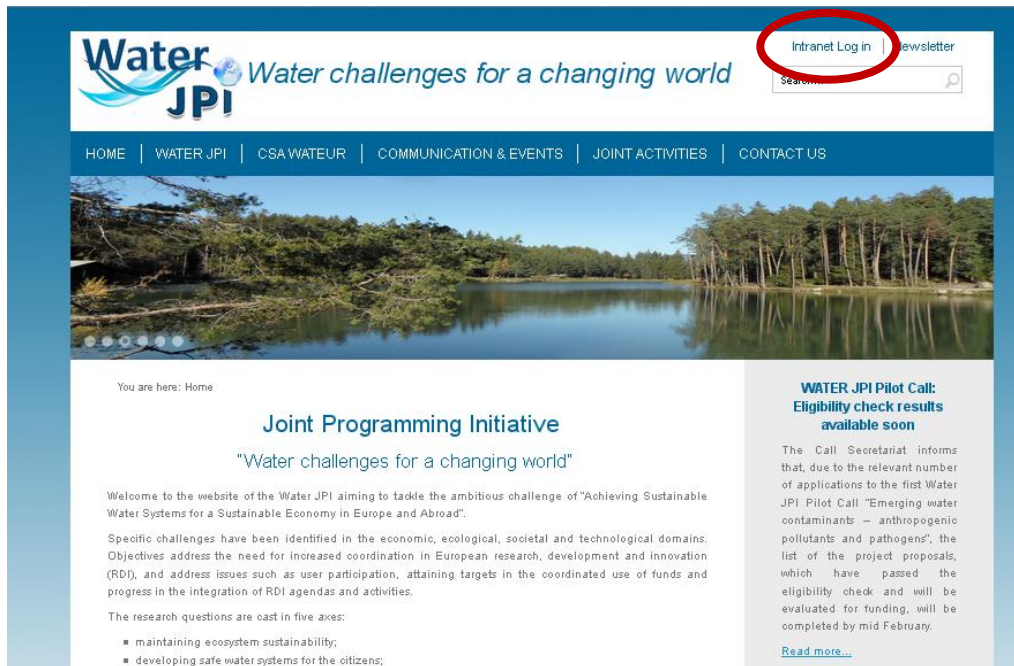# WATER JPI INTRANET MANUAL

for www.waterjpi.eu

HOW TO ENTER IN THE WP INTRANET SECTIONS

To enter the intranet working area, there are two possibilities:
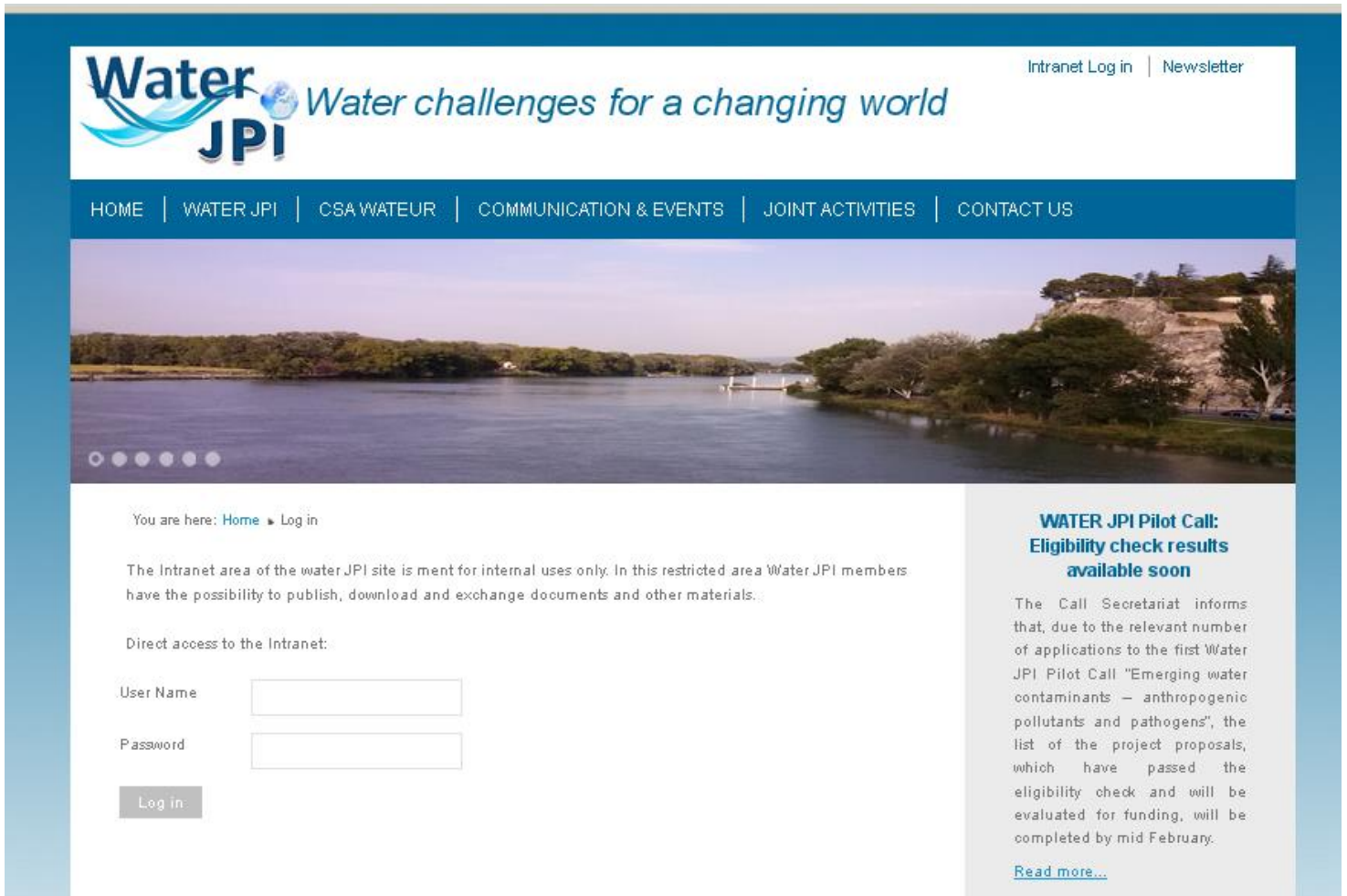
