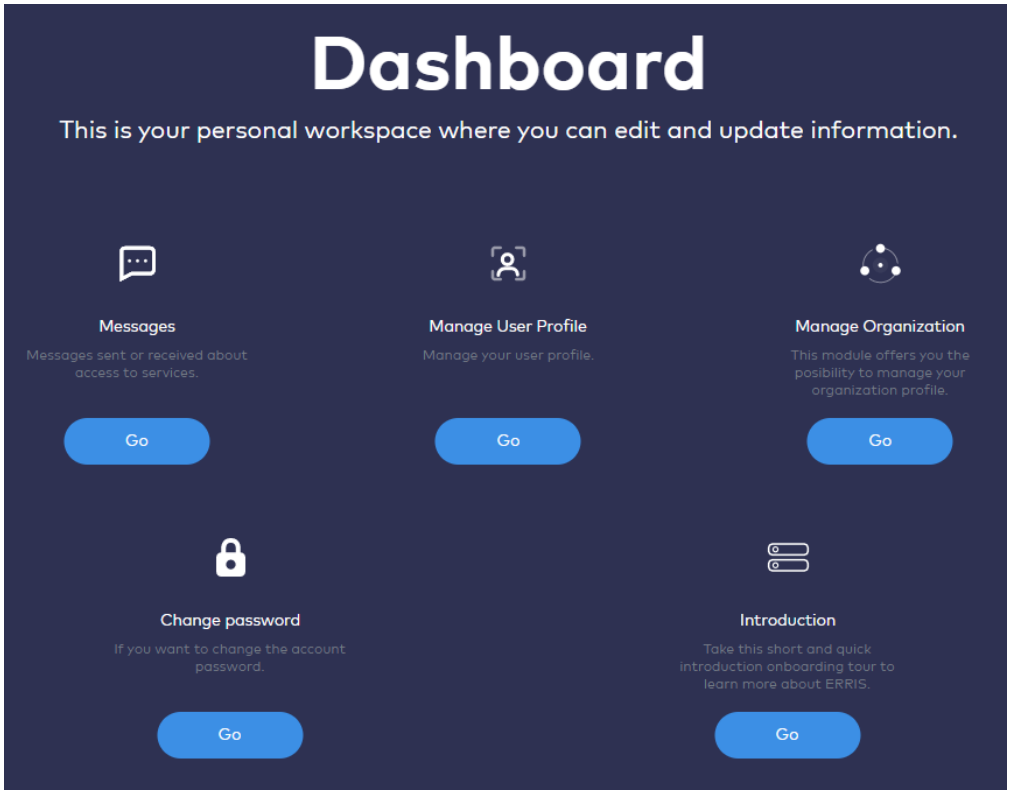
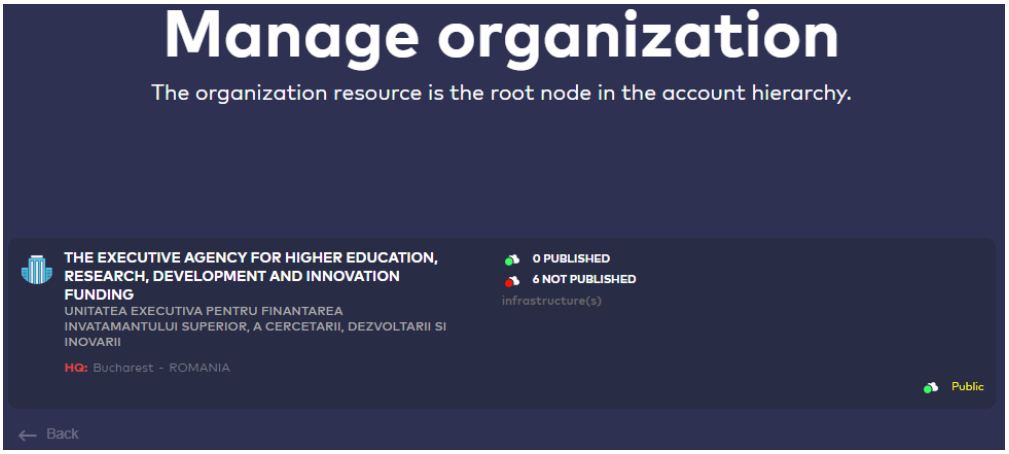
MANAGE ORGANIZATION

In order to avoid potential compatibility issues, we recommend using a last generation browser, preferably Google Chrome (https://www.google.com/chrome) or Mozilla Firefox (https://www.mozilla.org/en-US/firefox/all).

