

EU HEALTH POLICY PLATFORM

User guide

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1 Registration

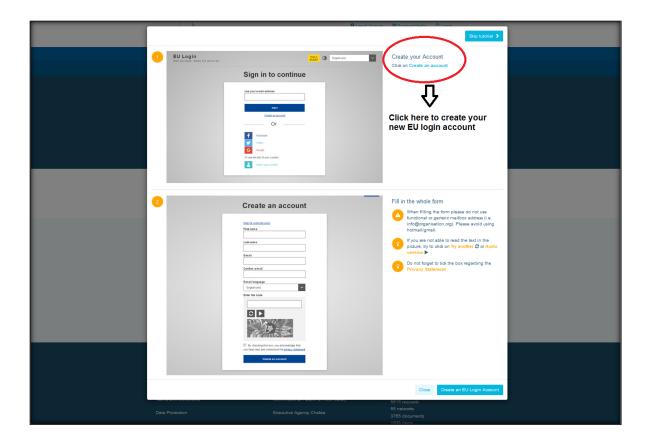
1.1 Create your EU login account

 To register in the EU Health Policy Platform, you must create an EU Login account (former: ECAS). To do so, please go to the <u>EU Health Policy Platform</u> main page https://webgate.ec.europa.eu/hpf/ and click on "Not registered yet".

If you already have an EU Login account, please click on "Already Registered" or on "Login" and follow step "1.2. Already registered (on EU Login)" below.



 After clicking on "Not registered yet" you will be directed to the page illustrated below, where you will have the option "Create an account". Fill in the form. You will then receive an email with further instructions on how to create your EU Login password.



3. Once equipped with an EU Login account please go back to the <u>EU Health Policy</u>

<u>Platform</u> main page and follow the instructions on "1.2 Already registered"

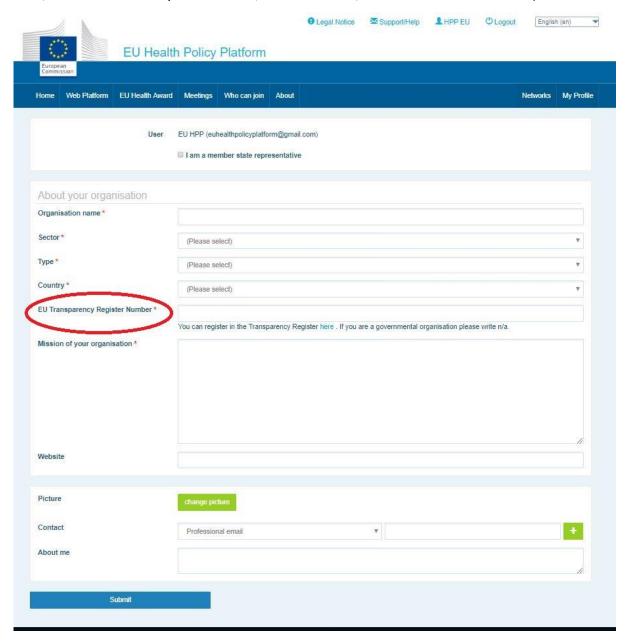
1.2 Already registered (on EU Login)

After clicking "Already registered", you will either be:

- a) Redirected to the European Commission Authentication Service "EU LOGIN" portal (please log in with your EU Login (former ECAS) username and password) and then redirected to the EU Health Policy Platform registration form, or;
- b) Directly sent to the EU Health Policy Platform registration form.

Please fill in the EU Health Policy Platform registration form comprehensibly. Filling in this form will grant you access to the Agora Network and to the open Networks of the EU Health Policy Platform.

Please note that Platform users need to represent an organisation with **an operative** and individual email – functional mailboxes will not be accepted in the Platform. In addition, users representing an organisation should provide its **EU Transparency** Register number in their profile, and must directly and exclusively represent their own interests. Unregistered organisations must register in the <u>EU Transparency</u> Register. The following entities are exempt of registration: European Institutions staff, Member States representatives, and Ministries, Universities and Institutes).



