SOBOLEO Manual

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1 Introduction

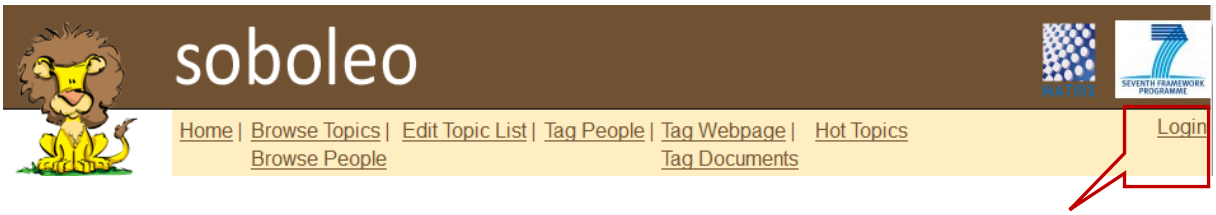
SOBOLEO is a web-based system to help you share knowledge and experience more easily by collecting and tagging (labeling) internet websites, office documents and people. The system's goal within MATRIX is to support the sharing information about documents, people and topics that are discussed within the consortium. And by doing this, others are able to learn about your domain and in doing so, allow you to share your knowledge and expertise.

The idea is that one can tag documents and people with the topics you are associated with, e.g., Multi-hazard assessment, Pyroclastic flow etc. This information is shared in the system and used to search for documents and people. A list provides all possible tag topics . If you want to tag a website, document or person with a topic that isn't on the list you can create a new topic. This is automatically added to the "latest topics" and you can put the new topic in the right place afterwards.

If you need information or a person to talk to, you can search by topic to find the right information or person. You can also just browse through the list and directory of tagged documents and people.

2 Getting Started

Figure 1: Login via the login link



Click the link to **login**

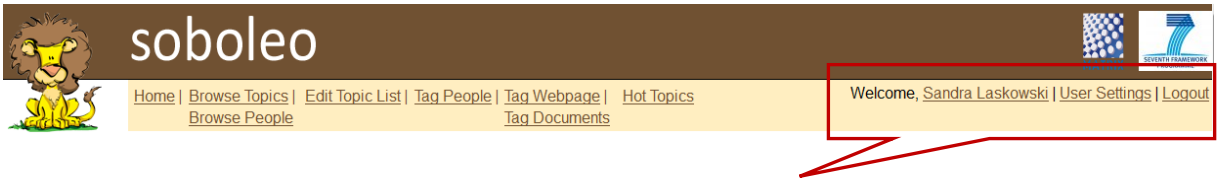
- You can log into **SOBOLEO** at http://gpiswtool.gpi.kit.edu:8080 by clicking on the **login** link on the right hand side of the menu bar (see Figure 1).
- To use SOBOLEO, please make sure that you have JavaScript, Cookies and pop-ups enabled.

Figure 2: Login dialog to enter your email address and password

Login with your email address and password

- Please login with your user account data, i.e., your email address and password provided by your system administrator (see Figure 2).

Figure 3: Welcome when being logged in

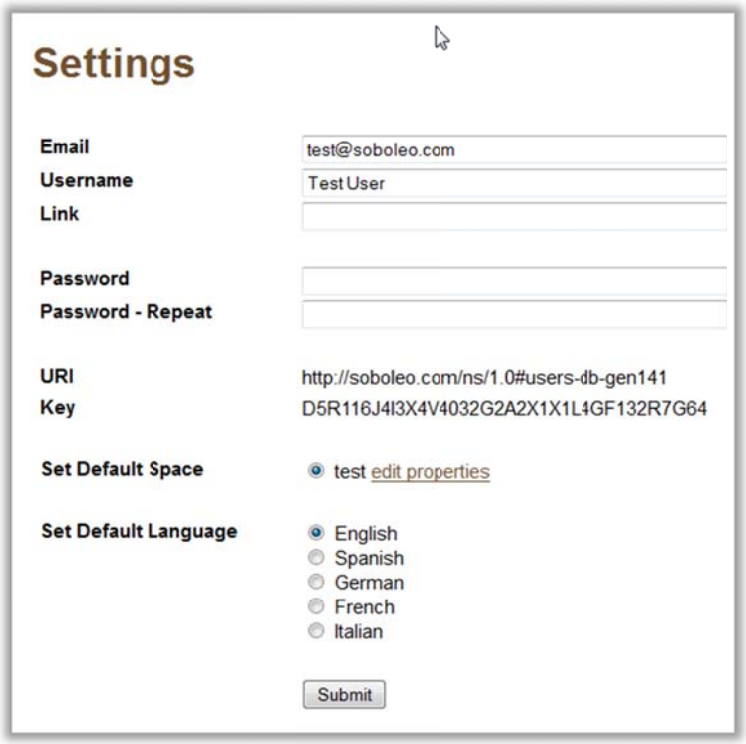


System Welcome when being logged in

- As soon as you are logged in, the system welcomes you with your User Name in the upper right corner (see Figure 3).
- Click on your name to see your profile (see "**A Person's Profile**").
- Click on User Settings, to change your settings.

3 User Settings

Figure 4: Changing your settings



3.1 Changing your password and user details

- When loggin in for the first time, you may change your initial password. First, click on the link "**User Settings**" in the upper right corner. You will get to the "**Settings**" page (see Figure 4) where you can change your details like the password.
- Your personal URI and Key are for internal purposes, only.

3.2 Your default collaboration space

- You may also set your default collaboration space if you are a member of more than one community.

3.3 Your default language

- You can set your default language. That means, the system user interface will change to your preferred language and your inputs are assumed to be in that language.

4 Navigation

The SOBOLEO system consists of five main parts (see Figure 5):

Figure 5: Navigating SOBOLEO main parts

a) **Home** where you search for tagged websites, documents, and people

b) **Browse Topics** & **Browse People**

c) **Edit Topic List** in real time

d) **Upload & Tag Documents, Webpages, and People**

e) See the **Hot Topics**

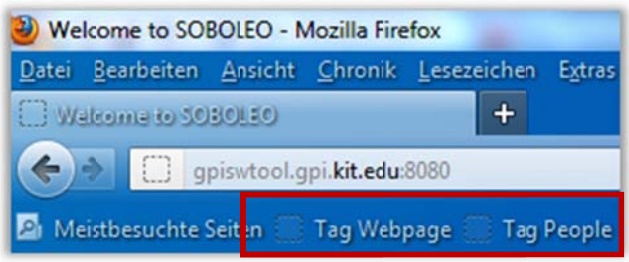
5 Installing the Bookmarklets

To easily add and tag new web pages and people, you can install bookmarklets to your browser.

Figure 6: Links to install the bookmarklets to your browser

- Please click on the link "**Tag Webpage**" and "**Tag People**" in the menu bar.
- Scroll to the bottom of the page and drag the marked links (see Figure 6) to your browser's bookmark bar and release.
- If you are using Internet Explorer or Opera, right click on the **l**ink and save it as favorite/bookmark.
- You should see now the new "**Tag Webpage**" and "**Tag People**" bookmarklet in your bookmark bar (see Figure 7).

