D3.2 Social Platform

Deliverable number	**D3.2**
Deliverable title	**Social Platform**
Nature[1]	**OTHER**
Dissemination Level [2]	**PU**
Author (email) Institution	**Luis Molina Tanco (lmtanco@uma.es) UMA** **Daniel Gonzalez Toledo (dgonzalezt@uma.es), UMA** **Luna Herruzo Torrico (mlunaht@uma.es), UMA** **Maria Cuevas Rodriguez (mariacuevas@uma.es), UMA** **Arcadio Reyes Lecuona (areyes@uma.es), UMA** **Peter Smatana (peter.smatana@tuke.sk), TUK**
Editor (email) Institution	**Daniel Gonzalez Toledo (dgonzalezt@uma.es), UMA**
Leading partner	**UMA**
Participating partners	**UMA, TUK**
Official submission date:	**31/05/2019**
Actual submission date:	**12/07/2019**

[1] **R**=Document, report; **DEM**=Demonstrator, pilot, prototype; **DEC**=website, patent filings, videos, etc.; **OTHER**=other

[2] **PU**=Public, **CO**=Confidential, only for members of the consortium (including the Commission Services), **CI**=Classified, as referred to in Commission Decision 2001/844/EC

Modifications index	
24/05/2019	V1.0 Initial Release
28/05/2019	V1.1 Corrections after internal review
20/06/2019	V2.0 Restructuring of document into a shorter Main Document + Appendix.
26/06/2019	V2.1 Corrections after internal review.
10/7/2019	Proof reading

This work is a part of the PLUGGY project. PLUGGY has received funding from the European Union's Horizon 2020 research & innovation programme under grant agreement no 726765. Content reflects only the authors' view and the European Commission is not responsible for any use that may be made of the information it contains.

Table of Contents

TABLE OF CONTENTS 3

LIST OF FIGURES 5

EXECUTIVE SUMMARY 8

1 INTRODUCTION 9

1.1 Purpose of the Document 9

1.2 Intended Readership 9

1.3 Relation with other PLUGGY deliverables 10

1.4 Innovation Aspect 10

2 EXPLORING THE CONTENT 11

2.1 Sharing content 14

2.2 Re-use of content 15

2.3 Crowdsourced content 16

2.4 Collaboration and Interaction 17

3 CONCLUSIONS 18

4 ANNEX 19

4.1 Explore the Content 19
4.1.1 PLUGGY Home Page 19
4.1.2 User not Logged in 19
4.1.3 User Logged in 19
4.1.4 Search 20

4.2 Create Your Profile 22
4.2.1 Register in PLUGGY 22
4.2.2 ACCESS and Edit your Profile 24
4.2.3 User Space 26

4.3 Create Content in PLUGGY 27
4.3.1 How to Create Assets 28
4.3.2 How to Create Exhibitions 34
4.3.3 Licencing Content 35

4.4 Organise Content 44

4.5 Interaction with Content 46
4.5.1 Social Interaction 46
4.5.2 Bookmarks 49
4.5.3 Report 51

4.6 Create Crowdsourced Content 51
4.6.1 Create a team 52
4.6.2 Request membership to a team 53
4.6.3 Create and manage content as team 53
4.6.4 Manage your team 54

4.7 Developer and Admin Zone 56
4.7.1 Developer Zone 57
4.7.2 Admin Zone 57

List of Figures

Figure 1. Asset page for an image Asset. 11
Figure 2. Entry page for a Blog Story Exhibition 12
Figure 3. Home page before logging in 13
Figure 4. User's Space showing My Assets, My Exhibitions and My Folders 14
Figure 5. Type of Assets in PLUGGY. 14
Figure 6. An example dialogue helping users to licence their content. 15
Figure 7. Dialogue to facilitate the correct attribution of content found in Creative Commons repositories outside of PLUGGY. 16
Figure 8. An example of a Team's Space. 17
Figure 9. Social Interaction in PLUGGY shown for the example of an Asset. 18
Figure 10. Home page before logging in 19
Figure 11. Home page after logging in 20
Figure 12. Search result page. 21
Figure 13. Full-text search with Asset recommendations 21
Figure 14. Advanced filtering showing all content filters available. 21
Figure 15. Example of advanced filtering, stage one: filtering content by licence. 22
Figure 16. Example of advanced filtering, stage two: finding content that can be commercially re-used. 22
Figure 17. Example of advanced search, where multiple filters are concatenated to find Assets that can be commercially re-used. 22
Figure 18. Home page header 23
Figure 19. Registration windows 23
Figure 20. Sign in windows 23
Figure 21. How to go to your profile page. 24
Figure 22. Your profile page 24
Figure 23. Follower list in your profile page 25
Figure 24. Your profile edit page 25
Figure 25. Option to change to a developer account. 26
Figure 26. User options in sidebar (left-side of the page) 26
Figure 27. Page where your Exhibitions are listed 27
Figure 28. Page where your Assets are listed 27
Figure 29. New Asset button in the User Myspace page. 28
Figure 30. Choose the Asset type in the Asset creation page. 28
Figure 31. Creation of a new Asset. Mandatory fields are marked with a red asterisk. 29
Figure 32. Media selection examples. On the left an image Asset, on right an audio Asset. 29
Figure 33. Example of 3D Asset with multiple media files (mesh, material and texture). 30
Figure 34. Creation of a new video Asset page. 30
Figure 35. Video Asset after link a video from YouTube or Vimeo. 31
Figure 36. Optional fields in sound-file Asset creation page. 32
Figure 37. Process of adding location to an Asset. 32
Figure 38. Cover image pop-up window. 33

Figure 39. Save and Edit buttons....33
Figure 40. New Exhibition button in the User Myspace page. 34
Figure 41. Choose the Exhibition type in the Exhibition creation page. 35
Figure 42. Dialogue to specify if the media files for an Asset are your own work. 36
Figure 43. Dialogue to specify if you reserve all rights on the Asset. 36
Figure 44. An example of an Asset for which the user reserves all rights. 37
Figure 45. Creative Commons licences. Allow that others can re-use your Asset....37
Figure 46. An example of an Asset for which the user reserves some rights....38
Figure 47. Searching for Creative Commons content on YouTube 40
Figure 48. Searching for CC BY content on Vimeo 40
Figure 49. A Search on Europeana for the text "durer", as presented by PLUGGY.....41
Figure 50. Dialogue to specify the licence of Creative Common media content that you found outside of PLUGGY 42
Figure 51. Example of an Asset found outside of PLUGGY. PLUGGY relies on you to correctly fill in the original source, author and licence of the uploaded content 43
Figure 52. The Curatorial Tool (See Deliverable D3.4) will assist you in choosing a compatible licence for your Exhibition when the Assets it contains have restrictive licences. Shown is an example of an Exhibition with CC BY-NC Assets from another user. 43
Figure 53. How to create a new Folder 44
Figure 54. Group of Exhibitions contained in a Folder....45
Figure 55. Group of Assets contained in a Folder 45
Figure 56. Windows to edit a Folder 46
Figure 57. Social interaction icons 46
Figure 58. An "already liked" Exhibition....47
Figure 59. Windows to add a comment 47
Figure 60. Sharing a PLUGGY Asset on Facebook. 48
Figure 61. Profile page before following a user 48
Figure 62. Profile page after following a user....48
Figure 63. Windows to store the bookmarked content 49
Figure 64. Windows to create a new Folder where the current bookmarked content will be stored....50
Figure 65. Content already bookmarked....50
Figure 66. windows to edit a bookmark....51
Figure 67. New team button in profile page 52
Figure 68. Modal window to create a new team....52
Figure 69. Team profile page 53
Figure 70. Switch to My Teams option....53
Figure 71. Modal window to switch to team profile....54
Figure 72. Switch back to Personal profile option 54
Figure 73. Admin view of a team profile 55
Figure 74 . List of requests....55
Figure 75. List of rejected users 56
Figure 76. List of members of a team....56

Figure 77. A screenshot of the Developer Zone. See D4.5 Guidelines and Instructions for PLUGGY apps for more details. 57
Figure 78. User management in the Admin Zone 57
Figure 79. Content management in the Admin Zone 58
Figure 80. Resolving reported content in the Admin Zone 59
Figure 81. Application Management in the Admin Zone 59
Figure 82. Statistics Section in the Admin Zone 60

EXECUTIVE SUMMARY

PLUGGY designed and implemented an innovative Social Platform, providing functionality similar to popular social media platforms, adjusted to a heritage-centric point of view, web-based, easy to access and easy to contribute to.

PLUGGY's social platform users are able to use its online web based platform to combine bits and pieces from different digital content into one comprehensive meaningful story. The story then resides within the platform as a Virtual Exhibition, accessible by any user and application of the platform.

The PLUGGY Social Platform is the front-end to a web-based system that provides social interaction and digital media content crowdsourcing functionality and is designed based on a modular architecture, allowing web and mobile applications to be plugged in it and utilise its content. The PLUGGY website also provides narrative/audio/visual interactive storytelling services. In its final form the social platform supports four different applications a) an Augmented Reality application focusing on indoor applications, based on optical markers, ideally suited for museums and heritage sites, where AR tracking can work very well b) a geolocation mobile application, focused on outdoor activities, ideally suited for large outdoor heritage sites and cities, which will also be very useful for daily usage in order to discover everyday landscape c) a 3D sonic narratives application suited for three dimensional stories that focus mainly on audio, utilizing advanced 3D sound techniques and iv) a collaborative game, targeted for younger generations applicable to any museum or heritage site.

The platform also aims to organise communities of users according to their area of interests and social connections. **The deliverable is the Social Platform itself at** https://beta.pluggy.eu.

1 Introduction

1.1 PURPOSE OF THE DOCUMENT

This document describes Deliverable D3.2 Social Platform. The PLUGGY Social Platform has been developed following the specifications of a previous deliverable, D2.3 Social Platform Design and Specification, and carried out within Work Package 3 of the PLUGGY EU Project, dedicated to the crowdsourcing and reuse of digital content the framework of participatory management of cultural heritage. This document is intended to contain a description and a user manual of the Deliverable 3.2 Social Platform The purpose of the document is double: a) the Main Document is an extended executive summary, which describes the main features of the Deliverable, which is the Social Platform itself at https://beta.plugy.eu, b) the Appendix is to serve as user manual for future users of the platform.

After this introduction, the **Main Document** is organised into five sections:

- Section 2 **EXPLORING THE CONTENT** summarises how content in PLUGGY is organised around the basic concepts of Virtual Assets and Exhibitions.
- Section 3 **SHARING CONTENT** gives a quick overview on how users can start uploading original content to PLUGGY.
- Section 4 **RE-USE OF CONTENT** summarises the ways in which PLUGGY helps users re-use existing cultural heritage content.
- Section 5 **COLLABORATION & INTERACTION** briefly describes the social interaction and collaboration functionalities of the Social Platform.

The **Appendix** is a user manual organised in the following Sections:

- Section 1 introduces the home page and search functions, the first contact with the PLUGGY Platform by users of PLUGGY that just want to **explore** the content.
- Section 2 describes how to **sign up** to PLUGGY and create a user profile, for those users that want to start creating content or socially interact with other users.
- Section 3 describes how to upload and create **new content**, with emphasis on the **IPR** aspects of the process.
- Section 4 describes how users can **organise** their content using private folders.
- Section 5 shows how to interact in PLUGGY with the content, including **social interaction**, bookmarking or reporting inappropriate content.
- Section 6 presents the concept of **Teams**, a powerful mechanism to collaboratively create content on behalf of a group of users.

1.2 INTENDED READERSHIP

The Main Document is a short-written description of Deliverable D3.2, which is the Social Platform itself, intended for reviewers of the Deliverable. The Appendix, however, targets all potential users of the PLUGGY Social Platform, having the extension and style of a user

manual, in which the user is addressed directly (e.g. “Explore the content” or “Create your profile”).

1.3 RELATION WITH OTHER PLUGGY DELIVERABLES

This deliverable describes the developed Social Platform that was specified in previous deliverables. In particular:

- **D3.2** and **D3.3** specify two strongly interlinked subsystems, the Social Platform and the Curatorial Tool. As specified by the System Architecture, both constitute the front-end of a single website and thus the frontiers between them are blurred. This document makes frequent references to the sibling document which accompanies D3.3 Curatorial Tool. Curation of content lies outside the scope of this deliverable, but D3.3 is fully dedicated to it.
- **D2.5** “IPR Report” researched the possible licences to be used by the Social Platform. The resulting implementation is described in Section Licencing Content Licencing Content.
- **D3.1** “Architecture Specification” establishes the System Architecture, which includes the organisation in logical components of the system developed in PLUGGY. The D3.1 deliverable contains specifications for the main modules of the system including the Social Platform and the Curatorial Tool.
- **D3.4** “Content Management System” is the back-end to the front-end described in this document. The Content Manager Service main functionality is to provide unified access to the content stored in the back-end. **D4.5** will give guidelines and Instructions for third-party developers who want to create applications that make use of the this back-end services. The front-end to administer such third-party applications is briefly described in Section Developer and Admin Zone Developer and Admin Zone, but full details are given in D4.5.
- **D4.1, D4.2, D4.3 and D4.4** describe the PLUGGY Apps, which also create and access the digital content created and reused in the PLUGGY Website. The apps have been extended to become, in some cases, full creation & experience tool chains, implementing part of the PLUGGY website front-end. Thus these deliverables are mentioned in this document where the Social Platform interfaces with these parts of the front-end.

1.4 INNOVATION ASPECT

PLUGGY’s Social Platform could be considered another attempt to build another repository of cultural content. The strong social character, PLUGGY social platform aims to add, is the asset that makes it different and innovative comparing to already existing cultural assets repositories. In fact, PLUGGY social platform provides the opportunity to use content from wide known content platforms such as Europeana and less culture-oriented platforms such as Youtube. PLUGGY social media platform gives the option to interact with other users for cultural issues in a manner extremely popular due to social media evolution the past decade. Uploading cultural content to culture dedicated platforms is becoming more and more popular and more and more critical in order to save

and keep cultural and historical aspects that could easily be lost otherwise. PLUGGY social platform aims to connect this need with online social interaction. Apart from comments and groups creation that are already used in different cultural platforms, PLUGGY social platform adds the options of follow, like and even report content uploaded by other users and in this way provides a complete social media interaction to the majority of users that are familiar with popular social media platforms.

2 Exploring the Content

PLUGGY organises the content around two concepts: Assets and Exhibitions:

ASSETS

Virtual Assets (or simply Assets) are the main unit of cultural heritage content in PLUGGY. An Asset offers the user a perspective on a cultural artefact, tangible or intangible. The Asset is a container for a **media file**[3] which holds together the file and a set of attributes: a Title, Description, an Owner, an Author, a Licence via which the media content is shared on the PLUGGY System, Keywords to facilitate search, and a Geolocation, which can be used to signal the physical location of a related real-life object of which the Asset is a digital representation. Assets also keep all the social interaction that the users of PLUGGY have with the Asset, such as "likes". Media files supported by PLUGGY include **image** files, **audio** files, **video** files and **3D (mesh + texture)** files[4].

Figure 1 shows the space where the user can visualise and explore an Asset, in this case, an image.

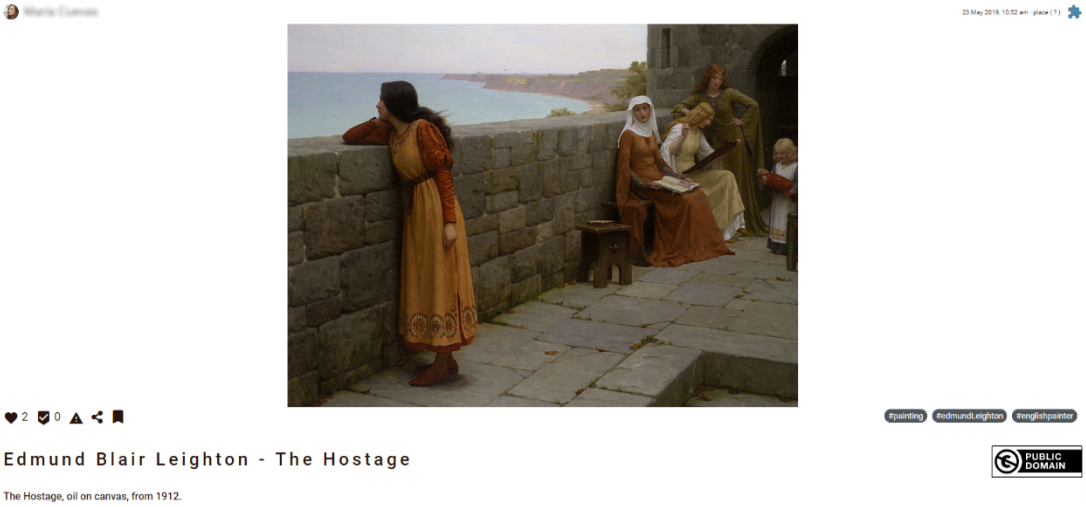


Figure 1. Asset page for an image Asset

EXHIBITIONS

3 Or a tightly related set of media files, for the special case of 3D files.
4The media files

One of the main functionalities of PLUGGY is the ability to curate crowdsourced Virtual Exhibitions, which make use of the own user Assets and other users' Assets, including Assets uploaded by cultural heritage experts and institutions, and Assets imported from external repositories. Exhibitions can be created collectively by Teams (see Appendix, Section Create Crowdsourced Content Create Crowdsourced Content). When using an Asset, the user can create an **Exhibition point**, which gathers an Asset or set of Assets around a **narrative story**, a geolocation, or a date.

The user can create several types of Exhibitions, including **Blog Story** Exhibitions, **Timeline** Exhibitions, **Map** Exhibitions, **VR/AR** Exhibitions, **Collaborative Game** Exhibitions and **Soundscape** (spatialised audio) Exhibitions. The Curatorial Tool, specified in Deliverable D3.3, complemented by the Curatorial Apps and Plugins developed in Work Package WP4 Application Design and Implementations (Deliverables D4.1-4.4), allow the user to create these Exhibitions.

Figure 2 shows the space where the user can visualise and explore an Exhibition, in this case, a Blog Story.

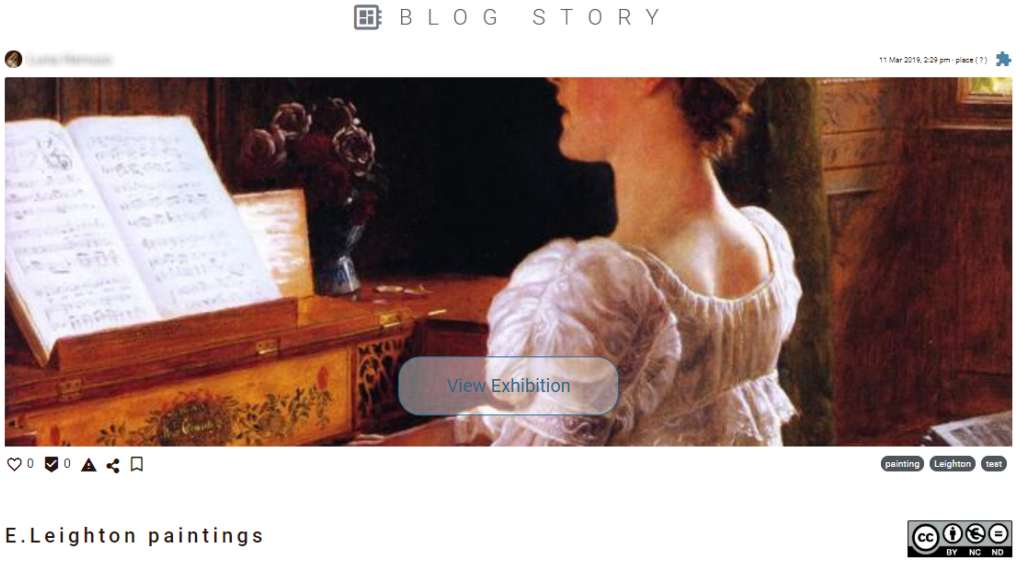


Figure 2. Entry page for a Blog Story Exhibition

The home page of the PLUGGY Social Platform shows all the content available. Organised by Asset and Exhibition as a first level, and type of content as a second level (Figure 11).

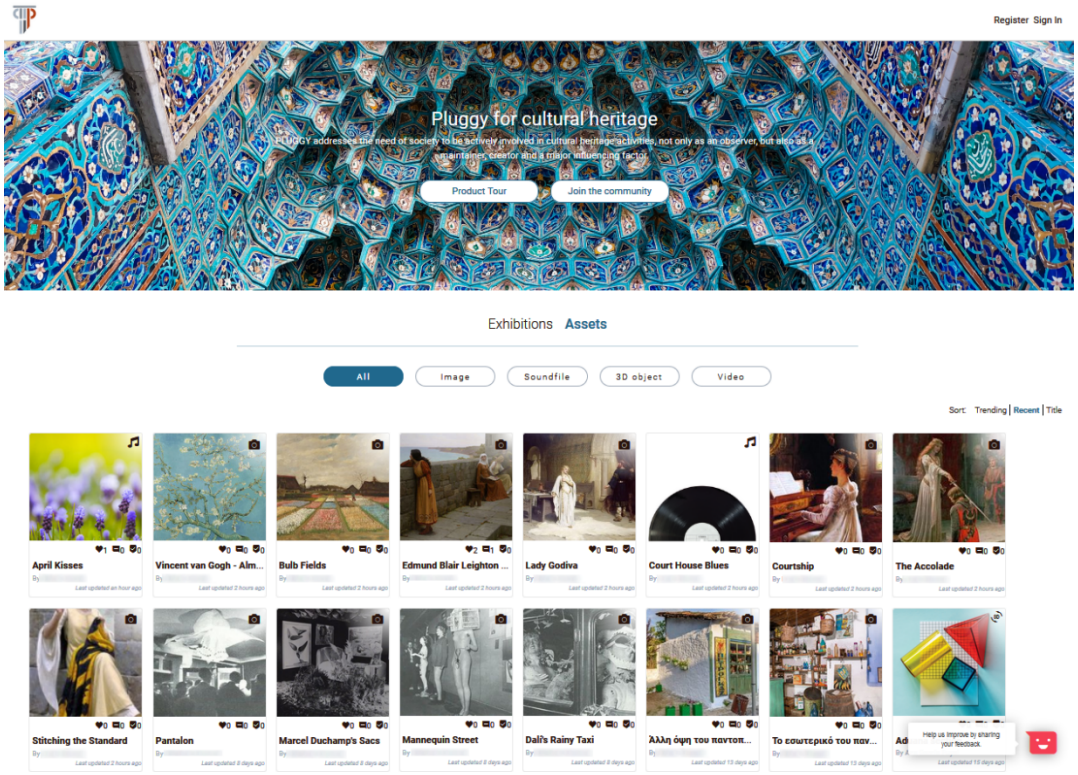


Figure 3. Home page before logging in

PLUGGY is an open Social Platform: the user can choose to never log in if he/she just wants to explore the content; but to fully exploit the functionalities of PLUGGY, including sharing assets, creating exhibitions or searching for specific content, the user should sign in to the platform. To see how to register, access and edit the user profile see Appendix, Section Create Your Profile Create Your Profile.

USER SPACE

Registered users have access to their user's space. The user's space is the place where all the user content is stored. The user space is arranged into "My Exhibitions", "My Assets" and "My Folders" (see Figure 4). Using "My Folders" the user can classify the content (user own content or content from other users) using bookmarks. The process of bookmarking is explained in Section Bookmarks of the Appendix.

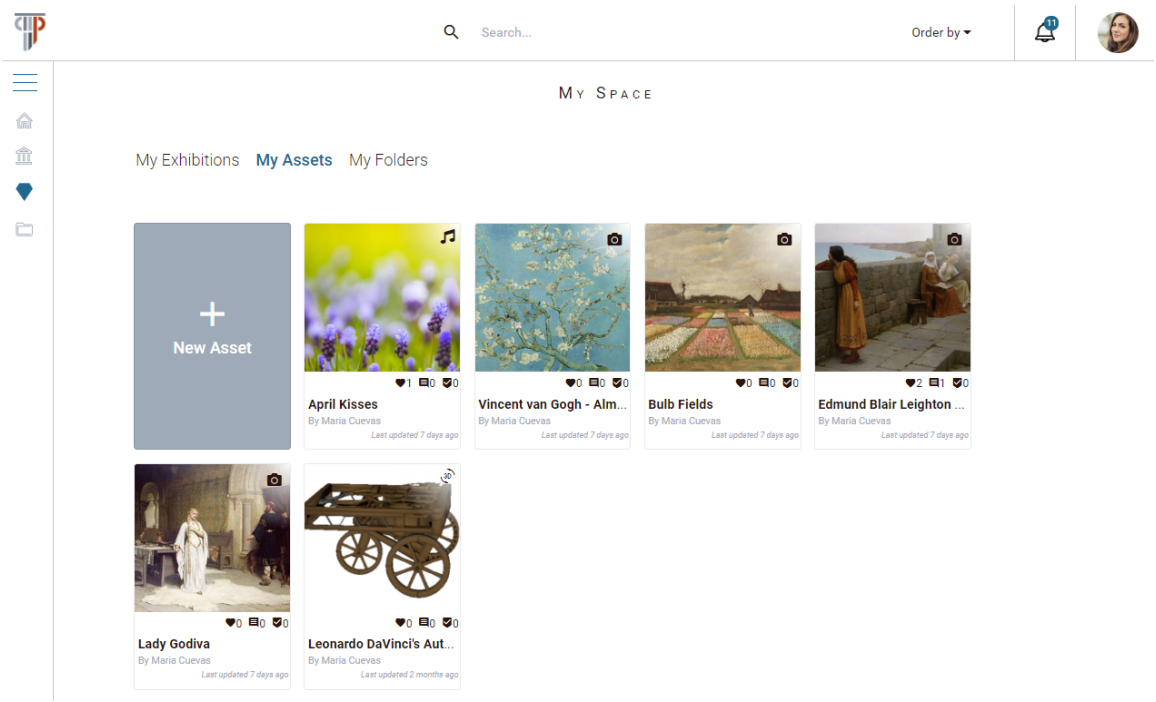


Figure 4. User's Space showing My Assets, My Exhibitions and My Folders

2.1 SHARING CONTENT

As explained previously, PLUGGY handles two types of basic content: Assets and Exhibitions. The Platform allows users to create new Assets from original files they have authored, or from files others have authored and shared in Creative Commons repositories. Using both their Assets and Assets shared by others on PLUGGY, users can create Virtual Exhibitions.

