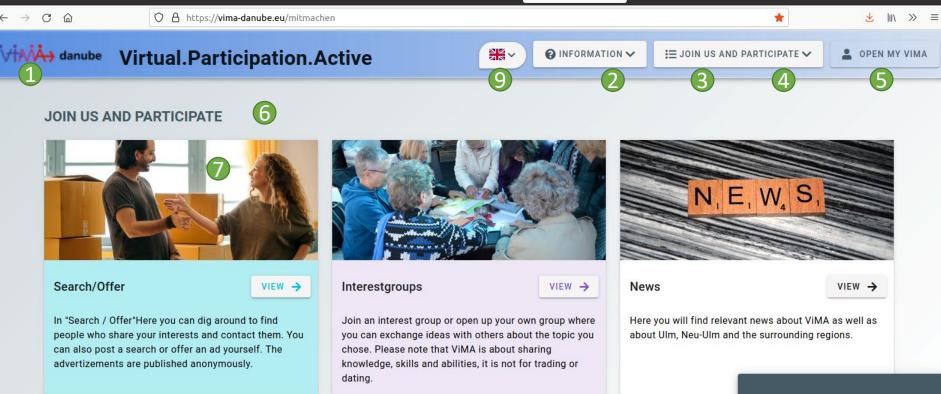
# ViMA-Danube Manual

02.07.2022









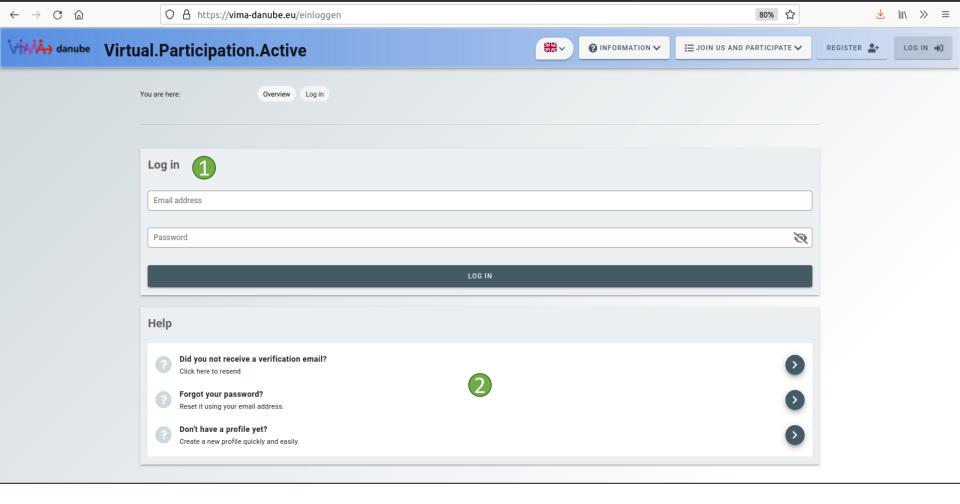
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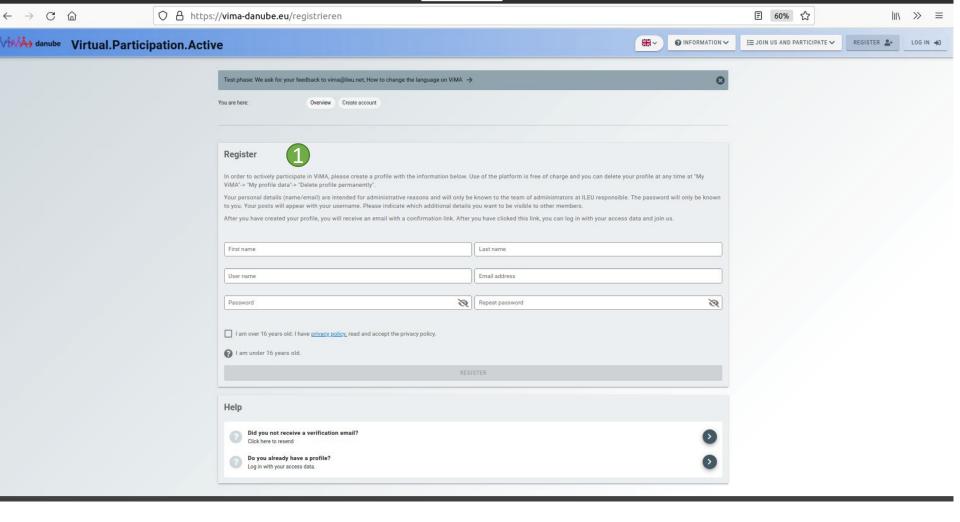
# The overview page

- 1. A click on the ViMA logo navigates you to the welcome page.
- Inside the info-menu you will find information and help about ViMA.
- The participation-menu will take you directly to the main areas of ViMA.
- 4. Here you can create a new profile.
- 5. Here you can log in with your existing profile.
- Here your current position within the site is displayed hierarchically one after the other.
- 7. The content with an overview of the ViMA main areas.
- Here you are shown and explained the main functions of the overview page.
- 9. Here you can change the language



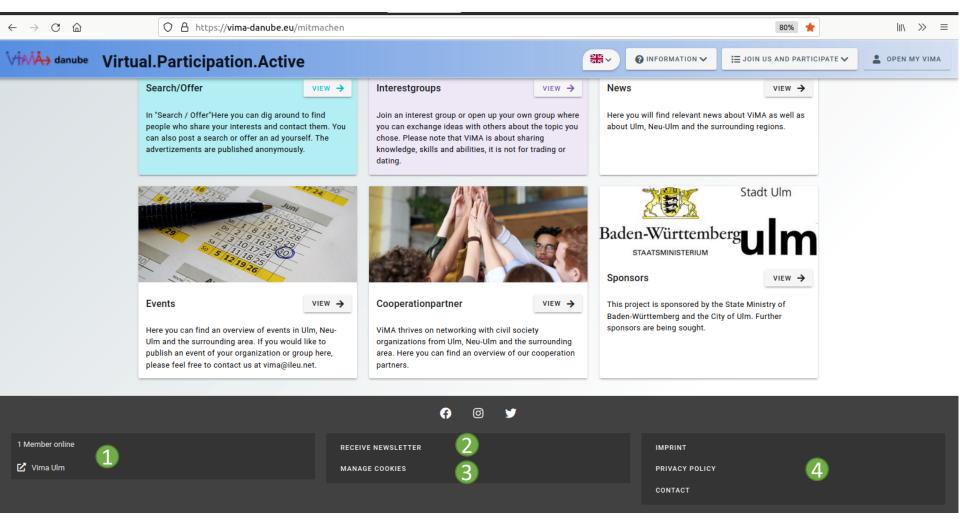
# The login page

- L. Enter your access data here and click on Login.
- 2. In the help section you will find tips and information on the page currently displayed.



