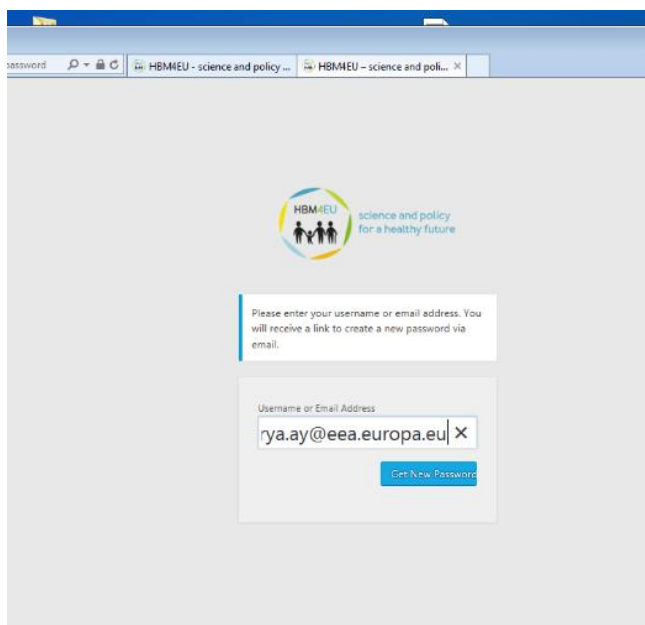


## Manual for Internal Webpages

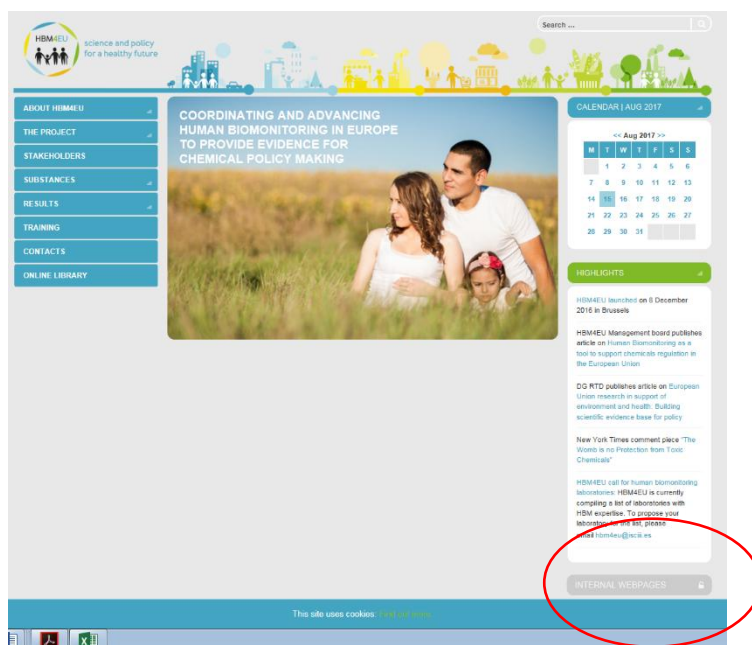
1. You have an associated user profile, which has already been inserted into the website. Please, access the following password recovery URL <https://www.hbm4eu.eu/wp-login.php?action=lostpassword>



With this URL, you'll define your password to access the internal area and, consequently, the work package webpages.

Type your e-mail address as the username and click "get new password". The system sends you an email with instructions on how to create a password.

2. After you have your password, you can access the webpages and try to upload files. You can see how the categories work, and how they serve to distribute the documents by the relevant work packages. Login via "INTERNAL WEBPAGES" button on [www.hbm4eu.eu](http://www.hbm4eu.eu)



