

## **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**

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**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:

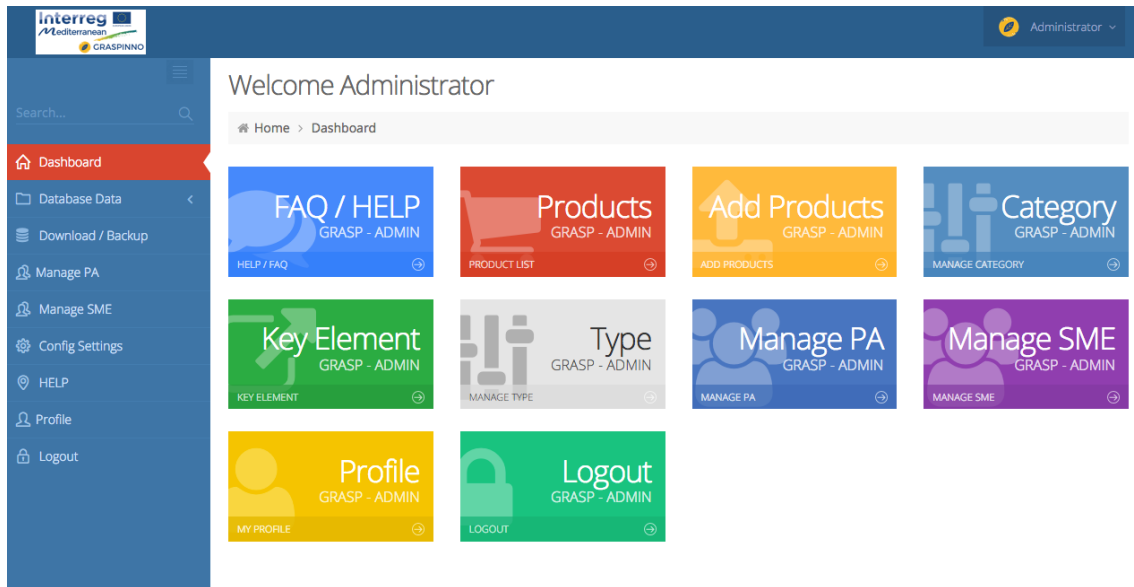
- Administrators
- PA users (Public Authorities' users)
- SMEs users (Small and Medium Enterprises' users)

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.

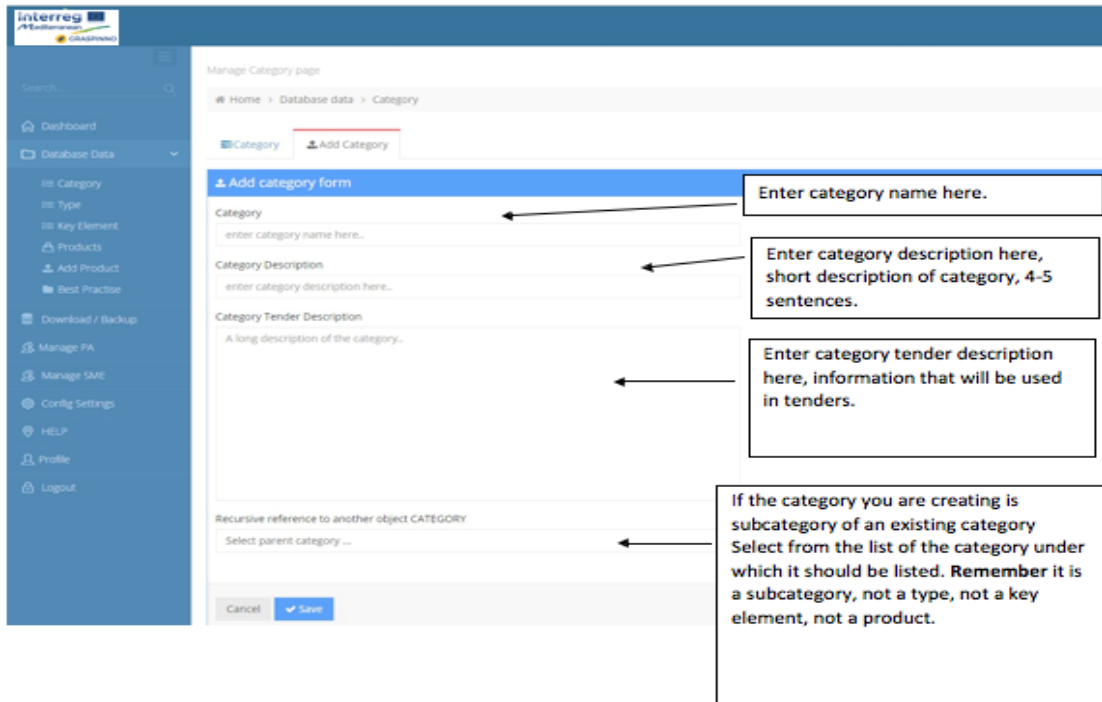
## 2.2 Adding data to the GRASPINNO database

### 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.



Manage Category page

Home > Database data > Category

Category Add Category

**Add category form**

Category  
enter category name here...

Category Description  
enter category description here...

Category Tender Description  
A long description of the category...

Recursive reference to another object CATEGORY  
Select parent category ...

Cancel Save

Enter category name here.

Enter category description here, short description of category, 4-5 sentences.

Enter category tender description here, information that will be used in tenders.

If the category you are creating is subcategory of an existing category Select from the list of the category under which it should be listed. Remember it is a subcategory, not a type, not a key element, not a product.

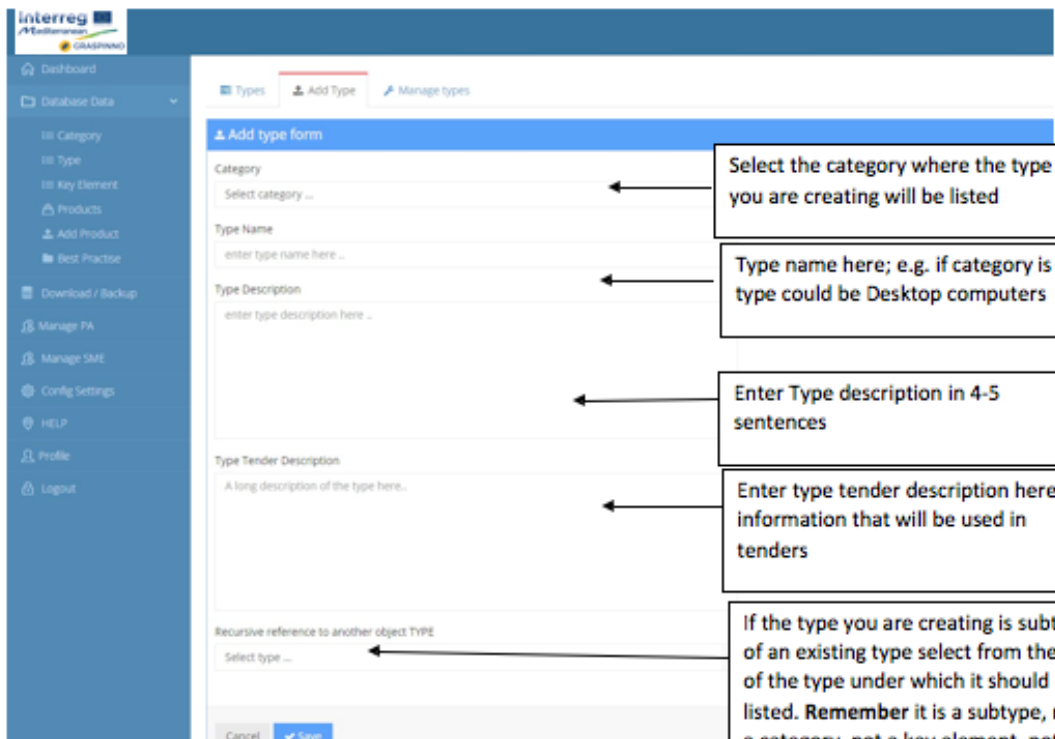
## 2.2.2 Adding type and subtypes

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.





**Interreg Mediterranean**

Dashboard Database Data

Category Type Key Element Products Add Product Best Practise Download / Backup Manage PA Manage SME Config Settings HELP Profile Logout

Types Add Type Manage types

**Add type form**

Category  
Select category ...

Type Name  
enter type name here ...

Type Description  
enter type description here ...

Type Tender Description  
A long description of the type here...

Recursive reference to another object TYPE  
Select type ...

Cancel Save

Select the category where the type you are creating will be listed

Type name here; e.g. if category is IT, type could be Desktop computers

Enter Type description in 4-5 sentences

Enter type tender description here, information that will be used in tenders

If the type you are creating is subtype of an existing type select from the list of the type under which it should be listed. **Remember** it is a subtype, not a category, not a key element, not a product.

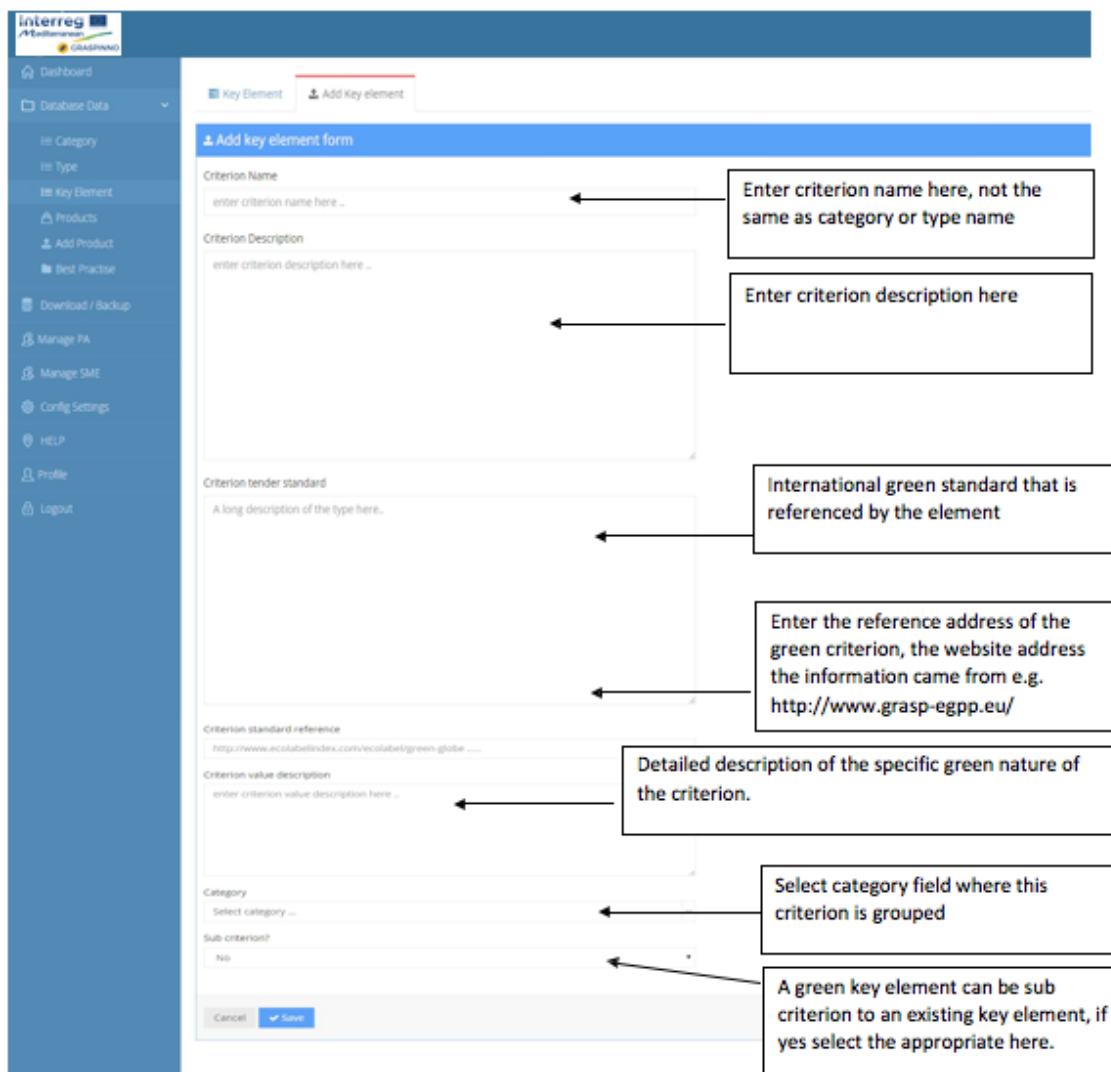
### 2.2.3 Adding key element / Green Criteria

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.



**Interreg Mediterranean**

Dashboard  
Database Data  
Key Element  
Add Key element

**Add key element form**

Criterion Name  
enter criterion name here ..

Criterion Description  
enter criterion description here ..

Criterion tender standard  
A long description of the type here..

Criterion standard reference  
<http://www.ecolabelindex.com/ecolabel/green-globe> ..

Criterion value description  
enter criterion value description here ..

Category  
Select category ..

Sub criterion?  
No

Cancel Save

Enter criterion name here, not the same as category or type name

Enter criterion description here

International green standard that is referenced by the element

Enter the reference address of the green criterion, the website address the information came from e.g. <http://www.grasp-egpp.eu/>

Detailed description of the specific green nature of the criterion.

