Work Instructions

Number: **010**

Name: **Product Directory**

Title: Maintenance of the Product Directory on the EU Pollinator Hub

Status: Approved

Version: 1.0

Date: 2024-01-27

Authors: Michael Rubinigg

This document is intended for the regulation of processes within the EU Pollinator Hub. It is published under the CC BY 4.0 licence. You may distribute, transform, adapt and build upon the material in any medium or format, including for commercial purposes, as long as you give credit to the author.

Table of contents

1 Document history 3
1.1 Current Release 3
1.2 Change history 3
2 Abbreviations 4
3 Introduction 5
4 Validity 6
4.1 Area 6
4.2 Time 6
4.3 Related Documents 6
5 Procedure 7
5.1 Managing the Product Directory 7
6 References 8
7 Annexes 9

1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2024-01-25 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2024-01-27 by Noa Simon Delso, general manager.

1.1.3 Approved

Approved on 2024-01-27 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
WI	Work Instruction

3 Introduction

This documents contains instructions on the maintenance of the Product Directory on the EU Pollinator Hub.

4 Validity

4.1 Area

The of validity of this document is limited to the maintenance of the Product Directory on the EU Pollinator Hub.

4.2 Time

The period of validity of this document begins on 2024-01-27 and ends with its revocation.

4.3 Related Documents

Document type	Number	Name
WI	019	Access platform management
WI	021	Text editing

5 Procedure

5.1 Managing the Product Directory

5.1.1 Access the Product Directory

5.1.1.1 EUPH Platform management application

- Access the EUPH Platform as described in WI-019.

5.1.1.2 Product Directory

- Select ***Pages*** in the ***CMS*** group.

5.1.2 View page

- Select ***View Page*** in list view.

5.1.3 Manage page

5.1.3.1 New Page

- Select ***New page*** in list view.

5.1.3.2 Edit Page

- Enter the title of the page in field ***Title*** (required).
- Enter the slug of the page in field ***Slug***.
- Enter the content of the page using the text editor in field ***Content*** as described in WI-021.

5.1.3.3 Save the settings

- Select ***Cancel*** to return to section 5.1.3.1 (list view) without saving the settings.
- Select ***Save & Exit*** to return to save the entered settings and return to section 5.1.3.1 (list view).
- Select ***Create*** or ***Save changes*** to save the entered settings.
- Select ***Create & create another*** or ***Save & create another*** to save the settings and insert a new individual. Repeat all previous steps in section 5.1.3.2.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.