ENNHRI European Network of
National Human Rights Institutions

USER GUIDELINES

ENNHRI Members Area

Introduction

ENNHRI Members Area is a restricted area on ENNHRI website where staff from Member NHRIs and ENNHRI partners can access various documents and exchange information.

Please note that (new) content, sections and functionalities will be added gradually, as the Members Area is still a work in progress. We're doing our best to ensure a smooth functioning of the Members Area, nevertheless you might still encounter technical errors. In this case, please send us an email describing the issue, and where needed please attach a screen shot. We count on your support and understanding.

Should you have any further questions, please contact us info@ennhri.org and we will respond to your request at our earliest availability.

1. Working with the Members Area

i.   In the "connection" area, **log in** with the details that were sent to you and click on validate. If you forget your password or you would like to change the automatically generated password, please click on the "Password forgotten" link and follow the instructions.

## CONNECTION

PERSONAL IDENTIFIERS

Login or email:

password:

🔒
forgotten password ?

☐ Remember my ID for a few days

VALIDATE

ii.   Once you have logged in you will be able to see on the right side of the home page the main menu of the Members Area, containing the available thematic areas. Please note that (new) content / areas will be added gradually, as the Members Area is still a work in progress.
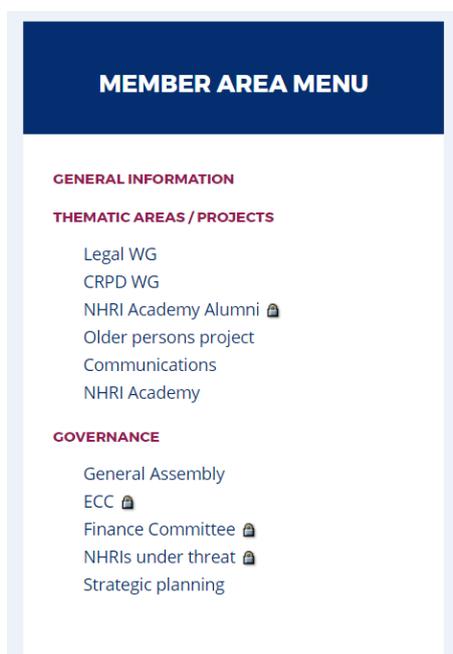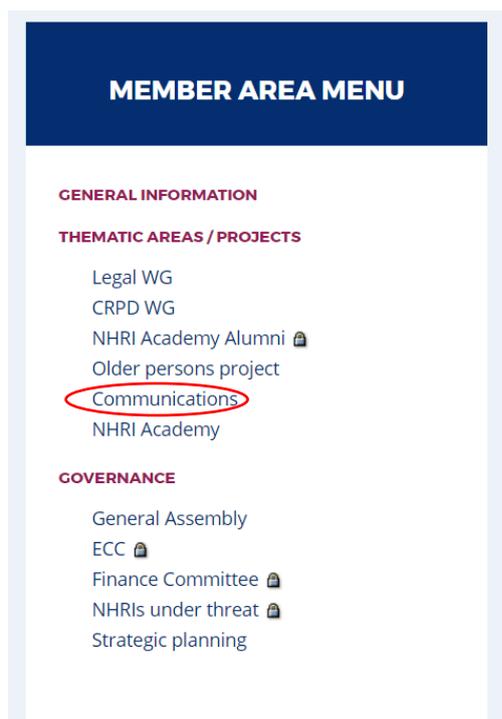

Most of the areas are open, which means you are able to browse, post, discuss content and upload / download documents.

Restricted areas are marked with a padlock icon and are only available to certain users.

iii.   Click on your area of choice to see the available contents and start contributing.

Let's choose the Thematic Area "Communications":

MEMBER AREA MENU

GENERAL INFORMATION

THEMATIC AREAS / PROJECTS

Legal WG
CRPD WG
NHRI Academy Alumni 🔒
Older persons project
Communications
NHRI Academy

GOVERNANCE

General Assembly
ECC 🔒
Finance Committee 🔒
NHRIs under threat 🔒
Strategic planning

iv.   In each area, the available contents are grouped around sections and sub-sections (which are pre-determined and created by the administrators only).

You may start a new discussion **in any of the already available sections**.

An area for exchange between the members of the Communications Support Group and for those interested in internal and external communications activities of ENNHRI and its members.

Communications Support Group

May 1, 2017 | 02:07 PM | By Lelia

Welcome

Dear users, please share with us your comments and suggestions.
We re looking forward to your inputs.

START NEW DISCUSSION

v.   **To start a new topic for conversation and/or to upload documents** you must click on the "**Start new discussion"** button, in the section or subsection it is related to.

START NEW DISCUTION

Before starting a new discussion, please check whether your issue has been addressed already before, and where it might fit better, in order to avoid repetition and information overload. If the topic is already existing, please do not create a new discussion, but click on the topic and 'join the conversation', as described below in the guidelines.

vi.   Once you click on the "**Start new discussion"** button, you will be able to post a new topic. You must give a title to your post and add some text (in the 'introduction' and/ or in the 'text' field).