Select category field where this criterion is grouped

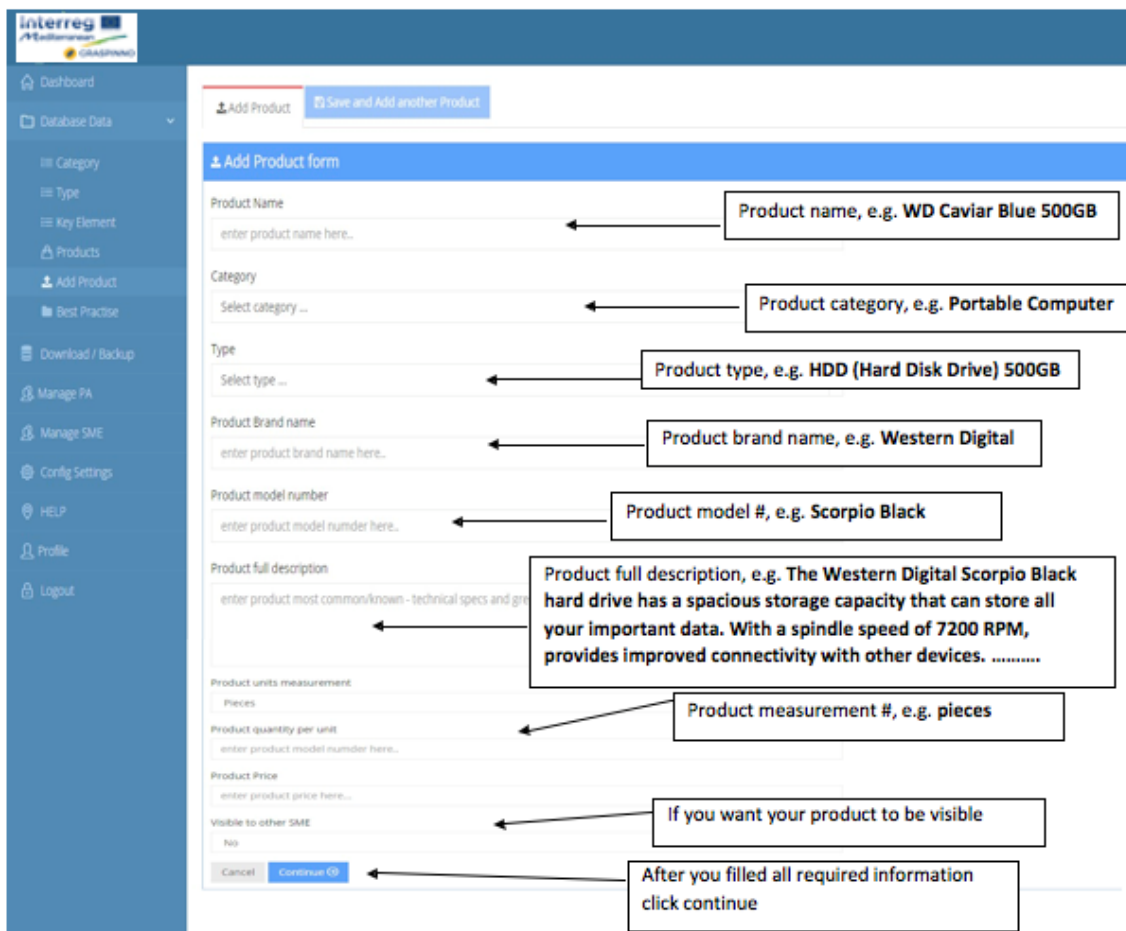
A green key element can be sub criterion to an existing key element, if yes select the appropriate here.

## 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.



**Interreg Mediterranean GRASPINNO**

Dashboard  
Database Data  
Category  
Type  
Key Element  
Products  
Add Product  
Best Practice  
Download / Backup  
Manage PA  
Manage SME  
Config Settings  
HELP  
Profile  
Logout

**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  
enter product most common/known - technical specs and give... **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  
enter product model number here...

Product Price  
enter product price here...

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

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 dB(A). So keep all your software, 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

Home > ADMIN > Products add page

Add Product Save and Add another Product

Add features and key element to this product

Add product feature

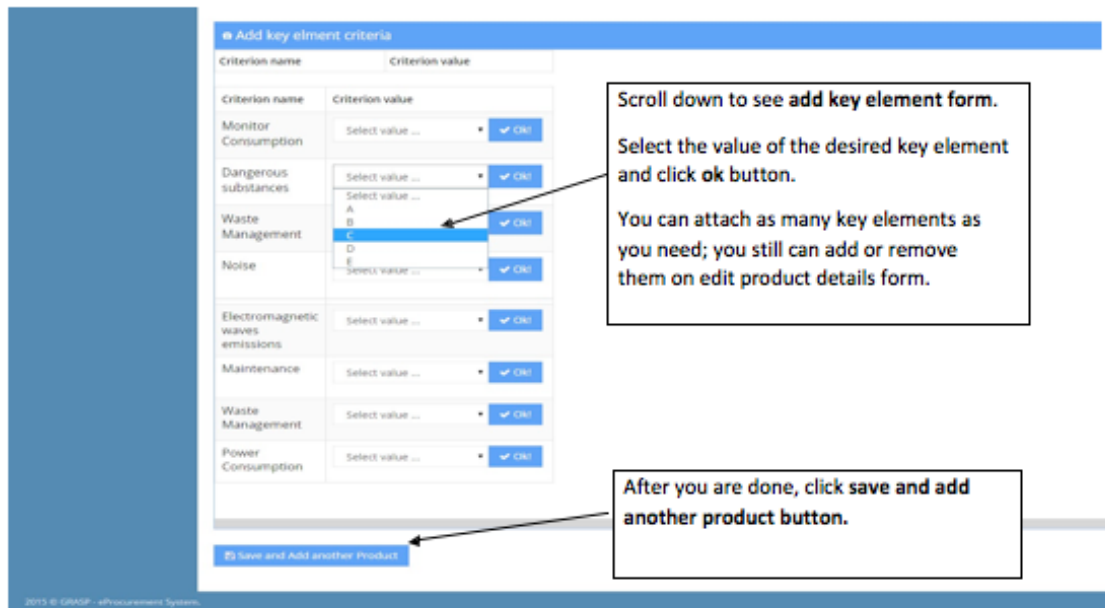
Product Feature Name...

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

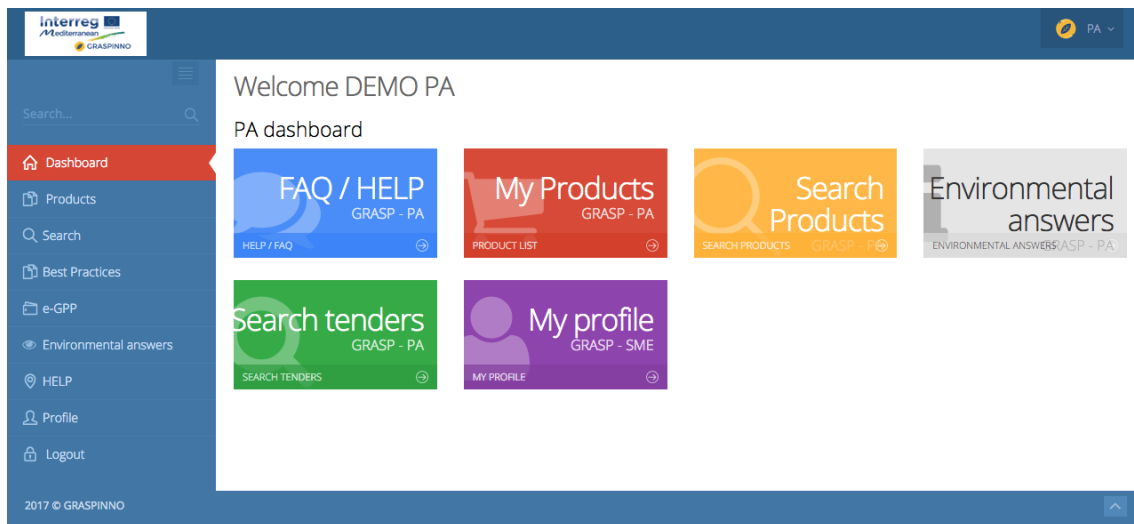
On this section the administrators can manage SME Business type data. It is essential to fill this data before allowing SME to sign up as this is related to their profile.

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

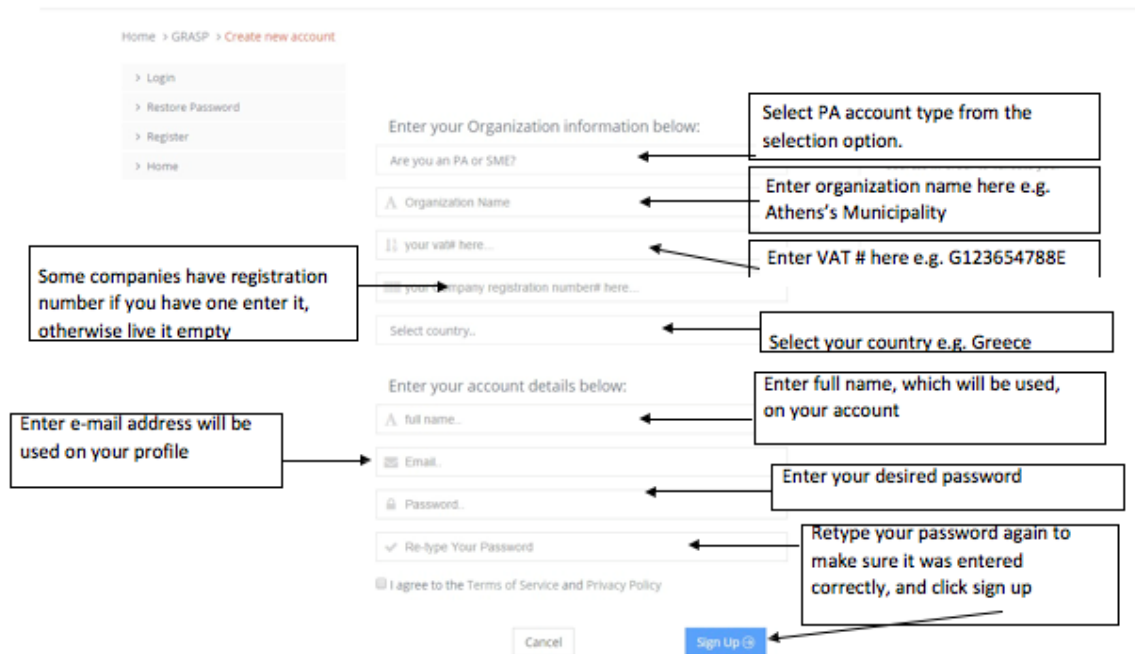
A short description of what PA account can administer at the GRASPINNO web platform is following:

- 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>



The screenshot shows the 'Create new account' page. It includes a sidebar with links: Login, Restore Password, Register, and Home. The main form is divided into two sections: 'Enter your Organization information below:' and 'Enter your account details below:'. The first section contains fields for 'Are you an PA or SME?', 'Organization Name', 'your vat# here...', 'your company registration number# here...', and 'Select country..'. The second section contains fields for 'full name..', 'Email', 'Password', 'Re-type Your Password', and a checkbox for 'I agree to the Terms of Service and Privacy Policy'. There are 'Cancel' and 'Sign Up' buttons at the bottom. Annotations with arrows point to various fields: 'Select PA account type from the selection option.' points to the 'Are you an PA or SME?' field; 'Enter organization name here e.g. Athens's Municipality' points to the 'Organization Name' field; 'Enter VAT # here e.g. G123654788E' points to the 'your vat# here...' field; 'Some companies have registration number if you have one enter it, otherwise live it empty' points to the 'your company registration number# here...' field; 'Select your country e.g. Greece' points to the 'Select country..' field; 'Enter full name, which will be used, on your account' points to the 'full name..' field; 'Enter e-mail address will be used on your profile' points to the 'Email' field; 'Enter your desired password' points to the 'Password' field; and 'Retype your password again to make sure it was entered correctly, and click sign up' points to the 'Re-type Your Password' field.

