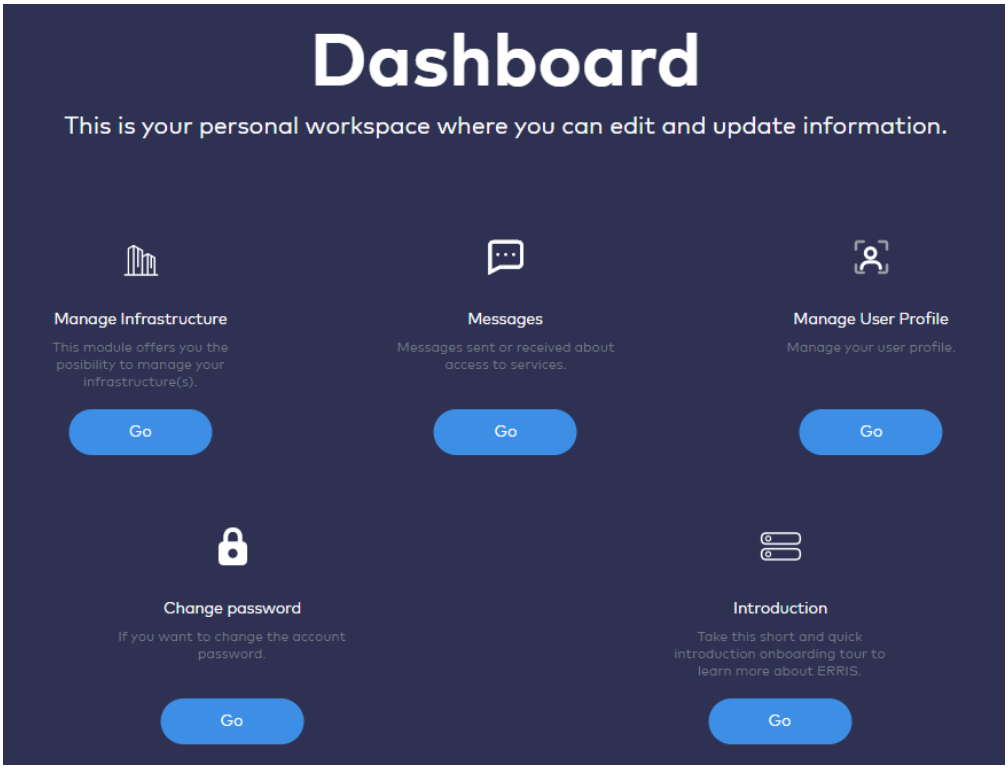
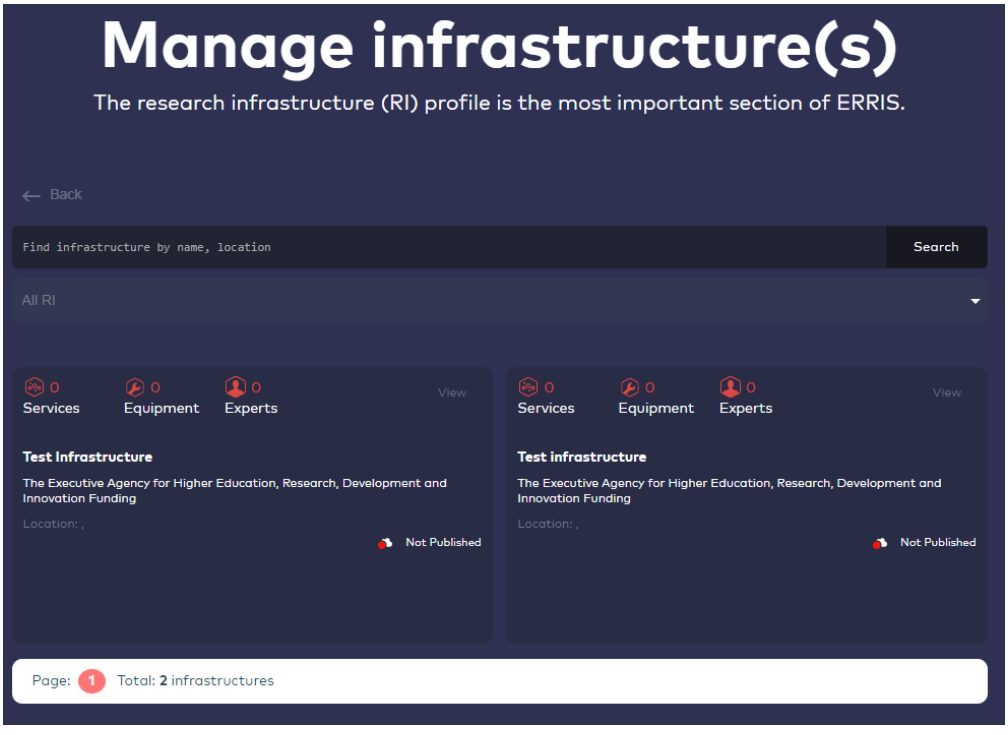
MANAGE INFRASTRUCTURE

