

WATER JPI INTRANET MANUAL

for www.waterjpi.eu



Water challenges for a changing world

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Joint Programming Initiative

"Water challenges for a changing world"

Welcome to the website of the Water JPI aiming to tackle the ambitious challenge of "Achieving Sustainable Water Systems for a Sustainable Economy in Europe and Abroad".

Specific challenges have been identified in the economic, ecological, societal and technological domains. Objectives address the need for increased coordination in European research, development and innovation (RDI), and address issues such as user participation, attaining targets in the coordinated use of funds and progress in the integration of RDI agendas and activities.

The research questions are cast in five axes:

- maintaining ecosystem sustainability;
- developing safe water systems for the citizens;
- promoting competitiveness in the water industry;
- implementing a water-wise bio-based economy;
- closing the water cycle gap.

Water Project Database



[Read more](#)

Water JPI Partners and Observers



[Read more](#)

SRIA - Strategic Research and Innovation Agenda



[Download SRIA document](#)

WATER JPI Pilot Call: Eligibility check results available soon

The Call Secretariat informs that, due to the relevant number of applications to the first Water JPI Pilot Call "Emerging water contaminants – anthropogenic pollutants and pathogens", the list of the project proposals, which have passed the eligibility check and will be evaluated for funding, will be completed by mid February.

[Read more...](#)

The WATER JPI will be a relevant structure for Horizon 2020

The European Commission Communication 494 dated 10 July 2013 on public-private partnerships in the next EU strategy for research and innovation called Horizon 2020 identified the channels of external advice for the development and the implementation of this ambitious programme.



[Read more...](#)

Quick link

[ERA](#)
[DG RTD](#)
[EIP](#)

[Water](#)

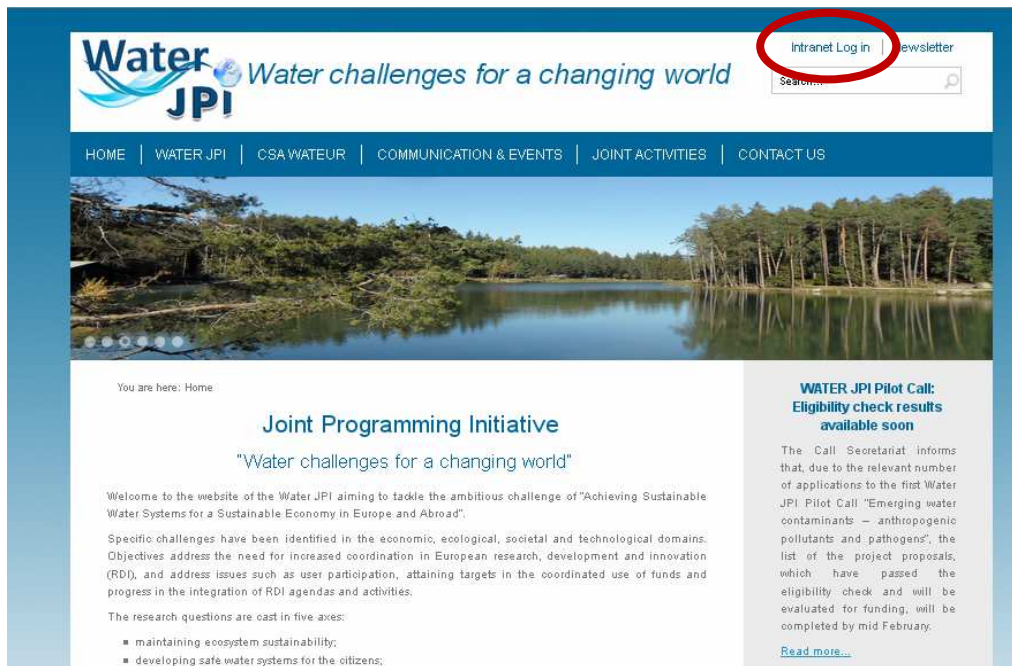
[more links](#)

