DICOMA Project: Disaster Control Management

DELIVERABLE D8.1 & D8.2

DICOMA Web Site User Manual
This document contains a user manual of the DICOMA web site created to disseminate the results achieved in the project as well as the relevant news, activities and progress done along the project.

Keywords: Web site, news, workpackage, archive, frontpage
The DICOMA Web

This public website has been created to facilitate the dissemination of the actions to be undertaken on the project, and to become the means of communication for the various members of DICOMA.

The access URL is as follows: http://dicoma.eu/

Main Page

It provides the description of the project and the main goals to accomplish. It also details the awarding of the ITEA2 label and the various authorities that fund the project in every country involved.
News Section

This section will present the various news related to the project, like events attended, meetings, conferences, promotion acts, etc. All project members can write and submit their news items in this section, enriching with their contribution the dissemination and sharing of their activities.

Kick-off Meeting

On 12th – 13th of 2011 the Kick-off meeting of the Dicos project took place. The main points that were reviewed during the meeting were the final structure of the Dicos project, the Dicos' general overview, the status of milestones and deliverables, and the project management structure, among others.

One of the points also dealt at the meeting was the number of members who were involved in the project, also spoke about the renewal of the Dicos project.

Other topics that were covered in the Dicos kick-off were the project scope and objectives, the business value, the introduced challenges, the project structure and work packages, as well as the tariffs and fee levels.

Last updated on December 21, 2011 12:05.
Results Section

In this section we will present the summaries of the project deliverables and yearly activity. If applicable, you can also upload information about the various internal documents generated in each year period.
Partners Section

This section has been created to inform the various participants of the project where they can find all the companies and Public Research Entities (OPIs) involved, indicating their country, their type and the link to their public web site.
**Web Links Section**

As a repository of interesting links, this section allows you to collect addresses to web sites of interest, like corporate webs, public entities, links to related projects, pages with information associated to the project, etc. This section can be edited by all the participants of the project from the private area. Different categories are provided from the web management to facilitate the clustering of the pages.
**Contact us Section**

As in any public web a contact section has been enabled for anyone to express his/her questions or suggestions. Two contact mailboxes have been created, Administrator and Project Management Office.
**Private Area**

A specific area has been created for the DICOMA members to ensure the confidentiality of certain information that we can upload to the project page. Each of them has a username and password that gives access to restricted areas of the web.

Using the form included, the user is validated on the page and accesses the private menu options. Once the user has been validated, the **Private Area** and **User Menu** menu will appear.
**Project Archive Section**

This section has been created as a document repository. It is organized in different folders, which collect important project information accessible only to DICOMA members.
**Work Package News Section**

This section will show the news that DICOMA registered users publish as a Blog on each work package. To publish the news in this blog, the users shall select the *Work Package News* section when publishing their articles, and one of the 8 categories (one by each work package) belonging to the work package related to their news.
Concepts Section

In this section, the users can add concepts as a dictionary of commonly used terms in the project, which require a small explanation for the other users. When publishing their concepts in this section, the users shall select in the form the Concepts section, and the Concepts category for their description to be published by the page administrator when validated.
**Deliverables Section**

It shows the project deliverables, along with the work package to which it belongs, deliverable state, etc. This information is static, it can only be accessed by the page administrator, and it aims at providing an overview of the deliverables and their state. In the TASK TABLE section that will be explained below, the users will be able to modify this information.
**Task Table Section**

This table shows the real time state of each of the tasks and milestones of the project. The registered users may update the state of their tasks and milestones. Only the administrator of the web pages will be able to add or delete tasks and deliverables, and to edit certain fields in the table, as Members, delivery dates, etc. Users may only edit the fields: In progress, Completed and State. This information will be entered by the users via a form. This form also contains restrictions that will show an error message on the screen if there is some inconsistency when filling in the form. Once the form has been correctly filled in, a message will appear informing the user that the update was successful.
**Forum Section**

Forum with multiple options in which the registered users can share information about each work package, ask questions, doubts, answer the other users, upload or lend some file, post some tutorial, if necessary, etc. The forum has a category for each work package, so that users can access the different categories according to the work package related to their doubt or information to share. Apart from publishing posts in the forum, the users may also subscribe to a category, so that the users subscribed to that category will automatically receive in their e-mail addresses mails with the content of the posts published by the users. In this way, the users will be up to date with the latest news of the category in which they are subscribed, without having to enter in the forum all the time.
**Article Submission Section**

