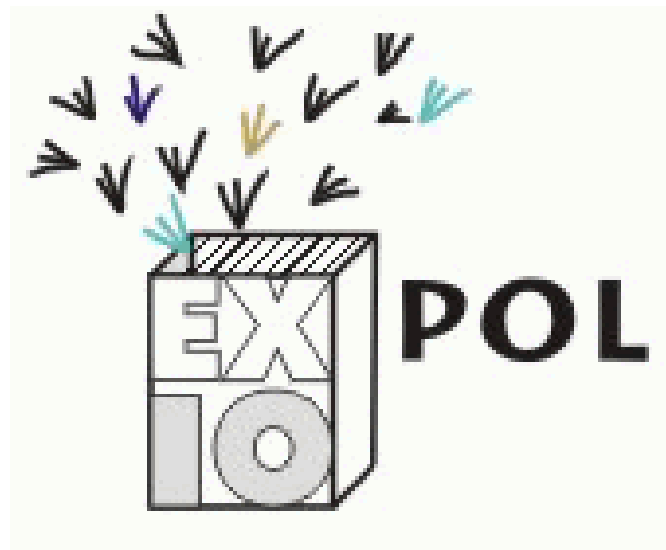


INTRANET



v 0.1 a

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EXIOPOL INTRANET

What is the EXIOPOL INTRANET

It is a set of tools that allows generic working teams to share documents, deadlines and useful contacts to achieve their objectives.

The EXIOPOL INTRANET contains three main tools:

- Calendar
- Documents
- ContactS

Requirements

The technical requirements to access the intranet are as follows:

- Browser Firefox 2 or Internet Explorer 7 with Javascript enabled
- Monitor with minimum resolution of 1024 x 768 px
- Internet connection (an ADSL connection allows better use)
- An active account (please see the instructions below)
- A valid email address

How to create an account

EXIOPOL : Register

Account Data

Username (*)

User data

Name (*)

Surname (*)

Institution (*)

Institution Acronym (*)

E-Mail (*)

Address (*)

Phone Number (*)

Privacy (*)
Must Agree

I agree

Please follow the instructions below in order to create an account:

1. Access the web site at the url address: <http://www.feem-project.net/exiopool/>
2. Click on INTRANET and then click on register
3. The connection to the server is protected by an SSL certificate. data can therefore be sent safely (HTTPS).
4. A registration window will appear
5. Please fill in all the fields and select at least one WorkStream of interest. You will have the possibility to add/remove your registration to a given WorkStream later by entering the Profile area. A user can subscribe to more than one workstream.
6. Please select a password with at least 8 alphanumeric characters
7. Fill in all the fields and click on “REGISTER ACCOUNT”. You will receive a confirmation email.

Your account will be activated by the EXIOPOL INTRANET Administrator. Please wait until you receive an email informing you that your account is active.

How to LOGIN

EXIOPOL : Intranet

Username: your_username

Password: *****

Log in

To access the INTRANET you need an active account.

