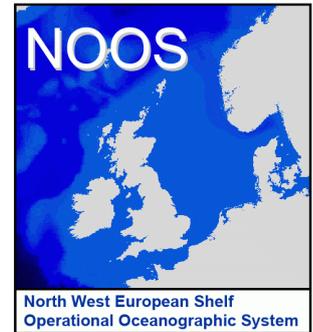


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New NOOS Web Page

<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=IBWLU7T4u_w (30 min)

<https://www.youtube.com/watch?v=oTDsJtkfzvM> (5 min)

<https://www.youtube.com/watch?v=sd0grLQ4voU> (2:32 h)

Content

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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:

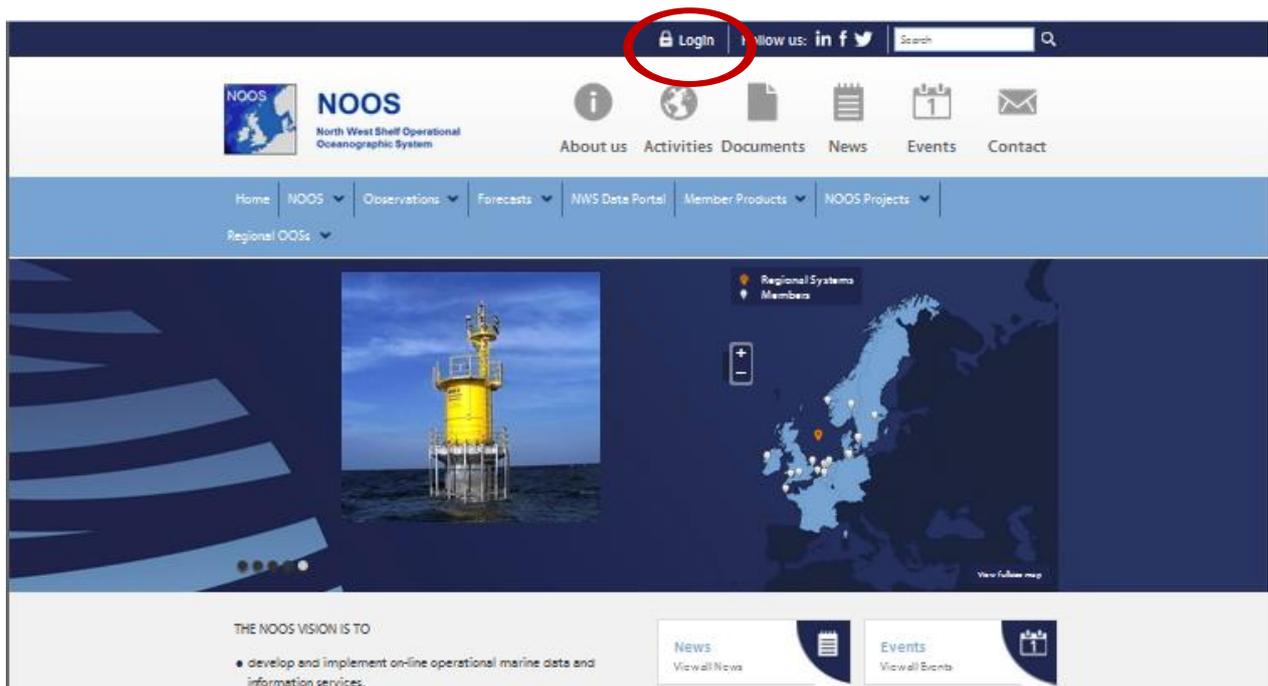
<http://noos.eurogoos.eu/member-reports/noos-member-reports-2016/>

Save the report as pdf-file on your computer.

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

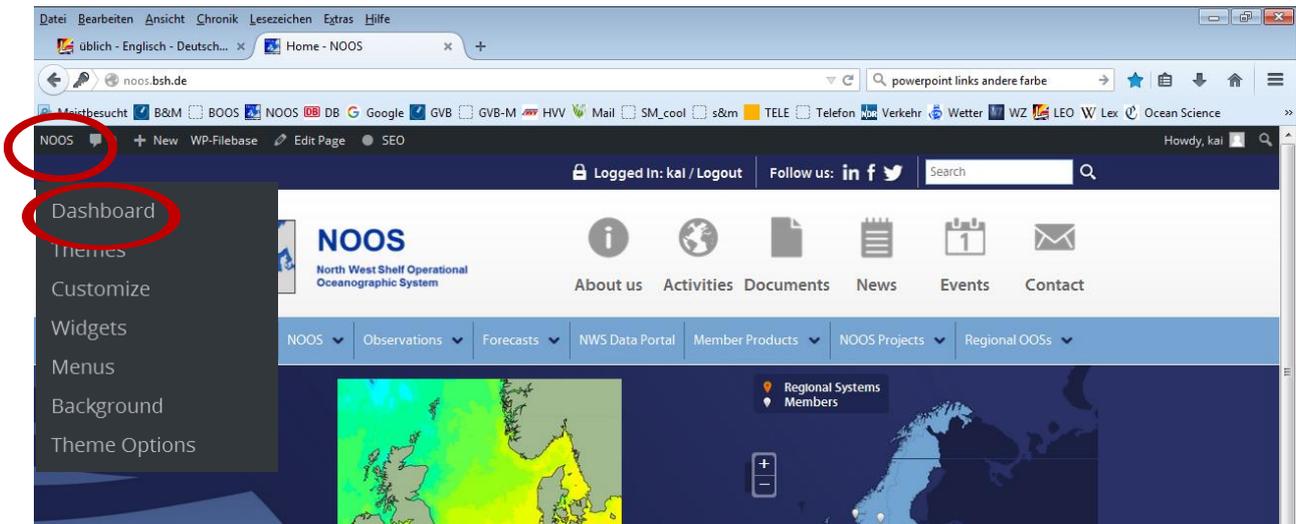
(for the login no user and password is needed, anymore)

3) Press the Login button and ...