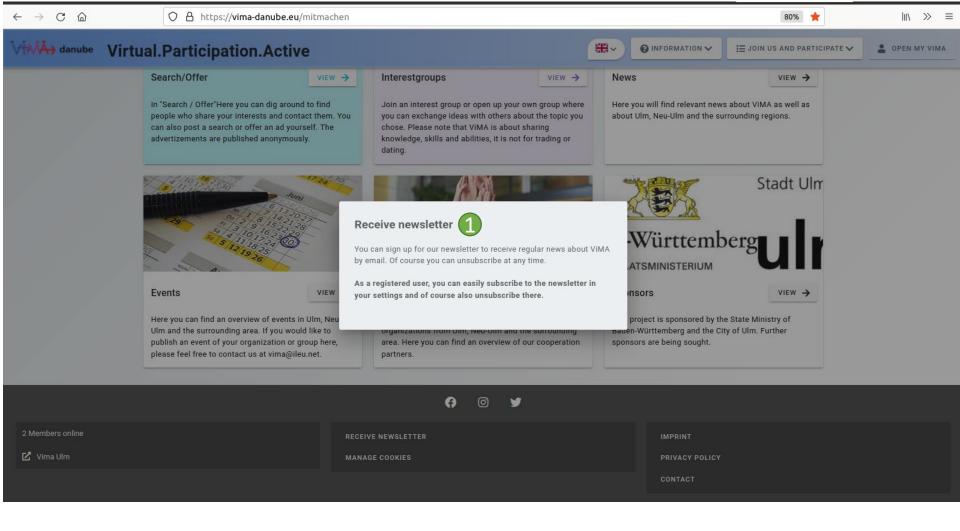
## The registration page

1. Fill in the form and click on Register. You will then receive an email with a confirmation link which you must click on to complete your registration.



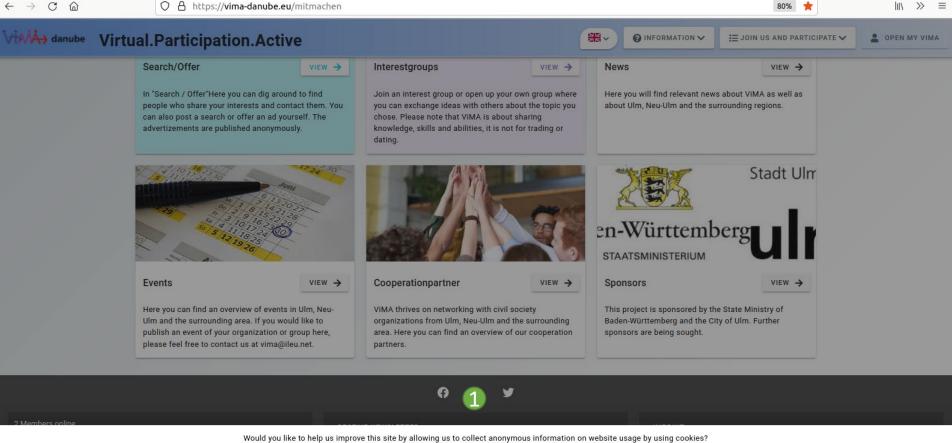
#### The footer of ViMA

- 1. As a registered member, you can see how many other members are currently online here.
- 2. If you do not have a profile but would like to receive the ViMA newsletter, you can subscribe to it here.
- 3. Here you can determine whether or not your anonymous usage data may be processed to improve the website.
- 4. Here you can get general information about the ViMA platform.



#### Subscribe to newsletter

1. Enter your email address and click subscribe to newsletter. You will then receive an email with a confirmation link which you must click on to complete your subscription.

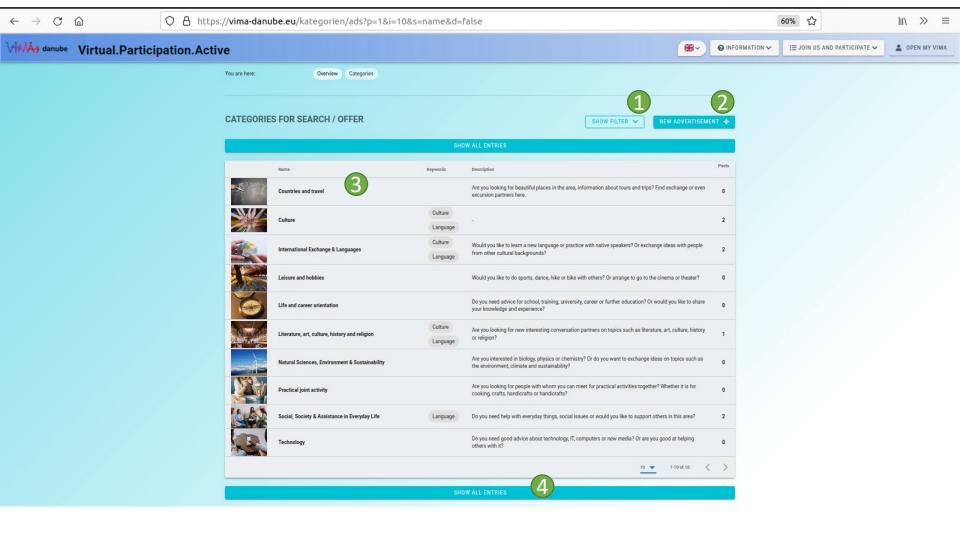


Vould you like to help us improve this site by allowing us to collect anonymous information on website usage by using cookies You can always revise your decision by clicking in the footer at "Manage cookies".

