



eco
hosting.net

INSTRUCTIONS POUR LES UTILISATEURS DE LA PLATE FORME DE FORMATION

Project: 2020-1-FR01-KA204-080534

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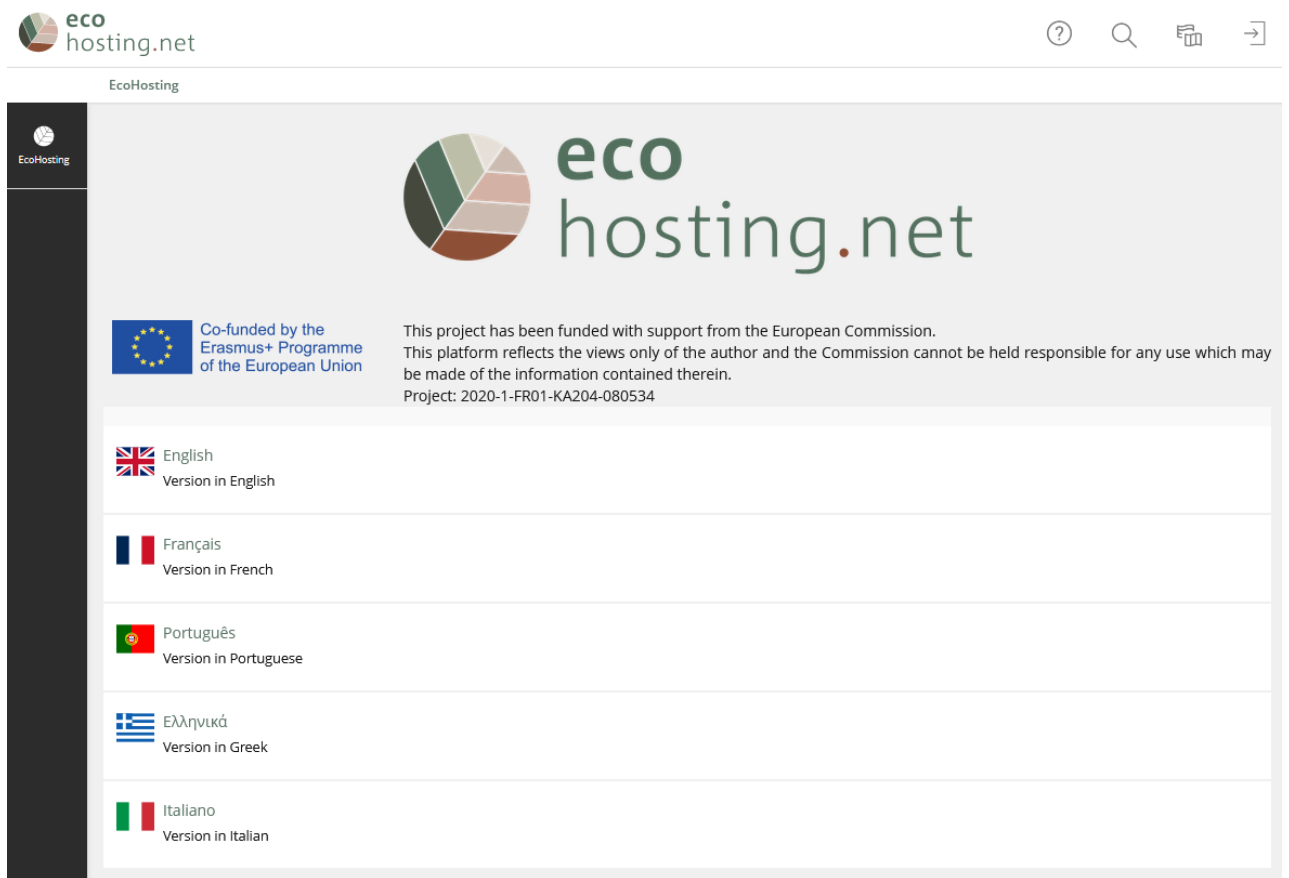
Co-funded by the
Erasmus+ Programme
of the European Union



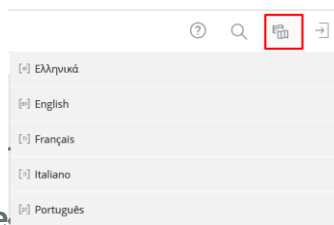
1 Bienvenue au cours EcoHosting.net !

URL : eform.ecohostingnet.eu

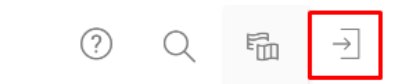
1.1 Page d'accueil



1.1.1 Choisir une langue



1.1.2 Se connecter à la plateforme



1.2 Créer un nouveau compte

Login

Username *

Password *

* Required Login

[New Account Registration](#) [Public Area](#) [Forgot your password?](#) [Forgot your username?](#)

[Terms of Service](#)

Login data Register

Username *

Password *

Retype Password

Allowed chars: A-Z a-z 0-9 _+!*-@!\$%&';
 The password must have at least a size of 8 characters.
 The password must contain characters and numbers.
 The password must contain at least 1 capital letters.
 The password must contain at least 1 lower case letters.

Personal Data

First Name *

Last Name *

Salutation * No salutation desired
 Ms./Mrs.
 Mr.

