



# European Reference Networks

2017/06/13





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# EU LOGIN



## CREATE EU LOGIN

EU Login is the European Commission's user authentication service. It allows authorised users to access a wide range of Commission web services, using a single email address and password.

### 1. CREATE EU LOGIN

1. On the Main Page for the **ERN Collaborative Platform** click on **Access/request access to My Network**



2. You will be taken to the login page for **EU Login**. You can enter your email if you already have an account. If not click on **Create Account**

ern requires you to authenticate

## Sign in to continue


Use your e-mail address

Next

[Create an account](#)

Or

Or use the eID of your country

 [Select your country](#)

3. On the page that opens fill in the required information **First Name**, **Last Name**, **E-Mail** and **Verification Code**

4. Click on **Create an account**

Note: For specific help on creating the EU Login please refer to the Help Section and the User Guide for EU Login

# REQUEST ACCESS TO A NETWORK



## ACCESS & REQUESTS

Management of each individual network is performed by the Networks Coordinator. The Coordinator will review all access requests to his or her network and access will only be granted to persons affiliated with one of the participating HealthCare Providers.

## PREREQUISITE

To request access to an ERN network, within the ERN Collaborative Portal, you must have an EU Login and you have to be affiliated with one of the participating Healthcare Providers.

### 1. HOW TO REQUEST ACCESS TO A NETWORK

Once your **EU Login** has been created you are able to log into the ERN Collaborative portal. However, you will not be able to request access to any ERN Networks until you have updated your user profile selecting which **Healthcare Provider** you are affiliated with.

Please see here on how to perform this action.

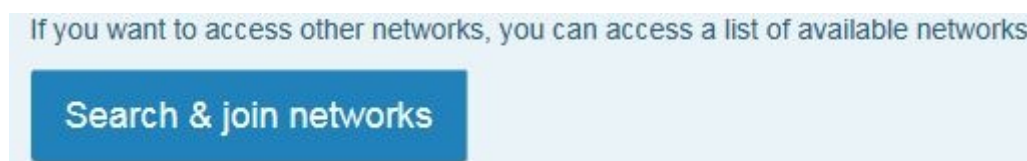
Once you have created your EU login, and updated your profile to reflect your Healthcare Provider, you are ready to Access/Request access to networks

**1. From the main page click on **Access/request access to My network****



The page that appears will show you the networks you already have access to, if any. To request access to a new network do the following:

**1. Click on **Search & join networks****



**1. From the Network page, select the Network you want to be part of by clicking on the **Request access** button.**

**2. The second page act as a confirmation to access the network. Choose **Yes** or **No** then **Submit**.**

Name of the network	Group mission	Actions
ExPO-r-NeT	The European Society for Paediatric Oncology (... <a href="#">read more</a> )	<a href="#">Visit</a>
Neuromuscular Diseases - ERN EURO-NMD	The ERN EURO-NMD is a comprehensive, clinically... <a href="#">read more</a>	<a href="#">Visit</a> <a href="#">Request access</a>
Refractory epilepsy	A european pilot network of reference centres in... <a href="#">read more</a>	<a href="#">Visit</a> <a href="#">Request access</a>

European Reference Networks

[Support/Help](#) [Disclaimer](#) [Notifications](#) [Logout](#) [English \(en\)](#)

### Request access confirmation

Here is the network you selected

**Training Network - Team 1**

This network space has been created for training purposes.  
The members of this network are members of team 1.

Are you sure you want to request an access for this network ?

☒ Yes ☐ No

[Submit](#)

You immediately go back to the network page telling your request was saved.

A mail is automatically sent to the Coordinator who will accept or reject your request for access.

Your request has to be validated by the coordinator

Request was saved

10 records per page Search

Name of the network	Group mission	Actions
ExPO-f-NeT	The European Society for Paediatric Oncology (... <a href="#">read more</a> )	<a href="#">Visit</a> <a href="#">Request access</a>
Neuromuscular Diseases - ERN EURO-NMD	The ERN EURO-NMD is a comprehensive, clinically ... <a href="#">read more</a>	<a href="#">Visit</a> <a href="#">Request access</a>
Refractory epilepsy	A european pilot network of reference centres in... <a href="#">read more</a>	<a href="#">Visit</a> <a href="#">Request access</a>
Training Network - Team 1	This network space has been created for training... <a href="#">read more</a>	<a href="#">Visit</a> <a href="#">Already requested</a>
Training Network - Team 2	This network space has been created for training... <a href="#">read more</a>	<a href="#">Visit</a>
Training Network - Team 3	This network space has been created for training... <a href="#">read more</a>	<a href="#">Visit</a>

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

### Positive reply from the coordinator :

From: automated-notifications@nomail.ec.europa.eu Sent: Tue 14/02/2017 12:56

To: [REDACTED]

Cc:

Subject: Congratulations! You have been approved to join the 'Training Network - Team 1' network.

The group has been created for you to share, develop and foster innovative solutions in an interactive dialogue with the EU Commission. We encourage you to discuss the challenges, opportunities and changes related to the development of public health policies. The goal is to collaborate and share knowledge and ideas with your peers.

We value your experience in this field and please continue to share your thoughts, ideas and feedback. We also encourage you to invite your peers, colleagues and professional network to join our group today.

Keep in mind that the more you put into the group, the more you'll get out of it! So take advantage of your membership and get involved!

Please note that in an effort to prevent spam and maintain a discussion of high quality within this group, all posts will be reviewed by our moderators, according to the Charter of Forum Users.

Sincerely,  
The Health Policy Forum Team

### Negative reply from the coordinator:

From: automated-notifications@nomail.ec.europa.eu

To: [REDACTED]

Cc:

Subject: Your request for network 'Training Network - Team 1' has been rejected

Coordinator of network "[Training Network - Team 1](#)" rejected your request with the following reason:

[REDACTED]

The Health Policy Forum team

You can also track the status of your request at the bottom of the page under **Manage your requests and access**

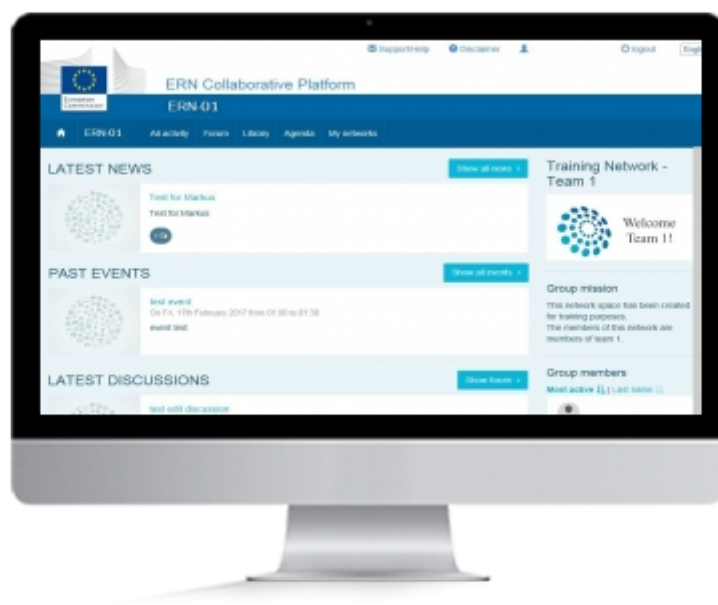
It will show which network you requested access to, when the request was made, if the request was approved (*Validated*) or Rejected and when.

This can be useful in the case the email informing you of the status did not arrive, for example, if it was caught in the spam filter.

Manage your requests and access

10 records per page					Search	
Name of the network	Requested on	Ruled on	Status	Actions		
ERKNet	22-02-2017 10:48:44	22-02-2017 10:48:45	VALIDATED			
ERN BOND	22-02-2017 10:48:36	22-02-2017 10:48:37	VALIDATED			
ERN CRANIO	22-02-2017 10:48:38	22-02-2017 10:48:39	VALIDATED			
ERN EURACAN	22-02-2017 10:48:58	22-02-2017 10:48:59	VALIDATED			
ERN EURO-NMD	22-02-2017 10:49:01	22-02-2017 10:49:02	VALIDATED			
ERN EpiCARE	22-02-2017 10:48:42	22-02-2017 10:48:43	VALIDATED			
ERN EuroBloodNet	22-02-2017 10:48:59	22-02-2017 10:49:00	VALIDATED			
ERN GENTURIS	22-02-2017 10:48:47	22-02-2017 10:48:47	VALIDATED			
ERN GUARD-HEART	22-02-2017 10:49:03	22-02-2017 10:49:05	VALIDATED			
ERN ITHACA	22-02-2017 10:49:06	22-02-2017 10:49:07	VALIDATED			
Showing 1 to 10 of 24 entries					First	Previous
					1	2
					3	Next
					Last	

# WELCOME PAGE



## WELCOME

Welcome page is your first stop when you access, or visits, a networks page. It shows you the latest content published within the network



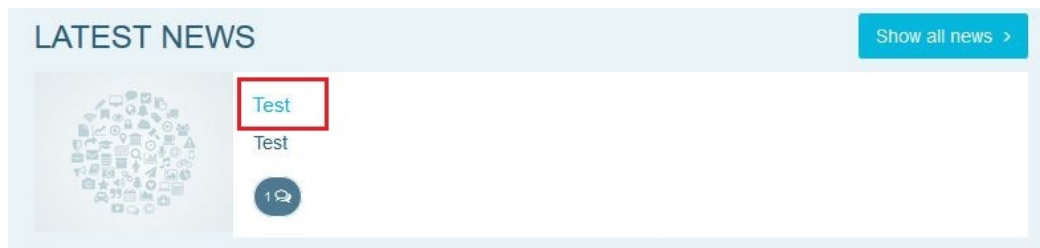
## 1. WELCOME PAGE

No content can be published from the Welcome Page

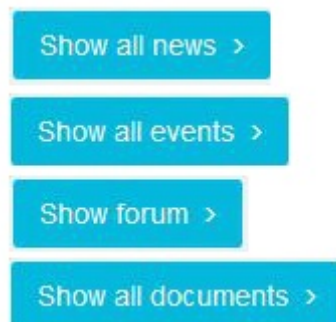
The Welcome Page will show the latest content published by members of the network.

Each individual item can be viewed by clicking on the title

*\* The grey icon below the title shows the amount of comments a publication has*



There are four different buttons that will appear on the Welcome page



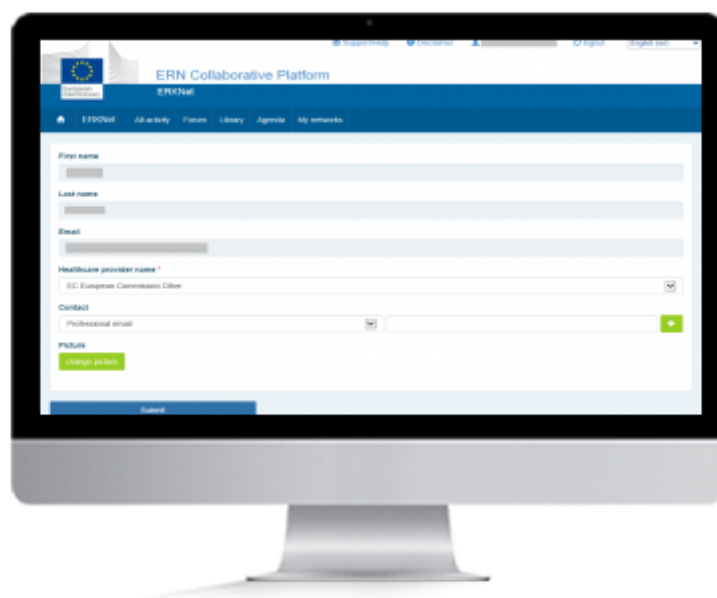
Clicking on **Show all news** will take you to the **All Activity** page

The **Show all events** button will take you to the **Agenda**

**Show forum** will navigate to the **Forums**

**Show all documents** will go to the **Library**

# MANAGE PROFILE



## MANAGE PERSONAL PROFILE

Keeping your personal profile up to date is important as it acts as your business card, within the network, letting other members of your network know who you are.

### 1. PROFILE

To access your personal profile click on your name at the top of the page



**First name**, **Last name** and **Email** can not be changed. These are taken from the information you entered when you registered for your EU Login

**All users have to be affiliated with a Healthcare provider ! You will have to select the correct Healthcare Provider.**

- Select the mandatory field "**Healthcare provider name \***"
- Click **Submit**

You will see a green banner saying "*Profile has been edited*"

The screenshot shows a form with a dropdown menu labeled "Healthcare provider name \*". The dropdown is open, displaying a list of healthcare providers categorized by country. The categories and their respective providers are:

- Other**
  - EC European Commission Other
  - MSR Member States Representative Other
- Austria**
  - AT02 St. Anna Kinderspital & St. Anna Kinderkrebsforschung Austria
- Belgium**
  - BE01 University Hospital Antwerp Belgium
  - BE02 AZ Sint-Maarten Belgium
  - BE03 University Hospital Liège Belgium
  - BE04 Erasme Hospital Belgium
  - BE05 University Hospitals Saint-Luc Belgium
  - BE06 University Hospital Ghent Belgium
  - BE07 Queen Fabiola Children's University Hospital Belgium
  - BE08 Jules Bordet Institute Belgium
  - BE09 University Hospital Brussels Belgium
  - BE10 University Hospital Leuven Belgium
- Bulgaria**
  - BG01 Expert Center on coagulopathias and Congenital Anemias Bulgaria
  - BG02 Expert Centre for Hereditary Neurologic and Metabolic Disorders Bulgaria
  - BG03 MHAT "Sveta Marina" Bulgaria
  - BG04 University Hospital "Alexandrovska" Sofia Bulgaria
  - BG05 University Neurological Hospital "ST. Naum" Sofia Bulgaria
  - BG06 USHATE "Acad. Ivan Penchev" Bulgaria
  - BG07 Varna Expert Center of coagulopathies and rare anemias Bulgaria
- Croatia**
  - HR01 University Hospital Centre Zagreb Croatia
- Cyprus**
  - CY01 Archbishop Makarios III Hospital Cyprus
  - CY02 Cyprus Institute of Neurology and Genetics Cyprus

## Contact

You can add as much contact information as you like. Just select from the dropdown menu. Fill in the information and click **+**. Continue until you have added all those you want other members to be able to see

The screenshot shows a form with a dropdown menu labeled "Contact". The dropdown is open, displaying a list of contact information types. The types are:

- Professional email
- Professional phone number
- Skype
- Facebook profile
- Twitter
- LinkedIn
- Viber
- Google +
- Personal email
- Personal phone number
- Other

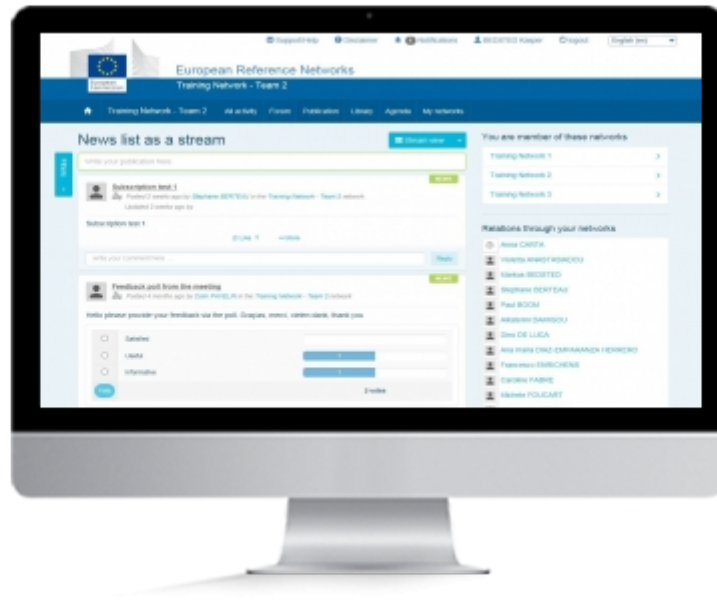
## Picture

You can change the picture displayed on your profile. This will replace the default picture shown next to your name when, for example, you publish content



Default Picture

# ADD NEWS



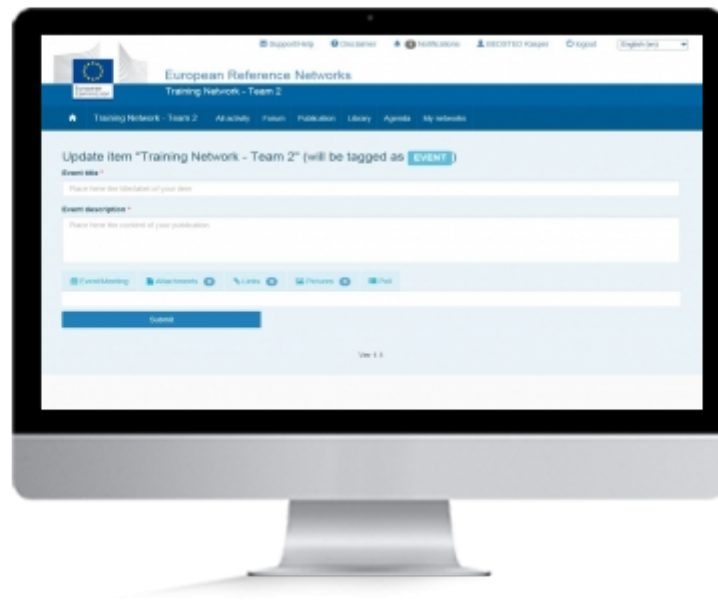
## NEWS

Publishing News is a great way to share information and knowledge with other members of the network. News can contain various kinds of content like Images, Links and more.

### 1. NEWS

1. Go to the **All Activity** menu
2. Click in the area where it says "*Write your publication here*"
3. Write the **title** for the news and the **body**
4. For adding content see Add content to News

# ADD CONTENT TO NEWS



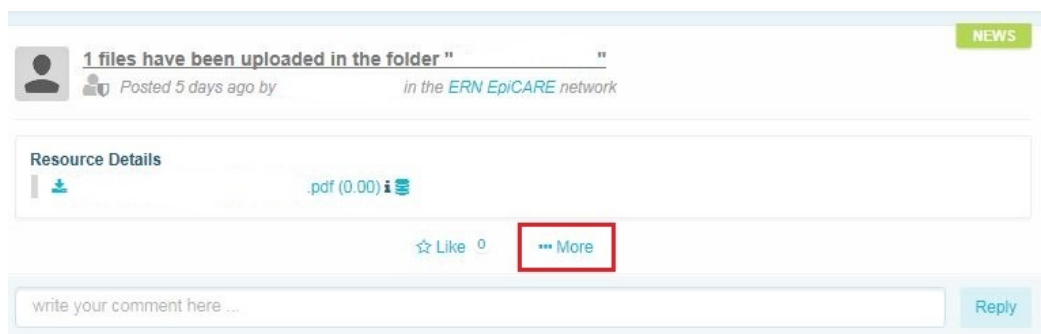
## CONTENT

Add content to any type of Publication can be essential. Whether it is an Event/Meeting, a Discussion or even a Document. Content can be anything from a file containing discussion topics for a meeting, an image or even links to external content.

### 1. CONTENT

There are multiple types of content that can be added to any publication within the network

To add content first click **More**



## 2. EVENT/MEETING

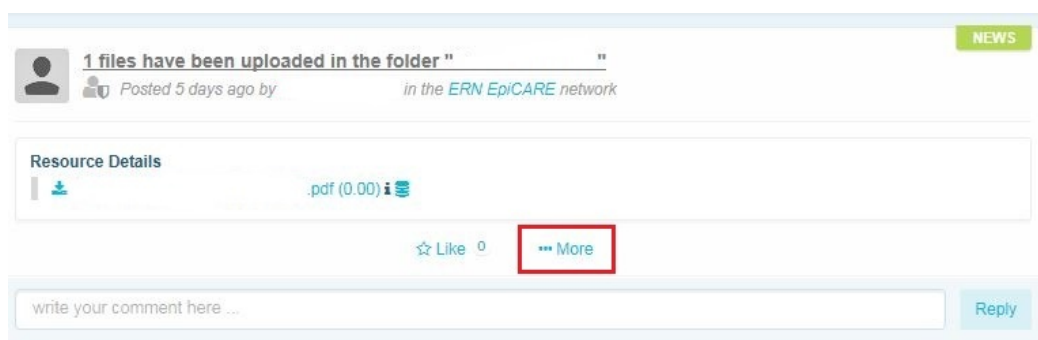
Use this if the content you are publishing is a meeting or an event which is tied to a specific time and/or date.

1. Select the **Event/Meeting** Tab
2. Set a **date and time from** and a **date and time to**. alternatively select the **All day box** and no time is required, only date.
3. Enter an **Event Location**. No pre-set Locations are available
4. Select the **Adobe Connect box** if a Virtual Meeting Room is required. An attendee list will appear with the names of all users in the network.

## 3. CONTENT

There are multiple types of content that can be added to any publication within the network

To add content first click **More**



## 4. FORUM

Use this function if you want the content you are publishing to be placed into one of the available forums.

- From the dropdown list select the forum in which you want your content to appear

The screenshot shows a web interface for updating an item. At the top, there's a navigation bar with links: Home, Network1, All activity, Forum, Library, Agenda, and My networks. Below this, a header indicates the item being updated: "Update item 'Training Network - Team 1' (will be tagged as **EVENT**)". The form has several sections: "Event title" with the text "test event", "Event description" with the text "event test", and "Status" set to "Submitted". Below these are tabs for "Event/Meeting", "Meeting attendance", "Forum" (which is highlighted with a red box), "Attachments" (0), "Links" (0), "Pictures" (0), and "Poll". A message states: "If you want this item to be placed into a forum, please select the correct forum here". Below this message is a dropdown menu labeled "Forum" (also highlighted with a red box). The dropdown list includes: "None (first level)", "TEST2", "parent test 1", "retest form issue 346", "test bob 123123123", "test sort", "test sub-forum", and "test to be deleted".

## 5. ATTACHMENTS

Use this this function if the content you are publishing requires an attachment. All document types are allowed except image documents which need to be attached under the pictures.

1. Click on **Attach a document** and **select** from the dropdown "**from the library**" or "**Post a new document**"
2. Selecting from library will open a window will all files currently stored in the library of the network. Files can be selected by clicking the + sign. Multiple files can be selected if required
3. Once file or files are selected click **Close**
4. Selecting the post new document option will open a window where you can browse your own files stored on the device you are using. You cannot select multiple documents
5. Once file has been selected click **Close**



## 6. LINKS

**Use this function if the content you are publishing needs to be linked to external content.**

1. Click on **attach new link**
2. In the window that appears enter the address of the external content you wish to link to
3. Click **Post a new link**

## 7. PICTURES

**Use this function if you want the content you are publishing to have one or more pictures attached to it.**

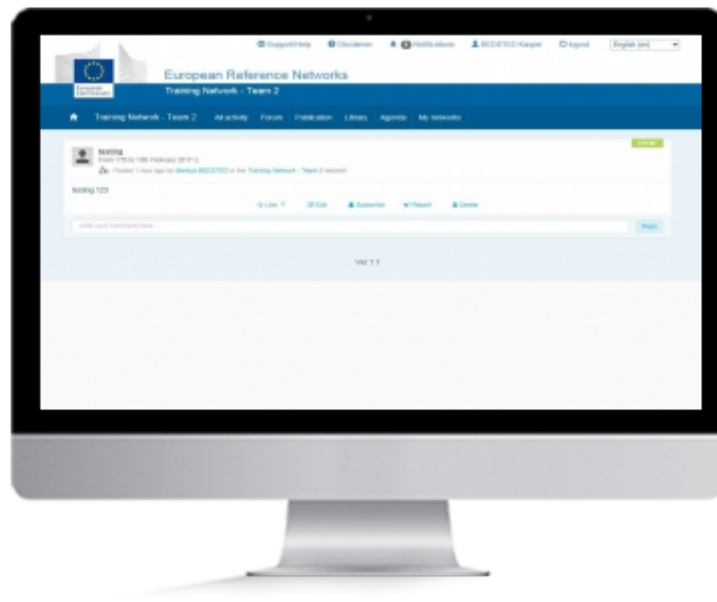
1. Click on **Add picture**
2. In the window that appears click **Browse**.
3. Select the image you want to attach and click **Open**. Multiple images are not supported in this view
4. Click **Close**
5. Repeat the procedure if multiple images need to be attached

## 8. POLL

**Use the function if you would like to attach a poll to the content you are publishing, enabling the members of the network to vote for a single or multiple choice.**

- 1. Fill in Poll choice list.** This is the different choices the members of the network will have, for example Yes or No, or 1, 2 and 3. Fill in the choice and click **Add choice**. Repeat until all choices have been added
- 2. Click Options**
- 3. Fill in Poll title** if it is different from the title of the content you are publishing
- 4. Select the type of poll, single choice or multiple choice**
- 5. Select a date**, if the poll is supposed to run for specific duration of time
- 6. Select the Show result policy.** This will determine how the result of the Poll is shown.
  - **Always show result:** This means that the current result of the poll will display and will update continuously as members vote.
  - **At the end of the vote:** Means that Members can vote, but the result of the Poll will not be displayed until the Poll comes to an end, if a end-date was set in step 5.
  - **After the user voted:** Means the current result will only show when a member casts his/her vote

# SUBSCRIBE TO GET NOTIFICATIONS



## SUBSCRIBE

With content published in in all parts of the network it can be difficult to keep up to date with all changes. Subscribe to any publication, whether it is in the Forum, Agenda or News to get instant notifications for any changes or updates. Notifications will be send as an email as soon as they are performed so you will never miss an important update.

### 1. SUBSCRIBE TO CONTENT

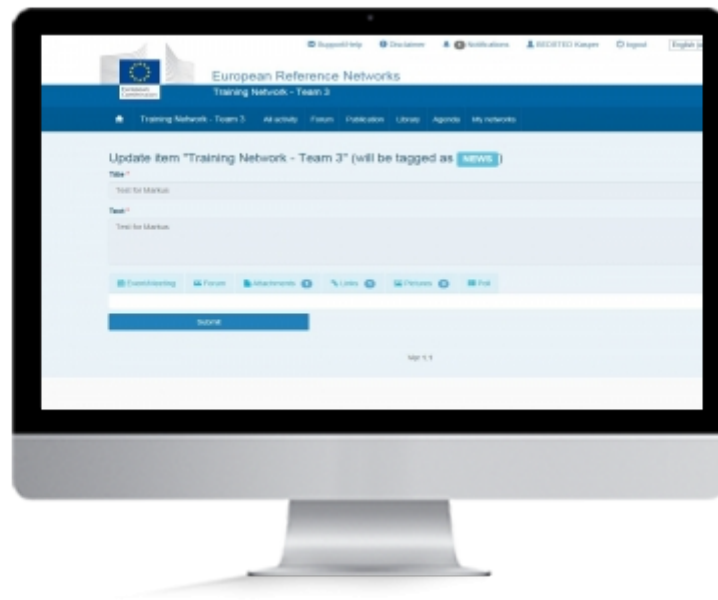
1. Find the item you wish to subscribe to.
2. Click **More**
3. Click on **Subscribe**

Follow the same process to remove a subscription



# EDIT NEWS

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## EDIT CONTENT

Published something that needs to be changed? No problem, you can always go back and edit content that has already been published. You can also add additional content to an already existing publication

## 1. EDIT

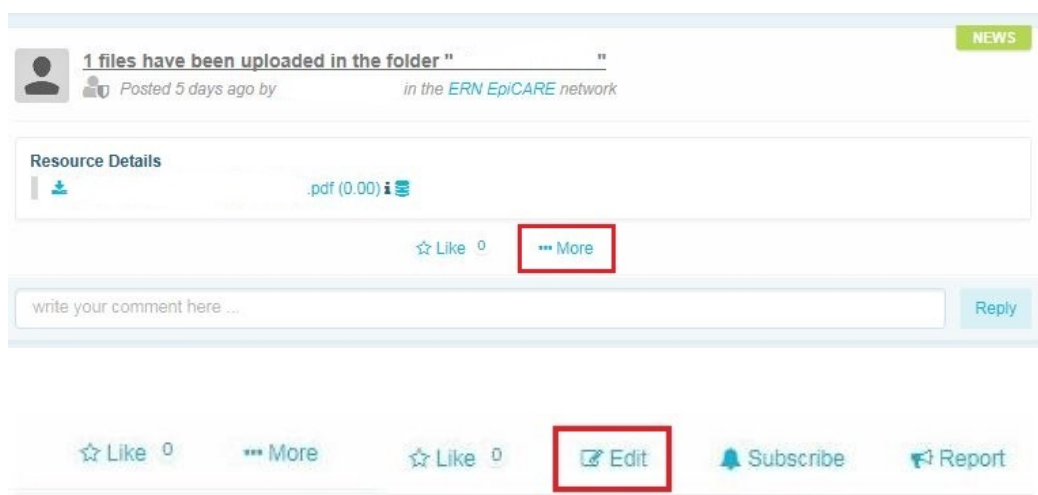
To **Edit** any item in the network be that **News**, **Discussion**, **Event** or a **Document** the procedure remains the same.

1. Click **More** below the item

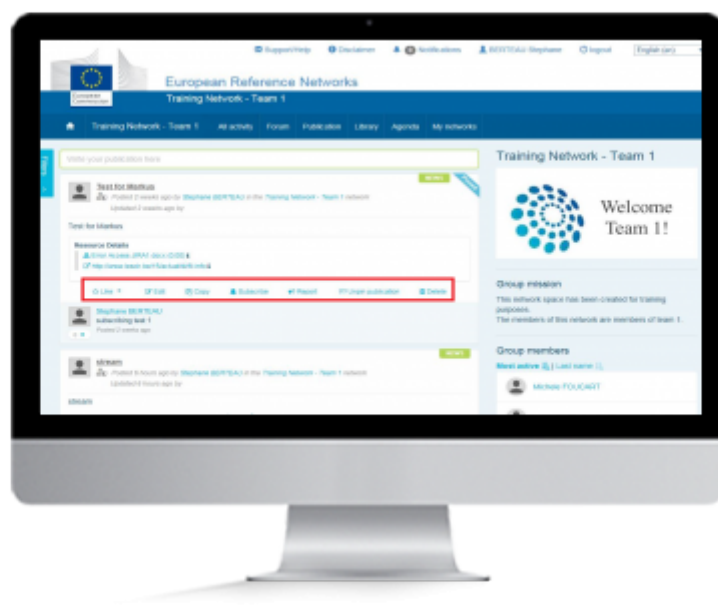
2. Click **Edit**

3. Add the **content**

4. Click **Submit**



# LIKE NEWS



## LIKE

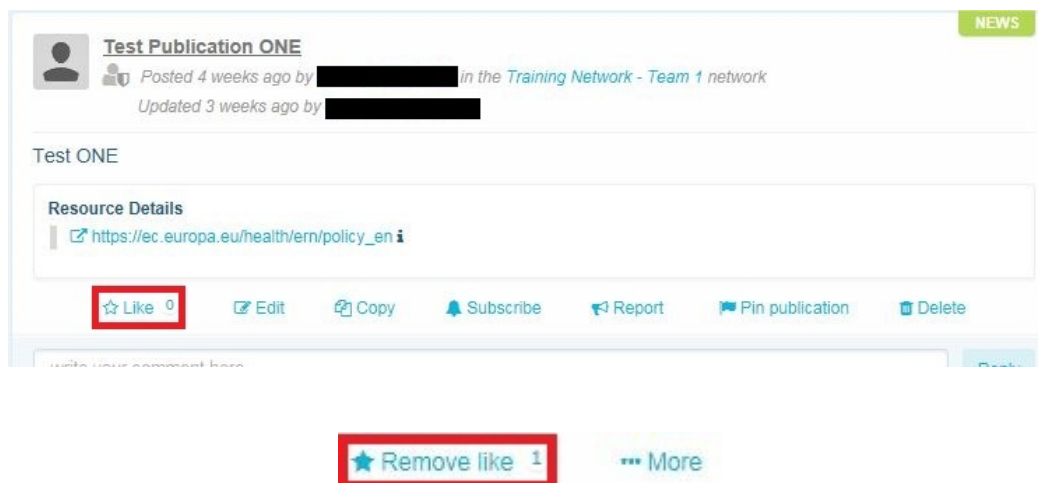
If you like any content in the network, be that **News**, an **Event**, a **Discussion** or even a **Document**, you can express this by clicking the "**Like**" button

## 1. LIKE AND REMOVE LIKE BUTTON

You can "**Like**" News

The "**Like**" button is present below all news items

Click on "**Like**" below any publication will add "1" to the sum of likes on a post. It is possible to undo a like by pressing "**Remove Like**"



# REPORT NEWS



## REPORT CONTENT

Reporting any item will always be a controversial subject. Is content offensive, factually incorrect, libellous or in any other way not fit to be posted in the network? Whichever the reason, it will be the network Coordinator who decides what happens next.



## 1. REPORT

To report any item in the network be that a **News** item, **Discussion**, **Event** or a **Document** the procedure remains the same.

1. Click **More** underneath the item
2. Click **Report**
3. In the window that opens write why the item is being reported
4. Click **submit report**



### A publication was reported for moderation

automated-notifications@nomail.ec.europa.eu

Sent: Thu 19/01/2017 11:52

To: [REDACTED]

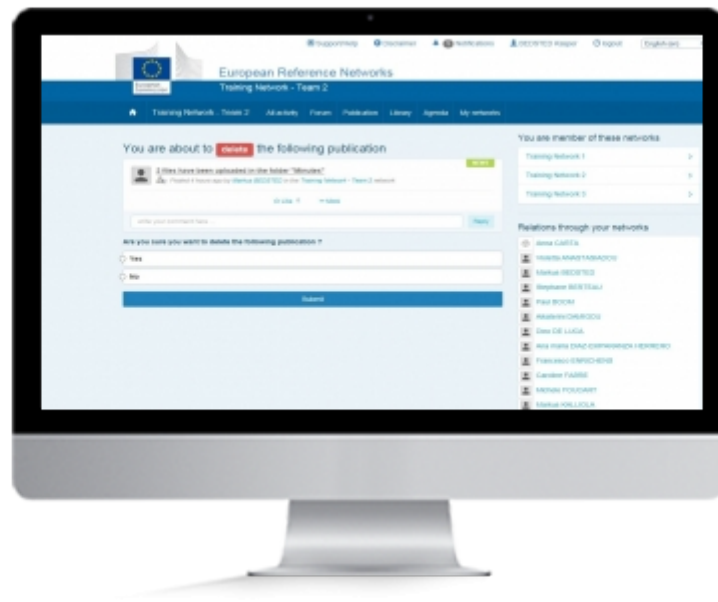
Retention Policy: EC Automated Email Deletion - Inbox (6 months) Expires: 21/07/2017

[REDACTED] decided to report this publication [Test for Markus](#)

The comment was:

"Test 2"

# DELETE CONTENT



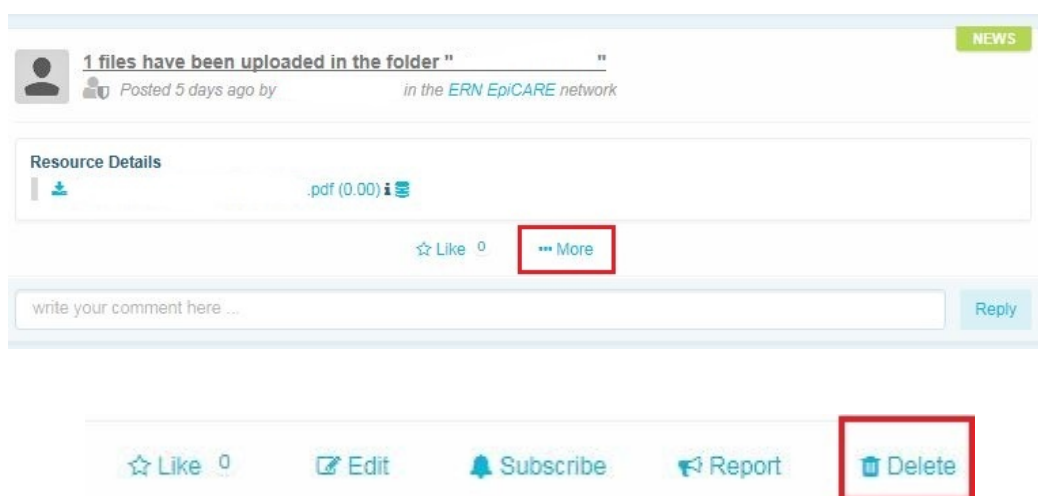
## DELETE CONTENT

Need to remove a **News** item, an **Event**, a **File** or a **Discussion** you have posted? No problem, you can always go back and delete previously published content.

