



EFORWOOD
Sustainability Impact Assessment
of the Forestry - Wood Chain



Project no. 518128

EFORWOOD

Tools for Sustainability Impact Assessment

Instrument: IP

Thematic Priority: 6.3 Global Change and Ecosystems

Deliverable D6.2.1
Enhanced Interactive internet-based
information portal (update)

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Organisation name of lead contractor for this deliverable: InnovaWood, Ireland

Final version

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	X
CO	Confidential, only for members of the consortium (including the Commission Services)	

Interactive internet-based information portal

www.eforwood.org

The development of the EFORWOOD Portal commenced immediately the project started and the first versions was made available to the partners and the stakeholders in February 2006. It continues to be updated and developed on an ongoing basis.

The key features of the portal are as follows:

- Public information area containing General Information; News and Events; Information about the project structure and deliverables; Information about the partnership; Downloadable brochures and posters; Feedback facility; Help file
- Secure area with access limited to partners. This contains additional information about The Workprogramme; Partner documents, Meetings; Annual reporting documents
- Secure area restricted to project coordinator and site administrator. This contains further information about the management of the project and additional user information.



The emphasis during the project was on updating the portal functionality and on adding and improving the content so that the user experience is improved continually. Partners were encouraged to create links to the EFORWOOD web site

During the year 2 the EFORWOOD web portal was considerably enhanced by implementing an improved overall design and simplified layout. Use of the new web platform DNN, offered more user friendly web tool. In year 3 the additional features including a new Results area on the public part of the portal, enhanced document storage and retrieval and the addition of a more active News module were also implemented. The main partner involved was *InnovaWood* assisted by *EFI*, *CEPF* and *Skogforsk* (Module 0 input).

For more information on portal features see Annexe the EFORWOOD DNN help file.

2008

EFORWOOD-DNN Help



InnovaWood Ltd.

16/04/2008

Table of Contents

Login.....	7
Documents Module	8
Adding a Document	8
Editing a Document	10
Deleting a Document	11
News module	12
Current Articles	12
Search (News item)	17
Submission of Articles	17
My Articles	18
Forums Module.....	19
Using Blogs in EFORWOOD	20
Edit Blog Title and Description	20
Add blog entry	20
Enabling/Disabling Mail Notification for Comments and Trackback	21
Adding a Blog Comment	21
Editing already existing entry	22
Wiki	23
Editing in EFORPEDIA	23
Adding Content to EFORPEDIA (general instructions)	25
Events Configuration in 2008 EFORWOOD	27
Appendices.....	34
Upcoming Events Control - View Modes	34

Editing and Viewing rights 35

2008 EFORWOOD HELP FILE

On-line help and individual help are available for each module from the module manual (you must have editing rights to be able to see the help option for particular modules).

Tip: If you consider the web font size difficult to read you can change the text size by pressing command Ctrl++ or Ctrl and scroll button of the mouse (Mozilla, MS Explorer higher versions) or changing the text size from the browser main menu >>View>>Text size (all browsers).

Login

To be able to log into the 2008 EFORWOOD web portal, you should use the same password as for the previous website (this is not valid for those whose password for old web site has less than 7 characters. In this case you should add four zeros at the end of your password.) If you forget your password the system will automatically send a reminder password e-mail to your registered email address once you put your user name and click on the option "Forgot password". If you do not remember your user name and password please contact office@innovawood.com.

Once you click on log in the following window will appear

The screenshot shows a web portal interface. At the top, a grey breadcrumb trail reads "You are here : Home". Below this is a prominent yellow-green header bar with the text "User Log In". Underneath the header, there are two input fields: "User Name:" and "Password:", each with a small blue question mark icon to its left. Below the password field is a checkbox labeled "Remember Login". At the bottom of the form are two buttons: a grey "Login" button and a "Forgot Password ?" button.

If you forget your password insert your user name and then click on *Forgot Password*.

Modules

Documents Module

The Documents module displays a list of documents. Each document record includes a title and a link to view (depending on a user's file associations) or download the document. Link tracking and logging are also available.

Adding a Document

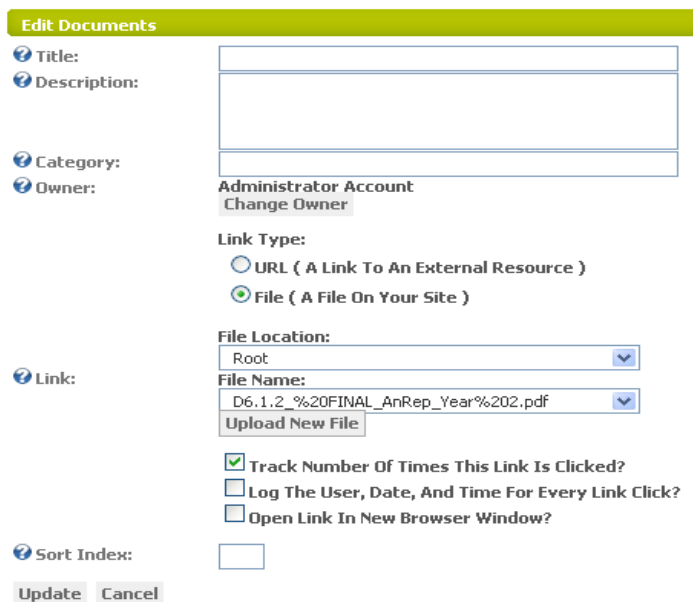
How to add a document record to the Documents module:

Note: As the size of external documents is not known by the portal, Unknown is displayed for this field.

1. Select **Add New Document** from the document module menu.(click on the arrow symbol and dropdown module menu will display:



2. In the **Title** text box, enter a title for the document. (See editing document window below)

A screenshot of the 'Edit Documents' form. It has a green header bar. The form contains several sections: 'Title:' and 'Description:' with text input boxes; 'Category:' with a dropdown menu; 'Owner:' with 'Administrator Account' and a 'Change Owner' button; 'Link Type:' with radio buttons for 'URL (A Link To An External Resource)' and 'File (A File On Your Site)'; 'File Location:' with a dropdown menu showing 'Root'; 'File Name:' with a dropdown menu showing 'D6.1.2_ %20FINAL_ AnRep_ Year%202.pdf' and an 'Upload New File' button; checkboxes for 'Track Number Of Times This Link Is Clicked?' (checked), 'Log The User, Date, And Time For Every Link Click?' (unchecked), and 'Open Link In New Browser Window?' (unchecked); and 'Sort Index:' with a text input box. At the bottom are 'Update' and 'Cancel' buttons.

3. OPTIONAL. In the **Description** text box, enter a description of the document.
4. OPTIONAL. In the **Category** box, enter or select a category for the document. (document type, e.g. Word, PDF, Excel, PowerPoint etc.)