Contact Information

Country *

E-Mail *

Retype E-Mail

Other

I am a: *

Settings


Language

Terms of Service

User agreement and privacy policy

All data is collected inline with the requirements of the GDPR.
 On Registration/Sign-Up you provide the following information: First Name, Last Name, Gender, Country and E-Mail.
 We process different forms of personal data like: time when logged in and logged out, training evaluation data, contributions to discussion forums and chat, submitted papers, messages exchanged with the trainer, responses to training evaluation questionnaires and other submitted content in the platform.
 We process data only for the purpose of pilot actions or extract statistical data (anonymized) in terms of the scope of the project, and legal purposes.
 At any time while we are in possession of, or processing, your personal data, you have the following rights: right of access to the information; right to correct data; right to erasure; right to restriction on processing of data.
 By registering on the platform you agree with this policy.
 If you have any questions you can contact us.

Accept Terms of Service? *

User Verification * 

Please type in the letters and characters of the image.

* Required Register

Welcome,
 You successfully submitted an account request. You will receive a confirmation e-mail in the next minutes.
 Please confirm your registration by clicking the confirmation link in this mail. You will be redirected to the login screen after 20 seconds.

La plateforme envoie un e-mail de confirmation automatique. Vous devez confirmer votre inscription en cliquant sur le lien de confirmation.

Conseil : vérifiez vos spams si vous ne voyez pas la confirmation automatique dans votre boîte aux lettres électronique.

1.2.1 Vous avez oublié votre mot de passe ?

Enter a username and the associated e-mail address in the fields shown below. Will send a message to that e-mail address. The message contains an address for a web page, where you can enter a new password for the user account. In case you are unable to assign a password to your user account using this form, contact your course administration or send an e-mail to eform@ecohostingnet.eu.

Password Assistance

Username *

E-Mail *

* Required

Submit

1.2.2 Vous avez oublié votre nom d'utilisateur ?

Please enter an e-mail address and submit the form. Will send an e-mail to that address. The e-mail contains all user names which have registered this e-mail address. Choose a suitable username and use the password service to retrieve a new password. If you do not retrieve any e-mail by this service please contact your course admin or eform@ecohostingnet.eu.

E-Mail *

* Required

Submit

1.2.3 Conditions d'utilisation

User agreement and privacy policy

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On Registration/Sign-Up you provide the following information: First Name, Last Name, Gender, Country and E-Mail.

We process different forms of personal data like: time when logged in and logged out, training evaluation data, contributions to discussion forums and chat, submitted papers, messages exchanged with the trainer, responses to training evaluation questionnaires and other submitted content in the platform.

We process data only for the purpose of pilot actions or extract statistical data (anonymized) in terms of the scope of the project, and legal purposes.

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By registering on the platform you agree with this policy.

If you have any questions you can contact us.

1.3 Première connexion

1.3.1 Lien de confirmation

Hello,

to activate your account and confirm ownership of this e-mail address, click the link below:
https://eform.ecohostingnet.eu/confirmReg.php?client_id=ecohn&rh=039cd7823c


The link will only be good for 30 Minutes, after that you will have to try again from the beginning.

If this e-mail means nothing to you, then it is possible that somebody else has entered your e-mail address either deliberately or accidentally, so please ignore this e-mail.



Your user account has been activated.

1.3.2 Connexion



Login

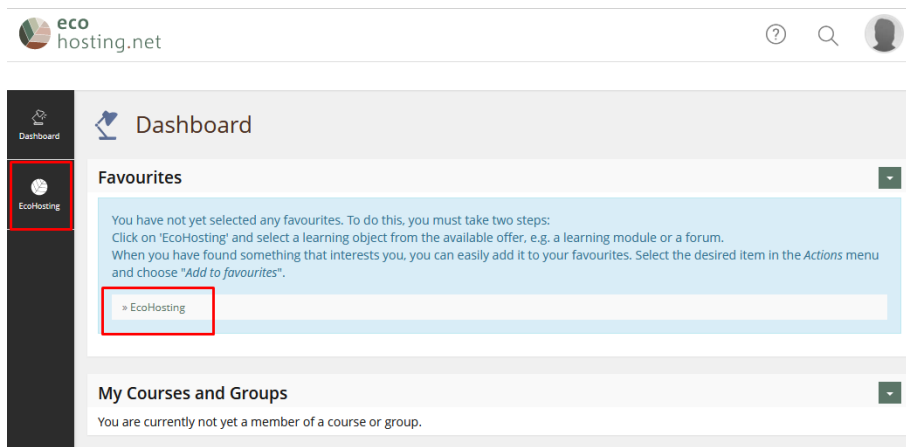
Username *

Password *

* Required

Saisissez votre nom d'utilisateur et votre mot de passe.

1.3.3 Tableau de bord



The dashboard shows a sidebar with 'EcoHosting' highlighted. The main content area has a 'Favourites' section with a message: 'You have not yet selected any favourites. To do this, you must take two steps: Click on 'EcoHosting' and select a learning object from the available offer, e.g. a learning module or a forum. When you have found something that interests you, you can easily add it to your favourites. Select the desired item in the Actions menu and choose "Add to favourites".' Below this message is a link '» EcoHosting' which is highlighted with a red box.

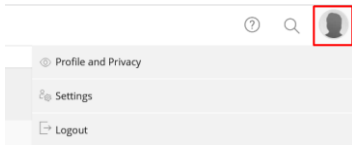
La première fois que vous vous connectez, il n'y aura pas de "liens". Lorsque vous cliquez sur "EcoHosting", vous accédez à la page d'accueil.

