

GUIDE TO ADD USERS ON PROJECTS AREA

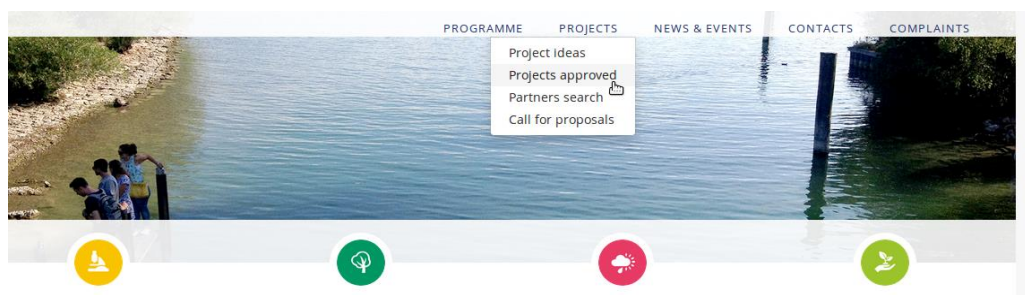
1. Add an user as project's partner

This guide provides information on how a Lead Partner adds a partner to its [project area](#).

All partners have to [register](#) at least one user. Lead Partners add registered user(s) to project partners' organisations on the project area.

As Lead Partner you have to:

- [Login](#) with your email and password (used to submit your project application)
- Go to → menu "Projects > Projects approved"



- Select your project by clicking on the project title

Projects approved

Call

Acronym

Priority

Objective

Country

Region

Keyword

SEARCH

Displaying 21-23 of 23 results.



IN 4.0

Adaptation of Industry 4.0 model to the naval sector

The naval sector occupies a central position in the growth of the economy, being deeply rooted in the Atlantic Area countries and presenting a common problem: the urgency of getting contracts in a very compet ... [+]



INTEGRATE

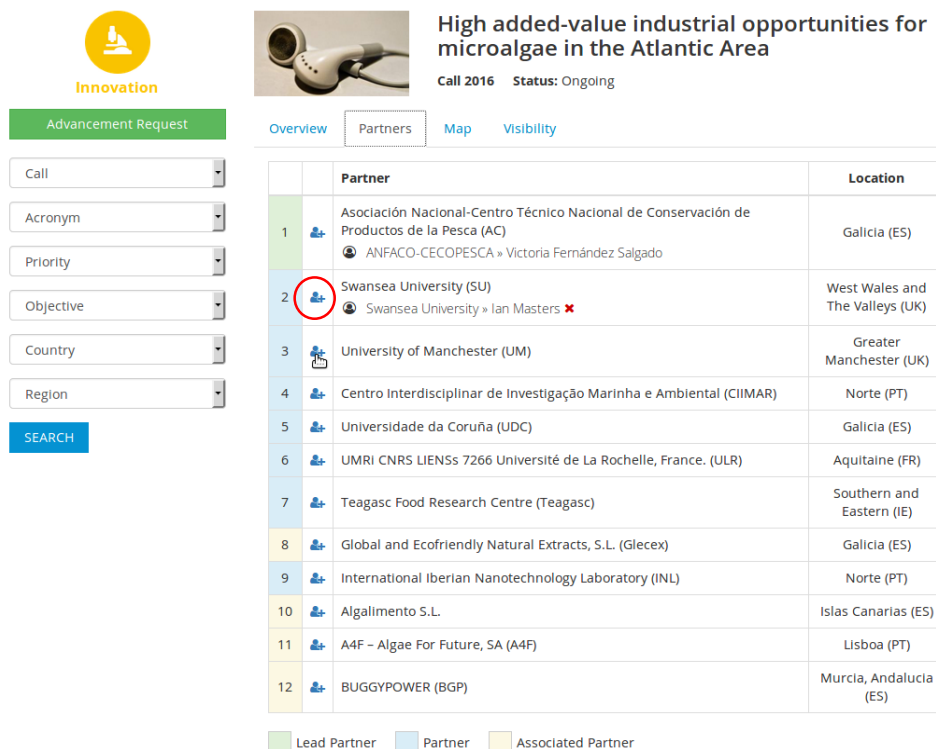
Integrate Aquaculture: an eco-innovative solution to foster sustainability in the Atlantic Area

Circular economy principles make activities more sustainable and competitive. The INTEGRATE project will foster a quintuple helix cooperation to promote the industrial transition, finding sustainable ... [+]



- Click on the tab “Partners”

Note: initially, only the Lead Partner can associate users to partners’ organisations through the button 



