

Inotles Intranet User Guide

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1 About Inotles intranet

Inotles intranet is the solution that enables organizations to securely connect their teams, projects, and knowledge. With Inotles intranet, members can better communicate, educate, and inform your organization.

1.1 Features

Documents

Create, attach, store, share, and collaborate.

Events

Manage upcoming events with integrated calendars.

Discussions

Communicate, collaborate, and exchange ideas securely.

Multimedia

Embed, store, and access files, images, & videos. Store once. Use Sitewide.

Worktracker

Monitor projects, milestones, & deliverables.

Notifications

Subscribe, notify, & respond in email.

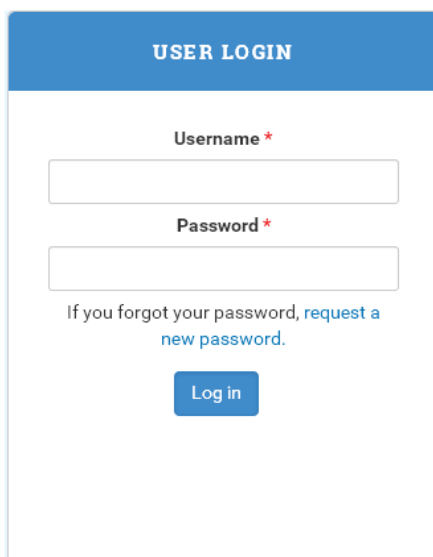
Data Security

Granular access control, site wide.

Identity Management

Roles, Permissions, & LDAP integration

2 First time login and password reset



USER LOGIN

Username *

Password *

If you forgot your password, [request a new password.](#)

Log in

In order to obtain access to your account please go to <http://intranet.inotles.eu>.

Click on request a new password and type your email from bellow tables.



User accounts were created based on these emails. One email with one time login link will be sent to your email box. After login please change your password.

Welcome! Enjoy Exploring Inotles Intranet!

3 Inotles Spaces

A space is a collection of content. Depending on the needs of organization, spaces can be further divided into subspaces (for a large grouping of content nested within a space) and/or sections (where the content actually lives within spaces or subspaces). Currently Inotles Intranet has following spaces and subspaces:

3.1 Project management

3.2 Workpackage 4

3.2.1 WP4.1 Research methods (groups, roles)

WP4.1 Research Methods		University	
maksym.yakovlyev	maksym.yakovlyev@gmail.com	NaUKMA Kiev	WP 4.1 leader + academic staff + project coordinator
ihor.melnychuk	melim@ukr.net	Chernovtsy	academic staff
valentina.cornea	valycornea@yahoo.com	USC Cahul	academic staff + project coordinator
natia.katamadze	natia.katamadze@gmail.com	Batumi	academic staff + project coordinator
ludmila.tihonov	ludmila_tihonov@yahoo.com	ULIM Chisinau	academic staff
victor.cebotari	victor.cebotari@maastrichtuniversity.nl	MGSOG, Maastricht University	WP 4.1 leader r + academic staff

3.2.2 WP4.2 EU policy-making

WP4.2 Policy-Making		University	
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oleksandr.demianchuk	demyanchuk@ukma.kiev.ua	NaUKMA Kiev	WP 4.2 leader + academic staff + project coordinator
natalia.rotar	nata_rotar@ukr.net	Chernovtsy	academic staff
lasha.bazhunaishvili	lasha.lucky@yahoo.com	Batumi	academic staff
ina.filipov	inafilipov@gmail.com	USC Cahul	academic staff
viorica.ticu	ticuviorica@yahoo.com	ULIM Chisinau	academic staff
heidi.maurer	h.maurer@maastrichtuniversity.nl	FASOS, Maastricht University	WP 4.2 leader + academic staff + project coordinator
natalia.timus	natalia.s.timus@gmail.com	MGSOG, Maastricht University	academic staff + project coordinator

3.2.3 WP4.3 EU law

WP4.3 EU Law		University	
galyna.mykhailiuk	oam@te.net.ua	NaUKMA Kiev	WP 4.1 leader + academic staff
anatoliy.kruglashov	akruglas@gmail.com	Chernovtsy	academic staff + project coordinator
vitalie.budeci	vbudeci@ulim.md	ULIM Chisinau	academic staff
natalia.saitarli	saitarli@gmail.com	USC Cahul	academic staff
nino.lapiashvili	ninolapiashvili@yahoo.com; inotles.tsu@gmail.com	TSU	academic staff + project coordinator
natalia.timus	natalia.s.timus@gmail.com	MGSOG, Maastricht University	academic staff + project coordinator
simon.usherwood	s.usherwood@surrey.ac.uk	University of Surrey	WP 4.5 leader + academic staff + project coordinator

3.2.4 WP4.4 EU institutions

WP4.4 EU Institutions			
pavlo.molochko	molochko@pochtamt.ru	Chernovtsy	WP 4.3 leader + academic staff + project coordinator
rodica.panta	pisarencu@yahoo.com	ULIM Chisinau	academic staff
alexandra.novitchkova	a.novitschkova@gmail.com	NaUKMA Kiev	academic staff
sergiu.cornea	s_cornea@yahoo.com	USC Cahul	academic staff
nana.kurshubadze	nanakurshubadze@yahoo.com	Batumi	academic staff + project coordinator
alexandra.mihai	alexandra.mihai@vub.ac.be	IES, VUB Brussels	WP 4.3 leader + academic staff + project coordinator
natalia.timus	natalia.s.timus@gmail.com	MGSOG,	academic staff

		Maastricht University	
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3.2.5 WP4.5 EU external relations

WP4.5 EU External Relations			
ludmila.coadă	l_coadă@yahoo.com	ULIM Chisinau	WP 4.5 leader + academic staff + project coordinator
nataliya.yuriychuk	nataliyany77@gmail.com	Chernovtsy	academic staff
elena.ivanco	emandaji@yahoo.com	USC Cahul	academic staff
sophie.vanhoonacher	s.vanhoonacher@maastrichtuniversity.nl	FASOS, Maastricht University	academic staff
maxine.david	m.david@surrey.ac.uk	University of Surrey, US	academic staff
natalia.timus	natalia.s.timus@gmail.com	MGSOG, Maastricht University	academic staff + project coordinator
anna.herranz	anna.herranz@maastrichtuniversity.nl	FASOS, Maastricht University	WP 4.5 leader + academic staff

3.3 Workpackage 5, 6

All users have access to these Workpackage spaces and may use the various tools following the instructions from Workpackage 4.

