

ADMINISTRATION PANEL USAGE INSTRUCTION

HOME PAGE



Latvia-Lithuania

Cross Border Cooperation Programme 2021-2027

PROJECT MANAGER

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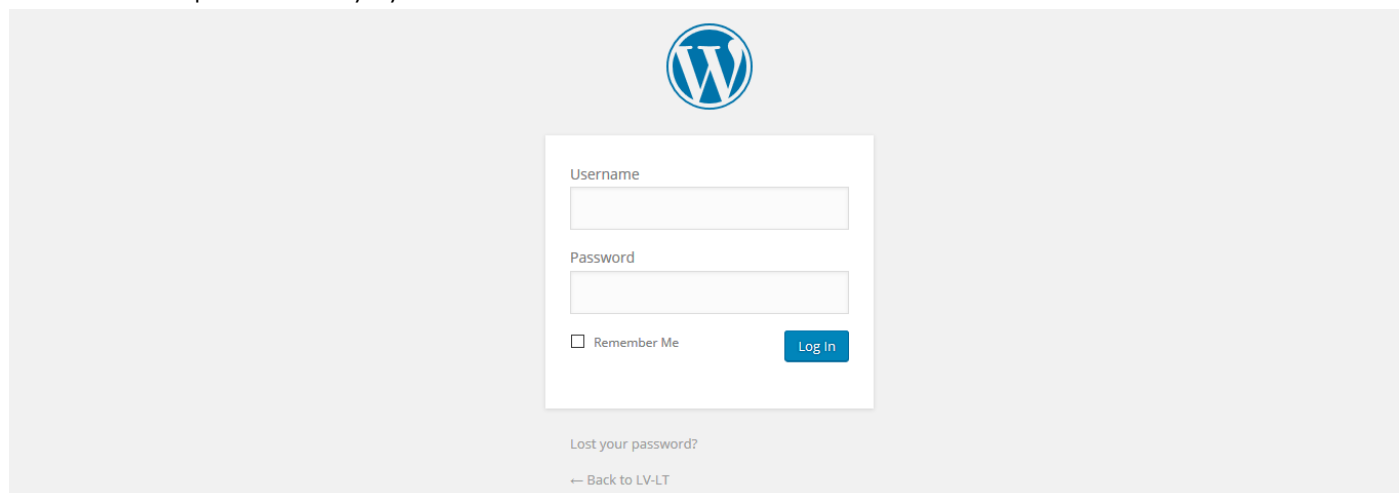
LOG IN TO ADMINISTRATION PANEL

To log into *Latvia-Lithuania* administration panel, open link:

<http://latlit.eu/wp-admin/>

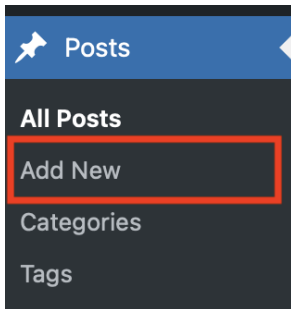
Username: as provided by system administrator

Password: as provided by system administrator

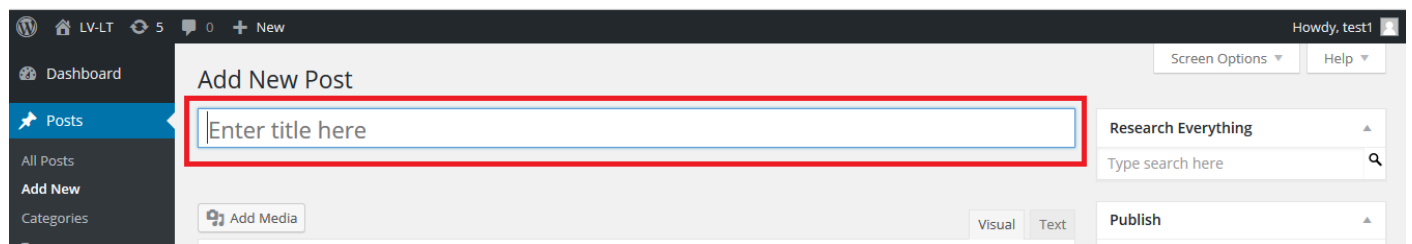
A screenshot of the WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below it is a white rectangular login box. Inside the box, there are two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the login box, there is a link that says 'Lost your password?'. At the very bottom, there is a link that says '← Back to LV-LT'.

NEWS

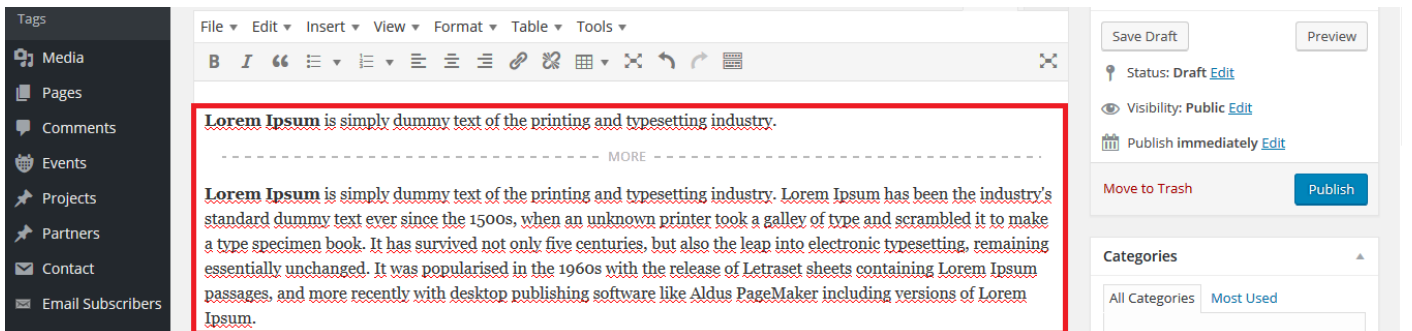
To add new news, open a section [Posts](#) → [Add New](#).



