Project co-financed by the European Regional Development Fund

GRASPINNO

Transnational model, strategies and decision support for innovative clusters and business networks towards green growth, focusing on green e-procurement in EE/RES for energy refurbishment of public buildings.

Deliverable: 3.4.2

Upgraded tools with updated user manuals for GRASPINNO pilots and workshops – GRASPINNO Platform User Manual

Prepared by the University of Patras

Date: 31/01/2017

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1. INTRODUCTION

The following document is an extended manual about GRASPINNO platform according to different kind of group of users.

There are 3 groups of users:

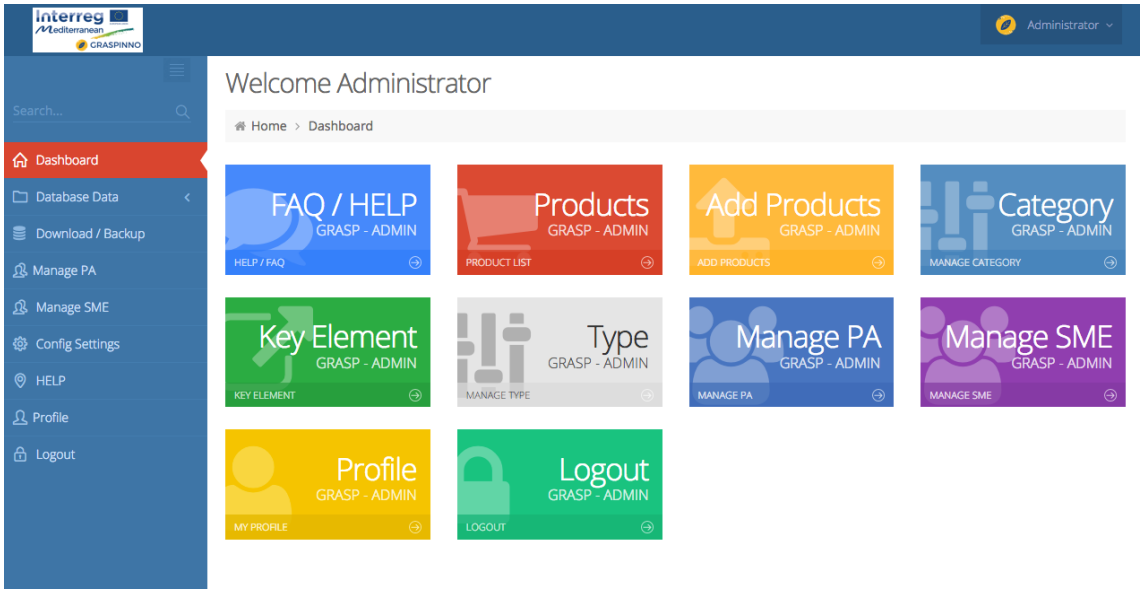
- Administrators
- PA users (Public Authorities' users)
- SMEs users (Small and Medium Enterprises' users)

GRASPINNO platform is a web-based application developed according to the following web frameworks:

- PHP programming language. PHP is a server-side scripting language designed primarily for web development but also used as a general-purpose programming language.
- Bootstrap framework. Bootstrap is the most popular HTML, CSS, and JS framework for developing responsive, mobile first projects on the web.
- JQuery. jQuery is a fast, small, and feature-rich JavaScript library. It makes things like HTML document traversal and manipulation, event handling, animation, and Ajax much simpler with an easy-to-use API that works across a multitude of browsers. With a combination of versatility and extensibility, jQuery has changed the way that millions of people write JavaScript.
- MySQL database.

2. GROUP ADMINISTRATORS

The administrator can access the administrators' web panel by following the url: http://grasp-egpp.eu/admin/login.php.



2.1 The Web Administration Panel– short description

A short description of what an administrator can administer at the GRASPINNO web platform is following:

- They can edit their profile details like:
    - Organization information
    - Operating field specification
    - Other information and manage their GRASPINNO administration account.
- They can edit products like:

- They can edit, view or delete a product if its details aren't correct. SMEs are required to enter their products including their green criteria.
- They can also use live search to see what products other SMEs have entered; and make corrections.

- They can add, edit or delete a product type like:
  - They can add a type any time, even if they are not inserting a product.
  - They can also delete a type as long as it is not attached to any product.
- They cannot edit tender details. This information is confidential and is managed by the PAs respectively.
- They can add, edit or delete a category like:
  - They can add a category at any time, even if they are not inserting a product.
  - They can also delete a category as long as it is not attached to any product or product type.
- They can add, edit or delete key element green criteria like:
  - They can add Key Element any time, even if they are not inserting a product.
  - They can also delete a Key Element as long as it is not attached to any product.
  - They also have to check and review every if the key element data has been inserted correctly.
- They can manage SME/PA accounts like:

- SMEs and PAs are registered through the sign up form provided on the front-end platform. The administrators can approve, ban or deactivate their accounts. They cannot delete an account as other related data are linked to their user profile.

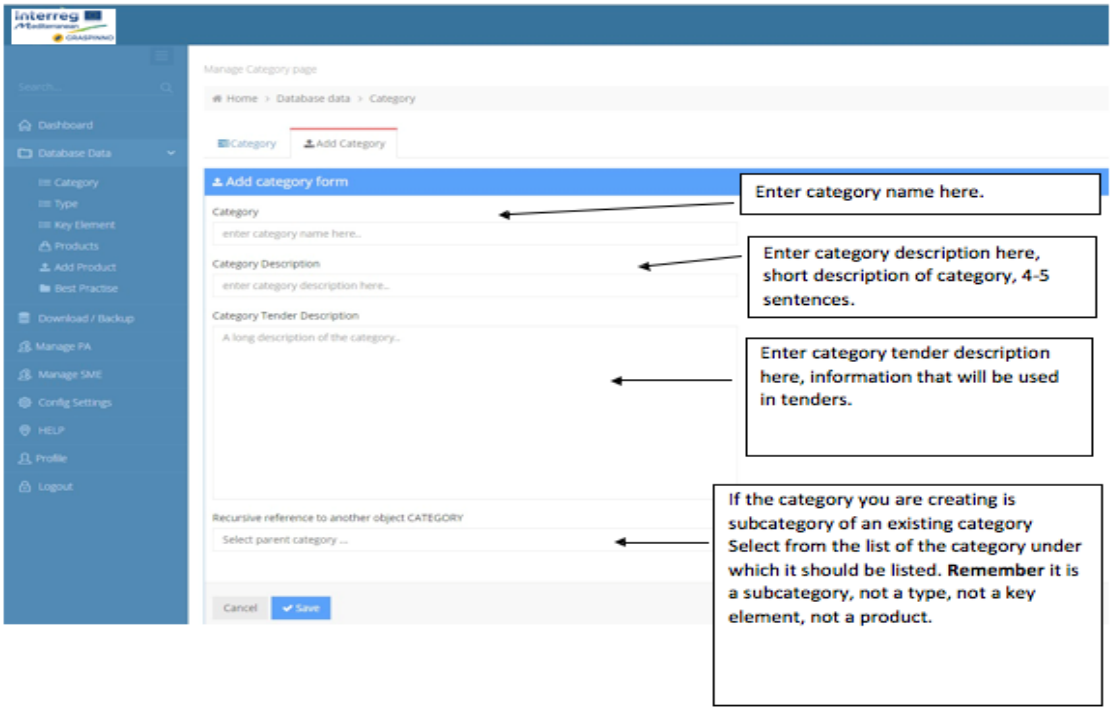
2.2 Adding data to the GRASPINNO database

2.2.1 Adding categories and subcategories

In order to add categories, the administrators should select the "Categories" at the Database Data menu. They can edit an existing category by clicking the edit button next to the category details row. Then, they fill all the required fields and click "Save" button to save the changes.

In order to delete a category, they need to follow a standard procedure. They need to check if there are no types linked to it; also to make sure there is no product or key element attached to this category.

In order to add a category, they have to click on "add category" tab. Then, the "add category form" will be shown. They fill all the required fields and they click "save" button to insert the new category into the database. In order to add a new category they should not leave empty the recursive reference to another category; if the new category is subcategory, they have to select the appropriate parent category.

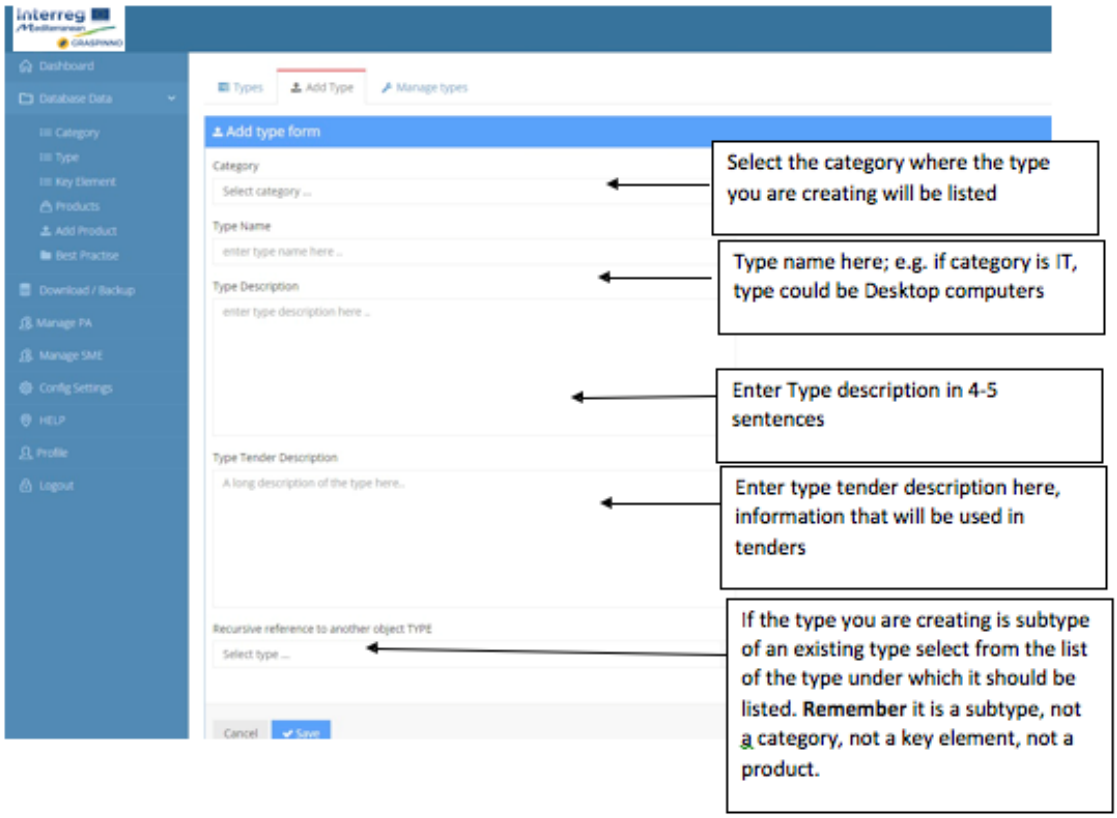


2.2.2 Adding type and subtypes

In order to add a type, the administrators have to select "Type" at the Database data menu. They can edit an existing type by clicking the "edit" button next to the "type details" row. Then, they fill all the required fields and click "Save" button to save the changes.

In order to delete a category, they need to follow a standard procedure. They need to check if there are no sub types linked to it; also make sure there is no product attached to this type.

In order to add a type, they should click on "add type" tab. Then, the "add type" form will be shown. They fill all the required details and click "save" button to insert the new type into the database. In order to add a type they should not leave empty the recursive reference to another type; if it is subtype, they have to select the appropriate parent type.



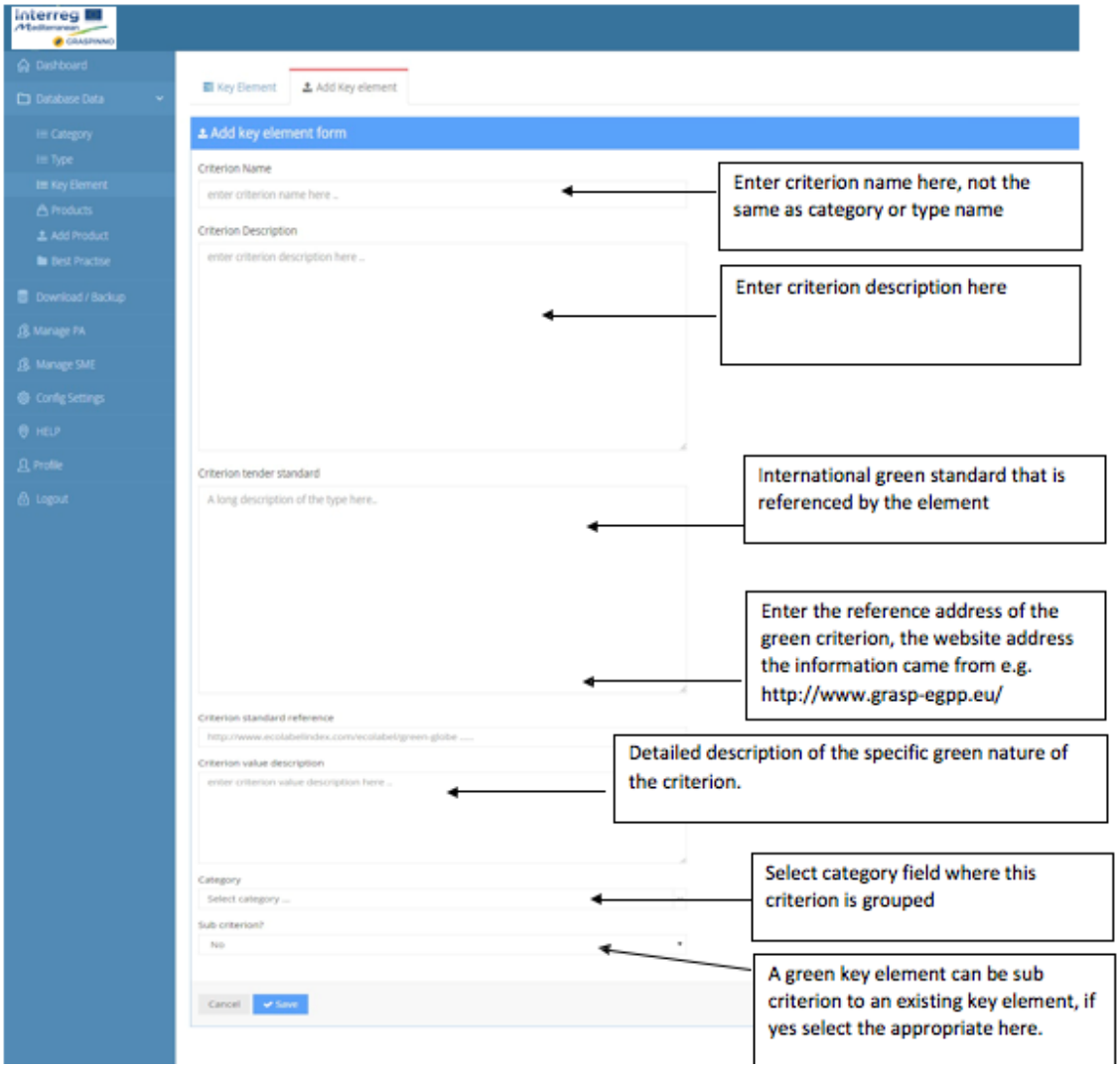
2.2.3 Adding key element / Green Criteria

In order to add Key Element, the administrators have to select "Key element" at the Database data menu. They can edit an existing key element by clicking the "edit" button next to the "key element details" row. Then, they fill all the required fields and click "Save" button to save the changes.

In order to delete a Key Element, they need to follow a standard procedure. They need to check if there are no products attached to the key element they are going to delete.

In order to add a Key Element, they should click on "Add key element" tab. Then, the "Add key element" form will be shown. They fill all the required details and click "save" to insert the new key element into the database. In order to add a key element they should not leave empty

the recursive reference to another object; if it is a sub key element, they have to select the appropriate parent field.