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).

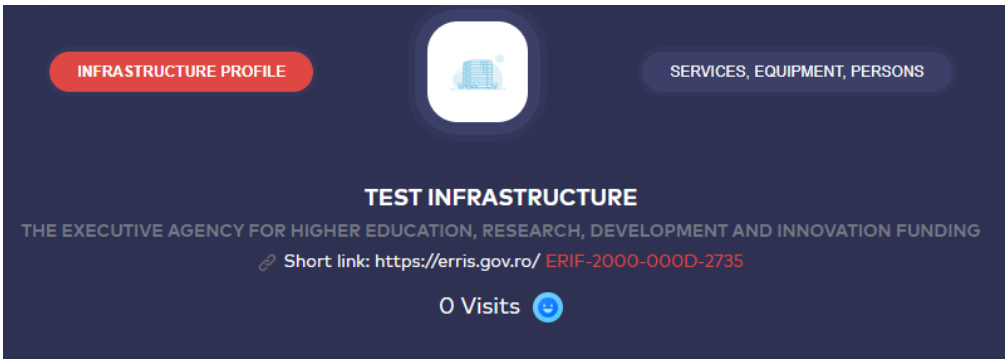
1. After accessing your account press “Manage Infrastructure”



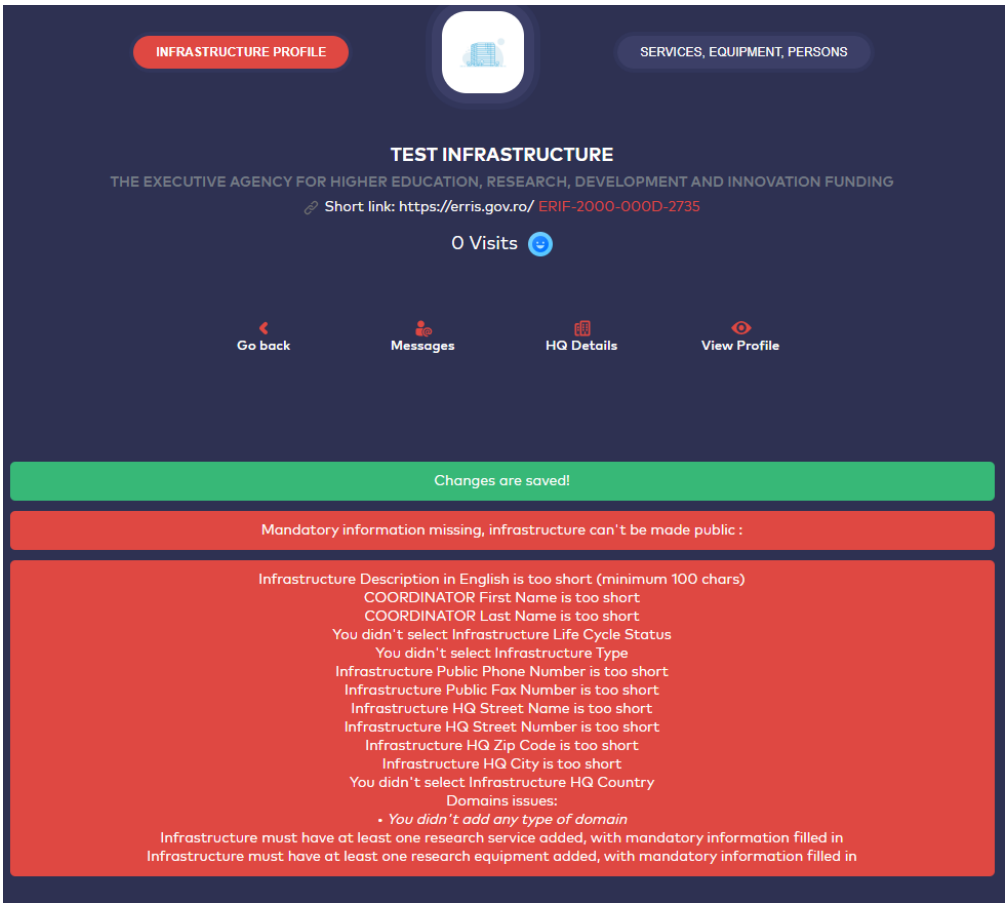
2. Click on the infrastructure you want to edit.