Innovation

Advancement Request

Call

Acronym

Priority

Objective

Country

Region

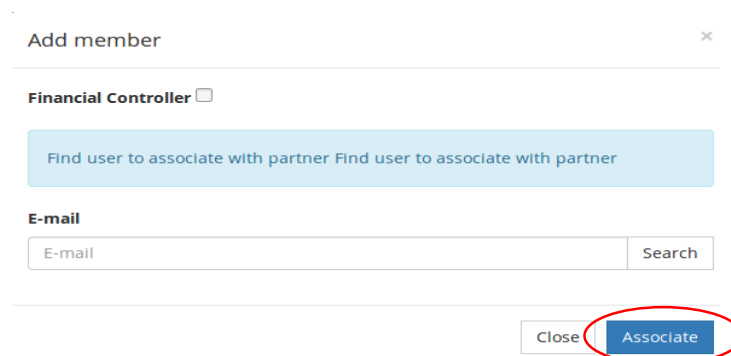
SEARCH

Overview **Partners** Map Visibility

	Partner	Location
1	Asociación Nacional-Centro Técnico Nacional de Conservación de Productos de la Pesca (AC) ANFACO-CECOPESCA » Victoria Fernández Salgado	Galicia (ES)
2	Swansea University (SU) Swansea University » Ian Masters ✖	West Wales and The Valleys (UK)
3	University of Manchester (UM)	Greater Manchester (UK)
4	Centro Interdisciplinar de Investigação Marinha e Ambiental (CIIMAR)	Norte (PT)
5	Universidade da Coruña (UDC)	Galicia (ES)
6	UMRI CNRS LIENSs 7266 Université de La Rochelle, France. (ULR)	Aquitaine (FR)
7	Teagasc Food Research Centre (Teagasc)	Southern and Eastern (IE)
8	Global and Ecofriendly Natural Extracts, S.L. (Giecex)	Galicia (ES)
9	International Iberian Nanotechnology Laboratory (INL)	Norte (PT)
10	Algallimento S.L.	Islas Canarias (ES)
11	A4F – Algae For Future, SA (A4F)	Lisboa (PT)
12	BUGGYPOWER (BGP)	Murcia, Andalucía (ES)

Lead Partner Partner Associated Partner

Search the user (previously registered in the website) through its email address and click “associate”



Add member ×

Financial Controller


Find user to associate with partner Find user to associate with partner

E-mail

E-mail Search

Close



The steps described above should be undertaken for all project partners. Therefore, all partner organisations shall have at least one user associated.

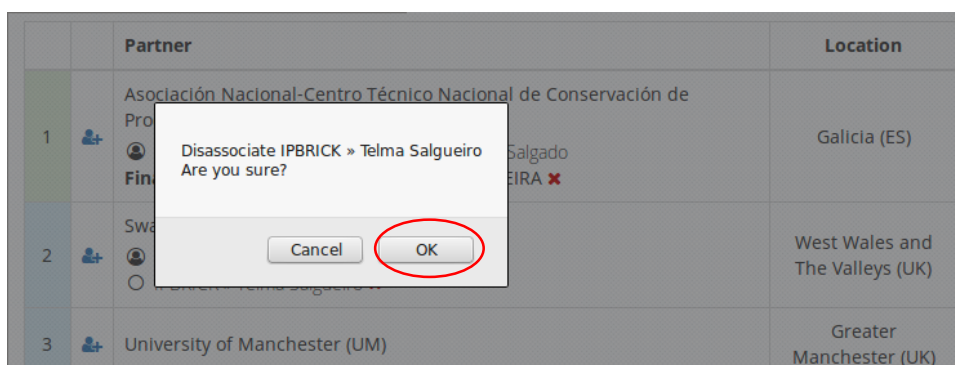
Note: When several people work on the project and need to access the Project Area, more than one user can be associated. However, only one of them can be the “administrator”, being marked with the symbol: 



The “administrator” can edit this information (add and remove users), the remaining users only have “reading” permissions.

