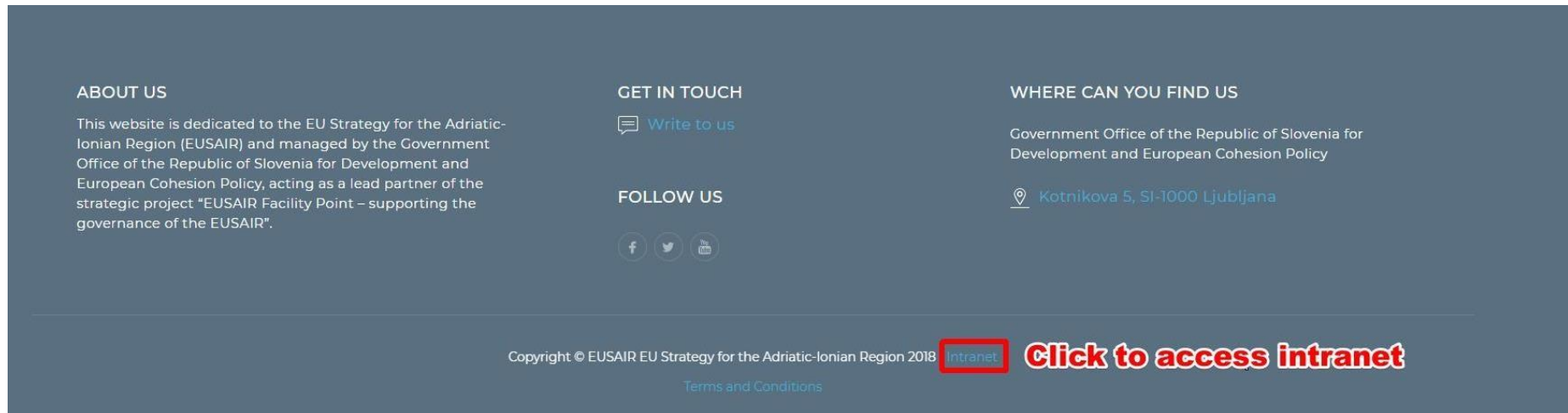
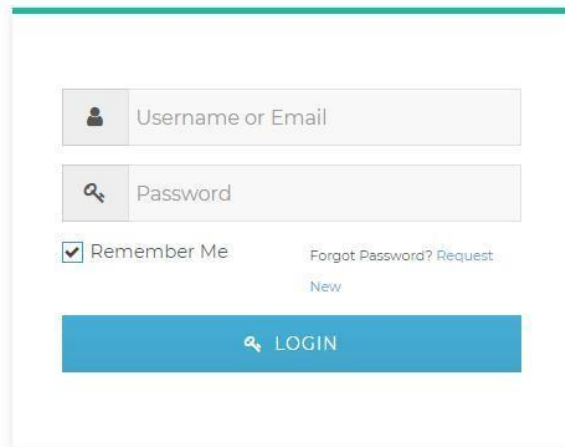


Intranet Manual - Limited Editor

1. Open <http://www.adriatic-ionician.eu/> website and navigate to the bottom of the page. Click Intranet.



2. Enter your **Username (email)** and **password**. Press **login**.

A login form with a light gray background and a thin teal border. It contains two input fields: the first is labeled 'Username or Email' with a person icon, and the second is labeled 'Password' with a magnifying glass icon. Below the password field is a checkbox labeled 'Remember Me' and a link 'Forgot Password? Request New'. At the bottom is a blue button with a magnifying glass icon and the text 'LOGIN'.

3. When logged in successfully, Intranet will open.

Intranet has 5 menu items:

- a) **All folders** - here you can browse folders and download files
- b) **Search files** - here you can search files
- c) **Upload files** - here you can upload files (.pdf, word, .zip, etc.)
- d) **My files** - here you can see your uploads
- e) **Logout** - Intranet logout

You can access and use functionalities of the items according to the user rights granted to you. As a **Limited Editor** you are allowed to read and download files, as well as upload files or create categories (folders).

4. To upload new file click **Upload files**. Enter the name of the file you wish to upload and press **Continue**.

ABOUT EUSAIRFUNDING SOURCESMEDIA CENTRELIBRARYCONTACTS

MENUSearch filesUpload filesMy filesAll foldersLogout

Create New Package

Enter title here

Enter title and press Continue

CONTINUE...

