User Manual Portal

Cross-border Cooperation Program Italy-Croatia - New website and related services

Public Connectivity System - Lot 4

<table>
<thead>
<tr>
<th>Ver.</th>
<th>Process</th>
<th>Check</th>
<th>Approve</th>
<th>Date of issue</th>
<th>Description of the changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>E. Cornacchione</td>
<td>G. Trasarti</td>
<td>G. Trasarti</td>
<td>31/05/2019</td>
<td>First issue</td>
</tr>
<tr>
<td>1.1</td>
<td>E. Cornacchione</td>
<td>G. Trasarti</td>
<td>G. Trasarti</td>
<td>23/08/2019</td>
<td>More details added</td>
</tr>
<tr>
<td>1.2</td>
<td>E. Cornacchione</td>
<td>G. Trasarti</td>
<td>G. Trasarti</td>
<td>01/10/2019</td>
<td>More details added</td>
</tr>
<tr>
<td>1.3</td>
<td>E. Cornacchione</td>
<td>G. Trasarti</td>
<td>G. Trasarti</td>
<td>23/10/2019</td>
<td>Lead Partner Specification added</td>
</tr>
<tr>
<td>1.4</td>
<td>E. Cornacchione</td>
<td>G. Trasarti</td>
<td>G. Trasarti</td>
<td>30/10/2019</td>
<td>Specification about Video Link and Multimedia Galleries</td>
</tr>
<tr>
<td>1.5</td>
<td>E. Cornacchione</td>
<td>G. Trasarti</td>
<td>G. Trasarti</td>
<td>11/11/2019</td>
<td>Specification about Stay updated</td>
</tr>
</tbody>
</table>
User Manual Portal

Cross-border Cooperation Program Italy-Croatia - New website and related services

Public Connectivity System - Lot 4
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1. INTRODUCTION

1.1 PREMISE

This document is the user manual for the functionalities of the "Italy-Croatia" portal and the mini-sites dedicated to its projects, it is oriented to the operators who will play the role of Administrator.

The possibilities to add, modify or remove the web contents present in the various pages of the portal will be described below, and the possibility of adding new pages is also provided.

NOTE: The screenshots shown as support to the guide or as an example are aligned to the status of the portal on the date of preparation of this document.

It is recommended to follow the indications suggested in this manual, remembering that the administrator user has the right to intervene on each content or setting of the portal.
2. DESCRIPTION OF THE SYSTEM

2.1 WARNINGS

To make the best use of the available functions it is advisable to follow only the indications given below; please note that the administrator user has the right to intervene also on other features that we suggest not to explore in order not to introduce errors or malfunctions that are not wanted.

2.2 BROWSER CHOICE

For the use of the application functions it is necessary to use the same or later versions than those indicated below.

In a Mac OS environment:

- Safari 11.0.3
- Google Chrome 67.0.3396.87
- Firefox 60.0.2

In a Microsoft Windows environment:

- Firefox 62.0
- Google Chrome 69.0.3497.100
- Internet Explorer 11.285.17134.0

Other browsers are partially supported.

The portal has been developed in a "responsive" way using adaptive components and stylistic devices, that is making the pages usable also through mobile devices, this according to those that are the standards supported by the Liferay platform 7.1.

The suggested optimized resolution is 1600x900 pixels.
2.3 NAVIGATION MODE

The interaction model between the backend user and the system is that typical of the Internet environment, where the interview is realized through visual elements of a textual and iconographic nature that facilitate the user in the intuition of the actions to be undertaken.

Main graphic elements with which the user can interact are shown in the following table:

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text input box, for editable fields</td>
<td>Element</td>
</tr>
<tr>
<td>Selection button</td>
<td></td>
</tr>
<tr>
<td>Liferay menu opening button (located at the top left)</td>
<td></td>
</tr>
<tr>
<td>Button for accessing the configuration of a web content (interface for editing the components on the pages)</td>
<td></td>
</tr>
<tr>
<td>Button to add new web contents (interface for editing the components in the pages)</td>
<td></td>
</tr>
</tbody>
</table>
Selector of a date

Buttons for managing the publication

Button for adding new web content (Liferay configuration menu)

Check-box, to indicate one or more choices among the proposed options

Check-boxes, to indicate one or more choices among the proposed options

2.4 REQUIRED FIELDS

The fields marked with the symbol ⭐ they are mandatory and must necessarily be entered by the user in order to confirm or save a web content.