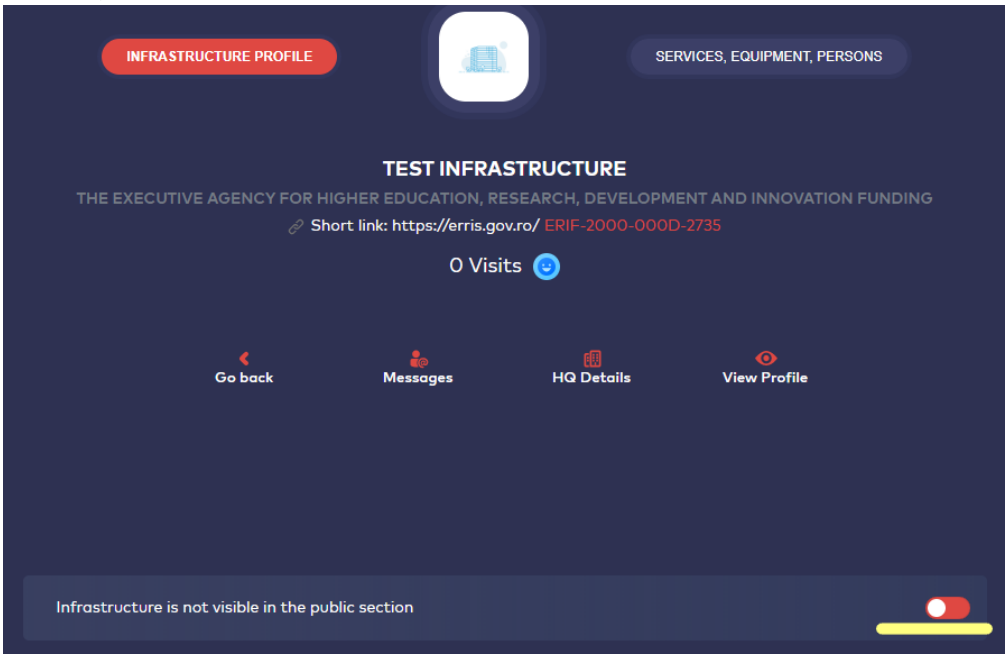
3. You are automatically redirected to the Infrastructure profile form. Here, you can edit information about the infrastructure (name, description, life cycle status, type, category, logo), domains of activity (up to 3 predefined domains and/or one free text domain), contact details (address, website, phone, GPS coordinates). All this information will be displayed on the Organization public page.
4. On the top of the page you can find the horizontal menu that allows you to switch between Infrastructure Profile and Services/Equipment/Persons section. You can also see the Infrastructure public short link that can be shared, in order to promote your Infrastructure public profile in EERIS (short links from older version of EERIS still work, but they will not be displayed anymore).



