



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
Directorate C - Quality of Life, Water & Air
ENV.C.1 - Water



Procurement procedure 070201/2015/716925/ENV.C.1 “Support contract for the adjustment and transfer of the Natural Water Retention Measures (NWRM) platform to the JRC”

NWRM website – GUIDE for adding a case study, modifying it and adding an associated source



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This document is giving some screenshots to guide a case study provider in adding a new case study directly on the NWRM website available at www.nwrn.eu. While the interface is relatively easy to use, it has been deemed relevant to highlight some core aspects of the process to allow easy completion of a case study for a non expert user.

I. Process for proposing a case study:

To submit a case study, you have to follow the following process:

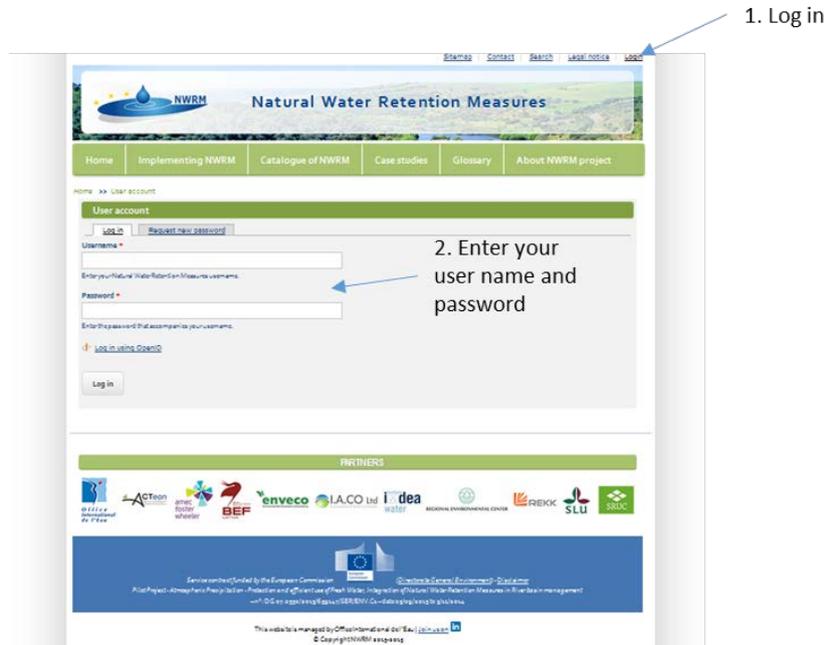
- 1- send a proposal of a case study relevant for NWRM platform using the [contact form](#), and giving a summary description of the case study, including the NWRMs used (see [catalogue](#) for selection of measures),
- 2- We will contact you for further discussion and details if necessary, and will then provide you with a set of passwords to submit your case study,
- 3- You can already start collect data and information including resources documents that can be submitted in the [sources](#) section, and also fill in the [downloadable template](#), named case study factsheet, and particularly relevant for in-depth case studies,
- 4- With your account, you need first to [connect](#)
- 5- Once connected you will see a black bar at top of screen. You can then a) create a new case study, b) continue to fill in or adjust a case study you already created, c) create a source to reference a website or any document you intend to use to support filling in of your case study.
 - a) to create a new case study, go to the black bar at top of the screen, In menu Content, select Add content/Case study. You arrive to a specific page where you need to fill in all mandatory fields (identified by *) and as much as possible of the other fields and tabs. Each field is described with a short explanation, and you can also open an existing case study to help you fill in. Do not forget to go regularly and at least before to log out at bottom of page and click on "Save".
 - b) to update a case study you created, go to the [case studies catalogue](#), select your case study, and at the top of the case study, you will see different tab pages, select "Edit", you can then modify or complete all fields and tabs. Do not forget to go regularly and at least before to log out at bottom of page and click on "Save".
 - c) to create a new source, go to the black bar at top of the screen, In menu Content, select Add content/Source. You arrive to a specific page where you need to fill in all fields, including uploading a file if relevant. NOTA: Once created you can refer to it in the case study you are developing. You can also update a source by going to the [catalogue of sources](#), select the source you have added, and at the top of the source fiche, you will see different tab pages, select "Edit", you can then modify or complete all fields. Do not forget to go regularly and at least before to log out at bottom of page and click on "Save".
- 6- Once everything is ready, you submit it to us and we will validate or ask some addition and it will be available online in the catalogue of case studies [here](#).