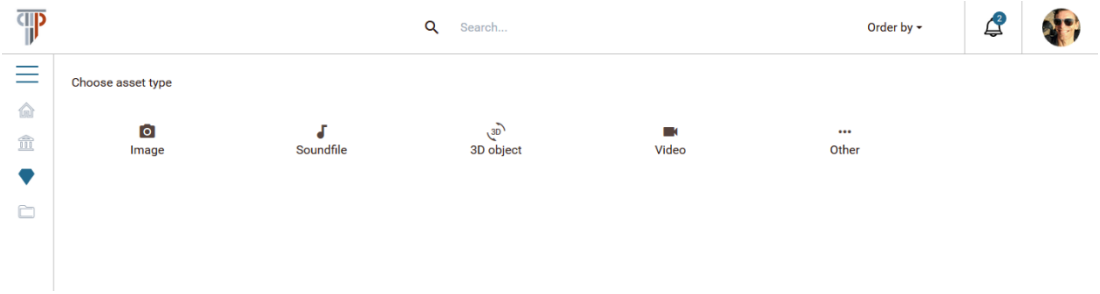


Figure 5. Type of Assets in PLUGGY

Image, Video, Sound and 3D Objects are the four **basic types of Assets** natively supported by PLUGGY. The fifth option (Other) will allow to create other type of Assets thanks to the integration of **third-party plugins** and applications (See Deliverable D3.4 Content Management System to understand the third-party extension mechanism of PLUGGY).

To promote the uploading of content, PLUGGY aims to fully protect the intellectual property of authors, in a way that is safe for them, yet usable for non-experts in copyright law, or else crowdsourcing and reuse will be discouraged. PLUGGY uses the **Creative Commons** Licences as the means to promote reuse of existing cultural heritage content, as well as the sharing of new content under standard and clear copyright terms. When

creating a new Asset, the platform helps users annotate the content with the right licence with a series of modal dialogues in which you will have to select among a few options (See Appendix, Section Licencing Content Licencing Content for all the details). Figure 6 shows an example of one of the dialogues meant to help users licence their content.

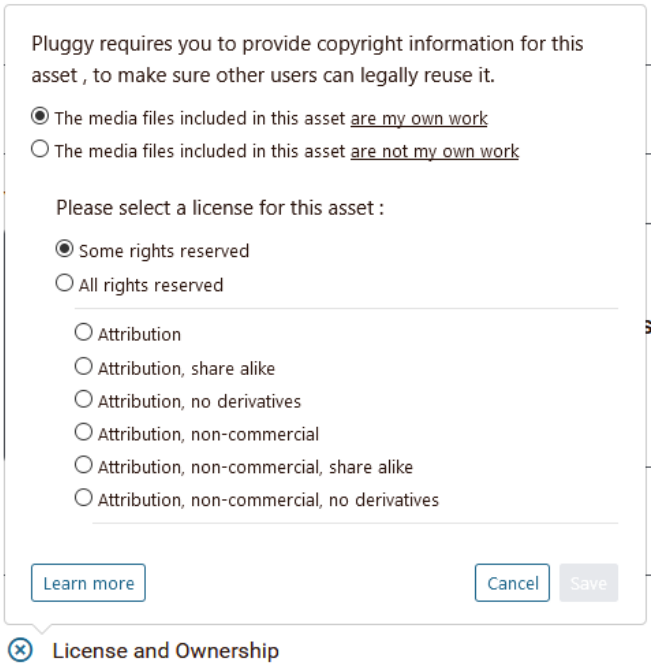


Figure 6. An example dialogue helping users to licence their content.

For a detailed explanation of how to create different kinds of Exhibitions, refer to Deliverable D3.4 Curatorial Tool and Deliverables D4.1, D4.2, D4.3 and D4.4 for the PLUGGY Curatorial Apps and Plugins.

2.2 RE-USE OF CONTENT

PLUGGY wants to promote both the uploading of existing content that users have found on the web, and the uploading of new content that they have created. In both cases, the intellectual property of the original authors of the content has to be protected, in a way that is safe and usable for non-experts in copyright law, as previously mentioned. For this, PLUGGY uses the **Creative Commons** Licences.

Creative Commons (CC) is a non-for-profit foundation that provides a set of standardised licence texts. The CC licences are used by a growing number of repositories and institutions, including the Wikipedia, Flickr Commons, Europeana and the European Commission itself, which has announced that it has adopted CC-BY and CC0 to share published documents, including photos, video and data. All the cultural heritage content to be found on the web in repositories which use the CC licence system can be uploaded to PLUGGY. SoundCloud, Vimeo, the MIT OpenCourseWare, the Public Library of Science, Al Jazeera or YouTube host repositories which make use of Creative Commons.

PLUGGY allows re-use content from outside of PLUGGY in different ways:

- When creating a **Video Asset** by linking a URL from Vimeo or YouTube (See Section Appendix, Section How to Create Assets How to Create Assets and

Section Attributing content that you found on the Web Attributing content that you found on the Web).

- When bookmarking an Asset that you found in an **External Library via Advanced Search** (See Appendix, Sections Search and Bookmarks), or using it in Exhibition Creation (See Deliverable D3.3 Curatorial Tool).
- By uploading media files which you have found in Creative Commons External repositories (See Appendix, Section Attributing content that you found on the Web Attributing content that you found on the Web).

In the first two cases, PLUGGY automatically retrieves licence information. In the third case, PLUGGY helps the user comply with the requirements of the Creative Commons licences, facilitating the best practices for attribution by means of clear dialogues which trust the user to enter the correct information (See Figure 7).

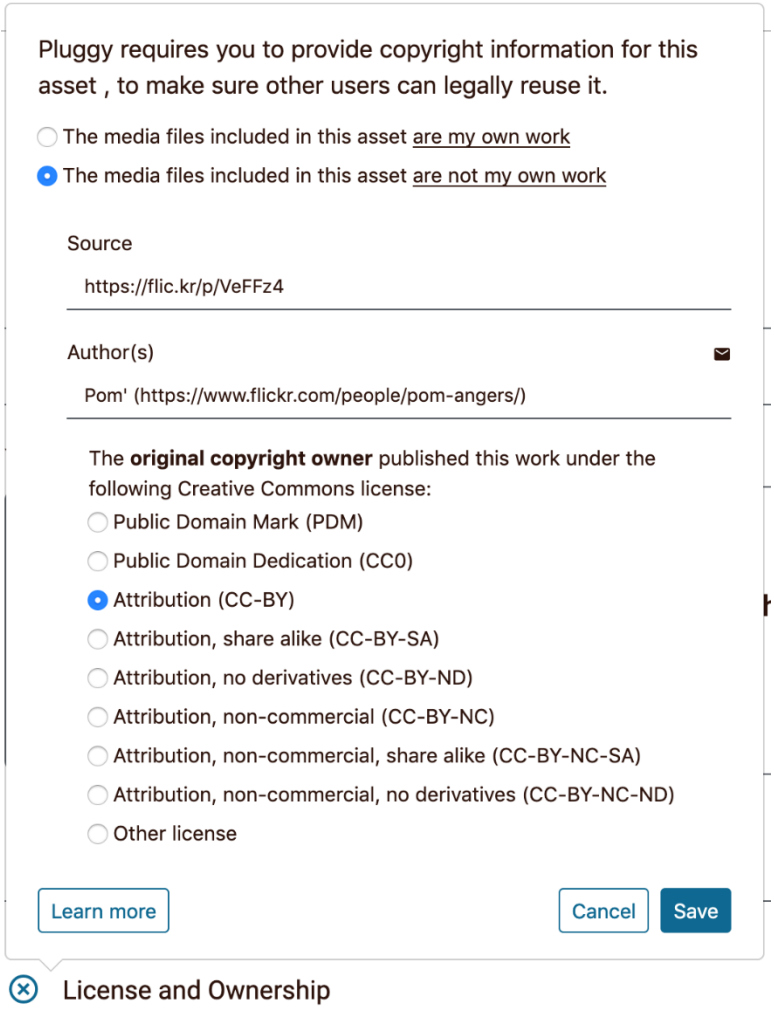


Figure 7. Dialogue to facilitate the correct attribution of content found in Creative Commons repositories outside of PLUGGY.

2.3 CROWDSOURCED CONTENT

The user can create and participate in groups with common interest and content. In PLUGGY, these groups are called **Teams**. Teams are also useful for **institutions** or

associations, whose members or employees will be able to upload content collectively. Every user is able to be part of multiple Teams. Each Team has a set of administrative users, that manage Team members. The user can ask to join a Team; administrative users are in charge of accepting or rejecting a user request. If the user belongs to a Team, the user can create content on behalf of the Team. In the user profile, the user can select the role to play to interact with the social platform: personal profile or a specific Team profile. As a Team member the user is able to perform exactly the same actions as with a personal profile, but everything will be owned by the Team and on behalf of it. See Appendix, Section Create Crowdsourced Content Create Crowdsourced Content for more information.

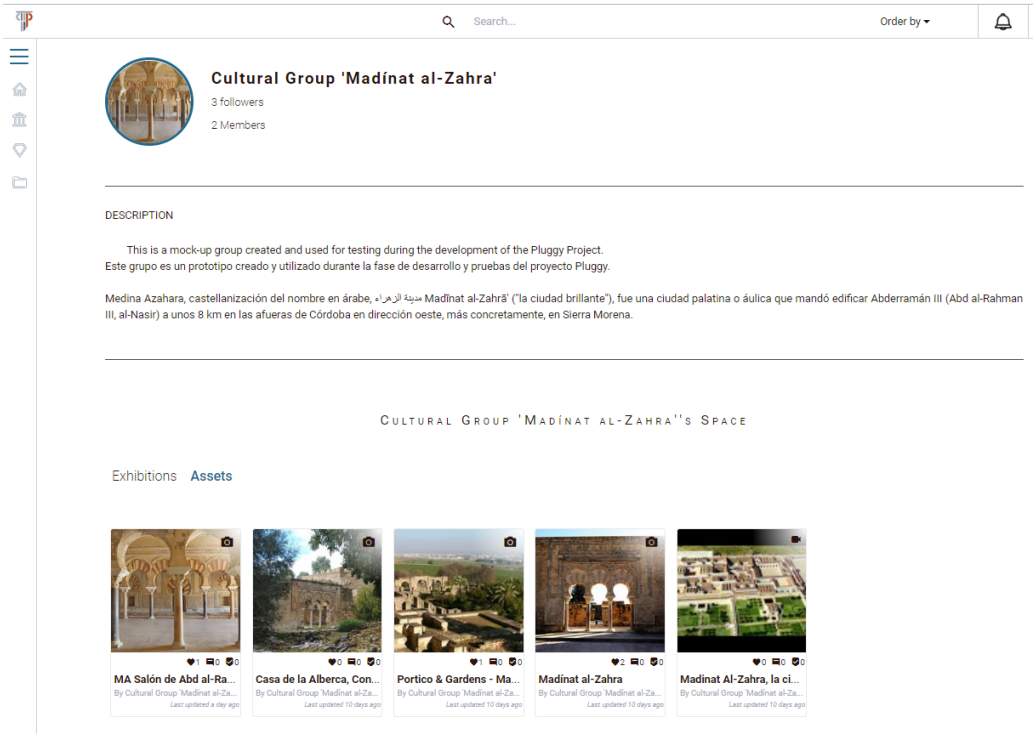


Figure 8. An example of a Team's Space.

2.4 COLLABORATION AND INTERACTION

PLUGGY is a social platform. There is a number of interactions that the user can have with the content and with other PLUGGY users. The available social interactions are: *likes*, *comments*, *been there*, *share* and *follow*. A part of the social interaction, the platform allows users to interact with the content creating bookmarks to organise the content in folders (see the Appendix, Section Organise Content Organise Content) and reporting inappropriate content. For more information regarding content interaction, see Section Interaction with Content in the Appendix.

These interaction options are shown in the view page of Assets and Exhibitions, on the left side under the content and before the content title, as can be seen in Figure 9. From left to right: *like*, *been there*, *report*, *share* and *bookmark*. Comments can be created underneath the description of the content.

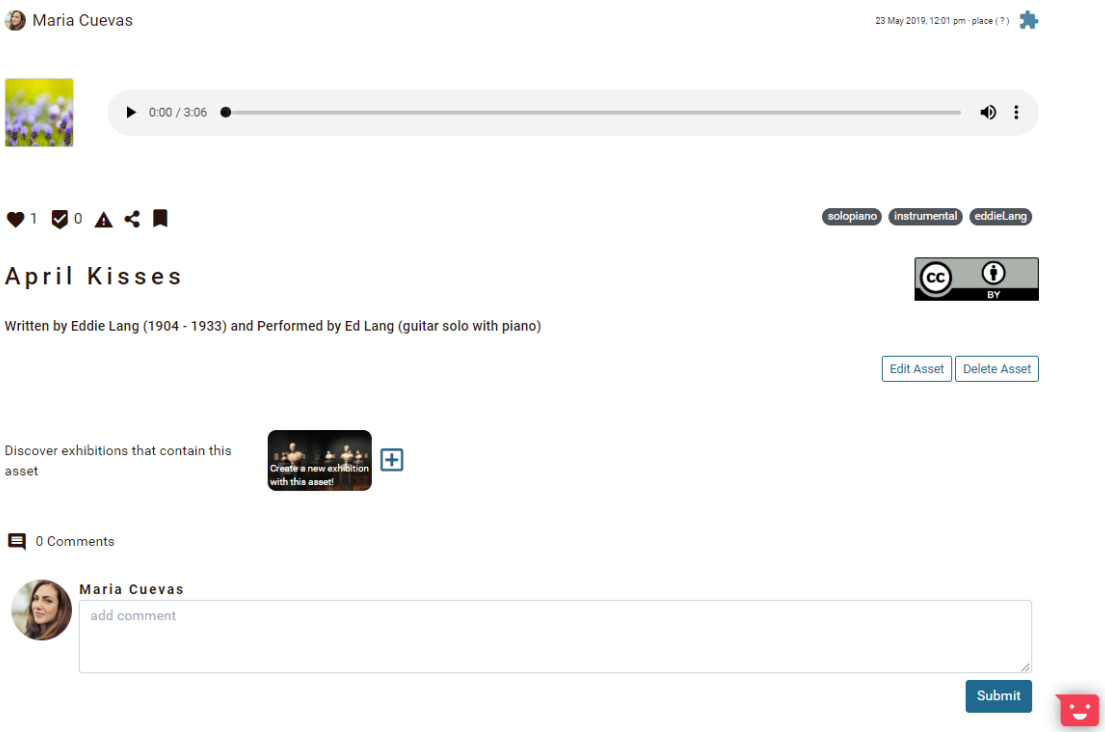


Figure 9. Social Interaction in PLUGGY shown for the example of an Asset.

3 Conclusions

PLUGGY's Social Platform facilitates a continuing process of creating, modifying and safeguarding heritage where citizens are creators, observers and maintainers of cultural activities. It is web based, easily accessed and built around people's needs allowing the development of both shared identity and differentiation. It enables citizens to share their cultural heritage material, build heritage communities, create distribution channels and interact with each other, in the same way that modern social platforms enable their users to do so.

PLUGGY's Social Platform users are able to curate stories using PLUGGY's Curatorial tool. The content is either crowdsourced, residing already in the platform, or uploaded by the user or retrieved from digital collections. The users are able to access its content through a dedicated web interface and its Virtual Exhibitions through the pluggable applications. They are able to search its overall content ranging from localized specific content to comprehensive personalized stories and experience Virtual Exhibitions through applications, covering a variety of technologies from Augmented and Virtual Reality to collaborative games for mobile devices. Through the Social Platform, they are able to create networks, communities and link with other social media.

4 Annex

4.1 EXPLORE THE CONTENT

4.1.1 PLUGGY Home Page

The home page shows all the content available in the PLUGGY Platform. Organised by Asset and Exhibition as a first level, and type of content as a second level (Figure 11).

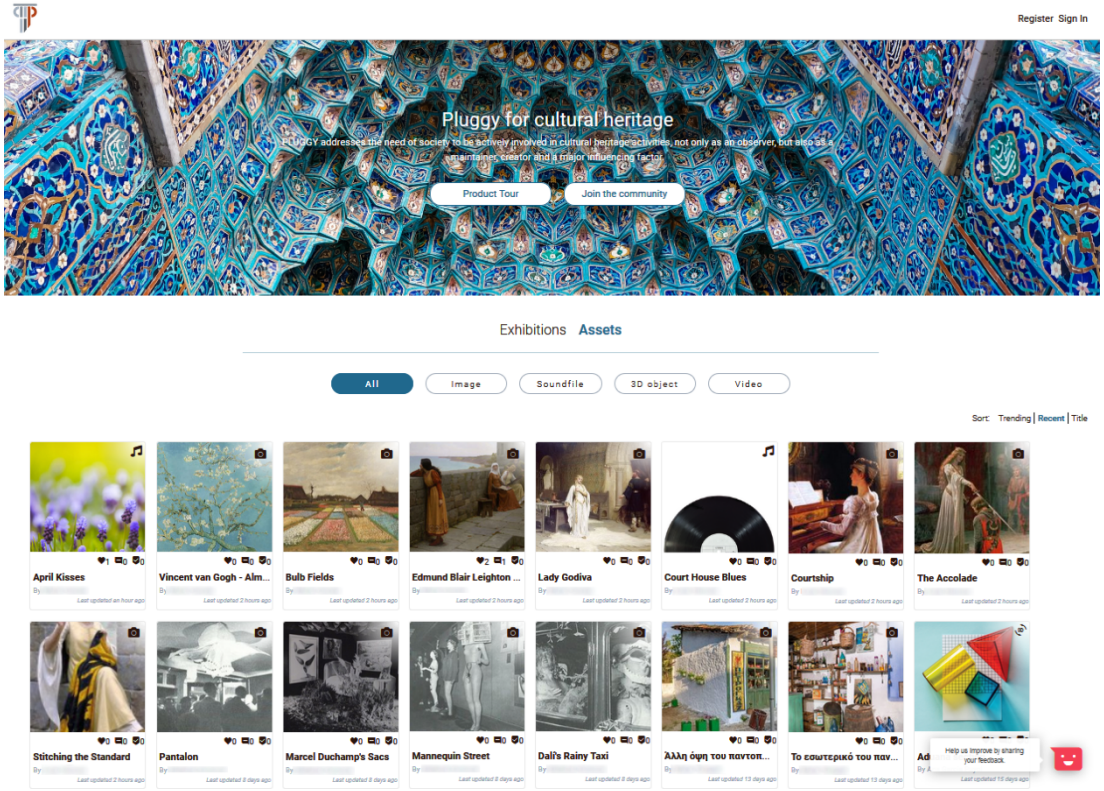


Figure 10. Home page before logging in

PLUGGY is an open Social Platform: you can choose to never log in if you just want to explore the content; but to fully exploit the functionalities of PLUGGY you should sign in to the platform.

4.1.2 User not Logged in

You can experience all the content in PLUGGY without signing in (Assets and Exhibitions), but you will not be able to interact with the content (e.g. like or comment – See Section Interaction with Content for details on social interaction). More importantly, you will not be able to upload any Assets or create any Exhibitions. If you want to share your content on PLUGGY, you will need to log in to the PLUGGY Platform. The navigation bar on the top allows you to register or sign in the social network, which is available also via the "Join the community" button. See more information regarding registration in Section Register in PLUGGY Register in PLUGGY.

4.1.3 User Logged in

If you are logged in, a lateral sidebar is shown to offer you a set of shortcuts to go to the following pages: Home, My Exhibitions, My Assets and My Folders (see Figure 11). These

pages are described in the following sections: User Space User Space, Create Content Create Content and Organise Content Organise Content.

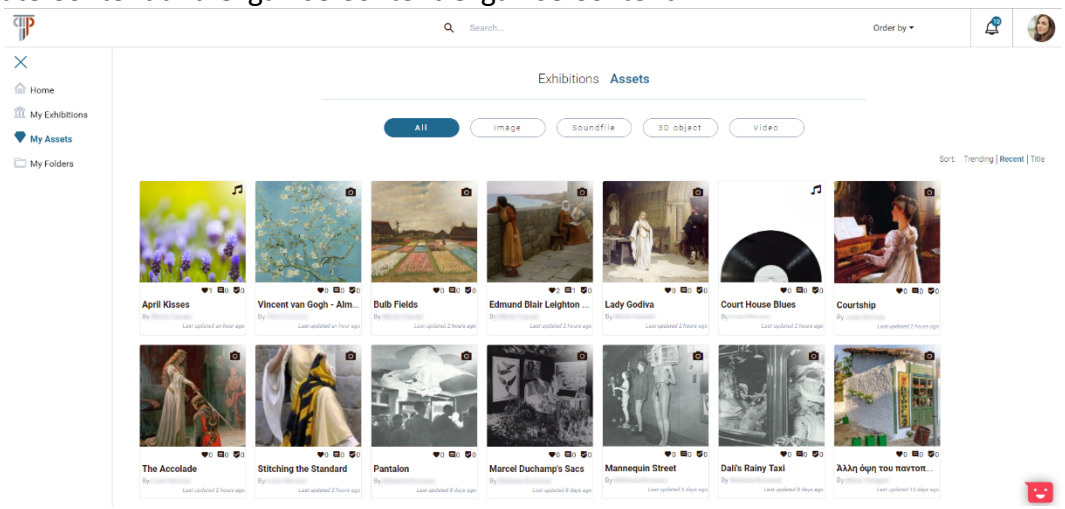


Figure 11. Home page after logging in

In addition, a navigation bar appears on the top of the page. This bar includes:

- A **Search** option: see section Search.
- An "**Order by**" option, that allow you to sort the content by Trending, Recent, or alphabetically by Title.
- **Notifications.** Overlaid to the bell icon you can see the number of notifications. By clicking on the icon, the list of notification appears. Notifications can be about: new content uploaded by a user that you are following, a new user following you, a social interaction with your content (like, comment…), or the event that a user has created an Exhibition using one of your Assets.
- Your **Profile** picture, which, by clicking on it, gives you a direct access to: your profile, your space, platform settings and logout option.

4.1.4 Search

Search option allows you to search for specific content. The PLUGGY platform shows all content related with the search word string, classified by the following categories: **Main Results**, **Assets**, **Exhibitions**, **Users**, **Teams** and **Applications**. The content is organised by rows. To load more content regarding a specific category you have to use the arrow icons that appears at both sides of the row.

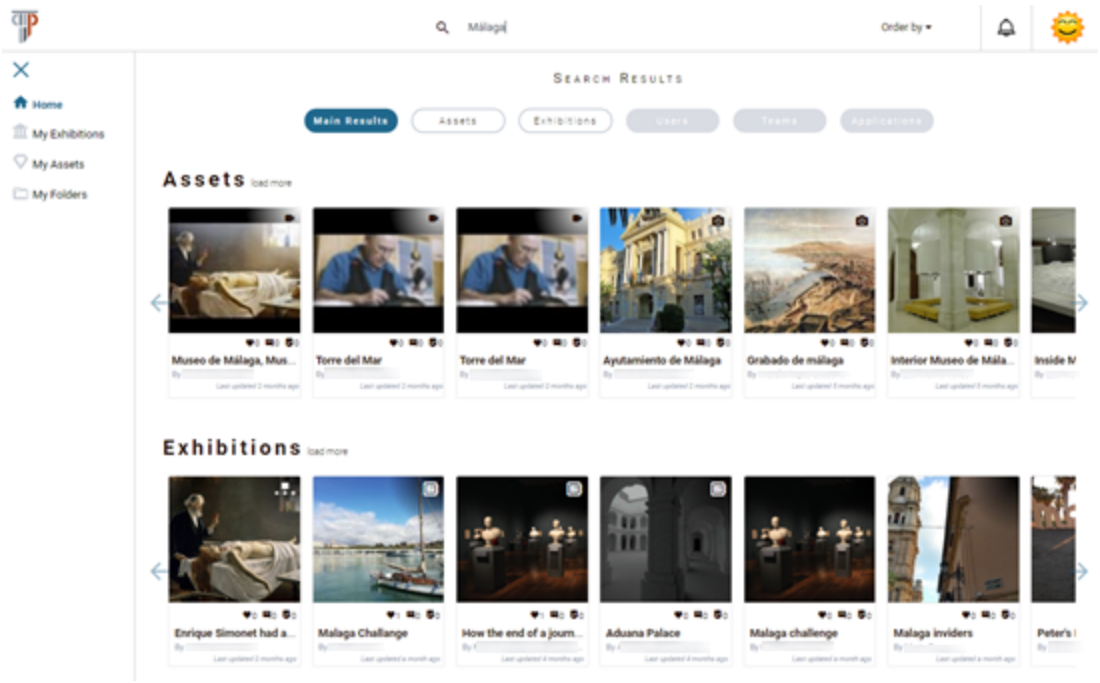


Figure 12. Search result page

The search box will interactively provide recommendations related to your input. Figure 13 shows two recommendations of direct navigation to Assets related to the full text search query for "David".

