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KP-LAB Knowledge Practices Laboratory – Release of end-user tools

Ahti Ahde, Toni Ahola, Harri Airaksinen, Olli Alm, Maryna Astrouskaja, Patrick Ausderau, Juhani Halkomäki, Markus Holi, Antti Hämäläinen, Ivan Kubinyi, et al.

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Knowledge Practices Laboratory

Integrated Project

Information Society Technologies

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0.63	18.5.2009	Ali Rantakari	Revisions of chapter 4 based on the internal review.
1.0	19.5.2009	Hannu Markkanen	Minor edits for submission.

Executive Summary

This deliverable describes the M36 release of the End user applications for knowledge practices software and covers the technical development performed by M38 (March 2009) within WP6 according to Description of Work 3.1 and D6.6 M33 specification of end-user applications.

Knowledge Practices Environment (KPE) is a rich internet application that supports collaborative knowledge creation processes. It provides a shared knowledge space with versatile tools for developing and managing knowledge artefacts, organizing processes and people, and reflecting on practices from several perspectives. KPE includes a set of tools (e.g. real-time and history based awareness, wiki, note editor, commenting, chat, semantic tagging, semantic search and visual modeling tools) for working with the shared knowledge objects.

Semantic Multimedia Annotation Tool (SMAT) is a rich internet application that facilitates an individual's or a group's activity of assigning annotations to the document fragments. The tools allow users to plan and organise their annotation activity, structure any multimedia document by dividing it into fragments, annotate the document formally, informally or by linking external documents to specific anchors, as well as to analyse structurally and statistically annotations and visualize analysis results. SMAT is adaptable to the user's domain.

Activity System Design Tools (ASDT) enable users to analyze the history, present and future of their work activity in a way that helps address issues critical for deliberate transformation of prevailing practices. ASDT is a plug-in to Knowledge Practices Environment, utilizing its views and functionalities. In addition, ASDT has a specific view, Virtual whiteboard, which is designed based on the key elements of a developmental work research process and its conceptual tools.

Map-It is a tool that supports preparation, execution and analysis of meetings (face-to-face and remote). Synchronous and asynchronous interactions are possible through the collaborative elaboration of "discussion maps". Map-It allows the use of meeting templates, advance individual preparations, share of artifacts, planning and follow-up of actions, automatic generation of meeting minutes in various formats. Through **M2T**, a rich internet application, it also provides analytical tools for exploring meeting practices and their integration in larger-scope activities, by connecting them to other KP-Lab concepts, visualisations (KPE's Content Views) and tools (ToDo)

CASS Query is used for collecting process- and context-sensitive data. The CASS Query Client runs in a mobile telephone allowing participant to respond to queries. The CASS Query Admin tool is a web application for entering participant info and creating the queries.


CASS Memo is used for note-taking and multimedia recordings on mobile phones to transmit the data to the KPE. The users are also able to browse the content items of the separate shared spaces in KPE and download them into their mobile phone.

This deliverable provides the general description of tools in terms of targeted users, requirements for the use, new features, known issues, as well as deviations from the D6.6 specifications. More details can be found through the material available in the project intranet at: <http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/>

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1 Reference Documents

[1] The **Software Release Management** Plone pages with rules and instructions are available on the Intranet under: <http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/general-information-and-templates/the-software-release-management>

[2] **Description of Work 3.1** Months 25-42

[3] **D6.6 M33 specification of end-user applications**

2 Knowledge Practices Environment (KPE) - v3.0.0

This chapter provides a general description of the KPE v3.0.0 release. Further information including the release notes and technical documentation can be obtained from the project intranet at: <http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/kpe/m36-release-of-kpe>

2.1 Delivery Note

Author: Hannu Markkanen, Metropolia

Delivery date: 30.3.2009

2.1.1 Targeted users

This release of the Knowledge Practices Environment (KPE) is targeted for users participating in the trials planned within the Working Knots, see <http://www.kp-lab.org/intranet/design-teams/trials-with-kp-lab-tools-m30-m42/>

2.1.2 Requirements for the use

Knowledge Practices Environment software is a web application. In order to use it, you will need a computer with Internet access. The tested system requirements are:

- Windows 2000/XP
- Web browser: Firefox 3.x, JavaScript and cookies enabled
- Flash Player version 9.x or later

2.1.3 Using the Knowledge Practices Environment

To access the KPE, open the following location in your web browser:

<http://2d.mobile.evtek.fi/shared-space/>

You will enter the Knowledge Practices Environment application and see the shared spaces created by the users. You may browse the shared spaces and enter public ones. For entering protected (non public) shared space, you have to first log in by clicking the “login/register” icon in the upper right corner of the KPE GUI.

