SINAPSE is in constant evolution and all efforts are made to ensure that an up to date version is always available. If you find that some of the explanations do not match the actual system, or if you have any doubts, this might mean that you have an older version of the Guide or that you encountered new features not yet taken into account. In either cases you can write to the following e-mail address to check: sinapse-helpdesk@ec.europa.eu

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SINAPSE® e-community in brief

SINAPSE® members can create thematic e-communities compatible with SINAPSE® objectives when they want to establish a communication platform involving members sharing a common expertise or interest. In such a Community, users have access to different tools enabling the share and dynamic exchange of information.

The e-communities contain several modules: a library of documents, a library of links, a calendar and a message board restricted to the community members. They also have the possibility of launching discussions and surveys (based on a questionnaire designed online) as well as sending a message to all or part of the members. Where available, a web-search enables focused web searches limited to a group of sites.

Since part of the information stored in a Community can be in the interest of a larger public, there is a possibility to create public pages (public library of documents/links, public calendar) accessible by all Internet users. It is also possible to initiate public consultations/debates.

Each member can post new elements in the modules (except read only members). Depending on the selected validation mode, which can different from one module to another, the item posted will either be directly available (automatic validation) or will need to be approved by an administrator (manual validation).

In each community tool/module, the information is organised in folders. The structure (folder tree) is managed by the Community administrator(s) to match the evolving activities of the group. The administrators can also create specific themes, corresponding to the activities/interest of the Community, and which can notably be used to filter the list of items (documents, links etc.). In addition the membership of a Community can be structured in groups which can in particular be used to restrict the access to the content of some folders.

In order to ensure that the members can be alerted to new content, there is for each module an email notification system for which preferences can be set (filters based on folders and themes as well as the possibility to decide on the e-mail frequency).

The e-communities are conceived as web elements that can be linked to the web site of the initiator. There are possibilities to customise the Community layout so as to ensure coherence with this web site.

The content and membership of the e-communities is managed by the administrators who are appointed by the Community initiator. Whenever appropriate, an external registration page can be open so that interested persons can request to join the community.

* SINAPSE® is a web communication platform offering tools to promote a better use of expertise in EU policy making and governance (networking of advisory bodies, support to expert groups, ad-hoc/public consultations and e-debates, etc.). SINAPSE® is a free public service of the European Commission.
Public Documents
Public Links
Public e-Debates
Public Calendar

• Notifications: enabling members to be informed of activities corresponding to their preferences
• Themes: enabling members to associate with some of them

All the public pages have a direct web address that enables links with members' web sites

Administration
- Validate new members
- Validate posted items
- Manage validation settings
- Manage folders
- Etc.
1 ACCESS THE COMMUNITY

1.1 How to access a community

Option 1)

If you have the Community direct access, copy and paste it in your browser.

Address: http://europa.eu/sinapse/directaccess/your-community

Type your credentials > Click on "Login".

Option 2)

Once logged in SINAPSE (http://europa.eu/sinapse > Click on "Enter as a member"), click on "Your communities" located on the left menu to display the list of communities to which you have access. Click on the community name to access it.

Please note that on first access, you might be requested to confirm your membership:

Click on "Click here to activate your membership" > Click on "I accept to participate" > Click on "Continue"

You will reach the Community home page (see 1.3 How to access the community modules).
1.2 How to access your internal community (reserved to organisation's members)

Once registered, your organisation will automatically benefit from a “ready-to-use” community made of its organisation members. It can be used for internal communication and if needed to communicate with the outside world via the public pages (public library, public calendar, launch of public consultations, etc).

There are two possibilities to access it:

**Option 1)**

If you have the direct access link of your internal community, simply paste it in your Internet browser and provide your login and password.

Type your credentials > Click on "Login".

The internal community is the yellow one on top of the list. Click on its name to access.

You will reach the Community home page (see 1.3 How to access the community modules).

**Option 2)**

Once logged in SINAPSE (http://europa.eu/sinapse > Click on "Enter as a member"), click on "Your communities" in the left column.

Click on "View the address" to have the community direct access link.

Community web address
1.3 How to access the community modules (libraries, calendar, etc.)

Access your community home page (see 1.1 How to access a community).

The section "Community modules" contains buttons giving access to the modules to which you have corresponding access rights. You can also access a module using the orange drop down menu (located in the upper right corner).

**Community web address**

Click on "View the address" to have the community direct access link.

**COMMUNITY MODULES**

The community members can initiate discussions and surveys, upload documents and links, post messages in the message board, post events and send messages to the other members.

If available, members can associate themselves with one or more themes reflecting the activities of the Community.

The community administrators will be able to manage and organise most of the modules’ content by creating adapted folders trees.

In the "Notifications" module, you can manage the notifications (set the frequency and filters by folders/themes) you wish to receive when an item is created in the community (the default values are set to "Every Day").
1.4 How to exit a community

Once on your community home page (see 1.1 How to access a community), click on the button "Exit Community" located below the sections.