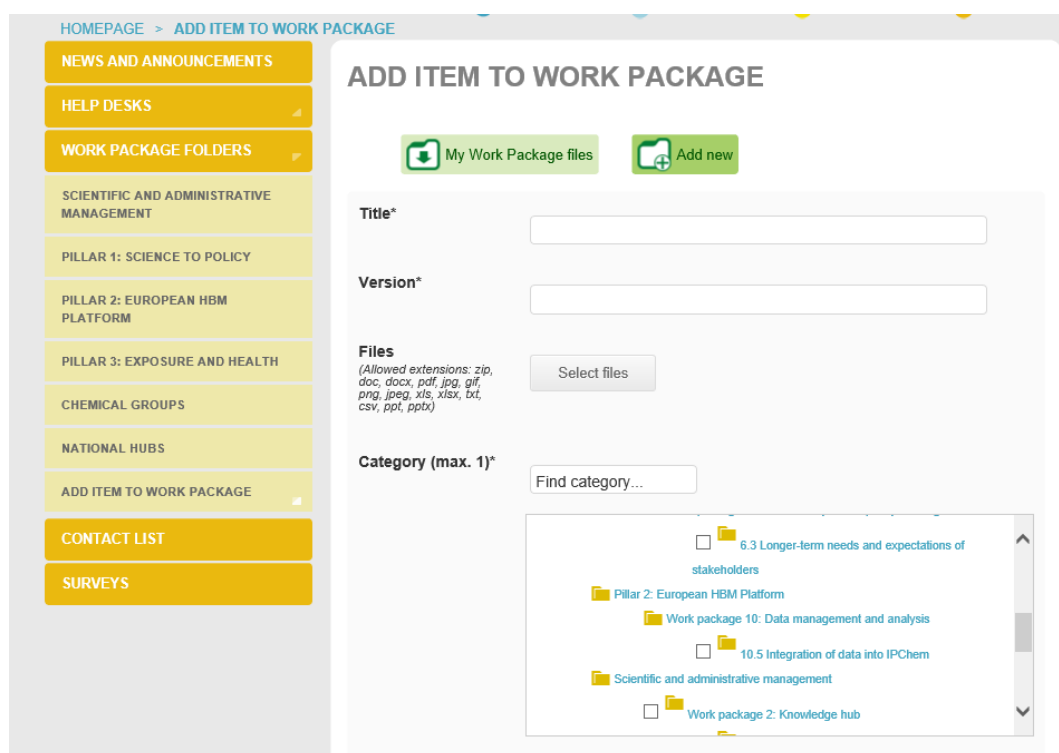
You will be able to view all the relevant folders for your user account, view the documents included in each one and download those documents, but you will only be able to upload documents to the folders to which you have permission.

The screenshot shows the HBM4EU website interface. On the left is a navigation menu with items like 'NEWS AND ANNOUNCEMENTS', 'HELP DESKS', 'WORK PACKAGE FOLDERS', 'SCIENTIFIC AND ADMINISTRATIVE MANAGEMENT', and three pillars: 'PILLAR 1: SCIENCE TO POLICY', 'PILLAR 2: EUROPEAN HBM PLATFORM', and 'PILLAR 3: EXPOSURE AND HEALTH'. The main content area displays 'Work Packages' with 'HBM4EU leaflet EN' and 'Management Board' sections, each containing a document with a 'Download' button. Below these are sections for 'Pillar 1: Science to policy', 'Scientific and administrative management', and 'What's new in HBM4EU', each with a 'Download' button. The right sidebar features a 'CALENDAR | OCT 2017' and a 'HIGHLIGHTS' section with a text announcement and a logo for the 'European, Middle Eastern & African Society for Biobanking and Biopreservation - ESBB'.

1. Navigate on the left hand menu, get familiar with the structure and see if you can view and download the files that have been uploaded to the website so far. When you navigate to a pillar or work package, the central area of the website will show the files that are available within each one. Register any observations you might have.
2. Test the upload of documents. To do this:
  - 2.1 Click on Add Item to Work Package

This image is a close-up of the navigation menu, highlighting three buttons: 'NATIONAL HUBS' (light green), 'ADD ITEM TO WORK PACKAGE' (light green with a white triangle icon), and 'CONTACT LIST' (yellow).

