



# **SEE-IFA Network Intranet User guide**

# SEE-IFA Network Intranet User Guide

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## SEE-IFA Network Intranet User Guide

### System Requirements

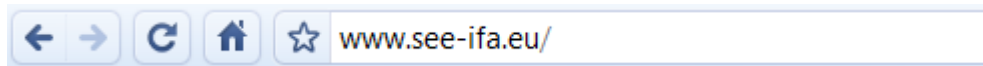
- Internet connected device
- Internet browser (Internet Explorer, Mozilla Firefox, Google Chrome)
- MS Office (MS Word, Excel, PowerPoint) / Open Office
- Adobe Acrobat Reader
- Picture viewer

# SEE-IFA Network Intranet User Guide

## Logging in

To log on to the SEE-IFA Network Intranet, enter the address below into your internet browser:

[www.see-ifa.eu](http://www.see-ifa.eu)



This will bring you to the home screen of the see-ifa web page:

A screenshot of the SEE-IFA Network Intranet home page. The header features a blue abstract graphic, a login form with 'Authenticate' text, and the 'ifa network' logo with the tagline 'SEE Innovation and Finance Agencies'. A navigation menu includes 'News', 'Events', 'Press', 'Links', 'FAQ', and 'Contact us'. The main content area is titled 'Home' and contains two columns of text. The left column lists various sections like 'About SEE-IFA', 'About SEE', 'Time Schedule', and 'SEE-IFA Partners' with sub-links. The right column provides a detailed description of the SEE-IFA Network's mission and goals.

**Authenticate**  
Account   
Password

**ifa network**  
SEE Innovation and Finance Agencies

[News](#) | [Events](#) | [Press](#) | [Links](#) | [FAQ](#) | [Contact us](#)

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**Home**

**Home**

**Home**

**About SEE-IFA**

**SEE-IFA**  
The Project Background  
The SEE-IFA Mission

**About SEE**

**Time Schedule**  
SEE-IFA Time Schedule  
Work Package Results

**SEE-IFA Partners**

**AMCSIT** | Romania  
**AWS** | Austria  
**AZRA** | Croatia  
**EPF** | Bulgaria  
**FINLOMBARDA** | Italy  
**UKIM-FME** | Macedonia (FYROM)  
**GEORAMA** | Greece  
**RDA Banat** | Serbia  
**Regione del Veneto** | Italy  
**SID Bank** | Slovenia  
**TETALAP** | Hungary

**Download Area**

**Brochure**  
**Factsheet**  
Map with SEE-IFA Partners

**SEE-IFA Network** aims at strengthening the IFA project partners capacity for effective provision of innovation and technology support to Micro and Small and Medium Size Enterprises (MSME) through the establishment of a platform for know-how-transfer and by concrete joint action.

It builds on the experiences of the CADSES project GO Network, The new SEE-IFA Network project starts from a core group of already existing cooperation partners addressing innovation and technology support to micro, small and medium sized companies (MSME).

Innovation and development of technologies are of crucial importance for the competitiveness of companies and regions, building the basis for future growth. But it is a cumbersome and long lasting process with rather high costs. MSME in South East of Europe are facing structural deficits. Thus, stimulating innovative entrepreneurship for MSME with an appropriate range of instruments is one of the most important challenges.