According to your profile and the preferences of the community administrator (see 12.4 How to customise the web address of the "Exit Community" page), you will be directed either to the list of community(ies) you are member of or to an external web page.
2 YOUR PROFILE

2.1 How to access your profile and visiting card

Access your community home page (see 1.1 How to access a community).
Click on "Your profile" to access the menu linked to your account and data.
Click on to visualise the visiting card associated to your data.
2.2 How to amend/change your profile

Access "Your profile" (see 2.1 How to access your profile).
The form containing the data is displayed. Change/amend the data.
Click on "Update".

Please enter your general information. (Click on the button "Update" to confirm and save changes)
Fields followed by a star sign (*) are mandatory

Confidentiality:
You can indicate which of the information below you want to display in your visiting card by clicking in the corresponding boxes in the "Visiting Card" blue column. Some essential fields (e.g.: name) cannot be hidden.

Please note:
You can indicate which of the information you want to display (hide) in your visiting card by ticking (de-ticking) the corresponding boxes in the "Visiting Card" blue column. Some essential fields (e.g.: name) cannot be hidden.
2.3 How to manage your account (unregistration, deactivation)

Access "Your profile" (see 2.1 How to access your profile).

Click on the "Your Account" section: different options are displayed.

Click on the relevant button and follow the instruction on the screen to deactivate or cancel your account.

- **Deactivate your account** - By clicking on this button you will become an inactive member of this community and will consequently no longer be visible by its members (except by the community administrators, in the management screens, as a "not activated member"). However, you still keep the possibility to re-activate your membership.

- **Cancel your membership** => By clicking on this button you will be permanently removed from this community. You will not be able to access this community and its content unless you are invited by one of it administrators or if this is a community "Open on request". In the later case you will be able to introduce a request to join back the community.

This e-community is hosted on SINAPSE, a web application aiming at a better use of expertise in EU governance (networking of advisory bodies, support to expert groups, e-debates, etc.). SINAPSE is a free public service offered by the European Commission.

On this page you can **decide to unregister** from this e-community and from SINAPSE.

**PLEASE NOTE:** Should you only wish to stop receiving e-mail notifications from the community, you do not need to deactivate or cancel your membership but simply change your settings (via the "Notifications" button on the community homepage).

**UNREGISTER FROM SINAPSE**

- Deactivate your account
- Cancel your membership

**UNREGISTER FROM THIS E-COMMUNITY**

- Deactivate your account
- Cancel your membership
2.4 How to manage the visibility of your data

Access "Your profile" (see 2.1 How to access your profile).
Click on the "Your Visibility" section: different options are displayed. Choose the visibility from the menus or the tick boxes.
Click on "Update".
2.5 How to personalise the login and password

Access "Your profile" (see 2.1 How to access your profile).
Click on the "Your Login & Password" section. Change your login and/or password
Click on "Update".

Please note:

- **Login** can only contain letters, numbers and the characters . (dot), _ (underscore), - (hyphen) and @ (at-sign). It must have at least 6 characters and should not contain any space.

- **Password** is case sensitive.
2.6 How to choose your domain(s) of interest/expertise

Access "Your profile" (see 2.1 How to access your profile).

Click on the "Your Domains" section.

Click on "Add/remove domains" to select the scientific domain in the tree or via a search.

Click on the relevant policy domain and then on the single arrow to select the relevant policy domain(s).

Click on "Update".
2.7 How to use drafts discussions/surveys

Access *"Your profile"* (see 2.1 How to access your profile). Click on the *"Your Drafts"* section. The section lists the draft discussions or surveys associated to your profile. Click on the pencil icon to use the selected draft or the trash icon to delete it.
2.8 How to use draft questionnaires

Access "Your profile" (see 2.1 How to access your profile).
Click on the "Your Questionnaires" section. The section lists the draft questionnaire associated to your profile.

- Click on **create** to create a new questionnaire.
- Click on **view** to view a questionnaire.
- Click on **edit** to edit a questionnaire.
- Click on **delete** to delete a questionnaire.
- Click on **send a copy** to send a copy of a questionnaire to another member.
3 LIBRARY OF DOCUMENTS

3.1 How to view and download documents

Access the "Library of documents" module (see 1.3 How to access the community modules). Select the folder of your interest in the folder tree (left column). The documents contained in this folder will be displayed in the main frame. Click on the document icon to download the related document.

Tick the box "Show short description" to view a brief description of the document.

Tick the box "Show expanded view" to get more information on the document [issue date, upload date, produced by, folder, theme(s)].

Click on the document title to view its description page.
3.2 How to post a new document

Access the "Library of documents" module (see 1.3 How to access the community modules). Click on "Add/Suggest a new document". You will need to select a folder to store the document (by default the current folder is selected). Start completing the form (few information is mandatory). If appropriate click on "Select a folder": a new window will appear. Choose the destination folder by clicking on its name. Complete the form and save it.
3.3 Administration tasks (for administrators and members who have the necessary rights)

3.3.1 How to organise the library of documents in folders

Access the "Library of documents" module (see 1.3 How to access the community modules). Click on "Documents administration" and then on "Manage the Document folders". A new window will be displayed. Click on the plus sign "+" to add a subfolder to the selected folder. Type the name (and the description) of the new folder. Click on "OK" to save the changes.
3.3.2 How to create a public library of documents

The contact person of the community can request the creation of a public library accessible to all Internet users.

