



Luxembourg Portal for Research and Innovation

Presenting your company or research unit

User manual

www.innovation.public.lu

CONTENT LIST

1. HOME PAGE	3
2. GLOBAL MENU	3
3. TEMPLATES	3
4. REGISTRATION	4
5. ACTIVATION	5
6. CHANGING PASSWORDS	5
7. SIGNING IN	7
8. USER HOME PAGE	7
9. PROFILE MODIFICATION	8
10. CREATING A RESEARCH UNIT PRESENTATION FILE	8
10.1. DEPARTMENT PRESENTATION FILE.....	9
10.2. INTERDISCIPLINARY CENTRE PRESENTATION FILE.....	10
10.3. LABORATORY PRESENTATION FILE.....	10
11. MODIFICATION OF A RESEARCH UNIT PRESENTATION FILE	11
11.1. COMPETENCES TAB.....	12
11.1.1. Specific fields – Logo.....	12
11.1.2. Specific fields – Technology keywords.....	12
11.1.3. The specific case of a department with affiliated laboratories.....	13
11.2. RESOURCES AND COLLABORATIONS TAB.....	13
11.2.1. Specific fields – Contacts.....	14
11.3. INTELLECTUAL PROPERTY TAB.....	14
11.4. SAVING YOUR WORK.....	16
11.5. VALIDATING OR DELETING YOUR WORK.....	16
11.5.1. Confirmation page.....	16
12. CREATING AN ENTERPRISE PRESENTATION FILE	18
13. MODIFYING AN ENTERPRISE PRESENTATION FILE	18
13.1. ACTIVITIES TAB.....	18
13.1.1. Specific fields – Logo.....	19
13.2. RDI TAB.....	19
13.2.1. Specific field – Enterprise technology keywords.....	19
13.2.2. Specific fields – Contacts.....	20
13.3. SAVING YOUR WORK.....	21
13.4. VALIDATING OR DELETING YOUR WORK.....	22
13.4.1. Confirmation page.....	22
14. VALIDATION/DELETION CONFIRMATION	24
15. UNREGISTERING	24
16. HELP	24

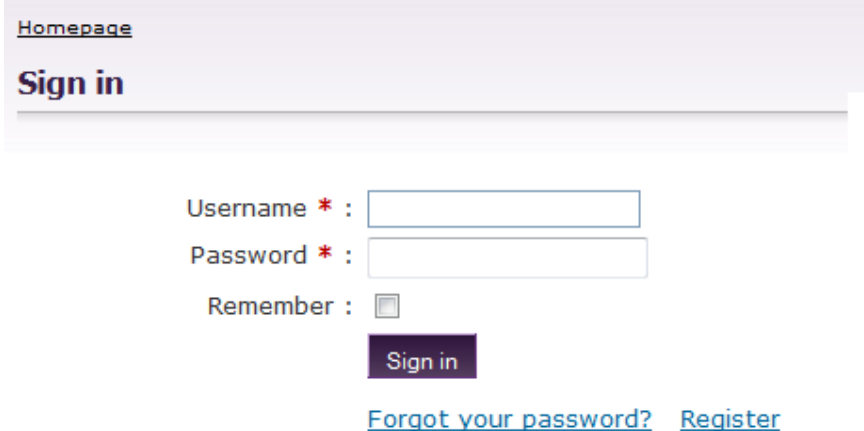
INTRODUCTION

This document presents the functionalities of the external application linked to the Luxembourg Portal for Innovation and Research (www.innovation.public.lu). This application allows innovative enterprises and public research institutes located in Luxembourg to present their skills and know-how on the portal.

1. HOME PAGE

The home page of the application allows users to:

- Log in using their user name and password
- Register (new users)
- Reset their password



The screenshot shows the 'Sign in' section of the homepage. It features a header with the text 'Homepage' and 'Sign in'. Below the header, there are three input fields: 'Username *', 'Password *', and 'Remember' (with a checkbox). A 'Sign in' button is located below the password field. At the bottom of the form, there are two links: 'Forgot your password?' and 'Register'.

2. GLOBAL MENU

On each page, users can:

- Access the “Help” page
- Consult the general terms of use
- Choose their preferred language: the application is available in French and English

These functionalities are available in the menu located on the upper right-hand side.



3. TEMPLATES

The following rules are common for all templates of the application:

- Compulsory fields are indicated with an asterisk (*)

- A help text [Help] is provided for fields requiring a specific format. When clicking on it, the help text is displayed below the field concerned.
- Fields incorrectly filled in are marked in red. A description of the error is displayed below the field concerned.
- Errors are indicated after submitting the template (by clicking on “Save” for instance).
- In case of errors, a general message is displayed at the top of the template.
- When data has been saved, a message is displayed at the top of the template (“The company has been saved”).
- In a template with several tabs, clicking on “Previous stage” or “Next stage” will save modifications. Clicking directly on the tabs allows for changing of tabs without saving.

