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Poznań, 25.02.2005



**Technical and functional description of the new tools
for E-Productivity and Quality (E4PQ) Programme
Management**

**Part I
E4PQ portal guide**

e4PQ portal guide

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1. Types of users

Three types of users exist in the system:

- Non-logged user (anonymous)

This is the simplest type of user. Its rights are limited to the following:

- ✓ Access to all public contents
- ✓ Access to all titles and summaries of limited access publications
- ✓ Access to the open discussion forum for non registered users
- ✓ Access to registration form

- Logged-in user (registered)

Its rights are as follows:

- ✓ Access to all public contents
- ✓ Access to the full text of all limited access contents
- ✓ Access to the open discussion forum for non registered users
- ✓ Access to the open discussion forum for registered users
- ✓ Access to users profile form
- ✓ Possibility to subscribe new contents in the portal

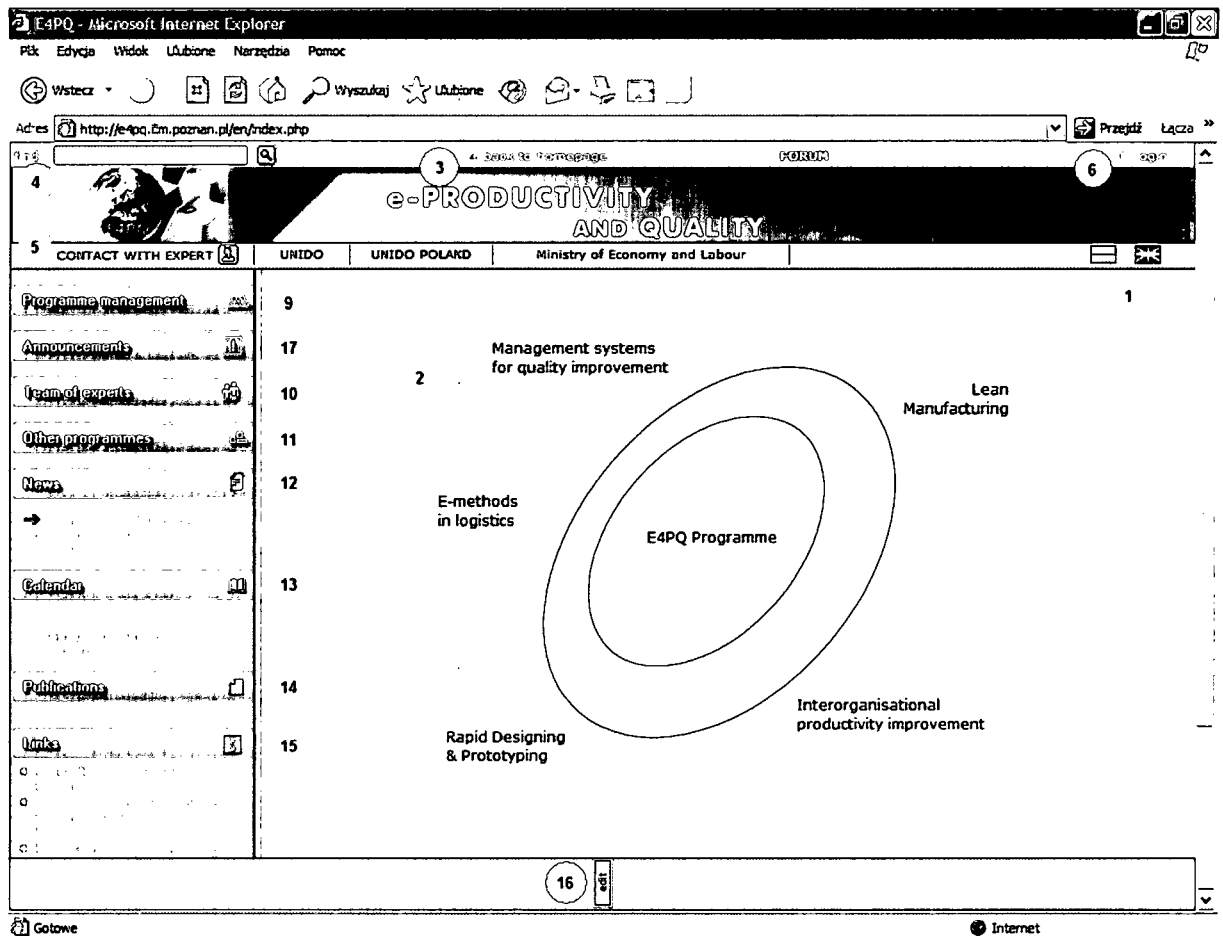
- Author

Author in the system is recognized as a registered user, who also has right to create new publications and has an access to the author's discussion forum.

New Author may be set only by the administrator.

2. Main features of the portal

The picture below shows active fields of the portal. All of them are described below

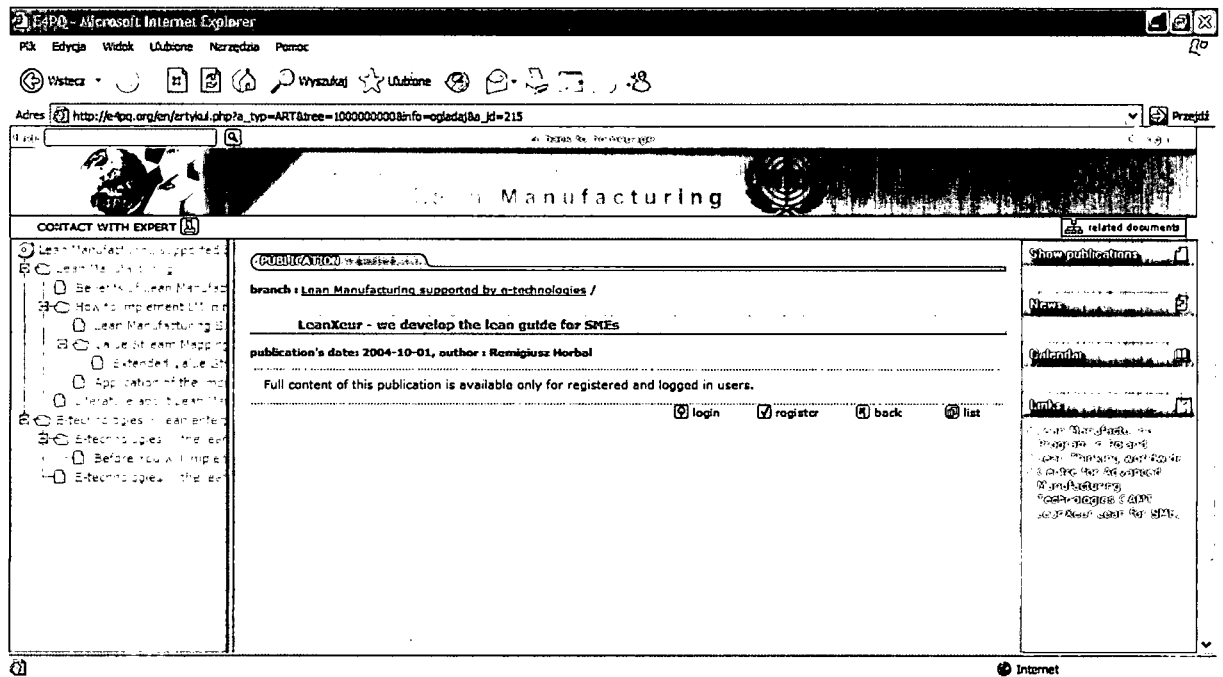


2.1. Language version



Two language versions of the portal are available – Polish and English. Information in both of the fields may differ from each other.


2.2. Thematic fields


In order to display publications from one of the fields you need to select one of five topics displayed on the ellipse on the main page. After selecting the field portal will change its view as shown on the picture below.



