

Guide to upload a content on IMEAS web Platform

Select the personal “**Profile Page**”, as indicated in Figure 1, or click on “Upload a Content” in the call to action buttons.

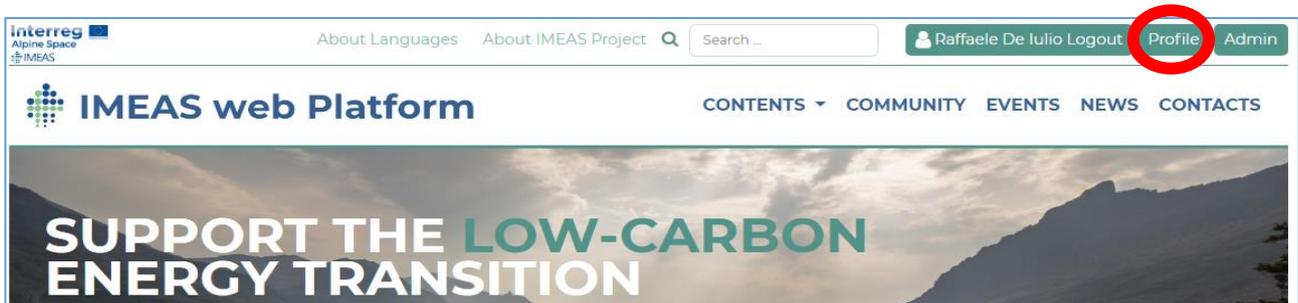


Figure 1

You will be directed to your Dashboard (Figure 2).

At the left side of the screen, select the option “**User Submitted Products**” where all uploaded contents will be listed, and then select “**Add New**”.

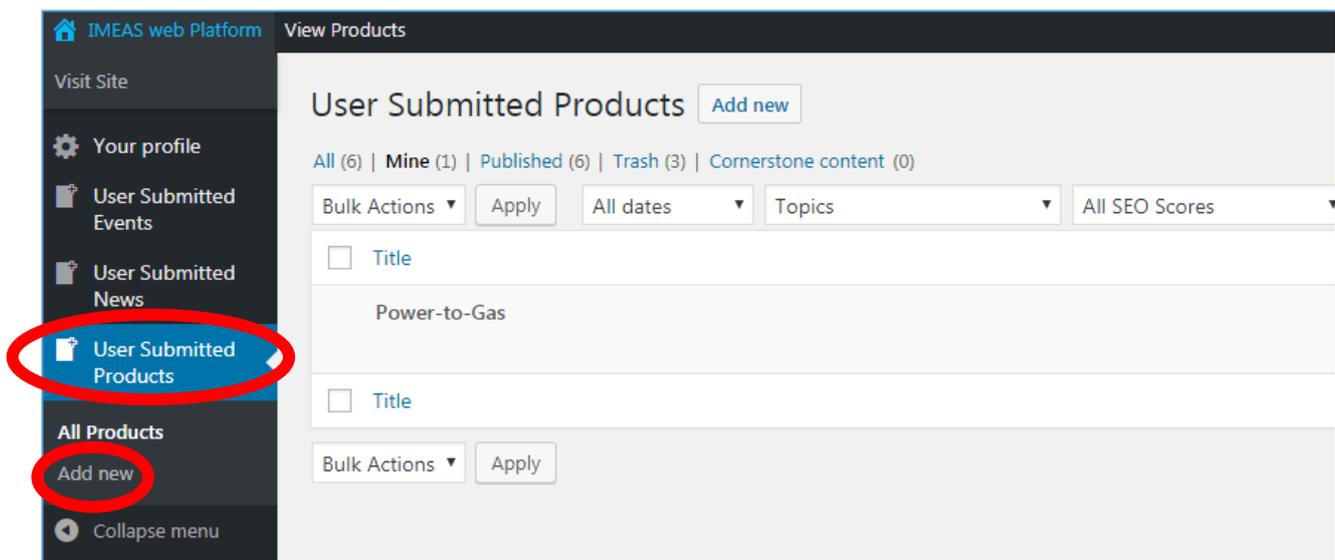


Figure 2

When the “**Add new Product**” Page is open (Figure 3), the fields to be filled in are visible and red asterisks identify the mandatory ones.

Write the **Title [1]** of the content you are uploading and select the **Typology [2]**.

Include the **Keywords [3]** (they can be selected among the available ones or can be added through the “plus” button on the right of the field). Keywords are essential elements for the text search of the Platform, please indicate the relevant ones.

Indicate the name of the **Authors [4]** of the product (surname1 name1, surname2 name 2, etc.).

After the Authors field, please remember to **Confirm [5]** that you are uploading a content for which you own the copyright or have permission to upload it (see [Terms of Use](#) for more details, note that you cannot upload a content that is not free of use, or available without restrictions).

Please indicate the **Topics [6]** for your content and select which one is the primary by importance.