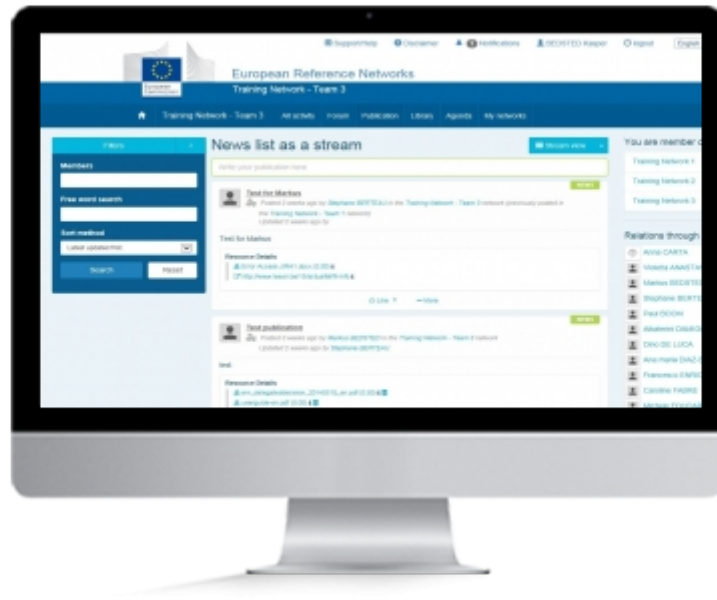
## 1. DELETE

To **Delete** any item in the network be that a **News**, **Discussion**, **Event** or a **Document** the procedure remains the same.

1. Click **More** below the item
2. Click **Delete**
3. A window will appear asking you if you are sure
4. Select **yes**
5. Click **submit**



# FILTER NEWS



## FILTER CONTENT

With lots of different kinds of content to go through, filters can be a great way to find the exact thing you are looking for, without wasting time. Whether it is a specific Event, News, Discussion or even a Document you are looking for, filters can assist.

### 1. FILTER CONTENT

The Filter can be accessed using the blue button on the left of the page



Once opened there are several way of filtering information

Filters

<

**Content type**

☐ Discussions

☐ Events

☐ Library documents

☐ News

**Members**

**Free word search**

**Sort method**

Latest updated first

▼

Search

Reset

## By Content type

You can select which type of content you wish view.

- **1.** Tick the box for the content, **Discussion, Events, Library documents** or **Publication**
- **2.** If you click **Search** now it will show only the type of content you selected in step 1. You can further narrow this by using the other options explained below.

## By Member

- **1.** You can sort content by Member. Just type any part of a members name, first name or last name, and it will appear in the box.
- **2.** Click **Search**

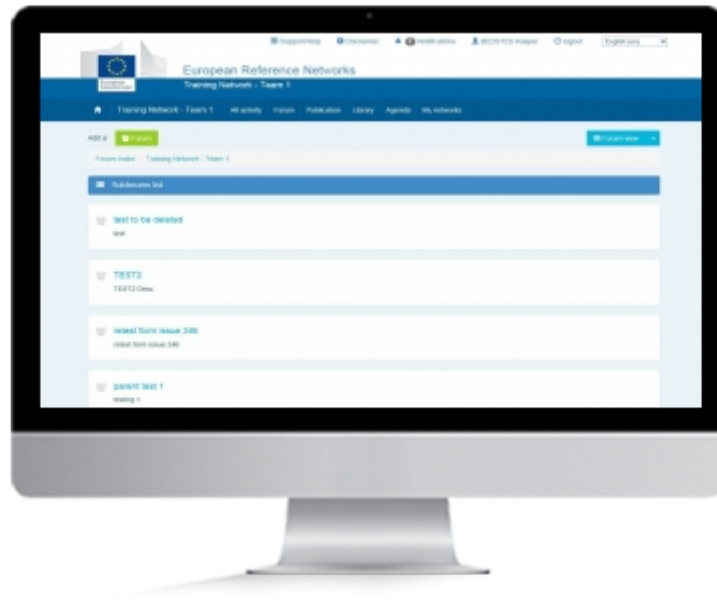
## Free word search

- **1.** Type in any word in the search box. It will search in the title and description of the content
- **2.** Click **Search**

## Sort Method

- **1.** Content can be sorted by Latest Update First, Latest Created First and Most recent. Select from the dropdown menu
- **2.** Click **Search**

# POST MESSAGE



## FORUM

The Forum is an excellent place for working groups to come together and share information and knowledge.

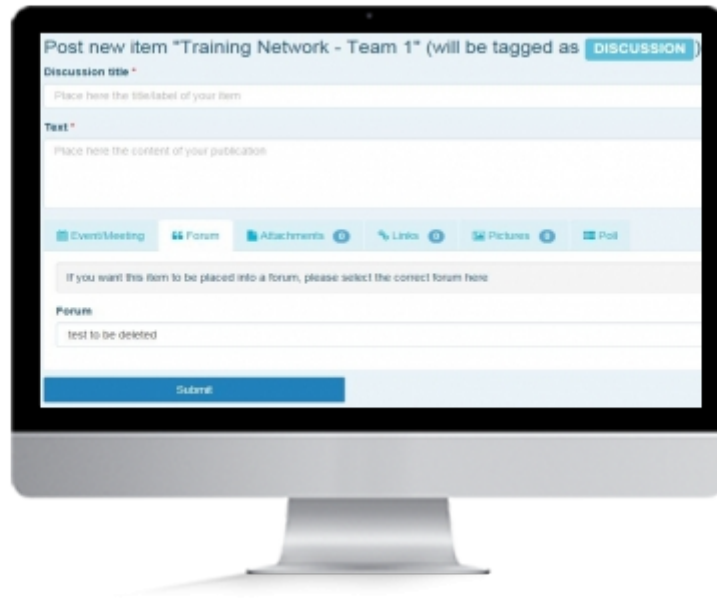
### 1. POST MESSAGE

You can post a message in any **Discussion**.

1. Open the **Discussion** you wish to post a message in.
2. Click in the area where it says "**write your comment here**"
3. When done click **Reply**

It is not possible to add any content to a reply in a discussion. In order to do that you have to add it to the very first post in the discussion by pressing **More**. See add content to discussion

# ADD DISCUSSION

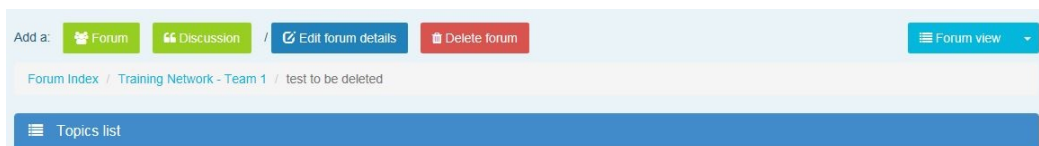


## DISCUSSION

Discussion is an exchange of knowledge. Using Discussions is a great way to allow members of the network to interact on a specific topic.

### 1. OPEN A FORUM TO WHICH YOU WANT TO ADD A DISCUSSION

From the chosen Forum page, click the green button "DISCUSSION"





## 2. FILL IN THE MANDATORY FIELDS AND MORE IF NEEDED

### Fields in the DISCUSSION Creation Window.

Note : (\*) Mandatory fields

Note : the title "Post new item" \*\*\*\* (will be tagged as **DISCUSSION**)

- **Discussion title\***: Write here a relevant title for your discussion
- **Text \*** : Write here the content the discussion is all about
- **6 different Tabs buttons to implement your discussion (See Below)**

### Go to Add content to a discussion

- **Forum** (list of choices) :

A first Forum is the root (none(1st.level)).

A Forum created within the root Forum becomes a parent Forum.

This field allows you to choose the correct root Forum is belongs to.

Note : In a DISCUSSION, the Forum list will be the FORUM title by default



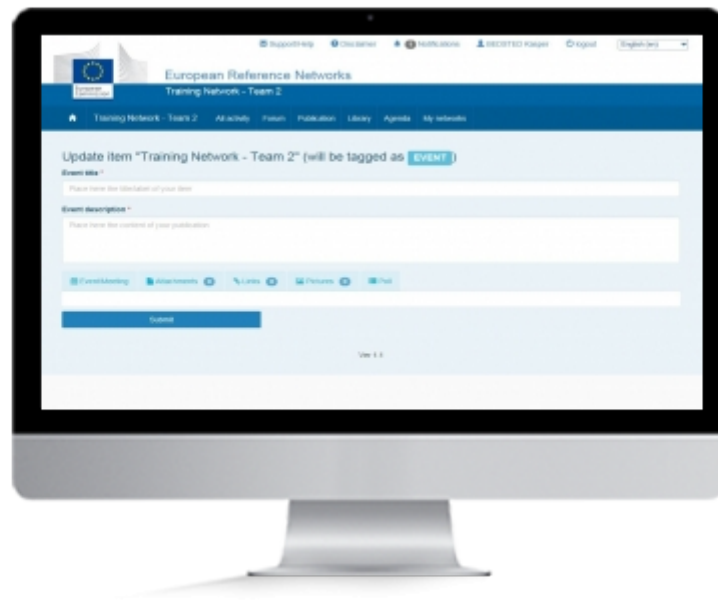
## 3. FINISH DISCUSSION CREATION

When all the needed information is added, you can validate the creation of your Forum with the button :

### **SUBMIT**



# ADD CONTENT TO A DISCUSSION



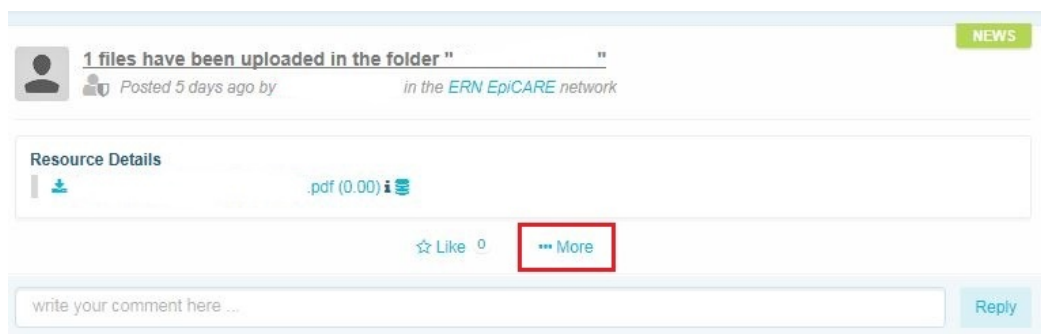
## CONTENT

Add content to any type of Publication can be essential. Whether it is an Event/Meeting, a Discussion or even a Document. Content can be anything from a file containing discussion topics for a meeting, an image or even links to external content.

### 1. CONTENT

There are multiple types of content that can be added to any publication within the network

To add content first click **More**



## 2. EVENT/MEETING

**Use this this function if the content you are publishing is a meeting or an event which is tied to a specific time and/or date.**

1. Select the **Event/Meeting** Tab
2. Set a **date and time from** and a **date and time to**. Alternatively you can select the **All day** box and no time will be required.
3. Enter an **Event Location**. No pre-set Locations are available.
4. Select the **Adobe Connect** box if a Virtual Meeting Room is required. An attendee list will appear with the names of all users in the network.

## 3. ATTACHMENTS

**Use this this function if the content you are publishing requires an attachment. All document types are allowed except image documents which need to be attached under the pictures.**

1. Click on **Attach a document** and select from the dropdown "from the library" or "Post a new document"
2. Selecting from library will open a window will all documents currently stored in the library of the network. Documents can be selected by pressing the + sign. Multiple documents can be selected if required
3. Once document(s) are selected click **Close**
4. Selecting the post new document option will open a window where you can browse your own files stored on the device you are using. You cannot select multiple documents
5. Once file has been selected click **Close**

## 4. LINKS

**Use this this function if the content you are publishing needs to be linked to external content.**

1. Click on **attach new link**
2. In the window that appears enter the address of the external content you wish to link to
3. Click **Post a new link**

## 5. PICTURES

Use this this function if you want the content you are publishing to have one or more pictures attached to it.

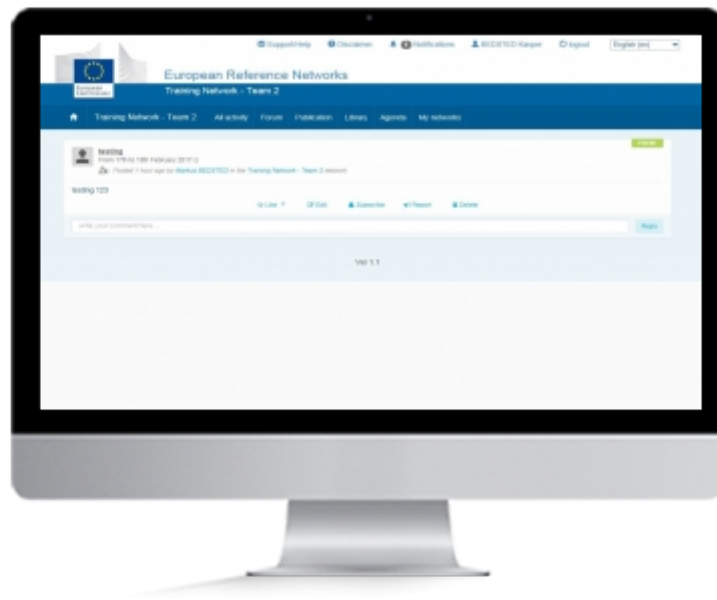
1. Click on **Add picture**
2. In the window that appears click **Browse**.
3. Select the image you want to attach and press **Open**. Multiple images are not supported in this view
4. Click **Close**
5. Repeat the procedure if multiple images need to be attached

## 6. POLL

Use the function if you would like to attach a poll to the content you are publishing, enabling the members of the network to vote for a single or multiple choice.

1. Fill in **Poll choice list**. This is the different choices the members of the network will have, for example Yes or No, or 1, 2 and 3. Fill in the choice and click **Add choice**. Repeat until all choices have been added
2. Click **Options**
3. Fill in **Poll title** if it is different from the title of the content you are publishing
4. Select the type of poll, **single choice** or **multiple choice**
5. Select a **date**, if the poll is supposed to run for specific duration of time
6. Select the **Show result policy**. This will determine how the result of the Poll is shown.
  - **Always show result:** This means that the current result of the poll will display and will update continiously as members vote.
  - **At the end of the vote:** Means that Members can vote, but the result of the Poll with not be displayed until the Poll comes to an end, if a end-date was set in step 5.
  - **After the user voted:** Means the current result will only show when a member casts his/her vote

# SUBSCRIBE TO GET NOTIFICATIONS



## SUBSCRIBE

With content published in in all parts of the network it can be difficult to keep up to date with all changes. Subscribe to any publication, whether it is in the Forum, Agenda or News to get instant notifications for any changes or updates. Notifications will be send as an email as soon as they are performed so you will never miss an important update.

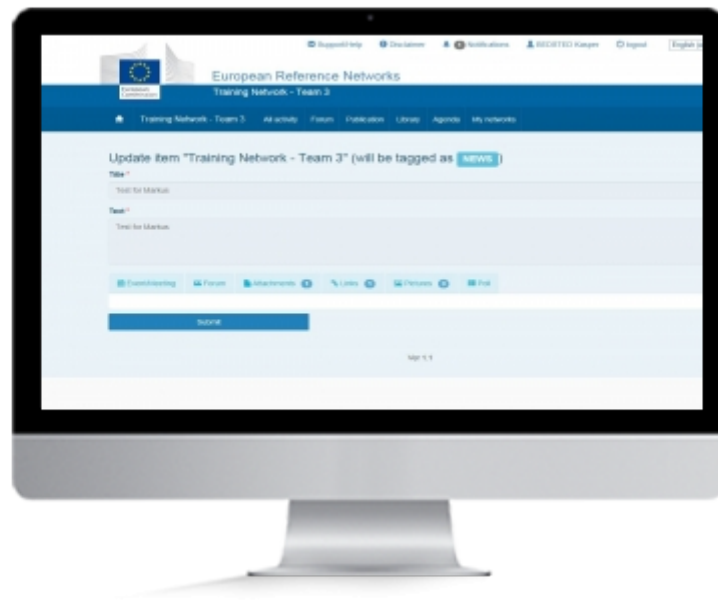
### 1. SUBSCRIBE TO CONTENT

1. Find the item you wish to subscribe to.
2. Click **More**
3. Click on **Subscribe**

Follow the same process to remove a subscription



# EDIT DISCUSSION



## EDITING CONTENT

Published something that needs to be changed? No problem, you can always go back and edit content that has already been published. You can also add additional content to an already existing publication

## 1. EDIT

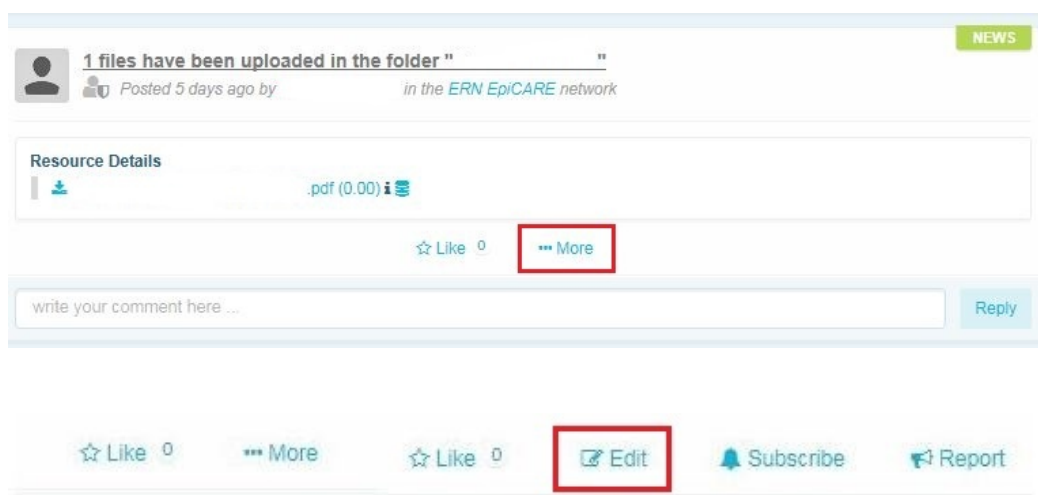
To **Edit** any item in the network be that a **Discussion**, **Publication**, **Event** or a **Document** the procedure remains the same.

1. Click **More** underneath the item

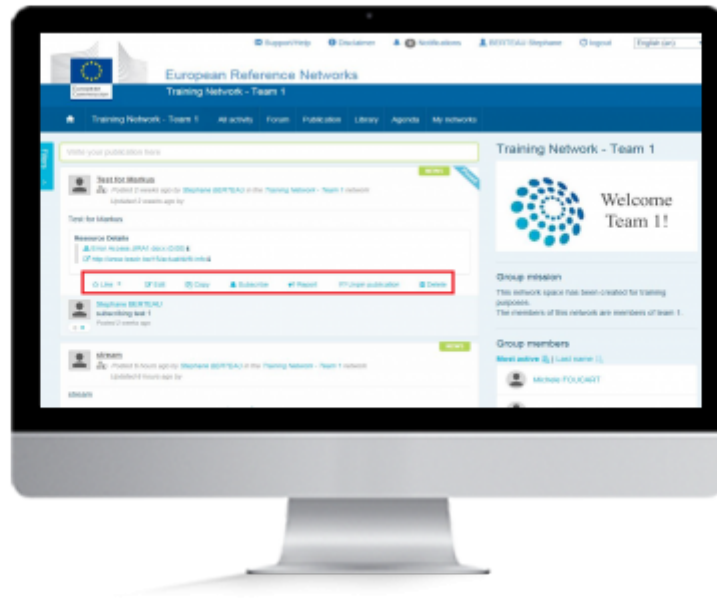
2. Click **Edit**

3. Add the **content**

4. Click **Submit**



# LIKE DISCUSSION



## LIKE

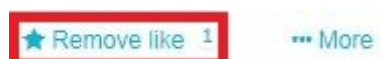
If you like any content in the network, be that a **Publication**, an **Event**, a **Discussion** or even a **Document**, you can express this by clicking the **"Like"** button

### 1. LIKE AND REMOVE LIKE BUTTON

You can **"Like"** a Discussion

The **"Like"** button is present below all publications

Click on **"Like"** underneath any publication will add "1" to the sum of likes on a post. It is possible to undo a like by pressing **"Remove Like"**





# REPORT DISCUSSION



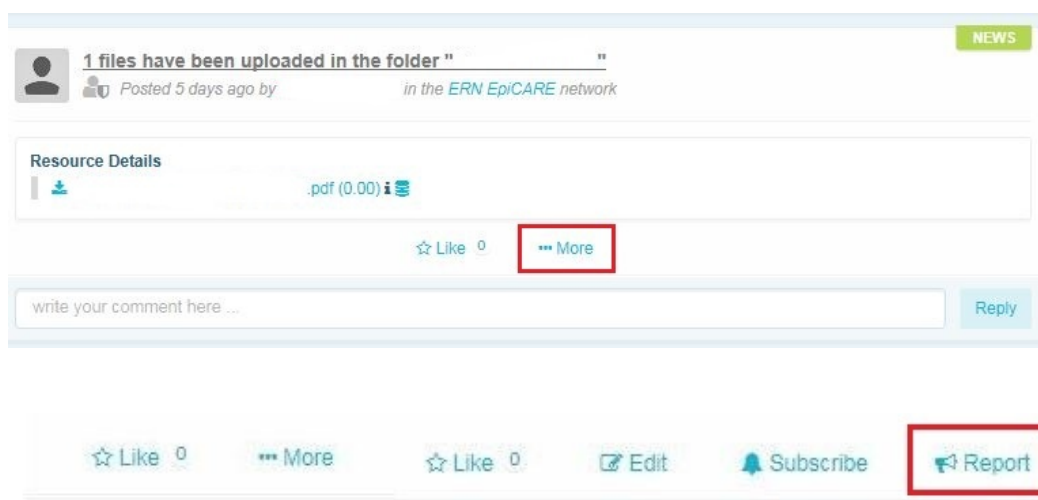
## REPORT CONTENT

Reporting any item will always be a controversial subject. Is content offensive, factually incorrect, libellous or in any other way not fit to be posted in the network? Whichever the reason, it will be the network Coordinator who decides what happens next.

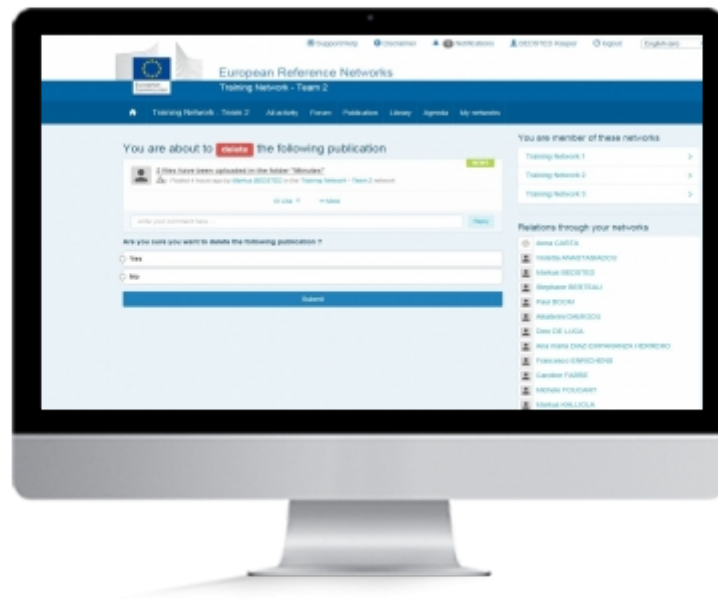
## 1. REPORTING

To report any item in the network be that a **Discussion**, **Publication**, **Event** or a **Document** the procedure remains the same.

1. Click **More** below the item
2. Click **Report**
3. In the window that opens write why the item is being reported
4. Click **submit report**



# DELETE DISCUSSION



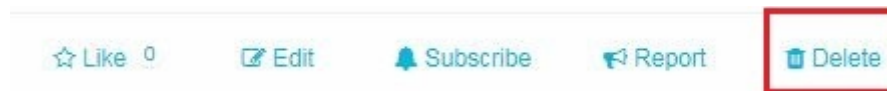
## DELETE CONTENT

Need to remove a Publication, an Event, a File or a Discussion you have posted? No problem, you can always go back and delete previously published content.

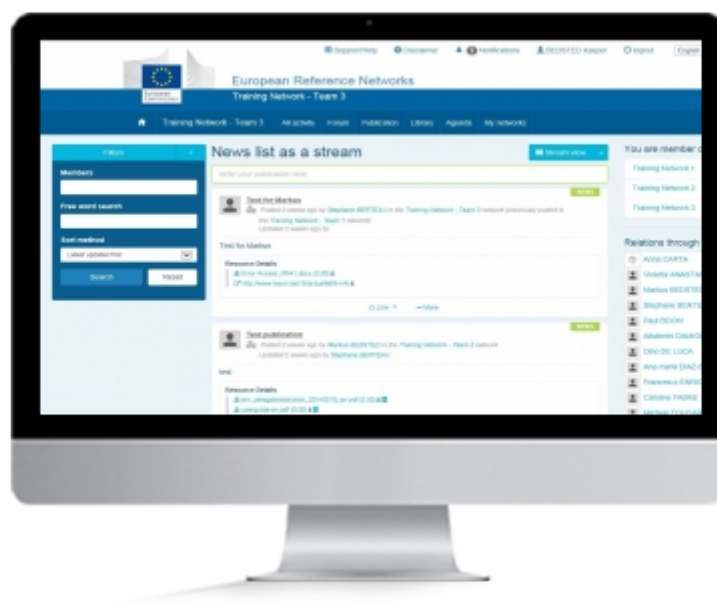
## 1. DELETE

To Delete any item in the network be that a **Discussion**, **Publication**, **Event** or a **Document** the procedure remains the same.

1. Go to the **Forum** section and select the **Forum** in which the **discussion** is located
2. Click on the **Discussion**
3. Click on "**More**" underneath the item
4. Click **Delete**
5. A window will appear asking you if you are sure
6. Select **yes**
7. Click **submit**



# FILTER IN THE FORUM

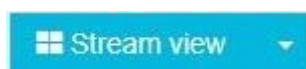


## FILTER CONTENT

With lots of different kinds of content to go through, filters can be a great way to find the exact thing you are looking for, without wasting time. Whether it is a specific Event, Publication, Discussion or even a Document you are looking for, filters can assist.

### 1. FILTER CONTENT

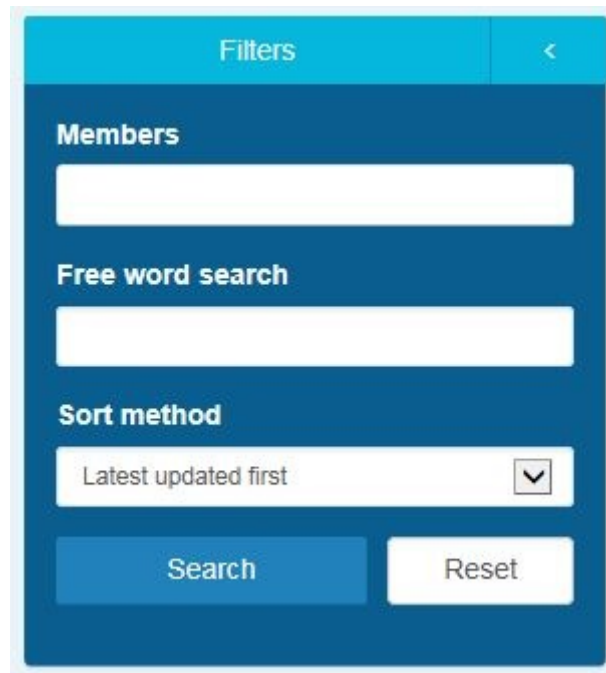
Filter can only be used when viewing content in **Stream View**



The filter can be accessed using the blue button on the left of the page



Once opened there are several ways of filtering information



The image shows a 'Filters' modal window with a blue header and a white body. The header contains the text 'Filters' and a back arrow. The body is divided into three sections: 'Members' with a text input field, 'Free word search' with a text input field, and 'Sort method' with a dropdown menu showing 'Latest updated first'. At the bottom, there are two buttons: 'Search' and 'Reset'.

### By Member

- **1.** You can sort content by Member. Just type any part of a members name, first name or last name, and it will appear in the box.
- **2.** Click **Search**

### Free word search

- **1.** Type in any word in the search box. It will search in the title and description of the content
- **2.** Click **Search**

### Sort Method

- **1.** Content can be sorted by Latest Update First, Latest Created First and Most recent. Select from the dropdown menu
- **2.** Click **Search**



## 1. CREATING AN EVENT IN THE AGENDA

**Be aware that no one will get any notifications when an event is published.**

**An event in the calendar is visible for anybody.**

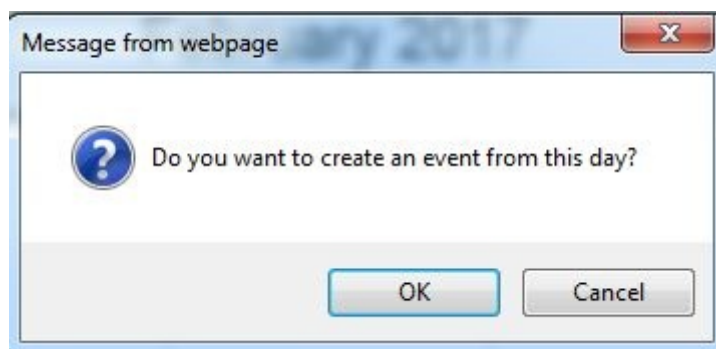
Click on the "**Create an Event**" green button. (option 1)



Click **on a date** of the Calendar. (option 2)

A pop-up Window will appear.

Click on **OK**



### **Fields in the NEWS Creation Window.**

Note: (\*) Mandatory fields

Note: the title "Post new item" \*\*\*\* (will be tagged as **NEWS**)

- **Discussion title\***: Write here a relevant title for your NEWS
- **Text \***: Write here the content the NEWS is all about
- **6 different Tabs buttons to implement your NEWS (See Below)**

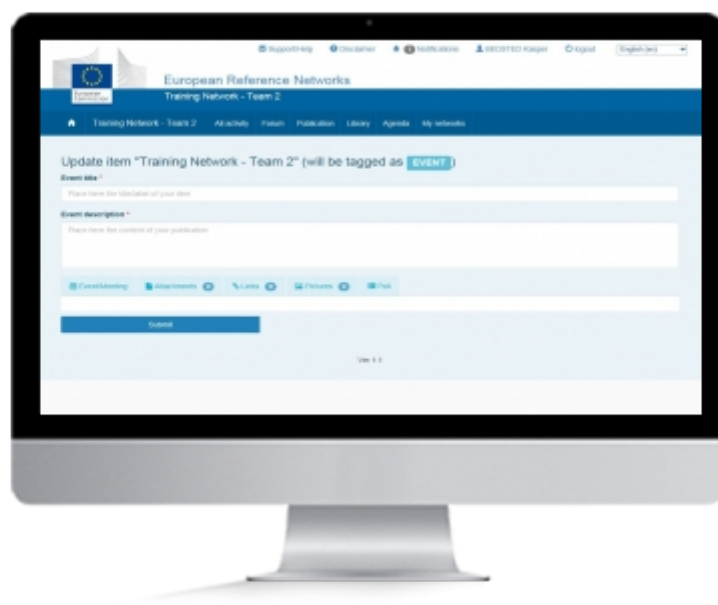
### **Go to Add content to a NEWS**

- **Event Location**: Specify where the Event will take place.

Note: In a NEWS (Event for calendar), the default tab will be Event/Meeting.



# ADD CONTENT TO AN EVENT



## CONTENT

Add content to any type of Publication can be essential. Whether it is an Event/Meeting, a Discussion or even a Document. Content can be anything from a file containing discussion topics for a meeting, an image or even links to external content.

### 1. CONTENT

There are multiple types of content that can be added to any publication within the network

To add content first click **More**



## 2. FORUM

Use this function if you want the content you are publishing to be placed into one of the available forums.

- From the **dropdown list** select the forum in which you want your content to appear

Training Network - Team 1 All activity Forum Publication Library Agenda My networks

Update item "Training Network - Team 1" (will be tagged as **EVENT**)

Event title \*

test event

Event description \*

event test

Status

Submitted

Event/Meeting Meeting attendance **Forum** Attachments 0 Links 0 Pictures 0 Poll

If you want this item to be placed into a forum, please select the correct forum here

**Forum**

- None (first level)
- TEST2
- parent test 1
- retest form issue 346
- test bob 123123123
- test sort
- test sub-forum
- test to be deleted

## 3. ATTACHMENTS

Use this this function if the content you are publishing requires an attachment. All document types are allowed except image documents which need to be attached under the pictures.

