Network of Service Providers for Eco-Innovations
in Manufacturing SME's - "ECOLABNET"

DIGITAL COLLABORATION TOOL

Web Application User Guide

ECOLABNET

ECOLABNET

Network of service providers for eco-innovations in manufacturing SMEs

Published by

Research / development team

- Bień Jurand
- Chmielarz Grzegorz
- Dudek Dariusz
- Jędrzejczyk Waldemar
- Kucęba Robert
- Kulej-Dudek Edyta
- Majchrzak-Kucęba Izabela
- Panowski Marcin

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1. INTRODUCTION

Eco-innovation is essential to respond to major current and future challenges, particularly in terms of the environment. Facing green transition, industries need to be modern, progressive, develop new solutions to meet the challenges. The pressure comes from policies, funding, labour markets and end customers influencing the whole supply chain. The creativity and dynamism of small and medium-sized enterprises (SMEs) means they have a crucial role to play – both as eco-innovators and as recipients of green technologies. Eco-innovation is key to minimise the gap between environmental pressures and the standard of living with which we will feel comfortable in our society.

The acquisition of reliable knowledge about eco-innovations in products, processes and – increasingly – services, much provided by SMEs, is a key element. The digital collaboration tool (DCT) has been developed as an entrance point for the SMEs in Baltic regions, which look for the services related to eco-innovations. Other actors, such intermediary organisations are able to use the DCT tool to assist the SMEs they support in finding right service providers for specific needs. The tool will also serve RDI providers in assessing knowledge and infrastructures and stimulate further cooperation between all the actors.

The digital collaboration tool developed by the ECOLABNET network (DCT – https://dct-ecolabnet.pcz.pl/) is a digital meeting place where RDI, intermediary organizations and SMEs can meet, whether they are looking for new opportunities or maintaining their relationships with existing partners working in eco-innovations. DCT is open for anyone looking for information on environmentally-friendly technologies, materials, products and services as well as suitable expertise and structured knowledge of the effective use of human and technical resources, bio-based resources and materials.

2. DCT GOALS

The main goals of the DCT are:

- to find out eco-innovative services, products, technologies, new solutions offered by organisations of various types (e.g. ECOLABNET partners, SMEs, IOs, RDIs; for example through this tool SMEs are going to find the infrastructure and expertise to match their needs),
- to establish business relations with partners, to establish collaboration with colleagues or simply maintain good relations with existing partners working in the scope of eco-innovations,
- to learn about news, events in the eco-innovative world.

3. MAIN DCT CATEGORIES

3.1 Introduction

The Digital Collaboration Tool (DCT) can be used by registered and unregistered users. The basic elements of the system are accessible through the main menu (Figure 3.1.1). However, we

recommend that you register in the system. As registered users have access to the advanced part of the DCT. They can enter and update information about eco-innovative services and product developed by their organizations. Registered users can evaluate solutions entered by other users, create their own portfolios of favourite services or products, make notes and much more. Elements of the system available for both: registered and unregistered users are presented in chapter 3. Functions available only to registered users are presented in chapter 4.

Figure 3.1.1 Main menu

3.2 Survey for identyfing Eco-innovator profile

The aim of the study is to identify the profile of your company as a developer of eco-innovations. On its basis you will learn what is the overall level of eco-innovation advancement of your company. The characteristics of each profile determine the level of the company's knowledge of eco-innovation and the way it is perceived, as well as the main barriers to the implementation of eco-innovative solutions alongside with the expected areas of support. Dedicated service packages are assigned to each eco-identity profile. In this way, you will learn which services are expected to be most helpful for your company in implementing eco-innovative solutions.

The eco-identity survey consists of six questions. Some questions are single choice, some are multiple choice. The user is asked to answer them to achieve the eco-identity profile of the company. Sample eco-identity has been presented in Figure 3.1.1.
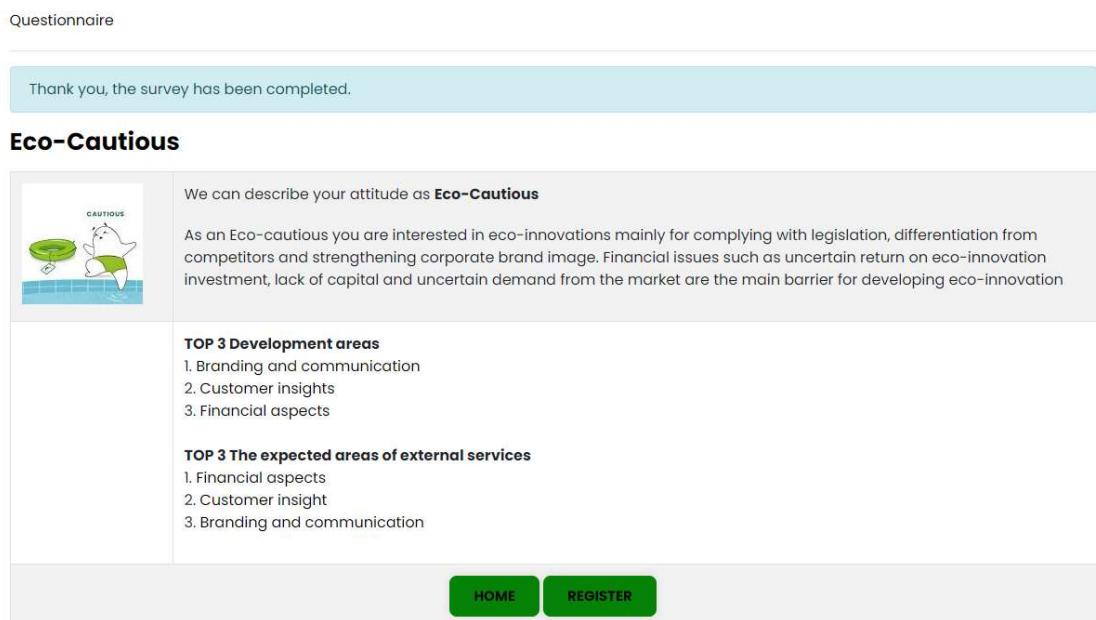
Figure 3.2.1 Sample of ecoinnovator profile

3.3 Service journeys

This part contains basic information on service journeys. An analysis of potential customers is conducted within service journeys so as to recognise their needs, problems and previous experiences. This allows to optimise and adjust offered products and services to the expectations of customers and increase the quality and efficiency of services, including customer service, communication, marketing, sales and even internal processes in the company. The role of the developed DCT tool is to facilitate finding support and expertise as well as look for a proper partner/service provider.

3.4 Case studies

Here, you can find concrete examples of best experiences and best practices showing how SMEs can develop technologies that involve eco-innovations in products, processes, and services. It is worth pointing out that according to the European Commission figures, more than 99% of all European businesses are SMEs. SMEs are the true backbone of the European economy, being primarily responsible for wealth and economic growth, in addition to their key role in innovation and R&D. The intention is, based on best experiences and best practices, to elaborate recommendations for effective government policies at the regional, national and European level.

3.5 DCT Search

DCT search is an easy and convenient tool. Just type the phrase you are interested in finding into the search box on the DCT page. As you type you may see that the words begin to appear in the search box. These are the keywords you used in your searching. Of course, you can ignore the suggestions, but if you find them useful, please select one of them to save some typing (press ENTER or click on it). To start searching press ENTER or click on the magnifier icon.
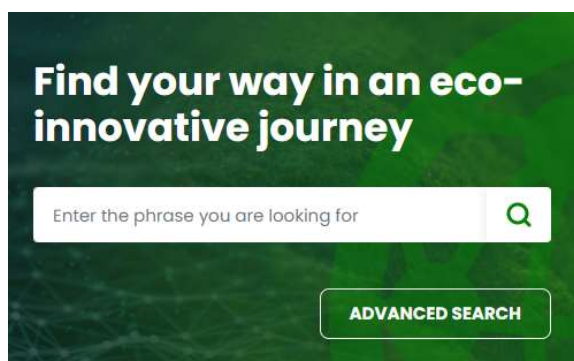
Figure 3.5.1 DCT basic search box

To make your search more precise you can apply search engine tricks or choose the button *Advanced search*. You can use quotes to search for an exact phrase. Searching a phrase in quotes will provide matches in eco-innovative services, products, and organizations with the same words in the same order as in the quotes. Putting certain words in a search box with a space allows to find services, products, and organizations where words are used in description. Using *Advanced search* you are able to limit your search to specific needs and use more filters to get a more accurate search result. Directly by pressing buttons: *Products, Services, Organizations* (as shown in Figure 3.4.2) you can limit the search to a given type.

Figure 3.5.2
Advanced
search box

3.5.1 Organization search

The organization is the unit responsible for the developed eco-innovative services and products. To find information about an organization you can use a search engine dedicated to organizations after choosing **Organizations** button (as shown in Figure 3.4.1.1).

Figure 3.5.1.1
Organization
search

Basically to find an organization just use search words in a search box. Additional filters can be used to find organization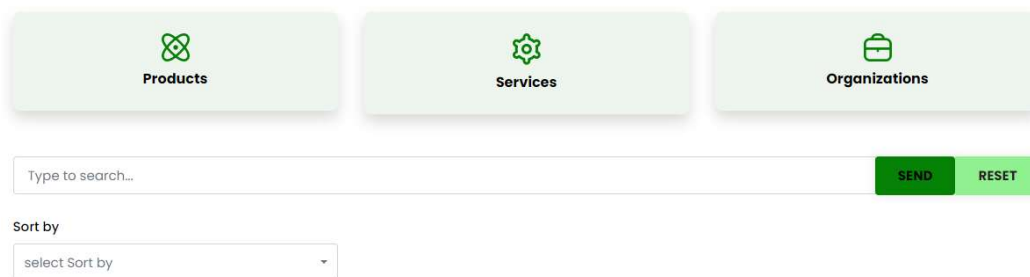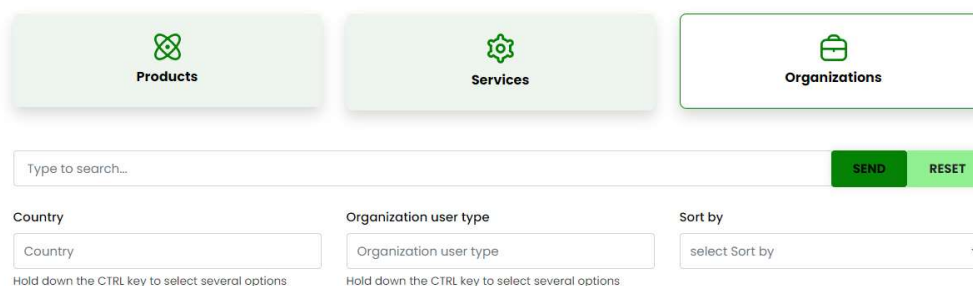s of a given type or country. To select several countries in **Country** filter hold down the CTRL key on a list or just add each country separately. The same works with **Organization user** type. You can choose from: SMEs, IOs, RDIs or others. The result can be sorted by Name of organization or date the organization joined the DCT.