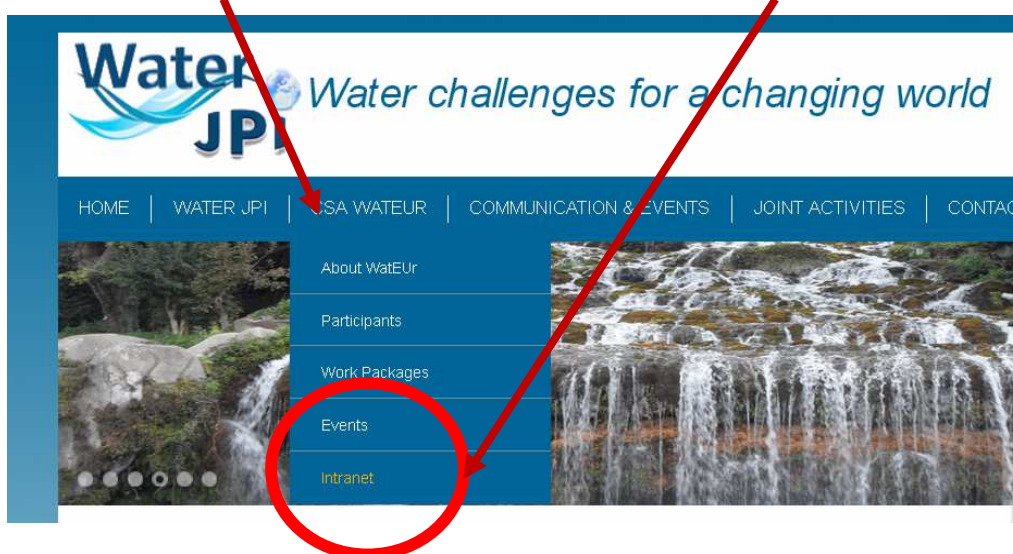

HOW TO ENTER IN THE WP INTRANET SECTIONS

To enter the intranet working area, there are two possibilities:

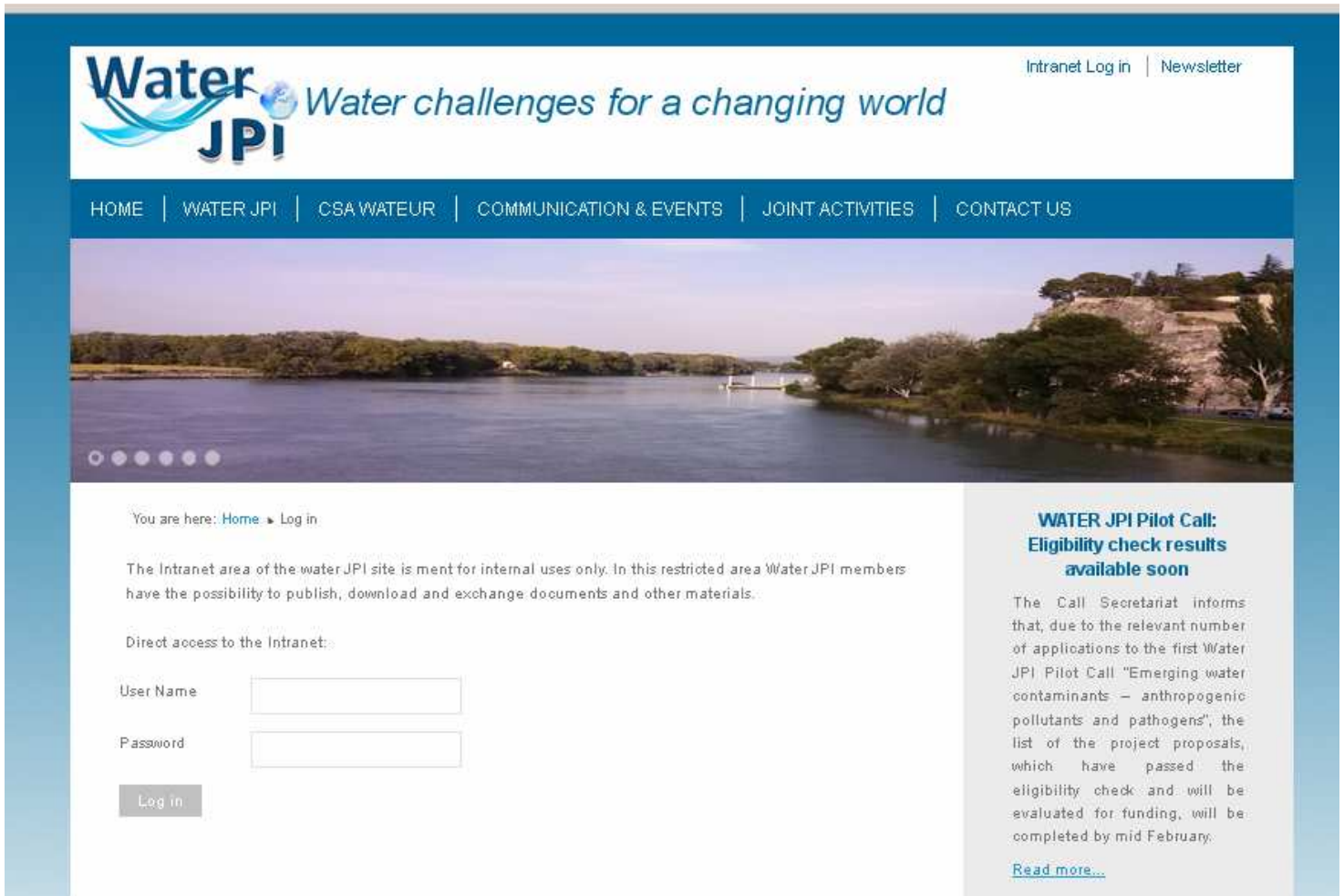
- 1) Select the “*Intranet Log in*” button in the top right corner menu;