1) Select the *"Intranet Log in"* button in the top right corner menu;

2) Select *"CSA WATEUR"* from the principal menu and then select *"Intranet"*
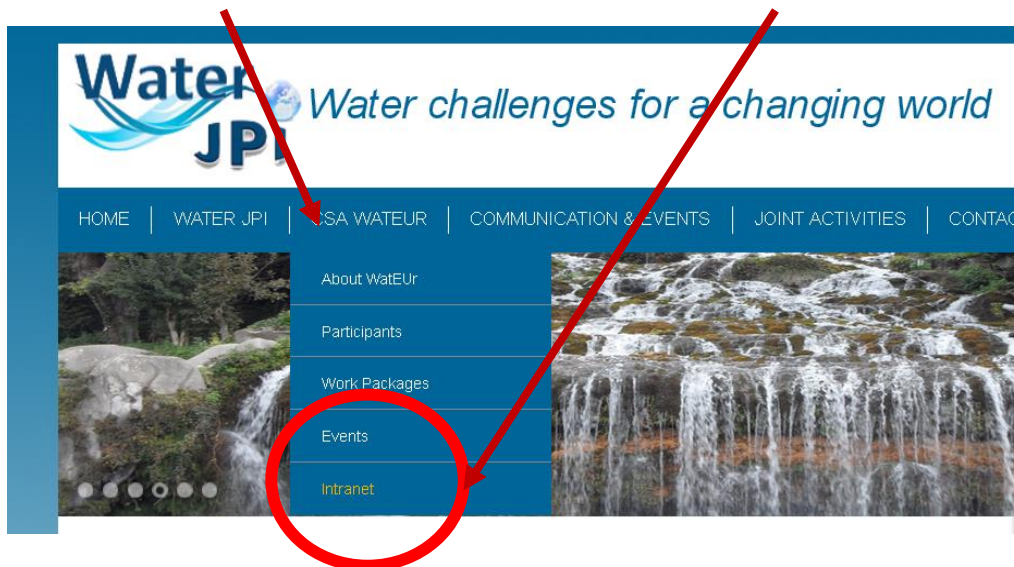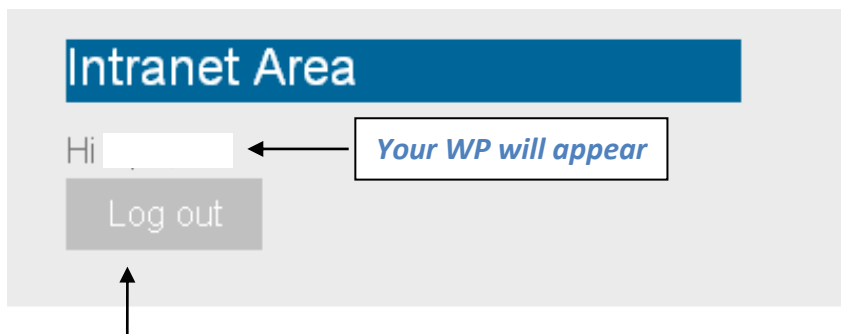
…and the following intranet page will appear:

Enter your username and password

As you enter with your username and password a new "*Intranet Area*" menu section will appear with your registered name in the bottom left of the page:

The "*Log out*" button allows you to close your intranet section.

HOW TO WORK IN YOUR WP

As you enter in the Intranet Area the following page will appear:
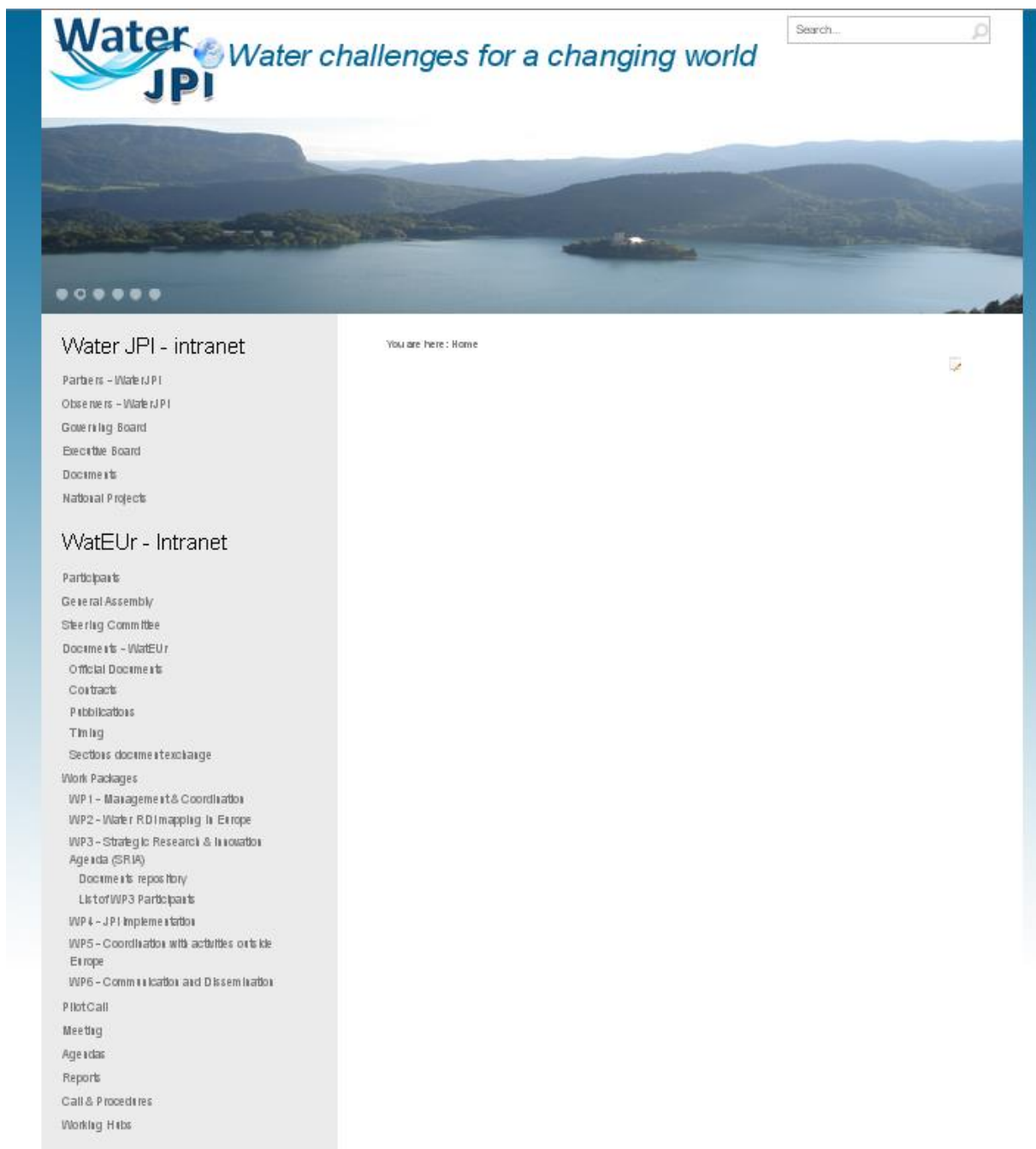
All the WP Partners can view all the Intranet menu and download all the uploaded files.

