



Project number: PL 212029

User Manual

For the contributors to the WBC- INCO.NET website

Summary

This manual is presented as a tool, whose main objective will be to guide and show the different features offered by WBC-INCO.NET for each of the profiles involved (Registered user, Team member, NCP member, Steering Platform member, Editor).

For further help, please contact: office@wbc-inco.net

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1 Introduction

1.1 Development of the WBC-INCO.NET project website

Building on the website of the Information Office of the Steering Platform, the WBC-INCO.NET project was taking over all the content developed and the platform. Therefore, WBC-INCO.NET could start with a good user-base and a well-developed knowledge-base. In July 2008, the WBC-INCO.NET project went online with a new and improved version of the website (<http://www.wbc-inco.net>). In 2009, the website has been further updated and expanded from the technical and content side. Several new features were included, such as implementation of a new section dedicated to calls. In 2010, a new area dedicated to Research Infrastructures has been integrated into the website and minor adjustments were made on different parts of the website. In 2011/2012 a complete redesign of the WBC-INCO.NET website incorporating several new features was developed and implemented. The new website was launched on April 2, 2012.

1.2 About this manual

Since the new portal offers increased interactivity and more user generated content, the main purpose of this document is to guide WBC-INCO.NET users and show the features offered by this portal for each of the profiles involved (Registered user, Team member, NCP member, Steering Platform member, Editor).

This manual focuses however on the “individualization” possibilities of this website, in other words on presenting activities which can be done by all registered users.

This manual is based on screenshots of the WBC-INCO.NET portal to explain the different sections, the tasks to perform and the available options.

2 Working with the new WBC-INCO.NET webpage

The WBC-INCO.NET home page (<http://www.wbc-inco.net>) looks as follows:



Figure 1: New WBC-INCO.NET website – start page

In the upper right-hand area (marked red in the Figure 1) you have the possibility to **Sign up for an account** if you do not have an account yet or to **Sign in** with your log in data.

At a glance, the WBC-INCO.NET portal offers the following sections:

[About us](#) (read more about our activities in the new section: [Project results](#))

[News and Databases](#) ([News](#), [Events](#), [Calls](#); [Documents](#); [Links](#); [Organisations](#); [Projects](#); [Research Infrastructures](#).)

Useful tools (You will find here at a glance further information related to [Horizon 2020](#), [FP7](#), [other European programmes](#), [bilateral cooperation with and in the WB region](#); on [finding open calls](#) and [project partners](#). Furthermore, if you are [financial project manager](#), (potential) [evaluator](#), [mobile student](#) or [researcher](#), or if you work for or manage a [SME which is involved in research](#) – there are also sections within this area providing specific information focusing just on your needs. Finally, we also prepared some relevant documents; links etc. regarding [dissemination activities](#) in general or even documents also published in [WBC languages](#) which are related to research and innovation or to different funding opportunities.)

Glossary (Relevant and practical definitions of important terms used in project management, related to research and innovation etc.)

Zones (All WBC-INCO.NET databases (news, events, calls, documents, links, organisations, projects and research infrastructures) are technically available in five different zones: Public zone, My zone, Team zone, NCP zone and Steering Platform zone.)

Notice board (The general purpose of the notice board is to encourage the communication between WBC-INCO.NET users and to encourage the exchange of innovative ideas or practical information.)

Featured Documents (Relevant documents which deserve your special attention.)

Featured Calls (Interesting Calls which deserve your special attention.)

Project of the Month (Here we will present and further promote projects of interest and relevance in particular for the Western Balkan region, but not exclusively – thus projects focusing the SEE or Danube region might be promoted as well.)

By browsing the WBC-INCO.NET portal, the most relevant practical information on "how to" is shown right after you click on the button of your interest. However, soon we will publish a comprehensive user guide on this page which will further support your contribution on this portal.

2.1 Registration and Log in

2.1.1 Regular user

After **Registration** you will be asked to go your email and complete the registration process. As soon as you have activated the link you have been sent by email from WBC-INCO.NET you will be able to log in to your account.

