



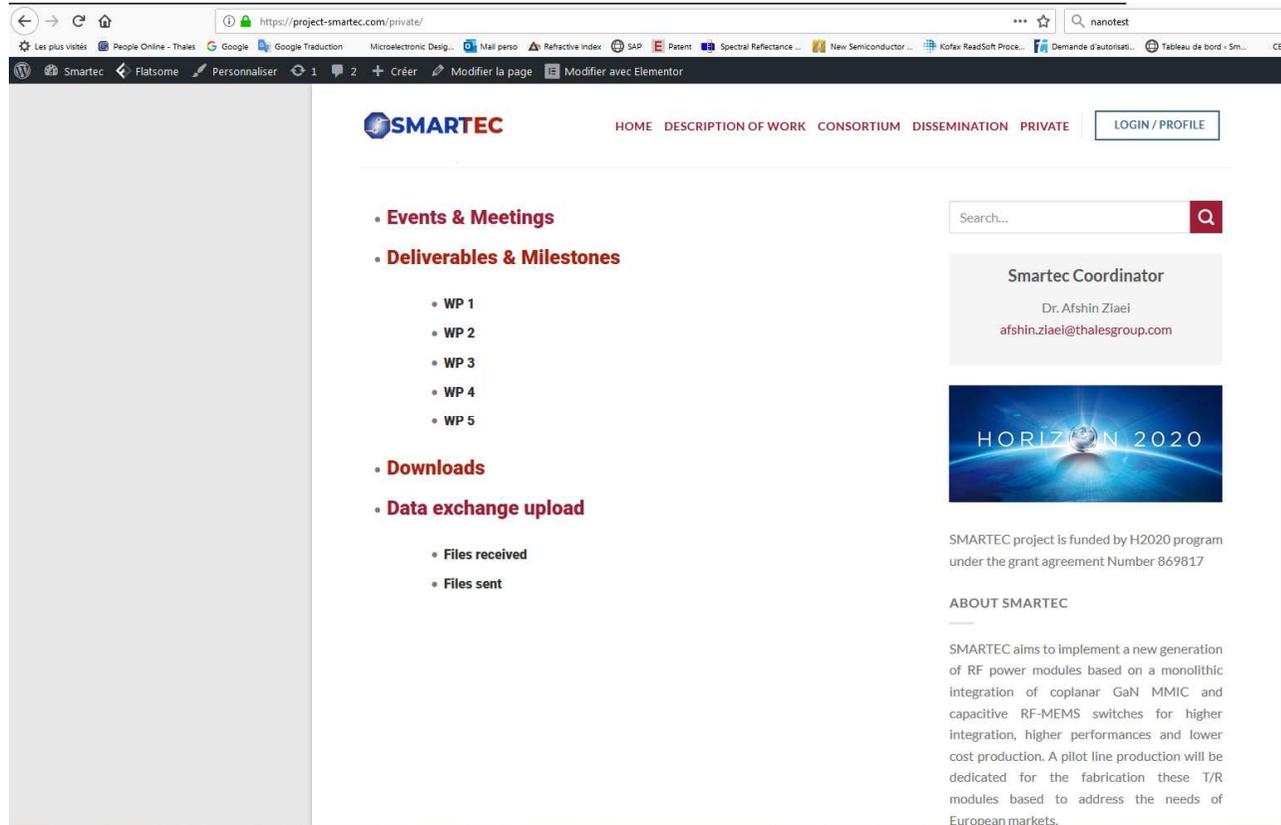
PROCEDURE TO UPLOAD FILES WITHIN WEBSITE

13/03/2020

<https://project-smartec.com/>



▶ Connection to the private part using your login/password



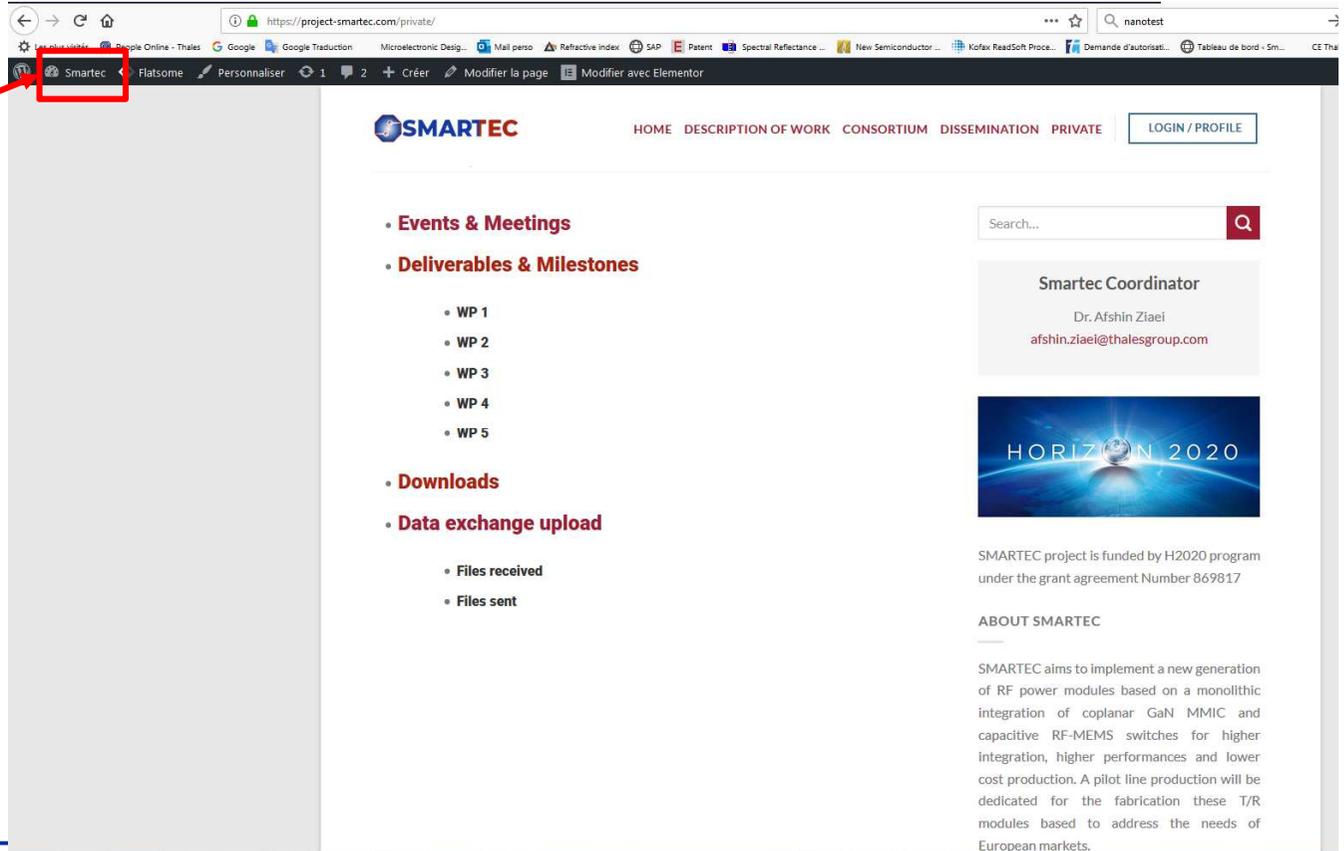
The screenshot shows the private page of the SMARTEC website. The browser address bar displays 'https://project-smartec.com/private/'. The website header includes the SMARTEC logo and navigation links: HOME, DESCRIPTION OF WORK, CONSORTIUM, DISSEMINATION, PRIVATE, and LOGIN / PROFILE. The main content area is divided into two columns. The left column contains a sidebar with the following sections: 'Events & Meetings', 'Deliverables & Milestones' (with sub-items WP 1 through WP 5), 'Downloads', and 'Data exchange upload' (with sub-items 'Files received' and 'Files sent'). The right column features a search bar, a 'Smartec Coordinator' box listing 'Dr. Afshin Ziaei' with email 'afshin.ziaei@thalesgroup.com', a 'HORIZON 2020' banner image, and text stating 'SMARTEC project is funded by H2020 program under the grant agreement Number 869817'. Below this is an 'ABOUT SMARTEC' section with a paragraph describing the project's goals. The footer includes the European Commission logo and another 'HORIZON 2020' banner.

