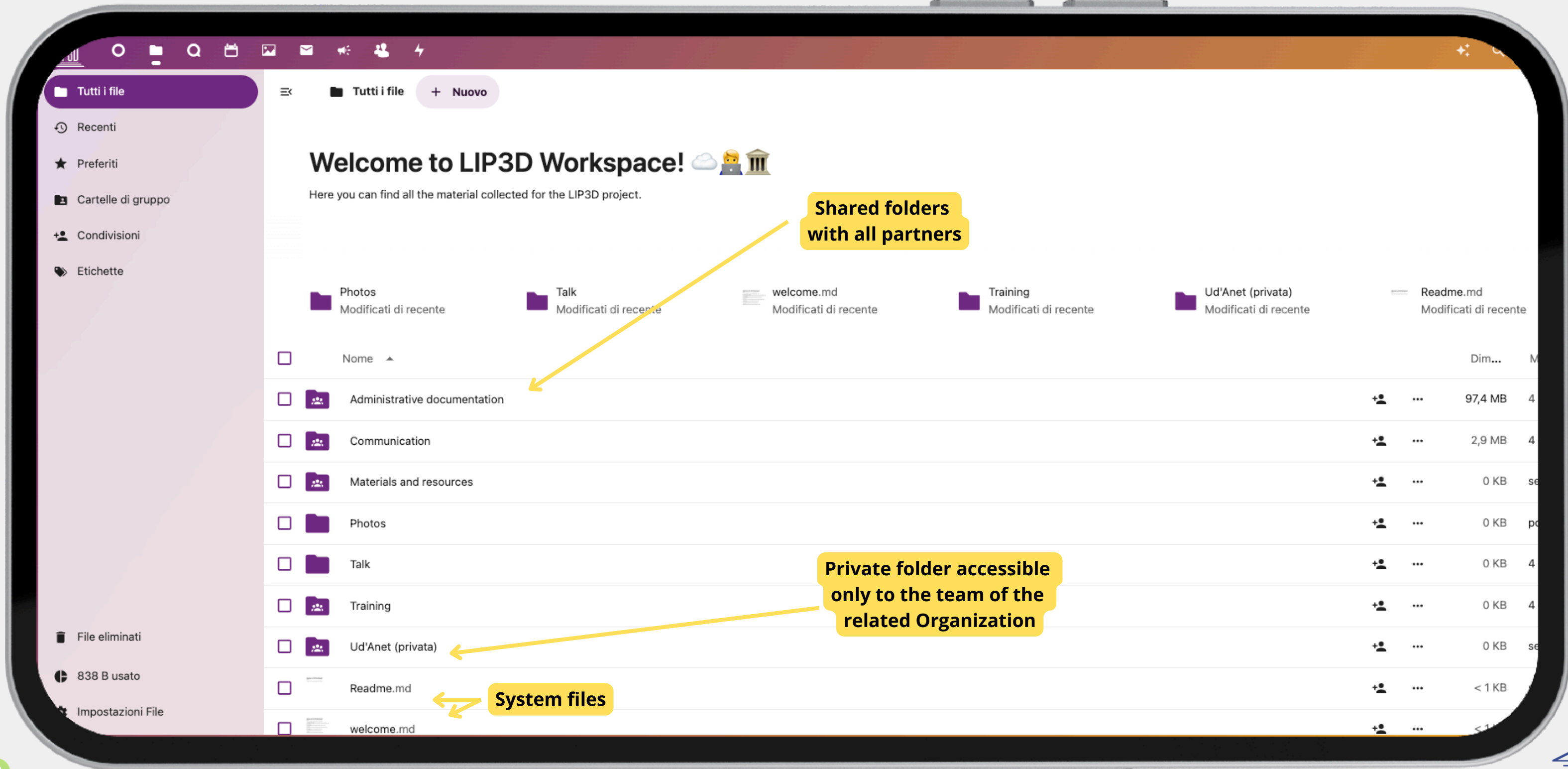


Overview and quick access to resources

latest announcements, notices and communications

Upcoming planned events: meetings, deadlines etc.

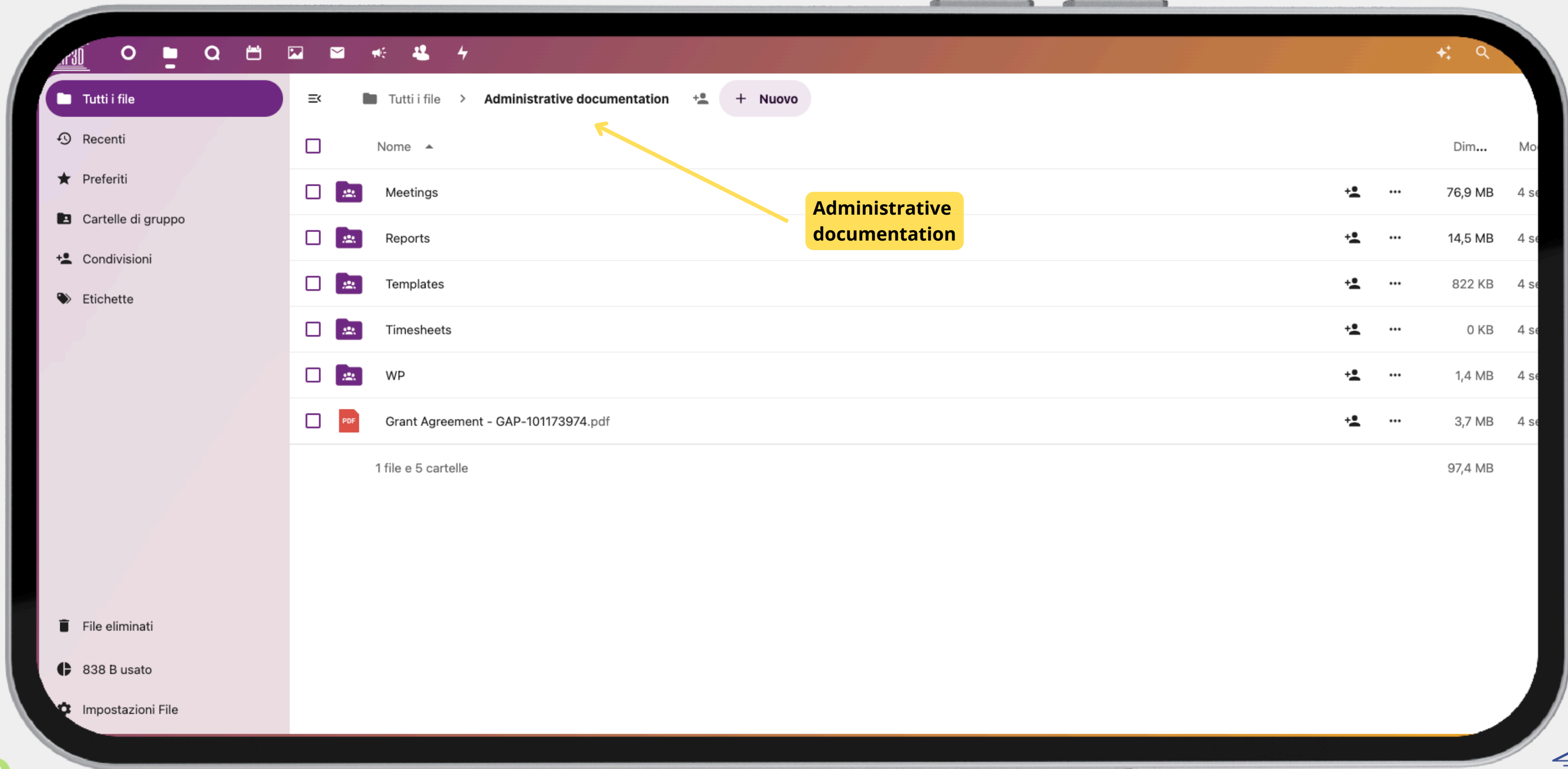
Overview of the latest activities carried out on the platform



