

# How-to Guide for using the SPARC Robotics Portal

## Table of Contents

1. Overview for using the SPARC Robotics Portal.....	1
2. How to join the portal.....	1
3. How to become a member of a Topic Group.....	4
4. How to add content (Documents / Pictures) to the Topic Group.....	6
5. How to access and edit Wiki-page .....	8

## 1. Overview for using the SPARC Robotics Portal

Thanks for using the SPARC robotics portal.

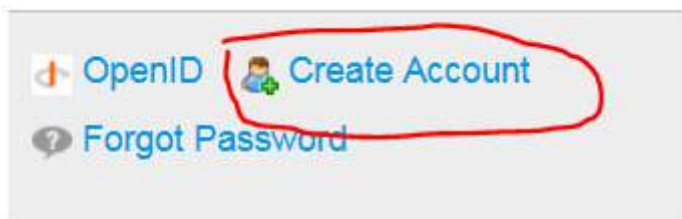
**We want to use the portal to help us organize our work of collecting content for the SRIA.** This includes identifying important topics for the specific TGs, sorting them into categories (short-, medium-, and long-term goals), defining the state of the art around those topics, and then prioritizing topics.

Concretely, we will use the portal to save and share documents and pictures (via shared document server), to enter content (via the wiki), to have discussions (also via the wiki), and to prioritize topics (via the polls functionality).

In the following, we will describe briefly how to generally get started with the portal.

## 2. How to join the portal

1. Go to <https://sparc-robotics-portal.eu/home>
2. To use the portal, create a new account by clicking on the “Create Account” button



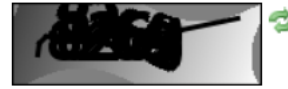
3. Fill in the requested information and click on “Save”

Welcome

First Name (Required)

Gender

Middle Name



Text Verification (Required)

Last Name (Required)

Screen Name (Required)

Email Address (Required)

**This field is required.**

Save

- The initial password will be displayed right away and sent to your email account.

Thank you for creating an account. Your password is [REDACTED]. Your password has been sent to [REDACTED].

- Sign in using your Email Address and the initial password.
- You will be forwarded to a page displaying the Terms of Use of the SPARC portal. Read them carefully and state your agreement or disagreement at the bottom of the page. Note: If you don't agree to the Terms of use, you will not be able to use the portal with all its functions / to its full potential.
- If you agree to the Terms of use, you will now be asked to set a new password.

New Password

Please set a new password.

### New Password

Password

Enter Again

Save

8. Choose a reminder query and click on "Save".

Password Reminder

Please choose a reminder query.

### Password Reminder

Question

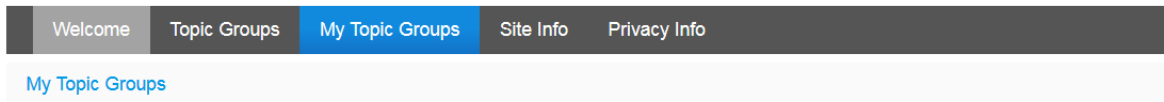
Answer

Save

9. Congratulations! You have successfully signed in.

### 3. How to become a member of a Topic Group

1. Click on “My Topic Groups”



2. Go to “Available Sites” to see which Topic Groups you can choose from. To join TG “Industrial Robotics” click on “Request membership” in the corresponding line.

My Sites Available Sites

Keywords Search

Name	Members	Tags	
<b>AI and Cognition</b> <i>AI and Cognition Topic group web site</i>	3	topic group ai cognition	Request Membership
<b>Digital Innovation Hubs</b> <i>Parent Site for Digital Innovation Hubs</i>	1		Request Membership
<b>SPARC</b> <i>Main SPARC Web Site in the portal</i>	13		Leave
<b>Industrial</b> <i>Industrial Robotics Topic Group support website</i>	4	topic group industrial	Request Membership
<b>Multi-Annual Roadmap</b> <i>Multi-Annual Roadmap Site</i>	13		Leave
<b>RODIN</b> <i>Project Website for RODIN</i>	1	dih csa	Request Membership

3. Leave a short comment to identify yourself and click on “Save” to request membership for the TG.

## Request Membership for Industrial

---

### Description

Industrial Robotics Topic Group support website

### Comments

Save

Cancel

4. Your request will be forwarded to the TG Coordinator.

Your request completed successfully.

