



「「「」」」 Eusair Stakeholders Platform

USER GUIDE











L@Teca Digitale S.r.l.

ESP AUTHENTICATION	5
PERSONAL DASHBOARD	11
My Profile	
My Organization	13
My Pillars and Topics	
ý My Activities	
My Groups	
<i>·</i> ·	
SEARCHING CHANNEL	
Кеер	
Up2Europe	21
EuroAccess	
Documental Query	23
Ideas Query	25
TOOLS CHANNEL	
SHARING CHANNEL	
	30
What is SHARING CHANNEL?	
What is SHARING CHANNEL? How to connect to SHARING CHANNEL?	
How to connect to SHARING CHANNEL?	
How to connect to SHARING CHANNEL? Functional areas and navigation tools	
How to connect to SHARING CHANNEL?	
How to connect to SHARING CHANNEL? Functional areas and navigation tools Header: general informations	
How to connect to SHARING CHANNEL? Functional areas and navigation tools Header: general informations Search bar	
How to connect to SHARING CHANNEL? Functional areas and navigation tools Header: general informations Search bar Home.	
How to connect to SHARING CHANNEL? Functional areas and navigation tools Header: general informations Search bar Home Notifications	
How to connect to SHARING CHANNEL? Functional areas and navigation tools Header: general informations Search bar Home Notifications Menu	
How to connect to SHARING CHANNEL? Functional areas and navigation tools Header: general informations Search bar Home Notifications Menu Central area: Live Stream	
How to connect to SHARING CHANNEL? Functional areas and navigation tools Header: general informations Search bar Home Notifications Menu Central area: Live Stream Write your post	
How to connect to SHARING CHANNEL? Functional areas and navigation tools Header: general informations Search bar Home Notifications Menu Central area: Live Stream Write your post Display posts and interact	
How to connect to SHARING CHANNEL? Functional areas and navigation tools	
How to connect to SHARING CHANNEL? Functional areas and navigation tools. Header: general informations. Search bar. Home. Notifications. Menu. Central area: Live Stream. Write your post. Display posts and interact. Manage your conversations. Mentioning. Left sidebar: links to Home, general functions.	
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Widget: Suggested Groups Widget: People	
Chat	62
Hashtagging	63
LEARNING CHANNEL	65

• ESP AUTHENTICATION

The Eusair Stakeholders Platform web address is:

http://esp.aimacroregion.eu

The platform (ESP in short) is accessibile 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:



To access the platform you need *authentication*.

You just need to digit your password after entering your email address end 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:

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OUT US		GET IN TOUCH	WHERE CAN YOU FIND US
EUSAIR stakeholder platform is conceived as the erred tool of the EU Strategy for the Adriatic- an Region (EUSAIR) to increase stakeholder agement coordination and implementation			Marche Region - Integrated Planning, International Activities, Trade and Cooperation Department Via Tiziano 44, 60125 Ancona
esses. The Platform is managed by Marche ion- Integrated Planning, International Activities,		FOLLOW US	

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 dicrected to this ESP page.

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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.

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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.

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				Pillar 3 - "Environmental quality"		
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My organization			8	The marine environment		
wy organizacion			8	Transnational terrestrial habitats and biodiversity		
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	Private	•				
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Classification of Organ.	SME	•				
Geographical Scope	Regional	*				
Role in the Organ.	Technical employee					

In the following image you can see an example

After saving, you are directed to "ESP home page":



Here you have access to all the ESP channels.







PERSONAL DASHBOARD USER GUIDE







Organization



Activities





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:



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

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	Phone		
	City	Ancona	
	Legal status	Private	
	Classification of Organ.	SME	
	Geographical Scope	Regional	
	Role in the Organ.	Technical employee	

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

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ABOUT US		GET IN TOUCH	WHERE CAN YOU FIND US	
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Clicking on "Modify" you can chage 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

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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.

Кеер

The following is an example of the page you get:

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At the moment, this page shows only demostrative 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:

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

All the dashboards are interactive.

To came 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:

<image/> Note: The region integrated Planning. International Activities, Trade and Cooperation Mode Backbook SEARCHING CHANNEL Control	EUSAIR STAKEHOLDER PLATFOR			- Ø ×
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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 of the strategic project "EUSAIR Facility Point – supporting the governance of the EUSAIR". FOLLOW US FOLLOW US WHERE CAN YOU FIND US Marche Region - Integrated Planning, International Activities, Trade and Cooperation Department		Search		
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 of the strategic project "EUSAIR Facility Point – supporting the governance of the EUSAIR". FOLLOW US FOLLOW US WHERE CAN YOU FIND US Marche Region – Integrated Planning, International Activities, Trade and Cooperation Department				
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 of the strategic project "EUSAIR Facility Point – supporting the governance of the EUSAIR".	ABOUT US		GET IN TOUCH	
Facility Point – supporting the governance of the EUSAIR*.	Strategy for the Adriatic- engagement coordination	Ionian Region (EUSAIR) to increase stakeholder and implementation processes. The Platform is		
WHERE CAN YOU FIND US Marche Region - Integrated Planning, International Activities, Trade and Cooperation Department			FOLLOW US	
Marche Region - Integrated Planning, International Activities, Trade and Cooperation Department	Facility Point – supporting tr	e governance of the EUSAIR .		
Department		WHERE CAN YOU FIND US		
			es, Trade and Cooperation	
		the local sector of the sector		0834 D

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 "fishering" obtaining the following result.