Enter the news title.



Enter the full description of the news (with pictures, tables and/or video).

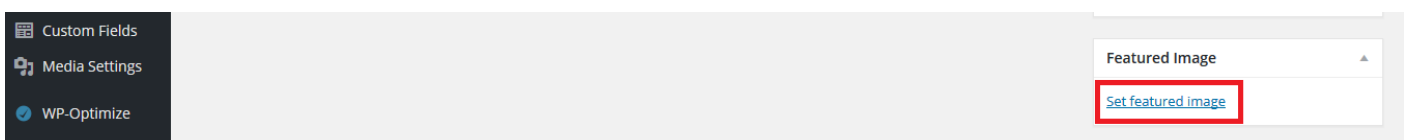


Scroll down to [News filter](#), select [Related Project](#) from the added project list (this field is mandatory).



Scroll down to [Featured image](#), to set featured image for news, press the button [Set featured image](#).

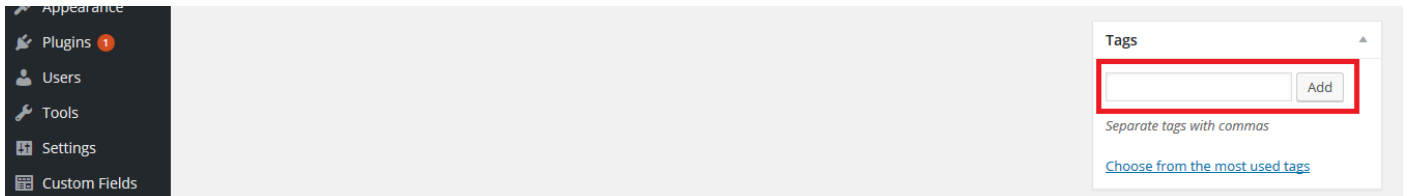
How to set featured or add images to media and after that set it, see the chapter [MEDIA](#).



Scroll up to the [Tags](#) block.

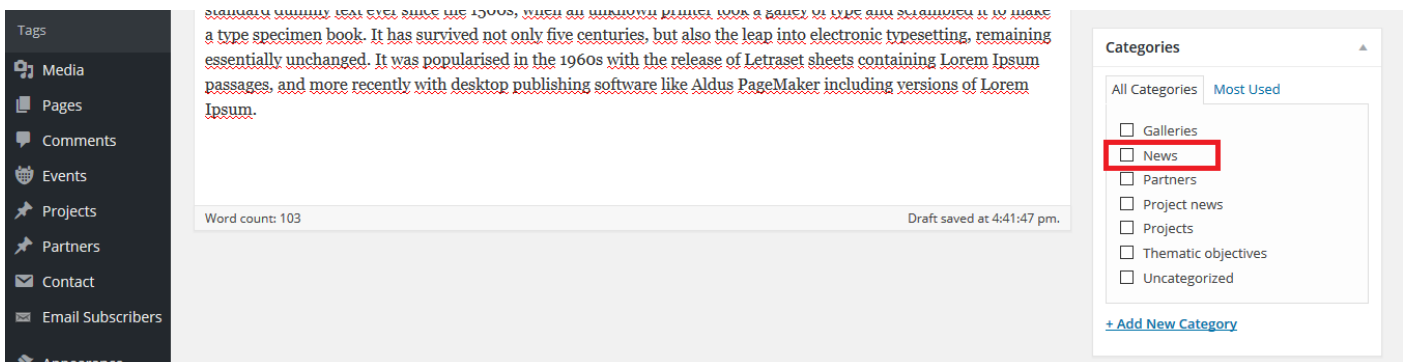
In this block we can add the news tags (if you need tags for this news article). At the same time, **after each tag** we can add several tags **and enter “,” (comma, after and before comma doesn't need to enter spaces, example: news,link,Latvia).**

When all tags are entered, press the button [Add](#).



Scroll up to the [Categories](#) block.

In this block mark the category [News](#).



Scroll up.

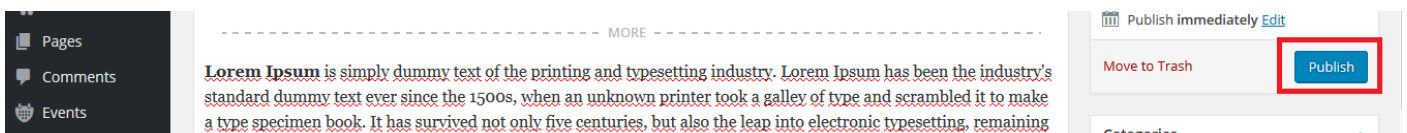
We can set the publication date, in [Publish](#) press on [Edit](#).



