

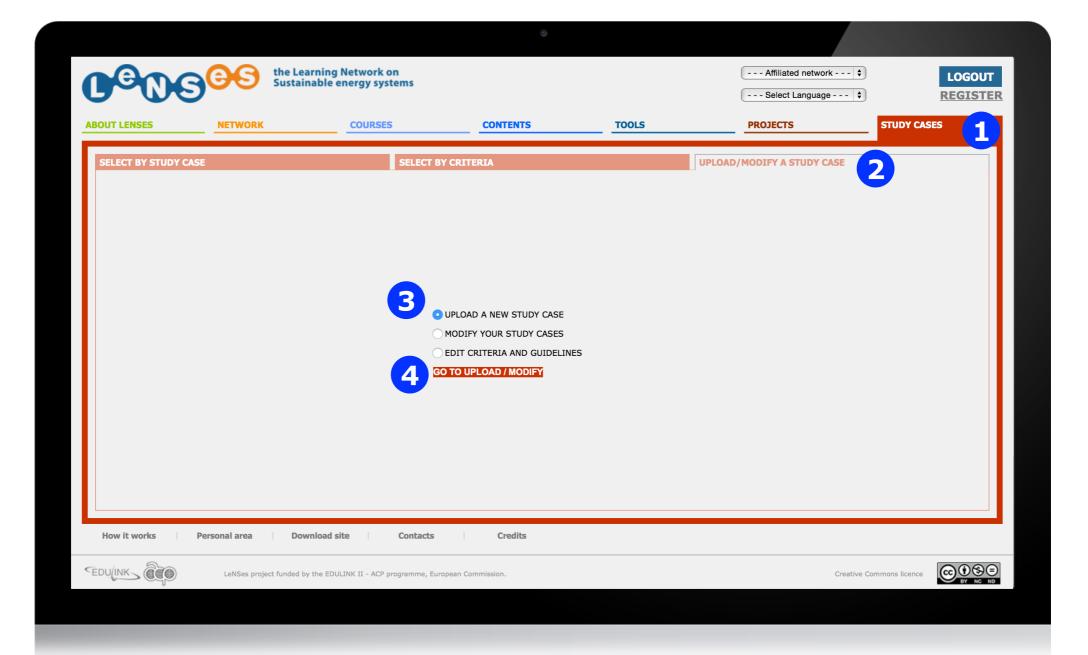
STUDY CASES Quick Guide

In this website section you can:

UPLOAD A STUDY CASE

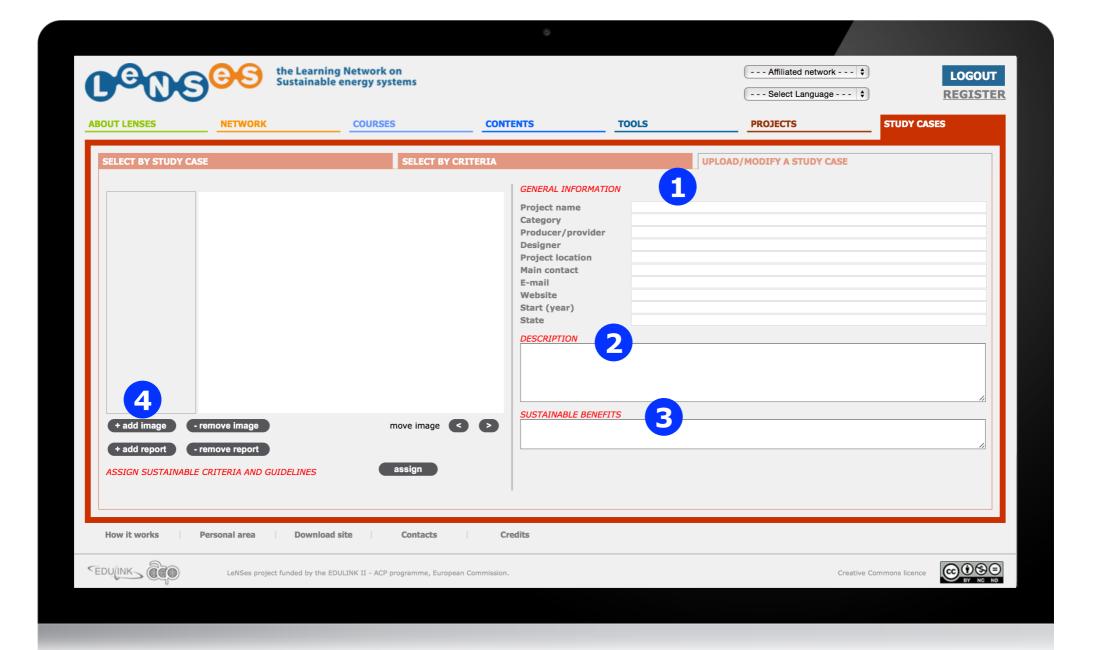
MODIFY A STUDY CASE

UPLOAD A NEW STUDY CASE 1/8



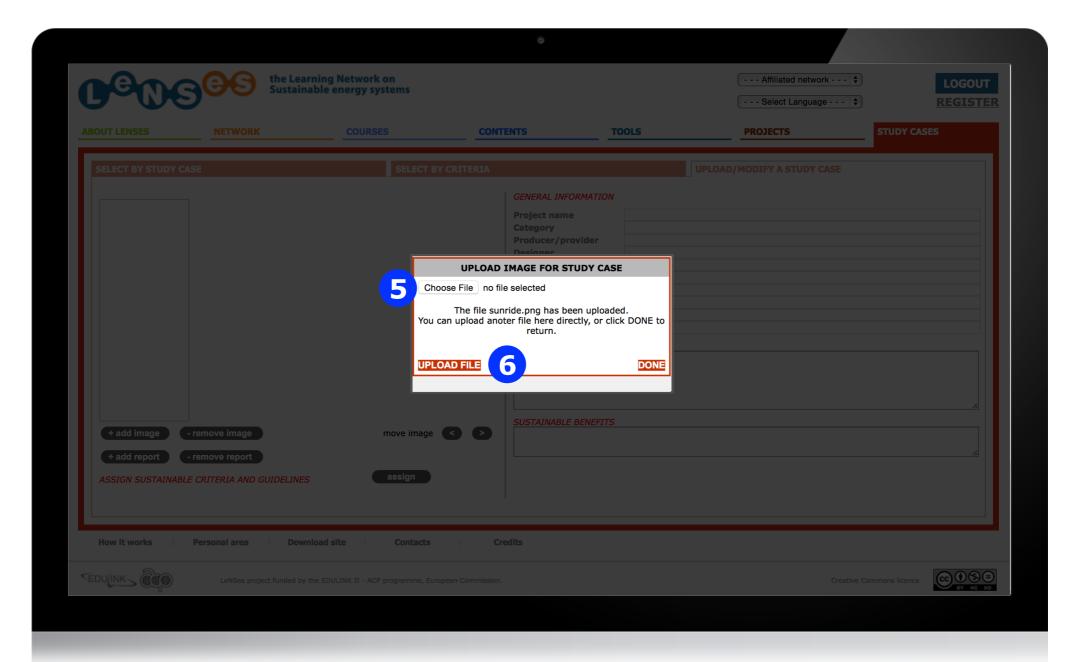
After having logged in (if user allowed), you click on 'STUDY CASES' and then on the tab 'UPLOAD/MODIFY A STUDY CASE' 2. Then you select 'UPLOAD A NEW STUDY CASE' 3, and click on 'GO TO UPLOAD/MODIFY' 4