1. Click on **Attach a document** and select from the dropdown "**from the library**" or "**Post a new document**"
2. Selecting from library will open a window with all files currently stored in the library of the network. Documents can be selected by pressing the + sign. Multiple documents can be selected if required
3. Once document(s) are selected click **Close**
4. Selecting the post new document option will open a window where you can browse your own documents stored on the device you are using. You cannot select multiple documents
5. Once document has been selected click **Close**

## 4. LINKS

**Use this function if the content you are publishing needs to be linked to external content.**

1. Click on **attach new link**
2. In the window that appears enter the address of the external content you wish to link to
3. Click **Post a new link**

## 5. PICTURES

**Use this function if you want the content you are publishing to have one or more pictures attached to it.**

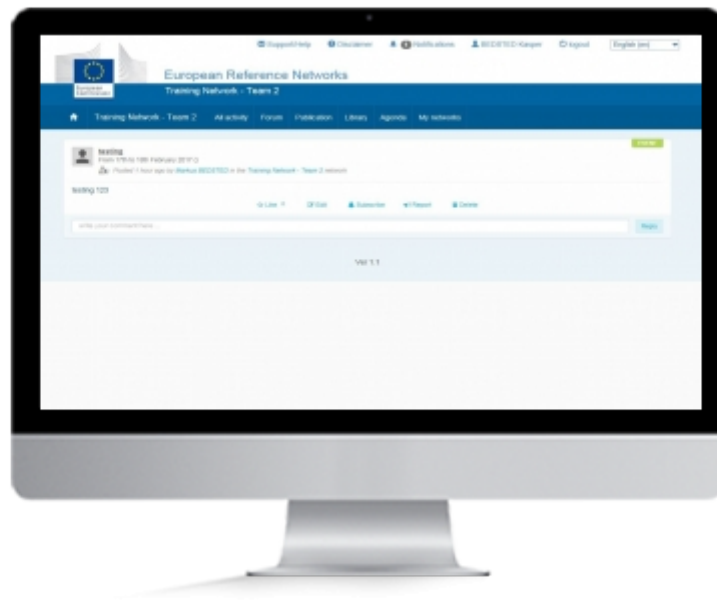
1. Click on **Add picture**
2. In the window that appears click **Browse**.
3. Select the image you want to attach and click **Open**. Multiple images are not supported in this view
4. Click **Close**
5. Repeat the procedure if multiple images need to be attached

## 6. POLL

**Use the function if you would like to attach a poll to the content you are publishing, enabling the members of the network to vote for a single or multiple choice.**

- 1. Fill in Poll choice list.** This is the different choices the members of the network will have, for example Yes or No, or 1, 2 and 3. Fill in the choice and click **Add choice**. Repeat until all choices have been added
- 2. Click Options**
- 3. Fill in Poll title** if it is different from the title of the content you are publishing
- 4. Select the type of poll, single choice or multiple choice**
- 5. Select a date**, if the poll is supposed to run for specific duration of time
- 6. Select the Show result policy.** This will determine how the result of the Poll is shown.
  - **Always show result:** This means that the current result of the poll will display and will update continuously as members vote.
  - **At the end of the vote:** Means that Members can vote, but the result of the Poll will not be displayed until the Poll comes to an end, if a end-date was set in step 5.
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# SUBSCRIBE TO GET NOTIFICATIONS



## SUBSCRIBE

With content published in in all parts of the network it can be difficult to keep up to date with all changes. Subscribe to any publication, whether it is in the Forum, Agenda or News to get instant notifications for any changes or updates. Notifications will be send as an email as soon as they are performed so you will never miss an important update.

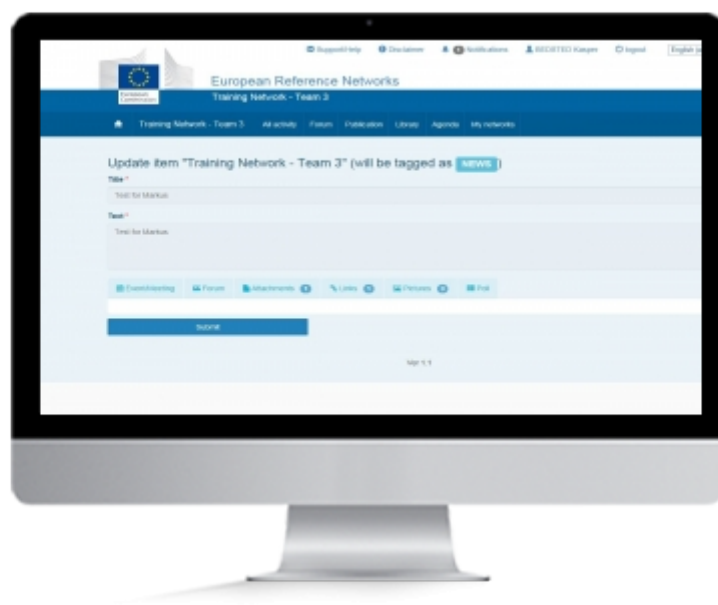
### 1. SUBSCRIBE TO CONTENT

1. Find the item you wish to subscribe to.
2. Click **More**.
3. Click on **Subscribe**.

Follow the same process to remove a subscription



# EDIT PUBLICATION



## EDITING CONTENT

Published something that needs to be changed? No problem, you can always go back and edit content that has already been published. You can also add additional content to an already existing publication

## 1. EDIT

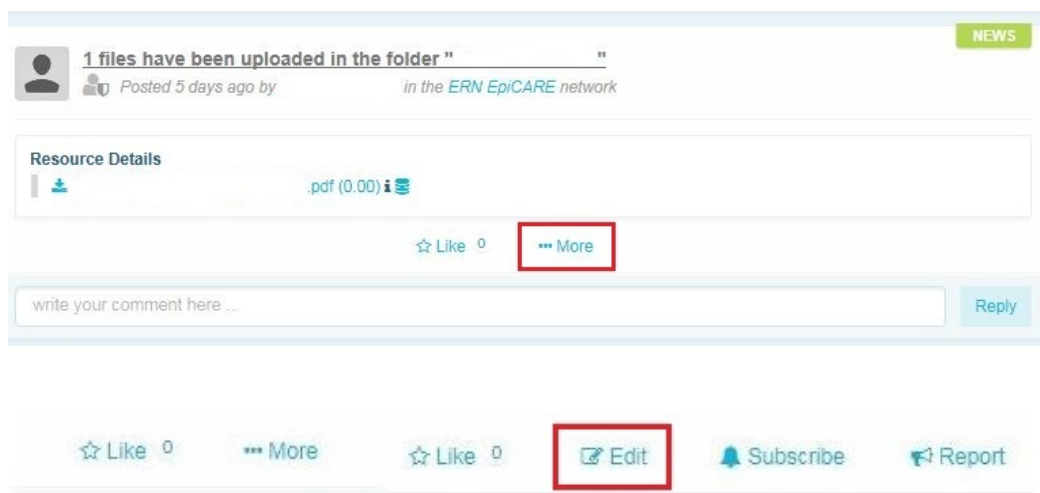
To Edit any item in the network be that an **Event**, **Publication**, **Discussion**, or a **Document** the procedure remains the same.

1. Click **More** underneath the item

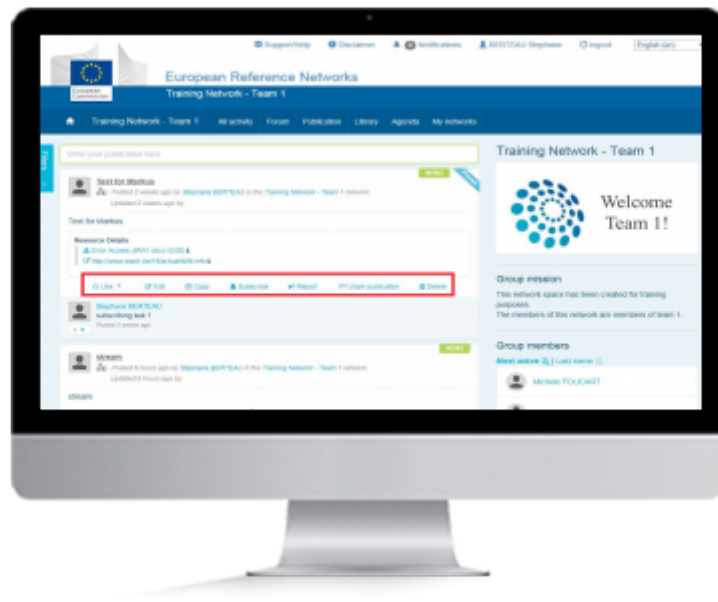
2. Click **Edit**

3. Add the **content**

4. Click **Submit**



# LIKE EVENT



## LIKE

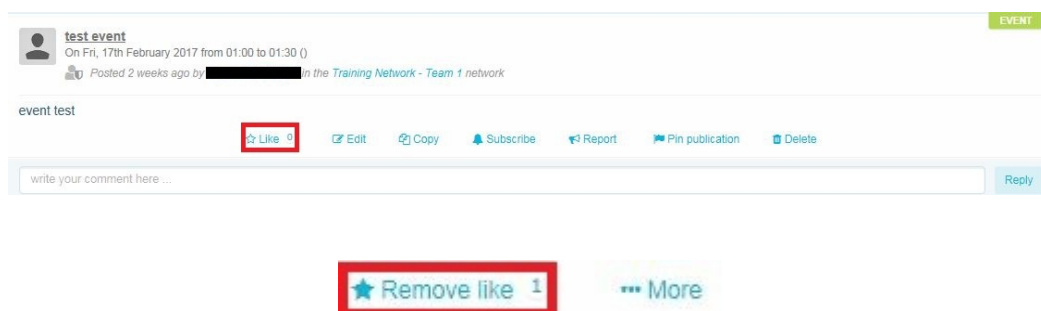
If you like any content in the network, be that a **Publication**, an **Event**, a **Discussion** or even a **Document**, you can express this by clicking the **"Like"** button

### 1. LIKE AND REMOVE LIKE BUTTON

You can **"Like"** an Event from the **Agenda**

The **"Like"** button is present below all publications

Click on **"Like"** underneath any publication will add "1" to the sum of likes on a post. It is possible to undo a like by pressing **"Remove Like"**





# REPORT EVENT



## REPORT CONTENT

Reporting any item will always be a controversial subject. Is content offensive, factually incorrect, libellous or in any other way not fit to be posted in the network? Whichever the reason, it will be the network Coordinator who decides what happens next.

## 1. REPORT

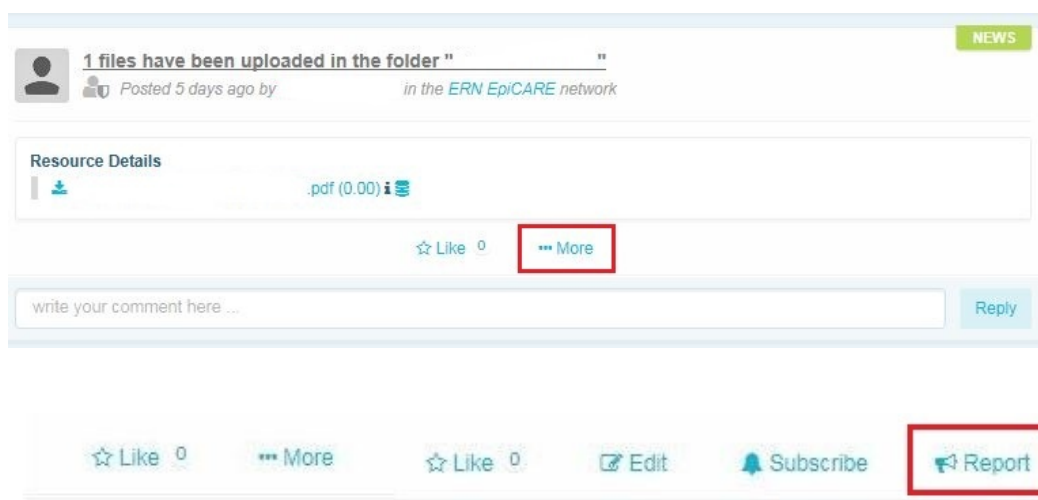
To report any item in the network be that a **Publication**, **Discussion**, **Event** or a **Document** the procedure remains the same.

1. Click **More** underneath the item

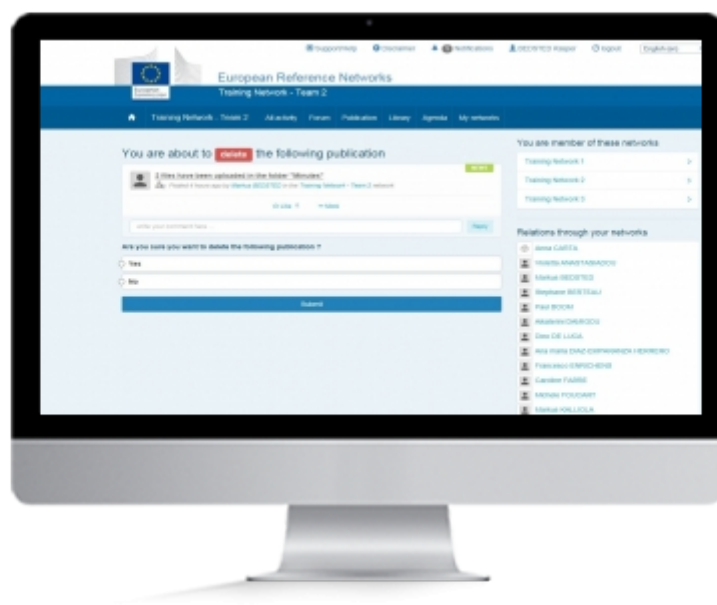
2. Click **Report**

3. In the window that opens write why the item is being reported

4. Click **submit report**



# DELETE CONTENT



## DELETE CONTENT

Need to remove a Publication, a File, an Event or a Discussion you have posted? No problem, you can always go back and delete previously published content.

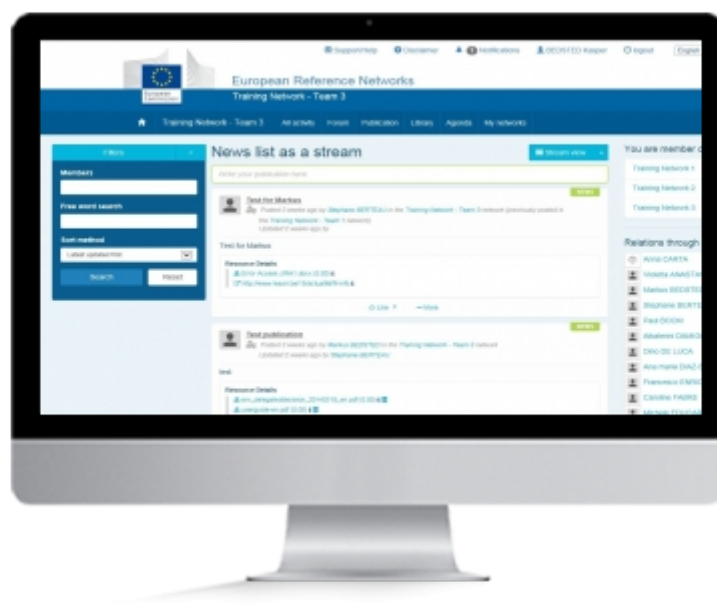
### 1. DELETE

To Delete any item in the network be that a **Publication**, **Discussion**, **Event** or a **Document** the procedure remains the same.

1. Click **More** underneath the item
2. Click **Delete**
3. A window will appear asking you if you are sure
4. Select **yes**
5. Click **submit**



# FILTER IN THE AGENDA

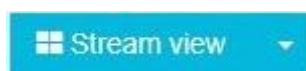


## FILTER CONTENT

With lots of different kinds of content to go through, filters can be a great way to find the exact thing you are looking for, without wasting time. Whether it is a specific Event, Publication, Discussion or even a File you are looking for, filters can assist.

### 1. FILTER CONTENT

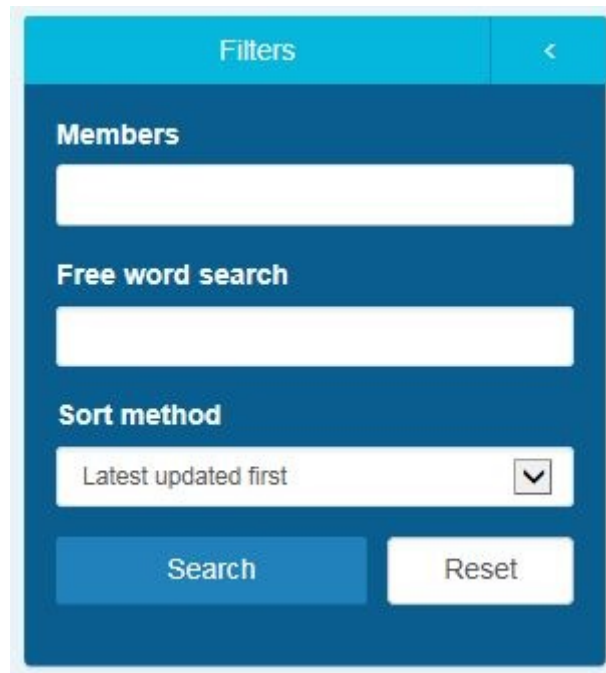
Filter can only be used when viewing content in **Stream View**



The filter can be accessed using the blue button on the left of the page



Once opened there are several way of filtering information



The image shows a 'Filters' modal window with a blue header. Below the header, there are three sections: 'Members' with a text input field, 'Free word search' with a text input field, and 'Sort method' with a dropdown menu showing 'Latest updated first'. At the bottom, there are two buttons: 'Search' and 'Reset'.

### By Member

- **1.** You can sort content by Member. Just type any part of a members name, first name or last name, and it will appear in the box.
- **2.** Click **Search**

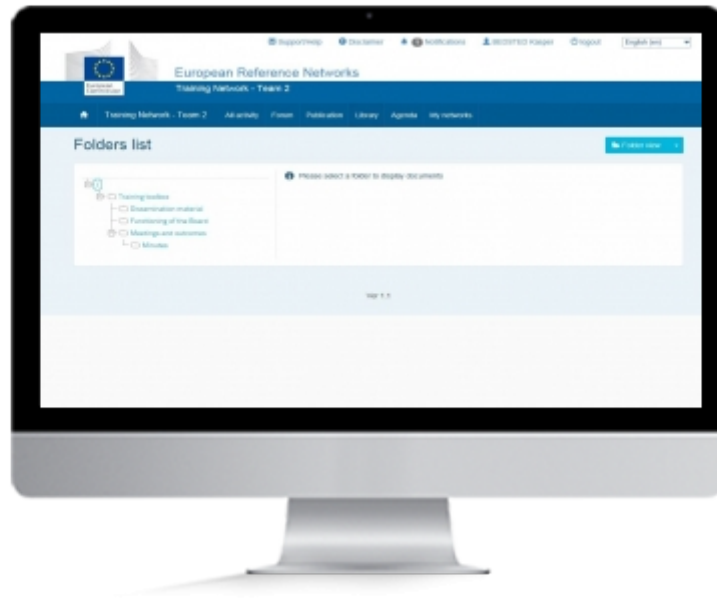
### Free word search

- **1.** Type in any word in the search box. It will search in the title and description of the content
- **2.** Click **Search**

### Sort Method

- **1.** Content can be sorted by Latest Update First, Latest Created First and Most recent. Select from the dropdown
- **2.** Click **Search**

# BROWSE THE LIBRARY

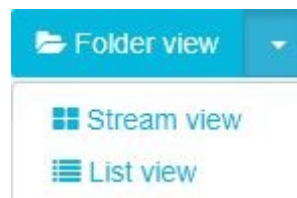


## LIBRARY

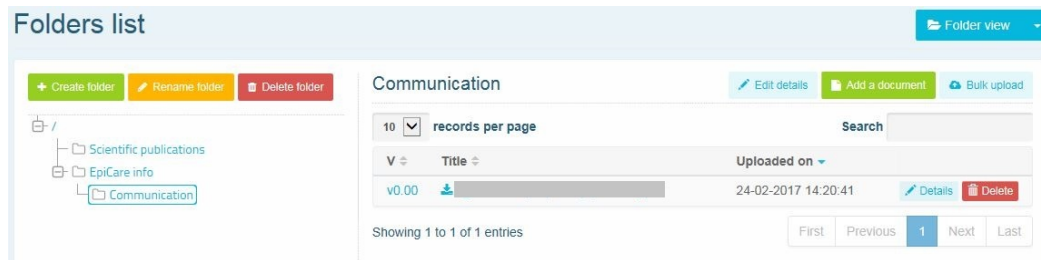
The Library is the storage area for all the files available in the network. Documents contained inside the library can be used as attachments in publications or they can be viewed directly in the Library

### 1. BROWSE THE LIBRARY

The Library can be browsed in three ways, **Folder View**, **List View** and **Stream View**. You can switch between the different views using the button at the top. By default it is set to **Folder View**

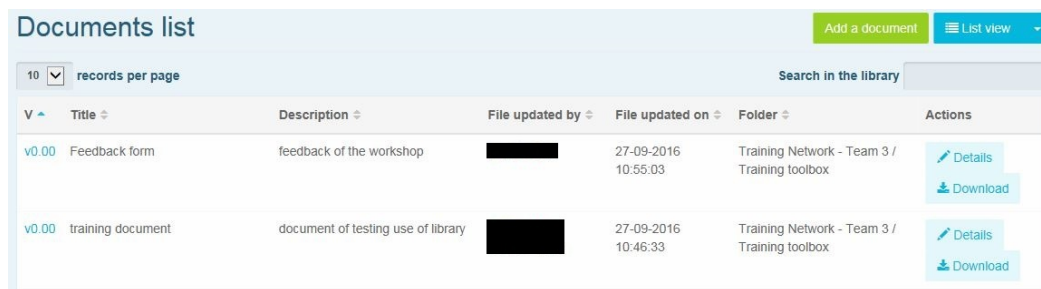


In **Folder View** you can see the Folders on the left and when you click on a Folder it will display the content of the Folder on the right



**List View** will display all files in Library in a list

1. To view a document click on **Details**
2. To download it click **Download**



**Stream View** will display the contents of the Library in a stream, similar to the view you will find in **Publications** and **All Activity**. Some additional options are available here which are not in the other views

1. You can comment on each document by writing something in the field "**write your comment here**" and clicking on **Reply**
2. You can "**Like**" a Document from the Library
3. You can **Edit**
4. You can **Subscribe**
5. You can **Report**
6. You can **Delete**

Library documents as a stream

Add a documentStream view

Filters

Feedback form

Posted 4 months ago by [redacted] in the Training Network - Team 3 network

feedback of the workshop

Resource Details

Feedback form (0.00)

Like 0

Edit

Subscribe

Report

write your comment here ...

Reply

training document

Posted 4 months ago by [redacted] in the Training Network - Team 3 network

document of testing use of library

Resource Details

training document (0.00)

Like 0

More

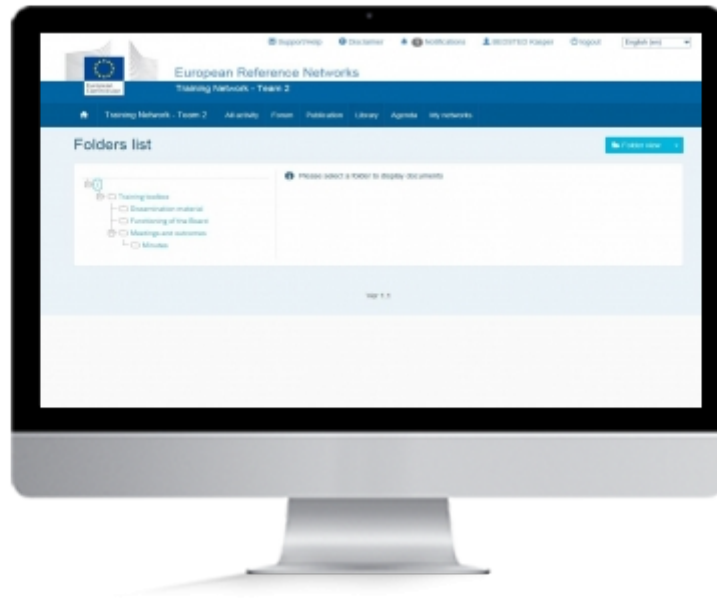
write your comment here ...

Reply

63



# ADD DOCUMENTS TO LIBRARY



## LIBRARY

The Library is the storage area for all the files available in the network. Files contained inside the library can be used as attachments in publications or they can be viewed directly in the Library

### 1. ADDING FILES TO LIBRARY

You can add documents to the Library. Be aware that this function is only available when using the **Folder View**

1. Set the Library to **Folder View**
2. Navigate to the folder in which you wish to add your document.
3. Click on **Add document** if you want to add a single document.
4. Fill in **Title** and **Description** and Click **browse** to locate the document you want to add
5. Tick the box "**By ticking this checkbox, you confirm that no personal data are present in the uploaded document**"
6. Click **Submit**

### Post a new document

Document title \*

Description \*

Filename \*

☐ By ticking this checkbox, you confirm that no personal data are present in the uploaded document \*

Folder containing document \*

- /
  - Training toolbox
    - Dissemination material
    - Functioning of the Board
    - Meetings and outcomes
      - Minutes

If you need to add several documents you can use **Bulk Upload**


**1. Click Bulk upload**

**2. In the window that appears click on Add Files** to select the documents you want to upload. Alternatively you can **Drag and Drop** the documents onto the window.

**3. When documents have been added click on Start Upload** to start adding the documents to the Library

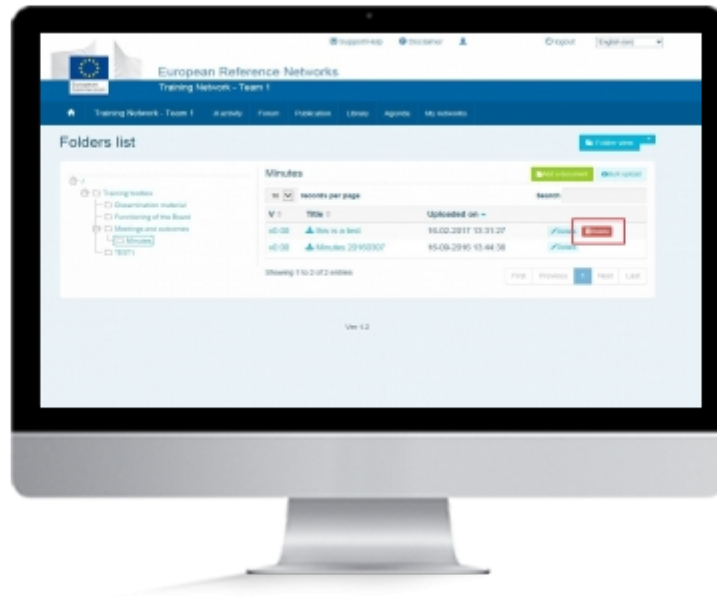
**4. When upload is complete click Close**

Bulk upload



Drag and drop your files here or use the button add files

# DELETE DOCUMENTS IN LIBRARY



## LIBRARY

The Library is the storage area for all the files available in the network. Files contained inside the library can be used as attachments in publications or they can be viewed directly in the Library

### 1. DELETE DOCUMENTS IN LIBRARY

Members can only delete their own documents. Coordinators can delete all documents

You can delete documents in the Library. Be aware that this function is only available when using the **Folder View** and **List View**. See Browse the Library for explanations of these views

For **Folder View**

1. Set the Library to **Folder View**
2. Navigate to the folder in which you wish to delete your document.



3. Click on **Delete**

4. A new page will appear asking if you are sure

5. Select "yes" and click **Submit**

For **List View**

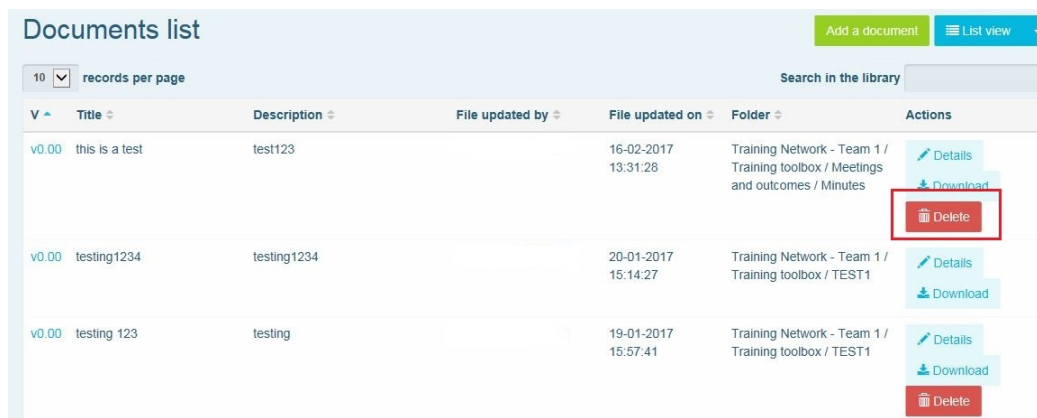
1. Set the Library to **List View**

2. All files in the Library will be displayed as a list. Navigate to the file you want to delete

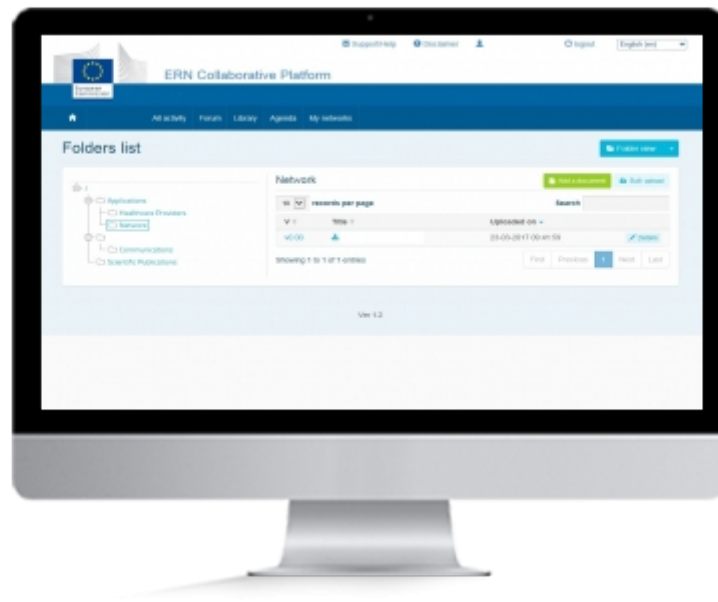
3. Click the **Delete** button

4. A new page will appear asking if you are sure

5. Select "yes" and click **Submit**



# EDIT DOCUMENT



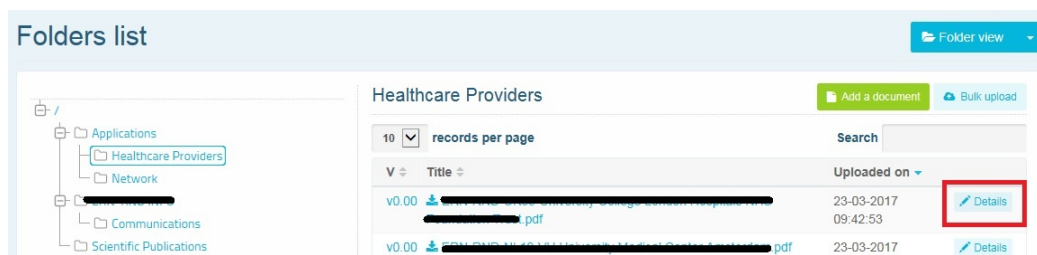
## EDIT DOCUMENT

The Library is the storage area for all the files available in the network. Documents contained inside the library can be used as attachments in publications or they can be viewed directly in the Library and updated. This section is about how to edit a document from the Library.

### 1. EDIT YOUR DOCUMENT FROM THE LIBRARY

Editing documents can only be performed when viewing the Library in **Folder View** or **List View**

1. Navigate to the document you wish to edit
2. Click the **Details** button



When in details you can add, remove and change properties and/or data of the document

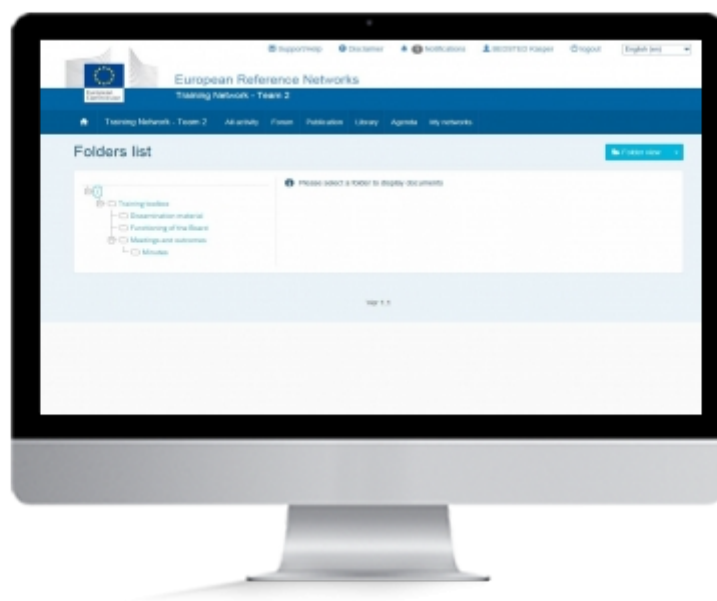
Note : The Action button in the Versions history tab allows you to download the file

- Document title and Description are mandatory fields\* that can be modified.
  - You can then either modify and keep the current information in these fields. Then you will click the blue button **Update document information** to apply the changes. **The original document is then modified**
  - Or you can modify the current information in these fields and keep the original one. Then you will click the green button **Upload a new version of the document**.
    - Select **Browse** to upload the file.
    - **Tick the box** to inform if it's a minor or a major change compared to the original document
    - **Tick the box** to confirm the absence of personal data
    - Click **Save new version**
  - You can also attach an existing publication to the document with the tab **Attach to publication** then **Submit**
  - **The original document is kept and a new one with the changes is created**

The screenshot displays the 'Update document' interface. At the top, it indicates the current version is 0.00 and provides a link to 'Add a new document'. The main form includes fields for 'Document title' and 'Description' (marked as mandatory). A 'Folder containing document' section shows a tree structure with 'Scientific publications', 'EpiCare info', and 'Communication'. Below these are two buttons: 'Update document information' (blue) and 'Upload new version of the document' (green). The 'Upload new version' section is expanded, showing a 'Label' field, a 'Filename' field with a 'Browse...' button, and a question 'Is it a minor or major change in the document?'. Two radio buttons are available: 'Minor change' (selected) and 'Major change'. A checkbox for 'By ticking this checkbox, you confirm that no personal data are present in the uploaded document' is also present. A 'Save new version' button (blue) is at the bottom of this section. At the very bottom, there is a table with columns for Version, Label, Filename, Uploaded on, Uploaded by, and Actions. The first row shows version 0.00 with a download icon in the Actions column.

