



**eco**  
hosting.net

# INSTRUÇÕES PARA OS UTILIZADORES DA PLATAFORMA

Project: 2020-1-FR01-KA204-080534

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Erasmus+ Programme  
of the European Union



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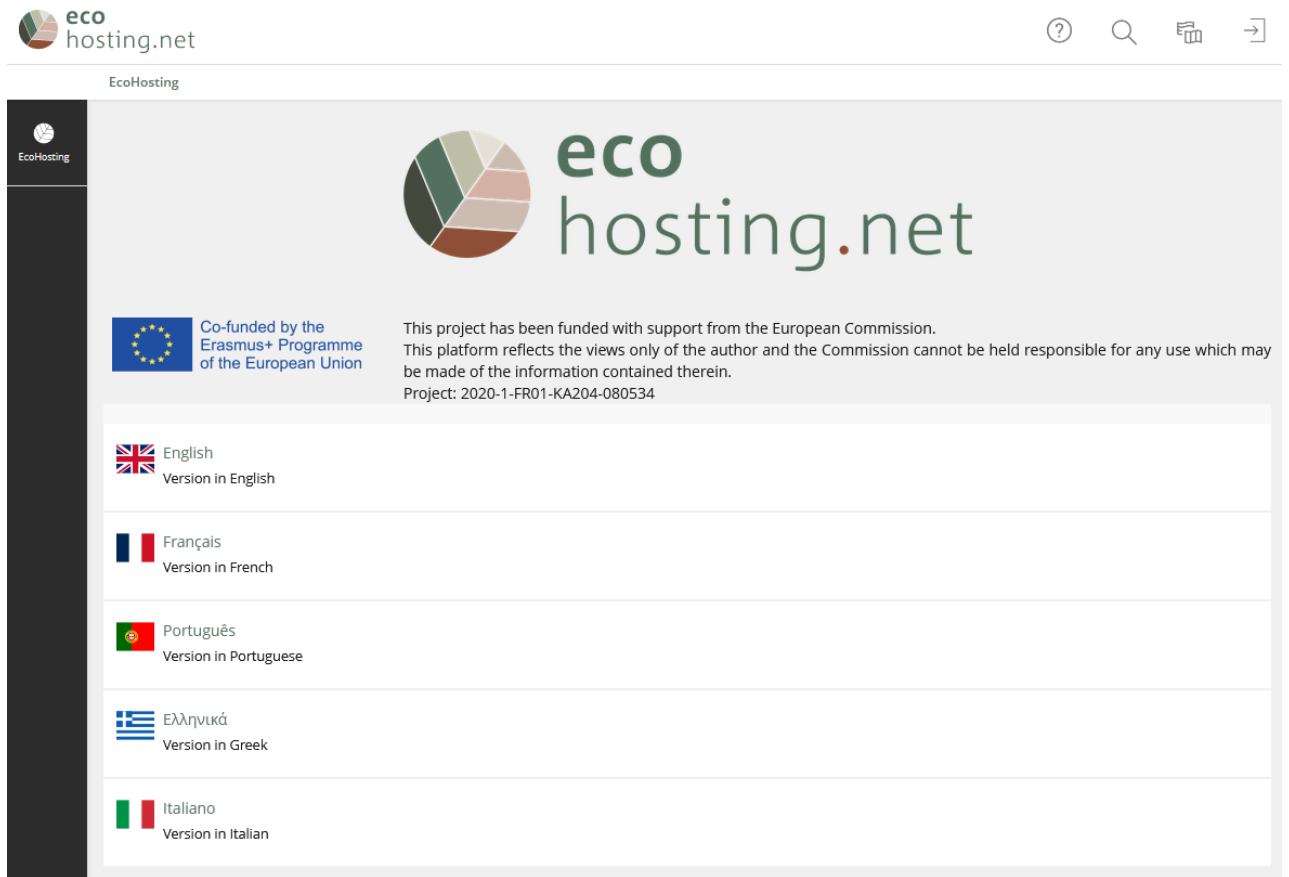
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# 1 Welcome to the EcoHosting.net course!

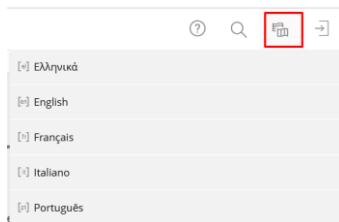
URL: [eform.ecohostingnet.eu](http://eform.ecohostingnet.eu)

## 1.1 Página inicial



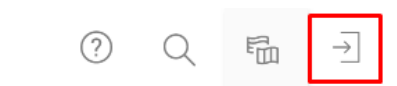
The screenshot shows the homepage of EcoHosting.net. At the top left is the logo 'eco hosting.net'. To the right are icons for help, search, and navigation. Below the logo is a large banner with the 'eco hosting.net' logo and a message: 'This project has been funded with support from the European Commission. 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'. To the left of this message is the European Union flag and the text 'Co-funded by the Erasmus+ Programme of the European Union'. Below the banner is a list of language options, each with a flag and the text 'Version in [language]': English, Français, Português, Ελληνικά, and Italiano.

### 1.1.1 Selecciona o idioma



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

### 1.1.2 Aceder à Plataforma



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 Criar uma conta

Login

Username \*

Password \*

\* Required

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

[Terms of Service](#)

Login data

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

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.

