



A European Community of SMEs built on Environmental Digital Content and Languages

D 3.2 Best Practice Catalogue Guidelines

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1 Document change log

Version	Date	Changed by	Changed Sections	Changes made
1.0	10.05.2013	Author	All	First version
1.0	13.05.2013	Contributor	All	Revision

2 Abbreviations and terms used in this document

Abbreviation	Name
BPC	Best Practice Catalogue (the system or application)
FP7	Seventh Framework Programme
Geo-ICT	Geospatial Information and Communication Technology
INSPIRE	Infrastructure for Spatial Information in the European Community
IP Address	Numerical label assigned to computer when connecting with Internet
MD5 Checksum	32-letter word computed from the content of a file. It is used for checking for errors and/or authenticity of a file
SME	Small and Medium Enterprises
URL	Uniform Resource Locator – address to a web page, file, etc.

3 Introduction

This document serves as guidelines for the users of the SmeSpire Best Practice Catalogue, whose structure has been developed under Task 3.1 and described in deliverable D3.1 - Best practice catalogue structure and specification.

The BPC related web application represents an on-line catalogue for storing best practices (methods, procedures, projects, reasons and objectives, implementations) for geo-ICT SMEs.

The catalogue consultation is accessible to any anonymous user, whilst its compilation is restricted to the members of the smeSpire network, who can provide new practices as well as modify their practices previously inserted into the catalogue.

The BPC is fully interoperable with the smeSpire Database (developed in the frame of Task T4.2) and altogether represent an effective tool for geo-ICT SMEs wishing to disseminate their Best Practices and competencies in the geospatial domain across Europe and even beyond.

The BPC web application is located on http://IPadress_or_domain_name/smespire/bpc/.

Note: For proper displaying and best experience with the web application JavaScript and cookies must be enabled in the web browser of the user. Recommended browsers are: Firefox, Chrome, Opera, Safari, Internet Explorer 9+ (preferably most current version).

4 User registration

The web application does not provide a mechanism for registering new users; it uses the users registrations available from the Geo-ICT SMEs Database application.

5 User Login to the System

Registered users in Geo-ICT SMEs Database can login to the best practice catalogue (BPC) using the login form and their login credentials (username and password). The login page can be accessed by

clicking on the *Login* button at the top of the page  or directly on http://IPadress_or_domain_name/smespire/bpc/login/.

Note: If a user has been successfully logged in the Geo-ICT SMEs Database, she/he remains logged in the BPC too.

When a user clicks the *Login* button the following screen will be displayed:

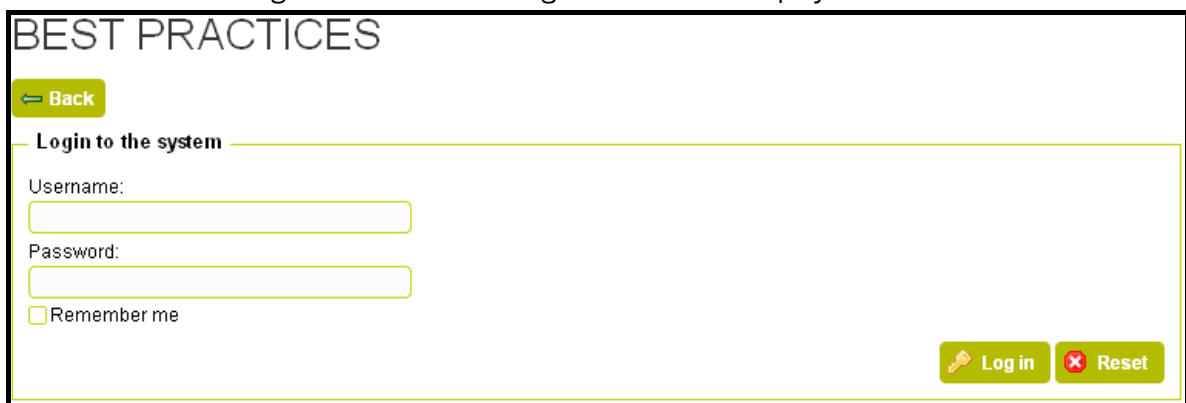


Figure 1: BPC login page

The user is requested to enter username and password within the fields of the login page. If she/he wants automatic login to the system each time the catalogue is visited, the 'Remember me' checkbox should be marked.

If a user provides correct credentials he is successfully logged to BPC catalogue and a home page will loaded. The navigation bar at the top of the home page of BPC catalogue provides buttons for quick access to the main functionalities of the system.

If the login data entered is incorrect, an error message is displayed.

