



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



Project number 645860  
H2020-INSO-2014



### Administrator Guide

#### SPOD “Sol” (2.1)

(Draft, version 2.1, 21/03/2017)



WISE & MUNRO



**Document produced by**

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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>.

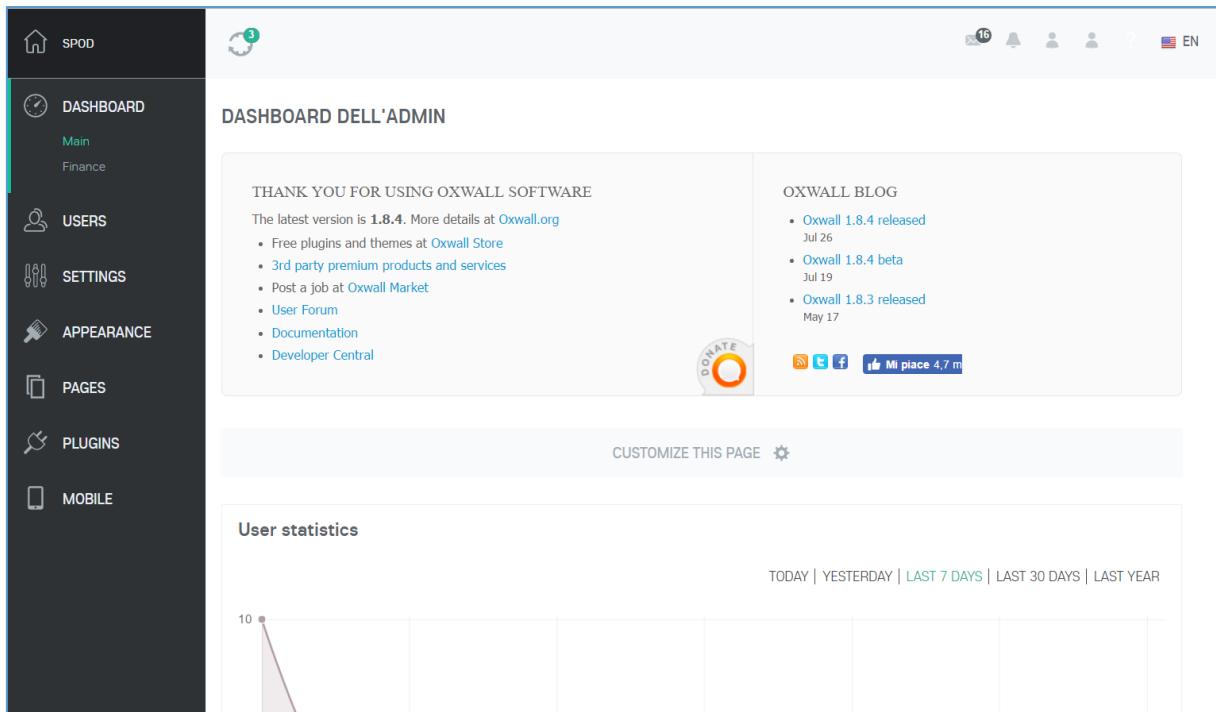


Figure 1: Administration UI dashboard

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

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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:

Role	UUID	Email		
admin	[REDACTED]	[REDACTED]	<a href="#">edit</a>	<a href="#">del</a>
admin	[REDACTED]	[REDACTED]	<a href="#">edit</a>	<a href="#">del</a>
admin	[REDACTED]	[REDACTED]	<a href="#">edit</a>	<a href="#">del</a>
admin	[REDACTED]	[REDACTED]	<a href="#">edit</a>	<a href="#">del</a>
admin	[REDACTED]	[REDACTED]	<a href="#">edit</a>	<a href="#">del</a>
admin	[REDACTED]	[REDACTED]	<a href="#">edit</a>	<a href="#">del</a>
admin	[REDACTED]	[REDACTED]	<a href="#">edit</a>	<a href="#">del</a>
admin	[REDACTED]	[REDACTED]	<a href="#">edit</a>	<a href="#">del</a>
admin	[REDACTED]	[REDACTED]	<a href="#">edit</a>	<a href="#">del</a>
admin	[REDACTED]	[REDACTED]	<a href="#">edit</a>	<a href="#">del</a>
admin	[REDACTED]	[REDACTED]	<a href="#">edit</a>	<a href="#">del</a>
admin	[REDACTED]	[REDACTED]	<a href="#">edit</a>	<a href="#">del</a>

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		
admin	0-047-56-206-1000-01-1-10076600-1-0	email.com	<a href="#">edit</a>	<a href="#">del</a>
		@email.com	<a href="#">edit</a>	<a href="#">del</a>

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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://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:

The screenshot shows a table with columns for Role, UUID, Email, and actions (edit, del). There are two rows of data, both labeled 'admin'. Below the table is a blue banner with the European Union flag and text about funding.

Role	UUID	Email		
admin			edit	del
admin			edit	del
			edit	del

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innovation programme under grant agreement  
No 645860.

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

The screenshot shows a form with fields for E-mail, Password, and Confirm password. Below the form is a blue banner with the European Union flag and text about funding.

E-mail \_\_\_\_\_

Password \_\_\_\_\_

Confirm password \_\_\_\_\_

SAVE → CANCEL ×

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European Union's Horizon 2020 research and  
innovation programme under grant agreement  
No 645860.

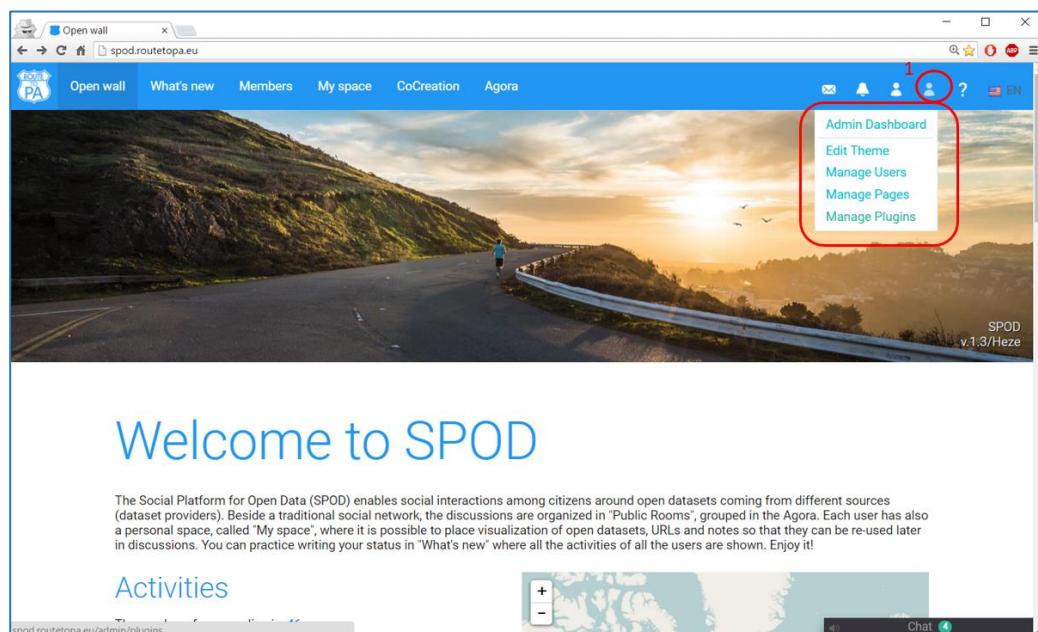
Fill out details as “E-mail”, “Password”, “Confirm password” fields and a new user is added on SPOD platform.

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

The screenshot shows the 'Complete your profile' page. At the top, there's a blue navigation bar with links like 'Complete profile', 'Open wall', 'What's new', 'Agora', 'My space', 'Members', and user icons. Below the navigation is a banner with a road image. On the left, a sidebar titled 'Required profile questions' has a 'Basic' tab selected. It contains fields for 'Real name' (with placeholder 'First name and Last name'), 'Gender' (radio buttons for 'Male' and 'Female'), and 'Birthday' (dropdown menus for Day, Month, and Year). A 'CONTINUE' button is at the bottom right. At the very bottom of the page, there are links for 'TERMS OF USE', 'PRIVACY POLICY', 'FEEDBACK', 'VIDEO MANUAL', and 'DOWNLOAD MANUAL'. A funding notice from the European Union's Horizon 2020 research and innovation programme is also present.

### 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)

The screenshot shows the ISSY administrator interface. On the left, there is a dark sidebar with various navigation links: DASHBOARD, USERS, SETTINGS (which is currently selected), APPEARANCE, PAGES, and PLUGINS. Under PLUGINS, there are two sections: 'Installed Plugins' (containing a list of active plugins) and 'Inactive Plugins' (empty). The main content area is titled 'Co-Creation Space for Knowledge and Data' and contains a list of active plugins. Each plugin entry includes a brief description and a delete icon. The active plugins listed are:

- Contact Us
- Friends
- Image Slideshow
- Messages
- Newsfeed
- Photo
- Privacy
- SPOD AGORA EXPORTER
- SPOD APIs
- SPOD Notification System
- SPOD Open Data Enabler
- SPOD Open wall
- SPOD OpenID Connect
- SPOD Private Room
- SPOD Public Room
- SPOD THREADED CHAT

At the bottom right of the main content area, there is a 'Chat' button with a notification count of 2.

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.

The screenshot shows the SPOD platform's admin interface. On the left is a dark sidebar with navigation links: DASHBOARD, USERS, SETTINGS, APPEARANCE, PAGES, PLUGINS, and MOBILE. Under PLUGINS, there are sections for Installed Plugins (with links to Available Plugins and Add New), and a list of Active Plugins. One plugin, "SPOD Agora", is highlighted with a red box. To the right of the sidebar is a main content area with various community and communication features listed. At the bottom right of the main content area, there are three buttons: SETTINGS, DEACTIVATE, and UNINSTALL.

