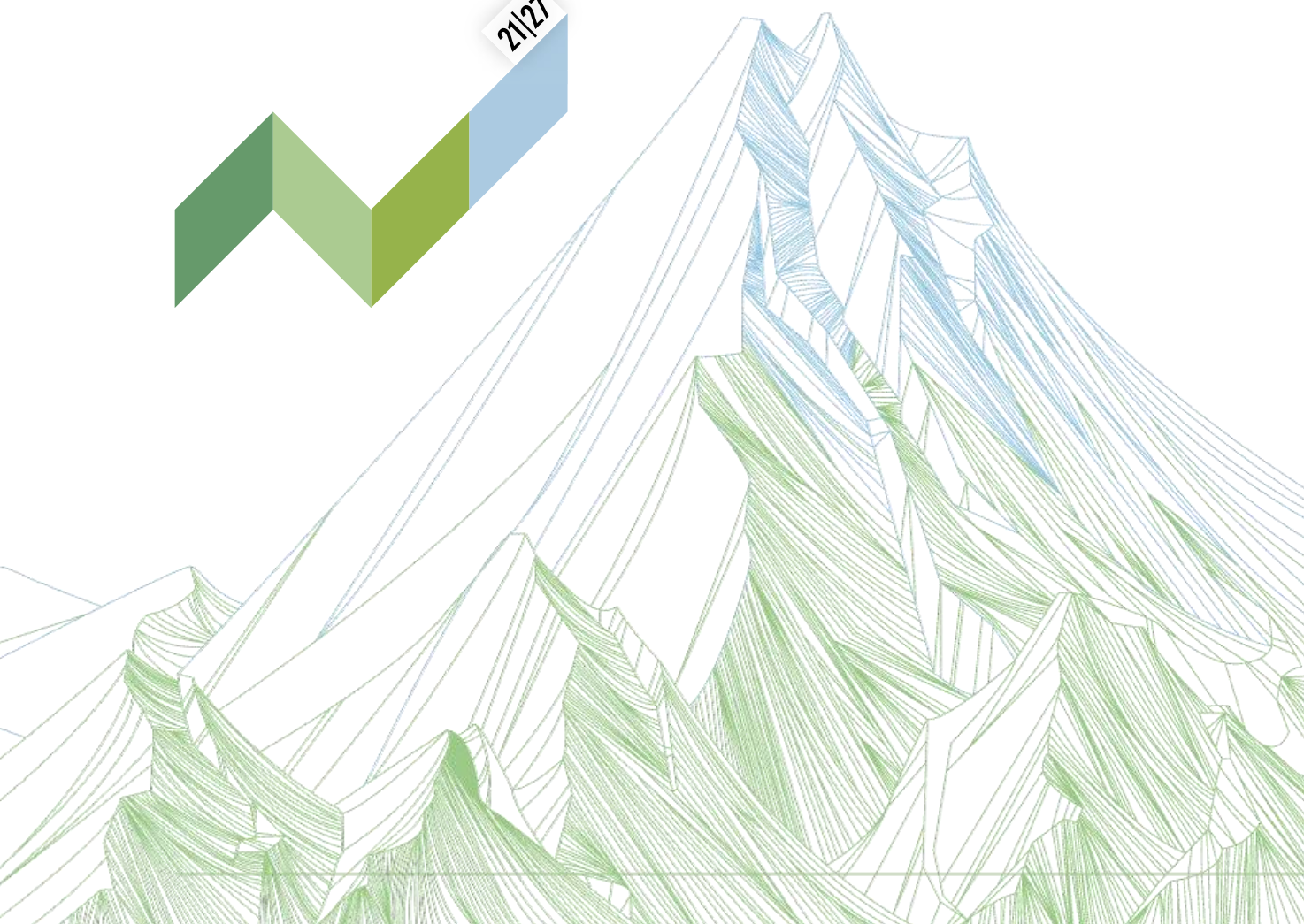


# User manual Project websites

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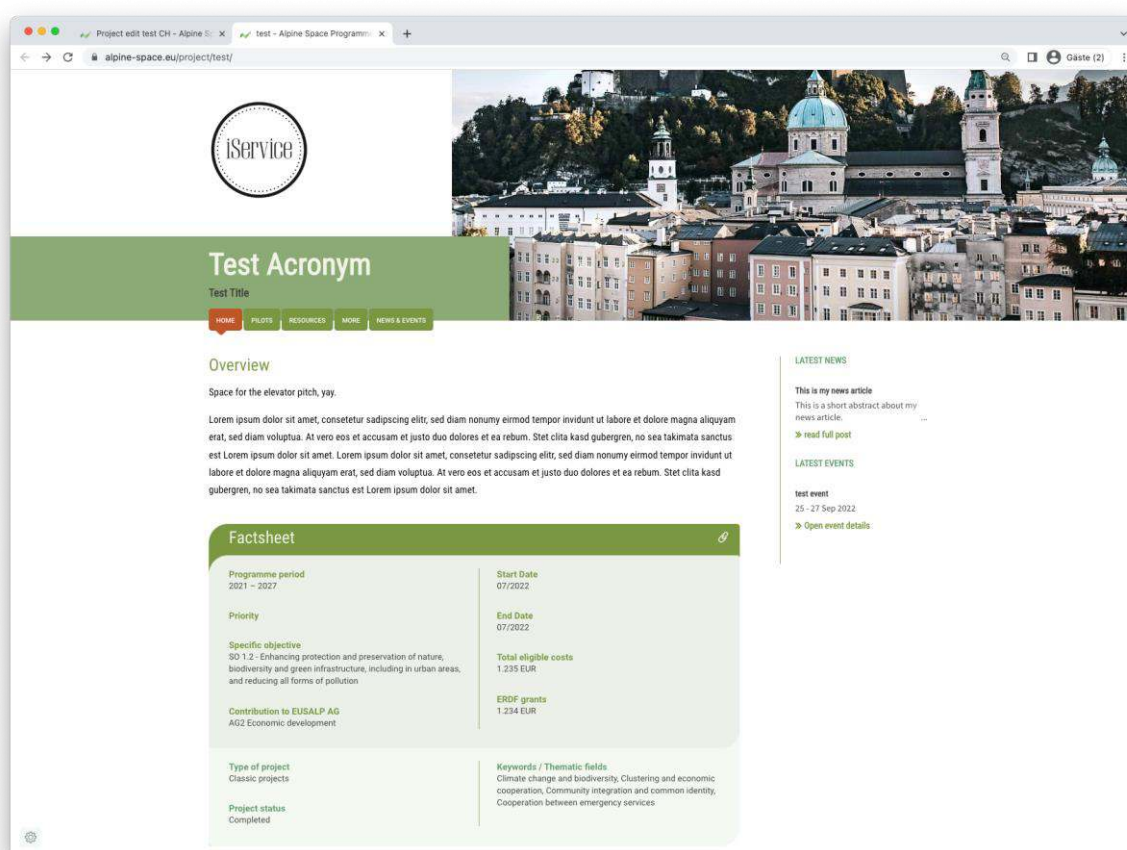
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# 1 Introduction

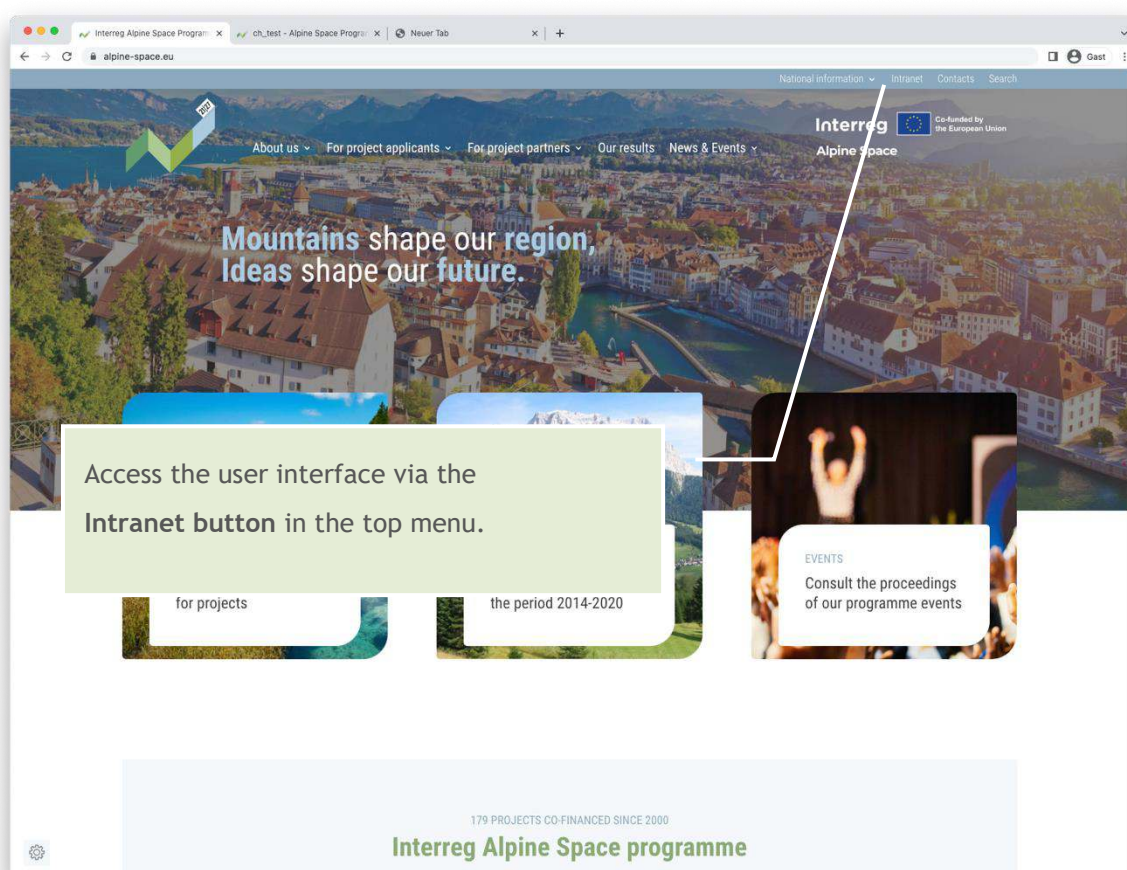
Welcome on board!

