

SEEPHI Platform User Manual for Users

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1 Introduction

1.1 Information about the document

Type of document	SEEEPHI Platform User Manual for Users
Authors	Anna Truchta, Dominik Rodzim, Anna Ciszak
Client	Jagiellonian University - Collegium Medicum (UJ CM)
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1.2 Purpose of the document

This manual provides an overview of the functionalities available to each type of the SEEEPHI Platform user

- Guest,
- Student,
- PH Professional,
- Programmes directors/Universities,
- Institution/Employer,
- Administrator/Tool moderator.

Please read the entire manual carefully, as thorough knowledge of the functions offered by the SEEEPHI Platform will allow for full use of its possibilities.

2 GUEST user manual

2.1 Language versions of the website

The SEEEPHI platform is available in two language versions: English and Hebrew.

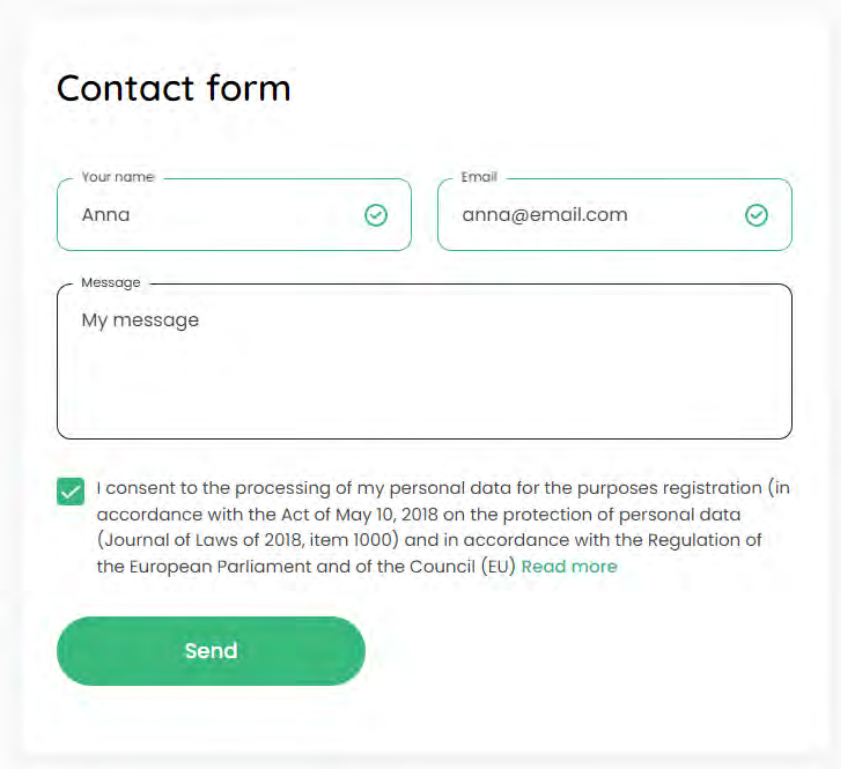
To change the language version of the website, point the cursor at the flag button located in the top menu of the website and then press on the flag of the language version to which you want to change the language of the website.



2.2 Contact form


On the Contact page, a contact form is available for contacting the administration of the SEEEPHI Platform.

To submit an enquiry, please enter your first name in the “Your name” field, your email address in the “Email” field, then enter the content of your enquiry in the “Message” field and accept that your personal data will be processed.



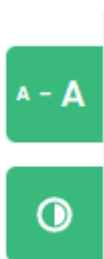
The screenshot shows a contact form titled "Contact form". It contains three input fields: "Your name" with the value "Anna", "Email" with the value "anna@email.com", and a "Message" field with the value "My message". Each of the first two fields has a green checkmark icon to its right. Below the message field is a consent checkbox, which is checked, followed by the text: "I consent to the processing of my personal data for the purposes registration (in accordance with the Act of May 10, 2018 on the protection of personal data (Journal of Laws of 2018, item 1000) and in accordance with the Regulation of the European Parliament and of the Council (EU) [Read more](#)". At the bottom of the form is a green "Send" button.

Once you have completed all the fields, press the “Send” button to send your message. If all the fields on the form are filled in correctly, the user will receive a message that the message has been sent.



Thank you for your message. It has been sent.

2.3 Website accessibility for visually impaired persons



To use the website's font size enlargement, use the button marked with three font sizes, located in the top right corner of the website.

On the other hand, to activate the contrast mode, use the second button.

3 STUDENT user manual

3.1 Language version of the website

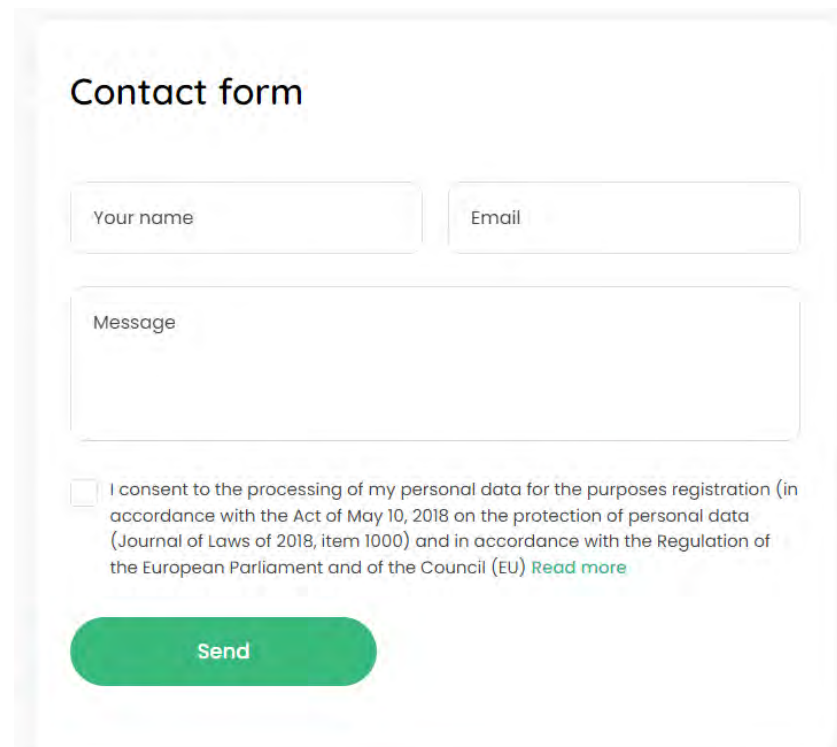
The SEEEPHI platform is available in two language versions: English and Hebrew.

To change the language version of the website, point the cursor at the flag button located in the top menu of the website and then press on the flag of the language version to which you want to change the language of the website.



3.2 Contact form

On the "Contact page", a contact form is available for contacting the administration of the SEEEPHI Platform.

A screenshot of the SEEEPHI contact form. The form is titled 'Contact form' and contains three input fields: 'Your name', 'Email', and 'Message'. Below the 'Message' field is a checkbox for consent to data processing, with a 'Read more' link. At the bottom is a green 'Send' button.

To submit an enquiry, please enter your first name in the “Your name” field, your email address in the “Email” field, then enter the content of your enquiry in the “Message” field and accept that your personal data will be processed.

Contact form

Your name: Anna ✓

Email: anna@email.com ✓

Message: My message

I consent to the processing of my personal data for the purposes registration (in accordance with the Act of May 10, 2018 on the protection of personal data (Journal of Laws of 2018, item 1000) and in accordance with the Regulation of the European Parliament and of the Council (EU) [Read more](#)

Send

Once you have completed all the fields, press the “Send” button to send your message. If all the fields on the form are filled in correctly, the user will receive a message that the message has been sent.

Thank you for your message. It has been sent.

3.3 Website accessibility for visually impaired persons



To use the website's font size enlargement, use the button marked with three font sizes, located in the top right corner of the website.

On the other hand, to activate the contrast mode, use the second button.

3.4 Registration

In order to register your account on the SEEPHI Platform, press the “Sign up” button on the “Homepage”.



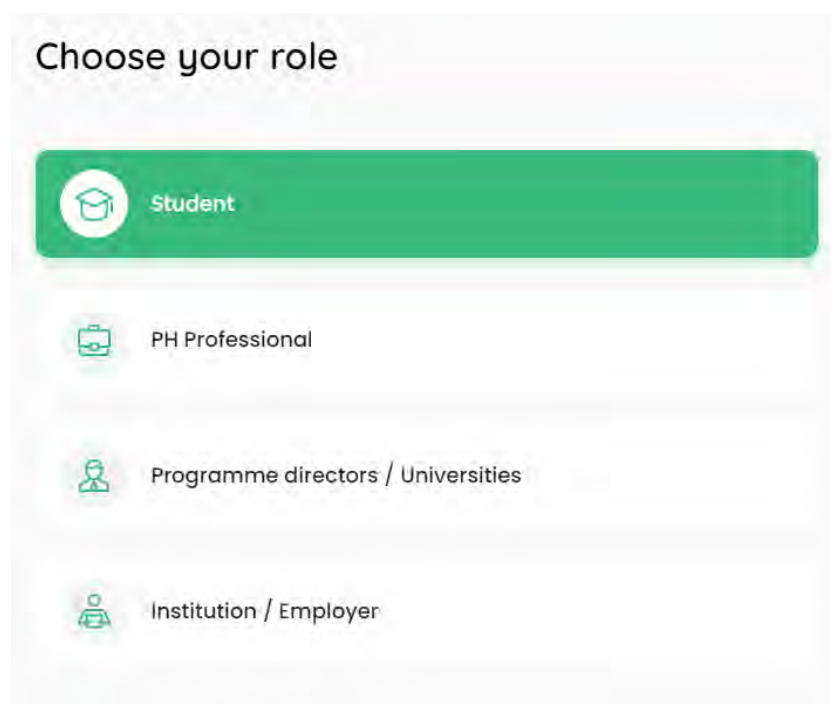
[About us](#) [Contact](#)

[Log in](#)

[Sign up](#)



In the first view of the registration process “Choose your role”, select the role: “Student”.



Choose your role

- Student
- PH Professional
- Programme directors / Universities
- Institution / Employer

Create account

In step no. 1 - “Create account”, enter your e-mail address, your password and agree to the processing of your personal data.

1 2 3 4

Create account

E-mail

Password

I agree to all terms & conditions

Continue

Already have an account? [Log in now](#)

In the case of a password, the “strength” of the password is verified on the basis of the character combination entered. The password must contain a minimum of 8 characters.

1 2 3 4

Create account

E-mail
anna@email.com

Password
.....

Strong password

I agree to all terms & conditions

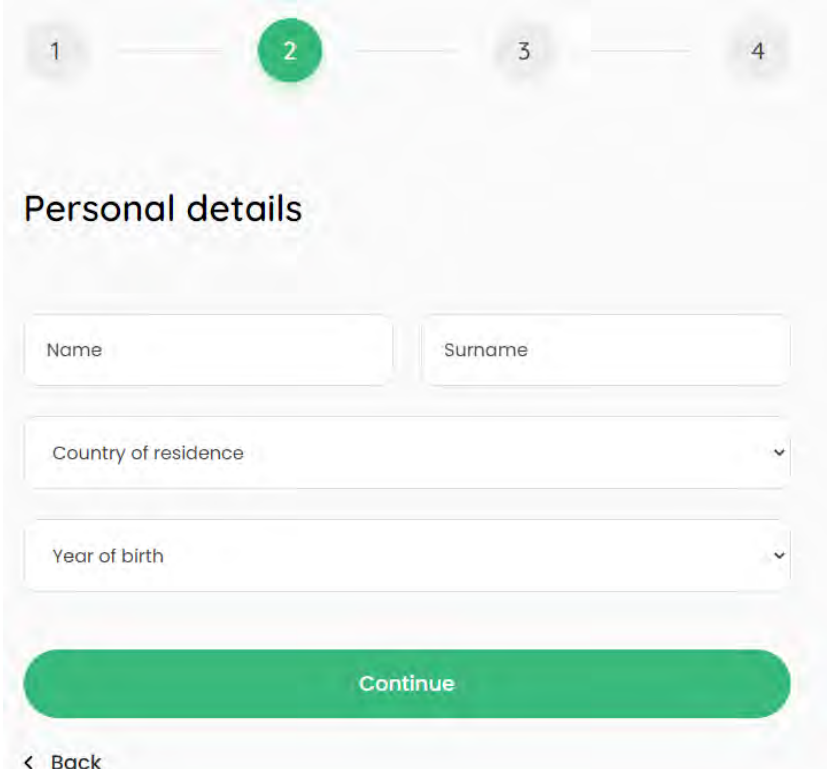
Continue

Already have an account? [Log in now](#)

Press the “Continue” button to proceed to the next step.

Personal details

In step no. 2 - "Personal details", it is possible to enter your name in the field "Name" and your surname in the field "Surname". - these fields are optional. "Country of residence" and "Year of birth" must be selected from the drop-down list.



The screenshot shows a multi-step process with four steps indicated by numbered circles at the top. Step 2, labeled "Personal details", is currently active and highlighted with a green circle. Below the step indicator, the title "Personal details" is displayed. The form contains four input fields: "Name" and "Surname" are text input fields; "Country of residence" and "Year of birth" are drop-down menus. At the bottom of the form is a large green "Continue" button. A "Back" link with a left-pointing arrow is located at the bottom left of the screen.

If the user wishes to change something in an earlier step, use the "Back" link.

Press the "Continue" button to proceed to the next step.

Education

In step 3 - "Education", select your university from the "Name of the school/university" drop-down list.

The screenshot shows a mobile application interface with a progress indicator at the top consisting of four numbered steps (1, 2, 3, 4). Step 3 is highlighted with a green circle. Below the progress indicator is the title 'Education'. Underneath is a section titled 'School details' which contains a single text input field with the placeholder text 'Name of school/university'. At the bottom of the form is a large green button labeled 'Continue'. Below the button are two navigation options: '< Back' on the left and 'Skip >' on the right.

Then select your programme of study from the drop-down list “Programme” and select the year of expected graduation from the drop-down list “Year of graduation”.

1 2 3 4

Education

School details

University 1

Programme 1

2007

Add

Continue

< Back Skip >

Press the “Add” button to save the education you have so selected.

Once you have saved your programme, press the “Submit” button to save your education at the indicated university. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

The screenshot shows a mobile application interface for an 'Education' section. At the top, there are four numbered steps: 1, 2, 3 (highlighted in green), and 4. Below the steps is the title 'Education'. The main content area is titled 'School details' and contains a dropdown menu with 'University 1' selected. Below the dropdown is a list item for 'Programme 1' with edit and delete icons. There is a link to 'Add another programme' and a 'Submit' button. At the bottom of the form is a large green 'Continue' button. Below the 'Continue' button are 'Back' and 'Skip' links.

To proceed to the next step, press the “Continue” button, which will result in the creation of a user account. If the user wishes to change something in an earlier step, use the “Back” link.

More programmes of study

Within the selected university, more programmes can be added by clicking on the link “Add another programme”.

The screenshot shows a mobile application interface for an 'Education' section. At the top, there are four numbered steps: 1, 2, 3, and 4. Step 3 is highlighted with a green circle. Below the steps is the title 'Education'. Underneath is a section titled 'School details'. This section contains a dropdown menu with 'University 1' selected. Below the dropdown is a list item for 'Programme 1' with edit and delete icons. At the bottom of the 'School details' section are two buttons: 'Add another programme' and 'Submit'. Below this section is a large green 'Continue' button. At the very bottom are navigation links: '< Back' and 'Skip >'.

The new programme is selected as in the previous step and saved with the “Add” button.

1 2 3 4

Education

School details

University 1

Programme 1

Programme 2

2010

Add

Continue

< Back Skip >

Once you have all saved programmes, press the “Submit” button to save your education at the indicated university.

1 2 3 4

Education

School details

University 1

Programme 1

Programme 2

+ Add another programme

Submit

Continue

< Back Skip >

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

To proceed to the next step, press the “Continue” button, which will result in the creation of a user account. If the user wishes to change something in an earlier step, use the “Back” link.

No programme on the list

If, after selecting a university, there is no programme to be selected in the “Programme” list, select “None of these” from the “Programme” list

1 2 3 4

Education

School details

University 1

Programme

- Programme
- Programme 1
- Programme 2
- None of these

Continue

< Back Skip >

Then enter the name of the programme in the “The name of the programme” field and select the expected year of graduation from the “Year of graduation” list. Then enter the details of the Programme Supervisor - name in the field “Name”, surname in the field “Surname” and e-mail in the field “E-mail”. The supervisor will be invited to complete the competencies associated with the particular programme of study.

1 2 3 4

Education

School details

University 1

None of these

The name of the programme

Year of graduation

Programme's director or contact person information

Name

Surname

E-mail

Add

Press the “Add” button to save the programme of study.



Once you have all saved programmes, press the “Submit” button to save your education at the indicated university.


1 — 2 — 3 — 4

Education

School details

University I

New programme  

 Add another programme

Submit

Continue

[Back](#) [Skip](#)

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

To proceed to the next step, press the “Continue” button, which will result in the creation of a user account. If the user wishes to change something in an earlier step, use the “Back” link.

No university on the list

If there is no university in the “Name of the school/university” list that the user should select, select “None of these” from the “Name of school/university” list.

The screenshot shows a mobile application interface for an 'Education' section. At the top, there are four numbered steps: 1, 2, 3 (highlighted in a green circle), and 4. Below the steps is the title 'Education'. Underneath is a section titled 'School details'. A dropdown menu is open, showing the current selection 'Name of school/university' and a list of options: 'Name of school/university', 'University 1', 'University 2', 'University 3', and 'None of these'. The 'None of these' option is highlighted in blue. Below the dropdown is a green 'Continue' button. At the bottom of the screen, there are navigation options: '< Back' on the left and 'Skip >' on the right.

Then enter the name of the university in the field “The name of the university”, the name of the programme in the field “The name of the programme” and select the expected year of graduation from the “Year of graduation” list. Then enter the details of the Programme Supervisor - first name in the “Name” field, surname in the “Surname” field and email in the “E-mail” field. The supervisor will be invited to complete the competencies associated with the particular programme of study.

School details

None of these

The name of the university

The name of the programme

Year of graduation

Programme's director or contact person information

Name

Surname

E-mail

Submit

Continue

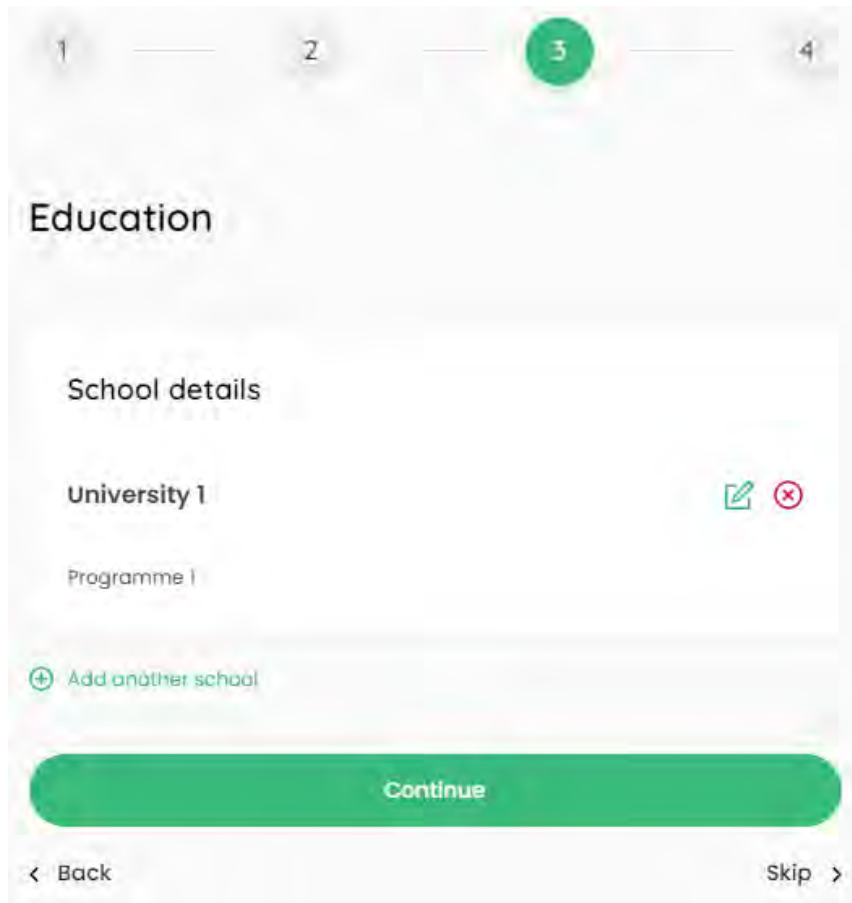
< Back Skip >

Press the “Submit” button to save the university and the programme. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

To proceed to the next step, press the “Continue” button, which will result in the creation of a user account. If the user wishes to change something in an earlier step, use the “Back” link.

More universities

In the system it is possible to add an education from more than one university. In order to do this, after saving the first university, click on the “Add another school” link and follow the steps described above.



The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

To proceed to the next step, press the “Continue” button, which will result in the creation of a user account. If the user wishes to change something in an earlier step, use the “Back” link.

The step related to the completion of education can be skipped via the “Skip” link. In this case, the user account will be created and the education data can be placed later on the “My account: Education”.

3.5 Logging

In order to log in the user must provide his/her e-mail address and password. By ticking the “Remember me” option, the user will remain logged into the browser for 2 weeks.

Log into your account

E-mail

Password

Remember me [Forgot your password?](#)

Sign in

Don't have an account? [Sign up](#)

The user can also use the function of generating a new password by using the “Forgot your password” option.

Restore your password

E-mail

Send

In this situation, a new password will be sent to the correctly entered e-mail of the user who has an account in the system.





3.6 My account

To access the tabs within “My account”, click on the “My account” button from the top menu and select the tab you require.

Sign up and find the latest job offers

Thanks to the platform you will find the perfect job matching your competencies. You will be able to work and grow in the public health



-  Personal details
-  Education information
-  My competencies
-  Settings

Personal details

The user has access to his/her data: “Name”, “Surname”, “Country of residence” and “Year of birth”.

Personal Details

User name	User surname
Poland	
1990	

[Edit](#)

After pressing the “Edit” button, the user can edit all the data and then the change must be approved by pressing the “Submit” button.

Personal Details

Name	Surname
User name	User surname
Poland	
1990	

[Save](#)

Education information

If the user has entered his/her education during the registration process, he/she can edit the data here and add new items related to his/her education. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

Education information

School details

University 1

Programme 1

Programme 2

Add another school

In a situation where the participant wants to add a first university, press the “Add school” button.

Then select your university from the 'Name of the school/university' drop-down list.

School details

New University 1

Name of school/university

New University 1

Uniwersytet im. Adama Mickiewicza

None of these

Then select your programme of study from the drop-down list “Programme” and select the year of expected graduation from the drop-down list “Year of graduation”.

School details

New University 1

Name of the new programme 2

1945

Save

Press the “Save” button to save the education you have so selected.

Once you have saved your programme, press the “Save” button to save your education at the indicated university. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

The screenshot shows a form titled "School details". At the top, there is a dropdown menu with the text "New University 1" and a downward arrow. Below this is a text input field containing "Name of the new programme 2". To the right of this field are two small icons: a green pencil (edit) and a red circle with an 'X' (delete). At the bottom of the form, there are two buttons: a light green button with rounded corners labeled "Add another programme" and a solid green button labeled "Save".

More programmes of study

Within the selected university, more programmes can be added by clicking on the link “Add another programme”.

The screenshot shows a form titled "Education information". Inside the form, there is a sub-section titled "School details". At the top of this sub-section is a dropdown menu with the text "University 1" and a downward arrow. Below this are two text input fields. The first is labeled "Programme 1" and the second is labeled "Programme 2". Each of these fields has a green pencil icon (edit) and a red circle with an 'X' icon (delete) to its right. At the bottom of the "School details" section, there are two buttons: a light green button with rounded corners labeled "Add another programme" and a solid green button labeled "Save".

The new programme is selected as in the previous step and saved with the “Save” button.

Education information

School details

University 1

Programme 1

Programme 2

Programme 1

1998

Save

Once you have all saved programmes, press the “Save” button to save your education at the indicated university.

Education information

School details

University 1

Programme 1

Programme 2

Programme 1

Add another programme

Save

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

No programme on the list

If, after selecting a university, there is no programme to be selected in the “Programme” list, select “None of these” from the “Programme” list

Then enter the name of the programme in the “The name of the programme” field and select the expected year of graduation from the “Year of graduation” list. Then enter the details of the Programme Supervisor - name in the field “Name”, surname in the field “Surname” and e-mail in the field “E-mail”. The supervisor will be invited to complete the competencies associated with the particular programme of study.

The screenshot shows a form titled "School details" with the following fields:

- University 1 (dropdown menu)
- None of these (dropdown menu)
- The name of the programme (text input field)
- Year of graduation (dropdown menu)
- Programme's director or contact person information section with three text input fields: Name, Surname, and E-mail.
- A green "Save" button at the bottom right.

Press the “Save” button to save the programme of study.

The screenshot shows the same "School details" form, but with a new programme added to the list:

- University 1 (dropdown menu)
- A list box containing "New programme 1" with edit and delete icons.
- An "Add another programme" button (outlined green) and a "Save" button (solid green) at the bottom.

Once you have all saved programmes, press the “Save” button to save your education at the indicated university.

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

No university on the list

If there is no university in the “Name of the school/university” list that the user should select, select “None of these” from the “Name of school/university” list.

Then enter the name of the university in the field “The name of the university”, the name of the programme in the field “The name of the programme” and select the expected year of graduation from the “Year of graduation” list. Then enter the details of the Programme Supervisor - first name in the “Name” field, surname in the “Surname” field and email in the “E-mail” field. The supervisor will be invited to complete the competencies associated with the particular programme of study.

The screenshot shows a web form with two main sections. The first section, titled "School details", contains four input fields: a dropdown menu with "None of these" selected, a text field for "The name of the university", a text field for "The name of the programme", and a dropdown menu for "Year of graduation". The second section, titled "Programme's director or contact person information", contains three text fields for "Name", "Surname", and "E-mail". A green "Save" button is located at the bottom right of the form.

Press the “Save” button to save the university and the programme. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

More universities

In the system it is possible to add an education from more than one university. In order to do this, after saving the first university, click on the “Add another school” link and follow the steps described above.

The screenshot shows a form titled "Education information". Under the heading "School details", there are three input fields: "University 1", "Programme 1", and "Programme 2". To the right of the "University 1" field, there are two small icons: a green pencil (edit) and a red 'X' (delete). At the bottom right of the form, there is a rounded button labeled "Add another school".

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

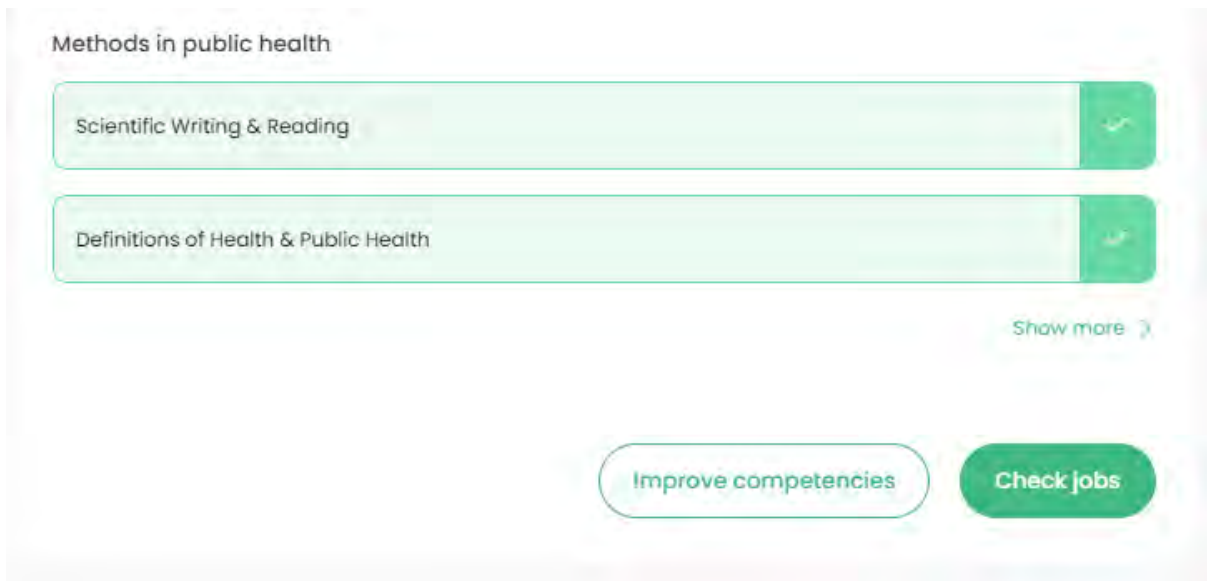
My competencies

On the subpage “My competencies”, the user can familiarise himself/herself with his/her acquired competencies.

The screenshot shows the "My competencies" page. At the top right, there is a link "My competencies by EPH-GU". The page lists several categories of competencies, each with a list of specific items and a green checkmark icon indicating they are acquired:

- Population health and its material – physical– radiological– chemical and biological – environmental determinants**
 - Basic Environ. Health Definitions & Concepts
 - Governance and Stakeholders
- Ethics**
 - Basic Ethical Theories and Concepts
- Health policy; economics; organisational theory- leadership and management**
 - Develop a PH Policy/Strategy/Intervention Project
 - Evaluation Strategies and Designs – Impact Evaluations

The link “Show more” expands the list of competencies. Once the competencies have been developed, the option “Collapse” can be used to collapse them to the original view.

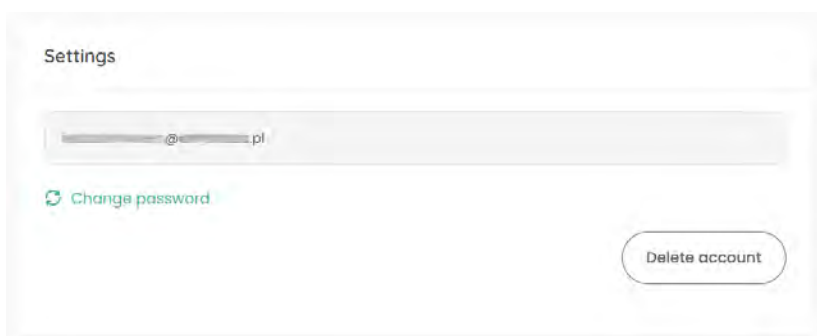


The “Improve competencies” button will redirect the user to the “Studies and courses” subpage and the “Check jobs” button will redirect the user to the “Job offers” subpage.

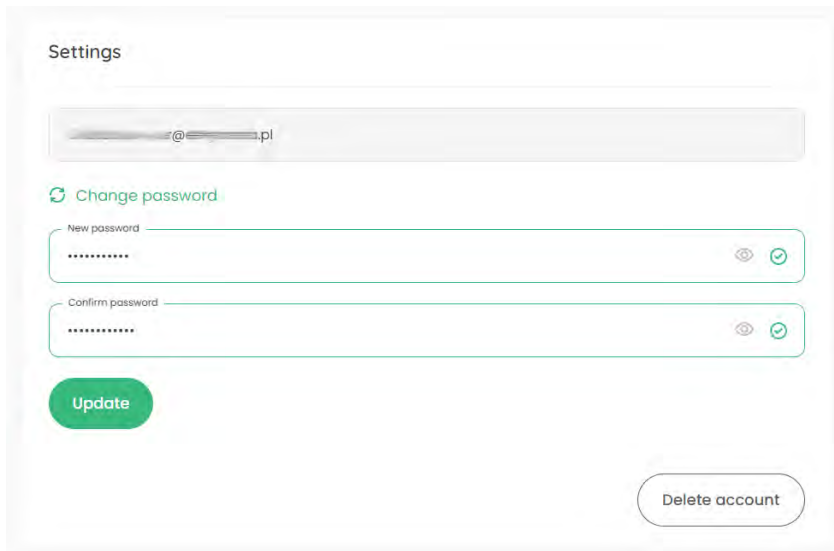
The user can use the link “My competencies by EPHOs”, which will show him/her a list of competencies according to EPHOs. The other elements, i.e. links and buttons, remain unchanged. To return to the previous view, use the link “My competencies”.

Settings

The user can see his or her email address and change his or her password to a different one.

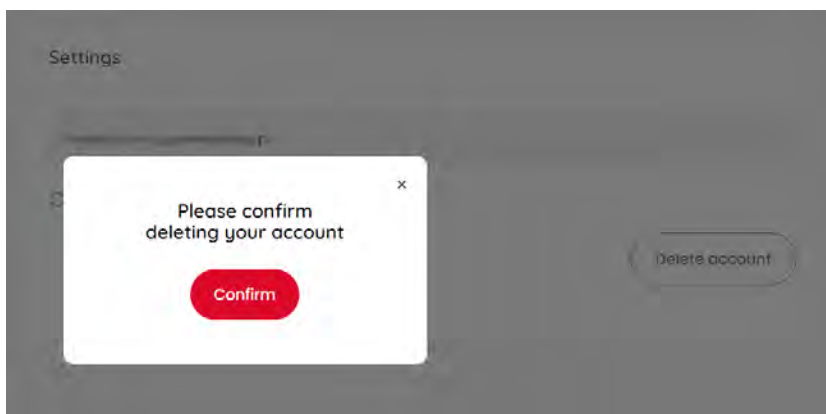


In order to do this, click on the link “Change password”, enter the new password and repeat it.



To confirm the new password, press the “Update” button.

There is also the option of deleting a user account on the portal. For this purpose, the user must click on the “Delete account” button and, in the next step, confirm the intention to delete the account by clicking on the “Confirm” button.



3.7 Challenges

List of challenges

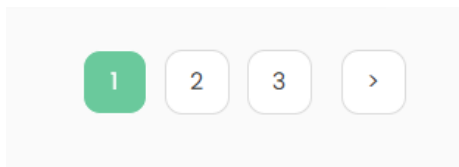
The page shows all the challenges available within the SEEPHI Platform. The user can use the search engine to find the challenges that are of interest to him/her. The search engine searches the titles and descriptions of individual challenges.



The following options are available to sort the order of the challenges:

- "From the latest"
- "From the oldest"
- "Title ascending"
- "Title descending"

If there are 6 or more challenges on the page, you will see a pagination at the bottom of the page that enables navigation between the subpages of the search results.



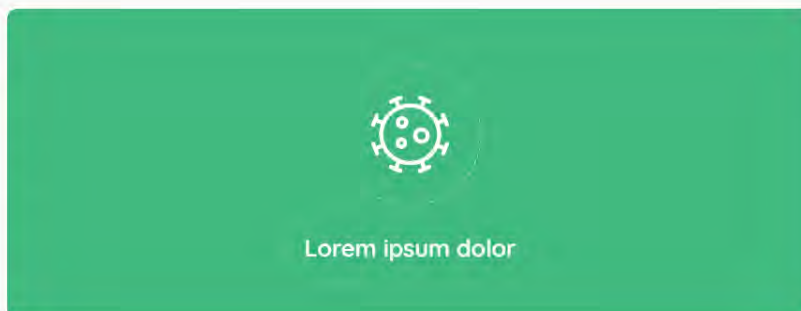
To view a single challenge, click on the "Check details" button.



Single Challenge

This view contains all the relevant information for a single challenge. If files have been added to the challenge, the user can download them by clicking on the corresponding buttons below the description of the challenge.

Campaign Promoting vaccination against influenza



Promoting vaccination against influenza

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Gravida sed libero, nullam commodo dignissim. Semper fusce vulputate adipiscing non nec. In quisque egestas bibendum donec maecenas. Viverra massa pellentesque dignissim mi. At pretium molestie nulla scelerisque magna. Mauris massa, semper odio eu non vel. Placerat placerat sit a malesuada. Eu lacus pulvinar pellentesque semper sollicitudin elit dignissim. Aliquam tincidunt sed tortor non id eget euismod ante turpis.

Vivamus sagittis vitae a mauris et lacus, est fames blandit. Consectetur lacus quis magna ipsum pharetra, purus tristique. Egestas et integer sed diam. Eu sed eleifend tellus quis molestie scelerisque pharetra, condimentum. Faucibus dictum massa et scelerisque nisl non. Bibendum vitae nulla eget a.

PDF #1

PDF #2

The page shows the list of competencies according to EPHOs needed to take part in a given challenge with a clear indication of the competencies the user has and does not have.

Required EPHOs



Advocacy, communication, and social mobilization for health ✓

Assuring sustainable organizational structures and financing ✓

Assuring governance for health and well-being ✓

Health protection including environmental, occupational, food safety and others ✓

Disease prevention, including early detection of illness ✓

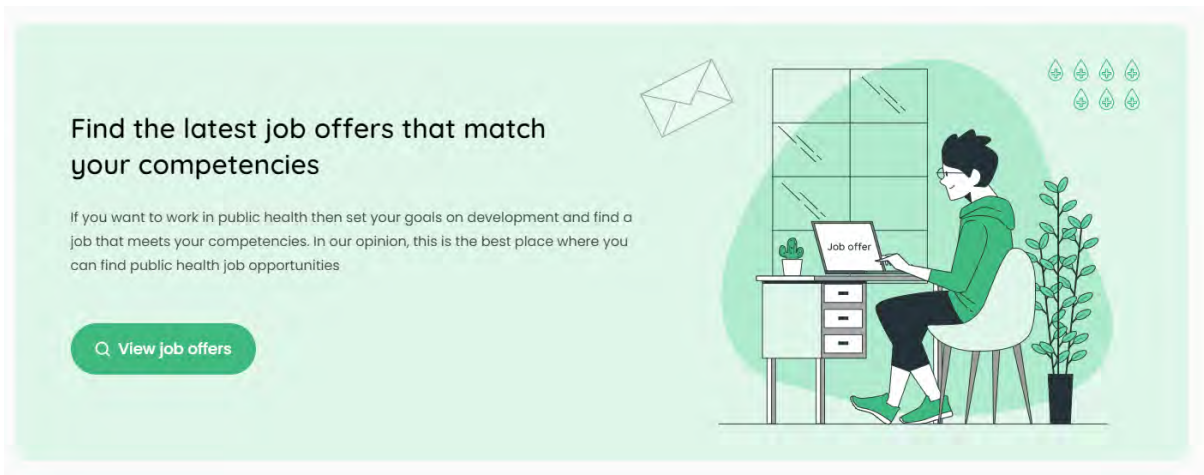
Health promotion including action to address social determinants and health inequity ✓

Advancing public health research to inform policy and practice ✓

Surveillance of population health and well-being ✓

Assuring a sufficient and competent public health workforce ✕

Below the competencies, there is a section that enables the user to be redirected to the Job offers subpage. For this, click on the button “View job offers”.

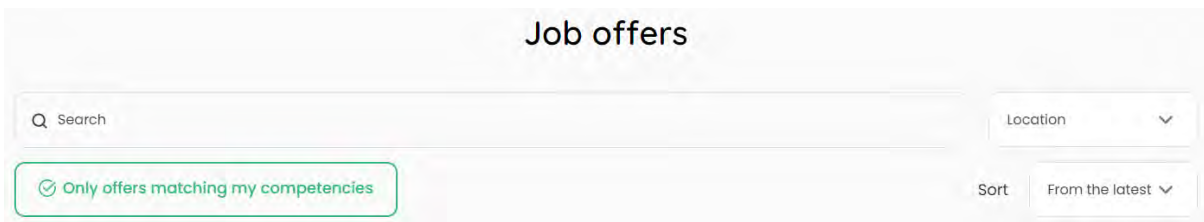


3.8 Job offers

List of Job offers

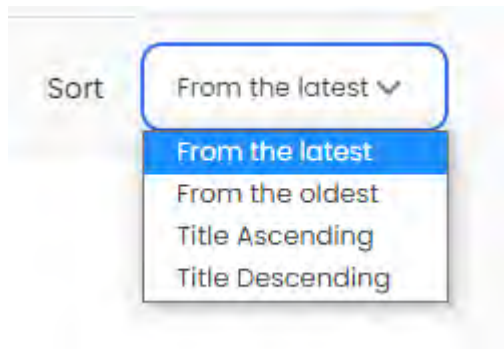
The page shows all the job offers available within the SEEEPHI Platform. The user may use:

- the search engine to find the job offers that are of interest to him/her. The search engine searches job offers.
- select the location he/she is interested in from the “Location” list
- use the filter to filter out the job offers where his/her competencies match those of a specific job offer in full. To do this, click on the “Only offers matching my competencies” button.

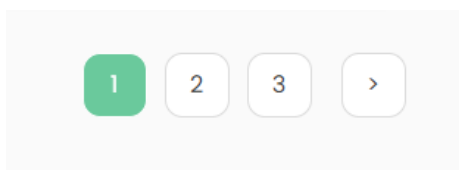


The following options for sorting the order of the job offers are available:

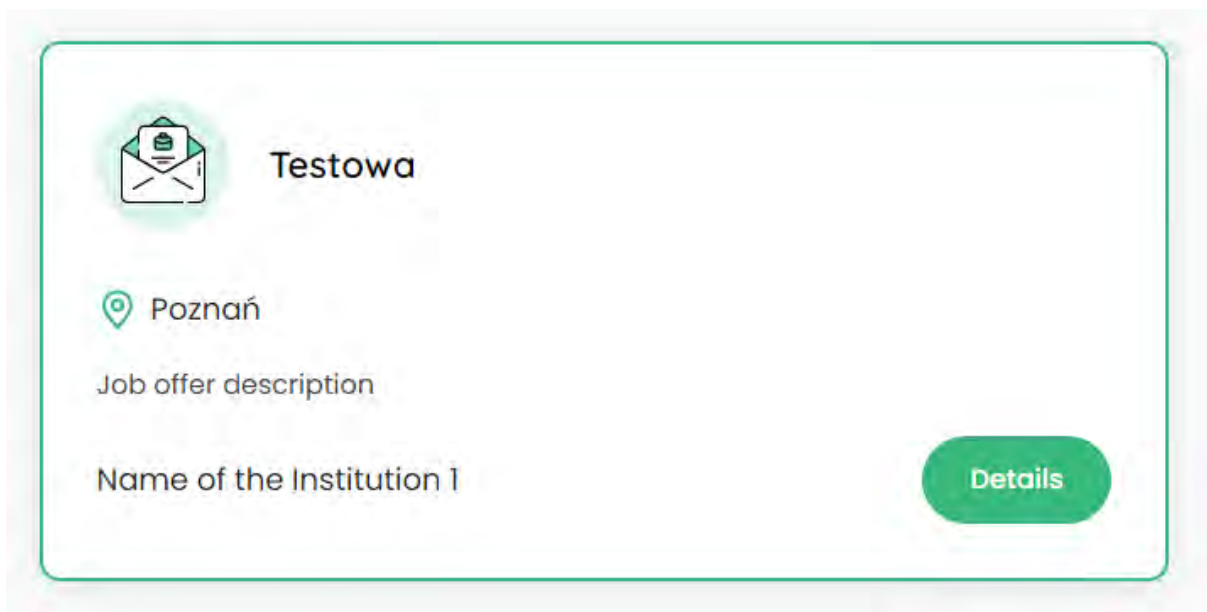
- “From the latest”
- “From the oldest”
- “Title ascending”
- “Title descending”



If there are 11 or more job offers on the page, you will see a pagination at the bottom of the page that enables navigation between the subpages of the search results.



To view a single job offer, click on the “Details” button.



Single Job offer

This view contains all the relevant information for a single job offer.

Job offer 1

Warszawa

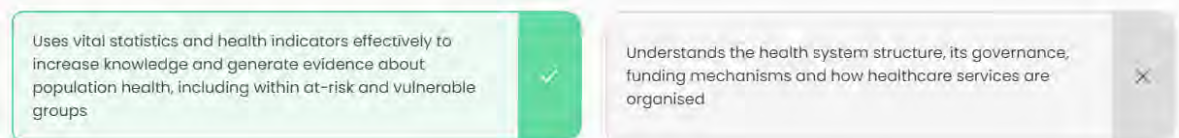


Job description

Description of the Job offer 1

Under the descriptive section, there is a section presenting a list of the competencies needed for the indicated position.

Required competencies



1/2 of your competencies match this position

How can I improve my competencies?

- If the user has the competencies needed - these are marked in green.
- If the user does not have the competencies in question, they are marked in grey. In this situation, the user can use the link "How can I improve my competencies?", which will allow him/her to navigate to subpages with offers of available courses.

Required competencies

Uses vital statistics and health indicators effectively to increase knowledge and generate evidence about population health, including within at-risk and vulnerable groups



Understands the health system structure, its governance, funding mechanisms and how healthcare services are organised



1/2 of your competencies match this position

How can I improve my competencies?

Contact details

To acquire this competency you need to pass course: 1
[Preparation course for the profession of a nurse](#)

Below the competencies, there is a section that allows the organisation that posted the job offer to be contacted. The user can press:

- on a phone number to receive a number on a mobile device already prepared to make a call,
- on an email address to open his or her email programme,
- on the website url to open this website in a new window.

Contact details

Name of the Institution 1

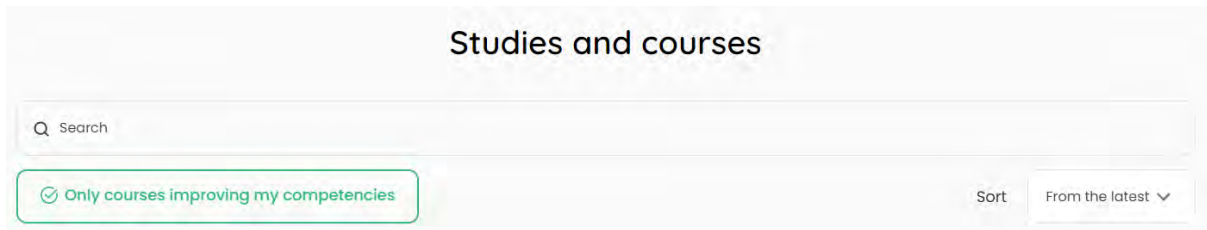
+48 000 000 000 office@seeephi.eu <https://seeephi.eu>

3.9 Studies and courses

List of Studies and courses

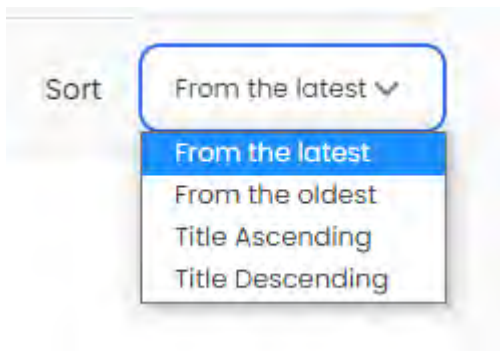
The page shows all the course offers available within the SEEEPHI Platform. The user may use:

- the search engine to find the course offers that are of interest to him/her. The search engine searches course offers.
- benefit from the filtering of course offers through which he/she can obtain competencies he/she does not have. To do this, click on the “Only courses improving my competencies” button.



