



## Raising Open and User-friendly Transparency- Enabling Technologies for Public Administrations



Project number 645860

H2020-INSO-2014



## Administrator Guide

### SPOD “Tabit” (2.2)

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WISE&MUNRO



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Subject: Administrator Guide

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# 1 SOCIAL PLATFORM FOR OPEN DATA (SPOD)

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This guide is dedicated to the system administrators of SPOD (Social Platform for Open Data) platform to manage how add a new account, how add a new open data portal or delete a room in the Agora and so on.

The available Oxwall Software Documentation describes the following sections, for more details click on this link: <https://wiki.oxwall.com/index> .

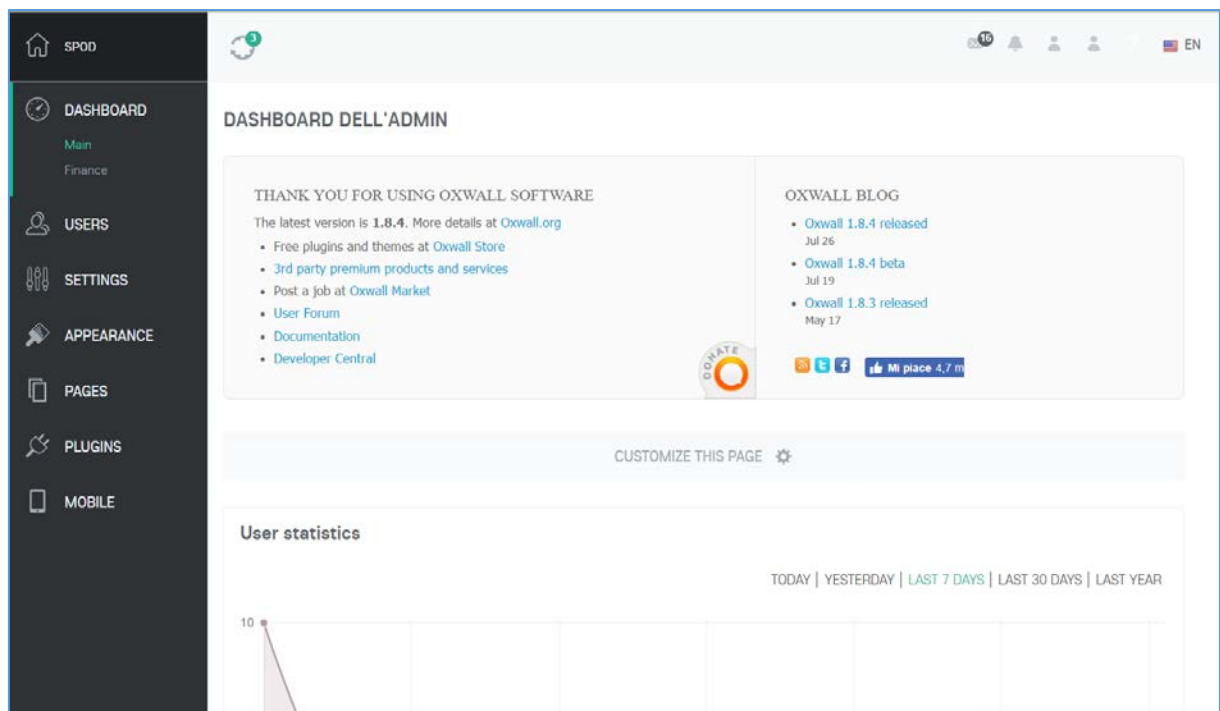


Figure 1: Administration UI dashboard

If you have administrator right on SPOD platform you can:

- To manage languages used on SPOD platform:
  - [How to manage the languages on the site?](#) explains how editing existing languages values in the edit Language areas; how to upload a language packs, how translate my site to another language, how backup the language; how delete/deactivate the language. (See more details in this document in the section 7).
- Management of plugins in SPOD ( see section: Management of plugins in SPOD section)

## 2 REGISTRATION PROCESS

---

The registration process allows to enable the registration of a new user or add manually a new user.

After logging of a user with administrator right on OpenId, click on the following link to manage the accounts:

- [http://xxxx.routetopa.eu/openid/index.php/admin\\_users](http://xxxx.routetopa.eu/openid/index.php/admin_users)

change **xxxx** with name of your platform (e.g.: prato.routetopa.eu (Prato Pilot), groningen.routetopa.eu (Groningen Pilot), issy.routetopa.eu (Issy Pilot), denhaag.routetopa.eu (Den Haag Pilot), Dublin spod.routetopa.eu (Dublin Pilot).

The following page is showed:

webmaster@routetopa.eu Your profile Admin Log out EN

## Manage OpenID accounts

User registrations are **open**: users can sign-up through SPOD. [DISABLE USER REGISTRATION](#) → (1) Dis/Enable user registration

[ADD NEW ACCOUNT](#) → (2) Create a new user account

Role	UUID	Email		
			edit	del
			edit	del
			edit	del
			edit	del
			edit	del
			edit	del
			edit	del
admin			edit	del
			edit	del
			edit	del
			edit	del
			edit	del
			edit	del
			edit	del
			edit	del
			edit	del
			edit	del
			edit	del
			edit	del
admin			edit	del

All features will be detailed in the following sections:

(1) Dis/Enable user registration (see 2.1 section)

(2) Create a new user account (see 2.2 section)

## 2.1 DIS/ENABLE USER REGISTRATION

To dis/enable the registration of a user, click on the “Disable User Registration” button; user registration are open, i.e. the users can sign-up through SPOD platform.

administrator@email.com

Your profile

Admin

Log out

EN


# Manage OpenID accounts

User registrations are **open**: users can sign-up through SPOD.

DISABLE USER REGISTRATION →

ADD NEW ACCOUNT →

Role	UUID	Email		
			edit	del
admin			edit	del



This project has received funding from European Union's Horizon 2020 research and innovation programme under grant agreement No 645860.

## 2.2 CREATE A NEW USER ACCOUNT

### The first step

You must know the e-mail of a user, for example create a test user:

TestUser = [Mary@routetopa.eu](mailto:Mary@routetopa.eu)

You can use any software on line to generate an initial password that the user can reset the password

For example, you can use the following:

<http://www.generate-password.com/>

Now your test User has the following login and password:

Login = Mary@routetopa.eu

Password = 2sOro3NVT6

You are ready to create a new user in SPOD, see the following section.


### The second step

After logging of a user (the user must be administrator role), click on the following link to manage the accounts:

- [http://xxx.routetopa.eu/openid/index.php/admin\\_users](http://xxx.routetopa.eu/openid/index.php/admin_users)

change **xxx** with name of your platform (e.g.: prato.routetopa.eu (Prato Pilot), groningen.routetopa.eu (Groningen Pilot), issy.routetopa.eu (Issy Pilot), denhaag.routetopa.eu (Den Haag Pilot), Dublin spod.routetopa.eu (Dublin Pilot).


The following page is showed:


webmaster@routetopa.eu
Your profile
Admin
Sign out
EN

## Manage OpenID accounts


Add new account

Role	UUID	Email		
			edit	del
			edit	del
			edit	del
			edit	del
admin			edit	del
admin			edit	del
			edit	del
			edit	del
			edit	del
			edit	del



This project has received funding from European Union's Horizon 2020 research and innovation programme under grant agreement No 645860.


Click on the “Add new account” button and the following page is shown:


webmaster@routetopa.eu
Your profile
Admin
Sign out
EN

## Edit OpenID account

E-mail   
Password   
Confirm password

Next
Cancel



This project has received funding from European Union's Horizon 2020 research and innovation programme under grant agreement No 645860.

Fill out details as “E-mail”, “Password”, “Confirm password” fields and a new user is added on SPOD platform.

When a new user logs to the platform the first time, s/he must complete his/her profile with “Real name”, Gender, Birthday information:

Complete your profile

Required profile questions

Basic

Real name  First name and Last name

Gender ☐ Male ☐ Female

Birthday  Day  Month  Year

CONTINUE ↓

TERMS OF USE | PRIVACY POLICY | FEEDBACK | VIDEO MANUAL | DOWNLOAD MANUAL

This project has received funding from European Union's Horizon 2020 research and innovation programme under grant agreement No 645860.

DINWALL SOFTWARE

Chat

## 2.3 FACEBOOK CONNECT

This plugin enables your visitors to sign in to SPOD site using their Facebook accounts, furthermore it allows users to join, sign in, and synchronize profile info using their Facebook accounts in SPOD platform. **(Available on SPOD platform with enabled user registration).**



DASHBOARD
  USERS
  SETTINGS
  APPEARANCE
  PAGES
  PLUGINS
 

Installed Plugins

Available Plugins

Add New

## INSTALLED PLUGINS

### Active Plugins

Activity notifications

Real-time and email notifications about site activity

Cache Extreme

Clear the cache while not in DEV-mode

Contact Us

"Contact us" page with the ability to choose departments (email addresses)

Events

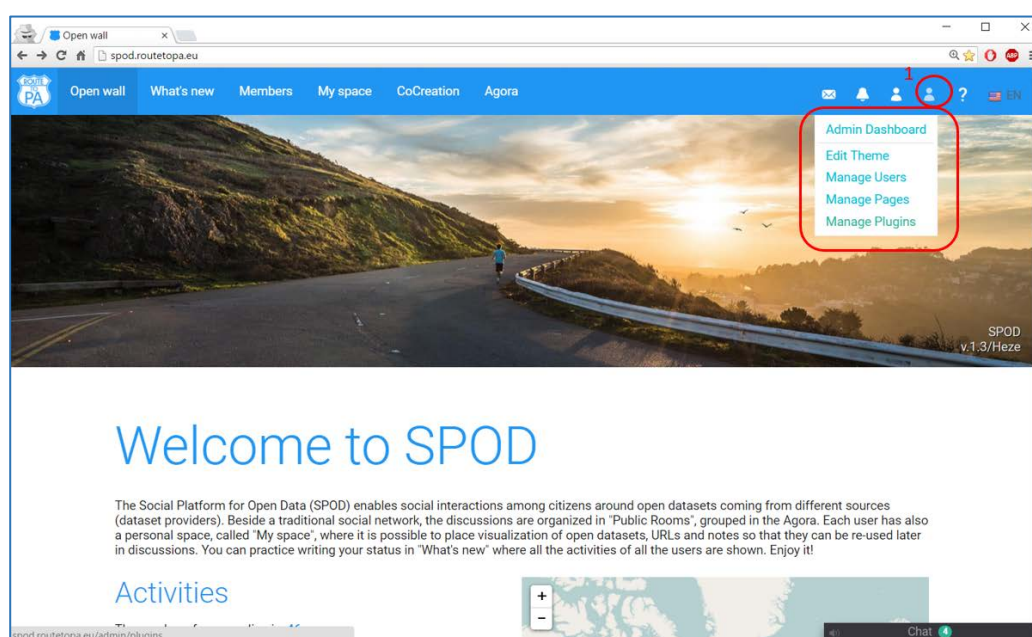
Create public and private events within your community, let people RSVP and discuss

Facebook Connect

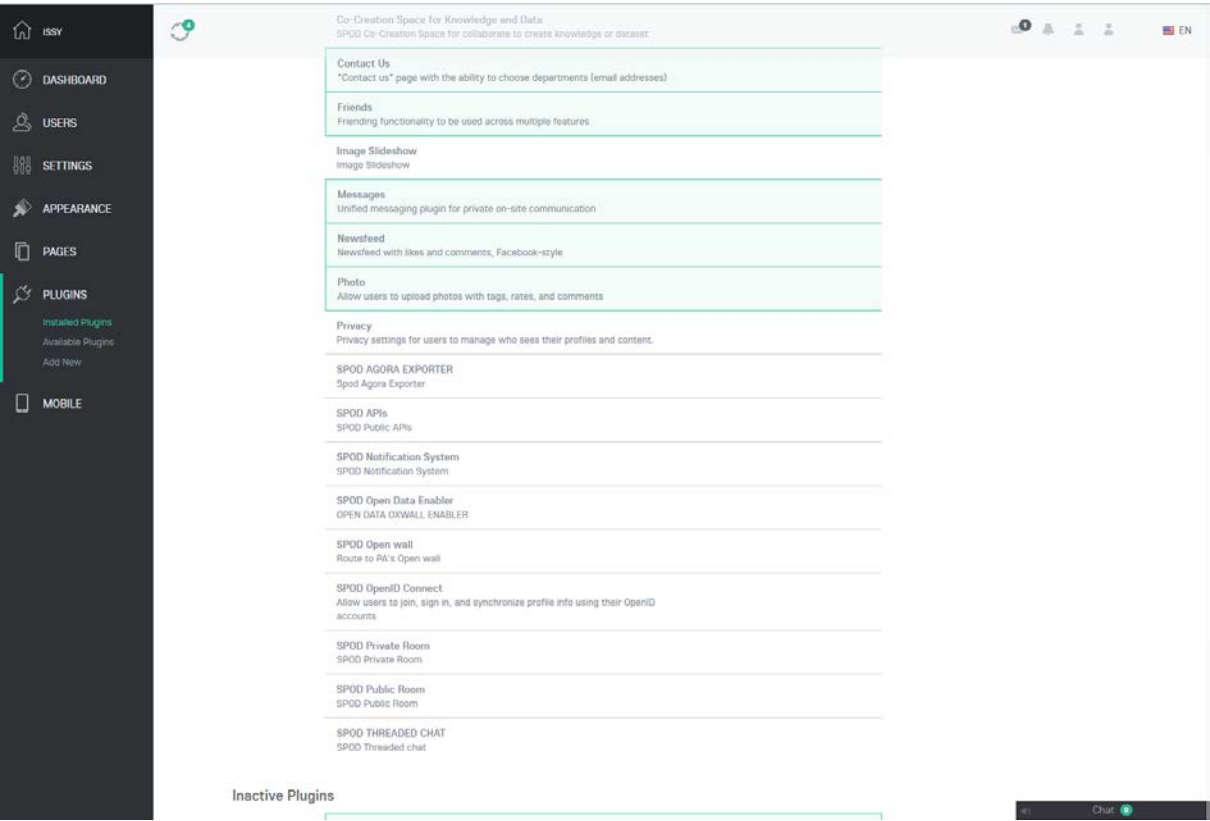
Allow users to join, sign in, and synchronize profile info using their Facebook accounts

