



USER GUIDE





SEARCHING CHANNEL USER GUIDE



TOOLS CHANNEL USER GUIDE



PERSONAL DASHBOARD USER GUIDE



SHARING CHANNEL USER GUIDE



LEARNING CHANNEL USER GUIDE



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• ESP AUTHENTICATION

The Eusair Stakeholders Platform web address is:

<http://esp.aimacroregion.eu>

The platform (ESP in short) is accessible with an Internet Browser (Google Chrome, Firefox, internet Explorer, Opera) and is responsive, so it is possible to access the same page through a mobile device.

You are directed to the “registration/access to the platform page” as follow:

The screenshot shows the Eusair Stakeholders Platform login page. The browser address bar displays 'esp.aimacroregion.eu'. The page header includes the EUSAIR logo, the Eusair Stakeholders Platform logo, and the Interreg ADRION logo. The navigation bar contains links for 'ESP DEMO', 'LOGIN', and 'REGISTER'. The main content area features a login form with the following elements:

- Email field: andrealari71@gmail.com
- Password field:
- Links: 'Forgot your Password?' and 'Register yourself'
- Button: 'LOGIN'

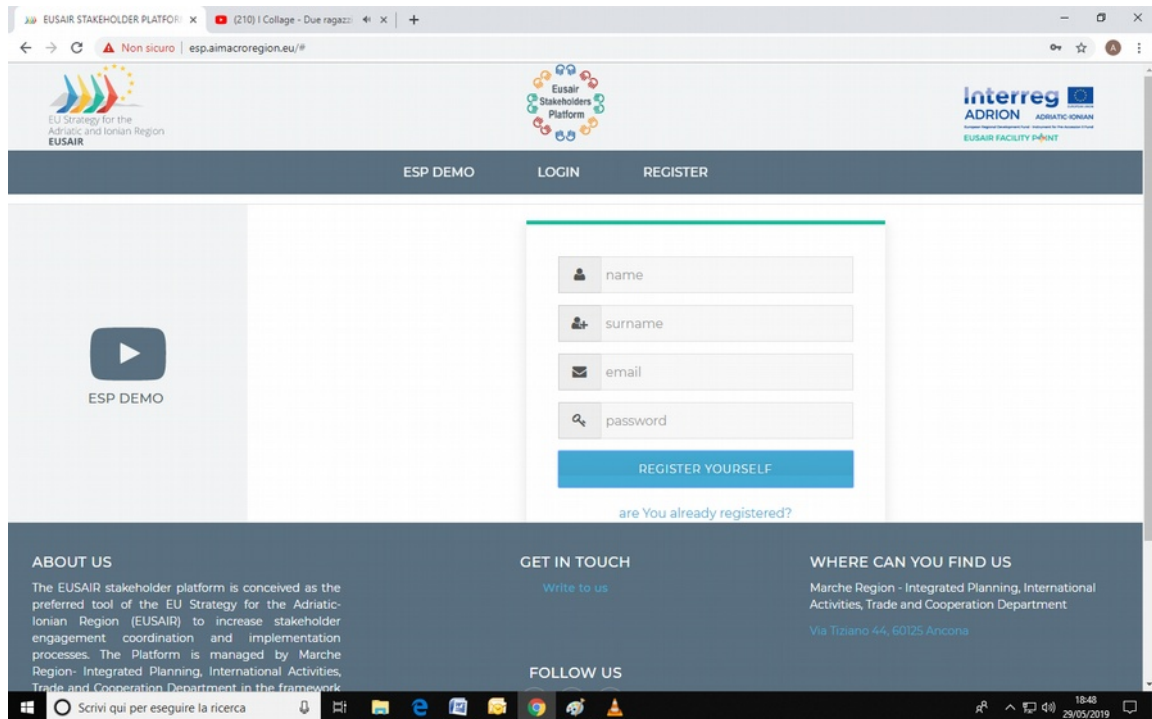
On the left side, there is a video player labeled 'ESP DEMO'. The footer contains the following sections:

- ABOUT US**: The EUSAIR stakeholder platform is conceived as the preferred tool of the EU Strategy for the Adriatic-Ionian Region (EUSAIR) to increase stakeholder engagement coordination and implementation processes. The Platform is managed by Marche Region- Integrated Planning, International Activities, Trade and Cooperation Department in the framework
- GET IN TOUCH**: Write to us
- WHERE CAN YOU FIND US**: Marche Region - Integrated Planning, International Activities, Trade and Cooperation Department
Via Tiziano 44, 60125 Ancona
- FOLLOW US**

To access the platform you need *authentication*.

You just need to digit your password after entering your email address and you will be directed to the ESP home page.

If you are not registered yet, click on “Register” and you’ll be forward to the following page:

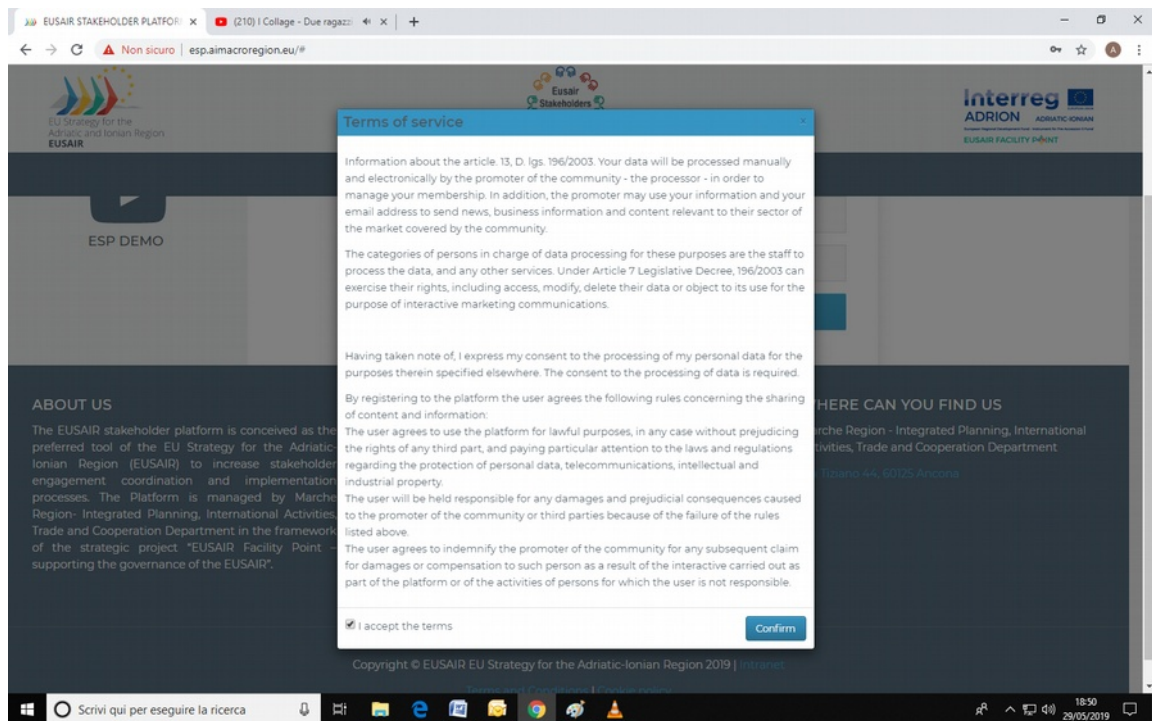


The screenshot shows a web browser window with the URL esp.aimacoregion.eu/#. The page features a header with the EUSAIR logo, a navigation bar with 'ESP DEMO', 'LOGIN', and 'REGISTER' links, and the Interreg ADRION logo. The main content area includes a 'REGISTER YOURSELF' form with fields for name, surname, email, and password, and a 'REGISTER YOURSELF' button. Below the form is a link 'are You already registered?'. To the left of the form is a video player with a play button and the text 'ESP DEMO'. The footer contains sections for 'ABOUT US', 'GET IN TOUCH' (with a 'Write to us' link), 'WHERE CAN YOU FIND US' (listing Marche Region and Via Tiziano 44, 60125 Ancona), and 'FOLLOW US'. The Windows taskbar at the bottom shows the search bar and various application icons.

Here you must enter the fields required and then click on “REGISTER YOURSELF”.

All data are mandatory. The password should contain al least 5 characters.

After entering all the required data, you must accept the terms of service.



ESP will send you an email. The email has a link to confirm your address.

Clicking on the link you are directed to this ESP page.

In this page you have to insert your personal data. This page contains exactly all the information of *Personal Dashboard*.

There are 3 sections:

- my personal data
- my organization
- my pillars and topics.

In the paragraph, we will show in more details the Personal Dashboard section.

Here you have to enter your personal data and click on “save” to store them.

Some fields, marked by “.”, are mandatory: age range and country, category in the organization section and at least one topic.

When you choose one “organization” category, some other information are shown, so you can give more details about your organization.

The section “pillars and topics” shows all Eusair’s Pillars and Topics. You can choose one or more topics you are interested in, and therefore - in the “Sharing Channel” - you can see posts, events, documents regarding those specific topics (and interact with them!)

If you move the mouse in the 1 section, as shown in the previous image, you can modify your avatar, clicking in the comparing “modify” link.

In the following image you can see an example

The screenshot displays the 'PERSONAL DASHBOARD - All My Information' page of the Eusair Stakeholder Platform. The page is divided into three main sections: 'My personal data', 'My organization', and 'My pillars and topics'.

My personal data: This section includes a profile picture of a dog and a form with the following fields: Title (Mr), Age range (1975-1980), Email, Phone, Country (Italy), and City (Porto Sant'Elpidio).

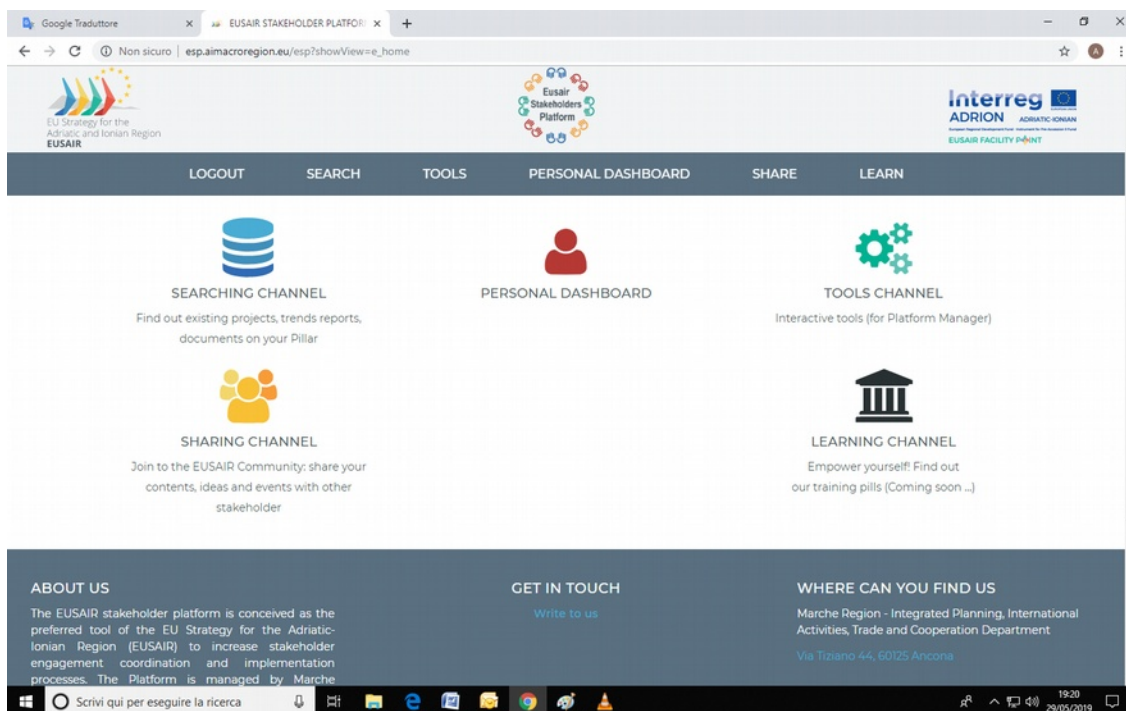
My organization: This section includes a form with the following fields: Category (Company), Name of organization (Lgistica digitale), Email, Phone, City (Ancona), Legal status (Private), Classification of Organ. (SME), Geographical Scope (Regional), and Role in the Organ. (Technical employee).

My pillars and topics: This section lists four pillars with their respective topics, each with a checkbox for selection:

- Pillar 1 - "Blue Growth"**
 - ☒ Pillar 1 - Ideas 1
 - ☒ Blue technologies
 - ☒ Fisheries and aquaculture
 - ☒ Maritime and marine governance and services
- Pillar 2 - "Connecting the region"**
 - ☒ Pillar 2 - Ideas 1
 - ☒ Energy networks
 - ☒ Intermodal connections to the hinterland
 - ☒ Maritime transport
- Pillar 3 - "Environmental quality"**
 - ☒ Pillar 3 - Ideas 1
 - ☒ The marine environment
 - ☒ Transnational terrestrial habitats and biodiversity
- Pillar 4 - "Sustainable tourism"**
 - ☒ Pillar 4 - Ideas 1
 - ☒ Diversified tourism offer
 - ☒ Sustainable and responsible tourism management

A 'Save' button is located at the bottom right of the dashboard.

After saving, you are directed to “[ESP home page](#)”:



Here you have access to all the ESP channels.



PERSONAL DASHBOARD USER GUIDE



Profile



Organization



Activities



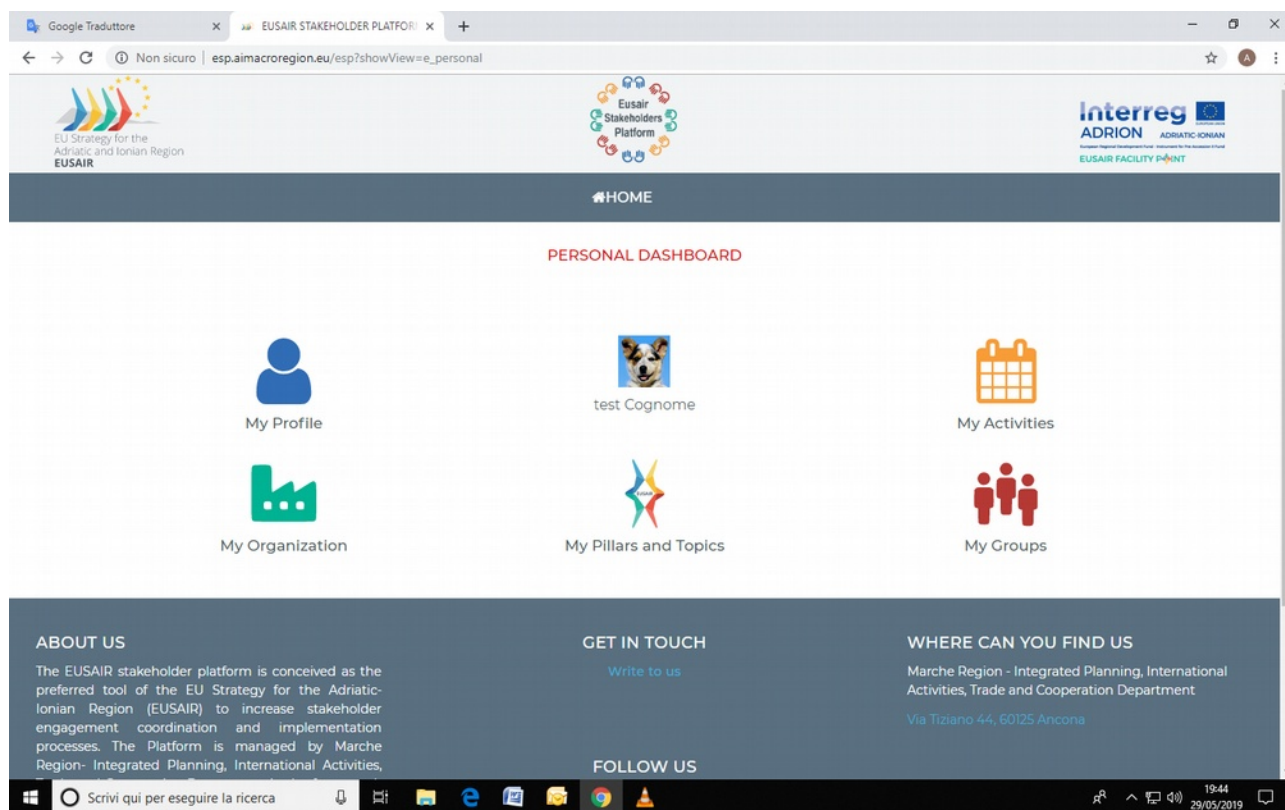
Groups



Pillars&Topics

- **PERSONAL DASHBOARD**

By clicking on “Personal Dashboard” you will be redirected to this page:

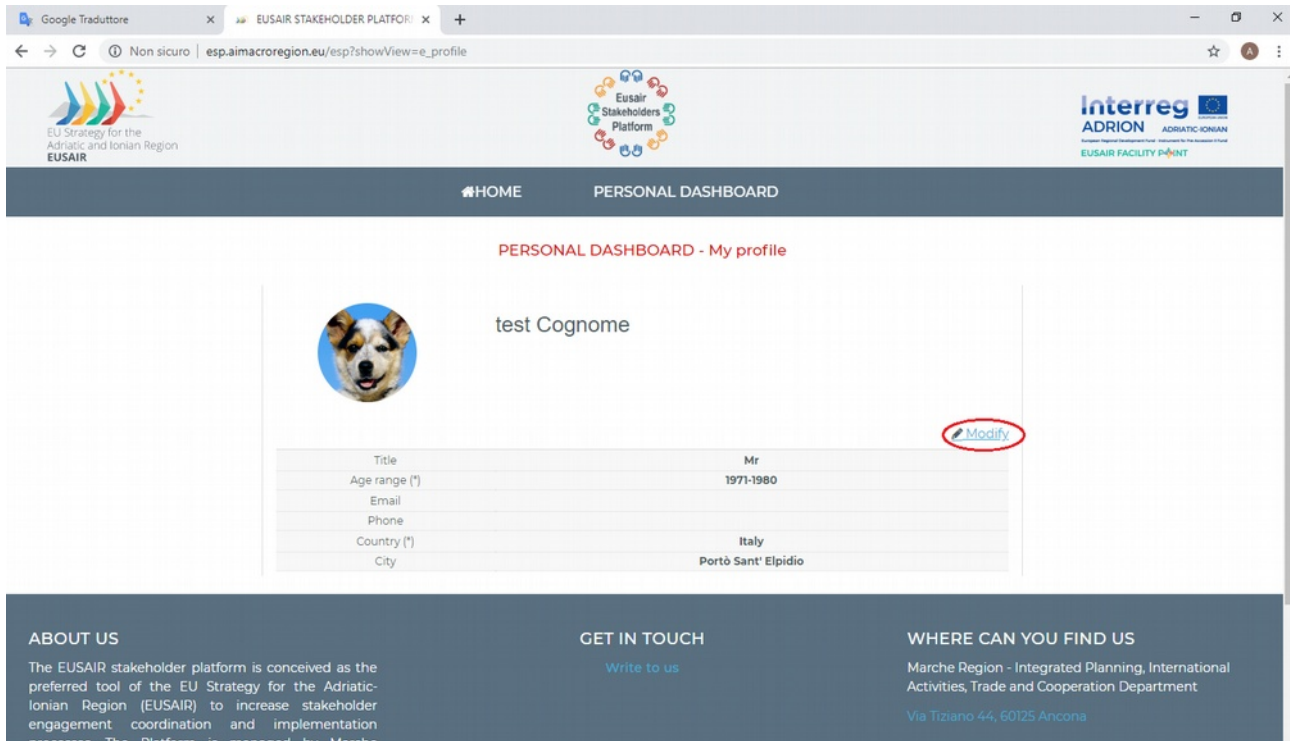


You have 6 images, corresponding to 6 link of other pages.