The following options for sorting the order of the course offers are available:

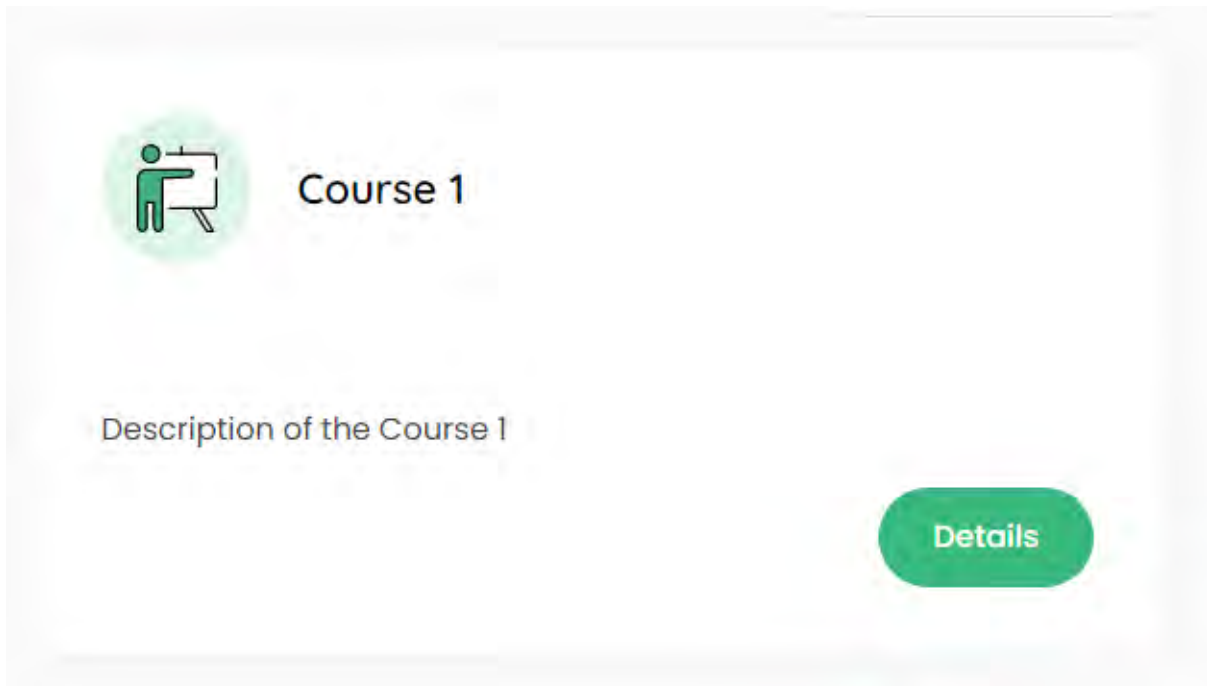
- "From the latest"
- "From the oldest"
- "Title ascending"
- "Title descending"



If there are 11 or more course offers on the page, you will see a pagination at the bottom of the page that enables navigation between the subpages of the search results.

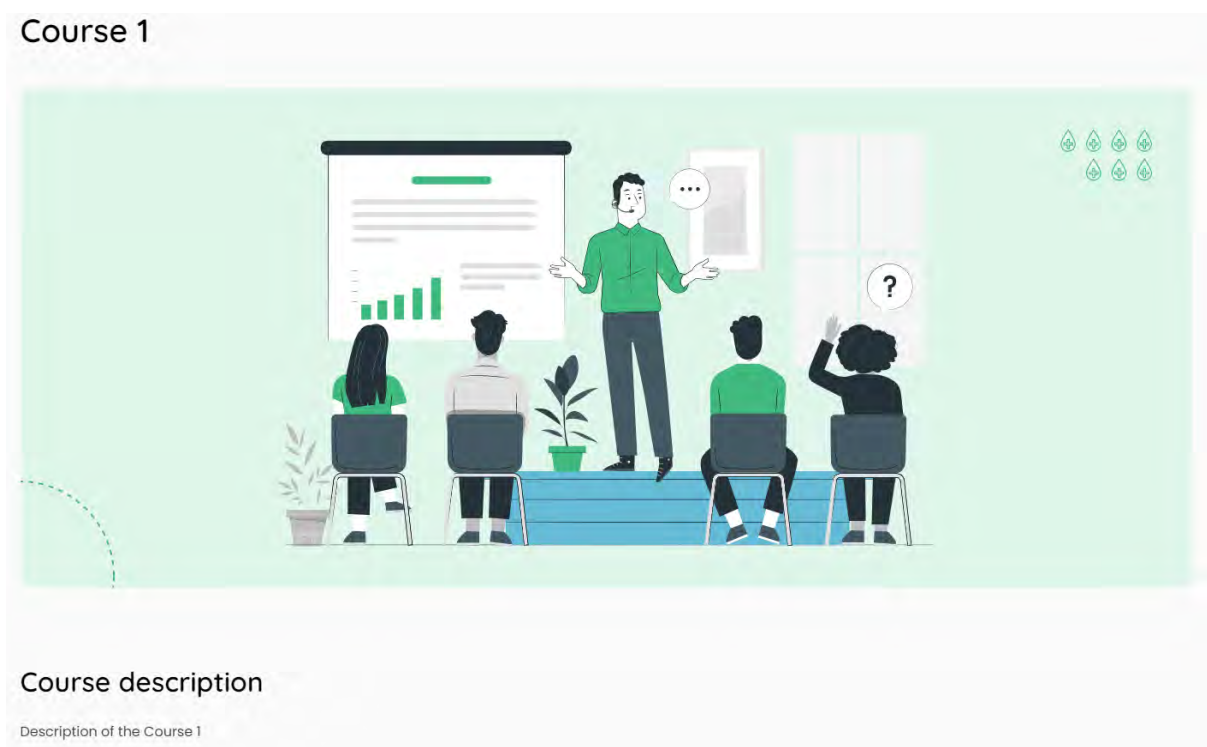


To view a single course offer, click on the "Details" button.

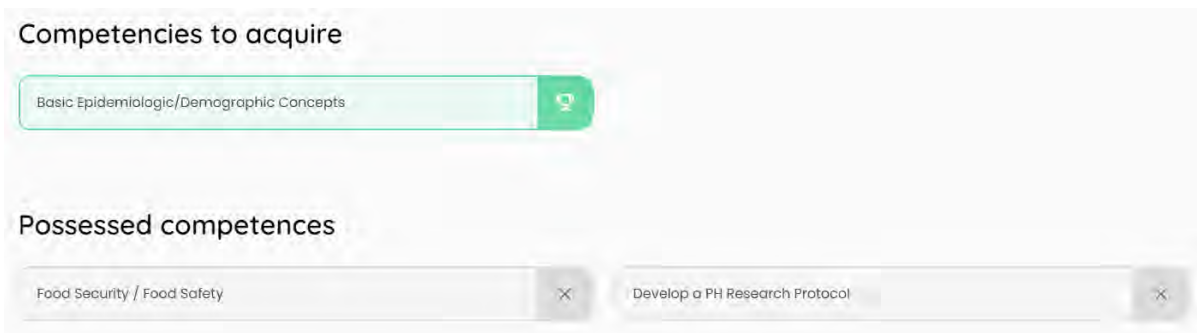


Single Study and course

This view contains all the relevant information for a single course offer.



Below the descriptive section, there is a section with a list of the competencies that can be acquired through the indicated course.



- If the user does not have the competencies in question, they are marked in green.
- If the user has the competencies needed - these are marked in grey.

Below the competencies, there is a section that allows the organisation that posted the course offer to be contacted. The user can press:

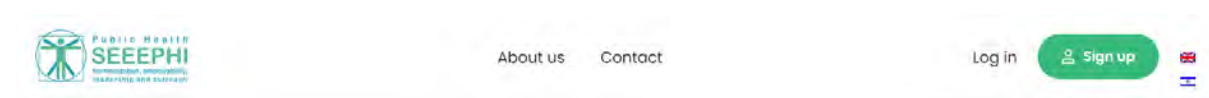
- on a phone number to receive a number on a mobile device already prepared to make a call,
- on an email address to open his or her email programme,
- on the website url to open this website in a new window.

4 PH PROFESSIONAL user manual

4.1 Language version of the website

The SEEEPHI platform is available in two language versions: English and Hebrew.

To change the language version of the website, point the cursor at the flag button located in the top menu of the website and then press on the flag of the language version to which you want to change the language of the website.



4.2 Contact form

On the "Contact page", a contact form is available for contacting the administration of the SEEEPHI Platform.

Contact form

Your name

Email

Message

I consent to the processing of my personal data for the purposes registration (in accordance with the Act of May 10, 2018 on the protection of personal data (Journal of Laws of 2018, item 1000) and in accordance with the Regulation of the European Parliament and of the Council (EU) [Read more](#)

To submit an enquiry, please enter your first name in the “Your name” field, your email address in the “Email” field, then enter the content of your enquiry in the “Message” field and accept that your personal data will be processed.

Contact form


Your name ✓

Email ✓

Message

I consent to the processing of my personal data for the purposes registration (in accordance with the Act of May 10, 2018 on the protection of personal data (Journal of Laws of 2018, item 1000) and in accordance with the Regulation of the European Parliament and of the Council (EU) [Read more](#)

Once you have completed all the fields, press the “Send” button to send your message. If all the fields on the form are filled in correctly, the user will receive a message that the message has been sent.



Thank you for your message. It has been sent.

4.3 Website accessibility for visually impaired persons



To use the website's font size enlargement, use the button marked with three font sizes, located in the top right corner of the website.

On the other hand, to activate the contrast mode, use the second button.

4.4 Registration

In order to register your account on the SEEEPHI Platform, press the “Sign up” button on the Homepage.



[About us](#) [Contact](#)


[Log in](#)

[Sign up](#)




In the first view of the registration process “Choose your role”, select the role: “PH Professional”.

Choose your role

 Student

 PH Professional

 Programme directors / Universities

 Institution / Employer

Create account

In step no. 1 - "Create account", enter your e-mail address, your password and agree to the processing of your personal data.

1

2

3

4

5

Create account

E-mail

Password 

I agree to all terms & conditions

Continue

Already have an account? [Log in now](#)

In the case of a password, the “strength” of the password is verified on the basis of the character combination entered. The password must contain a minimum of 8 characters.

1 — 2 — 3 — 4 — 5

Create account

E-mail

Password

Strong password

I agree to all terms & conditions

[Continue](#)

Already have an account? [Log in now](#)

Press the “Continue” button to proceed to the next step.

Personal details

In step no. 2 - “Personal details”, it is possible to enter your name in the field “Name” and your surname in the field “Surname”. - these fields are optional. “Country of residence” and “Year of birth” must be selected from the drop-down list.

1 2 3 4 5

Personal details

Name Surname

Country of residence

Year of birth

Continue

< Back

If the user wishes to change something in an earlier step, use the “Back” link.

Press the “Continue” button to proceed to the next step.

Education

In step 3 - “Education”, select your university from the “Name of the school/university” drop-down list.

1 2 3 4 5

Education

School details

Continue

< Back Skip >

Then select your programme of study from the drop-down list “Programme” and select the year of graduation from the drop-down list “Year of graduation”.

1 — 2 — 3 — 4 — 5

Education

School details

University 1

Programme 1

2008

Add

Continue

< Back Skip >

Press the “Add” button to save the education you have so selected.

Once you have saved your programme, press the “Submit” button to save your education at the indicated university. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

The screenshot shows a mobile application interface for an 'Education' section. At the top, there are five numbered steps (1-5) in a horizontal row, with step 3 highlighted in a green circle. Below this is the title 'Education'. Underneath is a section titled 'School details'. It contains a dropdown menu with 'University 1' selected, a text input field with 'Programme 1' and edit/delete icons, and a link 'Add another programme' with a plus icon. A 'Submit' button is also present. At the bottom of the form is a large green 'Continue' button. Navigation links 'Back' and 'Skip' are at the very bottom.

Press the “Continue” button to proceed to the next step. If the user wishes to change something in an earlier step, use the “Back” link.

More programmes of study



Within the selected university, more programmes can be added by clicking on the link “Add another programme”.


1 — 2 — 3 — 4 — 5

Education

School details

University 1

Programme 1  

 Add another programme

Submit

Continue

[← Back](#) [Skip →](#)



The new programme is selected as in the previous step and saved with the “Add” button.

1 — 2 — 3 — 4 — 5

Education

School details

University 1

Programme 1  

Programme 2

2015

[Add](#)

[Add another programme](#)

[Submit](#)

[Continue](#)

[Back](#) [Skip](#)

Once you have all saved programmes, press the “Submit” button to save your education at the indicated university.

The screenshot shows a mobile application interface for an 'Education' section. At the top, there are five numbered steps (1-5), with step 3 highlighted in green. Below the title 'Education', there is a 'School details' section. It features a dropdown menu for 'University 1'. Below this are two rows for 'Programme 1' and 'Programme 2'. Each row has a green edit icon (pencil) and a red delete icon (X). At the bottom of the 'School details' section, there is a green button with a plus sign and the text 'Add another programme', and a rounded green button labeled 'Submit'. A large, prominent green button labeled 'Continue' is positioned below the 'School details' section. At the very bottom, there are navigation links: '< Back' on the left and 'Skip >' on the right.

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

Press the “Continue” button to proceed to the next step. If the user wishes to change something in an earlier step, use the “Back” link.

No programme on the list

If, after selecting a university, there is no programme to be selected in the “Programme” list, select “None of these” from the “Programme” list

1 — 2 — 3 — 4 — 5

Education

School details

University 1

Programme

- Programme
- Programme 1
- Programme 2
- None of these

+ Add another programme

Submit

Continue

< Back Skip >

Then enter the name of the programme in the “The name of the programme” field and select the year of graduation from the “Year of graduation” list. Then enter the details of the Programme Supervisor - name in the field “Name”, surname in the field “Surname” and e-mail in the field “E-mail”. The supervisor will be invited to complete the competencies associated with the particular programme of study.

1 — 2 — 3 — 4 — 5

Education

School details

University 1

None of these

The name of the programme

Year of graduation

Programme's director or contact person information

Name

Surname

E-mail

Press the “Add” button to save the programme of study.

Once you have all saved programmes, press the “Submit” button to save your education at the indicated university.

The screenshot shows a mobile application interface for an 'Education' form. At the top, there are five numbered steps: 1, 2, 3 (highlighted in green), 4, and 5. Below the steps is the title 'Education'. The main content area is titled 'School details'. It contains a dropdown menu with 'University 1' selected. Below the dropdown is a list of programmes, with 'New programme 3' visible. To the right of 'New programme 3' are two icons: a green edit icon and a red delete icon. Below the list is a link that says '+ Add another programme'. To the right of this link is a green 'Submit' button. At the bottom of the form is a large green 'Continue' button. Below the 'Continue' button are two navigation links: '< Back' on the left and 'Skip >' on the right.

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

Press the “Continue” button to proceed to the next step. If the user wishes to change something in an earlier step, use the “Back” link.

No university on the list

If there is no university in the “Name of the school/university” list that the user should select, select “None of these” from the “Name of school/university” list.

1 2 3 4 5

Education

School details

University 1

- Name of school/university
- University 1
- University 2
- University 3
- None of these

Continue

< Back Skip >

Then enter the name of the university in the field “The name of the university”, the name of the programme in the field “The name of the programme” and select the year of graduation from the “Year of graduation” list. Then enter the details of the Programme Supervisor - first name in the “Name” field, surname in the “Surname” field and email in the “E-mail” field. The supervisor will be invited to complete the competencies associated with the particular programme of study.

The screenshot shows a mobile application form titled "School details". It contains the following elements:

- A dropdown menu with the text "None of these" and a downward arrow.
- A text input field with the placeholder text "The name of the university".
- A text input field with the placeholder text "The name of the programme".
- A dropdown menu with the text "Year of graduation" and a downward arrow.
- A section header: "Programme's director or contact person information".
- A text input field with the placeholder text "Name".
- A text input field with the placeholder text "Surname".
- A text input field with the placeholder text "E-mail".
- A green rounded button labeled "Submit".
- A large green rounded button labeled "Continue".
- Navigation links at the bottom: "< Back" on the left and "Skip >" on the right.

Press the "Submit" button to save the university and the programme. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

Press the "Continue" button to proceed to the next step. If the user wishes to change something in an earlier step, use the "Back" link.

More universities

In the system it is possible to add an education from more than one university. In order to do this, after saving the first university, click on the "Add another school" link and follow the steps described above.

The screenshot shows a mobile application interface for the 'Education' step. At the top, there are five numbered steps: 1, 2, 3 (highlighted in green), 4, and 5. Below the steps is the title 'Education'. The form contains a 'School details' section with a 'University 1' field and a 'Programme 1' field. To the right of the 'University 1' field are two icons: a green edit icon and a red delete icon. Below the form is a green button labeled 'Continue'. At the bottom left is a '< Back' link and at the bottom right is a 'Skip >' link. There is also a '+ Add another school' link.

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

Press the “Continue” button to proceed to the next step. If the user wishes to change something in an earlier step, use the “Back” link.

The step related to the completion of education can be skipped via the “Skip” link. In this case, the user account will be created and the education data can be placed later on the “My account: Education”.

Job experience

In step 4 “Job experience”, select the name of your employer from the “Institution name” drop-down list.

1 2 3 4 5

Job experience

Job details

Institution name

Continue

< Back Skip >

Then select your job position name from the “Job position” drop-down list. Press the “Add” button to save the experience.

The screenshot shows a mobile application interface for 'Job experience'. At the top, there is a progress indicator with five steps, where step 4 is highlighted in green. Below the title 'Job experience', there is a section titled 'Job details'. This section contains two dropdown menus: 'Institution I' and 'Position I'. To the right of these dropdowns is a green 'Add' button. At the bottom of the 'Job details' section is a large green 'Continue' button. Below the 'Continue' button, there are two navigation options: '< Back' on the left and 'Skip >' on the right.

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

To proceed to the next step, press the “Continue” button, which will result in the creation of a user account. If the user wishes to change something in an earlier step, use the “Back” link.

No job position

If there is no job position that should be selected, select “None of these” from the “Job position” list.

1 — 2 — 3 — 4 — 5

Job experience

Job details

Institution 1 ▾

Job position ▾

- Job position
- Position 1
- Position 2
- None of these

Continue

< Back Skip >

Then enter the name of the job position in the field “The name of the job position” and select the competencies related to the job position from the list.

Job experience

Job details

new-institution



None of these



The name of the job position

Job position name 2



Competences

Understands and applies a range of relevant information technology tools, social media and software

Applies methodologies, (digital) technologies and good practices for the management, analysis and storage of data and health information

Delivers tasks within a limited time frame to be able to work with deadlines

Press the “Add” button to save all the data.

knows the features or demographic structure in a given society or community and understands the process of demographic change and its implications for public health

Add

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

To proceed to the next step, press the “Continue” button, which will result in the creation of a user account. If the user wishes to change something in an earlier step, use the “Back” link.

No employer

If there is no employer that should be selected in the “Institution name” list, select “None of these” from the “Institution name” list.

1 — 2 — 3 — 4 — 5

Job experience

Job details

Institution 1

Institution name

- Institution 1
- Institution 2
- Institution 3
- None of these


Add

Continue


< Back Skip >

Then enter the name of the job position in the field “The name of the job position” and select the competencies related to the job position from the list. To save all data, press the “Submit” button.

Job details

None of these 

The name of the job position

Job position 4 

Competences

- Understands and applies a range of relevant information technology tools, social media and software
- Applies methodologies, (digital) technologies and good practices for the management, analysis and storage of data and health information
- Delivers tasks within a limited time frame to be able to work with deadlines
- Demonstrates an ability to understand and manage conflict-of-interest situations as defined by organizational regulations, policies and procedures

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

To proceed to the next step, press the “Continue” button, which will result in the creation of a user account. If the user wishes to change something in an earlier step, use the “Back” link.

As part of step 4, more experience items can be added using the “Add another job” link.

The screenshot shows a mobile application interface for entering job experience. At the top, there are five numbered steps (1-5), with step 4 highlighted in a green circle. The main heading is 'Job experience'. Below it is a 'Job details' section with a text input field containing 'Name of the job position 5'. To the right of the input field are two icons: a green edit icon and a red delete icon. Below the input field is a link that says '+ Add another job'. At the bottom of the form is a large green 'Continue' button. At the very bottom of the screen are two navigation links: '< Back' on the left and 'Skip >' on the right.

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

To proceed to the next step, press the “Continue” button, which will result in the creation of a user account. If the user wishes to change something in an earlier step, use the “Back” link.


The step related to the completion of experience can be skipped via the “Skip” link. In this case, the user account will be created and the experience data can be placed later on the “My account: Job experience”.

4.5 Logging

In order to log in the user must provide his/her e-mail address and password. By ticking the “Remember me” option, the user will remain logged into the browser for 2 weeks.

Log into your account

E-mail

Password 

Remember me [Forgot your password?](#)

Sign in

Don't have an account? [Sign up](#)

The user can also use the function of generating a new password by using the “Forgot your password” option.

Restore your password

E-mail

Send

In this situation, a new password will be sent to the correctly entered e-mail of the user who has an account in the system.






4.6 My account

To access the tabs within “My account”, click on the “My account” button from the top menu and select the tab you require.

Sign up and find the latest job offers

Thanks to the platform you will find the perfect job matching your competencies. You will be able to work and grow in the public health sector. In our opinion, this is the best place to find job opportunities.



-  Personal details
-  Education information
-  Job experience
-  My competencies
-  Settings

Personal details

The user has access to his/her data: “Name”, “Surname”, “Country of residence” and “Year of birth”.

Personal Details

User name	User surname
Poland	
1990	

[Edit](#)

After pressing the “Edit” button, the user can edit all the data and then the change must be approved by pressing the “Submit” button.

Personal Details

Name User name	Surname User surname
Poland	
1990	

[Save](#)

Education information

If the user has entered his/her education during the registration process, he/she can edit the data here and add new items related to his/her education. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

The screenshot shows a form titled "Education information". Under the heading "School details", there are three rows of input fields: "University 1", "Programme 1", and "Programme 2". To the right of the "University 1" field, there are two small icons: a green pencil (edit) and a red circle with a slash (delete). At the bottom right of the form, there is a green button labeled "Add another school".

In a situation where the participant wants to add a first university, press the “Add school” button.

Then select your university from the 'Name of the school/university' drop-down list.

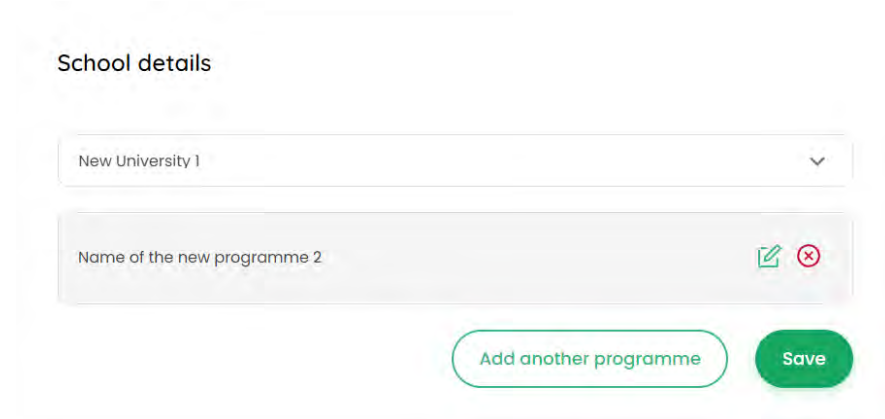
This close-up shows the "School details" section. A dropdown menu is open for the "Name of school/university" field. The current selection is "New University 1". The dropdown list contains the following options: "Name of school/university", "New University 1" (highlighted in blue), "Uniwersytet im. Adama Mickiewicza", and "None of these".

Then select your programme of study from the drop-down list “Programme” and select the year of graduation from the drop-down list “Year of graduation”.

This screenshot shows the "School details" section with three dropdown menus. The first dropdown is "Name of school/university" with "New University 1" selected. The second dropdown is "Name of the new programme 2" with "Name of the new programme 2" selected. The third dropdown is "Year of graduation" with "1945" selected. A green "Save" button is located at the bottom right of the form.

Press the “Save” button to save the education you have so selected.

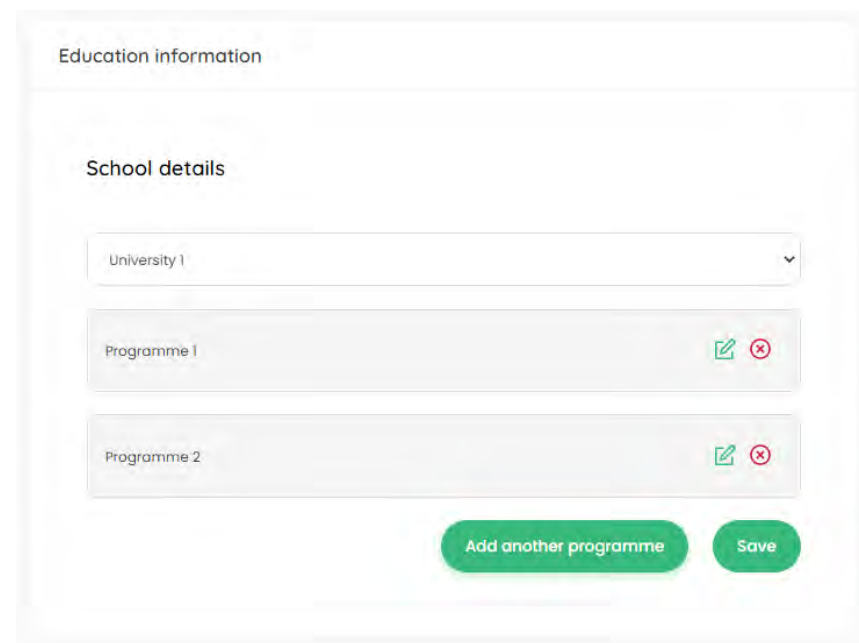
Once you have saved your programme, press the “Save” button to save your education at the indicated university. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.



The screenshot shows a form titled "School details". At the top, there is a dropdown menu with the text "New University 1" and a downward arrow. Below this is a text input field containing "Name of the new programme 2". To the right of the text input are two small icons: a green pencil (edit) and a red 'X' (delete). At the bottom of the form, there are two buttons: a light green button with rounded corners labeled "Add another programme" and a solid green button labeled "Save".

More programmes of study

Within the selected university, more programmes can be added by clicking on the link “Add another programme”.



The screenshot shows a form titled "Education information". Under the heading "School details", there is a dropdown menu with "University 1" and a downward arrow. Below the dropdown are two text input fields. The first is labeled "Programme 1" and the second is labeled "Programme 2". Each text input field has a green pencil icon (edit) and a red 'X' icon (delete) to its right. At the bottom of the form, there are two buttons: a light green button with rounded corners labeled "Add another programme" and a solid green button labeled "Save".

The new programme is selected as in the previous step and saved with the “Save” button.

Education information

School details

University 1

Programme 1

Programme 2

Programme 1

1998

Save

Once you have all saved programmes, press the “Save” button to save your education at the indicated university.

Education information

School details

University 1

Programme 1

Programme 2

Programme 1

Add another programme

Save

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

No programme on the list

If, after selecting a university, there is no programme to be selected in the “Programme” list, select “None of these” from the “Programme” list

Then enter the name of the programme in the “The name of the programme” field and select the year of graduation from the “Year of graduation” list. Then enter the details of the Programme Supervisor - name in the field “Name”, surname in the field “Surname” and e-mail in the field “E-mail”. The supervisor will be invited to complete the competencies associated with the particular programme of study.

The screenshot shows a form titled "School details" with the following fields:

- University 1 (dropdown menu)
- None of these (dropdown menu)
- The name of the programme (text input field)
- Year of graduation (dropdown menu)
- Programme's director or contact person information section with three text input fields: Name, Surname, and E-mail.
- A green "Save" button at the bottom right.

Press the “Save” button to save the programme of study.

The screenshot shows the same "School details" form, but with a new programme added to the list:

- University 1 (dropdown menu)
- A list box containing "New programme 1" with edit and delete icons.
- An "Add another programme" button (outlined green) and a "Save" button (solid green) at the bottom.

Once you have all saved programmes, press the “Save” button to save your education at the indicated university.

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

No university on the list

If there is no university in the “Name of the school/university” list that the user should select, select “None of these” from the “Name of school/university” list.

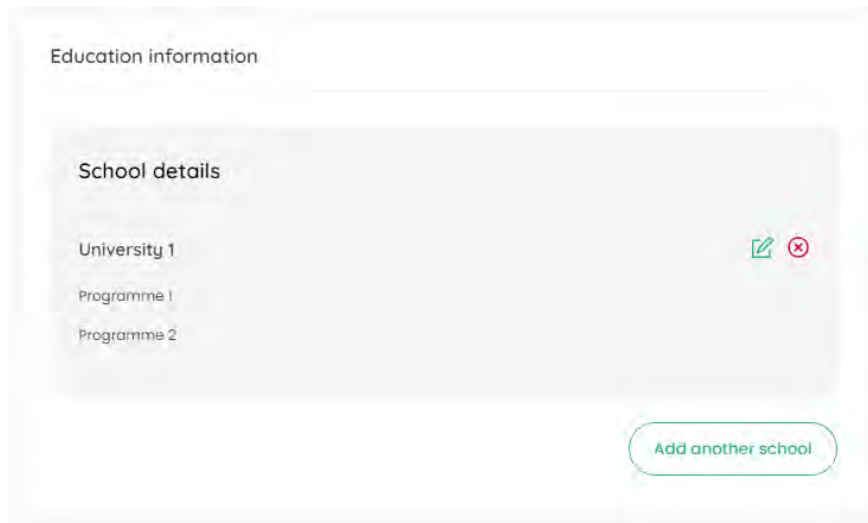
Then enter the name of the university in the field “The name of the university”, the name of the programme in the field “The name of the programme” and select the year of graduation from the “Year of graduation” list. Then enter the details of the Programme Supervisor - first name in the “Name” field, surname in the “Surname” field and email in the “E-mail” field. The supervisor will be invited to complete the competencies associated with the particular programme of study.

The screenshot shows a form with two main sections. The first section, titled "School details", contains four input fields: a dropdown menu with "None of these" selected, a text field for "The name of the university", a text field for "The name of the programme", and a dropdown menu for "Year of graduation". The second section, titled "Programme's director or contact person information", contains three text fields for "Name", "Surname", and "E-mail". A green "Save" button is located at the bottom right of the form.

Press the “Save” button to save the university and the programme. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

More universities

In the system it is possible to add an education from more than one university. In order to do this, after saving the first university, click on the “Add another school” link and follow the steps described above.





The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

Job experience





If the user has entered his/her job experience during the registration process, he/she can edit the data here and add new items related to his/her job experience. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

Job experience

Job details  

New job position 2 none


Competences:

Communicates with respect when representing professional opinions and encourages other team members, including community members and patients, to express their opinions and contribute to decision-making 	Communicates health messages (including risks to health) in an effective way (both in writing and verbally) through a range of modern media and social marketing to lay, professional, academic and political audiences 
Communicates facts and evidence effectively within the context of translating science and evidence into practice and policy for various actors in the system and populations of concern to increase the effectiveness of responses to risks, threats, and damages to health 	Identifies, connects and manages relationships with stakeholders in interdisciplinary and inter-sectorial projects to improve public health services and achieve public health goals 

[Add job experience](#)


In a situation where the participant wants to add job experience, press the “Add job experience” button.


Then select the name of your employer from the “Select an institution” drop-down list.

Select an institution 

- Select an institution
- institution-user**
- new-institution
- None of these

Then select your job position name from the “Job position” drop-down list. Press the “Save” button to save the experience.

institution-user 

Test position 

[Save](#)

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

No job position

If there is no job position that should be selected, select “None of these” from the “Job position” list.

The screenshot shows a form with the following elements:

- A dropdown menu with the text "institution-user" and a downward arrow.
- A second dropdown menu with the text "None of these" and a downward arrow.
- A text input field with the label "New position name" and a vertical cursor.
- A section titled "Competences:" containing a list of five items, each with a checkbox:
 - Understands and applies a range of relevant information technology tools, social media and software
 - Applies methodologies, (digital) technologies and good practices for the management, analysis and storage of data and health information
 - Delivers tasks within a limited time frame to be able to work with deadlines
 - Demonstrates an ability to understand and manage conflict-of-interest situations as defined by organizational regulations, policies and procedures
 - Acts according to ethical standards and norms with integrity, promotes professional accountability, social responsibility and the public good

Then enter the name of the job position in the field “New job position name” and select the competencies related to the job position from the list. Press the “Add” button to save all the data.

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

No employer

If there is no employer that should be selected in the “Select an institution” list, select “None of these” from the “Select an institution” list.

None of these ▼

New position name

Competences:

- Understands and applies a range of relevant information technology tools, social media and software
- Applies methodologies, (digital) technologies and good practices for the management, analysis and storage of data and health information
- Delivers tasks within a limited time frame to be able to work with deadlines

Then enter the name of the job position in the field “New position name” and select the competencies related to the job position from the list. To save all data, press the “Submit” button.

It is possible to add more than one experience item in the system. In order to do so, use the “Add another job” link and follow the steps described above.

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

My competencies

On the subpage “My competencies”, the user can familiarise himself/herself with his/her acquired competencies.

My competencies My competencies by EPH-GH [↗](#)

Population health and its material – physical– radiological– chemical and biological – environmental determinants

- Basic Environ. Health Definitions & Concepts ✎
- Governance and Stakeholders ✎

Ethics

- Basic Ethical Theories and Concepts ✎

Health policy; economics; organisational theory– leadership and management

- Develop a PH Policy/Strategy/Intervention Project ✎
- Evaluation Strategies and Designs – Impact Evaluations ✎

The link “Show more” expands the list of competencies. Once the competencies have been developed, the option “Collapse” can be used to collapse them to the original view.

The “Improve competencies” button will redirect the user to the “Studies and courses” subpage and the “Check jobs” button will redirect the user to the “Job offers” subpage.

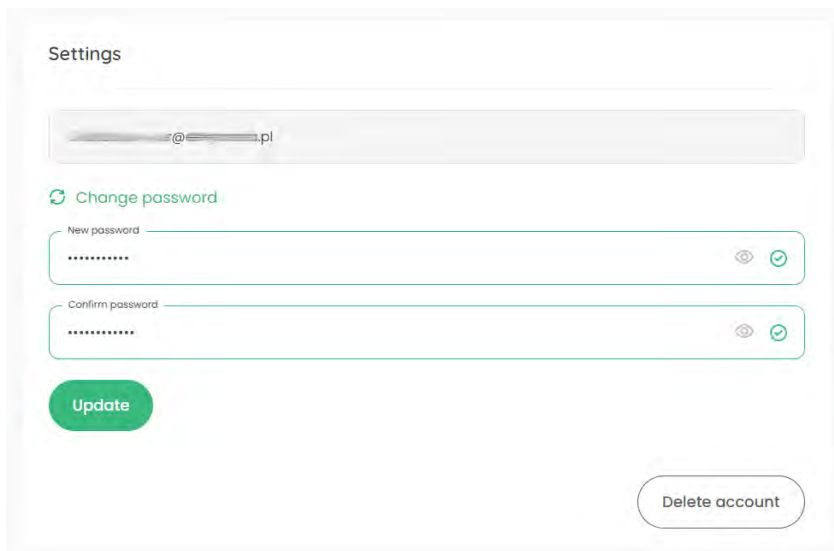
The user can use the link “My competencies by EPHOs”, which will show him/her a list of competencies according to EPHOs. The other elements, i.e. links and buttons, remain unchanged. To return to the previous view, use the link “My competencies”.

Settings

The user can see his or her email address and change his or her password to a different one.

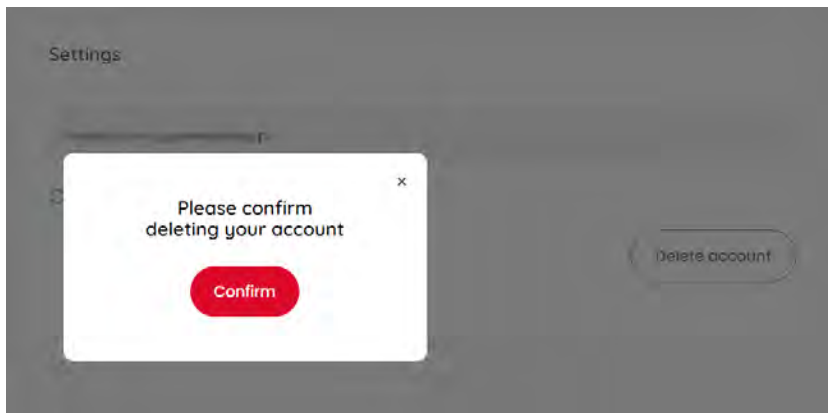


In order to do this, click on the link “Change password”, enter the new password and repeat it.



To confirm the new password, press the “Update” button.

There is also the option of deleting a user account on the portal. For this purpose, the user must click on the “Delete account” button and, in the next step, confirm the intention to delete the account by clicking on the “Confirm” button.



4.7 Challenges

List of challenges

The page shows all the challenges available within the SEEPHI Platform. The user can use the search engine to find the challenges that are of interest to him/her. The search engine searches the titles and descriptions of individual challenges.



The following options are available to sort the order of the challenges:

- “From the latest”
- “From the oldest”
- “Title ascending”
- “Title descending”

If there are 6 or more challenges on the page, you will see a pagination at the bottom of the page that enables navigation between the subpages of the search results.



To view a single challenge, click on the “Check details” button.



Campaign Promoting vaccination against influenza



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Gravida sed libero, nullam commodo dignissim. Semper fusce vulputate adipiscing non nec. In quisque egestas bibendum donec maecenas. Viverra massa pellentesque dignissim mi. At pretium molestie nulla scelerisque magna. Mauris massa, semper odio eu non vel. Placerat placerat sit a malesuada. Eu lacus pulvinar...

[Check details](#)

Single Challenge

This view contains all the relevant information for a single challenge. If files have been added to the challenge, the user can download them by clicking on the corresponding buttons below the description of the challenge.

Campaign Promoting vaccination against influenza



Promoting vaccination against influenza

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Gravida sed libero, nullam commodo dignissim. Semper fusce vulputate adipiscing non nec. In quisque egestas bibendum donec maecenas. Viverra massa pellentesque dignissim mi. At pretium molestie nulla scelerisque magna. Mauris massa, semper odio eu non vel. Placerat placerat sit a malesuada. Eu lacus pulvinar pellentesque semper sollicitudin elit dignissim. Aliquam tincidunt sed tortor non id eget euismod ante turpis.

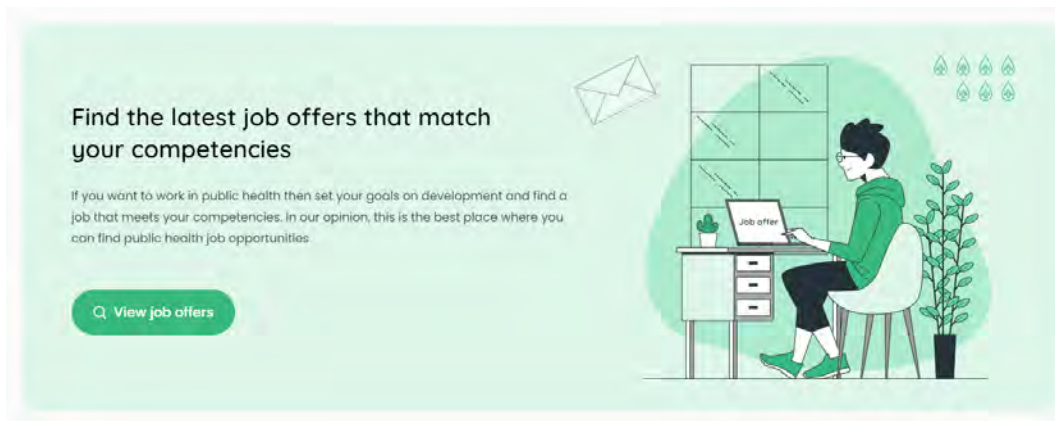
Vivamus sagittis vitae a mauris et lacus, est fames blandit. Consectetur lacus quis magna ipsum pharetra, purus tristique. Egestas et integer sed diam. Eu sed eleifend tellus quis molestie scelerisque pharetra, condimentum. Faucibus dictum massa et scelerisque nisi non. Bibendum vitae nulla eget a.

[PDF #1](#) [PDF #2](#)

The page shows the list of competencies according to EPHOs needed to take part in a given challenge with a clear indication of the competencies the user has and does not have.



Below the competencies, there is a section that enables the user to be redirected to the Job offers subpage. For this, click on the button “View job offers”.

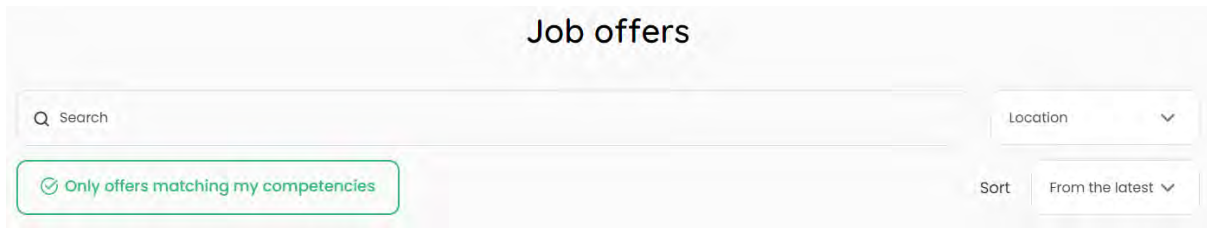


4.8 Job offers

List of Job offers

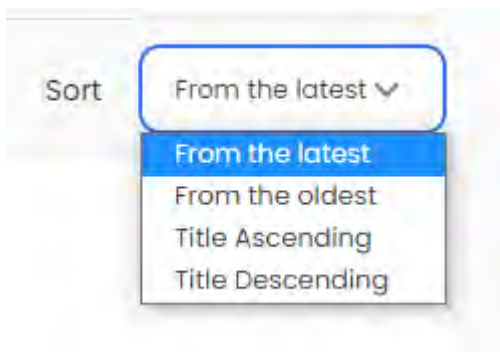
The page shows all the job offers available within the SEEPHI Platform. The user may use:

- the search engine to find the job offers that are of interest to him/her. The search engine searches job offers.
- select the location he/she is interested in from the “Location” list
- use the filter to filter out the job offers where his/her competencies match those of a specific job offer in full. To do this, click on the “Only offers matching my competencies” button.

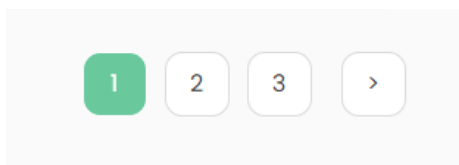


The following options for sorting the order of the job offers are available:

- "From the latest"
- "From the oldest"
- "Title ascending"
- "Title descending"



If there are 11 or more job offers on the page, you will see a pagination at the bottom of the page that enables navigation between the subpages of the search results.

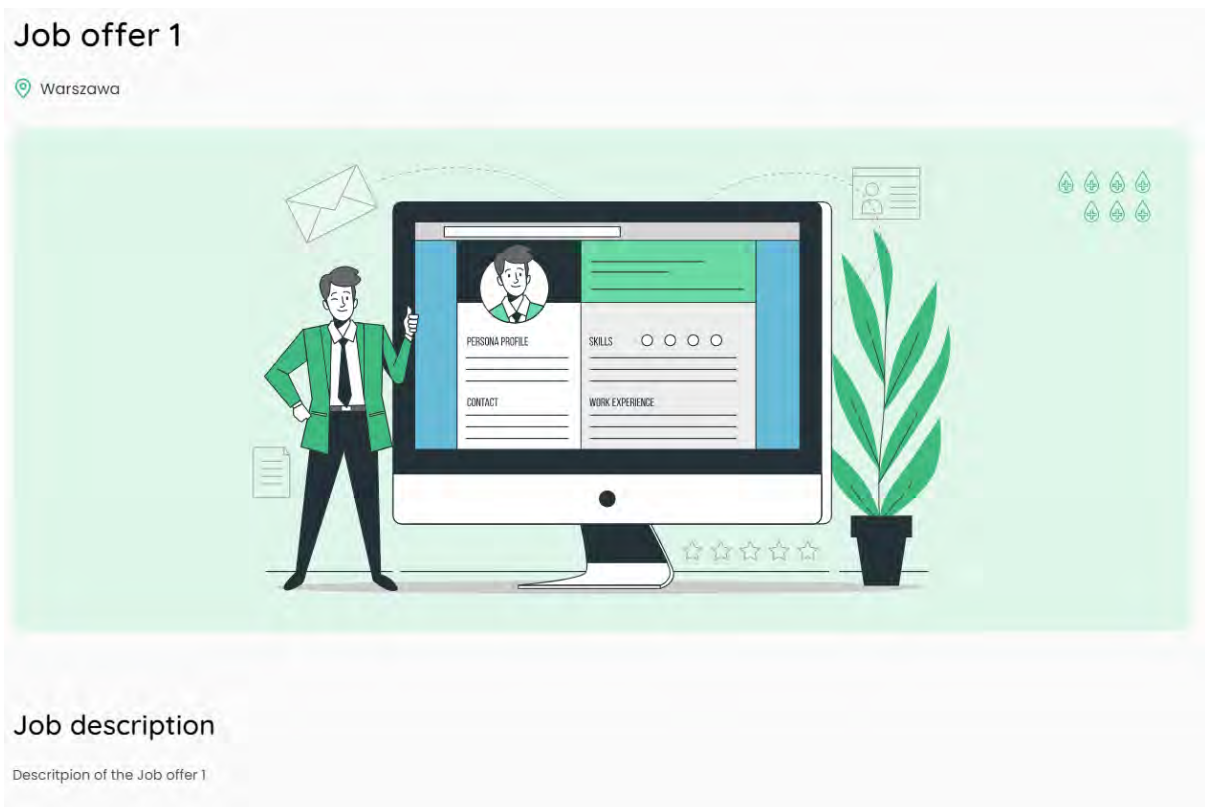


To view a single job offer, click on the "Details" button.



Single Job offer

This view contains all the relevant information for a single job offer.



Job description

Description of the Job offer 1

Under the descriptive section, there is a section presenting a list of the competencies needed for the indicated position.

Required competencies

Uses vital statistics and health indicators effectively to increase knowledge and generate evidence about population health, including within at-risk and vulnerable groups ✓

Understands the health system structure, its governance, funding mechanisms and how healthcare services are organised ✕

1/2 of your competencies match this position [How can I improve my competencies?](#) ⓘ

- If the user has the competencies needed - these are marked in green.
- If the user does not have the competencies in question, they are marked in grey. In this situation, the user can use the link “How can I improve my competencies?”, which will allow him/her to navigate to subpages with offers of available courses.

Required competencies

Uses vital statistics and health indicators effectively to increase knowledge and generate evidence about population health, including within at-risk and vulnerable groups ✓

Understands the health system structure, its governance, funding mechanisms and how healthcare services are organised ✕

1/2 of your competencies match this position [How can I improve my competencies?](#) ⓘ

To acquire this competency you need to pass course: 1
[Preparation course for the profession of a nurse](#)

Below the competencies, there is a section that allows the organisation that posted the job offer to be contacted. The user can press:

- on a phone number to receive a number on a mobile device already prepared to make a call,
- on an email address to open his or her email programme,
- on the website url to open this website in a new window.