Each WP Partner can upload and delete only the files that belong to its Work Package.

HOW TO DOWNLOAD YOUR DOCUMENTS
IN THE WORK PACKAGES MENU

To view and/or download files **SELECT** one of the *"Work Packages"* items on the left.

For example:

Select "WP6 - Communication and Dissemination".

It will appear a new page as the following:

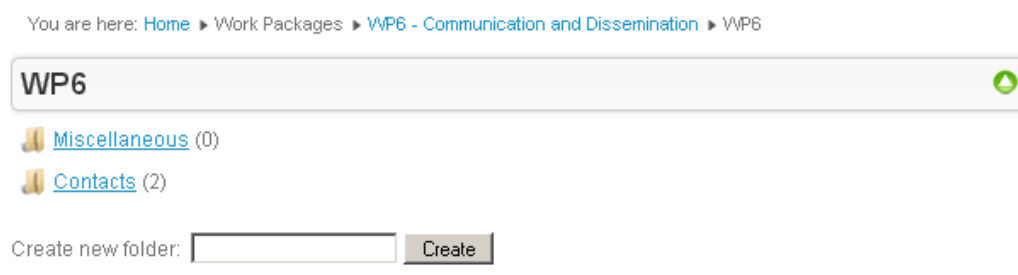Select the "*Contacts*" directory and a list of uploaded files will appear.
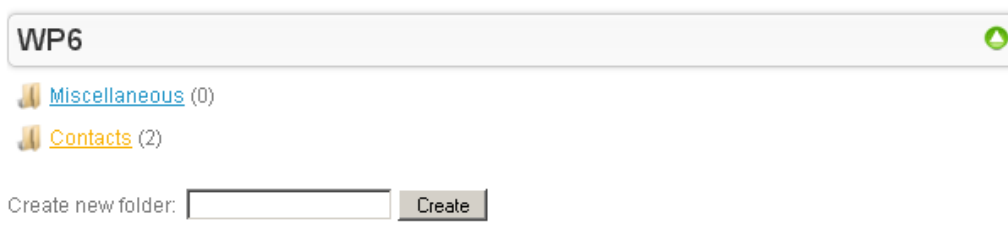
You can view the details of the files by selecting the "*Details*" button.
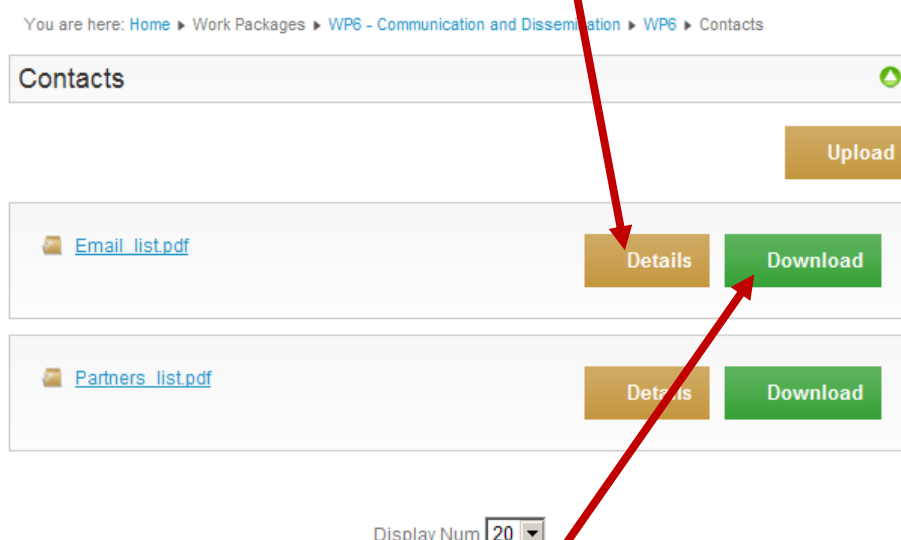
You can download the file selecting the "*Download"* button and specify the folder where to save the selected file on your personal computer.