Category	Plugin Name	Action Buttons
Community	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	
Friends	Friending functionality to be used across multiple features	
Image Slideshow	Image Slideshow	
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	
<b>SPOD Agora</b>	SPOD Agora	SETTINGS DEACTIVATE UNINSTALL
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	

### 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”

This screenshot shows the same SPOD platform admin interface as the previous one, but with a different focus. The "SPOD Agora" plugin is no longer highlighted. Instead, the "SPOD Open Data Enabler" plugin is highlighted with a red box. The rest of the interface and plugin list are identical to the first screenshot.

Category	Plugin Name	Action Buttons
Community	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	
Friends	Friending functionality to be used across multiple features	
Image Slideshow	Image Slideshow	
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	
<b>SPOD Open Data Enabler</b>	OPEN DATA OXWALL ENABLER	SETTINGS DEACTIVATE UNINSTALL
SPOD Notification System	SPOD Notification System	
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	

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”

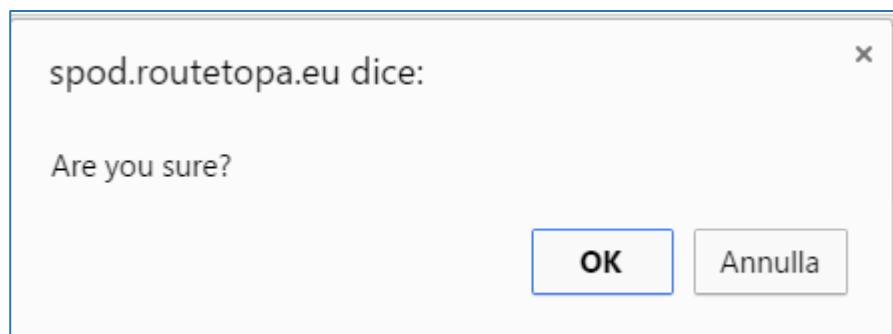
To delete a room, you must click the button with ‘X’ at left side of a selected room to delete; for example in the below screenshot, the button with ‘X’ highlighted in red, allows to delete a room with subject “Purchase order over 20000” and a dialog appears to confirm the room to delete:

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 I	3	0	2017-03-18 20:58:50
X Protezione Civile	Aggiornamenti dalla Protez	3	0	2017-01-17 00:50:39
X Alberi	Ciao a tutt*, mi chiedevo s	14	2	2017-01-02 21:30:40
X 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)

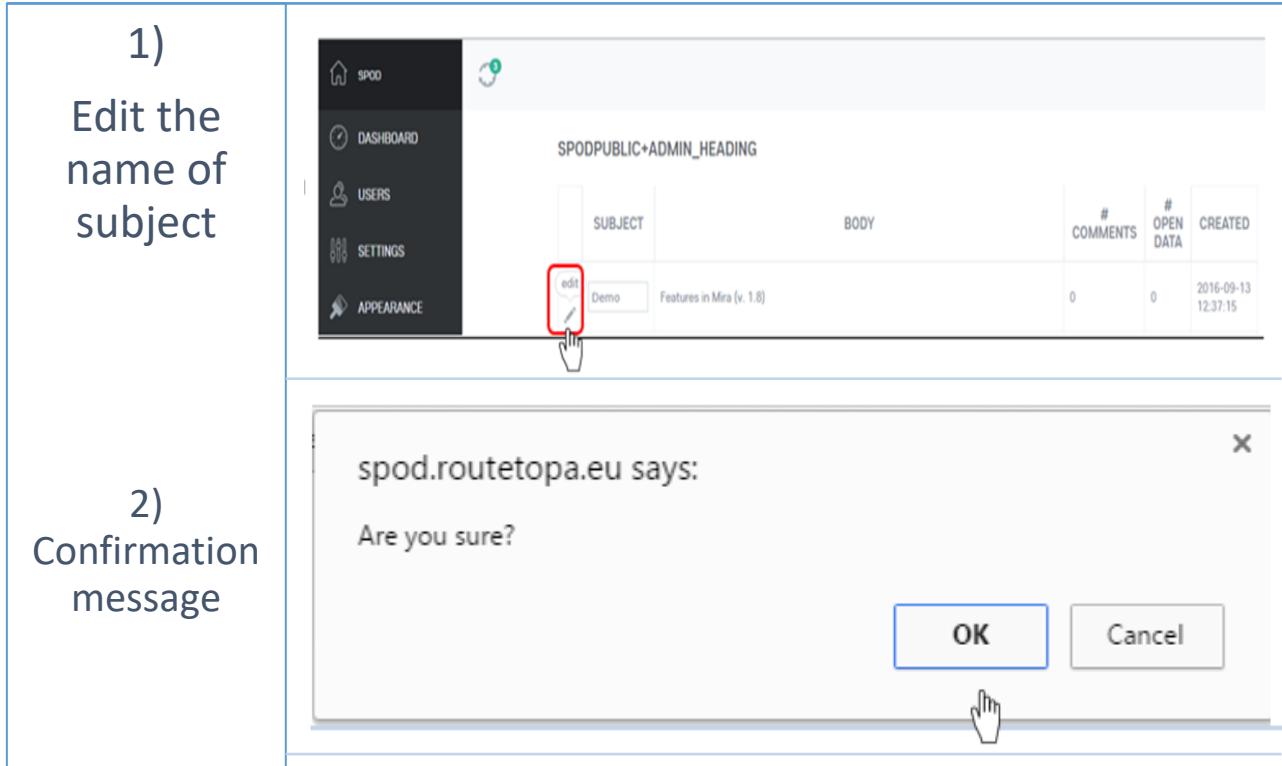
AGORA

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 I	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

(Not yet available from SPOD 2.1 onwards)

#### 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**”

The screenshot shows the 'Installed Plugins' section of the SPOD admin interface. The left sidebar has 'PLUGINS' selected, with 'Installed Plugins' highlighted. A red box highlights the 'SPOD AGORA EXPORTER' plugin entry, which also has its link 'Spod Agora Exporter' highlighted.

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

The screenshot shows a plugin settings dialog for 'SPOD Notification System'. It displays the following links:

- SPOD Open Data Enabler
- OPEN DATA OXWALL ENABLER
- SETTINGS DEACTIVATE UNINSTALL**

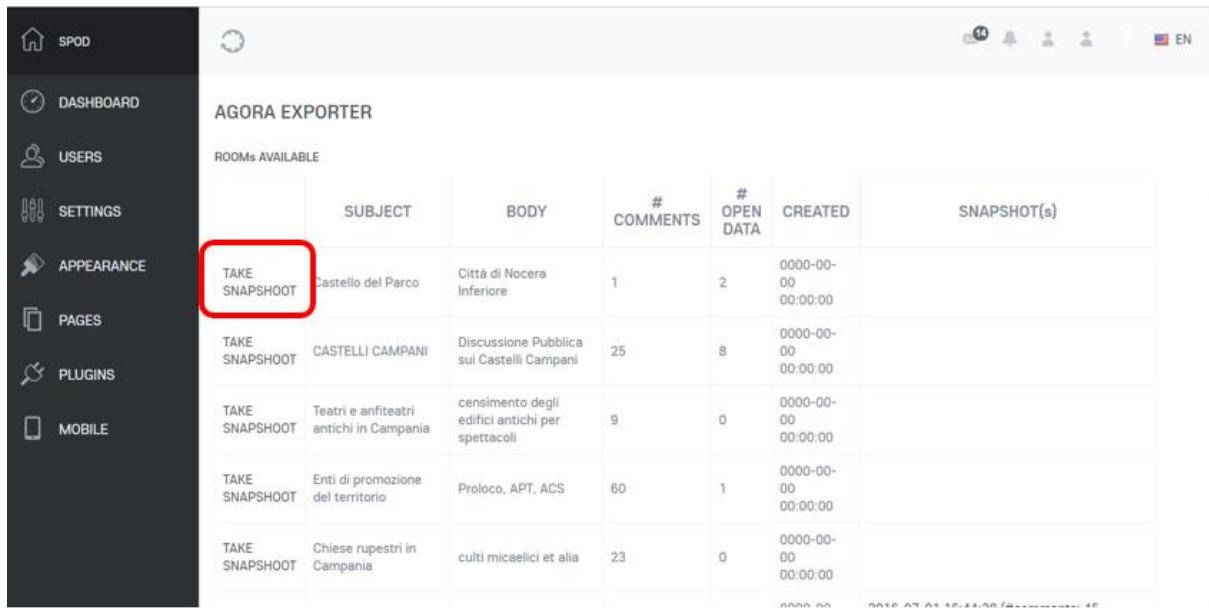
A new window appears:

The screenshot shows the 'AGORA EXPORTER' plugin settings page. It displays a table titled 'ROOMS AVAILABLE' with the following columns:

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

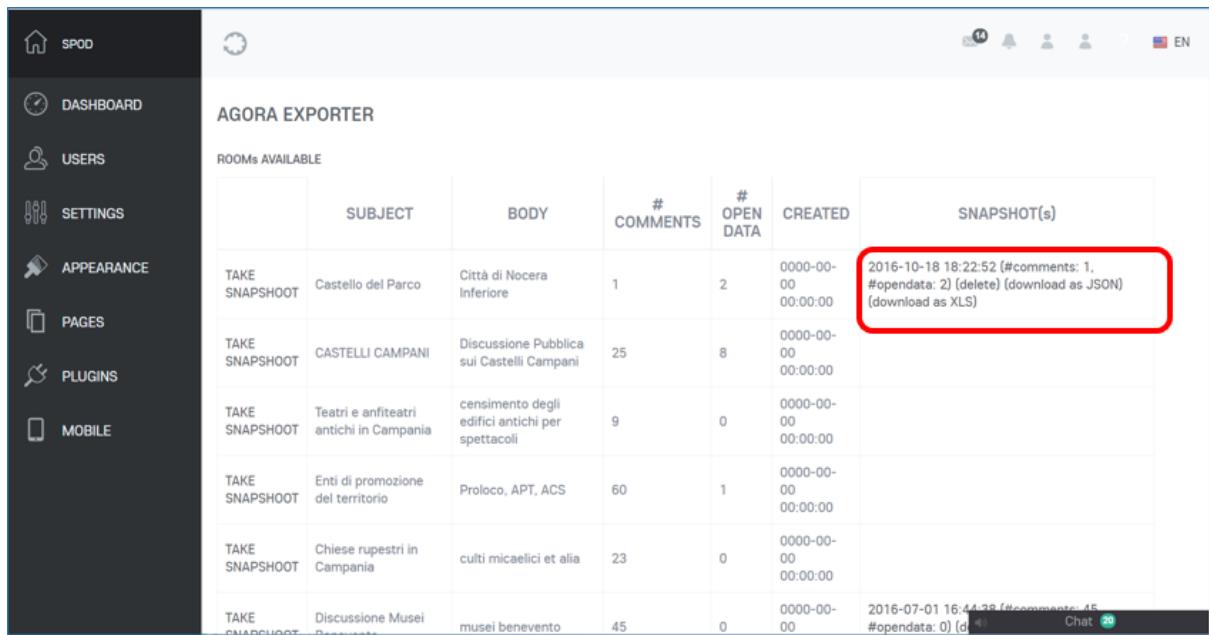
At the bottom right of the table, it says: 0000-00-00 2016-07-01 16:44:28 (#comments: 45)

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):



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



	SUBJECT	BODY	# COMMENTS	# OPEN DATA	CREATED	SNAPSHOT(s)
TAKE SNAPSHOOT	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) (delete) (download as JSON) (download as XLS)</a>
TAKE SNAPSHOOT	CASTELLI CAMPANI	Discussione Pubblica sui Castelli Campani	25	8	0000-00-00 00:00:00	
TAKE SNAPSHOOT	Teatri e anfiteatri antichi in Campania	censimento degli edifici antichi per spettacoli	9	0	0000-00-00 00:00:00	
TAKE SNAPSHOOT	Enti di promozione del territorio	Proloco, APT, ACS	60	1	0000-00-00 00:00:00	
TAKE SNAPSHOOT	Chiese rupestri in Campania	culti micaelici et alia	23	0	0000-00-00 00:00:00	
TAKE SNAPSHOOT	Discussione Musei	musei benevento	45	0	0000-00-00 00:00:00	<a href="#">2016-07-01 16:44:38 (#comments: 45, #opendata: 0) (d...)</a>

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

DASHBOARD USERS SETTINGS APPEARANCE PAGES PLUGINS MOBILE

### 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	<a href="#">2016-10-18 18:22:52 (#comments: 1, #opendata: 2) (delete) (download as JSON) (download as XLS)</a>
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

Ultimi 5 messaggi: Io che da profano, pensavo fosse solo una guida interessante ... -> 14 July 2016 16:44

2 Giuliano Gambino : Come detto in riunione, al momento, l'abbiamo sfogliata più per checking che per ricerca vera e propria -> 11 July 2016 18:1

3 Gianluca Santangelo : Okk -> 12 July 2016 13:49

4 Angela Corolla : servono dati su castelli del cliente? ho vari files della mia tesi di dottorato -> 12 July 2016 17:14

5 Angela Corolla : ho messo le notizie nello spazio di coCreation -> 12 July 2016 17:18

6 Giuliano Gambino : grazie per il materiale -> 12 July 2016 17:40

7 Angela Corolla : Ragazzi, le notizie che trae da questo sito (<http://xoomer.virgilio.it/analfin/>) prendetele con molte cautele, è un sito costruito per un progetto di una scuola superiore, quindi abbastanza amatore -> 12 July 2016 17:44

8 Vittorio Sciarano : Ciao -> 19 July 2016 11:32

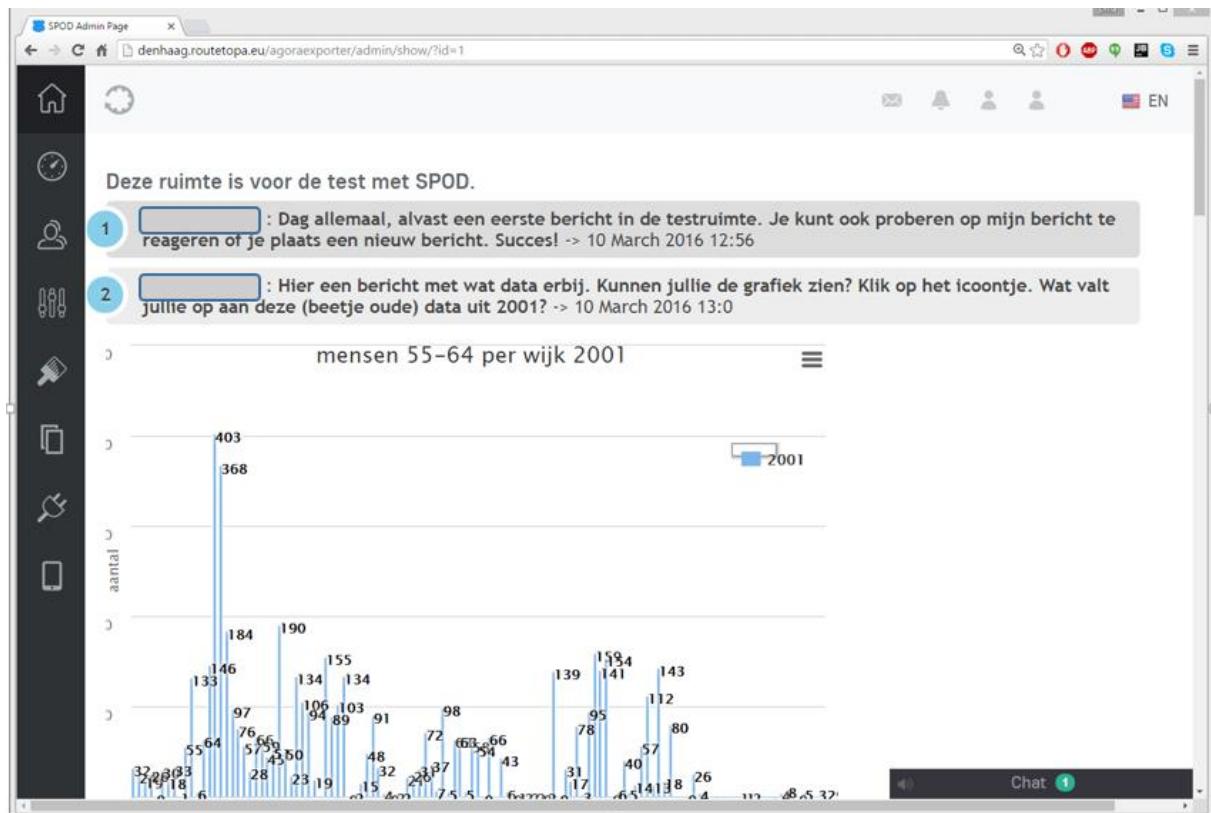
1 Platform Administrator : i luoghi della cultura ad Avellino -> 26 July 2016 8:26

Av: Luoghi della cultura misbit

Source: <http://open.databanc.it/dataset>

Powered by ROUTE-TO-PA

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"

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.

DASHBOARD

USERS

SETTINGS

APPEARANCE

PAGES

PLUGINS

MOBILE

**ANALYSIS**

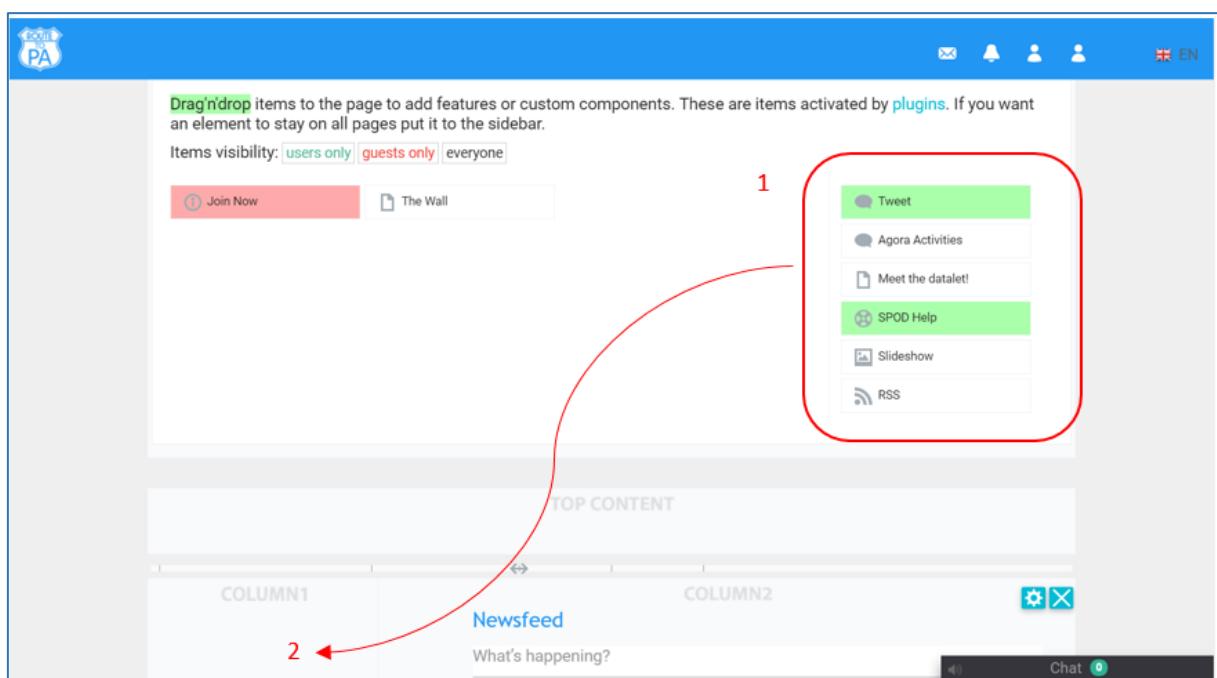
	NAME	SUBJECT	DESCRIPTION	GOAL	TIMESTAMP	TYPE
DOWNLOAD DISCUSSION	Prova	Soggetto di prova	descrizione di prova	Obiettivo di prova	2016-11-13 21:48:56	data
DOWNLOAD DISCUSSION	prov	ddd	ddd	ddd	2016-10-18 10:09:20	knowledge
DOWNLOAD DISCUSSION	Wi-Fi in Prato	demo	demo	Demo	2016-10-24 18:58:01	data
DOWNLOAD DISCUSSION	Stanza di test notifiche mail	Stanza di test notifiche mail	Stanza di test notifiche mail	Stanza di test notifiche mail	2016-12-12 13:38:04	data
DOWNLOAD DISCUSSION	Prova Conoscenza	Soggetto di prova	Descrizione di prova	Obiettivo	2016-11-13 21:59:15	knowledge
DOWNLOAD DISCUSSION	Lista totale co-creata degli hot-spot conosciuti in città	Lista di tutti i punti in cui vi è un servizio wi-fi gratuito operato da qualcuno. Sarebbe interessante costruire in modo cooperativo un dataset che li riporti tutti.	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

