



OptimOre

Project Number: 642201

Increasing yield on Tungsten and Tantalum ore production by means of advanced and flexible control on crushing, milling and separation process

INSTRUCTIONS FOR USE THE OPTIMORE WEBSITE

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USER OBTENTION AND ESTABLISHMENT OF THE PASSWORD

To be users of the site, you need to contact the administrator facilitating him your name and your email address.

When you are discharged to the post, you will receive an email with the following format:

*Welcome **USER**,*

Your user account has been created.

*Your username is **username**.*

Please activate it by visiting

<http://optimore.epsem.upc.edu/passwordreset/f8413f7c3e4a660eca4210833978dd58?userid=username>

Please activate your account before Mar 03, 2015 05:01 PM

With kind regards,

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OptimOre Administrator

This informs you of your username and you have to follow the link to set your password.

Once done, you have set username and password, and you can authenticate in the INTRANET of the OPTIMORE portal.

INTRANET ACCESS

With the username and password created, you can access the Intranet. There are two sections:

Forum: It is a discussion space of the different Work Packages. All site users can see all the conversations of all the forums. (Figure 1)

In each of the WP, you can:

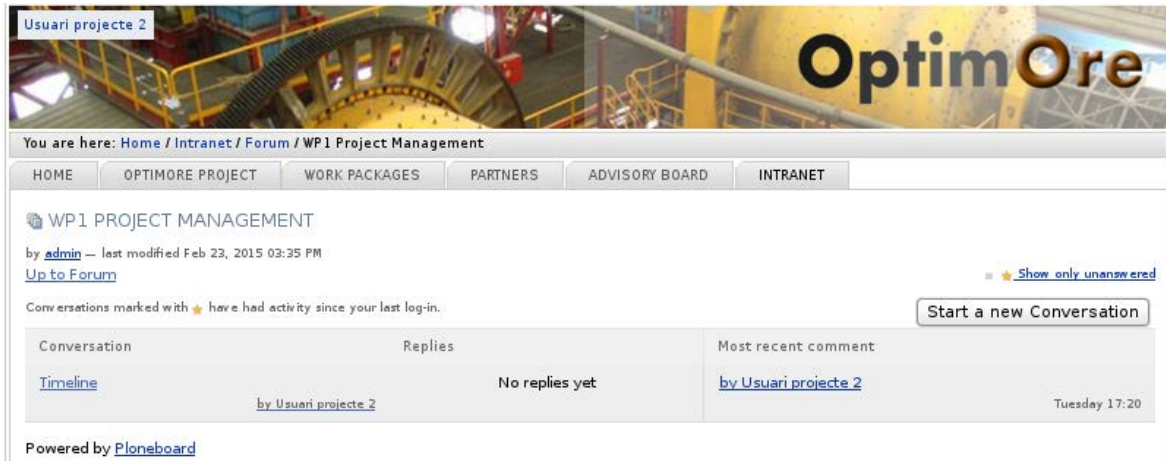


Figure 1: Conversations of the forum.

- Start a new line of conversation, “Start a new Conversation”
- Enter a conversation created (click on the name of the conversation) and:
- Create a new comment on any of the conversations (write in "Body Text" area and then click on "Post Comment") (Figure 2)
- Responding to a previous comment in a conversation. (click on "Reply to this")

