



# The Integration4Water Database User Guide

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<b>User profile options</b>	<b>2</b>
<b>How to register?</b>	<b>2</b>
<b>Registration process</b>	<b>3</b>
<b>Filling up the NMS/ACC database forms</b>	<b>3</b>
Step1: You must be logged in	3
Step 2: Filling in the database forms	4
<b>Integration4Water NMS/ACC Database: Organisation Basic Data (1/2)</b>	<b>4</b>
Organisation basic data	4
Organisation address data	4
Organisation legal status and type	4
Organisation type	4
Contact person	5
Organisation /department fields of activity	5
<b>Integration4Water NMS/ACC Database: 4th call topic selection (2/2)</b>	<b>5</b>
Select 4th call specific topic	5
4th call related activity key words	5
Contribution to the selected topic (max 1000 characters)	5
Relevant expertise	6
Participation in relevant projects	6
<b>Integration4Water NMS/ACC Database: topic-relevant project</b>	<b>6</b>
Infrastructure/facilities (optional)	7
5 most relevant publications	7
Other issues/comments (optional)	7
Research leader from your organisation in this topic	7

## How to use Integration4Water internet service?

Before you start filling up the database, we recommend that you first read carefully the following instruction. Some of the obligatory and optional information requested in the database (information on relevant projects, publications, etc.) may need to be prepared in advance).

### User profile options

When using the Integration4Water internet service you may choose among four options of user profile offered by the service:

1. **guest ( anonymous user)**

only for viewing information contained in the service, including the use of the search engine. Neither logging nor registration required. Accessible to all countries.

2. **instant messenger user** (not available yet)

viewing information contained in the service including the use of the search engine, receiving information distributed by the Integration4Water instant messenger service, providing information for distribution. The information for distribution will be moderated to avoid "SPAM-like" messages. Registration required. Accessible to all countries.

3. **database user**

viewing information contained in the service including the use of the search engine, adding / modifying information in the database. Database user profile is limited only to the New Member States and Associated Candidate States: Poland, Czech Republic, Slovakia, Hungary, Slovenia, Lithuania, Latvia, Estonia, Cyprus, Malta, Bulgaria, Romania, Turkey

4. **database & instant messenger user** (not available yet)

receiving information distributed by the Integration4Water instant messenger service, viewing information contained in the service including the use of the search engine, adding / modifying information in the database. Due to limitations of the database user profile, accessible only to the New Member States and Associated Candidate States: Poland, Czech Republic, Slovakia, Hungary, Slovenia, Lithuania, Latvia, Estonia, Cyprus, Malta, Bulgaria, Romania, Turkey

**Note:** The user profile option may be changed at any time with the only restriction related to the country (option 3 and 4 limited only to the New Member States and Associated Candidate States specified above)

### How to register?

The scope of data necessary to sign up to the services depends on which of the above mentioned user options you choose:

**Guest** – no registration required

**Instant messenger user** – minimum data requirements include: first name, last name, gender, e-mail and password

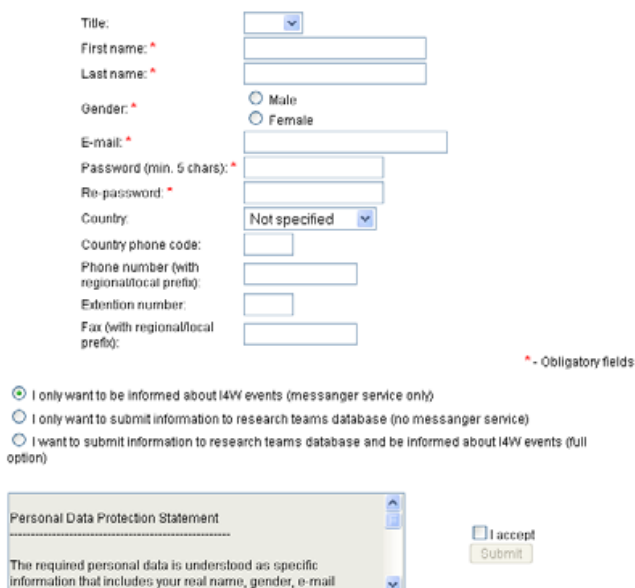
**Database user** – minimum data requirements include: first name, last name, gender, e-mail, password, country, phone number

**Database & instant messenger user** – minimum data requirements: the same as for database user.

Choose the link **Database online registration form** from the toolbar menu **Database**. The **Integration4water NMS/ACC Database: Online user registration** form will appear on the screen.