1. Click on INTRANET in the left menu
2. Fill in your username and password
3. Click on “LOG IN”

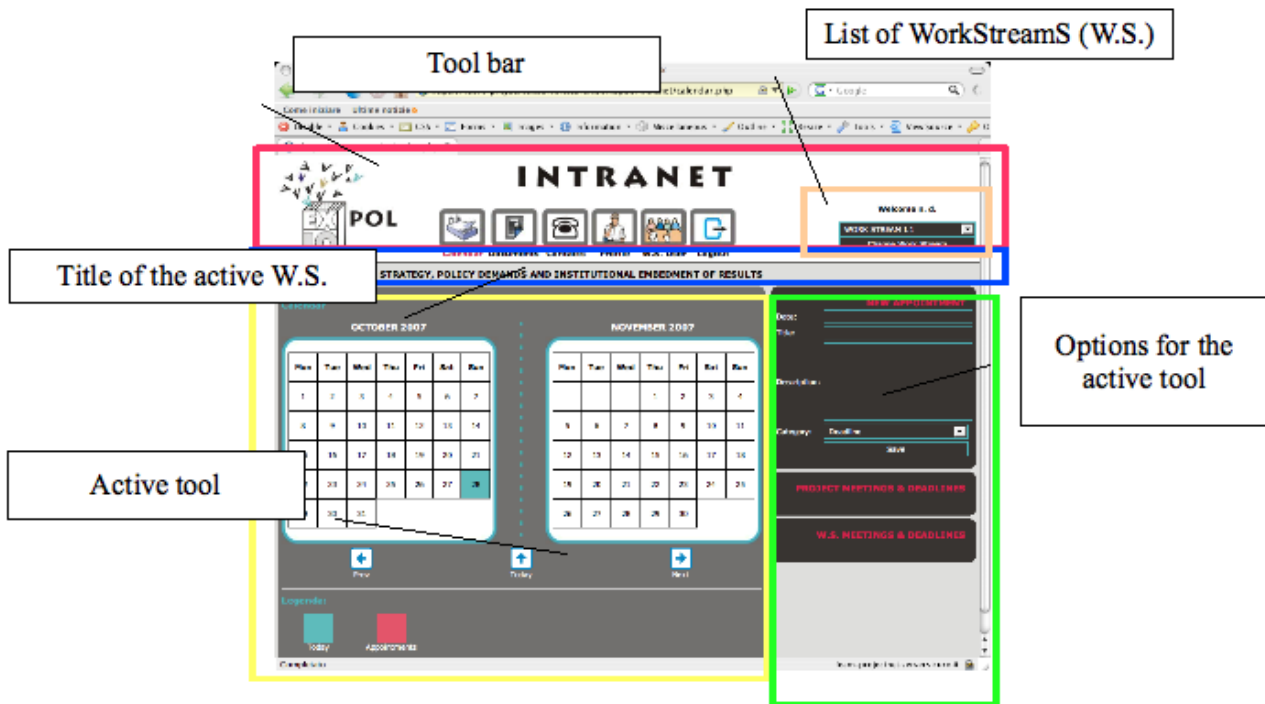
Forgot your password ?

If you have forgotten your password you can ask for a new one. In order to ask for a new password, please click INTRANET in the left menu, and then click “Send Password”. You can ask for a new

password if you know your user name or registration E-mail.

The EXIOPOL INTRANET

Structure



Tool bar

The tool bar includes all the tools to interact with the intranet

List of W.S. (Work Stream)

It contains a menu with a list of all the W.S. to which you can subscribe. It is possible to move from one W.S. to another by selecting the W.S. of destination in the menu and clicking on the icon “Change Work Stream”

Title of the active W.S.

Title of the active Work Stream.

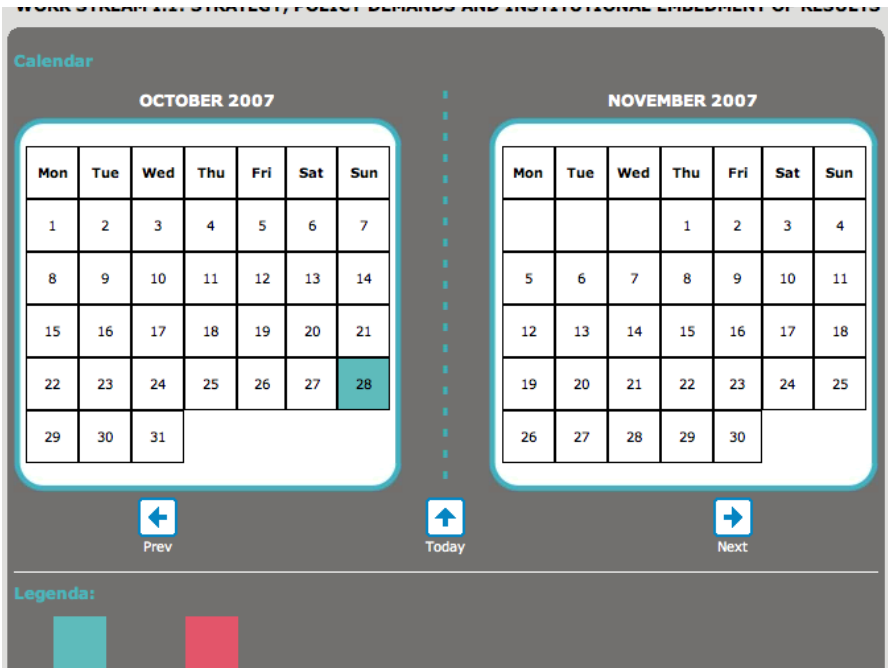
Active tool

It is the running tool. In the tool bar the active tool is highlighted in red.

Actions of the active tool

It shows the list of possible interactions with the active tool.

Calendar



The calendar allows you to check monthly deadlines. Click the Prev and Next icons to move backward or forward, respectively. Click Today to go back to the current month.

The current day is marked in blue. Days with deadlines or meetings are marked in red.

