



Deliverable D2.3

MULTI-ACT Toolbox 1.0

The MULTI-ACT Toolbox prototype (release 1.0)



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This document details the functionalities that were implemented in the initial version of the MULTI-ACT Toolbox (MULTI-ACT Toolbox 1.0) and intends to provide all necessary know how to serve as a user manual of the web application.

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V0.3	01/11/2019	Final version edited and formatted	Valentina Tageo (FISM)

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EXECUTIVE SUMMARY

The initial version of the MULTI-ACT Toolbox delivers the first core set of functionalities that were defined in Deliverable D2.1 (Report describing the methodology & design principles of the MULTI-ACT Toolbox).

The MULTI-ACT Toolbox can be visited at present at a temporary URL <http://multiact.dyndns.info>, until a domain name will be appointed to it, under the registered **multiact.eu** domain of the MULTI-ACT Project.

1 MULTI-ACT Toolbox Functionality

The first version of the MULTI-ACT Toolbox delivers the core characteristics that have already been defined and aims to serve as the basis on which all future identified enhanced features will be added through time, leading to the final version (MULTI-ACT Toolbox v2.0).

For this version the base features that have been implemented are:

- User Management (User Registration/Validation etc.)
- User Profile Creation (Initiatives addition)
- Framework Baseline Analysis per Initiative
- Impact Assessment and Indicator Selection per Initiative
- Author Role (for adding/editing/enriching the Master Scorecard Indicator entities)

1.1 Home Page

The MULTI-ACT Toolbox Home page informs the visitor about the nature and goal of the web application and provides a link for the user to login or register.

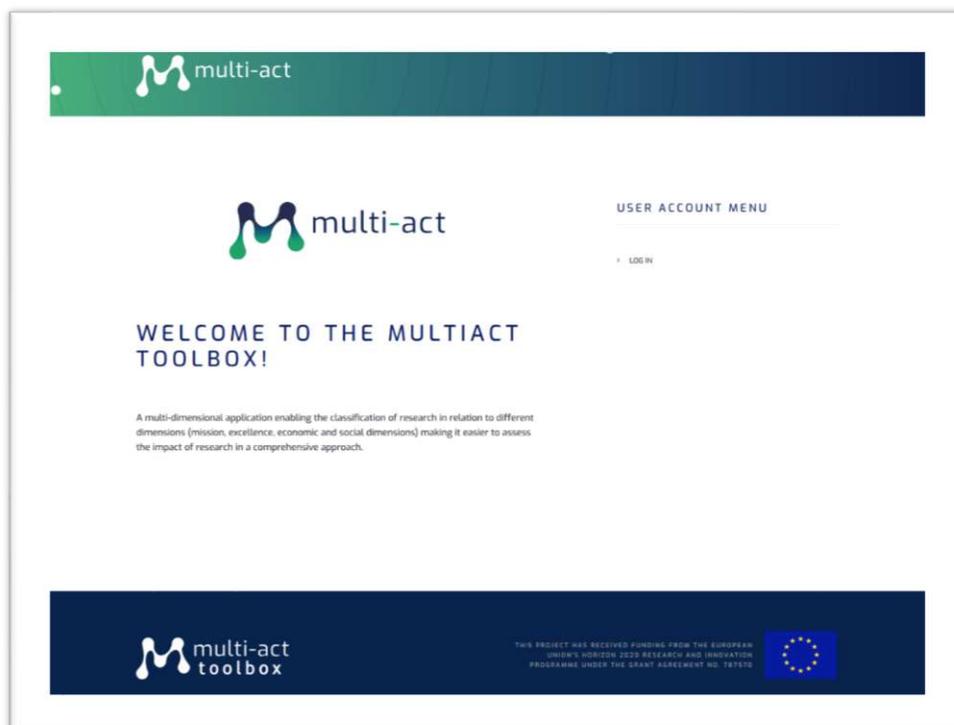


Figure 1 Home Screen

1.2 User Registration

A new user that wishes to register provides a minimum set of information consisting of:

- A valid email address.

- A desired username.
- His or Her First and Last name.

and clicks on the *Create Account* link which sends a confirmation email to the user’s email.

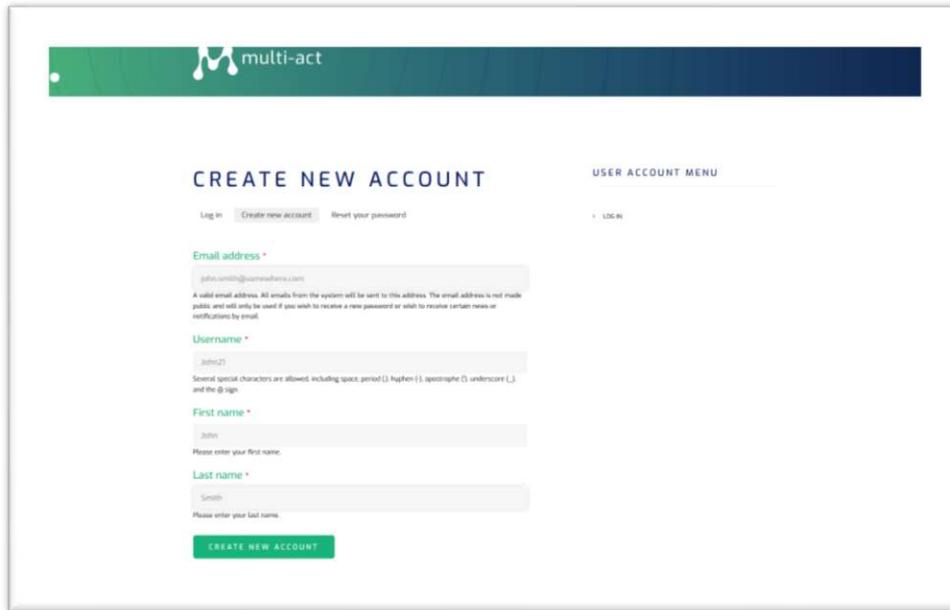


Figure 2 User Registration

1.2.1 User Registration Confirmation

The user receives an email containing a unique link that can only be used once, which leads the user to a Welcome Screen for the user to setup his/her password (Figure 3).

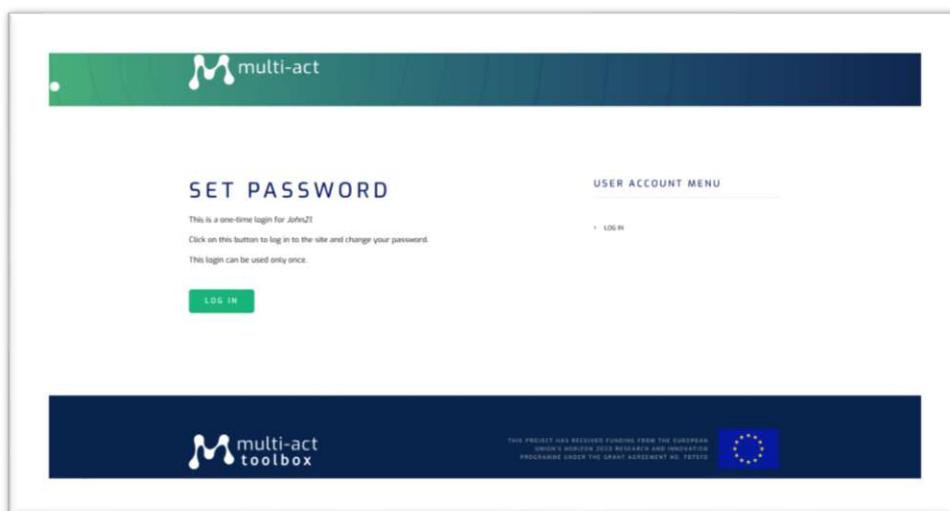
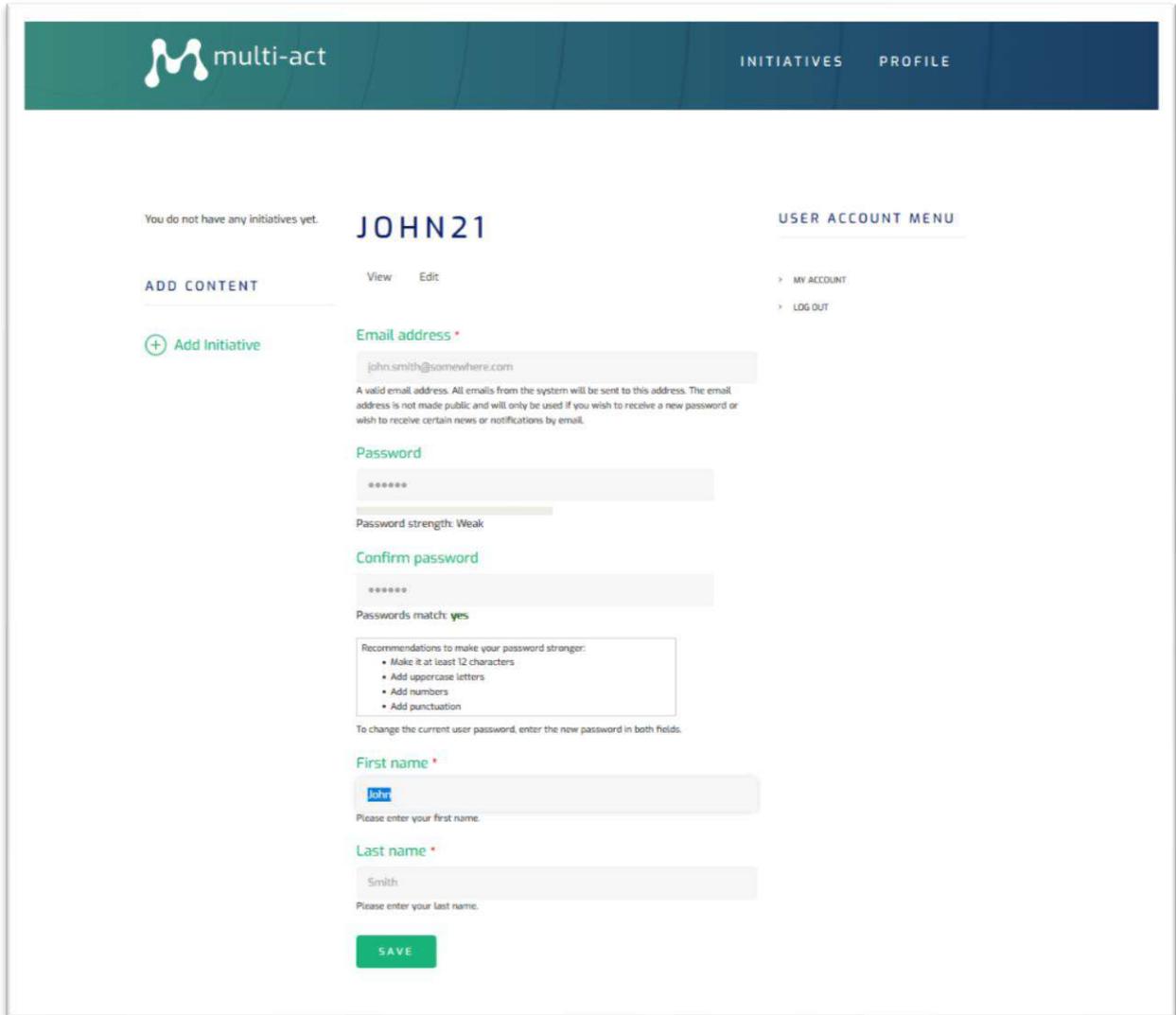


Figure 3 User One Time Login

1.2.2 User Password Set

After the welcome screen, the user is requested to insert his/her own personal information (name, surname and email) and create and confirm his/her password (Figure 4).



The screenshot shows a web interface for setting a user password. At the top, there is a navigation bar with the 'multi-act' logo and 'INITIATIVES' and 'PROFILE' links. The main content area is divided into three columns. The left column contains a message 'You do not have any initiatives yet.' and an 'ADD CONTENT' section with a '+ Add Initiative' button. The middle column is the main form, titled 'JOHN21', with 'View' and 'Edit' links. It contains the following fields and elements:

- Email address ***: A text input field containing 'john.smith@somewhere.com'. Below it is a note: 'A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.'
- Password**: A password input field with a strength indicator showing 'Password strength: Weak'.
- Confirm password**: A second password input field with a confirmation message: 'Passwords match: yes'.
- Recommendations to make your password stronger**: A box listing:
 - Make it at least 12 characters
 - Add uppercase letters
 - Add numbers
 - Add punctuation
- To change the current user password, enter the new password in both fields.**
- First name ***: A text input field containing 'John'.
- Last name ***: A text input field containing 'Smith'.
- A green 'SAVE' button at the bottom.