A plataforma envia um e-mail automático de confirmação. É necessário confirmar o seu registo clicando na ligação de confirmação.

**Sugestão: verifica o spam se não vires a confirmação automática por e-mail.**

## 1.2.1 Não se lembra da sua palavra-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](mailto:eform@ecohostingnet.eu).

### Password Assistance

Username \*

E-Mail \*

\* Required

Submit

## 1.2.2 Não se lembra do seu nome de utilizador (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](mailto:eform@ecohostingnet.eu).

E-Mail \*

\* Required

Submit

## 1.2.3 Termos e condições do serviço

### 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 Primeiro início de sessão

### 1.3.1 "Link" de confirmação

Hello,

to activate your account and confirm ownership of this e-mail address, click the link below:  
[https://eform.ecohosting.net.eu/confirmReg.php?client\\_id=ecohm&rh=039cd7823c](https://eform.ecohosting.net.eu/confirmReg.php?client_id=ecohm&rh=039cd7823c)

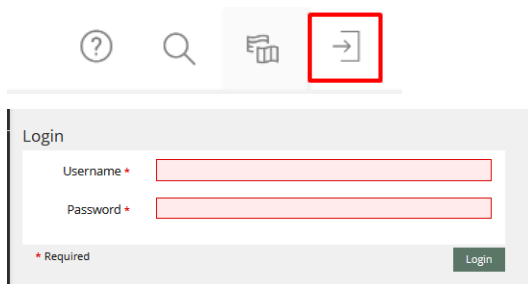
The link will only be good for 30 Minutes, after that you will have to try again from the beginning.

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.

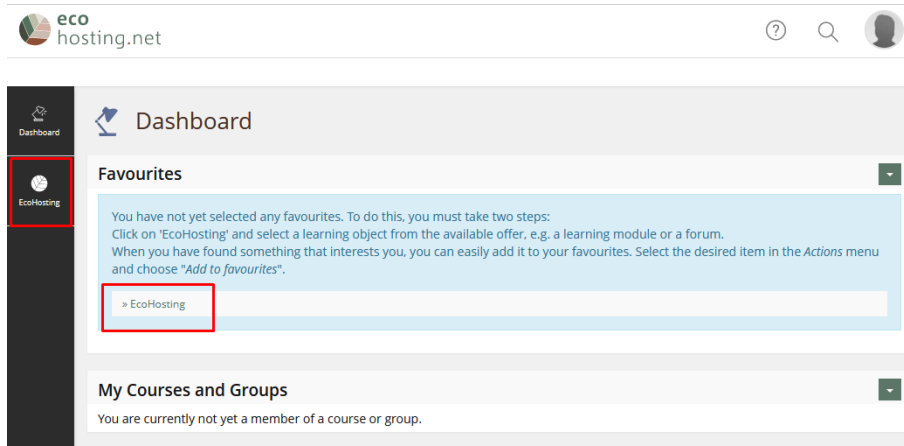
### 1.3.2 Aceder (Login)



The image shows a navigation bar with icons for help, search, and a red-bordered icon representing a right-pointing arrow. Below it is a login form with fields for Username and Password, both marked as required. A 'Login' button is located at the bottom right of the form.

Introduz o teu nome de utilizador (username) e a tua palavra-passe (password).

### 1.3.3 Painel de controlo (Dashboard)



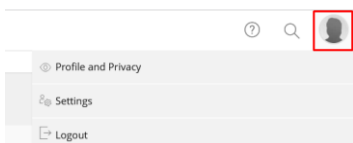
The image shows the dashboard interface. The top header includes the 'eco hosting.net' logo and navigation icons. The main content area is titled 'Dashboard' and contains a 'Favourites' section. A red box highlights the 'EcoHosting' link in the 'Favourites' list. Below this is a 'My Courses and Groups' section.

Na primeira vez que aceder, não há "links". Quando clicas em "EcoHosting", vai para a página inicial.

É como uma área de trabalho de um PC onde pode adicionar e gerir atalhos para os recursos disponíveis na plataforma.

