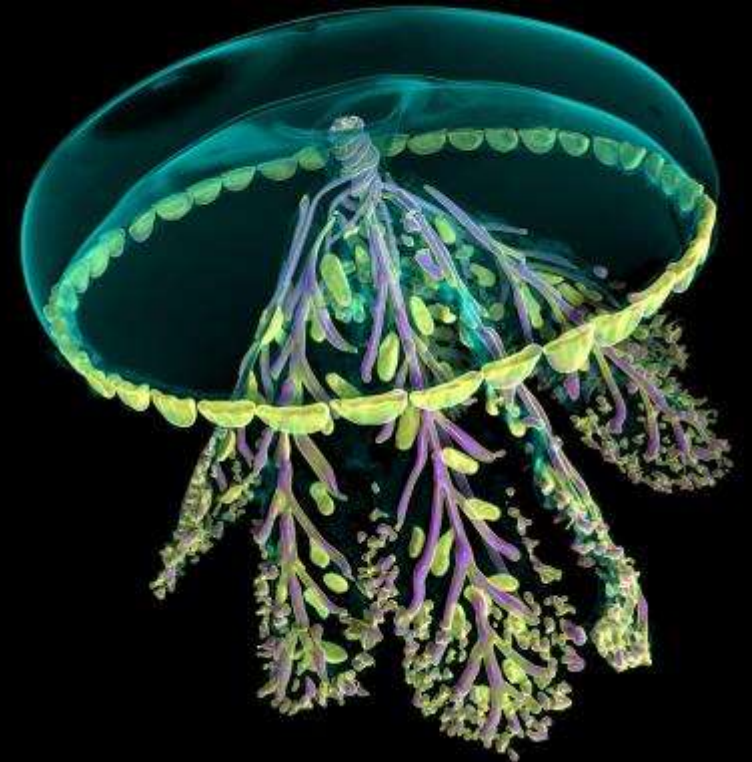


## Communications: using Teamwork



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📘 <http://on.fb.me/1KrD2Ko>

🐦 @SYNTHESYSEU

[www.synthesys.info](http://www.synthesys.info)

## Using Teamwork for SYNTHESYS+: <http://dissco.org>

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DiSSCo Project  
Management Platform