NEW TOPIC IN : COMMUNICATIONS

ADD AN IMAGE OR A DOCUMENT

You must save your text to add docu

Title: [?]
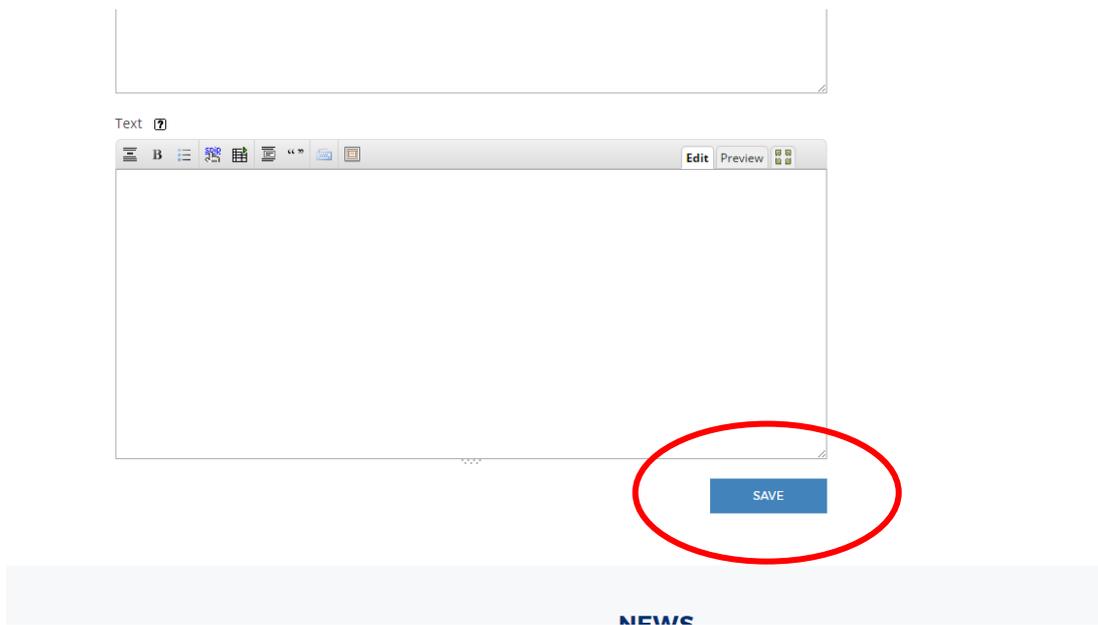
NEW ARTICLE

Introduction [?]

Text [?]

Edit | Preview

vii.   Once you are finished, click on the <u>**save button**</u> below. Your post is now published.

Text 🔲

Edit Preview

SAVE

NEWS

Only after you saved the post, you will also be able to upload your document (or an image), by clicking the **"Add an image or a document section"** on the right side of the page.

NEW TOPIC IN : NHRI ACADEMY 2017

Title: 🔲

Test

Introduction 🔲

test

ADD AN IMAGE OR A DOCUMENT

Paste your files here or click on the frame
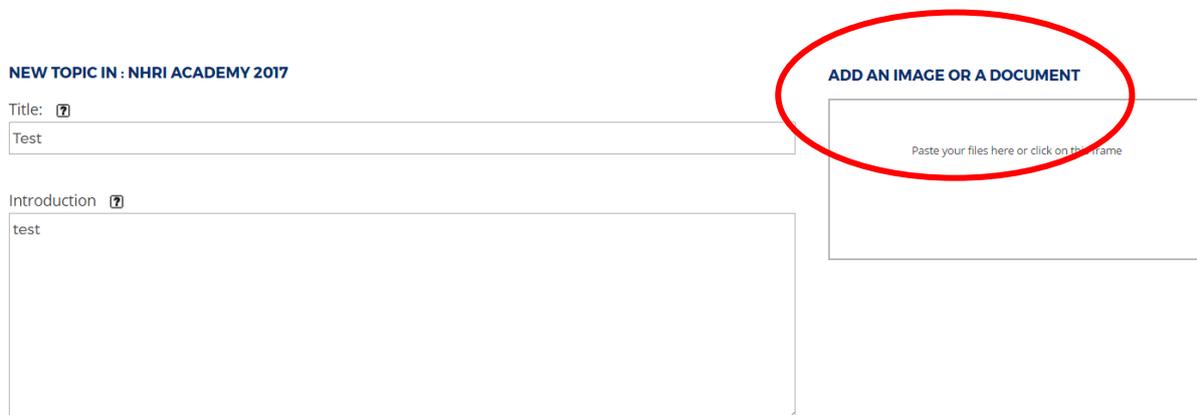
You don't need to click on save again, the document or image has been automatically attached to you post!

viii. You will be able to **edit or delete your own post** at any time. The images attached are available under "Portfolio" while the documents are available under "Attached documents".

NHRI Academy 2017

test 3

May 9, 2017 | 12:15 PM | By NHRI Academy WG Admin

test 3

Portfolio

Attached documents

> **Participants List** (PDF - 244.8 kb)

ix.   To go back to your initial page please click on the back arrow of your browser.

x.   **To join a conversation (to post something in relation to an already existing post)** you must fill in the respective text box. The subject (automatically allocated) will be the title of the post (article) in which you are commenting.

Join the conversation

WHO ARE YOU? | Your name CWGuser (Log out)

YOUR POST

Subject (Required)

Poznan

Text of your message (Required)

B *I*

To create paragraphs, just leave blank lines.

ADD A DOCUMENT | Authorized extensions: doc, docx, gif, jpg, ods, odt, pdf, png, xls, xlsx

Choose file   No file chosen