If you click on the avatar image (the dog in the image above), you will return to the previous page where you have all your information.

My Profile

With “My profile”, you are redirected to this page:



PERSONAL DASHBOARD - My profile

test Cognome

Title	Mr
Age range (*)	1971-1980
Email	
Phone	
Country (*)	Italy
City	Portò Sant' Elpidio

[Modify](#)

ABOUT US
The EUSAIR stakeholder platform is conceived as the preferred tool of the EU Strategy for the Adriatic-Ionian Region (EUSAIR) to increase stakeholder engagement, coordination and implementation processes. The Platform is managed by Marche

GET IN TOUCH
[Write to us](#)

WHERE CAN YOU FIND US
Marche Region - Integrated Planning, International Activities, Trade and Cooperation Department
[Via Tiziano 44, 60125 Ancona](#)


Moving the mouse to the red marked up zone, you can see a “Modify” link : you can start to modify your information with this link.

My Organization

In the same way you can see and edit all your information in “My organization” and “My pillars and topics” pages.

“My organization” page

PERSONAL DASHBOARD - My Organization

 test Cognome

[Modify](#)

Category (*)	Company
Name of organization	L@teca digitale
Email	
Phone	
City	Ancona
Legal status	Private
Classification of Organ.	SME
Geographical Scope	Regional
Role in the Organ.	Technical employee

ABOUT US
The EUSAIR stakeholder platform is conceived as the preferred tool of the EU Strategy for the Adriatic-Ionian Region (EUSAIR) to increase stakeholder

GET IN TOUCH
[Write to us](#)

WHERE CAN YOU FIND US
Marche Region - Integrated Planning, International Activities, Trade and Cooperation Department

Clicking on “Modify” you can change your informations anytime.

When you finish just click on “save”.

My Pillars and Topics

“My pillars and topics” page

The screenshot shows a web browser window displaying the EUSAIR Stakeholder Platform. The page title is "PERSONAL DASHBOARD - My Pillars and Topics". The user's profile is "test Cognome". The page lists four pillars with their respective topics and a "Modify" button for each.

Pillar	Topics	Action
Pillar 1 - "Blue Growth"	<ul style="list-style-type: none">✓ Pillar 1 - Ideas *✓ Blue technologies✓ Fisheries and aquaculture✓ Maritime and marine governance and services	Modify
Pillar 2 - "Connecting the region"	<ul style="list-style-type: none">✓ Pillar 2 - Ideas *✓ Energy networks✓ Intermodal connections to the hinterland✓ Maritime transport	Modify
Pillar 3 - "Environmental quality"	<ul style="list-style-type: none">✓ Pillar 3 - Ideas *✓ The marine environment✓ Transnational terrestrial habitats and biodiversity	Modify
Pillar 4 - "Sustainable tourism"	<ul style="list-style-type: none">✓ Pillar 4 - Ideas *✓ Diversified tourism offer✓ Sustainable and responsible tourism management	Modify

The footer contains three sections: "ABOUT US" (The EUSAIR stakeholder platform is conceived as the preferred tool of the EU Strategy for the Adriatic-Ionian Region (EUSAIR)), "GET IN TOUCH" (Write to us), and "WHERE CAN YOU FIND US" (Marche Region - Integrated Planning, International Activities, Trade and Cooperation Department).

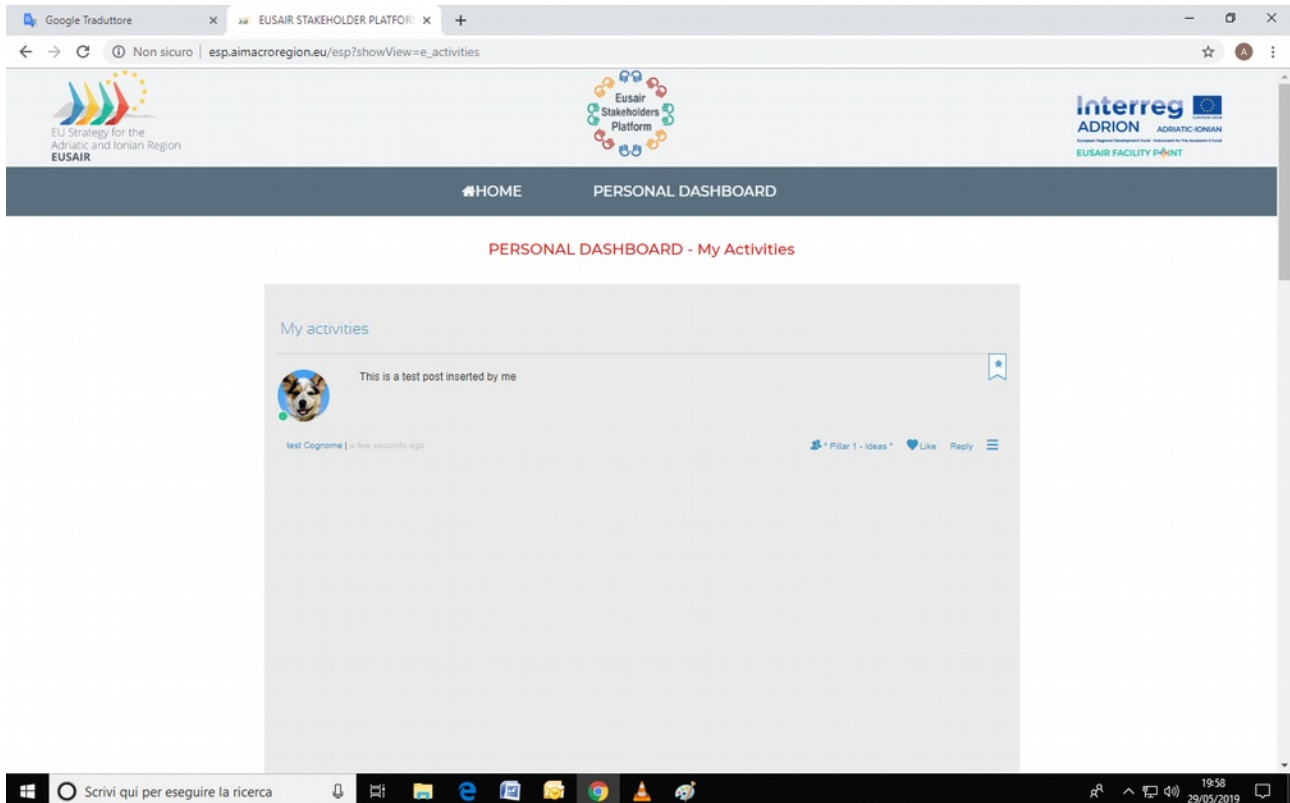
Clicking on “Modify” you can change your informations anytime.

When you finish just click on “save”.

In Personal Dashboard you have two other links: “My activities” and “My groups”.

My Activities

“My activities” page

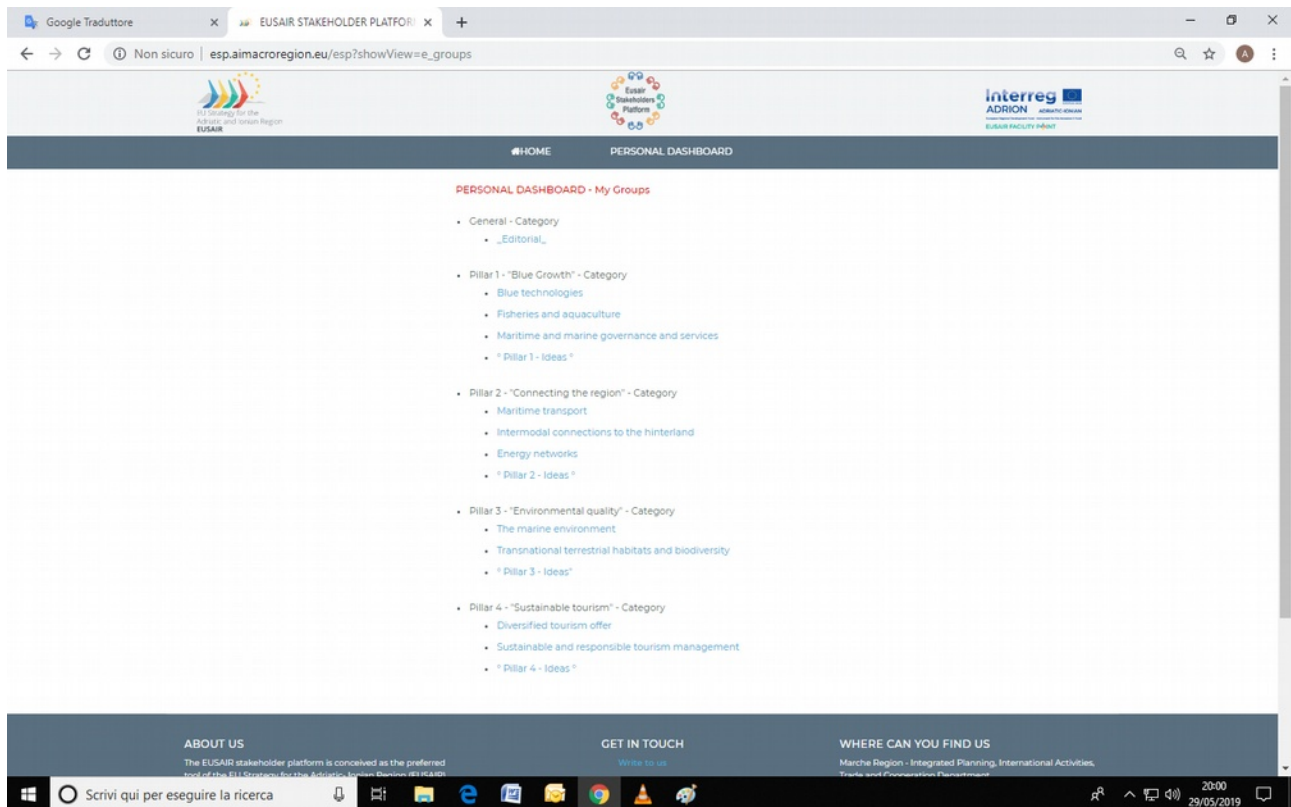


In this page, the current user can see all his activities in Sharing Channel, like posts, events,...

In the previous image, our user created only one post in the Sharing Channel until now.

My Groups

“My groups” page:

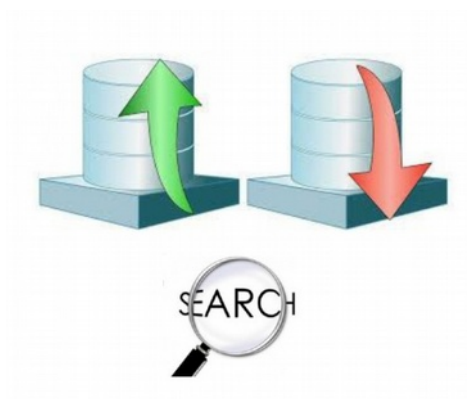


In this page the current user can see all the Sharing Channel's groups he belongs to.

In the page, every group is a link: if you click on the link you can go to the Sharing Channel's group' page.



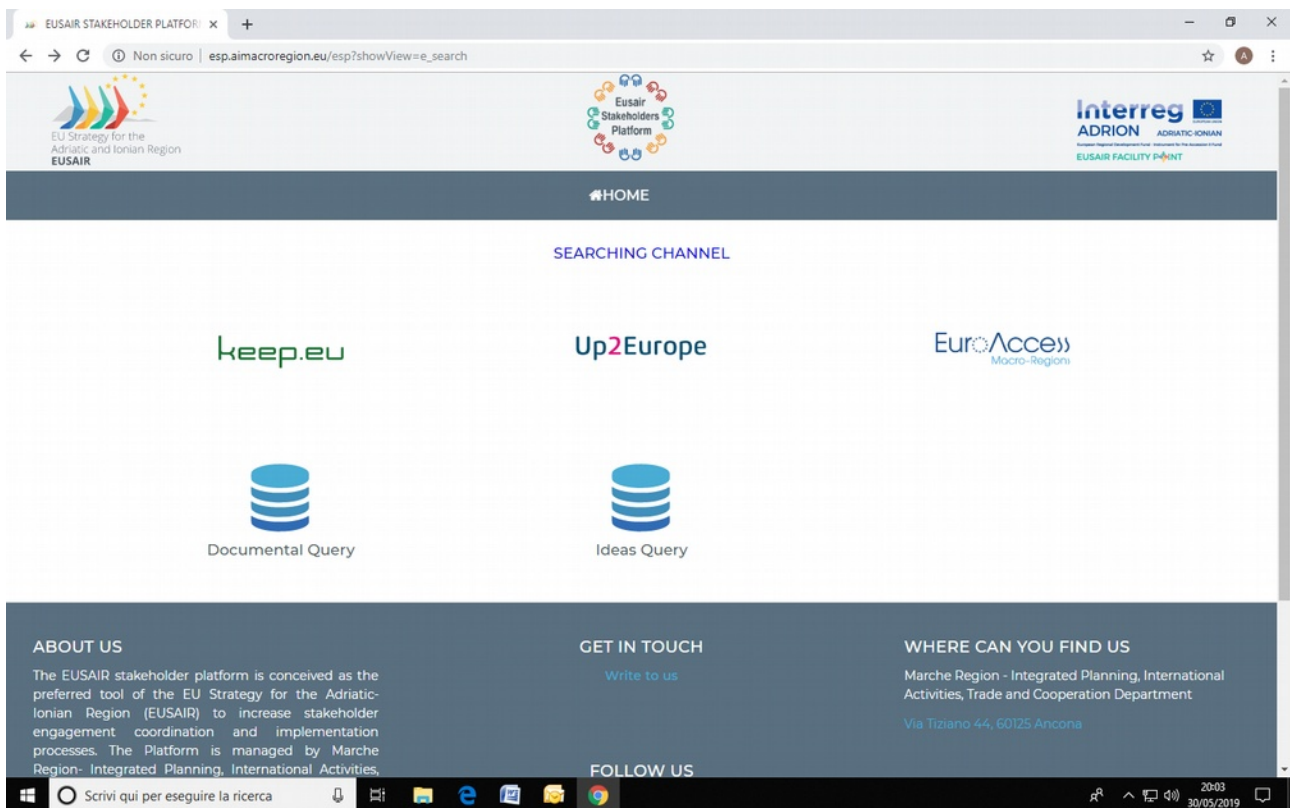
SEARCHING CHANNEL USER GUIDE



- **SEARCHING CHANNEL**

From ESP's home page we can open the Searching Channel.

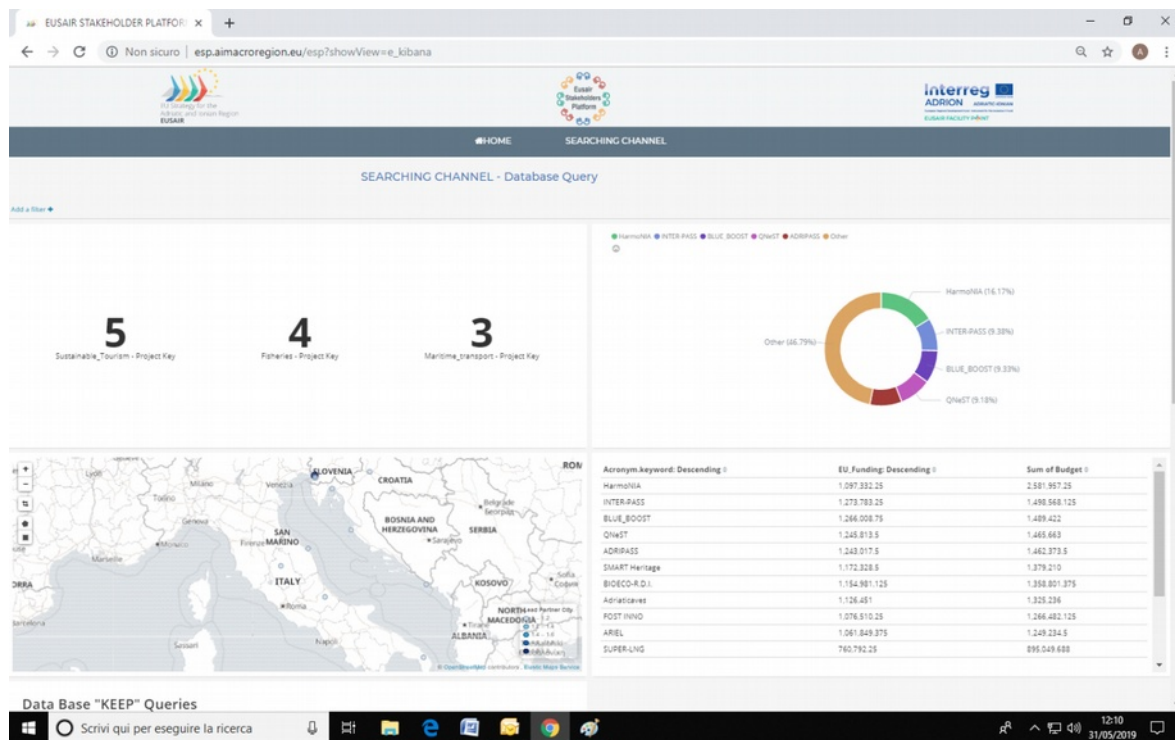
This is the Searching Channel' home page:



You have 5 sections here.

