



eco
hosting.net

INSTRUCTIONS FOR USERS

Project: 2020-1-FR01-KA204-080534

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of the European Union



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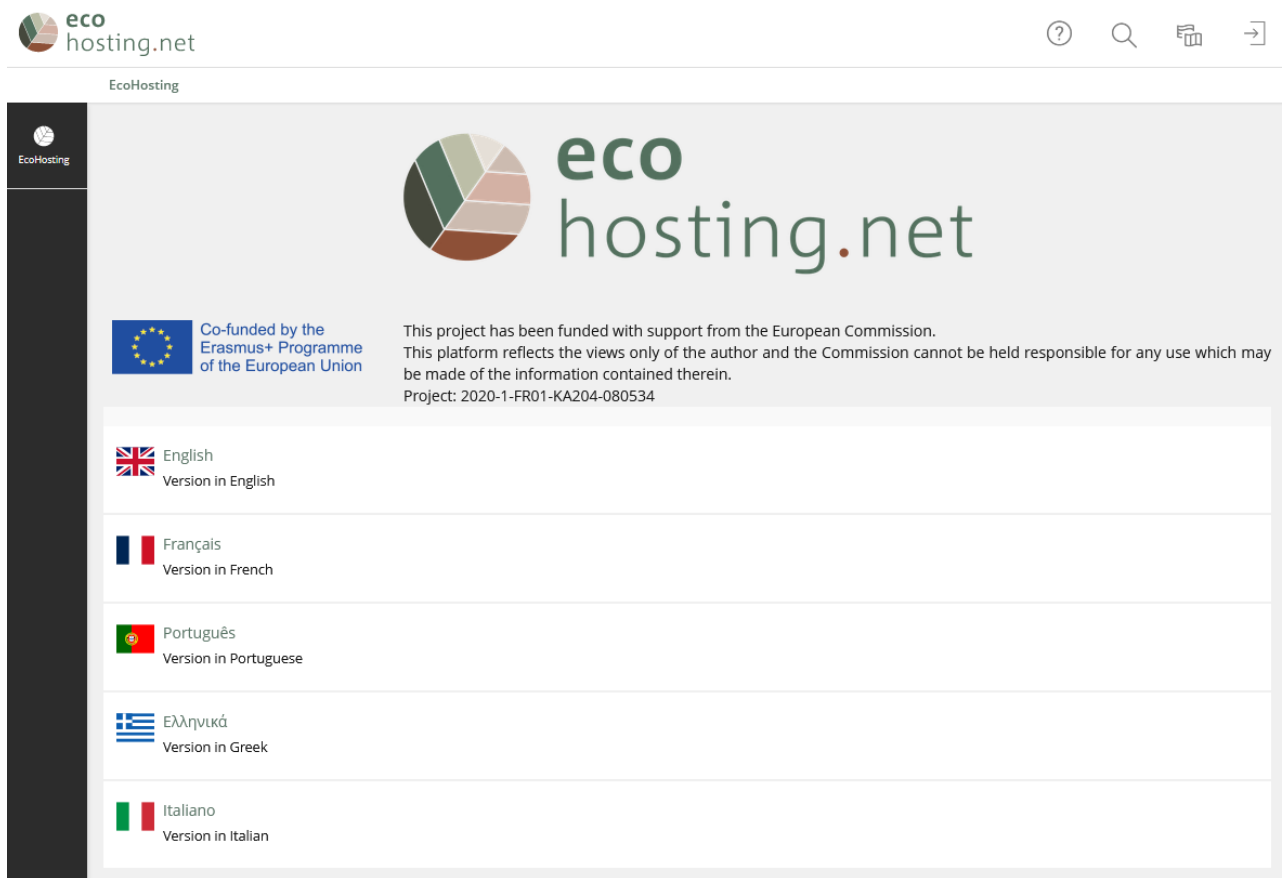
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1 Welcome to the EcoHosting.net course!

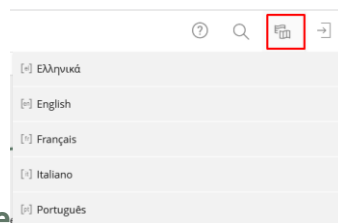
URL: eform.ecohostingnet.eu

1.1 Home Page



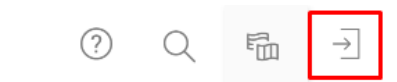
The screenshot shows the EcoHosting.net home page. At the top left is the logo 'eco hosting.net'. To the right are icons for help, search, and navigation. Below the logo is the text 'EcoHosting'. The main content area features the 'eco hosting.net' logo and a banner with the European Union flag and text: 'Co-funded by the Erasmus+ Programme of the European Union'. To the right of the banner is a disclaimer: 'This project has been funded with support from the European Commission. This platform reflects the views only of the author and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project: 2020-1-FR01-KA204-080534'. Below the banner is a list of language options with flags: English (Version in English), Français (Version in French), Português (Version in Portuguese), Ελληνικά (Version in Greek), and Italiano (Version in Italian).