### 3 MANAGEMENT OF PLUGINS IN SPOD

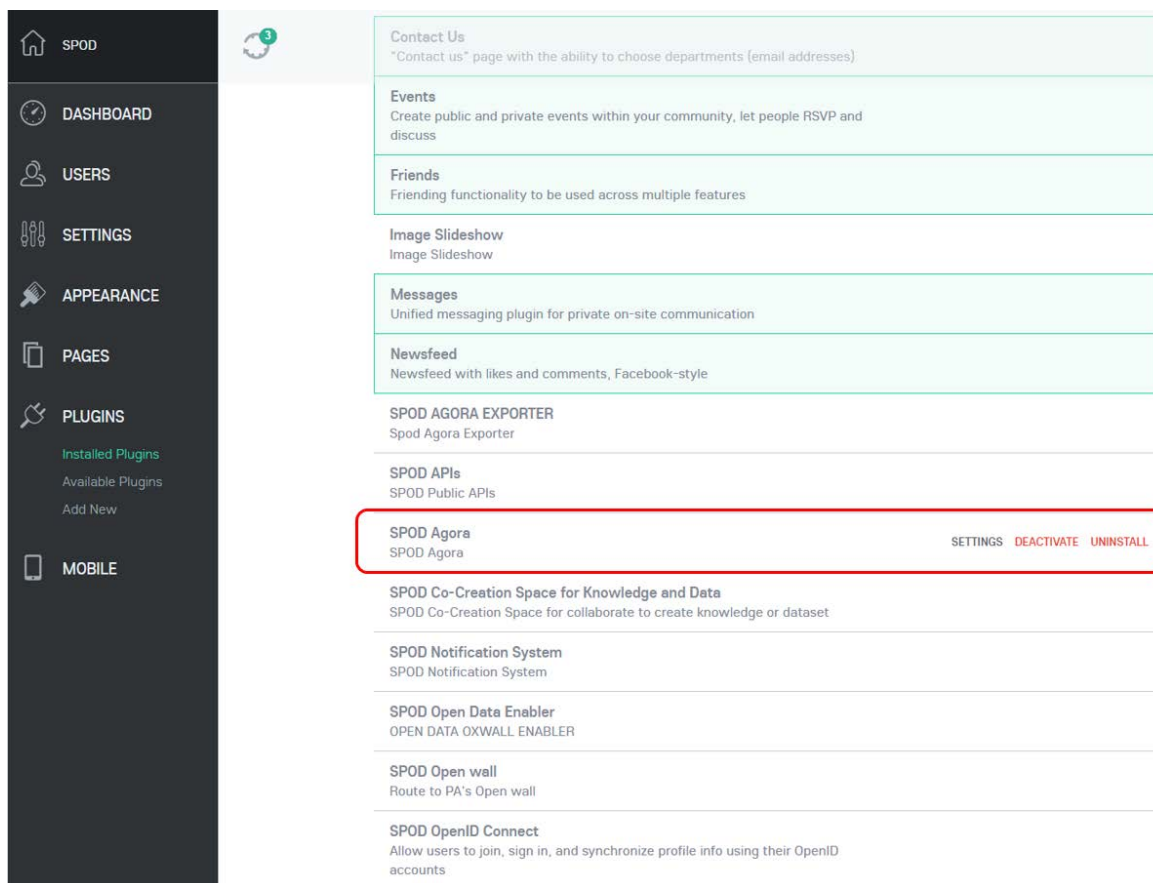
You can open admin dashboard by clicking on the right corner of the top navigation bar, the second user icon (named number one, see screenshot below):



and select “Manage Plugins” from the menu and the administrator panel is showed (see below screenshot)

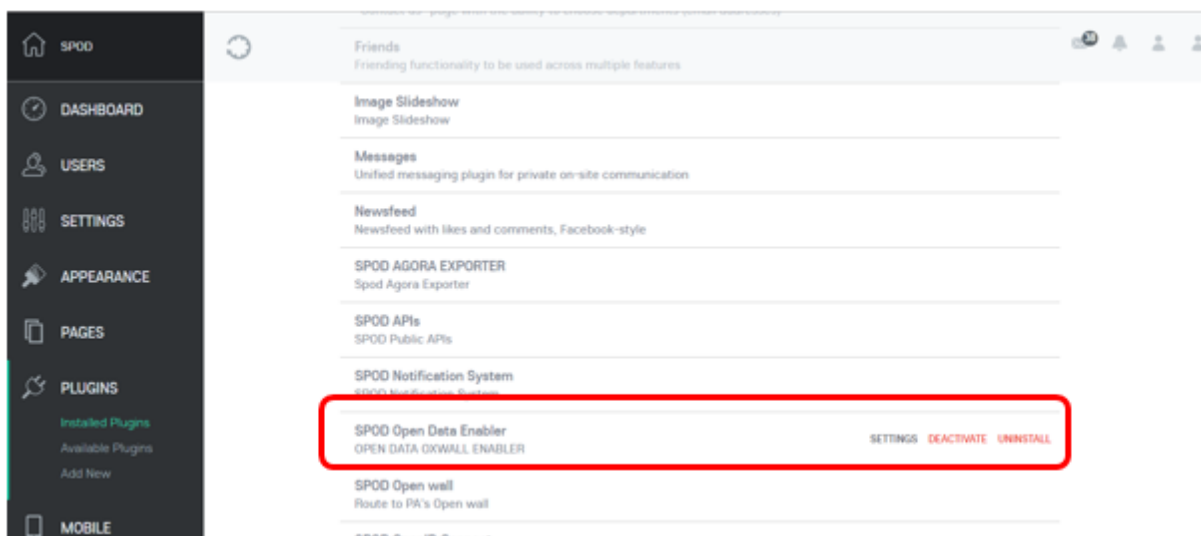


And select the plugin to setting, for example, clicking on the “SPOD Public Room” plugin to delete, or rename a room click on the “SETTINGS” link.

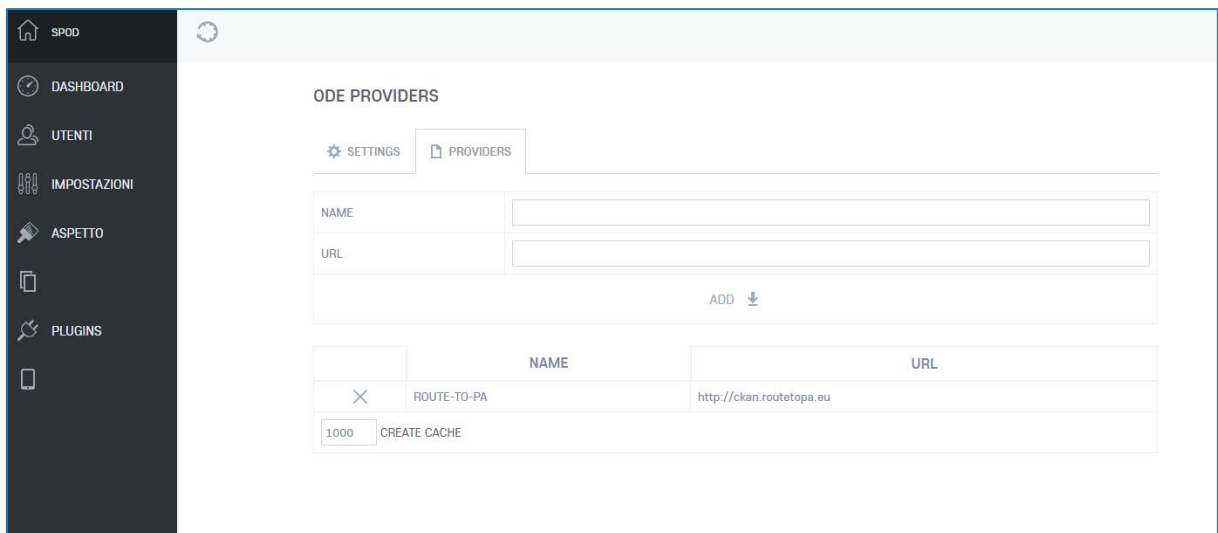


### 3.1 ADD OR DELETE A NEW OPEN DATA PORTAL IN THE CONTROLLET

In the admin panel of the “Installed Plugin” page within SPOD platform, select, among the Active Plugins, “SPOD Open Data Enabler” plugin and click on the “Settings”



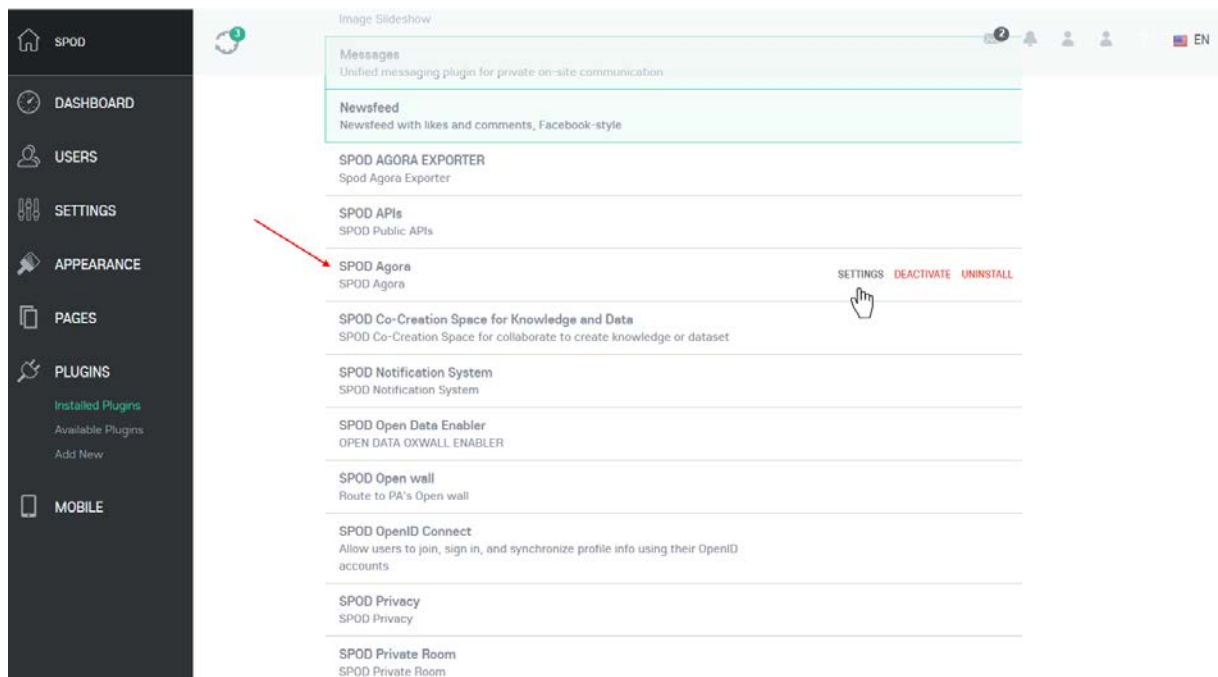
A new window appears and click on the “PROVIDERS” tab to fill out the open data provider field (e.g. NAME, OPEN DATA URL ) to add a new open data portal, at last click on “Create cache” link, it requires a few time.



To delete an open data portal, click the button with an 'X' (see below screenshot red highlighted with 1) and at last click on "Create cache" link (see below screenshot red highlighted with 3), it requires a few time.

### 3.2 DELETE, RENAME A ROOM IN AGORA

In the admin panel of the "Installed Plugin" page within SPOD platform, select, among the Active Plugins, "SPOD Agora" plugin and click on the "Settings"



To delete a room, you must click the button with 'X' at left side of a selected room to delete; for example in the below screenshot, the button with 'X' highlighted in red, allows to delete a room with subject "Purchase order over 20000" and a dialog appears to confirm the room to delete:

SPOD

DASHBOARD

USERS

SETTINGS

APPEARANCE

PAGES

PLUGINS

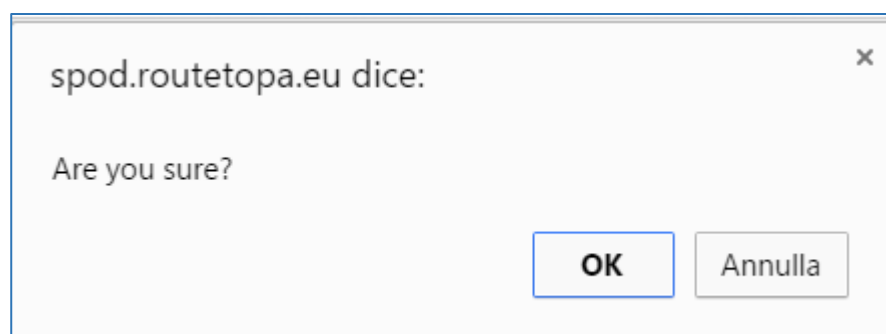
MOBILE

AGORA

Is visible for not logged users ☒

SAVE

	SUBJECT	BODY	# COMMENTS	# OPEN DATA	CREATED
	Tutorial Agora	Agora dimostrativa	7	2	2017-03-22 11:22:52
	Dati Storici Prato	Georiferire Dati Storici su l	3	0	2017-03-18 20:58:50
	Protezione Civile	Aggiornamenti dalla Protez	3	0	2017-01-17 00:50:39
	Alberi	Ciao a tutt*, mi chiedevo s	14	2	2017-01-02 21:30:40
	Raccolta Differenziata	Dati sulla raccolta differen:	4	0	2016-12-28 21:52:59



Indeed, to rename a room of the Agora click a room name on the "SUBJECT" Column (see screenshot below)

SPOD

DASHBOARD

USERS

SETTINGS

APPEARANCE

PAGES

PLUGINS


MOBILE

AGORA

Is visible for not logged users ☒


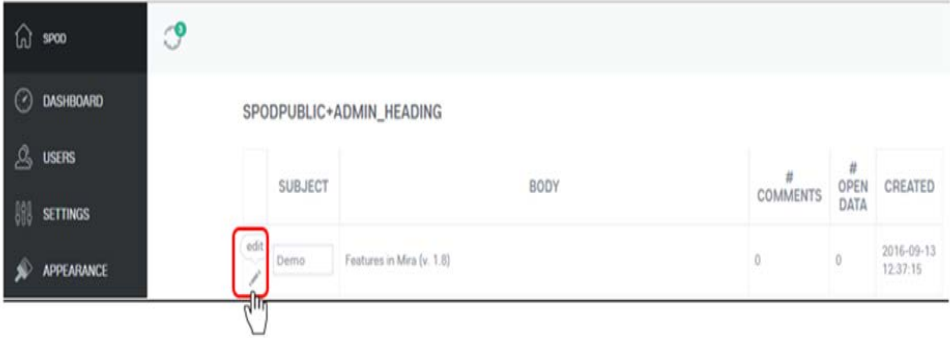
SAVE

	SUBJECT	BODY	# COMMENTS	# OPEN DATA	CREATED
	Tutorial Agora	Agora dimostrativa	7	2	2017-03-22 11:22:52
	Dati Storici Prato	Georiferire Dati Storici su l	3	0	2017-03-18 20:58:50
	Protezione Civile	Aggiornamenti dalla Protez	3	0	2017-01-17 00:50:39
	Alberi	Ciao a tutt*, mi chiedevo s	14	2	2017-01-02 21:30:40
	Raccolta Differenziata	Dati sulla raccolta differen:	4	0	2016-12-28 21:52:59

