

R.T. I. Almaviva S.p.A/ Almaxwave S.r.l/ Indra Italia S.p.A/Pwc Advisory S.p.A	Public Connectivity System LOT 4
<b>Project User Manual 1.7</b>	<a href="#">2022.03.15--SPCL4-ITA-CRO-UserManual_Ver_1.7</a>



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## User Manual Portal

# Cross-border Cooperation Program Italy-Croatia - New website and related services

### Public Connectivity System- Lot 4

Ver.	Process	Check	Approve	Date of issue	Description of the changes
1.0	E. Cornacchione	G. Trasarti	G. Trasarti	31/05/2019	First issue
1.1	E. Cornacchione	G. Trasarti	G. Trasarti	23/08/2019	More details added
1.2	E. Cornacchione	G. Trasarti	G. Trasarti	01/10/2019	More details added
1.3	E. Cornacchione	G. Trasarti	G. Trasarti	23/10/2019	Lead Partner Spcification added
1.4	E. Cornacchione	G. Trasarti	G. Trasarti	30/10/2019	Specification about Video Linkk And Multimedia Galleries
1.5	E. Cornacchione	G. Trasarti	G. Trasarti	11/11/2019	Specification about Stay updated
1.6	E. Cornacchione	G. Trasarti	G. Trasarti	21/12/2021	opening Web Content to edit tags/categories/display pages
1.7	E. Cornacchione	G. Trasarti	G. Trasarti	15/03/2022	Istruzioni per la modifica della sezione/pagina Contatti

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## User Manual Portal

# Cross-border Cooperation Program Italy-Croatia - New website and related services

Public Connectivity System - Lot 4

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## 1. INTRODUCTION

### 1.1. 1.1 PREMISE

This document is the user manual for the functionalities of the "Italy-Croatia" portal and the mini-sites dedicated to its projects, it is oriented to the operators who will play the role of Administrator.

The possibilities to add, modify or remove the web contents present in the various pages of the portal will be described below, and the possibility of adding new pages is also provided.

NOTE: The screenshots shown as support to the guide or as an example are aligned to the status of the portal on the date of preparation of this document.

It is recommended to follow the indications suggested in this manual, remembering that the administrator user has the right to intervene on each content or setting of the portal.

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## 2. DESCRIPTION OF THE SYSTEM

### 2.1. 2.1 WARNINGS

To make the best use of the available functions it is advisable to follow only the indications given below; please note that the administrator user has the right to intervene also on other features that we suggest not to explore in order not to introduce errors or malfunctions that are not wanted.

### 2.2. 2.2 BROWSER CHOICE

For the use of the application functions it is necessary to use the same or later versions than those indicated below.

In a Mac OS environment:

- Safari 11.0.3
- Google Chrome 67.0.3396.87
- Firefox 60.0.2

In a Microsoft Windows environment:

- Firefox 62.0
- Google Chrome 69.0.3497.100
- Internet Explorer 11.285.17134.0

Other browsers are partially supported.

The portal has been developed in a "responsive" way using adaptive components and stylistic devices, that is making the pages usable also through mobile devices, this according to those that are the standards supported by the Liferay platform 7.1.

The suggested optimized resolution is 1600x900 pixels.

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Fig. 1 - Portal home page (mobile)

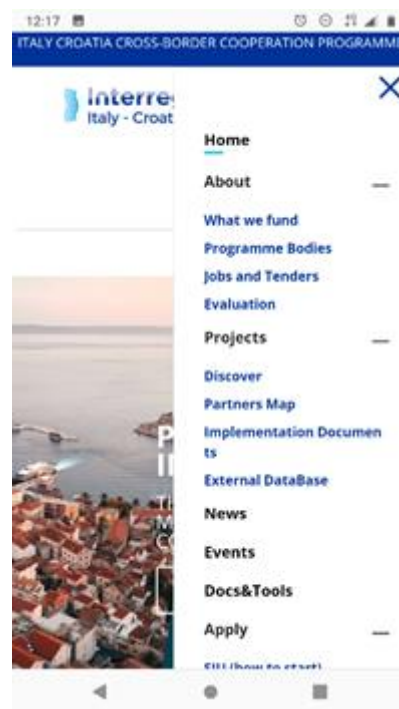

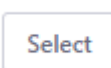










Fig. 2 - Portal menù (mobile)

### 2.3. 2.3 NAVIGATION MODE

The interaction model between the backend user and the system is that typical of the Internet environment, where the interview is realized through visual elements of a textual and iconographic nature that facilitate the user in the intuition of the actions to be undertaken.

Main graphic elements with which the user can interact are shown in the following table:

Element	Description
	Text input box, for editable fields
	Selection button
	Liferay menu opening button (located at the top left)
	Button for accessing the configuration of a web content (interface for editing the components on the pages)
	Button to add new web contents (interface for editing the components in the pages)

	Selector of a date
	Buttons for managing the publication
	Button for adding new web content (Liferay configuration menu)
	Check-box, to indicate one or more choices among the proposed options
	Check-boxes, to indicate one or more choices among the proposed options

## 2.4. 2.4 REQUIRED FIELDS

The fields marked with the symbol ✳ they are mandatory and must necessarily be entered by the user in order to confirm or save a web content.

## 2.5. 2.5 MESSAGES

The portal presents messages that identify the outcome of the operations carried out, the messages appear in the lower left corner:

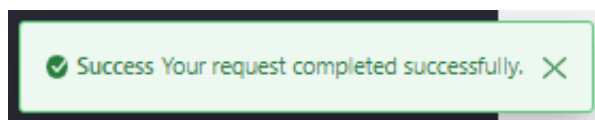


Fig. 3 - Positive outcome in creating web content



Fig. 4 - Error creating web content

## 2.6. 2.6 DATA MODIFICATION

Data is saved using the "Publish" button which makes the content to which it refers visible to the frontend; "Save as Draft" instead must be used for temporary saving (the content will not be published until the editor uses the Publish button); the "Cancel" button must instead be used to cancel the changes in progress.

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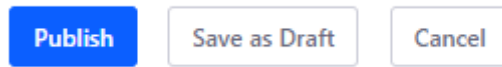


Fig. 5 - Buttons for saving information



## 3. DESCRIPTION OF FUNCTIONALITIES

The features on the web content management used on the portal will be described below, made available to users logged in with Administrator credentials.

### 3.1. 3.1 LOGIN

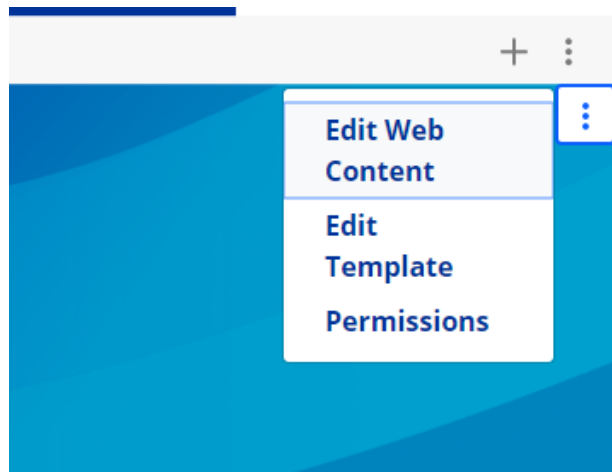
At the following link <https://www.italy-croatia.eu/web/yourprojectnamesite/admin-login> insert your UserID + Password.

### 3.2. 3.2 HOW TO EDIT CONTENT

◀ **WARNING NOTE:** The editing instrument is the blue one.

*It is strongly discouraged to use other options (the grey ones) because they are only for structural configurations.*

Every web content has this option. For each editing operation this is the beginngin STEP.



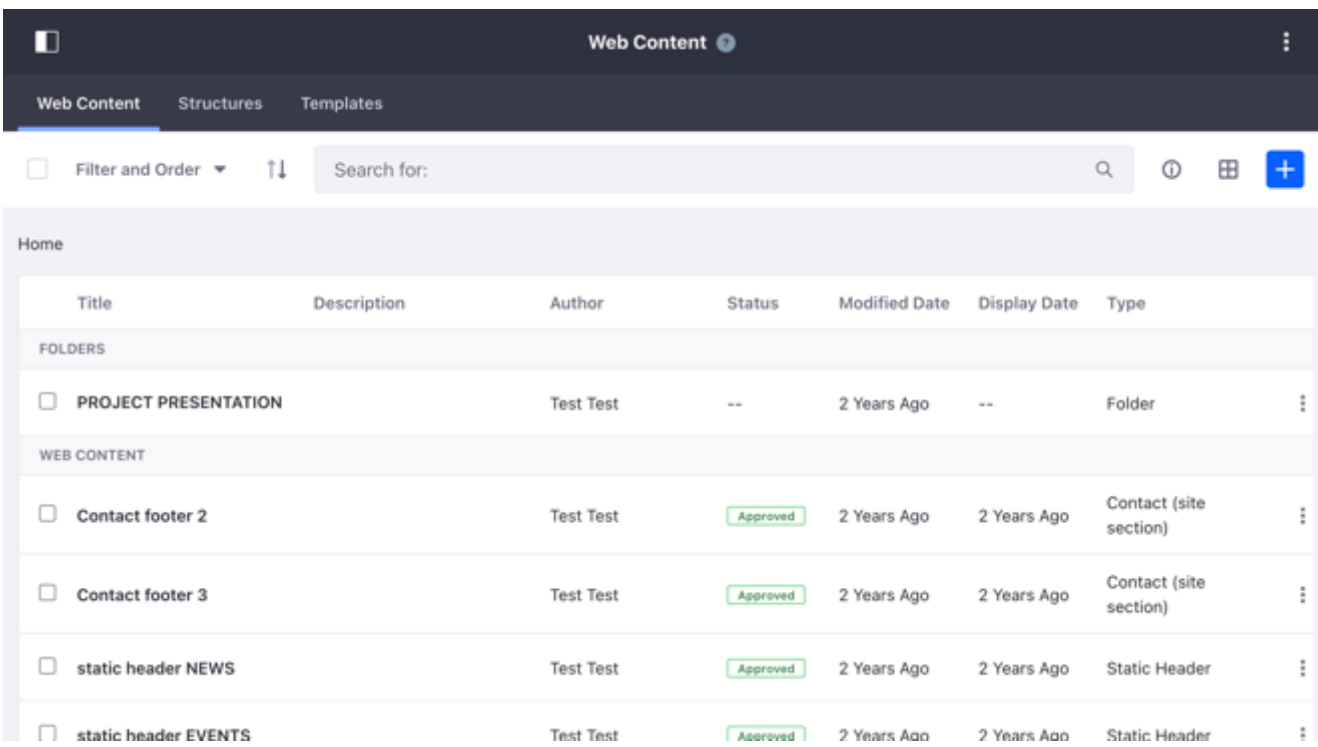
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### 3.3. 3.3 HOW TO OPEN A WEBCONTENT FROM THE BACKEND

The screenshot illustrates the steps to access web content from the backend. It shows a navigation menu on the left and a main content area on the right. Red boxes and arrows highlight key actions:

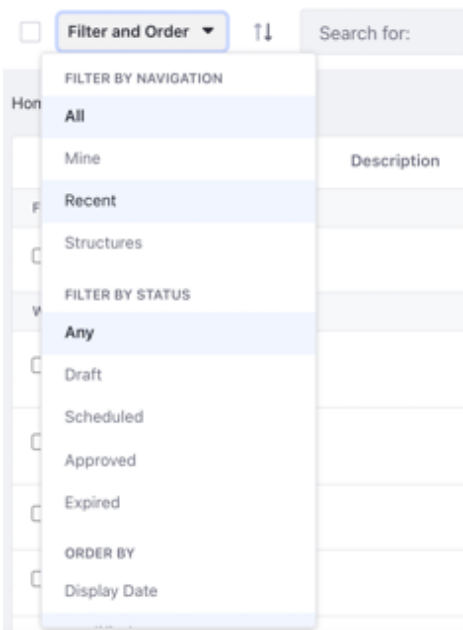
- CHOOSE THIS OPTION – open the admin panel:** Points to the hamburger menu icon in the top left corner of the main content area.
- Now as you can see the panel is open:** Points to the expanded navigation menu on the left side.
- GO TO CONTENT MENU':** Points to the 'Content' menu item in the left sidebar.
- CHOOSE WEB CONTENT MENU':** Points to the 'Web Content' sub-item under the 'Content' menu.

The main content area displays the website header with the 'About the Project' widget, the 'Interreg Italy - Croatia TRANSPOGOOD' logo, and a navigation menu with 'Contacts' highlighted. Below the navigation menu, the breadcrumb path is '/ MARITIME TRANSPORT / SO 4.1' and the 'TRANSPOGOOD' logo is visible.



By clicking on the title you can open the webcontent in order to edit it.

In this area you can search or filter a web content



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## 4. CONTENT MODULES

### 4.1. 4.1 – OVERVIEW



HEADER – PROJECT LOGO	<i>NOT EDITABLE</i>
MENU'	<i>NOT EDITABLE</i>
PROJECT CONTENT <i>HERO IMAGE</i> <i>INFORMATION CARDS</i> <i>PROJECT DESCRIPTION</i>	<a href="#">GO TO PROJECT CONTENT MANUAL SECTION</a>
KEY PROJECT NUMBER	<a href="#">GO TO THE PROJECT NUMBER MAUAL SECTION</a>
PARTNERS PRESENTATION	<i>NOT EDITABLE</i>
PARTNERS MAP	<i>NOT EDITABLE</i>
NEWS & EVENTS SECTION	<a href="#">GO TO THE NEWS MANUAL SECTION</a> <a href="#">GO TO THE EVENT MANUAL SECTION</a>
LIBRARY SECTION	<a href="#">GO TO THE DOCS AND TOOLS MANUAL SECTION</a>
HOMEPAGE MULTIMEDIA GALLERY	<a href="#">GO TO THE MULTIMEDIA GALLERY MANUAL SECTION</a>
FOOTER	<a href="#">GO TO THE FOOTER MANUAL SECTION</a>

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## 4.2. 4.2 - PROJECT PRESENTATION

⚠ **WARNING NOTE** Every content has an Identification Number (you can see an example here).

**ID: 93741** Version: 1.0 Approved

A new version is created automatically if this content is modified.

It is mandatory to maintain the same ID for the **Project Presentation content**.

You can change title and contents, but it is strongly suggested to avoid deleting this content, otherwise the ID will be no longer valid.

### Overview:

You can edit title and subtitle

You can edit/insert your HeroImage – 1920x300 pixel

You can manage some information about the project

You can not insert your LEAD PARTNER  
This configuration will be done by Programme Central Web Team

You can manage and edit your description

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You can also manage some information displayed in the Programme Website, (<https://www.italy-croatia.eu/discover>) in you PROJECT CARD (here below you can see an overview)



You can insert/manage you CARD image.  
450x280 pixel

It is a different file from HERO IMAGE because it must have different size, but you can choose the same picture.  
You can prepare two different size version of the same picture

You can manage the Name and the subtitle of you project displayed in the Programme web site

You can manage some financial and numeric information to be displayed in the Programme Website

## EXAMPLES



HERO IMAGE – 1920x300 pixel



CARD IMAGE – 450x280 pixel

In the form below you can put some information about your project.  
Some of these are mandatory otherwise the content can't be saved and published.

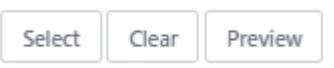
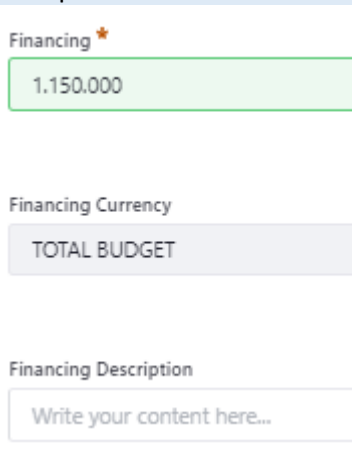
The screenshot shows a form with the following fields and values:

- ID:** 69665 **Version:** 2.0 **Status:** Approved
- CONTENT:** (Dropdown menu)
- Title:** DE- AdriaMORE
- Summary:** Description
- Title:** AdriaMORE
- Subtitle:** Adriatic DSS exploitation for Monitoring and Risk management of coastal Extreme weather and flooding
- Description (card description):** AdriaMORE Adriatic DSS exploitation for Monitoring and Risk management of coastal Extreme weather and flooding

Here below the filed structure:  
It is very important to administrate and fill the fields here below.  
**The form has additional fields that you do not have to fill.**

Field	What	Where displayed
<b>Content TITLE</b>	Name for the administrator	Only for admin
<b>Title</b>	Project acronym	Project HP
<b>Subtitle</b>	Project extended name	Project HP
<b>Description (Card description)</b>	Project Acronym + Project Extended name	Programme Discover page (one card per Project) <a href="https://www.italy-croatia.eu/discover">https://www.italy-croatia.eu/discover</a>
<b>Full Description (site description)</b>	Description of the project	Project HP
<b>Taget Group</b>	It can be a formatted list, bullet point...	Project HP
<b>Specific Objective</b>	Description of the SO	Project HP
<b>Image (card Image)</b>	450x280 pixel You can select the img by following options  <div style="display: flex; justify-content: space-around; border: 1px solid #ccc; padding: 5px;"> <span>Select</span> <span>Clear</span> <span>Preview</span> </div>	Programme Discover page (one card per Project) <a href="https://www.italy-croatia.eu/discover">https://www.italy-croatia.eu/discover</a>



<b>Site Hero Image</b>	1920x300 pixel You can select the img by following options 	Project HP
<b>Financing</b>	Amount, in this field you can put a number	Project HP
<b>Financing currency</b>	Description 	Project HP
<b>Partner Number</b>	Mandatory	Project HP
<b>Date From</b> <b>Date to</b>	Timing of the project	Project HP
<b>Link (Internal Page)</b> <b>Link (External Page)</b> <b>Link (Multimedia)</b>	You can choose one of these option to publish more information	Project HP <i>Only if configured</i>
<b>Link Button Name</b>	You can edit this field with a call to action related to the previous filed (i.e. READ MORE)	Project HP <i>Only if configured</i>

⚠ **WARNING NOTE** It is very important to **respect indication about image dimension**, otherwise the general layout could not be guaranteed.

Now you have to perfect the configuration of your project presentation by categorize you content With particular attention, you have to insert every geographical area referring to the project partners (not only Lead partner but all your project partner). [GO TO THE FOCUS: categorize the content](#)

### 4.3. 4.3 - KEY PROJECT NUMBER

In the below “slide” you can publish some facts&figures about your project.

Every “slide” is composed by a group of 3 element (circled in red).

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You can compose more than one slide for your website, remember that is composed by 3 elements, otherwise you can't save and publish the content.



In the form below you can put some information about your project. Some of these are mandatory otherwise the content can't be saved and published.

Title \*

⊖ ⊕

Group of Fact & Figures

Value \*

Unit




Name \*

Description

Here below the filed structure:

It is very important to administrate and fill the fields here below.

**The form has additional fields that you do not have to fill.**

Field	What	Where displayed
<b>Value</b>	Only numeric element (decimals included)	
<b>Unit</b>	Alphanumeric field	
<b>Name</b>	Description – few words recommended	
<b>Description</b>	Not relevant	

You can add (or delete) a new GROUP OF F&F by this option.

Every group of F&F builds a **slide**. You can build as many slides as you need. They will slide automatically, without configuring anything.



⚠ **WARNING NOTE** Pay attention in deleting (you don't have undo function!).