2 Access your profile

To access your profile press on the tab "My Profile". In your profile you will find:

2.1 The items you have posted

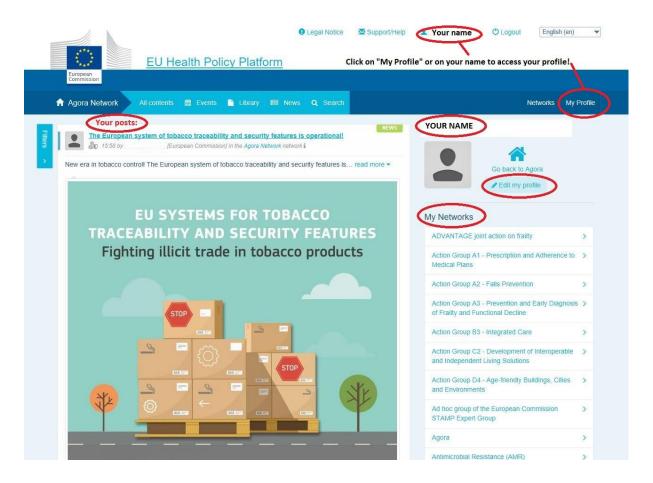
The newsfeed on your profile displays all your posts. This newsfeed makes it easier to keep track of the comments and endorsements your publication receives.

2.2 Edit your profile

With this button, you can edit your photograph, organisation, description and contact details. You can also add an email address, skype or website and it will appear in the section "contact details" in your profile.

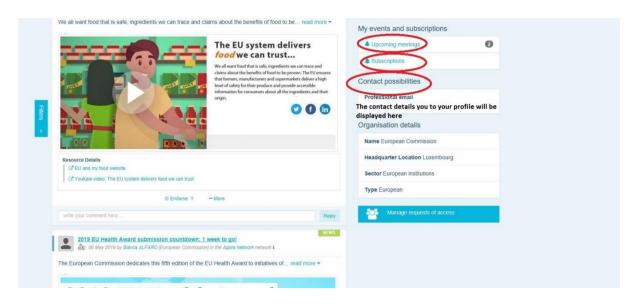
2.3 A list of your networks

Here you can find the list of the networks you are part of, including the Agora Network, the open networks in the Platform, and any restricted network you have access to.



2.4 Your events

When you click in "My events" you will see a list of your upcoming events, these are events you have been invited to.



2.5 Your subscriptions

In this section, you can access all the publications throughout the Platform that you are subscribed to. To subscribe to any publication, simply click on the button "Follow" right under it, and it will appear in your subscriptions page.

2.6 Manage requests of access

In this section, you can find all the requests you have sent to different restricted networks in the Platform and their status.

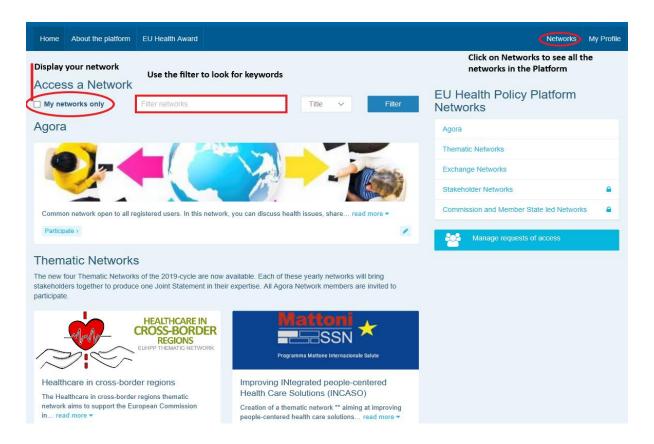
Moderators will also find under this section the requests of access received in their networks.

3 Requesting access to restricted Networks

The Platform has six types of networks:

- The Agora network: this is the main network and first registration filter of the Platform. It is a space for interaction among health stakeholders and with the European Commission. All users are encouraged to publish news related to their activities in here.
- 2. **Thematic Networks:** are yearly open networks accessible to all users registered in the Agora network to facilitate the drafting of joint statements on chosen health issues.
- 3. **Exchange networks**: accessible to all users registered in the Platform are meant to exchange good practices, share training material, and encourage users to interact.
- 4. **Commission and Member State-led networks:** are restricted networks only accessible to appointed members. A responsible Commission and Member State appointed representative follows up these groups and ensures the moderation.
- 5. Stakeholder networks: are restricted networks to share knowledge and information on a specific health area. They are created in response to a direct request from stakeholder members of the Agora network to the EU Health Policy Platform team simply by sending an email to sante-hpp@ec.europa.eu. Users and organisations relevant to the subject of a certain stakeholder network may request access. The appointed stakeholder moderators will be ruling the requests of access, thus a request does not guarantee your access to this type network.
- 6. **Moderators only network:** this network is dedicated exclusively to moderators of the different networks of the Platform.