WATER JPI Intranet Manual 6

HOW TO CREATE A NEW FOLDER
IN THE WORK PACKAGES MENU

To create a new folder please refer to the following example.
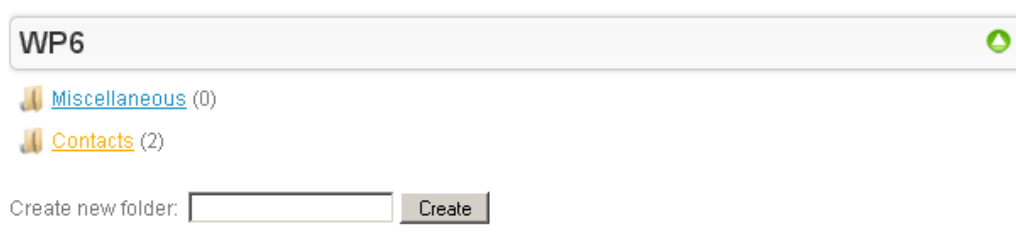
You can create a new folder specifying the name in the box "*Create new folder*" and selecting the "*Create*" button.

The new folder will appear at the end of the list.

HOW TO UPLOAD A DOCUMENT
IN THE WORK PACKAGES MENU

To upload a document, please refer to the following example.

Select the folder in which to upload the file.

The following page will appear with the list of the already uploaded files in that folder.

To upload, **SELECT** the "*Upload*" button above the list.

The following page will appear.

To upload the file in one existing folder you need to select the category from the drop-down menu to the right. In the example we **SELECT** the Category: *"WP6 - Contacts"*
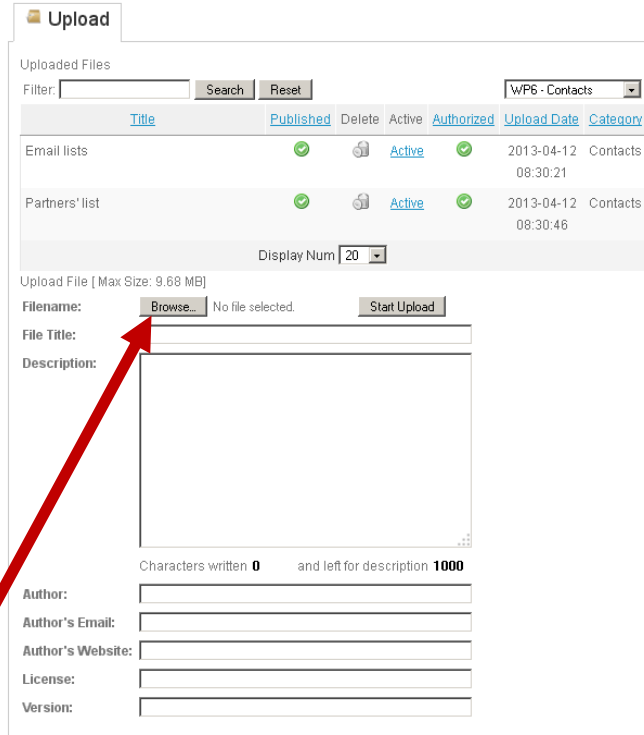
If you do not specify the category an alert message will appear.

Once selected the specified Category, the following page will appear.

To upload a file from your computer click the **"Browse"** button to find the file in your computer and choose the file.

In this case, for instance, we select the file *"filename.pdf"*. The file can be .doc, .pdf, .txt, etc. but the maximum size is 9.68 MB.