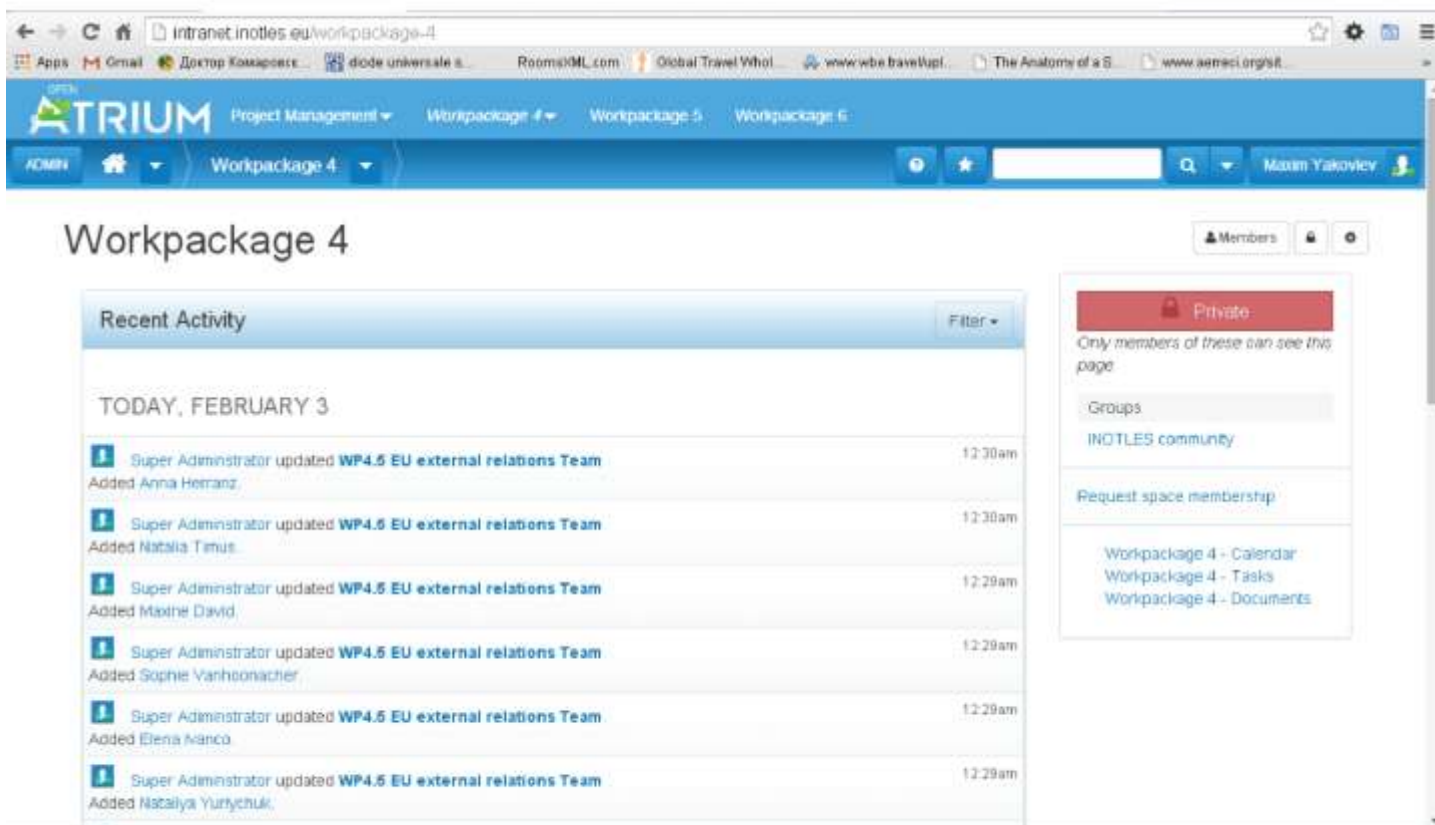
5 Users, groups, roles and permissions

Inotles Intranet has 3 types of user roles: project coordinator, space leader and academic staff