6 Catalogue

The catalogue home page is displayed in the Figure below:

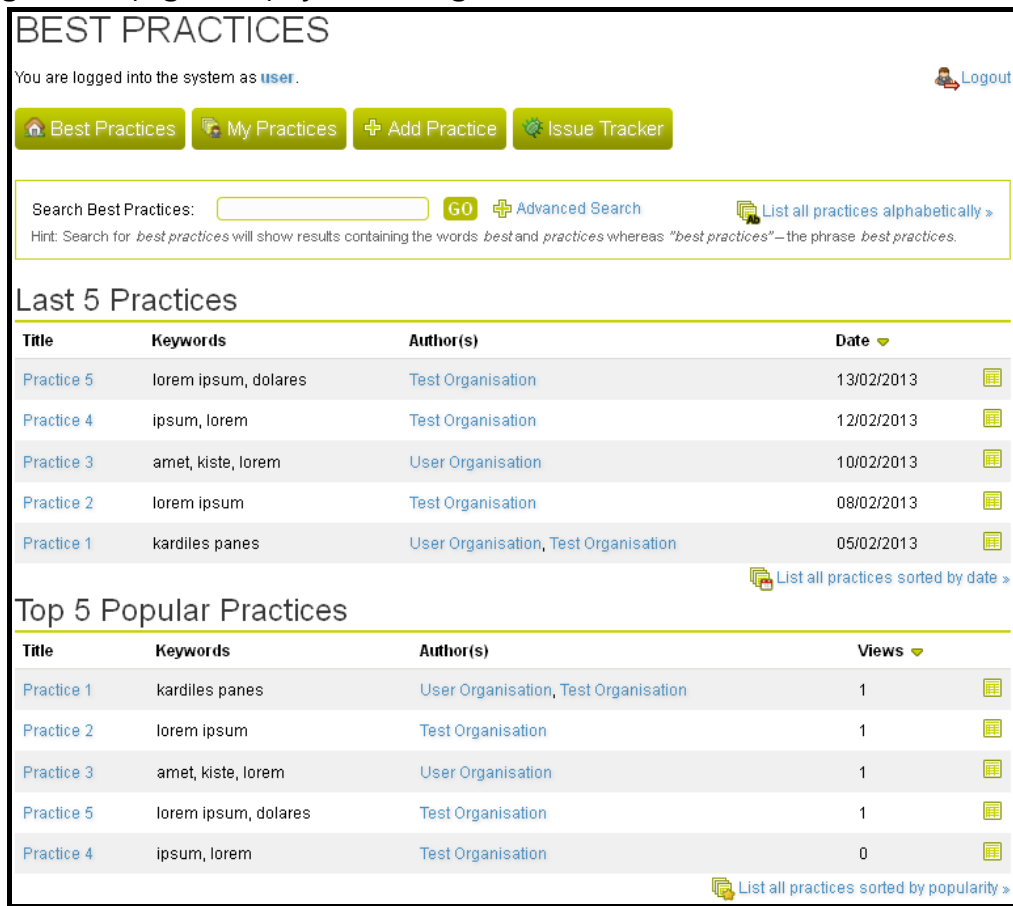



Figure 2: BPC home page

6.1 Logout

After clicking on the *Logout* button () in the top of the page, the current user logs out from the system.

6.2 Navigation Bar

The navigation bar provides buttons for access to the functionalities of the catalogue. The next table explains the buttons:

Button	URL	Available	Description
--------	-----	-----------	-------------





		for non-logged users	
 Best Practices	http://IPadress_or_domain name/smespire/bpc/	Yes	Point to the catalogue home page
 My Practices	http://IPadress_or_domain name/smespire/bpc/my/	No	Shows all practices added by the current user
 Add Practice	http://IPadress_or_domain name /smespire/bpc/add/	No	Shows the wizard for adding a new practice to the catalogue
 Issue Tracker	http://IPadress_or_domain name/smespire/bpc/issues/	No	Shows the issue tracker of the BPC for reporting errors of the system.

Figure 3: BPC Navigation Buttons

6.3 Search

The system provides search within the practices of the catalogue. The searching can be simple or advanced. The form for both simple and advanced search is located in a rectangular box below the navigation bar:

Search Best Practices: GO [+ Advanced Search](#) [List all practices alphabetically »](#)

Hint: Search for *best practices* will show results containing the words *best* and *practices* whereas "*best practices*" – the phrase *best practices*.

Figure 4: BPC Search Bar

The user enters keywords in the field next to *Search Best Practices* and clicks on the *Go* button (or presses Enter on the keyboard). The practices, containing the keywords within their data (title, description, keywords and classification) will be displayed as shown on the screen below:



Search Results					
Title	Keywords	Author(s)	Classification	Date	Views
Practice 5	lorem ipsum, dolares	Test Organisation	INSPIRE and SDI Related Activities: SDI Reference Model Components, Data, Register Phases of an SDI: Validation Output Types: Software, Procedure	13/02/2013	1 

Figure 5: BPC Search Results Example


The results from the search are displayed in a table, showing the title, keywords, authors, summarised classification, date of adding and number of unique views for each practice. The user can click on the title of a practice or the item icon at the end of the row () to open the page with all details for the practice.

If no practices in the catalogue contain the keywords entered in the search box, a proper message is shown:

Search Results					
Title	Keywords	Author(s)	Classification	Date	Views
No results found matching the search criteria.					

Figure 6: BPC Search No Results Message

The complete search form is displayed below the results keeping the last user's search values. This way the page with results shows the searching criteria for the currently displayed practices. Moreover, searching criteria can easily be changed.

For **advanced search** the user can click on the *Advanced Search* button () to view more fields for searching. The advanced search offers sorting of results (by title, date of adding or number of view (popularity)) and ability to show practices having specific classification parameters. The advanced search form is also displayed below the search results.