Figure 7: Installed bookmarklets



6 Adding and Tagging a Webpage

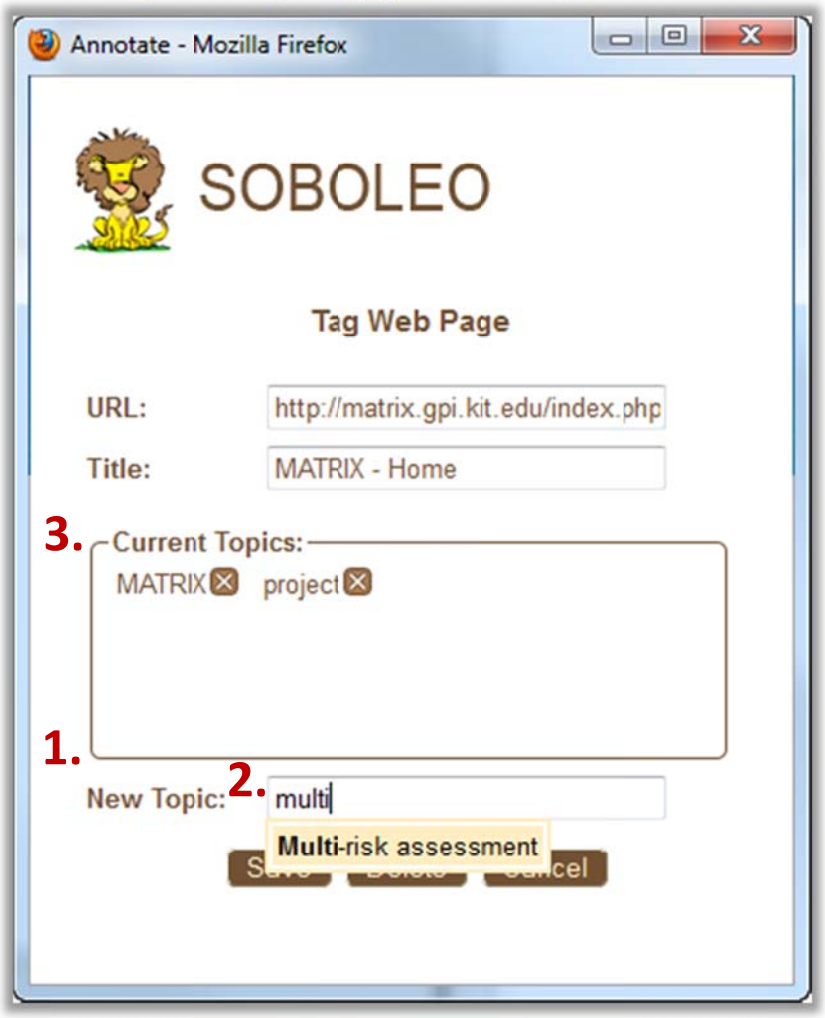
Figure 8: Tagging the MATRIX project website with the Tag Web Page tool

6.1 Start Adding a new Webpage

- You can add and tag a new Webpage either via using the installed "**Tag Webpage**" bookmarklet or by clicking on the "**Tag Webpage**" link in the menu bar in SOBOLEO (see Figure 5).
- Via the bookmarklet: To add and tag a new website open in your browser to SOBOLEO, click on the previously installed "**Tag Webpage**" bookmarklet in your browser's bookmark bar.
- The Tag Webpage tool will pop up with the URL and title of the website filled in (see Figure 8).
- Within SOBOLEO: Adding and tagging a new Webpage from within SOBOLEO works similarly.

6.2 Tagging a Webpage

Figure 9: During the tagging of the MATRIX project website



6.2.1 New Topic: Adding your topics

- In the **"New Topic"** field (1) you can add topics from the list appearing when you type ahead (2) or you can enter new topics (see Figure 9).
- New tags will appear as "**Latest Topics**" so that you can move them within the list later.
- To enter more than one topic use the enter key or comma or semicolon to separate them.

6.2.2 Current Topics: You and your community's topics

- Your topics are displayed in the box **"Current Topics"** above where you entered new topics (3).
- If another community member has already tagged the website, you can see the tags in this box as well.

6.2.3 Removing Topics:

- You can remove any of the tags again you by clicking on the cross icon behind each tag in the "**Current Topics**" box.

6.2.4 Save the Webpage and its tags:

- Click on the "**Save**" button to store and share the website with your tags in SOBOLEO.

6.2.5 Delete the Webpage and its tags:

- Click on the "**Delete**" button to delete the link to the website with its tags from SOBOLEO. You will also delete the link for the whole community.

7 Adding and Tagging a Person

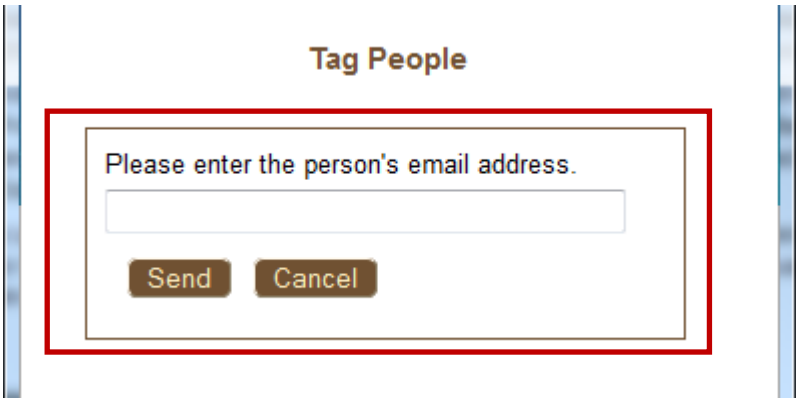
7.1 Start Adding a Person

- You can add and tag a person either via the "**Tag People**" bookmarklet in your browser or by clicking on "**Tag People**" link in the menu bar in SOBOLEO (see Figure 5).
- Via the bookmarklet: If you encounter a person's personal webpage, e.g., in the intranet, on a company's website or on a social network site like LinkedIn, you can tag the person by clicking on the previously installed "**Tag People**" bookmarklet in your browser's bookmark bar.
- The "**Tag People**" tool will pop up.
- Within SOBOLEO adding and tagging a person from within SOBOLEO works similarly.

7.2 Tagging the Person

7.2.1 For new Persons:

Figure 10: Adding the email address of the new person



- If the system does not yet know the person, you will be asked to enter the email address of the person you want to tag[1] (see Figure 10).

Figure 11: Adding the name of the new person

- If the system does not know a person for the email address you entered, you will be asked to further indicate the person's name (see Figure 11).

[1] We use the email address as it allows to uniquely identifying a person (in contrast to the person's name).

Figure 12: Tagging a person via his/her personal web page with the Tag People tool

- At the end you will see the Tag People popup interface with the name and email address of the person filled in and ready to start tagging (see Figure 12).