4. REGISTRATION

New users can be registered through the template accessible via the link “Register” on the home page.

[Homepage](#) > [Subscription](#)

Subscription

Last name * :

First name * :

Email address * : [\[Help\]](#)

Title :

Organisation/Company *

:

Position :

Phone * : [\[Help\]](#)

Username * :

Password * : [\[Help\]](#)

Confirm password * :

General terms of use * : I accept the [General terms of use](#)

Fill in the template.

Subscription

Last name * :

First name * :

Email address * : [\[Help\]](#)

Title :

Organisation/Company *

:

Position :

Phone * : [\[Help\]](#)

Username * :

Password * : [\[Help\]](#)

Confirm password * :

General terms of use * : I accept the [General terms of use](#)

Click on "Save". A message will appear.

Your account has been created. A request has been sent to the portal administrator in order to approve your new account.

The administrators will verify the information and activate your account.

5. ACTIVATION

When an account is activated by the administrator, the user receives an activation email.

```
Dear firstname redactor,

Thank you for your registration to the Luxembourg Portal for Innovation and Research. Your user account has been activated. This account will allow you to create and then modify (a) presentation(s) of your company or public research unit(s) within the interactive section "Finding partners" on the portal.

You can log on to the application by using the following link: http://plir2.dev/login

Do you need help? Please do not hesitate to contact the portal administration at the following address: info@innovation.public.lu.

Luxembourg Portal for Innovation and Research
www.innovation.public.lu

The portal is managed by:
LUXINNOVATION GIE
National Agency for Research and Innovation
7, rue Alcide de Gasperi
L-1615 Luxembourg - Kirchberg
Tel: +352 43 62 63 - 1 Fax: +352 43 81 20
Portal administrator: info@innovation.public.lu
```

If the user account has been created by the administrator, the user will receive an activation email that will also allow for a password reset.

6. CHANGING PASSWORDS

The template that can be accessed via the link "Forgot your password?" on the home page will enable you to request the resetting of your password.

[Homepage](#) > [Forgot your password?](#)

Forgot your password?







Did you forget your password? Fill out the form below to request an email with information on how to reset your password.

Email address * :

Send Cancel

A message is displayed and the user will receive an email including a link.

Check your email! You should receive an email shortly!

de Luxembourg Portal for Innovation and Research [redacted]      

16:37

autres actions ▾

Requête de mot de passe

pour : [redacted]

Dear firstname redactor,

You have received this email since you have asked for a new password for your user account at the Luxembourg Portal for Innovation and Research.

You can change your password by clicking on the following link within 48 hours:
http://plir2.dev/index.php/guard/forgot_password/2ad5eade9838f06f12fbbc8d6ed451e8

For further information, please do not hesitate to contact the portal administrator at the following address:
info@innovation.public.lu.

Luxembourg Portal for Innovation and Research
www.innovation.public.lu

The portal is managed by:
LUXINNOVATION GIE
National Agency for Research and Innovation
7, rue Alcide de Gasperi
L-1615 Luxembourg - Kirchberg
Tel: +352 43 62 63 - 1 Fax: +352 43 81 20
Portal administrator: info@innovation.public.lu

The user needs to click on the link within the specified time period (48 hours) to access the following page.

[Homepage](#) > [Hello firstname redactor](#)

Hello firstname redactor

Enter your new password in the form below.

Password * :

Confirm password * :

Change

Once the change of password has been confirmed, the link provided will no longer be active.

Error, your token is not valid

7. SIGNING IN

The signing in page requires the user name and the password.

The user name is indicated in the subject of the email for activation and resetting of the password.

objet Request for new password for **redactor**

Sign in

Username * :

Password * :

Remember :

[Forgot your password?](#) [Register](#)

8. USER HOME PAGE

The user home page includes a list of the presentation files of which the user is the owner. There are four different types of files:

- Department
- Interdisciplinary centre
- Laboratory
- Enterprise

[Homepage](#)

File list

Department

<u>Name</u>	<u>Type</u>	<u>State</u>	<u>Last Update</u>
Company test	Enterprise	editable	02/10/2011
Departement test	Departement	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011

Clicking on the header of the column will permit the sorting of the table according to the selected column. By default, the files are sorted in alphabetic order.

Users can see all their files, regardless of their status. Only files with the status “editable” can be edited. The others are not accessible to the user.

This screen also allows you to create a file, using the menu at the top of the page.

9. PROFILE MODIFICATION

After having logged in, users can modify a part of their profile by clicking on their name at the top of the page.



They can also log out by clicking on “Logout”.