Keep

The following is an example of the page you get:

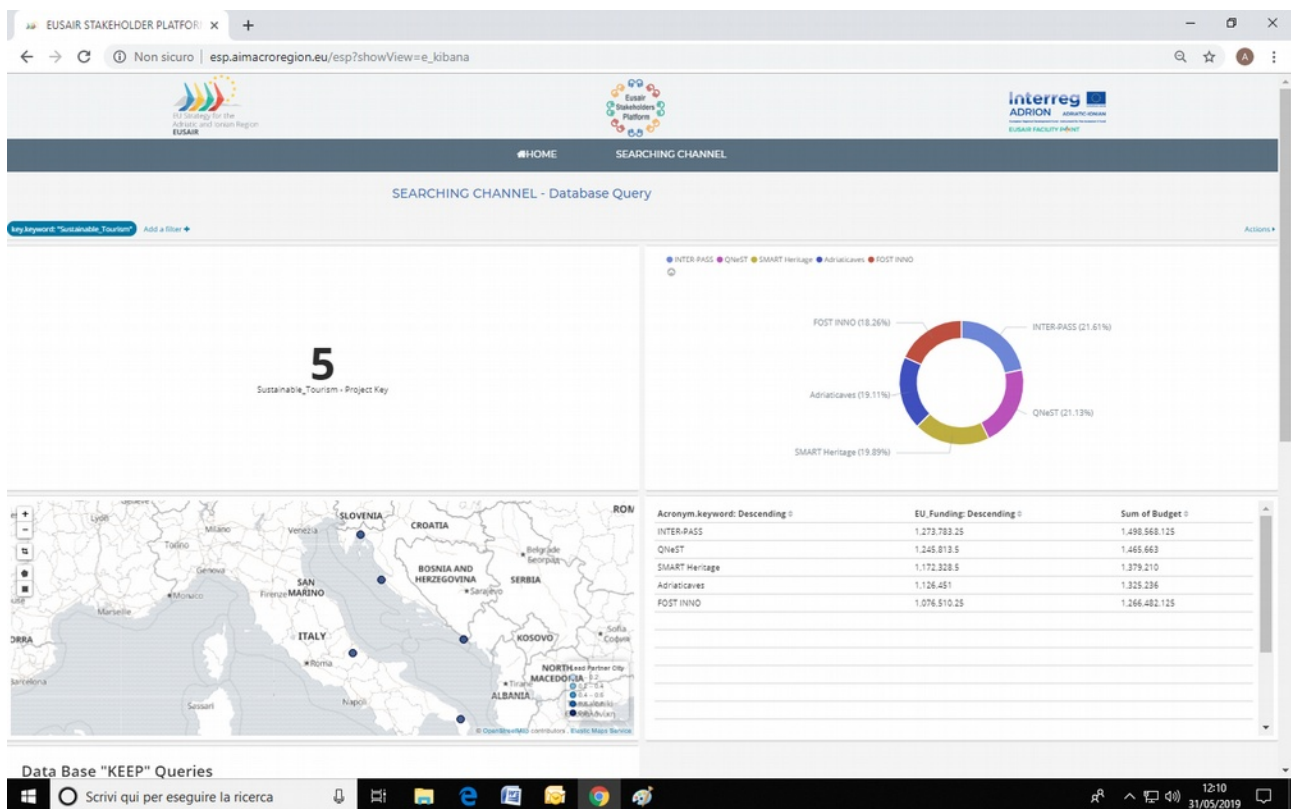


At the moment, this page shows only demonstrative data, but you can see the powerful of this tool.

This dashboard was build based on data provided by keep.eu organization.

Data was integrated by adding geolocation of project leader partner and showing the potential of the database tools. Users, surfing the dashbord, will change data visualization.

Now clicking on the “5 – Sustainable Tourism – Project Key” you will get the following page:



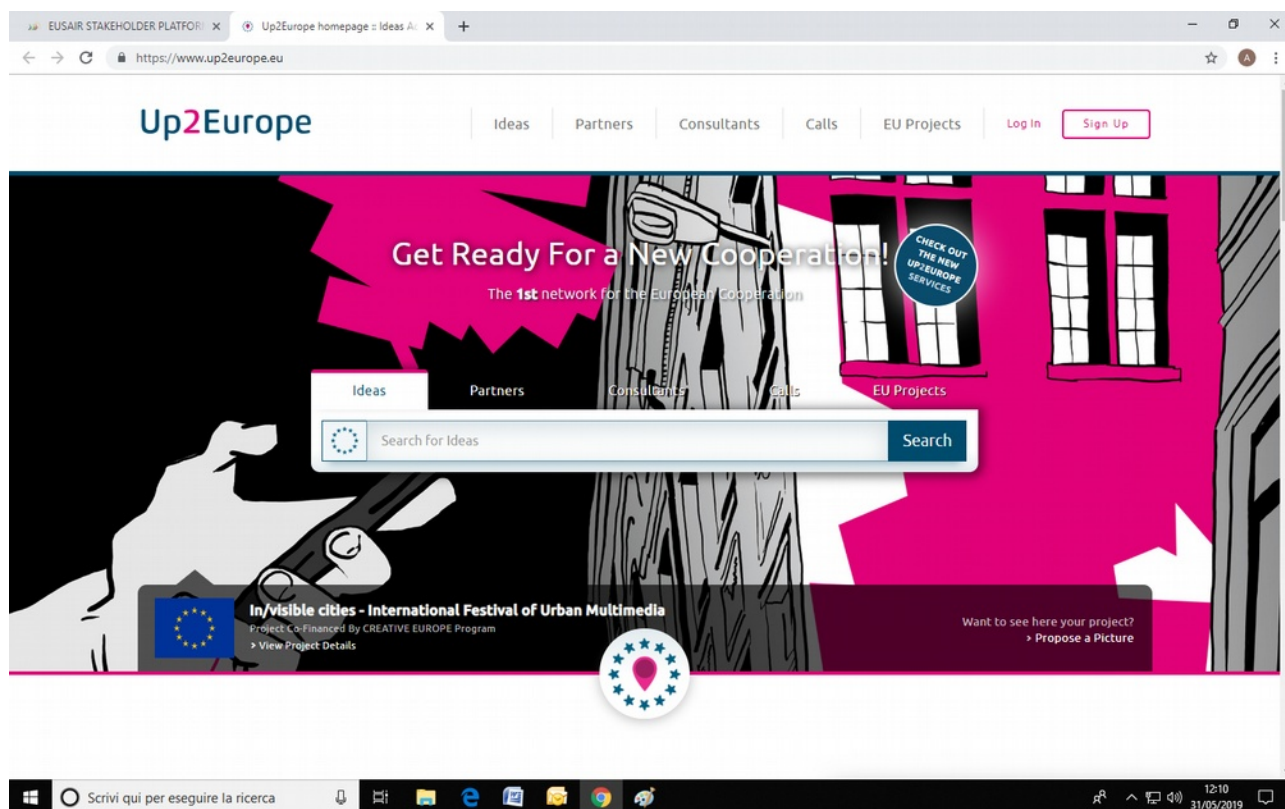
Doing this you will go in depth obtaining detailed information about the topic.

All the dashboards are interactive.

To come back to the initial view you need to remove the added filters by clicking on the high left side.

Up2Europe

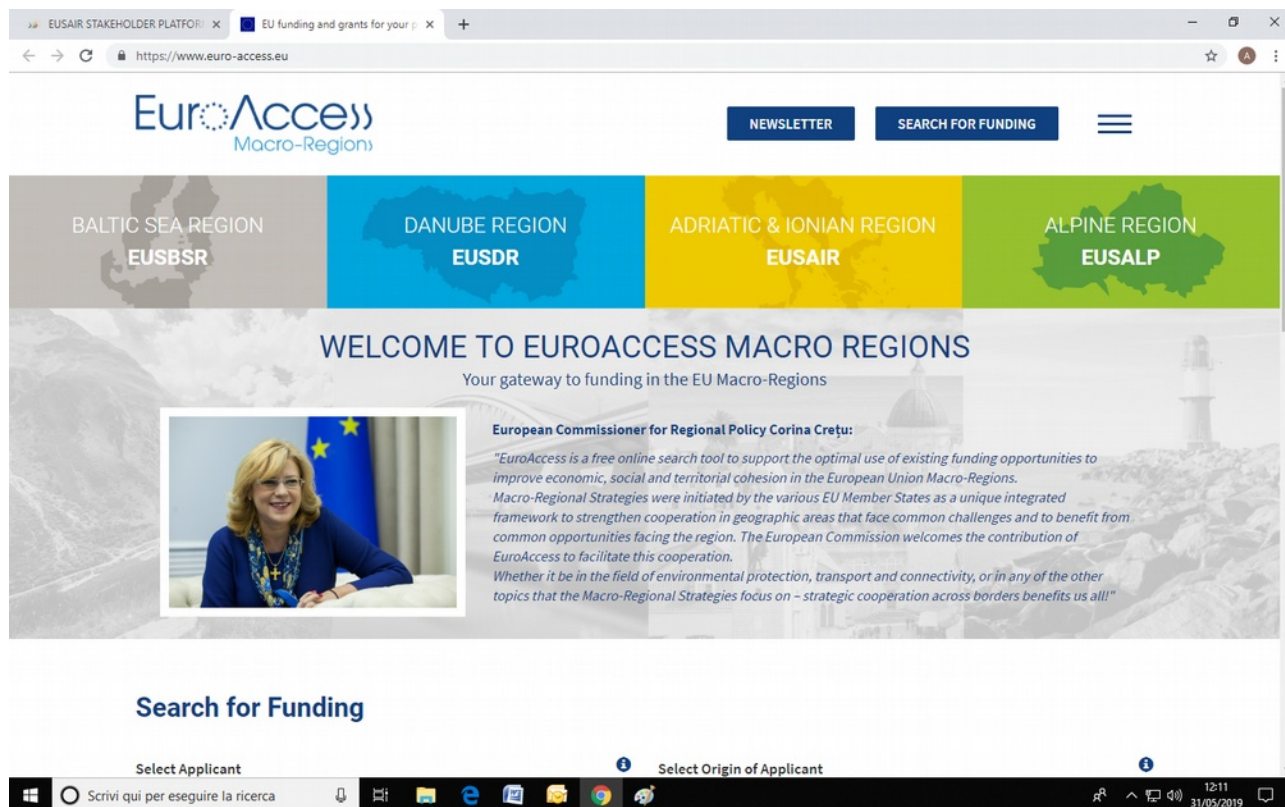
At the moment, this is the link to the Up2Europe portal. This is actually the main page:



Up2Europe is a portal that promotes European cooperation and aims to create a virtual community for coming professionals in European projects.

EuroAccess

At the moment, this is a link to the EuroAccess portal. This is actually the main page:

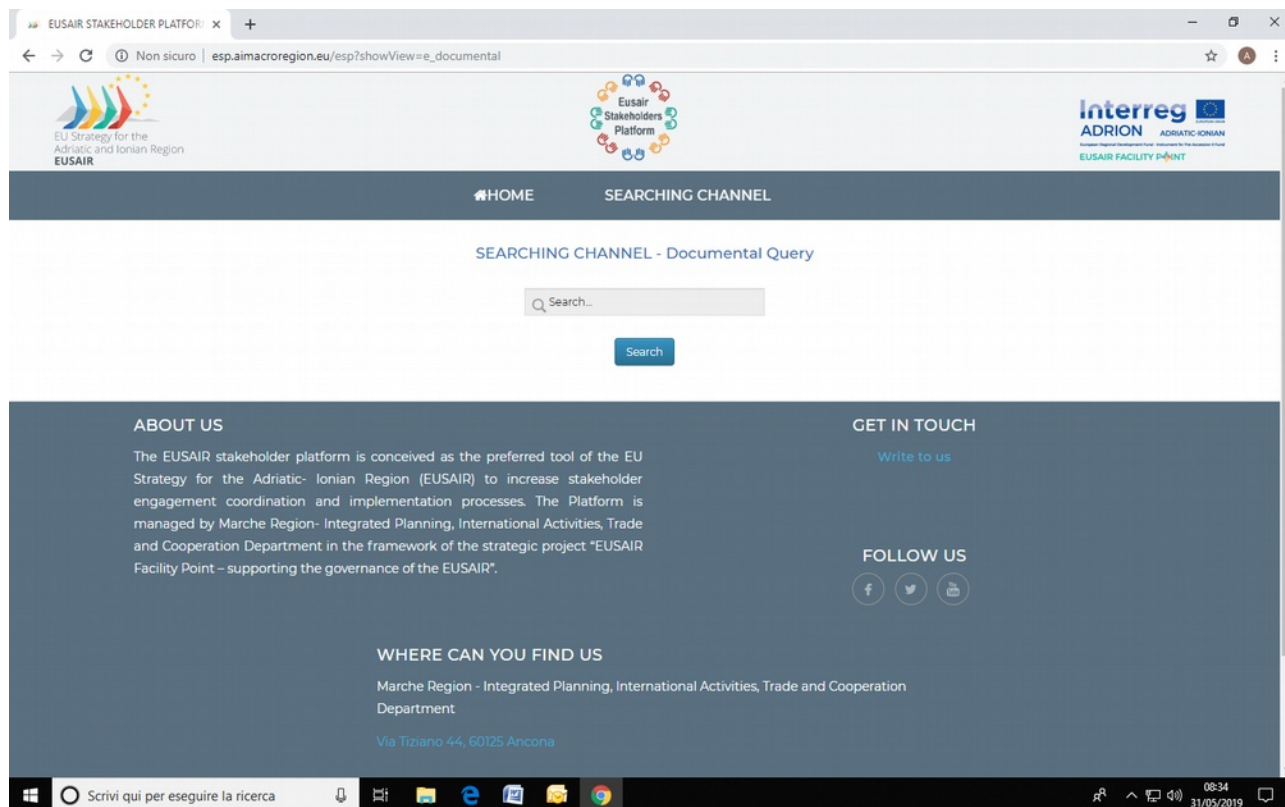


EuroAccess Macro-Regions is an online information and research tool on EU-funding available in four EU Macro-Regions, in special way, for the Eusair Strategy. Its target is helping people with project ideas to find suitable sources of EU funding.

EuroAccess contains data from more than 200 EU funding programmes and calls for project proposals within those programmes.

Documental Query

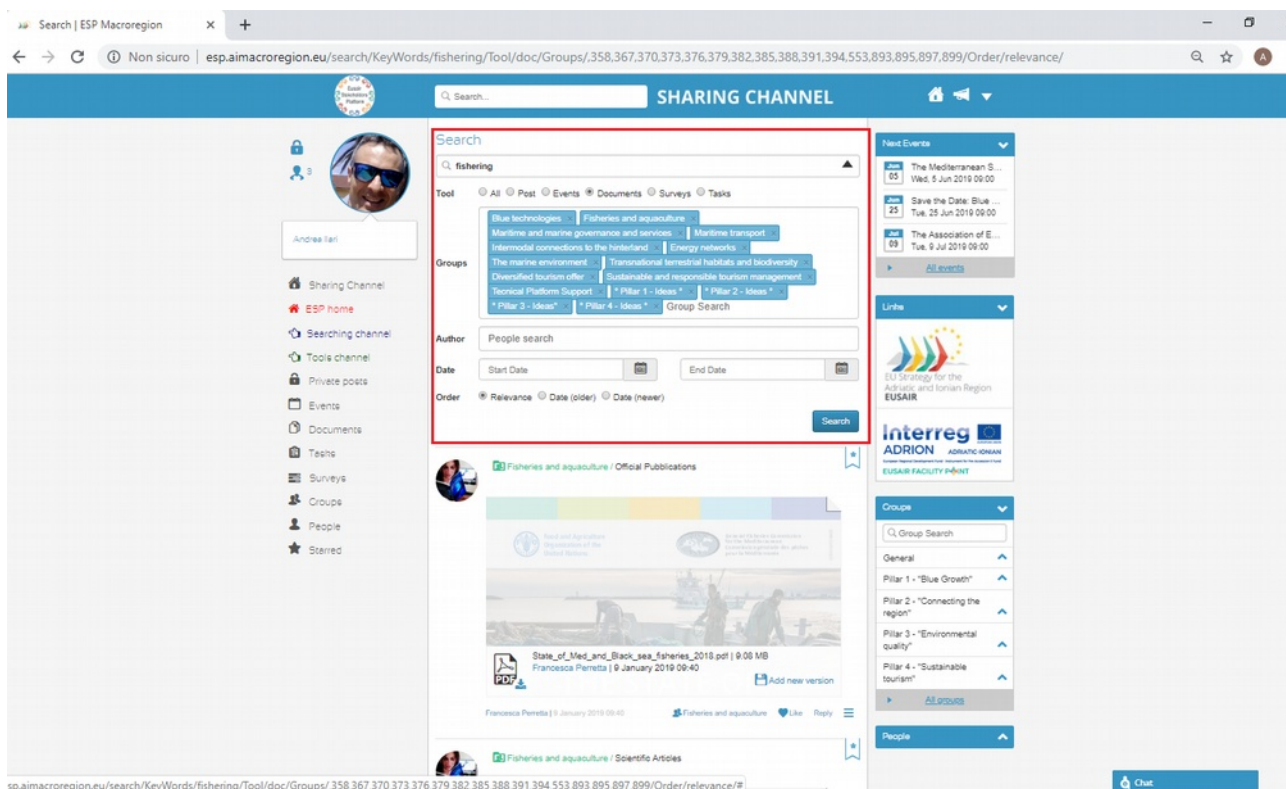
In this section you have the following page:



Here you can insert one or more key words and pressing the “Search” button you can obtain a list of documents that contain that key words.

Documents in which the search takes place are those of the Sharing Channel: in other words, documents database is populated as users enter the documents into the Sharing Channel.

In the image below, we insert the key word “fishing” obtaining the following result.



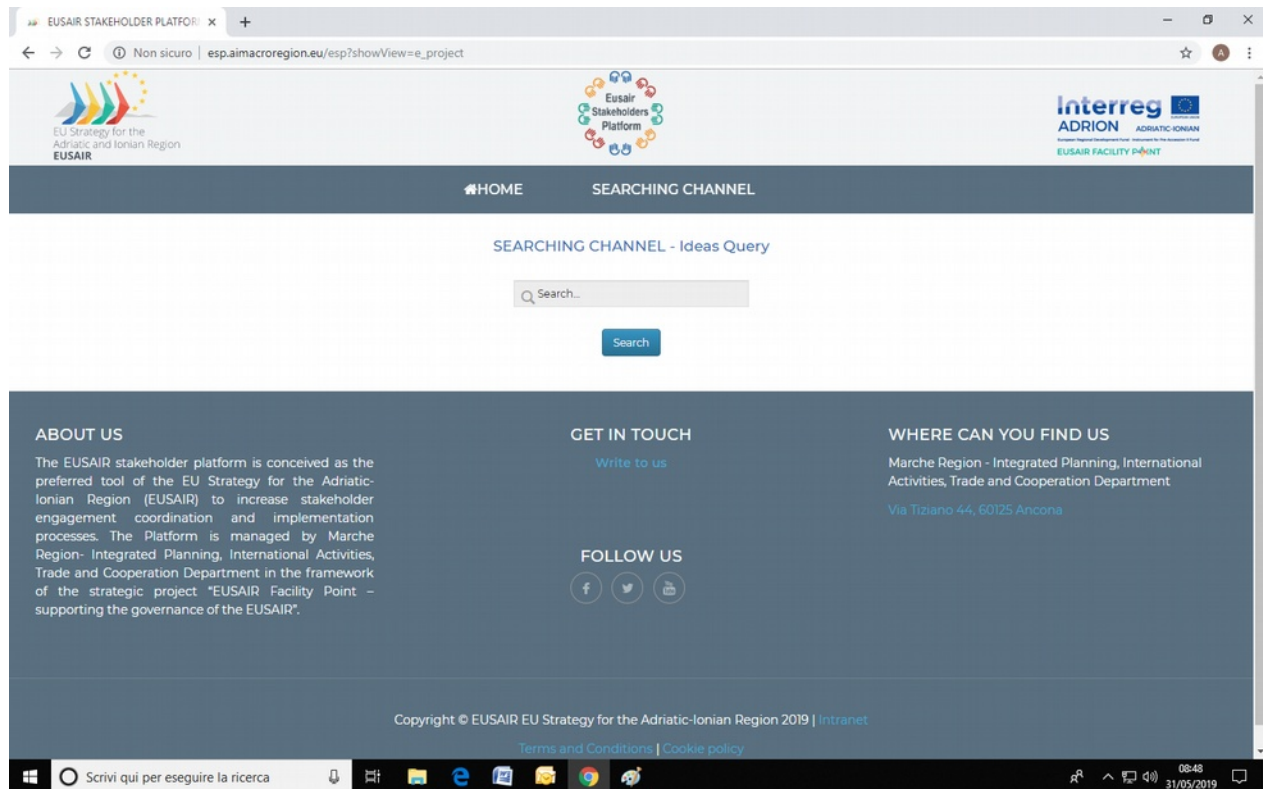
In the red square area you can insert some other filters in order to make your search more accurate: after indicating key words, you can filter by groups (adding or deleting groups; only groups to which current user belongs are shown), by author name, by publication's period.