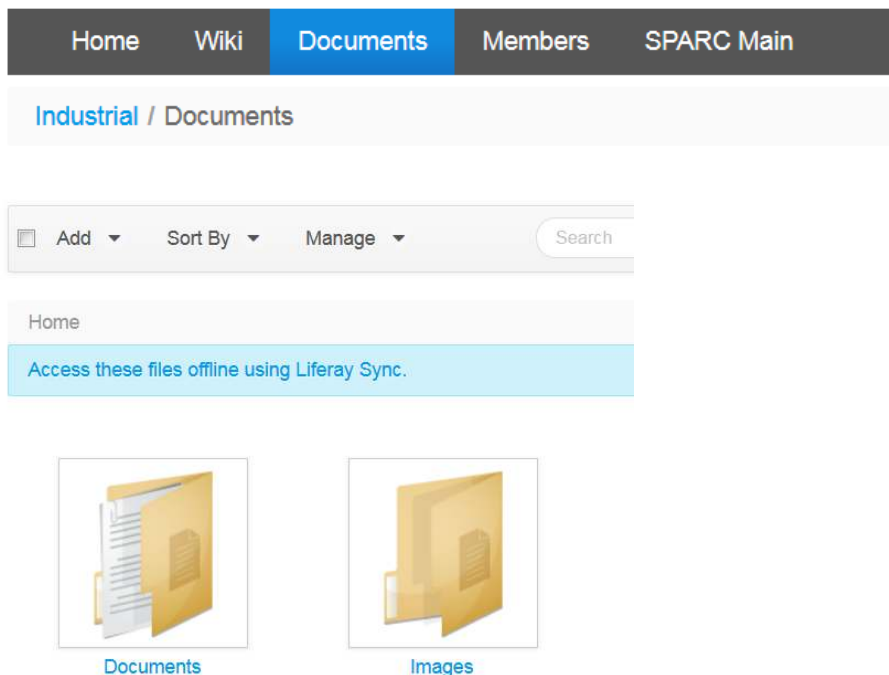
Your request was sent. You will receive a reply by email.

## 4. How to add content (Documents / Pictures) to the Topic Group

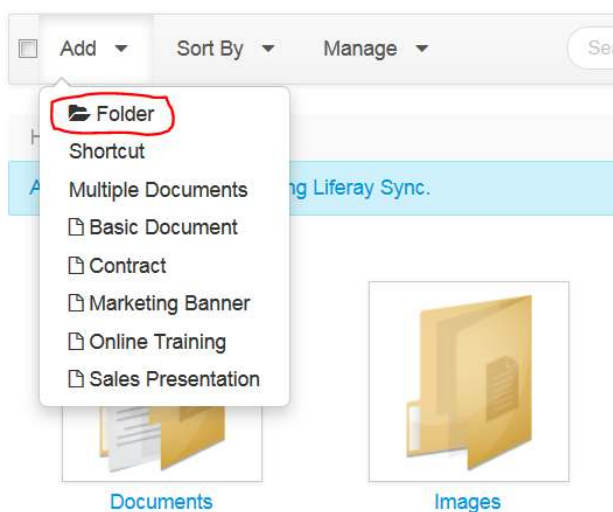
1. Click on “My Sites” (upper right corner) and choose the Topic Group you want to contribute to. (You have to be a member of that TG)



2. Click on “Documents”. You will get to see already existing Folders / Content.



3. To add a new folder, click on “Add” and choose “Folder”



4. If you want to add content to an existing folder, click on that folder and on the subsequent page choose the type of content you want to add.