1. After accessing your account press “Manage Organization”



2. Click on the organization you want to edit

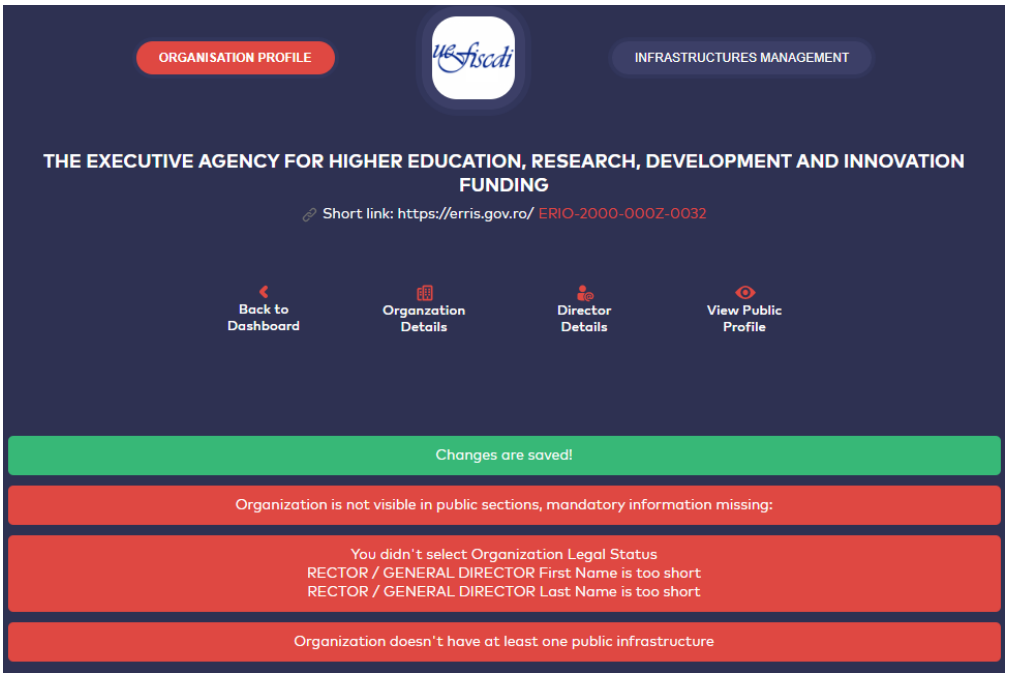


3. You are automatically redirected to the Organization profile form. Here, you can edit information about the organization (name, description, type, legal status, logo), contact details (address, website, email, phone, GPS coordinates) and details about the General Director/Rector. All this information will be displayed on the Organization public page.

4. On the top of the page you can find the menu that allows you to switch between the Organization Profile and the Infrastructures Management section. You can also see the Organization public short link that can be shared, in order to promote your Organization public profile in EERIS (short links from older version of EERIS still work, but they will not be displayed anymore).