II. Logging in:

In order to submit the case study, you have to log in on the website:

1. Log in



2. Enter your user name and password

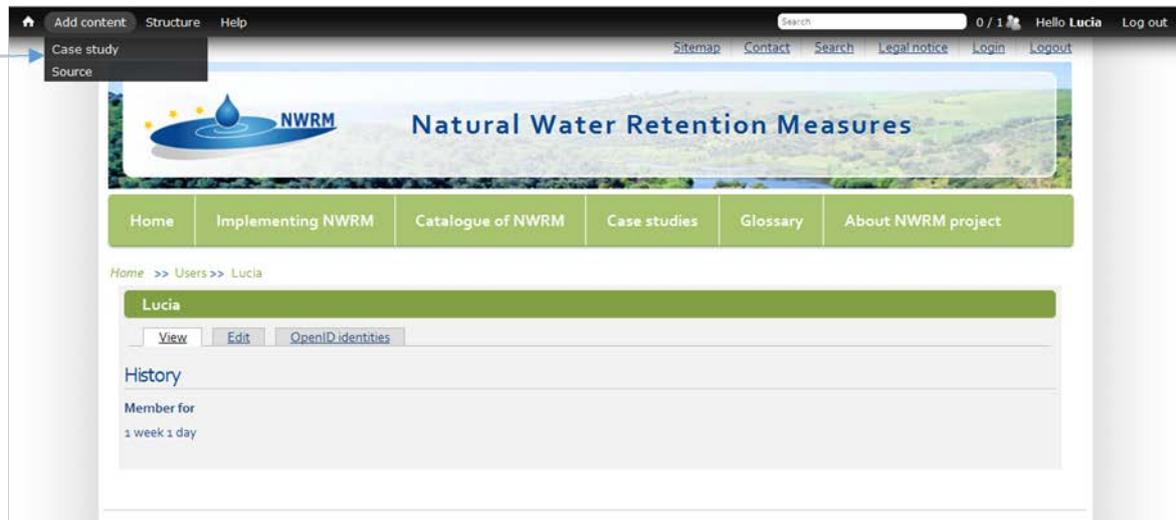
III. Adding and managing a case study:

When submitting a case study, you can take your time: create a new case study, create a new source document you have or will use to fill in the case study template (in order to refer to it in the case study), changing/updating the case study you have created.

III.1. Creating a new case study

To do this you need first to go to the specific page as follows:

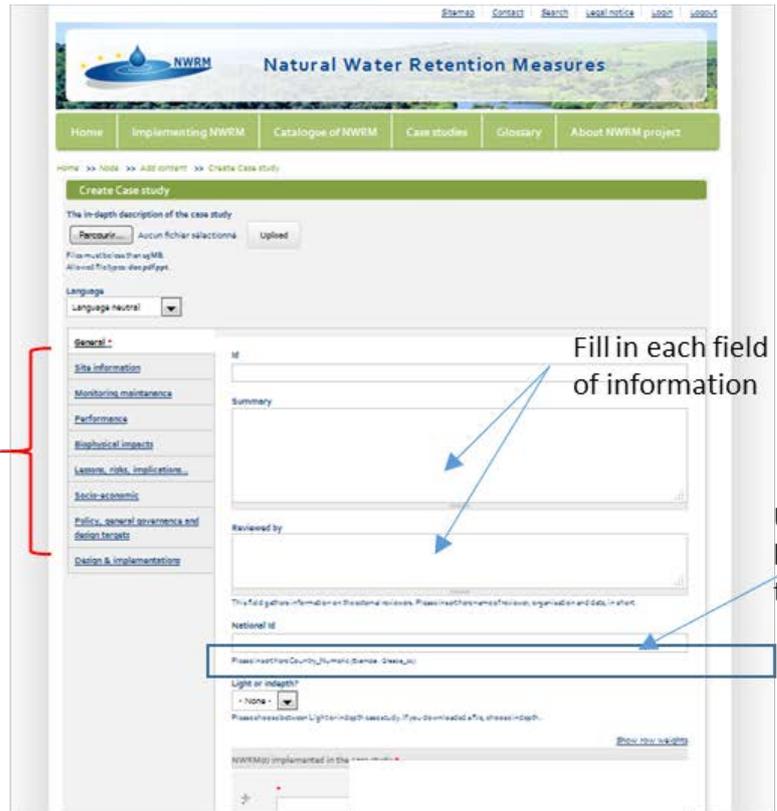
Select the new content you want to add



The screenshot shows the NWRM platform interface. At the top, there is a navigation bar with 'Add content', 'Structure', and 'Help' menus. A dropdown menu is open under 'Add content', showing 'Case study' and 'Source' options. An arrow points from the text 'Select the new content you want to add' to the 'Case study' option. The main header features the NWRM logo and the title 'Natural Water Retention Measures'. Below the header is a navigation menu with links for 'Home', 'Implementing NWRM', 'Catalogue of NWRM', 'Case studies', 'Glossary', and 'About NWRM project'. The main content area shows a breadcrumb trail 'Home >> Users >> Lucia' and a user profile for 'Lucia' with 'View', 'Edit', and 'OpenID identities' buttons. Below the profile is a 'History' section showing 'Member for 1 week 1 day'.