5.1 Project Coordinators (Group)

5.1.1 View content from Project Management, Workpackages and Sub-Workpackages

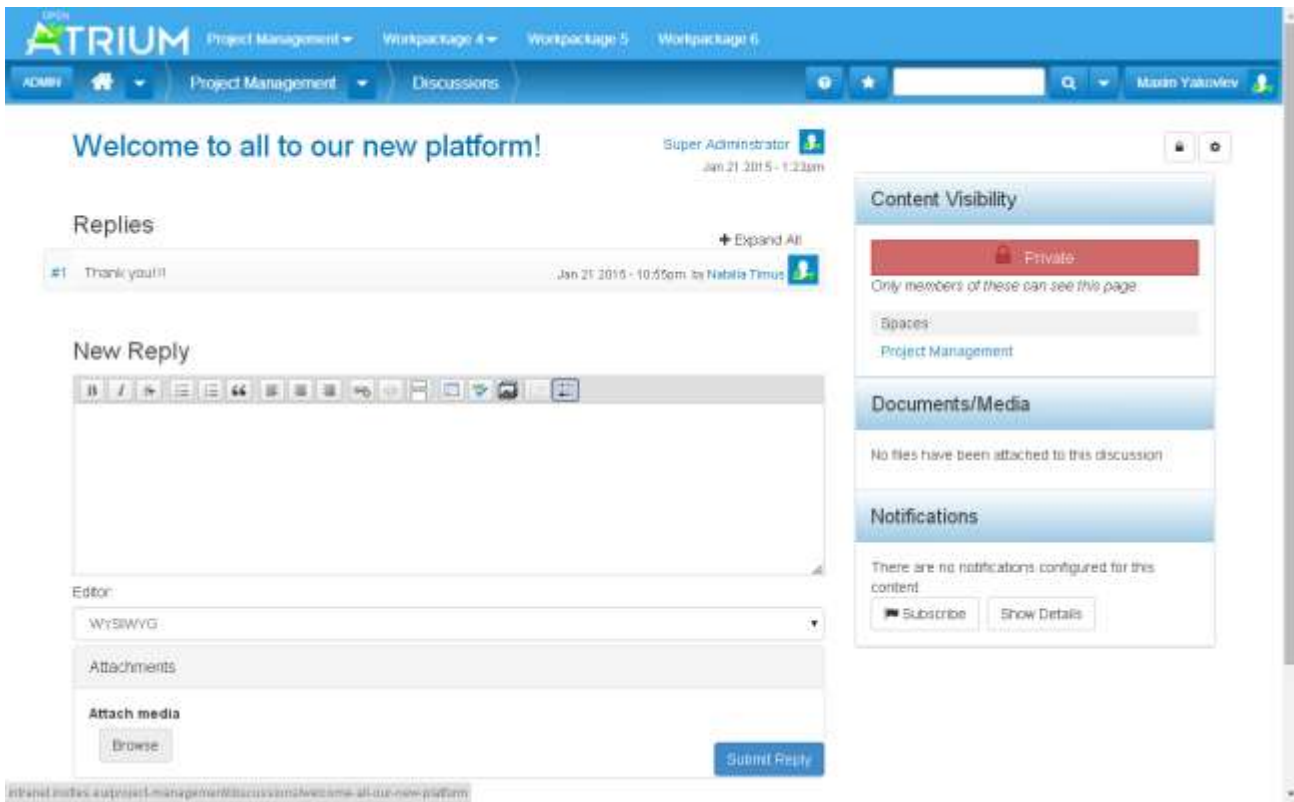
Users with this role can have access to information from all the spaces of the intranet



The screenshot shows a web browser window with the URL `intranet.inotles.eu/workpackage-4`. The page header includes the 'ATRIUM' logo and navigation tabs for 'Project Management', 'Workpackage 4', 'Workpackage 5', and 'Workpackage 6'. The main content area is titled 'Workpackage 4' and features a 'Recent Activity' section with a 'Filter' dropdown. The activity log shows several entries from 'Super Administrator' updating 'WP4.5 EU external relations Team' with new members: Anna Herranz, Natalia Timus, Maxine David, Sophie Vanhoonaicher, Elena Manco, and Nataliya Yurtychuk, all dated 'TODAY, FEBRUARY 3' at 12:30am. A sidebar on the right indicates the page is 'Private' and lists navigation options: 'Groups' (with 'INOTLES community'), 'Request space membership', and 'Workpackage 4 - Calendar', 'Workpackage 4 - Tasks', 'Workpackage 4 - Documents'.

5.1.2 Reply on discussion posts in Project Management, Workpackages, Sub-Workpackages

Users from group project coordinators can reply to discussion posts



5.1.3 Create/Edit/Delete a task in Project Management Space

- a) Add task title
- b) Add task description
 - i. Assigned to(chose one user from dropdown list)
 - ii. Status(Open, Duplicate, Deferred, Closed)
 - iii. Priority(Low, Normal, High)
 - iv. Type(Task, Problem, Feature request)
 - v. Due Date
- c) Description(rich text format)
- d) Attach the document(Files)
- e) Set notifications:
 - i. You can send notifications to a group like Inotles Community which include all users of intranet or Project Coordinators group or any other group that the system will suggest on text field click.
 - ii. You can send notifications to Workpackage, Sub-Workpackage team about new created task. Each Workpackage has its own team as described above in chapter II. On click in text field system will make suggestions with available teams.
 - iii. You can send notifications to individual users which you can select from list when clicking on users' option.
- f) Click on save button.

ATRIUM Workpackage 4 Workpackage 5 Workpackage 6

Workpackage 4 WP4.3 EU law

Create Task

a) Name:

b) Task information

Section *	Assigned to	Status *
WP4.3 - Tasks	Teu Marica	Open
Priority *	Type *	Due date
Normal	Feature Request	<input type="text"/> <input type="button" value="Today"/>
		E.g., Feb 3 2018 E.g., 01:10pm