## 4.4. 4.4 – LEAD PARTNER – VERY IMPORTANT NOTICE

<p><b>START DATE</b> 01.01.2019</p> <hr/> <p><b>END DATE</b> 30.06.2021</p> <hr/> <p><b>TOTAL BUDGET</b> € 1.827.670</p>	<p><b>SPECIFIC OBJECTIVE</b></p> <p>1.1: Enhance the framework conditions for innovation in the relevant sectors of the blue economy within the cooperation area</p> <p><b>LEAD PARTNER</b></p>	<p><b>TARGET GROUPS</b></p> <p>Local, regional and national public authorities</p> <hr/> <p>Universities, technology transfer Institutions, research institutions</p> <hr/> <p>SMEs</p> <hr/> <p>NGOs, associations, innovation agencies, business incubators</p> <hr/> <p>General public</p>
--	---	---

◀ **WARNING NOTE** - You **do not have to** administrate this section. The Programme Central Website Team does this configuration. This configuration allows the presence of PINs on programme’s and projects’ map of partner (as you can see below)



**PARTNERSHIP**  
Discover Italy-Croatia partners' network

Select a pin or zoom the map to discover projects

The partners represent the starting point of cooperation

The quality of a project depends largely on an adequate composition of its partnership, able to pool all skills and competences of relevant institutions in order to achieve the set of project results, having the capacity to create strong links to target groups addressed by the project.

The Programme Central Website Team will configure your Lead Partner and Project partners in order to display PINs on the map and to display general information about your partners in the section of your homepage (as you can see below)

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## PARTNERSHIP

### LEAD PARTNER



Abruzzo Region - Department for territorial cooperation

VIA SALARIA ANTICA EST 27  
L'Aquila - Italy - paola.disalvatore@regione.abruzzo.it

[www.regione.abruzzo.it](http://www.regione.abruzzo.it)

The Service of Territorial Cooperation IPA of the Abruzzo Region is highly qualified in managing and implementing EU projects under European Territorial Cooperation (Interreg). For several years, until March 2018, the Abruzzo Region had covered the role of Managing Authority of the IPA Adriatic CBC Programme, the most relevant European Territorial Cooperation Programme involving 8 countries and with over 108 project financed. CETEMPS is its mandated scientific partner under AdriaMORE.

Contact person: Laura Rosella

E-mail: [laurarosella.adriamore@gmail.com](mailto:laurarosella.adriamore@gmail.com)

### PROJECT PARTNER



Dubrovnik and Neretva County

[www.dubrovnik.org](http://www.dubrovnik.org)

### PROJECT PARTNER



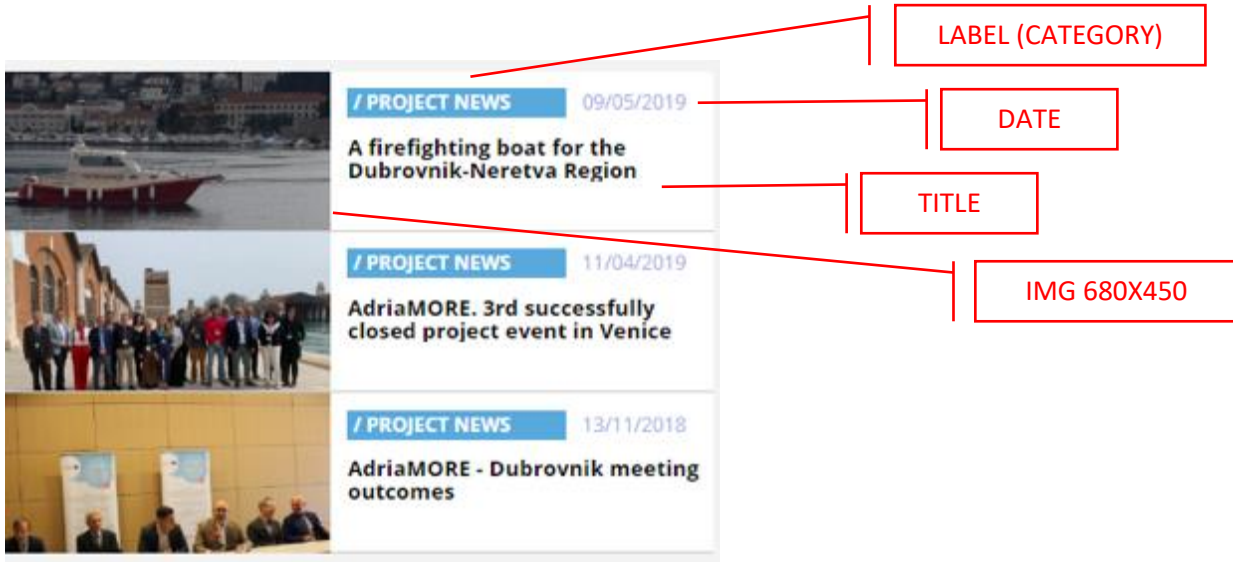
Meteorological and Hydrological Service of Croatia (DHMZ)

[meteo.hr](http://meteo.hr)

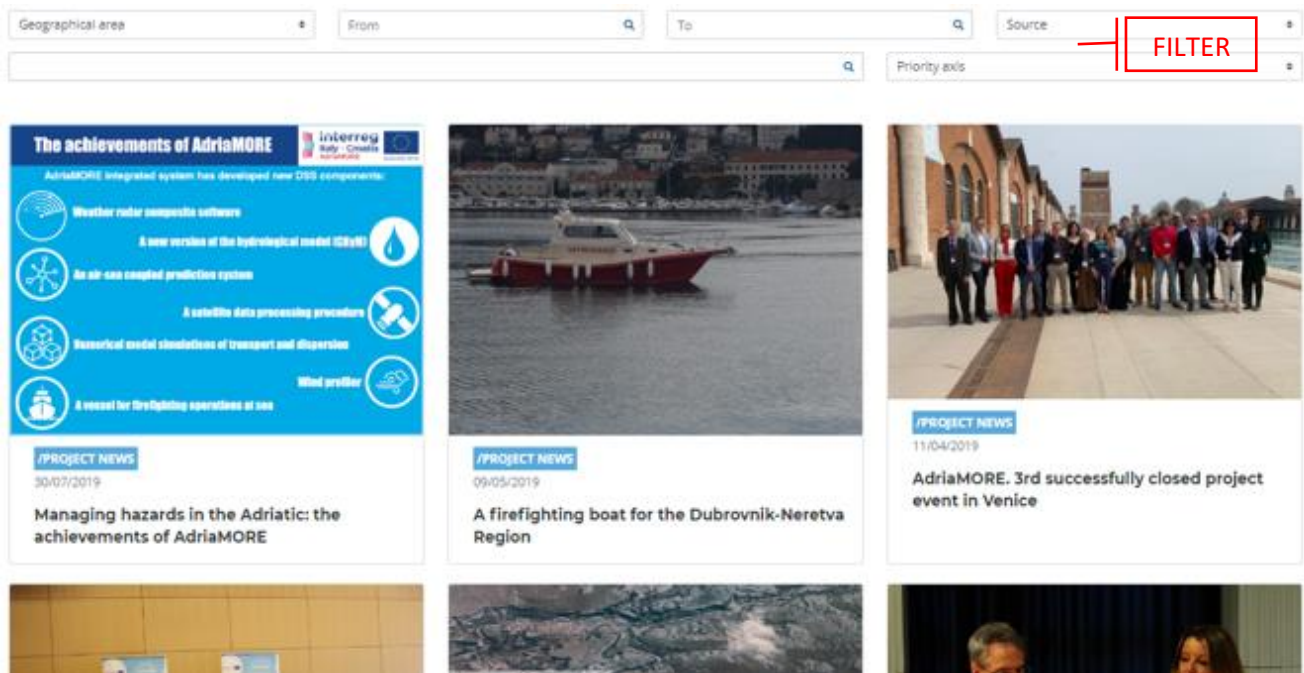


## 4.5. 4.5 - NEWS

This is the homepage area in which news are displayed.  
Last 3 will be displayed in homepage, without configuring anything.



Here the layout of the ALL NEWS section.





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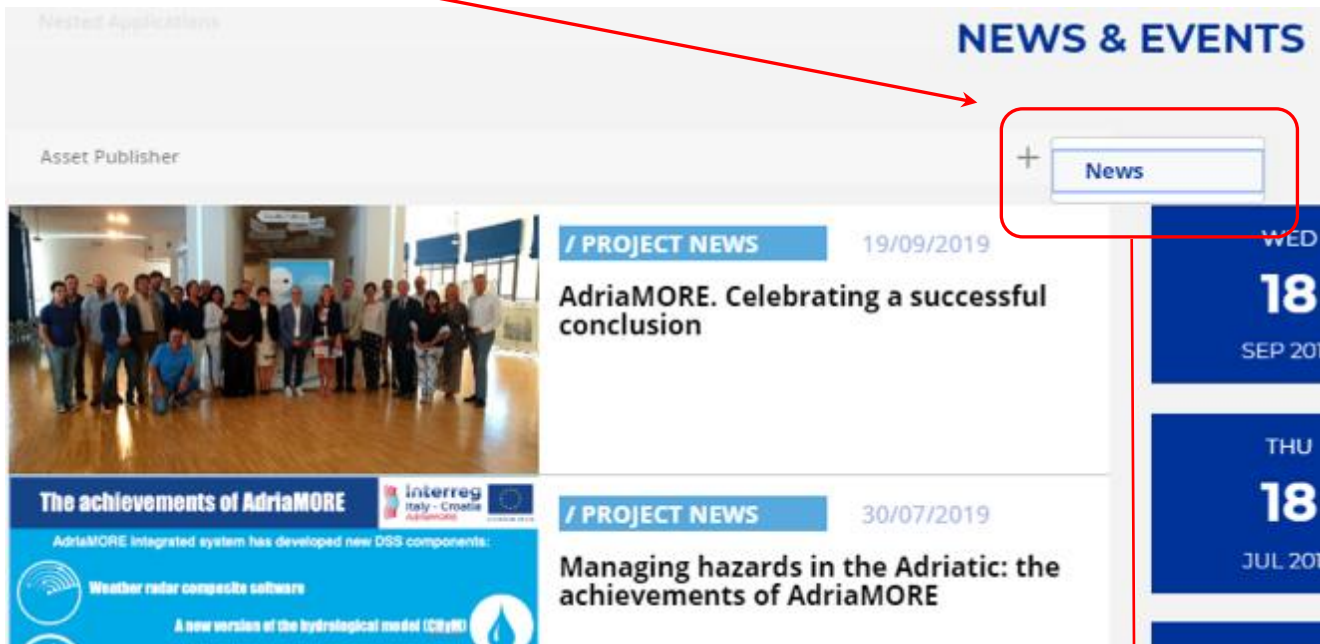
## IMPORTANT NOTICE



This is the header of you page. Please don't edit or delete.  
To publish and admin the news contents follow the steps here below

### Adding a news

From the HP NEWS AREA you can reach the option in order to add new content "NEWS"



**In this case the right option is the GREY one!**  
You can reach this option directly by the module displayed in homepage

The screenshot shows a 'CONTENT' form with the following fields:

- Title** (mandatory): A text input field with a red border and a red error message 'This field is required' below it.
- Summary**: A text input field with a placeholder 'Description'.
- Title**: A text input field.
- Abstract** (mandatory): A text input field with a placeholder 'Write your content here...'.
- Full text** (mandatory): A text input field with a placeholder 'Write your content here...'.

You will reach the form to fill out.  
As usual some fields are **mandatory** otherwise you can't save and publish the content.

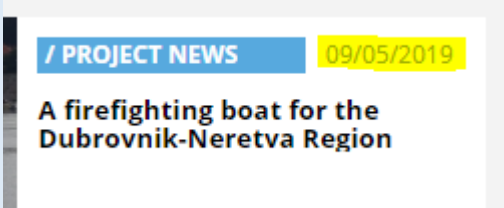
Here below the filed structure:  
It is very important to administrate and fill the fields here below.  
**The form has additional fields that you do not have to fill.**

Field	What	Where Displayed
<b>Title:</b> <b>(mandatory)</b>	Edit text  Please don't use special character Otherwise please delete special character in the friendly URL	Only for the admin
<b>Summary</b>	Not relevant	
<b>Title:</b> <b>(mandatory)</b>	Edit text	PROJECT HP  AND IN THE DETAIL PAGE  Saint Florian in Dubrovnik Thanks to the Italy-Croatia Programme funded project ADRIACRO



<b>Abstract: (mandatory)</b>	Subtitle	
<b>Full text: (mandatory)</b>	Edit text	DETAIL PAGE
OPTIONS	 	
INSERT AN IMAGE	  <p>Select or upload</p>	<p>◀ <b>NOTE:</b> For specific details and important notice please see the focus <b><u>MEDIA ADMINISTRATION</u></b></p>
YOUTUBE VIDEO	 <p>Copy the link</p> <p><a href="https://www.youtube.com/watch?v=Zb4y1KvJ4Ug">https://www.youtube.com/watch?v=Zb4y1KvJ4Ug</a></p> <p>Paste the video link...</p>	<div style="border: 2px solid red; padding: 10px;"> <p>◀ <b>WARNING NOTE !!!!</b></p> <p>It is important to select (for copy&amp;paste) the youtube link without this part:  <b><u>&amp;feature=youtu.be</u></b></p> </div>

R.T. I. Almaviva S.p.A/ Almwave S.r.l/ Indra Italia S.p.A/Pwc Advisory S.p.A	Public Connectivity System LOT 4
<b>Project User Manual 1.7</b>	<a href="#">2022.03.15--SPCL4-ITA-CRO-UserManual_Ver_1.7</a>

	Paste and confirm	
<b>Date from</b>	Date of the news	
<b>Date to</b>	Not relevant	⚠ <b>WARNING NOTE</b> ignore this field
<b>Place</b>	Not relevant	⚠ <b>WARNING NOTE</b> ignore this field
<b>Image</b>	<p>Image (680x450)</p> <p>2018.09.27-SEMINAR-FLC-IT-01.jpg</p> <p>Select Clear Preview</p> <p>Image Description</p> <p>680x450 pixel.</p> <p>Select or upload</p>	<p>⚠ <b>NOTE:</b> For specific details and important notice please see the focus <b><u>MEDIA ADMINISTRATION</u></b></p>
<b>Image description</b>	Alternate content	
<b>Image of the gallery CAMPO RIPETIBILE</b>	<p>You can add pictures and images</p> <p>Image of the gallery</p> <p>2018.10.16-FLC-SEMINAR-IT_02.jpg</p> <p>Select Clear Preview</p> <p>Image Description</p> <p>October 16th, 2018 - FLC SEMINAR IN VENICE</p> <p>Select or upload</p>	<p>⚠ <b>NOTE:</b> For specific details and important notice please see the focus <b><u>MEDIA ADMINISTRATION</u></b></p>
<b>Image description</b>	Alternate content	
<b>Attachment</b>	Not relevant	<p>⚠ <b>WARNING NOTE</b> ignore this field. Don't fill with any contents. It won't be displayed on the website. Please see the focus here below ↓.</p> <p><b><u>MEDIA ADMINISTRATION</u></b></p>
<p><b>Apply the display PAGE.</b> Follow the steps: 1)</p>		

**DISPLAY PAGE** ▼

Please select one option.

- Use default display page for "Basic Web Content": None (This content will not be referenceable with an URL)
- Use a specific display page for the web content.
- None (This content will not be referenceable with an URL)

2)

Use a specific display page for the web content.

3)

4)

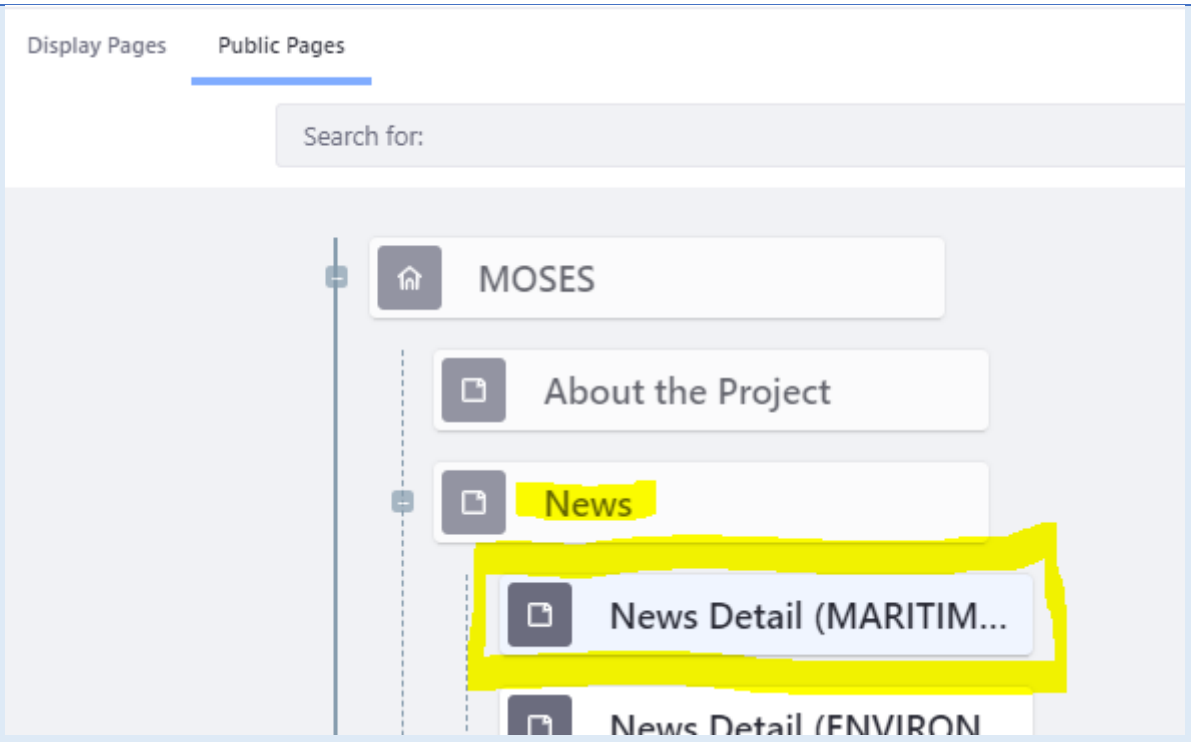
**Select Page**

Display Pages **Public Pages**

---

Filter and Order ▼ ↑↓ Search for:

5) choose the one you need



6)

**DONE!**

Now you have to **CATGORIZE** the content. It is a mandatory configuration. [GO TO THE FOCUS](#)  
⚠ **WARNING NOTE if you don't complete this item the correct homepage layout won't be guaranteed**

## Modifying a news

You can edit a published news. From the specific link of the news you can reach the editing option.

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[Home \(ITA-CRO\)](#) / [Projects \(ITA-CRO\)](#) / [ADRIAMORE](#) / [News](#) / [Managing hazards in the Adriatic: the achievements of AdriaMORE](#)

## MANAGING HAZARDS IN THE ADRIATIC: THE ACHIEVEMENTS OF ADRIAMORE

Published on 30/07/2019 (last modified 30/07/2019)

BACK TO ALL NEWS

Edit  
Permissions

**AdriaMORE is going to conclude and the several activities conducted have aimed to reach the final goal of the project, that is to increase the management capacity of responding to marine and coastal hazards in the Adriatic basin and to mitigate the damage impact caused by increasingly frequent severe weather conditions along the coastal regions in Italy and Croatia.**

Software developments, models implementation, testing on relevant case studies and sophisticated instruments acquisition have been carried out, in order to capitalize the 2007-2013 IPA Adriatic CBC programme-funded project [ADRIARadNet](#). The latter developed a decision support system (DSS) to observe and forecast possible scenarios at high hydro-meteorological risk for civil protection purposes.

## 4.6. 4.6 - EVENT

This is the homepage area in which events are displayed.  
Last 4 will be displayed in homepage, without configuring anything.

The screenshot shows a list of four events. Red boxes and lines identify the following components:

- DATE:** A box pointing to the date and day (e.g., 'WED 18 SEP 2019').
- LABEL (CATEGORY):** A box pointing to the '/ PROJECT EVENTS' label.
- TITLE:** A box pointing to the event title (e.g., 'AdriaMORE. Final event in Pescara').