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

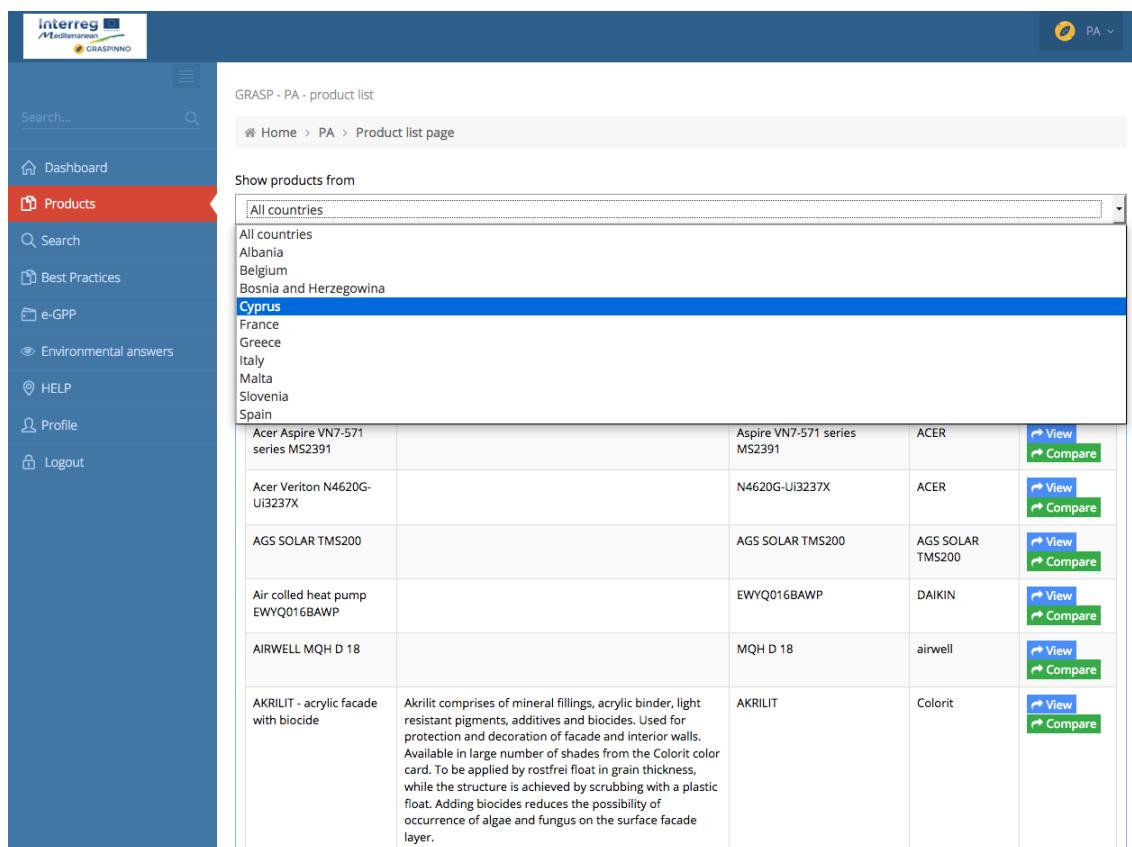
- A new mail function used for sending e-mails to a Public Authority. The SMTP mail function used for sending e-mails. The SMTP is a standard protocol for sending e-mails and its full name is Simple Mail Transfer Protocol. All the e-mails of the outgoing from the server using the TLS, Transport Layer 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



Product Name	Description	Brand	View	Compare
Acer Aspire VN7-571 series MS2391	Aspire VN7-571 series MS2391	ACER	<a href="#">View</a>	<a href="#">Compare</a>
Acer Veriton N4620G-UI3237X	N4620G-UI3237X	ACER	<a href="#">View</a>	<a href="#">Compare</a>
AGS SOLAR TMS200	AGS SOLAR TMS200	AGS SOLAR TMS200	<a href="#">View</a>	<a href="#">Compare</a>
Air colled heat pump EWYQ016BAWP	EWYQ016BAWP	DAIKIN	<a href="#">View</a>	<a href="#">Compare</a>
AIRWELL MQH D 18	MQH D 18	airwell	<a href="#">View</a>	<a href="#">Compare</a>
AKRILIT - acrylic facade with biocide	Akrilit comprises of mineral fillings, acrylic binder, light resistant pigments, additives and biocides. Used for protection and decoration of facade and interior walls. Available in large number of shades from the Colorit color card. To be applied by rostfrei float in grain thickness, while the structure is achieved by scrubbing with a plastic float. Adding biocides reduces the possibility of occurrence of algae and fungus on the surface facade layer.	Colorit	<a href="#">View</a>	<a href="#">Compare</a>

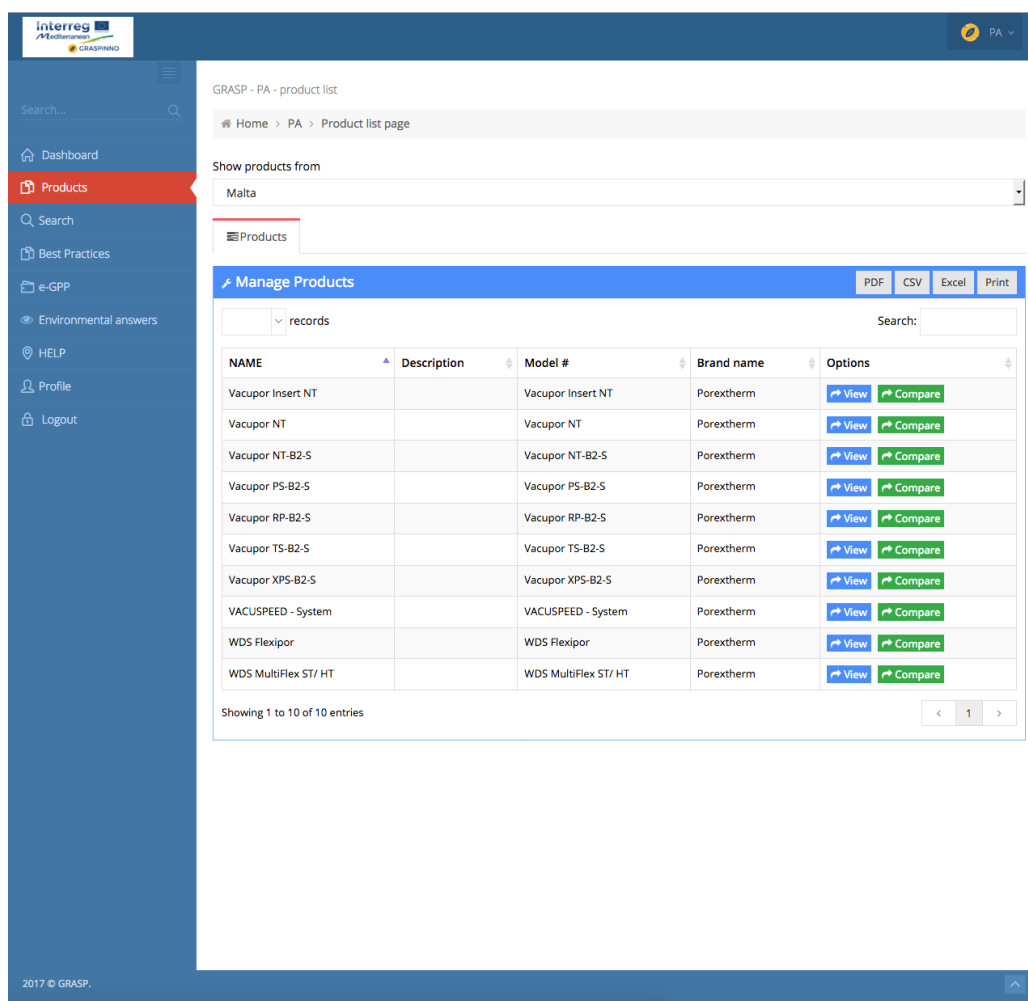
### 3.4.1 General

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.

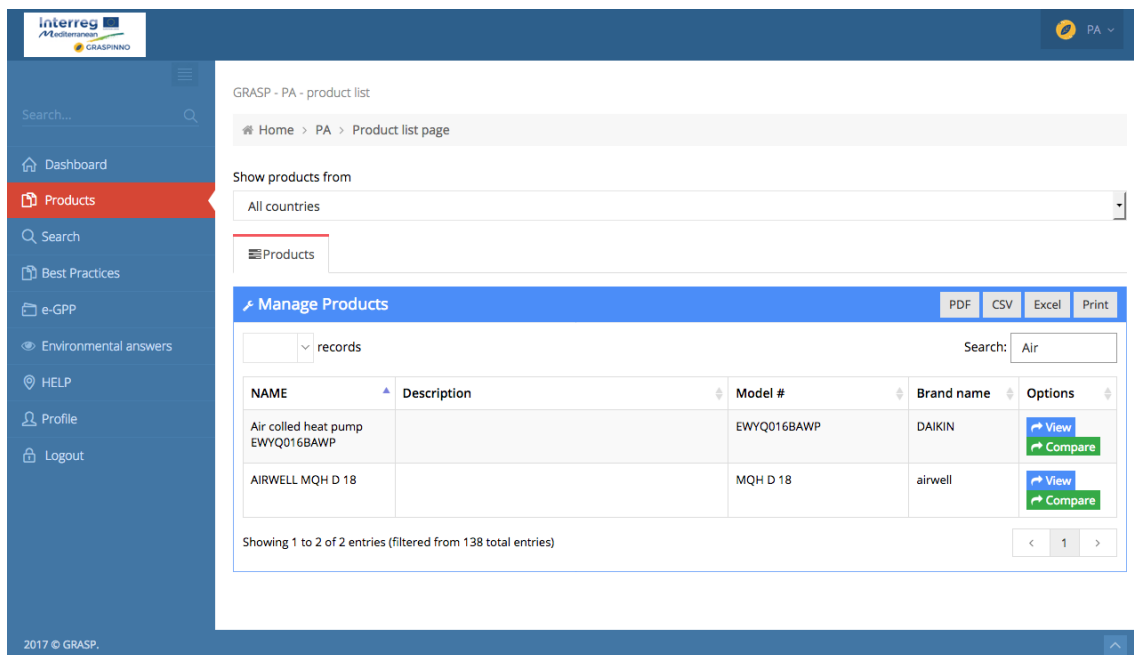


The screenshot shows the 'GRASP - PA - product list' page. A sidebar on the left contains navigation links: Dashboard, Products (selected), Search, Best Practices, e-GPP, Environmental answers, HELP, Profile, and Logout. The main content area has a breadcrumb trail 'Home > PA > Product list page' and a dropdown menu 'Show products from' set to 'Malta'. Below this is a 'Manage Products' section with a table of products. The table has columns for NAME, Description, Model #, Brand name, and Options. Each row includes 'View' and 'Compare' buttons. At the bottom, it says 'Showing 1 to 10 of 10 entries'.

NAME	Description	Model #	Brand name	Options
Vacupor Insert NT		Vacupor Insert NT	Porextherm	<a href="#">View</a> <a href="#">Compare</a>
Vacupor NT		Vacupor NT	Porextherm	<a href="#">View</a> <a href="#">Compare</a>
Vacupor NT-B2-S		Vacupor NT-B2-S	Porextherm	<a href="#">View</a> <a href="#">Compare</a>
Vacupor PS-B2-S		Vacupor PS-B2-S	Porextherm	<a href="#">View</a> <a href="#">Compare</a>
Vacupor RP-B2-S		Vacupor RP-B2-S	Porextherm	<a href="#">View</a> <a href="#">Compare</a>
Vacupor TS-B2-S		Vacupor TS-B2-S	Porextherm	<a href="#">View</a> <a href="#">Compare</a>
Vacupor XPS-B2-S		Vacupor XPS-B2-S	Porextherm	<a href="#">View</a> <a href="#">Compare</a>
VACUSPEED - System		VACUSPEED - System	Porextherm	<a href="#">View</a> <a href="#">Compare</a>
WDS Flexipor		WDS Flexipor	Porextherm	<a href="#">View</a> <a href="#">Compare</a>
WDS MultiFlex ST/ HT		WDS MultiFlex ST/ HT	Porextherm	<a href="#">View</a> <a href="#">Compare</a>

### 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.



GRASP - PA - product list

Home > PA > Product list page

Show products from

All countries

Products

Manage Products

PDF CSV Excel Print

records Search: Air

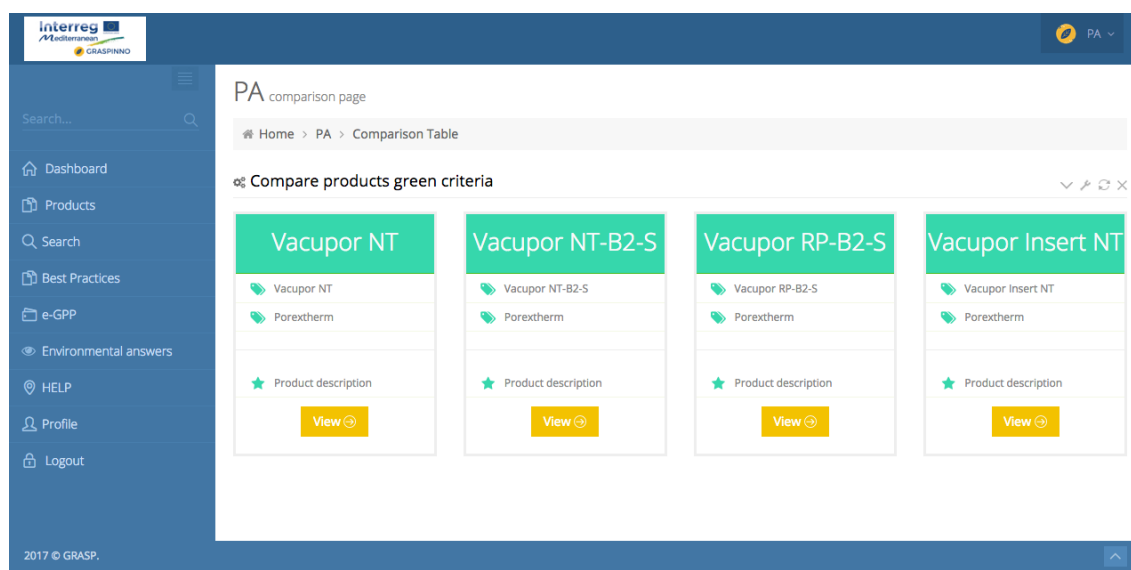
NAME	Description	Model #	Brand name	Options
Air cooled heat pump EWYQ016BAWP		EWYQ016BAWP	DAIKIN	<a href="#">View</a> <a href="#">Compare</a>
AIRWELL MQH D 18		MQH D 18	airwell	<a href="#">View</a> <a href="#">Compare</a>

Showing 1 to 2 of 2 entries (filtered from 138 total entries)

2017 © GRASP


### 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

Search...

