



How to submit a case at the ePractice.eu portal

European eGovernment Awards
Information Day 21 April, 2009

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European Committee
Information Society and Media



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NEW ePRACTICE.EU PLATFORM

- ▶ New platform as of 9 March
- ▶ Incremental improvements in ePractice sections
 - More options to filtering and sorting content
 - More information in listings
 - Complete templates for content
 - Improved user profile
 - WYSIWYG in all section, also in cases
 - Improved Kudos calculations an % of completed profile
- ▶ Open source platform, based on Drupal

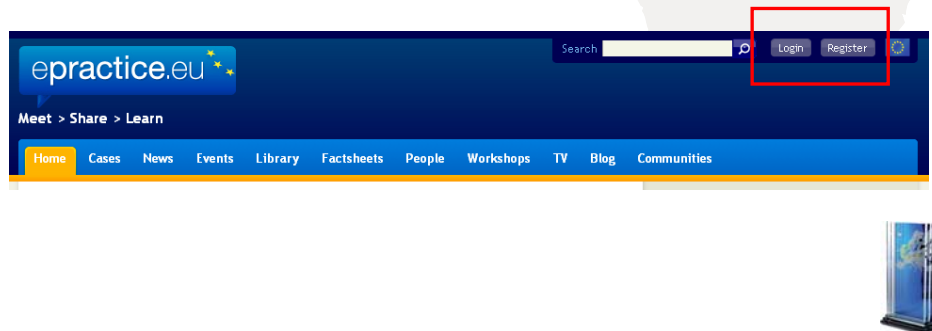


Six steps to successful submission



1) Registration / login

To submit a case to the European eGovernment Awards 2009, you need to be registered on the ePractice.eu portal.



2) Starting the submission form

Two options:

2.A Create a new case for the 2009 awards submission

- You will create a completely new case description, by clicking "Case submission"
- Go to epractice.eu/awards and click on the indicated link



2) Starting the submission form

2.B Submitting an existing case you have on ePractice.eu

- You can use an existing case description for the awards submission.
- Login, go to "My Profile" and "My cases".
- Select the case you want to submit and click on the "Submit to awards"
- The original case is *not affected* by any changes you make in the copied case.

My Proposed Cases New Case View all

24 October 2006
1487 visits | Rating: 4.8/5 | No replies.

P2P for Major Events

P2Pme is a mobile social networking solution designed with major events in mind. P2Pme is an independent service uniquely designed to provide content and networking opportunities through mobile ...

[Submit to Awards](#)

2.B Submitting an existing case ./..

NOTE! Two copies of your case will be available in your profile!

- The case for the awards (not published, and ready to continue the submission process), and
- the original case

My Proposed Cases New Case View all

21 April 2009
No visits | Rating: No votes | No replies.

Awards - P2P for Major Events

P2Pme is a mobile social networking solution designed with major events in mind. P2Pme is an independent service uniquely designed to provide content and networking opportunities through mobile ...

(This case is not published yet)

[Continue editing Awards submission](#)

24 October 2006
1487 visits | Rating: 4.8/5 | No replies.

P2P for Major Events

P2Pme is a mobile social networking solution designed with major events in mind. P2Pme is an independent service uniquely designed to provide content and networking opportunities through mobile ...

3) Filling-in the submission form

The submission form has two parts:

Part 1 – **Identification and description of the case**

- ePractice.eu case template and will be published on the portal after the awards.

Part 2 – **Specific questions**

- Collects additional information for the selection process.

*Both parts needs to be **fully completed!***



4) Saving, editing and printing

Saving: Submission form can be saved in draft format which allows you to continue editing later.

Before saving, all obligatory fields needs to be filled-in.

Editing: You can edit the case until **10 June** as many times as you wish. To re-access the case go to "My profile".

Printing: Print a copy of the case (both parts) before submitting it. Use this option also to save an electronic copy of your case.



5) Uploading documents

- ▶ You can also upload support documentation.
- ▶ The material will be consulted by the experts only if explicitly referred to in Parts 1 or 2 of the submission form and if appropriate.
- ▶ Save your case at the end of Part 2 and then click on the right-hand section to upload **additional documents** relevant to your submission.
- ▶ Maximum size: 2 Mb.
- ▶ File types: .pdf, .ppt, .doc and zip.

 PART 2: SPECIFIC QUESTIONS FOR THE EUROPEAN E-GOVERNMENT AWARDS 2009

▶ Menu settings

1. Awards category:

1. eGovernment supporting the Single Market

2.a. Case Owner - First Applicant



- My Case ✓
- References ✓
- Awards
- Related Cases ✓
- Additional Documents ✓
- Awards Submission**

6) Submitting application

- ▶ To finally submit a case go to the Part 2 and click on **"Submit"**
- ▶ After clicking on the Submit button, **editing the case is not possible.**
- ▶ You will receive a "Thank you" note on the screen and an **email confirmation** to the account owner's email address.
- ▶ An **ID number** is displayed as well as send by mail. Please use it to facilitate reference to your case in case of support.

Thank you for submitting your case to European eGovernment Awards 2009. Your case details:

Case Name: Awards - P2P for Major Events

Case ID: 289385

Submission Part 1:  Print

Submission Part 2:  Print



HELPDESK

- ▶ Further information, submission guidelines and submission form: www.epractice.eu/awards
- ▶ Awards Helpdesk for any technical issue or content related question about the submission form: awards@epractice.eu
- ▶ Portal helpdesk for any problem with login or registration: www.epractice.eu/en/contact



Thank you!