Day	Date	Category	Title
WED	18 SEP 2019	/ PROJECT EVENTS	AdriaMORE. Final event in Pescara
THU	18 JUL 2019	/ PROJECT EVENTS	AdriaMORE. Dissemination event in Pescara
TUE	06 NOV 2018	/ PROJECT EVENTS	Second Steering Committee and Dissemination Event
MON	09 APR 2018	/ PROJECT EVENTS	AdriaMORE   Kickoff Meeting

Here the layout of the ALL EVENTS section

The screenshot shows the 'ALL EVENTS' section layout. Red boxes and lines identify the following components:

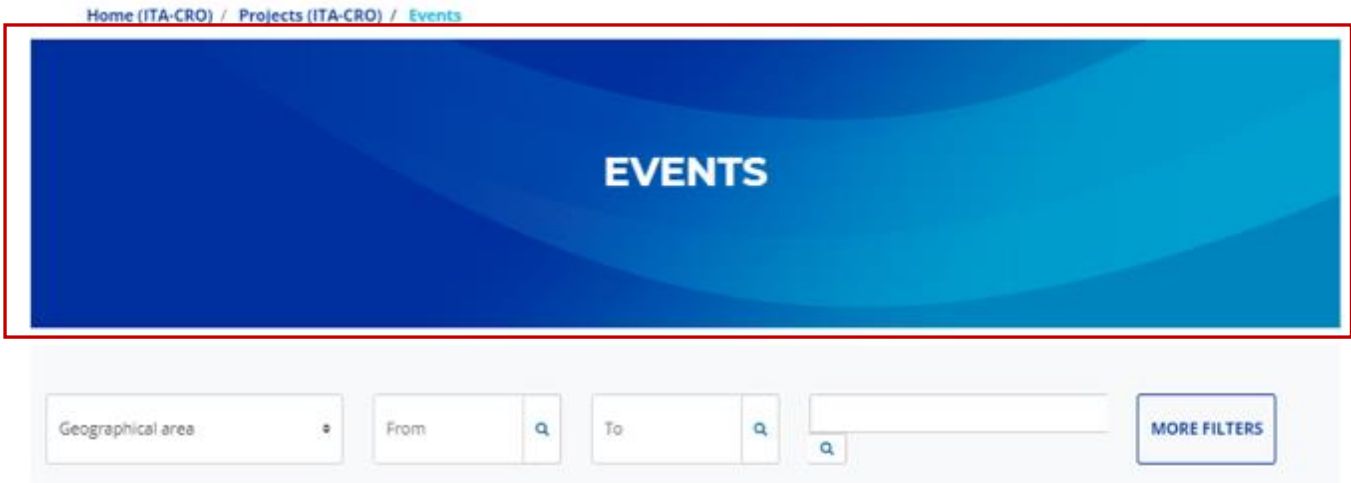
- Filters:** A box pointing to the search and filter controls at the top right.
- Calendar display:** A box pointing to the calendar view showing August and September 2019.
- Event Cards:** A box pointing to the grid of event cards, each featuring an image and event details.

In this section is displayed also the event image

Day	Date	Category	Title
WED	18 SEP 2019	/PROJECT EVENTS	AdriaMORE. Final event in Pescara
THU	18 JUL 2019	/PROJECT EVENTS	AdriaMORE. Dissemination event in Pescara
TUE	02 APR 2019	/PROJECT EVENTS	AdriaMORE   3rd Steering Committee Meeting
TUE	06 NOV 2018	/PROJECT EVENTS	AdriaMORE - 2nd Steering Committee meeting in Dubrovnik

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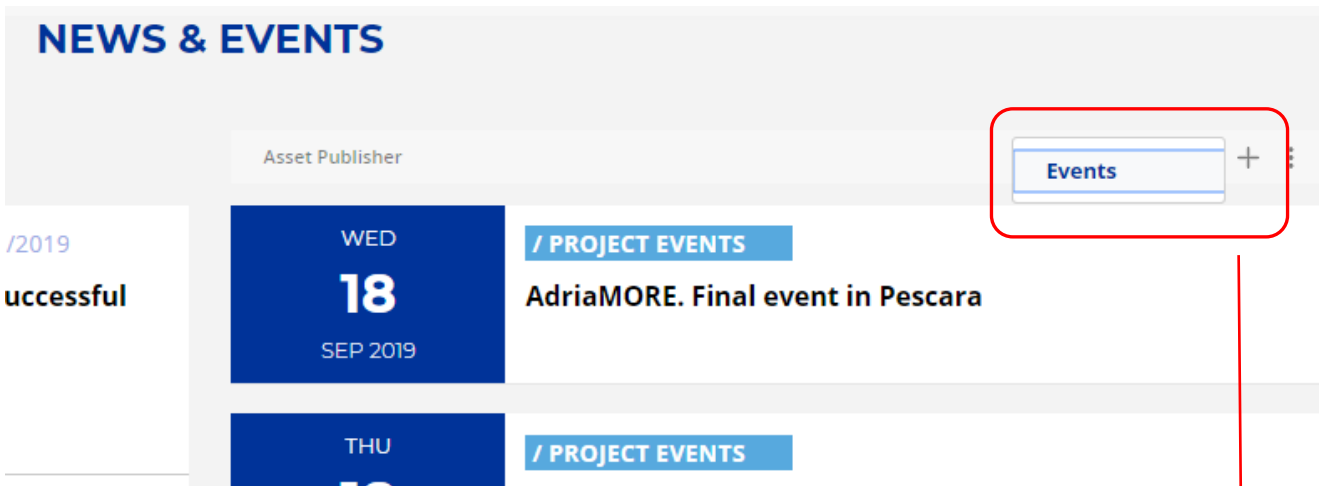
**IMPORTANT NOTICE**



This is the header of you page. Please don't edit or delete.  
To publish and admin the news contents follow the steps here below

**Adding an event**

All the instructions are very similar to News administration



**In this case the right option is the GREY one!**  
You can reach this option directly by the module displayed in homepage

The screenshot shows a content management interface with the following fields:


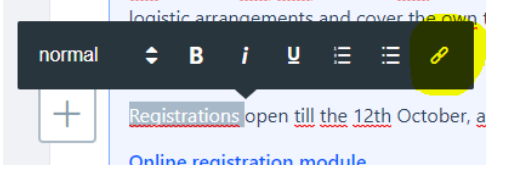


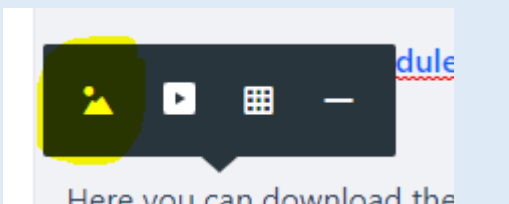
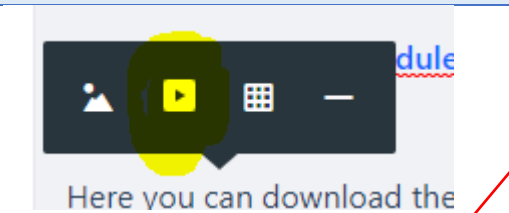
- CONTENT** (dropdown menu)
- Title \*** (text input field with a red border and a message: "This field is required.")
- Summary** (text input field with a placeholder "Description")
- Title \*** (text input field)
- Abstract \*** (text input field with a placeholder "Write your content here...")
- Full text \*** (text input field with a placeholder "Write your content here...")

When you choose the Add instruction you will reach the form to fill out.  
As usual some fields are mandatory otherwise you can't save and publish the content.


Here below the field structure:  
It is very important to administrate and fill the fields here below.  
**The form has additional fields that you do not have to fill.**

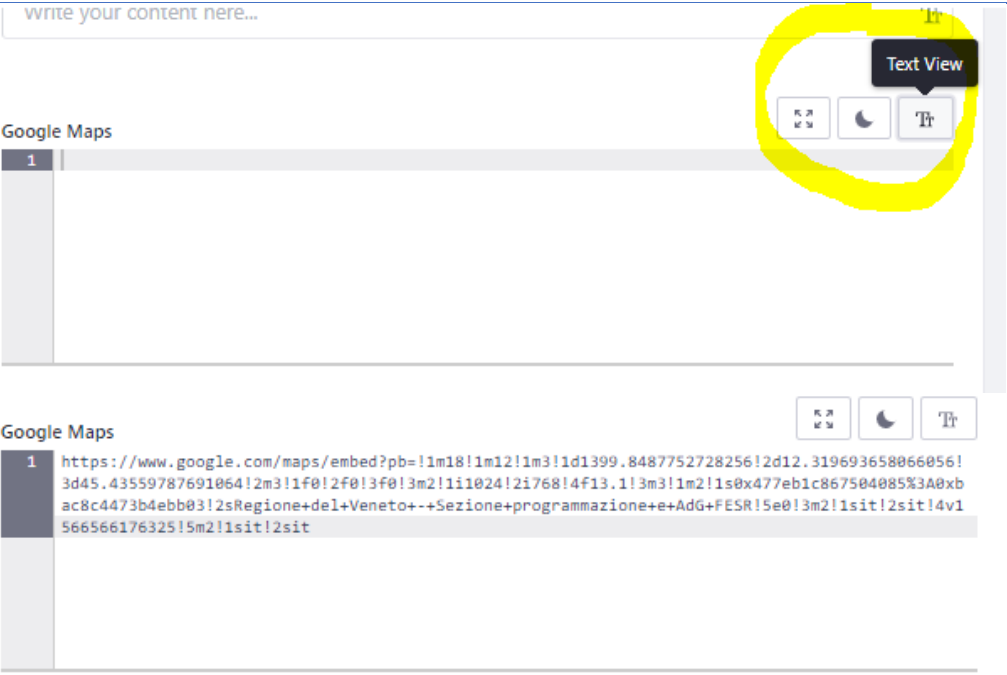
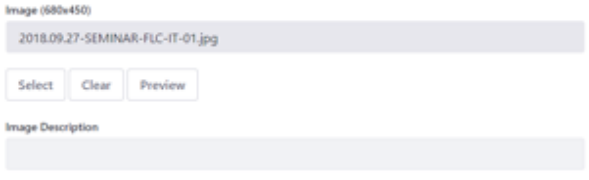
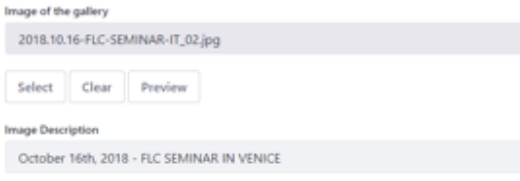
Field	What	Where Displayed
<b>Title: (mandatory)</b>	Edit text	Only for the admin
<b>Summary</b>	Not relevant	
<b>Title: (mandatory)</b>	Edit text	<p>PROJECT HP</p> <p>AND IN THE DETAIL PAGE</p>

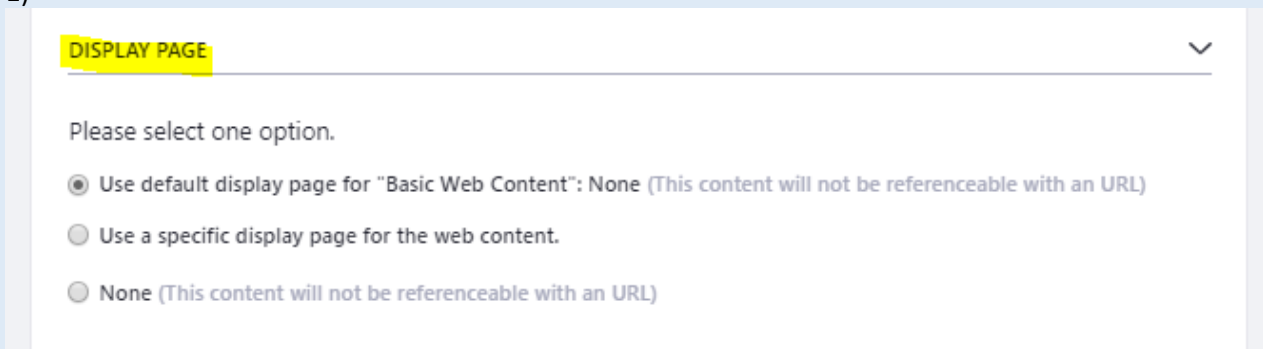
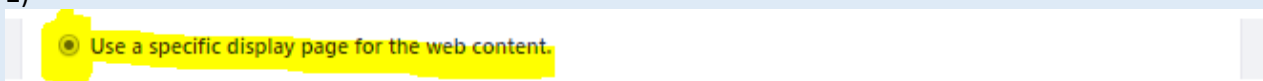
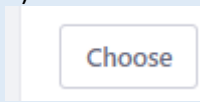
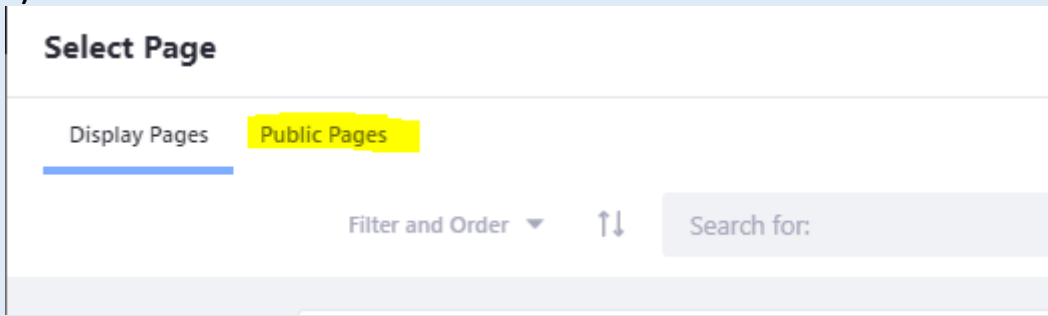


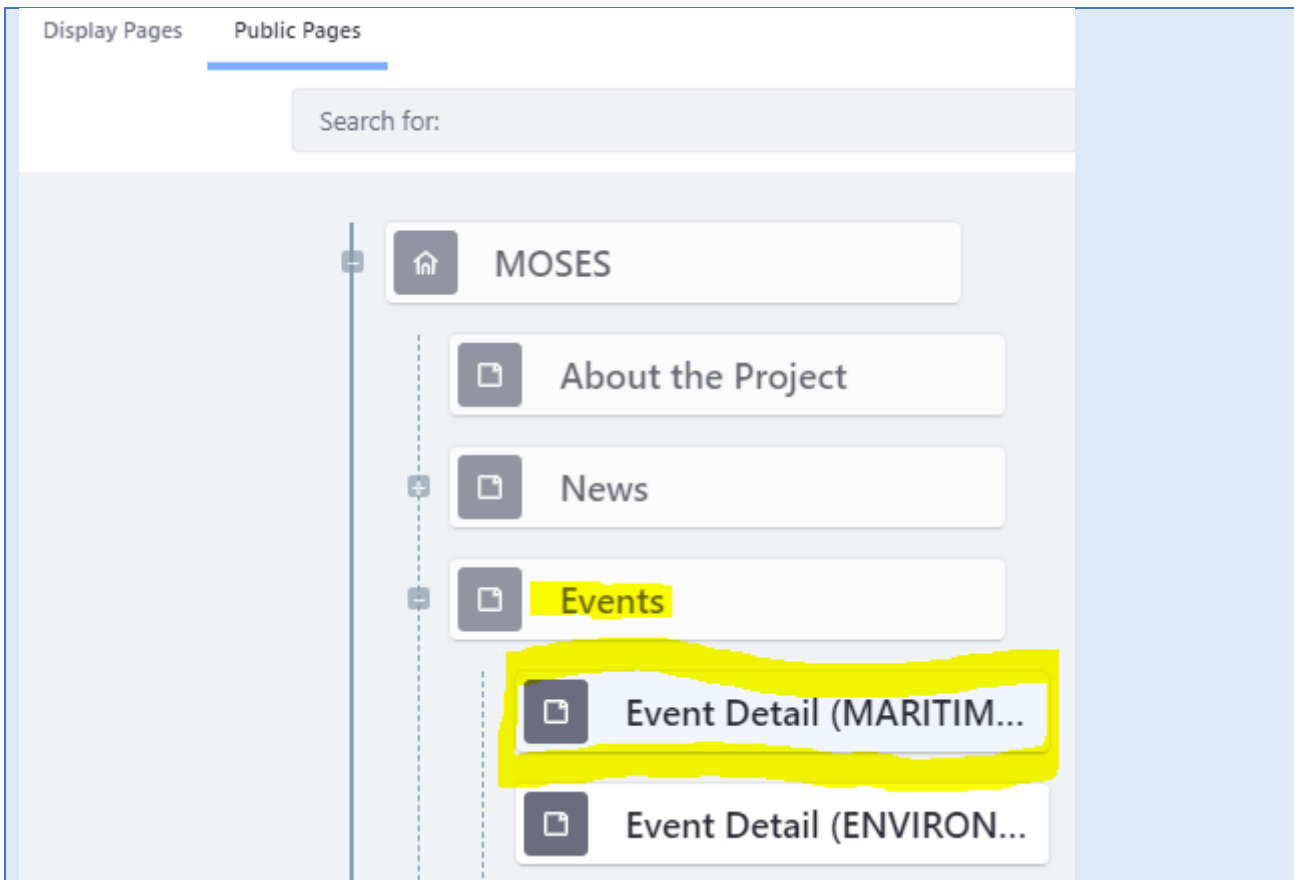
<b>Abstract: (obbligatorio)</b>	Subtitle	 <p>The third Steering Committee of AdriamORE - Adriatic DSS Exploitation for Monitoring and Risk management of coastal Extreme weather and flooding will take place in Venice, Italy, on April 2nd, 2022.</p>
<b>Full text: (obbligatorio)</b>	Edit text	DETAIL PAGE
OPTIONS	 <p>logistic arrangements and cover the own t</p> <p>normal B i U ☰ ☰</p> <p>Registrations open till the 12th October, a</p> <p>Online registration module</p>  <p>Registrations open till the 12th October, at 12:00, on this</p> <p>Default   Documents\2012\65414\informativ</p> <p>Here you can download the information on personal data processing</p> <p>The broker information on how to search the cases and detailed solution environments are</p>	
INSERT AN IMAGE	 <p>Here you can download the</p>  <p>Here you can download the</p> <p>Select or upload</p>	<div style="border: 1px solid red; padding: 10px;"> <p>◀ <b>NOTE:</b> For specific details and important notice please see the focus here below↓</p> <p><a href="#">MEDIA ADMINISTRATION</a></p> </div>
YOUTUBE VIDEO	 <p>Here you can download the</p> <p>Copy the link</p> <p><a href="https://www.youtube.com/watch?v=Zb4y1KvJ4Ug">https://www.youtube.com/watch?v=Zb4y1KvJ4Ug</a></p>	<div style="border: 1px solid red; padding: 10px;"> <p>◀ <b>WARNING NOTE !!!!</b></p> <p>It is important to select (for copy&amp;paste) the youtube link without this part:</p> <p><b><u>&amp;feature=youtu.be</u></b></p> </div>

	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">         Paste the video link...       </div> Paste and confirm	
<b>Date from From hour</b>	Here the event starts	
<b>Date to To hour</b>	Here the event ends	
<b>Event reference person: (name surname)</b>  <b>(phone)</b>  <b>(email)</b>	Edit the fields: <ul style="list-style-type: none"> <li>• name surname</li> <li>• phone</li> <li>• email</li> </ul>	START DATE Oct 16, 2018 h.09:30 END DATE Oct 16, 2018 h.13:00 PLACE VILLA SETTEMBRINI - Regione Veneto ADDRESS Via Giosuè Carducci, 32 30173 Mestre (VE) CONTACT <b>VENETO REGION - MANAGING AUTHORITY</b> 3288665416 enrica.cornacchione@gmail.com
<b>Place</b>	Inser the name of the location (text mode)	
<b>Address</b>	Insert the specification of the address (text mode)	