c) Description

d) Attach media

e) Notifications

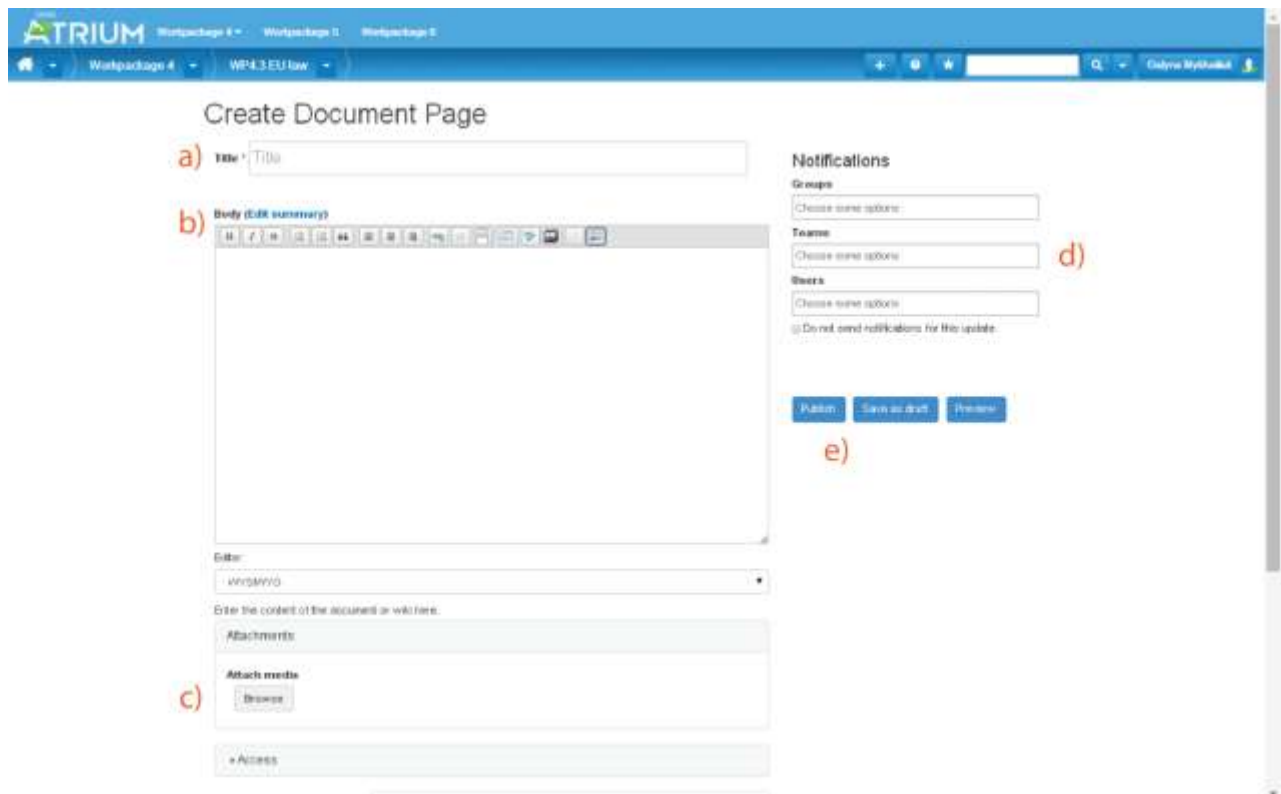
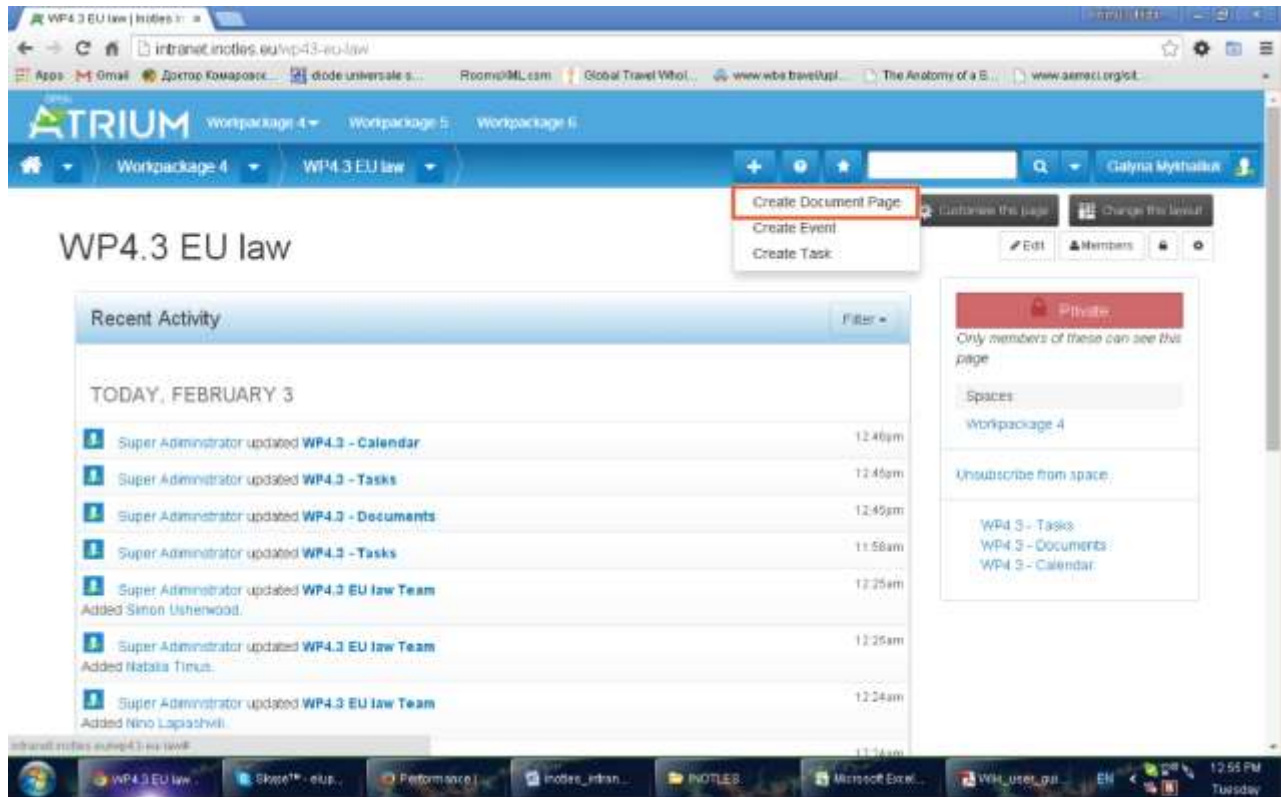
f) Revision information

5.1.4 Create/Edit/Delete a document in Project Management Space

- g) Add document title
- h) Add document description if needed (you can insert here rich text format – including lists, pictures)
- i) Attach the document (Files)
- j) Set notifications

- i. You can send notifications to a group like Inotles Community which include all users of intranet or Project Coordinators group or any other group that the system will suggest on text field click.
- ii. You can send notifications to Workpackage, Sub-Workpackage team about new created task. Each Workpackage has its own team as described above in chapter II. On click in text field system will make suggestions with available teams.
- iii. You can send notifications to individual users which you can select from list when clicking on users' option.

k) Click on save button




5.1.5 Create/Edit/Delete a event in Project Management Space

- a) Add event title
- b) Add event description if needed(you can insert here rich text format – including lists, pictures)
- c) Add event location if needed(you can insert here rich text format – including lists, pictures)
- d) Attach the document(Files)
- e) Set event date
 - i. Start date, time
 - ii. End Date, time
 - iii. Optional you can set to have an all day event, or to have event repeating
- f) Set notifications
 - i. You can send notifications to a group like Inotles Community which include all users of intranet or Project Coordinators group or any other group that the system will suggest on text field click.
 - ii. You can send notifications to Workpackage, Sub-Workpackage team about new created task. Each Workpackage has its own team as described above in chapter II. On click in text field system will make suggestions with available teams.
 - iii. You can send notifications to individual users which you can select from list when clicking on users' option.
- g) Click on save button