Once you are granted access to the Agora network, please click on "Networks" where you will find all the Networks in the Platform. Use the filter to search for networks of your interest, and click on "My networks only" to display only the networks you are a member of.



To request access to a **Commission and Member State-led network** or to a **Stakeholder network**, please click on "**Request access**" in the Network of your interest. Appointed moderators rule requests of access to these networks, thus a request does not guarantee your access to this type of networks.

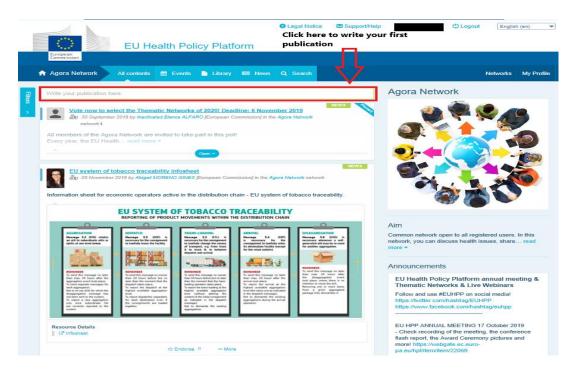
4 Posting information in a network

4.1 Write a piece of news

To write a piece of news, click on "Participate" in the network(s) you have access to and click on "All contents" in the menu bar on top of the screen.



Click on "Write your publication here".



An editing tool will drop down where you can describe and share any information of your choice, you can **add links**, **documents and one picture**. If you add a date, the publication will only be shared as an event, and not as a piece of news (and it will be added to the network's calendar). When you are ready, simply click "Submit" for your publication to appear on the news feed of the network.

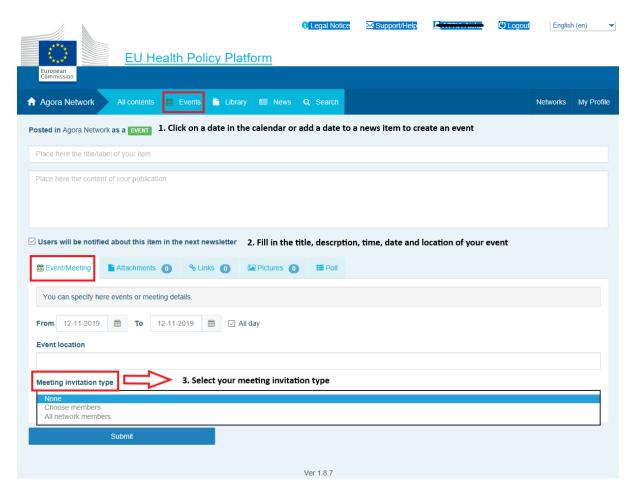
Note that you can modify your publications and resubmit anytime.



4.2 Post events

To post an event:

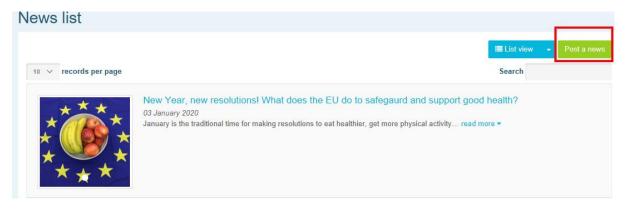
- 1. **Click on the "Events" tab** in the menu bar and select the date by clicking on the day of your choice in the calendar. You can also create an event by simply adding a date to a news item you are creating.
- 2. **Fill in** the title, description, date, time and location of your event.
- 3. Click on "Meeting invitation type" to select which users you wish to invite to your event. Select "None" to publish an event in your network's calendar. Select "Restricted" to select the specific network users you want to invite in the "Meeting attendance tab", click on "Network" to invite the entire network to your event. Users will receive a notification in the "upcoming events" section on the top of the page when invited to an event.