2.5 MESSAGES

The portal presents messages that identify the outcome of the operations carried out, the messages appear in the lower left corner:

![Success](image)

Fig. 3 - Positive outcome in creating web content

![Error](image)

Fig. 4 - Error creating web content

2.6 DATA MODIFICATION

Data is saved using the "Publish" button which makes the content to which it refers visible to the frontend; "Save as Draft" instead must be used for temporary saving (the content will not be published until the editor uses the Publish button); the "Cancel" button must instead be used to cancel the changes in progress.
Fig. 5 - Buttons for saving information
3. DESCRIPTION OF FUNCTIONALITIES
The features on the web content management used on the portal will be described below, made available to users logged in with Administrator credentials.

3.1 LOGIN
At the following link https://www.italy-croatia.eu/web/yourprojectnamesite/admin-login insert your UserID + Password.

3.2 HOW TO EDIT CONTENT

⚠️ WARNING NOTE: The editing instrument is the blue one. It is strongly discouraged to use other options (the grey ones) because they are only for structural configurations.

Every web content has this option. For each editing operation this is the beginning STEP.
4. CONTENT MODULES

4.1 – OVERVIEW

<table>
<thead>
<tr>
<th>Module</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEADER – PROJECT LOGO</td>
<td>NOT EDITABLE</td>
</tr>
<tr>
<td>MENU’</td>
<td>NOT EDITABLE</td>
</tr>
<tr>
<td>PROJECT CONTENT</td>
<td>GO TO PROJECT CONTENT MANUAL SECTION</td>
</tr>
<tr>
<td>HERO IMAGE</td>
<td></td>
</tr>
<tr>
<td>INFORMATION CARDS</td>
<td></td>
</tr>
<tr>
<td>PROJECT DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>KEY PROJECT NUMBER</td>
<td>GO TO THE PROJECT NUMBER MANUAL SECTION</td>
</tr>
<tr>
<td>PARTNERS PRESENTATION</td>
<td>NOT EDITABLE</td>
</tr>
<tr>
<td>PARTNERS MAP</td>
<td>NOT EDITABLE</td>
</tr>
<tr>
<td>NEWS &amp; EVENTS SECTION</td>
<td>GO TO THE NEWS MANUAL SECTION</td>
</tr>
<tr>
<td></td>
<td>GO TO THE EVENT MANUAL SECTION</td>
</tr>
<tr>
<td>LIBRARY SECTION</td>
<td>GO TO THE DOCS AND TOOLS MANUAL SECTION</td>
</tr>
<tr>
<td>HOMEPAGE MULTIMEDIA GALLERY</td>
<td>GO TO THE MULTIMEDIA GALLERY MANUAL SECTION</td>
</tr>
</tbody>
</table>
4.2 - PROJECT PRESENTATION

**WARNING NOTE** Every content has an Identification Number (you can see an example here).

**ID: 93741** Version: 1.0 Approved

A new version is created automatically if this content is modified.

It is mandatory to maintain the same ID for the **Project Presentation content**. You can change title and contents, but it is strongly suggested to avoid deleting this content, otherwise the ID will be no longer valid.

**Overview:**

![Safety and Resilience](image)

**ADRIAMORE**
Adriatic: DFS exploitation for WSW management of Coastal Extreme weather and flooding

**START DATE:**
01.01.2018

**END DATE:**
30.09.2019

**TOTAL BUDGET:**
€ 1,500,000

**SPECIFIC OBJECTIVE:**
1. Increase the safety of the Programme area and coastal and marine ecosystem.

**LEAD PARTNER:**
Indra

**TARGET GROUPS:**
- Consortium members
- Stakeholders
- Public Administration centers
- Local and national bodies
- Development agencies and associations

The ADRIAMORE project is evaluating the results of IPA Adriatic, DRS/Adrianet and CashNet and aims to improve the existing systems for monitoring and risk management of coastal extreme weather events. The project will test a new exchange of best practices of institutional governance and provide support to maritime navigation, all traffic control and urban water management authorities, with the goal to disseminate these insights through the programme CrossBorder Cooperation platform.

You can edit title and subtitle.

You can edit/insert your HeroImage – 1920x300 pixel.

You can manage some information about the project.

You can not insert you LEAD PARTNER.

This configuration will be done by Programme Central Web Team.

You can manage and edit your description.
You can also manage some information displayed in the Programme Website, ([https://www.italy-croatia.eu/discover](https://www.italy-croatia.eu/discover)) in you PROJECT CARD (here below you can see an overview)

You can insert/manage you CARD image. 450x280 pixel

It is a different file from HERO IMAGE because it must have different size, but you can choose the same picture.