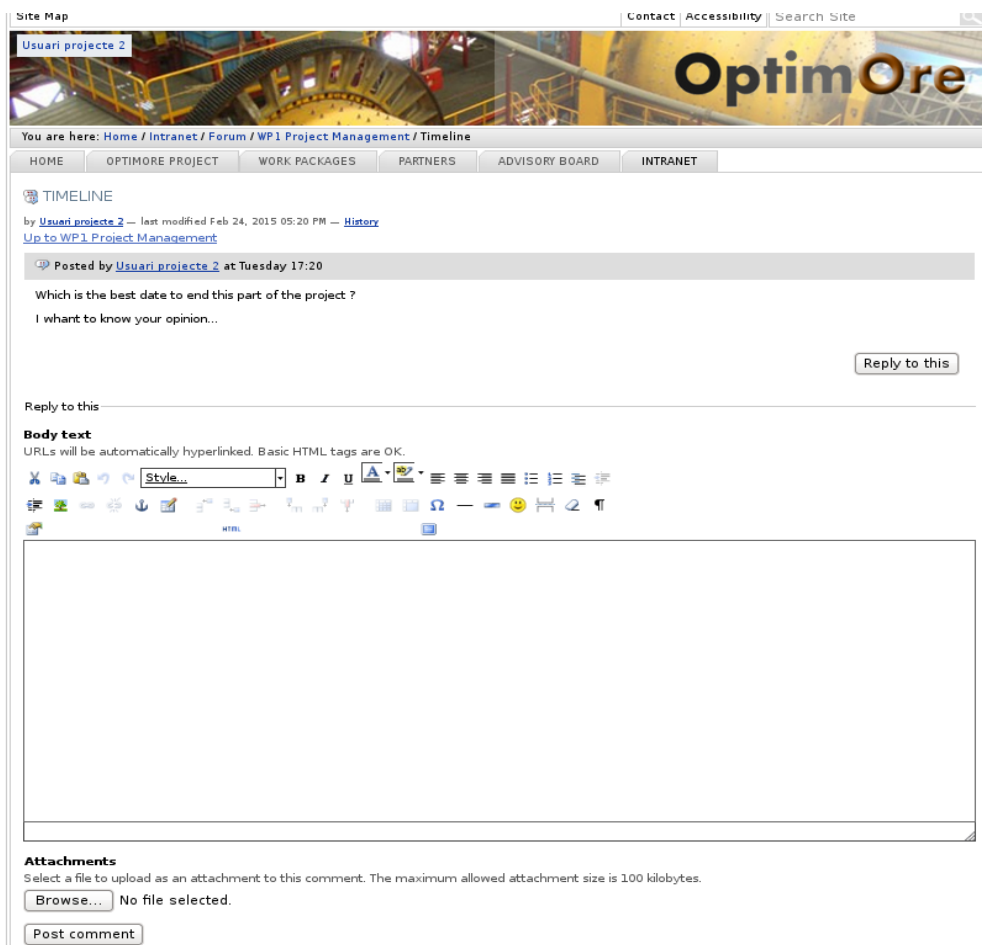


Figure 2: Create a comment in a conversation.

NOTE: Users can view all comments own or from other users but cannot edit them or delete them.

Partner's Area: Collaborative space to leave all kinds of documents and information pages to other users of the project.

All users can see all the folders included in this section, but can only add documents in the folders of each Work Package.

The edition of the file "Logo OptimOre" and the folder "Kick-Off Assembly" is restricted to the portal administrator.

The other folders of each WP, allow users to upload as relevant documentation.

To upload documents in there, you will see a gray bar at the top (Figure 3), where there are different actions:

Figure 3: Different actions you can do in Partner's Area.



- Contents: Show all content folder
- View: view current folder
- Add New: To add a new type of item. The most used types are:
 - **File:** a file to upload: pdf, word, etc. (NO image files). Asks the title (optional; if we do not put, takes the file name as the title), a description of the file (also optional) and clicking "Browse" you can go find the file you want to upload from your PC. (Figure 4)

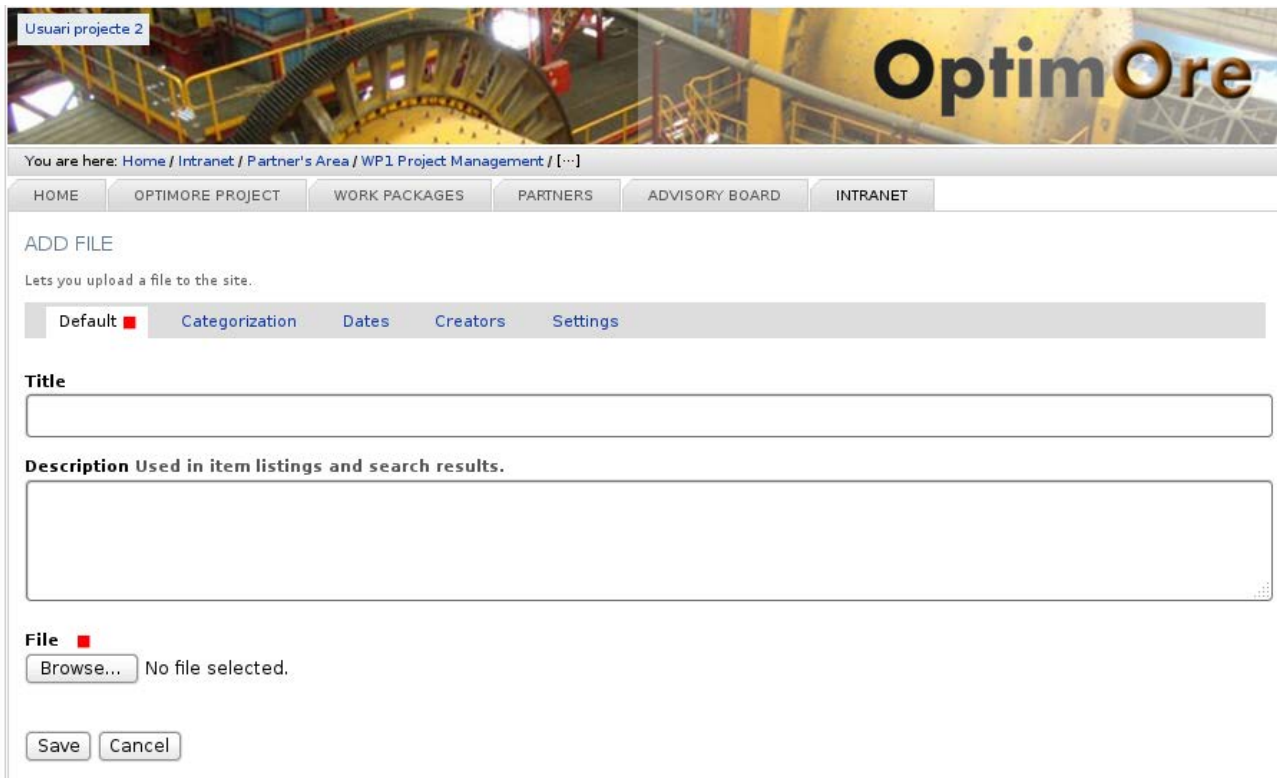


Figure 4: Add a file.