Set the correct date and press [OK](#).

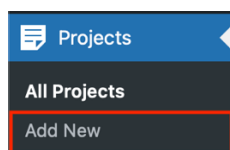


When all information is added, press the button Publish.

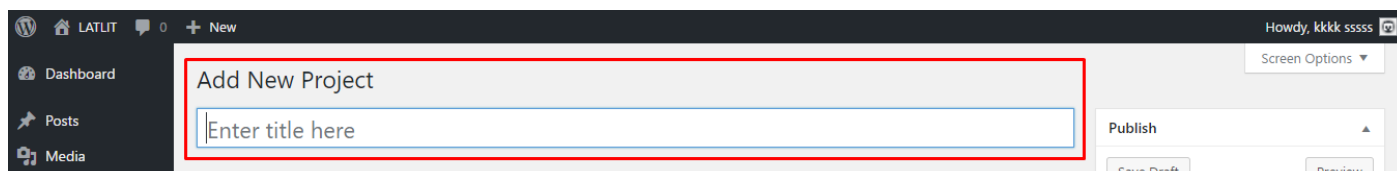


PROJECTS

To add a new project, open the section [Projects](#) → [Add New](#).



Enter the project title.



In following bloks enter all necessary information:

[Project acronym](#) – enter project acronym;

[Project number](#) – enter project number;

[Project Duration](#) – select date for the start date and for the end date (To):

[From](#), [To](#) – need to set up date from calendar.

[ERDF Financing](#) field need to enter financing, please enter only number without EUR symbol, and as a cents separator please use “,”. Example - 669 888,76

Continue to add information in the following fields:

[Project objective](#) – enter information about the project objective, this field has a limit of 800 characters;

[Planned activities](#) – enter information about planned activities, this field has a limit of 2000 characters;

[Common territorial challenge\(s\) that will be tracked by the project](#) – enter information about the territorial challenges, this field has a limit of 800 characters;

Project results – enter information about the project results, you can also add files there by using Add media button. To understand how to add or set an image or files, see the section **MEDIA**. This field should be fulfilled only when the project is completed.

<p>Project objective Maximum text length 800 characters</p> <div></div>	<p>Common territorial challenge(s) that will be tackled by the project Maximum text length 800 characters</p> <div></div>
<p>Planned activities Maximum text length 2000 characters</p> <div></div>	<p>Project results Maximum text length 4000 characters</p> <div> <div>Add Media</div> <div> Paragraph B I List List Quote List List List Link List List List </div> <div></div> </div>

Phone – Enter phone number with country code;

E-mail – Enter e-mail address;

Website – Enter website address with https://

Adress – Enter address;

Video – if you have any video about the project, you can enter link to youtube video and it will be displayed in the project info page;

<p>Phone</p> <div></div>	<p>E-mail</p> <div></div>	<p>Website</p> <div></div>	<p>Address</p> <div></div>
<p>Video</p> <div> <p>Enter URL</p> <div></div> </div>			

Social icons

Facebook

Twitter

Instagram

If you have social accounts that are related to this project please enter full links to social accounts in appropriate fields: [Facebook](#) and/or [Twitter](#) and/or [Instagram](#).

It is important to select correct information in following fields, otherwise it will be problematic to find your project using filters in the [Projects](#) page:

[Programme priority](#) – select one option which best describes this project priority;

[Thematic area](#) – select one or multiple areas that are appropriate for this project;

[Region](#) – select one or multiple regions that are appropriate for this project;

[Town](#) – select one or multiple towns that are appropriate for this project.

Project filters

Programme priority

Thematic area

☐ accessibility and efficiency of social services

☐ biodiversity and ecosystems

☐ brownfields

☒ climate change and green energy

☐ culture

☒ digital technologies

☐ disaster management

☐ education and learning

☒ employment

☐ entrepreneurship

☐ equality, social inclusion, and vulnerable groups

☐ health care and rehabilitation

☐ healthy life style and sports

☒ innovation and research

☐ youth

☐ natural heritage

☐ public security

☐ tourism

☐ transportation and mobility

Region

☐ Klaipeda

☐ Telsiai

☒ Siauliai

☐ Panevezys

☐ Utena

☐ Kaunas

☐ Taurage

☐ Marijampole

☐ Alytus

☐ Vilnius

☒ Kurzeme

☐ Zemgale

☐ Vidzeme

☐ Latgale

☐ Riga

Town

Project partner structure

Main partner

× Center for Environmental Policy (AAPC)

Others partners

1	Second level	Joint Municipal Institution "Rezekne Special Economic Zone Authority"
2	Second level	Education Innovations Transfer Centre


Add Row

To add main partner who is responsible for this project enter the name of partner in [Main partner](#) field (partner must be registered in LatLit.eu system).

In case there are more partners that are involved in this project click on the button [Add Row](#) and enter the name of partner in the [Second level](#) field.

PROJECTS MAP

To add points to map, scroll down till [Addresses](#) field and then press on the [Add Row](#) button.

Name	Place	Description Maximum 250 symbols	Image
	Riga, Latvia 		No image selected Add Image

[Add Row](#)

To correctly show information on the map, please fill all required fields:

[Name](#) – enter name of the project;

[Place](#) – enter address of the project implementation place;

[Description](#) – description (up to 250 symbols);

[Image](#) – one image which will be showed in the map details).