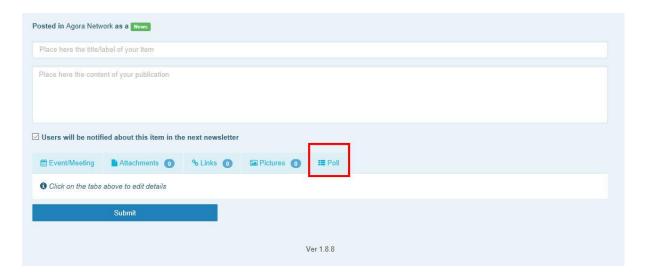
4.3 Post a Poll

To post a poll in your network:

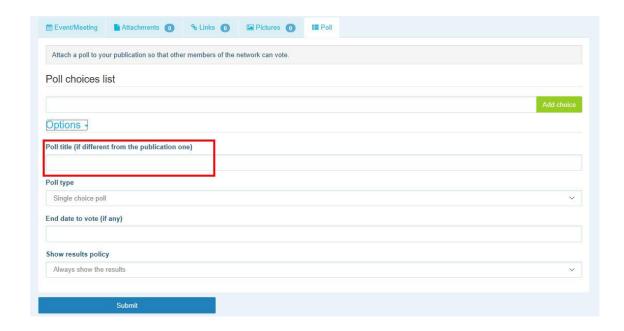
a. Click on "write a publication here" as described above or "post a news" as shown below:



b. Click on the button "poll" as shown below



- c. Fill in the fields as follows:
 - a. Give a title to your poll
 - b. Include a description as the body of your poll



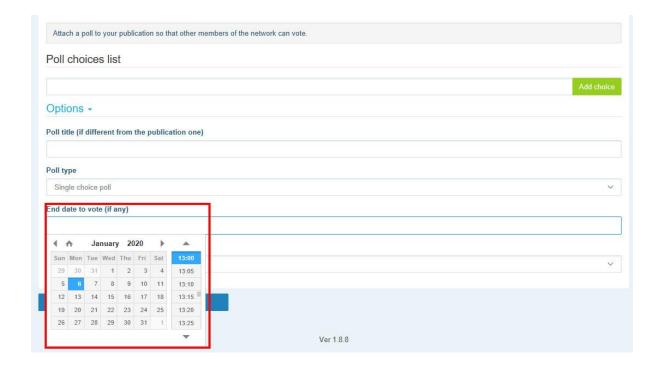
- a. Write your list of options: write the option and click on add
- c. The structure of you poll options will appear like that:



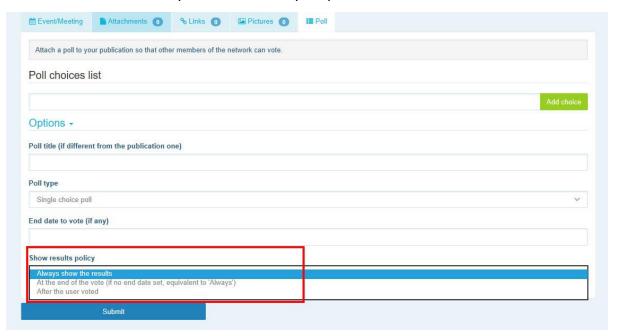
d. Click on "poll type" to select the option multiple choice or single choice



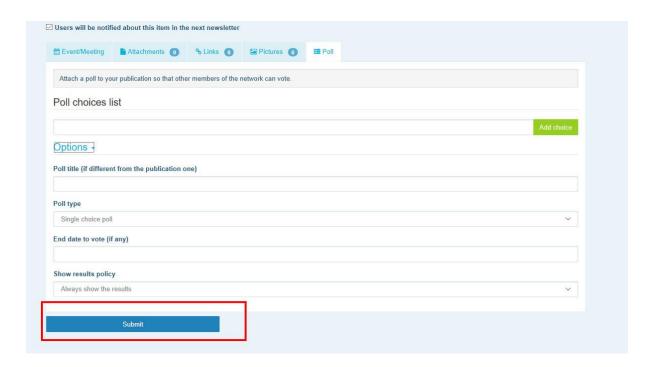
e. Choose the end date of your poll. Please note that it cannot be changed when published:



f. Choose the visibility of the results of your poll:



 a. Once all of that is complete you can publish you poll into your network by clicking on submit