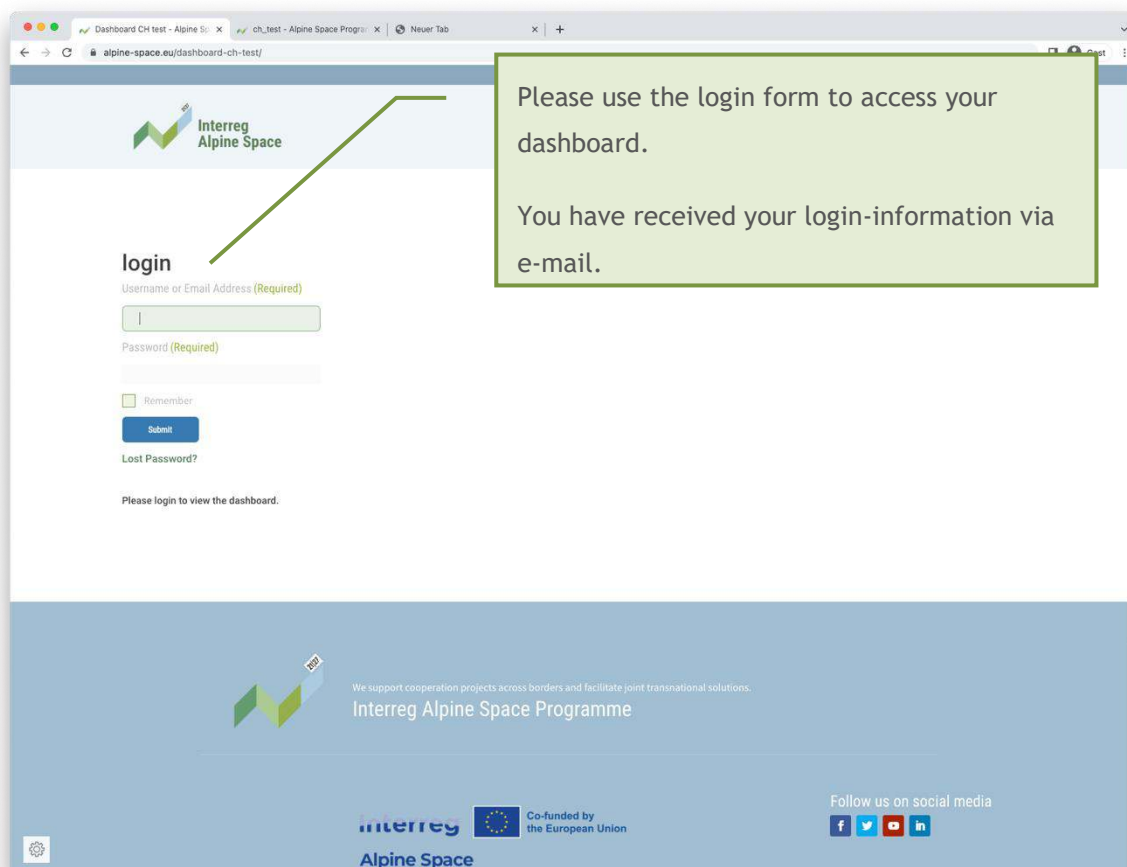
We are happy to provide you with your new project page and this manual to describe how to include & adapt the provided information.



## 2 Access

To access your personal project dashboard via the main website, please click “**Intranet**”, located at the top menu bar and use the appearing login-form.





The screenshot shows a web browser window with the URL `alpine-space.eu/dashboard-ch-test/`. The page features the Interreg Alpine Space logo at the top left. Below it, a 'login' section contains the following elements:

- A label 'login' with a green line pointing to the input fields.
- A text input field for 'Username or Email Address (Required)'.
- A text input field for 'Password (Required)'.
- A checkbox labeled 'Remember'.
- A blue 'Submit' button.
- A link for 'Lost Password?'.
- A message at the bottom: 'Please login to view the dashboard.'

A green callout box on the right side of the login form contains the following text:

Please use the login form to access your dashboard.

You have received your login-information via e-mail.

The footer of the page includes the Interreg Alpine Space logo, the text 'We support cooperation projects across borders and facilitate joint transnational solutions. Interreg Alpine Space Programme', and social media links for Facebook, Twitter, YouTube, and LinkedIn.



In your **personal user dashboard**, you will see the overview of your project.

The **edit-button** to the right allows you to see all data, take care of changes and upload all information you want.



The screenshot shows a web interface for the Alpine Space project. At the top, there is a navigation bar with links for 'National information', 'Intranet', 'Contacts', and 'Search'. Below this, there are dropdown menus for 'For project applicants', 'For project partners', 'Our results', and 'News & Events'. The main content area features a table with the following data:

TITLE	DATE	STATUS	ACTIONS
ch_test	July 29, 2022	Published	

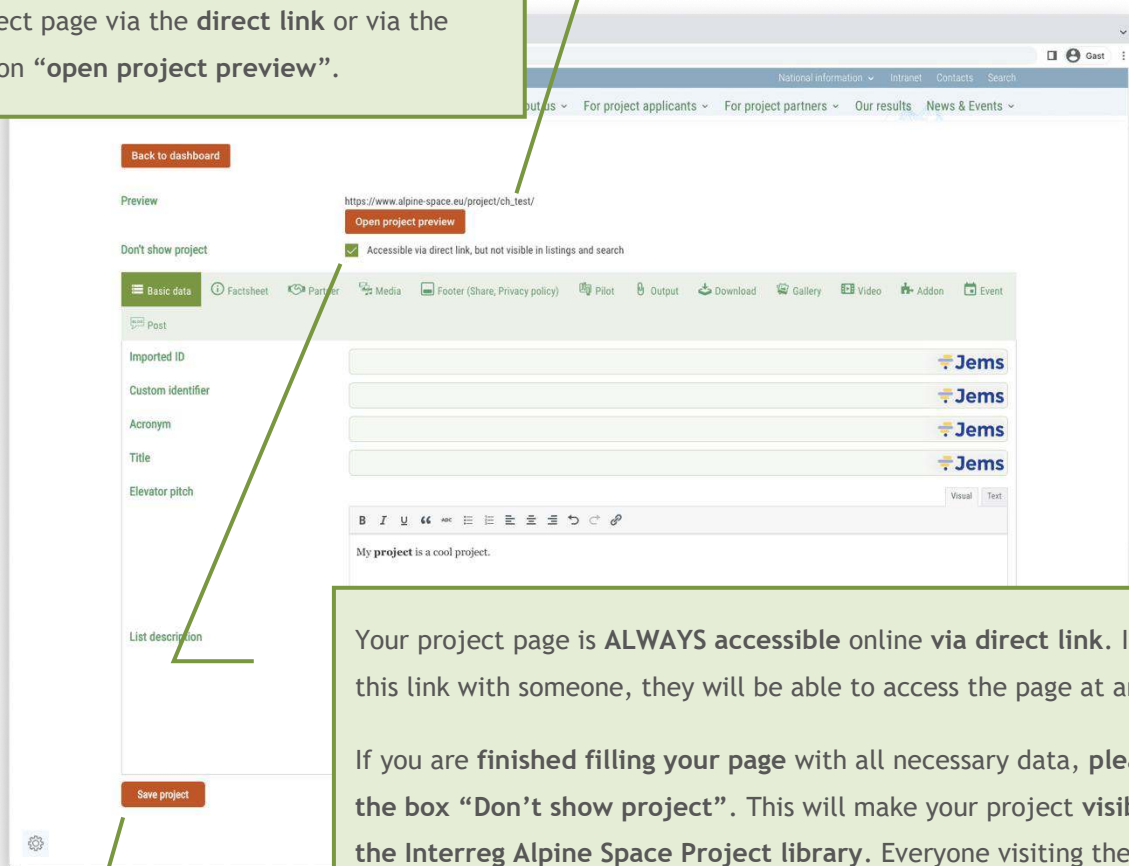
Below the table, there is a 'Logout' button. The footer of the page includes the Interreg logo, the European Union flag, the text 'Co-funded by the European Union', and social media links for Facebook, Twitter, YouTube, and LinkedIn.

Once the work is finished, please **always log-out** of the dashboard, to ensure no one else is having access and can change your project page. Use this logout-button.

### 3 General information

Let's start with general information on how to use the interface.

Access the preview of the live version of your project page via the **direct link** or via the button “**open project preview**”.



The screenshot shows the 'Preview' tab of a project page. At the top, there's a 'Back to dashboard' button. Below it, the URL 'https://www.alpine-space.eu/project/ch\_test/' is displayed, followed by an 'Open project preview' button. A checkbox labeled 'Accessible via direct link, but not visible in listings and search' is checked. The left sidebar contains a 'Don't show project' checkbox and a 'Basic data' section with fields for 'Imported ID', 'Custom identifier', 'Acronym', 'Title', and 'Elevator pitch'. The main content area has a 'Post' section with a rich text editor containing the text 'My project is a cool project.' and a 'List description' section. At the bottom, there is a 'Save project' button.

Your project page is **ALWAYS** accessible online via **direct link**. If you share this link with someone, they will be able to access the page at any time.

If you are **finished filling your page** with all necessary data, please **untick the box “Don't show project”**. This will make your project **visible within the Interreg Alpine Space Project library**. Everyone visiting the library will be able to search for your project & visit your project page.

Once you are finished working on the data, please click “**save project**” to make these changes visible on the frontend.

If you work in different tabs, please make sure you **save every time before switching tabs**.

Please use the **tabs** on the top to navigate through the different parts of your project page.

Fields with green background, marked with the “Jems” Logo **CANNOT** be edited. These fields are transferred automatically from Jems. If changes need to be made in any of these fields, please use Jems and/or contact your Alpine Space contact point.

Fields with white background can be filled with your information. Do not forget to save your changes every time you change tabs 😊





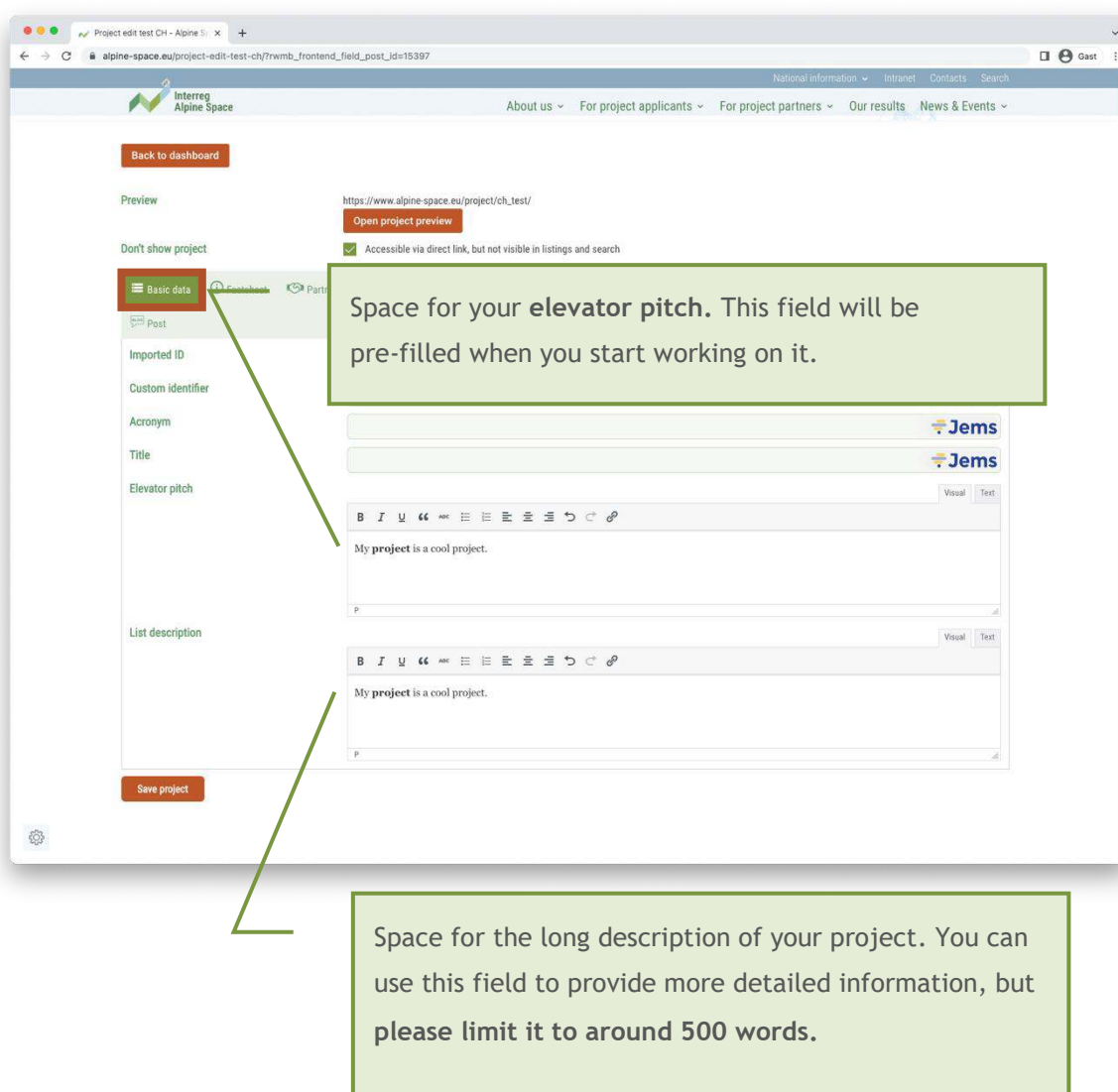
## 4 General rules

- Fields marked with JEMS cannot be adapted via the interface. This information is provided via JEMS directly. If you need any changes regarding this data, please contact the project officer in charge of your project at the Joint Secretariat.
- Please do not copy text directly from another website and/or software like word, pages, etc. This might lead to transferring unwanted formats and weird looks in the frontend.