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► To send files/data to the partners

Click on **SMARTEC**
(to give access to
Wordpress)

1



The screenshot shows a web browser displaying the private page of the SMARTEC project website. The URL in the address bar is https://project-smartec.com/private/. The page features a navigation menu with the SMARTEC logo and links for HOME, DESCRIPTION OF WORK, CONSORTIUM, DISSEMINATION, and PRIVATE. A search bar is located on the right side. The main content area is divided into several sections: Events & Meetings, Deliverables & Milestones (listing WP 1 through WP 5), Downloads, and Data exchange upload (listing Files received and Files sent). A sidebar on the right contains a search bar, a section for the Smartec Coordinator (Dr. Afshin Ziaei), a banner for HORIZON 2020, and an ABOUT SMARTEC section.

► To send files/data to the partners

All items of website are described here

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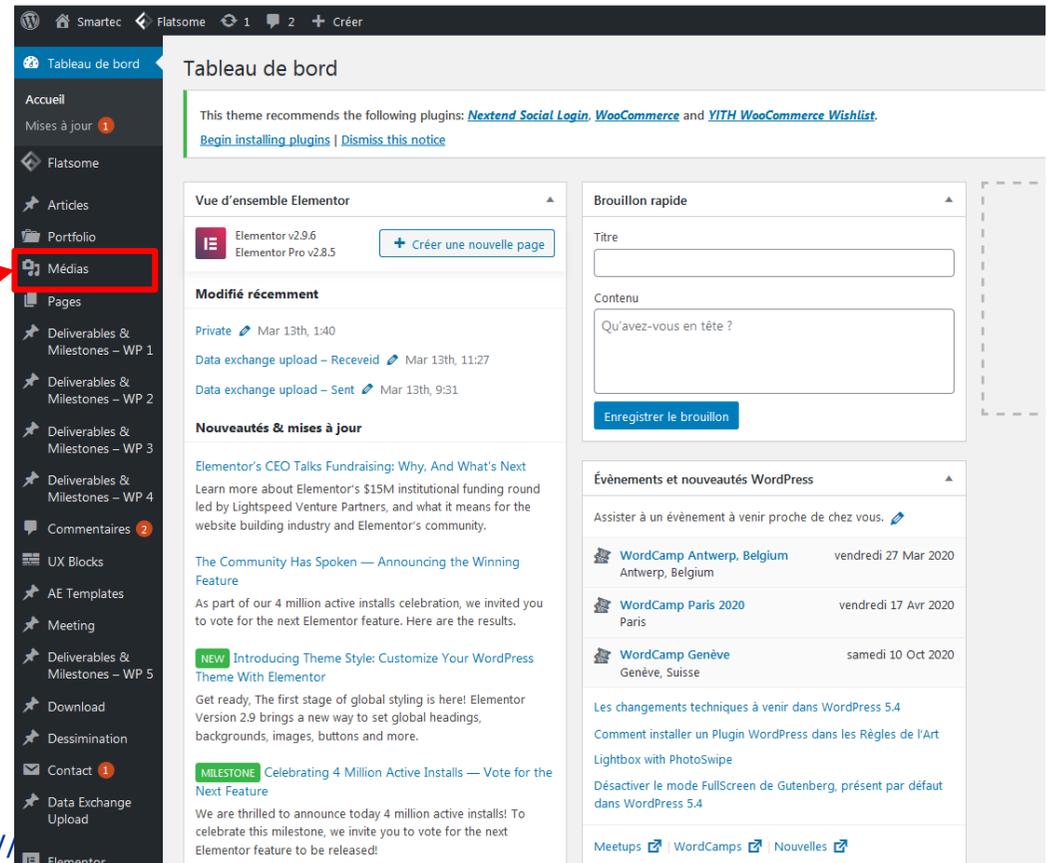