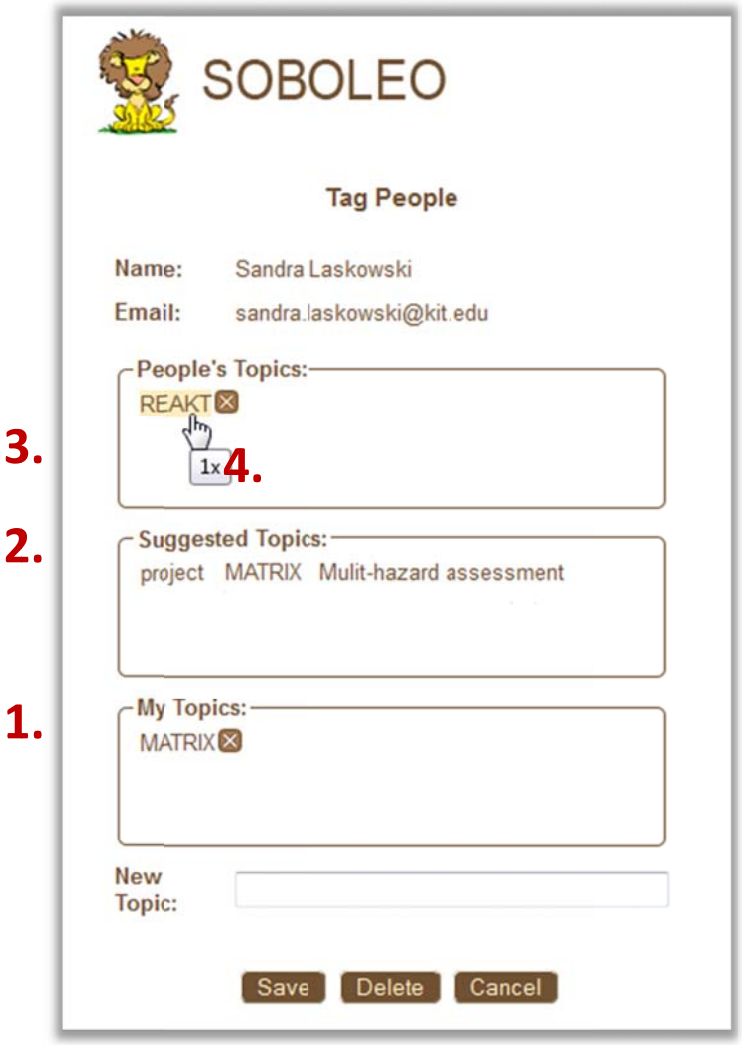
7.2.2 For Known Persons:

- If the system already knows the person or when using the bookmarklet, the webpage and its association to a person, it will fill the pop up with the known information like name, email address and topics the person is already tagged with.

7.2.3 New Topic: Adding your topics

- You can tag the person in a similar manner as tagging a web page (see Figure 13).

Figure 13: During tagging a person



7.2.4 My Topics:

- Differently from tagging a web page, the topics you enter are displayed in the box "**My Topics**" (1).
- If you have already tagged the person, you can see your tags here as well.

7.2.5 Removing Topics:

- You can remove topics again by clicking on the cross icon behind each tag.

7.2.6 Suggested Topics: system suggestions how to tag

- The system may also provide you with suggestions on how you can tag the person in the "**Suggested Topics**" **box** (2).
- Click on the tags to adopt them.

7.2.7 People's Topics: your community's topics

- If the person is already tagged by other people, you can see the tags in the "**People's Topics**" box (3).
- Hovering the mouse over one of the topics will show you how often the person is already tagged with the topic (4).

7.2.8 Removing topics from your profile

- If it's yourself, you can also delete the topics other people have assigned to you by clicking on the cross icon behind each tag.

7.2.9 Save the Person and his/her tags:

- Click on the "**Save**" Button to store and share the person with your tags in SOBOLEO.

7.2.10 Delete the Person and his/her tags:

- Click on the "**Delete**" Button to delete the person with its tags from SOBOLEO. Please be aware that you delete the person for the whole community.

8 Adding and Tagging Documents

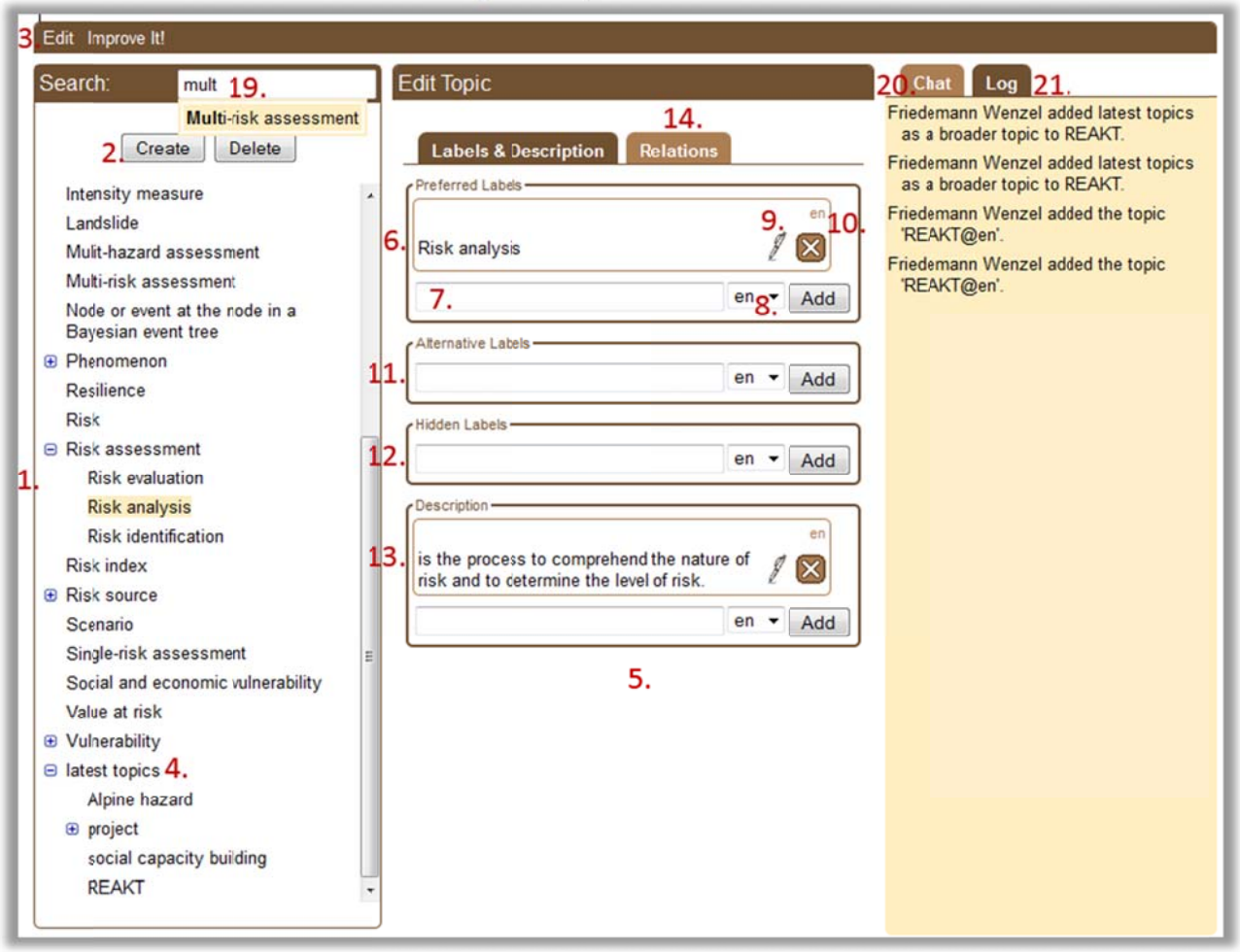
Figure 14: Uploading and tagging an office document

- To upload and tag an office document, click on the "**Tag Documents**" link in the menu bar (see Figure 14).

- Select the file type of your document you want to upload. Currently, you can upload PDF, Microsoft Word, PowerPoint or Excel documents.
- Select your file by clicking on "**Browse**".
- Click the "**Submit**" button to initiate the document upload.
- You can tag and share the uploaded document in a similar manner to web pages.

9 Editing the Topic List

Figure 15. Topic list editor



9.1 Entering the Editor

- Click on the "**Edit Topic List**" link in the menu bar to enter the editor (see Figure 15).
- The editor consists of three main parts: (a) to the left of the screen is a tree display of the topic list, (b) in the centre of the screen there is a detailed view of the topic currently selected and (c) to the right of the screen there is a message pane.

9.1.1 Who can use the editor

- Several users can use the editor at the same time; changes are instantly visible to all users.
- Currently, you can only see who else is using the editor, if the vocabulary is changed (showing messages in the message pane).
- These functions are also available via the menu item "**Edit**" (3).