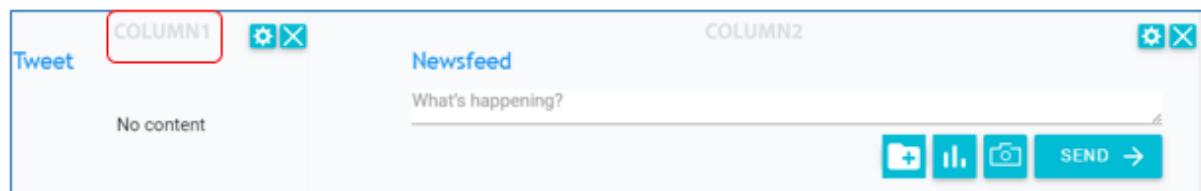


On the right side, new custom widgets (see screenshots (1)) can be to drag'n'drop items on the “COLUMN 1” section (see screenshots (2)) )



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

At first click on the widget and then drug 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**

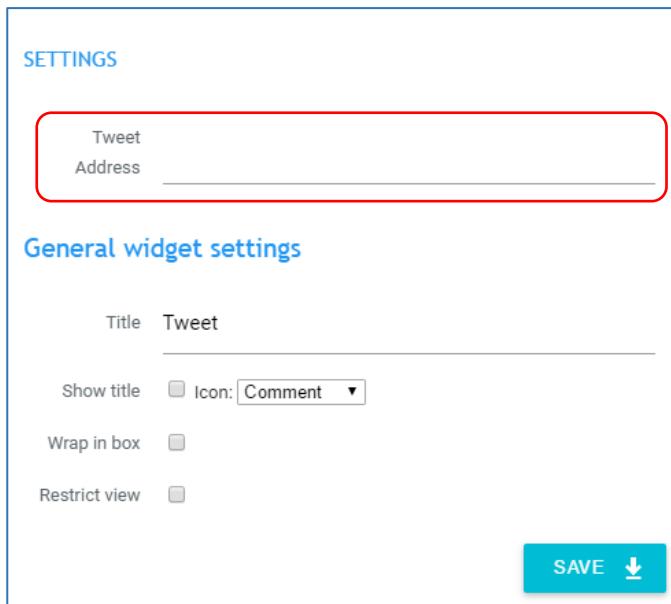
Title Tweet

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**

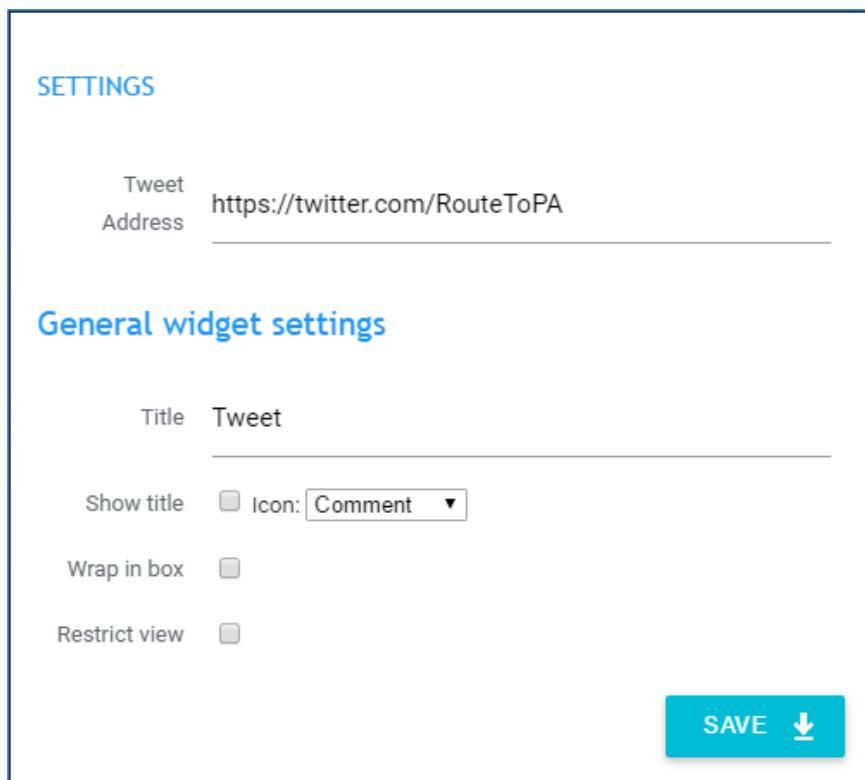
Title Tweet

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 ▾

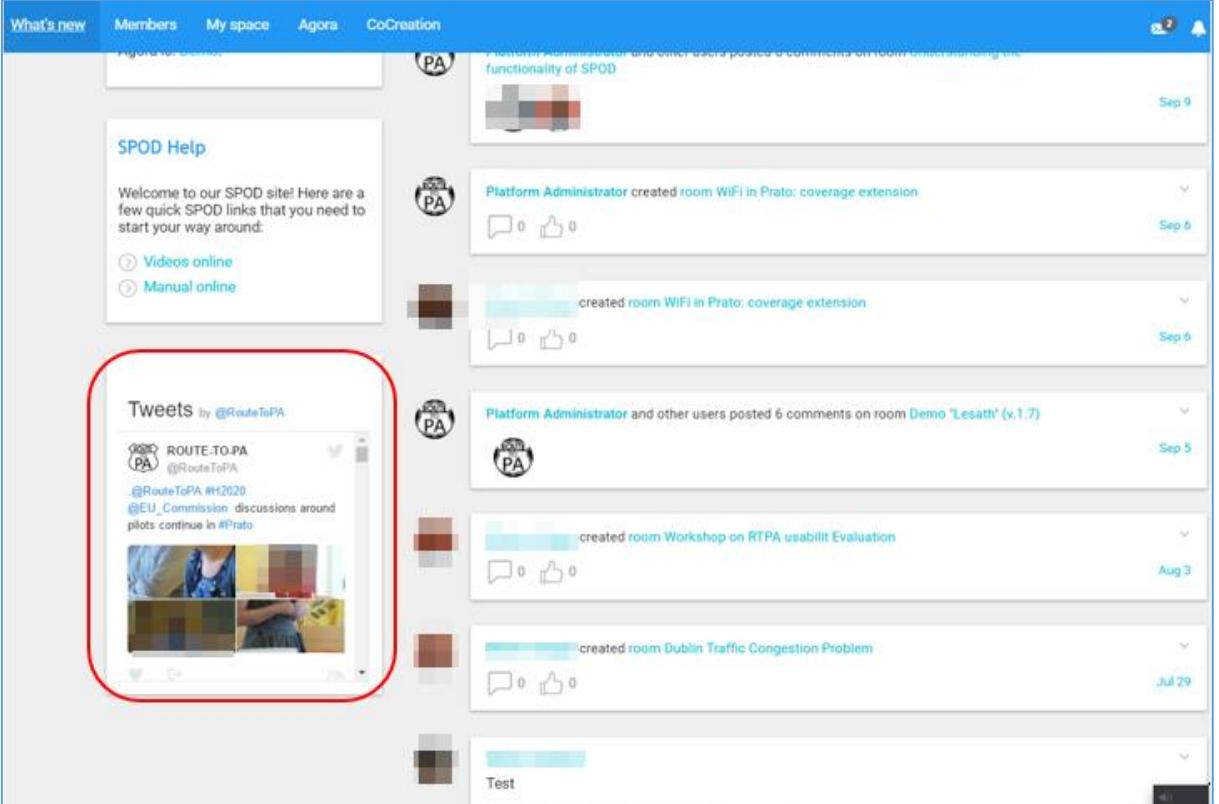
Wrap in box

Restrict view

Visible for user roles  Free

**SAVE** 

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



The screenshot shows the SPOD platform interface with the following elements:

- Header:** What's new, Members, My space, Agora, CoCreation.
- SPOD Help:** A sidebar with a welcome message, Videos online, and Manual online links.
- Tweets Widget:** A section titled "Tweets by @RouteToPA" containing a tweet from @RouteToPA (@RouteToPA #RT2020 @EU\_Commission discussions around pilots continue in #Prato). The tweet includes a small image of two people at a table. This section is highlighted with a large red box.
- Timeline:** A list of activities posted by Platform Administrator and other users, such as creating rooms WiFi in Prato, coverage extension, and discussions on room Demo 'Lesath' (v.1.7), Workshop on RTPA usabilit Evaluation, and Dublin Traffic Congestion Problem.
- Bottom Right:** A small "Test" button.