C'est comme une zone de travail d'un PC où vous pouvez ajouter et gérer des raccourcis vers les ressources disponibles sur la plateforme.

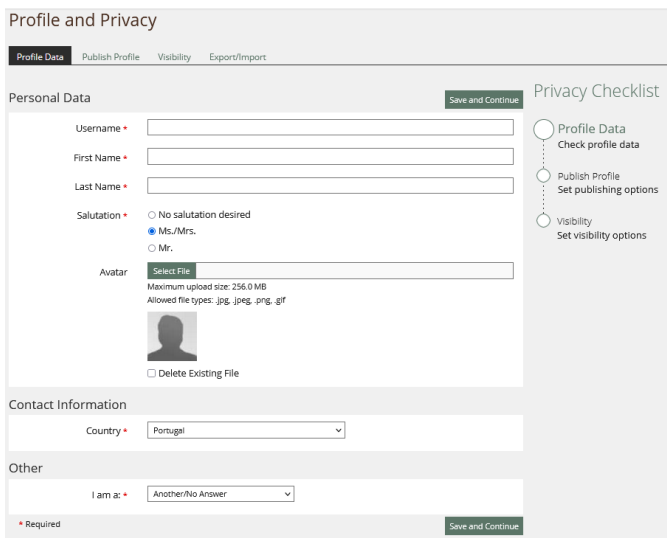
2 Plate-forme

2.1 Profil et paramètres

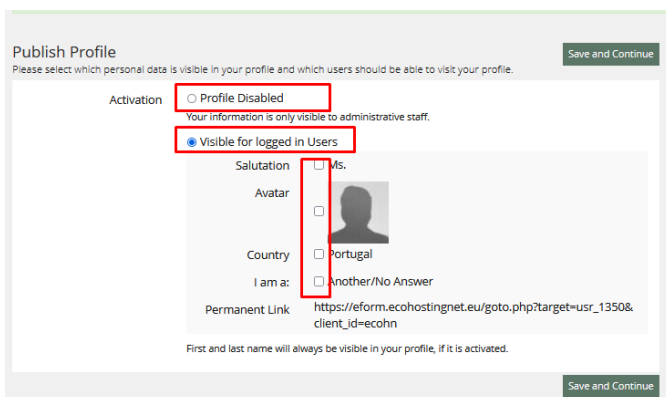
Vous pouvez créer votre propre profil et décider si vous voulez que les autres utilisateurs le voient ou non.



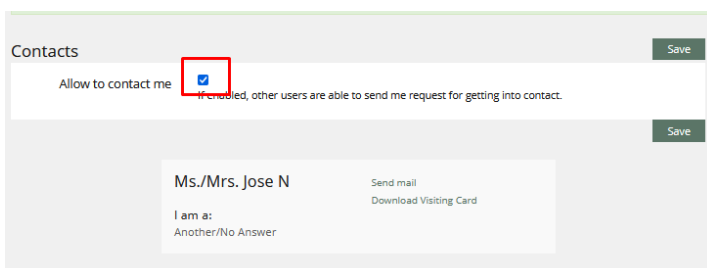
2.1.1 Profil et vie privée



Il permet d'inclure ou de modifier des informations personnelles.



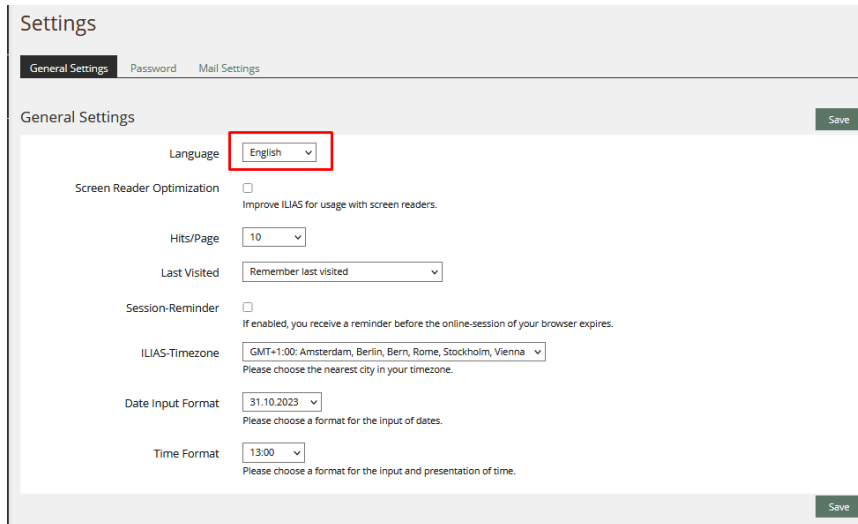
Déterminez si votre profil est visible par les autres utilisateurs et sélectionnez les informations visibles.



Voyez comment les autres utilisateurs voient votre profil et déterminez s'ils peuvent vous contacter.

2.2 Paramètres

2.2.1 Paramètres généraux



Settings

General Settings Password Mail Settings

General Settings Save

Language English

Screen Reader Optimization
Improve IIIAS for usage with screen readers.

Hits/Page 10

Last Visited Remember last visited

Session-Reminder
If enabled, you receive a reminder before the online-session of your browser expires.

IIIAS-Timezone GMT+1:00: Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
Please choose the nearest city in your timezone.

