

User manual of the collaborative www.mavieici.com portal

0 – Introduction

The aim of this portal is to help schools to share their experiences in sustainable education with other schools all over the world.

The title of the site was imagined from the reflection: what do I do where I live in order to protect the planet.

The portal is a map with the location of schools or organizations working for the protection of the environment. In a few days new tools will be offered to you, as per example the possibility to realize video conferences between students across the world. They will be able to say what they do in order to protect the environment.



The tool uses tables « Users », « Sites » and « Documents ».

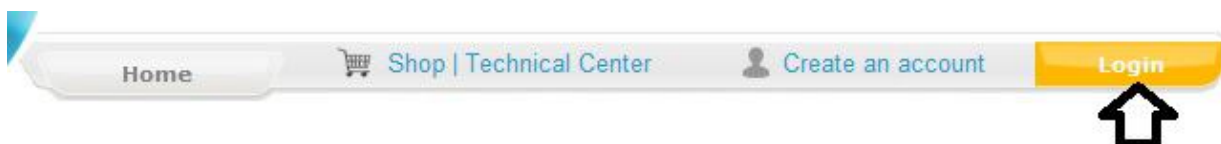
The users are the persons who have access to the administration of the sites and the documents. There are several access types: Superadmin, admin, user, guest. Every access type authorizes or forbids the creation or the modification of new users, sites, or the publication of documents.

The sites are viewable on a map (ex : schools). If you click on a site, the documents it has issued will appear.

Documents are realized under three types :

- ⌚ Files or internet links, in the format Html, Htm, Swf, Pdf, Bmp, Gif, JPEG, Jpg or Png. They can be hosted on the server of the organization, or on the server provided by the company Oxel (until 10 Mo).
- ⌚ Videos hosted on tools as YouTube, Dailymotion, etc.....
- ⌚ Info : Brief information which will be put forward during few days

1 – Create an account

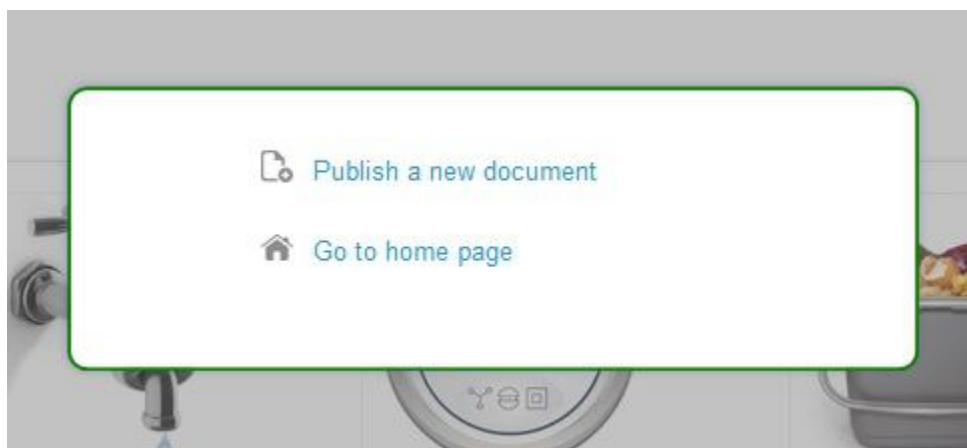


Click on " Create an account " and fill in the different fields.

When the account is validated and created, you receive an email of confirmation.

Then, after clicking on « Login », enter your passwords.

The portal ask if you would like to :



This screen will appear if you want to publish a document.

Users | Locations | **Documents** | Video conferencing | Histogram

Documents list | **Document sheet**

Your choice: Document Info Video

Name of document:

Link of document: [You host the document](#) [Oxel hosts the document](#)

Dates of publication of the document, information or offer : from to

List of your locations (check the locations to which you assign the document or info) Check all

