

# UTRECHT NETWORK WEBSITE

## INTRANET USER MANUAL

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1 URL



1 - HOW TO ACCESS THE MEMBERS AREA

## MEMBERS AREA

This content is restricted to site members. If you are an existing user, please log in.

### Existing Users Log In

Username

SMBologna

Password

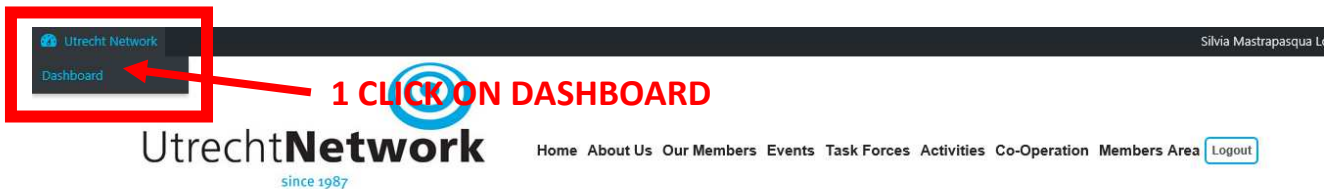
.....

CLICK TO LOG IN

Remember me

LOG IN

2 - HOW TO LOG IN



## MEMBERS AREA

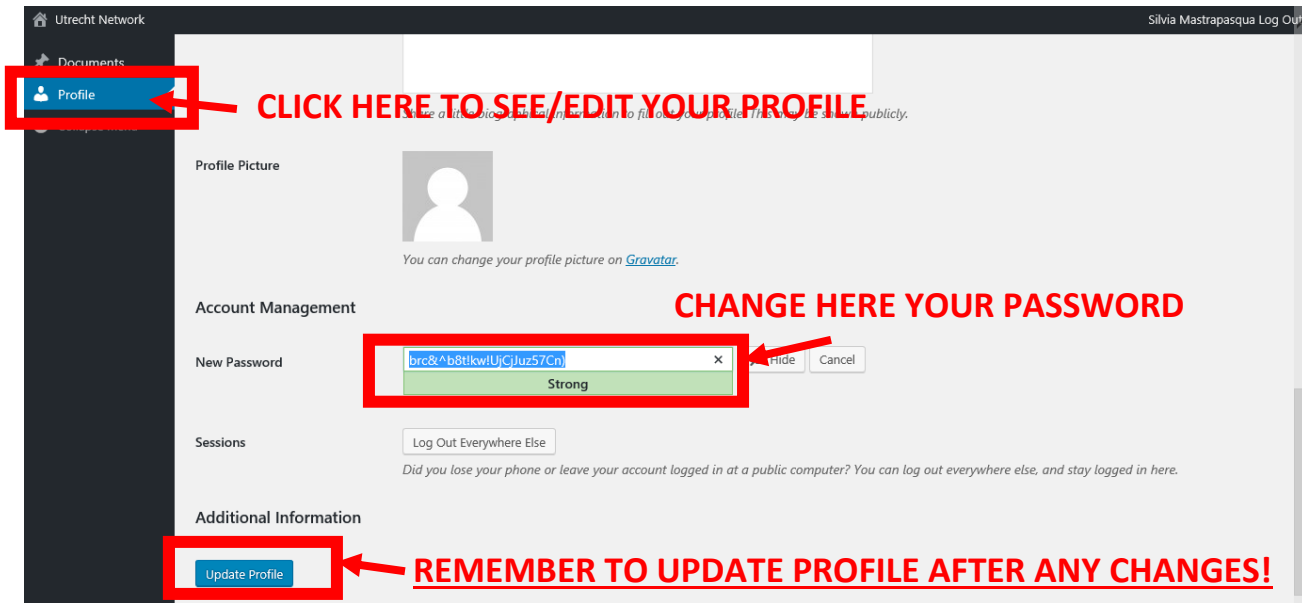
Welcome to the Utrecht Network intranet.