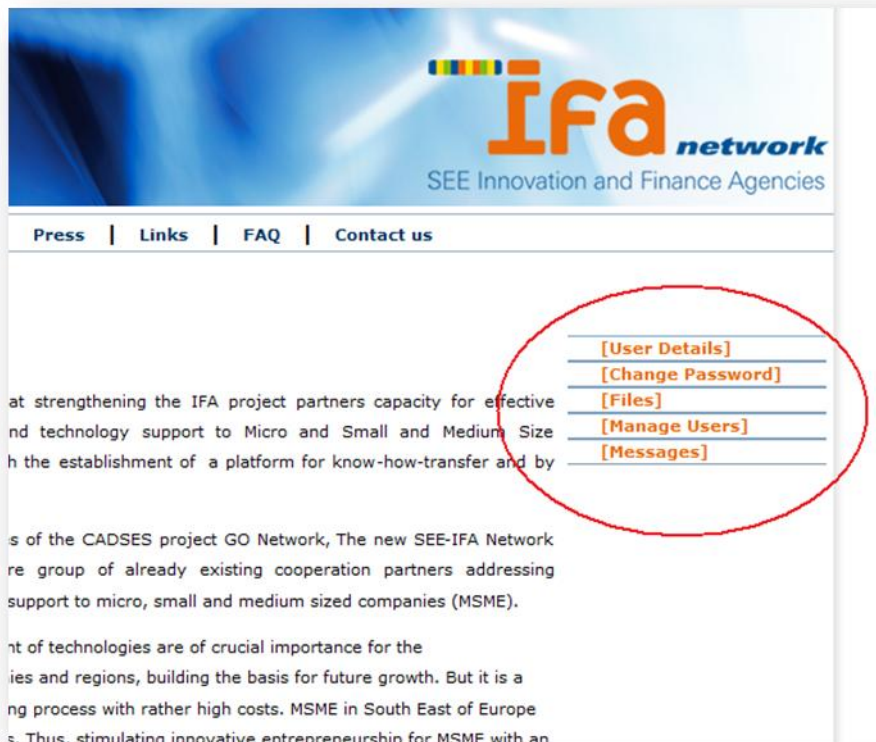
# SEE-IFA Network Intranet User Guide

Log in using your authentication credentials\*:



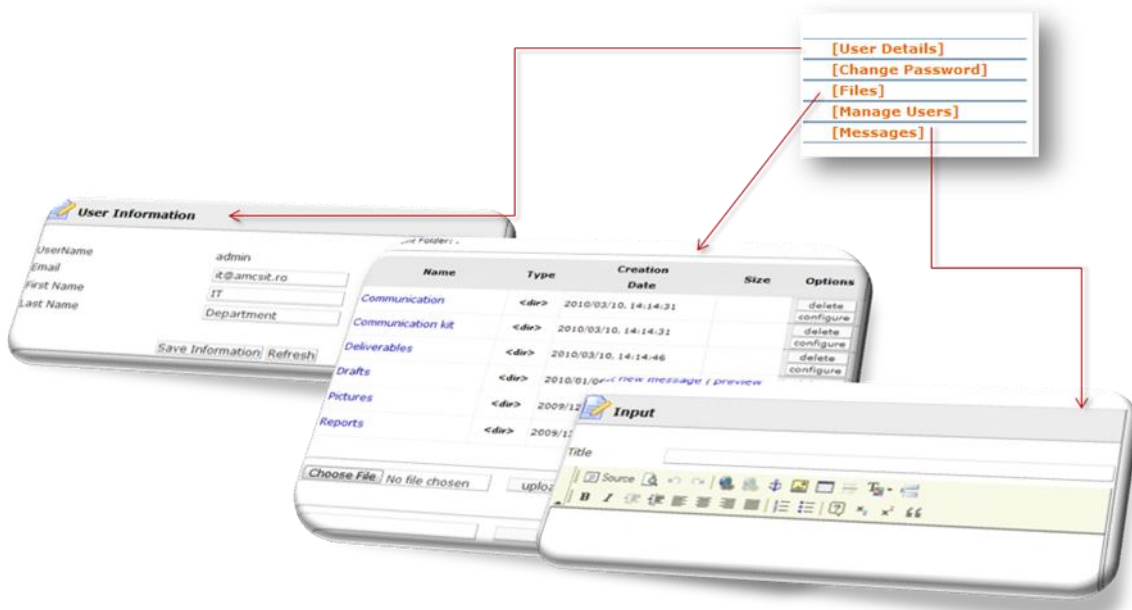
This will bring you to the intranet home page menu.

## Intranet Menu



\* If you do not have user name and password, please address to the webmaster at: marius.mitroi@amcsit.ro

## SEE-IFA Network Intranet User Guide



Using the menu you can change your user details and password, upload or download files and read or send messages to all registered see-ifa network partners [\(those partners who already obtained username and password\)](#).