As before mentioned, the different project members can post articles on the page. In the next form you can see all the necessary editing capabilities and options that allow great flexibility when writing the articles. To publish news you must select the *News Section* and select one of the categories belonging to this section (*General News, Provider News, ITEA2*).
**Web Link Submission Section**

In the same way that it is possible to upload articles, the web is prepared to collect links of interest, allowing you to set a category for each of them. These will appear in the “Web Link” section.
**User Form Section**

This section allows you to edit some of the user details, like name, contact address and access password to the private area.
Using the Web

**How to submit an article**

To send an article to the page and therefore to publish it in the relevant news section, you must access the private area and validate yourself as an DICOMA member.

Once you have accessed the private area, click the “Article Submission” section in the “User Menu” menu. Thus, you will access the article registration form mentioned in the previous “Article Submission Section”.

![Article submission form](image)

**Article title. Header text of the news.**

**Space for writing the article. It will be published in the same format as it is here.**

The 📋 icon allows you to preview the article to publish.

**It determines where the article will appear on the web. The sections correspond with the web menu.**

**Information about the publication date.**

**It determines who can see the article.**

- Public > everyone accessing the web.
- Registered > Project members only.
- Special > Not used.
The text editor below includes all the features and utilities required to create an article with images, tables, tabs, etc. Some of the most significant utilities that may need a short explanation are the following:

**Simple window to add and upload images.**

For advanced functions, use the Image icon on the toolbar.

**It allows us to add reading pages and a table of contents to the article.**

**It adds the “Read more” link to the news. In this way, when displaying the articles, it will be possible to read the text only up to this mark. Click the link to access the rest of the article.**

**How to publish Work Package News (Work Package News)**

The first thing to be done by users who wish to publish an article in this section is to access the private area with their username and password.

Once you have accessed the private area, click on the “Article Submission” section in “User Menu”. In this way you access the article registration form mentioned in the previous section: “Article Submission Section”. To publish work package news in the Work Package News section, users shall select the **Work Package News** section when selecting in the form the section and category to which their article belongs, and one of the 8 categories belonging to this section that correspond to each of work packages that make up the DICOMA project (WP1, WP2, WP3, WP4, WP5, WP6, WP7, WP8).

**Remember that the articles submitted for publication, will NOT be published in this section until the webmaster validates the article.**
How to edit the Task Table (Task Table)

The first thing users must do is to access the private area with their username and password and then enter the Task Table. Once in this section, the users who need to edit the status of some task or milestone, will click on the Edit link corresponding to the task or milestone they want to edit. By clicking on this link, a form will appear with the table fields that the users can edit. It is important to note that the information contained in the fields that show the task or milestone name, the Members field and the Date End field cannot be edited by the users, since this information will be only editable by the webmaster/s.

When filling in the form, the users must specify the state of the deliverable: “State” selecting one of the two states of the task or milestone. If the task or milestone is completed, select the “End” option. If not, select the “In progress” option. In the “% In progress” section, the users will enter the completion percentage of the task or milestone. In the “Completed” field, the users will tick the “OK” box if the task or milestone is completed. If not, they will tick the box “X”.

This form also contains restrictions that will display an error message on the screen if there is some inconsistency when completing the form. Once completed successfully, a message will appear informing the user that the update was successful.

How to publish a new post in the Forum and how to subscribe to a category (Forum)
To access the “Forum” section, the users will have to enter the private area with their username and password. Once in this section, three blocks will appear: The “Main menu” block contains the Forum with 8 categories, one by each project work package. To publish in a category, the users will first have to access it clicking on the selected category. Once in the category, you can read the related posts published, publish new topics and/or subscribe to a category using the buttons. The “Who is online” block displays the users that are currently online in the forum. The “DICOMA forum Forum Statistics” block shows a series of statistics of the DICOMA forum such as the number of messages posted, the number of existing categories, the number of answers, etc.

**Web Management**

For the publication of the page on the Internet, a domain and a hosting in the CDMON server (www.cdmon.com) have been acquired.

Among the services provided by the hosting, we can make use of the publication of pages through a content manager (Drupal or Joomla). We have used Joomla.

To know the features of the content manager and the way to perform the maintenance and management, you can visit http://www.joomlaspanish.org/