Contact details

Name of the Institution 1

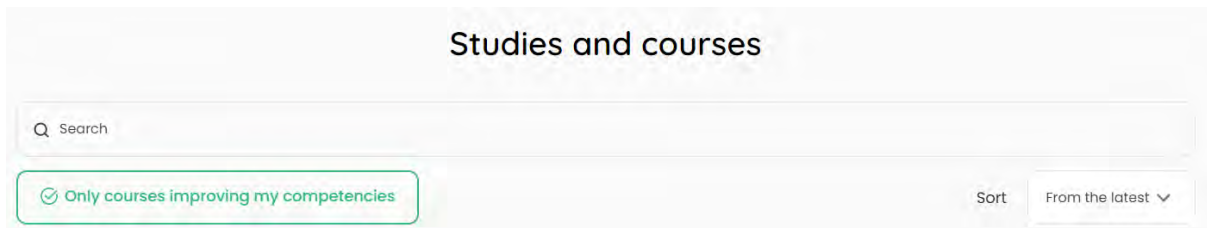
+48 000 000 000 office@seeephi.eu <https://seeephi.eu>

4.9 Studies and courses

List of Studies and courses

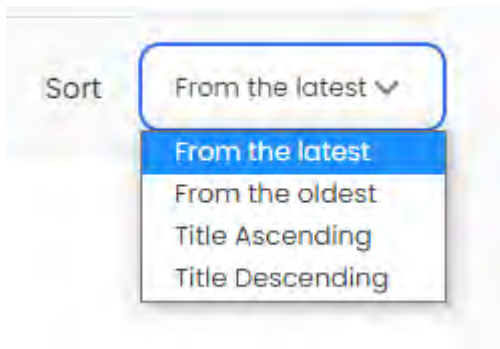
The page shows all the course offers available within the SEEEPHI Platform. The user may use:

- the search engine to find the course offers that are of interest to him/her. The search engine searches course offers.
- benefit from the filtering of course offers through which he/she can obtain competencies he/she does not have. To do this, click on the “Only courses improving my competencies” button.



The following options for sorting the order of the course offers are available:

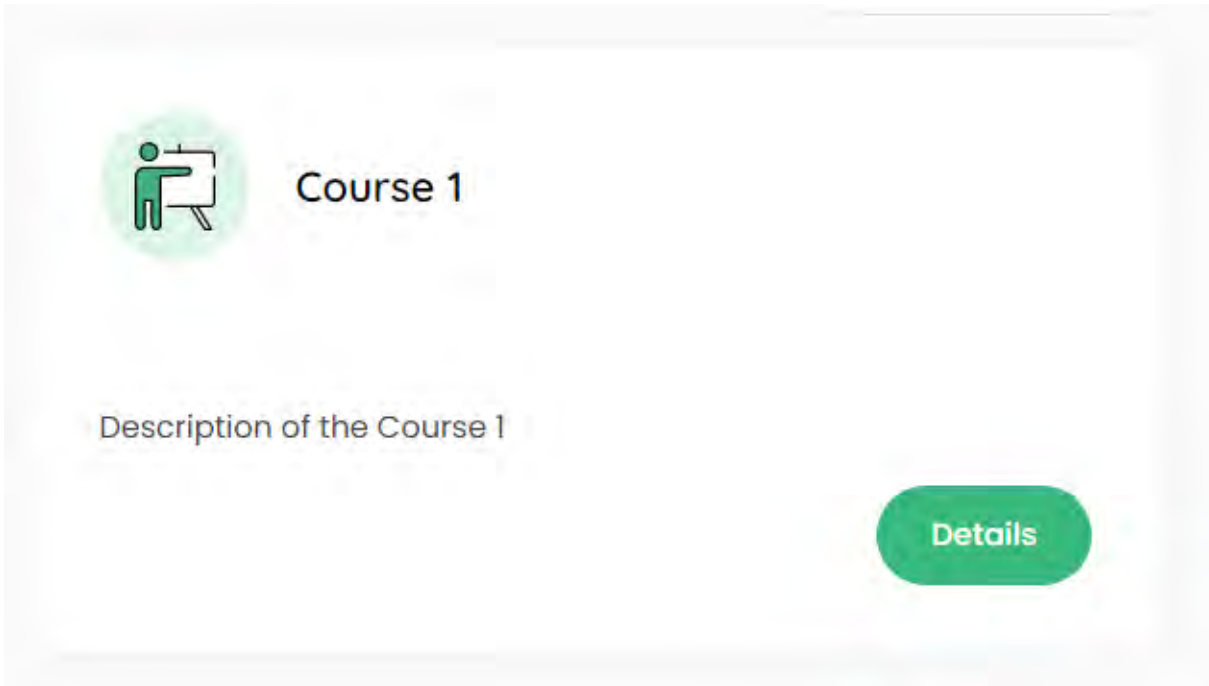
- “From the latest”
- “From the oldest”
- “Title ascending”
- “Title descending”



If there are 11 or more course offers on the page, you will see a pagination at the bottom of the page that enables navigation between the subpages of the search results.

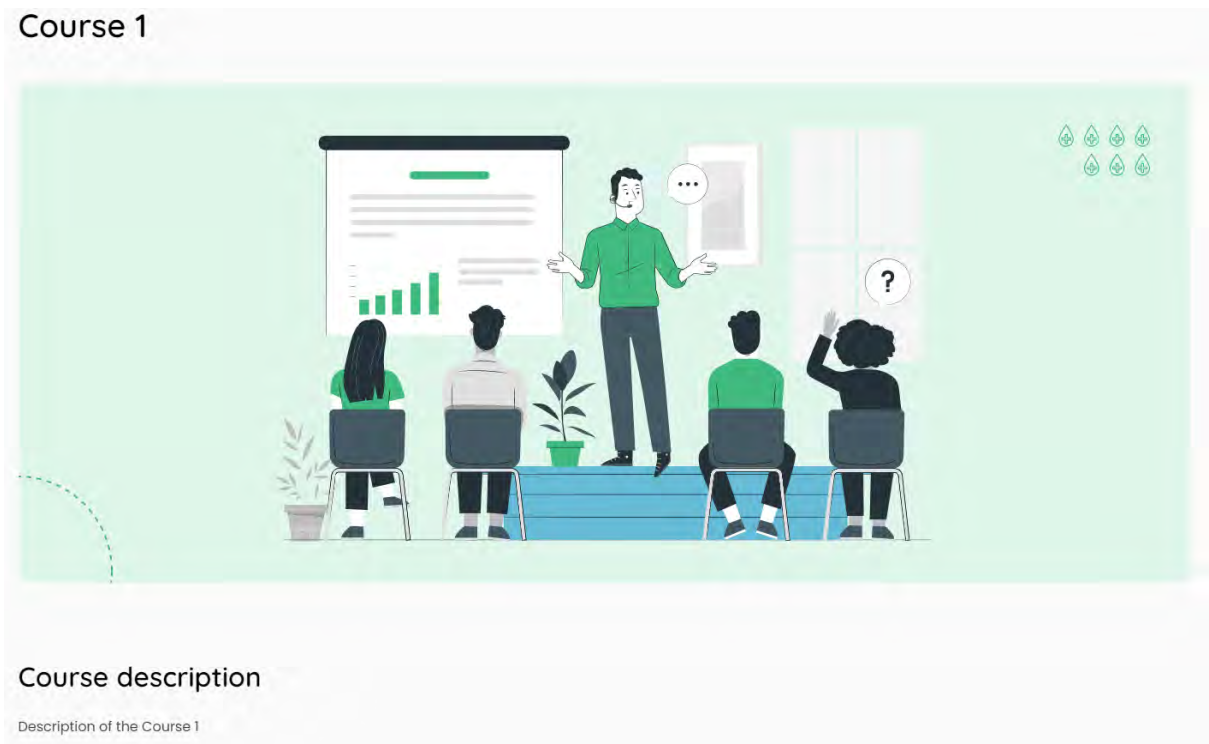


To view a single course offer, click on the “Details” button.

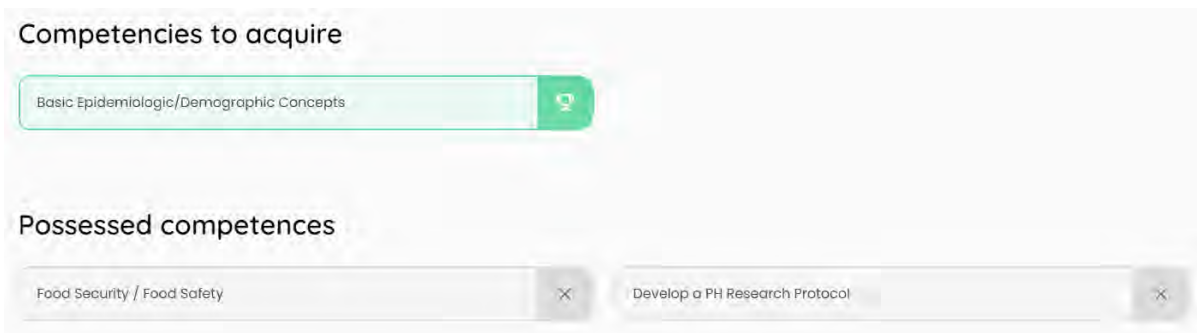


Single Study and course

This view contains all the relevant information for a single course offer.



Below the descriptive section, there is a section with a list of the competencies that can be acquired through the indicated course.



- If the user does not have the competencies in question, they are marked in green.
- If the user has the competencies needed - these are marked in grey.

Below the competencies, there is a section that allows the organisation that posted the course offer to be contacted. The user can press:

- on a phone number to receive a number on a mobile device already prepared to make a call,
- on an email address to open his or her email programme,
- on the website url to open this website in a new window.

5 PROGRAMMES DIRECTORS/UNIVERSITIES user manual

5.1 Language version of the website

The SEEEPHI platform is available in two language versions: English and Hebrew.

To change the language version of the website, point the cursor at the flag button located in the top menu of the website and then press on the flag of the language version to which you want to change the language of the website.



5.2 Contact form

On the “Contact page”, a contact form is available for contacting the administration of the SEEEPHI Platform.

Contact form

Your name

Email

Message

I consent to the processing of my personal data for the purposes registration (in accordance with the Act of May 10, 2018 on the protection of personal data (Journal of Laws of 2018, item 1000) and in accordance with the Regulation of the European Parliament and of the Council (EU) [Read more](#)

To submit an enquiry, please enter your first name in the “Your name” field, your email address in the “Email” field, then enter the content of your enquiry in the “Message” field and accept that your personal data will be processed.

Contact form


Your name ✓

Email ✓

Message

I consent to the processing of my personal data for the purposes registration (in accordance with the Act of May 10, 2018 on the protection of personal data (Journal of Laws of 2018, item 1000) and in accordance with the Regulation of the European Parliament and of the Council (EU) [Read more](#)

Once you have completed all the fields, press the “Send” button to send your message. If all the fields on the form are filled in correctly, the user will receive a message that the message has been sent.



Thank you for your message. It has been sent.

5.3 Website accessibility for visually impaired persons



To use the website's font size enlargement, use the button marked with three font sizes, located in the top right corner of the website.

On the other hand, to activate the contrast mode, use the second button.

5.4 Registration

In order to register your account on the SEEEPHI Platform, press the “Sign up” button on the “Homepage”.



[About us](#) [Contact](#)

[Log in](#)

[Sign up](#)



In the first view of the registration process “Choose your role”, select the role: “Programmes directors/Universities”.

Choose your role



Student



PH Professional



Programme directors / Universities



Institution / Employer

Create account

In step no. 1 - "Create account", enter your e-mail address, your password and agree to the processing of your personal data.

The screenshot shows a three-step progress bar at the top, with step 1 highlighted in green. Below the progress bar, the title "Create account" is displayed. The form contains three input fields: "E-mail", "Password" (with a visibility toggle icon), and a checkbox labeled "I agree to all terms & conditions". A prominent green "Continue" button is located below the checkbox. At the bottom, there is a link that says "Already have an account? Log in now".

In the case of a password, the "strength" of the password is verified on the basis of the character combination entered. The password must contain a minimum of 8 characters.

1 2 3

Create account

E-mail
anna@email.com ✓

Password
..... 🔒 ✓

Strong password

I agree to all terms & conditions

[Continue](#)

Already have an account? [Log in now](#)

Press the “Continue” button to proceed to the next step.

Personal details

In step no. 2 “Personal details”, enter your name in the “Name” field and your surname in the “Surname” field, and select the name of the university from the “Name of the University” drop-down list, then enter the url of the university’s website in the “Website URL” field.

1 2 3

Personal details

Name Surname

Name of the university

Website URL

Continue

< Back

If there is no university in the “Name of the University” list that should be selected, select “None of these” from the list and enter the name of the university in the “Please type the name of the university” field, then enter the url of the university's website in the “Website URL” field.

1 2 3

Personal details

Name

Surname

None of these

Please type the name of the university

Website URL

[Continue](#)

[Back](#)

If the user wishes to change something in an earlier step, use the “Back” link.


To proceed to the next step, press the “Continue” button, which results in the creation of a user account.

5.5 Logging

In order to log in the user must provide his/her e-mail address and password. By ticking the “Remember me” option, the user will remain logged into the browser for 2 weeks.

Log into your account

E-mail

Password 

Remember me [Forgot your password?](#)

Sign in

Don't have an account? [Sign up](#)

The user can also use the function of generating a new password by using the “Forgot your password” option.

Restore your password

E-mail

Send

In this situation, a new password will be sent to the correctly entered e-mail of the user who has an account in the system.

5.6 My account

To access the tabs within “My account”, click on the “My account” button from the top menu and select the tab you require.

Add a programme and specify the required competences

Established EU best practices will then be applied to the Israeli



Personal details

The user has access to the data he/she has provided: “Name”, “Surname”, “Name of the University” and “Website URL”.

Personal details

PD Name	PD Surname
---------	------------

University name

https://seeephi.eu

Edit

After pressing the 'Edit' button, the user can edit the data: “Name”, “Surname” and “Website URL”.

Personal details

Name PD Name	Surname PD Surname
-----------------	-----------------------

University name

Website URL
https://seeephi.eu

Save

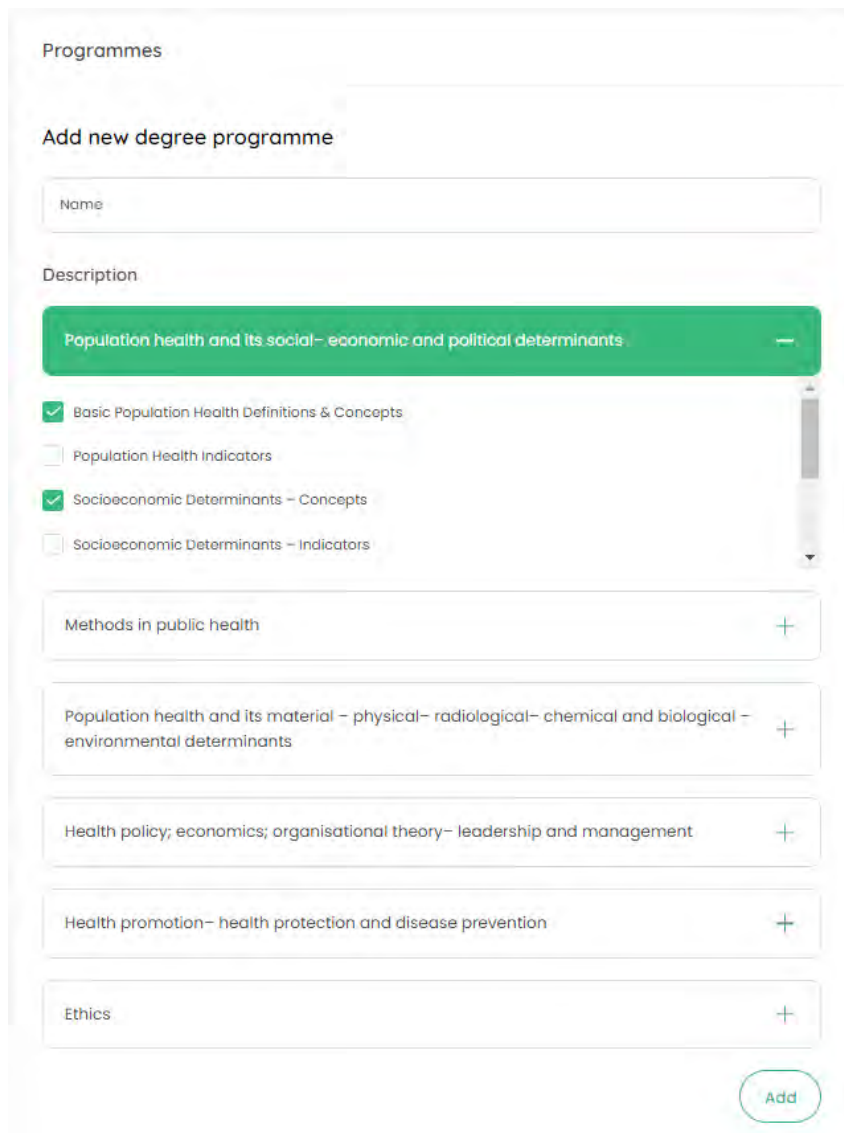
To confirm the changes, press the “Save” button.

Programmes

In order to add a new programme of study, click on the “Add programme” button.



Then enter the name of the programme in the “Name” field and select the competencies associated with the programme from the drop-down lists.

A screenshot of the "Add new degree programme" form. At the top, there is a "Name" input field. Below it is a "Description" section with a green dropdown menu currently showing "Population health and its social- economic and political determinants". Underneath the dropdown is a list of checkboxes for competencies: "Basic Population Health Definitions & Concepts" (checked), "Population Health Indicators" (unchecked), "Socioeconomic Determinants - Concepts" (checked), and "Socioeconomic Determinants - Indicators" (unchecked). Below the list are five more input fields, each with a plus sign on the right: "Methods in public health", "Population health and its material - physical- radiological- chemical and biological - environmental determinants", "Health policy; economics; organisational theory- leadership and management", "Health promotion- health protection and disease prevention", and "Ethics". At the bottom right, there is a green rounded rectangular button labeled "Add".

To save a programme with the appropriate competencies, press the “Add” button.



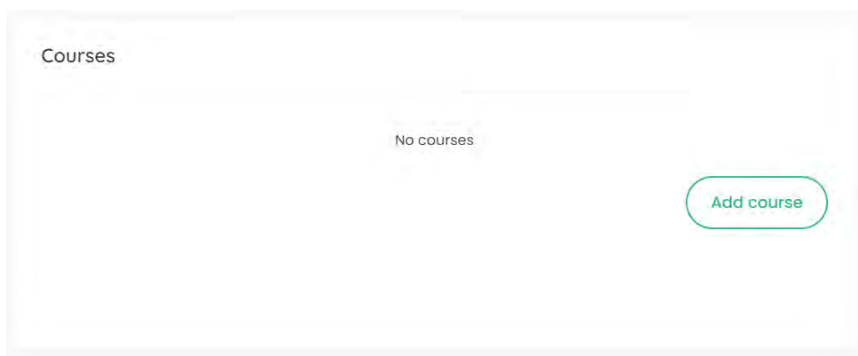
The screenshot shows a form titled "Programmes". At the top, there is a horizontal line. Below it is a text input field containing the placeholder text "Name of the new programme". To the right of the input field are two small icons: a green pencil icon for editing and a red 'X' icon for deleting. Below the input field is a green rounded button with the text "Add programme".

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

To add another programme, click on the “Add programme” button and proceed as described above. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

Courses

The user may add courses under the “Courses” tab.



The screenshot shows a form titled "Courses". The main area of the form is empty and contains the text "No courses" in the center. At the bottom right of the form is a green rounded button with the text "Add course".

To do this, press the “Add course” button and then fill in all the fields: “Name”, “Website”, are to be selected from the “Year” list and then competencies to be acquired in the course are to be selected from the drop-down lists. The user can add an optional description in the “Description (optional)” field.

Courses

Add new course

Name
Course name 1

Website
https://seeephieu

Phone number
+48 000 000 000

2015

Description according to competencies

Population health and its social – economic and political determinants

Methods in public health

- Definitions of Health & Public Health
- Disease Classification Systems
- Basic Epidemiologic/Demographic Concepts
- Epidemiologic Study Designs: Observational

Population health and its material – physical – radiological – chemical and biological – environmental determinants

Health policy; economics; organisational theory – leadership and management

Health promotion – health protection and disease prevention

Ethics

Description (optional)
Optional description 1

Add

To save a course with the appropriate competencies, press the “Add” button.

The screenshot shows a 'Courses' management interface. At the top, there is a header 'Courses' and a search bar. Below this is a card for 'Course 1'. Inside the card, there are fields for '2021', 'Description of the Course 1', and 'Competencies:'. Under 'Competencies', there are three items, each in a light blue box with a green checkmark on the right: 'Basic Epidemiologic/Demographic Concepts', 'Develop a PH Research Protocol', and 'Food Security / Food Safety'. At the bottom right of the card, there are two icons: a green pencil (edit) and a red 'X' (delete). Below the card is a green 'Add course' button.

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

This screenshot shows the 'Courses' management interface with a single course entry. The card for 'Course 1' is visible, but the details are collapsed. At the bottom right of the card, there is a green 'Add course' button.

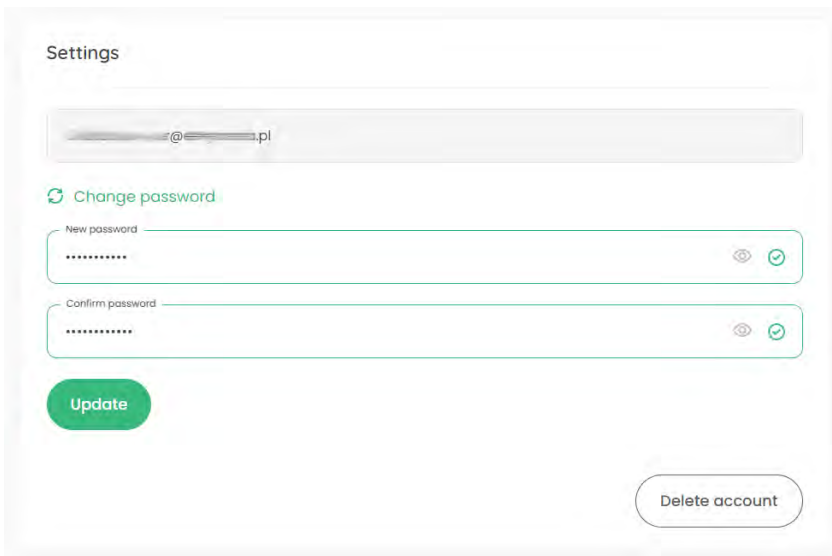
To add another course, click on the “Add course” button and proceed as described above. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

Settings

The user can see his or her email address and change his or her password to a different one.

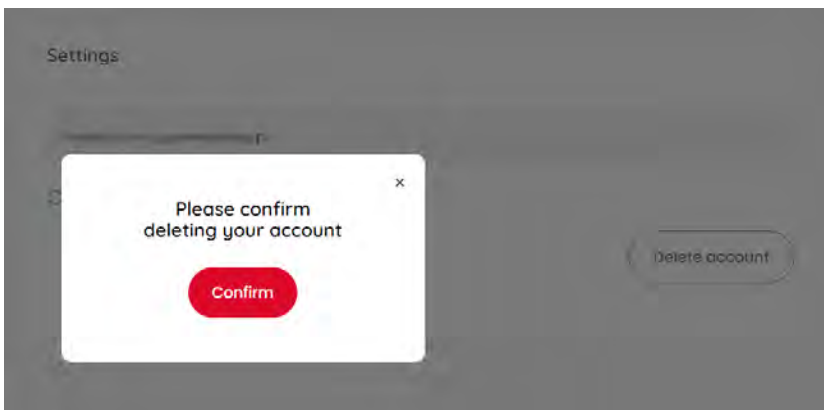


In order to do this, click on the link “Change password”, enter the new password and repeat it.



To confirm the new password, press the “Update” button.

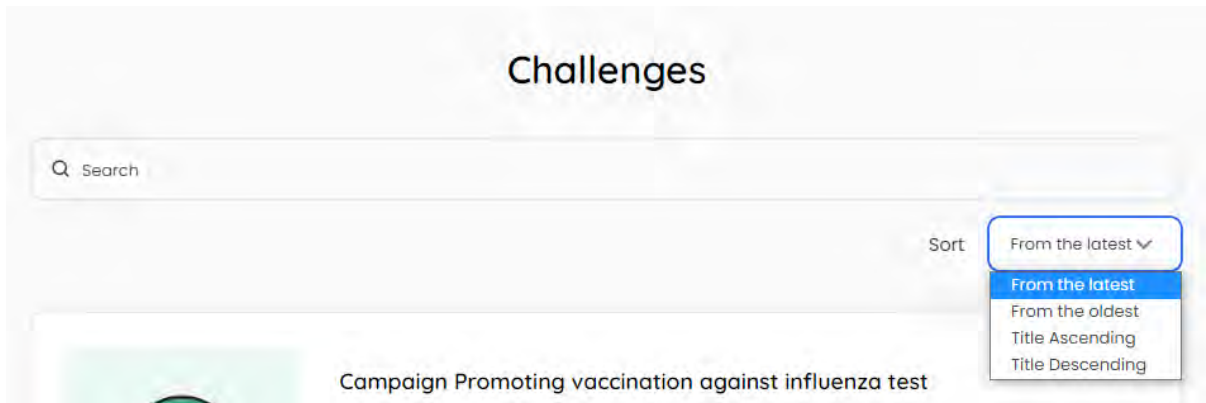
There is also the option of deleting a user account on the portal. For this purpose, the user must click on the “Delete account” button and, in the next step, confirm the intention to delete the account by clicking on the “Confirm” button.



5.7 Challenges

List of challenges

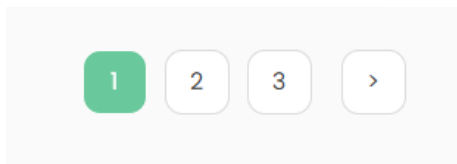
The page shows all the challenges available within the SEEPHI Platform. The user can use the search engine to find the challenges that are of interest to him/her. The search engine searches the titles and descriptions of individual challenges.



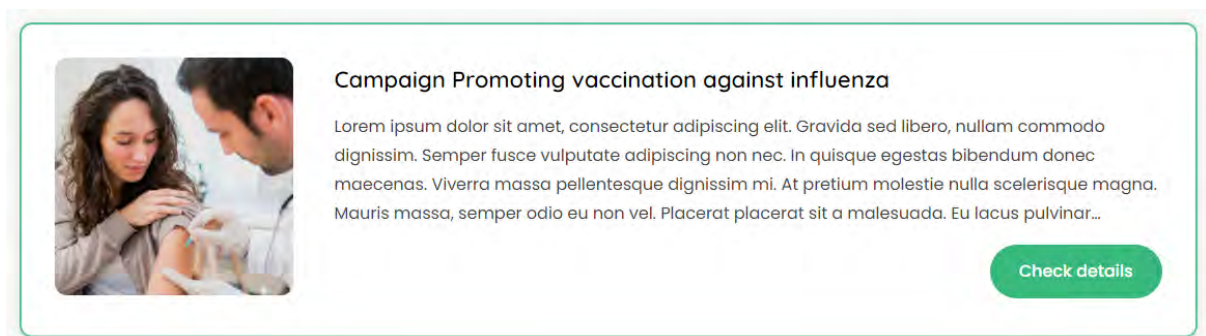
The following options are available to sort the order of the challenges:

- “From the latest”
- “From the oldest”
- “Title ascending”
- “Title descending”

If there are 6 or more challenges on the page, you will see a pagination at the bottom of the page that enables navigation between the subpages of the search results.



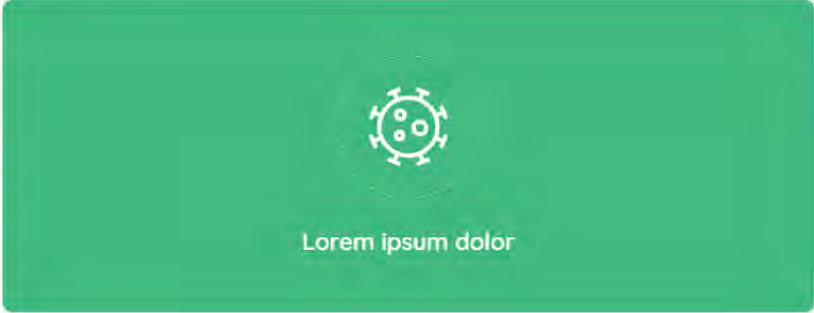

To view a single challenge, click on the “Check details” button.



Single Challenge

This view contains all the relevant information for a single challenge. If files have been added to the challenge, the user can download them by clicking on the corresponding buttons below the description of the challenge.

Campaign Promoting vaccination against influenza



Promoting vaccination against influenza

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Vivamus sagittis vitae a mauris et lacus, est fames blandit. Consectetur lacus quis magna ipsum pharetra, purus tristique. Egestas et integer sed diam. Eu sed eleifend tellus quis molestie scelerisque pharetra, condimentum. Faucibus dictum massa et scelerisque nisi non. Bibendum vitae nulla eget a.

[PDF #1](#) [PDF #2](#)

The single challenge page lists the competencies according to EPHOs needed to take part in a particular challenge.

Required EPHOs



Advocacy, communication, and social mobilization for health	Assuring a sufficient and competent public health workforce
Assuring sustainable organizational structures and financing	Assuring governance for health and well-being
Health protection including environmental, occupational, food safety and others	Disease prevention, including early detection of illness
Health promotion including action to address social determinants and health inequity	Advancing public health research to inform policy and practice
Surveillance of population health and well-being	

5.8 Job offers

List of Job offers

The page shows all the job offers available within the SEEEPHI Platform. The user may use:

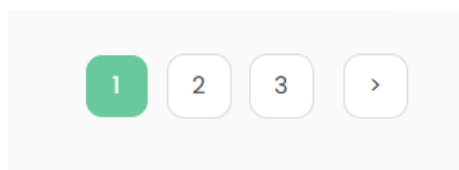
- the search engine to find the job offers that are of interest to him/her. The search engine searches job offers.
- select the location he/she is interested in from the “Location” list
- select competencies from the “competencies” list that are of interest to him/her.

The following options for sorting the order of the job offers are available:

- “From the latest”
- “From the oldest”
- “Title ascending”
- “Title descending”



If there are 11 or more job offers on the page, you will see a pagination at the bottom of the page that enables navigation between the subpages of the search results.

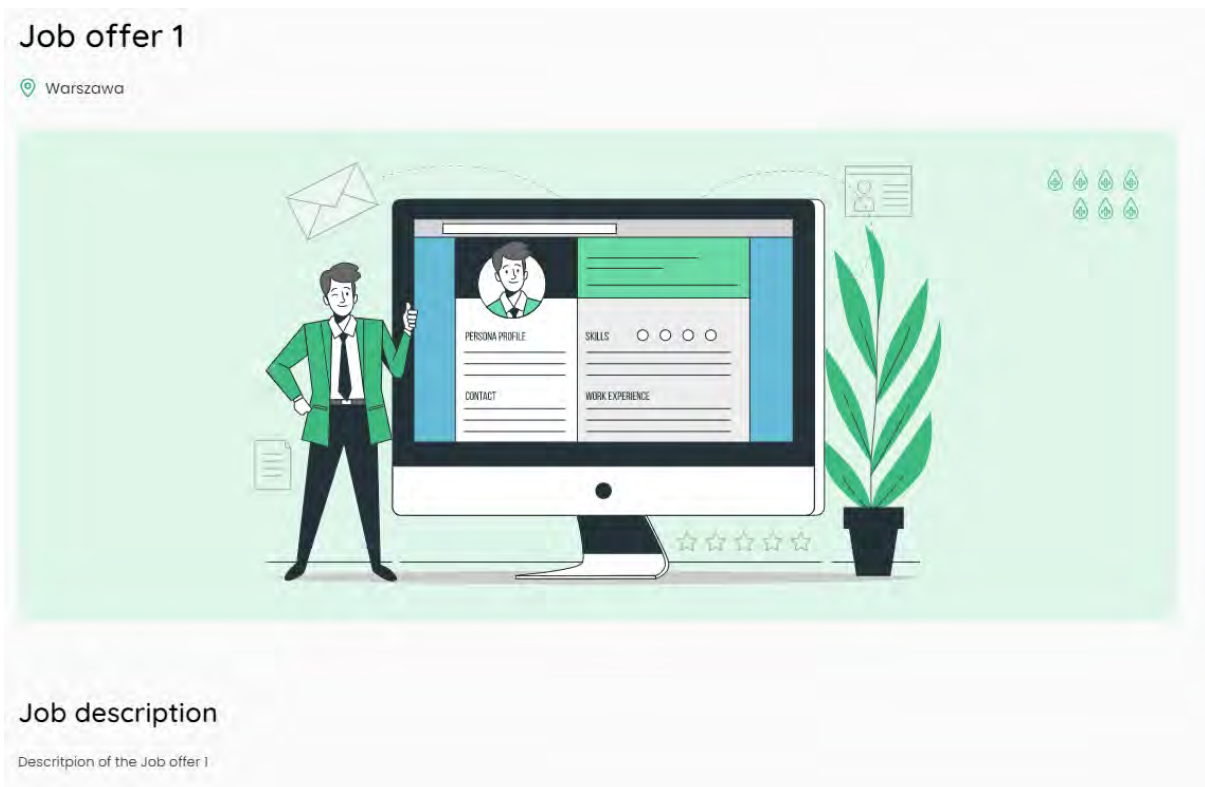


To view a single job offer, click on the “Details” button.



Single Job offer

This view contains all the relevant information for a single job offer.



Under the descriptive section, there is a section presenting a list of the competencies needed for the indicated position.

Required competencies

Understands the health system structure, its governance, funding mechanisms and how healthcare services are organised

Uses vital statistics and health indicators effectively to increase knowledge and generate evidence about population health, including within at-risk and vulnerable groups

Below the competencies, there is a section that allows the organisation that posted the job offer to be contacted. The user can press:

- on a phone number to receive a number on a mobile device already prepared to make a call,
- on an email address to open his or her email programme,
- on the website url to open this website in a new window.

Contact details

Name of the Institution 1



+48 000 000 000



office@seeephi.eu



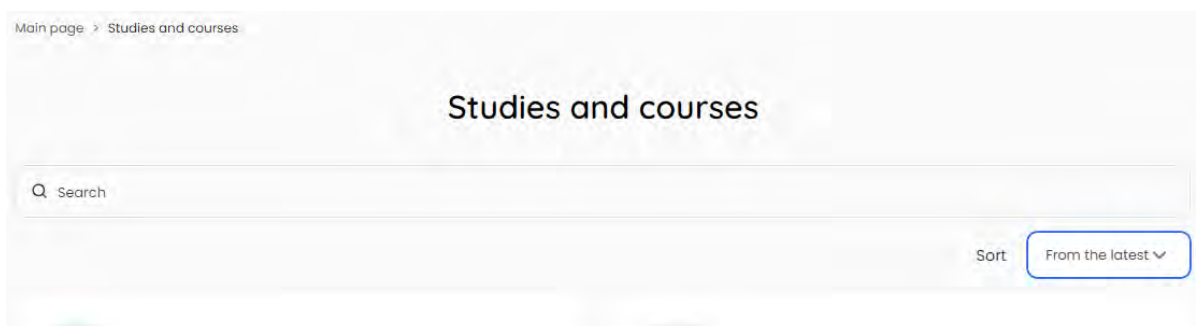
https://seeephi.eu

5.9 Studies and courses

List of Studies and courses

The page shows all the course offers available within the SEEEPHI Platform. The user may use:

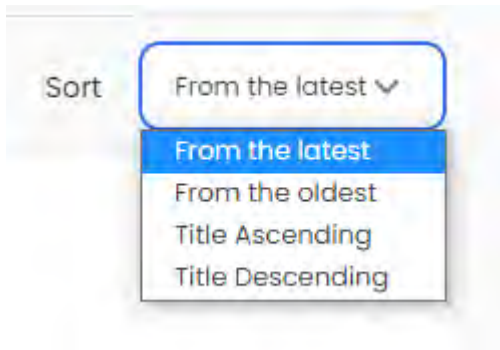
- the search engine to find the course offers that are of interest to him/her. The search engine searches course offers.
-



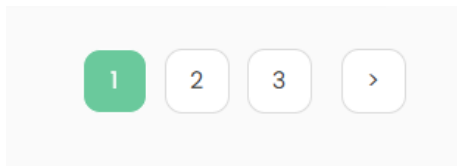
The following options are available to sort the order of the courses:

- "From the latest"
- "From the oldest"
- "Title ascending"

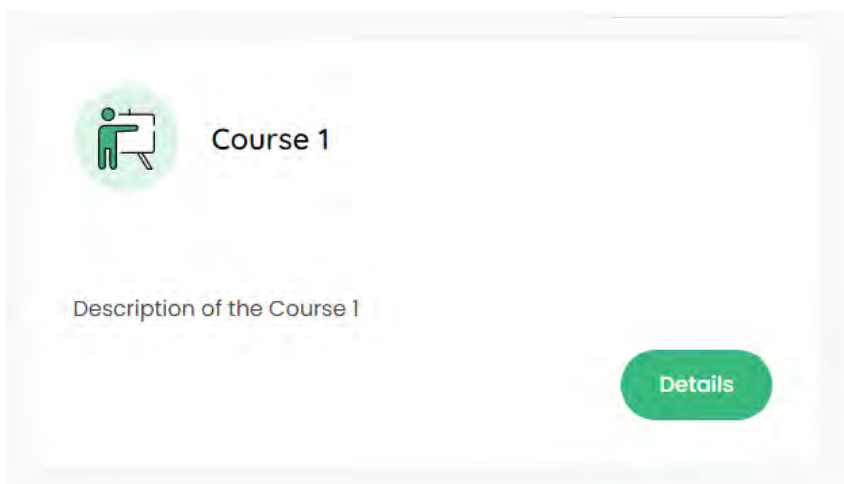
- "Title descending"



If there are 11 or more course offers on the page, you will see a pagination at the bottom of the page that enables navigation between the subpages of the search results.



To view a single course offer, click on the "Details" button.



Single Study and course

This view contains all the relevant information for a single course offer.

Course 1



Course description

Description of the Course 1

Below the descriptive section, there is a section with a list of the competencies that can be acquired through the indicated course.

Competencies to acquire

Food Security / Food Safety

Develop a PH Research Protocol

Basic Epidemiologic/Demographic Concepts

Below the competencies, there is a section that allows the organisation that posted the course offer to be contacted. The user can press:

- on a phone number to receive a number on a mobile device already prepared to make a call,
- on an email address to open his or her email programme,
- on the website url to open this website in a new window.

6 INSTITUTION/EMPLOYER user manual

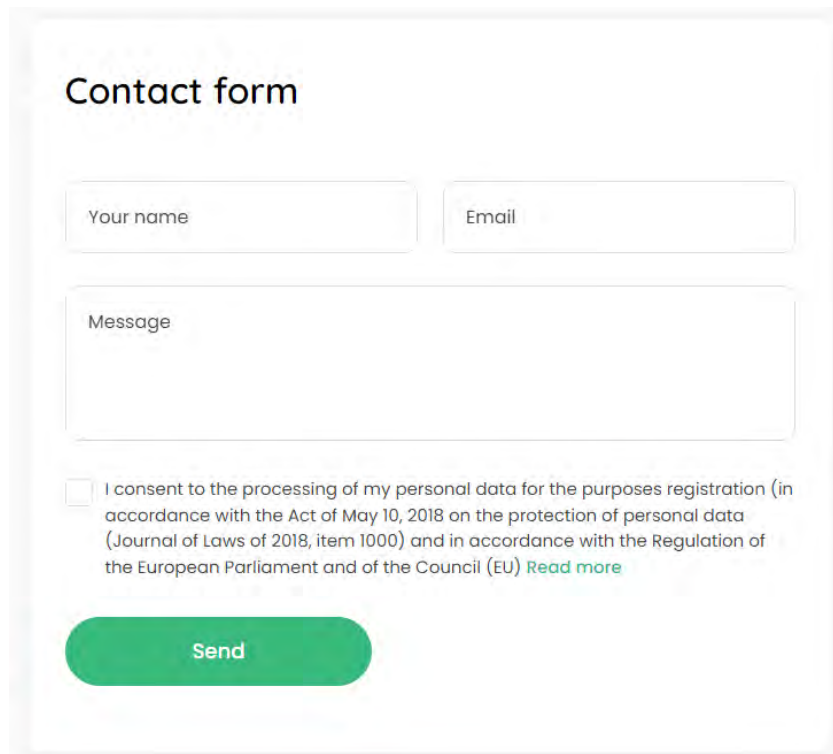
6.1 Language version of the website

The SEEEPHI platform is available in two language versions: English and Hebrew.

To change the language version of the website, point the cursor at the flag button located in the top menu of the website and then press on the flag of the language version to which you want to change the language of the website.

6.2 Contact form

On the “Contact page”, a contact form is available for contacting the administration of the SEEPPH Platform.



The screenshot shows a contact form titled "Contact form" within a light gray border. At the top left of the form area is the SEEPPH logo. Below the title, there are two input fields: "Your name" and "Email". Underneath these is a larger text area labeled "Message". Below the message field is a checkbox with the text: "I consent to the processing of my personal data for the purposes registration (in accordance with the Act of May 10, 2018 on the protection of personal data (Journal of Laws of 2018, item 1000) and in accordance with the Regulation of the European Parliament and of the Council (EU) [Read more](#)". At the bottom of the form is a green rounded button labeled "Send".

To submit an enquiry, please enter your first name in the “Your name” field, your email address in the “Email” field, then enter the content of your enquiry in the “Message” field and accept that your personal data will be processed.

Contact form

Your name ✓

Email ✓

Message

I consent to the processing of my personal data for the purposes registration (in accordance with the Act of May 10, 2018 on the protection of personal data (Journal of Laws of 2018, item 1000) and in accordance with the Regulation of the European Parliament and of the Council (EU) [Read more](#)

Once you have completed all the fields, press the “Send” button to send your message. If all the fields on the form are filled in correctly, the user will receive a message that the message has been sent.

Thank you for your message. It has been sent.

6.3 Website accessibility for visually impaired persons



To use the website's font size enlargement, use the button marked with three font sizes, located in the top right corner of the website.

On the other hand, to activate the contrast mode, use the second button.

6.4 Registration

In order to register your account on the SEEEPHI Platform, press the “Sign up” button on the “Homepage”.



[About us](#) [Contact](#)

[Log in](#)

[Sign up](#)



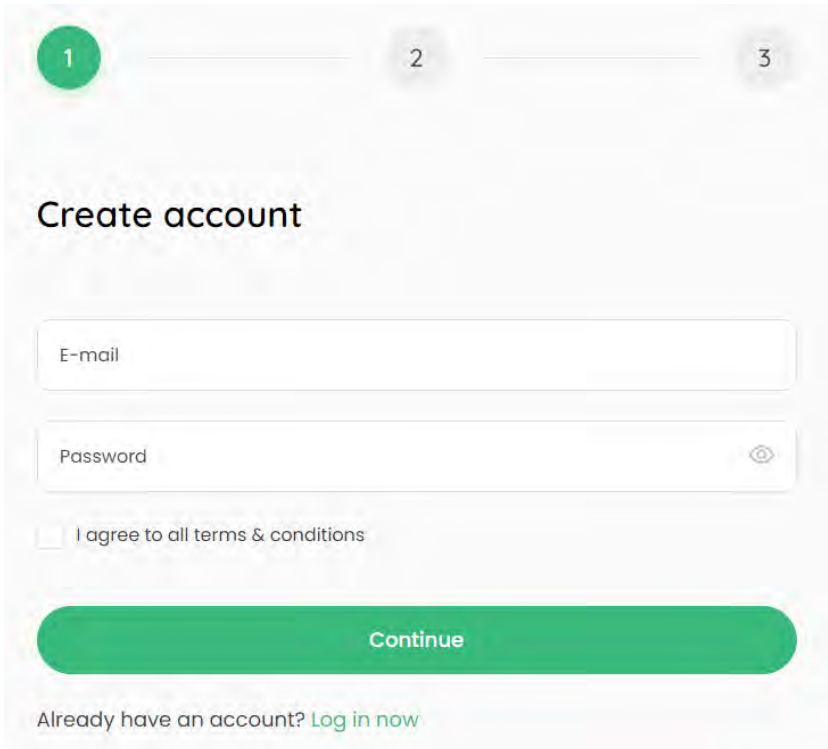
In the first view of the registration process “Choose your role”, select the role: “Institution/Employer”.

Choose your role

- Student
- PH Professional
- Programme directors / Universities
- Institution / Employer

Create account

In step no. 1 - “Create account”, enter your e-mail address, your password and agree to the processing of your personal data.



1 2 3

Create account

E-mail

Password

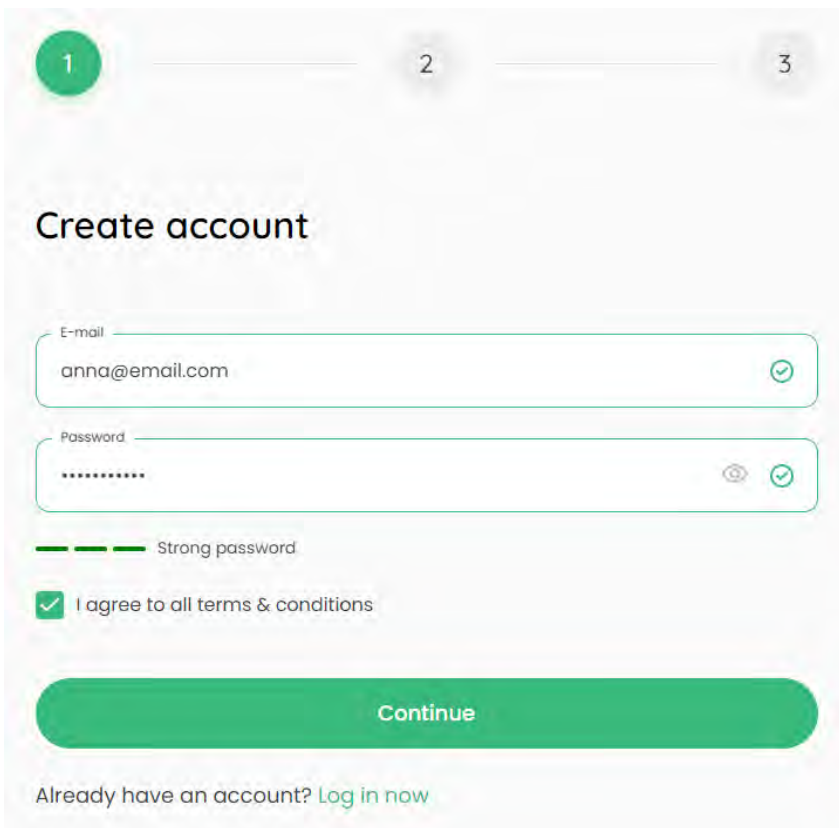
I agree to all terms & conditions

Continue

Already have an account? [Log in now](#)

This screenshot shows the first step of a three-step account creation process. The first step is active, indicated by a green circle with the number '1'. The form contains empty input fields for 'E-mail' and 'Password', a checkbox for 'I agree to all terms & conditions', and a prominent green 'Continue' button. A link for 'Log in now' is visible at the bottom.