You can also choose the ordering criteria.

After inserting more accurate filter and pressing the "Search" button, a new research takes place.

Ideas Query

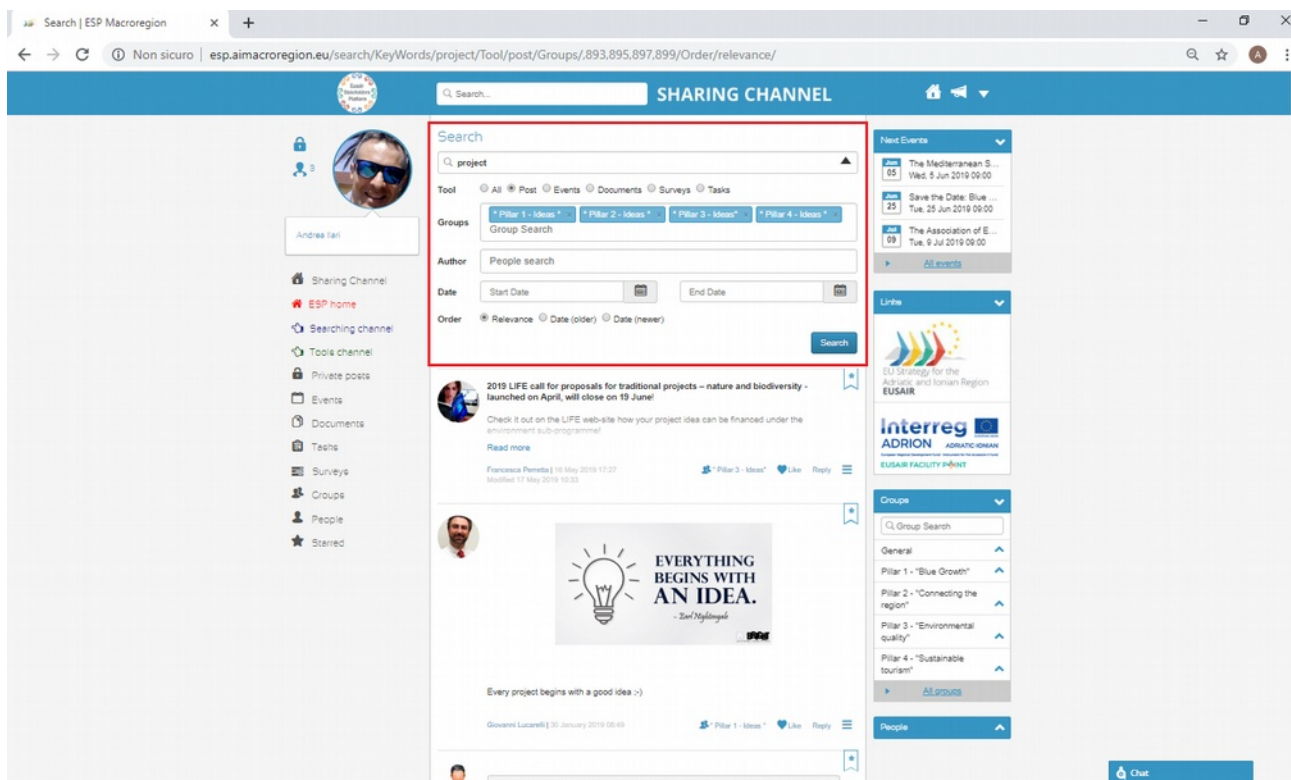
In this section you have the following page:



This page is very similar to “documental query” page. The main difference is that in this section the research takes place only in Sharing Channel “ideas” groups . In more details, “ideas” groups are the following groups: “Pillar 1 ideas”, “Pillar 2 ideas”, “Pillar 3 ideas”, “Pillar 4 ideas”.

Here you can insert one or more key words and pressing the “Search” button you can obtain a list of posts that contain that key words in Sharing Channel “ideas” groups.

As you can see in the image below, inserting the word “project”, the result is the following.



As you can see in the above image (red square) search filters are already setted with only posts and “ideas” group.

Like for documental query, you can filter by other criterias like author name (who inserted the post) and the pubblication period.



TOOLS CHANNEL USER GUIDE



- **TOOLS CHANNEL**

This section is only visible to authorized users.



SHARING CHANNEL USER GUIDE



- **SHARING CHANNEL**

What is SHARING CHANNEL?

SHARING CHANNEL is a channel based on an “Enterprise Social Network “ Platform designed to manage the organization and the work of various groups, departments and locations. This platform allows sharing and exchanging information with colleagues, stakeholders and managing your projects and your business. **SHARING CHANNEL** will enhance the knowledge and good working practices of your organization, maximising individual and collective results.

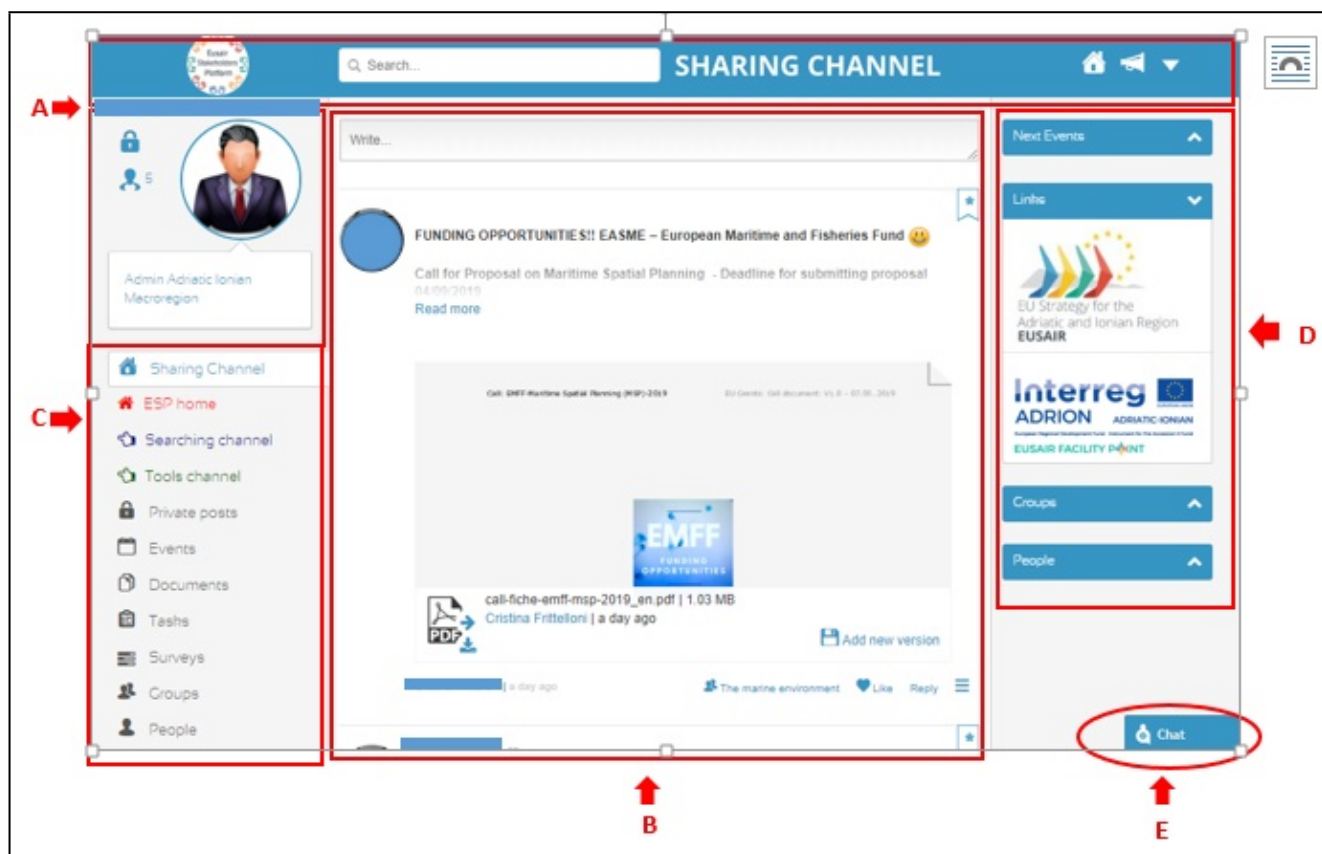
How to connect to SHARING CHANNEL?

From the **ESP** home page, clicking on **SHARING CHANNEL**, you will access directly the home page of the ESP Social Channel.

Functional areas and navigation tools

SHARING CHANNEL has a graphic layout to make your daily operations as simple, intuitive and immediate as possible. All functions are organised in areas:

- A. Header: general informations
- B. Central area: content Live Stream
- C. Left sidebar: links to Home general functions
- D. Right sidebar: content filters
- E. Chat area on right foot



Header: general informations

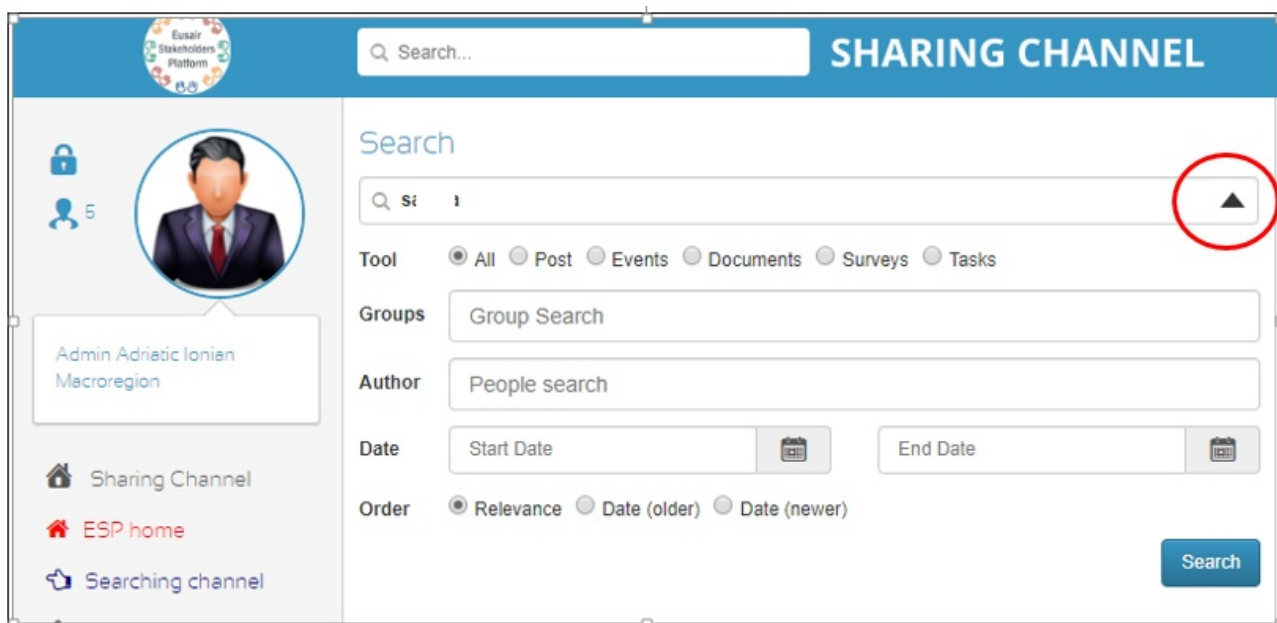
The header includes:

Search bar

The general search function enables you to find what you are looking for in a few seconds not only among the posts , but also within the shared documents.



If you want to refine your search results, use the “advanced search”



Home

click on the icon “Home”to reset any filters and return to the Home Page



Notifications

Click on “Notifications” icon to view a list of the latest platform notifications



The number next to the notifications



indicates the number of unread notifications

The notification area, generally, shows:

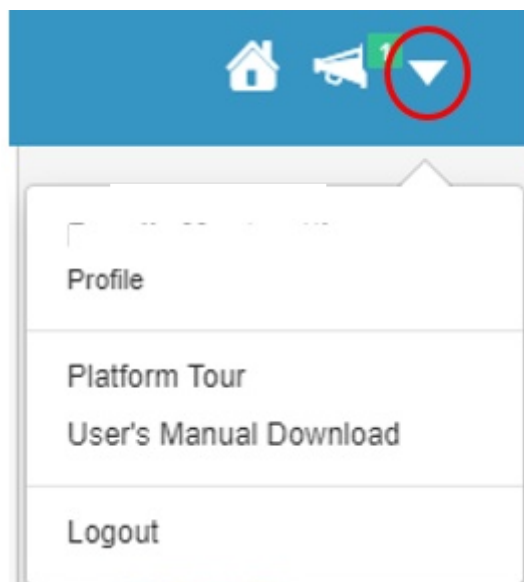
- All new post / files / events / activities where you have visibility and on which you have enabled the flag to receive notifications
- All comments to the followed post
- Any changes / updates of the above post, file (new version);
- All the mentions

- All the connection requests
- All registration requests or invitations to groups

Menu

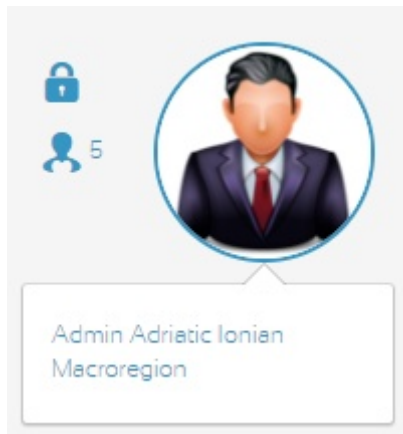
Click on “Menu” to:

- **Profile** - see / modify your Profile
- **Platform Tour** - activate the interactive tour on the use of the platform
- **User’s Manual Download** - see / download this document
- **Logout** - to exit the ESP platform



On the left side of the Header section, there are the following icons:

- **padlock** - fast notification of any private message received
- **connections** - displaying your connections with people in the community
- **your photo** - link to your profile , settings, posts and photo (your content can be edited)



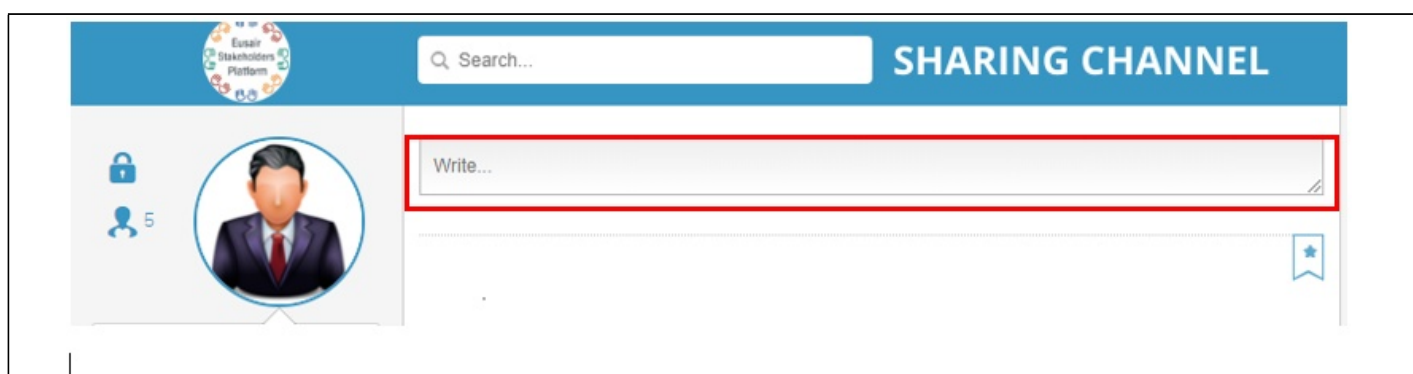
Central area: Live Stream

In the Central Area (Live Stream) you can:

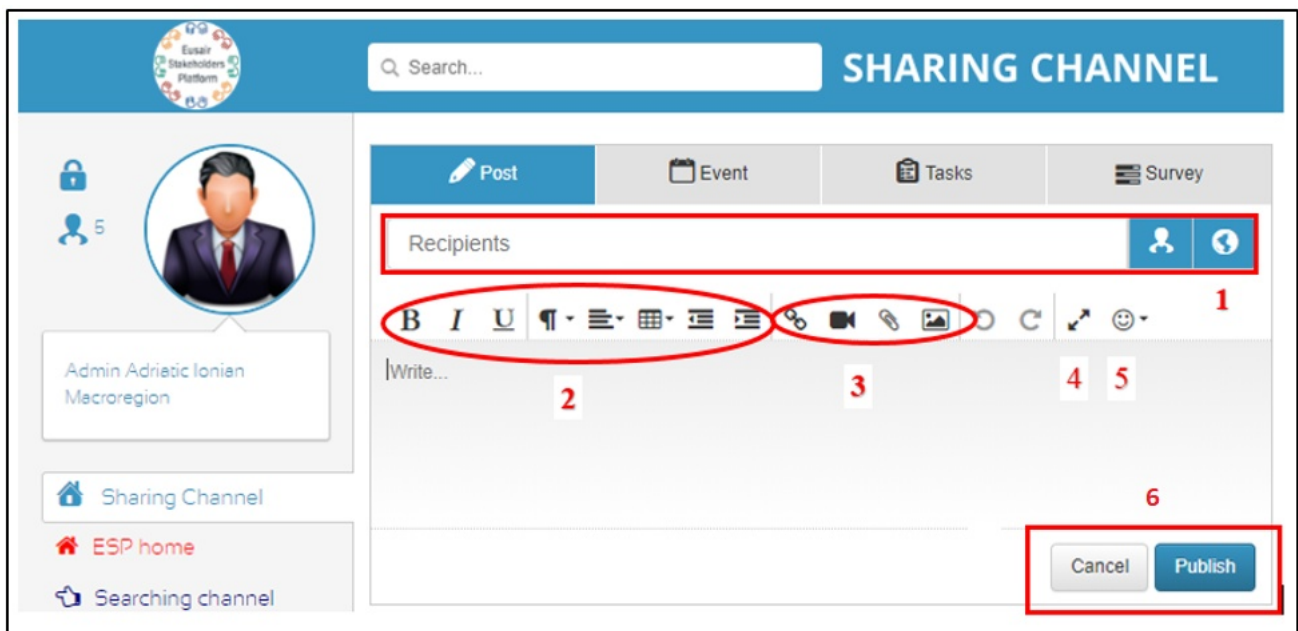
- write your own posts
- see the posts written by the editorial staff
- see your private posts
- see the posts written by your contacts
- see posts written within groups you belong to
- interact in conversations

Write your post

It is the main function for entering content within the platform; the function “write” is visible on the top central part of the live stream.



Click on write in order to access the complete editor:



You can:

1. Manage the various recipients of your post

Post

Event

Tasks

Survey

Recipients

B
I
U

Write...