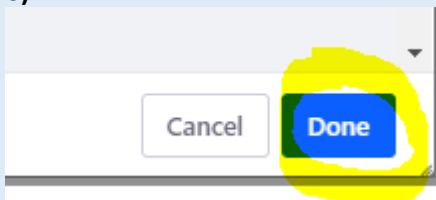
	<p><b>Condividi</b> <span style="float: right;">✕</span></p> <p>Inviare un link <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Incorporare una mappa</span> <span style="border: 1px solid red; padding: 2px; margin-left: 20px;">Choose Incorporate map</span></p> <p>Medie <span style="font-size: small;">&lt;iframe src="https://www.google.com/maps/embed?pb=!1m18!1m12!1m3!1d1399.8487752728256!2d12.319693658066056!3d45.43559787691064!2m3!1f0!2f0!3f0!3m2!1i1024!2i768!4f13.1!3m3!1m2!1s0x477eb1c867504085%3A0xbac8c4473b4ebb03!2sRegione+del+Veneto+-+Sezione+programmazione+e+AdG+FESR!5e0!3m2!1sit!2sit!4v1566566176325!5m2!1sit!2sit" width="600" height="450" frameborder="0" style="border:0" allowfullscreen&gt;&lt;/iframe&gt;</span> <span style="background-color: yellow; border: 1px solid black; border-radius: 50%; padding: 2px; font-weight: bold;">COPIA HTML</span></p>  <p>Incorporando questa mappa, accetti i <a href="#">termini di servizio</a>.</p>
<p style="border: 1px solid red; padding: 5px; width: fit-content;">Select only YELLOW not ""</p>	<pre>&lt;iframe src="https://www.google.com/maps/embed?pb=!1m18!1m12!1m3!1d1399.8487752728256!2d12.319693658066056!3d45.43559787691064!2m3!1f0!2f0!3f0!3m2!1i1024!2i768!4f13.1!3m3!1m2!1s0x477eb1c867504085%3A0xbac8c4473b4ebb03!2sRegione+del+Veneto+-+Sezione+programmazione+e+AdG+FESR!5e0!3m2!1sit!2sit!4v1566566176325!5m2!1sit!2sit" width="600" height="450" frameborder="0" style="border:0" allowfullscreen&gt;&lt;/iframe&gt;</pre>
	<p>Paste in this way</p> <div style="border: 1px solid #ccc; padding: 10px;"><p>Google Maps</p><div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div><div style="text-align: right; border: 1px solid #ccc; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"><span style="font-size: 12px;">S</span></div></div>

		
<p><b>Image</b></p>	 <p>680x450 pixel.</p> <p>Select or upload</p>	<p>◀ <b>NOTE:</b> For specific details and important notice please see the focus <b><u>MEDIA ADMINISTRATION</u></b></p>
<p><b>Image description</b></p>	<p>Alternate content</p>	
<p><b>Image of the gallery CAMPO RIPETIBILE</b></p>	<p>You can add pictures and images</p>  <p>Select or upload</p>	<p>◀ <b>NOTE:</b> For specific details and important notice please see the focus <b><u>MEDIA ADMINISTRATION</u></b></p>
<p><b>Image description</b></p>	<p>Alternate content</p>	
<p><b>Attachment</b></p>	<p>Not relevant</p>	<p>◀ <b>WARNING NOTE</b> ignore this field.          Don't fill with any contents. It won't be displayed on the website.</p>

	Please see the focus here below ↓. <b><u>MEDIA ADMINISTRATION</u></b>
<p><b>Apply the display PAGE.</b> Follow the steps:</p> <p>1)</p>  <p>2)</p>  <p>3)</p>  <p>4)</p>  <p>5) choose the one you need</p>	



6)



**DONE!**

Now you have to **CATGORIZE** the content. It is a mandatory configuration. **GO TO THE FOCUS**  
⚠ **WARNING NOTE if you don't complete this item the correct homepage layout won't be guaranteed**

## Modifying a event

You can edit a published news. From the specific link of the news you can reach the editing option.

R.T. I. Almagiva S.p.A/ Almagiva S.r.l/ Indra Italia S.p.A/Pwc Advisory S.p.A	Public Connectivity System LOT 4
<b>Project User Manual 1.7</b>	<a href="#">2022.03.15--SPCL4-ITA-CRO-UserManual_Ver_1.7</a>

Home (ITA-CRO) / Projects (ITA-CRO) / ADRIAMORE / Events / [Adriamore. Final event in Pescara](#)

## ADRIAMORE. FINAL EVENT IN PESCARA

Published on 30/07/2019 (last modified 02/08/2019)

[BACK TO ALL EVENTS](#)

**START DATE**  
Sep 18, 2019 h.9.30 am

**END DATE**  
Sep 18, 2019 h.1.30 pm

**PLACE**  
EuropAurum

**ADDRESS**  
Largo Gardone Riviera

**CONTACT**  
**Laura Rosella**  
[laurarosella.adriamore@gmail.com](mailto:laurarosella.adriamore@gmail.com)

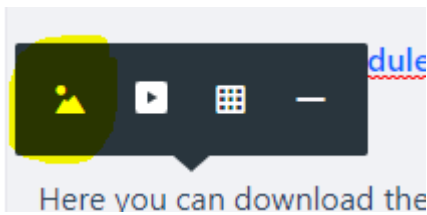
Edit

Permissions

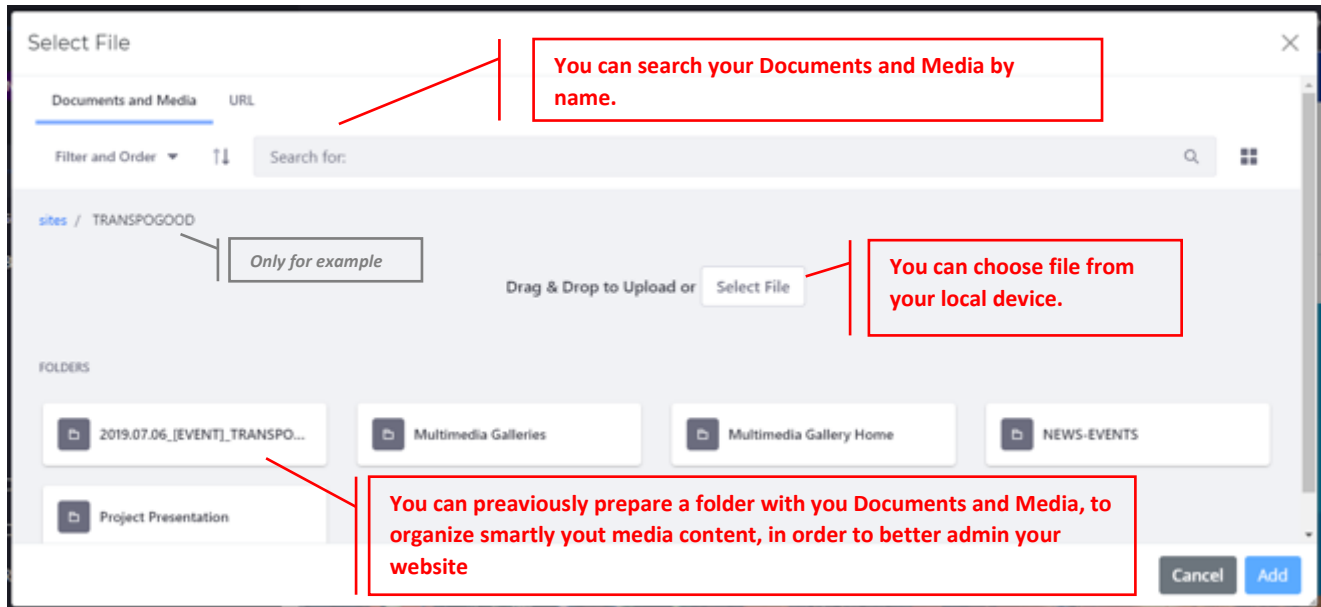
## 4.7. 4.7 – FOCUS – VERY IMPORTANT NOTICE (MEDIA ADMINISTRATOR, CATEGORIZE THE CONTENT)

### FOCUS: media administration

It is very important to respect this procedure in order to avoid template disfunction.



Choose the IMAGE icon to access the selection of media.



### So, how can you prepare a folder?

You cannot complete this operation during the editing procedure of a content. You have to do this before starting the procedure to add a content.



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About the Project (Widget Page)

 **CHOOSE THIS OPTION – open the admin panel**

ITALY CROATIA CROSS-BORDER COOPERATIO



- About the Project
- News
- Docs&Tools
- Multimedia
- Contacts

/ MARITIME TRANSPORT

/ SO 4.1

TRANSPGOOD

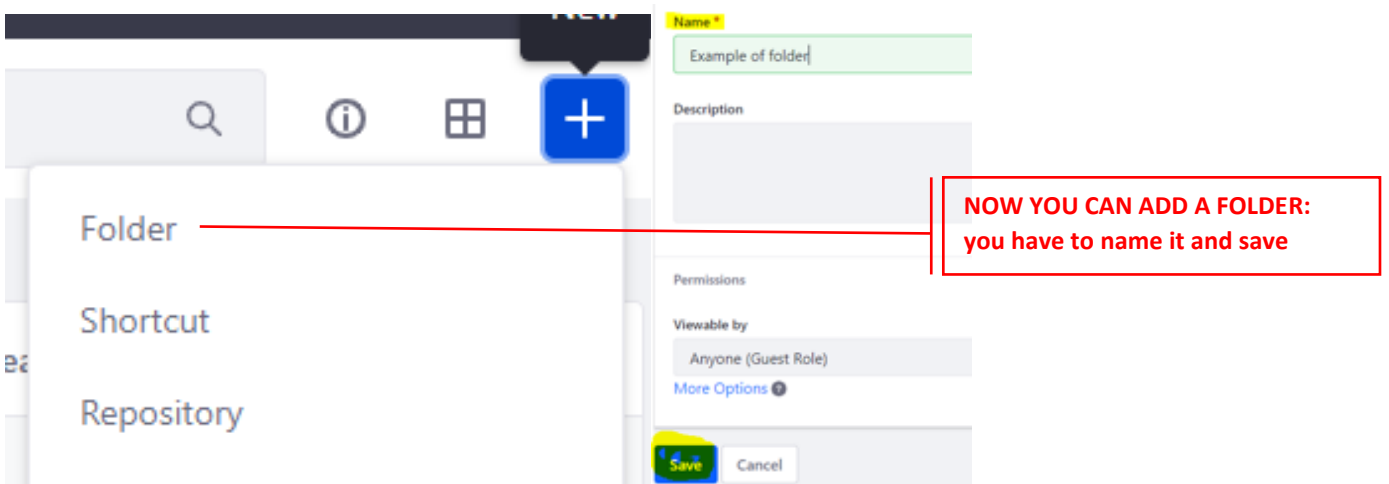
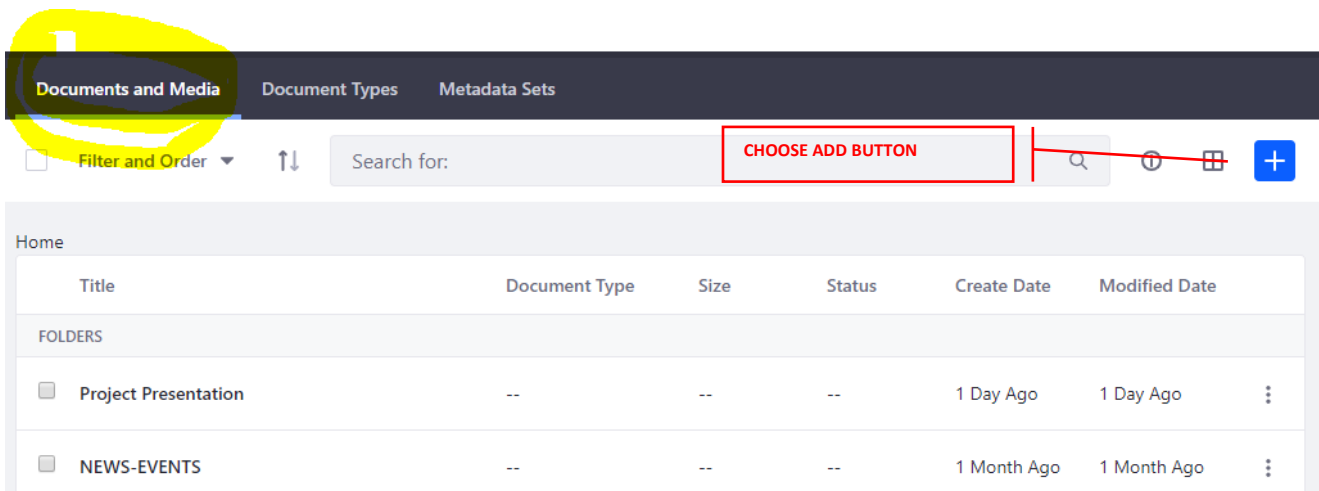
Italia-Croatia

- Control Panel >
- TT Test >
- TRANSPGOOD** Ⓟ ✓
- Go to Site
- Build >
- Content** ✓
- Web Content
- Blogs
- Documents and Media
- Dynamic Data Lists

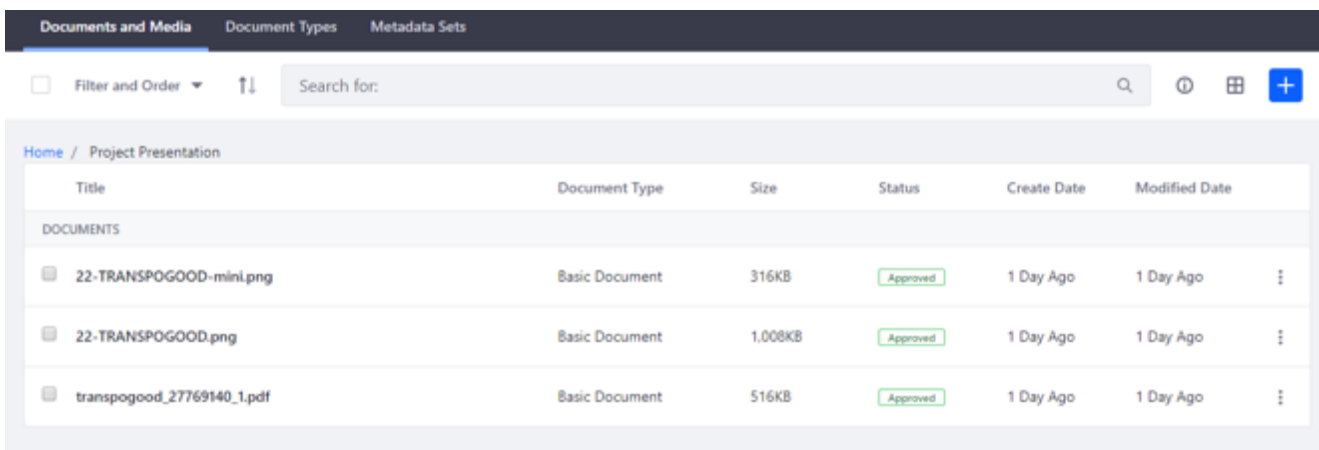
Now as you can see the panel is open

GO TO CONTENT MENU'

CHOOSE DOCUMENTS AND MEDIA



Select the folder you have already created.  
 You can upload your media (pdf or image) also in drag&drop mode.  
 You can also edit subfolder as you want. **ADVICE** : not overdo with that (SEO don't like too much levels)

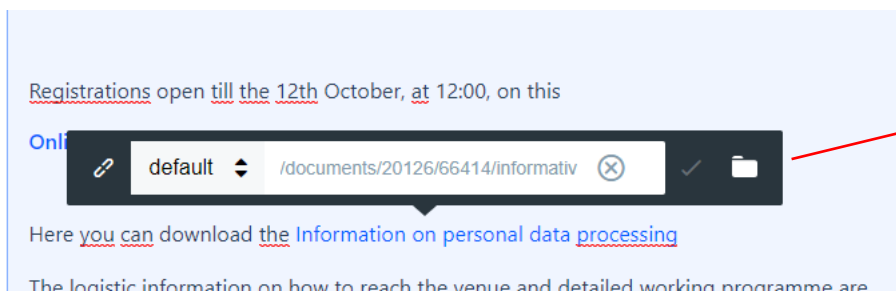


R.T. I. Al maviva S.p.A/ Al mawave S.r.l/ Indra Italia S.p.A/Pwc Advisory S.p.A	Public Connectivity System LOT 4
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Now you have your media folder and by the editing procedure you can easily select your images or media by the correct place.

### How can you insert attachment?

During the editing procedure of your content, you can easily add an attachment.  
Select a text portion and select the following option



Choosing this folder you access Documents and Media section.

Select the correct folder then select the file and confirm.

You can insert as many attachments as you desire.

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## IMAGES SIZES SUMMARY



**HERO IMAGE**  
1920x300



**CARD PROJECT**  
450x280 pixel



**NEWS IMAGE**  
680x450 pixel



**EVENT IMAGE**  
680x450 pixel



**IMAGE FOR MULTIMEDIA GALLERIES**  
1200X800

## FOCUS: categorize the content

⚠ **WARNING NOTE** if you don't complete this item the correct homepage layout won't be guaranteed

Now you must select categories. Select from the following options.

The screenshot shows the METADATA configuration page with several fields and their corresponding annotations:

- CONTACTS (Global)**: A 'Select' button.
- CONTENT TYPE (Global)**: A 'Select' button. **Annotation:** CONTENT TYPE: this categorization allow this content to be displayed in homepage, moreover make sure the correct application of the lable (news o events)
- EVENTS**: A button with a red 'x' icon.
- EXPERTISE TYPE (Global)**: A 'Select' button. **Annotation:** IGNORE THESE!
- FAQ (Global)**: A 'Select' button.
- GEOGRAPHICAL AREA (Global)**: A 'Select' button. **Annotation:** GEOGRAPHICAL AREA: this categorization allow this content to be filtered by this option in ALL NEWS section. If you don't configure it the content won't appear in filtered results
- ITALY** and **PESCARA**: Buttons with red 'x' icons.
- GLOSSARY (Global)**: A 'Select' button. **Annotation:** IGNORE THESE!
- PARTNER REQUESTED TYPE (Global)**: A 'Select' button.
- PRIORITY AXIS (Global)**: A 'Select' button. **Annotation:** PRIORITY AXIS: this categorization allow this content to be filtered by this option in ALL NEWS section. If you don't configure it the content won't appear in filtered results
- SAFETY AND RESILIENCE** and **SO 2.2**: Buttons with red 'x' icons.
- SET OF CALL (Global)**: A 'Select' button.
- 1ST CALL**: A button with a red 'x' icon.
- SOURCE (Global)**: A 'Select' button. **Annotation:** SOURCE: this categorization allow this content to be displayed in homepage, moreover make sure the correct application of the lable (PROGRAMME or PROJECT) and the visibility of your content in the general website with the correct referrals. So, choose **PROJECT** in this configuration for you contents, not programme
- PROJECT**: A button with a red 'x' icon.

### ⚠ **ADVICE:**

For the **events** please enter the Region and province for Italy and Zupanija for Croatia as a reference  
 For the **news** please enter the reference to Italy, Croatia or other.

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## 4.8. 4.8 – DOCS AND TOOLS AREA

**LIBRARY**

Here all the documents.



