

MITOMED+ Models of Integrated Tourism in the MEDiterranean Plus is a Interreg MED funded project that supports involved regions in developing a responsible and sustainable maritime and coastal (M&C) tourism.



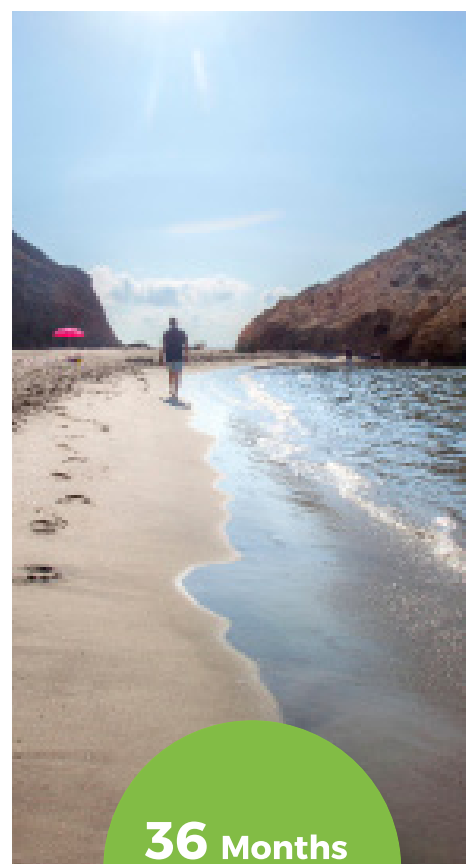
**2.65 M€**

Project  
budget



**2.25 M€**

ERDF / IPA

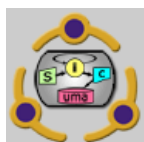


**36 Months**

Project  
duration

**MITOMED+**  
**Web Platform - User's Manual**



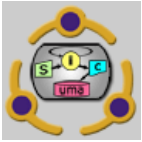


# MITOMED+ Web Platform - User's Manual



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## 1. ACCESSING THE PLATFORM

Accessing the public functionalities of the platform consists simply in opening it with your preferred web browser (HTML5 is required so it's highly recommended to keep your browser up to date).

Non registered users are granted access to the home screen map and basic information about the destinations (see chapter 3). Registered users on the other hand can access every functionality explained in this manual.

### 1.1 LOGIN

Registered users can get access to all their privileges by logging into the platform. The process is as follows:  
From the home page: <http://mitomedplus.andalucia.org>

- **Step 1:** Click on the login button, this will take you to the login screen:

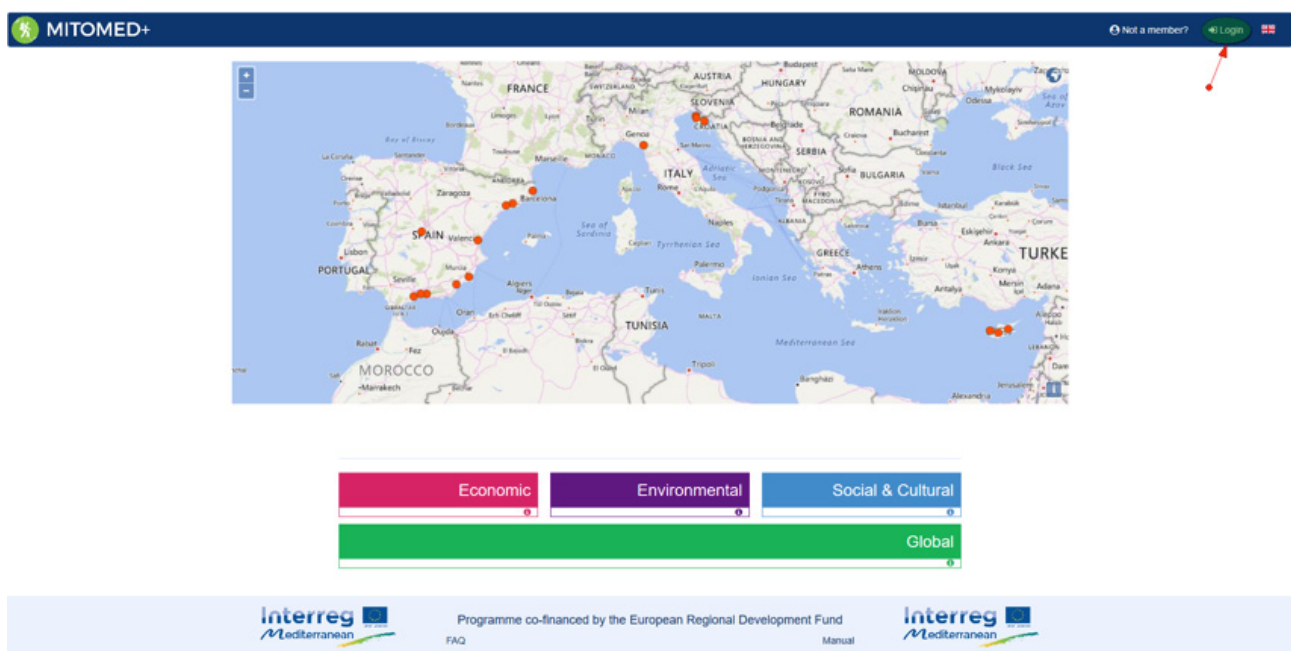
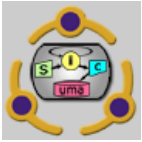


Figure 1. Main screen and login button



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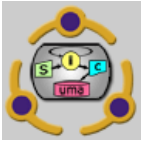
- **Step 2:** Enter your user credential (username and password) in the login form:

Figure 2. Login form

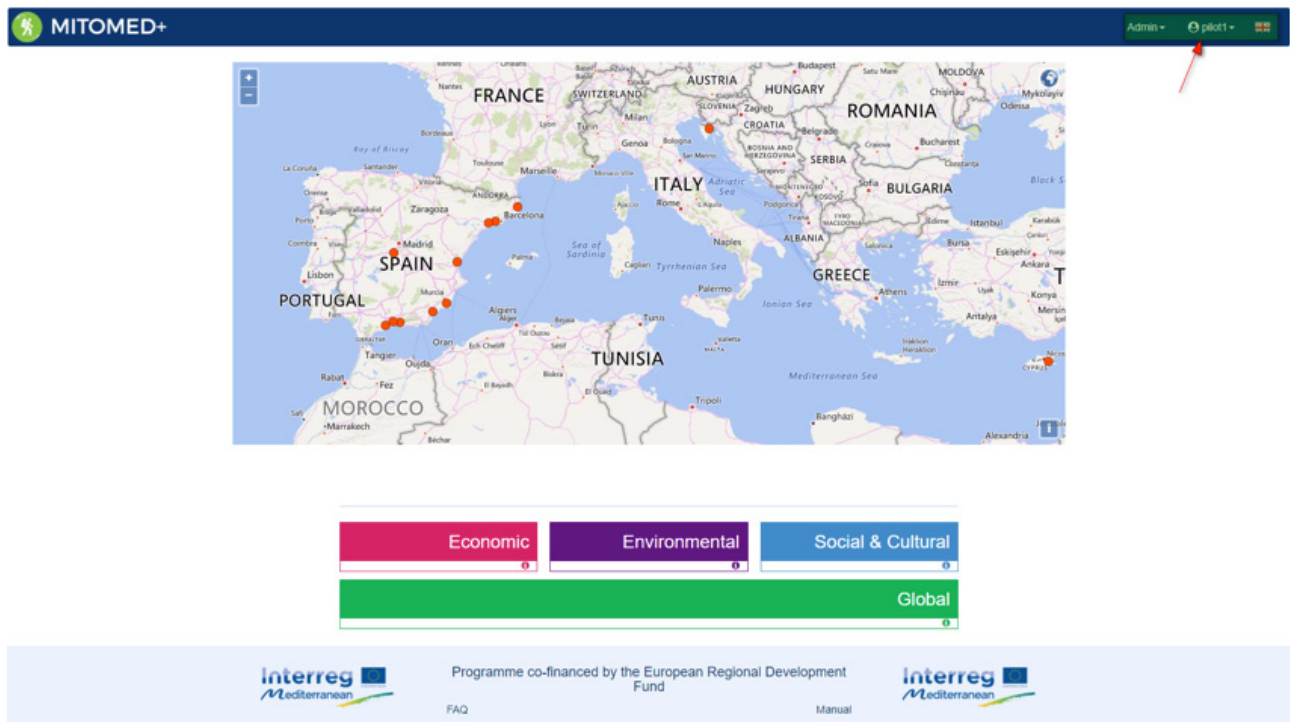
- In case your credentials are wrong, the following error message will show:

Figure 3. Wrong credentials

- If your credentials are OK, you will be redirected back to the home screen with an active session, where you should be able to see the user's menu on the upper right corner.

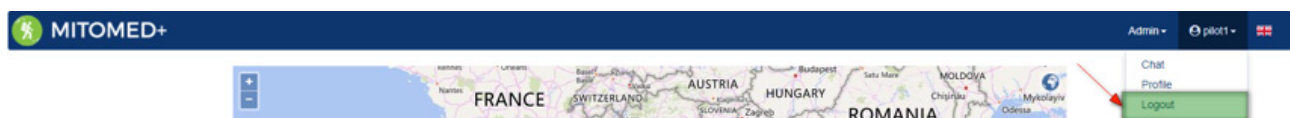


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## 1.2 Logout

You can logout of the platform at any time by clicking the link on the dropdown menu that shows bellow the username. You must click on the username to toggle the dropdown.



An info message will be shown. Click on the logout button to confirm you want to end the session.

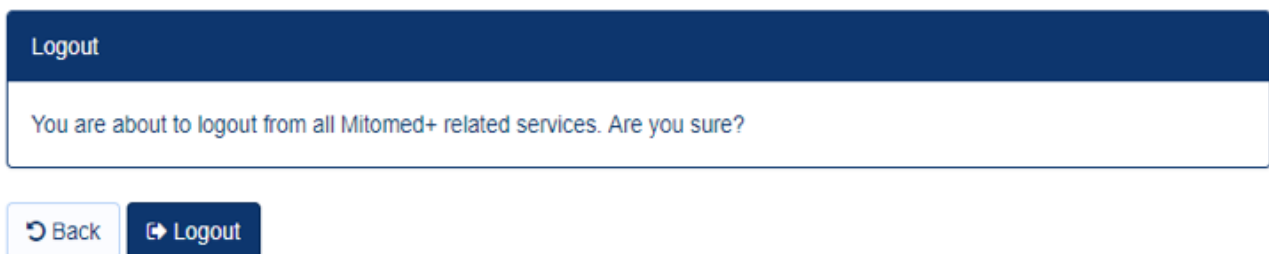
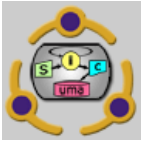


Figure 6. Logout info message



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## 1.3 User profile edit

You can edit your user profile at any time by clicking the link on the dropdown menu that shows below the username.

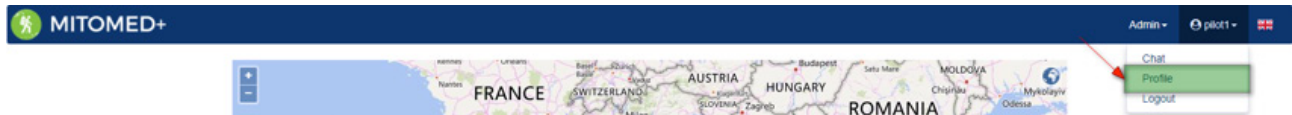


Figure 7. User profile link

A web form will be shown with your user profile data. You can edit every all fields except your username. Note also that changing the password requires you to enter your new password twice so that the system can crosscheck it.

Figure 8. User profile form.

Click on the save button when you're done.

## 1.4 Switching languages

The platform's default language is English, but it can be switched to other available languages by clicking on the desired flag in the upper right corner.