← → C ③ Non sicuro esp.a	+ imacroregion.eu/search/KeyWo	ds/fishering/Tool/doc/Groups/.358.367,370.373.376,379,382.385.388.391,394,553.;	893,895,897,899/Order/relevance/	- 0 : Q & (A)
	9	Q Search	đi≪i v	
	 â 3 Andrea Sati Andrea Sati Andrea Sati ESP home Searching channel Tools channel Private posts Private posts Private posts Private posts Stante Stante Stante Stante Stante Stante Stante 	Search Image: Search Image: Search & Doorneris & Surveys & Tasks Image: Search & Search & Doorneris & Surveys & Tasks Image: Search & S	VetCourd Image: Net Subscription Image: Net Subsc	

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:

690	
HOME SEARCHING CHANNEL	
SEARCHING CHANNEL - Ideas Query	
Q Search	
Search	
GET IN TOUCH	WHERE CAN YOU FIND US
	Marche Region - Integrated Planning, International Activities, Trade and Cooperation Department
	Via Tiziano 44, 60125 Ancona
FOLLOW US	
FLISAID FU Strategy for the Adriatic-Ionian Region 20	19 Listranzi
L'OJAIN LO DITITICE, TOT LITE TATOLITY OF	
	SEARCHING CHANNEL - Ideas Query (Search. Search CET IN TOUCH Write to us FOLLOW US

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"

Eusahor Stakahor Pation O do	Q Searc		SI	HARING CH	ANNEL
Admin Adriatic Ionian Macroregion	Search Q si Tool Groups Author	a a a a a a a a a a a a a a a a a a a	Documents O Si	urveys 🔘 Tasks	
 Sharing Channel ESP home Searching channel 	Date Order	Start Date Relevance Date (older)	Date (newer)	End Date	Search

Home

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

Eusair Stakholien S Platform	Q Search	SHARING CHANNEL	(6) 🕈 🔻
2 ₆₈ 9			

Notifications

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



The numeber 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
- o 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:

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

Profile
Platform Tour User's Manual Download
Logout

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

- o **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
- o 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			8
В <u>I U</u> ¶-	≞•⊞•⊡ ⊡ %	N N 🖬 D C	¥* ©•
Write			
			Cancel Publish

You can post to:

- ✓ All your "contacts" (all connections)
- \checkmark 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>I</i> <u>U</u> ¶·≣	⊞- ⊡ ⊡ %	5 C 🖬 🖉 M	⊮* ⊙ •
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.			
		35	
			Cancel Publish



- 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:

Υ	0	
	FUNDING OPPORTUNITIES!! EASME – European Maritime and Fisheries Fund Call for Proposal on Maritime Spatial Planning - Deadline for submitting propose 04/09/2019 Read more	4
0	Call: EMFF-Haritime Spatial Planning (MSP)-2019 EU Grants: Call document: V1.0 – 07.052019	
	Call-fiche-emff-msp-2019_en.pdf 1.03 MB	
2 🔿	Add new vers	_
	l a day ago Like R 6 7 8	Beply =

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 pubblication

- 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



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.

	Events	
*	Write	
	O9/07/2019 O9:00 O	
Admin Adriatic Ionian Macroregion	13/07/2019 🔯 13:00	
Sharing Channel	The Association of European schools of Plann annual congress in Venice from 9 to 13 of July.	ting (AESOP) is organizing the 2019
# ESP home	The congress invites to reflect on the theme: Pla	anning for Transition
Searching channel	Read more	
Tools channel	I'm attending Participants	(1)
Private posts	ni 3 days ago	G VLike Rej
Events		
Documents	07/05/2019 🔯 00:00	
E Tashs	08/05/2019 🔯 20:00	
Surveys	4th EUSAIR FORUM	
& Groups	BUDVA MONTENEGRO	
2 People	6-8 MAY 2019	

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:

	05/06/2019 (0):00	*
()	07/06/2019 (13:30)	
\smile	The Mediterranean Sustainable Tourism Convention 2019 5-7 June Barcelona	
	Join the debate with more than 70 speakers and 200 participants from public a tourism stakeholders who will gather in Barcelona. You will discover how touris	
	Read more	
	I'm attending 👻 Participants	
		_
	a day ago 🥵 Sustainable and responsible tourism management 🔍	Like Reply 🚍

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.