2.1.2 New Team members, NCP members, Steering Platform members

If you are a **new** Team member, NCP member or Steering Platform member:

After you have successfully registered and logged in – please contact us by email at office@wbc-inco.net in order to update your account to one of the following roles: Team member and/or NCP member and/or Steering Platform member.

After we have updated your account – you will also be able to access Team member zone and/or NCP zone and/or Steering Platform zone.

If you are already Team member, NCP member or Steering Platform member but still can not access the corresponding zones – please contact us as well.

Please note that the different above mentioned roles can just be updated by an administrator.

2.2 Your Profile

2.2.1 Edit your Profile

After you log in to the WBC-INCO.NET you will be asked to update your personal information. Your email address, your First name and your Last name are already known from the registration process.

Additionally, you can enter your Current position, Academic title, Personal website, Instant manager address or some additional information you would like to share with other WBC-INCO.NET users (please refer to Figure 2). These fields are optional.

The screenshot shows a web form with the following sections:

- Position:** A text input field.
- Academic title:** A text input field.
- Personal website:** A text input field.
- Instant messenger / VoIP:** A text input field with a small example text below it: "eg. ICQ, MSN, SIP, Skype".
- Additional information:** A rich text editor area with a toolbar containing icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and a text area with a "body p" label.

Figure 2: Edit your profile: Additional information about you

2.2.2 Share your contact details or keep them private

While editing your profile, you are also welcome to enter or update your contact details (Phone, Fax, Mobile phone, Address, City). Please note that it is up to you to share your contact details **with other WBC-INCO.NET users** (select – to registered users only) **OR** with **all our readers** (also with not registered users) (select public) **OR** to keep your contact details absolutely **private** (select private). Please refer to Figure 3.

Please note – if you do not change the permission level of your contact details after registration and log in, they will be shared with all registered users.

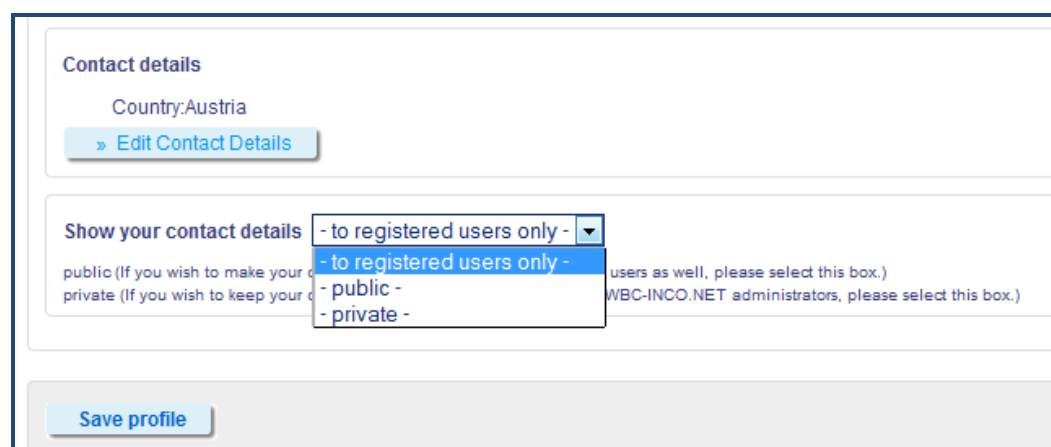


Figure 3: Share your contact details or keep them private

In the upper right-hand you can view or edit your profile or change your password any time. You can also detect the section “Edit your interests” here: more information on this issue is provided in chapter 3.1.1. “My interests”.