9.2 Editing the topic list

- The tree display of the topic list (1) shows the topics with their preferred labels and their narrower and broader relations (forming the tree structure).
- Drag'n'drop concepts on other concepts to create new broader relations.
- Drag'n'drop while pressing shift removes the corresponding relations.
- To bring a topic to the upper most level of the vocabulary, go to the topic details and remove any broader relation (see "**Editing a topic's relations**").

9.2.1 Creating a new topic

- You can create a new topic with the "**Create**" button (2) above the topic list.
- This function is also available via the menu item "**Edit**" (3).

9.2.2 Delete a topic

- Delete a topic from the topic list with the "**Delete**" button above the topic list (2).
- This function is also available via the menu item "**Edit**" (3).

9.2.3 Latest Topics

- If you are not yet sure where to place a topic within the list, you can put it underneath "**latest topics**" (4).
- Any new topic, added during the tagging of a web page, document or person, is also automatically collected here (see "**Tagging a Web Page**" or "**Tagging a Person**").

9.2.4 Search a topic in the tree

- Search a topic in the tree via the search box above the tree display (19). It will be automatically highlighted in the tree and its details will appear in the centre of the screen.

9.2.5 Alphabetic order

- To restore the alphabetic order of the topic list, simply reload the editor.

9.3 Editing a topic's details

- Click on a topic in the tree to display its details in the centre of the screen (5).

9.3.1 Editing a topic's preferred labels

- Add or change the topic name, i.e. its preferred label ("**Preferred Labels**") (6).
- Enter a new label in the text field (7), select the language (8) and click on the "**Add**" button. Please remember that you can add exactly one preferred label per language.
- Click on the pencil button or double clicking on the label to edit the preferred labels (9) and press the enter key to save your changes.
- Click on the cross behind a preferred label to delete it (10). Please remember that you have to define at least one preferred label for a topic.

9.3.2 Editing a topic's alternative labels

- Underneath the preferred labels, you can add, change or delete alternative labels (11) ("**Alternative Labels**") such as synonyms or abbreviations in a similar way to preferred labels.
- You can specify several alternative labels per language.

9.3.3 Editing a topic's hidden labels

- Hidden labels (12) ("**Hidden Labels**") are unofficial names or typos. You can add, change or delete hidden labels similarly to preferred labels.
- You can specify several hidden labels per language.

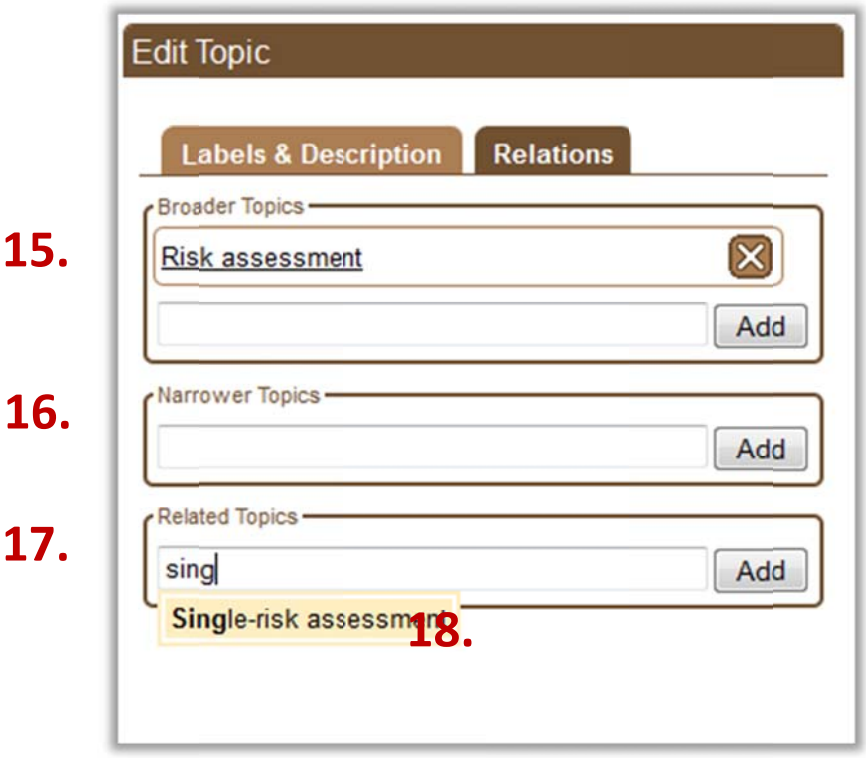
9.3.4 Editing a topic's description

- In the lower most box, you can provide a more detailed description of the topic (13) ("**Descriptions**") in a similar way to the labels.
- Please remember that you can have one description per language.

9.3.5 Editing a topic's relations

- Clicking on the tab "**Relations**" (14) (see Figure 15) to see how a topic relates to others (see Figure 16).
- Add links to a broader (15) ("**Broader Topics**"), narrower (16) ("**Narrower Topics**"), or related (17) ("**Related Topics**") topic by typing the other topics name into the text fields and click the "**Add**" button (see Figure 16). The system supports you with auto completion functionality (18).
- Removing any broader topic makes the topic a key topic on the upper most level of the vocabulary.
- Any changes you make are automatically made in the tree. If you click on one of the broader, narrower or related topics, you can jump to this topic in the tree.

Figure 16: Editing a topic's relations



9.3.6 Log messages

- The message pane to the right of the screen displays messages about any changes made to the vocabulary ("**Log**") (21)(see Figure 15).
- When you enter the editor, you can also see recent changes to the topics during your absence.

Figure 17: Chat and message pane

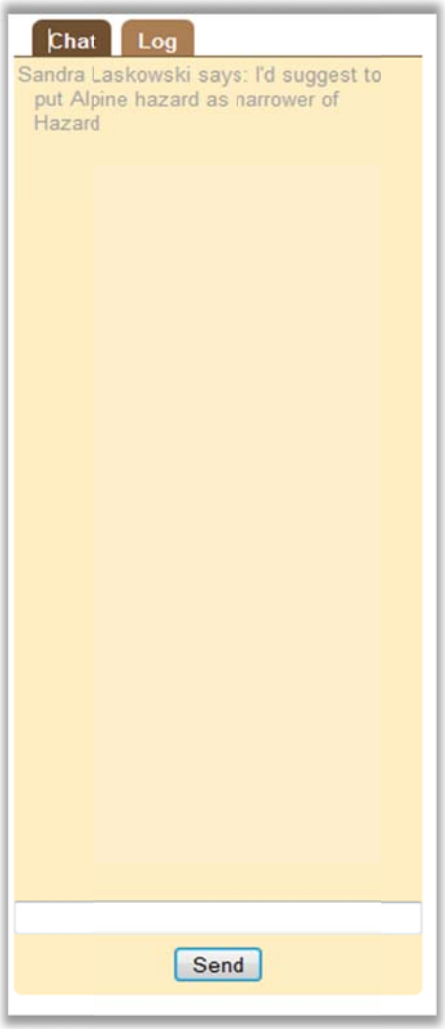
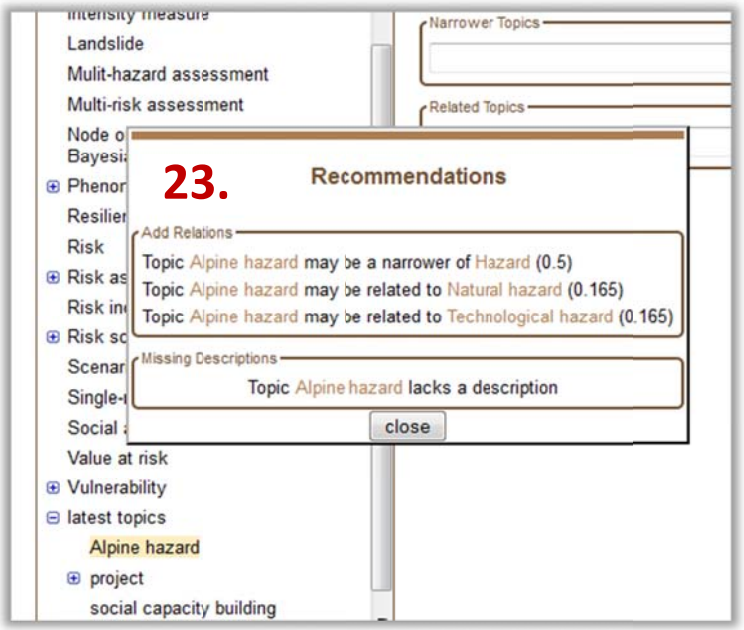