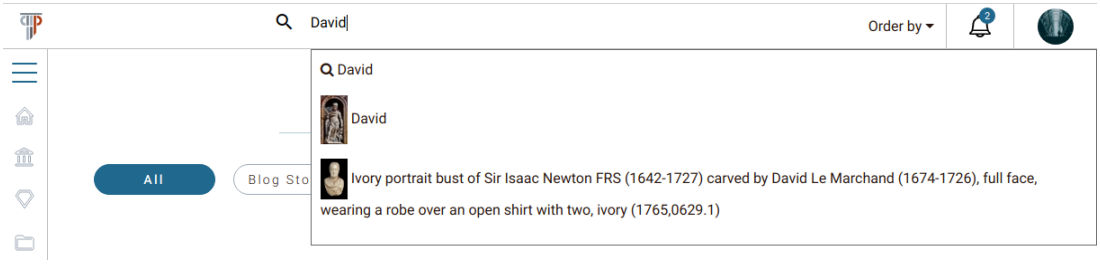


Figure 13. Full-text search with Asset recommendations

If you want to narrow your search, you can use **advanced filtering**. Advanced filtering allows to filter your search by **Title**, **Tag**, **Licence**, **External Library**, **Type**, **Author** and **Place** (see Figure 14).

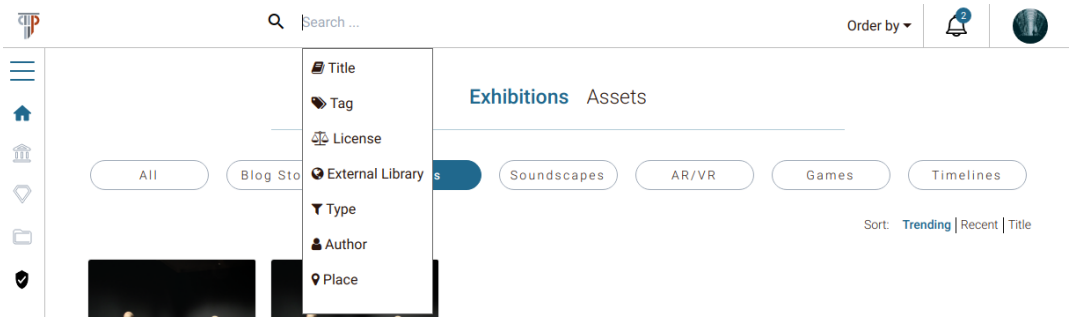


Figure 14. Advanced filtering showing all content filters available.

The process of choosing a filter is two-stage: first select the appropriate filter (see Figure 15), then select the required value for the filter (Figure 16). Based on your selection, a new search is provided.

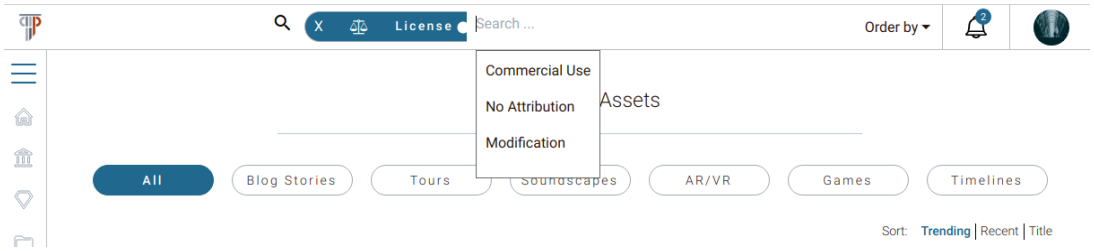


Figure 15. Example of advanced filtering, stage one: filtering content by licence.

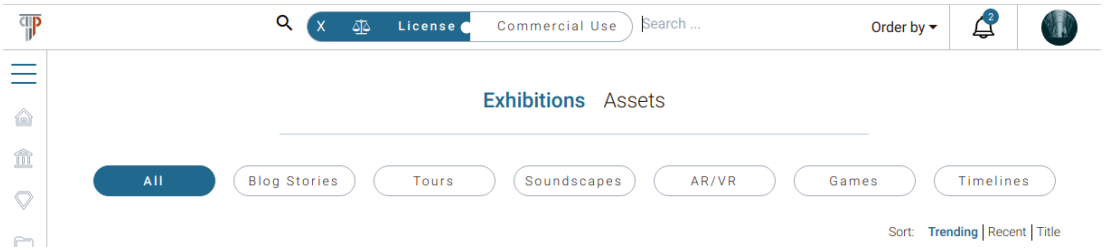


Figure 16. Example of advanced filtering, stage two: finding content that can be commercially re-used.

Filters can be accumulated to narrow the search to your specific needs, as shown in

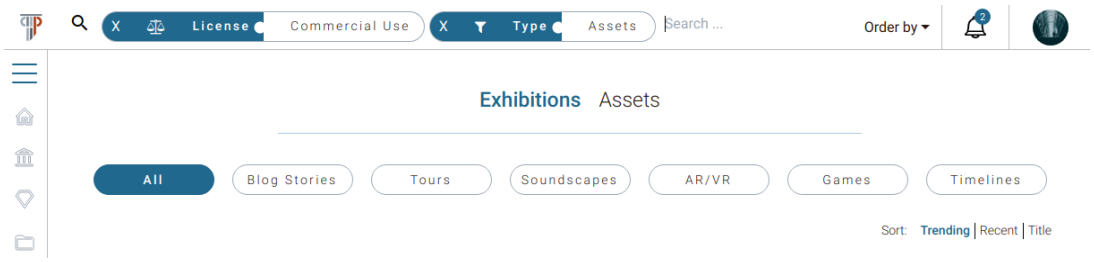


Figure 17. Example of advanced search, where multiple filters are concatenated to find Assets that can be commercially re-used.

4.2 CREATE YOUR PROFILE

As previously mentioned, if you want to share your content on PLUGGY, you need to sign up to the PLUGGY Platform. This section explains how to register in PLUGGY and create your User Profile.

4.2.1 Register in PLUGGY

To register into the PLUGGY platform, click on the “Register” link on the right side of the top bar, or on the “Join the community” button (see Figure 18).

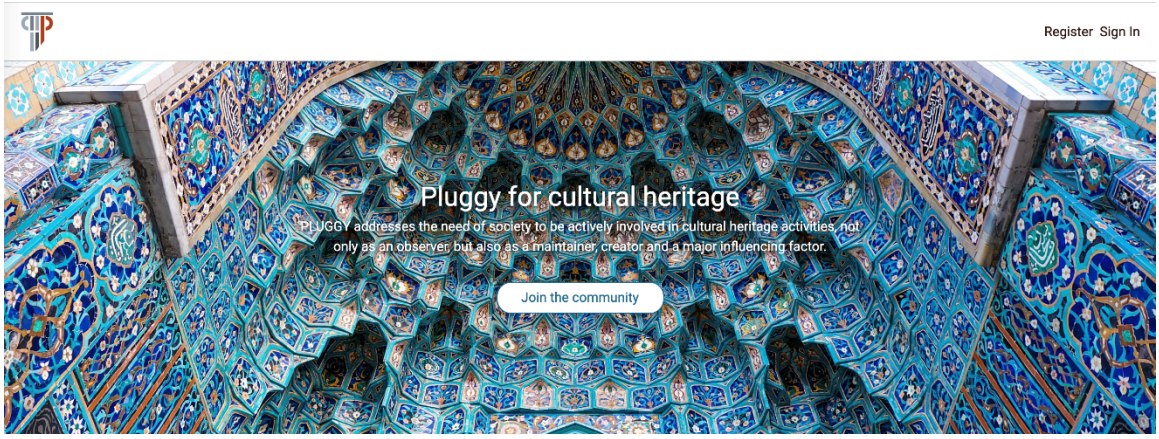


Figure 18. Home page header

A new window will appear (Figure 19) and will require regular registration data from the user, as name, email and password.
Once registered, you will have to log in into the platform, by clicking the **Log in** link on the right side of the top bar (see Figure 18). A new window will appear as seen in Figure 20, where you can fill in the data to log in. In case of forgotten password, you can ask for a password reset by clicking the **Reset Password** link at the bottom of the login window, as seen in Figure 20. An email will be sent to the associated email with the new password.

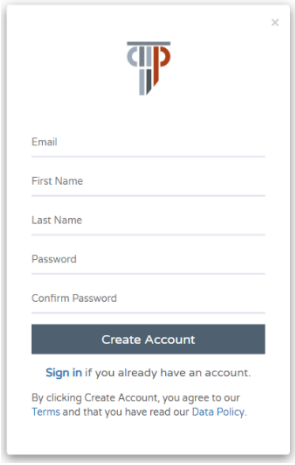


Figure 19. Registration windows

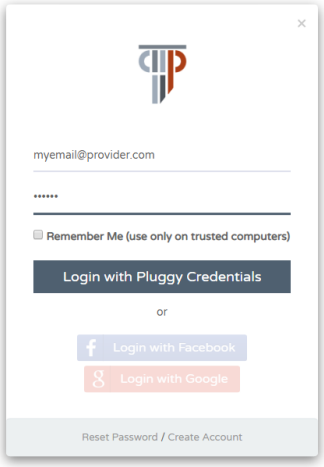


Figure 20. Sign in windows

4.2.2 ACCESS and Edit your Profile

You can access your profile through the dropdown menu on the right side of the top bar, by clicking on the thumbnail image (see Figure 21).

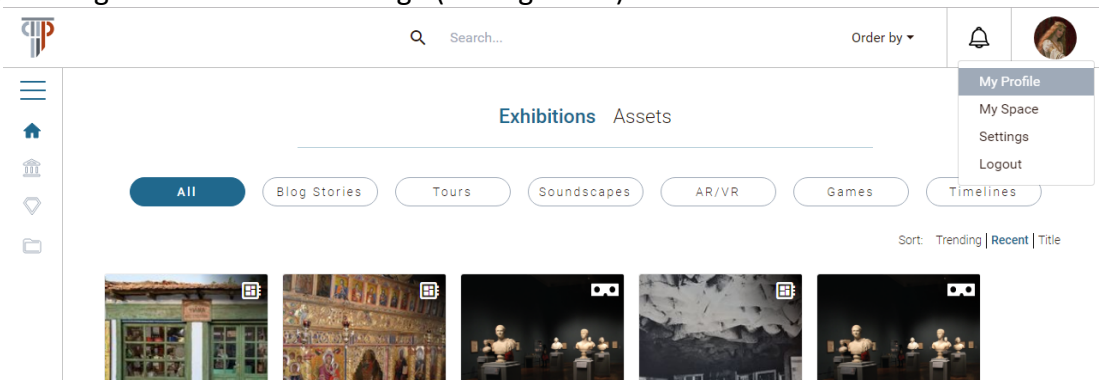


Figure 21. How to go to your profile page

The user space looks as shown in Figure 22. From here, you can see a list of the users you are following, and a list of your followers by clicking the links under their name (Figure 23). You can click in the follow/unfollow buttons to follow or unfollow other users.

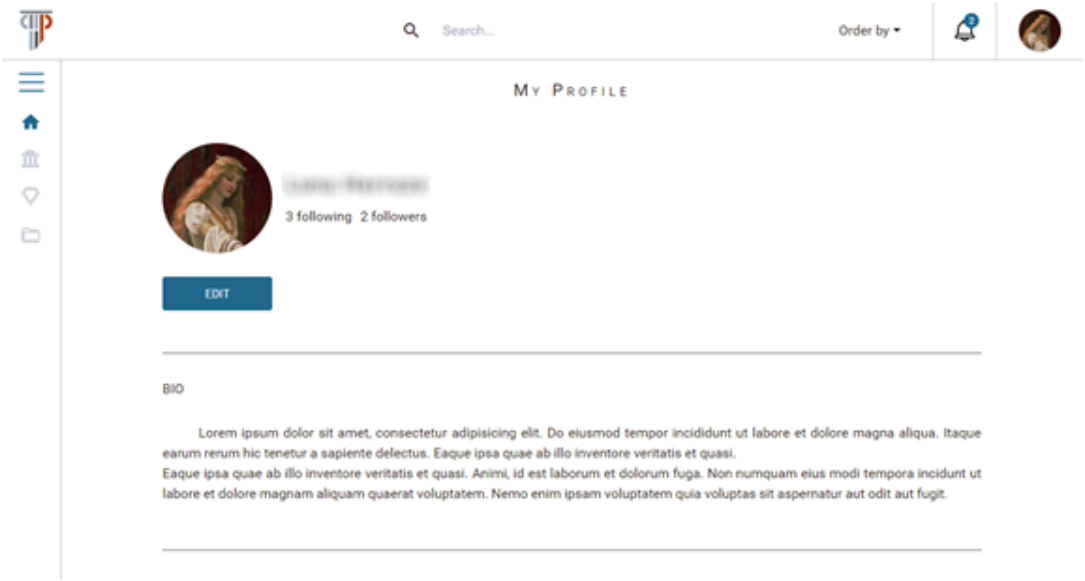


Figure 22. Your profile page

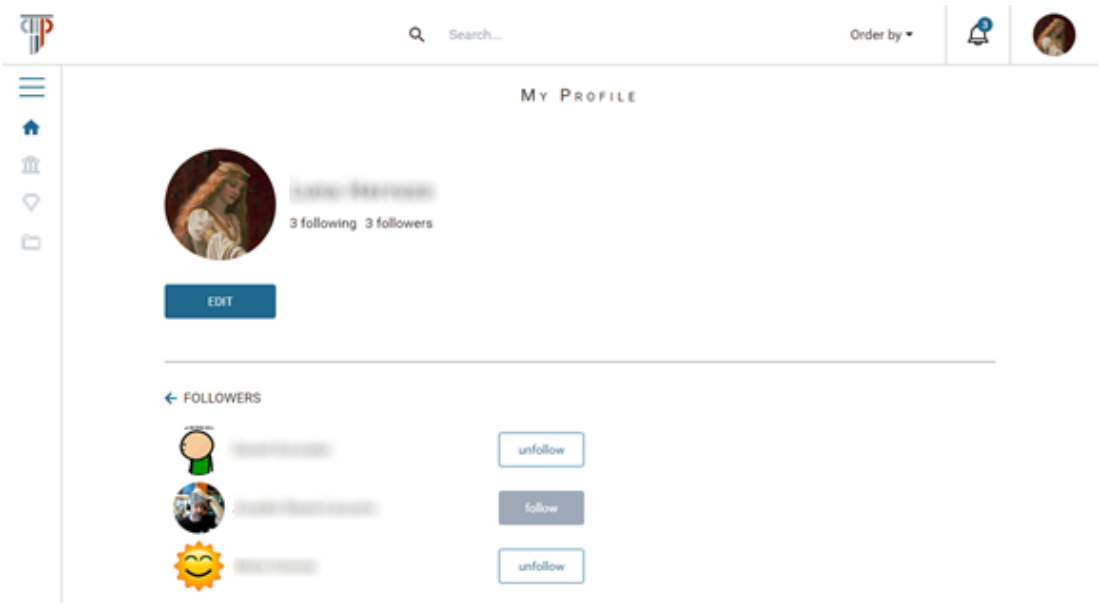


Figure 23. Follower list in your profile page

You can edit your profile by clicking the "Edit" button. This allows you to edit your picture, name and surname, email and biography (Figure 24). You can also change the password by clicking the "Change Password" button, and you can switch your account to a **developer account** through the "advanced settings" button (Figure 25). Refer to Deliverable D3.4 Content Management Services to understand to what functionality you gain access when you are a PLUGGY developer. See also a summary in Section Developer and Admin Zone.

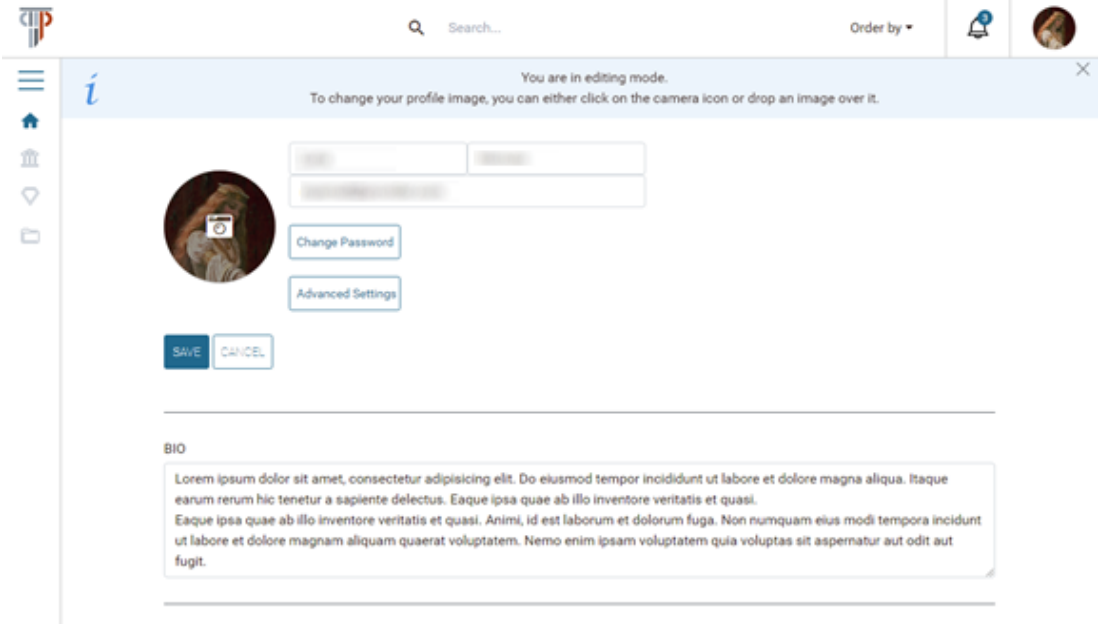


Figure 24. Your profile edit page

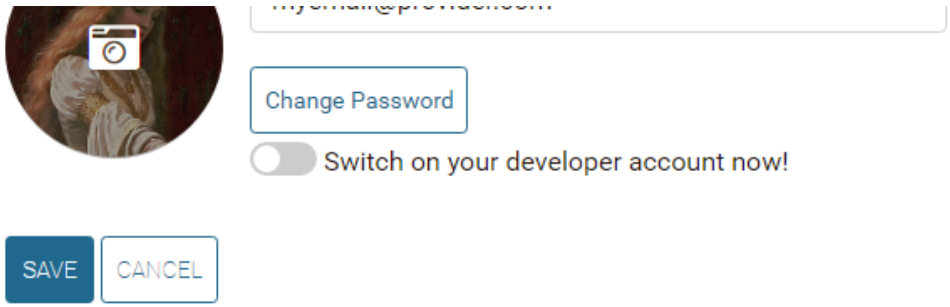


Figure 25. Option to change to a developer account

4.2.3 User Space

The user's space is the place where all your content is stored. It is arranged into "My Exhibitions", "My Assets" and "My Folders". It can be accessed through the dropdown menu on the right side of the top bar, by clicking on the thumbnail image (see Figure 21). It can also be accessed through the links of "My Exhibitions", "My Assets" and "My Folders" on the side bar menu (see Figure 26).

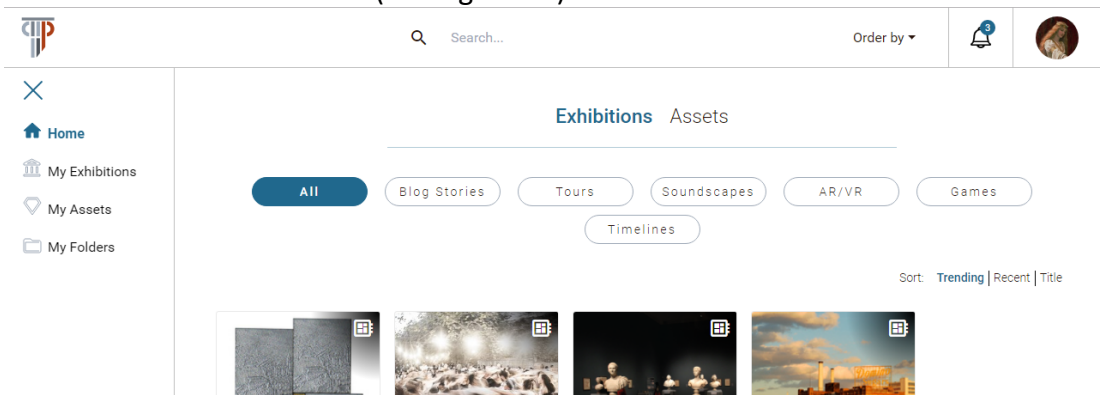


Figure 26. User options in sidebar (left-side of the page)

In "My Exhibitions", you can see the Exhibitions that you created. You can also create a new one by clicking on the **New Exhibition** card, as shown in Figure 27. The process of creating a new Exhibition is explained in How to Create Exhibitions How to Create Exhibitions.

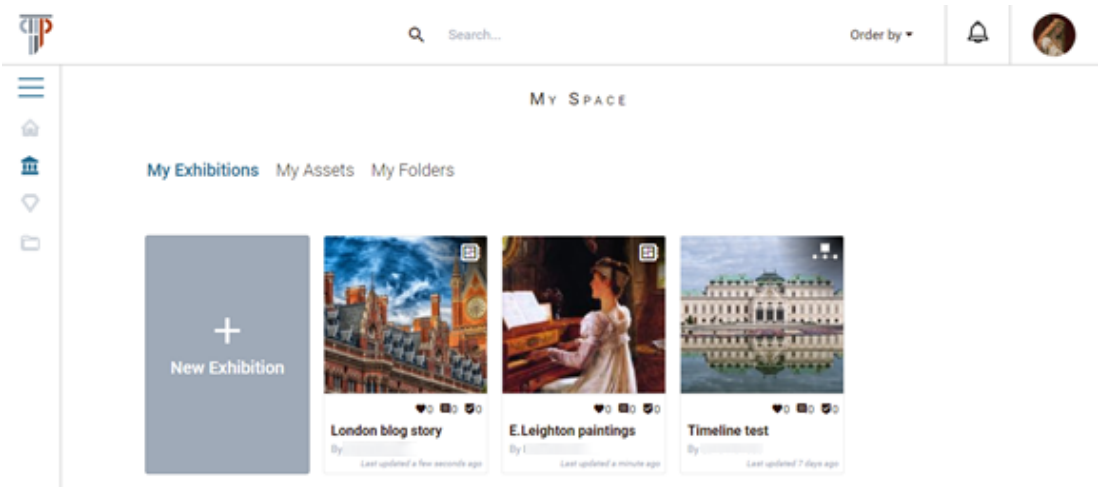


Figure 27. Page where your Exhibitions are listed

In "My Assets", you can see the Assets that you created. You can also create a new one by clicking on the **New Asset** card, as shown in Figure 28. The process of creating a new Asset is explained in Section How to Create Assets How to Create Assets.

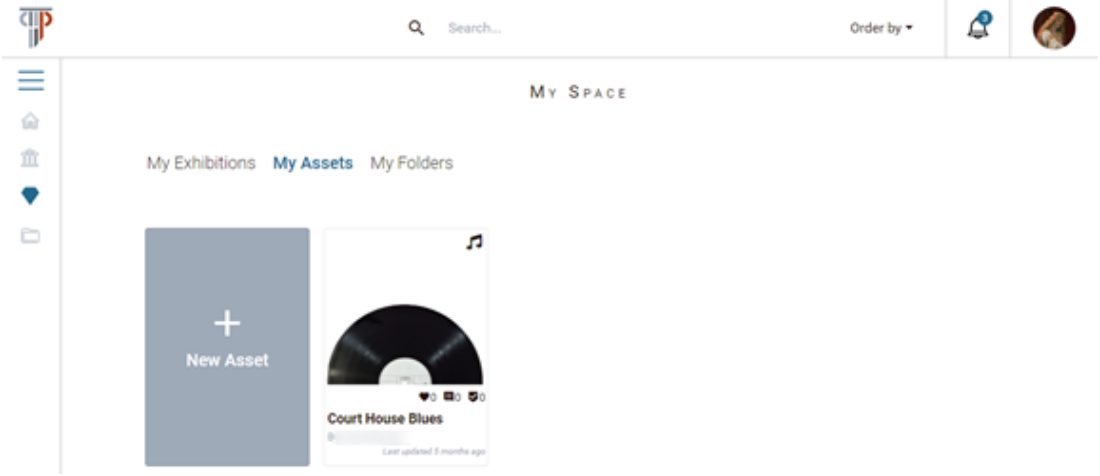


Figure 28. Page where your Assets are listed

In "My Folders", you can see the list of Folders where you store your bookmarks. The process of creating a new Folder is explained in Section Organise Content Organise Content.