- 2) Select “*CSA WATEUR*” from the principal menu and then select “*Intranet*”

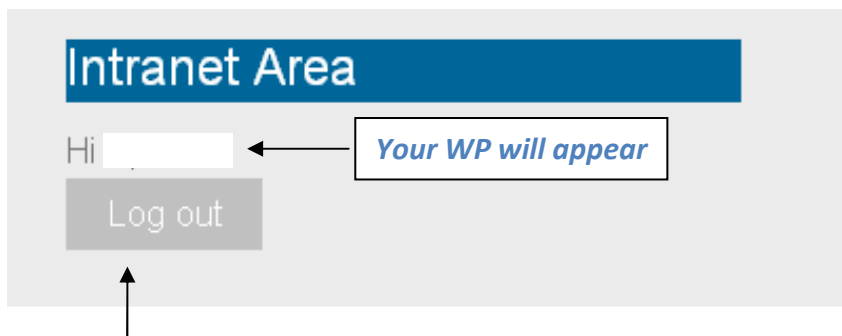


...and the following intranet page will appear:



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:

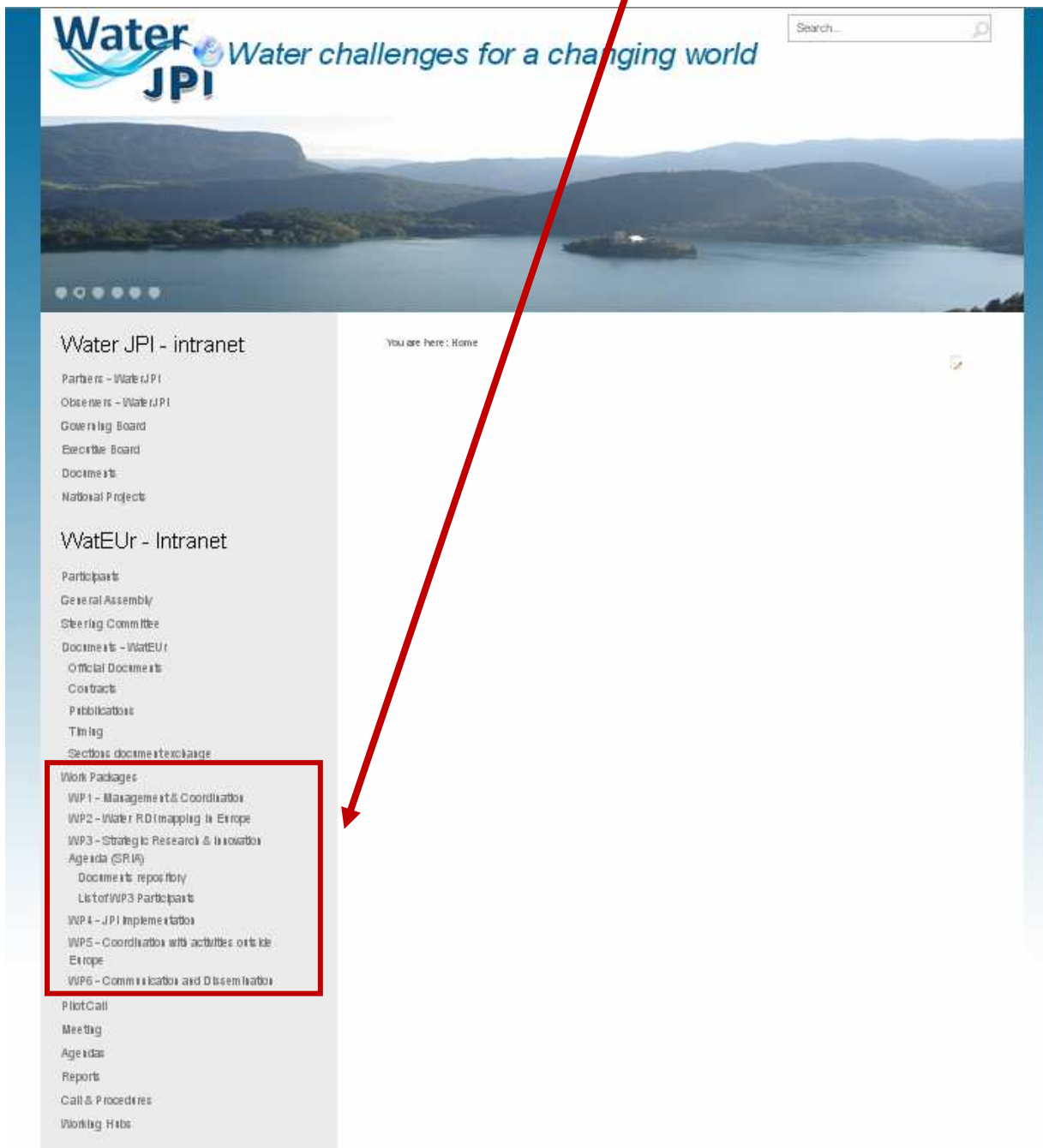


All the WP Partners can view all the Intranet menu and download all the uploaded files.