Introduction to and Help for the use of the KPE is available in the KP-Lab Tools Help Pages, which is a Wiki. You can enter the help pages via two routes:

1. Click the link “the KP-Lab Help pages” on the login page

2. Click Help menu in the upper part of the KPE and enter the “Shared Space Tools Help”.

On the page that opens you will find the Guide to the KP-Lab Platform registration and login, as well as a guide to the KPE and its tools.

You can send feedback on the system using the form that can be opened by selecting “Send Feedback” in the Help menu. A link to this form can also be found on the login page.

2.1.4 New features

The M36 release of the KPE provides new tool functionalities (in comparison with the M24 release) as follows:

Shared Space and Common Tools	
Shared Space Network View	<ul style="list-style-type: none"> • Personalising the view • Improved adding of shared spaces • Improved real-time awareness features • Performance improvements.
Awareness tool	<ul style="list-style-type: none"> • Global presence service for real-time awareness for various SSp Views and tools • Basic (log-based) history and participation awareness GUI.
Search tool	<ul style="list-style-type: none"> • Front-end service and GUI for basic free-term and faceted semantic search.
Shared Space and User Management Tool	<ul style="list-style-type: none"> • Defining user specific settings (personal information, messaging, SSP View preferences). • Defining shared space specific settings (joining groups, selecting tools and vocabularies, access rights)
Data export tool	<ul style="list-style-type: none"> • Improvements to the M24 release of the service and GUI • New functionalities related to the utilisation of the HPA repository.
Import/export service for SCORM/IMS packages	<ul style="list-style-type: none"> • Importing SCORM/IMS packages • Exporting a content item as IMS package • Viewing a content item of type SCORM/IMS package.
Help tool	<ul style="list-style-type: none"> • Basic Help Wiki content including video tutorials for tools.
Tools for Managing and Analysing Complex Knowledge Structures	
Visual Model Editor (VME)	<ul style="list-style-type: none"> • Browsing and creating Visual Models • Browsing the set of available VMLs • Commenting/describing a Visual Model • Editing Visual Models.
Tailored View	<ul style="list-style-type: none"> • Managing tailored views within a SSp • Managing objects in a tailored view
Tag Vocabulary Editor	<ul style="list-style-type: none"> • Displaying and editing of tag vocabularies used by the Semantic Tagging tool
Process Management and Analysis Tools	
Calendar	<ul style="list-style-type: none"> • A generic interface for an access to shared Google calendars • GUI integration with ToDo, M2T and Map-It tools and the KPE Process View (to export tasks to Google calendars).
Networking and Community Building Tools	
Chat Tool	<ul style="list-style-type: none"> • Context based chat sessions • One-to-one chat session • Storing context chat sessions as content items • Managing user contacts for one-to-one chats

	<ul style="list-style-type: none"> • Display of real-time information about the participants in the context-based chats
Document Centred Collaboration Tools	
Real-Time Collaborative Document Editing	<ul style="list-style-type: none"> • Generating, referencing and sharing Google Docs in KPE views. • Generation of Map-It meeting minutes as Google Docs • Management of sharing settings.
Semantic Wiki	<ul style="list-style-type: none"> • KPE – MediaWiki integration

2.1.5 Known issues

The KPE is under development with bug fixes and improvements continuously integrated into the production environment. Here is a list of the major known problems at the time of release:

- KPE Preferences functionality still under development.
- Deleting of shared spaces not implemented.
- Changing the direction of and deleting links fails.
- Quick find may get stuck if used repeatedly within one view.
- Modifying Task metadata possible only in the Content view.
- Commenting of Notes not implemented.

2.1.6 Deviations from the D6.6 specifications

The release of some tool functionalities specified in D6.6 (M33 specification of end-user applications) has been delayed as follows:

Tool	Functionality	Release at
Search tool	The advanced visualisations of the Search GUI.	M42
Help tool	Help Floatlet, Help Forum and Help Mode of the KPE	M40
Community View	User profile editing, managing contacts.	M40
Visual Model editor (VME)	Creating a copy of a Visual Model, exporting Visual Models, changing model element's type and constrains validation in real-time.	M40
Visual Modelling Language editor (VMLE)	Browsing, creating, editing, commenting and describing VMLs.	M40
Drawing tool (Sketch Pad)	Creating, opening and deleting sketch content items. Creating a sketch and deleting parts of the sketch in the drawing tool GUI. Real-time synchronization between the users which have opened the same sketch.	M40