▶ To send files/data to the partners

➡ First : upload your file to send to another partner

Click on **Médias**

2

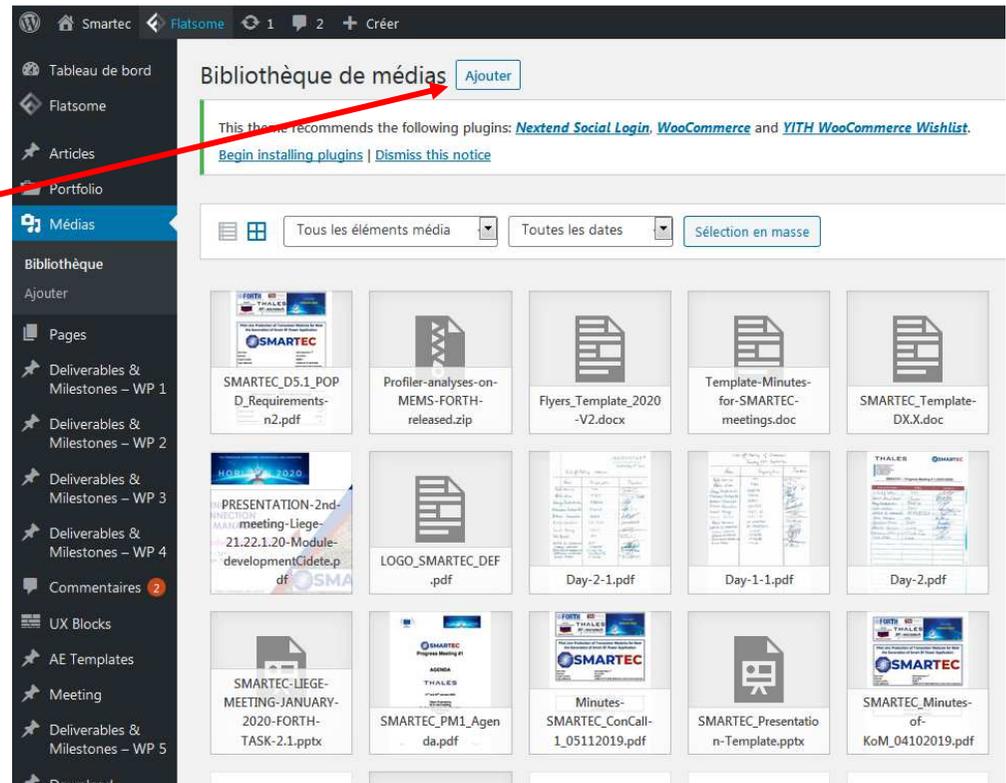


▶ **To send files/data to the partners**