Documents



Images

Documents and Media

HOME

↑ Up

Documents ▾

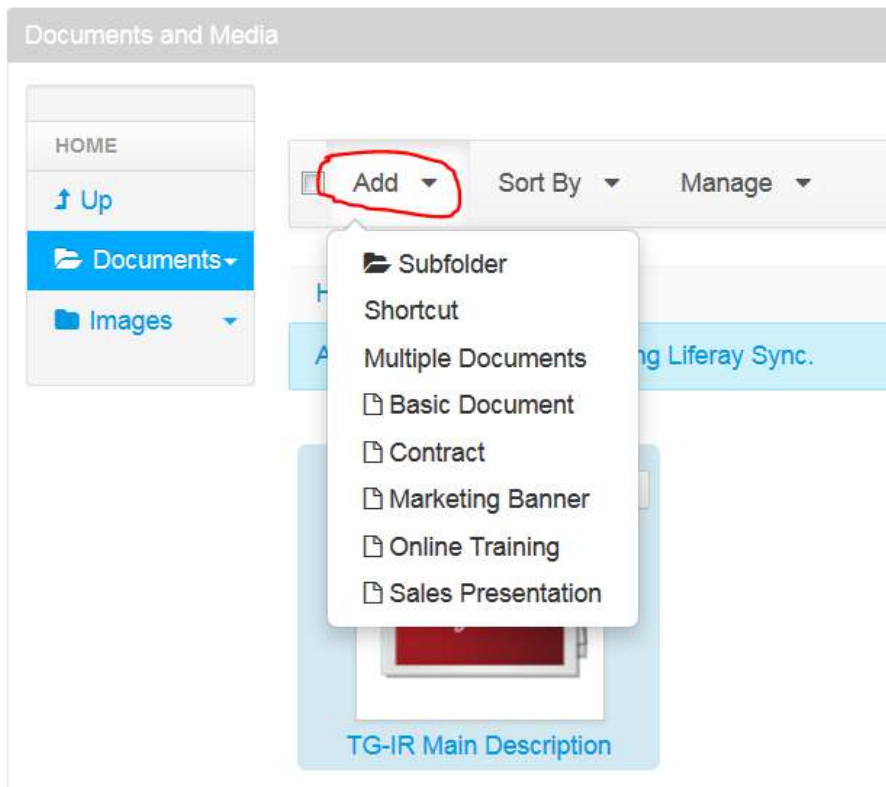
Images ▾

Add ▾ Sort By ▾ Manage ▾

- Subfolder
- Shortcut
- Multiple Documents
- Basic Document
- Contract
- Marketing Banner
- Online Training
- Sales Presentation

TG-IR Main Description

g Liferay Sync.

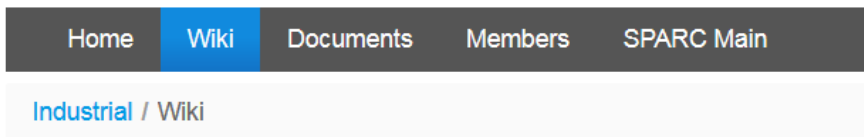


## 5. How to access and edit Wiki-page

1. Choose a Topic Group from “My Sites”



2. Click on “Wiki” to get to the Wiki-FrontPage



3. To edit the FrontPage click on the corresponding icon

### FrontPage

[Edit](#) [Details](#) [Print](#)

**TG-IR Content to generate in near future:**

This is an initial list of the content that the TG will need to provide shortly as support for the upcoming Technology Roadmap.

Content can be added via the wiki in the individual child pages.

- 1) **State of the art (what's commercially available)**
- 2) **State of research (what's being worked on in research, but not yet commercialized)**

### Children Pages

- [State of the Art](#)
- [State of the Research](#)

[Add Child Page](#) , [0 Attachments](#) | 64 Views

4. To learn more about the “Children Pages” click on them. Children Pages can be edited the same way as the FrontPage, by clicking on “Edit”

### Children Pages

- [State of the Art](#)
- [State of the Research](#)

[Add Child Page](#) , [0 Attachments](#) | 64 Views



## ← State of the Art

 [Edit](#)  [Details](#)  [Print](#)

1.1) Variable degree of automation (Easy to use robots with self-explanatory operation, Robots that can work on different products in parallel, Robots operate according to a code of conduct that is taught to general public)

1.2) Highly integrated safety support (No extra safety programming or evaluation needed)

5. To add a new page, click on “Add Child Page”

## Children Pages

- [State of the Art](#)
- [State of the Research](#)

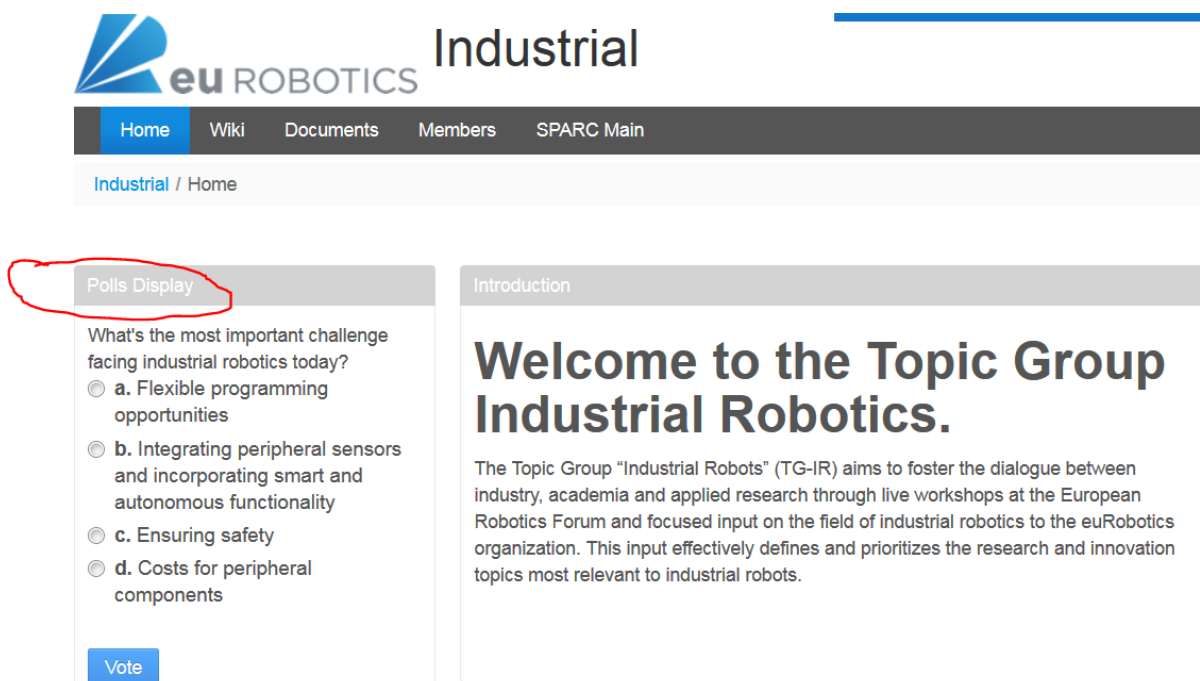
 [Add Child Page](#)  [0 Attachments](#) | [64 Views](#)

## SPARC Robotics Portal – How to take part in polls

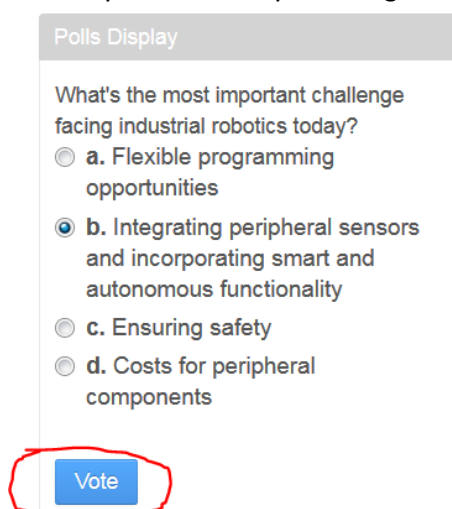
1. Choose a Topic Group from “My Sites”



2. If there are any open Polls, you will see them displayed in the upper left corner of the Topic Group’s welcome page.



3. Choose your answer by selecting the corresponding spot and click on “Vote”



4. Once you have sent your vote, you will see the current overall score. You will not be able to vote again.