4.3 CREATE CONTENT IN PLUGGY

As explained in the introduction, PLUGGY handles two types of basic content: Assets and Exhibitions. This section explains how you can create Assets and also how to access the Exhibition creation options. For a detailed explanation of how to create different kinds of Exhibition, refer to Deliverable D3.4 Curatorial Tool and Deliverables D4.1, D4.2, D4.3 and D4.4 for the PLUGGY Curatorial Apps and Plugins.

4.3.1 How to Create Assets

As explained in previous sections, an Asset is the main unit of cultural heritage content in the PLUGGY platform. This means that the first step to share your content through the PLUGGY platform is to create a new Asset. For this, once you are log in, you must **navigate to My Space**, enter **My Assets** and finally press in the **New Asset button** (Figure 29).

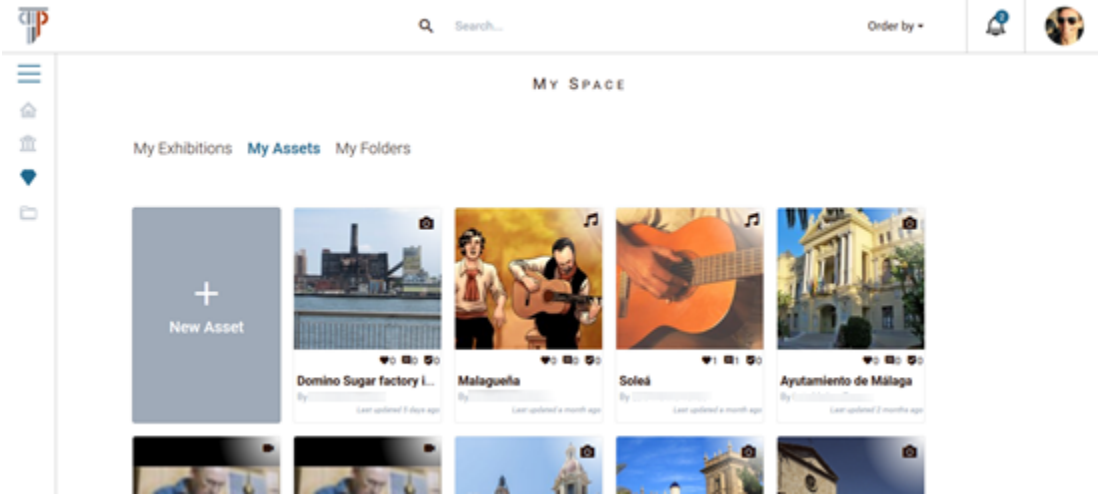


Figure 29. New Asset button in the User Myspace page.

On the following page, you will see that you have different options to choose from, as show in Figure 30.

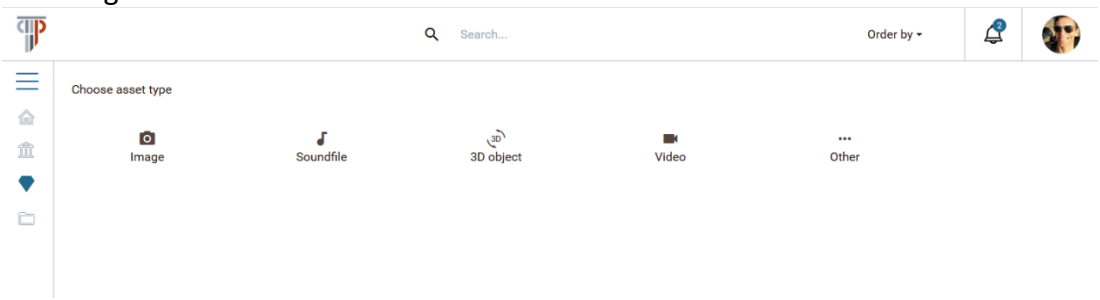


Figure 30. Choose the Asset type in the Asset creation page.

The first four options (Image, Video, Sound file and 3D Object) are the four **basic types of Assets** natively supported by PLUGGY. You will have to choose one, depending on the type of media file you are using to share your content. The fifth option (Other) will allow you to create other type of Assets thanks to the integration of **third-party plugins** and applications.

Once you have chosen an Asset type, you will see a new page where you have to fill in a series of fields, as well as select the media file that you want to share through the PLUGGY platform.

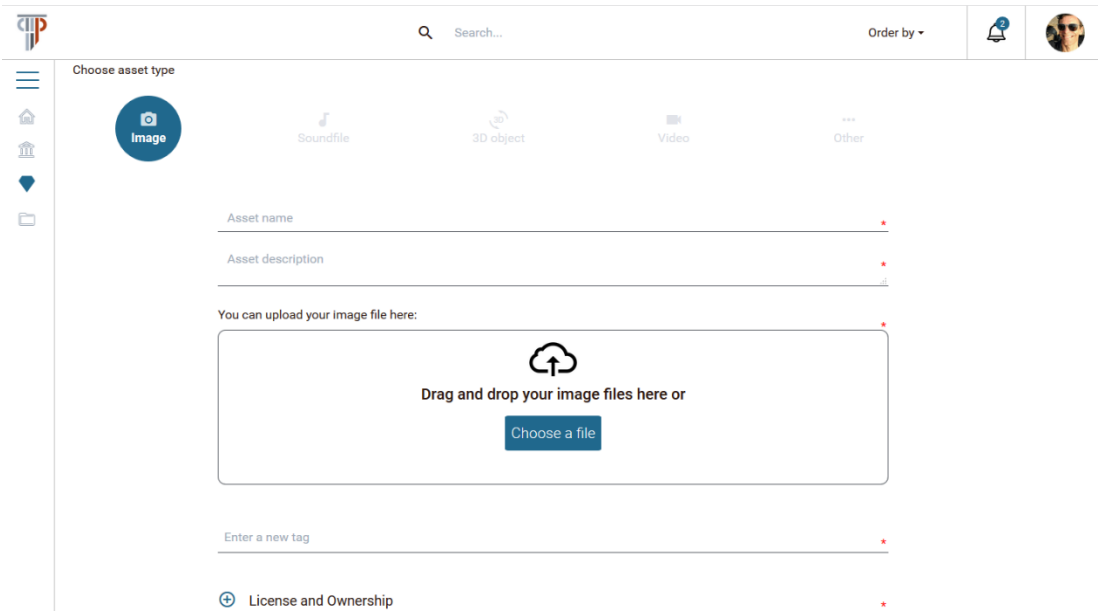


Figure 31. Creation of a new Asset. Mandatory fields are marked with a red asterisk.

Let's start by seeing how you can select and upload the media files that support your Asset. The new Asset creation page shows see Figure 31, a box that allows you to select or drag and drop your file. In the case of both **image and audio Asset types**, only one media file may be uploaded. In the case of images, you can upload any of the common image file extensions. In the case of audio, wav and mp3 files are allowed.

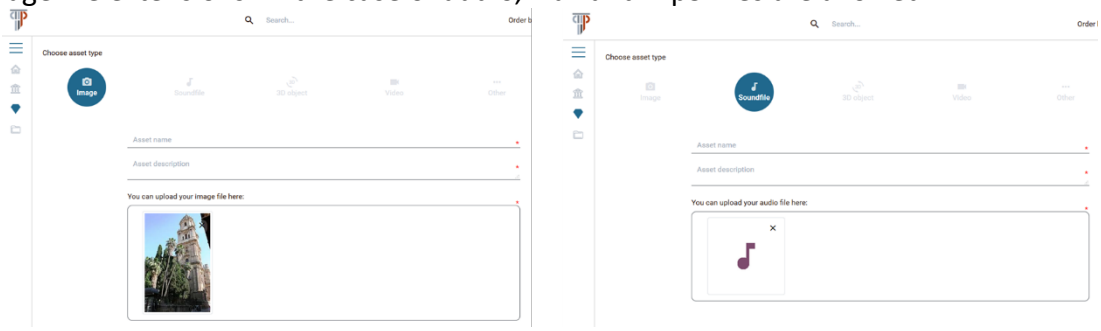


Figure 32. Media selection examples. On the left an image Asset, on right an audio Asset.

The case of the **3D Assets** is slightly different due the nature of these file formats. The information of a 3D model is usually stored across several files. Depending on the format used, PLUGGY supports that you upload more than one media file in this kind of Assets. For example, in the case of OBJ files, you can upload just one OBJ file per Asset but as many files of materials and textures as you need, as it is shown in Figure 33. Currently, the PLUGGY platform only support 3D files of OBJ type, although more formats will be supported in the near future.

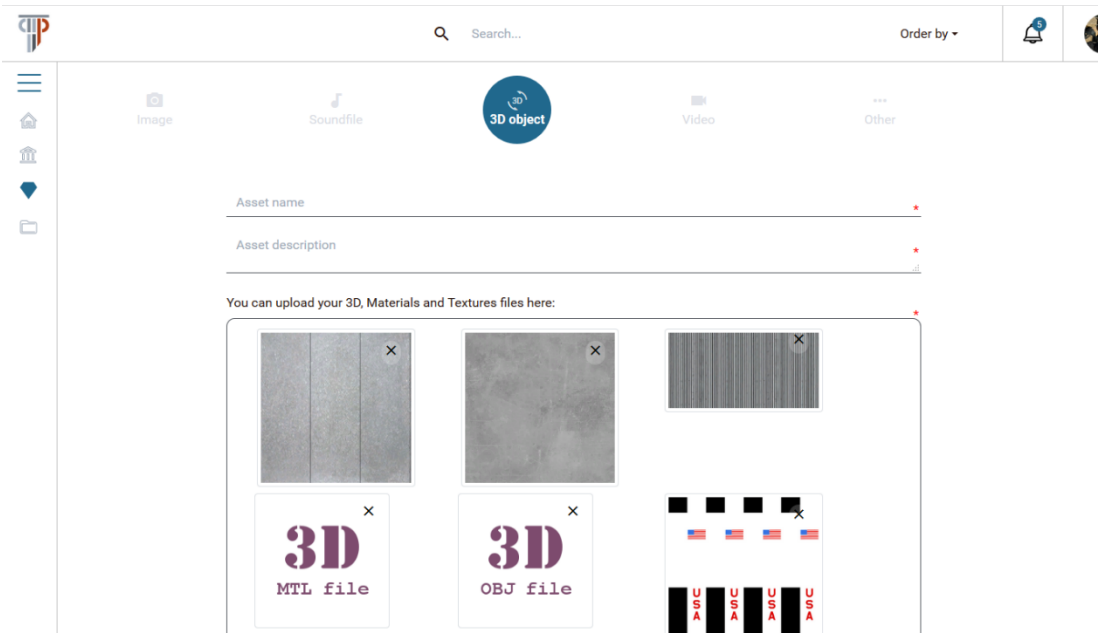


Figure 33. Example of 3D Asset with multiple media files (mesh, material and texture)

Video Assets also work differently as you can either link a video from YouTube or Vimeo, or upload a video to be stored on PLUGGY back-end, as shown in Figure 34. Please note that you can only **link videos** that are shared under **Creative Commons Licence**. See Section Licencing Content for further information on licencing.

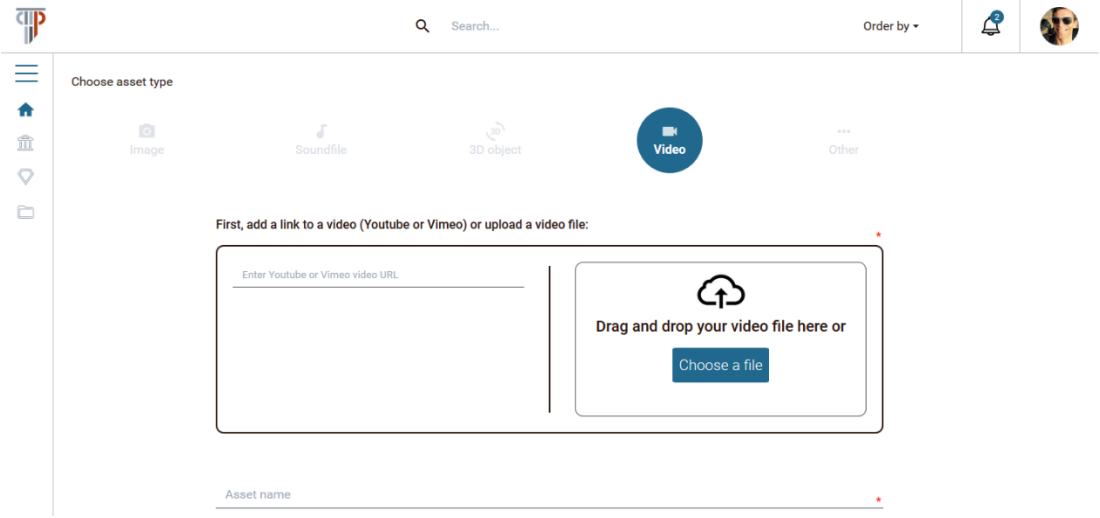


Figure 34. Creation of a new video Asset page.

After selecting the media file of your Asset, you must fill in the rest of the fields. The exception is if you are creating a video Asset and you have linked a video from Vimeo or YouTube. In this case, the fields are filled automatically (Figure 35), but you can subsequently modify them. With the exception of the licence field, which should not be

modified, since it has to match the licence it has in origin. See Section Attributing content that you found on the Web Attributing content that you found on the Web for more detail.

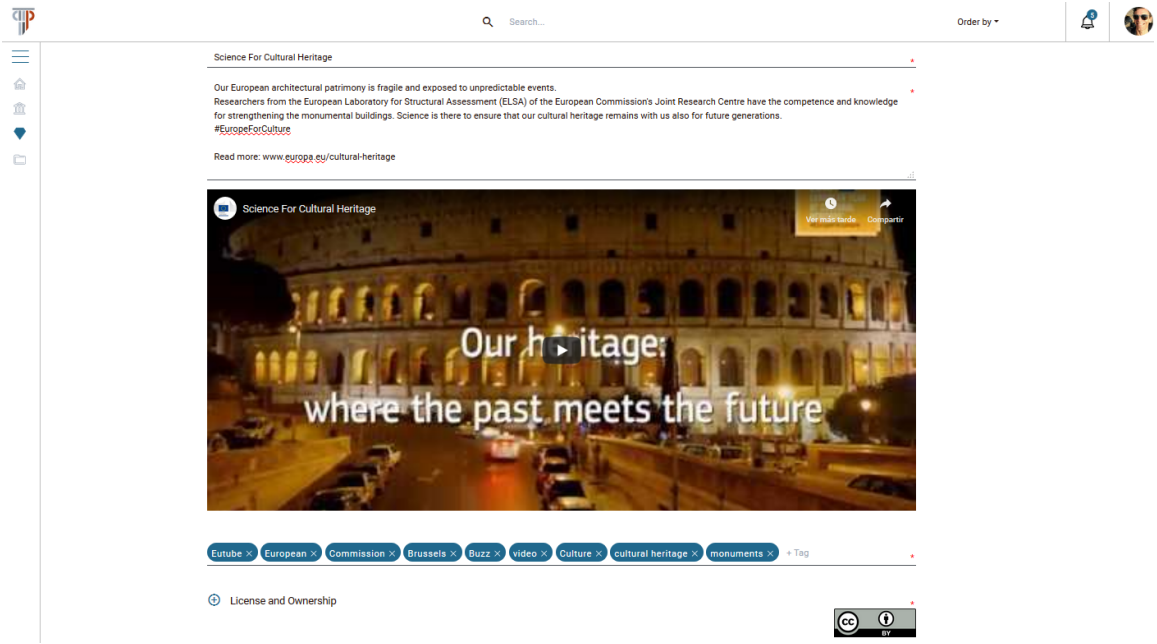


Figure 35. Video Asset after link a video from YouTube or Vimeo.

Let us continue by describing the fields that you must fill in compulsorily, see Figure 31. These, no matter the type of Asset, are: (1) the **name** of your Asset, (2) its **description**, (3) a set of **tags** or keywords that describe your content and (4) the **licence** that you choose to share this Asset through the PLUGGY Platform (for further information read Section Licencing Content Licencing Content). It is important that you fill in the tag field as exhaustively and accurately as possible, as this will make it easier for other users to find your Asset.

In addition to the required fields there are a couple of **extra fields** that are optional, depending on the type of Asset, as is shown in Figure 36.

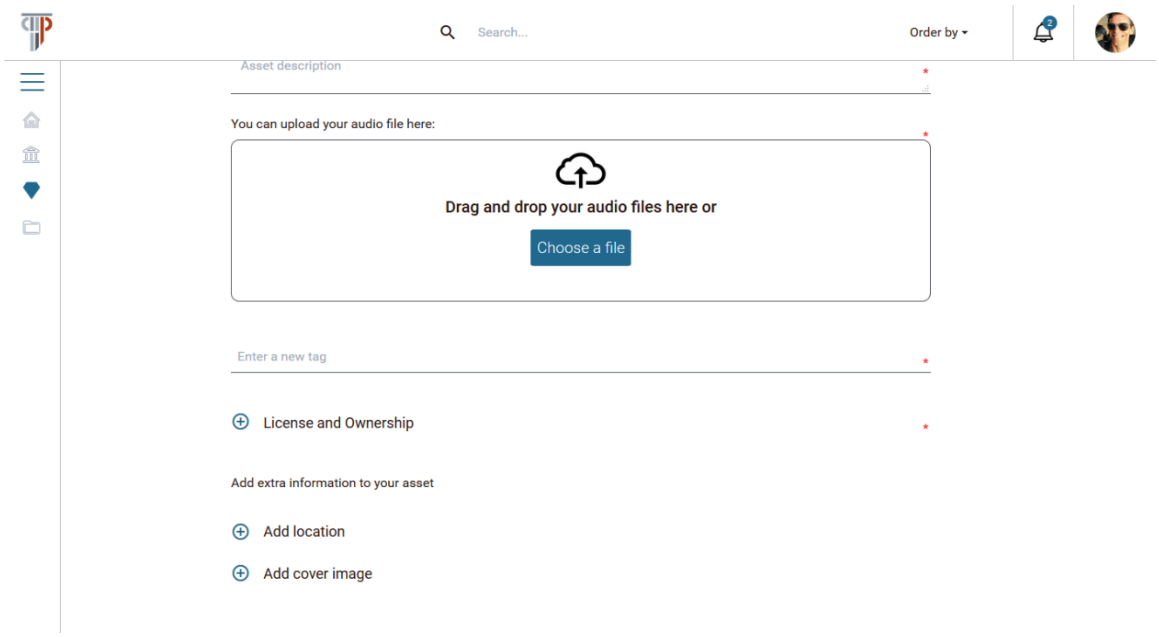


Figure 36. Optional fields in sound-file Asset creation page.

The first of these optional fields is the **location**. It is available regardless of the type of Asset chosen and it allow you to indicate your Asset location, should you so wish. The process of adding the location is very simple. After clicking on the location button, you will have access to a drop-down map. In it, you only have to look for the location, searching by its name and using the map to adjust to the exact point: see Figure 37. Or you could just use the map, if you prefer. Alternatively, if you know the location coordinates, you can use them to find your Asset location faster. Once you have found the desired location you just have to click in the Accept button.

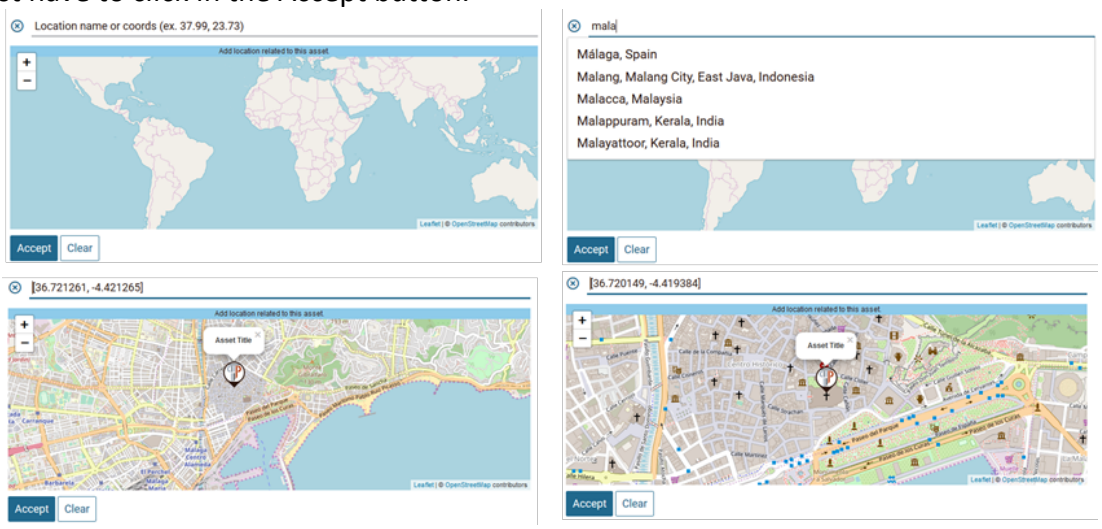


Figure 37. Process of adding location to an Asset.

Moreover, in case you have chosen a Sound or a 3D file you can also add a **cover image** of them, see Figure 38. This cover image will be used by the PLUGGY platform as preview image where needed, for example in the content cards that are displayed after the result

of a search. The process of adding a cover image starts after clicking in the Add Cover Image button, a pop-up window is shown, and you will have to select or drag and drop you image file, and also select the licence of this image. For further information about licence please read the section "Licencing Content".

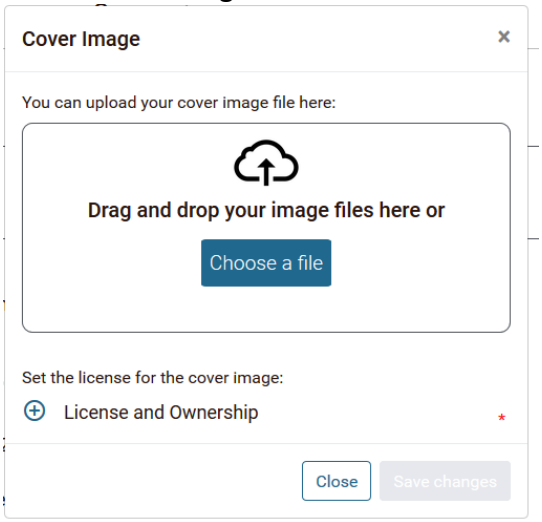


Figure 38. Cover image pop-up window.

Finally, after filling in at least all the required fields, you can finish the process of creating your Asset using the **save button** located at the bottom of the page. Depending on the type of Asset you may also get an **edit button**, see Figure 39. This Asset edit button will allow you to edit the Asset media right after you upload it. In the case of audio and 3D Assets, the PLUGGY platform integrates default editors, which will be explained in deliverables D4.4 and D4.1 respectively. In the case of a 3D Asset, its edition will be mandatory when the Asset is created.

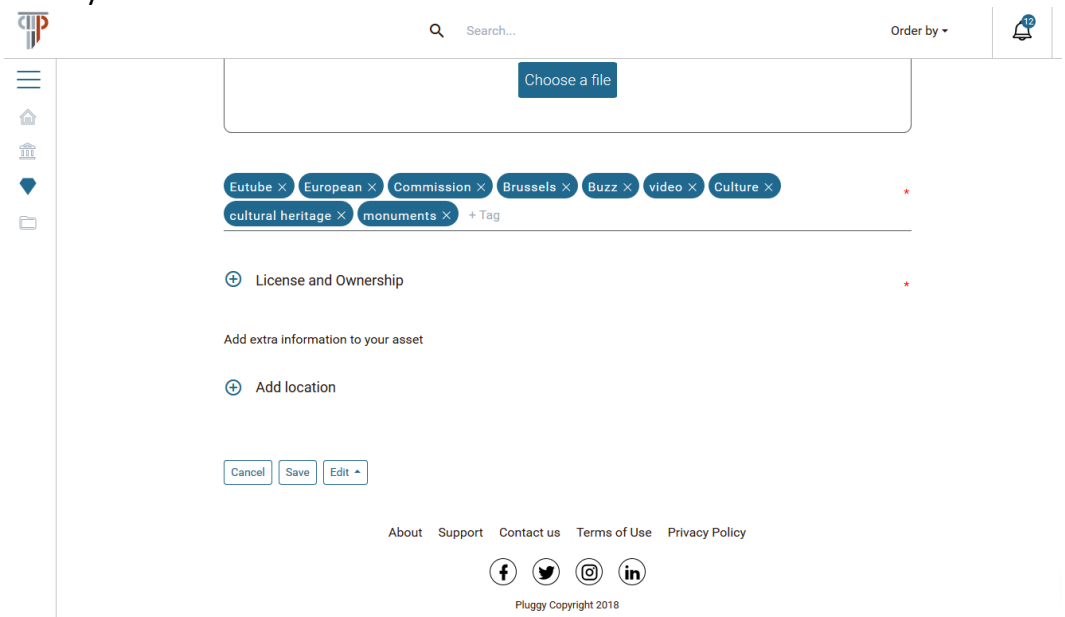


Figure 39. Save and Edit buttons

4.3.2 How to Create Exhibitions

As explained in previous sections, the PLUGGY platform enables you to curate Virtual Exhibitions. You can make use of your Assets and other users' Assets, including Assets uploaded by cultural heritage experts and institutions, and Assets imported from external Asset repositories. For this, once you are logged in, you must navigate to My Space, move to My Exhibitions and press in the New Exhibition button, see the Figure 40 below.