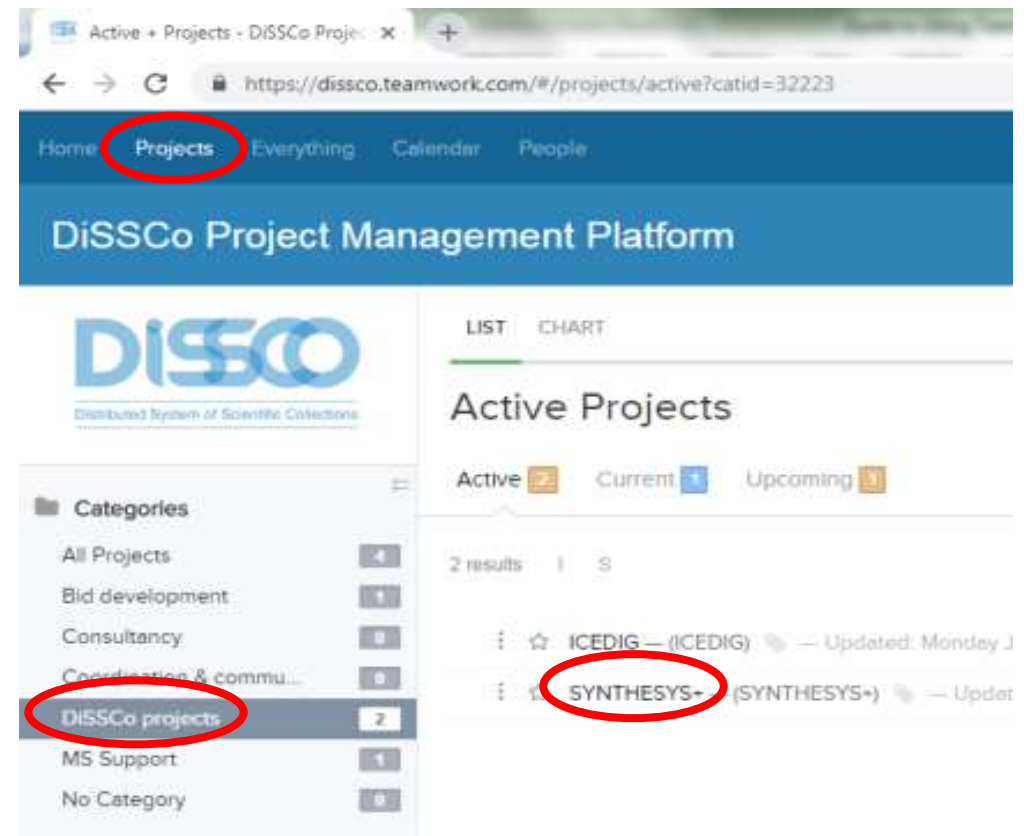


### 1. Getting a login to Teamwork:

If you do not yet have a Teamwork account, please contact [synthesys@nhm.ac.uk](mailto:synthesys@nhm.ac.uk) to request access. If you are interested in being part of a particular work package mailing group please mention this in your request.

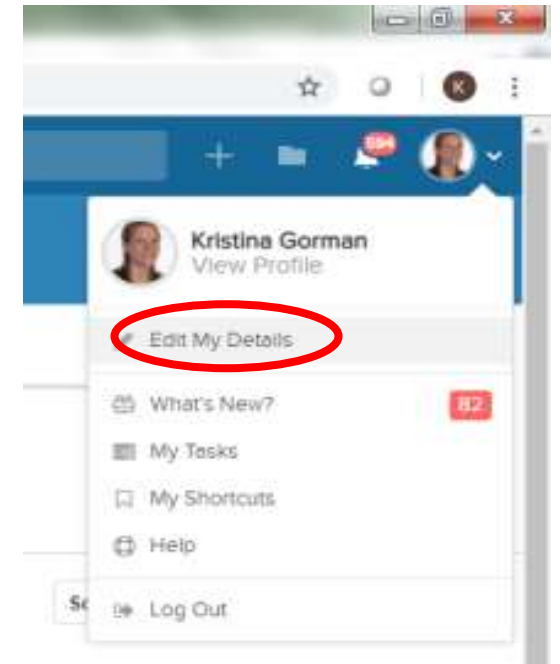
### 2. To find the SYNTHESYS+ project pages:

Login to Teamwork (<http://dissco.org>) and click on the “Projects” page from the top menu. Click the “DiSSCo projects” category from the left-hand list and click on the SYNTHESYS+ project title:



### 3. To edit your own profile:

Click on the arrow on the top-right corner of the page and select “Edit My Details”. You can then upload a photo, add contact details and set preferences for notifications and e-mails etc.:



### 4. To get involved in a particular task:

Click on the “Tasks” page, click on the “+” symbol next to the work package to expand the task list for that work package, hover over the task title you are interested in, hover over the eye symbol, hover on “Follow” and click on the option you prefer (Get All Notifications, Get Comments, Get Task Changes):