Figure 18: Recommendations how to improve the vocabulary



9.3.7 Chatting with other users

- You can send chat messages to other current users editing the topics. Clicking on the tab "**Chat**" (20) (see Figure 15) opens the chat window (see Figure 17).
- Enter your messages in the input box below the display (22). In this way, you can also discuss competing changes or ask for help if necessary.

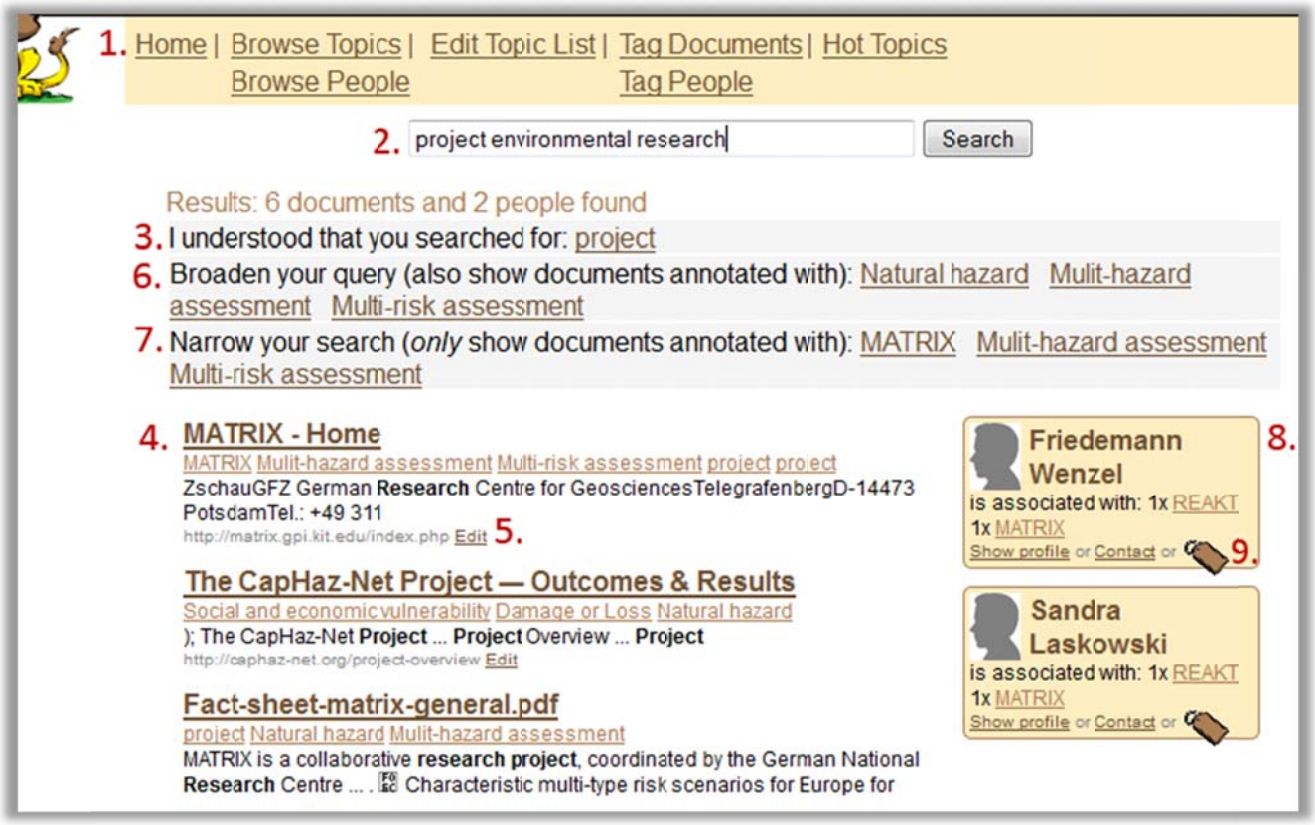
9.3.8 Getting recommendations to improve the vocabulary

- Click on "**Improve It!**" (3) (see Figure 15) to obtain recommendations from the system on how to improve the vocabulary, either for a specific topic or the whole topic list.

- It opens a popup (23) with e.g. hints where to place a topic or where descriptions are missing. Click on the topic name to jump to the topics in the list.

10 Searching for Documents & People

Figure 19: Searching for web pages, documents and people



10.1 Start a search

- To search for webpages, documents and people click on the link "**Home**" in the menu bar (1) (see Figure 19).
- Type your search terms into the text field (2) - similar to common internet search engines and press the "**Search**" button to initiate the search.

10.2 Result list

- The list of web pages and documents found is on the left hand side of the page (4). The list of people found is on the right hand side of the page (8). These are the web pages, documents and people tagged with these topics (in this case project) or narrower ones (but not related topics) or that contain references to the search string.

10.2.1 Recognized topics: I understood that you searched for

- Recognized topics are displayed above the results list as, e.g., "**I understood that you searched for: project management, project**" (3). Therefore, the semantic search engine analyzes the entered search string for occurrences of topics from the list. For example, for the search string '**project environmental research**', the system recognizes the topic '**project**' and displays it above the result list.

10.2.2 Found documents and webpages

- For web pages and documents, you can see the title, how they are tagged, a short excerpt of the page/document content highlighting the search terms and the exact URL.
- Click on the title to open the original website or download the document.
- Click on a topic to see all (web) documents in the directory that are tagged with the same topic or with one of its narrower topics (see "**Browse**").
- The "**Edit**" link for each result lets you change or remove the website link or documents and add or remove topics (5). This opens the "**Tag Web Page**"/"**Tag Office Document**" popup window.