UPLOAD A NEW STUDY CASE 2/8



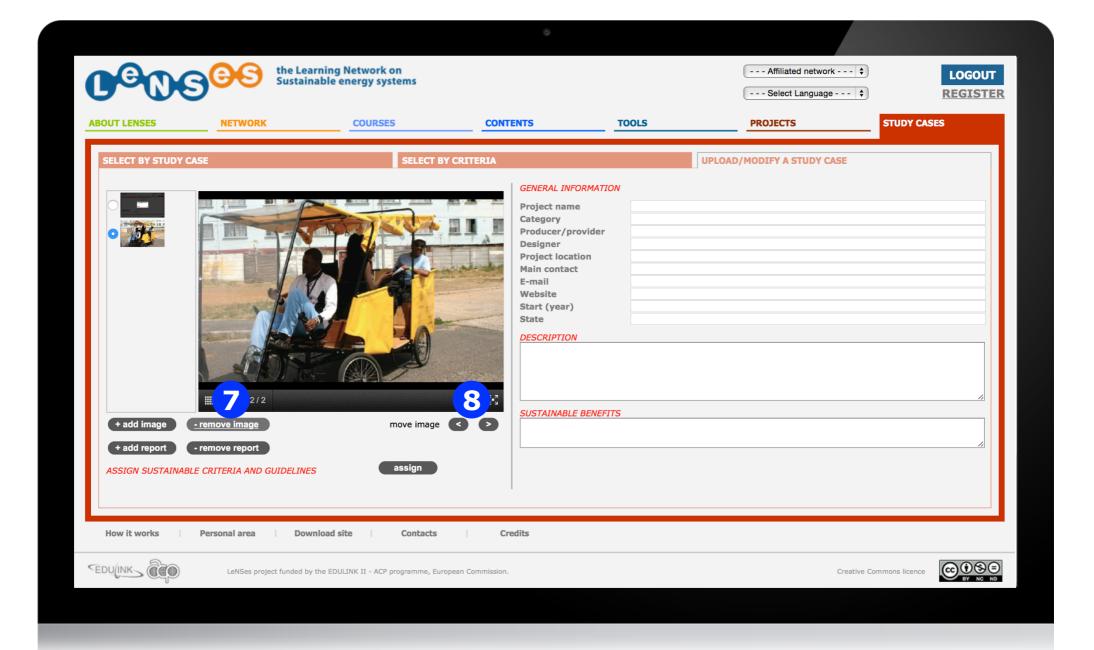
Then you need to fill the displayed fields, inserting the GENERAL INFORMATION 1, the DESCRIPTION 2 and the SUSTAINABLE BENEFITS 2 of the study case. To upload images click on '+add image' 4

UPLOAD A NEW STUDY CASE 3/8



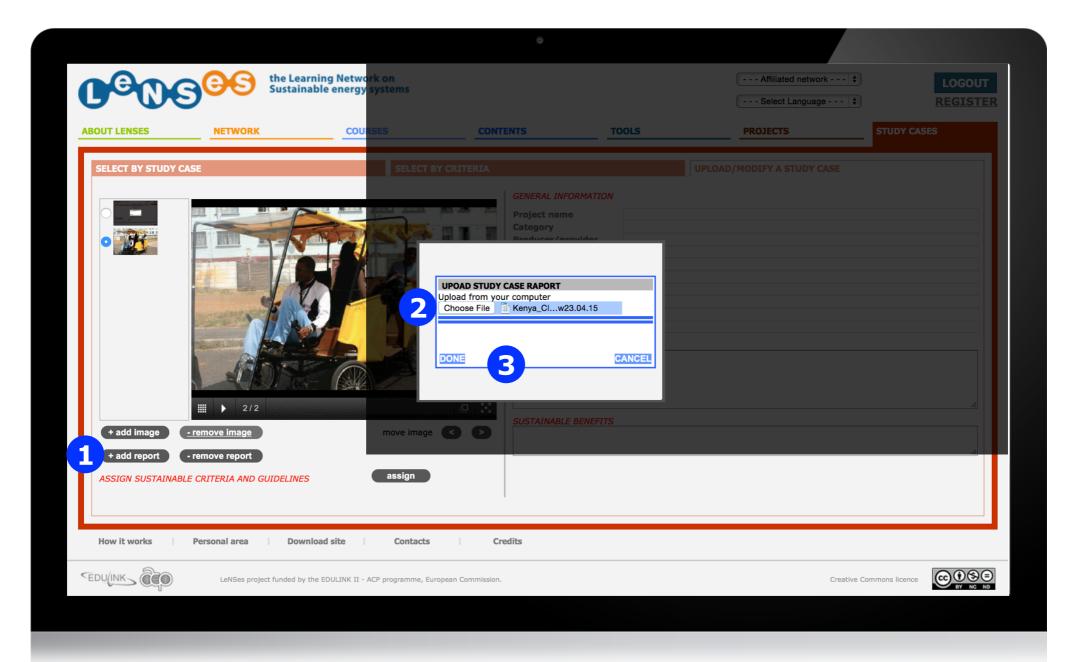
Click on 'choose file' 5 and then upload file 6