➔ **First : upload your file to send to another partner**

Click on **“Ajouter”** for adding the file

3



► To send files/data to the partners

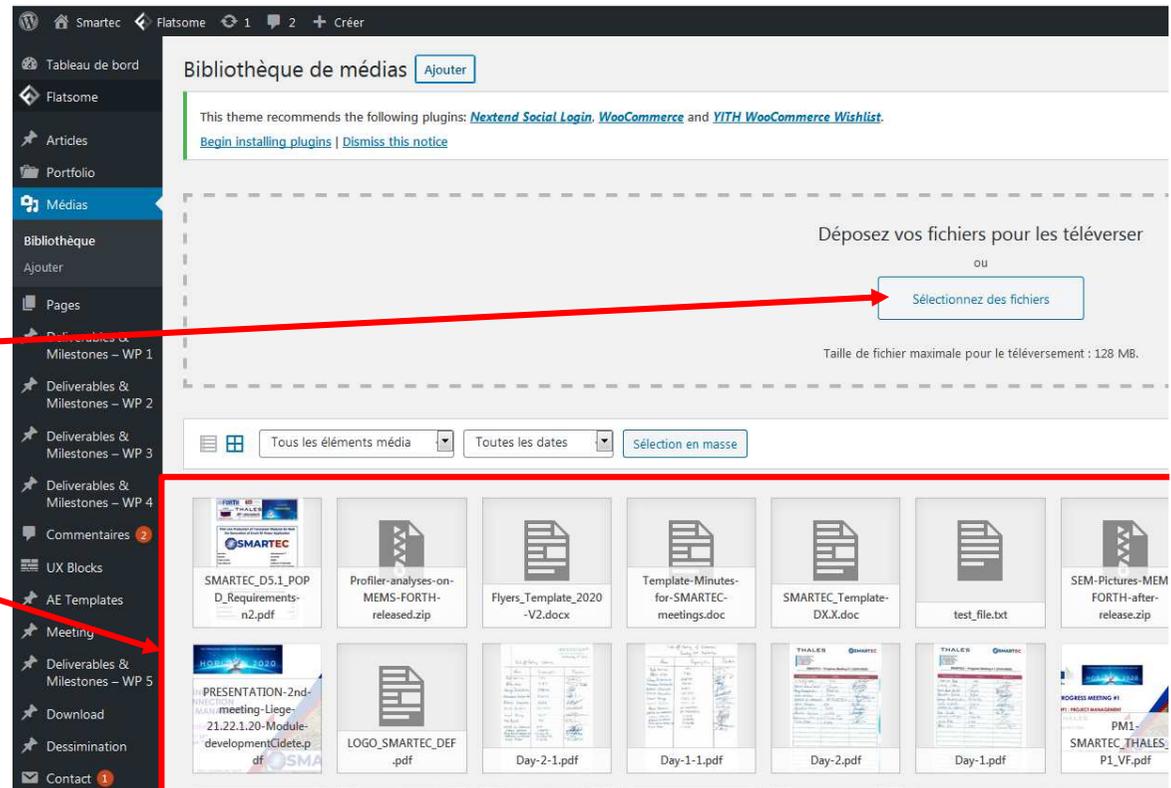
➔ First : upload your file to send to another partner

