Contract FP6-IST 508009

ACE
Antenna Centre of Excellence

Instrument: Network of Excellence

Thematic Priority: IST - Information Society Technologies
Mobile and wireless systems beyond 3G

Deliverable A1.3D2
Second Version of VCE and Manual of Private and Public Sections

Due date of deliverable: 31/12/2005
Actual submission date: 10/01/2006

Start date of project: 1/1/2004 Duration: 24 months

Organisation name of lead contractor for this deliverable: IDS

Revision: To+24

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination Level		
PU	Public	PU
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

Document Number: FP6-IST-508009-A1.3D2

Workpackage: WP1.3-2

Estimated Person Months: 1 (only for this Manual, not including First Version of VCE)

Dissemination level (PU,PP,RE,CO): PU

Nature (R, P, D, O): P

Version: Draft To+24

Total Number of Pages: 26

File name: ACE-A1.3D2-M24.pdf

Editors: Massimiliano Ghilardi
Participants: IDS, UNIFI, ICCS/NTUA

Abstract

This document contains the Manual for the Antennas Virtual Centre of Excellence (Antennas VCE).

The document presents, within the limitations of a printable manual, the same graphical look and feel as the Antennas VCE web site http://www.antennasvce.org/ and its online help.

All functionalities offered by the private section of Antennas VCE First Version are categorised and described in detail, including examples and typical uses.

Logically correlated functionalities are grouped in so-called modules. Documented modules are:

USER MANAGEMENT	OPEN POSITIONS
MEETING MANAGEMENT	NEWS
FILE SHARING	EVENTS
PROJECT MANAGEMENT	LINKS
PROGRESS REPORT	INFORMATION SHEETS
CONTRACTUAL AREA	
CALL FOR PROPOSALS	
EDUCATION	
DISSEMINATION	

Keyword List

Antennas Virtual Centre of Excellence, VCE, Manual, Online Help

Document Evolution

Revision	Date	Reason of change
Rev. 1.0 Draft A	31/12/2004	Draft Edition
Rev. 1.0		First Edition

HELP

Help main page

Topics:

USER MANAGEMENT

MEETING MANAGEMENT

FILE SHARING

PROJECT MANAGEMENT

PROGRESS REPORT

CONTRACTUAL AREA

CALL FOR PROPOSALS

EDUCATION

DISSEMINATION

OPEN POSITIONS

NEWS

EVENTS

LINKS

INFORMATION SHEETS

The **USER MANAGEMENT** module allows to view the list of Antennas VCE users.

Participant Users can also create new users and can modify users belonging to their organisation.
The Technical Coordinator can modify all users.
The Network Coordinator can create new Participant Users and can modify all users.

The list of all users is structured as follows:

ADD USER	ADD PARTICIPANT USER

Workpackage [- ▼]

Organisation [- ▼]   [Filter]

Surname	Name	Organization	Roles	Options
Doe	John	ACME	• Participant User • Activity Leader	👤
Smith	John	ACME	• Contractual User • Workpackage Leader	👤
Stone	Ann	Some Company	• Participant User • Researcher	

If visible, you can click on the [ADD USER] to create new users for your organisation.

If visible, you can click on the [ADD PARTICIPANT USER] to create new Participant Users.

You can choose a **Workpackage** or an **Organisation** and click on [Filter] to view only the users working in the selected **Workpackage** or **Organisation**.

Click on the **Name** or **Surname** of a user to view details about him/her.
Click on the **Organisation** of a user to view details about the organisation.
If visible, you can click on the 👤 icon to **MODIFY ROLES** for a user.

Subtopics:

MODIFY ROLES

The **MODIFY ROLES** page allows Participant Users, Technical Coordinator and Network Coordinator to change the **Roles** assigned to a user.

This page is structured as follows: first, the roles already assigned to the user are listed
<NAME> USER ROLES

Role	Activity / WP	Options
Participant User		✂
Activity Leader	A1.1: Antenna Software Tools	✂

For each role assigned to a user, you can click on the **Delete** icon ✂ to remove it.
Then a form allows to add new roles. One or more of the following roles may be available:
ADD ROLE:

Researcher in	WP1.1-1: Inventory Action ▼		Add
Contact User in	WP1.1-1: Inventory Action ▼		Add
Contractual User			Add
Workpackage Leader in	WP1.1-1: Inventory Action ▼		Add
Activity Leader in	A1.1: Antenna Software Tools ▼		Add
Technical Coordinator			Add
Participant User			Add
Executive User			Add

You can add a **Role** by choosing appropriate **Workpackage** or **Activity** if present, then clicking on the [Add] button of the role.

The **MEETING MANAGEMENT** module allows users to list, view, create, modify, register to planned meetings and to upload and download the files related to a meeting.

The button ADD MEETING if present, opens the form to add a meeting.

The meetings list looks as follows:

Title	Start	Owner	City	Option
Kick-Off meeting - M0	2004-01-01 09:00	Jon Doe	Nowhere	👥 ➕ ✉ 📝

Click on the title to view the meeting detail.

Click on the 👥 icon to view the meeting participants.

Click on the ➕ icon to register to a meeting. The icon will change to ➖ indicating you are now registered. Click on it again to unregister.

Click on the ✉ icon to send an e-mail to all meeting participants (meeting owners only).

Click on the 📝 icon to modify the meeting (meeting owners only).

Subtopics:

ADD MEETING   MEETING DETAIL   VIEW PARTICIPANTS   MODIFY MEETING

The **ADD MEETING** form allows users with sufficient privileges to create new meetings.

The creator of a meeting is also its owner.

Only the owner can **MODIFY MEETING** a meeting and send an e-mail to all the participants.

The form contains the following fields (* indicates mandatory fields):

Title*	The meeting title. Use a format as **A1.1 Meeting M07** or **WP2.3-2 Meeting M14**.
Start date* (yyyy/mm/dd)	First day of the meeting, in the form year/month/day.
Start time*	Starting time, in hour and minutes, of meeting first day.
End date* (yyyy/mm/dd)	Last day of the meeting, in the form year/month/day.
End time*	Ending time, in hour and minutes, of meeting last day.
Description	A very short description. If applicable, list the involved workpackages and their planned activities.
Address	The exact location of the meeting, possibly with street and number.
City	The city where the meeting will be located.
Country	The country where the meeting will be located.
Url	The WWW page describing the meeting, if available.
Add Meeting	The button "Add Meeting" creates the new meeting and returns to **MEETING MANAGEMENT**.
Cancel	The button "Cancel" discards the meeting and returns to **MEETING MANAGEMENT**.

Related files cannot be uploaded from this page: use the **MEETING DETAIL** page or the **MODIFY MEETING** page to manage related files.
The **MODIFY MEETING** page also allows to delete related files.

The **MEETING DETAIL** page shows detailed information about a meeting.
The page contains the following information:

Meeting Title	The meeting title. Usually something like "Activity 1.1 Meeting - M7".
Start date	First day of the meeting, in the form year/month/day.
End date	Last day of the meeting, in the form year/month/day.
Meeting Description	A very short description. Usually contains at least the involved workpackages and their planned activities.
Address	The exact location of the meeting, possibly with street and number.
City	The city where the meeting will be located.
Country	The country where the meeting will be located.
Url	The WWW page describing the meeting, if available.
Register to this meeting?	ADD ME This button registers you to the meeting. Once registered, the button will change to:
Unregister from this meeting?	REMOVE ME indicating that you have successfully registered to the meeting and offering the possibility to unregister.

RELATED FILES

▣ Meeting Agenda	**File**	[ ]	Browse...
▣ How to reach the Meeting	**Title**	[ ]	Add File

A meeting can have an arbitrary number of related files. To download a related file, simply click on it.
To upload a related file you need to be registered to the meeting, then choose the file, enter its title and finally click on "Add File"

The **VIEW PARTICIPANTS** page shows the detailed list of all meeting participants.

For each participant the list contains the full name and organisation.