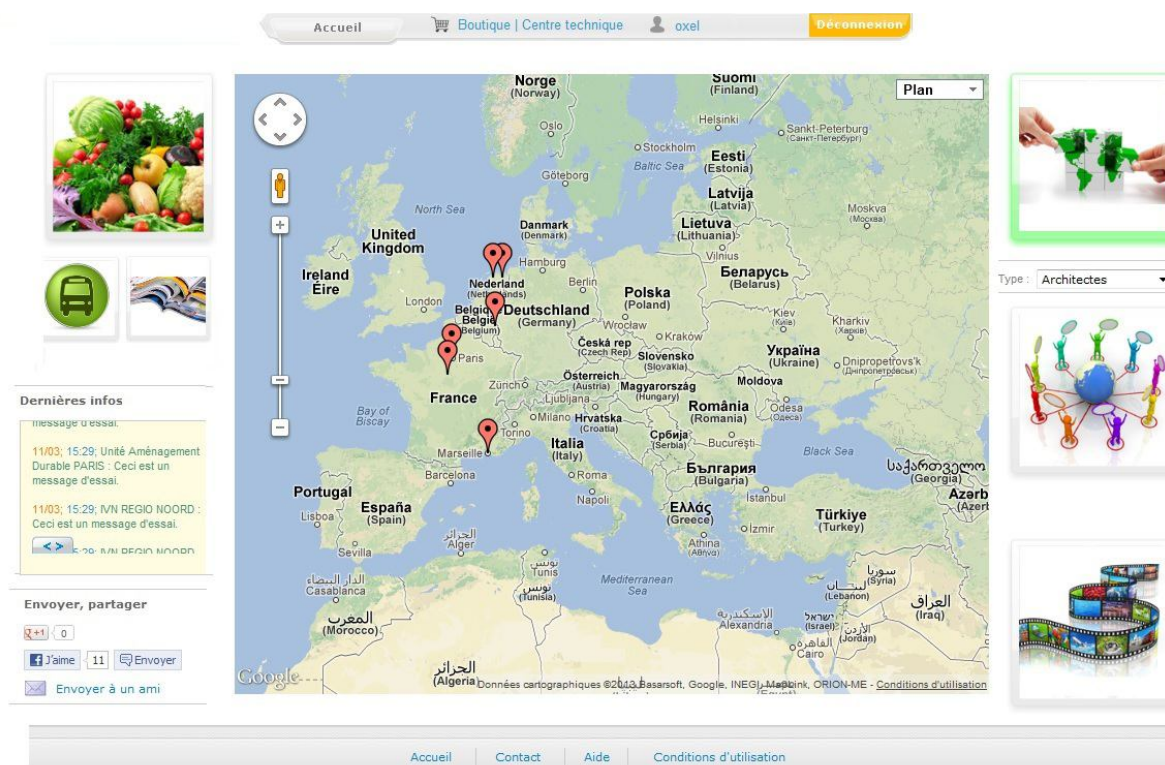
Case	Name	Company	Zip code	City	Category
<input type="checkbox"/>	Ferme du Ponctey	EARL Les deux sapins	27500	Tricqueville	Vins et spiritueux

◀ [Previous](#) [Next](#) ▶

Please indicate the name of the document for every published elements.

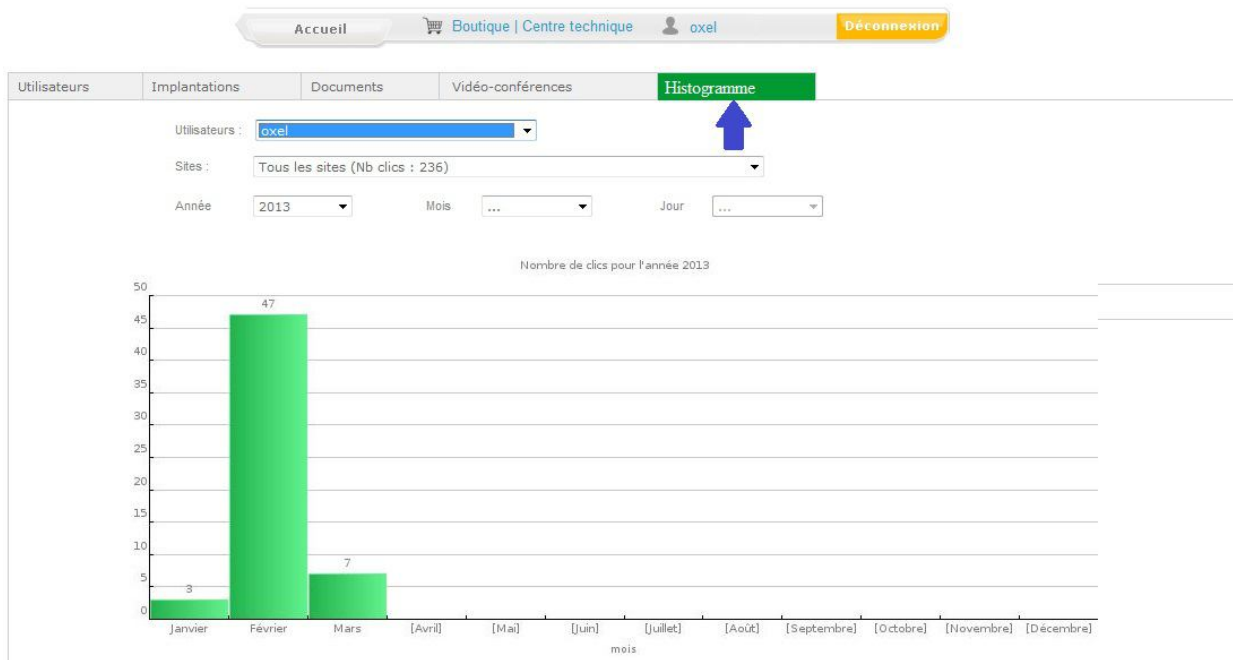
Then, according to the type of published element, you will be asked :