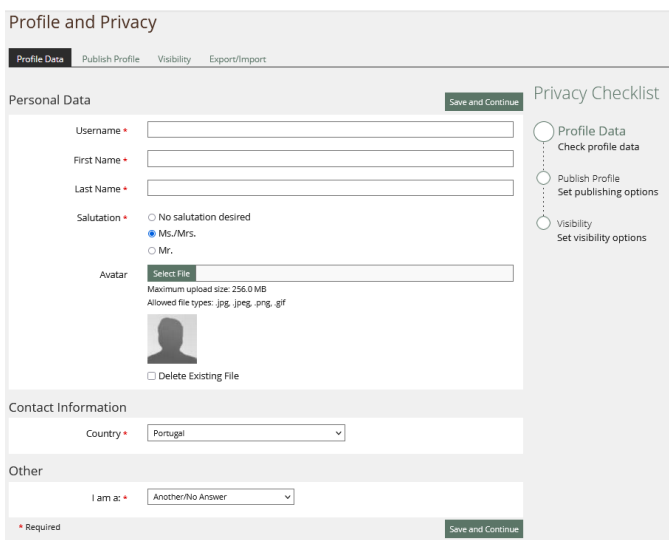
## 2 Plataforma

### 2.1 Perfil e definições

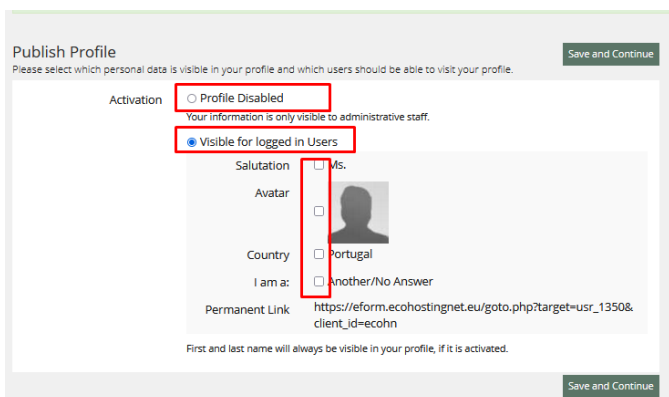


Pode criar o seu próprio perfil e decidir se quer que outros utilizadores o visualizem ou não.

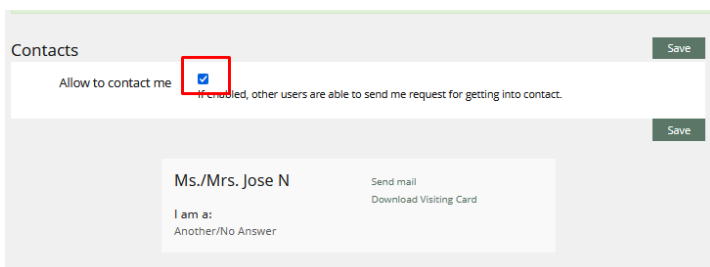
#### 2.1.1 Perfil e privacidade



Permite incluir/editar informações pessoais.



Defina se o teu perfil é visível para outros utilizadores e selecione as informações que são tornadas públicas.

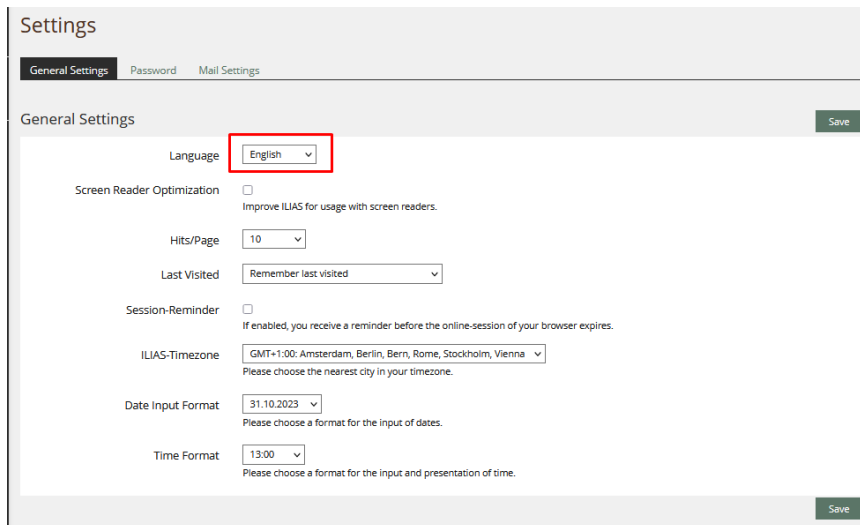


Ver como os outros utilizadores visualizam o seu perfil e determinar se o podem contactar



## 2.2 Definições

### 2.2.1 Definições Gerais



Settings

General Settings Password Mail Settings

General Settings Save

Language English

Screen Reader Optimization   
Improve ILIAS 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.

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

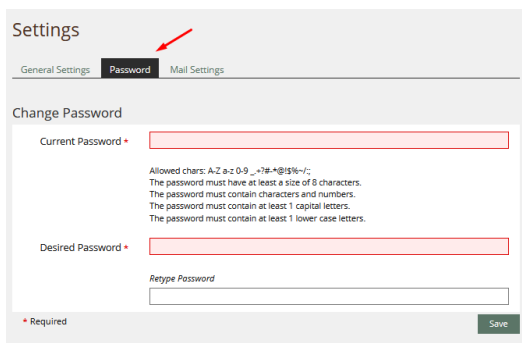
Date Input Format 31.10.2023  
Please choose a format for the input of dates.

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

Save

Aqui poderás escolher um idioma, um fuso horário, etc.