<b>DOCUMENTS</b>	+
<b>TOOLS</b>	+

[SEE ALL DOCS & TOOLS](#)


CHOOSE THIS OPTION – open the admin panel

**About the Project** (Widget Page)

ITALY CROATIA CROSS-BORDER COOPERATION

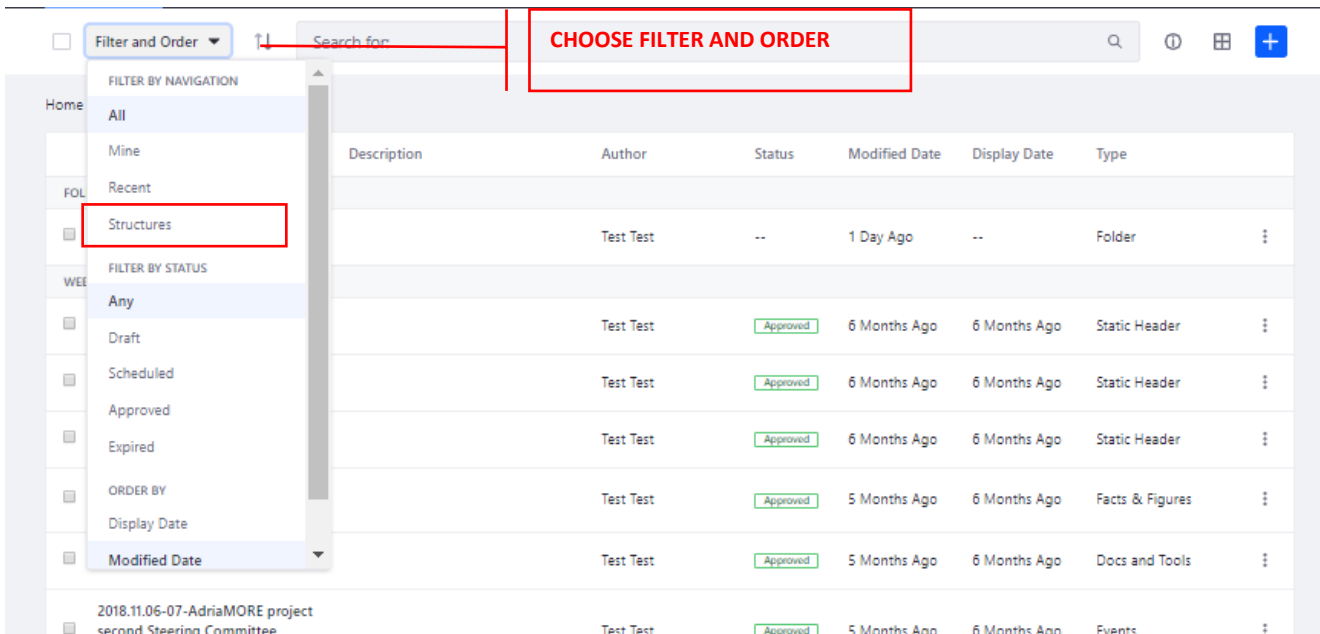
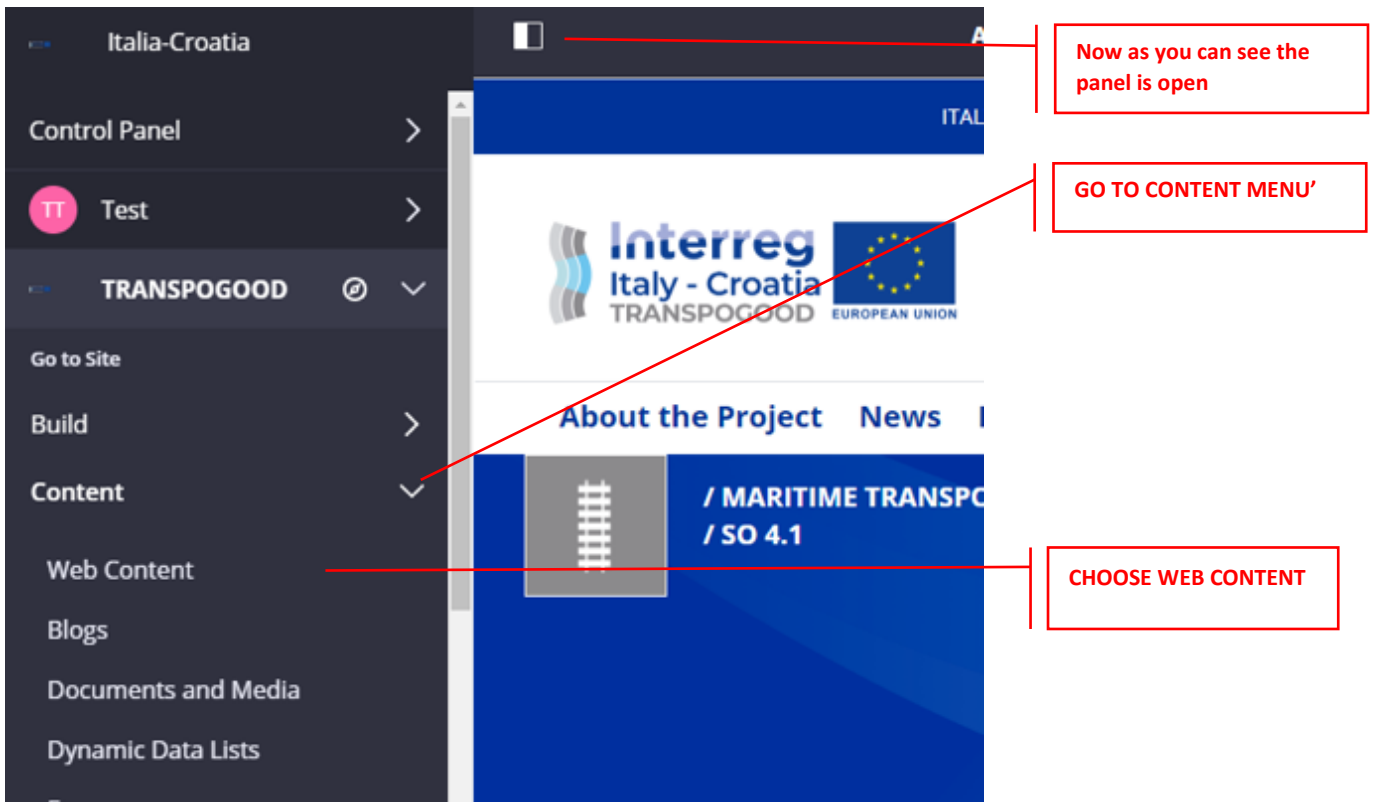
About the Project News Docs&Tools Multimedia Contacts



**/ MARITIME TRANSPORT**

**/ SO 4.1**

TRANSPOGOOD



Filter and Order  Search for:

ID	Name	Description	Modified Date
23531	Basic Web Content	Basic Web Content	9 Months Ago
34282	News		7 Months Ago
64811	People Contact		7 Months Ago
68655	Glossary		7 Months Ago
64893	FAQ		7 Months Ago
60908	Partner		7 Months Ago
40001	Events		7 Months Ago
37540	Multimedia		7 Months Ago
33826	Video Link		7 Months Ago
34278	Slider Web Content		7 Months Ago
37000	Docs and Tools		7 Months Ago
40005	Flash News		7 Months Ago
36411	Static Header		7 Months Ago

In this way you can choose only Docs&Tools elements

Web Content Structures Templates

Filter and Order  Search for:

Home

Title	Description	Author	Status	Modified Date	Display Date	Type
WEB CONTENT						
ADRIAMORE - LIBRARY	Test Test		Approved	5 Months Ago	6 Months Ago	Docs and Tools

This is a Docs&Tools content, you can editing this content, adding or modifying information

You can add new Docs&Tools content

You can edit an existing content or publish a new one.  
Here below the structure of the content.



ID: 93911 Version: 1.4 Approved

A new version is created automatically if this content is modified.

**CONTENT**

**Title**  
ADRIAMORE - LIBRARY

**Summary**  
Description

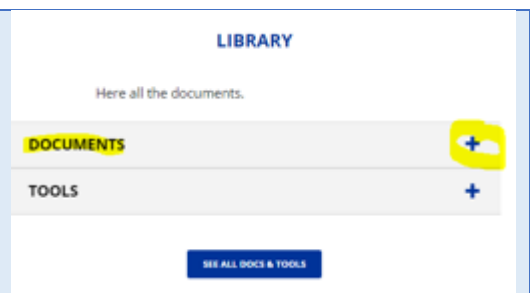
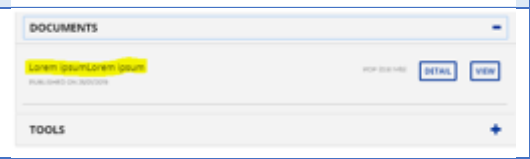

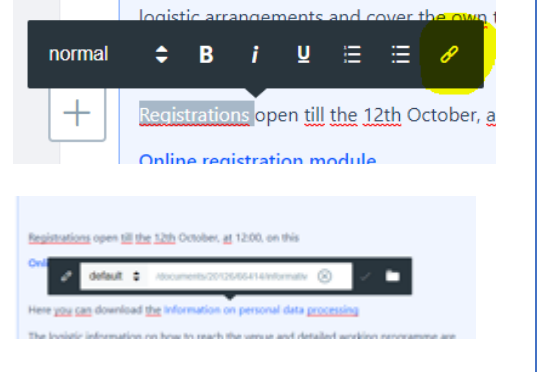

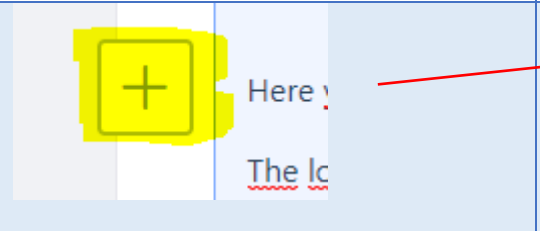
**Section Title**  
LIBRARY

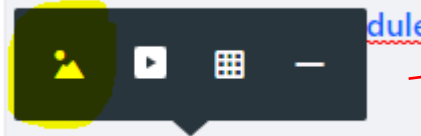


**Section Subtitle**  
Write your content here...

**Section Description**  
Here all the documents.

Here below the content structure  
It is very important to administrate and fill the fields here below.  
**The form has additional fields that you do not have to fill.**

Field	What	Where displayed
<b>Title: (mandatory)</b>	Edit text	Only for the admin
<b>Summary</b>	Not relevant	
<b>Section Title: (mandatory)</b>	Edit text	
<b>Section description</b>	Subtitle	

<b>Accordion title (mandatory)</b>	Edit text	
<b>File link title (mandatory)</b>	Edit text	
<b>File description: (mandatory)</b>	Edit text	<b>DETAIL PAGE</b> 
<b>OPTIONS</b>		
<b>INSERT AN IMAGE</b>		<div style="border: 2px solid red; padding: 10px;"> <p>◀ <b>NOTE:</b> For specific details and important notice please see the focus here below ↓</p> <p><b><u>MEDIA ADMINISTRATION</u></b></p> </div>

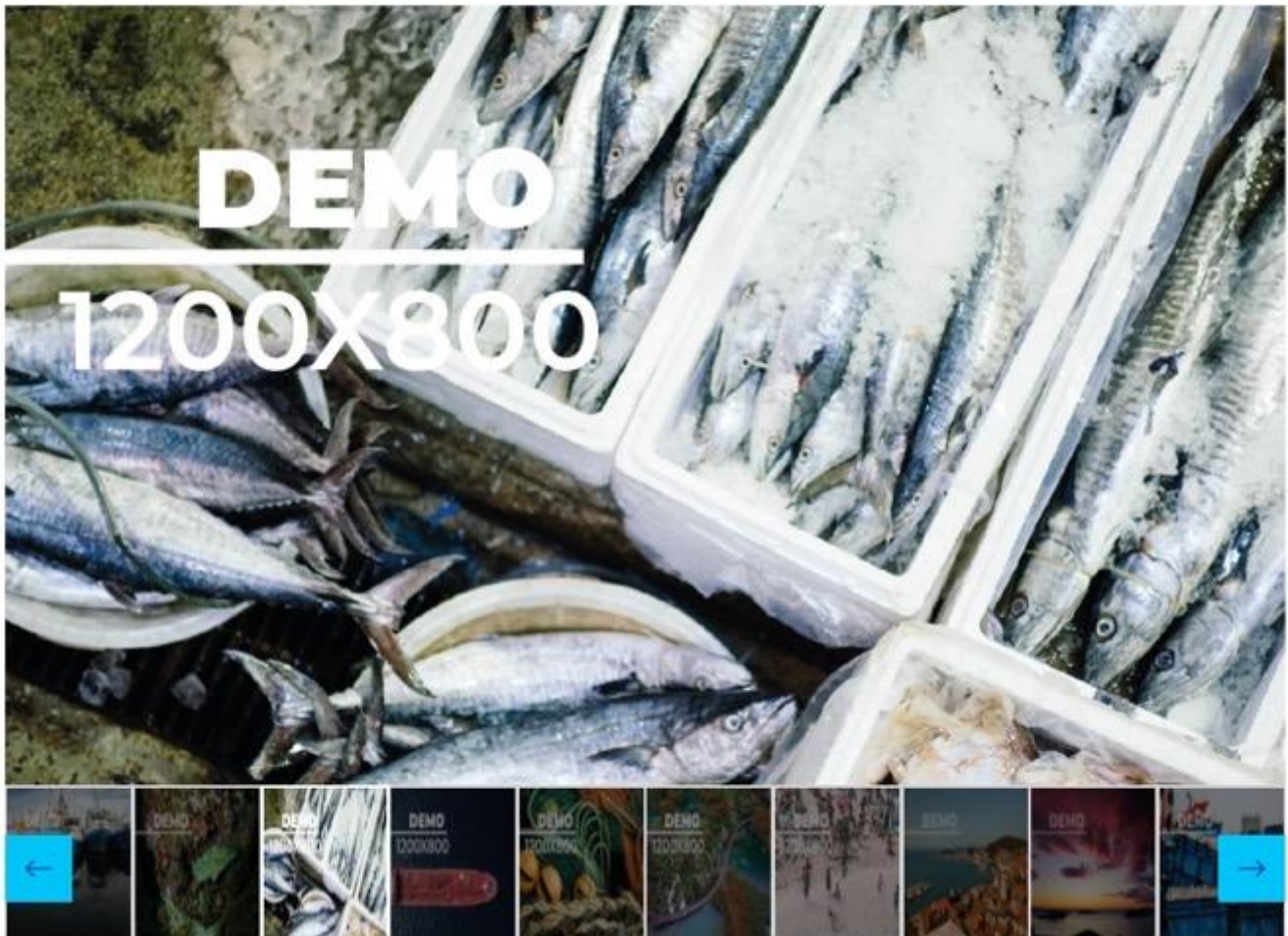
	 <p>Here you can download the</p> <p>Select or upload</p>	<p>◀ <b>NOTE:</b> For specific details and important notice please see the focus here below ↓</p> <p><b><u>MEDIA ADMINISTRATION</u></b></p>
<p><b>YOUTUBE VIDEO</b></p>	 <p>Here you can download the</p> <p>Copy the link</p> <p><a href="https://www.youtube.com/watch?v=Zb4y1Kvj4Ug">https://www.youtube.com/watch?v=Zb4y1Kvj4Ug</a></p> <p>Paste the video link...</p> <p>Paste and confirm</p>	<p>◀ <b>WARNING NOTE !!!!</b></p> <p>It is important to select (for copy&amp;paste) the youtube link without this part:</p> <p><b><u>&amp;feature=youtu.be</u></b></p>
<p><b>File image</b></p>	<p>Choose a preview of the document (you have to previously prepare this content)</p>	 <p><b>LOREM IPSUMLOREM IPSUM</b></p> <p>Updated on 25/03/2019</p> <p><a href="#">BACK TO ALL DOCS &amp; TOOLS</a></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat</p> <p><a href="#">DOWNLOAD (PDF, 0.51 Mb)</a> <a href="#">VIEW</a></p>

<b>File attachment</b>	You can select (or upload) a file	
<b>Accordion</b>	You can add new accordion or new file	
<b>Link External Page</b>	You can insert a link (instead of a document). This option is alternative to the FILE ATTACHMENT	
<b>All Accordion File Archive</b>	You can insert an attachment. It can be a zip file.  You have to generate manually the zip file which contains all the Accordion File	
<b>Accordion</b>	You can add new accordion or new file	

## 4.9. 4.9 – HOMEPAGE MULTIMEDIA GALLERY

This is the Multimedia gallery section of your homepage.

### MULTIMEDIA



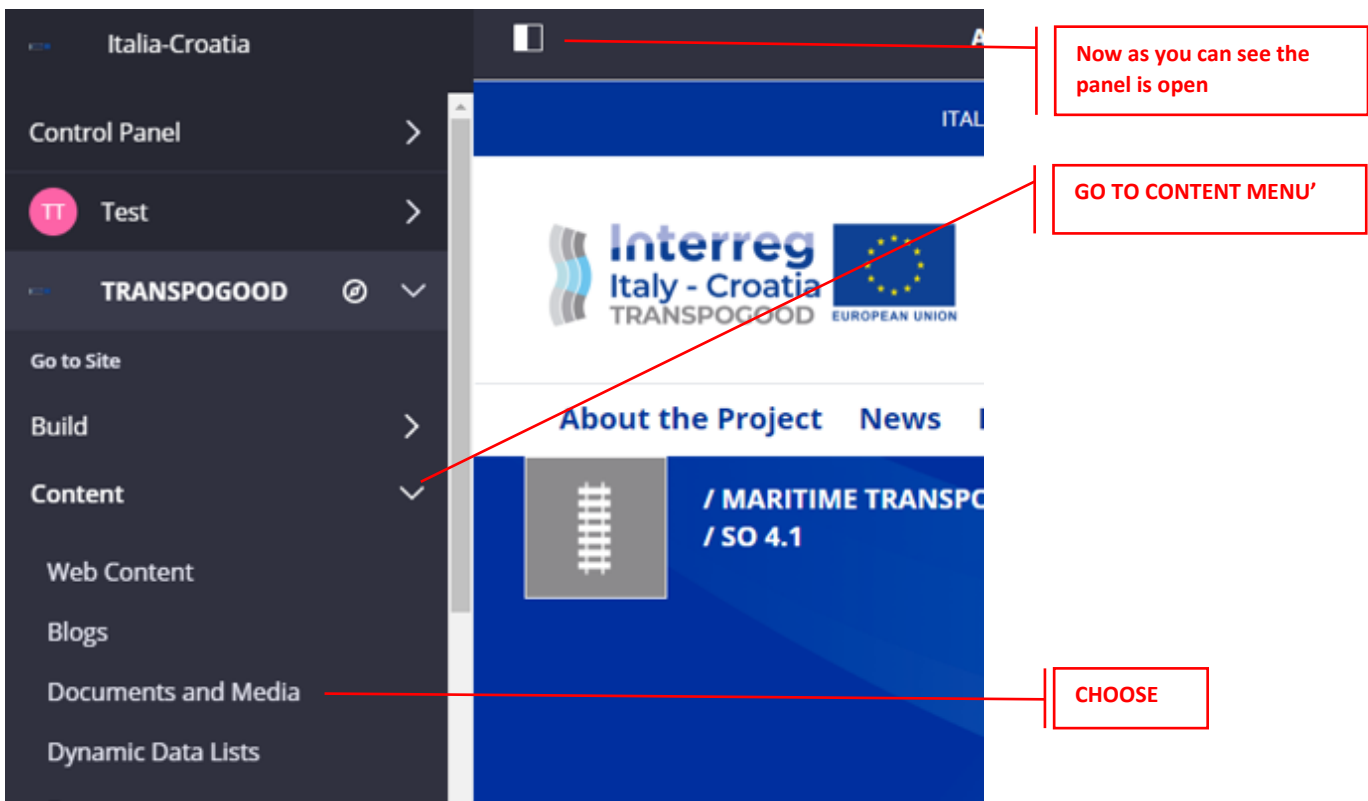
You can add new photo in this gallery.

You have to manage them in manual mode. There are no limits in the number of photos displayed.

We suggest to display 10-15 photos in this section in order to have the best user experience.