### User details

Each user can edit its own information by clicking on “User Details” button from the intranet menu.

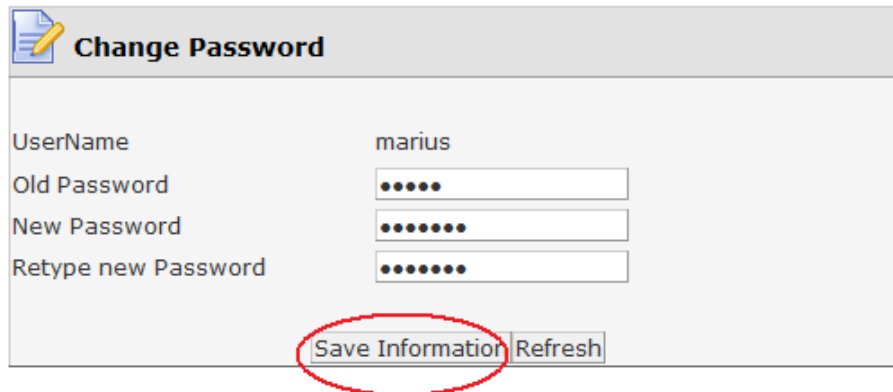
UserName	marius
Email	<input type="text" value="marius.mitroi@amcsit."/>
First Name	<input type="text" value="Marius"/>
Last Name	<input type="text" value="Mitroi"/>

Save your user details information after editing by pressing the “Save information” button.

# SEE-IFA Network Intranet User Guide

## Change password

Each user can change its password by clicking on “Change password” button from the intranet menu.



**Change Password**

UserName: marius

Old Password: [masked]

New Password: [masked]

Retype new Password: [masked]

[Save Information](#) [Refresh](#)

Save your new password by pressing the “Save information” button.

## Files

Upload or download file using the intranet Files module.



Authenticated as marius [logout]

**ifa network**  
SEE Innovation and Finance Agencies

News | Events | Press | Links | FAQ | Contact us

**Home** Edit | Preview

**About SEE-IFA** **Home**

**SEE-IFA**

- The Project Background
- The SEE-IFA Mission

**About SEE**

- Time Schedule**
- SEE-IFA Time Schedule
- Work Package Results

**SEE-IFA Partners**

- AMCSIT | Romania
- AWS | Austria
- AZRA | Croatia
- EPF | Bulgaria
- FINLOMBARDA | Italy
- UKIM-FME | Macedonia (FYROM)
- GEORAMA | Greece
- RDA Banat | Serbia
- Regione del Veneto | Italy
- SID Bank | Slovenia
- TETALAP | Hungary

**Download Area**

**SEE-IFA Network** aims at strengthening the IFA project partners capacity for effective provision of innovation and technology support to Micro and Small and Medium Size Enterprises (MSME) through the establishment of a platform for know-how-transfer and by concrete joint action.

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- [User Details]
- [Change Password]
- [Files]
- [Manage Users]
- [Messages]

# SEE-IFA Network Intranet User Guide

## Using the files Module

1. Select or create a folder

Click on the desired folder to select it.

Current Folder: .

Name	Type	Creation Date	Size	Options
<a href="#">Communication</a>	<dir>	2010/08/03, 13:43:30		
<a href="#">Communication kit</a>	<dir>	2010/03/10, 14:14:31		
<a href="#">Deliverables</a>	<dir>	2010/07/07, 16:54:31		
<a href="#">Drafts</a>	<dir>	2010/07/07, 16:46:47		
<a href="#">Pictures</a>	<dir>	2010/08/05, 10:25:35		
<a href="#">Reports</a>	<dir>	2009/12/23, 10:33:20		
<a href="#">WP 5 - One page</a>	<dir>	2010/08/05, 10:43:38		<input type="button" value="delete"/> <input type="button" value="configure"/>

No file chosen

[\[User Details\]](#)  
[\[Change Password\]](#)  
[\[Files\]](#)  
[\[Manage Users\]](#)  
[\[Messages\]](#)

When you create a new folder type the name of the folder as you see in the picture below and press create folder.