2.2 Delivery Check List

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE					
<i>(Each D6.7 internal reviewer is entitled to put his/her initials in the appropriate column in front of each item 1-9 below)</i>					
1.	The Delivery Note sent to users is clearly identified: ¹ <ul style="list-style-type: none"> Subject of the email is explicit Reference to the expected delivery in the DoW3.1 document is contained 	CR			
2.	The Delivery Note entails following identification elements: <ul style="list-style-type: none"> Author of the delivery (name of person, organization) Date of the Delivery 		CR		Neither the author of the delivery nor the date of delivery are provided, at least not on the level of the individual delivery notes. <i>Added in the final version</i>
3.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails several items , this will be done for each of them): <ul style="list-style-type: none"> reference (a name that is “understandable”) the version identification (v.X.Y.Z format) media type (URL, software package, document...) 	CR			
4.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation...). Deviations are documented and explained in the Delivery Note.	CR			
DOCUMENTATION CHECKS					
5.	The KP-Lab Software Releases catalogue in Plone ² contains documentation about the elements delivered.	CR			
6.	The Testable Tools catalogue in Plone ³ contains the elements delivered whenever they are tools.	CR			

¹ Due to the continuous integration of new components and fixes in the KPE, the release note is provided only through the project intranet.

² <http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components>

³ <http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/>

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
7.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.	CR			
TEAM LEADER CHECKS COMPLETED ?					
8.	Configuration Management Checks done	CR			
9.	Verification of Basic Delivery Integrity done.	CR			
CONFIGURATION MANAGEMENT CHECK					
<i>(to be filled in by the Team Leader, responsible of the Software delivered)</i>					
10.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project's tree hierarchy has been tagged and archived properly	X			
11.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.	X			
12.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: KPE Deviations are documented and explained in the Delivery Note.	X			
VERIFICATION OF BASIC DELIVERY INTEGRITY					
<i>(to be filled in by the Team Leader, responsible of the Software delivered)</i>					
13.	Whenever applicable an anti-virus control has been passed on all delivered files.			X	There is nothing for the users to download.
14.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms. Operating system: <i>Windows XP/Vista</i> Browser: <i>Firefox 3.0 or later.</i>	X			
15.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms	X			



3 Semantic Multimedia Annotation Tools (SMAT) - v3.2.0

3.1 Delivery Note

Author: Hadj Batatia, INPT

Delivery date: 13.3.2009

3.1.1 Targeted users

SMAT targets users who have field trials requiring video, audio or text analysis. Three known cases have been taken as basis for the functionalities built in the tool:

- pediatric case (KI)
- speech analysis (UNINE)
- change laboratory (UH)

Four other cases have also expressed the need to use SMAT:

- internship in psychology (UH)
- teacher training (HUJI)
- (UU)
- (ELTE)

3.1.2 Requirements

The user needs:

- a web browser: the following web browsers have been successfully tested
Internet Explorer v5.0
Mozilla Firefox v4.1
- flash player 9 or higher

3.1.3 Using SMAT

- SMAT is a web application that can be accessed from <http://kplabdev.enseiht.fr/mas/smat>
- SMAT user support and help is available at the KP-Lab Help Wiki: http://2d.mobile.evtek.fi/help/index.php/Semantic_Multimedia_Annotation_Tool
- Video should be encoded in FLV (an online encoder can be found here <http://kplab20.enseiht.fr/mas/encoder.jsp>).
- Audio files must be encoded in MP3.
- Text files should be in PDF format.
- Media can be stored on any server providing access via a URL.

- However, in order to ensure smooth video/audio playing, it is recommended to store audio/video files in an FLV video streaming server such as FMS (Adobe) or Red5 (open source).
- User domain ontologies should be provided manually before hand to INPT for formal description and uploading before use (currently only two ontologies related to collaborative medical activities are provided). Informal and link annotations are possible.
- Region construction tools are disabled.
- Users should either register locally to the tool or get a KP-Lab user account to be created for them via KPE's User Management System.

3.1.4 New features

- a new user interface implementing the workspace metaphor
- separate management of media and annotation projects
- management of rights and roles for users on media and annotations
- synchronous and asynchronous collaborative activity
- real time feedback (awareness) on annotations, medias
- graphical and tabular visualization of annotations
- user centered statistical data analysis
- immediate annotation (without prior click on record button is possible).

3.1.5 Known issues

None.

3.1.6 Deviations from the D6.6 specifications

None.