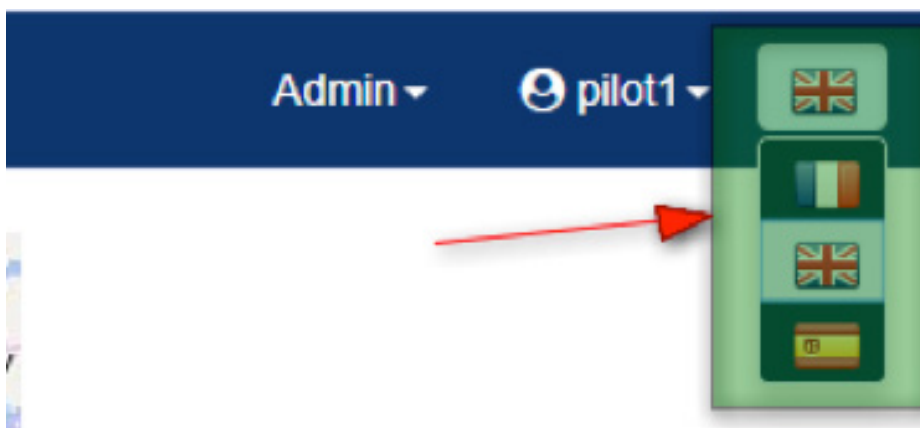
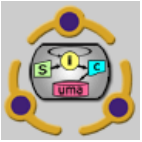


Figure 9. Language selector



## 1.5 Internal Communication tool

The platform offers a chat service for internal communication between its users. You can access the chat by clicking the link on the dropdown menu below the username

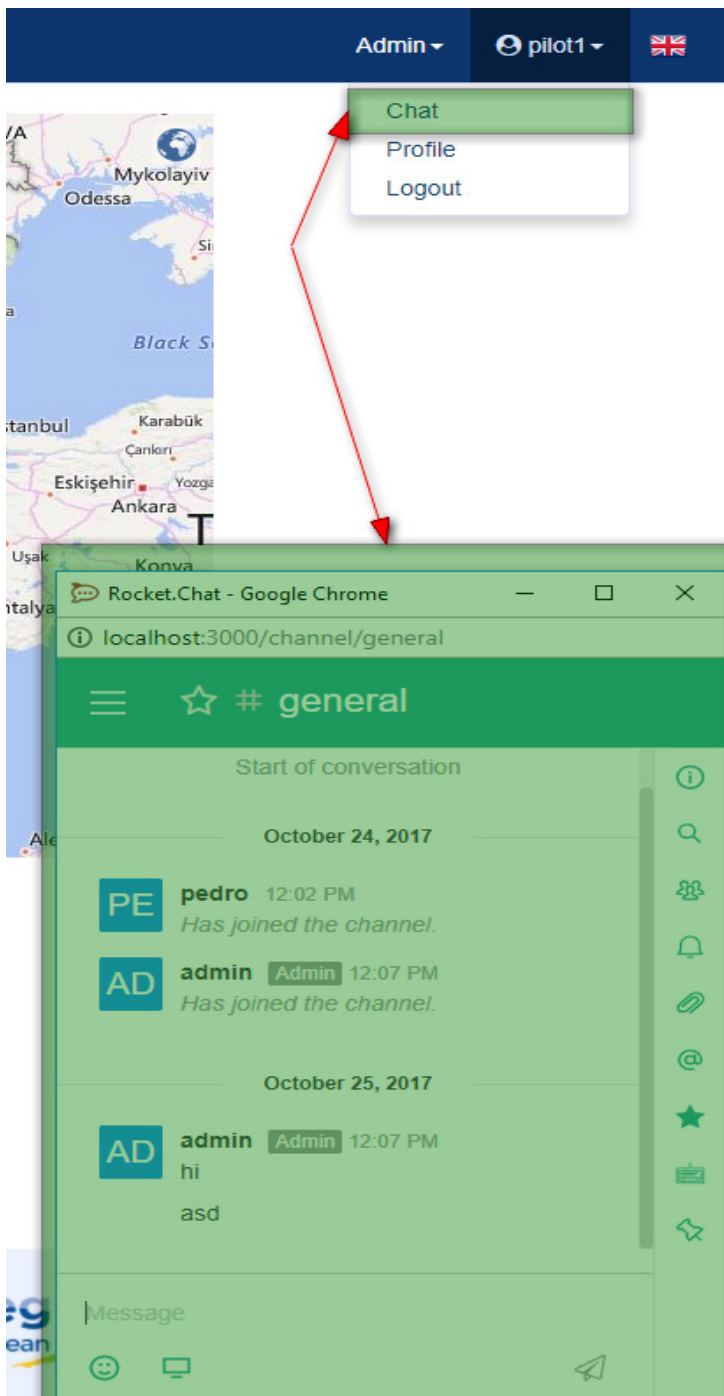
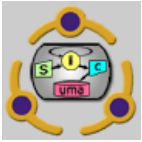


Figure 10. Internal communication tool.

The chat application is very intuitive and work like other widely known communication tools like Slack or Messenger.





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## 2. Help

### 2.1 F.A.Q

The FAQ section of the platform can be accessed by clicking the link in the footer.



Figure 11. FAQ link.

The questions are presented in collapsible format, click on the desired question to show its answer:

### FAQ Frequently Asked Questions



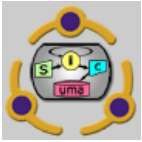
Figure 12. FAQs

### 2.2 Manual

The manual can be accessed by clicking the link in the footer:

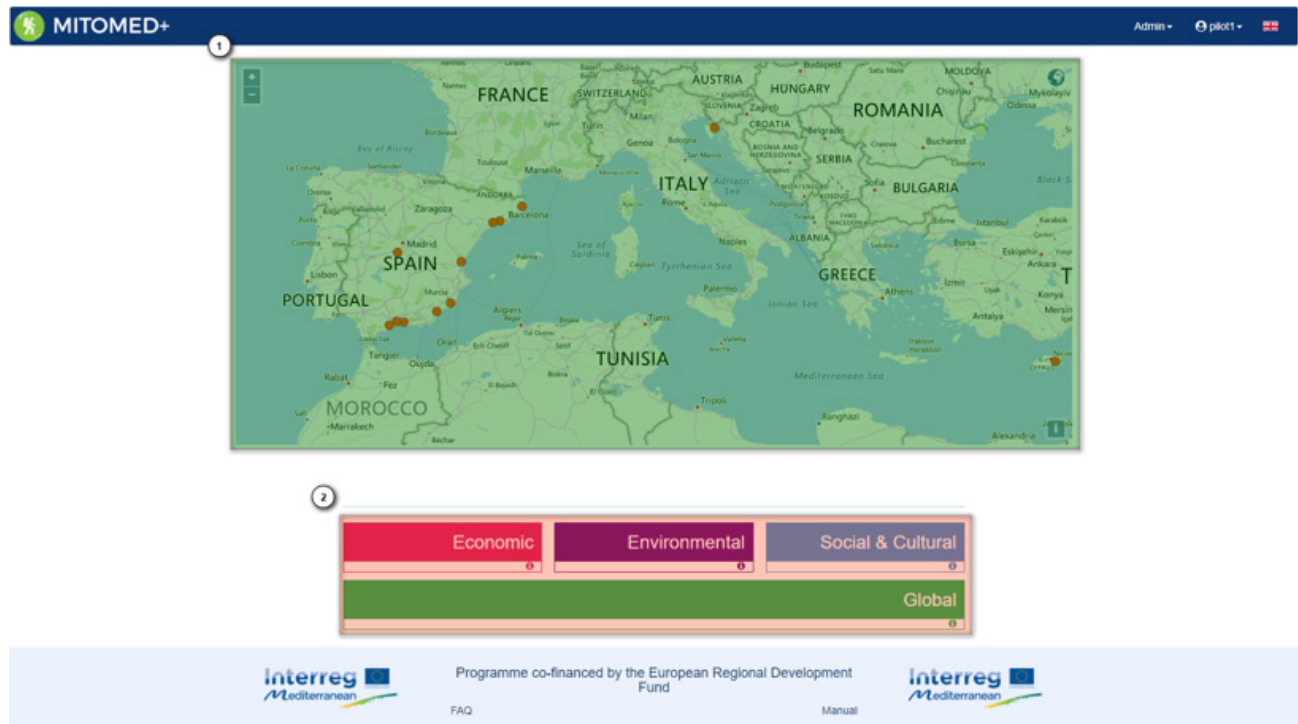


Figure 13. Manual link



## 3. Home screen

The home screen of the platform is as follows:



The figure shows two well differentiated areas in the home screen:

- **Map (1):** Shows the Mediterranean region with all the platform's destinations clearly marked with red dots.
- **Areas (2):** These are the different areas to which a destination's indicator can belong.

### 3.1 USING THE MAP

Clicking on a destination in the map changes the dot color to green and toggles a popover which shows:

- Basic data of the selected destination: Name, region and description.
- Link to the destination's official website.
- Link to the destination's indicators
- Link to the destination's dashboard.

In the Areas section (2), clicking on the desired area opens the dashboard for the selected destination in which the indicators belonging to said area. If no destination is selected (green dot), a warning message is shown.

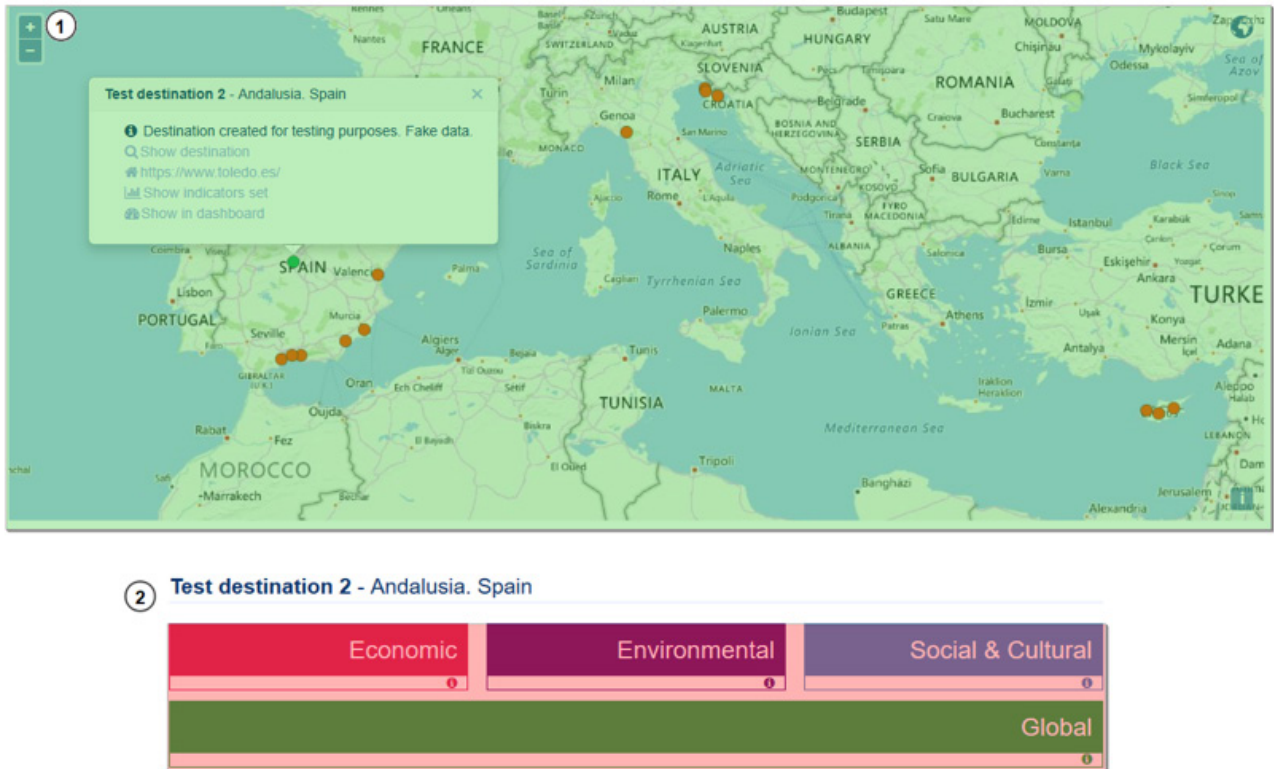
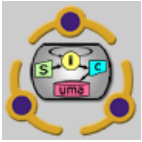


Figure 15. Using the map.

## 4. Destination Management

Each registered user should have one or more destinations assigned. To enter the management page for those destinations, click the link in the admin dropdown menu.

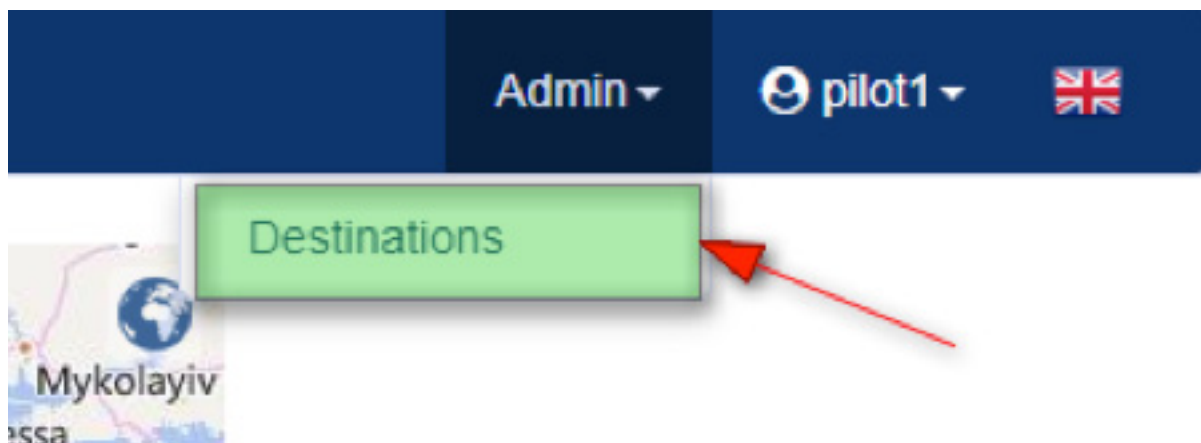
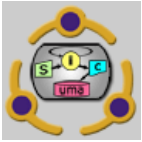


Figure 16. Destinations management link



## 4.1 Searching destinations

By default, all assigned destinations are shown. However, if the list is too long, the user can search a specific destination by its name (or partial name) using the search form on the management screen.