1.1.1 Chose language



The screenshot shows a dropdown menu for language selection. The menu is open, showing options: Ελληνικά, English, Français, Italiano, and Português. The 'Ελληνικά' option is highlighted.

1.1.2 Login in the platform



The screenshot shows a row of navigation icons: a question mark, a magnifying glass, a document icon, and a right-pointing arrow. The right-pointing arrow icon is highlighted with a red box.

1.2 Create New Account

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.

The platform sends an automatic confirmation e-mail. You need to confirm your registration by clicking on the confirmation link.

Tip: check your spam if you don't see the automatic confirmation in your email box.

1.2.1 Forgot your password?

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

1.2.2 Forgot your username?

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

1.2.3 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.

1.3 First Login

1.3.1 Confirmation Link

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 Login



Login

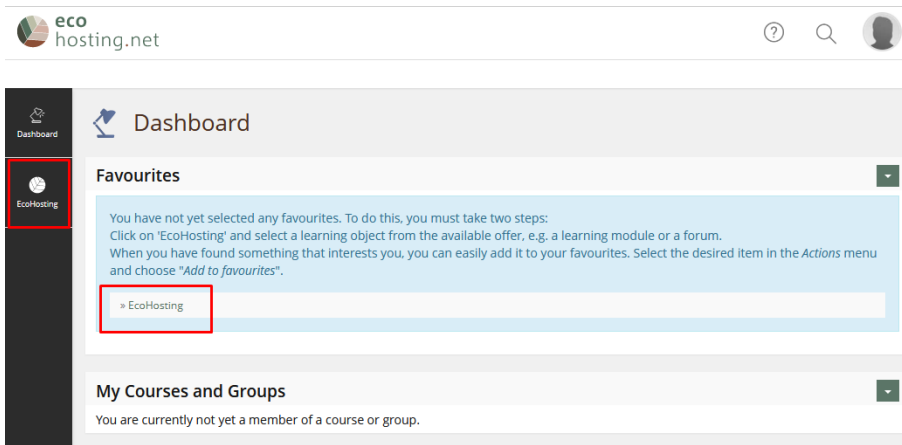
Username *

Password *

* Required Login

Enter your username and password.

1.3.3 Dashboard



The screenshot shows the dashboard layout. At the top left is the 'eco hosting.net' logo. On the right are icons for help, search, and user profile. A dark sidebar on the left contains 'Dashboard' and 'EcoHosting' (highlighted with a red box). The main content area has a 'Dashboard' header, followed by a 'Favourites' section with a blue instruction box and a list item '» EcoHosting' (highlighted with a red box). Below is a 'My Courses and Groups' section.

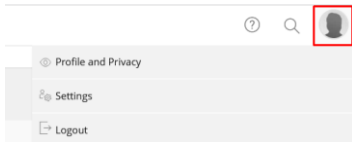
The first time you login, there will be no "links". When you click on " EcoHosting", you will go to the homepage.

It is like a working area of a PC where you can add and manage shortcuts to the resources available on the platform.

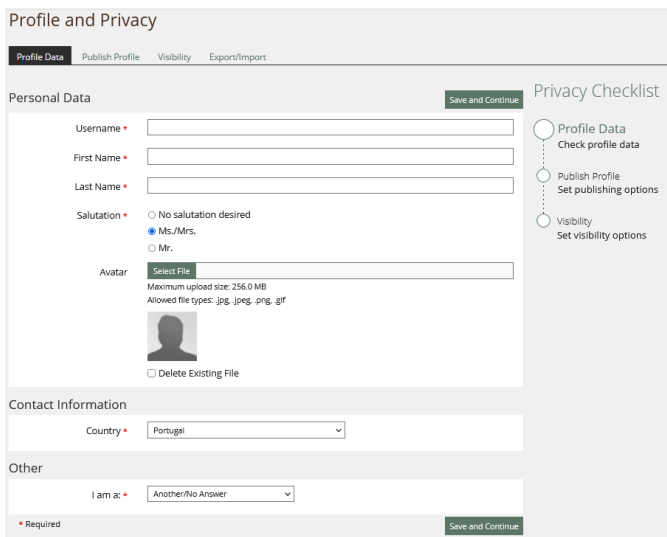
2 Platform

2.1 Profile and Settings

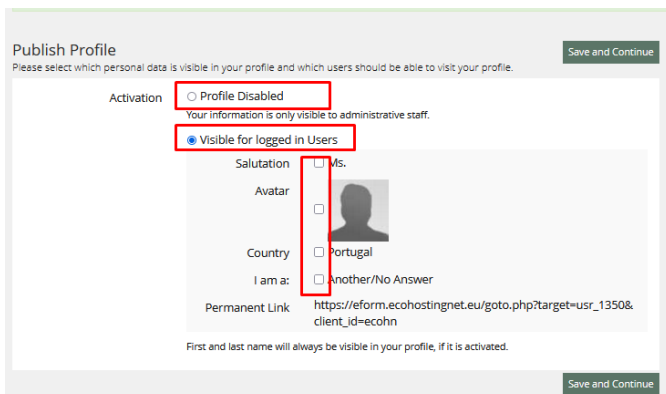
You can create your own profile, and decide if you want other users to see it or not.



