Associazione Premio
Eleanor Worthington-ODV

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App user manual
of uploading documents/works
# of level 3 schools

for the **PremioEleanor**.it
- New software o.s. GEP v.1.8.83

(Schedule uploads)

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1. INTRODUCTION

GEP Eleanor Prize is an APP developed with open source technology that is based on a cloud web platform. We are at the beginning and we ask you for feedback that we will need to make improvements. For this first phase, the APP will be made available to students of tertiary schools to enter the data of the participants, the documents and the attachments required by the competition organized by the ASSOCIAZIONE PREMIO ELEANOR WORTHINGTON-ODV.

By typing **https://eleanorprize.org** in the address bar in your browser, for example, Firefox or Chrome or Safari and others, you access the APP homepage.

GEP ELEANOR PRIZE   LOGIN   REGISTER

Benvenuti nell'App del caricamento per gli studenti delle Scuole livello 3

Welcome to the uploading app for level 3 school students

PremioEleanor.it

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Development by ArkosWeb version GEP 1.8.83

2. AUTHENTICATION

In the home page at the top right, click on **Register**.

The first time you need to create your account by clicking on **Register.**

Register your account by filling in:

username: example, writing in lowercase all together, paola
email: example, paolarossi@gmail.com
enter password: type a secure password of at least 8 characters, consisting of uppercase letters, lowercase letters, numbers and at least one particular character such as & or % or =
re-enter password: type the same password as above.

Then the system sends you to the Login page.

Enter your **username** and **password** to access your APP environment. You will find this page every time you return to the GEP Eleanor Prize APP.

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You will be redirected to the Home page with personalized links.

GEP ELEANOR PRIZE   HELLO, PAOLA   ACCOUNT/SCHOOL   ELABORATE WORK SCHOOL 3   LOGOUT

Benvenuti nell'App di caricamento per gli studenti delle Scuole livello 3 terziario

Welcome to the uploading app for level 3 school students

PremioEleanor.it

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At the top right you will find the new links, in particular:
Hello, Paola, unlinkable message, confirms that you are in your environment.

Account/School, link to access the insertion/modification of the data of the School you belong to.

Elaborate work, the heart of the upload. In this section you can enter the data of each single complete project/work by students or group, audio description, photographic images and videos.

Logout, click when you have finished the session.

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3. DATA ENTRY

3.A First you must enter the data of the student uploading and the institution.
Click on the **Account/School** page link above.

GEP ELEANOR PRIZE — HELLO, PAOLA   ACCOUNT/SCHOOL   ELABORATE WORK SCHOOL 3   LOGOUT

Enter your account and school details**.**

Finally, click on the blue **Update Account/School tab** button and if there are no errors, for example the email, you will be redirected to the **Home** page.

GEP ELEANOR PRIZE — HELLO, PAOLA   ACCOUNT/SCHOOL   ELABORATE WORK SCHOOL 3   LOGOUT

Benvenuti nell'App di caricamento per gli studenti delle Scuole livello 3 terziario