### 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 sidebar menu includes 'DASHBOARD', 'USERS' (which is selected and highlighted with a red box), 'SETTINGS', 'APPEARANCE', and 'PAGES'. The main content area is titled 'BROWSE USERS' and displays a table of 17 users. The table has columns for 'User', 'Status', and 'Joined'. A search bar at the top right allows filtering by 'Real name'. Below the table, there are filters for 'RECENTLY ACTIVE', 'SUSPENDED', and 'UNVERIFIED'.

#### 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 of the SPOD admin interface. The sidebar menu includes 'DASHBOARD', 'USERS', 'SETTINGS', 'APPEARANCE', 'PAGES', 'PLUGINS', and 'MOBILE'. The main content area displays a table of profile questions. The table is organized into sections: 'Basic', 'Interests', and 'Other information'. Each section contains several questions with their types and standard status. At the bottom right, there are buttons for 'ADD QUESTION +' and 'ADD SECTION +'.

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

Question	Type	Values	Standard	Properties
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 (radiobutton)	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	<a href="#">EDIT</a> <a href="#">DELETE</a>	<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

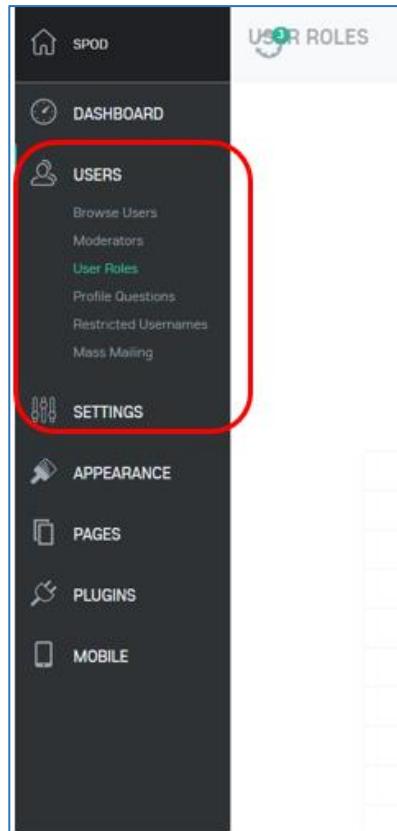


Question	Marital status (single, widower, married, divorced) and the household information (number of kids)	
Question description	No value	
Section	Other information	
Answer type	Text	
Required	<input type="checkbox"/>	The form will not submit if the user doesn't enter valid answer for this question
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 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 Role	# of Users	Label on avatar
Free default	7   100.0%	No

Add new role

Role Name: Agora Moderator

Actions

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

**USER ROLES**

User Role	# of Users	Label on avatar
Free default	7   100.0%	No
Agora Moderator	0   0.0%	No
Check all   Selected: <input type="checkbox"/> DELETE <span style="color: red;">X</span>		

**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 checked="" type="checkbox"/>	<input 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

Allow status updates comments				
Allow status updates				
<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comment events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Friends</b>				
Send friend request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Messages</b>				
Read mails	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start mail dialog	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continue mail dialog	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read chat messages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start chat dialog	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continue chat dialog	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>spodagora</b>				
create_room	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>spodtchat</b>				
view	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
add_comment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>cocreation</b>				
view	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
add_comment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>spodnotification</b>				
view	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
add_comment	<input checked="" type="checkbox"/>	<input 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:

The screenshot shows a user profile page for 'Celia'. At the top, there are navigation links: Open wall, What's new, Members, My space, Agora, CoCreation, and a language switcher (EN). Below the header is a large profile picture of a woman with brown hair. To the right of the profile picture is a 'MORE' dropdown menu with a red border around its 'MODERATION' option. The 'MODERATION' menu contains four items: Change Role, Mark as featured, Suspend, and Delete.

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

The screenshot shows a 'USER ROLES' section. It includes a 'User Role' heading, a 'Free' status indicator, and a list of roles. One role, 'Agora Moderator', is highlighted with a red border and a checked checkbox to its left. A large blue 'SUBMIT' button with a white arrow is located at the bottom right.

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

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

**SOTTOSUOLO** (12:58)

DESCRIPTION: discussioni sul Sottosuolo

STATISTICS: 2 views, 0 comments, 0 datalets

USERS: [User icon]

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”

Actions	Guest	Free	Agora Moderator	Events Moderator
<b>Users</b>				
Allow profile wall posts	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allow status updates	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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.

The screenshot shows the SPoD admin interface. On the left, a sidebar includes 'DASHBOARD', 'UTENTI' (highlighted with a red box labeled '1'), 'IMPOSTAZIONI', 'ASPETTO', and 'PLUGINS'. The main area is titled 'MODERATORI' and displays a grid of user roles and their permissions across various modules. A specific row for 'cocreation' is highlighted with a red box labeled '2'.

	Base	Admin	Newsfeed	spodpublic	cocreation	spodchat	Blogs
Profile picture							
Base	<input checked="" type="checkbox"/>						
Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsfeed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
spodpublic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
cocreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
spodchat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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:

The screenshot shows the user profile edit page. The 'Basic' section contains fields for Username (marco), Email (marco@routetopa.eu), Real name (Marco), Gender (Male selected), and Birthday (set to Jan 1, 1992). The 'Other information' section includes fields for Marital status, Household information, Employment status, and Education level. The 'Birthday' field is highlighted with a red box.

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

**PROFILE QUESTIONS**

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

Question	Type	Values	Standard	Properties
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 (radiobutton)	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)				
Employment status (employed, unemployed, student, pensioner etc)				

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

Question	Type	Values	Standard	Properties
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 (radiobutton)	2 values	<input checked="" type="checkbox"/>	
<b>Birthday</b>	Date (Birthdate)		<b><input checked="" type="checkbox"/></b>	
Join Date	Date		<input checked="" type="checkbox"/>	
Interests				
Other information				
Marital status (single, widower, married, divorced) and the household information (number of kids)				
Employment status (employed, unemployed, student, pensioner etc)				

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:

The screenshot shows the SPOD Admin interface. On the left is a sidebar with icons for DASHBOARD, USERS, SETTINGS, APPEARANCE, PAGES, PLUGINS, and MOBILE. The main area is titled 'AGORA'. It contains a form with a red box around the 'Is visible for not logged users' checkbox, which is checked. Below the form is a table listing eight rooms, each with a subject, body, comments, open data, and creation date. The table has columns for SUBJECT, BODY, # COMMENTS, # OPEN DATA, and CREATED.

	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/>)



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

TET interface developed by

Start the search typing "Wi-Fi":

Wi-fi

Ricerca

Restringi ricerca

Results: 2

Rilevanza

Nome

Data

Luogo

Prato (2)

Wi-fi free

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

Formato

ZIP (1)

XLS (1)

CSV (1)

WMS (1)