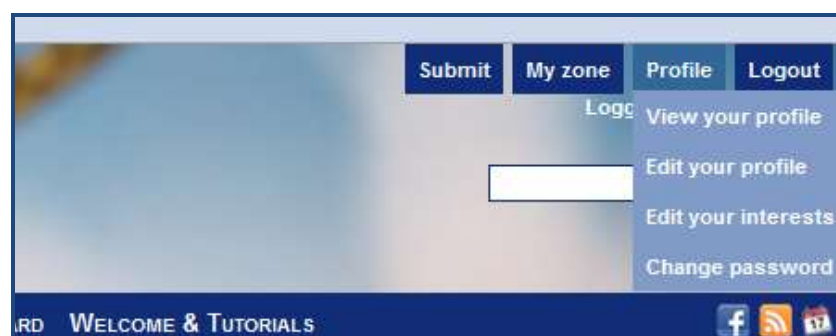


Figure 4: View and Edit your profile any time

3 Zones

All WBC-INCO.NET databases (news, events, calls, documents, links, organisations, projects and research infrastructures) are technically available in five different zones: **Public zone, My zone, Team zone, NCP zone and Steering Platform zone.**

Depending on your user role (Registered user, Team member, NCP member, SP member, Editor or Administrator) you are able to access and submit content to different zones: Team member zone, NCP zone, SP zone or Public zone.

Please note: My zone is not available for non-registered users.

3.1 My Zone

As a registered user, you have in this area an overview on your own activities at WBC-INCO.NET portal.

3.1.1 Edit “My interests”

By indicating scientific field, geographical focus and countries you are interested in (Edit my interests – refer to Figure 5), all related information will automatically be brought to your personal zone (My zone: “Overview”, and “My interests”- refer to Figure 6).



Figure 5: Edit your interests

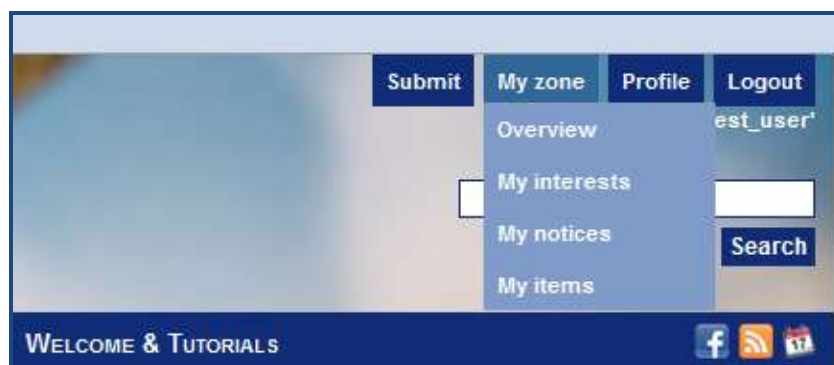


Figure 6: My zone

Figures 7 to 10 show the different fields you have to indicate:

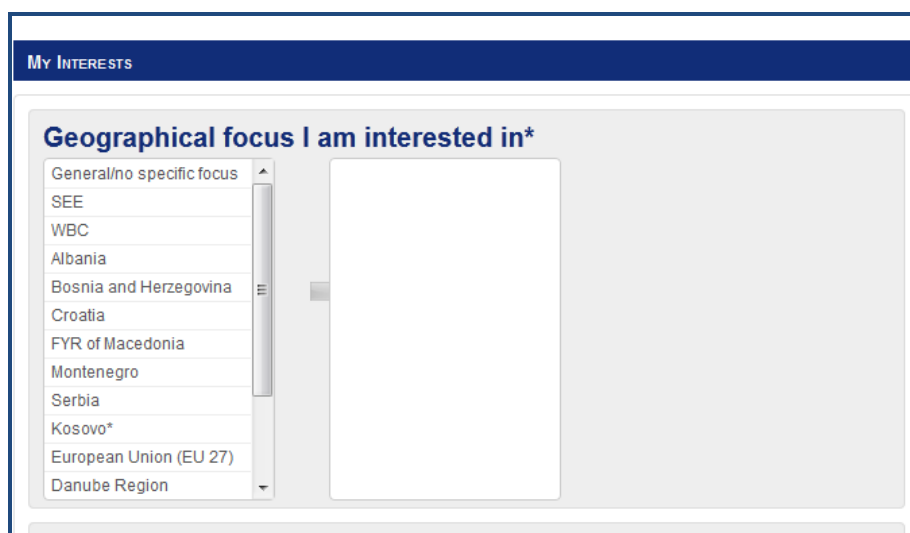


Figure 7: Geographical focus I am interested in



Figure 8: Thematic area / Scientific field I am interested in



Figure 9: Countries I am interested in

3.1.2 “Overview”

By selecting the section “Overview” within your personal zone (My zone) you will have a quick overview on all your activities on the WBC-INCO.NET portal. In the upper part of this page you will find some useful information (Figure 10), the bottom part of the page will give you an overview on your personal activities and interests (Figure 11).