Hint for free text searching: If some words are wrapped in quotes, then the searching will show results containing the phrase within the quotes. Otherwise, results will contain the words entered in any order. For example, searching for "some text" will show practices containing the words *some text* in this order and with a single space between them (as a phrase). Whereas searching for *some text* (without wrapping in quotes) will show results with titles like *some practice with text* and *some text* (the first result – *some practice with text* will be omitted if searching for the phrase "some text").

Hint for free text searching: The searching is case-insensitive, i.e. searching for "SoMe TeXT", "Some text", "some text" and "SOME TEXT" will have same results.

6.4 List of Last Added Practices

The catalogue home page shows the last 5 practices that are added in a table below the search box.

6.5 List of Most Popular Practices

The catalogue home page shows the top 5 practices based on number of unique views (determined by the viewer IP address) in a table below the list of last added practices.

6.6 List of All Practices

All practices in the catalogue can be listed after clicking on one of the icons in the home page:



List all practices alphabetically »



List all practices sorted by date »

or



List all practices sorted by popularity »

The practices are sorted in accordance with the chosen criteria (by title – alphabetically, by date of adding or by adding order). The page with the list of all best practices is displayed in the Figure below:

Sort Practices By:

All Practices Sorted By Title in Ascending Order

Title ▲	Keywords	Author(s)	Classification	Date	Views
Practice 1	kardiles panes	User Organisation, Test Organisation	Geospatial Activities: Processing, Editing, Modelling, Analyzing and Managing Geodata INSPIRE and SDI Related Activities: Metadata, Datasets, Spatial Data Services Implementation Types: Programme, Policy Standards Implemented: EN-ISO 191XX EU Initiatives: I1 Output Types: Tool, Software License Types: Free Customer Types: Public Sector, International	05/02/2013	1
Practice 2	lorem ipsum	Test Organisation	INSPIRE and SDI Related Activities: Network Services, View Architecture Reference Model Services: Workflow/Task Services EU Initiatives: I2 Output Types: Procedure, Report	08/02/2013	1
Practice 3	amet, kiste, lorem	User Organisation	Geospatial Activities: Presenting, Producing and Distributing Geodata INSPIRE and SDI Related Activities: Discovery, Download, Transformation Phases of an SDI: Concept and Design Output Types: Guidelines, Data Model	10/02/2013	1
Practice 4	ipsum, lorem	Test Organisation	INSPIRE and SDI Related Activities: Invoke, Data and Service Sharing, Monitoring and Reporting Architecture Reference Model Services: System Management Services Output Types: Tool, Standard	12/02/2013	0
Practice 5	lorem ipsum, dolares	Test Organisation	INSPIRE and SDI Related Activities: SDI Reference Model Components, Data, Register Phases of an SDI: Validation Output Types: Software, Procedure	13/02/2013	1

Search Best Practices: **GO** [+ Advanced Search](#) [List all practices alphabetically >](#)

Hint: Search for *best practices* will show results containing the words *best* and *practices* whereas *"best practices"* – the phrase *best practices*.

Figure 7: BPC All Practices Example


The practices in the catalogue can be sorted by title, author, date of adding and number of unique view in both ascending and descending order. Again, the user can click on the title of a practice or the item icon at the end of the row () to open the page with all details for the practice. The next table shows direct URLs to all the practices sorted in a certain way:

URL	All Practices Are Sorted by
http://IPadress_or_domain_name/smespire/bpc/practices-by-title/asc	title of the practice in ascending order
http://IPadress_or_domain_name/smespire	title of the practice in descending order

/smespire/bpc/practices-by-title/desc	
http://IPadress or domain/smespire/best_practices/practices-by-author/asc	<u>main author</u> in <u>ascending</u> order
http://IPadress or domain name/best_practices/practices-by-author/desc	<u>main author</u> in <u>descending</u> order
http://IPadress or domain name/smespire/bpc/practices-by-date/asc	<u>date of adding</u> in <u>ascending</u> order
http://IPadress or domain name/smespire/bpc/practices-by-date/desc	<u>date of adding</u> in <u>descending</u> order
http://IPadress or domain name/smespire/bpc/practices-by-popularity/asc	<u>number of unique views of the practice</u> in <u>ascending</u> order
http://IPadress or domain name/smespire/bpc/practices-by-popularity/desc	<u>number of unique views of the practice</u> in <u>descending</u> order


Figure 8: URLs for listing all practices from BPC

6.7 Practice Details

The page with all the information entered for a certain best practice can be accessed after clicking on the title or item icon () or using a direct URL.

It will be loaded a web page with best practice details as shown on the screen below:

BEST PRACTICES

Participants in **SME's database** can provide best practices in this catalogue after  login to the system.

[Home](#) [Best Practices](#)

Test Best Practice Title

Main Author: [GET Ltd](#)

Co-Authors: [Snowflake Software Ltd.](#)
[EOXPLORE](#)

Description: Some description

Keywords: lorem, ipsum

Number of Views: 2

Added on: 07/05/2013

Files

Files can be viewed and downloaded only by registered users.

Links

Links can be viewed only by registered users.

