

User's guide

The guide is divided in three chapters:

- User types
- Site access
- Screen usage

1. User types

There are three types of user:

- Anonymous user
- Registered user
- Site manager

The anonymous user may accomplish all the tasks available on the site, excluding the posting of contents.

The registered user may accomplish all the tasks available on the site, no one excluded.

The site manager accomplishes all the tasks that keep the site working.

2. Site access

When you access the site through internet you are logged-in as anonymous user and you may accomplish all the tasks available to anonymous users.

In order to access the site as registered user you must use the menu "For registered users" on the left of the page. It presents five items:

- Log-in
- Register
- Forgot password?
- Profile
- Log-out

The first three are showed if you are an anonymous user; the last two if you are a registered user.

Before you access the site as registered user you must register and so you must click on the item "Register". You will be asked to identify yourself. At the end of the operation and after a short time the site will send to you an e-mail with your password. From that moment on you will be able to access the site as registered user every time you like clicking directly on the item "Log-in".

If you forgot the password you must click on "Forgot password?" and ask for a new password through the form that is presented. In a short time you will receive the password you forgot via e-mail.

Once you are entered as registered user you can change your password and your e-mail address through the item "Profile".

Every time you want to return to be an anonymous user just click on the item "Log-out".

3. Screen usage

The screen is divided in five parts:

- At the top of the screen: on the left the area for the logo; on the right the menu describing the site
- On the right of the screen the three menus for the search of the contents of the site
- On the left of the screen three menus: the one that allows the launch of the activities of the site, the menu the site, and finally the menu for language selection
- At the center the area for viewing the contents; when they are present, they are associated with the menu relative comments, denies/rectifications, attachments, etc.
- At the bottom the area for advertisements