Cancel

Publish

You can post to:

- ✓ All your “contacts”(all connections)
- ✓ A work group you belong to
- ✓ One or more people within your direct contacts (private post)

2. Format texts through an editor with the main functions
3. Upload external videos, attach files, link external resources.
4. Improve your work process to a full screen
5. Insert emoticons for a smart communication
6. Cancel or Publish

Post

Event

Tasks

Survey

Recipients

B
I
U

FUNDING OPPORTUNITIES!! EASME – European Maritime and Fisheries Fund


Call for Proposal on Maritime Spatial Planning - Deadline for submitting proposal 04/09/2019

The objective of this call for proposals is to support the establishment and implementation of Maritime Spatial Plans in line with the objectives pursued in the framework of the MSP Directive. More specifically, this action intends to support Member States in **setting up maritime spatial plans** and ensuring plans are coherent and coordinated across marine regions concerned.

Cancel

Publish

When the post has been completed  to insert it into the community,
or

 to cancel the operation

Then, in relation to your posts, clicking the button 



You can:



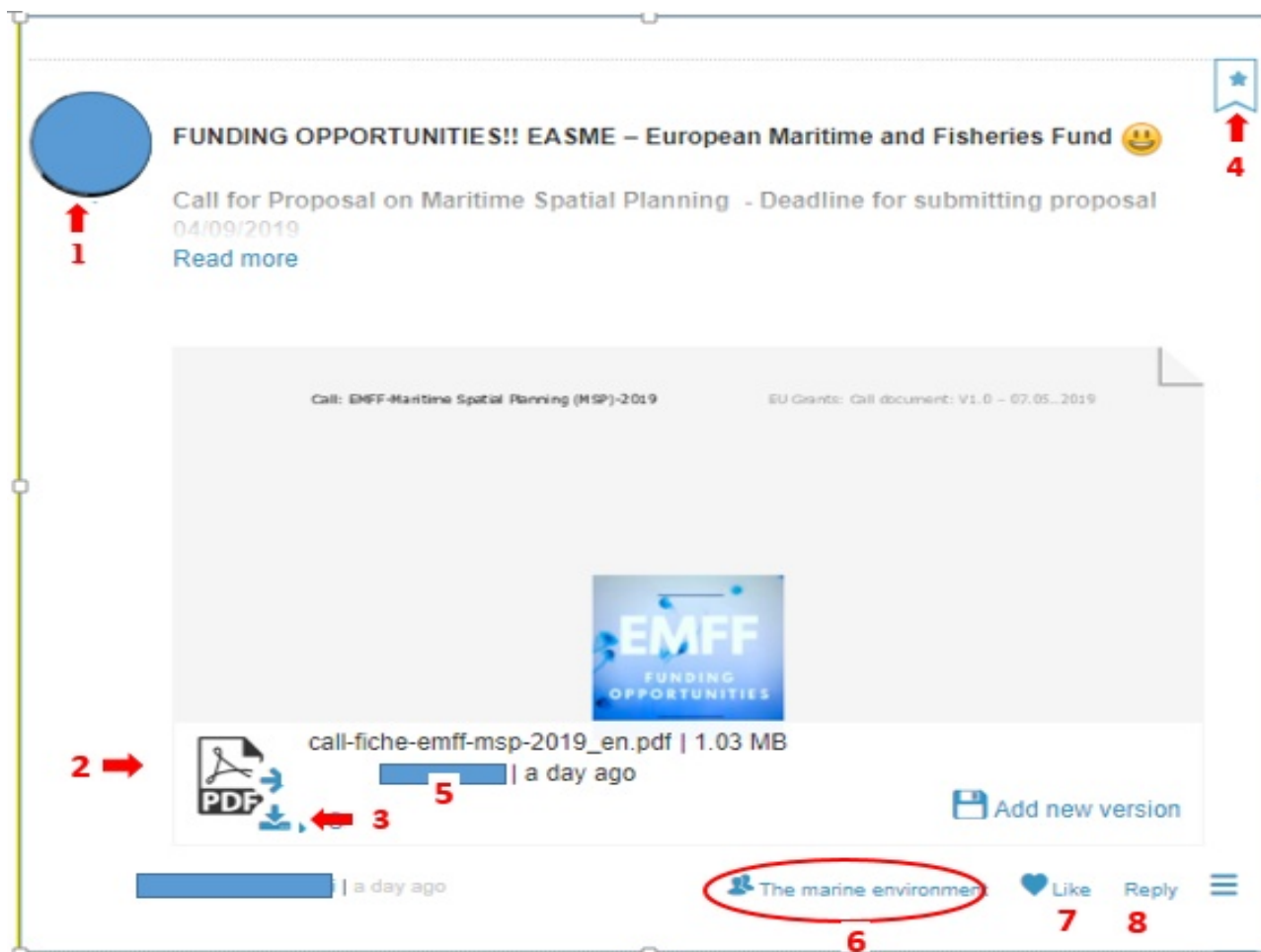
1 2 3 4 5

1. modify
2. cancel
3. insert permalink (*)
4. publish it on your fb profile
5. publish it on your twitter profile

(*)The permalink is an absolute link to the specific post. Through this link this post can be connected to other posts

Display posts and interact

Each post has all the necessary information to understand and manage shared information:



1. Photo and name of the user who entered the post and post' title
2. If a document is attached to the post , you can visualise it (without downloading it) by clicking on the thumbnail (preview)
3. It is also possible to download the document
4. If it's a highly important topic post, you can add it to your bookmarks by clicking on it
5. The name of the user who entered the post is always displayed with the corresponding date and time of publication

- 6. The working group where the post was inserted is highlighted
- 7 You can express your “like”, as in all the main social networks,
- 8. By clicking on Reply you can generate shared discussions on the topic of the post

Manage your conversations

The Livestream displays the posts written by your contacts. From the post itself, you can always decide to remove one of your direct contacts. This action will prevent that person to send you private messages.

Mentioning

SHARING CHANNEL manages the mentioning. The standard syntax is: @ [user name].

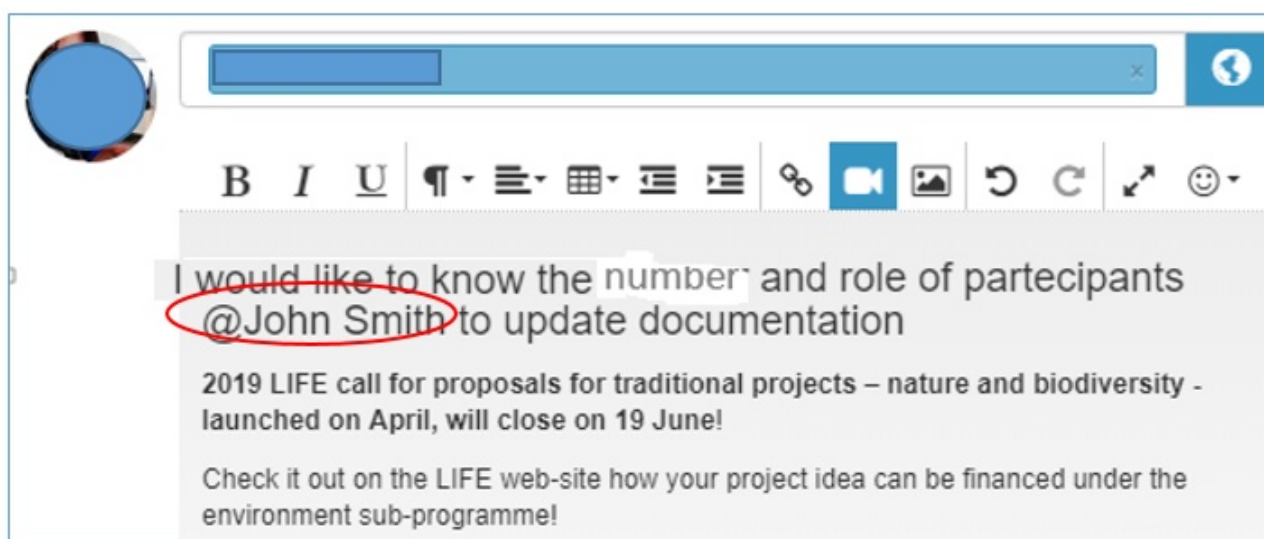
The @ is used to mention other profiles of people present in the platform and in direct connection with your profile. The mention produces an automatic notification (icon in the upper right).

The editor helps in filling: after entering @ sign and the first letters, names of people selected in context are proposed

- If the post is to all (or to the direct connections) all names can be selected
- If the post is written within a group, the names of the people who collaborate in the group only can be selected

This ensures that no post, through mentioning, is incorrect in terms of visibility.

Inside the post, the mention is a link that leads directly to the profile of that person (in the section of inserted posts).



Left sidebar: links to Home, general functions

Links to Home



Sharing Channel

Return to Sharing Channel Home



ESP home

Return to ESP home



Searching channel

Return to Searching Channel Home

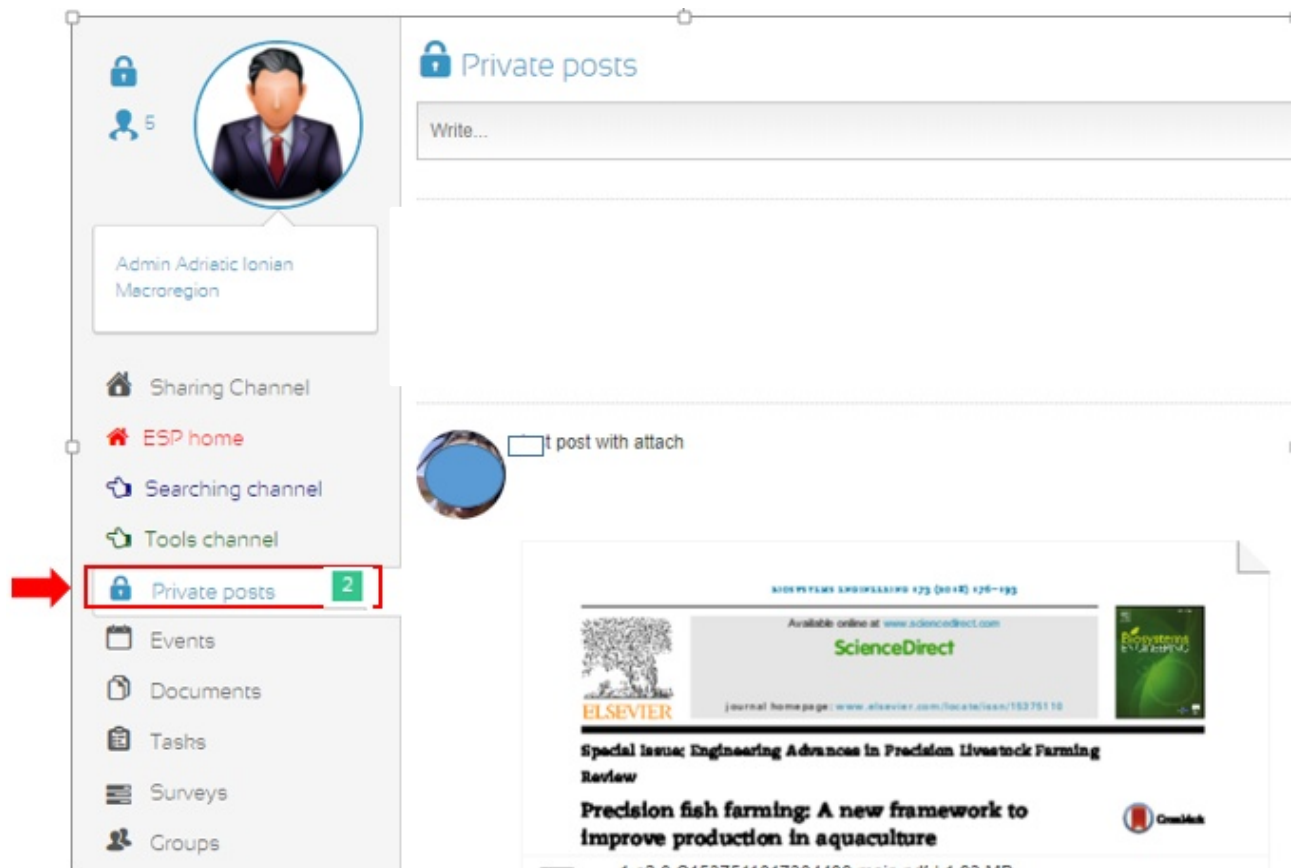


Tools channel

Return to Tools Channel Home

Private post

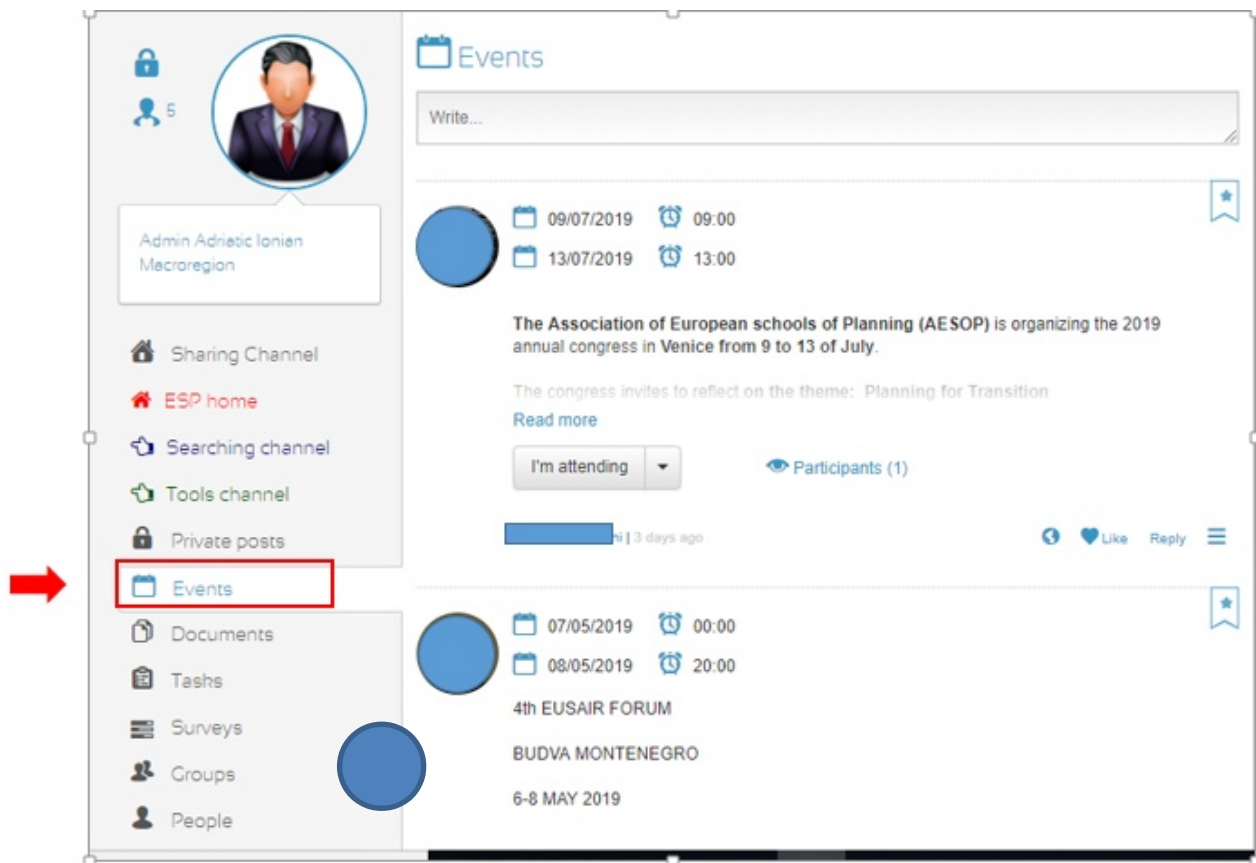
SHARING CHANNEL allows you to visualise all your private messages. New unread messages are highlighted by a graphic warning (green box). The warning shows the number of unread messages. After reading the new messages, the warning disappears.



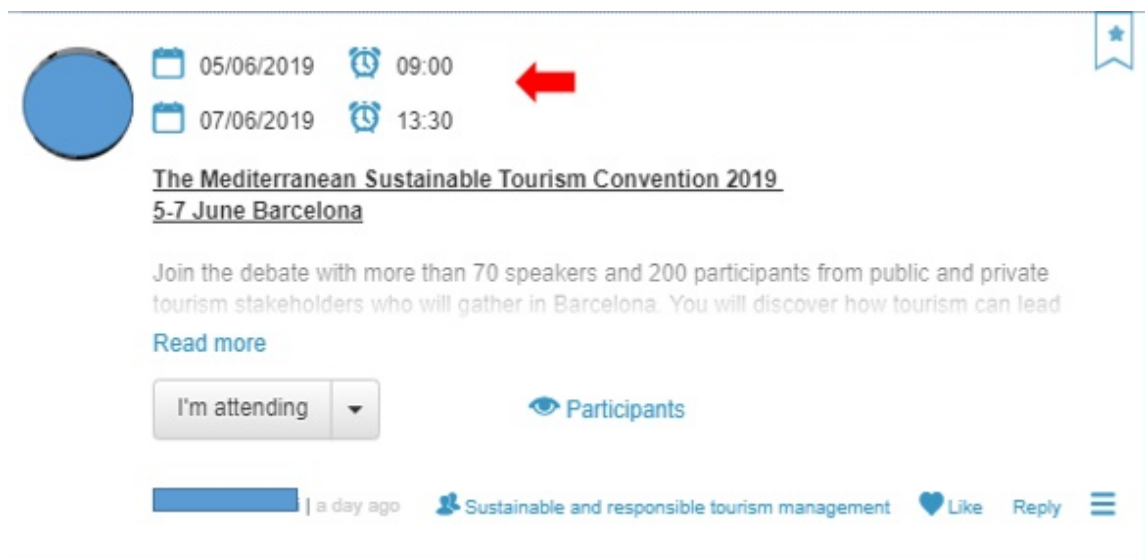
Events

Plan an event

In order to create an event, click on write. Then click on the Event tab to enter text, date, start and end date and time.

