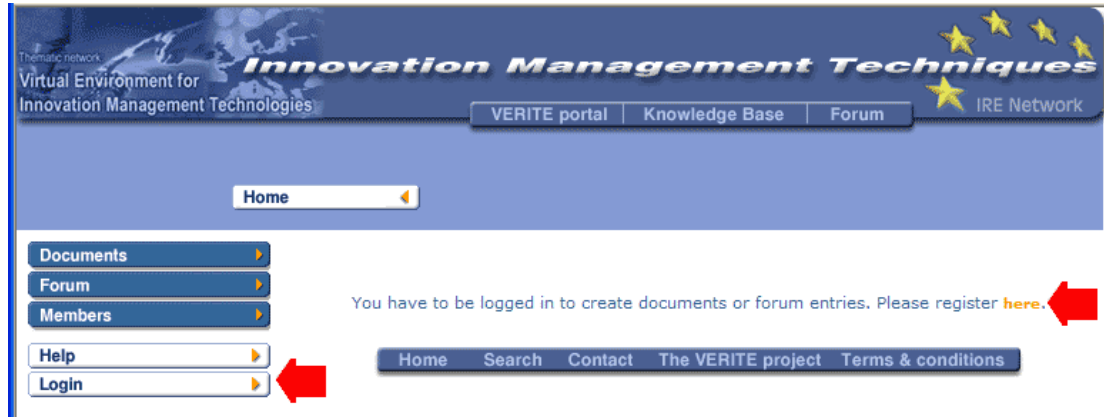


## GUIDE FOR ENTERING DOCUMENTS IN THE VERITE DATABASE (<http://www.e-innovation.org/database>)

When a user wants to add documents, the first thing to know is that a login process is needed. If you have no user account you need to register.



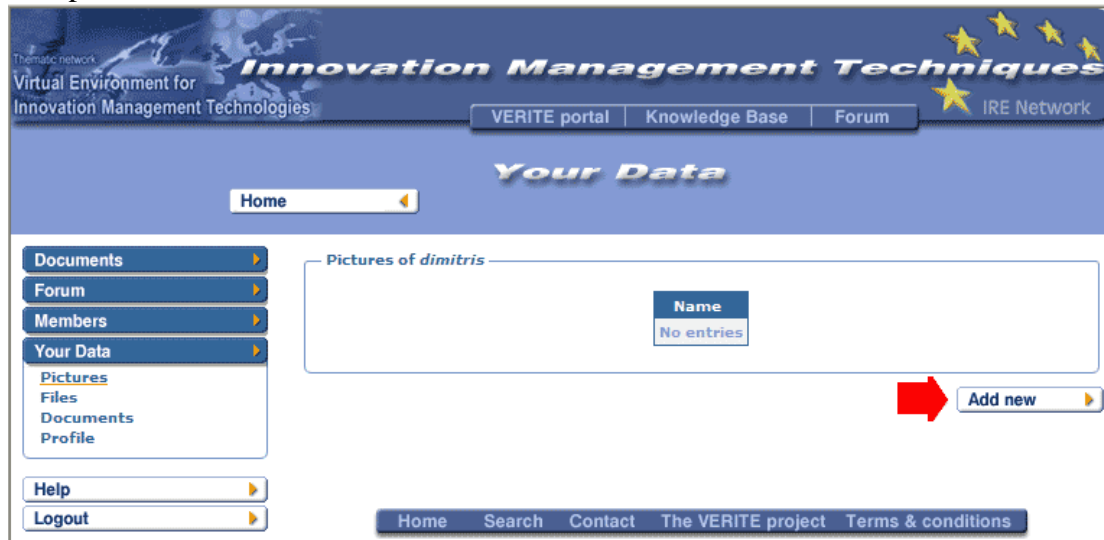
After registration there is a short validation process by the database administrator and after this the registered users can access the “build documents” section. You can either push “here” to create a user account or “login” to enter your user name and password. When you login the screen below appears. You now press “your data” on the left (as the arrow shows)



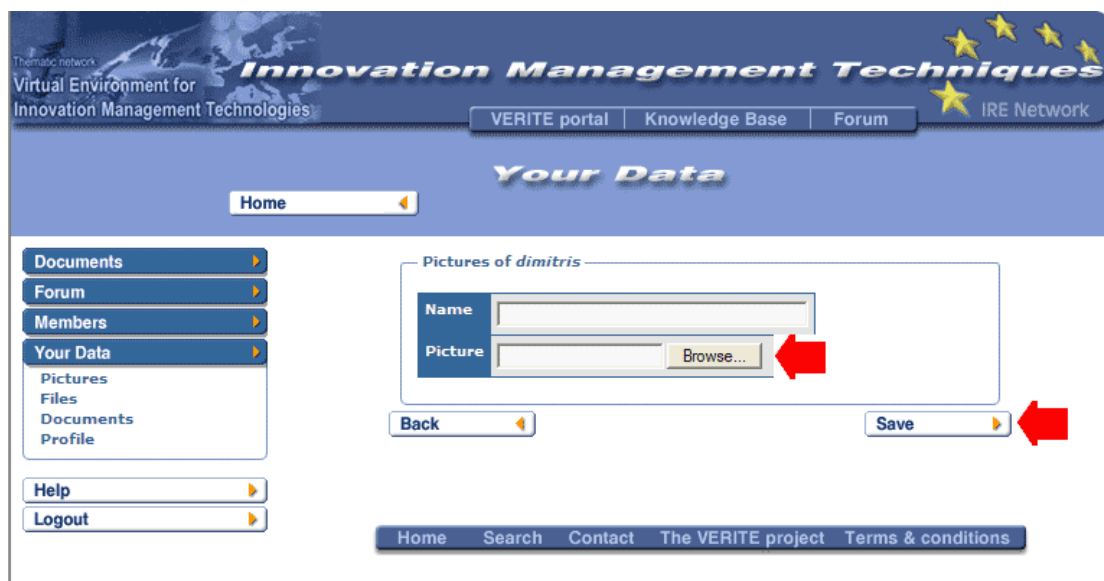
The procedure for inserting documents is the same as writing texts. You insert your text paragraph by paragraph; you can have headlines in each paragraph, links to existing pdf or Word documents or even pictures aligned on the left or the right.