[Homepage](#) > [Edit your profile - firstname redactor](#)

Edit your profile - firstname redactor

Last name * :

First name * :

Email address * : [\[Help\]](#)

Title :

Organisation/Company *

:

Position :

Phone * : [\[Help\]](#)

Username * :

Password : [\[Help\]](#)

Confirm password :

The screen for modifying a user profile includes the information provided at registration. Only the field “username” cannot be modified.

It is possible to change the password via this screen by entering and confirming a new password. If the user does not enter and confirm a new password, the original password will remain unchanged.

10. CREATING A RESEARCH UNIT PRESENTATION FILE

In order to create a research unit presentation file, users have to go to their home page and select the following file types: “Department”, “Interdisciplinary centre” or “Laboratory”, and then click “Create”.

Department

- Department
- Interdisciplinary centre
- Laboratory
- Enterprise

10.1. DEPARTMENT PRESENTATION FILE

[Homepage](#) > [Create a new Department](#)

Create a new Departement

Parent unit

Institution list * :

- CRP Gabriel Lippmann
- CRP Santé
- CEPS INSTEAD
- National Museum of Natural History (MNHN)
- Virtual Resource Centre for Knowledge about Europe (CVCE)
- CRP Henri Tudor
- Integrated BioBank of Luxembourg (IBBL)
- Faculty of Science, Technology and Communication (FSTC)
- Faculty of Law, Economics and Finance
- Faculty of Language and Literature, Humanities, Arts and Education (FLSHASE)

[\[Help\]](#)

Unit name

English * :

French * :

The creation template includes two parts:

- A list of institutions to which the departments are affiliated. It is possible to select several institutions by pressing the CTRL key during the selection.
- The name of the department in English and French.

To validate, please click "Save". The department file is thus created and can be edited. The user is redirected to an editing screen.

The unit Department test has been created.

10.2. INTERDISCIPLINARY CENTRE PRESENTATION FILE

[Homepage](#) > [Create a new Interdisciplinary center](#)

Create a new Interdisciplinary center

Parent unit

Institution list * :

Unit name

English * :

French * :

The creation template includes two parts:

- A list of institutions to which the interdisciplinary centres are affiliated.
- The name of the interdisciplinary centre in English and French.

To validate, please click “Save”. The interdisciplinary centre file is thus created and can be edited. The user is redirected to an editing screen.

The unit Interdisciplinary center test has been created.

10.3. LABORATORY PRESENTATION FILE

[Homepage](#) > [Create a new Laboratory](#)

Create a new Laboratory

Institutions

Institution list :

Parent unit

Department list * :

Unit name

English * :

French * :

The creation template includes three parts:

- A list of institutions to which the laboratories are affiliated.
- The list of departments affiliated to the selected institution.
- The name of the laboratory in English and French.

The first step in filling out the template is to select the parent institution and click “Validate”.
A list of departments affiliated to the selected institution will appear. It is possible to select several departments by pressing the CTRL key during the selection.
Finally, the name of the laboratory should be filled out in English and French.

[Homepage](#) > [Create a new Laboratory](#)

Create a new Laboratory

Institutions

Institution list :

Parent unit

Department list * :

 [\[Help\]](#)

Unit name

English * :
 French * :

To validate, please click “Save”. The laboratory file is thus created and can be edited. The user is redirected to an editing screen.

The unit Laboratory test has been created.

11. MODIFICATION OF A RESEARCH UNIT PRESENTATION FILE

All research unit presentation files include the tabs “Competences” and “Resources and collaborations”. “Laboratory” and “Interdisciplinary centre” files additionally include the tab “Intellectual property”.

Edit file - Laboratory : Laboratory test

Hierarchy

- CRP Santé > Department of Oncology

Competences | **Resources and Collaborations** | **Intellectual Property**

Unit name

English * :
 French * :

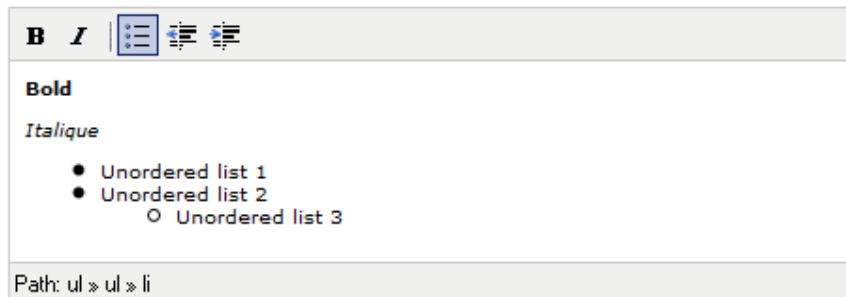
Main axes of research (max. 1500 characters)

English * :

11.1. COMPETENCES TAB

The tab “Competences” is the first one of the template. It can be validated once all compulsory fields have been filled out in both languages and in the right format.