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

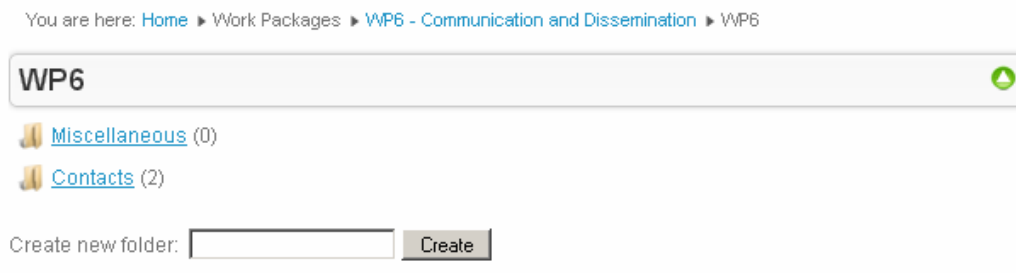
To view and/or download files **SELECT** one of the “*Work Packages*” items on the left.



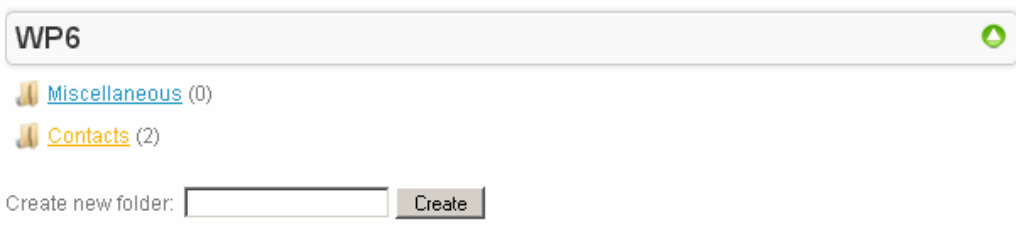
For example:

Select “WP6 - Communication and Dissemination”.