By pressing on [Add Row](#) button, you can enter several addresses for this object.

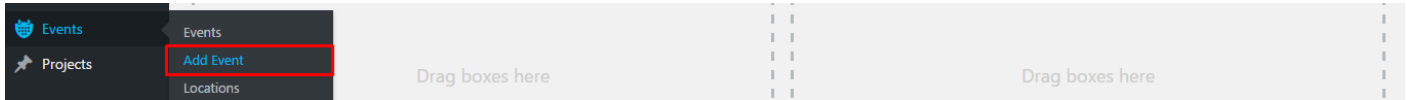
When all information is entered, press the button [Publish](#).

[Profile](#) [Publish](#)

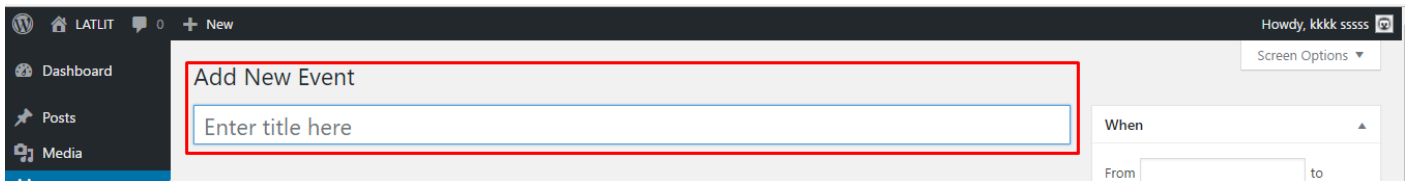
EVENTS

Current user open [Event](#) section see just their added events, other user events doesn't displays. This mean that user can edit just their event.

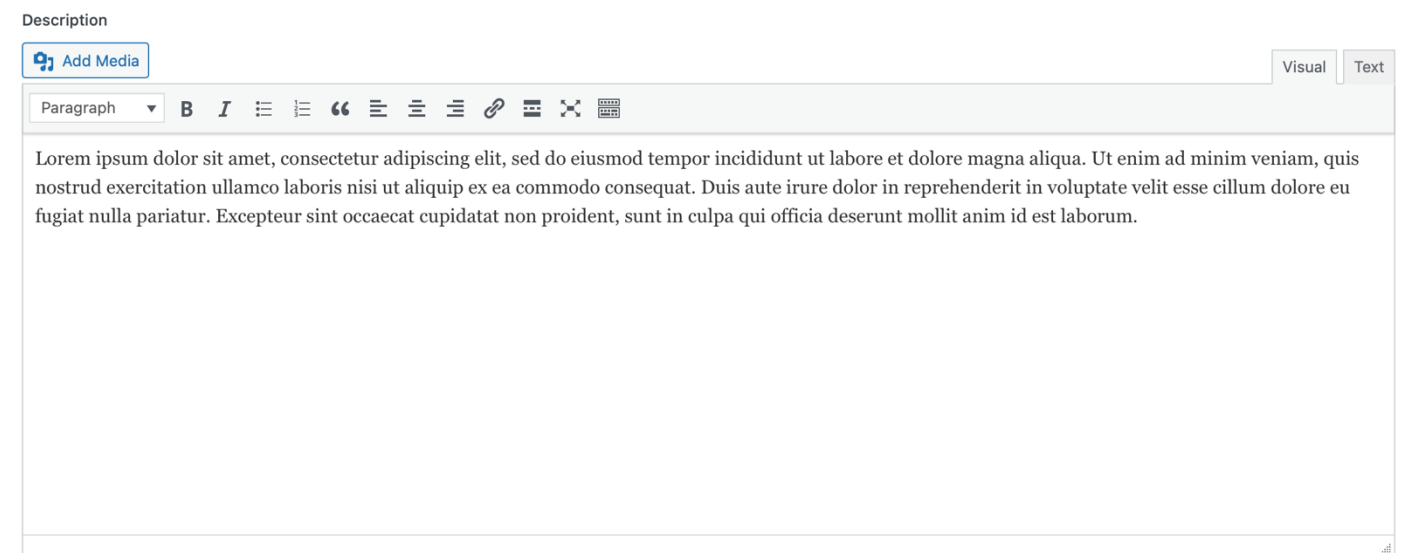
To add a new event, open the section [Events](#) → [Add Event](#).



Enter title of the event.



In text editor enter event description. To make visual changes in description, see the section [TEXT DECORATION](#).



Project *					
Select					
Responsible partner	Event date from	Time from	Event date to	Time to	Link (online link)
Aizkraukle's district municipality	16/03/2022	12:00 am	17/03/2022	3:00 pm	
Contact info	File 1 No file selected Add File		File 2 No file selected Add File		File 3 Agenda File name: LATLIT-workshop.-P1-Governance-P3-Social.-Agenda-2023-01-24_2023-02-01-1.pdf File size: 150 KB

[Project](#) - Select project from the project list;

[Responsible partner](#) – Select responsible partner from the partner list;

Event date from – Select date of the event;

Time from – Select time when event starts;

Event date to – Select date when event ends;

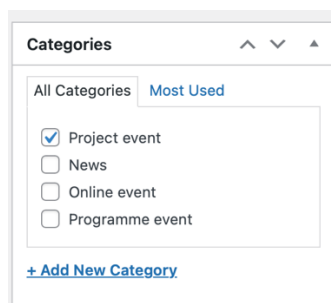
Time to – Select time when event ends;

Link (online link) – select link to online meeting (like, zoom or MS Teams). Only for category *Online event*.