NO YES

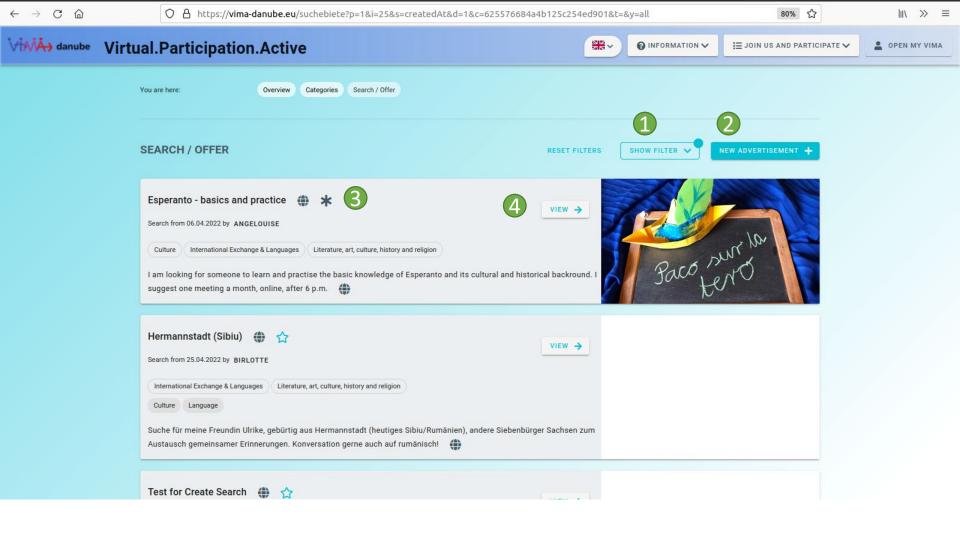
#### Manage cookies

1. Here you can determine whether or not your anonymous usage data may be processed to improve the website. You can change this decision at any time.



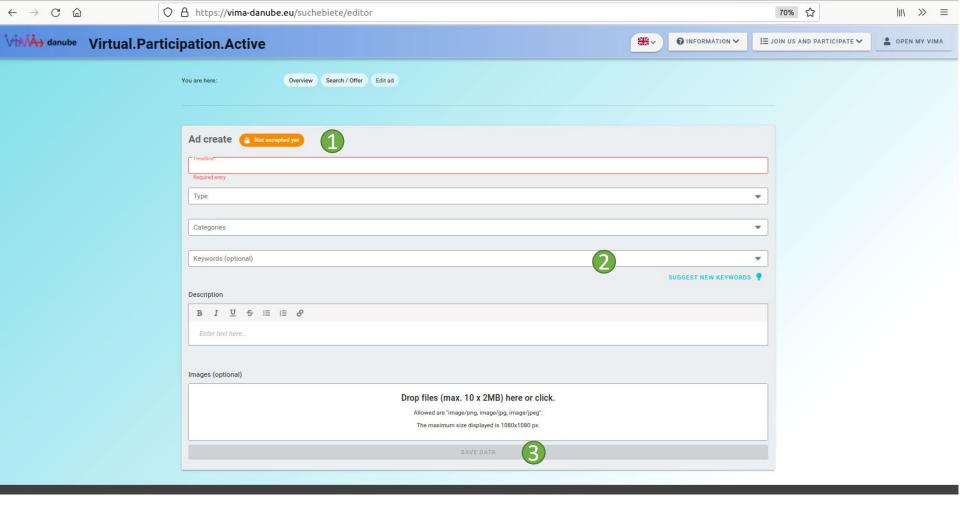
## Search / Offer Categories

- 1. Show filter options here, with which you can search more precisely for the desired categories.
- 2. As a registered member, you can create your own new listing here (this must first be approved by the administrators before it appears. You will then be notified).
- 3. Click on a category to see all its listings.
- 4. Click here to view all advertisements.



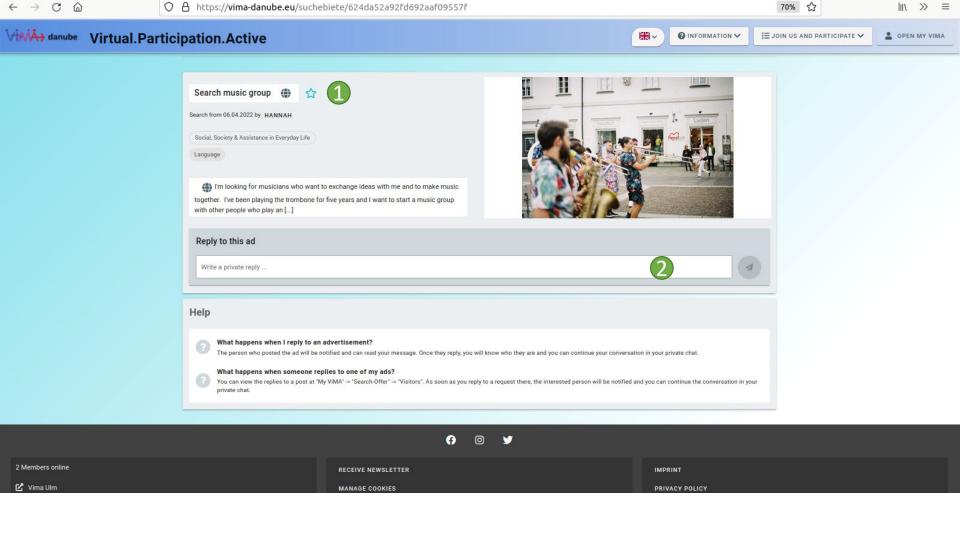
#### Search / Offer Overview

- 1. Show filter options here, with which you can search for listings more precisely and sort them.
- 2. As a registered member, you can create your own new listing here (this must first be approved by the administrators before it appears. You will then be notified).
- 3. Click on the star to save the listing- it will then appear in your search / offer list under My ViMA.
- 4. Click here to view the listing.