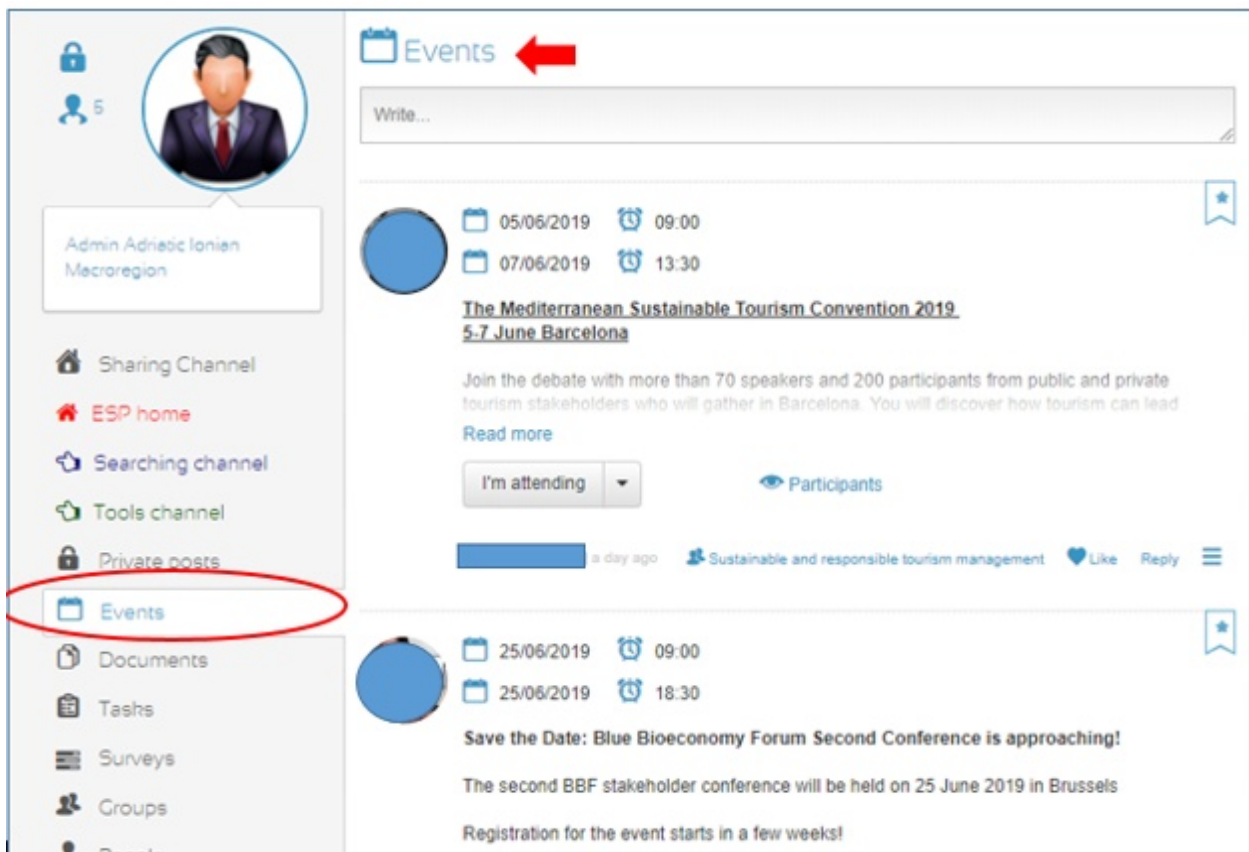


The event is now visible on the live stream as a normal post where members, start and end date and time of the event are also displayed:



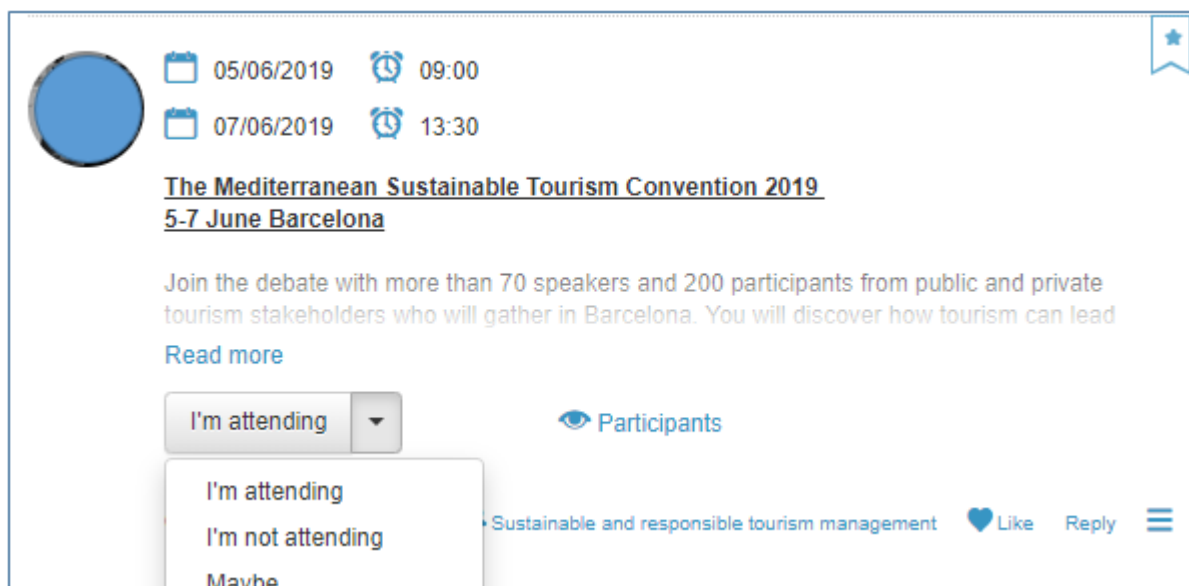
A view of all events

By clicking on events, you can quickly access all the events entered in the platform.



Event functions and operations

After creating an event, all guests are asked to either join or decline.



Documents

Manage your documents

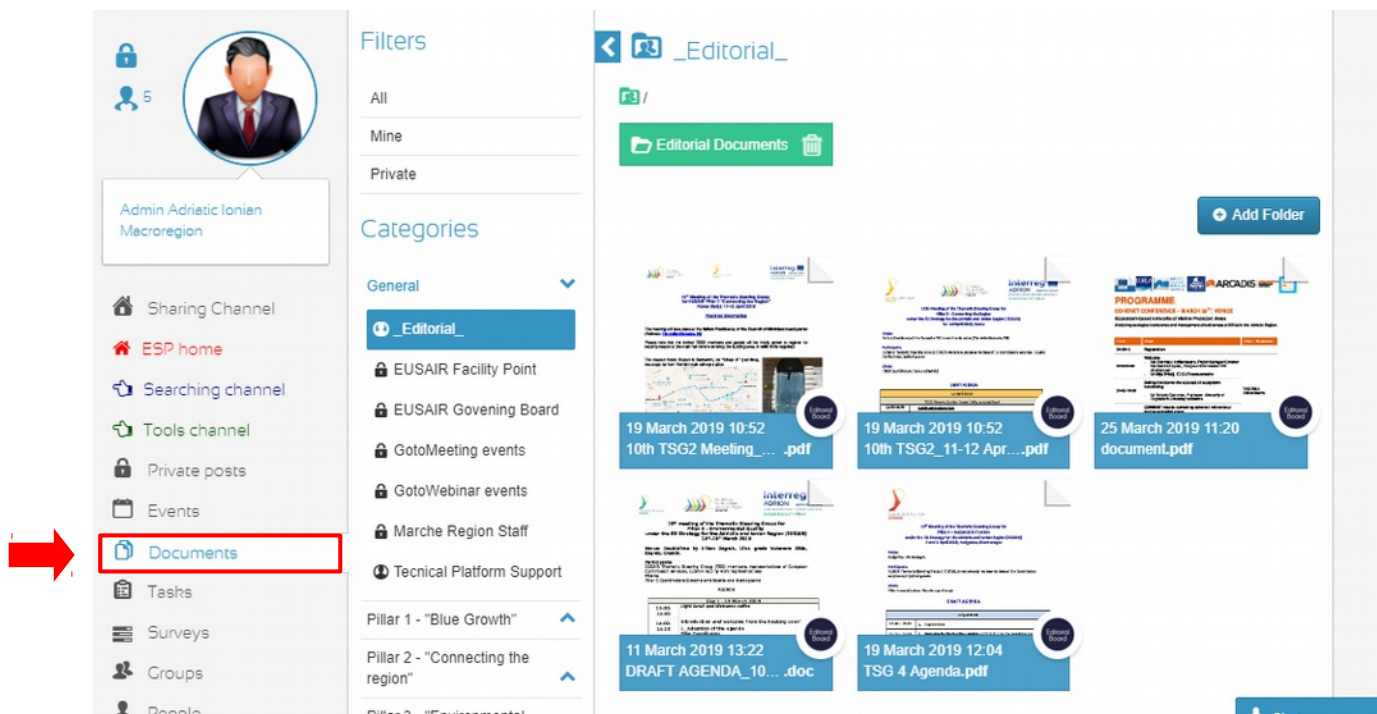
By clicking on Documents, you have a quick access to all shared documents in the various working groups, public or private, allowing the user an effective management of all documents.

This feature allows you to visualise all documents attached to the posts, you can filter by:

- All
- Mine (documents attached to posts created by the user himself)
- Private (documents attached to private posts)

in the "Groups" section you can filter documents by Group and once the group is selected, any folders in the group are displayed.

Folders can be created and managed only by the founder of the group or by the administrator who will create them and move the documents inside.



if you hover over, the image appears, with features:



1 2 3

1. Display the document without downloading it through a preview window where you can zoom, search or print;
2. Download it on your computer;
3. Manage document versioning in order to have the latest version and to keep the history of previous ones.

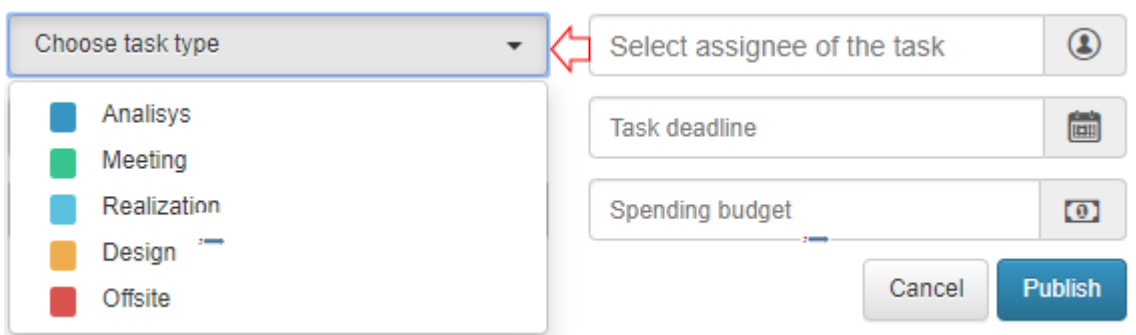
Tasks

Plan and control your tasks

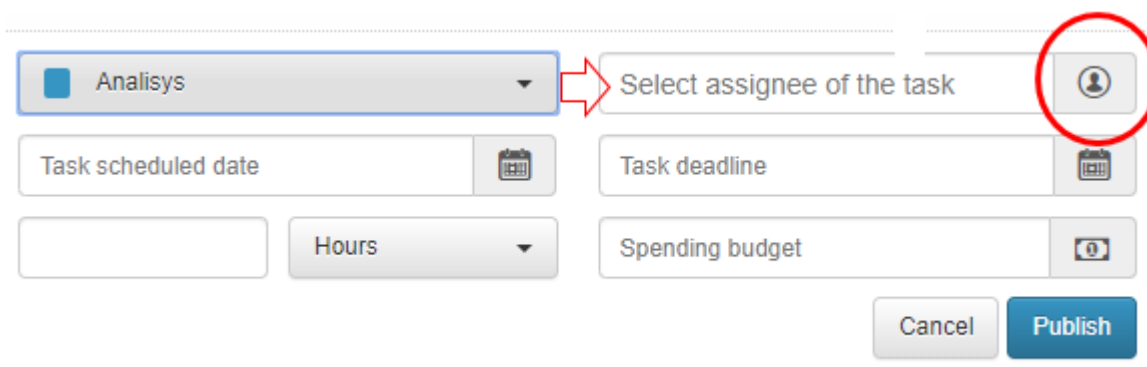
Creation of an activity can take place within a group or it can be created independently by the same group. In this case, the task will be visible only to your chosen recipients, and will automatically become a «private» activity.

It is possible to define:

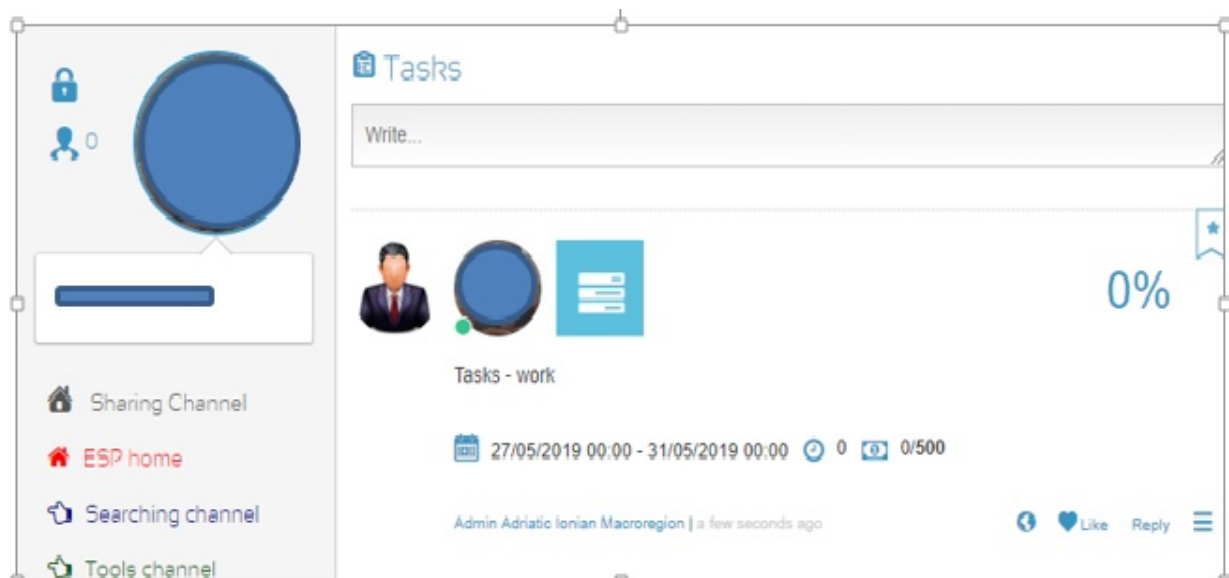
- A categorization of the type of activity (the authorized people will have the option of reviewing and modeling the types of the activities)



- Define the assignees (the people to whom the task is assigned and that will update the progress). It's a mandatory information.



- Define a start date but also the expiration date for the task (mandatory information)
- Number (quantity) of hours/days/weeks expected to carry out the activities
- A budget forecast
- The management of the activities and deadlines is done through an intuitive graphical interface that highlights the following elements:



- The person who has created the task
- Assignee of the task
- Type of task (identified by the color of the icon)
- Percentage of completion
- Deadline
- Scheduled hours/time during the task creation
- Budget
- Warning «overdue task». The warning can be both «late» or «exceeded» if you overcome the limits of time or budget estimated.

Progress Overview

If you enter a group in which activities were created, you can visualise the general status of progress in a dashboard or a control panel. This shows numerical and visual information about all the activities related to the group.



The Dashboard displays the number of activities planned in a group/project; the number of the activities in progress; the number of activities correctly managed (green); the number of «exceeded» activities, i.e. those that had time exceeded or those that had costs compared to the estimated (yellow); number of overdue activities, i.e. not closed to the scheduled deadline (red).

By clicking on the box and on the number of activities that you want to check, the group live stream shows the task according to the graphical visualization.

The dashboard also shows the overall percentage of completion of activities inserted in the group calculated over all activities and the average completion percentage. Next to it, you'll find two widgets related to the assignees of the activities and to the creators (owners) of the activities.

Surveys

The creation of a survey can take place within a group , or it can be created independently (with function “write” in the home livestream). In this case the survey will be made visible only to your chosen recipients and automatically become a "private" survey.

The screenshot shows the 'Survey' creation interface. At the top, there's a navigation bar with 'Post', 'Event', 'Tasks', and 'Survey' (highlighted with a red circle). Below this is a form with the following sections:

- Recipients:** A text input field with a user icon and a globe icon to its right.
- Title:** A text input field.
- End Date:** A text input field with a calendar icon to its right.
- Rich Text Editor:** A section with various icons for text formatting (bold, italic, underline, bullet points, numbered list, link, video, image, undo, redo, link, unlink, smiley) and a 'Write...' placeholder.
- Settings:** A section with checkboxes for:
 - ☐ Allow multiple choice
 - ☐ Restricted visibility for added options
 - ☐ Allow people to change the answer
 - ☐ Allow anyone to add options
 - ☐ Show results before answering
- Options:** A section with a text input field labeled 'A' and navigation buttons (<, >, +, -).
- Buttons:** 'Cancel' and 'Publish' buttons at the bottom right.

The survey must have a title and can have an expiration date (end of the survey)

During the creation of the survey , you can:

- Allow multiple answers
- Allow all can add new response options
- Restricted visibility for addend option
- All can see results before responding
- Allow to change the response

- 1 ☐ Allow multiple choice
- 2 ☐ Allow anyone to add options
- 3 ☐ Restricted visibility for added options
- 4 ☐ Show results before answering
- 5 ☐ Allow people to change the answer

you can then set one or more answer choices:

Options:

A

B

C

< > >

To create a multiple surveys questionnaire , click on the " + " to add another question.

To vote a poll simply flag the desired answer and click "**send the answer.**"

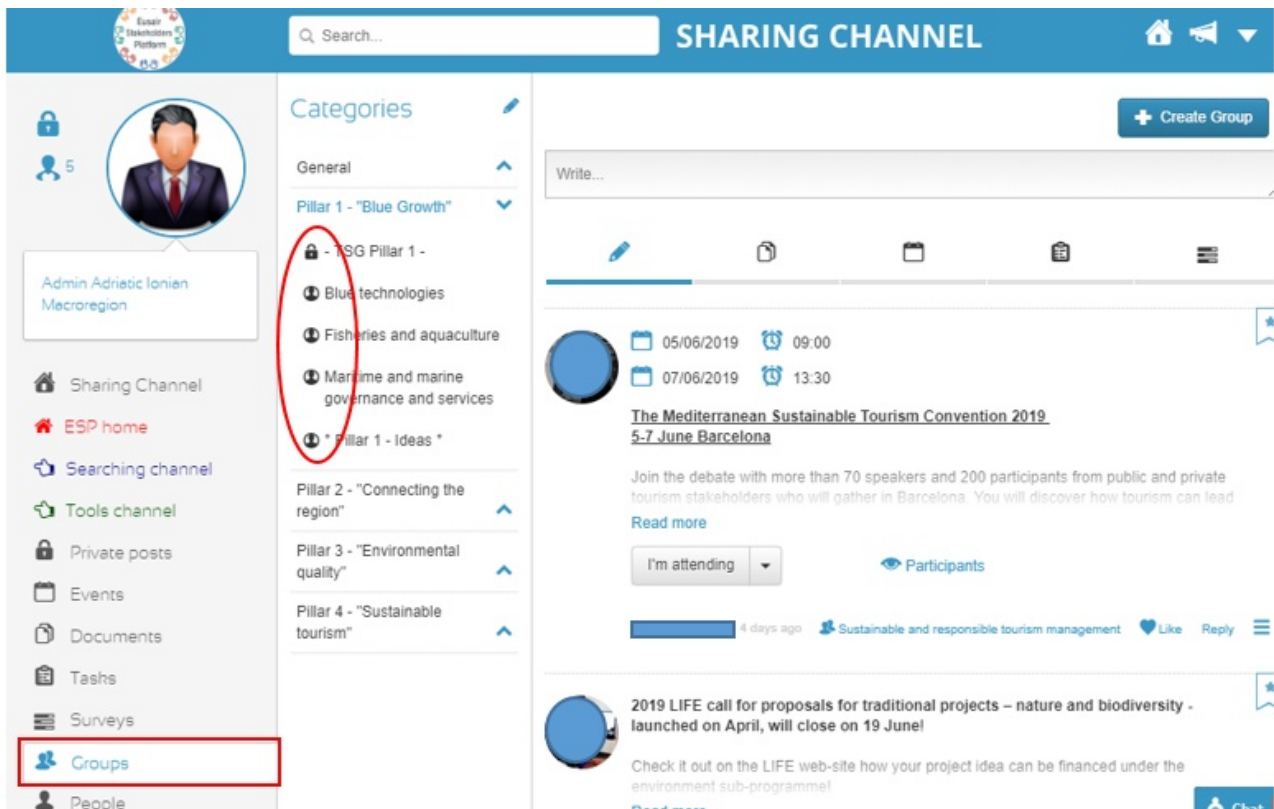
Depending on the settings selected at the time of creation, the system will show the results or not.