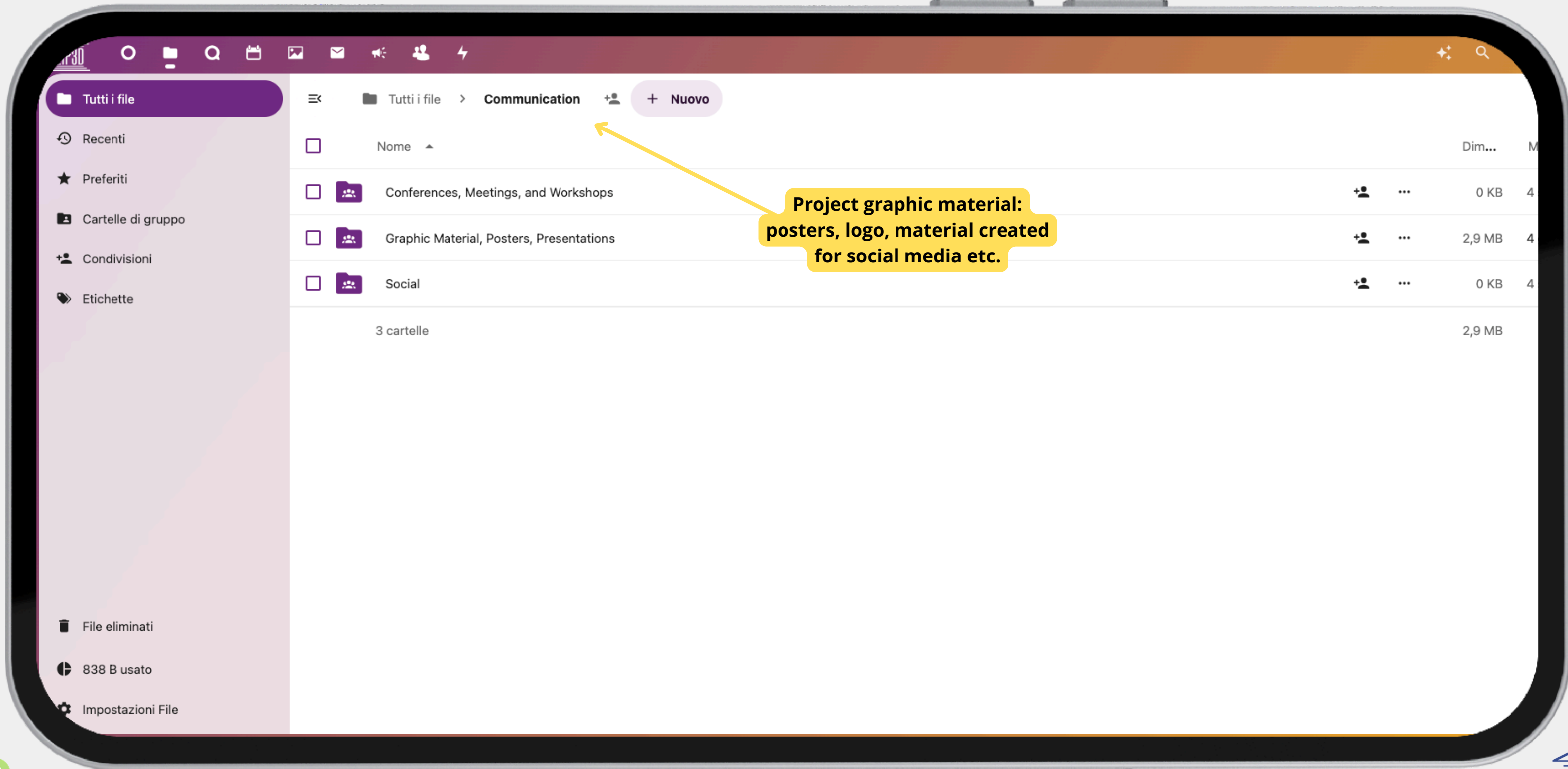
Shared folders with all partners

Private folder accessible only to the team of the related Organization

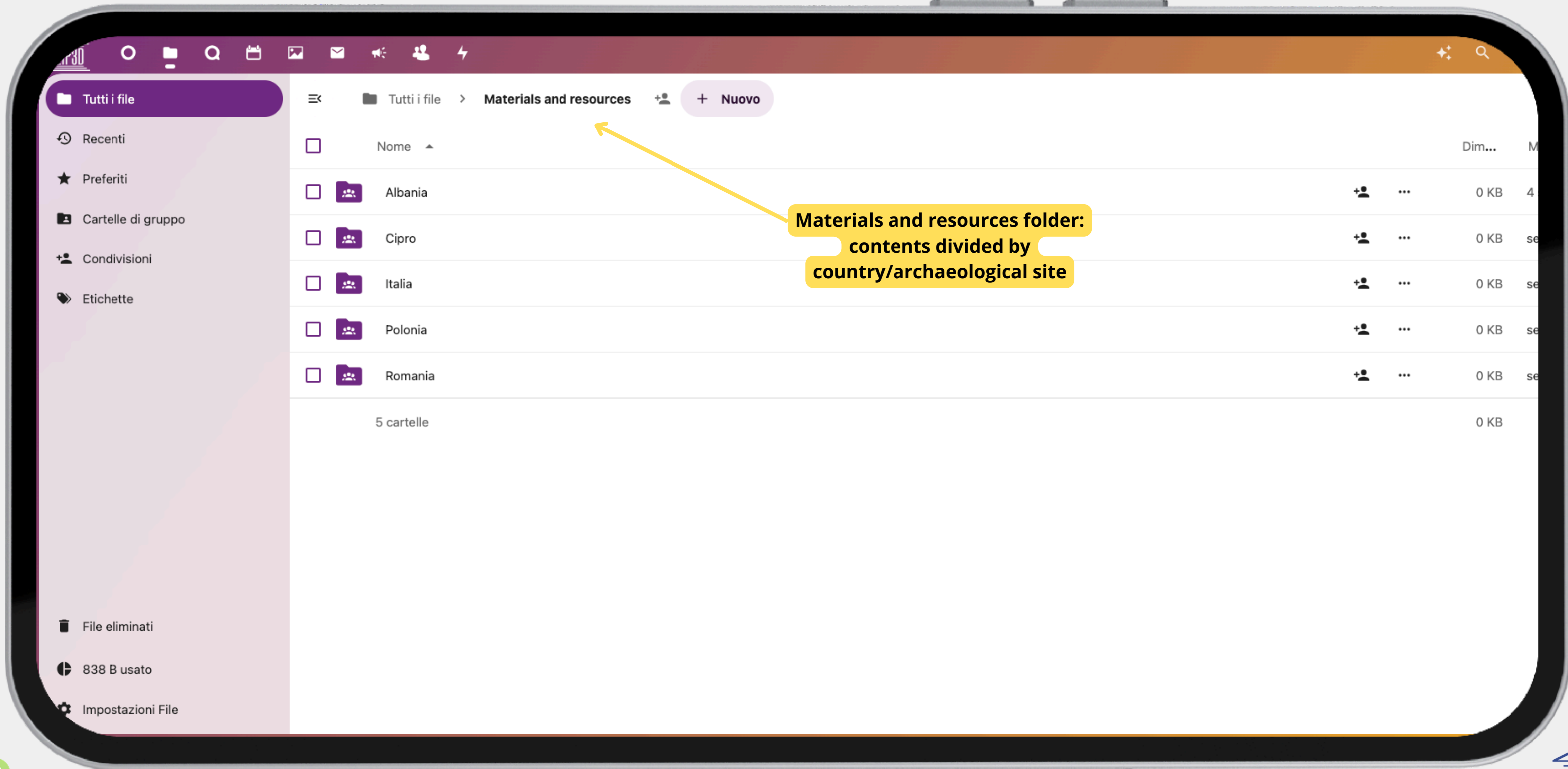
System files