2.2 You will notice that the central area of the website changes to an upload center.

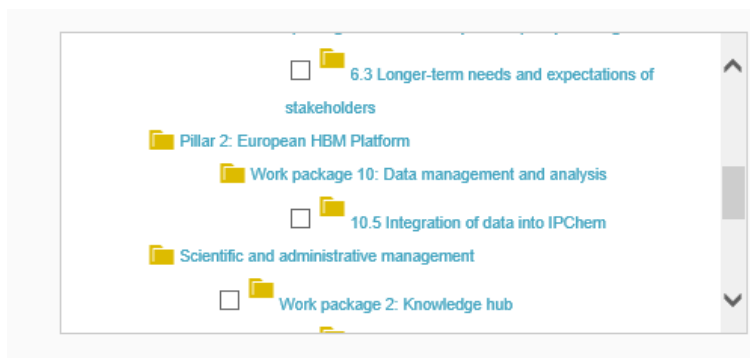


2.3 Fill the Title and Version fields. If this is the first time you're uploading a given document, insert "1" on version.

2.4 Click on Select Files. A window will pop up, allowing you to browse through your computer's directories and select which file you want to upload. File formats allowed include .zip, .doc, .docx, .pdf, .jpg, .ppt, .pptx and a few others.

2.5 Then it's time to select your category. This is where your permissions will become clear. You will see that you only have permissions to the folders to which you're attached. Permissions work as a top-to-bottom tree: if you're a Pillar leader, you'll be able to upload files to that Pillar, as well as to its underlying Work Packages and Tasks. If you're a Work Package Leader, you'll be able to upload to your WP and to the underlying Tasks, but not to the Pillar. If you're a Task Leader, you'll be able to upload files to your task, but not to any other task, and not to any work package or Pillar. Please keep this in mind while testing, and make sure that your permissions are correctly attributed. Register any observation or difficulty you might have at this stage.

In the case of the user simulated below, the user has permission for Task 10.5, but not Work Package 10 nor Pillar 2. As a result, he can see Pillar 2 and WP10 but he can't upload to them.



Select the category you want.

- 2.6 In the description field, insert a short descriptive text about the file you're about to upload.
- 2.7 If you have no Notes or References to upload, you can skip to the Agreement. It's mandatory to check the Agreement, or you won't be able to move forward.
- 2.8 Click "Add".

**Agreement\***

All files uploaded will be reviewed by the respective HBM4EU responsible. The content of the Internal Webpages is confidential. Any information, documents and material available on this website may not be re-used without prior permission from the author.

**Add**

Your file should now be up for other users to find.

Files uploaded by a specific user may be deleted by that user on "My Work Package Files".

HOMEPAGE > DOWNLOADS – DASHBOARD

NEWS AND ANNOUNCEMENTS

HELP DESKS

WORK PACKAGE FOLDERS

SCIENTIFIC AND ADMINISTRATIVE MANAGEMENT

PILLAR 1: SCIENCE TO POLICY

PILLAR 2: EUROPEAN HBM PLATFORM

PILLAR 3: EXPOSURE AND HEALTH

CHEMICAL GROUPS

NATIONAL HUBS

### DOWNLOADS – DASHBOARD

My Work Package files
 Add new

Search...

ID	Title	Status	Downloads	Actions
2212	<a href="#">HBM4EU Leaflet</a>	Published	0	<a href="#">Unpublish</a> • <a href="#">Edit</a> • <a href="#">Delete</a>
1856	<a href="#">HBM4EU leaflet v2</a>	Published	1	<a href="#">Unpublish</a> • <a href="#">Edit</a> • <a href="#">Delete</a>
1709	<a href="#">HBM4EU leaflet EN</a>	Published	2	<a href="#">Unpublish</a> • <a href="#">Edit</a> • <a href="#">Delete</a>
1344	<a href="#">HBM4EU leaflet</a>	Draft	4	<a href="#">Publish</a> • <a href="#">Edit</a> • <a href="#">Delete</a>
1285	<a href="#">HBM4EU Leaflet</a>	Draft	2	<a href="#">Publish</a> • <a href="#">Edit</a> • <a href="#">Delete</a>

Please view the different folders, try this process a few times, uploading to different folders and levels of category (if applicable), explore other functions and let us know your feedback.

Thank you for your time!