Then, click on the  edit icon and confirmation message appears (see below screenshot):

1)  
Edit the  
name of  
subject

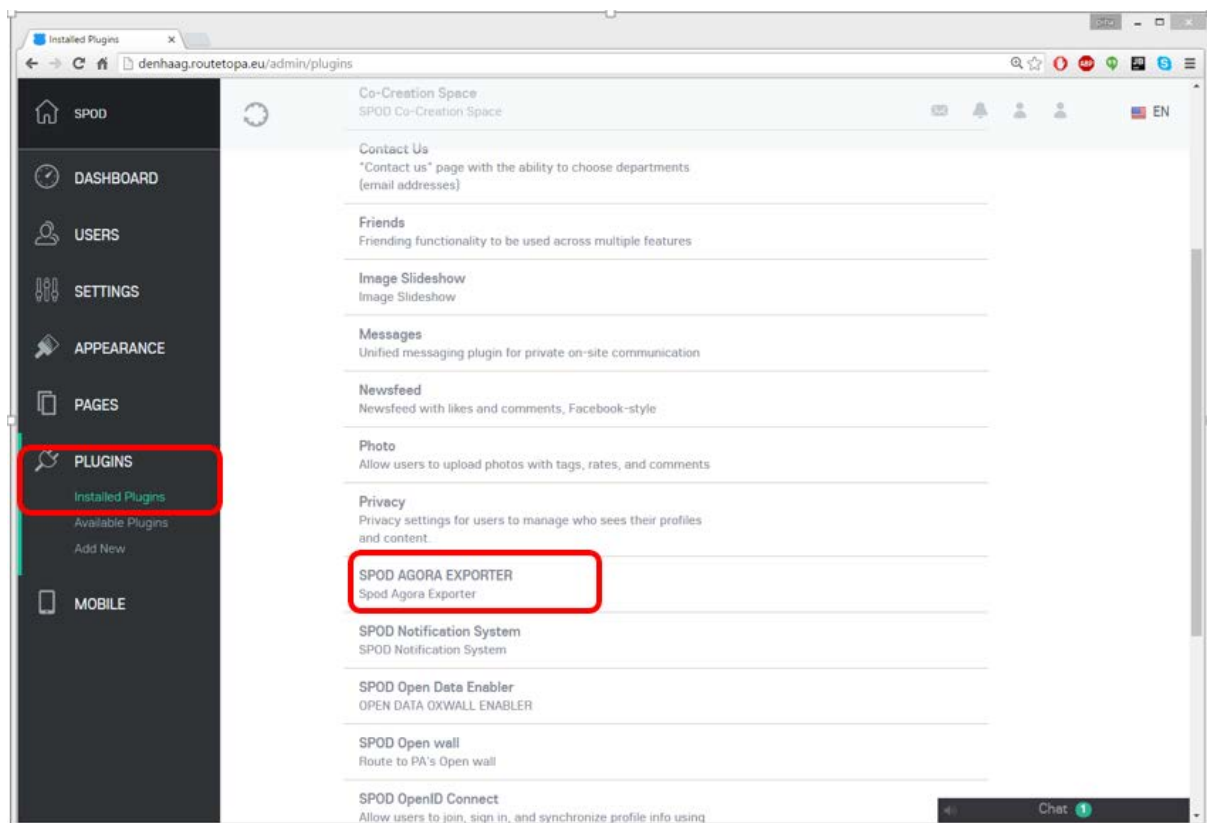
2)  
Confirmation  
message



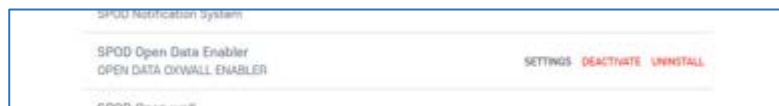
### 3.3 EXPORT DISCUSSION

#### 3.3.1 DISCUSSION IN AGORA

In the admin panel of the “**Installed Plugin**” page within SPOD platform, select, among the Active Plugins, “**SPOD AGORA EXPORT**” plugin and click on the “**Settings**”



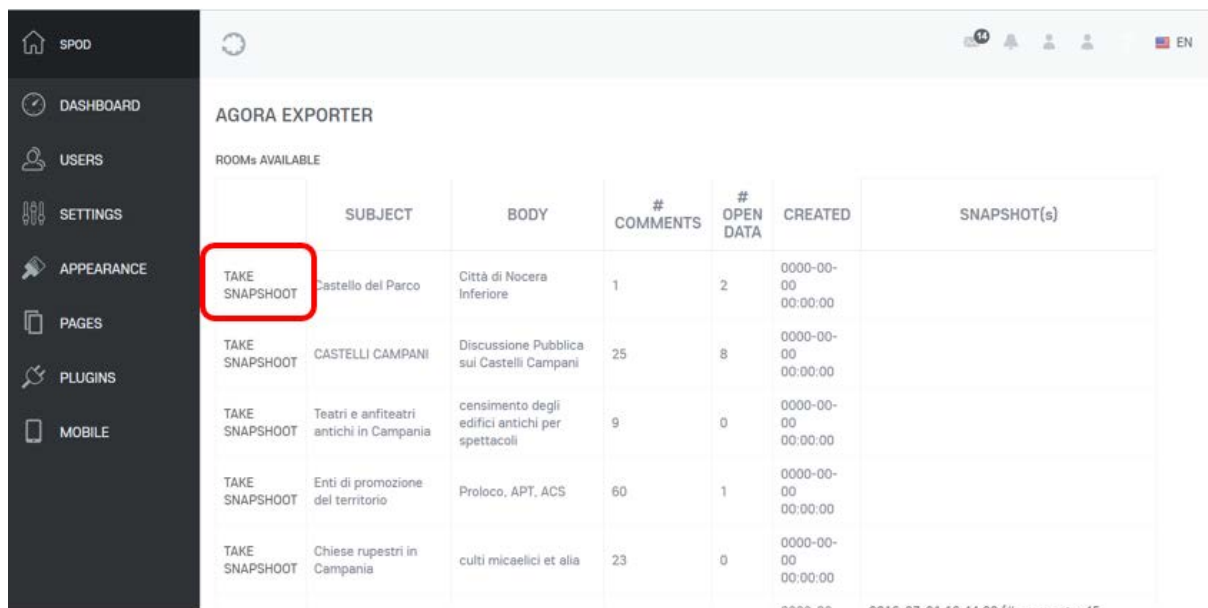
In particular, you can see for each plugin: *SETTINGS*, *DEACTIVATE* and *UNINSTALL*, click on the “*SETTINGS*” link



A new window appears:

	SUBJECT	BODY	# COMMENTS	# OPEN DATA	CREATED	SNAPSHOT(s)
TAKE SNAPSHOT	Castello del Parco	Città di Nocera Inferiore	1	2	0000-00-00 00:00:00	
TAKE SNAPSHOT	CASTELLI CAMPANI	Discussione Pubblica sui Castelli Campani	25	8	0000-00-00 00:00:00	
TAKE SNAPSHOT	Teatri e anfiteatri antichi in Campania	censimento degli edifici antichi per spettacoli	9	0	0000-00-00 00:00:00	
TAKE SNAPSHOT	Enti di promozione del territorio	Proloco, APT, ACS	60	1	0000-00-00 00:00:00	
TAKE SNAPSHOT	Chiese rupestri in Campania	culti micaelici et alia	23	0	0000-00-00 00:00:00	

To see a discussion of a room, in the table named “**ROOMS AVAILABLE**” click on the “**TAKE SNAPSHOT**” (on the left side of the screenshot):

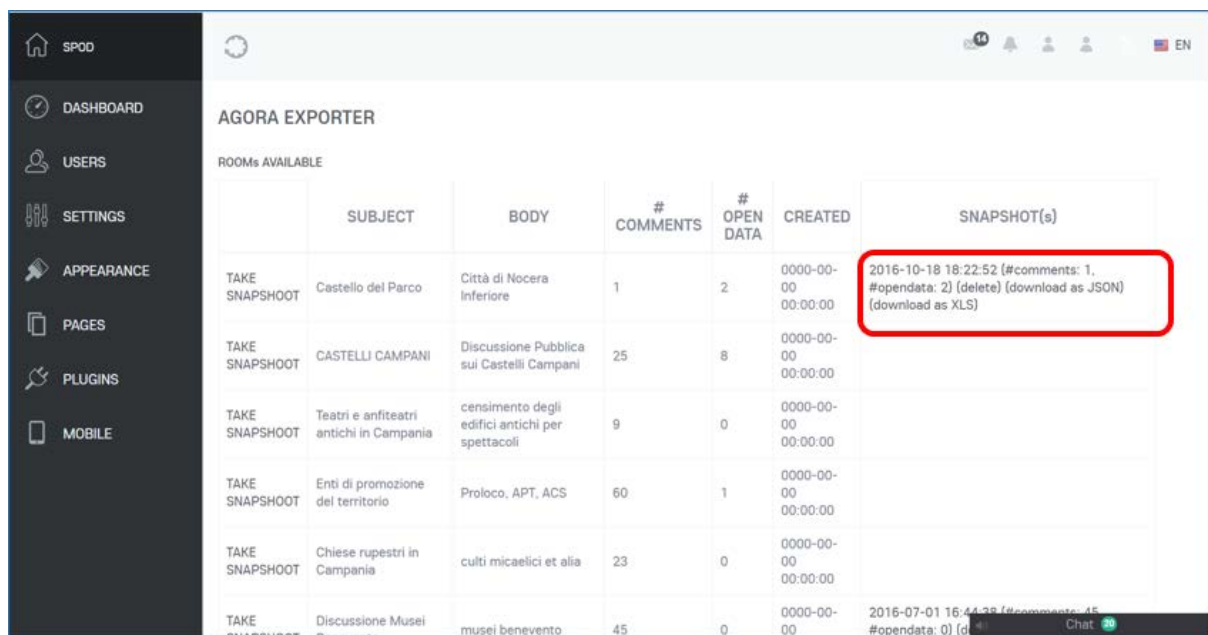


**AGORA EXPORTER**

ROOMs AVAILABLE

	SUBJECT	BODY	# COMMENTS	# OPEN DATA	CREATED	SNAPSHOT(s)
TAKE SNAPSHOT	Castello del Parco	Città di Nocera Inferiore	1	2	0000-00-00 00:00:00	
TAKE SNAPSHOT	CASTELLI CAMPANI	Discussione Pubblica sui Castelli Campani	25	8	0000-00-00 00:00:00	
TAKE SNAPSHOT	Teatri e anfiteatri antichi in Campania	censimento degli edifici antichi per spettacoli	9	0	0000-00-00 00:00:00	
TAKE SNAPSHOT	Enti di promozione del territorio	Proloco, APT, ACS	60	1	0000-00-00 00:00:00	
TAKE SNAPSHOT	Chiese rupestri in Campania	culti micaelici et alia	23	0	0000-00-00 00:00:00	

A table with details appears (see screenshots below). See “SNAPSHOT(s)” column of the “ROOMS AVAILABLE” table, where to see the discussion to analyse:



**AGORA EXPORTER**

ROOMs AVAILABLE

	SUBJECT	BODY	# COMMENTS	# OPEN DATA	CREATED	SNAPSHOT(s)
TAKE SNAPSHOT	Castello del Parco	Città di Nocera Inferiore	1	2	0000-00-00 00:00:00	2016-10-18 18:22:52 (#comments: 1, #opendata: 2) (delete) (download as JSON) (download as XLS)
TAKE SNAPSHOT	CASTELLI CAMPANI	Discussione Pubblica sui Castelli Campani	25	8	0000-00-00 00:00:00	
TAKE SNAPSHOT	Teatri e anfiteatri antichi in Campania	censimento degli edifici antichi per spettacoli	9	0	0000-00-00 00:00:00	
TAKE SNAPSHOT	Enti di promozione del territorio	Proloco, APT, ACS	60	1	0000-00-00 00:00:00	
TAKE SNAPSHOT	Chiese rupestri in Campania	culti micaelici et alia	23	0	0000-00-00 00:00:00	
TAKE SNAPSHOT	Discussione Musei	musei benevento	45	0	0000-00-00	2016-07-01 16:44:38 (#comments: 45, #opendata: 0) (delete) (download as JSON) (download as XLS)

To see discussion of a specific room in Excel file, click on the “**Download as XLS**” link and the download of an Excel file starts. The excel file contains the discussion of each selected room

Another example is the following, to see html page with discussion and datalet click on the link highlighted in green:




SPOD	AGORA EXPORTER					
DASHBOARD	ROOMs AVAILABLE					
USERS						
SETTINGS						
APPEARANCE						
PAGES						
PLUGINS						
MOBILE						
	SUBJECT	BODY	# COMMENTS	# OPEN DATA	CREATED	SNAPSHOT(s)
TAKE SNAPSHOT	Castello del Parco	Città di Nocera Inferiore	1	2	0000-00-00 00:00:00	<a href="#">2016-10-18 18:22:52 (#comments: 1, #opendata: 2)</a> (delete) (download as JSON) (download as XLS)
TAKE SNAPSHOT	CASTELLI CAMPANI	Discussione Pubblica sui Castelli Campani	25	8	0000-00-00 00:00:00	
TAKE SNAPSHOT	Teatri e anfiteatri antichi in Campania	censimento degli edifici antichi per spettacoli	9	0	0000-00-00 00:00:00	
TAKE SNAPSHOT	Enti di promozione del territorio	Proloco, APT, ACS	60	1	0000-00-00 00:00:00	
TAKE SNAPSHOT	Chiese rupestri in Campania	culti micaelici et alia	23	0	0000-00-00 00:00:00	