[Dashboard](#)
  
[Products](#)
  
[Search](#)
  
[Best Practices](#)
  
[e-GPP](#)
  
[Environmental answers](#)
  
[HELP](#)
  
[Profile](#)
  
[Logout](#)

## FAQ

general faq for pa

[Home](#) >
 [PA](#) >
 Environmental answers

[Environmental questions](#)
  
[Environmental answers](#)

Have you identified the main environmental impacts / risks of your Organization?

There is an envierometal 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)?

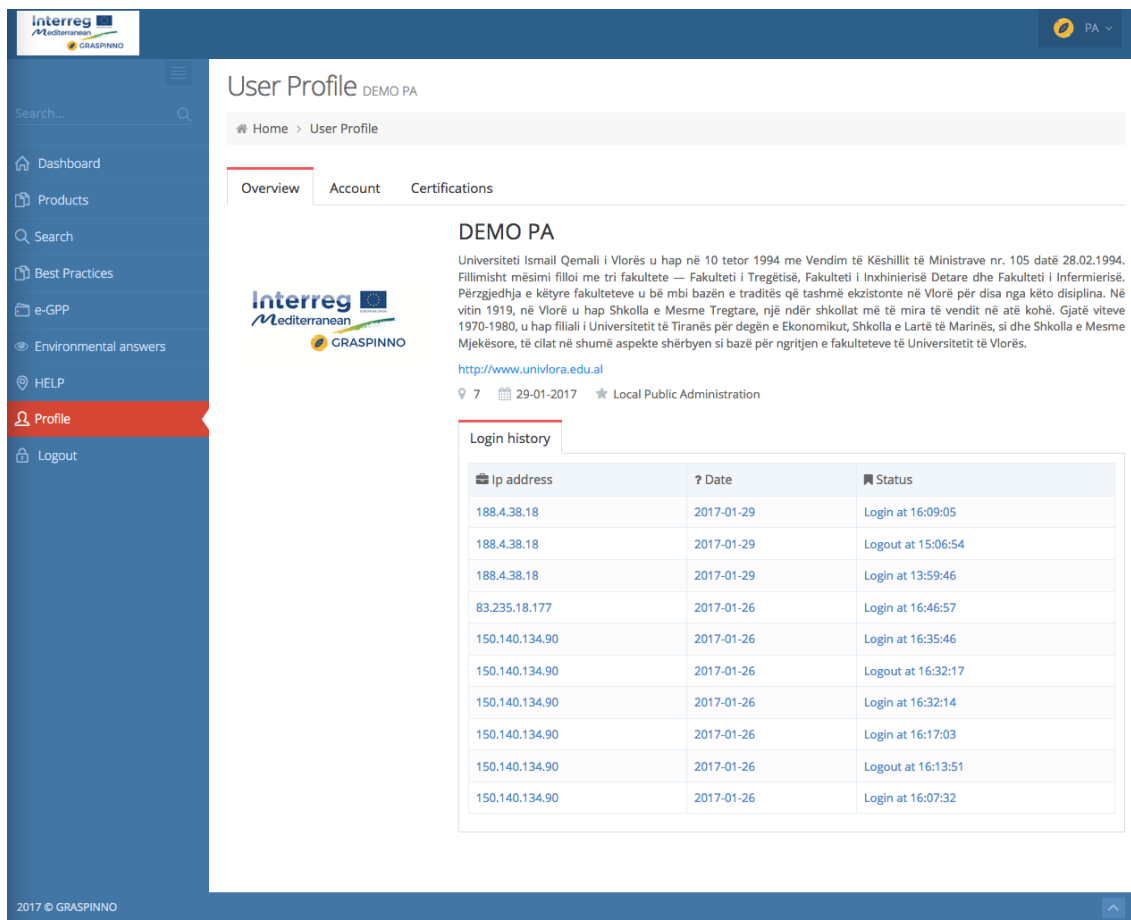
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Project co-financed by the European Regional Development Fund


  
 ΠΑΝΕΠΙΣΤΗΜΙΟ ΠΑΤΡΩΝ
   
 UNIVERSITY OF PATRAS

~ 22 ~

## 3.6 Managing profile



**User Profile** DEMO PA

Home > User Profile

Overview Account Certifications

**DEMO PA**

Universiteti Ismail Qemali i Vlorës u hap në 10 tetor 1994 me Vendim të Këshillit të Ministrave nr. 105 datë 28.02.1994. Fillimisht mësimi filloi me tri fakultete — Fakulteti i Tregëtisë, Fakulteti i Inxhinierisë Detare dhe Fakulteti i Infermierisë. Përzgjedhja e këtyre fakulteteve u bë mbi bazën e traditës që tashmë ekzistonte në Vlorë për disa nga këto disiplina. Në vitin 1919, në Vlorë u hap Shkolla e Mesme Tregtare, një ndër shkollat më të mira të vendit në atë kohë. Gjatë viteve 1970-1980, u hap filiali i Universitetit të Tiranës për degën e Ekonomikut, Shkolla e Lartë të Marinës, si dhe Shkolla e Mesme Mjekësore, të cilat në shumë aspekte shërbyen si bazë për ngritjen e fakulteteve të Universitetit të Vlorës.

<http://www.univlora.edu.al>

7 29-01-2017 Local Public Administration

**Login history**

Ip address	Date	Status
188.4.38.18	2017-01-29	Login at 16:09:05
188.4.38.18	2017-01-29	Logout at 15:06:54
188.4.38.18	2017-01-29	Login at 13:59:46
83.235.18.177	2017-01-26	Login at 16:46:57
150.140.134.90	2017-01-26	Login at 16:35:46
150.140.134.90	2017-01-26	Logout at 16:32:17
150.140.134.90	2017-01-26	Login at 16:32:14
150.140.134.90	2017-01-26	Login at 16:17:03
150.140.134.90	2017-01-26	Logout at 16:13:51
150.140.134.90	2017-01-26	Login at 16:07:32

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.



**User Profile** DEMO RA

Home > User Profile

Overview Account Certifications

Personal info Organization info Change Password

Organization

GRASP TEAM

Organization email

info@grasp.com

Country

ALBANIA

Contact person

FABIOLA

Telephone Number

355 123 32 125 36

Fax Number

355 123 32 125 36

Contact email address

info@univlori.edu.al

Website URL

http://www.univlori.edu.al

Organization establishment year

1993

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 establishment year

Organization official contacts' Person email address

Organization official website address

graspinnq

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

Unique VAT number

K6532541P

About

Universiteti Ismail Qemali i Vlorës u hap në 10 tetor 1994 me Vendim të Këshillit Fakultet – Fakulteti i Tregësisë, Fakulteti i Inzhinierisë Detare dhe Fakulteti i Përzgjedhja e këtyre fakulteteve u bë mbi bazën e traditës që tashmë ekzistonte Mesme Tregëtare, një ndër shkollat më të mira të vendit në atë kohë. Gjatë viteve Shkolla e Lartë të Marinës, si dhe Shkolla e Mesme Mjekësore, të cilat në shkurtesë Vlorës.

Number of employees

150

Number of departments

4

Departments Location

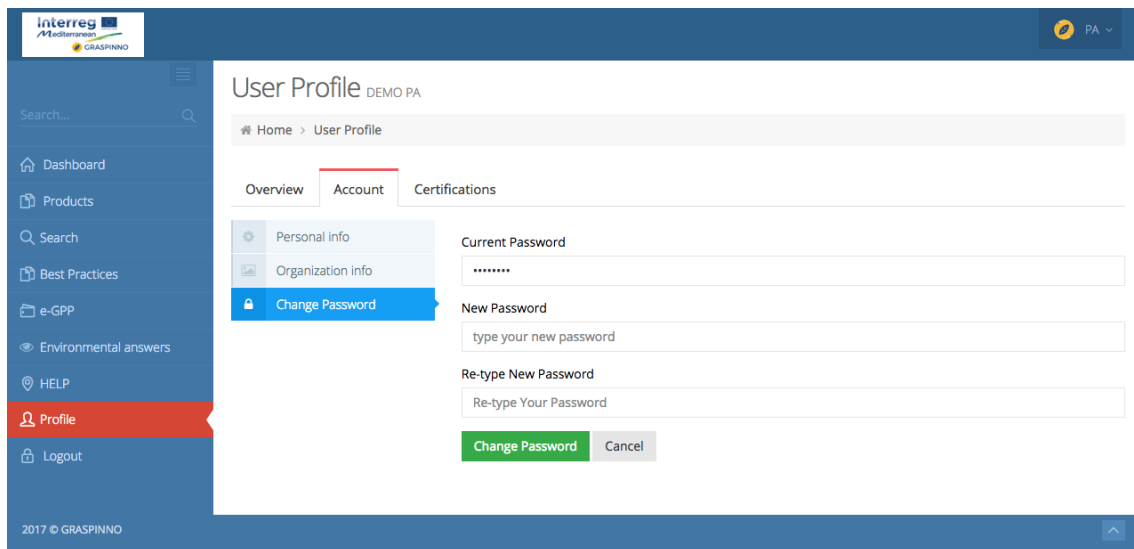
UNIVERSITETI I VLORËS (ISMAIL QEMALI)  
Adresa: L. Pavarësia,  
5400 Vlorë, Shqipëri  
Telefon: 355 33 222288  
Email: info@univlori.edu.al

Organization type

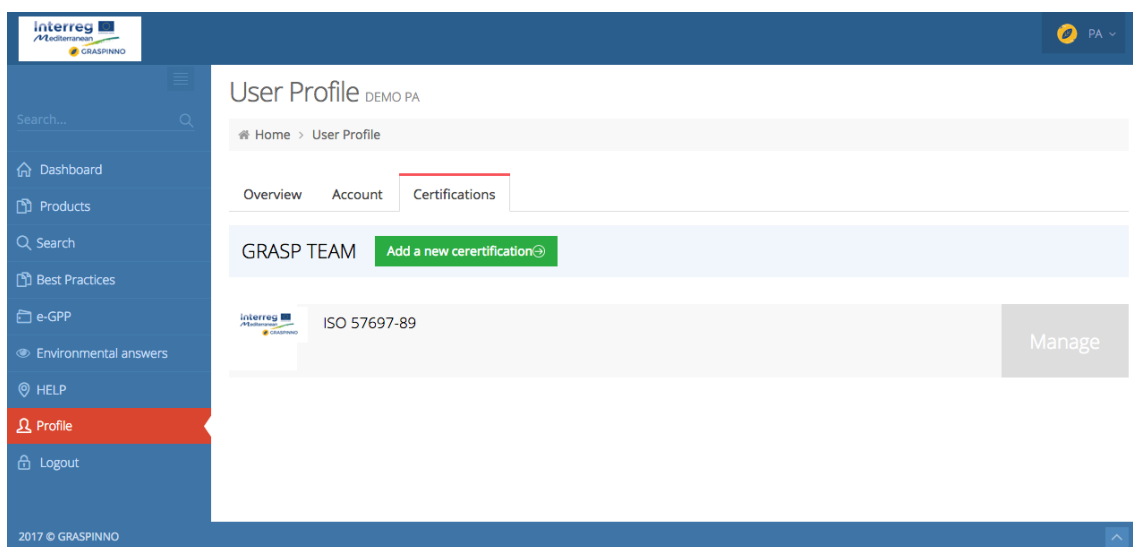
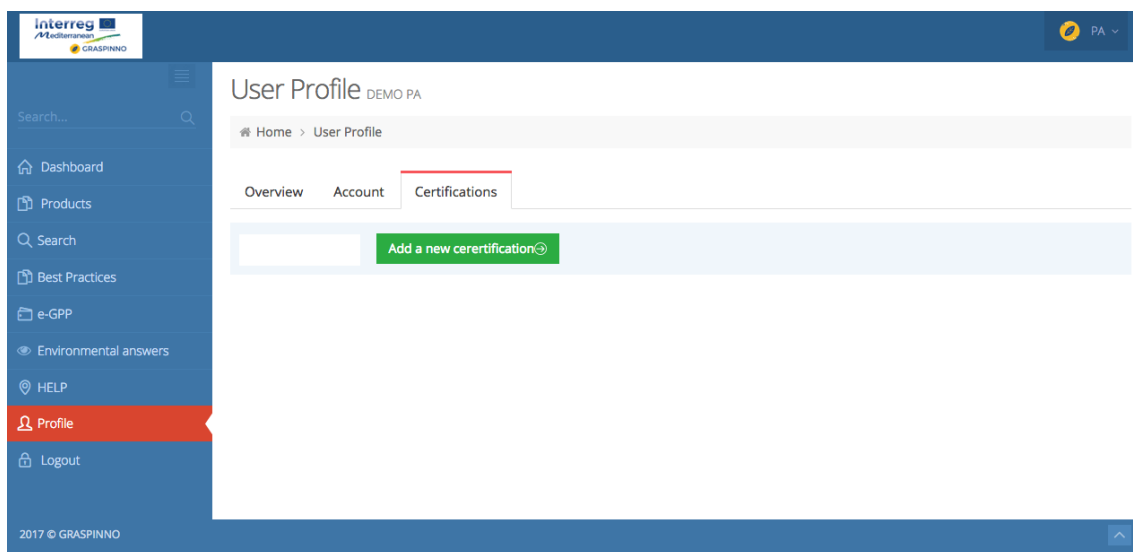
Local Public Administration

Save Changes Cancel

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.

