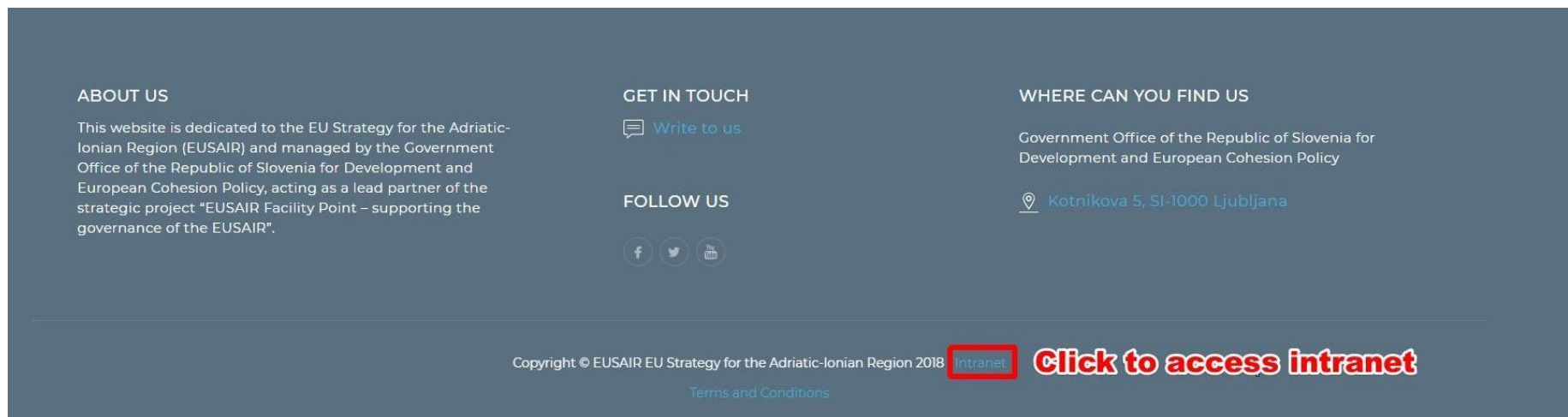
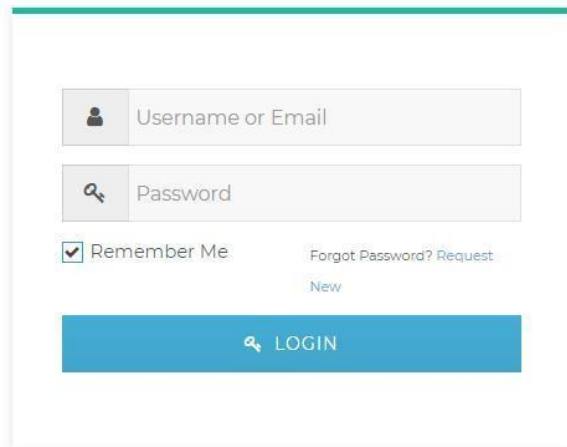


Intranet Manual - Limited Editor

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



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



The image shows a login form with the following elements:

- A text input field labeled "Username or Email" with a person icon on the left.
- A text input field labeled "Password" with a magnifying glass icon on the left.
- A checkbox labeled "Remember Me" which is checked.
- A link labeled "Forgot Password? Request New" with a magnifying glass icon.
- A blue button labeled "LOGIN" with a magnifying glass icon.

3. When logged in successfully, Intranet will open.

Intranet has 5 menu items:

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

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

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

The screenshot shows a web application interface. At the top, a dark blue navigation bar contains the following links: ABOUT EUSAIR, FUNDING SOURCES, MEDIA CENTRE, LIBRARY, and CONTACTS. On the left side, there is a light gray sidebar menu with the following items: MENU, Search files, Upload files (highlighted with a blue arrow), My files, All folders, and Logout. The main content area features a 'Create New Package' form. The form has a dark blue header with the text 'Create New Package'. Below the header is a text input field with the placeholder text 'Enter title here'. Inside the input field, the text 'Enter title and press Continue' is displayed in a large, bold, red font. To the right of the input field is a green button with a white checkmark icon and the text 'CONTINUE...'. A mouse cursor is visible over the form area.

