



C.E.T.A. PORTAL FUNCTIONALITIES





Home Page and Public Area

In public area there are the following sections:

- ✓ Home
- ✓ Presentation
- ✓ Objectives
- ✓ Partnership
- ✓ Itinerary
- ✓ News
- ✓ Press
- ✓ Registration
- ✓ Gallery
- ✓ Contacts



Camera di Commercio, Industria, Artigianato e Agricoltura di Bari





For the tourist: what could you find in CETA portal?

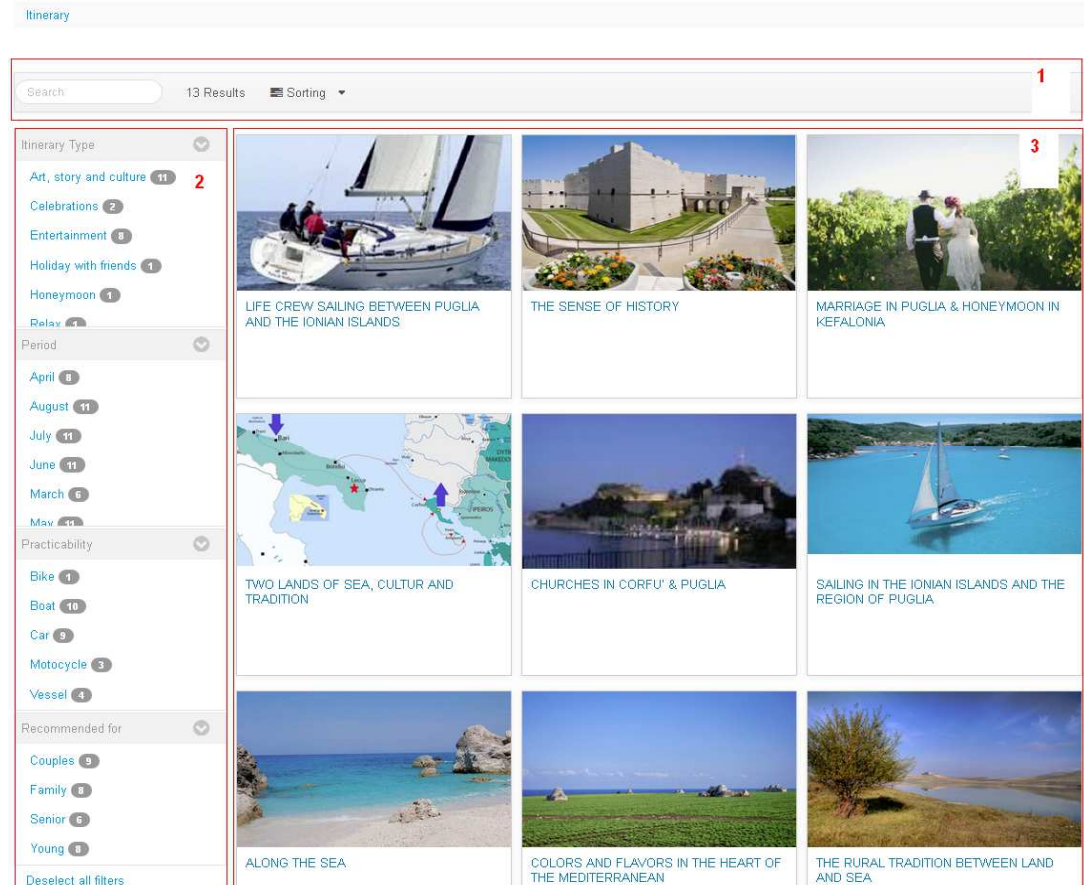
1. Search Itineraries
2. View itinerary details



Search Itineraries

The window is divided in three areas:

- header:** contains the information on the total number of items found, some search-related functions and some actions for authenticated users
- left sidebar:** contains all filters that can be applied on items in the list. E.g. are you a young tourist or a family? Your trip will be by boat or train?
- main content:** contains the list of all the items found



