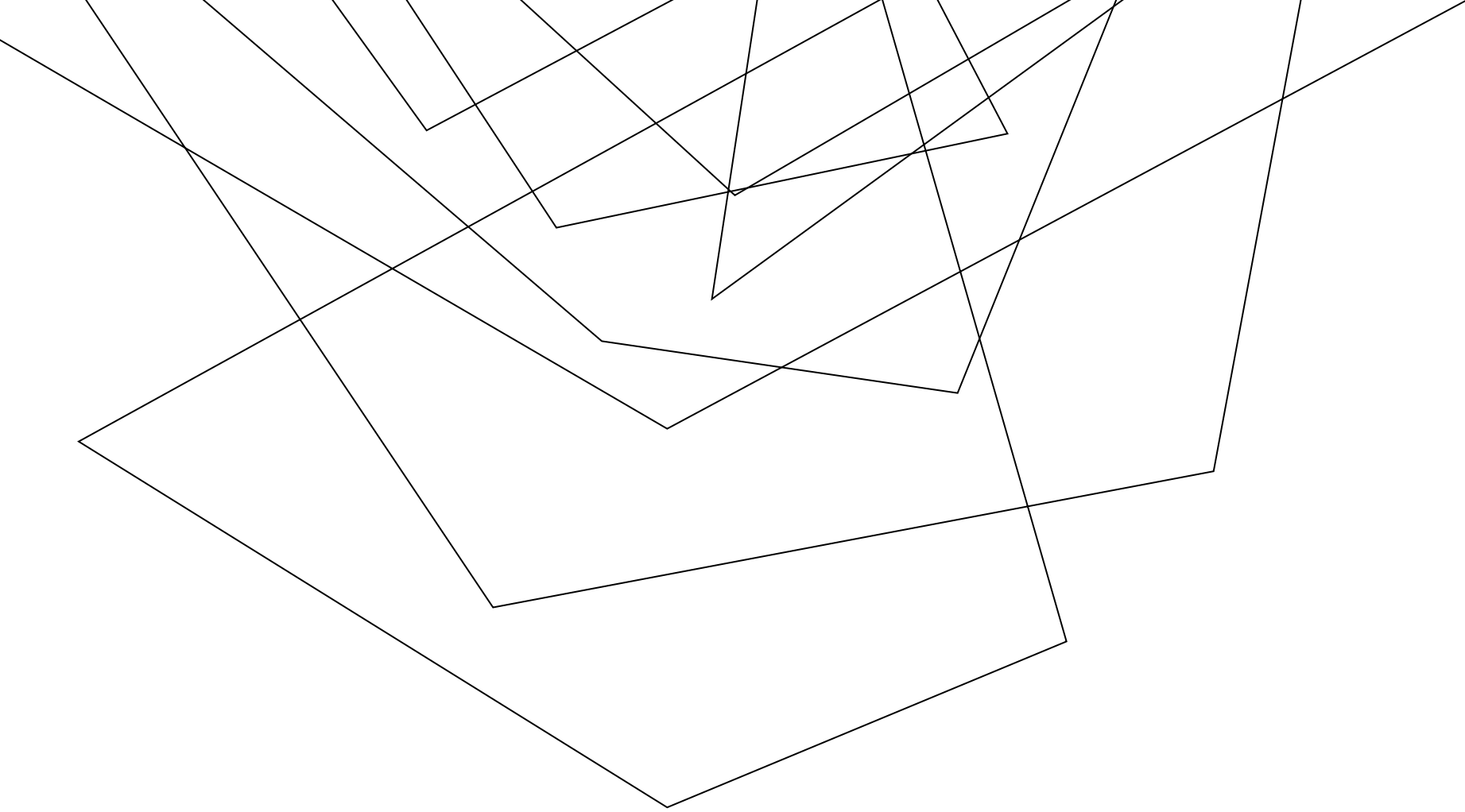




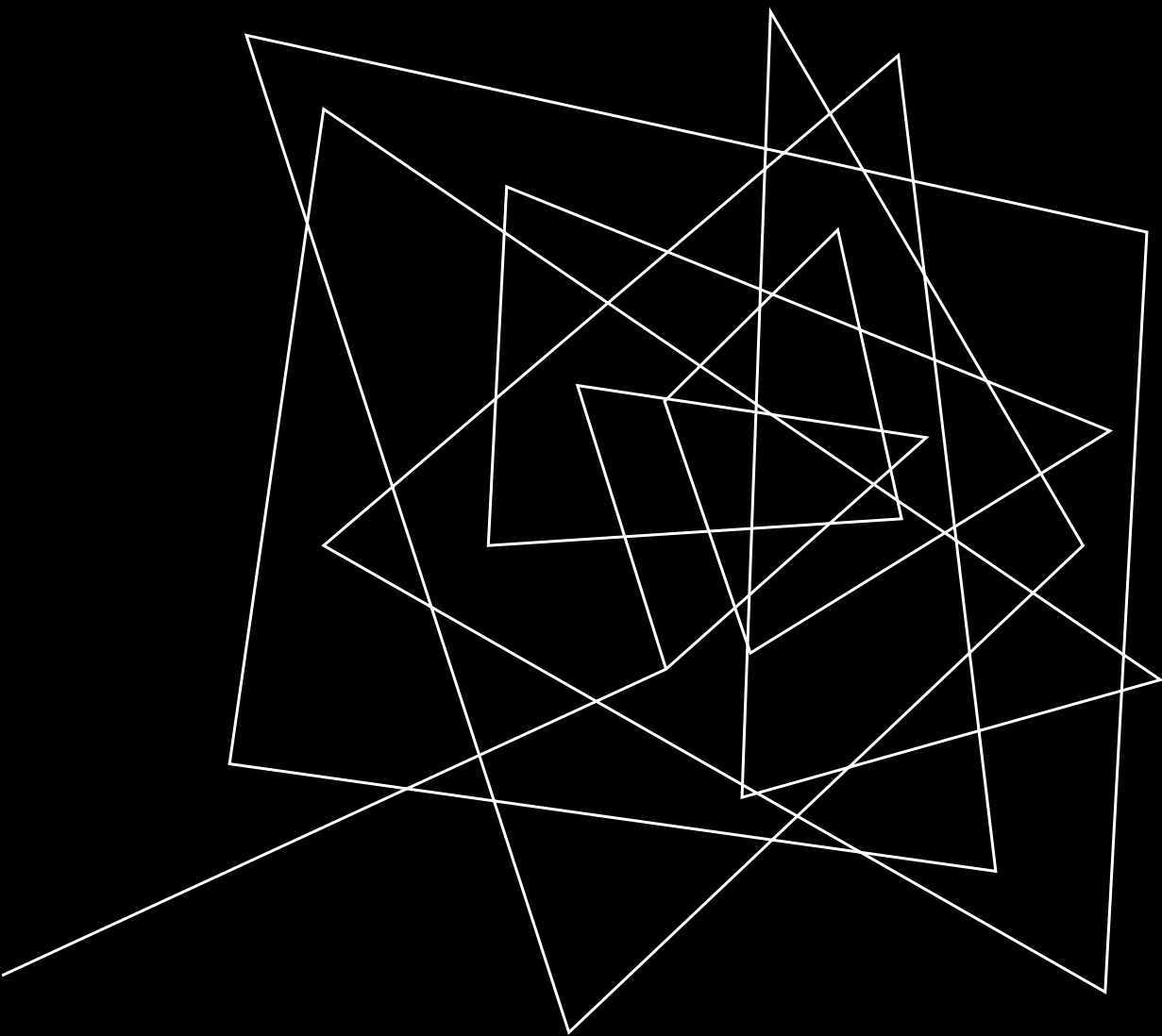
IEEE Collabratec

How to get started

Collabratec

How to Get Started

1. Accessing Collabratec
2. Creating a Workspace for your group
3. Edit your Workspace
4. Example of an existing Workspace



ACCESSING COLLABRATEC

FIRST, SIGN IN

Navigate to website:

<https://ieee-collabratec.ieee.org/>

A Collabratec account is part of your IEEE membership.

First try to click

“Sign In to IEEE Collabratec”

If you cannot login directly, click
“Create a Free Account”

The screenshot shows the IEEE Collabratec website. At the top, there is a navigation bar with links to IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. On the right, there are links to Join IEEE, Sign In, and Create Account. The main header features the IEEE Collabratec logo and the IEEE logo. Below the header, the main heading reads "Collaborate with a Global Network of Innovators". A subheading states: "If you want to build your career and your professional network, this is the community for you. With the tools made for discovering what's important to your work, connecting to technical communities and collaborating with people on ideas that can move technology forward, IEEE Collabratec will help you own your future." Two buttons are prominently displayed: "Sign In to IEEE Collabratec" (highlighted with a green box and a green arrow pointing to it from the text "Sign In to IEEE Collabratec") and "Create a Free Account" (highlighted with a red box and a red arrow pointing to it from the text "Create a Free Account"). Below the buttons, there are five circular profile pictures of diverse individuals. Each profile is accompanied by a title and a quote:

- Realizing the Power of the Platform**: "I've realized what a powerful tool Collabratec is."
- Sharing Insights Inspires Me**: "Being able to share insights with others like me is very inspiring."
- Passing On My Experience**: "After 30 years in the field, I have experience and expertise I want to pass on."
- Networking with People All Over the World**: "I've been able to network with people all over the world."
- Advancing My Career**: "It's helping me build the knowledge I need in order to advance in my career."

Start Collaborating Grow Your Knowledge & Network

Collabratec gives you a platform to publish work, find opportunities in your field, and stay on top of the latest industry trends and events. With access to community discussions, subject matter experts, and tools for easier collaboration, your free Collabratec account makes it simple to advance your research to new heights.

FIRST, SIGN IN

If you clicked “create a free account”

- Click to “Sign In”
- And then log into your IEEE account

**Disregard this slide if
you could directly log
in to Collabratec
without creating an
account.**

IEEE Collabratec
Discover | Connect | Collaborate

IEEE

Create an IEEE Account

* Required

* Given / First Name Middle Name * Last / Surname

* Email Address * Password ? * Confirm Password

Create Security Question ? Security Answer

IEEE Collabratec
Discover | Connect | Collaborate

IEEE

IEEE Account Sign In

E-mail Address:

Password:

 Sign in

New users, create your free IEEE account >

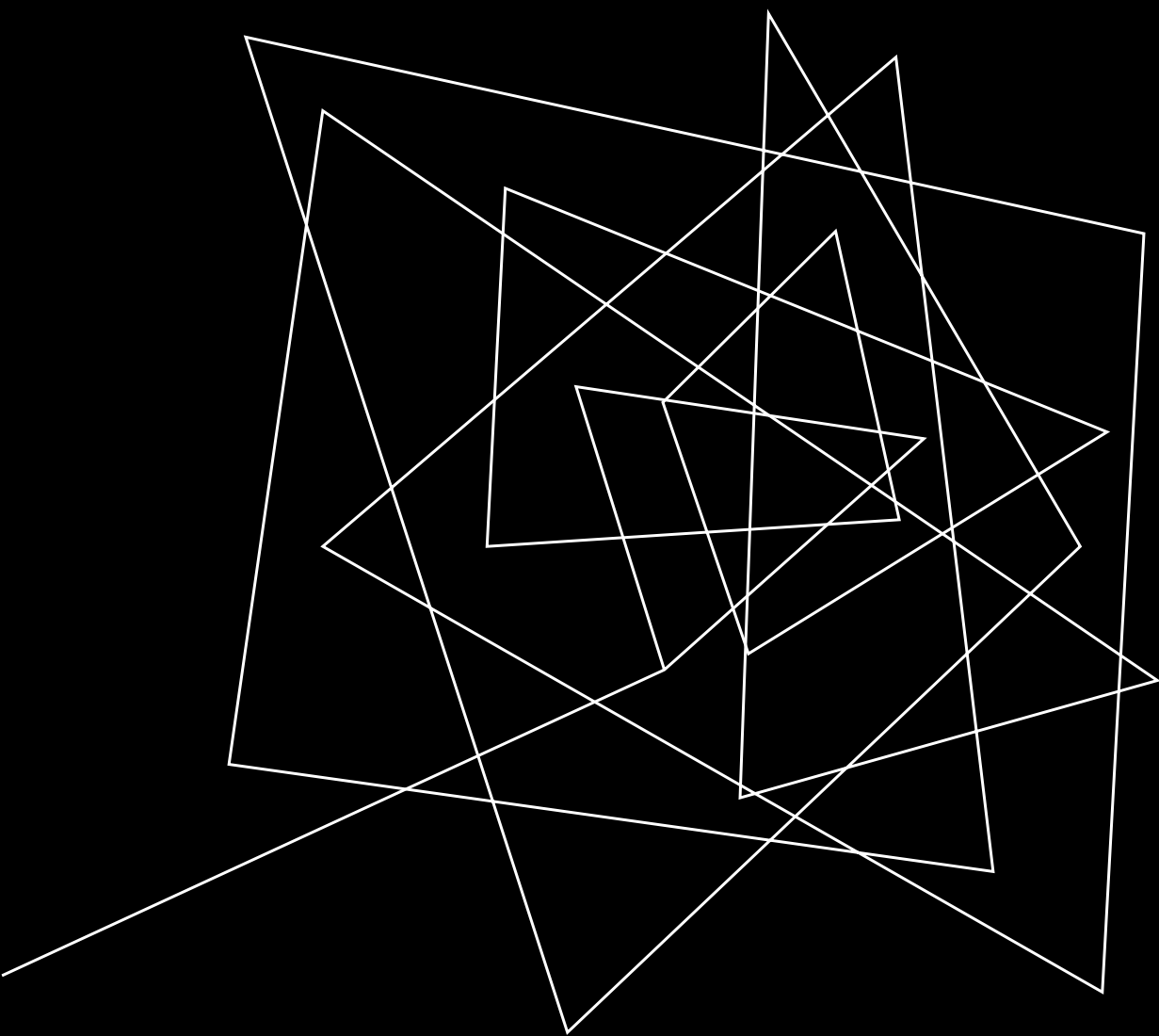
Forgot password ?

AFTER SIGNING IN

You will see a homepage for your account to Collabratec, resembling a social media account.

You'll see your name

The screenshot shows the IEEE Collabratec user homepage. At the top, there's a navigation bar with icons for Home, People, Communities, Workspaces, More, Dashboard, Notifications, Messages, and Settings. Below the navigation bar, the user's profile is displayed, including a placeholder for a profile picture (highlighted with a green box and an arrow from the text 'You'll see your name'), a '13 YEARS IEEE Membership Milestone', and the membership number '90772325'. The profile section also lists 'Premium Services for IEEE Members' such as Membership Card and Certificates, Membership Directory, my IEEE Section, All IEEE Sections, IEEE Mentors, Career Services, Membership Forum, IEEE Spectrum, IEEE TV, and Membership Support. The main content area is titled 'Your Home Activity Feed: a consolidation of your activities' and features a video player for '2023 IEEE Collabratec Fundamentals - Key information ...' by Victor S. Manganaro, IEEE Collabratec Senior Platform Strategist. The video player includes a YouTube logo and a 'Watch on YouTube' button. Below the video, there's a comment section with a comment from Valenteana Fung saying 'Thank you'. The right sidebar shows 'Trending in Communities' with links to Big Data, IEEE AuthorLab, and IEEE Membership Forum. At the bottom, there's a 'HOME ACTIVITY FILTER' section with checkboxes for My Communities, My Workspaces, My Network, Tags I follow, Publications, Events, and News and updates.