UPLOAD A NEW STUDY CASE 4/8



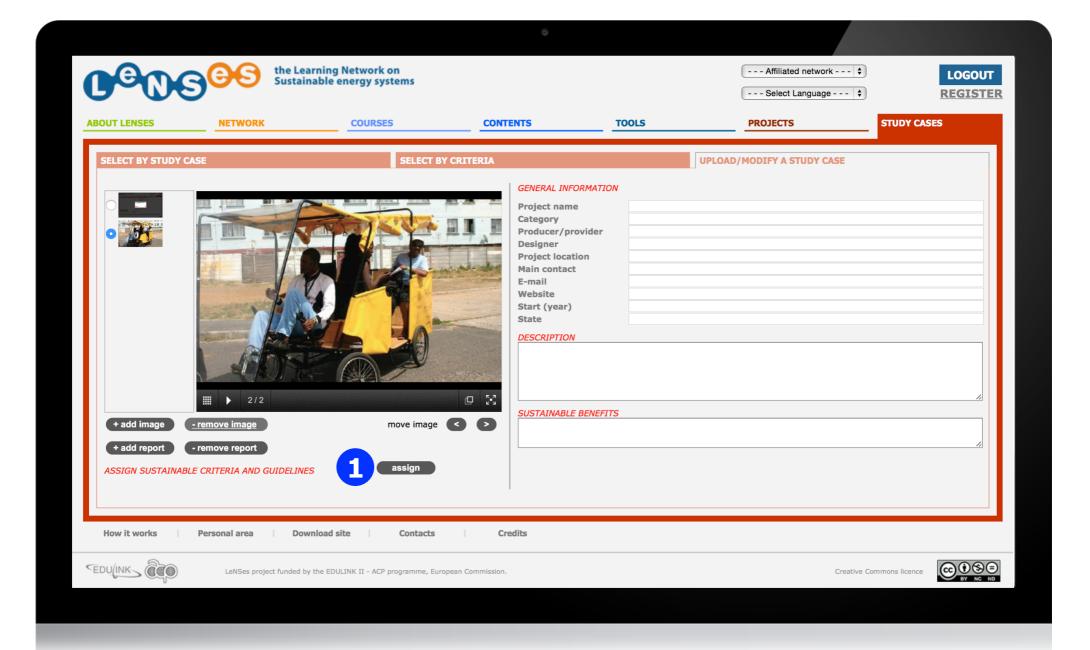
If the uploaded one is wrong select '-remove image' 7 or if it is uploaded in the wrong order move the image using '<' or '>' 8.