Participant Name	Organisation
John Doe	ACME
John Smith	ACME
Ann Stone	Some Company

The **MODIFY MEETING** page allows meeting owners to edit their own meetings.
This page contains a form with the following fields (* indicates mandatory fields):

Title*	The meeting title. Use something like "Activity 1.1 Meeting - M7".
Start date* (yyyy/mm/dd)	First day of the meeting, in the form year/month/day.
Start time*	Starting time, in hour and minutes, of meeting first day.
End date* (yyyy/mm/dd)	Last day of the meeting, in the form year/month/day.
End time*	Ending time, in hour and minutes, of meeting last day.
Description	A very short description. If applicable, list the involved workpackages and their planned activities.
Address	The exact location of the meeting, possibly with street and number.
City	The city where the meeting will be located.
Country	The country where the meeting will be located.
Url	The WWW page describing the meeting, if available.
Modify Meeting	The button "Modify Meeting" saves your changes and returns to **MEETING MANAGEMENT**.
Cancel	The button "Cancel" discards your changes and returns to **MEETING MANAGEMENT**.

RELATED FILES

🗑 ▣ Meeting Agenda	**File**	[ ]	Browse...
🗑 ▣ How to reach the Meeting	**Title**	[ ]	Add File

A meeting can have an arbitrary number of related files. To download a file, click on it. To delete a file, click on the trashcan 🗑 near it.
To upload a related file you need to choose the file, enter its title and finally click on "Add File"

The **FILE SHARING** module allows users to download and upload files from/to a shared archive.
At top level, the archive is structured in folders corresponding to ACE Network Activities:

> 📁1.1 Antenna Software Tools
> 📁1.2 Antenna Measurement And Facilities Sharing
> 📁1.3 Virtual Centre Of Excellence
> 📁2.1 MM-waves And Integrated Antennas

Click on a folder to open it and browse its files and folders.

A toolbar may be visible in the top-right corner of the page, containing one or more buttons.
Each visible button allows you to perform an operation: Add File   New Folder   Rename   Cut   Copy   Paste   Delete

Subtopics:

FILES AND FOLDERS   ADD FILE   NEW FOLDER   RENAME   CUT-AND-PASTE

The **FILE SHARING** module offers functionalities very similar to a filesystem or hard disk, with files, folders, sub-folders, etc:

📂 **A1.3 Virtual Centre Of Excellence**

> 📁 *up to **root***
> 📁 ☐ WP1.3-1 VCE Requirements And Design
> 📁 ☐ WP1.3-2 VCE First Version Development
> 📁 ☐ WP1.3-3 VCE Second Version Development

Click on "*up to **<parent folder's name>***" to return to the parent folder. Click on a folder to open it and browse its files and folders.
Click on a file to download it.

The check boxes ☐ near the name of files and folders are used for **RENAME** and for **CUT-AND-PASTE**.

A toolbar may be visible in the top-right corner of the page, containing one or more buttons.
Each visible button allows you to perform an operation: Add File   New Folder   Rename   Cut   Copy   Paste   Delete

Related Topics:

ADD FILE   NEW FOLDER   RENAME   CUT-AND-PASTE

To upload a file into the current folder, click on the 📄 button in the toolbar.
The following dialog will appear:

> # Upload new file
>
> [_____] Browse…
>
> [Upload new file]
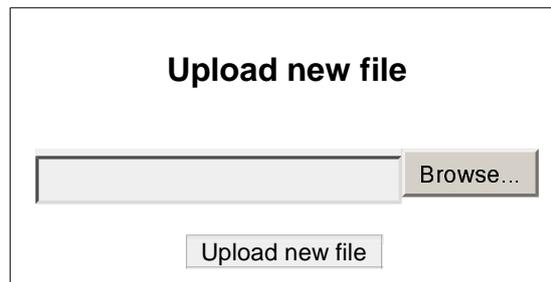
Choose the file and click on "Upload new file". That's all.

If the button 📄 is not visible in the toolbar, it means you do not have permission to upload files in the current folder.
Anyway you might be able to add files in another folder.

Related Topics:

FILES AND FOLDERS   NEW FOLDER   RENAME   CUT-AND-PASTE

Users with sufficient privileges can also create new folders by clicking on the 📁 button in the toolbar. The following dialog will appear:

Create new folder

[   ]
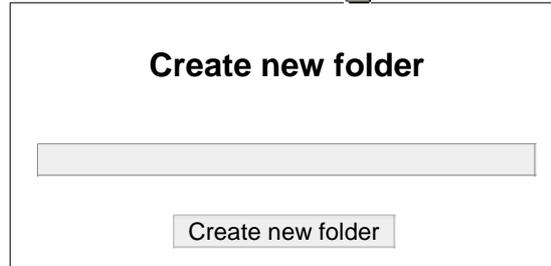
[Create new folder]

Type the folder name and click on "Create new folder". That's all.

If the button 📁 is not visible in the toolbar, it means you do not have permission to create sub-folders in the current folder:
you might be able to create sub-folders in another folder, or you might not have sufficient privileges to create sub-folders anywhere.

Related Topics:

FILES AND FOLDERS   **ADD FILE**   **RENAME**   **CUT-AND-PASTE**

Users with sufficient privileges can also rename files and folders.
To rename certain files and/or folders, click on their checkboxes to select them, then click on the 🖊 button in the toolbar. A dialog similar to the following example will appear:

Rename selected items

Electromagnetic Data Interface (File formats)
WP1.1-1 Inventory action
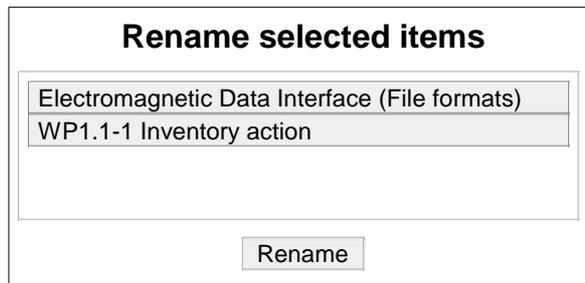
[Rename]

Type the new names for files and/or folders and click on "Rename". That's all.

If the button 🖊 is not visible in the toolbar, it means you do not have permission to rename items in the current folder:
you might be able to rename items in another folder, or you might not have sufficient privileges to rename items anywhere.

Related Topics:

FILES AND FOLDERS   **ADD FILE**   **NEW FOLDER**   **CUT-AND-PASTE**

The **FILE SHARING** module also offers cut-and-paste functionalities.

| 📁 *up to **root*** |
| 📁 ☐ WP1.3-1 VCE Requirements And Design |
| 📁 ☐ WP1.3-2 VCE First Version Development |
| 📁 ☐ WP1.3-3 VCE Second Version Development |
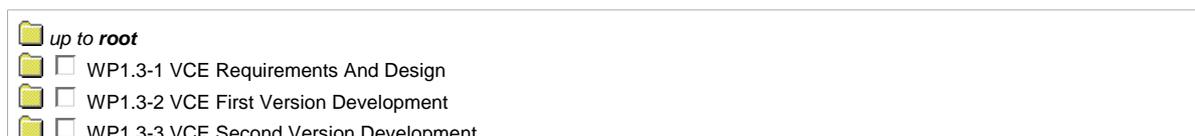
In order to select a file or folder, click on the check box ☐ near its name. Repeat for all the files and foldes you want to select.

You can then perform one of the following operations using the corresponding toolbar buttons:

- ✂ Cut or 📋 Copy them to the clipboard.
- 📋 Paste the contents of the clipboard into the current folder.
- 🗑 Delete the selected files and folders (a conformation dialog will appear).

In case a pasted file or folder name conflicts with an existing one, it will be automatically renamed.

If one or more of the toolbar buttons are not visible, it means you do not have permission to perform the corresponding operation in the current folder:
you might be able to perform it in another folder, or you might not have sufficient privileges to perform the operation anywhere.

Related Topics:

FILES AND FOLDERS   **ADD FILE**   **NEW FOLDER**   **RENAME**

The **PROJECT MANAGEMENT** module allows users with sufficient privileges to view and possibly insert the number of planned and worked hours for researchers, organisations, workpackages, etc.

