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New NOOS Web Page

http://noos.eurogoos.eu/
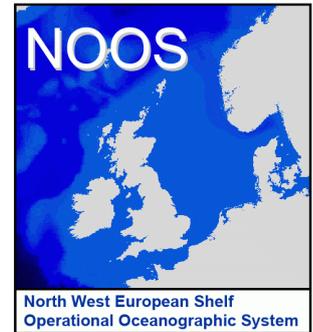
Short guide for some applications / examples
(e.g. how to include member reports and project fact sheets)

More information you will find in the Internet.

Useful WordPress tutorials on youtube
https://www.youtube.com/watch?v=lBWLU7T4u_w   (30 min)
https://www.youtube.com/watch?v=oTDsJtkfzvM   (5 min)
https://www.youtube.com/watch?v=sd0grLQ4voU   (2:32 h)

Content

A.) How to include member reports? (Example: report for 2017)

1) Write your member report for 2017

   Examples of member reports you will find at:
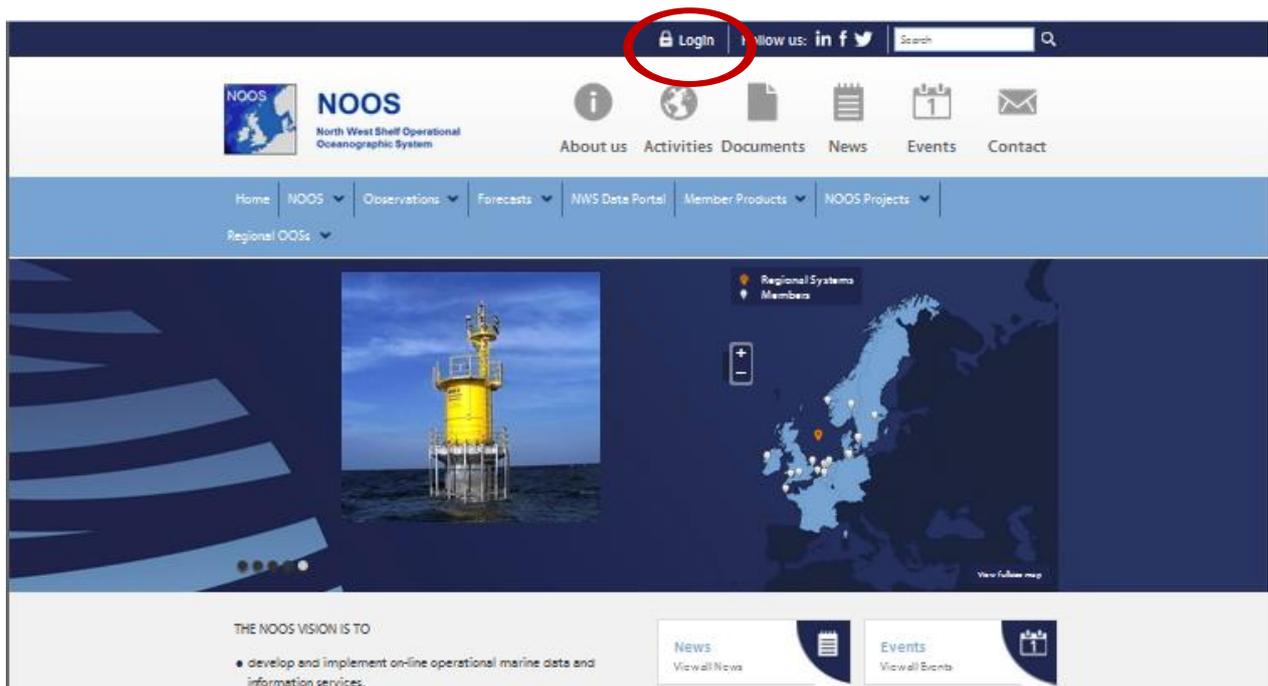   http://noos.eurogoos.eu/member-reports/noos-member-reports-2016/

   Save the report as pdf-file on your computer.

2) Open the noos page http://noos.eurogoos.eu/

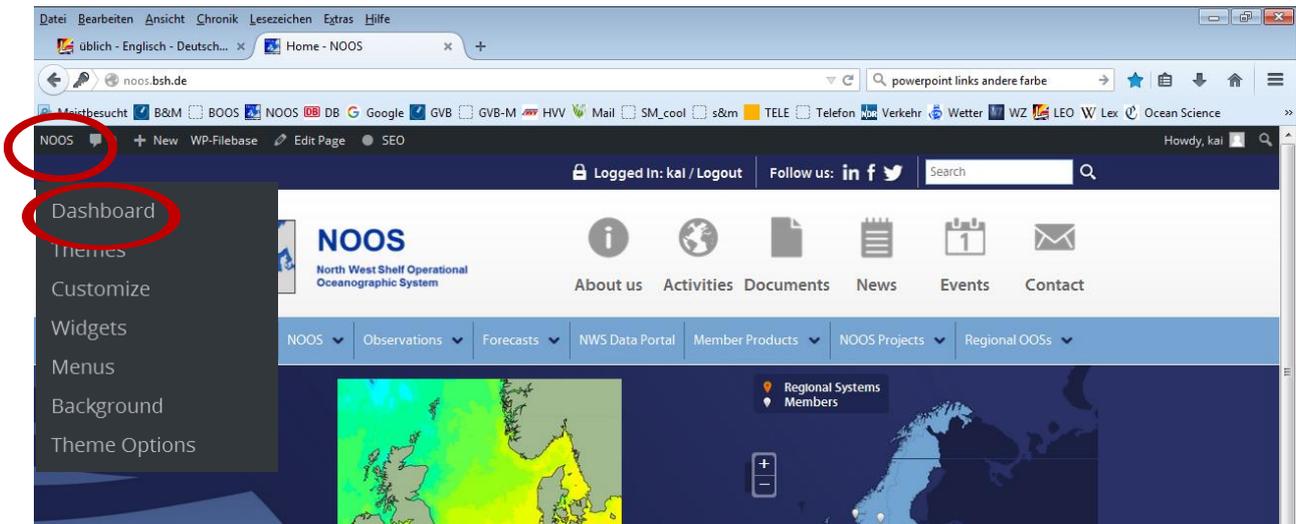   (for the login no user and password is needed, anymore)