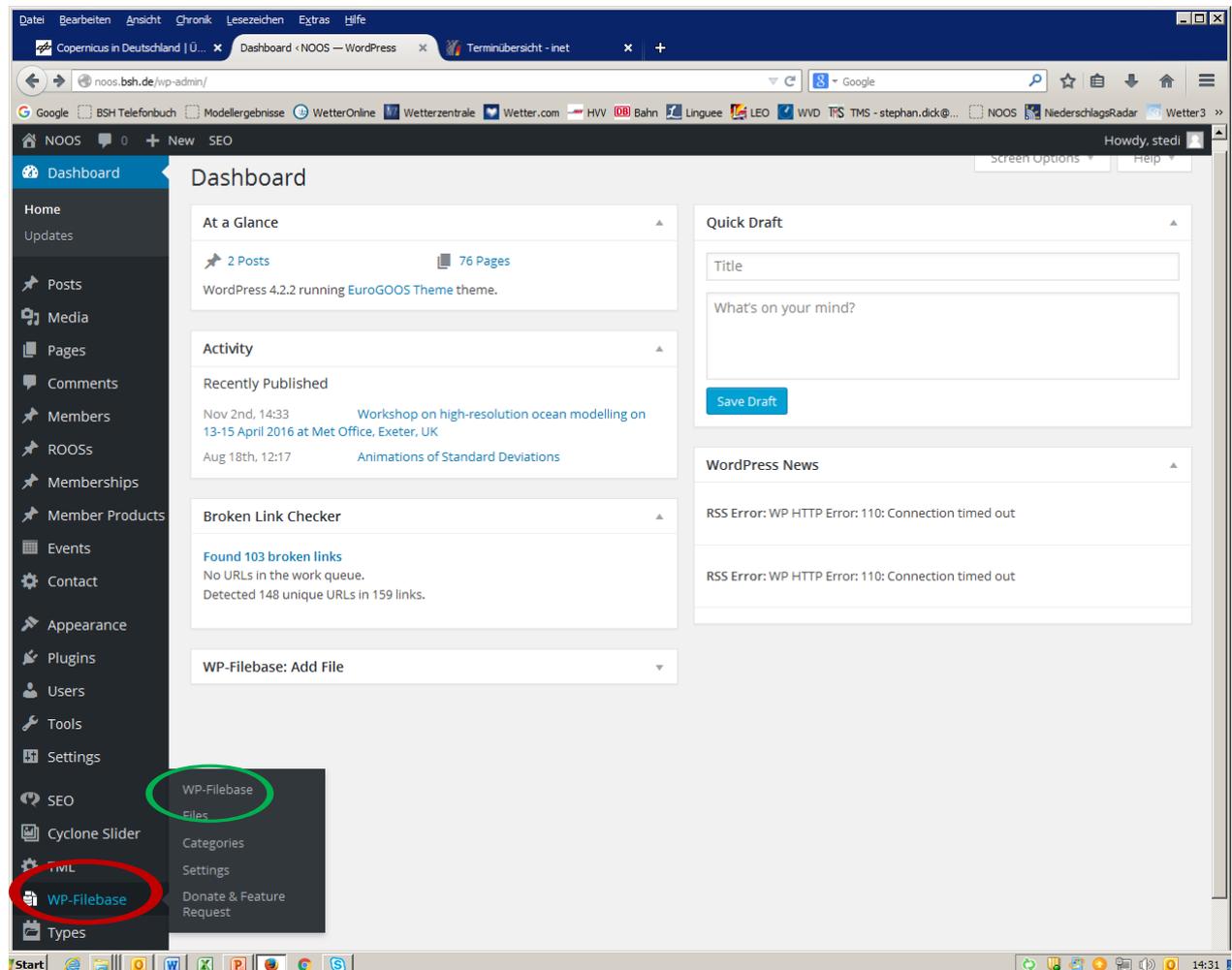
... log in (with username and password you received by email before)

4) Press 'NOOS' in the menu line at the top

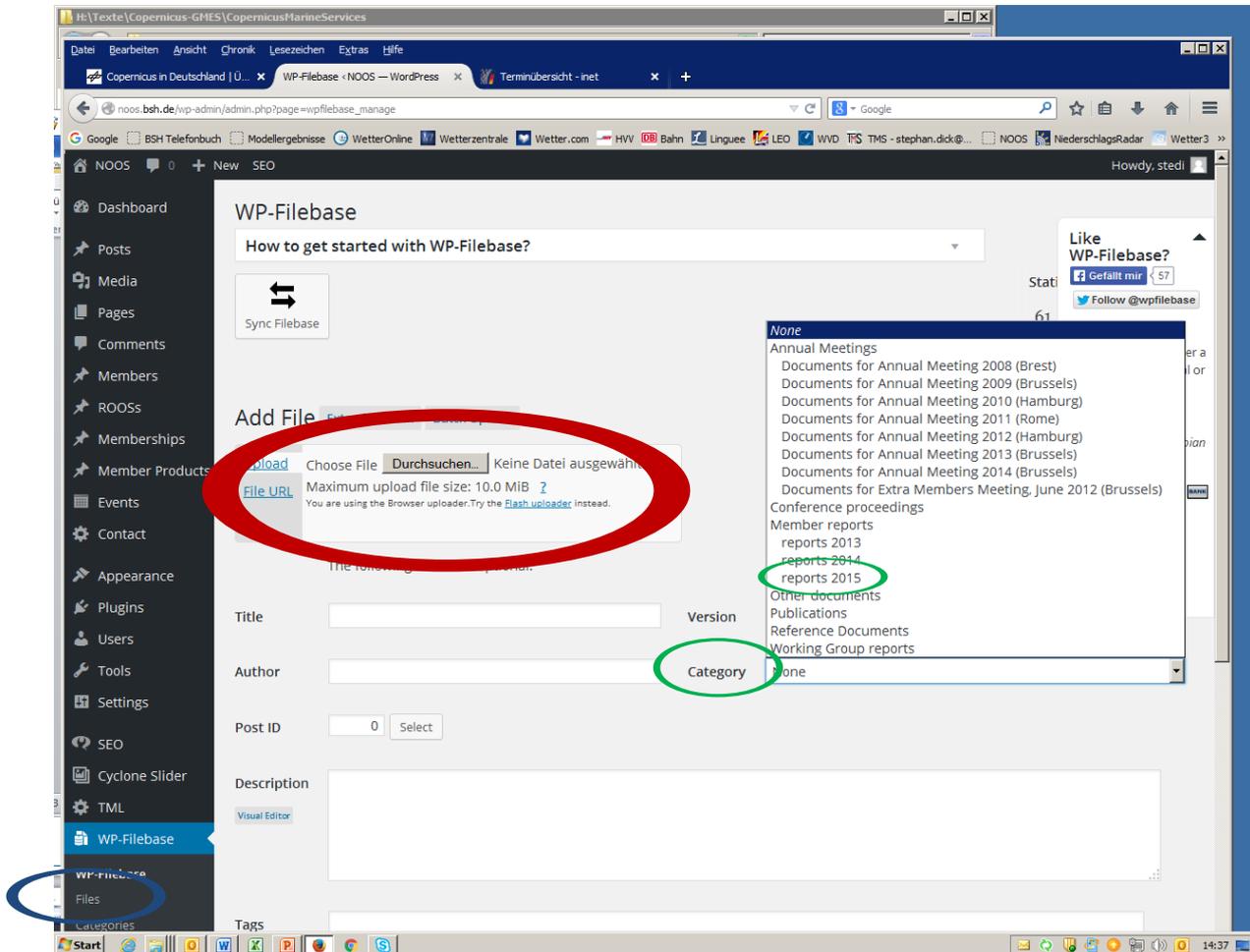


...afterwards press 'Dashboard' in the menu below

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'

