



the Learning Network on  
Sustainable energy systems

# LeNSes website installation Quick Guide

In this website section you can:

- DOWNLOAD THE WEBSITE FOR A NEW INSTALLATION**
- ADD NEW PARTNERS**
- ADD AFFILIATED NETWORKS AND THEIR LINKS**

# DOWNLOAD THE WEBSITE FOR A NEW INSTALLATION 1/2

The screenshot shows the LeNSes website interface. At the top left is the LeNSes logo and the text 'the Learning Network on Sustainable energy systems'. On the top right, there are dropdown menus for 'Affiliated network' and 'Select Language', along with 'LOGOUT' and 'REGISTER' buttons. A navigation bar below the header contains links for 'ABOUT LENSES', 'NETWORK', 'COURSES', 'CONTENTS', 'TOOLS', 'PROJECTS', and 'STUDY CASES'. The main content area is titled 'Download LeNSes website' with a blue circle containing the number '2'. Below this title, it says 'The final Realise will be up soon'. A horizontal line separates this from the 'Download Study Cases section' which has a blue circle containing the number '1'. This section provides instructions for downloading an offline version, including a list of steps for using Server2Go and instructions for using a personal server. At the bottom of the content area, there are two 'Download' buttons: one for 'STUDY CASES Offline' and one for 'Server2Go'. The footer contains navigation links for 'How it works', 'Personal area', 'Download site', 'Contacts', and 'Credits'. It also features the EDULINK logo, funding information, a Creative Commons license icon, and a CC BY-NC-ND license.

After having logged in, click on the DOWNLOAD SITE section **1** and in case user is not allowed send an e-mail to the LeNSes Admin ([lenses@polimi.it](mailto:lenses@polimi.it)) asking for the permission of downloading the website.

# DOWNLOAD THE WEBSITE FOR A NEW INSTALLATION 2/2

The screenshot shows the LeNSes website with the following elements:

- Header:** LeNSes logo, "the Learning Network on Sustainable energy systems", "Affiliated network" dropdown, "Select Language" dropdown, "LOGOUT" and "REGISTER" buttons.
- Navigation:** ABOUT LENSES, NETWORK, COURSES, CONTENTS, TOOLS, PROJECTS, STUDY CASES.
- Main Content:**
  - Download LeNSes website** (annotated with a blue circle '2'): "The final Realise will be up soon".
  - Download Study Cases section:** Instructions for offline use, including a 6-step list for Server2Go and instructions for quitting the server or using a local server.
  - STUDY CASES Offline:** "Download" button.
  - Server2Go:** "Download" button (annotated with a blue circle '1').
- Footer:** "How it works", "Personal area", "Download site", "Contacts", "Credits", EDULINK logo, "LeNSes project funded by the EDULINK II - ACP programme, European Commission.", "Creative Commons licence", and CC BY-NC-ND license icons.

Download the folder Website and database, then download the **1** manual and give all to your Server manager to be uploaded online on a different address

# ADD NEW PARTNERS 1/3

The screenshot displays the LeNSes website interface. At the top left is the LeNSes logo and the text "the Learning Network on Sustainable energy systems". To the right are dropdown menus for "Affiliated network" and "Select Language", along with "LOGOUT" and "REGISTER" buttons. The navigation menu includes "ABOUT LENSES", "NETWORK" (highlighted with a blue circle '1'), "COURSES", "CONTENTS", "TOOLS", "PROJECTS", and "STUDY CASES". The main content area is divided into "MEMBERS" and "PARTICIPANTS" sections. The "JOIN AS MEMBER" section (highlighted with a blue circle '2') contains a registration form with fields for: Type (University, company, NGO etc.), Logo (100x100 JPG\*), Name\*, Description (max 280 characters)\*, Reference person\*, E-mail of the reference person\*, Country\*, Address\*, Web site, E-mail\*, and News. A "REGISTER" button (highlighted with a blue circle '3') is located at the bottom of the form. The footer includes links for "How it works", "Personal area", "Download site", "Contacts", "Credits", and "Design Competition", along with logos for EDULINK and Creative Commons licence.

