

ISPT intranet

Manual for ISPT participants

A secure online environment to collaborate in process technology innovation projects



1. The ISPT intranet offers



Communication tools (online meetings, messages, document storage library)



Secure storage library of all project documents with version history and backups



Request and monitor **approvals for publication of project documents**



Overview of all approved publications

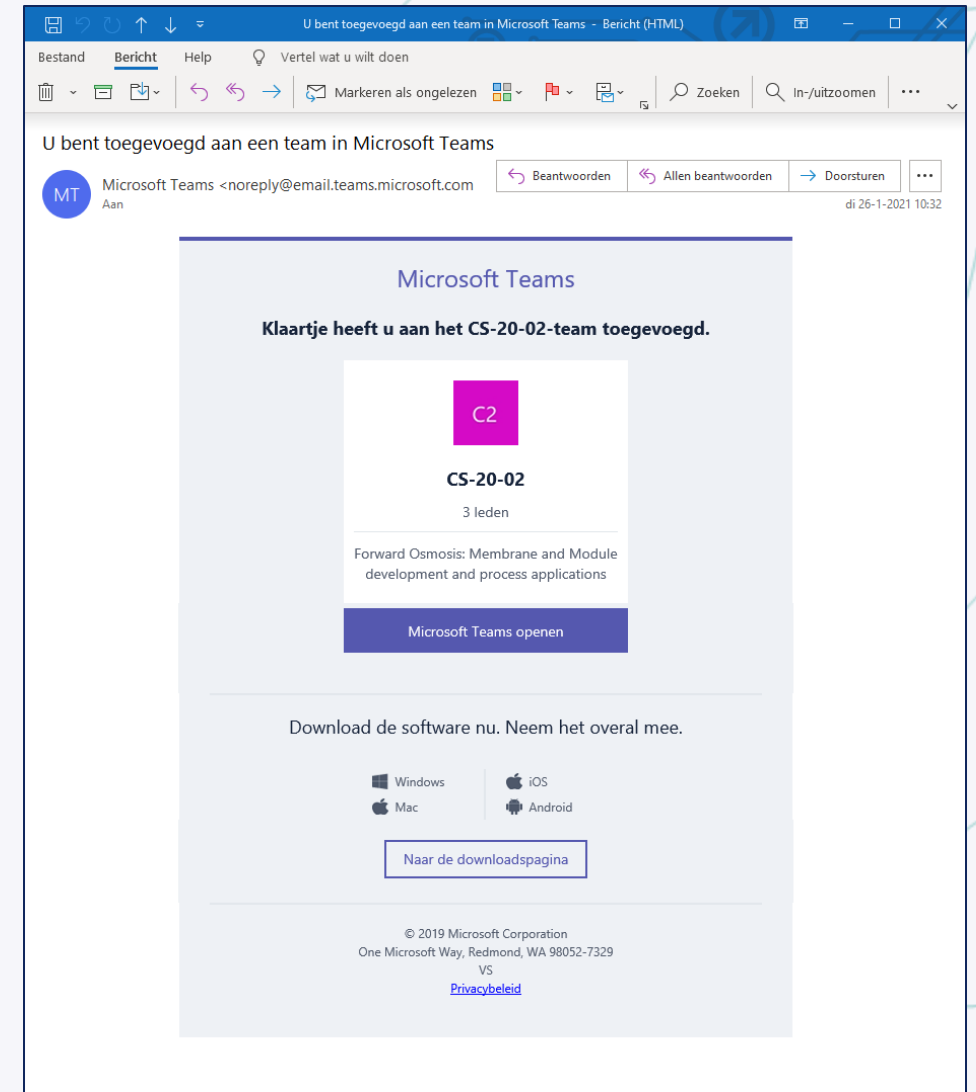


Collaborative editing of project documents: simultaneously edit a document with team members