3.5.2 Service search

Searching for eco-innovative services offered by any organization can be done with the **Services** button (as shown in Figure 3.4.2.1). Services are grouped into eight service packages defined within the ECOLABNET project. Service package selection acts as a filter. Selecting the icon of a given service package will narrow the search for services to a specific group. The icon of service category is a toggle. A single click selects service category, another click deselects it. Additional filters are: **Organization**, **Price of service** and **Sort by**. This way you can limit the search to the organizations that are in the database. Using the CTRL key allows to select several organizations. From the **Price of service** option you can select services which are available for free or must be paid for.
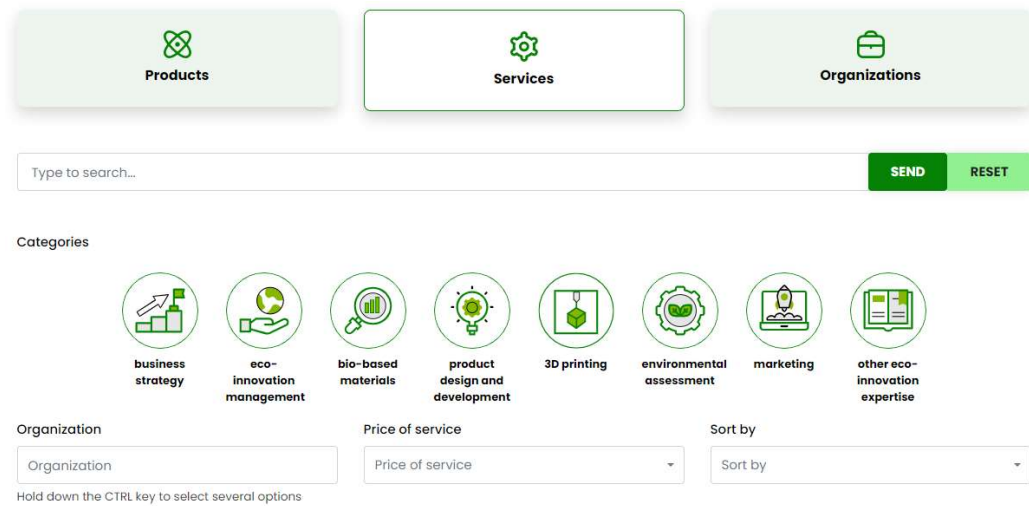
Figure 3.5.2.1 Services search

3.5.3 Product search

Searching for eco-innovative products offered by any organization is similar to the service search function. Searching for products is carried out after selecting the **Products** button (as shown in Figure 3.4.3.1). New categories can be added as the system grows. The icon of product category works as a select button. A single click selects a product category, another click deselects it. Additional filters are: **Product status, Organization** and **Sort by**. The product status can be listed as: Development stage, Ready to implement, Implemented or Research. Using **Organization** filter you can limit the search to certain organizations. Using the CTRL key allows to select several organization.
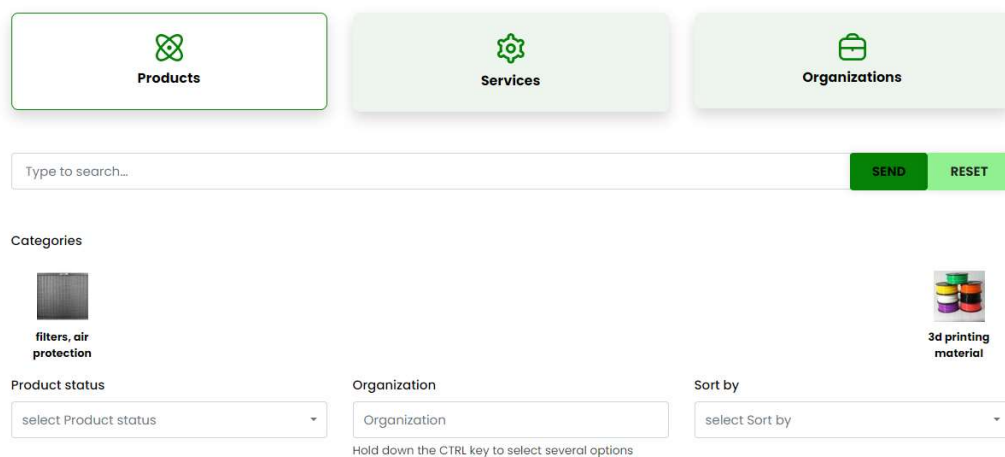
Figure 3.5.3.1 Products search

3.6 Service packages

Eight categories of services known as service packages are defined in the DCT system (Figure 3.5.1). These include:

- business strategy services,
- eco-innovation management services,
- bio-based materials services,
- product design and development services,
- 3D printing services,
- environmental assessment services,
- other eco-innovation expertise services,
- marketing services.

Choosing a defined service package allows you to automatically set the service category during the further search. You can add a single word, words, or phrase you are looking for to find the list of eco-innovative services offered by the organizations. If you choose the **See all categories** button you are directed to the service search engine.

Figure 3.6.1
Eight service packages

3.7 Organizations, Services, Products

From DCT Database menu you can choose a list of all the organizations, eco-innovative services as well as products entered into the DCT database (as shown in Figure 3.7.1).
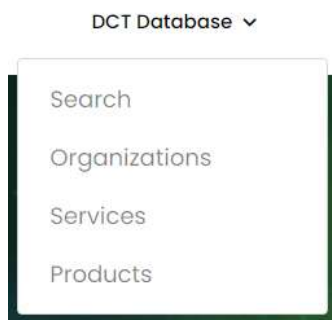
Figure 3.7.1
DCT
Database
menu

An example of a list of eco-innovative services is shown in Figure 3.7.2. On the left side there is a search filter you can use to refine the search results of a particular category. Organizations, services, and products have their own filter search. The **Advanced search** button is available above the filter elements to carry out advanced search. Each element in the list consists of five elements: title, organization, category, date of last update and graphical representation. In case of eco-innovative services, a category is equivalent to service packages. In the case of eco-innovative products the status of implementation is also presented.
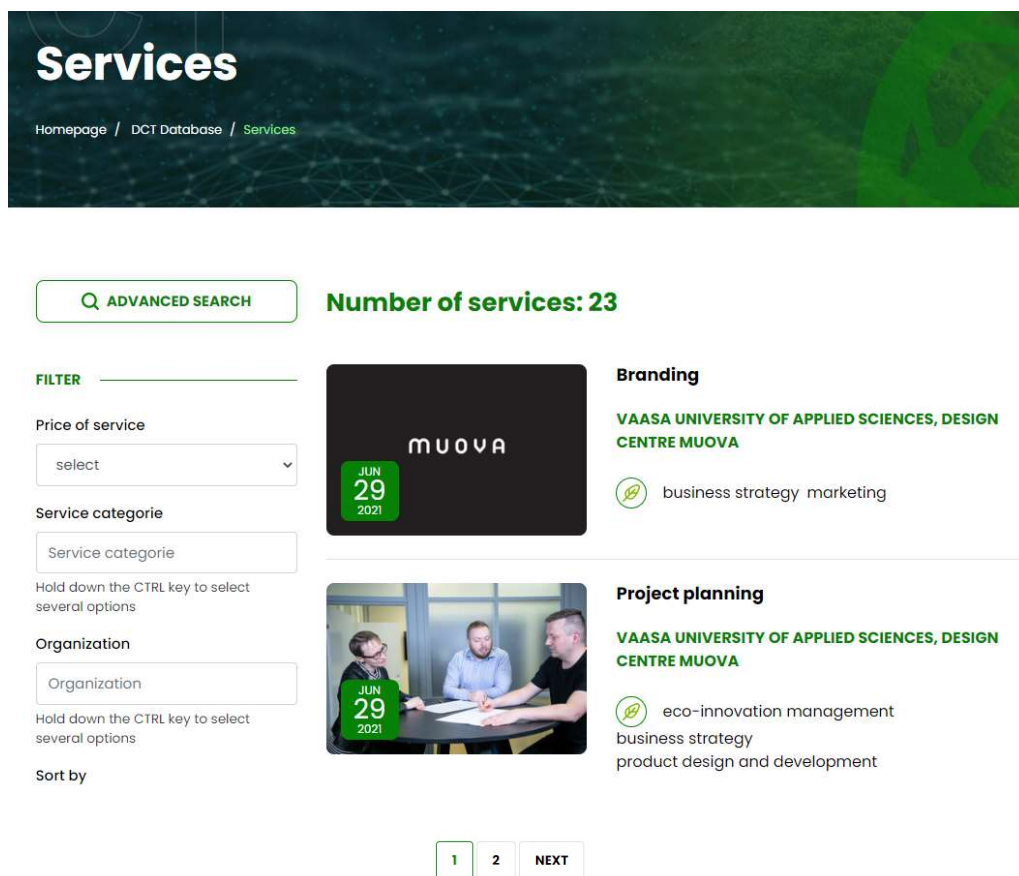
Figure 3.7.2
A list of all eco-innovative services

Title of a service is a link to a detailed description. However, full information on an eco-innovative service and organization which is responsible for it is provided only to a registered user. Unregistered users receive basic information about the service. You can also click on an eco-innovative services category in the list. Then, you will be redirected to the page with search for services within a given service package.

3.8 About the DCT

Under **About the DCT** you can find an explanation about the developed digital collaboration tool (DCT), what the idea behind it is, and why, in our opinion, it is a good starting point to work with eco-innovations.

3.9 Latest services and products

The information about the latest service or product entered into the DCT system is given in the section called **What's new?**. The way the information is presented is shown in figure 3.9.1. You will see one item per an eco-innovative service and product. Each consists of: date, graphical representation, title, and a short note. A title is a link to a full description of the element. The button **See all cases** redirects to the search engine.

Figure 3.9.1
Latest
elements (a
sample image)

3.10 Top rated services and products

A registered user has the ability to evaluate eco-innovative services or products introduced by other users from outside of their own organization (see 4.4.5). The three best-rated eco-innovative services and products are presented in the Top rated section. The top three of eco-innovative services and products are listed. The rating for the service is contained in a rectangle of the green colour. A title is a link to a full description of the element.

Figure 3.10.1 Top rated services and products

3.11 News

To learn about the news, events and interesting solutions in the eco-innovative world the section **News** contains selected materials (as shown in figure 3.11.1). All the information is allocated to appropriate categories. To the right of the **News** headline you can find a clickable button **Select a category news**. A category filter appears and you can choose the correct one. Then, the information belonging to the selected category will be displayed. Each message is displayed in the form of data creation date, title, short description and graphics. Close to the date the category of news is displayed. A title of news is a link to the full element description. To display all news you can use the **View all** button.

News

Select a category news

JOIN 28 SEPTEMBER 2021

RKING FOR ECO-INN

IN THE BALTIC SEA REGION

17.08.2021   WEBINAR

Welcome to Networking for Eco-innovation

Innovation ecosystems need to take big steps in sustainable development. Intermediary organizations such as regional, national and international development agencies play an important role in the green transition. We invite you to network with colleagues in the Baltic Sea region and learn about how to support small and medium-sized companies in eco-innovations. Join us at 28 September 2021

ALIHANKINTA
SUBCONTRACTING FAIR • FINLAND

16.06.2021   WEBINAR   TRADE

Subcontracting Trade Fair

Subcontracting Trade Fair will be held in a hybrid version in Tampere, Finland from September 21–23rd (Tue-Wed 9am-5pm, Thu 9am-4pm) 2021.

2021 ESPS

04.06.2021   CONFERENCE

Virtual European Symposium of Photopolymer Sciences

The 6th European Symposium of Photopolymer Science will be held online from June 15th-17th, 2021. It will be organized by Kurt Dietliker (CH, ETH Zurich), Marco Sangermano (I, Politecnico di Torino) and Robert Liska (A, TU Vienna). This symposium is dedicated to Ewa Andrzejewska (PL, Politechnika Poznańska) who unfortunately passed away in June 2019.

Figure 3.11.1
News

VIEW ALL

4. DCT USER ACCOUNT

To have access to all the DCT features you need to have a DCT Account. With a DCT Account, you can do things like:

- Create an organization profile,
- Present eco-innovative services and eco-innovative products,
- Gather information and evaluate other organizations' solutions and technologies,
- Create a portfolio of your favourite eco-innovative solutions,
- Create notes,
- Get contacts to the potential partners,
- Modify all data you entered into the DCT.