In the case of a password, the “strength” of the password is verified on the basis of the character combination entered. The password must contain a minimum of 8 characters.



1 2 3

Create account

E-mail

anna@email.com

Password

.....

Strong password

I agree to all terms & conditions

Continue

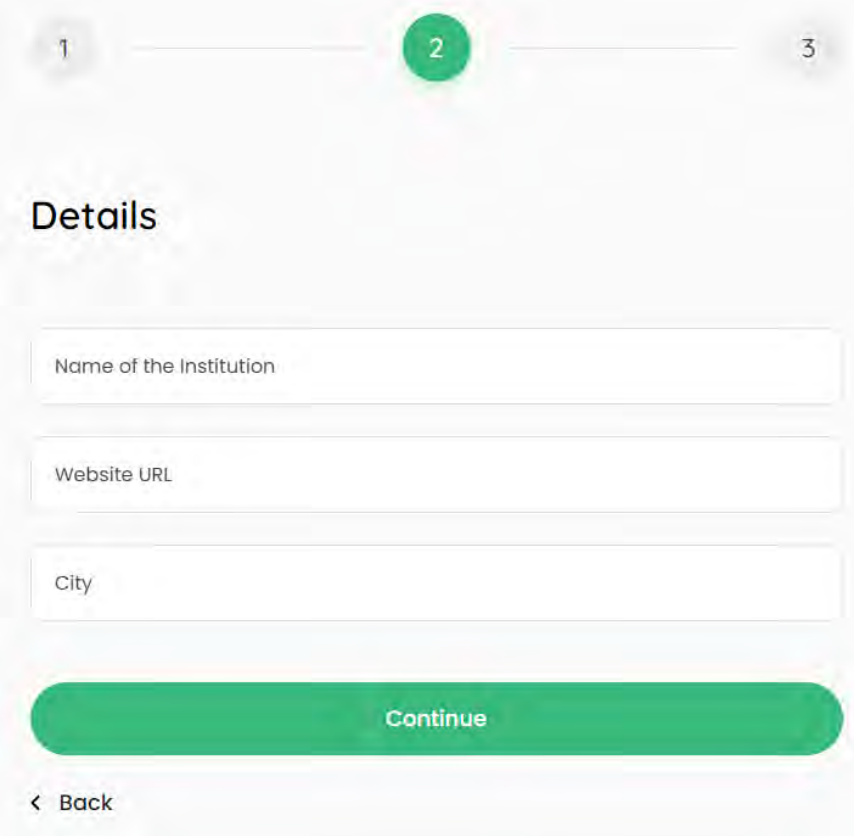
Already have an account? [Log in now](#)

This screenshot shows the second step of the account creation process. The first step is now greyed out, and the second step is active, indicated by a green circle with the number '2'. The 'E-mail' field now contains 'anna@email.com' and has a green checkmark. The 'Password' field contains eight dots and has a green checkmark. Below the password field, a green dashed line indicates 'Strong password'. The 'I agree to all terms & conditions' checkbox is now checked. The 'Continue' button remains prominent.

Press the “Continue” button to proceed to the next step.

Details

In step no. 2 “Details”, please complete the name of your institution in the “Name of the Institution” field, enter the url of the indicated institution in the “Website URL” field and enter the city in the “City” field.



The screenshot shows a three-step registration process. Step 2, titled "Details", is the active step, indicated by a green circle with the number 2. The form contains three input fields: "Name of the Institution", "Website URL", and "City". A large green "Continue" button is positioned below the fields. A "Back" link with a left-pointing arrow is located at the bottom left of the form.

If the user wishes to change something in an earlier step, use the “Back” link.

To proceed to the next step, press the “Continue” button, which will result in the creation of a user account.

6.5 Logging

In order to log in the user must provide his/her e-mail address and password. By ticking the “Remember me” option, the user will remain logged into the browser for 2 weeks.

Log into your account

E-mail

Password

Remember me [Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up](#)

The user can also use the function of generating a new password by using the “Forgot your password” option.

Restore your password

E-mail

[Send](#)

In this situation, a new password will be sent to the correctly entered e-mail of the user who has an account in the system.

6.6 My account

To access the tabs within “My account”, click on the “My account” button from the top menu and select the tab you require.

Add a job offer and specify the competences

On the platform you can easily add job offers and specify what competencies you are looking for. This will help you find public health specialists who suit your requirements best



- Institution details
- Job positions
- Job offers
- Settings

Institution details

The user has access to the data he/she has provided: “Name of the Institution”, “Website URL” and “City”.

Institution details

Name of the institution I

https://seeephi.eu

Poznań

Edit

After pressing the 'Edit' button, the user can edit all the data:

Institution details

Name of the institution

Name of the institution I

Website URL

https://seeephi.eu

City

Poznań

Save

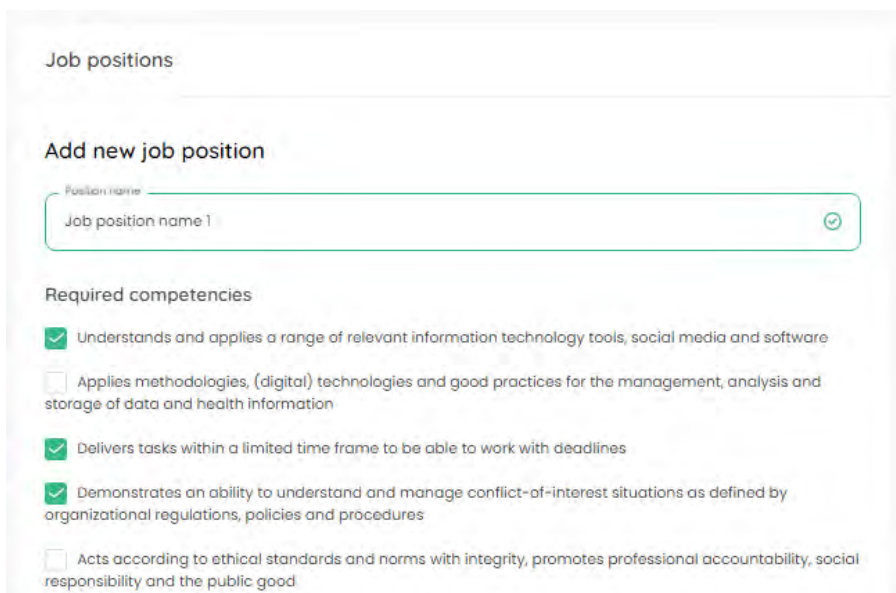
To confirm the changes, press the “Save” button.

Job position

In order to add a new job position, click on the “Add job position” button.



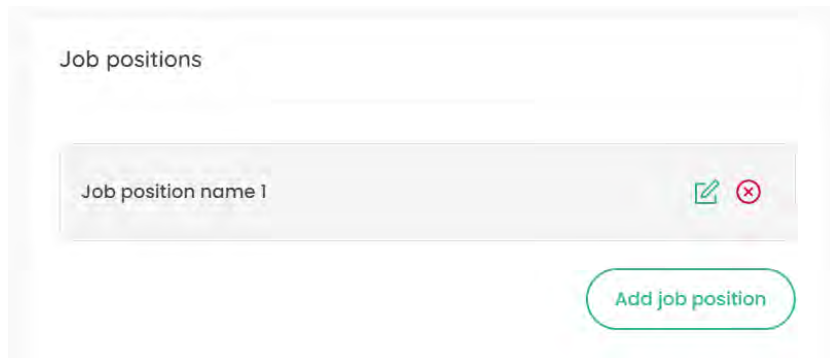
Then enter the name of the job position in the “Position name” field and select the competencies associated with the given job position from the drop-down lists.



To save a job position with the appropriate competencies, press the “Add” button.



The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.



To add another job position, click on the “Add job position” button and proceed as described above. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

Job offers

The user may add job offers under the “Job offers” tab.



To do this, press the “Add job offer” button and then fill in all the fields: “Position name”, “Work location”, “Phone number”, “Email” and “Description”. Then select the competencies needed for the job offer from the drop-down lists.

Add new offer

Position name
Job offer 1

Work location
Poznań

Phone number
+48 000 000 000

Email
test@test.pl

Description
Job offer description

Required competencies

- Understands and applies a range of relevant information technology tools, social media and software
- Applies methodologies, (digital) technologies and good practices for the management, analysis and storage of data and health information
- Delivers tasks within a limited time frame to be able to work with deadlines
- Demonstrates an ability to understand and manage conflict-of-interest situations as defined by organizational regulations, policies and procedures
- Acts according to ethical standards and norms with integrity, promotes professional accountability, social responsibility and the public good

To save a job offer with the appropriate competencies, press the “Add” button.



Job offer 1

Poznań test@test.pl

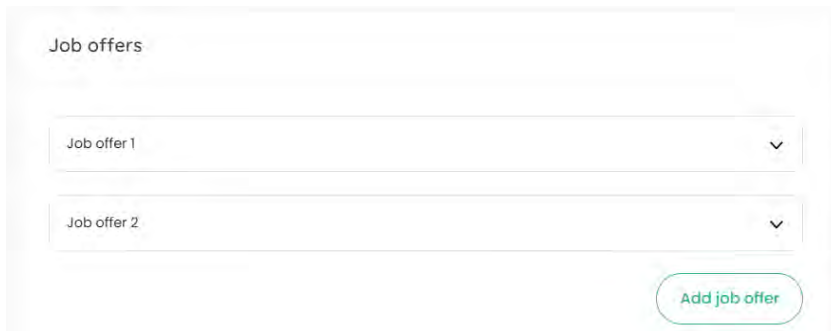
Job offer description

Required competencies:

- Understands and applies a range of relevant information technology tools, social media and software
- Applies methodologies, (digital) technologies and good practices for the management, analysis and storage of data and health information
- Acts according to ethical standards and norms with integrity, promotes professional accountability, social responsibility and the public good

The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.



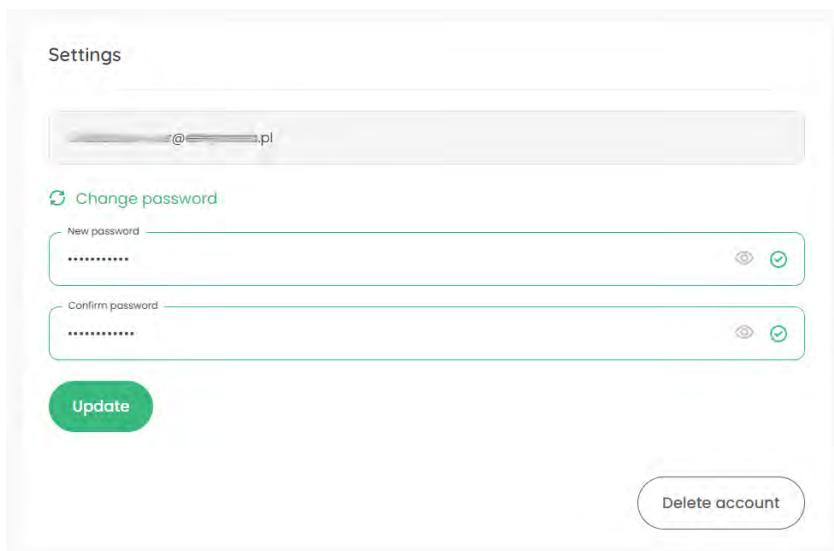
To add another job offer, click on the “Add job offer” button and proceed as described above. The entered data can be changed by pressing the green edit icon or deleted by pressing the red delete icon.

Settings

The user can see his or her email address and change his or her password to a different one.

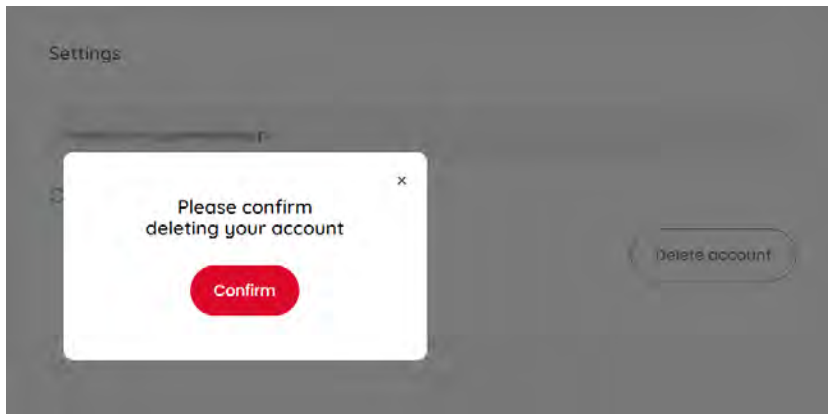


In order to do this, click on the link “Change password”, enter the new password and repeat it.



To confirm the new password, press the “Update” button.

There is also the option of deleting a user account on the portal. For this purpose, the user must click on the “Delete account” button and, in the next step, confirm the intention to delete the account by clicking on the “Confirm” button.



SEEPHI Platform User Manual for the Administrator

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1 Introduction

1.1 Information about the document

Type of document	SEEEPHI Platform User Manual for Users
Authors	Dominik Rodzim, Anna Ciszak, Anna Truchta
Client	Jagiellonian University - Collegium Medicum (UJ CM)
Document version	1.1
Date of review	2022-11-14

1.2 Purpose of the document

This manual provides an overview of the functionalities available to each type of SEEEPHI Platform Administrator

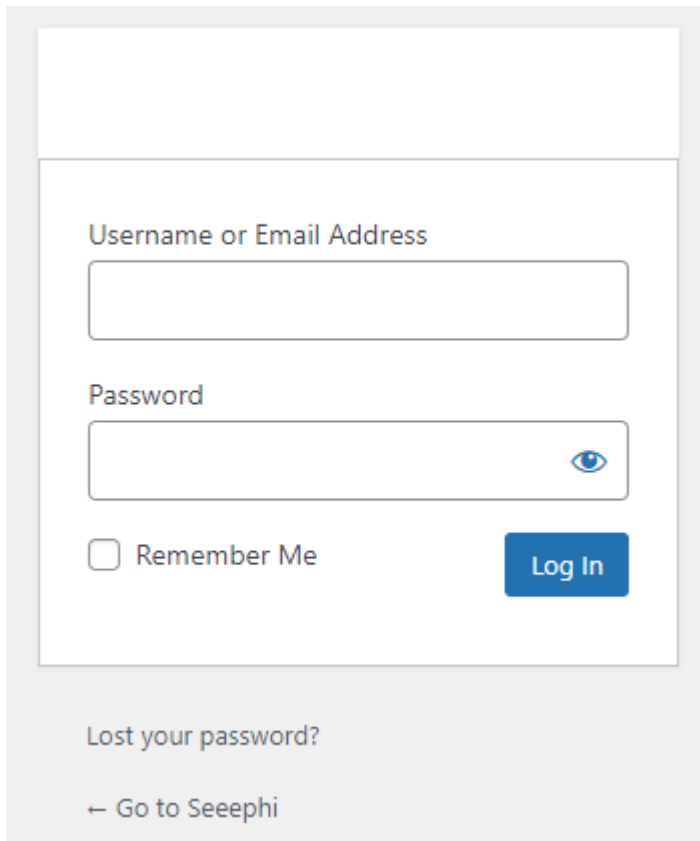
Please read the entire manual carefully, as thorough knowledge of the functions offered by the SEEEPHI Platform will allow for full use of its possibilities.

2 User Manual for ADMINISTRATOR/TOOL MODERATOR

2.1 User registration and login

2.1.1 Logging

In order to log in to the "Administration Panel, use the following link:
<https://seeephi.eu/wp-admin>



The image shows a login form for the Seeephi system. It is contained within a light gray border. At the top, there is a white rectangular area. Below it, the form has a white background. The first field is labeled "Username or Email Address" and is an empty text input box. The second field is labeled "Password" and is an empty text input box with a blue eye icon on the right side, indicating a toggle for password visibility. Below the password field, there is a checkbox labeled "Remember Me" which is currently unchecked. To the right of the checkbox is a blue button with the text "Log In" in white. At the bottom of the form, there is a link "Lost your password?" and a link "← Go to Seeephi".

In order to log in, enter your user name (or email address) and password and press the “Log in” button.

By ticking the “Remember me” option, the user will remain logged into the browser for 2 weeks.

It is possible to generate a new password in the system by using the “Lost your password” option.

Please enter your username or email address. You will receive an email message with instructions on how to reset your password.

Username or Email Address

Get New Password

Log in

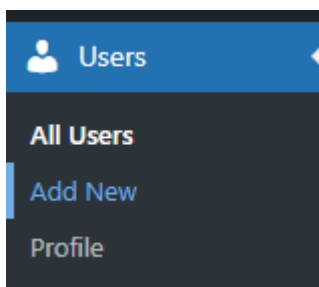
[← Go to Seeephi](#)

In this situation, a link for setting a new password will be sent to the correctly entered e-mail address of the user who has an account in the system.

2.1.2 Registration

Due to the highest authorisation level of the Administrator user, new accounts with this level of access can only be registered by current Administrators.

For this purpose, a registered user with the Administrator authorisation level must log into the “Administration Panel”, select the “Users” tab from the side menu and then “Add New”.



The required fields “Username” and “E-mail” must then be completed, and “Administrator” must be selected from the “Roles” list.

Add New User

Create a brand new user and add them to this site.


Username (required)

Email (required)

First Name

Last Name

Website

Language  Site Default

Password

Send User Notification Send the new user an email about their account.

Role

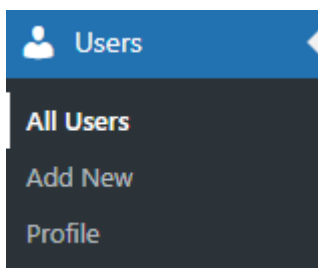
- Programme director / University
- Institutions / Employers
- PH Professional
- Student / Graduate
- Administrator**

The “Send User Notification” option should be ticked, in which case the new Administrator will receive a notification of account creation to the e-mail address given during the registration process.

Once all the data has been filled in, click on the “Add New User” button.

2.2 Editing user’s profile and deleting an account

In order to manage users, enter the “Administration Panel” and select the “Users” tab from the side menu and then “All Users”.

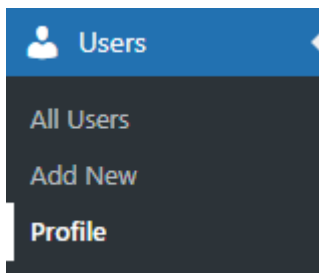


Then , you can proceed with editing accounts of any users. To this end, it is sufficient to mark the user with the cursor and select one of the available options: “Edit” (allows the user account to be edited) or “Delete” (allows the user account to be deleted).

Username	Name	Email	Role	Posts
<input type="checkbox"/>	—	—	Administrator	0
<input type="checkbox"/>	John Doe	—	Administrator	1
<input type="checkbox"/>	institution-user	institution-user@—	institutions / Employers	0
<input type="checkbox"/>	Mateusz Winiarski	—	Programme director / University	0
<input type="checkbox"/>	—	phpuser@—	PH Professional	0
<input type="checkbox"/>	Name test Surname test	programme-director-user@—	Programme director / University	0
<input type="checkbox"/>	User name User surname	student-user@—	Student / Graduate	0

2.2.1 Administrator

In order to edit your Administrator account, select the “Users” tab from the side menu in the “Administration panel”, and then “Profiles”.



Then, the account may be edited. The following fields, among others, can be edited “First name”, “Last name”, “Email”.

Changes must be saved by pressing the “Update Profile” button.

In order to change the password, click the “Set New Password” password, which will result in the appearance of a field to enter your new password.

Account Management

New Password

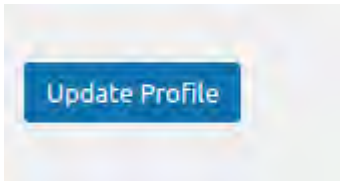
Sessions

Did you lose your phone or leave your account logged in at a public computer? You can log out everywhere else, and stay logged in here.

The visible account is generated randomly. Any new password may be entered in its place.

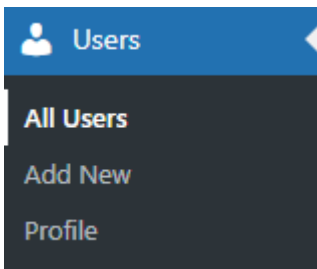


In order to enter the changes made, press the “Update Profile” button.

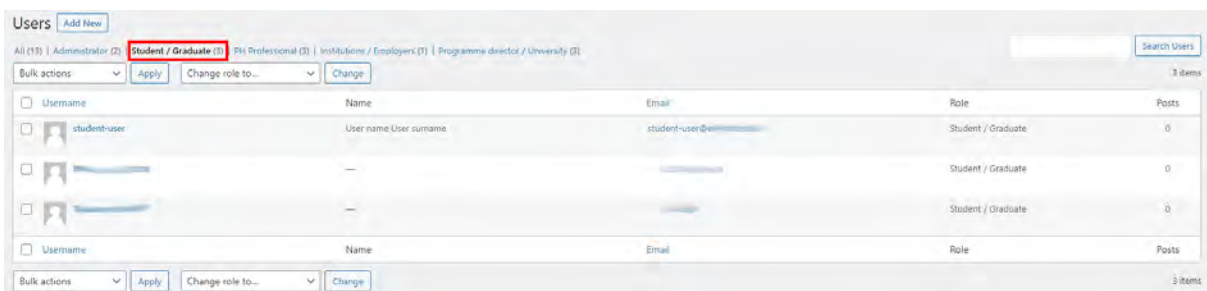


2.2.2 Student

In order to manage users, enter the “Administration Panel” and select the “Users” tab from the side menu and then “All Users”.



Then select “Student/Graduate” from the upper menu in order to filter out the user of this type.



Then mark the user with the cursor and select one of the available options: “Edit” (allows the user account to be edited) or “Delete” (allows the user account to be deleted).

After clicking on “Edit”, the Administrator will be taken to the edit page of the respective user. The Administrator can then change:

- the user's role by clicking on “Role”, which will display a list of available user types

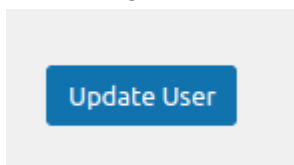
- the user's first name by modifying the contents of the "First Name" field
- the user's last name by modifying the content of the "Last Name" field
- the user's e-mail address by modifying the content of the "Email" field
- the user's first name by modifying the contents of the "First Name" field
- the user's country of residence by editing the content of the "Country of residence" field
- the year of birth by modifying the contents of the "Date of birth" field

From the user edit view, the Administrator can modify, add and delete education data. Each programme assigned to a user is displayed in a separate line.

To add a new experience, press the "Add entry" button or the "+" icon that appears when the cursor hovers over any line of an already entered experience. Next, a new line will appear with three columns, in which the following should be selected: the name of the university - the "University" column, the year - the "Programme year" column, and the name of the programme - the "Programme" column. The values of the "University" and "Programme" fields are selected from a list, and the value of the "Programme year" field is entered manually.

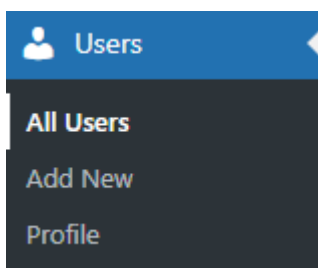
To remove a programme from the user's education, hover over the line in question and then click on the "-" icon that appears to the right of the line.

The changes will be saved by clicking on the "Update User" button at the bottom of the page.

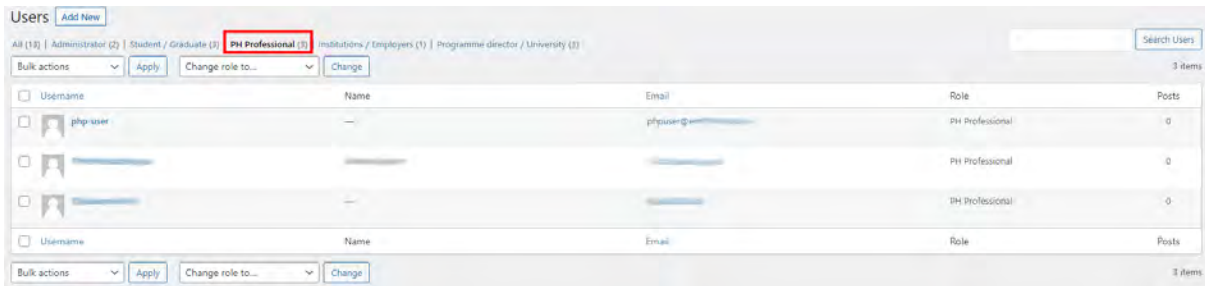


2.2.3 PH Professional

In order to manager users, enter the "Administration Panel" and select the "Users" tab from the side menu and then "All Users".



Then select "PH Professional" from the upper menu in order to filter out the user of this type.



Then mark the user with the cursor and select one of the available options: “Edit” (allows the user account to be edited) or “Delete” (allows the user account to be deleted).

After clicking on “Edit”, the Administrator will be taken to the edit page of the respective user. The Administrator can then change:

- the user's role by clicking on “Role”, which will display a list of available user types
- the user's first name by modifying the contents of the “First Name” field
- the user's last name by modifying the content of the “Last Name” field
- the user's e-mail address by modifying the content of the “Email” field
- the user's first name by modifying the contents of the “First Name” field
- the user's country of residence by editing the content of the “Country of residence” field
- the year of birth by modifying the contents of the “Date of birth” field

From the user edit view, the Administrator can modify, add and delete education data. Each programme assigned to a user is displayed in a separate line.

To add a new experience, press the “Add entry” button or the “+” icon that appears when the cursor hovers over any line of an already entered experience. Next, a new line will appear with three columns, in which the following should be selected: the name of the university - the “University” column, the year - the “Programme year” column, and the name of the programme - the “Programme” column. The values of the “University” and “Programme” fields are selected from a list, and the value of the “Programme year” field is entered manually.

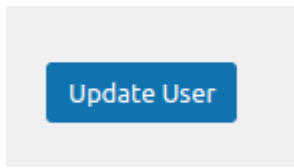
To remove a programme from the user's education, hover over the line in question and then click on the “-” icon that appears to the right of the line.

The Administrator can modify, add and delete the work experience assigned to the “PH Professional” user. All available job positions are displayed in the left column.

To add new experience, click on the specific job position in the left column. After clicking on the job position, it will appear in the right column, which contains all the “Job positions” assigned to the user.

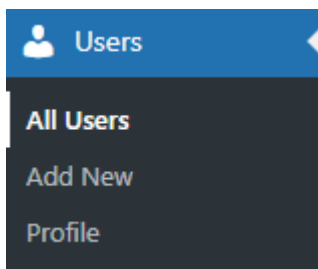
To remove a specific job position from a user's work experience, hover over the line in the right column containing its name. A “—” icon will then appear next to the job position. Pressing this icon will result in the removal of the position from the list of experience.

The changes will be saved by clicking on the “Update User” button at the bottom of the page.



2.2.4 Institution/Employer

In order to manage users, enter the “Administration Panel” and select the “Users” tab from the side menu and then “All Users”.



Then select “Institutions / Employers” from the upper menu in order to filter out the user of this type.

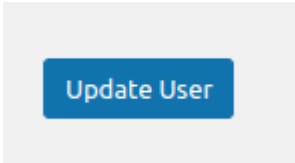


Then mark the user with the cursor and select one of the available options: “Edit” (allows the user account to be edited) or “Delete” (allows the user account to be deleted).

After clicking on “Edit”, the Administrator will be taken to the edit page of the respective user. The Administrator can then change:

- the user’s role by clicking on “Role”, which will display a list of available user types
- the user’s first name by modifying the contents of the “First Name” field
- the user’s last name by modifying the content of the “Last Name” field
- the user’s e-mail address by modifying the content of the “Email” field
- the URL address of the institution’s website, by modifying the content of the “Website” field
- the name of the institution, by modifying the content of the “Nickname” field
- the name of the city, by modifying the content of the “City” field

The changes will be saved by clicking on the “Update User” button at the bottom of the page.

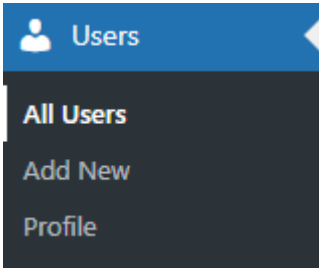


The administrator may create, delete or modify “Job positions” assigned to a particular “Institution/Employer” account. In order to manage job positions, follow the instructions - [Adding/editing a job position](#)

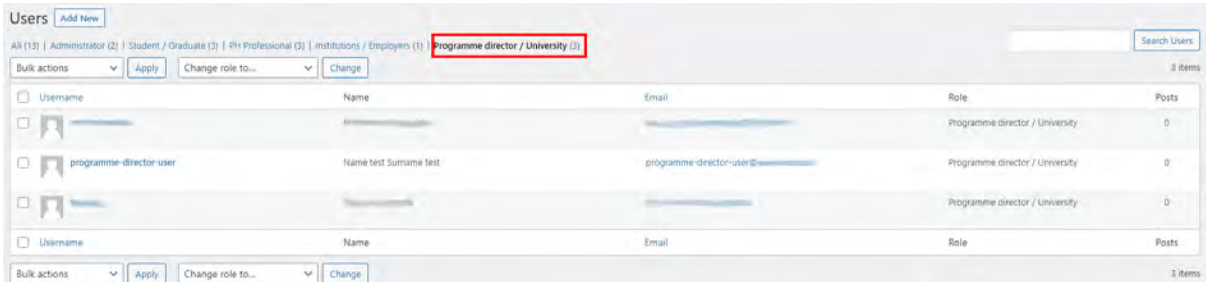
The administrator can create, delete or modify a “Job offer” assigned to the respective “Institution/Employer” account. In order to manage job offers, follow the instructions - [Adding job offers](#)

2.2.5 Programme director/University

In order to manager users, enter the “Administration Panel” and select the “Users” tab from the side menu and then “All Users”.

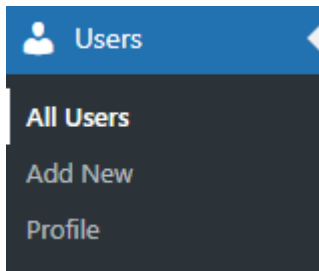


Then select “Programme director / University” from the upper menu in order to filter out the user of this type.



Then mark the user with the cursor and select one of the available options: “Edit” (allows the user account to be edited) or “Delete” (allows the user account to be deleted).

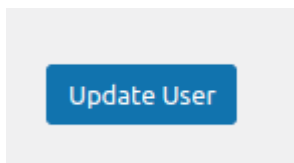
In order to manage users, enter the “Administration Panel” and select the “Users” tab from the side menu and then “All Users”.



After clicking on "Edit", the Administrator will be taken to the edit page of the respective user. The Administrator can then change:

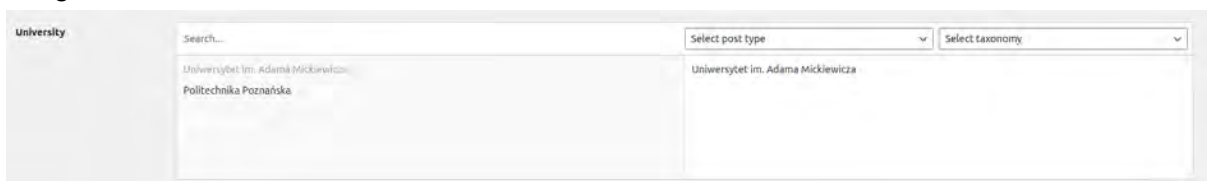
- the user's role by clicking on "Role", which will display a list of available user types
- the user's first name by modifying the contents of the "First Name" field
- the user's last name by modifying the content of the "Last Name" field
- the user's e-mail address by modifying the content of the "Email" field
- the URL address of the website, by modifying the content of the "Website" field
- the first name and last name of the "Programme Director", by modifying the content of the field "Programme director's name"

The changes will be saved by clicking on the "Update User" button at the bottom of the page.

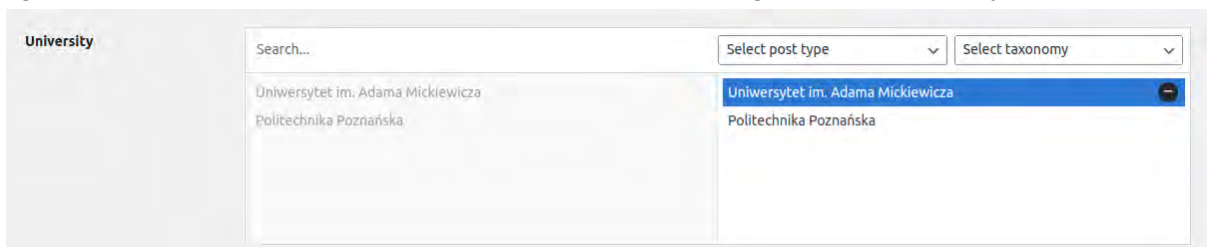


The Administrator may change the university assigned to the user.

To this end, click on the name of the university to which the "Programme Director" is to be assigned.



The user may be assigned to one university only, so it is necessary to remove the previously assigned university. To do this, it is necessary to hover over the name of this university in the right column and click on the "-" icon that appears to the right of the university name.



Then go to the "Universities" tab and click on the name of the university previously assigned to the user. After entering the edit view of the university, click in the field "Associated programme directors" and press the "x" icon next to the name of the given "Programme

Director” to remove the association of the “Programme Director” with this particular university.

Edit university [Add university](#)

Uniwersytet im. Adama Mickiewicza

Permalink: <http://localhost/university/uniwersytet-im-adama-mickiewicza/> [Edit](#)

Yoast SEO

CPT: University

Associated programme directors

- programme-director-user (PD Name PD Surname) |

The changes made are confirmed by clicking on the blue “Update” button, located in the “Publish” section on the right-hand side.

Publish ^ v ▲

[Preview Changes](#)

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Sep 27, 2022 at 13:32 [Edit](#)

Readability: Not available

SEO: Not available

[Move to Trash](#) [Update](#)

Then select the name of the university to which the “Programme director” has been rewritten. After clicking on the “Associated programme directors” field, the name of the user in question must be selected from the list to assign him or her to the university in question.

Edit university [Add university](#)

Politechnika Poznańska

Permalink: <http://localhost/university/uniwesytet-im-empresia/> [Edit](#)

Yoast SEO

CPT: University

Associated programme directors

Select

Programme director / University

johndoe (John Doe)

programme-director-user (PD Name PD Surname)

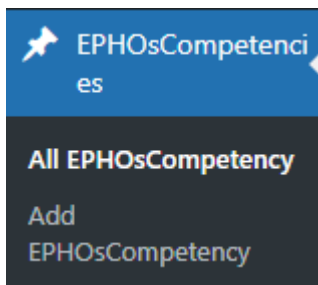
The changes made are confirmed by clicking on the blue “Update” button, located in the “Publish” section on the right-hand side.

The administrator can create, delete or modify a “Programmes” assigned to the respective “Institution/Employer” account. In order to manage programmes, follow the instructions - [Adding/editing a degree programme](#)

2.3 Adding/editing EPHOs and competencies

2.3.1 Editing EPHOs

In order to edit existing EPHOs competencies, select EPHOsCompetencies from the side menu.



After clicking on this option, the Administrator will be redirected to a list of all competencies. Moving to the edit screen is possible by clicking on the name of the competency in question or the “Edit” option, which is visible when the mouse cursor hovers over a competency in the list.

EPHOsCompetencies [Add EPHOsCompetency](#)

All (20) | Published (20) | Cornerstone content (0)

English (10) | Hebrew (10) | All languages (20)

Bulk actions Apply All dates All SEO Scores All Readability Scores Filter 10 items

<input type="checkbox"/>	Title	Author	Date			
<input type="checkbox"/>	Advocacy, communication, and social mobilization for health Edit Quick Edit Trash View	empresia	Published 2022/09/27 at 1:32 pm			
<input type="checkbox"/>	Assuring a sufficient and competent public health workforce	empresia	Published 2022/09/27 at 1:32 pm			
<input type="checkbox"/>	Assuring sustainable organizational structures and financing	empresia	Published 2022/09/27 at 1:31 pm			

The Administrator can change the following elements on the edit screen:

- the name of the given competence,
- the associated ECCLPHP competencies.

Edit EPHOsCompetency [Add EPHOsCompetency](#)

Advocacy, communication, and social mobilization for health

Permalink: <https://seesphi.empresia.dev/ephoscompetency/advocacy-communication-for-health/> [Edit](#)

CPT: EPHOs ECCLPHP relation

ephos_ecclphp_relation

Search...

Select post type Select taxonomy

Basic Economic Theory and Concepts	Principles of Health Communication
Basic Environ. Health Definitions & Concepts	Health Promotion Program Design & Methods
Basic Epidemiologic/Demographic Concepts	Emergency Planning and Management
Basic Ethical Theories and Concepts	Health Promotion Program Research Design
Basic Health Promotion Concepts	Develop a Health Promotion Project
Basic Organizational Theory, Leadership and Management Concepts	Implement a Health Promotion Project

In order to edit the name of a competence, the Administrator must click in the field at the top of the page and then introduce the desired changes. It is possible to delete and add new content.

Edit EPHOsCompetency [Add EPHOsCompetency](#)

Advocacy, communication, and social mobilization for health

Permalink: <https://seesphi.empresia.dev/ephoscompetency/advocacy-communication-for-health/> [Edit](#)

CPT: EPHOs ECCLPHP relation

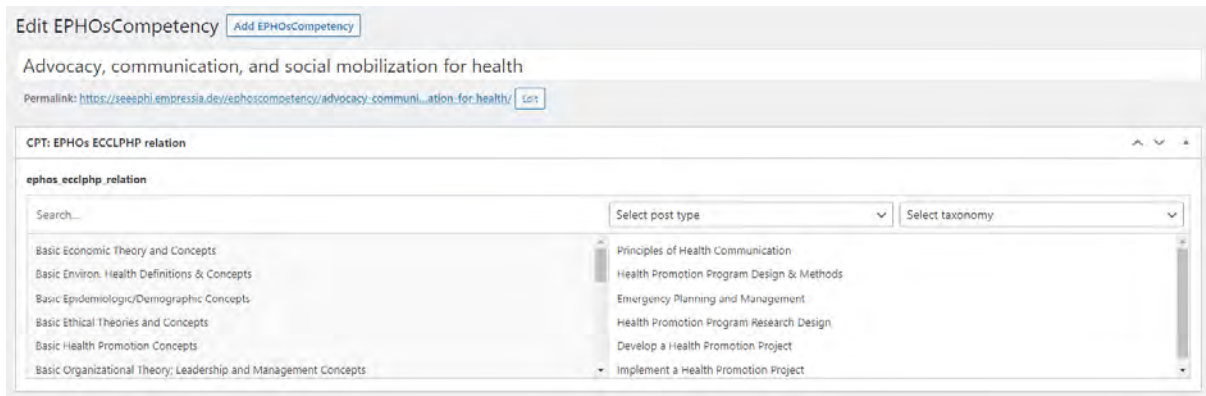
ephos_ecclphp_relation

Search...

Select post type Select taxonomy

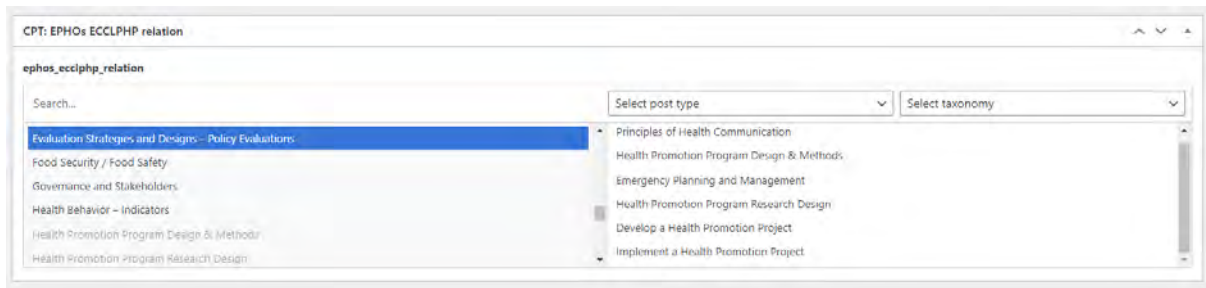
Evaluation Strategies and Designs – Policy Evaluations	Principles of Health Communication
Food Security / Food Safety	Health Promotion Program Design & Methods
Governance and Stakeholders	Emergency Planning and Management
Health Behavior – Indicators	Health Promotion Program Research Design
Health Promotion Program Design & Methods	Develop a Health Promotion Project
Health Promotion Program Research Design	Implement a Health Promotion Project

To manage the ECCLPHP competencies assigned to an EPHO competence, go to the **CPT: EPHOs ECCLPHP relation section**, which is divided into two columns.

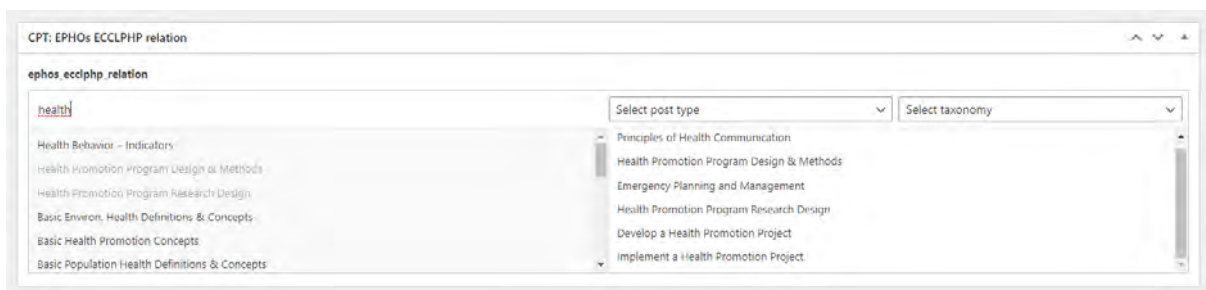


The left column lists all ECCLPHP competencies. The right column lists the ECCLPHP competencies associated with the EPHO competency being edited.

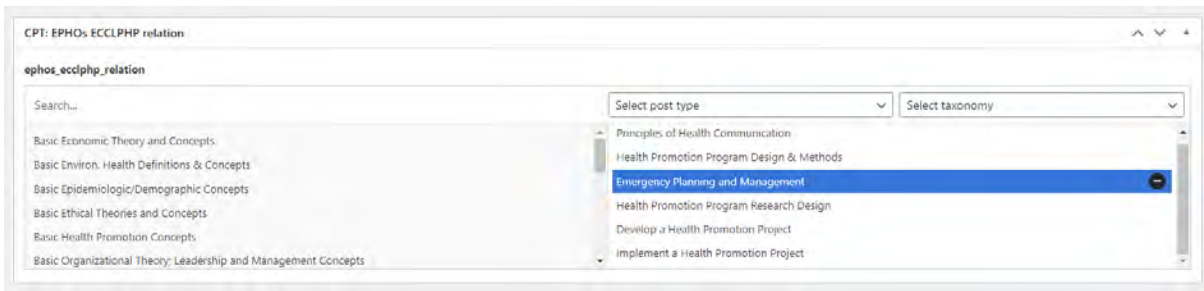
In order to assign an ECCLPHP competence to an edited EPHO competence, search for it in the list in the left column and then click on it.



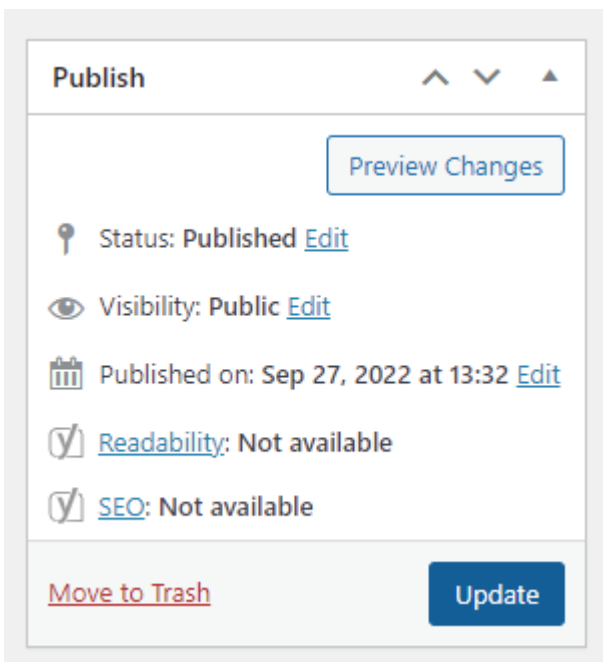
At the top of the left column, there is a "Search..." field that allows for a search of the ECCLPHP competence by its name. To do this, click in the "Search..." field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.



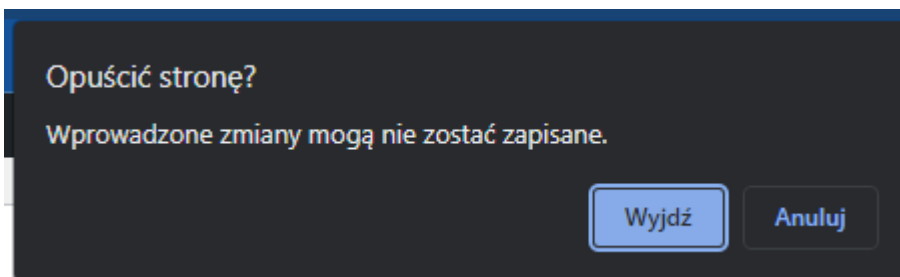
Once clicked, the ECCLPHP competence will be automatically moved to the right column. To remove the link between the ECCLPHP competence and the edited EPHO competence, find it in the right column and then click on the "-" icon that appears when you hover over it.



The changes made are confirmed by clicking on the blue “Update” button, located in the “Publish” section on the right-hand side.

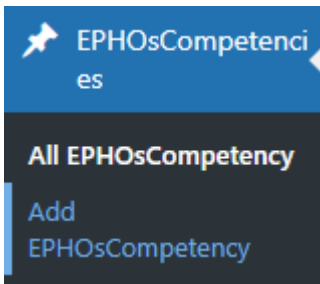


To cancel the changes made, close the browser window or click on any of the items in the side menu on the left-hand side, and then confirm by exiting the edit page without saving in the pop-up window.