Classification


Expand All Collapse All

- Geospatial Activities
- INSPIRE and SDI Related Activities
- Phases of an SDI
- Architecture Reference Model Services
- Implementation Types
- Standards Implemented
- EU Initiatives
- Output Types
- License Types and Description
- Customers
- Practice Development Metadata

Expand All Collapse All

Figure 9: Page with details for a certain practice example

The first section of the page displays the main information for: title of the practice, main author and co-authors, description, keywords, number of unique views and date of adding. If the user clicks on the name of an author, the system shows the profile of the author in the Geo-ICT SMEs Database. In the table below are shown lists with uploaded files and links (URLs) to on-line resources. Both links and files can be viewed by logged-in users:

Files			
File ▲	Description	Uploaded by	Uploaded on
 Test.pdf	Test file upload	GET Ltd	09/05/2013


Links	
Link	Description ▲
http://google.bg	Google

Figure 10: List of files and links of a practice for logged-in user

A file can be downloaded when a user clicks on its title. If the mouse cursor points on the name of a file, metadata about the file appear: size in megabytes, number of downloads and MD5 checksum. Below files and links is located the classification of the best practice. Data is grouped in sections (Geospatial Activities, INSPIRE and SDI Related Activities, etc.). Users can expand the content of each section by clicking on its name or the *Plus Sign Icon* (respectively, the content can be collapsed by clicking again on its name or the *Minus Sign Icon*). The system saves the names of the opened and closed sections in the browser, so the next time user choice will be remembered by the system. If the logged user is author or co-author of the practice which is viewed, the system provides appropriate buttons for editing all the data of the practice. The buttons and screens are described in details in the next section of the user manual.

7 Add New Practice

Registered users in Geo-ICT SMEs Database can add new practices to the best practice catalogue (BPC) using the adding wizard. It can be accessed by clicking on the *Add Practice* button

() in the navigation bar or directly on http://IPaddress_or_domain/name/smespire/bpc/add/.

The adding wizard contains 5 steps. After completing the first step (initial data), the user can navigate between all the steps. Finally, after the confirmation for completeness, the best practice is added to the catalogue and becomes available for everyone.

The process of adding a practice can be interrupted at any time; later the adding of information can continue by accessing the practice from *My Practices* page.

7.1 Step 1: Initial Data

The first step requires entering of information for the title, keywords and description. All fields are required. The form looks as shown on the screen below:

Add New Practice

1. Initial Data 2. Links & Files 3. Co-Authors 4. Classification 5. Complete

Title:*

Description:*

Keywords:*

The fields with asterisks () must not be empty!*

Figure 11: First step of adding wizard

After completing the first step user must click on the button *Save and Proceed to Next Step*. The wizard shows the next step. Now users can navigate to each step and add/edit data (including the first step, too) by clicking on the wizard step buttons below the text *Add New Practice*.

7.2 Step 2: Links & Files

Using this step user can upload files and/or add links (URLs) to on-line resources. Both the files and URLs are accessible only for logged-in users.

Note: Users must provide at least one file or one link (URL) to continue with the other steps of the adding wizard!

The page for step 2 is shown on the figure below:

Add New Practice

1. Initial Data 2. Links & Files 3. Co-Authors 4. Classification 5. Complete

Title: Test

Files:

File	Description	Uploaded by	Uploaded on
test.png	Test Image	GET Ltd	10/05/2013

Links (Web Resources):

Link	Description
http://smespire.eu	Test Link


You should provide at least one file or link to resource to proceed to the next step.

Figure 12: Second step of adding wizard

7.2.1 Files

Files can be uploaded by clicking on the button *Add File*. A dialog window is opened and the user must point to the file on his/her computer (clicking on *Browse File* button). Optionally but highly recommended is to enter a description of the file. When completes the fields he clicks button *Save* to store the data. After completing the saving of the file a proper message is shown at the top of the page. Practices are allowed a specific number of files which is written on the top of the dialog window. It is allowed a specific number of files to be uploaded for a certain practice. The limit values are displayed on the top right corner of the page. The system will not accept files that exceed the maximum limit of size per file or have disallowed format. The dialog window for adding files is shown in the figure below:



Figure 13: Dialog window for uploading a file

The uploaded files are listed in a table. A file can be *deleted* by clicking on the icon  at the end of a certain row. A confirmation message asking for deletion is displayed and if the user confirms the action the file is deleted.

7.2.2 Links

Links can be added by clicking on the button *Add Link*. A dialog window is opened and the user must enter a valid URL (<http://> can be omitted at the beginning). Optionally but highly recommended is user to enter a description of the link. When the user clicks on the icon *Save* the link (URL) is stored in the system. The dialog window for adding a link (URL) is shown on the figure below:

Figure 14: Dialog window for adding an URL (link)

The URLs (links) are listed in a table. Users can *edit* existing links by clicking on the icon  at the end of a certain row. The same dialog window as the one shown on figure 14 is loaded where content can be edited. A link can be *deleted* by clicking on the icon  at the end of a certain row. A confirmation message asking for deletion is displayed and if the user confirms the action the URL is removed.

7.3 Step 3: Co-Authors

In this step users can add other registered users in Geo-ICT SMEs Database as co-authors of the new best practice. Co-authors can change the content of a practice the same way as the main author but they cannot change the main author or change the other co-authors.