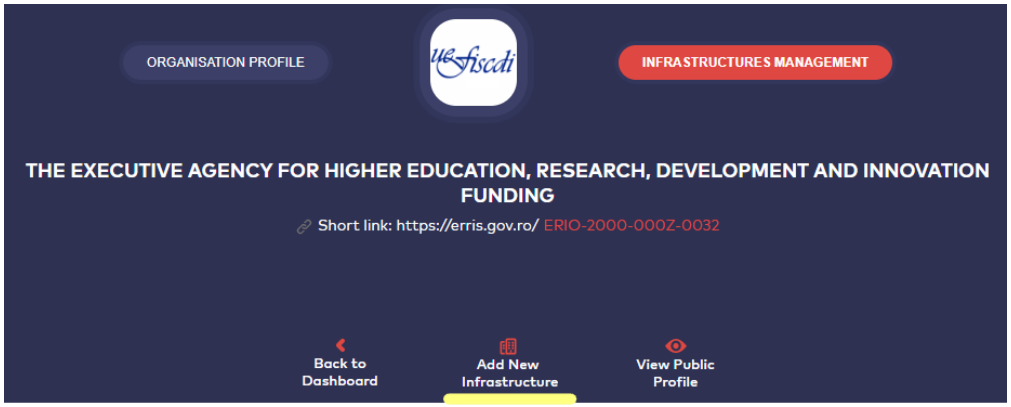
5. Every time you use the "Save changes" button, the platform displays messages if there is any mandatory information missing and about the status of your Organization. In order to be visible in the public section of the platform, **you need to fill in all mandatory fields and the organization needs to have at least one public infrastructure profile.** If you are a new Organization you will not be visible on the platform, until you create an infrastructure account, fill in all the mandatory information for the infrastructure account and make it public on EERIS



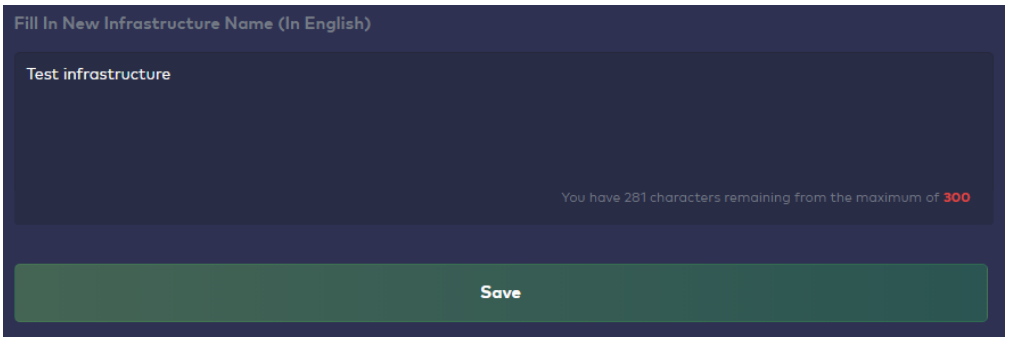
6. Another important role of the Organization Administrator is to create new infrastructures accounts. In order to do this, you must click on the “Infrastructures Management” button on the top of the page.



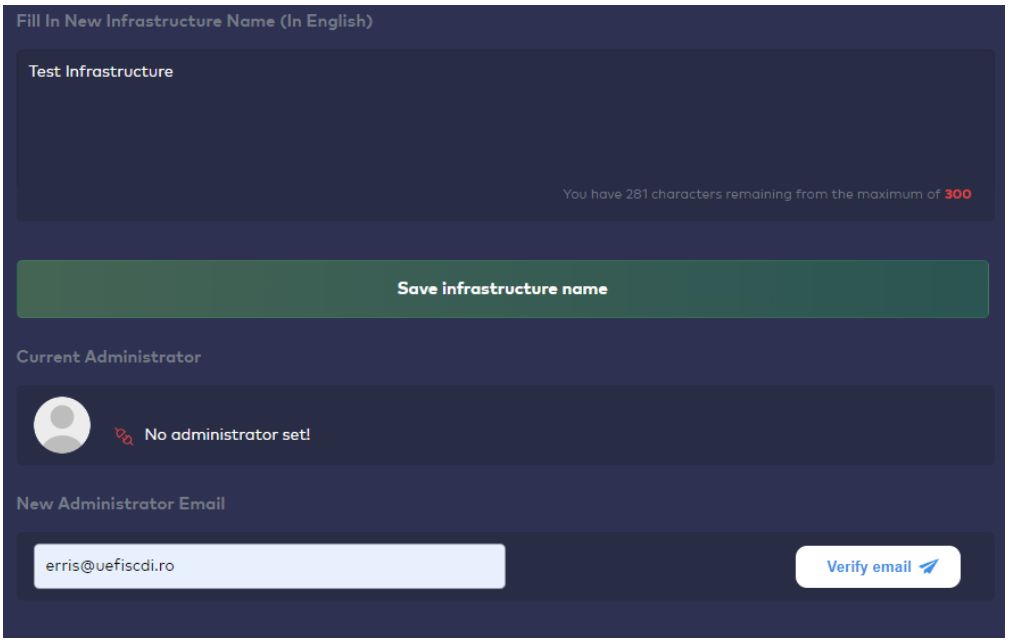
7. In this section you can see a list with the existing infrastructures and create new ones using the “Add New Infrastructure” button, bellow the organization short link.