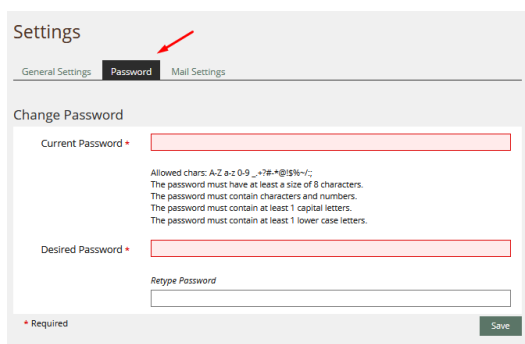
Date Input Format 31.10.2023
Please choose a format for the input of dates.

Time Format 13:00
Please choose a format for the input and presentation of time.

Save

Vous pouvez y choisir la langue, le fuseau horaire, etc.

2.1.2 Mot de passe



Settings

General Settings Password Mail Settings

Change Password

Current Password *

Desired Password *

Retype Password

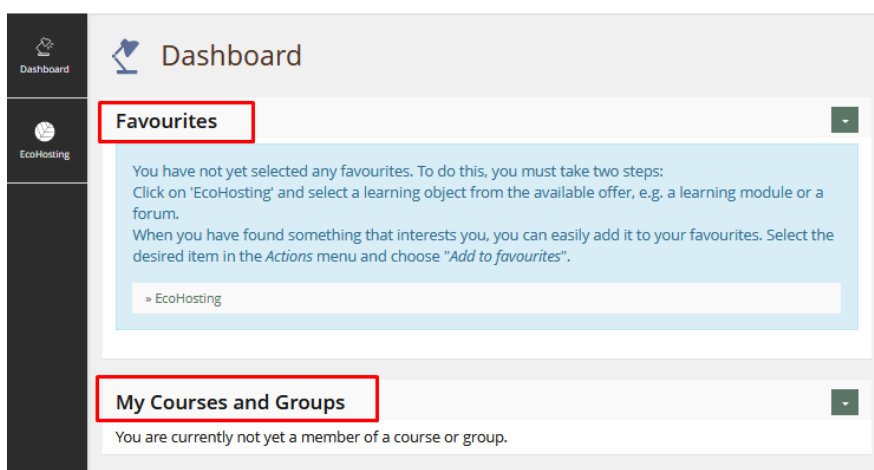
Allowed chars: A-Z a-z 0-9 _+!@%&*~/:
The password must have at least a size of 8 characters.
The password must contain characters and numbers.
The password must contain at least 1 capital letters.
The password must contain at least 1 lower case letters.

* Required Save

Vous pouvez ici modifier le mot de passe.

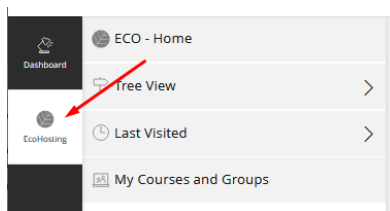
2.2 "Outils"

2.2.1 Tableau de bord

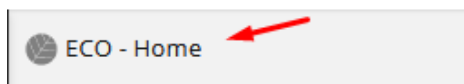


C'est comme une zone de travail d'un PC, où vous pouvez ajouter et gérer des raccourcis vers les ressources disponibles sur la plateforme.

2.2.2 EcoHosting

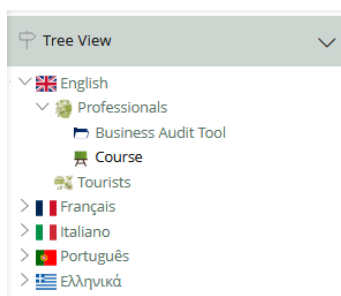


2.2.2.1 EcoHosting - Accueil



Accéder à la page d'accueil.

2.2.2.2 Vue de l'arbre



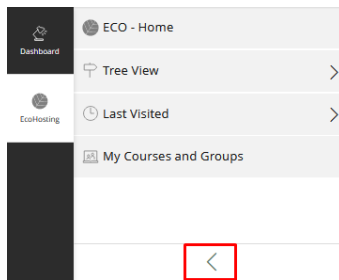
Parcourir le contenu de manière hiérarchique.

2.2.2.3 Dernière visite



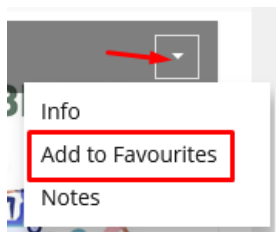
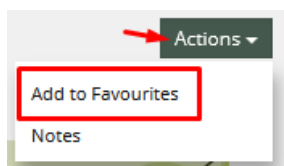
Liste des derniers contenus consultés.

2.2.2.4 Fermer



Ferme le "menu".

2.2.3 Ajouter aux favoris



3 Cours EcoHosting.net

Le contenu des cours est disponible en anglais, français, portugais, grec et italien.

 English
Version in English

 Français
Version in French

 Português
Version in Portuguese

 Ελληνικά
Version in Greek

 Italiano
Version in Italian

Deux cours sont proposés, avec deux entrées : l'une pour les visiteurs et les touristes, l'autre pour les gestionnaires d'hôtels et d'installations touristiques.



Welcome to the Eco-Hosting Project Training Platform

This platform aims to promote environmentally friendly behaviour when you manage or use tourist accommodation in natural or rural areas.

It deals with various themes (water management, waste management, energy management, etc.) and offers concrete examples, proposals for action and, in some cases, videos to enable you to engage in an environmental management process.