You can prepare two different size version of the same picture

You can manage the Name and the subtitle of you project displayed in the Programme web site

You can manage some financial and numeric information to be displayed in the Programme Website

EXAMPLES

HERO IMAGE – 1920x300 pixel

CARD IMAGE – 450x280 pixel
In the form below you can put some information about your project. Some of these are mandatory otherwise the content can’t be saved and published.

Here below the filed structure:

It is very important to administrate and fill the fields here below.

The form has additional fields that you do not have to fill.

<table>
<thead>
<tr>
<th>Field</th>
<th>What</th>
<th>Where displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content TITLE</td>
<td>Name for the administrator</td>
<td>Only for admin</td>
</tr>
<tr>
<td>Title</td>
<td>Project acronym</td>
<td>Project HP</td>
</tr>
<tr>
<td>Subtitle</td>
<td>Project extended name</td>
<td>Project HP</td>
</tr>
<tr>
<td>Description (Card description)</td>
<td>Project Acronym + Project Extended name</td>
<td>Programme Discover page (one card per Project)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://www.italy-croatia.eu/discover">https://www.italy-croatia.eu/discover</a></td>
</tr>
<tr>
<td>Full Description (site description)</td>
<td>Description of the project</td>
<td>Project HP</td>
</tr>
<tr>
<td>Target Group</td>
<td>It can be a formatted list, bullet point...</td>
<td>Project HP</td>
</tr>
<tr>
<td>Specific Objective</td>
<td>Description of the SO</td>
<td>Project HP</td>
</tr>
<tr>
<td>Image (card Image)</td>
<td>450x280 pixel You can select the img by following options</td>
<td>Programme Discover page (one card per Project)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://www.italy-croatia.eu/discover">https://www.italy-croatia.eu/discover</a></td>
</tr>
</tbody>
</table>
| Site Hero Image | 1920x300 pixel  
You can select the img by following options | Project HP |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Financing</td>
<td>Amount, in this field you can put a number</td>
<td>Project HP</td>
</tr>
</tbody>
</table>
| Financing currency | Description  
Financing  
1.150.000  
Financing Currency  
TOTAL BUDGET  
Financing Description  
*Write your content here...* | Project HP |
| Partner Number | Mandatory | Project HP |
| Date From Date to | Timing of the project | Project HP |
| Link (Internal Page) Link (External Page) Link (Multimedia) | You can choose one of these option to publish more information | Project HP  
*Only if configured* |
| Link Button Name | You can edit this field with a call to action related to the previous filed (i.e. READ MORE) | Project HP  
*Only if configured* |

⚠️ **WARNING NOTE** It is very important to **respect indication about image dimension**, otherwise the general layout could not be guaranteed.

Now you have to perfect the configuration of your project presentation by categorize you content. With particular attention, you have to insert every geographical area referring to the project partners (not only Lead partner but all your project partner). **GO TO THE FOCUS: categorize the content**

### 4.3 - Key Project Number

In the below “slide” you can publish some facts&figures about your project.

Every “slide” is composed by a group of 3 element (circled in red).
You can compose more than one slide for your website, remember that is composed by 3 elements, otherwise you can’t save and publish the content.

In the form below you can put some information about your project. Some of these are mandatory otherwise the content can’t be saved and published.

Title
KEY PROJECT NUMBERS

Group of Fact & Figures

Value
1.15

Unit
€ MLN

Name
TOTAL BUDGET AMOUNT

Description
Write your content here...
Here below the filed structure:

It is very important to administrate and fill the fields here below.

The form has additional fields that you do not have to fill.

<table>
<thead>
<tr>
<th>Field</th>
<th>What</th>
<th>Where displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
<td>Only numeric element (decimals included)</td>
<td>1.15 € MLN</td>
</tr>
<tr>
<td>Unit</td>
<td>Alphanumeric field</td>
<td>TOTAL BUDGET AMOUNT</td>
</tr>
<tr>
<td>Name</td>
<td>Description – few words recommended</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Not relevant</td>
<td></td>
</tr>
</tbody>
</table>

You can add (or delete) a new GROUP OF F&F by this option. Every group of F&F builds a slide. You can build as many slides as you need. They will slide automatically, without configuring anything.