**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 ...



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

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



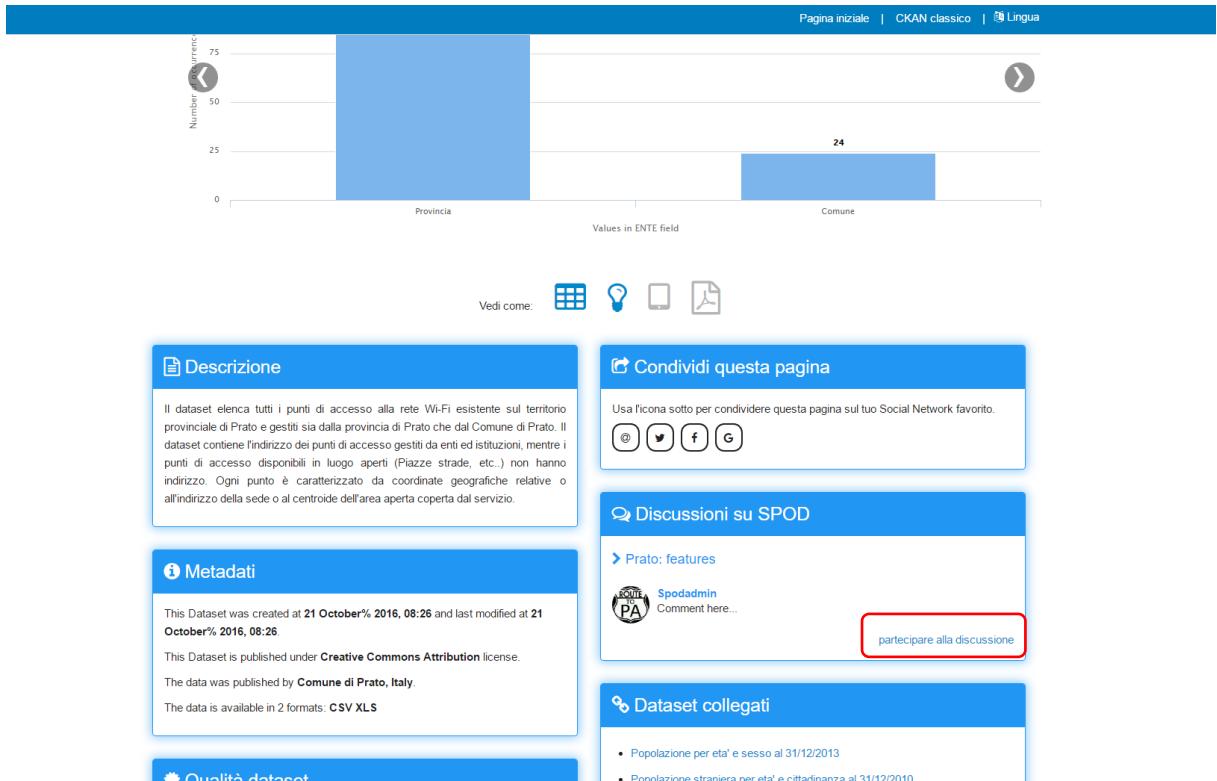
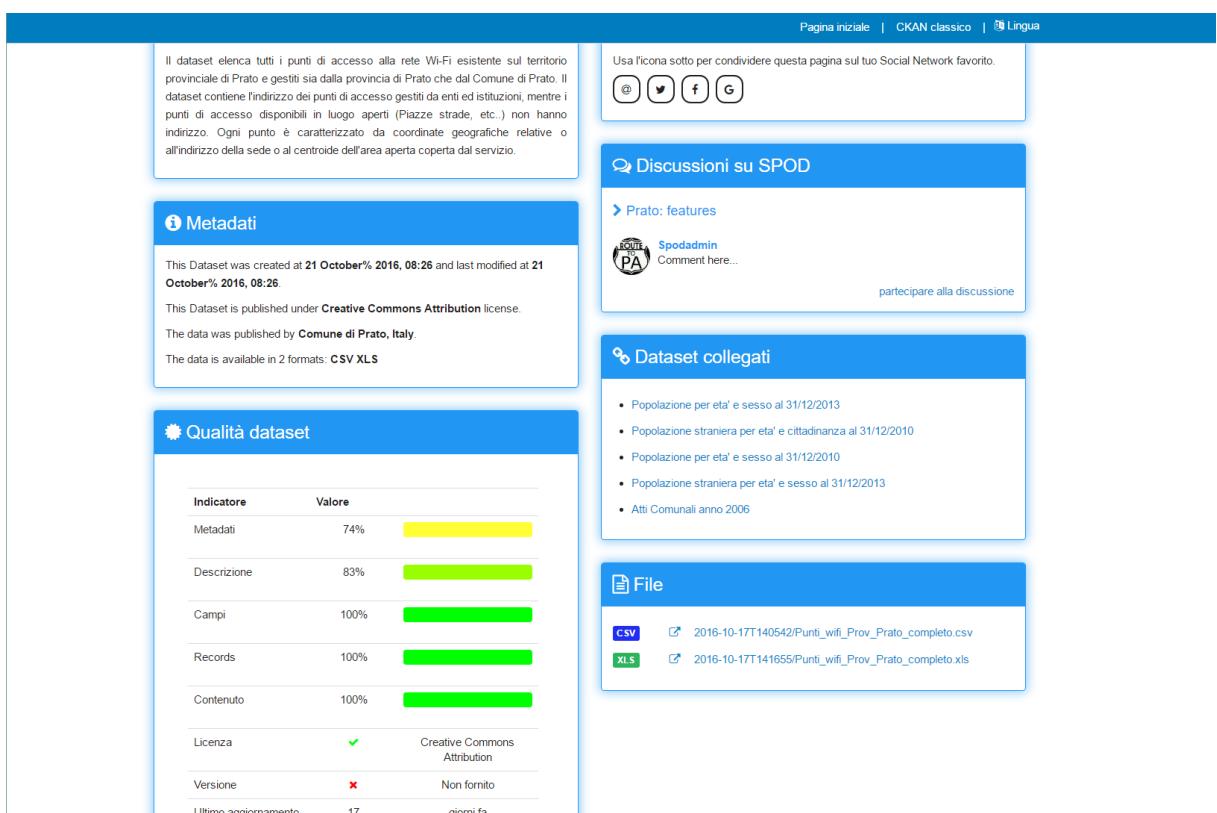


Figure 2: An interaction between SPOD and TET: “Discussioni su SPOD” link



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

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

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

And after the logging:

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

LATEST RELEVA... POPULAR MY AGO...

**Dati Elettorali**  
Una stanza per discutere cosa si può aprire come dati elettorali di comune e provincia di Prato

**Brainstorming sul Museo del Calcolatore**  
Brainstorming sul Museo del Calcolatore

**Ampliamento della rete Prato free W...**  
Partecipa alla individuazione di nuovi hot spot della rete free wifi su territorio pratese.

**Gli Open Data del Comune di Prato**  
Discussione sull'attività di pubblicazione di Open Data Set da parte del Comune di Prato

**Ampliamento della rete Prato...** 0  
① 16:22 11/10

DESCRIPTION  
Partecipa alla individuazione di nuovi hot spot della rete free wifi su territorio pratese.

STATISTICS  
749 views  
91 comments  
10 datalets

USERS

Enable Notifications ENTER

- 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 SPOD](#) [Go to TET](#) [Go to CKAN](#)

This is an [OpenID](#) server endpoint available for the [ROUTE TO-PA Project](#).



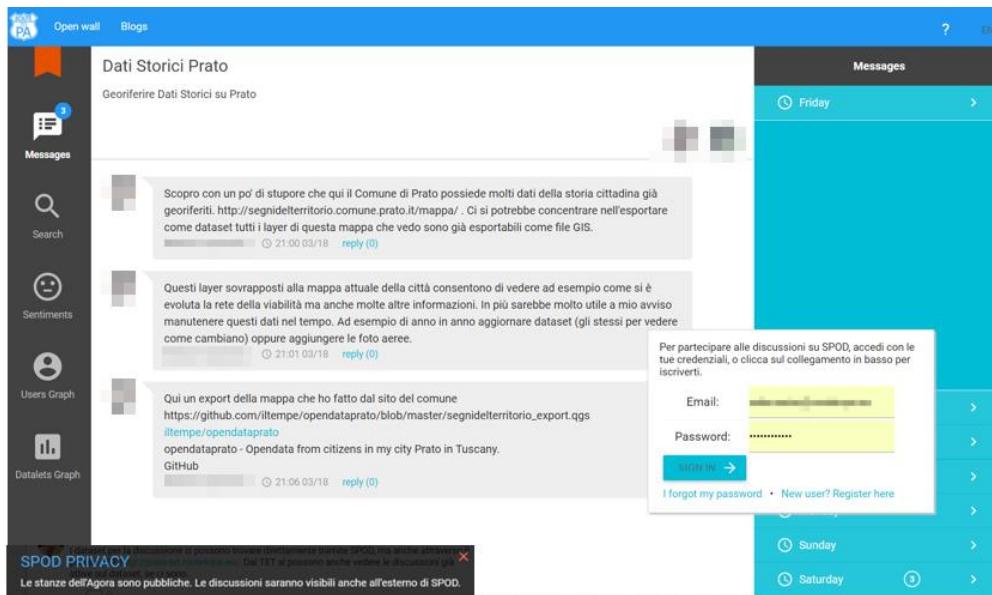
Pagina iniziale | CKAN classico | Lingua

A screenshot of the TET (Tool for Extracting and Transforming) search interface. The top navigation bar includes 'Página inicial', 'CKAN clásico', and 'Lingua'. The main search area features a magnifying glass icon over a map-like background. Below the search bar is a dropdown menu with 'Wi-Fi' selected. A search button labeled 'Ricerca' is to the right. Underneath the search bar, common search terms are listed: 'Frasi di ricerca più comuni: Dublin, government, traffic'. A note at the bottom states: 'Le ricerche mediante TET si basano sulle risorse disponibili in <http://prato-tet.routetopa.eu:8080>. Attualmente ci sono 100 dataset pubblicati da 1 organizzazione.'

Pagina iniziale | CKAN classico | Lingua

A screenshot of the TET search results for 'wi-fi'. The search bar shows 'wi-fi'. The results section has a heading 'Results: 2'. There are two items: 'wi-fi free' (2 results) and 'Punti wi-fi ad accesso libero Del Comune di Prato e della Provincia di Prato' (1 result). The 'wi-fi free' item is described as 'Aree con copertura wi-fi ad accesso libero nel Comune di Prato'. The 'Punti wi-fi ad accesso libero' item is described as 'Il dataset elenca tutti i punti di accesso alla rete wi-fi esistenti 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 luoghi aperti (Piazze strade, etc.) non ...'. Both results have download icons (CSV, XLS, PDF) and a 'View' link. The footer of the page includes the European Union flag, a note about EU funding, and logos for 'Powered by ckan' and 'TET interface developed by insight'.

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:

The screenshot shows the SPOD Admin Panel. The left sidebar includes sections for DASHBOARD, USERS, SETTINGS, APPEARANCE, PAGES, and PLUGINS. Under PLUGINS, there is a sub-section for "Installed Plugins" with options to "Available Plugins" and "Add New". A red box highlights the "SPOD Privacy" plugin, which is listed under "Available Plugins". To the right of the sidebar is a list of various SPOD components: SPOD AGORA EXPORTER, SPOD APIs, SPOD Notification System, SPOD Open Data Enabler, SPOD Open wall, SPOD OpenID Connect, SPOD Private Room, SPOD Public Room, SPOD Threaded CHAT, and SPOD Widgets. The "SPOD Privacy" item has "SETTINGS", "DEACTIVATE", and "UNINSTALL" buttons to its right.