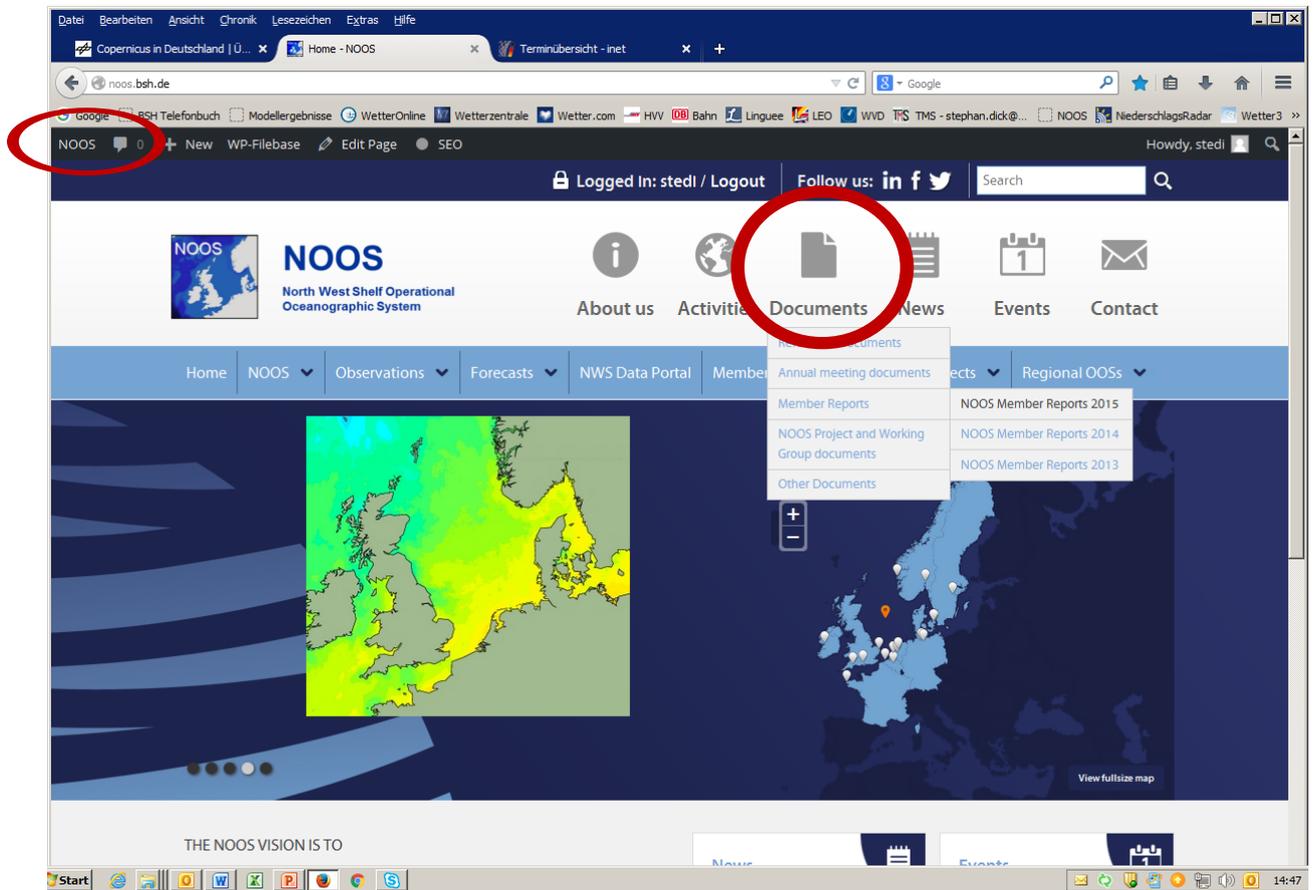
After uploading the file you should check if your file is in the list of all uploaded files.
Select: => WP Filebase => Files (blue)

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)

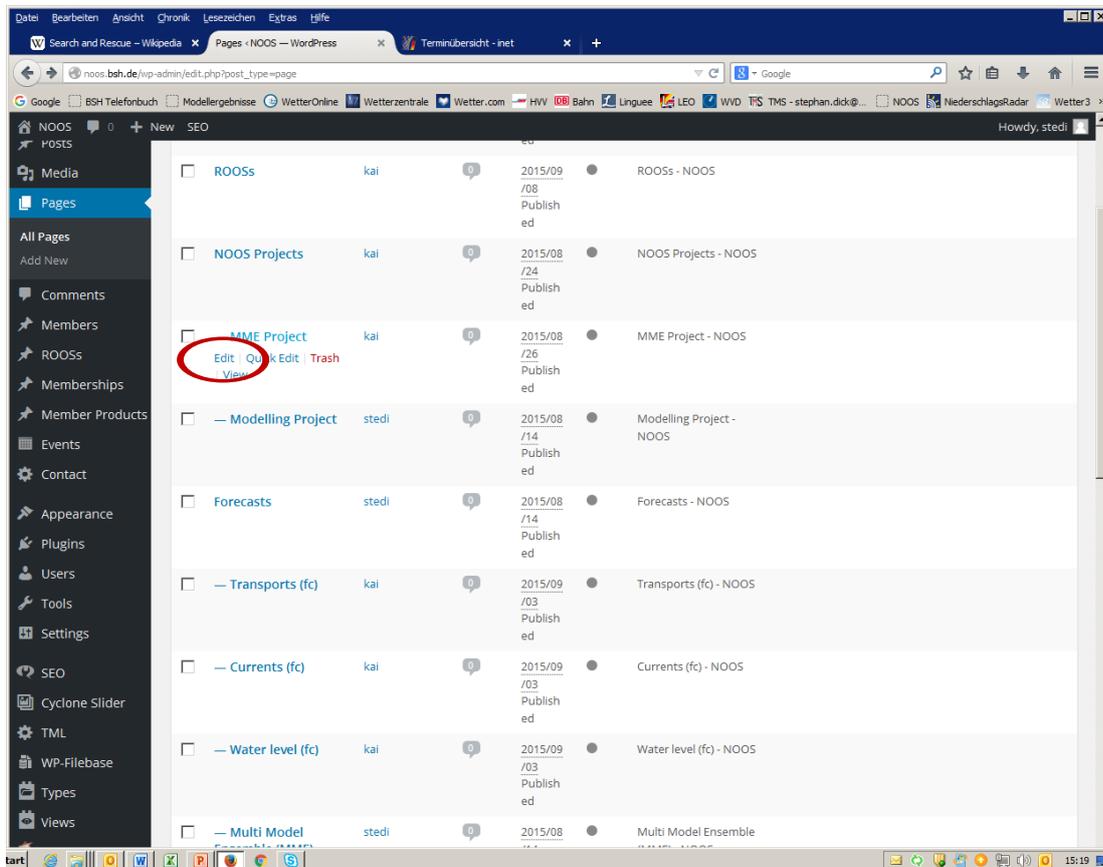
4) Afterwards set the Category of the file (see A.7)
For Fact Sheets select 'Working Group reports'

5) Update your project or working group web page by clicking on -> Pages -> All Pages

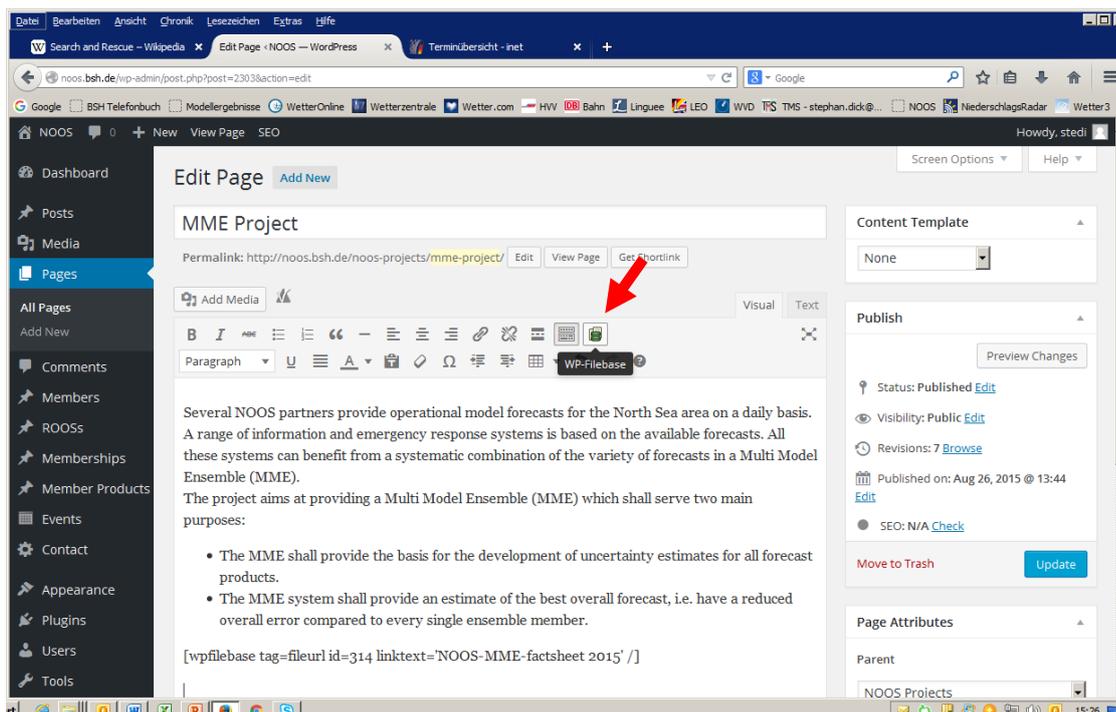
The screenshot shows the 'Manage Files' interface in a web browser. The left sidebar contains a menu with 'Pages' and 'All Pages' highlighted with red circles. The main content area displays a table of files with the following columns: Filename, Size, Description, Category, Access Permission, Owner, Date, Hits, and Last download. The table lists several files, including 'NOOS WEB-WordPress', 'NOOS-MME-factsheet 2015', 'River NOOS 20140915', 'NOOS Strategy 2002-2006 Compr...', 'NOOS Annual Report 2015 BSH', and 'NOOS-transport-factsheet 2015'.