SPOD
DASHBOARD
USERS
SETTINGS
APPEARANCE
PAGES
PLUGINS
MOBILE


1
2
3
4
5
6
7
8
9

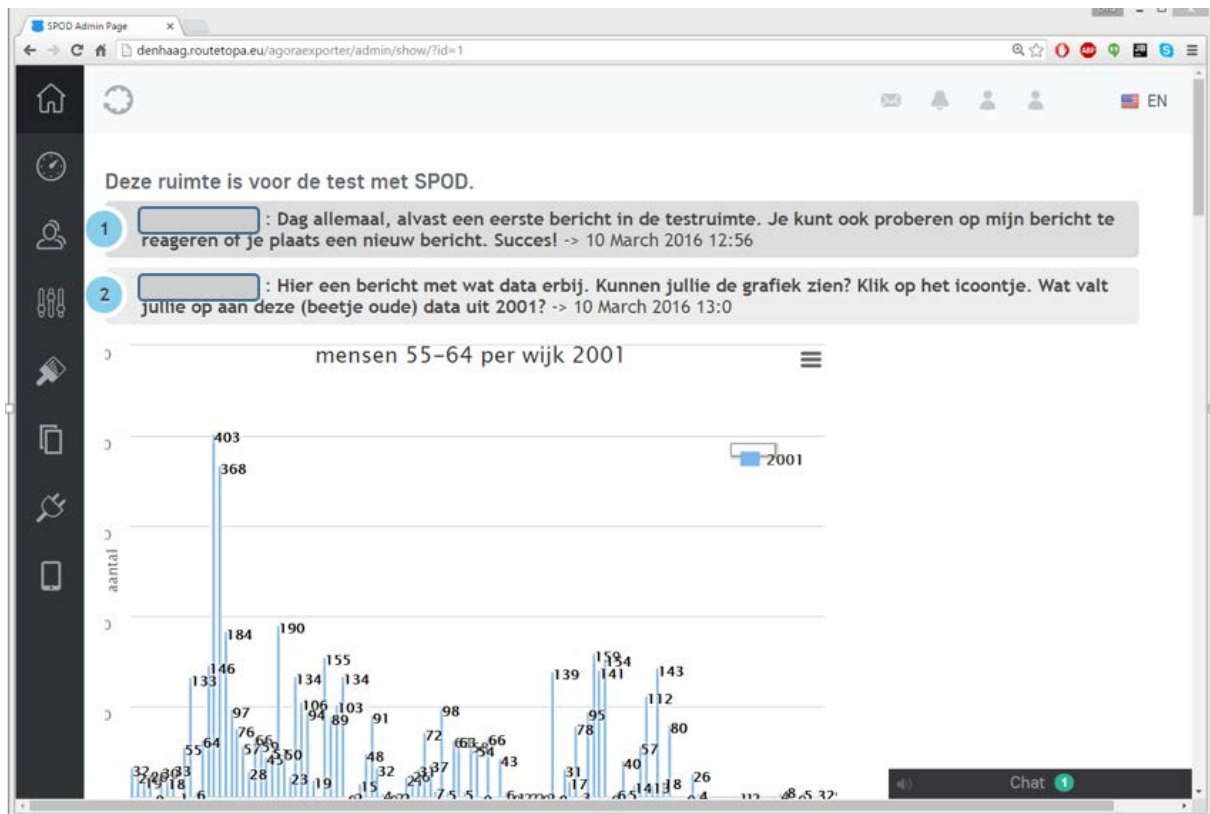
1 Platform Administrator : I luoghi della cultura ad Avellino -> 26 July 2016 8:26



Av: Luoghi della cultura milibart  
Source: <http://open.databenc.it/dataset/>  
Powered by ROUTETOPIA

9 Angela Corolla : Mappa generale generata sul dataset pubblicato il 29/07/16 -> 29 July 2016 16:56





In your browser from drop-down menu, select “save as...” to save the complete web page as “Html” page

### 3.3.2 DISCUSSION IN COCREATION DATA

Select, among the Active Plugins, “**SPOD Cocreation Space for knowledge and data**” plugin and click on the “**Settings**”

3

Messages  
Unified messaging plugin for private on-site communication

Newsfeed  
Newsfeed with likes and comments, Facebook-style

SPOD AGORA EXPORTER  
Spod Agora Exporter

SPOD APIs  
SPOD Public APIs

SPOD Co-Creation Space for Knowledge and Data  
SPOD Co-Creation Space for collaborate to create knowledge or dataset

SPOD Notification System  
SPOD Notification System

SPOD Open Data Enabler  
OPEN DATA OXWALL ENABLER

SPOD Open wall  
Route to PA's Open wall

SPOD OpenID Connect  
Allow users to join, sign in, and synchronize profile info using their OpenID accounts

Click on the "Analysis" tab (1) to see all discussion data room and to download the discussion (2) on the left side.

SPOD

3

SETTINGS

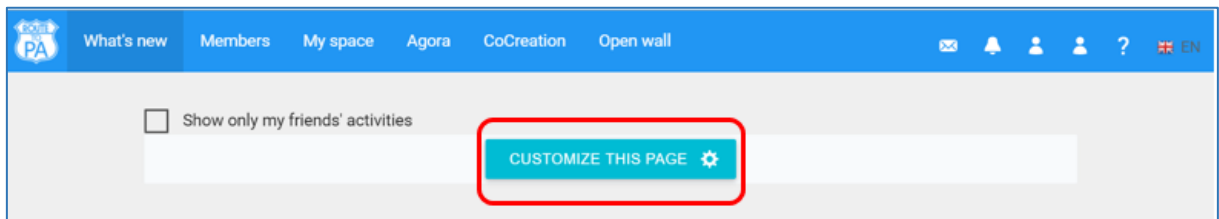
ANALYSIS
1

2

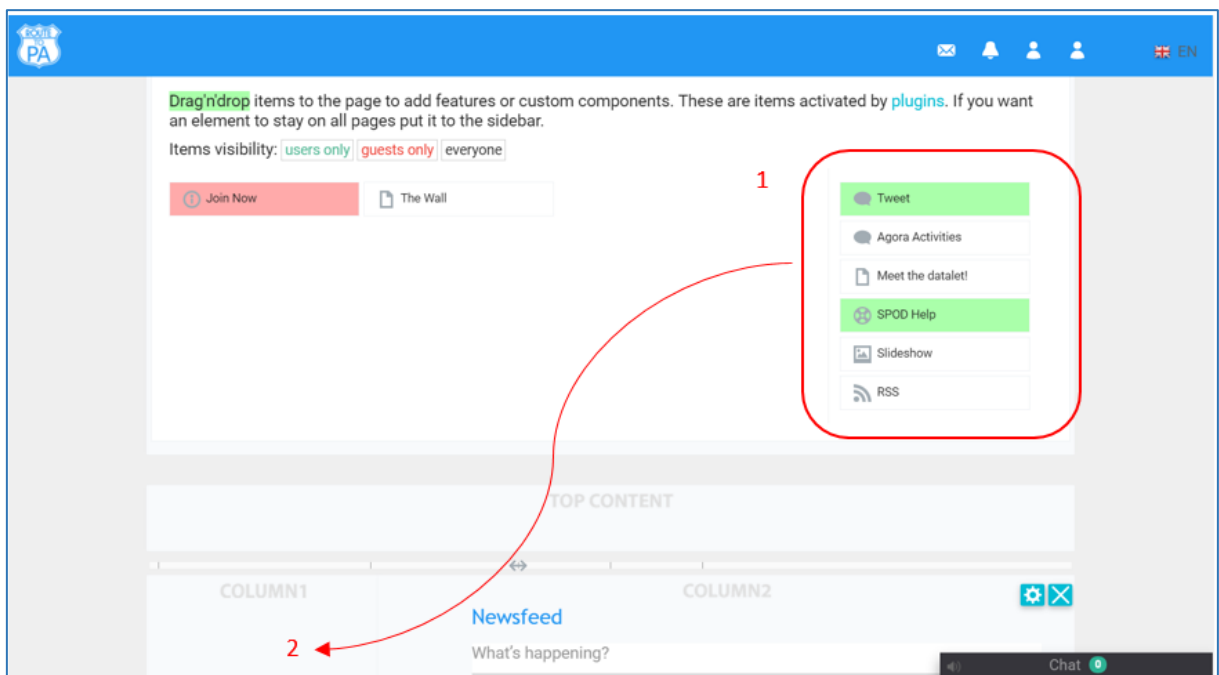
	NAME	SUBJECT	DESCRIPTION	GOAL	TIMESTAMP	TYPE
DONWLOAD DISCUSSION	Prova	Soggetto di prova	descrizione di prova	Obiettivo di prova	2016-11-13 21:46:56	data
DONWLOAD DISCUSSION	prov	ddd	ddd	ddd	2016-10-18 10:09:20	knowledge
DONWLOAD DISCUSSION	Wi-Fi in Prato	demo	demo	Demo	2016-10-24 18:58:01	data
DONWLOAD DISCUSSION	Stanze di test notifiche mail	Stanze di test notifiche mail	Stanza di test notifiche mail	Stanza di test notifiche mail	2016-12-12 13:38:04	data
DONWLOAD DISCUSSION	Prova Conoscenza	Soggetto di prova	Descrizione di prova	Obiettivo	2016-11-13 21:59:15	knowledge
DONWLOAD DISCUSSION	Lista totale co-creata degli hot-spot conosciuti in città	Lista di tutti i punti in cui risulta ci possa essere un servizio Wi-Fi gratuito operati da chiunque	Ci sono molti punti in città in cui vi è un servizio wi-fi gratuito operato da qualcuno. Sarebbe interessante costruire in modo cooperativo un dataset che li riporti tutti.	Costruire un dataset di tutti i punti wi-fi pubblici e gratuiti presenti in città ed operati da qualunque soggetto	2016-11-11 11:59:35	data

### 3.4 HOW TO CUSTOMIZE WHAT'S NEW

In the *What's* page, to customize the page, click on the “CUSTOMIZE THIS PAGE” button

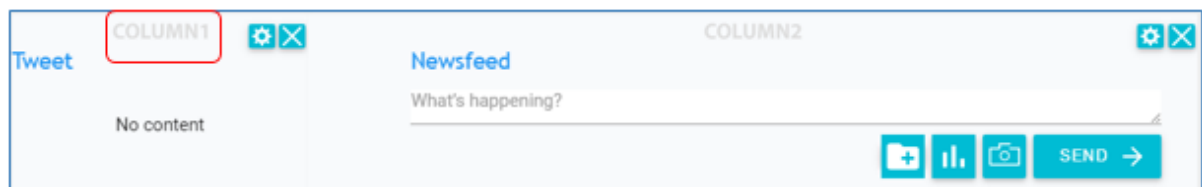



On the right side, new custom widgets (see screenshots (1)) can be to drag'n'drop items on the “COLUMN 1” section (see screenshots (2))



#### 3.4.1 HOW TO CUSTOMIZE A TWEET: AN EXAMPLE

At first click on the widget and then drag and drop it in the “COLUMN1” section:



When you visit any of the widget arrangement section above, click on the  Gear icon just above the widget you want to set its visibility and follow the steps below.

SETTINGS

Tweet

Address

General widget settings

Title

Tweet

Show title

☐

Icon:

Comment

Wrap in box

☐

Restrict view

☐

SAVE

↓

Embedded timelines of the tweets of SPOD platform, type a tweet address (for example: <https://twitter.com/RouteToPA> ) in the “Tweet Address” section (see screenshot below)

SETTINGS

Tweet

Address

https://twitter.com/RouteToPA

General widget settings

Title

Tweet

Show title

☐

Icon:

Comment

Wrap in box

☐

Restrict view

☐

SAVE

↓

Check the box next to Restrict View (see screenshot below).

Check the boxes of the roles you want your widget to be visible to, from the ‘Visible for user roles’ section. If you want to hide this widget only from guests, simply uncheck the box behind ‘Guest’ and check other user roles. Note: By default, every member is added to ‘Free’ user role, this setting can however, be changed from <http://yoursite.com/admin/users/roles>, you can as well customize and create new user roles from there.

When you are done with your changes, hit the Save button. See image below for a demonstration.

SETTINGS

Tweet

Address

General widget settings

Title

Tweet

Show title

☐

Icon:

Comment

Wrap in box

☐

Restrict view

☒

Visible for user roles

☒

Free

SAVE

In SPOD platform the new widget, named Tweets, showed below:

What's new

Members

My space

Agora

CoCreation

SPOD Help

Welcome to our SPOD site! Here are a few quick SPOD links that you need to start your way around:

Videos online

Manual online


Tweets by @RouteToPA

ROUTE-TO-PA

@RouteToPA

@RouteToPA #H2020

@EU\_Commission discussions around pilots continue in #Prato



Platform Administrator and other users posted 6 comments on room Demo "Lesathr" (v.1.7)

Sep 5

Platform Administrator created room WiFi in Prato: coverage extension

Sep 6

created room WiFi in Prato: coverage extension

Sep 6

created room Workshop on RTPA usability Evaluation

Aug 3

created room Dublin Traffic Congestion Problem

Jul 29

Test

### 3.5 HOW MANAGE YOUR USERS

This section shows you how to find specific users on SPOD platform, changes roles, profile etc.

To access the users function you will need to login to your admin dashboard and navigate to the Users section on the left side (see screenshot below)

The screenshot shows the SPOD admin interface. On the left, a dark sidebar contains navigation links: SPOD, DASHBOARD, **USERS** (highlighted with a red box), SETTINGS, APPEARANCE, and PAGES. Under 'USERS', there are sub-links: Browse Users, Moderators, User Roles, Profile Questions, Restricted Usernames, and Mass Mailing. The main content area is titled 'BROWSE USERS' and shows 'Total: 17 users'. It includes a search bar with 'Real name' selected, a 'GO' button, and an 'INVITE NEW MEMBERS' link. Below the search bar are filters for 'RECENTLY ACTIVE', 'SUSPENDED', and 'UNVERIFIED'. A table displays user information with columns for 'User', 'Status', and 'Joined'. The first user listed is 'Spodadmin', a male 24 years old, with email 'webmaster@routetopa.eu' and status 'ONLINE NOW', joined on 'Mar 4'.

#### 3.5.1 USER PROFILE

To access the “profile Questions” function you will need to login to your admin dashboard and navigate to the Users>> “Profile Question” section.

Click on “ADD SECTION ” to add a new section, named “Other information”

(Enabled only Prato platform in SPOD v. 1.9)

The screenshot shows the 'Profile Questions' section in the SPOD admin interface. The left sidebar has 'USERS' > 'Profile Questions' highlighted with a red box. The main content area displays a table of questions organized into sections: 'Basic', 'Interests', and 'Other information'. The 'Other information' section is highlighted with a red box. At the bottom right, there are two buttons: 'ADD QUESTION +' and 'ADD SECTION +', which are also highlighted with a red box.