4.1 Registration

To create a DCT account you need to start the registration process. There are several options to start it. The simplest one is to choose the **_Register_** button from the main menu (Figure 4.1.1). The button can be found to the right of main menu. However, registration may start from several other places on the DCT website, such as **_About DCT_** or from main page's section **_How to use Digital Collaboration Tool_**.

Figure 4.1.1
Registration button

LOGIN ⌄   REGISTER

Next you need to enter registration details in the appropriate boxes (Figure 4.1.2). You must have a valid personal email address to complete the following steps to create an account. Your e-mail address is your login name. Next create a password to your account and repeat it. The password must follow the instructions provided. It should consist of numbers, special characters, uppercase and lowercase letter, and should not be shorter than 8 characters. Your name and surname should be given in the last two fields of the form. Then click **Create an Account**.

Create an account

To register, complete the form below and click "Create an account".
Fields marked with an asterisk (*) are required.
1. Enter login and email address

Email*

An account confirmation email will be sent to the e-mail address provided and further instructions on how to complete the registration process.

2. Create a password

Password*   Repeat password*

········ ✓   ········ ✓

The password should consist of numbers, special characters, uppercase and lowercase letters, and should not be shorter than 6 characters.

3. Enter the data

Name*

Jurand

Surname*

Bień

* - required fields

CREATE AN ACCOUNT

Figure 4.1.2
Registration form

You will get a message (shown in Figure 4.1.3) that an account has been created but is not active yet. You need to check your email box (the email you entered on the previous screen) to activate your account in the DCT (Figure 4.1.4).

Figure 4.1.3
Registration message
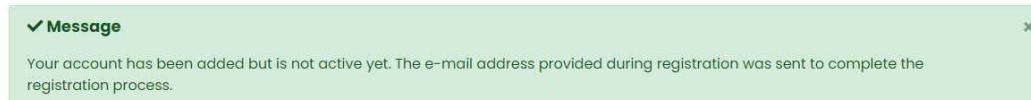
✓ **Message**   ✗

Your account has been added but is not active yet. The e-mail address provided during registration was sent to complete the registration process.

Digital Collaboration Tool - ECOLABNET

Account registration on Digital Collaboration Tool

Hello

To complete the registration process, please click the link: Activate

If the above link does not work, please copy and paste the address below into a new browser window.
https://dct-ecolabnet.pcz.pl/registration/activate,S8OmQgEj5xBzYQPzFRam00SDh0eUpLKGVmbw0pOF1WWF9CaiJ1VR9SBg.html

Figure 4.1.4
Email

Thank you
Website team

To complete the DCT account registration process click the link ***Activate*** in the body of the email or copy and paste a received link into your browser address box. If the account activation has been successful, you will receive a message shown in Figure 4.1.5., and a welcome email is sent to you.

Figure 4.1.5
Activation
message

✔ **Message**   ✕

The account has been activated.

Digital Collaboration Tool - ECOLABNET

Activation of the account

Hello

Please note that your account on https://dct-ecolabnet.pcz.pl has been activated.
Go to site: link

Figure 4.1.6
Email

Thank you
Website team

👤 LOGIN ⌄

Now you can log in. The first time you log into the DCT you need to assign your account to the organization or create a new one (Figure 4.1.7). Please check first if your organization is on the DCT list. From the box ***Organization*** select an arrow. A list of organizations will be shown. Try to find your organization. If it is on the list, select it, the fields in the form will be filled. Then click the ***Save*** button at the bottom of the page. If your organization is not on the list, you must complete all the required fields in the form before saving. If you create an organization, you automatically become its administrator. The role of the organization's administrator in the DCT is described in chapter 4.2.

Important: If you join an organization from the list your membership is approved by the administrator of the organization. Until the administrator approves the account in the organization, you will not be able to do anything. Just log out and wait for the approval from organization's administrator.

Figure 4.1.7
Organization card

After the approval by the organization's administrator, your account is active. You will receive an email with the confirmation (Figure 4.1.8).

Figure 4.1.8
Message informing about approval of the account

User accounts are used to identify individual users in the system and allow access to resources. The account name, which is the user's email address, must be unique.

4.2 Organization's administrator

As an organization administrator you will receive an email notification whenever a new user wants to join DCT in your organization. Your role is to approve or disapprove the user's request. To do this an organization administrator needs to log in her/his account. Then, from the **My account** page

select the **Organization users** panel on **My organization** card. The list of organization's users is presented (Figure 4.2.1). In the action column there are two types of icons: crossed out and regular one are displayed. The cross-out icon means that the user's account has not been approved yet.

Figure 4.2.1
A sample list of users in organization

#	Firstname	Lastname	Email	Action
1	Robert			👤
2	Marcin			👤
3	Waldemar			👤
4	Dariusz			👤
5	Edyta			👤
6	Jurand			👤̸

Click on the icon. A pop-up window is displayed (Figure 4.2.2). If the organization's administrator accepts it, the user becomes a full member of the organization.
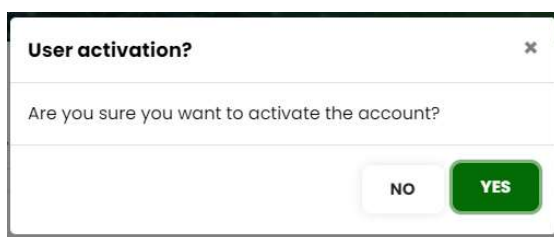
Figure 4.2.2
User activation by organization's administrator

User activation?   ✕

Are you sure you want to activate the account?

NO   YES

4.3 User basic operations

4.3.1 Login to the DCT user dashboard

You can login to the DCT straight from the home page. In main menu before the **Register** button you can find the **Login** option. Please fill in boxes with the correct login (e-mail) and password, next click on the green **Login** button.

Figure 4.3.1.1
Logging into
the DCT

After logging in, you are transferred to the user panel where you have access to all the elements of the system through the tile layout (Figure 4.3.1.2). In the following items of chapter 4.3 operations on the user's account are presented, while in chapter 4.4 operations related to DCT user's functionality are presented.
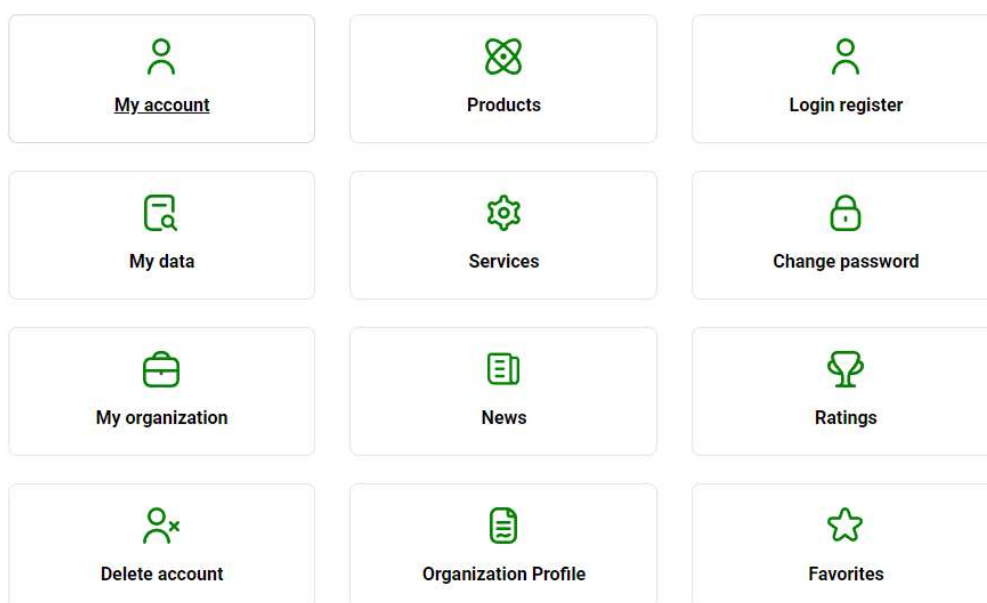

Figure 4.3.1.2
DCT user panel

4.3.2 Login registration

As a DCT user you have the option to view the history of your logging. Just choose the **Login register** button.

Login register

Login	Result	IP	Login date
jurand.bien@pcz.pl	The data provided is incorrect.	185.238.132.220	14-05-2021 06:27:23
jurand.bien@pcz.pl	Correct login	185.238.132.220	14-05-2021 06:13:35
jurand.bien@pcz.pl	The data provided is incorrect.	185.238.132.220	14-05-2021 06:06:43
jurand.bien@pcz.pl	Correct login	185.238.132.220	13-05-2021 17:46:29

Figure 4.3.2.1
User logging
registration

4.3.3 Change password

Changing the password to the DCT account in the User Panel does not require you to know the old password. Use the option **Change password** to change your DCT account password. The password should consist of numbers, special characters, uppercase and lowercase letter, and should not be shorter than 8 characters.

Change password

To change the current password:
Enter a new password.
Then repeat the new password and click "Change password"

Password*

[   ]

The password should consist of numbers, special characters, uppercase and lowercase letters and should not be shorter than 8 characters.

Repeat password*

[   ]

Figure 4.3.3.1
Password
changing

[CHANGE PASSWORD]

If you do not remember the password to access your DCT account you can use the password reminder option. From the login box please choose **Forgotten password**. You will be redirected to the password reminder page where you need to enter the e-mail address provided during the registration. A message confirming the password change is sent. To complete the process of changing the password, click on the **link** in the email.

Figure 4.3.3.2
How to remind
password

4.3.4 Logging out of an account

To log out of the DCT just click on *Account Settings* in the main menu and from the list choose the option *Logout*.

Figure 4.3.4.1
Logging out of
the account

4.3.5 Deleting account

If you leave your organization or you no longer want to use the DCT, you have the option to delete your account from DCT. Just choose the *Delete account* button. However, you need to know that all your service and products cards as well as ratings and portfolios are permanently removed from the system. The system therefore requires a confirmation as shown in figure 4.3.4.1.