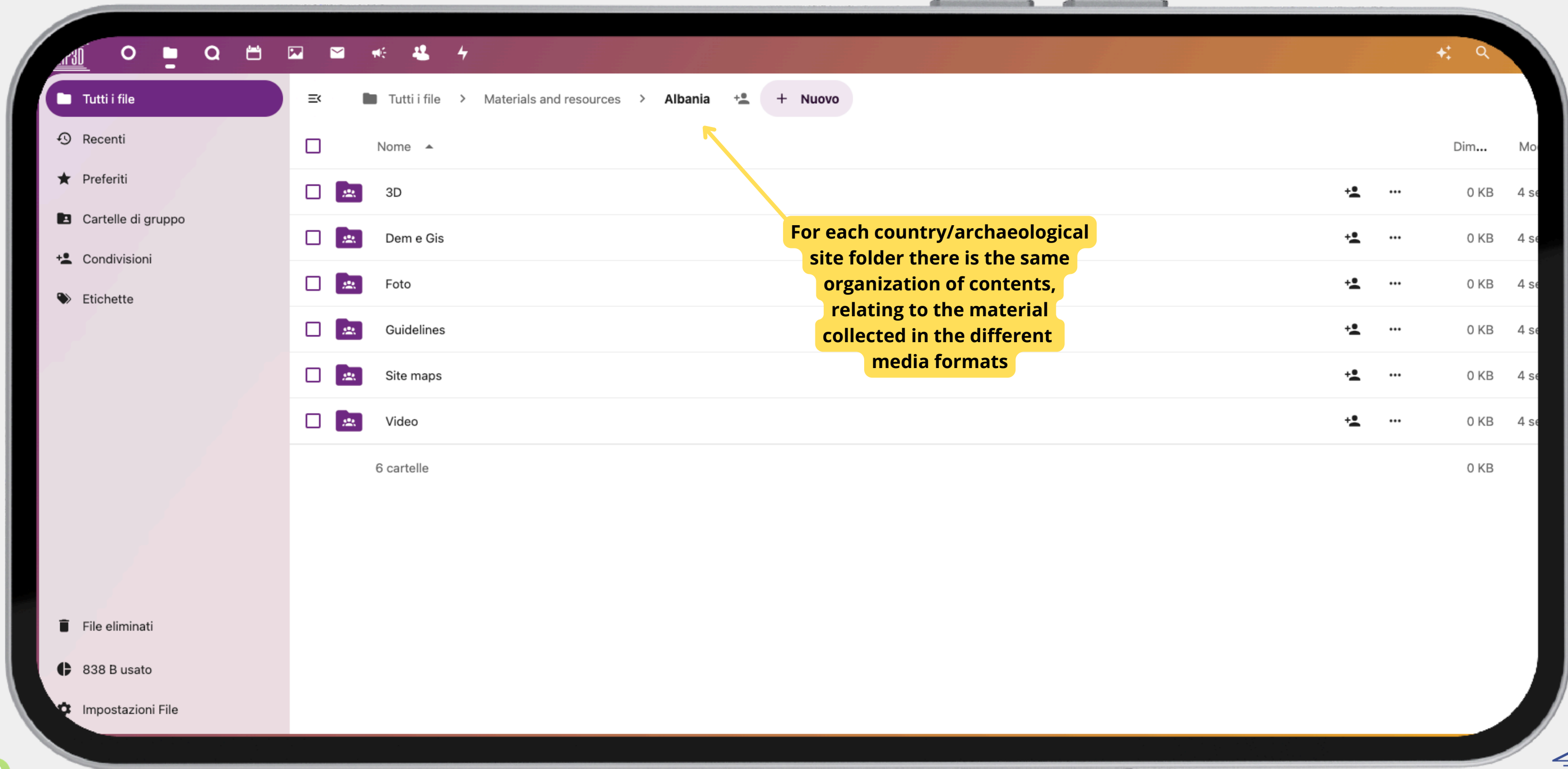
Administrative documentation



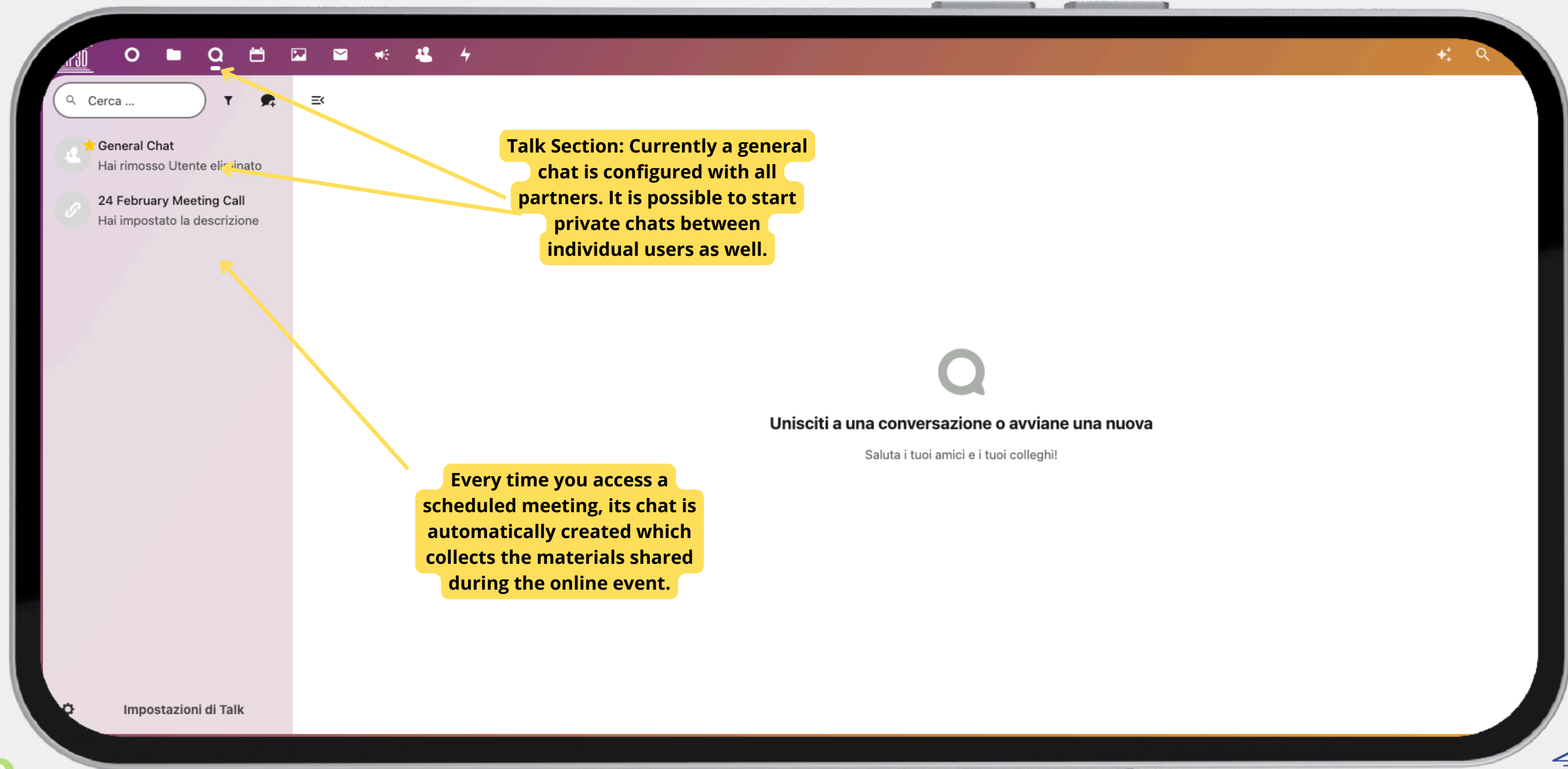
**Project graphic material:
posters, logo, material created
for social media etc.**