You can add and remove manually the images in the dedicated folder, following the steps here below:

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Choose this folder

Home						
Title	Document Type	Size	Status	Create Date	Modified Date	
FOLDERS						
<input type="checkbox"/> Project Presentation	--	--	--	1 Day Ago	1 Day Ago	⋮
<input type="checkbox"/> Doc&Tools	--	--	--	6 Months Ago	6 Months Ago	⋮
<input type="checkbox"/> News-Events	--	--	--	6 Months Ago	3 Months Ago	⋮
<input type="checkbox"/> <b>Multimedia Gallery Home</b>	--	--	--	7 Months Ago	6 Months Ago	⋮
<input type="checkbox"/> Multimedia Galleries	--	--	--	7 Months Ago	6 Months Ago	⋮

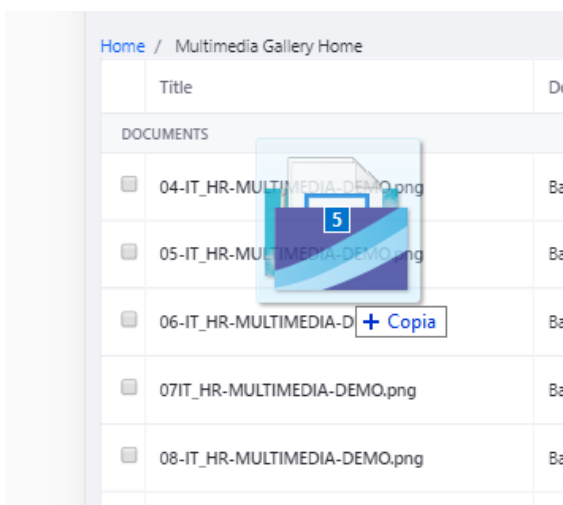
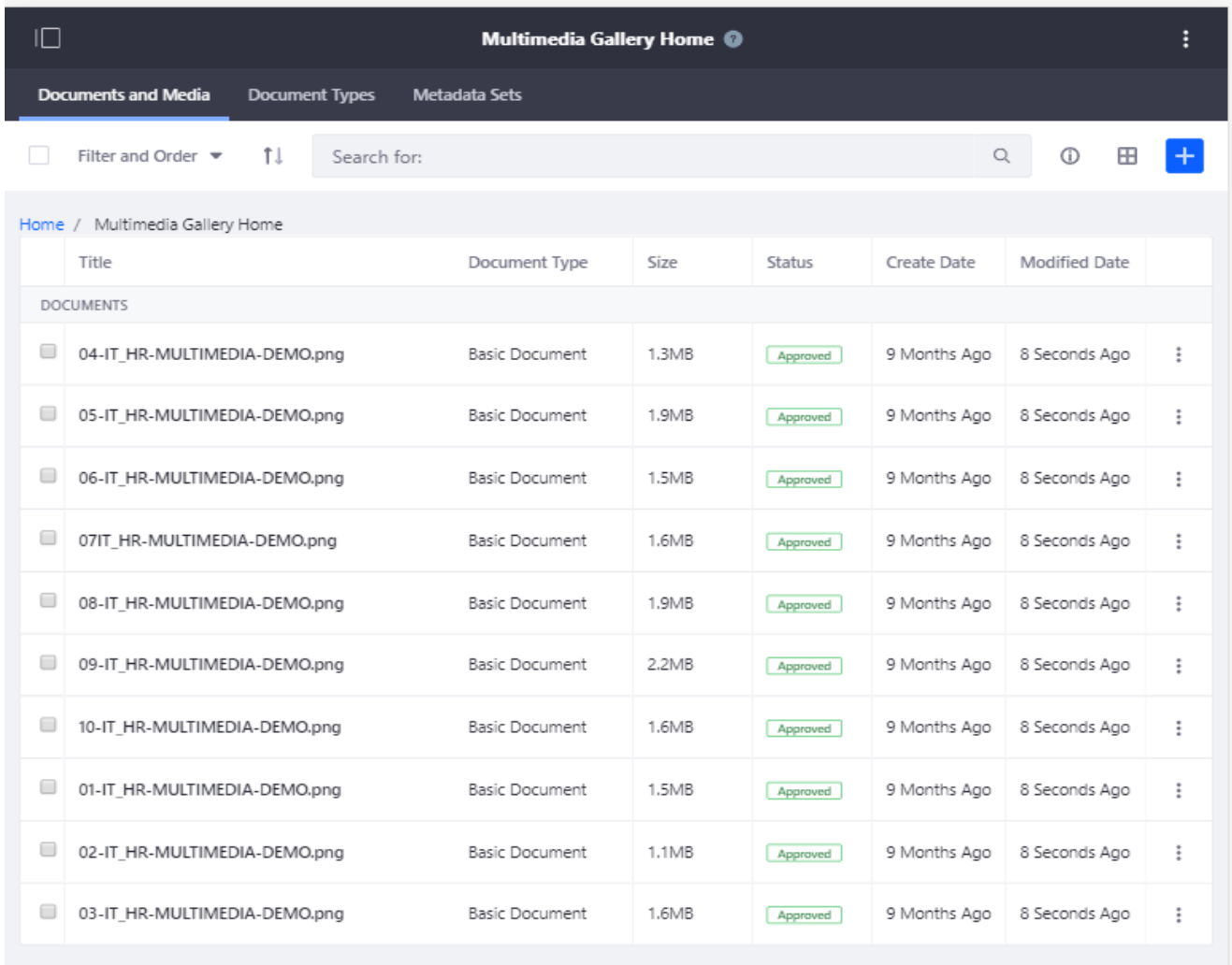
**This folder contains pictures displayed on the homepage gallery**

**You have to REMOVE the DEMO folder!**

Now you can drag&drop here as much ohot as you want.

Suggested size 1200x800

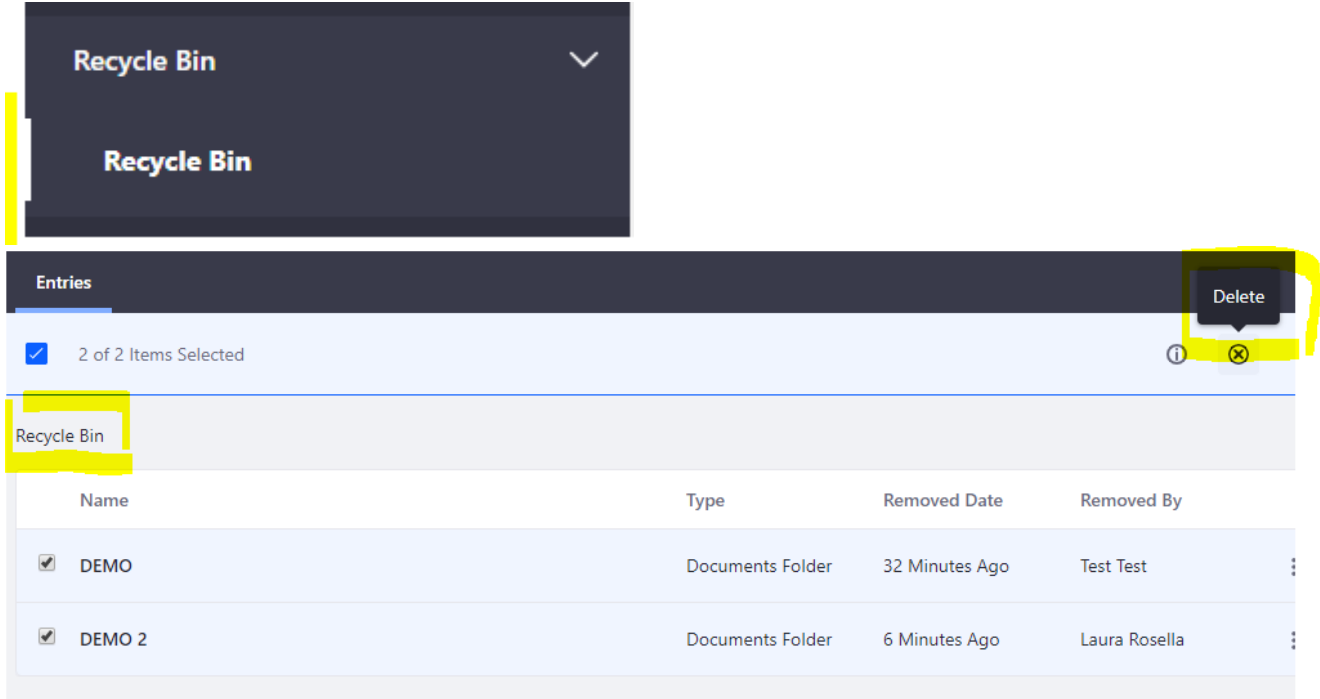




YOU CAN SIMPLY DRAG&DROP – images will be automatically displayed in homepage multimedia area.



**IMPORTANT NOTICE:** if you delete some item remember to remove them also from Recycle Bin!



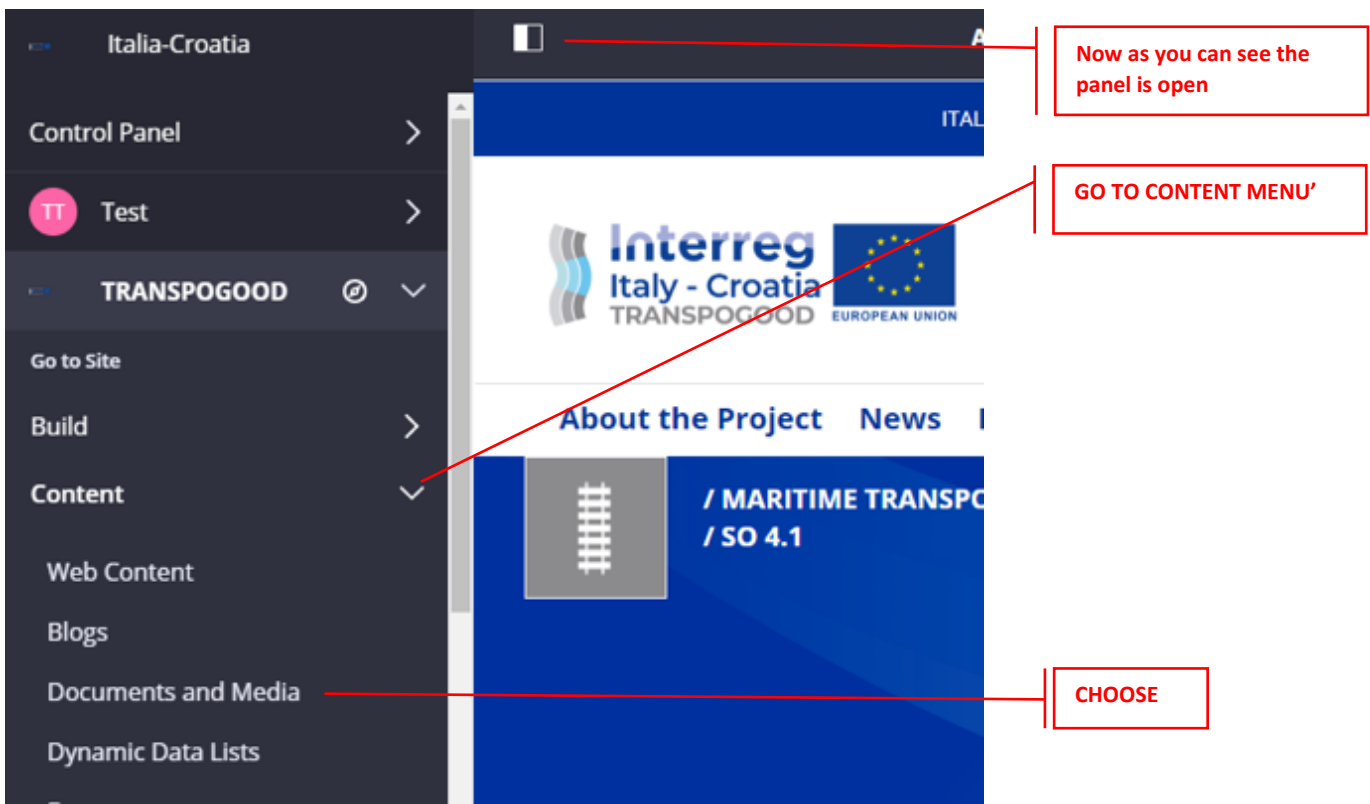
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## 4.10. 4.9 – PROJECT MULTIMEDIA GALLERY

This is the Multimedia gallery section of your project website.

Here you can display different folders of photos referring to your events or highlights

The screenshot shows the AdriaMORE project website. At the top, there is a navigation menu with the following items: About the Project, News, Events, Docs&Tools, **Multimedia** (highlighted in yellow), and Contacts. Below the menu, there is a blue banner for the 'SAFETY AND RESILIENCE / SO 2.2' category, featuring a cloud icon. A red box highlights a button labeled 'About the Project (Widget Page)' with the text 'CHOOSE THIS OPTION open the admin panel'. Below this, there is a blue banner for the 'MARITIME TRANSPORT / SO 4.1' category, featuring a ladder icon. The page also displays logos for Interreg Italy - Croatia TRANSPOGOOD and the European Union.



Choose this folder

Home						
Title	Document Type	Size	Status	Create Date	Modified Date	
FOLDERS						
<input type="checkbox"/> Project Presentation	--	--	--	1 Day Ago	1 Day Ago	⋮
<input type="checkbox"/> Doc&Tools	--	--	--	6 Months Ago	6 Months Ago	⋮
<input type="checkbox"/> News-Events	--	--	--	6 Months Ago	3 Months Ago	⋮
<input type="checkbox"/> Multimedia Gallery Home	--	--	--	7 Months Ago	6 Months Ago	⋮
<input type="checkbox"/> <b>Multimedia Galleries</b>	--	--	--	7 Months Ago	6 Months Ago	⋮

**This folder contains folders of pictures displayed on the Project multimedia section**

You can choose the appropriate folder. You can also create a news one (as many as you need)  
In this subfolder you can **drag and drop** your pictures.





## MULTIMEDIA GALLERY

Home / Multimedia Galleries

Title	Document Type	Size	Status	Create Date	Modified Date
FOLDERS					
<input type="checkbox"/> 2018-10-04 USEFALL Project presented in EU Parliament	--	--	--	1 Month Ago	1 Month Ago
<input type="checkbox"/> <b>4 MONITORING COMMITTEE MEETING - Split - October 2017</b>	--	--	--	5 Months Ago	5 Months Ago
<input type="checkbox"/> 5 MONITORING COMMITTEE MEETING - Venice - July 2018	--	--	--	5 Months Ago	5 Months Ago
<input type="checkbox"/> 3 MONITORING COMMITTEE MEETING - Venice - July 2017	--	--	--	5 Months Ago	5 Months Ago
<input type="checkbox"/> LEAD PARTNER SEMINAR - STANDARD PROJECT - June 26-27 - 2018	--	--	--	7 Months Ago	7 Months Ago
<input type="checkbox"/> FLC SEMINAR ITALY - OCTOBER 16 - 2018	--	--	--	7 Months Ago	7 Months Ago

Home / Multimedia Galleries / 4 MONITORING COMMITTEE MEETING - Split - October 2017

DOCUMENTS

<input type="checkbox"/>  Test Test, modified 5 Months ago. IMG_6915.jpg Approved Basic Document	⋮
<input type="checkbox"/>  Test Test, modified 5 Months ago. IMG_6914.jpg Approved Basic Document	⋮
<input type="checkbox"/>  Test Test, modified 5 Months ago. IMG_6909.jpg Approved Basic Document	⋮
<input type="checkbox"/>  Test Test, modified 5 Months ago. IMG_6905.jpg Approved Basic Document	⋮
<input type="checkbox"/>  Test Test, modified 5 Months ago. IMG_6902.jpg Approved	⋮

Here you can find an example. Every folder is a set of coherent pictures building a gallery.  
The photos will be displayed automatically in the Multimedia Section. It will be automatically created the related select, keeping the name of the folder.  
This is the result in the Multimedia section

## SELECT GALLERY:

2018-10-04 USEFALL Project presented in EU Parliament



You can choose other gallery by choosing it in the select.

## SELECT GALLERY:

2018-10-04 USEFALL Project presented in EU Parliament

2018-10-04 USEFALL Project presented in EU Parliament

~~3 MONITORING COMMITTEE MEETING - Venice - July 2017~~

~~4 MONITORING COMMITTEE MEETING - Split - October 2017~~

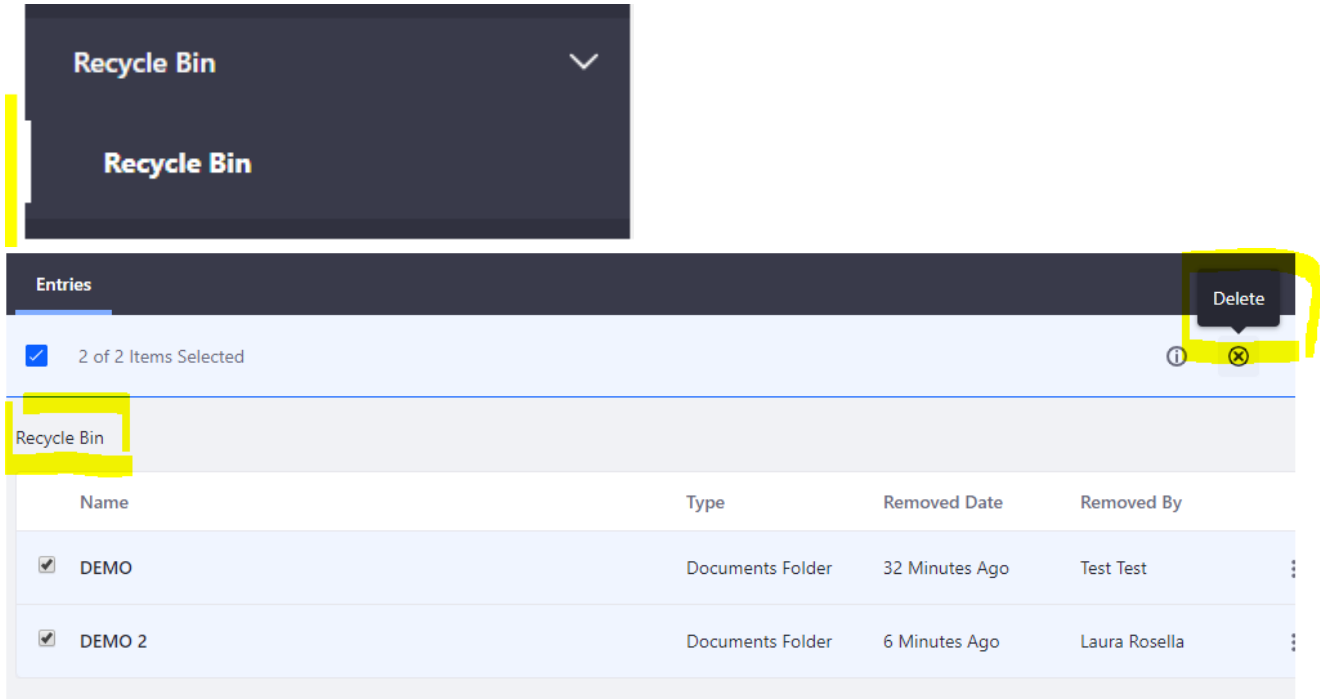
5 MONITORING COMMITTEE MEETING - Venice - July 2018

FLC SEMINAR ITALY - OCTOBER 16 - 2018

LEAD PARTNER SEMINAR - STANDARD PROJECT - June 26-27 - 2018



**IMPORTANT NOTICE:** if you delete some item remember to remove them also from Recycle Bin!



#### 4.11. - VIDEOLINK – ADD OR MANAGE A VIDEO

You can publish a video from Youtube.

⚠ **NOTE:** You can not upload your video directly on the project website. You must have a link from Youtube. The video stays on Youtube. You can display it through this procedure.