 The right column contains a 'USER ACCOUNT MENU' with links for 'MY ACCOUNT' and 'LOG OUT'.

Figure 4 User Password Set

1.2.3 Password Reset

If a user has forgotten his/her password they can use the password reset functionality (Figure 5), by entering his/her registered email address in the password reset form. They are then sent an email with instructions containing a unique link to use in order to define a new password.

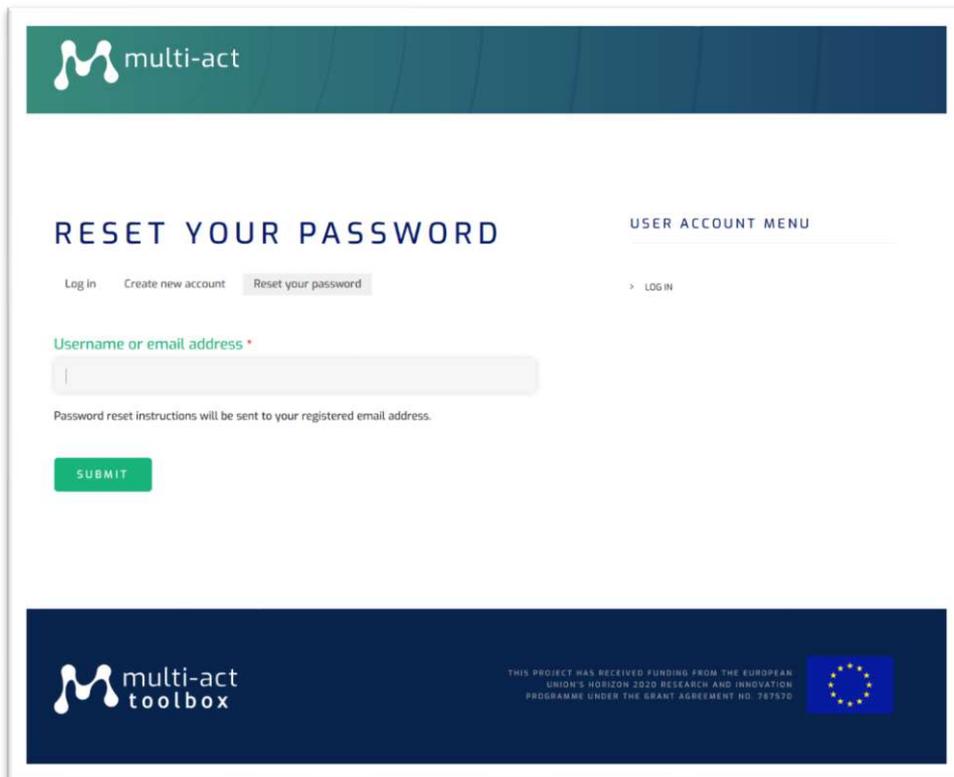


Figure 5. User Password reset

1.2.4 User Login

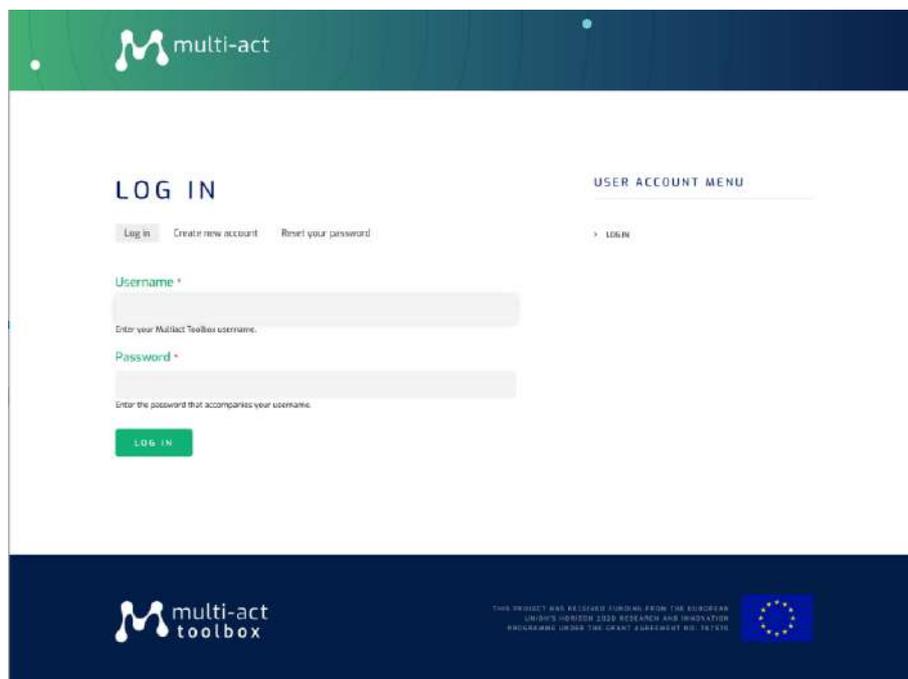


Figure 6 User Login

1.3 User Profile

The User Profile page provides a condensed view of the user information (Name & Surname) as well as a depiction of the user created Initiatives. The Initiatives are presented in a tree like view which shows the relationship between Parent Initiatives (Programmes) and Children Initiatives (Projects). The user can add a new Initiative either from his/her Profile page or the Initiatives Page.

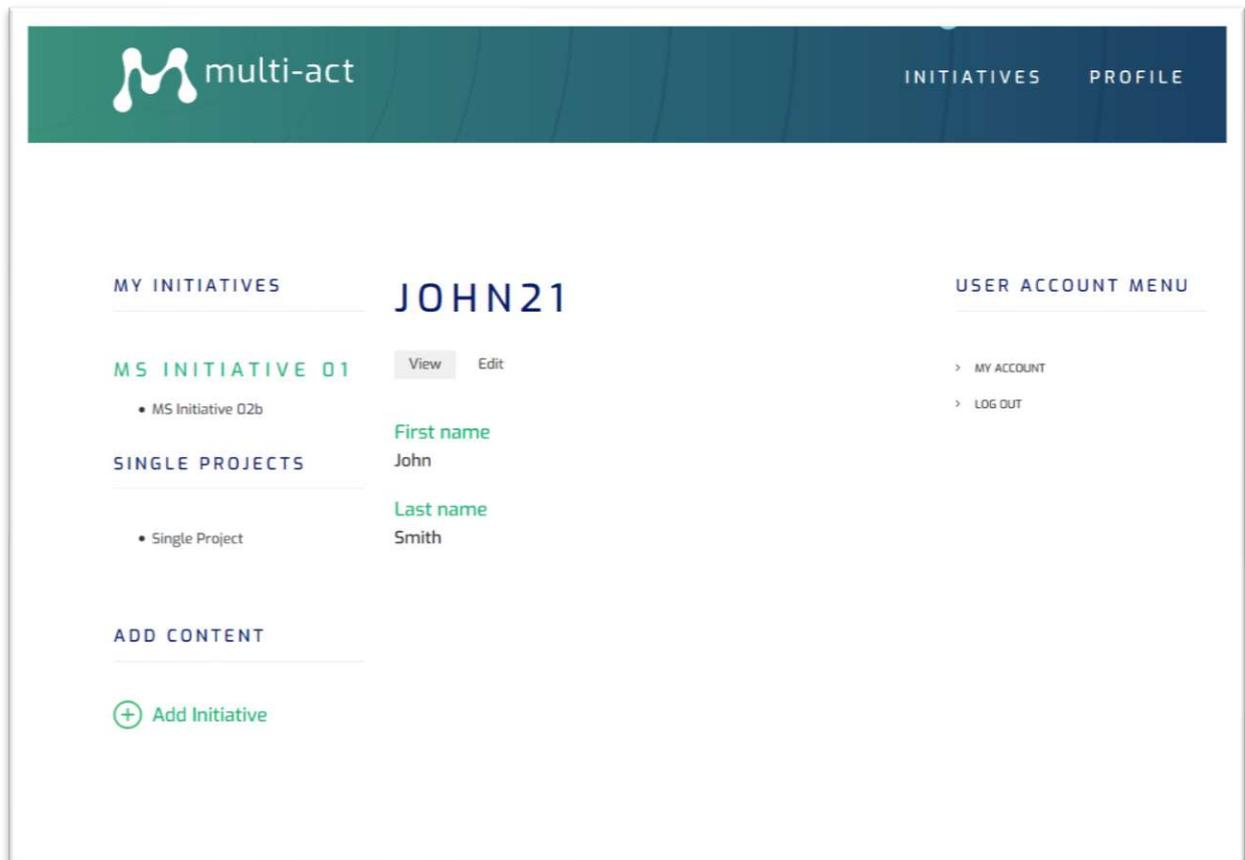


Figure 7 User Profile

1.4 Initiatives Page

This page lists all the Initiatives created by the user/promoter. As previously stated, the initiatives are presented in a tree-like manner depicting the potential association between a parent Programme Initiative and one or more children Project Initiatives.

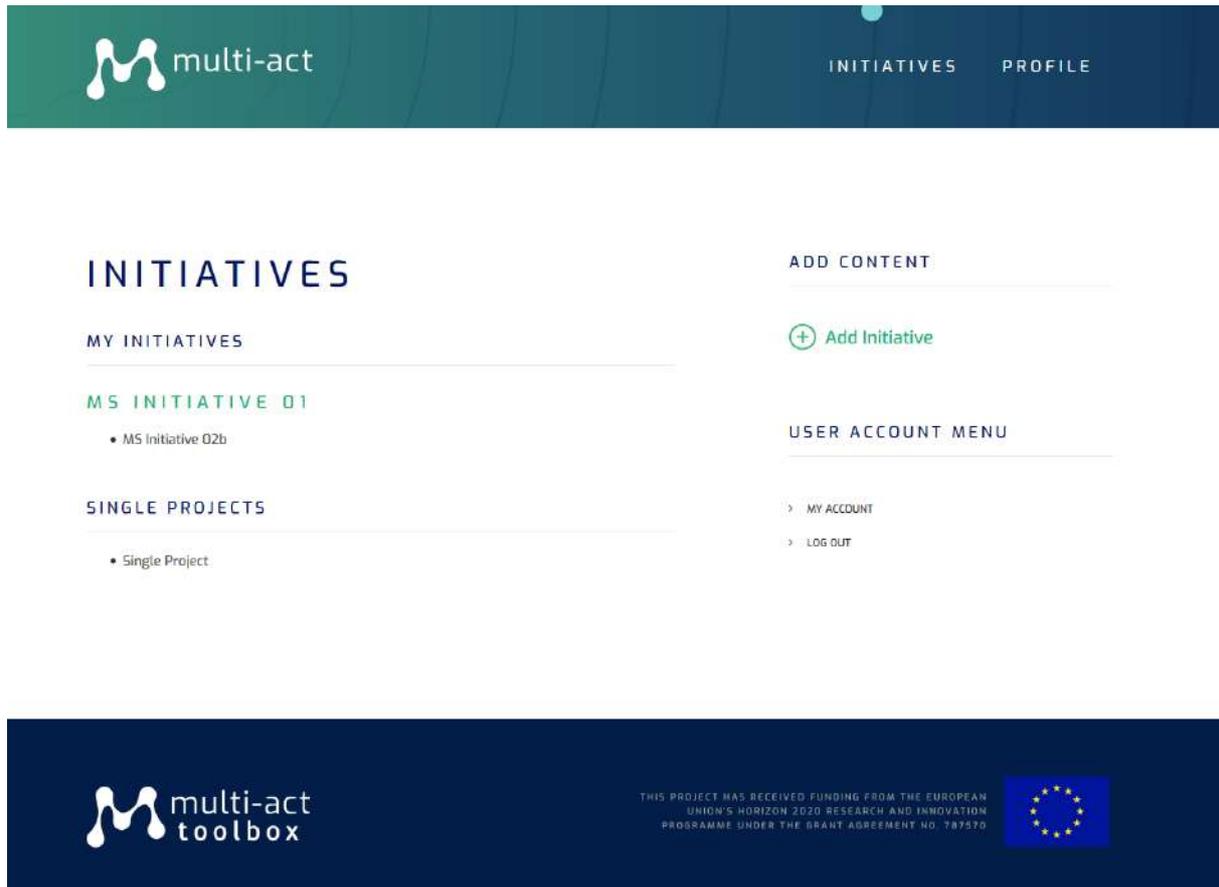
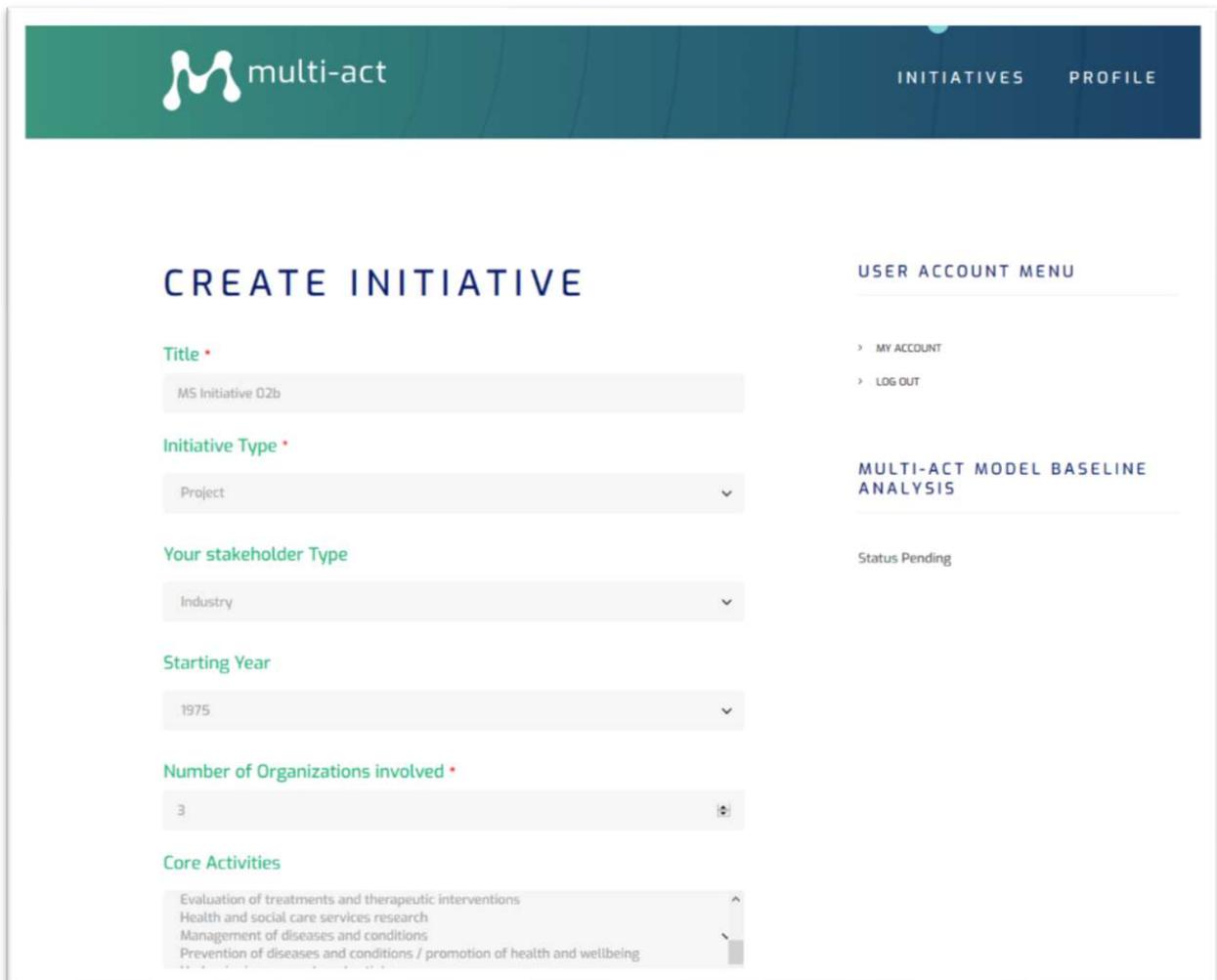