Metadata

In the "*File Title*" box, write the designation of the file that will appear in the list of the Upload section and in the Det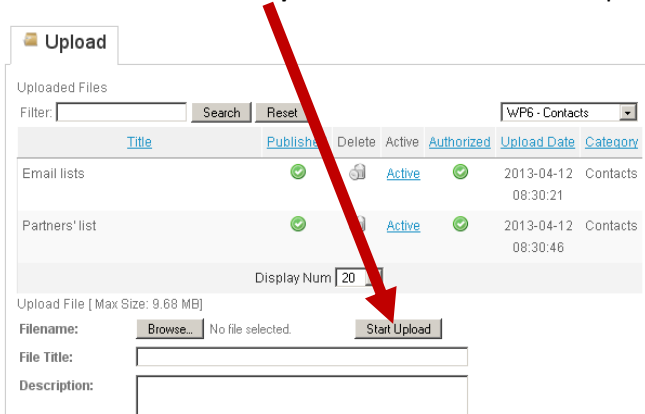ails box so that other partners may understand the content of the file at a glance: in the example we use "*filename*". Thereafter add some comment words as metadata info to describe the file contents in the "*Description*" box. Such description will appear under the file.

Add the name of the author/s, if necessary….

Then **SELECT** the **"Start Upload"** button to end the uploading process.

At the end of the uploading procedures the *"Files uploaded"* message will appear.

Once your file is correctly uploaded the icons in the "Published" and "Authorized" columns will be colored in green because this is the file that belongs to your Work Package that you can manage (publish and delete).

The date is automatically given by the system when a file is uploaded.

Once you have uploaded but still you do not want other people to see it, you can select the icon "Published" (that then will be colored in red) that will allow the disabling of the publication so that others Work Packges won't view and download your selected file. You can reactivate the visibility of the file in any moment.

HOW TO DELETE A DOCUMENT
IN THE WORK PACKAGES MENU

To delete a file, enter the Upload section and select the Delete icon on the row of the file to be deleted.

The following message will appear.
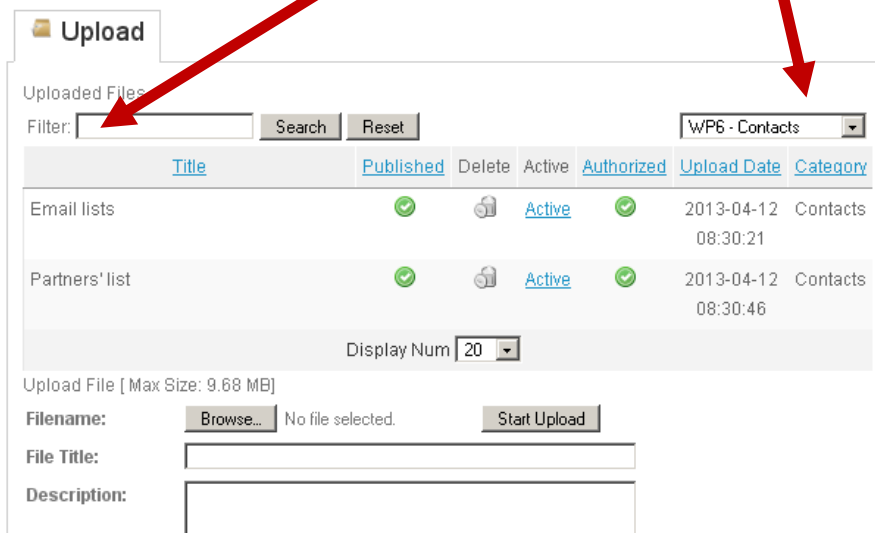
HOW TO FIND A DOCUMENT
IN THE WORK PACKAGES MENU

To manage your uploaded files in case you want to delete an old copy, you can use the select function in the Upload section with the *Filter* function or by choosing the *Category* as explained before.
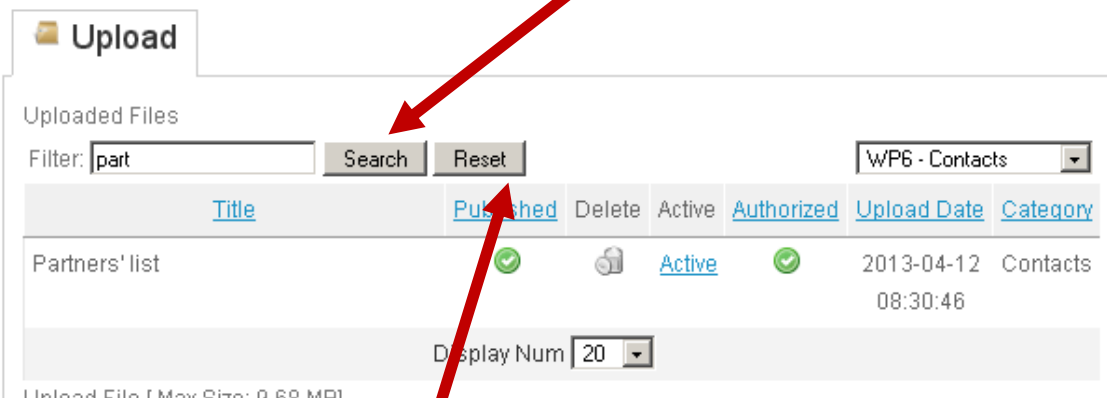
The idea search function is activated in the filter box, therefore you can write just a part of the title name (not the file name) to find the file.