Create Event

a) **Title**

b) **Description (Edit summary)**



Editor

Describe the Event

c) **Location**



Editor

Location Address and/or link, i.e., 1600 Pennsylvania Avenue, NW Washington, DC 20500 <http://www.whitehouse.gov>

Attachments

d) **Attach media**

Access

Revision information
New revision

Revision log message

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

e) **Event Date ***

All Day

Date
E.g. Feb 2 2015

Time
E.g. 02:48pm

to:

Date
E.g. Feb 3 2015

Time
E.g. 02:48pm

Repeat

Repeat

f) **Notifications**

Groups

Teams

Users

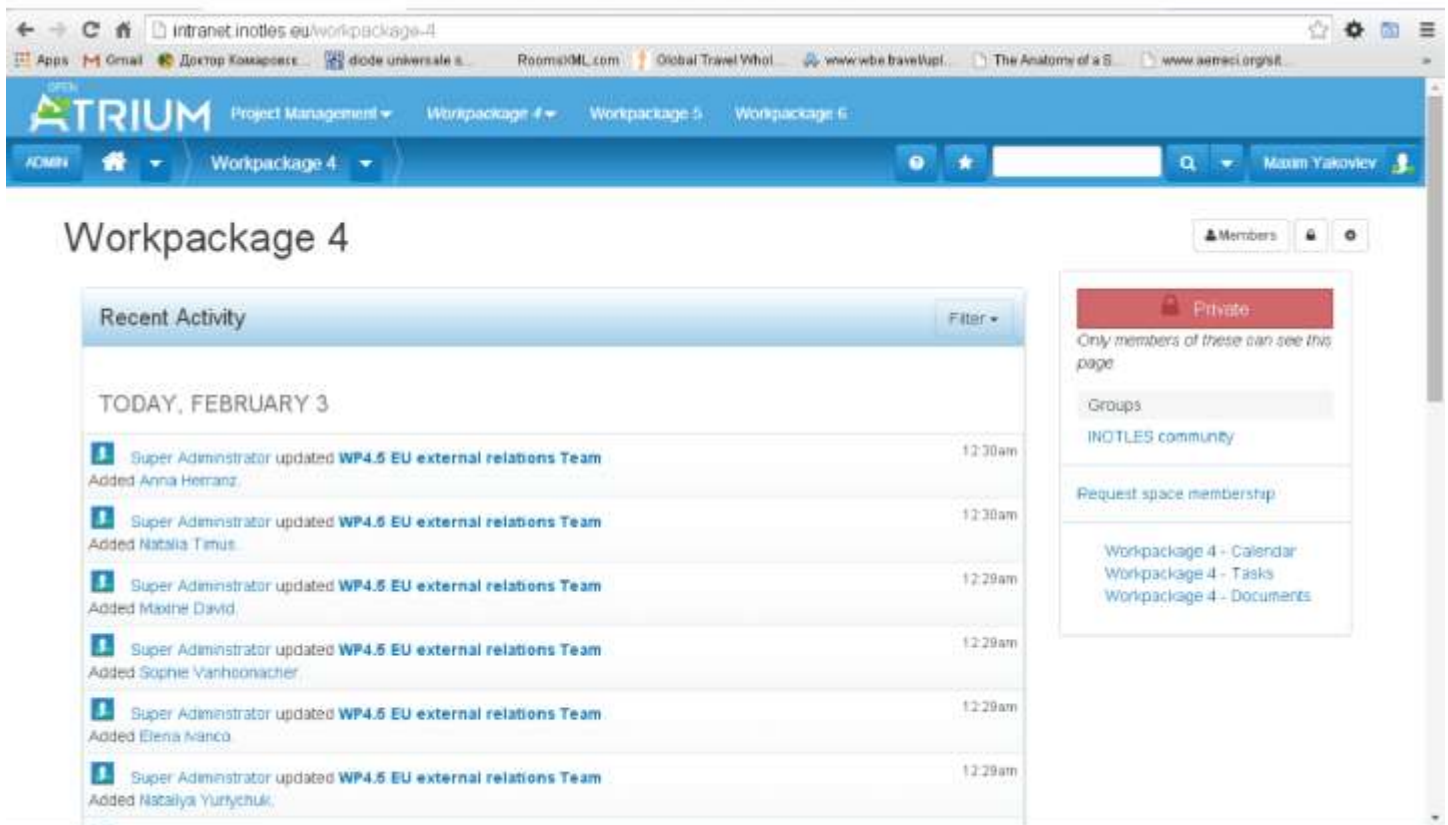
Do not send notifications for this update

g)

5.2 Workpackages, Sub-Workpackages leaders

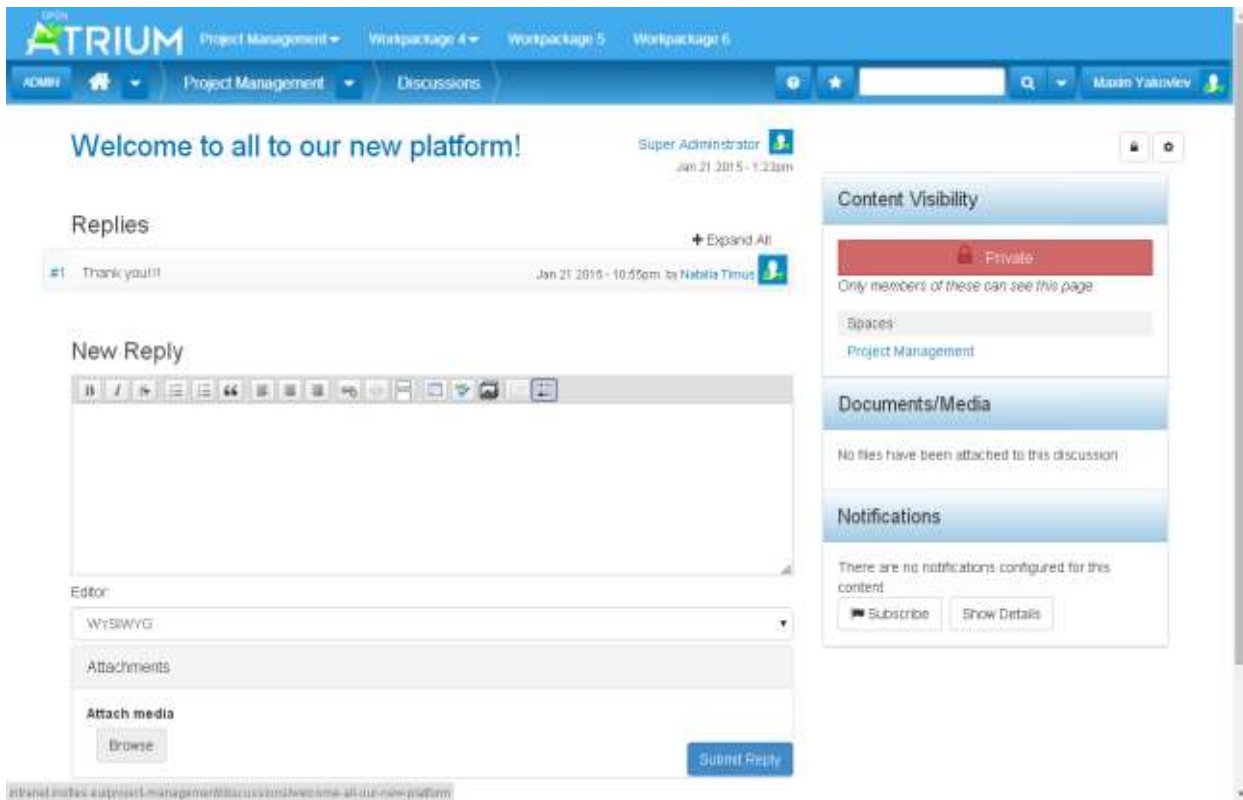
5.2.1 View content from all Workpackages except Project management