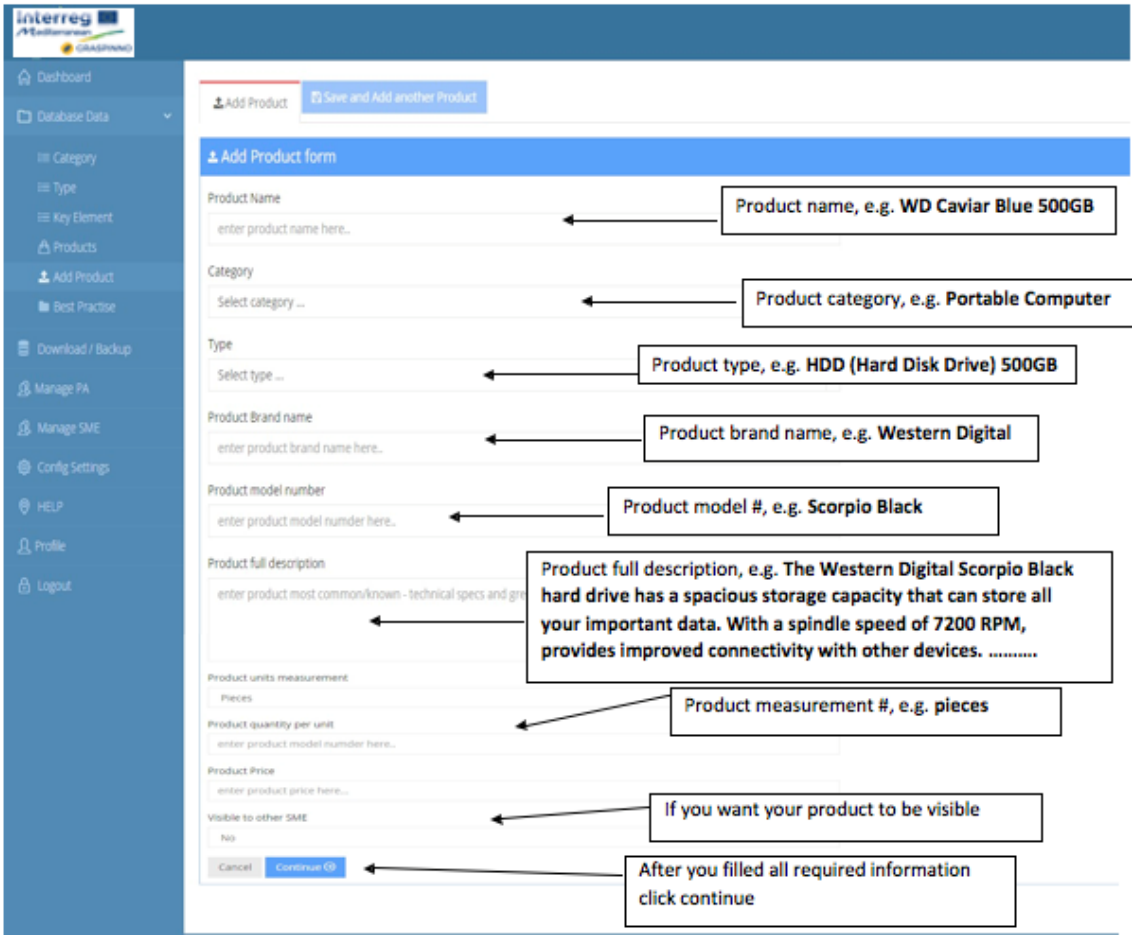


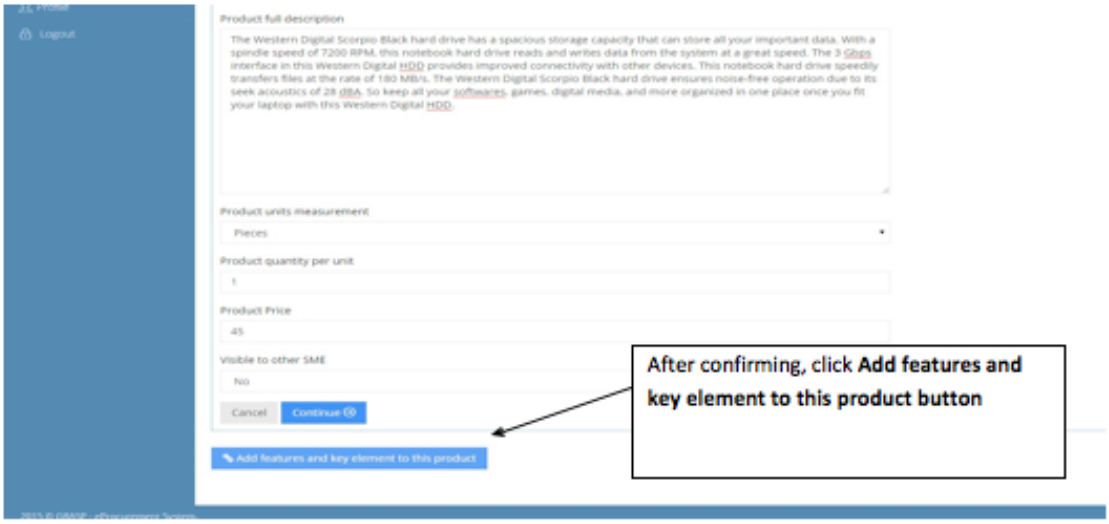
2.2.4 Managing products

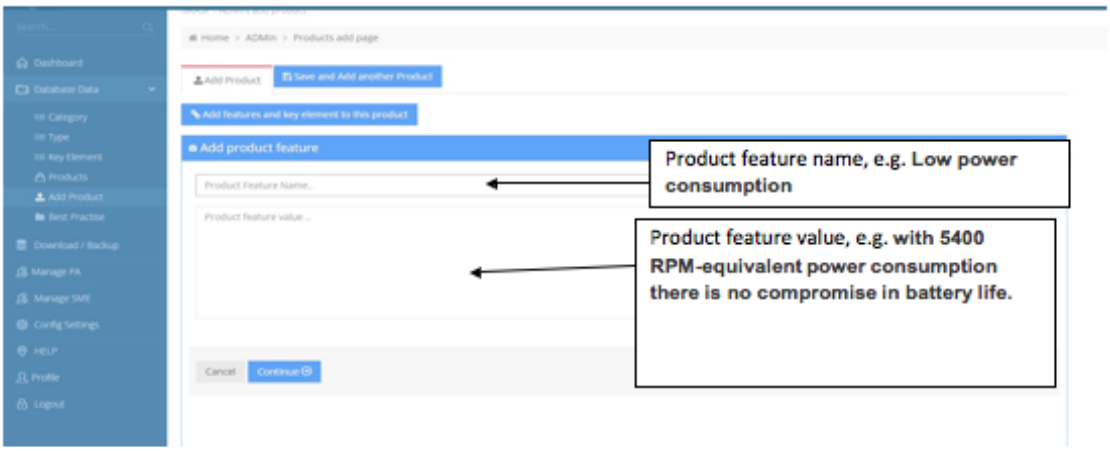
The administrators can manage products by selecting the "Product" choice at the Database data menu. In order to edit an existing product they should click the "edit" button next to the product details row. Then, they fill all the required fields and click "Save" button to save the changes.

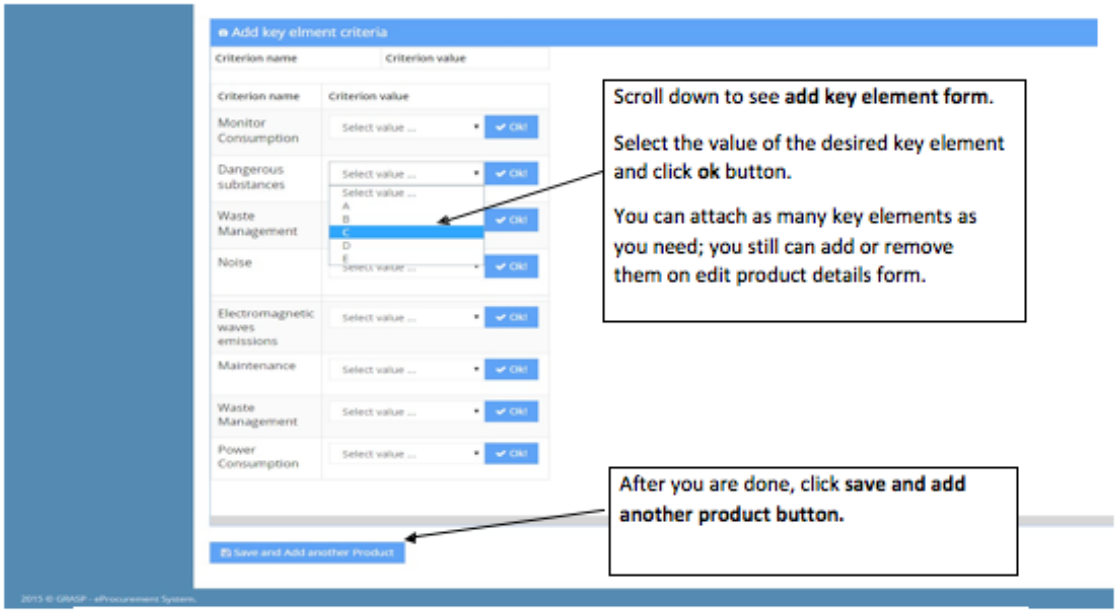
They can use the search button to search for a product. They can search by using the criteria category, brand name, model or product name

In order to delete a product, they should follow a standard procedure. They need to check if there are no tenders attached to the product they are going to delete.




Product full description
The Western Digital Scorpio Black hard drive has a spacious storage capacity that can store all your important data. With a spindle speed of 7200 RPM, this notebook hard drive reads and writes data from the system at a great speed. The 3 Gbps interface in this Western Digital HDD provides improved connectivity with other devices. This notebook hard drive speedily transfers files at the rate of 180 MB/s. The Western Digital Scorpio Black hard drive ensures noise-free operation due to its seek acoustics of 28 dBA. So keep all your softwares, games, digital media, and more organized in one place once you fit your laptop with this Western Digital HDD.
Product units measurement
Pieces
Product quantity per unit
1
Product Price
45
Visible to other SME
No
Cancel
Continue
Add features and key element to this product
After confirming, click Add features and key element to this product button


Add Product
Save and Add another Product
Add features and key element to this product
Add product feature
Product Feature Name..
Product feature value ..
Cancel
Continue
Product feature name, e.g. Low power consumption
Product feature value, e.g. with 5400 RPM-equivalent power consumption there is no compromise in battery life.



They can add a product by selecting "Add Product" at the Database data menu. Then the Add product form will be shown. They fill all the required details and then click "save" to insert the new product into the database. After the submission a button will be shown, in order to add key element and feature details to that product.

2.3 Database administration

The administrators can back up the databases using an embedded tool in the GRASPINNO web platform. They can also import the exported tables or transfer them to another database server by using this tool.

Finally, they can use phpMyAdmin tool to export or backup GRASPINNO DBA, or they can setup a cron job to backup GRASPINNO databases periodically.

2.4 Managing PA accounts – PA organizations data

2.4.1 Managing PA accounts

The administrators can ban or approve a PA account by selecting "Manage PA" choice.

They cannot delete a PA account, but they can ban an account by clicking the "Ban" button next to the "PA details" row.

To approve a PA account, they need to verify first if it is a legitimate according to PA's country's legislation, and then, if everything is ok they can click the "approve" button to activate this account.

2.4.2 Managing PA organizations data

The administrators can manage PA Organization type data. It is essential to fill these data before allowing PA to sign up as this is related to their profile.

To view organization data they click Organization tab to see organization list, to edit click the Organization data they click the "edit" button next to the organization details row.

To add an organization they have to click the "Add organization" tab. They fill the "add organization form" fields and click save.

2.5 Managing SME accounts – SME Business data

2.5.1 Managing SME accounts

The administrators can ban or approve SME account by selecting "Manage SME" choice.

They cannot delete an SME account, but they can ban an account by clicking the "Ban" button next to the "SME details" row.

To approve an SME account, they need to verify first if it is a legitimate SME according to SME's country's legislation, and then if everything is ok, they can click the approve button in order to activate this account.

2.5.2 Managing SME Business data

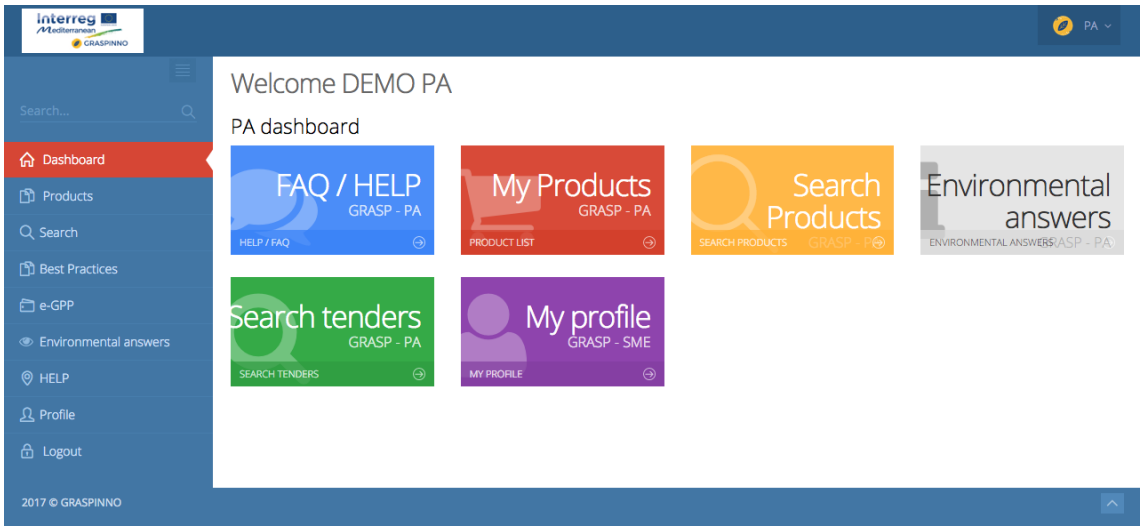
On this section the administrators can manage SME Business type data. It is essential to fill this data before allowing SME to sign up as this is related to their profile.

To view business data they click SME Business tab to see business list, to edit the SME Business data they click "edit" button next to the business details row.

To add a business type they click "Add Business" tab. They fill the "add business" form and click save.

3. PUBLIC AUTHORITY (PA) USERS

The Public Authority users can access the GRASPINNO platform by following the url: http://grasp-egpp.eu/login.php.