UPLOAD A NEW STUDY CASE 5/8



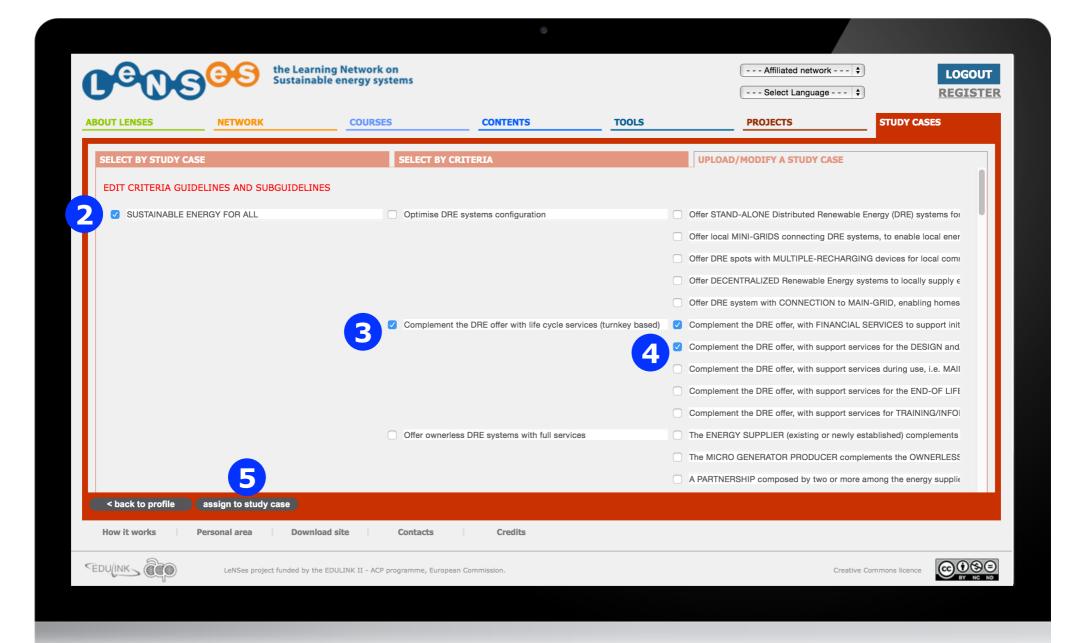
To upload a downloadable report of the study case click on '+ add report'. Click on 'choose file' 2 and then upload file 3

UPLOAD A NEW STUDY CASE 6/8



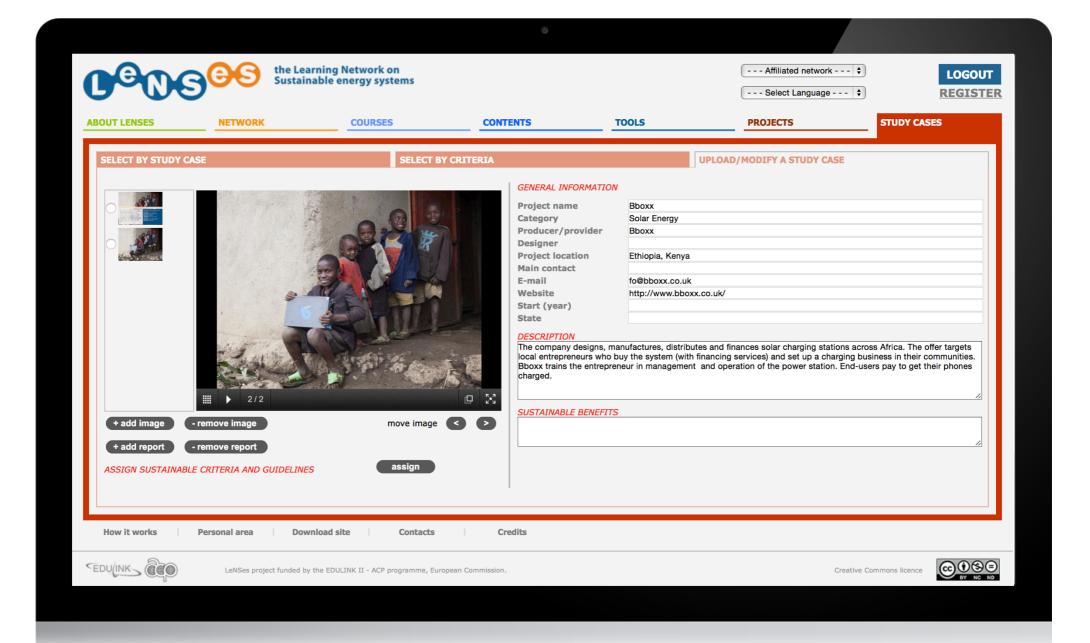
Usually a study case should be representative of and connected to existing Sustainable Criteria and Guidelines. To link the study case click on the 'assign' button. 1