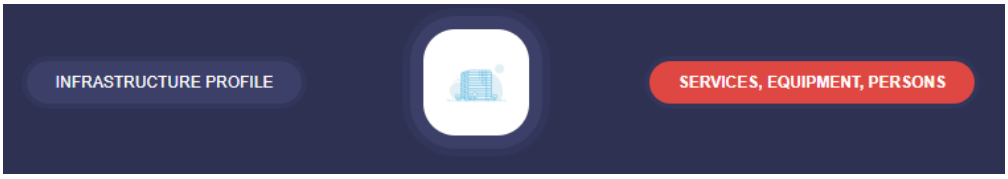
5. Every time you use the “Save changes” button, the platform displays messages if there is any mandatory information missing and about the status of your Infrastructure. In order to become visible in the public section of the platform, you need to fill in all mandatory fields and have at least one service (filled in with the mandatory information) and one research equipment (filled in with the mandatory information).



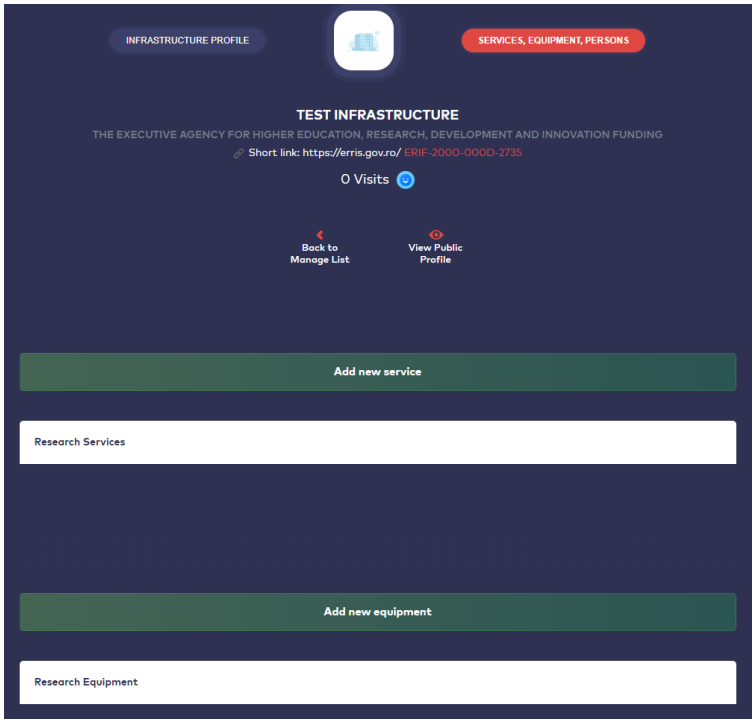
6. The Infrastructure status is shown as the first field in the infrastructure profile form and it allows you to switch status between “public” and “not public” (you can choose the public status, only if all mandatory information is provided). Making at least one infrastructure profile public is a prerequisite for making your organization profile public (if your organization has no other public infrastructure).