In order to start your training course, please choose one of the two following proposals

You need to create an account first



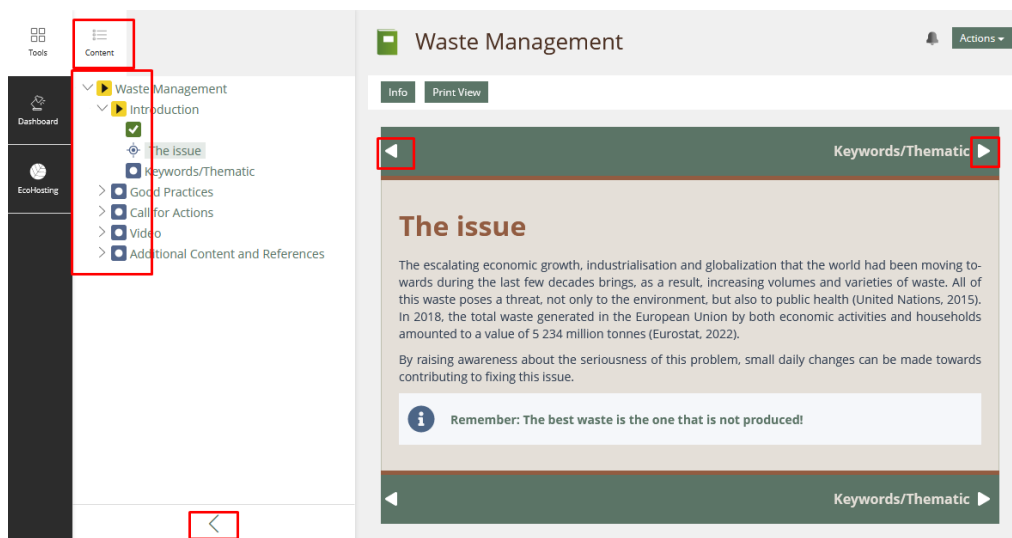
Choisissez le contenu auquel vous souhaitez accéder : "Touristes" ou "Professionnels"

3.1 Touristes



Choisissez le sujet sur lequel vous souhaitez vous informer.

3.1.1 "Sujet"



3.1.1.1 Naviguer dans les pages



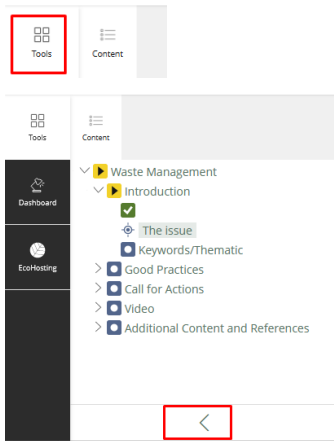
3.1.1.2 Pas de lecture



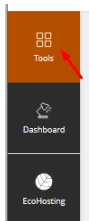
3.1.1.3 Déjà lu



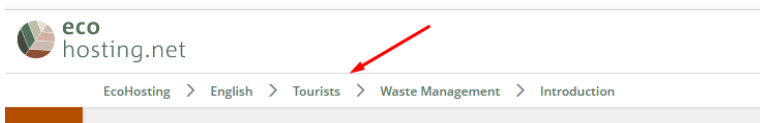
3.1.1.4 Fermer le "Menu"



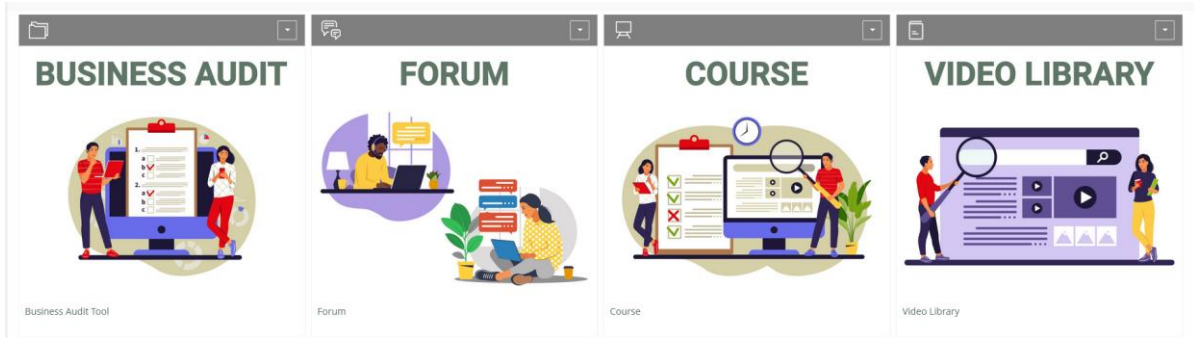
3.1.1.5 Ouvrir le "Menu"