Contact info – write contact information for this event;

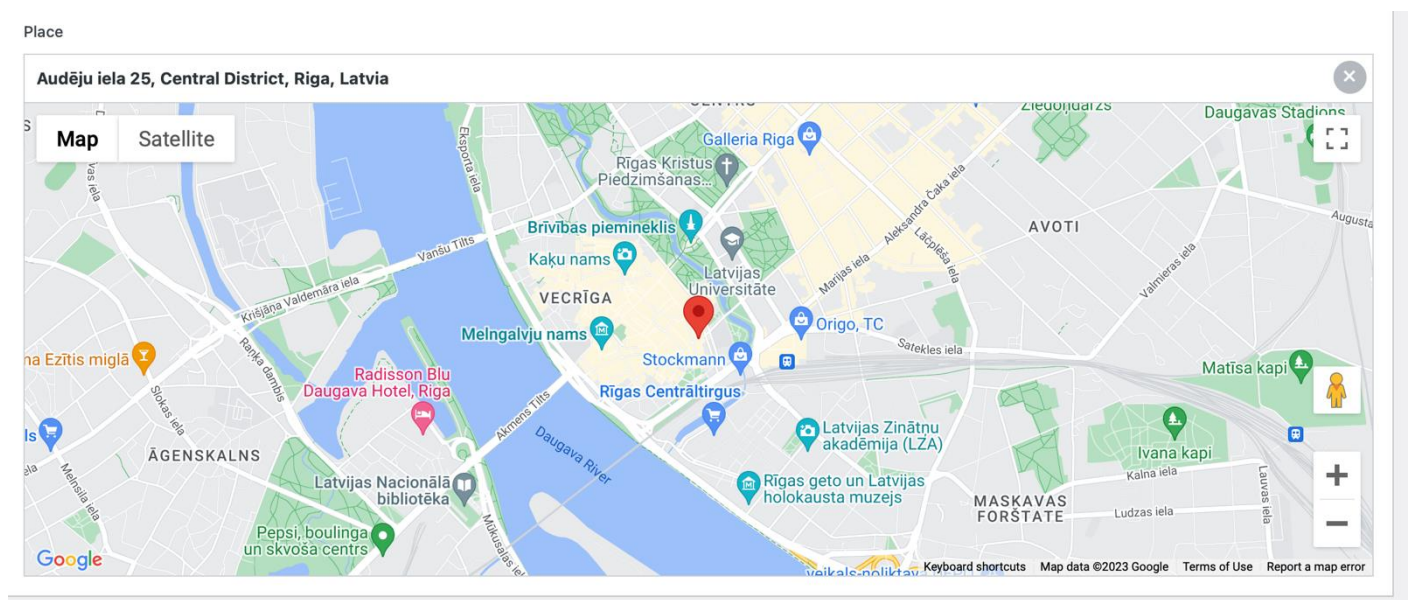
File 1, File 2, File 3 – If you have any files (like, agenda), you can add them here.

In *Categories* block you need to set a category *Project events* or *Online Event*, or *Programme event*.



If event does not have a physical location, mark the category *Online event*.

If event has a physical location, it is necessary to add address in the field *Place*. Please enter address in the google maps field or select pin location on the map.

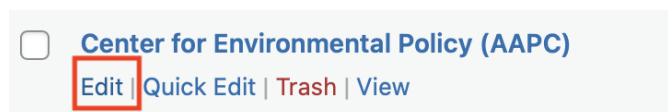


When all information is added, press the button *Publish*.

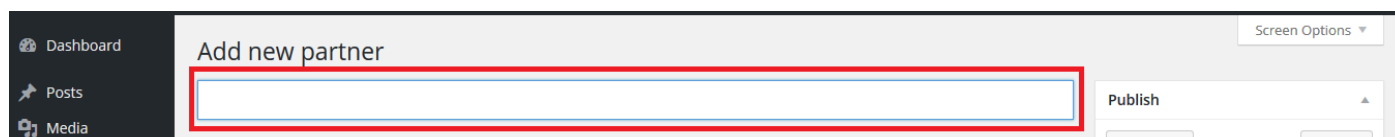


PARTNERS

To edit partner profile information, open the section [Partners](#). According to your user rights you will see your company profile. Press the button edit.



Edit partner title (if needed).



To add or change a partner information check all these fields:

[Description](#) – enter description of you organisation;

[Organisation logo](#) – select organisation logo from uploaded files, to set an image from the media, we need to press the button [Add Image](#). To add or set an image, see the section [MEDIA](#).