Figure 4.3.5.1
Deletion of the
account

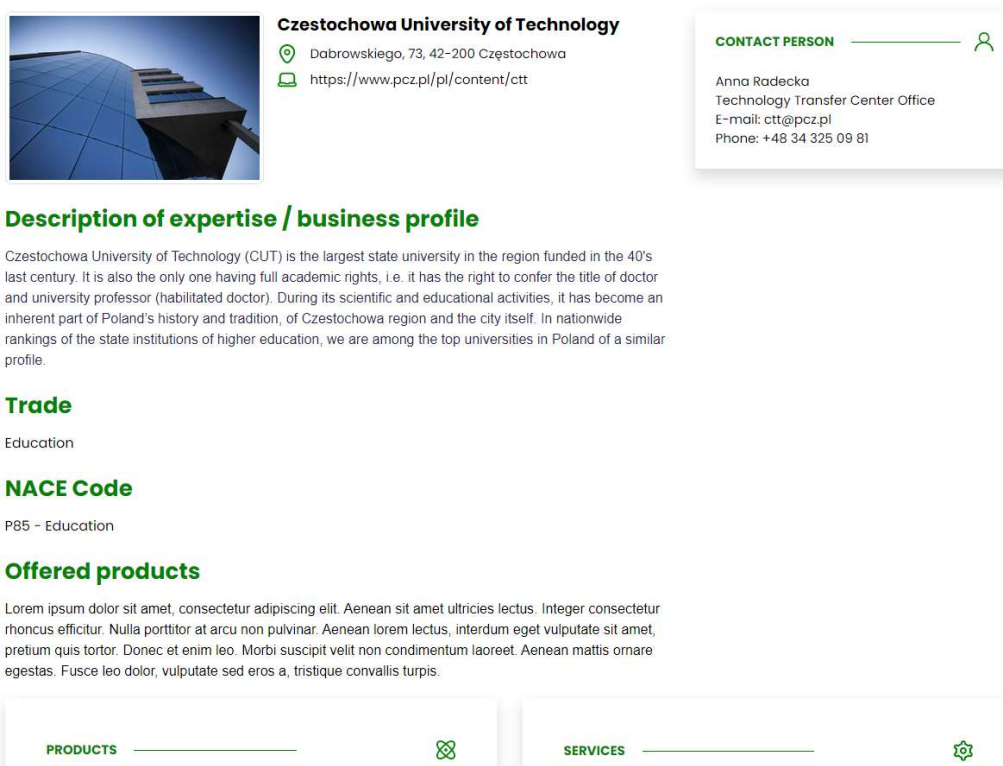## 4.4 User DCT activities

4.4.1 My organization

The **My organization** card is filled mostly during registration process and it is often done by the administrator of the organization. The card includes the organisation's address details, logo, contact person's details and a description of expertise/business profile. You can make changes on this tab. Your organization's administrator will be notified of any changes you make, he/she doesn't need to approve them. If you are an organization's administrator you have access to the list of organization users, and you can approve requests from the users as it has been described in chapter 4.2.

4.4.2 Organization profile

The data from the card **My organization** is complemented by the data placed in the **Organization Profile** card. The information in the card is divided into three sections. In the first one, we define the type of organization as small and medium-sized (SME), intermediary organization (IO), research and development (RDI) or other. Further the organization's profile can be more closely defined by filling in the **Trade** field as well as choosing the appropriate NACE code from the list. You can start searching for the NACE code by entering a few initial letters in the **NACE code** field.

The second section includes a description of the services, products and technologies provided by the organization. In the last section, it is possible to mark the expected forms of support. They are divided into six categories: business, finances, development, technology, green activities and others.

All information from **My organization** and **Organization profile** cards is next displayed on the organization's page as shown in figure 4.4.2.1.

Figure 4.4.2.1 Organization's page

Czestochowa University of Technology

Dabrowskiego, 73, 42–200 Częstochowa
https://www.pcz.pl/pl/content/ctt

CONTACT PERSON

Anna Radecka
Technology Transfer Center Office
E-mail: ctt@pcz.pl
Phone: +48 34 325 09 81

Description of expertise / business profile

Czestochowa University of Technology (CUT) is the largest state university in the region funded in the 40's last century. It is also the only one having full academic rights, i.e. it has the right to confer the title of doctor and university professor (habilitated doctor). During its scientific and educational activities, it has become an inherent part of Poland's history and tradition, of Czestochowa region and the city itself. In nationwide rankings of the state institutions of higher education, we are among the top universities in Poland of a similar profile.

Trade

Education

NACE Code

P85 – Education

Offered products

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean sit amet ultricies lectus. Integer consectetur rhoncus efficitur. Nulla porttitor at arcu non pulvinar. Aenean lorem lectus, interdum eget vulputate sit amet, pretium quis tortor. Donec et enim leo. Morbi suscipit velit non condimentum laoreet. Aenean mattis ornare egestas. Fusce leo dolor, vulputate sed eros a, tristique convallis turpis.

PRODUCTS

SERVICES

4.4.3 Services

Eco-innovative services are available after selecting the **Services** button in the user panel. You can see all services provided by your organization (as shown in figure 4.4.3.1). In the upper part there are four green buttons. The first button is responsible for how the information is displayed in the table. You can choose whether or not the column appears in the table. The second button allows to reset table settings, then all the table columns are shown. The button **Clear filters** removes all filters which can be used to precisely search for a service. The following filters can be used to refine searching: service name, date, author or if a service is published in DCT.

Figure 4.4.3.1
Services list

Figure 4.4.3.2
A part of eco-innovative service form

The last button opens a new page for adding eco-innovative services. All required fields (marked with *) need to be filled out (figure 4.4.3.2). For the contact person you can choose one from the existing list or add a new person.

By using the chart shown in the figure 4.4.3.1 you can edit or delete a service card. You can edit any card in the organization. Of course, the user who created it will be notified of the changes you make while you save the card. Only the user who created the card can remove it. The appropriate icons are in the table in the **Actions** column (as shown in figure 4.4.3.3).

Figure 4.4.3.3
Icons for editing and deleting a service card

4.4.4 Products

Eco-innovative products are available after selecting the **Products** button in the user panel. Product cards are added following the same procedure as service cards. So please read the previous chapter and do the same.

4.4.5 News

The user can add news to News section in DCT. After selecting News button from user panel you are transferred to a list of news. Here using filters you can find all your previous news. To add new news please click on "Add news" button.

Figure 4.4.5.1
Panel for news operation

All required fields (marked with *) need to be filled out (figure 4.4.5.2). Title is for news title. The user can assign news to one or more categories from a Category list. To add a picture for a news click on button "Select file" and download a featured image. Description is a part which is shown on a main page. The "Content" element contains the body of news.

Figure 4.4.5.2
Panel for news
operation

If you want to show your news at a main page please check "show on home page" checkbox.

Figure 4.4.5.2
Panel for news
operation

4.4.6 Ratings

Registered users from other organizations can evaluate eco-innovative services and products. While browsing any service or product page in the DCT, a gold asterisk symbol in a grey rectangle appears to the right (as shown in figure 4.4.6.1).

Figure 4.4.6.1
Evaluating of a
service or
product

Figure 4.4.6.2

Clicking on the star opens a rating on a scale of 1-10 (as shown in figure 4.4.6.2).

All activities related to the evaluation of services or products are displayed in the user panel. Choose the **Ratings** option to see them (figure 4.3.1.2). Activities are displayed in three panels: Products, Services and My grades (as shown in figure 4.4.6.3).

Figure 4.4.6.3
Ratings panels

To see what ratings someone has given to your eco-innovative service or product, you need to select the panel Products or Service respectively.

**Figure 4.4.6.4
Panel of
services.**

You can see the details of the person who gave a rating, when it was done, what mark was given and name of the service or product that received rating. You can sort data in the table by clicking on the column header. Sorting data helps you quickly visualize and understand ratings better. The **My grades** panel displays ratings you have assigned to services or products entered by some other organization. The display layout is the same as for the previous two panels.

4.4.7 Favorites

While browsing the DCT you may find an eco-innovative service or product interesting or important for you. Then, you can add it to your favorites. It is enough to click on the heart icon that is displayed next to the evaluation icon on the service or product page (as shown in figure 4.4.6.2). You can add to your favorites not only individual services or products, but also whole organizations.

Portfolio with favorites is accessed after selecting the **Favorites** button in the user panel (Figure 4.3.1.2). They are divided in three panels: Products, Services and Organizations (Figure 4.4.7.1).

**Figure 4.4.7.1
Favorites
panels**

Figure 4.4.7.2 panel of favorites services

Favorites items are displayed in a table. You can search entering a few initial letters or sort elements clicking on column header. In the **Actions** column you can see a small rectangle for each item. Clicking on it opens a handy notebook where you can write down additional related information. The display layout is the same for the Products and Organizations panel.

Figure 4.4.7.3 A handy notebook

5. EXERCISES

5.1   Creating a user account and first user login

5.1.1   Example – creating a user account

User accounts are used to identify individual users in the system and allow access to resources. The account name, which is the user's email address, must be unique.

The login may contain only lowercase letters and numbers. The login can not contain capital letters and special characters.

Click **REGISTER** to create an account for the new user.

Figure 5.1.1.1
Login and
Register button
in DCT service
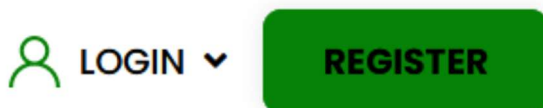
To register a new account, you need to complete the whole form. Enter your email address, password (you must repeat password), name and surname. The password should consist of numbers, special characters, uppercase and lowercase letter, and should not be shorter than 8 characters. Remember, all fields marked with an asterisk (*) are required. Finally click "Create an account".

Figure 5.1.1.2
Create an
account
button

You receive information that your account has been added. In the next step you must activate your account.

Figure 5.1.1.3
Information
after creating
an account

✓ Message

Your account has been added but is not active yet. The e-mail address provided during registration was sent to complete the registration process.

You should open your email and follow the instructions to complete the registration process.

Digital Collaboration Tool - ECOLABNET

Account registration on Digital Collaboration Tool

Hello ⸺⸺⸺@⸺pcz.l!

To complete the registration process, please click the link: Activate

Figure 5.1.1.4
Account
registration
on DCT –
email
information

If the above link does not work, please copy and paste the address below into a new browser window.
https://dct-ecolabnet.pcz.pl/registration
/activate,lBf,⸺⸺⸺⸺⸺1.html

Thank you
Website team

To complete the registration process, please click **Activate** or the link in the email. Then, you will receive the information below.

Figure 5.1.1.5
Information
after
activating an
account

✓ **Message**

The account has been activated.

You will find the confirmation of the creation and activation of the account in the e-mail message, where you can also find a link to log in to the DCT website.

Digital Collaboration Tool - ECOLABNET

Activation of the account

Hello _____@____ __ __!

Figure 5.1.1.6
Account
activation on
DCT – email
information

Please note that your account on https://dct-ecolabnet.pcz.pl has been activated.
Go to site: link.

Thank you
Website team

When starting work with the DCT system, enter your e-mail address and a valid password in the login window. If you enter incorrect login information, an error message will be displayed and you will need to log in again.

 LOGIN ⌄

Login*

Password*

Figure 5.1.1.7
DCT system
login window

LOG IN

5.1.2 Task – creating a user account

The exercise consists in creating an account for a new user in the DCT system. Creating an account in the system is related to the entire process of user registration in the system, according to the example above.

After the correct creation and activation of an account in the DCT system, you must log in to the system. To do this, enter the user's email address and password.

Figure 5.1.2.1 Password recovery in the DCT system
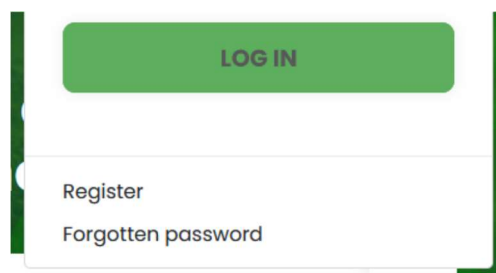
If you forget your password, you can reset it by clicking **Forgotten password.**

5.2 Creating organization profile

5.2.1 Example – creating organization profile

When logging in to the DCT system for the first time, you must assign your account to an organization or create a new one (Figure 4.1.7). First, you need to check if your organization is on the DCT list. Click on the arrow in the **Organization field**. A list of organizations will be displayed (Figure 5.2.1.1). Try to find your organization. If it is on the list, select it, the fields in the form will be filled in. Then, click the **Save** button at the bottom of the page.

Figure 5.2.1.1 Choosing an organization in DCT system

Important! If you join an organization from the list, your DCT membership must be approved by the organization's administrator. Until the administrator approves the account in the organization, you will not be able to do anything. Just sign out and wait for approval, or contact your organization's administrator directly. After approval by the organization's administrator, your account is active. You will receive an email with a confirmation (Figure 4.1.8).

If your organization is not on the list, you must fill in all the required fields in the form and then save the changes. If you add an organization to the system, you automatically become its administrator. The role of organization's administrator in the DCT has been described in chapter 4.2.