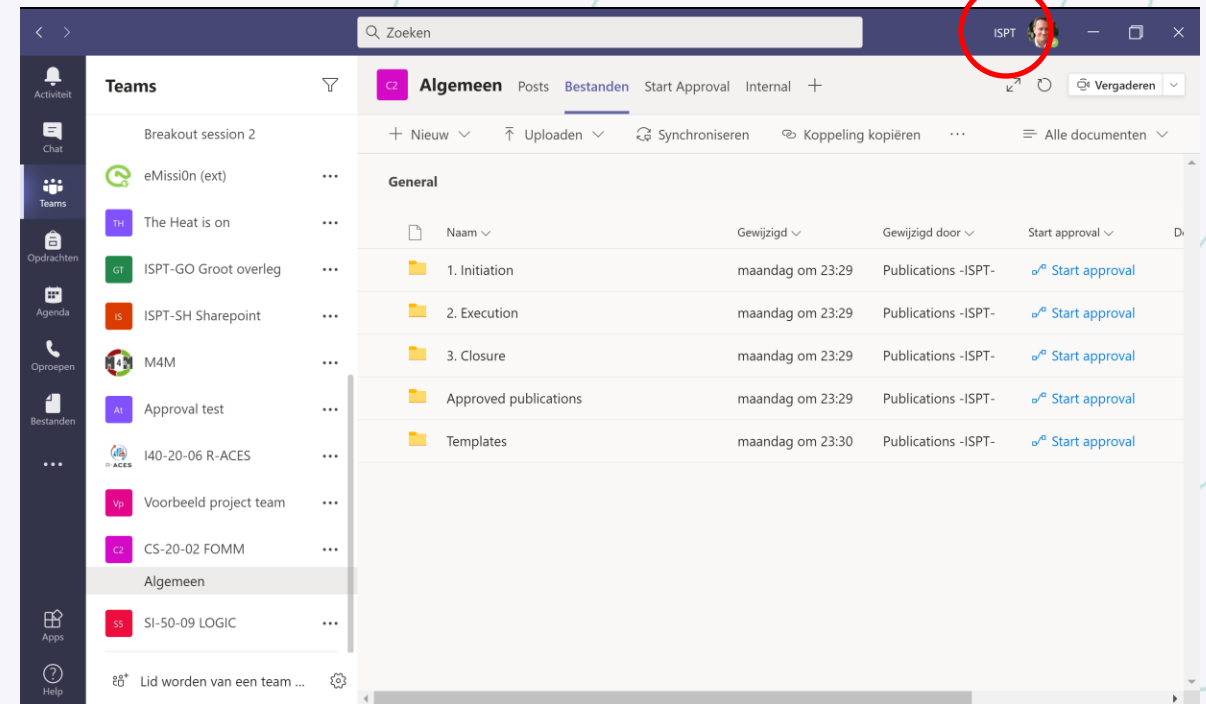
How to access the ISPT intranet – first time

- For each ISPT project you participate in, you will receive an e-mail invitation to join your project team. Click on the link *Microsoft Teams openen* to accept the invitation (see image)
- The invitation is sent to your business e-mail address that is registered at ISPT. Private addresses (Hotmail or Gmail) are not supported. If you participate in an ISPT project but have not yet received the e-mail invitation, please check your spam or junk folder and then contact ISPT program management support.
- If your e-mail address that is registered with ISPT has not previously been used to create a Microsoft account, you will need to create one. For more information see: <https://support.microsoft.com/en-us/office/join-a-team-as-a-guest-928d1eef-61e2-49ec-b754-c2fe86b34824>