This module offers one input page and three view pages, showing the planned and worked hours at different detail levels.
The four pages are:

EFFORT INPUT	The input form allowing Participant Users to enter worked and planned hours for their researchers.
EFFORT VIEW	Shows the worked and planned hours for each researcher in each Workpackage.
PARTICIPANT	Shows the summary of worked and planned hours for each Workpackage.
WP LEADER	Shows the summary of worked and planned hours for each organisation in each Workpackage.

Several terms and options common to all Project Management pages are explained here:

Definitions	
Worked so far (Hours)	The number of hours **actually worked** by someone (researcher, organisation, Workpackage) from the start of ACE Network and up to a certain *report date*.
Remaining to work (Hours)	Also named **Estimated (Hours)** or **Planned (Hours)**. The number of hours **planned to be worked** by someone (researcher, organisation, Workpackage) from a certain *report date* and until the end of ACE Network (end of 2005).
Total (Hours)	The **total** Worked (Hours) + Remaining (Hours). It's the number of hours planned to be worked by someone (researcher, organisation, Workpackage) from the start of ACE Network and until the end of ACE Network (end of 2005).

Since the reports about worked and planned hours are required every four months (at end of April, August and December each year), the worked and planned hours need to be reported only at those dates.
To choose among the possible *report dates*, you must select the year and the period:

Year:	2004 2005	The year of the *report date*.
Four-Months periods:	1 1+2 1+2+3	The period of the *report date* : **1**) 30 April; **1+2**) 31 August; **1+2+3**) 31 December.
Effort:	WORKED SO FAR REMAINING TO WORK	Used to select either worked or planned hours.

Subtopics:

EFFORT INPUT   EFFORT VIEW   PARTICIPANT SUMMARY   WP LEADER SUMMARY

The **EFFORT INPUT** form allows Participant Users to enter the number of hours planned and worked by researchers in their organisation.

The page is structured in a table like the following one:

WP Number:	1.1-1	1.1-2	1.1-3	3.2-1	3.2-2	3.2-3	3.2-4	3.2-5	Total:
John Doe			160		24	0	80	0	264
John Smith	16	40		160					216
AC Effort	**32**	**8**	**40**	**40**	**0**	**96**	**80**	**0**	**296**
									776

Each researcher in your organisation is listed in his/her own row.
If your organisation has Additional Cost model, the AC Effort row is listed too.

Each column contains a Workpackage your organisation is working on.

When you fill this form, you are required to enter both **Worked Hours** and **Planned Hours**. For example you can:

first click on WORKED SO FAR , enter the number of hours **Worked so far** and click on SAVE

then click on REMAINING TO WORK , enter the number of hours **Remaining to work** and click on SAVE

All numbers must be in hours and represent either the **Worked so far (Hours)** or the **Remaining to work (Hours)** at the *report date*.

The SAVE button saves your changes.

The terms **Worked so far (Hours)**, **Remaining to work (Hours)**, **Total (Hours)**, *report date* and the buttons **Year**, **Four-Months periods** and **Effort** are explained in the common **PROJECT MANAGEMENT** page.

HELP > PROJECT MANAGEMENT > EFFORT VIEW

The **EFFORT VIEW** form allows users with sufficient privileges to view the number of hours worked and remaining to work by researchers in Workpackages and Activities. The researchers are grouped by their organisation.

The page is structured in a table like the following one:

WP Number:		3.2-1	3.2-2	3.2-3	3.2-4	3.2-5
ACME	John Doe		24	0	80	0
	John Smith	160				
	AC Effort	80		320		
	Total:	240	24	320	80	0
Some Company	Ann Stone		160		80	
	Total:		160		80	
Total For WorkPackage:		240	184	320	160	0

Each researcher in each organisation is listed in his/her own row.
If an organisation has Additional Cost model, the AC Effort row is listed too.

Each column contains a Workpackage you are for some reason responsible for.

All numbers are in hours and represent the hours **Worked so far** or **Remaining to work** at the *report date*.

The terms **Worked so far (Hours)**, **Remaining to work (Hours)**, **Total (Hours)**, *report date* and the buttons
Year, **Four-Months periods** and **Effort** are explained in the common **PROJECT MANAGEMENT** page.

HELP > PROJECT MANAGEMENT > WP LEADER SUMMARY

The **WP LEADER SUMMARY** page allows Workpackage Leaders to view the number of hours planned and worked in their Workpackages by researchers. The researchers are grouped by their organisation.

Used abbreviations:

WH	Worked so far (Hours)		PH	Remaining to work (Hours)
TH	Total (Hours)		IE	Initial Estimation (Hours)

The page is structured in a table like the following one:

WP Number:	3.2-1				3.2-2				3.2-3				3.2-4				3.2-5			
	WH	PH	TH	IE	WH	PH	TH	IE	WH	PH	TH	IE	WH	PH	TH	IE	WH	PH	TH	IE
ACME	320	320	640	**640**	104	0	104	**160**	0	160	160	**160**	400	240	640	**640**	0	320	320	**320**
Some Company					160	160	320	**320**					80	240	320	**320**				

The rows contain all organisations involved at least in one of your Workpackages.
If an organisation has AC cost model, then the Worked os far AC, Remaining to work AC and Initial Estimation AC hours are also counted to compute the numbers shown.

The columns contain all the Workpackages you are responsible for.

All numbers are in hours and represent the hours **Worked so far**, **Remaining to work** or **Total** at the *report date*.

The terms **Worked so far (Hours)**, **Remaining to work (Hours)**, **Total (Hours)**, *report date* and the buttons
Year, **Four-Months periods** and **Effort** are explained in the common **PROJECT MANAGEMENT** page.

HELP > PROJECT MANAGEMENT > PARTICIPANT SUMMARY

The **PARTICIPANT SUMMARY** page allows Participant Users to view the total number of hours worked and remaining to work by their organisation in the various Workpackages.

The page is structured in a table like the following one:

WP Number:	1.1-1	1.1-2	1.1-3	3.2-1	3.2-2	3.2-3	3.2-4	3.2-5	Total:
Worked	16	40	160	160	24	0	80	0	480
Planned	160	160	160	160	0	160	0	320	1120
Total	176	200	320	320	24	160	80	320	1600
Worked AC			80	160	80		320		640
Planned AC			240	160	0		240		640
Total AC			320	320	80		560		1280
Total	176	200	640	640	104	160	640	320	2880
Initial Estimation	160	200	640	640	160	160	640	320	2920

The rows contain **Worked so far**, **Remaining to work** and **Total** hours for your organisation.
If your cost model is AC then further rows for the Worked so far AC, Remaining to work AC and Total AC hours are shown too.

The columns contain all the Workpackages your organisation is involved into.

All numbers are in hours and represent the hours **Worked so far**, **Remaining to work** or their sum (= **Total**) at the *report date*.

The **Initial Estimation** row contains the number of hours forecasted to be worked during the whole ACE Network, splitted in Workpackages. This number was declared at the beginning of the project and will not change.

The **Total** (= **Worked so far** + **Remaining to work**) hours at each *report date* are not required to corresponds to the **Initial Estimation**.

The **PROGRESS REPORT** module allows all users to view and edit their contributions to the yearly **Progress Report** document.

The module lists all the document sections assigned to you, their completion status and the **SECTIONS** they belong to, as shown in the example below:

DOCUMENT SECTIONS - <USERNAME>

Role	Workpackage / Activity	Section	Status	Option
Technical Coordinator	----	Summary	To Do	📝
Activity Leader	A4.1 - Technical Management And Coordination	1.Objective	To Do	📝
Workpackage Leader	WP4.1-1 - Technical Management	2.Progress	Working ▼	📝 👁
Activity Leader	A4.1 - Technical Management And Coordination	3.Management	Complete ▼	👁

The description of the various **SECTIONS** of the **Progress Report** document explain what kind of information you are asked to enter in each section of the document assigned to you.

Initially, all paragraphs assigned to you are marked as **To Do**.

Click on 📝 to edit the paragraph. Once you save your changes the paragraph status will become **Working**.
Click on 👁 to view the current contents of a paragraph.