2.3.2 Adding EPHOs

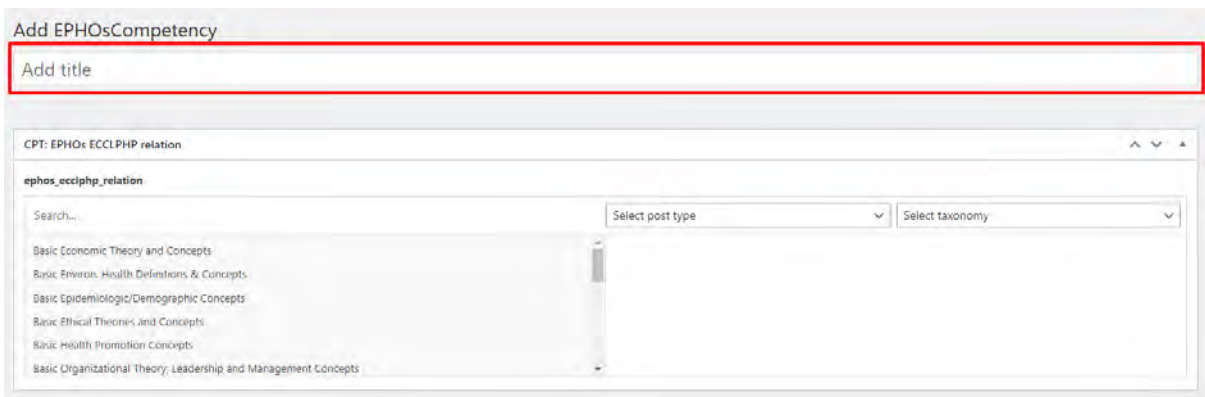
To add a new EPHO competency, the Administrator must click on “EPHOsCompetencies” in the left side menu and then click on “Add EPHOsCompetency”.



On the screen for adding an EPHO competence, the administrator has the following options:

- specifying the name of the competency,
- selecting the ECCLPHP competency related to the EPHOs competency to be added.

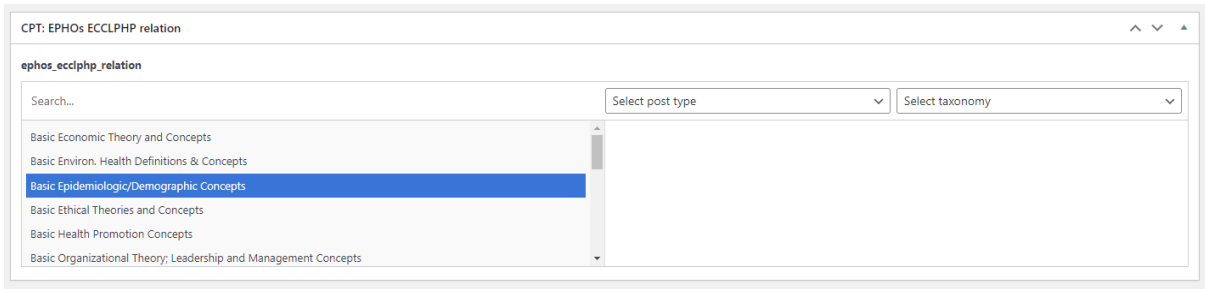
The name of the competency must be entered by the Administrator in the “Add title” field at the top of the competency addition screen.



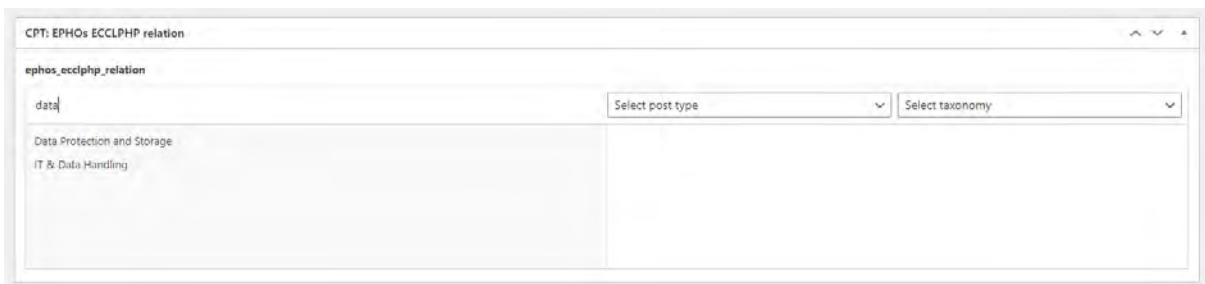
To manage the ECCLPHP competencies assigned to an EPHO competency, go to the **CPT: EPHOs ECCLPHP relation section**, which is divided into two columns. The left column lists all ECCLPHP competencies.



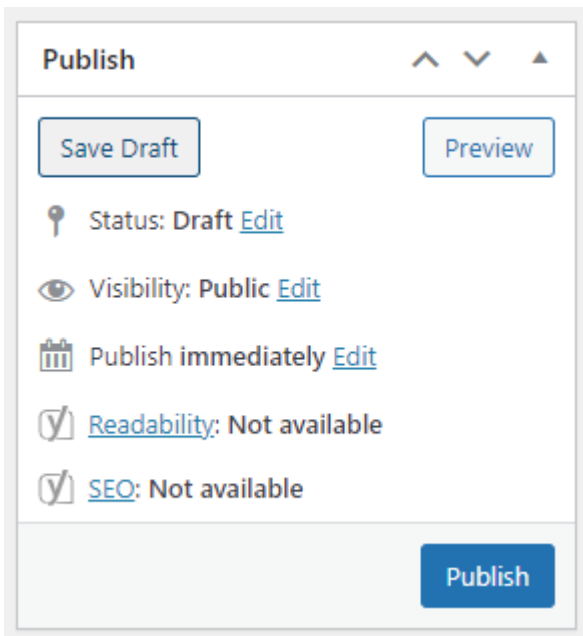
The right column lists the ECCLPHP competencies associated with the EPHO competency being edited. In order to add an ECCLPHP competence to an added EPHO competence, search for it in the list in the left column and then click on it.



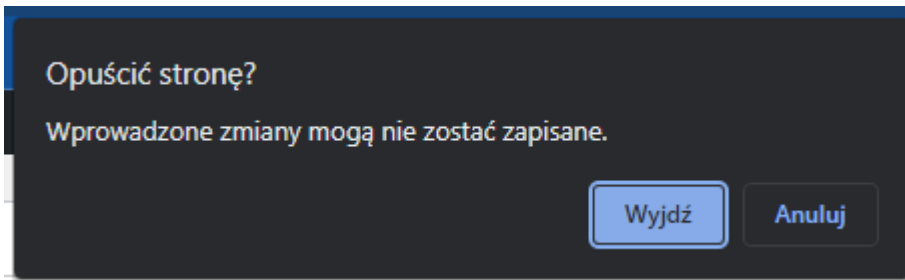
At the top of the left column, there is a “Search...” field that allows for a search of the ECCLPHP competence by its name. To do this, click in the “Search...” field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.



Once all the information has been entered, the Administrator can approve the addition of a new EPHOs competency by clicking on the blue 'Publish' button, located in the 'Publish' section on the right side.



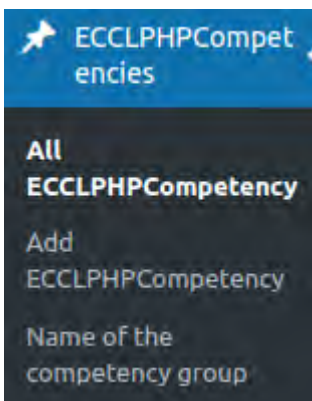
In order to cancel the addition of a new EPHO competency, close the browser window or click on any item from the side menu on the left side, and then approve exiting the edit page without saving in the pop-up window.



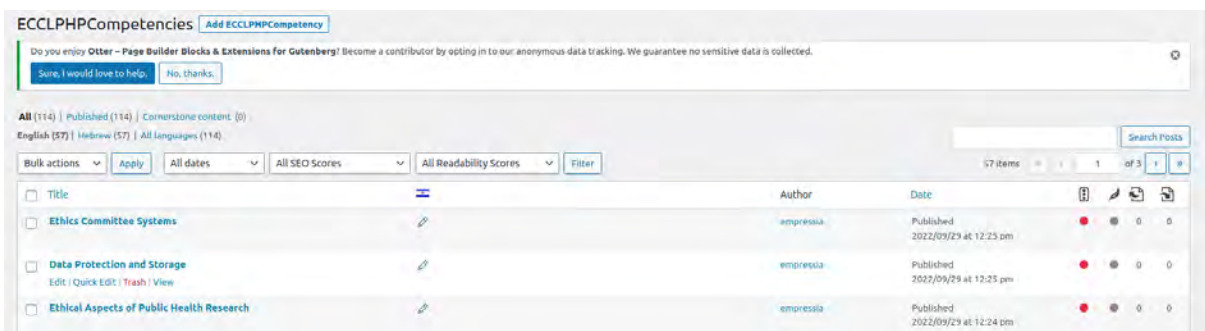
2.4 Adding/editing ECCLPHP

2.4.1 Editing ECCLPHP

In order to edit existing ECCLPHP competencies, select ECCLPHPCompetencies from the side menu.



After clicking on this option, the Administrator will be redirected to a list of all competencies. Moving to the edit screen is possible by clicking on the name of the competency in question or the “Edit” option, which is visible when the mouse cursor hovers over a competency in the list.



The Administrator can change the following elements on the edit screen:

- the name of the given competence,
- the associated EPHOs competencies.

- the associated CFPHW competencies.

Edit ECCLPHPCompetency [Add ECCLPHPCompetency](#)

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Data Protection and Storage

Permalink: <https://seeephi.empressia.dev/ecclphocompetency/data-protection-and-storage/> [Edit](#)

CPT: ECCLPHP EPHOs relation

ecclphp_ephos_relation

Search... Select post type Select taxonomy

Advancing public health research to inform policy and practice	Advancing public health research to inform policy and practice
Advocacy, communication, and social mobilization for health	Assuring governance for health and well-being
Assuring a sufficient and competent public health workforce	
Assuring governance for health and well-being	
Assuring sustainable organizational structures and financing	
Disease prevention, including early detection of illness	

CPT: ECCLPHP CFPHW relation

ecclphp_cfpwh_relation

Search... Select post type Select taxonomy

1.1	1.4
1.10	10.6
1.2	9.3
1.3	
1.4	
1.5	

In order to edit the name of a competence, the Administrator must click in the field at the top of the page and then introduce the desired changes. It is possible to delete and add new content.

Edit ECCLPHPCompetency [Add ECCLPHPCompetency](#)

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[Sure, I would love to help.](#) [No, thanks.](#)

Data Protection and Storage

Permalink: <https://seeephi.empressia.dev/ecclphocompetency/data-protection-and-storage/> [Edit](#)

CPT: ECCLPHP EPHOs relation

ecclpho_ephos relation

To manage the EPHOs competencies assigned to an ECCLPHP competency, go to the **CPT: ECCLPHP EPHOs relation**, which is divided into two columns.

CPT: ECCLPHP EPHOs relation

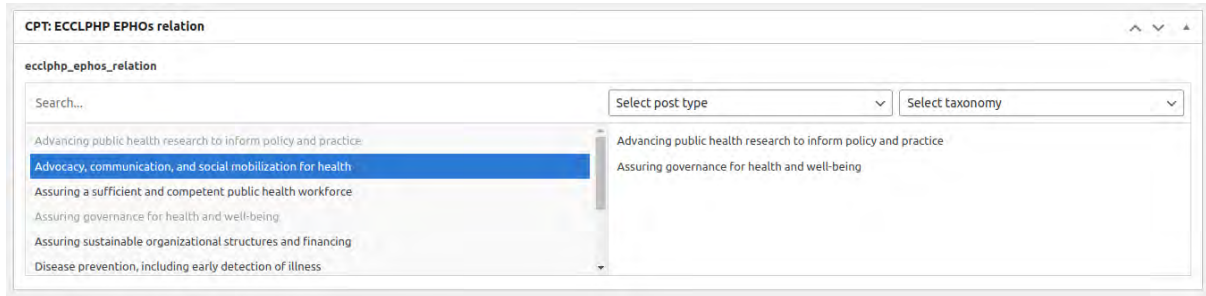
ecclphp_ephos_relation

Search... Select post type Select taxonomy

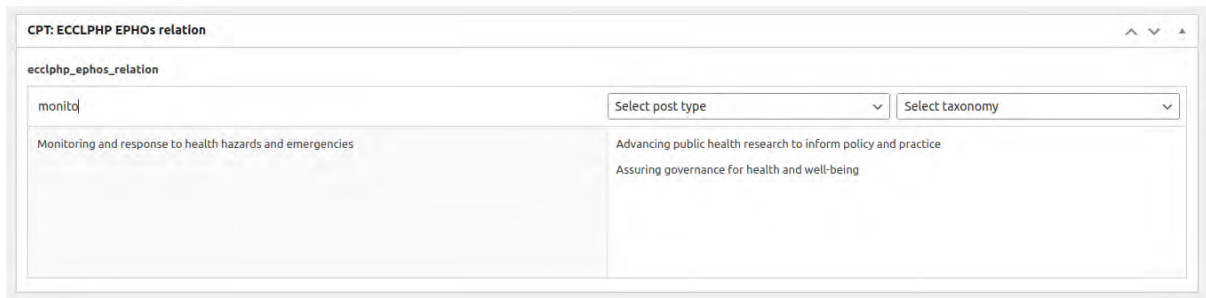
Advancing public health research to inform policy and practice	Advancing public health research to inform policy and practice
Advocacy, communication, and social mobilization for health	Assuring governance for health and well-being
Assuring a sufficient and competent public health workforce	
Assuring governance for health and well-being	
Assuring sustainable organizational structures and financing	
Disease prevention, including early detection of illness	

The left column lists all EPHOs competencies. The right column lists the EPHOs competencies associated with the ECCLPHP competency being edited.

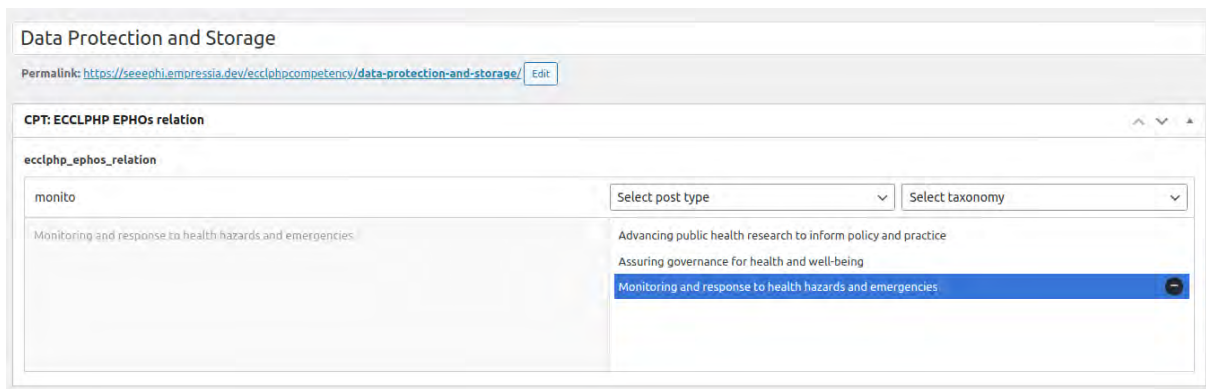
In order to assign an EPHO competency to an edited ECCLPHP competency, search for it in the list in the left column and then click on it.



At the top of the left column, there is a “Search...” field that allows for a search of the EPHO competency by its name. To do this, click in the “Search...” field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.



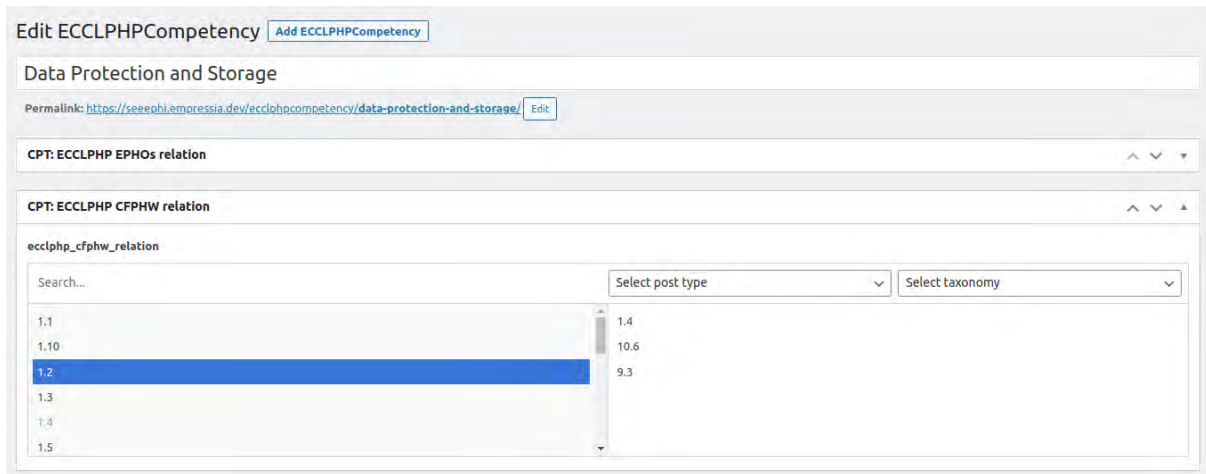
Once clicked, the EPHO competence will be automatically moved to the right column. To remove the link between the EPHO competency and the edited ECCLPHP competency, find it in the right column and then click on the “-” icon that appears when you hover over it.



To add, edit or delete CFPHW competencies assigned to an ECCLPHP competency, go to the **CPT** section: **ECCLPHP CFPHW relation**, which is divided into two columns.

The left column lists all CFPHW competencies. The right column lists the CFPHW competencies associated with the ECCLPHP competency being edited.

In order to assign an CFPHW competency to an edited ECCLPHP competency, search for it in the list in the left column and then click on it.

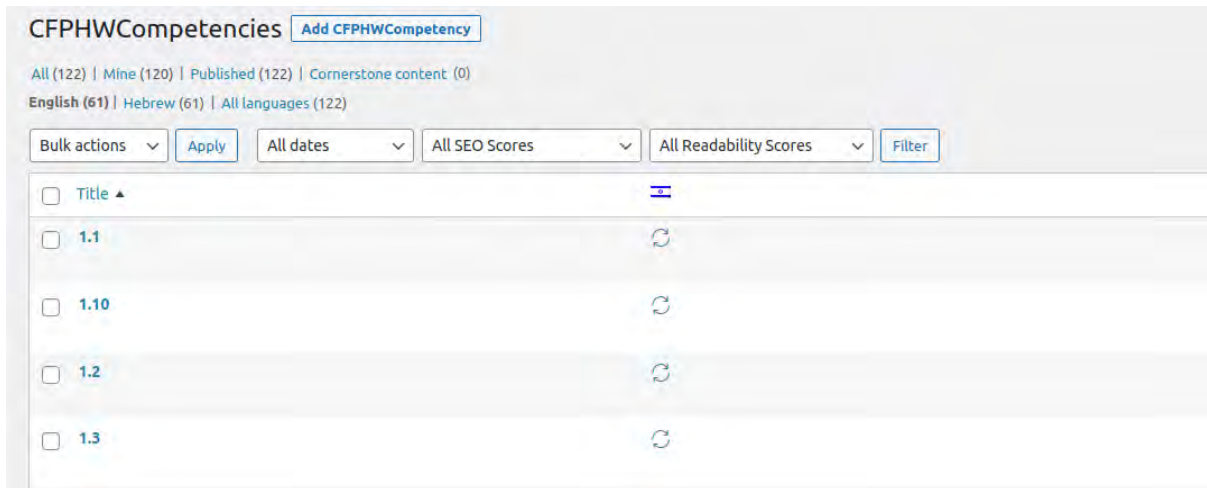


Once clicked, the CFPHW competency will be automatically moved to the right column. To remove the link between the CFPHW competency and the edited ECCLPHP competence, find it in the right column and then click on the “-” icon that appears when you hover over it.

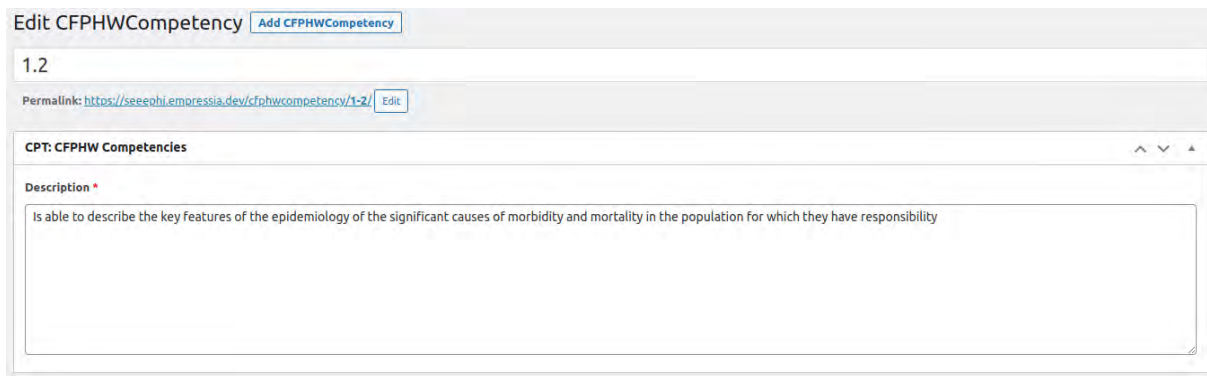
In order to display the name of a given CFPHW competency, select the CFPHWCompetencies tab.



From the list view of all CFPHW competencies, you have to click on the number of the given competency.



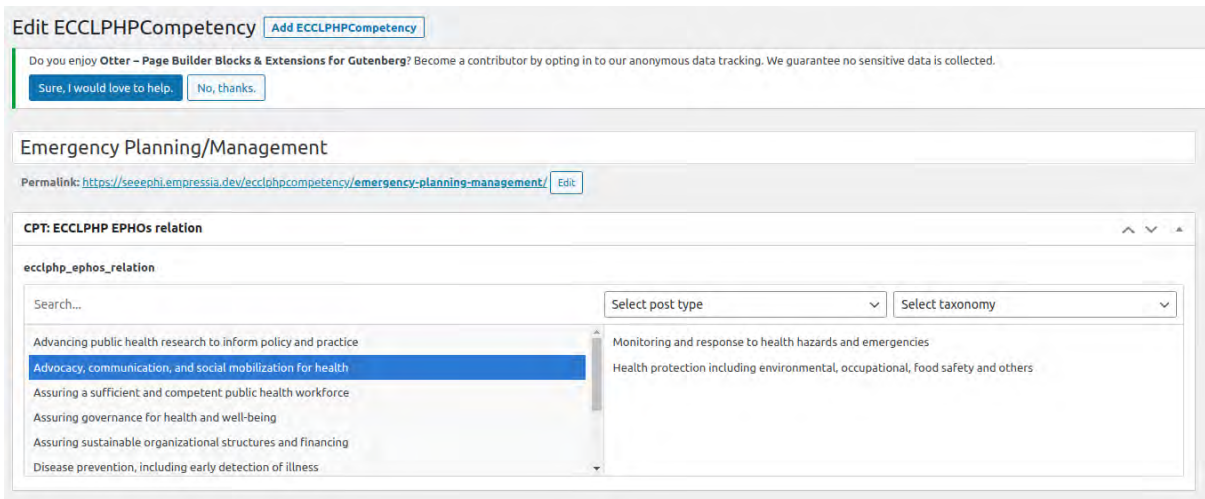
The content of the competency can be found in the Description field.



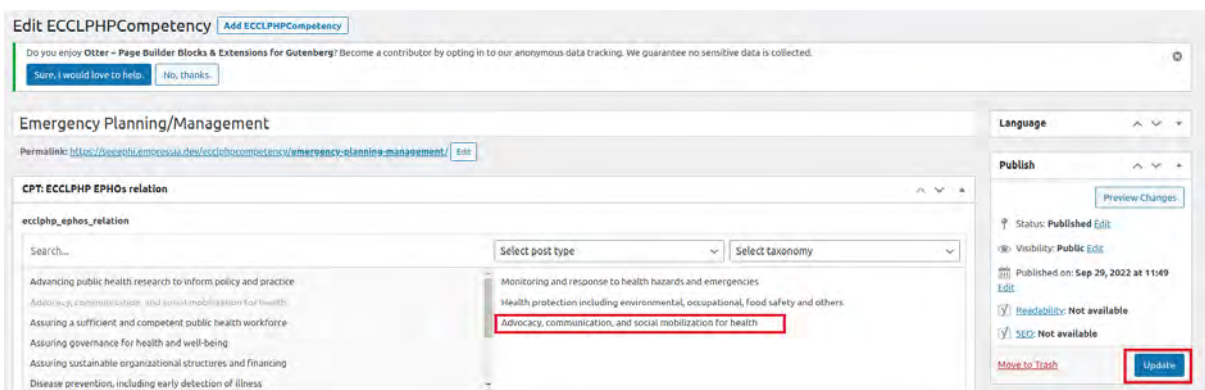
Please remember that after each modification of the list of EPHOs or CFPHW competencies assigned to a given ECCLPHP competency, it is also necessary to update the reverse assignments - the list of ECCLPHP competencies assigned to a given EPHOs or CFPHW competency.

Example:

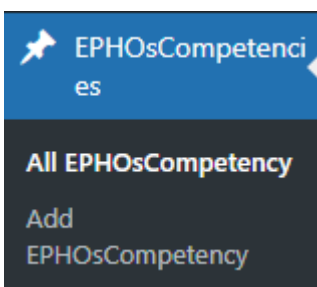
After adding a link to the ECCLPHP “Emergency Planning/Management” competency with the EPHO “Advocacy, communication, and social mobilisation for health” competency, the list of ECCLPHP competencies assigned to the EPHO competency “Advocacy, communication, and social mobilisation for health” must also be edited. When modifying the list of associated CFPHWs with the ECCLPHP competence, proceed analogously with the example.



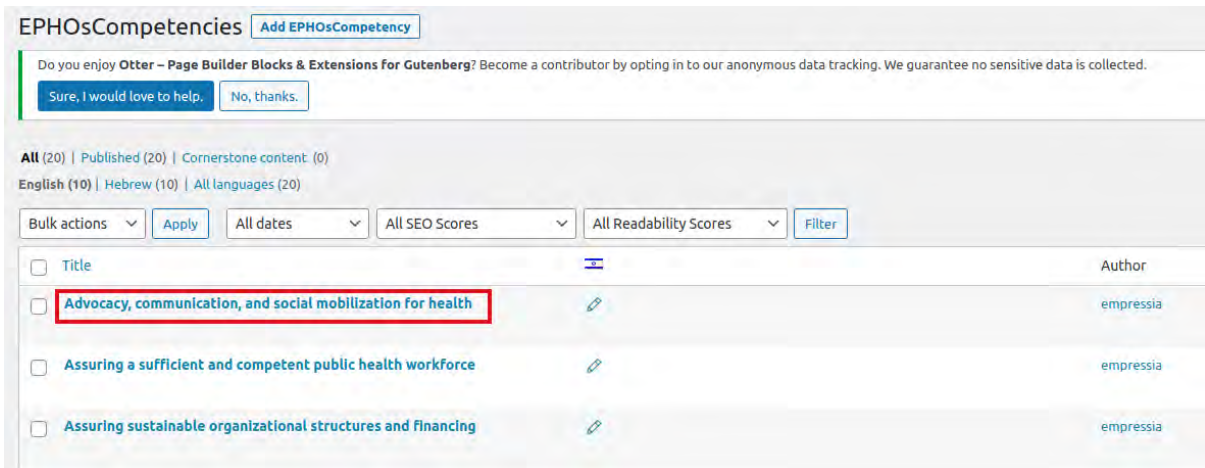
Once selected, this competence will appear in the right column of the section. The changes made are confirmed by clicking on the blue “Update” button, located in the “Publish” section on the right-hand side.



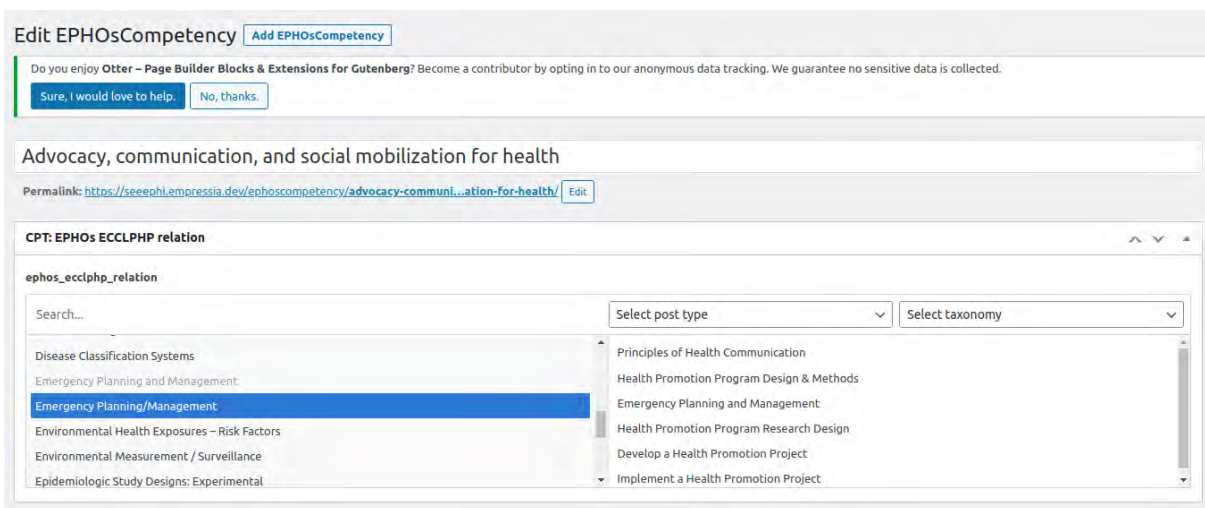
To do this, select EPHOsCompetencies from the side menu.



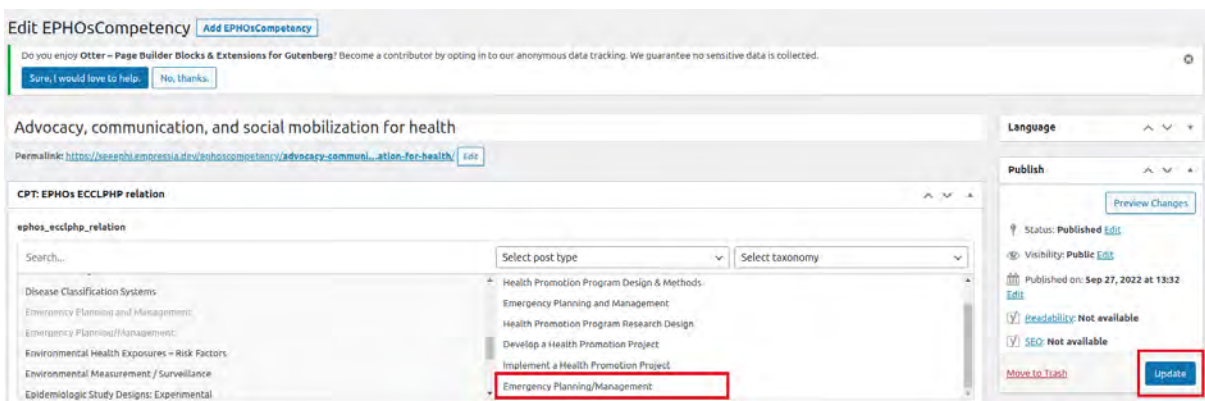
Then select “Advocacy, communication, and social mobilisation for health” from the list of competencies.



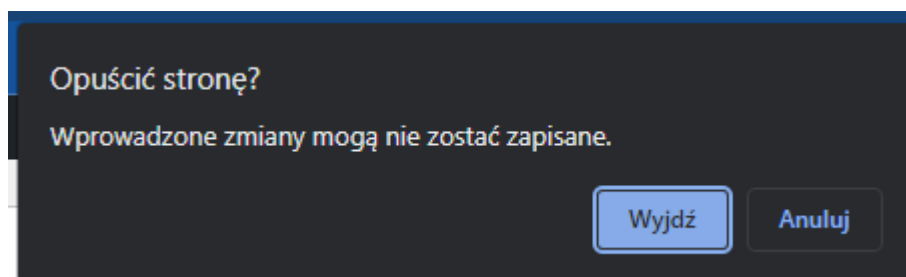
Then, in the left column of the CPT: ECCLPHP EPHOs relation section of this competence, search for and click on the EPHO competence “Advocacy, communication, and social mobilisation for health”.



Once selected, this competence will appear in the right column of the section. The changes made are confirmed by clicking on the blue “Update” button, located in the “Publish” section on the right-hand side.

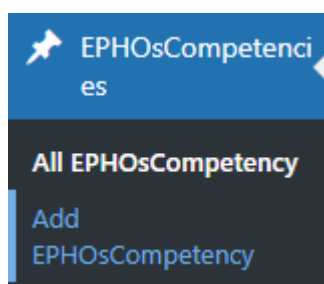


To cancel the changes made, close the browser window or click on any of the items in the side menu on the left-hand side, and then confirm by exiting the edit page without saving in the pop-up window.



2.4.2 Adding ECCLPHP

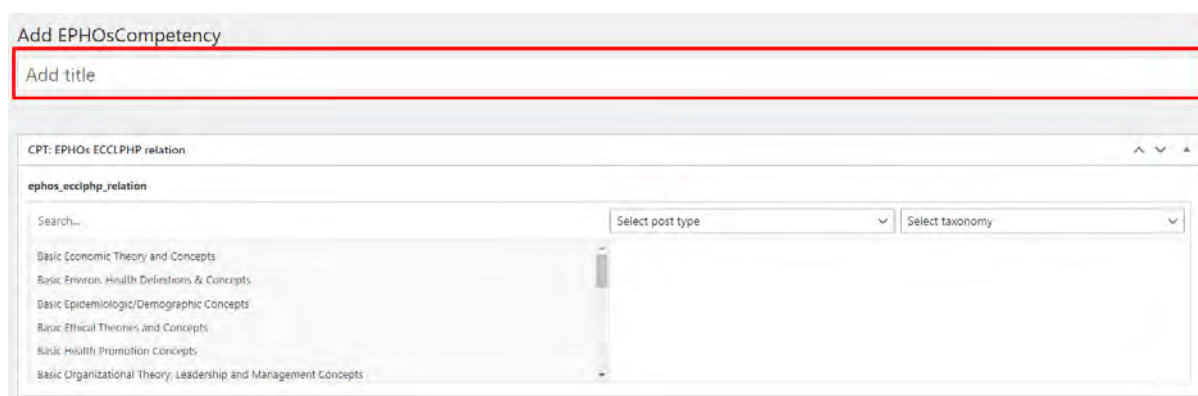
To add a new EPHO competency, the Administrator must click on “EPHOsCompetencies” in the left side menu and then click on “Add EPHOsCompetency”.



On the screen for adding an EPHO competence, the administrator has the following options:

- specifying the name of the competency,
- selecting the ECCLPHP competency related to the EPHOs competency to be added.

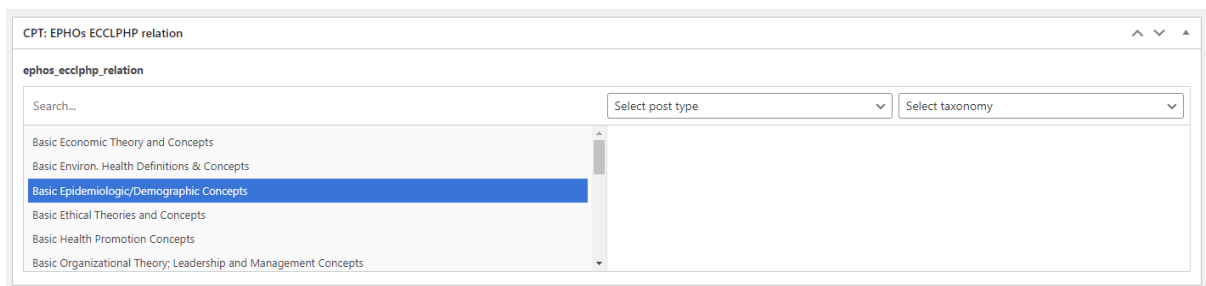
The name of the competency must be entered by the Administrator in the “Add title” field at the top of the competency addition screen.



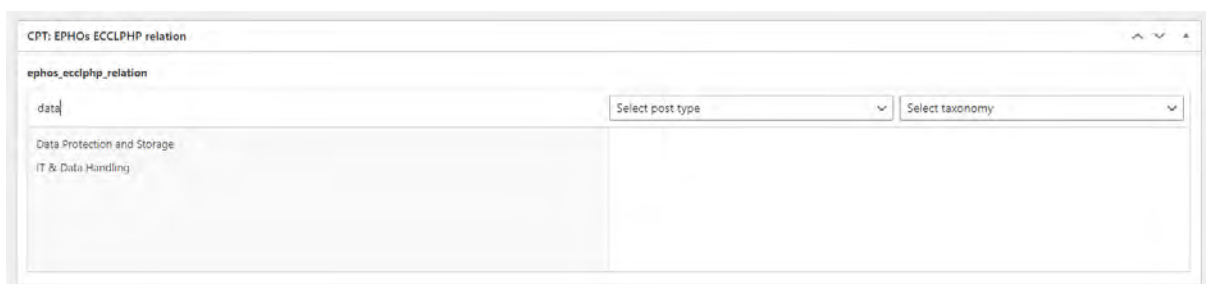
To manage the ECCLPHP competencies assigned to an EPHO competency, go to the **CPT: EPHOs ECCLPHP relation** section, which is divided into two columns. The left column lists all ECCLPHP competencies.



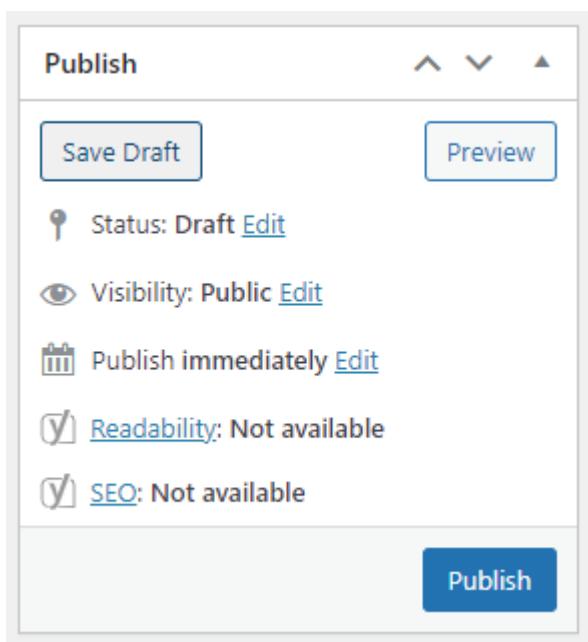
The right column lists the ECCLPHP competencies associated with the EPHO competency being edited. In order to add an ECCLPHP competence to an added EPHO competence, search for it in the list in the left column and then click on it.



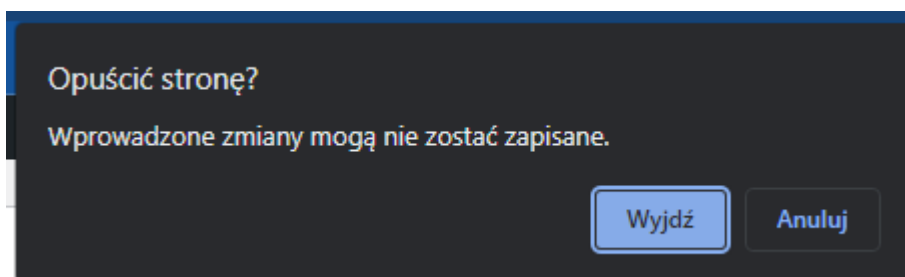
At the top of the left column, there is a "Search..." field that allows for a search of the ECCLPHP competence by its name. To do this, click in the "Search..." field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.



Once all the information has been entered, the Administrator can approve the addition of a new EPHOs competency by clicking on the blue 'Publish' button, located in the 'Publish' section on the right side.



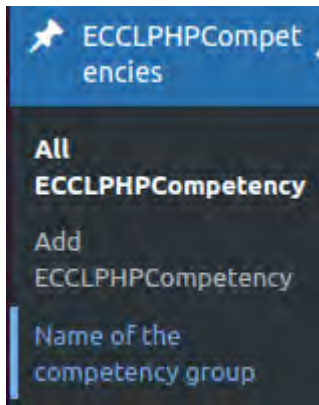
In order to cancel the addition of a new EPHO competency, close the browser window or click on any item from the side menu on the left side, and then approve exiting the edit page without saving in the pop-up window.



Please remember that after each modification of the list of EPHOs or CFPHW competencies assigned to a given ECCLPHP competency, it is also necessary to update the reverse assignments - the list of ECCLPHP competencies assigned to a given EPHOs or CFPHW competency. The assignment should be performed analogously with the [Editing ECCLPHP](#) instruction.

2.4.3 Adding new name of the competency group

In order to add a new ECCLPHP competency group, select the “Name of the competency group” tab.



The administrator will be taken to a list of all existing ECCLPHP competence groups.

Name of the competency group

Translating Name of the competency group? Use the [Name of the competency group translation table](#) for easier translation. Dismiss

Search Tags

Add New Tag

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name, it is usually all lowercase and contains only letters, numbers, and hyphens.

Description

The description is not prominent by default; however, some themes may show it.

Language

Bulk actions 6 items

<input type="checkbox"/>	Name	Description	<input type="checkbox"/>	<input type="checkbox"/>	Slug	Count
<input type="checkbox"/>	Ethics	—	<input type="checkbox"/>	<input type="checkbox"/>	ethics	5
<input type="checkbox"/>	Health policy, economics, organisational theory—leadership and management	—	<input type="checkbox"/>	<input type="checkbox"/>	health-policy-economics-organisational-theory-leadership-and-management	10
<input type="checkbox"/>	Health promotion— health protection and disease prevention	—	<input type="checkbox"/>	<input type="checkbox"/>	health-promotion-health-protection-and-disease-prevention	11
<input type="checkbox"/>	Methods in public health	—	<input type="checkbox"/>	<input type="checkbox"/>	methods-in-public-health	12
<input type="checkbox"/>	Population health and its material— physical—radiological—chemical and biological— environmental determinants	—	<input type="checkbox"/>	<input type="checkbox"/>	population-health-and-its-material-physical-radiological-chemical-and-biological-environmental-determinants	11
<input type="checkbox"/>	Population health and its social— economic and political determinants	—	<input type="checkbox"/>	<input type="checkbox"/>	population-health-and-its-social-economic-and-political-determinants	8
<input type="checkbox"/>	Name	Description	<input type="checkbox"/>	<input type="checkbox"/>	Slug	Count

Bulk actions 6 items

In order to add a new competency group, enter the name of the group and press “Add New Tag”.

Add New Tag

Name
Ethics

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

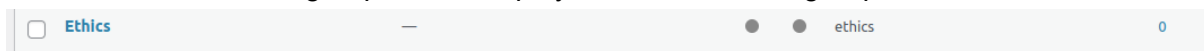
Description

The description is not prominent by default; however, some themes may show it.

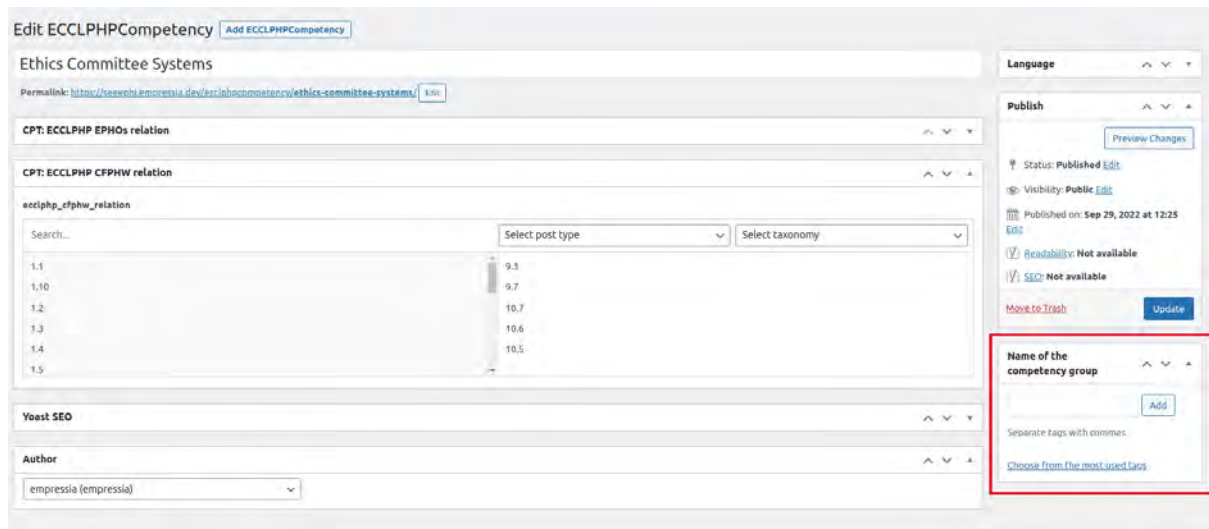
Language
English

Add New Tag

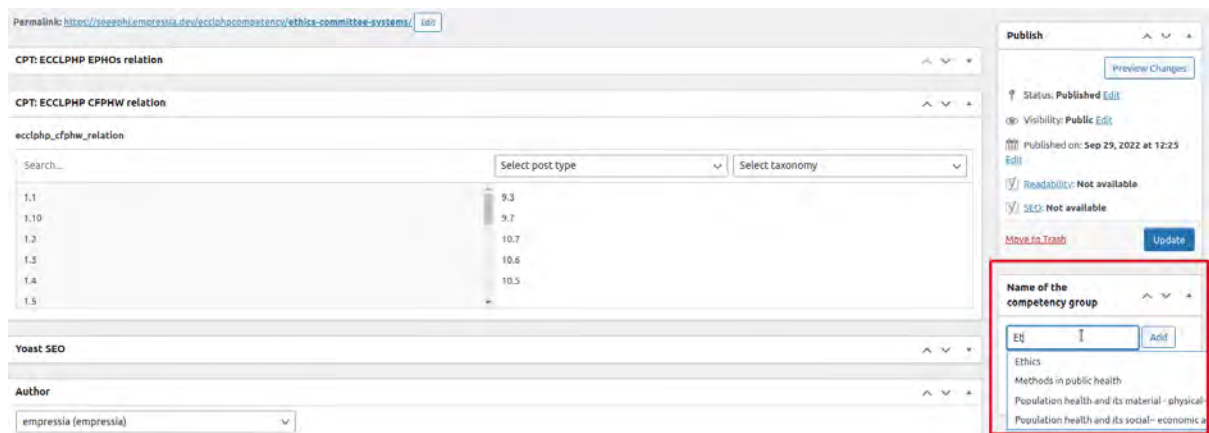
Once created, the new group will be displayed in the list of all groups.