New for this way of portal's layout are the following elements:

- Left column contains structured menu of the selected thematic field and a button 'related documents'. This strongly connected pair of elements is used for navigation through the thematic fields. Such solution is forced by the real network (not a 'tree-like') structure of thematic fields links. Those two elements play two different roles in the system:
 - the left column contains menu in flattened 'tree-like' structure of the thematic subfields;
 - the context menu that appears after clicking 'related documents' button contains all available links (transitions) from the current location to another subfields (the links are determined by the network – not a 'tree-like' – structure of the thematic field; that is why, apart from the parental hierarchy links there are also links to leaves of another branches of the tree).
- In the middle part of the site there is a list of all available publications (texts introduced by E4PQ experts) in the field. Under each publication an icon is available that connects a user to full-text publication. For an author also 'edit'  icon is located, where editorial functions are available. This icon may have three different functions which depend on type of user using portal (see chapter [2.6 Logging in](#)) and on the way of setting the functions accessibility (see chapter [4.5 Accessibility](#)):
 - ✓  more This icon informs that the content is accessible for all users and the current user may read it.

- ✓  **more** Icon informs that the publication is accessible only for logged-in user and the current user is not logged-in. When the icon is clicked a window will appear which would inform about it and it will enable login function.





PUBLICATION  **more**


branch : Lean Manufacturing supported by e-technologies /

LeanXeur - we develop the lean guide for SMEs

publication's date: **2004-10-01**, author : **Remigiusz Horbal**

Full content of this publication is available only for registered and logged in users.

 login  register  back  list

- ✓  **more** This icon informs that the publication has limited access for logged-in users and the current user is logged-in (this is an information that the current user wouldn't have access to this publication if not logged-in).

Introducing and editing publications is described in chapter 2.1.

2.3. *Return to the main page*

By clicking on the top of the portal's page, user can always go back to the main page. Moreover there is an active point 'back to homepage' on the upper part of the screen.

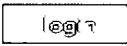
2.4. *Searching*

To find an expression in all of the existing publications it is necessary to input the expression into the field 'find' and confirm with ENTER key or click on the magnifying glass icon.

2.5. *Contact with an expert*

If you need a contact with an expert of a certain field, click on the option 'contact with an expert'.

2.6. *Logging-in*

Only logged-in users being members of expert teams have rights to introduce publications; full text of restricted publications is accessible only for logged in users. The function of logging-in is available in upper-right corner of any site of the portal with a button: . When this button is clicked a special form must be filled with an individual login and a password, all confirmed with ENTER key. The form also contains an option of 'forgotten password' where a user can ask system to send a password to the email given before.

2.7. Registration

This function is available from a few places on the portal:

- ✓ As an option of Register on the log-in page,
- ✓ As an option of Register on any discussion forum page,
- ✓ As an option of on the home page.

After selecting the option the system will show a window with the regulations of the registered users' forum. In the bottom part of the window, another two options are available:

- ✓ "I accept these conditions" – selecting this option will cause with appearing of a form where a user must give few information enabling to identify him, also definition of subscription is available here.
- ✓ "I do not accept these conditions"– selecting this option will brake the procedure of new user registration.

2.8. User's profile

This function is available by clicking on any discussion forum's page. When selected, a form of user's profile will appear. The form is divided into few sections:

- ✓ Information about the user
This section contains basic information about a current user i.e. name, address, email, password etc.
- ✓ Company information
According to the primary assumptions, each registered user should represent a company, therefore these data are mandatory to be filled in.
- ✓ Profile information
In this place identifiers may be given as contact information for few popular instant messengers as well as the default signature that may be attached to any information placed in the forum by user.
- ✓ Preferences
In this part a users may define their subscriptions in predefined thematic sections as well as in the section of project co-ordinator information. Information about new publication in the subscribed sections will be sent via email.

2.9. Program management

Selecting this option and logging-in to the portal a user has an access to the information exchange section for work teams (discussion forum).

2.10. Expert teams

Here a user can find descriptions of teams and contact information to individual team participants.

2.11. Other projects

This section leads to the thematic field containing publications that do not correspond directly to any of the main five fields

2.12. News

In the 'news' window titles of all publications introduced within last 15 days are scrolled. Only news from a selected field appears in the window. On the main page of E4PQ portal news from all five fields are scrolled apart from the 'other projects' section (chapter 2.11.). It is also possible to force the 'news' command on the main page. Chapter 3.2. describes how to do that.