CREATE A WORKSPACE

CREATE A WORKSPACE

You may find other parts of Collabratec useful, but Workspaces are most relevant to Transformers Committee work

Click “Workspaces”

The screenshot shows the IEEE Collabratec website. The top navigation bar includes links for Home, People, Communities, **Workspaces** (highlighted with a red box and a red arrow), More, Dashboard, Notifications, Messages, and Settings. The main content area features a 'Your Home Activity Feed' with an announcement by Victor Manganaro about Workspaces. A video player titled '2023 IEEE Collabratec Fundamentals - Key information ...' is displayed, with a red play button icon. The right sidebar shows trending communities like Big Data, IEEE AuthorLab, and IEEE Membership Forum, along with popular articles in IEEE Xplore.

CREATE A WORKSPACE

You will need to create a new workspace for your group.

Click “+Create New”

The screenshot shows the IEEE Collabratec workspace creation interface. A red box highlights the "+ Create New" button in the top right corner. A red arrow points from the text "Click '+Create New'" to this button. Another red arrow points from the text "You will need to create a new workspace for your group." to the same button. The interface includes a search bar, navigation links (Home, People, Communities, Workspaces, More, Dashboard, Notifications, Messages, Settings), and a list of existing workspaces. The left sidebar contains filters for participation (Most Popular, I own, I have joined, I can join, Archival) and a "File Archive Workspace" section. The main content area displays a list of workspaces, including "0 To Infinity: IEEE Workspace for Computer Science", "000General", "2018 IEEE Young Professionals PNW Leadership Summit", and "2018 VoLT Program, Team - 12". The right sidebar shows "Available Workspaces" (IEEE Bio Imaging and Signal Processing Technical Committee, IEEE UNA Student Branch-Paraguay Section- R9) and "Trending in Communities" (IEEE Power Electronics Society, Artificial Intelligence).

ieee-collabratec.ieee.org/app/workspaces

Search IEEE Collabratec

Home People Communities Workspaces More Dashboard Notifications Messages Settings

1057 Workspaces found.

PARTICIPATION

Most Popular

☐ I own (1)

☐ I have joined (0)

☐ I can join (1056)

☐ Archival (0)

File Archive Workspace

Archive historical files and records needed to comply with legal and regulatory requirements.

Create

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IEEE

Sort by: A-Z

0 To Infinity: IEEE Workspace for Computer Science

299 participants

Zero To Infinity As the name suggests this is an IEEE Workspace for Computer Science enthusiasts. We will learn, collaborate and discuss zero day

Show More

Send Join Request

000General

300 participants

Join Workspace

2018 IEEE Young Professionals PNW Leadership Summit

2 participants

Group dedicated to share and discuss everything about leadership, mentoring, and professional development. Use this space to access and post any material,

Show More

Send Join Request

2018 VoLT Program, Team - 12

1 participant

2018 VoLT Program, Team - 12 Discussion group

Learn More

Available Workspaces

IEEE Bio Imaging and Signal Processing Technical Committee

44 members

IEEE UNA Student Branch-Paraguay Section- R9

11 members

Trending in Communities

IEEE Power Electronics Society

Questions about power electronics(AC drives)?

Artificial Intelligence

Can AI reproduce human creativity? What are your thoughts?

CREATE A WORKSPACE

You will need to provide details of the workspace based on the group you are creating it for.

For “Workspace Name” consider the name of your working group and document number

For “Workspace Description” the approved PAR for your WG may be easiest

Consider editing who can join and find your workspace for maximum collaboration (blue is default, but orange highlighted options may be better options)

1057 Workspaces found.

PARTICIPATION

Most Popular

- ☐ I own (1)
- ☐ I have joined (0)
- ☐ I can join (1056)
- ☐ Archival (0)

File Archive Workspace

Archive historical files and records to comply with legal and regulatory requirements.

Create

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IEEE

Create a New Workspace

Enter the Workspace name and a brief description to create a workspace. Select join and visibility options too. After workspace is created, 'invitation' tab is available as well as 'Edit Workspace' link to make changes.

*Workspace Name:

Good workspace title must be short yet descriptive

Workspace Description:

1000 characters maximum

Who can join:

By Invitation Only

Who can find your workspace:

Hidden

Workspace Image:

Maximum file size for your image is 500 KB

Add an image to your workspace for improved identification.

Upload

*Storage Service (used for shared file editing):

Google Drive (default)

Google Drive is the default storage service for shared file editing (Google files).

Box or Dropbox can be selected when shared editing of Microsoft file types.

[Learn More](#)

Note: Uploaded files are stored on IEEE Collabratec's secure servers.

Who can join:

By Invitation Only

All Collabratec Users

By Invitation Only

Ask to Join

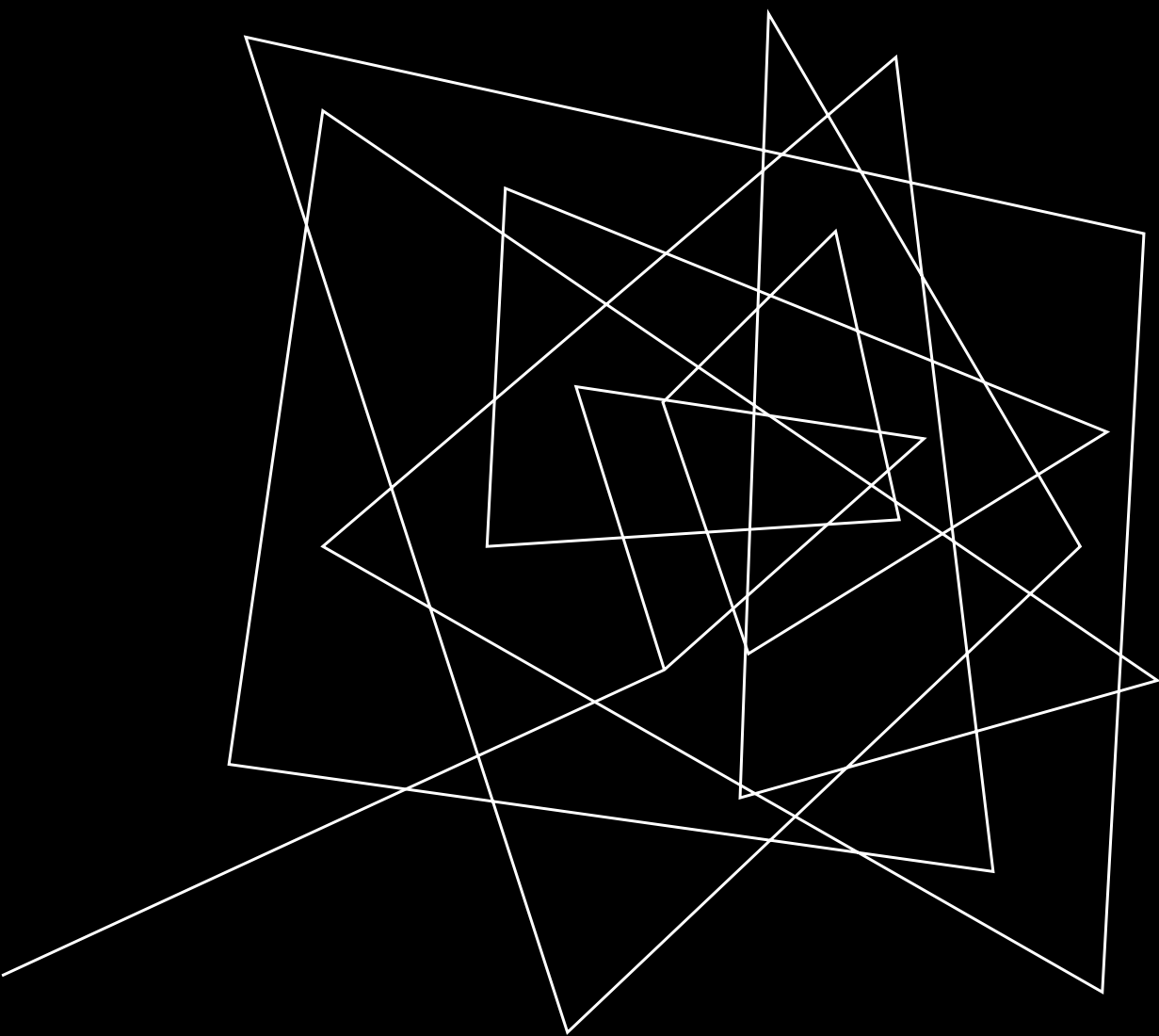
Who can find your workspace:

Hidden

Public

All IEEE Collabratec Users

Hidden



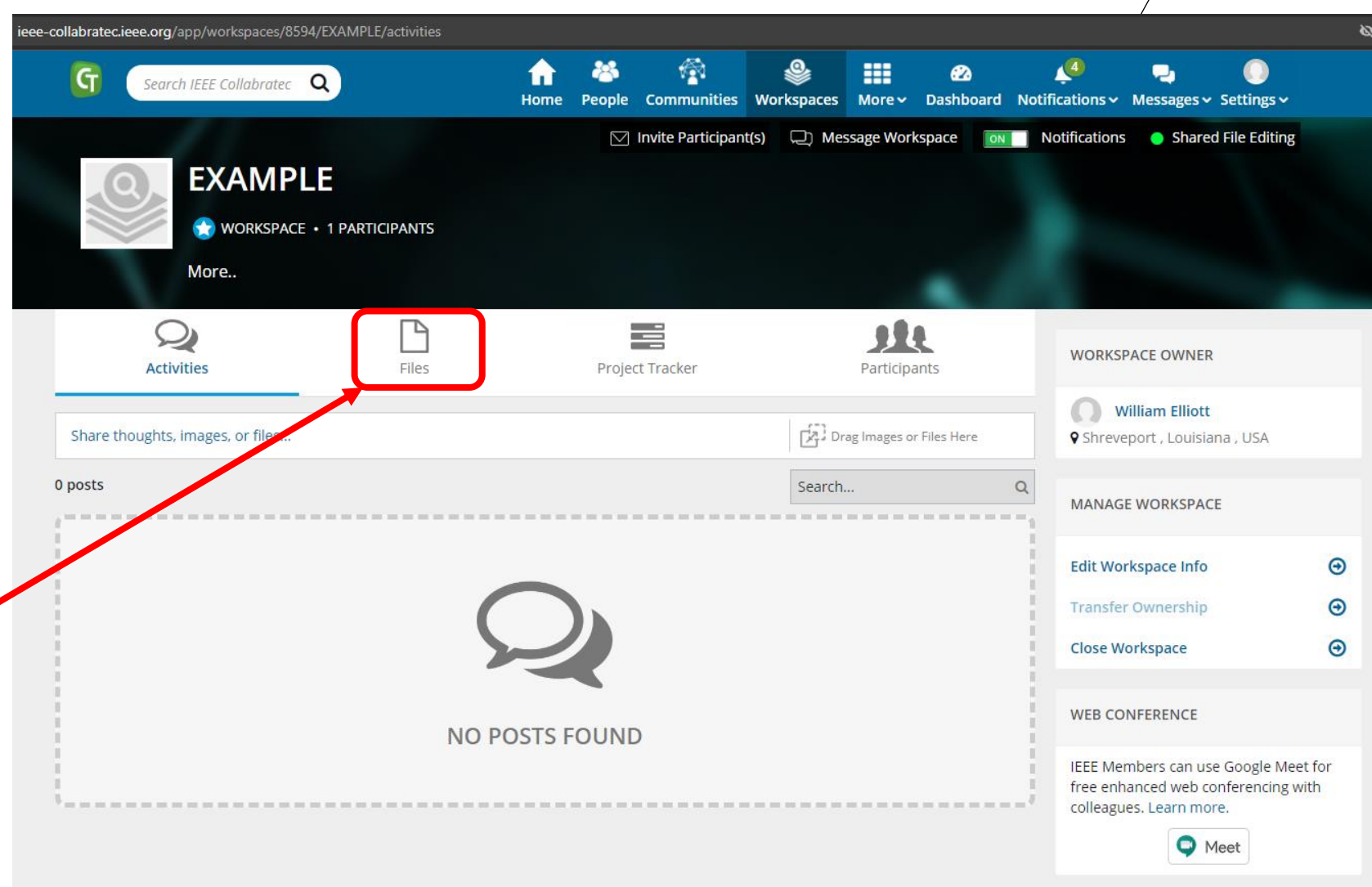
EDIT YOUR WORKSPACE

USING WORKSPACES

The “Project Tracker” Tool may be useful for tracking tasks on your project.

But most useful is the File Repository Tool, where you can save any files your group creates (draft standards, presentations, meeting minutes, etc).

Click “Files”

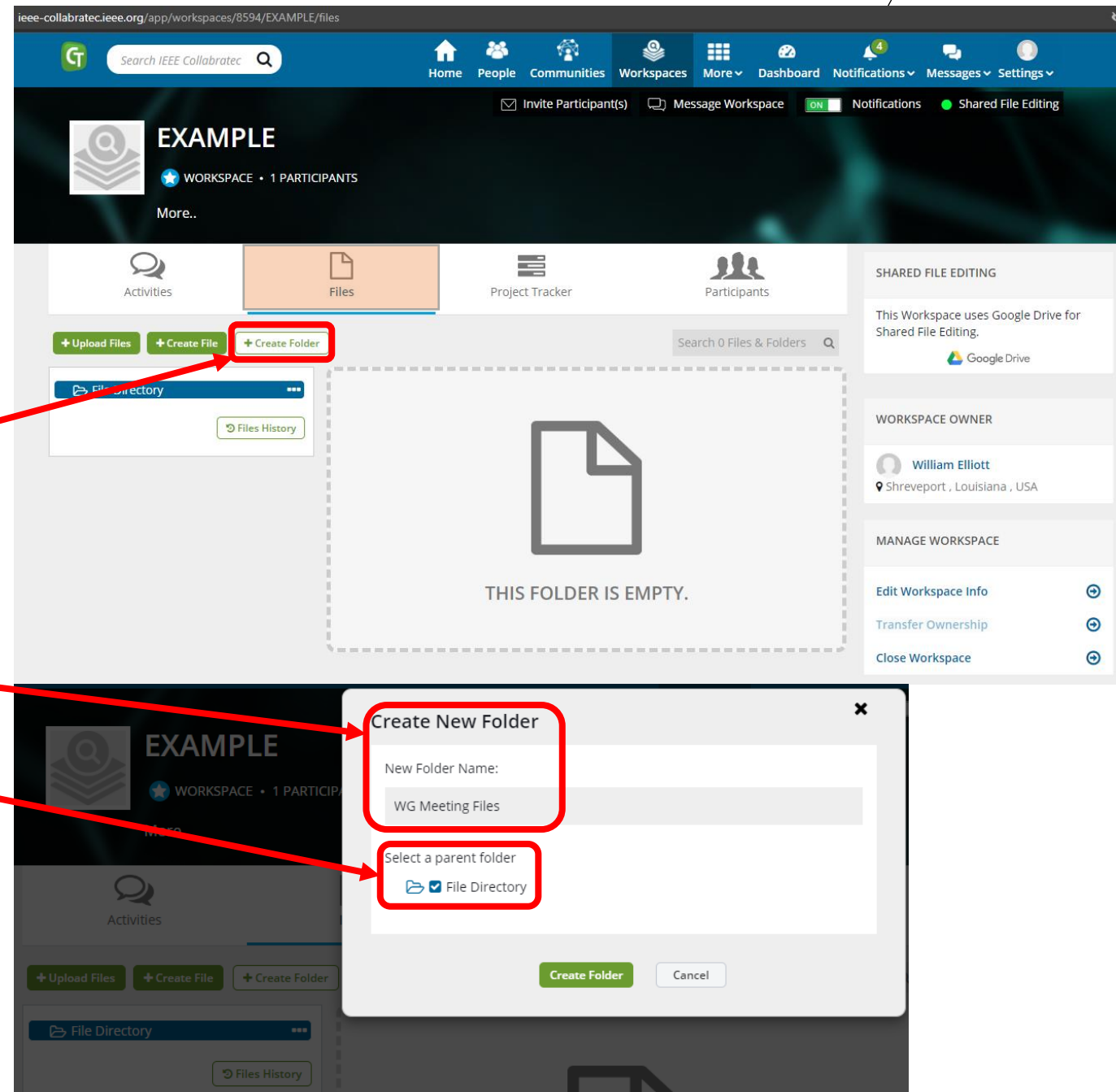


ADDING FOLDERS TO WORKSPACES

In the Files menu, you can create folders and add files like a normal file system on a computer.