4

Click here to select the file in your folder

5

Then the selected file will be added to the "médias" part



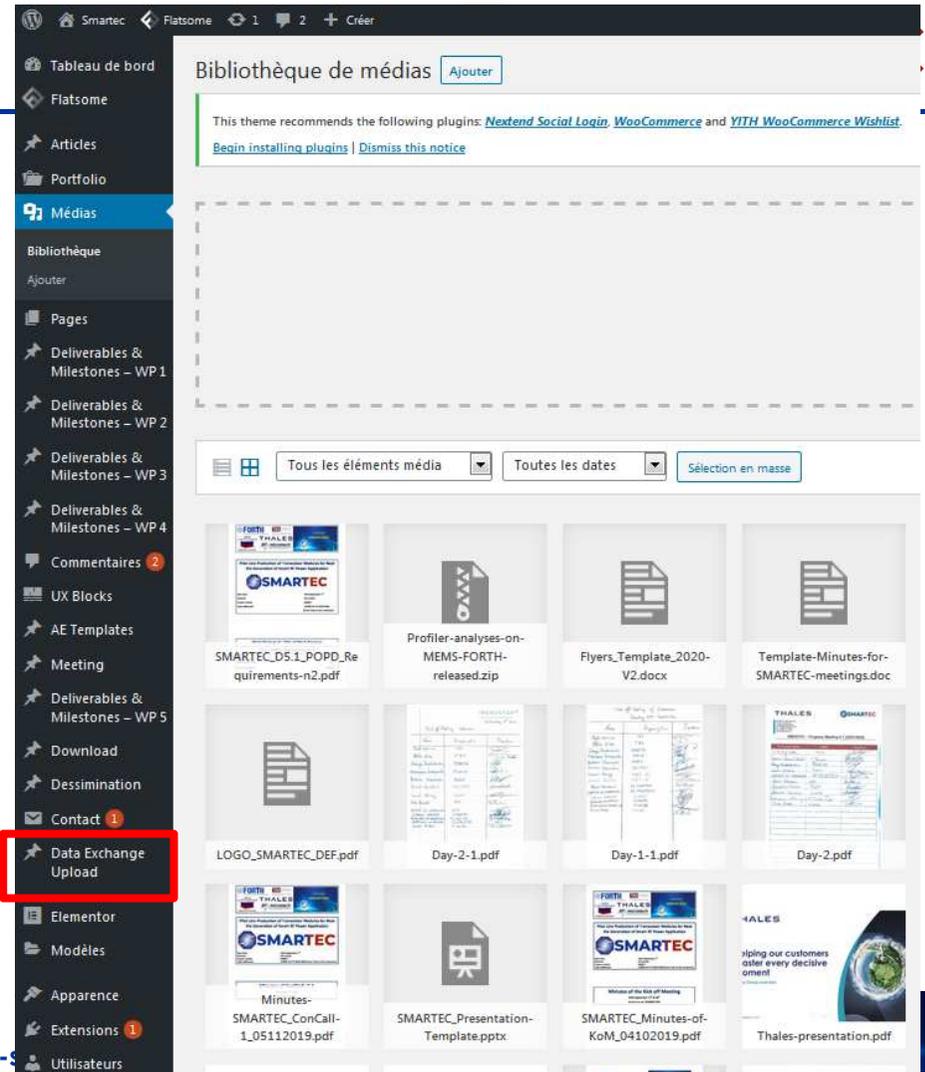
<https://project-smartec.com>

► **To send files/data to the partners**

➔ **First : upload your file to send to another partner**

6

Select the item Data Exchange Upload



► To send files/data to the partners

7

⇒ Second : send the file to the partner

Click on "ajouter" to add a file to share

Titre	Auteur	Étiquettes	Date
SEM pictures of MEMS-RF FORTH after releasing	Paolo	Antonis STAVRINIDIS, George KONSTANTIDINIS, George STAVRINIDIS, Loukas MICHALAS, Thanasis KOSTOPOULOS	Publié il y a 2 heures
Profiler analyses MEMS FORTH	Paolo	Antonis STAVRINIDIS, George KONSTANTIDINIS, George STAVRINIDIS, Loukas MICHALAS, Thanasis KOSTOPOULOS	Publié 12/03/2020
test file from Stavrinidis A.	Antonis STAVRINIDIS	Alexandra NORIEGA, Antonis STAVRINIDIS, Bruno HEUSDENS, Claude terst, Dieter PLATZEK, George KONSTANTIDINIS, George STAVRINIDIS, German NORIEGA, Hamza EL GHANNOUJI, Loukas MICHALAS, Michel SAINT-MARD, Paola FARINELLI, Thanasis KOSTOPOULOS	Publié 11/03/2020

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The screenshot shows a web form titled "Ajouter un nouveau Data Exchange Upload". The form includes a title field, a rich text editor, a "Data Exchange upload" section with a "Document title" field, a "File to share" section with a file selection button, a "From" field, and a "Share to:" section with a list of users. Annotations with red boxes and arrows point to these fields:

- 8**: Points to the title field with the text "Give a title".
- 9**: Points to the "Document title" field with the text "Name of document".
- 10**: Points to the "From" field with the text "Indicates who is sending the document 'from'".
- 11**: Points to the "Share to:" list with the text "Select who is/are the recipients of file".