There are 3 boxes on the right:

1. Form to create new Meetings & Deadlines

2. Project Meetings & Deadlines
3. Work Stream Meetings & Deadlines

Create new Meetings & Deadlines

The screenshot shows the 'NEW APPOINTMENT' form. It has fields for 'Date', 'Title', and 'Description'. The 'Category' dropdown is set to 'Deadline'. There is a 'Save' button. Below the form are two buttons: 'PROJECT MEETINGS & DEADLINES' and 'W.S. MEETINGS & DEADLINES'.

The right bar allows you to add/remove a new appointment in your Work Stream.

Click on "Date" to see the calendar and select the date and time of the new appointment.

You will then be able to insert the title and the description of the new appointment, and specify the category. Click on "Save" to save your changes.

The screenshot shows the 'NEW APPOINTMENT' form with the 'Date' field expanded to show a calendar. The calendar shows October 2007, and the date 28 is selected. The time is set to 20:12. There is a 'Save' button. Below the form are two buttons: 'PROJECT MEETINGS & DEADLINES' and 'W.S. MEETINGS & DEADLINES'.

WORK STREAM I.1: STRATEGY, POLICY DEMANDS AND INSTITUTIONAL EMBEDMENT OF RESULTS

Calendar

OCTOBER 2007

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2007

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NEW APPOINTMENT

Date:

Title:

Description:

Category:

Save

PROJECT MEETINGS & DEADLINES

W.S. MEETINGS & DEADLINES

2007-10-29 20:12:00: Test

Legenda:

Today (teal square) Appointments (red square)

Prev Today Next

Completo feem-projectnet.serversicuro.it

When the new appointment has been saved, the corresponding day is marked in red and it also appears in the right bar.

Project Meetings & Deadline

The next 5 project appointments are SHOWN.

Work Stream Meetings & Deadlines

The next 5 Work Stream appointments are shown. Click on the “trash” icon to remove one appointment.

ATTENTION: TECHNICAL SPECIFICATION: All users who have subscribed to a given Work Stream can remove all the W.S. appointments, but they cannot remove those in the Project appointments box. Project appointments are managed by the Administrator.

Appointment details

WORK STREAM I.1: STRATEGY, POLICY DEMANDS AND INSTITUTIONAL EMBEDMENT OF RESULTS

Calendar Details 2007-10-29

Previolus Day Today Next Day

Date	Level	Category	Title	Description	Option
2007-10-29 20:12:00	W.S.	Deadline	Test	this is a test	<input type="button" value="trash"/>

Clicking on a day in the Calendar with one or more appointments will enable you to see all the details of the appointments.

Documents

INTRANET

Calendar Documents Contacts Profile W.S. User Logout

Welcome n. d.
WORK STREAM I.1
Change Work Stream

WORK STREAM I.1: STRATEGY, POLICY DEMANDS AND INSTITUTIONAL EMBEDMENT OF RESULTS

Project Documents
No Category

Work Stream Documents
No Category

WORK STREAM DOCUMENT UPLOAD
No Category

WORK STREAM CATEGORY MANAGER
Title:

As for the Calendar tool, the Documents tool is divided in Work Stream documents and Project documents.

WORK STREAM I.1: STRATEGY, POLICY DEMANDS AND INSTITUTIONAL EMBEDMENT OF RESULTS

Project Documents
No Category

Work Stream Documents

test

Title	Description	File Type	Size
test file	test description		6593

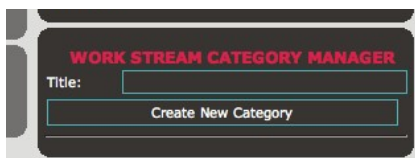
Uncategorized Documents
No documents in this category

To download a file, click on the “floppy disk” icon.

To remove a Work Stream file, click on the “Trash” icon. **The file will be deleted and impossible to retrieve.**

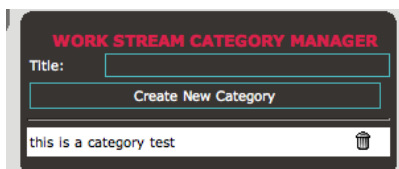
ATTENTION: TECHNICAL SPECIFICATION: All SUBSCRIBERS to a given Work Stream can remove all the W.S. documents, but they cannot remove those in the Project documents box. Project documents are managed by the Administrator.

How to create a new document category



To upload a document, you first need to create a document category.

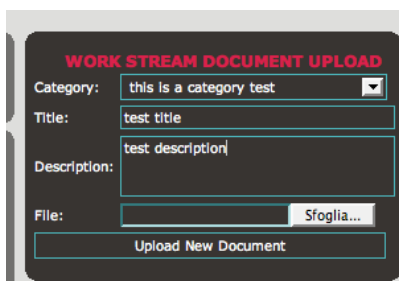
To create a new category, insert a Title in the Title box and click on “Create New Category”



ATTENTION: TECHNICAL SPECIFICATION: All SUBSCRIBERS to a given Work Stream can remove all the W.S. categories.