⚠️ WARNING NOTE Pay attention in deleting (you don’t have undo function!).
4.4 – **LEAD PARTNER – VERY IMPORTANT NOTICE**

**WARNING NOTE** - You **do not have to** administrate this section. The Programme Central Website Team does this configuration. This configuration allows the presence of PINs on programme’s and projects’ map of partner (as you can see below)

The Programme Central Website Team will configure your Lead Partner and Project partners in order to display PINs on the map and to display general information about your partners in the section of your homepage (as you can see below)
PARTNERSHIP

LOAD PARTNER

Abruzzo Region - Department for territorial cooperation

VIA SALAIA ANTICA EST 27
L’Aquila - Italy - paola.disalvatore@regione.abruzzo.it

www.regione.abruzzo.it

The Service of Territorial Cooperation IPA of the Abruzzo Region is highly qualified in managing and implementing EU projects under European Territorial Cooperation (Interreg). For several years, until March 2018, the Abruzzo Region had covered the role of Managing Authority of the IPA Adriatic C8 Programme, the most relevant European Territorial Cooperation Programme involving 8 countries and with over 10 S project financed. CETEMPS is its mandated scientific partner under AdriAdMore.

Contact person: Laura Rosela
E-mail: lauracisalita.adriamore@gmail.com

PROJECT PARTNER

Dubrovnik and Neretva County

www.edubrovnik.org

Meteorological and Hydrological Service of Croatia (DHMZ)

meteo.hr
4.5 - NEWS

This is the homepage area in which news are displayed. Last 3 will be displayed in homepage, without configuring anything.

Here the layout of the ALL NEWS section.

LABEL (CATEGORY) DATE TITLE IMG 680X450 FILTER
IMPORTANT NOTICE

Adding a news

From the HP NEWS AREA you can reach the option in order to add new content “NEWS”

In this case the right option is the GREY one!

You can reach this option directly by the module displayed in homepage
You will reach the form to fill out. As usual some fields are mandatory otherwise you can't save and publish the content.

Here below the filed structure:
It is very important to administrate and fill the fields here below.

The form has additional fields that you do not have to fill.

<table>
<thead>
<tr>
<th>Field</th>
<th>What</th>
<th>Where Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong> (mandatory)</td>
<td>Edit text</td>
<td>Only for the admin</td>
</tr>
<tr>
<td></td>
<td>Please don’t use special character</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Otherwise please delete special character</td>
<td></td>
</tr>
<tr>
<td></td>
<td>in the friendly URL</td>
<td></td>
</tr>
<tr>
<td>Summary</td>
<td>Not relevant</td>
<td></td>
</tr>
<tr>
<td><strong>Title:</strong> (mandatory)</td>
<td>Edit text</td>
<td>PROJECT HP</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A firefighting boat for the Dubrovnik-Neretva Region</td>
<td></td>
</tr>
<tr>
<td></td>
<td>And in the detail page</td>
<td></td>
</tr>
</tbody>
</table>
### Abstract: (mandatory)

**Subtitle**

**Full text: (mandatory)**

**OPTIONS**

#### INSERT AN IMAGE

**NOTE:** For specific details and important notice please see the focus

**MEDIA ADMINISTRATION**

#### YOUTUBE VIDEO

**WARNING NOTE !!!!**

It is important to select (for copy&paste) the youtube link without this part:

&feature=youtu.be

**Copy the link**

https://www.youtube.com/watch?v=Zb4y1Kv4Ug

**Paste the video link...**
<table>
<thead>
<tr>
<th><strong>Date from</strong></th>
<th>Date of the news</th>
<th><img src="image" alt="Project News" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date to</strong></td>
<td>Not relevant</td>
<td><strong>WARNING NOTE</strong> ignore this field</td>
</tr>
<tr>
<td><strong>Place</strong></td>
<td>Not relevant</td>
<td><strong>WARNING NOTE</strong> ignore this field</td>
</tr>
<tr>
<td><strong>Image</strong></td>
<td><img src="image" alt="Image" /></td>
<td><strong>NOTE</strong>: For specific details and important notice please see the focus <strong>MEDIA ADMINISTRATION</strong></td>
</tr>
<tr>
<td><strong>Image description</strong></td>
<td>680x450 pixel.</td>
<td></td>
</tr>
<tr>
<td><strong>Image of the gallery</strong></td>
<td>You can add pictures and images</td>
<td><img src="image" alt="Image" /></td>
</tr>
<tr>
<td><strong>CAMPO RIPETIBILE</strong></td>
<td><img src="image" alt="Image" /></td>
<td><strong>NOTE</strong>: For specific details and important notice please see the focus <strong>MEDIA ADMINISTRATION</strong></td>
</tr>
<tr>
<td><strong>Image description</strong></td>
<td>Alternate content</td>
<td></td>
</tr>
<tr>
<td><strong>Attachment</strong></td>
<td>Not relevant</td>
<td><strong>WARNING NOTE</strong> ignore this field. Don’t fill with any contents. It won’t be displayed on the website. Please see the focus here below↓. <strong>MEDIA ADMINISTRATION</strong></td>
</tr>
</tbody>
</table>

**Apply the display PAGE.**
Follow the steps:

1)
2) Use a specific display page for the web content.