3.1.2 Retour à la page "Touristes"

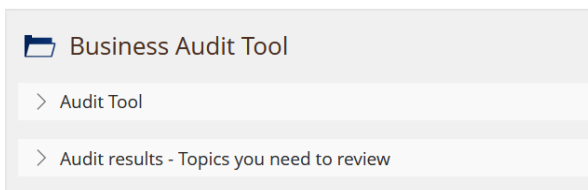


3.2 Professionnels



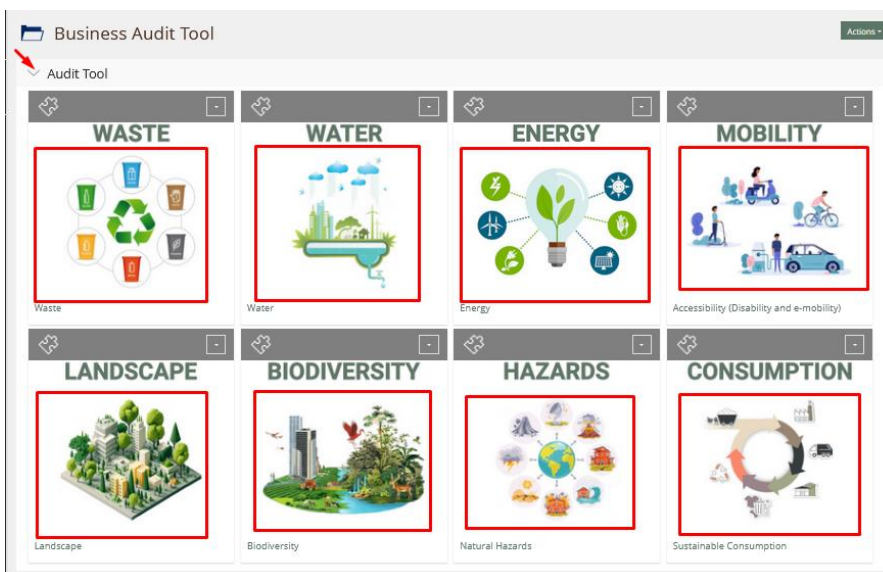
3.2.1 Outil d'audit des entreprises

1. Faites votre auto-audit pour vérifier les points sur lesquels vous devez encore améliorer vos performances (uniquement si vous êtes propriétaire ou directeur).
2. Parcourir le module
3. Partager avec les autres membres du forum
4. Testez vos nouvelles connaissances et vos progrès



Outil de connaissance et d'expertise initiales pour déterminer les parcours d'apprentissage individuels.

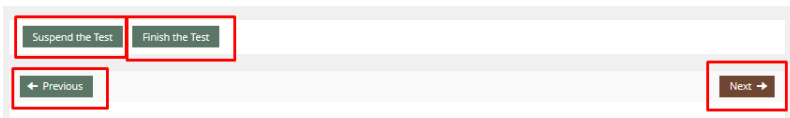
3.2.1.1 Choisir un sujet



3.2.1.2 Démarrage

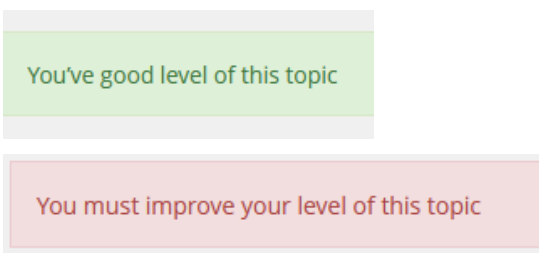


3.2.1.3 Questions

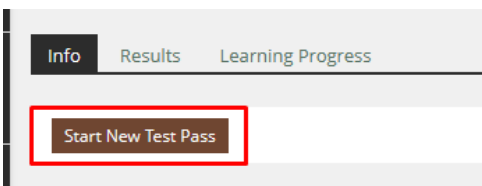


Vous pouvez : passer à la question suivante ; passer à la question précédente ; suspendre le test pour le terminer plus tard ; ou terminer le test.

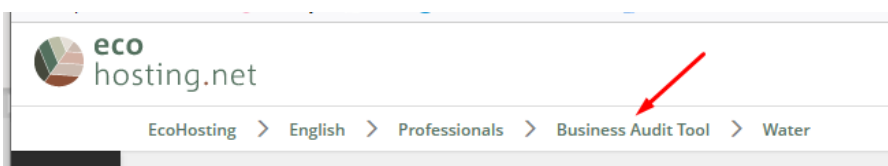
3.2.1.4 Résultats



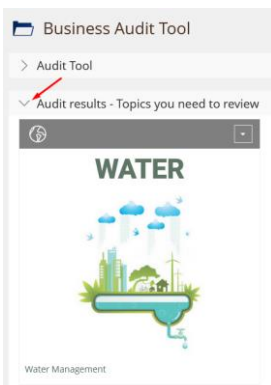
3.2.1.5 Répéter



3.2.1.6 Retour à la page "Outil d'audit d'entreprise"

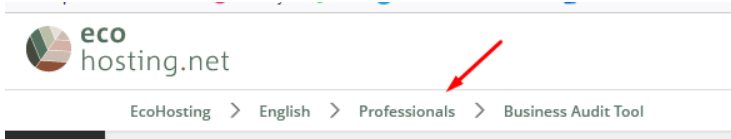


3.2.1.7 Résultats de l'audit



Les "Résultats de l'audit" reprennent les rubriques que vous devez traiter.

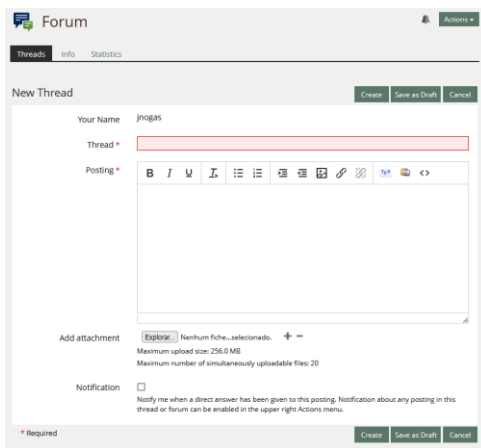
3.2.1.8 Retour à la page "Professionnels"