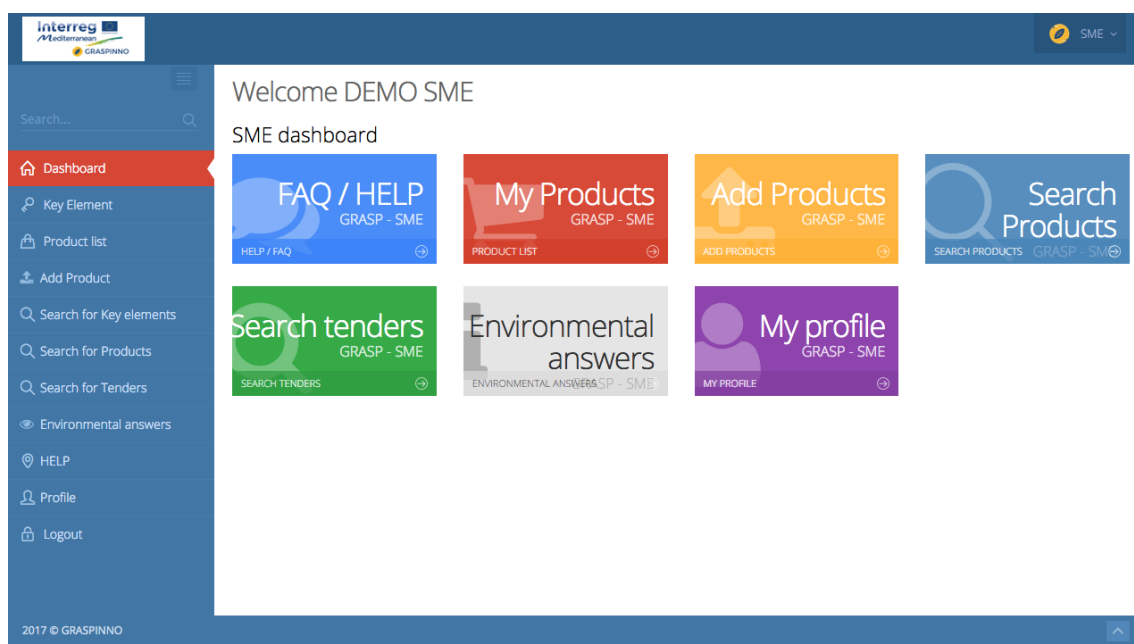


The Public Authority can upload certificates on its profile page, certification section. It clicks “Add certification” button. In the form provided enters certification code (e.g. ISO123654), certification description (e.g. 4-5 sentences summarizing its certification) and attaches certification document. 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](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.

- > Login
- > Restore Password
- > Register
- > Registered SMEs list

records

PDF CSV Excel Print

Search:

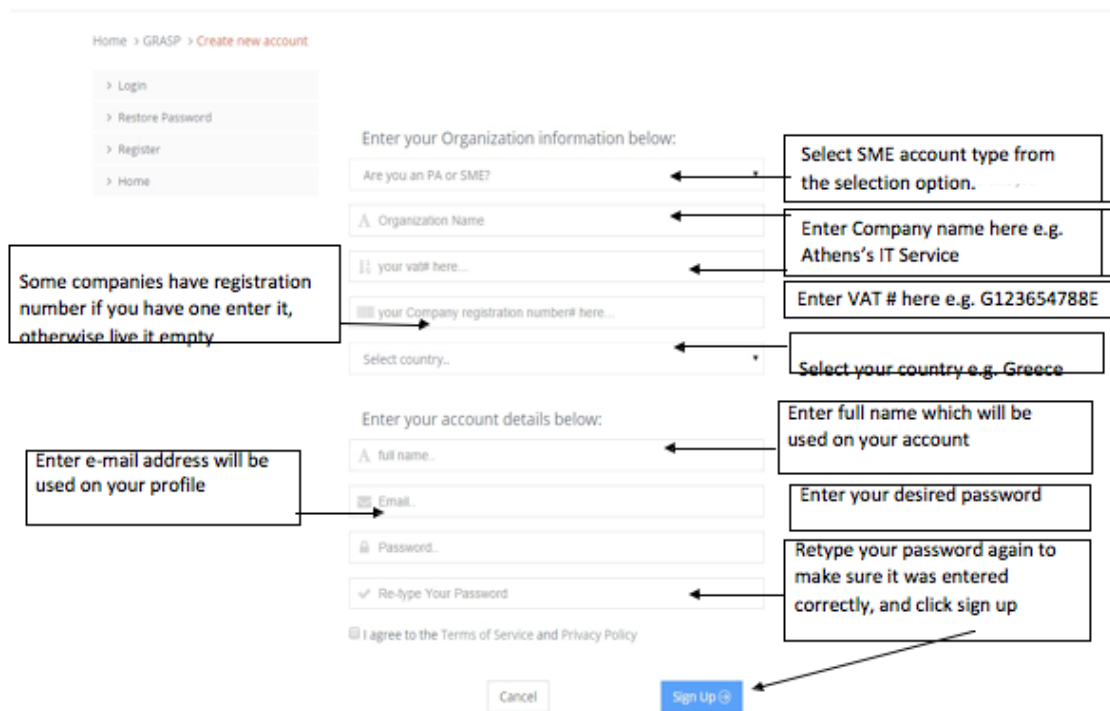
Name	Country	website
CCI of Terrassa		
CCI of Terrassa		
CCIN of Castellon		
CCIN of Castellon		
Chamber Of Terrasa		
DATAGRID		
DEMO SME		
Eleni Ntaliani		
EMPRESA CASTELLON 1		
EMPRESA CASTELLON 10		

Showing 1 to 10 of 49 entries

< 1 2 3 4 5 >

### 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>



The screenshot shows the 'Create new account' page. On the left, a sidebar contains links: Login, Restore Password, Register, and Home. The main form is divided into two sections: 'Enter your Organization information below:' and 'Enter your account details below:'. The first section includes fields for 'Are you an PA or SME?', 'Organization Name', 'your vat# here...', 'your Company registration number# here...', and 'Select country..'. The second section includes fields for 'full name..', 'Email..', 'Password..', and 'Re-type Your Password'. A checkbox for 'I agree to the Terms of Service and Privacy Policy' is at the bottom. A 'Sign Up' button is at the bottom right. Annotations with arrows point to various fields: 'Select SME account type from the selection option.' points to the 'Are you an PA or SME?' dropdown; 'Enter Company name here e.g. Athens's IT Service' points to the 'Organization Name' field; 'Enter VAT # here e.g. G123654788E' points to the 'your vat# here...' field; 'Select your country e.g. Greece' points to the 'Select country..' dropdown; 'Enter full name which will be used on your account' points to the 'full name..' field; 'Enter e-mail address will be used on your profile' points to the 'Email..' field; 'Enter your desired password' points to the 'Password..' field; and 'Retype your password again to make sure it was entered correctly, and click sign up' points to the 'Re-type Your Password' field. A note on the left states: 'Some companies have registration number if you have one enter it, otherwise live it empty' pointing to the 'your Company registration number# here...' field.

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.

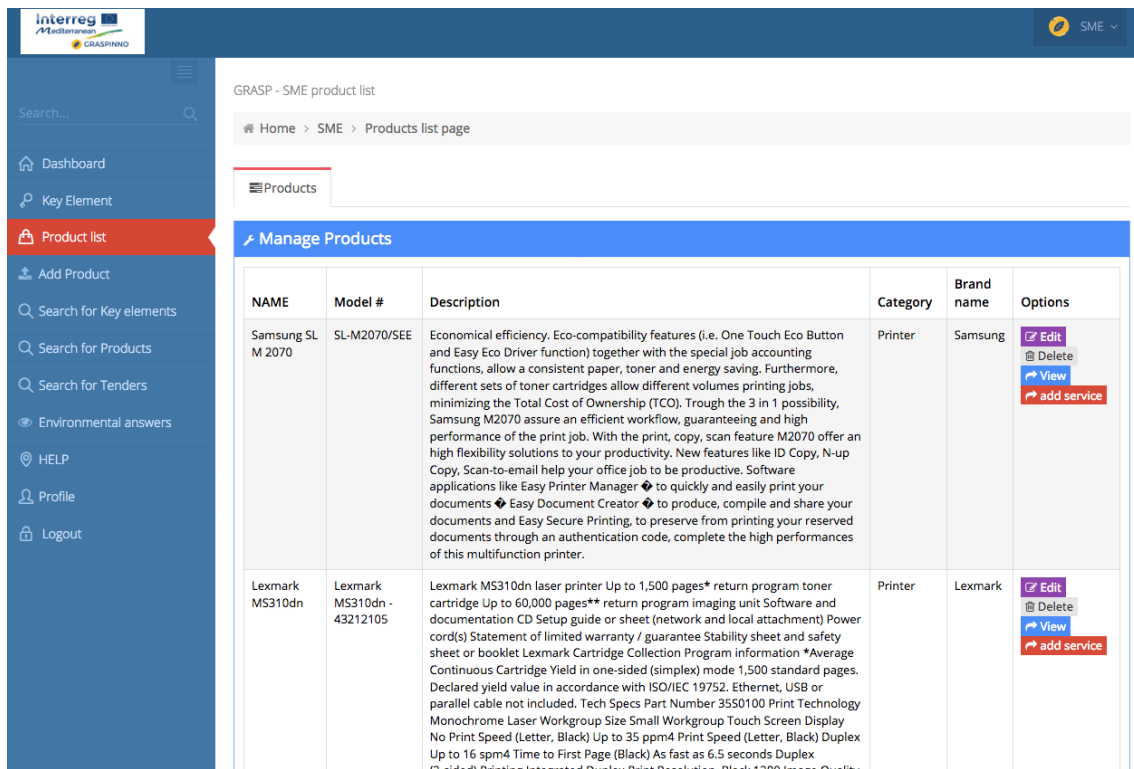
- There are also some changes at the submenu of the registration form, like remove the link for the home page and add a link for a list of the already registered Small & Medium Enterprises.

#### 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.



NAME	Model #	Description	Category	Brand name	Options
Samsung SL M 2070	SL-M2070/SEE	Economical efficiency. Eco-compatibility features (i.e. One Touch Eco Button and Easy Eco Driver function) together with the special job accounting functions, allow a consistent paper, toner and energy saving. Furthermore, different sets of toner cartridges allow different volumes printing jobs, minimizing the Total Cost of Ownership (TCO). Through the 3 in 1 possibility, Samsung M2070 assure an efficient workflow, guaranteeing and high performance of the print job. With the print, copy, scan feature M2070 offer an high flexibility solutions to your productivity. New features like ID Copy, N-up Copy, Scan-to-email help your office job to be productive. Software applications like Easy Printer Manager to quickly and easily print your documents Easy Document Creator to produce, compile and share your documents and Easy Secure Printing, to preserve from printing your reserved documents through an authentication code, complete the high performances of this multifunction printer.	Printer	Samsung	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a> <a href="#">add service</a>
Lexmark MS310dn	Lexmark MS310dn - 43212105	Lexmark MS310dn laser printer Up to 1,500 pages* return program toner cartridge Up to 60,000 pages** return program imaging unit Software and documentation CD Setup guide or sheet (network and local attachment) Power cord(s) Statement of limited warranty / guarantee Stability sheet and safety sheet or booklet Lexmark Cartridge Collection Program information *Average Continuous Cartridge Yield in one-sided (simplex) mode 1,500 standard pages. Declared yield value in accordance with ISO/IEC 19752. Ethernet, USB or parallel cable not included. Tech Specs Part Number 3550100 Print Technology Monochrome Laser Workgroup Size Small Workgroup Touch Screen Display No Print Speed (Letter, Black) Up to 35 ppm4 Print Speed (Letter, Black) Duplex Up to 16 ppm4 Time to First Page (Black) As fast as 6.5 seconds Duplex (2 sided) Printing Integrated Duplex Print Resolution, Black 1200 Images Quality	Printer	Lexmark	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a> <a href="#">add service</a>

## 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.



interreg 

Dashboard Database Data

Category Type Key Element Products Add Product Best Practise

Download / Backup Manage PA Manage SME Config Settings HELP Profile Logout

### Add Product form

Product Name  

Product name, e.g. WD Caviar Blue 500GB

Category  

Product category, e.g. Portable Computer

Type  

Product type, e.g. HDD (Hard Disk Drive) 500GB

Product Brand name  

Product brand name, e.g. Western Digital

Product model number  

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  

Product measurement #, e.g. pieces

Product quantity per unit

Product Price  

Product price, e.g. 45 (currency is euro)

Visible to other SME  

If you want your product to be visible

After you filled all required information click continue

2015 © GRASP - eProcurement System

Profile Logout

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

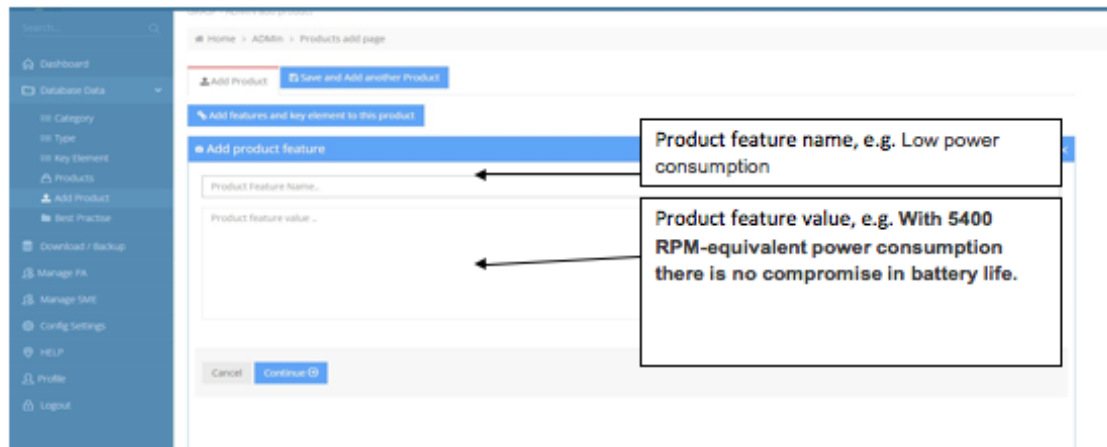
Product quantity per unit

Product Price

Visible to other SME

After confirming, click Add features and key element to this product button

2015 © GRASP - eProcurement System



#### 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

**Add key element criteria**

Criterion name	Criterion value	
Monitor Consumption	Select value ...	OK
Dangerous substances	Select value ...	OK
Waste Management	Select value ... A B <b>C</b> D E	OK
Noise	Select value ...	OK
Electromagnetic waves emissions	Select value ...	OK
Maintenance	Select value ...	OK
Waste Management	Select value ...	OK
Power Consumption	Select value ...	OK

[Save and Add another Product](#)

Scroll down to see add key element form.



