

ISSI Online Collaboration Tools – User Guide

tools.issibern.ch



The ISSI Online Collaborations Tools are available to scientists, teams, workshops, working groups and forums at ISSI.


As convenor of your scientific group, just contact the ISSI IT-Manager willi.waefler@issibern to get an ISSI Login for your group members. The ISSI IT-Manager is also the point of contact for all technical issues and questions.

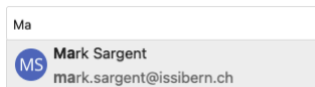
With the [ISSI Login](#) you can access all ISSI Online Collaboration Tools. The password for an existing ISSI Login can be changed/reset here: <https://password.issibern.ch/>

NextCloud OnlyOffice – next.issibern.ch


Cloud storage for your group members. All registered users can upload and edit files (images, pdf, text, tables, presentations, etc.) and share them with other group members. Shared text files, tables and presentations can be edited by all members online and in real time.

Click on  to upload or create a file. For new files you will be asked to pick a file name: 

To share a document click on . In the search field, type the name of your group (as listed on the [ISSI website](#)) or the person you want to share the document with:






Note that it is only possible to share documents with group members who have signed up for the ISSI Online Collaboration Tools. You will not be able to share with unregistered users or external collaborators.

All files and folders can be downloaded to your computer by clicking on . To access documents on Nextcloud directly from your computer's file system you can install the Nextcloud App (available for Windows, macOS, Linux, Android or iOS here: <https://nextcloud.com/install/>).

Official Nextcloud user guide: https://docs.nextcloud.com/server/latest/user_manual/en/

Overleaf – overleaf.issibern.ch

A tool to write scientific papers in LaTeX. Shared documents can be edited by multiple users in real time, and exported.

Click on  to share the document, or on [Turn on link sharing](#)  if you want to share a link. You will be presented with a special edit link, which you can distribute, e.g., via e-mail:  (Note that copying the link in the address bar will not work!)

If you want to share with a user directly, enter their name in the search field:

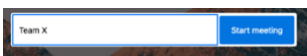


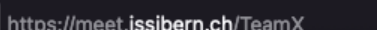
Official Overleaf user guide: <https://www.overleaf.com/learn>

Jitsi Meet – meet.issibern.ch

Fast and easy video meetings. You do not need a login to use this service, just create a link and share it with the people you want to call. The link opens in the browser, where you can talk with all invitees who have joined the meeting.

Enter the name of your Meeting and click “Start Meeting”:





Then copy the meeting link displayed in the browser address bar and send it to the people you want to invite to the video chat: . The meeting will launch in their browser once they click on the link.

Official Jitsi user guide: <https://jitsi.github.io/handbook/docs/user-guide/user-guide-start>

Rocket Chat – rocket.issibern.ch

This is a versatile chat tool similar to Slack. It supports channels, discussion groups, direct messaging, sending files etc. Group or person-to-person video calls powered by Jitsi can be launched directly from within Rocket Chat. A Rocket Chat App for Windows, macOS, Linux, Android and iOS is available at <https://docs.rocket.chat/quick-start/installing-and-updating/mobile-and-desktop-apps> and offers additional features.

Click on  to create a team, a channel or send direct messages. We recommend creating a team and making it private. Inside the team you can set up topic-specific channels as needed. Please do not use the general channel for your discussions, as it is visible to all users who have signed up for the ISSI Online Collaboration Tools suite.

When setting up a new team, members can be added via the search field at the bottom of the pop-up dialogue box, which appears after selecting the option “create Team” (symbol: ): Add Members (optional)

(Note that you will only be able to add users who have already logged on to Rocket Chat at least once.)

Official Rocket Chat user guide: <https://docs.rocket.chat/guides/user-guides>

Gitlab Tool – gitlab.issibern.ch

A Git code repository, with issue and version tracking. All coding projects are hosted locally and for free at ISSI, and access may be restricted to specific user groups if desirable.

Official Gitlab user guide: <https://docs.gitlab.com/ee/user/>