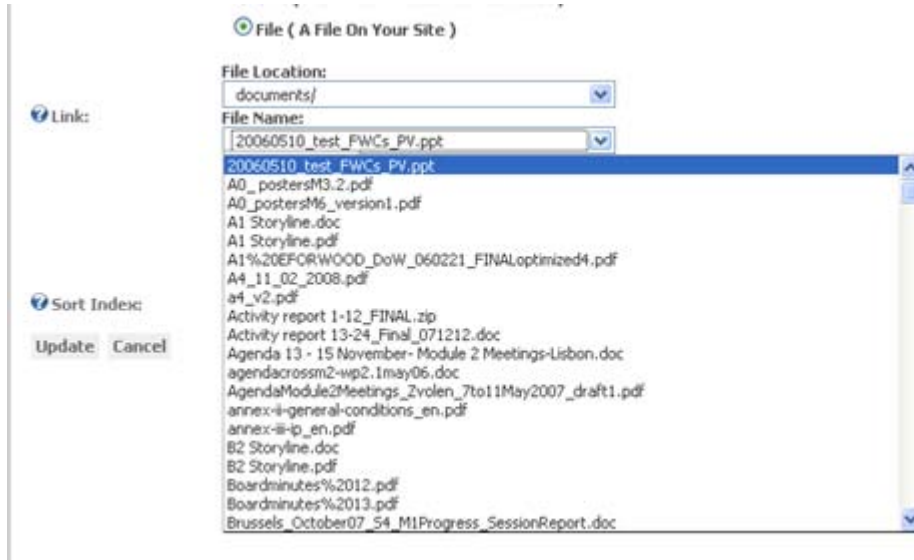
5. OPTIONAL. At the **Owner** option, click the *Change Owner* link and select a different user to be listed as the owner of this document, or select *None Specified* to leave the owner field blank.

6. At the **Link** option, select the required *Link Type* and set the link.

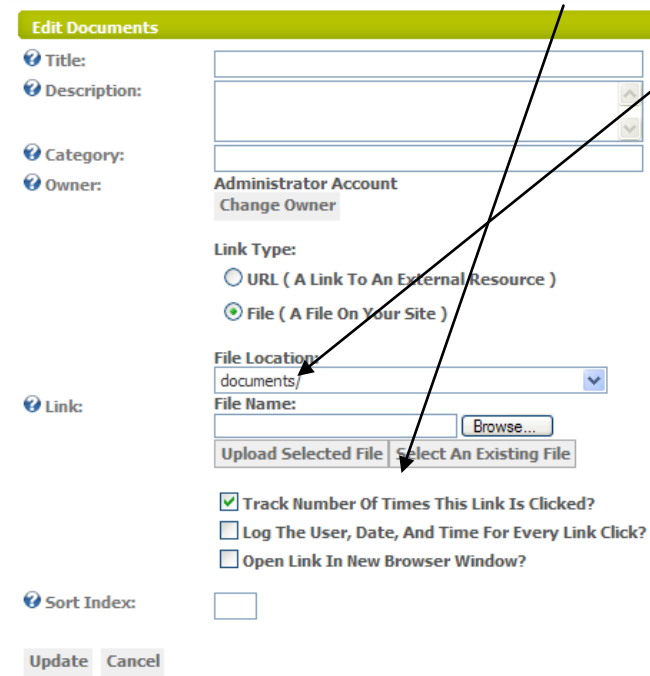
If the Document file is located somewhere on Internet chose URL in Link Type and enter the address of the link document.

If the file is located on your computer or is already uploaded to the site chose File in Link type.

If it is an already existing file, chose "document" in the File Location and from the list of already existing documents in the File name (see below) choose the document you want to upload.



If the file is located on your computer also chose File in Link type, File location: documents, then click on Upload New File and following changes on the Link section will appear



Click on Browse to choose the document on your computer and click on Upload Selected File.

7. For the option **Track Number of Times This Link Is Clicked?** select :

(i) Check the check box track the number of times the link is clicked.

8. For the option **Log The User, Date, And Time For Every Link Click?** select:

(i) Leave the check box unchecked

9. For the option **Open This Link In New Browser Window?** select:


(i) Check the check box to open the link in a new web browser window.






10. **Sort Index** text box. All document modules have already set up sorting by title so leave this option blank.

11. Click the *Update* link.


Editing a Document

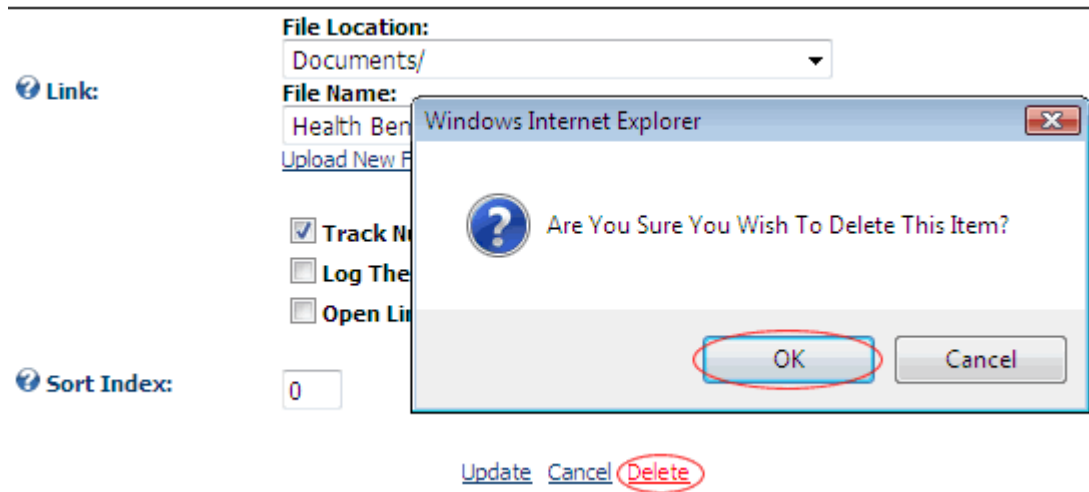
How to edit the detail of a document record or file associated with a document record.

1. Click the **Edit**  button located to the left of the document record to be edited.
2. Edit the document fields as required.
3. Click the *Update* link.

WP1.2 Documents 						
	Title	Owner	Category	Modified Date	Size (Kb)	
	<u>TpSIA database, Vopenka, WP 1.2, May 9 2006</u>	Administrator Account	PowerPoint	16/01/2008	305.15	<u>Download</u>
	<u>What's new in version 1.2 of Db client</u>	Administrator Account	Word	16/01/2008	27.14	<u>Download</u>
	<u>Database Client (version 1.2) 27_06_2007 (2.5 Mb file)</u>	Administrator Account	Zip	16/01/2008	2,891.52	<u>Download</u>
	<u>Database Client Manual</u>	Administrator Account	PDF	16/01/2008	653.28	<u>Download</u>

Deleting a Document

1. Click the **Edit**  button located to the left of the document to be deleted.
2. Click the **Delete** link. A dialog box asking **Are You Sure You Wish To Delete This Item?** will be displayed.
3. Click the **OK** button to confirm deletion.



News module

Current Articles

Below is the default look of News Articles to an **unauthenticated user**. You have 3 options:-

Current Articles: Displays a list of the current articles.

Categories: Displays a list of categorized articles.

Search: Allows you to search for articles.

[Current Articles](#) | [Categories](#) | [Search](#)

02 September 2007



M3-Scenario-Meeting in Freiburg

By admin @ 13:07 :: 12

Views :: [Public News](#)



M3 met at the Institute of Forest Utilization and Work Science in Freiburg (10 and 11. July 2007). The aim of this meeting was to discuss the philosophy of status quo, and storylines of the reference futures for A1 and B2. First, the partners gave a short presentation of the status quo of the case studies. And afterwards, the different drivers were discussed in detail (one by one) for A1 and B2 within a global context, and the same exercise has been carried out for M3-level and their drivers. The result of this meeting is an M3 specific judgement of every driver.

Participants: Gero Becker, Volker Bölle, Lars Wilhelmsson, Barry Gardiner, Sven Olof Lundqvist, Staffan Berg, Leif Nutto, Martin Opferkuch (Freiburg diploma thesis student on transport) Diana Vötter, Elisabeth Le Net, Jerylee Wilkes, Franka Brüchert

The News Articles content area contains a number of important pieces of information such as:

Title (e.g. Membership F.A.Q.)

Author


Date/Time

Number of Views

Article Summary

New article Editing window.

Save ArticlePublish ArticleAdd/Edit Pages



Article Summary

Enter the details of your article including title (required), categories (if applicable) and summary text (required). Once complete, you can save your article via the buttons above the form.



Title:










Categories:




















<input type="checkbox"/> Articles in Press	<input type="checkbox"/> Project News
<input type="checkbox"/> Project Newsletter	<input type="checkbox"/> Project press release
<input type="checkbox"/> Project publications	<input type="checkbox"/> Public News

Summary:

Basic Text Box Rich Text Editor



Source  

         **B** *I* U abc x_2 x^2

Style Format

Font Size A ab2

For the moment , users can only upload Project news

Summary field is compulsory and you have to put the corresponding summary text here.

Article Publishing

Publish Time & Date:
 13 : 32 16/04/2008

Expiry Time & Date:
 -- : --

Article Appearance

Featured:

Secure:

Image:

Link Type:

URL (A Link To An External Resource)

File (A File On Your Site)

File Location:
 Root

File Name:
 <None Specified>

Article Link

New Window:


Link Type:

None

URL (A Link To An External Resource)

Page (A Page On Your Site)

File (A File On Your Site)

 **Article Details**
 Enter the main body of your article (optional).
 Once complete, you can save your article via the buttons
 above the form.

Details:

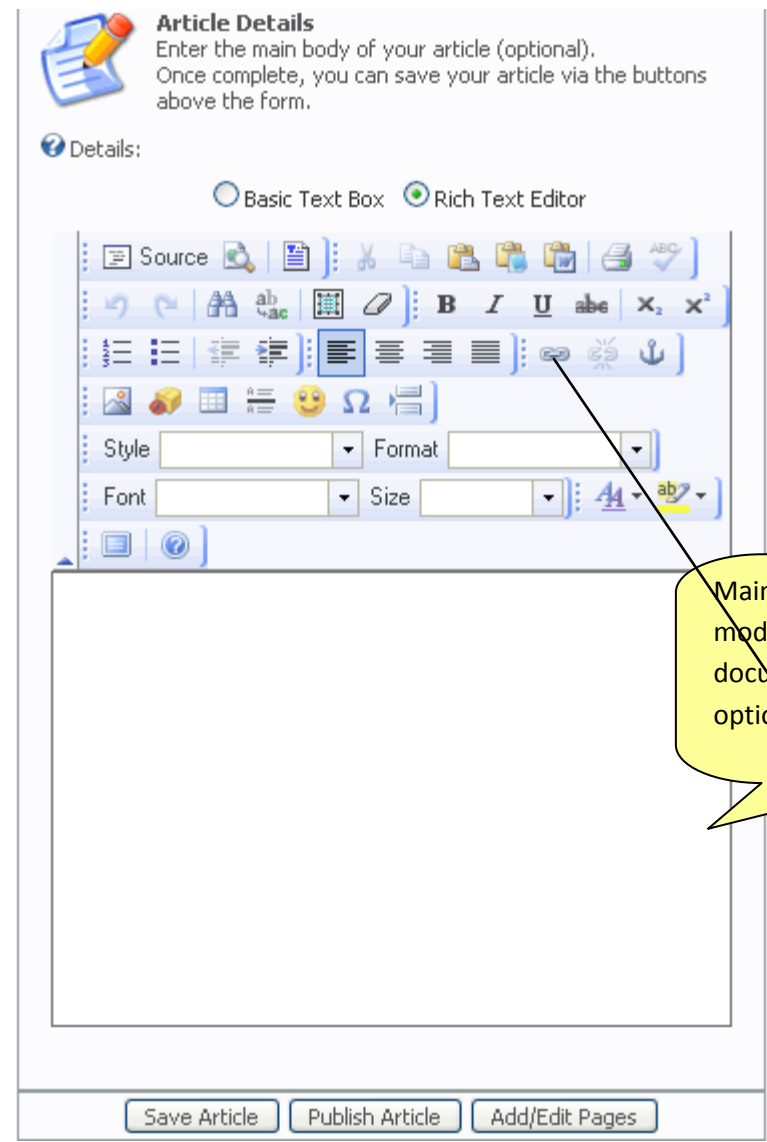
Publishing date can be changed

Featured. If the page is featured it appears first in the article listing until it expires.

Secure. If the article is secured, the complete article (except for summary) will only be available to the roles configured in admin options.

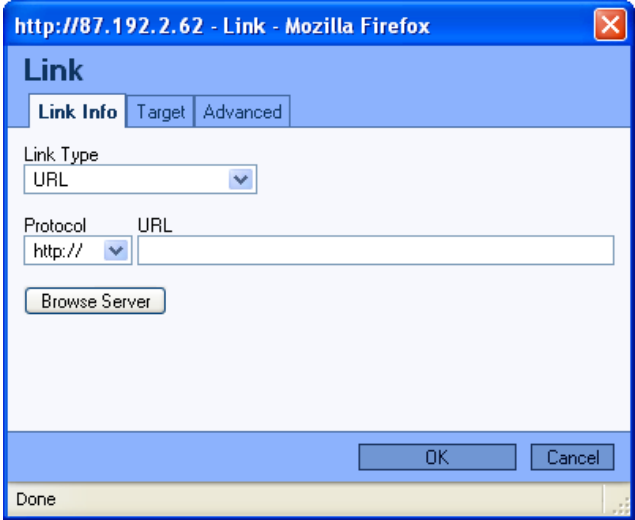
You can choose an image to associate with this article. Chose File. File Location: Image . Chose File name.

An article can also be linked with documents, pages on the EFORWOOD site or another URL. The link will be opened by clicking on the Read more link.

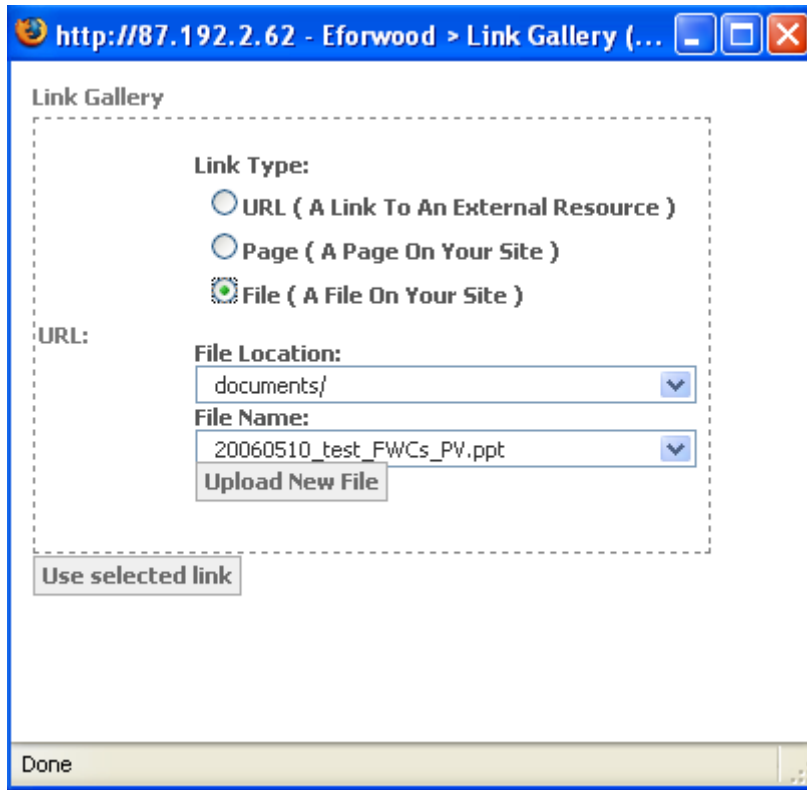


Link option functioning:

Once you click on the link symbol the window below will appear




If you want to link the document click on Browse Server



Chose File, File location: documents, Upload New File , Browse for the file on your computer and click on Upload new file.