How to access the ISPT intranet – ordinarily

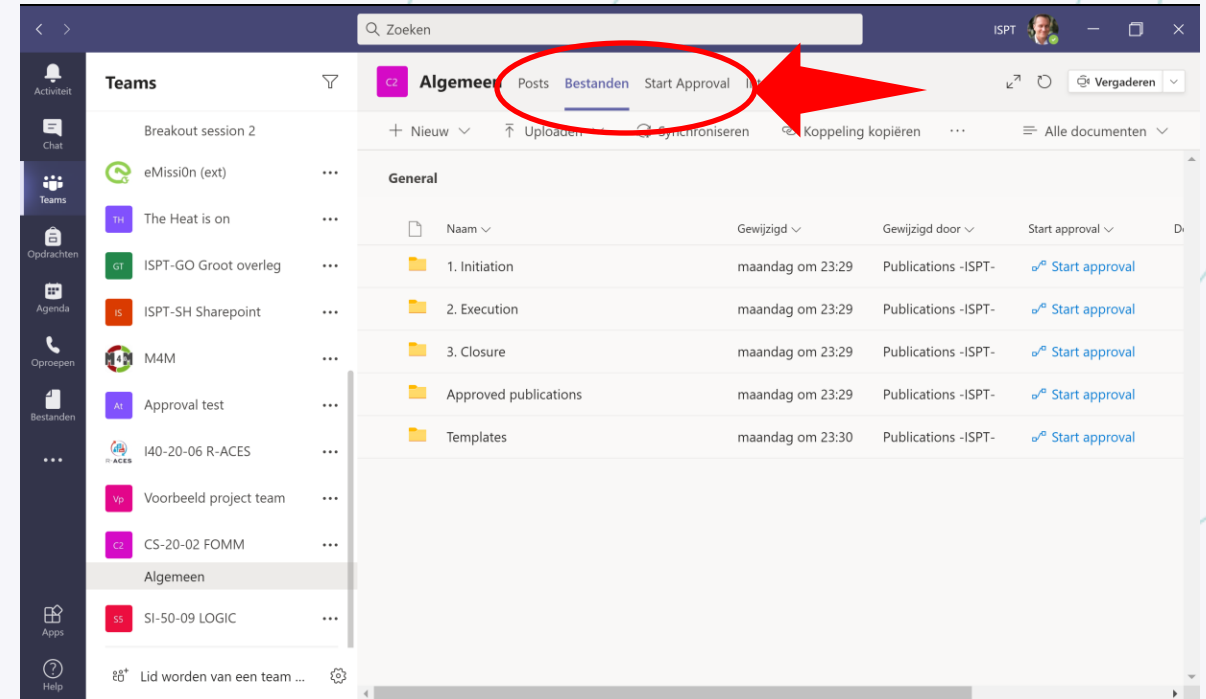
1. Either start your Microsoft Teams application or go to <https://teams.microsoft.com>, log in with the e-mail address and password used for your Microsoft account
2. In the top right-corner of Microsoft Teams, next to your initials or photo, click on the organization name and select ISPT (see image)
3. Your project teams are shown to the left under **Teams**



Your project team(s) on the ISPT intranet

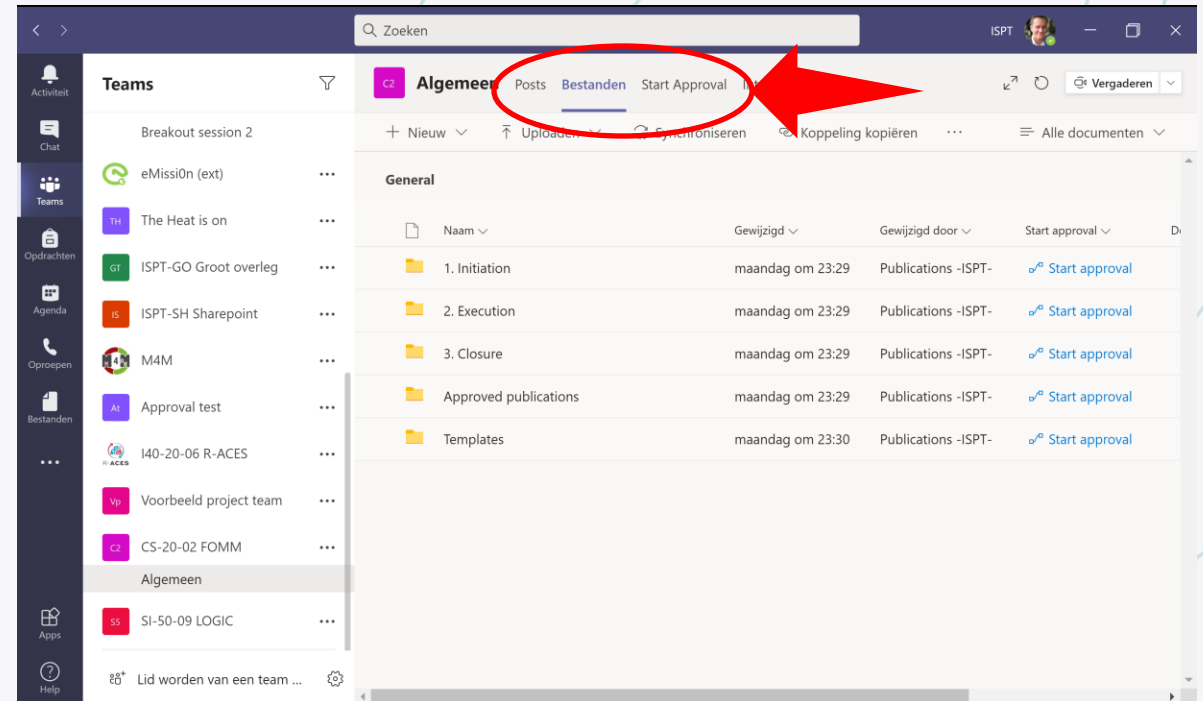
- A project team is a secure and closed environment strictly accessible only to the project participants
- Your project teams are shown to the left under **Teams**. Click on a project team to access it.
- Each Team contains three or four tabs (see image):
 - **Posts** – messages from/to all project participants*
 - **Files (Bestanden)** – project document library
 - **Start Approval** – request approval to publish a document

*Other project participants will receive your message as chat notification and/or e-mail message depending on their availability and notification settings in Teams.