3) Choose

4) Select Page

5) choose the one you need
6)

DONE!

Now you have to CATGORIZE the content. It is a mandatory configuration. **GO TO THE FOCUS**

⚠️ **WARNING NOTE** if you don’t complete this item the correct homepage layout won’t be guaranteed

**Modifying a news**

You can edit a published news. From the specific link of the news you can reach the editing option.
AdriaMORE is going to conclude and the several activities conducted have aimed to reach the final goal of the project, that is to increase the management capacity of responding to marine and coastal hazards in the Adriatic basin and to mitigate the damage impact caused by increasingly frequent severe weather conditions along the coastal regions in Italy and Croatia.

Software developments, models implementation, testing on relevant case studies and sophisticated instruments acquisition have been carried out, in order to capitalize the 2007-2013 PA Adriatic CBC programme-funded project ADRIANAV. The latter developed a decision support system (DSS) to observe and forecast possible scenarios at high hydro-meteorological risk for civil protection purposes.
4.6 - EVENT

This is the homepage area in which events are displayed. Last 4 will be displayed in homepage, without configuring anything.

Here the layout of the ALL EVENTS section

- Filters
- Calendar display
- In this section is displayed also the event image
IMPORTANT NOTICE

This is the header of you page. Please don’t edit or delete.
To publish and admin the news contents follow the steps here below

Adding an event

All the instructions are very similar to News administration

In this case the right option is the GREY one!
You can reach this option directly by the module displayed in homepage
When you choose the Add instruction you will reach the form to fill out. As usual some fields are mandatory otherwise you can’t save and publish the content.

Here below the filed structure:
It is very important to administrate and fill the fields here below.

The form has additional fields that you do not have to fill.

<table>
<thead>
<tr>
<th>Field</th>
<th>What</th>
<th>Where Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Edit text</td>
<td>Only for the admin</td>
</tr>
<tr>
<td>(mandatory)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary</td>
<td>Not relevant</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td>Edit text</td>
<td>PROJECT HP</td>
</tr>
<tr>
<td>(mandatory)</td>
<td></td>
<td>AND IN THE DETAIL PAGE</td>
</tr>
</tbody>
</table>

[Image of form structure]

Version 1.5 of the 11/11/2019
<table>
<thead>
<tr>
<th><strong>Abstract:</strong> (obbligatorio)</th>
<th><strong>Subtitle</strong></th>
<th><strong>Full text:</strong> (obbligatorio)</th>
<th><strong>Edit text</strong></th>
<th><strong>DETAIL PAGE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
</tbody>
</table>

**NOTE:** For specific details and important notice please see the focus here below↓

**MEDIA ADMINISTRATION**

**WARNING NOTE !!!!!!**

It is important to select (for copy&paste) the youtube link without this part:

```plaintext
&feature=youtu.be
```

Copy the link

https://www.youtube.com/watch?v=Zb4y1KvJ4Ug
### Edit the fields:
- name surname
- phone
- email

### Place
Inser the name of the location (text mode)

### Address
Insert the specification of the address (text mode)
Incorporando questa mappa, accetti i termini di servizio.