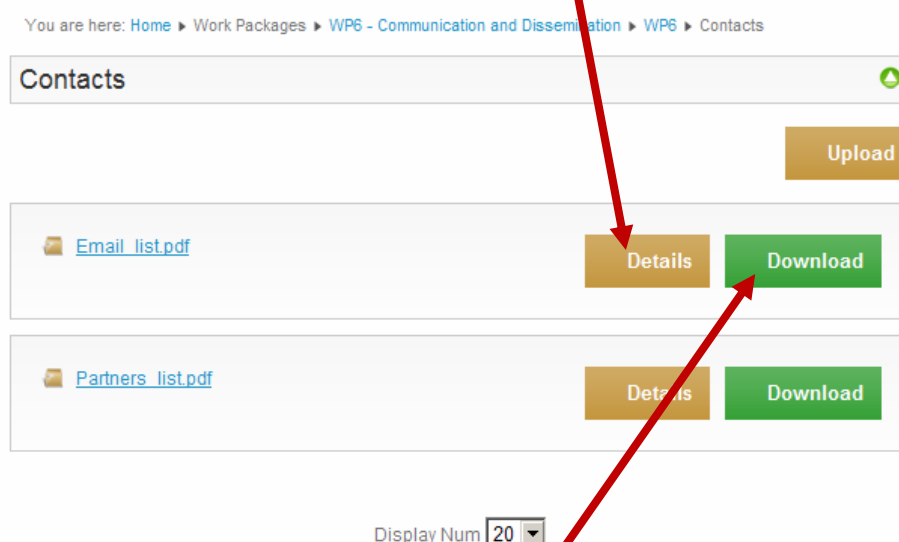
It will appear a new page as the following:



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.

HOW TO CREATE A NEW FOLDER IN THE WORK PACKAGES MENU


To create a new folder please refer to the following example.

You are here: [Home](#) ▶ [Work Packages](#) ▶ [WP6 - Communication and Dissemination](#) ▶ WP6

WP6 

-  [Miscellaneous](#) (0)
-  [Contacts](#) (2)

Create new folder:

Display Num | 20 | 


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.

WP6 

 [Miscellaneous](#) (0)


 [Contacts](#) (2)


Create new folder:


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.


You are here: [Home](#) ▶ [Work Packages](#) ▶ [WP6 - Communication and Dissemination](#) ▶ [WP6](#) ▶ [Contacts](#)

Contacts 

 [Email_list.pdf](#)










 [Partners_list.pdf](#)

The following page will appear.

 Upload

Uploaded Files

Filter:

Title	Published	Delete	Active	Authorized	Upload Date	Category
Water JPI Presentation			Active		2013-12-04 07:18:08	Documents - WaterJPI
Water EIP Strategic Implementation Plan			Active		2013-06-28 12:52:38	European RDI policies/initiative
2011 How can we involve stakeholders in the			Active		2013-06-28 13:15:20	Foresight studies

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”**

Upload

Uploaded Files

Filter:

Title	Published	Delete	Active	Authorized	Upload Date	
Email lists			Active		2013-04-12 08:30:21	
Partners' list			Active		2013-04-12 08:30:46	Contacts
CHINA Report			Active		2014-01-28 13:56:45	Documents
Brazil Country Report			Active		2014-01-30 14:09:11	Documents
Water JPI Presentation			Active		2013-12-04 07:18:08	Documents - WaterJPI
322655_GA			Active		2013-10-08 09:07:54	Documents - WatEUr

- Select Category -
 - Select Category - WP6
 WP6 - Miscellaneous
WP6 - Contacts

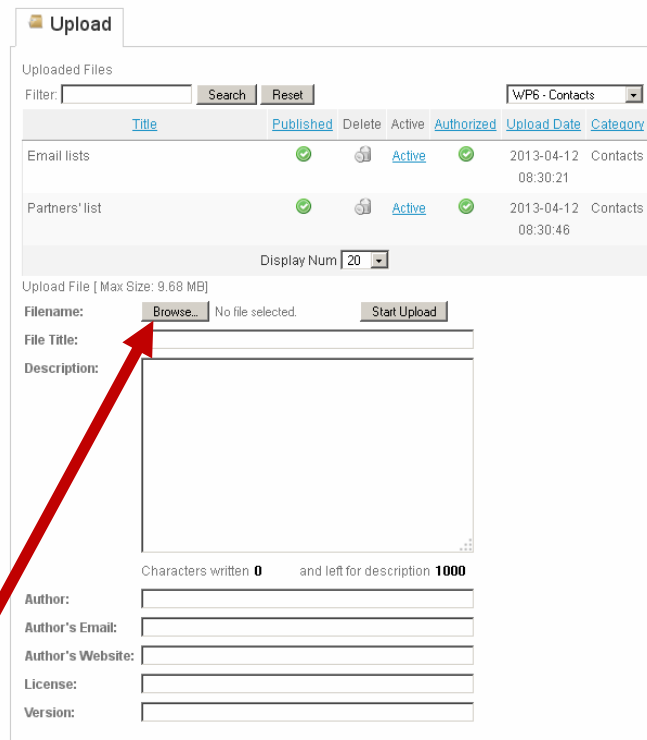
If you do not specify the category an alert message will appear.

