



## iOLF - Project user management (for lead partners)

The lead partner is responsible for managing the users linked in iOLF to the project. To do so, please go to the "Project Users" widget on the Dashboard.

The screenshot shows the iOLF dashboard for project PGI06264 PNL. The user is Alexandre Hryszkiewicz. The dashboard includes a navigation menu with 'Dashboard', 'My Projects', and 'Users'. A 'Project Users' widget is highlighted with a red box, displaying a table of users linked to the project.

Partner	Version	Status	Last Change
1-LP	1	Valid	a.francois@interreg.eu 08/11/2018 17:34
2-PP	1	Valid	a.francois@interreg.eu 08/11/2018 18:47
3-PP	1	Valid	a.francois@interreg.eu 08/11/2018 18:48
4-PP	1	Valid	a.francois@interreg.eu 08/11/2018 18:49
5-PP	1	Valid	a.francois@interreg.eu 08/11/2018 18:50
6-PP	1	Valid	a.francois@interreg.eu 08/11/2018 18:55
7-PP	1	Valid	a.francois@interreg.eu 08/11/2018 18:55

  

Partner	Version	Status	Last Change
3-PP	1	Valid	Durmstrang Institute krum@durmstrang.eu Partner rights
4-PP	1	Valid	Croatian Ministry of Magic bok@magic.hr Admin rights
5-PP	1	Valid	Magical Development Agency North-West dev@agency.ro Partner rights
6-PP	1	Valid	City of Östersund - Magical Division magic@city.se Partner rights
7-PP	1	Valid	Magical department, Province of Siena multum@siena.it Read-only
8-PP	1	Valid	Ministry of Divination divination@ministry.eu Partner rights
9-PP	1	Valid	Lüneburg Magical Council gal@council.de Partner rights



Project Users		Application form, (Version 1) ▾	User Administration
1-LP	University of Beauxbatons	altagene@beauxbatons.eu	Admin rights
2-PP	Hogwarts Institute for Culture, Sport and Tourism	albus@hogwarts.eu	Partner rights
3-PP	Durmstrang Institute	krum@durmstrang.eu	Partner rights
4-PP	Croatian Ministry of Magic	bok@magic.hr	Read-only
5-PP	Magical Development Agency North-West	dev@agency.ro	Partner rights
6-PP	City of Östersund - Magical Division	magic@city.se	Partner rights
7-PP	Magical department, Province of Siena	multum@siena.it	Read-only
8-PP	Ministry of Divination	divination@ministry.eu	Partner

In the widget, you can see the users involved in the project, their partner institution and the role in the project (LP (lead partner), PP (project partner), AP (advisory partner)); as well as the rights given to this user:

- Admin(istration) rights: given per default to the user that created the application form in iOLF. It shall be given to all the persons from the lead partner organisation that are involved in reporting. User with admin rights can edit the joint progress report (and the application form if applicable); and read most of the other parts of the project, as well as edit the User Administration.
- Partner (write) rights: Shall be given to all persons from partners and advisory partners in the project that are involved in reporting. Users with partner write rights have a restricted access, i.e. they can edit only the sections for which the partner institution is concerned (mainly partner report).
- Read-only: Users with read-only can view the sections for which the partner institution is concerned partner, but they cannot modify the data.

There is also a special label:

- Waiting for activation: The user was invited to the system, but (s)he did not yet click on the activation link in the email. If the user did not activate his account after two weeks, it will be automatically removed.



## Modifying users

Project Users			
Number	Organisation (english)	Email	Status
LP		[REDACTED]	Active

[User Administration](#)

Click on the button "User Administration". The "Project User Administration" module will open. From there you can manage your project users.



The user that created the application form before submission (version 1) automatically has the Administration rights. Once the project approved, this user will have to be assigned the lead partner organisation in order to get the full lead partner rights.

## Add a user

To add a new user, please click "New user".



A pop-up window will open where you will have to indicate the user's e-mail address and the partner institution (s)he works for (see (1) in the screen print below). You will also have to define the user role (i.e. type of rights – see above). In order to give the user the rights to create the partner report for his/her partner institution, please select "Partner write rights" role. If you want the user to have read-only access to all versions of the application form and all joint progress reports, please select "Apply to all AF versions" (2). You may want to untick this option if you want to restrict the access to the application form to a certain time period, which may be applicable in case the partner organisation is subject to a change in partnership. Then please click "Save".