Version	Label	Filename	Uploaded on	Uploaded by	Actions
0.00			24-02-2017 14:20:41		

# MOVE DOCUMENT



## LIBRARY

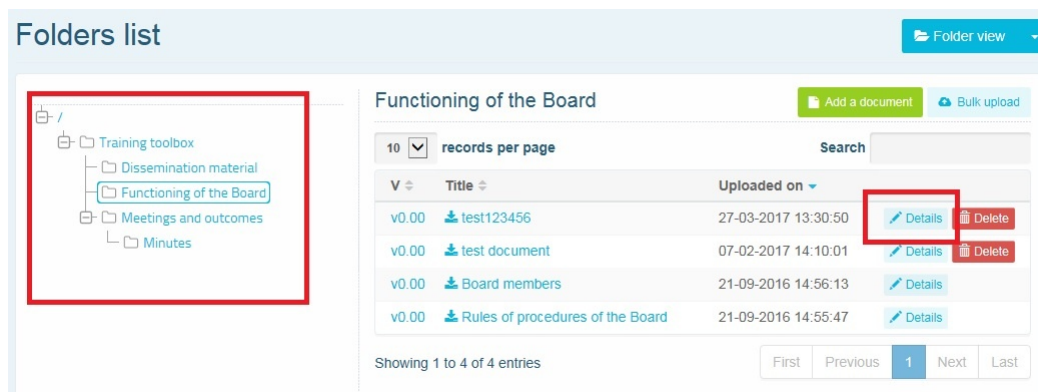
The Library is the storage area for all the files available in the network. Documents contained inside the library can be used as attachments in publications or they can be viewed directly in the Library

### 1. MOVING DOCUMENT WITHIN LIBRARY

Moving files can only be done in **Folder View** or **List View**

Files can be moved in **Folder View** in the following way:

1. Select the folder in which the file is located in the **Folder List**
2. Once selected click the **Details** button next to the file you want to move



3. Select the folder into which you want to move the file in the "**Folder containing document**", on the right.

4. Click **Update document information**

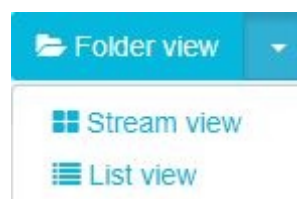


In List view the procedure is nearly identical, except there is no need to browse to the folder

1. Select **List View**

2. Click **Details** next to the file

The rest is the same as in **Folder View**





# Documents list

Add a document

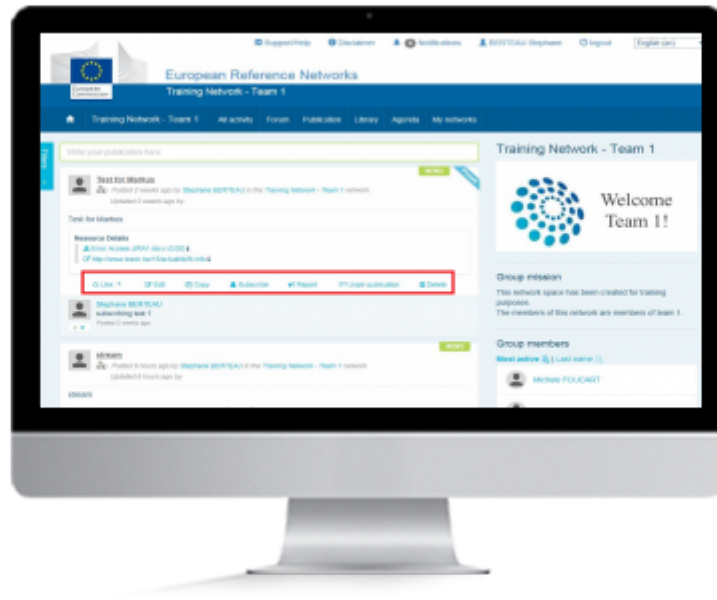
List view

10 records per page

Search in the library

V	Title	Description	File updated by	File updated on	Folder	Actions
v0.00	test123456	test123456		27-03-2017 13:30:21	Training Network - Team 2 / Training toolbox / Functioning of the Board	<div>Details</div> <div>Download</div> <div>Delete</div>

# LIKE NEWS



## LIKE

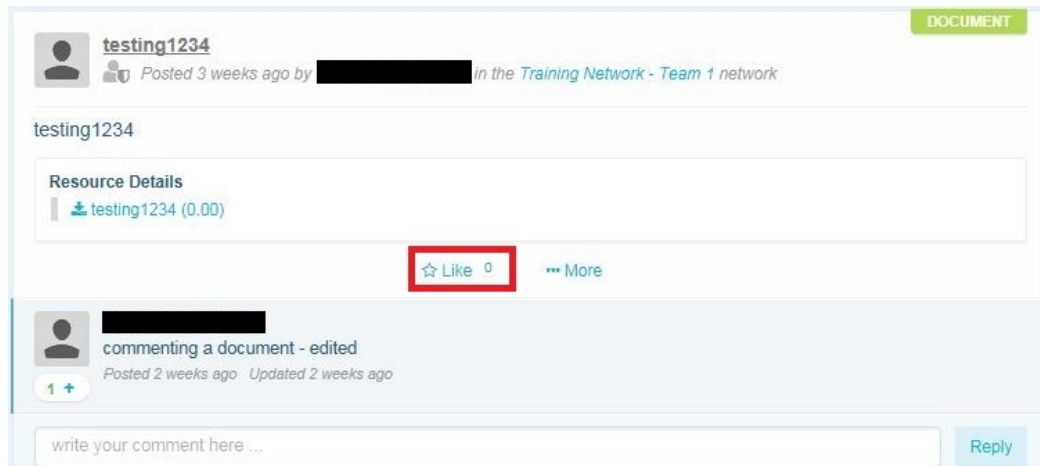
If you like any content in the network, be that a **Publication**, an **Event**, a **Discussion** or even a **Document**, you can express this by clicking the "**Like**" button

## 1. LIKE AND REMOVE LIKE BUTTON

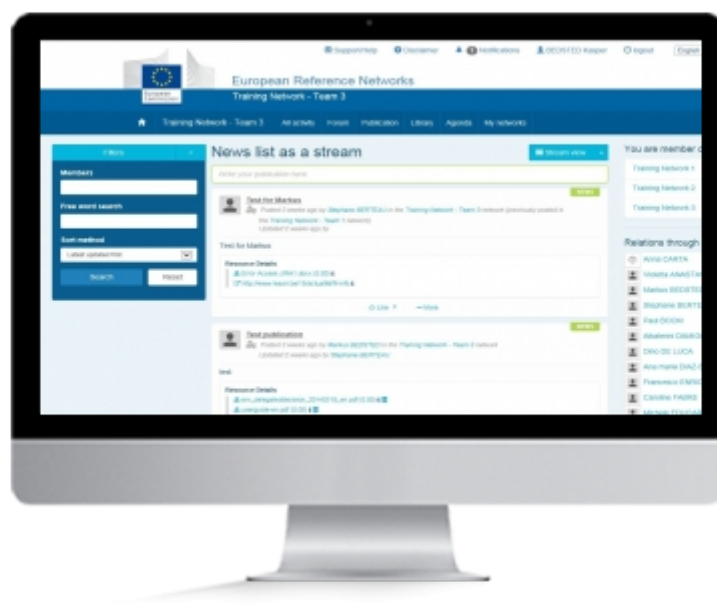
You can "**Like**" a File from the Library

The "**Like**" button is present below all publications

Click on "**Like**" below any publication will add "1" to the sum of likes on a post. It is possible to undo a like by pressing "**Remove Like**"



# FILTER IN THE LIBRARY



## FILTER CONTENT

With lots of different kinds of content to go through, filters can be a great way to find the exact thing you are looking for, without wasting time. Whether it is a specific Event, Publication, Discussion or even a Document you are looking for, filters can assist.

### 1. FILTER CONTENT

Filter can only be used when viewing content in **Stream View**

The filter can be accessed using the blue button on the left of the page



Once opened there are several way of filtering information

A sidebar titled "Filters" with a back arrow. It contains three sections: "Members" with a text input field, "Free word search" with a text input field, and "Sort method" with a dropdown menu showing "Latest updated first". At the bottom are "Search" and "Reset" buttons.

Filters

Members

Free word search

Sort method

Latest updated first

Search Reset

### By Member

- **1.** You can sort content by Member. Just type any part of a members name, first name or last name, and it will appear in the box.
- **2.** Click **search**

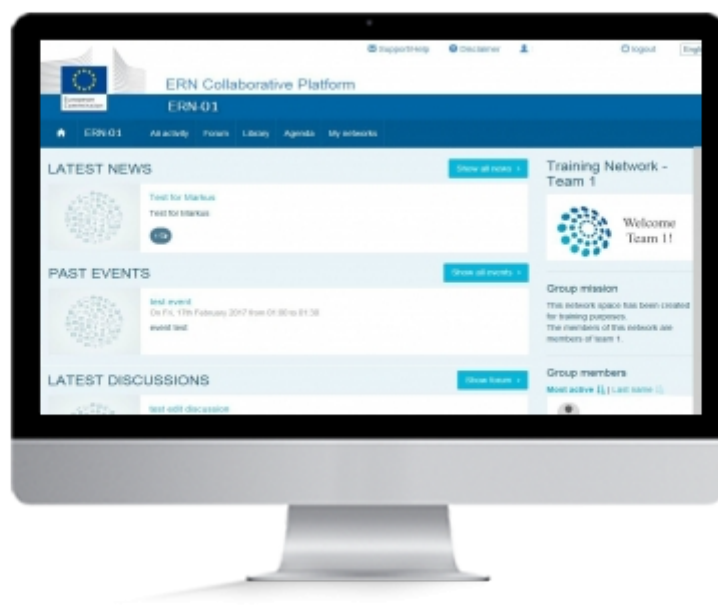
### Free word search

- **1.** Type in any word in the search box. It will search in the title and description of the content
- **2.** Click **search**

### Sort Method

- **1.** Content can be sorted by Latest Update First, Latest Created First and Most recent. Select from the dropdown menu
- **2.** Click **search**

# WELCOME PAGE



## WELCOME

Welcome page is your first stop when you access, or visits, a networks page. It shows you the latest content published within the network

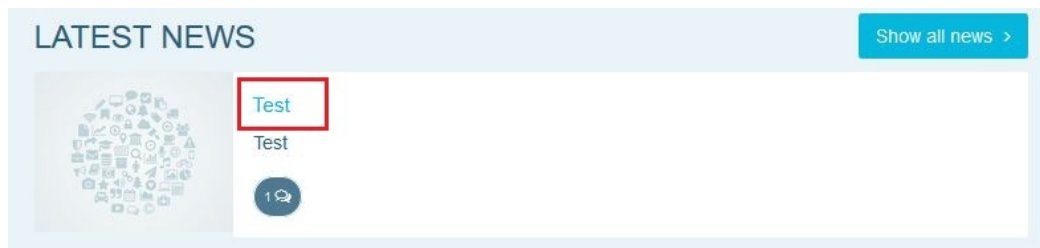
## 1. WELCOME PAGE

No content can be published from the Welcome Page

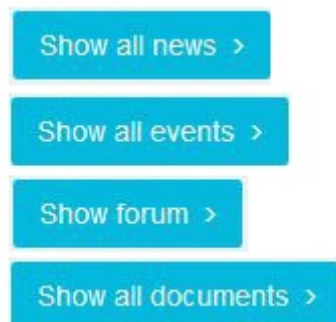
The Welcome Page will show the latest content published by members of the network.

Each individual item can be viewed by clicking on the title

*\* The grey icon below the title shows the amount of comments a publication has*



There are four different buttons that will appear on the Welcome page



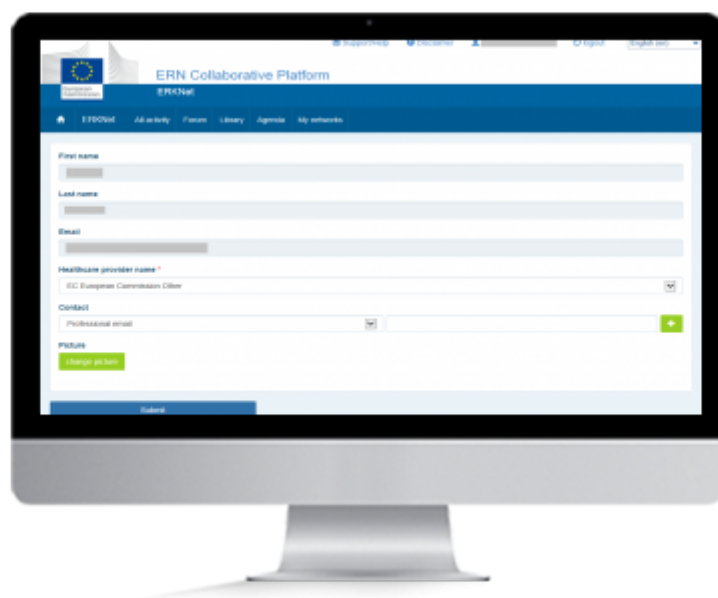
Clicking on **Show all news** will take you to the **All Activity** page

The **Show all events** button will take you to the **Agenda**

**Show forum** will navigate to the **Forums**

**Show all documents** will go to the **Library**

# MANAGE PROFILE



## MANAGE PERSONAL PROFILE

Keeping your personal profile up to date is important as it acts as your business card, within the network, letting other members of your network know who you are.

### 1. PROFILE

To access your personal profile click on your name at the top of the page



**First name**, **Last name** and **Email** can not be changed. These are taken from the information you entered when you registered for your EU Login



**All users have to be affiliated with a Healthcare provider ! You will have to select the correct Healthcare Provider.**

- Select the mandatory field "**Healthcare provider name \***"
- Click **Submit**

You will see a green banner saying "*Profile has been edited*"

The screenshot shows a form with a dropdown menu labeled "Healthcare provider name \*". The dropdown is open, showing a list of options. The first option is "EC European Commission Other", which is highlighted in blue. To the right of the dropdown, there is a red square icon with a white checkmark. Below the dropdown, there are input fields for "First name" and "Last name". Below those, there is an "Email" field. The dropdown menu lists various healthcare providers, including "Other", "EC European Commission Other", "MSR Member States Representative Other", "Austria", "AT02 St. Anna Kinderspital & St. Anna Kinderkrebsforschung Austria", "Belgium", "BE01 University Hospital Antwerp Belgium", "BE02 AZ Sint-Maarten Belgium", "BE03 University Hospital Liège Belgium", "BE04 Erasme Hospital Belgium", "BE05 University Hospitals Saint-Luc Belgium", "BE06 University Hospital Ghent Belgium", "BE07 Queen Fabiola Children's University Hospital Belgium", "BE08 Jules Bordet Institute Belgium", "BE09 University Hospital Brussels Belgium", "BE10 University Hospital Leuven Belgium", "Bulgaria", "BG01 Expert Center on coagulopathias and Congenital Anemias Bulgaria", "BG02 Expert Centre for Hereditary Neurologic and Metabolic Disorders Bulgaria", "BG03 MHAT "Sveta Marina" Bulgaria", "BG04 University Hospital "Alexandrovska" Sofia Bulgaria", "BG05 University Neurological Hospital "ST. Naum" Sofia Bulgaria", "BG06 USHATE "Acad. Ivan Penchev" Bulgaria", "BG07 Varna Expert Center of coagulopathies and rare anemias Bulgaria", "Croatia", "HR01 University Hospital Centre Zagreb Croatia", "Cyprus", "CY01 Archbishop Makarios III Hospital Cyprus", and "CY02 Cyprus Institute of Neurology and Genetics Cyprus".

## Contact

You can add as much contact information as you like. Just select from the dropdown menu. Fill in the information and click +. Continue until you have added all those you want other members to be able to see

The screenshot shows a form with a dropdown menu labeled "Contact". The dropdown is open, showing a list of options. The first option is "Professional email", which is highlighted in blue. To the right of the dropdown, there is a red square icon with a white plus sign. Below the dropdown, there are input fields for "Professional phone number", "Skype", "Facebook profile", "Twitter", "LinkedIn", "Viber", "Google +", "Personal email", "Personal phone number", and "Other".

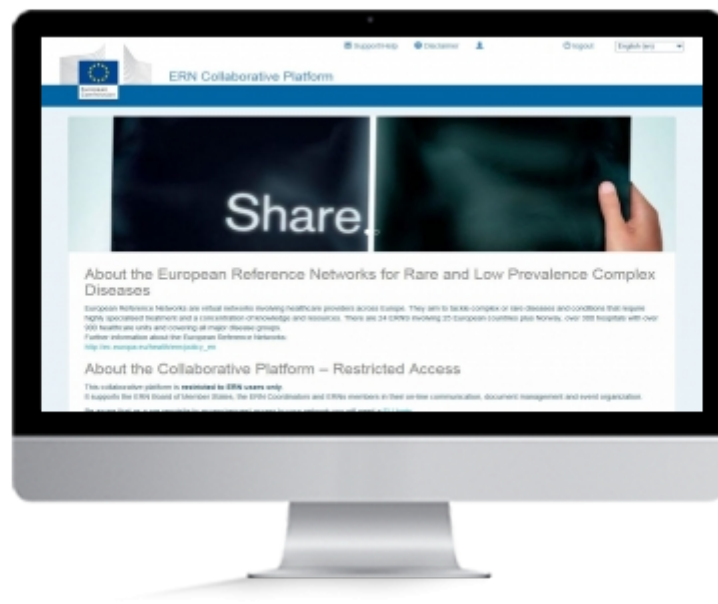
## Picture

You can change the picture displayed on your profile. This will replace the default picture shown next to your name when, for example, you publish content



Default Picture

# MANAGE REQUESTS & ACCESS TO A NETWORK



## MANAGE ACCESS TO A NETWORK

Management of each individual network is performed by the Networks Coordinator. The Coordinator will review all access requests to his or her network and access will only be granted to those eligible

### 1. REQUESTS : USER REQUESTS ACCESS TO A NETWORK YOU MANAGE

To request access to an ERN network, within the ERN Collaborative Portal, you must have an EU Login and you have to be affiliated with one of the participating Healthcare Providers

As the Coordinator you will get emails from users requesting access to your network

Click on the link "**approving it**" or "**rejecting it**"

## A request was made for network 'Training Network - Team 1'

automated-notifications@nomail.ec.europa.eu

Sent: Tue 14/02/2017 12:51

To: [REDACTED]

Retention Policy: EC Automated Email Deletion - Inbox (6 months) Expires: 16/08/2017

A new request has been saved for network [Training Network - Team 1](#)

Request made by [REDACTED]

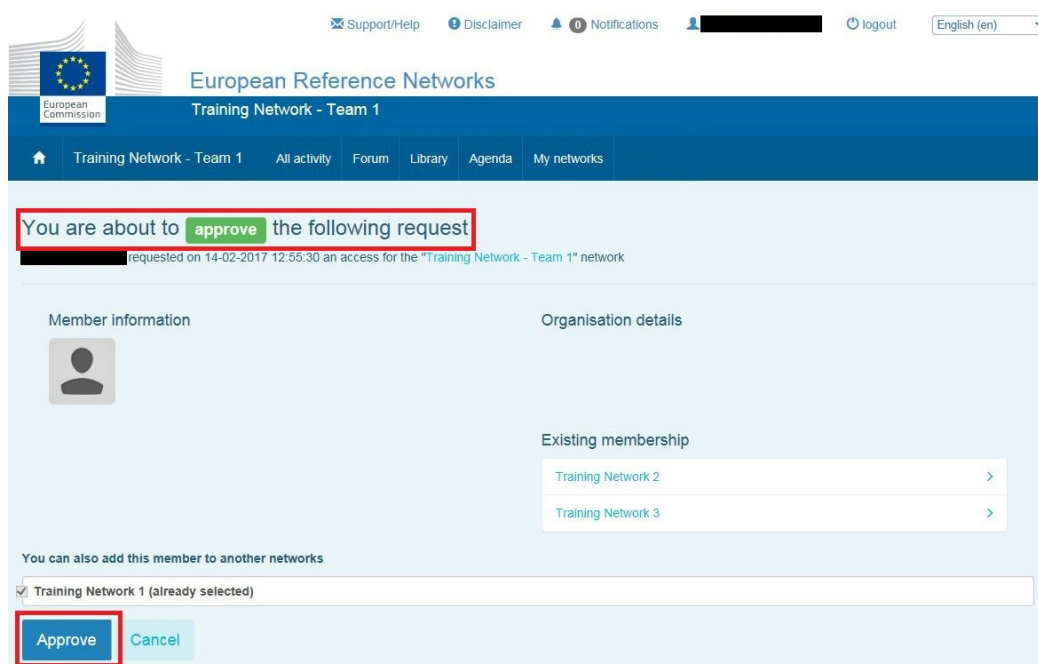
### Informations about the user

- Email [REDACTED]@[REDACTED]

You can rule this request by [approving it](#) or [rejecting it](#)

You can [Approve](#) an access request by clicking on the link "**approving it**" from the request email

- Click on **Approve** to grant access immediately or **Cancel** to postpone your decision




Similarly you can [Reject](#) an access request by clicking on the link "**rejecting it**" from the request email

- Click on **Reject** to refuse access immediately or **Cancel** to postpone your decision

You are about to **reject** the following request

requested on 14-02-2017 12:50:51 an access for the "Training Network - Team 1" network

Member information



Organisation details

Existing membership

- Training Network 2 >
- Training Network 3 >

Reject reason

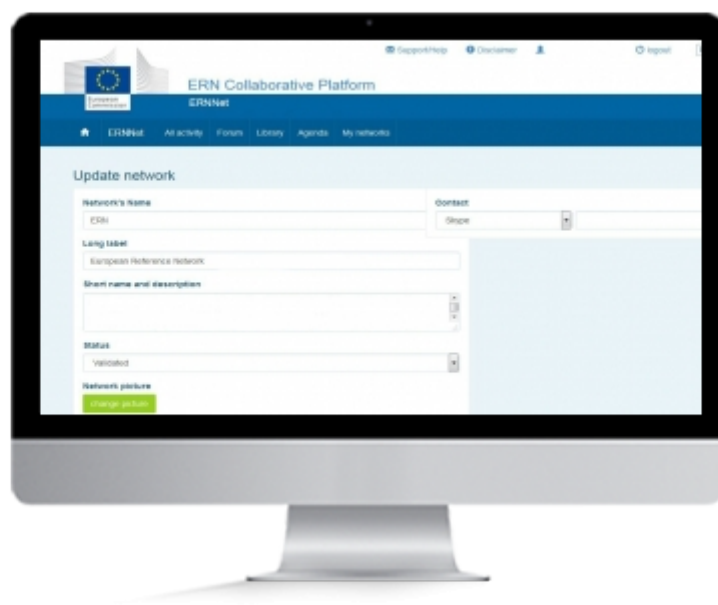
You can also Accept or Reject an access request from the **"Search & Join Networks"** page

**1.** From the button **"Manage requests and access to your network"**

**2.** Use the buttons **Thumb up** to **Approve** access or **Thumb down** to **Reject** access

Manage your requests and access						
Manage requests and access to your networks						
10 records per page	Search					
Requested on	Name of the network	Requested by	Ruled on	Ruled by	Status	Actions
14-02-2017 12:50:51	Training Network - Team 1				REQUESTED	<input type="button" value="Thumb up"/> <input type="button" value="Thumb down"/>

# EDIT YOUR NETWORK



## UPDATE NETWORK

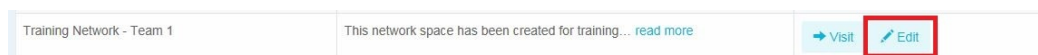
This page allows you to manage and edit the layout of the network, its details, update the contacts and network leaders

### 1. EDIT NETWORK

From the Networks page, click on the "**Search and Join Networks**" button



Click "**EDIT**" to access the Update Network page



In the **Update Network** view the following details can be modified

**Name of the Network :** Modify the name of the Network

**Long Label :** To give a longer and detailed name for the Network

**Short name and description :** Summary of the mission, aim of the Network and description

**Status :** - Validated : The Forum is active

- Rejected : Function currently disabled

- Closed : Forum can be viewed but no more editable and no more content can be added

**Network picture :** Click on the button "**Change Picture**" will open a pop-up window to brows for another image that will replace the main logo for the Network

**Contact :** This allows you to add contact information.

- **Skype :** Fill in the Skype user. If you have Skype installed and a plug-in in your browser, it will open Skype and call the mentioned person.
- **E-Mail :** Fill in the mail address of the person and it will open your mail to the mentioned person.
- **Adobe Connect :** Enter the Code for the Chat Room and it will open Adobe Connect

Note: Not fully effective by now and opens only the general commission Adobe Connect Chat Room

- **Viber :** Not in use
- **Policy Officer :** Only add "**add a title**" to a free field to fill in
- **Meeting Request :** Only add "**add a title**" to a free field to fill in
- **Other :** Only add "**add a title**" to a free field to fill in

Note : "+" will add a field and "-" will remove it but the changes will only take effect when the SAVE button will be clicked

Contact		
Skype	<input type="text"/>	+
Viber	testuser	-
Email	a@a.com	-
Policy Officer	Hans	-

## Network leaders.

- **Leaders ?** : When selected, it means this user becomes a leader for the network, a principal person but not a coordinator.


- **selected** : Add a blue banner besides the name of the user that is expendable when you go over it
- **not selected** : No banner at all. This is for a normal user



Network leaders		
First name	Last name	Leader ?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input checked="" type="checkbox"/>



A Leader is **only a visual effect** with nothing else than a **blue banner** expanding when your mouse goes over it.

Network Leader is only a reference like a participant to a publication or the most active.

Adding the title "Leader" has **no other effect than a visual effect**.



**Test meeting 28/01/2017**  
On Sat, 28th January 2017 from 08:00 to 09:00 ()  
Posted 3 weeks ago by  in the *Training Network - Team 1 network*  
Updated 3 weeks ago by 

**Network Leader** **Test meeting 28/01/2017**  
On Sat, 28th January 2017 from 08:00 to 09:00 ()  
Posted 3 weeks ago by  in the *Training Network - Team 1 network*  
Updated 3 weeks ago by 

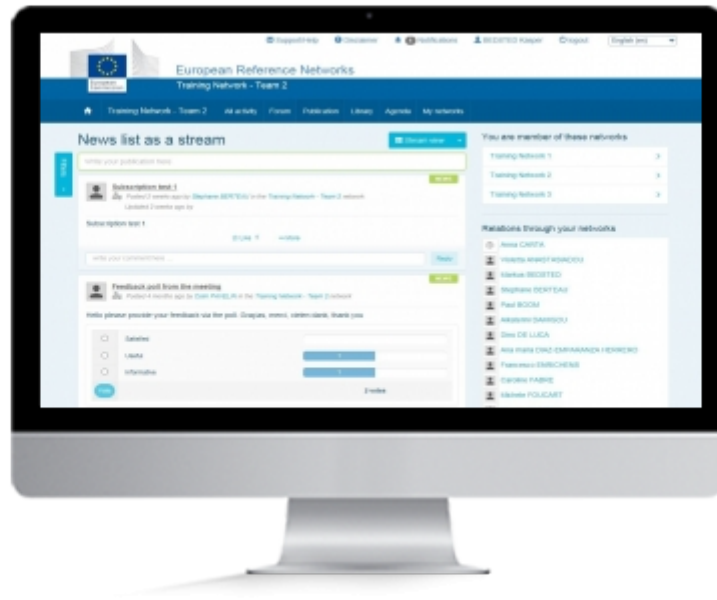
When finished you will need to Save the changes you have made

You will be redirected to the list of the networks (previous page) and a green banner will give the information **"Network updated"**

Save



# ADD NEWS



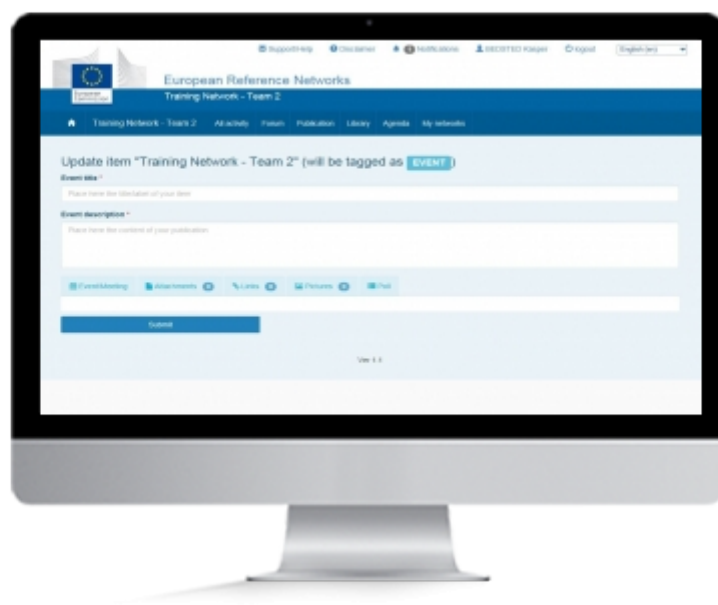
## NEWS

Publishing News is a great way to share information and knowledge with other members of the network. News can contain various kinds of content like Images, Links and more.

### 1. NEWS

1. Go to the **All Activity** menu
2. Click in the area where it says "*Write your publication here*"
3. Write the **title** for the news and the **body**
4. For adding content see Add content to News

# ADD CONTENT TO NEWS



## CONTENT

Add content to any type of Publication can be essential. Whether it is an Event/Meeting, a Discussion or even a Document. Content can be anything from a file containing discussion topics for a meeting, an image or even links to external content.

### 1. CONTENT

There are multiple types of content that can be added to any publication within the network

To add content first click **More**



## 2. EVENT/MEETING

Use this if the content you are publishing is a meeting or an event which is tied to a specific time and/or date.

- 1. Select the **Event/Meeting** Tab
- 2. Set a **date and time from** and a **date and time to**. alternatively select the **All day box** and no time is required, only date.
- 3. Enter an **Event Location**. No pre-set Locations are available
- 4. Select the **Adobe Connect box** if a Virtual Meeting Room is required. An attendee list will appear with the names of all users in the network.

## 3. FORUM

Use this function if you want the content you are publishing to be placed into one of the available forums.

- From the dropdown list select the forum in which you want your content to appear

Network1All activityForumLibraryAgendaMy networks

Update item "Training Network - Team 1" (will be tagged as **EVENT**)

Event title \*  
test event

Event description \*  
event test

Status  
Submitted

Event/Meeting

Meeting attendance

Forum

Attachments 0

Links 0

Pictures 0

Poll

If you want this item to be placed into a forum, please select the correct forum here

Forum

- None (first level)
- TEST2
- parent test 1
- retest form issue 346
- test bbb 123123123
- test sort
- test sub-forum
- test to be deleted

## 4. ATTACHMENTS

**Use this function if the content you are publishing requires an attachment. All document types are allowed except image documents which need to be attached under the pictures.**

1. Click on **Attach a document** and **select** from the dropdown "**from the library**" or "**Post a new document**"
2. Selecting from library will open a window with all files currently stored in the library of the network. Files can be selected by clicking the + sign. Multiple files can be selected if required
3. Once file or files are selected click **Close**
4. Selecting the post new document option will open a window where you can browse your own files stored on the device you are using. You cannot select multiple documents
5. Once file has been selected click **Close**

## 5. LINKS

**Use this function if the content you are publishing needs to be linked to external content.**

1. Click on **attach new link**
2. In the window that appears enter the address of the external content you wish to link to
3. Click **Post a new link**

## 6. PICTURES

**Use this function if you want the content you are publishing to have one or more pictures attached to it.**

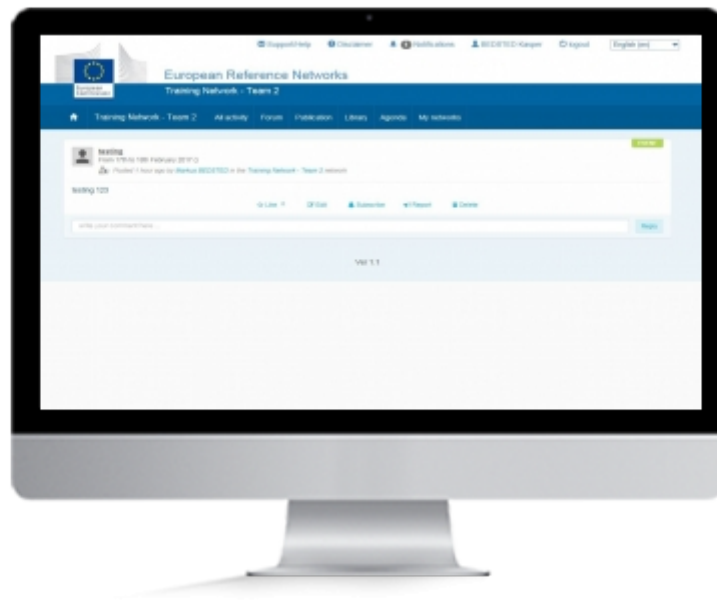
1. Click on **Add picture**
2. In the window that appears click **Browse**.
3. Select the image you want to attach and click **Open**. Multiple images are not supported in this view
4. Click **Close**
5. Repeat the procedure if multiple images need to be attached

## 7. POLL

**Use the function if you would like to attach a poll to the content you are publishing, enabling the members of the network to vote for a single or multiple choice.**

- 1. Fill in Poll choice list.** This is the different choices the members of the network will have, for example Yes or No, or 1, 2 and 3. Fill in the choice and click **Add choice**. Repeat until all choices have been added
- 2. Click Options**
- 3. Fill in Poll title** if it is different from the title of the content you are publishing
- 4. Select the type of poll, single choice or multiple choice**
- 5. Select a date**, if the poll is supposed to run for specific duration of time
- 6. Select the Show result policy.** This will determine how the result of the Poll is shown.
  - **Always show result:** This means that the current result of the poll will display and will update continuously as members vote.
  - **At the end of the vote:** Means that Members can vote, but the result of the Poll will not be displayed until the Poll comes to an end, if a end-date was set in step 5.
  - **After the user voted:** Means the current result will only show when a member casts his/her vote

# SUBSCRIBE TO GET NOTIFICATIONS



## SUBSCRIBE

With content published in in all parts of the network it can be difficult to keep up to date with all changes. Subscribe to any publication, whether it is in the Forum, Agenda or News to get instant notifications for any changes or updates. Notifications will be send as an email as soon as they are performed so you will never miss an important update.

### 1. SUBSCRIBE TO CONTENT

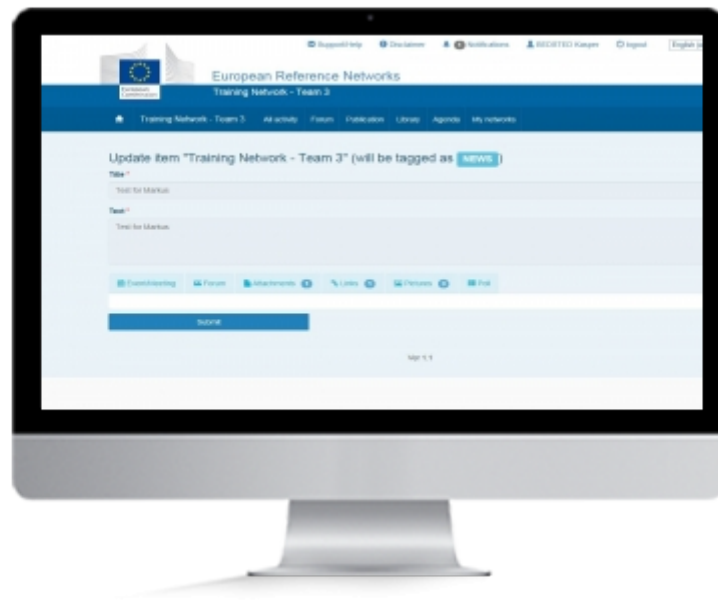
1. Find the item you wish to subscribe to.
2. Press **More**.
3. Click on **Subscribe**.