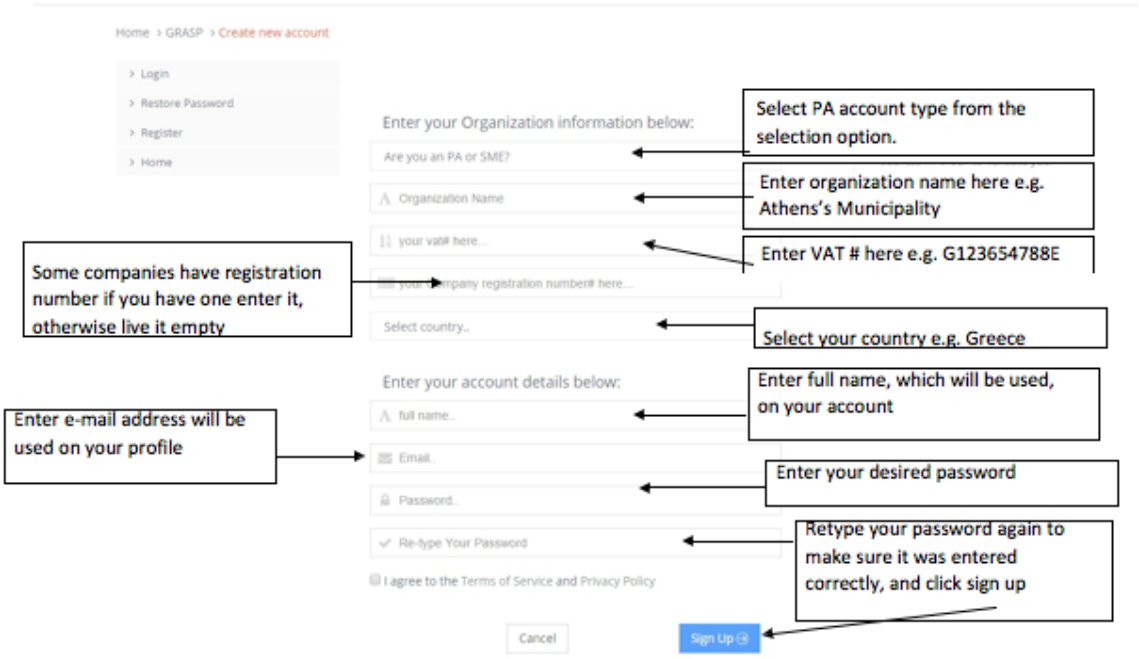
3.1 The PA administration panel – short description

A short description of what PA account can administer at the GRASPINNO web platform is following:

- They can edit their profile details like:
  - Organization information
  - Personal information
  - Specify Operating field
  - Add Green certification
  - Manage their GRASPINNO account
- Manage products:
  - They cannot edit products
  - They can view product details and
  - They can compare them
  - They can search for products
- They can publish an e-tender by using e-GPP tool

3.2 Registration – sign up for a GRASPINNO PA account

Every user can register to the GRASPINNO platform as PA user following the url: http://grasp-egpp.eu/register.php



There are some major changes at the GRASPINNO registration form. Some of them are described below:

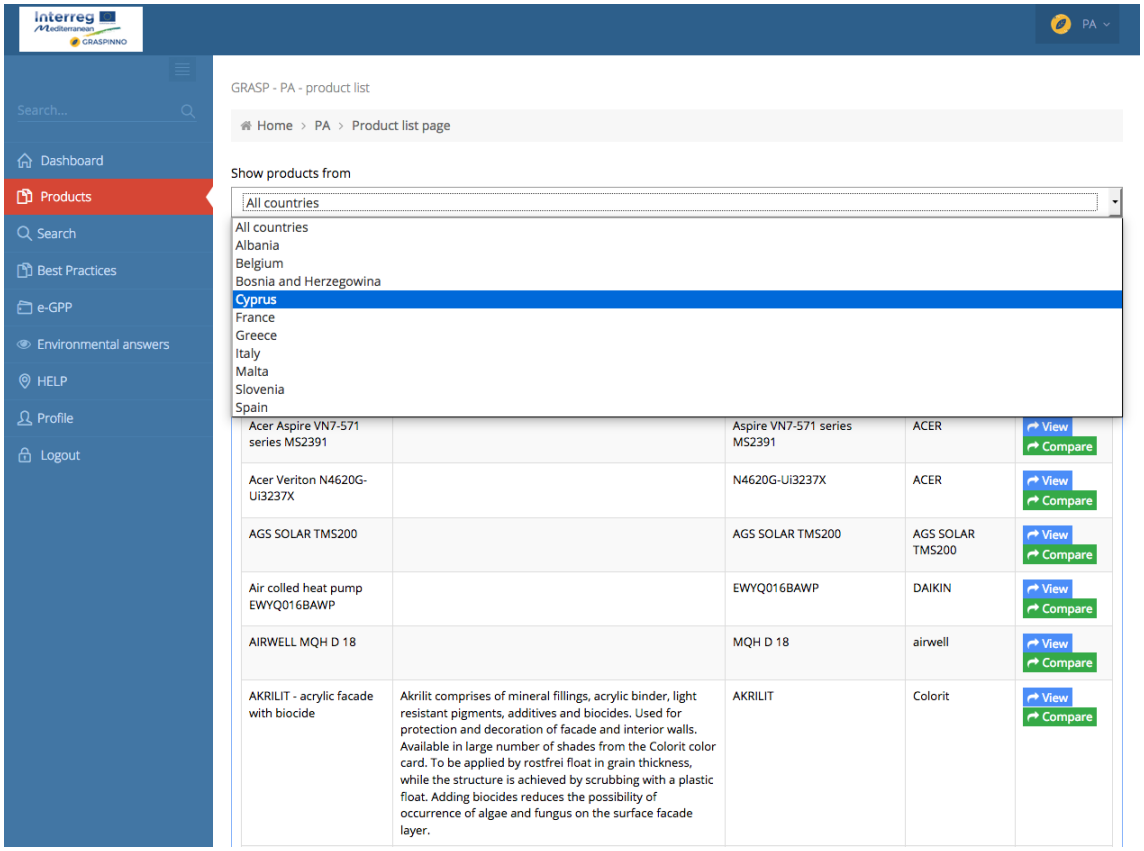
- A new mail function used for sending e-mails to a Public Authority. The SMTP mail function used for sending e-mails. The SMTP is a standard protocol for sending e-mails and its full name is Simple Mail Transfer Protocol. All the e-mails of the outgoing from the server using the TLS, Transport Layer Security in order to encrypt and secure the e-mail communications of the GRASPINNO platform.
- The limit of the characters of the text fields of the registration form was extended.

- There are also some changes at the submenu of the registration form, like remove the link for the home page and add a link for a list of the already registered Small & Medium Enterprises.

3.3 Restore password

A Public Authority can access the platform even though has forgotten its password. By following the url: http://grasp-egpp.eu/forgot.php the PA has the ability to reset its password. A new mail function used for sending e-mails to a Public Authority. The SMTP mail function used for sending e-mails. The SMTP is a standard protocol for sending e-mails and its full name is Simple Mail Transfer Protocol. All the e-mails of the outgoing from the server using the TLS, Transport Layer Security in order to encrypt and secure the e-mail communications of the GRASPINNO platform.

3.4 Product list page



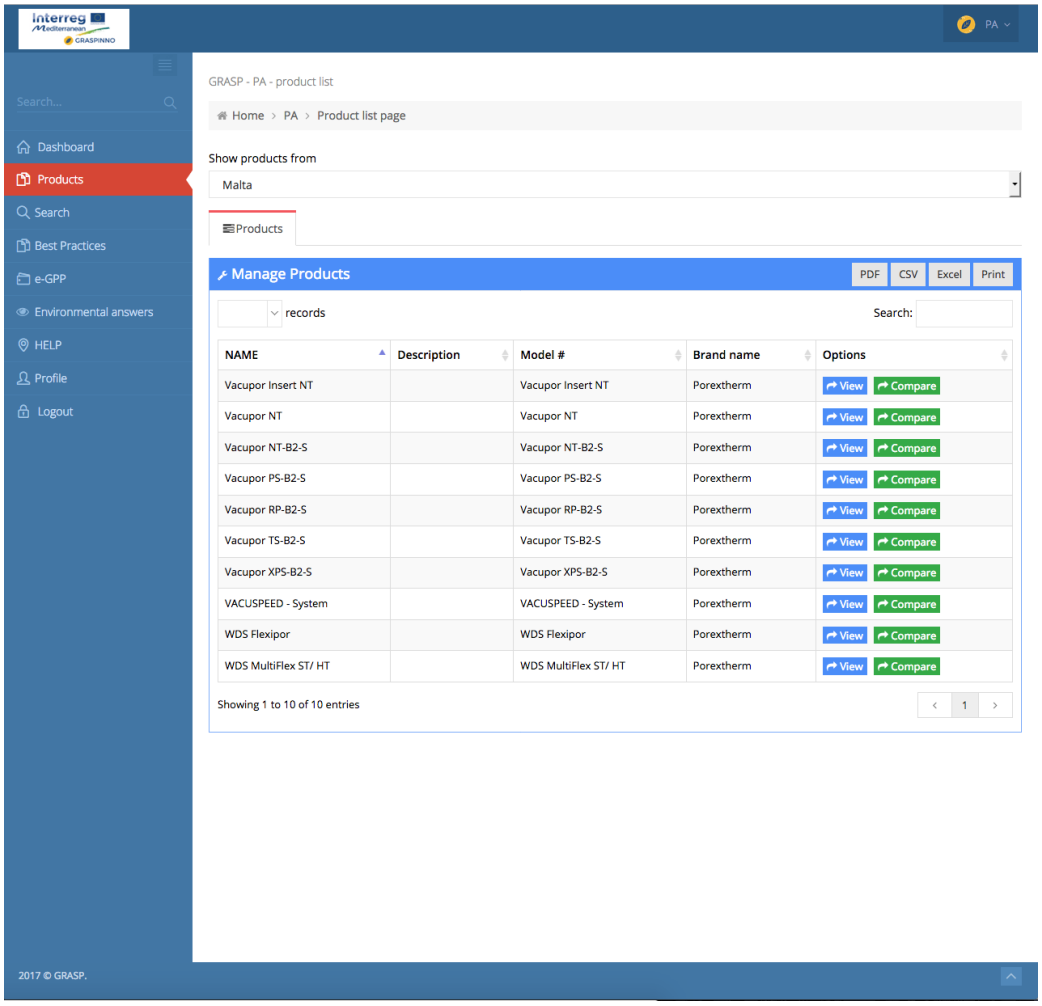
3.4.1 General

On the Product List page the PA user can view or compare product details. PA can also Print, export to pdf, excel or csv the table of the products. Moreover, the PA can use the live search at the top of the table where there is a search for the products table by using any word.

If the PA wants to search more product details, it should use Search for products page.

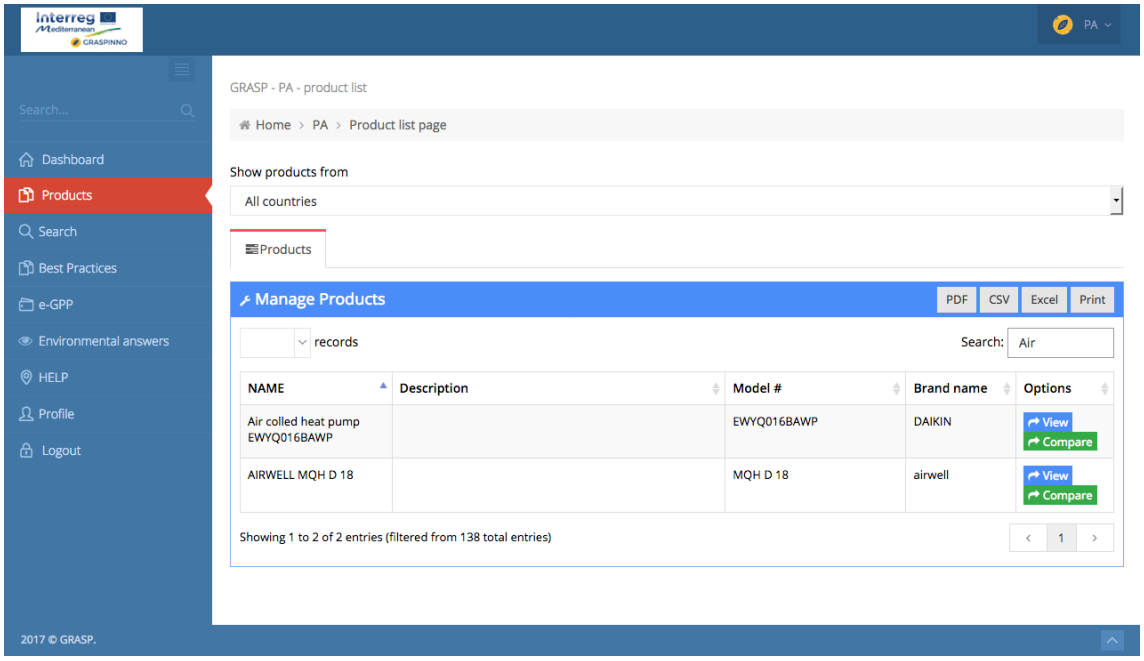
3.4.2 Products per country

The upgraded feature of the Product list page is that a PA user can filter products per countries. The system, actually, has the ability to filter the products of the GRASPINNO database according the country of the SME, which has inserted specific products to the GRASPINNO database. For example, a PA user wants to see which products have been inserted to the GRASPINNO database by SMEs of Malta. The user selects from the dropdown list Malta country and the system appears a table with products only from Malta.



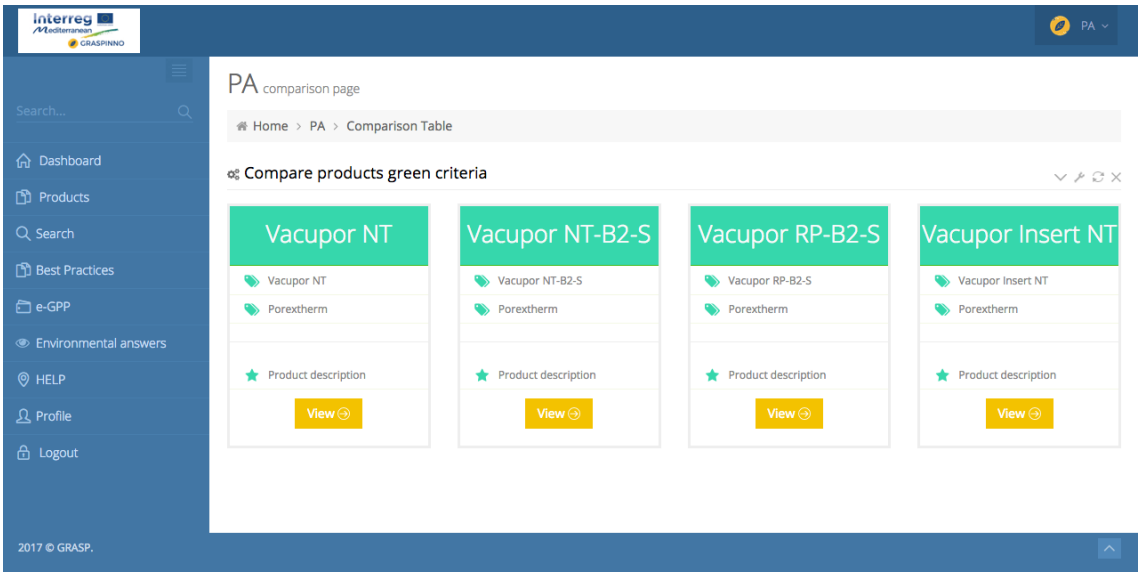
3.4.3 Search products

The Public authority can use live instant search to search for products. It writes in the search box the name of the product, or any other word related to product details and automatically the product that matches to its search criteria will be shown below.



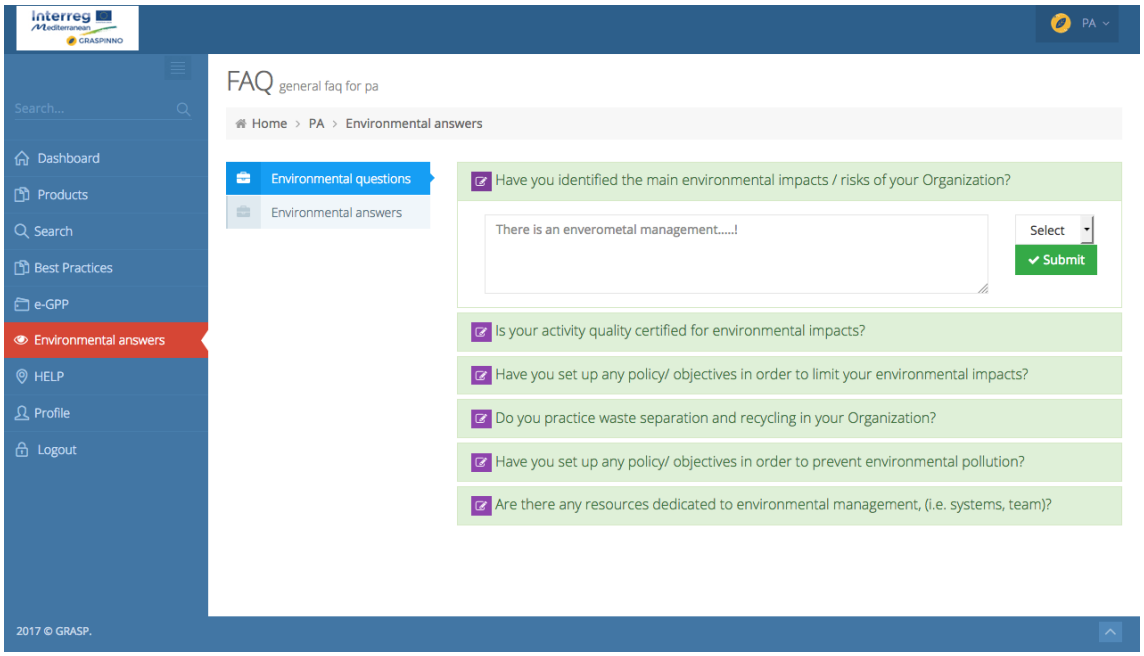
3.4.4 Compare products

The Public Authority can compare products. It searches for a product and then it can click product name to see product details or click the compare button to see the comparison with other products. If it clicks the "compare" button, the system automatically will display a comparison table with all products related to this product.