When you have completed a paragraph, you should change its status from **Working** to **Complete**.
You can later change the status back to **Working** in case you realize it needs further modifications.
In this case, remember to change back the status to **Complete** once you have finished.

Click on the **Section** names in the table to view the guidelines on how to fill the corresponding **SECTIONS** in the **Progress Report**.

Subtopics:

  SECTIONS

The yearly **Progress Report** document contains four sections.

Guidelines to fill each section have been published by the European Community and are available here as Subtopics to help users filling the **Progress Report**.

Subtopics:

  SUMMARY   1.OBJECTIVE   2.PROGRESS   3.MANAGEMENT   4.OTHER

Publishable Executive Summary

(not needed for the last reporting period)

- Normally not more than four pages and of suitable quality to enable direct publication by the Commission.
- It should include a summary description of project objectives, contractors involved, work performed, results achieved so far and expected end results, intentions for use and impact.
- It should contain the main elements of the publishable results of the plan for using and disseminating the knowledge.
- Include if available diagrams or photos illustrating the work of the project, a project logo and a reference to the project website.

The **SUMMARY** section should be filled by the following users:

- Technical Coordinator

Section 1 - Project objectives and major achievements during the reporting period

- Give an overview of general project objectives, show the project's current relation to the state-of-the-art
- Summary of recommendations from previous reviews (if any) and brief description of how they have been taken up by the consortium
- Summarise the objectives for the reporting period, work performed, contractors involved and the main achievements in the period
- If applicable, comment on the most important problems during the period including the corrective actions undertaken

The **1.OBJECTIVE** section should be filled by the following users:

- Technical Coordinator
- Activity Leader 1

Section 2 - Workpackage progress of the period

Provide an overview of the actions carried out in the reporting period, based on the workpackages1 which were active or planned to be active during the period. For each workpackage, present information under the following headings:

- Workpackage objectives and starting point of work at beginning of reporting period
- Progress towards objectives - tasks worked on and achievements made with reference to planned objectives, identify contractors involved
- Deviations from the project workprogramme, and corrective actions taken/suggested: identify the nature and the reason for the problem, identify contractors involved
- List of deliverables, including due date and actual/foreseen submission date (see Table 1)
- List of milestones, including due date and actual/foreseen achievement date (see Table 2)

The **2.PROGRESS** section should be filled by the following users:

- Technical Coordinator
- Activity Leader
- Work Package Leader

Table 1: Deliverables List

List all deliverables, giving date of submission and any proposed revision to plans.

Del. no.	Deliverable name	Workpackage no.	Date due	Actual / Forecast delivery date	Estimated indicative person - months *)	Used indicative person - months *)	Lead contractor

*) if available

Table 2: Milestones List

List all milestones, giving date of achievement and any proposed revision to plans.

Milestone no.	Milestone name	Workpackage no.	Date due	Actual / Forecast delivery date	Lead contractor

Section 3 - Consortium Management

This section should summarise the status of the project, its management and follow-up activities, including information on:

- Consortium management tasks and their achievement; problems which have occurred and how they were solved
- Contractors: Comments regarding contributions, changes in responsibilities and changes to consortium itself1, if any
- Project timetable and status, including an updated, frontlined barchart (see Appendix 2, Table 5). Clarify changes and impact on the planned milestones, if any
- The section should also provide short comments and information on co-ordination activities in the period, such as communication between partners, project meetings, possible co-operation with other projects/programmes etc.

The **3.MANAGEMENT** page should be filled by the following users:

- Technical Coordinator
- Activity Leader

Section 4 - Other issues

Projects which were subject to requirements and/or recommendations concerning ethical issues:

- Describe actions undertaken in the implementation of the requirements and/or recommendations made during contract negotiations concerning ethical issues in the project's work.

IP or NoE projects which carried out a competitive call for additional contractors:

- Describe actions in implementation of the competitive call, indicating how the call was publicised, the response, the selection procedure employed and the outcome of the call.

The **4.OTHER** section should be filled by the following users:

- Network Coordinator

The **CONTRACTUAL AREA** module allows Contractual and Participant Users to perform a variety of tasks:

view the contractual COMMUNICATIONS

download the contract DOCUMENTS

view and edit your COST DECLARATION

view and edit your financial STATEMENT SHIPMENT

view the PAYMENTS to your organisation

Subtopics:

  COMMUNICATIONS   DOCUMENTS   COST DECLARATION   STATEMENT SHIPMENT   PAYMENTS

HELP > CONTRACTUAL AREA > COMMUNICATIONS

The COMMUNICATIONS pages allow contractual users to view all contractual communications
The communications are listed from the most recent to the oldest one, as shown in the following example:

CONTRACTUAL AREA - COMMUNICATIONS

New Contract Amendment: 20/10/2004
Guidelines for Cost Declaration: 19/10/2004
Forecast for Payments date: 18/10/2004
Deadline reminder for Financial Statement Shipment: 17/10/2004

  « PREVIOUS   NEXT »

If more than 15 communications are present, the « PREVIOUS and NEXT » buttons allow to navigate through the communications.

Click on a communication to view it in detail. The communication detail will be structured like the following one:

CONTRACTUAL AREA - COMMUNICATION DETAIL

New Contract Amendment: 20/10/2004

A new amendment to the contract was uploaded in the Documents page.
All organisations will receive shortly the official, signed amendment by normal mail.

HELP > CONTRACTUAL AREA > DOCUMENTS

The DOCUMENTS page allows contractual users to view and download the ACE contract and related documents.

The available documents are:

Contract Documents

Technical Annex

Consortium Agreement

The Coordinator (IDS) can add additional documents as Amendments, etc.
Once added, all organisations can view and download them.

HELP > CONTRACTUAL AREA > COST DECLARATION

The COST DECLARATION page allows contractual users to view and update their yearly cost declaration.

The Coordinator (IDS) can also view the cost declarations of all other organisations.

Except for **Person-Month**, all costs are stated in Euro (€).

The **Budget** is the resource (person-month or €) allocated for the whole ACE duration: 2004 plus 2005.

The major cost items to be declared in detail are **Personnel Costs**, **Travel Costs** and **Equipment Costs**.

All other cost items should be summed together and placed in the **Other Costs** row.

Cost Type	Budget	Actual Costs			Budget Left
		2004	2005	Total	
Person-Month	24.00	12.00	0.00	12.00	12.00
Personnel Costs (€)	80000.00	30000.00	0.00	30000.00	50000.00
Travel Costs (€)	6000.00	4000.00	0.00	4000.00	2000.00
Equipment Costs (€)	12000.00	5000.00	0.00	5000.00	7000.00
Other Costs (€)	10000.00	3000.00	0.00	3000.00	7000.00
Total Costs (€)	108000.00	42000.00	0.00	42000.00	66000.00

The **Save** and **Cancel** buttons perform the usual operations:

Save   permanently stores your changes,   Cancel   discards your changes.

HELP > CONTRACTUAL AREA > STATEMENT SHIPMENT

The   STATEMENT SHIPMENT   page allows contractual users to view and add financial statement shipments.

The page shows all shipments performed by your organisation, starting from the most recent one:

VIEW SHIPMENTS - ACME

Year: 2004   2005   ADD SHIPMENT

Date	Courier	Tracking No.	Status
10/03/2005	ACME Express Courier	1234-5678-9000	Received
20/02/2005	ACME Express Courier	0123-4567-8900	Not Valid

The **Years** buttons allow to choose the year the financial statements refer to.

If visible, the   ADD SHIPMENT   button opens the corresponding page to add new shipments.

The **Date**, **Courier** and **Tracking No.** univocally identify the shipment for courier tracking purposes.
The **Status** is one of the following:

Sent	initial status: the statement has been sent
Received	the statement was received by the Coordinator (IDS) and queued for review
Valid	the statement was reviewed and determined to be valid.
Not Valid	the statement was reviewed and determined to be not valid: contact IDS for clarifications before sending again.

The Coordinator (IDS) has a slightly different view, which shows all shipments of all organisations, and can also update the shipments **Status**.