Figure 5.2.1.2
Adding an organization to the DCT system

You can also add your organization's logo. Recommended logotype dimensions: 290x190px. Allowed extensions: *.jpg;*.jpeg;*.png.

You should also complete **Description of expertise / business profile** and **Contact person** fields (Figure 5.2.1.3).

Description of expertise / business profile Characters left: 536870912

File ▾	Edit ▾	View ▾	Insert ▾	Format ▾	Table ▾

B *I* ≡ ≡ ≡ ≡ ☰ ▾ ☷ ▾ ☷ ☷ 🔗

POWERED BY TINYMCE

Contact person

Title

Name nad surname

Position

E-mail

Phone

Figure 5.2.1.3
Fields to be completed for *Organization*

SAVE

In **Description of expertise / business profile** field, you can use TinyMCE editor. TinyMCE editor operation description has been described in chapter 6.

After completing all the fields, we receive information (Figure 5.2.1.4)

Figure 5.2.1.4
Confirmation of the organization profile creation

✓ **Message**

Organization profile has been created

but, we still need to complete the remaining fields (Figure 5.2.1.5).

Figure 5.2.1.5
Information
to complete
the
organization
profile card

To complete the profile card, please fill in the fields below (Figure 6.2.1.6), such as: **User type**, **Trade**, **NACE Code**, **Offered Products**, **Offered Services**, **Offered Technologies** and **Expected support forms**, as described in chapter **4.4.2. Organization profile**.

Expected support forms

- [ ] Business
- [ ] Finances
- [ ] Development
- [ ] Technology
- [ ] Others
- [ ] Green activities

SAVE

Figure 5.2.1.6
Fields to be completed for *Organization profile*

To confirm the entered data, click the **Save** button at the bottom of the page.

Figure 5.2.1.7
Confirmation of the organization profile card creation

✔ **Message**

Profile card has been created

All information about the Organization is available on the organization's website, as shown in Figure 5.2.1.8.

CUT Team

Homepage / DCT Database / Organizations / CUT Team

CUT Team
📍 J.H.Dabrowskiego, 69, 42-200 Czestochowa
💻 https://www.pcz.pl

CONTACT PER
Mr
Darek D
Manager
E-mail: dariusz
Phone: +48343

Description of expertise / business profile

CUT has a reputation for being a modern and well-equipped school which offers a wide range of courses and a high level of education. The excellent quality of our teaching and research and the unrivalled academic knowledge and experience of our academic staff make studying at CUT a stimulating and invaluable experience. The University also prides itself on having good student infrastructure, a wide range of high-standard laboratories and lecture rooms to support research and teaching as well as three halls of residence, its own publisher and a modern main library and faculty libraries.
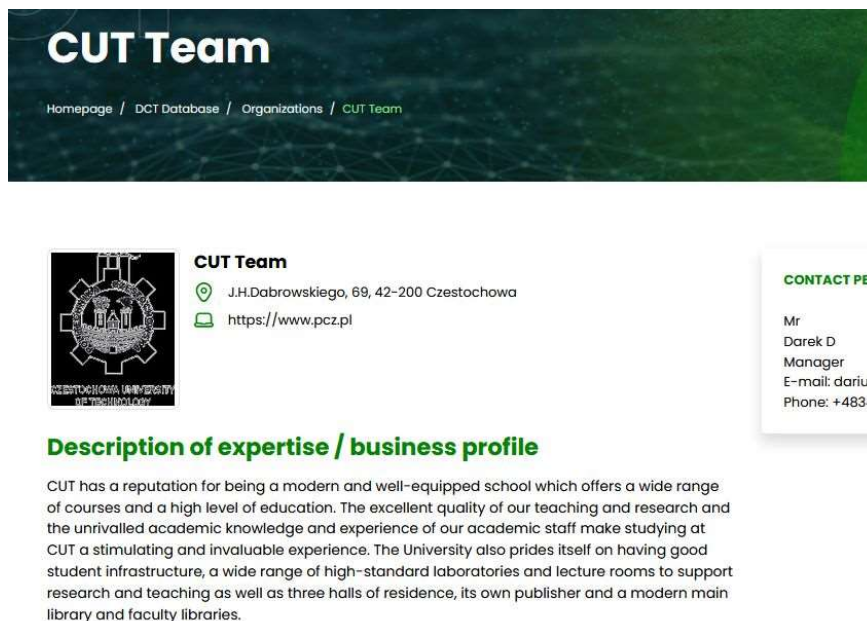
Figure 5.2.1.8
Organization page

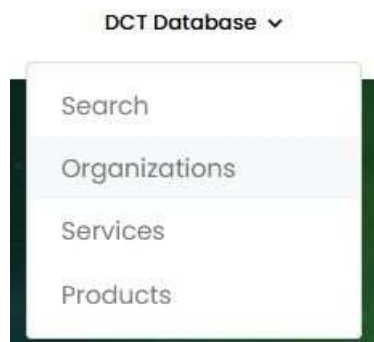Access to them is possible from the menu **Homepage / DCT Database / Organizations** (Figure 5.2.1.9).

Figure 5.2.1.9
Menu
Organizations

5.2.2 Task – Creating organization profile

Based on the example, create a profile of your own organization. Remember, if your organization is not on the list of organizations, you need to create a profile for it. Then, you become its administrator. If it is on the list, then you add it from the list and wait for the approval by the administrator.

When creating an organization profile and card, refer to the description in chapter *4.4.2 Organization profile* and *6.2.1. Example - creating organization profile*.

5.3 Service card creation

After reading chapter 4.4.3, see an example of how to create a service card (chapter 6.3.1) and then do the exercise yourself according to the instruction in chapter 5.3.2.

5.3.1 Example – Service card creation

The DCT system allows any organization to add services. After creating an account in the system and creating an organization's profile, you can add services that will also be available in the system for other users. To add a new service in the DCT, click on Account settings (Figure 5.3.1.1).
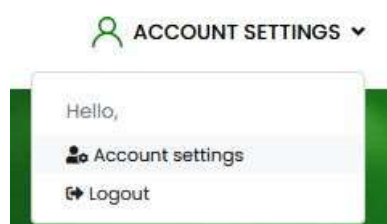

Figure 5.3.1.1
Menu
Account
settings

Then select **Services** from the list of available options (Figure 5.3.1.2).

Hello!

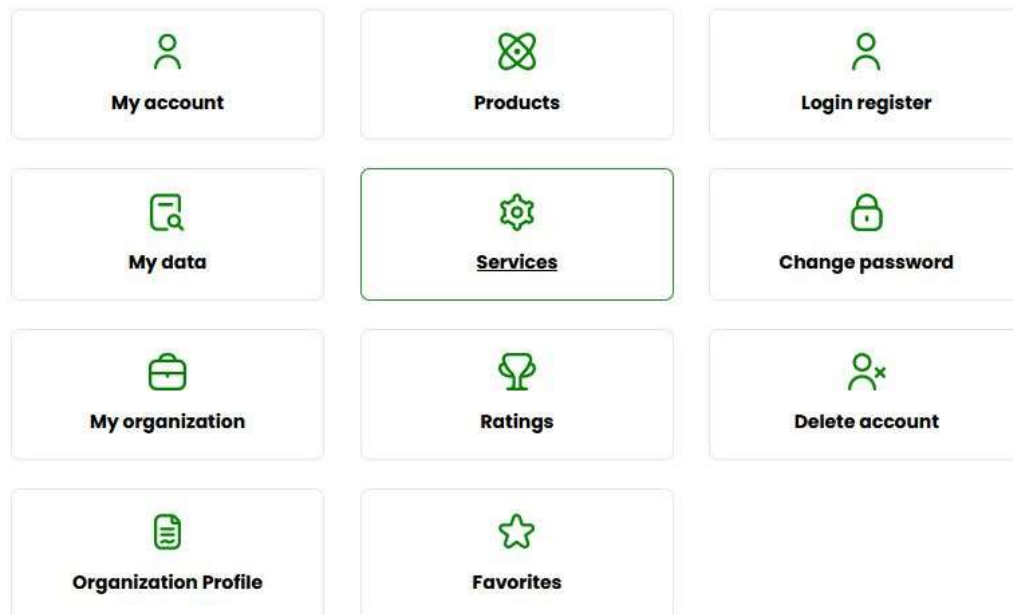|		
My account	Products	Login register
My data	Services	Change password
My organization	Ratings	Delete account
Organization Profile	Favorites	

Figure 5.3.1.2
Menu My account / Services

After clicking on Services as shown in section 4.4.3, you can see all the services provided by your organization (Figure 4.4.3.1). There are four green buttons at the top. The first button is responsible for the way information is displayed in the table. You can select a column that is displayed or not in the table. The second button allows you to reset the table settings and then all the columns of the table are shown. The Clear Filters button removes all filters that can be used to search precisely for a service. For a better search, the following filters can be used: service name, date, author or whether the service is published in DCT.

Organization added to the DCT need to add their service to the database. The example will show you how to add a new service.

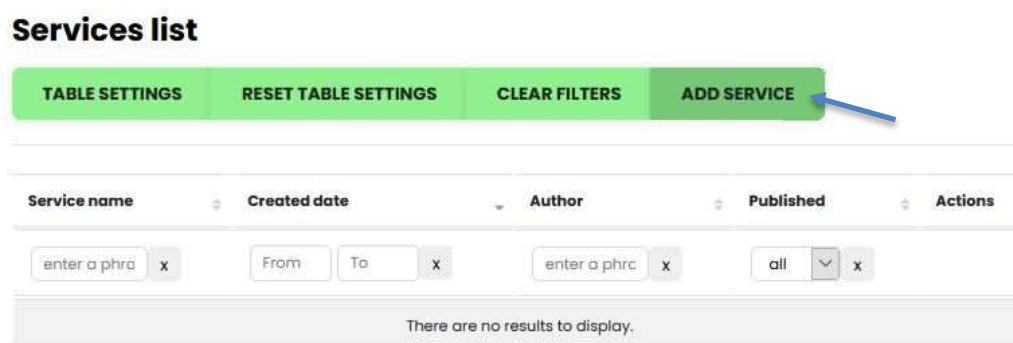To add a new service, click the Add service button (Figure 5.3.1.3).

Figure 5.3.1.3
Add service

Then, complete all fields, such as Service name, Service category, Service description, Area of interest, Price of service, Contact person.

Figure 5.3.1.4
Fields in
Service tab
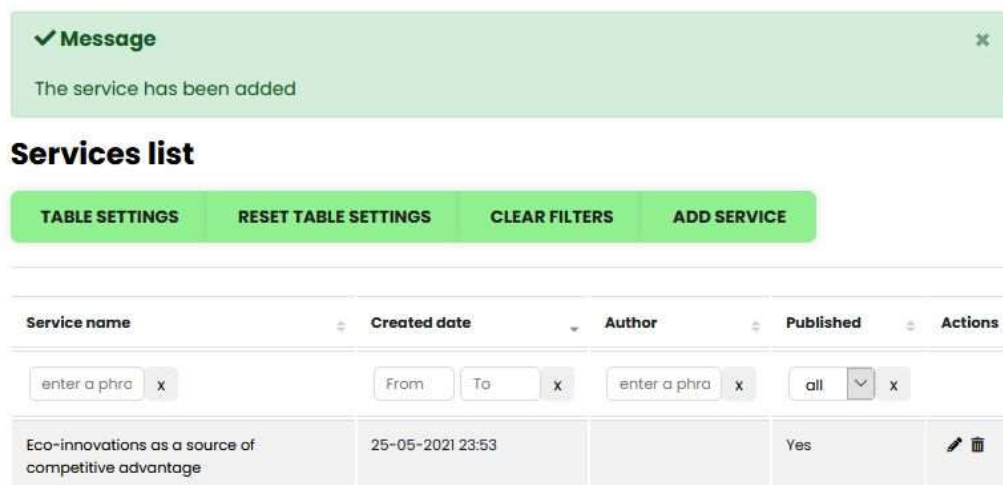

Click on the **Save** button to confirm the entered data.