Welcome to the uploading app for level 3 school students
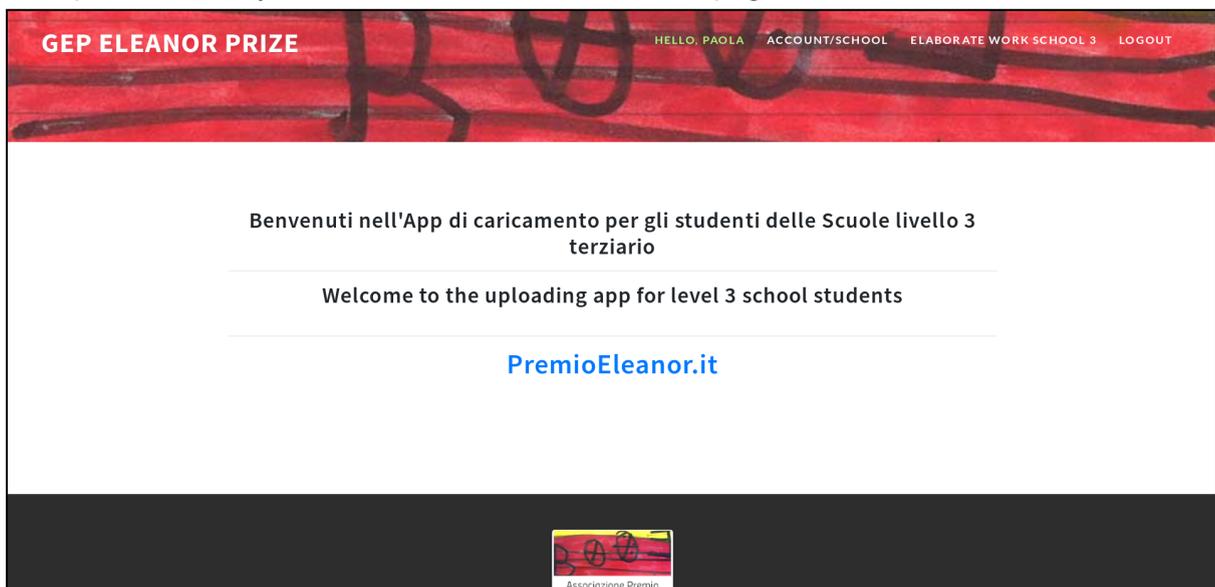
PremioEleanor.it

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3.B Click on the **Elaborate work** page link at the top right. In this section you can enter the data of the single project/work complete with students, audio description, photographic images and videos.

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Home || Elaborato opera / Elaborate work | paola

ELABORATO/OPERA PARTECIPANTE AL PREMIO ELEANOR EDIZIONE STUDENTI SCUOLE LIV.3
WORK PARTICIPATING IN THE ELEANOR PRIZE, STUDENTS' EDITION, LEVEL 3 SCHOOL

Elaborato / opera | Elaborate / work Create
Account username: **paola**

Titolo ita	Title eng	Status	Action

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To insert the work, click on the green Create button and the form containing the basic data of the work will appear:

Home / Elenco elaborati opera / List of elaborate works

Elaborato create

Elaborato titolo ita

Elaborato titolo ita

Scrivere il titolo dell'opera elaborata.Ricordati che il **titolo deve essere unico**, non uguale ad altri elaborati.

Concept ita

Concept_italiano

Max 500 caratteri.

Elaborato titolo eng

Elaborato titolo eng

Write the title of the work developed. Remember that the **title must be unique**, not the same as other works.

Concept eng

Concept_english

Max 500 characters.

Create

Elaborato titolo ita - ITA title document: to be filled in with the title of the work in Italian. It is not possible to use the theme of the PremioEleanor.it edition, which will be the subtitle.

Concept ita: brief description of the concept of the work in Italian for a maximum of 500 characters including spaces. Insertion is optional.

Elaborato titolo eng - English title document: to be filled in with the title of the work in English. It is not possible to use the theme of the PremioEleanor.it edition, which will be the subtitle.

Concept eng: short description of the concept of the work in English for a maximum of 500 characters including spaces. Insertion is optional.

Once filled in, click on **Create** and if all the data is validated the APP will direct you to the **Elaborate work** page, otherwise some red text will appear which will help you validate the data.

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After arranging the data, **click on Create** again and you will be redirected to the **Elaborate work** page.

The GEP APP helps you manage the status, FROM COMPLETE to COMPLETED, as the insertion operations progress.

Click on the yellow **View** button of the work to proceed with inserting the attachments.

You will be redirected to the **detail page on the work**.

There are *5 sections* that you can consult to insert, modify and delete the data of the individual project/work:

1. Title and concept, which we have already compiled, so you can modify - click on the blue button, update - and delete - click on the red button, delete.