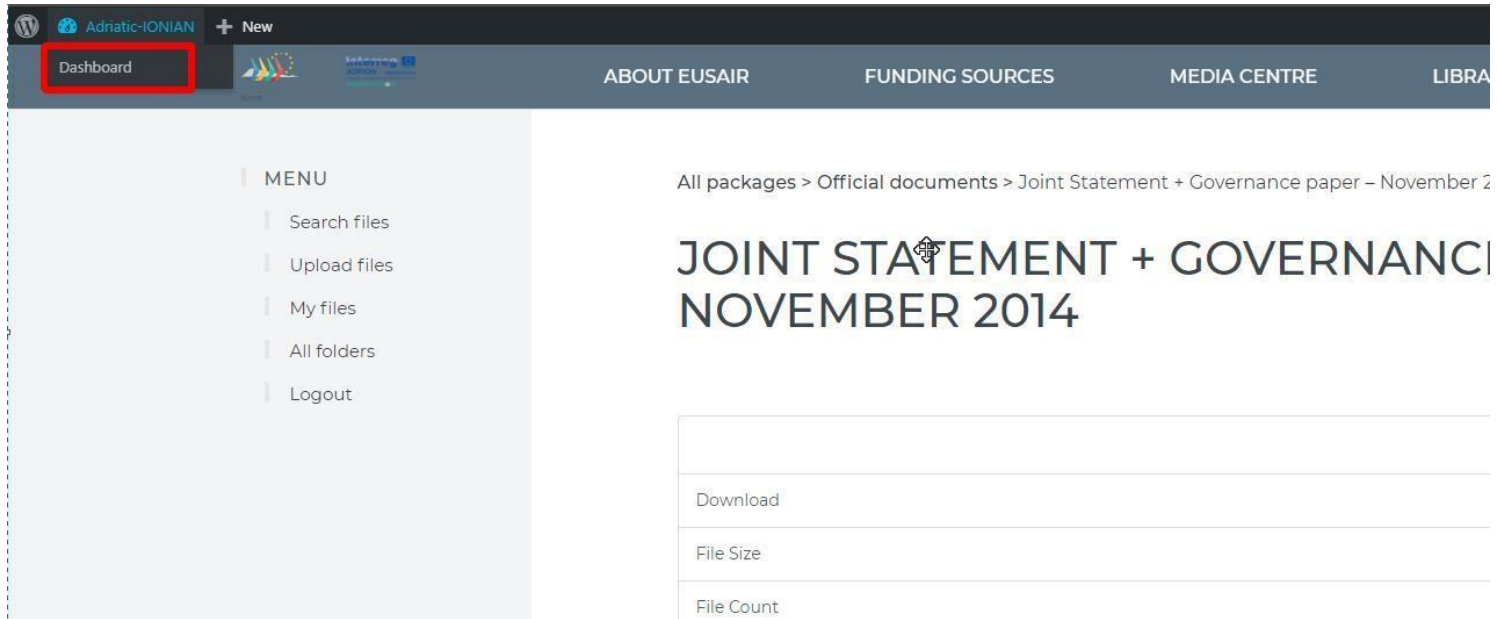
5. New form will open where you can:
- Change the file title
 - Upload files by using Drag&Drop method. Optionally you can use button **Select files** if you want to browse your computer files.
 - Select Categories (Folders) where you want to place your file. Navigate the menu using +/- . **If you want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