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Ajouter un nouveau Data Exchange Upload

This theme recommends the following plugins: [Nextend Social Login](#), [WooCommerce](#) and [YITH WooCommerce Wishlist](#).
[Begin installing plugins](#) | [Dismiss this notice](#)

Saisissez le titre

Ajouter un média

Formats | Paragraphe | B | I | U | H1 | H2 | H3 | H4 | H5 | H6 | Code | Image | Video | Audio | Link | Table | List | Quote | More

12

Click on "ajouter un fichier" to add a file from the "Médias" part of website

Ajouter un fichier

Data Exchange upload

Document title

File to share

Aucun fichier sélectionné

From

Share to:

- Stéphane ZIAZI
- Alexandra MORISCA
- Artemis STAVROPOULOS
- Bruno HEUSEBENS
- Claude test
- Dieter PLATZER
- George KONSTANTINIDIS

Auteur

Paolo (Paolo)

Options de l'écran

Bonjour Paolo

AS Post Template

Select Layout

Global

Publier

Enregistrer le brouillon

Aperçu

État: Brouillon [Modifier](#)

Visibilité: Public [Modifier](#)

Publier tout de suite [Modifier](#)

Publier

Étiquettes

Ajouter

Séparez les étiquettes par des virgules

[Choisir parmi les étiquettes les plus utilisées](#)

Image mise en avant

[Définir l'image mise en avant](#)

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13 Select your file

14 Click on "choisir" (choose)

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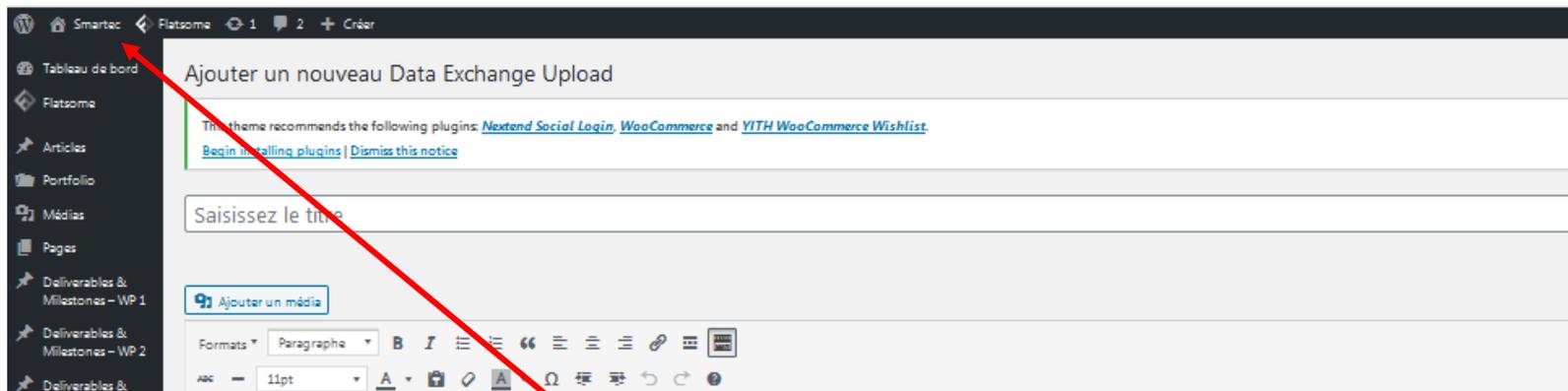
15 Click on “publier” (to publish), the file will be available on website for the selected partners