3) Press the Login button and …
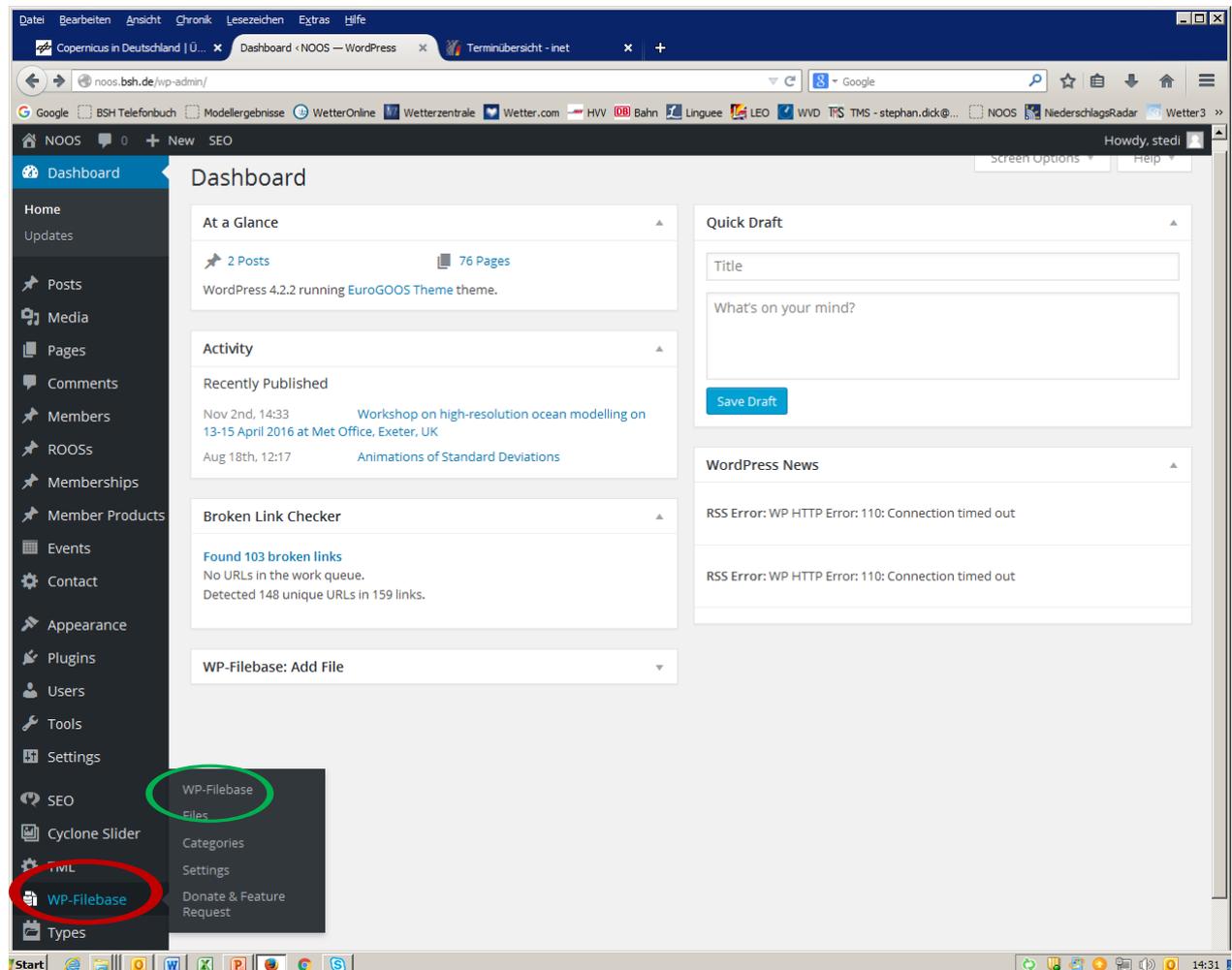

… log in (with username and password you received by email before)
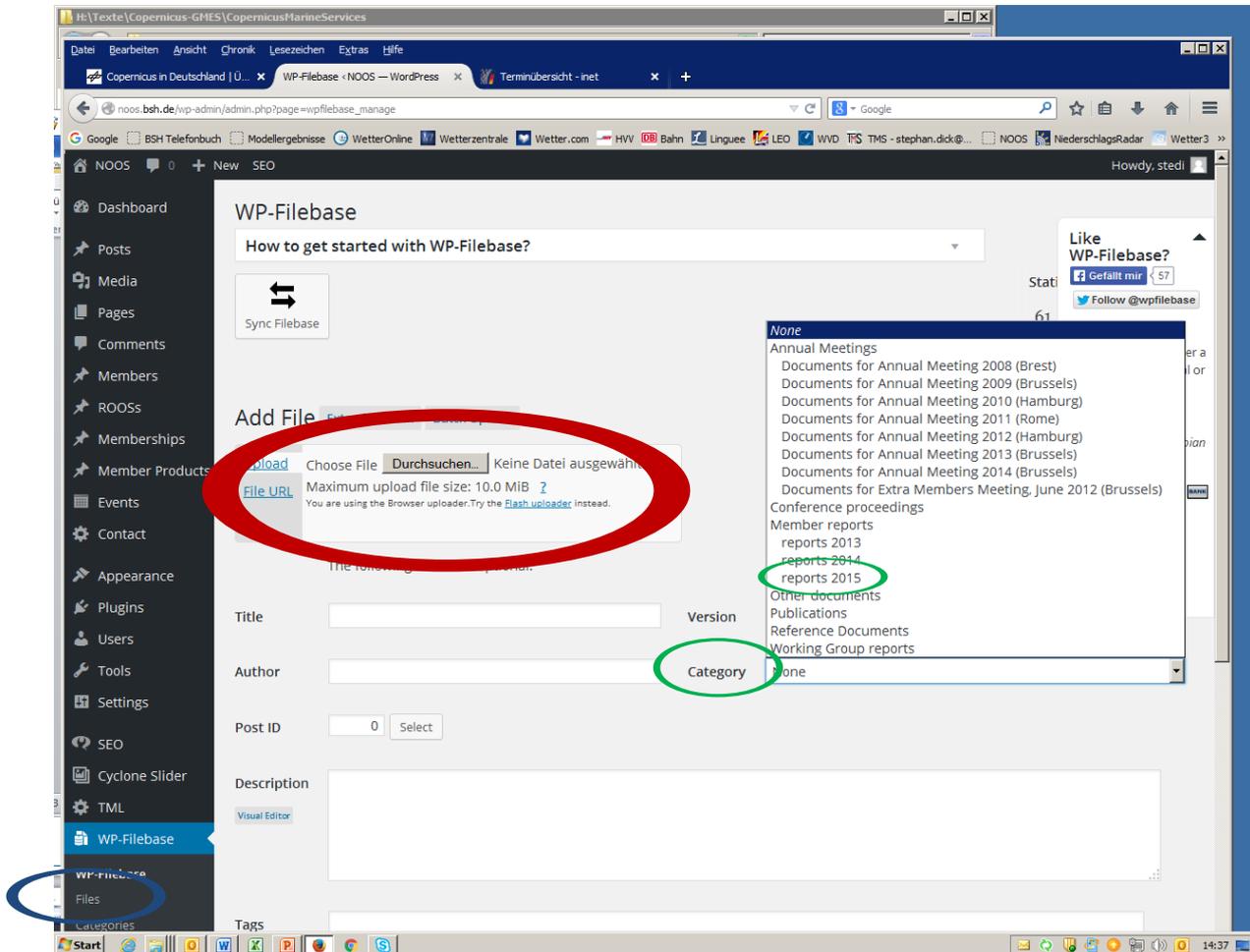
4) Press 'NOOS' in the menu line at the top

…afterwards press 'Dashboard' in the menu below

5) Click on 'WP-Filebase' and then on sub-menu 'WP-Filebase'

6) Add/Upload your member report (pdf-file) by drawing it into the Upload Window (red)

Here you should change the 'Category' of your file (green):
For 2017 member reports select ' reports 2017'

After uploading the file you should check if your file is in the list of all uploaded files.
Select: => WP Filebase => Files (blue)

In the list of files you can edit the file properties (below the name of the file).

7) Now, your member report should be included.