Fill in all data necessary for registration. Fields marked with an asterix (\*) are obligatory.

## Integration4Water NMS/ACC Database: Online user registration



**Title:** Choose the title from the list

**First Name, Last Name, Gender:** Provide your personal information

**E-mail address :** (*Note: Your e-mail serves immediately as your user name*)

**Your password:** You provide the password for yourself. The password must be composed of a minimum of 5 characters.

**Country:** choose from the list, if you are from the country that is not listed, choose the option **other**.

**Country phone code:** fills in automatically, if the country is chosen from the list, needs filling in if the country is other

**Phone number:** provide your phone number including regional/local prefix

**Extension:** provide your phone number extension if applicable

Please choose among the 4 available options of the **user status** (see description provided above) You can change this status at any time if you wish so.

### Personal data protection statement

Whenever personal data is provided, data provider must read and accept the Personal Data Protection Statement (PDPS) by checking the box. The **submit** button will activate then.

## Registration process

Upon clicking on the button, **submit** the provided registration data is validated by the server. In the case when the data is invalid, the data provider receives a notification indicating which data must be corrected to register. When the validation process is successful, service system sends a confirmation e-mail to the data provider that contains a link which must be clicked upon to activate the user function. At the same time the data provider is informed how to proceed with the registration process by information that will automatically appear on the screen.

If no action is undertaken within two weeks since the receipt of the confirmation e-mail, the registration data is automatically removed from the server and the registration process is cancelled.

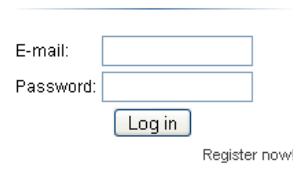
When the registration process has been completed successfully, in order to use the system functions dedicated to individual user profiles (e.g. fill up the database form) you must be logged in.

## Filling up the NMS/ACC database forms

### Step1: You must be logged in

This procedure requires providing the following data:

- user name that is always your e-mail address (**Note : it must be the same as the e-mail address provided in the registration form**), and
- password – the one which you have provided for yourself during the registration.



In the case when you have forgotten your password, you may request a reminder of your password simply by clicking a button that is under the password text box (not available yet). The system will verify whether your user name i.e. your e-mail address has been registered in the system. If so, the system will send you an e-mail with your password reminder.

## Step 2: Filling in the database forms

The structure of the database has been designed in a way enabling a maximum efficiency in presenting and promoting your research potential especially for the purposes of the 4th call in the FP6 sub-priority 1.6.3 in the area of water cycle including soil related aspects.

Profiles of the database users are limited only to the New Member States and the Associated Candidate Countries: Poland, Czech Republic, Slovakia, Hungary, Slovenia, Lithuania, Latvia, Estonia, Cyprus, Malta, Bulgaria, Romania, Turkey

From the quick menu on the left side of the screen choose and click the option **Fill-in the database**

In order to proceed with entering the data you will be requested to accept the fact that this data will be published in the Integration4Water web service according to the service's partner search function. It will be displayed after sending the partner search query to the database to facilitate contacting with potential partners. However, the data will not be transferred to the third parties.

After your acceptance the following window will appear on the screen:

## Integration4Water NMS/ACC Database: Organisation basic data (1/2)

### Organisation basic data

Provide the full name of your organisation and its short name. Provide the name of your department if necessary (optional) **Note:** *The database provides an option that there could be more than one entries from the same organisation provided by e.g. different departments/research teams.*

### Organisation address data

Provide organisation or department full address, scroll the list to choose the name of your country.