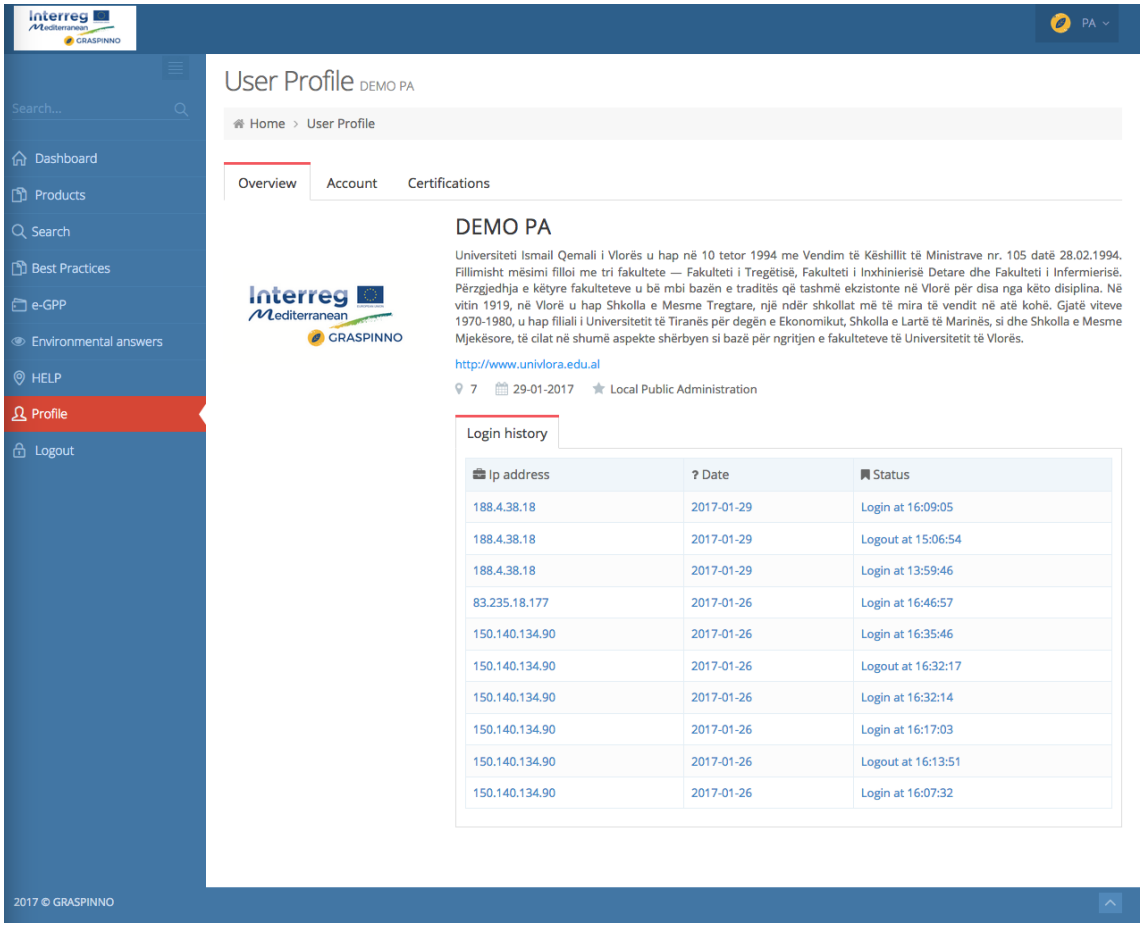


3.5 Environmental answers page

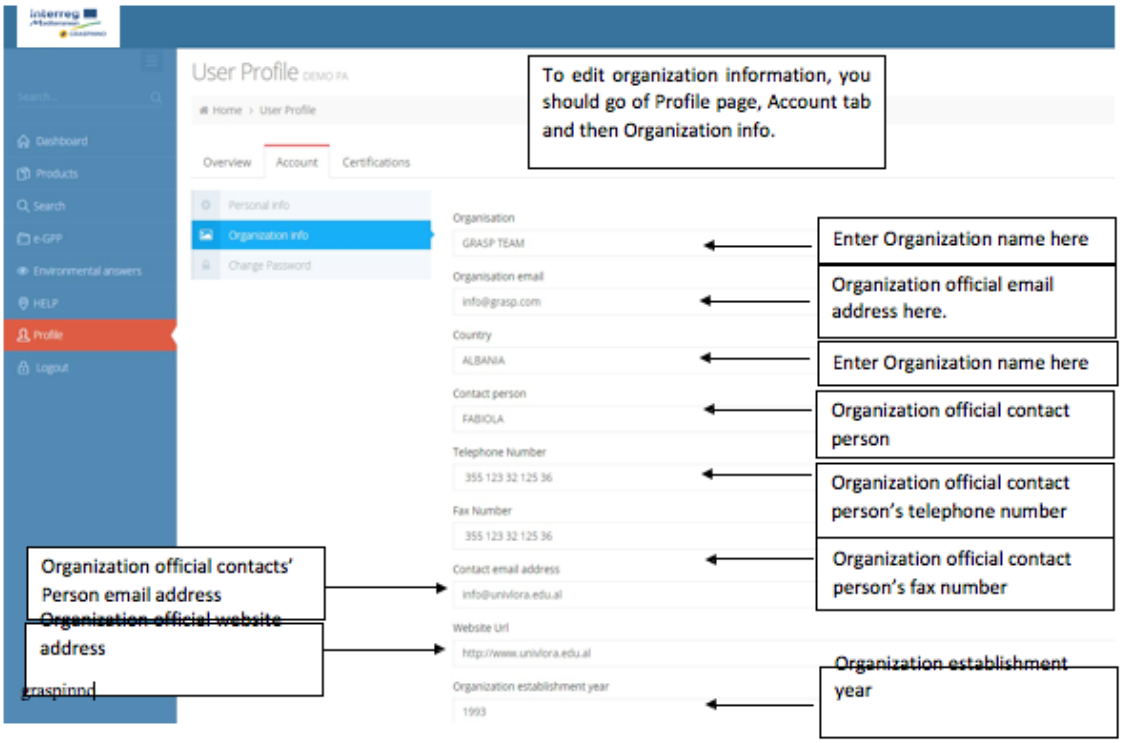
The Public Authority can answer environmental questions by using this section. It clicks the edit icon on the left of the question, and then the question form where the PA should complete its answer, is appeared. It writes its comment on the text area provided, selects yes or no, and then clicks the "ok" button. The PA can delete its answer if there is something wrong and add it again later.

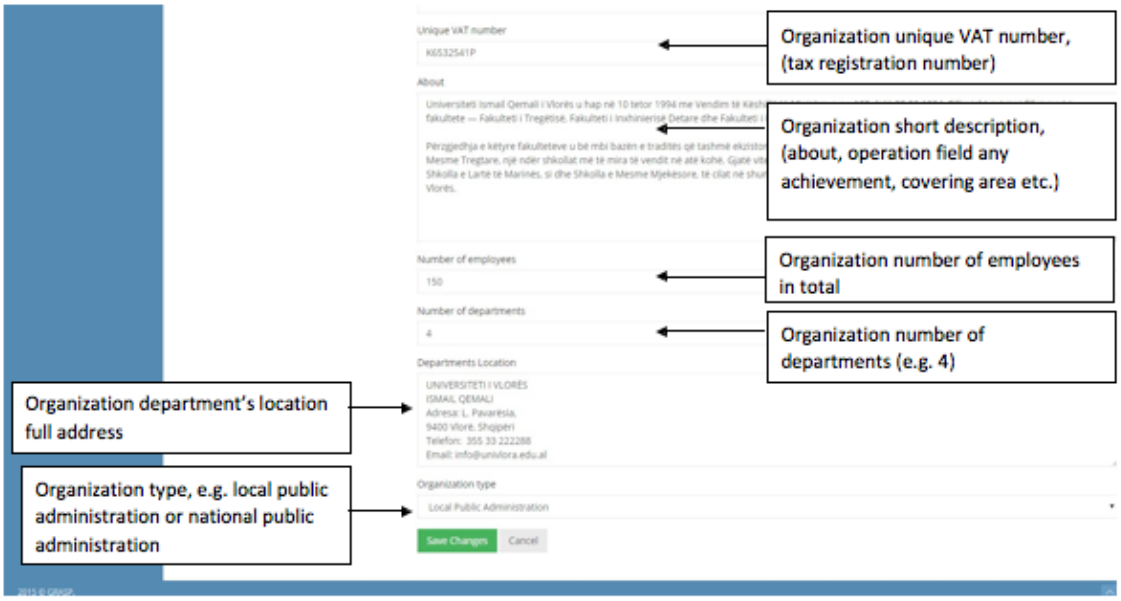

PA
FAQ general faq for pa
Search...
Home > PA > Environmental answers
Dashboard
Products
Search
Best Practices
e-GPP
Environmental answers
HELP
Profile
Logout
Environmental questions
Environmental answers
Have you identified the main environmental impacts / risks of your Organization?
There is an enverometal management.....!
Select
Submit
Is your activity quality certified for environmental impacts?
Have you set up any policy/ objectives in order to limit your environmental impacts?
Do you practice waste separation and recycling in your Organization?
Have you set up any policy/ objectives in order to prevent environmental pollution?
Are there any resources dedicated to environmental management, (i.e. systems, team)?
2017 © GRASP.

3.6 Managing profile

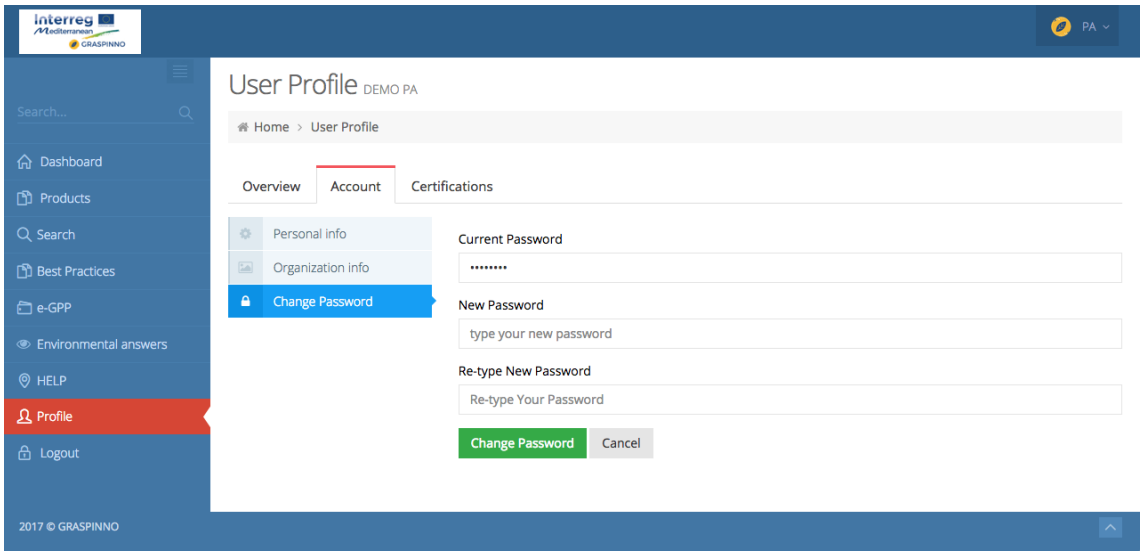


The Public Authority can edit only full name from personal information. It cannot edit user-name or e-mail address as this identifies its account. If PA does not want to use its user profile e-mail it can add a different e-mail address in the organization section in the "SME email" field.

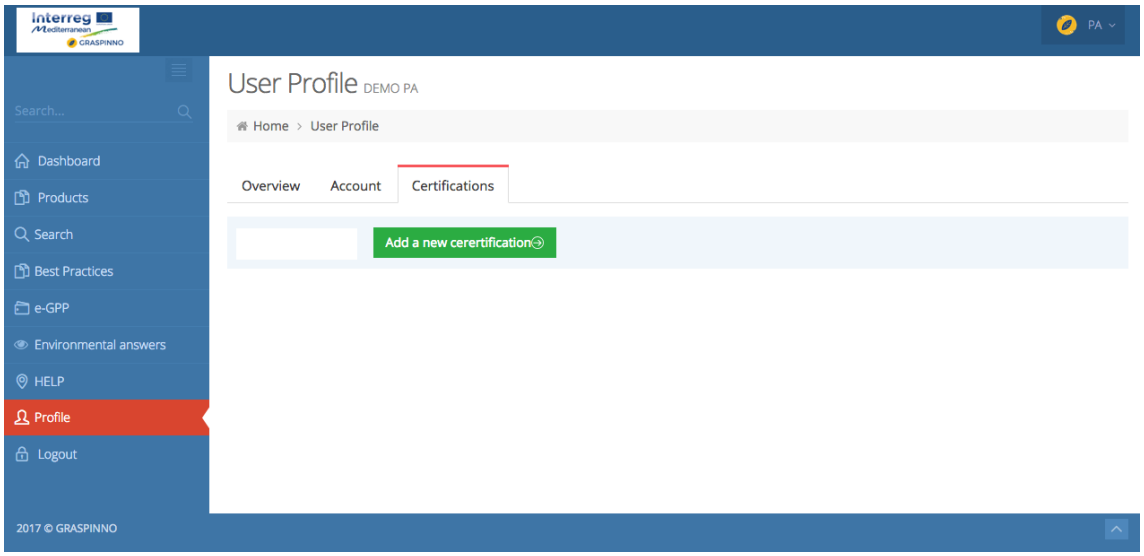

To edit organization information, you should go of Profile page, Account tab and then Organization info.
Enter Organization name here
Organization official email address here.
Enter Organization name here
Organization official contact person
Organization official contact person's telephone number
Organization official contact person's fax number
Organization official contacts' Person email address
Organization official website address
graspinno
Organization establishment year

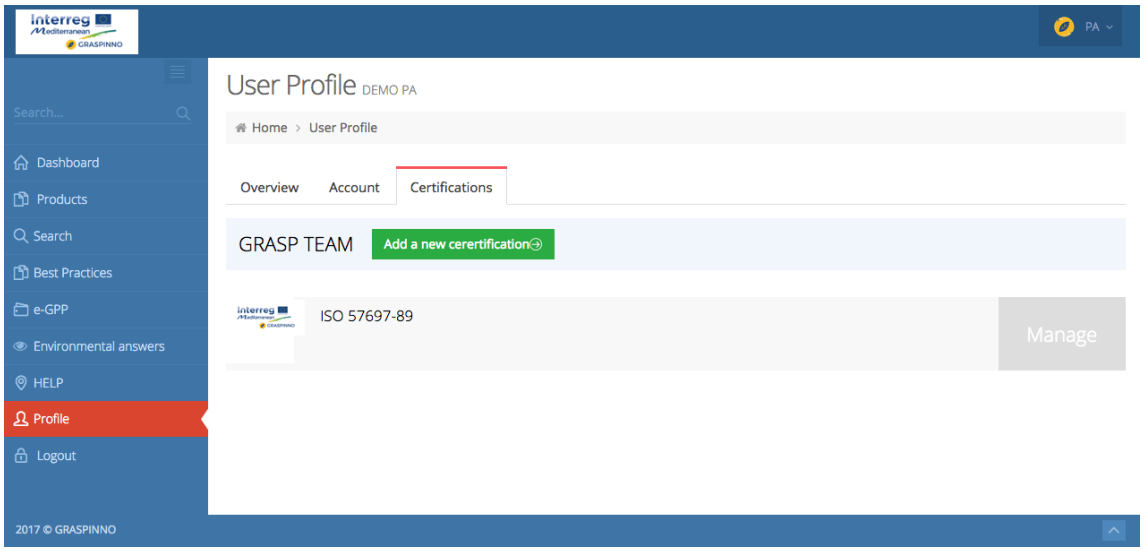

Organization unique VAT number, (tax registration number)
Organization short description, (about, operation field any achievement, covering area etc.)
Organization number of employees in total
Organization number of departments (e.g. 4)
Organization department's location full address
Organization type, e.g. local public administration or national public administration

The PA can change or update its password at any time. It has to provide the old password, enter the new password in the new password field, and click "change password" button.