Access the "Library of documents" module (see 1.3 How to access the community modules).

Click on "Documents administration": a menu will be displayed. Click on "Create a public library".

The "public library" folder will be automatically added to the folder tree after the validation by the SINAPSE Administration Team.

Post the documents you want to make public in this public library folder (see 3.2 How to post a new document).

The library will be accessible via the specific button (for SINAPSE users on the Community listing) and via a direct web address (for all Internet users): http://europa.eu/sinapse/directaccess/your-community-shortname/public-links/.

Validation

Short description:
The Forum of National Ethics Councils (NEC Forum) is an independent of common interest in the field of ethics and science.
4 LIBRARY OF LINKS

4.1 How to access the links

Access the "Library of links" module (see 1.3 How to access the community modules).
Select the folder of interest in the folder tree (left column). The link contained in this folder will be displayed in the main frame. Click on the link title to access the corresponding website.

Tick the box "Show short description" to view a brief description of the link.

Tick the box "Show expanded view" to get more information on the link [upload date, posted by, folder, theme(s)].
4.2 How to post a new link

Access the "Library of links" module (see 1.3 How to access the community modules). Click on "Add/Suggest a new link". Start completing the form (few information is mandatory)
You will need to select a folder to store the link (by default the current folder is selected).
If appropriate click on "Select a folder": a new window will appear. Choose the destination folder by clicking on its name.
Complete the form and save it.
4.3 Administration tasks (for administrators and members who have the necessary rights)

4.3.1 How to organise the library of links in folders

Access the "Library of links" module (see 1.3 How to access the community modules).
Click on "Links administration": a menu will be displayed.
Click on "Manage the Links folders": a new window will be displayed.
Click on the plus sign "+" to add a subfolder to the selected folder. Type the name (and the description) of the new folder.
Click on "OK" to save the changes.
4.3.2 How to create a public library of links

The contact person of the community (name and e-mail on the main community page) can request the creation of a public library accessible to all Internet users.

Access the "Library of links" module (see 1.3 How to access the community modules).

Click on "Library of links": a menu will be displayed. Click on "Create a public library".

The "public library" folder will be automatically added to the folder tree after the validation by the SINAPSE Administration Team.

Post the link you want to make public in the public library folder (see 4.2 How to post a link).

The library will be accessible via the specific button (for SINAPSE users on the Community listing) and via a direct web address (for all Internet users): http://europa.eu/sinapse/directaccess/your-community-shortname/public-links/.
5 MESSAGE BOARD

5.1 How to access the messages

Access the "Message board" module (see 1.3 How to access the community modules).

Select the folder of interest in the folder tree (left column). The message contained in this folder will be displayed in the main frame.

Tick the box "Show short description" to view the message text

Tick the box "Show expanded view" to get more information on the message [posting date, posted by, folder, theme(s)]

Click on the message title to view its details
5.2 How to post a new message

Access the "Message board" module (see 1.3 How to access the community modules).
Click on "Add/Suggest a new Message". Start completing the form (few information is mandatory).
You will need to select a folder to store the message (by default the current folder is selected).
If appropriate click on "Select a folder": a new window will appear. Choose the destination folder by clicking on its name.
Complete the form and save it.
5.3 Administration tasks (for administrators and members who have the necessary rights)

5.3.1 How to organise the message board in folders

Access the "Message board" module (see 1.3 How to access the community modules).
Click on "Board administration": a menu will be displayed.
Click on "Manage the messages folders": a new window will be displayed.
Click on the plus sign "+" to add a subfolder to the selected folder. Type the name (and the description) of the new folder.
Click on "OK" to save the changes.
6 **CALENDAR**

6.1 How to view events

6.1.1 How to view events saved in (sub)folders

As it is for the library of documents or links, events included in the calendar can be organised in folders. Access the "Calendar" module (see 1.3 How to access the community modules). Click on "Folders" (left column). Select the folder of interest in the folder tree. The event/s contained in this folder will be displayed in the main frame.
6.1.2 How to view events scheduled for a chosen day/month/year

Access the "Calendar" module (see 1.3 How to access the community modules). Choose (if necessary) the relevant year in the drop down list located in the left column. Click on "Calendar" (left column). Click on the month or on the day of your interest in the calendar view. The event(s) scheduled for the chosen day/month/year will be displayed in the main frame.

The current day is highlighted in yellow.
6.2 How to post a new event

Access the "Calendar" module (see 1.3 How to access the community modules).
Click on "Add/Suggest a new event". Start completing the form (few information is mandatory).
You will need to select a folder to store the event (by default the current folder is selected).
If appropriate click on "Select a folder": a new window will appear. Choose the destination folder by clicking on its name.
Complete the form. Click on "OK" to save the changes.
6.3 Useful tools for users

6.3.1 How to set up a calendar reminder

Access the "Calendar" module (see 1.3 How to access the community modules). Click on the icon next to the selected event: a new page will be displayed. Complete the form and then click on "Save". You will receive the reminder via e-mail on the chosen date.
6.3.2 How to export an event to your e-calendar

Access the "Calendar" module (see 1.3 How to access the community modules). Click on the icon next to the chosen event: a pop-up will be displayed. Click on "Open" and then on "Save and close" in the new window. The chosen event is added to your electronic calendar.