Select the value of the desired key element and click ok button

You can attach as many key element as you need, you still can add or remove them on edit product details form.

After you done, click save and add another product button

## 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.



SME

Search...

- Dashboard
- Key Element
- Product list
- Add Product
- Search for Key elements**
- Search for Products
- Search for Tenders
- Environmental answers
- HELP
- Profile
- Logout

**SME Key Element search**

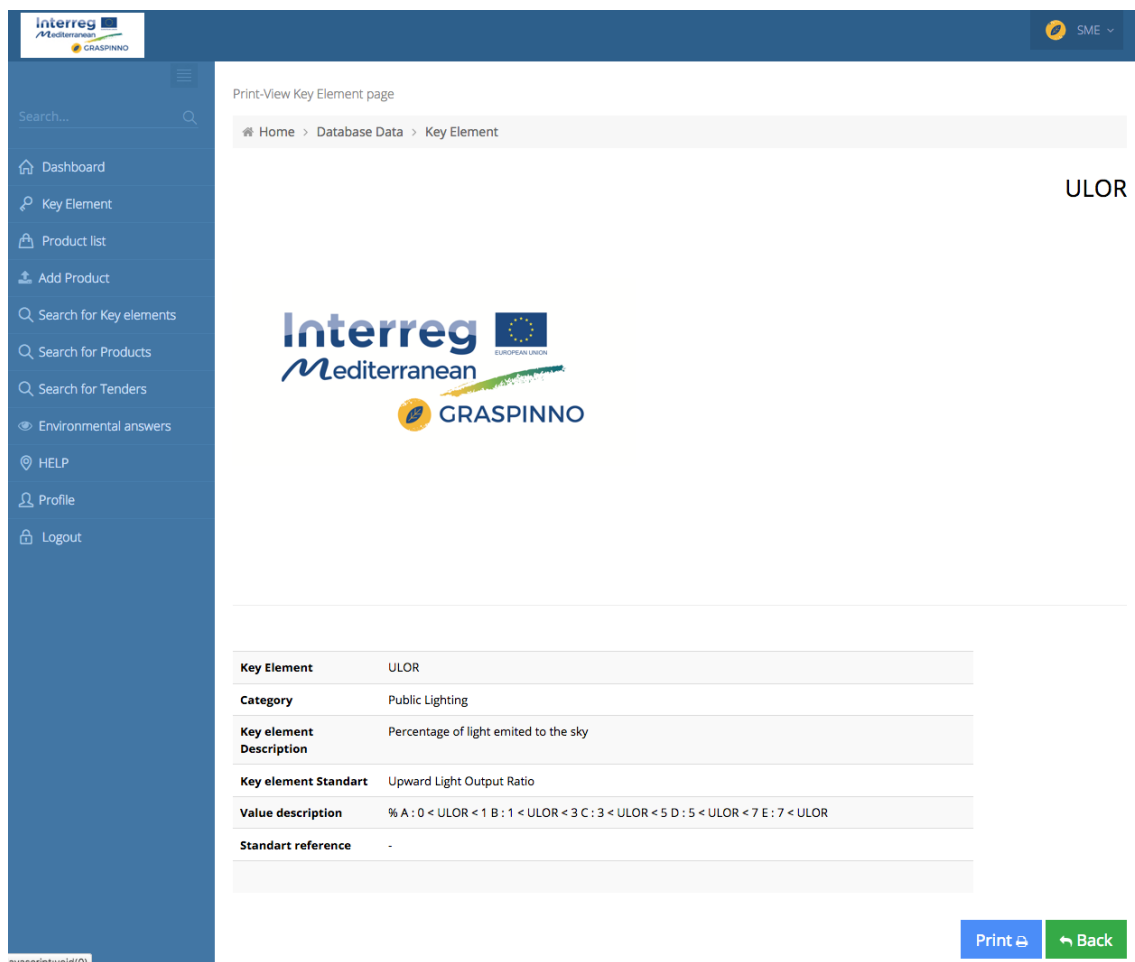
Home > SME > Live Key Element Search Page

Browse by category

Energy Efficiency

Criterion name	Green standard description	Criterion value description	Option
Health			<a href="#">View</a>
Emissions			<a href="#">View</a>
Lifetime	Lifetime	Hour A : 75000 < L B : 65000 < L < 75000 C : 55000 < L < 65000 D : 40000 < L < 55000 E : 0 < L < 40000	<a href="#">View</a>

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Print-View Key Element page

Home > Database Data > Key Element

ULOR

Interreg Mediterranean GRASPINNO

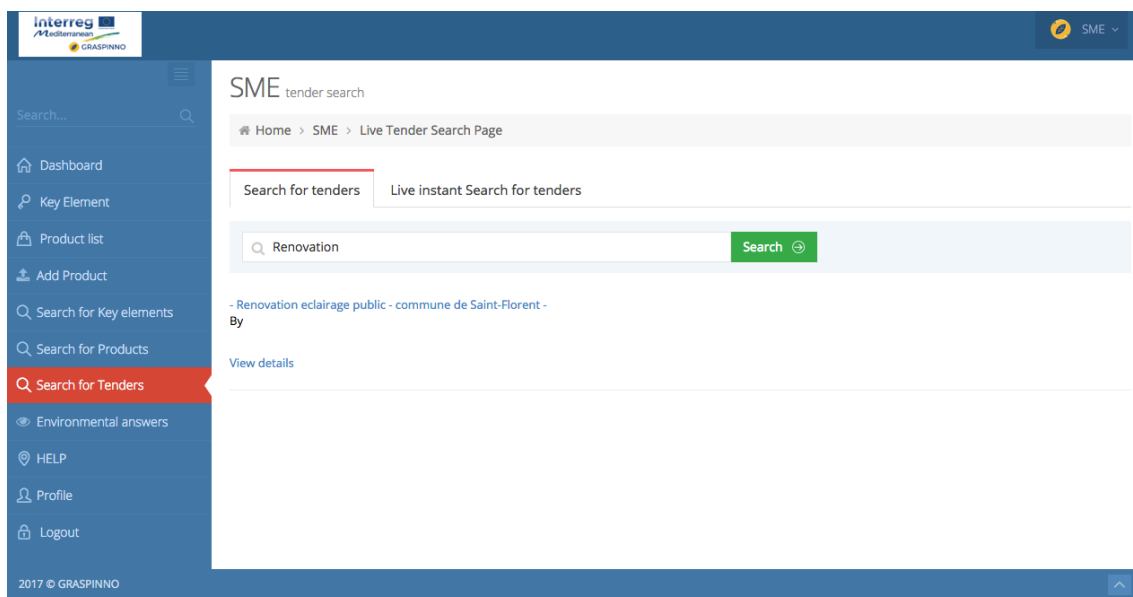
Key Element	ULOR
Category	Public Lighting
Key element Description	Percentage of light emitted to the sky
Key element Standart	Upward Light Output Ratio
Value description	% A : 0 < ULOR < 1 B : 1 < ULOR < 3 C : 3 < ULOR < 5 D : 5 < ULOR < 7 E : 7 < ULOR
Standart reference	-

Print Back

## 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

Search...

Dashboard
Key Element
Product list
Add Product
Search for Key elements
**Search for Products**
Search for Tenders
Environmental answers
HELP
Profile
Logout

SME product search

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

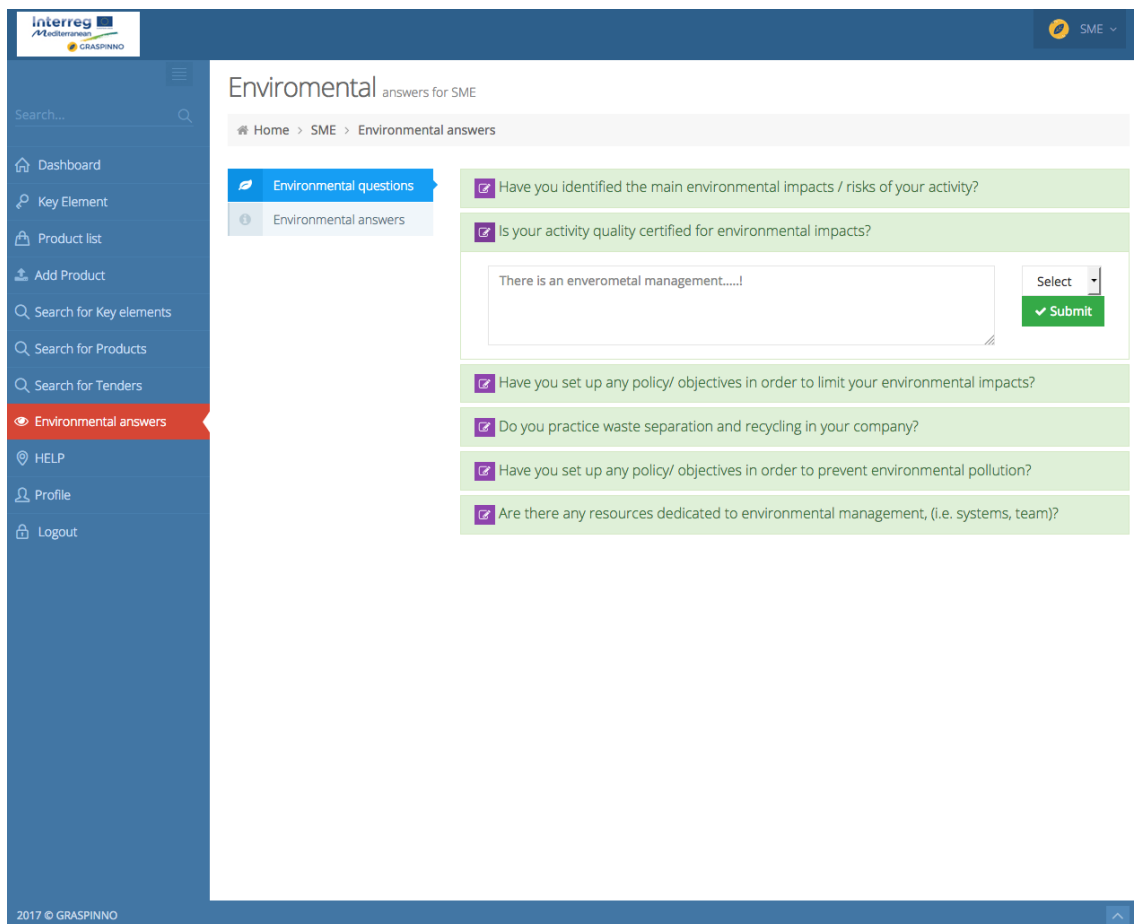
- Acer Aspire VN7-571 series MS2391 - Aspire VN7-571 series MS2391  
- Operating system: Windows 8.1 64-bit - CPU and chipset: Intel Core™ processor i7-4510U - Memory: DDR3 SDRAM support Up to 8 GB of DDR3 system memory, upgradable to 16 GB using two soDIMM modules - Display 15.6" HD 1366 x 768 resolution, 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

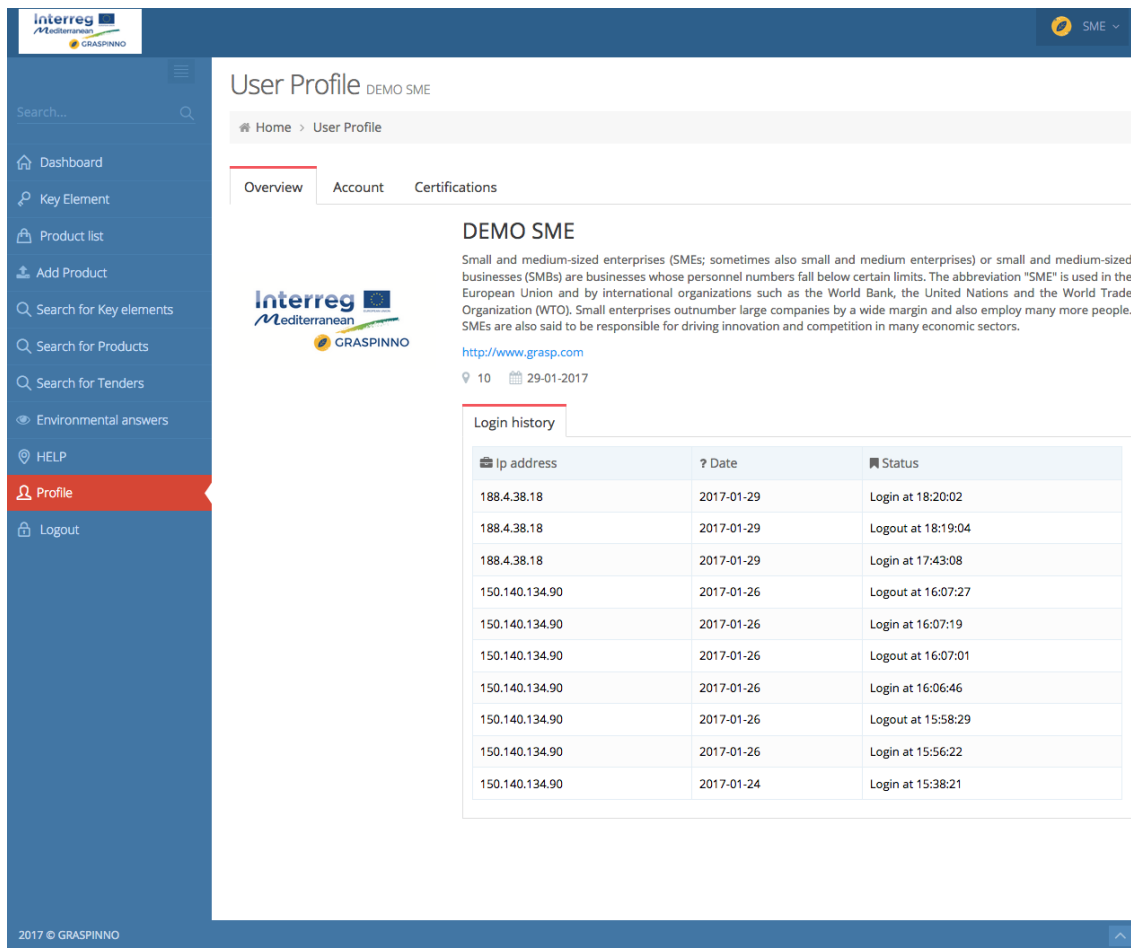
## 4.11 Environmental answers page

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.