### 2.2.2 Palavra-passe (Password)



Settings

General Settings Password Mail Settings

Change Password

Current Password \*

Desired Password \*

Retype Password

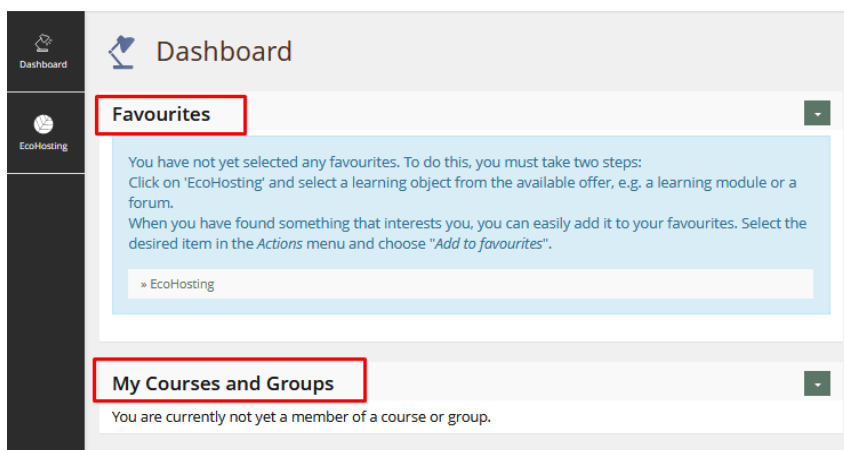
\* Required Save

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.

Aqui pode mudar a palavra-passe.

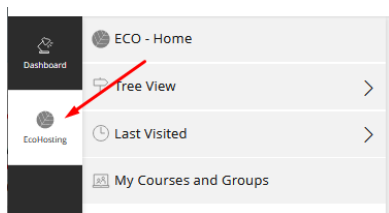
## 2.3 Ferramentas “Tools”

### 2.3.1 Painel de controlo “Dashboard”

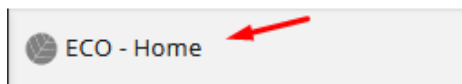


É como uma área de trabalho de um PC, onde pode adicionar e gerir atalhos para os recursos disponíveis na plataforma.

### 2.3.2 EcoHosting

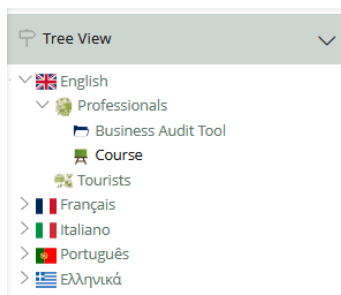


### 2.3.3 EcoHosting - Início



Vá para a página inicial.

#### 2.3.3.1 Vista de ecrã em formato de árvore



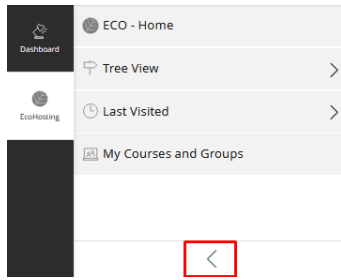
Navega hierarquicamente pelo conteúdo.

#### 2.3.3.2 Última visita



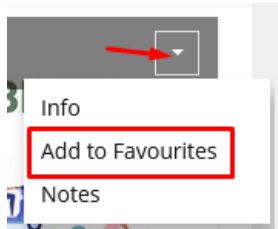
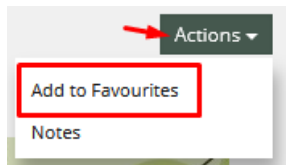
Lista dos últimos conteúdos visualizados.

### 2.3.3.3 Fechar




Fecha o "menu".

### 2.3.4 Adiciona aos favoritos



### 3 Curso EcoHosting.net

 English  
Version in English

 Français  
Version in French

 Português  
Version in Portuguese

 Ελληνικά  
Version in Greek

 Italiano  
Version in Italian

Os conteúdos dos cursos estão disponíveis em inglês, francês, português, grego e italiano.



**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

 <p><b>INSTRUCTIONS</b></p>	 <p><b>TOURISTS</b></p>	 <p><b>PROFESSIONALS</b></p>
--	--	--

São fornecidos dois cursos, com duas entradas: uma para hóspedes e turistas, outra para gestores de estabelecimentos turístico-hoteleiros

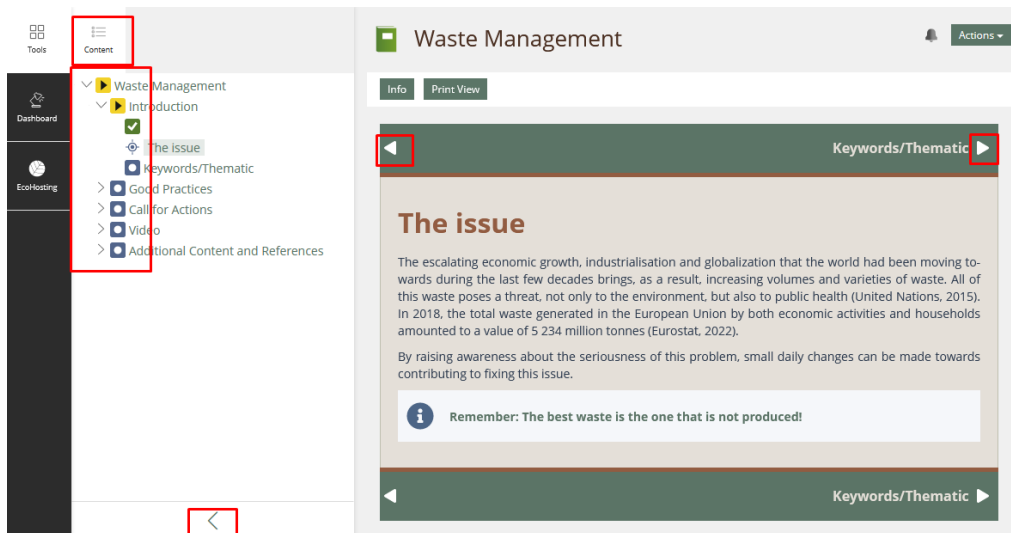
Escolhe o conteúdo a que queres aceder: "Turistas" ou "Profissionais"

### 3.1 Turistas



Escolhe o tema sobre o qual deseja aprender.