2.13. Calendar

The calendar function is used to remind forthcoming events. Only events related to selected field are appearing in the window. On the main page of E4PQ portal events from all five fields are scrolled apart from the 'other projects' section (chapter 2.11.). Chapter 3.3. describes how to add news to calendar.

2.14. Publications

In this field more general publications are introduced. These may be added only by the system administrator.

2.15. Links

This field contains links to websites that are related to the subjects and are recommended by the experts. Each thematic field and the main page have its own links. Introducing the links is described in chapter 3.4.

2.16. Partner's logos introducing

It is possible to introduce logos of co-operating institutions. The logotypes may be inserted only by logged in user. The graphics file inserting is described in chapter 3.5.
Partners logos

2.17. Announcements

In this field the Program Co-ordinator will be able to place his announcements related to the E4PQ program realization, promotion of the program etc.

3. Introducing and updating information

3.1. Publications in thematic fields

Introducing publications is only available for logged-in authors (see chapter 2.6 Logging-in) Adding publications is available only for logged in users (chapter 2.6.). These users, being in a selected thematic field will have available the option 'add new' that is displayed in upper right part of the portal. When selecting this one a window will appear which enables introducing publication status, title, summary, full text and the author's name. Meaning of those fields has been described in chapter 4.

The screenshot shows a web form titled "PUBLICATION". It contains the following elements:

- title:** A text input field.
- status:** A dropdown menu with "PUBLICATION PHASE" selected.
- accessibility:** A dropdown menu with "for all" selected.
- notifying:** A dropdown menu with "Notify subscribers about the publication" selected.
- Author's note:** A large text area.
- Summary:** A large text area.
- Content:** A rich text editor with a toolbar including font (Times New Roman), size (3 (12 pt)), heading (Heading 1), bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, indent, outdent, link, unlink, image, table, and other standard editing tools.
- Path:** A dropdown menu with "body" selected.
- author:** A text input field containing "admin".
- Buttons:** "Cancel" and "Save" buttons at the bottom.

3.2. News

In chapter 2.12 it was mentioned that it is possible to force appearing information in the 'News' window. To introduce information it is necessary to be logged-in (see chapter 2.6), then click 'news' on the main page of the portal (see chapter 2.12). When a list of all news will appear click the option 'add new' on the upper right corner of the screen. When it is selected a window will appear when it is possible to edit the publication's status, title, summary, full text and author's name. Meaning of those fields has been described in chapter 4. (3, 4, 5, 6, 11).

PUBLICATION

title:

status: **PUBLICATION PHASE** ▼

accessibility: for all ▼

notifying: Notify subscribers about the publication ▼

Author's note:

Summary:

Content:
 Times New Roman ▼ 3 (12 pt) ▼ Heading 1 ▼ **B** *I* U

Path: body

author:

3.3. Calendar

In chapter 2.13. main functions of the calendar have been described. This is the description of how to introduce information to the calendar.

When selecting the button 'calendar' a list of all events will appear of which the publication date is in line with actual date. For logged in users (see chapter 2.6) also 'add new' option will appear. When clicked, a form will appear that enables to introduce the beginning and finish date of the publication, start and finish date of an event, status, title, summary, full text and author's data. Meaning of those fields has been described in chapter 4.(1,2,3,4,5,6,11).

EVENT | 1 2 3 4 5 6 7 8 9 10 11 12

publication's date from:

publication's date till:

event's date from:

event's date till:

title:

status:

accessibility:

notifying:

Author's note:

Summary:

Content:
 Times New Roman | 3 (12 pt) | Heading 1 | **B** / *I* / U / ~~S~~
 [Icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, link, unlink, list, indent, outdent, zoom in, zoom out, help, etc.]