Certain fields allow for a more advanced presentation of the information: bold, italics and bullet points.



The formats can be applied by using the buttons above the field.

11.1.1. Specific fields – Logo

The field “Logo” allows the user to upload a logotype. This can be done by clicking on “Browse” to search for the logo. After saving, the uploaded logo will be displayed on the page.

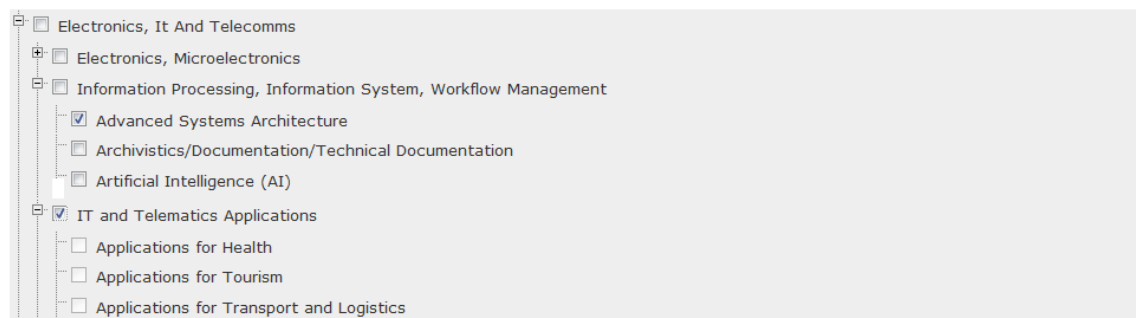
11.1.2. Specific fields – Technology keywords

Technology keywords (max. 10)

Please choose up to 10 technology keywords. Click on the + to see more detailed keywords. Selecting a keyword on level 1 or 2 automatically comprises all its subdomains. To make a more specific selection on second or third level, please unclick the selected keyword.

2 Technology keyword(s) checked* [Uncheck all](#)

[Hide all](#) [View all](#)



The field “technology keywords” allows for the selection of several technological keywords. These keywords are used for indexing the activities of the research unit in a standardised way, thus facilitating users’ search for units of their interest.

A maximum of 10 keywords can be selected. If this amount is exceeded, an error will be displayed when saving the page. It is compulsory to select at least 1 keyword.

The list of technological keywords is structured on three levels. In the example above, the keyword on level 1 (“Electronics, IT and Telecomms”) includes three keywords on level 2 (“Electronics, Microelectronics”, “Information Processing, Information system, Workflow

Management” and “IT and Telematics Applications”). The second keyword on level 2 subsequently includes several keywords on level 3 (“Advanced Systems Architecture” etc).

It is possible to select keywords on levels 1, 2 and/or 3. When selecting a keyword, its sub-domains are automatically taken into account. The boxes in front of the sub-domains become inaccessible and can no longer be selected (see the sub-domains of “IT and Telematics Applications” in the example above).

Clicking on the link [Uncheck all](#) will uncheck all selected keywords.

Clicking on the link [Hide all \(will\)](#) hide(s) all sub-levels of the list.

The link [View all](#) will allow the user to view the complete list.

In order to view one complete section, please click on “+”. In order to hide one section, please click on “-”.

11.1.3. The specific case of a department with affiliated laboratories

A department with one or several affiliated laboratories resumes all technology keywords and competence areas selected for its affiliated laboratories. They cannot be modified on department level. However, when modifications are made at laboratory level, the owner of the department file will be notified by a message when editing the file.

The areas of competence and the technology keywords of the laboratories, belonging to the department, have been modified. Please save the file on order to take into account these modifications at department level.

Technology keywords (max. 10)

This list shows technology keywords selected for the laboratories belonging to the department. This list can thus be modified at laboratory level.

4 Technology keyword(s) checked*

[Hide all](#) [View all](#)

<input type="checkbox"/>	Electronics, It And Telecomms
<input checked="" type="checkbox"/>	Electronics, Microelectronics
<input checked="" type="checkbox"/>	Information Processing, Information System, Workflow Management
<input checked="" type="checkbox"/>	IT and Telematics Applications
<input type="checkbox"/>	Multimedia
<input type="checkbox"/>	Telecommunications, Networking
<input checked="" type="checkbox"/>	Industrial Manufacturing, Material And Transport Technologies

Once this tab of the department file has been saved, the message disappears.

11.2. RESOURCES AND COLLABORATIONS TAB

Once the “Competences” tab has been saved, the “Resources and collaborations” tab becomes available.

Hierarchy

- CRP Gabriel Lippmann

Competences	Resources and Collaborations
-------------	------------------------------

It can be accessed by clicking directly on the tab (any current modifications will not be taken into account) or by clicking on “Next” (in this case, the modifications are saved).