## 5 Detailed page information

### 5.1 Basic information

We will start with adapting the information provided on your front page.



The screenshot shows the 'Project edit test CH - Alpine' interface. The left sidebar contains a 'Basic data' section with fields for 'Imported ID', 'Custom identifier', 'Acronym', 'Title', 'Elevator pitch', and 'List description'. The 'Elevator pitch' field is highlighted with a green box and an annotation: 'Space for your **elevator pitch**. This field will be pre-filled when you start working on it.' The 'List description' field is also highlighted with a green box and an annotation: 'Space for the long description of your project. You can use this field to provide more detailed information, but **please limit it to around 500 words**.' The main content area shows the 'Elevator pitch' and 'List description' fields with a rich text editor. The 'Elevator pitch' field contains the text 'My project is a cool project.' and the 'List description' field contains the text 'My project is a cool project.'.

**iService**

## Test Acronym

Test Title

HOME OUTCOMES FILTERS RESOURCES

### Overview

Space for the elevator pitch, yay

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### Factsheet

Programme period 2021 - 2027	Start Date 07/2022
Priority	End Date 07/2022
Specific objective SO 1.2: Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, and reducing all forms of pollution	Total eligible costs 1.235 EUR
Contribution to ERDF P AG AG2 Economic development	ERDF grants 1.234 EUR
Type of project Classic projects	Keywords / Thematic fields Climate change and biodiversity, Cooperation between emergency services
Project status Completed	

### Description

Space for your long description.

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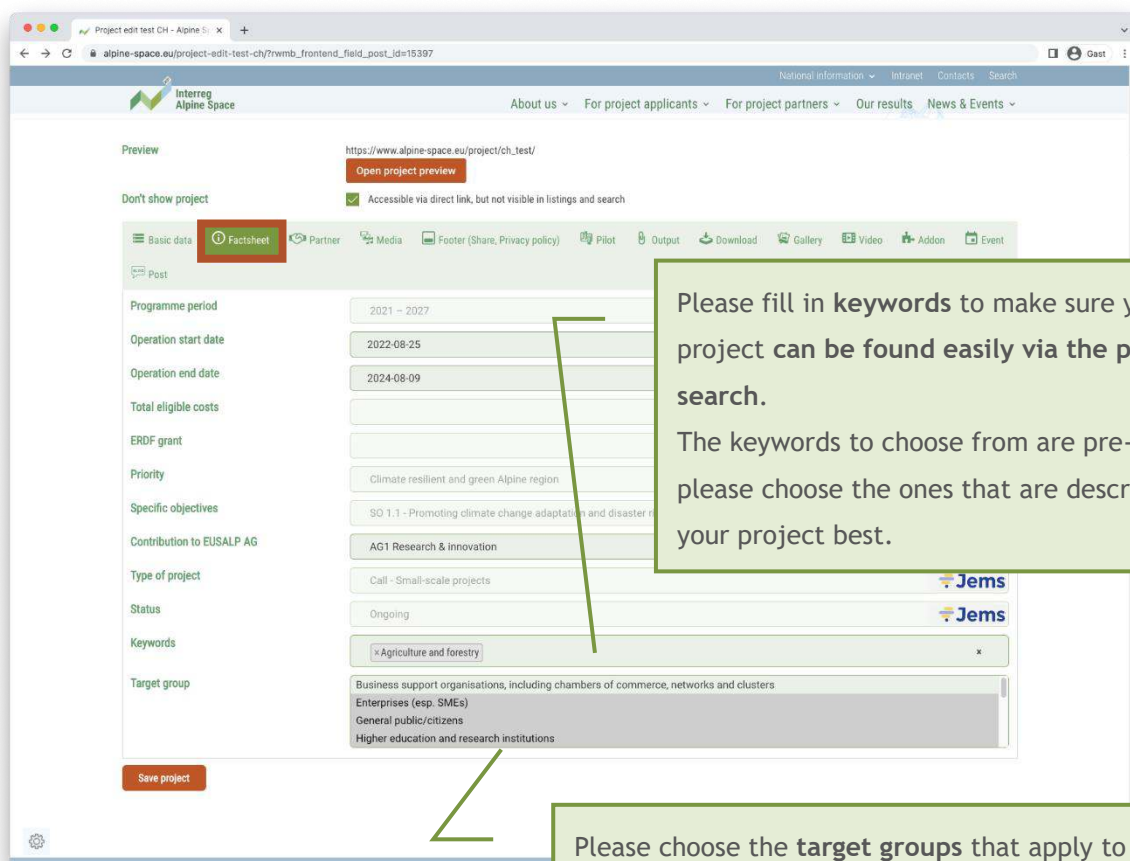
### Partners

(iService (Lead partner))

Your elevator pitch will be displayed in this position.

Your long description will be displayed here.

## 5.2 Factsheet





The screenshot shows the 'Project edit test CH - Alpine Space' form. The 'Factsheet' tab is selected. The form includes fields for Programme period (2021 - 2027), Operation start date (2022-08-25), Operation end date (2024-08-09), Total eligible costs, ERDF grant, Priority (Climate resilient and green Alpine region), Specific objectives (SO 1.1 - Promoting climate change adaptation and disaster risk reduction), Contribution to EUSALP AG (AG1 Research & innovation), Type of project (Call - Small-scale projects), Status (Ongoing), Keywords (Agriculture and forestry), and Target group (Business support organisations, including chambers of commerce, networks and clusters; Enterprises (esp. SMEs); General public/citizens; Higher education and research institutions). A 'Save project' button is at the bottom left.

Please fill in **keywords** to make sure your project can be found easily via the project search.

The keywords to choose from are pre-defined, please choose the ones that are describing your project best.

Please choose the **target groups** that apply to your project.

You can choose more than one by pressing **strg/control**.

## Test Acronym

Test Title

HOME OUTCOMES PLATS RESOURCES

### Overview

Space for the elevator pitch, yay

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### Factsheet

Programme period 2021 - 2027	Start Date 07/2022
Priority	End Date 07/2022
Specific objective SO 1.2: Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, and reducing all forms of pollution	Total eligible costs 1 235 EUR
Contribution to EUSALP AG AG2 Economic development	ERDF grants 1 234 EUR
Type of project Classic projects	Keywords / Thematic fields Climate change and biodiversity, Cooperation between emergency services
Project status Completed	

### Description

Space for your long description.

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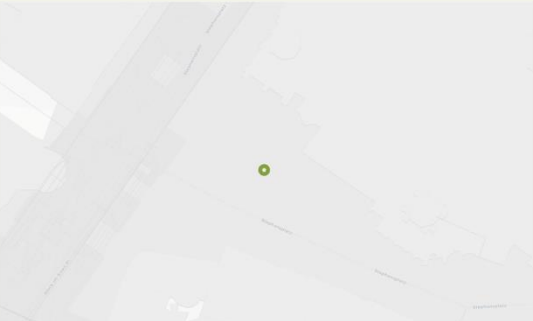
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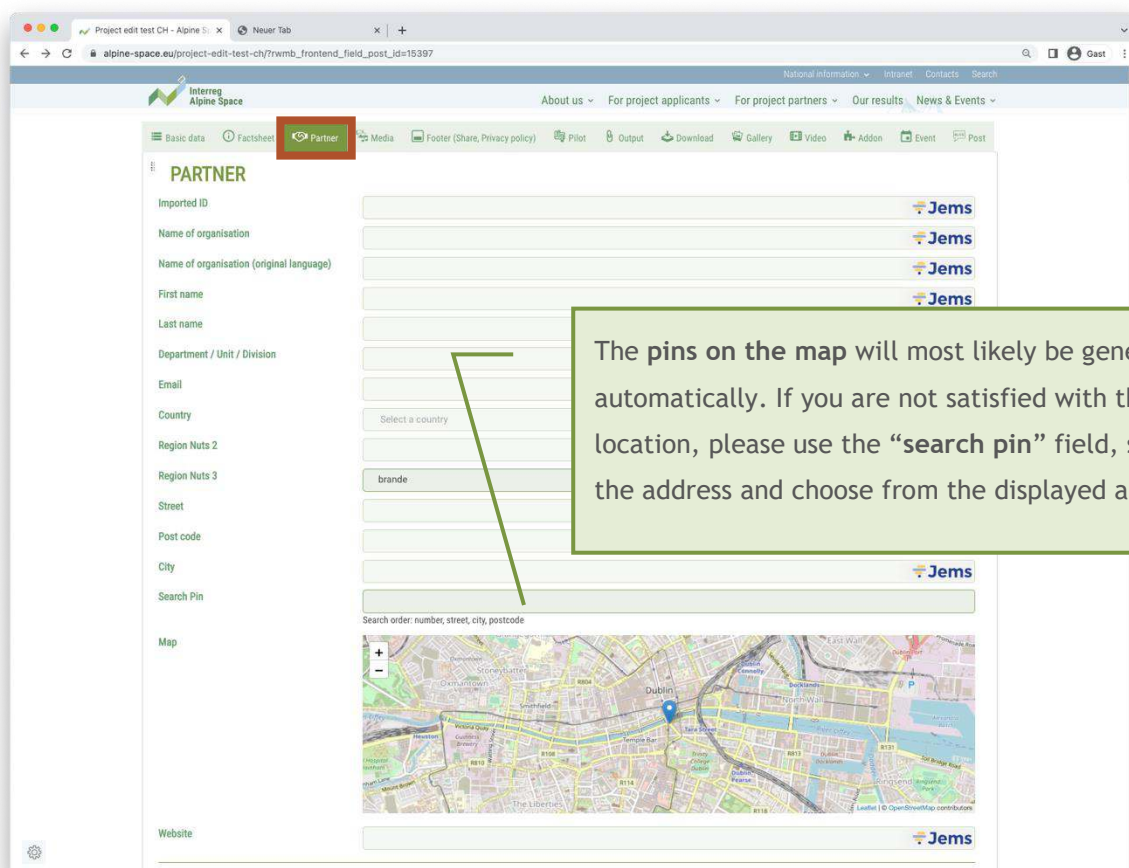
### Partners

(Service (Lead partner))



Your keywords will be displayed here.

## 5.3 Partners



**PARTNER**

Imported ID

Name of organisation

Name of organisation (original language)

First name

Last name

Department / Unit / Division

Email

Country

Region Nuts 2

Region Nuts 3

Street

Post code

City

Search Pin

Map

Website

The pins on the map will most likely be generated automatically. If you are not satisfied with the display location, please use the “search pin” field, start typing the address and choose from the displayed addresses.