Some articles have more than just the summary for content, and appear with a “Read More” link. The screenshot below demonstrates this:-

02 September 2007



M3-Scenario-Meeting in Freiburg
 By admin @ 13:07 :: 12 Views :: **Public News**

The aim of this meeting was to discuss the philosophy of status quo, and storylines of the reference futures for A1 and B2 scenarios.

Clicking either the “Read More” link or the “Title” of the article will allow you to view that article as shown in the screenshot in the section on Current Articles (page 15).

Search (News item)

The search page allows you to search through all of the articles within the current module. You can search by category, date or keywords. This is currently available for Project news

[Current Articles](#) | [Categories](#) | [Search](#)

Category:	<input type="text" value="-- All Categories --"/> <input type="button" value="v"/>
Author:	<input type="text" value="-- All Authors --"/> <input type="button" value="v"/>
Start Date:	<input type="text"/> <input type="button" value="Calendar"/>
End Date:	<input type="text"/> <input type="button" value="Calendar"/>
Keywords:	<input type="text"/>
Options:	<input type="button" value="Search"/>

Submission of Articles

Once you have logged in to add or edit articles, you will be given a few extra options in the menu at the top of the module. There are three main roles that relate to submission of the news items/articles:

Submit article only,

Submit and approve article

At the submit article WINDOW you can enter article details (title, categories, summary, start/publish date, image). *Note: Only the administrator or a role that has the right to approve articles will see the “Approve”*

checkbox.

From the submission page, you can save the article (leave it in draft), add more pages to the article, submit for approval or cancel the submission.






If you decide to add more pages, the screen looks like the following:

Editing pages of the article: IP Board Minutes 17 now published
There are no pages currently associated with this article. (summary will be displayed)

[Add Page](#) [Edit Sort Order](#) [Edit Summary](#) [Submit For Approval](#)

My Articles

The “my articles” screen shows the articles you have created. You can filter articles by their status (draft, awaiting approval, approved). If you want to edit your articles click on the pencil symbol.

	Created Date	Title	Author
	06/02/2008 14:40:47	Assessment of Sustainability of Forest-Wood Chains	Administrator Account
	21/01/2008 10:47:20	News Article	Administrator Account
	06/01/2008 23:42:50	Instituto Superior d’Agnomia -ISA hosted training session on Indicators	Administrator Account
	04/01/2008 18:24:41	IP Board Minutes 17 now published	Administrator Account
	04/01/2008 17:51:02	The Task Forces on Case Studies have been established	Administrator Account

Forums Module

This module has a lot of the features you might expect from a forum. More than one forum can be created with each acting as a container for threads started by the wider community. Depending on the permissions of community members as defined by the board's administrator, users can post replies to existing threads and start new threads as they wish. A forum administrator has the ability to edit, delete, move or otherwise modify any thread on the forum. These moderator privileges can be delegated to other forum members. Individual users can select forums about which they wish to receive email notification when there are new posts. They can also select forums about which to display what's new. The Forums have the possibility to **attach documents** and also an **email notification system**.

Forums

Forum

Forums	Threads	Posts	Last Post
Socio-Economic Indicators	0	0	None
Environmental Indicators	0	0	None
Transport Indicators	0	0	None
Energy Indicators	0	0	None
Waste Indicators	0	0	None

5 Forums In 1 Groups

Add/Edit Post

Forum:

Subject:

Basic Text Box Rich Text Editor

Font: Size:

Attachments:

File Location:

File Name:

Notification:

Thread Status:

Using Blogs in EFORWOOD

Blogs will be set up by the site administrator in response to demand and when approved by the coordinator. If you are in control of a Blog or if you wish to participate in a blog, the following help will apply.

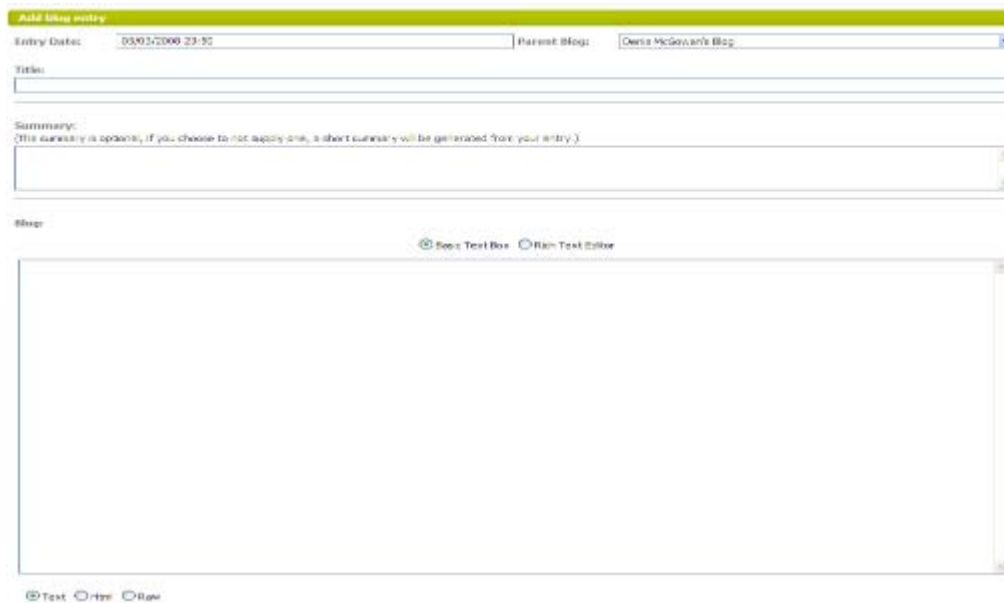
Edit Blog Title and Description

The title and description of your Blog:

1. Clicking the **Blog Settings** link on the New_Blog module - OR -selecting Edit Blog Settings from the Blog_List module menu.
2. In the *Title* text box, edit the blog title.
3. In the **Description** text box, edit the blog description.
4. Click the *Update* link.

Add blog entry

1. To add the **New blog** entry/topic click on **Add blog entry** in the blog menu. Once you click on *Add blog* the window below will appear.



2. In the **Title** text box, enter a title for this blog post
3. In the **Summary text box**, enter a summary of the blog entry. Note: This setting can be optional or mandatory
4. In the **Blog text editor**, enter your blog
5. At **Published** (If not checked, only you will see this entry), check the check box to publish this blog, or uncheck to publish later
6. OPTIONAL. Use the **Upload Options section** to upload pictures/attachments to your entry


Upload Options:

Picture:

Alt Text:

Attachment:

Description:

 **Linked Files:**

Entry Options:

Published (If not checked, only you will see this entry)

Allow users to comment on this entry (overrides Blog Setting)

Display Copyright notice at the bottom of your entry.