The screenshot displays the SYNTHESYS+ interface. The top navigation bar includes a star icon and the text 'SYNTHESYS+ SYNTHESYS+'. Below this, a secondary navigation bar lists various sections: OVERVIEW, TASKS (highlighted with a red circle), MILESTONES, MESSAGES, FILES, NOTEBOOKS, RISKS, LINKS, COMMENTS, PEOPLE, and SETTINGS. The main content area is titled 'Tasks' and features a list of work packages. The first package is 'WP1 - NA1: Management / LEAD: NHM / Kristina Gorman [Months: 1-48]' with 4 tasks and an 'Expand' link. The second package is 'WP2 - NA2: Harmonisation of policies and best practices, training and support / LEAD: CETAF / Ana Casino [Months: 1-48]', which is expanded to show a list of tasks. A red circle highlights the minus sign icon next to this package. Below the package list, the 'NA2 OBJECTIVES' are listed. At the bottom, a task list is shown with columns for 'Task', 'Status', 'Start', 'End', 'Progress', and 'Actions'. The first task is 'Task 2.1: Coordinate harmonisation of policies and facilitate implementation' (Starts Fri Feb 1st, Due Fri Sep 30th, 2022) with 0% progress. The second task is 'Task 2.2: Integrate and expand institutional collection assessments' (Starts Fri Feb 1st, Due Fri Sep 30th, 2022). A red circle highlights the 'Follow' button in the 'Actions' column for Task 2.1. A dropdown menu is open for Task 2.1, showing options: 'Get All Notifications', 'Get Comments', 'Get Task Changes', and 'No Notifications (unfollow)'. A red circle highlights the 'Follow' button in the dropdown menu.

### 5. To get involved in a particular work package:

E-mail [synthesys@nhm.ac.uk](mailto:synthesys@nhm.ac.uk) to request access to particular work package(s). You will then be added to the project role group (for example project committees and work package groups) and will receive any general messages posted to that particular work package.

However, if you wish to be part of a specific task within a work package, you will need to “Follow” that task (see section 4 above).



### 6. Sending messages:

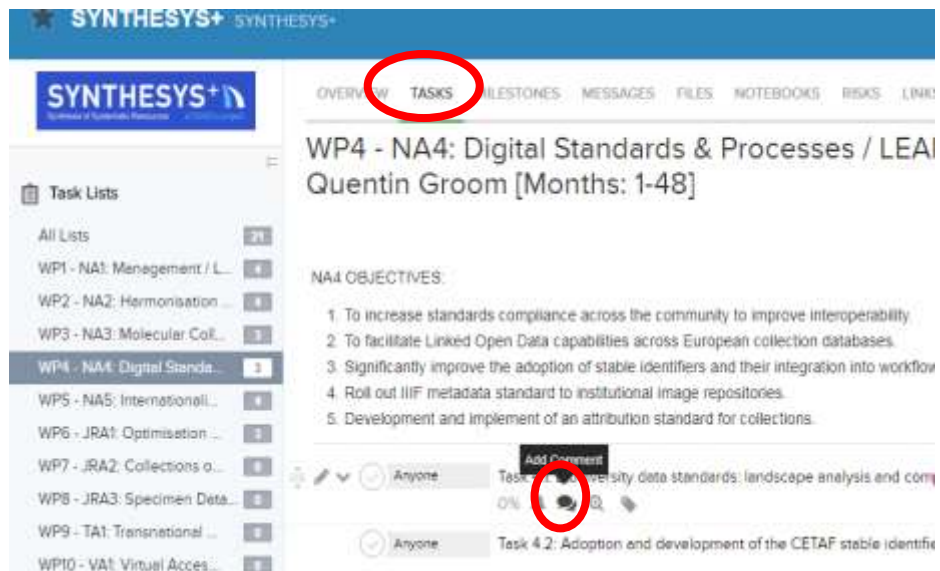
Once logged in to Teamwork you can post messages and comments on particular tasks / work packages and that message or comment will be available for anyone on the SYNTHESYS+ project to see. This is useful for those who do not wish to follow every activity but occasionally want to check activity within a particular area of the project, either via the “Messages” page or via the comments posted within tasks on the “Tasks” page.

If you wish to notify a particular person or group of people when you post a message or comment, you can create a message/comment that will automatically notify that person/people via e-mail. See the following sections on how to do this.