3.2 Delivery Check List

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE <i>(Each D6.7 internal reviewer is entitled to put his/her initials in the appropriate column in front of each item 1-9 below)</i>					
1.	The Delivery Note sent to users is clearly identified: <ul style="list-style-type: none"> • Subject of the email is explicit • Reference to the expected delivery in the DoW3.1 document is contained 		CR		According to the list of recipients for the release note, the mail has not been sent to all users identified under 3.1.1

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
2.	The Delivery Note entails following identification elements: <ul style="list-style-type: none"> • Author of the delivery (name of person, organization) • Date of the Delivery 		CR		See comment on KPE <i>Added in the final version</i>
3.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails several items , this will be done for each of them): <ul style="list-style-type: none"> • reference (a name that is “understandable”) • the version identification (v.X.Y.Z format) • media type (URL, software package, document...) 	CR			
4.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation...). Deviations are documented and explained in the Delivery Note.	CR			
DOCUMENTATION CHECKS					
5.	The KP-Lab Software Releases catalogue in Plone ⁴ contains documentation about the elements delivered.		CR		At the time of the internal review, SMAT help in the KP-Lab wiki was available but the documentation in the Plone not.
6.	The Testable Tools catalogue in Plone ⁵ contains the elements delivered whenever they are tools.	CR			
7.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.	CR			
TEAM LEADER CHECKS COMPLETED ?					
8.	Configuration Management Checks done	CR			
9.	Verification of Basic Delivery Integrity done.	CR			
CONFIGURATION MANAGEMENT CHECK					
<i>(to be filled in by the Team Leader, responsible of the Software delivered)</i>					
10.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project’s tree hierarchy has been tagged and archived properly		X		

⁴ <http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components>

⁵ <http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/>

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
11.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.	X			
12.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: SMAT Deviations are documented and explained in the Delivery Note.	X			
VERIFICATION OF BASIC DELIVERY INTEGRITY <i>(to be filled in by the Team Leader, responsible of the Software delivered)</i>					
13.	Whenever applicable an anti-virus control has been passed on all delivered files.			X	
14.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms operating system: Windows XP, linux browser: Firefox 2.0.0.14, Internet Explorer 6.0	X			
15.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms Windows XP and Linux (Ubuntu) ; Firefox 2.0.0.14, IE 6.0	X			



4 Activity System Design Tools (ASDT) – v3.0.0

4.1 Delivery Note

Author: Ali Rantakari, Pöyry Industry Oy,

Delivery date: April 30, 2009.

4.1.1 Targeted users

This release of Activity System Design Tools (ASDT) is targeted for the end users participating in the trials planned to be conducted in the ASDT Working Knot.

4.1.2 Requirements

The software requires Flash Player (version 9 or later) to be installed as a plugin to whichever web browser is being used. The web browser also needs to have JavaScript and cookies enabled.

4.1.3 Using ASDT

The software has been deployed on Metropolia's production server (2d) and can be accessed as follows:

- The ASDT plugin to KPE can be loaded from the KPE Tools menu. To access the KPE open the following location in your web browser:
<http://2d.mobile.evtek.fi/shared-space/>
- Or use the direct link to KPE with the ASDT plugin: <http://2d.mobile.evtek.fi/shared-space/?loadplugins=asdt>
- The Virtual Whiteboard application can be accessed by opening a session (or homework) from within KPE (with the ASDT plugin.)
- The ASDT Analysis application can be accessed by opening it from KPE (with the ASDT plugin) using any of the following methods:
 - o right-clicking on a CLSpace or right-clicking on the content view background when inside a CLSpace and selecting the "open in ASDT analysis app CEL view" item
 - o right-clicking on an ASDT object when inside a CLSpace and selecting the "open in ASDT analysis app timeline" item

The production version is generally more stable than the development version but has less features.

Anyone who wishes to try the software out but is not participating in the ASDT trials should please use the development deployment on Metropolia's development server (mielikki) instead: <http://mielikki.mobile.evtek.fi/shared-space/?loadplugins=asdt>

The development version has more features than the production version but may be less stable. Data may be deleted at any time in the development version.

4.1.4 New features

- **The Cycle of Expansive Learning:** A Cycle of Expansive Learning (CEL) will be attached to any new CLSpaces that are created. Any ASDT objects within that space can then be assigned as belonging to phases in that CEL by right-clicking on them in the KPE (with the ASDT plugin) or in Virtual Whiteboard, and selecting the "Edit Cycle of Expansive Learning" menu item.
- **The ASDT Analysis Application:** Includes two views for analyzing data in ASDT spaces/processes:
 - o **The Cycle of Expansive Learning (CEL) View:** Visualizes assignments of ASDT objects into different phases of a CEL, providing an overview of what has been done in each phase.
 - o **The Timeline View:** Visualizes events pertaining to a specific object on a timeline, providing an overview of what has been done to or with the object.
- **Access Rights Control:** Access rights are now enforced.

4.1.5 Known issues

- After creating a new CLSpace in KPE, opening it will make the application hang. Workaround: Reload the KPE window in your browser, after which the CLSpace may be opened. (Trac ticket #534)
- Non-ASDT-specific objects can not be assigned to CEL phases in KPE. Workaround: Assign these objects to CEL phases in Virtual Whiteboard instead. (Trac ticket #542).