Subtopics:

ADD SHIPMENT

HELP > CONTRACTUAL AREA > STATEMENT SHIPMENT > ADD SHIPMENT

The   ADD SHIPMENT   page allows contractual users add new financial statement shipments.
This page contains a form with the following fields (**all** fields are required):

Organisation	Your organisation name (already set).
Shipment for year	A menu lets you choose the financial year your shipment refers to.
Shipment Date (dd/mm/yyyy)	The day, month and year of the shipment.
Courier	The courier name.
Tracking No.	The exact tracking number used by the courier to track your shipment.

The **Date**, **Courier** and **Tracking No.** univocally identify the shipment for courier tracking purposes.

The **Add** and **Cancel** buttons perform the usual operations:
Add   saves your shipment data,   Cancel   discards the shipment data you entered.

For all shipments, the **Status** is initially set to   Sent
The Coordinator (IDS) will appropriately update the status once it has received the financial statement.

HELP > CONTRACTUAL AREA > PAYMENTS

The **PAYMENTS** pages allow contractual users to view payments to their organisation.

The page shows all payments to your organisation, starting from the most recent one:

ACME

Date	Banking Coordinates	Reason for Payment	Amount(€)
15/05/2006	1234-5678-9000	ACE Network 2005	63200.00
07/04/2005	1234-5678-9000	ACE Network 2004	59000.00

The **Date**, **Banking Coordinates** and **Reason for Payment** univocally identify the payment for bank tracking purposes.
The **Amount** is expressed in Euro (€).

The Coordinator (IDS) has a slightly different view, which shows all performed payments to all organisations, and can also add payments.

HELP > CALL FOR PROPOSALS

The **CALL FOR PROPOSALS** module is designed to simplify submitting ACE Network internal proposals and collecting their votations.

Only users with at least Workpackage Leader or Participant User privileges can access to this module.
These users can submit new proposals using the **ADD PROPOSAL »** button.

Only Participant User can vote for existing proposals. The votes become visible after votation is finished.
Votations finish when the absolute majority of **YES** or **NO** is reached. In case there is no absolute majority, the Network Coordinator can finish a proposal votation, provided that more than half of the Partipant Users have voted for the proposal.

The **CALL FOR PROPOSALS** initial page lists the available proposals and is structured as the following example:

Proposal	Date	Proposer	Status	Vote
Simulating Reconfigurable Small Terminal Antennas	17/12/2004	John Doe	Voting	_YES_ _NO_ _ABS._

You can click on a proposal to view it in detail, as in the following example:

Proposal Title	**Simulating Reconfigurable Small Terminal Antennas**
Submission Date	17/12/2004
Proposer	John Doe
Attachments	Reconfigurable_Antennas_Simulation.pdf
Status	Voting
Vote	_YES_ _NO_ _ABS._

Description

We propose to simulate Reconfigurable Small Terminals Antennas using a fast, innovative method which allows quasi real-time design and optimisation.
The task is planned to start on 1st April 2005 and last 6 months.
For further details, including expected budget and involved organisations, see the attached document.

HELP > EDUCATION

The **EDUCATION** module allows all users to access the following services:

- the **E-LEARNING** service (containing electronic courses),
- the **EUROPEAN SCHOOL OF ANTENNAS** external service,
- and the **VIRTUAL LAB** external service.

Subtopics:
E-LEARNING
EUROPEAN SCHOOL OF ANTENNAS is an external service and is not documented here.

VIRTUAL LAB is an external service and is not documented here.

The **E-LEARNING** module allows all users to view, use and download electronic courses focused on teaching E.M. theory and best practices for Antennas.

Courses are grouped by topic (i.e. Electromagnetism, Computer Science, etc.) and each course can contain one or more of the following:

Syllabus	provides the course reference information: author(s), duration, course books, lessons time table, prerequisites.
Calendar	shows the topics covered during lectures and recitations, along with the assigned readings for each session. Planned tests are also listed.
Readings	provide the required and recommended references for the course.
Lecture Notes	provide the lecture slides, and corresponding notes, for the course.
Recitations	expand upon course materials covered in lecture and allow students to practice working with the material in an interactive setting.
Assignments	provide the problem sets assigned during the course and the suggested readings for each assignment.
Exams	contain the tests, quizzes and final exam for the course.
Study Materials	are a compilation of information (equations, etc.) that are relevant to the course materials.
Movie Demonstrations	contain the movies and demos that are related to the course. Any special software required to view a movie is listed.For each movie, the relevant lecture or recitation session is stated.
Related Resources	contain links to web sites related to the course topic.

Certain designated users can modify the contents of the **E-Learning** module.
If you see the icon 📝 near the **E-LEARNING** page title, then you can click on it to open the **ADMINISTRATIVE INTERFACE** and modify the **E-Learning** contents.

Subtopics:

 ADMINISTRATIVE INTERFACE

The **ADMINISTRATIVE INTERFACE** part of the **E-LEARNING** module allows designated users to add, edit and delete E-Learning contents.

The **E-Learning - Administrative Interface** looks like the following example:

📂 *All Courses / Electromagnetism Courses*
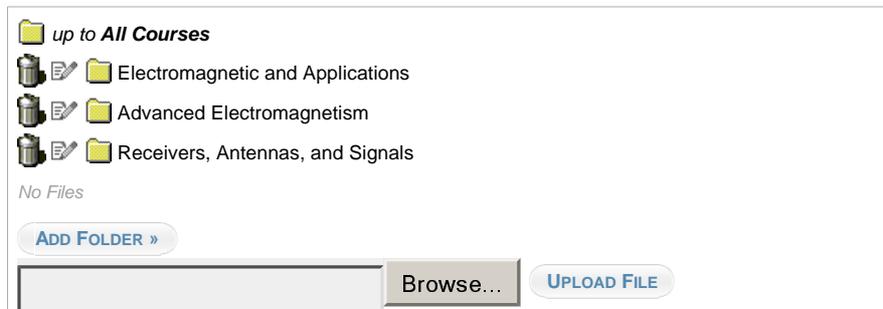
You can navigate through the **E-Learning** directory tree by clicking on the folder names.

You can also click on the **folder** names on the **Current Location** line (after the 📂 icon) to quickly return to the upper folders.

You can click on a **file** name to download it.

You can click on the 🗑 icon to delete a **file** or **folder** together with all its contents.

You can click on the 📝 icon to **EDIT** the description of a **folder**.

If visible, you can click on the (**ADD FOLDER »**) button to create a new **folder**.

If visible, you can also use the form [＿＿＿＿] Browse… **UPLOAD FILE** to upload new **files**.

Subtopics:
 ADD FOLDER **EDIT FOLDER**

The **ADD FOLDER** form allows designated users to add **folders** to the **E-Learning** module.

In order to create **folders** you need to enter the following information:

Date (dd/mm/yyyy)	The date you want to give to this **folder**. It is usually the current date.
Title	A short, significative title for this **folder**.
Parent	If present in the form, the parent of this **folder**. Usually you do not need to change the preset value.
Visibility	The visibility of this **folder**. **Public** means it will appear in the public area of Antennas VCE web site. **ACE Community** means it will appear in the ACE Community area. **ACE Network** means it will appear in the ACE Network members-only area.
Description	The description of this **folder**. It is possible to insert tables, hyperlinks, etc. using the toolbar buttons as described in the **INTRODUCTION TO EPOZ**

The Save Changes button permanently saves the **folder** you just entered,

the Cancel button discards it.

The **EDIT FOLDER** form allows designated users to modify existing **E-Learning folders**.

It is possible to edit all information contained in a **folder**:

Date (dd/mm/yyyy)	The date you want to give to this **folder**. It is usually the current date.
Title	A short, significative title for this **folder**.
Parent	If present in the form, the parent of this **folder**. Usually you do not need to change the preset value.
Visibility	The visibility of this **folder**. **Public** means it will appear in the public area of Antennas VCE web site. **ACE Community** means it will appear in the ACE Community area. **ACE Network** means it will appear in the ACE Network members-only area.
Description	The description of this **folder**. It is possible to insert tables, hyperlinks, etc. using the toolbar buttons as described in the **INTRODUCTION TO EPOZ**

The Save Changes button permanently saves your changes,

the Cancel button discards them.