Figure 8 Initiatives Page

1.4.1 Initiative Creation

The User creates an Initiative populating all relative information. In the case that the new Initiative is a Project that is a child to a Parent Initiative, the user populates the field *Parent Initiative* respectively. If the child Initiative inherits the parent's MULTI-ACT Framework Baseline Analysis results, the user enables the checkbox *Inherits Parent's Assessment*



CREATE INITIATIVE

Title *
MS Initiative 02b

Initiative Type *
Project

Your stakeholder Type
Industry

Starting Year
1975

Number of Organizations involved *
3

Core Activities
Evaluation of treatments and therapeutic interventions
Health and social care services research
Management of diseases and conditions
Prevention of diseases and conditions / promotion of health and wellbeing

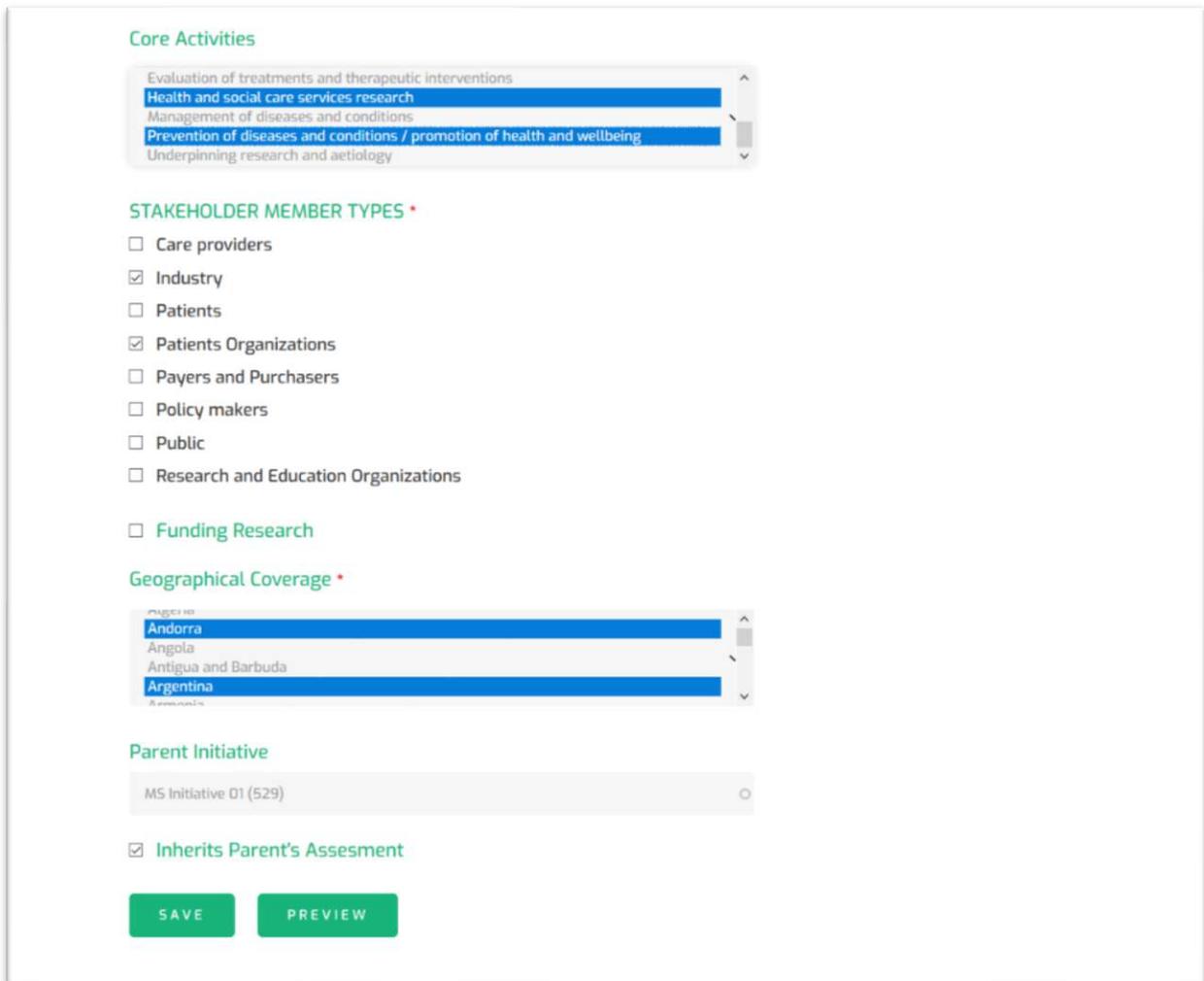
USER ACCOUNT MENU

- > MY ACCOUNT
- > LOG OUT

MULTI-ACT MODEL BASELINE ANALYSIS

Status Pending

Figure 9 Initiative Creation 01



Core Activities

- Evaluation of treatments and therapeutic interventions
- Health and social care services research**
- Management of diseases and conditions
- Prevention of diseases and conditions / promotion of health and wellbeing**
- Underpinning research and aetiology

STAKEHOLDER MEMBER TYPES *

- Care providers
- Industry
- Patients
- Patients Organizations
- Payers and Purchasers
- Policy makers
- Public
- Research and Education Organizations

Funding Research

Geographical Coverage *

- Andorra
- Angola
- Antigua and Barbuda
- Argentina**

Parent Initiative

MS Initiative 01 (529)

Inherits Parent's Assessment

SAVE **PREVIEW**

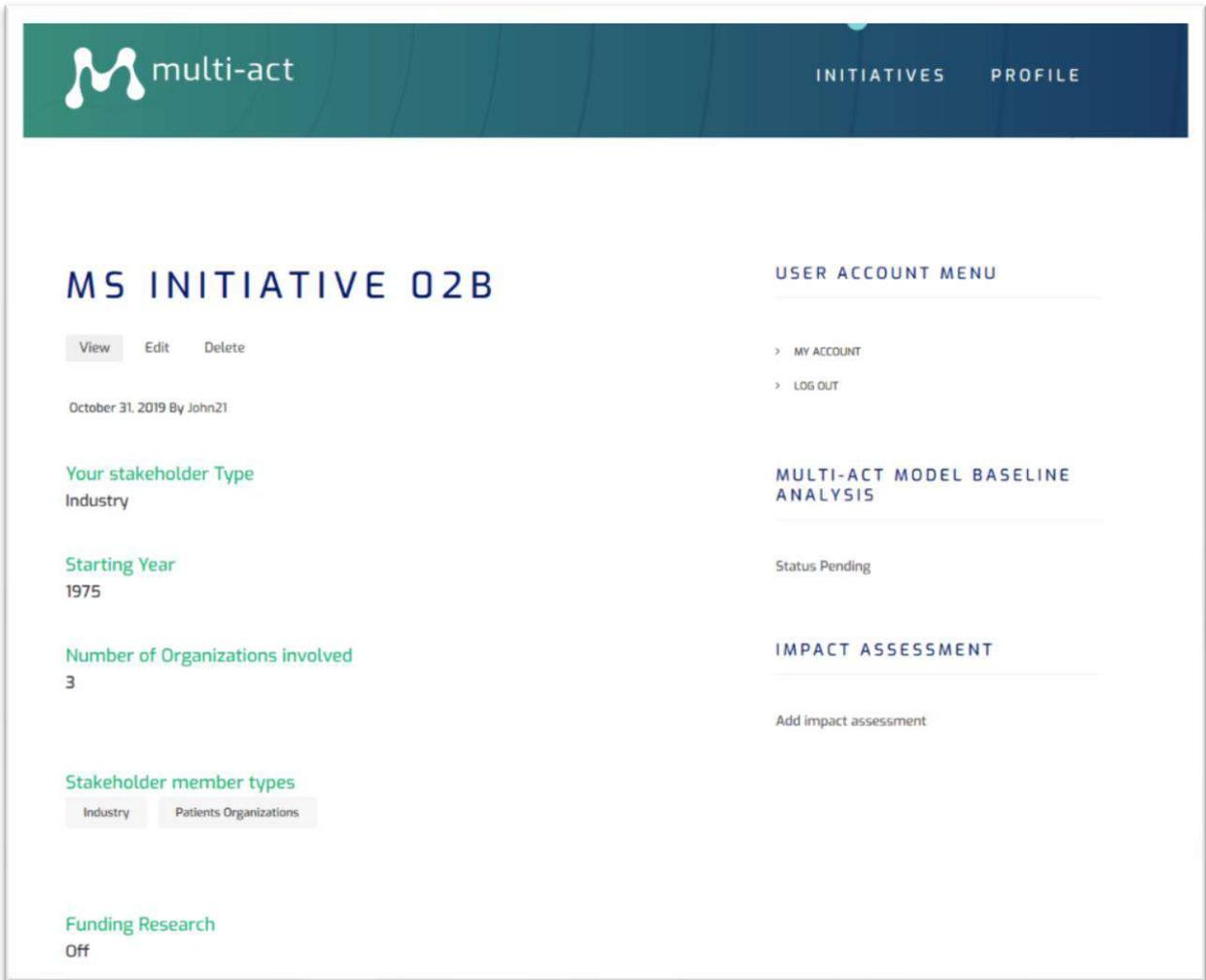
Figure 10 Initiative Creation 02

1.4.2 Initiative View

Upon selecting an Initiative, the user is presented with all relative information.