**Add User**

- All users except the original creator **must be assigned to a project partner**, which can be created in the partners section of the application form.
- **Full admin rights** give full control over all aspects of the project.
- **Partner write rights** allow users to change the contact information of the partner to which they are assigned.
- Users with **Read only** rights can access the project, but not change anything.
- If there already is an account registered under the e-mail address, a notification about the new role will be sent out.
- If there is no existing account, a new one will be created for the user and they get a notification with an activation link. The activation status can be viewed in the user administration table.

1

2

Partner: Please Select

Role: Please select

Email: [input field]

Apply to all AF versions:  ⓘ

+ Save    ⌂ Cancel

The new user will appear in the project users list on your dashboard with the status “Waiting for activation”.

Users for project "PNL", Application Form version 1

Number	Organisation (english)	Email	Status	
0-LP		a.francois@interregeurope.eu	Admin rights	✕
1-LP	University of Beauxbatons	altagene@beauxbatons.eu	Admin rights	✕
2-PP	Hogwarts Institute for Culture, Sport and Tourism	albus@hogwarts.eu	Partner rights	✕
2-PP	Hogwarts Institute for Culture, Sport and Tourism	harry@grifondor.eu	Waiting for activation	✕

At the same time, the new user will receive an email notification from the system with an activation link:

Welcome to the Interreg Europe online system,

Aleksandra Niechajowicz has invited you to the project **██████████**

Before you can access the project, you have to activate your account in our online system (IOLF). Please click on the URL below. The link will be valid for 14 days.

<http://iolf.interreg.gecko.de/Account/Activation/ff92fdb-594b-4e83-97ae-90f2b4e73c4e>

Kind regards,  
Interreg Europe

This is an automatic email - please do not reply.



By clicking the link, the user will activate the account and will receive the user credentials in a separate message (see below). Once logged in to iOLF, (s)he will then have access to the project, and the partner report. In case the user did not click on the link within the deadline, the activation link can be send again by the lead partner.

Dear Sir or Madam,

Your account on the Interreg Europe online system (iOLF) has been activated.

Your login is: [partner@test.eu](mailto:partner@test.eu)

Your password is: Pdhjq5f

We encourage you to change your password. You can do this after logging in by going to your account settings.

Please visit us at <http://...>

Kind regards,  
Interreg Europe

This is an automatic email - please do not reply.

Once the user activates his or her account, the status in the project users list on your (lead partner user with Admin rights) dashboard will change according to the selected role:

Users for project "PNL", Application Form version 1				
Number	Organisation (english)	Email	Status	
0-LP		a.francois@interregeurope.eu	Admin rights	✘
1-LP	University of Beauxbatons	altagene@beauxbatons.eu	Admin rights	✘
2-PP	Hogwarts Institute for Culture, Sport and Tourism	albus@hogwarts.eu	Partner rights	✘
2-PP	Hogwarts Institute for Culture, Sport and Tourism	harry@grifondor.eu	Partner rights	✘

## Delete a user

You can also delete users from the list by clicking the X sign next to the user:

Users for project "PNL", Application Form version 1				
Number	Organisation (english)	Email	Status	
0-LP		a.francois@interregeurope.eu	Admin rights	✘
1-LP	University of Beauxbatons	altagene@beauxbatons.eu	Admin rights	✘
2-PP	Hogwarts Institute for Culture, Sport and Tourism	albus@hogwarts.eu	Partner rights	✘
2-PP	Hogwarts Institute for Culture, Sport and Tourism	harry@grifondor.eu	Partner rights	✘

In order to completely delete the user from the project, you will have to remove it from all the application form versions.



## Changing user rights

Click on the user name. The popup window as the one in "Add user" section will open ("Edit user"). You can then change the rights in the "role" dropdown list, and validate with the button "save". Untick the box "apply to all AF versions" if the user should not have access to future versions of the application form (and, consequently, future progress reports).

## Notifications

Please note that the user administration is in the lead partner's responsibility. There is no limit in the number of users that can be assigned to a project.

All users linked to the lead partner will receive automatic notification from the system with regard to the progress report and progress report clarifications. Users with partner rights will receive notifications about the partner report.