If you have any queries about the intranet please contact Silvia Mastrapasqua (silvia.mastrapasqua@unibo.it)

### Navigation

[AGMs](#)

3 - HOW TO ACCESS THE DASHBOARD



Utrecht Network Silvia Mastrapasqua Log Out

Documents

**Profile** ← **CLICK HERE TO SEE/EDIT YOUR PROFILE**

Profile Picture

Account Management

New Password

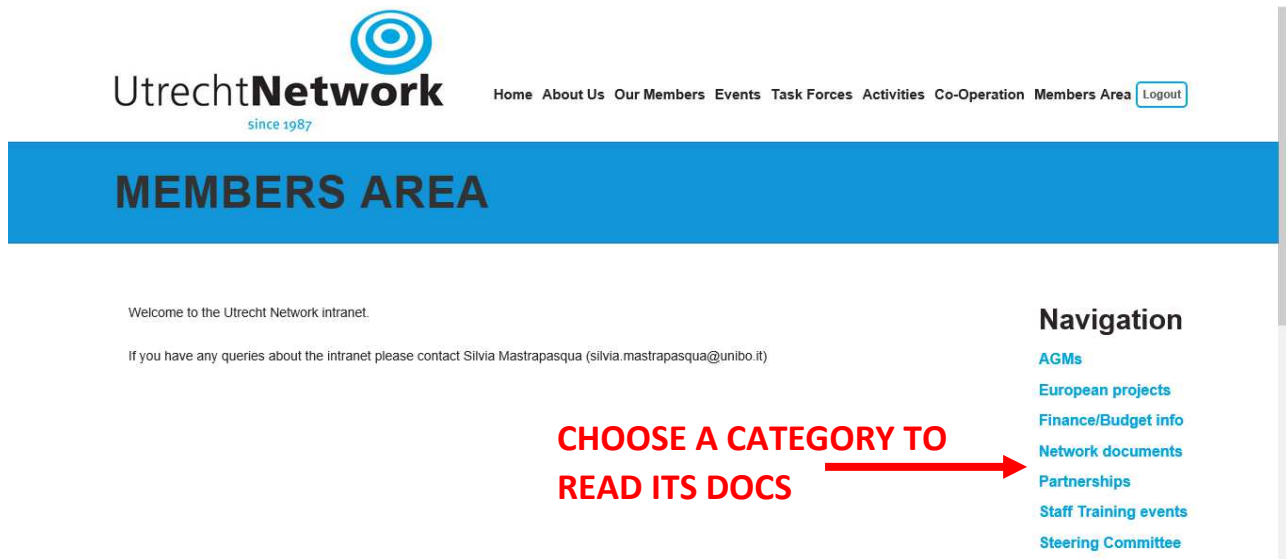
**CHANGE HERE YOUR PASSWORD**

Sessions

Additional Information

**Update Profile** ← **REMEMBER TO UPDATE PROFILE AFTER ANY CHANGES!**

4 - HOW TO EDIT YOUR PROFILE AND SET A NEW PASSWORD



UtrechtNetwork Home About Us Our Members Events Task Forces Activities Co-Operation Members Area Logout

MEMBERS AREA

Welcome to the Utrecht Network intranet.

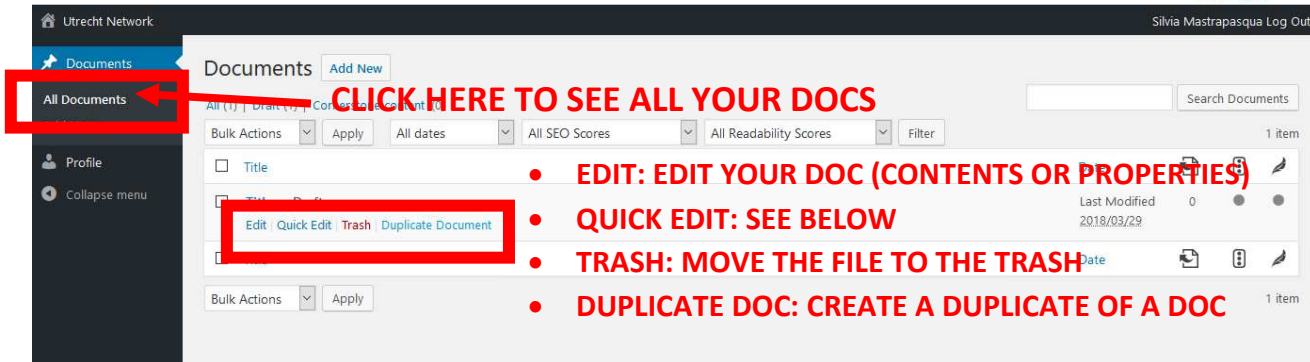
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**CHOOSE A CATEGORY TO READ ITS DOCS** →