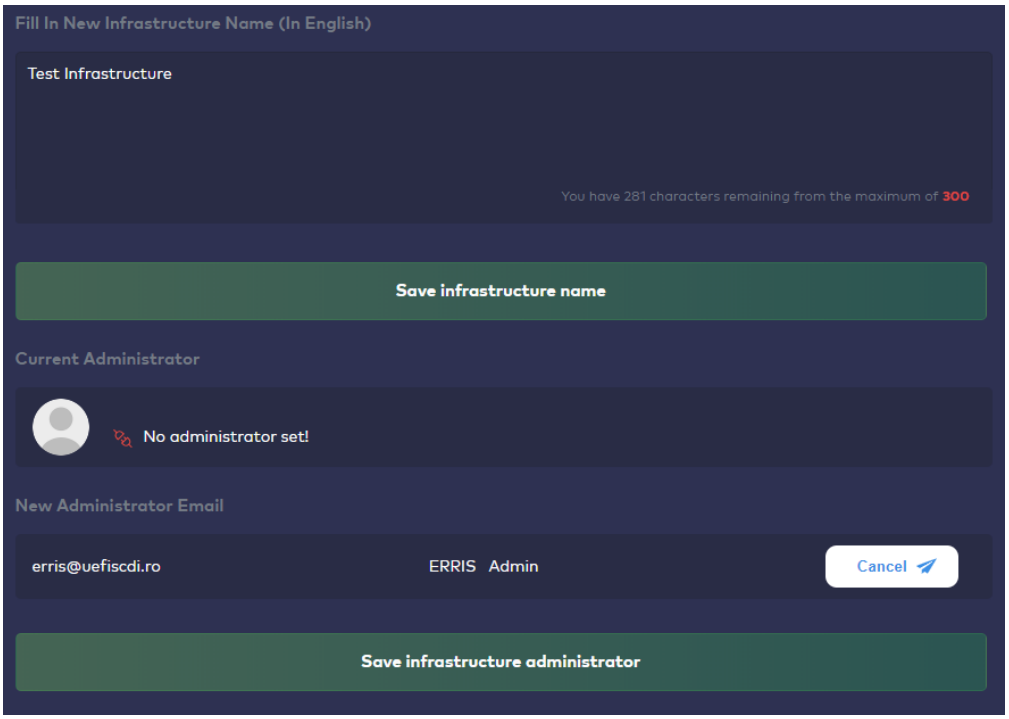
8. In order to create a new infrastructure press “Add New Infrastructure”, fill in the infrastructure name and press Save.