meeting 1 Jan 19 2011			Active		2013-07-24 14:33:02	
Minutes			Active		2013-07-24 14:33:31	Executive Board 1
EB mee			Active		2013-07-24 14:34:19	Executive Board 2
Minutes			Active		2013-07-24 14:34:57	Executive Board 2
Master presentation, EB meeting 2 Oct 20 2011			Active		2013-07-24 14:35:33	Executive Board 2

Display Num

Please select category

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



Upload

Uploaded Files

Filter: Search Reset WP6 - Contacts

Title	Published	Delete	Active	Authorized	Upload Date	Category
Email lists	✓		Active	✓	2013-04-12 08:30:21	Contacts
Partners' list	✓		Active	✓	2013-04-12 08:30:46	Contacts

Display Num

Upload File [Max Size: 9.68 MB]

Filename: No file selected.

File Title:

Description:

Characters written **0** and left for description **1000**

Author:

Author's Email:

Author's Website:

License:

Version:

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

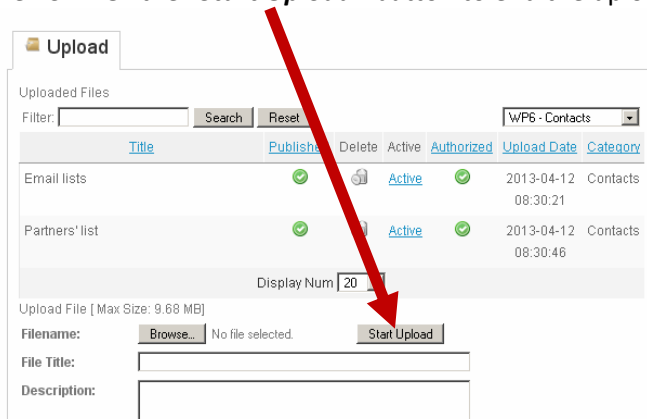
In this case, for instance, we select the file *“filename.pdf”*. The file can be .doc, .pdf, .txt, etc. but the maximum size is 9.68 MB.

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 Details 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.



Upload

Uploaded Files

Filter: Search Reset WP6 - Contacts

Title	Published	Delete	Active	Authorized	Upload Date	Category
Email lists	✓		Active	✓	2013-04-12 08:30:21	Contacts
Partners' list	✓		Active	✓	2013-04-12 08:30:46	Contacts

Display Num

Upload File [Max Size: 9.68 MB]

Filename: No file selected.

File Title:

Description:

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

You are here: Home



Upload

Uploaded Files

Filter: WP6 - Contacts

Title	Published	Delete	Active	Authorized	Upload Date	Category
Email lists	✔		Active	✔	2013-04-12 08:30:21	Contacts
Partners' list	✔		Active	✔	2013-04-12 08:30:46	Contacts
filename	✔		Active	✔	2014-02-13 11:22:33	Contacts

Display Num

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 Packages won’t view and download your selected file. You can reactivate the visibility of the file in any moment.

You are here: Home



Upload

Uploaded Files

Filter: WP6 - Contacts

Title	Published	Delete	Active	Authorized	Upload Date	Category
Email lists	✔		Active	✔	2013-04-12 08:30:21	Contacts
Partners' list	✖		Active	✔	2013-04-12 08:30:46	Contacts

Display Num

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.

