

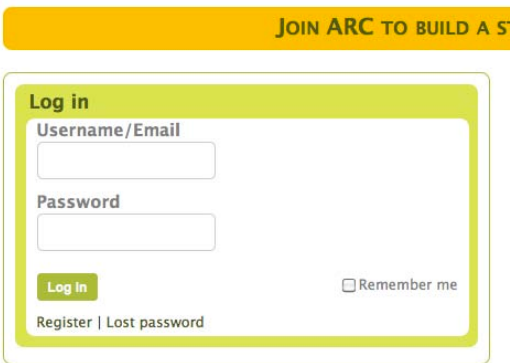


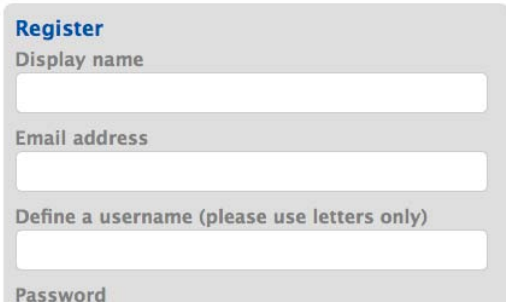
arc2020.eu User Guide


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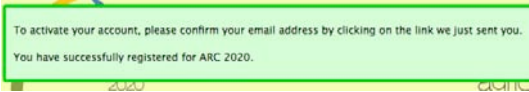
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1. How do I register on the site?

- 1)  Click on the *Register* link in the Log in zone at the top of the home page.

- 2)  Fill out the registration form:
- Display name** is the name that will appear to other users of the site.
- Username** is the name which will identify you on the site and will be used to log on. This username cannot include spaces or special characters (&,@,\, etc.). The easiest way is to only use letters (e.g. *johnsmith*).

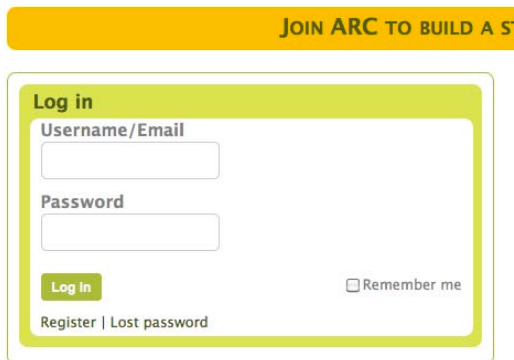
- 3)  You are not obliged to enter your postal address. However, your geographical location may be useful for other members of the site.
- Don't forget to enter the text you see in the image box - this verifies you are a human being (for security against hacking).
- Click on the *Register* button.

- 4)  A message will appear to say your registration was initiated and that a confirmation email was sent to you.
- This email contains a link, on which you will have to click in order to finalise your registration.

- 5) Congratulations, you are now registered with arc2020.eu!
- You can now log into the site to actively participate in the debate.

2. How do I log on to the site?

1)



The screenshot shows a login form on a website. At the top, there is a yellow banner with the text "JOIN ARC TO BUILD A S". Below the banner is a white box with a yellow border titled "Log in". Inside the box, there are two input fields: "Username/Email" and "Password". Below the "Password" field is a "Log in" button and a "Remember me" checkbox. At the bottom of the box, there are links for "Register" and "Lost password".

You log in using the box on the home page.

Simply enter your username or your email and your password, then click the *Log in* button.

If you have forgotten your password or username, click on the *Lost password* link under the Log in button.

A form will ask you to fill out a new password which will be forwarded to your email address.

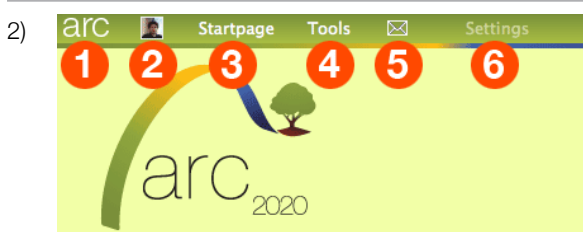
2) Once connected, you reach the [internal welcome page \(startpage\) of the site](#).

3. Once connected, what do I find on my start-page?



1) Here is the first page you will see after you connect. It contains:

- 1) **At the top**, the **Toolbar** enables you to access your profile and to check out the discussion groups in the site, etc.
- 2) The **column on the left** gives practical information, recently registered members and the latest groups created.
- 3) The **large column on the right** shows latest site activity: creation of groups, new common positions, etc.
- 4) Use the **Search function** to find members, groups, files, etc. Just enter your key word and click on Go!



2) The **toolbar** at the top of the page has the following options:

- 1) Clicking on **arc**, you return to the public home page while remaining logged on
- 2) The **second icon** allows you to [access your profile](#)
- 3) The **Startpage** is the first page you reach once you log on, as described above.
- 4) The **Tools** option drops down a menu with quick access to the *Contact*, *Event Calendar*, *Files*, *Groups*, *Members* options.
- 5) Clicking the **envelope** takes you to the **internal messaging** service of the arc2020 site. You can consult your private messages and send an individual message to your contacts, or a collective message to members of the working group you are part of.
- 6) In **settings** you can change your password and manage the personal or group notifications you receive.