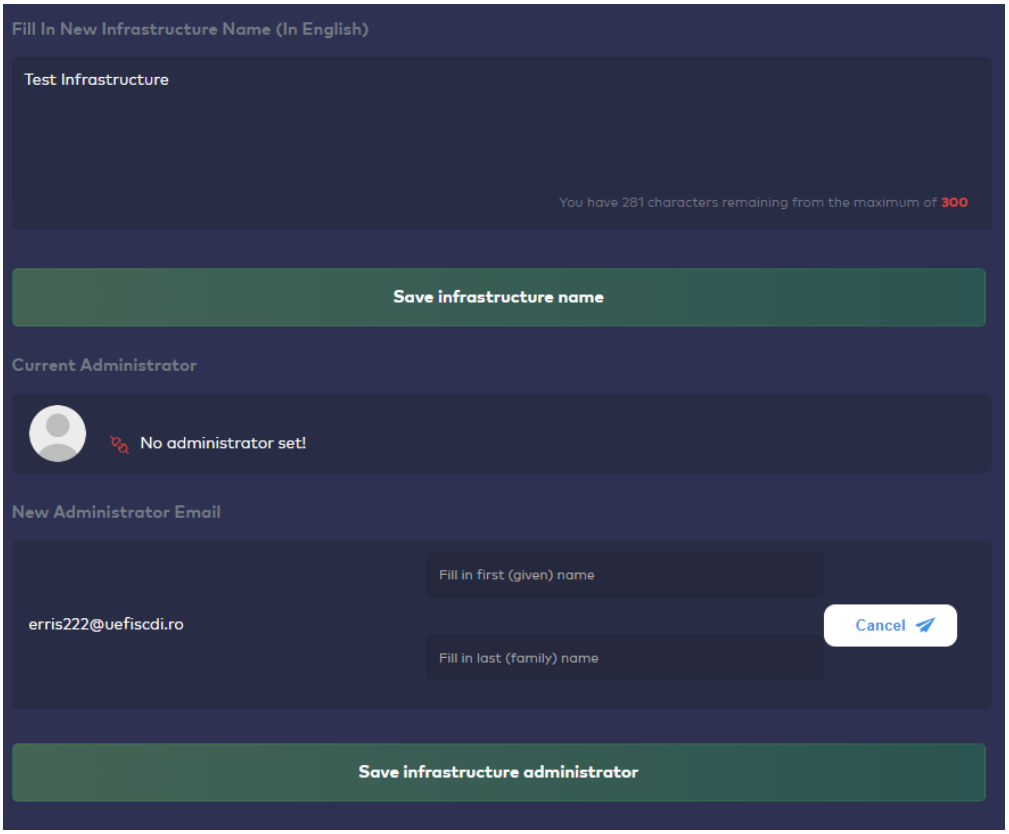
9. Then nominate an infrastructure administrator, by entering his email address and pressing “Verify email”.



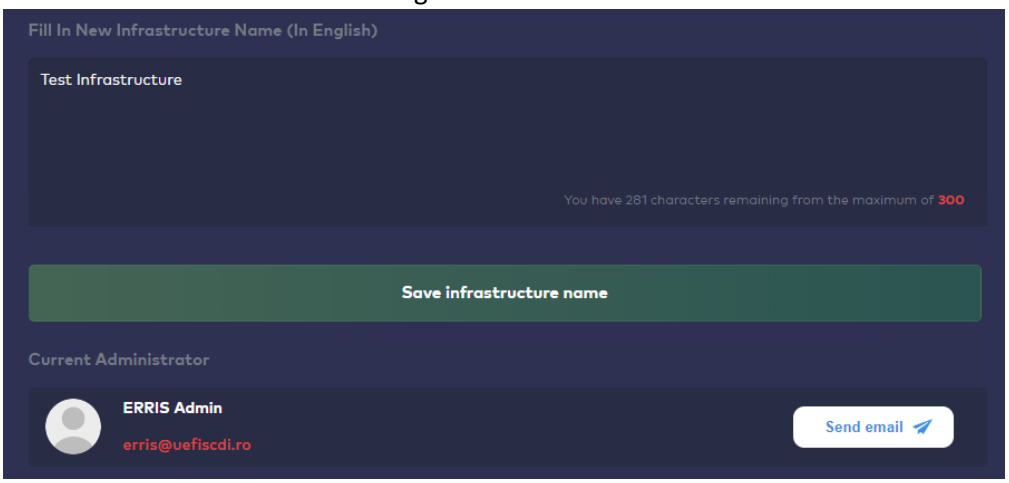
10. If there already exists an EERIS account linked to the email address, the platform will show the name associated to that account and you can either “Cancel” and enter a new email address, or confirm the new administrator by pressing “Save infrastructure administrator”