<!-- Choose Incorporate map -->

<!-- COPIA HTML -->

<!-- Select only YELLOW not "" -->

<!-- Paste in this way -->

```html
<iframe src="https://www.google.com/maps/embed?pb=!1m18!1m12!1m3!1d1399.8487752728256!2d12.319693658066056!3d45.43559787691064!2m3!1f0!2f0!3f0!3m2!1s0x477eb1c867504085%3A0xbac8c4473b4ebb03!2sRegione+ Veneto+-Sezione..." width="600" height="450" frameborder="0" style="border:0"
allowfullscreen"></iframe>

Google Maps

Version 1.5 of the 11/11/2019
NOTE: For specific details and important notice please see the focus MEDIA ADMINISTRATION.
Please see the focus here below ↓.

**MEDIA ADMINISTRATION**

Apply the display PAGE.

Follow the steps:

1) **DISPLAY PAGE**
   - Please select one option.
   - Use default display page for 'Basic Web Content': None (This content will not be referenceable with an URL)
   - Use a specific display page for the web content
   - None (This content will not be referenceable with an URL)

2) **Use a specific display page for the web content**

3) **Choose**

4) **Select Page**

5) choose the one you need
DONE!

Now you have to **CATGORIZE** the content. It is a mandatory configuration. **GO TO THE FOCUS**

⚠️ **WARNING NOTE** if you don’t complete this item the correct homepage layout won’t be guaranteed

**Modifying a event**

You can edit a published news. From the specific link of the news you can reach the editing option.
4.7 – FOCUS – VERY IMPORTANT NOTICE

FOCUS: media administration

It is very important to respect this procedure in order to avoid template disfunction.

Choose the IMAGE icon to access the selection of media.

You can search your Documents and Media by name.

You can choose file from your local device.

You can previously prepare a folder with your Documents and Media, to organize smartly your media content, in order to better admin your website.

So, how can you prepare a folder?
You cannot complete this operation during the editing procedure of a content. You have to do this before starting the procedure to add a content.
Choose this option – open the admin panel

Now as you can see the panel is open

Go to content menu

Choose documents and media
Select the folder you have already created.
You can upload your media (pdf or image) also in drag&drop mode.
You can also edit subfolder as you want. **ADVICE** : not overdo with that (SEO don’t like too much levels)
Now you have your media folder and by the editing procedure you can easily select your images or media by the correct place.

**How can you insert attachment?**

During the editing procedure of your content, you can easily add an attachment.
Select a text portion and select the following option

Choosing this folder you access Documents and Media section.
Select the correct folder then select the file and confirm.

You can insert as many attachments as you desire.
IMAGES SIZES SUMMARY

**HERO IMAGE**
1920x300

**CARD PROJECT**
450x280 pixel

**NEWS IMAGE**
680x450 pixel

**EVENT IMAGE**
680x450 pixel

**IMAGE FOR MULTIMEDIA GALLERIES**
1200x800
FOCUS: categorize the content

⚠️ WARNING NOTE if you don’t complete this item the correct homepage layout won’t be guaranteed

Now you must select categories. Select from the following options.

- **CONTENT TYPE**: this categorization allows this content to be displayed in the homepage, moreover make sure the correct application of the label (news or events)

- **GEOGRAPHICAL AREA**: this categorization allows this content to be filtered by this option in the ALL NEWS section. If you don’t configure it the content won’t appear in filtered results

- **PRIORITY AXIS**: this categorization allows this content to be filtered by this option in the ALL NEWS section. If you don’t configure it the content won’t appear in filtered results

- **SOURCE**: this categorization allows this content to be displayed in the homepage, moreover make sure the correct application of the label (PROGRAMME or PROJECT) and the visibility of your content in the general website with the correct referrals.

So, choose **PROJECT** in this configuration for your contents, not programme

⚠️ ADVICE:

For the **events** please enter the Region and province for Italy and Zupanija for Croatia as a reference

For the **news** please enter the reference to Italy, Croatia or other.
4.8 – DOCS AND TOOLS AREA

LIBRARY

Here all the documents.

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>+</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOOLS</td>
<td>+</td>
</tr>
</tbody>
</table>

CHOSE THIS OPTION – open the admin panel

About the Project

ITALY CROATIA CROSS-BORDER COOPERATION

INTERREG

ITALY - CROATIA

TRANSPUGOOG

EUROPEAN UNION

About the Project  News  Docs&Tools  Multimedia  Contacts

/ MARITIME TRANSPORT
/ SO 4.1

TRANSPUGOOG

Version 1.5 of the 11/11/2019

R.T. I. Almaviva S.p.A/ Almawave S.r.l/
Indra Italia S.p.A/Pwc Advisory S.p.A
Public use / Internal / Confidential / Exclusive

Page 43 of 75
Now as you can see the panel is open

GO TO CONTENT MENU'

CHOOSE WEB CONTENT

CHOOSE FILTER AND ORDER
You can edit an existing content or publish a new one. Here below the structure of the content.
Here below the content structure
It is very important to administrate and fill the fields here below.
The form has additional fields that you do not have to fill.

<table>
<thead>
<tr>
<th>Field</th>
<th>What</th>
<th>Where displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Edit text</td>
<td>Only for the admin</td>
</tr>
<tr>
<td>(mandatory)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summary</strong></td>
<td>Not relevant</td>
<td></td>
</tr>
<tr>
<td><strong>Section Title:</strong></td>
<td>Edit text</td>
<td></td>
</tr>
<tr>
<td>(mandatory)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Section description</strong></td>
<td>Subtitle</td>
<td></td>
</tr>
</tbody>
</table>
For specific details and important notice please see the focus here below:

Media Administration