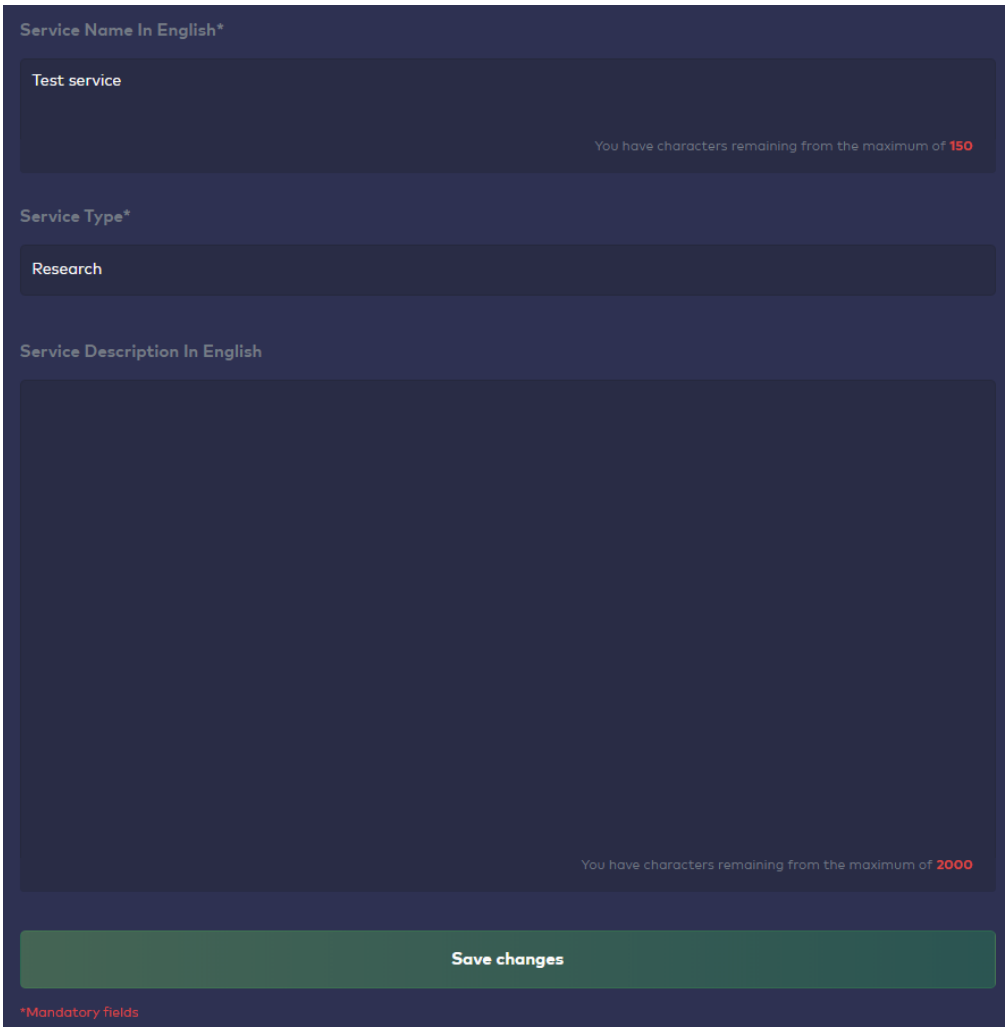
7. In order to add or edit Services, Equipment or Service Persons you must access “Services, Equipment, Persons” section on the top of the page.



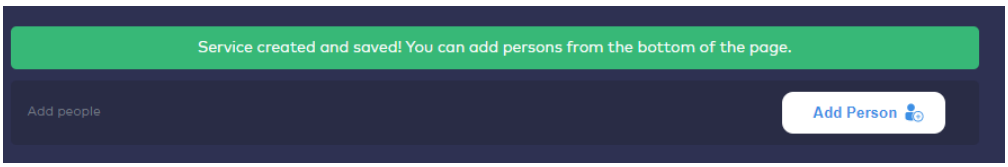
8. In this section you can add a new service and equipment using “Add…” buttons and edit existing ones.



9. When **adding a new service**, you are redirected to a form where you must fill in the service name, service type and service description. **If you don't fill in the name and select the service type (mandatory information) the new service will not be created**