To create a folder
(e.g., “WG Meeting Files”)
Click “+Create Folder”

Enter Folder Name
and be sure to click where to
create the folder

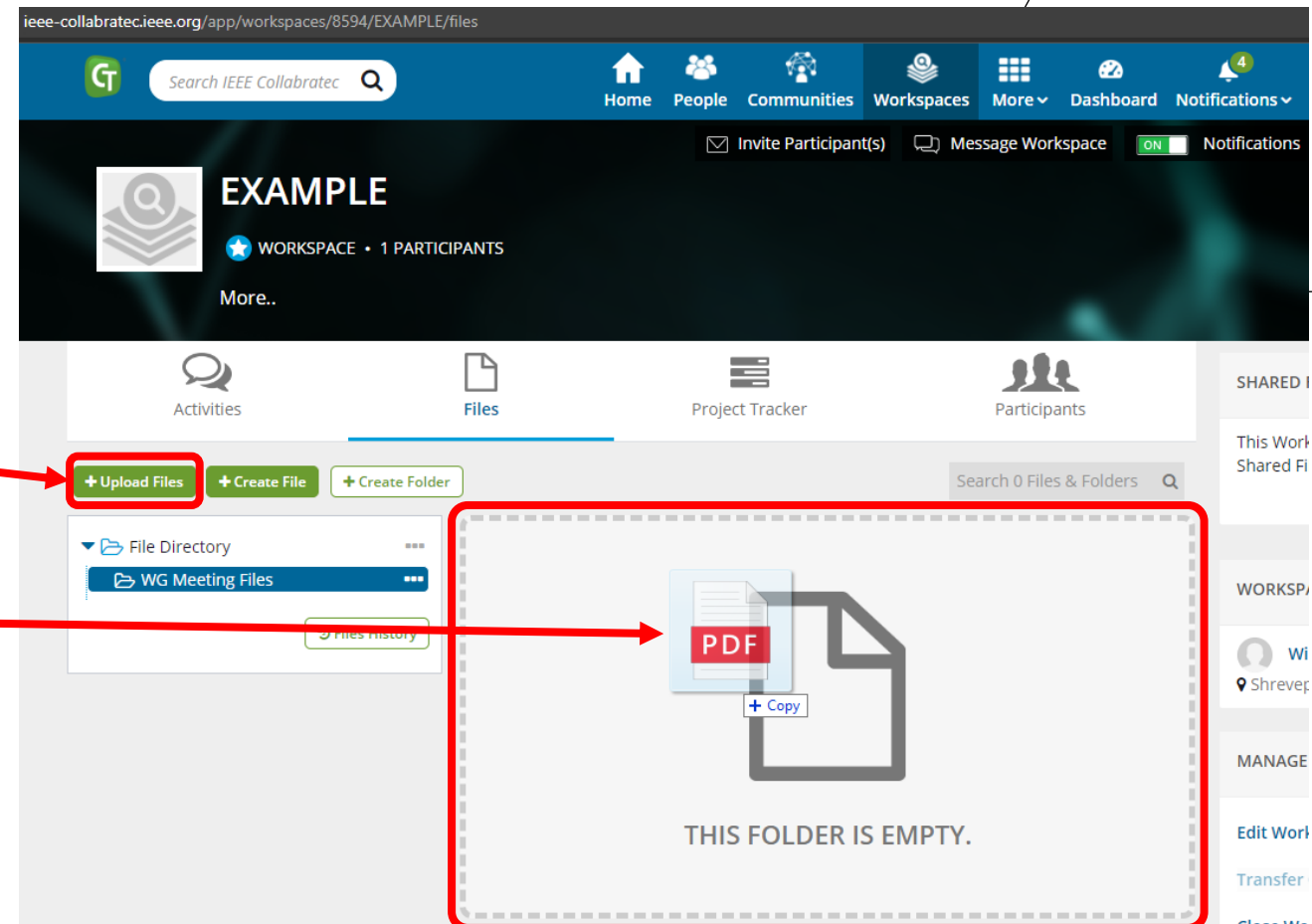


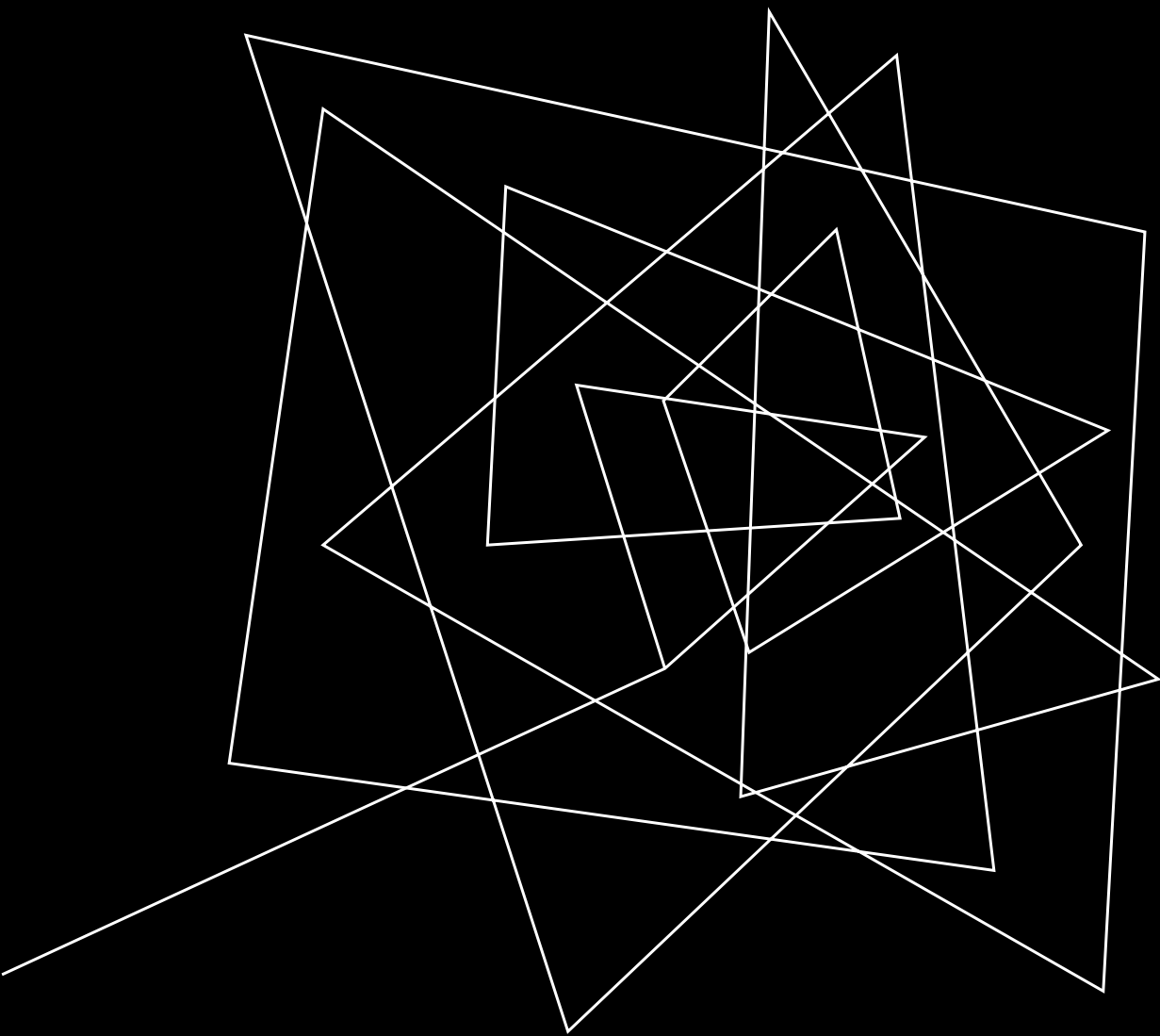
ADDING FILES TO WORKSPACES

Now you can save files in the
folder you have created

You can click “+Upload Files”

Or “drag and drop” files into
this space





EXAMPLE OF AN
EXISTING WORKSPACE

EXAMPLE WG WORKSPACE

For example, see the workspace for WG PC57.12.53

<https://ieee-collabratec.ieee.org/app/workspaces/6222/IEEE-Transformer-STNP-Corrosion-Task-Force/files>

Workspace Name

Workspace Description

Example File Structure

ieee-collabratec.ieee.org/app/workspaces/6222/IEEE-Transformer-STNP-Corrosion-Task-Force/files

Search IEEE Collabratec

Home People Communities Workspaces More Dashboard Notifications Messages Settings

Invite Participant(s) Message Workspace ON Notifications Shared File Editing

STNP Guide for Mitigating Corrosion WG PC57.12.53

WORKSPACE • 35 PARTICIPANTS

Guide for Mitigating Corrosion on Subsurface Transformers and Network Protectors > This guide will provide technical references for users of transformers and network protectors in subsurface structures. This includes testing, measurements, and classifications to define corrosive environments, as well as strategies to mitigate corrosion in subsurfac...