**FLC SEMINAR - FOR STANDARD+ PROJECTS (PART 1)**

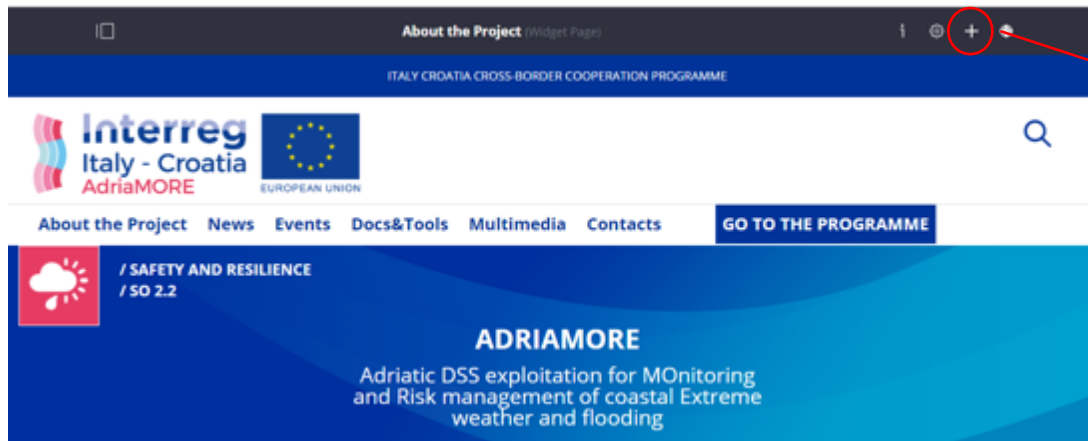
Venice, June 2018

Your video from youtube

Title and subtitle you can edit – you can add a description

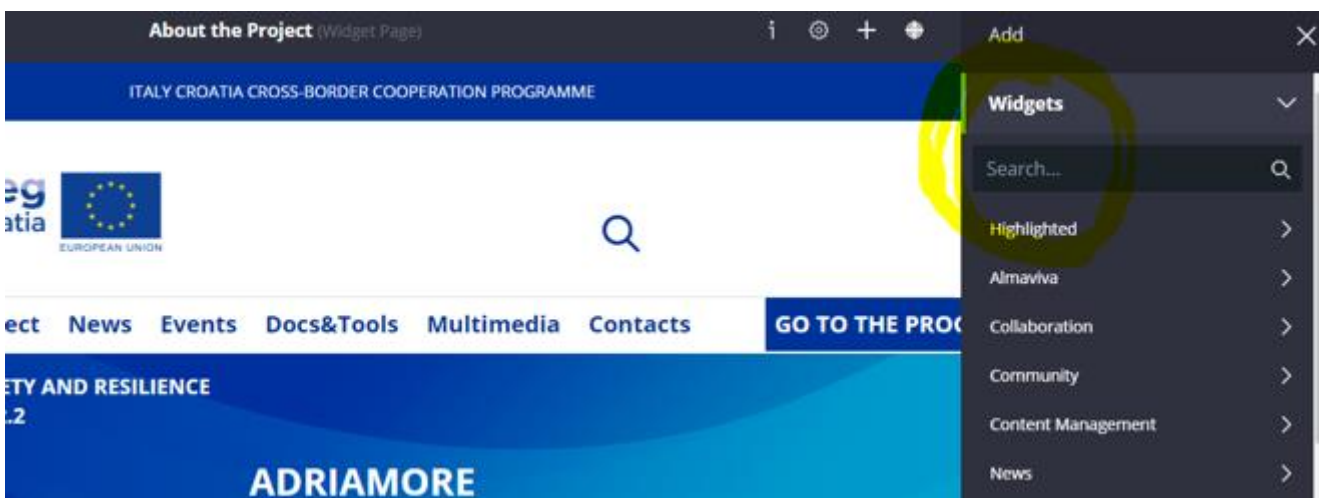
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## 1 STEP - ADD YOUR WIDGET



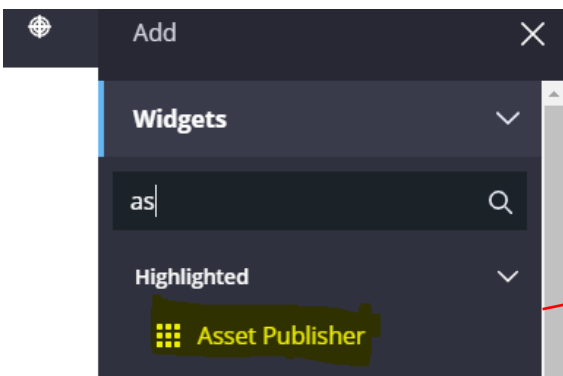
Click on this icon to add a new **VIDEOLINK WIDGET** on your homepage

From the black panel you can search the widget you need.



Search for **ASSET PUBLISHER** (a module which displays a set of contents)

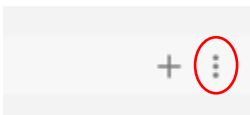




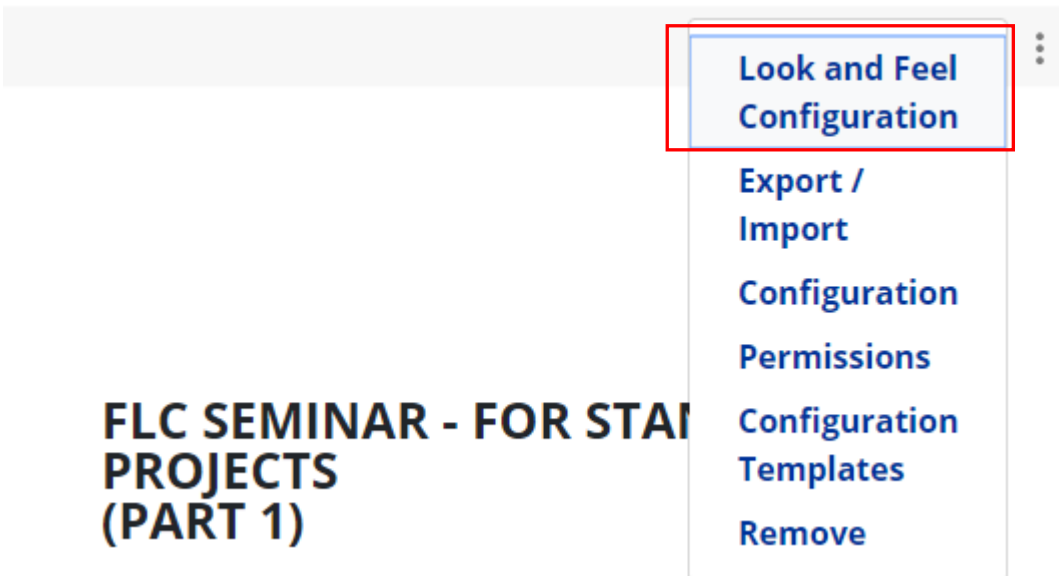
You can do DRAG&DROP in the area of the homepage you want

**STEP 2 – CONFIGURATE YOUR WIDGET**

Now you can configure your widget.



Configuration (the grey one!)



OPEN THE **LOOK AND FEEL CONFIGURATION** PANEL AND DO THE SAME CONFIGURATION HERE BELOW

- Open **GENERAL** tab
- Use custom title → yes
- Digit → vdeo
- Then **SAVE**



General | Text Styles | Background Styles | Border Styles | Margin and Padding

Advanced Styling

Use Custom Title  
 YES

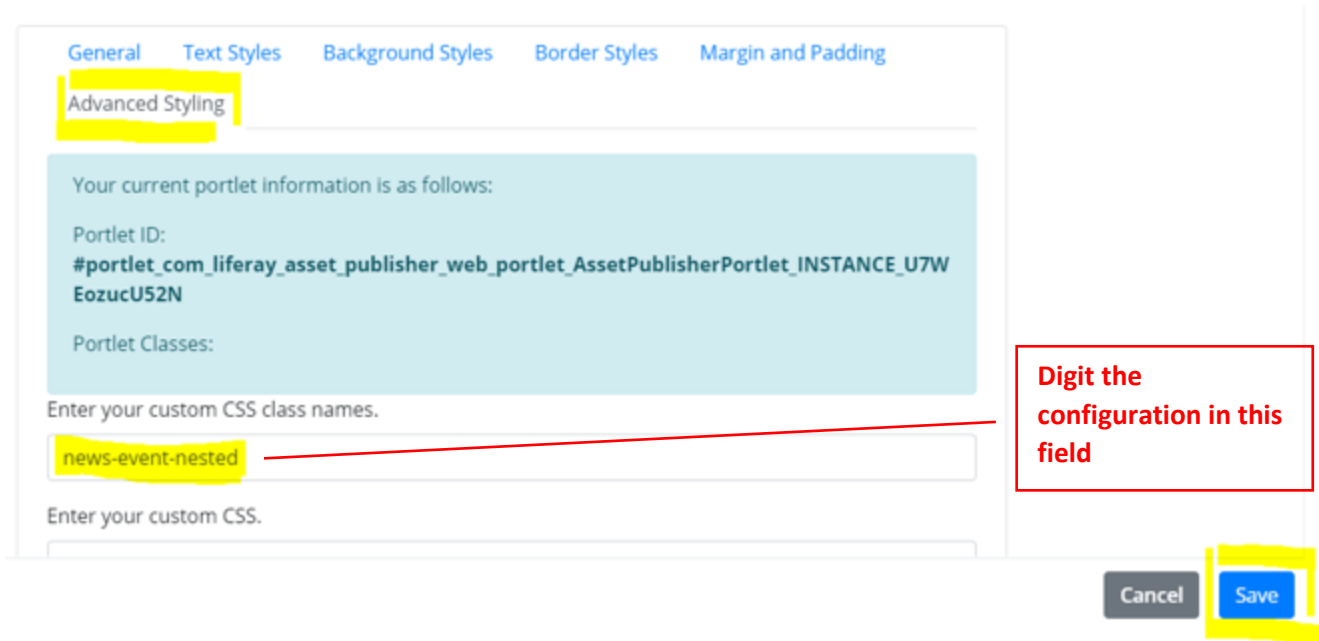
VIDEO  en-US

Application Decorators  
Barebone

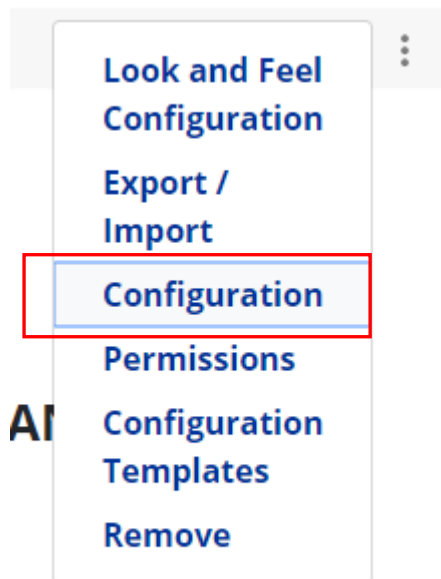
Digit the configuration in this field

Cancel | Save

- Opne ADVANCED STYLING tab
- Digit → news-event-nested
- Then SAVE



OPEN THE **CONFIGURATION** PANEL AND DO THE SAME CONFIGURATION HERE BELOW



- Make sure you are in **SETUP** panel
- Open **ASSET SELECTION** tab
- Do the same configuration as below:
- 

### Asset Publisher - Configuration

**Setup**   Communication   Sharing

**Asset Selection**   Display Settings   Subscriptions

---

**ASSET SELECTION**

**Dynamic**  
 Manual

---

**SOURCE**

**YOU HAVE TO DO CONFIGURATION ONLY IN THIS PANEL**

**SOURCE** ▼

---

**Asset Type**

**Web Content Article** ⌵

Web Content Article Structures

**Video Link** ⌵

Filter by Field  NO

**Select**

Now scroll the panel to reach: **ORDENING AND GROUPING** and do the same configuration as below

Then **SAVE**

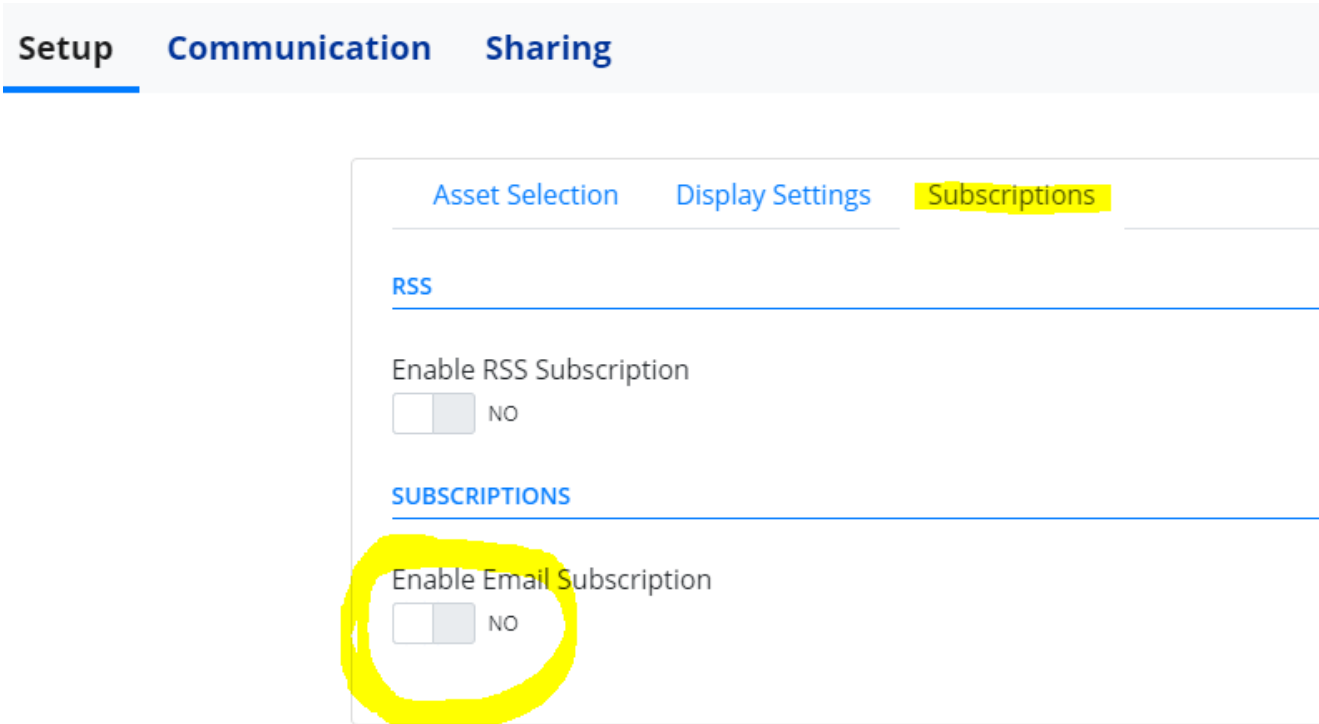
Now open **DISLAY SETTINGS** tab and do the same configuration as below

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Put the number of videos you want to display. In this configuration you can display maximum three video on you page. When you add a new one the less recent will be no longer displayed. (FirstIn FirstOut).

**Then SAVE!**

Open the **SUBSCRIPTION** tab and do the same configuration as below



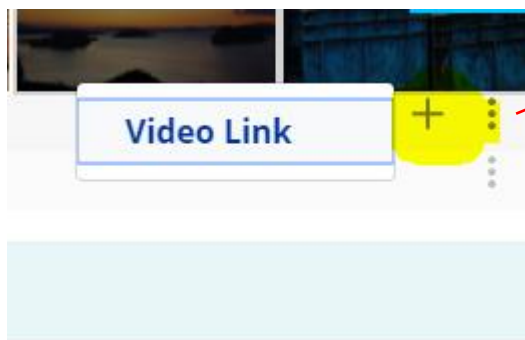
NOW YOU HAVE SUCCESSFULLY configured your module and now you can publish your news Youtube Video link

**STEP 3 – ADD A NEW VIDEO LINK**

The module displays last 3 videolink you publish.

Every new Videolink content you publish will be displayed automatically by the module.

So, now you can add your first video.



**In this case the right option is the GREY one!**

You can reach this option directly by the module displayed in homepage

When you choose the Add instruction you will reach the form to fill out.

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**CONTENT** ▼

---

**Title \***

Pescara - I Risultati del progetto AdriaMore

en-US

**Summary**

Description

en-US

---

en-US

**Title \***

Pescara - I Risultati del progetto AdriaMore

**Subtitle**

Write your content here...

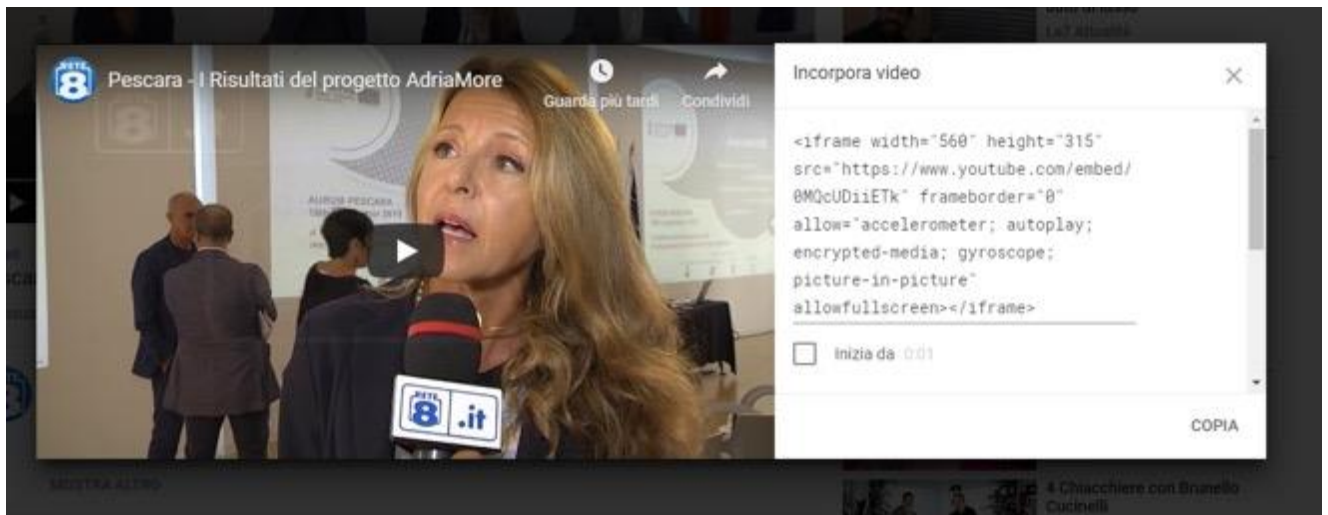
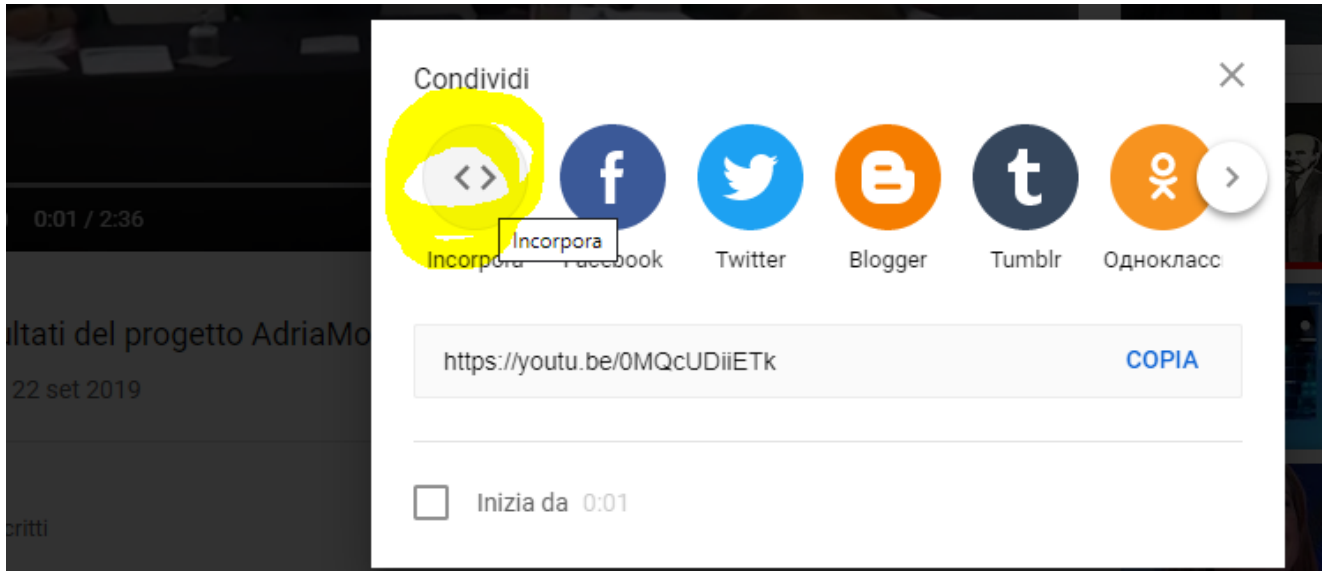
**Description**