**Directory changed to /Pictures**

Current Folder: /Pictures

Name	Type	Creation Date	Size	Options
<a href="#">~go up~</a>	<dir>	2010/08/05, 10:42:01		
<a href="#">Vienna_Study_visit</a>	<dir>	2010/08/05, 10:35:56		<input type="button" value="delete"/> <input type="button" value="configure"/>

No file chosen

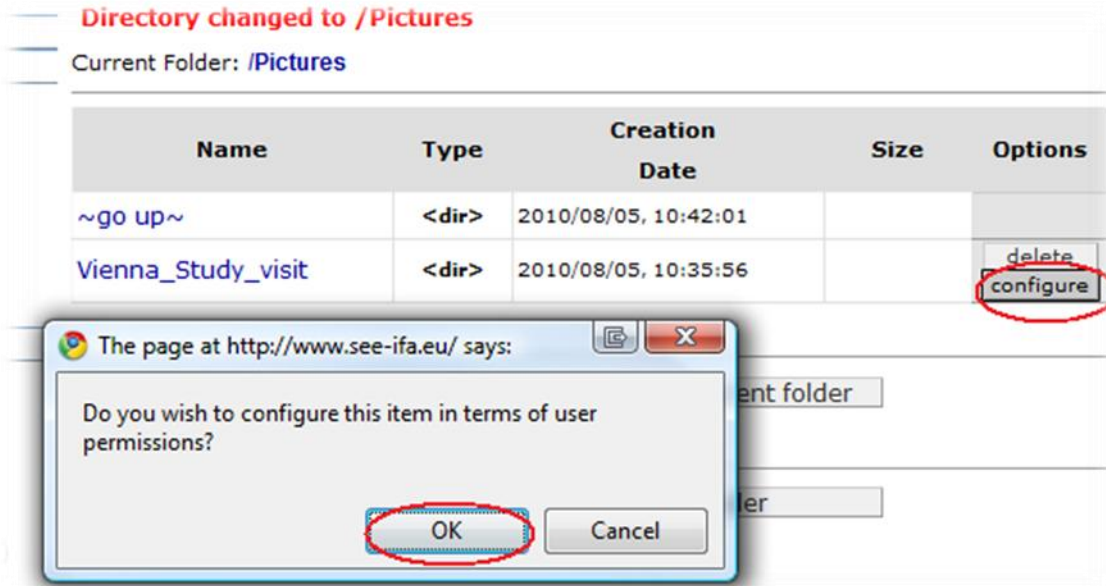
[\[User Details\]](#)  
[\[Change Password\]](#)  
[\[Files\]](#)  
[\[Manage Users\]](#)  
[\[Messages\]](#)



## SEE-IFA Network Intranet User Guide

### 2. Set folder rights

After the new folder is created you need to change its rights by pressing “configure” button. You can also delete the folder using “delete” button.



Select rights for each user and press “save configuration” button. By default, all users are set on “hide” mode.

Current item: /Pictures/Vienna\_Study\_visit

Rights:

UserName	Hide	Delete	Configure
Aleksandar.Kurciev	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
amcsit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea.Waclik	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arina.Tkacheva	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
aws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
azra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bojan.Jovanovski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dora.Groo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EPF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
finlom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgiou.Loukas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
maris	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mary.Michopoulou	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radmil.Polenakovik	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RDABanat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard.Gonczi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roswitha.Mosburger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
testCoordonator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
testPartener	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trajce.Velkovski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
veneto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viorel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Configuration Refresh

## SEE-IFA Network Intranet User Guide

### 3. Select and upload files

Press “Choose File” button, select the desired file and press “Open”.