Please check, clicking on NOOS and then
➔ Documents -> Member Reports -> Member Reports 2017
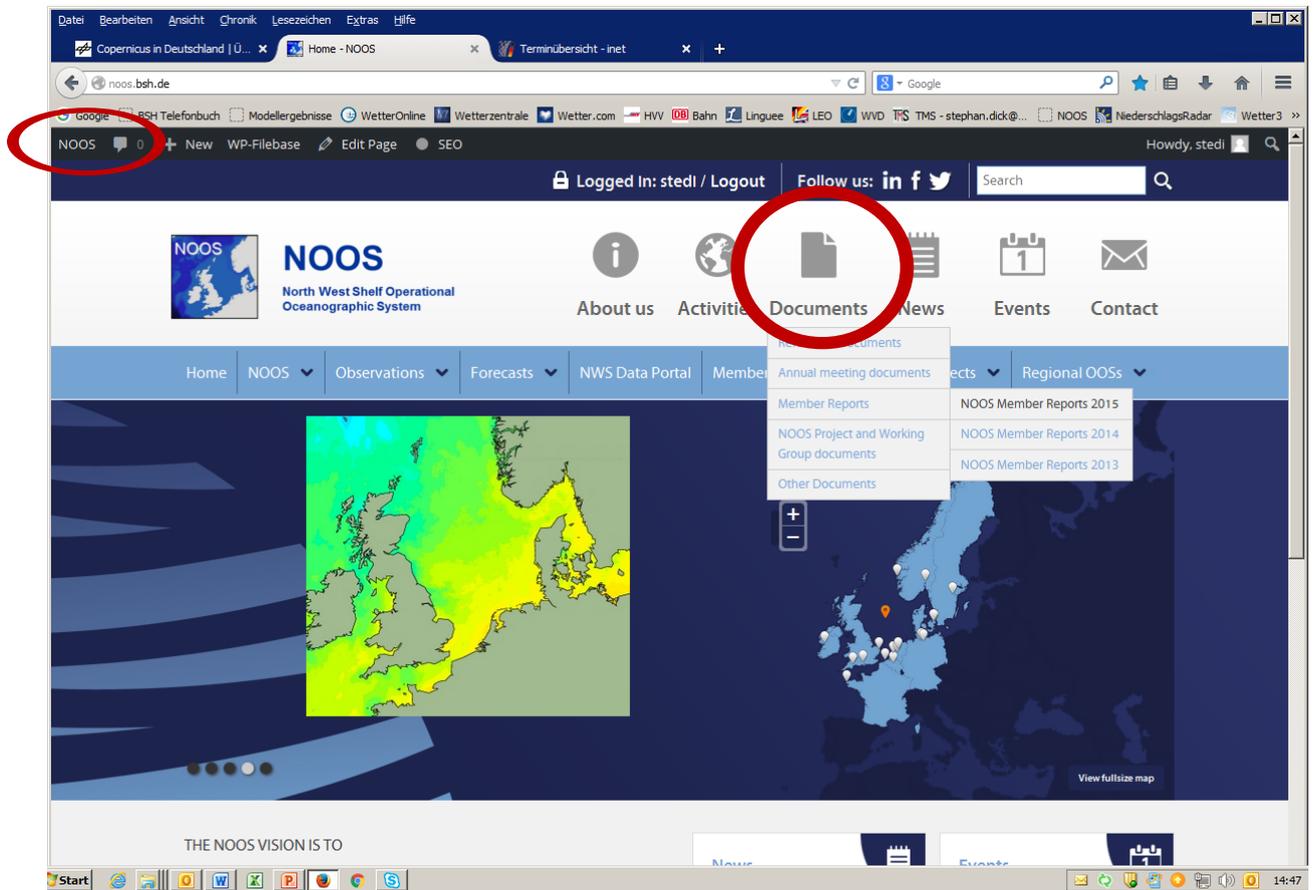
## B.)	How to include / update project fact sheets?

For those who are leading a NOOS project or a NOOS working group (or those who contribute to the project / working group).

1)	Write your project fact sheet for 2015

Save the document as pdf-file on your computer.

2)	In the Dashboard select 'WP-Filebase' and then sub-menu 'WP-Filebase' (see A.5)

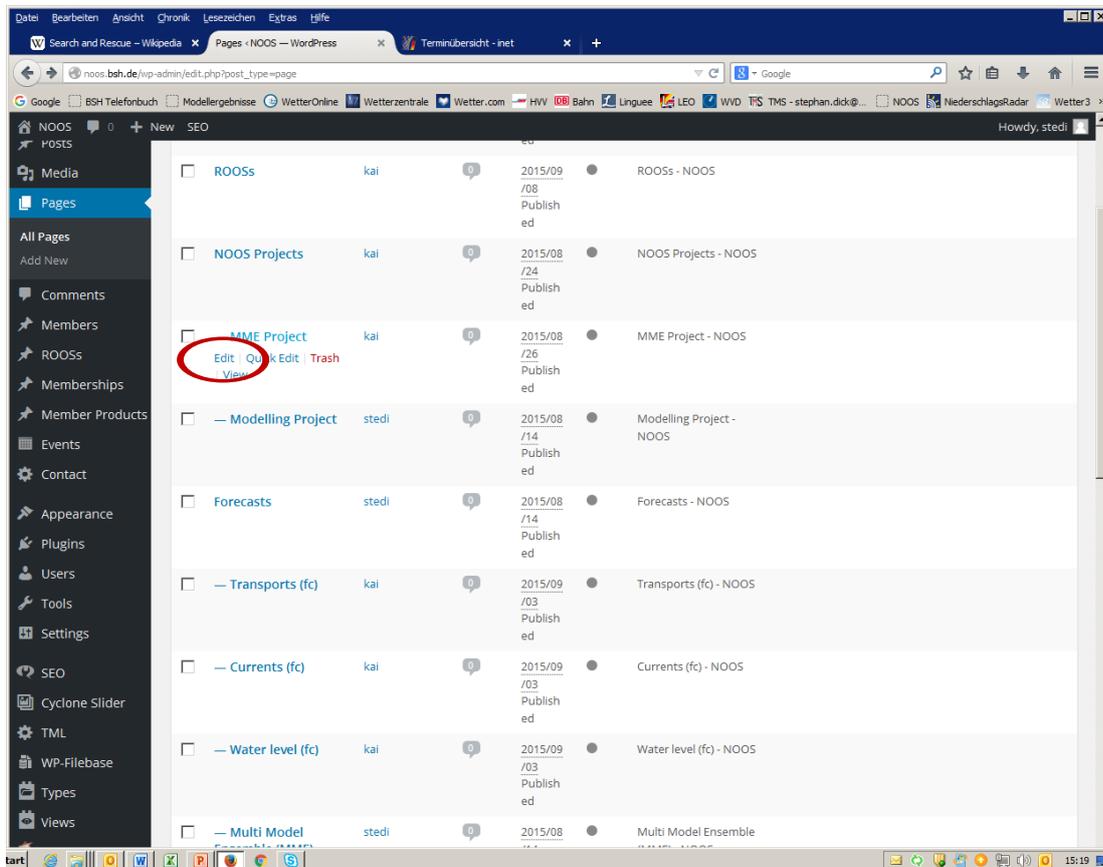3)	Add/Upload your fact sheet (pdf-file) by drawing it into the Upload Window (see A.6)

4)	Afterwards set the Category of the file (see A.7)
	For Fact Sheets select 'Working Group reports'