The screenshot shows a search results page for 'Itinerary'. At the top, there is a search bar with '13 Results' and a 'Sorting' dropdown. The page is divided into three main sections:

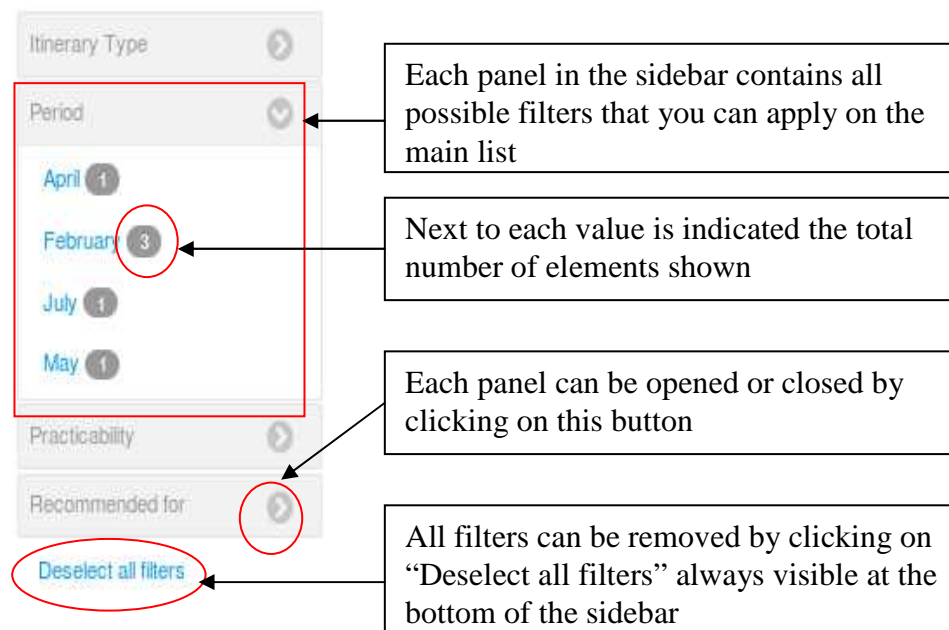
- Header:** Contains a search bar, '13 Results', and a 'Sorting' dropdown.
- Left Sidebar:** Contains filters for 'Itinerary Type', 'Period', 'Practicability', and 'Recommended for'.
 - Itinerary Type:** Art, story and culture (11) 2, Celebrations (2), Entertainment (8), Holiday with friends (1), Honeymoon (1), Relax (1).
 - Period:** April (8), August (11), July (11), June (11), March (6), May (11).
 - Practicability:** Bike (1), Boat (10), Car (9), Motorcycle (3), Vessel (1).
 - Recommended for:** Couples (5), Family (1), Senior (6), Young (8).
- Main Content:** A grid of 9 itinerary cards.
 - 1. LIFE CREW SAILING BETWEEN PUGLIA AND THE IONIAN ISLANDS
 - 2. THE SENSE OF HISTORY
 - 3. MARRIAGE IN PUGLIA & HONEYMOON IN KEFALONIA
 - 4. TWO LANDS OF SEA, CULTUR AND TRADITION
 - 5. CHURCHES IN CORFU' & PUGLIA
 - 6. SAILING IN THE IONIAN ISLANDS AND THE REGION OF PUGLIA
 - 7. ALONG THE SEA
 - 8. COLORS AND FLAVORS IN THE HEART OF THE MEDITERRANEAN
 - 9. THE RURAL TRADITION BETWEEN LAND AND SEA

Search Itineraries – Left sidebar

This section contains all filters that can be applied on items in the main content list.

Filters are grouped by category such as Period, Practicability etc.

Each category is contained in a panel whose title is the name of the category



Each panel in the sidebar contains all possible filters that you can apply on the main list

Next to each value is indicated the total number of elements shown

Each panel can be opened or closed by clicking on this button

All filters can be removed by clicking on “Deselect all filters” always visible at the bottom of the sidebar

Search Itineraries – Main Content

Contains the list of all the itineraries found.