NOTE: For specific details and important notice please see the focus here below ↓

MEDIA ADMINISTRATION

WARNING NOTE !!!!
It is important to select (for copy&paste) the youtube link without this part:
https://www.youtube.com/watch?v=Zb4y1KvJ4Ug

Copy the link

Paste the video link

Paste and confirm

NOTE: For specific details and important notice please see the focus here below ↓

WARNING NOTE !!!!
It is important to select (for copy&paste) the youtube link without this part:
https://www.youtube.com/watch?v=Zb4y1KvJ4Ug

Copy the link

Paste the video link

Paste and confirm

NOTE: For specific details and important notice please see the focus here below ↓

WARNING NOTE !!!!
It is important to select (for copy&paste) the youtube link without this part:
https://www.youtube.com/watch?v=Zb4y1KvJ4Ug

Copy the link

Paste the video link

Paste and confirm
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File attachment</td>
<td>You can select (or upload) a file</td>
</tr>
<tr>
<td>Accordion</td>
<td>You can add new accordion or new file</td>
</tr>
<tr>
<td>Link External Page</td>
<td>You can insert a link (instead of a document). This option is alternative to the FILE ATTACHMENT</td>
</tr>
<tr>
<td>All Accordion File Archive</td>
<td>You can insert an attachment. It can be a zip file. You have to generate manually the zip file which contains all the Accordion File</td>
</tr>
<tr>
<td>Accordion</td>
<td>You can add new accordion or new file</td>
</tr>
</tbody>
</table>

4.9 – HOMEPAGE MULTIMEDIA GALLERY

This is the Multimedia gallery section of your homepage.

**MULTIMEDIA**

You can add new photo in this gallery.
You have to manage them in manual mode. The are no limit in the number of photos displayed.
We suggest to display 10-15 photos in this section in order to have the best user experience.

You can add and remove manually the images in the dedicated folder, following the steps here below:
Now as you can see the panel is open

GO TO CONTENT MENU

CHOOSE
Choose this folder

You have to REMOVE the DEMO folder!
Now you can drag&drop here as much ohot as you want.
Suggested size 1200x800
YOU CAN SIMPLY DRAG&DROP – images will be automatically displayed in homepage multimedia area.
IMPORTANT NOTICE: if you delete some item remember to remove them also from Recycle Bin!
4.9 – PROJECT MULTIMEDIA GALLERY

This is the Multimedia gallery section of your project website.

Here you can display different folders of photos referring to your events or highlights.

Choose this option to open the admin panel.
Now as you can see the panel is open

GO TO CONTENT MENU' 

CHOOSE

This folder contains folders of pictures displayed on the Project multimedia section
You can choose the appropriate folder. You can also create a new one (as many as you need).
In this subfolder you can **drag and drop** your pictures.

### MULTIMEDIA GALLERY

<table>
<thead>
<tr>
<th>Title</th>
<th>Document Type</th>
<th>Size</th>
<th>Status</th>
<th>Create Date</th>
<th>Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 MONITORING COMMITTEE MEETING - Split - October 2017</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>5 Months Ago</td>
<td>5 Months Ago</td>
</tr>
</tbody>
</table>

Here you can find an example. Every folder is a set of coherent pictures building a gallery.
The photos will be displayed automatically in the Multimedia Section. It will be automatically created the related select, keeping the name of the folder.
This is the result in the Multimedia section.
SELECT GALLERY:

2018-10-04 USEFALL Project presented in EU Parliament

You can choose other gallery by choosing it in the select.

SELECT GALLERY:

2018-10-04 USEFALL Project presented in EU Parliament

3 MONITORING COMMITTEE MEETING - Venice - July 2017

4 MONITORING COMMITTEE MEETING - Split - October 2017

5 MONITORING COMMITTEE MEETING - Venice - July 2018

FLC SEMINAR ITALY - OCTOBER 16 - 2018

LEAD PARTNER SEMINAR - STANDARD PROJECT - June 26-27 - 2018
IMPORTANT NOTICE: if you delete some item remember to remove them also from Recycle Bin!

4.8 - VIDEOLINK – ADD OR MANAGE A VIDEO

You can publish a video from Youtube.

⚠️ NOTE: You can not upload your video directly on the project website. You must have a link from Youtube. The video stays on Youtube. You can display it through this procedure.

Title and subtitle you can edit – you can add a description
1 STEP - ADD YOUR WIDGET

From the black panel you can search the widget you need.

Search for **ASSET PUBLISHER** (a module which displays a set of contents)
STEP 2 – CONFIGURATE YOUR WIDGET

Now you can configure your widget.

You can do DRAG&DROP in the area of the homepage you want

Configuration (the grey one!)

- Open GENERAL tab
- Use custom title → yes
- Digit → video
- Then SAVE

FLC SEMINAR - FOR STAI PROJECTS (PART 1)

OPEN THE LOOK AND FEEL CONFIGURATION PANEL AND DO THE SAME CONFIGURATION HERE BELOW
Digit the configuration in this field.
- Open ADVANCED STYLING tab
- Digit → news-event-nested
- Then SAVE

OPEN THE CONFIGURATION PANEL AND DO THE SAME CONFIGURATION HERE BELOW
- Make sure you are in **SETUP** panel
- Open **ASSET SELECTION** tab
- Do the same configuration as below:

**Asset Publisher - Configuration**

![Asset Publisher Configuration](image)

- **YOU HAVE TO DO CONFIGURATION ONLY IN THIS PANEL**

**Asset Type**

- **Web Content Article**

**Web Content Article Structures**

- **Video Link**

**Filter by Field**

- **NO**

**Select**
Now scroll the panel to reach: **ORDENING AND GROUPING** and do the same configuration as below

![Configuration Panel](image)

Then **SAVE**

Now open **DISPLAY SETTINGS** tab and do the same configuration as below

![Display Settings](image)
Put the number of videos you want to display. In this configuration you can display maximum three video on you page. When you add a new one the less recent will be no longer displayed. (FirstIn FirstOut).

Then SAVE!

Open the **SUBSCRIPTION** tab and do the same configuration as below