05/06/2019		*
07/06/2019	13:30	
The Mediterranea	an Sustainable Tourism Convention 2019	
5-7 June Barcelo	na	
	ith more than 70 speakers and 200 participants from public and private	
	ers who will gather in Barcelona. You will discover how tourism can lead	
Read more		
I'm attending	Participants	
I'm attending		_
I'm not attendi	Sustainable and responsible tourism management Vike Reply	=
Maybe		

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)

Choose task type 🗸	Select assignee of the task	
Analisys Meeting	Task deadline	
Realization	Spending budget	1
Design - Offsite	Cancel Publish	n

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

Analisys		Select assignee of the task	٤
Task scheduled date		Task deadline	Ē
Hours	•	Spending budget	٥
		Cancel	Publish

- 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:

	🖻 Tasks	
8.	Write	h
		0%
Sharing Channel	Tasks - work	
# ESP home	27/05/2019 00:00 - 31/05/2019 00:00 ② 0 ③ 0/500	
🖒 Searching channel	Admin Adriatic Ionian Macroregion a few seconds ago	③ ♥Like Reply
Tools channel	0	

- 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 thise 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 the 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.

Post	Event Event	Tasks	Survey
Recipients			8 0
Title			
End Date			
B I U ¶•	<u>∎-</u> ⊞- ⊒ ⊒ %	n 🖬 🕽 C 🖌	• 🙂 •
Write			
Allow multiple choice	-	Allow anyone to add op	tions
Restricted visibility for Allow people to chang		Show results before and	swering
Options:			
Α			
< > +	-		
			Cancel Publish

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

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:

Opt	ions:		
Α	Option 1		
В	Option 2		
С			
<	> + -		
		Cancel	Publish

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"

친 🔵	Group info	
	Group Name:	Tecnical Platform Support
	Category:	General
	Group Description:	Stakeholder Platform Technical Support
	Type of Group:	Open
Sharing Channel	Date Created:	30 January 2017 12:50
ESP home Searching channel	Admins	
🖒 Tools channel	Admin Adriatic Ionia	an Macroregion
	-	
Private posts		
 Private posts Events 		
_		
Events		
Events Documents		

50

Private group in which only the "grou

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.

Statebilders Platform	Q, Search		SH	HARING	CHAN	NEL	🏠 ◄ ▼
	> 🗴 Tecnica	al Platform Su	ipport			۶	Next Events 🗸 🗸
8.5	Write						Jun 05 Wed, 5 Jun 2019 09:00
		0 m	Ê			•1	Jun Save the Date: Blue 25 Tue, 25 Jun 2019 09:00
Admin Adriatic Ionian Macroregion					-	-	Jul The Association of E 09 Tue, 9 Jul 2019 09:00
Macroregion	Group info					Nodify	<u>All events</u>
Sharing Channel	Group Name:	Tecnie	cal Platform Suppo	ort			
ESP home	Group Code:	950j7					Links 🗸 🗸
	Category:	Gene					
🕉 Searching channel	Group Description:		holder Platform Te	echnical Support			
🔂 Tools channel	Type of Group:	Open					
Private posts	Date Created:	30 Ja	nuary 2017 12:50				EU Strategy for the Adriatic and Ionian Region EUSAIR
🗂 Events	Creator						11111111111111111111111111111111111111
Documents							Interreg 🖸
🗈 Tasks	Admin Adria	tic Ionian Macroregion	1				
Surveys							
& Groups	Admins						Croupe 🗸
2 People	Admins						Q Group Search

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
- o 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.

<u>People</u>

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



in the section there are links to websites of common interest

Widget Groups

Next Events	^
Links	^
Groupe	~
Q Group Search	
General	^
Pillar 1 - "Blue Growth"	^
Pillar 1 - "Ongoing Projects"	^
Pillar 2 - "Connecting the region"	^
Pillar 3 - "Environmental quality"	^
<u>All groups</u>	
Suggested groups	^
People	^

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

Next Events	^
Links	~
Groupe	
Suggested groups	^
People	~
Q People search	
o Admin Adriatic Ionian Macroregion	
*	
Show all 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

.

	Write			Next Events	^	
* (FUNDING OPPORTUNITIE St! EASME - European Ma	ritime and Fisheries Fund 🥹	•	Livin	^	
Admin Adriatic Ionian Macronegion	Call for Proposal on Maritime Spatial Planning - Dea 04/09/2019	dline for submitting proposal		Croups	^	
	Read more			People	~	
6 Sharing Channel		Edit Chut		O Reccie search		0 ~
ESP home	Carl, SMEY Hunters Spatial Review (1939) 2019	Q, Filter chats				
Searching channel		Contacts				
Tools channel		<				
Private posts		6				
Events	EMIFE					
O Documents	cal-fiche-emfi-msp-2019_en.pdf 1.03 MB					
Tashs	15 hours ago					
Surveys		()				
4	Cristina Fritterlani I S hours apo 25 True					

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 start and dele

- 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 partecipate 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.