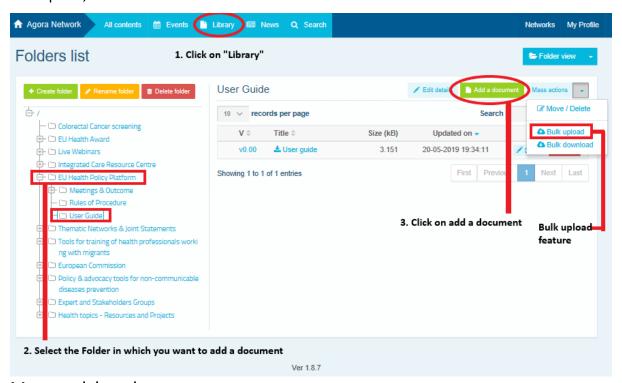
4.4 Share documents in a networks' library

Post a document in the library of a network

Click on "Library" in the menu bar. Select the folder in which you wish to post a document.

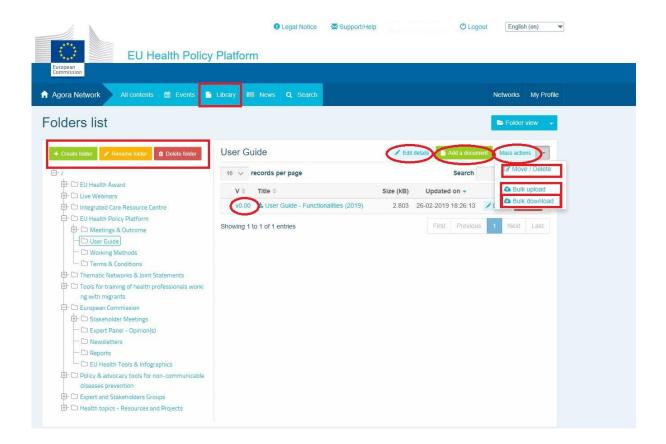
Click on "Add a document", and fill the information related to your document: title and description,

then click on "Submit".



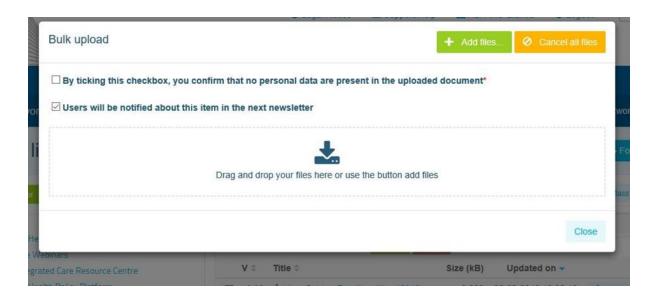
Move or delete documents

In order to move or delete a document click on "Mass actions" press on "move" or "delete". Then tick the box next to the file and drag and drop the file to the desired folder, or delete the file. Note that to delete a folder, you have to first delete all documents inside the concerned folder.



Bulk upload feature

If you have several documents to upload, you can use the "bulk upload" feature by clicking on "Mass actions", then "bulk upload" as shown above.