5)	Update your project or working group web page by clicking on -> Pages -> All Pages
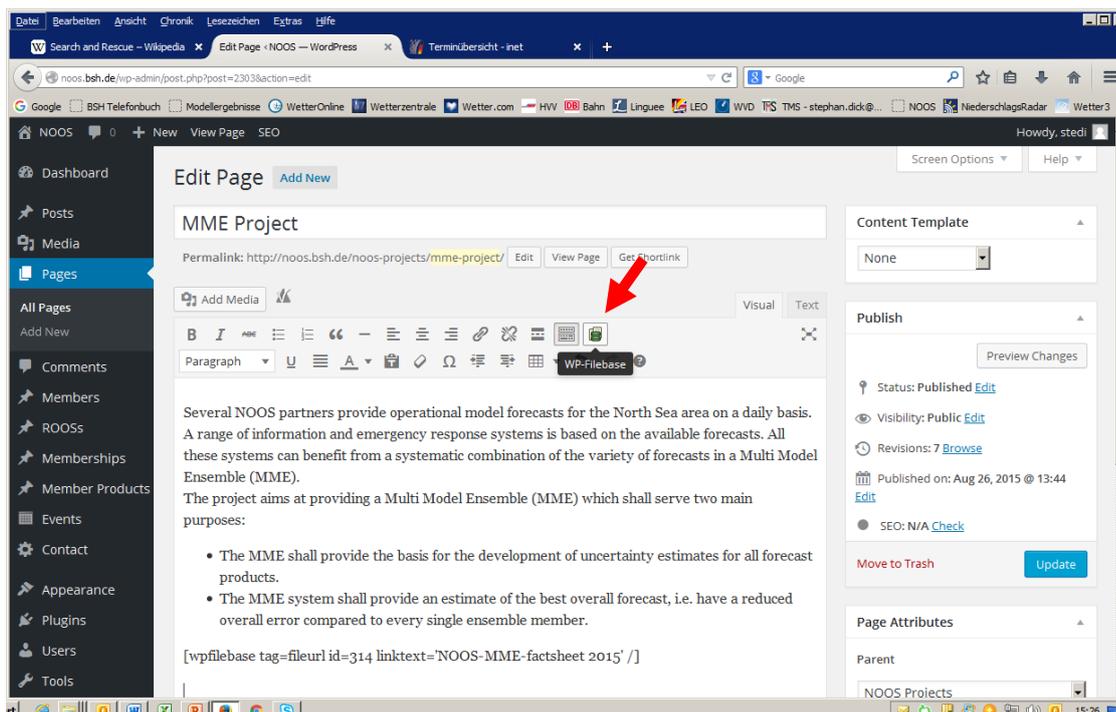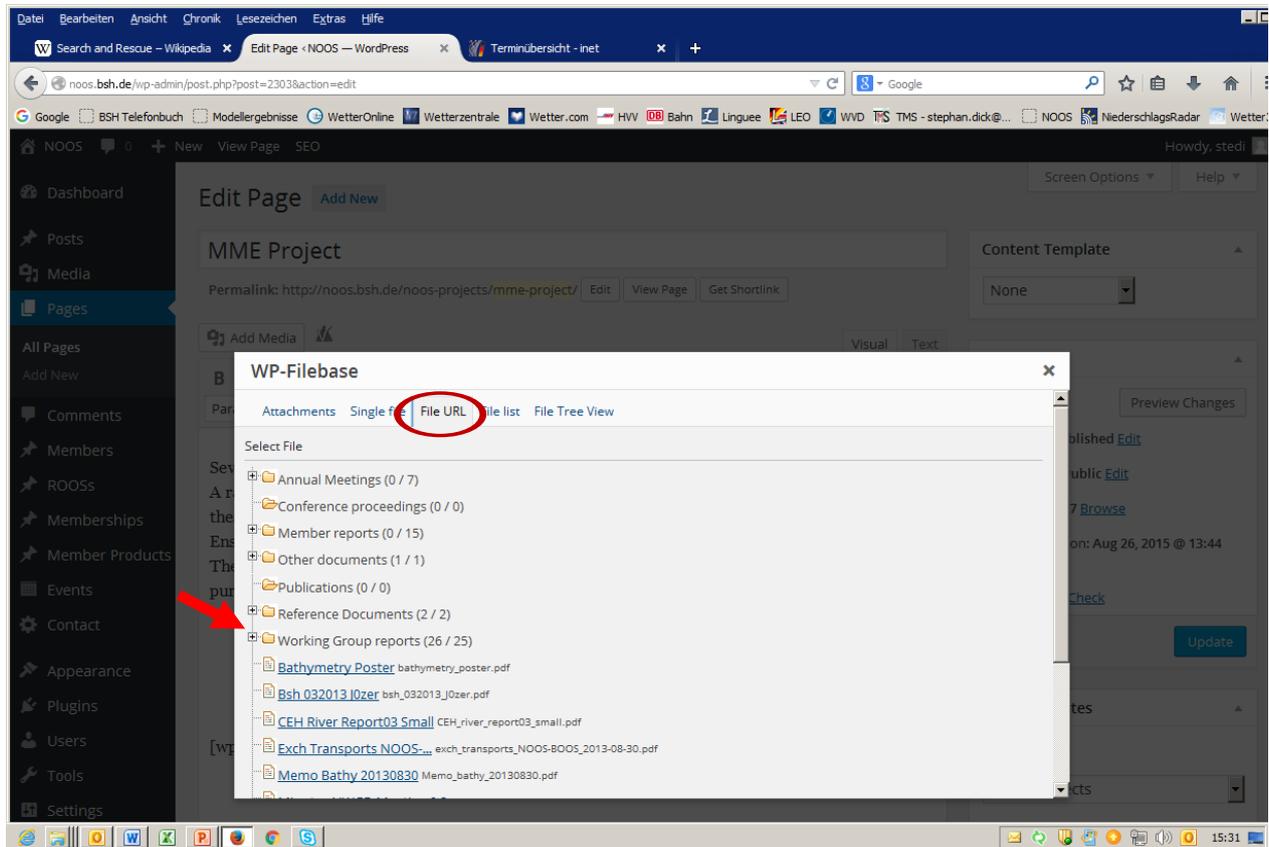
6) Search your project / working group web page in the listed pages (presently ~105) Press Edit
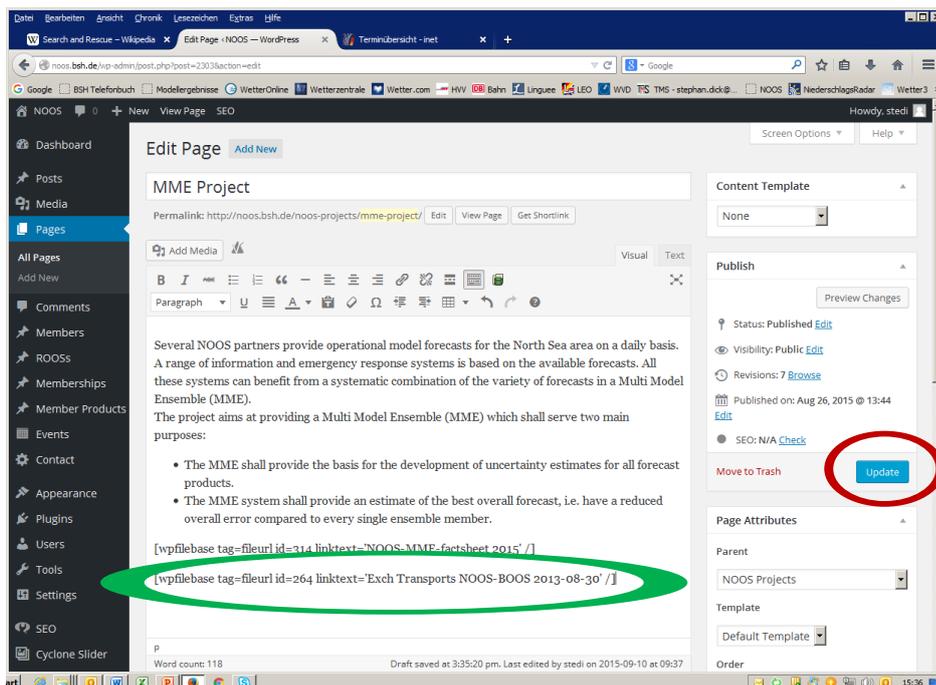

7) Now you can edit the page, modify the text and include the new fact sheet (e.g. at the end of the text) by clicking on the symbol for WP-Filebase (red)

8) Press File URL and search for your project fact sheet under Working Group reports. Select your fact sheet.


9) Now, a link to your fact sheet in the WP-Filebase should be included (green). If all modifications are ok, press Update (red)

10) Finally, you should check, if your fact sheet is included in the project / working group web page (= description of the project / working group).

Select your NOOS project on the NOOS homepage. It should be also available under Documents -> Working Group documents
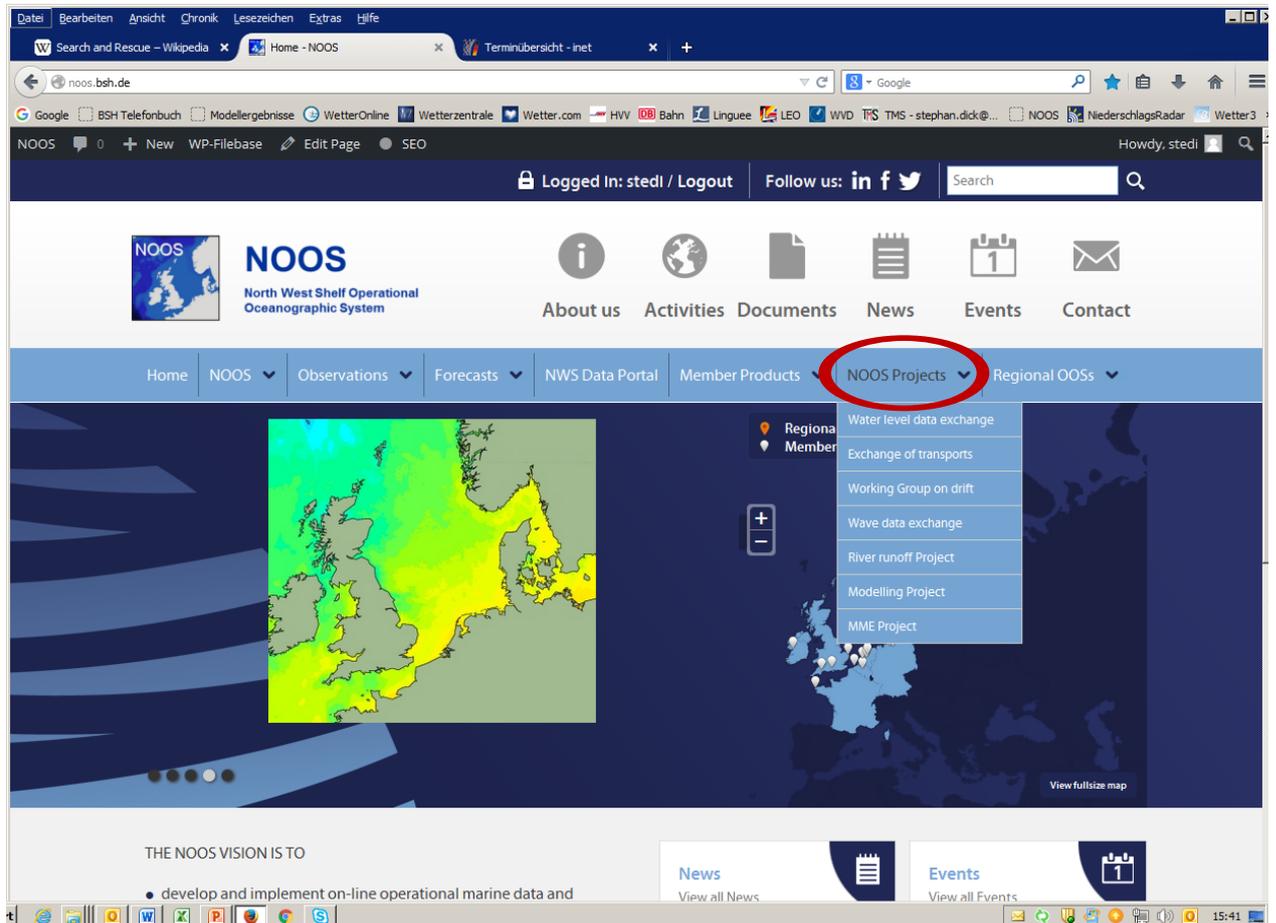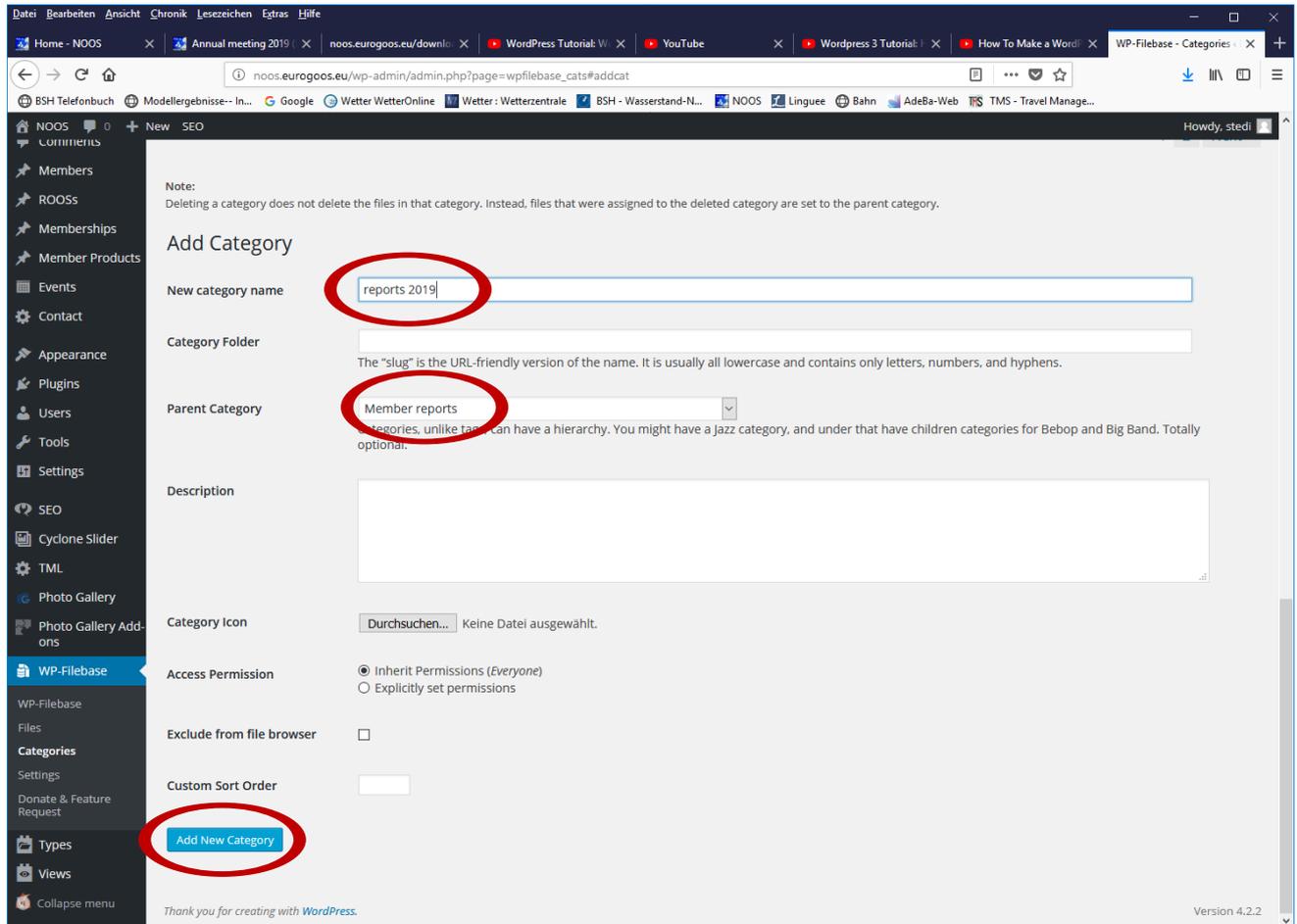
C.) How to prepare web page for new member reports (task for administrator)