Groups

Group types

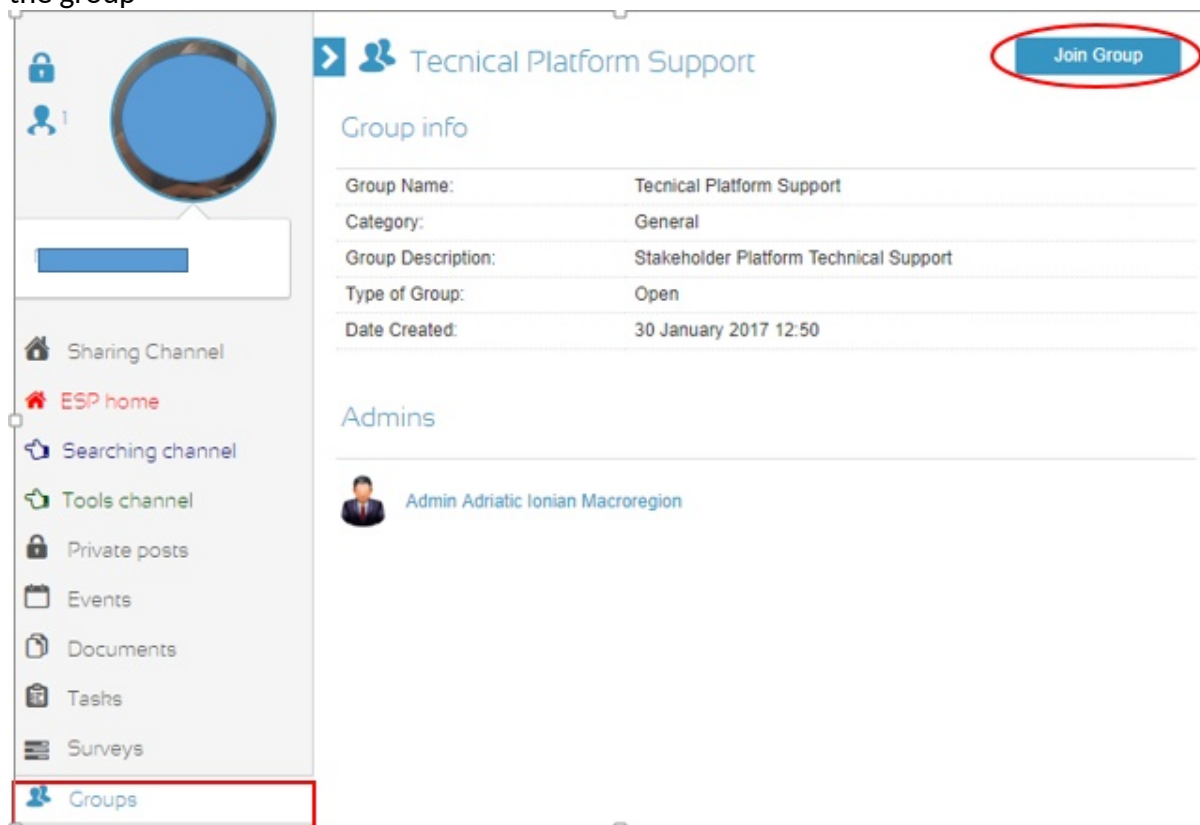
The organisation of your community, activities and working groups.

The SHARING CHANNEL is organized in CATEGORIES and the individual GROUPS are defined within it. Clicking on ^ icon next to each Category displays the Groups contained in it.



The icons on the left identify the type of group.

- 🔓 **Open** (free access) in which each user can freely decide to participate (by clicking on “Join the group”)



- 🔒 **Private** group in which only the “group admin” can invite users to join and access the

group. This type of group (as well as all posts and documents contained in it) is visible to those who belong to the group only

There are two other types of groups:

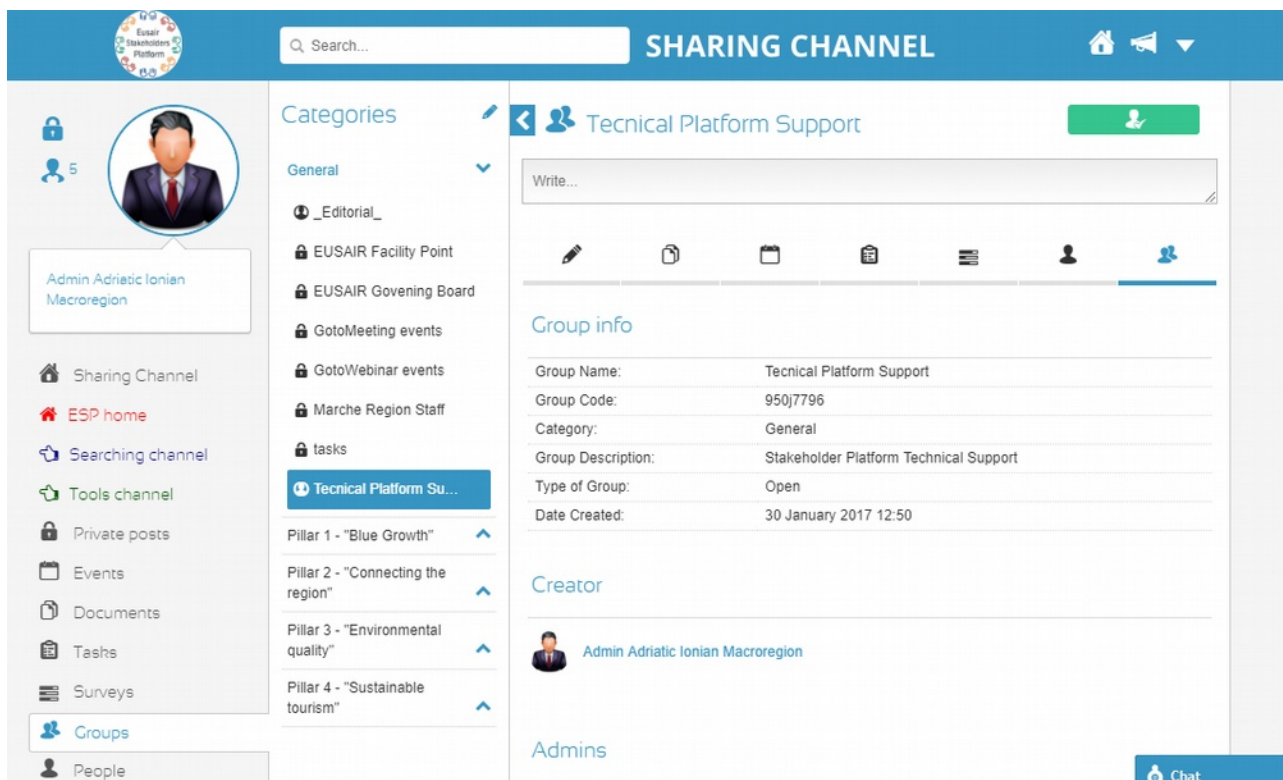
- **Editorial**, in which only users with “editorial role” can write; this type of group is visible to all ESP users that can read and comment on posts
- **Moderate**, where all users can request to join the group but the group’s founder must accept or reject the request of joining the group

Group Profile

If you haven’t joined a group yet and you would like to follow the arrows and reach the group profile in order to find out in detail activities (group description) and its creator; click on the registration Request button to request membership (in the case of a partially closed group) or to join directly in the case of an open group.

The screenshot displays the user interface of the EUSAIR Stakeholders Platform. At the top, there is a blue header with a search bar, the text 'SHARING CHANNEL', and navigation icons. The left sidebar contains a user profile for 'Admin Adriatic Ionian Macroregion' and a menu with options like 'Sharing Channel', 'ESP home', 'Searching channel', 'Tools channel', 'Private posts', 'Events', 'Documents', 'Tasks', 'Surveys', 'Groups', and 'People'. The main content area shows the group profile for 'Technical Platform Support'. It includes a 'Write...' text box, a row of icons for editing, and a 'Group info' section with details: Group Name (Technical Platform Support), Group Code (950j7796), Category (General), Group Description (Stakeholder Platform Technical Support), Type of Group (Open), and Date Created (30 January 2017 12:50). Below this is the 'Creator' section, identifying 'Admin Adriatic Ionian Macroregion'. The right sidebar features 'Next Events' with a calendar view, a 'Links' section with logos for 'EU Strategy for the Adriatic and Ionian Region EUSAIR', 'Interreg ADRION', and 'EUSAIR FACILITY POINT', and a 'Groups' section with a search bar.

If you have already joined the group, take a look to all it’s activities:



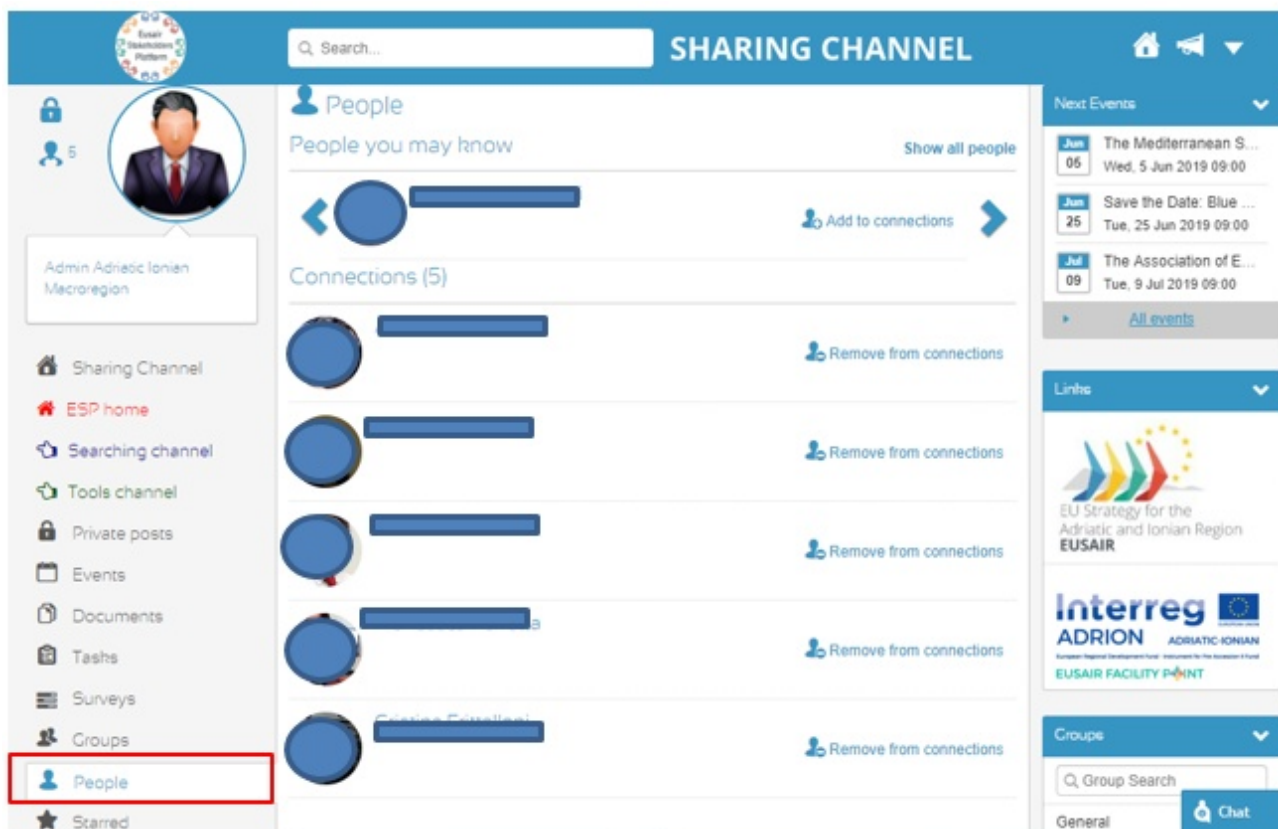
The top bar shows all possible filters and information regarding the group:

- All the group's posts
- All documents shared within the group
- All the group's events
- All group's tasks
- All the people who have joined and participate in the group's activities
- Detail of the group's profile.

It is always possible to leave the group or Invite colleagues to join it.

People

Get in touch and collaborate with all the people who are part of your organisation. Click on people to:

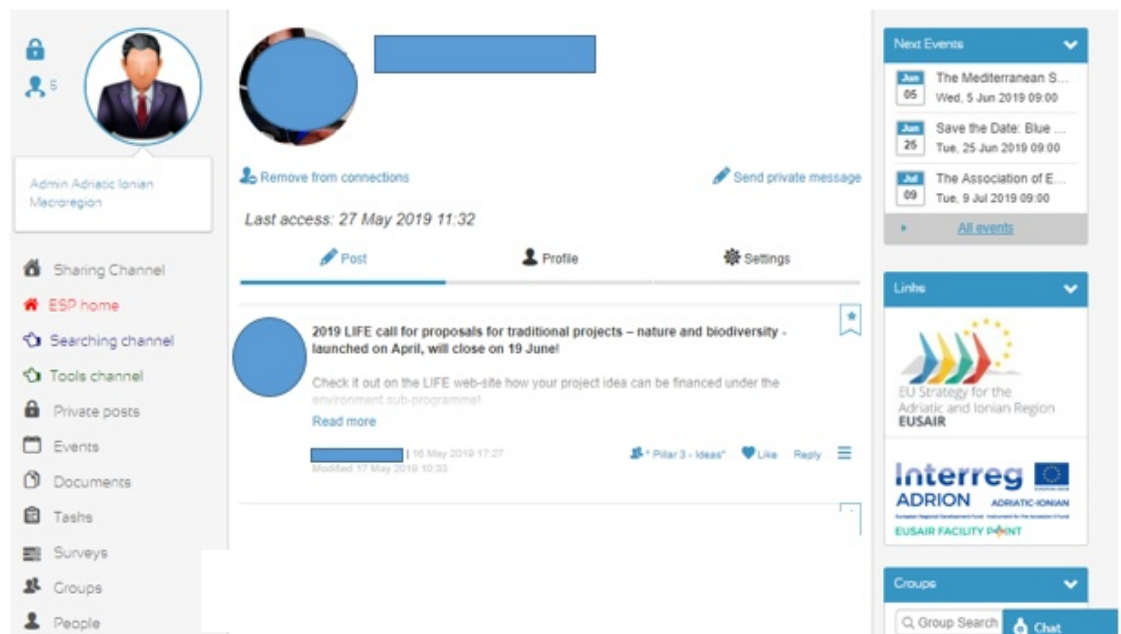


- See who is registered
- Add your colleagues to your direct contacts
- View the list of your direct contacts
- Remove direct links

Why is it important to establish a direct link? As occurs for the mechanism of the leading social networks, this will allow you to communicate through private messages, access profile information (skills and general company information) and access the wall showing the contributions by the contacts.

Link request and notifications

Sending a friend request generates a graphic warning on the live stream of the contacted person. The green warning shows new contact requests, including their number. To view the request/s, accept or decline them, click on the notification and proceed.



By clicking on the person's name or icon you can access their personal page:

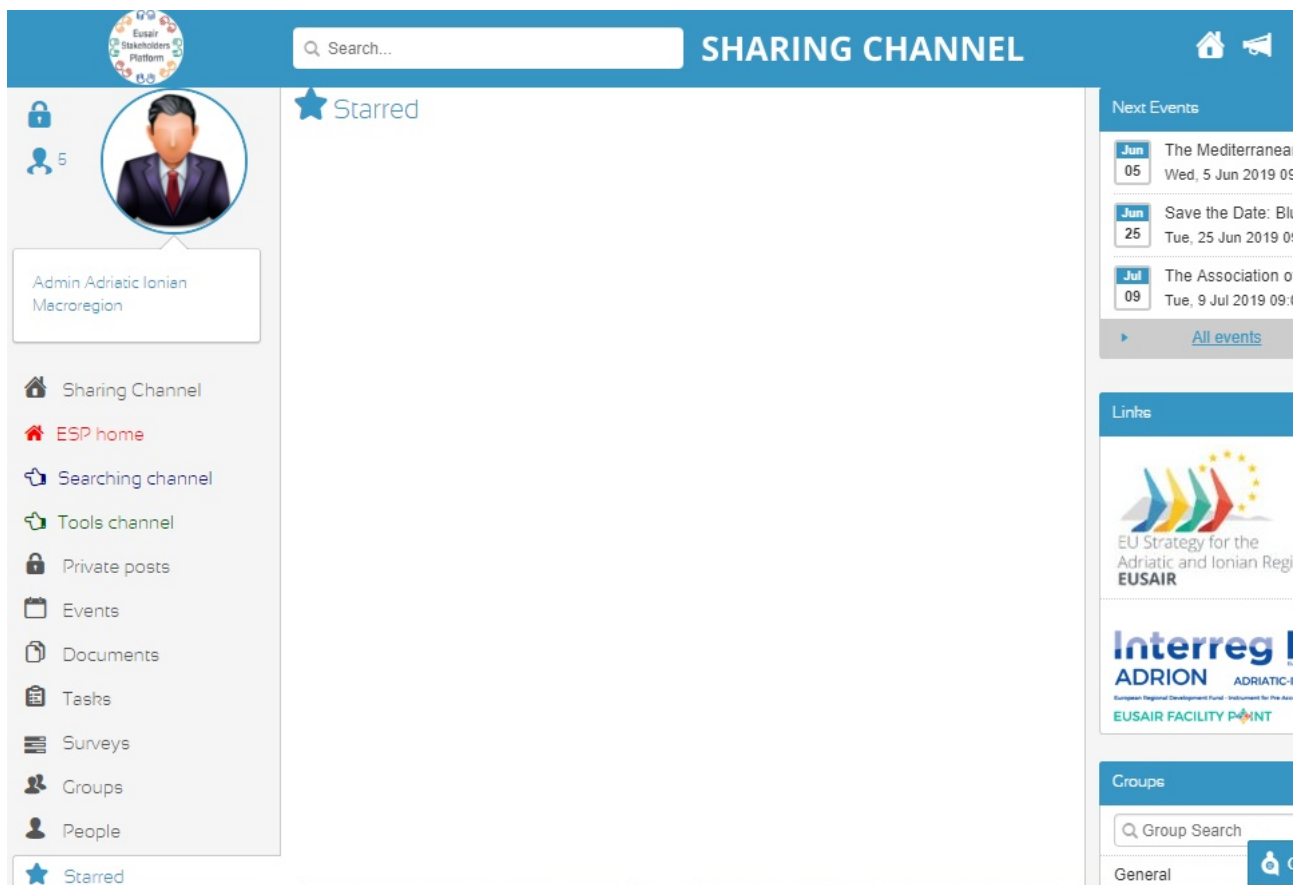
The personal page provides access to the following data:

- User's posts
- User's profile
- User's specific role
- Private messaging
- Possibility of removing them from the direct contacts

If a user is not part of your direct contacts, you will only be able to see their profile general data and proceed with a contact request.