Trackback Url:

7. OPTIONAL. In the **Entry Options** section, set any of these optional settings:

a. **Allow users to comment on this entry (overrides Blog Setting):** check the check box to enable users to add comments, or uncheck to disable comments on this setting.

b. **Display Copyright notice at the bottom of your entry:** check the check box to display a copyright notice for this entry. If checked, this will display the default Copyright message "Copyright ©2007 [Username/Display Name]" which you can edit.

8. Click the *Update* link. The entry will now be displayed to you in the Most Recent Blog Entries module. The module title will display your blog name

Note: Only Registered users may send comments to your blog. For the moment the system is set up that you need to approve comments before they are published on your blog.

Enabling/Disabling Mail Notification for Comments and Trackback

If you have comments and/or trackback enabled on a blog you can choose to receive email notification when comments and trackbacks are posted to your blog.

Adding a Blog Comment

Note: The ability to add comments may be disabled or restricted to authorized users only.

1. Click either the **More** link or **Comments (0)** link beside a blog entry.

Denis McGowan's Blog ▼

Author: denis **Created:** 25/02/2008 19:43
Denis McGowan's Blog

What we woud like to communicate to the external world
By denis on 28/02/2008 15:33

One of the our main tasks is to creates awareness and communicates project results and benefits to widest possible audience . How we are going to do this depend of the specific target audience that will benefit form project results.

Comments (0)

2. Click the **Add Comment** link.

For registered users the name of the user will automatically appear in the name field.

4. OPTIONAL. In the **Title** text box edit the comment title.

4. In the **Comments text box**, enter your comment.

Tip: Do not use HTML formatting as it displays as plain text.

5. Click the **Add Comment** link.

6. OPTIONAL. In the **Security Code** text box, enter the security code shown.

7. OPTIONAL. Click the **OK** button. If comments require approval a dialog box indicating "Your comment **MUST** be approved by the blog owner **BEFORE** it is displayed on the web site. Do you wish to save your comment now?" will be displayed.

Editing already existing entry

1. Click on the blog entry title and then on *Edit* entry

The screenshot shows a blog interface. At the top is a green header with the text "What we woud like to communicate to the external world" and a dropdown arrow. Below the header, the "Location" is "Blogs" and the current page is "Denis McGowan's Blog". The "Posted by" is "denis". The date and time of the post is "28/02/2008 15:33". The "Edit Entry" button is circled in red. Below the post content, there are "Permalink" and "Trackback" buttons. At the bottom, there is a "Comments (0)" section with an "Add Comment" button.

The Edit blog entry window will appear. Make the required changes and click on *Update*.

Wiki

In 2008 EFORWOOD the Wiki module is used primarily as a glossary. Only users with certain roles can add entries in the EFORPEDIA.

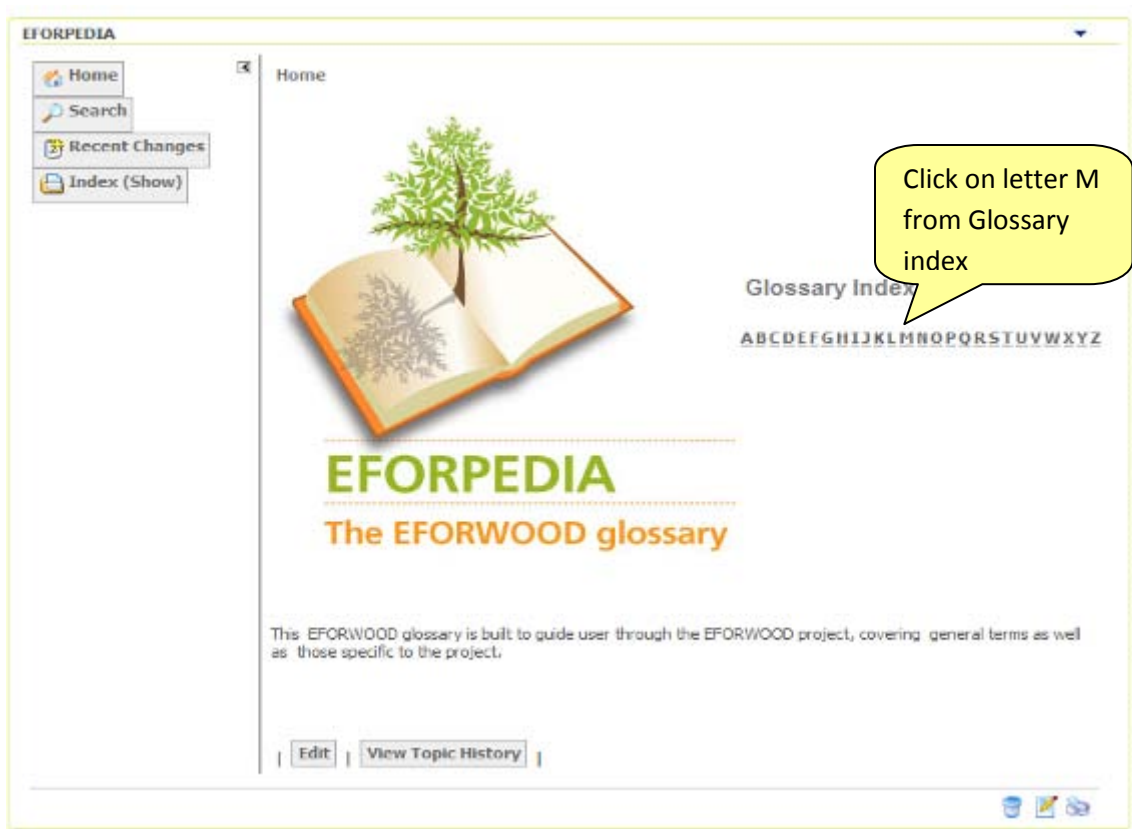
Editing in EFORPEDIA

Before you do any editing make assure that you are in edit mode.

To enter a new term in EFORPEDIA you need to follow these steps:

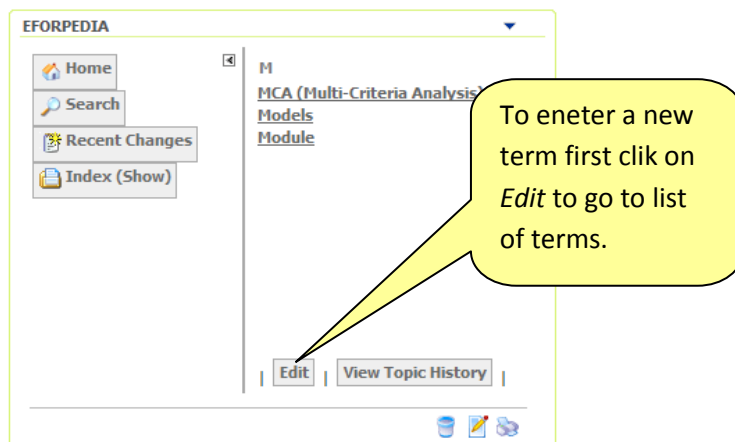
From the EFORPEDIA home page select the corresponding index letter of your term.