**Materials and resources folder:
contents divided by
country/archaeological site**

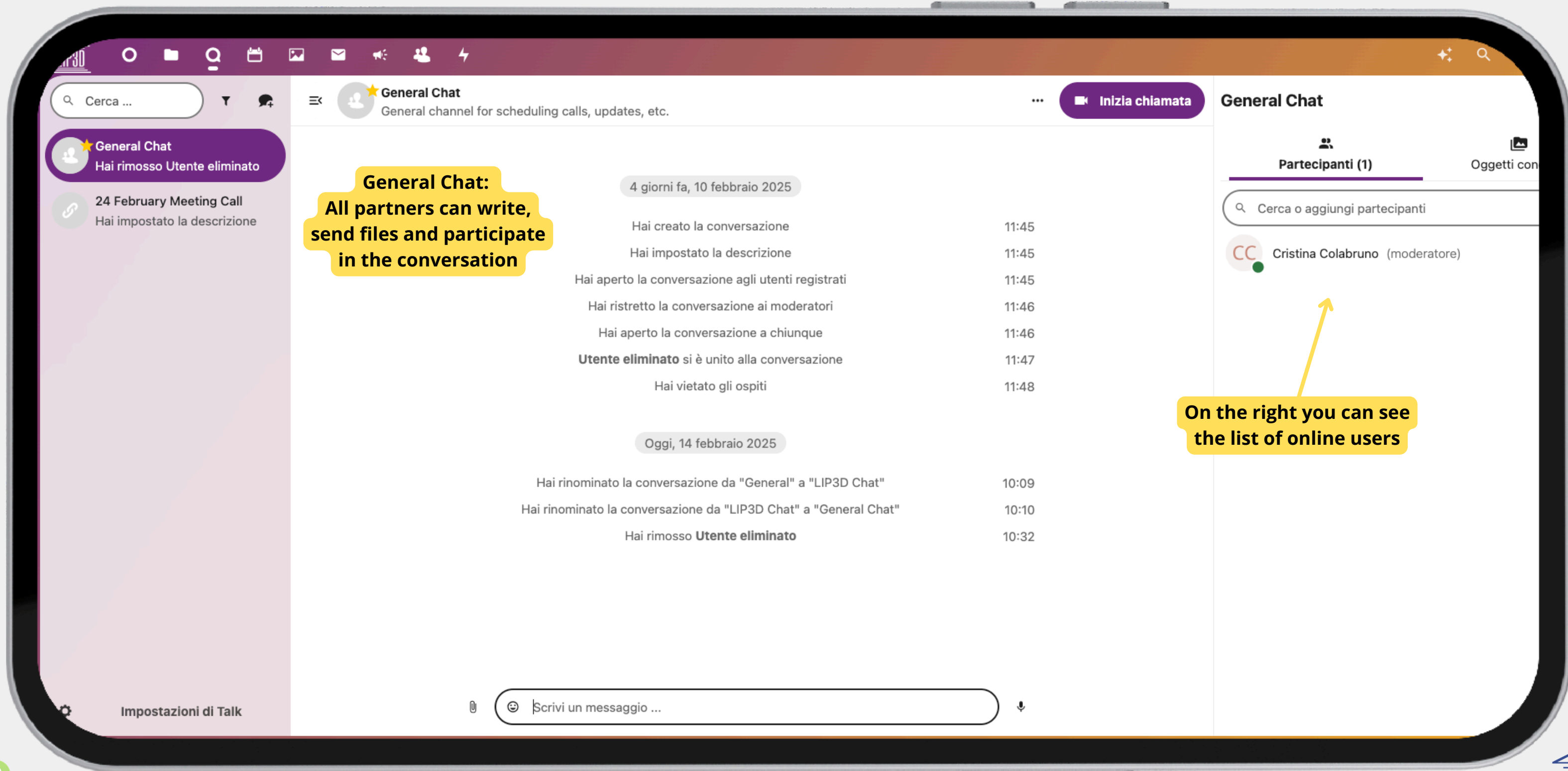


For each country/archaeological site folder there is the same organization of contents, relating to the material collected in the different media formats



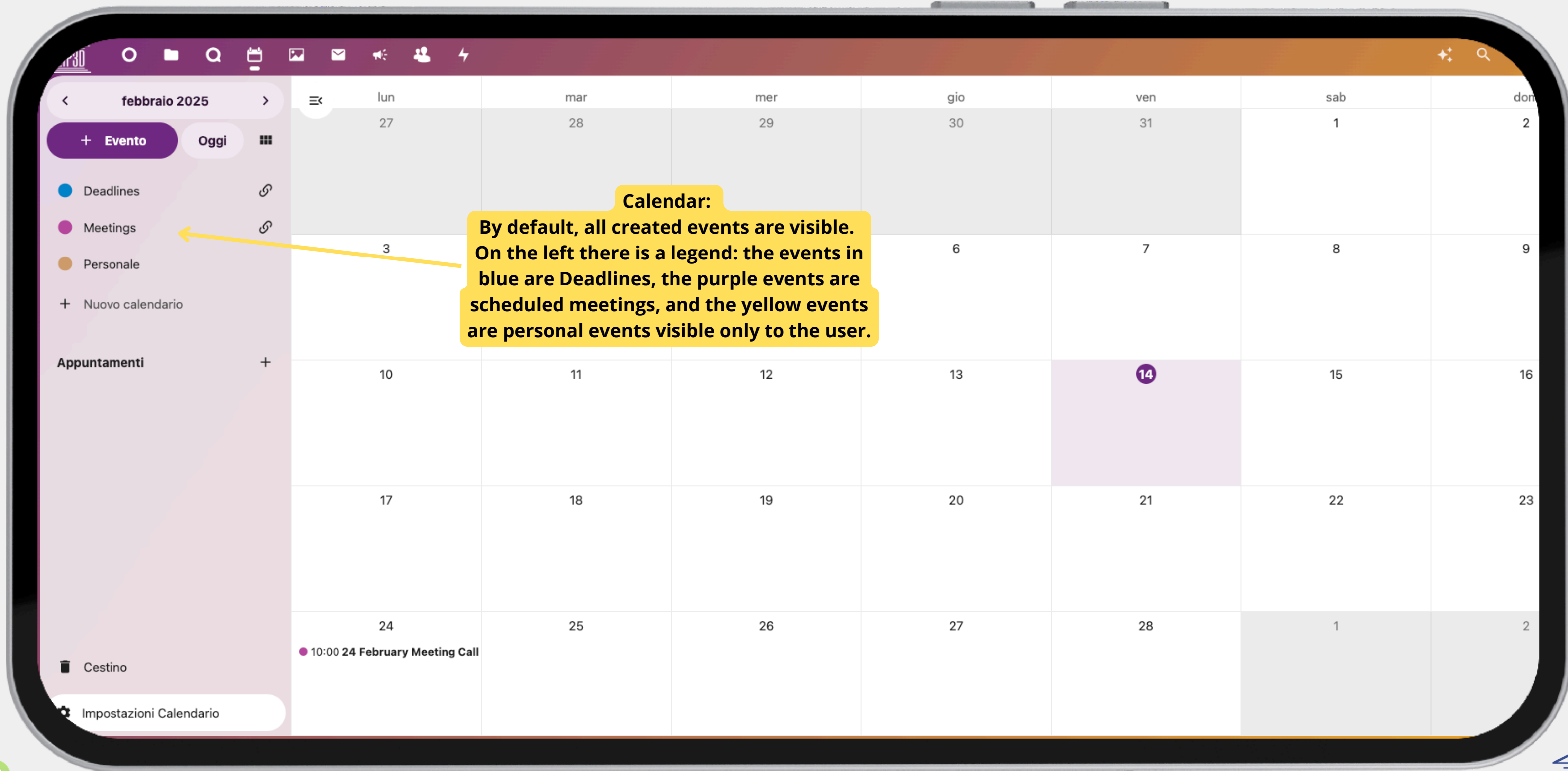
Talk Section: Currently a general chat is configured with all partners. It is possible to start private chats between individual users as well.