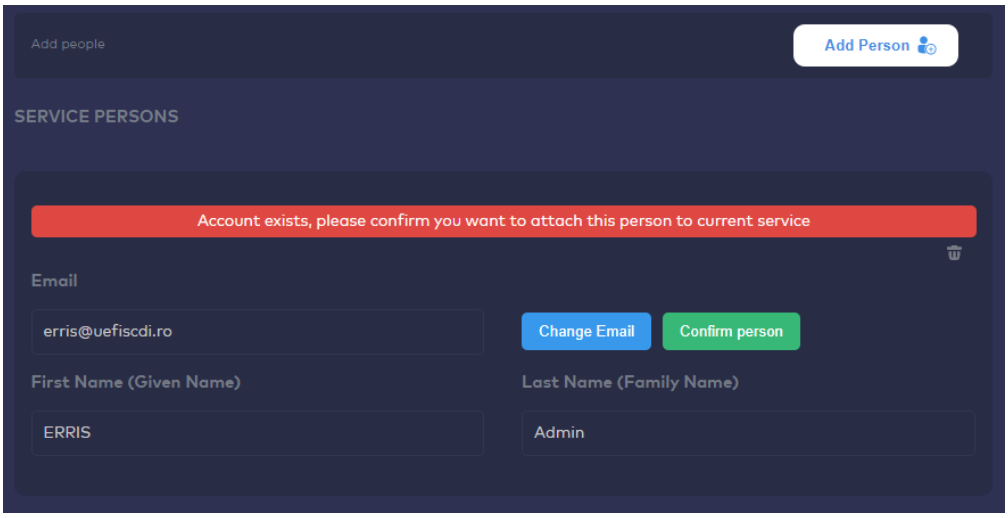
10. After creating a service, you can add persons that help provide that service, by using Add Person button on the bottom of the page



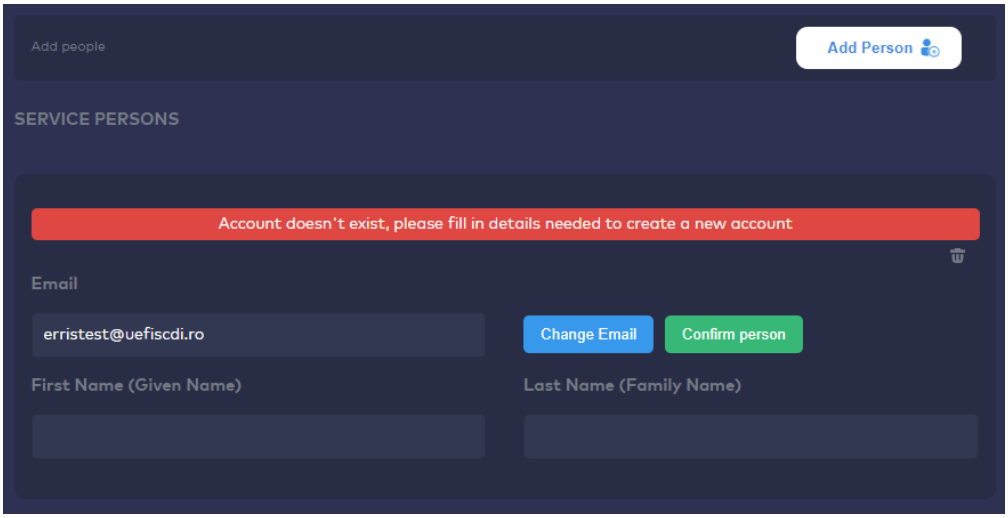
11. In order to **add a person to a service**, press Add Person and fill in an email address and press "Verify email"



12. If an EERIS account linked to the email address already exists, the platform will show the name for that account and you can either change the person by entering a new email address (“Change Email”) or “Confirm person” and add that person to the service



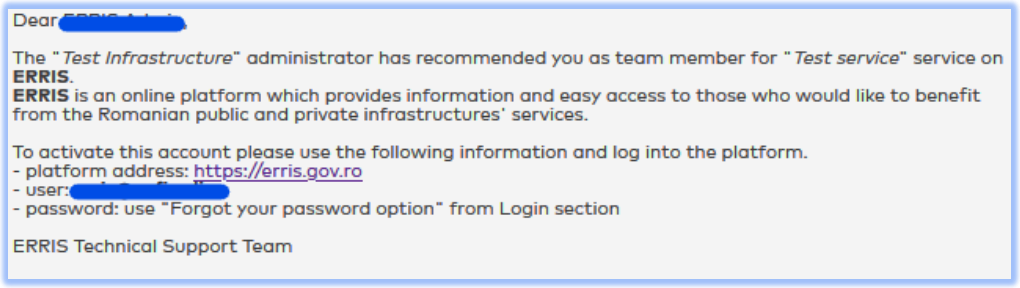
13. If the email address doesn’t have an EERIS account, you will have to fill in First Name and Last Name in order to create a new EERIS account for this person.