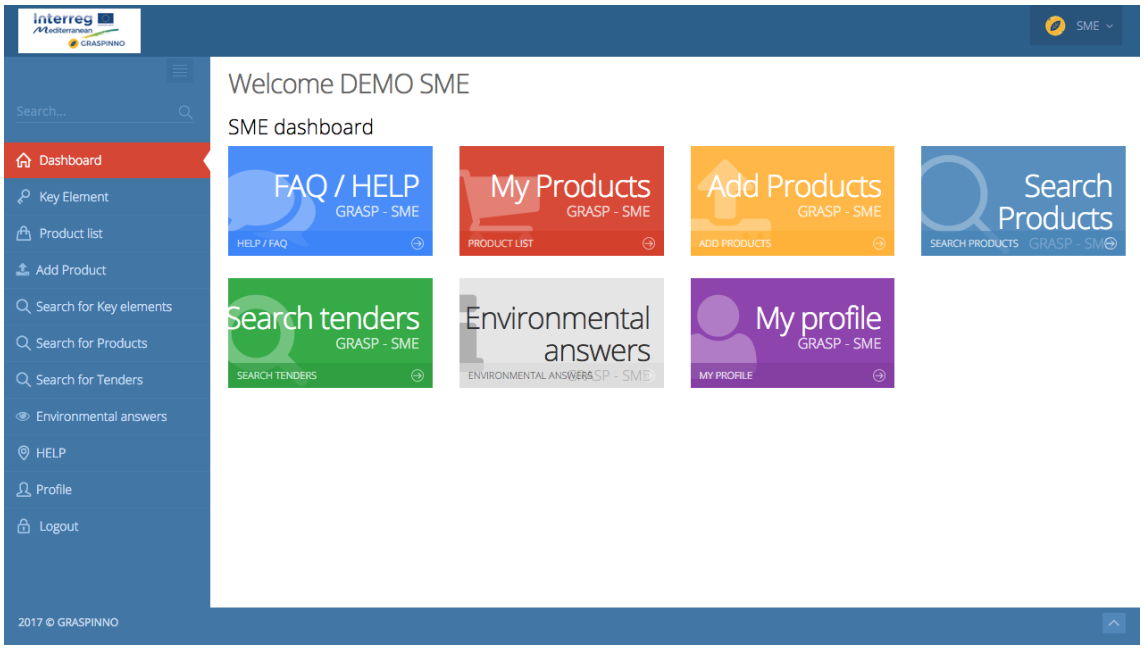
The Public Authority can upload certificates on its profile page, certification section. It clicks "Add certification" button. In the form provided enters certification code (e.g. ISO123654), certification description (e.g. 4-5 sentences summarizing its certification) and attaches certification document. The Attached document should be in .pdf file format. It can add as many certifications as it has.





4. Small & Medium Enterprises (SME) users

The Small & Medium Enterprises users can access the GRASPINNO platform by following the url: http://grasp-egpp.eu/login.php .



4.1 The SME administration panel – short description

A short description of what Small & Medium Enterprises account can administer at the GRASPINNO web platform is following:

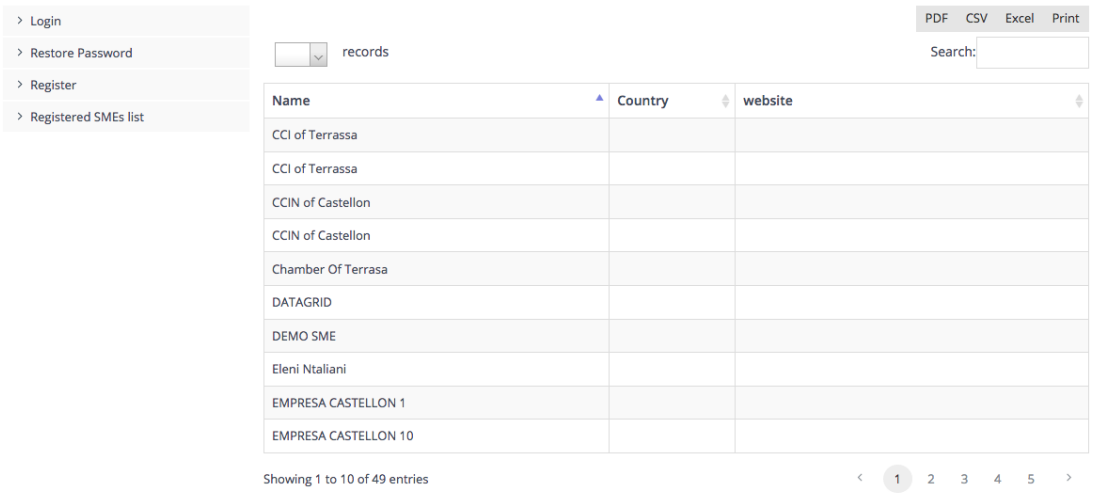
- They can edit their profile details like:
    - Organization information
    - Attach a VAT Certificate
    - Specify Operating field
    - Select Affiliated Industrial
    - Add Green Certification
    - Manage GRASPINNO account
- Manage products:
    - They can add products
    - They can edit products

- They can view product's details and
- They can delete products
- They can add green criteria to products
- They can add service to the products

4.2 Registered SMEs list

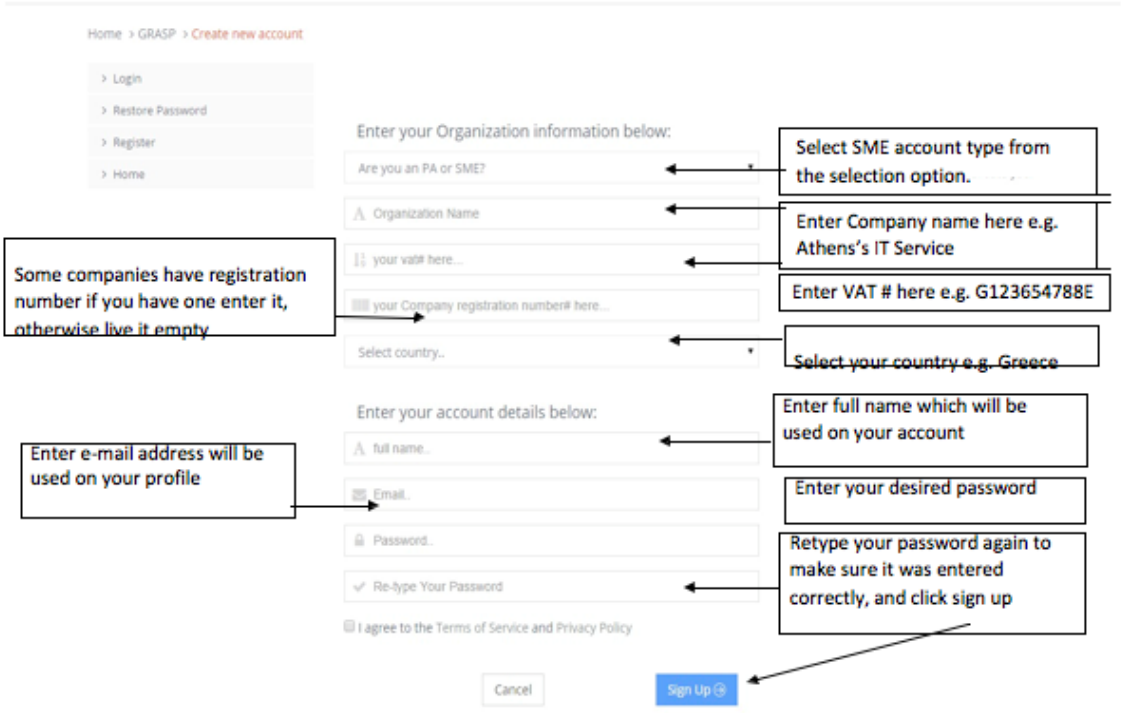
The upgraded of the GRASPINNO web platform has a new feature. There is a web page (http://grasp-egpp.eu/sme_list.php) that represents the already registered Small & Medium Enterprises (name, country, website) to the GRASPINNO web platform.

The users see the whole list, export this list to pdf, csv or excel format or print it. Additionally all users have an advanced search box to search for specific enterprise.



4.3 Registration – sign up for a GRASPINNO SME account

Every user can register to the GRASPINNO platform as SME user following the url: http://grasp-egpp.eu/register.php



There are some major changes at the GRASPINNO registration form. Some of them are described below:

- A new mail function used for sending e-mails to a Public Authority. The SMTP mail function used for sending e-mails. The SMTP is a standard protocol for sending e-mails and its full name is Simple Mail Transfer Protocol. All the e-mails of the outgoing from the server using the TLS, Transport Layer Security in order to encrypt and secure the e-mail communications of the GRASPINNO platform.
- The limit of the characters of the text fields of the registration form was extended.

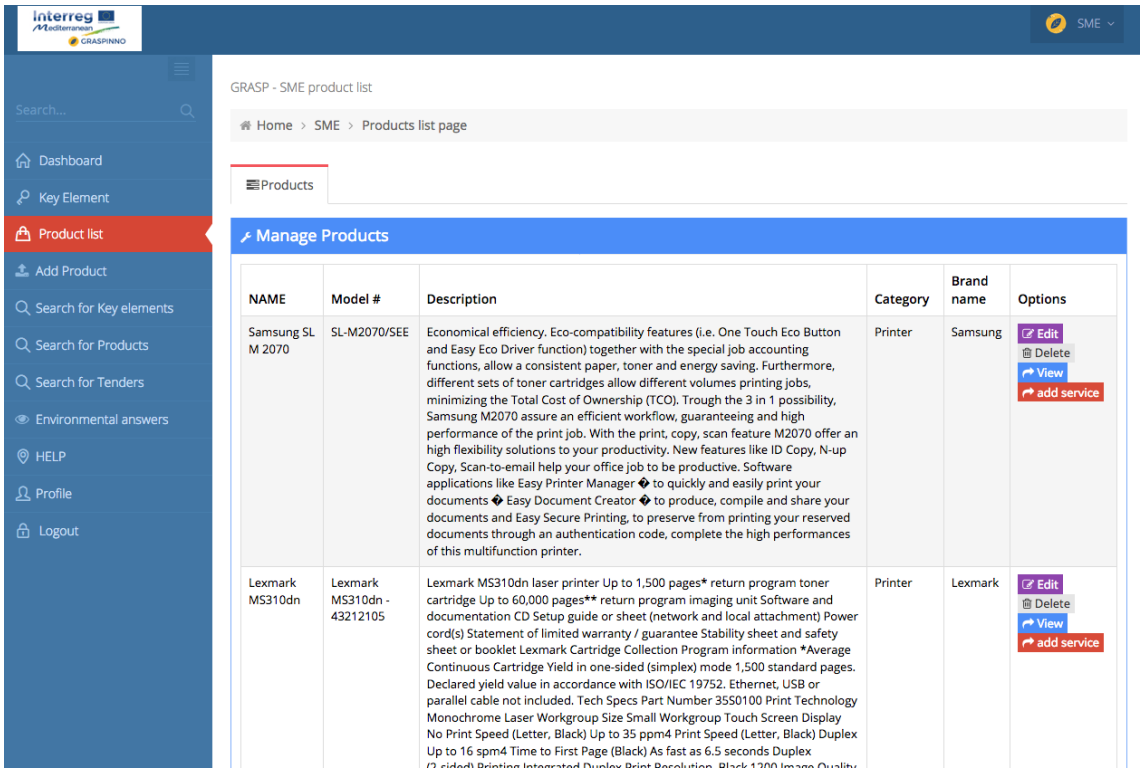
- There are also some changes at the submenu of the registration form, like remove the link for the home page and add a link for a list of the already registered Small & Medium Enterprises.

4.4 Restore password

A Small & Medium Enterprise can access the platform even though has forgotten its password. By following the url: http://grasp-egpp.eu/forgot.php the SME has the ability to reset its password. A new mail function used for sending e-mails to a Small & Medium Enterprise. The SMTP mail function used for sending e-mails. The SMTP is a standard protocol for sending e-mails and its full name is Simple Mail Transfer Protocol. All the e-mails of the outgoing from the server using the TLS, Transport Layer Security in order to encrypt and secure the e-mail communications of the GRASPINNO platform.

4.5 Product list page

On the Product List page the Small & Medium Enterprise can edit, delete or view product details. It can also Print, export to pdf, excel or csv the table of the products.



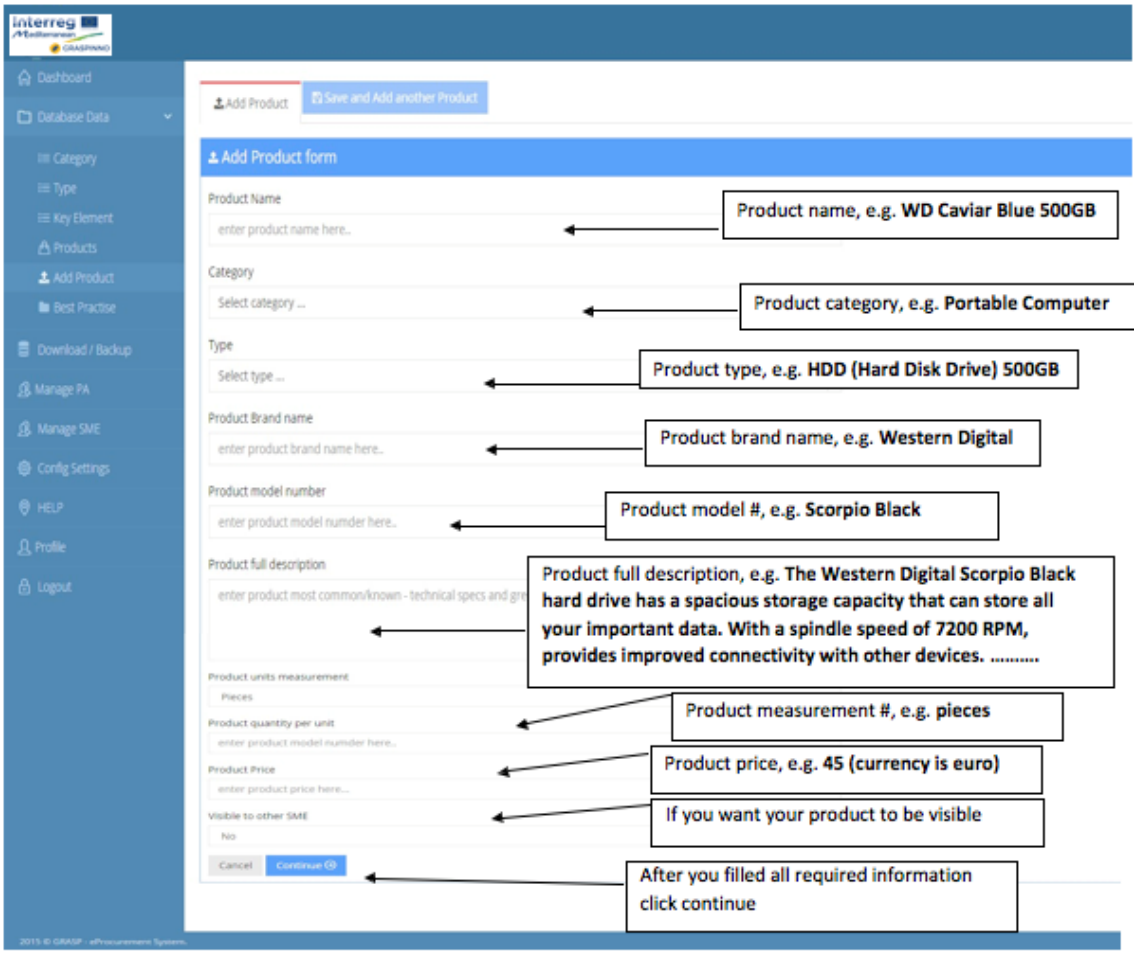
4.6 Add product page

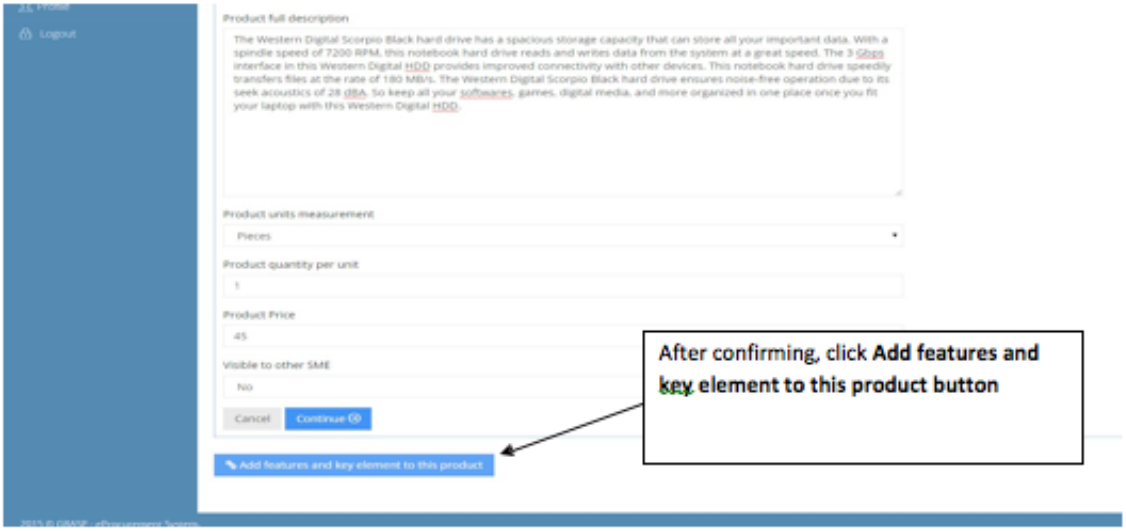
To add a product, the Small & Medium Enterprise has to fill in all the fields listed on the page.