## Test Acronym

Test Title

Home Settings Maps Resources

### Overview

Space for the elevator pitch, yay.

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### Factsheet

Programme period 2021 - 2027	Start Date 07/2022
Priority	End Date 07/2022
Specific objective SO 1.2: Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, and reducing all forms of pollution	Total eligible costs 1.235 EUR
Contribution to EUSALP AG AG2 Economic development	ERDF grants 1.234 EUR
Type of project Climate projects	Keywords / Thematic fields Climate change and biodiversity, Clustering and economic cooperation, Community integration and common identity, Cooperation between emergency services
Project status Completed	

### Description

Space for your long description.

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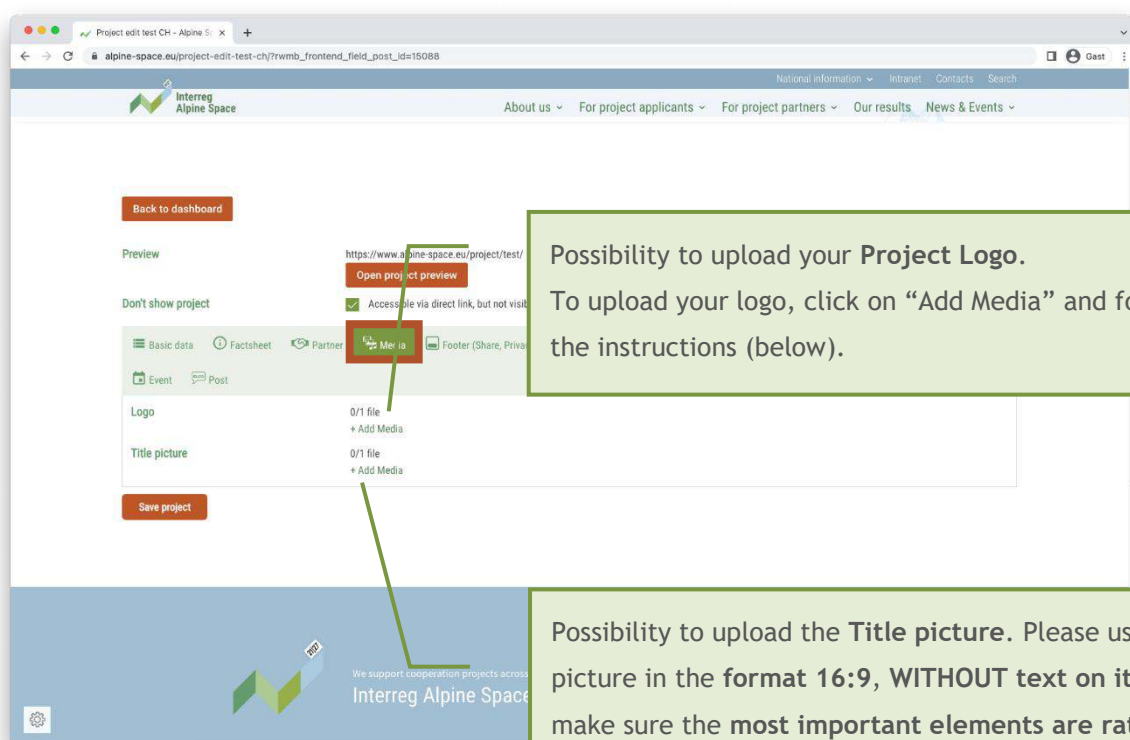
### Partners

(Service (Lead partner))

Role: Lead partner	Contact person
Country: Austria	First name Last name
Region: Vienna	E-Mail
City: Vienna	Email

Your partners will be displayed as pins on the map.

## 5.4 Media



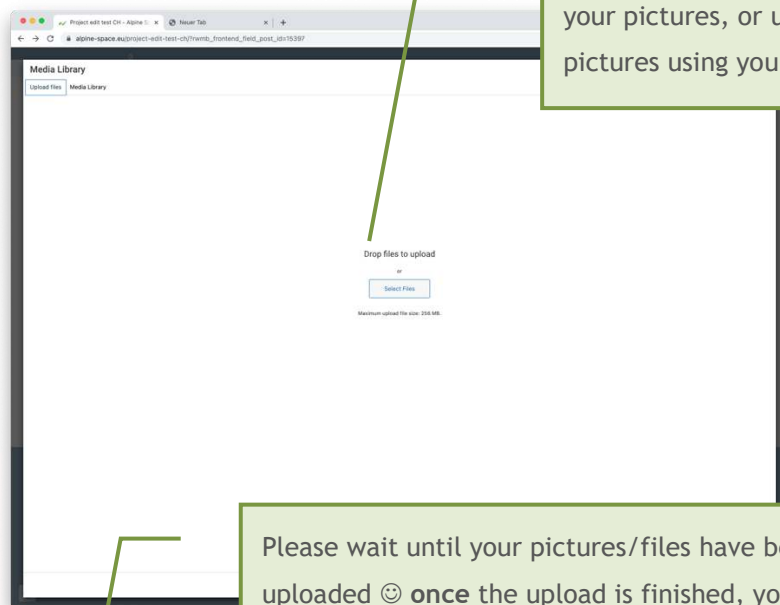
Possibility to upload your **Project Logo**.

To upload your logo, click on “Add Media” and follow the instructions (below).

Possibility to upload the **Title picture**. Please use a picture in the **format 16:9**, **WITHOUT text** on it and make sure the **most important elements** are rather in the **middle of the picture**. The picture will be adjusted to the screen size of the viewer, and it is always aligned in the middle.

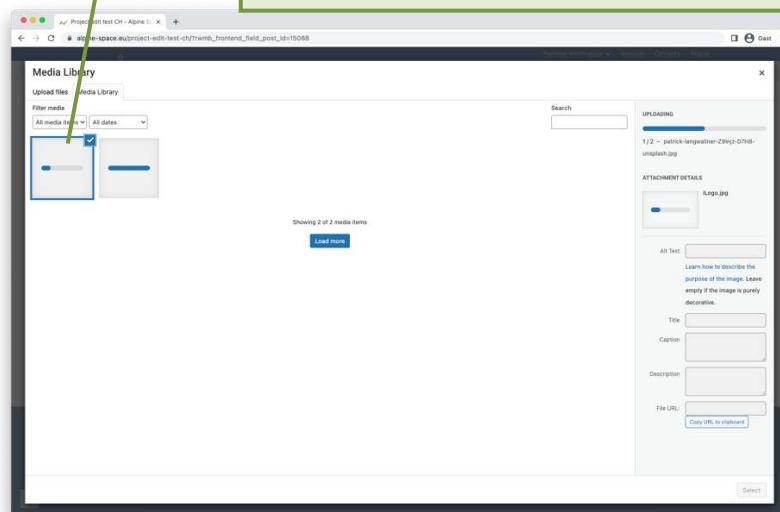
To upload your picture, click on “Add Media” and follow the instructions (below).

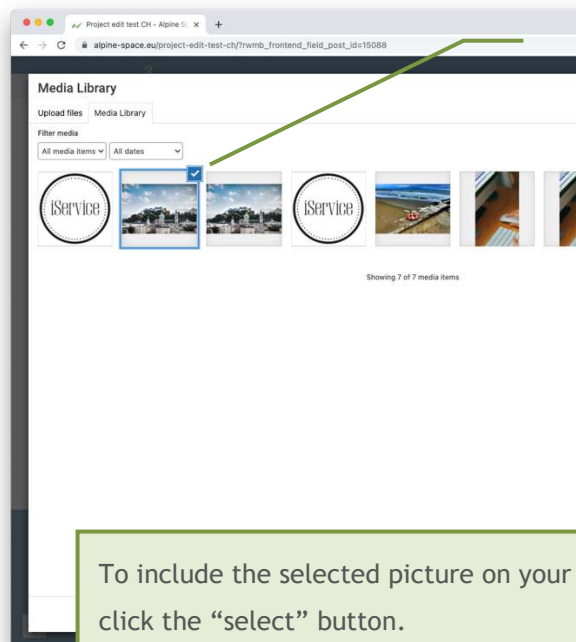
## Media Upload Screen (Pop-up)



You have the possibility to use drag & drop to include your pictures, or use the button “select files” to browse pictures using your file structure.

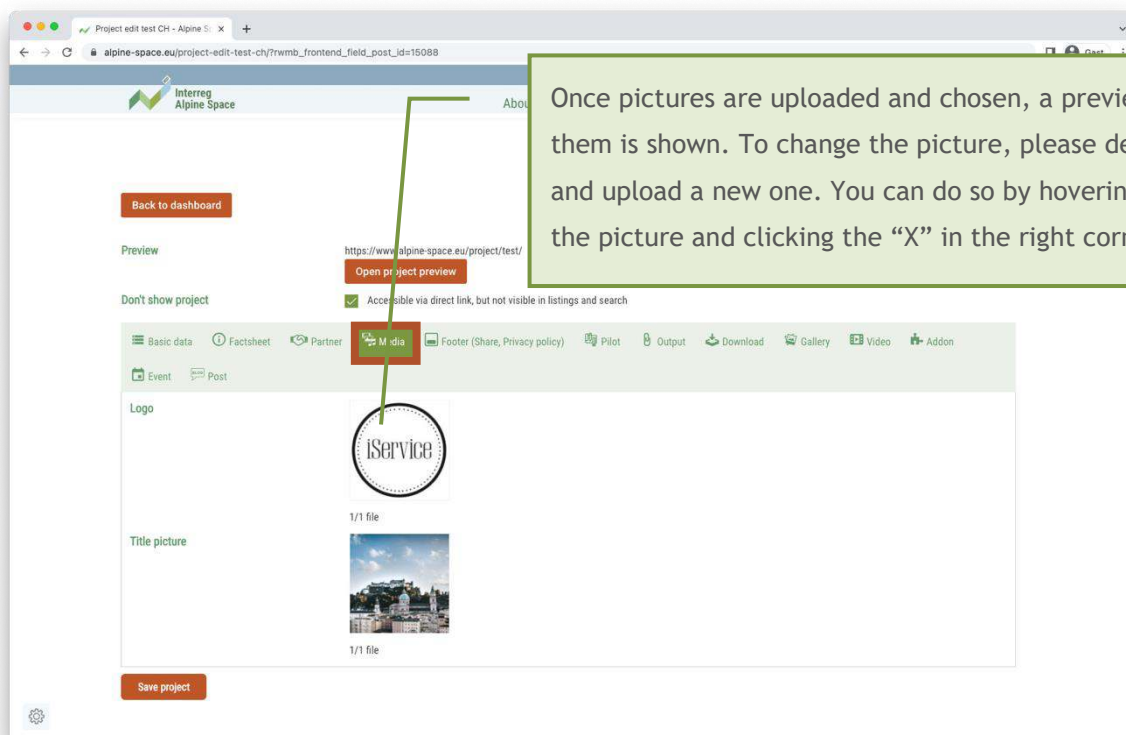
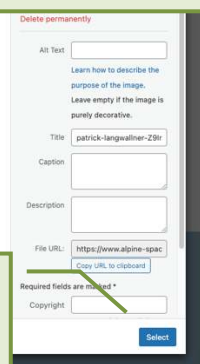
Please wait until your pictures/files have been uploaded 😊 once the upload is finished, you will see a preview-picture.