#### 3.1.1 "Tópico"



##### 3.1.1.1 Navega nas páginas



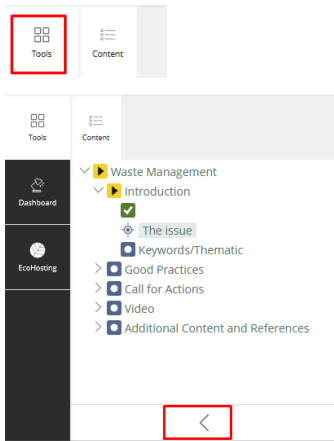
##### 3.1.1.2 Não lido



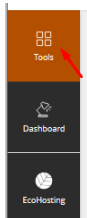
##### 3.1.1.3 Já lidos



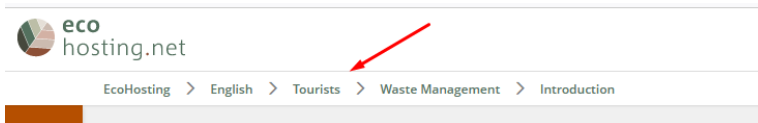
### 3.1.1.4 Fechar o “Menu”



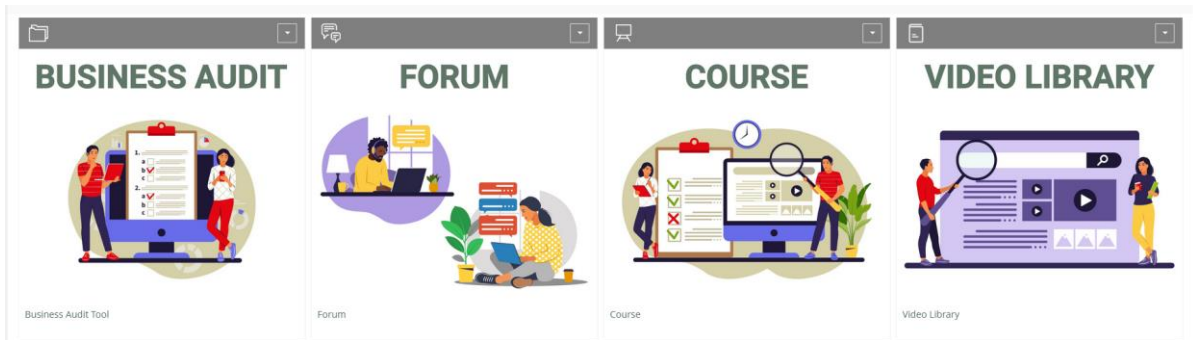
### 3.1.1.5 Abrir o “Menu”



### 3.1.1.6 Voltar para a página “Touristas”

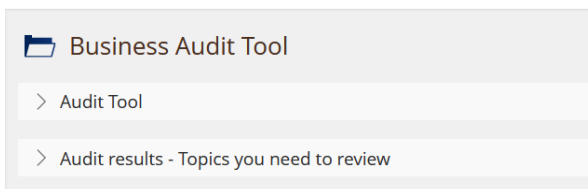


## 3.2 Profissionais



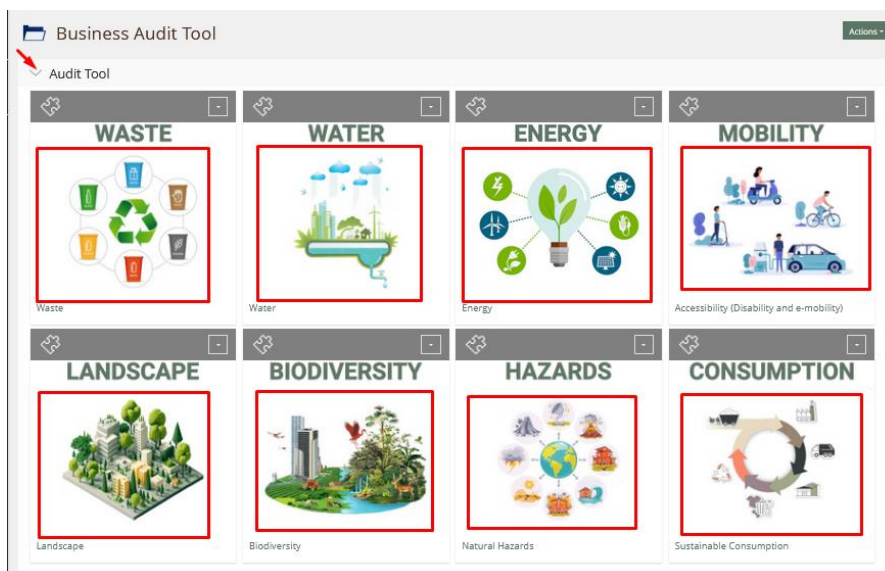
1. Faz a autoauditoria para verificar onde ainda necessita de melhorar o seu desempenho (apenas se for proprietário ou gestor).
2. Percorre o módulo/tópico
3. Partilha com os outros no Fórum
4. Testa os seus novos conhecimentos e progressos

### 3.2.1 Ferramenta de auditoria empresarial

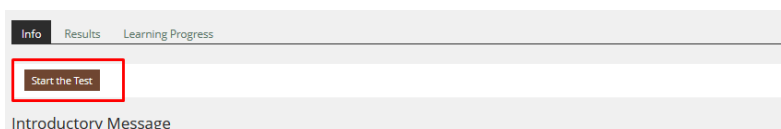


Ferramenta para conhecimentos e competências iniciais para determinar percursos de aprendizagem individuais.

#### 3.2.1.1 Escolha um “Tópico”



#### 3.2.1.2 Iniciar

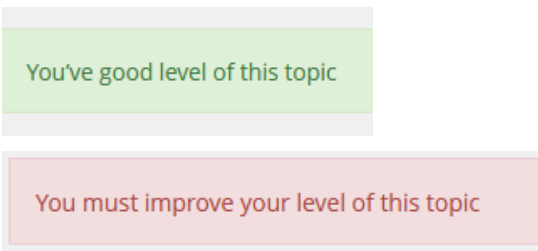


### 3.2.1.3 Perguntas

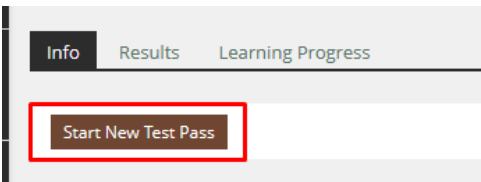


É possível: passar para a pergunta seguinte; passar para a pergunta anterior; suspender o teste para o terminar mais tarde; ou terminar o teste.

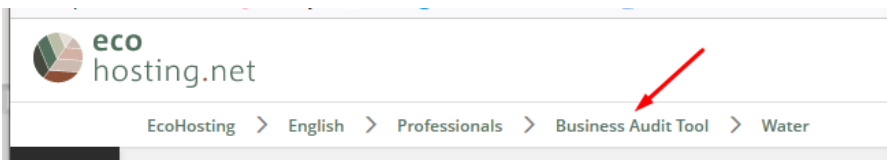
### 3.2.1.4 Resultados



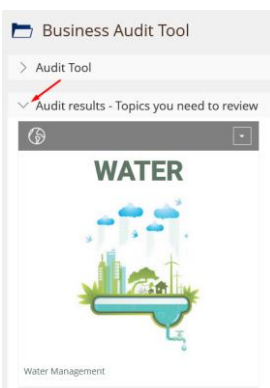
### 3.2.1.5 Repetir



### 3.2.1.6 Voltar à página "Ferramenta de Auditoria Empresarial"

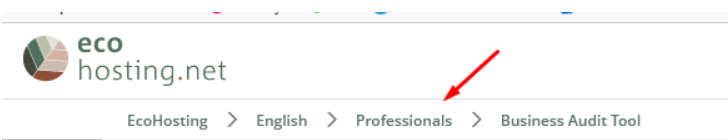


### 3.2.1.7 Resultados da auditoria



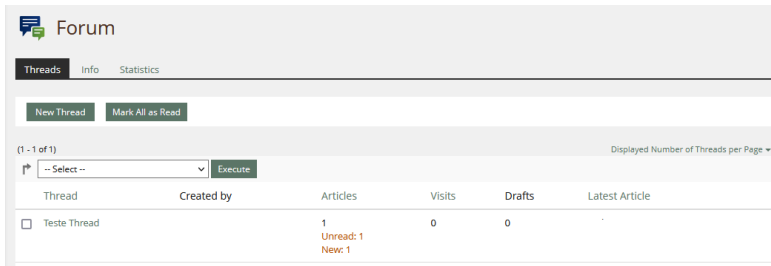
Os "Resultados da auditoria" indicam os tópicos que necessitas de efetuar.

### 3.2.1.8 Voltar para a página "Profissionais"

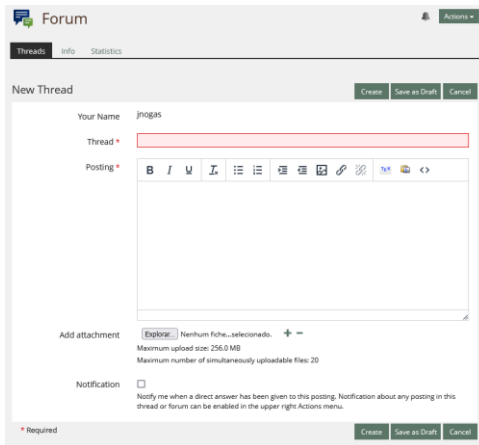




## 3.2.2 Fórum



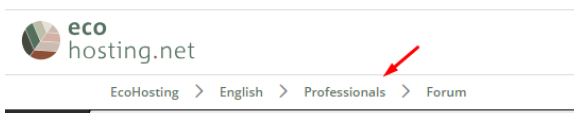
### 3.2.2.1 Novo Tópico/Tema



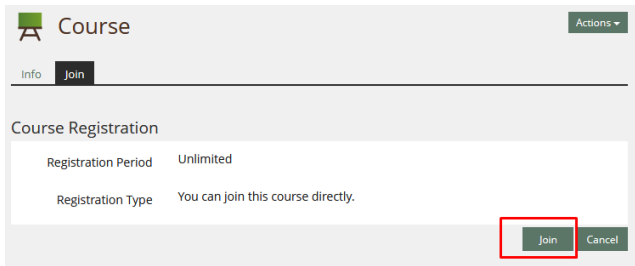
### 3.2.2.2 Responder/Editar Tópico



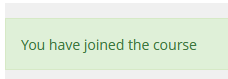
### 3.2.2.3 Voltar à página "Profissionais"



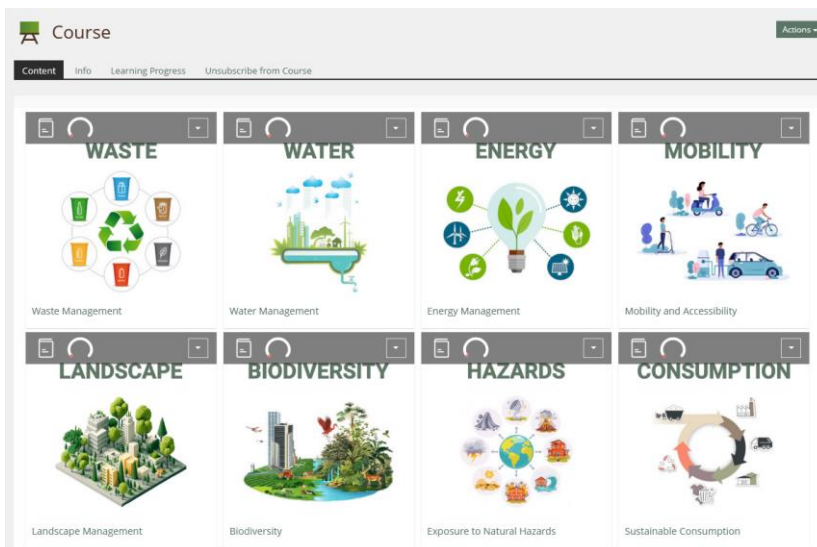
### 3.2.3 Curso



Tens de "aderir (Join)" ao curso.



#### 3.2.3.1 "Tópicos/Temáticas"



Escolhe o "tópico/Temática" e leia o conteúdo

#### 3.2.3.2 Não iniciado/Terminado



#### 3.2.3.3 Navegar nas páginas



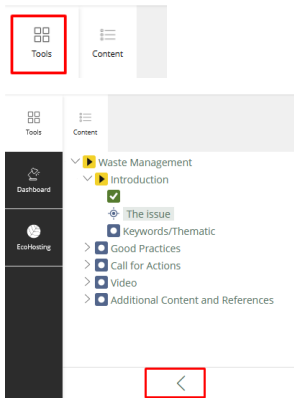
#### 3.2.3.4 Não lido



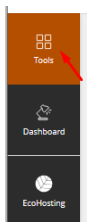
#### 3.2.3.5 Já lido



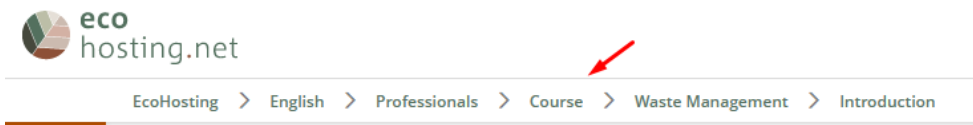
### 3.2.3.6 Fechar o “Menu”



### 3.2.3.7 Abrir o “Menu”



### 3.2.3.8 Voltar à página do curso



### 3.2.3.9 Concluído (todas as páginas lidas)

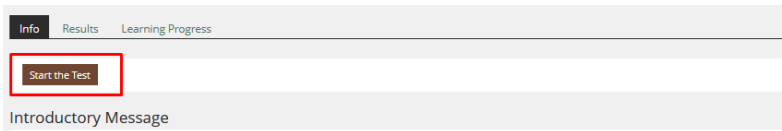


### 3.2.3.10 Autoavaliação final



Quando todos os tópicos tiverem sido lidos, fica disponível a "Autoavaliação final".

### 3.2.3.11 Iniciar

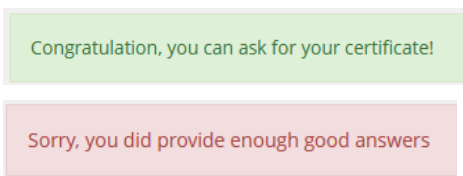


### 3.2.3.12 Perguntas



Pode: ir para a pergunta seguinte; ir para a pergunta anterior; suspender o teste para terminar mais tarde; terminar o teste.

### 3.2.3.13 Resultados



### 3.2.3.14 Detalhes dos Resultados

Pass Overview of the Test Results  
(1 - 1 of 1) Rows ▾

Scored Pass	Pass	Date	Answered Questions	Reached Points	Percent Solved	Actions
1	1		32 Of 32	6 Of 32	18.75%	<a href="#">Detailed Results</a>

(1 - 1 of 1)

**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]

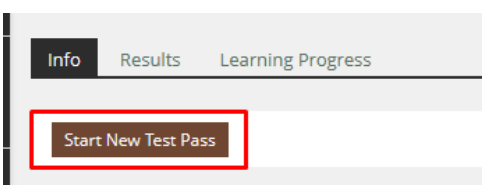
Do hygiene and food safety rules and regulations (HACCP) require the use of packaging to store food?

- 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"

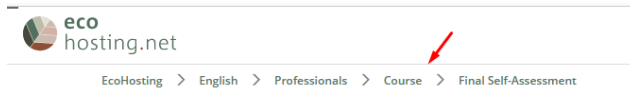
Podes ver informações detalhadas das suas respostas em "Resultados detalhados".

### 3.2.3.15 Repetir

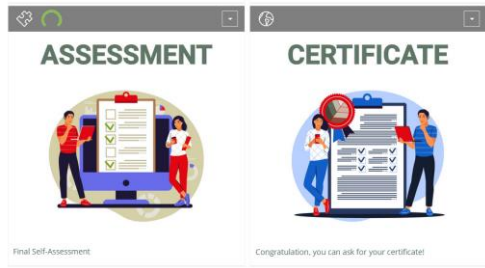


O utilizador tem 2 tentativas disponíveis

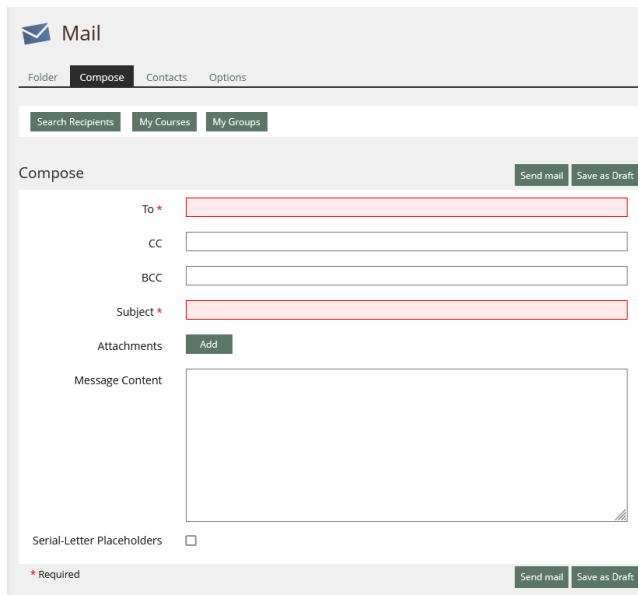
### 3.2.3.16 Voltar à página do curso



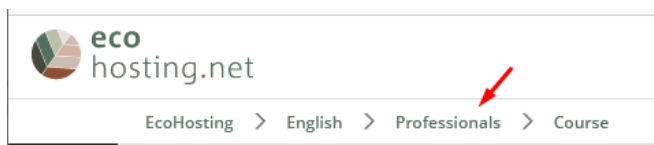
### 3.2.3.17 Certificado de conclusão



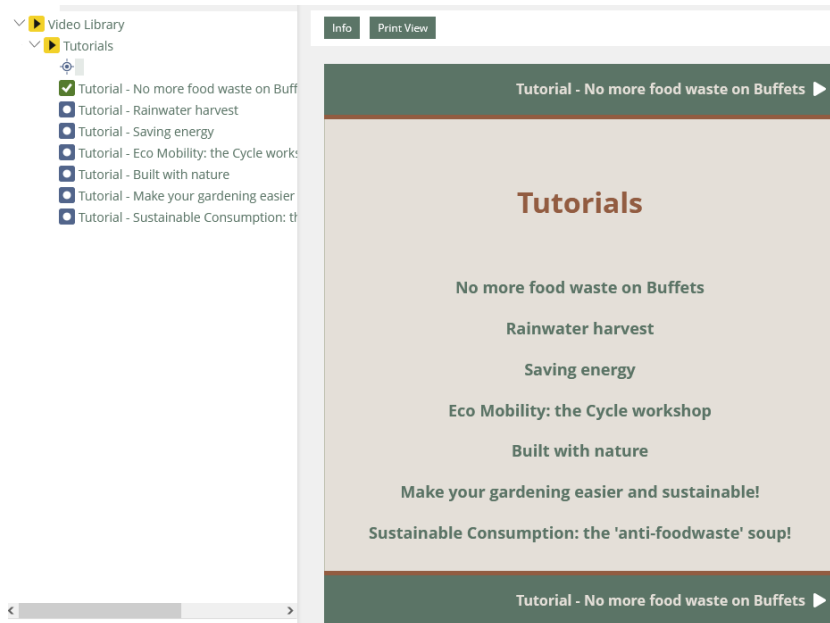
Se obtiveres um número suficiente de respostas corretas, estará disponível um botão para solicitar o certificado de conclusão.



### 3.2.3.18 Voltar à página “Profissionais”



### 3.2.4 Biblioteca de vídeos



A videoteca reúne todos os tutoriais fornecidos pelo curso.

Lista de " Vídeos Tutoriais".

#### 3.2.4.1 Voltar para a página “Profissionais”