MITOMED+ Admin - pilot1

Home / Destination admin

Destination admin

Name

Admits partial names...

Search

Name	
Test destination 1	<a href="#">Edit</a> <a href="#">Delete</a>
Test destination 2	<a href="#">Edit</a> <a href="#">Delete</a>
Test destination 3	<a href="#">Edit</a> <a href="#">Delete</a>

1

+ New destination

Interreg Mediterranean Programme co-financed by the European Regional Development Fund FAQ Manual

Figure 17. Destination search

## 4.2 Editing Destinations

Users can edit their assigned destinations by clicking the edit icon for the desired destinations as shown in the following figure:

Home / Destination admin

Destination admin

Name

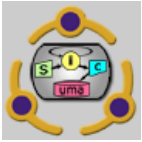
Admits partial names...

Search

Name	
Cartagena	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Refresh</a>
Test destination 1	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Refresh</a>
Test destination 2	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Refresh</a>
Test destination 3	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Refresh</a>

1

+ New destination



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A web form will be shown filled with the destination's recorded data:

Home / Destination admin / Edit destination

### Edit destination

<b>1</b>	<b>Name</b>	Test destination 1	<b>Description (English)</b>	Destination created for testing purposes. Fake data.
	<b>Description (Spanish)</b>	Destino creado con el objetivo de hacer pruebas. Datos falsos	<b>Description (French)</b>	Destination créée à des fins de test. Faux données.
	<b>High Season (English)</b>	Describe your high season here...	<b>Low Season (English)</b>	Describe your low season here...
	<b>High Season (Spanish)</b>	Describe your high season here...	<b>Low Season (Spanish)</b>	Describe your low season here...
	<b>High Season (French)</b>	Describe your high season here...	<b>Low Season (French)</b>	Describe your low season here...
	<b>Population</b>	67245	<b>Total Area (km2)</b>	27.199999999999993
	<b>Length of the coast (Km)</b>	15	<b>Web site</b>	http://www.benalmadena.es/
	<b>Region</b>	Andalusia	<b>Country</b>	Spain
	<b>Latitude</b>	36.5915696474023235	<b>Longitude</b>	-4.52548944250475849

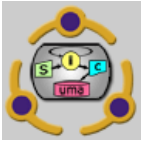
**3** [Back](#) [Save](#) [Completion degree](#) **4**

**2**

Figure 19. Destination editing form

## This form allows the user to:

- Modify destination data (1): All fields can be modified except the country (it's automatically selected according to the region) and the coordinates (see below).
- Select location on the map (2): The user can find the exact location of the destination on the map and click on it. It will be automatically pinpointed by a red dot and the coordinates will be added to the form above.
- Save data (3): Clicking the save button.
- Watch indicator completion degree (4): Optionally, users can Access a simple dashboard which shows the completion degree (percentage of indicators with data inputs) for the present destination.



## 4.3 Editing indicator values for a destination

Users can edit the values of the indicators for their assigned destinations by clicking the bar chart icon for the desired destinations as shown in the following figure:

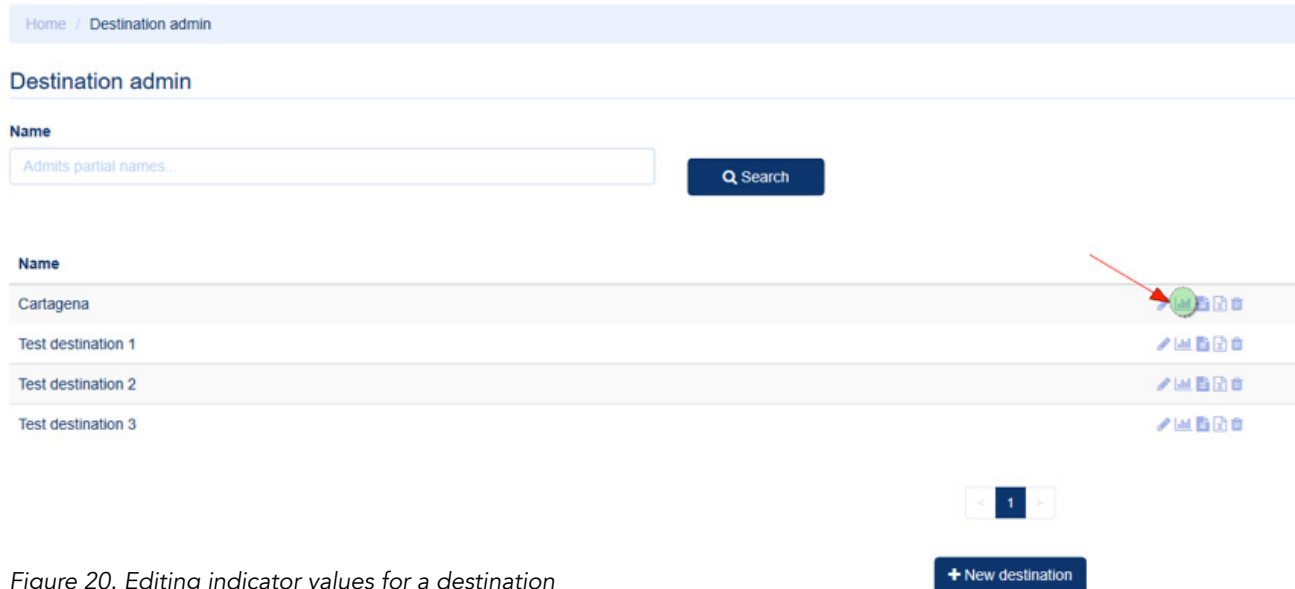


Figure 20. Editing indicator values for a destination

### A web form will be shown with the following sections

- Area and period filters (1)
- Indicator list (2): Shows the name of every indicator and a link to show its full methodological data.
- Indicator values (3): input fields showing the current value (if any) of the indicators.