UPLOAD A NEW STUDY CASE 7/8



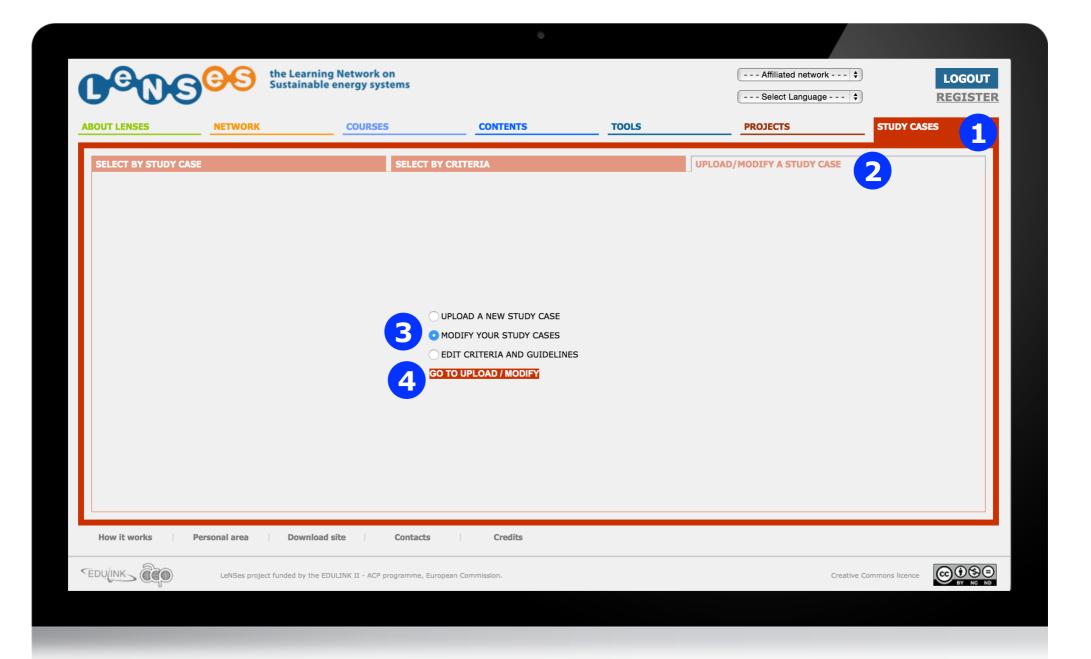
Select first the Criteria 2, then choose one guideline or more 3 and its sub-guidelines 4 that can be assigned to the study case. Finally click the button 'assign to study case' 5

UPLOAD A NEW STUDY CASE 8/8



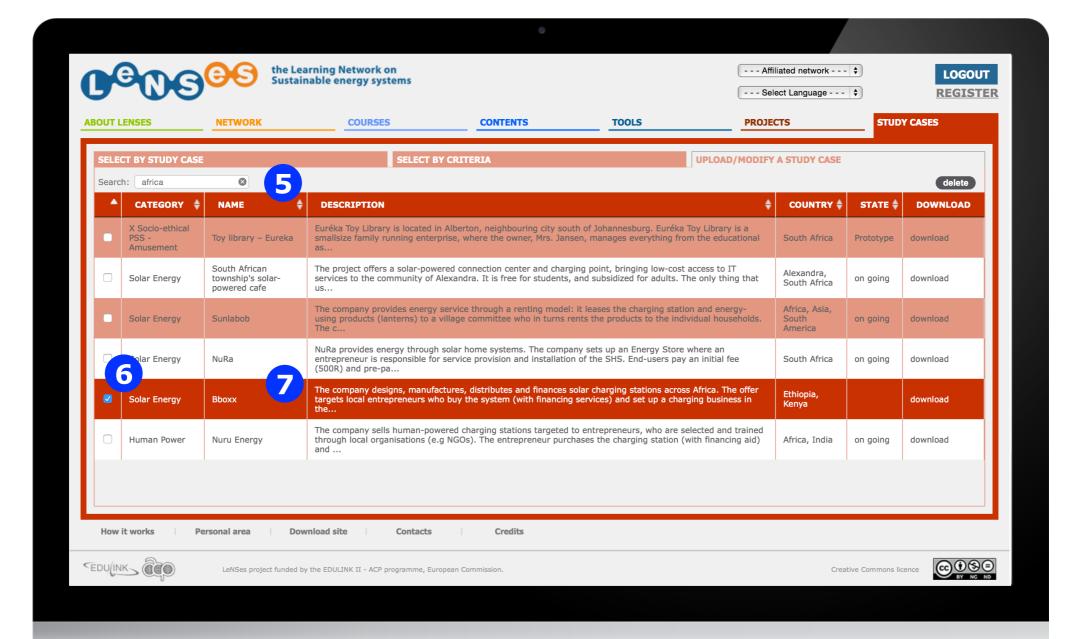
The study case profile is now completed!