Question	Type	Values	Standard	Add New
<b>Basic</b>				
Username	Text		<input checked="" type="checkbox"/>	
Email	Text		<input checked="" type="checkbox"/>	
Password	Password		<input checked="" type="checkbox"/>	
Real name	Text		<input checked="" type="checkbox"/>	
Gender	Single choice (radio button)	2 values	<input checked="" type="checkbox"/>	
Birthday	Date (birthdate)		<input checked="" type="checkbox"/>	
Join Date	Date		<input checked="" type="checkbox"/>	
<b>Interests</b>				
<b>Other information</b>				
Marital status (single, widower, married, divorced) and the household information (number of kids)	Text		<input checked="" type="checkbox"/>	
Employment status (employed, unemployed, student, pensioner etc)	Text		<input checked="" type="checkbox"/>	
Residence (city district)	Text		<input checked="" type="checkbox"/>	
Education level	Text		<input checked="" type="checkbox"/>	

SPOT

DASHBOARD

USERS

Browse Users

Moderators

User Roles

Profile Questions

Restricted Usernames

Mass Mailing

SETTINGS

APPEARANCE

PAGES

PLUGINS

MOBILE

Here you can change information added by users about themselves. You can change, rearrange, and add new profile questions.

ACCOUNT TYPES

PROPERTIES

Question	Type	Values	Standard	Add New
Basic				
Username	Text		<input checked="" type="checkbox"/>	
Email	Text		<input checked="" type="checkbox"/>	
Password	Password		<input checked="" type="checkbox"/>	
Real name	Text		<input checked="" type="checkbox"/>	
Gender	Single choice (radio button)	2 values	<input checked="" type="checkbox"/>	
Birthday	Date (Birthdate)		<input checked="" type="checkbox"/>	
Join Date	Date		<input checked="" type="checkbox"/>	
Interests				
Other information				
Marital status (single, widower, married, divorced) and the household information (number of kids)	Text		<input checked="" type="checkbox"/>	
Employment status (employed, unemployed, student, pensioner etc)	Text		<input checked="" type="checkbox"/>	
Residence (city district)	Text		<input checked="" type="checkbox"/>	
Education level	Text		<input checked="" type="checkbox"/>	

How edit the “Other information section”:

Interests

Other information

Marital status (single, widower, married, divorced) and the household information (number of kids)	Text	EDIT DELETE	<input checked="" type="checkbox"/>	
Employment status (employed, unemployed, student, pensioner etc)	Text		<input checked="" type="checkbox"/>	
Residence (city district)	Text		<input checked="" type="checkbox"/>	
Education level	Text		<input checked="" type="checkbox"/>	

ADD QUESTION +
ADD SECTION +

Click on “EDIT” link and a new window appears (see screenshot below) to edit each field, for example the “Required” fields makes optional this question.



EDIT PROFILE QUESTION

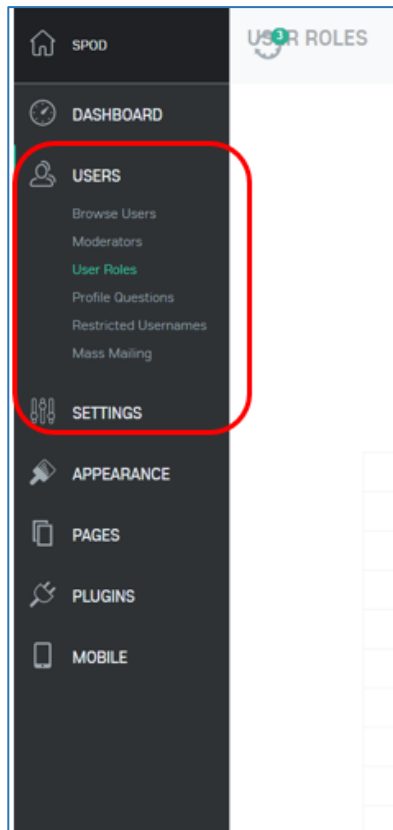
Question	Marital status (single, widower, married, divorced) and the household information (number of kids)	
Question description	No value	
Section	Other information ▼	
Answer type	Text ▼	
Required	<input type="checkbox"/>	The form will not submit if the user doesn't enter valid answer for this question
On Sign Up	<input checked="" type="checkbox"/>	The question should be on the registration page
On Profile Edit	<input checked="" type="checkbox"/>	The question should be available for user to edit
On Profile View	<input type="checkbox"/>	The question should be shown on profile view page
On Search	<input type="checkbox"/>	The question should be used for User Search

SAVE

⬇

### 3.5.2 HOW TO ADD A NEW ROLE

The user roles can be used to distinguish between users of SPOD platform. Additional features only available for specific users, create a custom User Role and then add set users to it. To accomplish this, navigate to the **Users>User Roles** section of your admin area in SPOD platform (see screenshot below).



Now you can create a new User Role by typing a name for it on the **ADD button** (see screenshot below (1)). The example of the screenshot shows a new role, named “Agora Moderator”

**User Roles**

User Role	# of Users	Label on avatar
<input type="checkbox"/> Free default	7   100.0%	No
<input type="checkbox"/> Check all   Selected: DELETE X		

**Add new role**

Role Name:  **ADD +** 1

**User role permissions**

Actions	Guest	Free
<b>Users</b>		
Allow profile wall posts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Search users	<input type="checkbox"/>	<input checked="" type="checkbox"/>
View profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Newsfeed</b>		
Allow status updates comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allow status updates	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Friends</b>		
Send friend request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**USER ROLES**

User Role	# of Users	Label on avatar
<input type="checkbox"/> Free default	71   100.0%	No
<input type="checkbox"/> Agora Moderator	0   0.0%	No
<input type="checkbox"/> Check all   Selected: DELETE ✕		

**Add new role**

Role Name:  ADD +

**User role permissions**

Actions	Guest	Free	base+authorization_role_agora_moderator
<b>Users</b>			
Allow profile wall posts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Search users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Newsfeed</b>			

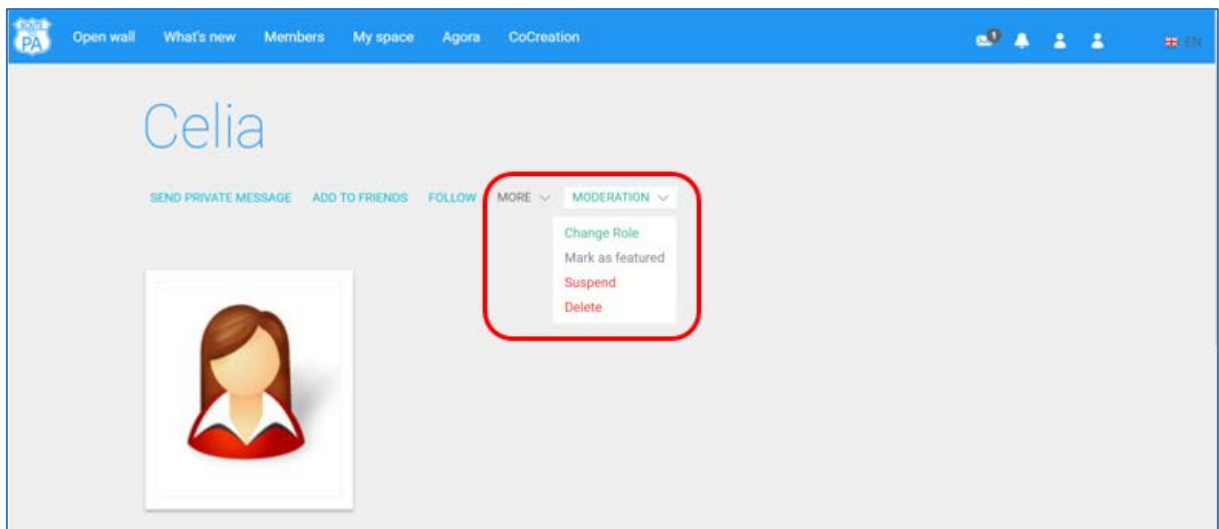
Additionally you will need to set up the permissions for that role. In the example, the new “Agora moderator” can create a room in the Agora

**Permissions for User Role:agodamoderator**

Actions	Guest	Free	base+authorization_role_agora_moderator
<b>Allow status updates comments</b>			
Allow status updates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Events</b>			
Add Events	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
View events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comment events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Friends</b>			
Send friend request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Messages</b>			
Read mails	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start mail dialog	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continue mail dialog	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read chat messages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start chat dialog	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continue chat dialog	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>spodagora</b>			
create_room	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>spodtchat</b>			
view	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
add_comment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>cocreation</b>			
view	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
add_comment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>spodnotification</b>			
view	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
add_comment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once you have configured the new User Role according to your needs, click the “Save” button at the bottom of the page.

Select user as Moderator:



Check the box to add the “Agora Moderator” role to the user:

**USER ROLES**

---

User Role

<input checked="" type="checkbox"/>	Free
<input type="checkbox"/>	Agora Moderator

**SUBMIT →**

In SPOD platform, the user can see create a new room in Agora:

**AGORA**  
A communi observantia non est recedendum.

LATEST RELEVANT POPULAR MY AGORA Search

- 12:52 **ARCHEOLOGIA**  
discussioni sull'archeologia
- 18:28 03/17 **Discussione e confronto**  
Città di Calitri
- 14:50 03/14 **ARTE**  
arte salerno
- 14:19 03/07 **NUOVA AGORA**  
Cosa ne pensate?
- 13:27 02/15 **Chiese**

**SOTTOSUOLO**  
12:58

**DESCRIPTION**  
discussioni sul Sottosuolo

**STATISTICS**  
2 views  
0 comments  
0 datalets

**USERS**

**SUGGESTED DATASETS**

Enable Notifications ENTER

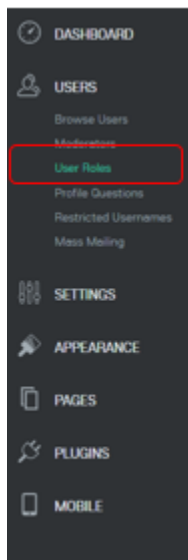
### 3.5.3 MODERATOR FOR AGORA

A new moderator has been created, named "Agora Moderator" and the below screenshot shows only Agora moderator can create a room in Agora:

Actions	Guest	Free	Agora Moderator	Events Moderator
spodagora				
create_room	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 3.5.4 MODERATOR FOR EVENTS

A new moderator has been created, named "Events Moderator"



Role Name:  ADD +

User role permissions

Actions	Guest	Free	Agora Moderator	Events Moderator
<b>Users</b>				
Allow profile wall posts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Newsfeed</b>				
Allow status updates comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allow status updates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Events</b>				
Add Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
View events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comment events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Friends</b>				

In SPOD platform, assign the new user role to an user:

## USER ROLES

User Role

☒ Free
 ☐ Agora Moderator
 ☒ Events Moderator

SUBMIT →

### 3.5.5 MODERATOR OF THE COCREATION DATA ROOM

Modeartors with “**cocreation**” permissions will receive email notification when a new cocreation data room will be created.

	Base	Admin	Newsfeed	spodpublic	cocreation	spodtchat	Blogs
Base	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Newsfeed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
spodpublic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
cocreation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
spodtchat	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### 3.5.6 PROFILE QUESTIONS

Here you can see and manage users' profile questions (create, edit, change their order and settings). Hover the mouse over question's name to see actions menu: delete and edit.

An example, edit the "Year Range" to change the range of the Birthday in the "user profile" on the platform:

To access the user **Profile Question** function you will need to login to your admin dashboard and navigate to the Users> **Profile Questions** section.

SPOD

DASHBOARD

USERS

[Browse Users](#)
[Moderators](#)
[User Roles](#)
[Profile Questions](#)
[Restricted Usernames](#)
[Mass Mailing](#)

SETTINGS

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PLUGINS

MOBILE

## PROFILE QUESTIONS

Here you can change information added by users about themselves. You can change, rearrange, and add new profile questions.

Question	Type	Values	ACCOUNT TYPES	PROPERTIES
			Standard	Add New
Basic				
Username	Text		<input checked="" type="checkbox"/>	
Email	Text		<input checked="" type="checkbox"/>	
Password	Password		<input checked="" type="checkbox"/>	
Real name	Text		<input checked="" type="checkbox"/>	
Gender	Single choice (radio button)	2 values	<input checked="" type="checkbox"/>	
Birthday	Date (Birthdate)		<input checked="" type="checkbox"/>	
Join Date	Date		<input checked="" type="checkbox"/>	
Interests				
Other information				
Marital status (single,				

How edit the Birthday of an user to show in the user profile:

SPOD

DASHBOARD

USERS

[Browse Users](#)
[Moderators](#)
[User Roles](#)
[Profile Questions](#)
[Restricted Usernames](#)
[Mass Mailing](#)

SETTINGS

APPEARANCE

PAGES

PLUGINS

MOBILE

Basic				
Username	Text			<input checked="" type="checkbox"/>
Email	Text			<input checked="" type="checkbox"/>
Password	Password			<input checked="" type="checkbox"/>
Real name	Text			<input checked="" type="checkbox"/>
Gender	Single choice (radio button)	2 values		<input checked="" type="checkbox"/>
Birthday	Date (Birthdate)		EDIT	<input checked="" type="checkbox"/>
Join Date	Date			<input checked="" type="checkbox"/>
Interests				
Other information				
Marital status (single, widower, married, divorced) and the household information (number of kids)	Text			<input checked="" type="checkbox"/>
Employment status (employed, unemployed, student, pensioner etc)	Text			<input checked="" type="checkbox"/>

Click on edit to modify "Year Range" field in the profile question:



EDIT PROFILE QUESTION

Question	Birthday	
Question description	No value	
Section	Basic	
Answer type	Date (Birthdate)	
Year Range	from 1926 to 2000 (Year Range)	
Required	<input checked="" type="checkbox"/>	The form will not submit if the user doesn't enter valid answer for this question
On Sign Up	<input checked="" type="checkbox"/>	The question should be on the registration page
On Profile Edit	<input checked="" type="checkbox"/>	The question should be available for user to edit
On Profile View	<input type="checkbox"/>	The question should be shown on profile view page
On Search	<input type="checkbox"/>	The question should be used for User Search

SAVE

In general:

**Note:** Username, password, email, real name, gender and birthday are system fields and can not be deleted.

#### **Editing sections and questions:**

- To edit translation of sections' name hover the mouse over section's name and click edit button . To edit the question hover the mouse over question's name and click edit .
- Question - click on question's name to edit questions' name
- Question description- click on the description to edit it or on No value text to add a description.
- For account type- allows you to choose the account type for particular question.
- Section - choose the section under which the question will be displayed.
- Answer type- choose the type of answer from the drop down list. In case the answer type has several predefined options, those options will be displayed under the Answer type drop down. You can drag'n'drop options to change their order and add new values.
- Required - check this check box to make the field mandatory.
- On sign up - question should be on the registration page.
- On profile edit - question should be available for user to edit.
- On profile view - question should be shown on profile view page. Complete profile information will still be visible to profile owners, site administrator and moderators with admin rights.
- On search- question should be used for User Search.
- Note: Some actions can not be applied to system fields like username or password

## 4 PRIVACY SETTING

It is now possible to configure the SPOD so that Agora rooms are visible (read-only) from an unauthenticated user. By default, the situation is the same as before, i.e., the rooms are visible only to authenticated users, but it is possible to change it in the admin plugin, per site.