The screenshot shows a web application interface for 'Environmental answers for SME'. The top navigation bar includes the 'interreg Mediterranean' logo and a 'SME' dropdown menu. The left sidebar contains a search bar and a list of navigation items: Dashboard, Key Element, Product list, Add Product, Search for Key elements, Search for Products, Search for Tenders, Environmental answers (highlighted), HELP, Profile, and Logout. The main content area is titled 'Enviromental answers for SME' (note the typo) and shows a breadcrumb trail: Home > SME > Environmental answers. Below this, there are two tabs: 'Environmental questions' (active) and 'Environmental answers'. The 'Environmental questions' tab displays a list of questions, each with a checkbox icon on the left. The first question is 'Have you identified the main environmental impacts / risks of your activity?'. The second question is 'Is your activity quality certified for environmental impacts?'. Below these questions is a text input field with the placeholder text 'There is an enverometal management.....!' (note the typo) and a 'Select' dropdown menu. A green 'Submit' button is located to the right of the text field. The bottom of the page shows the copyright notice '2017 © GRASPINNO'.

## 4.12 Managing Profile

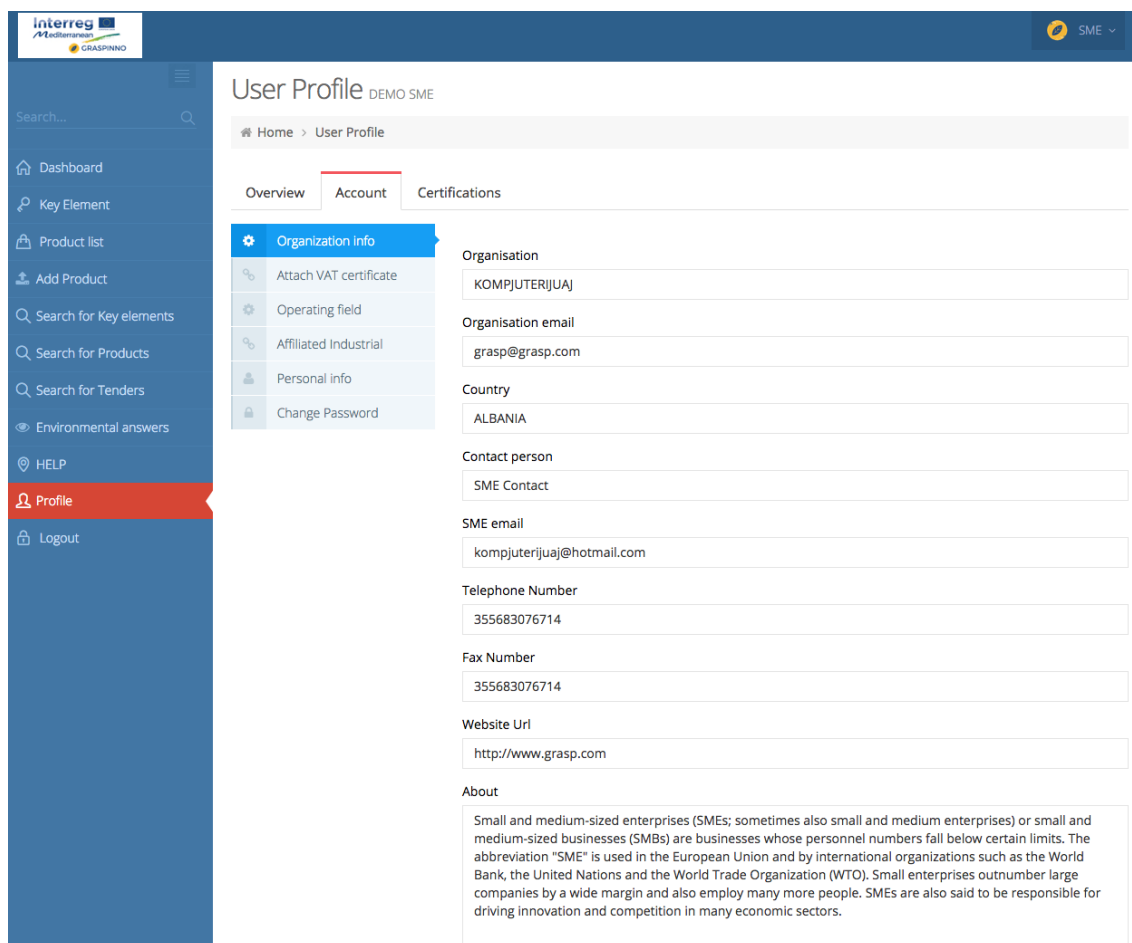


The screenshot shows the 'User Profile' page for a user named 'DEMO SME'. The page has a sidebar with navigation links: Dashboard, Key Element, Product list, Add Product, Search for Key elements, Search for Products, Search for Tenders, Environmental answers, HELP, Profile (highlighted), and Logout. The main content area has tabs for Overview, Account, and Certifications. The 'Overview' tab is active, displaying the user's profile information, including the Interreg Mediterranean and GRASPINNO logos, the website URL <http://www.grasp.com>, and the location 10. Below this is a 'Login history' table.

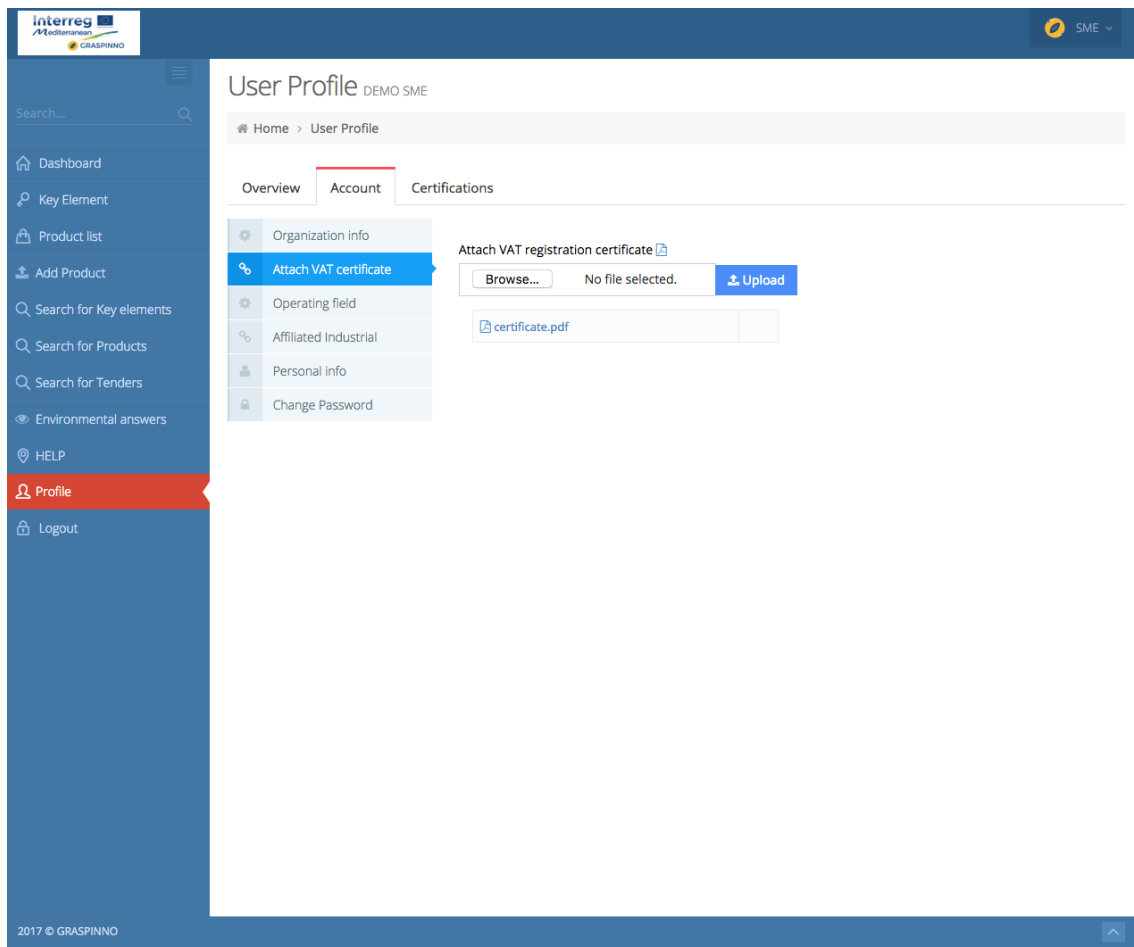
Ip address	Date	Status
188.4.38.18	2017-01-29	Login at 18:20:02
188.4.38.18	2017-01-29	Logout at 18:19:04
188.4.38.18	2017-01-29	Login at 17:43:08
150.140.134.90	2017-01-26	Logout at 16:07:27
150.140.134.90	2017-01-26	Login at 16:07:19
150.140.134.90	2017-01-26	Logout at 16:07:01
150.140.134.90	2017-01-26	Login at 16:06:46
150.140.134.90	2017-01-26	Logout at 15:58:29
150.140.134.90	2017-01-26	Login at 15:56:22
150.140.134.90	2017-01-24	Login at 15:38:21

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.



interreg  
Mediterranean  
GRASPINNO

SME

User Profile DEMO SME

Home > User Profile

Overview Account Certifications

Organization info

Attach VAT certificate

Operating field

Affiliated Industrial

Personal info

Change Password

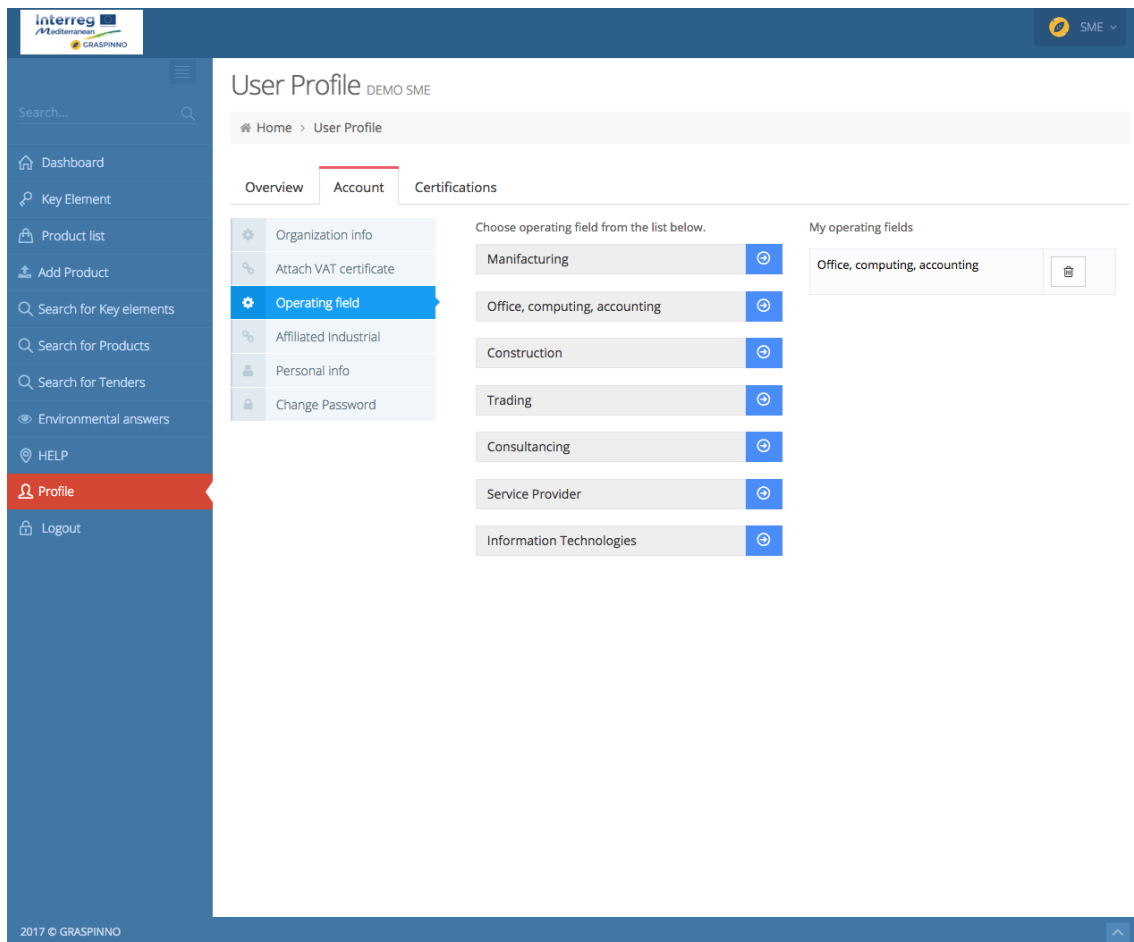
Attach VAT registration certificate

Browse... No file selected. Upload

certificate.pdf

2017 © GRASPINNO

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.



interreg Mediterranean GRASPINNO

SME

## User Profile DEMO SME

Home > User Profile

Overview Account Certifications

Organization info

Attach VAT certificate

**Operating field**

Affiliated Industrial

Personal info

Change Password

Choose operating field from the list below.