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

- File title:** A text input field at the top left with the placeholder text "Enter title here". A red circle with the number "1" is placed over the text "File title".
- Description:** A rich text editor area below the title. It has a "Visual" tab and a toolbar with various editing options. A red circle with the number "2" is placed over the "Visual" tab.
- Attach Files:** A section on the right side of the form. It contains buttons for "Upload", "Browse", and "URL". Below these is a dashed box representing a file upload area with a "SELECT FILES" button and "[Max: 2000 MB]" text. A red circle with the number "2" is placed over the "Upload" button, and a red circle with the number "3" is placed over the "SELECT FILES" button. The text "Upload files" is written in red over this section.
- Categories:** A section below the "Attach Files" section. It has a "Categories" header and a list of categories with checkboxes and expand/collapse arrows. A red circle with the number "3" is placed over the "Categories" header. The text "Select folders" is written in red over this section.
- Save file:** A section at the bottom of the form. It has a "Save file" header and a "Save as Draft" checkbox. A red circle with the number "4" is placed over the "Save as Draft" checkbox. Below this is a blue button labeled "CREATE PACKAGE". The text "Save file" is written in red over this section.

5. Creating a new Category (Folder)

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



The screenshot shows the top navigation bar of the Adriatic-IONIAN website. The 'Dashboard' link is highlighted with a red box. The main content area displays a breadcrumb trail: 'All packages > Official documents > Joint Statement + Governance paper – November 2'. Below this, the title 'JOINT STATEMENT + GOVERNANCE NOVEMBER 2014' is visible. A table with columns for 'Download', 'File Size', and 'File Count' is partially shown.

Download	File Size	File Count
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When you enter Admin panel, find **Downloads > Categories**

The screenshot shows the WordPress Admin Dashboard for the site 'Adriatic-IONIAN'. The top navigation bar includes a home icon, the site name 'Adriatic-IONIAN', and links for '+ New' and 'Clear File Cache'. The left sidebar contains the main navigation menu with the following items: 'Dashboard' (highlighted in blue), 'Home', 'Downloads' (highlighted with a red box and a red circle containing the number '1'), 'Profile', and 'Collapse menu'. A dropdown menu is open under 'Downloads', showing 'All Packages', 'Add New', and 'Categories' (highlighted with a red box and a red circle containing the number '2'). The main content area displays the 'Dashboard' with an 'Activity' widget showing a list of recent events, including 'National Info Days for Interreg ADRION Priority Axis 2' and 'Interreg ADRION 2nd Call for Proposals - Priority Axis 2 - NOW OPEN'. The right sidebar features a 'WordPress Events and I' widget with a message about upcoming events and a list of recent posts.

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

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

Example 1:

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

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

Add New Category

Name

The name is how it appears on your site.

Slug

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

Parent Category

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

Description

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

Category Image:

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

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

Example 2:

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

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

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

The image shows a web form titled "Add New Category". It has three main input fields: "Name", "Slug", and "Parent Category".

- Name:** An empty text box with a note below it: "The name is how it appears on your site."
- Slug:** An empty text box with a note below it: "The 'slug' is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens."
- Parent Category:** A dropdown menu currently showing "None". A list of categories is displayed below it, with "TSG 4" highlighted in blue. The categories include:
 - None
 - Other Meetings
 - Dialogue meetings EUSAIR and ESIF/IPA Programmes
 - Greece- Athens, 5 October 2016
 - Croatia
 - Italy
 - Slovenia
 - Ljubljana Meeting – January 1st, 2017
 - Albania
 - Bosnia and Herzegovina
 - Montenegro
 - Serbia
 - Dialogue ADRION – EUSAIR (2nd call Adrion Programme)
 - Communication from TSGs to ADRION (JAN-OCT 2017)
 - TSG 1
 - TSG 2
 - TSG 3
 - TSG 4** (highlighted in blue)
 - Communication from FP to ADRION (from Nov 2017)
 - Minutes and presentations
- Limited editor 6
- Limited editor 5
- Limited editor 4
- Limited editor 3

On the right side of the form, there is a vertical sidebar with a scroll bar. It contains several items, some with checkboxes and some with hyphens: "Name", "Other Mee", "— Dialogu Programm", "— Gree", "Croat", "Italy", "Slove", "— Ljt", "Albar", "Bosn", "Mont", "Serbi", and "— Dialogu Programm".