### Organisation legal status and type

Scroll the list to choose the legal status of your organisation:

- Private
- Governmental
- International
- Other

### Organisation type

Scroll the list to choose the type of your organisation:

- Research Organisation
- Higher Education
- Industry
- Industry/SME
- NGO
- Other

### Integration4Water NMS/ACC Database: Organisation basic data (1/2)

**Organisation full name:** \*   
**Organisation short name:**   
**Department:**

**Organisation/Department address data:**  
 Country: \*   
 Province/state:   
 City: \*   
 Postal code: \*   
 Address: \*   
 Web site:   
 Legal status: \*   
 Organisation type: \*

**Contact Person: \***  
 Position: \*   
 Contact person personal data:  
 Same as the submitting person  
 Provided below

Title:   
 First name:   
 Last name:   
 Gender:  Male  Female  
 E-mail:   
 Country phone code:   
 Phone number (with regional/local prefix):   
 Extension number:   
 Fax (with regional/local prefix):

**Fields of activities: \***  
(for multiple choice select with Ctrl button pressed)

\* - obligatory fields

[Proceed to 4th call topic selection](#)

## Contact person

In order to ensure easy contact with data providers and a good quality of the organisation's data there is no anonymous information and contact person data must be provided at any times when filling up the database.

If the contact person is the same person who has signed in as the data submitting person ( i.e. the logged in person), please check the box and the contact data will be automatically transferred to the database and the contact details form below will remain disabled.

If the contact person is other than the submitting person (logged-in User) – select option **provided below** to activate the form and fill in all the fields.

## Organisation /department fields of activity

Scroll the list to define the fields of activity of your organisation and/or department. Choose these expressions from the list that most closely match the activities carried out by your organisation/department. **Note:** *the expressions provided in the list serve also as key words in the partner search engine.*

For multiple choice press the **Ctrl** button.

To continue, press the **Proceed to the 4th call topics selection** button.

## Integration4Water NMS/ACC Database: 4th call topic selection (2/2)

Integration4Water Database: 4th call topic selection (2/2)

**Select 4th call specific topic:**  
 II.1.1 Global Water Cycle, Water Resources and Droughts

**Proposed contribution to selected topic:**  
 [Text area]

**Relevant expertise (max 1000 characters):**  
 [Text area]

**Participation in relevant projects:**  
 Project description:  
 Select from list: ALERT - Sustainable Management of Water Resources by Automated Real-Time Moni...  
 or [Add New Project] [Edit/View Selected Project]  
 Contribution to the project:  
 [Text area]

**Role in the project:**  
 [Text area]  
 [Add to List] [Remove from List]

**Available Infrastructure/Facilities:**  
 [Text area]

### Select 4th call specific topic

from the Area II Water Cycle including soil related aspects. This box provides all specific topics with descriptions opened in the Area II of the 4th call in the sub-priority 1.6.3. You may choose one topic at a time. Once you have selected the specific topic, the next box will request providing a short characteristics on the contribution offered by your organisation/department as a potential project partner.

### 4th call related activity key words

Scroll the list to choose the activity key words for the contribution offered to the selected 4th call topic by your organisation and/or department. **Note:** *the expressions provided in the list serve also as key words in the partner search engine.* For multiple choice press the **Ctrl** button.

### Contribution to the selected topic (max 1000 characters)

Provide a short description on how are you going to contribute to the project, what input you may offer, etc. When possible use the key words indicated earlier.

**Note:** *When filling up the above mentioned three boxes, please consult the extract from the 4th call Workprogramme for sub-priority 1.6.3 Area II provided as a pop-up window under the link **4th call topics reference**. Make sure that the proposed contribution falls in the research scope of the selected specific topic and that the key words are used in the contribution description.*

## Relevant expertise

Describe briefly the expertise (experience, human resources, research capacities) of your organisation/department that specifically supports the offered contribution to the selected topic.