Manufacturing

Office, computing, accounting

Construction

Trading

Consultancing

Service Provider

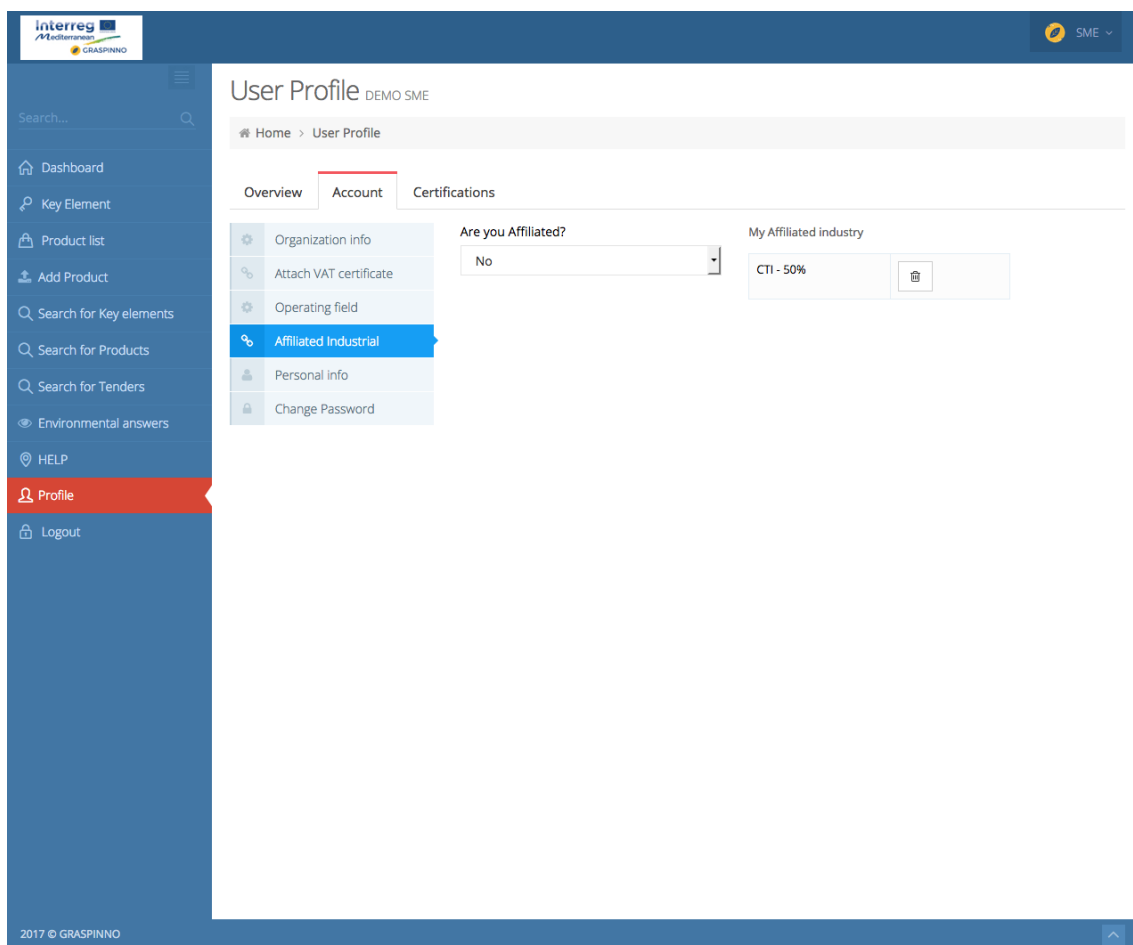
Information Technologies

My operating fields

Office, computing, accounting

2017 © GRASPINNO

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



interreg  
Mediterranean  
GRASPINNO

SME

Search...

Dashboard  
Key Element  
Product list  
Add Product  
Search for Key elements  
Search for Products  
Search for Tenders  
Environmental answers  
HELP  
Profile  
Logout

User Profile DEMO SME

Home > User Profile

Overview Account Certifications

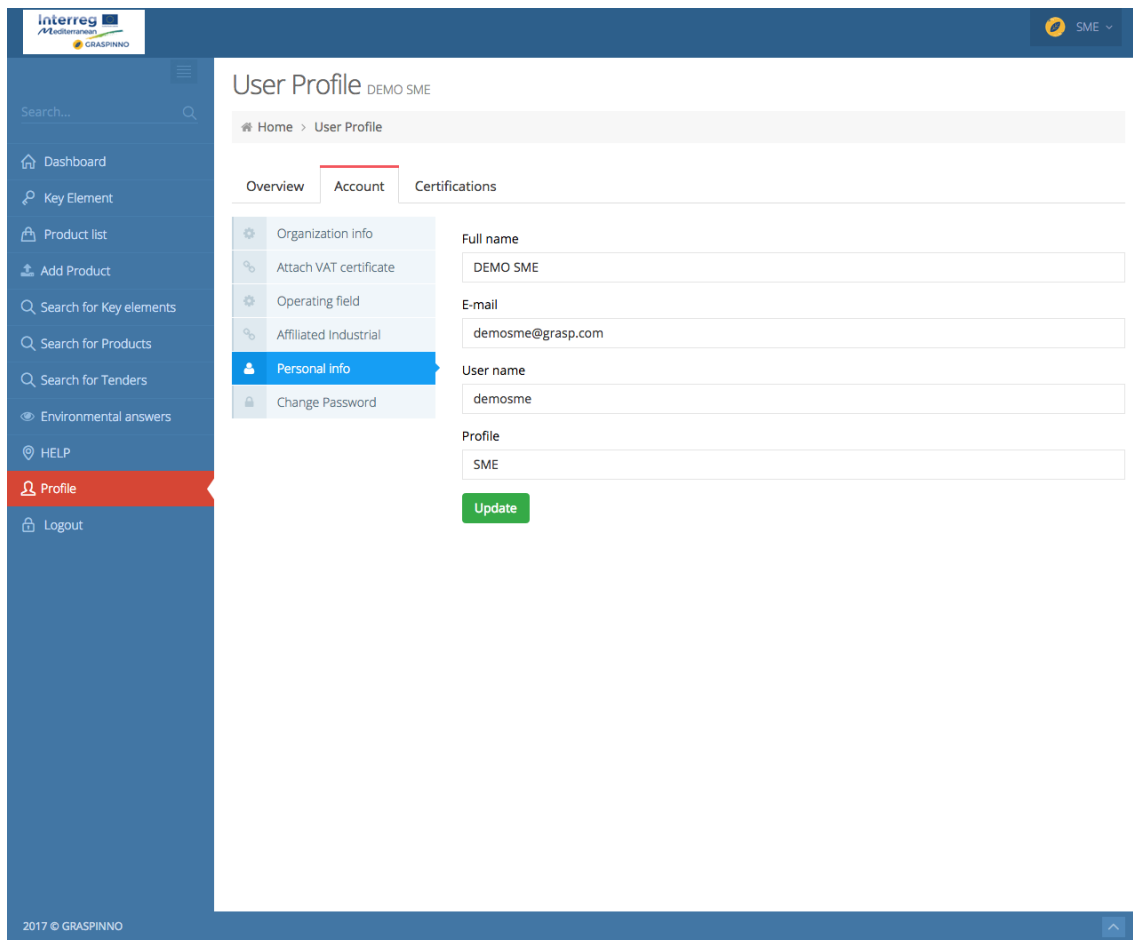
Organization Info  
Attach VAT certificate  
Operating field  
Affiliated Industrial  
Personal Info  
Change Password

Are you Affiliated?  
No

My Affiliated industry  
CTI - 50%

2017 © GRASPINNO

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.



Interreg  
Mediterranean  
GRASPINNO

SME

## User Profile DEMO SME

Home > User Profile

Overview Account Certifications

Organization info

Attach VAT certificate

Operating field

Affiliated Industrial

Personal info

Change Password

Full name

DEMO SME

E-mail

demosme@grasp.com

User name

demosme

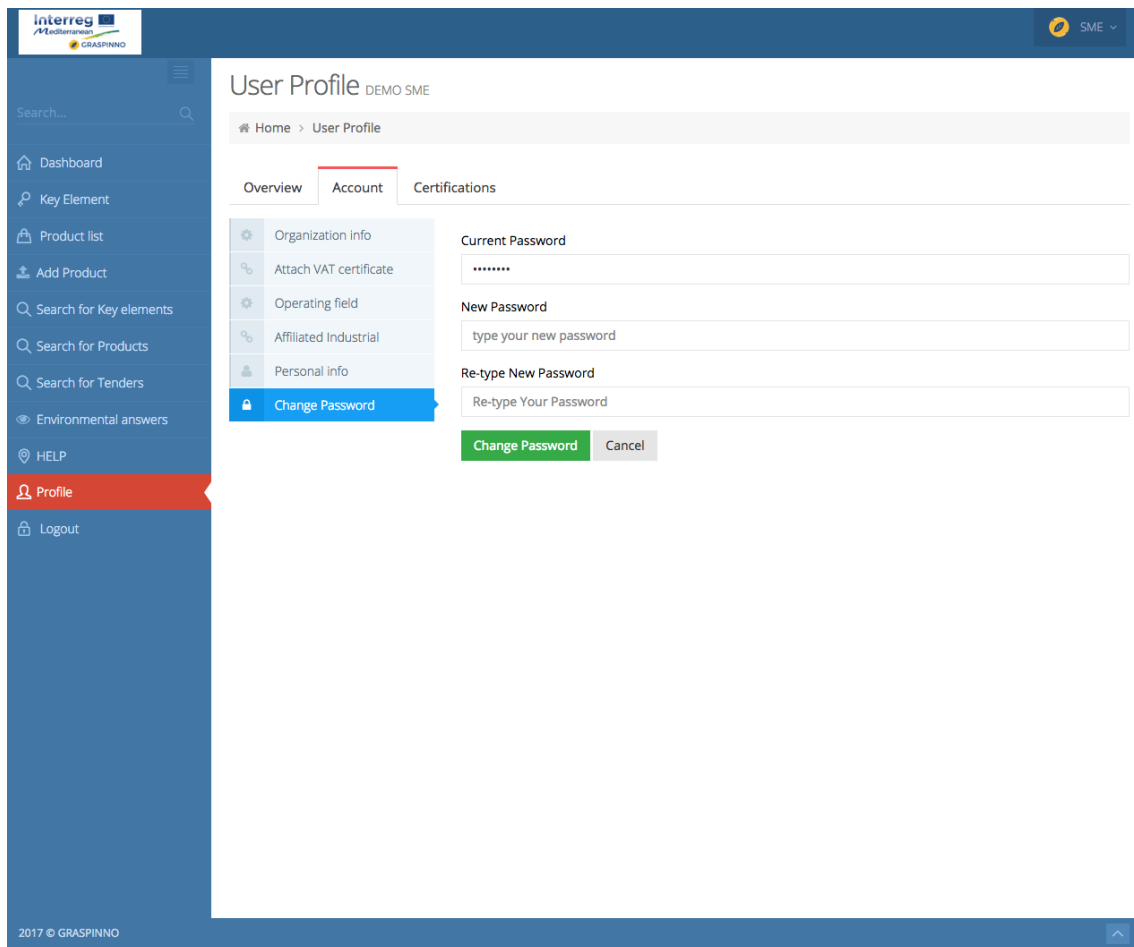
Profile

SME

Update

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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.



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SME

Search...

Dashboard

Key Element

Product List

Add Product

Search for Key elements

Search for Products

Search for Tenders

Environmental answers

HELP

Profile

Logout

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## User Profile DEMO SME

Home > User Profile

Overview Account Certifications

Organization info

Attach VAT certificate

Operating field

Affiliated Industrial

Personal info

Change Password

Current Password

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New Password


type your new password

Re-type New Password

Re-type Your Password

Change Password Cancel

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

Search...


Dashboard
Key Element
Product list
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Search for Key elements
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Search for Tenders
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User Profile DEMO SME


Home > User Profile

Overview
Account
Certifications

DEMO SME
Add a new certification

	ISO6832000 123456	Manage
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Project co-financed by the European Regional Development Fund


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