2. Students / Groups, click to insert

3. Audio description, click to insert

4. Images, click to insert

5. Video, click to insert

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2. Students / Groups, click on the green button, create.

Fill out the student or group form and **click on create**.
The fields outlined in red are mandatory.

In the case of students: name: Paola surname: Rossi then **click on Create** and choose Students again if you need to insert another student	Or in the case of groups: name: Gruppo surname: Ala then **click on Create**

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You will be redirected to the detail page on the work from which by clicking on 2. **Students / Groups** you will be presented with a student inserted.

If you need to modify, click on the blue button, **update**, or delete, click on the red button, **delete**.

The TO BE COMPLETED **status** does not change at this time.

If you need to insert another student click on the green button, **Create**. Otherwise move on to 3. Audio description, **clicking the blue link** to insert.

3. Audio description, click on the green button, create. Remember that audio descriptions are mandatory.

Fill out the Audio-description form in Italian by clicking on "**Choose file**" and Audio-description in English, also clicking on "**Choose file**" and finally **click on UPLOAD**. The fields outlined in red are mandatory.

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Remember that the Audio file in ITALIAN or ENGLISH, with anonymous description, without names of the students, must be made in mp3 or m4a, max duration 2 minute.
The size must not exceed 5 Mb.

To upload the file, once you click on the green **UPLOAD** button, you must wait up to a maximum of **10-15 seconds** for validation and uploading to take place. Below is an example of non-validation. To pass the validation you must insert the correct files.

Then click on the green **UPLOAD** button again and the browser will direct you to the **detail page of the work**.
Again, the TO BE COMPLETED **status** does not change at this time.

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Home | Elaborato opera / Elaborate work | **paola**

ELABORATO dettaglio

❌ DA COMPLETARE / TO BE COMPLETED

1. Titolo e concept   **2.** Studenti / Gruppi   **3.** Audio-descrizione   **4.** Immagini   **5.** Video

Update   Delete

. Prima opera

- Lorem ipsum dolor sit amet consectetur adipisicing elit. Illum perferendis consectetur quisquam saepe earum laboriosam, a ab sapiente exercitationem eum perspiciatis, sed quo recusandae, tempora repellendus magnam. Tempora, cupiditate officia! Lorem ipsum dolor sit amet consectetur adipisicing elit. At deserunt optio autem sint minima eius illo, ullam dignissimos quis, dolorem molestiae, itaque praesentium non officiis? Totam illum minus aut harum.

If you need to view section 3. Audio description by **clicking the blue link**.

GEP ELEANOR PRIZE   HELLO, PAOLA   ACCOUNT/SCHOOL   ELABORATE WORK SCHOOL 3   LOGOUT

Home | Elaborato opera / Elaborate work | **paola**

ELABORATO dettaglio

❌ DA COMPLETARE / TO BE COMPLETED

1. Titolo e concept   **2.** Studenti / Gruppi   **3.** Audio-descrizione   **4.** Immagini   **5.** Video

Audio-descrizione / Audio description

Delete

- Audio italiano:
  school_level3/elaborati/3/audio_ita/3--529011__izzytherobloxgamer09__hardworker-izzys-clone.mp3
  PLAY

- Audio inglese:
  school_level3/elaborati/3/audio_eng/3--audio_14293.m4a
  PLAY

Torna indietro

Otherwise move to 4. Images or 5. Video, **clicking the blue** link to insert.

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4. Images, click on the green button, create.

Fill in the Images form by clicking on "**Choose file**" and finally **click on CREATE**.
The fields outlined in red are mandatory.

Remember that the Image file must have a size no greater than 8 Mb, and created in .jpg or .png format.

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Click on the green **CREATE** button, once the size and type have been validated, you will enter the data and finally the browser will direct you to the **detail page of the project/work**.

The **status** has changed, it has reached the minimum to attribute COMPLETED.