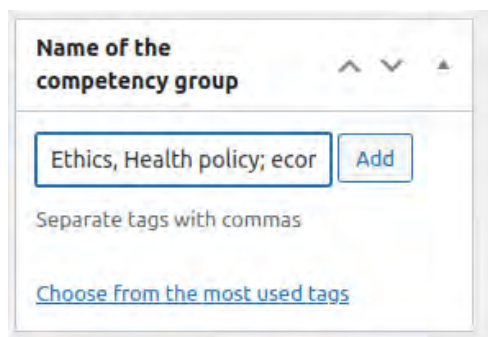
In order to assign ECCLPHP competencies to it, go to the edit view of the given ECCLPHP competency.



On the right-hand side of the window, in the section named “Name of the competency group”, search for the given name of the group.

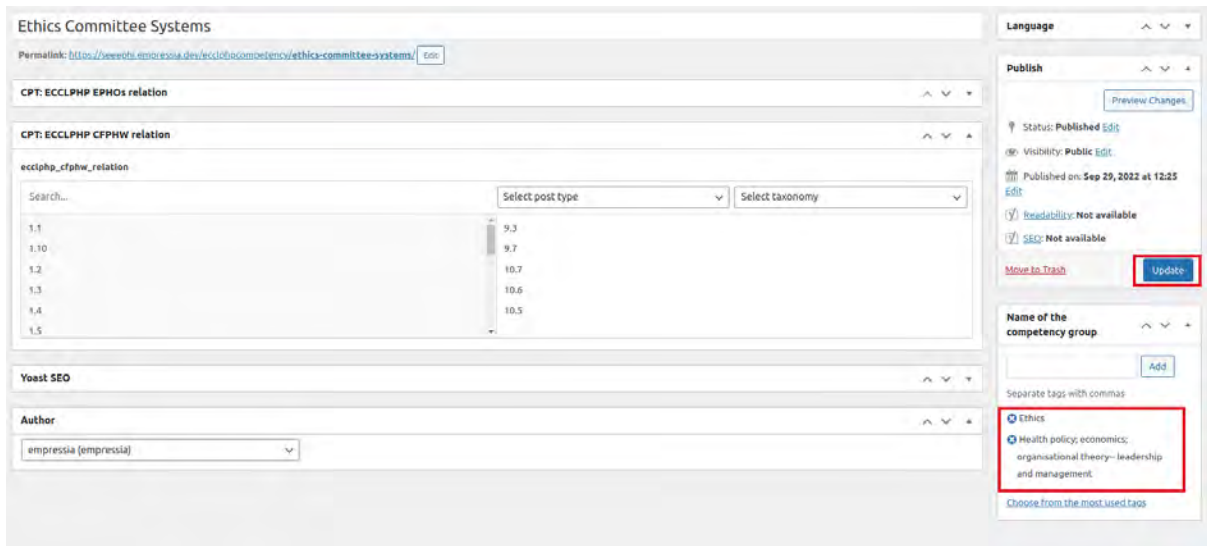


Once all groups have been selected, click on the “Add” button.



To remove the assignment of competencies to a given group, press the “x” icon next to the name of this group.

To save the changes, select the “Update” button.



2.5 Adding/editing CFPHW

2.5.1 Editing CFPHW

In order to edit existing CFPHW competencies, select CFPHWCompetencies from the side menu.



After clicking on this option, the Administrator will be redirected to a list of all competencies. Moving to the edit screen is possible by clicking on the name of the competency in question or the “Edit” option, which is visible when the mouse cursor hovers over a competency in the list.

CFPHWCompetencies [Add CFPHWCompetency](#)

All (122) | Mine (120) | Published (122) | Cornerstone content (0)

English (61) | Hebrew (61) | All languages (122)

Bulk actions All dates

<input type="checkbox"/> Title ▲	
<input type="checkbox"/> 1.1	
<input type="checkbox"/> 1.10 Edit Quick Edit Trash View	
<input type="checkbox"/> 1.2	

The Administrator can change the following elements on the edit screen:

- the title of the given competency (in the form of a number in title),
- the name of the given competence (the description field),
- the associated ECCLPHP competencies.

In order to edit the title of a competence, the Administrator must click in the field at the top of the page and then introduce the desired changes. The competency title is the sequence number of the competency and is only displayed in the panel. On the platform, the CFPHW competence is displayed under the name from the “Description” field.

Edit CFPHWCompetency [Add CFPHWCompetency](#)

1.2

Permalink: <https://seeephi.emjressia.dev/cfphwcompetency/1-2/>

CPT: CFPHW Competencies

Description *

Is able to describe the key features of the epidemiology of the significant causes of morbidity and mortality in the population for which they have responsibility

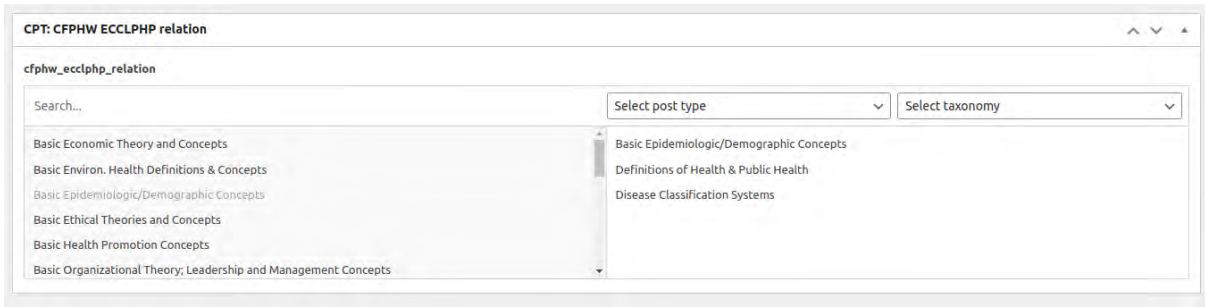
CPT: CFPHW ECCLPHP relation

cfphw_ecclphp_relation

Search...

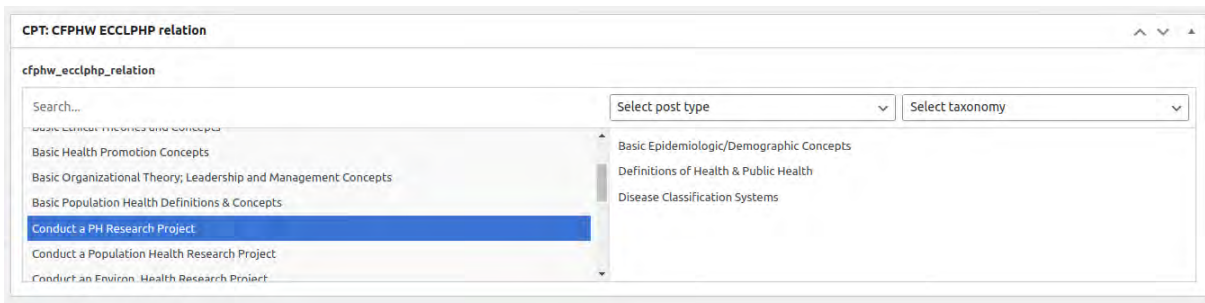
Basic Economic Theory and Concepts	Basic Epidemiologic/Demographic Concepts
Basic Environ. Health Definitions & Concepts	Definitions of Health & Public Health
Basic Epidemiologic/Demographic Concepts	Disease Classification Systems
Basic Ethical Theories and Concepts	
Basic Health Promotion Concepts	
Basic Organizational Theory; Leadership and Management Concepts	

To manage the ECCLPHP competencies assigned to an CFPHW competency, go to the **CPT: CFPHW ECCLPHP relation**, which is divided into two columns.

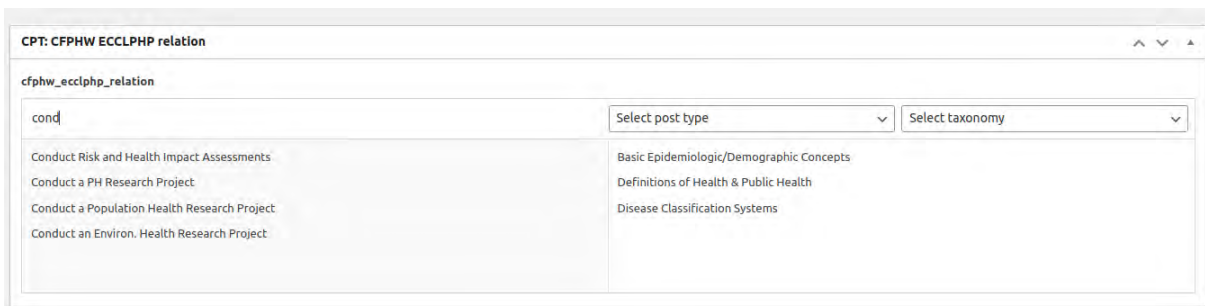


The left column lists all ECCLPHP competencies. The right column lists the ECCLPHP competencies associated with the CFPHW competency being edited.

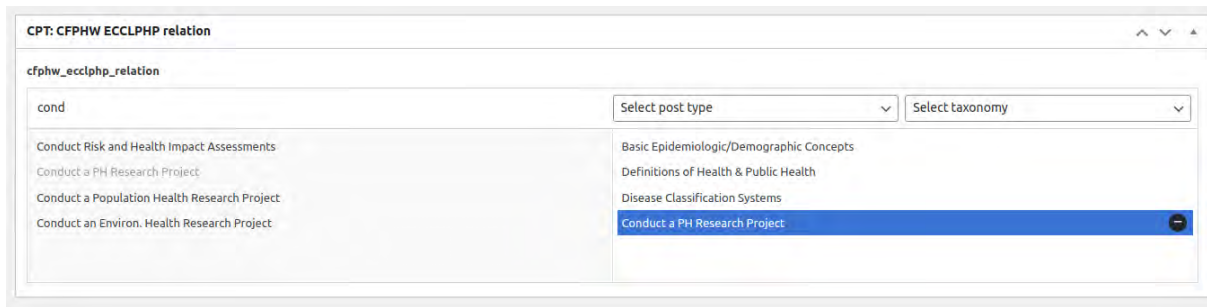
In order to assign an ECCLPHP competency to an edited CFPHW competency, search for it in the list in the left column and then click on it.



At the top of the left column, there is a “Search...” field that allows for a search of the ECCLPHP competence by its name. To do this, click in the “Search...” field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.

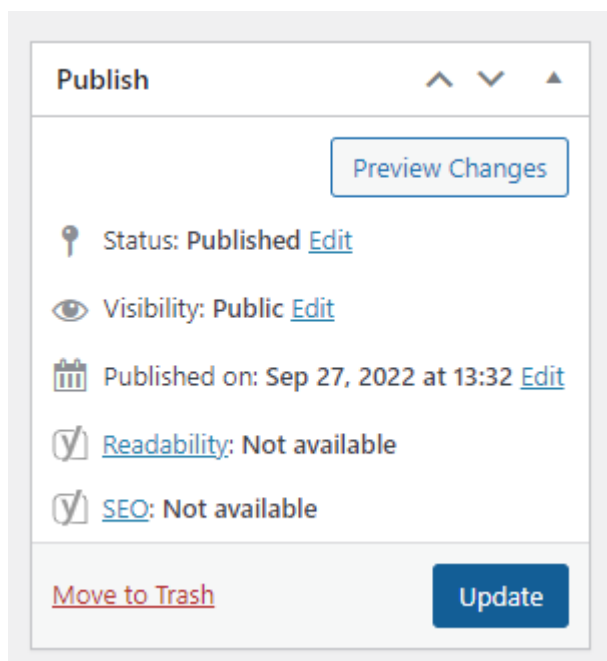


Once clicked, the ECCLPHP competence will be automatically moved to the right column. To remove the link between the ECCLPHP competence and the edited EPHO competence, find it in the right column and then click on the “-” icon that appears when you hover over it.

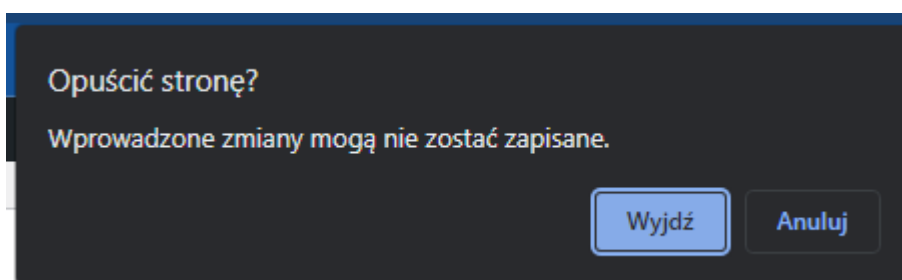


Please remember that after each modification of the list of ECCLPHP competencies assigned to a given CFPWH competency, it is also necessary to update the reverse assignments - the list of CFPWH competencies assigned to a given ECCLPHP competency. The assignment should be performed analogously with the [Editing ECCLPHP](#) instruction.

The changes made are confirmed by clicking on the blue “Update” button, located in the “Publish” section on the right-hand side.

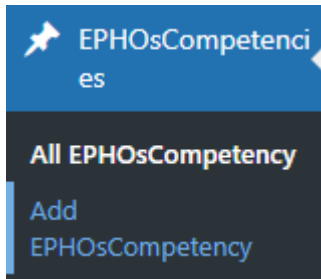


To cancel the changes made, close the browser window or click on any of the items in the side menu on the left-hand side, and then confirm by exiting the edit page without saving in the pop-up window.



2.5.2 Adding CFPHW

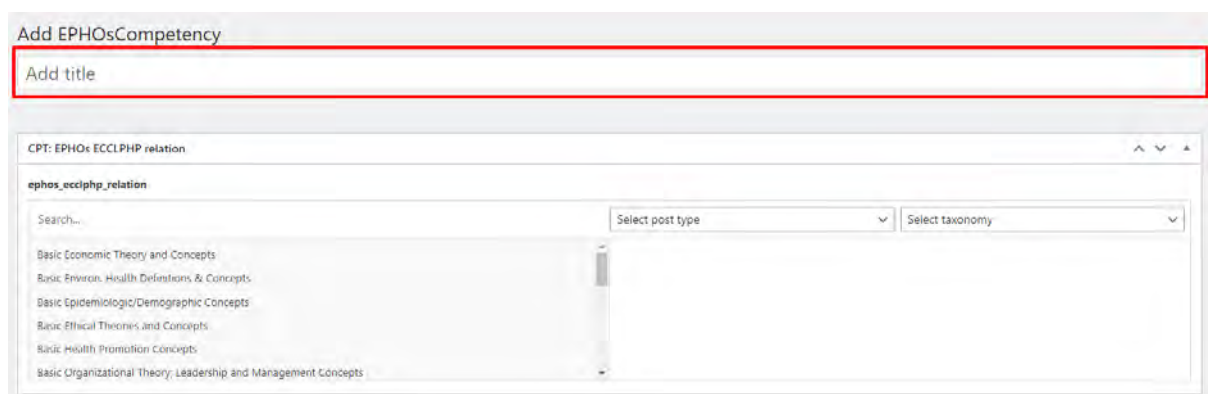
To add a new EPHO competency, the Administrator must click on “EPHOsCompetencies” in the left side menu and then click on “Add EPHOsCompetency”.



On the screen for adding an EPHO competence, the administrator has the following options:

- specifying the name of the competency,
- selecting the ECCLPHP competency related to the EPHOs competency to be added.

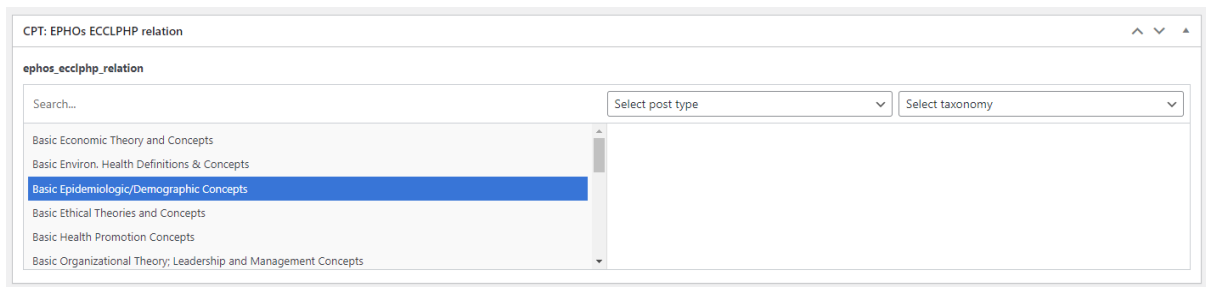
The name of the competency must be entered by the Administrator in the “Add title” field at the top of the competency addition screen.

A screenshot of a web form titled 'Add EPHOsCompetency'. At the top, there is a text input field labeled 'Add title' which is highlighted with a red border. Below this, there is a section titled 'CPT: EPHOs ECCLPHP relation'. Underneath, there is a sub-section 'ephos_ecclphp_relation' containing a search bar, two dropdown menus labeled 'Select post type' and 'Select taxonomy', and a list of ECCLPHP competencies: 'Basic Economic Theory and Concepts', 'Basic Environ. Health Definitions & Concepts', 'Basic Epidemiologic/Demographic Concepts', 'Basic Ethical Theories and Concepts', 'Basic Health Promotion Concepts', and 'Basic Organizational Theory, Leadership and Management Concepts'.

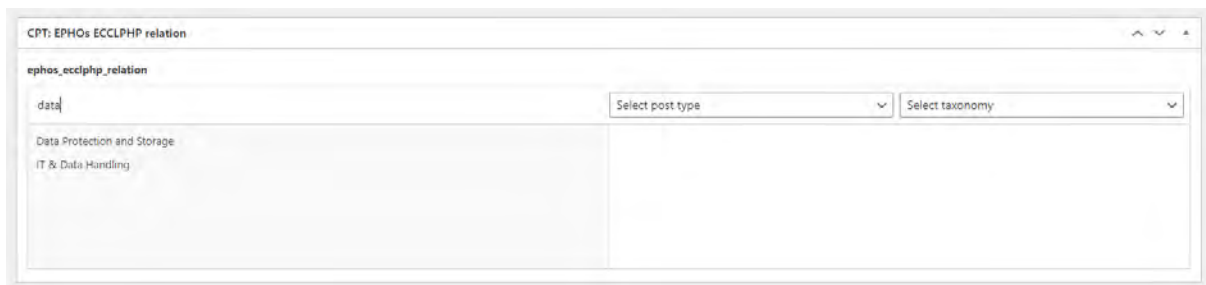
To manage the ECCLPHP competencies assigned to an EPHO competency, go to the **CPT: EPHOs ECCLPHP relation section**, which is divided into two columns. The left column lists all ECCLPHP competencies.

A screenshot of a web form titled 'CPT: EPHOs ECCLPHP relation'. It shows a search bar, two dropdown menus labeled 'Select post type' and 'Select taxonomy', and a list of ECCLPHP competencies: 'Basic Economic Theory and Concepts', 'Basic Environ. Health Definitions & Concepts', 'Basic Epidemiologic/Demographic Concepts', 'Basic Ethical Theories and Concepts', 'Basic Health Promotion Concepts', and 'Basic Organizational Theory, Leadership and Management Concepts'.

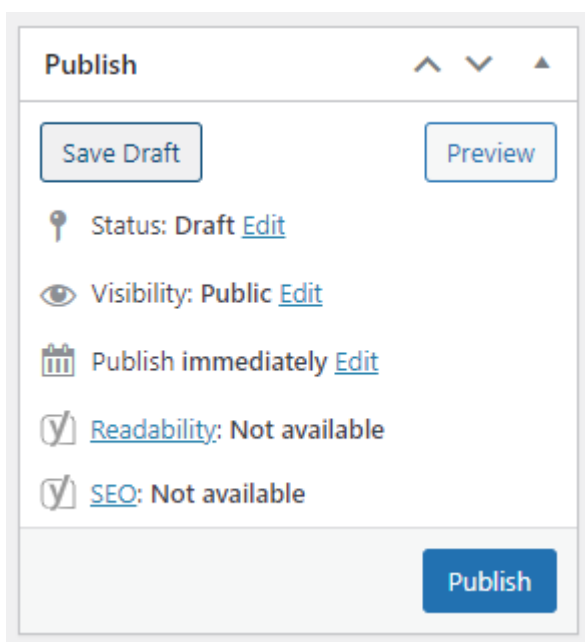
The right column lists the ECCLPHP competencies associated with the EPHO competency being edited. In order to add an ECCLPHP competence to an added EPHO competence, search for it in the list in the left column and then click on it.



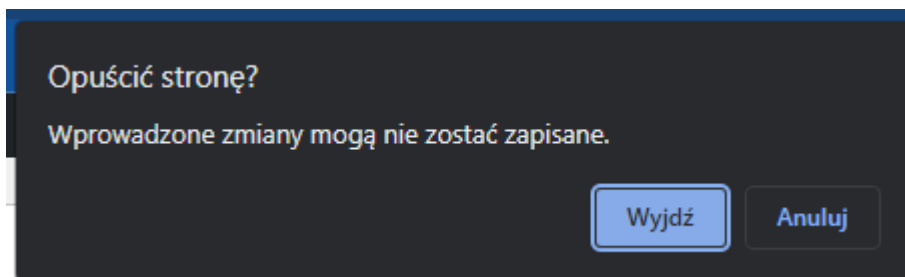
At the top of the left column, there is a "Search..." field that allows for a search of the ECCLPHP competence by its name. To do this, click in the "Search..." field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.



Once all the information has been entered, the Administrator can approve the addition of a new EPHOs competency by clicking on the blue 'Publish' button, located in the 'Publish' section on the right side.



In order to cancel the addition of a new EPHO competency, close the browser window or click on any item from the side menu on the left side, and then approve exiting the edit page without saving in the pop-up window.

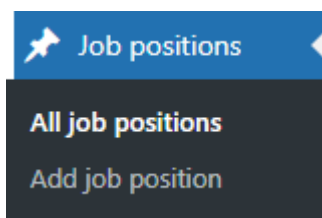


Please remember that after each modification of the list of ECCLPHP competencies assigned to a given CFPHW competency, it is also necessary to update the reverse assignments - the list of CFPHW competencies assigned to a given ECCLPHP competency. The assignment should be performed analogously with the [Editing ECCLPHP instruction](#).

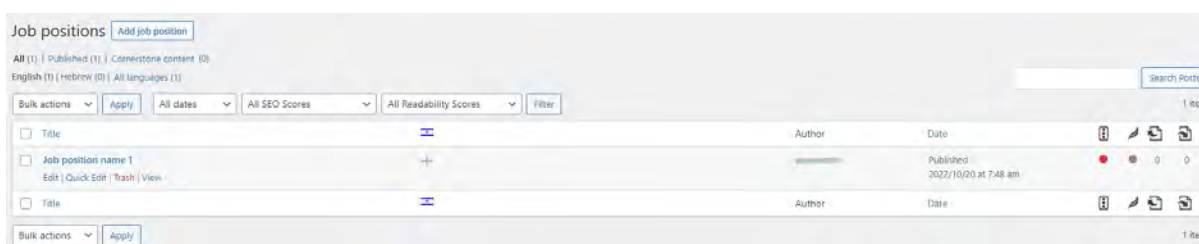
2.6 Adding/editing a job position

2.6.1 Editing job position

In order to edit existing job positions, select “Job positions” from the side menu.

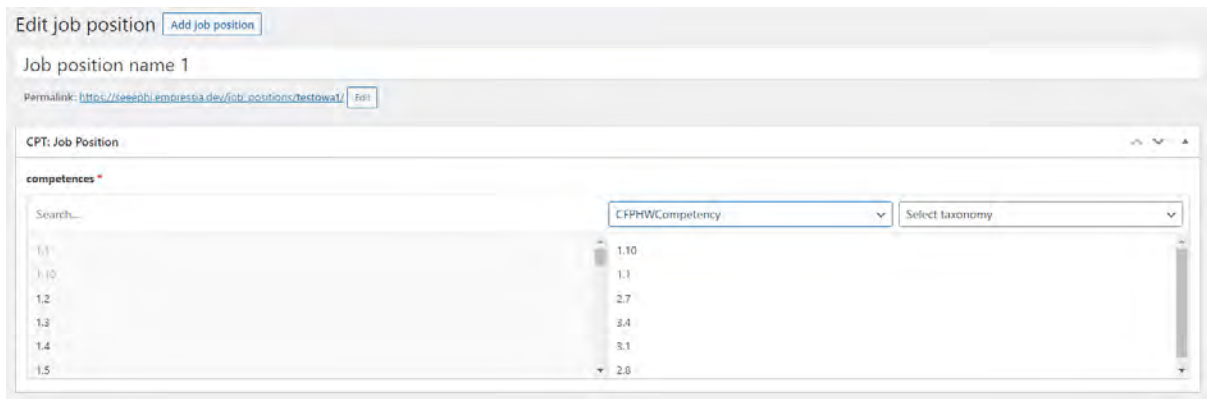


After clicking on this option, the Administrator will be redirected to a list of all job positions. Moving to the edit screen is possible by clicking on the name of the job position in question or the “Edit” option, which is visible when the mouse cursor hovers over a job position in the list.



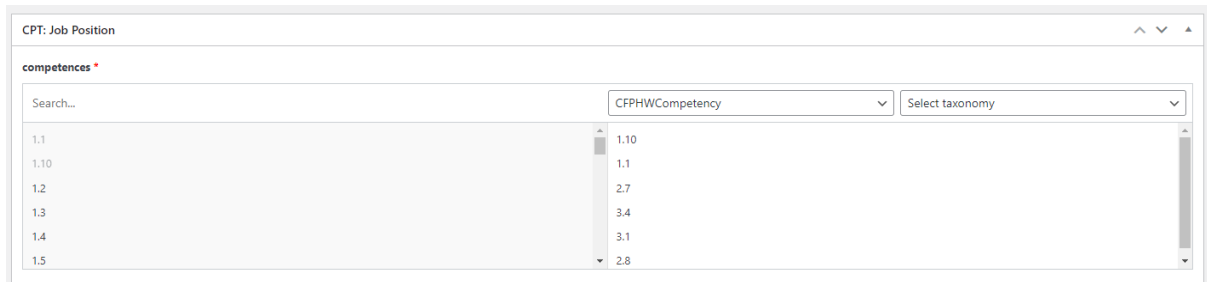
The Administrator can change the following elements on the edit screen:

- the name of the given job position,
- the associated CFPHW competencies.



In order to edit the name of a job position, the Administrator must click in the field at the top of the page and then introduce the desired changes. It is possible to delete and add new content.

To manage the CFPHW competencies assigned to a given job position, go to the **CPT: Job position** section, **competencies tab**, which is divided into two columns.

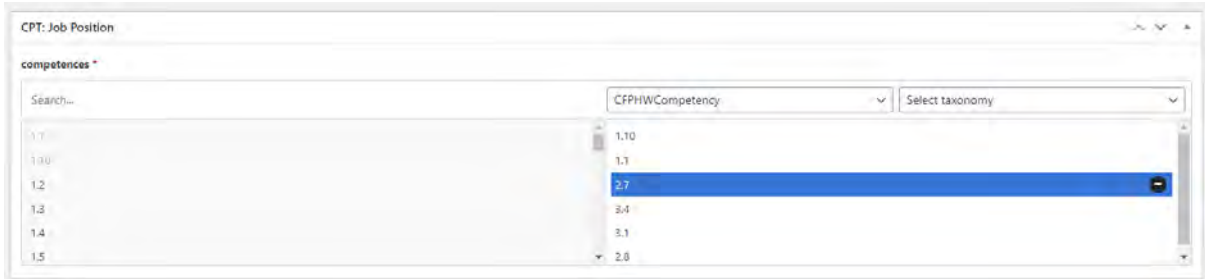


The left column lists all CFPHW competencies. The right column lists the CFPHW competencies associated with the job position being edited.

In order to assign an CFPHW competency to an edited job position, search for it in the list in the left column and then click on it.

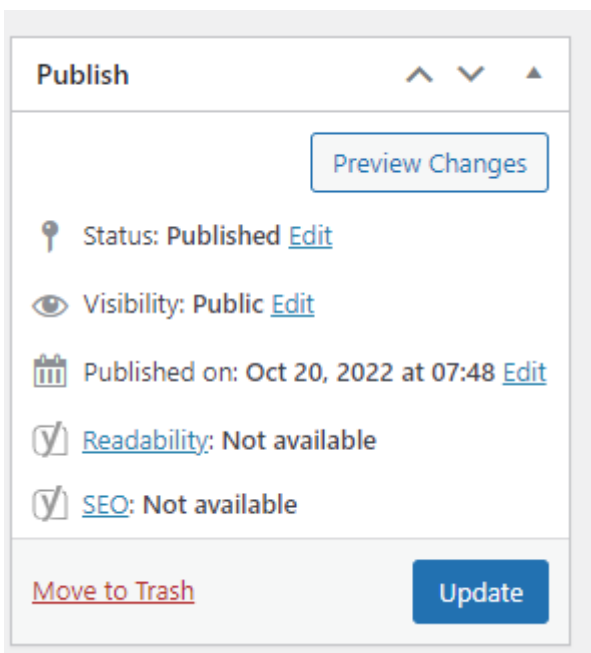


At the top of the left column, there is a “Search...” field that allows for a search of the CFPHW competency by its name. To do this, click in the “Search...” field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.

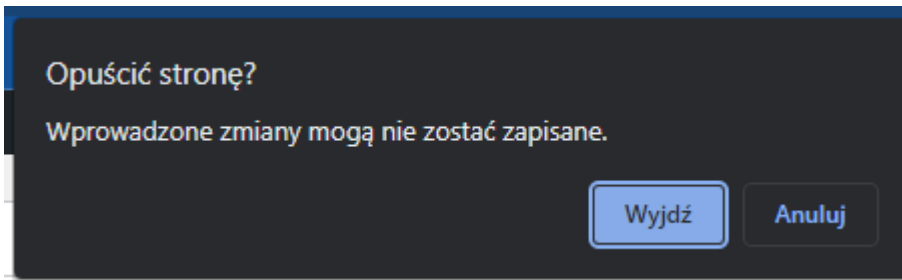


Once clicked, the CFPHW competency will be automatically moved to the right column. To remove the link between the CFPHW competency and the edited job position, find it in the right column and then click on the “-” icon that appears when you hover over it.

The changes made are confirmed by clicking on the blue “Update” button, located in the “Publish” section on the right-hand side.

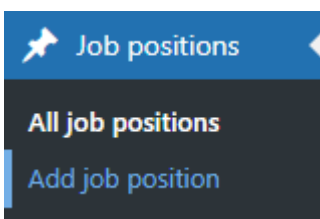


To cancel the changes made, close the browser window or click on any of the items in the side menu on the left-hand side, and then confirm by exiting the edit page without saving in the pop-up window.



2.6.2 Adding job position

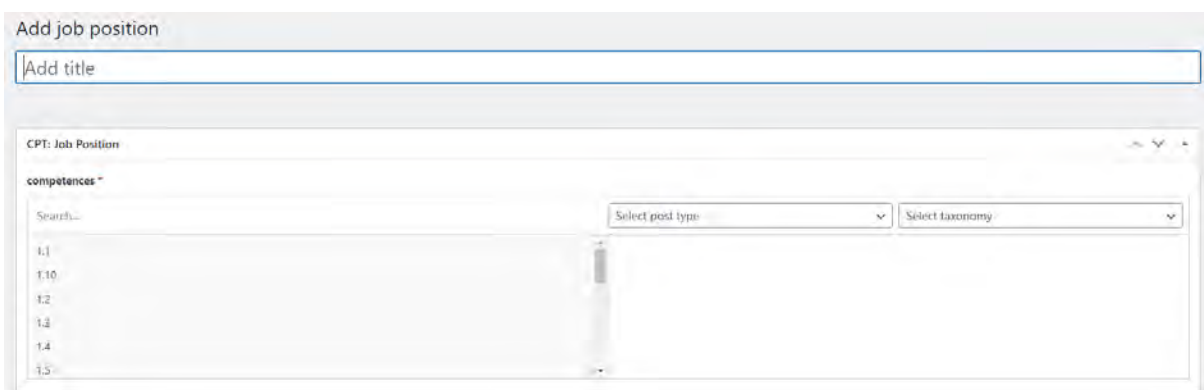
In order to add a new job position, the Administrator must click on “Job positions” in the left-hand side menu and then click on “Add job position”.



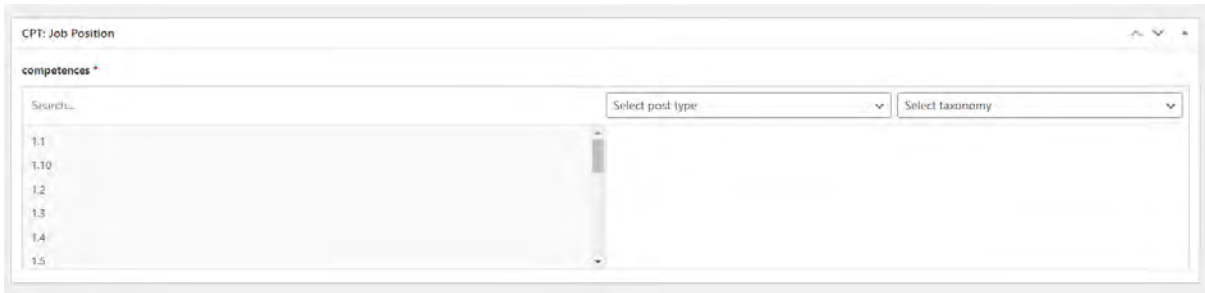
On the screen for adding a job position, the administrator has the following options:

- providing the name of the job position,
- selecting the CFPHW competencies linked to the job position added.

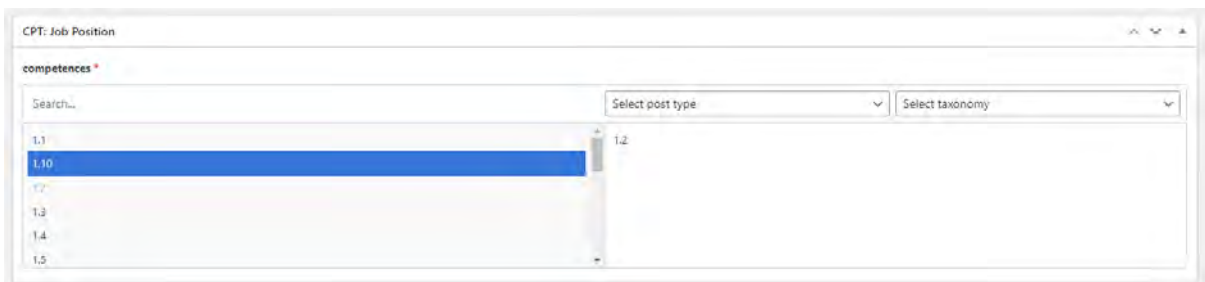
The name of the job position must be entered by the Administrator in the “Add title” field at the top of the job position addition screen.



To manage the CFPHW competencies assigned to a given job position, go to the **CPT: Job position** section, **competencies tab**, which is divided into two columns.

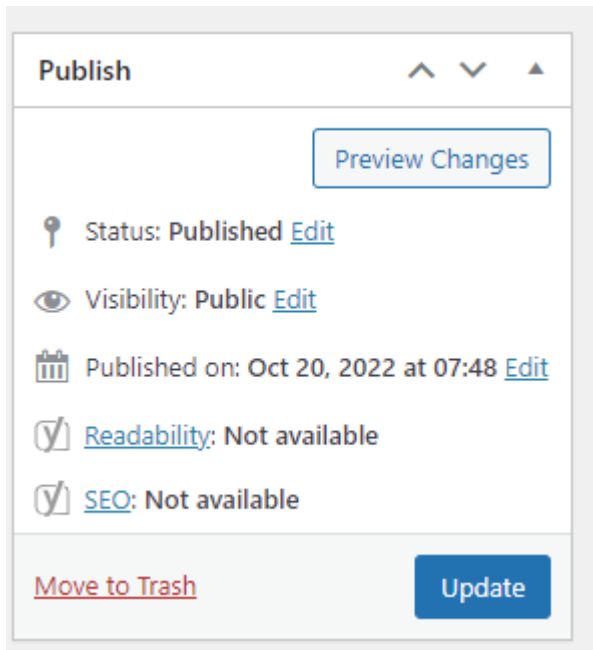


The left column lists all CFPHW competencies. The right column lists the CFPHW competencies associated with the job position being edited. In order to assign a CFPHW competency to an added job position, search for it in the list in the left column and then click on it.

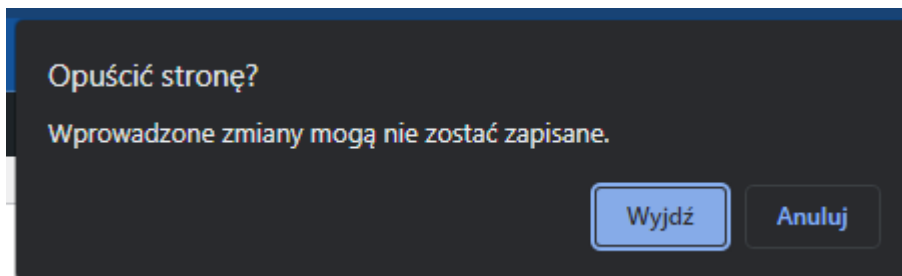


At the top of the left column, there is a "Search..." field that allows for a search of the CFPHW competency by its name. To do this, click in the "Search..." field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.

Once all the information has been entered, the Administrator can approve the addition of a new job position by clicking on the blue "Publish" button, located in the "Publish" section on the right side.



In order to cancel the addition of a new job position, close the browser window or click on any item from the side menu on the left side, and then approve exiting the edit page without saving in the pop-up window.



2.6.3 Assigning existing job position author to different Institution/Employer

To assign an already existing position to another Institution, hover the cursor over the “Job position” in question. As a result, additional buttons will appear under the job title.

If you click on “Quick Edit” in place of the name of a specific job position, a panel for editing the basic job position data will appear.



Next, click on the “Author” field and select the Institution to which the position is to be assigned from the list of available authors.

QUICK EDIT

Title: Status:

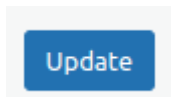
Slug:

Date: at

Author:

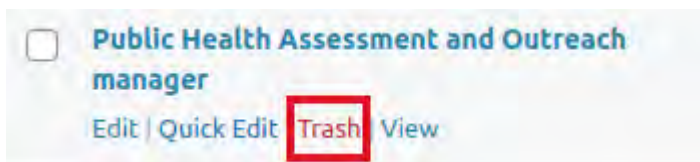
Password: -OR- Private

To save the changes, press the “Update” button.



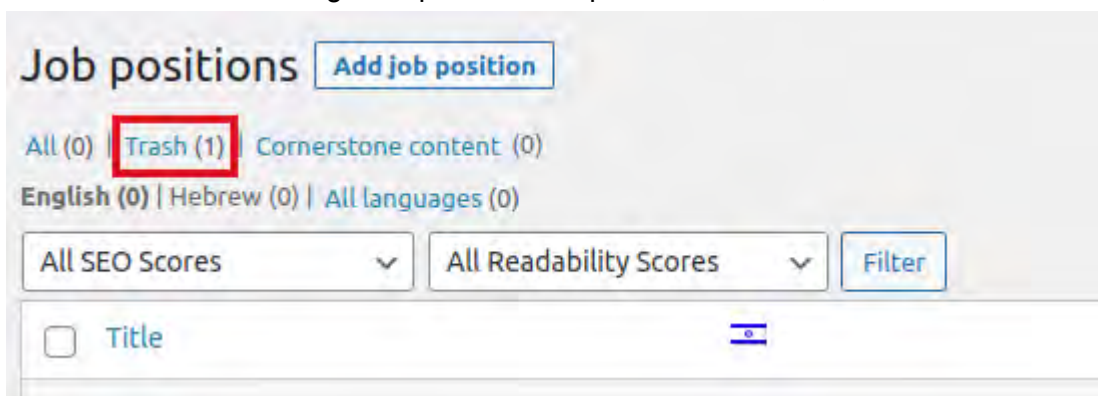
2.6.4 Deleting a job position

In order to delete a particular “Job position”, hover the cursor over the line with the name of that position. As a result, additional buttons will appear under the job title.



If you click on “Trash”, the job position in question will be moved to the bin.

In order to delete a given post on a permanent basis, click on the “Trash” tab.



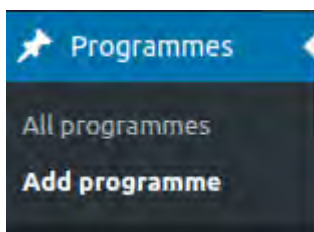
Then press the “Delete Permanently” button, which will appear when you hover the cursor over the item in the trash that you want to delete.



2.7 Adding/editing a degree programme

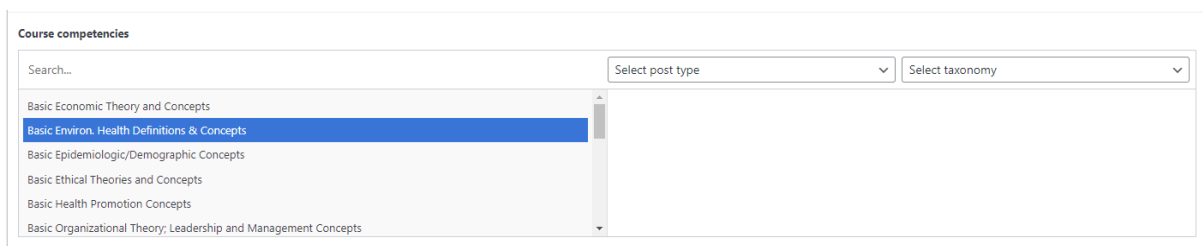
2.7.1 Adding a programme

In order to add a new programme, enter the “Administration Panel” and select the “Programmes” tab from the side menu and then “Add Programmes”.



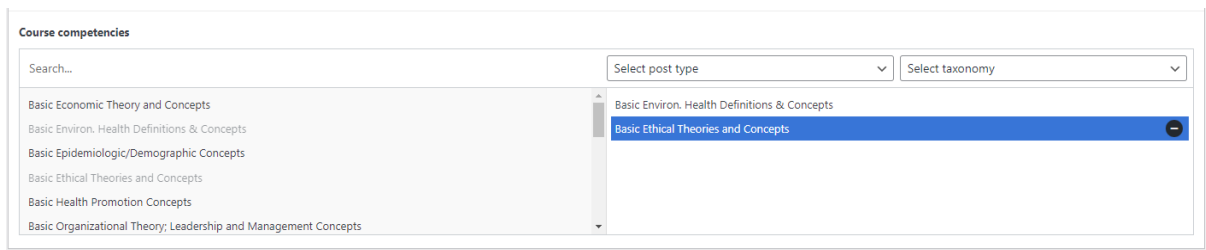
The fill in the following fields:

- Add title - the title of the programme
- Programme to ECCLPHP relation



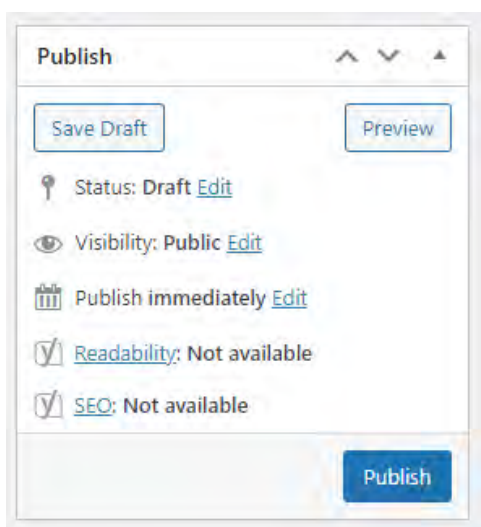
In order to assign a competency, search for it in the list in the left column and then click on it. At the top of the left column, there is a “Search...” field that allows for a search of a competency by its name. To do this, click in the “Search...” field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.

Once clicked, the competence will be automatically moved to the right column.

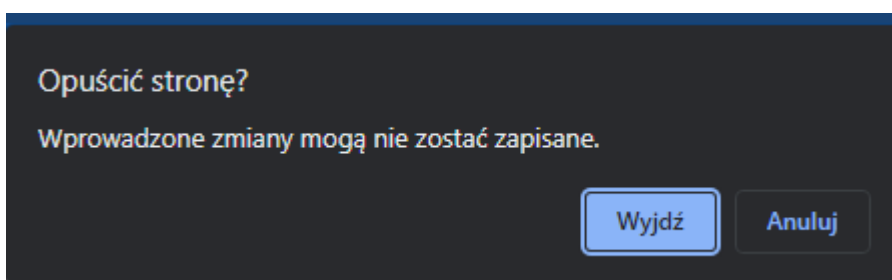


To remove the competency link, find it in the right column and then click on the “-” icon that appears when you hover over it.

The changes made are confirmed by clicking on the blue “Publish” button, located in the “Publish” section on the right-hand side.

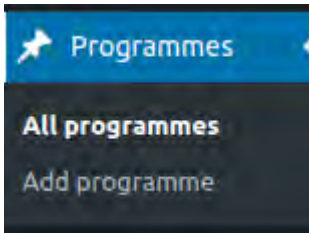


To cancel the changes made, close the browser window or click on any of the items in the side menu on the left-hand side, and then confirm by exiting the edit page without saving in the pop-up window.

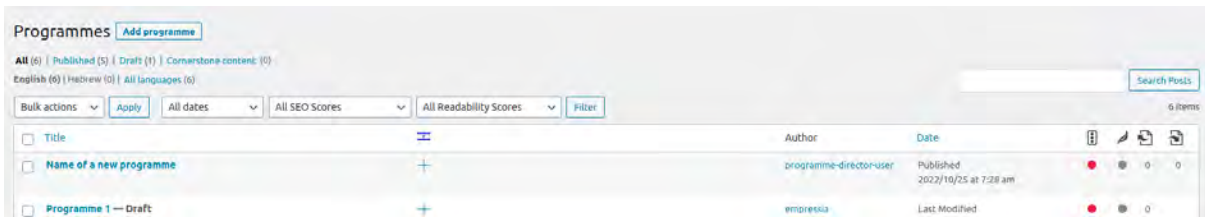


2.7.2 Editing a programme

In order to edit a new programme, enter the “Administration Panel” and select the “Programmes” tab from the side menu and then “All programmes”.

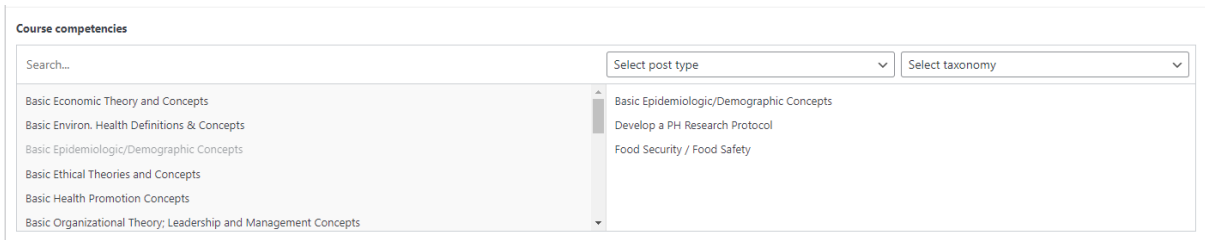


After clicking on this option, the Administrator will be redirected to a list of all programme offers. Moving to the edit screen is possible by clicking on the name of the programme in question or the “Edit” option, which is visible when the mouse cursor hovers over a given programme in the list.