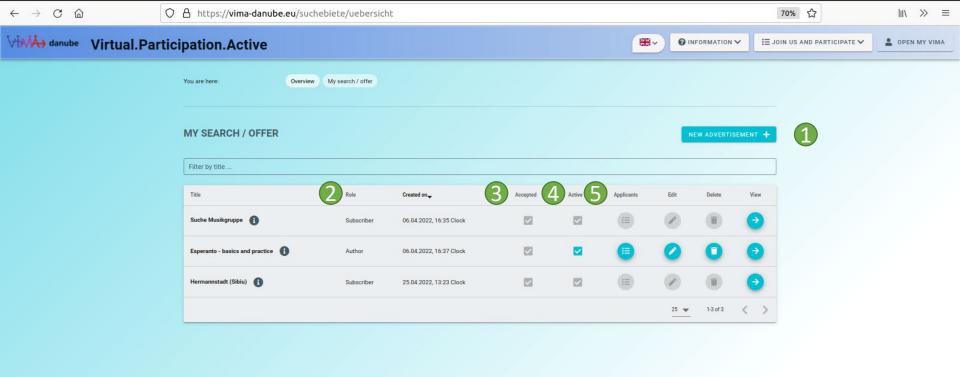
## Editors in general

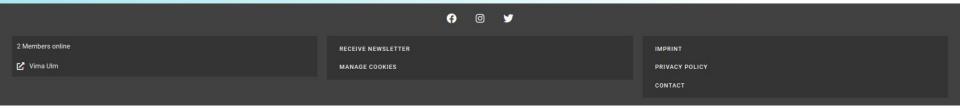
- 1. For content that must first be approved by an administrator, you can see whether your content is currently approved or still needs to be approved here.
- 2. Content that you can keyword offers the possibility of submitting new keywords to the administrators. Once they have been approved, you can add them to your content or add them to new content.
- 3. When you have finished entering your information, click on save data. This button is only activated when all the required information has been entered. Only after saving the data will it be applied. This does not apply to the removal of images these changes are applied directly when they are removed.



## Search / Offer Detail View

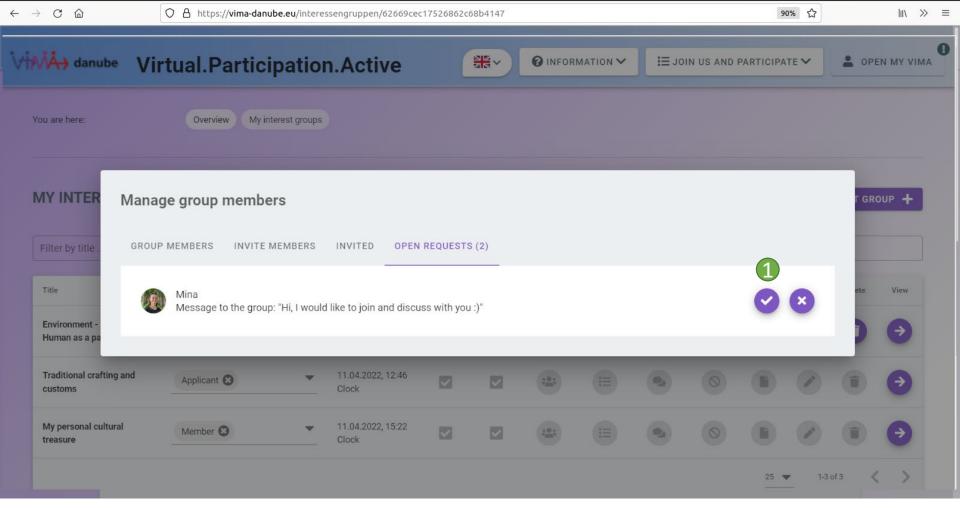
- 1. Click on the star to save the listing it will then appear in your Search / Offer list under My ViMA.
- 2. Enter a message and click the send button to reply to this listing. If the initiator of the listing replies to you, you will be notified in my chats and you can continue the conversation in your private chat.





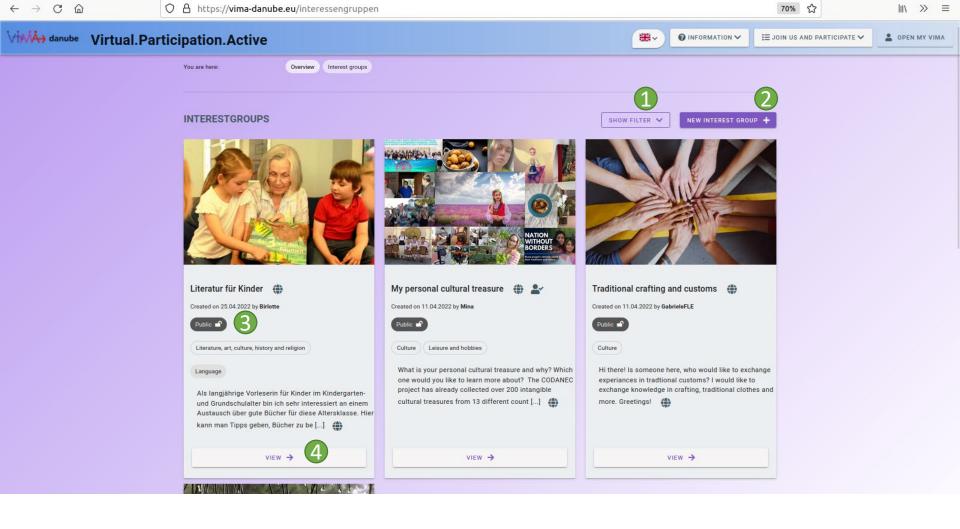
#### My Search / Offer

- 1. Here you can create your own new listing (this must first be approved by the administrators before it appears). You will then be notified).
- 2. Here you can see how you are related to this advertisement, whether you have subscribed to it, are an interested party or whether you are the initiator.
- 3. Here you can see whether the advertisement has been approved by the administrators.
- 4. As the initiator of an advertisement, you can activate and deactivate it. Deactivated advertisements are not displayed to members who have not yet responded to them.
- 5. As the initiator, you can view and reply to people who are interested in your listing



