

Training MANUAL

Members

This User Manual offers a concise, authoritative guide to participating in INGENIUM Intra-Alliance CRM, outlining essential functions for managing your profile.



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European University

**INGENIUM
INTRA-ALLIANCE
CRM**

By Working Package 3

Content

Bellow you will find the contents of the
INGENIUM Intra-Alliance CRM Members
Manual



Members

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CRM

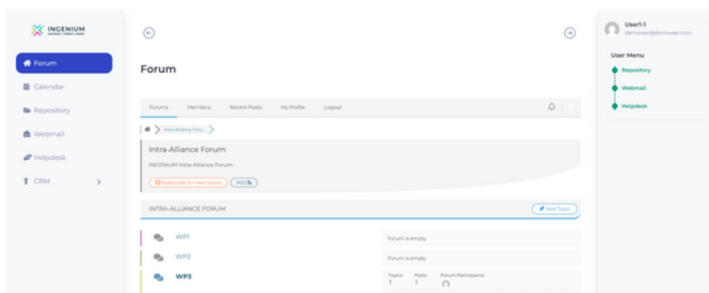
8

Members

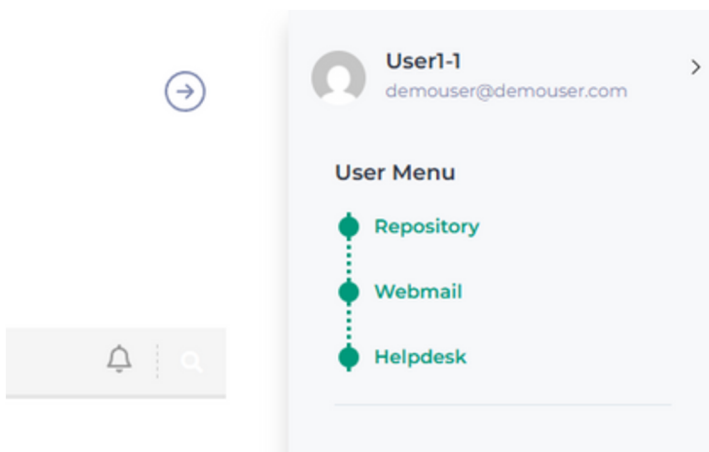
When a user account is created on the INGENIUM Intra-Alliance website (either locally or through the SSO), the user's basic information, such as email address, first name, and last name is registered.



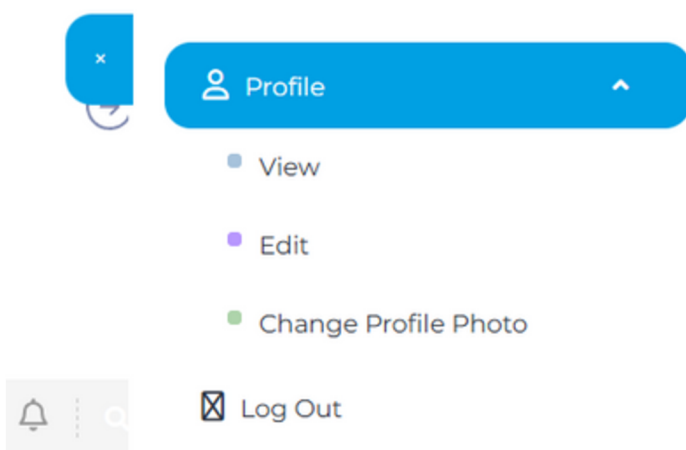
Profile Page Menu



Once the user has logged into the platform, they may access their profile and update their personal details by pressing the “>” at the right of the username.



Subsequently, the user is also able to register for the CRM working package, thereby enabling them to identify the members of their respective work package.



