

Project “egov_INNO”

“E-government services and tools from regional governments and regional development bodies to support and coordinate the regional research and innovation capital”

E-government Applications User Guide

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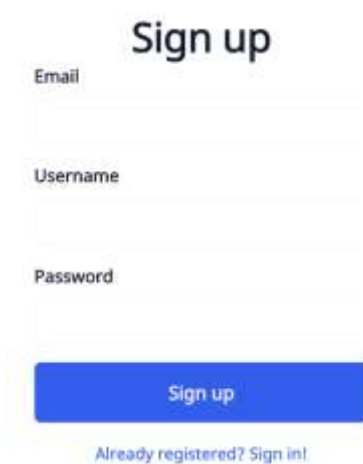
1. Platform sections

We therefore distinguish between two sections on a platform:

- **Frontend**
This is the platform itself as seen by the any user (guest or registered).
- **Backend**
This is the interface to manage the platform, used by the administrators.

2. Register to the platform

To register to the platform and have access to extra options, enter the following address in your browser: <http://egovinno.rdfwrg.gr/user/register>



The image shows a 'Sign up' form with the following fields: Email, Username, and Password. Below the fields is a blue 'Sign up' button. At the bottom of the form, there is a link that says 'Already registered? Sign in!'.

- Insert your email
- Insert the desired username
- Insert the desired password
- Click on the “Sign up” button

After this form submission you will receive an email to validate your email/account. This email will provide you with a link of the form:

<http://egovinno.rdfwrg.gr/user/confirm/23/k4nm40MYE>

By clicking this link, you will see a thank you message on the platform page informing you that your account is activated and ready to be used. At the same time, you will notice that the navigation menu has a new icon option now with your account link icon.

3. Access platform

To access the platform where you will find your options, enter the following address in your browser: <http://egovinno.rdfwrg.gr/user/login>

- Insert the login name (username) that you provided in registration.
- Insert the password that you provided in registration.
- Click on the “Sing in” button.



The image shows a 'Sign in' form. It has a title 'Sign in' at the top. Below it is a 'Login' label above a text input field. Then a 'Password (Forgot password?)' label above another text input field. Below these is a checkbox labeled 'Remember me next time'. At the bottom is a blue button labeled 'Sign in'. Below the button are two links: 'Didn't receive confirmation message?' and 'Don't have an account? Sign up!'.

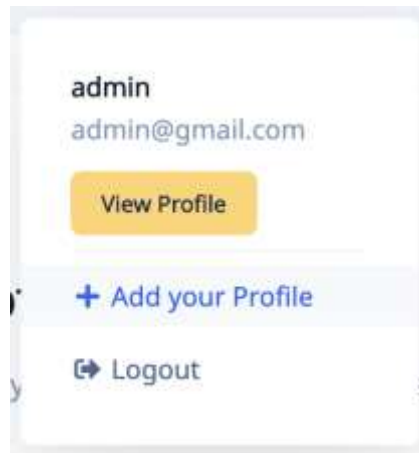
4. Safety recommendation

Attempts to pirate websites are increasingly common. We draw your attention to the use of your user names and passwords. A non-secure back-end account is a simple way into the entire web platform, putting at risk not only your website but also all the websites OF ALL OTHER PROJECTS IN THE WEBPLATFORM AND THE WEBSITE OF THE PROGRAMME ITSELF.

We recommend that you change regularly your password.

5. Exploring the interface

On the top menu as user you have an icon for your account. When you click on the icon you can see a dropdown menu with options.