10.2.3 Found people

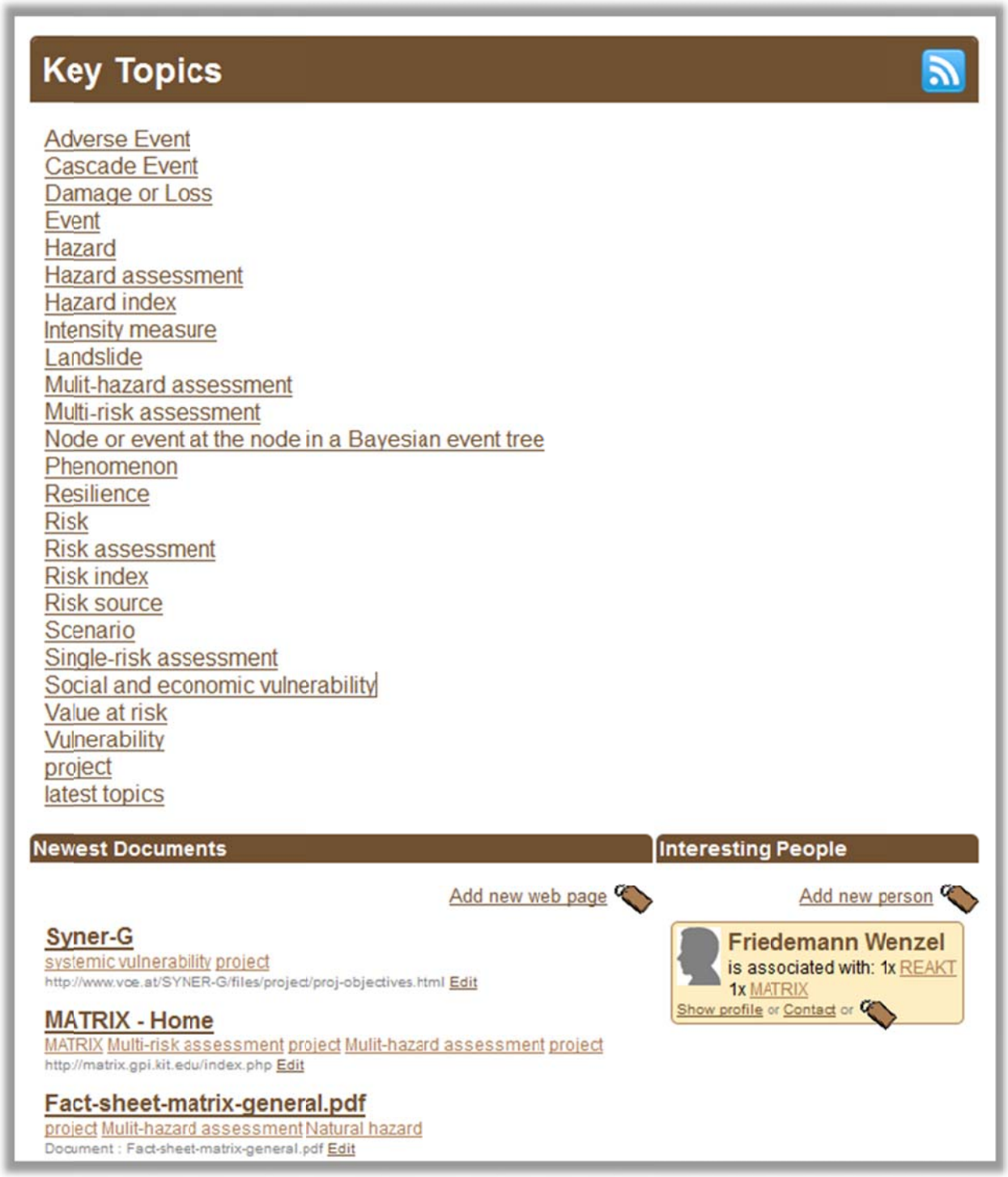
- For people, you can see their names as well as how they are tagged.
- Click on a topic to see all people in the directory that are tagged with the same topic or with one of its narrower topics (see also section Browse).
- Click on the link "**Show profile**" to look on their profile (9).
- Click on the link "**Contact**" to send an email to the person. It opens your default email program.
- Click on the tagging symbol to directly tag the person. This opens the Tag People popup window.

10.2.4 Broaden or narrow your search

- SOBOLEO makes further suggestions for you to broaden ("**Broaden your search**") or narrow ("**Narrow your query**") your search (6+7).
- Broaden your search only lists resources tagged with the selected topic or with one of its narrower ones.
- "**Narrow your search**" lists only resources tagged with the selected topic or with one of its narrower ones.
- The system gives feedback by displaying "**The following topics are required**" and required topic (currently limited to one topic) above the search result.

11 Browsing the Topic List and Tagged Webpages, Documents, and People

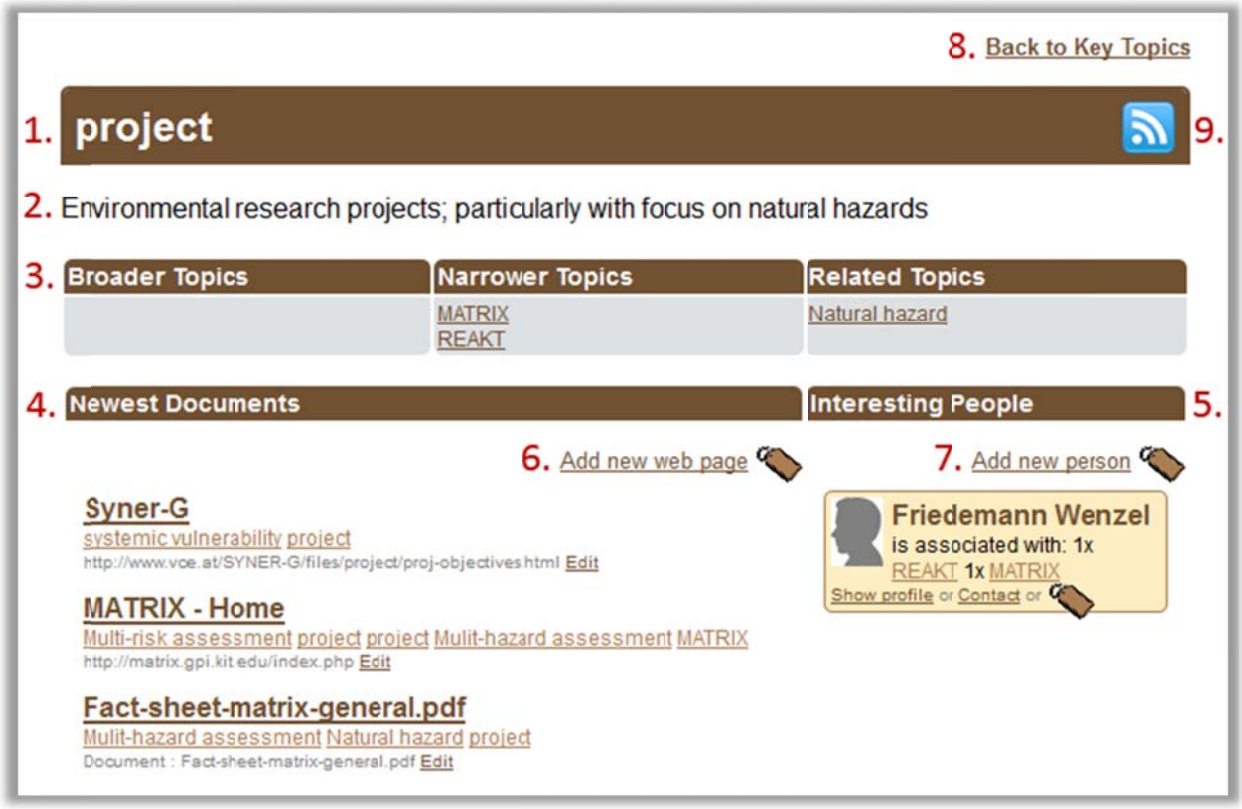
Figure 20: Browsing the topic list



11.1 Key Topics

- Within the browse area you can navigate through the topic list and the directory of tagged web pages, documents, and people (see Figure 20).
- Starting from the Key Topics, you can click through the main topics (1).
- You can get back to the Key Topics via the link "**Back to Key Topics**" (8).

Figure 21: Details of the topic 'project'



11.2 Browsing a Topic

- You can see the details for e.g. the topic '**project**' (see Figure 21) by selecting a topic or clicking on the name of a used topic within the search result list.
- You can see its preferred and alternative labels (1) and description (2).
- All its broader, narrower and related concepts are displayed as links for further navigation (3).