Click on “Settings” link:

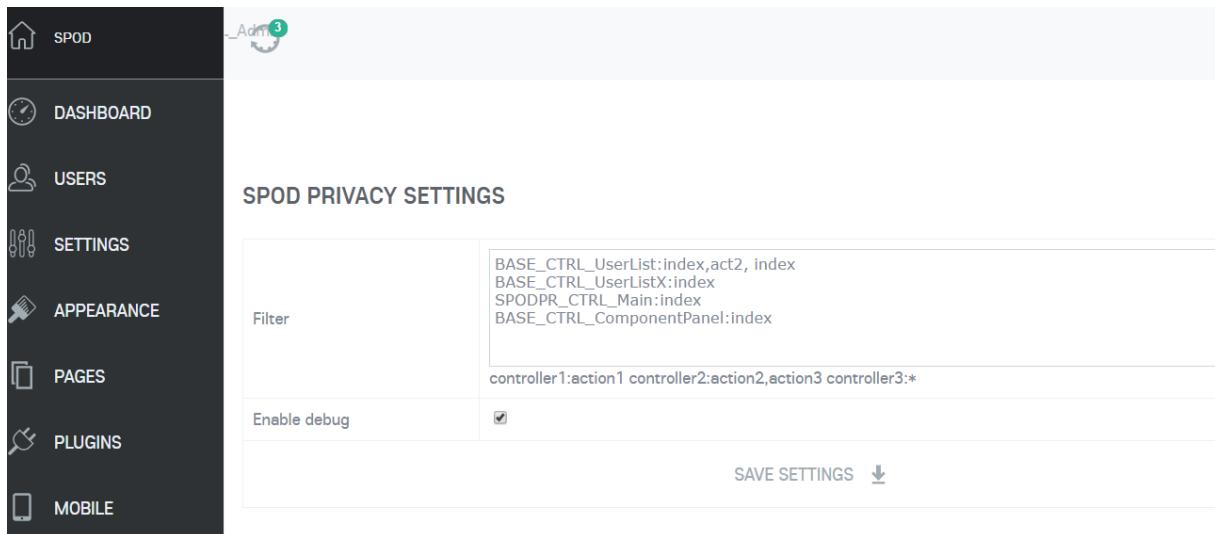
The screenshot shows the "SPOD PRIVACY SETTINGS" page. The left sidebar is identical to the previous one. The main content area is titled "SPOD PRIVACY SETTINGS". It features a "Filter" input field containing "controller1:action1 controller2:action2,action3 controller3:\*. The "Enable debug" checkbox is checked. At the bottom is a "SAVE SETTINGS" button.

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

**MODERATORS**

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

SAVE

## 5 EVENTS

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To allow to create event based on user roles

**User role permissions**

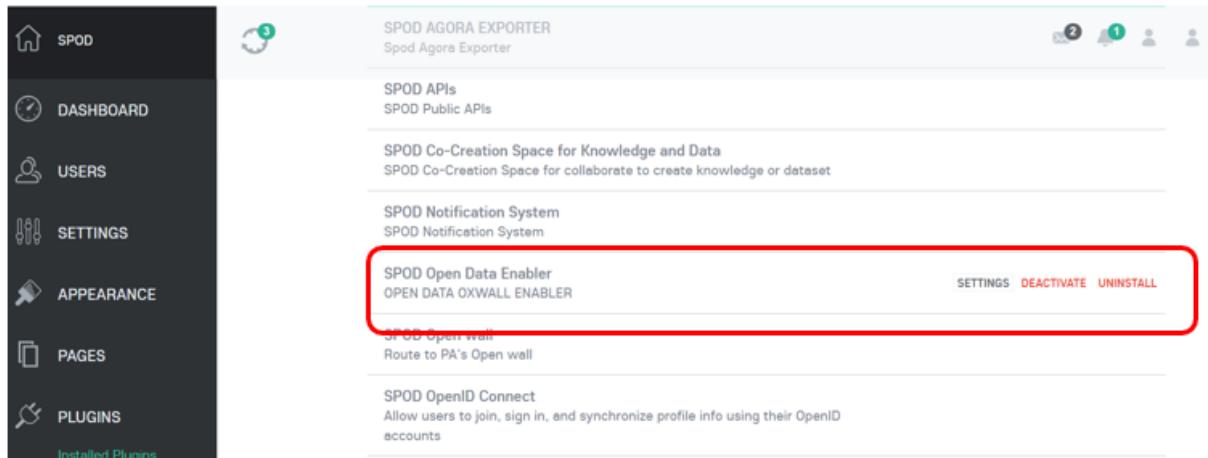
Action	Guest	Free	Bloggers
<b>Users</b>			
Allow profile wall posts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Search users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View profiles	<input type="checkbox"/>	<input checked="" type="checkbox"/>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

## 6 ADD NEW OPEN DATA PROVIDER WITH CACHING MECHANISM

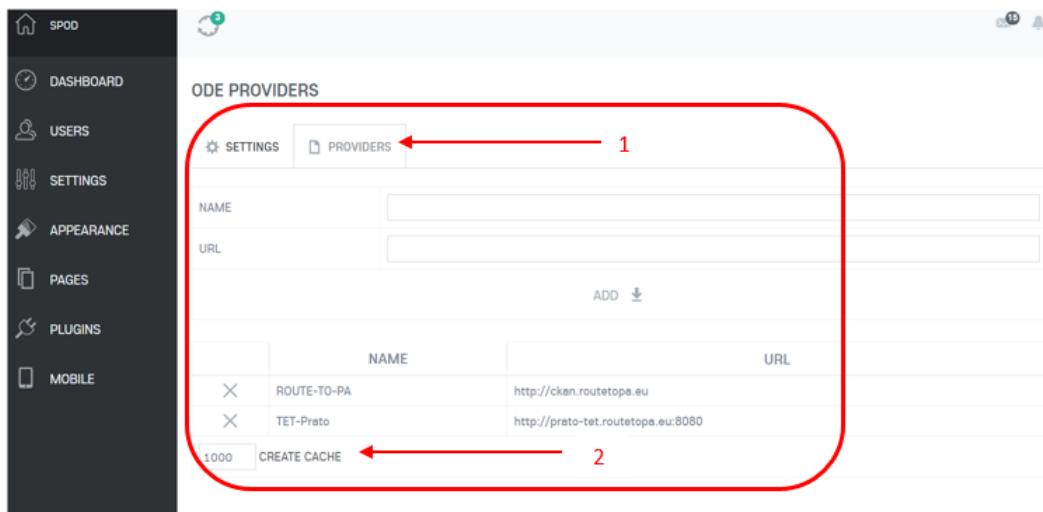
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This section describes how to add a new open data portal and updating with caching mechanism.

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

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

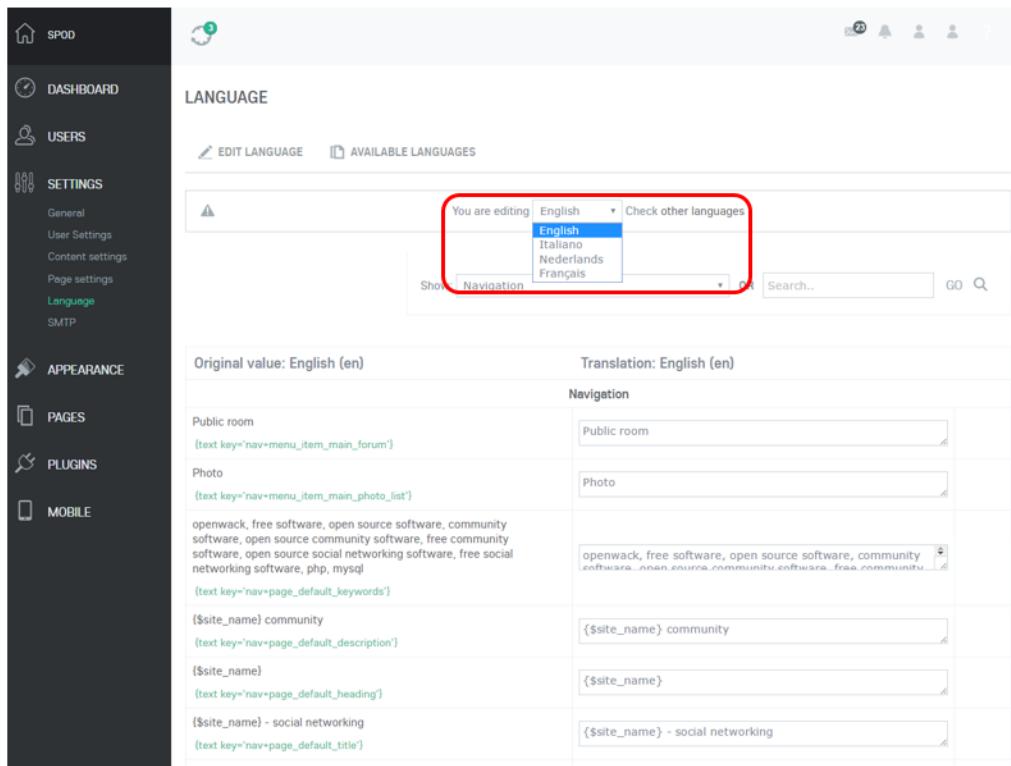
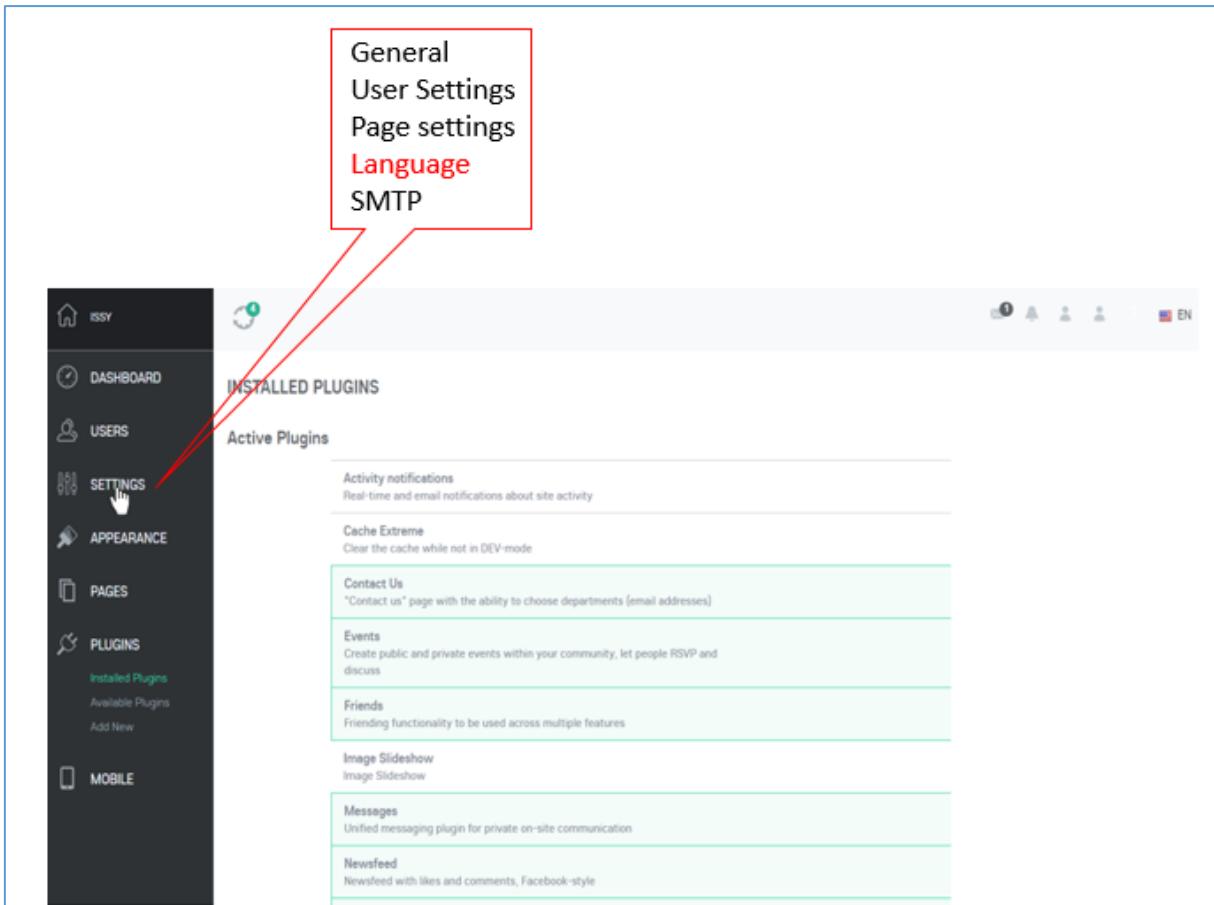