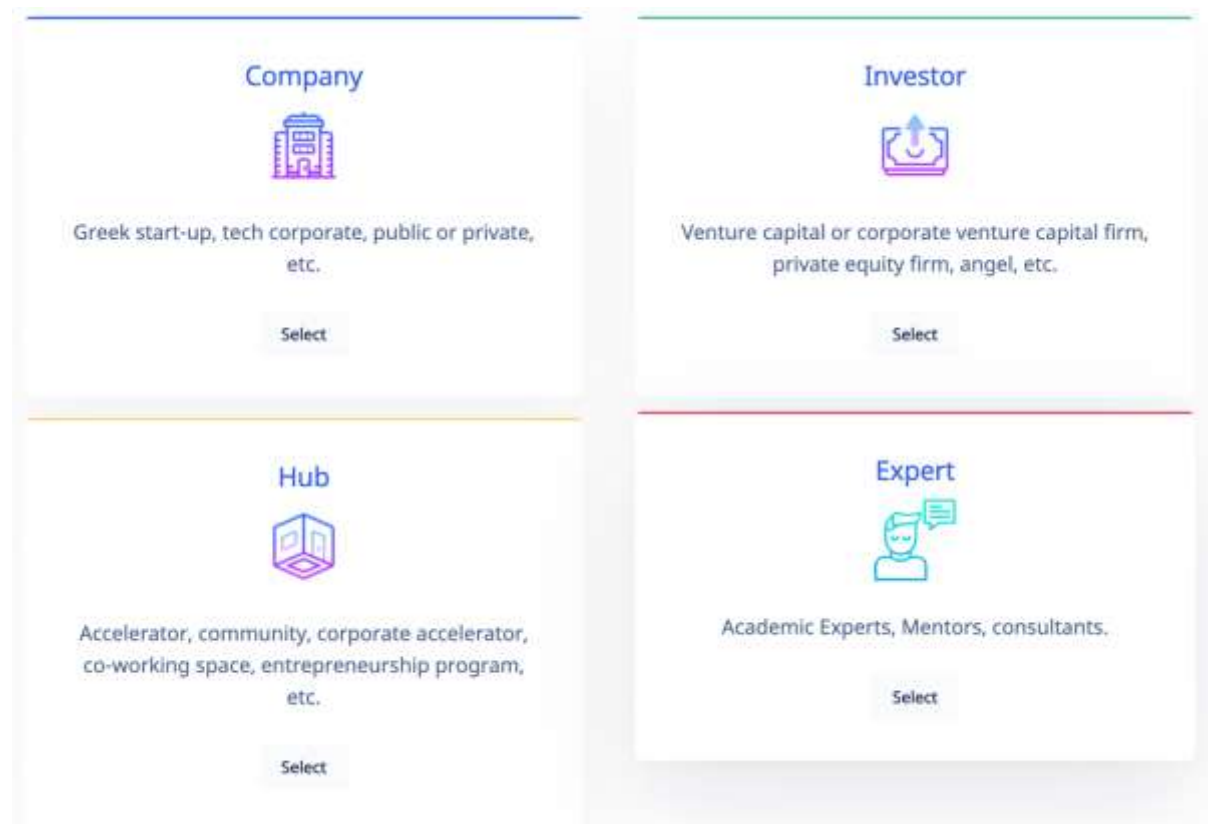


View profile

In this page you can see your profile details.

Add your profile

In this page you can add a profile entry to the network section of the platform. This entry can be either company, hub, investor or expert.



Each one of these entities is a separate form page with several fields. The required one need to be completed in order to have an accurate record in the network. For example, in the next figures you can see the form of creating a new company entry.

Company

Please verify that your company meets the following criteria:

- **R&D**
Pursues research and development (R&D)
- **Innovation**
Offers an innovative tech product
- **Founded in Western Greece**
Product is developed mainly in Western Greece
- **Related to you**
You either work at or own the company

Your company meets all the criteria

Your company does not meet all the criteria

Add new Company

General Info

Company Name

Founded year

Business model

☐ B2B
☐ B2C
☐ B2G
☐ B2B2C
☐ C2C

Funding Stage

Select

Product Stage

Select

of employees

Sector

Select

Company website

☐ For sale

Tags

Select a tag ...

About

Former company names

Description

Company logo

Choose file

No file chosen

Contact Info

Company address

Facebook

Logout

With this option you can logout from the platform account.

6. Business plan builder

When you are logged-in you can visit the business plan builder section of the platform and there if you complete the wizard or if you have completed the wizard any information is saved under your account and you can see all the information inside the form of this wizard. This means that whenever you want you can login to access or modify your business plan and download the generated pdf version of it.



7. Platform management

7.1 Introduction

The administrators of the platform can access their accounts in the same way as normal users. After they login they have an extra admin icon on the menu indicating their administration options.