11.2.1 Webpages and Documents tagged with a topic

- Underneath the topic details, on the left hand side, there is a list of all web pages and documents (4) ("**Newest Documents**") that are tagged with the currently selected topic or with one of its narrower topics.
- The website links and documents are displayed similarly to the search result and are ranked by the date they were collected, with the newest resources at the top.
- Click on the link "**Add new web page**" (6) to add a web page if you are missing one. This will open the "**Add Webpage**" popup with the current topic filled in.
- To add a new office document, go to "**Tag Documents**" in the menu bar and upload a new document.

11.2.2 People tagged with a topic

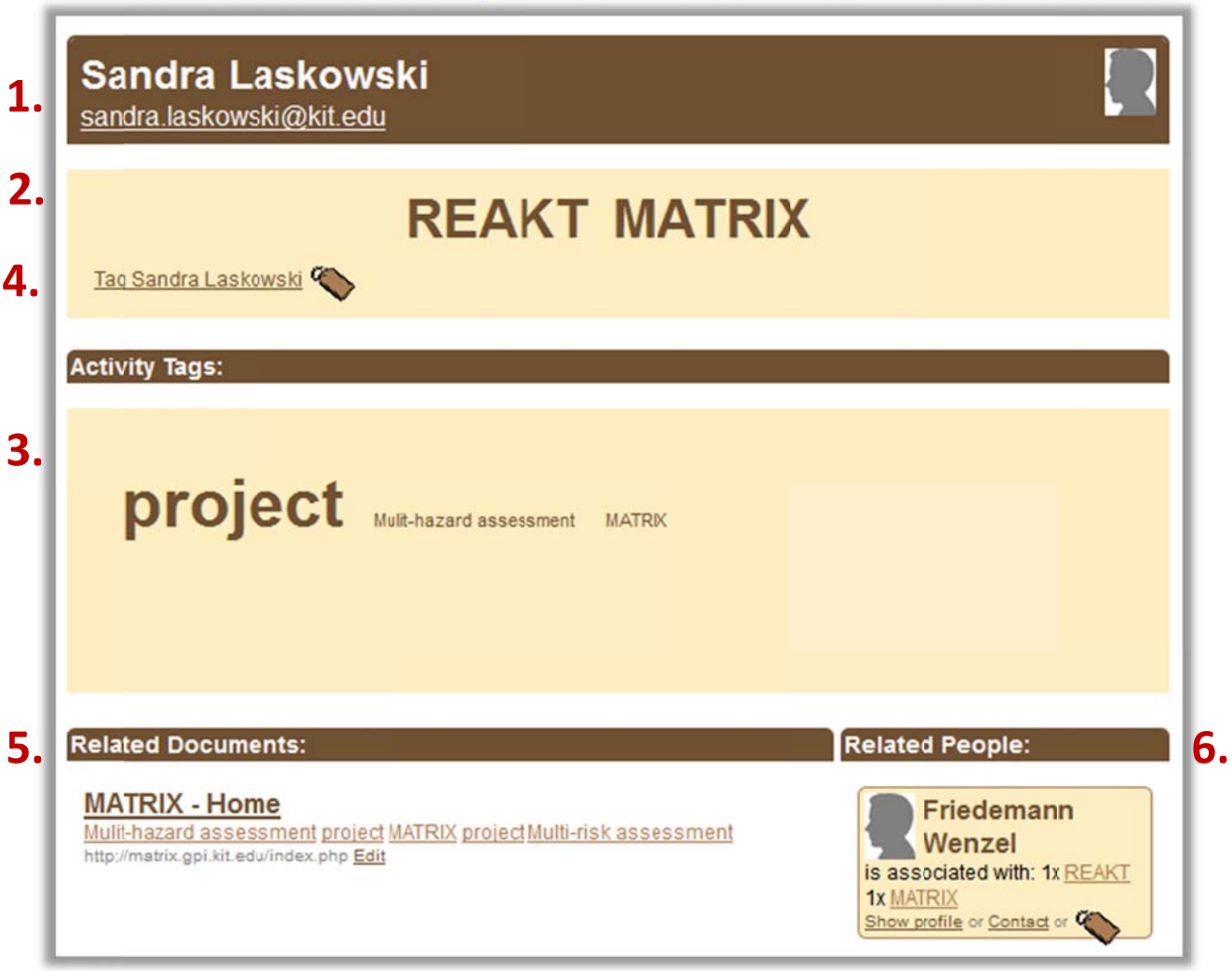
- Underneath the topic details, on the right hand side, there is a list of all people (5) ("**Interesting People**") that are tagged with the currently selected topic or with one of its narrower topics.
- The list of interesting people is also displayed similarly to the search result.
- Click on the link "**Add new person**" (7) to add a person if you are missing a person for the selected topic. This will open the "**Tag People**" popup with the current topic filled in. You only have to save.

11.2.3 RSS feed

- In order to stay up to date, you can also subscribe to the RSS feed for one specific concept or on the level of the key topics to all by clicking on the RSS feed button (9) just below the Back to Key Topics link.

12 A Person's Profile

Figure 22: A person's profile



- Clicking on the link "**Show profile**" of a person in the search result or browse area, leads you to the person's profile overview (see Figure 22).
- You can see the person's name and email address (1) through which you can contact him/her directly (clicking on it opens your default email program).

12.1 A person's Tag Cloud

- Underneath the contact information, you can see the person's individual tag cloud (2).
- Moving the mouse arrow over a topic, you can see how often the person was tagged with it.
- Clicking on it leads you to its details in the browse area.

12.1.1 Activity Tags

- The other tag cloud called "**Activity Tags**" (3) shows the topics the person has used within the system, e.g., to tag web pages or documents.

12.2 Tagging the person

- You can change the tags you have assigned to the person by clicking on the link and tagging symbol in the left corner (4).

12.3 A person's webpages and documents

- At the bottom to the left, you can see a list of links to the web pages and documents that the person has added or tagged (5).

12.4 Similar people

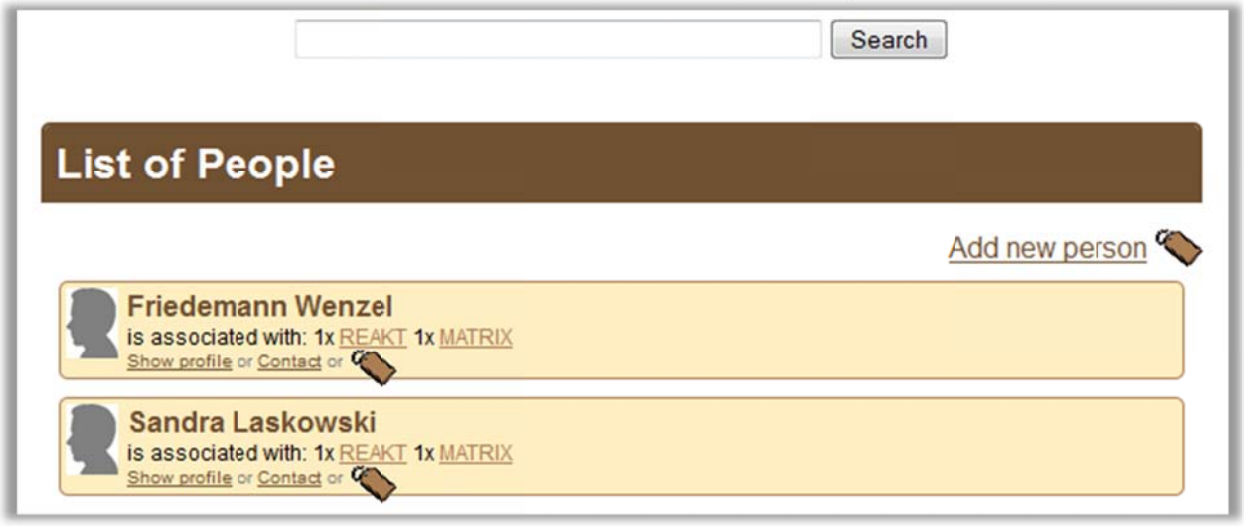
- To the right you can see other people that are similarly tagged to the selected person (6).