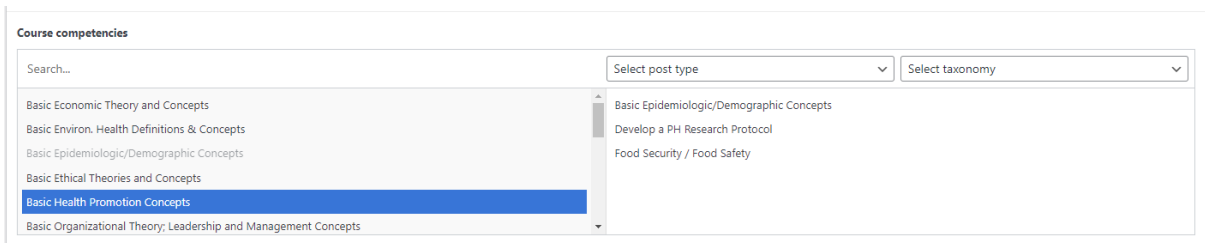


The Administrator can change the following elements on the edit screen:

- Title - the title of the programme
- Programme to ECCLPHP relation

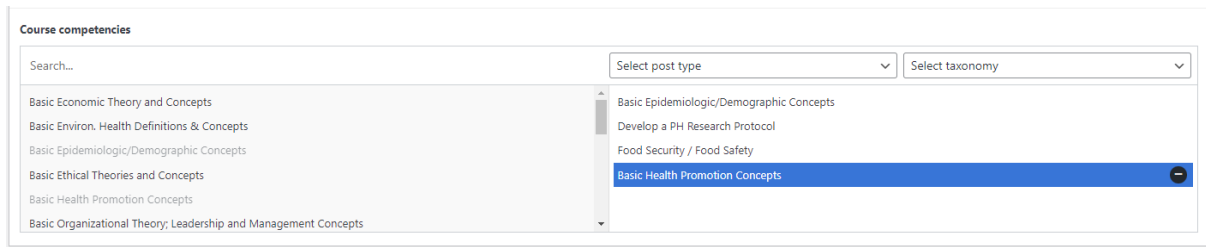


In order to assign a competency, search for it in the list in the left column and then click on it. At the top of the left column, there is a “Search...” field that allows for a search of a competency by its name. To do this, click in the “Search...” field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.

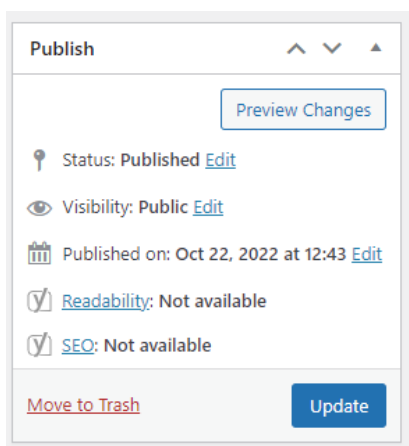


Once clicked, the competence will be automatically moved to the right column.

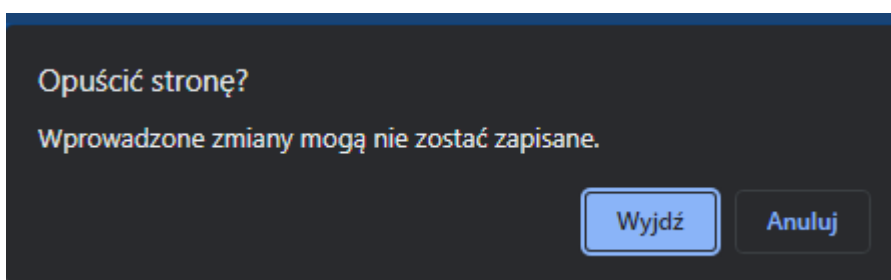
To remove the competency link, find it in the right column and then click on the “-” icon that appears when you hover over it.



The changes made are confirmed by clicking on the blue “Update” button, located in the “Publish” section on the right-hand side.

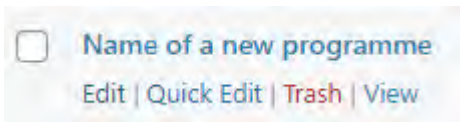


To cancel the changes made, close the browser window or click on any of the items in the side menu on the left-hand side, and then confirm by exiting the edit page without saving in the pop-up window.



2.7.3 Assigning existing programme author to different Programme director

To assign an existing programme to another Programme Director, hover the cursor over the “Programme” in question. As a result, additional buttons will appear under the programme name.



If you click on “Quick Edit” in place of the name of a specific programme, a panel for editing the basic programme data will appear.

Next, click in the “Author” field and select the Programme director to whom the programme is to be assigned from the list of available authors.

QUICK EDIT

Title: Status:

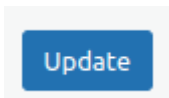
Slug:

Date: 2022 at :

Author:

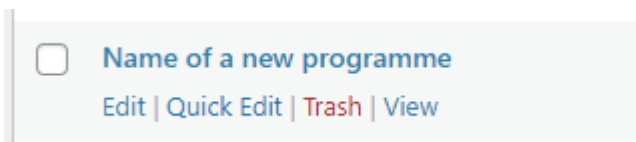
Password: -OR- Private

To save the changes, press the “Update” button.



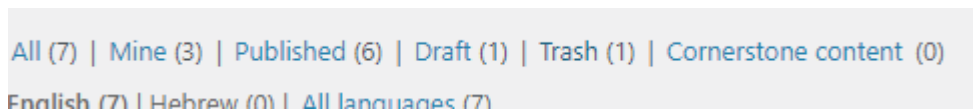
2.7.4 Deleting a programme

In order to delete a particular “Programme”, hover the cursor over the line with the name of that programme. As a result, additional buttons will appear under the programme name.



If you click on “Trash”, the programme in question will be moved to the bin.

In order to delete a given programme on a permanent basis, click on the “Trash” tab.



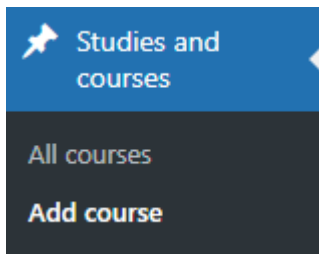
Then press the “Delete Permanently” button, which will appear when you hover the cursor over the item in the trash that you want to delete.

Name of a new programme
[Restore](#) | [Delete Permanently](#)

2.8 Adding/editing a short course/CPD

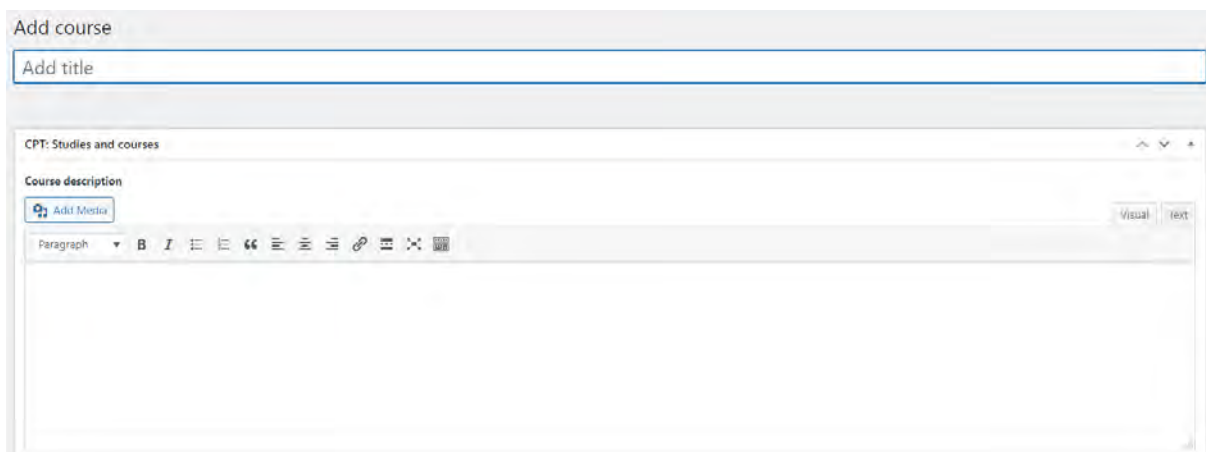
2.8.1 Adding a course

In order to add a course, enter the “Administration Panel” and select the “Studies and courses” tab from the side menu and then “Add course”.



The fill in the following fields:

- Add title - the title of the course
- Course description - the description of the course

A screenshot of the 'Add course' form. At the top is a text input field labeled 'Add title'. Below it is a rich text editor for 'Course description'. The editor has a toolbar with options like Paragraph, Bold, Italic, Bulleted list, Numbered list, Link, and Unlink. There is also an 'Add Media' button and 'Visual'/'Text' tabs.

- Course year - the year of the course
- Course phone number - phone number
- Course website - the url address

Course year	<input type="text"/>
Course phone number	<input type="text"/>
Course website	<input type="text"/>

- Course competencies - competencies to be gained during the course

Course competencies

Search... Select post type Select taxonomy

Basic Economic Theory and Concepts	
Basic Environ. Health Definitions & Concepts	
Basic Epidemiologic/Demographic Concepts	
Basic Ethical Theories and Concepts	
Basic Health Promotion Concepts	
Basic Organizational Theory, Leadership and Management Concepts	

In order to assign a competency, search for it in the list in the left column and then click on it. At the top of the left column, there is a “Search...” field that allows for a search of a competency by its name. To do this, click in the “Search...” field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.

Once clicked, the competence will be automatically moved to the right column.

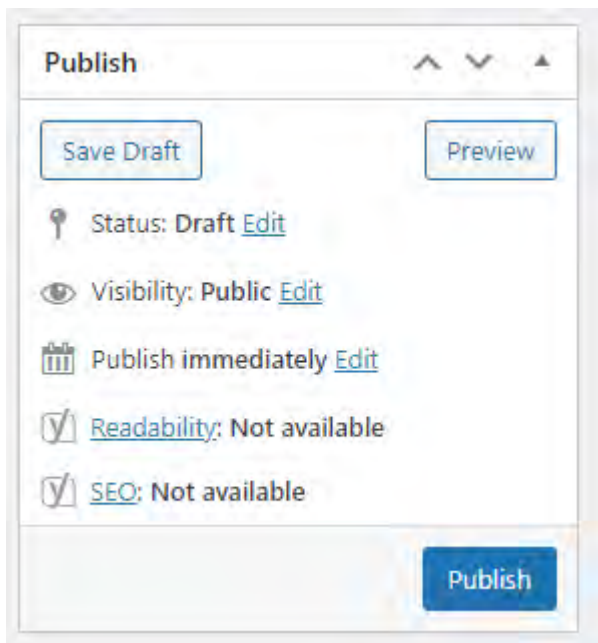
Course competencies

Search... Select post type Select taxonomy

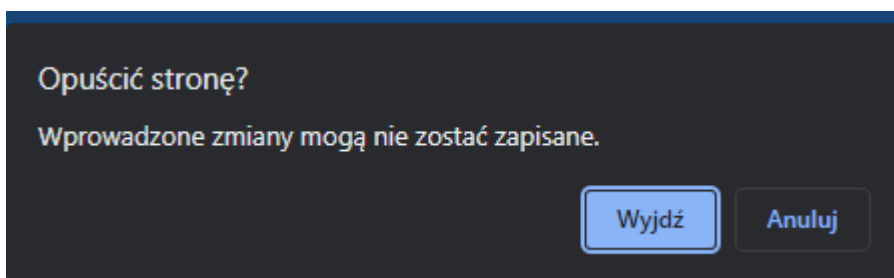
Basic Economic Theory and Concepts	Basic Environ. Health Definitions & Concepts
Basic Environ. Health Definitions & Concepts	Basic Ethical Theories and Concepts
Basic Epidemiologic/Demographic Concepts	
Basic Ethical Theories and Concepts	
Basic Health Promotion Concepts	
Basic Organizational Theory, Leadership and Management Concepts	

To remove the competency link, find it in the right column and then click on the “-” icon that appears when you hover over it.

The changes made are confirmed by clicking on the blue “Publish” button, located in the “Publish” section on the right-hand side.

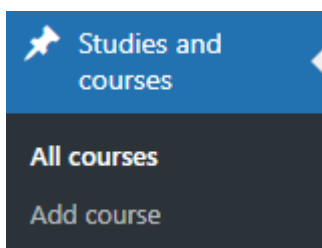


To cancel the changes made, close the browser window or click on any of the items in the side menu on the left-hand side, and then confirm by exiting the edit page without saving in the pop-up window.

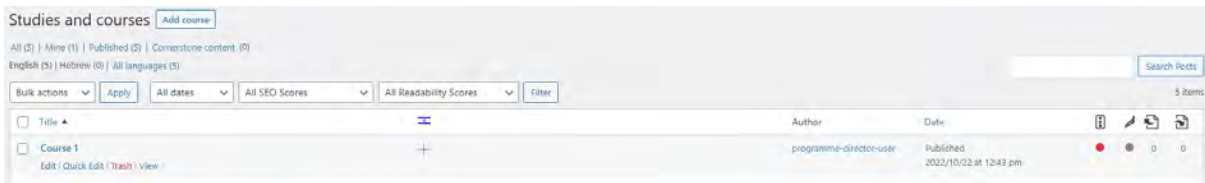


2.8.2 Editing a course

In order to edit a course, enter the “Administration Panel” and select the “Studies and courses” tab from the side menu and then “All courses”.

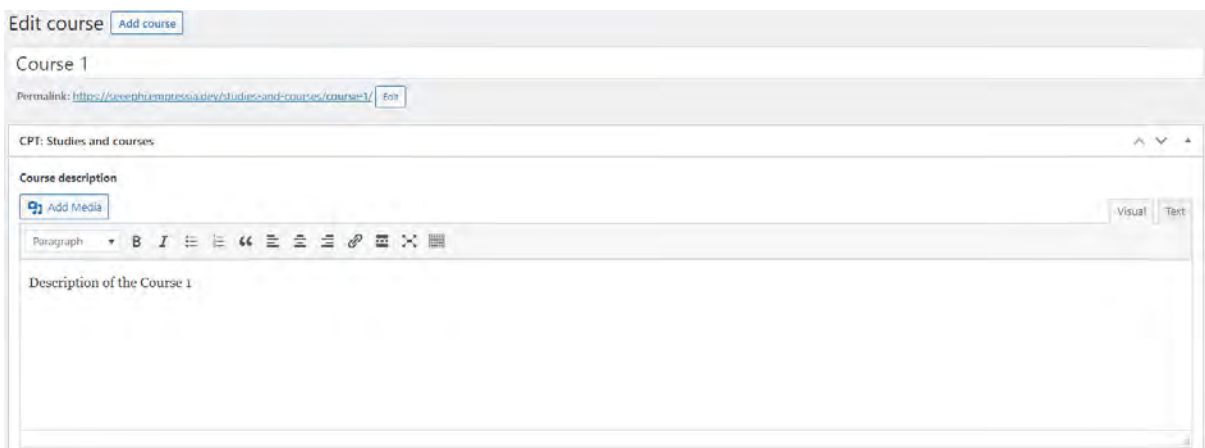


After clicking on this option, the Administrator will be redirected to a list of all course offers. Moving to the edit screen is possible by clicking on the name of the course in question or the “Edit” option, which is visible when the mouse cursor hovers over a given course offer in the list.



The Administrator can change the following elements on the edit screen:

- Title - the title of the course
- Course description - the description of the course



- Course year - the year of the course
- Course phone number - phone number
- Course website - the url address

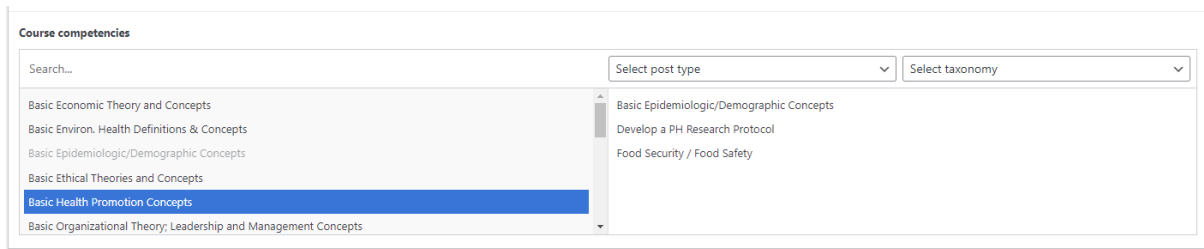
Course year	2021
Course phone number	+48 000 000 000
Course website	https://seeephi.eu

- Course competencies - competencies to be gained during the course

Course competencies	
Search...	Select post type ▼ Select taxonomy ▼
<ul style="list-style-type: none"> Basic Economic Theory and Concepts Basic Environ. Health Definitions & Concepts Basic Epidemiologic/Demographic Concepts Basic Ethical Theories and Concepts Basic Health Promotion Concepts Basic Organizational Theory, Leadership and Management Concepts 	<ul style="list-style-type: none"> Basic Epidemiologic/Demographic Concepts Develop a PH Research Protocol Food Security / Food Safety

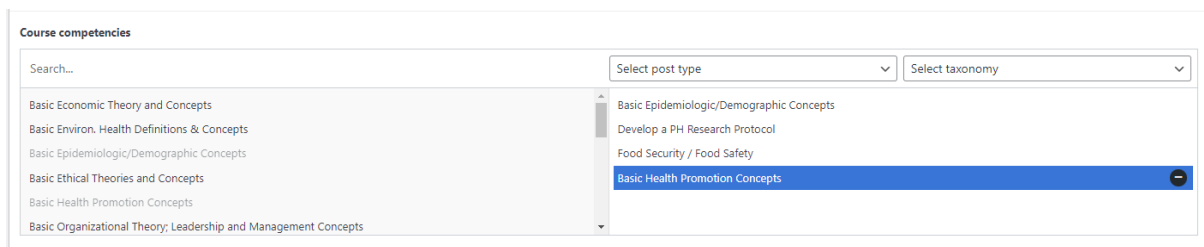
In order to assign a competency, search for it in the list in the left column and then click on it. At the top of the left column, there is a "Search..." field that allows for a search of a

competency by its name. To do this, click in the “Search...” field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.

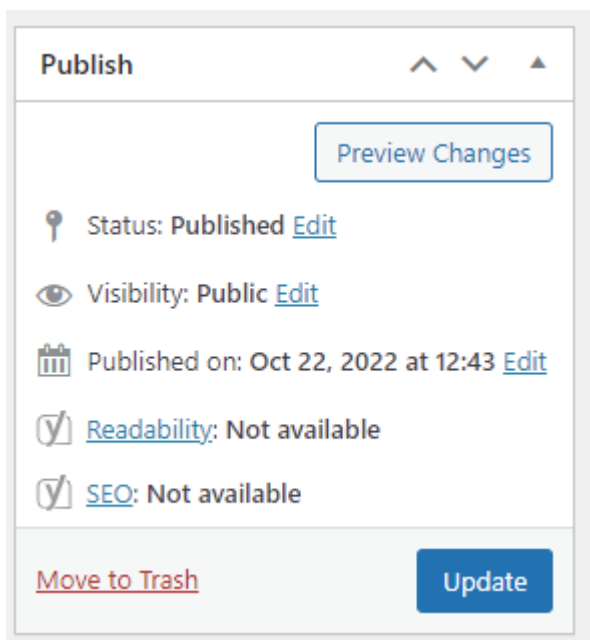


Once clicked, the competence will be automatically moved to the right column.

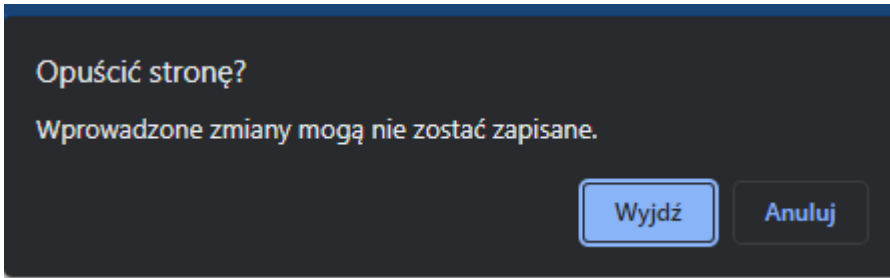
To remove the competency link, find it in the right column and then click on the “-” icon that appears when you hover over it.



The changes made are confirmed by clicking on the blue “Update” button, located in the “Publish” section on the right-hand side.



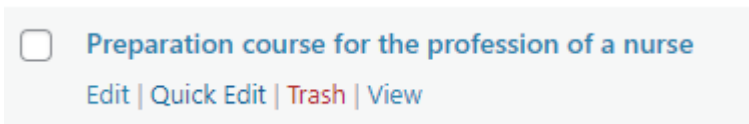
To cancel the changes made, close the browser window or click on any of the items in the side menu on the left-hand side, and then confirm by exiting the edit page without saving in the pop-up window.



2.8.3 Assigning existing course author to different Programme director

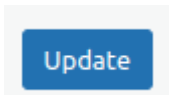
To assign an existing course to another Programme Director, hover the cursor over the “Course” in question. As a result, additional buttons will appear under the course name.

If you click on “Quick Edit” in place of the name of a specific course, a panel for editing the basic course data will appear.



Next, click in the “Author” field and select the Programme director to whom the course is to be assigned from the list of available authors.

To save the changes, press the “Update” button.



2.8.4 Deleting a course

In order to delete a particular “Course”, hover the cursor over the line with the name of that course. As a result, additional buttons will appear under the course name.

Preparation course for the profession of a nurse
[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#)

If you click on “Trash”, the course in question will be moved to the bin.

In order to delete a given course on a permanent basis, click on the “Trash” tab.

[All \(4\)](#) | [Published \(4\)](#) | [Trash \(1\)](#) | [Cornerstone content \(0\)](#)
[English \(4\)](#) | [Hebrew \(0\)](#) | [All languages \(4\)](#)

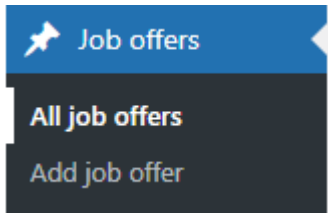
Then press the “Delete Permanently” button, which will appear when you hover the cursor over the item in the trash that you want to delete.

Preparation course for the profession of a nurse
[Restore](#) | [Delete Permanently](#)

2.9 Adding job offers

2.9.1 Editing job offer

In order to edit existing job offers, select “Job offers” from the side menu.



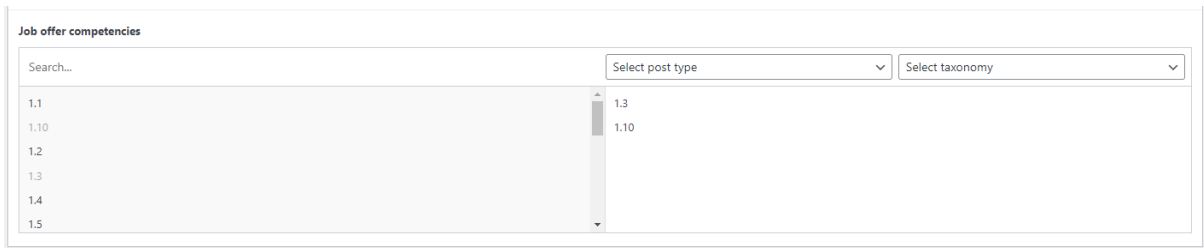
After clicking on this option, the Administrator will be redirected to a list of all job offers. Moving to the edit screen is possible by clicking on the name of the job offer in question or the “Edit” option, which is visible when the mouse cursor hovers over a given offer in the list.

Job offers [Add job offer](#)

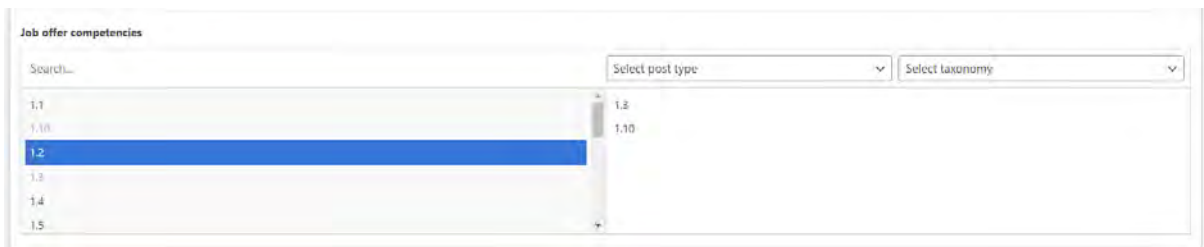
[All \(4\)](#) | [Mine \(1\)](#) | [Published \(4\)](#) | [Cornerstone content \(0\)](#)
[English \(3\)](#) | [Hebrew \(1\)](#) | [All languages \(4\)](#)

Bulk actions [Apply](#) [All dates](#) [All SEO Scores](#) [All Readability Scores](#) [Filter](#) [Search Posts](#) 3 items

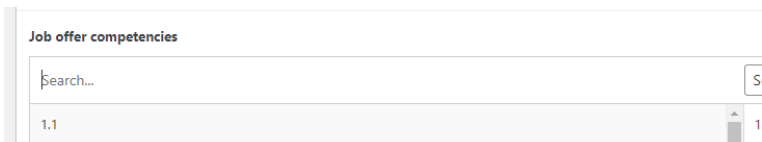
<input type="checkbox"/>	Title	Author	Date				
<input type="checkbox"/>	Testowa	institution-user	Published 2022/10/25 at 1:17 pm				
<input type="checkbox"/>	Job offer 1	institution-user	Published 2022/10/12 at 1:26 pm				



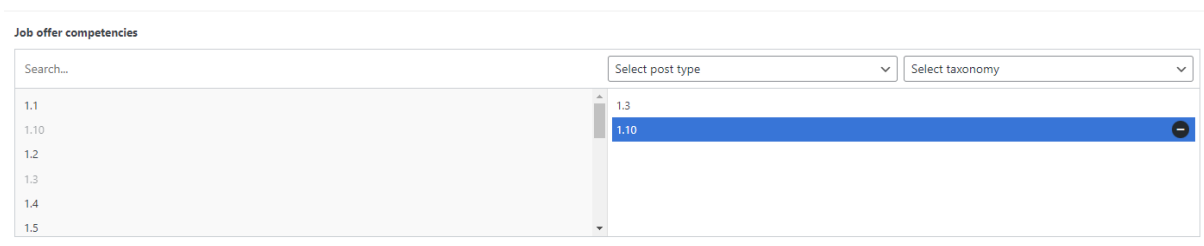
In order to assign an CFPHW competency to an edited job offer, search for it in the list in the left column and then click on it.



At the top of the left column, there is a “Search...” field that allows for a search of the CFPHW competency by its name. To do this, click in the “Search...” field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.

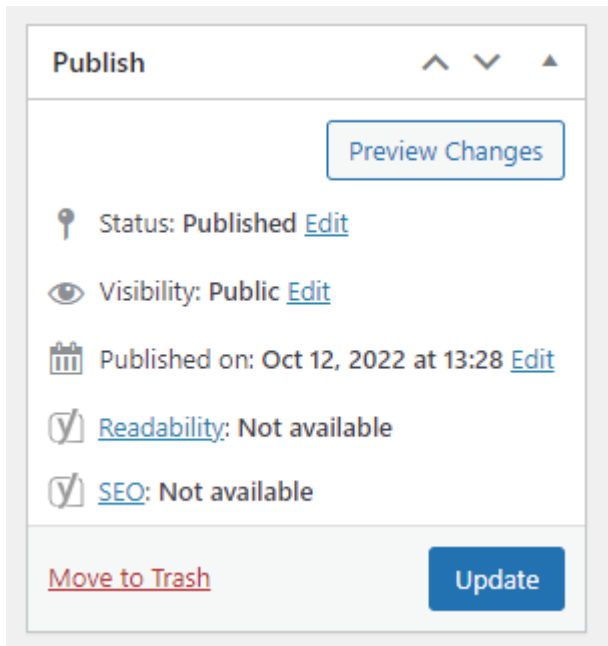


Once clicked, the CFPHW competency will be automatically moved to the right column.

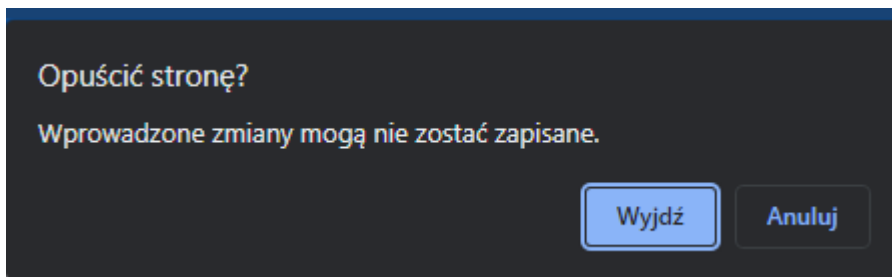


To remove the link between the CFPHW competency and the edited job offer, find it in the right column and then click on the “-” icon that appears when you hover over it.

The changes made are confirmed by clicking on the blue “Update” button, located in the “Publish” section on the right-hand side.

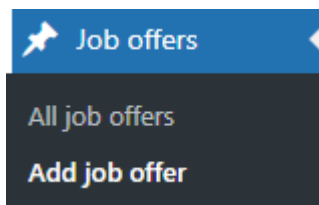


To cancel the changes made, close the browser window or click on any of the items in the side menu on the left-hand side, and then confirm by exiting the edit page without saving in the pop-up window.



2.9.2 Adding job offer

In order to add a new job offer, the Administrator must click on “Job offers” in the left-hand side menu and then click on “Add job offer”.



On the screen for adding a new job offer, the administrator has the following options:

- the name of the given job offer,
- the description of the job offer,
- the location of the job,

- contact data,
- associated CFPHW competencies.

The name of the job offer needs to be entered by the Administrator in the field at the top of the offer addition screen, and a description of the job offer below in the “Job offer description” section.

The screenshot shows a web form titled "Add job offer". At the top, there is a text input field labeled "Add title". Below this is a section titled "CPT: Job offers" which contains a "Job offer description" field. This field includes an "Add Media" button, a rich text editor toolbar with options like Paragraph, Bold, Italic, and Bulleted List, and a toggle between "Visual" and "Text" modes.

Information on location and contact details in the fields below respectively.

The screenshot displays three separate text input fields. The first is labeled "Job offer location", the second "Job offer phone number", and the third "Job offer email". Each field is currently empty.

In order to assign the CFPHW competencies to a new job offer, go to the **Job offer competencies** section, which is divided into two columns. The left column lists all CFPHW competencies.

The screenshot shows the "Job offer competencies" section. It has a search bar at the top left with the placeholder "Search...". To the right of the search bar are two dropdown menus: "Select post type" and "Select taxonomy". Below these is a list of competency codes: 1.1, 1.10, 1.2, 1.3, 1.4, and 1.5. The list is currently empty, suggesting a search has been performed.

In order to assign an CFPHW competency to an added job offer, search for it in the list in the left column and then click on it. At the top of the left column, there is a “Search...” field that allows for a search of the CFPHW competency by its name. To do this, click in the “Search...” field and enter the name of the competence. The results will be narrowed down dynamically to the phrase you have entered.

Job offer competencies

Search...

Select post type

Select taxonomy

1.1

1.10

1.2

1.3

1.4

1.5

Once all the information has been entered, the Administrator can approve the addition of a new job offer by clicking on the blue “Publish” button, located in the “Publish” section on the right side.

Publish

Save Draft

Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Readability: Not available

SEO: Not available

Publish

In order to cancel the addition of a new job offer, close the browser window or click on any item from the side menu on the left side, and then approve exiting the edit page without saving in the pop-up window.

Opuścić stronę?

Wprowadzone zmiany mogą nie zostać zapisane.

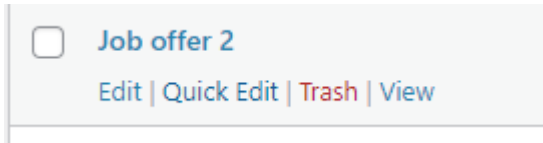
Wyjdź

Anuluj

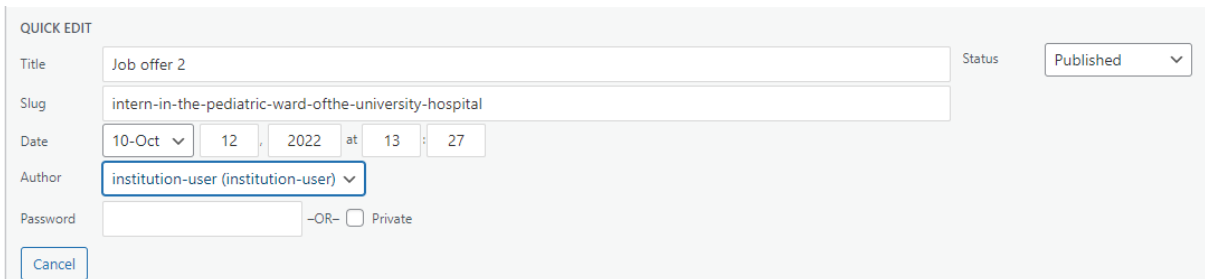
2.9.3 Assigning existing job offer author to different Institution/Employer

To assign an already existing job offer to another Institution, hover the cursor over the “Job offer” in question. As a result, additional buttons will appear under the job offer name.

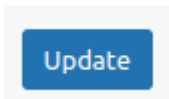
If you click on “Quick Edit” in place of the name of a specific job offer, a panel for editing the basic offer data will appear.



Next, click on the “Author” field and select the Institution to which the job offer is to be assigned from the list of available authors.

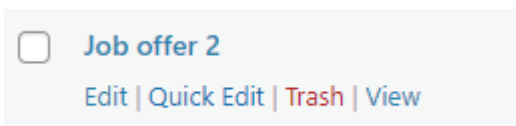
A screenshot of a 'QUICK EDIT' form. The title is 'Job offer 2'. The slug is 'intern-in-the-pediatric-ward-ofthe-university-hospital'. The date is set to '10-Oct 12, 2022 at 13:27'. The author is 'institution-user (institution-user)'. There is a 'Password' field and a checkbox for 'Private'. A 'Status' dropdown menu is set to 'Published'. A 'Cancel' button is at the bottom left.

To save the changes, press the “Update” button.



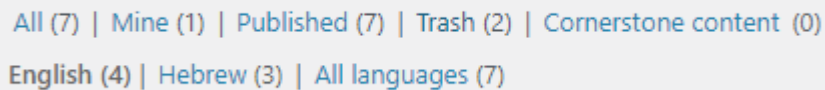
2.9.4 Deleting a job offer

In order to delete a particular “Job offer”, hover the cursor over the line with the name of that job offer. As a result, additional buttons will appear under the job offer name.

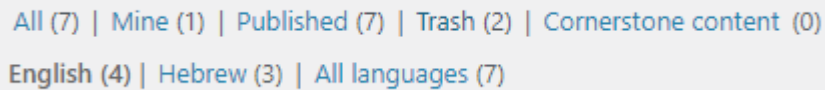


If you click on “Trash”, the job offer in question will be moved to the bin.

In order to delete a given job offer on a permanent basis, click on the “Trash” tab.

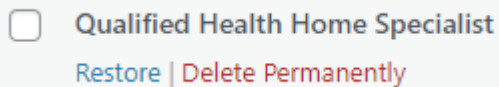


All (7) | Mine (1) | Published (7) | Trash (2) | Cornerstone content (0)
English (4) | Hebrew (3) | All languages (7)



All (7) | Mine (1) | Published (7) | Trash (2) | Cornerstone content (0)
English (4) | Hebrew (3) | All languages (7)

Then press the “Delete Permanently” button, which will appear when you hover the cursor over the item in the trash that you want to delete.

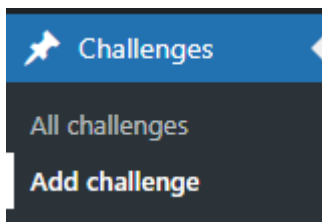


Qualified Health Home Specialist
Restore | Delete Permanently

2.10 Adding/editing population health challenges

2.10.1 Adding challenge

In order to add a challenge, enter the “Administration Panel” and select the “Challenges” tab from the side menu and then “Add challenge”.



The fill in the following fields:

- Title - the title of a challenge
- Hero image - a standout photo If there is no photo, the placeholder will be used
- Hero sidebar icon - an icon in a green frame
- Hero sidebar text - a text in a green frame

Add challenge

Add title

CPT: Challenges

Challenge

Title *

Hero Image

No image selected [Add Image](#)

Hero Sidebar


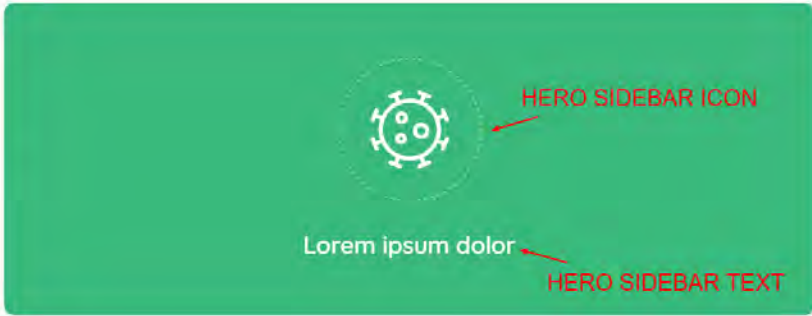
Icon

No file selected [Add File](#)

Text *

Campaign Promoting vaccination against influenza ← TITLE

HERO IMAGE

HERO SIDEBAR ICON

Lorem ipsum dolor

HERO SIDEBAR TEXT

- Intro (post preview) - a short description of a challenge, which appears on the list of all challenges

Intro (post preview) *

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Gravida sed libero, nullam commodo dignissim. Semper fusce vulputate adipiscing non nec. In quisque egestas bibendum donec maecenas. Viverra massa pellentesque dignissim mi. At pretium molestie nulla scelerisque magna. Mauris massa, semper odio eu non vel. Placerat placerat sit a malesuada. Eu lacus pulvinar pellentesque semper sollicitudin elit dignissim.



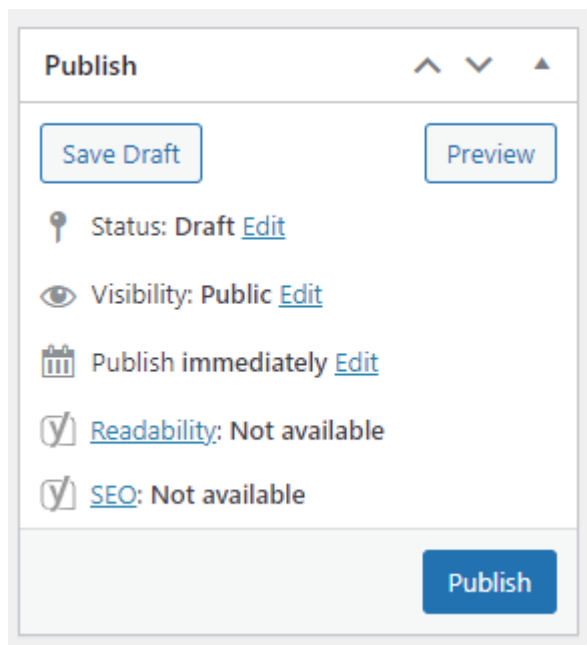
Campaign Promoting vaccination against influenza

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Gravida sed libero, nullam commodo dignissim. Semper fusce vulputate adipiscing non nec. In quisque egestas bibendum donec maecenas. Viverra massa pellentesque dignissim mi. At pretium molestie nulla scelerisque magna. Mauris massa, semper odio eu non vel. Placerat placerat sit a malesuada. Eu lacus pulvinar...

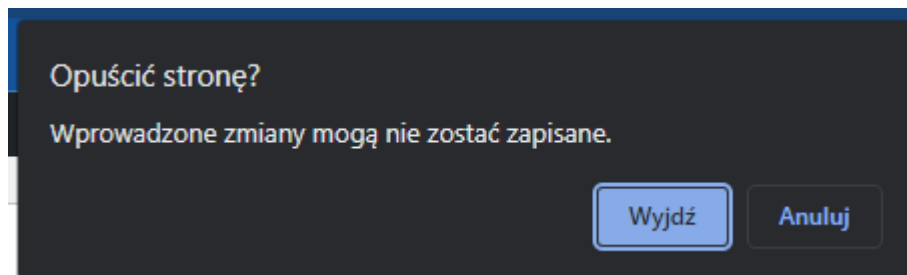
INTRO (POST PREVIEW)

[Check details](#)

Once all the information has been entered, the addition of a new challenge must be approved by clicking on the blue “Publish” button, located in the “Publish” section on the right side.

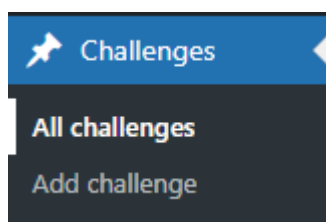


In order to cancel the addition of a new job position, close the browser window or click on any item from the side menu on the left side, and then approve exiting the edit page without saving in the pop-up window.



2.10.2 Editing challenge

In order to edit a selected challenge, enter the “Administration Panel” and select the “Challenges” tab from the side menu and then “Add challenges”.



Title	Author	Date
Campaign Promoting vaccination against influenza		Published 2022/09/27 at 8:30 am
Campaign Promoting vaccination against influenza		Published 2022/09/28 at 11:26 am
Campaign Promoting vaccination against influenza		Published 2022/10/11 at 9:14 am
Campaign Promoting vaccination against influenza		Published 2022/10/11 at 9:14 am
Campaign Promoting vaccination against influenza	empresia	Published 2022/10/11 at 9:15 am

Then it is possible to proceed with editing a single challenge. To do this, simply highlight the challenge with the cursor and select “Edit” from the available options (it allows the challenge to be edited): “Edit” (allows the challenge to be edited).

Then the following elements can be edited:

- Title - the title of a challenge
- Hero image - a standout photo. If there is no photo, the placeholder will be used
- Hero sidebar icon - an icon appearing in a green frame
- Hero sidebar text - a text in a green frame
- Intro (post preview) - a short description of a challenge, which appears on the list of all challenges
- Text sections:
 - - Title - header of the descriptive section of the challenge
 - - Description - space for a description of the challenge
- Attachments
- Required competencies - competencies to be selected according to EPHOs

Once all the information has been entered, changes to a challenge must be approved by clicking on the blue “Update” button, located in the “Publish” section on the right side.

To cancel the changes, close the browser window or click on any of the items in the side menu on the left-hand side, and then confirm by exiting the edit page without saving in the pop-up window.

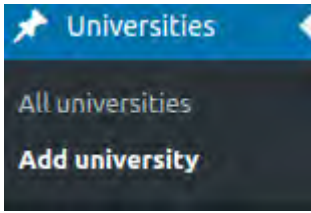
2.11 Adding an institution/employer

In order to add a new “Institution/Employer” user, please follow the instructions under [1.1.4 Institution/Employer](#).

2.12 Adding/editing schools and universities

2.12.1 Adding school/universities

In order to add a university, enter the “Administration Panel” and select the “Universities” tab from the side menu and then “Add university”.



On the screen for adding a new item, the Administrator can enter the following information:

- the name of the university (“Add title”)
- the association of the university with the registered “Programme director” user (“Associated programme directors”).

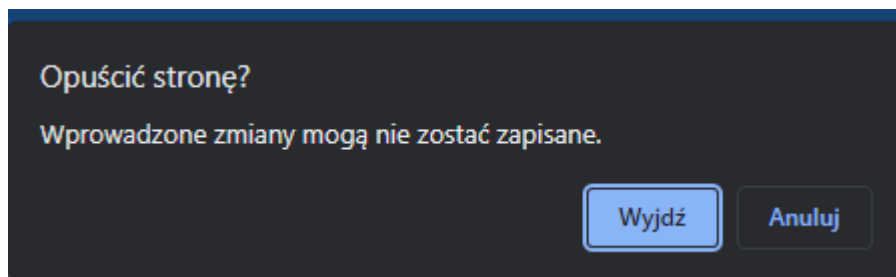
A screenshot of a web form titled 'Add university'. The first field is 'Add title' with a red border. Below it is a section titled 'CPT: University' containing a dropdown menu 'Associated programme directors' with a red border. The dropdown shows 'Select' and 'new-institution'. Below the dropdown is a table with columns 'Programme director / University', 'pd-user', and 'programme-director-user (PD Name PD Surname)'. The first row has a red box in the first column and a blue box in the second column. The second row has 'pd-user' in the first column and 'programme-director-user (PD Name PD Surname)' in the second column. The third row has 'root' in the first column.

By associating with the “Programme director” user, the page that the “Programme director” specified at the account registration stage will be assigned to the added University.

Once all the information has been entered, the Administrator can approve the addition of a new university by clicking on the blue “Publish” button, located in the “Publish” section on the right side.

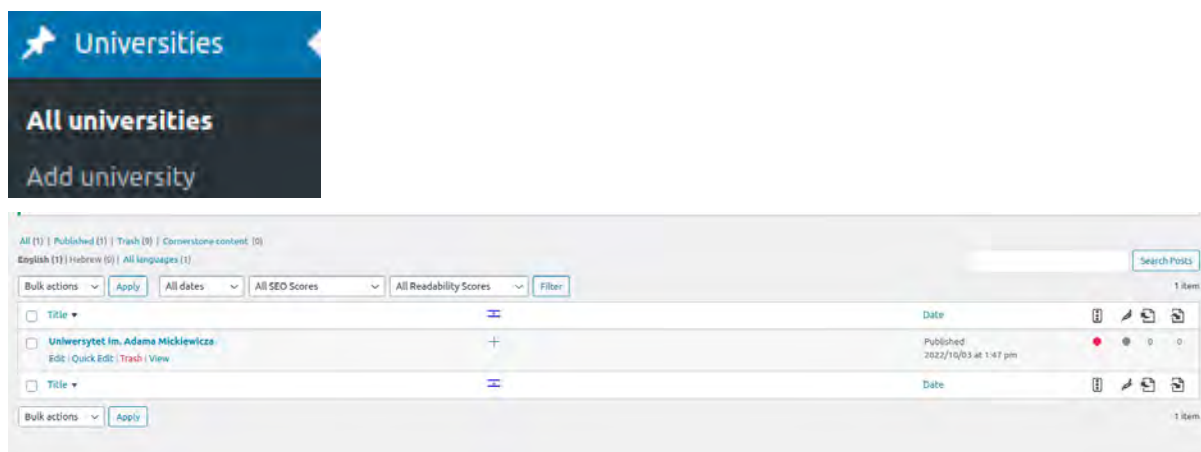
A screenshot of a 'Publish' section. It has a title 'Publish' and three navigation arrows. Below the title are two buttons: 'Save Draft' and 'Preview'. Below these are five rows of settings, each with an icon and a text label followed by an 'Edit' link: 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish immediately Edit', 'Readability: Not available', and 'SEO: Not available'. At the bottom right is a large blue 'Publish' button.

In order to cancel the addition of a new job offer, close the browser window or click on any item from the side menu on the left side, and then approve exiting the edit page without saving in the pop-up window.