Follow the same process to remove a subscription



# EDIT NEWS

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## EDIT CONTENT

Published something that needs to be changed? No problem, you can always go back and edit content that has already been published. You can also add additional content to an already existing publication.

## 1. EDIT

To Edit any item in the network be that **News**, **Discussion**, **Event** or a **Document** the procedure remains the same.

1. Click on "**More**" below the item

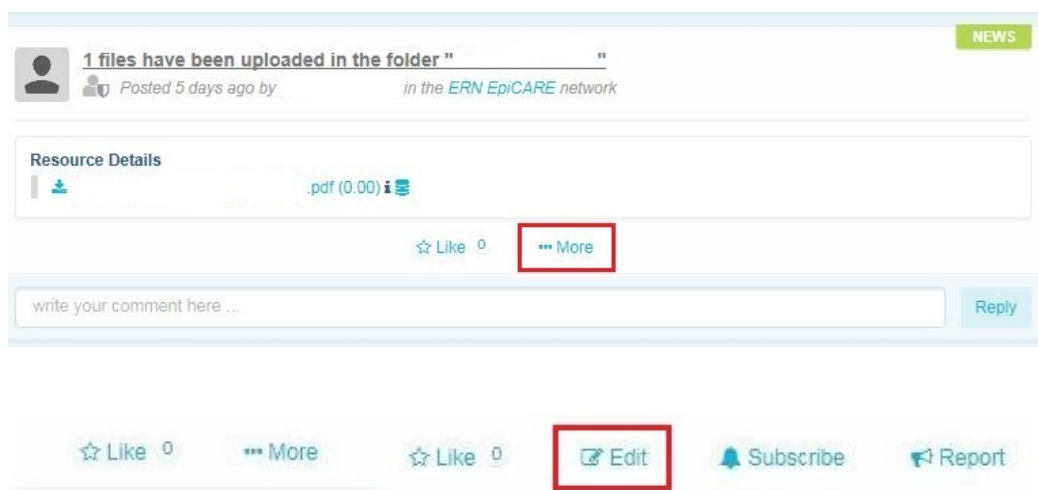
2. Click **Edit**

3. Add the content

4. When the Title and Text are edited, you can change the status of the content.

- **Submitted** : The status will remain the same and the content is still visible
- **Rejected** : The status changes and the content is still visible only for the Coordinator. The content is frozen and can not be edited anymore.

5. Click **Submit**

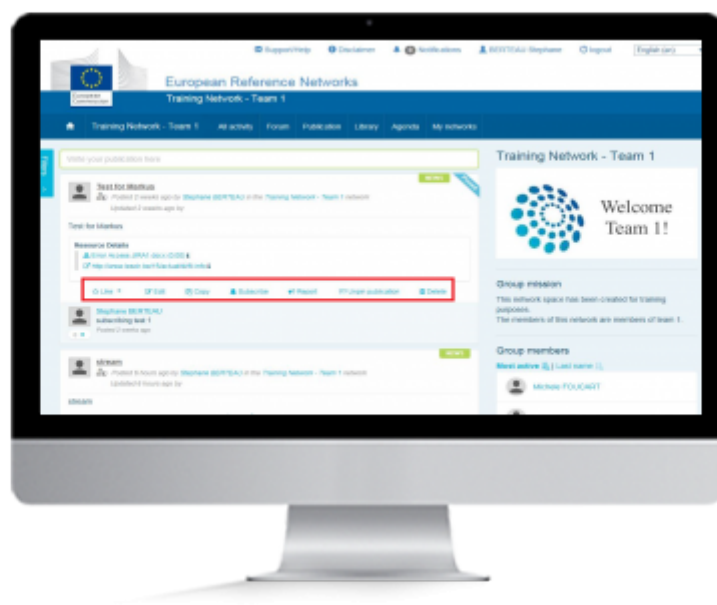


- **Note 1:** Editing these two fields can only be done by the person who created the publication or the Coordinator
- **Note 2:** If someone without rights tries to edit Title and Text and submit it there is a message it was successful, but the edit is not saved
- **Note 3:** In Edit mode it is also possible to Add items to a publication. The following items can be added

► **Event/Meeting, Forum, Attachment, Links, Pictures and Poll**



# LIKE PUBLICATION



## LIKE

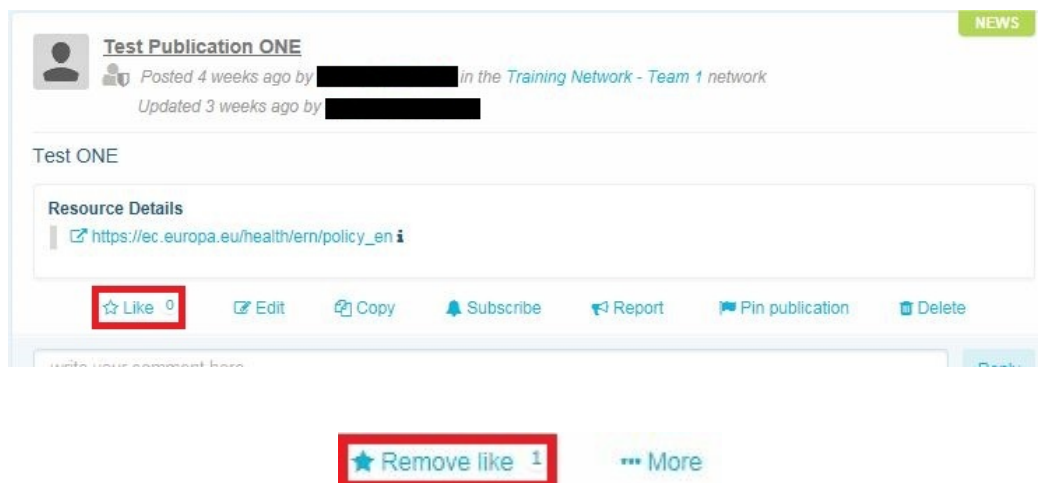
If you like any content in the network, be that a **Publication**, an **Event**, a **Discussion** or even a **Document**, you can express this by clicking the "**Like**" button

## 1. LIKE AND REMOVE LIKE BUTTON

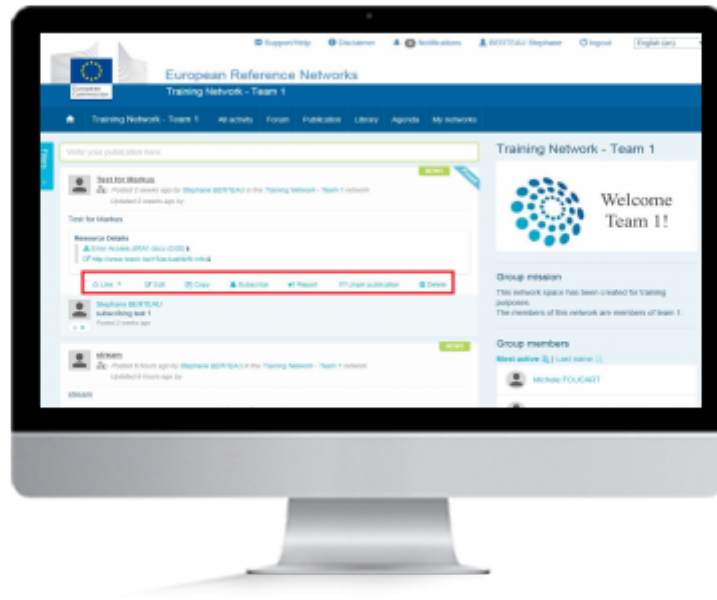
You can "**Like**" a Publication

The "**Like**" button is present below all publications

Click on "**Like**" below any publication will add "1" to the sum of likes on a post. It is possible to undo a like by pressing "**Remove Like**"



# COPY NEWS

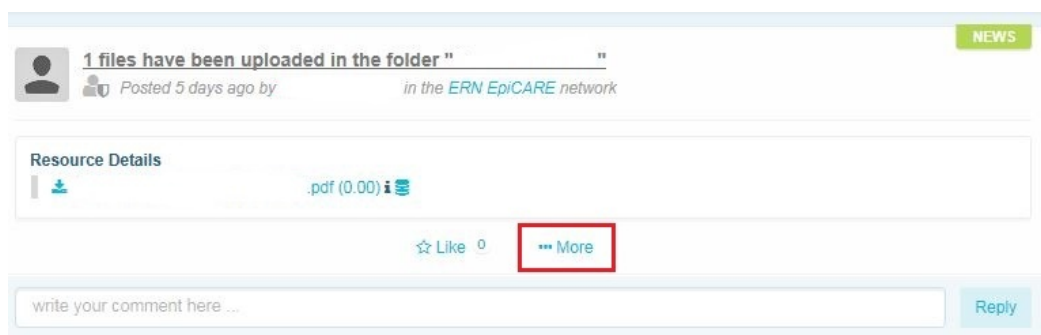


## COPY

Copy content is a useful tool for sharing content across multiple networks. Whether it is a News item, Discussion, Event, or even a Document, using Copy will allow you to instantly share with another network you have access to.

### 1. COPY NEWS

1. Click **More**
2. Click **Copy**
3. Click **Duplicate**





When clicking copy the message is shown saying :

*"When a discussion is duplicated, comments are removed from the duplicated one and commenting the copy will not be allowed."*

Also when choosing duplicate, the options **Like, Edit, Copy, Subscribe, Report, Pin** and **Delete** appears, as well as the comment field.

When you are in the selected **News**, click on the Destination network **arrow** and choose the network where you want the **News** to be copied.

Click then on **Duplicate**

ERN Collaborative Platform

Network 1

You are about to **duplicate** the following publication

**stream** NEWS

Posted 2 days ago by [redacted] in the Training Network - Team 1 network  
Updated 2 days ago by

stream

☆ Like 0 ... More

write your comment here ... Reply

Please be advised that when a publication is duplicated, comments are removed from the duplicated one and commenting the copy will not be allowed

Destination network

(None) ⌵

**Duplicate**

# REPORT NEWS



## REPORT CONTENT

Reporting any item will always be a controversial subject. Is content offensive, factually incorrect, libellous or in any other way not fit to be posted in the network? Whichever the reason, it will be the network Coordinator who decides what happens next.

## 1. REPORT MANAGEMENT

Network coordinator will get an email notification whenever someone reports content within the network.

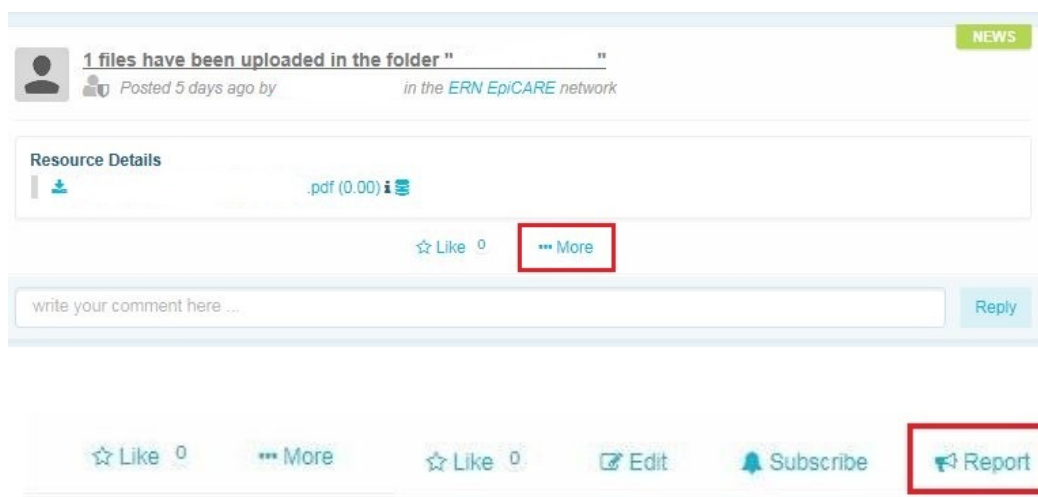
To manage a report of any item in the network (News, Discussion, Event or a File) the procedure remains the same.

**The user will do this :**

- **1.** Click on "**More**" below the item
- **2.** Click **Report**
- **3.** In the window that opens write why the item is being reported
- **4.** Click **Submit** report

**The coordinator will get an e-mail :** (See picture below)

- **1.** Click on the **link** of the publication from your e-mail ► this will open the page of the publication in your browser.
- **2.** Coordinator has the possibility to analyse the complaint and use the **delete** button **or edit** this publication.



### A publication was reported for moderation

automated-notifications@nomail.ec.europa.eu

Sent: Thu 19/01/2017 11:52

To: [REDACTED]

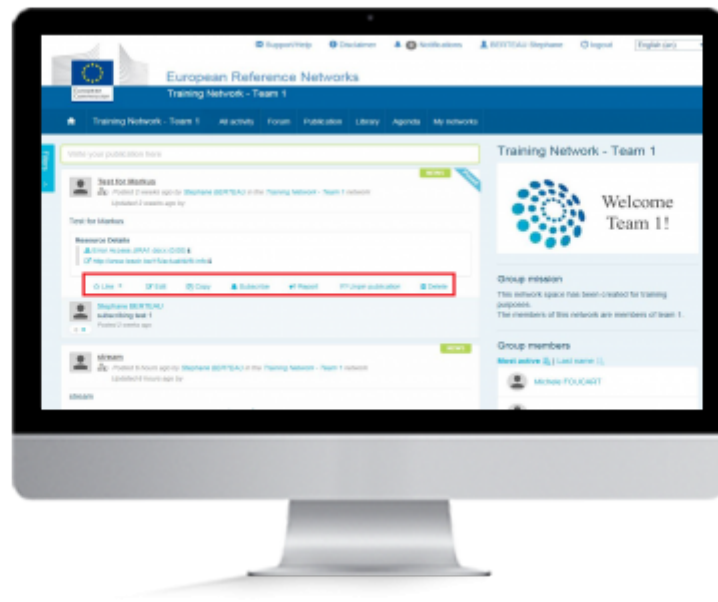
Retention Policy: EC Automated Email Deletion - Inbox (6 months) Expires: 21/07/2017

[REDACTED] decided to report this publication [Test for Markus](#)

The comment was:

"Test 2"

# PIN NEWS



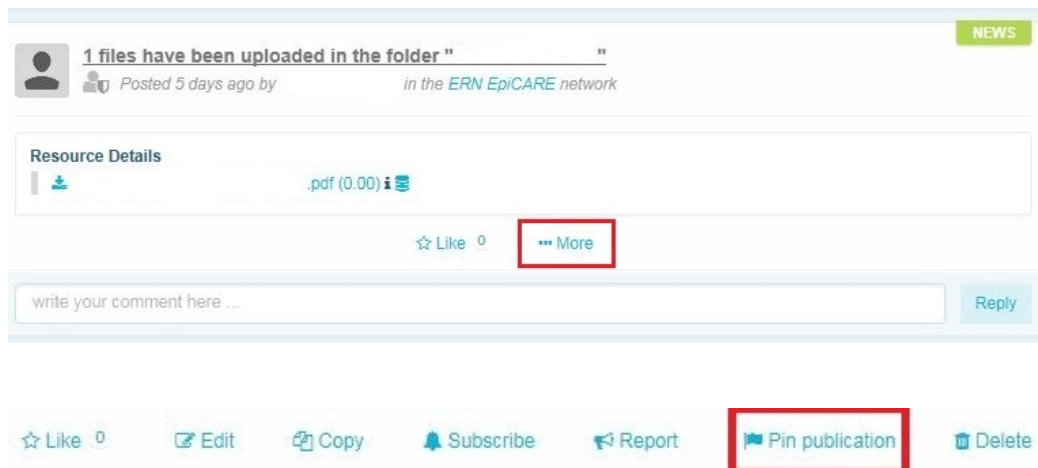
## PIN NEWS

It is possible to Pin a News item. This will put the pinned News on top of the stream, even if new News items are added. If several News items are pinned they will appear in the order they were pinned.

## 1. PIN PUBLICATION

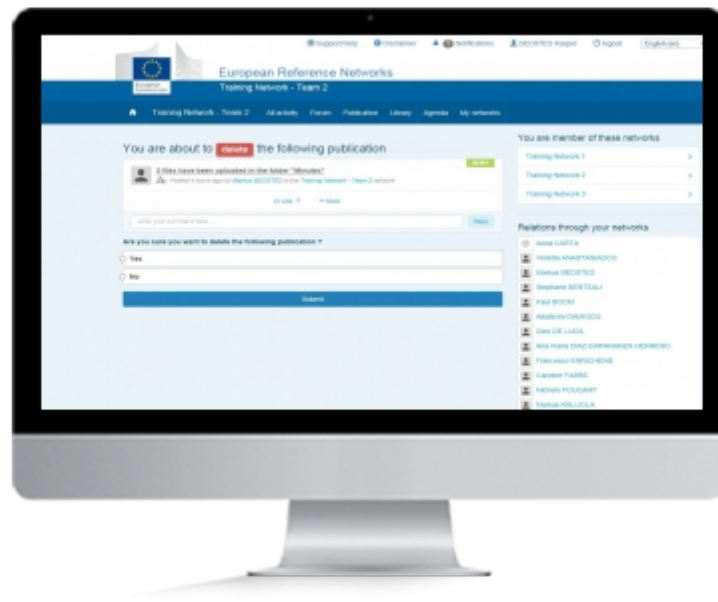
1. Click on **More**
2. Click on **Pin Publication**

The same procedure can be used to unpin a News item





# DELETE CONTENT



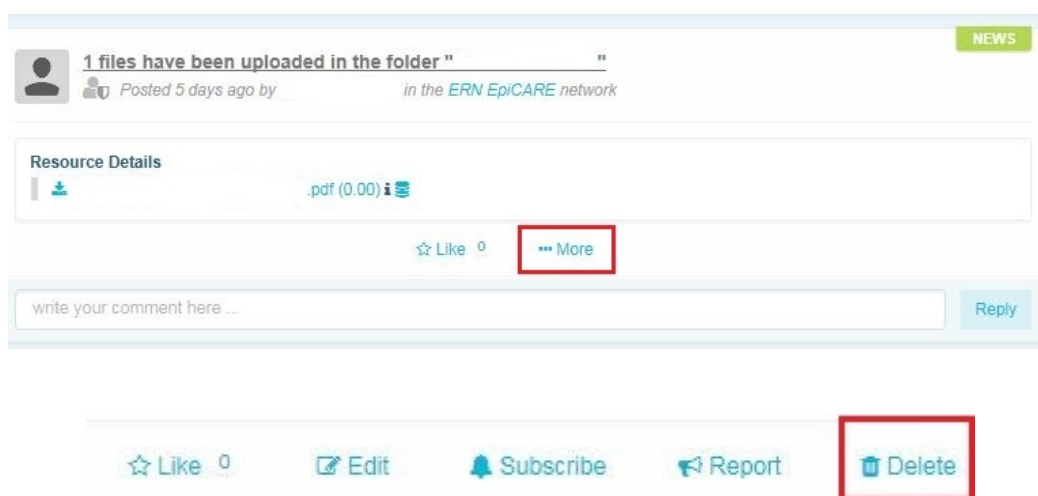
## DELETE SOMETHING

Need to remove a **News** item, an **Event**, a **File** or a **Discussion** you have posted? No problem, you can always go back and delete previously published content.

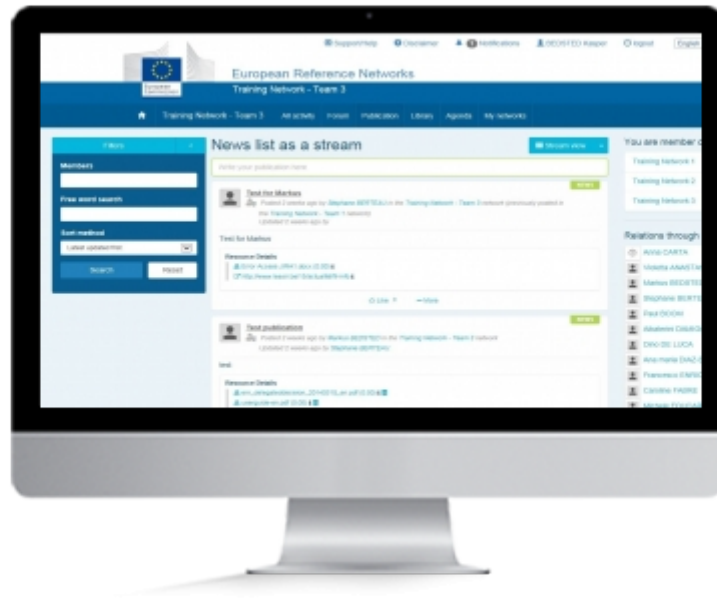
## 1. DELETE

To **Delete** any item in the network be that a **News** item, **Discussion**, **Event** or a **Document** the procedure remains the same.

1. Click on "**More**" below the item
2. Click **Delete**
3. A window will appear asking you if you are sure
4. Select **yes**
5. Click **Submit**



# FILTER NEWS



## FILTER CONTENT

With lots of different kinds of content to go through, filters can be a great way to find the exact thing you are looking for, without wasting time. Whether it is a specific Event, News, Discussion or even a Document you are looking for, filters can assist.

### 1. FILTER CONTENT

The Filter can be accessed using the blue button on the left of the page



Once opened there are several way of filtering information

Filters

<

**Content type**

☐ Discussions

☐ Events

☐ Library documents

☐ News

**Members**

**Free word search**

**Sort method**

Latest updated first

▼

Search

Reset

## By Content type

You can select which type of content you wish view.

- **1.** Tick the box for the content, **Discussion, Events, Library documents** or **Publication**
- **2.** If you click **Search** now it will show only the type of content you selected in step 1. You can further narrow this by using the other options explained below.

## By Member

- **1.** You can sort content by Member. Just type any part of a members name, first name or last name, and it will appear in the box.
- **2.** Click **Search**

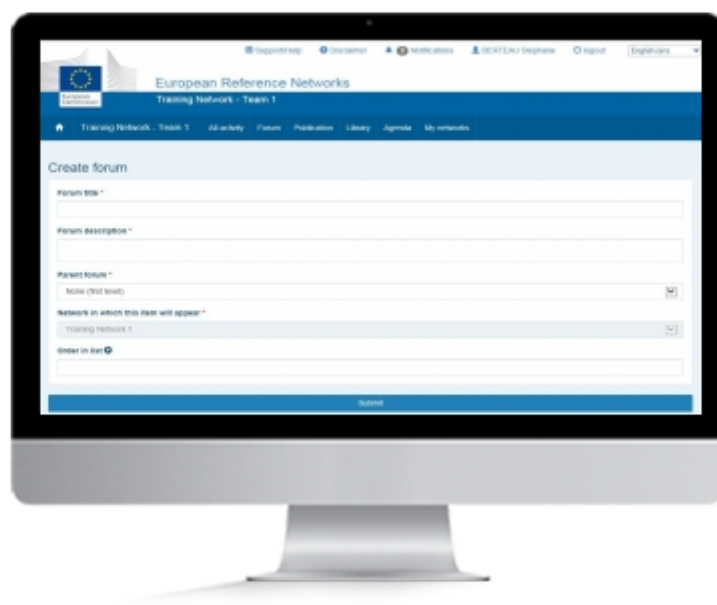
## Free word search

- **1.** Type in any word in the search box. It will search in the title and description of the content
- **2.** Click **Search**

## Sort Method

- **1.** Content can be sorted by Latest Update First, Latest Created First and Most recent. Select from the dropdown menu
- **2.** Click **Search**

# ADD A FORUM



## FORUM

The Forum is an excellent place for working groups to come together and share information and knowledge.

## 1. ADD/CREATE A FORUM TO THE NETWORK

Open the Forum page from the main menu



Click on the green "**Add a Forum**" button.



### **CREATE A FORUM (FIELDS):**

Note : (\*) Mandatory fields

- **Forum Title\*** : Name your Forum with a pertinent title.
- **Forum Description\*** : Write a pertinent description of what your Forum is all about.
- **Parent Forum\*** : A Forum belongs by default to the none (first level) Parent Forum.

Note : A first Forum is the root (none(1st.level)).

A Forum created within the root Forum becomes a parent Forum.

This field allows you to choose the correct root Forum it belongs to.

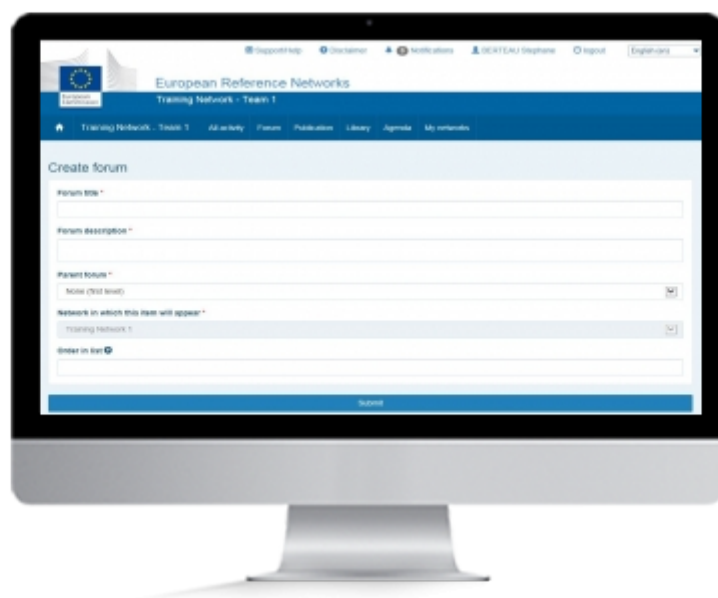
- **Network in which this item will appear\*** : Inactive button. It gives the name of the Network you're publishing from.
- **Order in List** : When entering a figure here (1;5...) It will set your publication at the top of the list (1) or below.

When all the needed information is added, you can validate the creation of your Forum with the button :

### **SUBMIT**



# EDIT FORUM DETAILS



## FORUM

The Forum is an excellent place for working groups to come together and share information and knowledge.

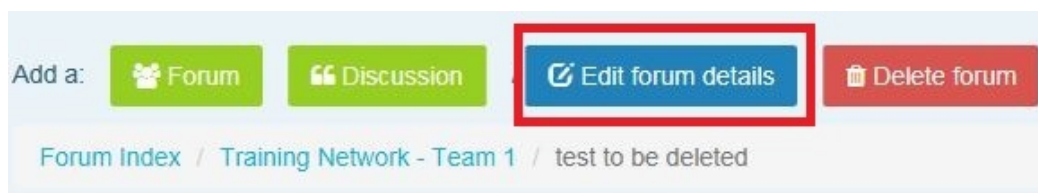


## 1. EDIT A FORUM OF YOUR NETWORK

Open the Forum page from the main menu



Click on the blue "Edit forum details" button.



### **EDIT A FORUM (FIELDS):**

Note : (\*) Mandatory fields

- **Forum Title\*** : Name your Forum with a pertinent title.
- **Forum Description\*** : Write a pertinent description of what your Forum is all about.
- **Parent Forum\*** : A Forum belongs by default to the none (first level) Parent Forum.

Note : A first Forum is the root (none(1st.level)).

A Forum created within the root Forum becomes a parent Forum.

This field allows you to choose the correct root Forum it belongs to.

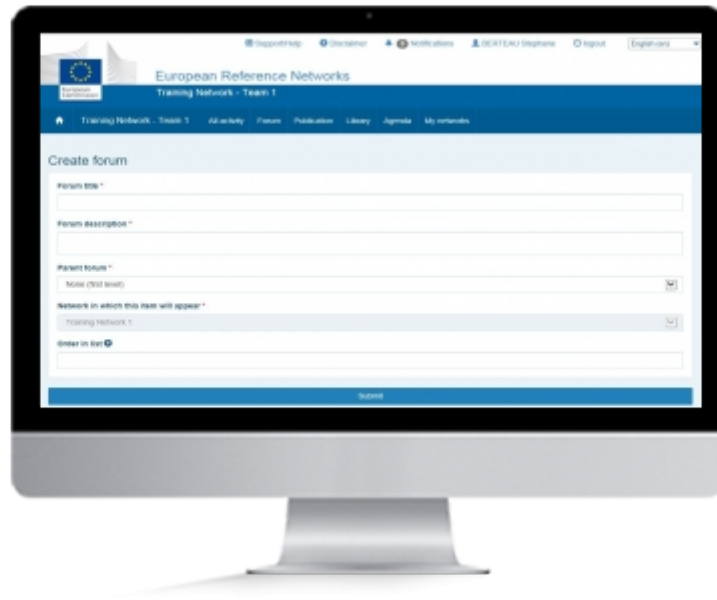
- **Network in which this item will appear\*** : Inactive button. It gives the name of the Network you're publishing from.
- **Order in List** : When entering a figure here (1;5...) It will set your publication at the top of the list (1) or below.

When all the needed information is added, you can validate the creation of your Forum with the button :

### **SUBMIT**



# DELETE FORUM



## FORUM

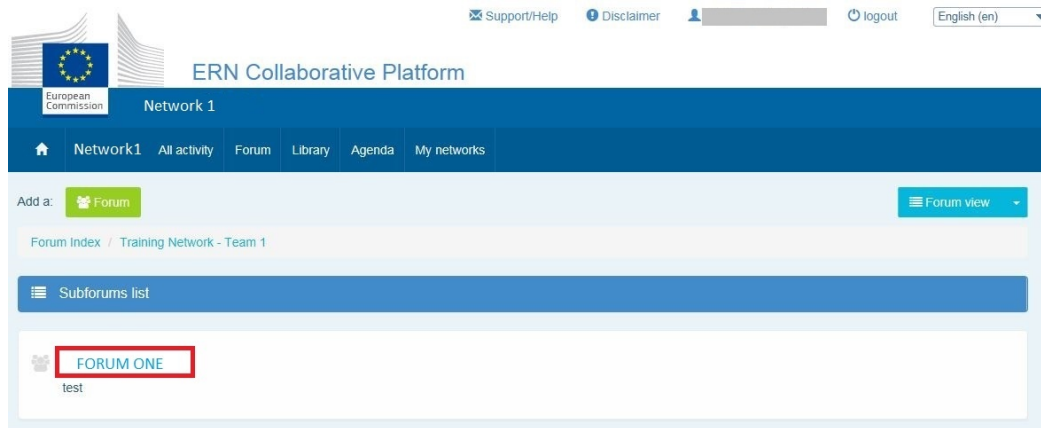
The Forum is an excellent place for working groups to come together and share information and knowledge.

### 1. DELETE A FORUM

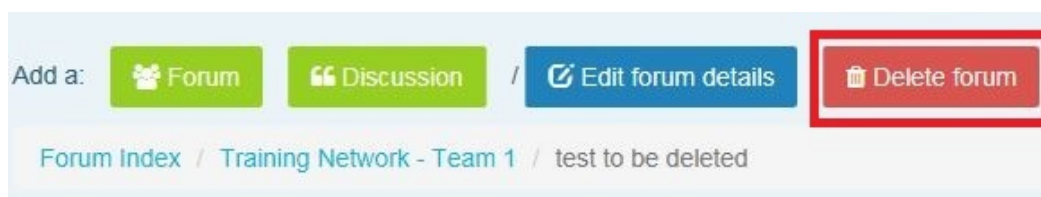
Open the Forum page from the main menu



Enter the Forum you want to delete



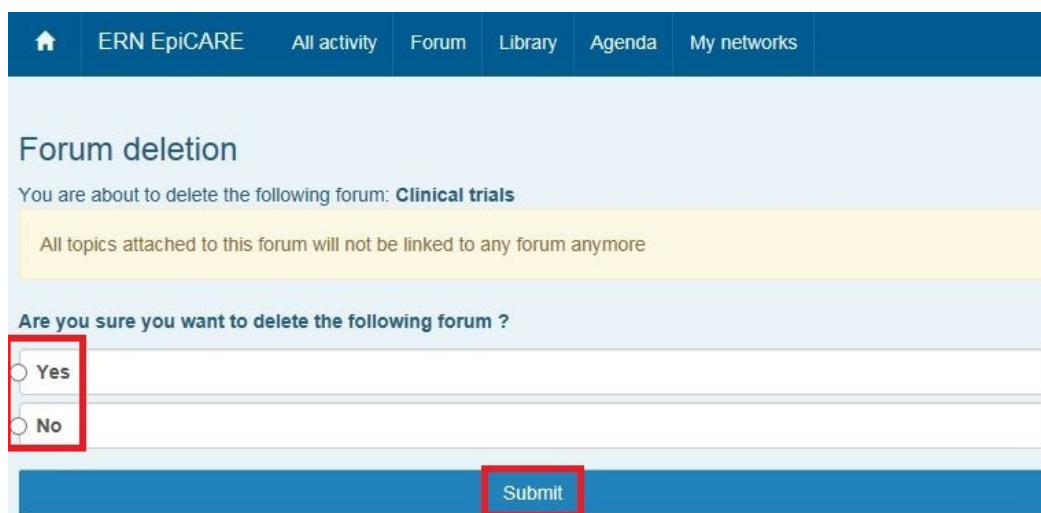
Click on the red "**Delete forum**" button.



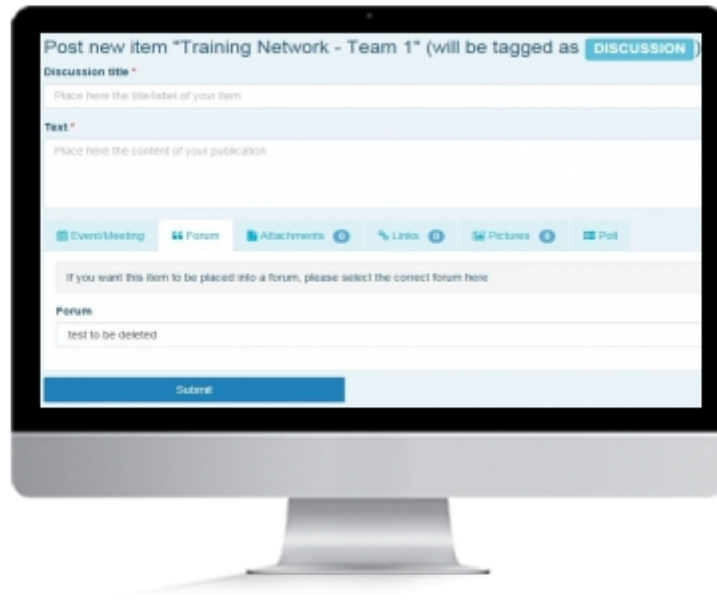
1. Select the **Yes** or **No** button to confirm your decision

2. Click on **Submit**

You go back to the main forum page with message confirming the deletion.



# ADD DISCUSSION

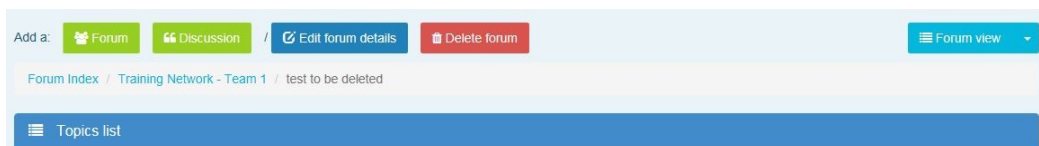


## DISCUSSION

Discussion is an exchange of knowledge. Using Discussions is a great way to allow members of the network to interact on a specific topic.