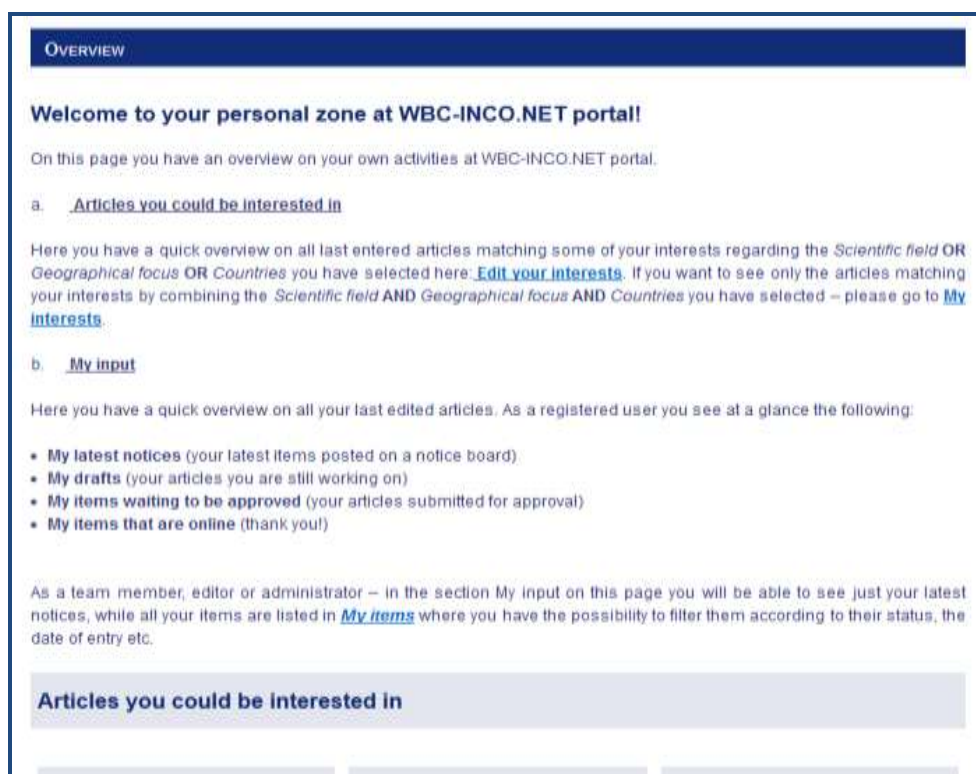


Figure 10: My zone: Overview – the upper part of the page



Figure 11: My zone: Overview – the bottom part of the page

As the Figure 11 shows, in the bottom part of the page My zone: Overview you will have a quick overview on all your last edited articles. As a registered user you see at a glance the following:

- **My latest notices** (your latest items posted on a notice board)
- **My drafts** (your articles you are still working on)
- **My items waiting to be approved** (your articles submitted for approval)
- **My items that are online** (thank you!)

Please note: As a team member, editor or administrator – in the section My input on this page you will be able to see just your latest notices, while all your created and edited items are listed in [My items](#) where you have the possibility to filter them according to their status, the date of entry etc.

3.1.3 Articles on WBC-INCO.NET matching your interests (geographical focus, scientific focus, countries)

In general, there are two different ways to take a look on articles entered on WBC-INCO.NET which are matching some OR all your interests:

- a. Articles matching some of your interests regarding the *Scientific field* **OR** *Geographical focus* **OR** *Countries* you have selected here: [Edit your interests](#).