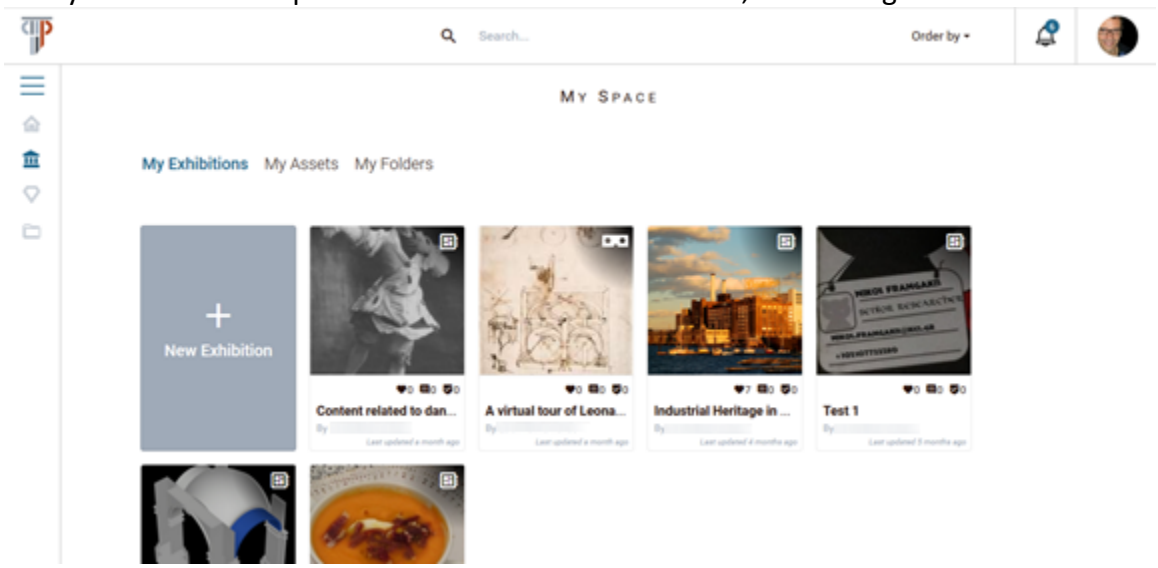


Figure 40. New Exhibition button in the User Myspace page.

In the following page, you will see that you have different options to choose from, as is shown in the Figure 41. Each of these options will open a different and specifically-designed curatorial tool,. However, these curatorial tools will not be described in this deliverable. Please refer to the deliverable manuals to understand their operation:

- Blog Story: D3.3 Curatorial Tool. This tool is integrated in the Curatorial Tool and allows the creation/curation of stories as a blog, which links the Assets and digital collections uploaded within the Social Platform.
- Soundscape: D4.4 3D Sonic App. This is a web-based application that allows the creation of 3D sonic narratives. The App integrates functions for selecting, editing and mixing audio from already-existing sources, as well as spatialise audio files in real-time within a 3D virtual sonic environment
- AR/VR: D4.1 AR App. This application allows Virtual Exhibitions to be created through virtual 3D models and overlaid information. The curator can associate Assets and behaviours to an augmenting real exhibitions and other indoor experiences with virtual content.
- Game: D4.2 Collaborative Game App. A video game authoring App that provides the basic bricks (rules, routes) to develop, without programming knowledge,

collaborative games where participants are engaged into Asset and story discovering through challenges.

- Geolocalisation: D4.3 Geolocalisation App. This is a web/mobile application which allows the creation of tours, by using Assets and Exhibitions already available on PLUGGY platform. This App allows curators to situate virtual content geographically on a map at specific coordinates.
- Timeline: D3.3 Curatorial Tool. This tool allows the curator to create Virtual Exhibitions organising the Assets in a chronological order.

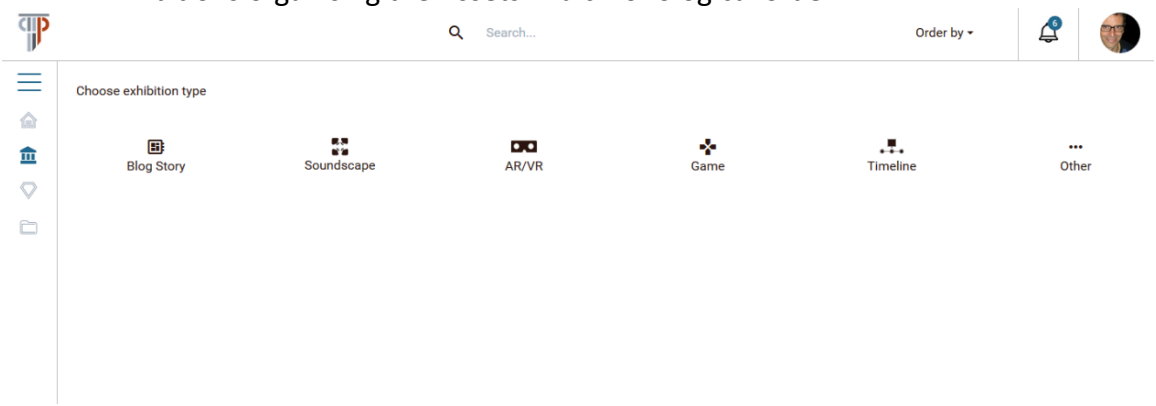


Figure 41. Choose the Exhibition type in the Exhibition creation page.

The sixth option ("Other") will allow you to create other type of Exhibition thanks to the integration of third-party plugins and applications. See D3.4 Content Management Services and D4.5 Developer Guidelines to understand how you can create new types of Exhibitions.

4.3.3 Licencing Content

PLUGGY wants to promote both the uploading existing content that you have found on the web, and the uploading of new content that you have created. In both cases, the intellectual property of the original authors of the content has to be protected, in a way that is safe for them, yet usable if you are not an expert in copyright law, else crowdsourcing and reuse may be discouraged.

PLUGGY uses the **Creative Commons** Licences as the means to promote reuse of existing cultural heritage content, as well as the sharing of new content under standard and clear copyright terms.

Creative Commons (CC) is a non-for-profit foundation that provides a set of standardised licence texts. The CC licences are used by a growing number of repositories and institutions, including the Wikipedia, Flickr Commons, Europeana and the European Commission itself, which has announced that it has adopted CC-BY and CC0 to share published documents, including photos, video and data. All the cultural heritage content that you find on the web in repositories which use the CC licence system can be uploaded to PLUGGY. SoundCloud, Vimeo, the MIT OpenCourseWare, the Public Library of Science, Al Jazeera or YouTube host repositories which make use of Creative Commons.

When creating a new Asset, PLUGGY will help you annotate the content with the right licence with a series of modal dialogues in which you will have to select among a few options.
When creating a new Asset, edit the copyright information by clicking on the cross to the left of **Licence and Ownership.** This will open a modal dialogue in which you will have to tell us if the media file (or files in the case of 3D Assets – See Section How to Create Assets How to Create Assets) are your own, or someone else's work:

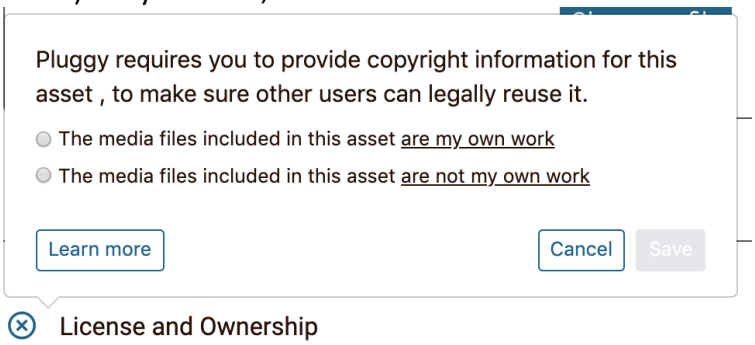


Figure 42. Dialogue to specify if the media files for an Asset are your own work.

If the media files are your own work, select the first option and read on the next section, Licencing your own content. Licencing your own content. If the media files are not your own work, select the second option and skip to Section Attributing content that you found on the Web Attributing content that you found on the Web.

4.3.3.1 Licencing your own content

If the media files are your own work, you can choose to keep all the rights on the files, or to waive some of these rights (Figure 43. Dialogue to specify if you reserve all rights on the Asset.Figure 43).

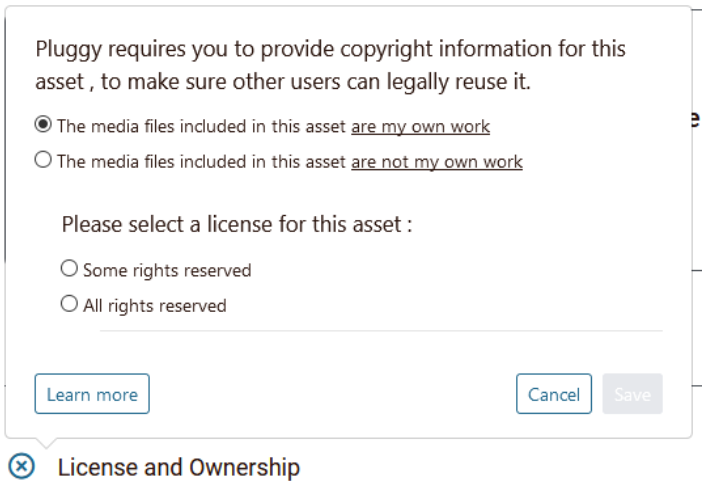


Figure 43. Dialogue to specify if you reserve all rights on the Asset.

If you choose **All rights reserved**, then at this point you have finished specifying the licence: close the dialogue by pressing "Save" (Figure 44). If you choose this option, other users of PLUGGY will not be able to re-use your content – only you will be able to curate

Exhibitions that use this Asset. If anyone wishes to re-use this Asset, they will have to contact you to agree with you under what conditions, but this will have to happen outside of PLUGGY.

Figure 44. An example of an Asset for which the user reserves all rights.

If you wish to allow that others can re-use your Asset in their Exhibitions, you can do show by selecting **Some rights reserved**. This will take you to a dialogue in which you will have to choose among a subset of the Creative Commons licences (Figure 45).

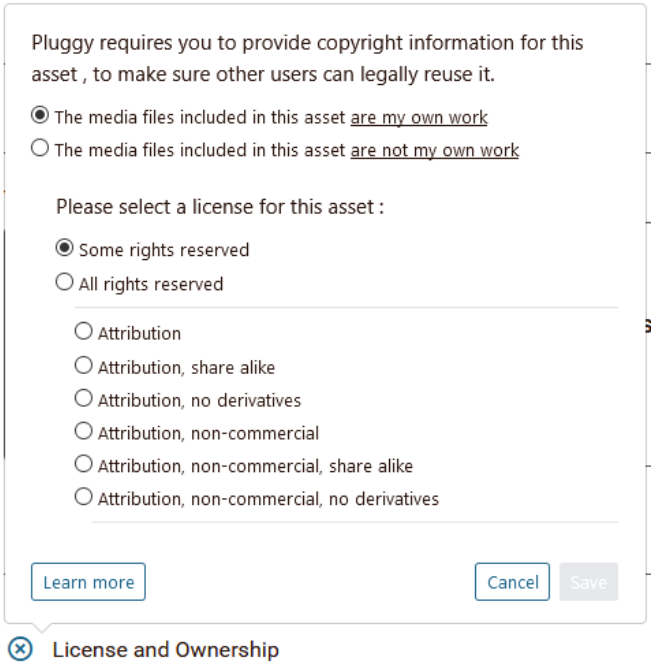


Figure 45. Creative Commons licences. Allow that others can re-use your Asset.

The set of licences that you can select range from the more permissive CC-BY, which only requires others to attribute your content, to other more restrictive ones, such as the CC-BY-NC-ND, which only allows others the non-commercial use of verbatim copies of your Assets. The following table summarises the features of the licences that you can combine:

	Attribution	Others can distribute, remix and build upon your Asset as long as they credit you. PLUGGY Curatorial Tools automatically take care of Attribution.

	ShareAlike	Others must distribute derivatives of your Asset under the same licence. E.g. Exhibitions created by others that use this Asset must have this same licence.
	NoDerivs	Others can only distribute non-derivative copies of your Asset. E.g., Exhibitions created by others that modify Assets cannot use this Asset.
	NonCommercial	Others can use your Asset for non-commercial purposes only. E.g. Exhibitions created by others that use this Asset cannot have commercial purpose.

Table 1. Licence features that you have to consider when choosing a licence.

Combination of these conditions results in one of the six CC licences below:

	Attribution CC BY
	Attribution – ShareAlike CC BY-SA
	Attribution – NoDerivs CC BY-ND
	Attribution – NonCommercial CC BY-NC
	Attribution – NonCommercial – ShareAlike CC BY-NC-SA
	Attribution – Noncommercial – NoDerivs CC BY-NC-ND

Table 2. Creative Common licences that you can use to licence your content on PLUGGY.

Once you have chosen one of the Creative Commons Licences you can press "Save". Figure 46 shows an example of an Asset for which a user has chosen a CC BY-SA licence.

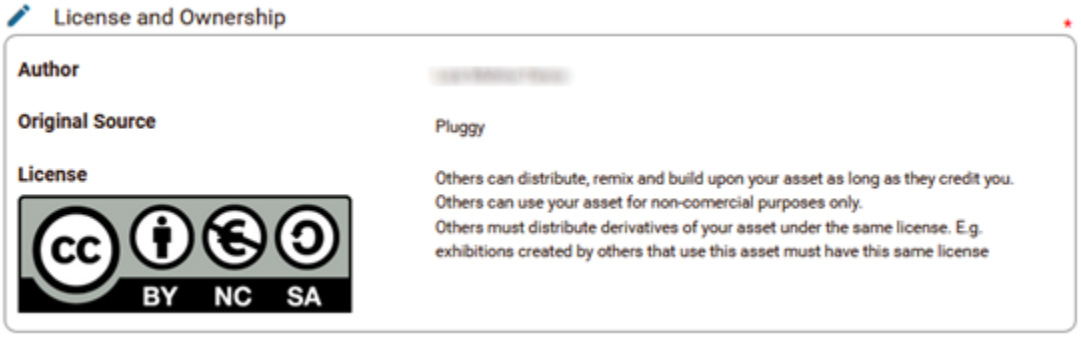


Figure 46. An example of an Asset for which the user reserves some rights.

If you choose a **NoDerivs licence**, please take into account that your Asset cannot be used by any Curatorial Tool that creates adaptations. What constitutes an adaptation or

derivative work, eventually depends on the relevant jurisdiction in your country[5]. PLUGGY provides a mechanism for applications to access your data directly from the Back-End (See Deliverable D3.4 Content Management Services). Applications that create adaptations have to inform the back-end of this feature and will not be able to use your Asset.
The Blog Media Tool and the **Timeline Tool** (See Deliverable D3.3 Curatorial tool) do not adapt your Asset, only incorporate it unaltered in a larger work, so your CC BY-ND or CC BY-NC-ND files can be used in Exhibitions created using those tools. However, the rest of the Curatorial Tools cannot use your Asset because they have to adapt it in some way. For example, **Plugsonic Soundscape** (See Deliverable D4.4 Sonic App) will digitally filter your Soundfile Asset in order to spatialise it, which incurs an adaptation of your original file (See Deliverable D4.4 Sonic App).

4.3.3.2 Attributing content that you found on the Web

PLUGGY allows incorporating content from outside of PLUGGY in different ways:

- When creating a **Video Asset** by linking a URL from Vimeo or YouTube (See Section How to Create Assets How to Create Assets).
- When bookmarking an Asset that you found in an **External Library via Advanced Search** (See Sections Search Search and Bookmarks Bookmarks), or using it in Exhibition Creation (See Deliverable D3.3 Curatorial Tool).
- By uploading media files which you have found in Creative Commons External repositories (described in this section).

If you create a **Video Asset** by linking a URL from Vimeo or YouTube, the type of licence will be automatically obtained by PLUGGY. Please note that you can only add videos that where uploaded to these repositories with a Creative Commons licence.
To search Creative Commons videos on YouTube, first do a search and afterwards filter your search. In Features, select “Creative Commons”[6] (See Figure 47).

5 See https://creativecommons.org/faq

6 By “Creative Commons” YouTube means CC BY. See https://support.google.com/youtube/answer/2797468?hl=en

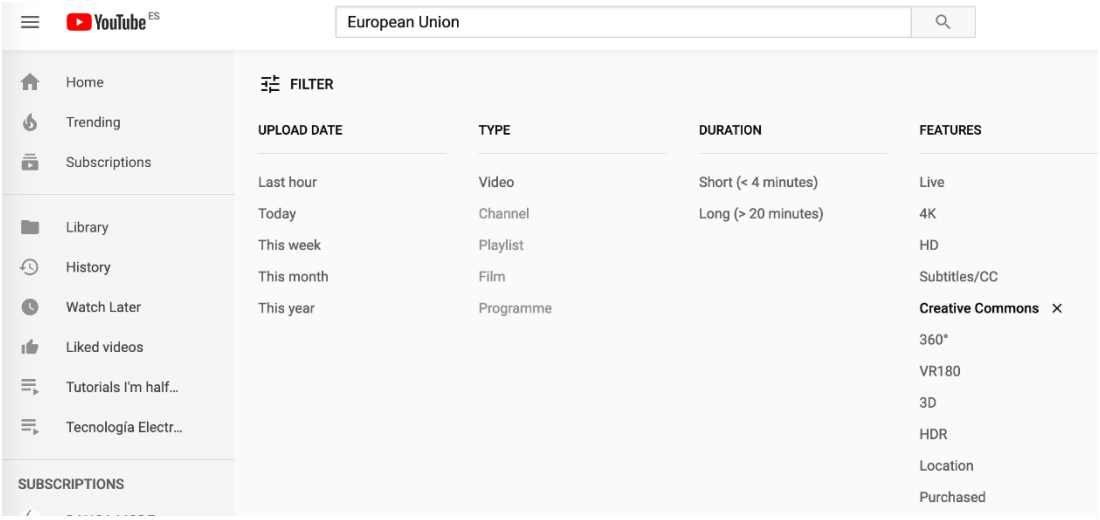


Figure 47. Searching for Creative Commons content on YouTube

Searching for Creative Commons content on Vimeo Is done similarly. First search, then filter your search to keep only Creative Commons results. You will have to press "More Filters" to get to the Licence filters, where you can specify any of the CC licences – e.g. CC BY as in Figure 48.

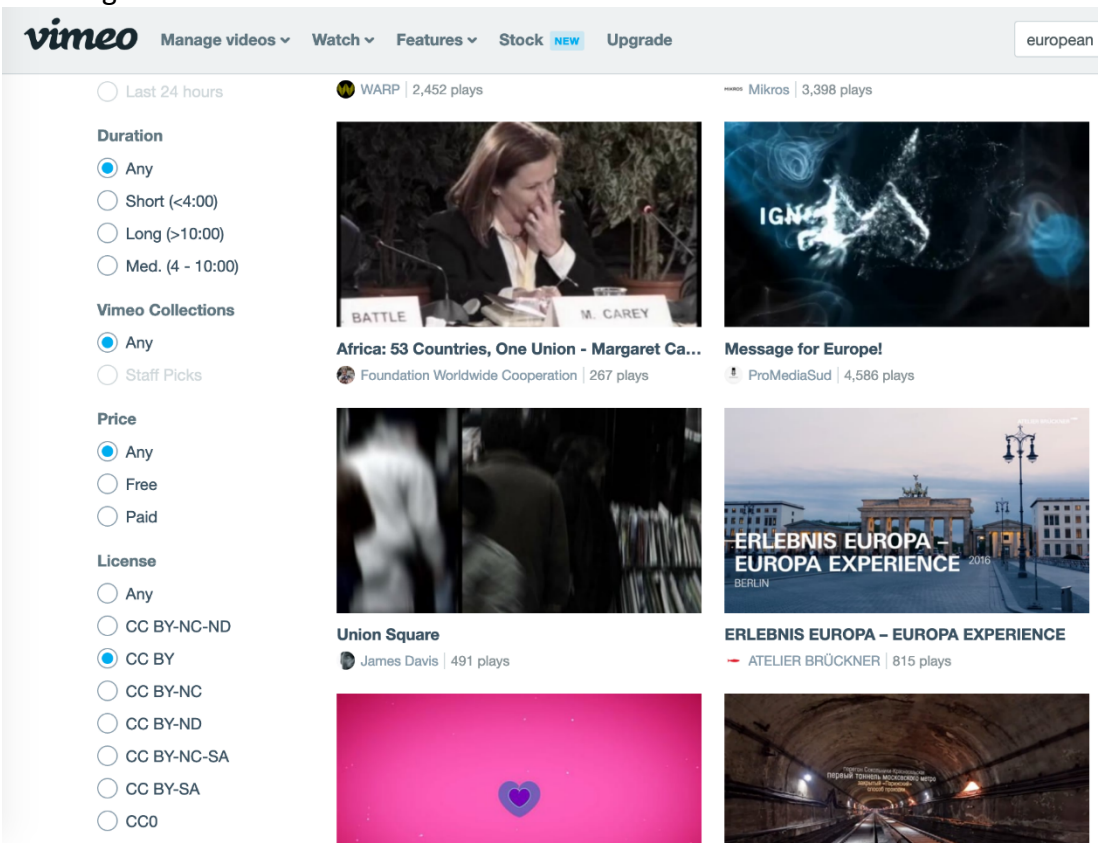


Figure 48. Searching for CC BY content on Vimeo

When you **search for content in External Libraries,** via advanced filtering (see Figure 49), or you bookmark this content in your Folders (Section Organise Content), or when you

add an Image Asset to an Exhibition by searching directly on the External Libraries within the Blog Media Tool or the Timeline Tool (See Deliverable 3.4 Curatorial Tool), the licence is automatically retrieved for you in the cached Asset that is created in PLUGGY.

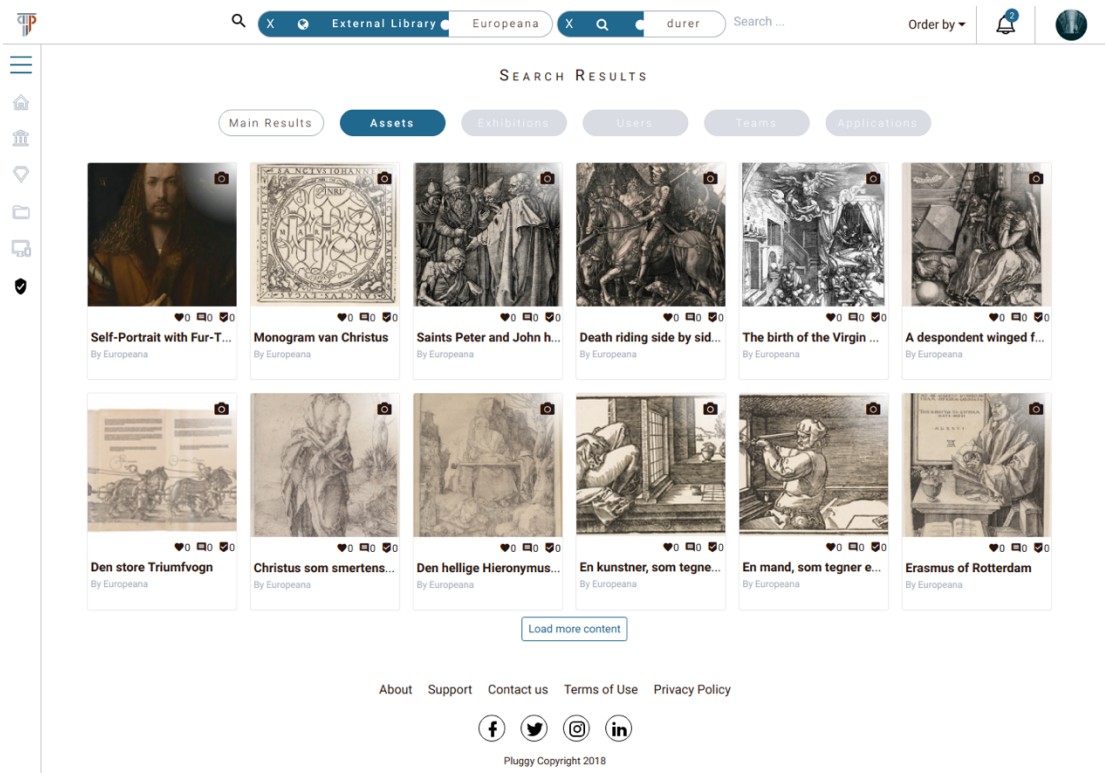


Figure 49. A Search on Europeana for the text "durer", as presented by PLUGGY.