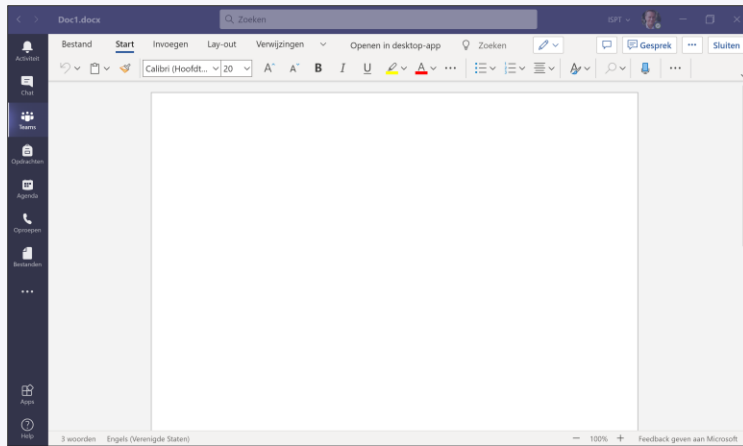


How to edit project documents

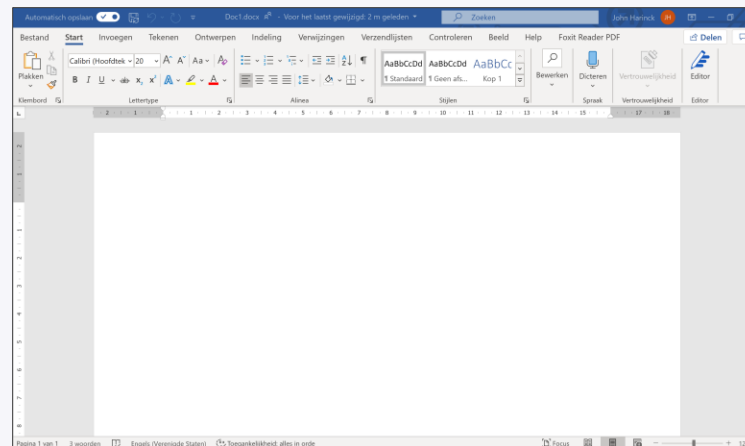
- In your project team, select the *Files (Bestanden)* tab to see the project document library
- Documents can be uploaded, copied, moved, (via drag & drop to/from explorer, right-click or via menu buttons)
- To send a project participant a link to the document, right-click, select *Copy link* (Teams or Sharepoint = browser) and paste the link in a chat or e-mail message
- To edit a document double click on it or right-click > *Open* > Choose in *Teams* or *app* or *browser*
- In all cases, the document is continuously synchronized with the ISPT intranet via internet
- Multiple project participants (within one team) can simultaneously open and edit the document to collaborate
- After use, it is advised to close the document



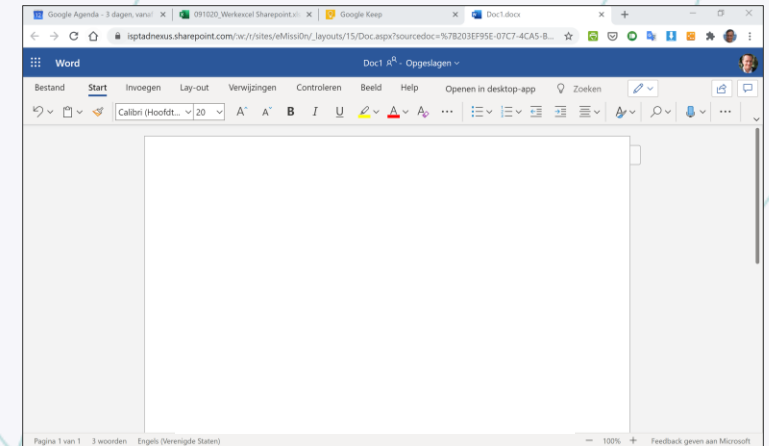
How to edit project documents



in Teams



in Microsoft application



in the browser

All three ways to edit documents are supported and synchronized with the ISPT intranet