- ⌚ For a document: you have to indicate who host the document:
 - It can be your organisation and in this case you provide the address of your document, or of your website. (you click on «you host the document»).
 - It can be Oxel and in this case we ask you to upload the document : (you click on « Oxel hosts the document»). You click on « parcourir =search » and on upload. Then you have to select the document in the list and validate.
- ⌚ For a video: you have to indicate the iframe supplies by the host of the video. For example under YouTube, below the video, a tab allows to share the video, then to integrate it. The iframe appears and you have to copy it with a right click of the mouse and to stick it in the field " Balise Iframe " of the mavieici.com portal.
- ⌚ For an information, you indicate a text. The message must be rather short. It has a maximum broadcasting duration of 4 days and allows to put forward an action that the user want to share. (See below, left column)



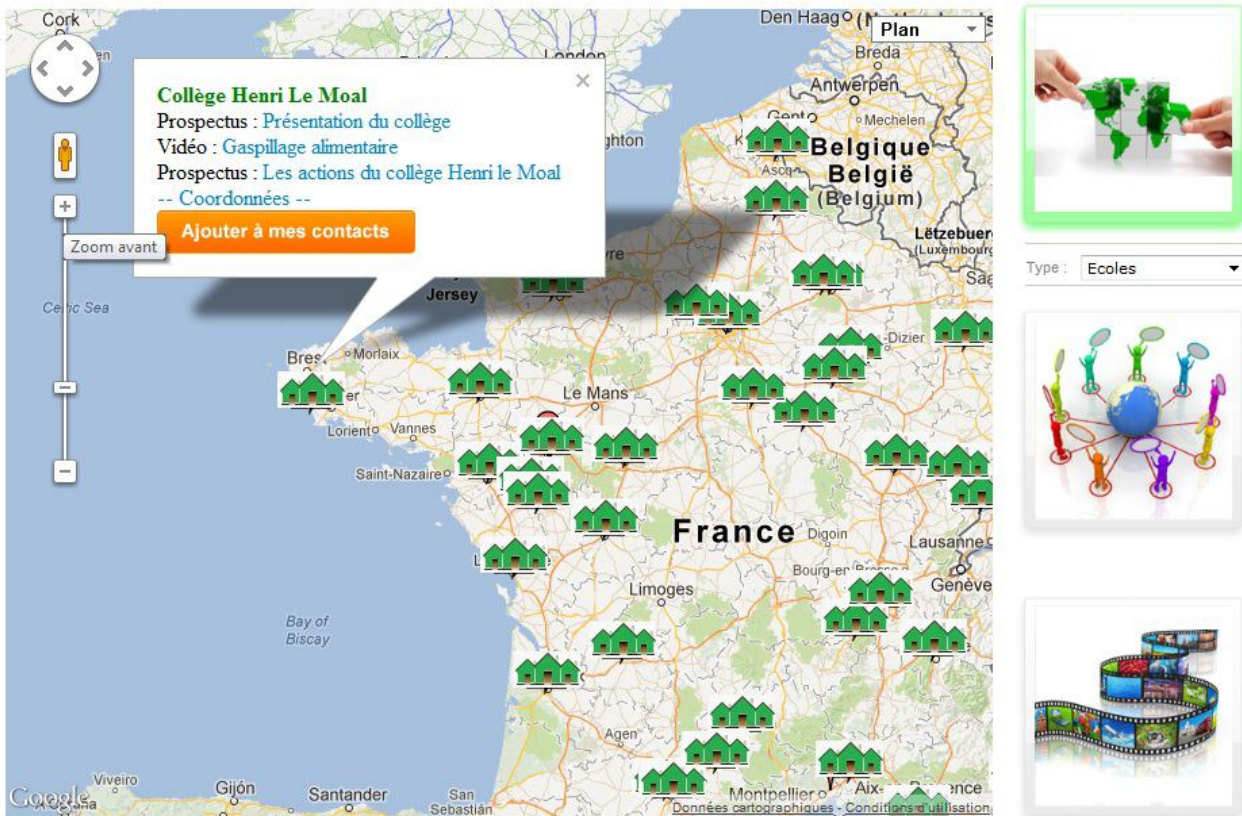
It is necessary to indicate the date of the beginning and of the end of each publication. You also have to select to which sites you attribute the published document.

A last tab allows to follow the statistics of your documents.



3 - Display

To display documents, you have to click on « Home » from the tool bar. Then click on the pictogram presenting hands which build a more green world. Under this pictogram, choose « Schools » or « Organization »



The map appears and you can click on the pictogram of a site to visualize its publications.