The screenshot shows the 'Cartagena - Indicators values' form. It has three numbered sections: 1. Filters: '2017' (no month selected), '(no area selected)', and '(no season selected)'. 2. Indicator list: A table with columns 'Indicator ID', 'Indicator name', 'Group', 'Period', and 'Value'. 3. Input fields: A column for entering values for each indicator.

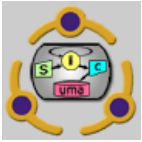
Indicator ID	Indicator name	Group	Period	Value
01	Percentage of destinations with a sustainable tourism strategy/action plan, with agreed monitoring, development control and evaluation arrangement. ⓘ	Global	2017	17.5
02	Percentage of visitors that are satisfied with their overall experience in the destination. ⓘ	Global	2017	17.0
03	Percentage of tourism establishments in the destination using a voluntary verified certification/labelling for environmental/quality/sustainability and/or CSR measures. ⓘ	Economic	2017	17.0
04 (a)	Relative contribution of tourism to the destination's economy (% GDP) ⓘ	Economic	2017	17.0

Figure 21. Indicators values editing form.

Users can enter or edit as many values as you want in the web form. Once done, clicking the save button saves that data.

Note that if any invalid input is entered (such as a non-numeric input or a value out of the indicator's bounds), a validation error message will be shown and the offending form fields will be marked in red:





Indicator ID	Indicator name	Group	Period	Value
01	Percentage of destinations with a sustainable tourism strategy/action plan, with agreed monitoring, development control and evaluation arrangement.	Economic		500.0

Figure 22. Form validation error while editing indicator values.

## 4.4 Adding clear out notes to Indicators

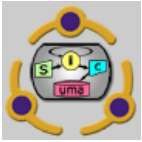
Even if all destinations share the same set of indicators, the data for each destination may come from different sources and the means in which the values are calculated can also vary. Therefore, the platform allows each user to enter clarification notes for each indicator.

Users can add or edit these notes by clicking the notes icon:

Figure 23. Link for adding clear out notes.

## A web form will be shown with the following sections:

- Area filter (1)
- List of indicators (2)
- Clear out notes fields (3): two enriched text areas for each indicator, one to specify its data sources, and the other to explain the means of calculation.



Indicator ID	Indicator name	Group
01	Percentage of destinations with a sustainable tourism strategy/action plan, with agreed monitoring, development control and evaluation arrangement. ⓘ	Global
02	Percentage of visitors that are satisfied with their overall experience in the destination. ⓘ	Global

Ilustración 26. Añadir documentación de los indicadores

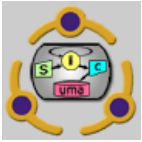
## 4.5 Uploading indicator data from excel template

As an alternative to the web form described in chapter 4.3, the platform offers the user an alternative method to load the indicators data for his/her destinations, consisting on uploading a predefined Excel template in which the user can enter the indicator values to load. Users can access this functionality by clicking on the Excel icon:

Name
Cartagena
Test destination 1
Test destination 2
Test destination 3

Figure 24. Uploading indicator data from Excel template.





A simple web form will be presented to upload the template. Users must chose the desired Excel file by clicking on the "Choose file" button, and then clicking on the "upload" button.

## Upload file

1

Excel file

Choose file No file chosen

Back Upload

2

Figure 25. Uploading Excel template.

The platform will then present the user a screen showing with the uploaded data in which the user can check if everything is OK and choose what data to save. This view has the following sections:

- Indicator values for different periods.
- Errors detected while uploading.
- Checkboxes to choose what to save (all checked by default).
- "Finish import" button to save the uploaded data.

Selection of data to import

1

Code	Name	3	Periods	Values
01		<input checked="" type="checkbox"/>	2016	2.00
			2017	0.34
			2018	0.32
			2019	0.30
			2020	0.31
02		<input checked="" type="checkbox"/>	2016	1.00
			2017	0.75
			2018	-0.42
			2019	0.55
			2020	0.33
03		<input checked="" type="checkbox"/>	2016	4.00
			2017	1.00
			2018	0.98
			2019	-0.68
			2020	-0.68
04		<input checked="" type="checkbox"/>	2016	5.00
			2017	-435.00
			2018	45.00
			2019	33.00
			2020	33.00
05		<input checked="" type="checkbox"/>	2016	6.00
			2017	45.00
			2018	43.00
			2019	42.00
			2020	42.00
06		<input checked="" type="checkbox"/>	2016	7.00
			2017	2.00
			2018	3.00
			2019	4.00
			2020	5.00
11		<input checked="" type="checkbox"/>	2016	8.00
			2017	1.00

2

Observations

No hay datos para el periodo: 2018 o la celda contiene datos no numéricos

No hay datos para el periodo: 2019 o la celda contiene datos no numéricos

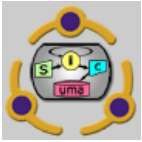
No hay datos para el periodo: 2017 o la celda contiene datos no numéricos

No hay datos para el periodo: 2018 o la celda contiene datos no numéricos  
No hay datos para el periodo: 2019 o la celda contiene datos no numéricos  
No hay datos para el periodo: 2020 o la celda contiene datos no numéricos

Back Finish import

4

Figure 26. Excel data save screen.



## 5. Dashboard

Registered users can access a dashboard for every destination on the platform, the dashboard's structure is as follows:

1. Filters: a set of filters and display options for the tables or charts displayed on the main layer.
2. Display mode: a set of buttons to toggle each visualization mode of the dashboard.
3. Main layer: the largest area of the dashboard, it will display the tables or chart according to the display mode and filters settings.
4. Export buttons: The data displayed on main layer of the dashboard can be exported to several formats (PDF, Word, Excel and CSV).