1 This option may vary according to your personal electronic calendar.
6.4 Administration tasks (for administrators and members who have the necessary rights)

6.4.1 How to organise the calendar in folders

Access the "Calendar" module (see 1.3 How to access the community modules).
Click on "Calendar administration": a menu will be displayed.
Click on "Manage the calendar folders": a new window will be displayed.
Click on the plus sign "+" to add a subfolder to the selected folder. Type the name (and the description) of the new folder.
Click on "OK" to save the changes.
6.4.2 How to create a public calendar

The event can be made available to all Internet users in a public calendar. Access the "Calendar" module (see 1.3 How to access the community modules). Click on "Add a new event" and complete the form.

Tick the box in section D to include the event in the public calendar. Click on "Save". If it is the first time, a public calendar will be automatically created.

The Community calendar will be accessible to all users via the specific button located on the Community listing and via its direct web address: http://europa.eu/sinapse/directaccess/your-community-shortname/public-calendar/.
7 DISCUSSIONS AND SURVEYS

7.1 How to access discussions/surveys

Access the "Discussions and Surveys" module (see 1.3 How to access the community modules). Select the folder of interest in the folder tree (left column). The debates contained in this folder will be listed in the main frame.

Tick the box "Show short description" to display the description for the discussions/surveys.

Tick the box "Show expanded view" to get more information on the discussion/survey [Start/end date, initiated by, folder, theme(s)].

Click on the title of a discussion/survey (indicated with S) to access its description page and contributions (orange button).
7.2 How to view contributions

Access the Discussion/Survey (see 7.1 How to access discussions/surveys).
Click on the "Detail" tab (top menu) and then on "View the contributions of the members" (or alternatively click on the "Contributions" tab).
Click on the contribution title to access its details (its text and, if available, the attachments; the other contributions of the related thread).

Click on + to view the list of reactions.
Click on 🌟 to open the preview.

The number of reactions related to a contribution is displayed next to the 🌟 icon, as well as of attached documents 📄 and links 🌐 (if available).
**7.3 How to post a contribution**

Access the Discussion/Survey (see **7.1 How to access discussions/surveys**).

**Option 1)**

Click on the "**Detail**" tab (top menu) and then on "**Add your contribution to this discussion**".

**Option 2)**

Click on the "**Contributions**" tab (top menu) and then on "**Add your contribution to this discussion**".

Complete the form (title, text and attachments if necessary) and save by clicking on "**Next**". Confirm and click on "**Validate**" to post your contribution.
7.4 How to react to a contribution/reaction

Access the Discussion/Survey (see 7.1 How to access discussions/surveys).
Click on the "Contribution" tab (top menu) (see 7.3 How to view contributions).
Click on the name of the contribution/reaction you want to react to and then click on "React to this contribution".
Complete the form. Click on "Next" and then on "Validate" to confirm and post your reaction. Your reaction will be listed below the chosen contribution/reaction. Please note that you can also react to a contribution/reaction from the reading pane (visible by clicking on next to the contribution/reaction).
### 7.5 How to post a document (link) in a folder within a discussion/survey

Click on the "Documents" or "Links" tab once inside the discussion/survey (see 7.1 How to access a discussion/survey). Click on "Folders" on the left menu and click on the destination folder in the tree. Click on "Add/Suggest a new document (link)" and complete the form on your right hand. Click on "Save".
7.6 How to create a new discussion/survey

Access the "Discussions and Surveys" module (see 1.3 How to access the community modules). Click on "Add/Suggest a new discussion/survey". Select the options corresponding to your needs and click on "Next". You will need to select a folder to store the debate (by default the current folder is selected). If appropriate click on "Select a folder": a new window will appear. Choose the destination folder by clicking on its name. Complete the form and save it.

Use previously saved discussion/survey

It is possible to use the information previously provided to create another discussion/survey as a basis for the new one.

Note for surveys

Surveys are used to collect structured information gathered in a questionnaire designed online by a community administrator (preferably the Contact Person). The results can be exported in Excel.
7.7 How to create a questionnaire (for a survey)

This function is preferably reserved to the Community contact person or administrator(s).
Click on "Create/Edit questionnaire" in the survey creation form (see 7.3 How to create a new discussion/survey).

Elements which can be used to build the questionnaire (see next section).

The questionnaire elements will be listed in this area. In order to edit (✓) or delete (🗑️) one of the elements, click first on the element in the list before using the appropriate icon. The arrow icons (➡️) can be used to change the order of the elements in the questionnaire. You can also duplicate a single element (복사) or multiple elements (복제).