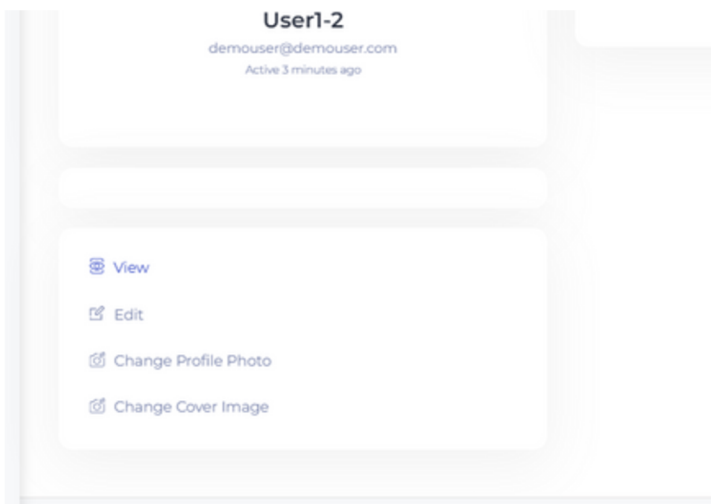
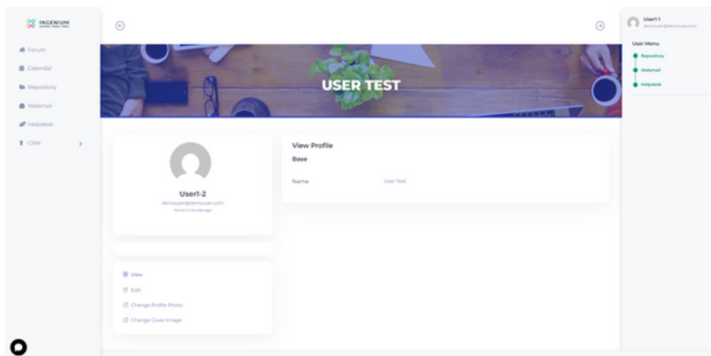
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View Profile



On this page, the user's profile is displayed.

Within this page, the user has the ability to update their profile information and to change or upload a photograph for both their profile and their cover image.

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Edit Profile

Edit Profile

Name (Required)

This Field May Be Seen By: **Everyone**

Birthday
Day

Month

Year

This Field May Be Seen By: **Everyone** [Change](#)

This Field May Be Seen By: **Everyone** [Change](#)

This address will be used on the members directory map, please make sure this address is valid for Google Map.
This Field May Be Seen By: **Everyone** [Change](#)

Location

This address will be used on the members directory map, please make sure this address is valid for Google Map.
This Field May Be Seen By: **Everyone** [Change](#)

[Save Changes](#)

The user may modify their Name, Date of Birth, Address, and Location.

By selecting Save Changes, the updated information is stored.

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Change Profile Photo

A screenshot of the 'Change Profile Photo' interface. At the top, it says 'Change Profile Photo'. Below that is a blue square icon with a white plus sign. To the right of the icon is a line of text: 'Your profile photo will be used on your profile and throughout the site. If there is a Gravatar associated with your account email we will use that, or you can upload an image from your computer.' Below this text are two buttons: 'Upload' and 'Take Photo'. Below the buttons is a large dashed rectangular box. Inside the box, at the bottom center, is a blue button that says 'Select Your File'.

The user may update their profile photograph either by uploading a new image or by capturing one directly through the computer's webcam.

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Change Cover Image

A screenshot of the 'Change Cover Image' interface. At the top, the title 'Change Cover Image' is displayed. Below it, a small blue square icon with a white dot is followed by the text 'Your Cover Image will be used to customize the header of your profile.' A large dashed rectangular box is centered below this text. Inside the box, the text 'Drop your file here' is displayed above a blue button labeled 'Select Your File'. At the bottom of the interface, an orange banner contains the text: 'For better results, make sure to upload an image that is larger than 1000px wide, and 400px tall.'

The user may update their cover image by uploading a new image.