4.1.6 Deviations from the D6.6 specifications

Functionalities described in the System Usage Scenarios #1 (“creating/modifying new cycles of expansive learning”) and #2 (“binding new cycles of expansive learning to CL Spaces”) in D6.6 (M33 specification of end-user applications) have been delayed until the M44 release.

4.2 Delivery Check List

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE <i>(Each D6.7 internal reviewer is entitled to put his/her initials in the appropriate column in front of each item 1-9 below)</i>					
1.	The Delivery Note sent to users is clearly identified: <ul style="list-style-type: none"> • Subject of the email is explicit • Reference to the expected delivery in the DoW3.1 document is contained 				As I have not seen the mail, I cannot evaluate this point.

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
2.	The Delivery Note entails following identification elements: <ul style="list-style-type: none"> • Author of the delivery (name of person, organization) • Date of the Delivery 		CR		See comment on KPE. <i>Added in the final version</i>
3.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails several items , this will be done for each of them): <ul style="list-style-type: none"> • reference (a name that is “understandable”) • the version identification (v.X.Y.Z format) • media type (URL, software package, document...) 	CR			
4.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation...). Deviations are documented and explained in the Delivery Note.		CR		Deviations are briefly mentioned but they are not explained. At least it does not become clear which functionalities will be affected exactly and whether the deviation is to be seen as a delay or a postponement.
DOCUMENTATION CHECKS					
5.	The KP-Lab Software Releases catalogue in Plone ⁶ contains documentation about the elements delivered.	CR			
6.	The Testable Tools catalogue in Plone ⁷ contains the elements delivered whenever they are tools.	CR			
7.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.	CR			
TEAM LEADER CHECKS COMPLETED ?					
8.	Configuration Management Checks done	CR			
9.	Verification of Basic Delivery Integrity done.	CR			
CONFIGURATION MANAGEMENT CHECK <i>(to be filled in by the Team Leader, responsible of the Software delivered)</i>					
10.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project’s tree hierarchy has been tagged and archived properly	X			

⁶ <http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components>

⁷ <http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/>

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
11.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.	X			
12.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: ASDT Deviations are documented and explained in the Delivery Note.	X			
VERIFICATION OF BASIC DELIVERY INTEGRITY <i>(to be filled in by the Team Leader, responsible of the Software delivered)</i>					
13.	Whenever applicable an anti-virus control has been passed on all delivered files.	X			
14.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms Operating systems: <i>Windows XP, Mac OS X</i> Browsers: <i>Firefox 2 & 3, Internet Explorer 6 & 7, Safari 3 & 4 beta, Opera 9</i>	X			
15.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms (see above).	X			



5 Map-It – v3.0.0

5.1 Delivery Note

Authors: Yannick Lizzi, Benoit Baurens, François Méau de and Florin Racaru - AKKA

Delivery date: 6.4.2009

5.1.1 Targeted users

The Map-It tool (together with Meeting Management Tool – M2T) supports users in their tasks of preparation, execution and exploitation of results for face-to-face and distributed meetings.

5.1.2 Requirements

Platform:

- Map-It Client: Windows 2000/XP/Vista (installers), MacOS X – intel (.zip)
- Map-It Server: Windows 2000/XP/Vista (installers), MacOS X – intel (.zip) and Linux (.zip).

Java Runtime Environment (JRE) 5 or higher (can be downloaded at <http://java.sun.com/javase/downloads/index.jsp>) for Map-It client, web browser (with Flash Palyer 9 and Java Script enabled)

Remark: for Windows platform, some installers that contains the JRE 5 packaged inside are available for commodity. If you use one of this installer, there are no requirements at all.

5.1.3 Using Map-It

Installing Map-It

The Map-It application can be downloaded from:

<http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/map-it/map-it-3.0/>

During the installation process of the application, the user will be asked which is the server he/she chooses to use. By default, the user is invited to use a default server that is running on mapit.kp-lab.org server, but the user can also choose to install one in its premises and choose to use it.

At the end of the installation, the user is presented with a summary of the installation parameters. Pressing OK will finish the install process.

Remark: M2T tools is available from the shared-space tool.

Starting Map-It

Map-It can be started simply by double-clicking on the Map-It executable file in the installation folder or in your "Program Files" menu entry.

The first time you use Map-It, you will have to fill some basic personal information. The email address is mandatory because the tool uses it to distinguish the participants (so each

participant should have different ones). You can also provide at least first name and last name.

Once registered, a welcome page is displayed allowing direct access to common functionalities. A good starting point to learn using Map-It, is available as a tutorial for "Note-taking", included in the tool itself (see the main screen). This tutorial will help you to discover how Map-It can assist during a face-to-face meeting. Just follow the guide.