These articles will be automatically brought to your zone here: **My zone: Overview** (bottom part of the page)

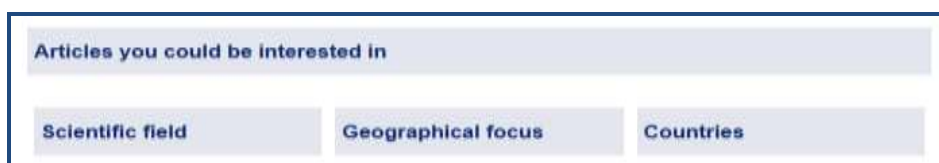


Figure 12: Articles you could be interested in (*Scientific field* OR *Geographical focus* OR *Countries*)

- b. Articles matching your interests by combining the *Scientific field* **AND** *Geographical focus* **AND** *Countries* you have selected here: [Edit your interests](#).

These articles will be automatically brought to your zone here: **My zone: My interests**

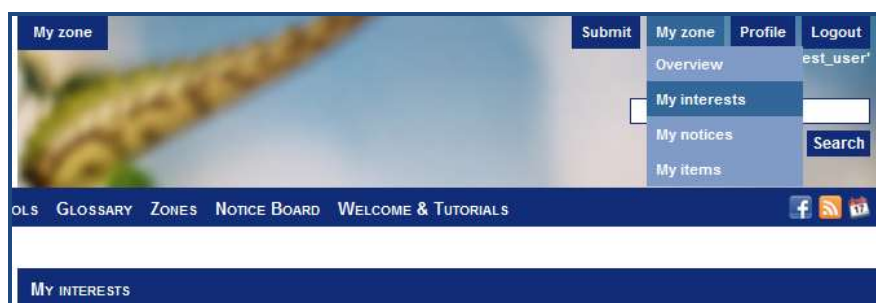


Figure 13: Articles matching your interests (*Scientific field* AND *Geographical focus* AND *Countries*)

Please note: You first have to edit your interests in order to see the “Articles you could be interested in” (My zone: Overview) or to see the articles provided in My zone: My interests.

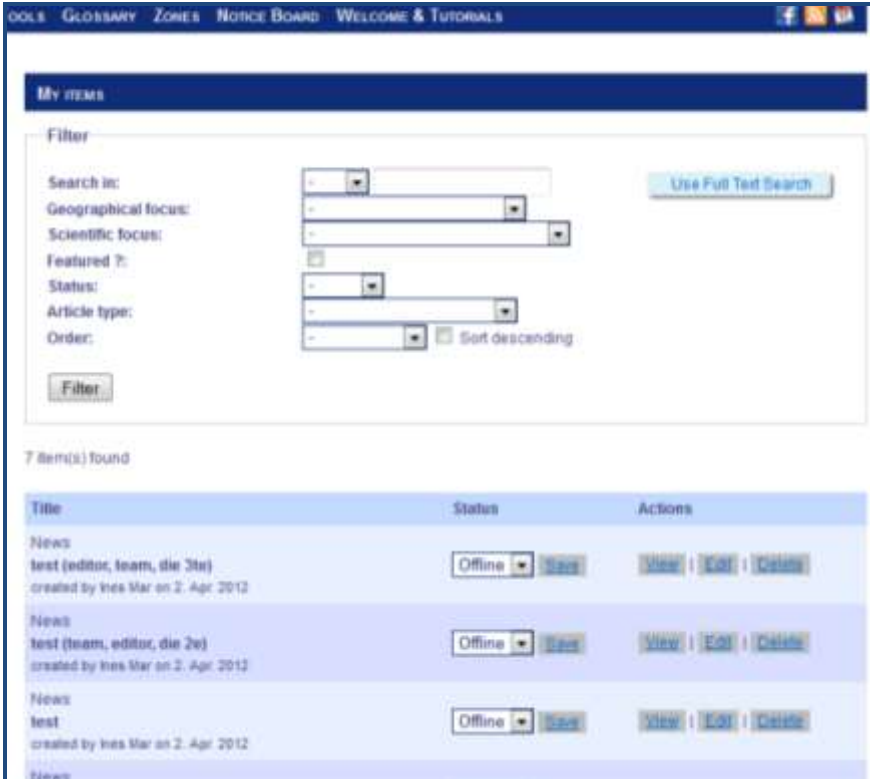
3.1.4 “My notices”

Here you have an overview only on notices created by you. In this section you can also add further notices. If you have finished your article – just update the status to “Online” in the “Content Management Box” on the left of this page and your article will be published.