	Filename	Size	Description	Category	Access Permission	Owner	Date	Hits	Last download
315	other_documents/NOOS_WEB-WordPress.pdf	1.3 MiB	-	Other documents	Everyone	stedi	October 21, 2015	0	-
314	working_group_reports/NOOS-MME-factsheet_2015.pdf	330.5 KIB	-	Working Group reports	Everyone	stedi	September 10, 2015	0	-
313	working_group_reports/River_NOOS_20140915.pdf	3.7 MiB	-	Working Group reports	Everyone	stedi	September 9, 2015	0	-
312	reference_documents/NOOS_Strategy_2002-2006.compressed.pdf	1.7 MiB	-	Reference Documents	Everyone	kai	September 4, 2015	0	-
311	member_reports/reports_2015/NOOS annual report_2015_BSH.pdf	381.2 KIB	-	reports 2015	Everyone	stedi	August 31, 2015	0	-
310	working_group_reports/NOOS-transport-factsheet_2015.pdf	303.2 KIB	-	Working Group reports	Everyone	stedi	August 26, 2015	1	2015-09-08

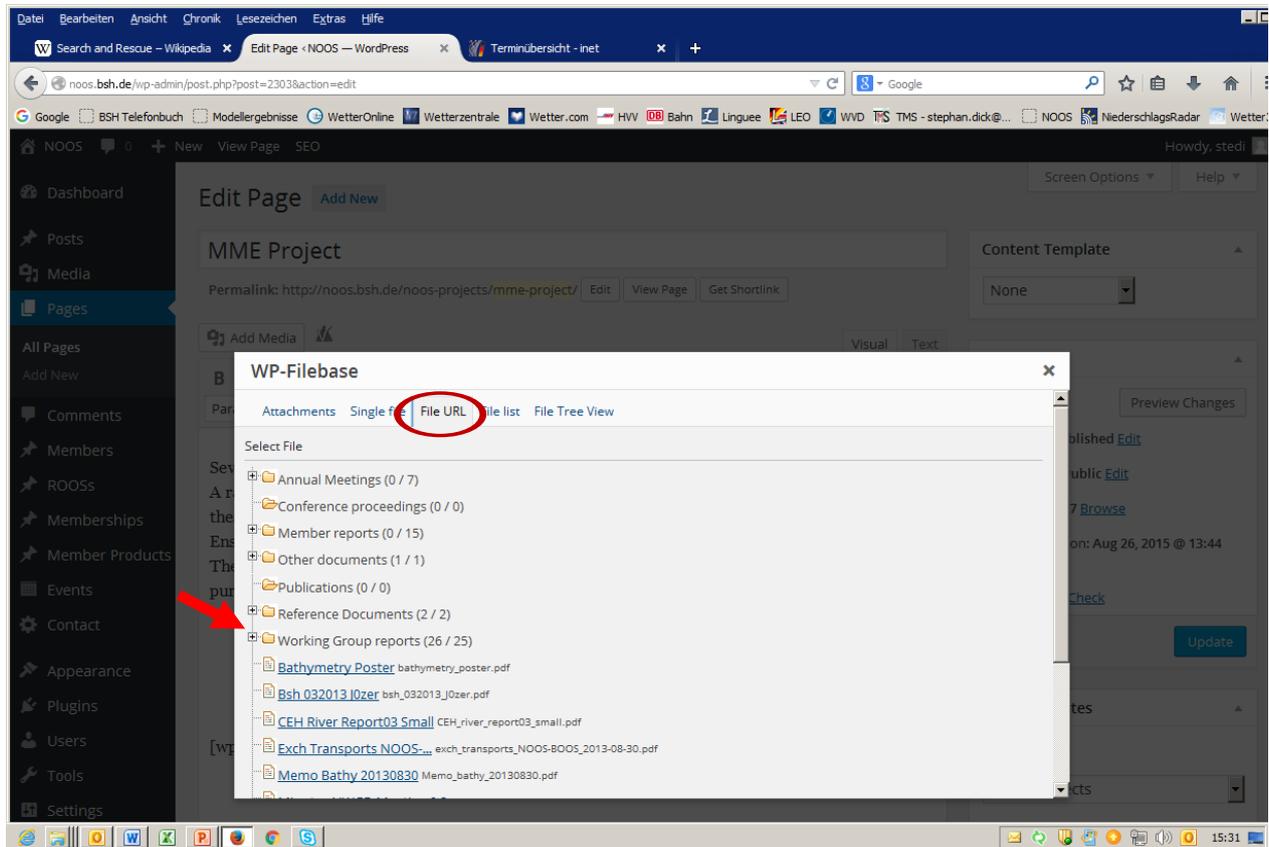
6) Search your project / working group web page in the listed pages (presently ~105)
Press Edit



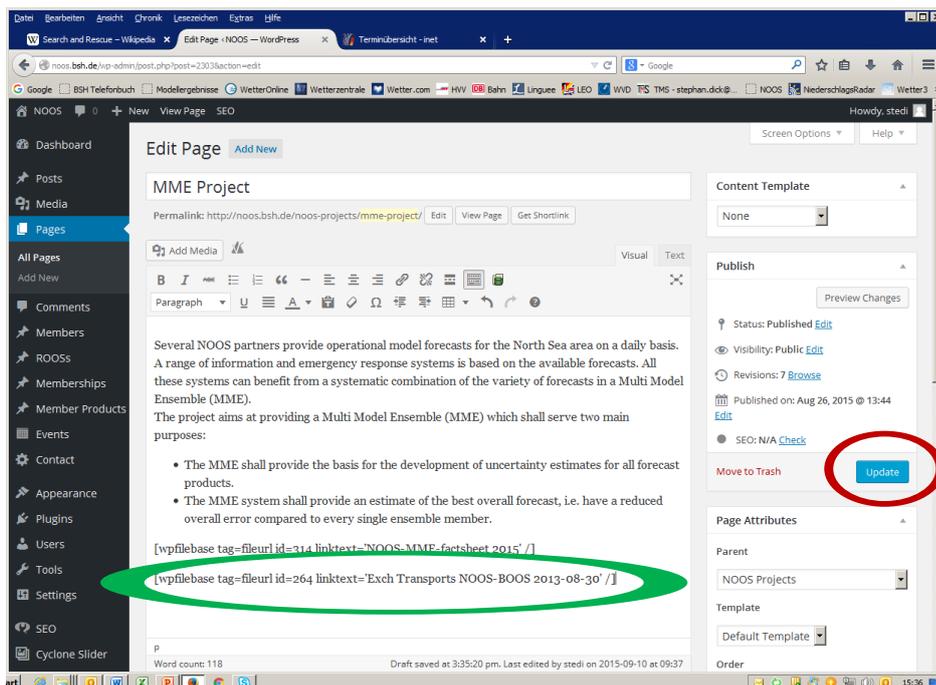
7) Now you can edit the page, modify the text and include the new fact sheet (e.g. at the end of the text) by clicking on the symbol for WP-Filebase (red)