NB: when a message is received via e-mail, clicking “Reply” via your e-mail will automatically send an e-mail to that entire group, which is handy if you wish to respond without logging in to Teamwork. However we suggest you do not use your e-mail system and hit Reply to respond to full consortium announcements sent by the NHM management team, for example, as this will mean over 230 people including directors etc. receive all follow-up messages. See “To send a message to everyone on the project” section below.

### 6.1 To send a message to all involved in a particular task:

Use the “Comments” function under that particular task on the “Tasks” page, which will ensure all those following that task will be notified. Click on the “Tasks” page, click on the title of the relevant work package, hover on the title of the task (task list beneath the work package objectives) and click on the speech bubble icon to add a comment. Alternatively you can click on the title of the task, and scroll down to the Comments section to add a new comment:

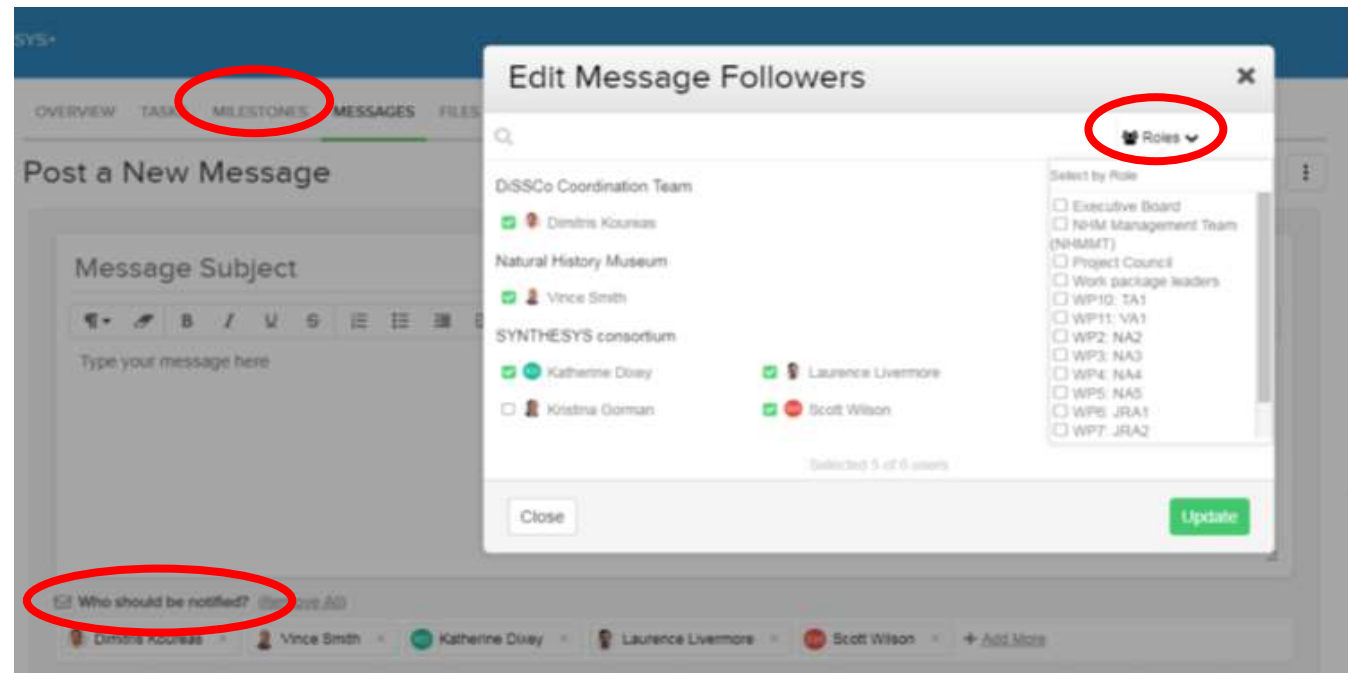


The comment will be posted on the task page, and anyone on the project will be able to view it. Anyone who is following the task comments will automatically be notified via e-mail of your comment.