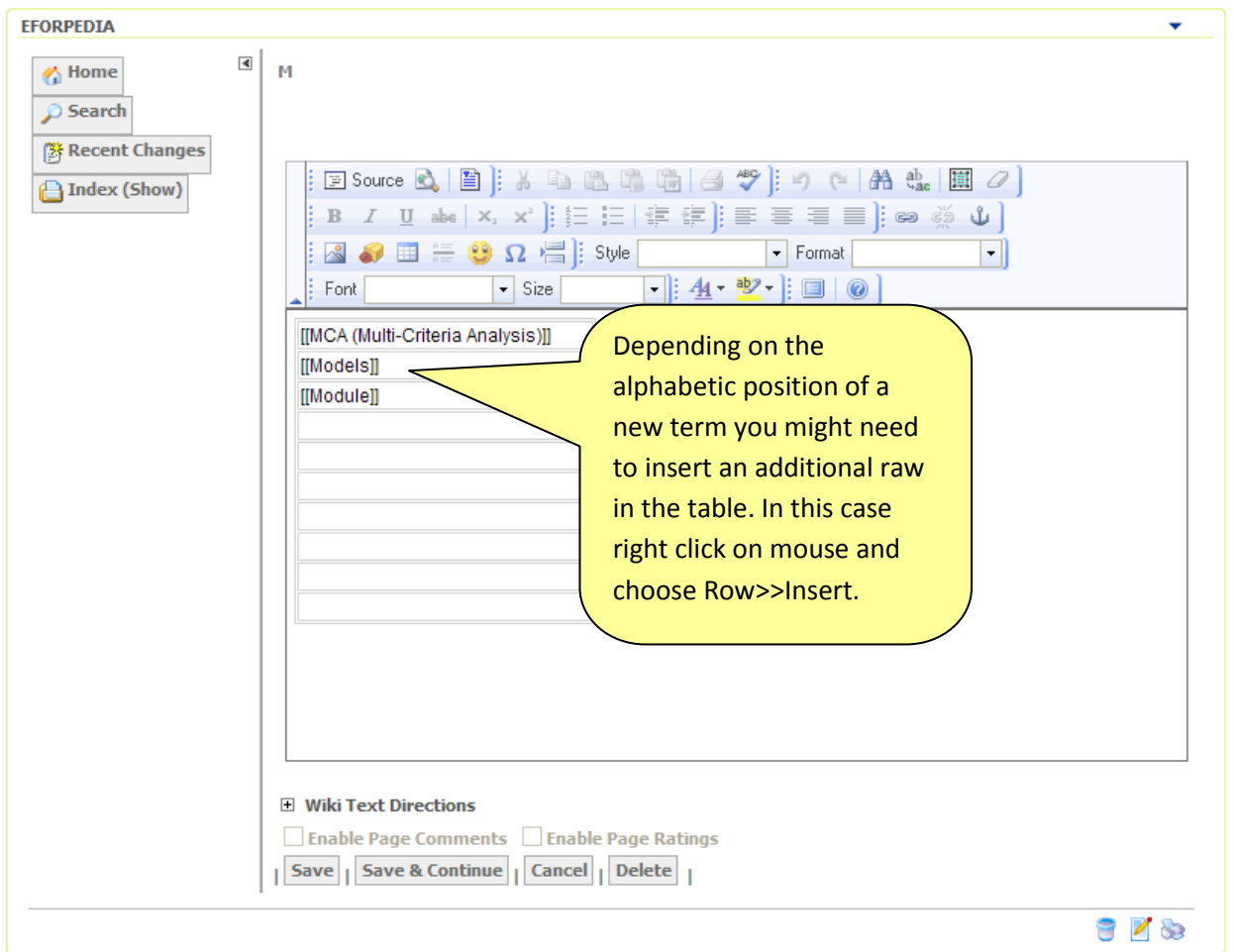
(E.g. term **Multi-functionality of FWCs - Letter M**)



It will appear list of already stored terms under that letter

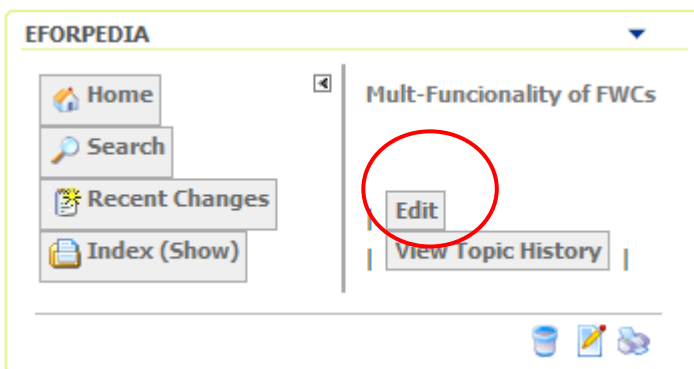
The following window will appear showing a table/list of the already existing terms under that particular letter.





Check the alphabetic position of the new term and add the link to new term description page in the list of already existing terms. (e.g. [[Multi-functionality of FWCs]]), and click on *Save*.

The link for the new term will appear on the term list, to add the definition for the new term click on the term link then *Edit*



In the html editor that appears, add the term definition and also the links to the index letter and EFORPEDIA home page (see below).

EFORPEDIA

Home
Search
Recent Changes
Index (Show)

Mult-Functionality of FWCs

Source

Definition

The ability to fulfil variety of society's multiple needs and expectations on the FWC.

[[M]]

[[WikiHomePage|Home]]

Link to index page

Link to EFORPEDIA Home page

Wiki Text Directions

Enable Page Comments Enable Page Ratings

Save | Save & Continue | Cancel | Delete

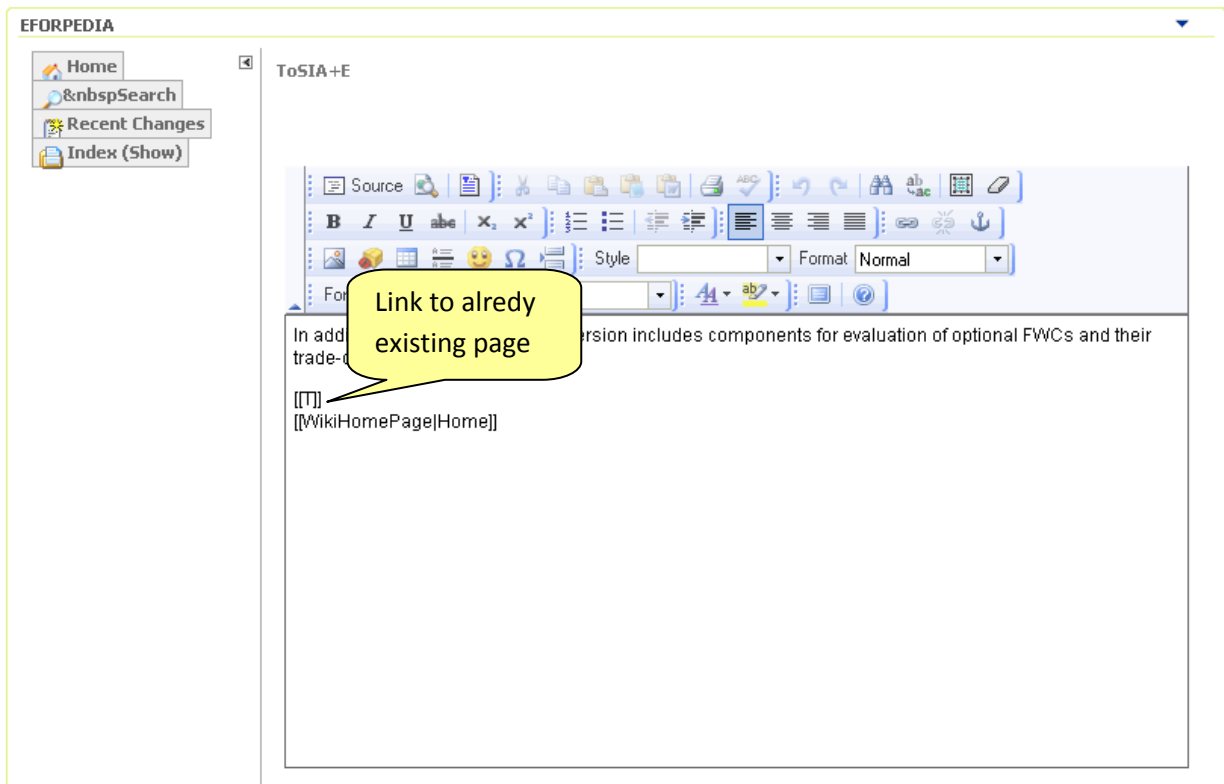
Click on *Save*.

