

# Instruction manual : Collaboration Server OpenLCA

## 1) Introduction

The purpose of this document is to help you to use the OpenLCA collaboration server. This tool enables several people to work on OpenLCA by sharing data hosted on the server. This will allow you to optimize your working time and to share tasks. This tool is easy to use but requires a few points of attention which will be detailed below.

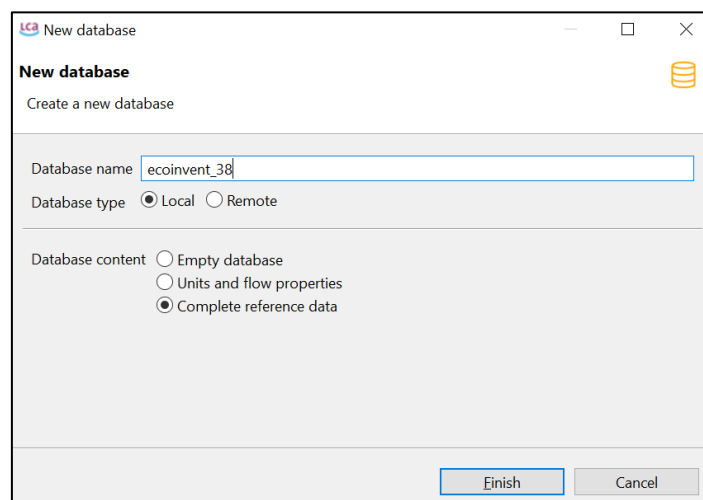
### Sensitive points:

- Install openLCA version **2.03** (2023)
- Use the same version of ecoinvent
- **Do not import ecoinvent** into the server to avoid overloading it.
- Make sure to synchronize the data before and after use to avoid losing data.
- **Do not open a project on the server at the same time** to avoid losing data.

## 2) Configuration

### I. Configure local OpenLCA : add ecoinvent and methods.

You need first to import ecoinvent: Right click in the Navigation tab, "New database".



Right-click on the database created, then click on "Import", then "Import entire database", "From exported zolca-File" and search for the ecoinvent zolca version file before clicking on "Finish". Do the same for the methods.

*For more information:*

*Ecoinvent:* [https://www.youtube.com/watch?v=8-RU\\_XOCCaI](https://www.youtube.com/watch?v=8-RU_XOCCaI)

*Methods:* <https://www.youtube.com/watch?v=FqVMbwhAEW4>

*Database:* [https://www.youtube.com/watch?v=8-RU\\_XOCCaI](https://www.youtube.com/watch?v=8-RU_XOCCaI)

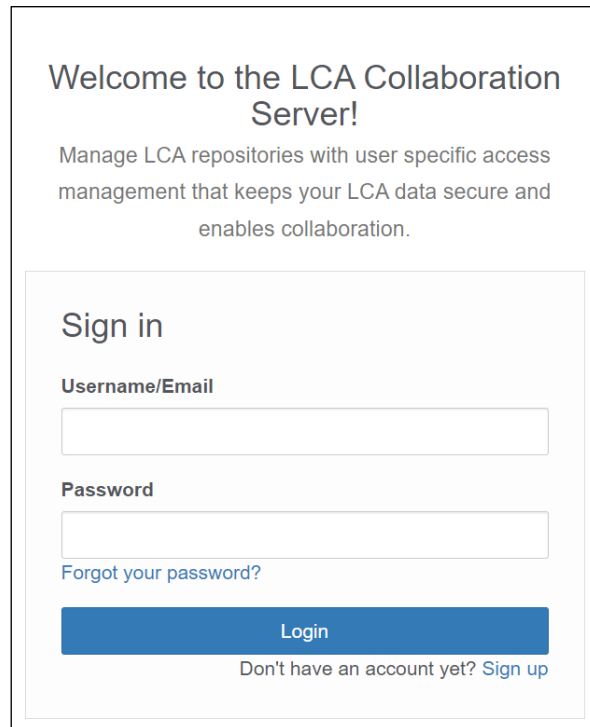
## II. Connection to the server

Go to the following address: <https://openlca.hevs.ch>

The first step is to create a personal account.

## III. Create a personal account

Click on sign up and create your account by choosing a username **firstname\_name**.



Welcome to the LCA Collaboration Server!

Manage LCA repositories with user specific access management that keeps your LCA data secure and enables collaboration.

Sign in

Username/Email

Password

[Forgot your password?](#)


Login

Don't have an account yet? [Sign up](#)

**The request to open an account must then be approved by the administrator** who will give you the necessary rights to use the server (which is unfortunately not automatic **and takes some time**).