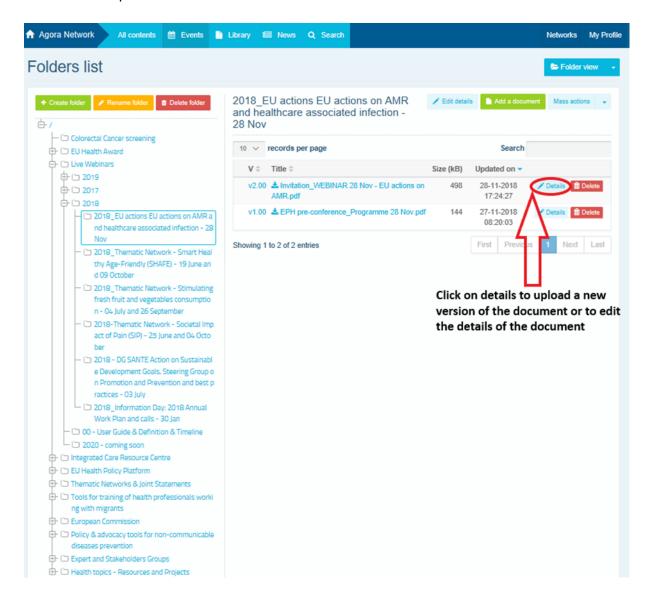


Bulk download feature

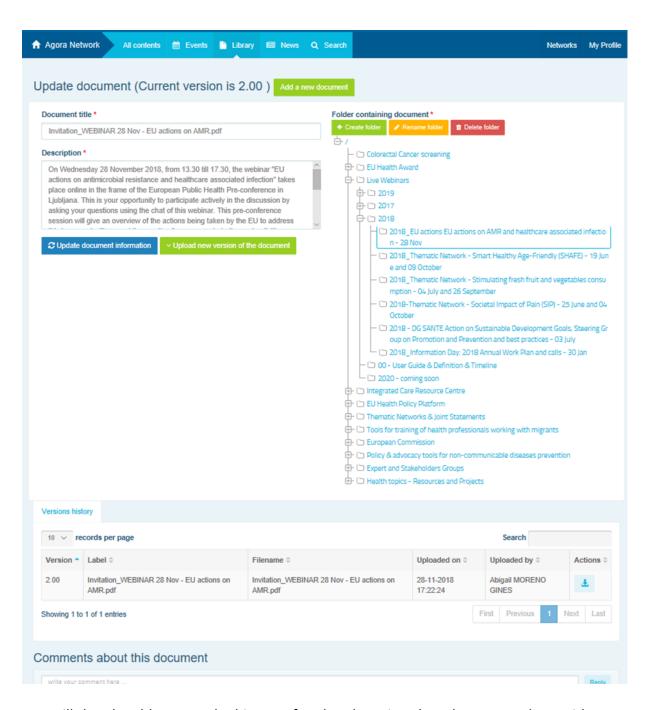
If you have several documents to download, you can use the "bulk download" feature by clicking on "Mass actions" and then clicking on "bulk download".

Using the "working document" functionality

In all networks, you have the option to review, make changes, and update your documents. To update a document, go to the library of your selected network, and click on the document of your choice. Download the file and make your desired changes (note: remember to turn on 'Track Changes' in Word). To upload the edited document, click on the "Details" option next to the file.



Then, click on the green button "Upload new version of document", fill in the required information and save the new version.



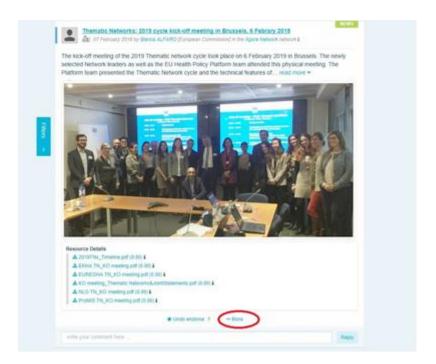
You will then be able to see the history of updated versions by other users, along with your version titled: 2.00 etc. in chronological order.

(For moderators only) Create or select a folder

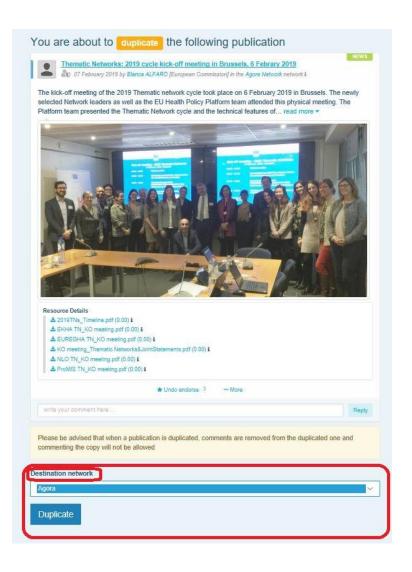
Navigate to the "Library" tab. If you are a moderator, you should see the options to create, rename or delete a folder. Click on "Create folder" and a new folder titled "New Folder" will appear on the list. To edit the information of the folder such as name and description, select the folder and click on "Edit details". You can drag the folder and move it under another one in order to create a user-friendly library structure.

4.5 (For moderators only) Duplicate a news item or an event

Copy a publication or an event from one group (i.e. your stakeholder group) to another one (i.e. the Agora Network). Simply navigate to the homepage of any of your networks where you are the moderator, and on the publication you wish to share to another group, click on "More" and then "Copy".



A new screen will appear, informing you are 'about to duplicate the following publication'. Scroll to the bottom of the post to "Destination network", and from the drop-down menu of groups you moderate, select the group in which you wish to share the news item or the event.