**Navigation**

- [AGMs](#)
- [European projects](#)
- [Finance/Budget info](#)
- [Network documents](#)
- [Partnerships](#)
- [Staff Training events](#)
- [Steering Committee](#)

5 - HOW TO ACCESS TO DOCS



Utrecht Network Documents

**CLICK HERE TO SEE ALL YOUR DOCS**

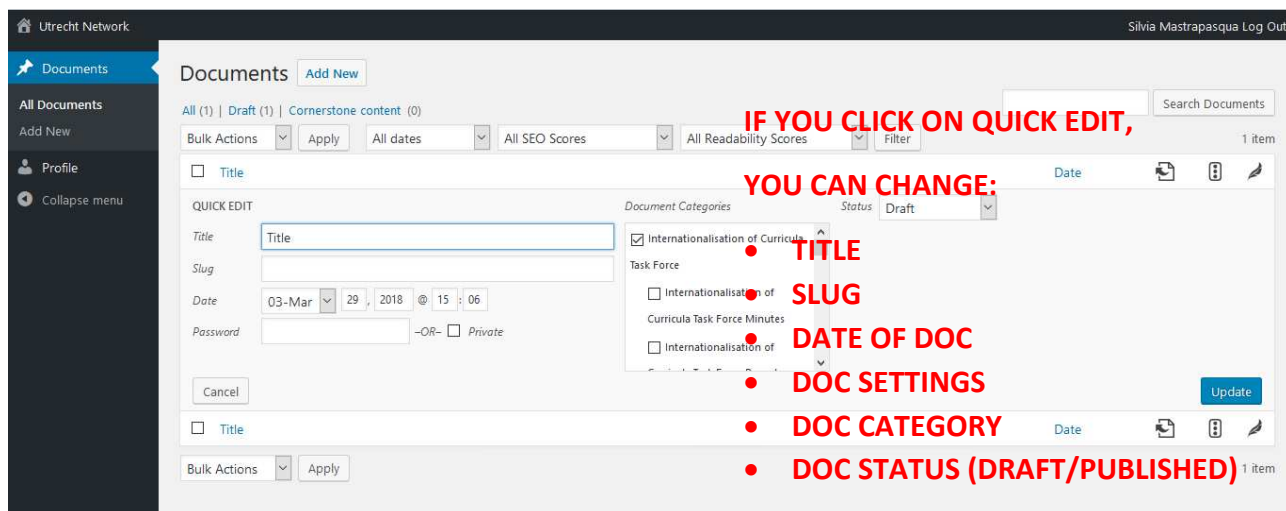
**EDIT: EDIT YOUR DOC (CONTENTS OR PROPERTIES)**

**QUICK EDIT: SEE BELOW**

**TRASH: MOVE THE FILE TO THE TRASH**

**DUPLICATE DOC: CREATE A DUPLICATE OF A DOC**

### 6 - HOW TO EDIT DOCS

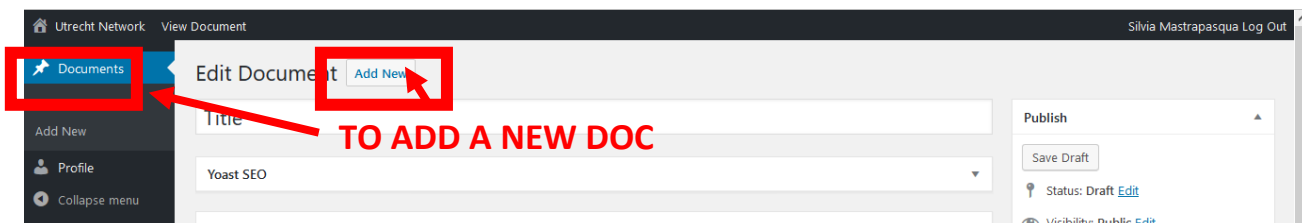


Utrecht Network Documents

**IF YOU CLICK ON QUICK EDIT, YOU CAN CHANGE:**

- TITLE
- SLUG
- DATE OF DOC
- DOC SETTINGS
- DOC CATEGORY
- DOC STATUS (DRAFT/PUBLISHED)