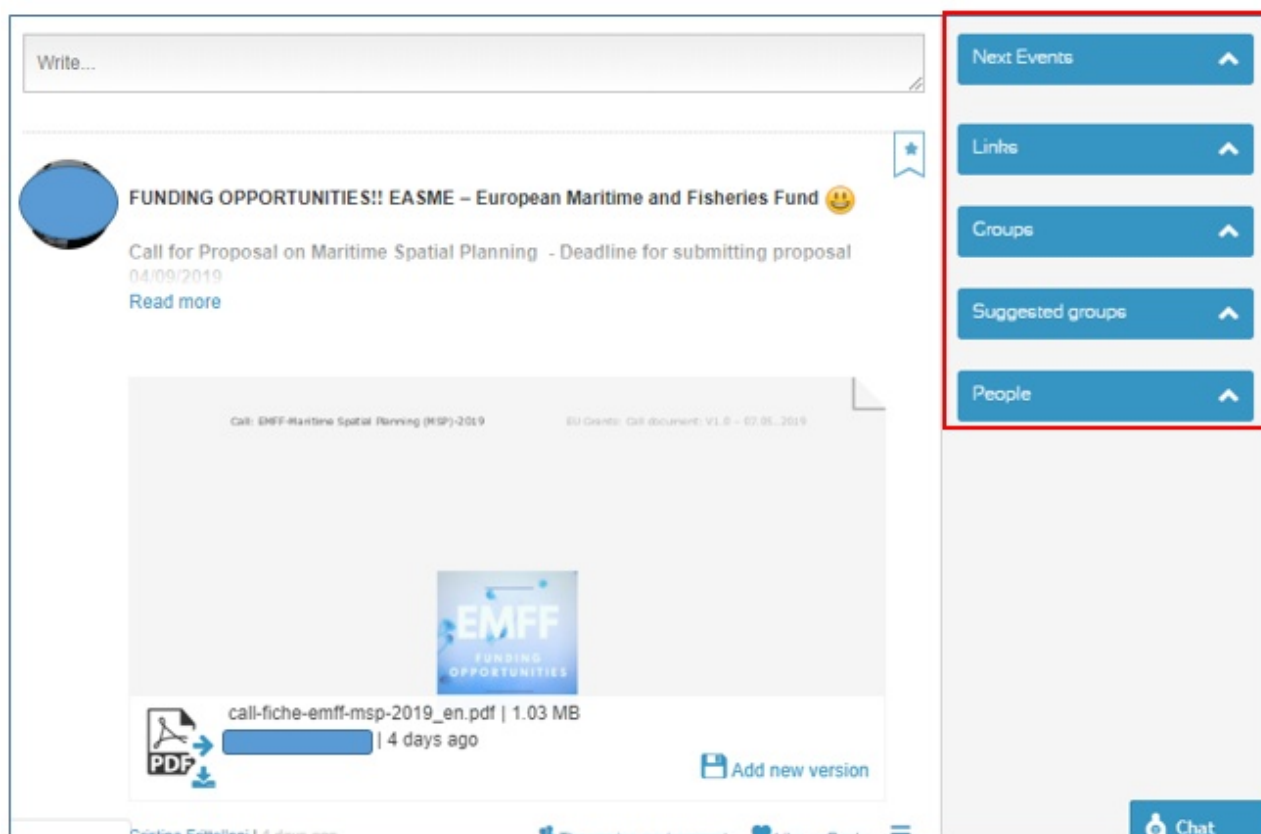
Starred

A link to quickly access highly interesting contents:

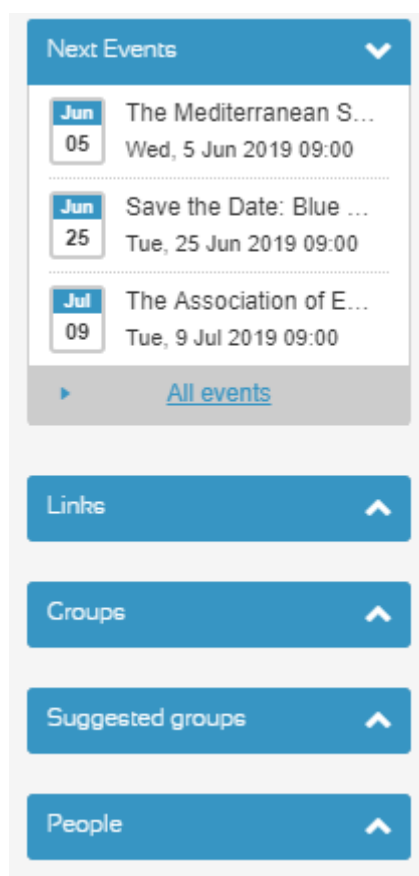


Right sidebar: content filters

The right sidebar has a certain number of widgets that allow you to filter information according to your interests or operational needs.



Widget Next Events



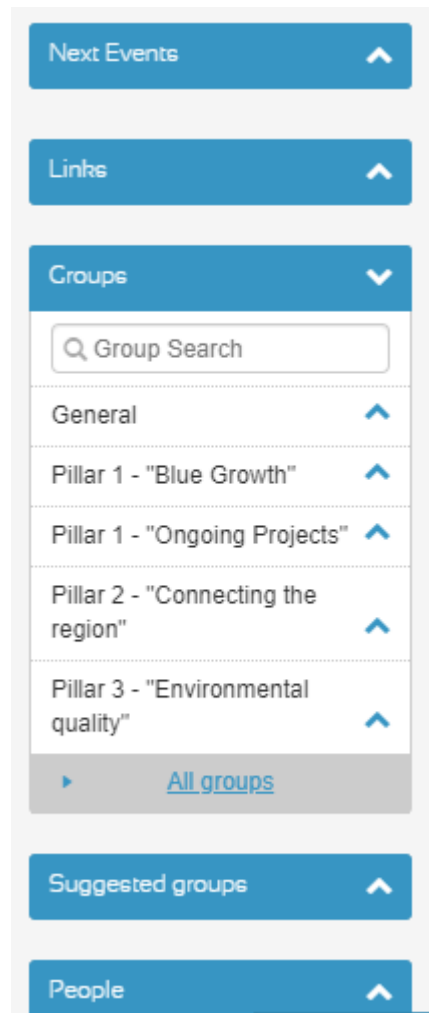
in the section are listed the upcoming events

Widget Links



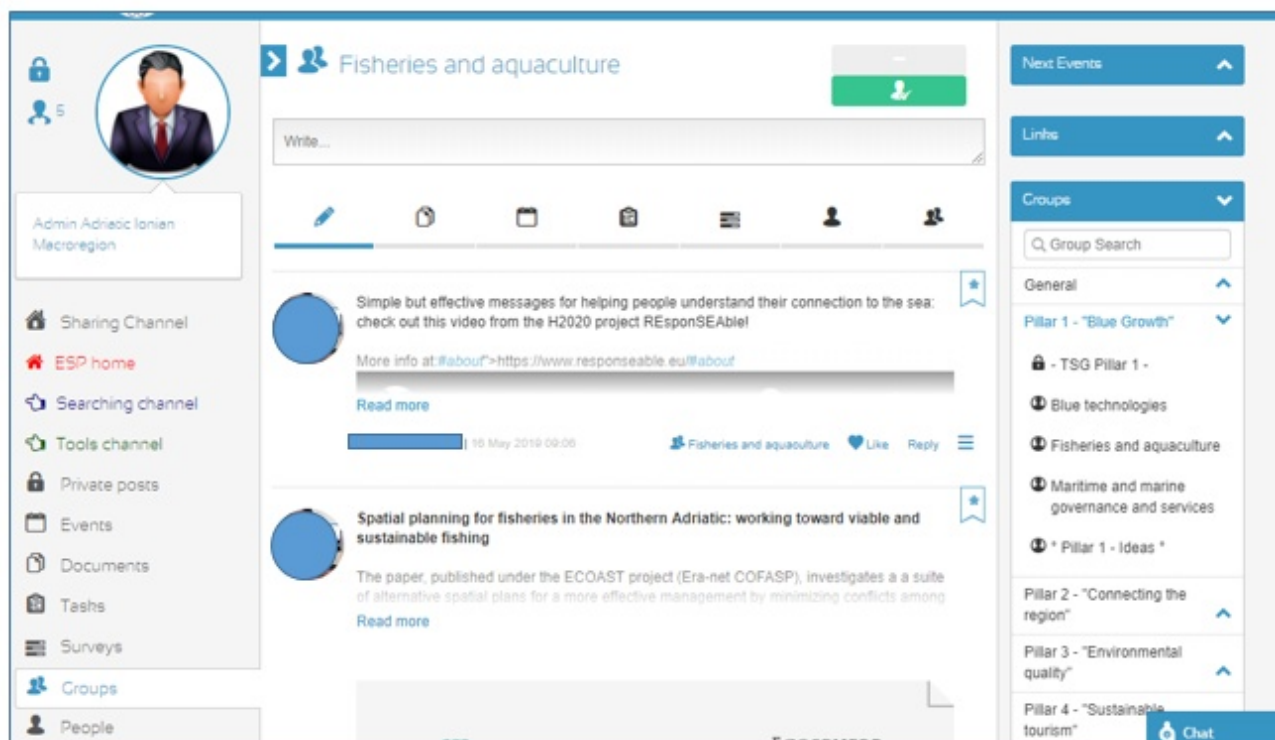
in the section there are links to websites of common interest

Widget Groups



The Groups' widget allows you to filter all the contents of the live stream according to the selected group:

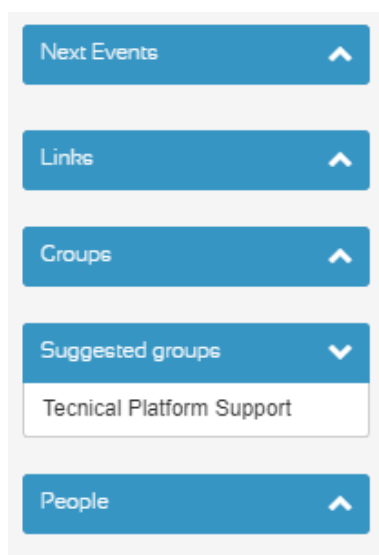
In order to modify your selection, click on the working group displayed in the widget. The central live stream will load all the posts of that working group.



By clicking on the Group' name you will access its profile and view its main topic. You can also join the group (if the group is open) or ask to join it (if the group is closed).

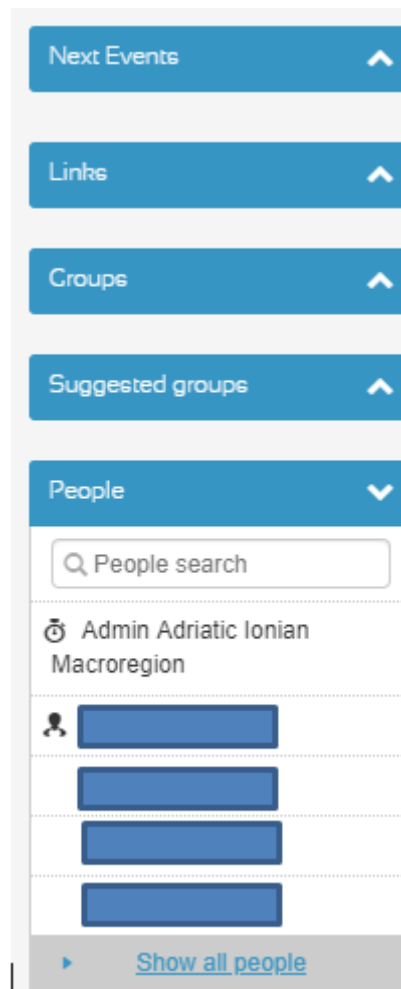
The Widget automatically displays all the busiest workgroups. To access other groups click on "All groups". You can access the Categories and Groups with the entire list of working groups divided by category.

Widget: Suggested Groups



This widget shows you the groups you have not joined yet, but which may be of your interest. How are they selected? Colleagues you share other projects or workgroups with have already joined them.

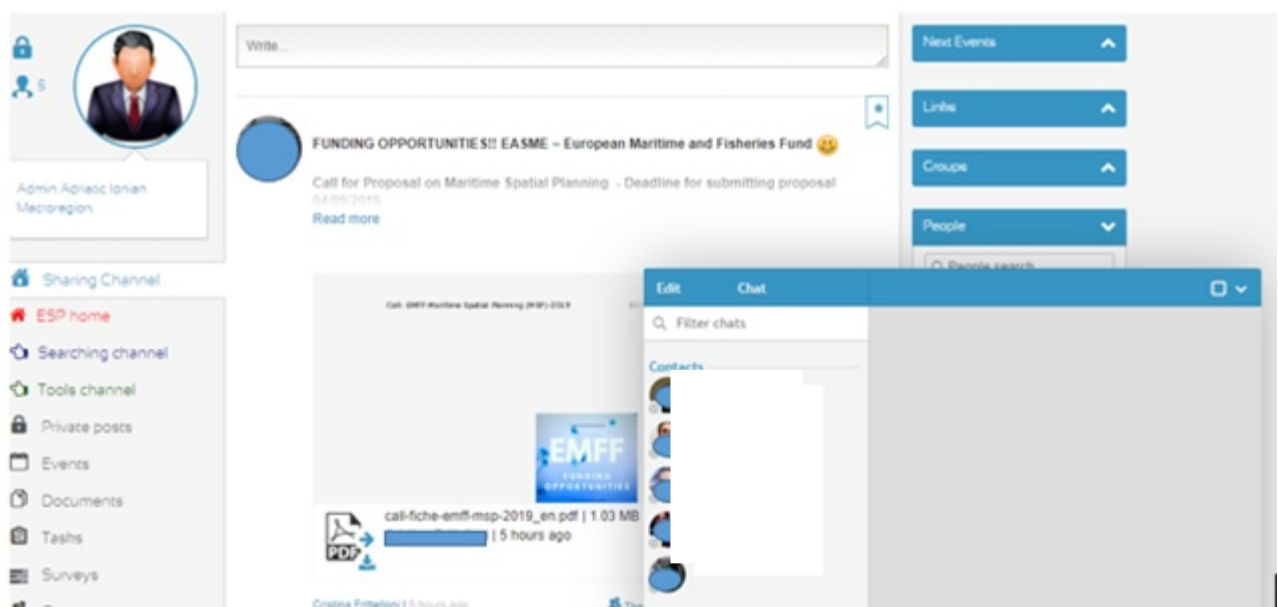
Widget: People



The People widget lists the colleagues you are in direct contact with. By clicking on the the person name you will enter their profile page and you can see all their contributions (posts), their profile details, last access date, role and you can send them a direct private message.



Chat



The SHARING CHANNEL chat is always visible in the lower right side area.

In case you have unread messages, it displays the notification with the same graphic style of the notifications of the platform.

The chat is designed and optimized to handle multiple active chats simultaneously without any limit. There are, in fact, research functions and deactivation stream for the active chats, in particular:

- Edit allows to select and delete a chat

- The icon activates the search to connect and activate the chat with a contact (between the active ones)
- Filter chats: operation complementary to the Edit and enables access to past conversations to colleagues
- Writing Message Area
- Active chat (present or past). By clicking on the name, you will select the contact to whom the message is directed

Hashtagging

SHARING CHANNEL manages the hashtag. The syntax is: # [Hashtag]. The # character in front of a word (without spaces between words and hash) creates a sort of category, a subject, a theme. With the hashtag you can create or participate to conversations about a specific theme. The hashtag advantage is that you can, by clicking on the word (automatically linked by SHARING CHANNEL) search and then get a list of all the posts that are related to the subject/ word. The hashtag can also be entered in the search field (simple or advanced) to obtain the same way, all the contents that have been tagged so.

To access the list of persons registered to the platform, you can click on "Show all people".

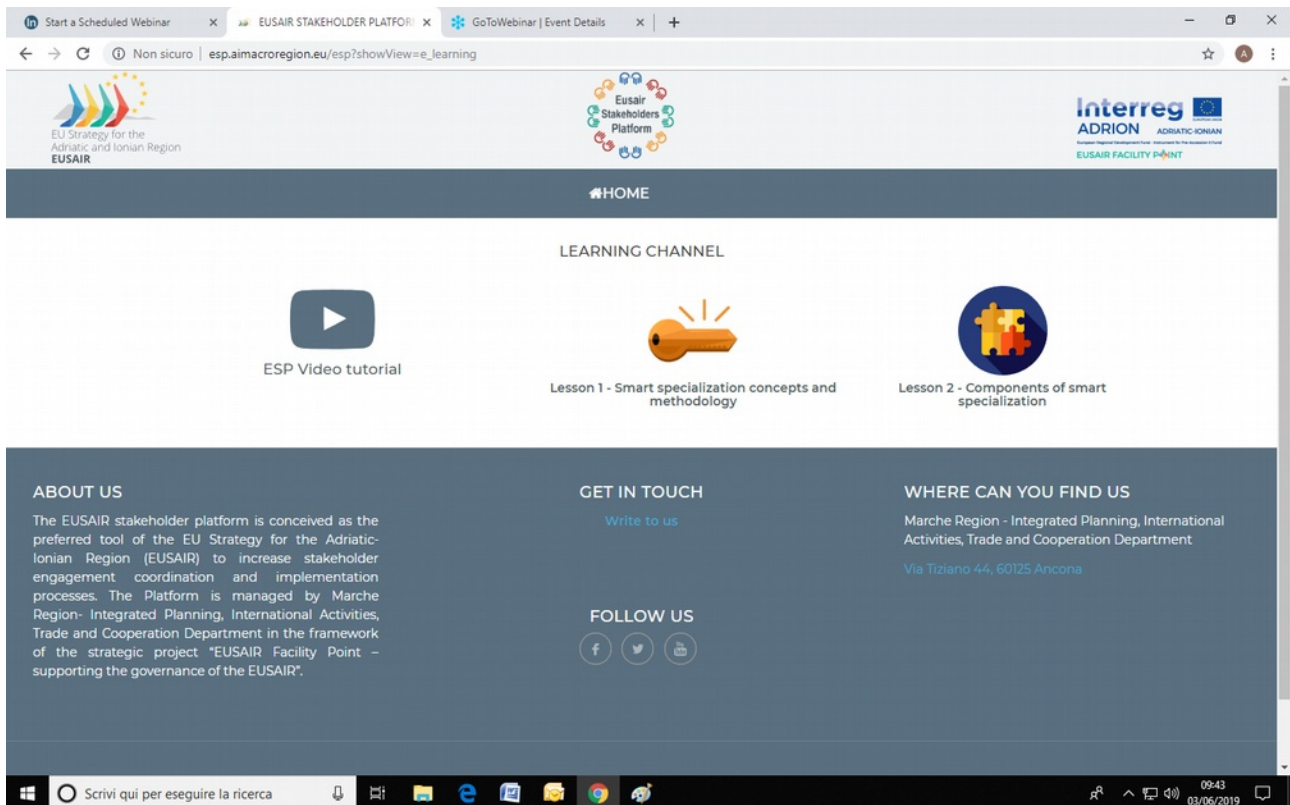


LEARNING CHANNEL USER GUIDE



• LEARNING CHANNEL

Learnign channel is actually a “work in progress” section. We have got only an “ESP video tutorial” and 2 online guides.



In the future this channel will be implemented so it will be the main learning platform for Eusair Strategy.