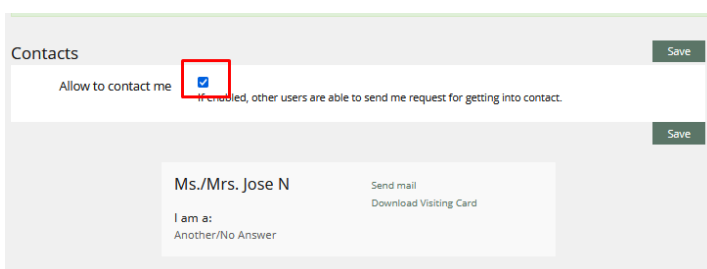
2.1.1 Profile and Privacy



It allows for the inclusion/editing of personal information.



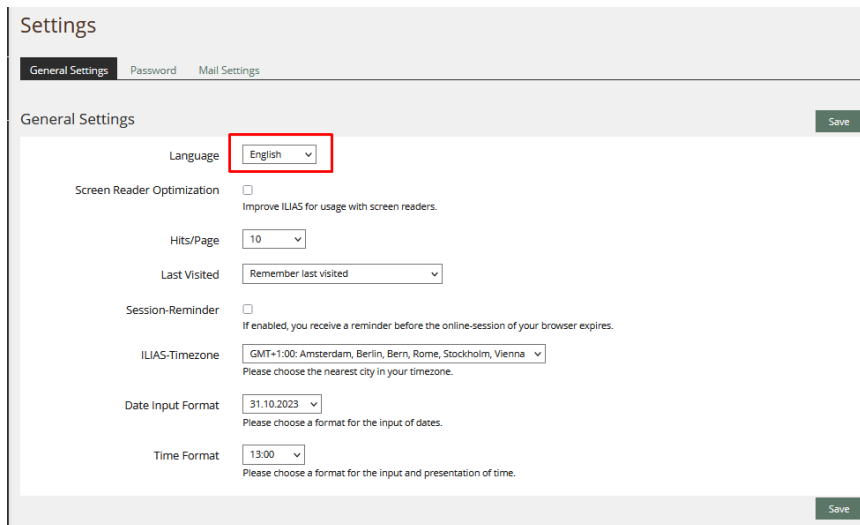
Set whether your profile is visible to other users, and select which information is visible.



See how other users view your profile and determine if they can contact you.

2.2 Settings

2.2.1 General Settings



Settings

General Settings Password Mail Settings

General Settings Save

Language English

Screen Reader Optimization
Improve ILLIAS 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.

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

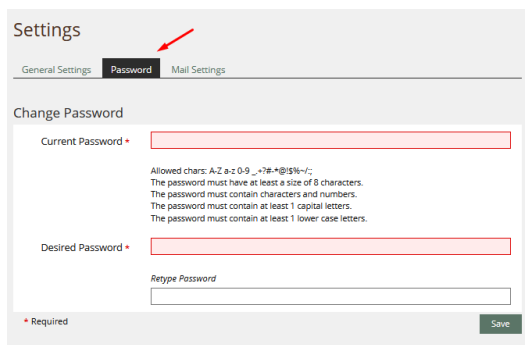
Date Input Format 31.10.2023
Please choose a format for the input of dates.

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

Save

Here you can choose the language, time zone, etc.

2.1.2 Password



Settings

General Settings Password Mail Settings

Change Password

Current Password *

Desired Password *

Retype Password

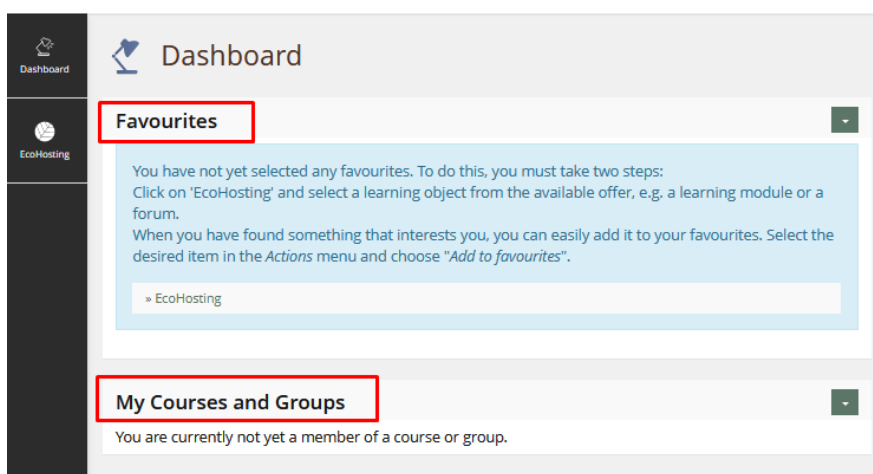
* Required Save

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.

Here you can change the password.

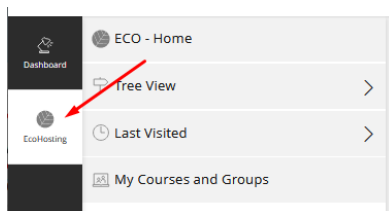
2.2 “Tools”

2.2.1 Dashboard

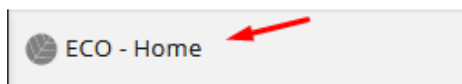


It is like a working area of a PC, where you can add and manage shortcuts to the resources available on the platform.

2.2.2 EcoHosting

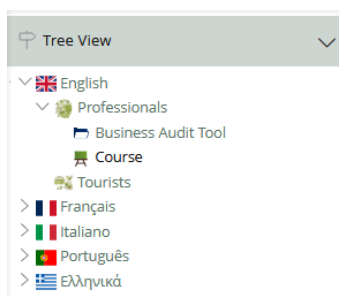


2.2.2.1 EcoHosting - Home



Go to the homepage.

2.2.2.2 Tree View



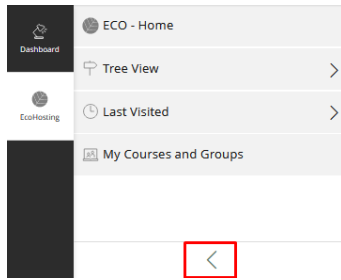
Browse the content hierarchically.

2.2.2.3 Last Visited



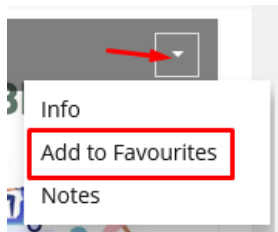
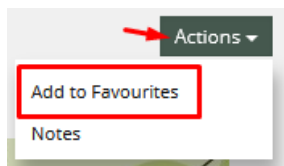
List of last viewed contents.

2.2.2.4 Close



Closes the “menu”.

2.2.3 Add to Favourites



3 EcoHosting.net courses

The contents of the courses are available in English, French, Portuguese, Greek and Italian.

 English
Version in English

 Français
Version in French

 Português
Version in Portuguese

 Ελληνικά
Version in Greek

 Italiano
Version in Italian

Two courses are provided, with two entries: one for visitors & tourists, one for hotel and tourists facilities managers



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



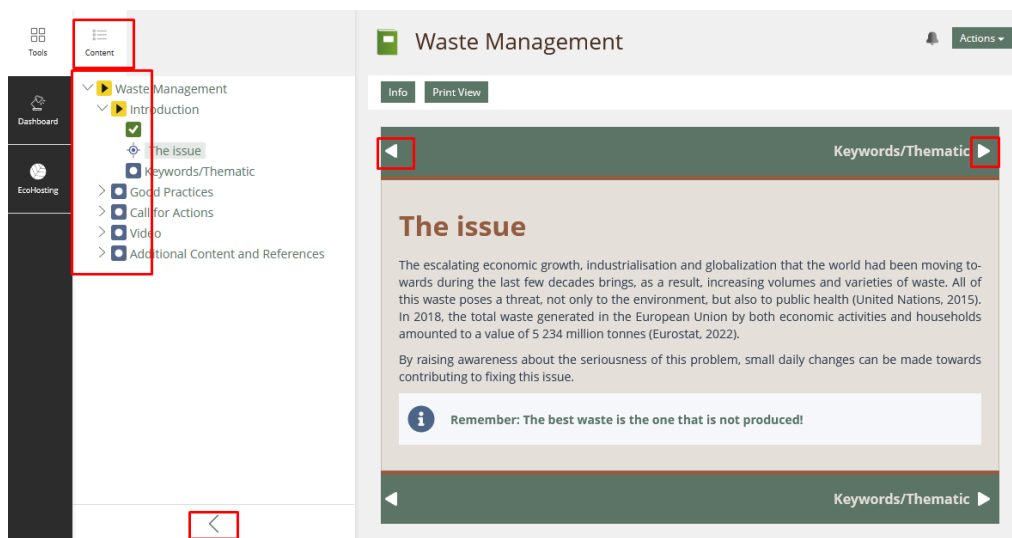
Choose the content you want to access: "Tourists" or "Professionals"

3.1 Tourists



Choose the topic you wish to learn about.

3.1.1 "Topic"



3.1.1.1 Navigate in pages



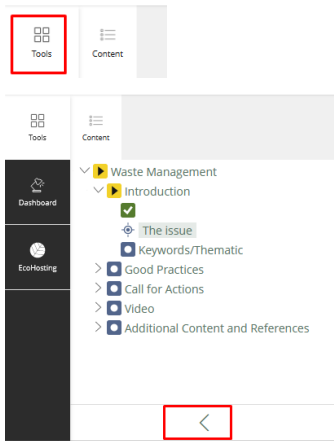
3.1.1.2 Not read



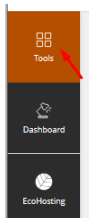
3.1.1.3 Already read



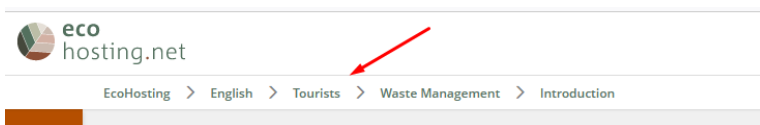
3.1.1.4 Close “Menu”



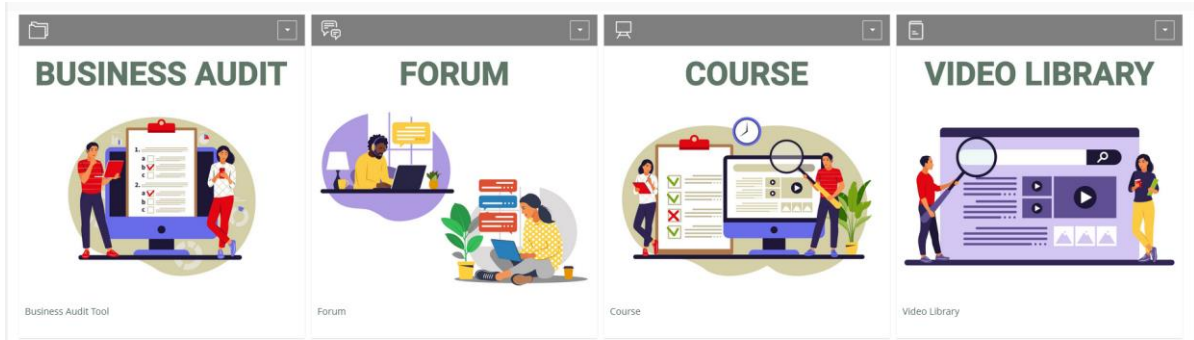
3.1.1.5 Open “Menu”



3.1.2 Back to the “Tourists” page

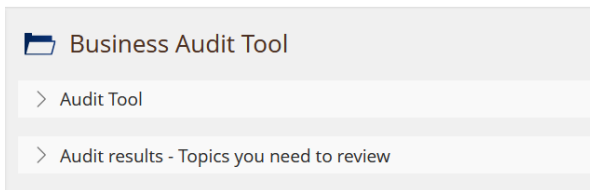


3.2 Professionals



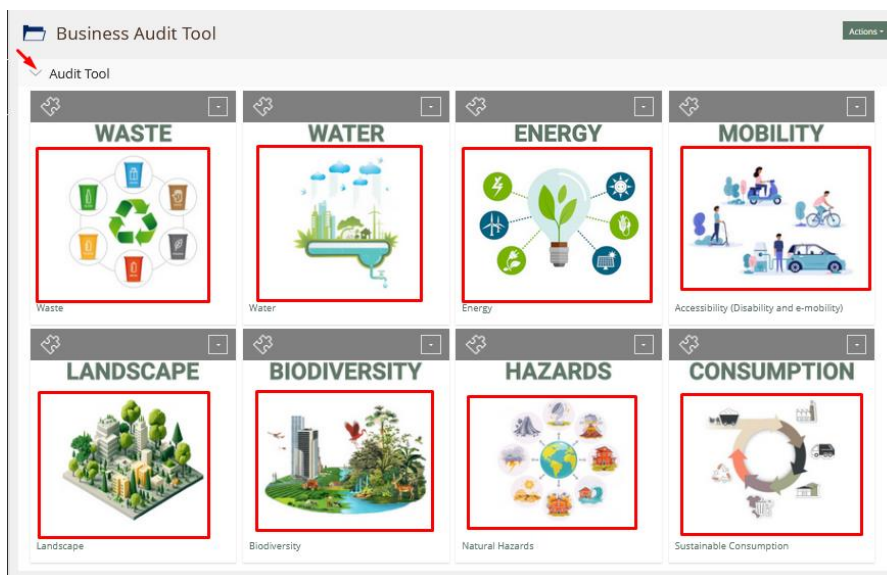
3.2.1 Business Audit Tool

1. Do your self-audit to check where you still need to improve your performance (only if you are an owner or manager).
2. Go through the module
3. Share with others in the Forum
4. Test your new knowledge and progress

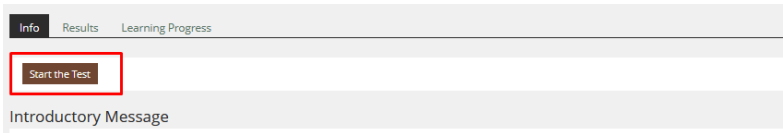


Tool for initial knowledge and expertise to determine individual learning pathways.

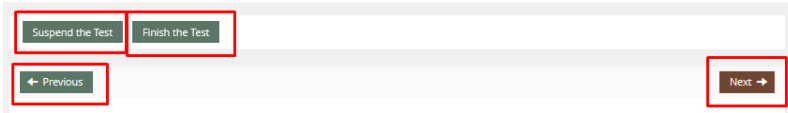
3.2.1.1 Choose topic



3.2.1.2 Start

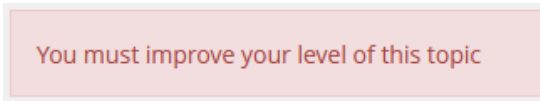
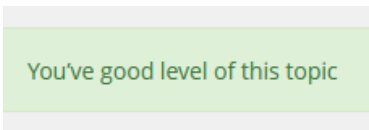


3.2.1.3 Questions

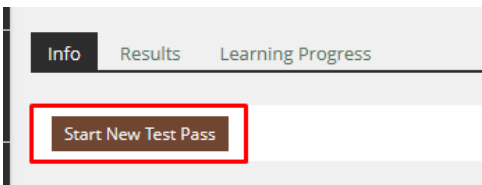


You can: go to the next question; go to the previous question; suspend the test to finish later; or finish the test.

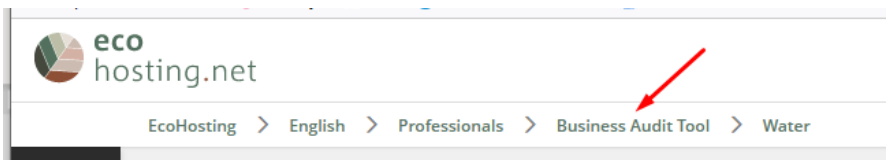
3.2.1.4 Results



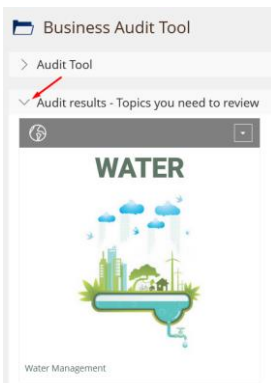
3.2.1.5 Repeat



3.2.1.6 Back to the "Business Audit Tool" page

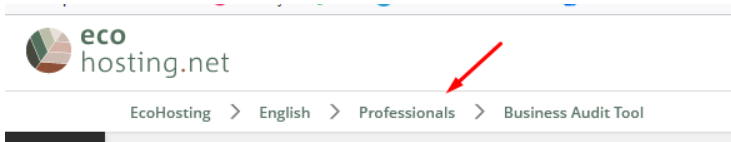


3.2.1.7 Audit Results



The "Audit Results" resume the topics you need to do.

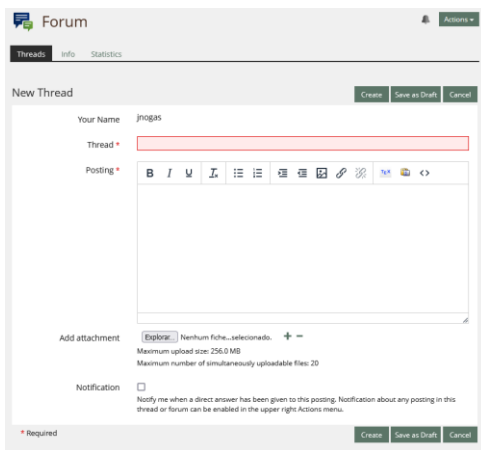
3.2.1.8 Back to the "Professionals" page



3.2.2 Forum



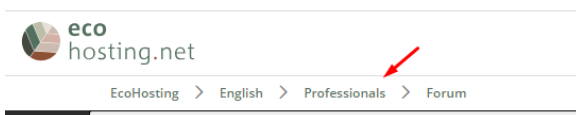
3.2.1.9 New Thread/Topic



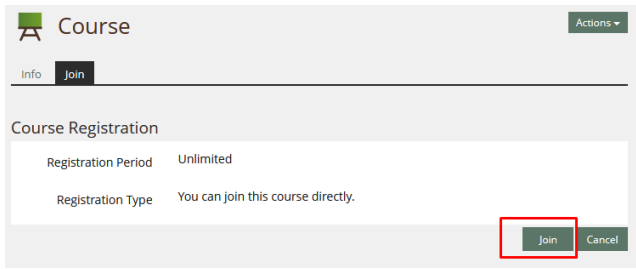
3.2.1.10 Reply/Edit Thread



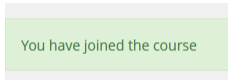
3.2.1.11 Back to the “Professionals” page



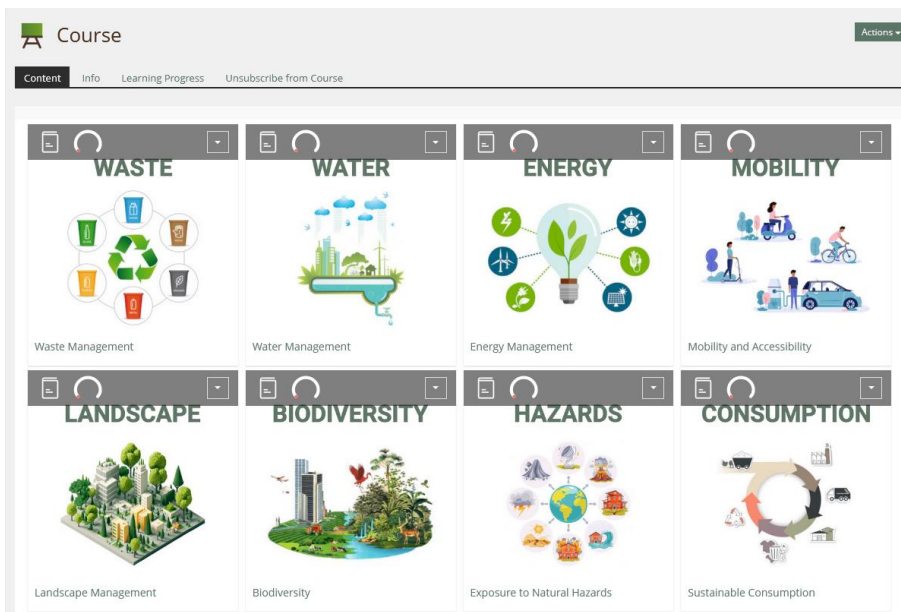
3.2.2 Course



You need to "Join" to the course.



3.2.2.1 "Topics"



Chose the "topic" and read the content

3.2.2.2 Not started/finished



3.2.2.3 Navigate in pages



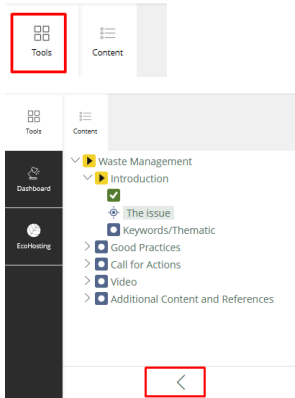
3.2.2.4 Not read



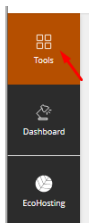
3.2.2.5 Already read



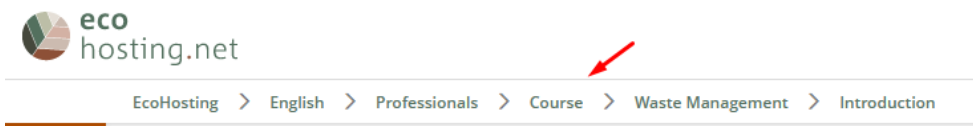
3.2.2.6 Close “Menu”



3.2.2.7 Open “Menu”



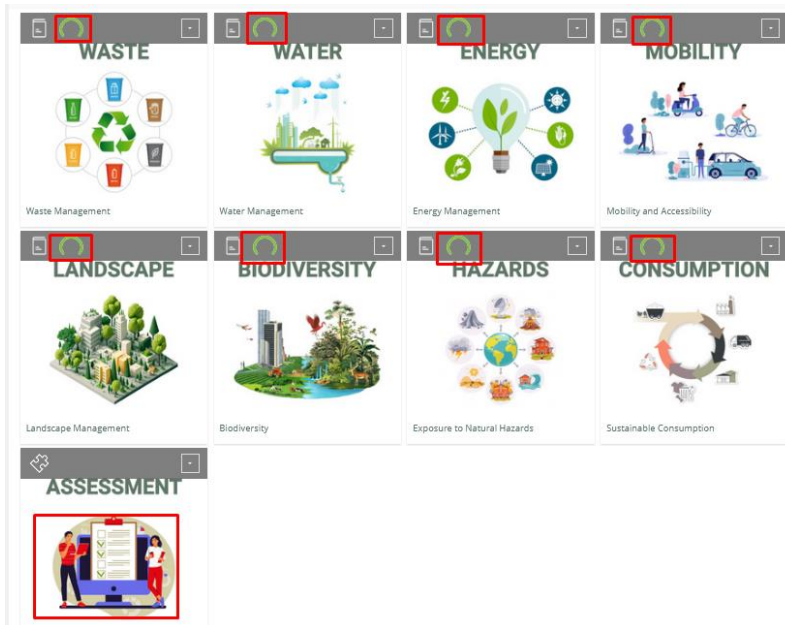
3.2.2.8 Back to the “Course” page



3.2.2.9 Finished (all pages read)



3.2.2.10 Final Self-Assessment



When all topics have been read, the "Final Self-Assessment" becomes available.

3.2.2.11 Start

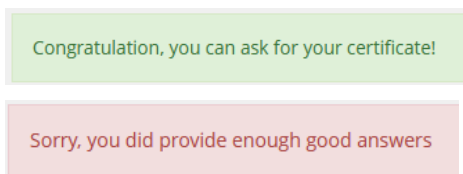


3.2.2.12 Questions



You can: go to the next question; go to the previous question; suspend the test to finish later; finish the test.

3.2.2.13 Results



3.2.2.14 Detailed Results

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?

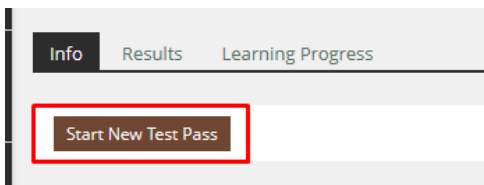
- Only plastic films are allowed for wrapping products. ❌
- Food conservation rules require the use of plastic packaging.
- The 3 Rs rule (reduce, reuse and recycle) can be applied for food conservation.

We recommend a review of "Waste Management"

You can see detailed information of your answers on "Detailed Results".

3.2.2.15 Repeat

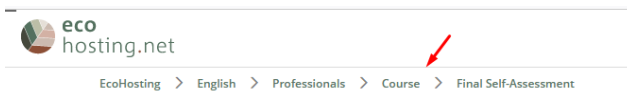
User has 2 tries available



Info Results Learning Progress

Start New Test Pass

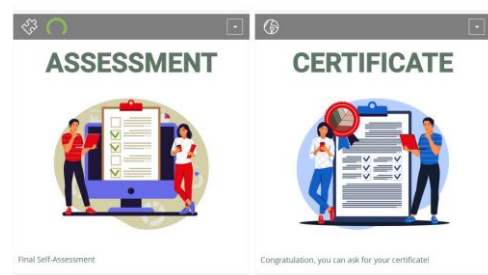
3.2.2.16 Back to the "Course" page



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

3.2.2.17 Certificate of completion



ASSESSMENT

CERTIFICATE

Final Self-Assessment

Congratulations, you can ask for your certificate!

If you get enough correct answers, a button will be available to request the certificate of completion.

Mail

Folder **Compose** Contacts Options

Search Recipients My Courses My Groups

Compose Send mail Save as Draft

To *

CC

BCC

Subject *

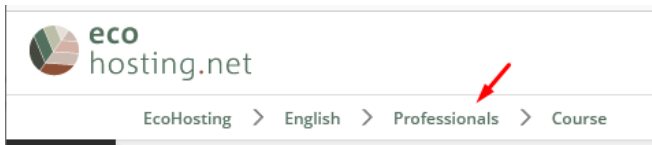
Attachments Add

Message Content

Serial-Letter Placeholders

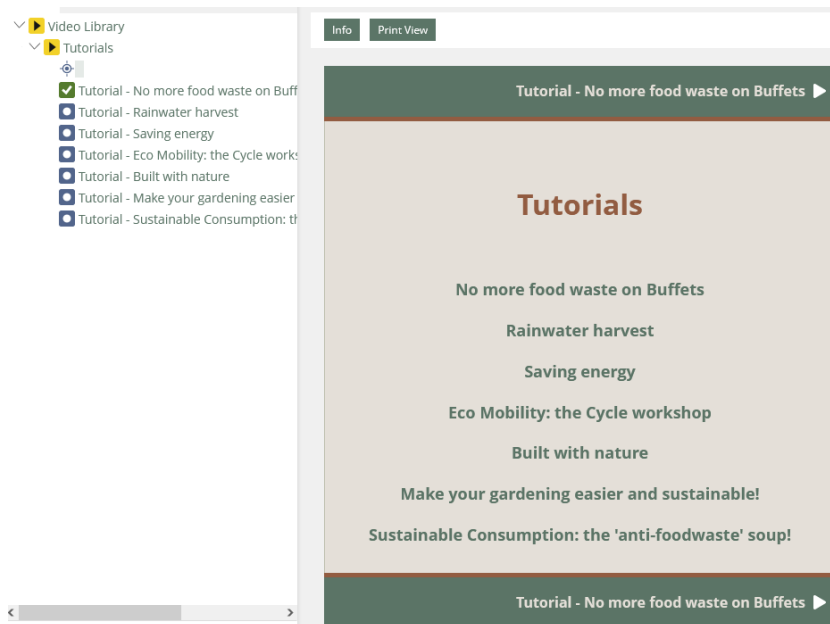
* Required Send mail Save as Draft

3.2.2.18 Back to the “Professionals” page



3.2.3 Video Library

The video library gathers all the tutorials provided by the course.



List of "Video Tutorials".

3.2.3.1 Back to the "Professionals" page