The first step is to insert into the database these pictures or files. When you press “Your data” the four options appear: Pictures, Files, Documents and profile. The options “pictures” and “files” refer to inserting pictures or files into your document.

As you see in the following scheme, press “pictures” and after “add new” for entering new pictures.



When you press “add new” the following screen appears:



The “browse” option opens your hard disc as the Windows Explorer do, you select the image file to insert and press save (as the second arrow shows).

The same process is followed for entering files (such as pdf or word documents). You press “Files” on the left part of the screen and the same screen as above opens.

When you insert all files and pictures you are ready to create the document. Press “Documents” on the left and the following screen opens

The image shows a web-based document creation interface. On the left is a sidebar menu with the following items: Documents, Forum, Members, Your Data (with sub-items: Pictures, Files, Documents, Profile), Help, and Logout. The main form area contains the following fields and options:

- Title:** A text input field.
- Author:** A text input field.
- Headline 1:** A text input field.
- Text 1:** A large text area with a vertical scrollbar.
- Layout 1:** A dropdown menu currently set to "Without picture".
- Picture 1:** A dropdown menu for selecting an image.
- Keywords:** A text input field with a vertical scrollbar.
- Active:** A checkbox that is currently unchecked.
- Document as File:** A dropdown menu.
- In Categories:** A list box containing the following items:
  - Benchmarking -> Material
  - Benchmarking -> Success stories and best practices
  - Benchmarking -> Free discussion
  - Business Intelligence -> Material
  - Business Intelligence -> Success stories and best practices

At the bottom of the form, there are two buttons: "Back" and "Save".

Write the title and the author of the document and after that write or copy the headline and the text of the first paragraph of your text in the relevant boxes “headline1” and “text1”. If there is a picture in this paragraph (which you have already inserted in the database with the process previously analysed) choose it from the list opened in the “Picture1” option. You can also decide whether you will align the picture left or right etc., from the options provided in the “Layout1”.

You now press “Add paragraph” if your document has more paragraphs. As same set of boxes appear (headline2, text2, etc.)

If after the paragraphs are created, there is a file related to the document you select “Document as file” (the option after the paragraphs) and you select your files from the list opened (which you have already inserted in the database with the process previously analysed)

The last thing to do is to select in which category to enter the document (e.g.) Benchmarking -> Material) and press “save”.



When you feel that your document is ready you push the “Active” option (which is under the paragraphs creation option.

When that happens, you can see your document in the database (option “Documents” and the relevant category and subcategory selected”).

Finally, I would like to note that you can correct or delete any document you have created. In the option “Your data” you see all the documents created by your username.

The screenshot shows the 'Your Data' section of the VERITE portal. The page title is 'Innovation Management Techniques' and the subtitle is 'Virtual Environment for Innovation Management Technologies'. The navigation bar includes 'VERITE portal', 'Knowledge Base', and 'Forum'. Below the header is a 'Home' button. On the left is a sidebar menu with options: Documents, Forum, Members, Your Data, Pictures, Files, Documents, Profile, Help, and Logout. On the right, a 'Member' dropdown menu shows 'Urenio'. The main content area is titled 'Documents of Urenio' and contains a table with three rows of document titles. Each row has 'Files (0)' and two icons: a yellow circle with a pencil and a yellow circle with an 'X'. A red arrow points to the 'X' icon in the third row.

Title	Files (0)	✎	✕
IT Platforms for Company Benchmarking. Principles and Applications	Files (0)	✎	✕
Benchmarking the Performance of Employment and Training Programs: A Pilot Effort of the Annie E. Casey Foundation's Jobs Initiative	Files (0)	✎	✕
Benchmarking: A Process Basis for Teaching Design	Files (0)	✎	✕

You can either edit an existing document using the option  or delete a document using the option  as appear in the point showed by the arrow.

For any question or query please do not hesitate the VERITE project manager always willing to provide any guidance:

Dimitris Milossis  
tel: (+30) 2310 489304  
e-mail: [dm@urenio.org](mailto:dm@urenio.org)