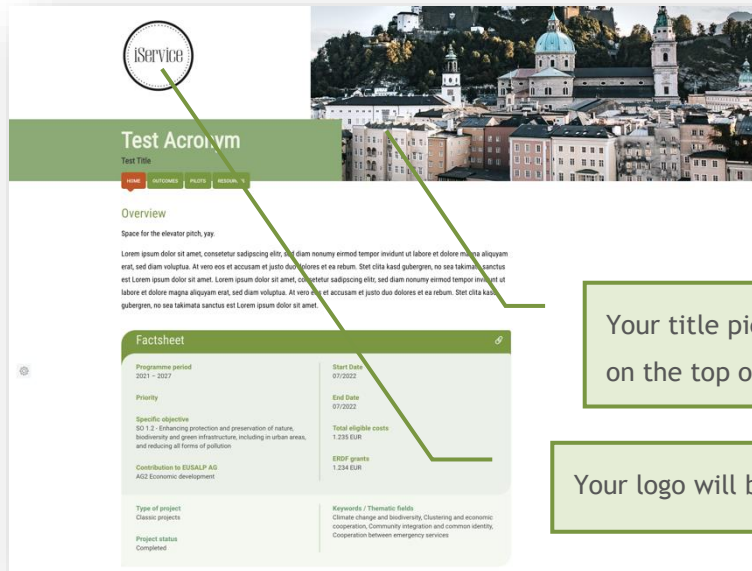


Once the upload is finished, please select the picture/file via clicking on the preview-picture. The selected pictures/files are marked with the blue border and the blue tickbox on the right corner. You can unselect by clicking on this tickbox.

To include the selected picture on your page, please click the “select” button.



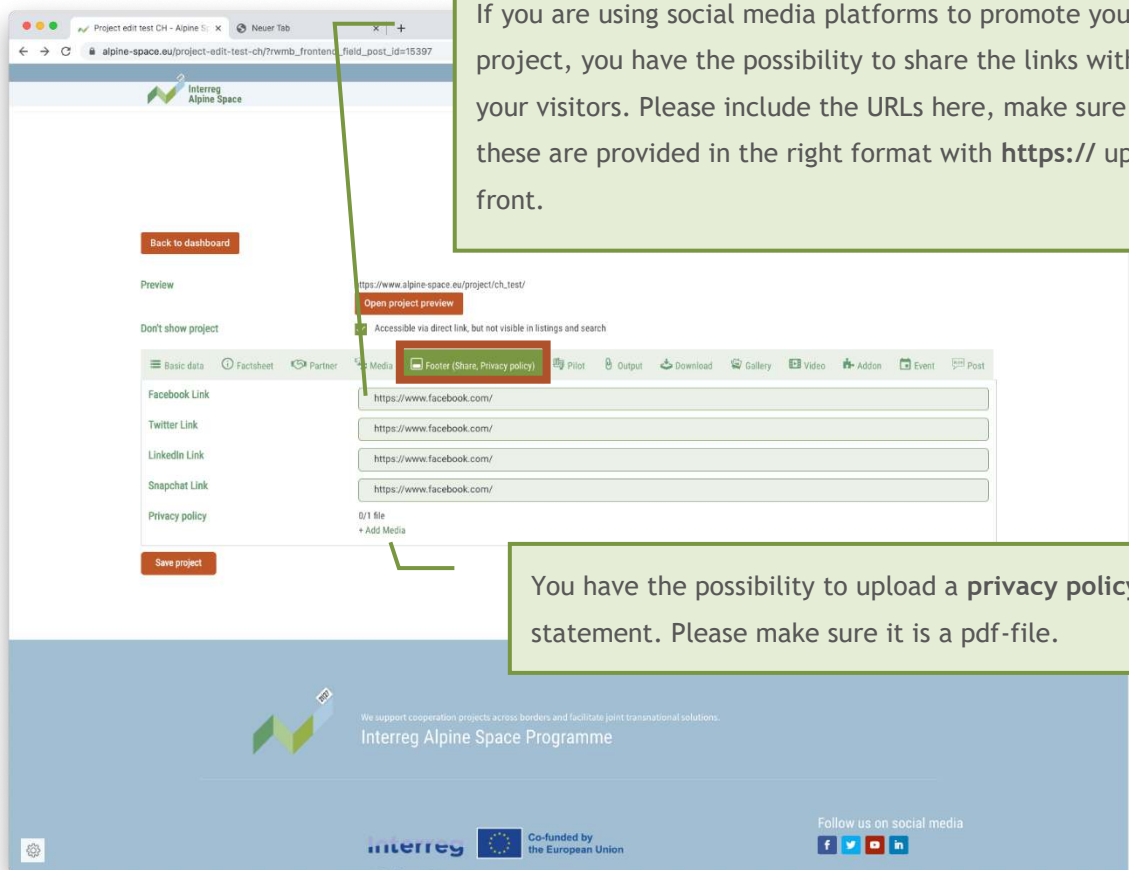
Once pictures are uploaded and chosen, a preview of them is shown. To change the picture, please delete it and upload a new one. You can do so by hovering over the picture and clicking the “X” in the right corner.



Your title picture will be displayed on the top of the page.

Your logo will be displayed on the top of the page.

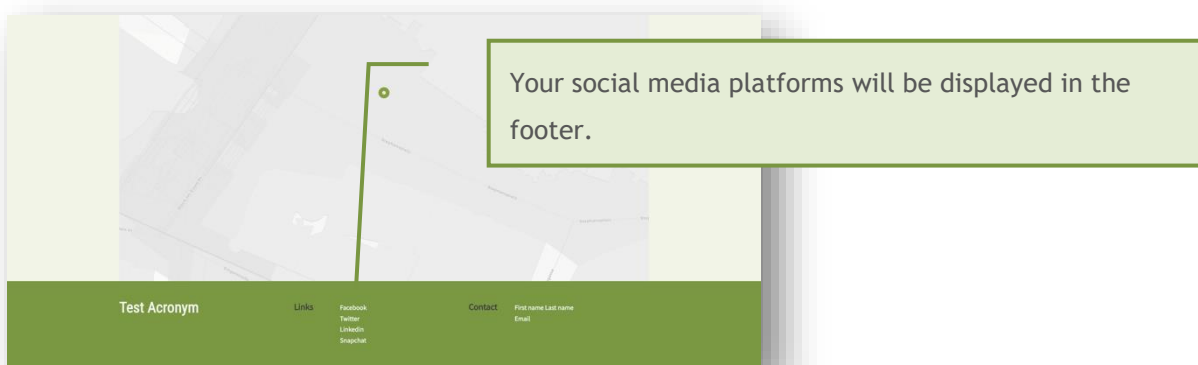
## 5.5 Footer



If you are using social media platforms to promote your project, you have the possibility to share the links with your visitors. Please include the URLs here, make sure these are provided in the right format with **https://** up front.

You have the possibility to upload a **privacy policy** statement. Please make sure it is a pdf-file.

The screenshot shows the 'Footer (Share, Privacy policy)' tab in the project edit interface. It includes fields for Facebook Link, Twitter Link, LinkedIn Link, and Snapchat Link, each with a placeholder URL 'https://www.facebook.com/'. There is also a field for the Privacy policy, which is currently empty. A 'Save project' button is visible at the bottom left of the form.



Your social media platforms will be displayed in the footer.

The screenshot shows a website footer with a green background. It includes a 'Test Acronym' field, a 'Links' section with icons for Facebook, Twitter, LinkedIn, and Snapchat, a 'Contact' section with fields for 'First name Last name' and 'Email', and a 'Follow us on social media' section with icons for Facebook, Twitter, YouTube, and LinkedIn.



## 5.6 Pilots

Give your pilot a title.

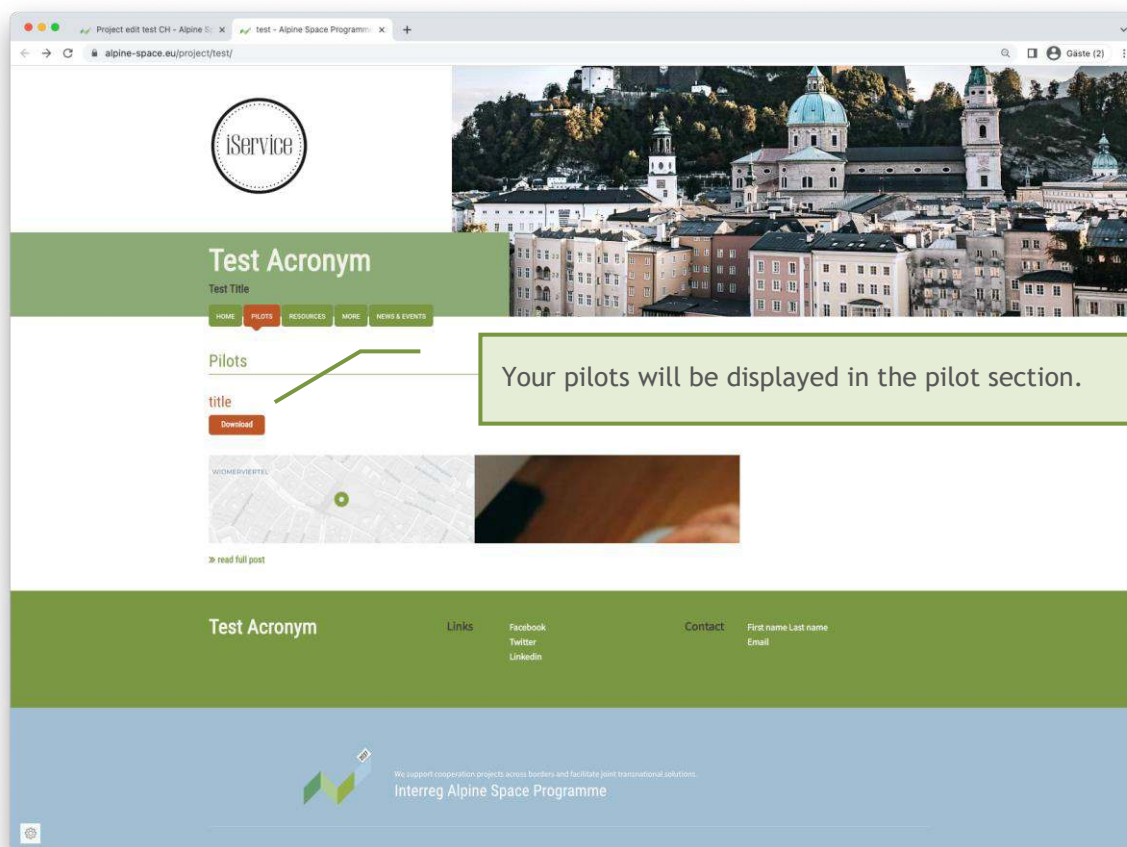
Write a meaningful description for your pilot, if possible stay within 500 words.

Upload a related file to your pilot. If you want to include more than one file, please generate a zip-file to upload.

If needed, you have the possibility to link a video to your pilot. Please make sure you use the short YouTube-link following the logic <https://youtu.be/...>

Please link a location to your output. Start typing the address and choose from the provided preview-addresses.

