



**quint-essenz**

Quality development in health promotion and prevention

Guide

# Creating a new project

Version 3.1 (06-06-2011)

Hubert Studer & Günter Ackermann



Gesundheitsförderung Schweiz  
Promotion Santé Suisse  
Promozione Salute Svizzera  
Health Promotion Switzerland

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Entry page **My domain** Quality system Projects Community Products/Services Help Search

quint-essenz  
**Entry page**  
Health Promotion development in

To start a new project, first click on "My domain".

**Quality System**  
What makes a project successful? Find information on quality aspects and make use of planning charts, checklists and other tools.

**Community**  
Are you looking for an expert or an organization related to a certain topic? Contact the members of the community! Discuss and open your own topics in a thematic group.

**Project database**  
Learn from other projects and share your project experience with others!

**Project Management Tool**  
Collaborate on projects - from the first project idea to the final report. The projectmanagement tool can be found under 'My domain/My projects' as soon as you have registered and signed in.

**Products/services**  
Under this rubric you can find quint-essenz educational and consulting services as well as services and job offers of organizations of quint-essenz Community.

Welcome to  
quint-essenz  
Quality development in health promotion and prevention  
Guided tour: click here!

Download Flyer

Sign up

Login

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quint-essenz  
**Login**

If you're already registered, you can log in with your user data.

If you have forgotten your user name and/or your password, click on "Forgot password".

Fields marked with an '\*' must be completed

Login

Username\*

Password\*

[Forgot Password?](#)

Sign up

[Not registered?](#)

System requirements Firefox 3+ (recommended), Safari 3+, Internet Explorer 7+  
Java Script must be enabled in your browser!

Help Instructions for the use (Online-Tool)  
Explanations

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My domain

**My start**

My favourite

Favourite

Meine

Berich

- My start page
- My profile data
- My projects**
- My organizations
- My groups
- My messages
- My templates
- Our activities
- Our usage reports
- My preferences

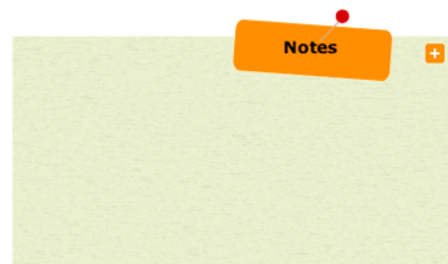
ationsskizze



**Evaluation GuziS** My tasks News

Skizze fertigstellen 10/20/2010

Now click on "My domain/My projects".



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My domain

## My projects

**Manage selection**

Cancel filter

**Tags**

All | No filtering

- Aktuell 4
- B 4
- C 4
- CAS 08 4
- D 3
- Erfurt 08 0
- MPH08 16
- client 0
- qe-team 0
- Bewegung 0
- support 0
- qe 2
- youth 0
- E 0
- quality 0
- aktiv 0
- Zürich 0
- Standard 0
- G 0
- Materialien 0
- Q 0
- A 1

**Roles**

All | No filtering

- Guest 40
- Member 162
- Owner 6
- Administrator 1

List

Name (Owner)	My role
<input checked="" type="checkbox"/> Evaluation "G sund und Zwäg i de Schuel" (Me)	Owner
<input checked="" type="checkbox"/> Evaluation Znüni-Box (Me)	Owner
<input checked="" type="checkbox"/> Gesundheitsförderung im Betrieb (Me)	Owner
<input checked="" type="checkbox"/> Gesundheitsförderung in der Schule (Me)	Owner
<input checked="" type="checkbox"/> Promotion de la santé à l'école (Me)	Owner
<input checked="" type="checkbox"/> Tabak ist Gift (Me)	Owner

Here you see the list of the projects that you have created yourself and/or for which you have been granted access rights (here, they have been filtered according to ownership status "Owner").

By clicking on an item in this list, you can filter the presented projects by different criteria:

- by the role you have in a project
- by your own tags

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My domain

## My projects

**Manage selection**

Cancel filter

**Tags**

All | No filtering

- Aktuell 4
- B 4
- C 4
- CAS 08 4
- D 3
- Erfurt 08 0
- MPH08 16
- client 0
- qe-team 0
- Bewegung 0
- support 0
- qe 2
- youth 0
- E 0
- quality 0
- aktiv 0
- Zürich 0
- Standard 0
- G 0
- Materialien 0
- Q 0
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<input checked="" type="checkbox"/> Promotion de la santé à l'école (Me)	Owner
<input checked="" type="checkbox"/> Tabak ist Gift (Me)	Owner

If you want to start a new project, click on "Create new project".