MODIFY YOUR STUDY CASE 1/3



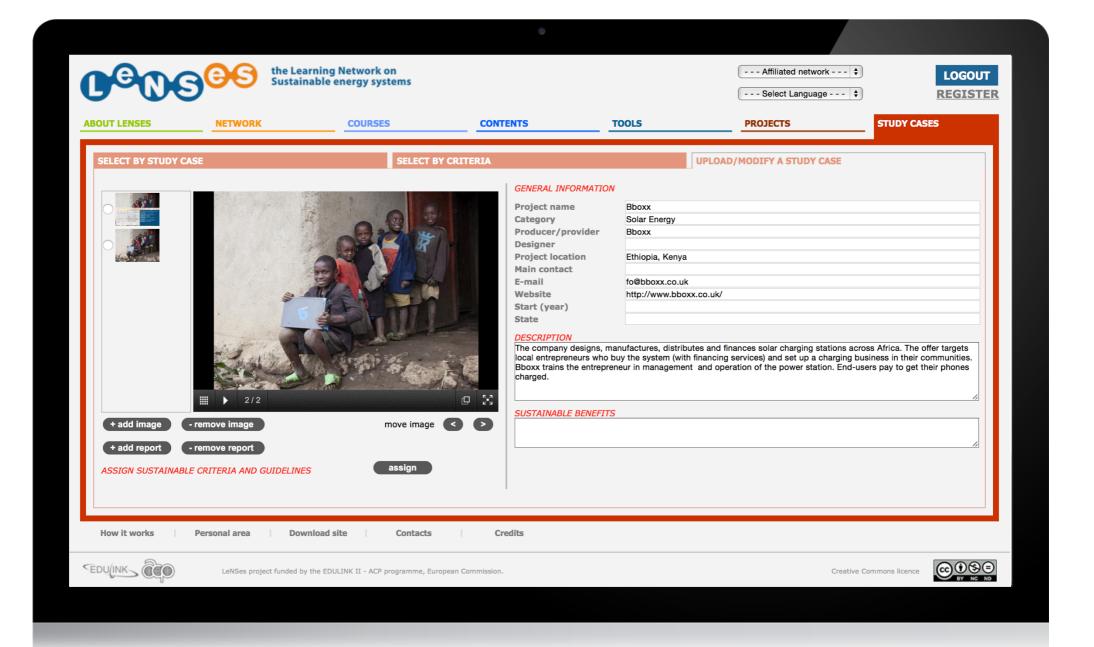
If you have previously uploaded a study case and you want to modify it, you login first, then click on 'STUDY CASES' 1 and on the tab 'UPLOAD/MODIFY A STUDY CASE' 2. Then you select 'MODIFY YOUR STUDY CASE' 3 and click on 'GO TO UPLOAD/MODIFY' 4

MODIFY YOUR STUDY CASE 2/3



The list of the study cases you uploaded is presented. Search one by typing a keyword in the space 5, to delete one tick the box and the 'delete' button 7 or click on the study case you want to modify 6

MODIFY YOUR STUDY CASE 3/3



You can see now what you uploaded (already publish or not). You can edit, add, delete, publish and unpublish (see Upload a study case from 3/12 on for details).