Once the website is online, click on NETWORK **1** and then on JOIN AS MEMBER **2** fill the form and ask your partners to do the same. Confirm by clicking REGISTER **3**

## ADD NEW PARTNERS 2/3

The screenshot shows the LeNSes website administrator interface. At the top left is the LeNSes logo and the text "the Learning Network on Sustainable energy systems". To the right are dropdown menus for "Affiliated network" and "Select Language", and buttons for "LOGOUT" and "REGISTER". Below the header is a navigation menu with tabs: "ABOUT LENSES", "NETWORK", "COURSES", "CONTENTS", "TOOLS", "PROJECTS", and "STUDY CASES". A secondary menu contains various management options: "Profile", "Manage Users", "Manage Challenges & Groups", "Manage Jolly Area", "Manage Partners", "Manage Members" (highlighted with a blue circle and the number 2), "Edit Logo, Affiliated Network and Select Language", "Edit Home page and News", "Edit About LeNSes and Network", "Edit Interface", and "Edit Download Site, Contacts and Credits". The main content area is titled "Publish a Member" and contains three member entries. Each entry has a "Publish", "Edit", and "Delete" button. The first entry is for "University of Milan" with a "Publish" button highlighted by a blue circle and the number 3. The second entry is for "asdasdads" and the third for "Marko Marjanovic". Each entry includes a "News:" text area, an email address "hello@tigerwhale.com", and location information. At the bottom of the main content area, a "Personal area" tab is highlighted with a blue circle and the number 1. The footer contains "How it works", "Personal area", "Download site", "Contacts", "Credits", and "Design Competition" links, along with logos for EDULINK and Creative Commons.

Logged as administrator, click on PERSONAL AREA **1** and click on the tab MANAGE MEMBERS **2** and click on PUBLISH **3** to make a member request appear in the member page.

## ADD NEW PARTNERS 3/3

The screenshot shows the LeNSes website interface. At the top, the logo 'LeNSes' is displayed with the tagline 'the Learning Network on Sustainable energy systems'. Navigation tabs include 'ABOUT LENSES', 'NETWORK', 'COURSES', 'CONTENTS', 'TOOLS', 'PROJECTS', and 'STUDY CASES'. A secondary navigation bar contains buttons for 'Profile', 'Manage Users', 'Manage Challenges & Groups', 'Manage Jolly Area', 'Manage Partners' (highlighted with a red circle and '1'), 'Manage Members', 'Edit Logo, Affiliated Network and Select Language', 'Edit Home page and News', 'Edit About LeNSes and Network', 'Edit Interface', and 'Edit Download Site, Contacts and Credits'. Below this, a list of partners is shown. The first entry is for 'University of Nairobi' with contact information for Jan Carel Diehl and Lilac Osanjo. The second entry is for 'University of Milan' with contact information for Tiger Whale. A red circle and '2' highlight the 'Publish' button next to the University of Milan entry. The footer includes 'EDULINK', 'LeNSes project funded by the EDULINK II - ACP programme, European Commission.', 'Creative Commons licence', and a CC BY-NC-ND logo.

And if you want to make a member become a partner, click on the tab **MANAGE PARTNERS** **1** and click on **PUBLISH** **2** to make a member appear even in the partner page.