More detailed introduction to and Help for the use of the Map-It is available in the KP-Lab Tools Help Pages (see chapter 1 above), or directly at:

http://2d.mobile.evtek.fi/help/index.php/Map_It

Other wiki pages may be found at:

<http://www.kp-lab.org/tools/map-it>

5.1.4 New features

- Authentication: each user is authenticated, user context may be retrieve from any computer.
- Improve export to KPE (from both M2T and Map-It client)
- Minutes export as Content Item to a shared space
- New formats for meeting minutes GOOGLE DOCS (requires a Google account).
- Export to Google Docs and Google Calendar.
- Timeline view of Meetings in M2T
- Numerous GUI improvements:
- Other minor changes.
- Hebrew version has the correct orientation
- For the list of fixed bugs and the improvements / changes on selected features, designed and implemented through a continuous analysis of intermediate feedbacks coming from trials, see <http://trac.kp-lab.org/query?status=closed&component=KP+Lab+MapIt&milestone=M36&order=priority>

5.1.5 Known issues

None.

5.1.6 Deviations from the D6.6 specifications

The release of the following functionalities specified in D6.6 (M33 specification of end-user applications) has been delayed as follows:

- Latest Hebrew translations
- Default save drafts before upload on server

5.2 Delivery Check List

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE <i>(Each D6.7 internal reviewer is entitled to put his/her initials in the appropriate column in front of each item 1-9 below)</i>					
1.	The Delivery Note sent to users is clearly identified: <ul style="list-style-type: none"> • Subject of the email is explicit • Reference to the expected delivery in the DoW3.1 document is contained 				As I have not seen the mail, I cannot evaluate this point. <i>Mailwas sent from f.racaru, dated Apr.14th to ist-partners list.</i>
2.	The Delivery Note entails following identification elements: <ul style="list-style-type: none"> • Author of the delivery (name of person, organization) • Date of the Delivery 	CR			
3.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails several items , this will be done for each of them): <ul style="list-style-type: none"> • reference (a name that is “understandable”) • the version identification (v.X.Y.Z format) • media type (URL, software package, document...) 	CR			
4.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation...). Deviations are documented and explained in the Delivery Note.	CR			It would be helpful if you could also provide some indications on when the delayed features will be delivered.
DOCUMENTATION CHECKS					
5.	The KP-Lab Software Releases catalogue in Plone ⁸ contains documentation about the elements delivered.		CR		The latest release is not mentioned in the catalogue. <i>Have been added after internal review.</i>
6.	The Testable Tools catalogue in Plone ⁹ contains the elements delivered whenever they are tools.	CR			
7.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.	CR			

⁸ <http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components>

⁹ <http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/>

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
TEAM LEADER CHECKS COMPLETED ?					
8.	Configuration Management Checks done	CR			It is not clear whether item 12 has been checked or not. According to the release note it should have been checked.
9.	Verification of Basic Delivery Integrity done.	CR			
CONFIGURATION MANAGEMENT CHECK <i>(to be filled in by the Team Leader, responsible of the Software delivered)</i>					
10.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project's tree hierarchy has been tagged and archived properly	X			
11.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.	X			
12.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: Map-It and M2T Deviations are documented and explained in the Delivery Note.				
VERIFICATION OF BASIC DELIVERY INTEGRITY <i>(to be filled in by the Team Leader, responsible of the Software delivered)</i>					
13.	Whenever applicable an anti-virus control has been passed on all delivered files.	X			
14.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms operating system: Windows XP, Linux browser: Firefox 2.0.0.14, Internet Explorer 6.0	X			WinXP and MAC for Map-It client. WinXP, MAC and Linux for the server
15.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms Windows XP and Linux (Ubuntu) ; Firefox 2.0.0.14, IE 6.0	X			WinXP and MAC for Map-It client. WinXP, MAC and Linux for the server



6 CASS Query – v2.0.0

6.1 Delivery Note

Authors: Ari Nurkkala, Hannu Markkanen - Metropolia

Delivery date: 30.1.2009

6.1.1 Targeted users

This release of the CASS Query is targeted for users participating in the trials planned within the Working Knots, see <http://www.kp-lab.org/intranet/design-teams/trials-with-kp-lab-tools-m30-m42/>

6.1.2 Requirements

Cass Query software is a mobile and web application. You will need a mobile device with Internet access. The tested system requirements are:

Cass Query Client:

- Nokia S40 or S60
- SIM card
- Bluetooth

Cass Query Admin:

- Windows XP
- Web browser: Firefox 3.x

6.1.3 Using CASS Query

To access Cass Query Admin, open the following location in your computer web browser: <http://mielikki.mobile.evtek.fi/cass/develop/content/index.php>. To download Cass Query Client, go to the same location with your mobile browser and click on 'Download client' – link.