```
<table>
<thead>
<tr>
<th>Setup</th>
<th>Communication</th>
<th>Sharing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Selection</td>
<td>Display Settings</td>
<td>Subscriptions</td>
</tr>
<tr>
<td>RSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enable RSS Subscription</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>SUBSCRIPTIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enable Email Subscription</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>
```

NOW YOU HAVE SUCCESSFULLY configured your module and now you can publish your news Youtube Video link

**STEP 3 – ADD A NEW VIDEO LINK**

The module displays last 3 video link you publish.

Every new Video link content you publish will be displayed automatically by the module.

So, now you can add your first video.
When you choose the Add instruction you will reach the form to fill out.

In this case the right option is the GREY one!

You can reach this option directly by the module displayed in homepage.
Here below you can see how to obtain the string you have to insert in YOUTUBE LINK field.
You have to go on Youtube Video page and do the following steps...
Copy and paste in the related field Then SAVE!!

These are the results on your page
4.9 - FOOTER

LEAD PARTNER INFORMATION

![Footer Image]

---

**Field** | **What** | **Where displayed**
---|---|---
Content TITLE | Name | Only for admin
Title | Name of the Lead Partner | Footer
Description | Type of partner “LEAD PARTNER” | Footer
Logo | Logo of the partner | Footer
<table>
<thead>
<tr>
<th>Field</th>
<th>What</th>
<th>Where displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content TITLE</td>
<td>Name</td>
<td>Only for administrator</td>
</tr>
<tr>
<td>Title</td>
<td>Follow us on</td>
<td>footer</td>
</tr>
<tr>
<td>Description</td>
<td>Not relevant</td>
<td>This information in not displayed by this template</td>
</tr>
<tr>
<td>Logo</td>
<td>Not relevant</td>
<td>This information in not displayed by this template</td>
</tr>
<tr>
<td>Address</td>
<td>Not relevant</td>
<td>This information in not displayed by this template</td>
</tr>
<tr>
<td>Phone</td>
<td>Not relevant</td>
<td>This information in not displayed by this template</td>
</tr>
<tr>
<td>Email</td>
<td>Not relevant</td>
<td>This information in not displayed by this template</td>
</tr>
<tr>
<td>Facebook</td>
<td>Inserting the link to your page will be displayed the FB icon</td>
<td>footer</td>
</tr>
<tr>
<td>Youtube</td>
<td>Inserting the link to your page will be displayed the icon</td>
<td>footer</td>
</tr>
<tr>
<td>Vimeo</td>
<td>Inserting the link to your page will be displayed the icon</td>
<td>footer</td>
</tr>
<tr>
<td>Instagram</td>
<td>Inserting the link to your page will be displayed the icon</td>
<td>footer</td>
</tr>
<tr>
<td>Flickr</td>
<td>Inserting the link to your page will be displayed the icon</td>
<td>footer</td>
</tr>
</tbody>
</table>
4.10 – Stay Updated

The functionality of the project newsletter sending is not integrated as part of the project website, thus the project partners may continue using own tools or any other means for the newsletter dissemination to the project stakeholders according to the internal partnership agreements. However the functionality available on the project website may help the projects to gather the contacts and use the mail addresses for the project dissemination purposes. The csv file may be downloaded following these steps:

Open the control panel – Choose Content menu
Select FORM

![Form Selection Menu]

Click on the option menu icon

![Option Menu Icon]

Select Export functionality

![Export Option]

Version 1.5 of the 11/11/2019
Choose the file extension

Here it is you download