Figure 5.3.1.5
Save button
in Service tab

If you select **Published**, the service will be visible to all DCT users.
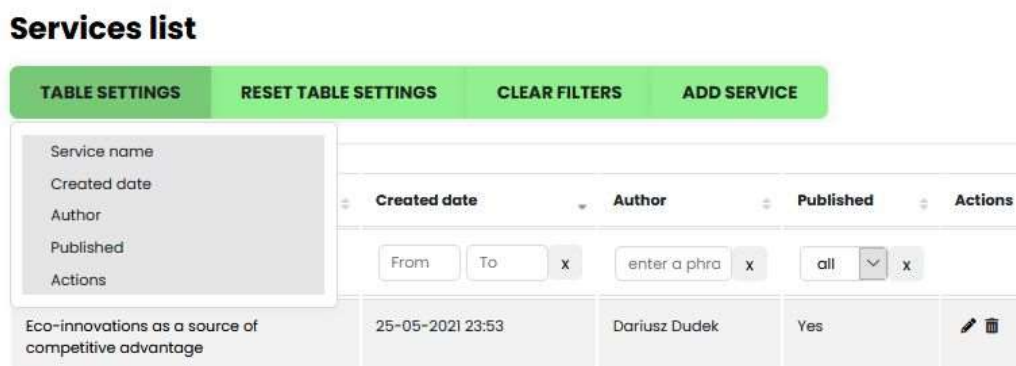
Figure 5.3.1.6
Confirmation
of adding the
service

You can modify the introduced service at any time, as well as completely remove it from the DCT service, using the tools available in the **Actions** column.

You can select a column to be displayed or not in the table (Figure 5.3.1.7). The remaining display options have been described in section 4.4.3.

Figure 5.3.1.7
Confirmation
of adding the
service

5.3.2 Task – Service card creation

Based on the example above, add two new services for your organization. Please remember to fill in all the fields, including keywords. Accurately and reliably entered description will allow you to find quickly and precisely the service you are looking for.

5.4 Product card creation

User must be logged in to be able to create and implement a new "Product card" into the DCT. When logged in, click **Account settings** to go to the account main page.

Figure 5.4.1 Account main page
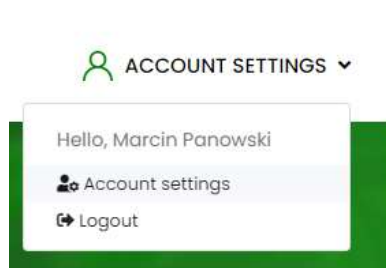
On the account main page, click the **Products** button to go to the **Products list** page.
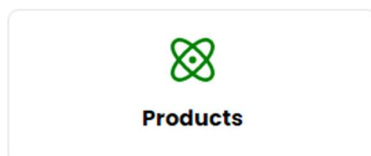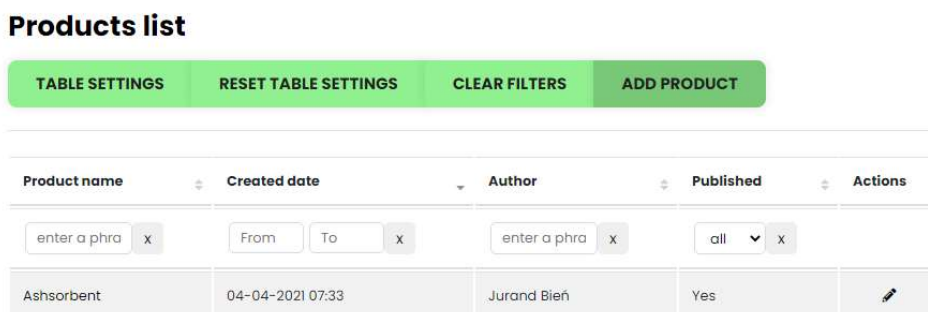

Figure 5.4.2 Products main page

The **Products list** page allows for adding new and editing already added product card.

Figure 5.4.3 Empty form of a new product

To create and add a new product card into the DCT, click the **ADD PRODUCT** button

Figure 5.4.4 Add new product

When **ADD PRODUCT** button is clicked, a new product form is displayed (see Figure 5.4.5).

Creation and implementation of a new product card into the DCT tool require some preparation of necessary data/information on your product. The full description of a product consists of following data:

1. Product name – the name of the product. **This field is required,**
2. Product visualisation – the visual representation of the product in form of *.jpg, *.jpeg or *.png graphic file,
3. Keywords – keywords most suitable for offered product,
4. Product description – description of the product,
5. Areas of application – potential areas where the product may be implemented or useful for
6. Attached files – some additional information on the product that may be interesting from a potential client's point of view, and which are not placed in other fields. May be attached as *.jpg, *.jpeg, *.pdf, *.png, *.doc or *.docx file,

7. Product category – category or type of the product. May be chosen from already implemented categories or a new category may be provided,
8. Product status – readiness of the product for implementation. Should be chosen from the list of predefined statuses. **This field is required**,
9. Price of product,
10. Contact person – person who may provide detailed information on the product. May be chosen from the list of registered users of the same organisation. If so, "Name and surname" and "E-mail" fields are automatically filled with available data,
11. Title – contact person title,
12. Name and surname – contact person name and surname,
13. Position – contact person position,
14. E-mail – contact person e-mail,
15. Phone – contact person phone.

Important! The full product description is suggested, however, to create and implement the product card required fields may be filled in only during the creation time (required fields are marked with asterisk *). The rest of the form may be filled in later by editing the already created card. The form in the DCT online tool is a single-column.

An empty, not filled in form is shown in Figure 6.4.5.

Figure 5.4.5 Empty form of a new product

5.4.1 Example of product card creation

The "Energy efficient bulb" product card has to be created.

5.4.1.1 Preparation

The following information on that product has been prepared:

Nr	Field name	Description
1	Product name	Energy efficient bulb
2	Product visualisation	*.jpeg graphic file ->
3	Keywords	Green bulb, efficient bulb, ecological light source
4	Product description	Modern light bulb using semiconductor LED technology (high efficiency LEDs used). The bulb is energy-saving and ecological and has a high colour rendering index (CRI> 80), thanks to which we see objects in natural colours. It meets all the requirements and standards for min. changes and fluctuations in voltage, and light flicker, photobiological safety (does not damage cells in the eye). Thanks to the technology used, the bulb is energy-saving, efficient and safe to use, and its long operation time is confirmed by the manufacturer's warranty. ✓ LED bulb with built-in microwave motion and light intensity sensor, ✓ move detection angle: 360 degrees ✓ light distribution angle: 360 degrees,
5	Areas of application	Home and industrial use
6	Attached files	Attached files are not required
7	Product category	Light sources
8	Product status	Implemented
9	Price of product	Upon individual conditions
10	Contact person	Contact person is not the DCT registered user
11	Title	Mr
12	Name and surname	Thomas Edison
13	Position	Director of Invention Department
14	E-mail	thomas.edison@edison.xyz
15	Phone	+123 123 456 789

5.4.1.2 Adding new card with required data only
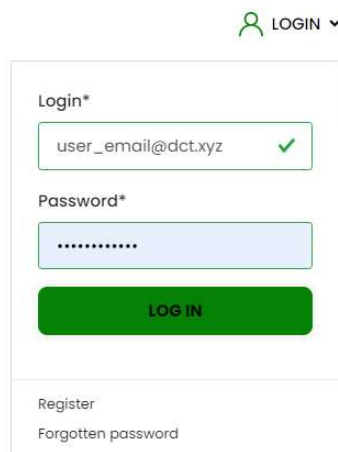
Logging to DCT

Figure 5.4.6 DCT logging in

After logging in you will be automatically redirected to your account main page. If you have already been logged in, click **Account settings** to go to the account main page.
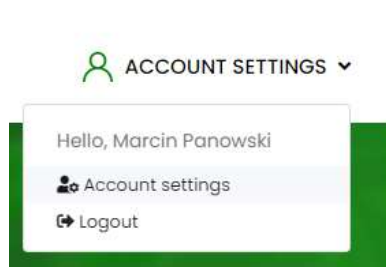

Figure 5.4.7 Show account main page

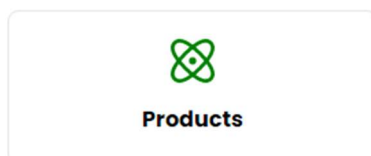On the account main page, click **Products** button to go to the **Products list** page.

Figure 5.4.8 Show products main page

The **Products list** page allows for adding new and editing already added product card. To create and add a new product card into the DCT, click the **ADD PRODUCT** button.

Figure 5.4.9 Empty form of a new product

An empty form of a new product will be displayed. Please note, the online form is single-column.

Fill in the form. Please remember, the only required fields are: **Product name** and **Product status**. Required fields are marked with *(asterisk). However, it is strongly recommended to fill in all the fields.

Figure 5.4.10 New product empty form

IMPORTANT NOTICE - "Product category" field:

You are able to choose a category from the available product categories. If your product requires a category which is not available, please contact the DCT system administrator or the administrator from your organisation for assistance in adding a new category.

If you filled in all the fields, you may choose if the product card should be immediately published in the system and visible to other users, or if it will be published later. To make your choice, please check or uncheck the **Published** checkbox.

Finally, you may save your card in the system by pressing the **SAVE** button or discard changes without saving the product card by pressing the **GO BACK** button.

Figure 5.4.11 Make product card public or private and save or discard changes

5.4.2 Task – Product card creation

Based on the example above, add two new products for your organization. Remember to fill in all the fields. Accurately and reliably entered description will allow you to find quickly and precisely potential partners or users interested in the product you offer.

5.5 Portfolio of favourites cards

If you find something interesting within the DCT, i.e. you are interested in any product, service or organisation, you may add interesting card to the **Favourites** lists within your account.

5.5.1 Add/remove product card to/from Favourites

To add a product card to **Favorites** view interesting product card and click the icon **Add to favourites** located to the right of the product description.
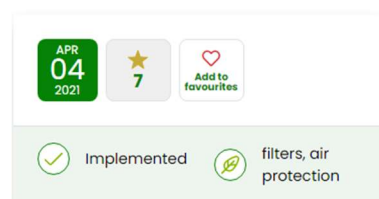

Figure 5.5.1 Add product card to Favourites

The **Add to favourites** icon will be changed (see Figure 5.5.4) stating the product card has been marked as a favourite. To remove the card from favourites please click the icon (Figure 5.5.1) once again.

5.5.2 Add/remove service card to/from Favourites

To add a service card to Favourites view interesting service card and click the icon **Add to favourites** located to the right of the service description.
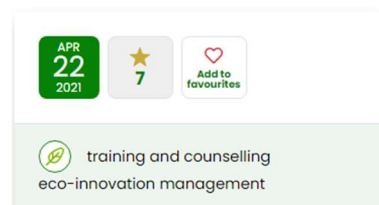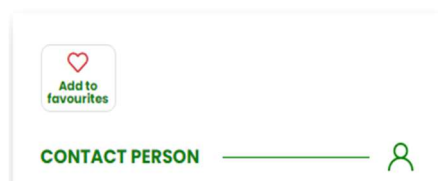

Figure 5.5.2 Add service card to Favourites

The **Add to favourites** icon will be changed (see Figure 5.5.4) stating the service card was marked as favourite. To remove card from Favourites please click the icon (see Figure 5.5.2) once again.