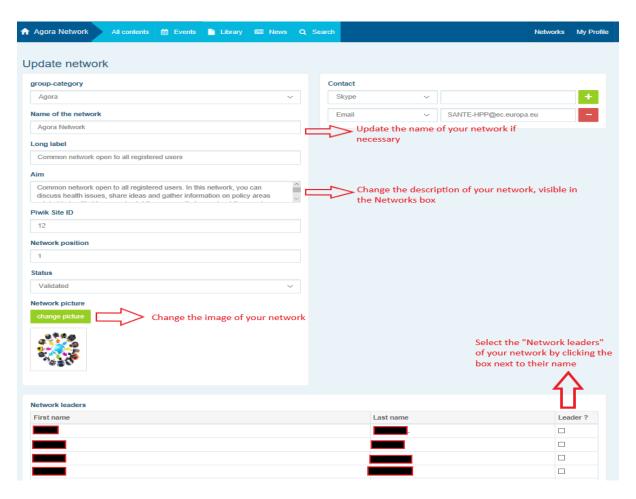


4.6 (For moderators only) Modify the information of your network

In the "Networks" tab, you will find your network box. Please click on the "pencil button".



You will be able to modify your network's information.



As a moderator, you will be able to: update your networks's name, change the description of your network, which will be visible in your network box in "Other networks" an in the "Aim" section inside your network, change the image of your network, and select the network leaders.

5 Stay informed: announcements box, the latest updates networks and the bi-weekly HPP newsletter

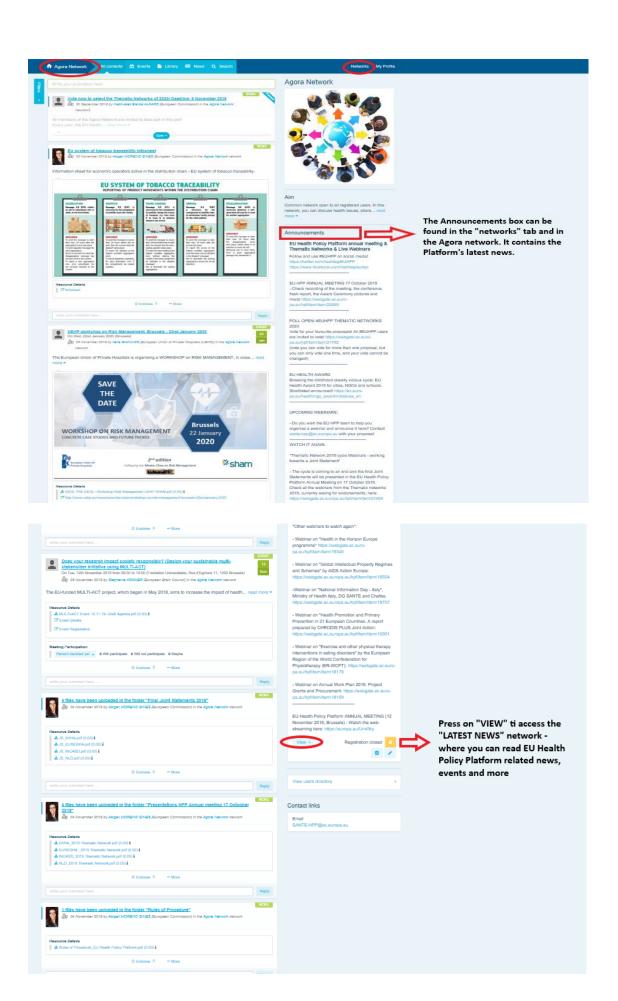
The EU Health Policy Platform provides several ways to stay updated on the latest EU Health Policy activities.

5.1 The Announcements box

Read the Announcement box in the Agora network, where the moderators will post the latest news regarding webinars, meetings, and other announcements. You can find it in the Agora network.

5.2 Latest updates network

The Latest update network is a network dedicated to Platform specific news. You can access it by clicking the button "view" underneath the "Announcement box".



5.3 The biweekly newsletter

Twice a week an automatic email is sent with the object "Latest EU Health Policy Updates". In this email you will find the latest news, documents and events posted by yourself and other users, in all the networks you belong to. This newsletter contains hyperlinks to the articles, only readable for registered users. A specific section is automatically created for restricted networks; each user will only see the news from the networks of which s/he is member of.