By following the provided links on the right side of the screen, the user has the options to perform:

- MULTI-ACT Framework Baseline Analysis
- Impact assessment

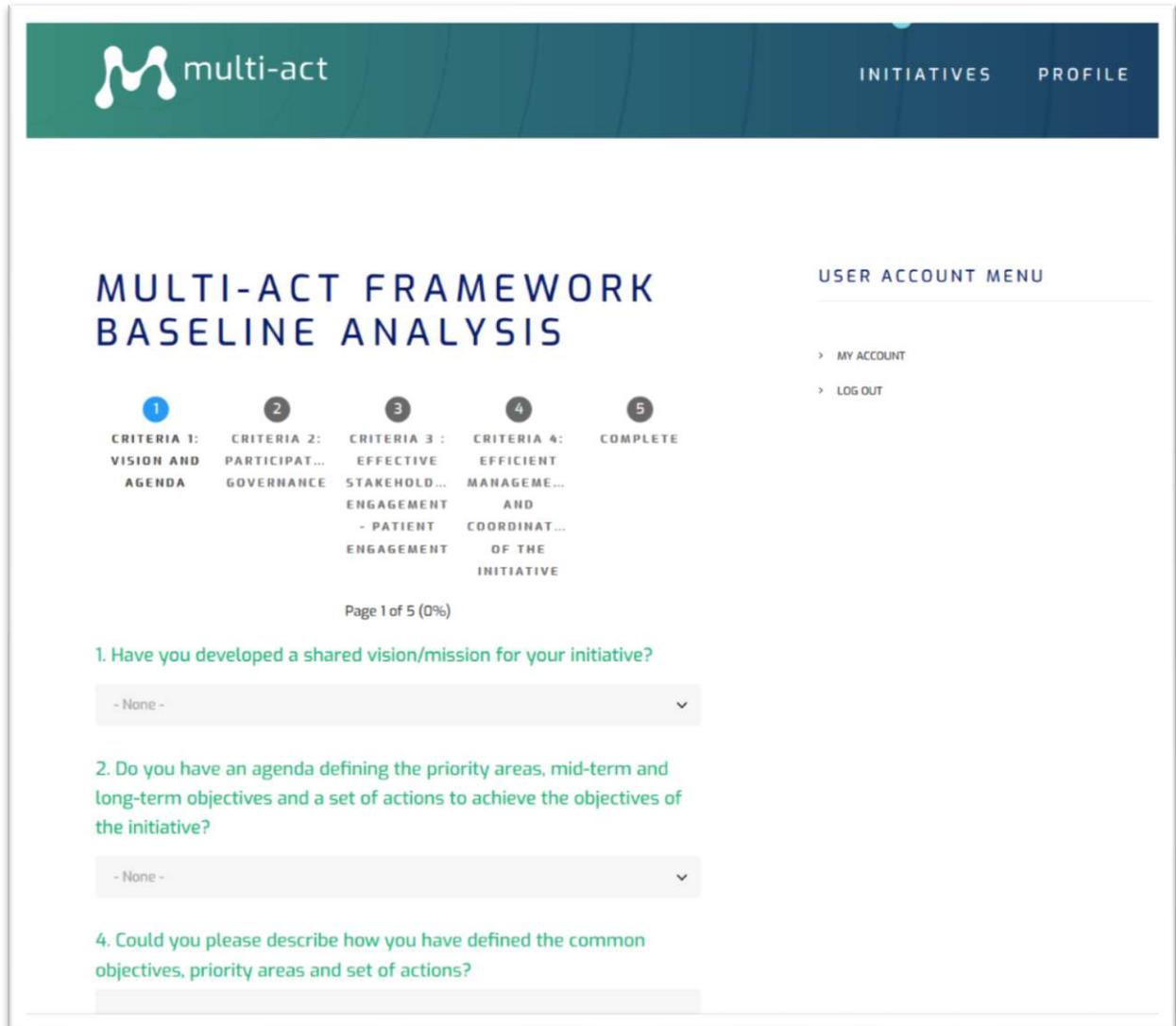


The screenshot displays the 'Initiative View Page' for 'MS INITIATIVE 02B'. The page features a dark teal header with the 'multi-act' logo and navigation links for 'INITIATIVES' and 'PROFILE'. Below the header, the initiative title is prominently displayed. Action buttons for 'View', 'Edit', and 'Delete' are provided. The creation date is listed as 'October 31, 2019 By John21'. Key attributes are shown in a list: 'Your stakeholder Type' is 'Industry', 'Starting Year' is '1975', 'Number of Organizations involved' is '3', 'Stakeholder member types' includes 'Industry' and 'Patients Organizations', and 'Funding Research' is 'Off'. On the right side, a 'USER ACCOUNT MENU' contains links for 'MY ACCOUNT' and 'LOG OUT'. Below that, the 'MULTI-ACT MODEL BASELINE ANALYSIS' section shows a 'Status Pending' and an 'IMPACT ASSESSMENT' section with an 'Add impact assessment' link.

Figure 11 Initiative View Page

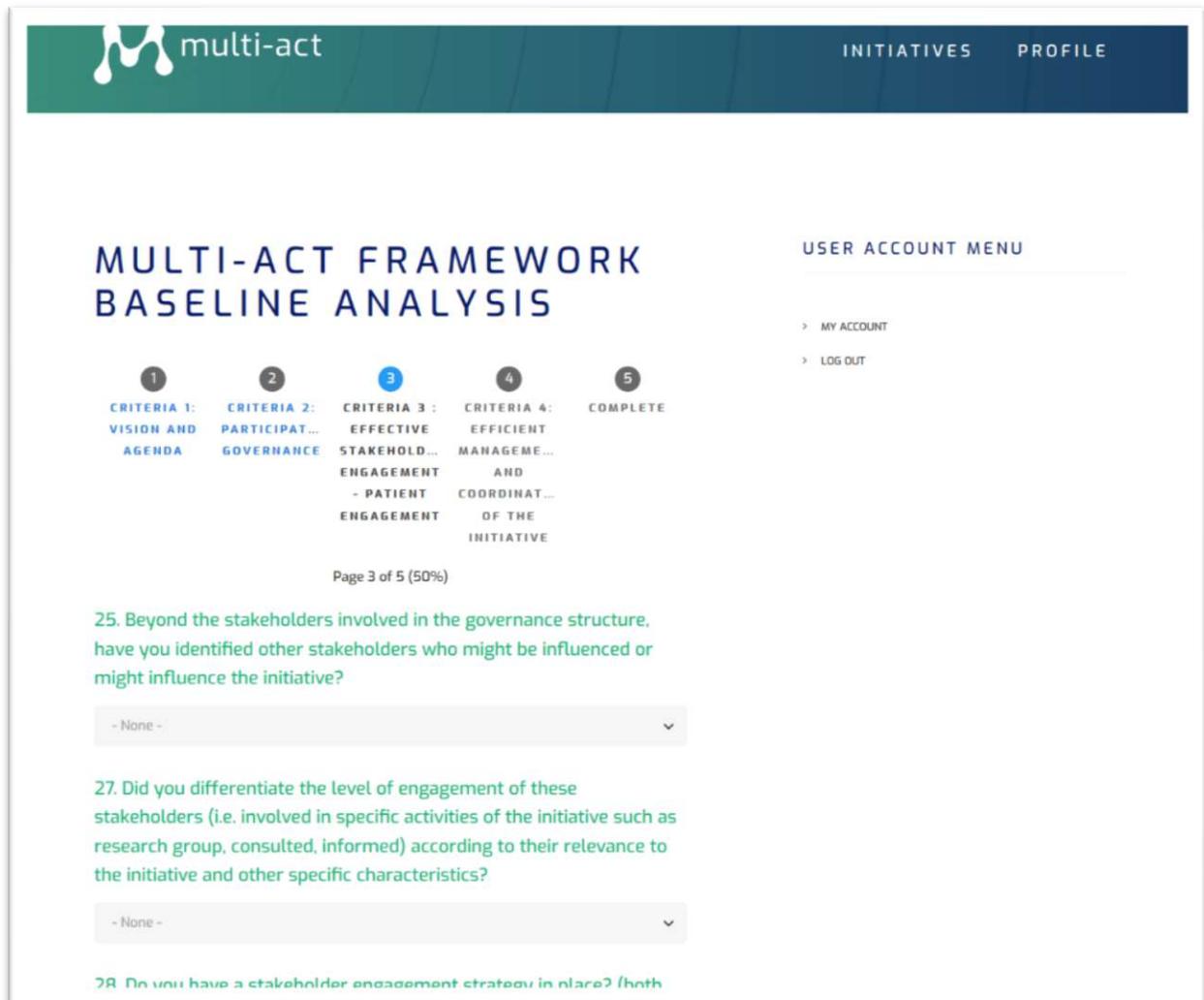
1.5 MULTI-ACT Framework Baseline Analysis

The user, upon following the link to perform the MULTI-ACT Framework Baseline Analysis on a given Initiative, is taken to a multi-step Questionnaire divided into different criteria (Figures 12 and 13). The Questionnaire content is dynamic. That means that specific questions/sections are shown depending on the User's choices in previous relative questions. The user has the ability to move freely between the different sections of the Questionnaire, as well as temporarily submit his/her answers and is able to edit and complete the Questionnaire at a later stage.



The screenshot shows a web application interface for 'MULTI-ACT FRAMEWORK BASELINE ANALYSIS'. At the top, there is a dark teal header with the 'multi-act' logo on the left and 'INITIATIVES' and 'PROFILE' on the right. Below the header, the main content area is white. On the left, there is a progress indicator with five numbered steps: 1 (blue circle), 2 (grey circle), 3 (grey circle), 4 (grey circle), and 5 (grey circle). Below these are five criteria descriptions: 'CRITERIA 1: VISION AND AGENDA', 'CRITERIA 2: PARTICIPAT... GOVERNANCE', 'CRITERIA 3: EFFECTIVE STAKEHOLD... ENGAGEMENT - PATIENT ENGAGEMENT', 'CRITERIA 4: EFFICIENT MANAGEME... AND COORDINAT... OF THE INITIATIVE', and 'COMPLETE'. On the right side, there is a 'USER ACCOUNT MENU' with two options: '> MY ACCOUNT' and '> LOG OUT'. Below the progress indicator, it says 'Page 1 of 5 (0%)'. The main content area contains three questions: '1. Have you developed a shared vision/mission for your initiative?' with a dropdown menu showing '- None -'; '2. Do you have an agenda defining the priority areas, mid-term and long-term objectives and a set of actions to achieve the objectives of the initiative?' with a dropdown menu showing '- None -'; and '4. Could you please describe how you have defined the common objectives, priority areas and set of actions?' with a text input field.

Figure 12 MULTI-ACT Framework Baseline Analysis 01



multi-act INITIATIVES PROFILE

MULTI-ACT FRAMEWORK BASELINE ANALYSIS

1 CRITERIA 1: VISION AND AGENDA

2 CRITERIA 2: PARTICIPAT... GOVERNANCE

3 CRITERIA 3: EFFECTIVE STAKEHOLD... ENGAGEMENT - PATIENT ENGAGEMENT

4 CRITERIA 4: EFFICIENT MANAGEME... AND COORDINAT... OF THE INITIATIVE

5 COMPLETE

Page 3 of 5 (50%)

25. Beyond the stakeholders involved in the governance structure, have you identified other stakeholders who might be influenced or might influence the initiative?

- None -

27. Did you differentiate the level of engagement of these stakeholders (i.e. involved in specific activities of the initiative such as research group, consulted, informed) according to their relevance to the initiative and other specific characteristics?