Add new Product

EASE - Thermal Storage Position Paper **1**

User Submitted Product

Type *
Please select

- Guideline
- Document **2**
- Web-based Tool
- Offline Tool
- Image/Scheme
- Video
- Case history

Keywords
Select **3**

Authors *
alphabetic order (surname1 name1, surname2 name2, etc.) (NOTE: this field will be visible to Registered Users)

De Iulio Raffaele **4**

Copyright *
 I confirm that I am uploading content for which I own the copyright or have permission to upload **5**

Publish

Save Draft Preview

Status: Draft

Visibility: Public

Readability: Needs Improvement

SEO: Not available

Submit for Review

Topics

Topics Most Used

- Governance and Policies
- Data and Models
- Planning and Implementation
- Stakeholder Engagement
- Low carbon Transition
- Technologies
- Joint Actions
- Other Topics **6**

Figure 3

The next fields (Figure 4) are the **Abstract [7]** of the uploaded content (please follow the instructions in the box) and the **Date [8]** of latest review of your content.

Copyright *
 I confirm that I am uploading content for which I own the copyright or have permission to upload **7**

Abstract *

Paragraph **B I** [List icons]

ABC [Color icons]

(max. 500 chars spaces included)

Please write the abstract answering to the following questions and using key words (to highlight the added value of the product and get your readers to identify with the target audience):

1. What is the purpose of the product? What benefit does it provide to the user? (The reason for the user to use our products)
2. How does it work? What is about? (describe the content and methodology)
3. What is the target audience? (possibly indicate wide audience categories, grouping the different proto-personas)

Content date *
Please indicate the latest review (e.g. 23/05/2018, 05/2018, 2018) **8**

July 2017

Figure 4

You can include additional text in the section **Additional text to be displayed [9]**. You can here include a short text for call to action, request for feedbacks, notes and acknowledgement. After that, you can leave **Contact for request [10]** in the designed field.

The next field is to indicate the **Language [11]** of the uploaded content. If the language is not English, French, German, Italian or Slovenian, you can choose "Other" option.

In addition, there are two section related to **Feedback [12]** and **Contact for feedback [13]**.

Contact for request
insert email if you want to be contacted for requests about your submitted product (NOTE: this field will be visible to Registered Users)

raffaele.deiulio@enea.it

Language
Please add the languages available for this content

- English
- French
- German
- Italian
- Slovenian

Feedback
Feedback field

Contact for feedback
Email contact to send feedbacks for this content

raffaele.deiulio@enea.it

Figure 5

At this point you can find a field for **External link [13]**, in order to write a URL where to find the content. Then, you can **upload the file [14]** of your content and write a short **description (15)**. You have the possibility to upload up to 3 files giving them different description (e.g. file1 is an excel tool “Buldging.xlsx”, description file1: “Excel tool to calculate energy saving in buildings”, file2 is a little guide on the tool “Guide.pdf”, description file2: “Guide on how to fill the Building tool”, etc.). These files will be available for download to the Registered Users of the Platform.

Contact for feedback
Email contact to send feedbacks for this content

raffaele.deiulio@enea.it

External link
The link must start with “http://” or “https://”

http://ease-storage.eu/wp-content/uploads/2017/07/2017.07.10_EASE-Thermal-Storage-Position-Paper_for-distribution.pdf

Upload file 1
You can load up to 3 files. NOTE: IMEAS web Platform will use the Abstract to promote your product through its social and media channels

 2017.07.10_EASE-Thermal-Storage-Position-Paper_for-distribution.pdf
File name: 2017.07.10_EASE-Thermal-Storage-Position-Paper_for-distribution.pdf
File size: 401 KB

Upload file 1 description
Descriptive text displayed next to the download button for this file

Thermal Energy Storage Position Paper - EASE (English)

Upload file 2
Scegli file | Nessun file selezionato

Upload file 2 description
Descriptive label to show with the download button for this file.

Figure 6

The last section is to **add images** attached to your content post. The first one will be the image visible in the preview. You have the possibility to add a **label visible on the image**. Please remember to include **image credit**, because images you upload will be used by IMEAS web Platform to promote your product through its social and media channels, events, etc.

Upload file 2 description
Descriptive label to show with the download button for this file.

Image 1
You can load up to 3 images. NOTE: the first image will be displayed as cover image and will be visible publicly in the web. IMEAS web Platform will use it to promote your product through its social and media channels

I Storage Position P
1017

Image 1 label
TES Position Paper cover

Image 1 credit
Please include image credit. NOTE that this image will be displayed as cover image and will be visible publicly in the web. IMEAS web Platform will use it to promote your product through its social and media channels, events, etc.
EASE

Image 2

Figure 7

The last field is for IMEAS Consortium Partners. If you are not part of IMEAS Project, please leave this section not compiled.

IMEAS Content
DO NOT COMPILE THIS: This field will be compiled from an administrator after content submission.

Figure 8

During the compiling process, please remember to save your post draft using the **Save Draft** button on the top right of the page. On the right of "Save Draft" button, there is the **Preview Button** where you have the possibility to check how your post will be visualized.

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EASE - Thermal Storage Position Paper

User Submitted Product

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Please select

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Select

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alphabetic order (surname1 name1, surname2 name2, etc.) (NOTE: this field will be visible to Registered Users)

De Iulio Raffaele

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Publish

Status: Draft
Visibility: Public
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SEO: Not available

Topics
Most Used

Governance and Policies
 Data and Models
 Planning and Implementation
 Stakeholder Engagement
 Low carbon Transition
 Technologies
 Joint Actions
 Other Topics

At the end of this process, please check all the inserted data, and finally you can **Submit for Review** using the specific button at the top right of the page.

Your content will be reviewed by Platform Administrators and if accepted it will be published on the Platform.

Thank you for your contribution!

We are looking forward to share more of your content on our Platform!