The **DISSEMINATION** module allows all users to view the published results of ACE Network activity, organised as a directory tree.

At top level, Dissemination is divided into five categories, each one in turn organised as a folder:

CONFERENCES	the list of conferences where ACE Network participated. Includes all abstracts of papers presented by ACE Network.
WORKSHOPS	all the workshops organised by ACE Network. Includes all abstracts of papers presented by ACE Network.
BOOKS & JOURNALS	the list of journals where ACE Network published at least one paper. Includes all abstracts of papers published by ACE Network.
LIAISONS	information about the contacts established by the ACE Network with other FP6 Projects, FP6 Project Clusters, European Coordination Actions, National or International Organisations related to Antenna R&D.
OTHER EVENTS	information about dissemination and spreading activities on Antenna R&D carried out outside ACE activities and financed by other sources. This includes any event, both at National level and at Organisation level.

Certain designated users can modify the contents of the Dissemination module: if you see the icon 📝 near the **DISSEMINATION** page title, you can click on it to open the **ADMINISTRATIVE INTERFACE** and edit the contents of the module.

Subtopics:

CONFERENCES   WORKSHOPS   BOOKS & JOURNALS   LIAISONS   OTHER EVENTS

ADMINISTRATIVE INTERFACE

HELP > DISSEMINATION > CONFERENCES

The **CONFERENCES** section lists all the conferences where ACE Network participated.
The list is structured as the following example:

JINA 2004: 08/11/2004
ISAP 2004: 17/08/2004
13° IST Summit: 27/06/2004

Click on a conference to view the details about it and list the papers presented by ACE Network at that conference,
as in the following **fictitious** example:

JINA 2004: 08/11/2004

JINA 2004 - 13th International Symposium on Antennas
8-10 November 2004, Palais des Congrès Acropolis - Nice, France
Web page: http://www.jina2004.com/jina2004/index.php

Novel Design Techniques in KA-band Microstrip Antennas
Automatic Synthesis of a Special Family of Antennas
Low Losses X-band Antennas Based on Periodic Structure

Click on a paper to view its abstract. You can also download any available attachment.

HELP > DISSEMINATION > WORKSHOPS

The **WORKSHOPS** section lists all the workshops organised by ACE Network.
The list is structured as the following **fictitious** example:

3rd ACE Workshop - Antennas Design: 08/03/2005
2nd ACE Workshop - Antennas Simulation: 16/12/2004
1st ACE Workshop - Antennas Measurement: 01/10/2004

Click on a workshop to view the details about it and list the papers presented by ACE Network at that workshop,
as in the following **fictitious** example:

2nd ACE Workshop - Antennas Simulation: 16/12/2004

2nd ACE Workshop - Antennas Simulation
16-18 December 2004, Palais des Congrès Acropolis - Nice, France
Web page: http://www.antennasvce.org/

Automatic Synthesis of a Special Family of Antennas
Fast Approximate Analysis of Quasi-Symmetric Antennas
Optimisation of Antennas Based on Periodic Structure

Click on a paper to view its abstract. You can also download any available attachment.

HELP > DISSEMINATION > BOOKS & JOURNALS

The **BOOKS & JOURNALS** section lists all the the scientific journals where ACE Network published at least one paper.
It also lists the printed books considered relevant for ACE Network dissemination.
The list is structured as the following example:

Microwave Journal
IEE Proceedings Microwaves, Antennas & Propagation
Journal of Electronic Defense

Click on a journal to view a short description about it and list the papers published by ACE Network on that journal, as in the following
example (the published paper is **fictitious**):

Microwave Journal

Microwave Journal
Journal about wireless, radar and antennas; RF components and systems; test and
measurement; amplifiers and oscillators; semiconductors and MMICs; commercial
applications; IVHS and ITS; dual technologies; communications and PCN; passive
components; and control devices, modulation and DSP.
Web page: http://www.mwjournal.com/

Low Losses X-band Antennas Based on Periodic Structure

Click on a paper to view its abstract. You can also download any available attachment.

The **LIAISONS** section lists information about the contacts established by the ACE Network with other FP6 Projects, FP6 Project Clusters, European Coordination Actions, National or International Organisations related to Antenna R&D.
The list is structured as in the following example:

Project Clusters: BB4ALL and SB3G
Coordination Action: MOCCA, where ACE is involved
International Organisation: IEEE, in direct contact with ACE Dissemination group.

Click on a liaison to view contacts and activities between ACE Network and the listed projects or organisation,
as in the following **fictitious** example:

Project Clusters: BB4ALL and SB3G

The Project Clusters BB4ALL and SB3G are running in the framework of FP6 as ACE
Network.
Cooperation is in progress. The following items are currently available:

Expertise cooperation on Microstrip Antennas
Joined database of Antennas Measurement Facilities

Click on an item to view it in detail. You can also download any available attachment.

The **OTHER EVENTS** area lists information about dissemination and spreading activities on Antenna R&D carried out outside ACE
activities and financed by other sources. This includes any event, both at National level and at Organisation level.
The list is structured as the following example:

ISAP 2004 YSTG: 17/08/2004

Click on an event to view details about it, as in the following example:

ISAP 2004 YSTG: 17/08/2004

ISAP 2004 Young Scientists Programme
The Young Scientist Travel Grant (YSTG) Programme prepared to extend financial support
to young scientists so that they may present their research at the ISAP 2004 symposium.
Detailed information about the YSTG application is available in
"Final Call for Papers for ISAP'04" and at the ISAP'04 WEB site
http://www.ieice.org/cs/isap/2004/

If the event contains subsections, you can click on them to view further details. You can also download any available attachment.

The **ADMINISTRATIVE INTERFACE** part of the **DISSEMINATION** module allows designated users to add, edit and delete
Dissemination contents.

The **Dissemination - Administrative Interface** looks like the following example:

📂 *Dissemination / Conferences*
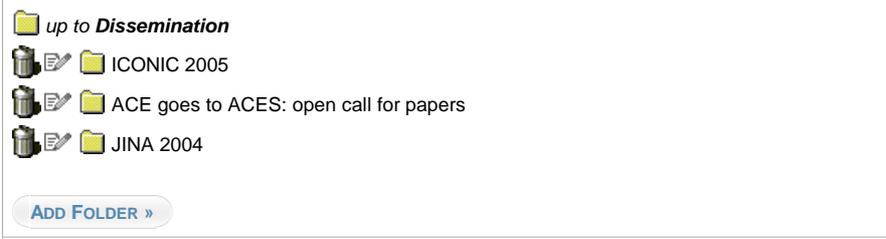
📁 *up to **Dissemination***
🗑✏ 📁 ICONIC 2005
🗑✏ 📁 ACE goes to ACES: open call for papers
🗑✏ 📁 JINA 2004

ADD FOLDER »

You can navigate through the **Dissemination** directory tree by clicking on the folder names.

You can also click on the **folder** names on the **Current Location** line (after the 📂 icon) to quickly return to the upper folders.

You can click on a **file** name to download it.

You can click on the [icon] icon to delete a **file** or **folder** together with all its contents.

You can click on the [icon] icon to **EDIT** the description of a **folder**.

If visible, you can click on the (ADD FOLDER ») button to create a new **folder**.

If visible, you can also use the form [_____] Browse... UPLOAD FILE to upload new **files**.
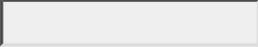
Subtopics:
ADD FOLDER **EDIT FOLDER**

HELP > DISSEMINATION > ADMINISTRATIVE INTERFACE > ADD FOLDER

The **ADD FOLDER** form allows designated users to add **folders** to the **Dissemination** module.

In order to create **folders** you need to enter the following information:

Date (dd/mm/yyyy)	If present in the form, the date you want to give to this **folder**. It is usually the current date.
Title	A short, significative title for this **folder**.
Parent	If present in the form, the parent of this **folder**. Usually you do not need to change the preset value.
Visibility	The visibility of this **folder**. **Public** means it will appear in the public area of Antennas VCE web site. **ACE Community** means it will appear in the ACE Community area. **ACE Network** means it will appear in the ACE Network members-only area.
Description	The description of this **folder**. It is possible to insert tables, hyperlinks, etc. using the toolbar buttons as described in the **INTRODUCTION TO EPOZ**

The Save Changes button permanently saves the **folder** you just entered,

the Cancel button discards it.