### 6.2 To send a message to all involved in a particular work package:

Use the “Roles” function within the “Messages” page, which will ensure all those associated to a particular work package will be notified. Click on the “Messages” page. To add a new message, click on the “Add a message” button and type in your message including a subject. To send to a particular role group (for example a work package group or a project committee), click inside the “Who should be notified?” box and select the group from the “Roles” dropdown list:



### 6.3 To send a message to everyone on the project:

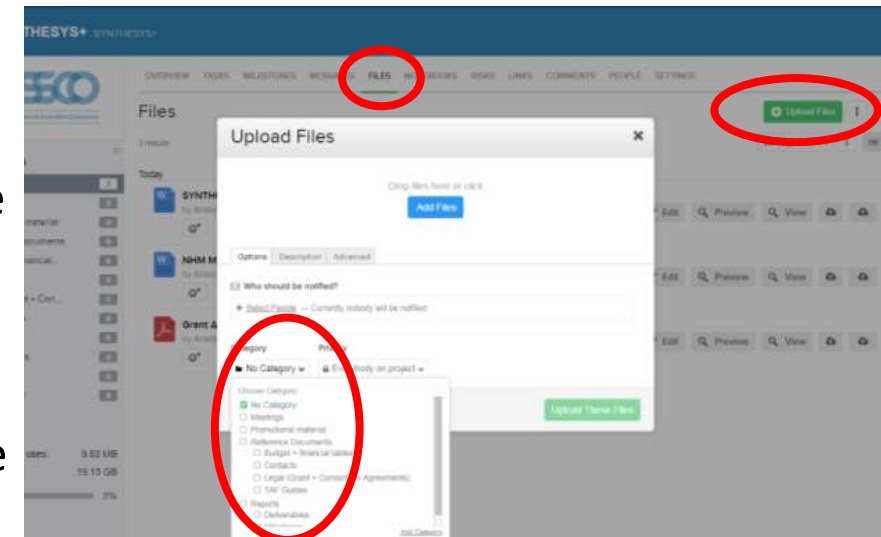
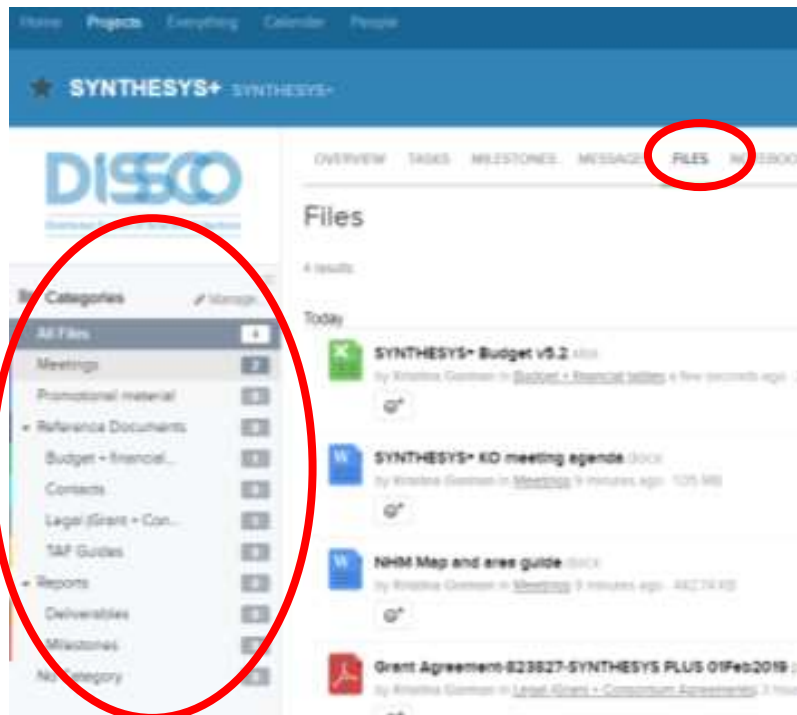
As the entire list of people involved in the project exceeds 230 people, including directors and senior management, we prefer to keep messages sent to the entire consortium to a minimum. If you wish to send a message to the entire consortium, please contact Vince ([vince@vsmith.info](mailto:vince@vsmith.info)) and/or Krissie ([k.gorman@nhm.ac.uk](mailto:k.gorman@nhm.ac.uk)) so that we can include your message in our regular consortium communications.