14. After you confirm and add the person, you can send a predefined email message to let that person know that he/she is linked to a service.



15. The email will also contain instructions how to access the ERRIS account.


Dear [redacted]

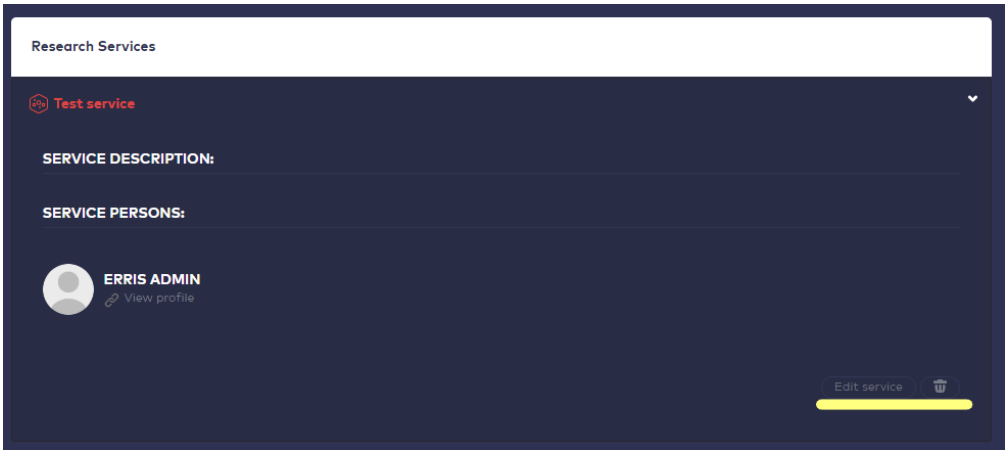
The "*Test Infrastructure*" administrator has recommended you as team member for "*Test service*" service on **ERRIS**.
ERRIS is an online platform which provides information and easy access to those who would like to benefit from the Romanian public and private infrastructures' services.

To activate this account please use the following information and log into the platform.
- platform address: https://erris.gov.ro
- user: [redacted]
- password: use "Forgot your password option" from Login section

ERRIS Technical Support Team

16. When **adding a new equipment**, you are redirected to a form where you must fill in the equipment name and some details about that equipment. Mandatory information is marked with a star "*". If you don't fill in the mandatory information, the equipment will not be taken into consideration when the platform checks if an infrastructure can be made public. There are two types of equipment: *Research equipment* (used for research services) and *Other type of equipment* (for general use, such as computers, scanners, TV sets)

17. To **edit an existing service**, click on it from "Services, Equipment, Persons" section. After it collapses you can find Edit button and Delete icon in the bottom of the collapsed box.