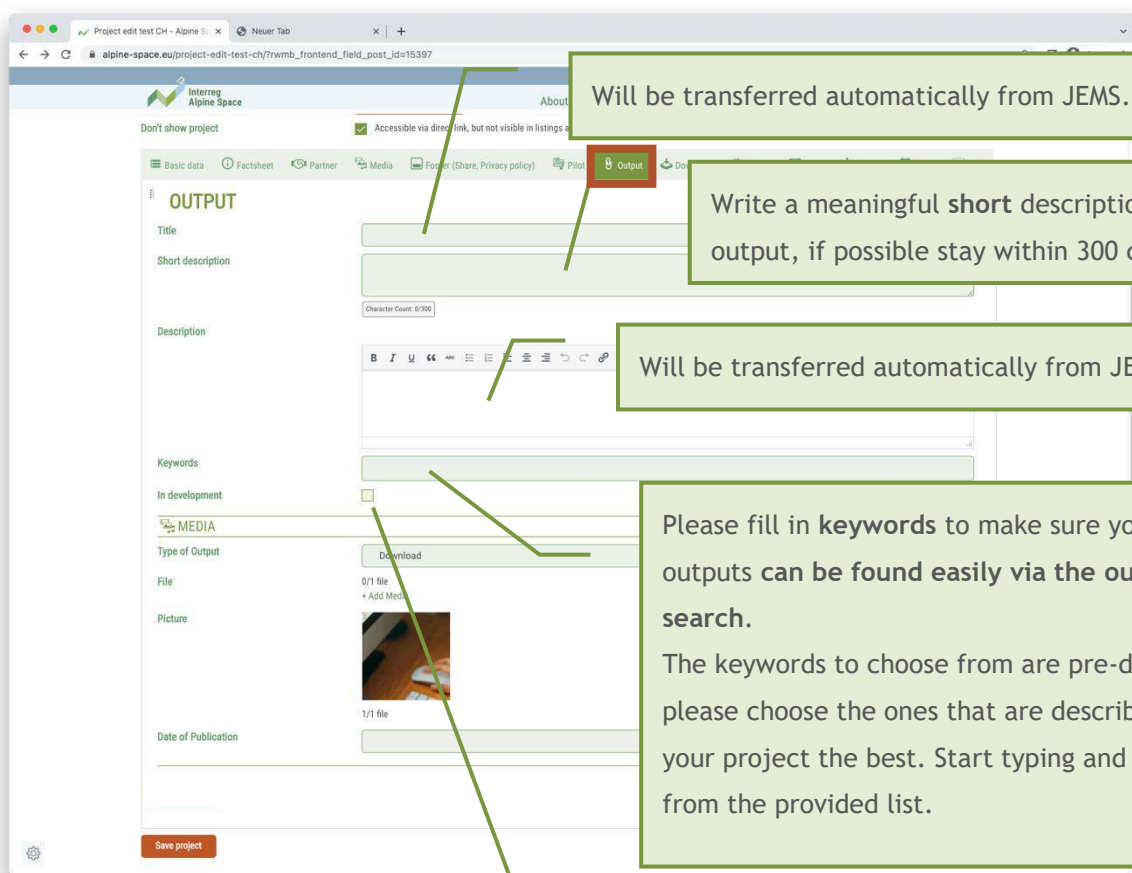
If you want to add more pilots, please click on “add more” and follow the above-described procedure.



## 5.7 Outputs

The main output information (title & description) will be transferred from JEMS. Once the outputs have been created in JEMS and have been transferred, you are able to include the additional information like short description, keywords, downloads, etc.

Filling the fields is only possible once the outputs information has been transferred from JEMS!



The screenshot shows the 'OUTPUT' form in the Alpine Space project website. The form includes fields for Title, Short description, Description, Keywords, In development (checkbox), MEDIA, Type of Output, File, Picture, and Date of Publication. A 'Save project' button is at the bottom left. Callout boxes provide the following information:

- Title:** Will be transferred automatically from JEMS.
- Short description:** Write a meaningful **short** description for your output, if possible stay within 300 characters.
- Description:** Will be transferred automatically from JEMS.
- Keywords:** Please fill in **keywords** to make sure your outputs **can be found easily via the output search**. The keywords to choose from are pre-defined, please choose the ones that are describing your project the best. Start typing and choose from the provided list.
- In development (checkbox):** All outputs are marked as "in development" when they are transferred from JEMS. **Once** your output is finished and published, please untick this box.

The screenshot shows the 'OUTPUT' form in the Alpine Space project management system. The form includes fields for Title, Short description, Description (with a character count of 0/500), Keywords, In development (checkbox), MEDIA section with Type of Output (Download), File (0/1 file), Picture (1/1 file), and Date of Publication. A 'Save project' button is at the bottom left. Five callout boxes provide instructions: 1. 'Please choose if your output is a download or should link to a website.' points to the 'Output' tab. 2. 'Upload a related file to your output. If you want to include more than one file, please generate a zip-file to upload.' points to the 'Download' button. 3. 'Upload a related picture to your output. Could be a screenshot of your document.' points to the 'Picture' field. 4. 'Set a date of your publication.' points to the 'Date of Publication' field. 5. 'Please choose if your output is a download or should link to a website.' also points to the 'Type of Output' dropdown.

## 5.8 Resources

The frontend tab Resources includes the possibility to upload documents for download, pictures and videos. This is reflected in the backend-tabs: Download, Gallery and Video.

The screenshot shows the 'DOWNLOAD' form in the Alpine Space backend. The form includes fields for 'Title' and 'Description', a rich text editor, and a 'FILE' section for uploading. Callouts provide instructions: 'Give your download a SHORT title.' points to the title field; 'Write a meaningful but rather SHORT description to describe your download.' points to the description field; 'Upload a related file to your download. If you want to include more than one file, please generate a zip-file to upload.' points to the 'Add Media' button; and 'If you want to add more downloads, please click on "add more" and follow the above-described procedure.' points to the '+ Add more' button. Other visible elements include a 'Back to dashboard' button, a 'Preview' section, and a 'Save project' button at the bottom.

Back to dashboard

Preview

Don't show project

Basic data Factsheet Partner Media Footer (Share, Privacy policy) Pilot Output **Download** Gallery Video Addon Event Post

**DOWNLOAD**

Title

Description

FILE

Upload

0/1 file

+ Add Media

+ Add more

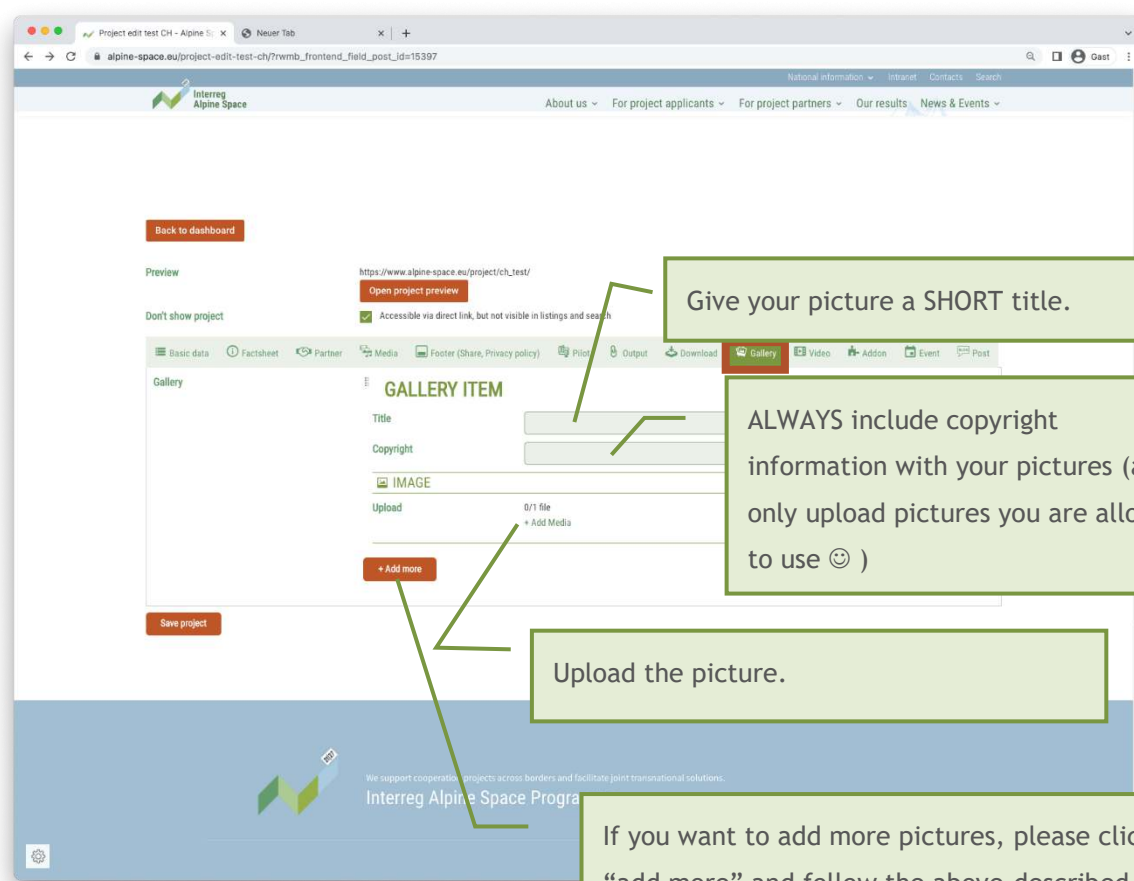
Save project

Give your download a SHORT title.

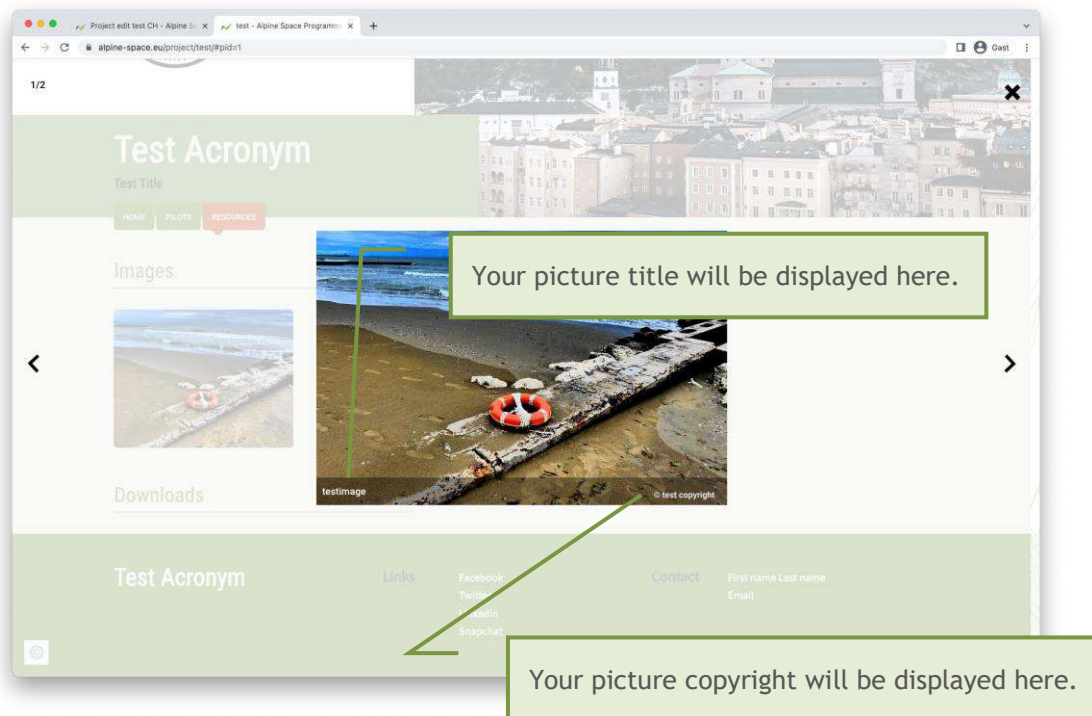
Write a meaningful but rather SHORT description to describe your download.