More..

Activities Files Project Tracker Participants

+ Upload Files + Create File + Create Folder Search 5 Files & Folders

File Directory

- References
- Task-Force Work
 - TF Draft Recommendation...
 - TF Letter Ballot
 - TF Meeting Files
 - TF Procedures
 - TF Reports
- WG Draft Guide
 - Draft0 and Comments
 - Draft1
- WG Meeting Files
 - 2022 Fall
 - 2022 Spring
 - 2023 Spring

Files History

Select All

	Name	Date	Created By	
	References	Apr 17, 2019	William Elliott	...
	Task-Force Work	Mar 21, 2022	William Elliott	...
	WG Draft Guide	Mar 21, 2022	William Elliott	...
	WG Meeting Files	Mar 21, 2022	William Elliott	...
☐	PAR-PC57.12.53.pdf	Mar 21, 2022	William Elliott	...

SHARED FILE EDITING

This Workspace uses Google Drive for Shared File Editing.

Google Drive

WORKSPACE OWNER

William Elliott
Shreveport, Louisiana, USA

MANAGE WORKSPACE

Edit Workspace Info
Transfer Ownership
Close Workspace

WEB CONFERENCE

IEEE Members can use Google Meet for free enhanced web conferencing with colleagues. [Learn more.](#)

Meet