2.12.2 Editing school/universities

In order to edit a selected university, enter the “Administration Panel” and select the “Universities” tab from the side menu and then “Add universities”.



Then it is possible to proceed with editing a single university. To do this, simply highlight the challenge with the cursor and select “Edit” from the available options (it allows the challenge to be edited): “Edit” (allows the university to be edited).

Then the following elements can be edited:

- Title - the name of the university
- Associated programme directors - the possibility to remove or assign new Programme directors.

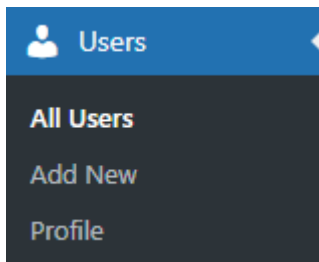
Once all the information has been entered, changes to a challenge must be approved by clicking on the blue “Update” button, located in the “Publish” section on the right side.

To cancel the changes, close the browser window or click on any of the items in the side menu on the left-hand side, and then confirm by exiting the edit page without saving in the pop-up window.

2.13 Analyzing data from the platform

2.13.1 User statistics

In order to view the details regarding the users registered on the SEEPPHI Platform, go to the “Users” tab in the Administration Panel and then “All users”.



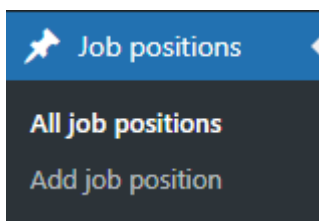
On the sub-page visible, the Administrator can view:

- the total number of all users,
- the number of users of a given role.

In addition to this, he or she can use the filters at the top of the table to filter the users of a particular role.

2.13.2 Job positions

In order to view the details regarding job positions on the SEEPPHI Platform, go to the “Job positions” tab in the Administration Panel and then “All job positions”.



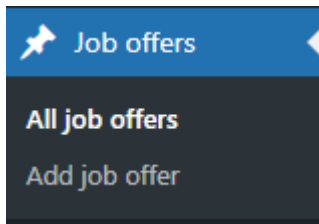
On the sub-page visible, the Administrator can view:

- the total number of all job positions,
- the number of job positions per Institution,
- the dates of addition of job positions.

In addition to this, he or she can use the filters at the top of the table to filter the job positions added in the English and Hebrew language version.

2.13.3 Job offers

In order to view the details regarding job offers on the SEEPPHI Platform, go to the “Job offers” tab in the Administration Panel and then “All job offers”.



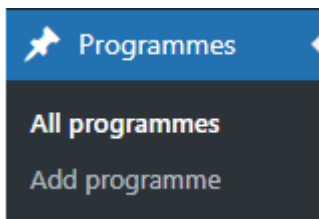
On the sub-page visible, the Administrator can view:

- the total number of all job offers,
- the number of job offers per Institution,
- dates of addition of job offers.

In addition to this, he or she can use the filters at the top of the table to filter the job offers added in the English and Hebrew language version.

2.13.4 Programmes

In order to view the data regarding programmes of study on the SEEEPHI Platform, go to the “Programmes” tab in the Administration Panel and then “All programmes”.



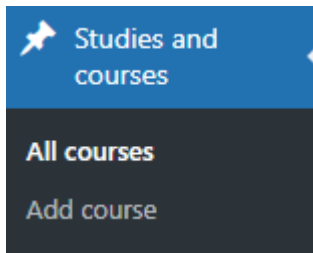
On the sub-page visible, the Administrator can view:

- the total number of programmes of study,
- the number of programmes of study per Programme director,
- dates of addition of programmes of study.

In addition to this, he or she can use the filters at the top of the table to filter the programmes added in the English and Hebrew language version.

1.13.5 Courses

In order to view the data regarding courses on the SEEEPHI Platform, go to the “Studies and courses” tab in the Administration Panel and then “All courses”.



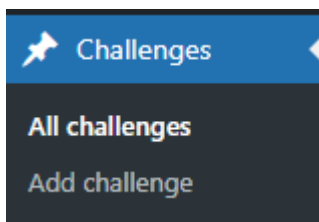
On the sub-page visible, the Administrator can view:

- the total number of all courses,
- the number of courses per Programme director,
- dates of addition of courses.

In addition to this, he or she can use the filters at the top of the table to filter the courses added in the English and Hebrew language version.

2.13.6 Challenges

In order to view the data regarding challenges on the SEEPhi Platform, go to the “Challenges” tab in the Administration Panel and then “All challenges”.



On the sub-page visible, the Administrator can view:

- the total number of all challenges,
- dates of addition of challenges.

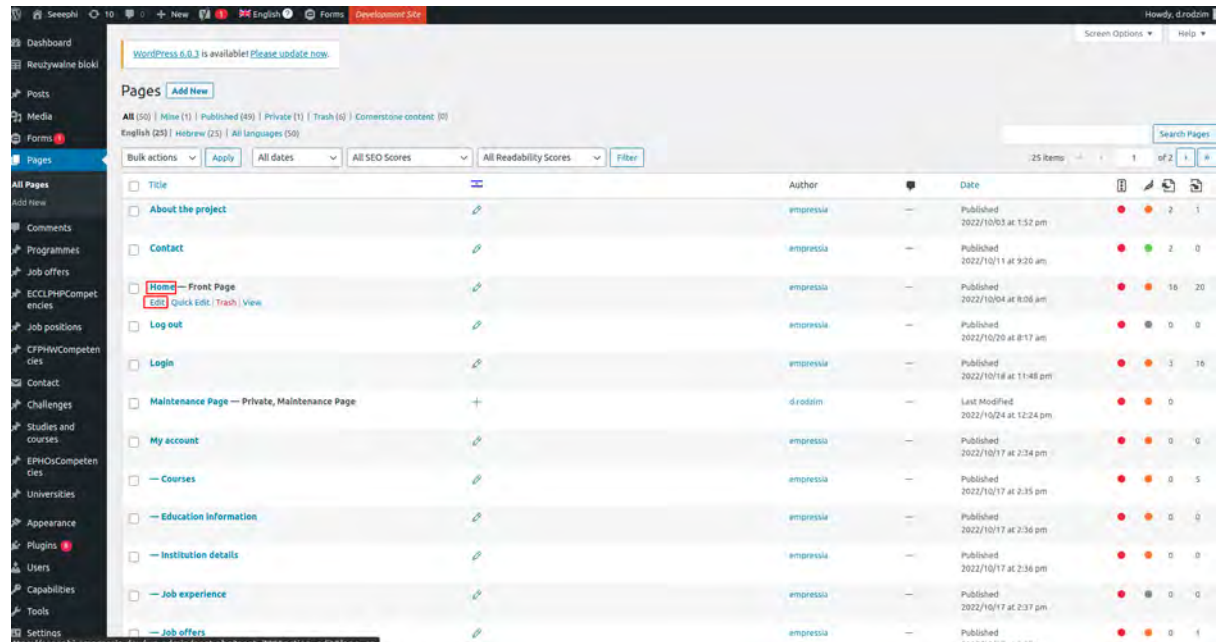
In addition to this, he or she can use the filters at the top of the table to filter the challenges added in the English and Hebrew language version.

2.14 Editing pages based on Gutenberg blocks

Some of the pages are built using so-called Gutenberg blocks. Subpages built in this way include:

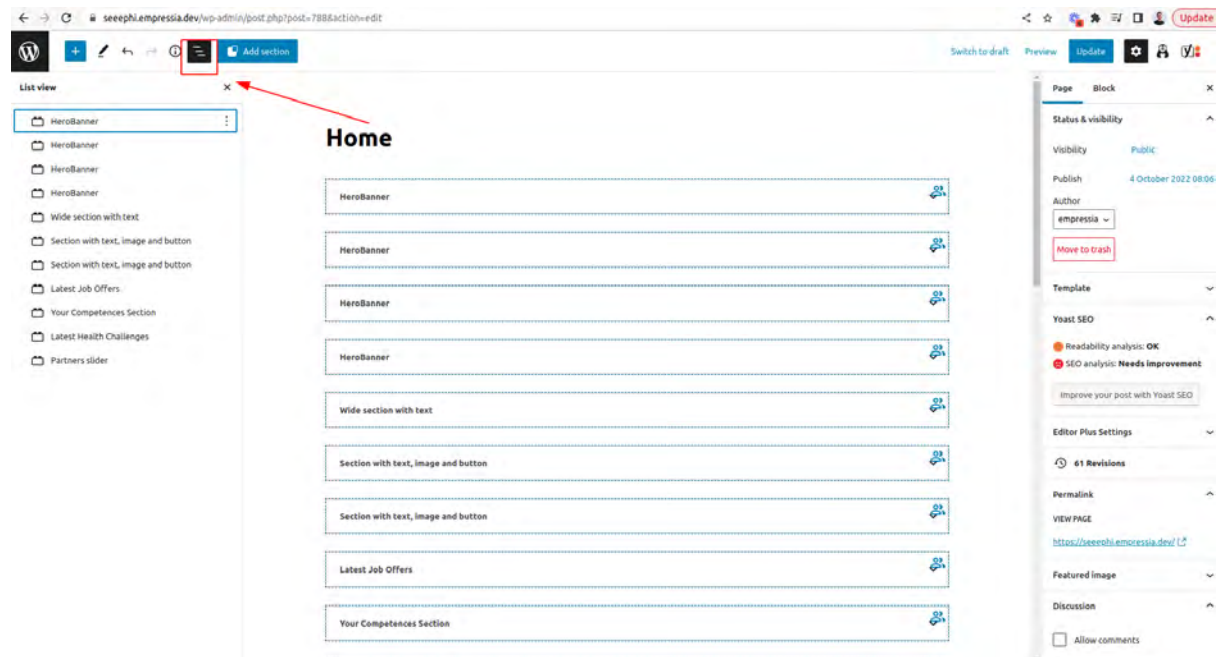
- Home
- About us
- Contact
- Maintenance Page
- Privacy Policy
- Register (including subpages)
- Login

To edit these pages, select Pages from the side menu, then select a page from the list and click on its name, or the “Edit” option.

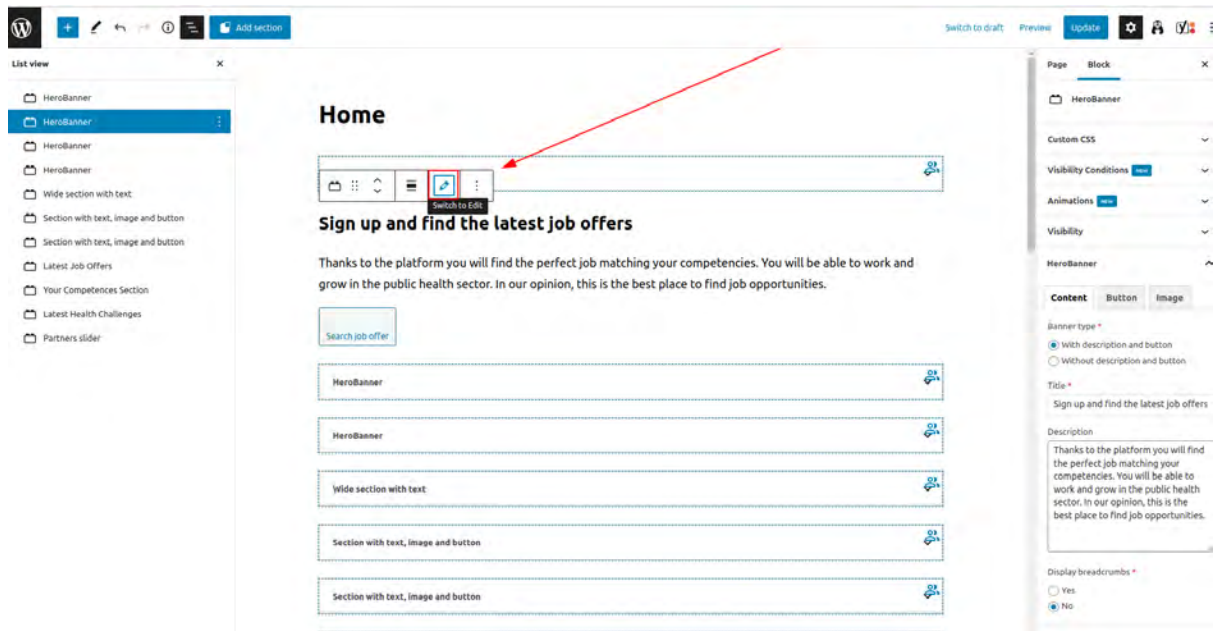


Blocks will appear on the edit screen, which are the individual sections or elements of a given page.

In the top left-hand corner of the edit screen, there is a list icon that enables the display of all the blocks that make up a given page in the form of an easy-to-read list.

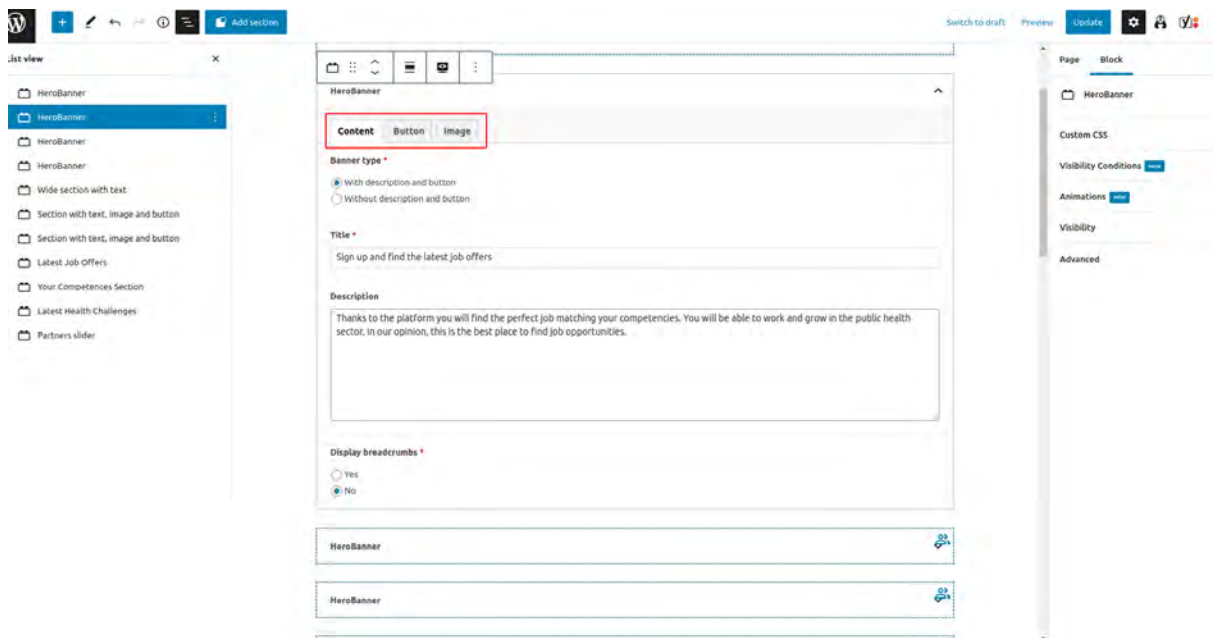


Once a block is clicked on, additional icons will appear above it. The “Switch to preview/edit” icon changes the editing mode of the content of the respective block.



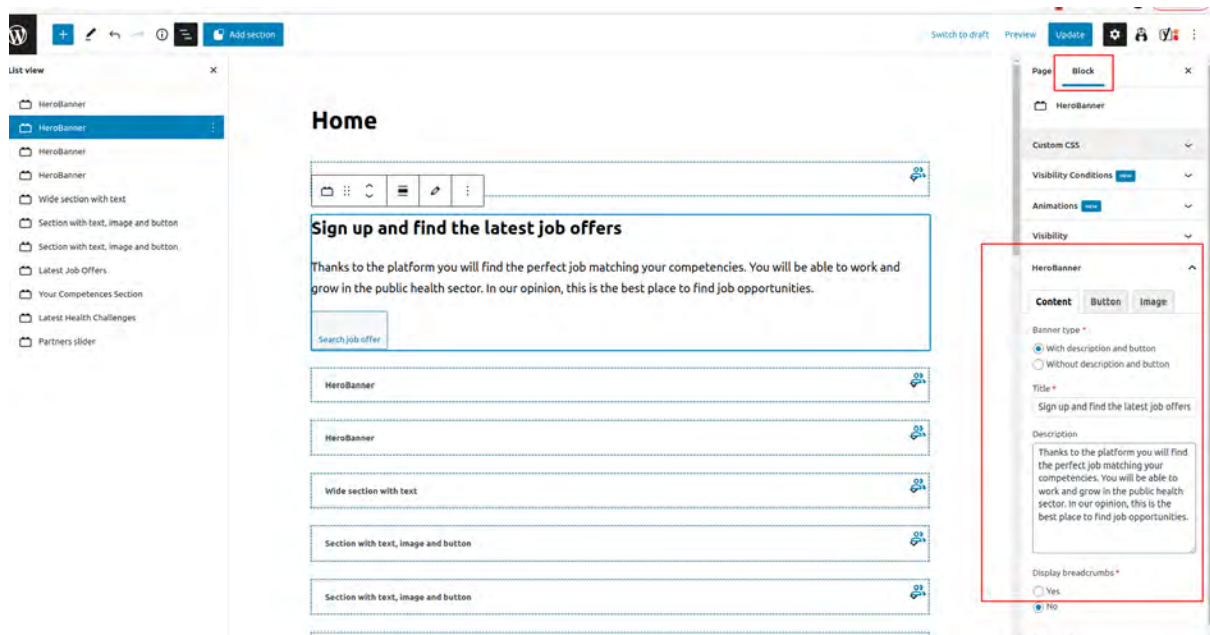
Edit mode

In the edit mode, clicking on a block expands it. The expanded fields are the editable content of the block. There may be tabs at the top which are responsible for a particular element of the block. Clicking on a tab takes the Administrator to edit the respective area.

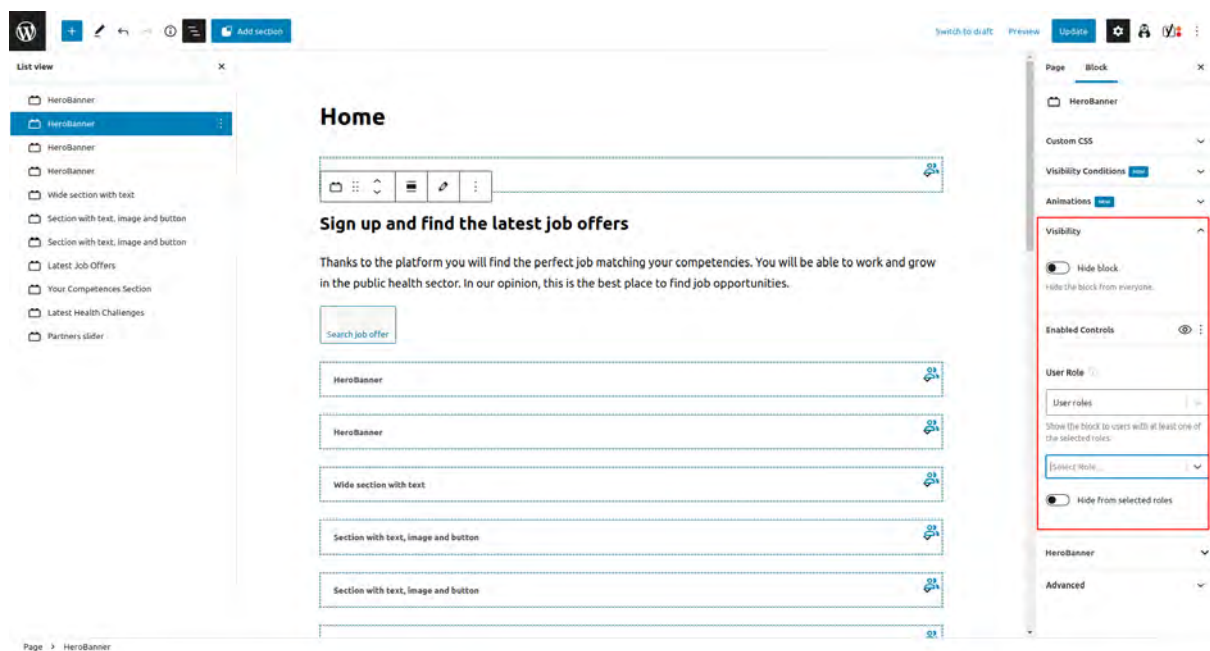


Preview mode

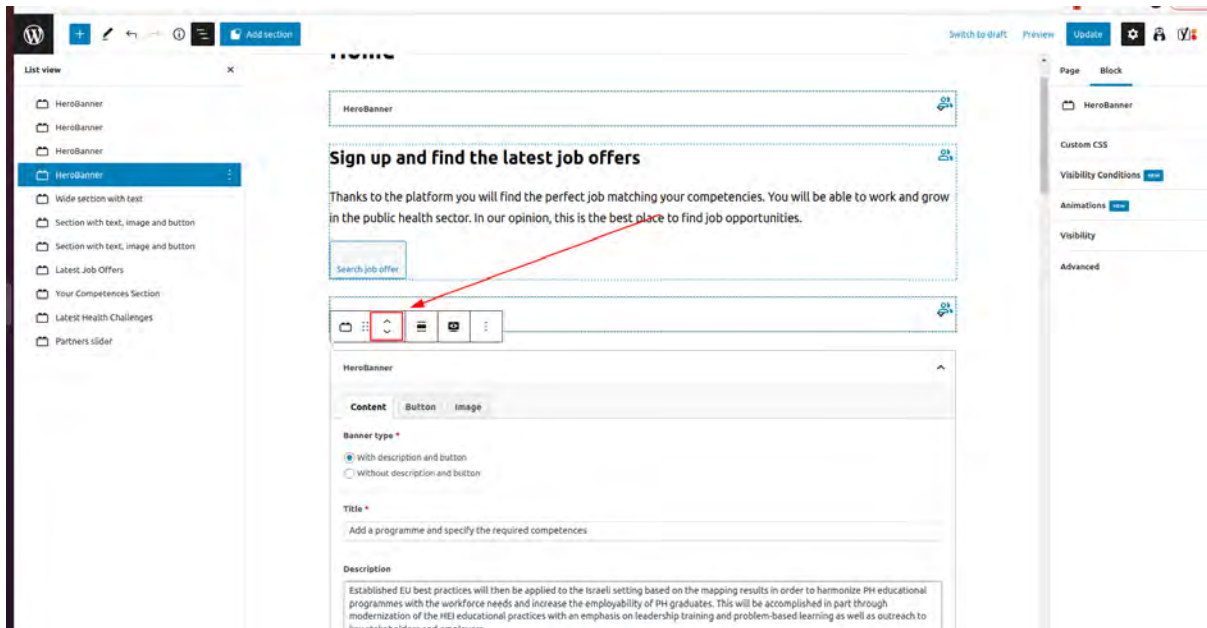
In the preview mode, the Administrator can see partial content of a given block. To edit content in this mode, click on the block in question and then select the “Block” tab at the top in the panel on the right to gain access to the same editing options as in the edit mode.



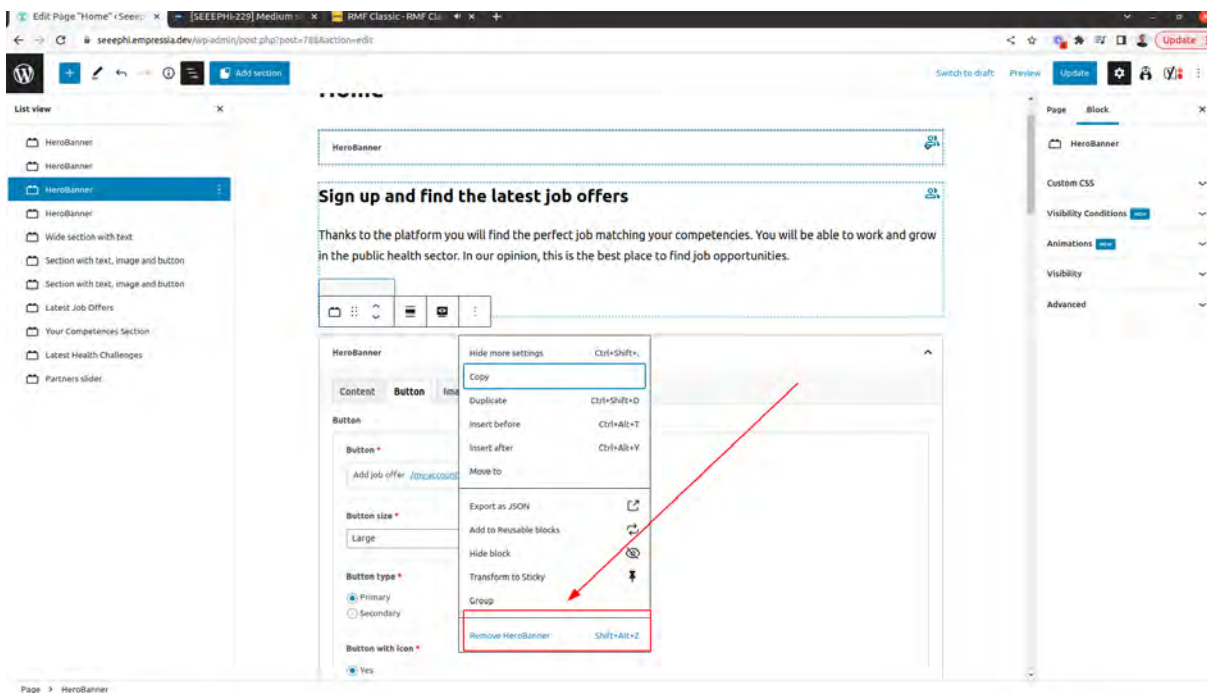
Some blocks are only displayed for users with a specific role. To manage the conditional display of blocks, select the “Block” tab in the panel on the right and then click on the “Visibility” drop-down tab. Once the tab is expanded, the “User Role” panel will be displayed with a drop-down menu. By selecting one or more user roles from the list, the display of a particular block will be limited to the roles of the selected users.



When clicking on a block, two up/down arrow icons will appear. These are used to change the position of a given block in relation to others.

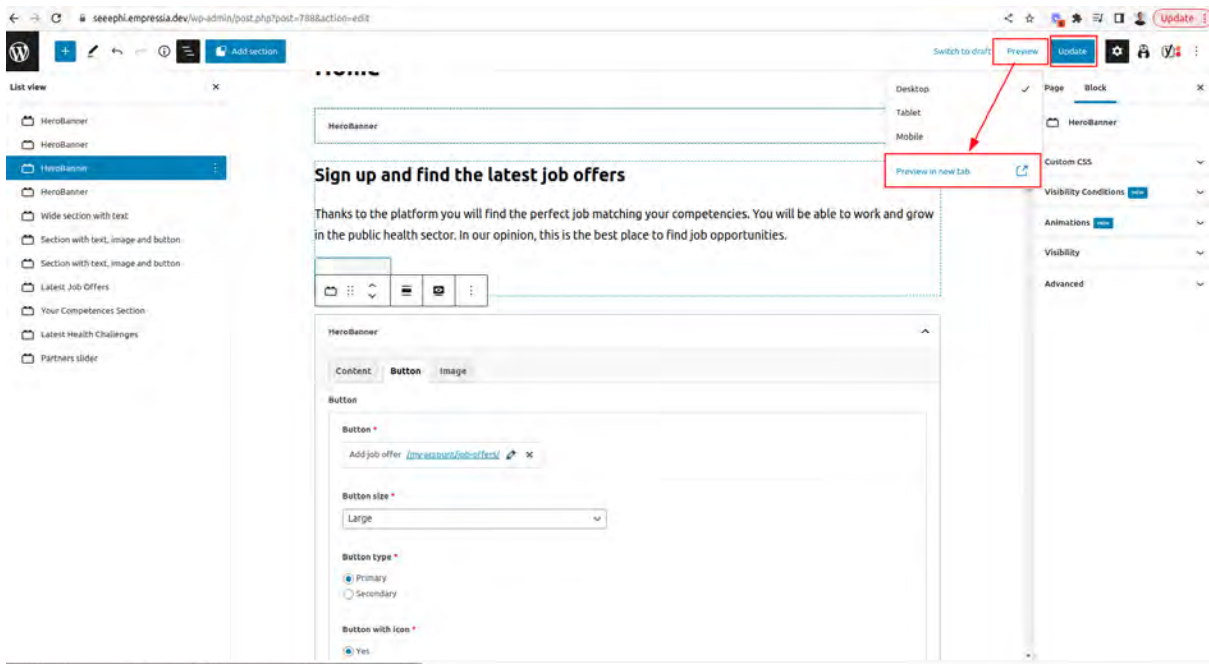


To remove a given block, click on the last icon with three vertical dashes, then click on the last item in the expanded list: “Remove [block_name]”. “Remove [block_name]”



Once the changes have been made, the Administrator can preview the changes in a new browser window before publishing them. In order to do this, click on the “Preview” option in the top right corner. After clicking on this option, the Administrator can select the device on which he or she wishes to see the preview and then click “Preview in the new tab”.

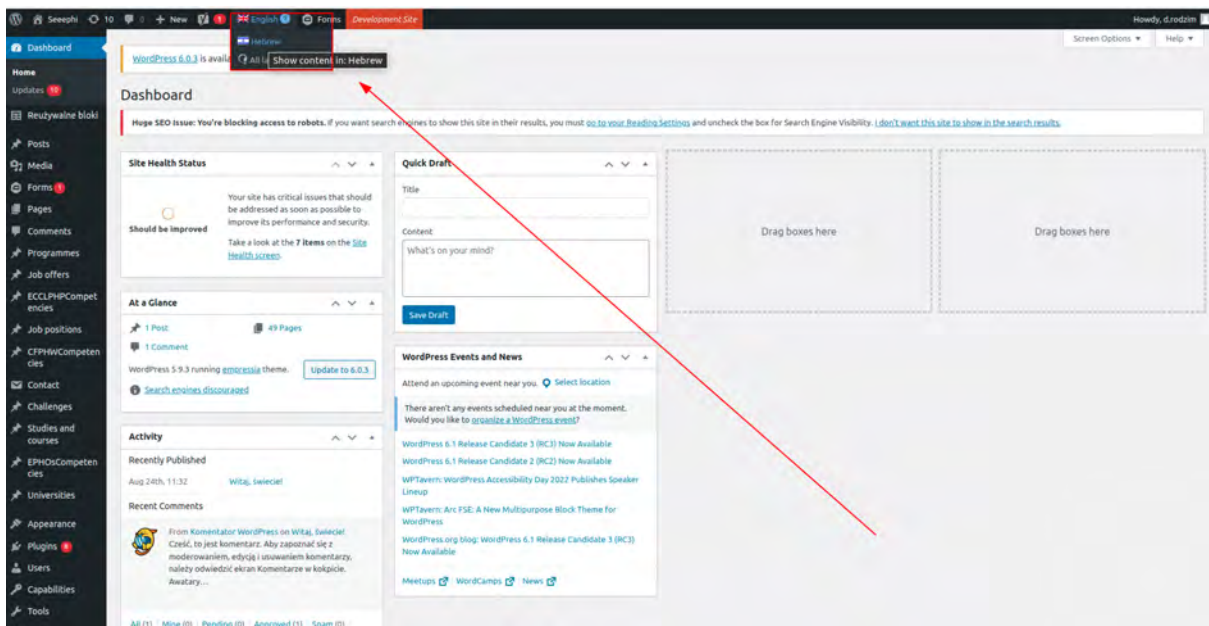
In order to publish the changes made, click on the blue “Update” button.



2.15 Management of languages and translations

The project was created in two language versions. In order to implement bilingualism, the WPML plug-in was used.

On the top bar in the Wordpress admin panel, there is a switch with which the Administrator can change the edited language.



Editing pages

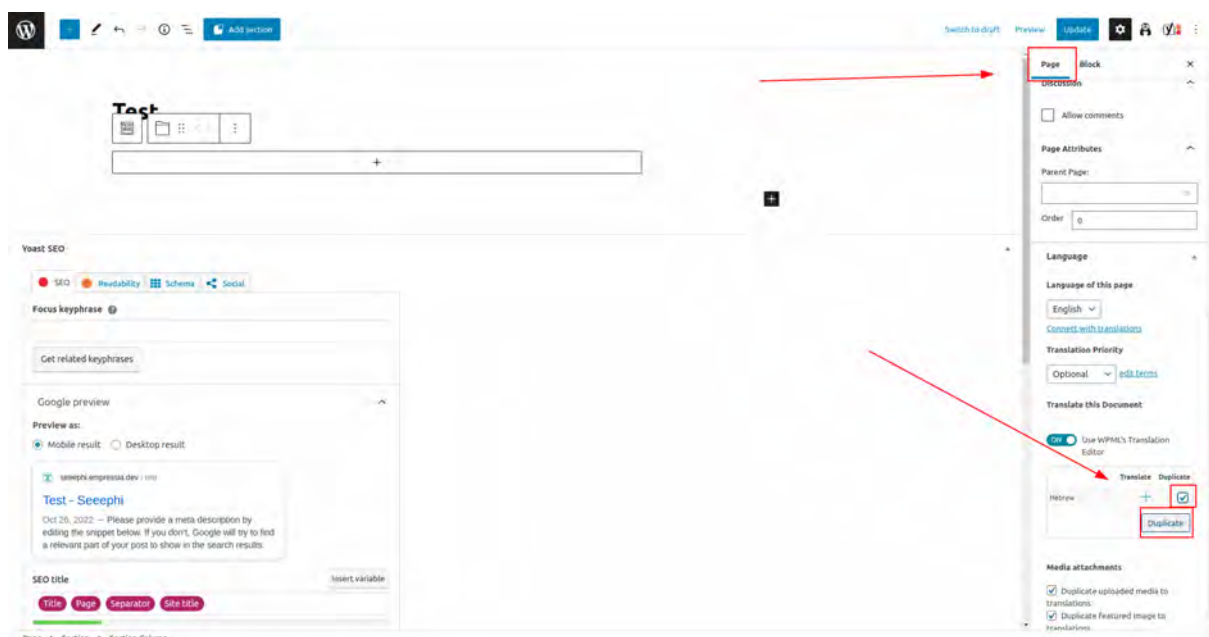
In order to introduce changes to pages in a particular language version, select the relevant language and then select Pages from the side menu. Clicking on the name of the sub-page or the “Edit” option takes the Administrator to the edit screen. Changes are made according to the procedure described in section 1.12 - **Editing pages based on Gutenberg blocks**.

Editing competencies / Job positions / Job offers / Universities / Programmes / Studies and courser / Challenges

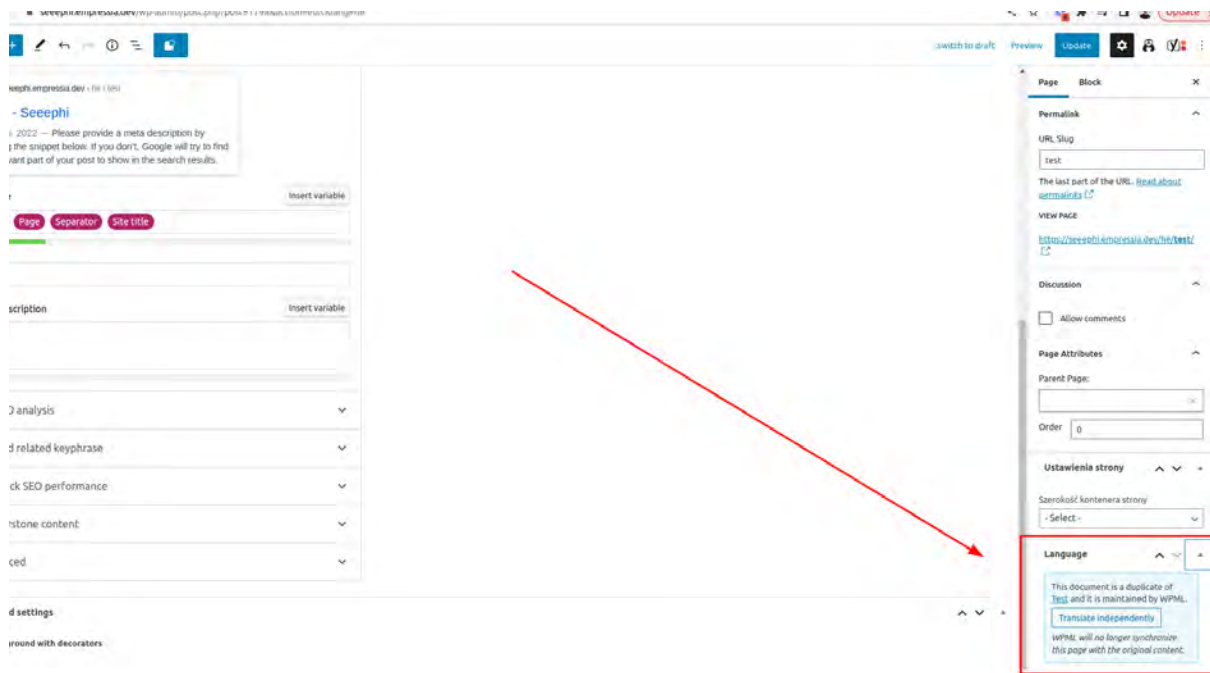
Editing the content of the elements listed above is done in the same way as for the English version. To edit these elements in the Hebrew version, switch the language to Hebrew using the toggle on the top bar in the wordpress cockpit and then select the appropriate item from the side menu.

Adding a language version for a new element on the page.

When adding a new page, competency or any other element, the Administrator can enter its Hebrew version. In order to do this, go to edit the newly added element and then select the “Page” tab from the panel on the right. After clicking on the tab, find the “Language” section. Under the tab, the Administrator must tick the checkbox indicated in the following screenshot, and then click the “Duplicate” button.



Once the element has been duplicated, return to the Wordpress cockpit, change the language in the toggle on the top bar and select the item that corresponds to the translated element from the side menu. The duplicated element will be displayed in the list of all elements. Go to edit it, and under the “Language” tab, click on the “Translate independently” button.



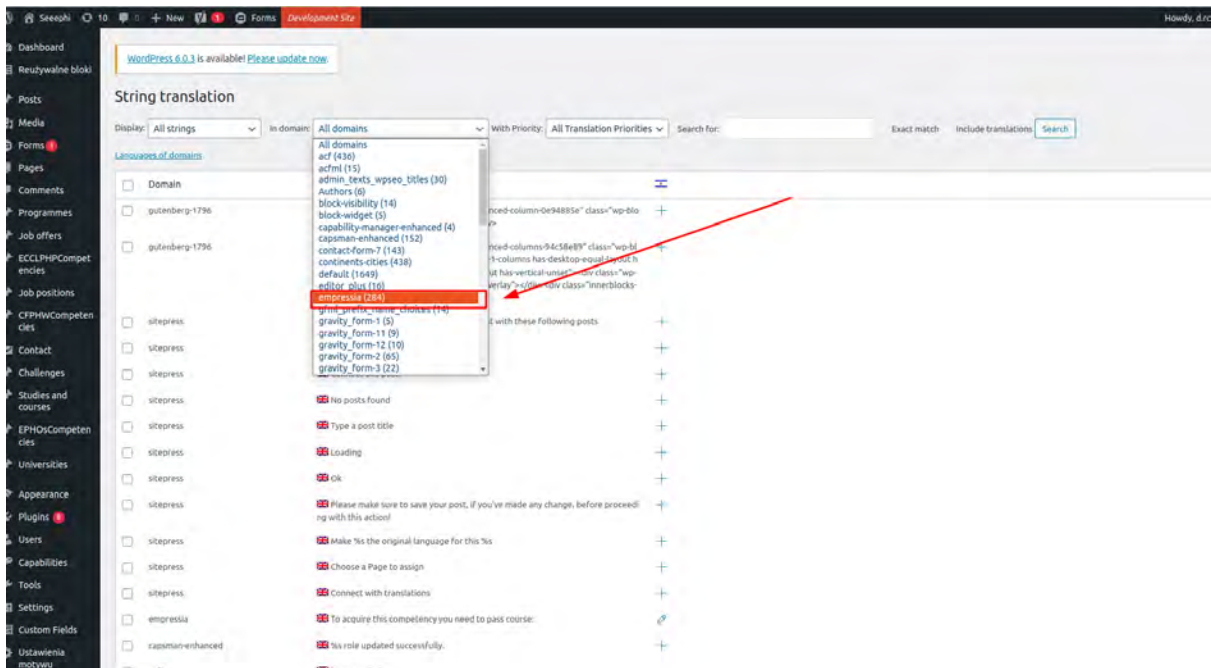
Further editing steps are identical for these elements in the English version. The element has contents from the English version, which must be changed to Hebrew contents.

Translation of phrases

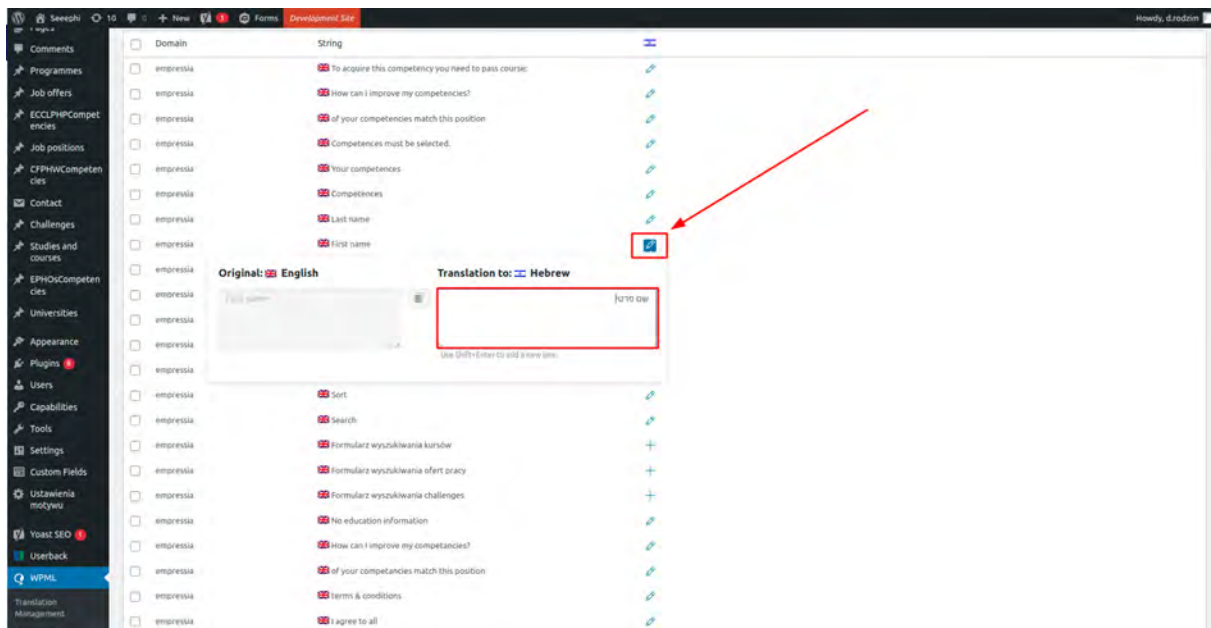
Some of the content has been inserted directly into the code of the website and it is not possible to replace it directly. This also applies to the content of the e-mail templates. In order to edit this content, select WPML in the side menu and then “String Translation”.



Once you are in the list view, you need to select the phrases for the website theme (empressia) or email templates (seeephi-mail). To do this, click on the “In domain” drop-down list and select the relevant domain.

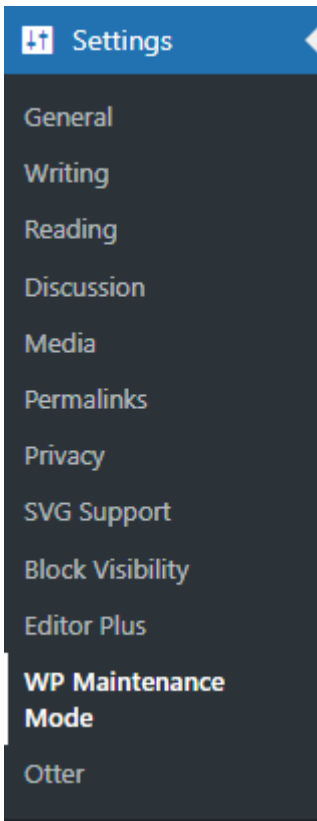


In order to edit a phrase, find it in the list, then click on the pen icon and enter the content. Clicking outside the edit window will automatically save the changes introduced.



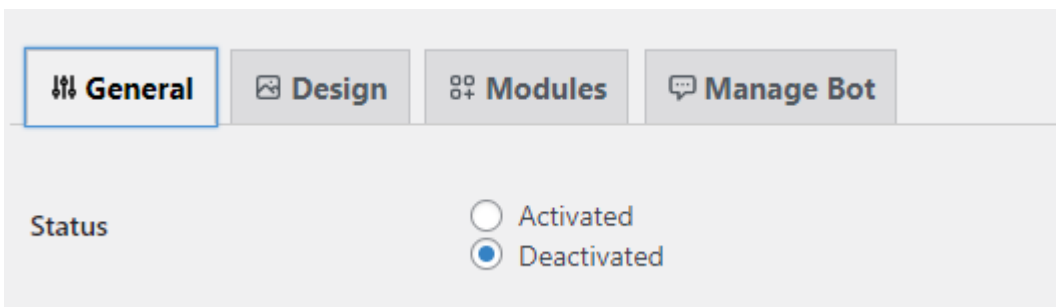
2.16 Management of the maintenance mode

In order to manage the maintenance mode, enter the “Administration Panel” and select the “Settings” tab from the side menu and then “WP Maintenance Mode”.

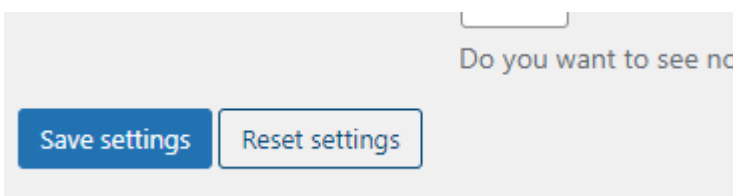


In the “General” tab, you can manage the maintenance mode:

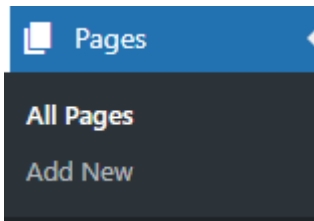
- Activated - mode enabled, only users with the Administrator role will log in
- Deactivated - mode disabled



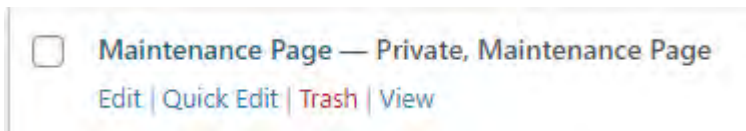
Each change must be confirmed by pressing the “Save settings” button.



The content displayed to the user in maintenance mode can be edited by selecting “Pages” in the side menu and then “All changes”.



Then click on the “Maintenance Page” in the list of all pages.



On the edit screen, there are editable blocks with graphics and a header. The changes must be saved using the “Update” button.