- **Folder:** create a folder that contains several elements at once (that is to structure information). It is obligatory to put a title and an optional description.
- **Image:** an image file to upload: jpg, png, ... asks us the title (optional; if we do not put, takes the same name as the title of the image), a description (also optional) and clicking "Browse" you can go find the file you want to upload from your PC.
- **Page:** create a page within the portal. This is the easiest option to put information that we don't have on file. Through a simple editor, which is WYSIWYG, you can enter text, images, etc ... and make a portal page. It allows us add images, tables, links, etc. (Figure 5)
- **Link:** This is the link to a URL. We put a title and required external URL (the description is optional).

Through these simple elements, we can structure the information of each folder and put the necessary documentation.

NOTE: the documentation created by a user can only be modified by the same user who created it or by the administrator. Other users can only view it

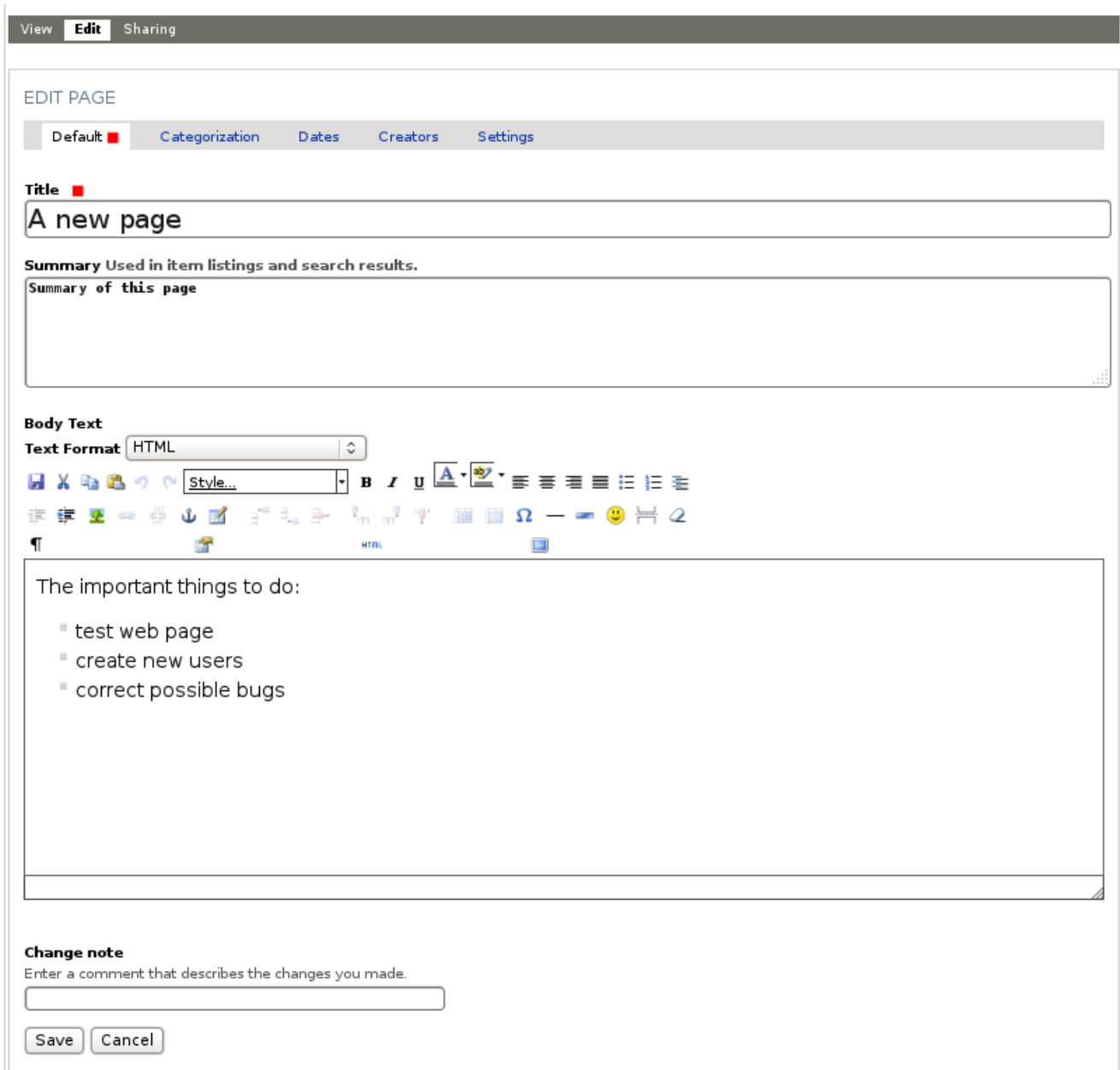


Figure 5: Create a page.