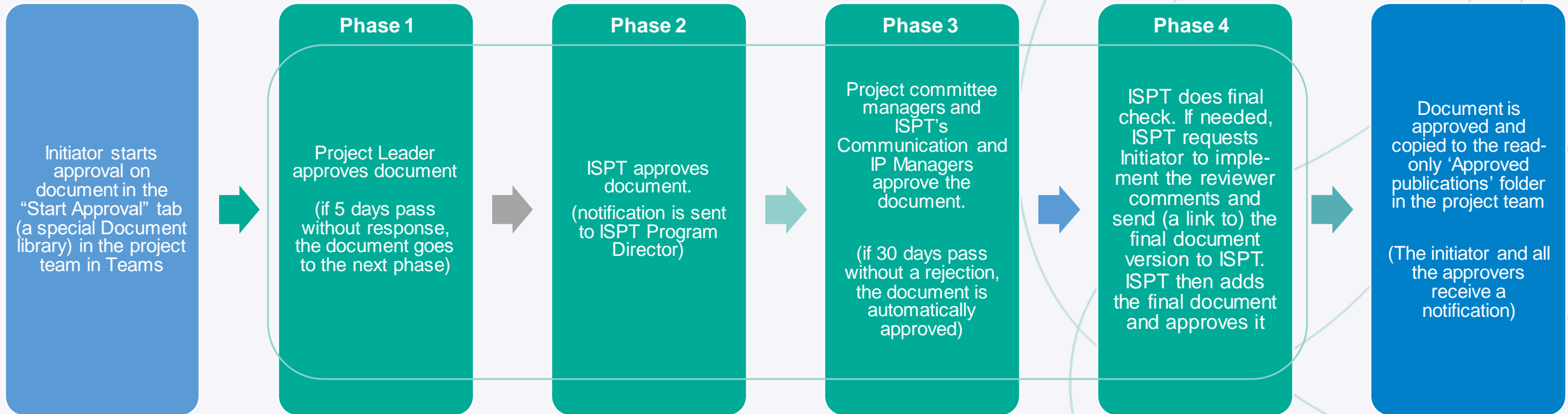


Publication approval process

on the ISPT intranet



Publication Approval process



Approval process - basic rules

- Approvals go through phase 1, 2, 3 and 4 in that order
- Once everyone in a phase has approved the document, the process will go to the next phase until a document has been either approved by all, rejected by one or 30 days have passed
- A notification mail is sent to the key approvers when going to a next phase
- All approvers in a phase will receive a requests to approve at the same time
- If 1 person rejects the publication of the document, the complete process is stopped and the initiator will get a notification.
- If 30 days pass without a rejection, the document is automatically approved



Start Approval (Initiator)

To start the approval process, go to the ISPT Teams intranet, go to the team of your project and:

1. Click on the [*Start Approval*] Tab to go to the library and find the document
2. Click on the [*Start Approval*] link of that document to start the approval process

A dialog screen will open that asks you to enter some specific information about the document you wish to publish

The screenshot shows a Microsoft Teams library interface. At the top, there is a navigation bar with tabs: 'General', 'Posts', 'Files', 'Introductiepagina', 'Power Automate', 'Start Approval', 'Published', and 'Approval center'. The 'Start Approval' tab is selected. Below the navigation bar, there is a toolbar with options: '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', 'Download', 'Add shortcut to OneDrive', and 'Export to CSV'. The main content area displays a list of documents under the 'General' library. The list has columns for 'Name', 'Modified', 'Modified By', 'Doc type', 'Doc theme', and 'Start approval'. The documents listed are: 'Approved publications', 'Publications', 'Published', and several 'TEST document 1 copy' files. A red arrow labeled '1' points to the 'Start Approval' tab in the navigation bar. Another red arrow labeled '2' points to the 'Start approval' link in the 'Start approval' column of the 'TEST document 1 copy 4.docx' row.

