Version Control

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How to access the tools of the private exchange area?

The Interreg MED platform counts with an intranet tool also called “private exchange area”. This tool aims to support exchange between the different programme levels, easing the collaboration between the Horizontal projects, transversal groups at Programme level, exchange among partners of the same project and the same community.

However, this exchange area is also available for the common user interested in participating and following public discussions in the workspaces.

This private exchange area gives access to three different tools:

- **Workspaces** (giving access to forums: partner search forum, assistance forum during the calls for proposals, project forums, etc.)
- Profile (personal details)
- Internal deliverable library

Please note that the degree of participation for active partners and external users differs. The regular user will only be able to see deliverables and discussion groups that are public.

To access these tools, you first need to create an account.

CREATE AN ACCOUNT

1 – To create an account, you need to go to the Programme website or any Interreg MED project website, click on the “ACCOUNT” button found at the top of the homepage.

2 – Then click on the “CREATE MY ACCOUNT” button.
3 – The following page will appear:

REGISTER

Fill in the required information.

If you are a partner of an Interreg MED project (a project partner is someone who actively participates in an Interreg MED project), tick “yes” and choose which in project you participate. Otherwise, tick no.

In case you participate in several projects, we recommend you to pick one of them as a reference and that later on, you ask to join the other project’s workspace.

Your subscription is subject to the approval by the related webmaster. Once it has been validated, you will receive a confirmation email. You will then be able to log in.
WORKSPACE

Each project website and the Programme have a workspace by default. In the projects’ workspace, you will find the discussion threads created by the partners, in the Programme workspace, the transversal discussion groups for common issues.

1 – Once your subscription has been approved and you are logged in, you will get the following page.

If you wish to access a project forum, you need to join the project workspace you are interested in.

If you wish to access the partner search forum, the assistance forum for the call for proposals, you need to join the “Programme workspace”.

2 – To join workspaces, you simply have to click on “JOIN OTHER WORKSPACES”.

A new page will appear.
3 – Click on "Search a workspace by thematic" and select the workspace you would like to join.

4 – Briefly explain your interest in joining the workspace. Click on “JOIN”.

Your subscription to the requested workspace is subject to approval by the related website webmaster. You will be able to access the workspace, participate in the different discussion threads once it has been validated.

5 – Once your subscription has been approved and you are logged in, you will get the following page:
6 – You can ask to join new workspaces at any time. To do so, you need to click on “manage my workspaces” in the left hand side grey box and search for the project workspace you wish to join. You can also leave a workspace. Click on “LEAVE”.

PARTICIPATE IN A DISCUSSION THREAD / FORUM

1 – To participate in a discussion thread, exchange documents, you simply need to click on the workspace where the discussion threads are. For example, to access the partner search forum and the assistance forum, you need to click on “Programme workspace”. The following page will open:
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The page displays:

- A button to create a “New Thread”. Only available for partners.
- A search engine to look in the discussions by keywords;
- The list of discussion threads, if there are any;
- The discussions have a closed or opened lock icon. This means that the discussion is either private (only visible and accessible to partners) or public (visible to all users, including non-partners).

Registered participants (i.e. those with a validated account) who are not project partners can therefore participate in “public” discussion threads only.

2 – Click on the title or the “READ” button of the discussion thread, you are interested in.

3 – Write your message. Click on “SEND”.

CREATE A DISCUSSION THREAD

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Registered project partners can create discussion threads (and only them) in a workspace.

1 – To create a new discussion thread, click on the workspace where you want to create a new discussion.

2 – At the top of the workspace page, beside the left hand side grey box, you will see a section entitled “CREATE”. Click on “new thread”.

3 – You will be asked to give a title to this discussion, write a welcoming / explanation message and choose whether you want it to be “public” or “internal”. Internal discussion threads will be accessible and visible to registered project partners only.
PROFILE

1 – You can edit your profile, add personal details, upload a profile picture, etc. To do so, you just need to click on “Personal details” in the left hand side grey box.

2 – A new page will open.

3 – Update your details. Add a profile picture by clicking on “image” > “upload”. Click on “update profile”.

4 – You can also choose whether you want to receive email alerts every time, someone
reply to a message, participate in a discussion, creates a thread, etc. Click on “mail alerts” in the left hand side grey box.

**EDIT EMAILS ALERTS**

Do you accept to receive mail alerts from the Interreg MED web platform?

- Yes  
- No

**SAVE CHANGES**

Choose “yes” or “no”. Save your changes.

**INTERNAL DELIVERABLE LIBRARY**

Project partners can access deliverables that were shared with the partnership, the thematic community, the whole Programme community or with the JS only.

1 – You just need to click on “Deliverables” in the left hand side grey box.

2 – A new page with the feel and look of the regular deliverable library will show. However, you will notice some deliverables that the “general public” do not see when they access your website.