Please note the submissions which do not conform with the mission of the WBC-INCO.NET project (such as commercial information and advertisement, information related to regions not covered by the project etc.) or which are considered as inappropriate for any other reason will not be approved / will be deleted by the administrator. WBC-INCO.NET preserves the right to modify submissions and to delete information which has become obsolete without further notice.

3.1.5 “My items”

In this section you will be able to filter your entries, to edit and submit them for approval, to delete them if become obsolete etc. (Figure 14).



Title	Status	Actions
News test (editor, team, die 3te) created by Ines Mar on 2. Apr 2012	Offline	View Edit Delete
News test (team, editor, die 2te) created by Ines Mar on 2. Apr 2012	Offline	View Edit Delete
News test created by Ines Mar on 2. Apr 2012	Offline	View Edit Delete

Figure 14: My items

3.2 “Team Zone”

In this restricted area only team members will be able to read, upload or download information. You will find all further relevant instructions by entering the Team zone.

3.3 “NCP Zone”

In this restricted area only NCP members will be able to read, upload or download information. You will find all further relevant instructions by entering the NCP zone.

3.4 “Steering Platform Zone”

In this restricted area only Steering Platform members will be able to read, upload or download information. You will find all further relevant instructions by entering the Steering Platform zone.

4 Submitting content to the webpage

4.1.1 General information

In general, only registered users can submit content to the WBC-INCO.NET website and to use different features and benefits:

- **Personalised information** – by indicating your scientific and regional focus all related information will be automatically brought to your personal zone.
- **Networking possibilities** – you have the access to contact data of other WBC-INCO.NET users looking for cooperation and networking possibilities.
- **Own news and event announcements** – you have the possibility to disseminate your own news and event announcements – by yourself.
- Furthermore, you can **enter your organisation or project** in our databases, **post an item on the notice-board** and a lot more.

Positioned in the middle of the website you will find a menu that contains the submit functions of the website, where you can post your own news and event announcements, enter your project(s) in the project database, enter your organisation in the organisations database, post a notice on a notice board etc.



Figure 15: Submit your content (news, events, calls, documents, notices, links, organisations, projects, research infrastructures)

Depending on your user role (Registered user, Team member, NCP member, SP member, Editor or Administrator) you will be able to access and submit content to different zones: Team member zone, NCP zone, SP zone or Public zone.

With a click on *Submit News* for example, a pop up window will appear informing you on the next steps. The text which appears in the pop up window is focusing the specific profiles: not registered users, registered users, members of the different zones.