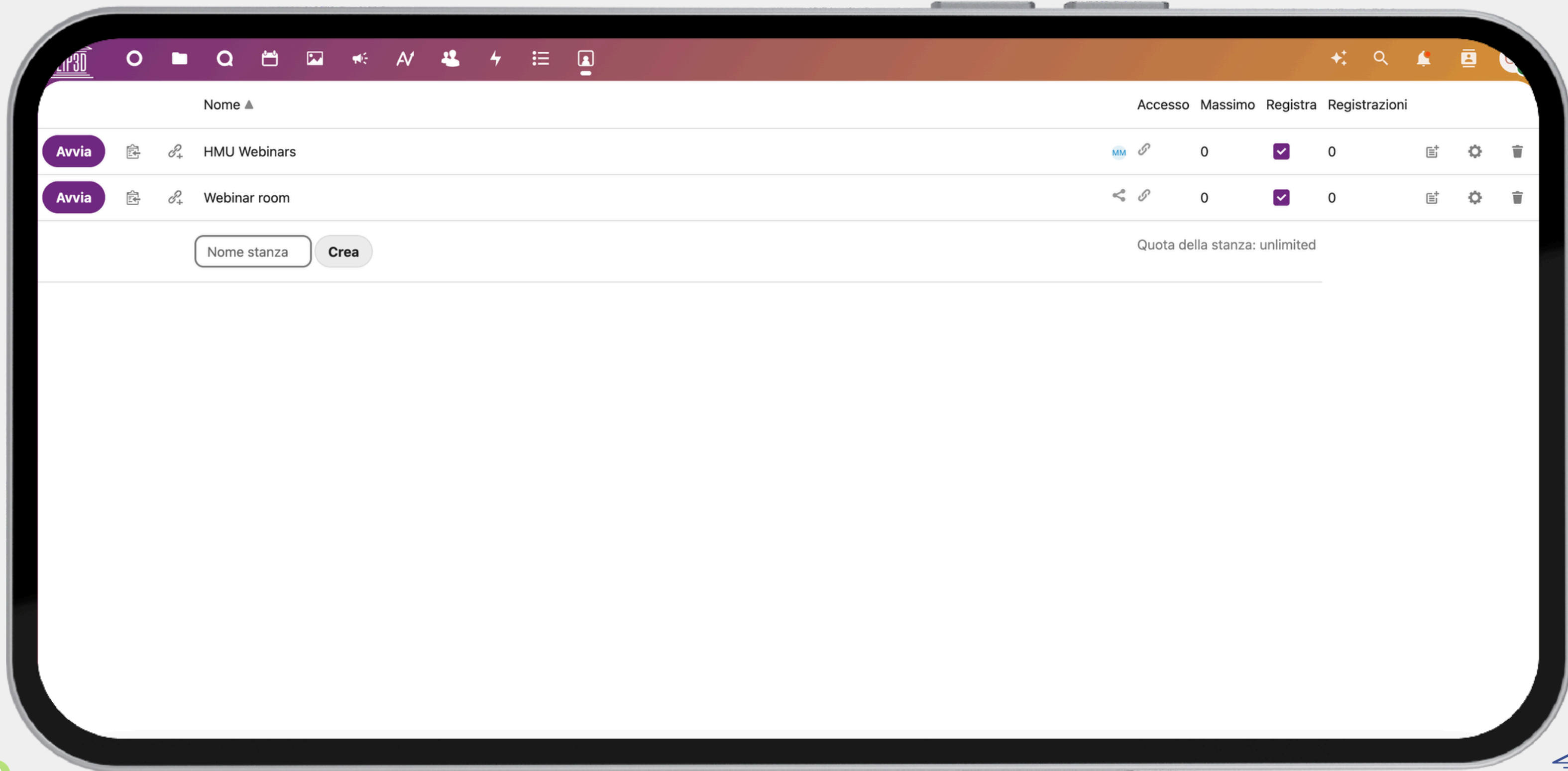
Every time you access a scheduled meeting, its chat is automatically created which collects the materials shared during the online event.