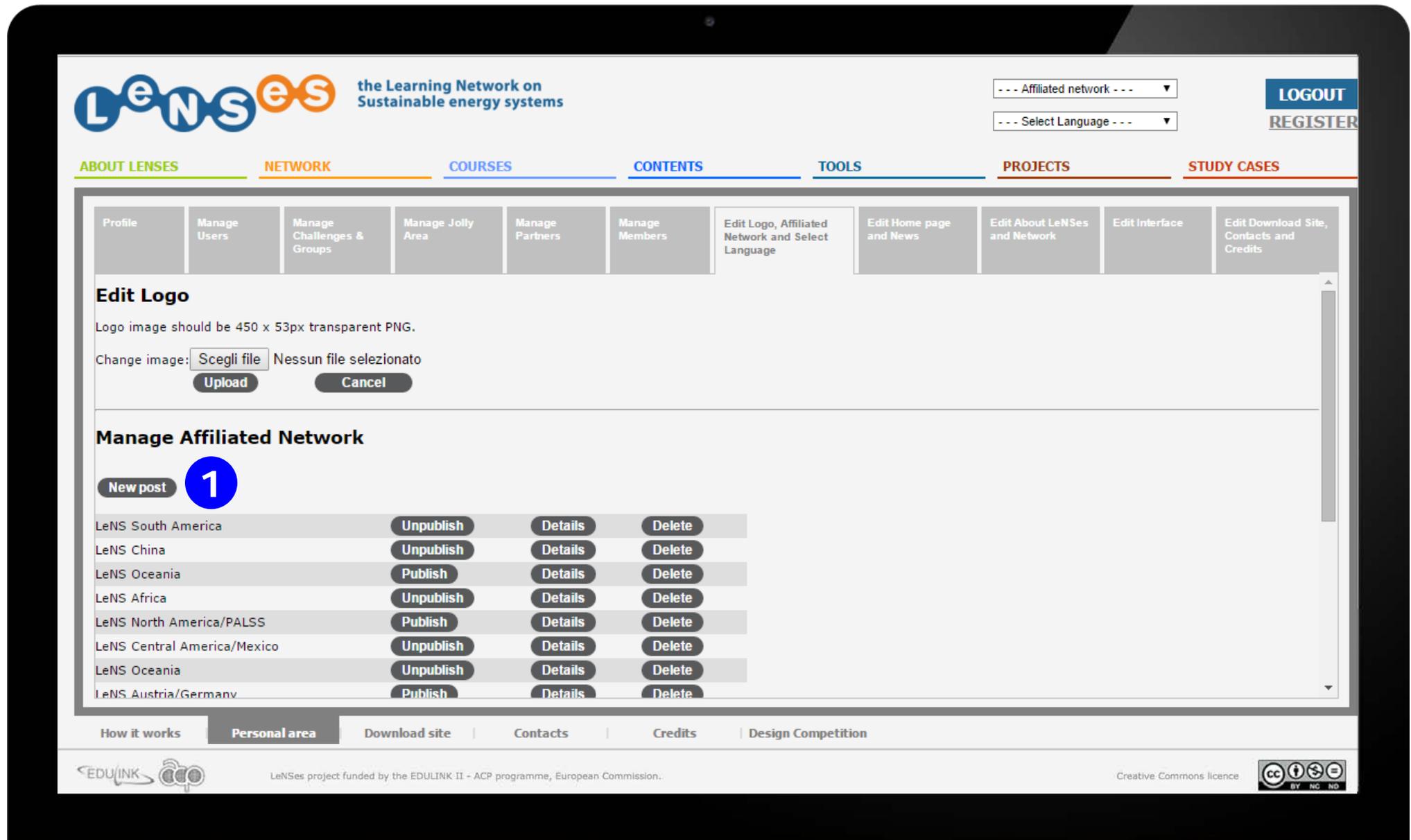
# ADD AFFILIATED NETWORKS AND THEIR LINKS 1/4

The screenshot shows the LeNSes user interface. At the top, there is a navigation menu with tabs: ABOUT LENSES, NETWORK, COURSES, CONTENTS, TOOLS, PROJECTS, and STUDY CASES. Below the navigation menu, there is a secondary menu with tabs: Profile, Manage Users, Manage Challenges & Groups, Manage Jolly Area, Manage Partners, Manage Members, Edit Logo, Affiliated Network and Select Language (highlighted with a blue circle and the number 1), Edit Home page and News, Edit About LeNSes and Network, Edit Interface, and Edit Download Site, Contacts and Credits. The 'Edit Logo' section is active, showing a text input field with the value 'Scegli file' and a button labeled 'Scegli file' (highlighted with a blue circle and the number 2). Below this, there are 'Upload' and 'Cancel' buttons. The 'Manage Affiliated Network' section is also visible, showing a table of affiliated networks with columns for 'Unpublish', 'Details', and 'Delete'.

Network Name	Unpublish	Details	Delete
LeNS South America	Unpublish	Details	Delete
LeNS China	Unpublish	Details	Delete
LeNS Oceania	Publish	Details	Delete
LeNS Africa	Unpublish	Details	Delete
LeNS North America/PALSS	Publish	Details	Delete
LeNS Central America/Mexico	Unpublish	Details	Delete
LeNS Oceania	Unpublish	Details	Delete
LeNS Austria/Germany	Publish	Details	Delete

If you desire to change the logo image, click on the tab EDIT LOGO, AFFILIATED NETWORK AND SELECT LANGUAGE **1** and click on CHOOSE FILE and then UPLOAD **2**.