Figure 16: Submit news: information for not registered users

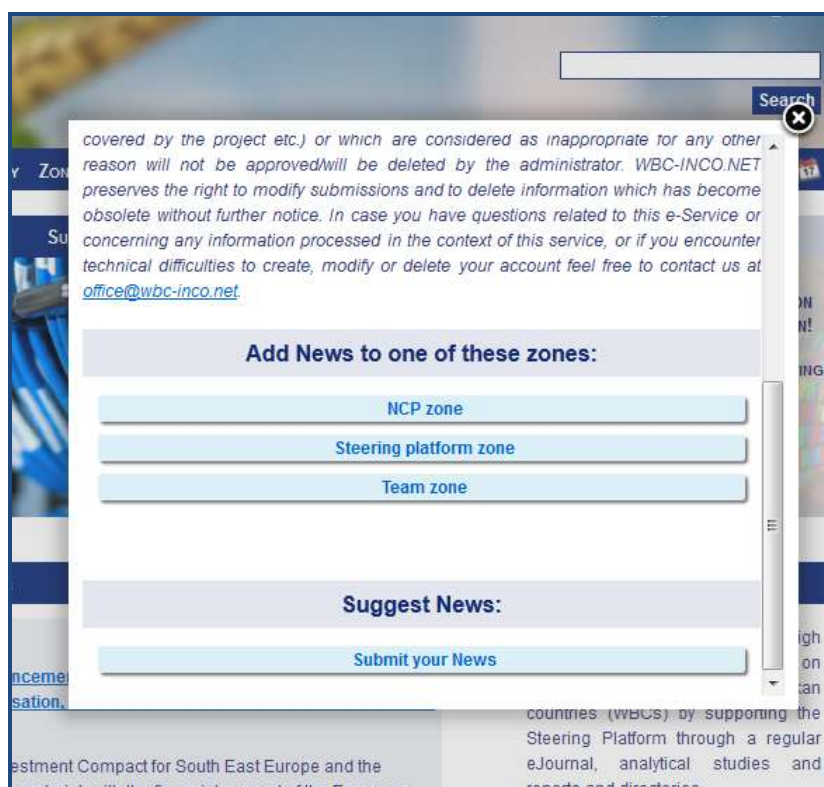


Figure 17: Submit news: Add or Suggest News to different zones

4.1.2 Create different content

Within different databases where you can submit your content – (News, Events, Calls, Documents, Links, Organisations, Research Infrastructures and Notices) there are different content forms and different information is required in order to save and publish your article (Figure 18). All relevant instructions are provided directly within the content form (Figure 19).