You will need to have asked for an account by a system manager and the user must have query administrator rights to create a query. You must also add your mobile device's Bluetooth address as a participant of your query. For these, email: arinu@metropolia.fi.

When you have created a query, you can launch it on your mobile device by clicking on CassQ in Applications –folder.

6.1.4 New features

Cass Query Client

- Video recording
- Multiple choice questions

- A question where multiple answers are allowed
- Download Client functionality
- Super item functionality – categorized items
 - A super item is an item which can effect what questions will be shown after the super item. Example of a super item:
Question: How are you?
 - Good
 - Bad
 - If you have selected good, it will show question(s) related to that answer thereafter if the question is related to the super item. There are no limits to how many questions a super item may have or how many items are affected by selecting an option.

Cass Query Admin:

- Updated getting research data process:
The user of the CASS-Q Admin can have the data of the research in Excel format, in an organized manner. In the current version it gives back the data in such form where the column of the table stores the actual answers to the questions. The rows are grouped by the respondents and by the query answered.

Research ID	Query ID	Username	Time	Question 1	Question 2
88	111	User1	10.3.2009 12:00	Answer 1	Answer 2
88	111	User2	10.3.2009 15:00	Answer 1	Answer 2

- Usernames are ordered alphabetically and divided into 6 smaller groups (0..9, A..E, F..J, K..O, P..T, U..Z) to make easier the handling of the user rights.
- It is possible now to edit and update the different types of researches that were created earlier and were not ended (Fixed Time Research, Fixed Interval Research and Event Contingent).
- The Queries are shown in their logical order, as they follow each other during the research. The ordering also applies when exporting the information of the research into a document file (in Rich Text Format).

6.1.5 Known issues

Client:

- Super items cannot be used to affect another super item.

Admin:

- Minor bugs in copying question in the queries
- Minor bugs in creating the excel file
- Too long response time when getting the research data

6.2 Delivery Check List

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE					
<i>(Each D6.7 internal reviewer is entitled to put his/her initials in the appropriate column in front of each item 1-9 below)</i>					
1.	The Delivery Note sent to users is clearly identified: <ul style="list-style-type: none"> • Subject of the email is explicit • Reference to the expected delivery in the DoW3.1 document is contained¹⁰ 				As I have not seen the mail, I cannot evaluate this point.
2.	The Delivery Note entails following identification elements: <ul style="list-style-type: none"> • Author of the delivery (name of person, organization) • Date of the Delivery 	CR			
3.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails several items , this will be done for each of them): <ul style="list-style-type: none"> • reference (a name that is “understandable”) • the version identification (v.X.Y.Z format) • media type (URL, software package, document...) 		CR		The version identification is missing. <i>Added in the final version.</i>
4.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation...). Deviations are documented and explained in the Delivery Note.	CR			
DOCUMENTATION CHECKS					
5.	The KP-Lab Software Releases catalogue in Plone ¹¹ contains documentation about the elements delivered.		CR		The documentation on CASS Query is incomplete (e.g. software pieces identification is missing.)
6.	The Testable Tools catalogue in Plone ¹² contains the elements delivered whenever they are tools.	CR			
7.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.	CR			
TEAM LEADER CHECKS COMPLETED ?					

¹⁰ This is a maintenance release with no planned release data in the DoW3.1.

¹¹ <http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components>

¹² <http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/>

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
8.	Configuration Management Checks done	CR			
9.	Verification of Basic Delivery Integrity done.	CR			
CONFIGURATION MANAGEMENT CHECK					
<i>(to be filled in by the Team Leader, responsible of the Software delivered)</i>					
10.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project's tree hierarchy has been tagged and archived properly			X	
11.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.			X	
12.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: CASS Query Deviations are documented and explained in the Delivery Note.			X	
VERIFICATION OF BASIC DELIVERY INTEGRITY					
<i>(to be filled in by the Team Leader, responsible of the Software delivered)</i>					
13.	Whenever applicable an anti-virus control has been passed on all delivered files.			X	
14.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms operating system: Symbian S60	X			
15.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms	X			



7 CASS Memo – v1.0.0

7.1 Delivery Note

Authors: Ari Nurkkala, Hannu Markkanen - Metropolia

Delivery date: 15.3.2009

7.1.1 Targeted users

This release of the CASS Memo is targeted for users participating in the trials planned within the Working Knots, see <http://www.kp-lab.org/intranet/design-teams/trials-with-kp-lab-tools-m30-m42/>