Path: body

author:

3.4. Links

To introduce a new link or to edit the previously added links select the 'links' button. For logged in users (see chapter 2.6) an option 'add new' will appear in the upper right side of the screen. When selecting this option a form will appear that enables introducing name, url address, and help description. Fields are described in details in chapter 4.(7,8,9,10)

LINKS | 1 2 3 4 5 6 7 8 9 10 11 12

name:

url address:

hint:

3.5. Partner's logos

To introduce new logo or to edit an existing one click the button 'edit' available only for logged in users. The button is located in the bottom of the screen. When selecting this button a list of all logotypes will appear. To add new logotype click 'add new' button from the upper right corner of the page. When clicked a form will appear that enables introducing a name of the institution, logotype adding, url address and help description. Fields are described in details in chapter 4.(7,8,9).

BANNER

name	<input type="text"/>
image	<input type="text"/> <input type="button" value="Browse"/>
url address	<input type="text" value="http://"/>
hint	<input type="text"/>

Note: the image introduced should be 40 pixels high. If it is higher it will be rescaled to the 40 pixels height.

4. Meaning of fields used to introducing information

4.1. Publication dates from – till

publication's date from:	<input type="text"/>
publication's date till:	<input type="text"/>

Fields of publication date are used in the calendar functionality. Dates given in these boxes are describing dates between which the information will be held in the calendar. These dates do not correspond directly to the dates of the events itself.

4.2. Event dates from – till

event's date from:	<input type="text"/>
event's date till:	<input type="text"/>

Dates given here have just an informative character and do not correspond with the date of the information appearing in the calendar.

4.3. Status

status:	<input type="text" value="EDITION PHASE"/>
---------	--

Two options are available:

'edition' – means that the document will be available only for the person who introduces the document – for the author. It is the phase of preparing the information.

'publication' – means that the document will be available for all users.

4.4. Title

title:

This field allows to introduce a title of the publication.

4.5. Accessibility

accessibility:

This field contains a rule of accessibility for the document and it can have one of two values "for all" or "only for registered". First one means that the document is accessible for all users (see chapter 1. Types of users), the second one means that the document is accessible only for registered users.

4.6. Notifications

notifying:

This field contains information if the portal is supposed to notify the subscribers about publishing the document or not. Sending the notifications is performed at the background which means that the author doesn't have to wait for the notifications to be sent in order to finish the process but server does it for the author in following few minutes after the document is edited. Regarding the variety of different email systems, the notifications are sent in two forms: text and HTML. Example of such a notification is shown on the picture below.

Articles recommended by E4PQ:

publication date: 2004-06-07

section:

article title : **Time compression technologies**

abbreviation of the article: **Time Compression Technologies (TCT) consist of Virtual Prototyping (VP), Rapid Prototyping (RP) and Rapid Tooling (RT).**

article:

author: *hkm*

comment:

This email was sent under your agreement. If you want to unsubscribe from the mailing list, [login to the E4PQ portal](#) and change your profile.

you are registered as: admin

Articles recommended by E4PQ:

publication date: 2004-06-07

section:

article title: Time compression technologies

webpage address: http://e4pq.ilm.poznan.pl/en/artykul.php?a_typ=ART&tree=2000000000&info=ogladaj&a_id=1

abbreviation of the article: **Time Compression Technologies (TCT) consist of Virtual Prototyping (VP), Rapid Prototyping (RP) and Rapid Tooling (RT).**

author: *hkm*

comment:

This email was sent under your agreement. If you want to unsubscribe from the mailing list, [login to the E4PQ portal](#) and change your profile.

you are registered as: admin

4.7. Author's note

Author's note:

In this field the publication's author may place a short note, which will be attached to the notification text that is sent to subscribers.

4.8. Summary

Summary:

Field that is to introduce a short information about the publication contents. Summary appears also in all collective lists of publications for a certain field. It is important that the summary wouldn't exceed 3 sentences.

4.9. Author

author:

This field stores name of the publication's author. As a default value login is inserted.

4.10. Name

name

Field used in the 'links' function (see chapter 2.15) and function 'partner's logos' (see chapter 2.16). In the first case the name will be displayed in the field of 'links' whereas in the second one it will appear on the list of logotypes introduced.