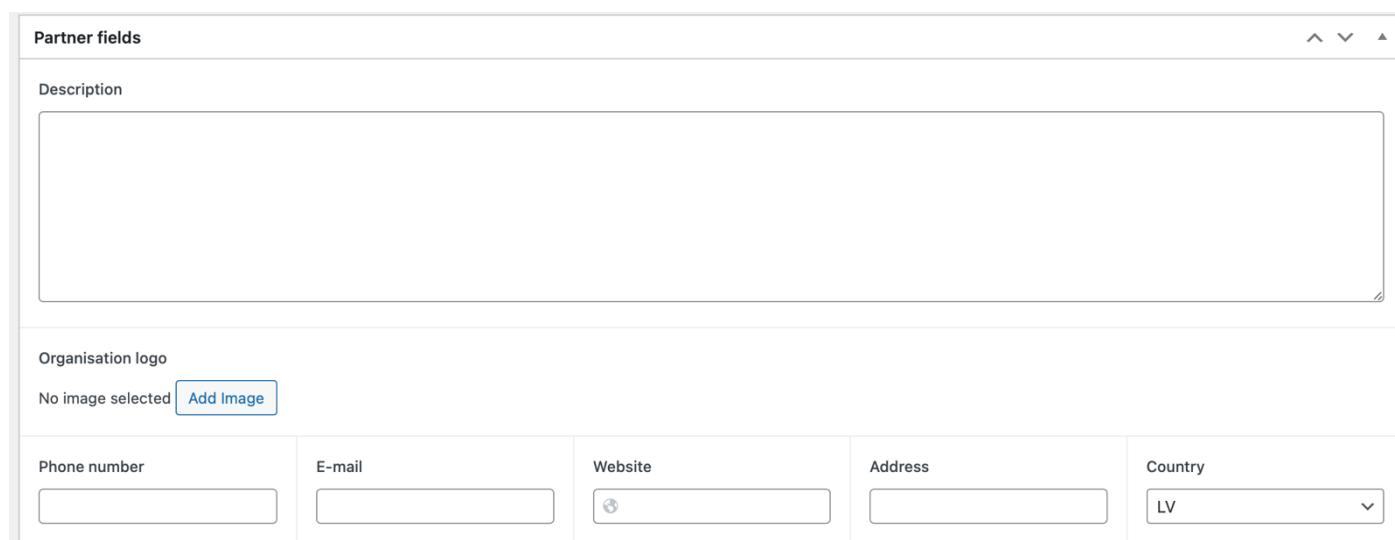
[Phone number](#) – enter phone number (with country code);

[E-mail](#) – enter e-mail address;

[Website](#) – enter website address - with https://

[Address](#) – Enter address of organisation;

[Country](#) – Select country of organisation (LV or LT).

A screenshot of a web form titled 'Partner fields'. The form contains several input fields: a large text area for 'Description', a section for 'Organisation logo' with the text 'No image selected' and an 'Add Image' button, and a row of five input fields for 'Phone number', 'E-mail', 'Website', 'Address', and 'Country'. The 'Country' field is a dropdown menu with 'LV' selected.

In [Partners filters](#) area select required option in order for public [Partner filters](#) to work correctly.

Programme priority (optional) – select one or more, which programme priority is more suitable for your organisation;

Thematic area (optional) – select one or more, which area is more suitable for your organisation;

Organisation type – select type of your organisation;

Organisations work area (optional) – select one or more, which cities are main focus for your organisation;

Town – (optional) – select town where is your organisation located.

Partners filters

Programme priority (optional)

- ☐ I. Capacity building and people-to-people cooperation
- ☐ 2.1 Promoting climate change adaptation and risk prevention and resilience taking into account eco-system based approaches
- ☐ 2.2 Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, and reducing all forms of pollution
- ☐ III. Fair and inclusive society
- ☐ IV. Economic potential of tourism and heritage

Thematic area (optional)

- ☐ accessibility and efficiency of social services
- ☐ biodiversity and ecosystems
- ☐ brownfields
- ☐ climate change and green energy
- ☐ culture
- ☐ digital technologies
- ☐ disaster management
- ☐ education and learning
- ☐ employment
- ☐ entrepreneurship
- ☐ equality, social inclusion, and vulnerable groups
- ☐ health care and rehabilitation
- ☐ healthy life style and sports
- ☐ innovation and research
- ☐ youth
- ☐ natural heritage
- ☐ public security
- ☐ tourism
- ☐ transportation and mobility

Organisation type

Public authority

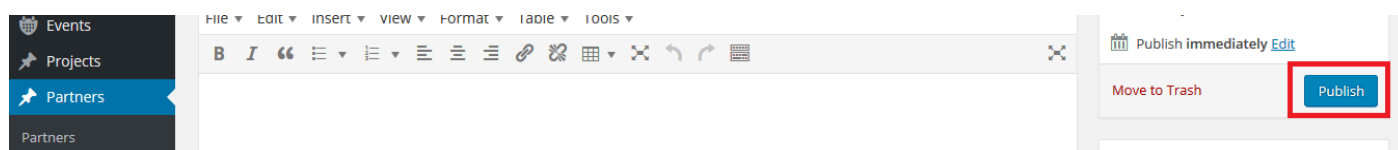
Organisation's work area (optional)

- ☐ Klaipeda
- ☐ Telsiai
- ☐ Siauliai
- ☐ Panevezys
- ☐ Utena
- ☐ Kaunas
- ☐ Taurage
- ☐ Marijampole
- ☐ Alytus

Town (optional)




Riga

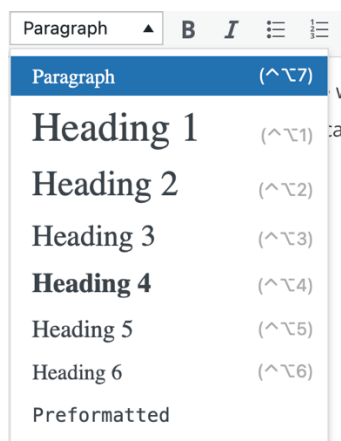
When all information is entered, press the button *Publish*.