22 set 2019

**Youtube Link \***

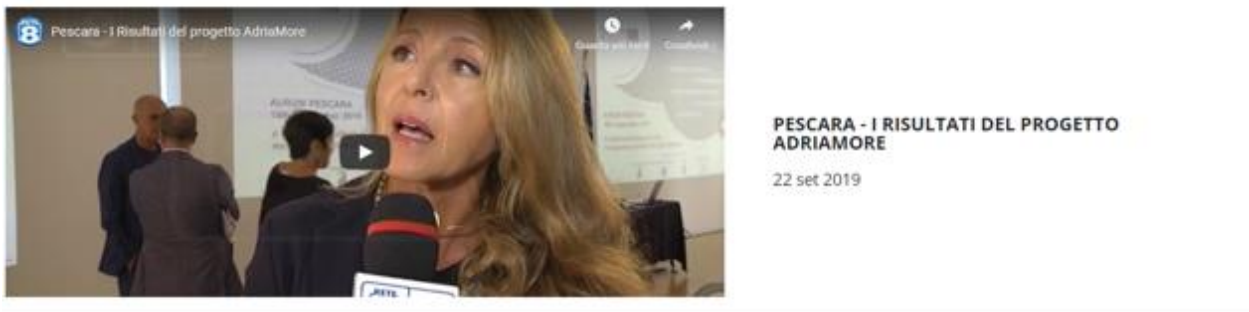
```
<iframe width="560" height="315" src="https://www.youtube.com/embed/0MQcUDiiETk" frameb
```

Here below you can see how to obtain the strig you have to insert in YOUTUBE LINK field.  
You have to go on Youtube Video page and do the following steps



Copy and paste in the related field **Then SAVE!!**

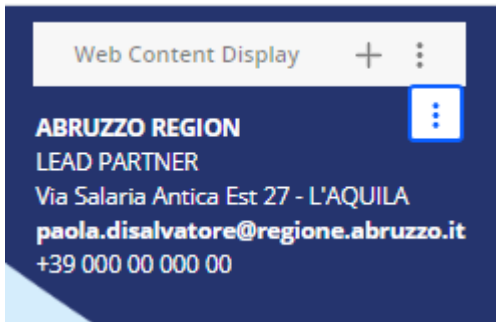
These are the results on your page





## 4.12. - FOOTER

### LEAD PARTNER INFORMATION



1 column:  
Open Editing Option

ID: 89030 Version: 1.2 Approved

A new version is created automatically if this content is modified.

CONTENT

Title \*

[FOOTER - 01]-LEAD PARTNER CONTACT

Summary

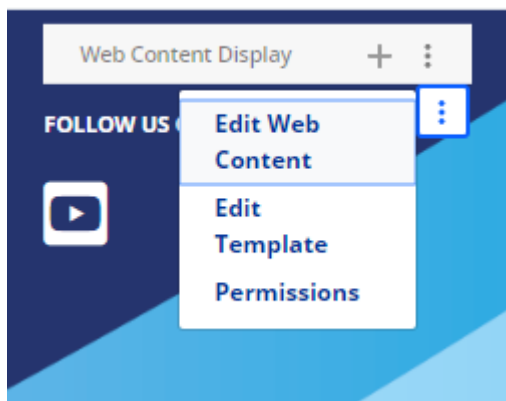
Description

Title \*

ABRUZZO REGION

Field	What	Where displayed
<b>Content TITLE</b>	Name	Only for admin
<b>Title</b>	Name of the Lead Partner	Footer
<b>Description</b>	Type of partner "LEAD PARTNE"	Footer
<b>Logo</b>	Logo of the partner	Footer

	60x60 pixel	
<b>Address</b>	Address	Footer
<b>Phone</b>	Phone	Footer
<b>Email</b>	Email	Footer
<b>Facebook</b>	Not relevant	This information in not displayed by this template
<b>Youtube</b>	Not relevant	This information in not displayed by this template
<b>Vimeo</b>	Not relevant	This information in not displayed by this template
<b>Instagram</b>	Not relevant	This information in not displayed by this template
<b>Flickr</b>	Not relevant	This information in not displayed by this template



Last column:  
Open Editing Option

Field	What	Where displayed
<b>Content TITLE</b>	Name	Only for administrator
<b>Title</b>	Follow us on	footer
<b>Description</b>	Not relevant	This information in not displayed by this template
<b>Logo</b>	Not relevant	This information in not displayed by this template
<b>Address</b>	Not relevant	This information in not displayed by this template
<b>Phone</b>	Not relevant	This information in not displayed by this template
<b>Email</b>	Not relevant	This information in not displayed by this template
<b>Facebook</b>	Inserting the link to your page will be displayed the FB icon	footer
<b>Youtube</b>	Inserting the link to your page will be displayed the icon	footer
<b>Vimeo</b>	Inserting the link to your page will be displayed the icon	footer
<b>Instagram</b>	Inserting the link to your page will be displayed the icon	footer
<b>Flickr</b>	Inserting the link to your page will be displayed the icon	footer

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### 4.13. – STAY UPDATED

The functionality of the project newsletter sending is not integrated as part of the project website, thus the project partners may continue using own tools or any other means for the newsletter dissemination to the project stakeholders according to the internal partnership agreements.

However the functionality available on the project website

#### STAY UPDATED!

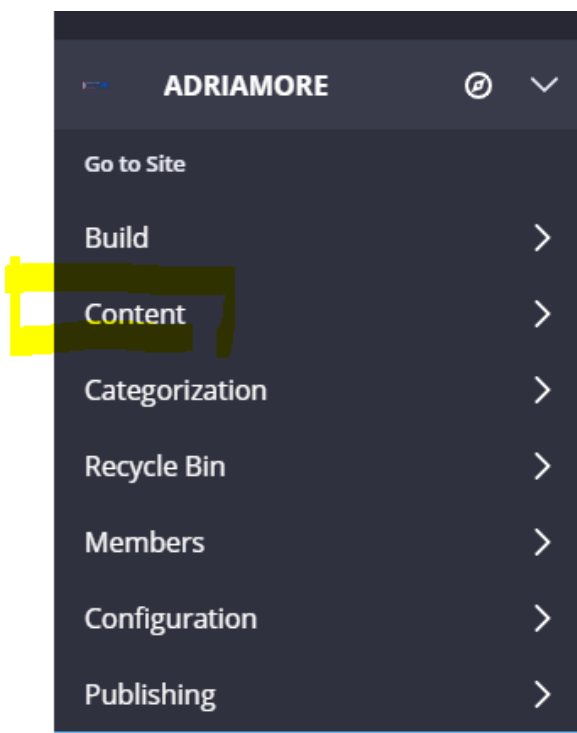
Register to our newsletter



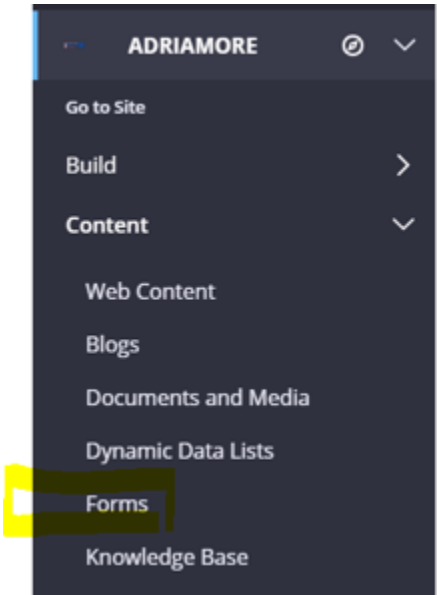
may help the projects to gather the contacts and use the mail addresses for the project dissemination purposes.

The csv file may be downloaded following these steps:

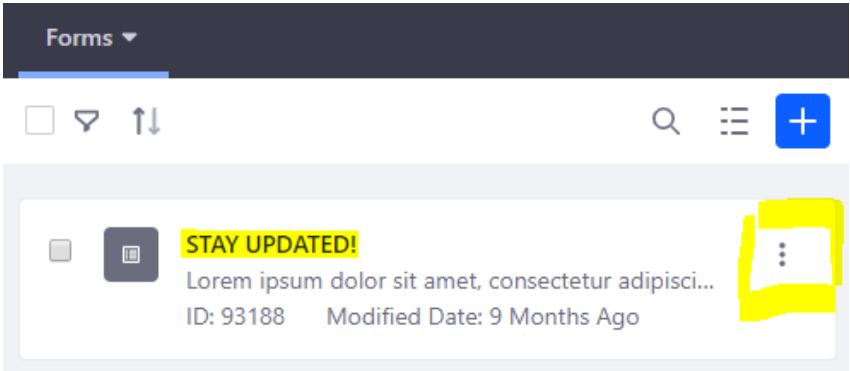
#### Open the control panel – Choose Content menu



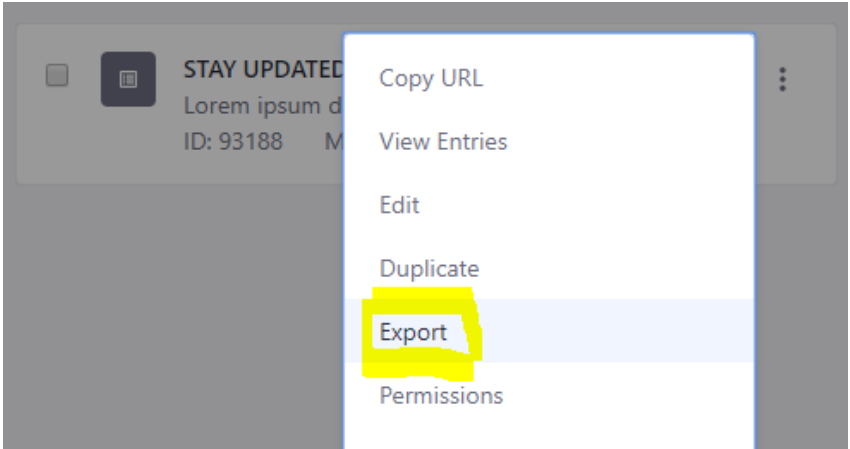
**Select FORM**



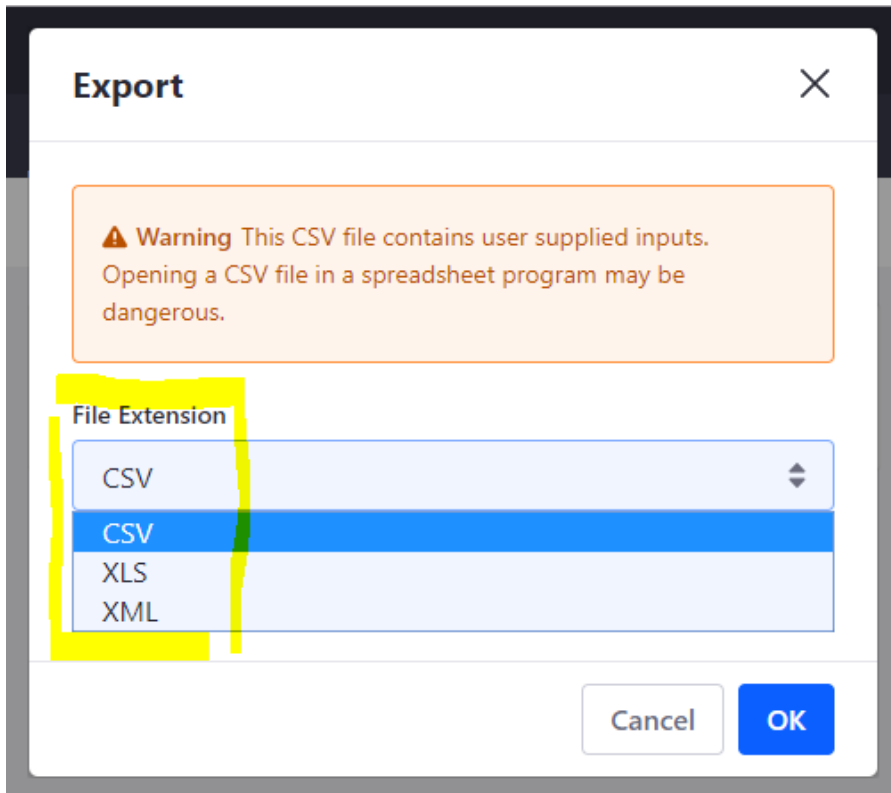
**Click on the option menu icon**



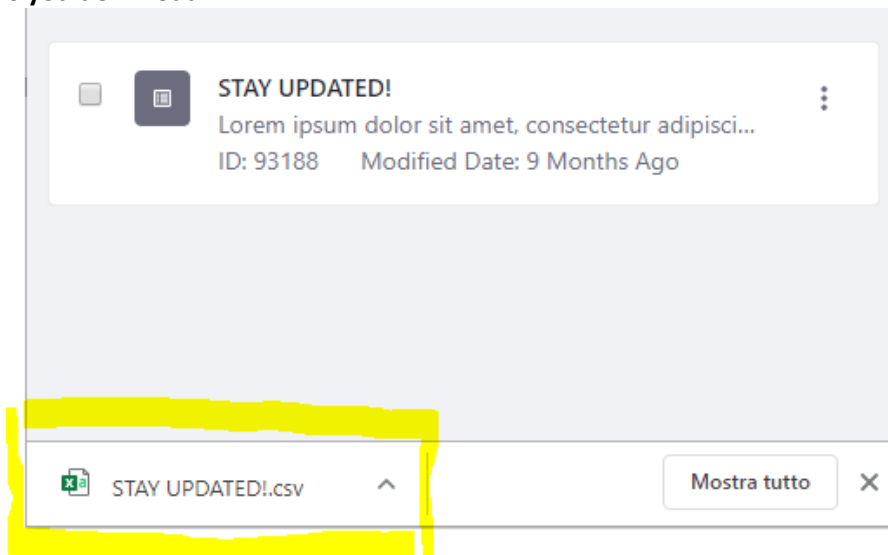
**Select Export functionality**



**Choose the file extension**



**Here it is you download**



## 5. ADDENDUM

### 5.1. MODIFICATION OF THE CONTACTS SECTION / PAGE

The page can be reached from the main menu.

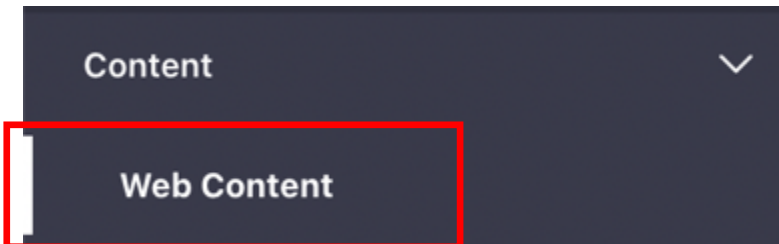
[Home \(ITA-CRO\)](#) / [Projects \(ITA-CRO\)](#) / [Contacts](#)

**CONTACTS**

PROJECT MANAGER Nome Cognome	FINANCIAL MANAGER Nome Cognome	COMMUNICATION MANAGER Nome Cognome	WEB SITE ADMINISTRATOR Nome Cognome
Organization Name	Organization Name	Organization Name	Organization Name
+39 000 00 00 000	+39 000 00 00 000	+39 000 00 00 000	+39 000 00 00 000
name.surname@email.com	name.surname@email.com	name.surname@email.com	name.surname@email.com

To change any of these items, here are the main steps to follow.

Enter the Admin Panel > Content > Web Content



Find the following folder: **Contact - site section**

Title	Description	Author	Status	Modified Date	Display Date	Type
FOLDERS						
<input type="checkbox"/> PROJECT PRESENTATION		Test Test	--	2 Years Ago	--	Folder
<input type="checkbox"/> <b>Contact - site section</b>		Test Test	--	1 Month Ago	--	Folder

Enter the folder and find the following web contents

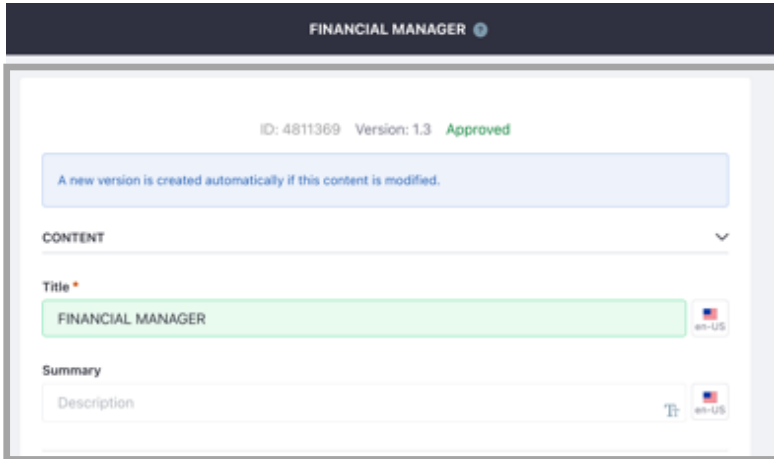



Home / Contact - site section

Title	Description	Author	Status	Modified Date	Display Date	Type
WEB CONTENT						
<input type="checkbox"/> [FOOTER - 01]-LEAD PARTNER CONTACT		Test Test	Approved	1 Month Ago	3 Years Ago	Contact (site section) ⋮
<input type="checkbox"/> [FOOTER 4] - AM - SOCIAL		Test Test	Approved	1 Month Ago	3 Years Ago	Contact (site section) ⋮
<input type="checkbox"/> FINANCIAL MANAGER		Test Test	Approved	29 Days Ago	3 Years Ago	Contact (site section) ⋮
<input type="checkbox"/> COMMUNICATION MANAGER		Test Test	Approved	29 Days Ago	3 Years Ago	Contact (site section) ⋮
<input type="checkbox"/> WEB SITE ADMINISTRATOR		Test Test	Approved	29 Days Ago	3 Years Ago	Contact (site section) ⋮
<input type="checkbox"/> PROJECT MANAGER		Test Test	Approved	21 Days Ago	3 Years Ago	Contact (site section) ⋮

The web contents have names that indicate their content.



Access the desired content.

	<p>DO NOT MODIFY</p>
	<p>modify only the "Nome Cognome" string do not modify the html tag "&lt;br&gt;"</p>
	<p>DO NOT MODIFY</p>
	<p>enter the information as indicated</p>

Do not modify any other information. Anyway, they would not be displayed.

Press Publish button

[Publish](#)

In the frontend do not modify any configuration of the Asset Publisher