Do not forget to preview and regularly save the questionnaire as you build it by clicking on "Save current draft". Click on "Save as final and close" to go back to the survey creation form when the questionnaire is ready.
7.7.1 Type of questions

"One line text" question should be used to collect short sentences adapted to a single line text box. The text of the question can be placed "next to" or "above" the response area.

"Multiline text" question should be used to collect more developed comments adapted to a multiline text box. Please note that you will be allowed to change the text box size according to your needs.

"Yes/no" question should be used to collect straightforward answers to basic questions. Please note that you will have the possibility to indicate a default answer.

"Date" question should be when the expected answer is a date. You will have the possibility to define a date format, a time range and a default date as well.
The question type "List of items" should be used to collect answers limited to a set of values/choices that you define. You have the possibility to decide whether the respondent can select one or more values/choices.

The question type "List of countries" is a country selection box allowing single or multiple selection.

The question type "Policy domains" enables the user to respond by selecting one or more domains (predefined list). Please note that the respondent will be able to easily select/load her/his domains.

The question type "Scientific domain" enables the user to respond by selecting one or more domains (predefined list). The user will also be able to easily select/load her/his domains.

TIP
If necessary, you can always add a choice "other" in the predefined list and then include a response area by adding another question below to offer the possibility to provide a "free text" explanation.
7.7.2 Add documents, links and other layout elements to design the questionnaire

The "Text" element will be used to insert a formatted text (size, alignment, colour...) in the questionnaire (e.g. to guide your respondent, to insert section titles etc).

The "Document" element will be used to include a link to a useful document uploaded from your PC.

The "Website" element will allow you to include a link to any relevant web page.

The "Line" element should be used to insert formatted lines (thin, bold, dashed) in the questionnaire (e.g.: to separate questions or sections).

The "Blanks" element will allow you to insert one or more blank spaces to separate the questionnaire elements.

TIP: This can be used to ask the respondent to post back the document completed (e.g.: a table) or amended (e.g.: a report with "tracked changes").
7.7.3 Add a question/other element

In order to add a question or a layout element, you need to complete a small form. You first have to click on the corresponding button in the "Questionnaire elements" section.

Example: add a "One line text" question type.
7.8 Administration tasks (for administrators and members who have the necessary rights)

7.8.1 How to create a public discussion/survey

The e-debates can be open to all Internet users. In order to do so, access the "Discussions and Surveys" module (see 1.3 How to access the community modules). Click on "Add/Suggest a new discussion/survey" and complete the form.

Tick the box in section D to open the discussion/survey to all the SINAPSE members and then to the guest users. If you allow the participation of guest users, you will have to indicate which information they have to provide before being able to contribute to the debates. The minimum necessary is their name, family name and e-mail. You have the possibility to add some more questions and decide whether they will be mandatory or not.

Click on "Save". The e-debate will be accessible to all SINAPSE users via the specific button located on the Community listing and to all Internet users via its own web address: http://europa.eu/sinapse/directaccess/your-community-shortname/e-debates/shortname-debates/
7.8.2 How to organise the discussion/survey in folders

The e-debates (discussions and surveys) can be, if it is necessary, stored in different folders.
Access the "Discussions and Surveys" module (see 1.3 How to access the community modules).
Click on "Discussion/Surveys administration": a menu will be displayed.
Click on "Manage the Discussion folders": a new window will be displayed.
Click on the plus sign "+" to add a subfolder to the selected folder. Type the name and the description of the new folder. Confirm and click on "OK" to save the changes.
7.8.3 How to manage a discussion/survey

Access the Discussion/Survey, click on the "Admin" tab (in the top menu) in order to display the administration menu once inside the discussion/survey (see 7.1 How to access a discussion/survey).

The administration menu that will help you manage the discussion content and participants is now displayed. Click on the name of the relevant section and change the discussion settings or membership according to your needs.

Note for Survey: data export

In order to collect and export the results in Excel format, select the "detail" tab menu and use the "export" button or "statistics" button.

"Member management" is used notably to add/remove members and deal with requests for participation (when the discussion/survey is not closed).

The "validation settings" section is used to select the validation mode for the documents and links posted by the participant.

The "pending tasks" section will remind you of items awaiting validation (only available when validation is set to manual).
7.8.4 How to organise the content of the documents and links in the libraries attached to the discussions/surveys

This option is available in the library of documents and the library of links associated to each discussion/survey (when creating a discussion survey, it is possible to request not to have this libraries).

Click on the "Documents" or "Links" tab menu once inside the discussion/survey (see 7.1 How to access a discussion/survey).

Click on "Administration" in the left column.

Click on the "Manage the Documents (link) folders" to create a set of folders. A pop up window will appear.

Click on the plus sign "+" to add a subfolder. Type the name and the description of the new folder.

Click on "OK" to save the changes.
7.8.5 How to grant validation rights to members for pending documents and links in the libraries attached to the discussions/surveys

This option is available in the library of documents and the library of links associated to each discussion/survey. Click on the "Administration" tab once inside the chosen discussion/survey (see 7.1 How to access a discussion/survey). Click on "Member management".

Tick the box(es) next to the chosen person on the relevant column. Click on "Back".