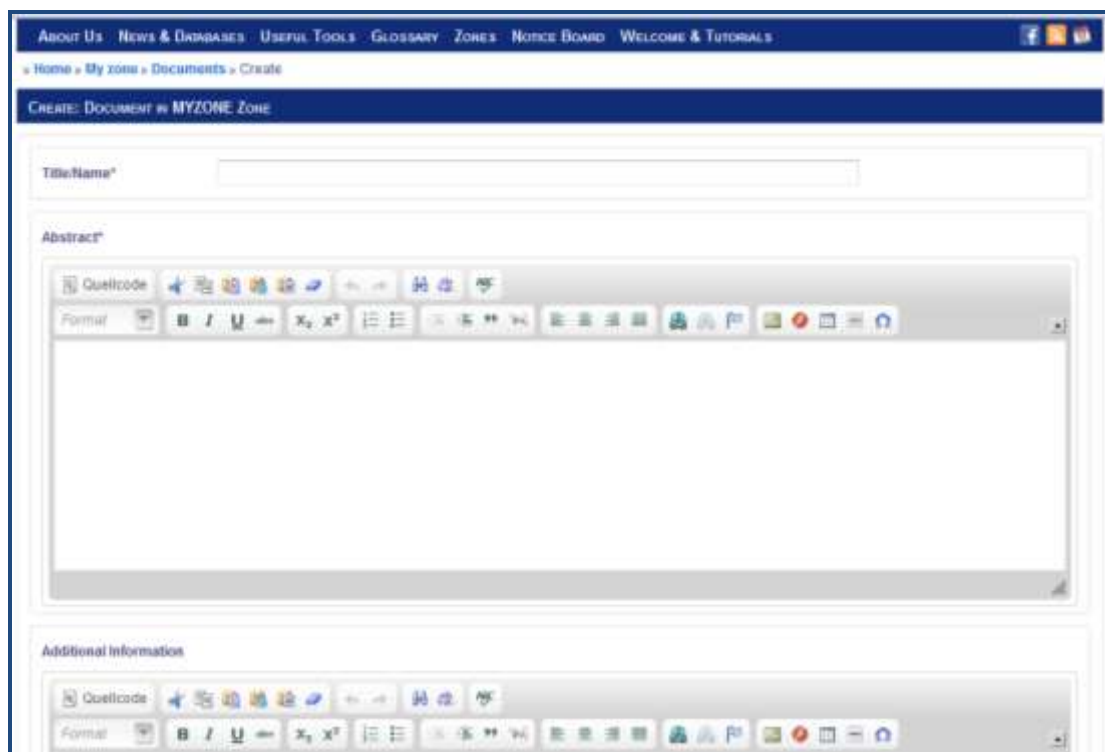
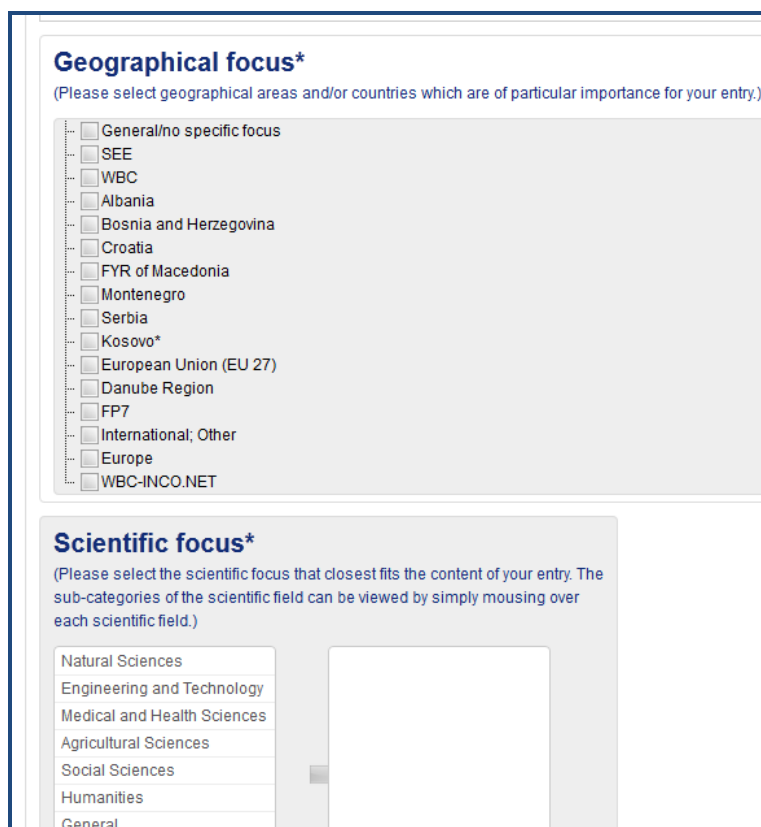
The image shows a web browser window displaying a form titled "CREATE: DOCUMENT in MYZONE.ZONE". The browser's address bar shows the path "Home > My zone > Documents > Create". The page header contains navigation links: "ABOUT US", "NEWS & DATABASES", "USEFUL TOOLS", "GLOSSARY", "ZONES", "NOTICE BOARD", and "WELCOME & TUTORIALS". The form itself has three main sections: 1. "Title/Name*" with a single-line text input field. 2. "Abstract*" with a large text area and a rich text editor toolbar above it. 3. "Additional Information" with another large text area and a rich text editor toolbar above it. The toolbars for both text areas include icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and other formatting options.

Figure 18: Content form example: Document



Geographical focus*
(Please select geographical areas and/or countries which are of particular importance for your entry.)

- General/no specific focus
- SEE
- WBC
- Albania
- Bosnia and Herzegovina
- Croatia
- FYR of Macedonia
- Montenegro
- Serbia
- Kosovo*
- European Union (EU 27)
- Danube Region
- FP7
- International; Other
- Europe
- WBC-INCO.NET

Scientific focus*
(Please select the scientific focus that closest fits the content of your entry. The sub-categories of the scientific field can be viewed by simply mousing over each scientific field.)

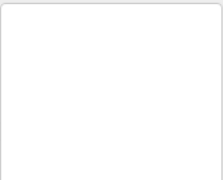
Natural Sciences	
Engineering and Technology	
Medical and Health Sciences	
Agricultural Sciences	
Social Sciences	
Humanities	
General	

Figure 19: Direct instructions within the content forms