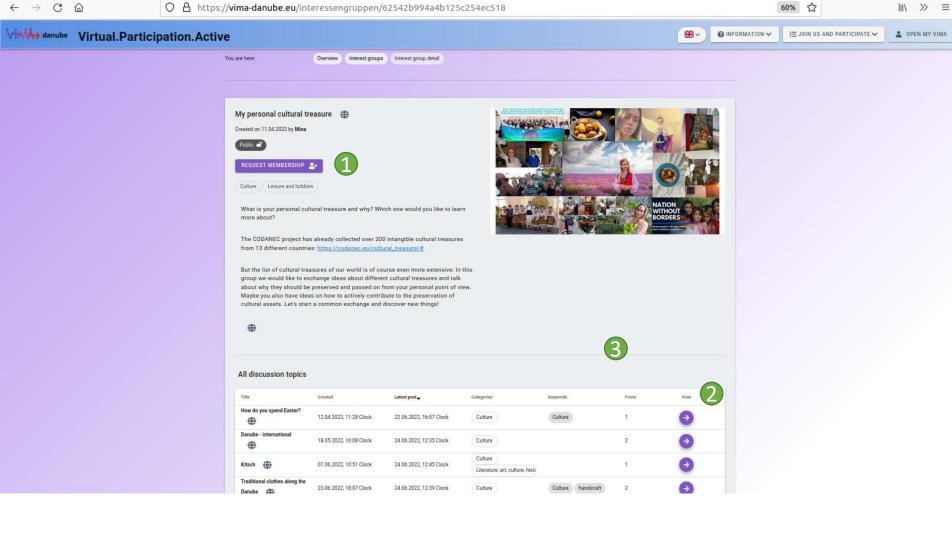
## My Search / Offer - Interested Parties

1. As soon as you have responded to a request, the interested party will be notified in the private chat and you can continue your conversation there.



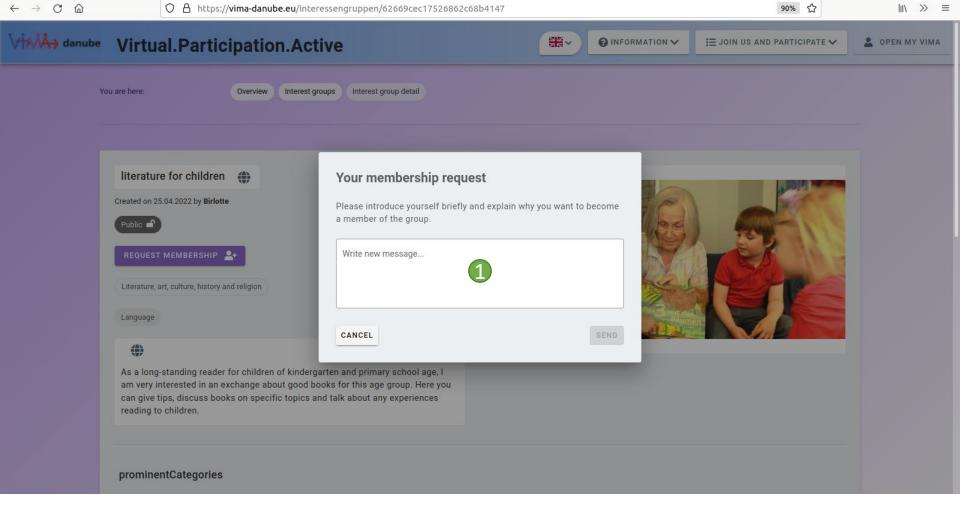
# Interest groups overview

- 1. Show the filter functions to search for and sort interest groups.
- 2. Create your own interest group (this must first be approved by the administrators before it appears). You will then be notified).
- 3. Here you can see the visibility of the interest group:
  - Public everyone can read content, only group members can post content.
- Closed only group members can read content and write content.
- Hidden only group members can see the group
- 4. Click on the interest group to learn more about it.



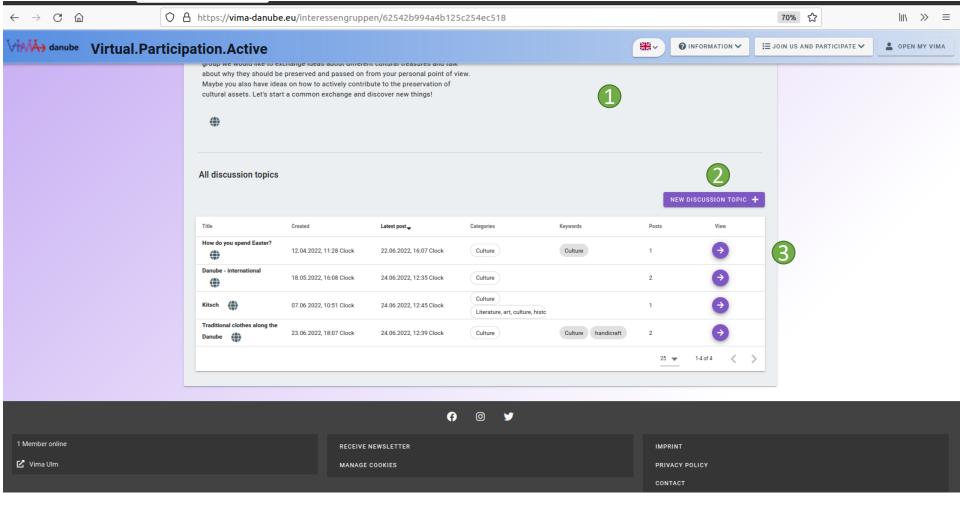
## Interest groups detail

- 1. If you would like to become part of the group, you can submit a membership request here.
- 2. This will take you to the group discussion forums (see Discussion Forums).
- 3. As a group member, a button will appear at this point which you can use to create your own new group discussion forum.



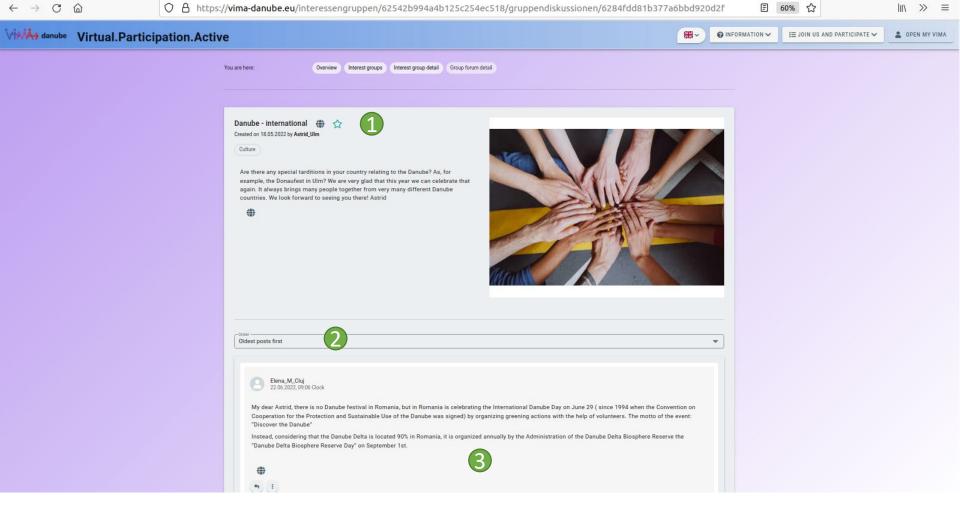
## Interest Groups Detail - Apply for Membership

1. Write a message to the founder of the group or the moderators and click on Send. The founder or a moderator will then be notified and can accept or decline your request. If you are accepted into the group, you will be notified.