- None -

28. Do you have a stakeholder engagement strategy in place? (both

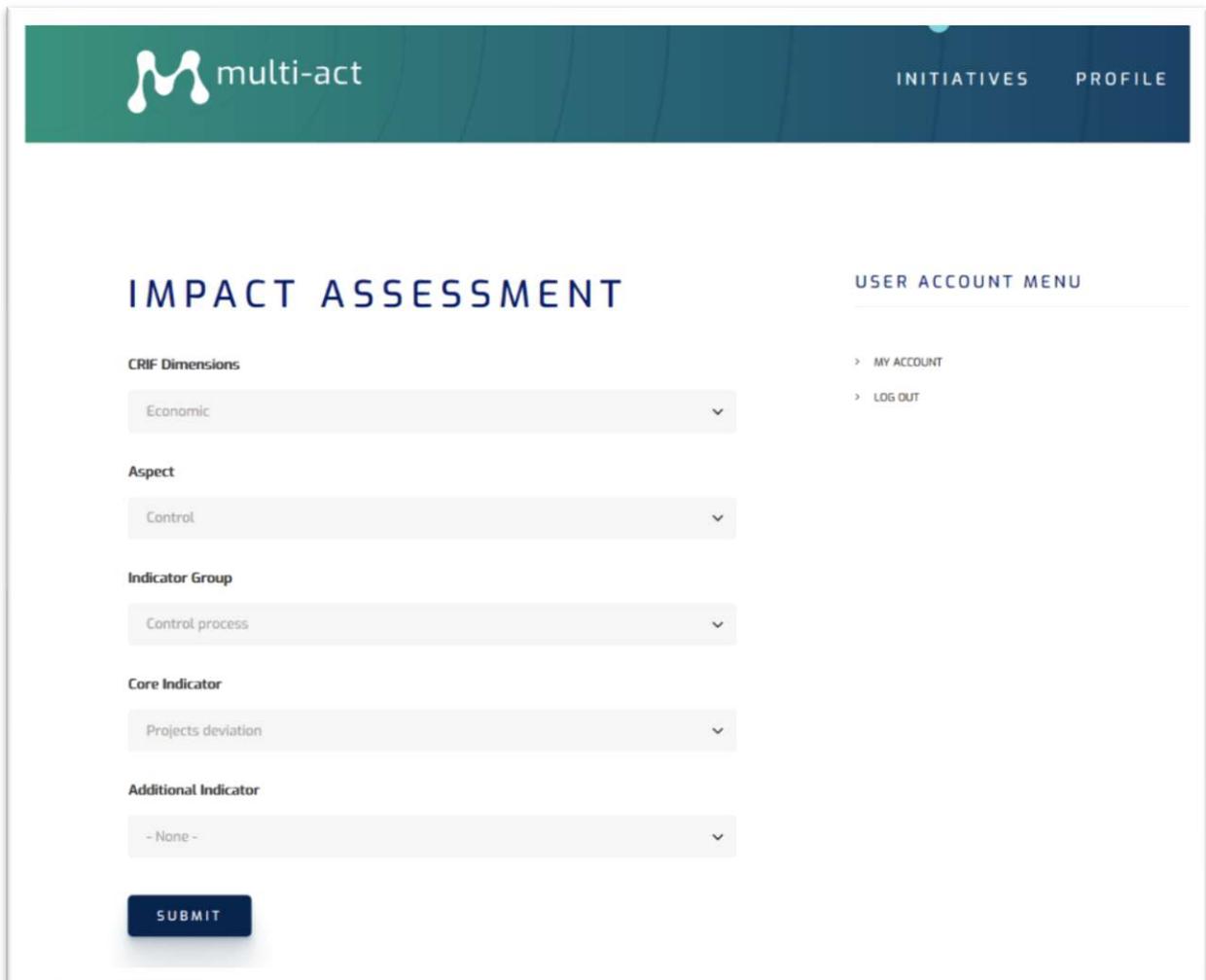
USER ACCOUNT MENU

- > MY ACCOUNT
- > LOG OUT

Figure 13 MULTI-ACT Framework Baseline Analysis 02

1.6 Impact assessment

A user can perform Impact Assessment on an Initiative they created, by following the *Add impact assessment* link from the right-side menu of an Initiative page (Figure 14).



IMPACT ASSESSMENT

CRIF Dimensions

Economic

Aspect

Control

Indicator Group

Control process

Core Indicator

Projects deviation

Additional Indicator

- None -

SUBMIT

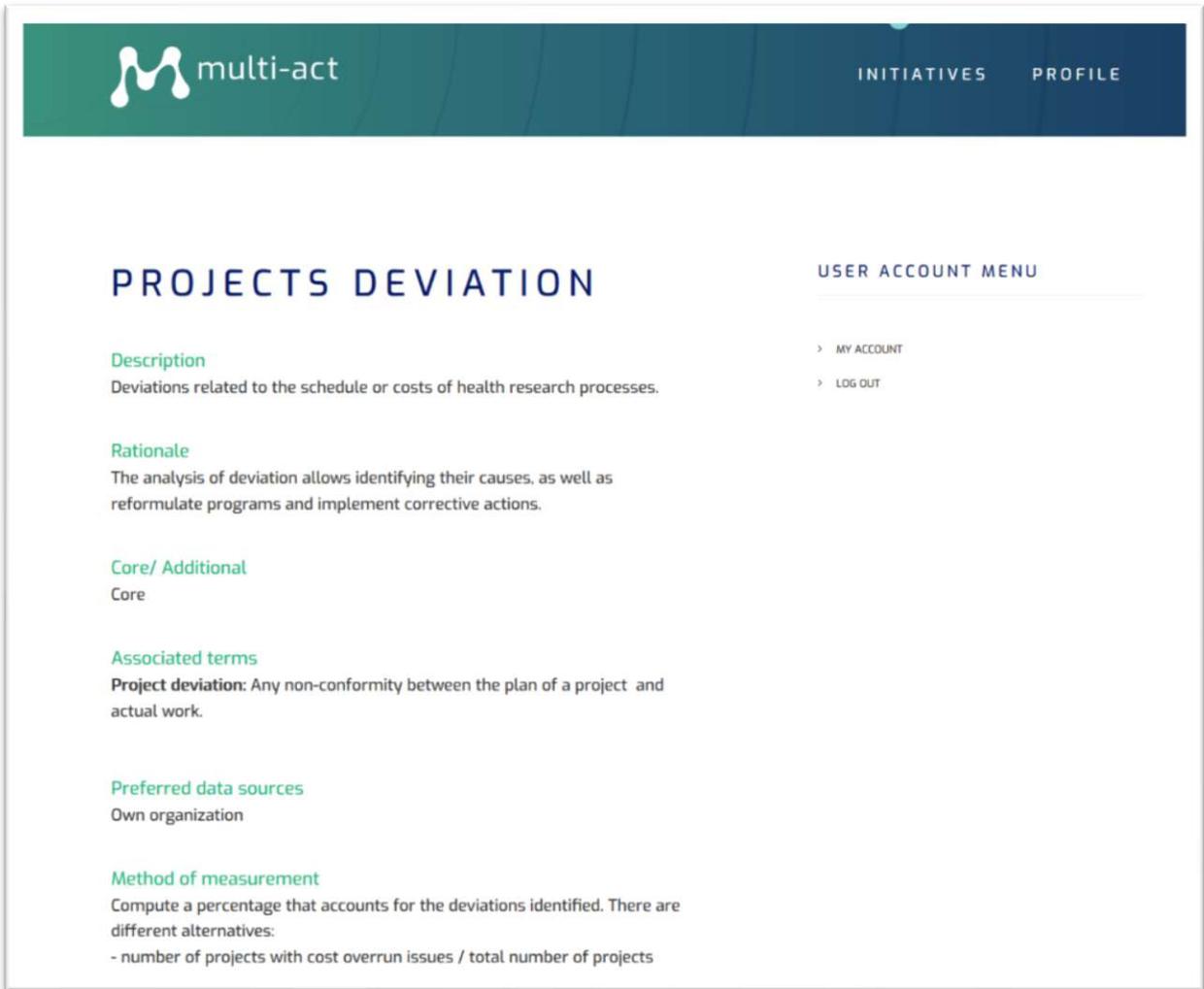
USER ACCOUNT MENU

- > MY ACCOUNT
- > LOG OUT

Figure 14 Impact Assessment Indicator Selection

The user selects from each drop-down menu the desired value, which triggers the population of the following drop down menu, until they select to use a Core/Additional Indicator.

They are then presented with all the information of the selected indicator.



PROJECTS DEVIATION

Description
Deviations related to the schedule or costs of health research processes.

Rationale
The analysis of deviation allows identifying their causes, as well as reformulate programs and implement corrective actions.

Core/ Additional
Core

Associated terms
Project deviation: Any non-conformity between the plan of a project and actual work.

Preferred data sources
Own organization

Method of measurement
Compute a percentage that accounts for the deviations identified. There are different alternatives:
- number of projects with cost overrun issues / total number of projects

USER ACCOUNT MENU

- > MY ACCOUNT
- > LOG OUT

Figure 15 Impact Assessment – Indicator

The selected indicator is then associated with the relative Initiative and is shown in the bottom right-side of the Initiative's page (Figure 16) under the section *INDICATORS IN USE*.