3.2.2 Forum



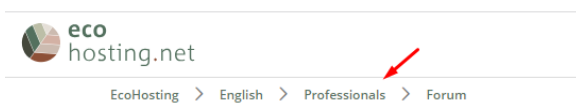
3.2.1.9 Nouveau fil/sujet



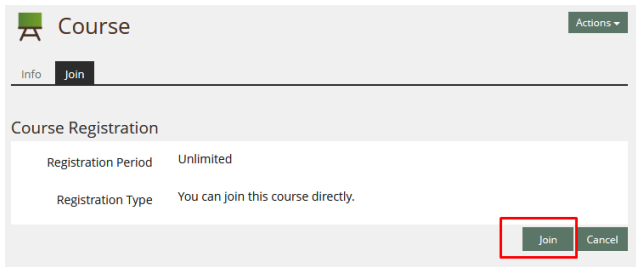
3.2.1.10 Répondre/modifier le fil de discussion



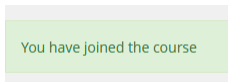
3.2.1.11 Retour à la page "Professionnels"



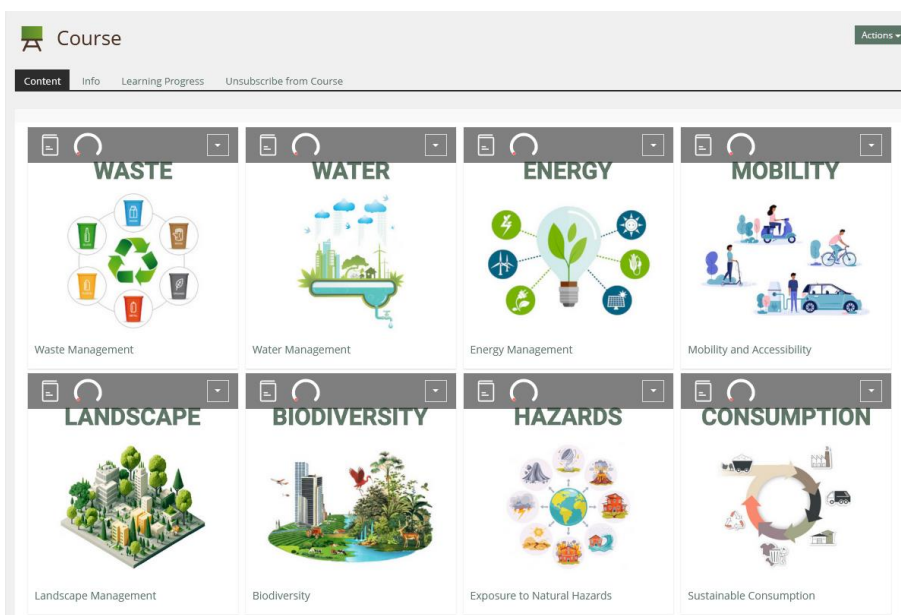
3.2.2 Cours



Vous devez vous "inscrire" au cours.



3.2.2.1 "Thèmes"



Choisir le "sujet" et lire le contenu

3.2.2.2 Pas commencé/fini



3.2.2.3 Naviguer dans les pages



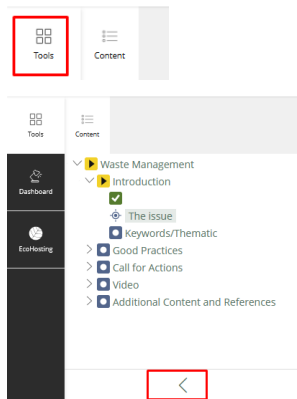
3.2.2.4 Pas de lecture



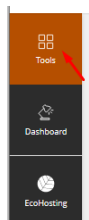
3.2.2.5 Déjà lu



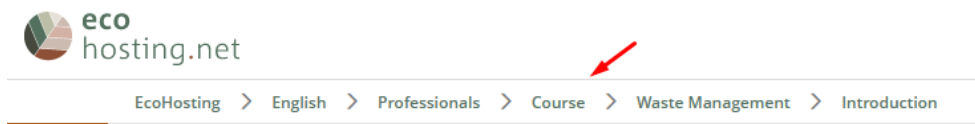
3.2.2.6 Fermer le "Menu"



3.2.2.7 Ouvrir le "Menu"



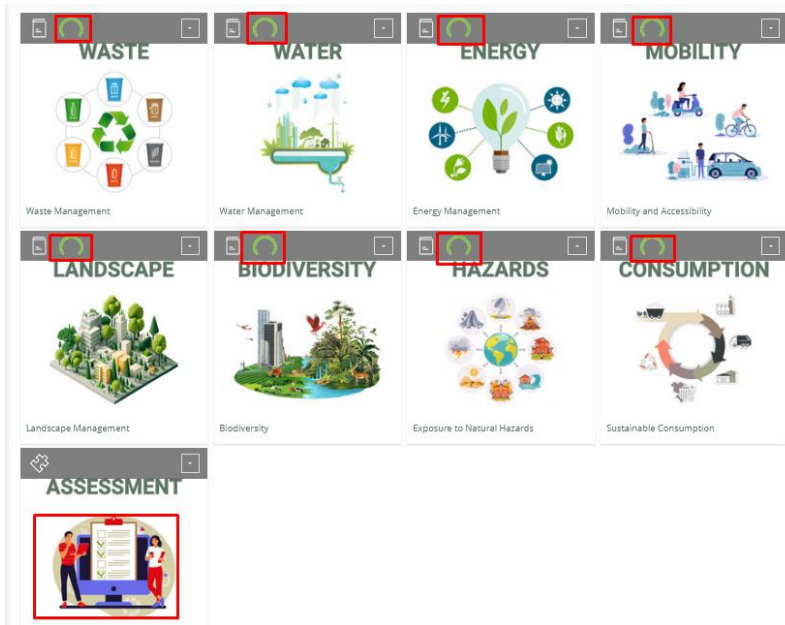
3.2.2.8 Retour à la page "Cours"



3.2.2.9 Terminé (toutes les pages ont été lues)



3.2.2.10 Auto-évaluation finale



Lorsque toutes les rubriques ont été lues, l'"auto-évaluation finale" est disponible.