As you read this document, more external libraries are being integrated by PLUGGY, including the Wikipedia and the British Library. Still, there will always be **other external Creative Commons repositories** from which you can re-use content on PLUGGY. For example, you might find an image on Flickr commons that you would like to use to create an Exhibition. PLUGGY helps you to correctly follow the conditions of the licence, including the best practices for attribution. When you upload a media file that is **not your own work**, start by specifying so in the initial dialogue. This will let you fill in the source where you found the file and the author of the work. You will also specify the specific Creative Commons licence that the author chose for this content.

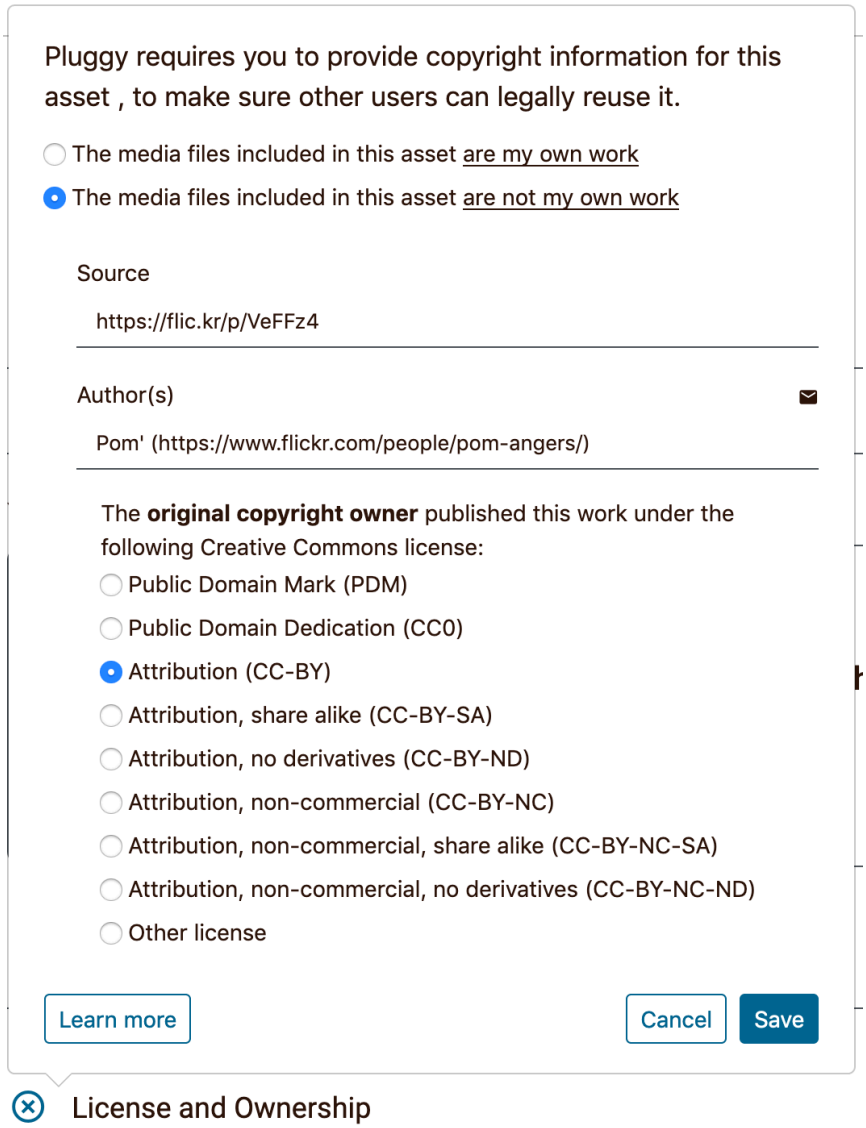


Figure 50. Dialogue to specify the licence of Creative Common media content that you found outside of PLUGGY

Once you have uploaded the rest of the information for the Asset you can save it (See Section How to Create Assets). When others explore your Asset, they will be able to see the information of the original licence, along with the correct attribution to the original author, as shown in Figure 50 and Figure 51.

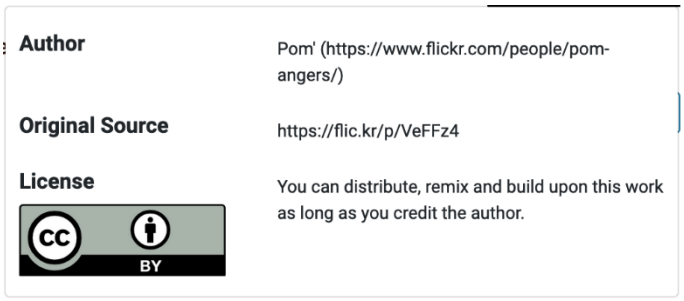


Figure 51. Example of an Asset found outside of PLUGGY. PLUGGY relies on you to correctly fill in the original source, author and licence of the uploaded content

4.3.3.3 *Mixing Assets with restrictive licences*

When choosing the licence for your content or uploading content from Creative Commons repositories outside of PLUGGY, you have to be aware of how this affects the licences of the Exhibitions that others can create with this content.

For example, if you choose a **NonCommercial** licence for one of your Assets, the Exhibitions created in PLUGGY by others will have all commercial licences unavailable. The PLUGGY Curatorial Tool will help you by allowing them to only choose the correct licences, see Figure 52. For more information on what combinations are possible, please refer to the Creative Commons FAQ, "Combining and Adapting CC material"[7].

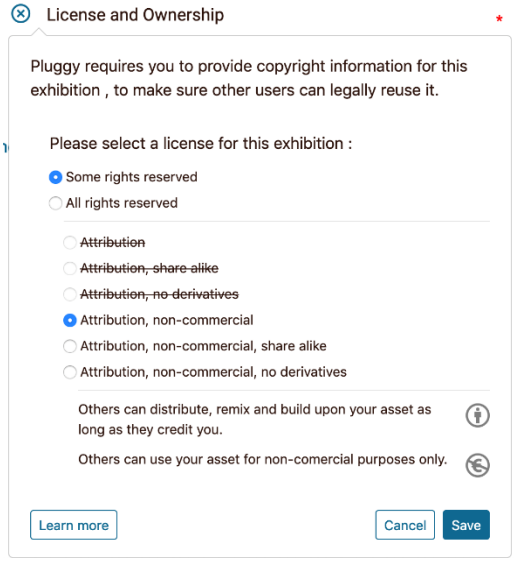


Figure 52. The Curatorial Tool (See Deliverable D3.4) will assist you in choosing a compatible licence for your Exhibition when the Assets it contains have restrictive licences. Shown is an example of an Exhibition with CC BY-NC Assets from another user.

7 https://creativecommons.org/faq/#combining-and-adapting-cc-material

4.4 ORGANISE CONTENT

PLUGGY allows you to organise both yours and other users' content into **Folders**. An Asset or an Exhibition stored in a Folder becomes a **bookmark**. It is accessible through your User Space page, under the "My Folders" section. Both Assets and Exhibitions can be classified under the same Folder. The process of bookmarking is explained in Section Bookmarks.
Unlike tags, your **Folders are private** to you – no one can see your Folders, and you cannot see other users' or Teams' Folders.
To create a new Folder, click on the "New Folder" card. This will open a modal window where you must add a name for the new Folder as seen in Figure 53.

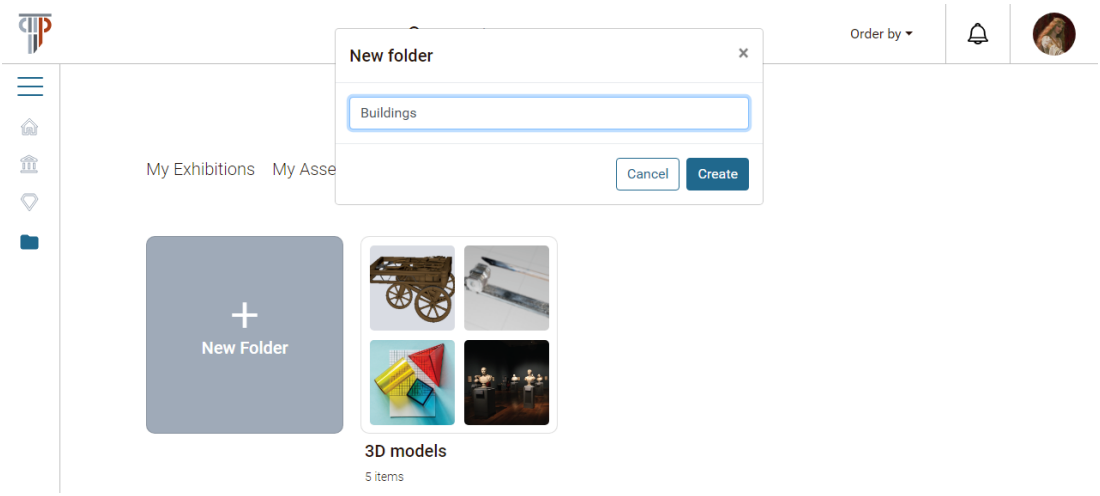


Figure 53. How to create a new Folder

The structure inside a Folder is similar to the structure seen in the Home Page, with Exhibitions (Figure 54) and Assets (Figure 55) separated.

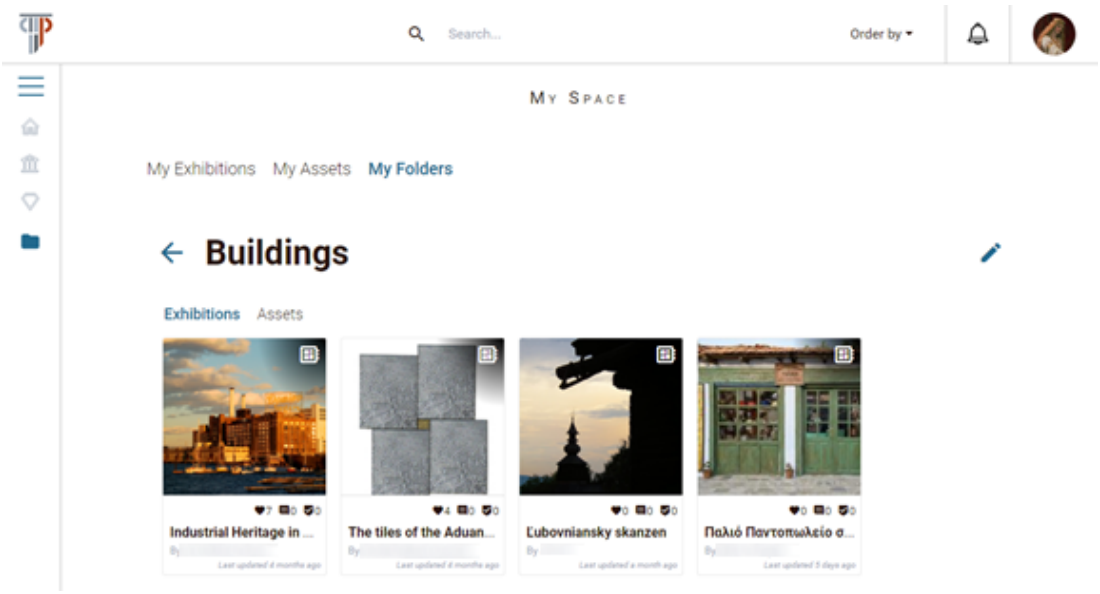


Figure 54. Group of Exhibitions contained in a Folder

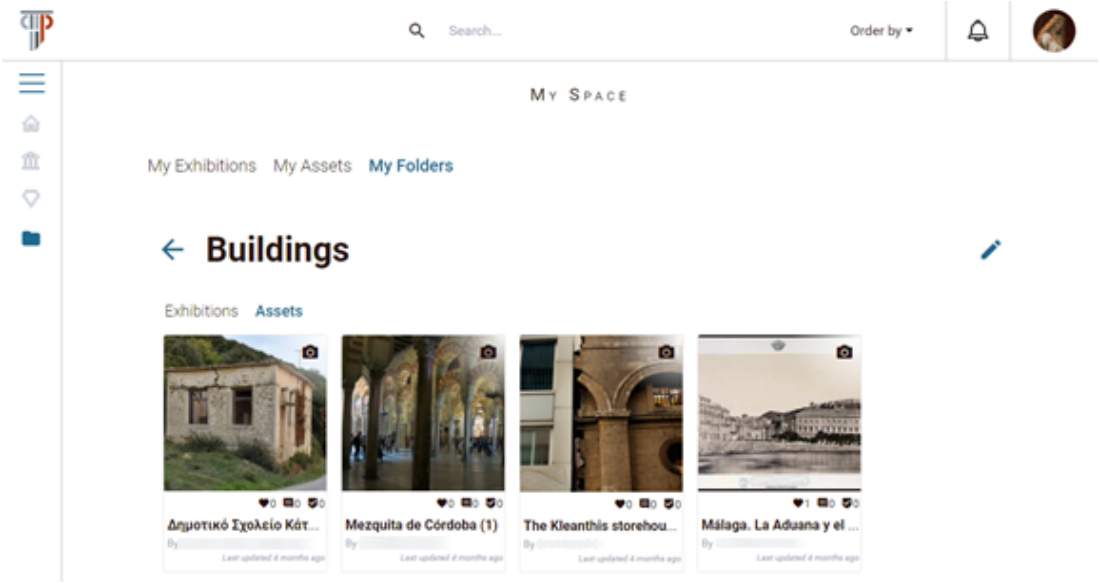


Figure 55. Group of Assets contained in a Folder

A Folder can be edited by clicking the edit button. This will open a modal window, as seen in Figure 56, which allows you to modify the Folder name and to delete the Folder. Deleting a Folder will un-bookmark all the Assets and Exhibitions stored in it. This action will not remove the Assets and Exhibitions from the platform, even if they are your own.

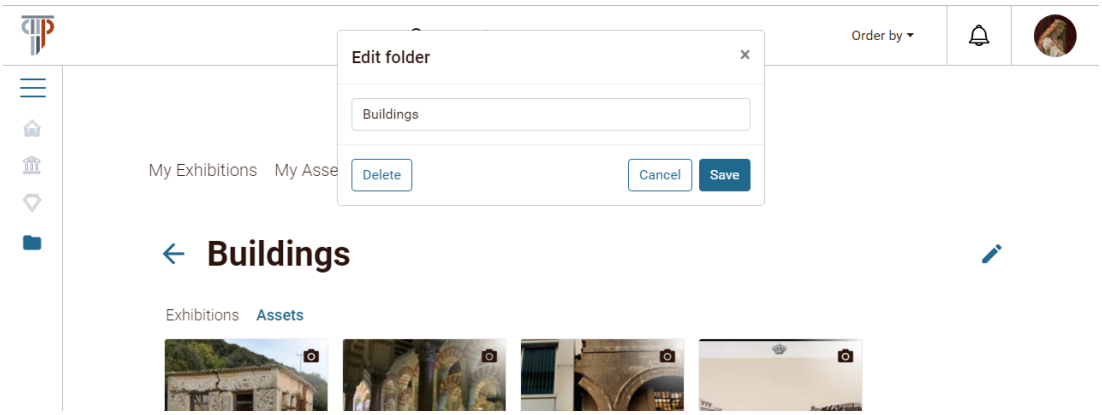


Figure 56. Windows to edit a Folder

4.5 INTERACTION WITH CONTENT

4.5.1 Social Interaction

PLUGGY is a social platform. Social interaction icons are shown in the view page of Assets and Exhibitions, on the left side under the content and before the content title, as can be seen in Figure 57. There is a number of interactions that you as a user can have with the content and with other PLUGGY users, which are explained below.

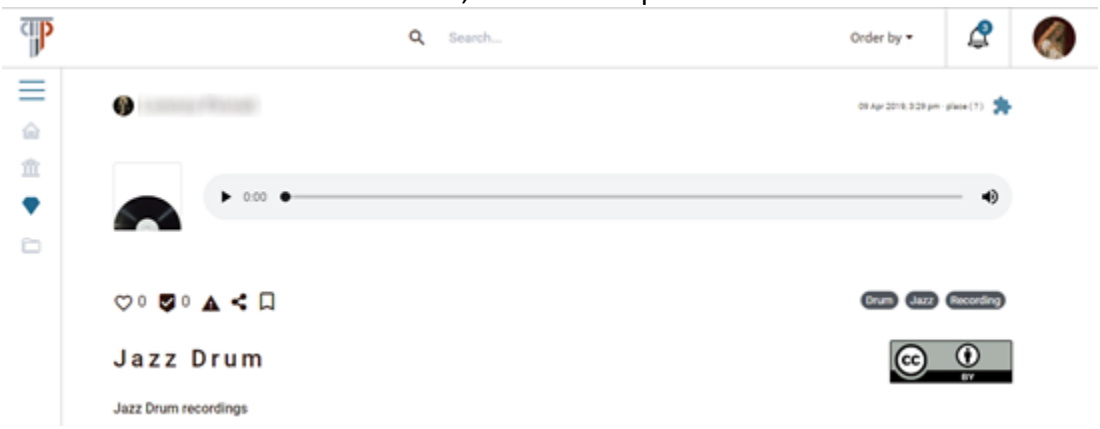


Figure 57. Social interaction icons

4.5.1.1 *Like*

A “like” is a simple, quick way to show your approval of a content. It is also a measure of how many users have enjoyed a given content.

To like an Asset or an Exhibition, you can click on the “like” button (heart shape) when viewing the content. You can like a content just once. This will be marked by a filled heart-shape like button (see Figure 58)

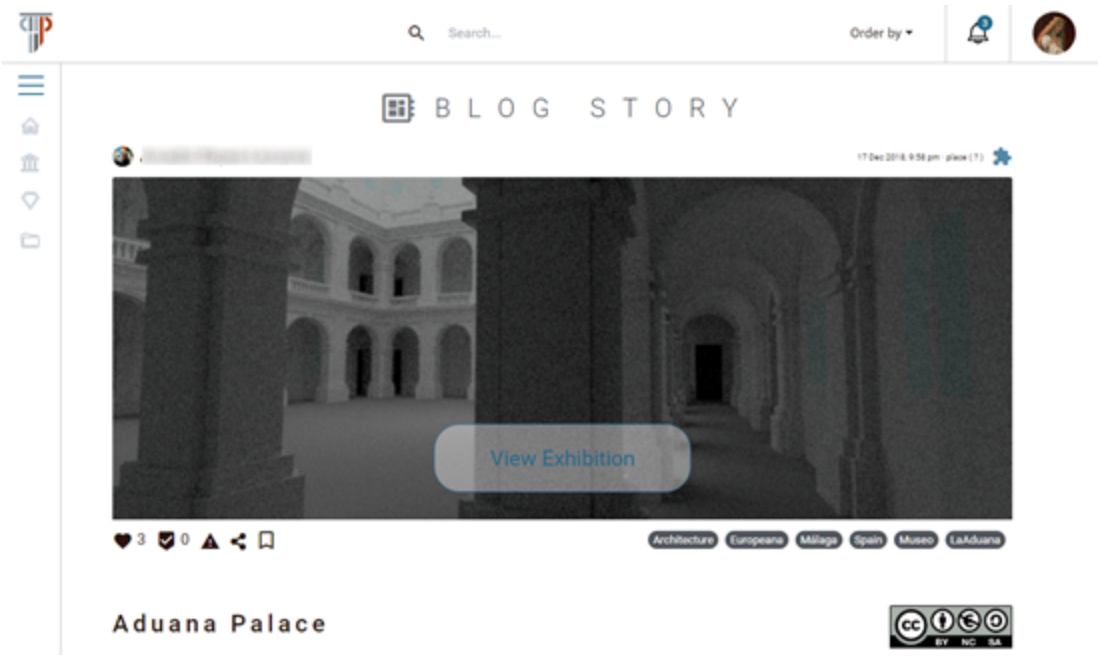


Figure 58. An "already liked" Exhibition

4.5.1.2 Comment

You can leave a comment on any Asset or Exhibition in the PLUGGY Platform. The comment section is found at the end of the view page of a content, as can be seen in Figure 59.

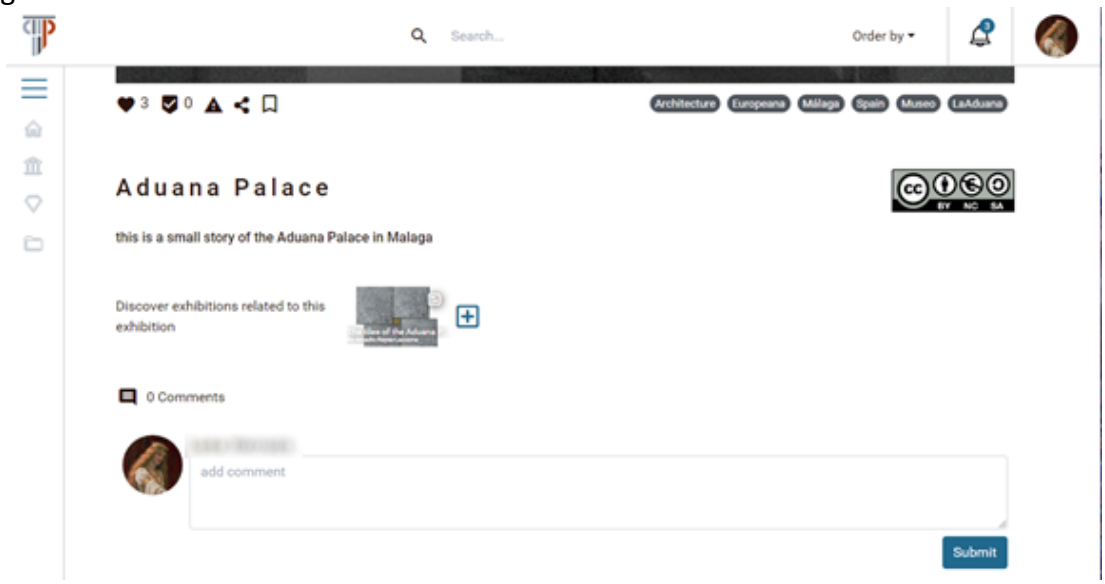


Figure 59. Windows to add a comment

4.5.1.3 Share

You can share the Assets and Exhibitions from PLUGGY to other Social Platforms. By clicking the “share” button when viewing the content. This will allow you to share the content on Facebook or copy the link to the content so you can share it elsewhere (Figure 60).

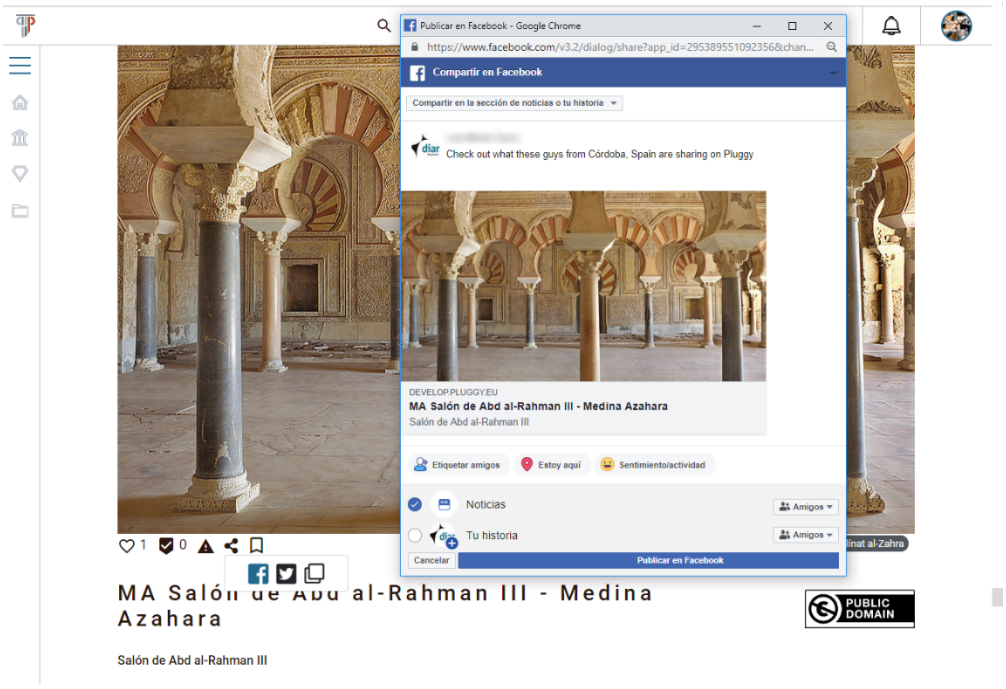


Figure 60. Sharing a PLUGGY Asset on Facebook.