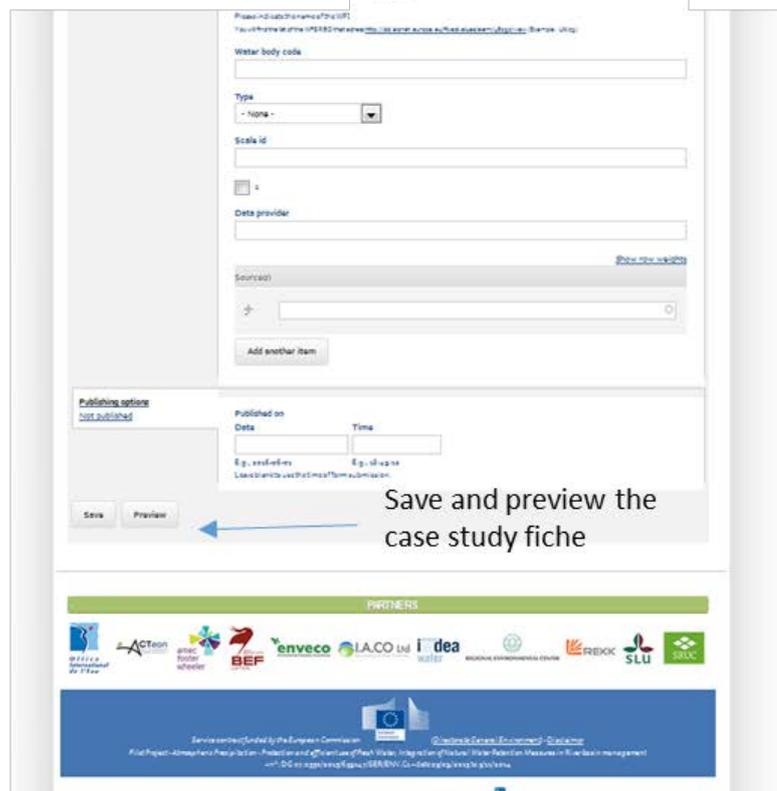
Once you have selected add content/case study you will arrive here:

Select the group of information you want to fill in



Fill in each field of information

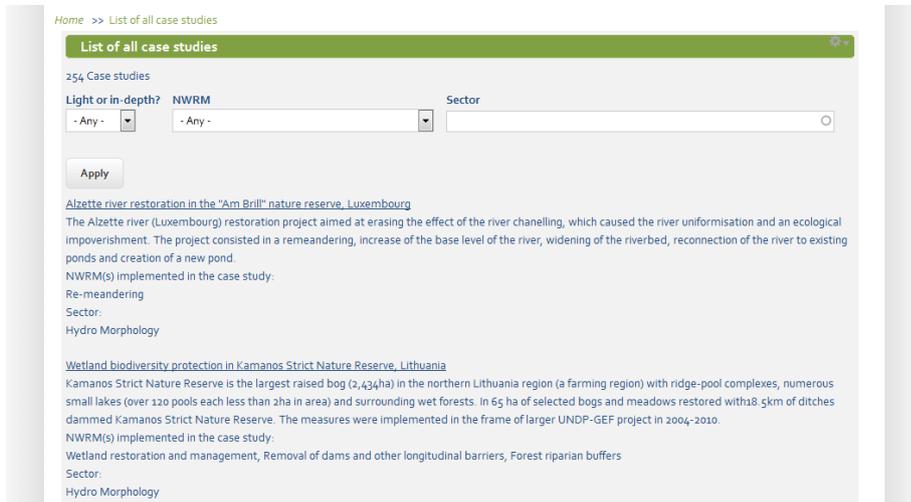
Use description below the fields to guide you



Save and preview the case study fiche

III.3. Modifying an existing case study

To modify the case studies you submit: improve, adjust, complete sections, you need to go to the [catalogue](#) as follows:



Select your case study and edit to modify it:

