eco
hosting.net

INSTRUCTIONS FOR USERS

Project: 2020-1-FR01-KA204-080534
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Table of Contents

1 4

1.1 4

1.1.1 4

1.1.2 4

1.2 5

1.2.1 **Erreur ! Signet non défini.**

1.2.2 **Erreur ! Signet non défini.**

1.2.3 5

1.2.4 6

1.2.5 6

1.3 7

1.3.1 7

1.3.2 7

1.3.3 7

2 8

2.1 8

2.1.1 8

2.2 **Erreur ! Signet non défini.**

2.2.1 9

2.2.2 9

2.3 10

2.3.1 10

2.3.2 10

2.3.2.1 10

2.3.2.2 10

2.3.2.3 10

2.3.2.4 11

2.3.3 11

3 11

3.1 **Erreur ! Signet non défini.**

3.2 13

3.2.1 13

3.2.1.1 13

3.2.1.2 13

3.2.1.3 13

3.2.1.4 14

3.2.1.5 14

3.2.2 14

3.3 15

3.3.1 15

3.3.1.1 15

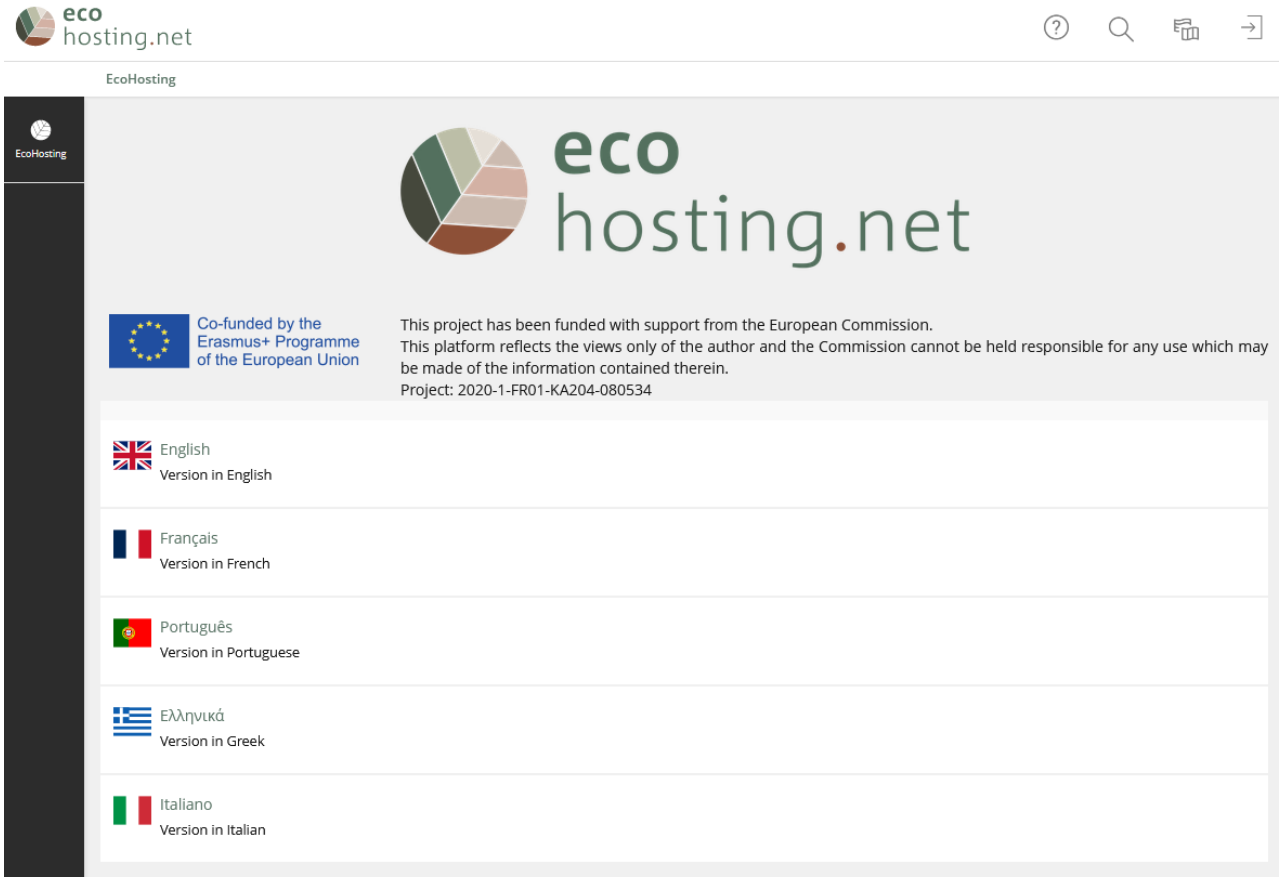
3.3.1.2 15

3.3.1.3 16
3.3.1.4 16
3.3.1.5 16
3.3.1.6 16
3.3.1.7 16
3.3.1.8 16
3.3.2 **Erreur ! Signet non défini.**
3.3.2.1 17
3.3.2.2 17
3.3.2.3 17
3.3.3 18
3.3.3.1 18
3.3.3.2 18
3.3.3.3 18
3.3.3.4 18
3.3.3.5 18
3.3.3.6 19
3.3.3.7 19
3.3.3.8 19
3.3.3.9 19
3.3.3.10 19
3.3.3.11 20
3.3.3.12 20
3.3.3.13 20
3.3.3.14 20
3.3.3.15 21
3.3.3.16 21
3.3.3.17 21
3.3.3.18 22
3.3.4 23
3.3.4.1 23

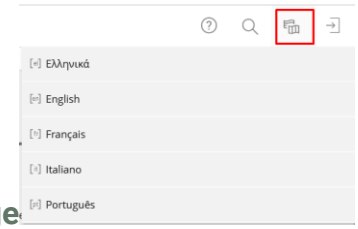
1 *Welcome to the EcoHosting.net course!*

URL: eform.ecohostingnet.eu

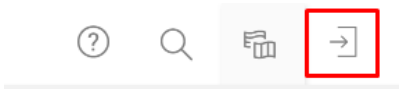
1.1 Home Page



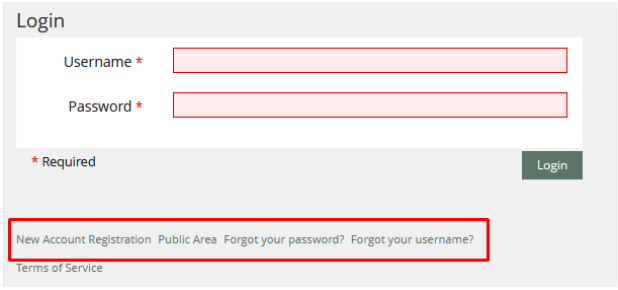
1.1.1 Chose language

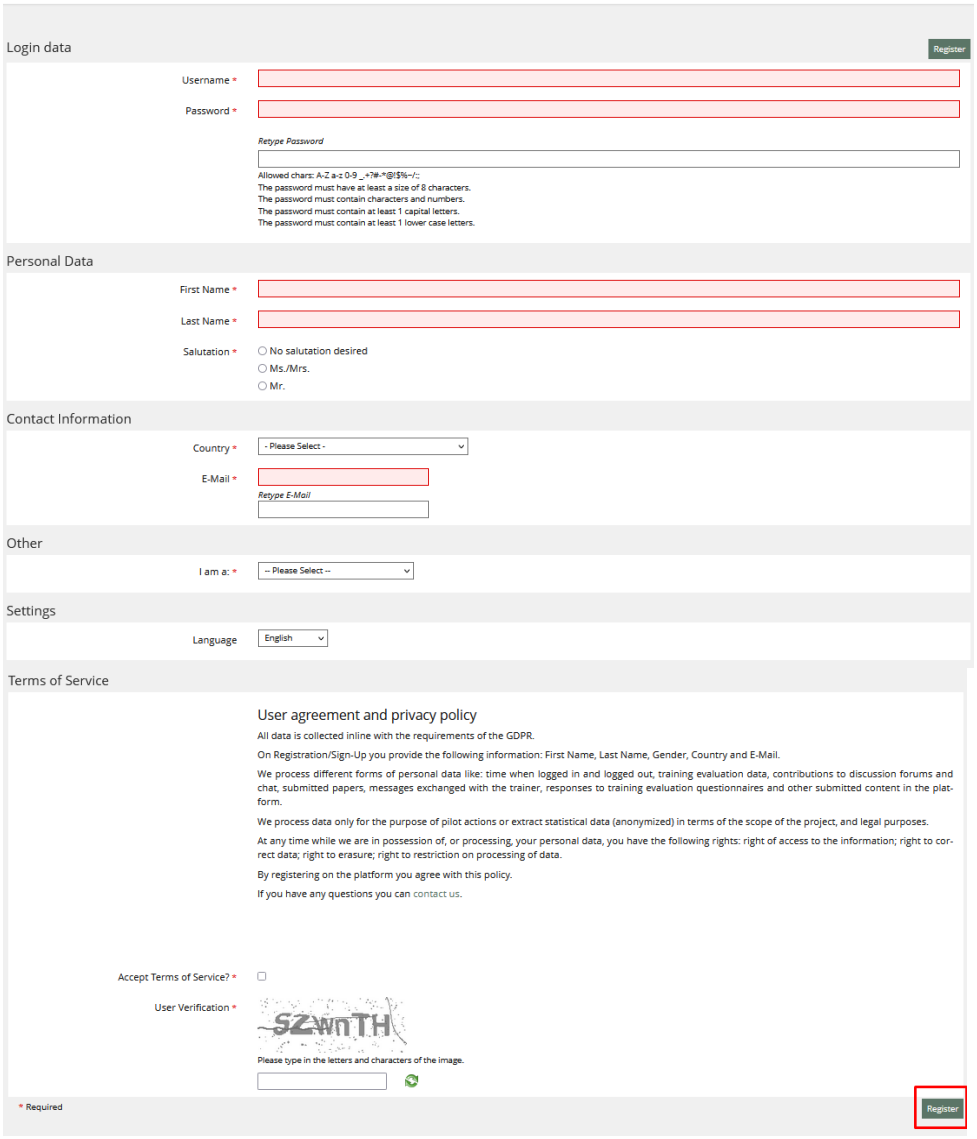


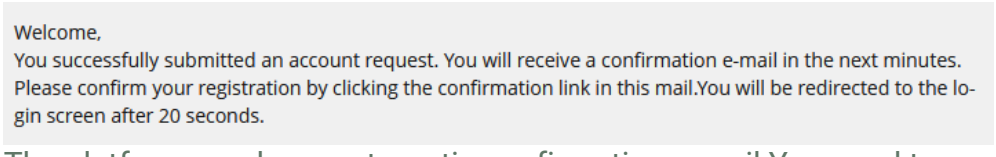
1.1.2 Login in the platform



1.2 Create New Account



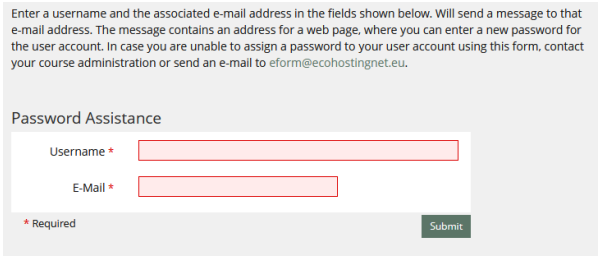




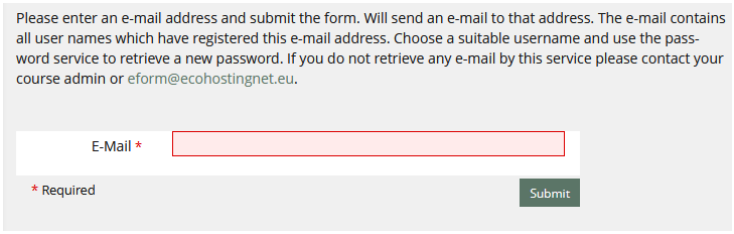
The platform sends an automatic confirmation e-mail You need to confirm your registration by clicking on the confirmation link.

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

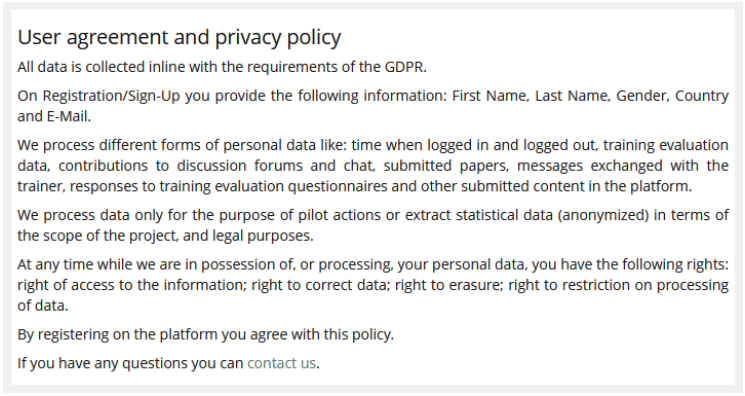
1.2.1 Forgot your password?



1.2.2 Forgot your username?

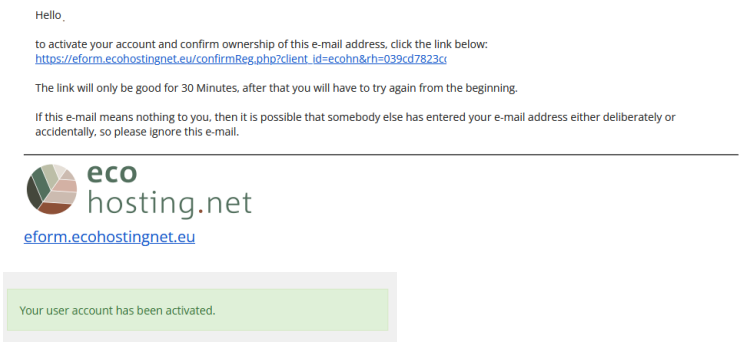


1.2.3 Terms of Service

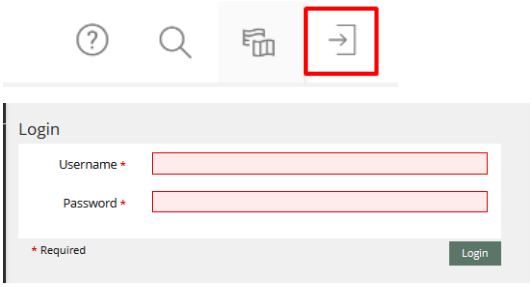


1.3 First Login

1.3.1 Confirmation Link

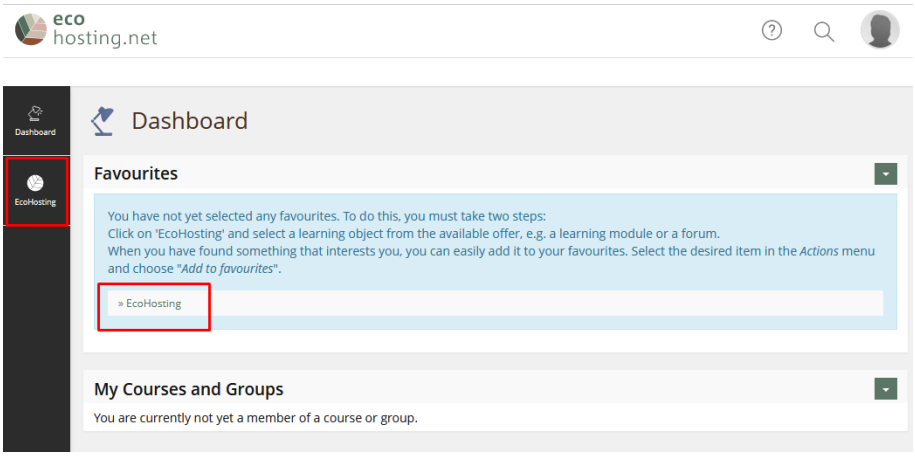


1.3.2 Login



Enter your username and password.

1.3.3 Dashboard



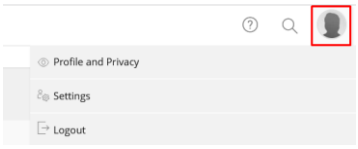
The first time you login, there will be no "links".When you click on " EcoHosting", you will go to the homepage.

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

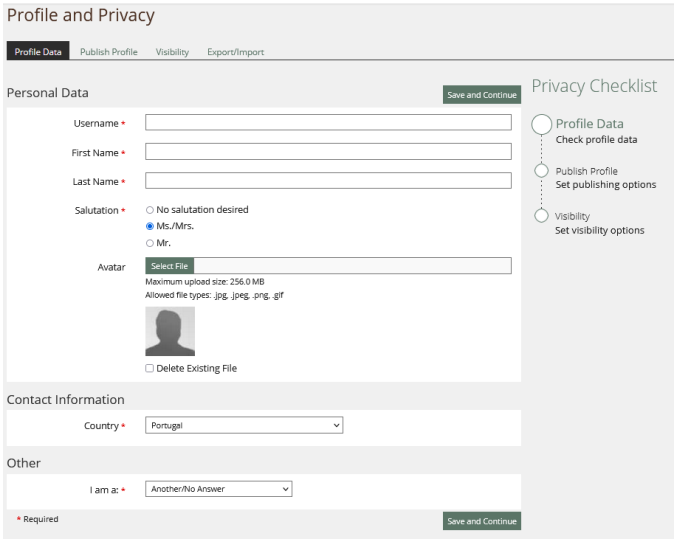
2 Platform

2.1 Profile and Settings

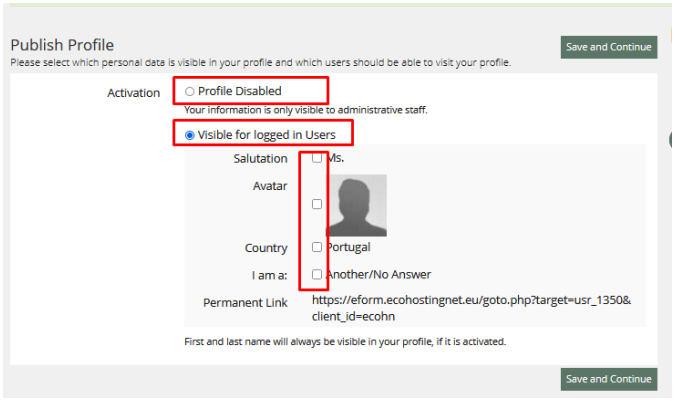
You can create your own profile, and decide if you want other users to see it or not.



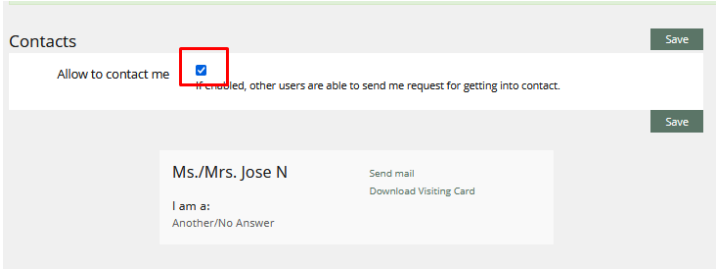
2.1.1 Profile and Privacy



It allows for the inclusion/editing of personal information.



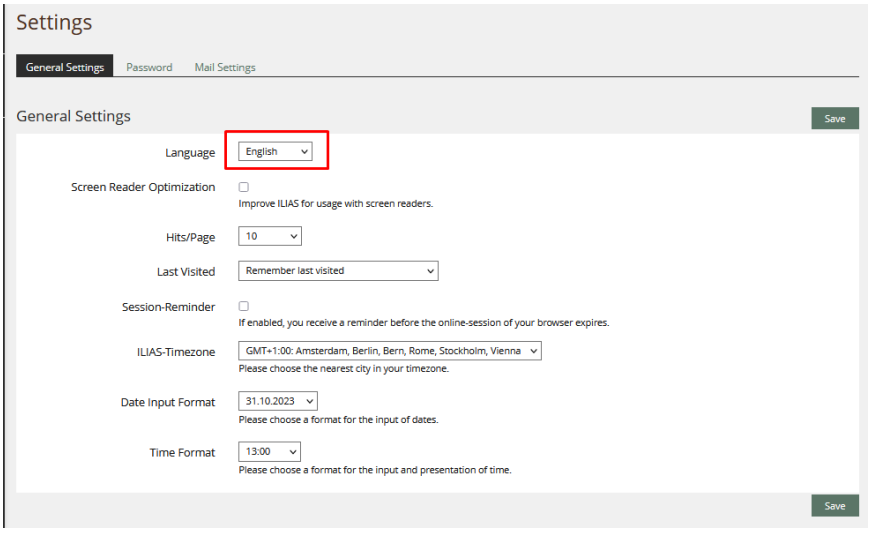
Set whether your profile is visible to other users, and select which information is visible.



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

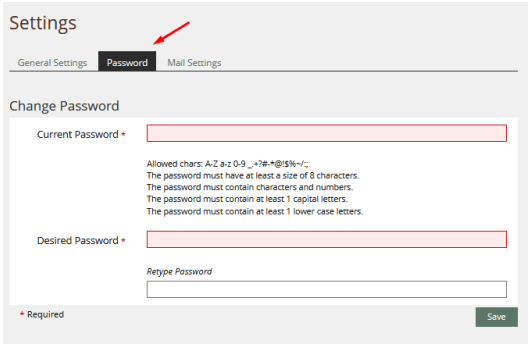
2.2 Settings

2.2.1 General Settings



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

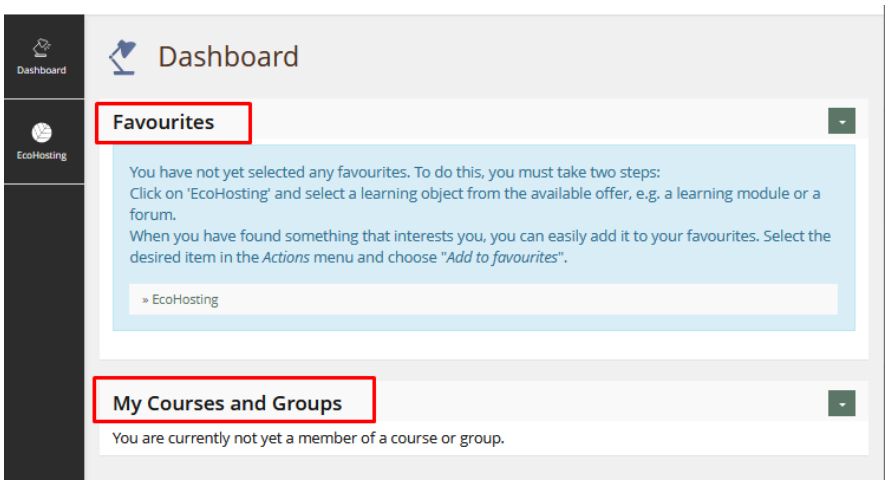
2.1.2 Password



Here you can change the password.

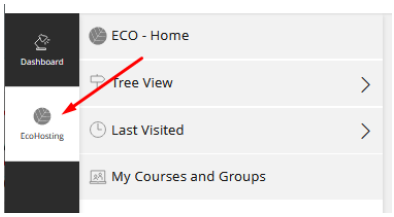
2.2 “Tools”

2.2.1 Dashboard

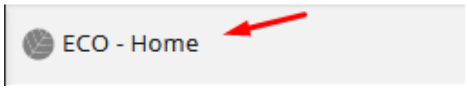


It is like a working area of a PC, where you can add and manage shortcuts to the resources available on the platform.

2.2.2 EcoHosting

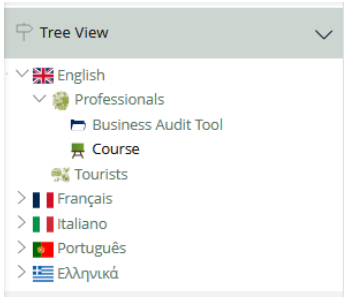


2.2.2.1 EcoHosting - Home



Go to the homepage.

2.2.2.2 Tree View

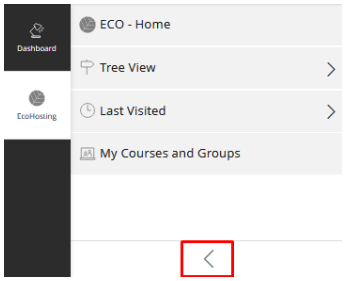


Browse the content hierarchically.

2.2.2.3 Last Visited

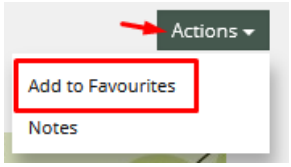
List of last viewed contents.

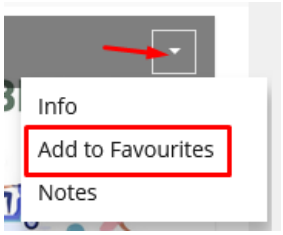
2.2.2.4 Close



Closes the “menu”.

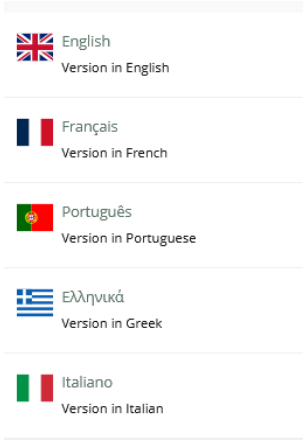
2.2.3 Add to Favourites



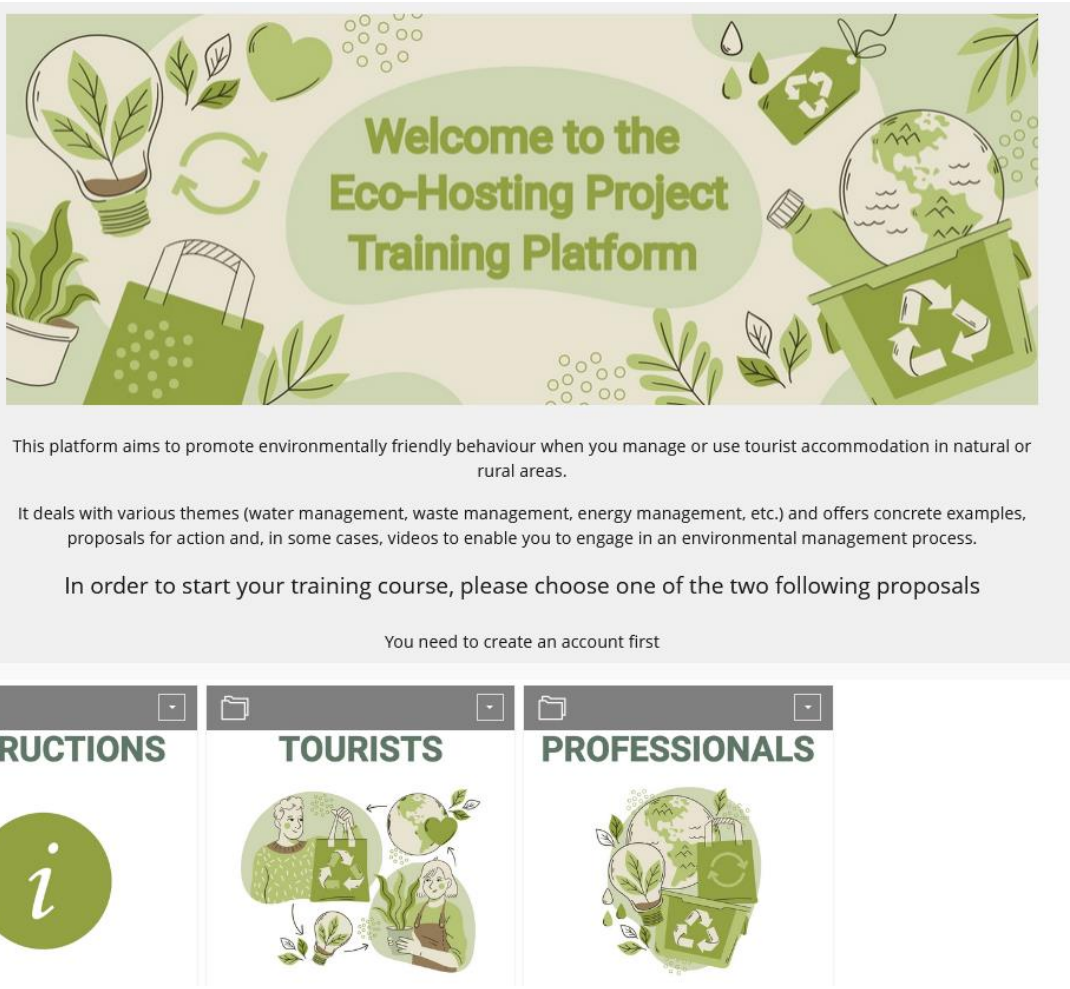


3 EcoHosting.net courses

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



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

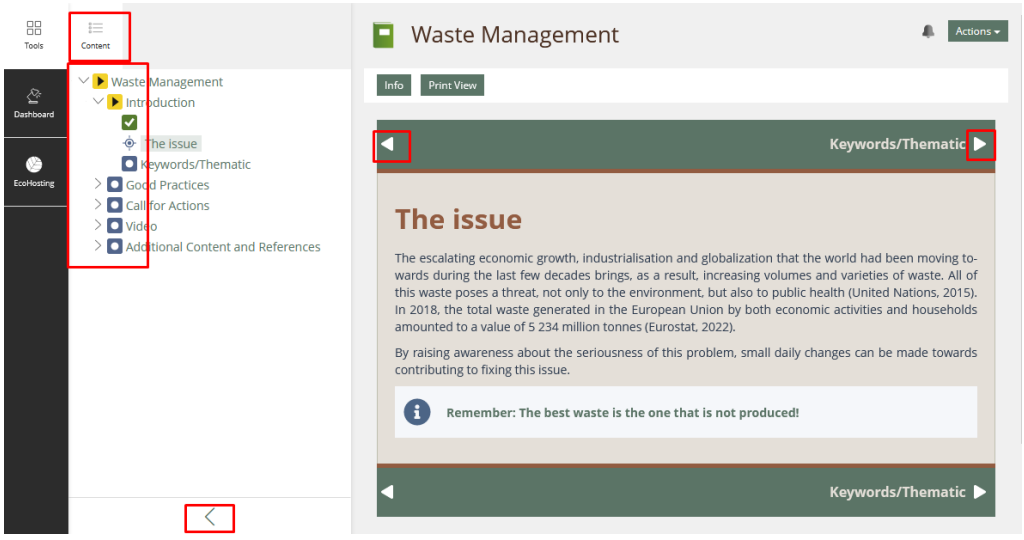


Choose the content you want to access: "Tourists" or "Professionals"

3.1 Tourists

Choose the topic you wish to learn about.

3.1.1 "Topic"

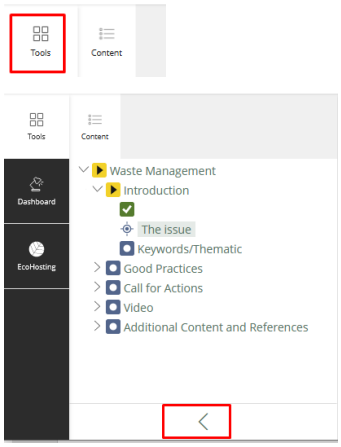


3.1.1.1 Navigate in pages

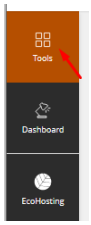
3.1.1.2 Not read

3.1.1.3 Already read

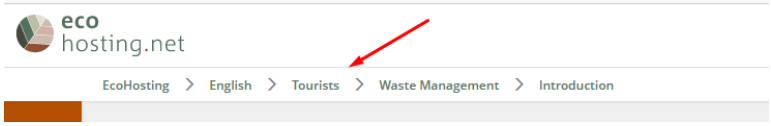
3.1.1.4 Close “Menu”



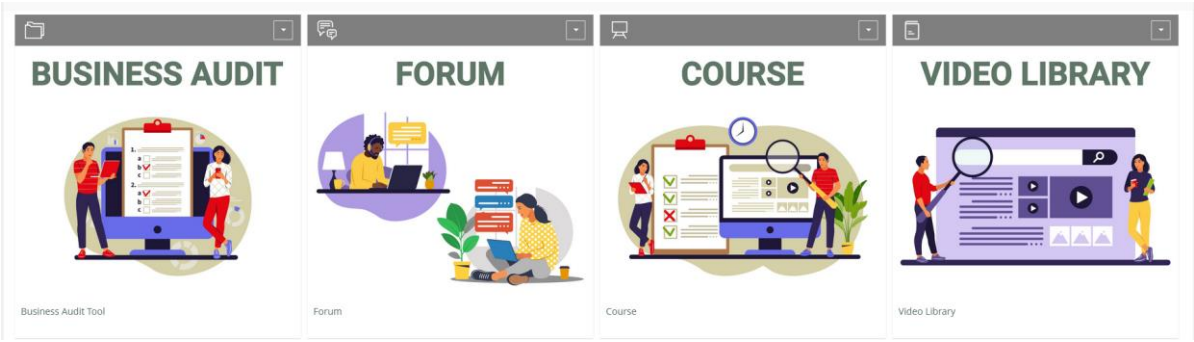
3.1.1.5 Open “Menu”



3.1.2 Back to the “Tourists” page



3.2 Professionals



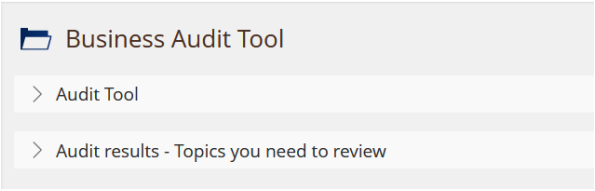
3.2.1 Business Audit Tool

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

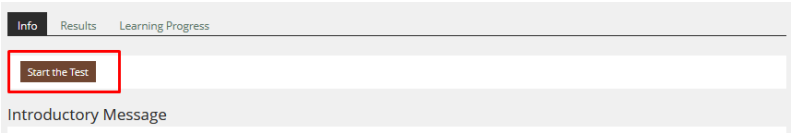
4. Test your new knowledge and progress



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

3.2.1.1 Choose topic

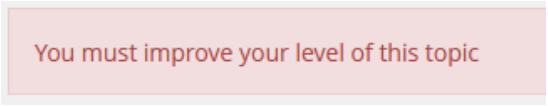
3.2.1.2 Start



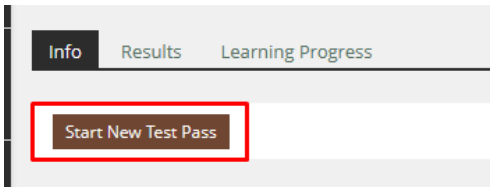
3.2.1.3 Questions

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

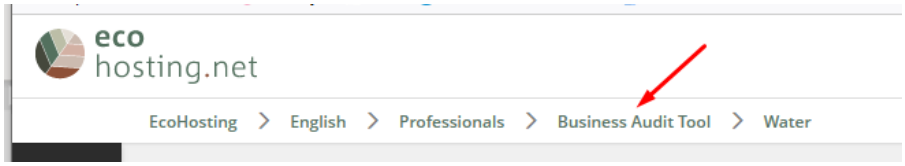
3.2.1.4 Results



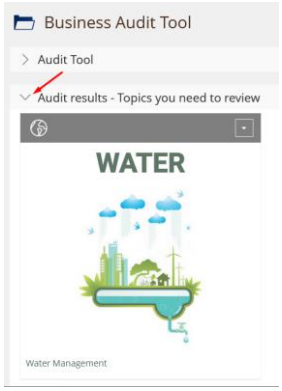
3.2.1.5 Repeat



3.2.1.6 Back to the “Business Audit Tool” page

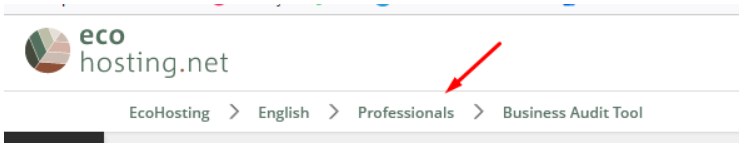


3.2.1.7 Audit Results

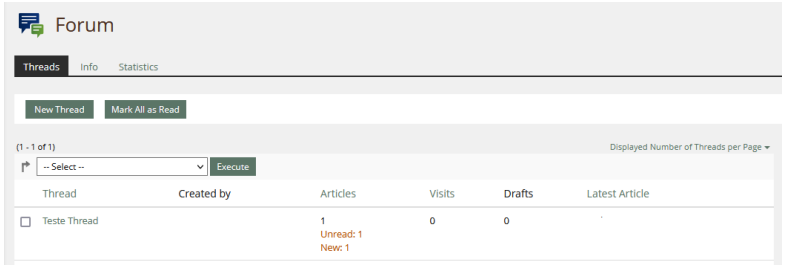


The "Audit Results" resume the topics you need to do.

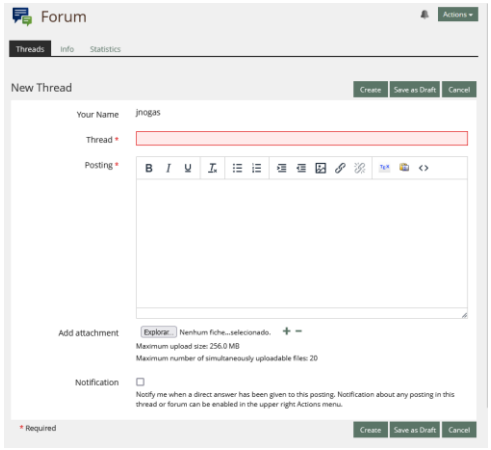
3.2.1.8 Back to the “Professionals” page



3.2.2 Forum

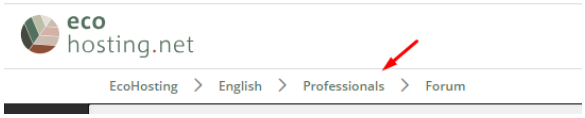


3.2.1.9 New Thread/Topic

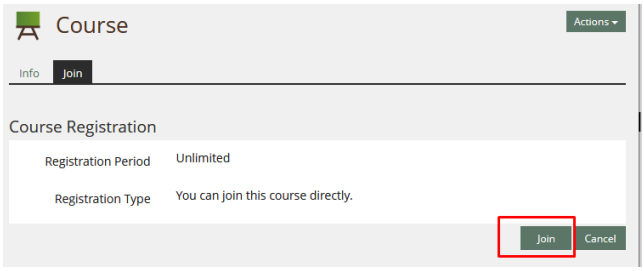


3.2.1.10 Reply/Edit Thread

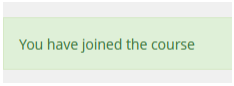
3.2.1.11 Back to the “Professionals” page



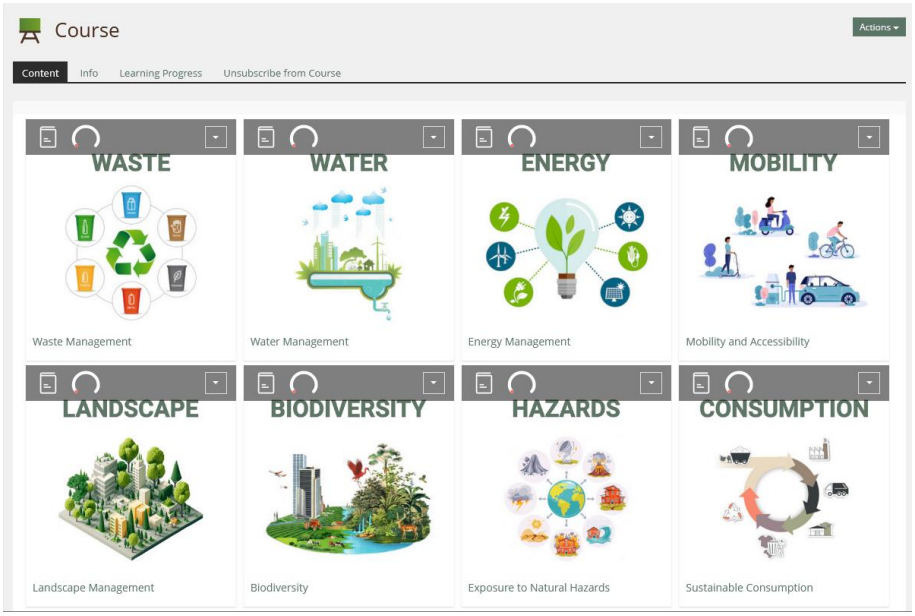
3.2.2 Course



You need to "Join" to the course.



3.2.2.1 "Topics"



Chose the "topic" and read the content

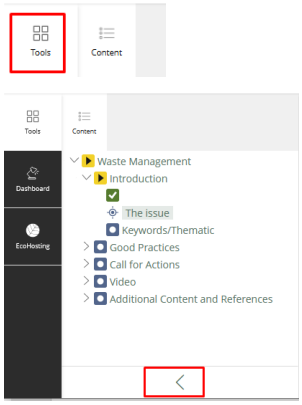
3.2.2.2 Not started/finished

3.2.2.3 Navigate in pages

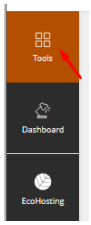
3.2.2.4 Not read

3.2.2.5 Already read

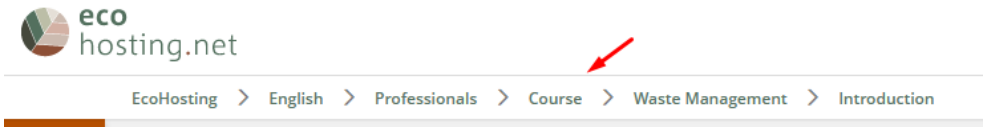
3.2.2.6 Close “Menu”



3.2.2.7 Open “Menu”

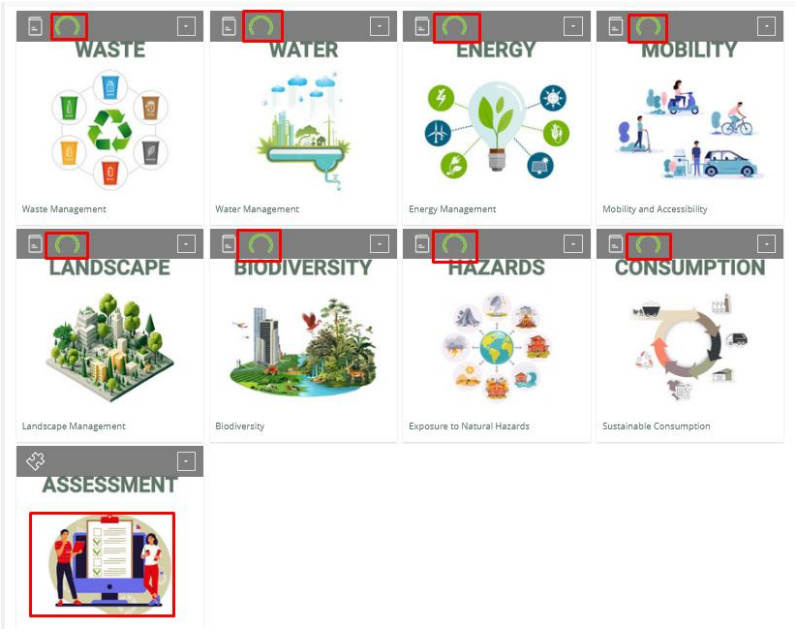


3.2.2.8 Back to the “Course” page



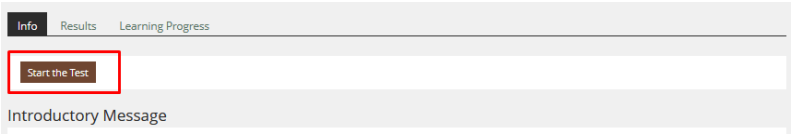
3.2.2.9 Finished (all pages read)