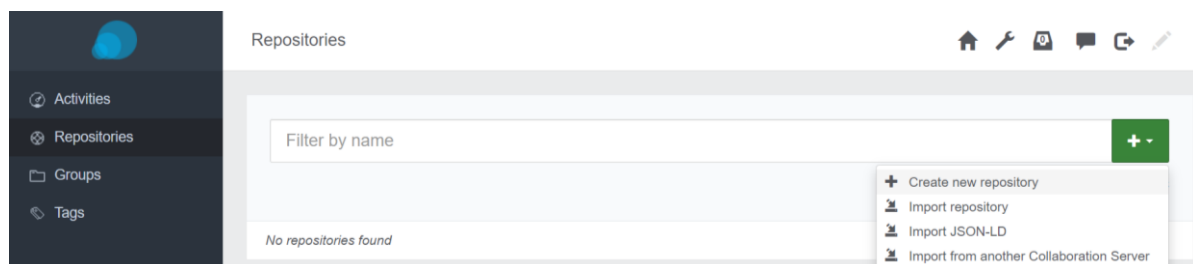
..... **Only for 1 person of the group** .....

## IV. Creation of a repository

On the server, in the Dashboard  , you will create a repository with the following standards:

*Year\_school\_Nameproject*

**Example:** *2023\_EPFL\_Li\_on\_Batteries*



Then...

New repository

Info

**Name**

Year\_school\_Nameproject

**Group**

Tutoriel

Create

Then you will click on the repository and the URL will be the following one:

[https://openlca.hevs.ch/name\\_user/Year\\_school\\_Nameproject](https://openlca.hevs.ch/name_user/Year_school_Nameproject)

You must add the group members after that by clicking on Members and + Add members:

Tutoriel/Year\_school\_Nameproject - Members

Filter by name

+ Add members

Repository members (1)

Debonnet (User)	Owner
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Group members (1)

Edit group members

Debonnet (User)	Owner
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You can define their role. The best should be that everyone is the owner of the repository.

Role

Reader

Reader  
A reader can access the repository and fetch its contents

Contributor  
A contributor can commit data to the repository

Reviewer  
A reviewer can comment specific fields and review data sets

Editor  
An editor can approve comments and manage tasks

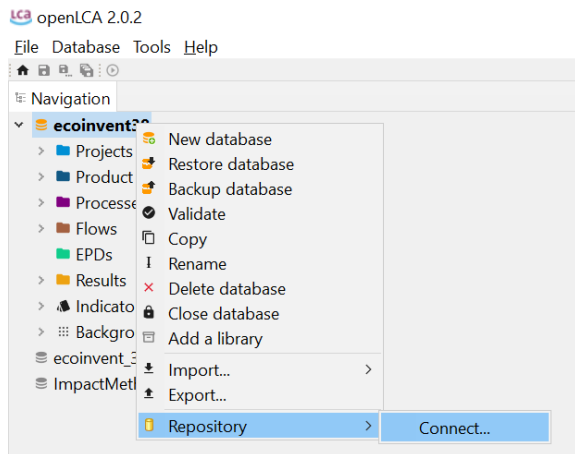
**Owner**  
An owner can delete the repository and edit its members

If you do not find your group members, please wait a few hours, it is the time to add people by hand.

**For all members:**

#### V. Connection between OpenLCA and the server

To connect the server and OpenLCA, you must first open the software. Right click on the **full database** and click on **repository and Connect...**



Add the **full repository URL** as mentioned here and your user name. Then click on "Connect".

## 5) Using the server

..... For 1 member .....

The first member will create the repository and the folder in the local database in OpenLCA:

- ➔ Processes → Add new child category → project\_name
- ➔ Flows → Add new child category → project\_name
- ➔ Parameters → Add new child category → project\_name



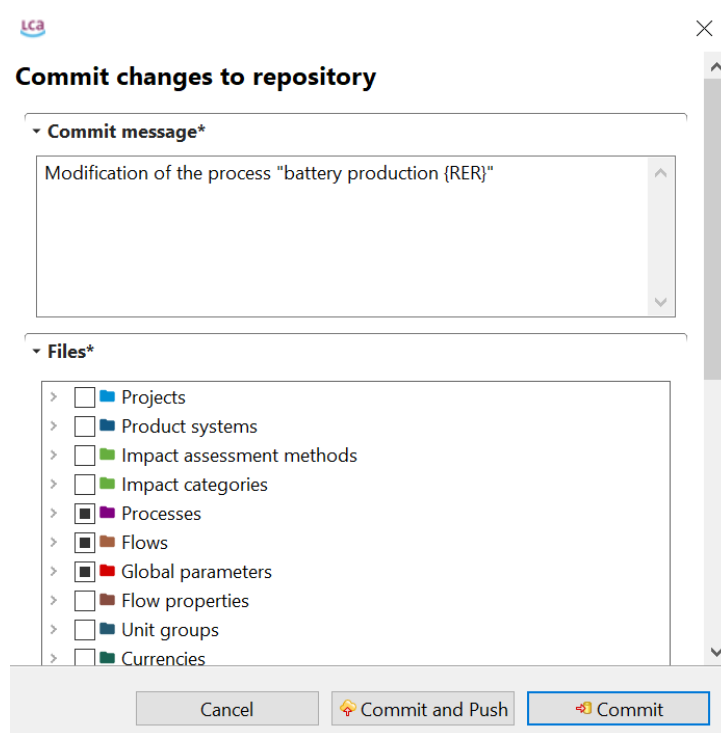
Then, it is time to make the first commit.