The page for the third step is shown on the figure below:

Figure 15: Third step of adding wizard

Co-authors can be added/delete by clicking on the button *Manage Co-Authors*. A dialog window is opened. All registered users in the Geo-ICT SMEs Database are listed. The author marks the desired users and clicks on the button *Save*. The co-authors are displayed then on the wizard page. The dialog window is shown on the figure below:

Figure 16: Dialog window for managing the co-authors of a practice

7.4 Step 4: Classification

This step is executed to for classification of best practice. Classification is separated into sections. Each section content can be expanded by clicking on its title or on the *Plus* icon (respectively, the section can be collapsed after clicking on its title or *Minus* icon). The system remembers the expanded and collapsed sections in the browser so the next time sections are automatically loaded by user's preference.

Geospatial Activities, INSPIRE and SDI Related Activities, Phases of an SDI, Architecture Reference Model Services, Standards Implemented, EU Initiatives and Output Types classification can be done after expanding the appropriate section and clicking on the appropriate *Manage* button (for example: for Phases of an SDI: *Manage SDI Phases*). A dialog window with checkboxes is shown. The user marks the required boxes and clicks on the *Save* button to store selected data. The marked classification items are later displayed on the page of the adding wizard. A dialog window is shown on the figure below (the shown items depend on the type of classification; below is displayed a dialog window for Phases of an SDI):

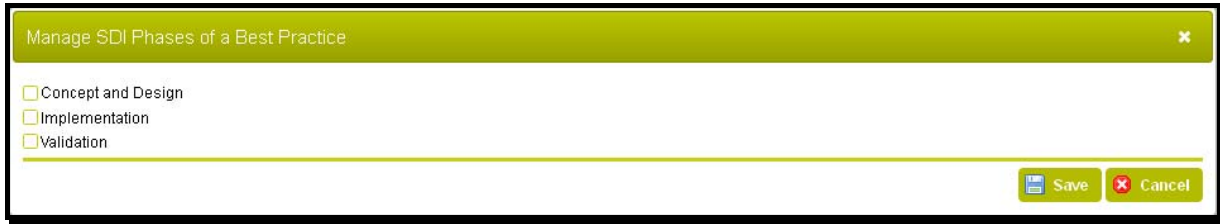


Figure 17: Dialog window for managing the SDI Phases for a practice



7.4.1 Implementation Types

Implementation types can be added by clicking on the *Add Implementation Type* button. The system opens a dialog window as shown on the figure below:



Figure 18: Dialog window for adding / editing implementation type for a practice

First of all, the user must choose the type of the implementation (Programme, Policy, Legislation or Strategy). Then he is required to provide an acronym and a title of the implementation. Optionally, but highly recommended is filling the fields Link and Description with appropriate information. To store data the button Save should be clicked.

The implementation types are shown in a table in the *Implementation Types* section of the page for the fourth step of adding wizard. Users can *edit* existing implementation types by clicking on the icon  at the end of a certain row. The same dialog window as the one for adding an implementation type is shown and the content can be corrected. An implementation type can be *deleted* by clicking on the icon  at the end of a certain row. A confirmation message asking for deletion is displayed and if the user confirms the action the implementation type is removed.

7.4.2 License Types and Description

Users can provide full text of the license of the best practice and/or use some of the predefined license types. This can be done from the *License Types and Description* section by clicking on the button *Manage Licence Types and Description*. A dialog window is displayed as shown below:

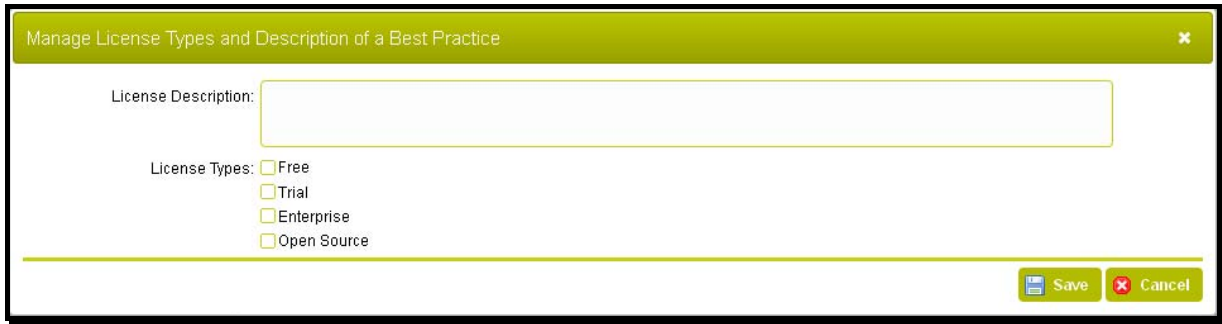


Figure 19: Dialog window for managing license types and license description for a practice

Full text of the license of the best practice can be inserted into the *License Description* field. The text can later be edited or removed. One or more of the predefined license types can be marked. At the end the user should click the *Save* button to store data.

The information entered is shown in the *License Types and Description* section. The text and license types can be edited later by clicking on the *Manage Licence Types and Description* button.



7.4.3 Customers

Users can enter the customers of the service /product of the best practice. A customer is added by clicking on the *Add Customer* button. A dialog window will be loaded as shown below:



Figure 20: Dialog window for adding / editing a customer for a practice

For each customer name and type are required. To store these data user clicks on button *Save*.