CRM

Groups



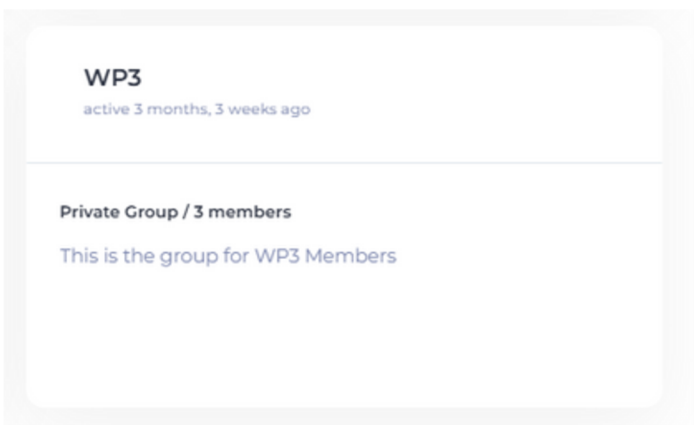
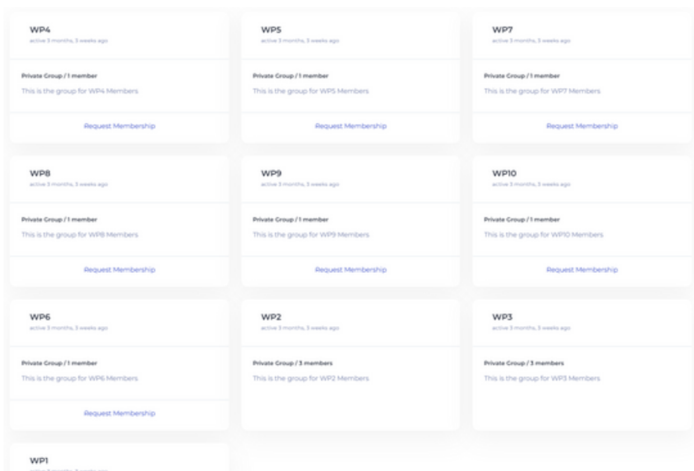
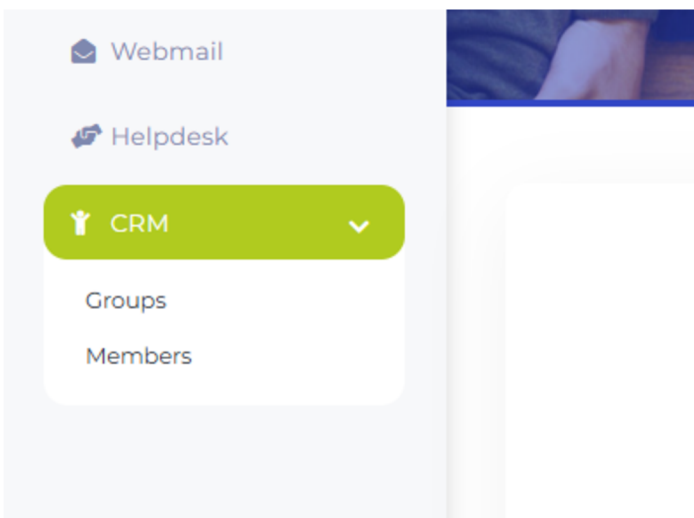
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In the left-hand menu, selecting CRM displays two links:

- Groups
- Members

Groups









Within the Groups menu, the user may request registration in the desired Work Package. The Work Package moderator subsequently reviews the request and either approves or rejects the registration.



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CRM

Members

Name	Role	Activity	Birthday	Friendship
 Anas@Gmail.Gr		Active 7 months, 1 week ago		# Private Message
 Anas@Gmail.Gr	Administrator	Active 7 months ago		# Private Message
 Anas@Gmail.Gr	Administrator	Active 3 hours, 57 minutes ago	1986-04-15	# Private Message
 Anas@Gmail.Gr	Administrator	Active 1 week ago		# Private Message
 Anas@Gmail.Gr		Active 7 months, 1 week ago		# Private Message
 Anas@Gmail.Gr	Administrator	Active 1 day, 20 hours ago		# Private Message
 Anas@Gmail.Gr	Subscriber	Active 9 months, 1 week ago		# Private Message
 Anas@Gmail.Gr	Subscriber	Not recently active		# Private Message



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In the left-hand menu, selecting CRM displays two links:

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Members

Within the Members menu, the user can view the list of CRM members.

Any questions?

Please be free to make your questions
about the INGENIUM Intra-Alliance Forum

ingenium-university.eu/intra-alliance



helpdesk@ingenium-university.eu



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