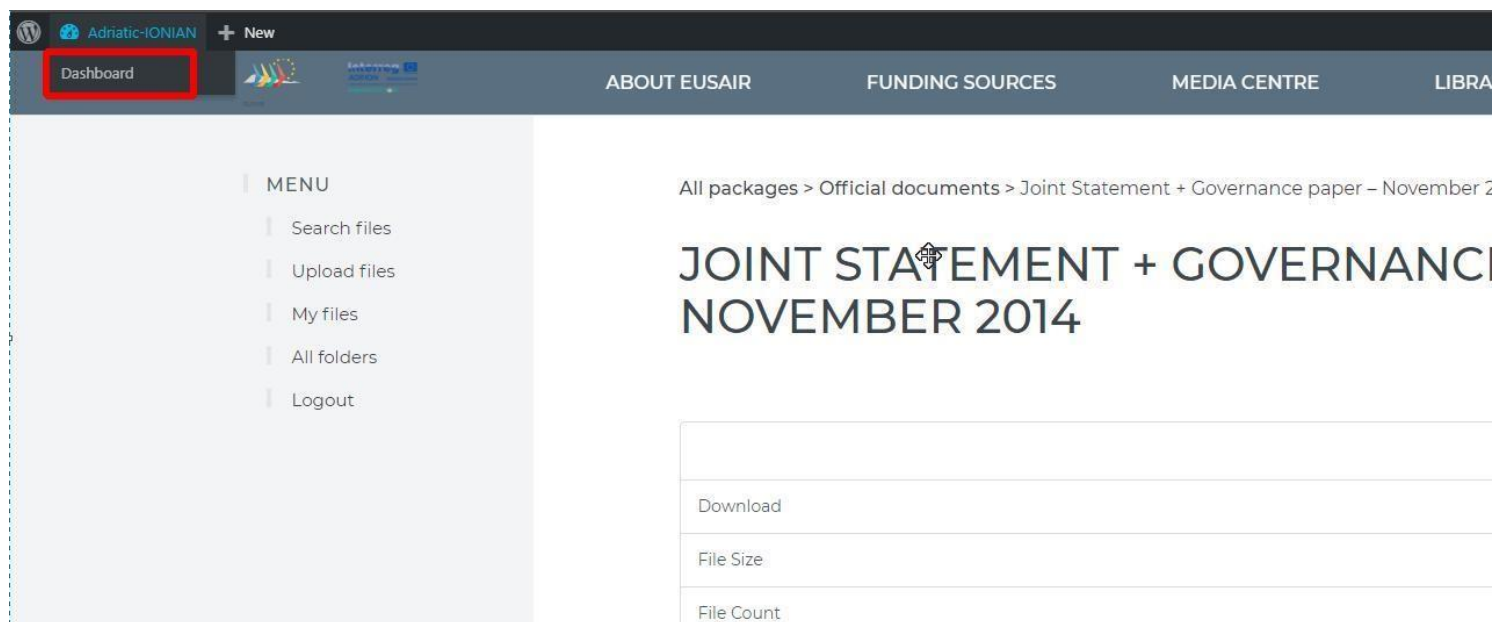
5. New form will open where you can:
- Change the file title
 - Upload files by using Drag&Drop method. Optionally you can use button **Select files** if you want to browse your computer files.
 - Select Categories (Folders) where you want to place your file. Navigate the menu using +/- . **If you want to add new Category(Folder), see chapter 6.**
 - Save file (click Create package button)

The image shows a web form for uploading files. It is divided into several sections:

- File title:** A text input field at the top left, labeled "Enter title here". A red circle with the number "1" is next to it, and the text "File title" is written in red.
- Description:** A large text area below the title, with a rich text editor toolbar. A red circle with the number "2" is next to it, and the text "Upload files" is written in red.
- Attach Files:** A section on the right with buttons for "Upload", "Browse", and "URL". Below these is a "SELECT FILES" button and a note "[Max: 2000 MB]". A red circle with the number "3" is next to it, and the text "Select folders" is written in red.
- Categories:** A list of categories on the right, including "EUSAs Facility", "Governing Board", "Blue growth", "Connecting the Region", "Environmental quality", and "Sustainable tourism". A red circle with the number "4" is next to it, and the text "Save file" is written in red.
- Actions:** A section at the bottom right with a "Save as Draft" checkbox and a "CREATE PACKAGE" button. The button is highlighted with a red rectangle.