12.5 Your profile

- You can easily reach your own profile by clicking on your name in the menu left to the "**User Settings**" and "**Logout**" links.

13 Overview of all People

Figure 23: List of all tagged people in the directory

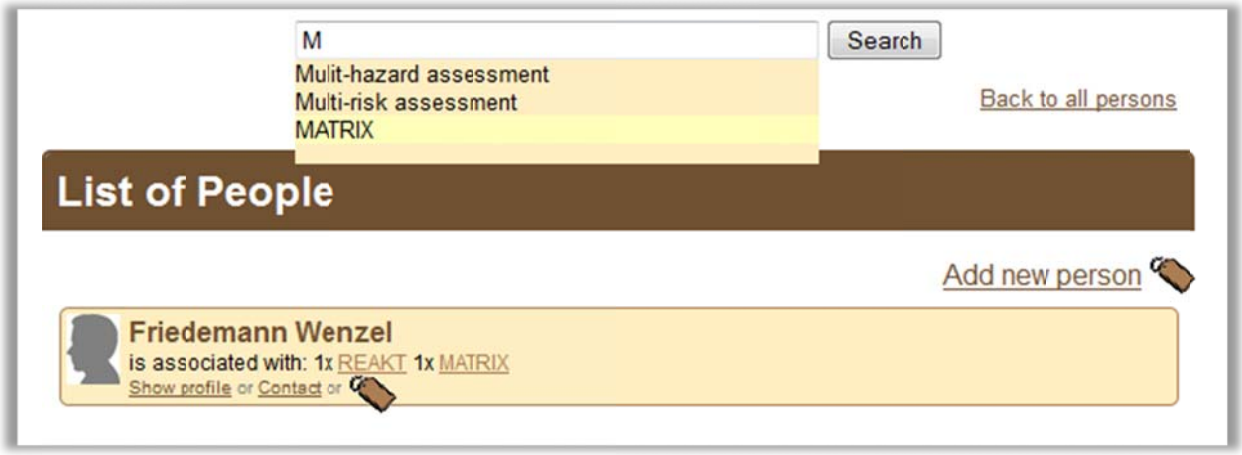


- Click on the link "**Browse People**" in the menu bar, and you can see a list of all tagged people in the directory in alphabetical order (see Figure 23).
- If you are missing a person, you can add the person via the "**Add new person**" link in the upper right corner.

13.1 Search People by Name or Topics in the List of People

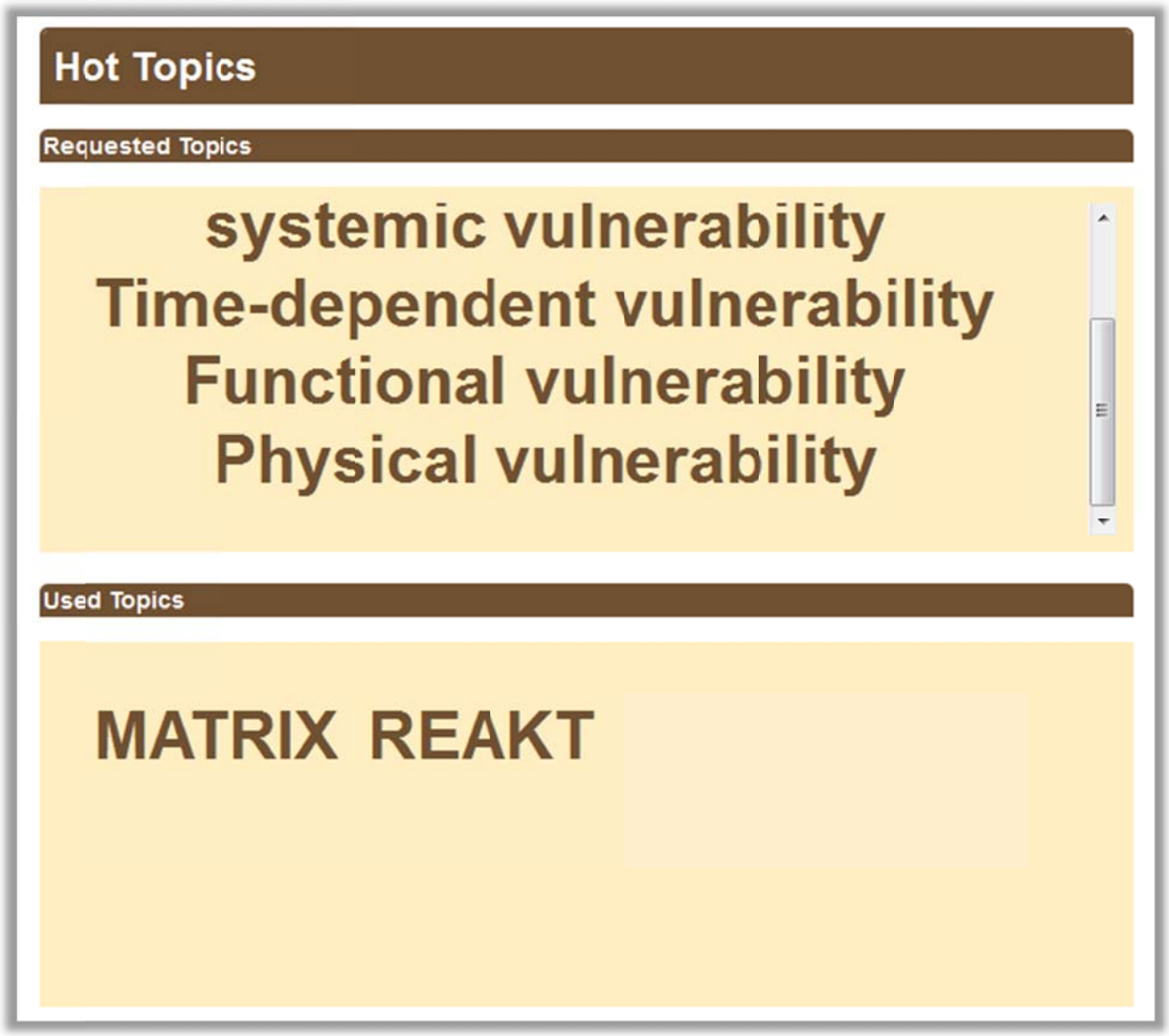
- You may also search people by name or topics by typing your terms into the search field at the top of the page (see Figure 24). The system will provide you with suggestions while you type ahead.
- This search reduces the list to found entries. For example, looking for '**MATRIX**' reduces the list to people tagged with the topic.
- You can get back to the whole list of people via the link "**Back to all persons**" the upper right corner.

Figure 24: Searching in the list of people



14 Hot Topics

Figure 25: The Hot Topics overview on requested and used topics in comparison



- The Hot Topics (see Figure 25) provides you with a simple overview displayed in two tag clouds on the topics people have search for ("**Requested Topics**") and topics people have used for tagging ("**Used Topics**").
- Moving the mouse over a topic, you can see how often the topic was either requested or used.
- Clicking on a topic leads you to its details in the browse area.