	Partner	Location
1	Asociación Nacional-Centro Técnico Nacional de Conservación de Productos de la Pesca (AC) ANFACO-CECOPESCA » Victoria Fernández Salgado Financial Controller: CCDR-N » GIZELA FERREIRA ✘	Galicia (ES)
2	Swansea University (SU) Swansea University » Ian Masters IPBRICK » Telma Salgueiro ✘	West Wales and The Valleys (UK)
3	University of Manchester (UM)	Greater Manchester (UK)
4	Centro Interdisciplinar de Investigação Marinha e Ambiental (CIIMAR)	Norte (PT)



- The “administrator” cannot be removed
- To change the profile, just click the icon 
- To delete the user from the partner organisation click  and OK

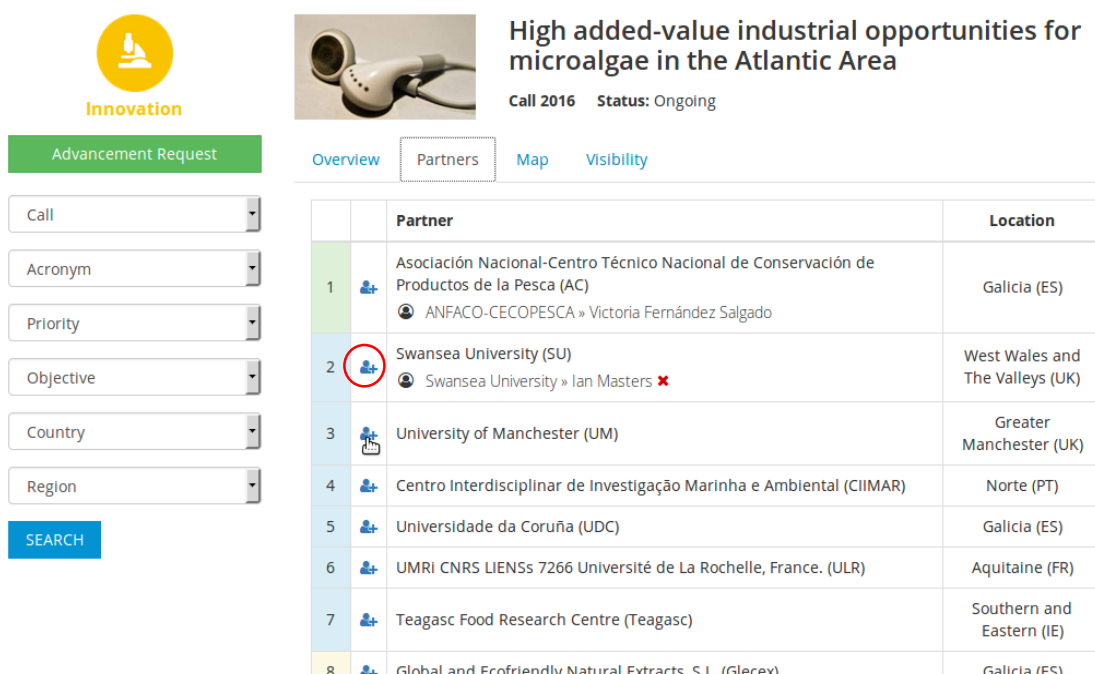




2. Add a First Level Controller (FLC)

To associate users as FLC, please follow these steps:

- [Login](#) with your email and password (only users defined as “administrators”) 
- Go to your project → menu “Projects > Projects approved”
- Click the tab “Partners”
- Click the icon next to your organisation 



Innovation

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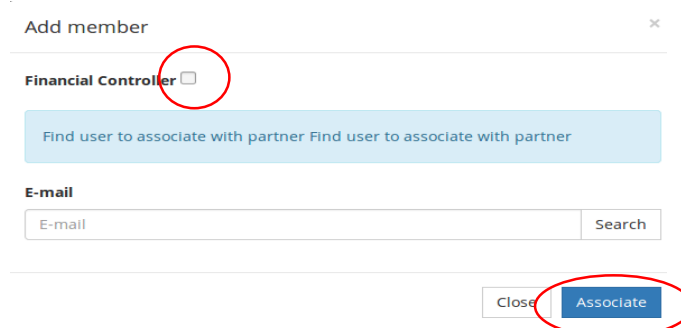
High added-value industrial opportunities for microalgae in the Atlantic Area

Call 2016 Status: Ongoing

Overview Partners Map Visibility

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8	Global and Ecofriendly Natural Extracts S.L. (Glecey)	Galicia (ES)

- Search the user (previously registered in the website) through its email address
- Choose the option “Financial Controller” (just above the email box) and click “associate”



Add member

Financial Controller

Find user to associate with partner Find user to associate with partner

E-mail

E-mail Search


Close Associate



Overview Partners Map Visibility Outputs and results

	Partner	Location
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4	Centro Interdisciplinar de Investigação Marinha e Ambiental (CIIMAR)	Norte (PT)

Note: each partner, Lead Partner included, can only have one FLC. When selecting a new FLC user, it will replace the previous one. The National Correspondents are automatically associated to partners' organisations.

- To delete a user, click  and OK