Adding Content to EFORPEDIA (general instructions)

* To add a page simply enter its name in text with double brackets surrounding it while writing out your content; your only limitation is it may not be longer than 50 characters. This is also how you make a link to an existing page.

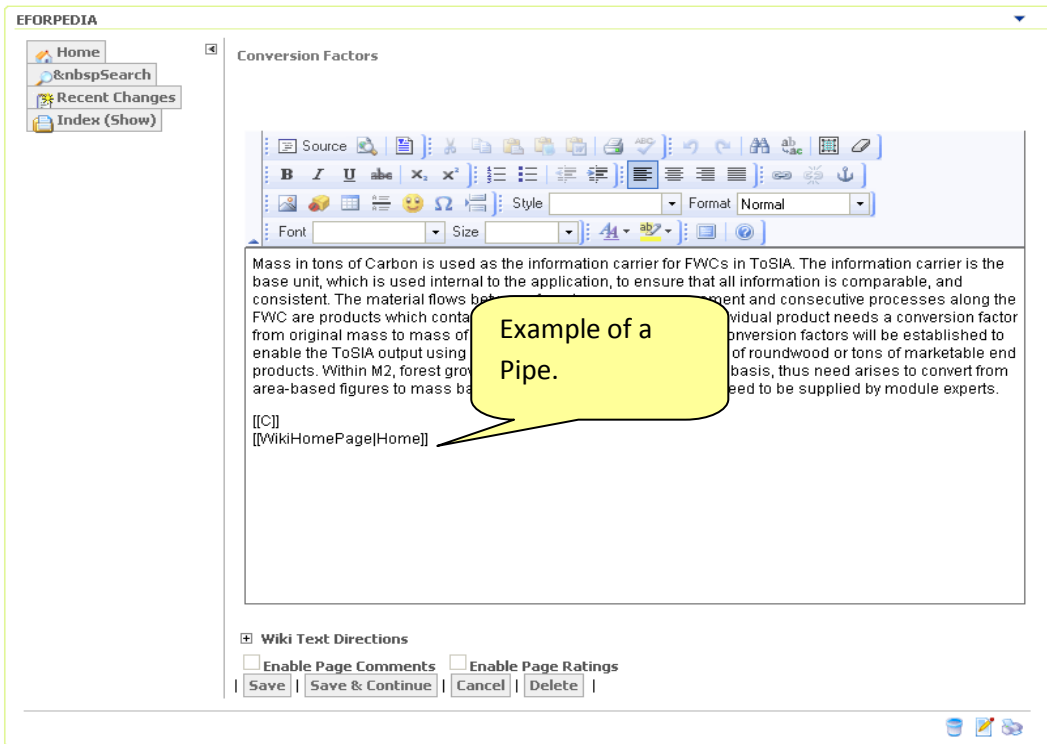
Example: [[My Link]]

Example: [[Another Link In Wiki]]



- * Once you have added a page you can edit your new page by navigating to it and clicking "Edit".
- * There is no limit to the number of new pages you can add while creating new content.
- * New pages will not show up in the Index view nor will they be searchable until they have content created for them.
- * You can add a title to your link by adding a Pipe¹ after the name. When you do this the title will show as a hyperlink instead of the page name.
 Example: `[[My Link|A Title]]`
 Example: `[[Another Link In Wiki|I can say what ever I want]]`

¹ The pipe is one of the names for the vertical line (|) symbol. It corresponds to ASCII 124. To insert the vertical line symbol hold down the Alt key, then type the number 124 on the numeric pad, letting go Alt key the pipe will be inserted.



* To link to Wiki Page on another Tab you can add a Second Pipe after the Page title with the Number to the other Tab

Example using just the page name: `[[My Page | |35]]`

Example with page title: `[[My Page | My Title here |35]]`

* To link back to the home page make your bracket link to WikiHomePage

Example: `[[WikiHomePage]]`

Example: `[[WikiHomePage|Home]]`

* Because we use the HTML WYSIWYG editor, email links and URLs can be added by typing them in and letting the editor handle them; or as normal `<a href>` tags in the HTML view of the editor

Events Configuration in 2008 EFORWOOD

The *Upcoming Events* control is to be used on the existing *Events* page to display all public events and project events (e.g. meetings) that you are invited to. It has 3 different modes – *List*, *Calendar* or *Both*. The *Calendar* view only shows the current month, whereas the *List* view can show all Events. The default is the *Calendar* view and is the one shown below.

Upcoming Events

February 2006						
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					
	2006 Module 5 Meetin...					

Sample private meeting/event summary – visible to selected users only

Upcoming Events

April 2008						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			3	4	5	6
						SENSOR International...
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Navigation control

Sample public meeting/event summary – visible to all users

EFORWOOD System – Calendar Views of Meetings/Events (*Upcoming Events*) Showing Public and Private Meetings/Events

The *My Events* control is used to show the logged on user the Events that they have created and all Events if logged in as an Administrator. Using this control *EFORWOOD Module Leaders* and Administrators will be able to administer and manage event related tasks (e.g. adding/editing details, managing invites etc.).

Upcoming Events

My Events control displaying events created by current user (e.g. *EFORWOOD Module Leader*)

Meeting/event filter controls

Link to edit meeting/event details page

Link to manage invites page

My Events

Date	Event	Category	Status	Approval Status	Changed Date
28/02/2006	2006 Module 5 Meeting	Category2	Draft	Draft	03/01/2008

EFORWOOD System – Calendar View of Meetings/Events (*Upcoming Events*) and Meetings/Events Administration Control (*My Events*)

Upcoming Events

Meeting awaiting approval by Administrator

Administrators' *My Events* control displaying all events

Customisable meeting/event categories

My Events

Date	Event	Category	Status	Approval Status	Changed Date
06/04/2008	SENSOR International Conference: Impact Assessment of Land Use Changes	Category1	Active	Approved	21/12/2007
17/10/2007	Intl. Symp: Bottlenecks, Solutions, and Priorities in the Context of Functions of Forest Resources	Category1	Active	Approved	21/12/2007
30/09/2007	International Congress - A Global Vision of Forestry in the 21st Century	Category1	Active	Approved	21/12/2007
28/02/2006	2006 Module 5 Meeting	Category2	Draft	Draft	03/01/2008

EFORWOOD System – Administrator View: Calendar View of Meetings/Events (*Upcoming Events*) and Meetings/Events Administration Control (*My Events*)

A page containing the *Smart-Thinker Event Details* control will be created to act as generic Event Details display page. All Event links (e.g. those originating on the *Calendar*) will display more information here by sending the *EventID* to this page and the *Event Detail* control will load up that Event. Unauthenticated users will be given view permissions to this page, as they must be able to see the details of Public Events. The page will be marked as *Hidden* (i.e. it will not appear in the site menu) as it will only ever be "called" from a link and the user will not navigate to it. Registered users will be given edit rights on this control so that they can RSVP to meetings/events when appropriate (i.e. this means that although everyone can see Public Events they will need to log in to RSVP. Anonymous users cannot RSVP to an Event).