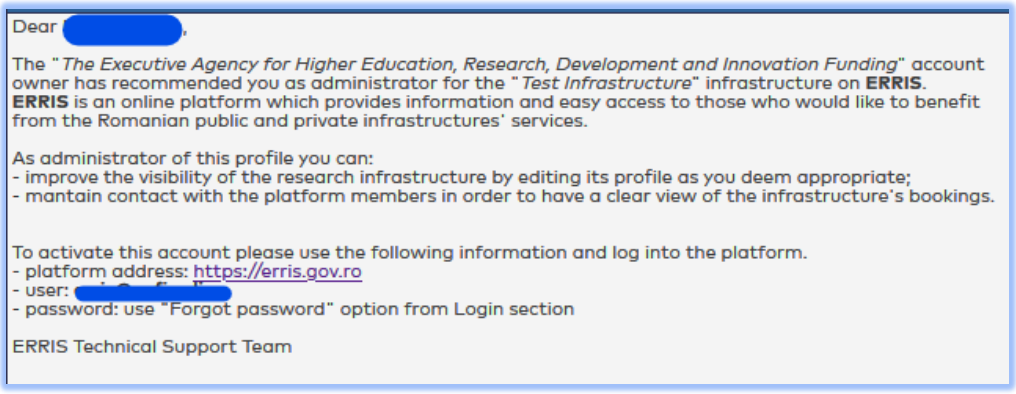
11. If the email address doesn’t have an associated EERIS account, you will have to fill in First Name and Last Name in order to create a new EERIS account.



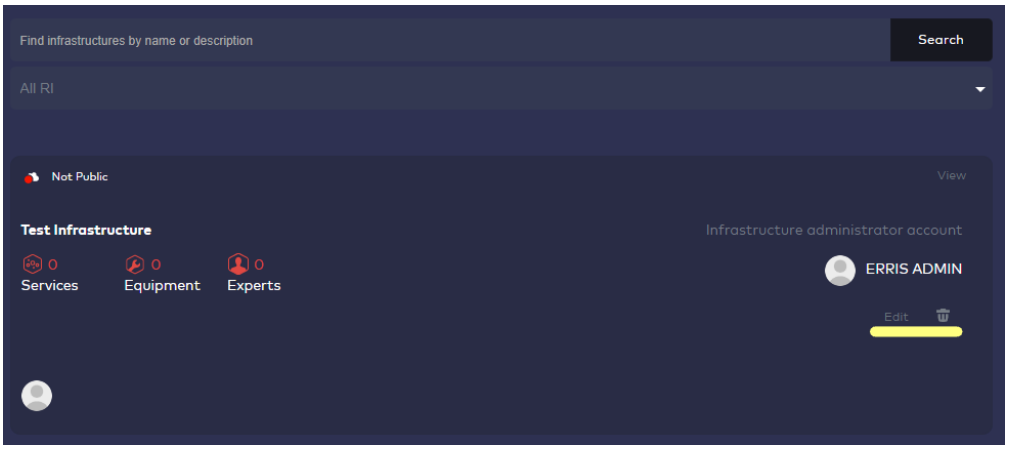
12. After you set up the infrastructure administrator you can send a predefined email message to let him know he has a new infrastructure to manage in EERIS.



13. The email will also contain instructions how to access the EERIS account.



14. For existing infrastructures, the organization administrator can:
    - Search by name or status (public/not public)
    - Modify infrastructure name or change infrastructure administrator (the same procedure as the one used to create a new infrastructure)
    - Delete infrastructure (should not be used unless infrastructure was created by mistake)



All information on the platform must be written in English, since we are currently in the process of expanding EERIS in the EU region

Should you need further technical assistance do not hesitate to contact us at support@uefiscdi-direct.ro.