4.5.1.4 Follow

To follow a user means that you subscribe to their account so you can be up to date to their activity in the PLUGGY Platform. You can follow a user by going to their profile page and clicking the "Follow" button under their profile picture (see Figure 61). This button will change to "Unfollow" to let you know that you are already following that user and that you can stop "following" them by clicking that button (see Figure 62).

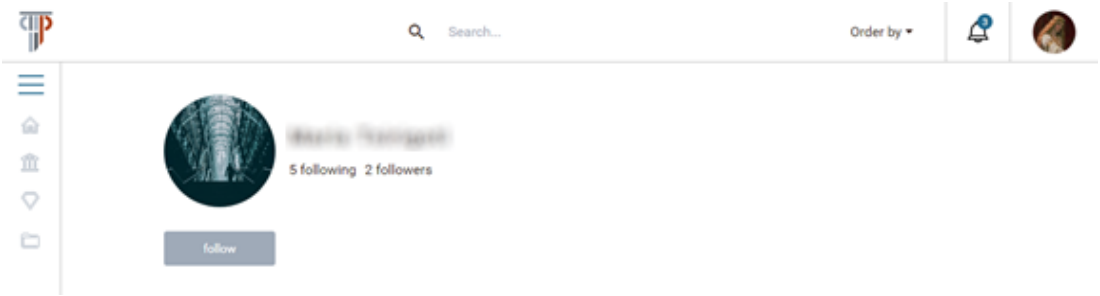


Figure 61. Profile page before following a user

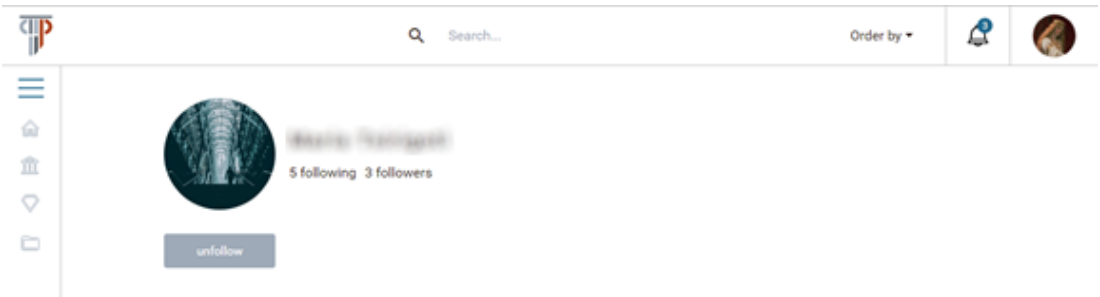


Figure 62. Profile page after following a user

4.5.2 Bookmarks

To bookmark a content means that you want to mark or save a specific content to be able to recall it later. In the PLUGGY Platform, you can bookmark an Asset or an Exhibition created by you or any other user by saving it to one of your Folders (see Section Organise Content Organise Content).

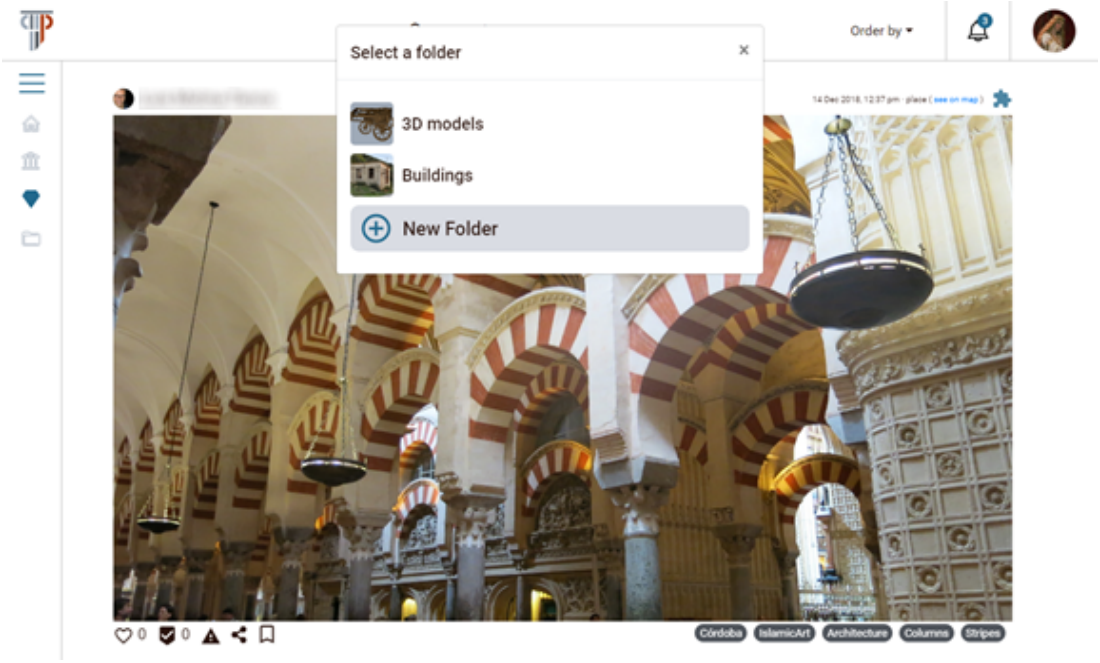


Figure 63. Windows to store the bookmarked content

To bookmark an Asset or Exhibition, you have to click on the bookmark icon ( ). This will open a modal window that will ask you to select a Folder (from your list of Folders) where to store the bookmarked content (see Figure 63). This window also allows you to create a new Folder where the current bookmarked content will be stored (see Figure 64). This process is equivalent to creating a new Folder in your "My Folder" section of your space page (see Section Organise Content Organise Content).

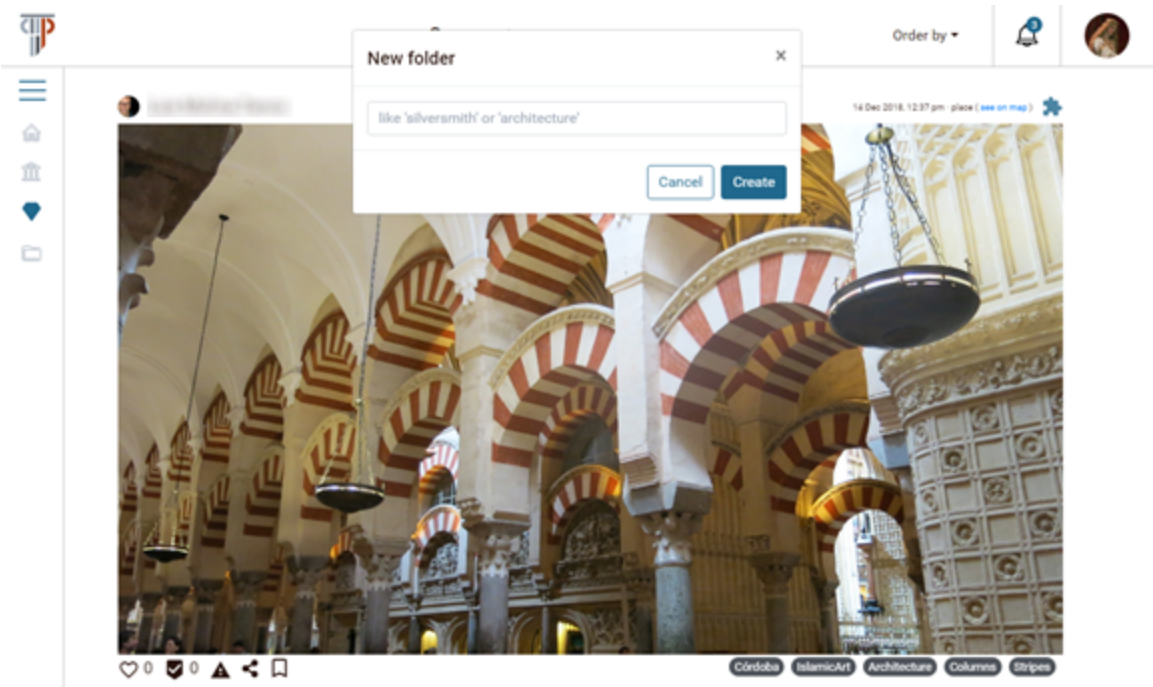


Figure 64. Windows to create a new Folder where the current bookmarked content will be stored

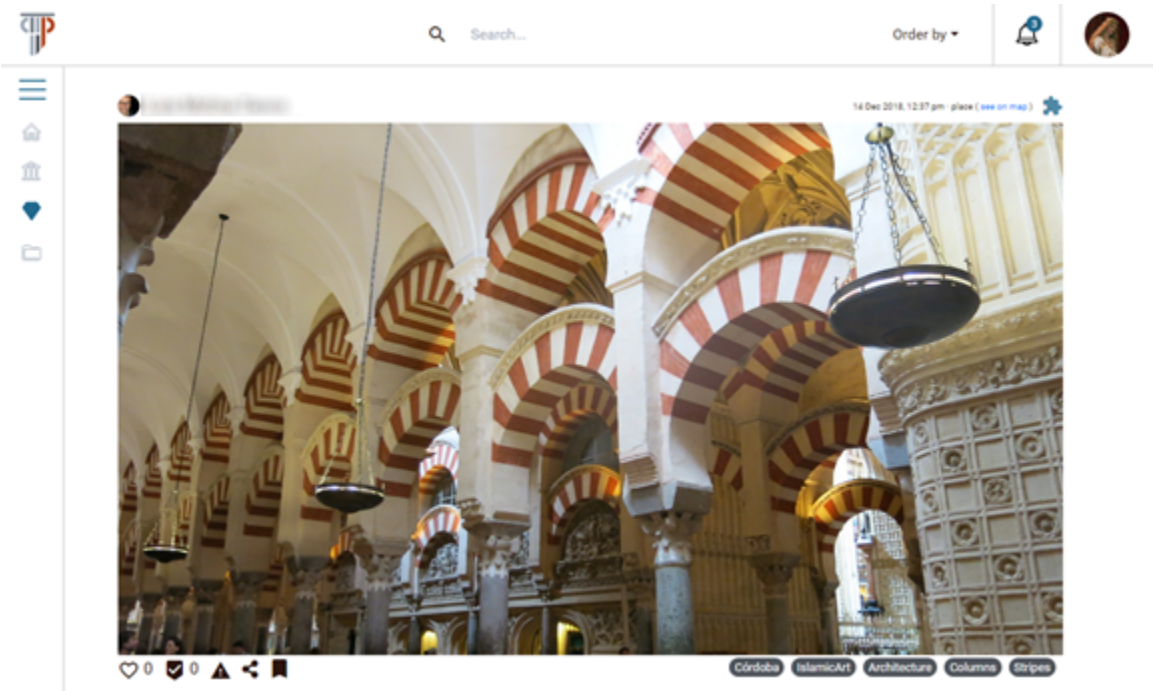


Figure 65. Content already bookmarked

A bookmarked content will be identified by a filled bookmark icon, as seen in Figure 65. You can edit a bookmark by clicking the filled bookmark button. This will open a modal

window, as shown in Figure 66. You can change the Folder where the bookmark is stored by selecting one of your Folders from the dropdown list. You can also delete this bookmark from your Folders. This action will not delete the Asset or Exhibition from the PLUGGY Platform.

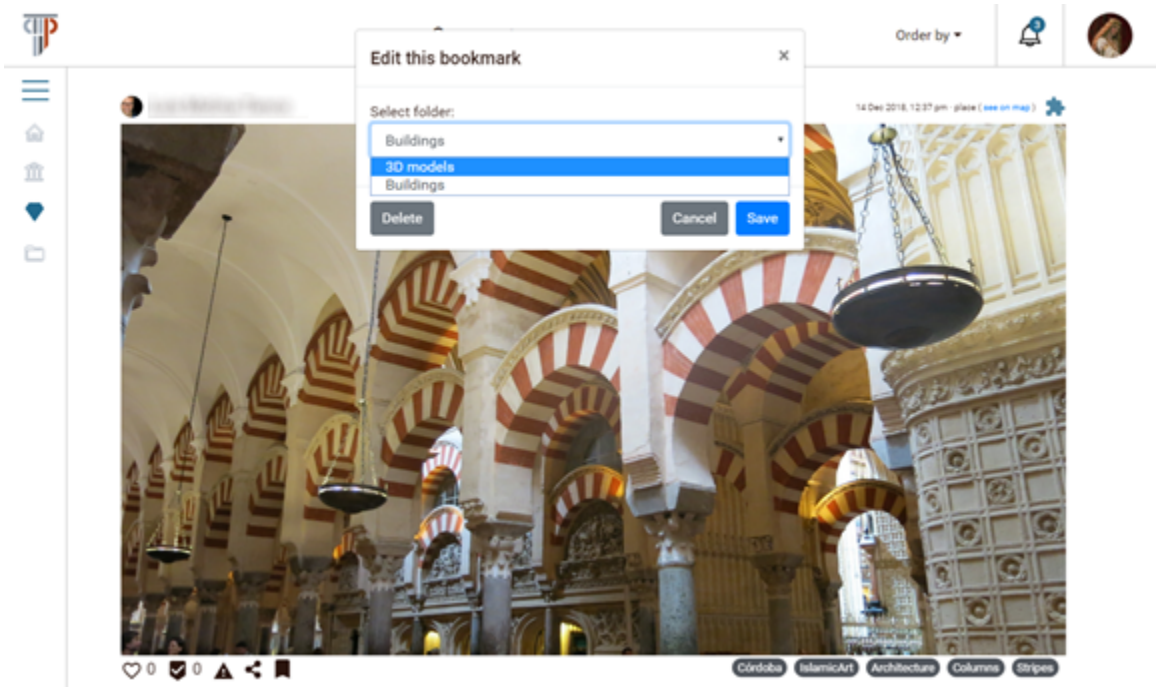


Figure 66. windows to edit a bookmark

4.5.3 Report

The PLUGGY Platform allows users to report inappropriate content. This means that the community will be able to expose and let the platform administrators know of any inaccurate, false or problematic content.

To make a report, you can click the report button, near the “Share” button. This will open a modal window that asks for all the information required.

A report can be made for content that the user finds inappropriate, errors in content, licences issues and spam. The platform also provides a “other” option with a message box if the above report types don’t fit the needs of the user.

4.6 CREATE CROWDSOURCED CONTENT

One interesting aspect of the PLUGGY Platform is that it allows users to gather into groups of common interests, that are called **Teams**. This kind of user association can also be useful for **institutions** or **associations**, since their members or employees will have the ability of creating and curating content for the team cooperatively.

4.6.1 Create a team

To create a new team, find the “Create a new team” button in the team list of your profile page and click on it (see Figure 67); a modal window will appear (see Figure 68), where you will have to fill in the name of the new team. You will also find some instructions regarding teams.

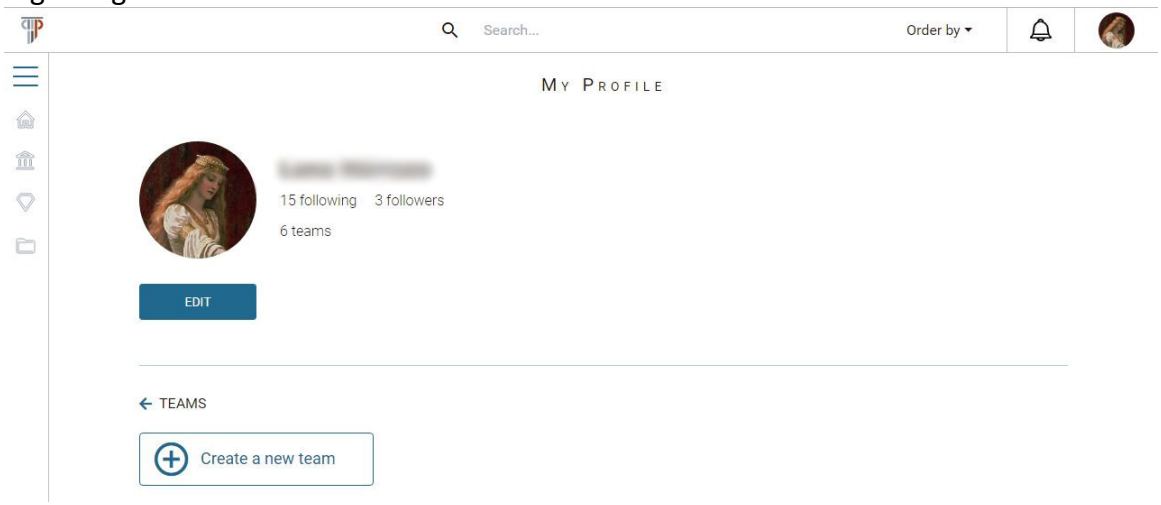


Figure 67. New team button in profile page

When you create a new team, you are the administrator of the team. That means you are responsible of accepting or rejecting requests and editing your team’s data (see Section Manage your team). Once your team is created, you can switch from your personal user profile to your team profile to manage your team (Manage your team Manage your team) and to start creating content as a team (see Section Create and manage content as team Create and manage content as team).

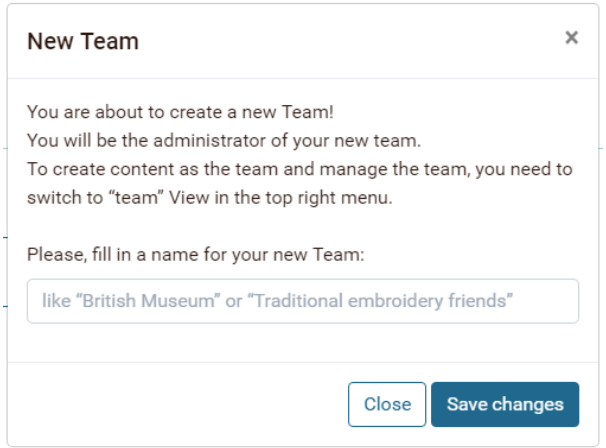


Figure 68. Modal window to create a new team

4.6.2 Request membership to a team

To belong to a team and produce crowdsourced content, you can either create a new team that you manage (you are the admin), or you can be part of a team that other user created (you are a member). In the latter option, you apply to be a member of a team on the team's profile page, by clicking the "**Request membership**" button as shown in Figure 69.

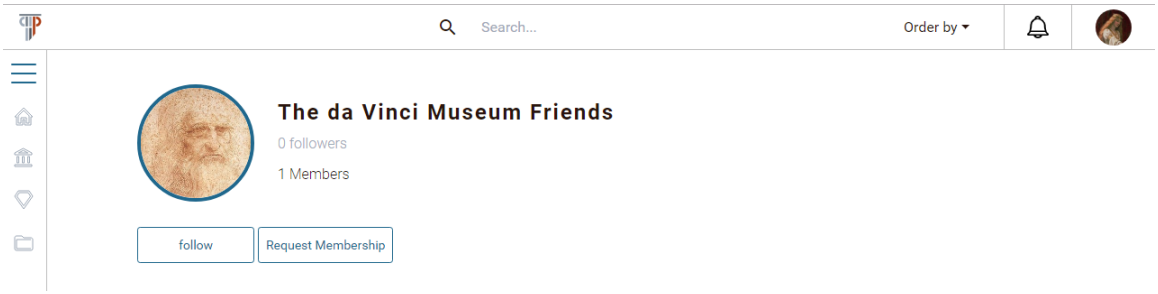


Figure 69. Team profile page

You can request to be a member just once, and you will have to wait until the admin of the team confirms your request. The admin of the team can also reject your application, and in this case, you won't be able to send a request again. Once you have been accepted on the team, you can switch from your personal user profile to your team profile to start creating content as a team (see Section Create and manage content as team Create and manage content as team).

4.6.3 Create and manage content as team

The PLUGGY platform allows you to create and experience the content in the platform, both as an individual user and as a team. In order to have many users to create content on behalf of a team, the platform allows you to switch to a "team profile". To do so, click on the thumbnail image on the right side of the top bar to open the dropdown menu (see Figure 70), and then click on **"Switch to My Teams"**. This action will open a modal window (Figure 71) that shows a list of all your teams – the ones you created and the ones you belong to as a member.

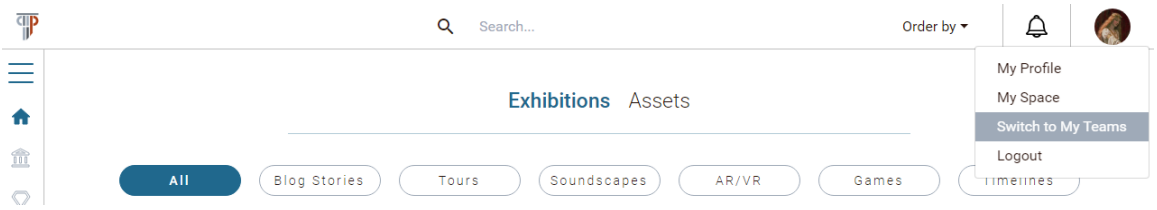


Figure 70. Switch to My Teams option

Once you click on one of the teams, your active profile will change to the selected team, so now all links regarding your profile and user space will show the team's profile and space. All content that you create while on a team profile belongs to the team.

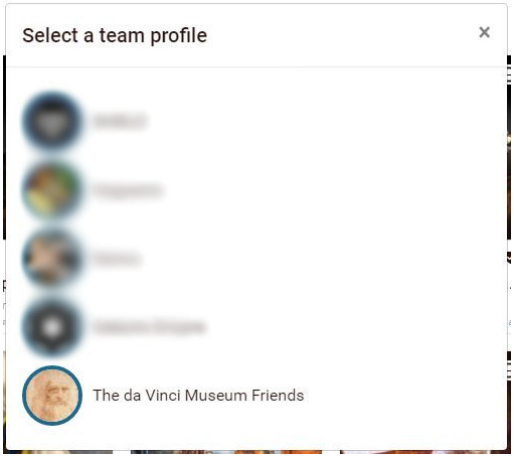


Figure 71. Modal window to switch to team profile

To change back to your personal profile, click on the thumbnail image on the right side of the top bar to open the dropdown menu, and then click on **"Switch to personal profile"** (Figure 72). This action will change you to your personal profile, so now all links regarding profile and user space will show yours. All content that you create on your personal account belongs to you.

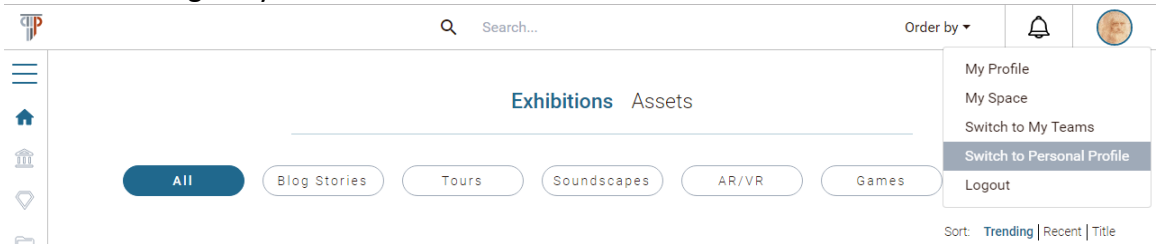


Figure 72. Switch back to Personal profile option

Creating content as a team follows the same process as creating content on your personal profile (see Section Create Content in PLUGGY Create Content in PLUGGY). As a **regular member of a Team**, you can:

- Create and edit the content on behalf of the Team so assets and exhibitions can be the result of the collaboration among many users.
- Organise the content of the Team and bookmark third-party content on behalf of the Team: the folders of a team are seen by all members of the team, and folders and bookmarks can be created by any member.

4.6.4 Manage your team

When you switch to "team profile" on a team that you created, you will be identified as the administrator of the team so you can have access to the admin options. **As a team admin,** you can:

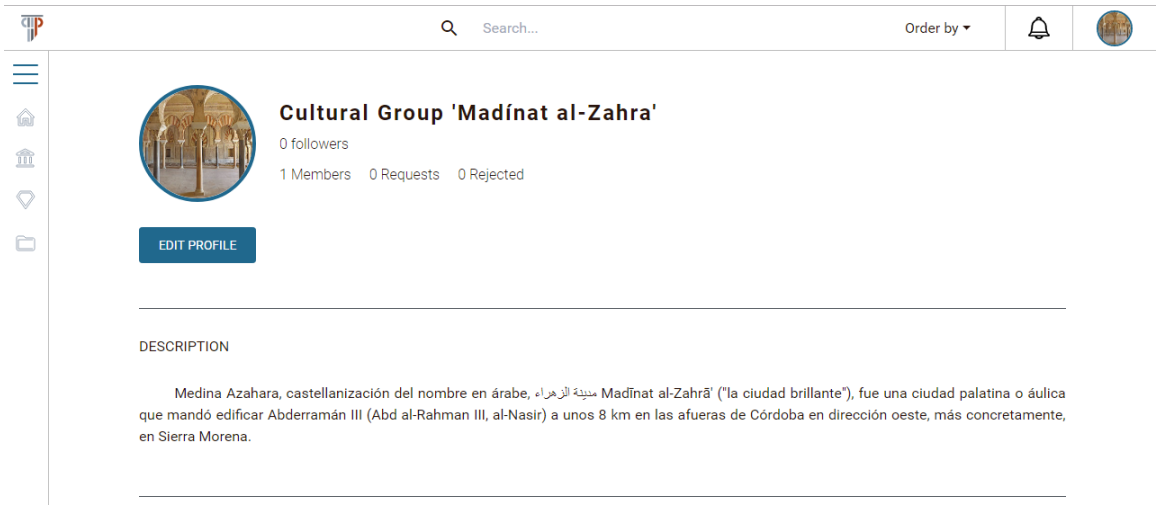


Figure 73. Admin view of a team profile

- Edit the profile information of the team, such as name, description and the profile picture. You can do so by clicking the "Edit profile" button under the team's profile picture (see Figure 73).
- Administer Team membership. It is your responsibility as an administrator to accept or reject the membership requests to your team and to expel members.