11.2.1. Specific fields – Contacts

In the second tab, it is possible to add up to three contact persons.

R&D Contact Person (up to 3)

Add a new contact

Name * :

First name * :

Title (en) :

Title (fr) :

Position (en) * :

Position (fr) * :

Phone * : [\[Help\]](#)

Email * : [\[Help\]](#)

Delete the new contact

Add a new contact

Name * :

First name * :

Title (en) :

Title (fr) :

Position (en) * :

Position (fr) * :

Phone * : [\[Help\]](#)

Email * : [\[Help\]](#)

Delete the new contact

New contact

Clicking on “Delete the new contact” allows the user to delete the contact right above

The user can add a new contact by clicking on “New contact”.

Modifications can be saved by clicking on “Save”. If a contact is deleted by mistake, it is possible to recover it by clicking on “Cancel”.

At least one contact has to be provided.

11.3. INTELLECTUAL PROPERTY TAB

Once the tab “Resources and collaborations” has been saved, the tab “Intellectual property” becomes available.

Hierarchy

• CRP Gabriel Lippmann > Departement test

[Competences](#)
[Resources and Collaborations](#)
[Intellectual Property](#)

Create

Patent
 Patent
 Trademark
 Design and Model
 Software

[Create](#)

[Save](#) [Cancel](#)

[Previous Stage](#) Stage 3

To validate and finalise your file, please click on "Submit for validation".

[Submit for validation](#) [Submit for deletion](#)

Four types of intellectual property are available:

- Patent
- Trademark
- Design
- Software

In order to create a new intellectual property item, please select the type and click on "Create". If the page already includes several intellectual property items, this list can be found at the bottom of the page.

Below is an example of an intellectual property template:

Add a new intellectual property (Patent)

Title * :

Priority date : [\[Help\]](#)

Registration date * : [\[Help\]](#)

Registration number * :

First applicant * :

Other applicants :

First inventor * :

Second inventor :

Other inventors :

[Delete this intellectual property](#)

Intellectual property items are not compulsory, and there is no limit in terms of number. It is not possible to change the type of intellectual property once the item has been created. If the wrong type has been selected, users will have to delete the item and recreate it selecting the correct type.

An intellectual property item can be deleted by clicking on "Delete this intellectual property" located below the item concerned.

Clicking on "Save" saves intellectual property items that have been added, modified or deleted.

11.4. SAVING YOUR WORK

The data in a tab can be saved at any time by clicking on “Save” at the bottom of each tab. This functionality thus allows users to save the information and log out of the application. The next time users log in, they will be able to find the information saved in the file.



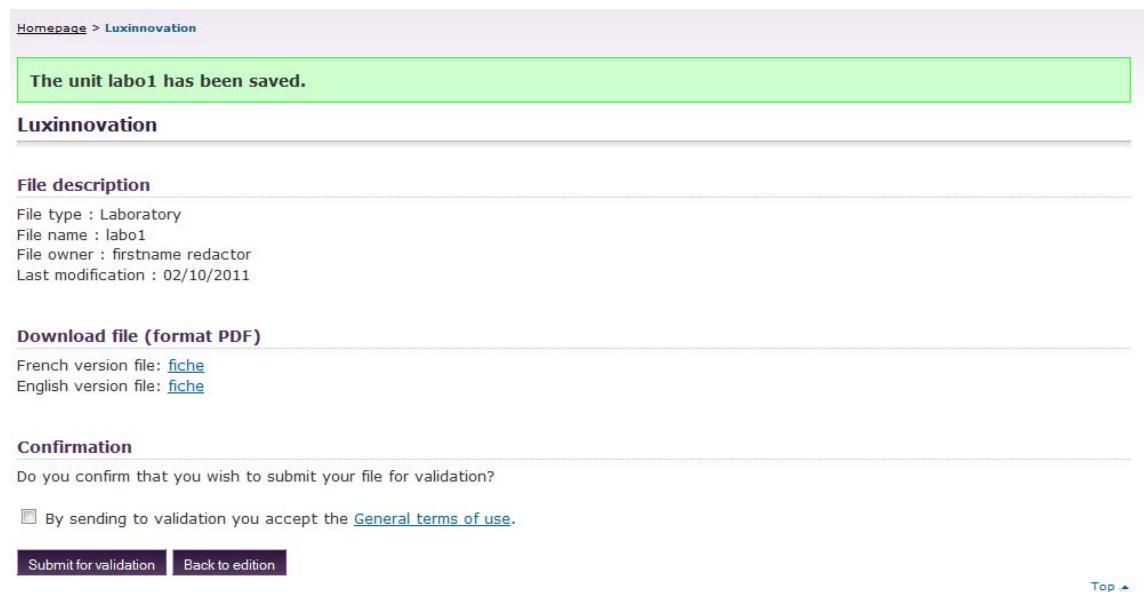
11.5. VALIDATING OR DELETING YOUR WORK

On the last available tab, two actions are available:

- Submit for validation: request to the administrator to validate the file concerned in order for it to be published on the portal.
- Submit for deletion: request to the administrator to validate the deletion of the file concerned in order for it to be deleted from the portal.