4.11. Address URL

url address

Field used in the 'links' function (see chapter 2.15). An URL address may be introduced here to redirect to another website i.e. <http://www.unece.org>

4.12. Hint

hint

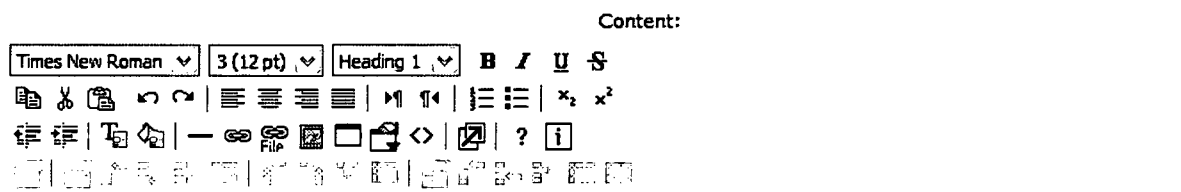
Field used in the 'links' function (see chapter 2.15). It contains a text that will be displayed in a hint box that will appear when a mouse cursor is over the link.

4.13. Image


image

A path of an image of logotype is to be introduced here. Only GIF and JPG files are allowed. As a support function a 'browse' button can be used.

4.14. Content



Path: `body`

It is a rich-text format and it can contain drawings and attached files. Text content may be formatted (detailed description in this text below). This field should contain the full-text of the publication. Contents will be displayed when 'more'  more button is selected which will appear on the lists of all publications from a certain field.

NOTE: in case of copying and pasting a text from MS Word editor, the text is automatically cleared from the unnecessary code which is transferred from the MS Word. Unnecessary code may also be removed by clicking Ctrl_0 (zero).

Described reach text field has a following functionality:

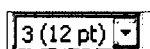
4.14.1. Font shape

Choose from the list-box an appropriate font for the text introduced.



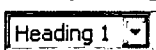
4.14.2. Font size

The size of the font can be adjusted in his list-box



4.14.3. Styles

To format the text in uniform way it is very useful to use the predefined styles. For each style a certain font preferences are predefined such as font, size, justification, colour etc. The major advantage of predefined style is the possibility of fast and easy changes of presentation all information in the portal.



Guidelines of styles usage:

Heading 1 - 6: In case of creating documents it is useful to keep the document in hierarchical form using headings for chapter titles. Following chapters that are included in the main one should be enumerated with Heading 2 to get the two digits in the index, etc. Example:

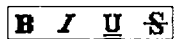
1. Heading 1
- 1.1. Heading 2
- 1.1.1. Heading 3

Normal: Style that should be selected as a main one when creating the publication.

Address: Style used for quoting, subtitles under pictures, addresses etc.

Formatted: Style used mostly for specific formats. Usually with Courier font predefined with constant letters width which makes the text more legible. i.e. for account numbers, telephone numbers etc.

4.14.4. Bold, Italics, Underline, Stroke out



Selecting icon B from the text introduced will be **bolded**

Selecting icon I from the text introduced will be printed with *italics*

Selecting icon U from the text introduced will be underlined

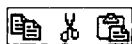
Selecting icon S from the text introduced will be ~~stroked-out~~

All these formats may be activated by clicking ctrl+B, ctrl+I, ctrl+U and ctrl+S

4.14.5. Clipboard using

Some fragments of the text may be transferred between different applications using clipboard function. In order to introduce text into the clipboard it is necessary to select it first and then use the function 'copy'.

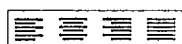
The function 'cut' is similar and also copies the text into the clipboard but removes it from the text. To introduce the clipboard text into the document you need to place the cursor in the place where you need the text to be put in the document and select the function 'paste'.




Keyboard shortcuts for these functions are as follows: 'copy' – ctrl+C, 'cut' – ctrl+X, 'paste' – ctrl+V

4.14.6. Text justification

From the left the functions are represented as follows: align text to the left; align text to the centre; align text to the right and align text to the left and right. These functions may be also activated using keyboard shortcuts which are as follows: ctrl+L; ctrl+E, ctrl+R and ctrl+J.




4.14.7. Numbered, bullet and list functions

To insert a numbered or bullet lists click appropriate icon . In order to turn off numbering or bulleting the text and edit it without the listing mode just click the icon again.


Example:

- | | |
|------------------|---------------|
| 1. Numbered list | ▪ Bullet list |
| 2. Numbered list | ▪ Bullet list |


4.14.8. Upper and lower index

When upper or lower index are needed to be inserted i.e. chemical formula, those icons may be used .


4.14.9. Tabularization functions

To regulate the distance from the left margin use these icons . Two fragments of text that differ in a distance from the left margin must be separated by the end of the line symbol (ENTER).


4.14.10. Text and background colour

To change the text or background colour use these icons .


4.14.11. Separating lines

Different fragments of a publication may be divided by the separating lines which is available with the icon .

4.14.12. Links

Hyperlinks in text may also be included (i.e. to introduce an active link to a website). To insert the address you have to select the text which will be changed into a link and then click the icon. To deactivate the hyperlink you have to remove it .


4.14.13. File inserting

Files may also be included into a publication. This icon is used to introduce a file .


4.14.14. Image inserting

Picture inserting function. It is necessary to remember not to insert pictures with high resolution. Usually a picture file shouldn't exceed 400x50 pixels (max 50 KB). It is recommended to insert them as separate files and the reader will decide whether to download it or not. In order to do that the previous function must be used. The way to insert files is described in chapter 3.11.13.

4.14.15. Source code / text presentation

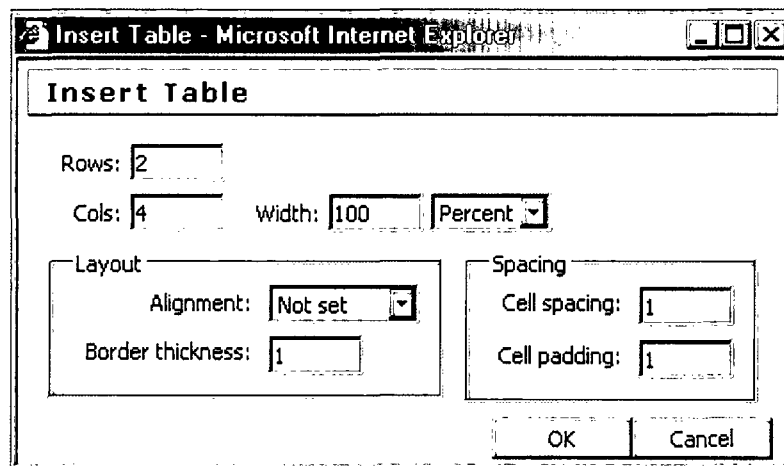
The portal construction gives a tool to prepare the publication and control at the same time its final effect. To make some advanced html changes you can switch to html code and introduce them straight into the code. This function is recommended for people with HTML knowledge. Icon of switching the presentation view and the code view .

4.14.16. Full screen edition

Full screen text editing lets enlarging the editor window onto full screen .

4.14.17. Table inserting

Table insert function.  When clicking it a following table will appear.



Following parameters need to be given:

Rows: number of rows,

Cols: number of columns,

Width: table width in pixels or percentage. 100% means full window table

Border thickness: the width of border


Alignment: to align the table in the text

Cell Spacing: width of frames in pixels.


Cell padding: space between the text inside the table and the edge of the cell


4.14.18. Table management


Text edition field allows performing some operations with the table inserted.


Contour of the table.  Switching them off makes the table invisible for the reader.


This option is useful when grouping text into small frames in text

Table preferences  allows changing the settings of previously described table parameters

Row preferences  allows to change the parameters of a row in the table.

Inserting a row  inserting a row before or after a selected row.

Removing a row removes a row from a table 

Inserting a column  inserting a column before or after a selected column






Removing a column removes a column from a table 


Table preferences  allows changing the settings of previously described table parameters.


Cell parameters  allow to change settings of an individual cells

Removing a cell  allows to remove a cell under the cursor

Merging cells  merges cells and the information from the cells. All information will be saved. The amount of the merged cells in a row and column will be determined in the dialog window after selecting the option.

Ungrouping rows  allows separating rows

Column dividing  divides a column in two

Ungrouping cells  allows ungrouping previously merged cell