HELP > DISSEMINATION > ADMINISTRATIVE INTERFACE > EDIT FOLDER

The **EDIT FOLDER** form allows designated users to modify existing **Dissemination folders**.

It is possible to edit all information contained in a **folder**:

Date (dd/mm/yyyy)	If present in the form, the date you want to give to this **folder**. It is usually the current date.
Title	A short, significative title for this **folder**.
Parent	If present in the form, the parent of this **folder**. Usually you do not need to change the preset value.
Visibility	The visibility of this **folder**. **Public** means it will appear in the public area of Antennas VCE web site. **ACE Community** means it will appear in the ACE Community area. **ACE Network** means it will appear in the ACE Network members-only area.
Description	The description of this **folder**. It is possible to insert tables, hyperlinks, etc. using the toolbar buttons as described in the **INTRODUCTION TO EPOZ**

The Save Changes button permanently saves your changes,

the Cancel button discards them.

HELP > OPEN POSITIONS

The **OPEN POSITIONS** module collects open research positions and available job opportunities which may be relevant to ACE Network members.
All users can view the list of open positions and their details.
Participant Users can also **ADD, MODIFY AND DELETE** Open Positions using the   EDIT OPEN POSITIONS »   button.

The list of open positions is structured as the following example:

Job opening: 05/11/2004
    at Philips Research Labs in Surrey, U.K.

You can click on an open position or job opportunity to view it in detail, as in the following example:

Title	Job opening
Organisation	ACME
Contact Person	John Doe <John.Doe@ACME.nowhere.com>
Start Date (dd/mm/yyyy)	05/11/2004
Duration (months)	unknown
Requirements	Ph.D. plus specialisation on Antennas
Offered Role	Researcher on quasi-symmetric Antennas

Dear Colleagues, We are pleased to offer an open position as researcher on quasi-symmetric antennas here at ACME. The position is planned to last 12 months, with a possible renewal for further 12 months. Interested people can contact John Doe (E-mail: John.Doe@ACME.nowhere.com).

Subtopics:
 ADD, MODIFY AND DELETE

HELP > OPEN POSITIONS > ADD, MODIFY AND DELETE

The **ADD, MODIFY AND DELETE** page allows Participant Users to edit open research positions and available job opportunities which may be relevant to ACE Network members.

The editable list of open positions is very similar to the normal one, as you can see in the following example:

ADD OPEN POSITION

Job opening: ACME, 05/11/2004

Participant Users can do the following:

- click on   ADD OPEN POSITION   to create a new open position,
- click on an **Open Position** to edit it,
- click on the remove button to delete an **Open Position**.

The **NEWS** page shows latest news relevant to Antennas VCE (Antennas Virtual Centre of Excellence).

Certain designated users can modify the news: if you see the icon 📝 near the **NEWS** page title, then you can click on it to open the **ADMINISTRATIVE INTERFACE** and modify the news.

Subtopics:
 ADMINISTRATIVE INTERFACE

HELP > **NEWS** > **ADMINISTRATIVE INTERFACE**

The **ADMINISTRATIVE INTERFACE** part of the **NEWS** page allows designated users to add, edit and delete **news**.

The **News - Administrative Interface** looks like the following example:

« VIEW NEWS		ADD NEWS »
ACE at ISAP 2004: 03/08/2004		✂
ACE association with JINA 2004: 18/07/2004		✂
ACE Poster at 13° IST Summit in Lyon (F): 21/06/2004		✂
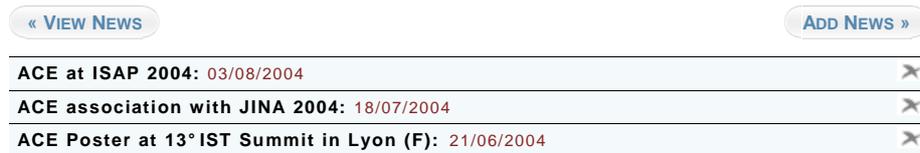
You can click on the « VIEW NEWS button to exit **News - Administrative Interface** and go back to **NEWS** main page.

You can click on the ADD NEWS » button to insert **news**.

You can click on a **news** to **MODIFY** it.

You can click on the ✂ icon at the right to delete a **news**.

Subtopics:
 ADD NEWS **MODIFY NEWS**

HELP > **NEWS** > **ADMINISTRATIVE INTERFACE** > **ADD NEWS**

The **ADD NEWS** form allows designated users to add **news**.

In order to create **news** you need to enter the following information:

Date (dd/mm/yyyy)	The date you want to give to this **news**. It is usually the current date.
Title	A short, significative title for this **news**.
Visibility	The visibility of this **news**. **Public** means it will appear in the public area of Antennas VCE web site. **ACE Community** means it will appear in the ACE Community area. **ACE Network** means it will appear in the ACE Network members-only area.
Contents	The description of this **news**. It is possible to insert tables, hyperlinks, etc. using the toolbar buttons as described in the **INTRODUCTION TO EPOZ**

The Save Changes button permanently saves the **news** you just entered,

the Cancel button discards it.

HELP > **NEWS** > **ADMINISTRATIVE INTERFACE** > **MODIFY NEWS**

The **MODIFY NEWS** form allows designated users to edit news.

It is possible to edit all information contained in a **news**:

Date (dd/mm/yyyy)	The date you want to give to this **news**. It is usually the date the **news** was created.
Title	A short, significative title for this **news**.
Visibility	The visibility of this **news**. **Public** means it will appear in the public area of Antennas VCE web site. **ACE Community** means it will appear in the ACE Community area. **ACE Network** means it will appear in the ACE Network members-only area.
Contents	The description of this **news**. It is possible to insert tables, hyperlinks, etc. using the toolbar buttons as described in the **INTRODUCTION TO EPOZ**

The Save Changes button permanently saves your changes,

the Cancel button discards them.

The **EVENTS** page shows events relevant to Antennas VCE (Antennas Virtual Centre of Excellence).

Certain designated users can modify the events: if you see the icon 📝 near the **EVENTS** page title, then you can click on it to open the **ADMINISTRATIVE INTERFACE** and modify the events.

Subtopics:
ADMINISTRATIVE INTERFACE

HELP > EVENTS > ADMINISTRATIVE INTERFACE

The **ADMINISTRATIVE INTERFACE** part of the **EVENTS** page allows designated users to add, edit and delete **events**.

The **Events - Administrative Interface** looks like the following example:

« VIEW EVENTS		ADD EVENT »
ICONIC 2005: 08/06/2005		✂
ACES 2005: 03/04/2005		✂
JINA 2004: 08/11/2004		✂

You can click on the « VIEW EVENTS button to exit **Events - Administrative Interface** and go back to **EVENTS** main page.

You can click on the ADD EVENT » button to insert an **event**.

You can click on an **event** to **MODIFY** it.

You can click on the ✂ icon at the right to delete an **event**.

Subtopics:
ADD EVENT **MODIFY EVENT**

HELP > EVENTS > ADMINISTRATIVE INTERFACE > ADD EVENT

The **ADD EVENT** form allows designated users to add an **event**.

In order to create an **event** you need to enter the following information:

Date (dd/mm/yyyy)	The date you want to give to this **event**. It is usually the date the event will take place.
Title	A short, significative title for this **event**.
Visibility	The visibility of this **event**. **Public** means it will appear in the public area of Antennas VCE web site. **ACE Community** means it will appear in the ACE Community area. **ACE Network** means it will appear in the ACE Network members-only area.
Contents	The description of this **event**. It is possible to insert tables, hyperlinks, etc. using the toolbar buttons as described in the **INTRODUCTION TO EPOZ**

The Save Changes button permanently saves the **event** you just entered,

the Cancel button discards it.