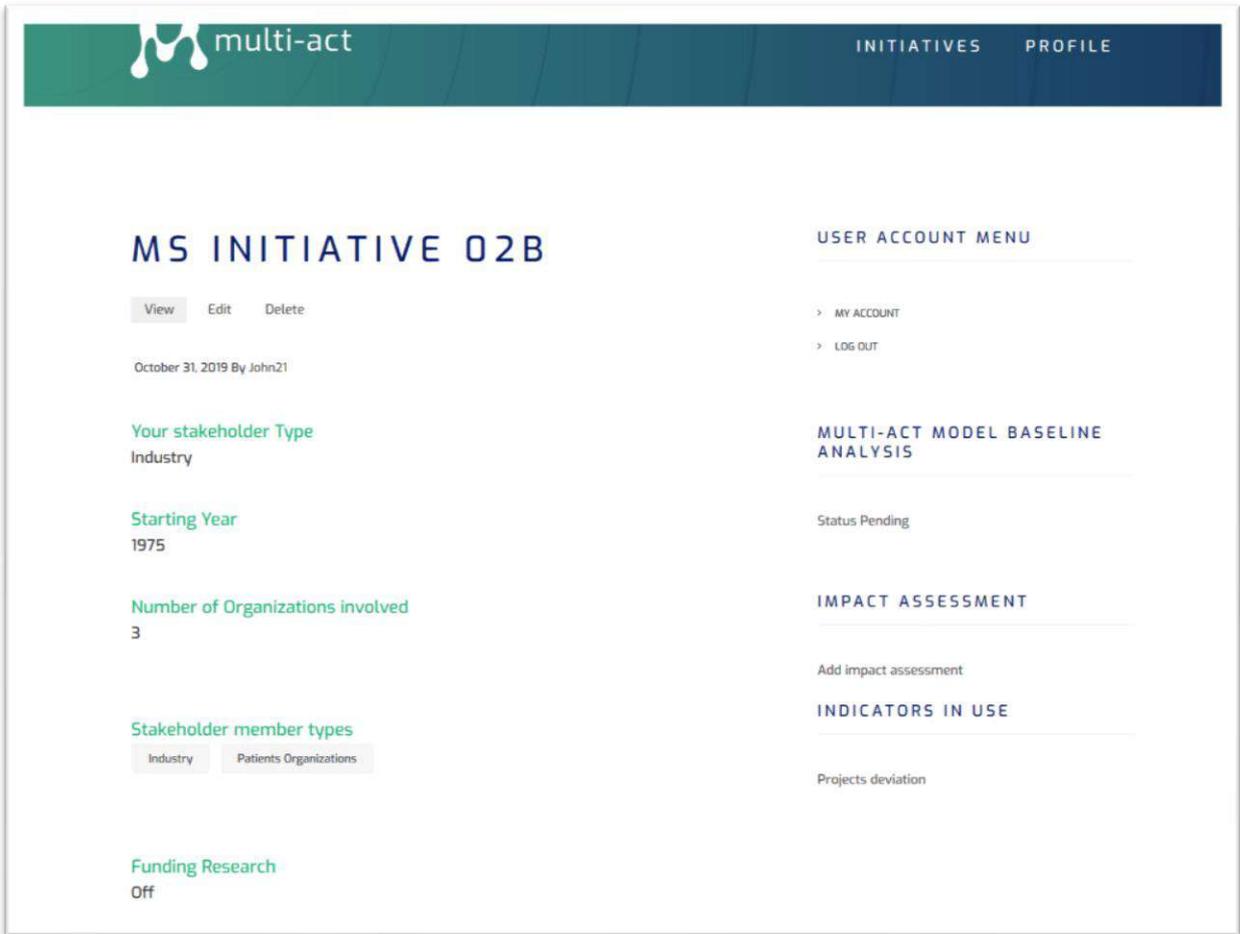


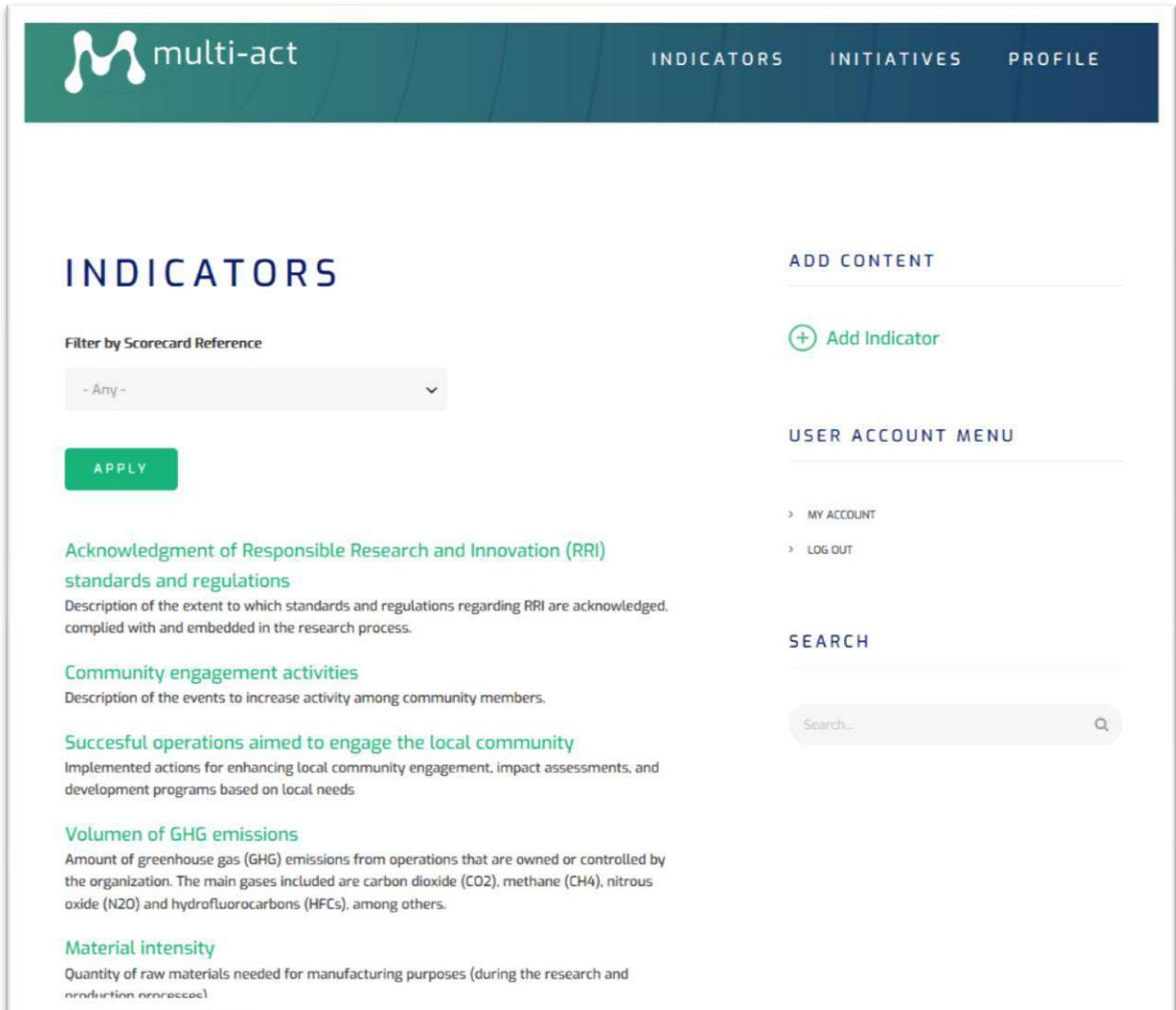
Figure 16 Initiative: Indicators in Use

1.7 Author Role

The Toolbox is designed to support flexibility and specifically to aid to the need of editing and enriching the Master Scorecard which is an ongoing process which will accompany the test and implementation of the MULTI-ACT framework in a case study initiative in WP4 and the subsequent refinement of the framework itself afterwards. Thus, a new authoring role has been defined. All users that are appointed the role of an Author - upon logging in - have the option to use the Indicators Page (Figure 17).

1.7.1 Indicators Page

The Indicator page presents a list of all the indicators that were imported in the Toolbox from the Master Scorecard, as well as provide the ability to add new ones or edit existing ones.



INDICATORS

Filter by Scorecard Reference

- Any -

APPLY

Acknowledgment of Responsible Research and Innovation (RRI) standards and regulations
Description of the extent to which standards and regulations regarding RRI are acknowledged, complied with and embedded in the research process.

Community engagement activities
Description of the events to increase activity among community members.

Successful operations aimed to engage the local community
Implemented actions for enhancing local community engagement, impact assessments, and development programs based on local needs

Volumen of GHG emissions
Amount of greenhouse gas (GHG) emissions from operations that are owned or controlled by the organization. The main gases included are carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O) and hydrofluorocarbons (HFCs), among others.

Material intensity
Quantity of raw materials needed for manufacturing purposes (during the research and production processes)

ADD CONTENT

+ Add Indicator

USER ACCOUNT MENU

> MY ACCOUNT

> LOG OUT

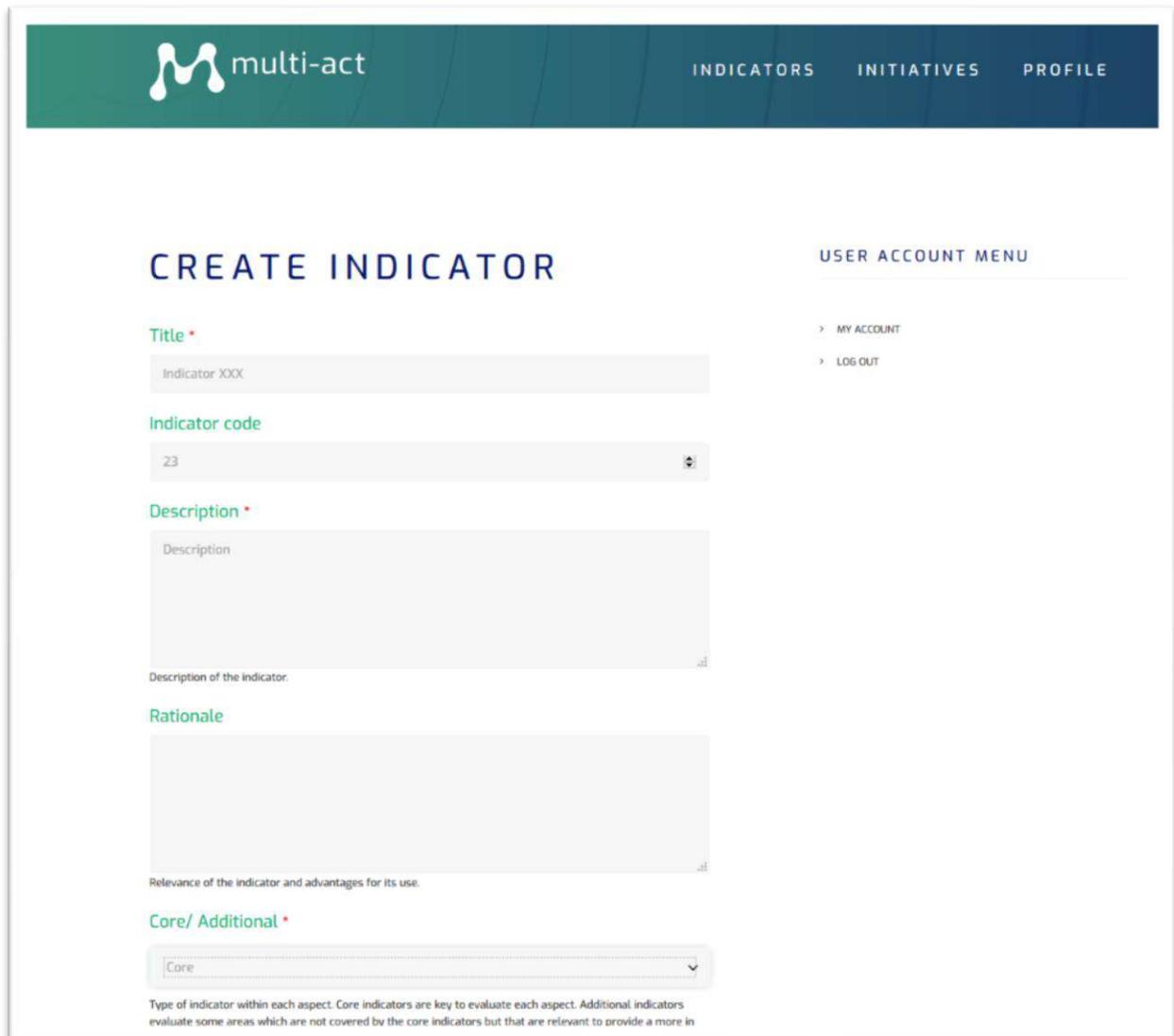
SEARCH

Search...

Figure 17 Indicators Page

1.7.2 Indicator Addition

By clicking the Add Indicator link, an Author can create a new Indicator and associate it to an existing node of the Master Scorecard Taxonomy (Figures 18 and 19).



The screenshot shows the 'CREATE INDICATOR' form within the MULTI-ACT Toolbox 1.0 interface. The header is dark teal with the 'multi-act' logo and navigation links for 'INDICATORS', 'INITIATIVES', and 'PROFILE'. The main content area is white and features a 'CREATE INDICATOR' heading. On the right, a 'USER ACCOUNT MENU' is visible with options for 'MY ACCOUNT' and 'LOG OUT'. The form consists of several fields: 'Title' (text input with placeholder 'Indicator XXX'), 'Indicator code' (text input with placeholder '23'), 'Description' (text area with placeholder 'Description'), 'Rationale' (text area with placeholder 'Relevance of the indicator and advantages for its use.'), and 'Core/ Additional' (dropdown menu with 'Core' selected). A small explanatory text block is located below the dropdown menu.

CREATE INDICATOR

Title *

Indicator XXX

Indicator code

23

Description *

Description

Description of the indicator.

Rationale

Relevance of the indicator and advantages for its use.

Core/ Additional *

Core

Type of indicator within each aspect. Core indicators are key to evaluate each aspect. Additional indicators evaluate some areas which are not covered by the core indicators but that are relevant to provide a more in

USER ACCOUNT MENU

- > MY ACCOUNT
- > LOG OUT

Figure 18 Indicator Addition 01

body p

About text formats ?

Additional comments.

Monitoring & Evaluation Framework *

Impact ▼

Levels of the results chain framework. Thus, indicate the stage of research process to which the indicator relates: - Input (resources used) - Process (actions carried out) - Output (goods & services directly produced) - Impact or final outcome (long term changes)

Data Type Representation *

Qualitative ▼

Type of indicator: Qualitative/Quantitative For quantitative indicator, provide additional classifier: percentage, ratio, absolute number.

Type of information to be reported by the initiative *

Average

Categorical options list

Free text

Link

Indicate the type of information that the initiative must provide to disclose the indicator. This information helps to determine the input areas that the users will need to feed into the Toolbox.