When clicking on one of these alternatives, users are redirected to a page confirming the action.

11.5.1. Confirmation page



Homepage > Luxinnovation

The unit labo1 has been saved.

Luxinnovation

File description

File type : Laboratory
File name : labo1
File owner : firstname redactor
Last modification : 02/10/2011

Download file (format PDF)

French version file: [fiche](#)
English version file: [fiche](#)

Confirmation

Do you confirm that you wish to submit your file for validation?

By sending to validation you accept the [General terms of use](#).

[Submit for validation](#) [Back to edition](#)

[Top](#)

Before validating the deletion or validation request, a confirmation page appears. It includes:

- A brief description of the file
- The file in PDF format which will be available on the portal. Each PDF file includes the complete information in French or English.

- A tick box for accepting the general terms of use

For the deletion it includes:

- A brief description of the file
- The file in PDF format if available.

After requesting the validation or the deletion of a file, the user can no longer modify it. It will appear as “To be validated” in the user’s list of files.

[Homepage](#)

File list

Department

Name ^	Type	State	Last Update
Company test	Enterprise	editable	02/10/2011
Departement test	Departement	editable	02/10/2011
Department test	Departement	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011
labo1	Laboratory	To be validated	02/10/2011
Laboratory test	Laboratory	editable	02/10/2011

After its validation by the administrator, the file will appear as “Validated” in the user’s list of files and will be published on the portal during the following 24 hours. It still cannot be modified by the user.

[Homepage](#)

File list

Department

Name ^	Type	State	Last Update
Company test	Enterprise	editable	02/10/2011
Departement test	Departement	editable	02/10/2011
Department test	Departement	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011
labo1	Laboratory	validated	02/10/2011
Laboratory test	Laboratory	editable	02/10/2011

After its publication on the portal, the file becomes editable by the user once again.

[Homepage](#)

File list

Department

Name ^	Type	State	Last Update
Company test	Enterprise	editable	02/10/2011
Departement test	Departement	editable	02/10/2011
Department test	Departement	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011
labo1	Laboratory	editable	02/10/2011
Laboratory test	Laboratory	editable	02/10/2011

12. CREATING AN ENTERPRISE PRESENTATION FILE

An enterprise presentation file can be created by selecting the file type “Enterprise” on the user home page and clicking on “Create”.

Department

- Department
- Interdisciplinary centre
- Laboratory
- Enterprise

[Homepage](#) > [Create a new company](#)

Create a new company

Name of the company

Name of the company *

After filling in the name of the company, please click “Save”.

13. MODIFYING AN ENTERPRISE PRESENTATION FILE

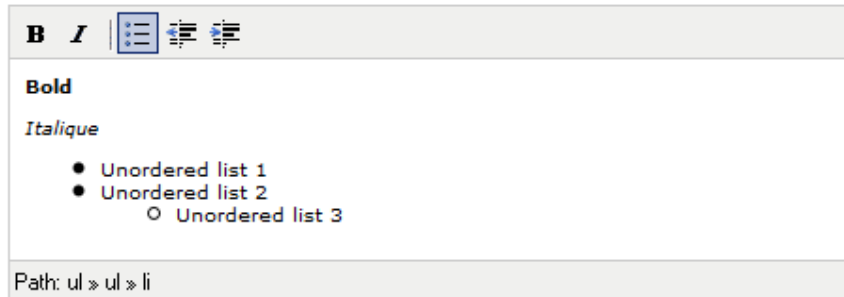
The template includes two tabs: “Activities” and “RDI”.

13.1. ACTIVITIES TAB

The tab “Activities” is the first one of the template.

In order to validate the first tab, all information in the tab needs to be correct (compulsory fields filled out in two languages, fields in the right format).

Certain fields allow for a more advanced presentation of the information: bold, italics and bullet points.



The formats can be applied by using the buttons above the field.

13.1.1. Specific fields – Logo

The field “Logo” allows the user to upload a logotype. This can be done by clicking on “Browse” to search for the logo. After saving, the uploaded logo will be displayed on the page.

13.2. RDI TAB

The tab “RDI” is the second one of the template. It becomes available once the first tab has been saved successfully.

13.2.1. Specific field – Enterprise technology keywords

Technology keywords (max. 10)

Please choose your technology keywords. Click on the + to see more detailed keywords.