16 Send an email to the concerned partners that there is a document available on website for them

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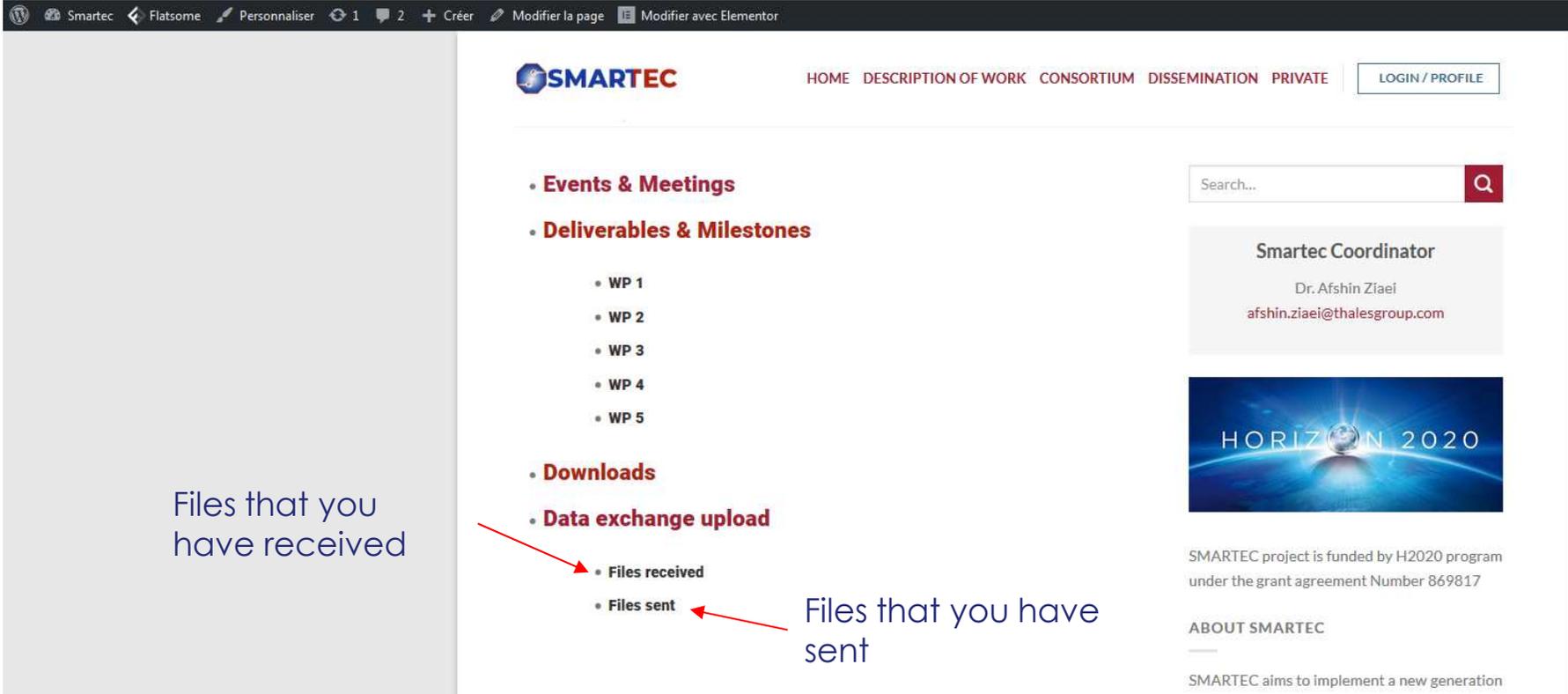
▶ **To send files/data to the partners**

- ➔ You can check the file sent : go back to the website
- ➔ **Send an email to the recipient(s) to advise him that there is a document available on website**



Click on SMARTEC and go back to the private part

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The screenshot shows the SMARTEC website with a navigation menu (HOME, DESCRIPTION OF WORK, CONSORTIUM, DISSEMINATION, PRIVATE) and a LOGIN / PROFILE button. The main content area includes sections for Events & Meetings, Deliverables & Milestones (WP 1-5), Downloads, and Data exchange upload (Files received, Files sent). A search bar and a Smartec Coordinator profile (Dr. Afshin Ziaei) are also visible. A large grey box on the left contains the text "Files that you have received". Red arrows point from the "Files received" and "Files sent" sub-sections to the text "Files that you have sent".

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