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Organization</th>
<th>Allow validate document(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chiara, Valeri</td>
<td>OSP</td>
<td>Marco Michelin Test Foundation</td>
<td></td>
</tr>
<tr>
<td>Giulio, Maria</td>
<td>OSP</td>
<td>Marco Michelin Test Foundation</td>
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</tr>
<tr>
<td>Giorgio, Manuel</td>
<td>OSP</td>
<td>Marco Michelin Test Foundation</td>
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<tr>
<td>Giorgio, Cruize</td>
<td>CM</td>
<td>MM Foundation</td>
<td></td>
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<tr>
<td>Pinki, Annu</td>
<td>CM</td>
<td>None</td>
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</tr>
<tr>
<td>Rossa, Paola</td>
<td>OSA</td>
<td>Marco Michelin Test Foundation</td>
<td></td>
</tr>
<tr>
<td>test1, test2</td>
<td>CM</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Discussion title: Remote Ethics Review (PP7-PEOPLE-RG-PredictiveNeuroSens-Z-29222)
Duration: 21/09/2009 - 31/10/2009
7.8.6 How to validate documents and links in the libraries attached to the discussions/surveys

This option is available in the library of documents and the library of links associated to each discussion/survey. Access the chosen discussion/survey (see 7.1 How to access a discussion/survey).

Option 1)

Click on the "Documents" or "Links" tab menu. Click on "Administration" in the left column.

Click on the "View pending documents" button.

Option 2)

Click on the "Administration" tab.

Click on the pending task link (i.e.: 2 links to validate)

Use the relevant tools

Click on ☞ to edit the pending element.

Click on ☐ to delete the pending element.

Click on ✅ to validate the pending element.

Click on ⌂ to reject the pending element.
8 WEB SEARCH (WHERE AVAILABLE)

8.1 How to search

Access the "Web search" module (see 1.3 How to access the community modules)².
Type a key word in the search field. If there is more than one collection, select the relevant collection in the drop down list. Click on the "Search" button.

The matches of the search are listed below the search field. The searched key word is highlighted in yellow. Click on the title of a result to access the related web site.

² Please note: this tool will be accessible only when the first collection is created.
8.2 Administration tasks (for administrators and members who have the necessary rights)

8.2.1 How to create your collection

The Web search is a tool that allows performing searches limited to the content of one (or more) list of websites (called "collections") relevant to the community objectives and/or domains of interest.

Although the results do not cover the entire Internet, the advantage of this approach is to avoid too large number of results returned by global searches which make the access to pertinent information more troublesome.

At this stage of development, please contact the SINAPSE Administration Team to create your own collection.
8.2.2 How to create a public Web search page

The Web search can be open to all Internet users via a specific Web address.

In order to do so, access the "Administration" module (see 1.3 How to access the community modules). Click on "Advanced settings". Click on the plus sign "+" to access the Community Web search menu. Tick the "Public Page" box in the Public Web Search Page menu. Click on "Save".
9 Groups

9.1 How to access a group

Access the "Groups" module (see 1.3 How to access the community modules).

Click on the group name to view its details. Member will see only the groups they have access to.

Tick the "Show additional information" box to display the description of the group

Click on the icon to view the details of the group [title, created by, created on, short and detailed descriptions, members and attachments]
9.2 Administration tasks (for administrators and members who have the necessary rights)

9.2.1 How to create a group

Access the "Groups" module (see 1.3 How to access the community modules).
Click on the "Create a new group" button. Complete the form.
Click on the "Save" button. The new group will be added to the list.

- View the group details
- Edit the group
- Delete the group

Private group: not selected members will not see the group(s).
Administrative group: groups for the Community Administrators only. The other Community members will not see this group.
9.2.2 How to use a group to restrict access rights

Access the selected module (this example covers the Library of Documents) (see 1.3 How to access the community modules). Click on "Documents administration": a menu will be displayed. Click on "Manage the Document folders": a new window will be displayed. Click on the icon. Choose the relevant group(s) (only those for which you have the necessary administrative rights will be listed). Click on "OK" to save the changes. Click on "Close" on the main pop-up window. The restricted folder will be marked with a different colour.
10 GENERAL FEATURES

10.1 How to create themes and to use theme filter

Access the "Theme" module (see 1.3 How to access the community modules). Click on the button "Create a new theme": a new window will be displayed. Complete the form. Click on "Save" to add the new theme to the list. If themes already exist, you can edit or delete them by clicking on the corresponding icon.

When themes exist, each module (e.g.: the library of documents) will offer a "theme filter" to restrict the list of objects to those that have been associated with the theme selected in the drop down menu.
10.2 How to manage the e-mail notifications

Access the "Notifications" module (see 1.3 How to access the community modules). A page with the current settings will be displayed. Click on "Edit your notification settings" to change your settings.

Click on the plus sign "+", to view the notification settings for the chosen module. Choose the frequency of the e-mail notification in the drop down menu and if needed set the other filters (on folders and themes).

Click on "Save" to save to confirm your choice(s).