HELP > EVENTS > ADMINISTRATIVE INTERFACE > MODIFY EVENT

The **MODIFY EVENT** form allows designated users to edit **events**.

It is possible to edit all information contained in an **event**:

Date (dd/mm/yyyy)	The date you want to give to this **event**. It is usually the date the **event** will take place.
Title	A short, significative title for this **event**.
Visibility	The visibility of this **event**. **Public** means it will appear in the public area of Antennas VCE web site. **ACE Community** means it will appear in the ACE Community area. **ACE Network** means it will appear in the ACE Network members-only area.
Contents	The description of this **event**. It is possible to insert tables, hyperlinks, etc. using the toolbar buttons as described in the **INTRODUCTION TO EPOZ**

The Save Changes button permanently saves your changes,

the Cancel button discards them.

The **LINKS** page shows external links relevant to Antennas VCE (Antennas Virtual Centre of Excellence).

Certain designated users can modify the links: if you see the icon 📝 near the **LINKS** page title, then you can click on it to open the **ADMINISTRATIVE INTERFACE** and modify the links.

Subtopics:
  ADMINISTRATIVE INTERFACE

The **ADMINISTRATIVE INTERFACE** part of the **LINKS** page allows designated users to add, edit and delete external **links**.

The **Links - Administrative Interface** looks like the following example:

« VIEW LINKS	ADD LINK »

Sixth Framework Programme (FP6): http://fp6.cordis.lu/fp6/home.cfm	✕
Information Society Technologies (IST): http://www.cordis.lu/ist/	✕
CORDIS Technology Market Place: http://www.cordis.lu/marketplace	✕

You can click on the « VIEW LINKS button to exit **Links - Administrative Interface** and go back to **LINKS** main page.

You can click on the ADD LINK » button to insert a **link**.

You can click on a **link** to **MODIFY** it.

You can click on the ✕ icon at the right to delete a **link**.

Subtopics:
  ADD LINK   MODIFY LINK

The **ADD LINK** form allows designated users to add an external **link**.

In order to create a **link** you need to enter the following information:

Date (dd/mm/yyyy)	The date you want to give to this **news**. It is usually the current date.
Title	A short, significative title for this **news**.
Link Destination (URL)	Where this **link** points.
Visibility	The visibility of this **link**. **Public** means it will appear in the public area of Antennas VCE web site. **ACE Community** means it will appear in the ACE Community area. **ACE Network** means it will appear in the ACE Network members-only area.
Contents	The description of this **link**. It is possible to insert tables, hyperlinks, etc. using the toolbar buttons as described in the **INTRODUCTION TO EPOZ**

The ⟨ Save Changes ⟩ button permanently saves the **link** you just entered,

the ⟨ Cancel ⟩ button discards it.

The **MODIFY LINK** form allows designated users to edit external **links**.

It is possible to edit all information contained in a **link**:

Date (dd/mm/yyyy)	The date you want to give to this **link**. It is usually the date the **link** was created.
Title	A short, significative title for this **link**.
Link Destination (URL)	Where this **link** points.
Visibility	The visibility of this **link**. **Public** means it will appear in the public area of Antennas VCE web site. **ACE Community** means it will appear in the ACE Community area. **ACE Network** means it will appear in the ACE Network members-only area.
Contents	The description of this **link**. It is possible to insert tables, hyperlinks, etc. using the toolbar buttons as described in the **INTRODUCTION TO EPOZ**

The ⟨ Save Changes ⟩ button permanently saves your changes,

the ⟨ Cancel ⟩ button discards them.

The **INFORMATION SHEETS** area contains useful information for people who want to learn about Antennas VCE and possibly join ACE Community.

Information Sheets are not usually relevant to ACE Network members, since they already have full access to Antennas VCE.

Updating the contents of the **Information Sheets** area is anyway delegated to chosen people belonging to ACE Network.

For this task it is possible to use the **Information Sheets ADMINISTRATIVE INTERFACE**.

Subtopics:

ADMINISTRATIVE INTERFACE

The **ADMINISTRATIVE INTERFACE** part of the **INFORMATION SHEETS** area allows designated users to add, edit and delete Information Sheets.

The **Information Sheets - Administrative Interface** looks like the following example:

📁 *Information Sheets / General Information*
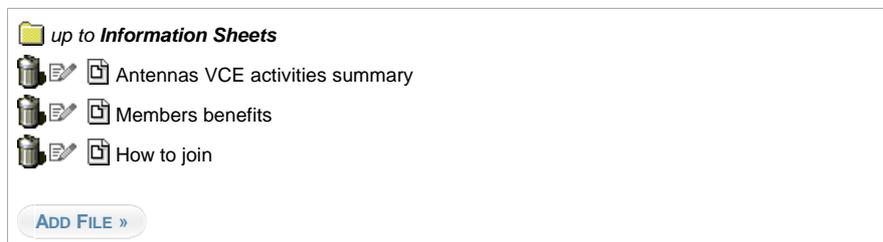
You can navigate through the **Information Sheets** directory tree by clicking on the folder names.

You can also click on the **folder** names on the **Current Location** line (after the 📁 icon) to quickly return to the upper folders.

You can click on a **file** name to download it.

You can click on the 🗑 icon to delete a **file** or **folder** together with all its contents.

You can click on the 📝 icon to edit the description of a **file** or **folder**.

If visible, you can click on the ⬭ ADD FOLDER » ⬭ button to create a new **folder**.

If visible, you can also click on the ⬭ ADD FILE » ⬭ to upload a new **file**.

Subtopics:

ADD FOLDER   ADD FILE   EDIT FOLDER   EDIT FILE

The **ADD FOLDER** form allows designated users to add **folders** to the **Information Sheets** area.

In order to create a **folder** you need to enter the following information:

Title	A short, significative title for this **folder**.
Description	The description of this **folder**. It is possible to insert tables, hyperlinks, etc. using the toolbar buttons as described in the **INTRODUCTION TO EPOZ**

The ⬚ Save Changes ⬚ button permanently saves the **folder** you just entered,

the ⬚ Cancel ⬚ button discards it.

HELP > INFORMATION SHEETS > ADMINISTRATIVE INTERFACE > ADD FILE

The **ADD FILE** form allows designated users to add **files** to the **Information Sheets** area.

In order to upload a **file** you need to enter the following information:

Title	The name that will be shown for this file. Please use a significative name, even if it's long.**folder**.
Parent	The parent folder of this **file**. Usually you do not need to change the preset value.
Visibility	The visibility of this **file**, i.e. who will be able to access and download it. **Public** means anyone is allowed to download it. **On Request** means that ACE Community guests will have to ask for it to the Information Sheets manager by e-mail. ACE Community registered users will be allowed to directly download it. **Private** means only ACE Community registered users will be allowed to download it.
File	The actual **file** to be uploaded.

The Upload File button permanently saves the **file** you are uploading,

the Cancel button discards it.

HELP > INFORMATION SHEETS > ADMINISTRATIVE INTERFACE > EDIT FOLDER

The **EDIT FOLDER** form allows designated users to modify existing **Information Sheets folders**.

It is possible to edit all information contained in a **folder**:

Title	A short, significative title for this **folder**.
Description	The description of this **folder**. It is possible to insert tables, hyperlinks, etc. using the toolbar buttons as described in the **INTRODUCTION TO EPOZ**

The Save Changes button permanently saves your changes,

the Cancel button discards them.

HELP > INFORMATION SHEETS > ADMINISTRATIVE INTERFACE > EDIT FILE

The **EDIT FILE** form allows designated users to modify existing **files** in the **Information Sheets** area.

The following information about a **file** can be changed:

Title	The name that will be shown for this file. Please use a significative name, even if it is long.**folder**.
Parent	The parent folder of this **file**. Usually you do not need to change the preset value.
Visibility	The visibility of this **file**, i.e. who will be able to access and download it. **Public** means anyone is allowed to download it. **On Request** means that ACE Community guests will have to ask for it to the Information Sheets manager by e-mail. ACE Community registered users will be allowed to directly download it. **Private** means only ACE Community registered users will be allowed to download it.

The Save Changes button permanently saves your changes,

the Cancel button discards them.