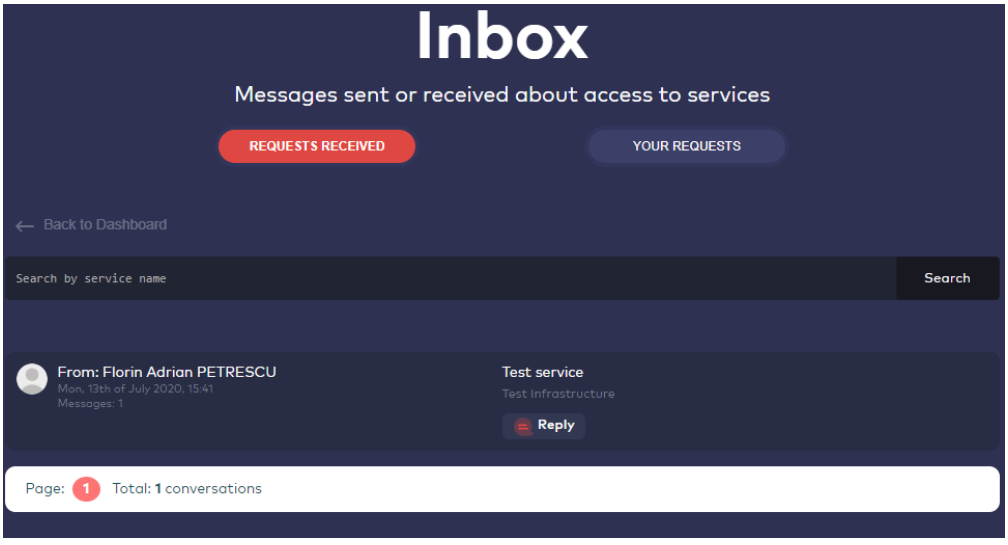


18. To **edit an existing equipment**, click on it from "Services, Equipment, Persons" section. After it collapses you can find Edit button and Delete icon in the bottom of the collapsed box.

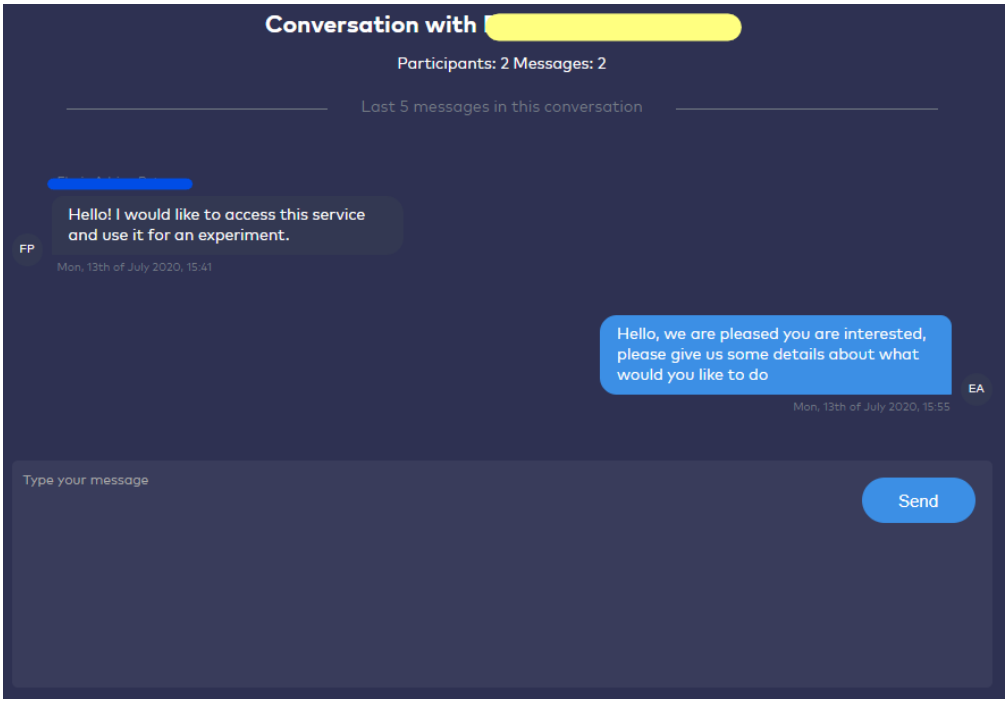


19. EERIS users can try to contact an infrastructure team when they find a service they are interested in, from the public section of the platform. **Messages** will be visible to the infrastructure administrator and scientific team of that infrastructure (service persons) and any of them can reply to the person that made the request. In order to access Messages section, click the "Messages" icon.

20. You will be redirected to a list of conversations, newest first.



21. Click Reply to see the messages and reply to them.



22. Any person from the scientific team of the infrastructure or the infrastructure administrator can get involved in the conversation. Daily notifications will be automatically sent by the EERIS platform, to let everyone know if there are new messages.

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.