The screenshot shows an event detail page with the following elements:

- Event Detail** (header)
- Metadata: Updated: 21/12/2007, Category: Category1, Status: Active, Host: Administrator Account, View Counter: 4, Invite Type: Public.
- SENSOR International Conference: Impact Assessment of Land Use Changes** (title)
- ICAL** (button)
- Text: "Please contact Humboldt University for registration related enquiries".
- Text: "Within the forest-based sector, the sustainability concept has moved from a narrow focus on sustainable wood production to a much broader evaluation of environmental, social and economic sustainability of both resource use and the associated sectoral value chains. The session will present methods and tools for SIA and their application in the forest sector. Contributions focusing on the sustainability impact assessment of changes in forest management are particularly welcome."
- Details:** Starts at 9:00 on Sunday, April 06, 2008; Ends at 18:00 on Wednesday, April 09, 2008.
- Location:** Humboldt University, Berlin, Germany.
- Dress Code:** Unknown/Other; **Type of Event:** Normal Event.
- [Click here for related information](#) (link).
- Approval Status:** Approved; **Created:** 21/12/2007.
- Back** (button).

Callouts in the image:

- A yellow callout box points to the "Please contact Humboldt University for registration related enquiries" text, containing the text: "Customisable RSVP message. For non-EFORWOOD administered meetings/events this can be used to direct users interested in registering to another location."
- A yellow callout box points to the "Click here for related information" link, containing the text: "Link to external website"

EFORWOOD System – Public Event Detail View

EFORWOOD Module Leaders will be able to send email invites and messages when the event is marked as Active and Approved.

Manage Invites

Name	RSVP	Comment	Private Comment	Invite	Message
Bernard de Galembert	Not Replied			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Daniel Deybe	Not Replied			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Eforwood Module Leader	Yes	Event Host		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Filip De Jaeger	Not Replied			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
James Dewar	Not Replied			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yves Danglehant	Not Replied			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You can only send email invites and messages when this event is Active and Approved. When your event is approved the emails will be sent out automatically to the people selected here.

Message informing user (e.g. EFORWOOD Module Leader) that meeting is awaiting approval

EFORWOOD System – Manage Meeting Invites

An event must be approved by an Administrator before it can be viewed by its guests.

Event Summary

Name of Event: 2006 Module 5 Meeting

Description: M5 Module meeting at CEI-Bois, Bruxelles, 2006-02-28

Type of Event: Meeting

Category: Category2

Dress Code: None

Related Link: Location: (Enter The Address Of The Link)
http://
Select An Existing URL

Visibility: Private (Visible to Invited Guests Only)

Hide Guestlist: No Yes

Limited Guests: No Yes

Event Status: Active
Set to 'Active' when you have finished editing your event

Approval Status: Approved Send Invitations

Next Finish Cancel

For private/internal meetings this link can be used to direct the user to a page within the EFORWOOD site. This page could any combination of DNN modules (e.g. Documents module containing meeting agenda, subsequent minutes...etc.

Approval Status – available to Administrators only

Option to send invites upon approval status update

To Meeting/Event Time, Location

Viewed: 2 times
Created By: Eforwood Module Leader on 03/01/2008 16:04

Eforwood

System – Administrator: Update Meeting/Event Approval Status

Manage Invites

Name	RSVP	Comment	Pr	Changed Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bernard de Galemert	Not Replied			03/01/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel Deybe	Not Replied			03/01/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eforwood Module Leader	Yes	Event Host		03/01/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filip De Jaeger	Not Replied			03/01/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Dewar	Not Replied			03/01/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yves Danglehant	Not Replied			03/01/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Send Invitation Send Message Extract Emails Addresses Uninvite Selected Guests Finish

Link to send preformatted meeting invites - only available once meeting has been approved

EFORWOOD System – Send Meeting Invitations

Event Detail

Updated: 03/01/2008
 Category: Category2
 Status: Active

2006 Module 5 M

You are invited to this event but have not yet confirmed - click on "RSVP" to reply

M5 Module meeting at CEI-Bois, Bruxelles, 2006-02-28

Details:
 Starts at 9:00 on Tuesday, February 28, 2006
 Ends at 17:30 on Tuesday, February 28, 2006

Location: Cei-Bois
 Allée Hof-ter-Vleest 5/4,
 Brussels,
 Belgium,
 n/a, B-1070

Dress Code: None
 Type of Event: Meeting

Approval Status: Approved
 Created: 03/01/2008

Guestlist

Guest Filter: Not Replied Yes Maybe (No) Maybe (Yes) No

Text Search: For search = richard, ricky, tricia

10

Sorry - no guests...

Page 1 of 1

Link to RSVP page where user can indicate their intentions regarding attendance

Reminder message

View guest list options. Note: guests not shown for reasons of brevity

EFORWOOD System – View Private Meeting/Event Detail Page

RSVP

RSVP: Yes

Public Comment: Looking forward to seeing you all again.

Comment to Event Host:

EFORWOOD System – Meeting/Event RSVP Page

Appendices

Upcoming Events Control - View Modes

Upcoming Events

Show me: Type: Category:

January 2008						
Mo	Tue	Wed	Thu	Fri	Sat	Sun
	1		3	4		
7	8			11		
	15			18		
	22			25		
	29					

Calendar Mode

Category filter

Time filter (i.e. past, today only or future events)

Type filter (i.e. normal event, suggestion/interest gauge, informal gathering, meeting, special event or test event)

Upcoming Events

Show me: Type: Category:

Date	Event	RSVP Countdown	Category
30 September	International Congress - A Global Vision of Forestry in the 21st Century	Join -99	Category1
17 October	Intl. Symp: Bottlenecks, Solutions, and Priorities in the Context of Functions of Forest Resources	Join -82	Category1
06 April	SENSOR International Conference: Impact Assessment of Land Use Changes	Join 90	Category1

List Mode

Upcoming Events

Show me: Type: Category:

Date	Event	RSVP Countdown	Category
30 September	International Congress - A Global Vision of Forestry in the 21st Century	Join -99	Category1
17 October	Intl. Symp: Bottlenecks, Solutions, and Priorities in the Context of Functions of Forest Resources	Join -82	Category1
06 April	SENSOR International Conference: Impact Assessment of Land Use Changes	Join 90	Category1

January 2008						
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			

Calendar and List Mode

Editing and Viewing rights

The Editing and the viewing rights are the same as they were for the previous EFORWOOD site.

Coordinator rights:

Edit rights:

- Project news
- Deliverables final documents
- Deliverables status
- My Event – announce and edit Event Detail page of those events that are set up by the coordinator
- Meeting pages (Partners page>>Meetings)
- EFORPEDIA

Module leader rights:

Editing rights:

- Deliverables status
- WP documents
- My Event - announce and edit Event Detail page of those events that set up by the Module leader
- Project news
- EFORPEDIA

Partners rights:

Editing rights:

- WP documents

The rights for blog and forums still need to be defined and they will depend on requests and interest in these tools. For the moment blogs are invisible and their use will depend on demand.

The forums are fully restricted to registered users (Coordinator, Module leaders and partners) and use of this section should be also discussed with partners.