## I. After every use: Commit and Push

After **each modification of the processes** (creation of the database, modification, addition, removal), it is important to share them on the server via the "**Commit and Push**" function. To do this, right-click on the folder in the Processes section in openLCA (here project\_name) select

- ➔ Processes → Add new child category → project\_name
- ➔ Flows → Add new child category → project\_name
- ➔ Parameters → Add new child category → project\_name
- ➔ Unit group (Full folder)
- ➔ Sources (Full folder)
- ➔ Locations (Full folder)

and choose "**Commit and Push**". Select the appropriate folders in Processes, Flows and Global Parameters. You can specify the nature of the modification with a message to inform the work you have done to other group members.

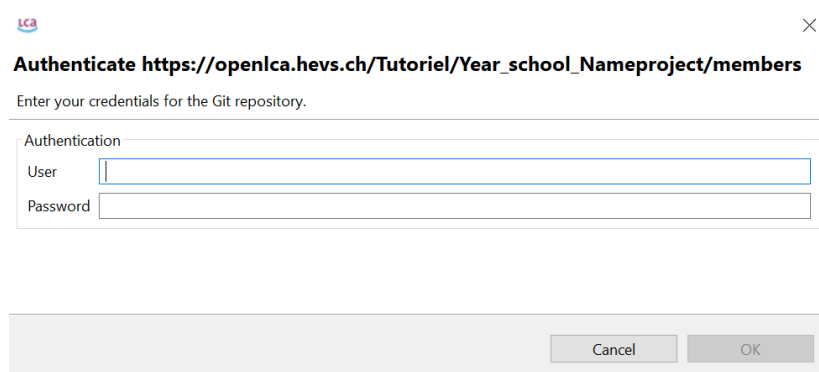


Make sure **you only select the project in order to avoid wasting time and to avoid uploading several versions of ecoinvent to the server.**

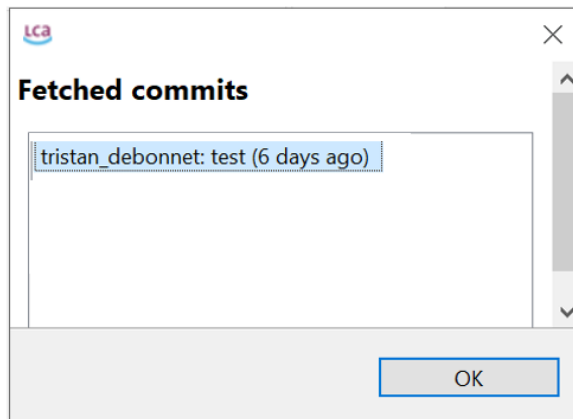
## II. Before each use: Pull and fetch

As soon as you open OpenLCA, make sure you use the Pull function which will allow you to retrieve the data of the people in your group. It is very important to do this to avoid overwriting data and having to redo tasks.

First → Pull: right click on the processes. You will have to authenticate.



Then you can select all the commitments made previously.



### III. Other functions

**Messages:** Communicate with your group members.

**Review Task:** It is possible to create "Review tasks" to memorize the tasks to be done.

## Useful links

J. Cilleruelo Palomero, S. Greve, A. Ciroth, February 2022, LCA Collaboration Server v1.3, User Manual and Introduction. [https://www.openlca.org/wp-content/uploads/2022/02/LCA\\_CS\\_Manual.pdf](https://www.openlca.org/wp-content/uploads/2022/02/LCA_CS_Manual.pdf)

### Webinar:

- The LCA Collaboration Server: <https://www.youtube.com/watch?v=tNjsVnrf7G8>
- [https://www.youtube.com/watch?v=fMQb\\_D5eU8M](https://www.youtube.com/watch?v=fMQb_D5eU8M)

Forum: <https://ask.openlca.org/>

## Contact

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