3.2.2.10 Final Self-Assessment



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

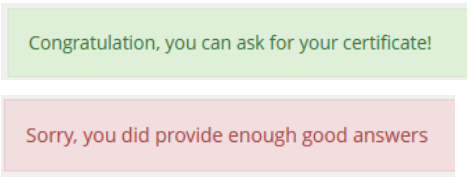
3.2.2.11 Start



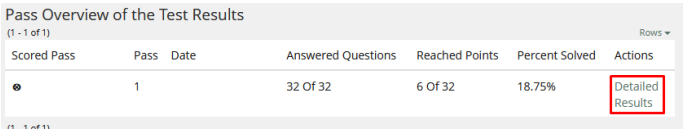
3.2.2.12 Questions

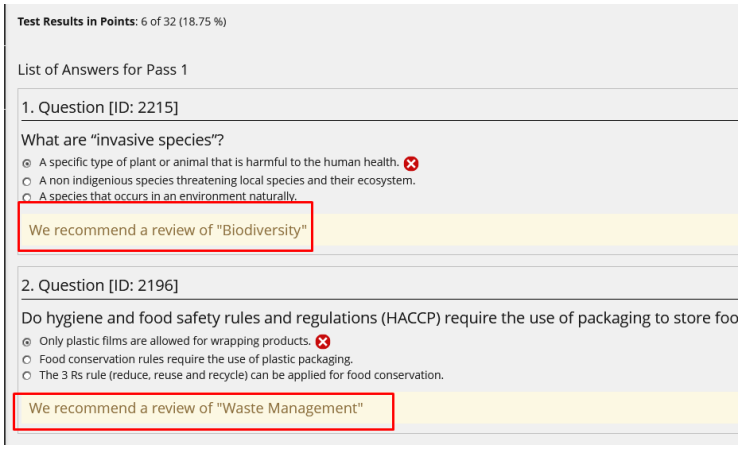
You can: go to the next question; go to the previous question; suspend the test to finish later; finish the test.

3.2.2.13 Results



3.2.2.14 Detailed Results

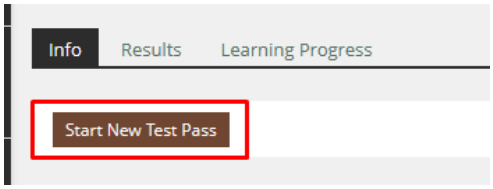




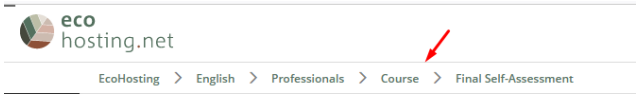
You can see detailed information of you answers on "Detailed Results".

3.2.2.15 Repeat

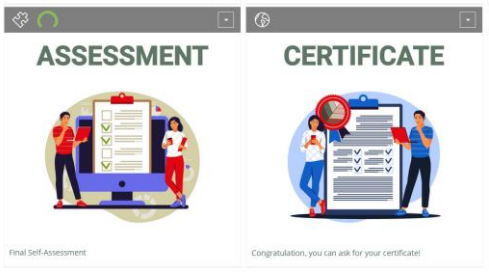
User has 2 tries available



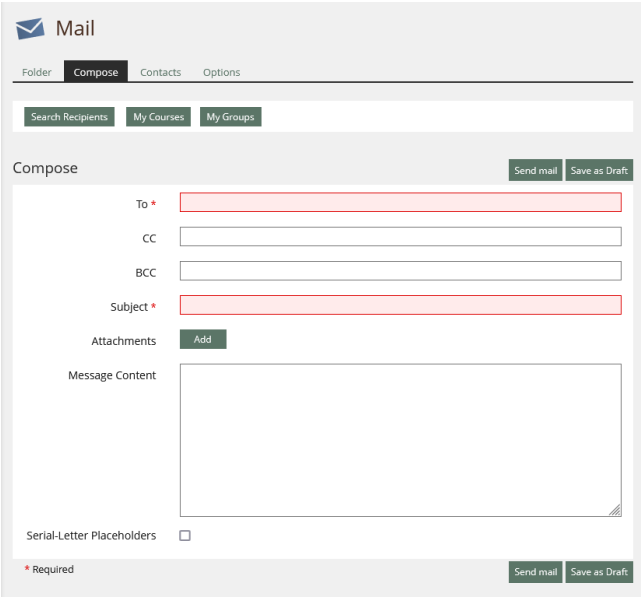
3.2.2.16 Back to the “Course” page



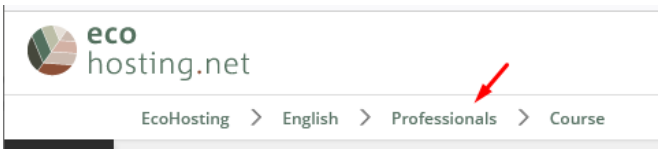
3.2.2.17 Certificate of completion



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

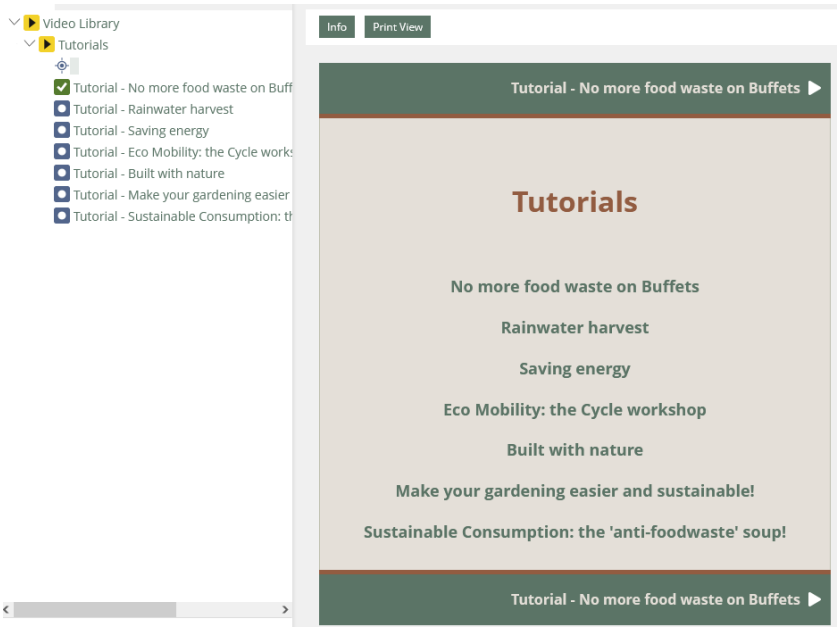


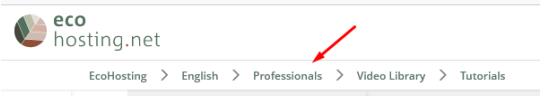
3.2.2.18 Back to the “Professionals” page



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