5.5.3 Add/remove organisation to/from Favourites

To add an organisation to Favourites browse interesting organisation profile card and click the icon **Add to favourites** located to the right of the organisation name.

Figure 5.5.3 Add organisation to Favourites

The **Add to favourites** icon will be changed (see Figure 5.5.4) stating the organisation profile card has been marked as a favourite.

To remove the card from Favourites please click the icon (see Figure 5.5.3) once again.

5.5.4 Favourite status of product, service or organisation

If you add a product, service or organisation to your **Favourites** the appropriate icon on the product, service or organisation profile card will be changed
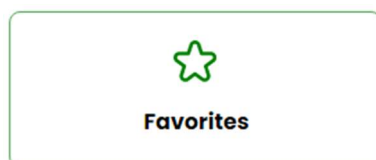
Figure 5.5.4 Card added to Favourites icon

5.5.5 Listing and showing Favourites

To see all your favourite products, services or organisations please go to your profile main page and click the button **Favourites**

Figure 5.5.5.1 See your Favourites

The **Favourites** main page will be displayed. The list of favourite products will be displayed as default.

Figure 5.5.5.2 List of Favorites

To switch between favourite products, services and organisations click an appropriate tab.

Figure 5.5.5.3 List of Favourites

The appropriate list of your favourites will be displayed.

5.5.6 Finding favourit card on the list

If many of the cards have been marked as favourite, search/filtration and sorting mechanism may be used to find the desired card more easily.

Figure 5.5.6 List of Favourites

The favourites list may be sorted by: card name or creation date ascending or descending. The "Product name" column is sorted alphabetically. Use the arrow button located to the right of the chosen column heading to change the sorting order.

Searching is performed by finding a matching phrase in product ("Product name" field), service ("Service name" field) or organisation ("Organisation name" field) name. To find a card, start typing in the "Search" box. Searching is performed immediately after putting any character in the search box and the list is updated according to a matching pair. All names containing a searched phrase are displayed in the list.

5.5.7 Adding note to favourite card

For each of your favourites you may add your own note (of maximum length 250 chars including spacebars). To add a note click the **Add note** icon under the section **Actions** of the list.

Figure 5.5.7.1 Add note to favourite card

Product name	Created date	Actions
Ashsorbent	2021-05-31 10:46:28	🗋

The pop-up window for adding the note will be displayed.

Figure 5.5.7.2 Add note pop-up window

> **Add note**   ✕
> **Note** Characters left: 250
>
> [   ]
>
>   SAVE   CLOSE

After writing the note text klick the **SAVE** button or **CLOSE** to discard changes. If the button **SAVE** has been clicked, the confirmation pop-up window will be displayed.

Figure 5.5.7.3 Added note confirmation pop-up window

> **Saved**   ✕
> The note has been saved
>
>   OK

Click the **OK** button to close the confirmation window.

5.5.8 Viewing/editing added note

Added note may be further shown or edited by clicking the **Add note** icon under the section **Actions** of the list.

Figure 5.5.8 Show the note to favourite card

Product name	Created date	Actions
Ashsorbent	2021-05-31 10:46:28	🗋

The pop-up window as in Figure 6.5.8 will be displayed allowing to view or edit the note.

5.5.9 Deleting note

To delete the note, simply edit it (see chapter 5.5.8), delete the note text, and save the empty note.

5.6 Awarding ratings

5.6.1 Award rating to product or service

The DCT tool allows for rating products and services. The awarding ratings procedure is similar to the procedure of adding a product or service to favourites. To award rating to a product or service click the rating icon with a yellow star (see Figure 5.6.1.1 and Figure 5.6.1.2).

Remember: If the product or service has not rated yet, the icon shows the yellow star only (see Figure 5.6.1.1). If the product or service has already been rated, the icon shows the yellow star and number below the star (see Figure 5.6.1.2) stating the average rating of the product or service already awarded.

Figure 5.6.1.1
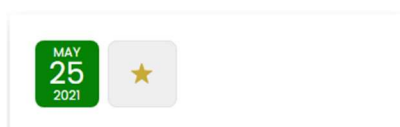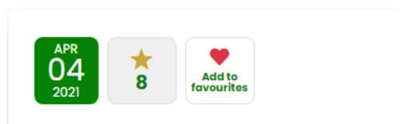Awarding rating icon
– no ratings before

Figure 5.6.1.2
Awarding rating icon
– already rated

Clicking the rating icon will cause the rating bar to be shown below the awarding icon. The rating bar shows the current status of awarded rating. To give the rating simply click the appropriate star on the rating bar. The scale starts from the left, which means clicking the star first to the left gives the rating value equal to 1 (one), while clicking the star first to the right gives the rating value equal to 10 (ten).

**Figure 5.6.1.3**
Awarding rating bar
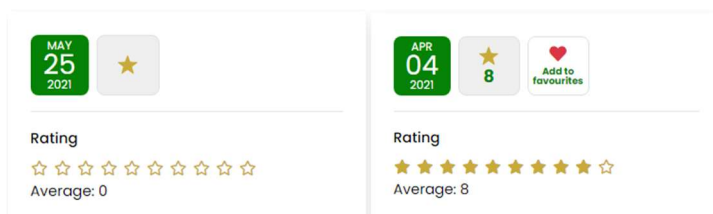
Once awarded rating to a product or service may be change at any time without any restrictions.

Remember: It is not allowed to award rating to a product or service created by your organisation. It is not allowed even if the product or service card has been created by another person from your organisation.

If the rating is awarded to the product or service belonging to your organisation, the pop-up window will be displayed notifying you are not eligible to rate this product or service.

Figure 5.6.1.4
Awarding rating not
allowed

An error occured   ✕

You can not rate your service or service of your
organization.

OK
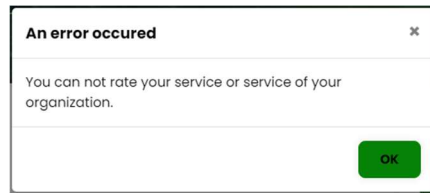
5.6.2 Viewing/listing rated products or services

All the rated product and services may be shown or listed, including products and services rated by the user, as well as user products and services rated by another DCT user. All of them may be shown in the user profile main page, and will be accessible if the user clicks the **Ratings** icon

Figure 5.6.2.1
Viewing/listing
ratings icon

🌳
Ratings

The **Ratings** main page will be displayed. The list of products rated by the user will be displayed as default.

Products   Services   My grades

Grades products

CLEAR FILTERS

Search: [   ]

Product name	Created date	Author	Grade
Ashsorbent	2021-06-07 07:39:47	Dariusz Dudek	9
Ashsorbent	2021-05-05 13:50:11	Maciej Pieczko	7

Showing (1 - 2) of 2

‹‹   PREVIOUS PAGE   1   NEXT PAGE   ››
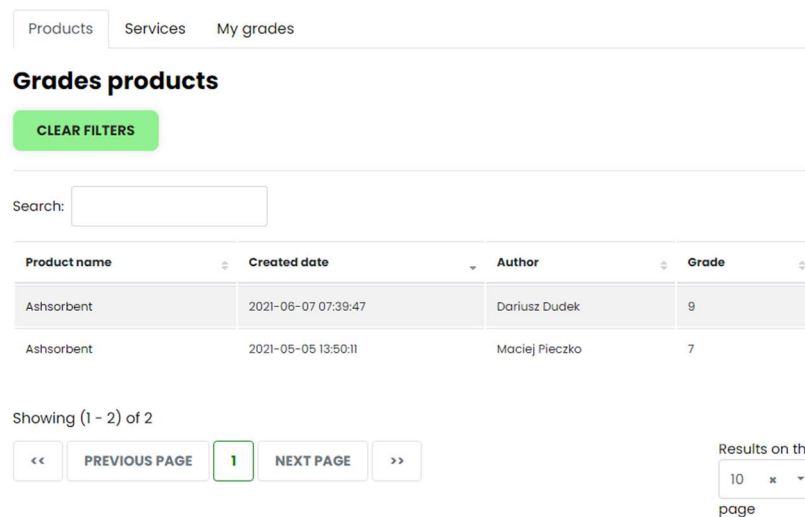
Results on the
10 ✕ ▾
page

Figure 5.6.2.2 List of
rated products

To switch between products and services rated by the user, and user products and services rated by other users click appropriate tab.
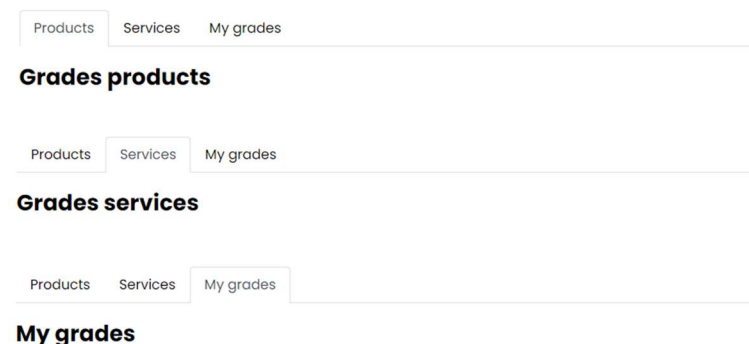
Products   Services   My grades

Grades products

Products   Services   My grades

Grades services

Products   Services   My grades

My grades

Figure 5.6.2.3 List of
awarded rates

ECOLABNET

Interreg
Baltic Sea Region

EUROPEAN
REGIONAL
DEVELOPMENT
FUND
EUROPEAN UNION

Products list displays the following product information: **Product name**, **Creation date**, **Author** and awarded **Grade**

Figure 5.6.2.4 List of products rated by the user

Product name	Created date	Author	Grade
Ashsorbent	2021-06-07 07:39:47	Dariusz Dudek	9
Ashsorbent	2021-05-05 13:50:11	Maciej Pieczko	7

Services list displays the following service information: **Services name**, **Creation date**, **Author** and awarded **Grade**

Figure 5.6.2.5 List of services graded by the user

Services name	Created date	Author	Grade
Eco-innovations as a source of competitive advantage	2021-05-05 13:49:48	Maciej Pieczko	7
Analysis of compostability of plastics	2021-04-07 12:35:59	Adrian Matwijec	10

The list of user products and services graded by other users displays the following information: **Name**, **Creation date**, **Author**, **Type** and awarded **Grade**

Figure 5.6.2.6 List of graded user cards

Name	Created date	Author	Typ	Grade
			all ▾ x	
Eco-innovations as a source of competitive advantage	2021-06-07 07:57:55	Marcin Panowski	Services	8

The rated product or service description (card) may be accessed directly from the lists by clicking its name.

5.6.3 Finding graded card on the list

If many of cards have been graded, search/filtration and sorting mechanism may be used to find the desired card more easily. The list may be sorted by: name, creation date, author, type (user products and services only) and awarded grade ascending or descending. Text columns are sorted alphabetically. Use the arrow button located to the right of the chosen column heading to change the sorting order.

Searching is performed by finding a matching phrase in the name field (**Product name**, **Service name** or **Name field**). To find a card, start typing in the **Search** box. Searching is performed immediately after putting any character in the search box and the list is updated according to the matching pair. All names containing the searched phrase are displayed in the list.

For the list of products and services graded by other users additional filtration by products or services may be applied. The default view shows all the types (products and services).

Figure 5.6.3.1 Additional filtration of graded user cards

Name	Created date	Author	Typ	Grade
			all ▾ x	
			all	
Eco-innovations as a source of competitive advantage	2021-06-07 07:57:55	Marcin Panowski	Products Services	8

The chosen type will be automatically filtered.