3.2.2.11 Démarrage

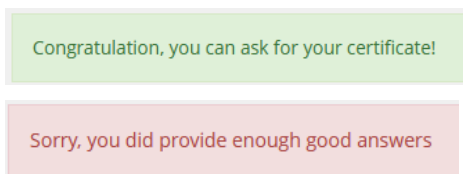


3.2.2.12 Questions



Vous pouvez : passer à la question suivante ; passer à la question précédente ; suspendre le test pour le terminer plus tard ; terminer le test.

3.2.2.13 Résultats



3.2.2.14 Résultats détaillés

Pass Overview of the Test Results						
Scored	Pass	Date	Answered Questions	Reached Points	Percent Solved	Actions
1	1		32 Of 32	6 Of 32	18.75%	Detailed Results

Test Results in Points: 6 of 32 (18.75 %)

List of Answers for Pass 1

1. Question [ID: 2215]

What are "invasive species"?

- A specific type of plant or animal that is harmful to the human health. ❌
- A non indigenous species threatening local species and their ecosystem.
- A species that occurs in an environment naturally.

We recommend a review of "Biodiversity"

2. Question [ID: 2196]

Do hygiene and food safety rules and regulations (HACCP) require the use of packaging to store food?

- Only plastic films are allowed for wrapping products. ❌
- Food conservation rules require the use of plastic packaging.
- The 3 Rs rule (reduce, reuse and recycle) can be applied for food conservation.

We recommend a review of "Waste Management"

Vous pouvez obtenir des informations détaillées sur vos réponses en cliquant sur "Résultats détaillés".

3.2.2.15 Répéter

L'utilisateur dispose de 2 essais

Info Results Learning Progress

Start New Test Pass


3.2.2.16 Retour à la page "Cours"

eco hosting.net

EcoHosting > English > Professionals > Course > Final Self-Assessment


3.2.2.17 Certificat de fin d'études

ASSESSMENT



Final Self-Assessment

CERTIFICATE



Congratulations, you can ask for your certificate!

Si vous obtenez suffisamment de réponses correctes, un bouton vous permettra de demander le certificat d'achèvement.

Mail

Folder **Compose** Contacts Options

Search Recipients My Courses My Groups

Compose Send mail Save as Draft

To *

CC

BCC

Subject *

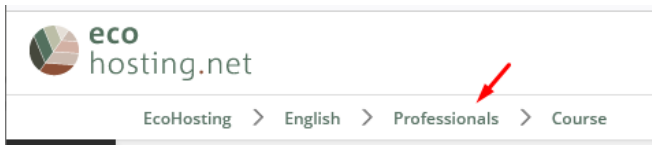
Attachments Add

Message Content

Serial-Letter Placeholders

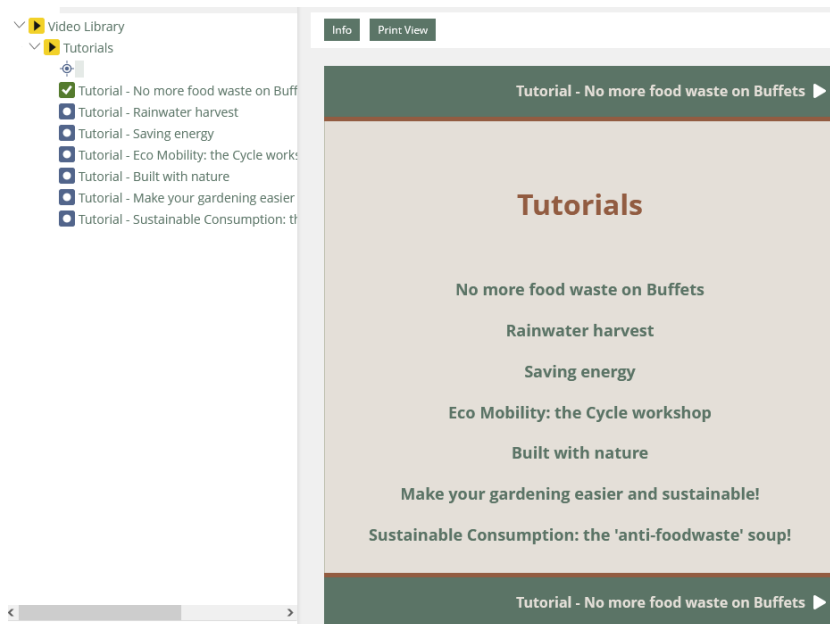
* Required Send mail Save as Draft

3.2.2.18 Retour à la page "Professionnels"



3.2.3 Vidéothèque

La vidéothèque regroupe tous les tutoriels fournis par le cours.



Liste des "Tutoriels vidéo".

3.2.3.1 Retour à la page "Professionnels"

