Intra-Alliance CRM
Moderators Manual

Contents

Intra-Alliance Platform

This communication platform facilitates internal communication within the Alliance. It offers features such as forums, email access, repository integration, helpdesk, and displays a calendar directly from the repository (view-only). Additionally, it includes CRM functionalities with information about partners and working groups and allows users to register for work package teams upon moderator approval.

Sign In

On Intra Alliance's main page, click the '**Sign In**' button to go to the login page. Then, choose your **Institution** to log in, or sign in with your **local IEP account**.

INGENIUM
connect | share | learn

SSO connectivity has been activated.
To access the **Intra-Alliance Platform**, please sign in using your <u>academic account via SSO</u>.

If your University is not listed, you may use the **local account credentials** that were sent to your email. If you have not received these credentials, please open a support ticket at <u>helpdesk@ingenium-university.eu</u>

Email Address

Password

☐ Remember Me

Log In

OR

University Of Crete

TUIASI

UdA

Main Page Menu

Accessing CRM

In the main page, on the **left-hand side menu**, locate and click on the **CRM arrow**.

IU   Ingenium University<no-reply@admin.uoc.gr>

maria.anastasaki@uoc.gr wants to join the group "WP3". As you are the administrator of this group, you must either accept or reject the membership request.

To manage this and all other pending requests, visit: https://ingenium-university.eu/intra-alliance/groups/group-wp3/admin/membership-requests/

To view maria.anastasaki@uoc.gr's profile, visit: https://ingenium-university.eu/intra-alliance/members/maria-anastasaki/

When a user submit a request membership to join a specific WP Group, an e-mail is send to each **WP Group moderator.**

CRM - Groups

When you click on the '**To manage this**" you will be redirected to th Intra-Allance login page.

CRM - Groups

After signing in by choosing your institution or using your local IEP account, you will be redirected to the **Manage Membership Requests** page. From there, you can accept or reject requests.

CRM - Menu

Please note: Moderators can only access **Requests** from the CRM menu.

Support

If you have any questions about INGENIUM Intra-Alliance, please contact us at:

helpdesk@ingenium-university.eu

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