6. APPENDICES

6.1 TinyMCE editor

TinyMCE is a visual text editor (Figure 6.1.1). It works in accordance with the principles of WYSIWYG - What You See Is What You Get.
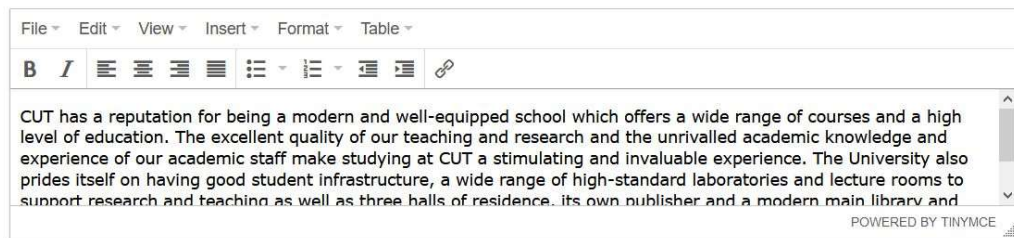

Figure 6.1.1
TinyMCE editor

Editors of this type, present data on the monitor screen in a manner identical or similar to that obtained on the website. The author or editor introduces content elements and marks their role using tools known in popular content editors such as Word or Writer from LibreOffice or OpenOffice package, and the editor's task is to encode the entered text and other content elements in accordance with the rules of HTML. Authors and editors do not need to know HTML to add any content to the DCT.

The TinyMCE editor works similarly to standard text editors, it supports the presentation of the content, enabling text formatting, inserting additional elements, such as graphics.

The following manual will contain information on its operation and the possibilities it provides in the context of using it on the DCT website.

6.1.1 TinyMCE menu Quick Access Toolbar

The TinyMCE editor is used to create, among others, descriptions of services, products, and texts on the DCT website.

The editor has an extensive menu, as shown in Figure 6.1.1.1.

Figure 6.1.1.1
TinyMCE menu

6.1.2 Quick Access Toolbar

The Quick Access Toolbar contains the basic commands necessary for entering text (Figure 6.1.2.1).

Figure 6.1.2.1
TinyMCE menu
- Quick Access
Toolbar

B	Bold (Ctrl + B) - formats selected text, make text bold or remove bold formatting
I	Italic (Ctrl + I) - formats selected text, make text italic or remove italic
	Align left (Ctrl + L) - align text to the left
	Align center (Ctrl + E) - center text
	Align right (Ctrl + R) - align text to the right
	Justify (Ctrl + J) - align text both left and right
	Bullet list - formats the current selection as a bullet list. (click the arrow to change the bullets)
	Numbered list - formats the current selection as a numbered list (click on the arrow to change numbering)
	Decrease indent - moves the paragraph closer to the margin
	Increase indent - moves the paragraph away from the margin
	Insert/edit link (Ctrl + K) - adds the link

6.1.3 File tab

There is only one command in the File tab - New document (Figure 6.1.3.1). Clicking on this button will delete the entire contents of the edit window.

Figure 6.1.3.1
New
document
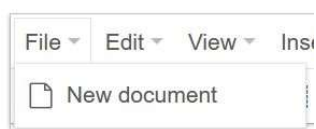
6.1.4 Edit tab

The Edit tab offers tools that allow you to cancel the last change made and return to the previous state (Figure 6.1.4.1). The **Undo** function (Ctrl + Z) is useful when, for example, you accidentally delete some text.

The **Redo** function (Ctrl + Y) reverts to the state before using the Undo function.

Figure 6.1.4.1
Edit tab

In order to cut text, graphics or other element, select the fragment of interest and then select the Cut command (Ctrl + X).

To copy a selected element, select it and then select **Copy** (Ctrl + C).

To paste the cut or copied content, use **Paste** (Ctrl + V).

To paste the text without formatting, select **Paste as text** command.

Select all is used to mark the entire contents of the edit window. You can also use the Ctrl + A keyboard shortcut.

6.1.5   View tab

This tab contains two items (Figure 6.1.5.1). Adds visual aid for tables, anchors etc so they can be more easily edited inside the editor. Adds the ability for users to see invisible characters like   displayed in the editable area.
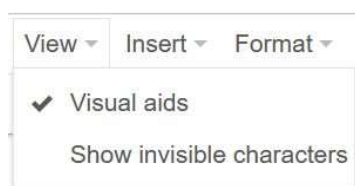

Figure 6.1.5.1
View tab

6.1.6 Insert tab

Inserting and editing images

To add a graphic element to the text being edited, place the cursor in the place where it is to be placed and use the Insert / Image button (Figure 6.1.6.1).
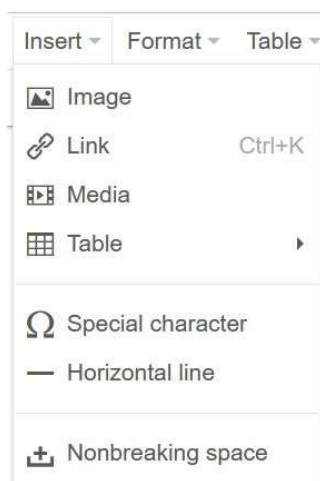
Figure 6.1.6.1
Insert tab

Inserting and editing links

Using the editor, you can insert and edit links to other pages or specific places within a given website.

To insert a link to another page, place the cursor in the place where you want it or select the text you want it to be and use the Insert / edit link button. The edit window appears then (Figure 5.1.4.2).
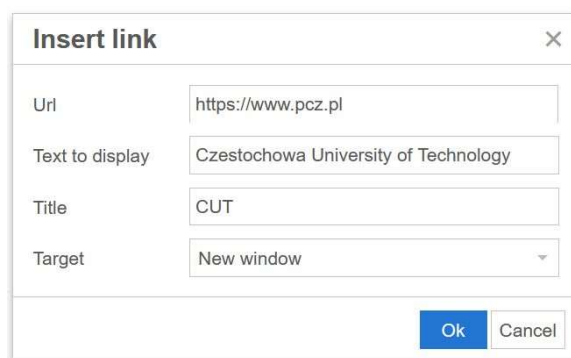

Figure 6.1.6.2
Insert link

Adding videos

The easiest way to add a video is to use an external site like YouTube and embed it in the text. To do this, you need to copy the video address from the selected website (here also remember about copyright).

After returning to the text and placing the cursor in the selected place, use the Insert / edit video button. Then, in the General tab, paste the video's address into the Source field (Figure 6.1.6.3).
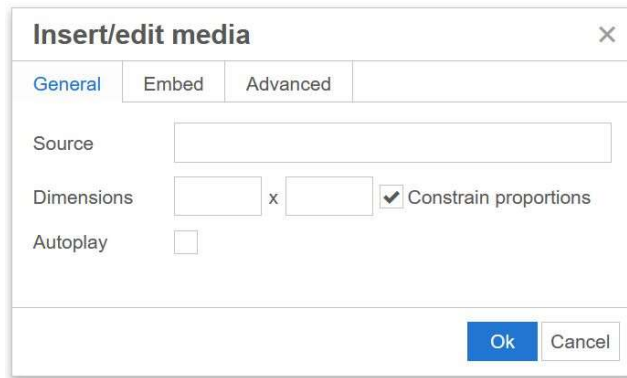
Figure 6.1.6.3
Insert/edit
media

If no dimensions are defined, the movie will have its original size (as on the page it comes from).

Adding table

The Table menu allows you to, for example, divide the text into columns or present numerical data in the form of a table.

To do this, select the Insert and then Table from the menu and select the number of columns and rows needed (Figure 6.1.6.4).
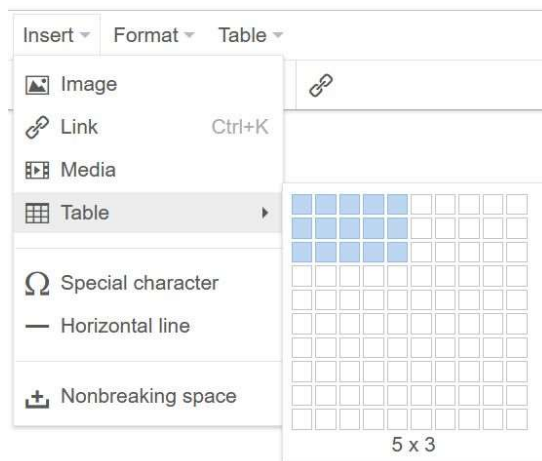
Figure 6.1.6.4
Adding a table

Special character

Special characters are used when it is necessary to insert an unusual character in the text, such as a currency symbol, paragraph, note or a letter from a foreign alphabet, then select the Special character and mark the required value on the list.

Figure 6.1.6.5
Special
character

Horizontal line

In the TinyMCE editor, you can add a horizontal line that allows you to clearly divide the edited page into sections. A horizontal line can also be used at the beginning of the document to separate the content from the header.

Nonbreaking space

Selecting this command allows you to insert a nonbreaking space.

6.1.7   Format tab

Inserting and editing images

The Format tab includes commands for text editing, and for inserting subscript and superscripts (Figure 6.1.7.1).

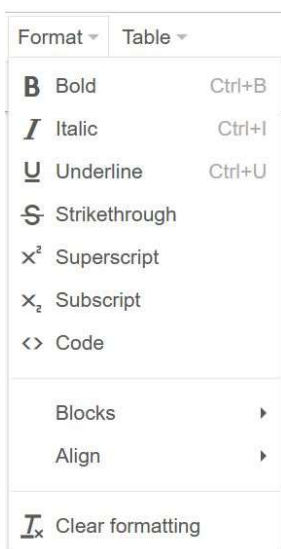Furthermore, you can switch to HTML with the **<> Code** button.

Figure 6.1.7.1
Format tab

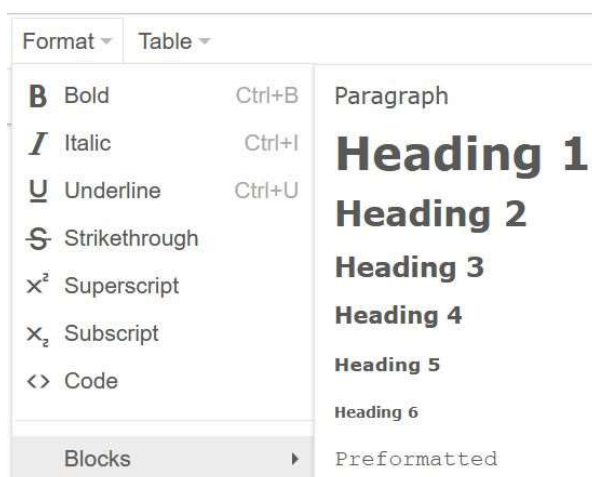The Blocks command contains defined styles (Figure 6.1.7.2).

Figure 6.1.7.2
Blocks

6.1.8 Table tab

This tab provides table editing tools (Figure 6.1.7.3). The table can be managed after selecting it (Table properties / Delete table / Insert row before / Insert row after / Delete row / Insert column before / Insert column after / Delete column).
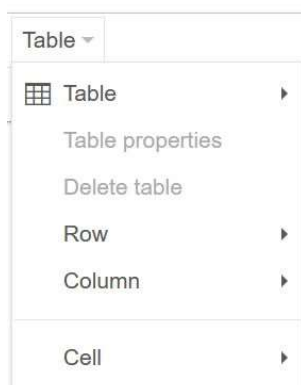
Figure 6.1.8.1
Table tab

The last command is used to manage table cell properties and to merge and split table cells.