7.1.2 Requirements

Cass Memo software is a mobile application. You will need a mobile device with Internet access. The tested system requirements are:

- Nokia S60
- SIM card

7.1.3 Using CASS Memo

To access Cass Memo, you will need to get the application from a system developer (email: arinu@metropolia.fi). You will need Nokia PC Suite on your computer to install the application through Bluetooth or cable. You also need to have a registered account with the Shared Space web application. The user must have rights to one or more Shared Spaces. To create an account on Shared Space, go to the following address with you computer browser: <http://2d.mobile.evtek.fi:8080/shared-space/>

7.1.4 New features

- Threaded web services
 - Allows user interaction while a web service call is ongoing.
- Usability
 - Jumping from one screen to another overall is not buggy.
 - Use case altered so that you do not necessarily need to view local files when you only want to download files from a Shared Space.
 - Sorting local items logic same as sorting items in Windows.
 - Confirm delete user and exit program.
 - If you retrieve spaces with the same account as used before, the system will remember the login and show the same page immediately.
 - Displays web service calls to the user – login, retrieving spaces and retrieving remote items.

- Cancel any web service call.
- Stop loading local files if it seems to take too long.
- Error handling
 - If you forgot to put a SIM card into your mobile device.
 - If a content item retrieved by web services is not really a content item.
 - If connecting to web services fails.
 - If connection is lost.
 - If digital signature of the application has expired.
- Help feature
 - Almost every page has its own Help -command, where the user will get info on what to do depending on their request.
- Custom items
 - Allows more control over what is displayed to the user: better user experience.
 - Jumping from one item to the next logic.
- Recent Spaces
 - If the user has visited a Shared Space, it will be added to a Recent Spaces list that can be accessed faster than by browsing all Shared Spaces.
- Item details
 - View details of a local or remote item.
- Download overwrite
 - Prompts the user with a question if he/she wants to overwrite an existing file.
- Screensaver disabled
 - If the transfer took longer than the time that your screensaver starts, the transfer would stop. Now the transfer will continue until there are no items to transfer.

7.1.5 Known issues

Due to limitations of Java access to memory, there are some limitations to what files will and will not be shown as a local file by the Cass Memo application: Images and Videos folders in your mobile device's memory and Documents, Images and Videos folders from your memory card. If your mobile device has a memory card, all downloaded files will go to E:/CassM Files -folder else the downloaded file will be downloaded to Images or Videos -folder depending on the type of the downloaded file.

Digital signature of Cass Memo application allows the upload feature to work. The signature must be updated once it has expired. The time for signature lifetime depends on the contract of the signature.

7.2 Delivery Check List

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE					
<i>(Each D6.7 internal reviewer is entitled to put his/her initials in the appropriate column in front of each item 1-9 below)</i>					
1.	The Delivery Note sent to users is clearly identified: <ul style="list-style-type: none"> • Subject of the email is explicit • Reference to the expected delivery in the DoW3.1 document is contained 				As I have not seen the mail, I cannot evaluate this point.
2.	The Delivery Note entails following identification elements: <ul style="list-style-type: none"> • Author of the delivery (name of person, organization) • Date of the Delivery 	CR			
3.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails several items , this will be done for each of them): <ul style="list-style-type: none"> • reference (a name that is “understandable”) • the version identification (v.X.Y.Z format) • media type (URL, software package, document...) 		CR		The version identification is missing <i>Added in the final version.</i>
4.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation...). Deviations are documented and explained in the Delivery Note.	CR			
DOCUMENTATION CHECKS					
5.	The KP-Lab Software Releases catalogue in Plone ¹³ contains documentation about the elements delivered.		CR		
6.	The Testable Tools catalogue in Plone ¹⁴ contains the elements delivered whenever they are tools.	CR			
7.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.	CR			
TEAM LEADER CHECKS COMPLETED ?					
8.	Configuration Management Checks done	CR			

¹³ <http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components>

¹⁴ <http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/>

CONTROL ITEM		RESULT			
N°	Item	Yes	No	N/A	Comments
9.	Verification of Basic Delivery Integrity done.	CR			
CONFIGURATION MANAGEMENT CHECK					
<i>(to be filled in by the Team Leader, responsible of the Software delivered)</i>					
10.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project's tree hierarchy has been tagged and archived properly			X	
11.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.			X	
12.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: CASS Memo Deviations are documented and explained in the Delivery Note.	X			
VERIFICATION OF BASIC DELIVERY INTEGRITY					
<i>(to be filled in by the Team Leader, responsible of the Software delivered)</i>					
13.	Whenever applicable an anti-virus control has been passed on all delivered files.			X	
14.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms operating system: Symbian S60	X			
15.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms.	X			