The customers are shown in a table in the *Customers* section. Users can *edit* existing customers by clicking on the icon  at the end of a certain row. The same dialog window as the one shown in figure 20 is loaded for adding a customer and editing the content. A customer can be *deleted* by clicking on the icon  at the end of a certain row. A confirmation message asking for deletion is displayed and if the user confirms the action the customer is deleted.

7.4.4 Practice Development Metadata


Additional metadata about the process of development of the best practice can be added in this section. After clicking on the button *Manage Practice Development Metadata* a dialog window is loaded:

Figure 21: Dialog window for managing development metadata for a practice

Users can write down information about the development resources of the best practice: budget, people involved and duration. The information is provided as a free text. To store data user clicks on the Save button.

7.5 Step 5: Complete

This is the final step of the adding wizard. The practice can be finalized and added to the catalogue after


clicking on the button *Finish* (). A confirmation message asking for completing the adding wizard is shown. If the user confirms the action the best practice is finalised and added to the catalogue.


8 List of Own Practice

After clicking on the button  in the navigation bar (or using the direct URL <http://IPaddress or domain name /smespire/bpc/my/>), a list of the practices whose main author or co-author is the current user is listed.

If the current user has no added practices an appropriate message is displayed.

The practices are separated into two sections: practices in adding phase and finalized practices included in the catalogue.

The first section (*In Adding Phase*) is displayed only if the user has practices whose adding wizard has not been completed. After clicking on the icon  at the end of a certain row, the user can open the adding wizard and complete it or add more information and leave it incomplete.

The second section (*Added to Best Practice Catalogue*) is displayed only if the user has practices in the catalogue. After clicking on the icon  at the end of a certain row the system loads a page with detailed information about the practice (see section 5.7 of the user manual). If the logged user is author (or co-author) the system makes available buttons for editing the best practice data. The buttons are shown next to all editable information. Buttons and editing actions are described in the previous section of the user manual.


9 Issue Tracker

The system provides issue tracker for each registered user. In the system tracker user can report issues about errors, improvements or help.

The issue tracker is available on <http://IPadress or domain name /smespire/bpc/issues/> or by



clicking the icon in the navigation bar.

The issues are listed in a table. After clicking on the icon  at the end of each row for a certain issue an information (including resolution if any) is displayed.



New issues can be added by clicking on the button. A dialog window is loaded as shown below:

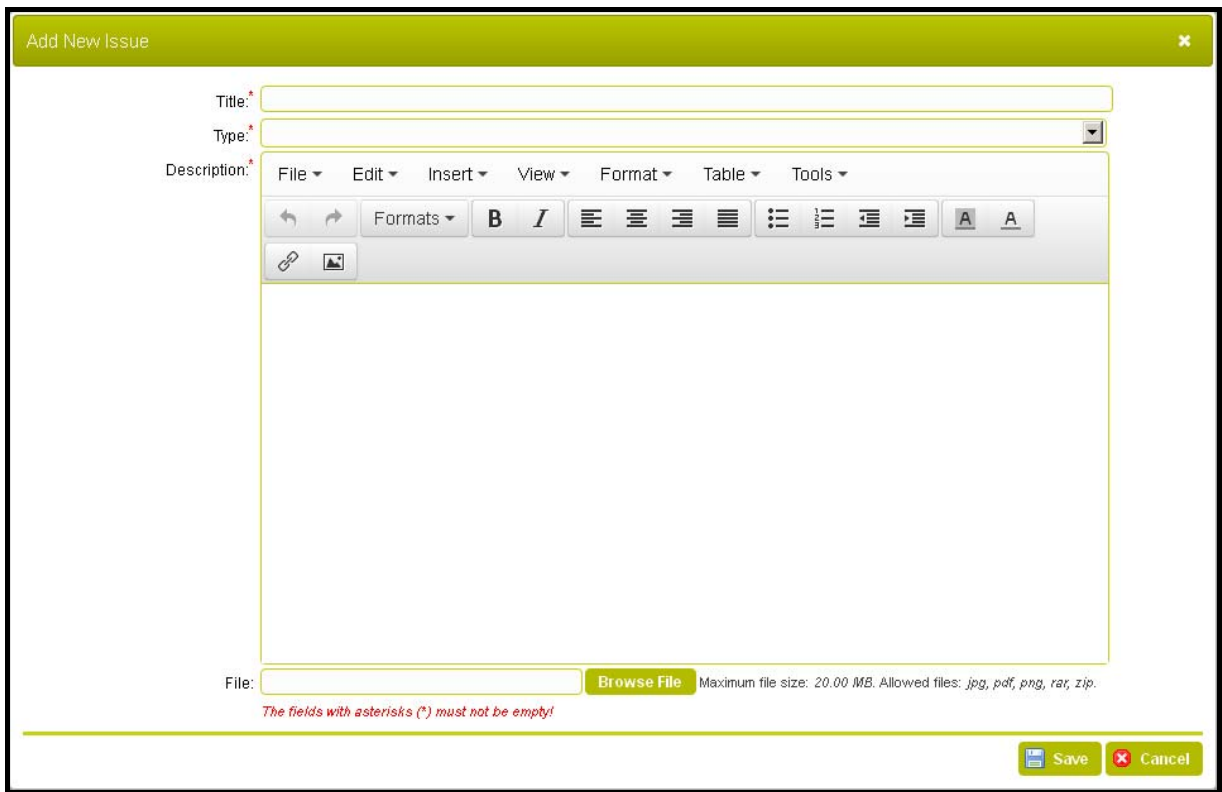


Figure 22: Dialog window for adding a new issue in the issue tracker of BPC


The user is required to provide title, type and detailed description of the issue. The description enables formatted text. Optionally, a file can be attached to the issue (screenshot, for example). The issue is stored in the system after clicking on the button Save.