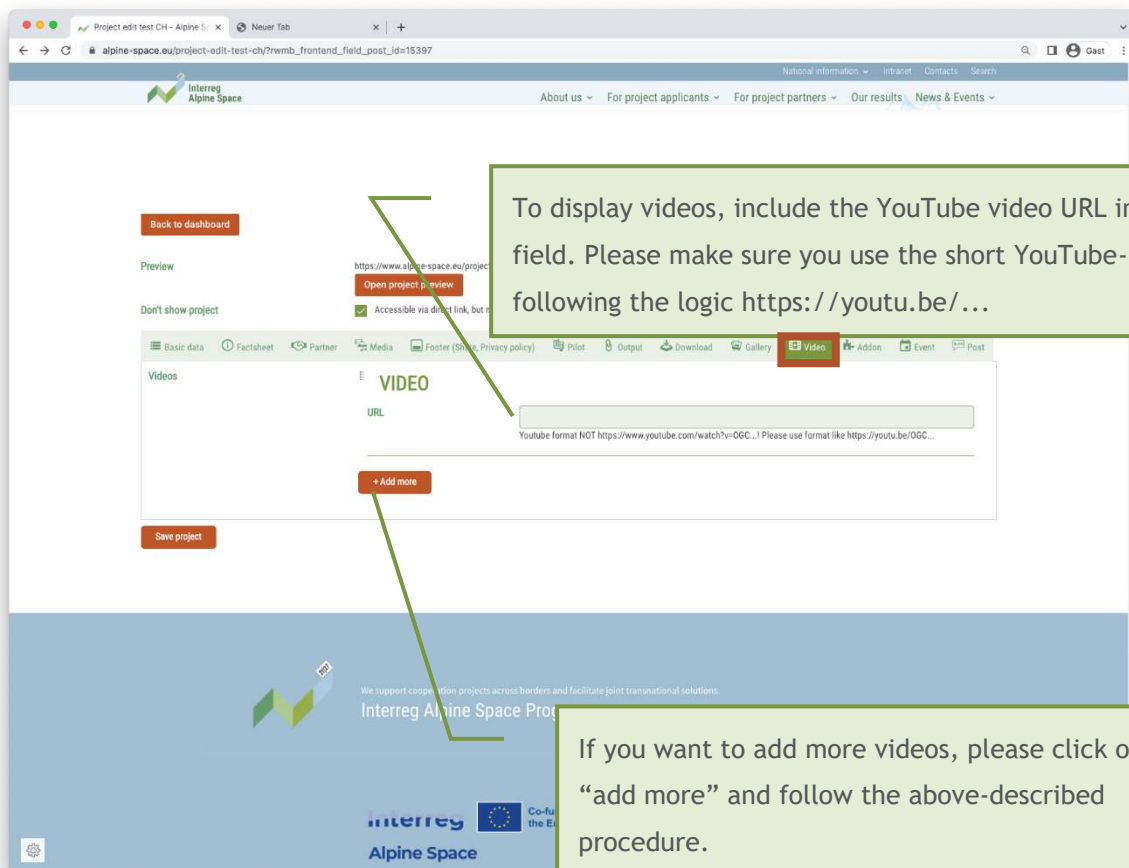
Upload a related file to your download. If you want to include more than one file, please generate a zip-file to upload.

If you want to add more downloads, please click on "add more" and follow the above-described procedure.

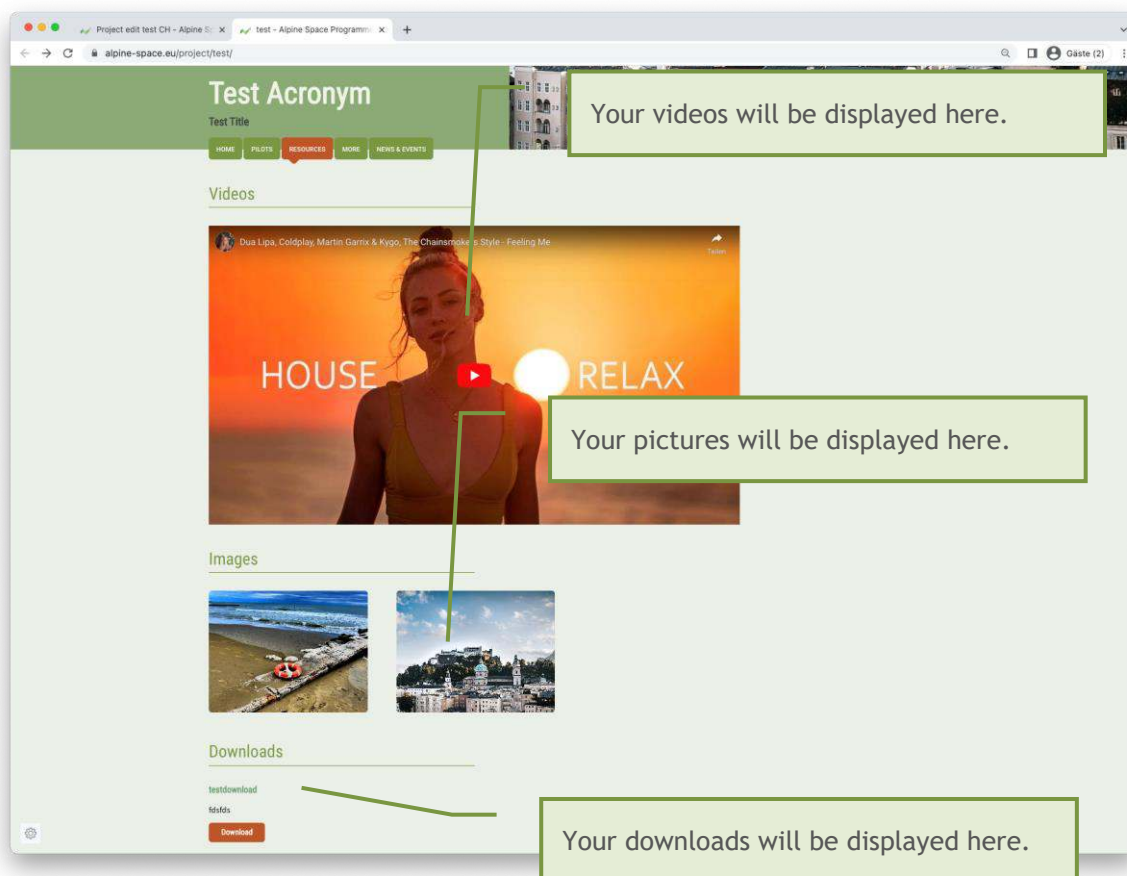








The screenshot shows a web browser window with the URL `alpine-space.eu/project-edit-test-ch?wmb_frontend_field_post_id=15397`. The page has a navigation bar with links like 'About us', 'For project applicants', 'For project partners', 'Our results', and 'News & Events'. Below the navigation bar, there's a 'Back to dashboard' button and a 'Preview' section. The main content area has a 'Videos' section with a 'VIDEO' header and a 'URL' input field. A green box highlights the 'URL' field with the text: 'To display videos, include the YouTube video URL in this field. Please make sure you use the short YouTube-link following the logic `https://youtu.be/...`'. Below the 'URL' field is an '+ Add more' button. A green box highlights the '+ Add more' button with the text: 'If you want to add more videos, please click on "add more" and follow the above-described procedure.' The footer of the page features the Interreg Alpine Space logo and the text 'We support cooperation projects across borders and facilitate joint transnational solutions.'.



## 5.9 News articles

The system provides you with the possibility to share news, recent updates etc. with your audience. These news articles will be displayed on your project page and on a dedicated section on the main website (to be developed at a later stage).

We suggest to provide your audience with regular updates to keep the page interesting, and improve the visibility in search engine results.

The screenshot shows the 'POST' creation interface in the Alpine Space system. It includes a 'Tags' section with a list of pre-defined keywords, a 'Title' field, a 'Short description' field, a 'Description' field with a rich text editor, and an 'IMAGE' section with a 'Picture' field and an 'Add more' button. A 'Save project' button is at the bottom left.

Please fill in **keywords** to make sure your news article can be found easily via the search function on the page.

The keywords to choose from are pre-defined, please choose the ones which are describing your content best.

If you want to add more news, please click on “add more” and follow the above-described procedure.

Create a **SHORT** title for your news article.

Write a **SHORT** abstract about the content of your news article.

Here is the space to write a meaningful news article. Try to write between 300 - 600 words to keep the viewer interested and provide enough information.

If you want to add pictures to your article, use the upload function.

## 5.10 Events

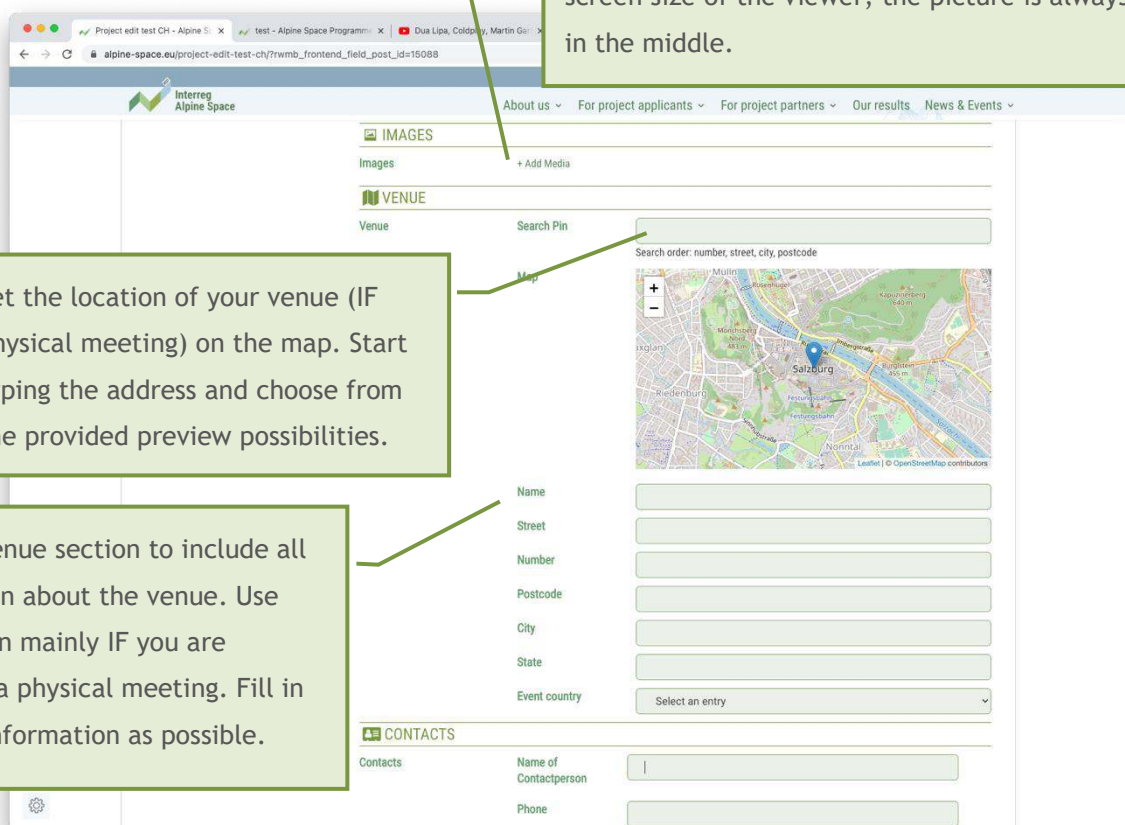
The screenshot shows the 'EVENT' form in the Interreg Alpine Space system. The form includes sections for Keywords, Title, Calendar, Basic Data, and Description. Callout boxes provide instructions for each section:

- Keywords:** Please fill in **keywords** to make sure your news article can be found easily via the search function on the page. The keywords to choose from are pre-defined, please choose the ones which are describing your content best.
- Title:** Create a **SHORT** title for your event.
- Calendar:** Use the Calendar section to include times & date(s). Tick the "no time properties" box, if it is an all-day event without specific start and end time.
- Basic Data:** Choose if your event will be virtual, physical or hybrid.
- Organiser:** Name the organizer (just the name for now).
- Short description:** Write a **SHORT** description, which will be displayed in the event overview. Keep it to max. 100 characters.
- Description:** Write a detailed description, which will be displayed in the event directly. Include all necessary info, but keep it as short as possible.