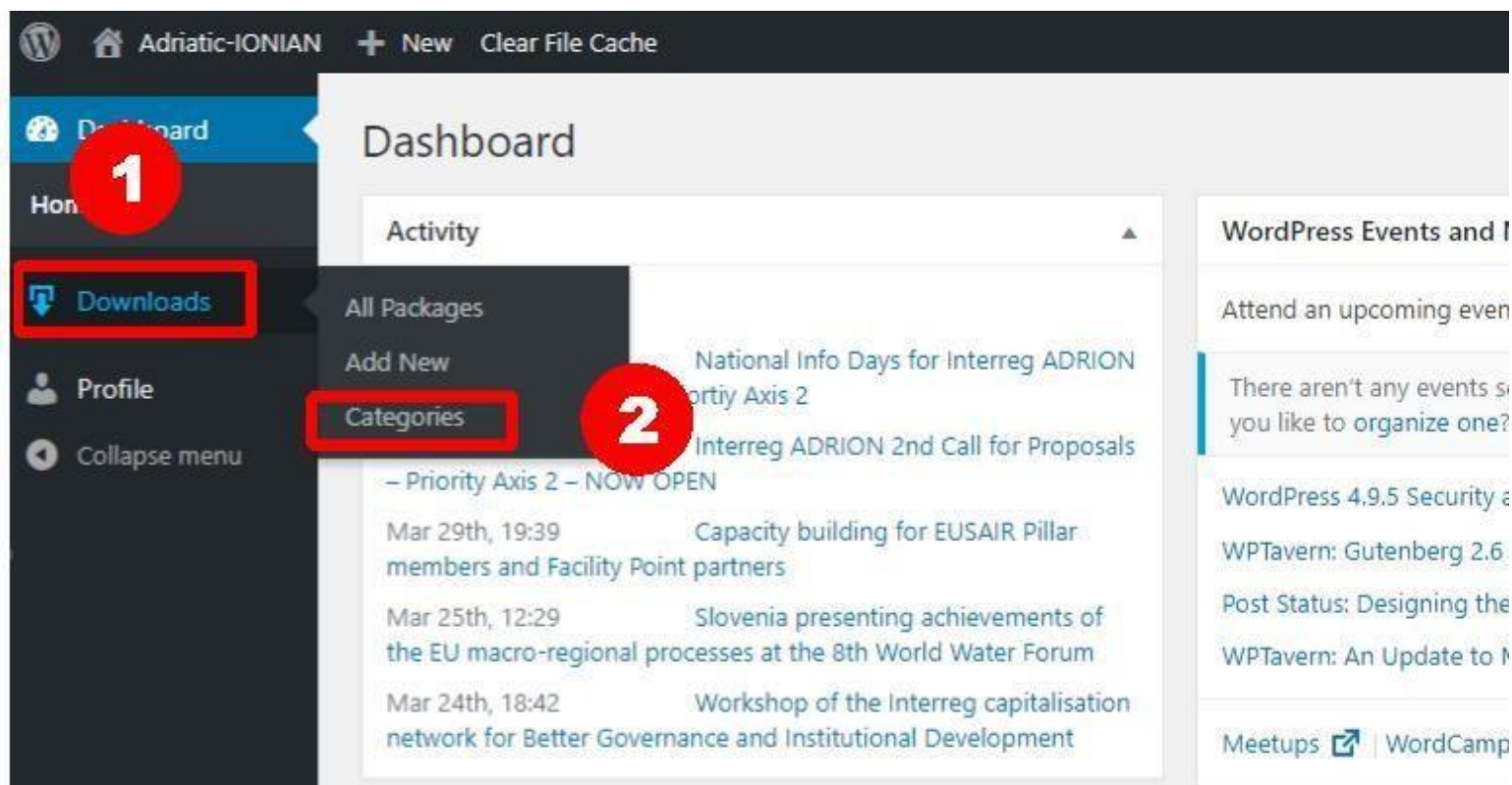
5. Creating a new Category (Folder)