3) At the bottom of the page is a link to the contact form which allows you to send a message to the arc2020 team to ask for help, report a bug, etc.

4) We have made the tour of the Startpage you reach once you connect to the internal site.

Let's now check out your personal profile options.

4. How do I access my profile (and modify it)?

- 1) 

You can **access your profile** by clicking on the icon in the top left corner of the screen, just to the right of the word *arc*.

If you have already changed your profile photo you see it in miniature.
- 2) 

The next page shows you:

 - in the left (wider) column, a summary of your profile. NB the *Edit profile* button found at the top right of this column.
 - in the right (more narrow) column, a list of the groups you are part of, and underneath a list of the files you have added to the site.
- 3) 

Clicking on the Edit profile, you have the possibility of **filling out/completing** your profile, by adding a few words about yourself, your specialism, fields of interest, skills, etc.

We advise you to fill it out fully to enable other site members to know more about your interests and to find you more easily. The terms used in your profile (description, skills, etc.) will be show up in a general search of the site.

ARC2020 is above all a network. Let yourself be visible and findable!

Once you have added (or modified) the details on your profile, don't forget to click on the Save button at the bottom of the page.
- 4) 

Clicking on the *Edit profile icon* link (found just underneath your photo) allows you to **add (or modify) your profile photo**. Glance through your files by clicking the *Choose file* button, and choose your best shot!

Once uploaded, you can re-frame your photo as you see fit.

Click on the *Create your avatar* button and your photo is saved.
- 5) From now on registered members can see who you are (or at least what you want to tell them), find you more easily and so invite you to working groups, send you messages...

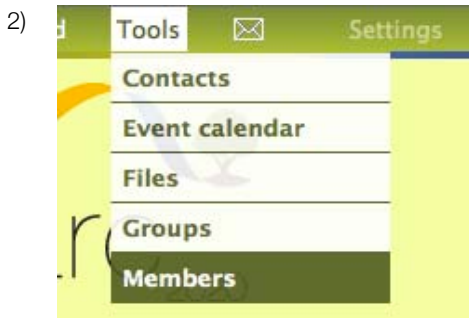
Let's see how to look for other members (who you might know).

5. Who is already registered on the site and how do I find other members?



Having [modified your profile](#), you now want to see who else is registered with ARC 2020. Nothing can be easier.

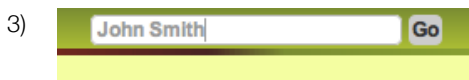
Many options are available to you to search the other members of the site.



You can go through **the list of all registered members** by choosing the Members option in the Tools menu in the bar at the top of the page.

The page with all the members shows the most recent additions first.

Note the possibility of filtering the members while carrying out a search in the column at the left of the list.



You can also search for members by typing their names (or part of them) in the search box in the top right of the screen.

Note that the site search will bring up all information containing the search terms you enter, not only the users. However, the results are arranged in a way which is easy to glance through.



Have you found an acquaintance or would you like to contact an existing member?

All you need to do is click on the green triangle which appears as you hover the pointer over photo.

The drop-down menu allows you to add this member to your contacts, to see their profile or their contacts, to send them a message, etc.

5) You may be asking **what is the difference between MEMBERS and CONTACTS?**

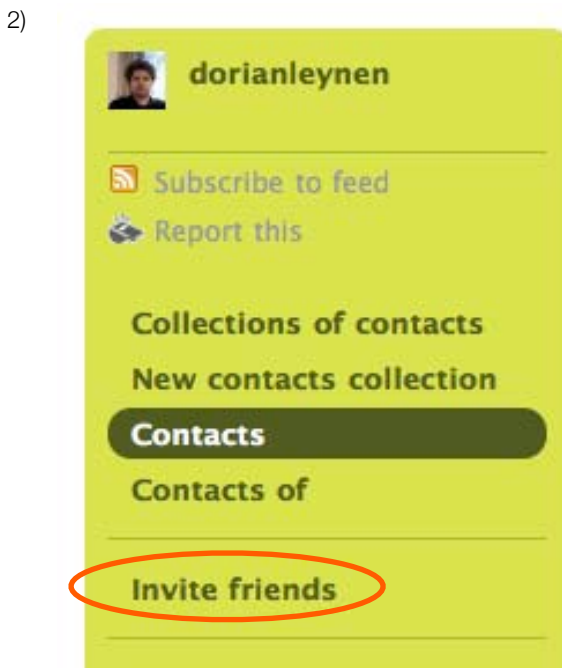
Members are **all the registered users** of the arc2020.eu site. You can add a member to your contacts (or inversely, a member can add you to their contacts).

So **contacts** is the list of members with whom you are in contact (for Facebook users, the equivalent of "friends").

6. How do I invite someone else to register?



To invite someone to join arc2020.eu go to the *Tools menu*, then choose *Contacts*.



Once on the contacts page, click on the *Invite friends* option in the column on the left



Enter the email addresses of the people you wish to invite (one address per line).