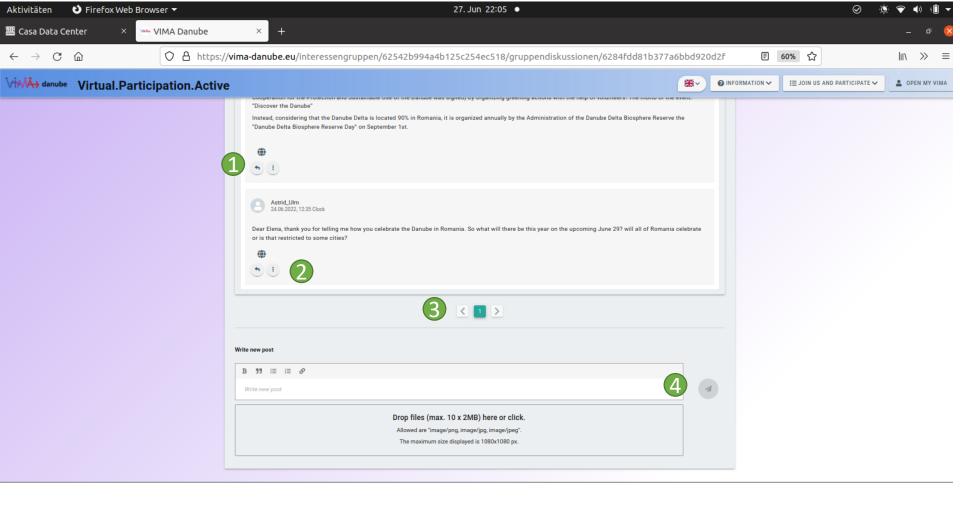
#### Discussion forums overview

- 1. Show the filter options to search for or sort discussion forums.
- 2. Create your own discussion forum (currently only possible for group discussions and administrators).
- 3. View the discussion forum.



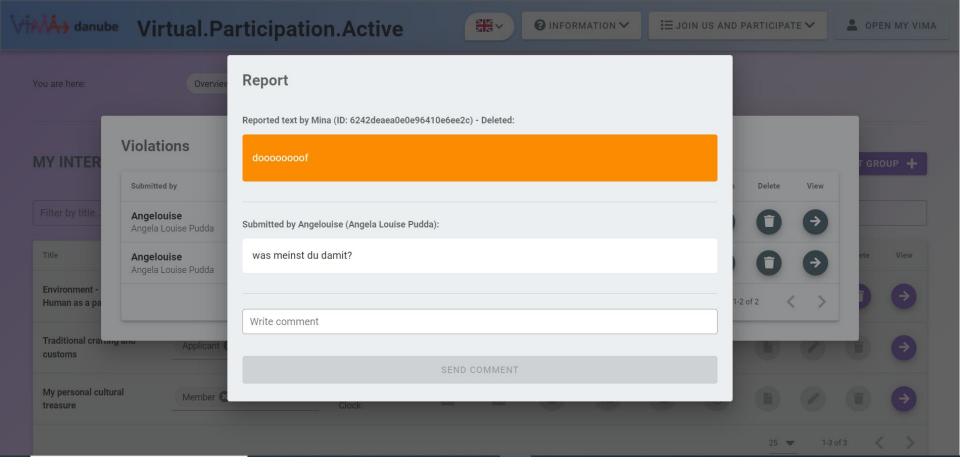
#### Discussion forums detail

- 1. Click on the star to subscribe or unsubscribe to a discussion. If you subscribe to a discussion, you will be informed about new posts.
- 2. Choose the order in which the posts are displayed.
- 3. The discussion area with posts from participants.



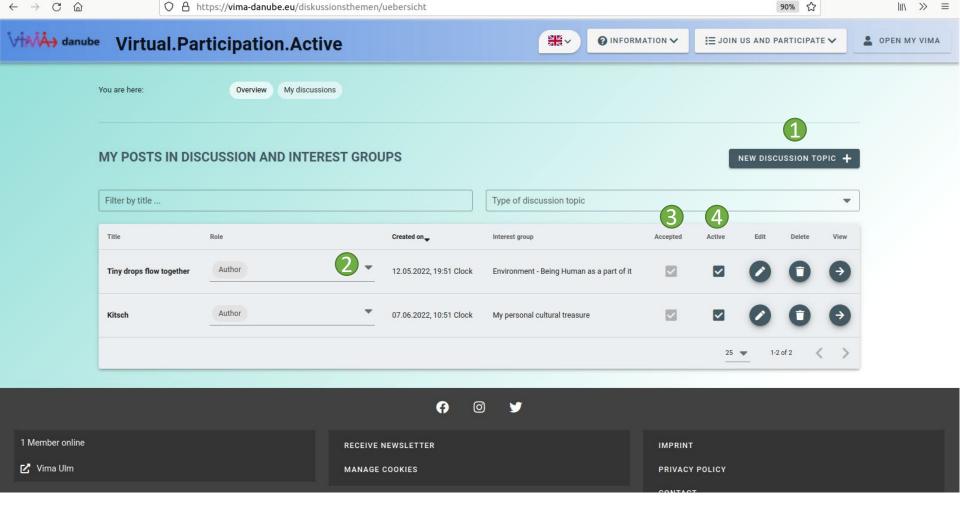
#### Discussion forums detail

- 1. Click on the reply button to reply directly to this post.
- 2. Use the options menu with the three dots to edit or delete your own messages, and to report posts by others that violate the communication rules.
- 3. Scroll through the discussion forum post pages here.
- 4. Write your own post and click on the send button.