Destination: Test destination 2

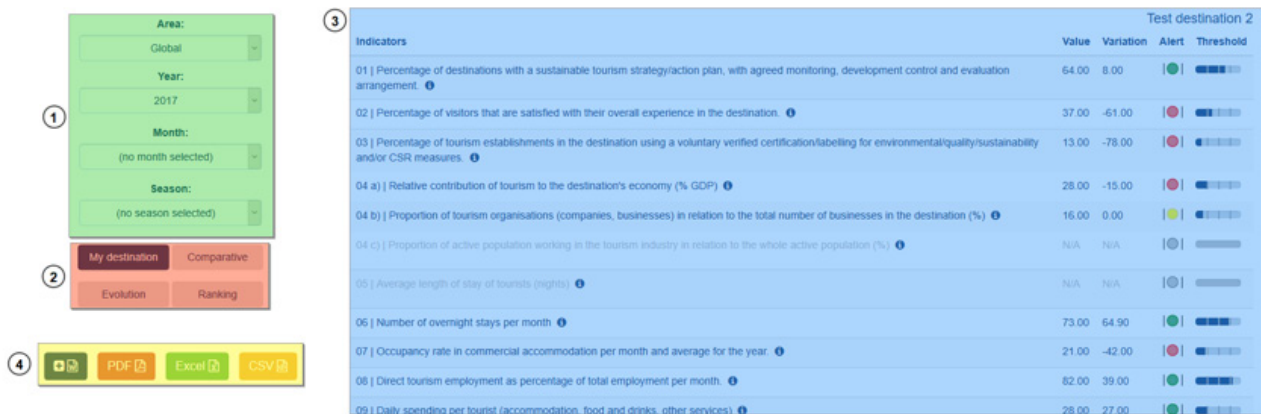


Figure 27. Dashboard

### 5.1 Display modes

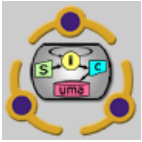
#### 5.1.1 My destination

This is the dashboard's default display mode and consists on a table displaying the indicators for the selected destination. Users can use the filter section (see section 1 in figure 28) of the dashboard to filter the indicators by:

- Area
- Year
- Month
- Season

The table displays the following info about each indicator:

- Name and link to the methodological data.
- Value for the selected period.
- Variation: difference between the current value and the preceding period's value.
- Alert: traffic light icon showing the indicator's evolution:
  - Green: better.
  - Yellow: unchanged
  - Red: worse.
- Threshold: progress bar showing the indicator's current value normalized to percentage between its minimum and maximum value.



# MITOMED+ Web Platform - User's Manual



## Destination: Test destination 2

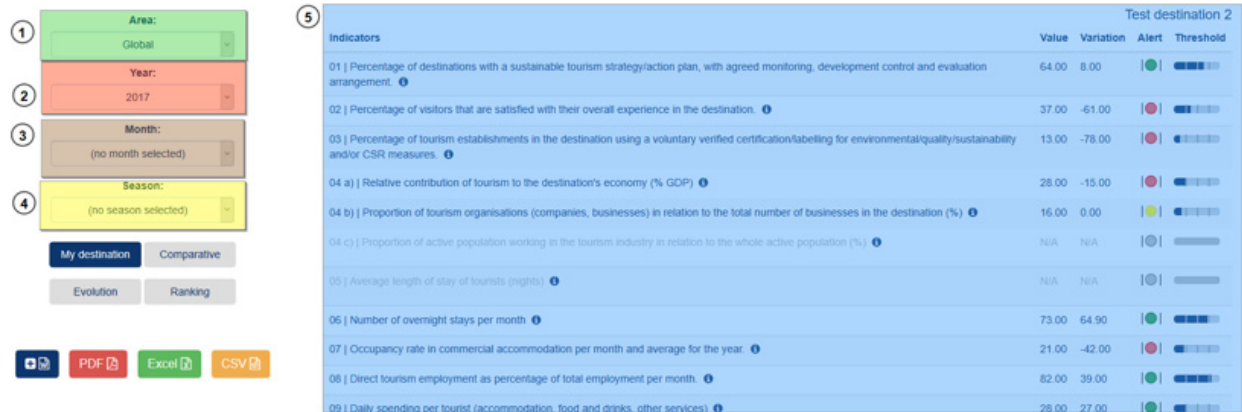


Figure 28. Dashboard - My Destination view

## 5.1.2 Comparative

This display mode shows another table; whose purpose is to compare the selected destination's indicator values to those of other destinations. Users can filter the indicators to be shown in the same way it was explained in the previous chapter.

Also, users can select the destinations to which he/she wishes to compare the current destination to (see section 5 in Figure 29).

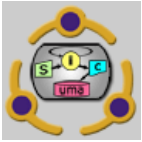
The table shows the following information:

- Name of the indicator, current value and alert for the current destination (section 6 in figure 29).
- Values and alerts for the user selected destinations to make the comparison (section 7 in figure 29).

## Destination: Test destination 2



Figure 29. Dashboard - Comparison view



## 5.1.3 Evolution

This display mode shows an evolution chart for the current destination and the selected indicator throughout all the available periods.

Again, the user can use the filters in similar fashion as in every other display mode.

Also the user can choose several of all the other available destinations to compare the current destination with them.

Finally, by default a line chart is displayed, however, if the periodicity is set to "season" in the filters, the chart type will switch to bar (see figure 31).