You can **personalise the message** which will be sent by email.

Click the *Send* button.

7. Where to find the existing groups and how to join them?



All the groups on the site are accessible via the *Tools menu > Groups*



In the column on the right, you will find the last groups created, the most popular group, etc.

On the column on the left, a search function lets you look for a group using key words.

Your groups shows the groups you have created as well as those you are a member of.

You can also create a new group.



To join a group, click on its name after you've found it (either by a search, or by going through the list of groups).

You arrive on the page of the group.

If the group is public access (open group) simply click on *Join group* in the menu on the left.

If the group is not public access (closed group) you have to ask to join it. Click on Request membership in the menu on the left. Your request will be sent to the the group co-ordinator and you'll be able to access the group once your request has been accepted.

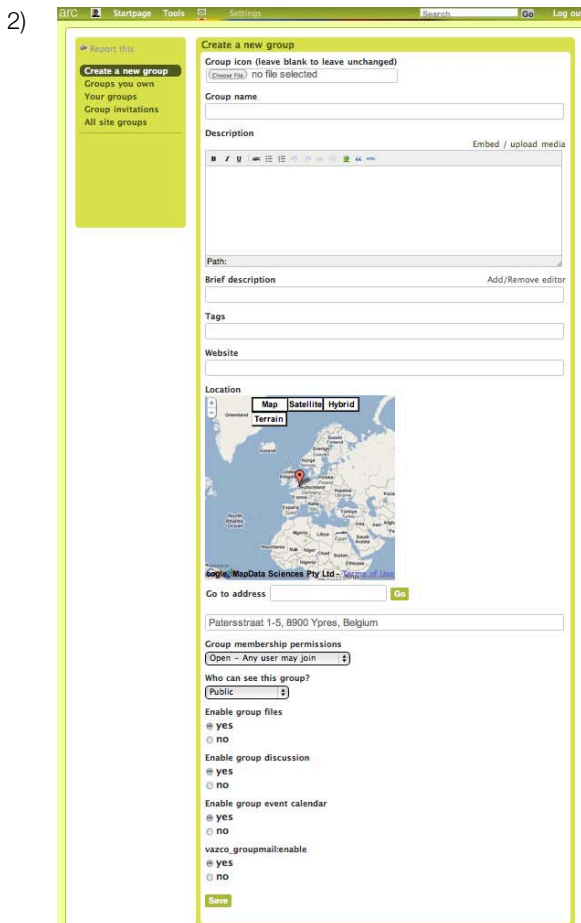
Now you may need to know how to [create your own group](#)?

8. I want to create a group. How can I do it?



To create a group, go to *Tools > Groups*

Once on the next page, choose the *Create a new group* option from the column on the left



1. **Group Icon:** choose the icon from your computer which will represent your group.
2. **Group name:** Your group needs a name. Choose one carefully so it makes sense for other users who will maybe become future members.
3. **Description:** you can enter a detailed description of your group.
4. **Brief description:** you can enter a more succinct summary to describe your group. It's this description which will appear on the list of groups, under the name you have chosen.
5. **Tags:** you can enter a more succinct summary to describe your group. It's this description which will appear on the list of groups, under the name you have chosen.
6. **Website:** if it's useful/apropriate, add a website address. It will show up on the presentation page of your group.
7. **Location:** if it's useful/apropriate, add an address to show your geographic location.
8. **Group membership:** determine if all the members of arc2020.eu will be able to access/join your group (i.e. an open group) or if you prefer to limit access to the group by managing the invitations yourself (i.e. a closed group).
If you choose to leave your group open, all the content will be visible by all the arc2020.eu members. Everyone will be able to join and participate in the group
9. **Group files:** allow group members to add files (pdf, images, etc.) to the group page. The files can be commented upon by other members of the group.
10. **Group discussion:** allow non-members to launch and participate in discussions and debates.
11. **Enable group event calendar:** do you want to manage your own events calendar for your group activities (meetings, deadlines for contributions/ comments, etc)? If so everyone can see the events posted but only you, as group administrator, can add/post them.
12. **Vazco_groupmail:enable:** behind this strange name is hidden a very practical option which allows you to send a mail to all the members of the group in one single operation.

Click on **Save**. Your group has been created and is ready to work!

9. How do I add a document to a group?

- 1) 

To add a document to be accessed by a group, start by going to the page of the group. You should of course be a member of this group. ([How to join a group](#))

Once on the group's page click on the *Group files* link in the column on the left.
- 2) 

You reach a page where all the files of the group are listed.

Click on *Upload a file* in the column on the left to add the your document to those of the group.
- 3) 

 1. **File** : choose the document you wish to add.
 2. **Title** : give your document a title.
 3. **Description** : enter a more detailed description of your document if you wish.
 4. **Tags** : add, separated by commas, the keys words which represent your group. These will be picked up on during a search.
 5. **Access** : choose who can see this document.

Click on *Save*.

Your document is now added to the group.

Don't hesitate to contact us for any question, comment or suggestion you may have, using contact@arc2020.eu.