Upload

Uploaded Files

Filter: WP6 - Contacts

Title	Published	Delete	Active	Authorized	Upload Date	Category
Email lists			Active		2013-04-12 08:30:21	Contacts
Partners' list			Active		2013-04-12 08:30:46	Contacts
filename			Active		2014-02-13 11:22:33	Contacts

Display Num

The following message will appear.

Item deleted

Upload

Uploaded Files

Filter: WP6 - Contacts

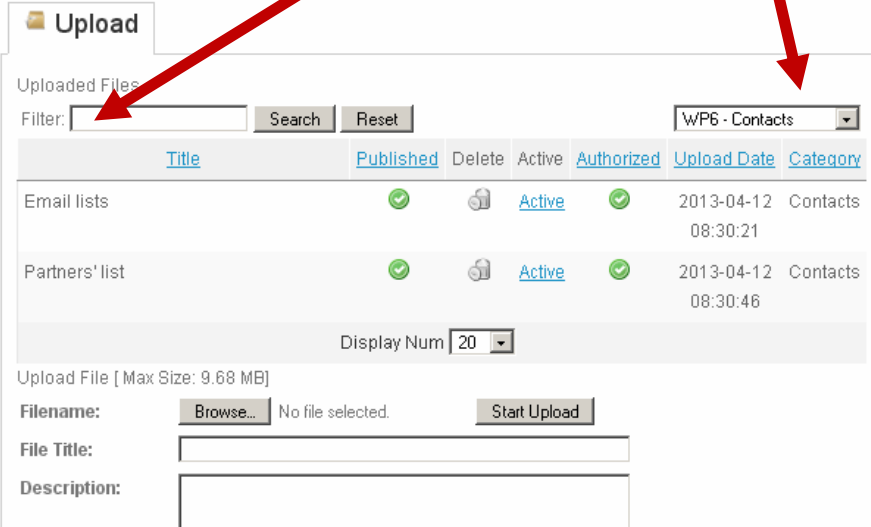
Title	Published	Delete	Active	Authorized	Upload Date	Category
Email lists			Active		2013-04-12 08:30:21	Contacts
Partners' list			Active		2013-04-12 08:30:46	Contacts

Display Num

Upload File | Max Size: 9.68 MBI

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.



Upload

Uploaded Files

Filter: Search Reset WP6 - Contacts

Title	Published	Delete	Active	Authorized	Upload Date	Category
Email lists	✓		Active	✓	2013-04-12 08:30:21	Contacts
Partners' list	✓		Active	✓	2013-04-12 08:30:46	Contacts

Display Num 20

Upload File [Max Size: 9.68 MB]

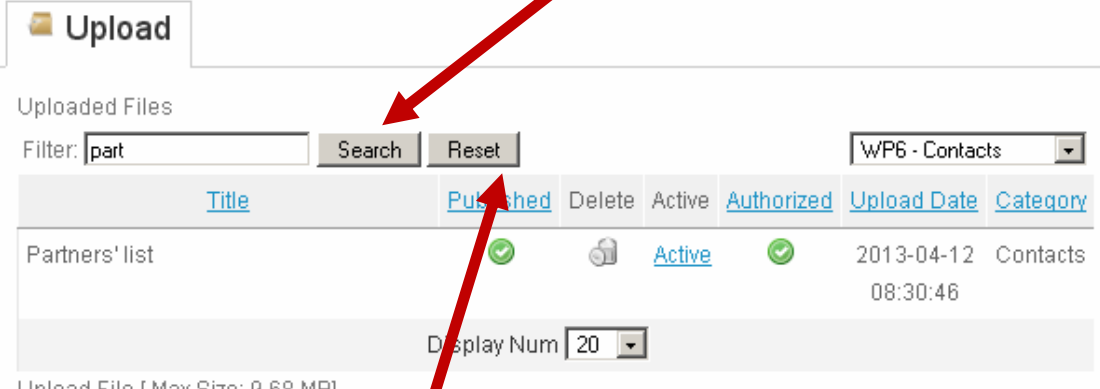
Filename: Browse... No file selected. Start Upload

File Title:

Description:

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.



Upload

Uploaded Files

Filter: Search Reset WP6 - Contacts

Title	Published	Delete	Active	Authorized	Upload Date	Category
Partners' list	✓		Active	✓	2013-04-12 08:30:46	Contacts

Display Num 20

Upload File [Max Size: 9.68 MB]

To remove the filter select the “Reset” button.