Figure 3: Management all languages (i.e., English, Italian, Nederland and French) on the SPOD

## 7.1 ADMIN PANEL (ENGLISH VERSION)

Got to SETTINGS -> Language (see screenshot below)



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

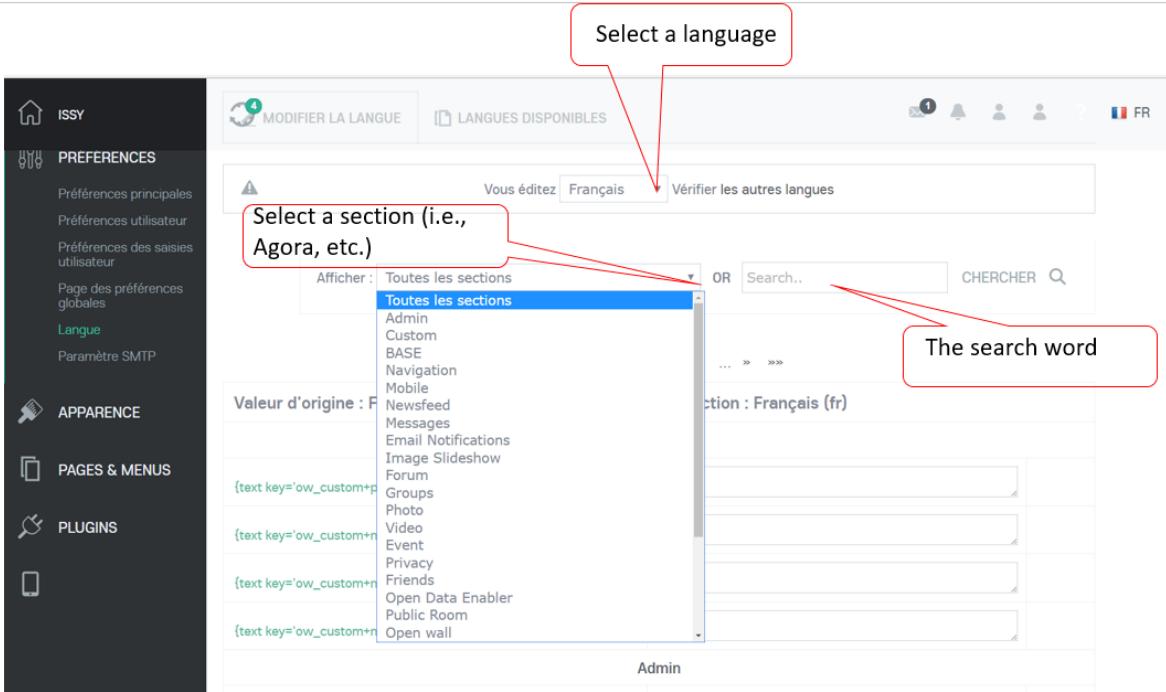
Got to PRÉFÉRENCES -> Langue (see screenshot below)

The screenshot shows the 'Paramètre SMTP' page with a red box highlighting the 'Langue' section. The sidebar on the left has a 'PRÉFÉRENCES' item with a hand cursor icon. The main content area has a heading 'GÉRER LES PLUGINS' and a section 'Plugins actifs' containing various plugin cards. A red arrow points from the 'PRÉFÉRENCES' item in the sidebar to the 'Langue' section in the main content.

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

The screenshot shows the 'MODIFIER LA LANGUE' page. The sidebar includes 'PRÉFÉRENCES' (Préférences principales, Préférences utilisateur, Préférences des saisies utilisateur, Page des préférences globales, Langue, Paramètre SMTP) and 'APPARENCE'. The main area has tabs 'MODIFIER LA LANGUE' and 'LANGUES DISPONIBLES'. It shows a list of text keys with their original values in French and their translations. The 'Langue' section is highlighted with a blue box. A search bar at the top right allows filtering by section or text.

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 :  OR  CHERCHER

#### Example

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

The screenshot shows the SPOD platform homepage. At the top, there is a navigation bar with links: "Quoi de nouveau?", "Membres", "Agora", "Mon espace", "Co-Création", and "Événements". On the far right, there are icons for notifications, messages, and help, along with a "FR" language switcher. Below the navigation, there is a search bar with the placeholder "Quoi de neuf aujourd'hui ?" and a "PERSONNALISER CETTE PAGE" button. A red arrow points from the text "fil de nouvelles" to the search bar. To the left, there is a sidebar titled "Utilisateurs" with a "TOUS | EN LIGNE" status indicator. It shows a user profile icon and a small thumbnail image. Below this, there is a welcome message for new users, links to "Vidéos en ligne" and "Manuel en ligne", and a "Chat" section. The main content area displays a news feed with several posts. One post by a user named "Ge presse et veille" is highlighted with a red arrow pointing to it.

In admin panel, the “LANGUE” page, insert the text, e.g. insert “fil de nouvelles”

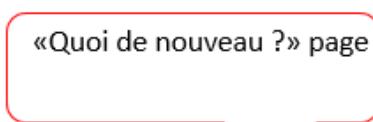
The screenshot shows the SPOD admin panel's "LANGUE" page. The left sidebar has a dark theme with various menu items: "ACCUEIL", "MEMBRES", "PRÉFÉRENCES" (expanded to show "Préférences principales", "Préférences utilisateur", "Préférences des saisies utilisateur", "Page des préférences globales", "Langue", and "Paramètre SMTP"), "APPARENCE", "PAGES & MENUS", and "PLUGINS". The main content area is titled "LANGUE" and shows a search interface. The search bar contains the text "fil de nouvelles" and is highlighted with a red box. Below the search bar, there is a message indicating the search result for the keyword "fil de nouvelles". The results table shows two rows under the "Newsfeed" category, each with a "Valeur d'origine" and a "Traduction".

Valeur d'origine : Français (fr)	Traduction : Français (fr)
fil de nouvelles {text key='newsfeed+widget_feed_title'}	fil de nouvelles
fil de nouvelles {text key='newsfeed+auth_group_label'}	fil 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'}	fil de nouvelles
fil de nouvelles {text key='newsfeed+auth_group_label'}	fil de nouvelles
fil de nouvelles {text key='newsfeed+admin_page_title'}	fil de nouvelles
fil de nouvelles {text key='newsfeed+admin_page_heading'}	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)

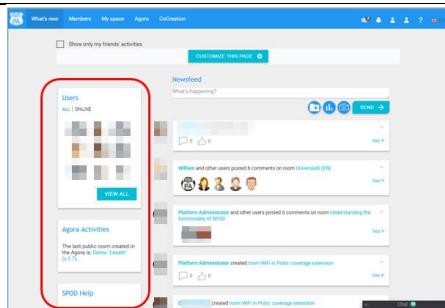
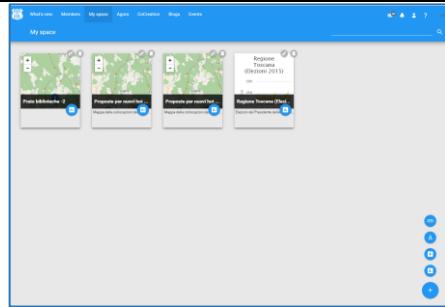


Valeur d'origine : Français (fr)	Traduction : Français (fr)
Newsfeed	
fil de nouvelles {text key='newsfeed+widget_feed_title'}	fil de nouvelles
fil de nouvelles {text key='newsfeed+auth_group_label'}	fil de nouvelles
fil de nouvelles {text key='newsfeed+admin_page_title'}	fil de nouvelles
fil de nouvelles {text key='newsfeed+admin_page_heading'}	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	