Note: After adding an issue, it cannot be edited.

10 Administrator registration

The web application does not provide a mechanism for registration of new user with administrative rights. It reuses administrators' account (more specifically – so called Super Users) registered in the application Geo-ICT SMEs Database.

11 Administrator Login to the System

When the user logs to BPC application with administrator account, at the end of each row of the list with best practices will appear an extra icon: . If the user clicks on this icon, a best practice can be *deleted*. A message asking for deletion is shown and if the user confirms, the practice is deleted.

When the logged user is with administrative account then BPC application provides two extra buttons.

The button  gives possibility for modifying the code lists and system parameters of the web application. The button  opens a page with a list of all best practices in adding phase.


Note: Chapter – Chapter describe available functionalities for users with administrative accounts.



12 Add New Practice

When a user with administrator account adds a new practice selects the author of the best practice from the list of available user. User with administrator account cannot be pointed as authors or co-authors but can create practices on behalf of a non-administrator user.

Administrators can edit all best practices using the appropriate buttons for editing all the data of the practice. As administrator, the user can also change the author of a best practice.



13 List of All Practices in Adding Phase

To list all practices in adding phase administrator can click the button  in the navigation bar or can enter direct URL <http://IPaddress or domain name/smespire/bpc/my/> in the web browser.

The administrator can invoke the adding wizard by clicking on the icon: . To delete a best practice administrator can click on the icon: .

14 Delete Practice

Administrators can delete any best practice (both in adding phase or from the list of BPC catalogue) by

clicking on a  icon or  button for a certain practice. A confirmation message for delete action will appear and if the administrator confirms, the selected practice will be deleted.

15 Configure System Options and Code Lists

The administrator can configure system parameters of the web application and modify the values of the code lists used for classification of each best practice. This can be done from the page on

<http://IPadress or domain name/smespire/bpc/code-lists/> (or by clicking on the



button from the navigation bar). BPC application will load a web page as shown on the figure below:

System Code Lists	
Title	Count
File Types Allowed for Uploading	5
System Options	10

Practices Related Code Lists	
Title	Count
Architecture Reference Model Services	6
Customer Types	10
Implementation Types	4
INSPIRE and SDI Related Activities	84
INSPIRE Themes	34
License Types	4
Output Types	7
Phases of an SDI	3
Standards Implemented	2

Figure 23: BPC Configure System Code Lists Page

In a table are presented the defined system parameters and code lists. The number on each row shows the count of items for the respectful parameter or code list. The icon on each row opens a page with the values for the parameters / code lists. There administrators can add new values or edit / delete existing ones.

15.1 File Types Allowed for Uploading

Parameter “File types for uploading” provides administrators with an option to add/edit/remove admissible file types. When a user uploads files for a best practice she/he is allowed to upload only the file types listed here. The system comes with default file types enabled for uploading.

Note: It is required to pay a spatial attention when adding or editing file types (for example: exe files), because some files can be executed on the server side of the web application and can be harmful.



For adding a new file type, the administrator must click on the *Add New File Extension* button. A pagewill be loaded as shown on the figure below:

Figure 24: Dialog window for adding / editing a file type (extension)

In the field “Extension” administrator defines the new file extension. For example, documents for MS Word have extensions *.doc* and *.docx*. It is required both of the extensions to be added separately. In the field must be entered the value without dot – *doc* or *docx*. As the field is case-insensitive, there is no difference if writing *DOC*, *Doc* or *doc*.

In the field “MIME Type” it is required to be entered the MIME Type of the new file type. Common MIME types and information about them can be found in Internet (for example: http://en.wikipedia.org/wiki/MIME_type). If the administrator does not have knowledge on this topic, she/he must use the value *application/force-download*.

In the optional field administrator can provide brief description about the new file type. The description value is accessible only by administrators.

When administrator clicks on *Save* button the file type is added to the system. Existing file types can be edited after clicking on the icon . The same dialog window as the one for adding a file type is shown and the content can be corrected. A file type can be *deleted* by clicking on the icon  at the end of every a certain row. A confirmation message asking for deletion is shown and if the administrator confirms, the file type is removed.

Note: Any changes of the file types come into effect for future uploading of files and will not affect already uploaded files. For example, if the *txt* file type is removed, users will not be able to add *txt* files any more; however previously uploaded *txt* files will exist.

15.2 System Options

“System options” list the parameters of the web application which can be configured by user with administrator account. The administrator can only change the values of these options without adding new or deleting existing options. Description of “System option” is listed in the next points.

15.2.1 Maximum Size of Uploaded File

The administrator must provide a valid positive integer value representing the maximum allowed size in megabytes (MB) for uploaded file. Zero (0) is used to accept any size of a file.