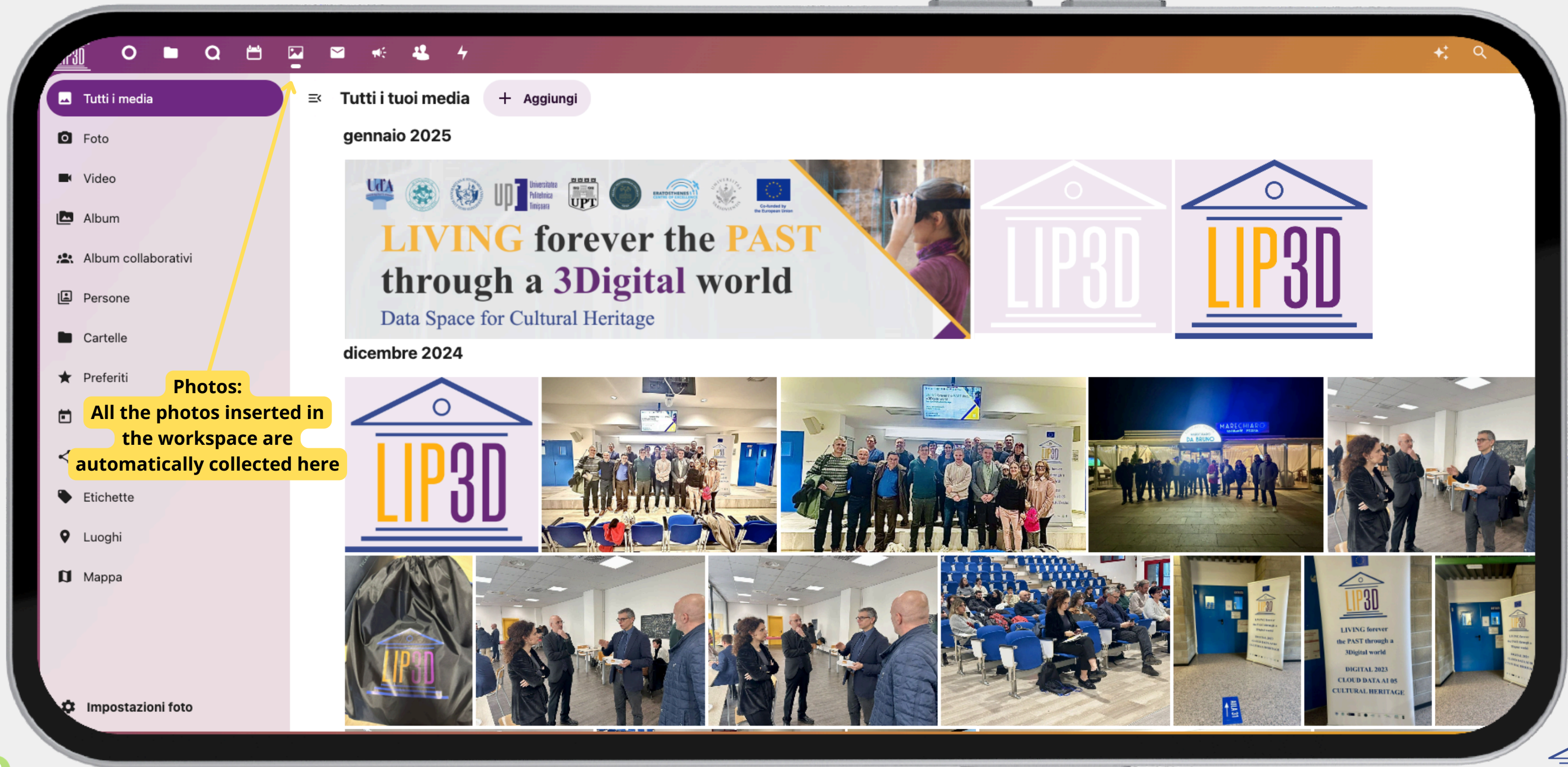


General Chat:
All partners can write,
send files and participate
in the conversation

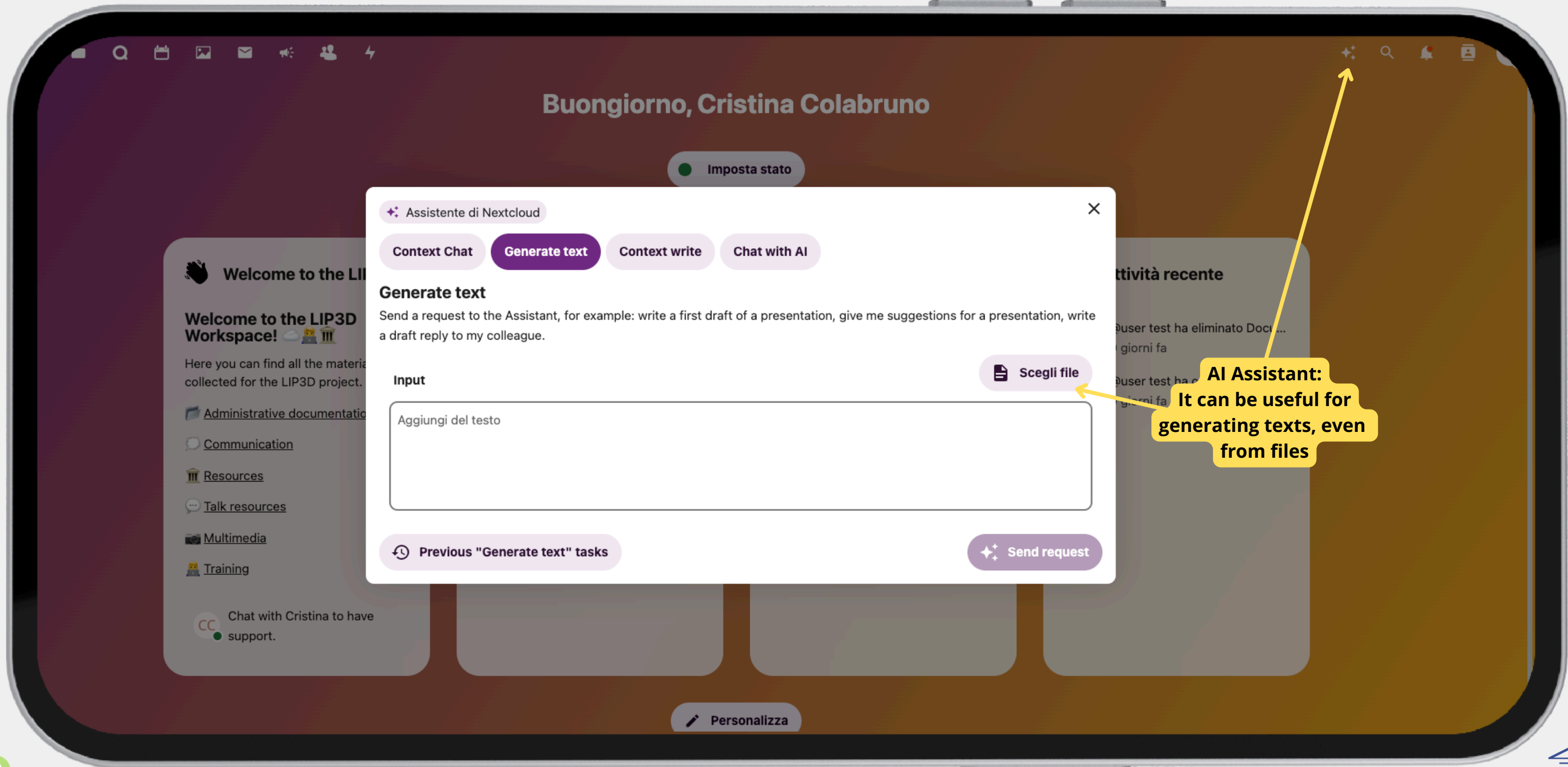
On the right you can see
the list of online users



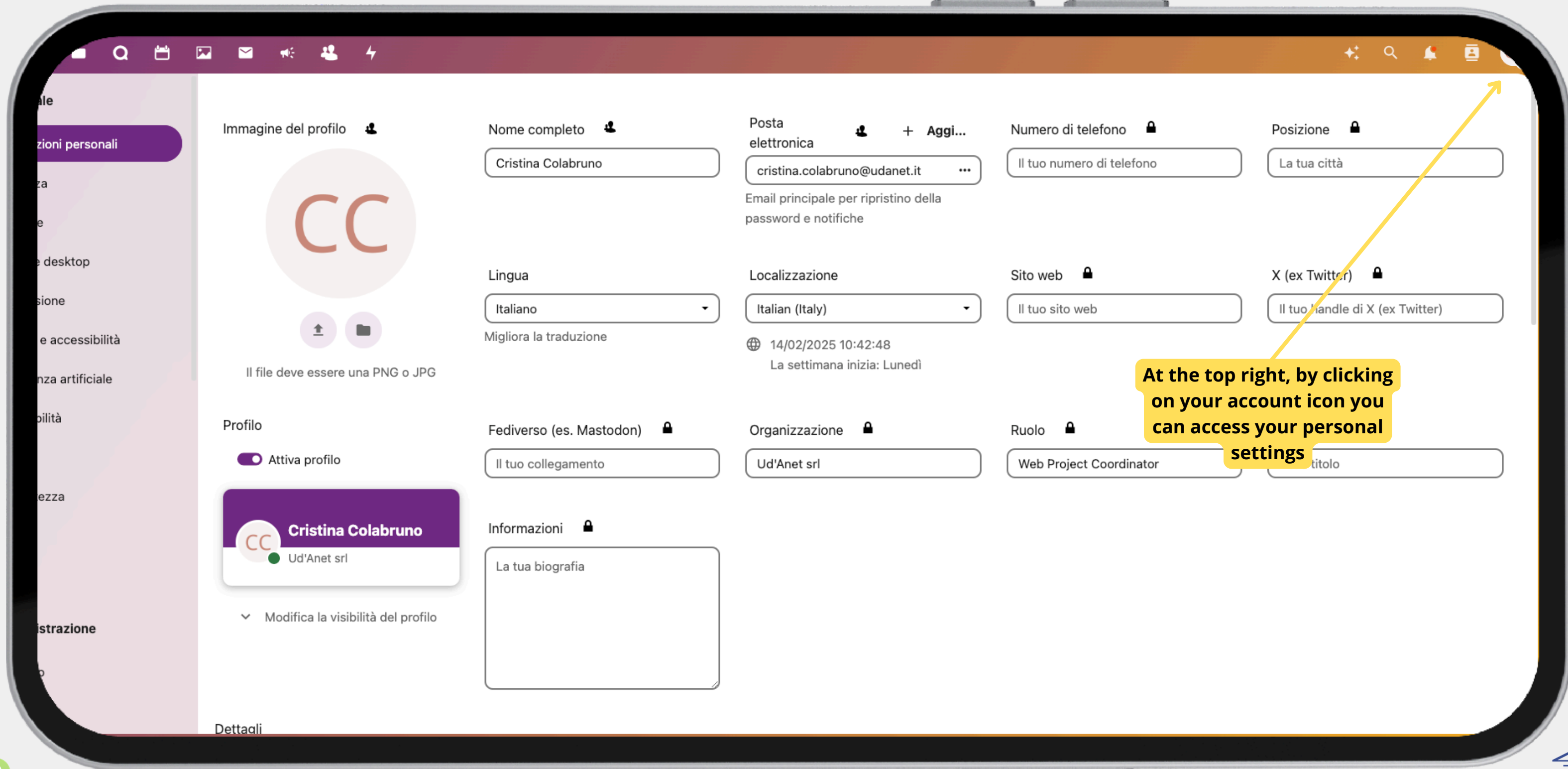




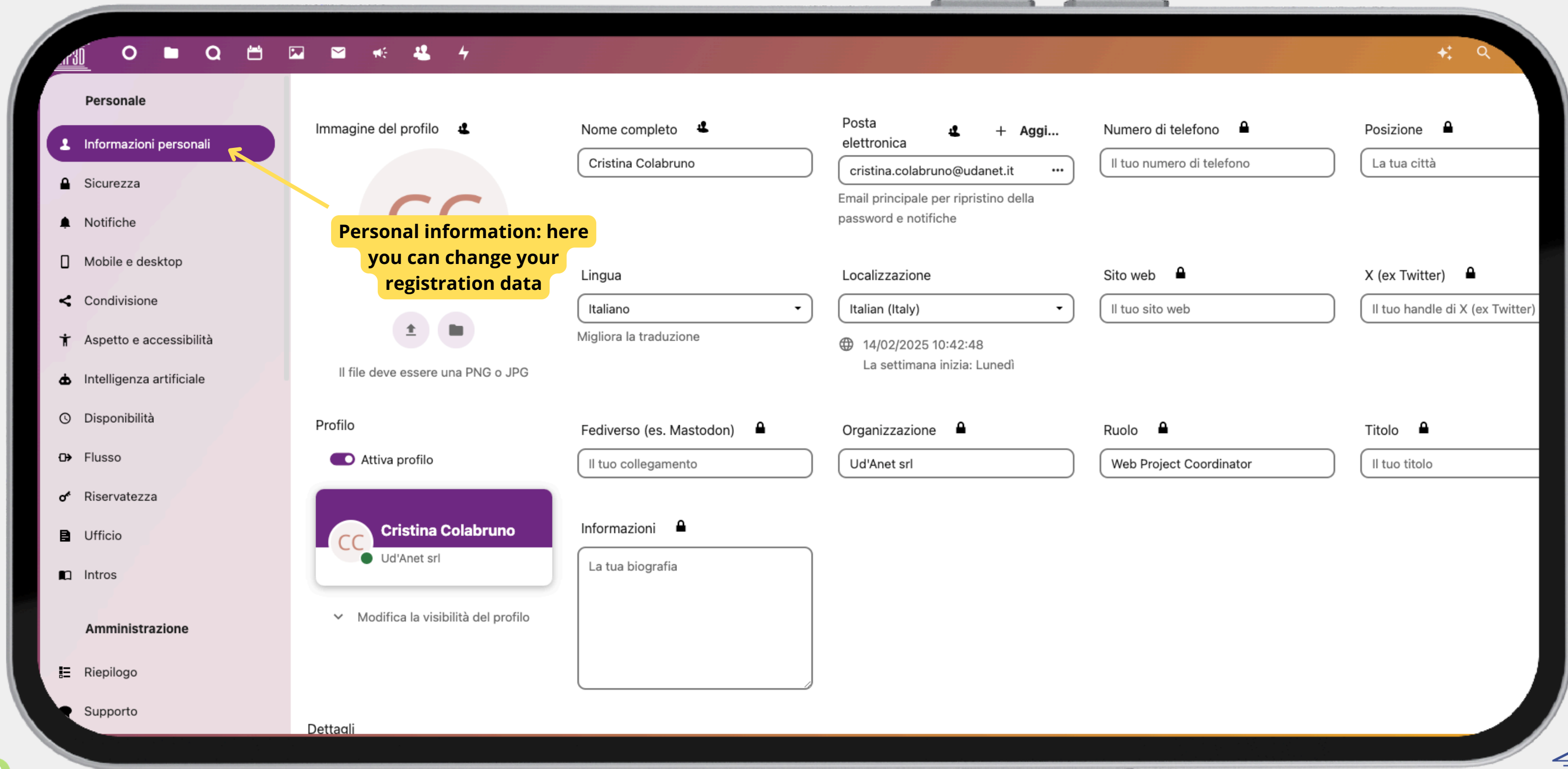
Photos:
All the photos inserted in
the workspace are
automatically collected here