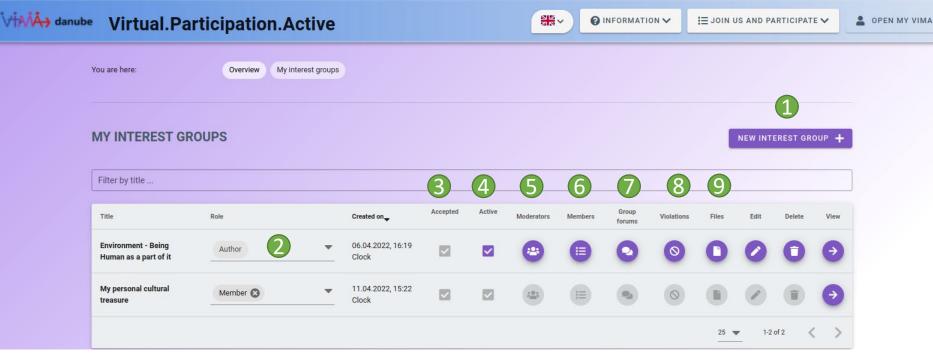
#### Report message

1. Write a comment explaining why you think this message/post violates the communication rules and click on the report button. For discussion forums and chat messages, this message will go to the administrators; for group discussion forums, this message will go to the group owner(s) and group moderators. They can then decide whether or not to delete the message.



#### My discussion topics

- 1. Create your own discussion forum here (currently only possible for administrators and group discussion forums).
- 2. Here you can see your relationship to the discussion forum, whether you have subscribed to it or are the initiator. You can remove roles by clicking on the X behind
- 3. the role or remove and add roles by clicking in the field to open the menu and checking or unchecking the corresponding lines.
- 4. Here you can see whether the discussion forum has been approved by the administrators (in the case of group discussion forums, by the founder or the moderators).
- 5. As the initiator of a discussion forum, you can activate and deactivate it. Contributions to deactivated discussion forums cannot be called up or created.



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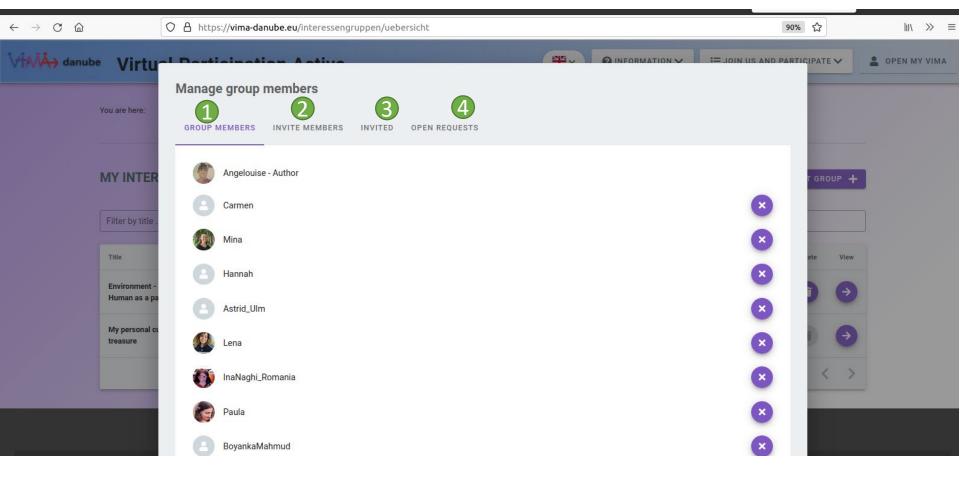
#### My interest groups

CA

- 1. Create your own new interest group here (this must first be approved by the administrators before it appears. You will then be notified).
- 2. Here you can see your relation to the interest group. You can remove roles by clicking on the X behind the role or remove and add roles by clicking in the field to open the menu and ticking off or ticking off the corresponding lines.
- 3. Here you can see whether the interest group has already been approved by the administrators.

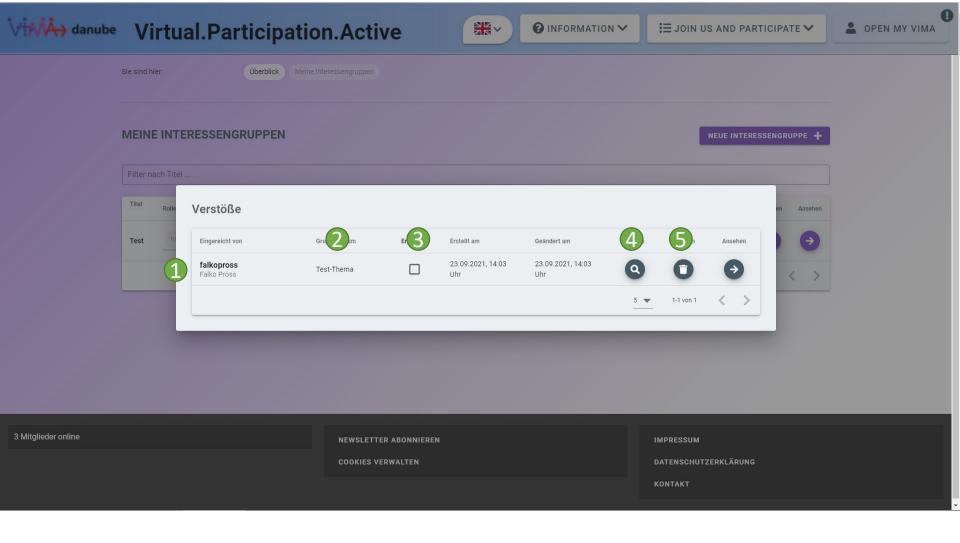
O A https://vima-danube.eu/interessengruppen/uebersicht

- 4. Here you can activate and deactivate the group as a founder. Deactivated groups are no longer displayed to outsiders. Posts to discussion forums of deactivated groups can no longer be accessed and created.
- 5. As a founder, you can make your group members moderators or remove them from this role.
- 6. As a founder or moderator, you can manage members, accept or reject membership requests and invite new members here.
- 7. As a founder or moderator, you can view and manage the group discussion forums here.
- 8. As a founder or moderator, you can view and comment on violations of the communication rules and delete the corresponding posts if necessary.
- 9. As a founder or moderator, you can upload or delete files here, which are displayed to the group members on the group details page and offered for download.