### Destination: Test destination 2

① Area: Global

② Indicator: 01 | Percentage of destinations

③ Periodicity: Year

④ Destinations: Test destination 1, Test destination 3

My destination Comparative

Evolution Ranking

PDF Excel CSV

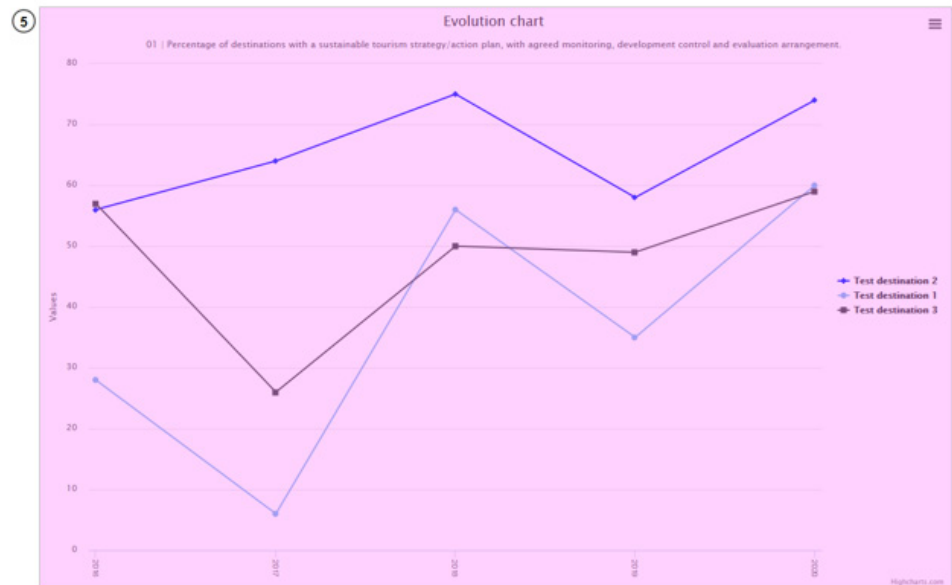


Figure 30. Dashboard - Evolution view - Line chart

### Destination: Test destination 3

① Area: Global

② Indicator: 02 | Percentage of visitors that

③ Periodicity: Season

④ Destinations: Test destination 1

My destination Comparative

Evolution Ranking

PDF Excel CSV

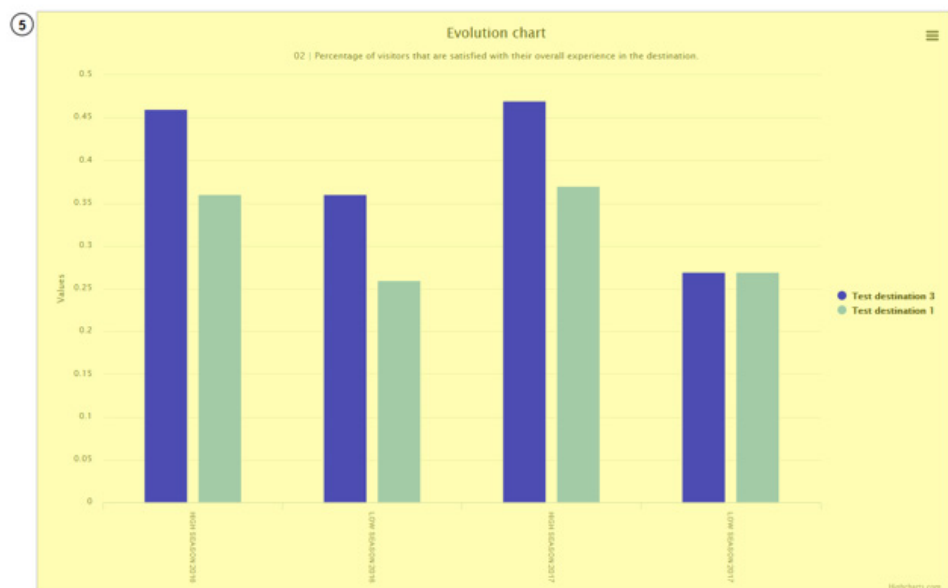
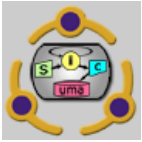


Figure 31. Dashboard - Evolution view - Bar chart



## 5.1.4 ranking

This display mode shows a comparison chart between all destinations for a given indicator and period. The indicator and period can be selected in the filter section of the dashboard.

The information is displayed in a bar chart, and the current destination is shown in a different color.

### Destination: Test destination 2

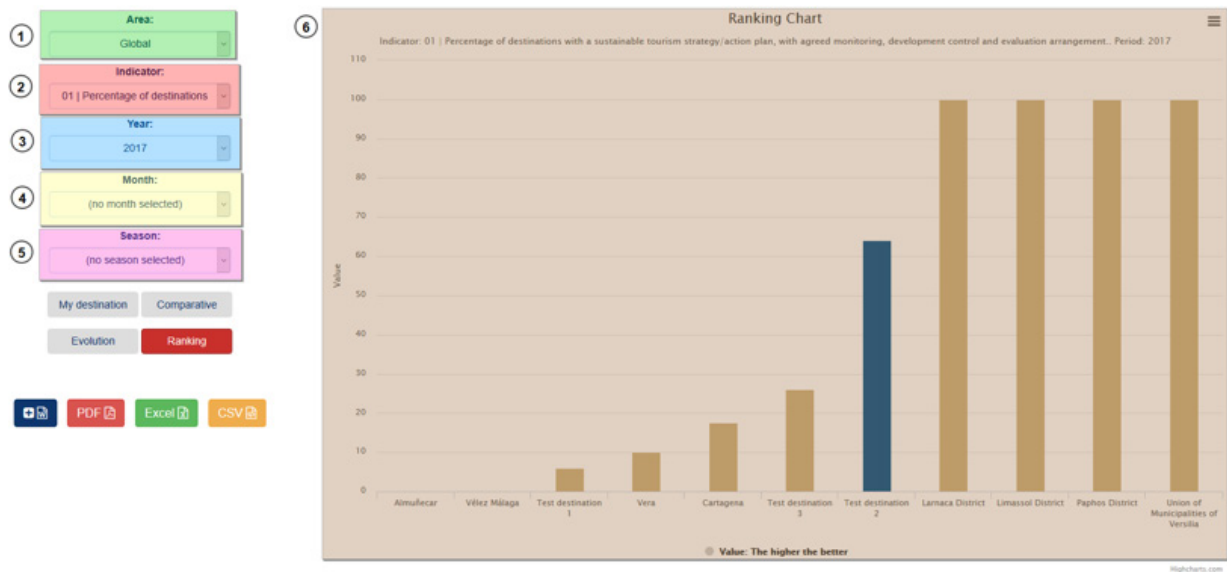


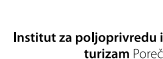
Ilustración 37. Sección: Ranking

## Project partners:



Regione Toscana

Tuscany Region - Lead partner - ITALY



Institute of Agriculture and Tourism Poreč

Institute of Agriculture and Tourism - CROATIA



University of Girona - SPAIN



ANCI Toscana - Association of Tuscan Municipalities - ITALY



CPMR CRPM

CPMR - Conference of Peripheral Maritime Regions of Europe - FRANCE



JUNTA DE ANDALUCIA  
CONSEJERIA DE TURISMO Y DEPORTE

Public Enterprise for the Management of Tourism and Sport of Andalusia - SPAIN

National Research Council of Italy



Institute for Biometeorology

National Research Council - Institute of Biometeorology - ITALY



ΑΝΑΠΤΥΞΙΑΚΗ  
ΛΑΡΝΑΚΑΣ & ΑΜΜΟΧΩΣΤΟΥ

LARNACA & FAMAGUSTA DISTRICTS DEVELOPMENT AGENCY

Larnaca and Famagusta District Development Agency - CYPRUS



Network of European Regions for a Sustainable and Competitive Tourism

NECSTouR

NECSTouR - Network of European Regions for a Sustainable and Competitive Tourism - BELGIUM



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