Scorecard Reference *

--Revenue ▼

SAVE

PREVIEW

Figure 19 Indicator Addition 02

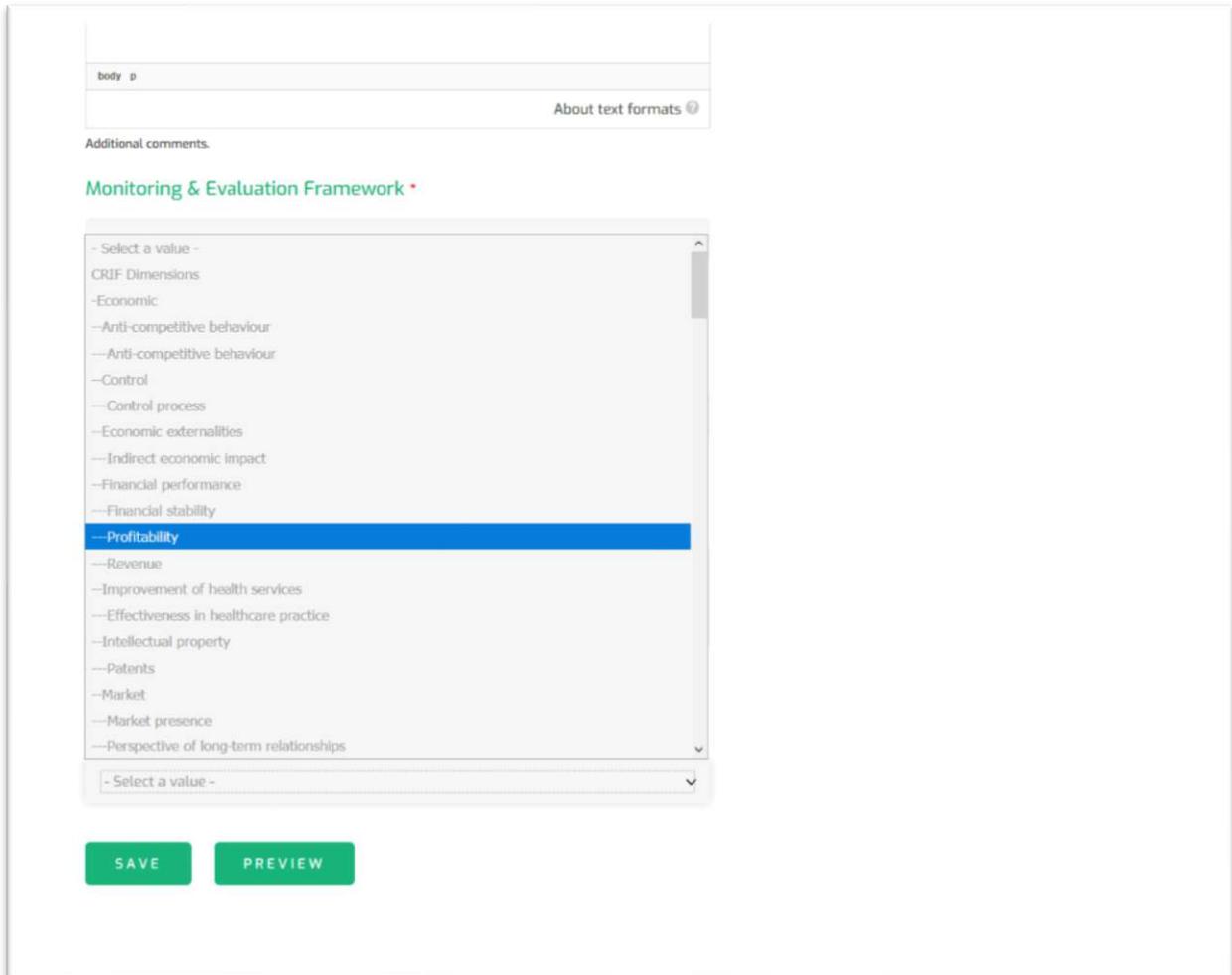
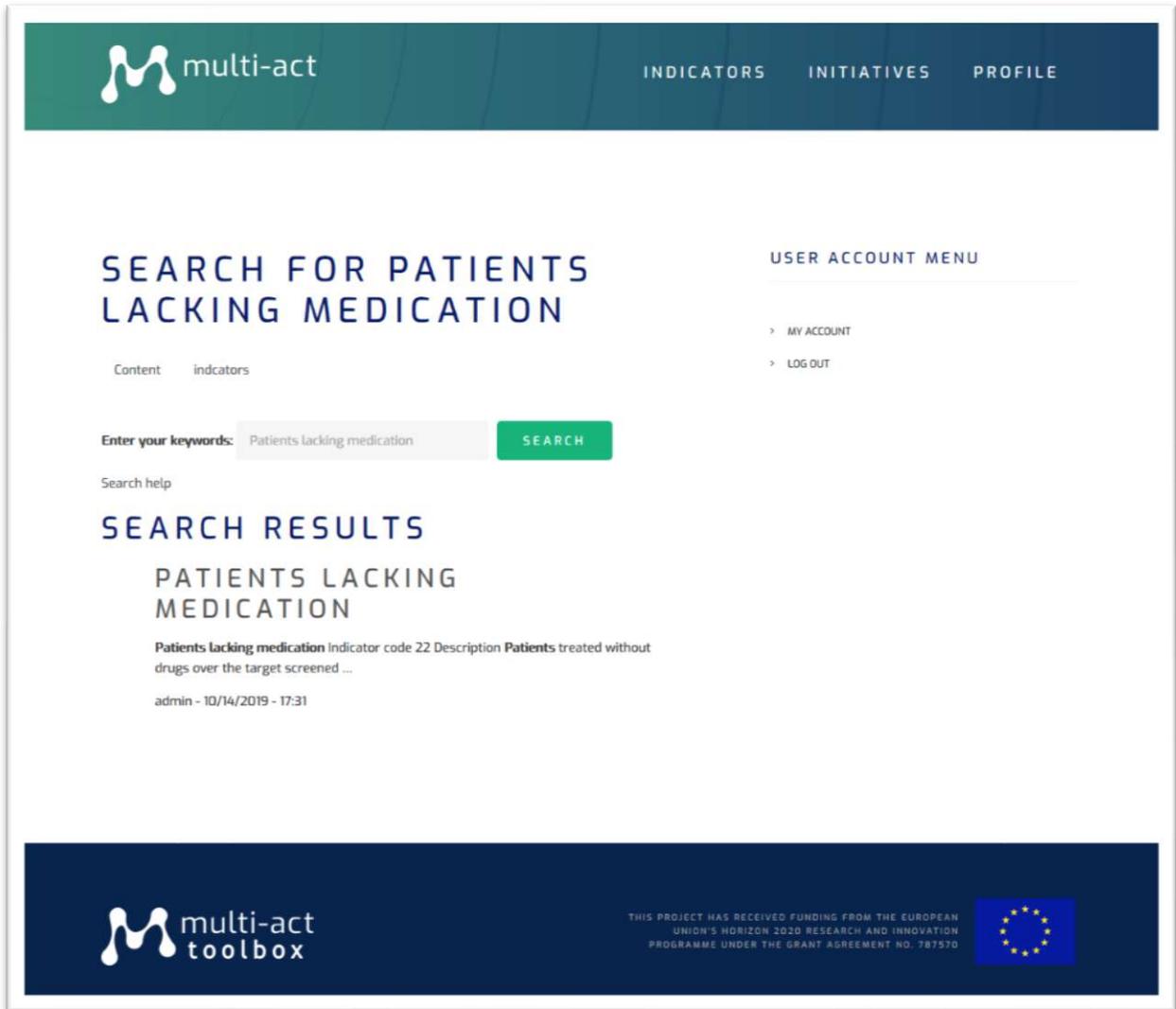


Figure 20 Indicator Addition - Scorecard Taxonomy

1.7.3 Indicator Search using a search term

From this page the Author users can search for a specific indicator entering a search term in the search field and are then presented with the relative found indicators to select from.



The screenshot displays the Multi-act Toolbox interface. At the top, there is a dark blue header with the 'multi-act' logo on the left and navigation links for 'INDICATORS', 'INITIATIVES', and 'PROFILE' on the right. Below the header, the main content area is white. On the left, a large heading reads 'SEARCH FOR PATIENTS LACKING MEDICATION'. Below this, there are tabs for 'Content' and 'indicators'. A search bar contains the text 'Patients lacking medication' and a green 'SEARCH' button. Below the search bar, there is a 'Search help' link. The search results section is titled 'SEARCH RESULTS' and 'PATIENTS LACKING MEDICATION'. A result entry shows 'Patients lacking medication' with a description: 'Indicator code 22 Description Patients treated without drugs over the target screened ...' and a timestamp 'admin - 10/14/2019 - 17:31'. On the right side of the page, there is a 'USER ACCOUNT MENU' with options for 'MY ACCOUNT' and 'LOG OUT'. At the bottom of the page, there is a dark blue footer with the 'multi-act toolbox' logo on the left, a funding notice in the center, and the European Union flag on the right.

Figure 21 Indicator Search

1.7.4 Indicator Search using the Master Scorecard Taxonomy

Alternatively, the Author users can select - from a tree-like view depicting the Master Scorecard Taxonomy - a specific node, to narrow down the search to the indicators that are associated to the given Taxonomy node.