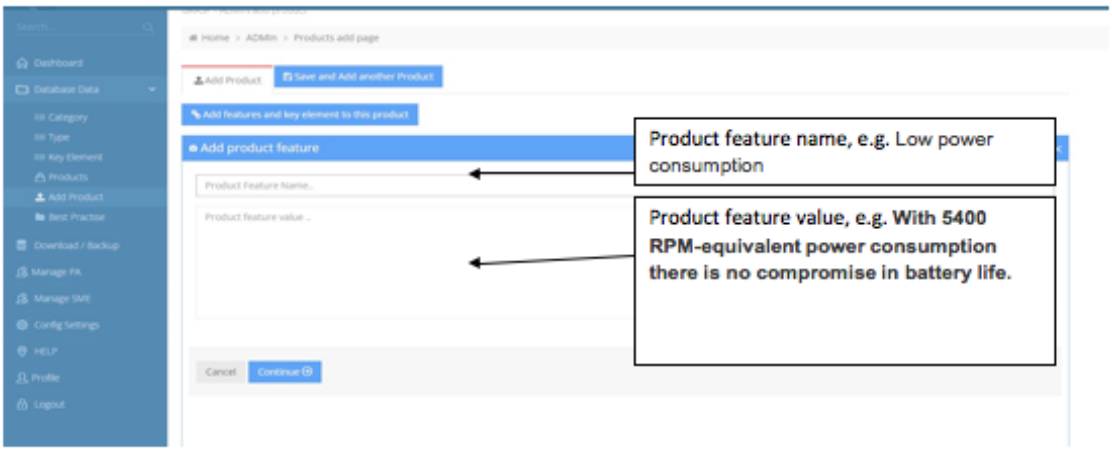
It has to select the product category first and the product type will be filtered automatically if it exists.

In the Product full description field the SME can enter product full description.

After it fills in all the required fields, a form to add green criteria will be shown. It can attach related green criteria by clicking the corresponding button.


Add Product
Save and Add another Product
Add Product form
Product Name
enter product name here..
Product name, e.g. WD Caviar Blue 500GB
Category
Select category ...
Product category, e.g. Portable Computer
Type
Select type ...
Product type, e.g. HDD (Hard Disk Drive) 500GB
Product Brand name
enter product brand name here..
Product brand name, e.g. Western Digital
Product model number
enter product model number here..
Product model #, e.g. Scorpio Black
Product full description
Product full description, e.g. The Western Digital Scorpio Black hard drive has a spacious storage capacity that can store all your important data. With a spindle speed of 7200 RPM, provides improved connectivity with other devices. .....
Product units measurement
Pieces
Product measurement #, e.g. pieces
Product quantity per unit
Product Price
Product price, e.g. 45 (currency is euro)
Visible to other SME
No
If you want your product to be visible
Cancel
Continue
After you filled all required information click continue


Product full description
Product units measurement
Pieces
Product quantity per unit
Product Price
45
Visible to other SME
No
Cancel
Continue
Add features and key element to this product
After confirming, click Add features and key element to this product button



4.7 Add green criteria to a product

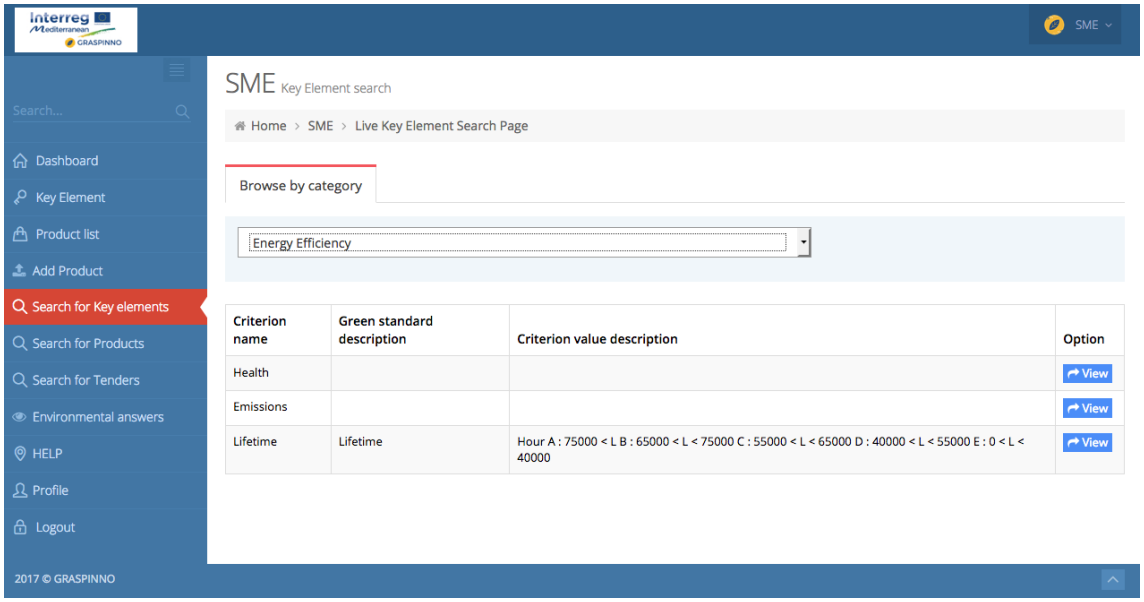
The Small & Medium Enterprises can add green criteria to a product after they have inserted the product or when they edit the product. Firstly, they have to specify a value 1 to 5 for the green criteria they want to attach and then click the "ok" button.

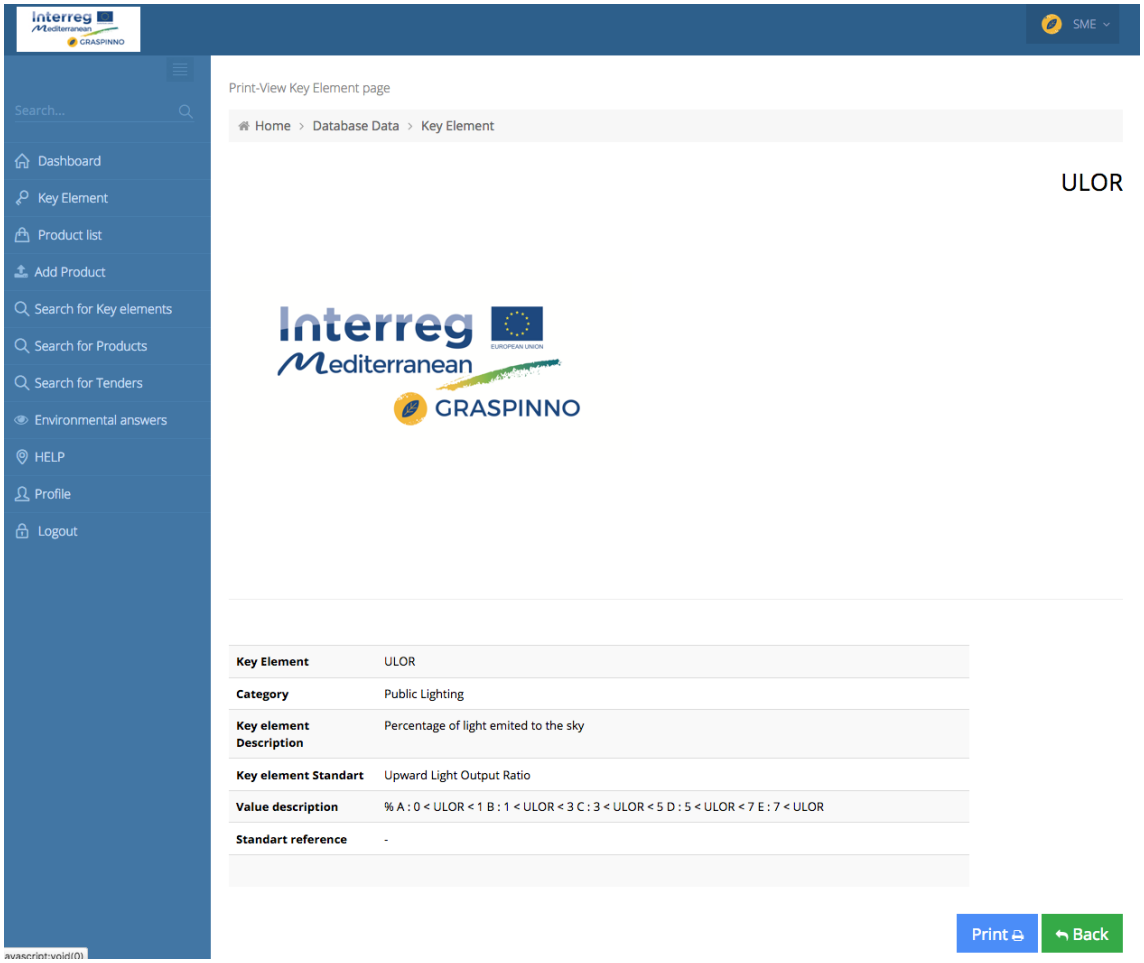
Each Product can be rated from A to E with respect to each CRITERION, where:

A=very low;
B=low;
C=medium;
D=high;
E=very high

4.8 Search for key element – green criteria

The SME can search for any key elements – green criteria in the GRASPINNO database by using search for key element's page. It selects category and the results appear below the dropdown list. Then the SME can view every green criterion by clicking the "View" button.

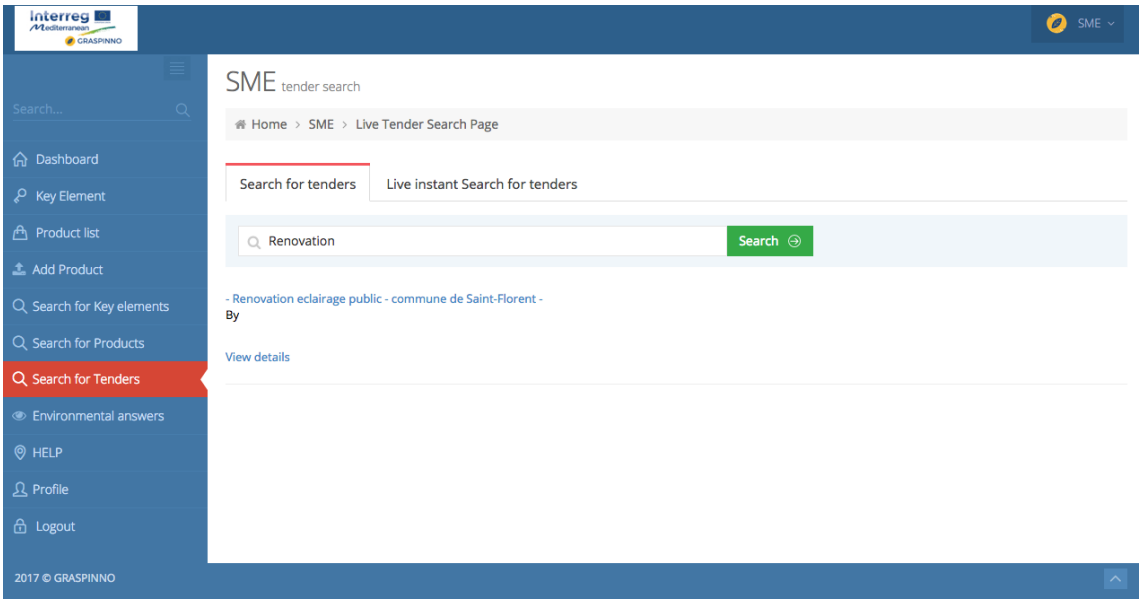




4.9 Search for tenders page

The SME can search for any tenders by using search for tender's page. It can type any word in the search box and if there are any tenders matching its search criteria will be shown below the search box.

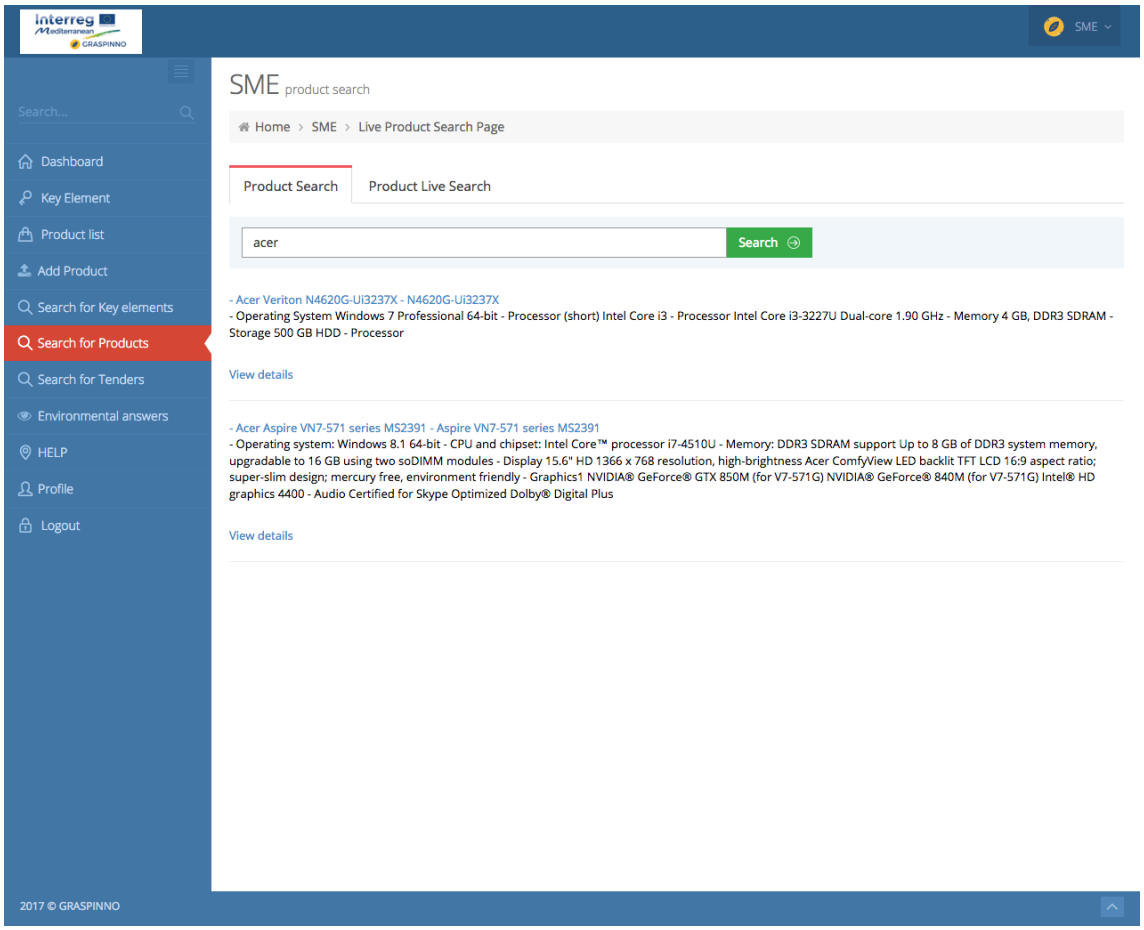
Then it can click the tender name to see its details, like opening and closing date, organization and tender details.



