



GUIDELINE FOR THE ROLE OF 'VENUE OWNER' OF THE 'EUROPE FOR ALL' APPLICATION

Introduction

The 'Europe for all' application, which offers the functionality of entering a venue and its metadata (e.g. name, address, etc.) into the system and completing its level 1 questionnaire, can be accessed at the URL: <http://www.europeforall.com/> This interactive part of the application is placed in the 'My Europe for All' section. This section can only be accessed by registered users and – for the majority of functions – only after a (successful) Account Login.

Functionality for Venue Owners

The functions which a VO is authorized to use are the following:

A. Edit my Profile (My Europe for All > Edit my Profile).

It is strongly recommended to use this function a.s.a.p., so as to change your password for security reasons. Profoundly, your password should not be acknowledged to others. The two following functions (B & C) are the core of the functionality provided to VOs:

B. Add new Venue (My Europe for All > Add New Venue).

From this page the VO can add a venue with its data (i.e. metadata for venue identification) to the system.

C. Manage Venues (My Europe for All > Venues Manager).

From this page, the VO can view and manage all venues he has added with function B. More specifically, the VO can view and edit a venue's metadata, can send a request (via an auto-generated e-mail) to the administrator for deletion/publishing/unpublishing/auditing of a venue, can view a venue's preview page (as shown to the public), and – most important – add / edit a venue's Level 1 Questionnaire. If the VO edits a published venue, then he has to request again for this venue's publishing from the Venues

Manager page.

D. Simple / Advanced Search (Home / My Europe for All > Destination Finder).

This function is available to all users, even the unregistered / not logged in ones. The user can search for venues specifying various criteria, such as topology, key words or/and venue types. For the topology specifically, two different search wizards are provided (a Country-to-City one and a Free-Text one). From the Search Results List, the user can select a venue to see its data and accessibility info related to it. He can also filter or sort the results according to his preferences.

Instructions

In order to avoid some exceptions thrown by the system, it is better to follow these instructions:

- Do not use browser's navigation buttons
- Do not click on the same button / link multiple times sequentially
- Do not click on a button if a page takes some time to load, or similarly if an action takes time to complete
- Do not bookmark pages or put a url in the address bar, except from the Venue Preview Pages.
- If you leave a page inactive for a while (~ 30 minutes), you will have to logout and re-login to continue working. Potential changes made before the break will be lost.