### 1. OPEN A FORUM TO WHICH YOU WANT TO ADD A DISCUSSION

From the chosen Forum page, click the green button "DISCUSSION"



## 2. FILL IN THE MANDATORY FIELDS AND MORE IF NEEDED

### Fields in the DISCUSSION Creation Window.

Note : (\*) Mandatory fields

Note : the title "Post new item" \*\*\*\* (will be tagged as **DISCUSSION**)

- **Discussion title\***: Write here a relevant title for your discussion
- **Text \*** : Write here the content the discussion is all about
- **6 different Tabs buttons to implement your discussion (See Below)**

### Go to Add content to a discussion

- **Forum** (list of choices) :

A first Forum is the root (none(1st.level)).

A Forum created within the root Forum becomes a parent Forum.

This field allows you to choose the correct root Forum is belongs to.

Note : In a DISCUSSION, the Forum list will be the FORUM title by default



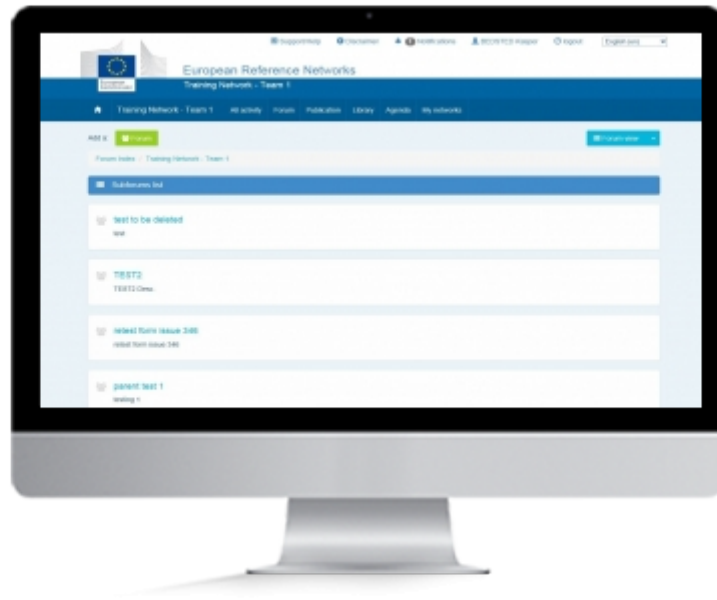
## 3. FINISH DISCUSSION CREATION

When all the needed information is added, you can validate the creation of your Forum with the button :

### **SUBMIT**



# POST MESSAGE



## FORUM

The Forum is an excellent place for working groups to come together and share information and knowledge.

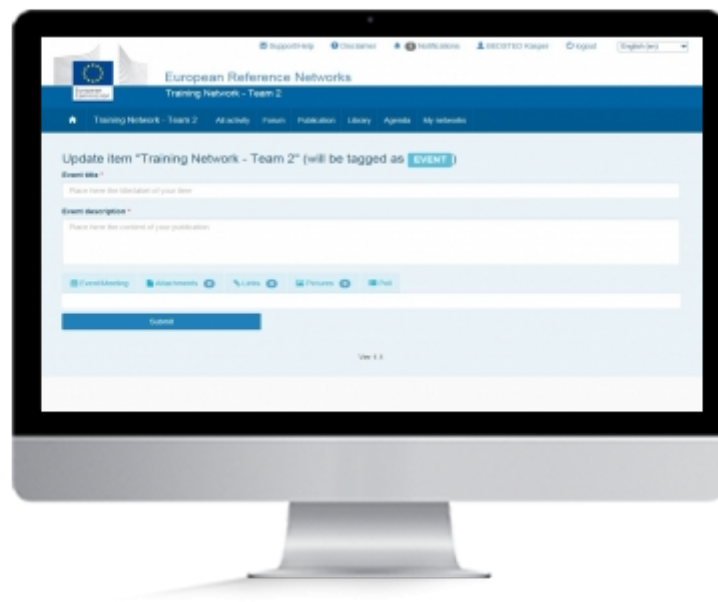
### 1. POST MESSAGE

You can post a message in any **Discussion**.

1. Open the **Discussion** you wish to post a message in.
2. Click in the area where it says "**write your comment here**"
3. When done click **Reply**

It is not possible to add any content to a reply in a discussion. In order to do that you have to add it to the very first post in the discussion by clicking **More**. See add content to discussion

# ADD CONTENT TO DISCUSSION



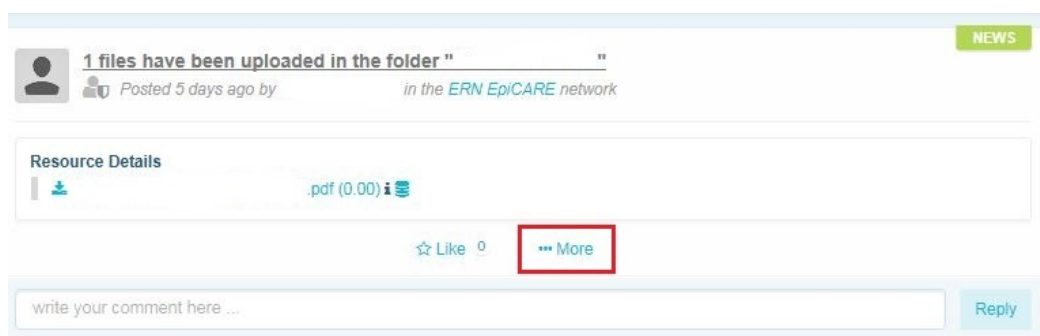
## CONTENT

Add content to any type of Publication can be essential. Whether it is an Event/Meeting, a Discussion or even a Document. Content can be anything from a file containing discussion topics for a meeting, an image or even links to external content.

### 1. CONTENT

There are multiple types of content that can be added to any publication within the network

To add content first click **More**



## 2. EVENT/MEETING

**Use this this function if the content you are publishing is a meeting or an event which is tied to a specific time and/or date.**

1. Select the **Event/Meeting** Tab
2. Set a **date and time from** and a **date and time to**. Alternatively you can select the **All day** box and no time will be required.
3. Enter an **Event Location**. No pre-set Locations are available.
4. Select the **Adobe Connect** box if a Virtual Meeting Room is required. An attendee list will appear with the names of all users in the network.

## 3. ATTACHMENTS

**Use this this function if the content you are publishing requires an attachment. All document types are allowed except image documents which need to be attached under the pictures.**

1. Click on **Attach a document** and select from the dropdown "**from the library**" or "**Post a new document**"
2. Selecting from library will open a window will all files currently stored in the library of the network. Documents can be selected by pressing the + sign. Multiple documents can be selected if required
3. Once Document(s) are selected click **Close**
4. Selecting the **post new document** option will open a window where you can browse your own files stored on the device you are using. You cannot select multiple documents
5. Once the document is selected click **Close**

## 4. LINKS

**Use this this function if the content you are publishing needs to be linked to external content.**

1. Click on **attach new link**
2. In the window that appears enter the address of the external content you wish to link to
3. Click **Post a new link**



## 5. Pictures

**Use this this function if you want the content you are publishing to have one or more pictures attached to it.**

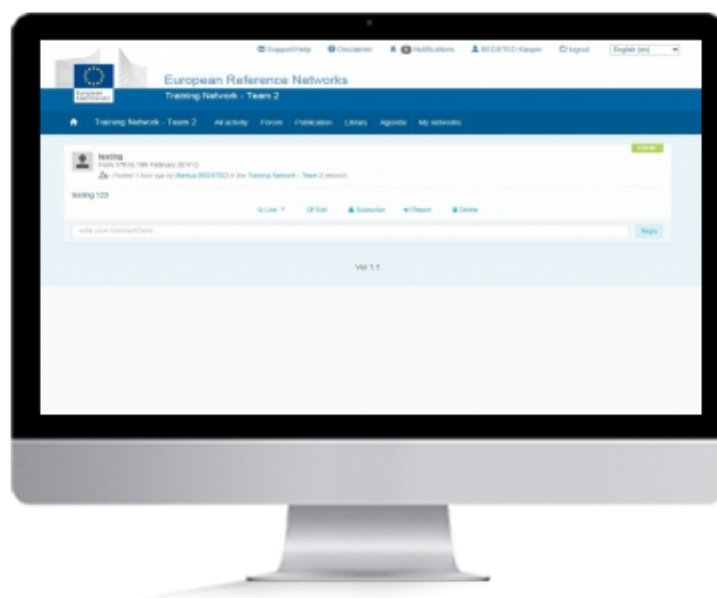
1. Click on **Add picture**
2. In the window that appears click **Browse**.
3. Select the image you want to attach and press **Open**. Multiple images are not supported in this view
4. Press **Close**
5. Repeat the procedure if multiple images need to be attached

## 6. POLL

**Use the function if you would like to attach a poll to the content you are publishing, enabling the members of the network to vote for a single or multiple choice.**

1. Fill in **Poll choice list**. This is the different choices the members of the network will have, for example Yes or No, or 1, 2 and 3. Fill in the choice and click **Add choice**. Repeat until all choices have been added
2. Click **Options**
3. Fill in **Poll title** if it is different from the title of the content you are publishing
4. Select the type of poll, **single choice** or **multiple choice**
5. Select a **date**, if the poll is supposed to run for specific duration of time
6. Select the **Show result policy**. This will determine how the result of the Poll is shown.
  - **Always show result:** This means that the current result of the poll will display and will update continiously as members vote.
  - **At the end of the vote:** Means that Members can vote, but the result of the Poll with not be displayed until the Poll comes to an end, if a end-date was set in step 5.
  - **After the user voted:** Means the current result will only show when a member casts his/her vote

# SUBSCRIBE TO GET NOTIFICATIONS



## SUBSCRIBE

With content published in in all parts of the network it can be difficult to keep up to date with all changes. Subscribe to any publication, whether it is in the Forum, Agenda or News to get instant notifications for any changes or updates. Notifications will be send as an email as soon as they are performed so you will never miss an important update.

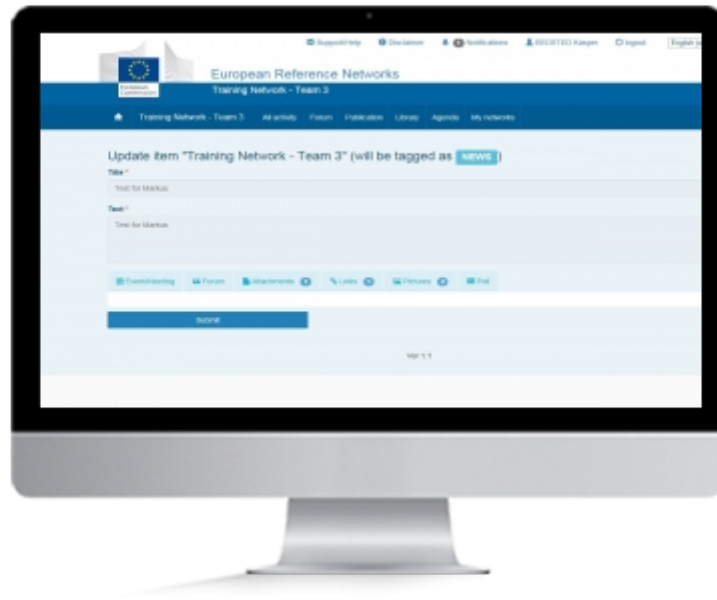
### 1. SUBSCRIBE TO CONTENT

1. Find the item you wish to subscribe to.
2. Click **More**.
3. Click **Subscribe**.

Follow the same process to remove a subscription



# EDIT DISCUSSION



## EDIT CONTENT

Published something that needs to be changed? No problem, you can always go back and edit content that has already been published. You can also add additional content to an already existing Discussion

## 1. EDIT

To Edit any item in the network be that a Discussion, Forum post, Event or a File the procedure remains the same.

1. Click "**More**" below the item

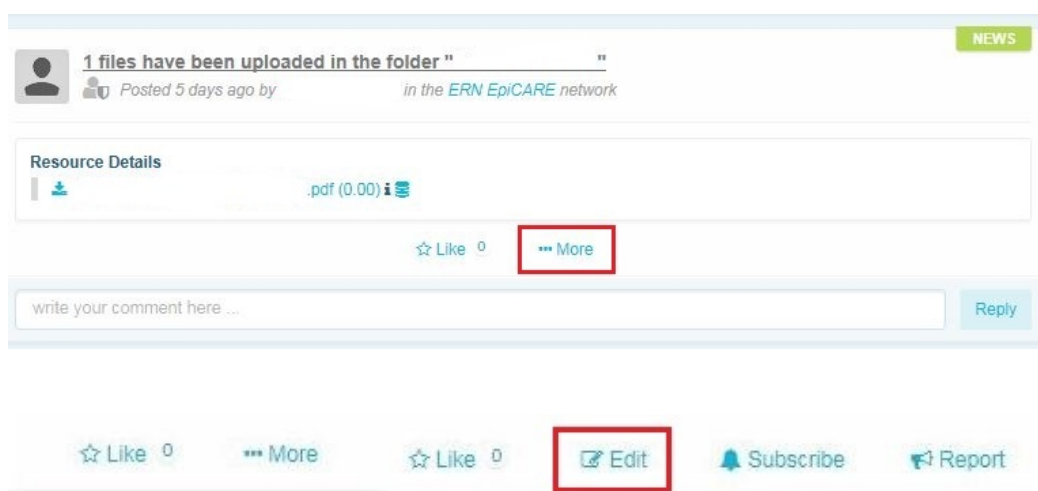
2. Click **Edit**

3. Add the **content**

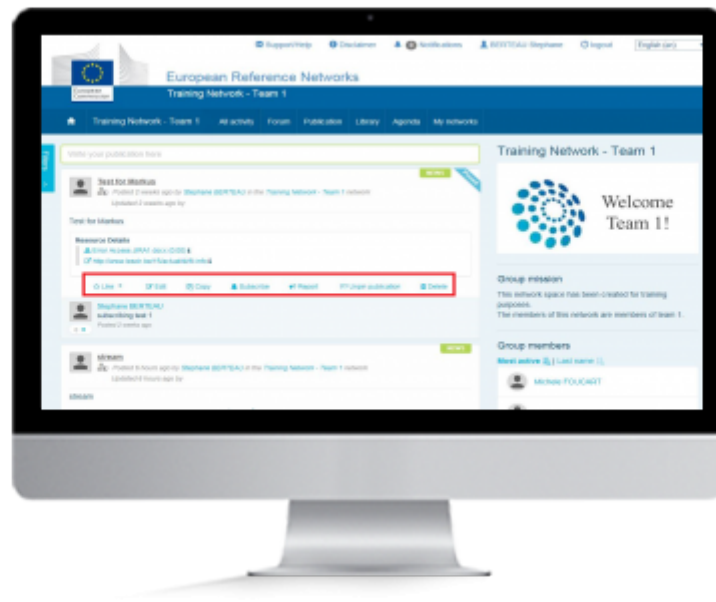
4. When the Title and Text are edited, you can change the status of the content.

- **Submitted** : The status will remain the same and the content is still visible
- **Rejected** : The status changes and the content is still visible only for the Coordinator. The content is frozen and can not be edited anymore.

5. Click **Submit**



# LIKE DISCUSSION



## LIKE

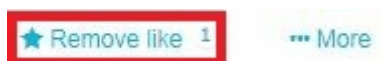
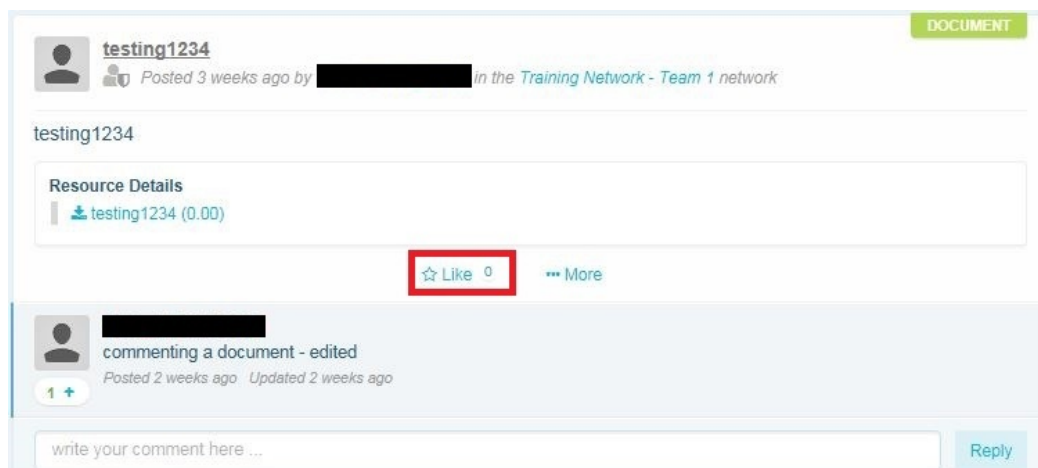
If you like any content in the network, be that a **Publication**, an **Event**, a **Discussion** or even a **Document**, you can express this by clicking the "**Like**" button

## 1. LIKE AND REMOVE LIKE BUTTON

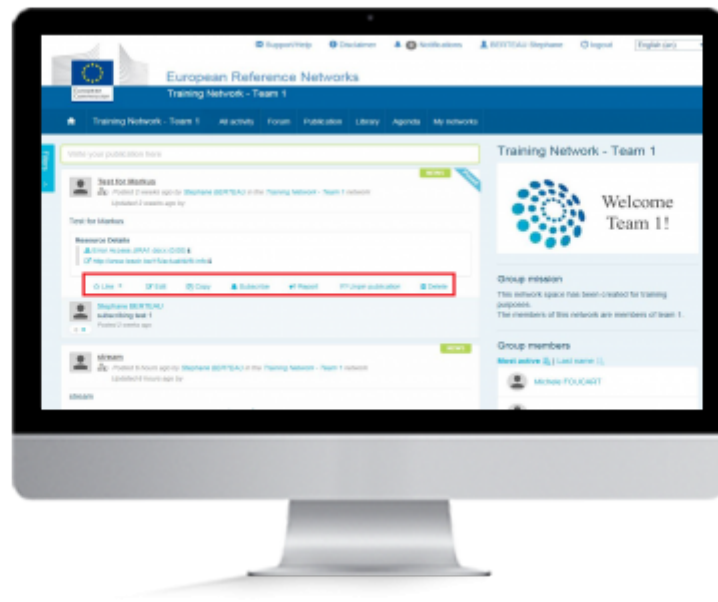
You can "**Like**" a Document from the Library

The "**Like**" button is present below all publications

Click on "**Like**" below any publication will add "1" to the sum of likes on a post. It is possible to undo a like by pressing "**Remove Like**"



# COPY DISCUSSION



## COPY

Copy content is a useful tool for sharing content across multiple networks. Whether it is a Publication, Discussion, Event, or even a Document, using Copy will allow you to instantly share with another network you have access to.

### 1. COPY DISCUSSION

1. Click **More**
2. Click **Copy**
3. Click **Duplicate**



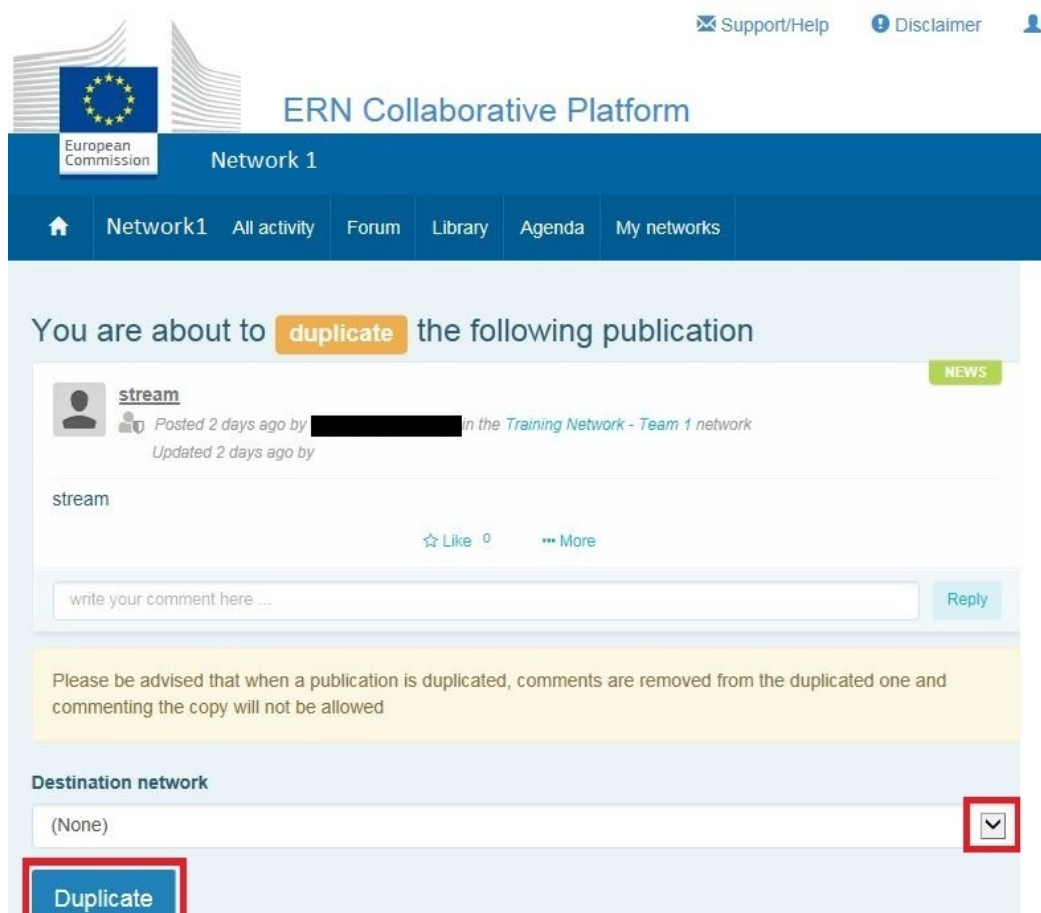
When clicking copy the message is shown saying :

*"When a discussion is duplicated, comments are removed from the duplicated one and commenting the copy will not be allowed."*

Also when choosing duplicate, the options **Like, Edit, Copy, Subscribe, Report, Pin** and **Delete** appears, as well as the comment field.

When you are in the selected **Discussion**, click on the Destination network **arrow** and choose the network where you want the **Discussion** to be copied.

Click then on **Duplicate**



The screenshot shows the ERN Collaborative Platform interface. At the top, there is a header with the European Commission logo and the text "ERN Collaborative Platform". Below this is a navigation bar with "Network 1" selected. The main content area shows a confirmation message: "You are about to **duplicate** the following publication". Below this, there is a post by "stream" with a "NEWS" tag. The post content is "stream". There is a "Like" button with a count of 0 and a "More" button. Below the post, there is a comment field with the placeholder text "write your comment here ..." and a "Reply" button. A yellow warning box states: "Please be advised that when a publication is duplicated, comments are removed from the duplicated one and commenting the copy will not be allowed". Below the warning box, there is a "Destination network" section with a dropdown menu currently set to "(None)". A red box highlights the dropdown arrow icon. At the bottom, there is a blue "Duplicate" button, also highlighted with a red box.



# REPORT DISCUSSION



## REPORT CONTENT

Reporting any item will always be a controversial subject. Is content offensive, factually incorrect, libellous or in any other way not fit to be posted in the network? Whichever the reason, it will be the network Coordinator who decides what happens next.

## 1. REPORT MANAGEMENT

Network coordinator will get an email notification whenever someone reports content within the network.

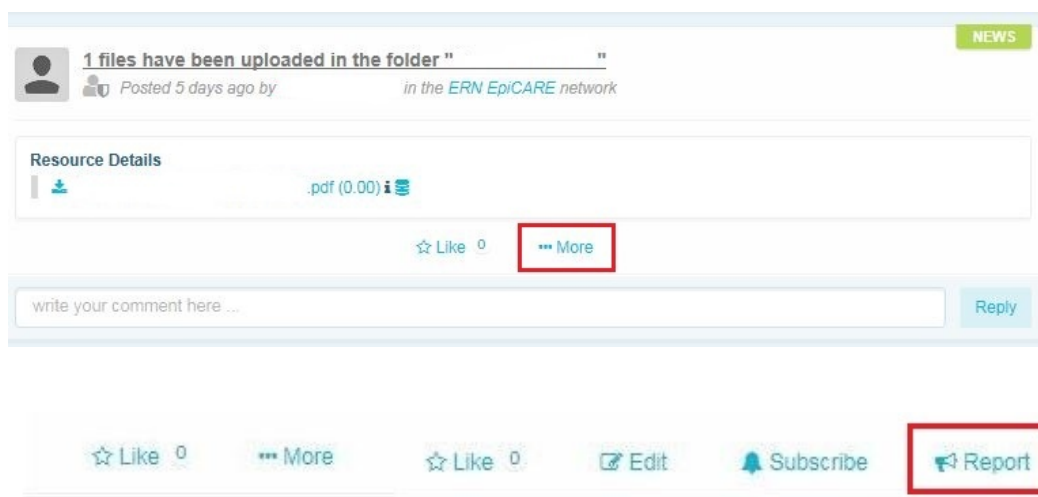
To manage a report of any item in the network (Publication, Forum post, Event or a File) the procedure remains the same.

### The user will do this :

- 1. Click on "**More**" below the item
- 2. Click **Report**
- 3. In the window that opens write why the item is being reported
- 4. Click **Submit** report

### The coordinator will get an e-mail : (See picture below)

- 1. Click on the **link** of the publication from your e-mail ► this will open the page of the publication in your browser.
- 2. Coordinator has the possibility to analyse the complaint and use the **delete** button **or** **edit** this publication.



### A publication was reported for moderation

automated-notifications@nomail.ec.europa.eu

Sent: Thu 19/01/2017 11:52

To: [redacted]

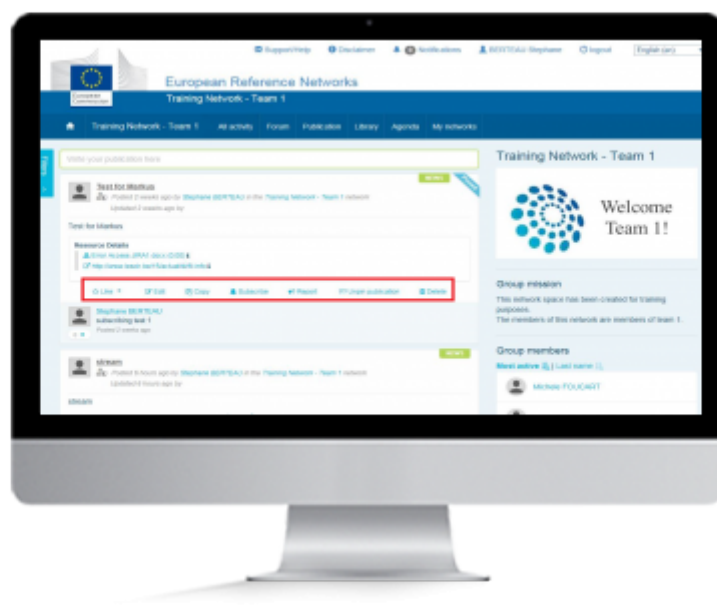
Retention Policy: EC Automated Email Deletion - Inbox (6 months) Expires: 21/07/2017

[redacted] decided to report this publication [Test for Markus](#)

The comment was:

"Test 2"

# PIN DISCUSSION



## PIN DISCUSSION

It is possible to Pin a Discussion. This will put the pinned discussion on top of the stream, even if new discussions are added. If several discussions are pinned they will appear in the order they were pinned.

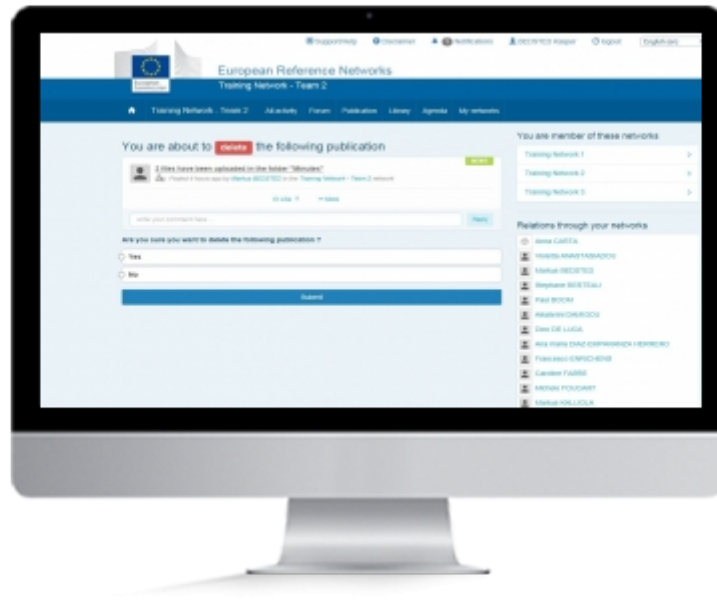
### 1. PIN DISCUSSION

1. Go to the **Forum** section and select the **Forum** in which the **Discussion** is located
2. Click on the **Discussion**
3. Click on "**More**"
4. Click on **Pin Publication**

The same procedure can be used to unpin a discussion



# DELETE DISCUSSION



## DELETE CONTENT

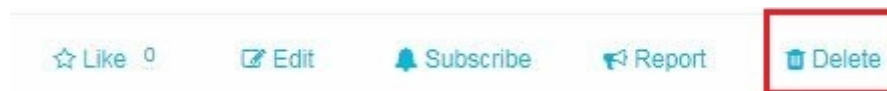
Need to remove a Publication, an Event, a File or a Discussion you have posted? No problem, you can always go back and delete previously published content.

## 1. DELETE

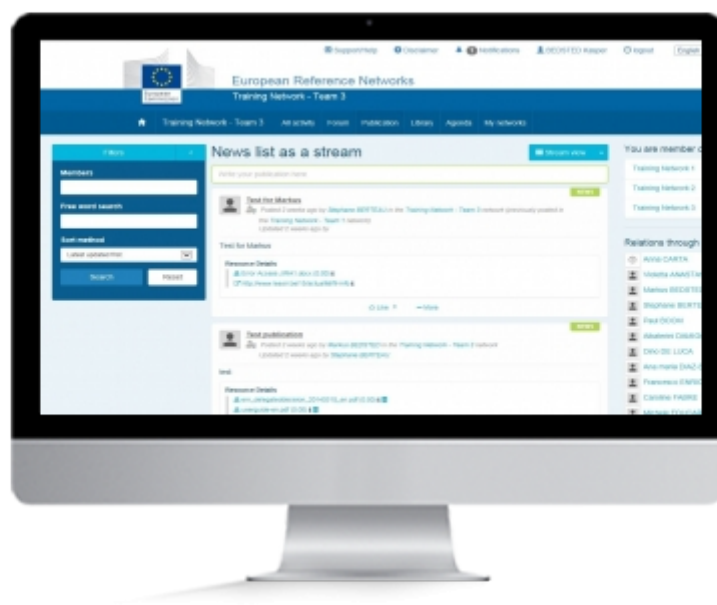
To Delete any item in the network be that a **Publication**, **Discussion**, **Event** or a **Document** the procedure remains the same.

1. Go to the **Forum** section and select the **Forum** in which the **discussion** is located
2. Click on the **Discussion**
3. Click on "**More**" below the item
4. Click **Delete** (A window will appear asking you if you are sure)
5. Select **Yes**
6. Click **Submit**

NOTE : Deleting publication not created by yourself can only be done by the Coordinator



# FILTER IN THE FORUM



## FILTER CONTENT

With lots of different kinds of content to go through, filters can be a great way to find the exact thing you are looking for, without wasting time. Whether it is a specific Event, Publication, Discussion or even a Documente you are looking for, filters can assist.

### 1. FILTER CONTENT

Filter can only be used when viewing content in **Stream View**

The Filter can be accessed using the blue button on the left of the page



Once opened there are several way of filtering information

The image shows a 'Filters' sidebar with a blue header and a dark blue background. It contains three main sections: 'Members' with a white text input field; 'Free word search' with a white text input field; and 'Sort method' with a dropdown menu currently showing 'Latest updated first'. At the bottom are two buttons: 'Search' (blue) and 'Reset' (white).

### By Member

- **1.** You can sort content by Member. Just type any part of a members name, first name or last name, and it will appear in the box.
- **2.** Click **search**

### Free word search

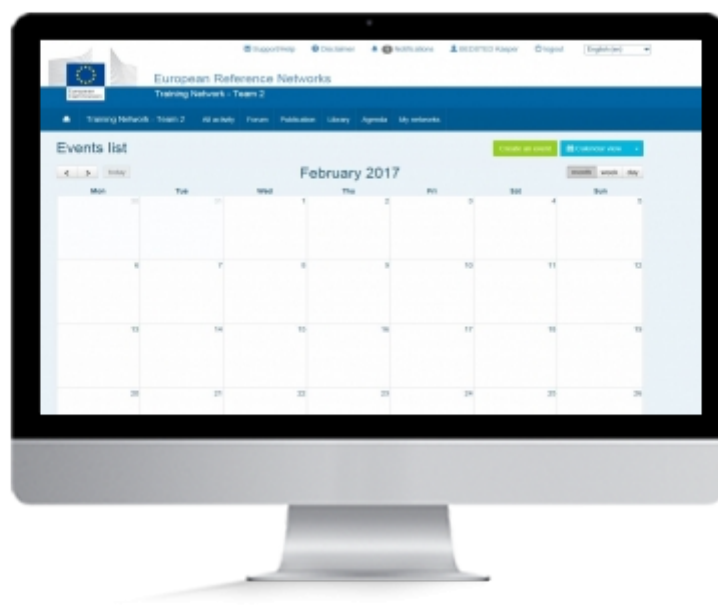
- **1.** Type in any word in the search box. It will search in the title and description of the content
- **2.** Click **Search**

### Sort Method

- **1.** Content can be sorted by Latest Update First, Latest Created First and Most recent. Select from the dropdown menu
- **2.** Click **Search**

# CREATE AN EVENT IN THE AGENDA

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## AGENDA

The agenda is where all Events/Meetings will be stored. Any Event/Meeting created either via Publications, Forum or directly in the Agenda will appear on the stream view for all users of the network



## 1. CREATE AN EVENT IN THE AGENDA

**Be aware that no one will get any notifications when an event is published.**

**An event in the calendar is visible for anybody.**

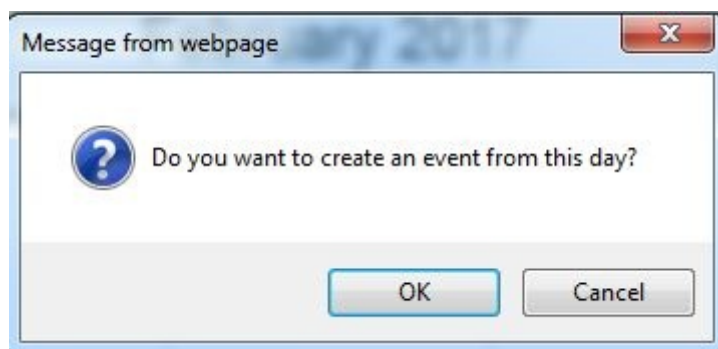
Click on the "**Create an Event**" green button. (option 1)



Click **on a date** of the Calendar. (option 2)

A pop-up Window will appear.