4.10 Search for product page

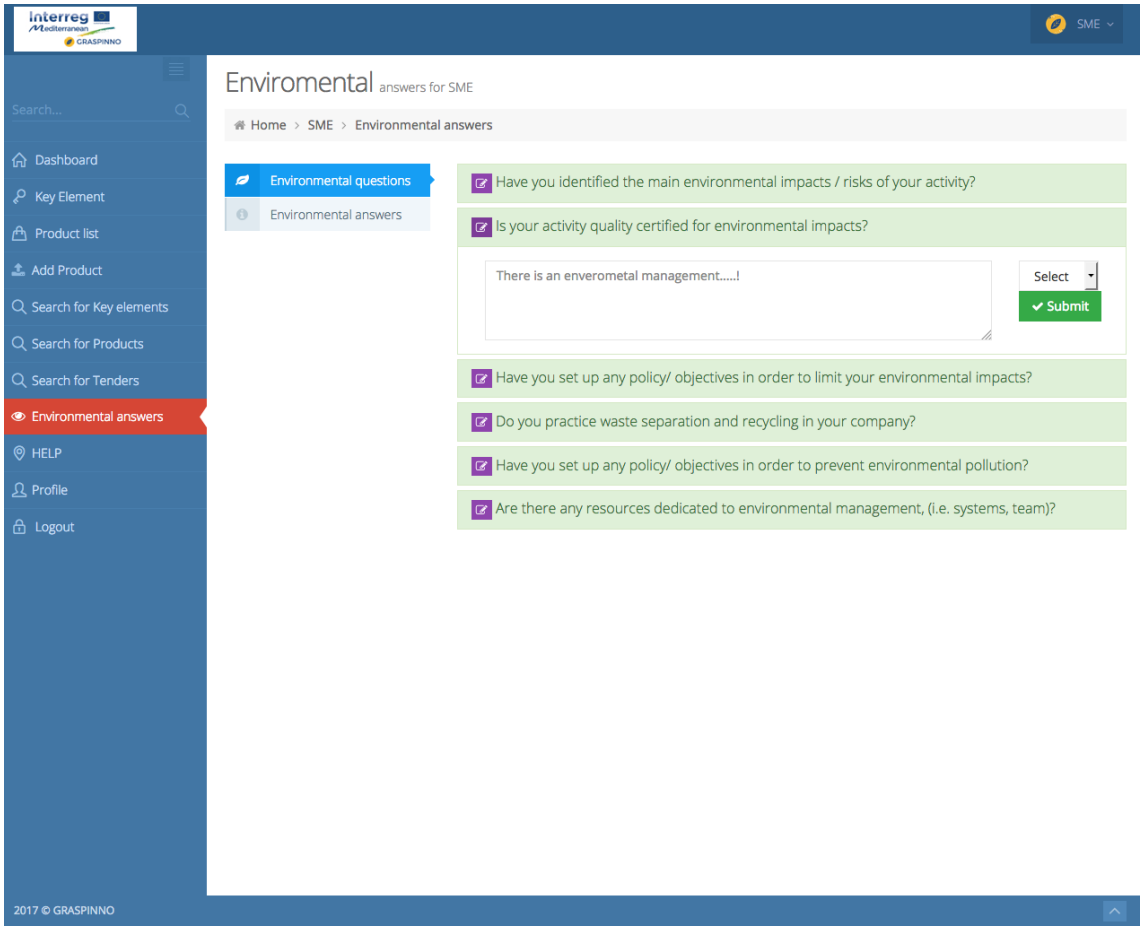
The Small & Medium Enterprise types any words related to product name or product green description and clicks the "Search" button. Then any products that contain that word will be shown below the search box.

In order to see product details clicks on title of the product or in the "View details" link. At this page SME can search for any product that exists in the GRASPINNO database.

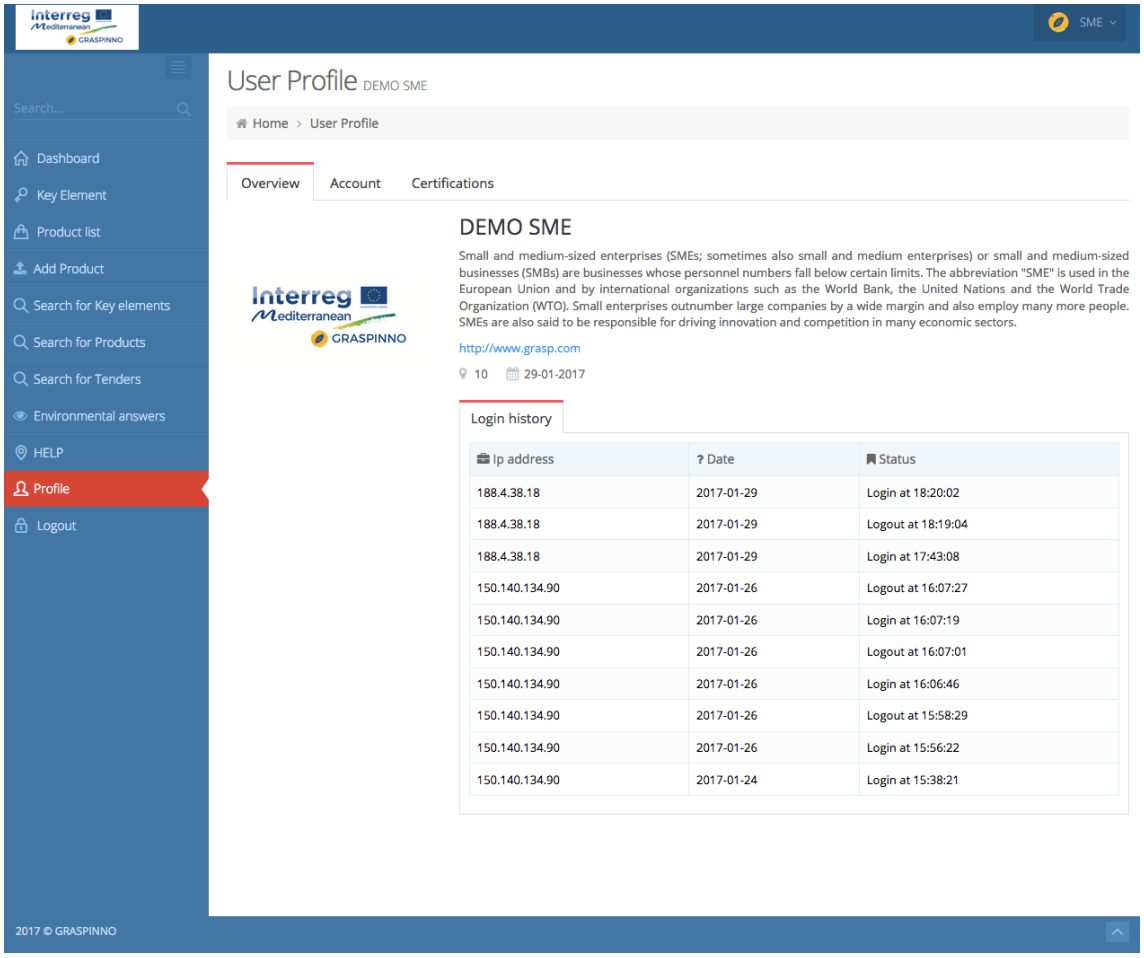

SME
SME product search
Search...
Dashboard
Key Element
Product list
Add Product
Search for Key elements
Search for Products
Search for Tenders
Environmental answers
HELP
Profile
Logout
Home > SME > Live Product Search Page
Product Search
Product Live Search
acer
Search
- Acer Veriton N4620G-Ui3237X - N4620G-Ui3237X
- Operating System Windows 7 Professional 64-bit - Processor (short) Intel Core i3 - Processor Intel Core i3-3227U Dual-core 1.90 GHz - Memory 4 GB, DDR3 SDRAM - Storage 500 GB HDD - Processor
View details
- Acer Aspire VN7-571 series MS2391 - Aspire VN7-571 series MS2391
- Operating system: Windows 8.1 64-bit - CPU and chipset: Intel Core™ processor i7-4510U - Memory: DDR3 SDRAM support Up to 8 GB of DDR3 system memory, upgradable to 16 GB using two soDIMM modules - Display 15.6" HD 1366 x 768 resolution, high-brightness Acer ComfyView LED backlit TFT LCD 16:9 aspect ratio; super-slim design; mercury free, environment friendly - Graphics1 NVIDIA® GeForce® GTX 850M (for V7-571G) NVIDIA® GeForce® 840M (for V7-571G) Intel® HD graphics 4400 - Audio Certified for Skype Optimized Dolby® Digital Plus
View details
2017 © GRASPINNO

4.11 Environmental answers page

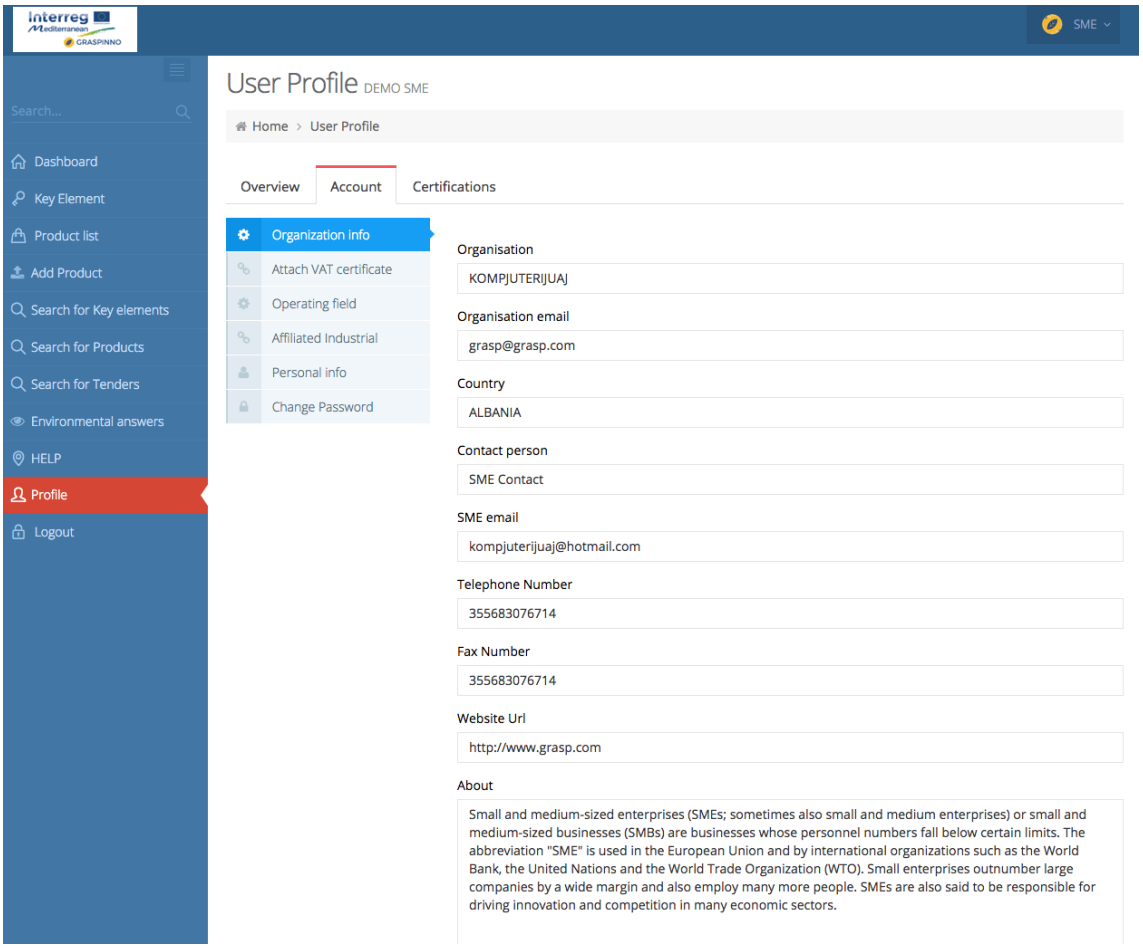
The Small & Medium Enterprise can answer environmental questions by using this section. It clicks the edit icon on the left of the question and then the question form, where the SME should complete its answer, is appeared. It writes its comment on the text area provided, selects yes or no, and then clicks the "ok" button. The SME can delete its answer if there is something wrong and add it again later.