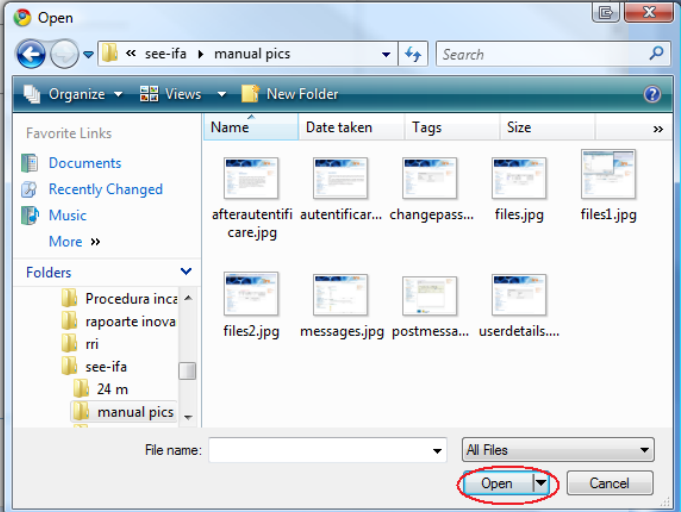
Directory changed to /Deliverables  
Current Folder: /Deliverables

Name	Type	Creation Date	Size	Options
~go up~	<dir>	2010/08/05, 10:42:01		

**Choose File** No file chosen upload file in current folder

create folder

[User Details]  
[Change Password]  
[Files]  
[Manage Users]  
[Messages]



Upload the file by pressing “Upload in current folder” button,

Directory changed to /Reports  
Current Folder: /Reports

Name	Type	Creation Date	Size	Options
~go up~	<dir>	2010/08/05, 10:42:01		

C:\Users\nbd\Desktop Browse... **upload file in current folder**

create folder

[User Details]  
[Change Password]  
[Files]  
[Manage Users]  
[Messages]

The “File Uploaded” message will appear and you will be able to see you file.

**File Uploaded.**

Current Folder: /Reports

Name	Type	Creation Date	Size	Options
~go up~	<dir>	2010/08/05, 10:42:01		
<b>SAM_0106.JPG</b>	<file>	2010/08/05, 11:45:26	490.39 Kb	delete configure

Browse... upload file in current folder

[User Details]  
[Change Password]  
[Files]  
[Manage Users]  
[Messages]

## SEE-IFA Network Intranet User Guide

### 4. Files rights

After the new file is uploaded you need to change its rights by pressing “configure” button.

Directory changed to /Reports

Current Folder: /Reports

Name	Type	Creation Date	Size	Options
~go up~	<dir>	2010/08/05, 10:42:01		
SAM_0106.JPG	<file>	2010/08/05, 11:45:26	490.39 Kb	delete configure

[\[User Details\]](#)

[\[Change Password\]](#)

[\[Files\]](#)

[\[Manage Users\]](#)

[\[Messages\]](#)



Select rights for each user and press “save configuration” button. As default all users are set on “hide” mode.

Rights:

UserName	Hide	Delete	Configure
Aleksandar.Kurciev	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
amcsit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea.Waclik	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arina.Tkacheva	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
aws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
azra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bojan.Jovanovski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dora.Groo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EPF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
finlom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgiou.Loukas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
marius	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mary.Michopoulou	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radmil.Polenakovik	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RDABanat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard.Gonczi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roswitha.Mosburger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
testCoordonator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
testPartener	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trajce.Velkovski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
veneto	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viorel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Configuration Refresh

## SEE-IFA Network Intranet User Guide

After you save the configuration an e-mail will be automatically sent to each partner that has the right to see/configure/delete the uploaded file.

### Messages

Each user can post a message on the see-ifa network message board by clicking on “Messages” button from the intranet menu.

[post new message](#) | [preview](#)

Pages: [1]

#### #1 . My first Message

marius on 2010/08/05 12:01:51

Hello see-ifa partners. This is a test message! :)

[\[User Details\]](#)

[\[Change Password\]](#)

[\[Files\]](#)

[\[Manage Users\]](#)

[\[Messages\]](#)

Press “post new message” and a new window will open where you can edit your message.

[post new message](#) | [preview](#)

**Input**

Title

**B** **I**

Hello see-ifa partners. This is a test message! :)

[\[User Details\]](#)

[\[Change Password\]](#)

[\[Files\]](#)

[\[Manage Users\]](#)

[\[Messages\]](#)

After you finish editing a message press “Save into database” button and the message will be posted on the message board.

## SEE-IFA Network Intranet User Guide

For any additional information please contact me.

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