You can create new folders by entering admin panel. Admin panel is accessible from the topbar. **Hover mouse over Adriatic-IONIAN and click it.**



The screenshot displays the website's interface. At the top, a dark navigation bar contains the 'Adriatic-IONIAN' logo and a '+ New' button. Below this, a lighter blue bar features the 'Dashboard' link, which is highlighted with a red rectangle. To the right of 'Dashboard' are links for 'ABOUT EUSAIR', 'FUNDING SOURCES', 'MEDIA CENTRE', and 'LIBRARY'. On the left side of the page, a 'MENU' section lists 'Search files', 'Upload files', 'My files', 'All folders', and 'Logout'. The main content area shows a breadcrumb trail: 'All packages > Official documents > Joint Statement + Governance paper – November 2014'. Below the trail, the title 'JOINT STATEMENT + GOVERNANCE' is displayed in large, bold letters, with 'NOVEMBER 2014' underneath. A table with three rows is visible, with headers 'Download', 'File Size', and 'File Count'.

When you enter Admin panel, find **Downloads > Categories**



New page will open with **Add new Category form**. All you have to do is:

- Fill the name of the category,
- Select parent category.

Example 1:

If we have category A and inside this category we have categories B,C and D, then A is a parent to B,C and D. If we want to place category E under the category D, we pick category D as a parent category to the category E.

- A
 - B
 - C
 - D
 - E (D is parent of E)

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

None ▾

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description
The description is not prominent by default; however, some themes may show it.

Category Image:

Access:Select the roles who should have access to the packages under this category

☐ All Visitors
☐ Translator
☐ Subscriber
☐ Limited editor 8
☐ Limited editor 7
☐ Limited editor 6
☐ Limited editor 5
☐ Limited editor 4
☐ Limited editor 3
☐ Limited editor 2
☐ Limited editor 1
☐ Editor
☐ Contributor
☐ Author
☐ Administrator

Example 2:

If we want to add new folder to TSG4, we pick Parent Category TSG4. Path of our new map will be:

Other Meetings > Dialogue Adrion ... > TSG 4 > Our new map

After we are done, we click the **BLUE BUTTON Add New Category**.

The screenshot shows a web form titled "Add New Category". It has three main input fields: "Name", "Slug", and "Parent Category". The "Name" field has a placeholder text "The name is how it appears on your site." and a checkbox labeled "Name". The "Slug" field has a placeholder text "The 'slug' is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens." and a checkbox labeled "Name". The "Parent Category" field is a dropdown menu with "None" selected. A list of categories is shown below the dropdown, including "Other Meetings", "Dialogue meetings EUSAIR and ESIF/IPA Programmes", "Greece- Athens, 5 October 2016", "Croatia", "Italy", "Slovenia", "Ljubljana Meeting – January 1st, 2017", "Albania", "Bosnia and Herzegovina", "Montenegro", "Serbia", "Dialogue ADRION – EUSAIR (2nd call Adrion Programme)", "Communication from TSGs to ADRION (JAN-OCT 2017)", "TSG 1", "TSG 2", "TSG 3", "TSG 4" (highlighted in blue), "Communication from FP to ADRION (from Nov 2017)", and "Minutes and presentations". To the right of the dropdown is a vertical scrollbar. Below the dropdown are four checkboxes labeled "Limited editor 6", "Limited editor 5", "Limited editor 4", and "Limited editor 3".

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

- None
- Other Meetings
 - Dialogue meetings EUSAIR and ESIF/IPA Programmes
 - Greece- Athens, 5 October 2016
 - Croatia
 - Italy
 - Slovenia
 - Ljubljana Meeting – January 1st, 2017
 - Albania
 - Bosnia and Herzegovina
 - Montenegro
 - Serbia
- Dialogue ADRION – EUSAIR (2nd call Adrion Programme)
 - Communication from TSGs to ADRION (JAN-OCT 2017)
 - TSG 1
 - TSG 2
 - TSG 3
 - TSG 4**
 - Communication from FP to ADRION (from Nov 2017)
 - Minutes and presentations

☐ Limited editor 6

☐ Limited editor 5

☐ Limited editor 4

☐ Limited editor 3