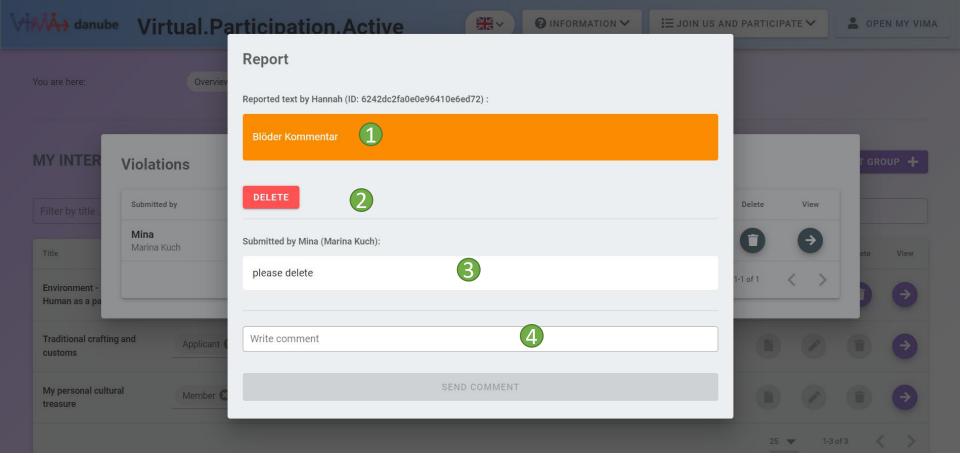
# My interest groups - Group members

- 1. Here you can see a list of all group members. For all except the founder, an X appears after the name and role, which can be used to remove the person from the group.
- 2. Here you can invite people to become members of your group. The person will then be notified.
- 3. Here you can see which of your invitations are currently pending and can withdraw them if necessary.
- 4. Here you can see people who have applied to join your group and can accept or decline them.



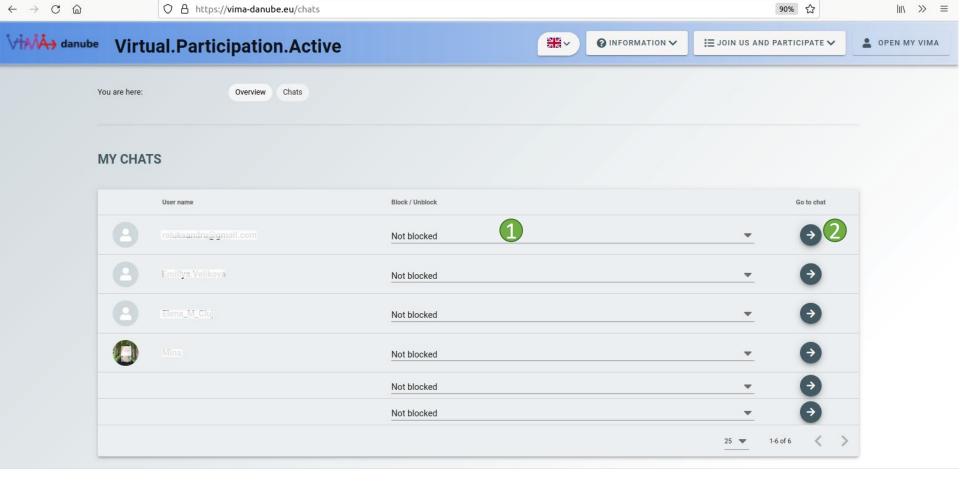
## My interest groups - violations

- 1. Here you can see who reported the violation.
- 2. Here you can see in which group forum the violation took place.
- 3. Here you can see if a moderator has marked the violation as done.
- 4. Here you can see details of the offence, for example read the relevant post, post a comment or delete the post.
- 5. This button deletes the offence, i.e. the message, but not the post itself. To do this, click on Details.



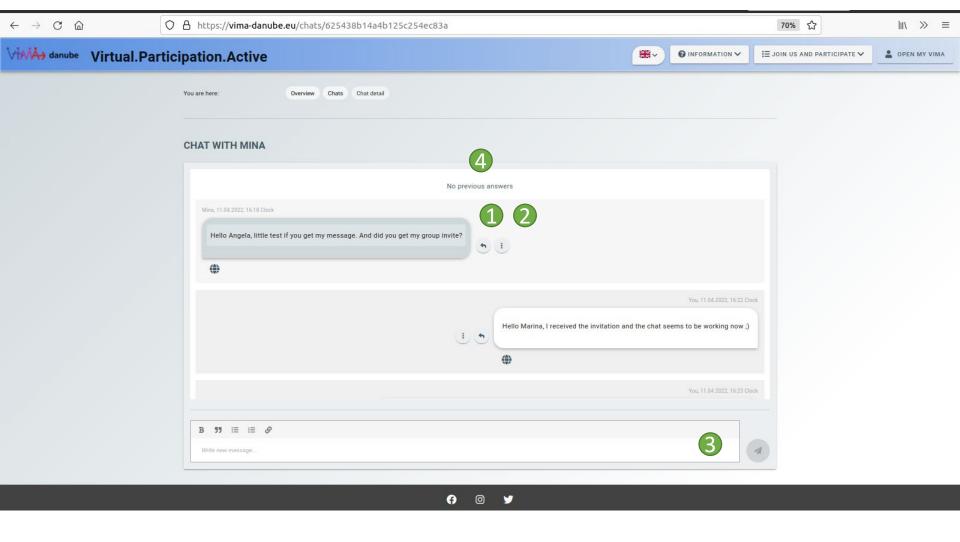
## My Interest Groups - Violations Detail

- 1. Here you can see the post in question
- 2. Here you can delete the post.
- 3. Here you can see who reported the violation and with which comment. You can also see comments from other people who can edit this violation.
- 4. Here you can leave your own comment on the violation e.g. as a note.



#### My chats

- 1. Here you can see whether this chat has been blocked by your opposite number or you can block the chat yourself. Blocked chats can no longer be opened.
- 2. Click here to go to the chat.



#### My chats

- 1. With the Reply button, you can reply directly to a message and structure the chat if you like.
- 2. With the options menu you can edit or delete your own messages and report messages from others if they violate the communication rules.
- 3. Enter your message here and press the Send button.
- 4. Your chats are sorted from old (top) to new (bottom). If you want to retrieve older messages, scroll up in the chat section and the older messages will be retrieved automatically (if available).