### 4.1 DISCUSSION IN AGORA WITH PRIVACY SETTING

Admin panel for Agora, to make visible or not the room's content:


**AGORA**


Is visible for not logged users ☒ SAVE

	SUBJECT	BODY	# COMMENTS	# OPEN DATA	CREATED
X	Tutorial Agora	Agora dimostrativa	7	2	2017-03-22 11:22:52
X	Dati Storici Prato	Georiferire Dati Storici su Prato	3	0	2017-03-18 20:58:50
X	Protezione Civile	Aggiornamenti dalla Protezione	3	0	2017-01-17 00:50:39
X	Alberi	Ciao a tutt*, mi chiedevo se il	14	2	2017-01-02 21:30:40
X	Raccolta Differenziata	Dati sulla raccolta differenziata	4	0	2016-12-28 21:52:59
X	Dati Elettorali	Una stanza per discutere cosa	20	1	2016-12-06 21:29:04
X	Brainstorming sul Museo del C.	Brainstorming sul Museo del C.	34	4	2016-11-29 13:54:23

#### User not logged in SPOD

In the TET 2.0 platform (<http://prato-tet.routetopa.eu/it/>)




Pagina iniziale | CKAN classico |  Lingua




Q Ricerca

Frasi di ricerca più comuni: [Dublin](#) [government](#) [traffic](#)

Le ricerche mediante TET si basano sulle risorse disponibili in <http://prato-tet.routetopa.eu/8080>.  
Attualmente ci sono **100** dataset pubblicato da **1** organizzazione.

 Il progetto ROUTE-TO-PA E' stato finanziato dal programma di ricerca e innovazione H2020 dell'Unione Europea - grant agreement No 645860. Powered by  ckan TET interface developed by  insight

Start the search typing “Wi-Fi”:

Pagina iniziale | CKAN classico |  Lingua

Q Ricerca

**Restringi ricerca**

**Luogo**

Prato (2) ☐

**Formato**

☒ ZIP (1) ☐

☒ XLS (1) ☐


☒ CSV (1) ☐

☒ WMS (1) ☐

**Results: 2**


**Wi-fi free**




Aree con copertura **Wi-fi** ad accesso libero nel Comune di Prato




 WMS ZIP

**Punti Wi-fi ad accesso libero Del Comune di Prato e della Provincia di Prato**

Il dataset elenca tutti i punti di accesso alla rete **Wi-fi** esistente sul territorio provinciale di Prato e gestiti sia dalla provincia di Prato che dal Comune di Prato. Il dataset contiene l'indirizzo dei punti di accesso gestiti da enti ed istituzioni, mentre i punti di accesso disponibili in luogo aperti (Piazze strade, etc...) non ...

 CSV XLS

**Rilevanza**  **Nome**  **Data** 

 Il progetto ROUTE-TO-PA E' stato finanziato dal programma di ricerca e innovazione H2020 dell'Unione Europea - grant agreement No 645860. Powered by  ckan TET interface developed by  insight

Click on the “Punti Wi-fi ad accesso libero del Comune di Prato e della Provincia di Prato” link, see screenshots below:

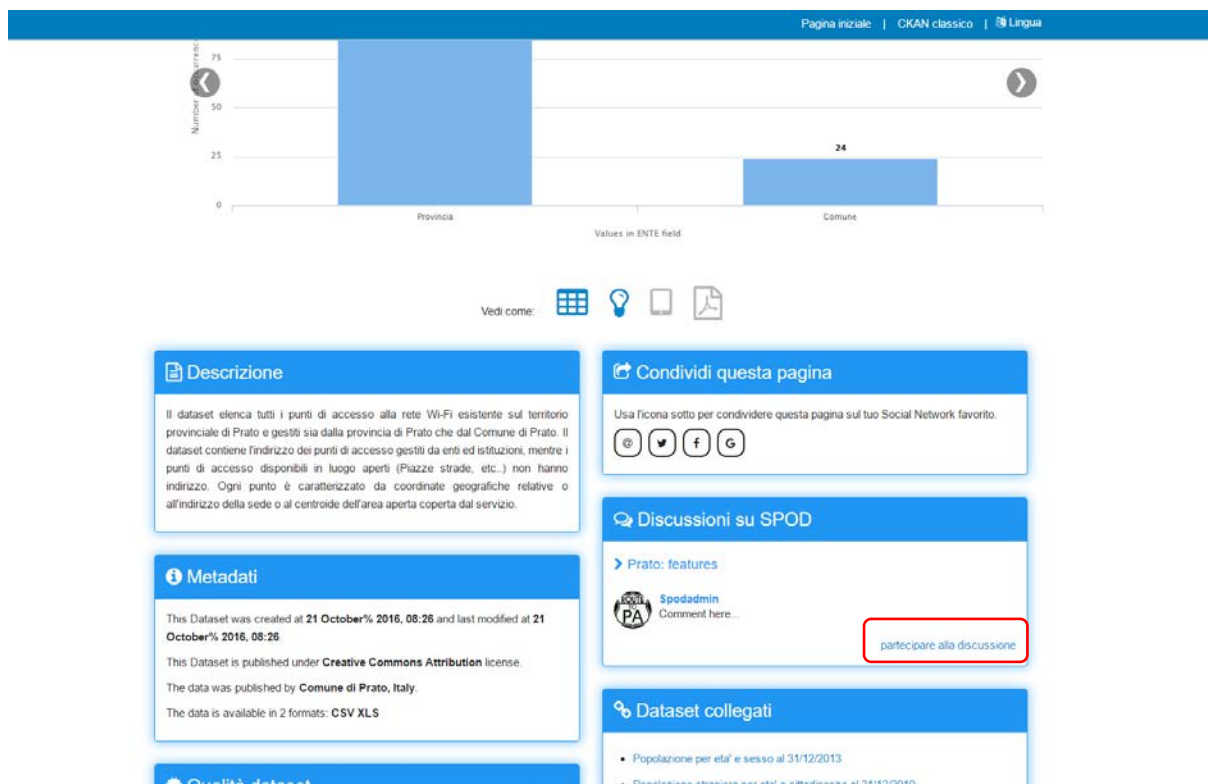
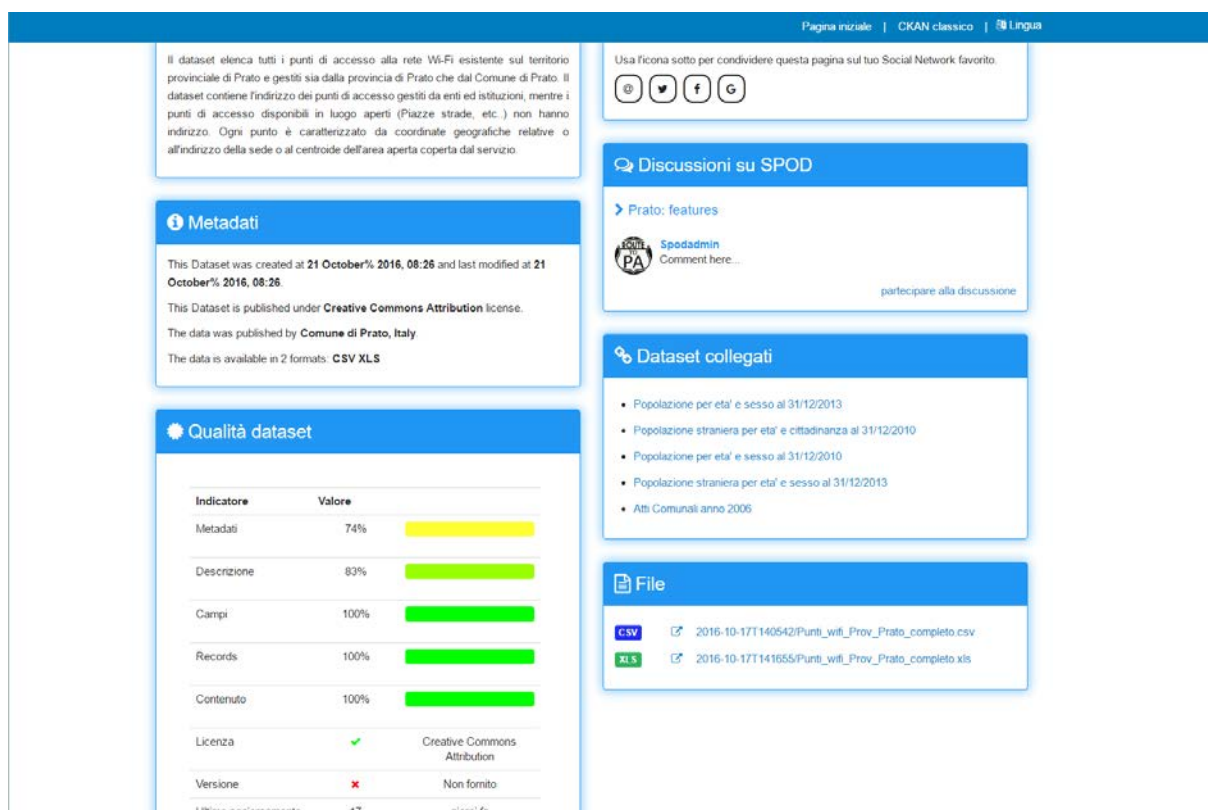


Figure 2: An interaction between SPOD and TET: “Discussioni su SPOD” link



In the “Discussioni su SPOD” link, click on the “partecipa alla discussione” to see the room in SPOD (Italian version of TET):

1. If the user is not logged in SPOD, a following page appears to sign in:

And after the logging:

2. An user already logged in SPOD and click on the “Go to TET” link

# ROUTE-TO-PA OpenID Server Endpoint

You have been identified by OpenID. Choose a platform to login in now:

[Go to SP00](#) [Go to TET](#) [Go to C4AN](#)

This is an OpenID server endpoint available for the ROUTE-TO-PA Project.



This project has received funding from European Union Horizon 2020 research and innovation programme under grant agreement No 645860.



Wi-Fi  Ricerca

Frase di ricerca più comune: Dublin government traffic

La ricerca mediana TET ti saranno sulle risorse disponibili in [WFO / prato.eu / routetopa.eu / 8000](#).  
Attualmente ci sono 100 dataset pubblicati da 1 organizzazione.



Il progetto ROUTE-TO-PA E' stato finanziato dal programma di ricerca e innovazione H2020 dell'Unione Europea - grant agreement No 645860.

Powered by



TET interface developed by



wi-fi  Ricerca

Restringi ricerca

Results: 2

Rilevanza

Nome

Data

Luogo

Prato (2)

Formato

ZIP (1)

SLI (1)

CSV (1)

RMS (1)

wi-fi free

Aree con copertura wi-fi ad accesso libero nel Comune di Prato

[WFO](#) [prato.eu](#) [routetopa.eu](#)

Punti wi-fi ad accesso libero Del Comune di Prato e della Provincia di Prato

Il dataset elenca tutti i punti di accesso alla rete wi-fi esistente sul territorio provinciale di Prato e gestiti sia dalla provincia di Prato che dal Comune di Prato. Il dataset contiene l'indirizzo dei punti di accesso gestiti da enti ed istituzioni, mentre i punti di accesso disponibili in luogo aperto (Piazze strade, etc.) non ...

[WFO](#) [prato.eu](#) [routetopa.eu](#)



Il progetto ROUTE-TO-PA E' stato finanziato dal programma di ricerca e innovazione H2020 dell'Unione Europea - grant agreement No 645860.

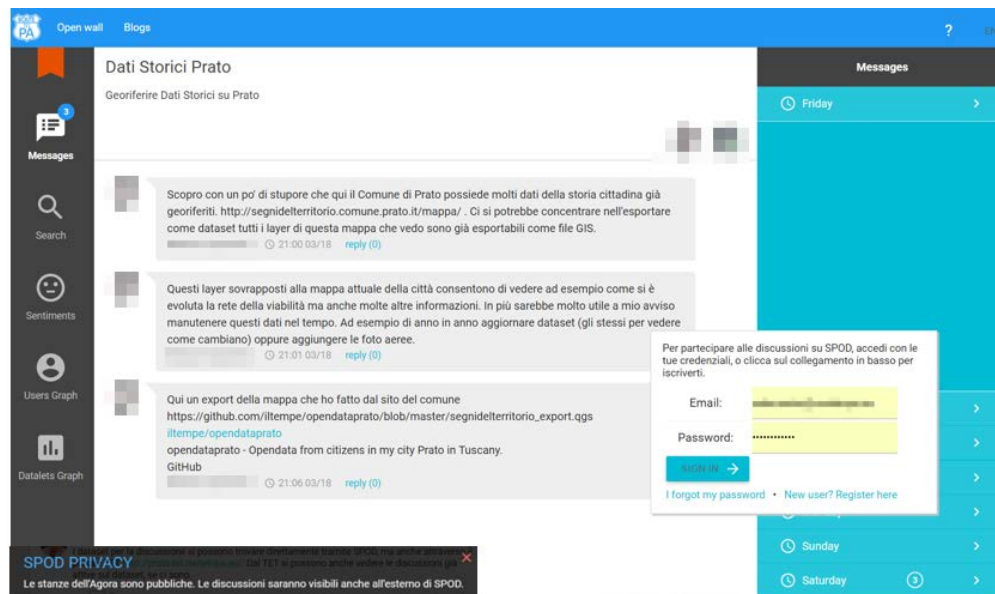
Powered by



TET interface developed by



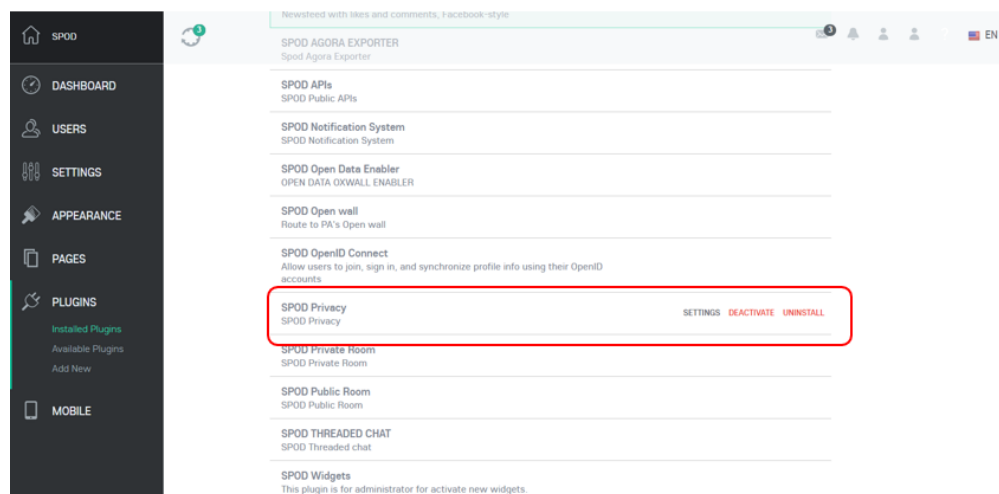
An user already logged can see the discussion in the Agora and a login dialog appears to join the discussion:



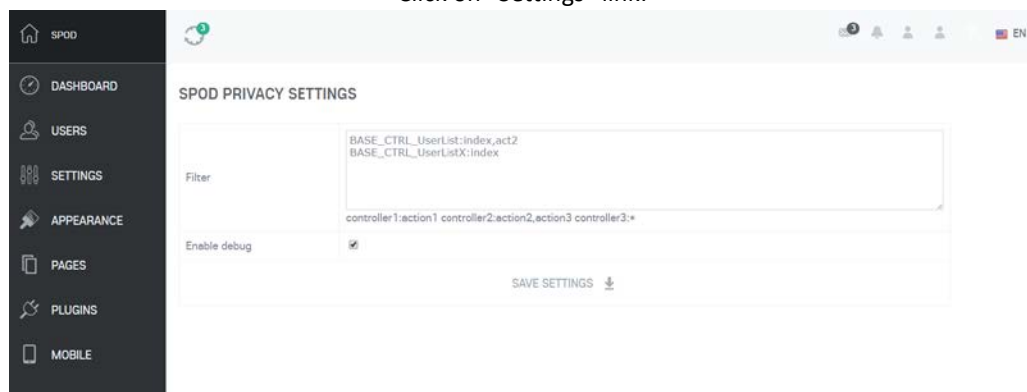
## 4.2 PRIVACY IN EACH PAGE IN SPoD

How to add privacy for each page in SPoD platform for not logged users.

The “SPoD privacy” plugin must be active:



Click on “Settings” link:



First, enable “Enable debug” checkbox to read the Controller and action to add the setting in the “SPOD Privacy” plugin, otherwise the following table shows the pair too add in the “Filter section”

Plugin	Controller:action
What’s new	BASE_CTRL_ComponentPanel:index
Members	BASE_CTRL_UserList: index
My space	SPODPR_CTRL_Main: index
Agora	SPODPUBLIC_CTRL_Main:index
CoCreation	COCREATION_CTRL_Main:index

An example, to add privacy to the “What’s new” page, adding in the Filter section the following values pair: BASE\_CTRL\_ComponentPanel:index and click on “Save Settings”

### 4.3 ACTIVITY NOTIFICATION FOR COCREATION ROOM





The administrator can set an user as moderator of the Cocreation (data) room



- DASHBOARD
- USERS
- SETTINGS
- APPEARANCE
- PAGES
- PLUGINS
- MOBILE

## MODERATORS

General  
User Settings  
Content settings  
Page settings  
Language  
SMTP

				
Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsfeed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
spodpublic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
cocreation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
spodtchat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAVE 

## 5 EVENTS

To allow to create event based on user roles

SP00

2

Role Name:

ADD +

EN

DASHBOARD

USERS

Browse Users

Moderators

User Roles

Profile Questions

Restricted Usernames

Mass Mailing

SETTINGS

APPEARANCE

PAGES

PLUGINS

MOBILE

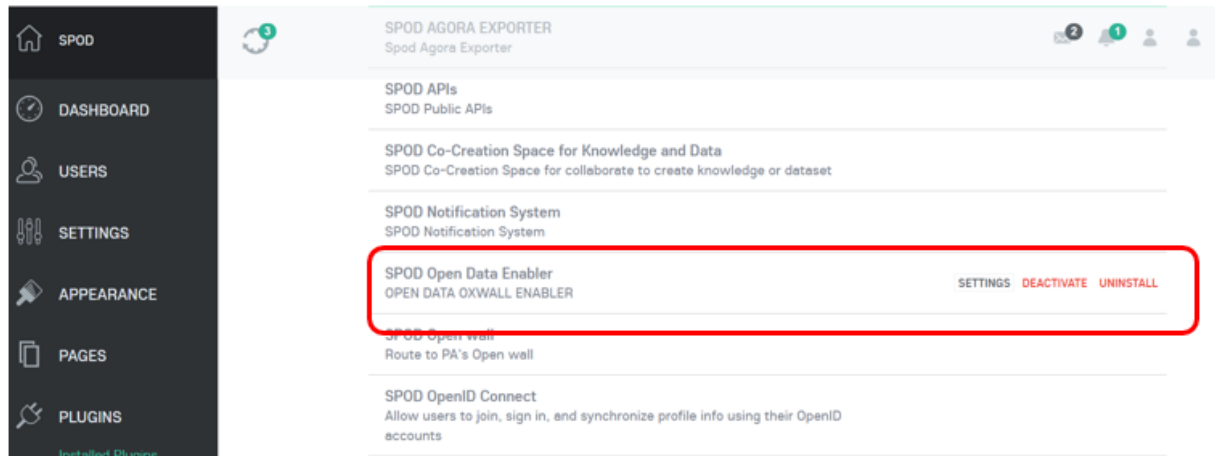
User role permissions

Actions	Guest	Free	Bloggers
Users			
Allow profile wall posts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View profiles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newsfeed			
Allow status updates comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allow status updates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Events			
Add Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friends			
Send friend request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

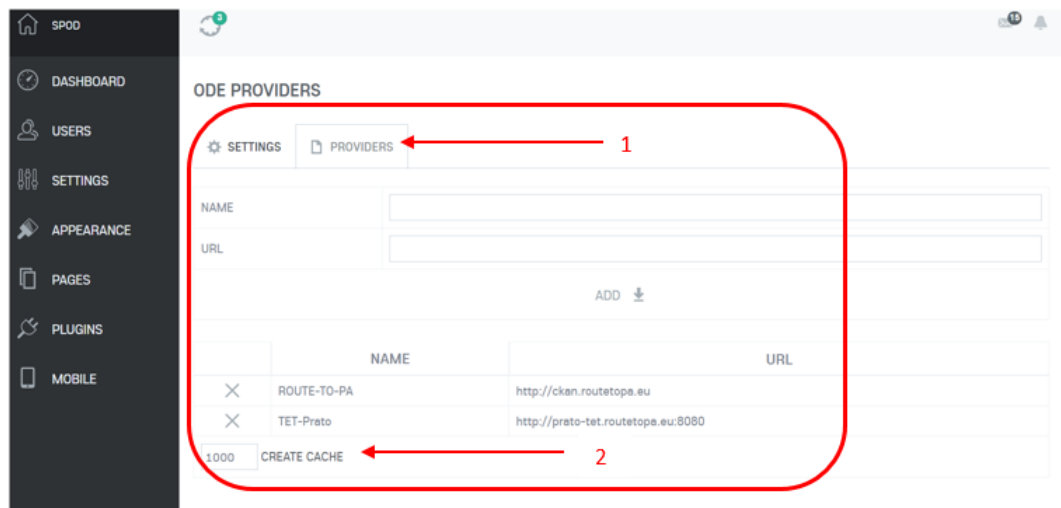
## 6 ADD NEW OPEN DATA PROVIDER WITH CACHING MECHANISM

This section describes how to add a new open data portal and updating with caching mechanism.

Select, among the Installed Plugins, the “SPOD Open Data Enabler” plugin and click on the “Settings” link



and a new UI showed. The “PROVIDERS” tab (see screenshot below (1)) allows to add new open data portals and updating of all new open data portal is done with filling out (specified quantity of the datasets of the Open Data provider, for example, 99999 allows a complete updating of all datasets in each provider) the “Create Cache” field and clicking on “CREATE CACHE” link (see screenshot below (2)).



## 7 LANGUAGE

This section describes how to modify the language to your translation requirements on whole platform also in the admin panel.

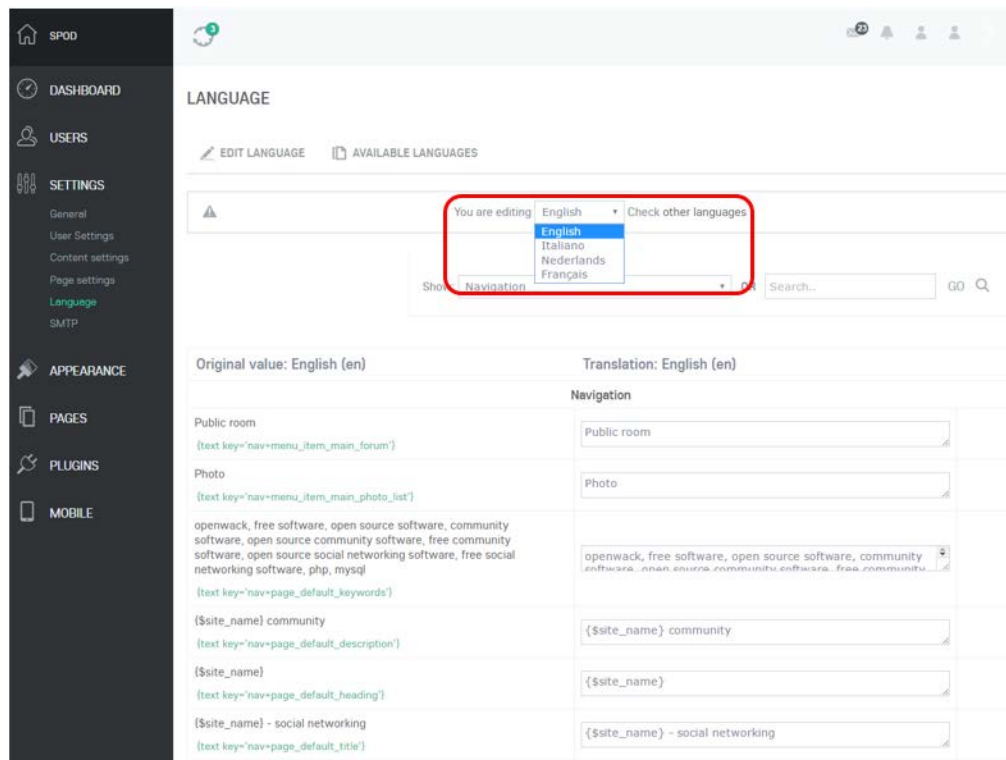
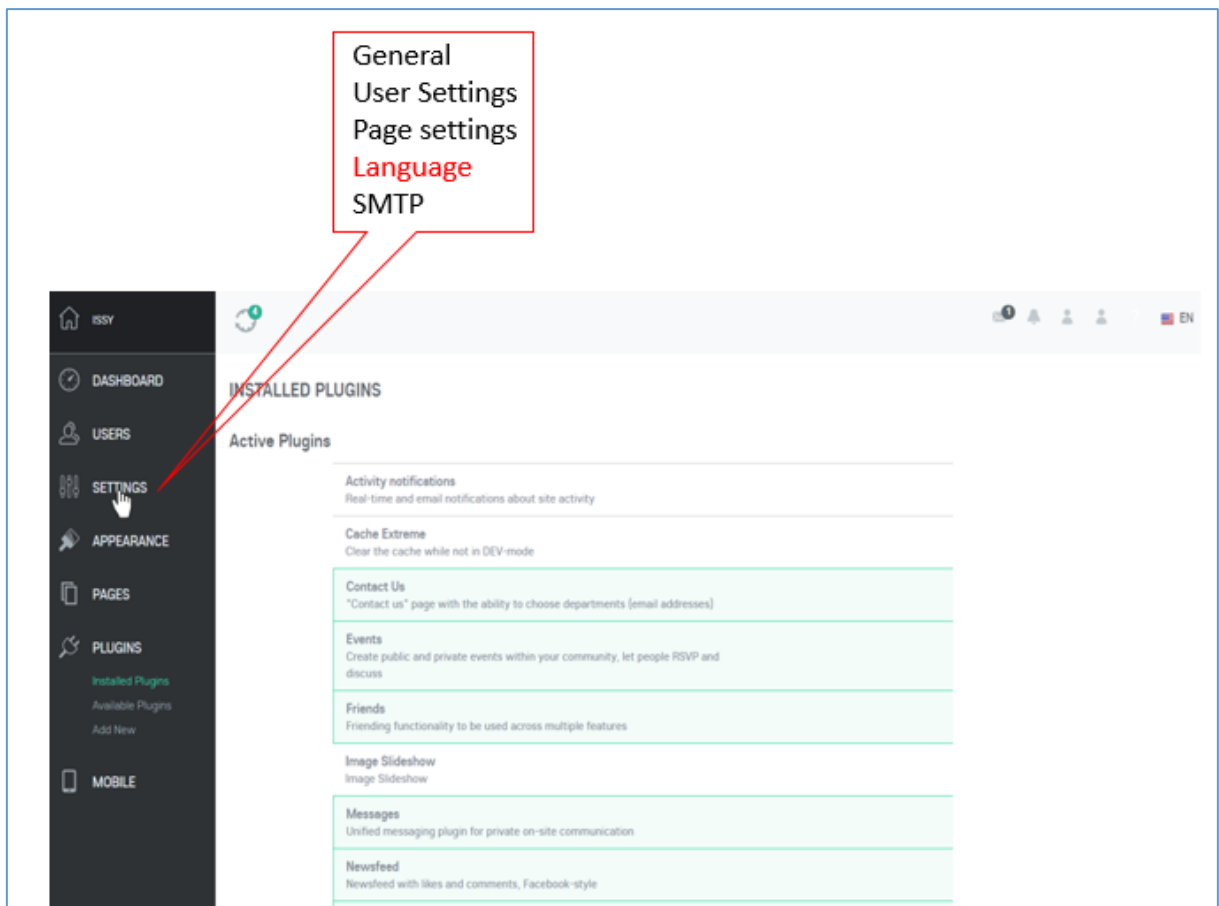