If I still want to upload up to 4 more images, I will repeat filling out the form, remembering the warnings regarding file upload, size not exceeding 8 Mb, and creation in .jpg or .png format.

Go to **4. Images** by clicking the blue link

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4. Images, click on the green button, create.

Fill in the Images form by clicking on "**Choose file**" and finally **click on CREATE**.
See above.

Click on the green **CREATE** button, once the size and type have been validated, you will enter the data and finally the browser will direct you to the **detail page of the project/work**.

Go to 5. Video by **clicking the blue link**

5. Video: nominative and **anonymous**, click to insert

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Fill out the Name Video form by clicking on "**Choose file**" and finally click on UPLOAD.
The fields outlined in red are mandatory.

Remember that the video file, with credits, must be made in mp4, lasting a maximum of 3 minutes. The size must not exceed 80 Mb.

To upload the file, once you click on the green **UPLOAD** button, you must wait up to a maximum of **10-15 seconds** for validation and uploading to take place. Below is an example of non-validation. To pass the validation you must insert the correct files.

Then click on the green **UPLOAD** button again and the browser will direct you to the **detail page of the work**.

Ark·s web
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MANAGEMENT e ADV

ELABORATO dettaglio

✅ COMPLETATO / COMPLETED
data entered: **ok-students, ok-audio, ok-foto**
Per la partecipazione al concorso è stata inserita l'opera completa di almeno 1
immagine. Puoi continuare ad inserire non più di 4 immagini.
Ricorda, le audio-descrizioni sono OBBLIGATORIE.

1. Titolo e concept   2. Studenti / Gruppi   3. Audio-descrizione   4. Immagini   5. Video

Update Delete

• **Prima opera**
   • Lorem ipsum dolor sit amet consectetur adipisicing elit. Illum perferendis consectetur quisquam saepe earum laboriosam, a ab sapiente exercitationem eum
     perspiciatis, sed quo recusandae, tempora repellendus magnam. Tempora, cupiditate officia! Lorem ipsum dolor sit amet consectetur adipisicing elit. At deserunt optio
     autem sint minima eius illo, ullam dignissimos quis, dolorem molestiae, itaque praesentium non officiis? Totam illum minus aut harum.

• **First work**

Once again, move on to 5. Video, **clicking the blue link**
5. Video: anonymous, click the green button, Create

ELABORATO dettaglio

✅ COMPLETATO / COMPLETED
data entered: **ok-students, ok-audio, ok-foto**
Per la partecipazione al concorso è stata inserita l'opera completa di almeno 1
immagine. Puoi continuare ad inserire non più di 4 immagini.
Ricorda, le audio-descrizioni sono OBBLIGATORIE.

1. Titolo e concept   2. Studenti / Gruppi   3. Audio-descrizione   4. Immagini   **5. Video**

Video **nominativo** / Video **name**   Video **anonimo** / **Anonymous** video

Delete   Create

• Video:
  school_level3/elaborati/3/video/3--IO-NON-HO-PAURA---I-AM-NOT-
  AFRAID.f137.mp4
  PLAY

Torna indietro

http://127.0.0.1:2222/level3/user/elaborati/detail_elaborato/3/#tab5

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Fill out the ANONYMOUS Video form by clicking on "**Choose file**" and finally **click on CREATE**.

Click on the green **UPLOAD** button, once the size and type have been validated, you will enter the data and finally the browser will direct you to the **detail page of the work**.

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Once again, the **status** has changed: he has achieved "*ok-foto, ok-audio, ok-video, ok-video-anonimo*" assigning COMPLETED.

When I have finished entering data for the "**First work**" project, I click on **Elaborato opera / Elaborate work** and finally click on **Logout**.

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For assistance, feedback and any problems,
you can contact the following email address:

gep-supporto@arkosweb.com

Good luck.

The GEP Eleanor Prize Staff

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