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My domain :: My projects  
**New project**

First, enter the "Basic information" of the project and **save your entry!**

Save!!!

By clicking on a title modules (forms) are opened and closed.

**Basic information**

Fields marked with an '\*' must be completed

**Meta data**

Project name\* Gesundheitsförderung im Betrieb  
Project shortcut\* Gesundheitsförderung im Betrieb  
Description\*  
Internet address  
Start\* 06/06/2011  
End\* 06/06/2011  
Country\* Switzerland  
Costs 0  
Currency

**Pictures**

Picture for list view Choose File no file selected 30x30px  
Logo Choose File no file selected 200x200px

Publish project Report Create new project

My domain :: My projects  
**GFB**

Tags: [None] | State (Project): private



Project **Members** Organizations Descriptions Assessments Project diary Tasks Documents Links

**Basic information**

Project name Gesundheitsförderung im Betrieb  
Project shortcut GFB  
Description  
Internet address  
Start 05/20/2009  
End 05/20/2011  
Country Switzerland  
Costs 200000  
Currency CHF

Click here to add a new member to the project.

Authorization  
Key words  
Summary (won't be displayed in public profile)  
Notes (won't be displayed in public profile)

Entry page **My domain** Quality system Projects Community Products/Services Help Search  




[Add a member](#)

My domain :: My projects

**GFB** State (Project): private



Project **Members** Organizations Descriptions Assessments Project diary Tasks Documents Links

List

	<b>Hubert Studer</b> – Profile Büro für Qualitätsentwicklung – Switzerland	Owner  
---	---	---

If you are the creator of a new project, you automatically become the owner. You can add other actors at any time, so that they have access to your project.

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[Add a member](#)

My domain :: My projects

**GFB** State (Project): private

Project **Members** Organizations Descriptions Assessments Project diary Tasks Documents Links

List

	<b>Hubert Studer</b> – Profile Büro für Qualitätsentwicklung – Switzerland	Owner  
---	---	---

Click here to add a new member.

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My domain :: My projects

**GFB**

The screenshot shows the 'Add a member' form with the following fields: E-mail, Role (dropdown menu set to 'Guest'), Contact (checkbox), and Role (Project). A red box highlights the E-mail and Role fields. A callout box points to this area with the text: "You can **only grant access to registered quint-essenz users**. You need to know the e-mail address they used when they registered."

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My domain :: My projects

**GFB**

The screenshot shows the 'Add a member' form with the same fields as above. A red box highlights the Role dropdown menu. A callout box points to it with the text: "Actors can be given roles. These roles are linked to different access rights to the project (see Help / Explanations):" followed by a list: "– Guest", "– Member", "– Administrator". Below the list, it says: "These rights can later be modified and individualized for each description, assessment and document."

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My domain :: My projects  
**GFB**

Tags: [None] | State (Project): private

Project Members Organizations Descriptions Assessments Project diary Tasks Documents Links

**Basic information**

Project name Gesundheitsförderung im Betrieb  
Project shortcut GFB  
Description  
Internet address  
Start 05/20/2009  
End 05/20/2009  
Country Switz  
Costs 2000  
Currency CHF  
Picture for list view  
Logo

**Basic information (Language variants)**

**Cantons**

**Authorization**

**Key words**

**Summary (won't be displayed in public profile)**

**Notes (won't be displayed in public profile)**

Report

You can generate a report containing the meta data of your project.

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My domain :: My projects  
**GFB**

**Report options**

Project data

- Basic information
- Contact
- Summary
- Responsible organizations

Create report

Select the elements and generate the report.

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## Gesundheitsförderung im Betrieb

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### Project data

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#### Basic information

<i>Shortcut</i>	GFB
<i>Start</i>	05/20/2009
<i>End</i>	05/20/2011
<i>Costs</i>	200000 CHF
<i>Country</i>	Switzerland

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#### Contact

[No contacts]

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#### Summary

Gesundheitsförderung ist ein ....

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#### Responsible organizations

##### Fachstelle für betriebliche Gesundheitsförderung

<i>Role in project</i>	
<i>Address</i>	Musterstrasse 10 8000 Zürich

A report based on your entered data will automatically be generated and will appear in a new browser window or browser tab.