Figure 3: Management all languages (i.e., English, Italian, Nederland and French) on the SPOD

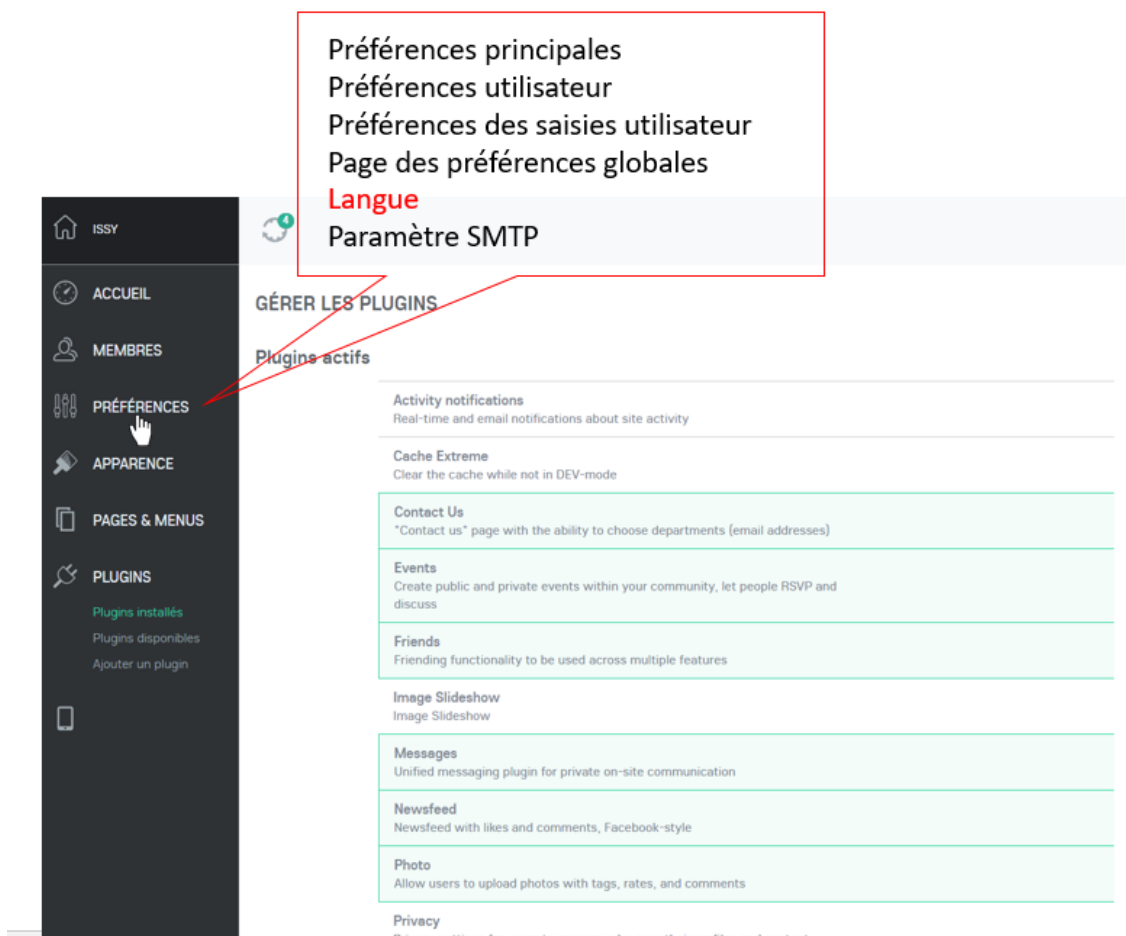
## 7.1 ADMIN PANEL (ENGLISH VERSION)

Got to SETTINGS -> Language (see screenshot below)

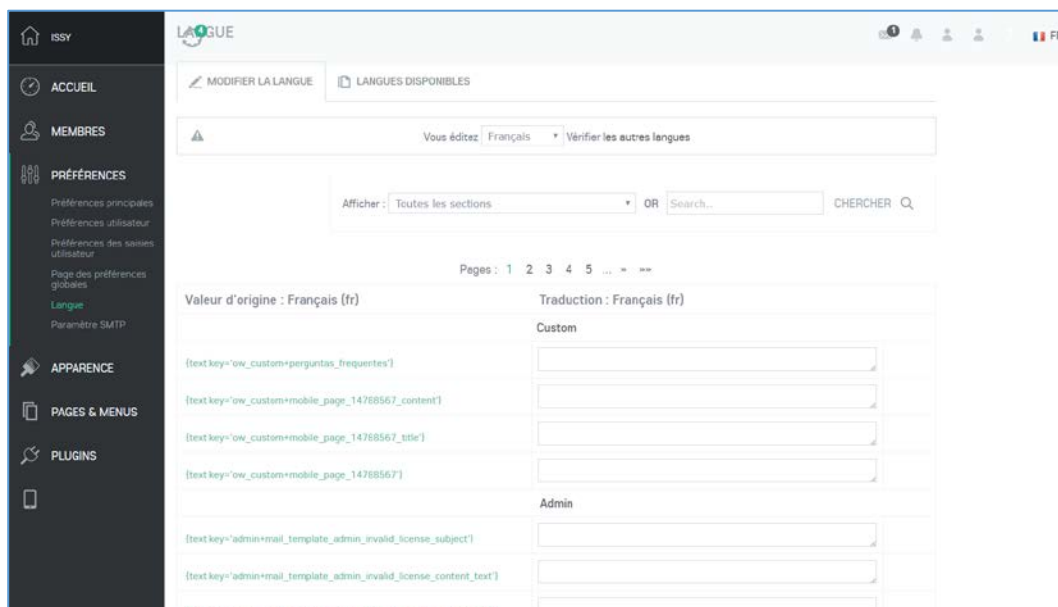


## 7.2 ADMIN PANEL: EDIT LANGUAGE (FRENCH VERSION)

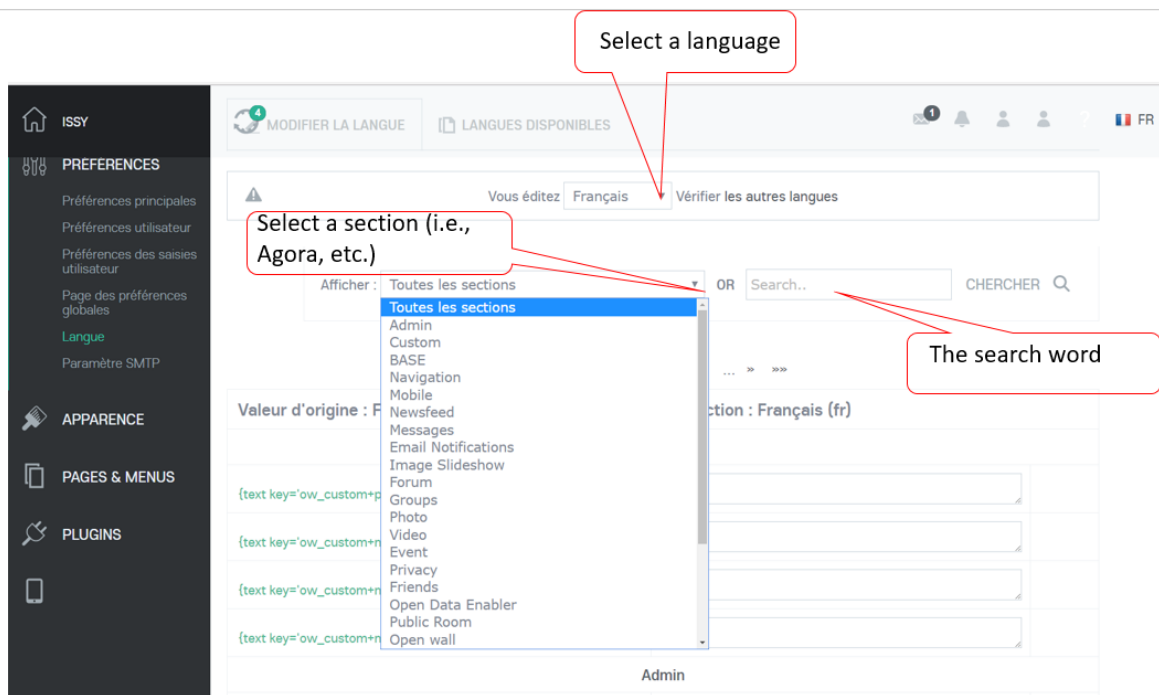
Got to PRÉFÉRENCES -> Langue (see screenshot below)



After clicking the “Langue”, the following page opens and in the “MODIFIER LA LANGUE” section you can now modify very carefully each string.



You can select the language (i.e., EN, FR, IT, NL), the section (i.e., Agora, Cocreation, NewsFeed etc.) and/ or the text to search



### 7.2.1 EXAMPLE: EDIT LANGUAGE

If you know a string to modify, you can insert the text to search in the search form (on the right of the screenshot)

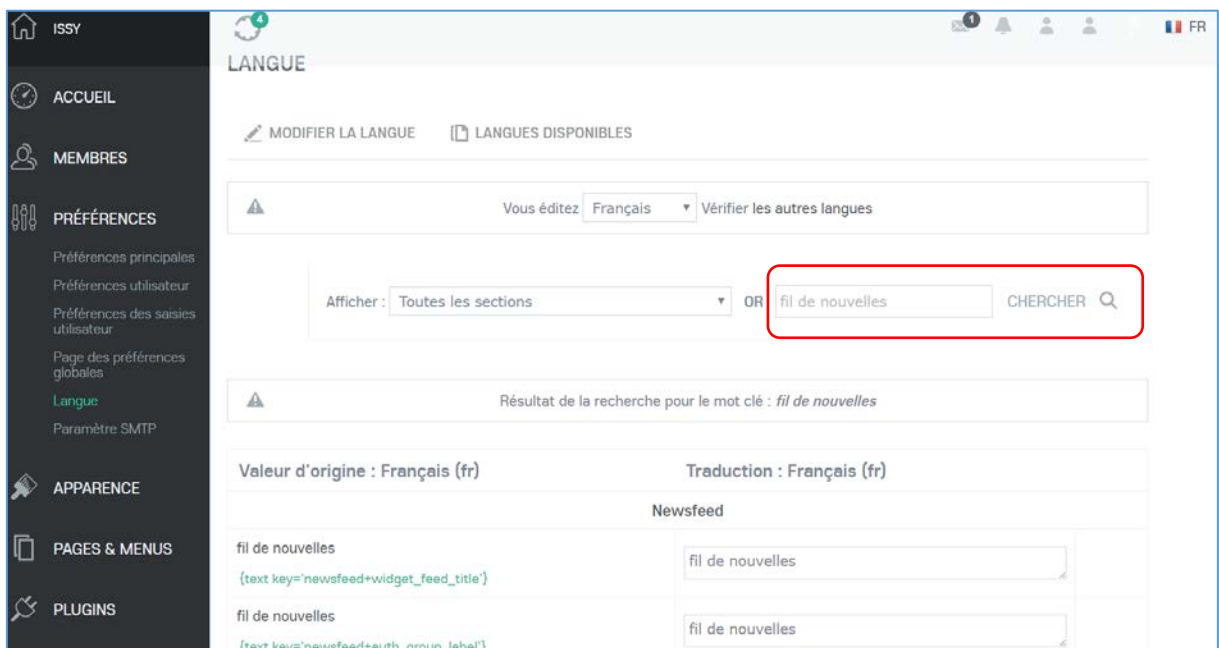
Afficher :
Toutes les sections
OR
CHERCHER

#### Example

To modify the text "fil de nouvelles" in the "Quoi de nouveau" page



In admin panel, the “LANGUAGE” page, insert the text, e.g. insert “fi de nouvelles”



The result of the search is the following:

Valeur d'origine : Français (fr)	Traduction : Français (fr)
Newsfeed	
fil de nouvelles {text key='newsfeed+widget_feed_title'}	<input type="text" value="fil de nouvelles"/>
fil de nouvelles {text key='newsfeed+auth_group_label'}	<input type="text" value="fil de nouvelles"/>
fil de nouvelles {text key='newsfeed+admin_page_title'}	<input type="text" value="fil de nouvelles"/>
fil de nouvelles {text key='newsfeed+admin_page_heading'}	<input type="text" value="fil de nouvelles"/>

There are a key/value pair (key and value), on the left side, and the values to be changed on the right side each (see below screenshots)



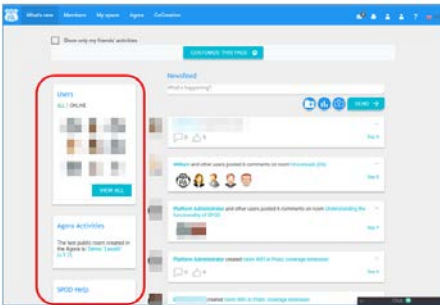
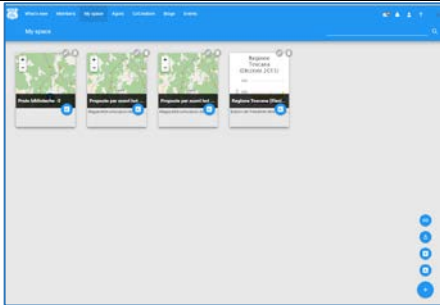
<div>«Quoi de nouveau ?» page</div>	
Valeur d'origine : Français (fr)	Traduction : Français (fr)
Newsfeed	
fil de nouvelles {text key='newsfeed+widget_feed_title'}	<input type="text" value="fil de nouvelles"/>
fil de nouvelles {text key='newsfeed+auth_group_label'}	<input type="text" value="fil de nouvelles"/>
fil de nouvelles {text key='newsfeed+admin_page_title'}	<input type="text" value="fil de nouvelles"/>
fil de nouvelles {text key='newsfeed+admin_page_heading'}	<input type="text" value="fil de nouvelles"/>

### 7.2.2 HOW TO IDENTITY SECTIONS IN SPOD

Define a few names of keys to identify the corresponding page in SPOD platform:

Key	Description	Screenshots
-----	-------------	-------------



Open Wall	First page before the authentication	
Open data enabler	Tooltip for Datalet Button	
Newsfeed	Identify the page: What's New (En) or Novità (It),	
Co-Creation Space for Knowledge and Data	Co creation data and knowledge rooms	
Agora	Agora and each discussion room in Agora	