When they click on the left (gear) icon they have access to the administrator options of the platform. At the moment the options there are two. The Users and the Courses. There it will be added shortly one more option for the network in order to manage all entries.

7.2 User management

The user management page presents the complete list of users of the platform. There the administrators can perform several actions to the existing users and also, they can create manually new profiles.

Manage users

[Create User](#)

Username	Email	Registration time (d)	Last login	Confirmation	Block status	Actions
admin	admin@gmail.com	June 10, 2020 11:47	June 10, 2020 11:55	Confirmed	Block	User Email Delete
info@eg	info@eg.gov.gr	February 17, 2020 00:10	Never	Confirm	Block	User Email Delete
gmp@eg.gov.gr	gmp@eg.gov.gr	December 16, 2019 12:08	February 16, 2020 12:10	Confirmed	Block	User Email Delete
info@eg	gmp@eg.gov.gr	December 16, 2019 11:27	Never	Confirmed	Block	User Email Delete
eg@eg	eg@eg.gov.gr	December 16, 2019 12:08	December 16, 2020 12:08	Confirm	Block	User Email Delete
info	info@eg.gov.gr	September 16, 2019 00:01	September 16, 2019 00:01	Confirmed	Block	User Email Delete
info	info@gmail.com	September 16, 2019 14:40	February 12, 2020 14:40	Confirmed	Block	User Email Delete
admin	admin@gmail.com	September 16, 2019 14:39	June 10, 2020 14:10	Confirmed	Block	User Email Delete

7.3 User management options

For each user entry the administrators have the option to perform the following actions:

Confirm user	Confirm	With this option the administrators can manually confirm the user.
Block user	Block	With this option the administrators can block this user for future login attempts.
Impersonate	User	With this option the administrators can switch user and see the platform with the security of this user.
Resend password	Email	With this option the platform sends again an email with the password to the user.
Edit user	Edit	By this link the administrators can edit the user profile details
Delete user	Delete	With this option the administrators can permanently delete the user entry from the platform.

The final main option of this list is the button “Create user” with which the administrators can create a new user in the platform.

Create User

Create a user account

Account details

Profile details

Information

Credentials will be sent to the user by email. A password will be generated automatically if not provided.

Email

Username

Password

Save
















7.4 Course management

The course management page presents the complete list of courses of the platform. There the administrators can perform several actions to the existing courses and also, they can create new courses.

Manage Courses




Create Course

Showing 1-5 of 5 items.

ID	Title	Status	Created	Created By	Updated	Updated By	Actions
2	Εισαγωγή στην τιμολόγηση	Active	13/09/2019 10:21:54	admin	17/04/2020 11:24:59	admin	  
3	Εισαγωγή στην λογιστική	Active	17/12/2019 17:54:48	admin	17/04/2020 11:25:15	admin	  
4	Ανάπτυξη και ανάδειξη του ανταγωνιστικού πλεονεκτήματος	Active	17/12/2019 20:09:37	(not set)	17/04/2020 11:25:28	admin	  
5	Εισαγωγή στον στρατηγικό σχεδιασμό και στο επιχειρηματικό σχέδιο	Active	12/01/2020 15:29:49	(not set)	17/04/2020 11:25:46	admin	  
6	Εισαγωγή στο μάρκετινγκ	Active	12/01/2020 20:17:20	(not set)	10/06/2020 10:04:48	admin	  

7.5 Course management options

For each course entry the administrators have the option to perform the following actions:

View course		With this option the administrators can view the course data.
Edit course		With this option the administrators can update the course data.
Delete course		With this option the administrators can permanently delete the course from the platform.

7.6 Create new course

The final main option of this list is the button “Create course” with which the administrators can create a new course in the platform.

Create Course

The form of a course consists of the following fields:

- Title

The title of the course.

- Description

A description of the course that will be displayed as first section on the course page.

- Video link

A link of the video which will be displayed with embedded player inside the course page.

- Duration

The duration of the course in minutes that is visible as label in the list of courses and inside the page of the course.

- Status

The status of the course in order to hide any course any time.

- Image

The image of the course which is visible in the list of courses.

- Attachments

A list of files (attachments) that follow the description and the video as a complete content of the course.