Note: There may be file size limitations from the server running the web application which cannot be configured from BPC application

15.2.2 Files Per Practice

The administrator must provide a valid positive integer value representing the maximum allowed number of uploaded files per a practice. Zero (0) is used to enable any number of files.

15.2.3 Outgoing E-mail Address

The administrator must provide an e-mail address for usage by the system when sending automatic e-mails. The address provided is used as a sender of the automatic e-mails.

Note: To use this option within BPC application PHP *mail()* function should be enabled and properly configured with a mail server in order to enable sending of automatic e-mails.

15.2.4 Automatic E-mail Footer

The administrator must provide common text that is added at the end of each automatically generated e-mail by the system. HTML tags are accepted.

15.2.5 Send Automatic E-mail to All Administrators on Beginning of Adding a Practice

If this option is set to YES, the system will send an automatic message to the e-mails of all administrators when a user completes the first step of the adding wizard. The subject and text of the message can be configured (see the next 2 options). Please note that PHP *mail()* function should be enabled and properly configured with a mail server in order to enable sending of automatic e-mails.

15.2.6 First Step of Adding Wizard Automatic E-mail Subject

The administrator must provide text to be used as subject of the automatically sent e-mail message to all administrators on completing the first step of adding wizard (if sending e-mails is enabled).

15.2.7 First Step of Adding Wizard Automatic E-mail Message Template

The administrator must provide text of the message that is automatically sent to all administrators on completion of the first step of the adding wizard (if sending e-mails is enabled). HTML tags are accepted. `{BPC_TITLE}` will be replaced with the practice title and `{BPC_AUTHOR}` with the name of the author of the practice if these modifiers are used within the text of the message.

15.2.8 Send Automatic E-mail to All Administrators on Completion of Adding a Practice

If this option is set to YES, the system will send an automatic message to the e-mails of all administrators when a user completes the final step of the adding wizard (publishes a practice in the catalogue). The message and text of the message can be configured (see the next 2 options). Please note that PHP *mail()* function should be enabled and properly configured with a mail server in order to enable sending of automatic e-mails.


15.2.9 Last Step of Adding Wizard Automatic E-mail Subject

The administrator must provide text to be used as subject of the automatically sent e-mail message to all administrators on completing the last step of adding wizard – publishing (if sending e-mails is enabled).

15.2.10 Last Step of Adding Wizard Automatic E-mail Message Template

The administrator must provide text of the message that is automatically sent to all administrators on completion of the last step of the adding wizard – publishing (if sending e-mails is enabled). HTML tags are accepted. `{BPC_TITLE}` will be replaced with the practice title and `{BPC_AUTHOR}` with the name of the author of the practice if these modifiers are used within the text of the message.

15.3 Practice Classification Code Lists

By clicking on the icon  for a certain code list, new values can be added or the existing ones can be edited / deleted. A page with the values of the code lists is loaded as shown on the figure below.










Implementation Types			 Add New Code List Value	
Number	Title		Is Active?	
1.	Programme		YES	 
2.	Policy		YES	 
3.	Legislation		YES	 
4.	Strategy		YES	 

Figure 25: Page with value for the Implementation Types code list

The same order of code list values is used when showing the values for a best practice classification. The order can be determined by the administrator.

15.3.1 Add New Value

New value is added by clicking on the button *Add New Code List Value*. A dialog window is opened as shown on the figure below:

Add Code List Value for *Implementation Types* ✕

Sequence Number: *

Title: *

This value is active.

The fields with asterisks (*) must not be empty!

 Save  Cancel

Figure 26: Dialog window for adding / editing a value for Implementation Types code list

The administrator must enter a positive integer value in the field *Sequence Number* which determines the order of the values of the code list (this is the number of position of the code list). By default the system suggests to position the value at the end of the list but the administrator can place it on any selected position.


The field *Title* it is required to enter the title of the new value.

If a new value is added to the code list *INSPIRE* or *SDI Related Activities*, an additional field *INSPIRE Theme* is shown in the dialog windows of Figure 4. Here the administrator can choose a value from the *INSPIRE Theme* code list as a value for activity in *INSPIRE* and *SDI Related Activities* code list. A custom value can be added in the *Title* field..


The checkbox *This value is active* determines if the value of the code list is active (i.e. shown to user for using of classification).

When the administrator clicks on the *Save* button the application stores the new value for further usage.

15.3.2 Edit Existing Value


Existing code list values can be edited by clicking on the icon  for a certain value. The same dialog window as the one in Figure 4 is shown and the content can be corrected.

15.3.3 Delete Existing Value

Existing code list value can be deleted by clicking on the icon  for a certain value. A message asking for deletion is shown and if the administrator confirms, the code list value is removed.

If a code list value is already in use for classification by one or more practices, the system will not allow deletion. Instead, the administrator can either set the value as inactive or unmark each usages of the value in existing practices and try to delete it again.

15.3.4 Show Children Values (Sub-values)

The code lists *Customer Types* and *INSPIRE and SDI Related Activities* enable hierarchy for their values. If the administrator wants to view / add / edit / delete sub-values (children values; values at a lower level), this is done by clicking on the icon  for a certain value. A page showing the values that are in the level below the selected one is displayed. Available actions with the values are the same as non-hierarchical code lists.