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

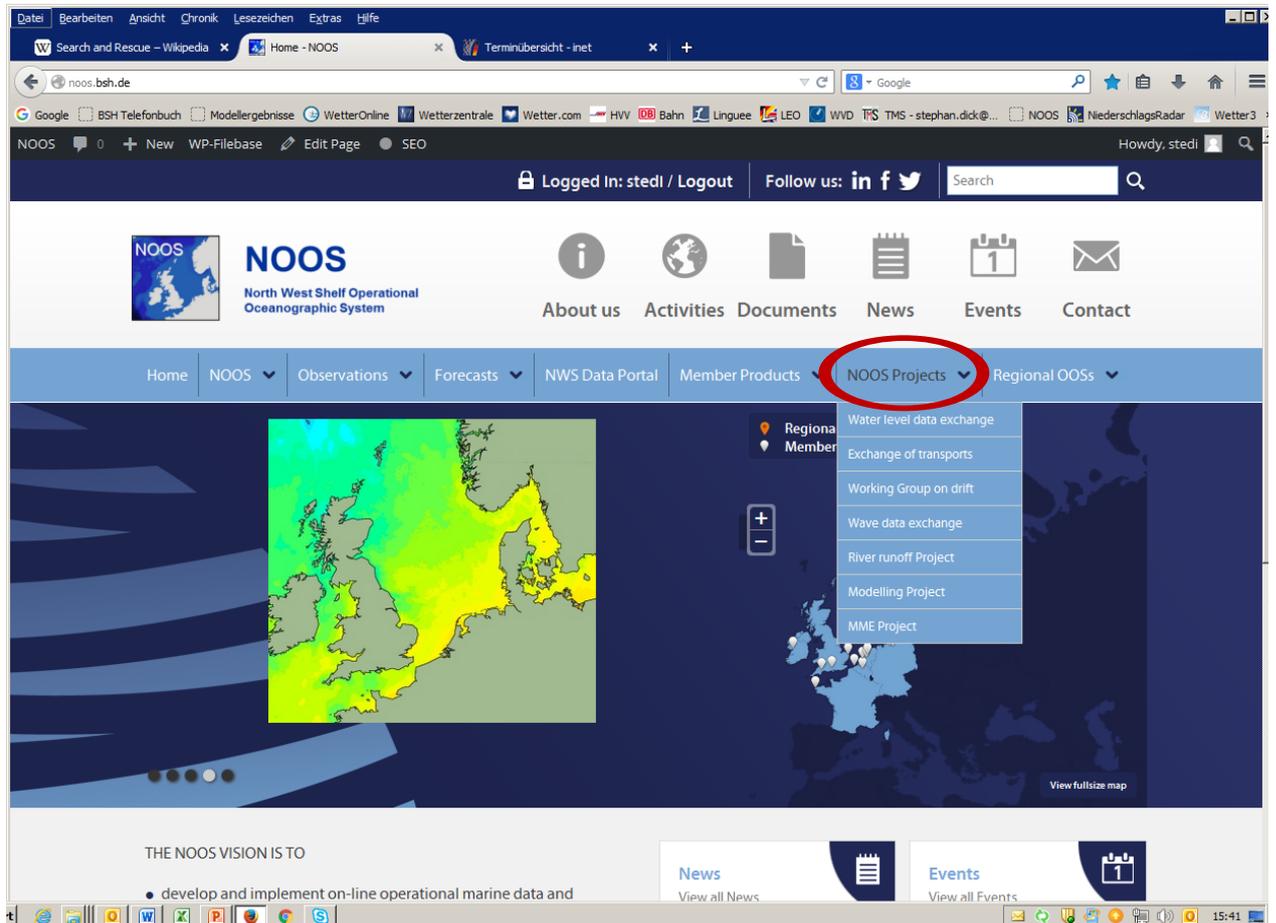


9) Now, a link to your fact sheet in the WP-Filebase should be included (green). If all modifications are ok, press Update (red)



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

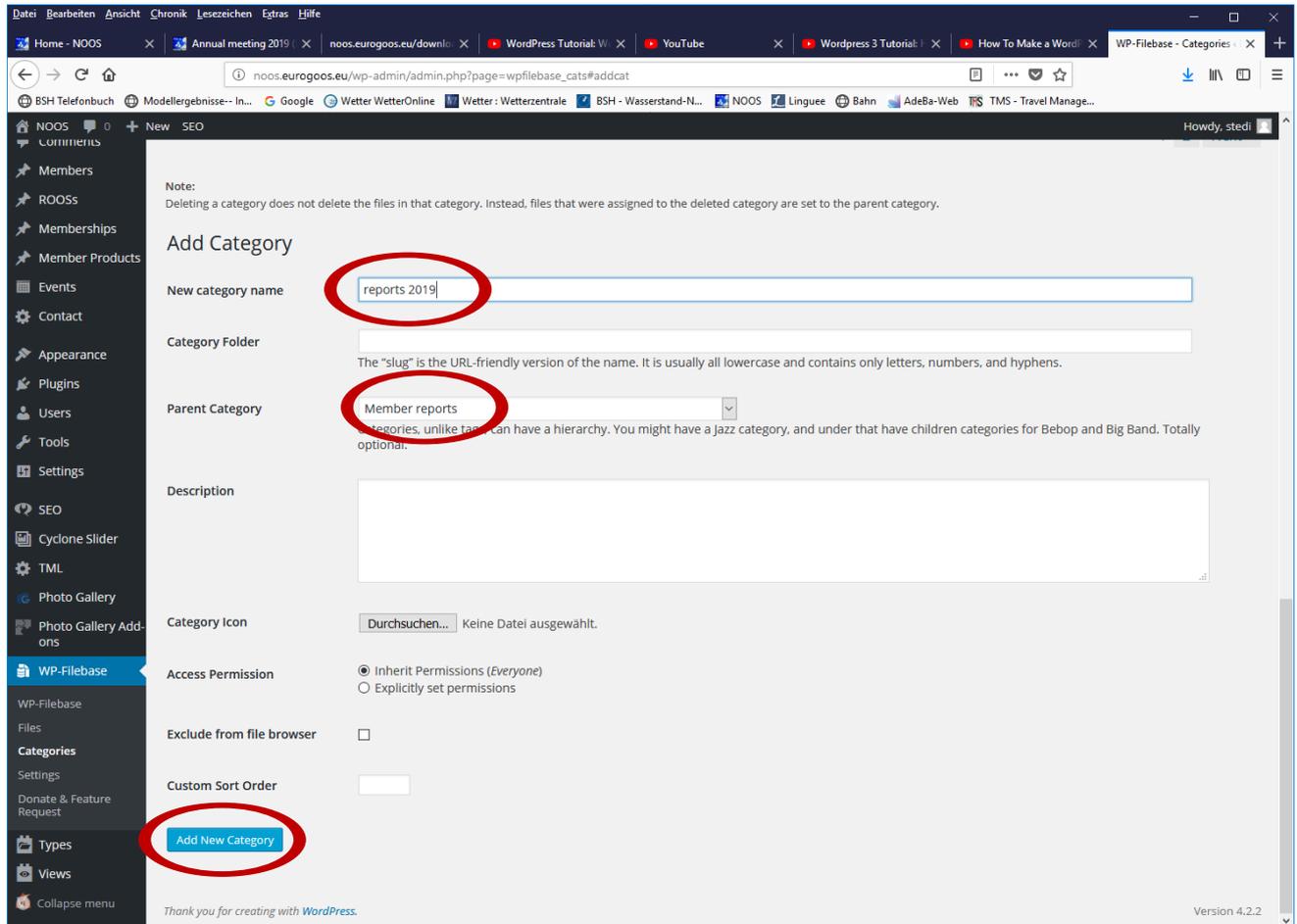


C.) How to prepare web page for new member reports (task for administrator)

1.) Define new Category (in Dashboard):

WP-Filebase => Categories => add new

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



Finally

=> Add new category

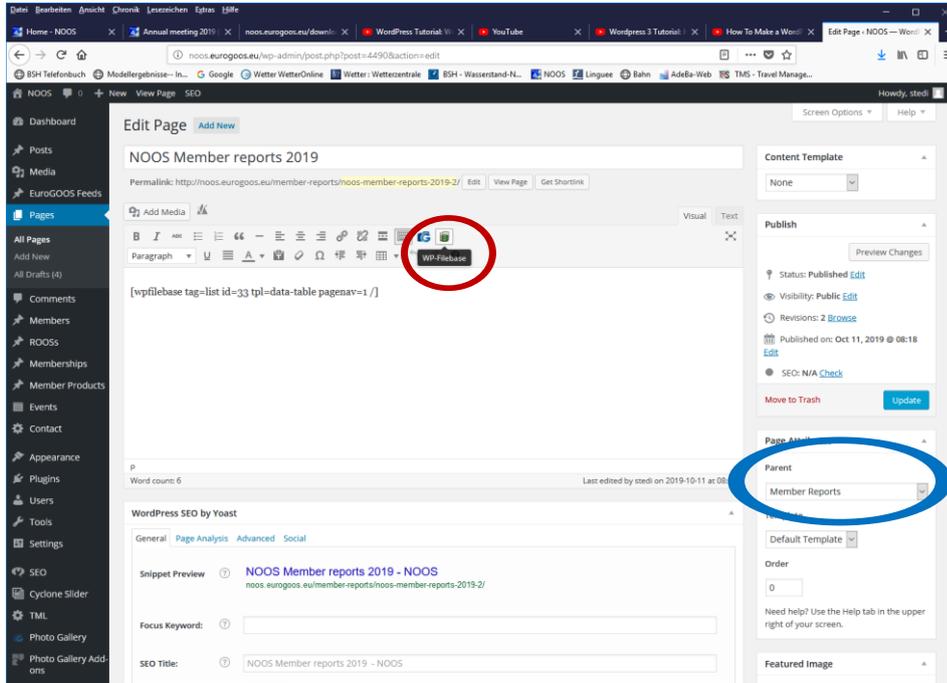
2. Create new page:

Pages => Add new

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

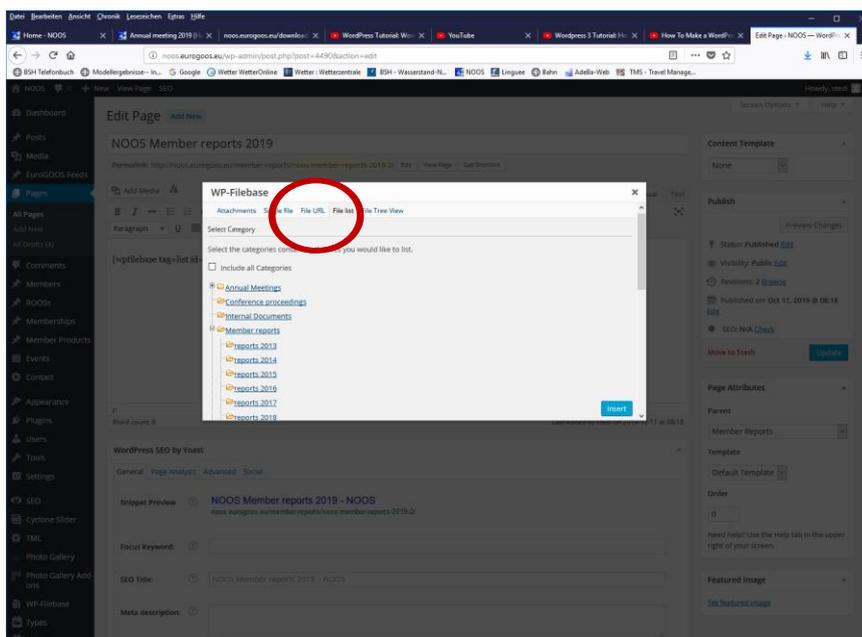
In Visual field:

- select WP-Filebase (red)



In Menu WP Filebase:

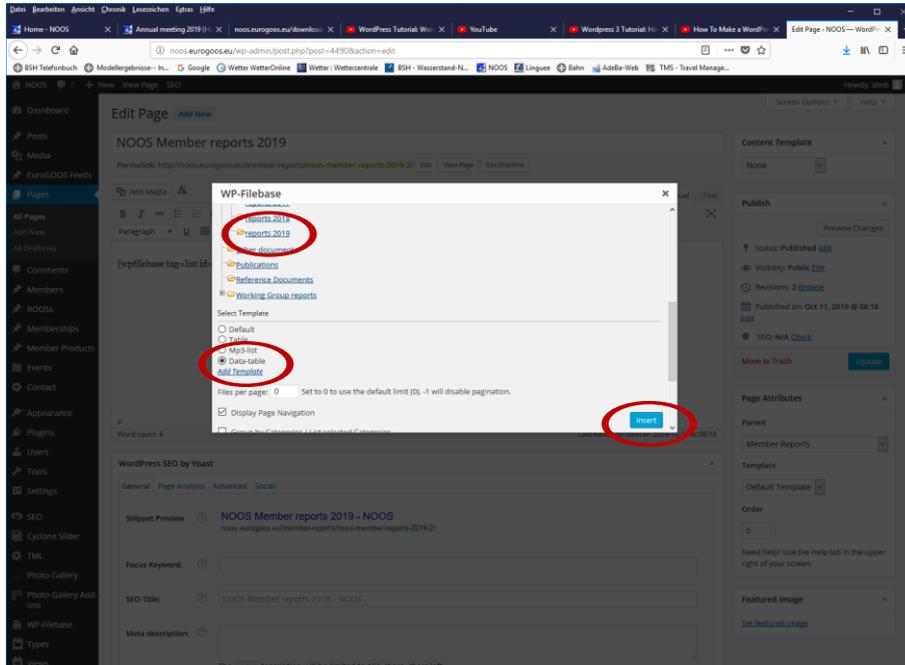
- klick 'File List'



- select 'reports 2019' (under Member reports)

Under Select Template:

- choose 'Data-table'
- => Insert



Finally

=> Update new page

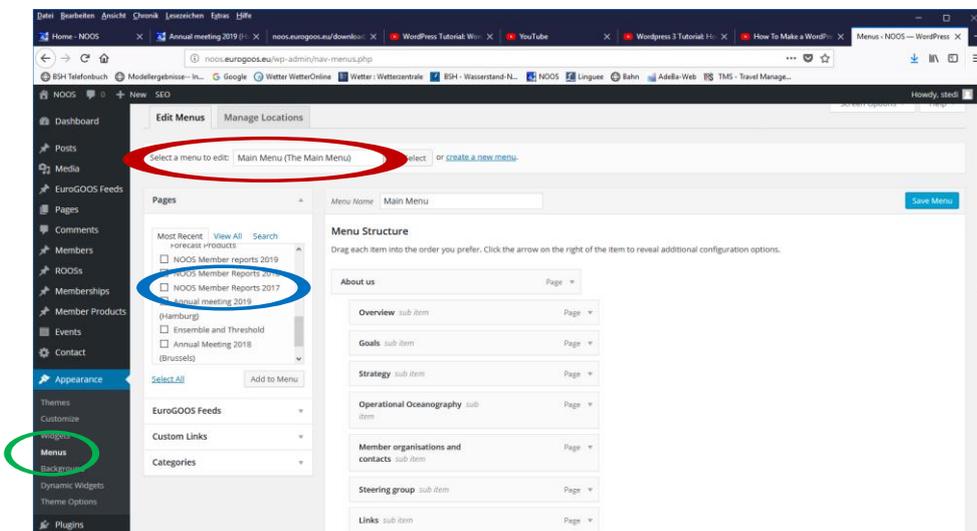
3. Include new page

Appearance => Menus (green)

Select Main Menu (red)

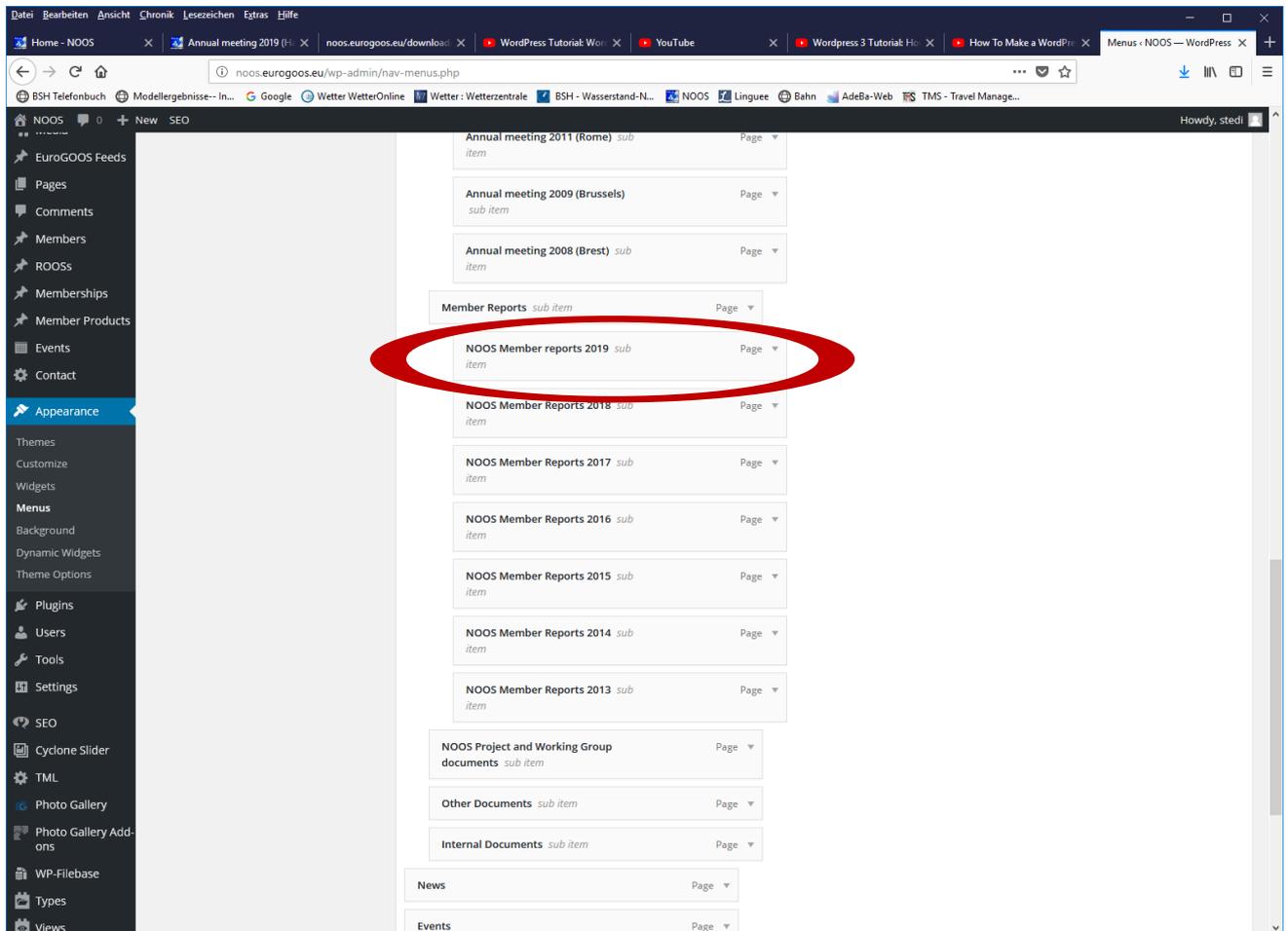
Under 'Pages' (left side)

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



In Menu structure (right side)