1.) Define new Category (in Dashboard):

WP-Filebase => Categories => ad new

- Category Name (reports 2019)
- Define Parent category (Member reports)
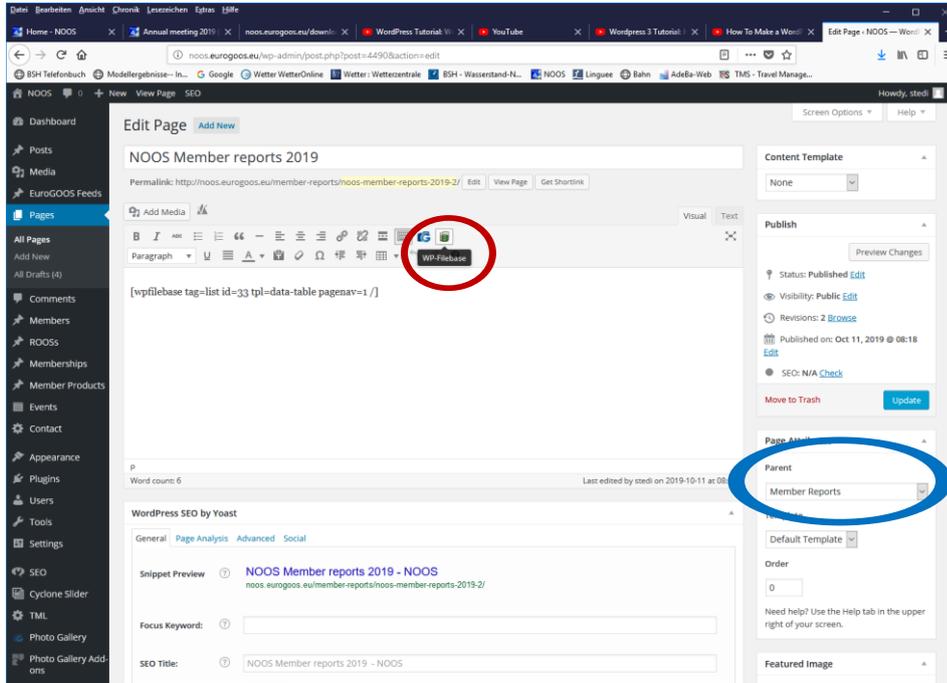

Finally

=> Add new category

2. Create new page:

Pages => Add new

- Define Page Name (NOOS Member Reports 2019)
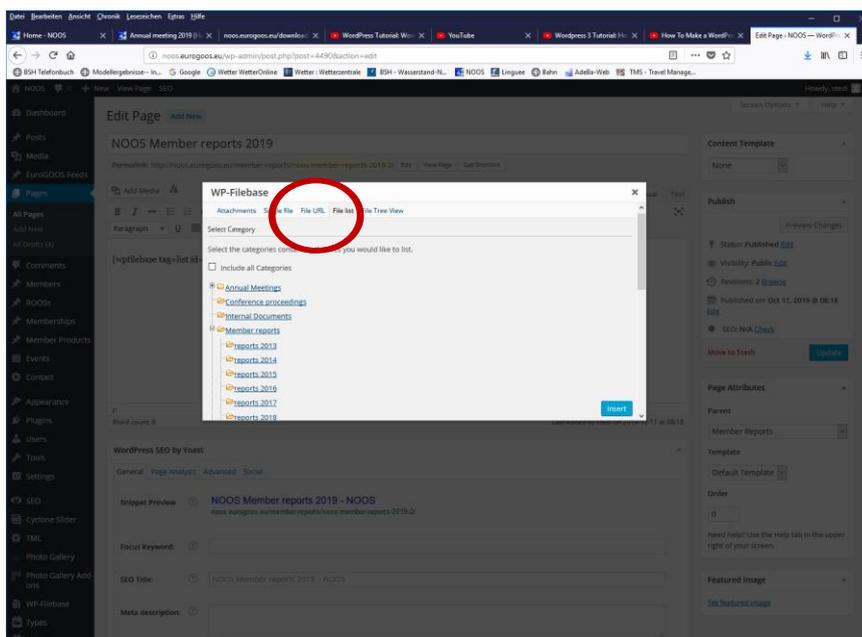- Select Parent (Member reports) – (blue)

In Visual field:

- select WP-Filebase (red)
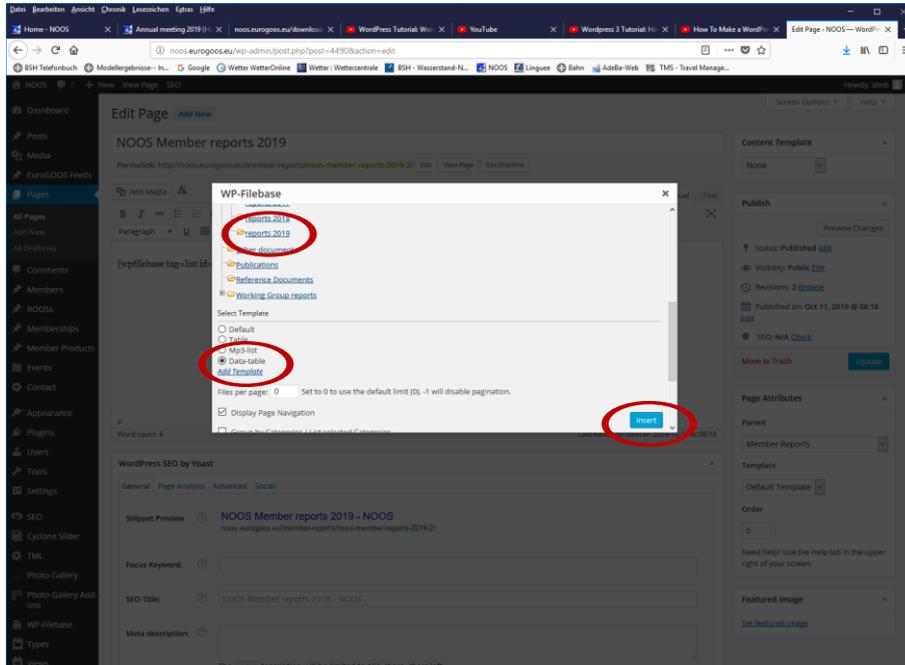

In Menu WP Filebase:

- klick 'File List'

- select 'reports 2019' (under Member reports)