If the module contains (sub)folders, you will be able to select those for which the notification should be activated (all the folders will be notified by default).

It is also possible to filter the notifications by themes (if available in the Community).
10.3 How to navigate in the folder tree

Access the relevant module (see 1.3 How to access the community modules).

If the tree of folders is not visible, click on the "Folders" menu in the left column. The tree view will be displayed. Click on the plus sign "+" next to a folder icon to expand it and view its subfolder(s). Click on a folder/subfolder name to view its content. The items (e.g. documents) stored in the selected folder/subfolder will be listed in the main frame.

The numbers placed between brackets indicate the number of items available in the folder (not counting the items in the subfolders) followed by the total amount of items (subfolders included).
10.4 How to use the search tool (where available)

Access the "Search" module (see 1.3 How to access the community modules). Type a key word in the search field and click on "Search". The number of elements containing the keyword will be displayed in main frame. Click on "matches" to view the results.

In certain communities, the search button is also available in some of the other modules (e.g. library of documents). In this case, the search covers the library of documents. Click on the "Search" orange button and follow the same procedure.

The keyword (or the icon of the document containing the keyword) is highlighted. The keyword can also be located in the description page (in this case, click on the document name).
11 **ADMINISTRATION**

This section is reserved to the administrators. Please note that some of the management rights are restricted to the contact person only.

11.1 **Administrative rights**

Access the community and then the "Administration" section (see 1.3 How to access the community modules): a sub menu will be displayed.

Click on the name of the relevant section according to your needs.

**"Manage Community information"** will be mainly used to edit the community description.

**"Manage community members/organisations"** should be used to validate the requests to join the community (when this is possible), to add/remove members and nominate community administrators.

**"Manage community settings"** will help you to set the validation modes. You may also personalise the community pages (with title, description and external links) in the "Advance settings" section.

The **"pending tasks"** section will remind the administrator(s) what is awaiting validation (e.g. documents, discussions and other items suggested in modules where the validation is set to manual; requests to join the community – when this is possible, etc.)
11.2 Member management

11.2.1 How to validate new members

Access the "Administration" menu (see 11.1 Administrative rights) and then the "Pending tasks" section. Click on "request to join the community".

Choose the role you want to attribute to the new member via the drop down menu or click on the "Accept user" button (if the external registration is activated-see 11.4 External registration).

Click on "OK" to validate your choice on the confirmation window.
11.2.2 How to edit members' profile

Access the "Administration" menu (see 11.1 Administrative rights) and then the "Member management" section. Click on "Edit profile" next to the selected member. Tick the legal notice box above the member's profile section. Make the relevant changes in the profile and click on "Update" to save them. Members will be notified via e-mail of your changes: They can accept or refuse them (in this case, the previous data will be restored).
11.2.3 How to manage members' credentials

Access the "Administration" menu (see 11.1 Administrative rights) then the "Member management" section.

A) Click on "Send password reminder" next to the selected member to e-mail a copy of the member's credentials (login and password).
B) Click on "Reset password" next to the selected member to reset the member's password via e-mail.

Click on "Confirm" to validate your action.
11.2.4 How to add customised fields in members' profiles

Access the "Administration" menu (see 11.1 Administrative rights) and then the "Members' Profile/Visiting Card" section. Click on "Add a new field" to create a community field. The form will be displayed. Fill in the form with the relevant data. Click on "Save" to add the new field in the list. Repeat the procedure to add as many fields as needed. Click the "Save" button to complete the entire procedure.

- Manage community information
  - Community description / details
- Manage community members and/or organisation
  - Member management
  - Organisation management
  - Notification management
  - Members' Profile/Visiting Card

Click on to edit a field
Click on to delete a field
Click on to change the order of the elements
11.3 Validation mode

Access the relevant module (see 1.3 How to access the community modules). By default each module is configured with a validation mode set up to "automatic": when a member decides to post an item (i.e.: a link) in the community, the item (i.e.: a link) is automatically visible to every member of the community. If the administrators and/or the members having administrative rights decide that their validation before making an item (i.e.: a link) available is necessary, they can switch the validation mode to "manual".

In order to do so, click on "Link administration": the menu will be displayed. Click on "Activate the manual mode": the mode is updated.
11.3.1 How to validate new elements (documents, links, events, etc)

Access the "Administration" menu (see 11.1 Administrative rights) and then the "Pending tasks" section.
Click on the name of the relevant section (e.g.: events to validate).
Click the appropriate icon on the right hand side (e.g.: click on ✓ to validate the pending element).
Click on "OK" to validate your action.
11.4 External registration

Access the "Administration" menu (see 11.1 Administrative rights) and then the "External user subscription settings" section.

Click on "Yes" to enable the registration at community level. Choose the fields you want to display in the registration form clicking on "Yes". Choose if the answers of the chosen questions are compulsory ticking the relevant box.