You can access the lists of requests, rejected and members on your team's profile page, by clicking the buttons next to your team's profile picture (see Figure 73).

If you click on the Requests button, the list of users that have requested to be members of your team will appear. To each individual user, you have the option of accepting or revoking the request, as you can see in Figure 74.

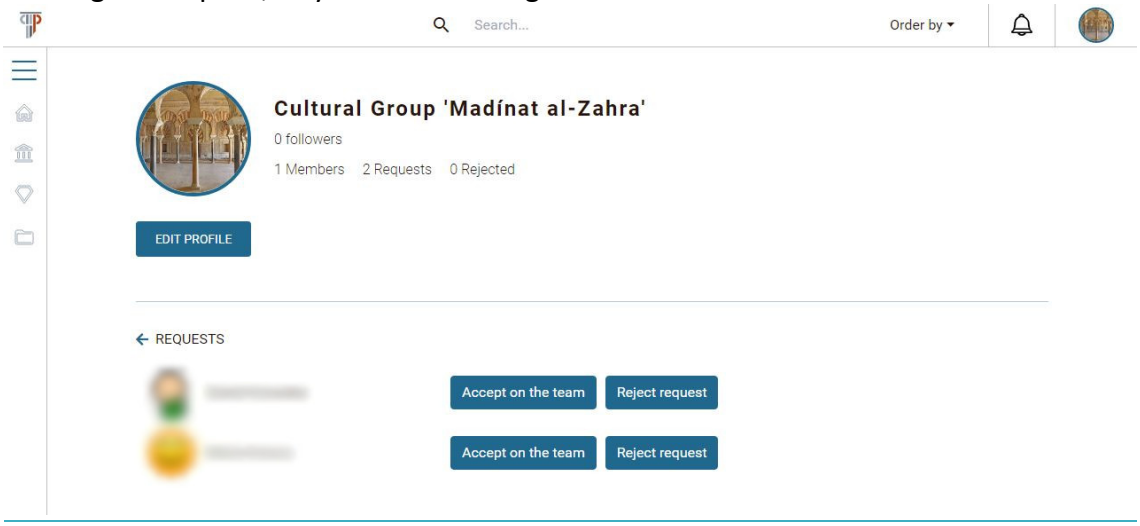


Figure 74 . List of requests

If you click on the Rejected button, the list of rejected users will appear. As you can see in Figure 75, you have the possibility of un-revoking the request of a user and accepting them back on the team.

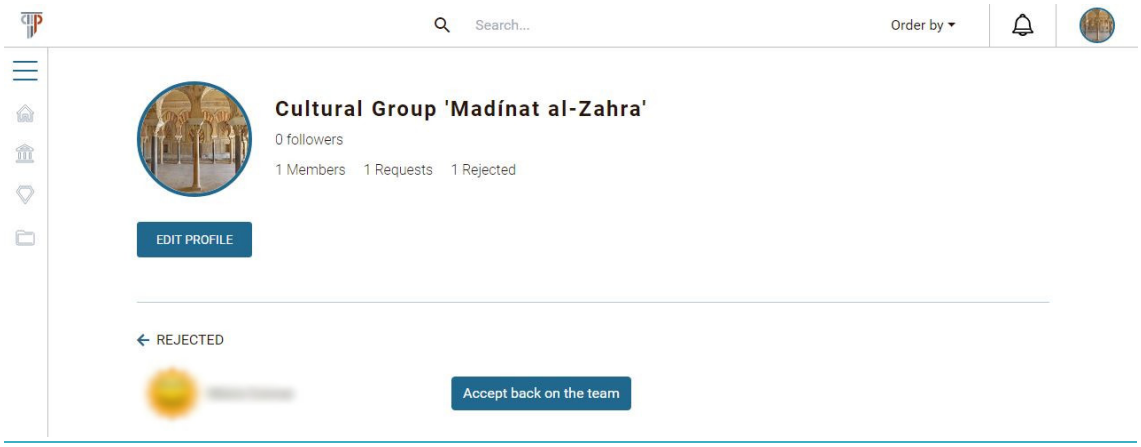


Figure 75. List of rejected users

If you click on the Members button, the list of members will appear. You have the option of expelling any user from the team, except yourself.

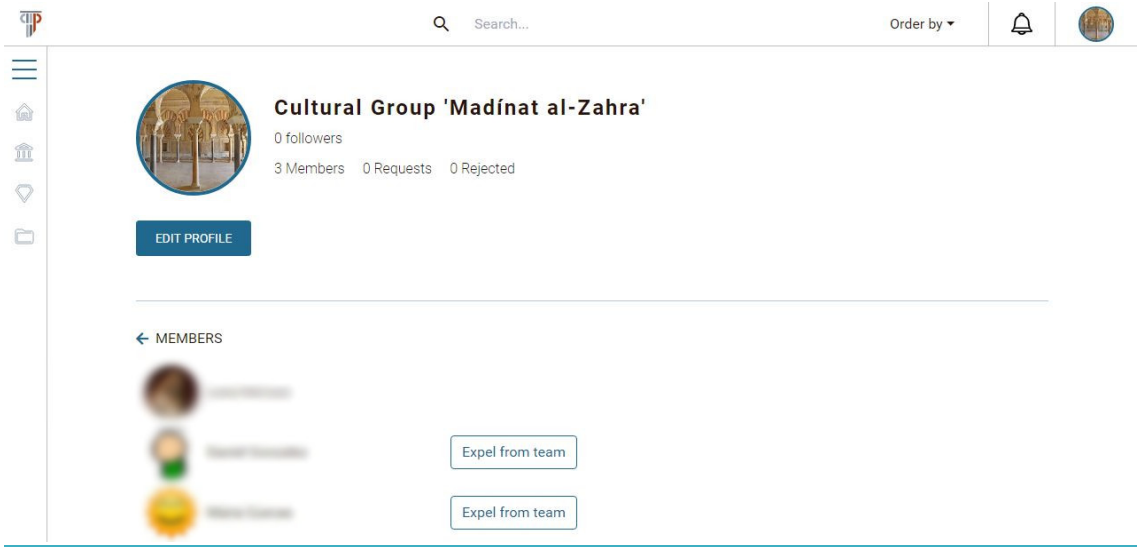


Figure 76. List of members of a team

4.7 DEVELOPER AND ADMIN ZONE

This last section briefly summarises special functionalities of the PLUGGY front-end: administration of applications that use the PLUGGY back-end, and general administration of PLUGGY. For more details, refer to deliverables D3.4 “Content Management System”, and D4.5 “Guidelines and Instructions for PLUGGY Apps.”.

4.7.1 Developer Zone

Every user of the PLUGGY platform can apply for a developer account. If you apply, you will get access to a **Developer Zone** (see Figure 77), which is used for management of your applications and the entry point to the **Developer's Guidelines.**

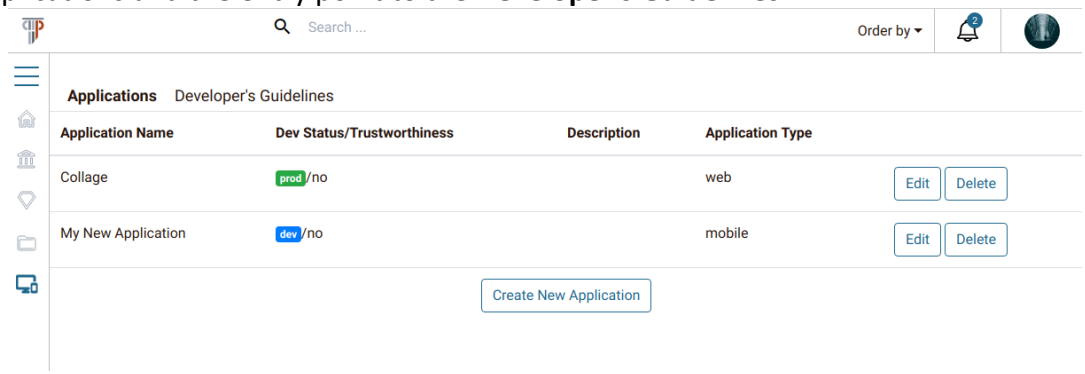


Figure 77. A screenshot of the Developer Zone. See D4.5 Guidelines and Instructions for PLUGGY apps for more details.

4.7.2 Admin Zone

This zone is dedicated to the administrators of the PLUGGY platform. It is divided into four sections: user management, content management, application management and statistics.

User management (see Figure 78) is used to manage existing users (Teams or individuals). The administrator has the power to block users as a result of a moderation process. This is also where the user roles can be managed: Developer, Admin or Member.

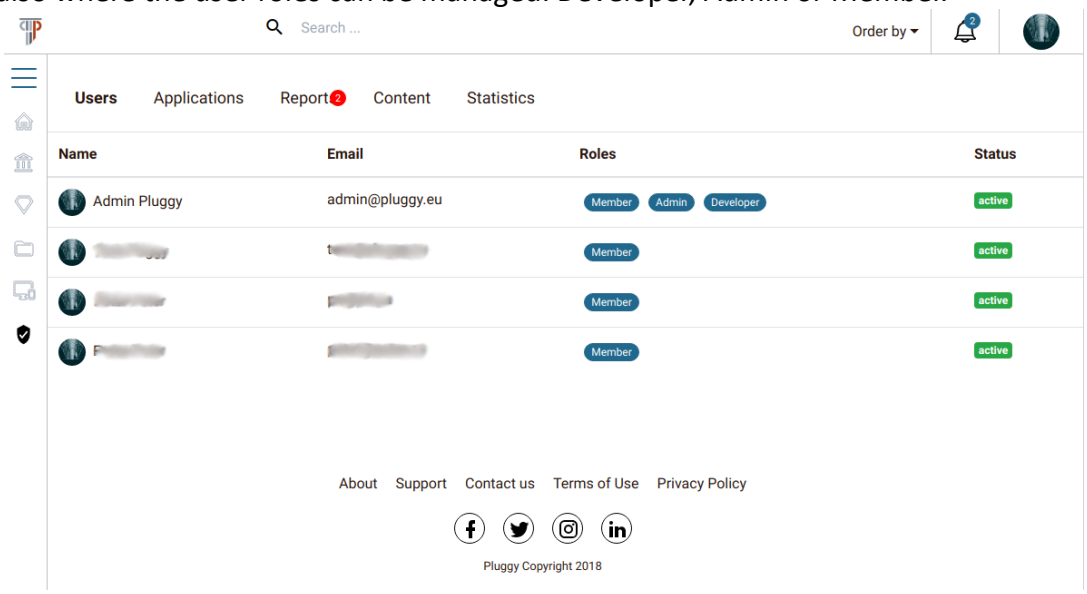


Figure 78. User management in the Admin Zone

The Content Management Section (see Figure 79) is used to manage all the created assets and exhibition within the platform. The administrator has the power to hide

reported content (see

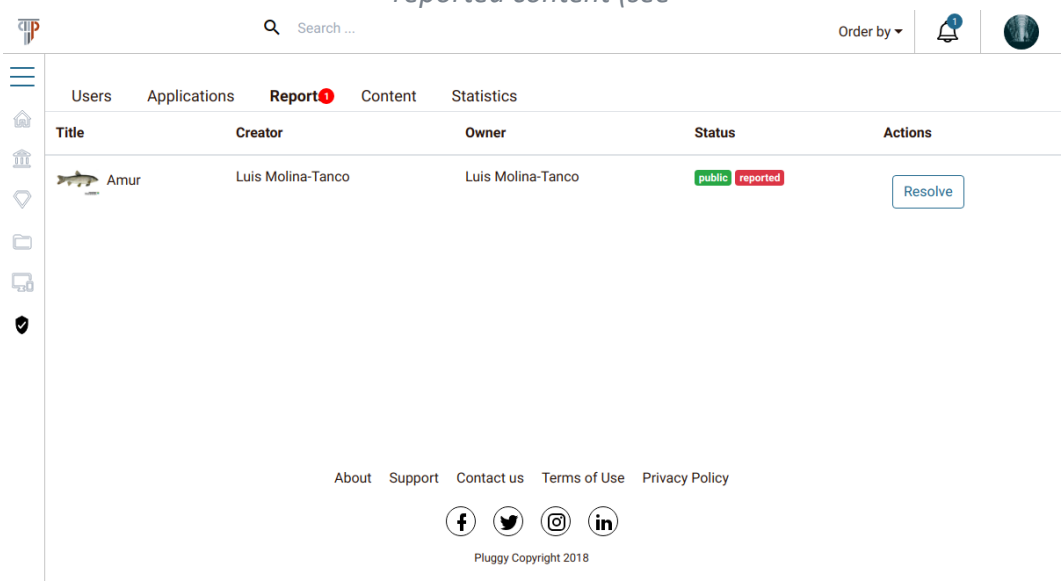
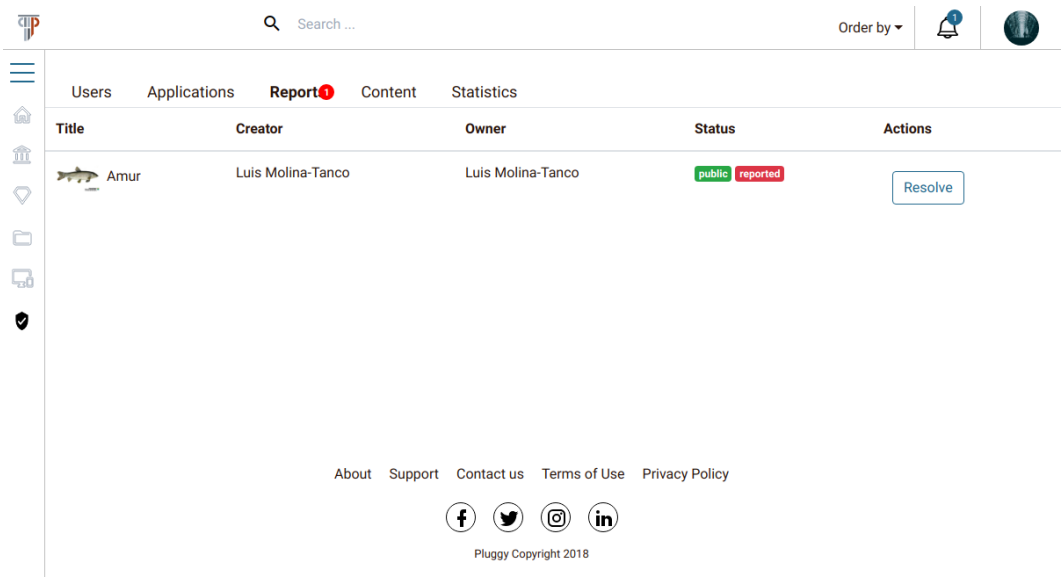


Figure 80) or comments when they are considered inappropriate as a result of a moderation process.



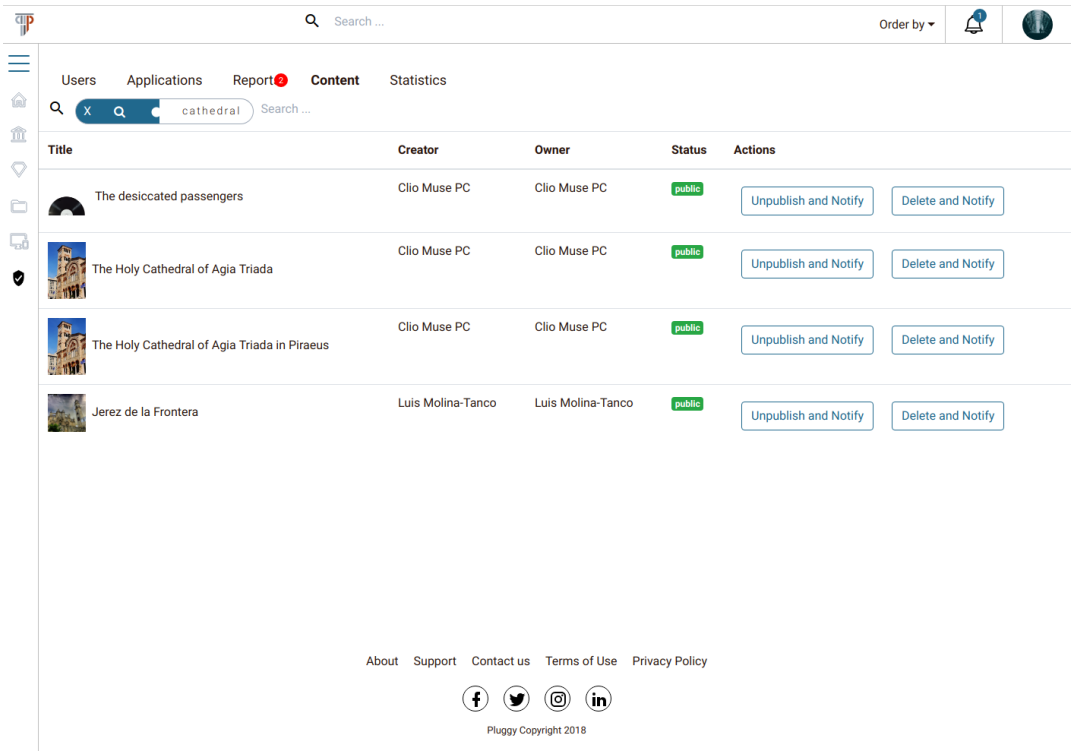


Figure 79. Content management in the Admin Zone

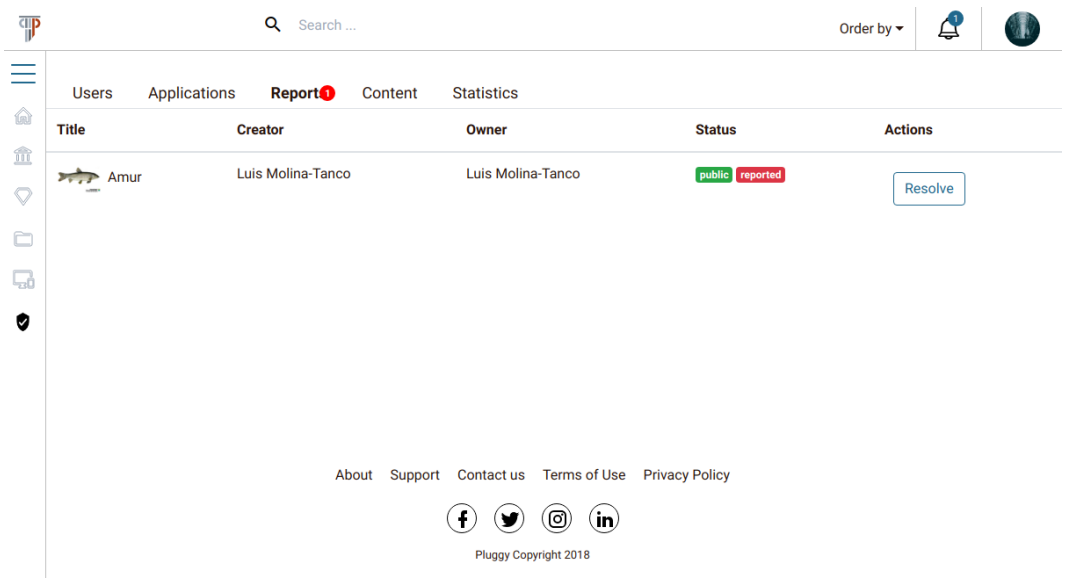


Figure 80. Resolving reported content in the Admin Zone

Application management (see Figure 81) will be described in D4.5 Guidelines and Instructions for PLUGGY Apps. The description of this part of the platform is beyond the scope of this deliverable, as it goes deeper into application flow management and PLUGGY plugin creation.

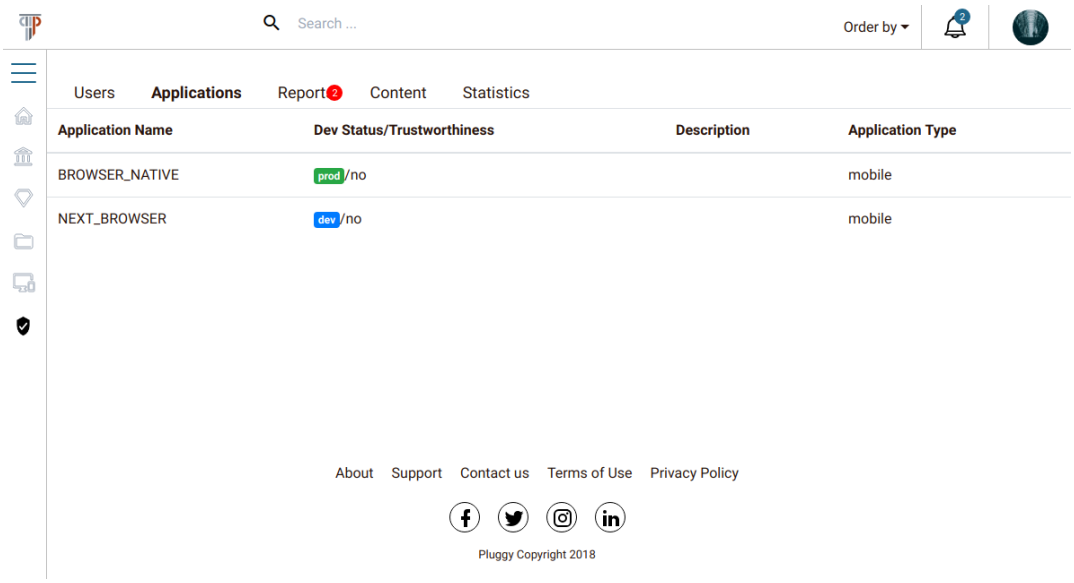


Figure 81. Application Management in the Admin Zone

Finally, the Statistics section (see Figure 82) is mainly used for the evaluation of the created content within the platform. A list of individual statistics indicators is based on the requirements from the WP6.

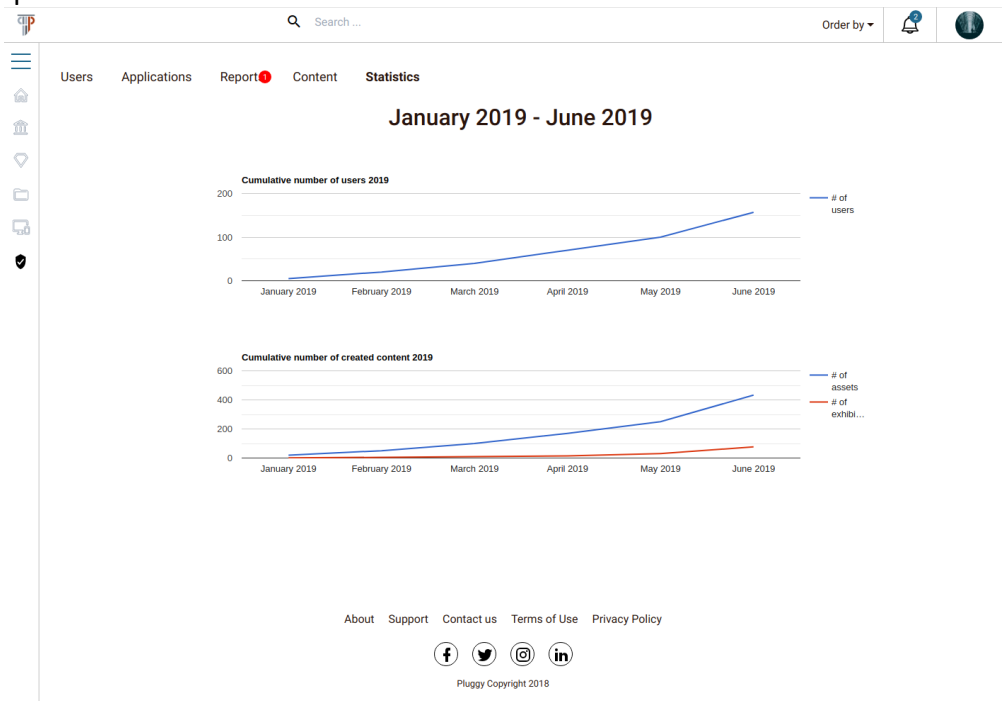


Figure 82. Statistics Section in the Admin Zone