Under Select Template:

- choose 'Data-table'
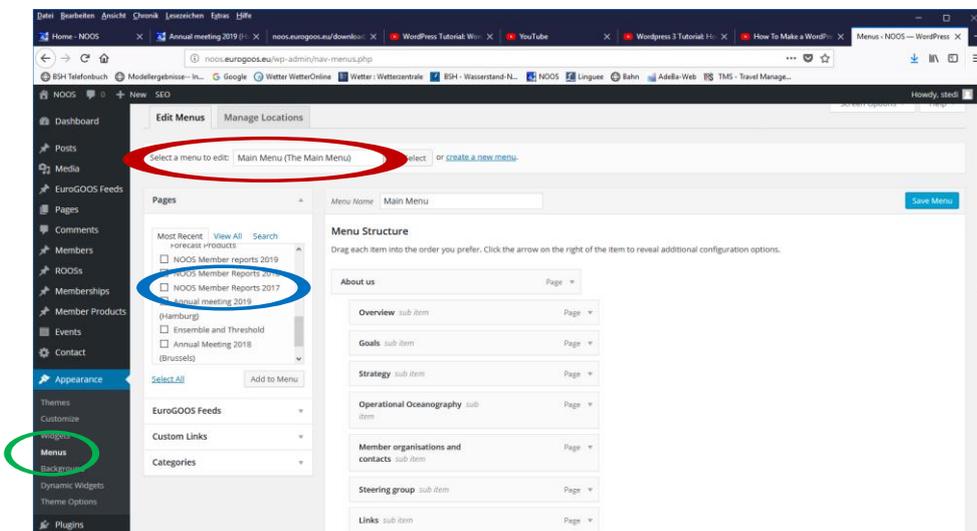- => Insert

Finally

=> Update new page

3. Include new page
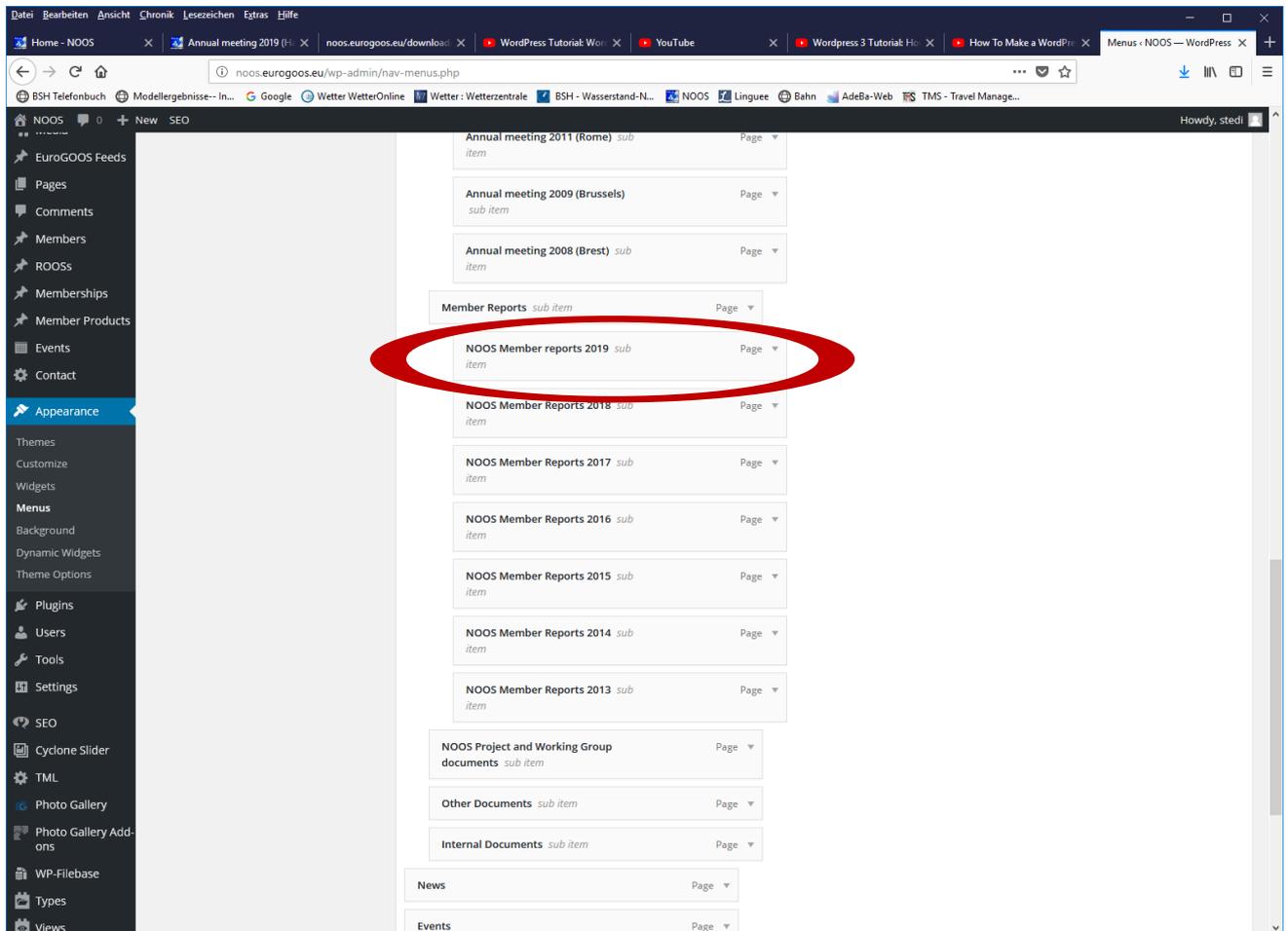
Appearance => Menus (green)

Select Main Menu (red)

Under 'Pages' (left side)

- Select NOOS Member Reports 2019 (blue)
- ⇨ Add to Menu

In Menu structure (right side)

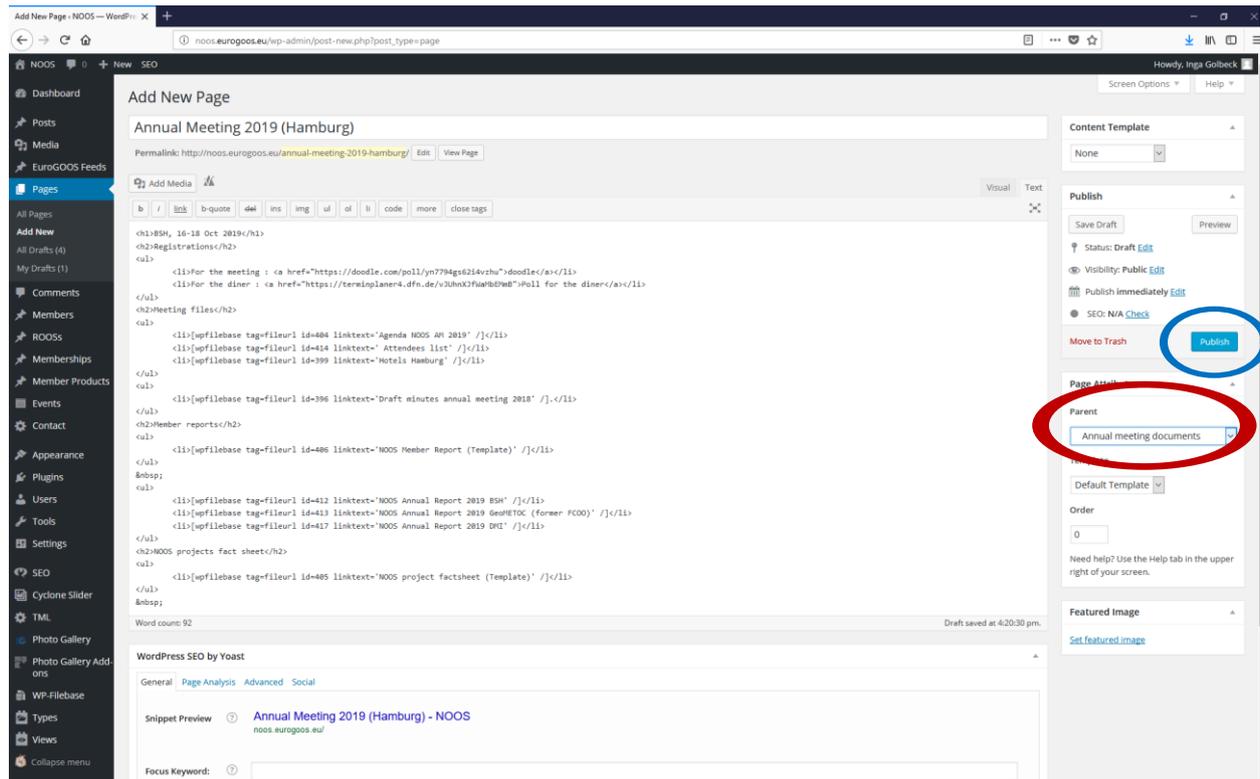Move 'NOOS Member Reports 2019' to correct position