### 7. To find and upload files, reports and other documents:

To find a project document, click on the “Files” page. By default the files will be ordered by date (most recent at the top), so you can either scroll through the list, or you can select the type of document from the category menu to filter the list:

*NB: We ask that files are only uploaded by work package leaders and the management team. This ensures that the file can be correctly categorised, as there is limited capacity on Teamwork to organise files and the “Files” page can quickly become disordered.*

To upload a file, click on the “Files” page and click the “Upload Files”. Select a category for the file, remove people to be notified (unless you wish specific people to be e-mailed alerting them to your file upload), and either drag the file in or click the “Add files” button to locate the file. Once added, click the “Upload these files” button.



### **8. To find the e-mail address of a particular person:**

In some specific cases, you may wish to contact a particular person 'offline' outside of Teamwork. To find an individual's contact details, check the SYNTHESYS+ WP contacts file:

<https://dissco.teamwork.com/#files/6301582>. Please send any requests to update this record to [synthesys@nhm.ac.uk](mailto:synthesys@nhm.ac.uk).

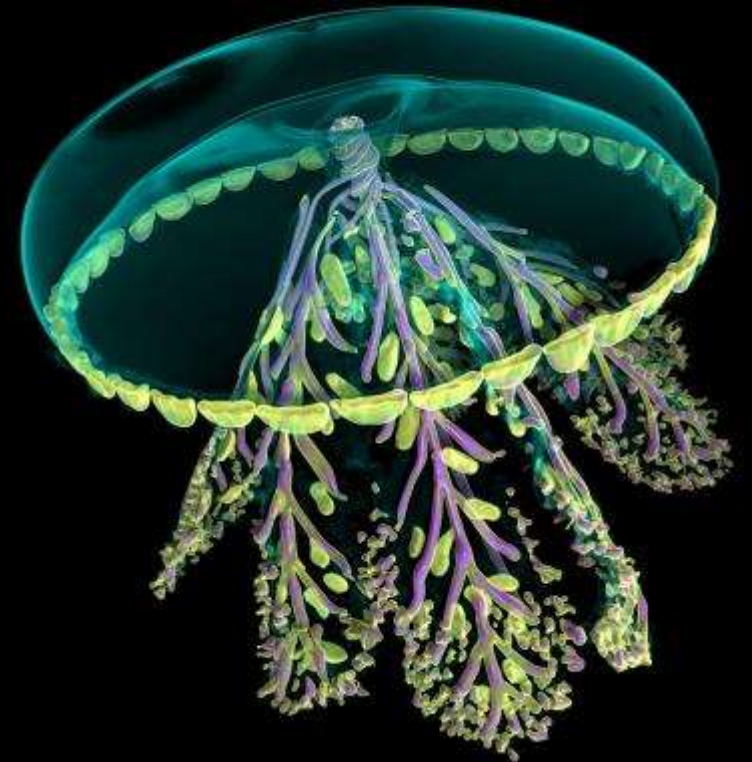
This file is only accessible to SYNTHESYS+ project partners registered on Teamwork. However if you wish to be removed from this list please let us know at [synthesys@nhm.ac.uk](mailto:synthesys@nhm.ac.uk).

# SYNTHESYS+

Synthesis of Systematic Resources

a DiSSCo project

**Any questions?**



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📘 <http://on.fb.me/1KrD2Ko>

🐦 @SYNTHESYSEU

[www.synthesys.info](http://www.synthesys.info)