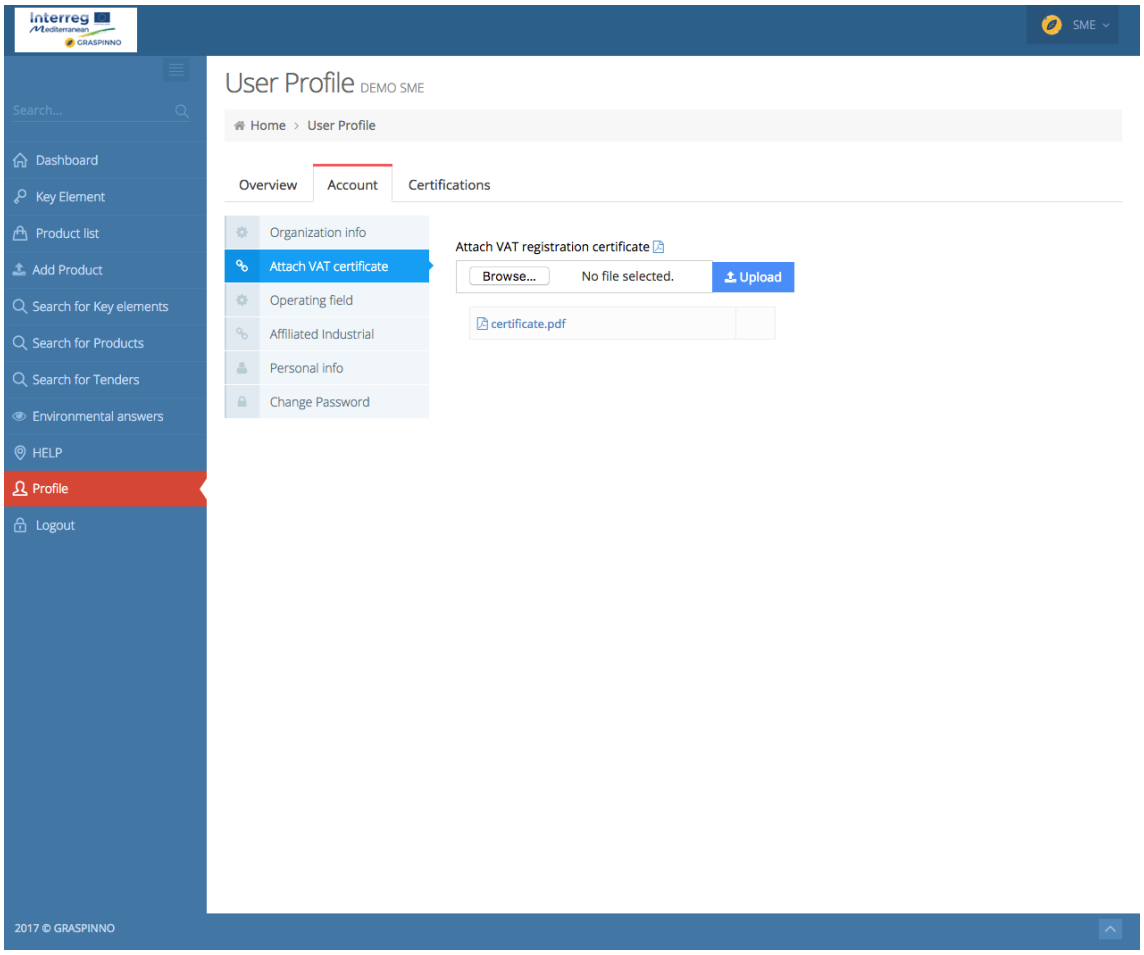
4.12 Managing Profile



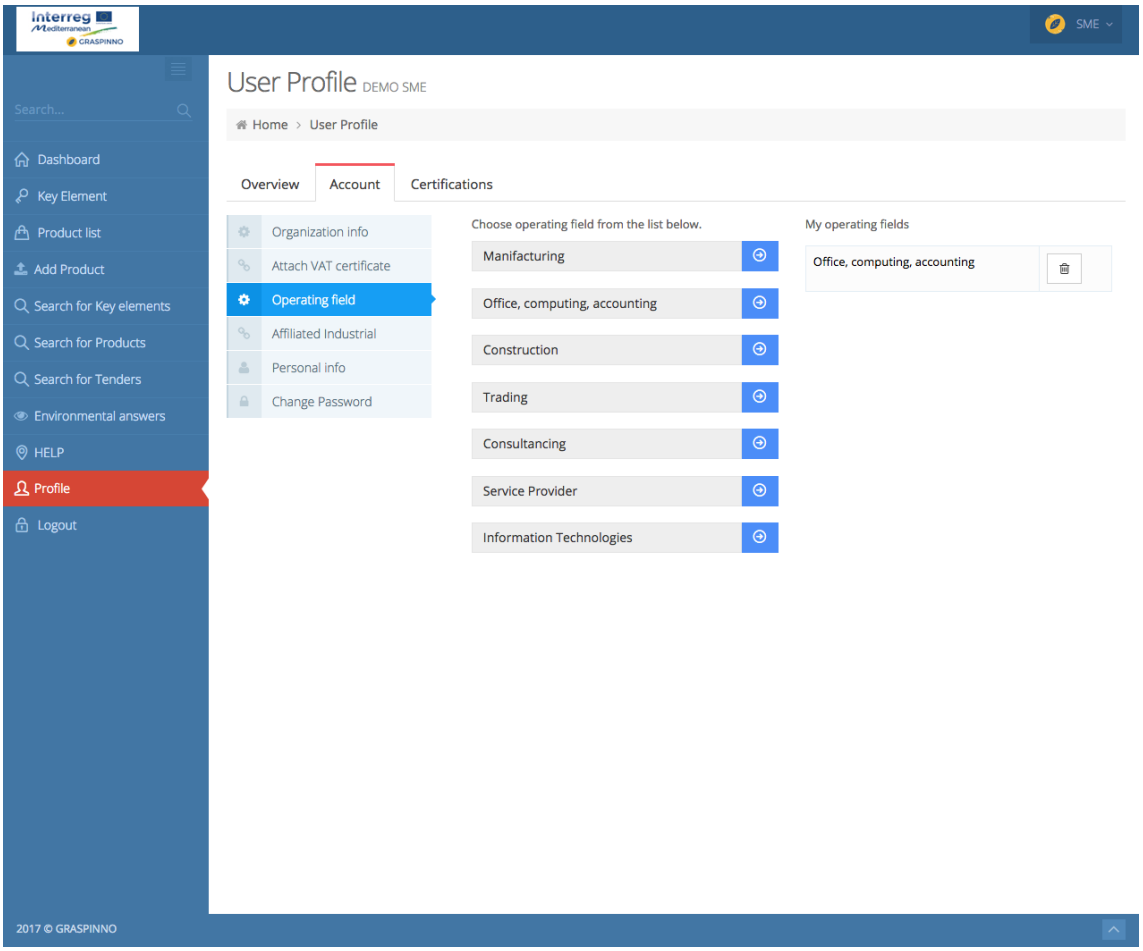
The SMEs are required to enter their organization information as required on the profile page, organization information section. They should enter Organization name, official contact email address, and official contact person, on this section they can provide also a different e-mail address to be contacted.



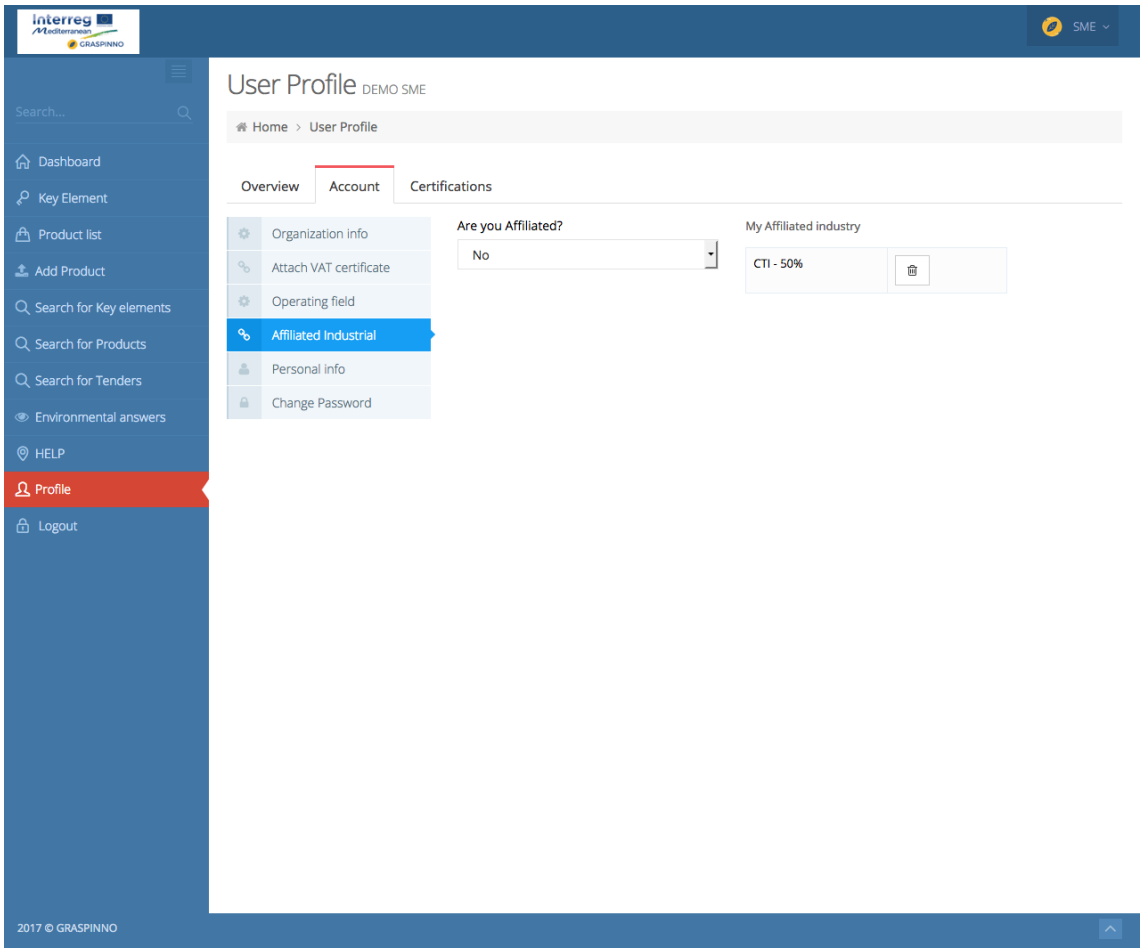
The SMEs can attach a VAT certificate on their profile page, on the account section. Certificate should be in .pdf format. They can change it any time if the certificate expires or is renewed. To replace their certificate, they should delete the existing one and then upload a new one.



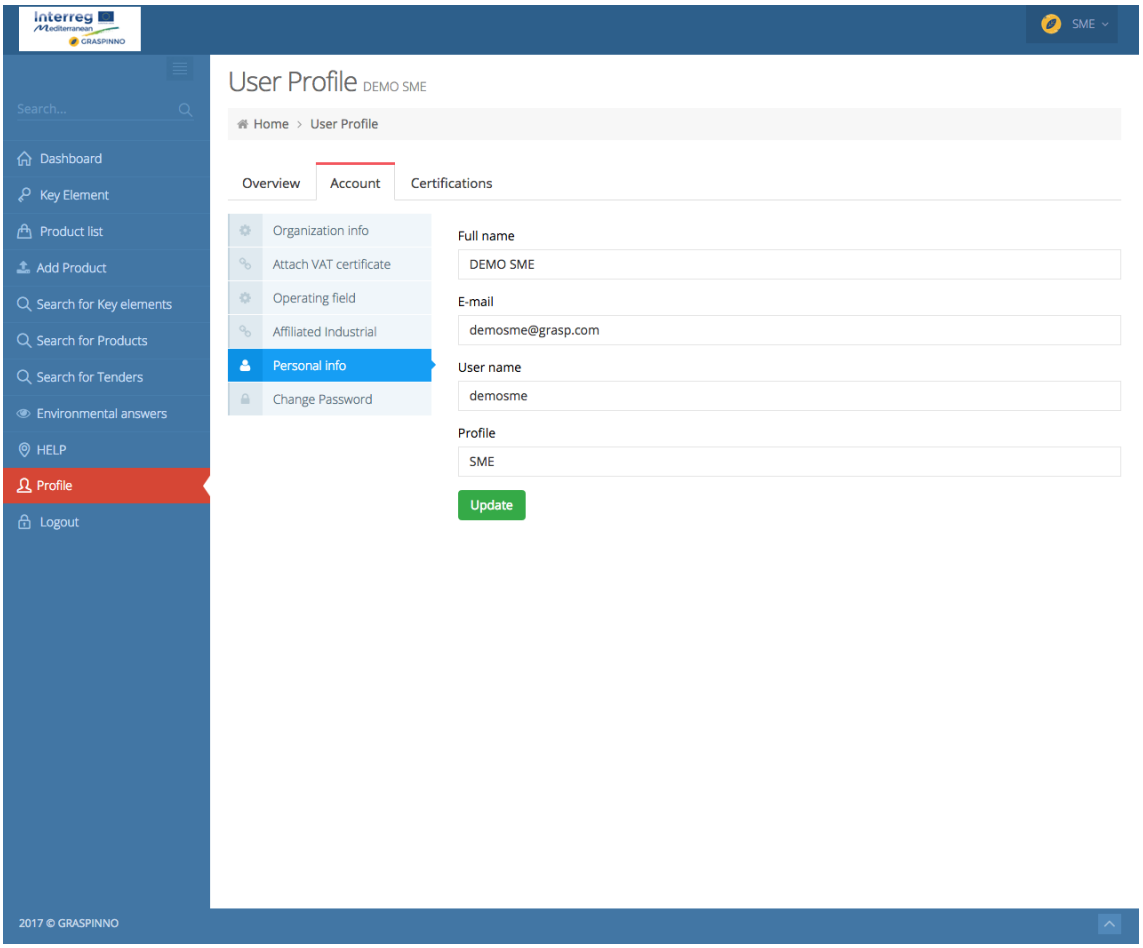
The SMEs can add operating field. They must click the blue button next to the desired operating field and it will be added. They can delete them by clicking delete button next to it, if they change operating field and add new one.



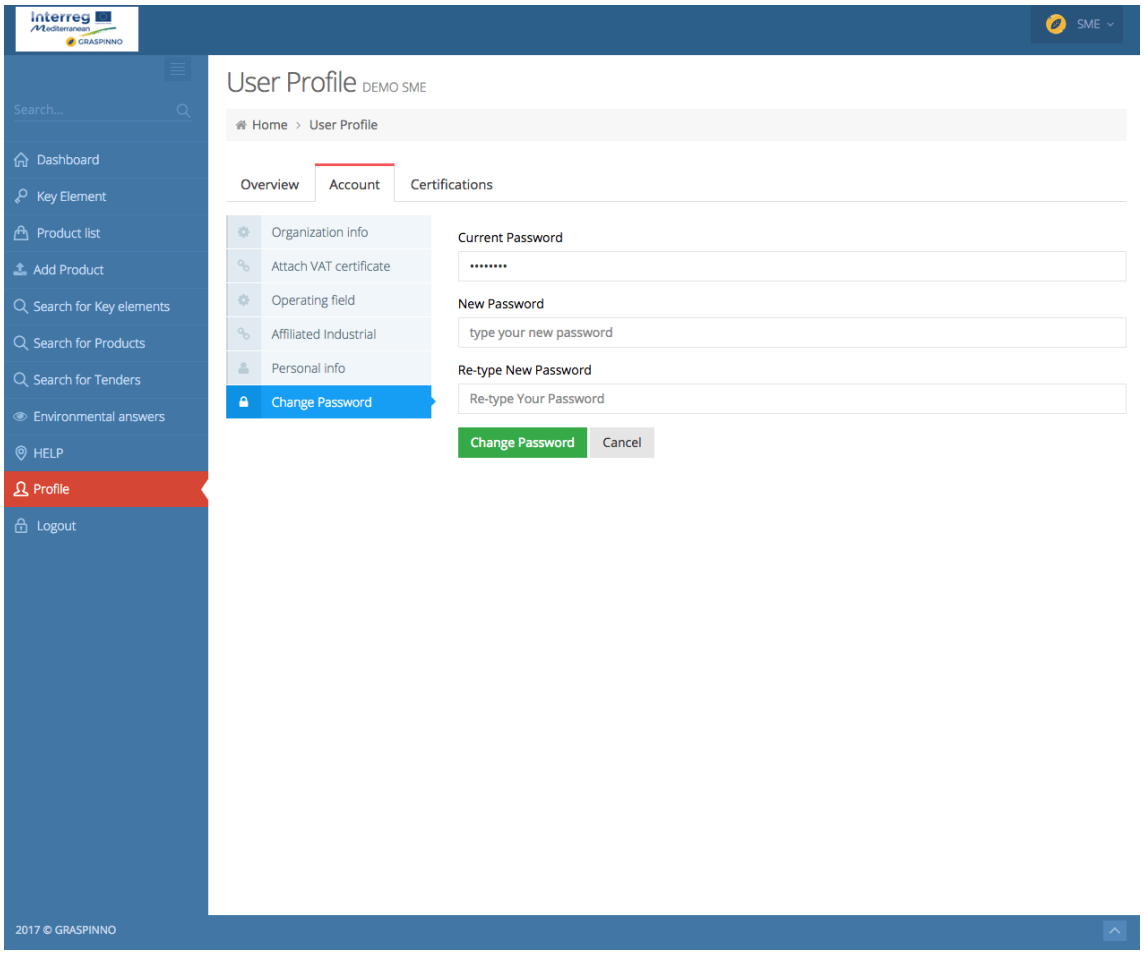
The SMEs can add as many affiliations they have. Available affiliation will be listed on their profile page on the account section.



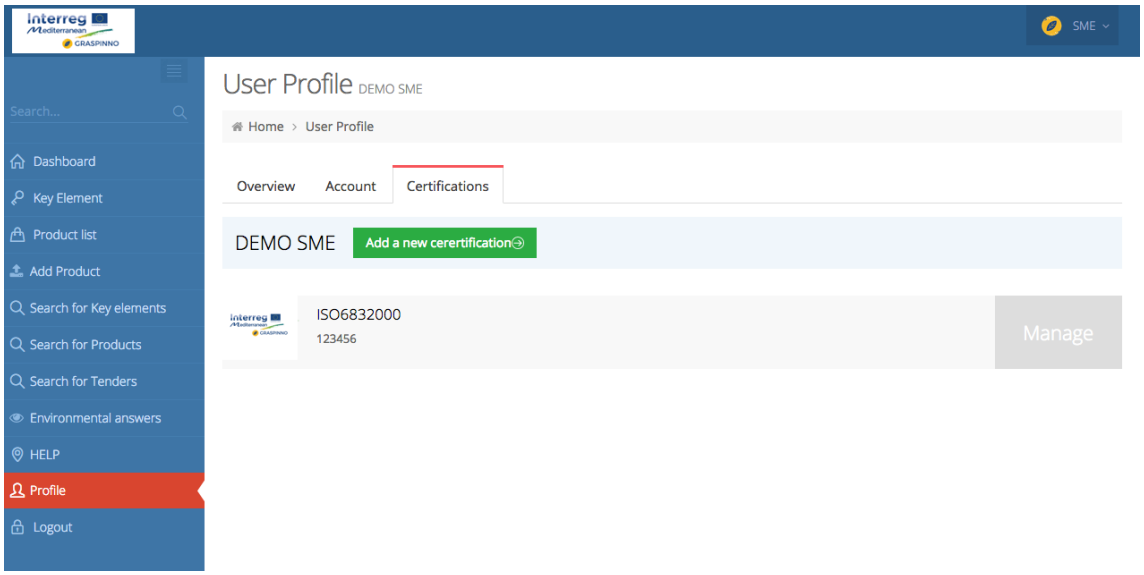
They can edit only the full name from personal information. They cannot edit user-name or e-mail address as this identifies their account. If they do not want to use their user profile e-mail they can add a different e-mail address on the organization section on the SME email field.



They can change or update their password. They have to provide the old password and enter the new password on the new password field and click "change password" button.



The Small & Medium Enterprises can upload certificates on their profile page, certification section. They click "Add certification" button. In the form provided they enter certification code (e.g. ISO123654), certification description (e.g. 4-5 sentences summarizing their certification) and attach certification document. The Attached document should be in .pdf file format. They can add as many certifications as they have.


SME
User Profile DEMO SME
Home > User Profile
Search...
Dashboard
Key Element
Product list
Add Product
Search for Key elements
Search for Products
Search for Tenders
Environmental answers
HELP
Profile
Logout
Overview
Account
Certifications
DEMO SME
Add a new cerertification
ISO6832000
123456
Manage