Finally

=> Save Menu

D.) How to prepare web pages for new Annual Meeting documents

1. Create new page:

Pages => Add new

- Define Page Name (Annual Meeting 2019 (Hamburg))
- Select Parent (Annual meeting documents) (red)
- Include any text, links (see C.1)
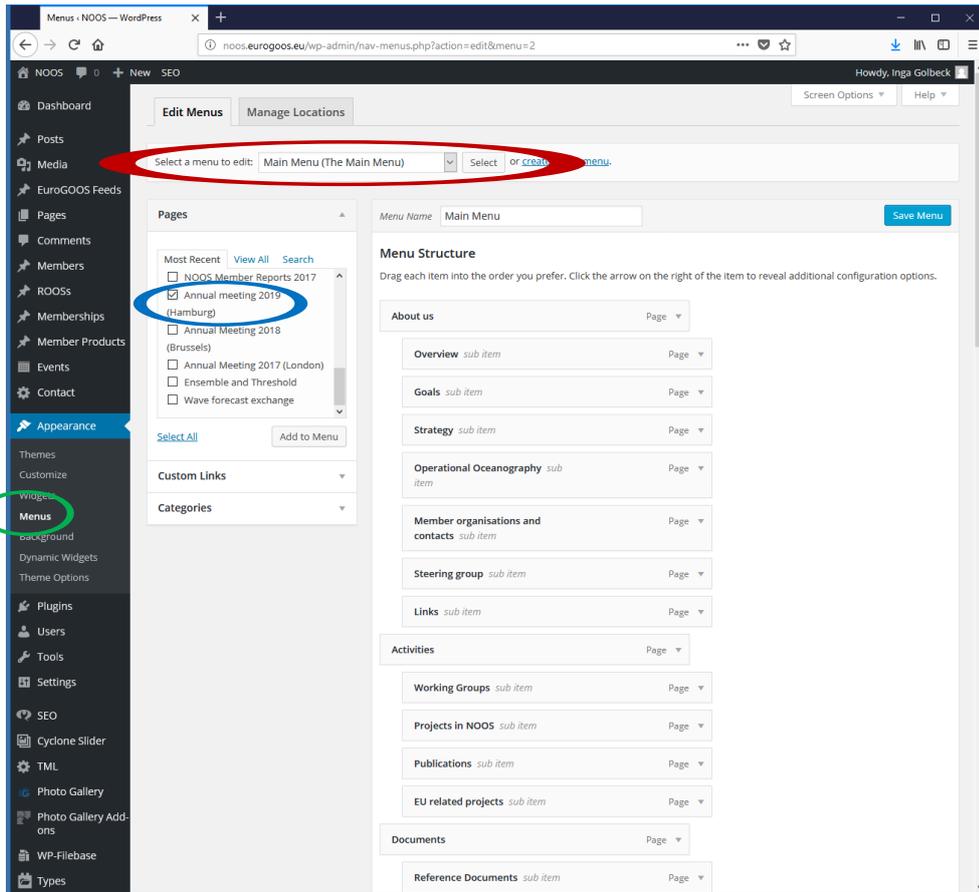

Finally

=> Publish new page (blue)

2. Include new page in Menu

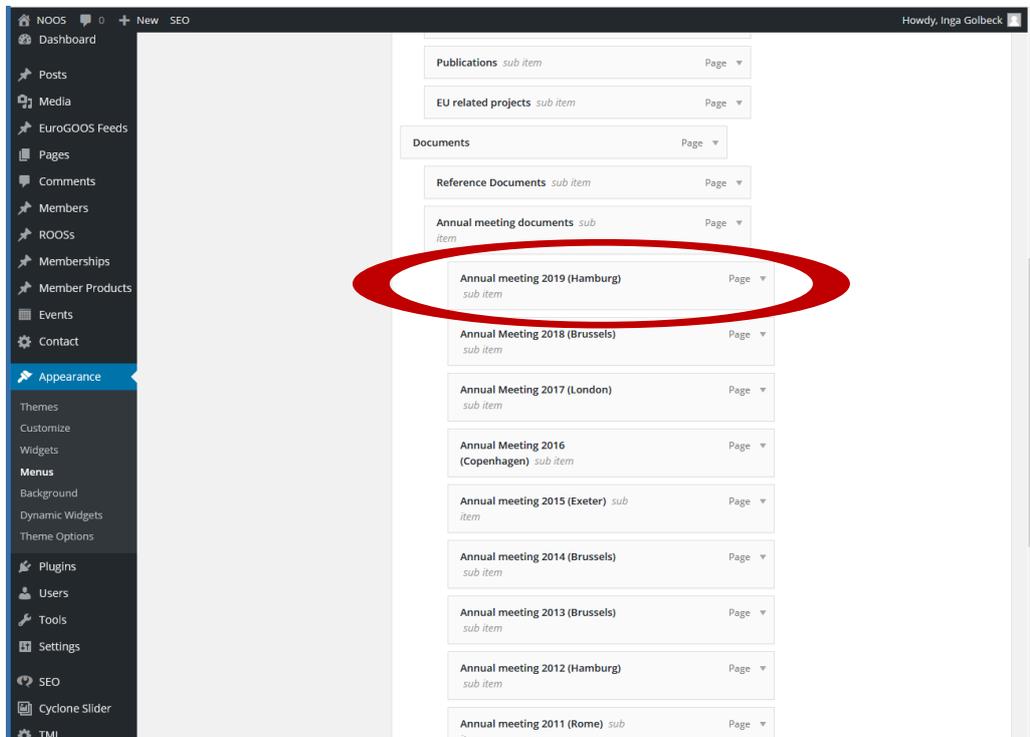Appearance => Menus (green)

Select Main Menu (red)

Under 'Pages' (left side)

- Select NOOS Member Reports 2019 (blue)
- ⇨ Add to Menu

In Menu structure (right side)

Move 'Annual meeting 2019 (Hamburg)' to correct position

Finally

=> Save Menu