Users with this role can have access to information from all the spaces of the intranet except Project Management Space



5.2.2 Reply on discussion posts in all Workpackages except Project Management Space

Users assigned as leaders of subspaces can reply to discussion posts



5.2.3 Create/Edit/Delete a task in assigned Workpackage

- a) Add task title
- b) Add task description
 - i. Assigned to(chose one user from dropdown list)
 - ii. Status(Open, Duplicate, Deferred, Closed)
 - iii. Priority(Low, Normal, High)
 - iv. Type(Task, Problem, Feature request)
 - v. Due Date
- c) Description(rich text format)
- d) Attach the document(Files)
- e) Set notifications:
 - i. You can send notifications to a group like Inotles Community which include all users of intranet or Project Coordinators group or any other group that the system will suggest on text field click.
 - ii. You can send notifications to Workpackage, Sub-Workpackage team about new created task. Each Workpackage has its own team as described above in chapter II. On click in text field system will make suggestions with available teams.
 - iii. You can send notifications to individual users which you can select from list when clicking on users' option.
- f) Click on save button.

ATRIUM Workpackage 4 Workpackage 5 Workpackage 6

Workpackage 4 WP4.3 EU law

Create Task

a) Name: Name

b) Task information

Section: WP4.3 - Tasks Assigned to: Teu Varda Status: Open

Priority: Normal Type: Feature Request

Due date: [] [Today]
E.g., Feb 3 2018 E.g., 01:10pm

Notifications e)

Groups: Choose some options

Teams: Choose some options

Users: Choose some options

Do not send notifications for this update.

Buttons: Publish Preview

f)

c) Description

Editor: wysiwyg

Attachments

d) Attach media: Erase

Access

Revision information: [How revision](#)