1 Technology keyword(s) checked* [Uncheck all](#)

[Hide all](#) [View all](#)

Main	marg.	dev.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼ Electronics, It And Telecomms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▶ Electronics, Microelectronics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▶ Information Processing, Information System, Workflow Management
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▶ IT and Telematics Applications
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼ Multimedia
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cultural Heritage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-Learning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-Publishing, Digital Content
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Human Language Technologies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information Filtering, Semantics, Statistics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visualisation, Virtual Reality
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▶ Telecommunications, Networking

The field “technology keywords” allows for the user to select several technological keywords. These keywords are used for indexing the activities of the company in a standardised way, thus facilitating users’ search for enterprises of their interest.

The list of technological keywords is structured on three levels. In the example above, the keyword on level 1 (“Electronics, IT and Telecomms”) includes several keywords on level 2 (“Electronics, Microelectronics”, “Information Processing, Information system, Workflow Management”, “IT and Telematics Applications” and “Multimedia”). The keyword “Multimedia” on level 2 subsequently includes several keywords on level 3 (“Cultural Heritage” etc).

It is possible to select keywords on level 1, 2 and/or 3. When selecting a keyword, its sub-domains are automatically taken into account. The boxes in front of the sub-domains become inaccessible and can no longer be selected (see the sub-domains of “Multimedia” in the left-hand column in the example above).

In order to allow companies to better describe their activities using the technology keywords, it is possible to indicate whether a certain keyword represents main or marginal activities or activities under development. For relevant keywords, users should thus check:

- The first column if it describes a main area
- The second column if it describes a marginal area
- The third column if it describes an area under development

It is not possible to indicate a technology keyword as representing a main and a marginal activity at the same time.

It is compulsory to select at least 1 keyword.

The navigation in the list is done by clicking on the triangles ▼ ►.

Clicking on ► will enable the user to view a complete section of the list. Clicking on ▼ will hide a section.

Clicking on the link [Uncheck all](#) unchecks all selected keywords.

Clicking on the link [Hide all](#) hides all sub-levels of the list.

The link [View all](#) allows the user to view the complete list.

13.2.2. Specific fields – Contacts

In the second tab, it is possible to add up to three contact persons.

R&D Contact Person (up to 3)

Add a new contact

Name * :

First name * :

Title (en) :

Title (fr) :

Position (en) * :

Position (fr) * :

Phone * : [\[Help\]](#)

Email * : [\[Help\]](#)

Delete the new contact

Add a new contact

Name * :

First name * :

Title (en) :

Title (fr) :

Position (en) * :

Position (fr) * :

Phone * : [\[Help\]](#)

Email * : [\[Help\]](#)

Delete the new contact

New contact

By clicking “Delete the new contact” the user can delete the contact right above.

To add a new contact, click on “New contact”.

Modifications can be saved by clicking on “Save”. If a contact is deleted by mistake, it is possible to find it again by clicking on “Cancel”.

At least one contact has to be provided.

13.3. SAVING YOUR WORK

The data in a tab can be saved at any time by clicking on “Save” at the bottom of each tab. This functionality thus allows users to save the information and log out of the application. The next time users log in, they will be able to find the information saved in the file.

Save

Cancel

Previous Stage

Stage 2

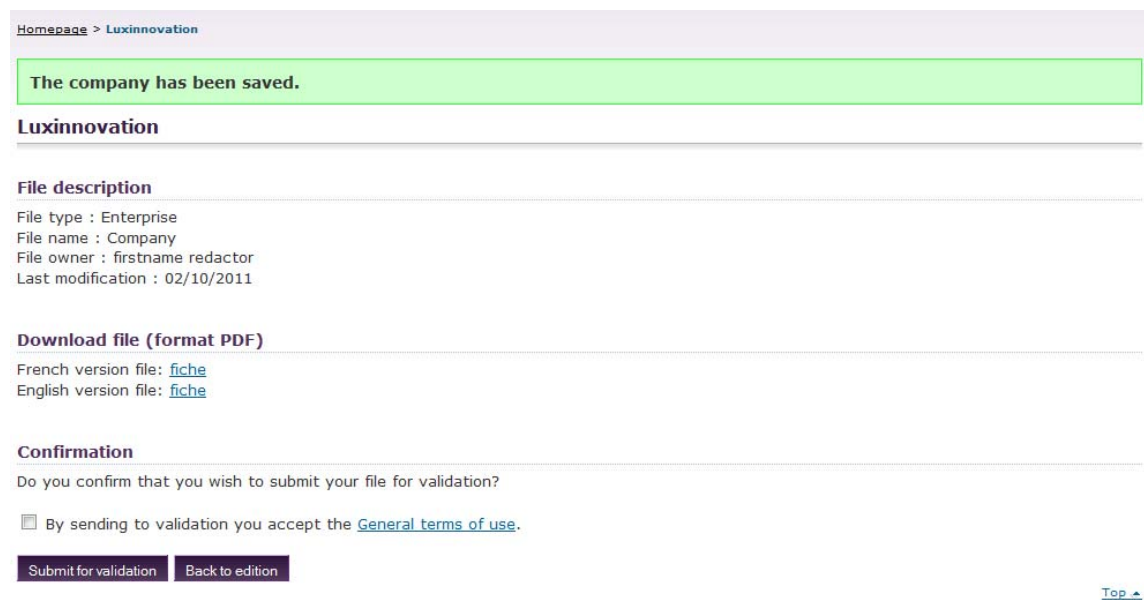
13.4. VALIDATING OR DELETING YOUR WORK

On the last available tab, two actions are available:

- Submit for validation: request to the administrator to validate the file concerned in order for it to be published on the portal.
- Submit for deletion: request to the administrator to validate the deletion of the file concerned in order for it to be deleted from the portal.

When clicking on one of these alternatives, users are redirected to a page confirming the action.

13.4.1. Confirmation page



The screenshot shows a confirmation page for validation. At the top, there is a breadcrumb trail: "Homepage > Luxinnovation". Below this is a green success message: "The company has been saved." The main heading is "Luxinnovation". Underneath, there is a section titled "File description" with the following details: "File type : Enterprise", "File name : Company", "File owner : firstname redactor", and "Last modification : 02/10/2011". Below that is a section titled "Download file (format PDF)" with links for "French version file: [fiche](#)" and "English version file: [fiche](#)". The "Confirmation" section asks "Do you confirm that you wish to submit your file for validation?" and includes a checkbox with the text "By sending to validation you accept the [General terms of use](#).". At the bottom, there are two buttons: "Submit for validation" and "Back to edition". A "Top" link is visible in the bottom right corner.

Before validating the deletion or validation request, a confirmation page appears. It includes:

- A brief description of the file
- The file in PDF format which will be available on the portal. Each PDF file includes the complete information in French or English.
- A tick box for accepting the general terms of use

For the deletion it includes:

- A brief description of the file
- The file in PDF format if available.

After having requested the validation or the deletion of a file, the user can no longer modify it. It will appear as "To be validated" in the user's list of files.

[Homepage](#)

File list

Department

Name ^	Type	State	Last Update
Company test	Enterprise	editable	02/10/2011
Departement test	Departement	editable	02/10/2011
Department test	Departement	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011
labo1	Laboratory	To be validated	02/10/2011
Laboratory test	Laboratory	editable	02/10/2011

After its validation by the administrator, the file will appear as “Validated” in the user’s list of files and will be published on the portal during the following 24 hours. It still cannot be modified by the user.

[Homepage](#)

File list

Department

Name ^	Type	State	Last Update
Company test	Enterprise	editable	02/10/2011
Departement test	Departement	editable	02/10/2011
Department test	Departement	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011
labo1	Laboratory	validated	02/10/2011
Laboratory test	Laboratory	editable	02/10/2011

After its publication on the portal, the file again becomes editable by the user.

[Homepage](#)

File list

Department

Name ^	Type	State	Last Update
Company test	Enterprise	editable	02/10/2011
Departement test	Departement	editable	02/10/2011
Department test	Departement	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011
Interdisciplinary center test	Interdisciplinary center	editable	02/10/2011
labo1	Laboratory	editable	02/10/2011
Laboratory test	Laboratory	editable	02/10/2011

14. VALIDATION/DELETION CONFIRMATION

When users submit their files for validation or deletion, the administrator must confirm the action in order for the file to be published on/deleted from the portal. When the validation is completed, users will receive a confirmation or a rejection email.

Below is an example of a confirmation email:

Dear firstname redactor,

Your validation request for the file "labo1" in the section "Finding partners" of the Luxembourg Portal for Innovation and Research has been accepted by the portal administrator. Your file will be available online shortly.

Once online, it can again be modified at: <http://plir2.dev/index.php/>.

For further information, please do not hesitate to contact the portal administrator at the following address: info@innovation.public.lu.

Luxembourg Portal for Innovation and Research
www.innovation.public.lu

The portal is managed by:
LUXINNOVATION GIE
National Agency for Research and Innovation
7, rue Alcide de Gasperi
L-1615 Luxembourg - Kirchberg
Tel: +352 43 62 63 - 1 Fax: +352 43 81 20
Portal administrator: info@innovation.public.lu

15. UNREGISTERING

Only an administrator can delete a user account from the application. The administrator then also has to delete the associated presentation files or reassign them to new users.

In order to unregister, please send an email to info@innovation.public.lu.

16. HELP

The Luxembourg Portal for Innovation and Research is managed by Luxinnovation, the National Agency for Innovation and Research. The portal administrators are available for users who need support, and can be contacted by email at info@innovation.public.lu or by telephone +352 43 62 63 1.