Move 'NOOS Member Reports 2019' to correct position



Finally

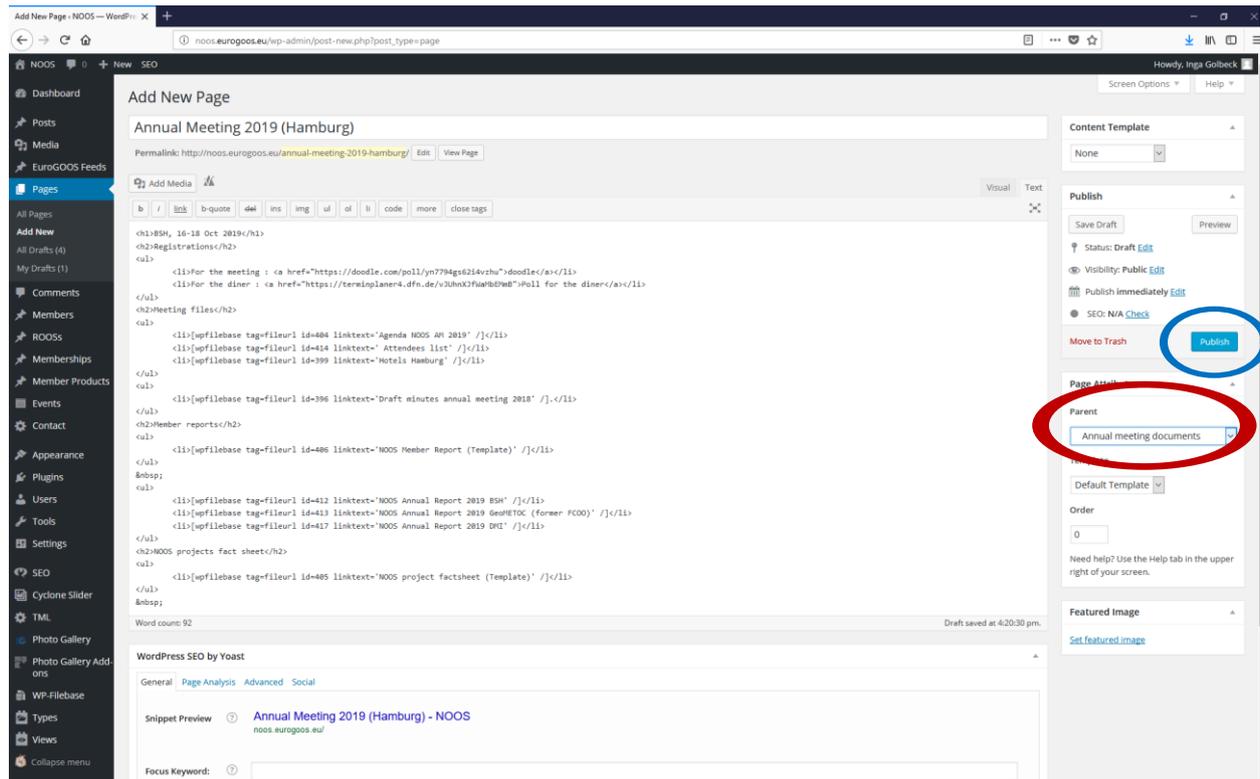
=> Save Menu

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)



The screenshot shows the WordPress 'Add New Page' interface. The page title is 'Annual Meeting 2019 (Hamburg)'. The content area shows HTML code for the page body. On the right sidebar, the 'Publish' button is circled in blue, and the 'Parent' dropdown menu is circled in red, showing 'Annual meeting documents' selected. The 'Page Attributes' section is also visible.

Finally

=> Publish new page (blue)

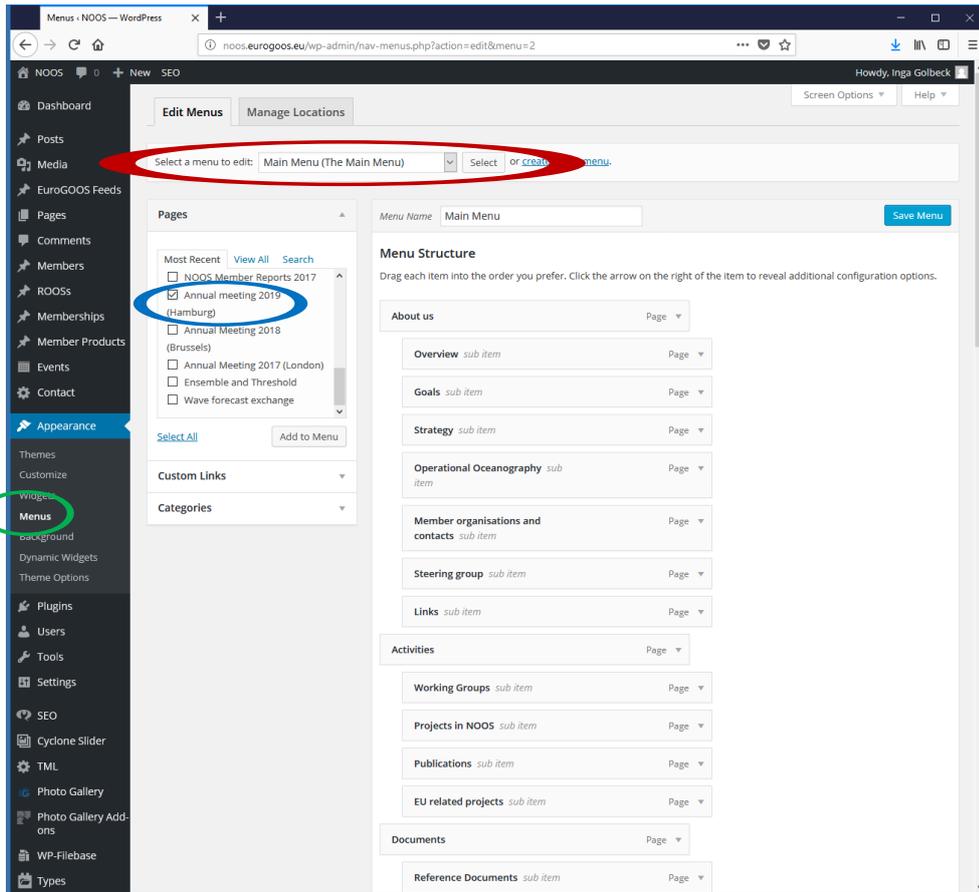
2. Include new page in Menu

Appearance => Menus (green)

Select Main Menu (red)

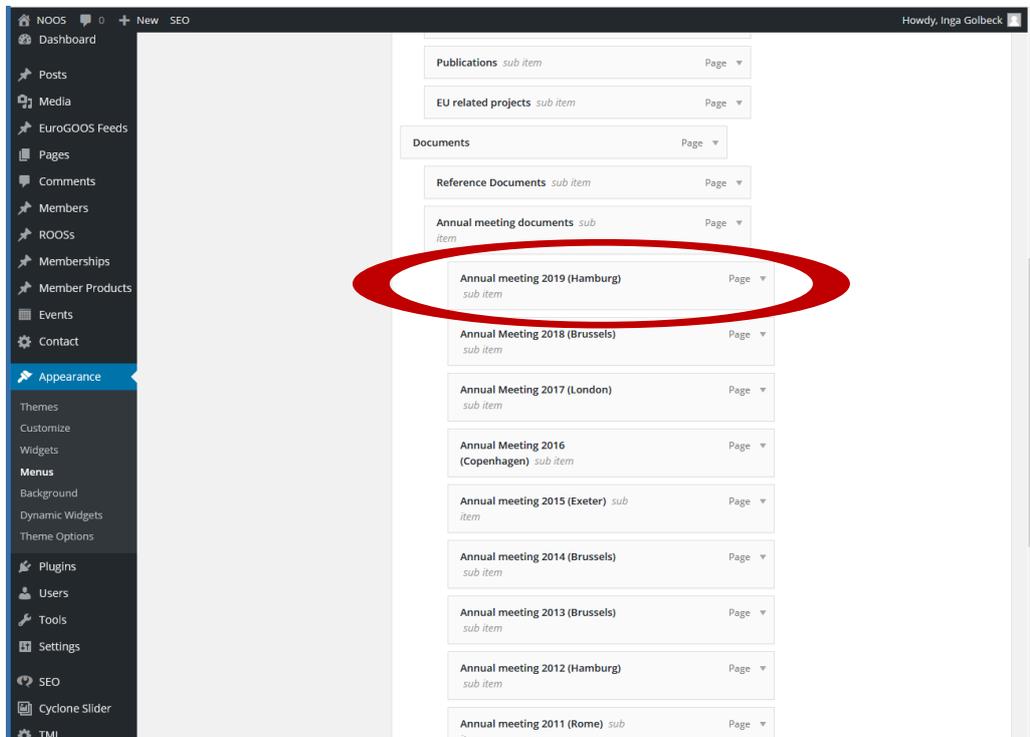
Under 'Pages' (left side)

- 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