# ADD AFFILIATED NETWORKS AND THEIR LINKS 2/4



To add new Affiliated Network and click on NEW POST **1**

# ADD AFFILIATED NETWORKS AND THEIR LINKS 3/4

LeNSes the Learning Network on Sustainable energy systems

--- Affiliated network ---  
--- Select Language ---

LOGOUT  
REGISTER

ABOUT LENSES NETWORK COURSES CONTENTS TOOLS PROJECTS STUDY CASES

Profile Manage Users Manage Challenges & Groups Manage Jolly Area Manage Partners Manage Members Edit Logo, Affiliated Network and Select Language Edit Home page and News Edit About LeNSes and Network Edit Interface Edit Download Site, Contacts and Credits

### Manage Affiliated Network

Name:  **1**

Link:

**2** Create Cancel

LeNS South America	Unpublish	Details	Delete
LeNS China	Unpublish	Details	Delete
LeNS Oceania	Publish	Details	Delete
LeNS Africa	Unpublish	Details	Delete
LeNS North America/PALSS	Publish	Details	Delete
LeNS Central America/Mexico	Unpublish	Details	Delete
LeNS Oceania	Unpublish	Details	Delete
LeNS Austria/Germany	Publish	Details	Delete
LeNS Italia	Unpublish	Details	Delete
LeNS	Unpublish	Details	Delete

How it works Personal area Download site Contacts Credits Design Competition

EDULINK LeNSes project funded by the EDULINK II - ACP programme, European Commission. Creative Commons licence

Insert the name of an affiliated network (ex: LeNS-Italia) and its web address **1** and confirm by clicking CREATE **2**.

## ADD AFFILIATED NETWORKS AND THEIR LINKS 4/4

The screenshot displays the LeNSes user interface. At the top, the logo 'LeNSes' and the text 'the Learning Network on Sustainable energy systems' are visible. A navigation menu includes 'ABOUT LENSES', 'NETWORK', 'COURSES', 'CONTENTS', 'TOOLS', and 'STUDY CASES'. A dropdown menu is open, showing a list of affiliated networks: 'LeNS', 'LeNS South America', 'LeNS Africa', 'LeNS Central America/Mexico', 'LeNS Oceania', and 'LeNS China'. Below the navigation, there are several management tabs: 'Profile', 'Manage Users', 'Manage Challenges & Groups', 'Manage Jolly Area', 'Manage Partners', 'Manage Members', 'Edit Logo, Affiliated Network and Select Language', 'Edit Home page and News', 'Edit About LeNSes and Network', and 'Edit Download Site, Contacts and Credits'. A 'Change image' section is present with an 'Upload' button. The main content area is titled 'Manage Affiliated Network' and contains a table of existing networks. The table has columns for the network name and three action buttons: 'Unpublish', 'Details', and 'Delete'. The 'LeNS Italia' row has a 'Publish' button highlighted with a blue circle labeled '1'. A blue circle labeled '2' is positioned above the dropdown menu, and a blue circle labeled '3' is positioned next to the 'LeNS' item in the dropdown menu. At the bottom, there is a footer with 'EDULINK' logo, 'LeNSes project funded by the EDULINK II - ACP programme, European Commission.', 'Creative Commons licence', and a CC BY-NC-ND license icon.

Network Name	Unpublish	Details	Delete
LeNS South America	Unpublish	Details	Delete
LeNS China	Unpublish	Details	Delete
LeNS Oceania	Publish	Details	Delete
LeNS Africa	Unpublish	Details	Delete
LeNS North America/PALSS	Publish	Details	Delete
LeNS Central America/Mexico	Unpublish	Details	Delete
LeNS Oceania	Unpublish	Details	Delete
LeNS Austria/Germany	Publish	Details	Delete
LeNS Italia	Publish	Details	Delete
LeNS	Unpublish	Details	Delete

Click on PUBLISH **1** to make the affiliated network appear in the banner list. The published affiliated network appear at **2**; by selecting one item in the list you will be automatically directed to the selected network (LeNS affiliated platform) **3**.