When a category is removed, the related files are not deleted but moved to the category “Uncategorized Documents”.

How to upload a file



To upload a file in the W.S. document area select a document category, and specify the Title and the Description of the file. Click on Browse to select the file in your PC.

ATTENTION: TECHNICAL SPECIFICATION: It is not possible to upload files bigger than **30 MB**. If you need to upload files bigger than 30 MB, please contact chiara.travisi@feem.it, Cc: sebastiano.vascon@feem.it

Shared contacts

The screenshot shows the INTRANET interface. At the top left is the EXIOPOL logo. The main header is "INTRANET". Below it are navigation icons for Calendar, Documents, Contacts (highlighted), Profile, W.S. User, and Logout. On the right, there is a "Welcome n. d." message and a "WORK STREAM I.1" dropdown menu with a "Change Work Stream" button. The main content area is titled "WORK STREAM I.1: STRATEGY, POLICY DEMANDS AND INSTITUTIONAL EMBEDMENT OF RESULTS". It features a "Contacts" section with a grid of letters A-Z, where 'V' is selected. Below the letters is a table of contacts:

Name	Surname	Affiliation	Mail	Details
Sebastiano	Vascon	FEEM	sebastiano.vascon@feem.it	

To the right of the table is a "CONTACT SEARCH" box with a search input field, a dropdown menu for "Institution Acronym" set to "All", and a search button with a magnifying glass icon.

Developed by [Sebastiano Vascon](#) - Graphic project by Silvia Bertolin - Optimized for IE7/FF2 1024x768

Click on Contacts to page to the database of the Intranet users.

Contacts are listed by default according to the Surname field. Select a letter to display all the contacts with Surname starting with the selected letter.

Contacts can also be displayed BY fields: Name, Affiliation (Acronym), and email.

Click on the symbol “Details” to display all the contact details of the selected user.

User details

The screenshot shows the "Contact Details" page. It is titled "Contact Details" and contains the following information:

Account Data

Username: xwasco

User data

Name: Sebastiano
Surname: Vascon
Institution: Fondazione Eni Enrico Mattei
Institution Acronym: FEEM
E-Mail: sebastiano.vascon@feem.it
Address: S. Marco 3219
30124
Venezia (VE)
Phone Number: 3406263885

Work Stream Subscription

- WORK STREAM I.1: Strategy, Policy Demands and Institutional Embedment of Results
- WORK STREAM II.1: Recent Developments in the Valuation of Externalities

Box with user contact details.

How to search for a contact

The screenshot shows the "CONTACT SEARCH" interface. It has a search input field, a dropdown menu for "Institution Acronym" set to "All", and a search button with a magnifying glass icon.

You can search by all the user fields, or you can search specifically for users belonging to a given Institution (Acronym).

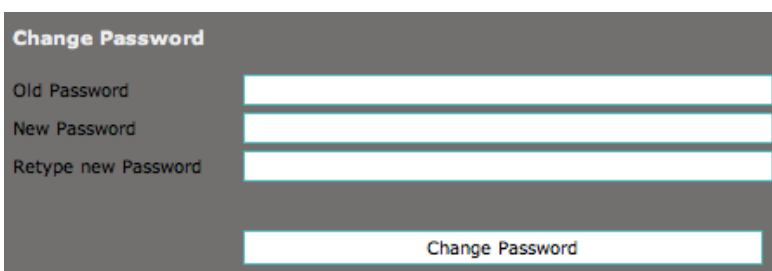
Profile

You can modify and update your registration data with the “Profile” tool. All the data can be modified with the exception of the username.

This tool includes three blocks:

- Change Password
- Change user data
- Subscribe to Work Streams

How to change Password



Change Password

Old Password

New Password

Retype new Password

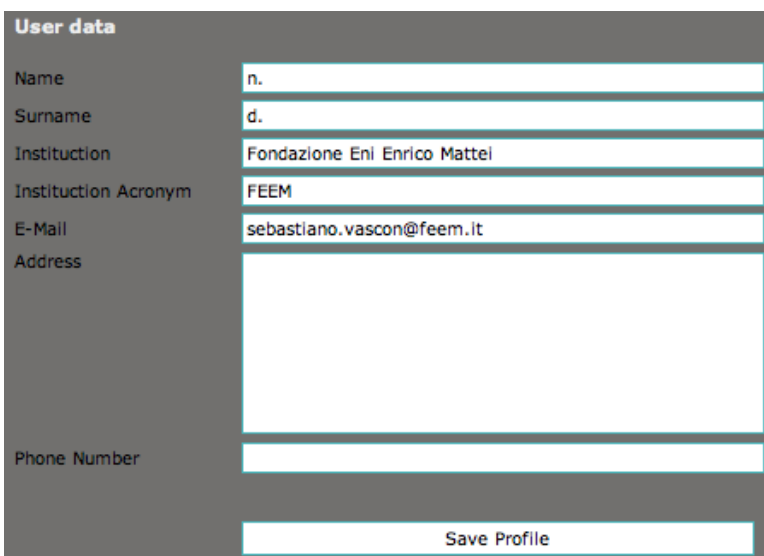
You can change your password by typing your old one and your new one.

Click on “Change Password” to save the change in your account.

The new password must meet the following criteria:

- Minimum length 8 characters
- Use alphanumeric characters only

How to change user data



User data

Name

Surname

Institution

Institution Acronym

E-Mail

Address

Phone Number

In this area you can modify your user registration data.

Click on “Save Profile” to save your changes.

How to subscribe to Work Streams

Work Stream Subscription

- WORK STREAM I.1: Strategy, Policy Demands and Institutional Embedment of Res
- WORK STREAM II.1: Recent Developments in the Valuation of Externalities
- WORK STREAM II.2: Externalities of different types of agricultural practice and intr (biodiversity)
- WORK STREAM II.3: Valuation of biodiversity in land areas currently under agricult
- WORK STREAM II.4: External Effects of Changes in Forestry Practices
- WORK STREAM II.5: External costs of Industry, Waste and Odours
- WORK STREAM III.1: Scoping and alignment
- WORK STREAM III.2: EE I-O tables for the EU25
- WORK STREAM III.3: Providing a global context for the EU25 EE I-O tables
- WORK STREAM III.4: Data integration, transformation linkages to existing models
- WORK STREAM IV.1: Evaluating the Impact of the Past Research on External Costs
- WORK STREAM IV.2: Exemplary Policy Analyses with EE I-O: Assessment of Impact

Macro level

- WORK STREAM IV.3: Other Policy Applications of Externality Research
- WORK STREAM IV.4: Integration of Clusters II and III
- WORK STREAM IV.5: Overcoming the obstacles for Internalisation of externalities
- WORK STREAM V.1: Dissemination
- WORK STREAM V.2: Training
- WORK STREAM VI.1: Project Coordination and management

Users can access all the Work Streams in the Intranet, if and only if they subscribe to them. subscribing to the work streams is simple.

Select the work streams you are interested or directly involved in by clicking on the white box on the right side.

Click on “save subscription” to save the registration or removal of the selected W.S.s.

Users of the active Work Stream

The screenshot shows the INTRANET interface. At the top left is the EXIOPOL logo. The main header is 'INTRANET'. Below it is a navigation bar with icons for Calendar, Documents, Contacts, Profile, W.S. User (highlighted in red), and Logout. On the right, there is a 'Welcome n. d.' message and a dropdown menu for 'WORK STREAM I.1' with a 'Change Work Stream' button. The main content area is titled 'WORK STREAM I.1: STRATEGY, POLICY DEMANDS AND INSTITUTIONAL EMBEDMENT OF RESULTS'. It features a 'Work Stream Users' section with an alphabetical index (A-Z) and a table of users. The 'W.S. User' tool area is highlighted in red, showing a search form with fields for 'Search:', 'Institution', and 'Acronym', and a 'CONTACT SEARCH' button. A magnifying glass icon is also present.

Name	Surname	Affiliation	E-Mail	Details
Sebastiano	Vascon	Fondazione Eni Enrico Mattei	sebastiano.vascon@feem.it	

Developed by [Sebastiano Vascon](#) - Graphic project by Silvia Bertolin - Optimized for IE7/FF2 1024x768

In the “W.S. User” tool area, you can search for And display the contact details of users who have subscribed to the active W.S.

How to Logout

The last ICON in the toOl bar is “Logout”.

Click “Logout” when you want to close your work session in the Intranet. **It is very important to Logout in order to PREVENT THE ACCESS OF non-authorized USERS TO THE PROJECT INTRANET.**

The only way to Logout is to click tHe “Logout” ICON.

Technical HELP

For any technical problems or queries, please contact the EXIOPOL webmaster

Sebastiano Vascon: sebastiano.vascon@feem.it