Click on "Save changes". The registration form will be accessible from the community login page. When the form is completed, the user will be receive an-email and will be added to the list of members awaiting validation by the community administrators (see 11.21. How to validate new members).
12 PERSONALISATION OF THE COMMUNITY PAGES

12.1 How to customise the community pages

SINAPSE offers the possibility to personalise graphically the Community. The Community pages (private and public ones) can be adapted to be compatible with your website. In addition to a personalised graphic banner, buttons linking to your website (or other web pages) can be included to enable easy navigation between the Community pages (e.g. the public library of documents) and your site. The Community can become "an extension" of your website.

Please contact the SINAPSE Administration Team to get more information on this feature (sinapse-helpdesk@ec.europa.eu).
12.2 How to edit a short description on your public pages

Access the "Administration" menu (see 11.1 Administrative rights).
Click on "Advanced settings".
Click on "Community Public Elements settings" and then select the section corresponding to the relevant public page.
In the first sub section "Information" you can give a title to the public page (e.g. "Welcome to our public library of documents").
You also have the possibility to include a short description of the page content: click on the second or third option (to show or hide this description by default). A text editor will be displayed. Type the description using the different tools in the "Information Content" section.
Click on "Save". The provided title and text will be available on the selected public page.
12.3 How to add buttons pointing to external Web pages on the Community public pages

Access the "Administration" menu (see 11.1 Administrative rights).
Click on "Advanced settings": a new window will be displayed.
Click on "Community Public Elements settings" and then select the section corresponding to relevant public page.
Click on the sub section "Custom button 1 (or 2)\), then on the button "Show form".
Access the name/label of the button(s), the corresponding link/web address(es) and select the colours and fonts.
Click on "Save". The button(s) will then be visible on the selected public page.

Please note
The text, layout and web address of the buttons can be changed at any time.
12.4 How to customise the web address of the "Exit community" page

Access the "Administration" menu (see **11.1 Administrative rights**). Click on "Advanced settings": a new window will be displayed.

Click on the plus sign "+" to open the "Community exit page" section. Type the address of the chosen web page in the appropriate field. Test the correctness of the web address with the relevant button.

Click on "Save" to confirm the choice. When exiting the Community, members will be directed to the new address.

Please note:

Independently of your choice and of the member type, a user belonging to several e-communities will be always redirected to her/his community listing.
13 HOW TO CREATE A NEW COMMUNITY

Once logged in SINAPSE (http://europa.eu/sinapse > Click on "Enter as a member"), click on "Your communities" located on the left menu.

Click on "Create a new community" in the "Tool Box" section. Read carefully the legal notice: click on "I accept" if you agree and then on "Continue".

Complete the community creation form with the required information. The Community will be visible once approved by the SINAPSE Administration team. The system will automatically create a link to access directly your new community. Its standard format is: http://europa.eu/sinapse/directaccess/your-community-shortcode/
14 **QUICK PATHS**

<table>
<thead>
<tr>
<th><strong>BASIC STEPS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCESS a Community:</strong></td>
</tr>
<tr>
<td><strong>CREATE a new community:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ONCE IN YOUR COMMUNITY HOMEPAGE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCESS the MAIN MODULES</strong></td>
</tr>
</tbody>
</table>
| **POST DOCUMENT/LINK/EVENT/MESSAGE in a folder** | Click on "Library of documents (or links or calendar or message)" > Click on the destination folder in the tree > Click on "Add/Suggest a new document (or link or event or message)"
| **CONTRIBUTE to a DISCUSSION or a SURVEY** | Click on "Discussions & Surveys" > Click on the discussion (or survey) name > Click on "Add your contribution to this discussion (or survey)" (orange button)
| **POST a DOCUMENT/LINK in a DISCUSSION or SURVEY** | Click on "Discussions & Surveys" > Click on the discussion/survey name > Click on "Documents (or Link)" tab menu > Click on the "Folders" section > Click on the destination folder > Click on "Suggest/add a new document (link)"
| **CHANGE e-mail NOTIFICATIONS** | Click on "Notifications" > Click on "Edit your notification settings"

<table>
<thead>
<tr>
<th><strong>ADMINISTRATION TASKS (for administrators)</strong></th>
</tr>
</thead>
</table>
| **CREATE a DISCUSSION or a SURVEY** | Click on "Discussions & Surveys" > Click on "Add/Suggest a discussion/survey"
| **BUILD a QUESTIONNAIRE** | Click on "Discussions & Surveys" > Click on "Add/Suggest a discussion/survey" > Click on "Create/Edit questionnaire" in the survey creation form
| **MANAGE a DISCUSSION/SURVEY (for initiators too)** | Click on "Discussions & Surveys" > Click on the discussion/survey name > Click on "Admin" tab
| **Community MANAGEMENT** | Click on "Administration" (e.g. to validate new members, documents, send credentials reminders, etc...) |
| **ORGANISE modules in FOLDERS** | Access the relevant module (see above) > Click on the Administration section in the left menu > Click on "Manage the module folders" (e.g.: library, calendar, ...-see above)
| **CREATE PUBLIC library of documents/links** | Access the relevant module (see above) > Click on the Administration section in the left menu -> Click on "Create a public library"
| **PERSONALISE the public pages** | Click on "Administration" -> Click on "Advanced settings" -> Select the section corresponding to the relevant public page. |