In the below example, we wish to find all the files to which you previously (in the upload process) have given a title containing the word "part". Click the "Search" button to show the list of the filtered files.

To remove the filter select the "Reset" button.

Insert new event

Enter in the "INTRANET" area

Enter the credentials of the Secretariat

Select the **Events** menu, **Insert Event**
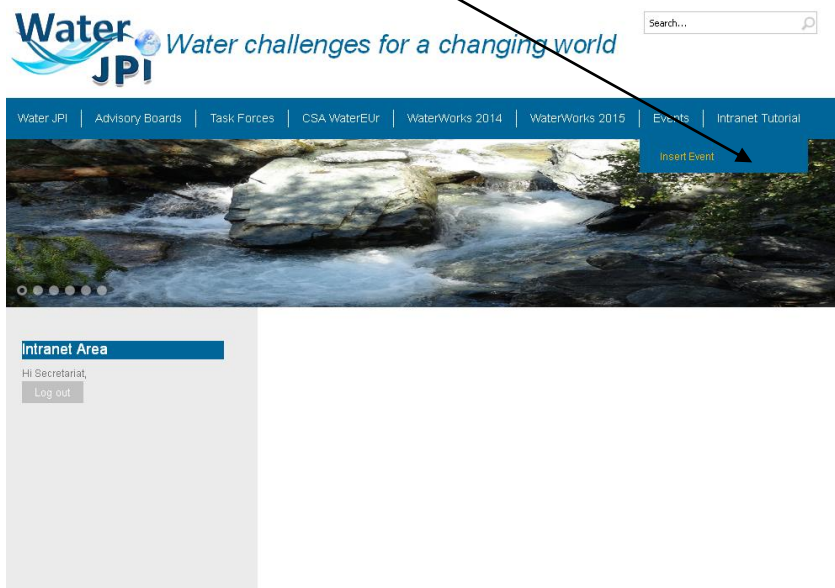
go to "Common" Part

Enter in the various texts in boxes as the topic requires.

Subject: insert the subject.

Categories: select the category of the event between:

- General Events
- WaterWork2014
- WaterWorks2015
- Water JPI events
- WatEUr events

IMPORTAT: it is mandatory to select the category.

Access level: allow public (default value)

Activity: include the subject and the various links that refer to the event (if necessary add more...)
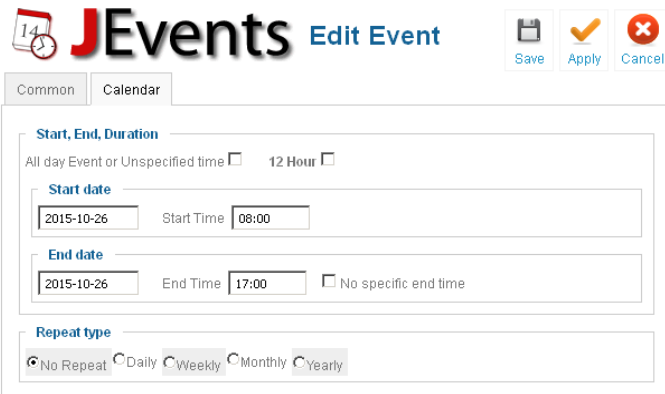
Location: insert the location

Extra info: enter, if you want more information on the event

go to "Calendar" part

Enter the date of the event;

specify the starting and the ending time.
If the event lasts more than one day, pls specify the starting and the ending date.

If the event does not repeat throughout the year, leave as default, otherwise select whether the event recurs daily, weekly, monthly or annually.

ALWAYS SAVE BEFORE EXIT

use apply to save and continue working

save and close

cancel the activity witout saving