TEXT DECORATION

In text editor we can make a visual text change. *Visual change*:

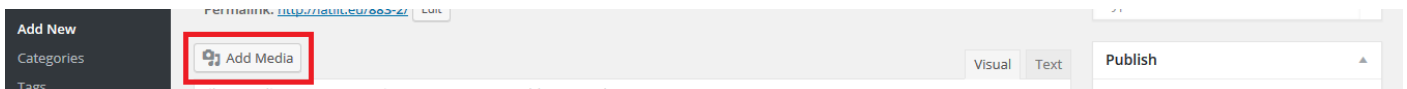
1. *Text align* -  need to use this buttons;
2. *Text decoration* (bold, italic, underline) -  need to use this buttons;
3. To make a *list* -  need to use this buttons;
4. To enter a link from *YouTube* website – in text editor enter YouTube link (example, if YouTube link is <https://www.youtube.com/watch?v=XCUhYidrTAU>, this link is necessary to paste in the text editor);
5. We can change text *heading*:
 - a. First, enter the text;
 - b. Second, mark the necessary text;
 - c. Third, click on *Paragraph* → Choose the necessary heading.



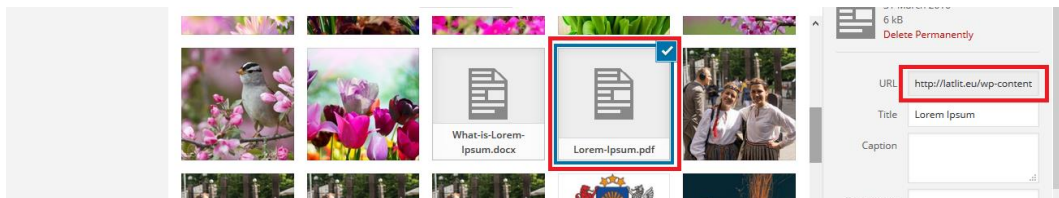
6. To add a link into the text:
 - a. Mark up necessary word or phrase, and click on symbol  ;
 - b. *URL field* – enter / paste link;
 - c. *Link Text* – if text is highlighted, this field is automatically generated;
 - d. We can mark the field *Open link in a new tab*.
 - e. When all information is entered, press the button *Add Link*.

7. To enter the [document](#):

a. Ahead of text editor is placed the button [Add Media](#). Press on it.



b. How to add document to media, see in the section [ADD NEW FILE TO MEDIA](#). Find the necessary document, in right side is [URL](#) field – [copy](#) link which is entered in this field.



c. Then close the pop up window, text editor on panel and click on [link](#) symbol ;

d. [URL field](#) – paste the document link;

e. [Link Text](#) – enter the document title;

f. We can mark the field [Open link in a new tab](#).

g. When all is information entered, press the button [Add Link](#).

8. To insert [image into text](#):

a. First, press the button [Add Media](#).

b. Second, if image isn't added in media, how to do see in the section [MEDIA](#). If the image is added in media, [find this image](#) → in right side scroll down to title [Attachment display setting](#). In this section set image alignment in [Alignment](#) field, then set the image size in field [Size](#).

c. When settings are set, press the button *Insert into post*.

The screenshot shows the WordPress media library interface. In the center, a grid of media items is displayed. One item, a photograph of a bonfire, is selected and highlighted with a red border and a blue checkmark icon in its top right corner. To the right of the media grid, the 'ATTACHMENT DISPLAY SETTINGS' panel is open. This panel contains several settings: 'Alignment' is set to 'Left', 'Link To' is set to 'None', and 'Size' is set to 'Full Size - 424 x 282'. Each of these three settings is enclosed in a red rectangular box. At the bottom right of the settings panel, there is a blue button labeled 'Insert into post', which is also enclosed in a red rectangular box. On the left side of the media grid, there is a small summary bar that says '1 selected' and 'Clear'. The bottom of the interface shows a dark status bar with the text 'Thank you for creating with WordPress' and 'Version 4.4.2'.


GALLERY


To add new pictures in the Gallery section *Drag&Drop* pictures from your computer.

To add a title / caption (which is visible to all users) click on the appropriate picture and fill in the field on the right side – *Caption*.