Name	Modified	Modified By	Doc type	Doc theme	Start approval
Approved publications	December 7, 2020	Quincy Thomas			
Publications	December 4, 2020	Quincy Thomas			
Published	December 4, 2020	John Harinck			
TEST document 1 copy 2.docx	January 12	Quincy Thomas			Start approval
TEST document 1 copy 3.docx	January 12	Quincy Thomas			Start approval
TEST document 1 copy 4.docx	January 12	Quincy Thomas			Start approval
TEST document 1 copy 5.docx	January 12	Quincy Thomas	Draft Paper	Hydrogen	Start approval
TEST document 1 copy 6.docx	January 12	Quincy Thomas			Start approval
TEST document 1 copy 7.docx	January 12	Quincy Thomas			Start approval
TEST document 1 copy 8.docx	January 12	Quincy Thomas			Start approval



Fill out the Approval Form (Initiator)

Fill out the approval form

1. Option to add a comment. The approvers will read this comment in the notification mail.
2. *Quick Publish* can only be used by ISPT staff to skip the approval process only for documents that have already been approved
3. Select Document Type
4. Select Theme
5. Select Initiator. The initiator is the person asking for permission to publish. This will usually be yourself, but you can start the process on behalf of someone else.
6. Click [*Run Flow*] Button to start the approval process.

The approval process has been started and approvers will get a notification

Copy link Sync Download

Created	Modified By
er 7, 2020	Quincy Thomas
er 4, 2020	Quincy Thomas
er 4, 2020	John Harinck
12	Quincy Thomas
12	Quincy Thomas
12	Quincy Thomas
12	Quincy Thomas
12	Quincy Thomas
12	Quincy Thomas
12	Quincy Thomas

Run flow

DEV-Start Approval - template
Owners: Quincy Thomas, Publications -ISPT-

Comments *

Please consider this document for your approval!

Quick Publish

Document Type *

Draft Paper

Theme *

Hydrogen

Initiator *

QT Quincy Thomas X

This flow uses SharePoint, and Office 365 Outlook.
[Review connections and actions](#)

Run flow **Cancel**



Approve, with Comments or Reject (Approvers)

Once an approval is started the approver(s) in Phase 1 will get a notification via e-mail. In this mail the approvers see who started the approval and the response of the previous approvers. In this e-mail the approver should:

1. Click on the link to open and review the document
2. Decide if the document can be published::
 - Click [*Approve*] to approve the document
The comment box then opens - if the document requires minor changes before publishing, please describe them in the comment box
 - Click [*Reject*] if the document contains major mistakes or contains information that needs to remain confidential within the project – this immediately terminates the approval process for this document
3. Click on [*Submit*] to approve the document.

ISPT - Please approve document 'TEST document 1 copy 4.docx' from ...

Requested by **Quincy Thomas** <quincy.thomas@ispt.eu>

Date Created Wednesday, 27 January 2021 12:25
Link [TEST document 1 copy 4.docx](#)

A project member has requested approval for publication of a project document. You are kindly requested to check the document before it is sent to the project committee members for approval.

- Project: Approvaltest
- Type: Draft Paper
- Theme: Hydrogen
- pubID: PUB63
- Comment: Please consider this document for your approval!

APPROVAL LOG:

- Approval: 01. Fase 1
- Approvers: quincy.thomas@ispt.eu;

Approval started: 27/01/2021

This is an automatic message from the Institute for Sustainable Process Technology (ISPT)

Comments









This looks about right. Well done!



After the approval - Approved

1. A copy of the document is placed in the *Approved publications* folder in the document library of the project team. The document is now *read only*. This ensures that no one can modify the document once its publication is approved.
2. All approvers receive an e-mail once the document has been approved for publication.

Documents > **General**

 Name	Modified	Modified By
 Approved publications	December 7, 2020	Quincy Thomas
 TEST document 1 copy 2.docx	January 12	Quincy Thomas
 TEST document 1 copy 3.docx	January 12	Quincy Thomas
 TEST document 1 copy 4.docx	About an hour ago	Quincy Thomas
 TEST document 1 copy 5.docx	January 12	Quincy Thomas
 TEST document 1 copy 6.docx	January 12	Quincy Thomas
 TEST document 1 copy 7.docx	5 minutes ago	Quincy Thomas

 Institute for Sustainable Process Technology

2

Document is approved for publication.

Document: TEST document 1 copy 8.docx
Published document URL: [Click to open document](#)
Project: Approvaltest
Type: Poster or presentation
Theme: Industry 4.0
pubID: PUB64

This is an automatic message from the Institute for Sustainable Process Technology (ISPT).



Institute for
Sustainable
Process Technology

Questions

If you have further questions, please contact your contact person at ISPT support via e-mail, Teams chat or mobile phone.