## Participation in relevant projects

Provide titles of projects that your department/organisation has performed or has participated in that are most relevant to the selected specific topic. You may either choose the project topic/acronym from the list of the projects already submitted to the database or add a new one if your project is not on the list.

Use the button **Add new project** - when your project is not on the list.

A new window will appear on the screen:

### Integration4Water NMS/ACC Database: topic-relevant project

Here you are requested to provide information on your project either national or international. If the project has no web page it is highly recommended that you provide the short project description.

Beside the title, you will be requested to provide such data on the project as acronym (if available), Co-ordinating organisation, Co-ordinator name and e-mail address, project web page (if available), project start and end year, project type: national/international - if international choose the type from the provided list:

FP5  
 FP6  
 Interreg IIIA  
 Interreg IIIB  
 Interreg IIIC  
 LIFE  
 EUREKA  
 Other

or specify in the field to the right if other.

You can also provide a short description in the text frame (especially recommended in the case when the project web page is not available).

Upon completion, press button **Add this project** to save the project information in the database and proceed to the 4th call topic selection page.

If you want to exit topic-relevant project page without saving, press button **Back to the 4th call topic selection**. Select the newly added project from the list under *Project description* label on the 4th call topic selection page and provide further project information.

**Note:** You can add as many relevant projects as you want by following the above mentioned procedure.

You can also use **Edit/View Selected Project** button in order to receive more information on the project selected from the list. If you have provided the selected project, the system will enable the project data edition mode. Otherwise you can only view the project data.

After you select the project from the list and provided further project information, click the **Add to List** button. The title of your project will be copied to the *Relevant projects list* and the complete description of your relevant project will be recorded in the database after submitting the whole form. By

#### Integration4Water Database: topic-relevant projects

##### Project info:

Project name:

Acronym:

Co-ordinator institution:

Co-ordinator country:

Co-ordinator name:

Co-ordinator e-mail:

Project website:

Start date (month, year): January 1994

End date (month, year): January 1994

Project type:  international

Specify:  FP5

##### Short project description (optional but needed when no project webpage is available) :

repeating the above steps you can build a list of projects in which you have participated that may serve as a reference to the contribution offered to the selected 4th call topic. If you want to remove your relevant project entry from the list click the button **Remove from List**.

## Infrastructure/facilities (optional)

Briefly characterize the research and technology development infrastructure or other special facilities available at your organisation/department that are relevant to the offered contribution to the selected 4th call specific topic.

5 most relevant publications (e.g. author(s), year of publication, title, journal title/publisher, pages)

Other issues/comments:

Research leader from your organisation in this topic:

same as contact person: Jacek Dlugosz  
 from the list: Marcin Keim 146  
 other person from your organisation:

Title:

First name:

Last Name:

Gender:  Male  Female

E-mail:

Country phone code:

Phone number (with regional/local prefix):

Extension number:

Fax number (with regional/local prefix):

## 5 most relevant publications

Provide 5 most relevant publications to the selected 4th call specific topic that would support your expertise and serve as reference to the offered contribution.

## Other issues/comments (optional)

Indicate any other issues that might be relevant to the promotion of your department/organisation as a potential project partner ( e.g. membership in networks, international organisations, impact in policy development, etc).

## Research leader from your organisation in this topic

Provide the name, title, position and contact details of the leader of the research team

capable to develop the proposed contribution to the selected 4th call specific topic.

Choose one of the options:

- the research leader is the same as the contact person ( i.e. the person logged in) the name will appear automatically,
- if the research leader has already been provided to other 4th call topic- choose the research leader person from the list
- If the research leader is different from the contact person and has not been previously indicated in the database you must provide all contact data required

**Note:** One organisation/department may offer contribution to more than one 4th call specific topic, the research leader must be always provided. It may be the same or a different person for each selected specific topic.

Use the button **Submit** to save your entry in the database. The screen informing you about a successful completion of data submission will be displayed. Choose the button **Return to the 4th call topics** if you want to add contribution to another topic or the button **Return to the main page** if you want to exit the database. It will switch you to the Integration4Water main page.