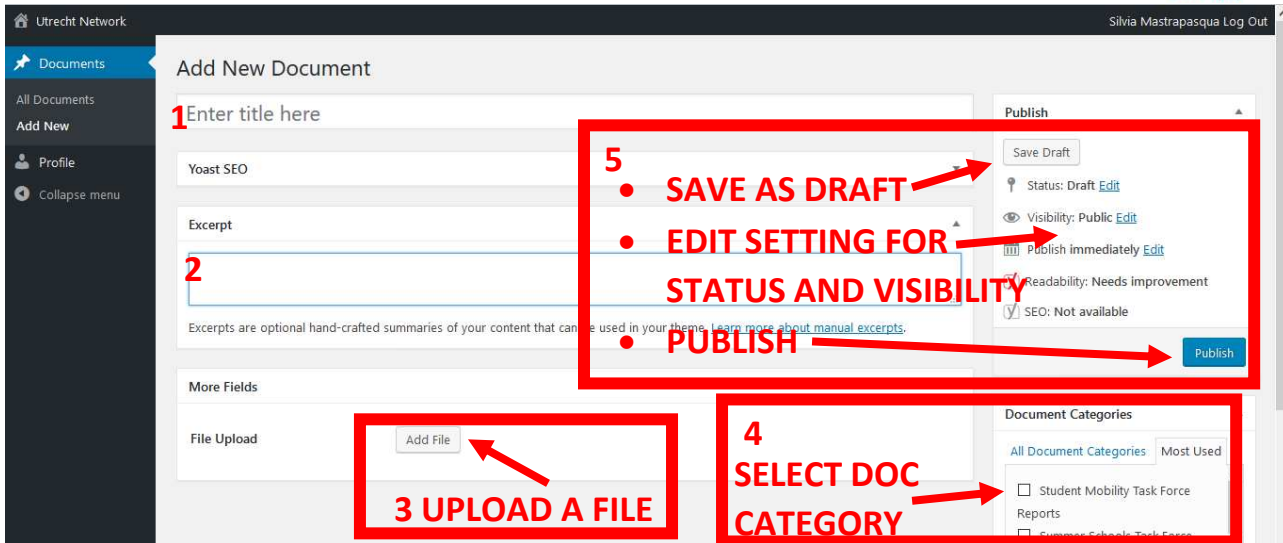
### 7 - HOW TO "QUICK EDIT" DOCS



Utrecht Network View Document

**TO ADD A NEW DOC**

### 8 - HOW TO ADD A NEW DOC (1)



**1** Enter title here

Yoast SEO

**2**

Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

More Fields

File Upload

**3** UPLOAD A FILE

**5**

- SAVE AS DRAFT
- EDIT SETTING FOR STATUS AND VISIBILITY
- PUBLISH

**4** SELECT DOC CATEGORY

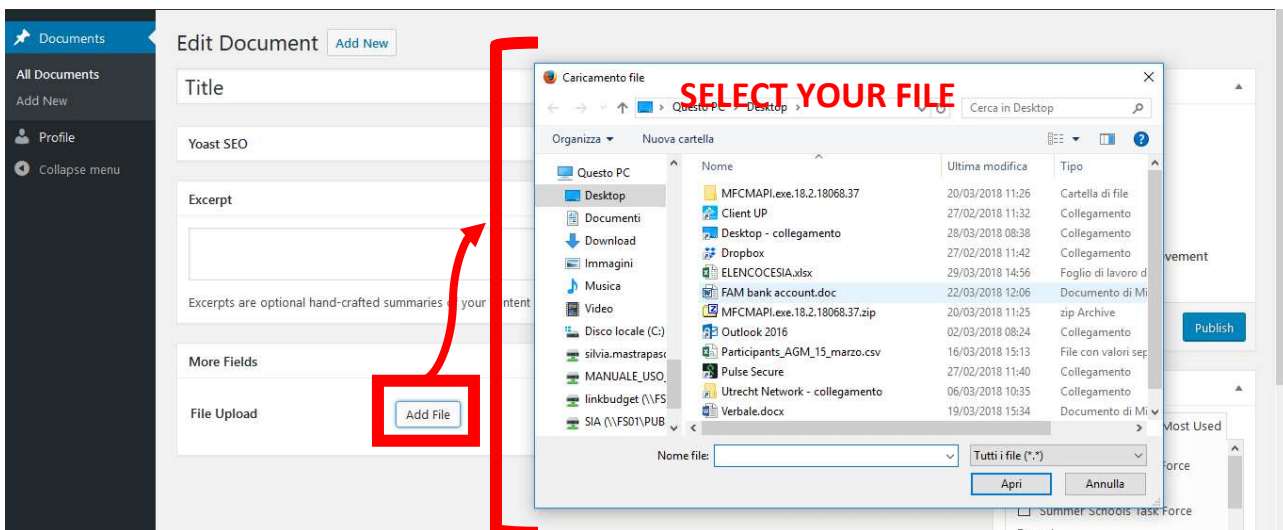
Document Categories

All Document Categories: Most Used

Student Mobility Task Force Reports

Summer Schools Task Force

9 - HOW TO ADD A NEW DOC (2)



**SELECT YOUR FILE**

Caricamento file

Nome

Nome	Ultima modifica	Tipo
MFCMAP1.exe.18.2.18068.37	20/03/2018 11:26	Cartella di file