Revision log message

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

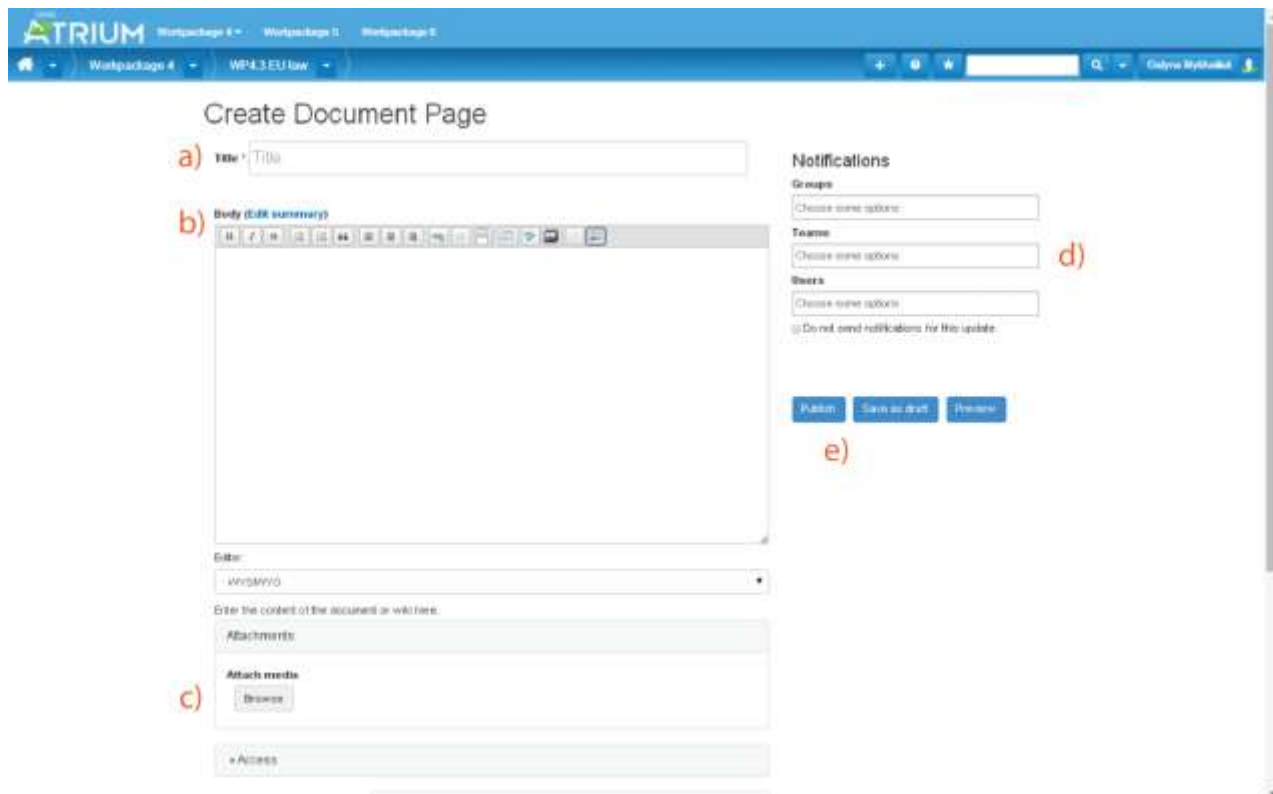
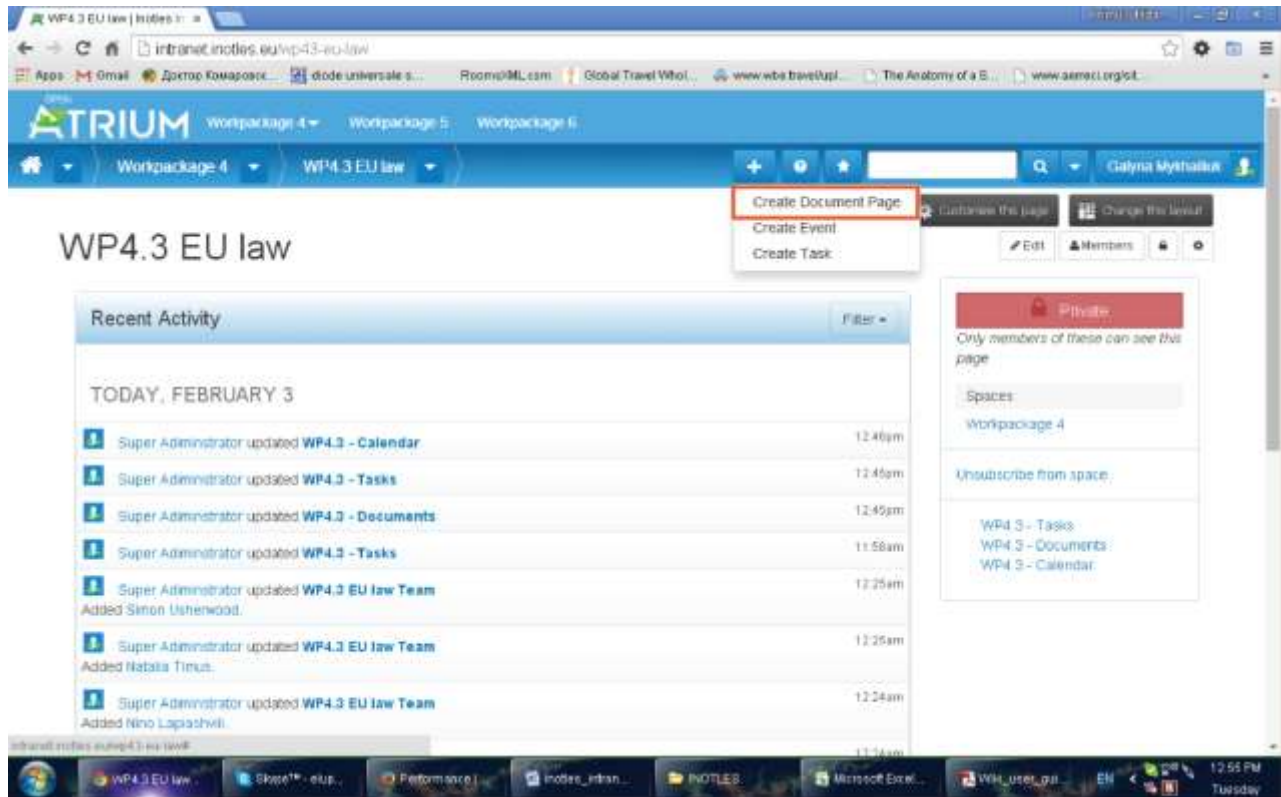
Powered by **ATRIUM**

5.2.4 Create/Edit/Delete a document in Assigned Workpackage

- Add document title
- Add document description if needed (you can insert here rich text format – including lists, pictures)
- Attach the document (Files)
- Set notifications

- i. You can send notifications to a group like Inotles Community which include all users of intranet or Project Coordinators group or any other group that the system will suggest on text field click.
- ii. You can send notifications to Workpackage, Sub-Workpackage team about new created task. Each Workpackage has its own team as described above in chapter II. On click in text field system will make suggestions with available teams.
- iii. You can send notifications to individual users which you can select from list when clicking on users' option.

e) Click on save button




5.2.5 Create/Edit/Delete a event in Assigned Workpackage

- a) Add event title
- b) Add event description if needed(you can insert here rich text format – including lists, pictures)
- c) Add event location if needed(you can insert here rich text format – including lists, pictures)
- d) Attach the document(Files)
- e) Set event date
 - i. Start date, time
 - ii. End Date, time
 - iii. Optional you can set to have an all day event, or to have event repeating
- f) Set notifications
 - i. You can send notifications to a group like Inotles Community which include all users of intranet or Project Coordinators group or any other group that the system will suggest on text field click.
 - ii. You can send notifications to Workpackage, Sub-Workpackage team about new created task. Each Workpackage has its own team as described above in chapter II. On click in text field system will make suggestions with available teams.
 - iii. You can send notifications to individual users which you can select from list when clicking on users' option.
- g) Click on save button

Create Event

a) **Title**

b) **Description (Edit summary)**



Editor

Describe the Event

Location



Editor

Location Address and/or link, e.g., 1600 Pennsylvania Avenue, NW Washington, DC 20500 <http://www.whitehouse.gov>

Attachments

d) **Attach media**

Access

Revision information
 New revision

Revision log message

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

e) **Event Date ***

All Day

Date
 E.g. Feb 3 2015

Time
 E.g. 02:48pm

to:

Date
 E.g. Feb 3 2015

Time
 E.g. 02:48pm

Repeat

Repeat

f) **Notifications**

Groups

Teams

Users

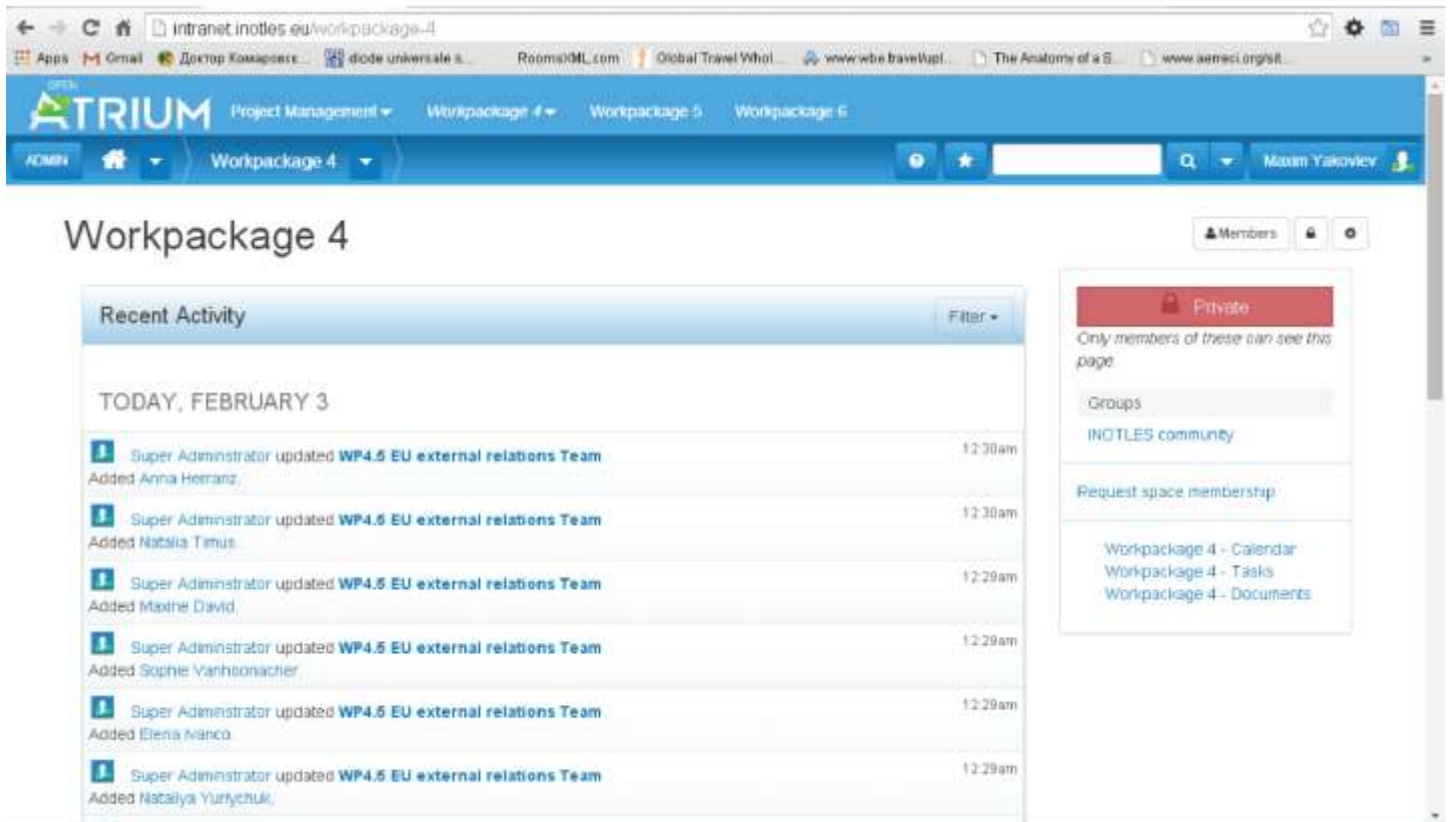
Do not send notifications for this update

g)

5.3 Workpackages Academic staff

5.3.1 View content from all Workpackages except Project management

Users with this role can have access to information from all the Workpackages of the intranet except Project management Space



The screenshot shows the ATRium intranet interface for Workpackage 4. The browser address bar indicates the URL is intranet.inotles.eu/workpackage-4. The page header includes the ATRium logo and navigation tabs for Project Management, Workpackage 4, Workpackage 5, and Workpackage 6. The main content area is titled 'Workpackage 4' and features a 'Recent Activity' section with a 'Filter' dropdown. The activity list shows updates from 'Super Administrator' to 'WP4.5 EU external relations Team' on 'TODAY, FEBRUARY 3'. The activity items are:

- Super Administrator updated WP4.5 EU external relations Team Added Anna Herranz. 12:30am
- Super Administrator updated WP4.5 EU external relations Team Added Natalia Timus. 12:30am
- Super Administrator updated WP4.5 EU external relations Team Added Maxine David. 12:29am
- Super Administrator updated WP4.5 EU external relations Team Added Sophie Vanhoonaicher. 12:29am
- Super Administrator updated WP4.5 EU external relations Team Added Elena Manco. 12:29am
- Super Administrator updated WP4.5 EU external relations Team Added Nastaliya Yurychuk. 12:29am

On the right side, there is a 'Private' notice: 'Only members of these can see this page'. Below this, there is a 'Groups' section listing 'INOTLES community'. Further down, there is a 'Request space membership' link and a list of links: 'Workpackage 4 - Calendar', 'Workpackage 4 - Tasks', and 'Workpackage 4 - Documents'.

5.3.2 Reply on discussion posts in all Workpackages except Project management Space

Users assigned as leaders of subspaces can reply to discussion posts

Welcome to all to our new platform!

Super Administrator
Jan 21 2015 - 1:23pm

Replies

[+ Expand All](#)

#1 Thank you!! Jan 21 2015 - 10:55am by Natalia Timus

New Reply

Rich text editor toolbar with icons for bold, italic, link, unlink, list, quote, code, undo, redo, link, unlink, image, video, table, and fullscreen.

Editor:

WYSIWYG

Attachments

Attach media

Browse

Submit Reply

Content Visibility

Private

Only members of these can see this page

Spaces:

Project Management

Documents/Media

No files have been attached to this discussion

Notifications

There are no notifications configured for this content

Subscribe

Show Details

internal notes: 4project-managementdiscussions/welcome-all-to-our-new-platform