Click on **OK**



### Fields in the NEWS Creation Window.

Note: (\*) Mandatory fields

Note: the title "Post new item" \*\*\*\* (will be tagged as **NEWS**)

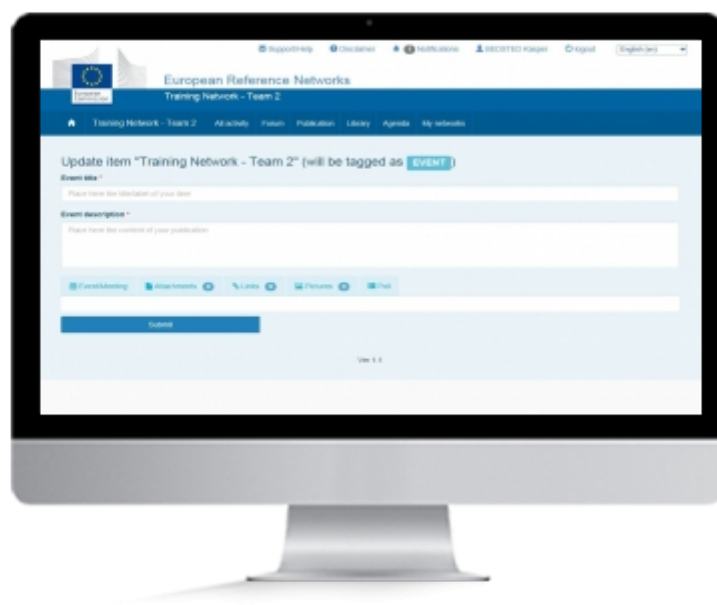
- **Discussion title\***: Write here a relevant title for your NEWS
- **Text \***: Write here the content the NEWS is all about
- **6 different Tabs buttons to implement your NEWS (See Below)**

### Go to Add content to a NEWS

- **Event Location**: Specify where the Event will take place.

Note: In a NEWS (Event for calendar), the default tab will be Event/Meeting.

# ADD CONTENT TO AN EVENT



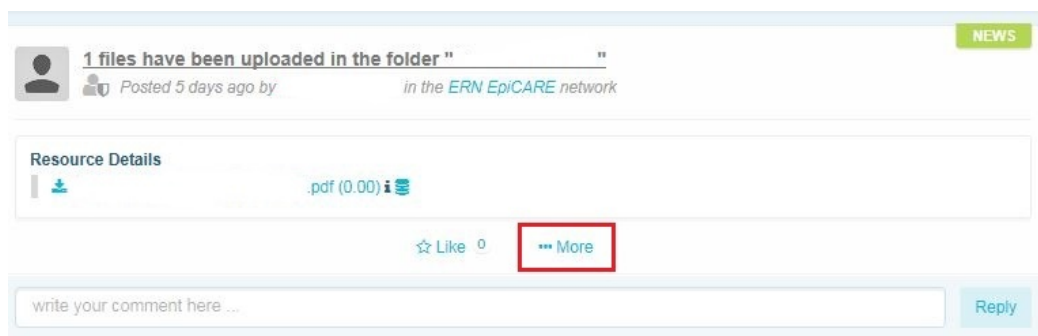
## CONTENT

Add content to any type of Publication can be essential. Whether it is an Event/Meeting, a Discussion or even a Document. Content can be anything from a file containing discussion topics for a meeting, an image or even links to external content.

### 1. CONTENT

There are multiple types of content that can be added to any publication within the network

To add content first click **More**



## 2. FORUM

Use this if you want the content you are publishing to be placed into one of the available forums.

- From the dropdown list select the forum in which you want your content to appear

The screenshot shows a web interface for updating an item titled "Training Network - Team 1" (tagged as EVENT). The form includes fields for "Event title" (containing "test event") and "Event description" (containing "event test"). The "Status" is set to "Submitted". Below these fields is a row of tabs: "Event/Meeting", "Meeting attendance", "Forum" (highlighted with a red box), "Attachments" (0), "Links" (0), "Pictures" (0), and "Poll". A message states: "If you want this item to be placed into a forum, please select the correct forum here". Below this is a dropdown menu labeled "Forum" (also highlighted with a red box) which is open, showing a list of forum options: "None (first level)", "TEST2", "parent test 1", "retest form issue 346", "test bbb 123123123", "test sort", "test sub-forum", and "test to be deleted".

## 3. ATTACHMENTS

Use this this function if the content you are publishing requires an attachment. All document types are allowed except image documents which need to be attached under the pictures.

1. Click on **Attach a document** and select from the dropdown "**from the library**" or "**Post a new document**"
2. Select from library will open a window with all documents currently stored in the library of the network. Documents can be selected by pressing the + sign. Multiple documents can be selected if required
3. Once Document(s) are selected click **Close**
4. Select the post new document option will open a window where you can **browse** your own documents stored on the device you are using. You cannot select multiple documents
5. Once the documents has been selected click **Close**

## 4. LINKS

**Use this function if the content you are publishing needs to be linked to external content.**

1. Click on **attach new link**
2. In the window that appears enter the address of the external content you wish to link to
3. Click **Post a new link**

## 5. PICTURES

**Use this function if you want the content you are publishing to have one or more pictures attached to it.**

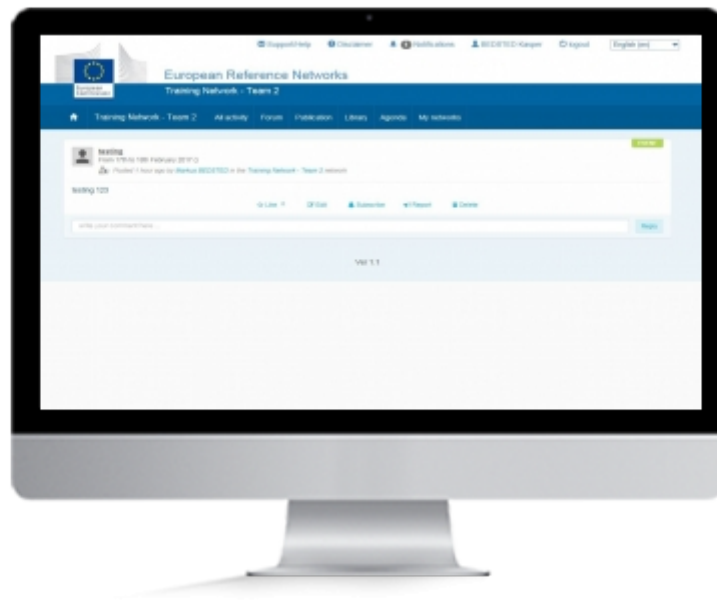
1. Click on **Add picture**
2. In the window that appears click **browse**.
3. Select the image you want to attach and click **Open**. Multiple images are not supported in this view
4. Click **close**
5. Repeat the procedure if multiple images need to be attached

## 6. POLL

**Use the function if you would like to attach a poll to the content you are publishing, enabling the members of the network to vote for a single or multiple choice.**

- 1. Fill in Poll choice list.** This is the different choices the members of the network will have, for example Yes or No, or 1, 2 and 3. Fill in the choice and click **Add choice**. Repeat until all choices have been added
- 2. Click Options**
- 3. Fill in Poll title** if it is different from the title of the content you are publishing
- 4. Select the type of poll, single choice or multiple choice**
- 5. Select a date**, if the poll is supposed to run for specific duration of time
- 6. Select the Show result policy.** This will determine how the result of the Poll is shown.
  - **Always show result:** This means that the current result of the poll will display and will update continuously as members vote.
  - **At the end of the vote:** Means that Members can vote, but the result of the Poll will not be displayed until the Poll comes to an end, if a end-date was set in step 5.
  - **After the user voted:** Means the current result will only show when a member casts his/her vote

# SUBSCRIBE TO GET NOTIFICATIONS



## SUBSCRIBE

With content published in in all parts of the network it can be difficult to keep up to date with all changes. Subscribe to any publication, whether it is in the Forum, Agenda or News to get instant notifications for any changes or updates. Notifications will be send as an email as soon as they are performed so you will never miss an important update.

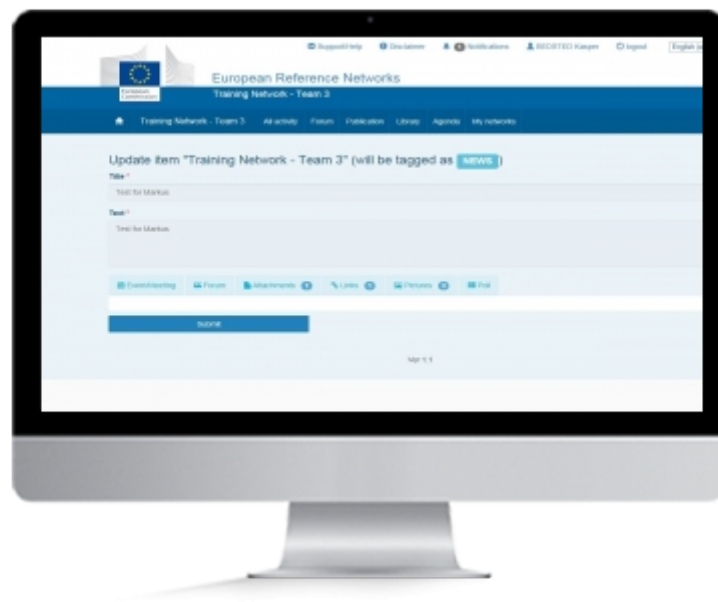
### 1. SUBSCRIBE TO CONTENT

1. Find the item you wish to subscribe to.
2. Click **More**.
3. Click on **Subscribe**.

Follow the same process to remove a subscription



# EDIT EVENT



## EDIT CONTENT

Published something that needs to be changed? No problem, you can always go back and edit content that has already been published. You can also add additional content to an already existing publication

## 1. EDIT

To Edit any item in the network be that a Publication, Forum post, Event or a Document the procedure remains the same.

1. Click on "**More**" below the item

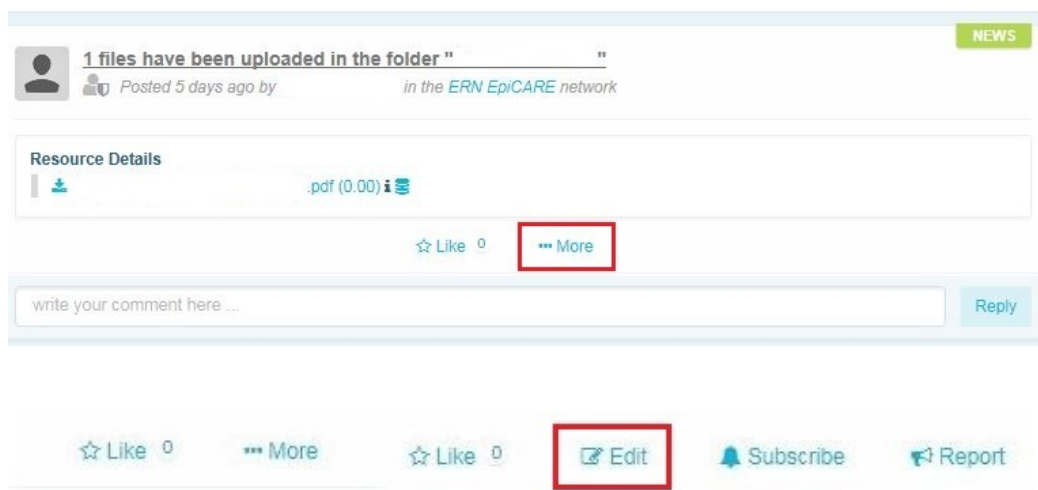
2. Click **Edit**

3. Add the content

4. When the Title and Text are edited, you can change the status of the content.

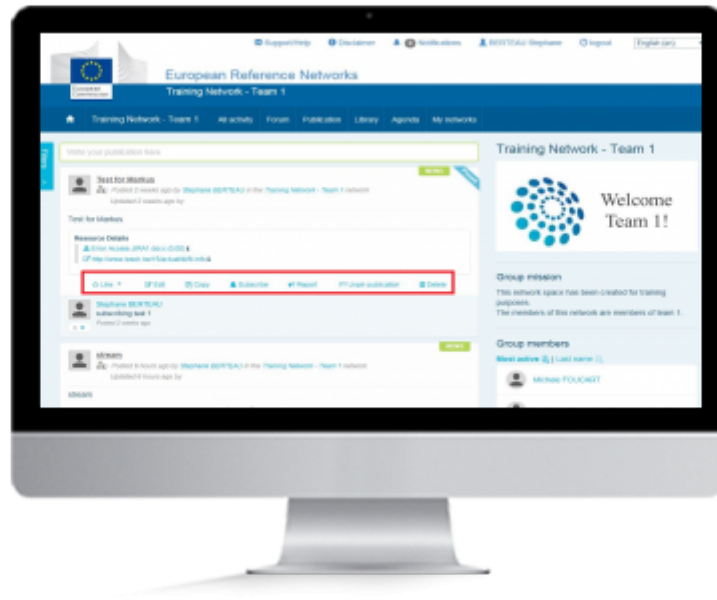
- **Submitted** : The status will remain the same and the content is still visible
- **Rejected** : The status changes and the content is still visible only for the Coordinator. The content is frozen and can not be edited anymore.

5. Click **Submit**





# LIKE EVENT



## LIKE

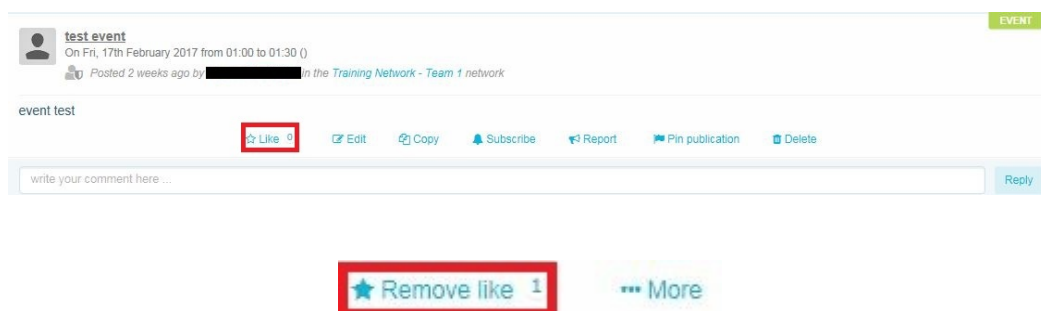
If you like any content in the network, be that a **Publication**, an **Event**, a **Discussion** or even a **Document**, you can express this by clicking the **"Like"** button

### 1. LIKE AND REMOVE LIKE BUTTON

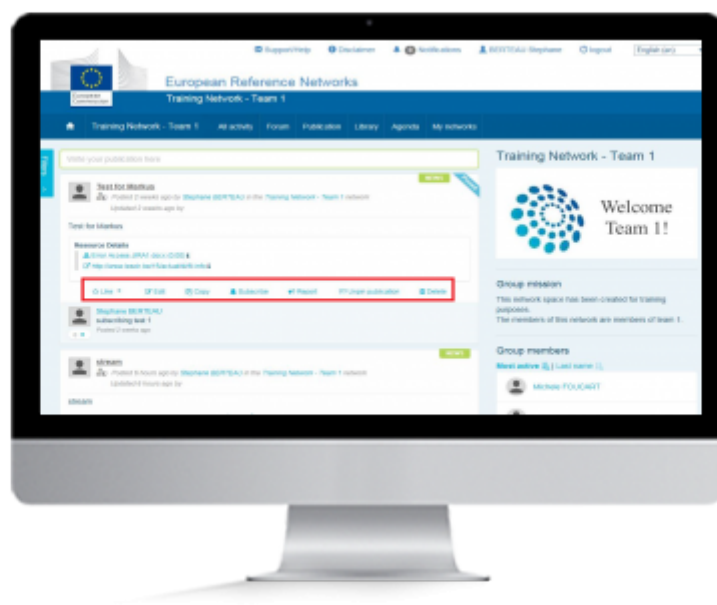
You can **"Like"** an Event from the **Agenda**

The **"Like"** button is present below all publications

Click on **"Like"** underneath any publication will add "1" to the sum of likes on a post. It is possible to undo a like by pressing **"Remove Like"**



# COPY EVENT/MEETING



## COPY

Copy content is a useful tool for sharing content across multiple networks. Whether it is a Publication, Discussion, Event, or even a Document, using Copy will allow you to instantly share with another network you have access to.

### 1. COPY EVENT/MEETING

1. Click **More**
2. Click **Copy**
3. Click **Duplicate**



When clicking copy the message is shown saying :

*"When a discussion is duplicated, comments are removed from the duplicated one and commenting the copy will not be allowed."*

Also when choosing duplicate, the options **Like, Edit, Copy, Subscribe, Report, Pin** and **Delete** appears, as well as the comment field.

When you are in the selected **Event**, click on the Destination network **arrow** and choose the network where you want the **Event** to be copied.

Click then on **Duplicate**

The screenshot displays the ERN Collaborative Platform interface. At the top, there is a header with the European Commission logo and the text 'ERN Collaborative Platform'. Below this is a navigation bar with links: 'Network1', 'All activity', 'Forum', 'Library', 'Agenda', and 'My networks'. The main content area shows a notification: 'You are about to **duplicate** the following publication'. Below this, a publication titled 'stream' is shown, with a 'NEWS' tag. The publication details include 'Posted 2 days ago by [redacted] in the Training Network - Team 1 network' and 'Updated 2 days ago by [redacted]'. The publication content is 'stream'. Below the content, there are options to 'Like' (0) and 'More'. A comment field with the placeholder 'write your comment here ...' and a 'Reply' button are also present. A yellow warning box states: 'Please be advised that when a publication is duplicated, comments are removed from the duplicated one and commenting the copy will not be allowed'. Below the warning box, there is a 'Destination network' section with a dropdown menu currently set to '(None)'. A red box highlights the dropdown arrow icon. At the bottom, a blue 'Duplicate' button is highlighted with a red box.

# REPORT EVENT



## REPORT CONTENT

Reporting any item will always be a controversial subject. Is content offensive, factually incorrect, libellous or in any other way not fit to be posted in the network? Whichever the reason, it will be the network Coordinator who decides what happens next.

## 1. REPORT

Network coordinator will get an email notification whenever someone reports content within the network.

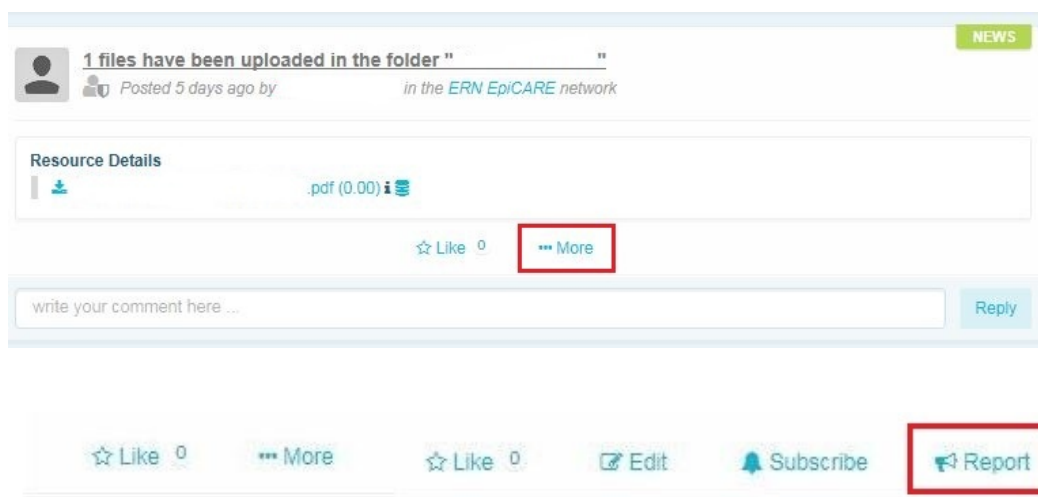
To manage a report of any item in the network (**Publication**, **Discussion**, **Event** or a **Document**) the procedure remains the same.

**The user will do this :**

- 1. Click on "**More**" below the item
- 2. Click **Report**
- 3. In the window that opens write why the item is being reported
- 4. Click **Submit** report

**The coordinator will get an e-mail :** (See picture below)

- 1. Click on the **link** of the publication from your e-mail ► this will open the page of the publication in your browser.
- 2. Coordinator has the possibility to analyse the complaint and use the **delete** button **or** **edit** this publication.



### A publication was reported for moderation

automated-notifications@nomail.ec.europa.eu

Sent: Thu 19/01/2017 11:52

To: [redacted]

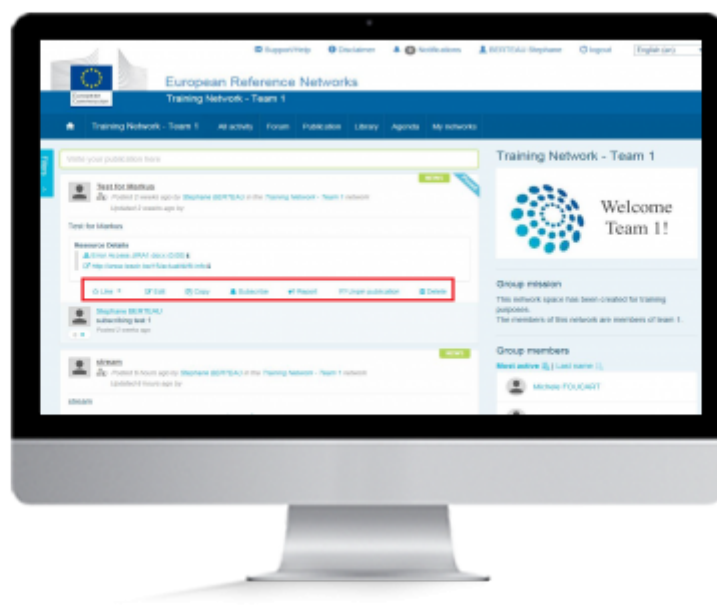
Retention Policy: EC Automated Email Deletion - Inbox (6 months) Expires: 21/07/2017

[redacted] decided to report this publication [Test for Markus](#)

The comment was:

"Test 2"

# PIN EVENT/MEETING



## PIN EVENT

It is possible to pin an Evenr. This will put the pinned event on top of the stream, even if new events are added. If several events are pinned they will appear in the order they were pinned.

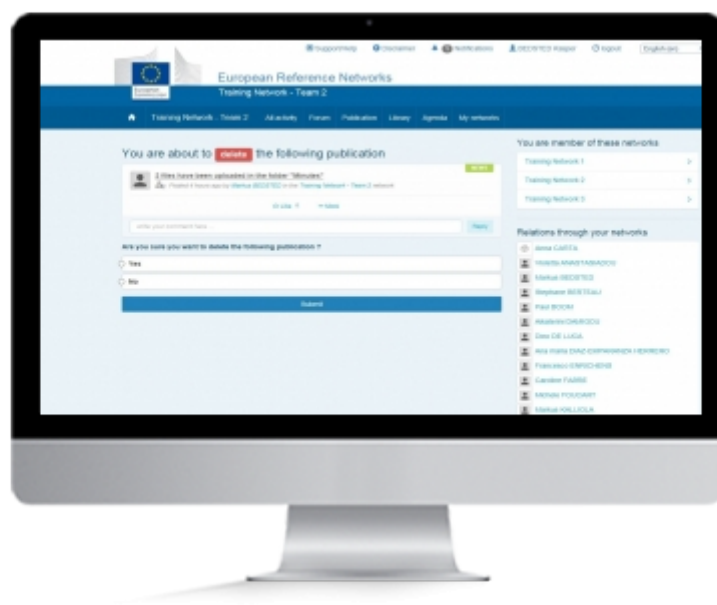
### 1. PIN EVENT/MEETING

1. Go to the **Agenda** section and find the **Event**.
2. Click on the **Event**
3. Click on "**More**"
4. Click on **Pin Publication**

The same procedure can be used to unpin an Event/Meeting



# DELETE CONTENT



## DELETE CONTENT

Need to remove a Publication, a File, an Event or a Discussion you have posted? No problem, you can always go back and delete previously published content.

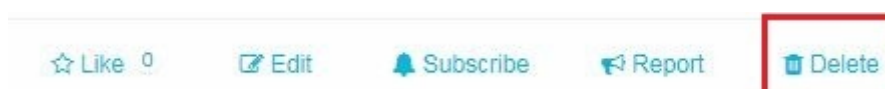
### 1. DELETE

To Delete any item in the network be that a **Publication**, **Discussion**, **Event** or a **Document** the procedure remains the same.

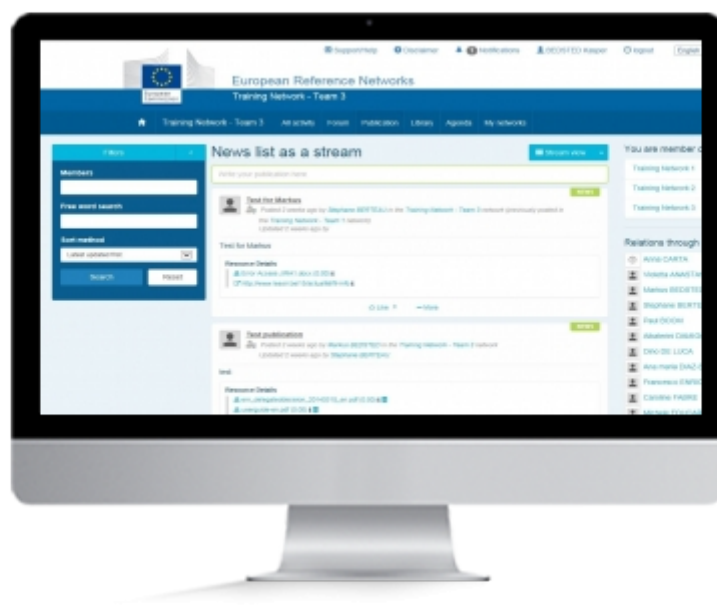
- **1.** Click on "**More**" below the item
- **2.** Click **Delete**

**3.** A window will appear asking you if you are sure

- **4.** Select **yes**
- **5.** Click **Submit**



# FILTER IN THE AGENDA

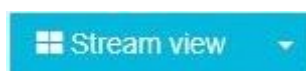


## FILTER CONTENT

With lots of different kinds of content to go through, filters can be a great way to find the exact thing you are looking for, without wasting time. Whether it is a specific Event, Publication, Discussion or even a Document you are looking for, filters can assist.

### 1. FILTER CONTENT

Filter can only be used when viewing content in **Stream View**

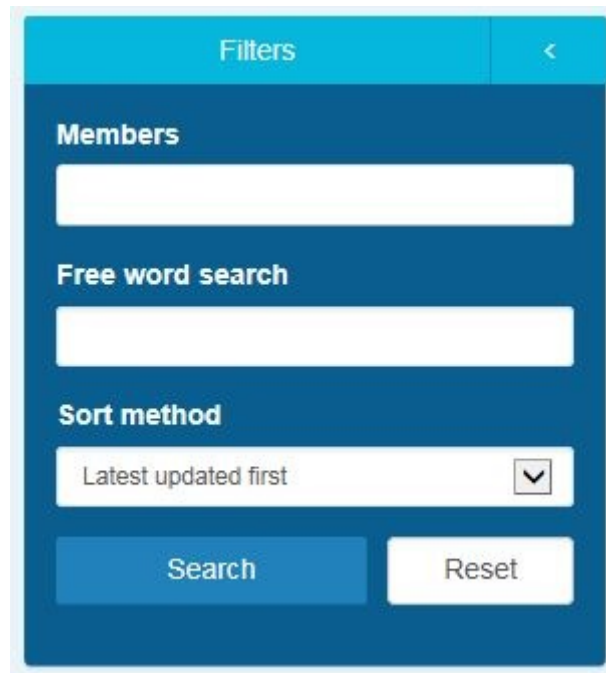


The filter can be accessed using the blue button on the left of the page





Once opened there are several way of filtering information



The image shows a 'Filters' modal window with a blue header and a white body. The header contains the word 'Filters' and a back arrow. The body is divided into three sections: 'Members' with a text input field, 'Free word search' with a text input field, and 'Sort method' with a dropdown menu showing 'Latest updated first'. At the bottom, there are two buttons: 'Search' and 'Reset'.

### By Member

- **1.** You can sort content by Member. Just type any part of a members name, first name or last name, and it will appear in the box.
- **2.** Click **Search**

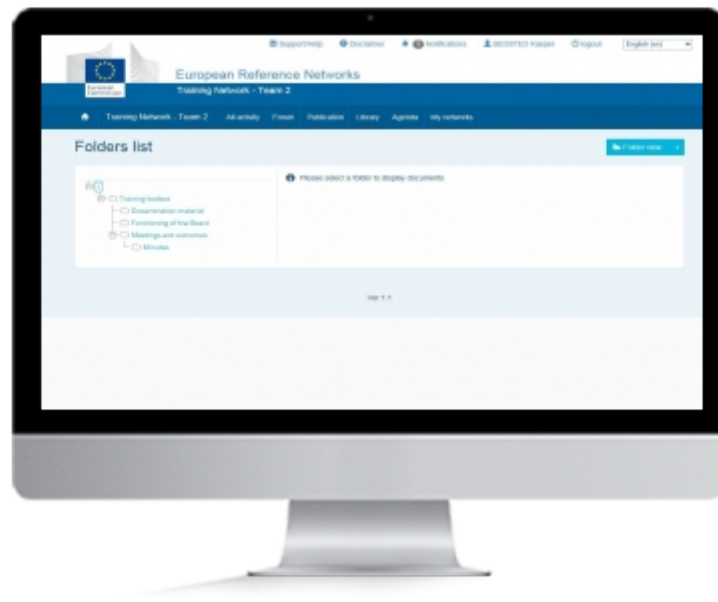
### Free word search

- **1.** Type in any word in the search box. It will search in the title and description of the content
- **2.** Click **Search**

### Sort Method

- **1.** Content can be sorted by Latest Update First, Latest Created First and Most recent. Select from the dropdown menu
- **2.** Click **Search**

# BROWSE THE LIBRARY

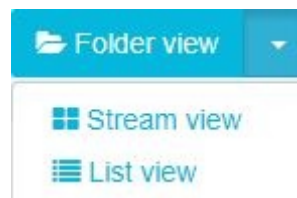


## LIBRARY

The Library is the storage area for all the files available in the network. Files contained inside the library can be used as attachments in publications or they can be viewed directly in the Library

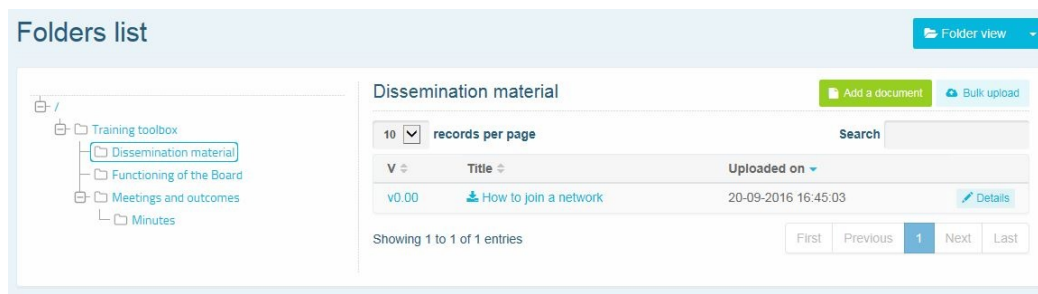
### 1. BROWSING THE LIBRARY

The Library can be browsed in three ways, **Folder View**, **List View** and **Stream View**. You can switch between the different views using the button at the top. By default it is set to **Folder View**.



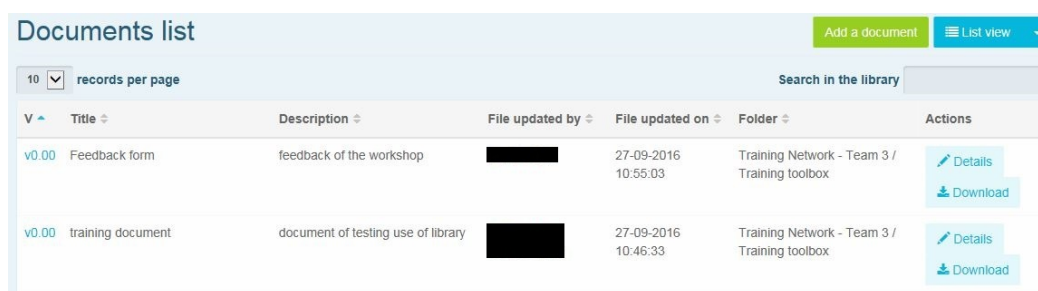
**Folder View** will display the Folders on the left and when you click on a folder it will display the content of the folder on the right

The "-" sign will reduce the folder and the "+" sign will expand it.



**List View** will display all files in Library in a list

1. To view a file click on **Details**
2. To download it click **Download**



**Stream View** will display the contents of the Library in a stream, similar to the view you will find in Publications and All Activity. Some additional options are available here which are not in the other views

1. You can comment on each file by writing something in the field "**write your comment here**" and clicking on **Reply**
2. You can "**Like**" a File from the Library
3. You can **Edit**
4. You can **Subscribe**
5. You can **Report**
6. You can **Delete**

## Library documents as a stream

[Add a document](#) [Stream view](#)

**Filters**

**Feedback form** DOCUMENT

Posted 4 months ago by [redacted] in the *Training Network - Team 3 network*

feedback of the workshop

**Resource Details**

[Feedback form \(0.00\)](#)

☆ Like 0 [Edit](#) [Subscribe](#) [Report](#)

write your comment here ... [Reply](#)

**training document** DOCUMENT

Posted 4 months ago by [redacted] in the *Training Network - Team 3 network*

document of testing use of library

**Resource Details**

[training document \(0.00\)](#)

☆ Like 0 [More](#)

write your comment here ... [Reply](#)

**Attachment View** will display a list of all the documents that have been added as Attachments to content created under Publications, Forum and Agenda. Documents in this view can not be deleted.