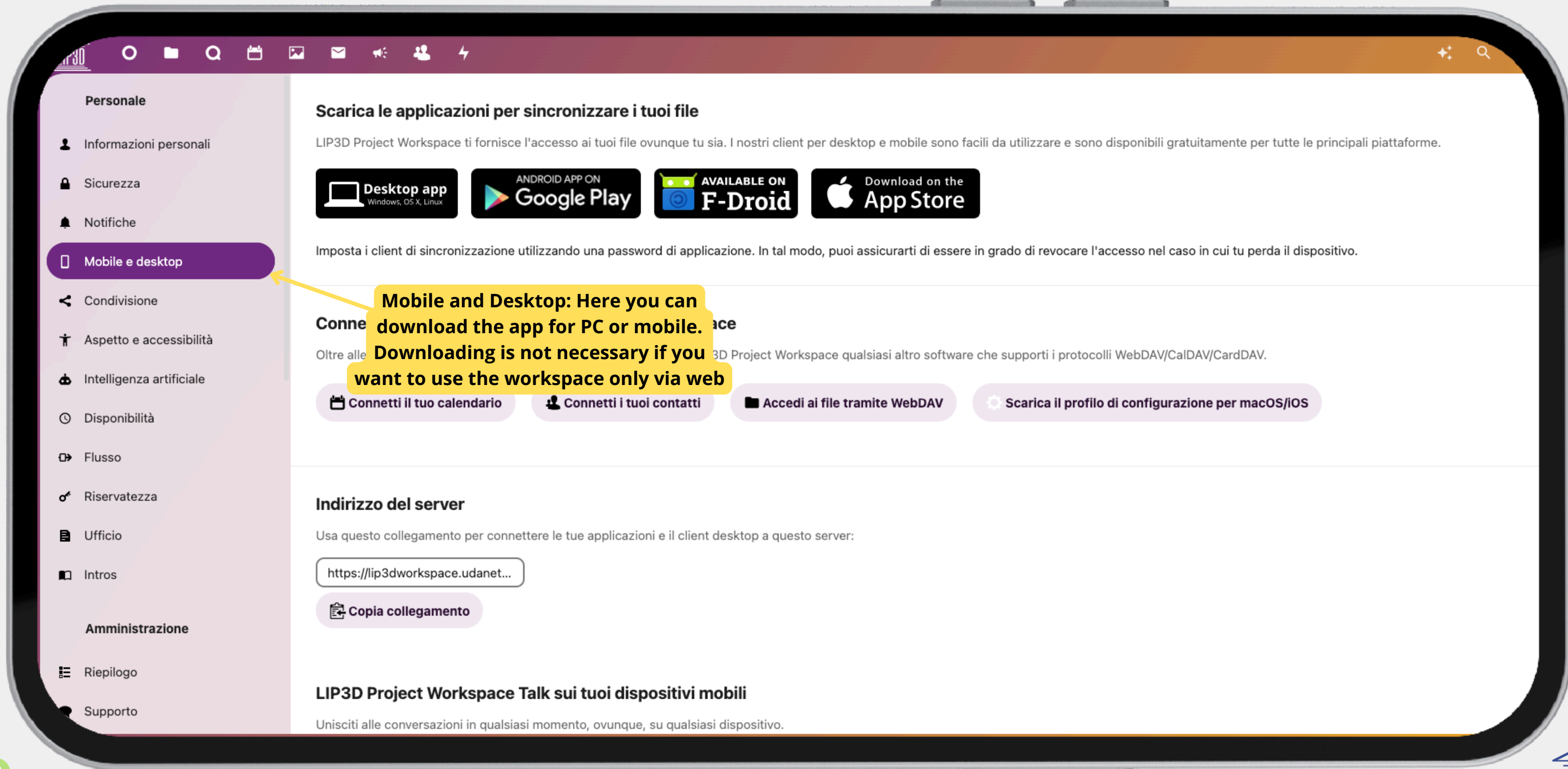
AI Assistant:
It can be useful for
generating texts, even
from files



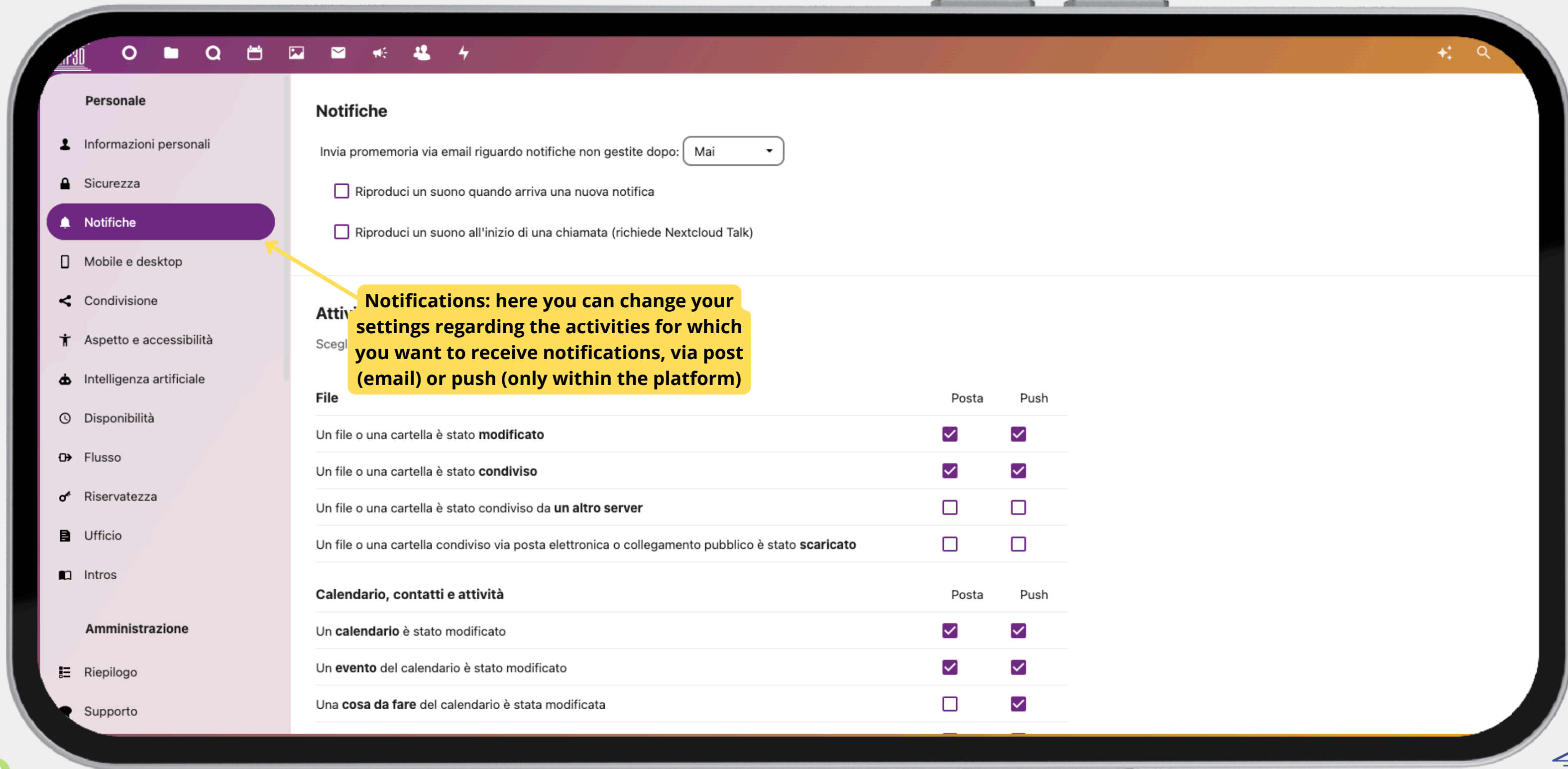
At the top right, by clicking on your account icon you can access your personal settings



Personal information: here you can change your registration data



Mobile and Desktop: Here you can download the app for PC or mobile. Downloading is not necessary if you want to use the workspace only via web



Notifications: here you can change your settings regarding the activities for which you want to receive notifications, via post (email) or push (only within the platform)

Notifiche

Invia promemoria via email riguardo notifiche non gestite dopo: Mai

- Riproduci un suono quando arriva una nuova notifica
- Riproduci un suono all'inizio di una chiamata (richiede Nextcloud Talk)

Attività

Scegli

| File | Posta | Push |
|---|-------------------------------------|-------------------------------------|
| Un file o una cartella è stato modificato | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Un file o una cartella è stato condiviso | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Un file o una cartella è stato condiviso da un altro server | <input type="checkbox"/> | <input type="checkbox"/> |
| Un file o una cartella condiviso via posta elettronica o collegamento pubblico è stato scaricato | <input type="checkbox"/> | <input type="checkbox"/> |

| Calendario, contatti e attività | Posta | Push |
|---|-------------------------------------|-------------------------------------|
| Un calendario è stato modificato | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Un evento del calendario è stato modificato | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Una cosa da fare del calendario è stata modificata | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

We remain available for any doubt or help

Thank you!