Client UP	27/02/2018 11:32	Collegamento
Desktop - collegamento	28/03/2018 08:38	Collegamento
Dropbox	27/02/2018 11:42	Collegamento
ELENCOCESIA.xlsx	29/03/2018 14:56	Foglio di lavoro d
FAM bank account.doc	22/03/2018 12:06	Documento di Mi
MFCMAP1.exe.18.2.18068.37.zip	20/03/2018 11:25	zip Archive
Outlook 2016	02/03/2018 08:24	Collegamento
Participants_AGM_15_marzo.csv	16/03/2018 15:13	File con valori sep
Pulse Secure	27/02/2018 11:40	Collegamento
Utrecht Network - collegamento	06/03/2018 10:35	Collegamento
Verbale.docx	19/03/2018 15:34	Documento di Mi

Nome file:

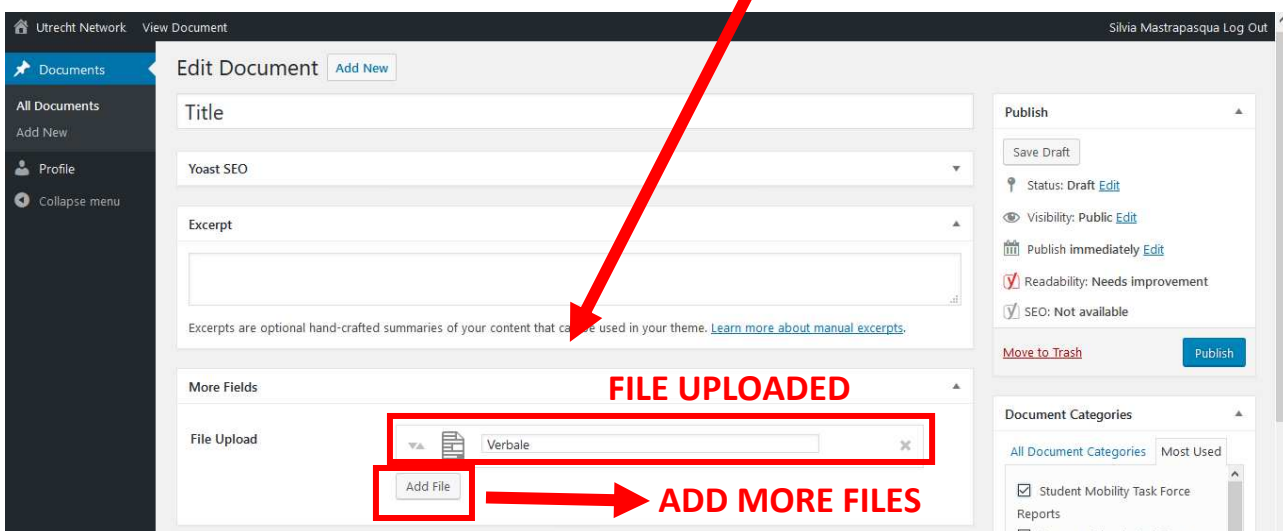
Tutti i file (\*.\*)

Apri Annulla

**FILE UPLOADED**

**ADD MORE FILES**

10 - HOW TO UPLOAD A FILE



**FILE UPLOADED**

**ADD MORE FILES**