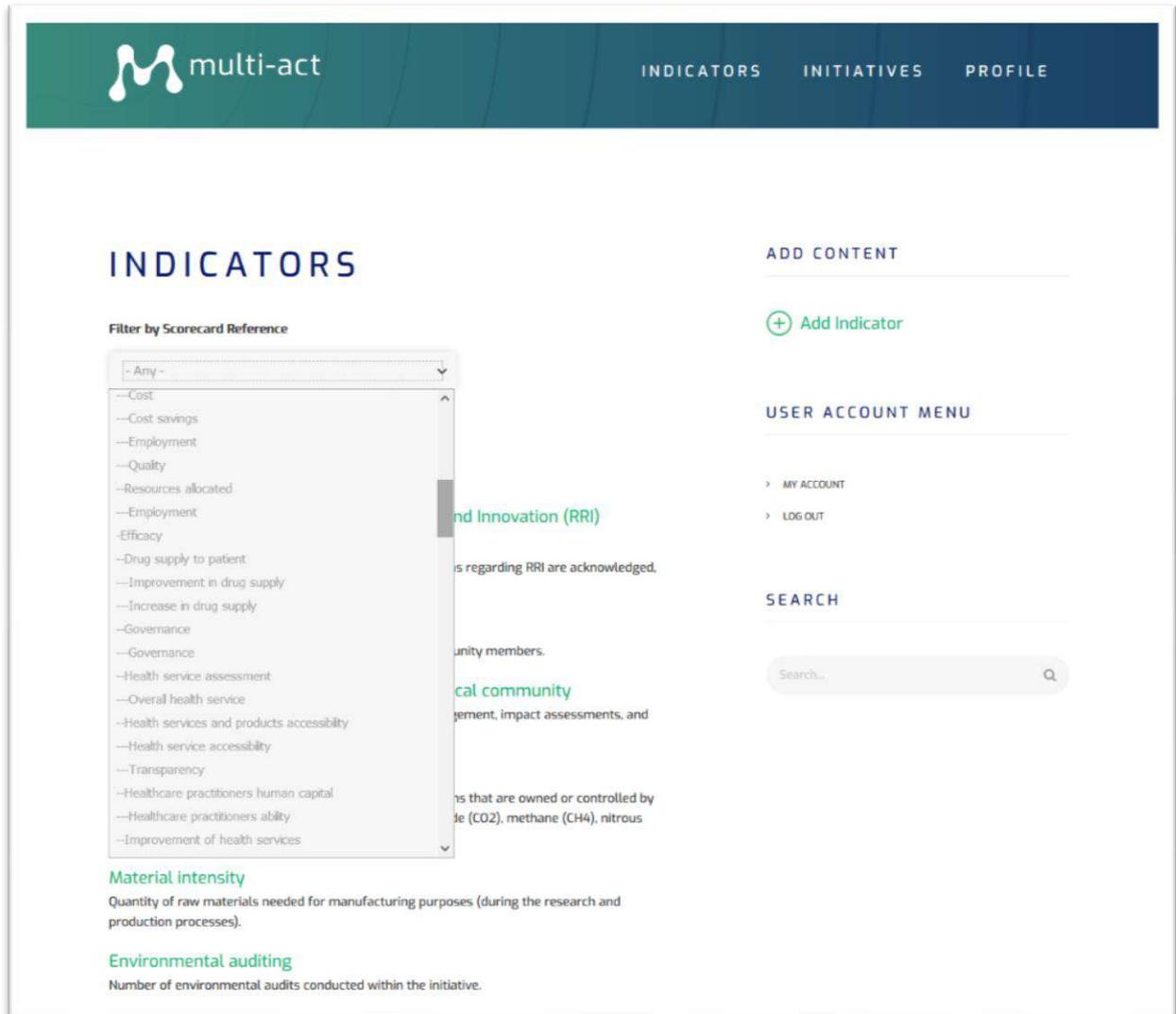


Figure 22 Indicator Search via Taxonomy 01

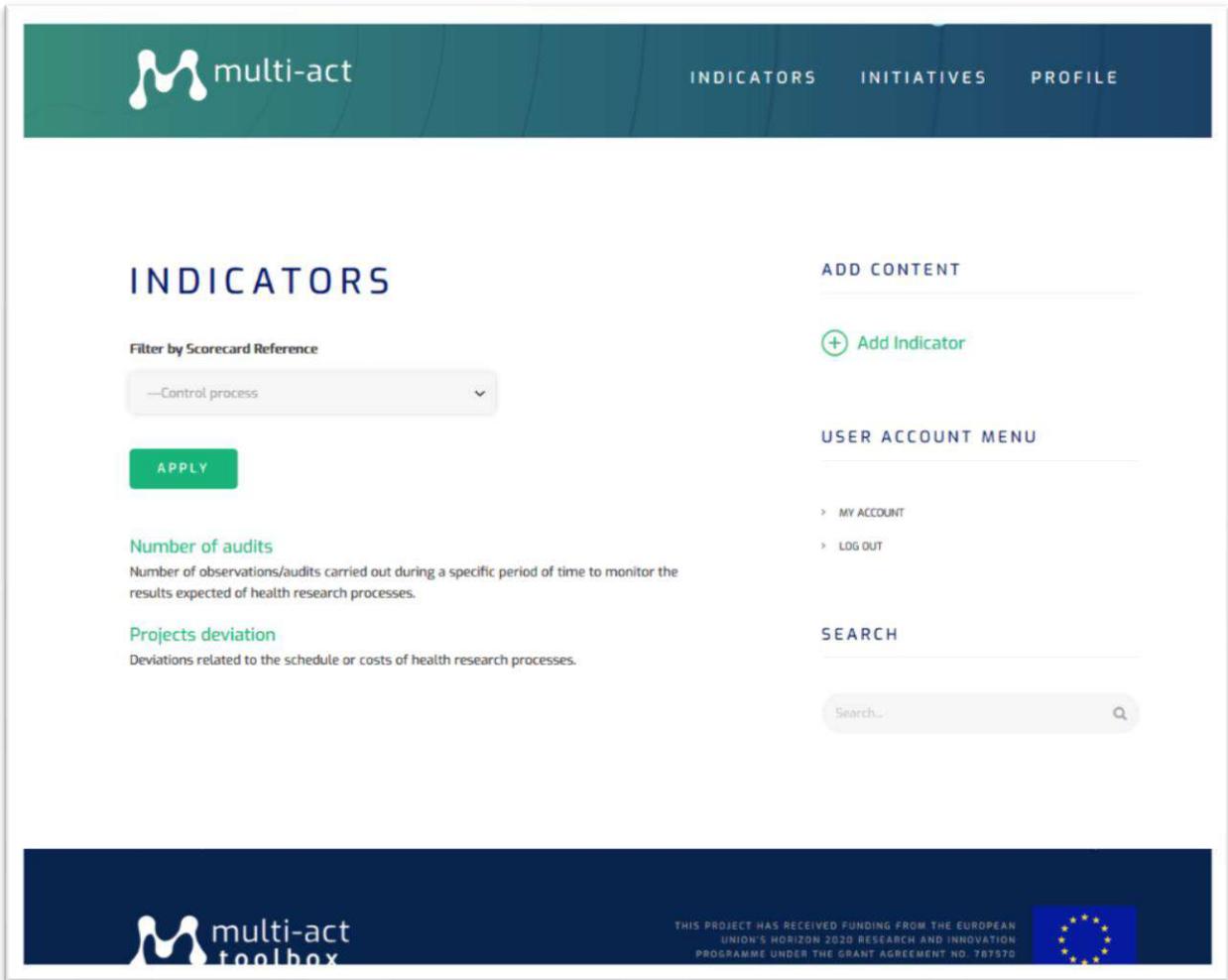
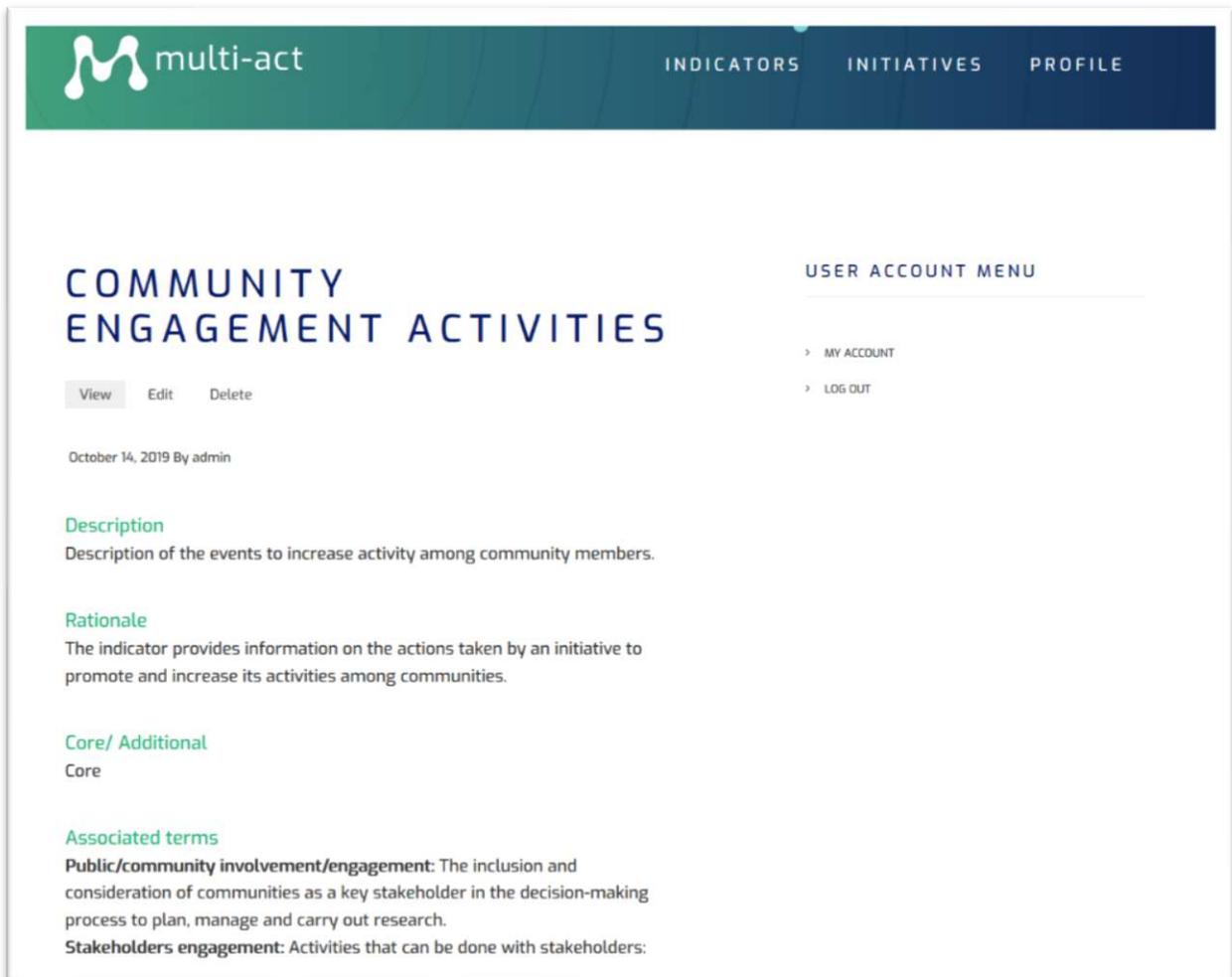


Figure 23 Indicator Search via Taxonomy 02

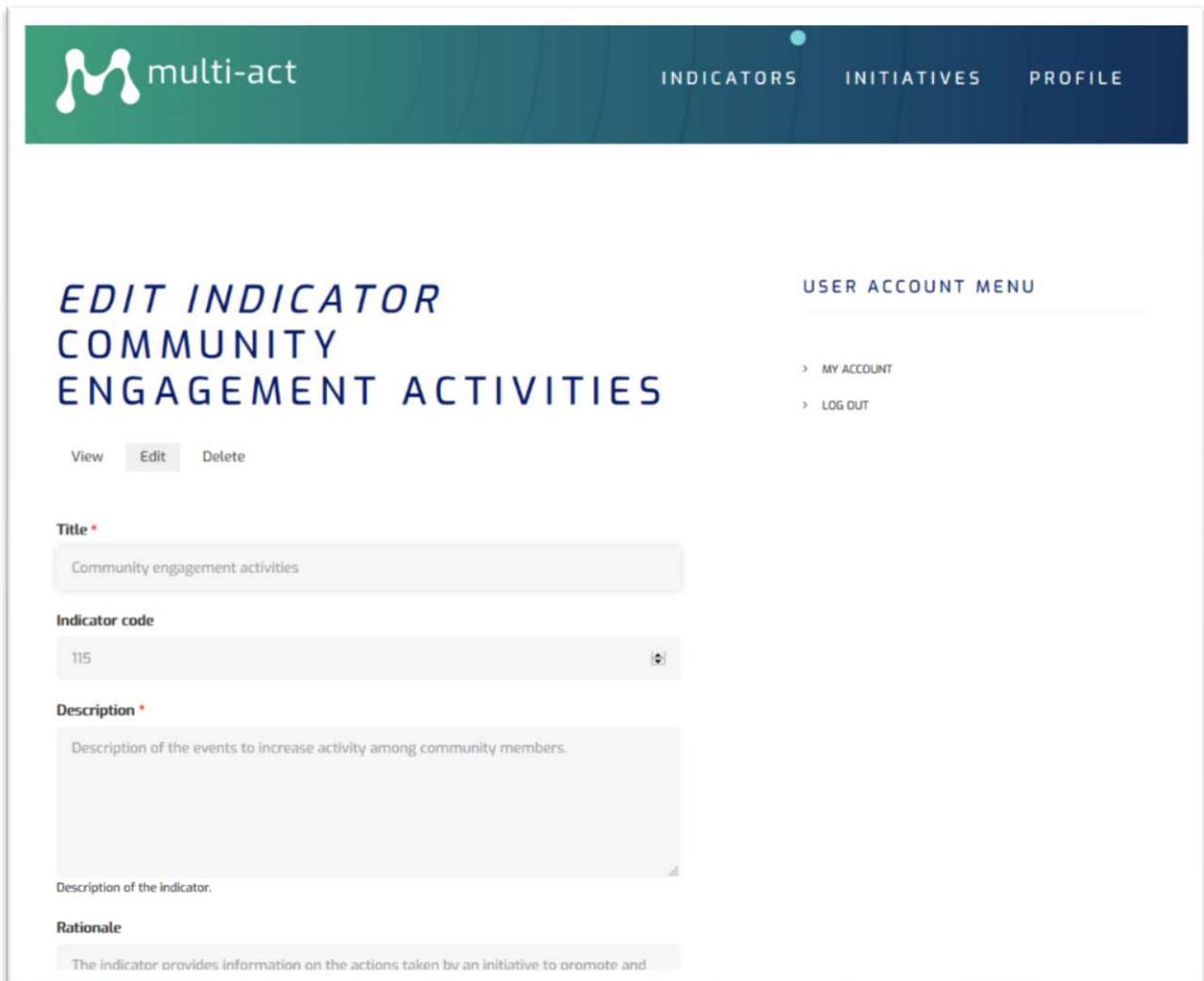
1.7.5 Editing an Indicator

When an existing indicator is selected, all relative information is presented to the user, together with the ability to edit/delete the indicator.



The screenshot displays the MULTI-ACT interface. At the top, there is a dark blue header with the MULTI-ACT logo on the left and navigation links for 'INDICATORS', 'INITIATIVES', and 'PROFILE' on the right. Below the header, the main content area is white. On the left side, the title 'COMMUNITY ENGAGEMENT ACTIVITIES' is prominently displayed in a large, dark blue font. Underneath the title, there are three buttons: 'View', 'Edit', and 'Delete'. Below these buttons, the date and author information 'October 14, 2019 By admin' is shown. The main content is organized into sections with green headings: 'Description', 'Rationale', 'Core/ Additional', and 'Associated terms'. The 'Description' section contains the text 'Description of the events to increase activity among community members.' The 'Rationale' section states 'The indicator provides information on the actions taken by an initiative to promote and increase its activities among communities.' The 'Core/ Additional' section is labeled 'Core'. The 'Associated terms' section lists 'Public/community involvement/engagement: The inclusion and consideration of communities as a key stakeholder in the decision-making process to plan, manage and carry out research.' and 'Stakeholders engagement: Activities that can be done with stakeholders:'. On the right side of the page, there is a 'USER ACCOUNT MENU' with two options: '> MY ACCOUNT' and '> LOG OUT'.

Figure 24 Indicator View



EDIT INDICATOR
COMMUNITY ENGAGEMENT ACTIVITIES

View Edit Delete

Title *
Community engagement activities

Indicator code
115

Description *
Description of the events to increase activity among community members.

Description of the indicator.

Rationale
The indicator provides information on the actions taken by an initiative to promote and

USER ACCOUNT MENU

- > MY ACCOUNT
- > LOG OUT

Figure 25 Indicator Editing

1.8 Taxonomy Editing

The Master Scorecard was utilized in the MULTI-ACT Toolbox by cross-referencing Indicator objects with the imported Scorecard Taxonomy.

This produced as added value the seamless ability of editing and enlarging the Master Scorecard, in a dynamic & user-friendly way. As per the Addition of Indicators, an administrative user has the ability of editing the taxonomy by a simple drag & drop action, causing all associated indicators to be automatically moved respectively.

Master Scorecard ☆

List Edit Manage fields Manage form display Manage display

Home » Administration » Structure » Taxonomy » Edit Master Scorecard

[+ Add term](#)

Master Scorecard contains terms grouped under parent terms. You can reorganize the terms in Master Scorecard using their drag-and-drop handles.

NAME	OPERATIONS
+ CRIF Dimensions	Edit ▾
+ Economic	Edit ▾
+ Anti-competitive behaviour	Edit ▾
+ Anti-competitive behaviour	Edit ▾
+ Control	Edit ▾
<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> Drag to re-order + Control process </div>	Edit ▾
+ Economic externalities	Edit ▾
+ Indirect economic impact	Edit ▾
+ Financial performance	Edit ▾
+ Financial stability	Edit ▾
+ Profitability	Edit ▾
+ Revenue	Edit ▾

Figure 26 Taxonomy Editing - Rearranging

CONCLUSIONS

The delivered first version of the MULTI-ACT Toolbox provides all necessary functionality for its first test phase in order to accumulate valuable user feedback from its usage. This feedback will enable the further enrichment and enhancement of the Toolbox abilities and scope of offered functionalities, towards building the final Toolbox version (MULTI-ACT Toolbox v2.0).