Project gallery

Gallery





darba-sludinajums-2-scaled-1.jpg

March 10, 2023

2020 x 2560 (396 KB)

[Edit](#) [Remove](#)

Title

darba-sludinajums-2-scaled

Caption

Sludinajums

Alt Text

Description

Add to gallery

Bulk actions

Close

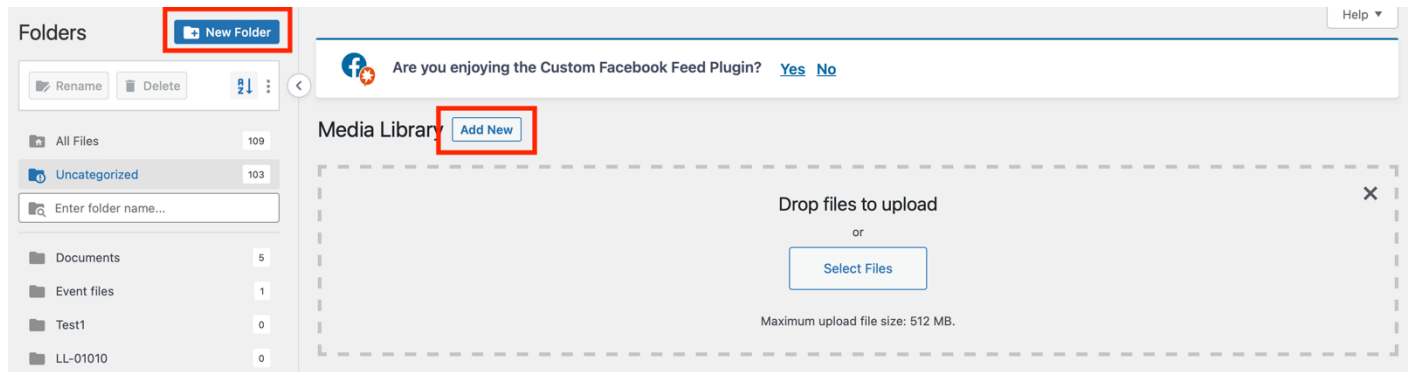
Update

MEDIA

1. ADD NEW FILE TO MEDIA

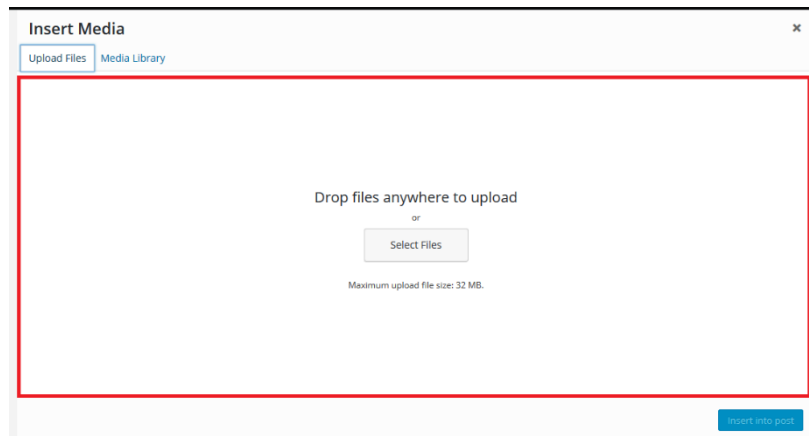
Before you add any files please create a folder – Number of your project (example LLI-00001). **Files without association to folder may be deleted automatically.**

To add a new file (image / document) in media open your projects folder, switch to the section *Add New*.

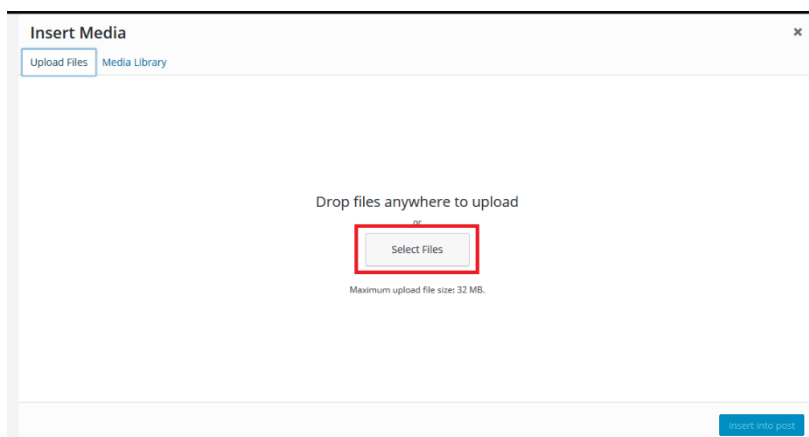


Then there are two ways how we can add the image / document:

1. Open the folder, where is placed a file, click on the necessary file and with mouse help drop file in administration open pop up window (Drag & Drop).



2. Click on the button *Select Files*. On computer find the folder with necessary file, click on file and then click on the button *Open*.



2. SET IMAGE FROM MEDIA

To enter a document file into page / post, see the section [TEXT DECORATION](#).

To set an image, find the necessary image – click on it, and press on the button: *Insert into post*, *Set featured image*, ...

Featured Image

[Upload Files](#) [Media Library](#)

Images

All dates

Search

Filter by Media Category

Reset All Filters

The grid displays various media items. One image, showing flames, is highlighted with a red border and a blue checkmark icon in its top right corner.

ATTACHMENT DETAILS

flames.jpg
22 March 2016
28 kB
424 × 282
[Edit Image](#)
[Delete Permanently](#)

URL

<http://latlit.eu/wp-content>

Title

flames

Caption

Alt Text

Description

[Set featured image](#)

LOG OUT FROM ADMINISTRATION PANEL

To log out from administration panel, in the upper right corner going on the title *Howdy, [name]* and press the button *Log Out*.