Upload a **title picture** for your event. It will displayed in the overview and in the event. Please use a picture in the **format 4:3**, **WITHOUT** text on it and make sure the **most important elements are rather in the middle of the picture**. The picture will be adjusted to the screen size of the viewer, the picture is always aligned in the middle.

Set the location of your venue (IF physical meeting) on the map. Start typing the address and choose from the provided preview possibilities.

Use the Venue section to include all information about the venue. Use this section mainly IF you are arranging a physical meeting. Fill in as much information as possible.



The screenshot shows the 'Venue' section of the Alpine Space project management interface. The interface includes a navigation bar with 'About us', 'For project applicants', 'For project partners', 'Our results', and 'News & Events'. The main content area is divided into three sections: 'IMAGES', 'VENUE', and 'CONTACTS'. The 'VENUE' section is currently active and contains a 'Search Pin' field, a map of Salzburg, Austria, and a form for entering venue details. The form fields are: Name, Street, Number, Postcode, City, State, and Event country (a dropdown menu). The 'CONTACTS' section below it has fields for 'Name of Contactperson' and 'Phone'.

Search Pin

Search order: number, street, city, postcode

Map

Name

Street

Number

Postcode

City

State

Event country

Select an entry

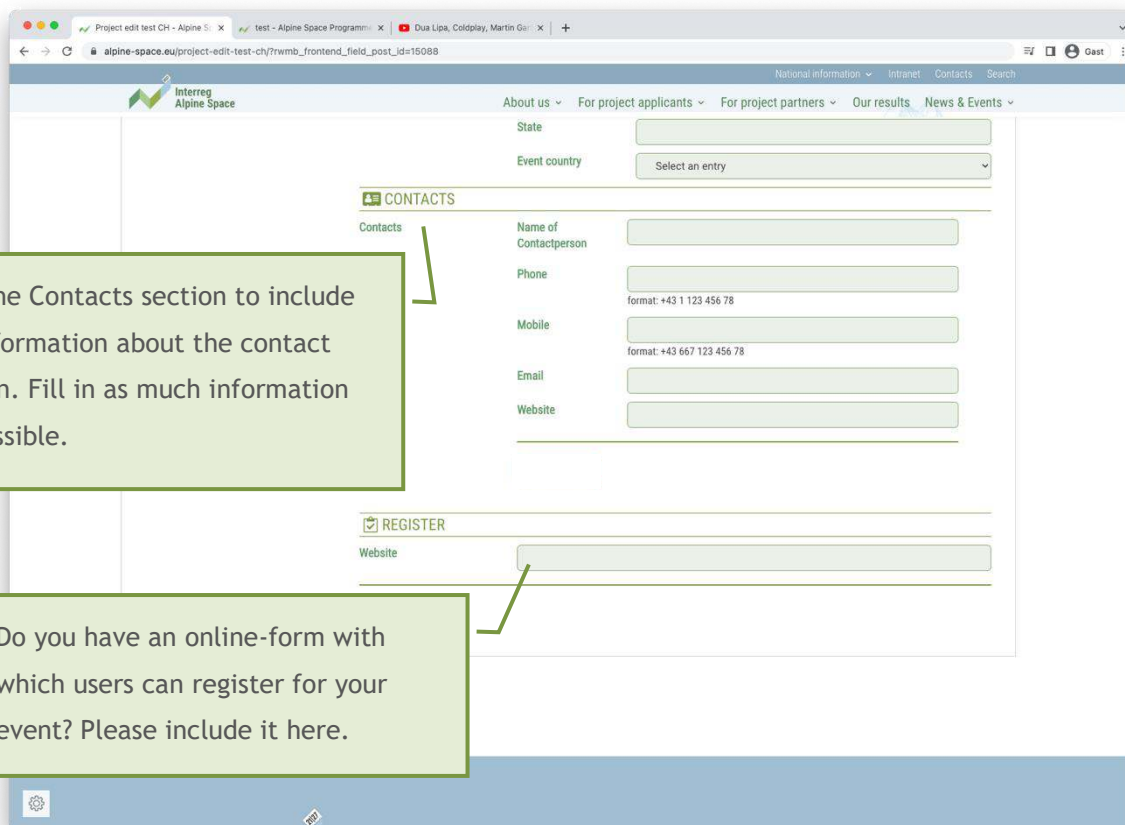
CONTACTS

Contacts

Name of Contactperson

Phone





Project edit test CH - Alpine S... test - Alpine Space Program... Dua Lipa, Coldplay, Martin Gar...  
alpine-space.eu/project-edit-test-ch/7rwmb\_frontend\_field\_post\_id=15088

National information Intranet Contacts Search

About us For project applicants For project partners Our results News & Events

State   
Event country

**CONTACTS**

Contacts

Name of Contactperson   
Phone   
Mobile   
Email   
Website

**REGISTER**

Website

Use the Contacts section to include all information about the contact person. Fill in as much information as possible.

Do you have an online-form with which users can register for your event? Please include it here.

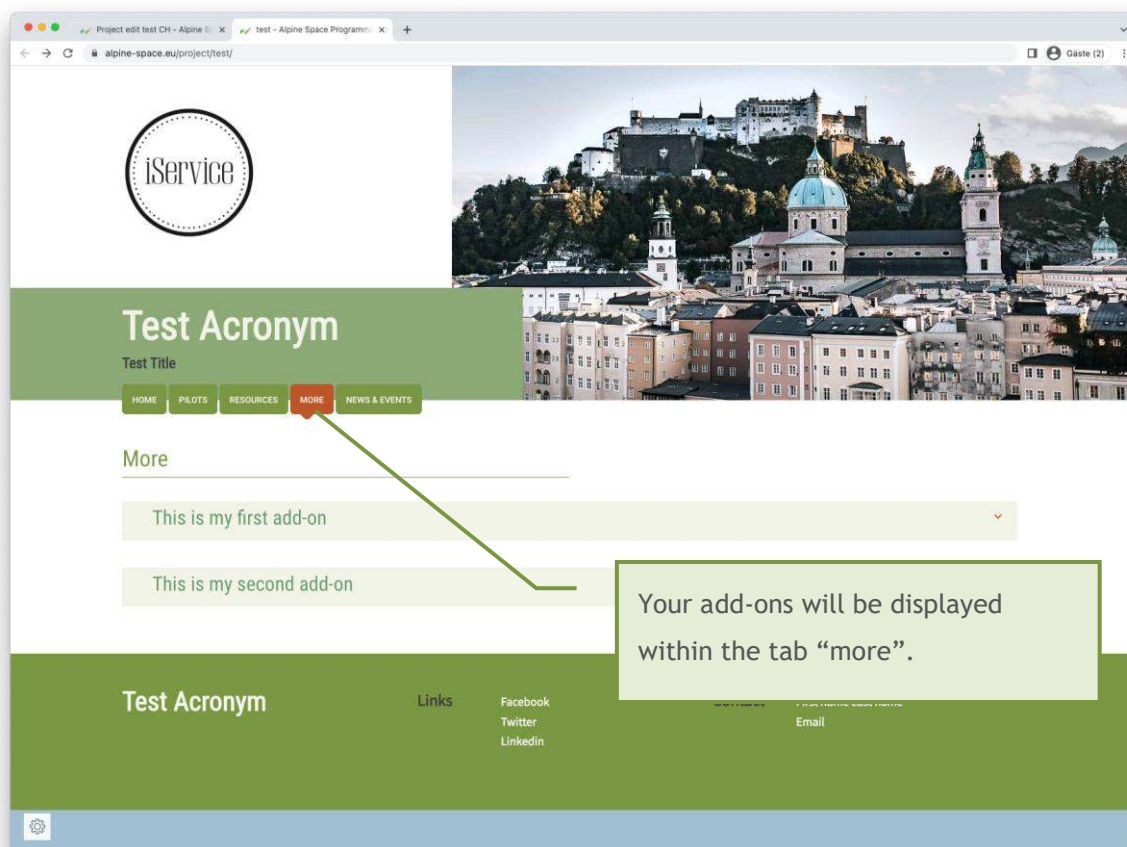
## 5.11 ADD-Ons

More to say about your project or information that does not fit elsewhere? Use the add-on section!

Create a SHORT title for your information.

Explain your content in detail. We recommend to stay within 500 words.

If you want to add more add-ons, please click on “add more” and follow the above-described procedure.





## 6 Tips for a good project website

### 6.1 Homepage: catch your visitor's attention

Raising the interest of your website visitors starts already from the homepage. Make sure to present clearly the purpose of your website, e.g. by including short and reader-friendly descriptions of your project. Select a telling title picture to illustrate your project topic. If relevant, keep the news and events widgets up-to-date with the latest activities of your project.

### 6.2 Outcomes: promote your results

All your project outputs should be available on your project website. You should publish them under a clear and self-explanatory title, so that visitors unfamiliar with the project and/or the Interreg Alpine Space programme can understand what it is about. In addition, you should include a reader-friendly description of the document (output, deliverable, video etc.) to encourage your visitors to consult it. Limit your use of project management terms and acronyms; your website is first an important communication tool to reach your target groups.

Outputs uploaded here are displayed automatically in the programme project and output library for more visibility.

### 6.3 Pilots: promote your local activities (optional)

If your project has pilot activities, you can describe each pilot site in this optional tab. Besides a short text about their specific activities, you can add related documents, pictures, videos etc. We advise you to use this tab only if it is relevant, i.e. if you have pilot activities and enough to say about them.

### 6.4 Resources: share further documents and visuals

You can upload here any documents, deliverables or other promotion material that are not part of the project outputs. Three sections are available depending on the nature of the items to share: documents (for deliverables or other documents in Word, Excel, PDF formats or a zip), pictures or videos.



## 6.5 More: a free space to tailor to your project needs (optional)

There is more you would like to share, that does not fit in any other tab of the project website? You can use this free space to describe your project activities or present your results. You can add texts, pictures, links etc. We advise to keep this tab light and most importantly, structured to make it reader-friendly and useful to your website visitors.

## 6.6 News & Events: your project makes the headlines

Write short and informative articles about your latest achievements or promote your project upcoming activities. You can share the link on social media or in a newsletter to encourage more people to visit your project website. If you use it, make sure to keep this tab up-to-date to show that your project is active.

## 6.7 Further useful tips

- ✓ Keep your website up-to-date and feed it regularly with new contents.
- ✓ Keep it simple. Too much information is confusing for the reader.
- ✓ Be personal. Use photographs of people and testimonials from target groups to build trust.
- ✓ Link your website to your social media accounts to encourage your audience to follow your activities.