10 records per page [Add a document](#) [Attachment view](#)

Search

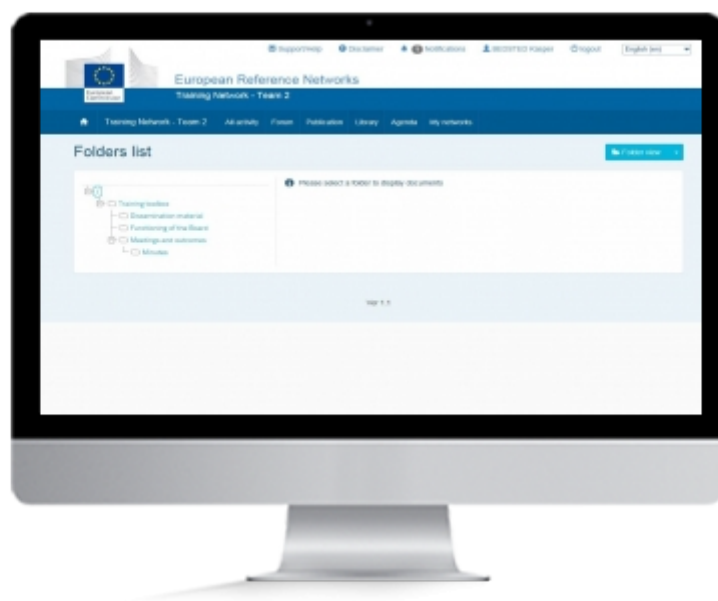
Title	Description	Uploaded by	Uploaded on	Status	Actions
ECHI_70_HIHSI037_2017.xlsx		[redacted]	26-01-2017 10:31:29	SUBMITTED	<a href="#">Edit</a>
ern_delegateddecision_20140310_en.pdf		[redacted]	19-01-2017 09:04:59	SUBMITTED	<a href="#">Edit</a>
Error Access JIRA1.docx		[redacted]	19-01-2017 11:19:00	SUBMITTED	<a href="#">Edit</a>
Error Access JIRA1.docx		[redacted]	19-01-2017 11:28:29	SUBMITTED	<a href="#">Edit</a>

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Ver 1.1

# ADD DOCUMENT



## LIBRARY

The Library is the storage area for all the files available in the network. Files contained inside the library can be used as attachments in publications or they can be viewed directly in the Library

### 1. ADDING FILES TO THE LIBRARY

You can add files to the Library. Be aware that this function is only available when using the Folder View

1. Set the Library to **Folder View**
2. Navigate to the folder in which you wish to add your file.
3. Click on **Add document** if you want to add a single file
4. Fill in Title and Description and Click **browse** to locate the file you want to add
5. Tick the **box** "By ticking this checkbox, you confirm that no personal data are present in the uploaded document"
6. Click **Submit**

### Post a new document

**Document title \***

**Description \***

**Filename \***

☐ By ticking this checkbox, you confirm that no personal data are present in the uploaded document \*

**Folder containing document \***

- /
  - Training toolbox
    - Dissemination material
    - Functioning of the Board
    - Meetings and outcomes
      - Minutes

If you need to add several documents you can use **Bulk Upload**


**1. Press Bulk upload**

**2. In the window that appears click on Add Files** to select the Document(s) you want to upload. Alternatively you can **Drag and Drop** the Document(s) onto the window.

**3. When Document(s) have been added click on Start Upload** to start adding the Document(s) to the Library

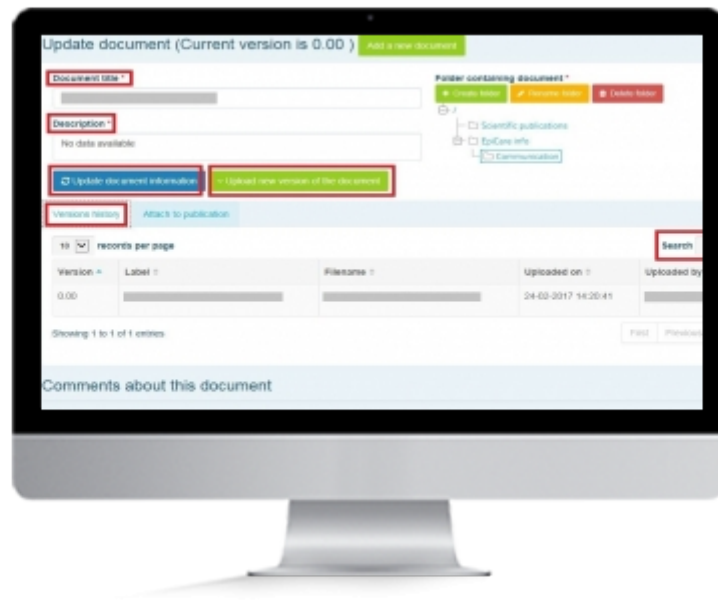
**4. When upload is complete click Close**

Bulk upload



Drag and drop your files here or use the button add files

# EDIT DOCUMENT



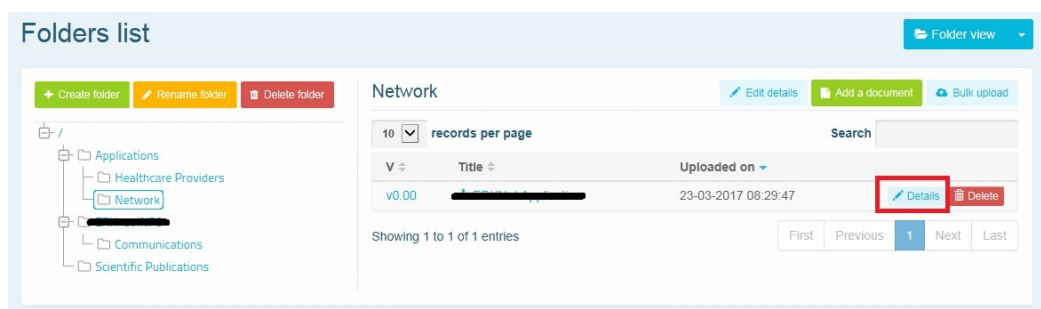
## EDIT DOCUMENT

The Library is the storage area for all the files available in the network. Documents contained inside the library can be used as attachments in publications or they can be viewed directly in the Library and updated. This section is about how to edit a document from the Library.

### 1. EDIT YOUR DOCUMENT FROM THE LIBRARY

Editing documents can only be performed when viewing the Library in **Folder View** or **List View**

1. Navigate to the document you wish to edit
2. Click the **Details** button



**Details** : Allows you to add, remove and change properties and/or data to the document

Note : The Action button in the Versions history tab allows you to download the file

- Document title and Description are mandatory fields\* that can be modified.
  - You can then either modify and keep the current information in these fields. Then you will click the blue button **Update document information** to apply the changes. **The original document is then modified**
  - Or you can modify the current information in these fields and keep the original one. Then you will click the green button **Upload a new version of the document**.
    - Select **Browse** to upload the file.
    - **Tick the box** to inform if it's a minor or a major change compared to the original document
    - **Tick the box** to confirm the absence of personal data
    - Click **Save new version**
  - You can also attach an existing publication to the document with the tab **Attach to publication** then **Submit**
  - **The original document is kept and a new one with the changes is created**

Update document (Current version is 0.00 ) Add a new document

Document title \*

Description \*

No data available

Folder containing document \*

Create folder Rename folder Delete folder

Scientific publications

EpiCare info

Communication

Update document information Upload new version of the document

Versions history Attach to publication

Label \*

Filename \*

Browse...

Is it a minor or major change in the document ? \*

Minor change

Major change

By ticking this checkbox, you confirm that no personal data are present in the uploaded document \*

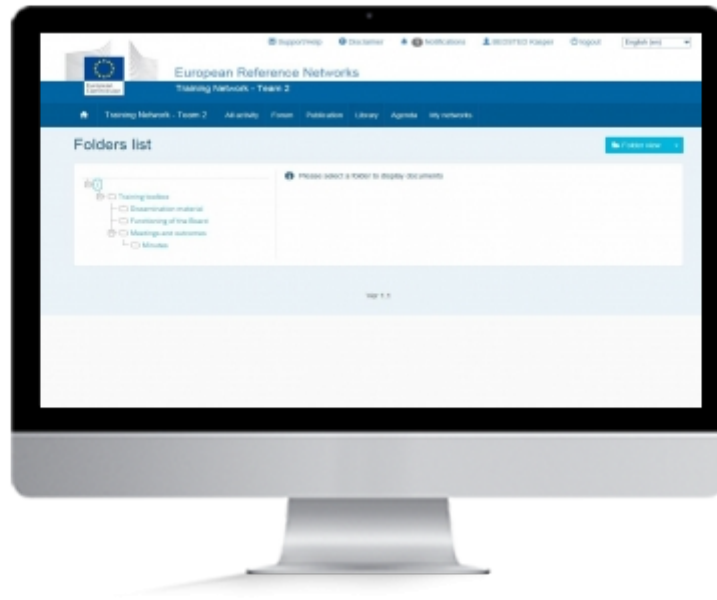
Save new version

10 records per page Search

Version	Label	Filename	Uploaded on	Uploaded by	Actions
0.00			24-02-2017 14:20:41		



# MOVE DOCUMENT



## LIBRARY

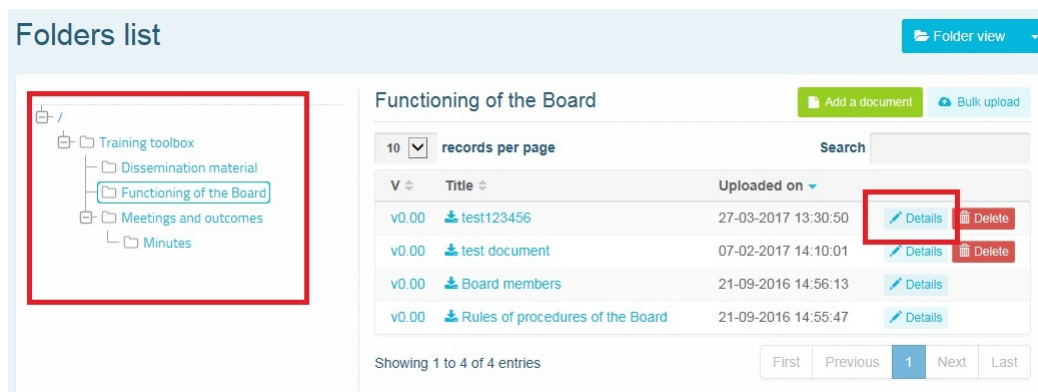
The Library is the storage area for all the files available in the network. Documents contained inside the library can be used as attachments in publications or they can be viewed directly in the Library

### 1. MOVING DOCUMENT WITHIN LIBRARY

Moving files can only be done in **Folder View** or **List View**

Files can be moved in **Folder View** in the following way:

1. Select the folder in which the file is located in the **Folder List**
2. Once selected click the **Details** button next to the file you want to move



3. Select the folder into which you want to move the file in the "**Folder containing document**", on the right.

4. Click **Update document information**

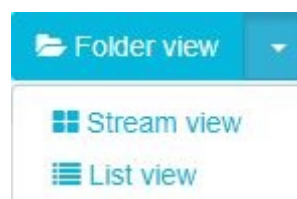


In List view the procedure is nearly identical, except there is no need to browse to the folder

1. Select **List View**

2. Click **Details** next to the file

The rest is the same as in **Folder View**



Documents list

Add a document

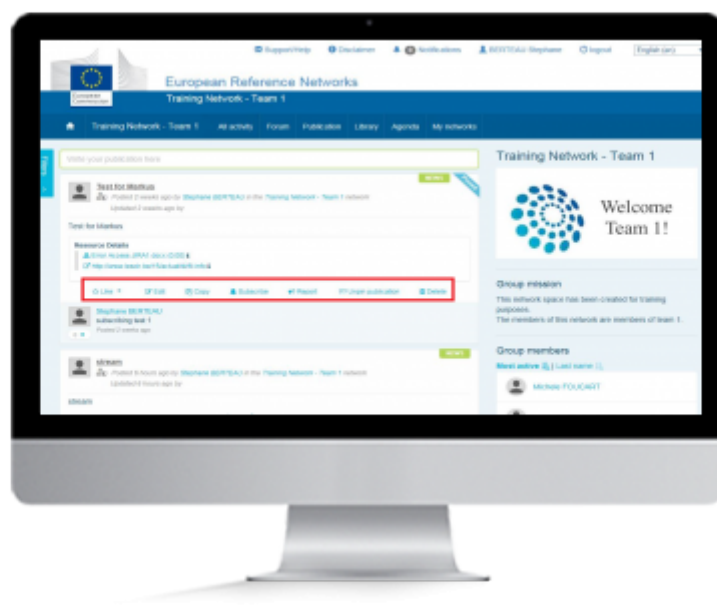
List view

10 records per page

Search in the library

V	Title	Description	File updated by	File updated on	Folder	Actions
v0.00	test123456	test123456		27-03-2017 13:30:21	Training Network - Team 2 / Training toolbox / Functioning of the Board	<div>Details</div> <div>Download</div> <div>Delete</div>

# LIKE PUBLICATION



## LIKE

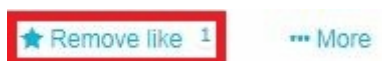
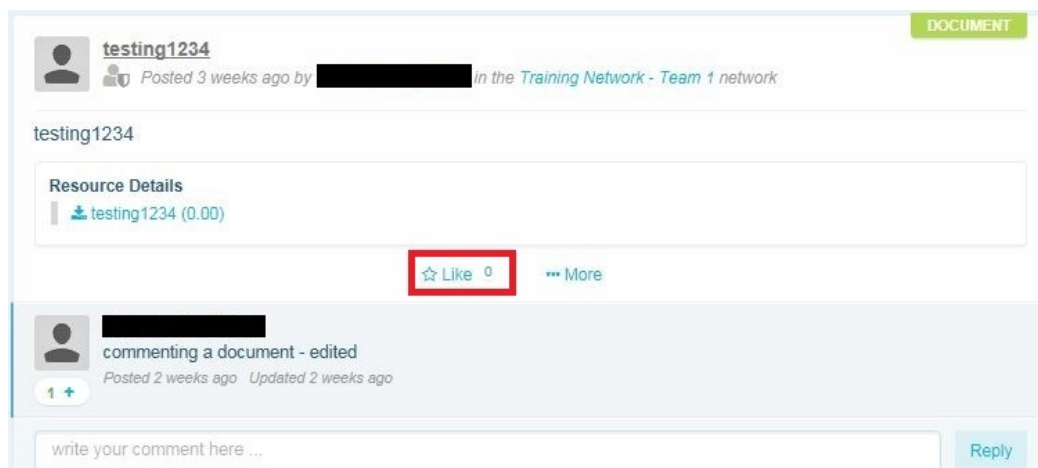
If you like any content in the network, be that a **Publication**, an **Event**, a **Discussion** or even a **Document**, you can express this by clicking the "**Like**" button

## 1. LIKE AND REMOVE LIKE BUTTON

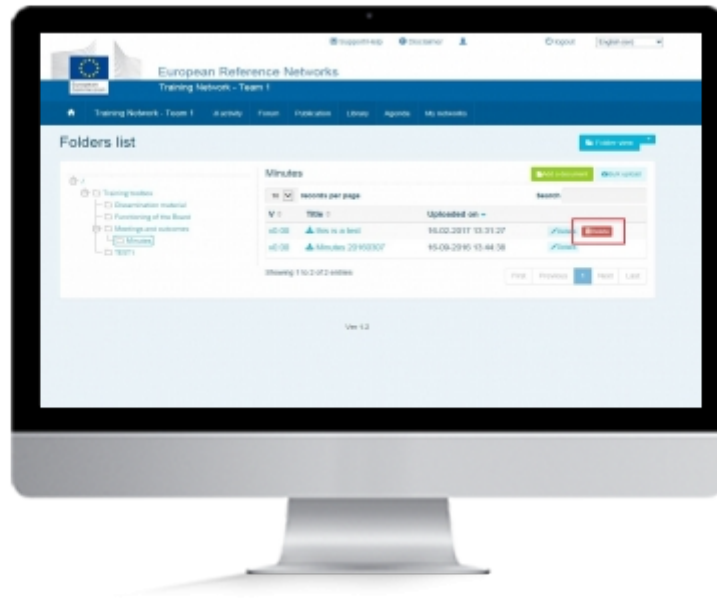
You can "**Like**" a File from the Library

The "**Like**" button is present below all publications

Click on "**Like**" below any publication will add "1" to the sum of likes on a post. It is possible to undo a like by pressing "**Remove Like**"



# DELETE DOCUMENTS IN LIBRARY



## LIBRARY

The Library is the storage area for all the files available in the network. Files contained inside the library can be used as attachments in publications or they can be viewed directly in the Library

### 1. DELETE DOCUMENTS IN LIBRARY

Members can only delete their own documents. Coordinators can delete all documents

You can delete documents in the Library. Be aware that this function is only available when using the **Folder View** and **List View**. See Browse the Library for explanations of these views

For **Folder View**

1. Set the Library to **Folder View**
2. Navigate to the folder in which you wish to delete your document.



3. Click on **Delete**

4. A new page will appear asking if you are sure

5. Select "yes" and click **Submit**

For **List View**

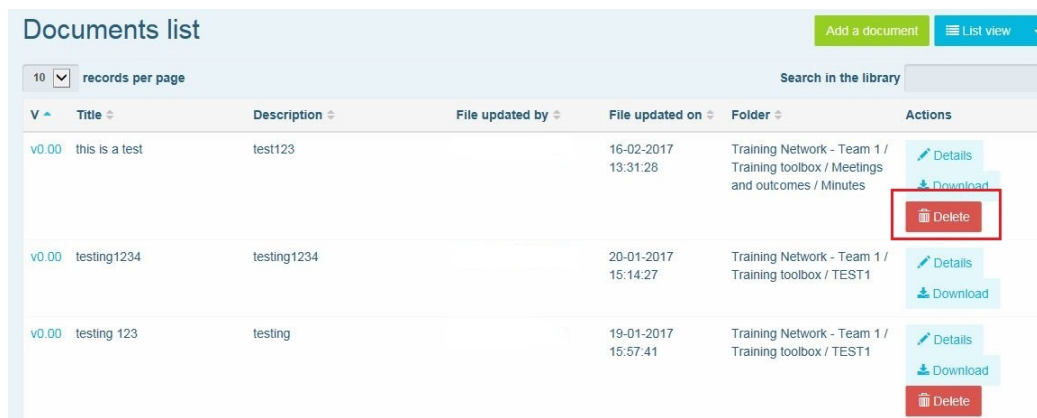
1. Set the Library to **List View**

2. All files in the Library will be displayed as a list. Navigate to the file you want to delete

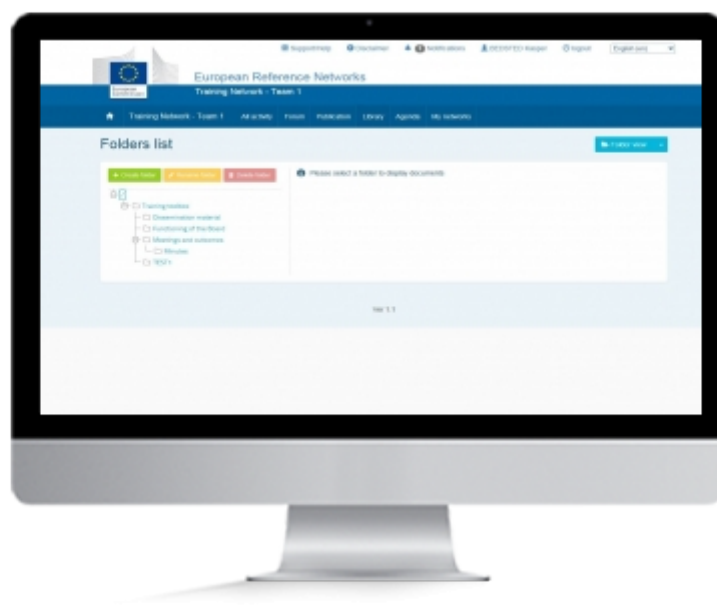
3. Click the **Delete** button

4. A new page will appear asking if you are sure

5. Select "yes" and click **Submit**



# CREATE FOLDER



## LIBRARY

The Library is the storage area for all the files available in the network. Files contained inside the library can be used as attachments in publications or they can be viewed directly in the Library

### 1. CREATE FOLDER

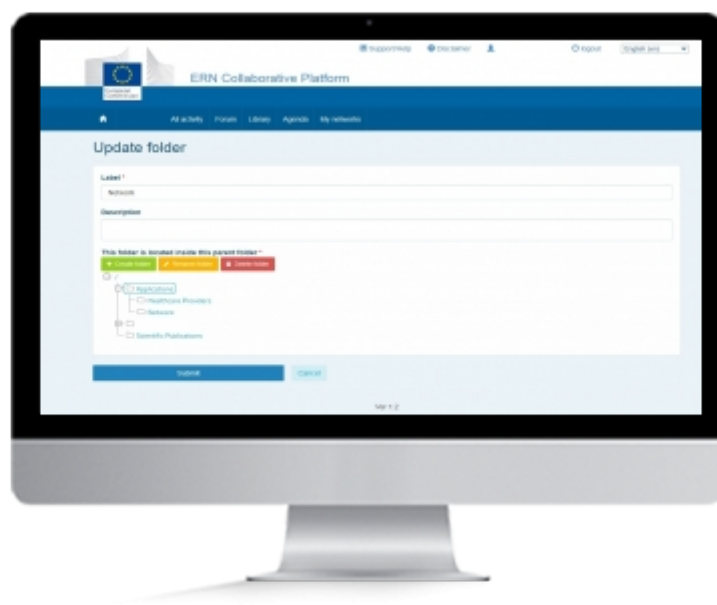
This function is only available in the **Folder view**

To add a new folder to the library

1. In the folder structure on the left **click on the folder** you wish to add a subfolder to
2. Click **Create folder**
3. Type the name you want the folder to have. Name has to be four characters or more.
4. Click anywhere on the screen to keep the name



# EDIT DOCUMENT



## EDIT DOCUMENT

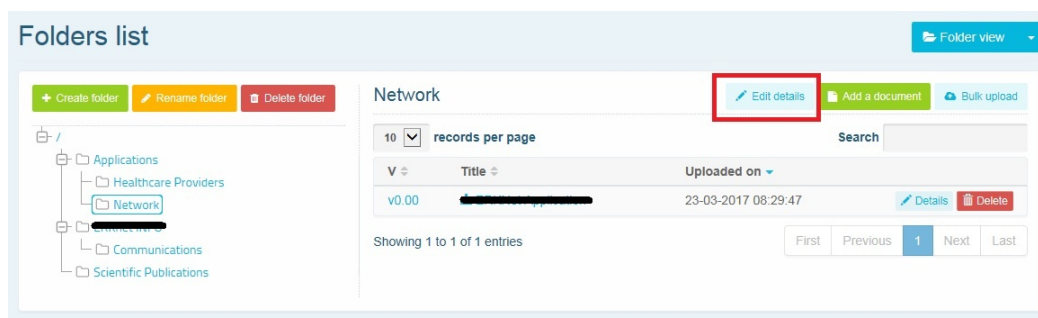
The Library is the storage area for all the files available in the network. Documents contained inside the library can be used as attachments in publications or they can be viewed directly in the Library and updated. This section is about how to edit a document from the Library.

## 1. EDIT FOLDER IN LIBRARY

Editing folders can only be performed when viewing the Library in **Folder View** or **List View**

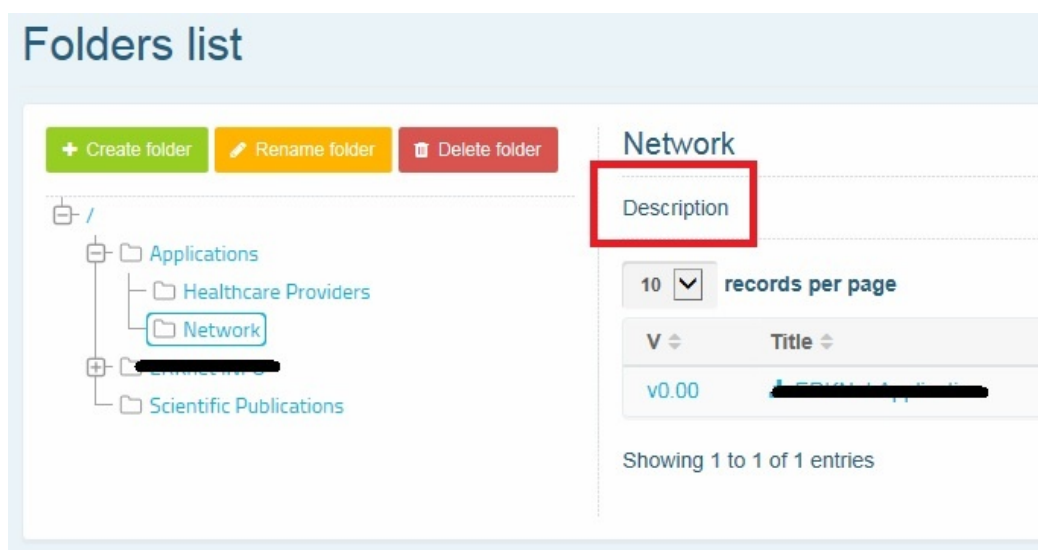
1. Navigate to the Folder you wish to edit

2. Click the **Edit details** button



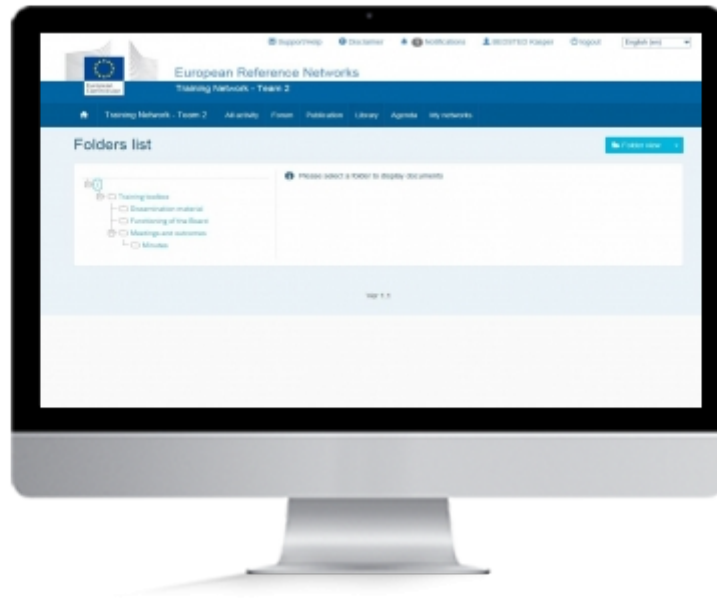
In the **Update folder** View you can modify the **Folders Label**, which is the name of the folder.

You can also add a **description** to the folder. This will appear below the folders name when viewing the Library in **Folder view**



From this view it is also possible to Move the folder to another location within the Library

# MOVE FOLDER



## LIBRARY

The Library is the storage area for all the files available in the network. Documents contained inside the library can be used as attachments in publications or they can be viewed directly in the Library

### 1. MOVING FOLDER WITHIN LIBRARY

Moving folders can only be done in **Folder View**

Folders can be moved in **Folder View** in the following way:

1. Select the folder you want to move in the **Folder List**
2. Once selected click the **Edit details** button.

**Folders list** Folder view

[+ Create folder](#)
[Rename folder](#)
[Delete folder](#)

/  
 [redacted]  
 Communications  
 Network Application  
 Scientific Publications

**Communications** [Edit details](#) [Add a document](#) [Bulk upload](#)

10 records per page Search

V	Title	Uploaded on	
v0.00	[redacted]	15-03-2017 15:02:01	<a href="#">Details</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

3. Select the folder into which you want to move the folder in the **"This folder is located inside this parent folder"**.

4. Click **Submit**

## Update folder

**Label \***

Communications

**Description**

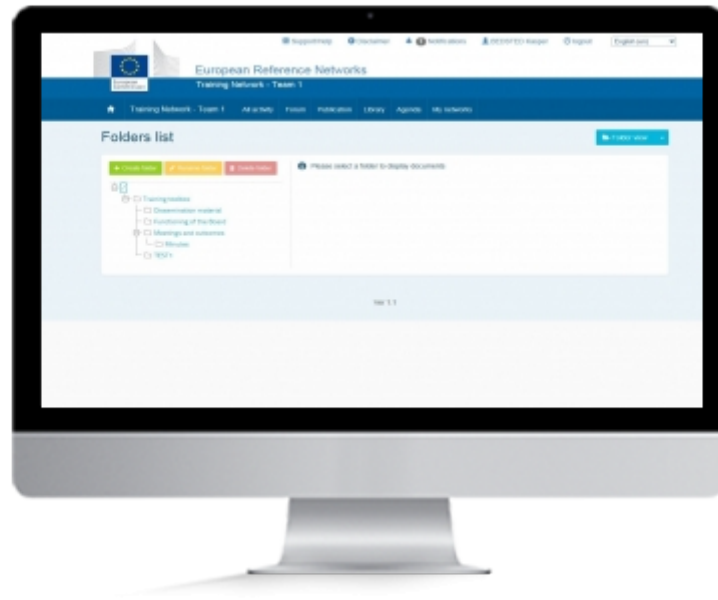
**This folder is located inside this parent folder \***

[+ Create folder](#)
[Rename folder](#)
[Delete folder](#)

/  
 [redacted]  
 Communications  
 Network Application  
 Scientific Publications

**Submit** Cancel

# RENAME FOLDER



## LIBRARY

The Library is the storage area for all the files available in the network. Files contained inside the library can be used as attachments in publications or they can be viewed directly in the Library

## 1. RENAME FOLDER

This function is only available in the **Folder view**

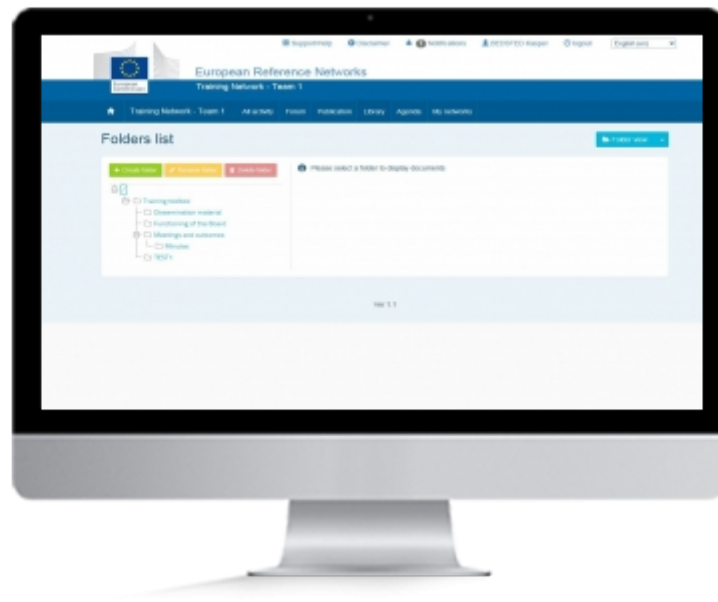
To rename a folder in the library

1. In the folder structure on the left **click on the folder** you wish to rename
2. Click **Rename** folder
3. Type the name you want the folder to have. Name has to be four characters or more.
4. Click anywhere on the screen to keep the name



Renaming a Folder can also be performed from the **Edit details** view

# DELETE FOLDER



## LIBRARY

The Library is the storage area for all the files available in the network. Files contained inside the library can be used as attachments in publications or they can be viewed directly in the Library

### 1. DELETE FOLDER

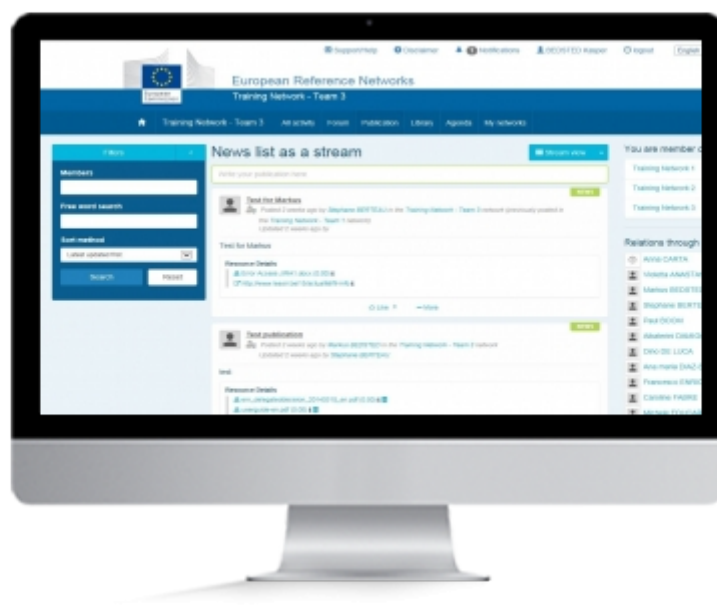
This function is only available in the **Folder view**

To delete a folder in the library

1. In the folder structure on the left **click on the folder** you wish to delete
2. Click **Delete** folder
3. A pop-up will appear asking if you are sure. Click OK



# FILTER IN THE LIBRARY

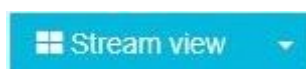


## FILTER CONTENT

With lots of different kinds of content to go through, filters can be a great way to find the exact thing you are looking for, without wasting time. Whether it is a specific Event, Publication, Discussion or even a Document you are looking for, filters can assist.

### 1. FILTER CONTENT

Filter can only be used when viewing content in **Stream View**

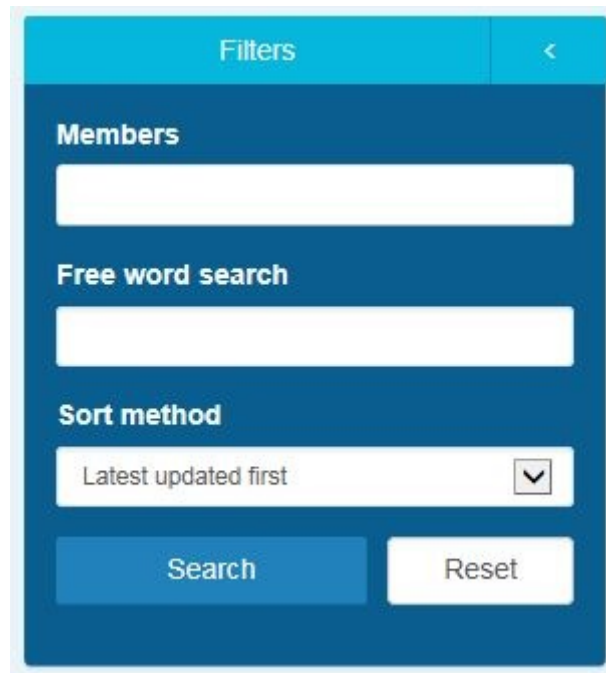


The filter can be accessed using the blue button on the left of the page





Once opened there are several way of filtering information



The image shows a 'Filters' modal window with a blue header and a white body. The header contains the word 'Filters' and a back arrow. The body is divided into three sections: 'Members' with a text input field, 'Free word search' with a text input field, and 'Sort method' with a dropdown menu showing 'Latest updated first'. At the bottom, there are two buttons: 'Search' and 'Reset'.

### By Member

- **1.** You can sort content by Member. Just type any part of a members name, first name or last name, and it will appear in the box.
- **2.** Click **Search**

### Free word search

- **1.** Type in any word in the search box. It will search in the title and description of the content
- **2.** Click **Search**

### Sort Method

- **1.** Content can be sorted by Latest Update First, Latest Created First and Most recent. Select from the dropdown menu
- **2.** Click **Search**