To view detailed info about the itinerary you can click on its title



[LIFE CREW SAILING BETWEEN PUGLIA AND THE IONIAN ISLANDS](#)



[THE SENSE OF HISTORY](#)



[MARRIAGE IN PUGLIA & HONEYMOON IN KEFALONIA](#)



[TWO LANDS OF SEA, CULTUR AND TRADITION](#)



[CHURCHES IN CORFU' & PUGLIA](#)



[SAILING IN THE IONIAN ISLANDS AND THE REGION OF PUGLIA](#)

View itinerary details

When you click on the name of itinerary, a new window appears with the details of the selected item

Overview
Itinerary Description
ⓘ Tips

Itinerary Type

- Attend shows, festivals and events
- Wellness
- Health care

Period

- March


Practicability

- Walking

Recommended for

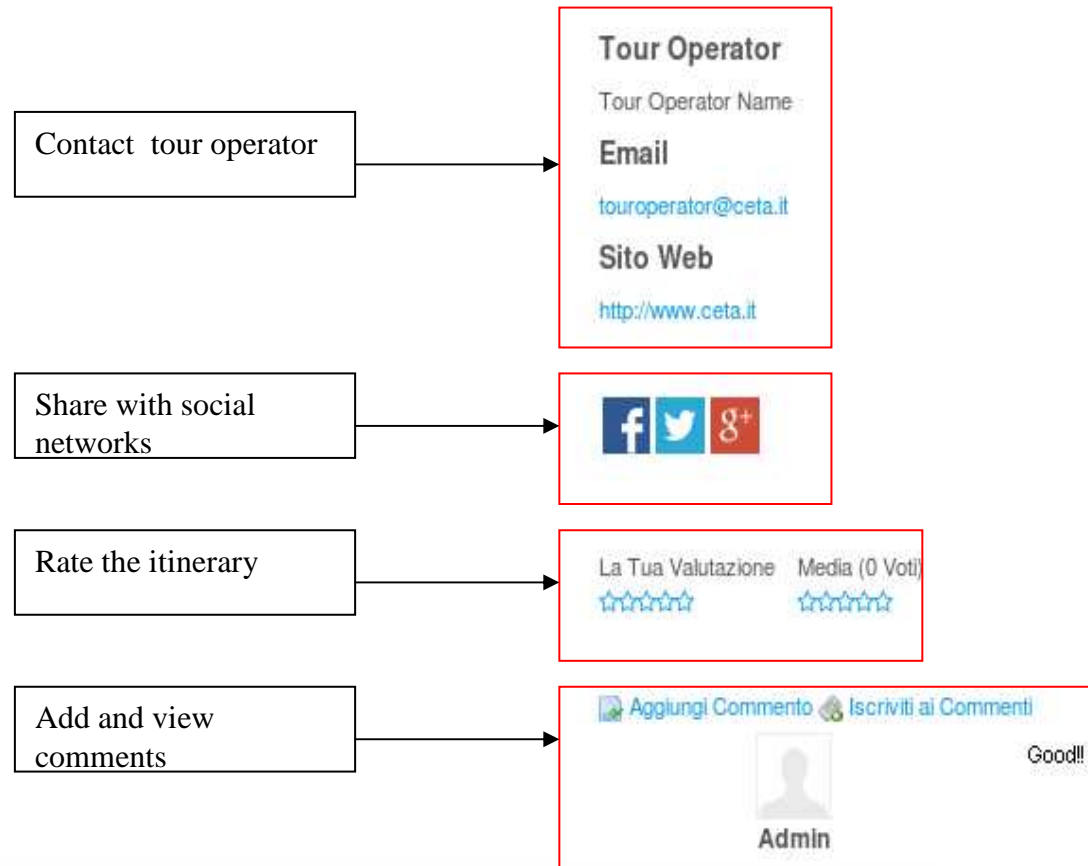
- Young

Itinerary Map



View itinerary details – actions for authenticated user

For the users that are registered on CETA portal, features are available





Have you a Non Hotel Accomodation Unit? What about the opportunities offered by CETA portal to you?

- 1. Update your own profile**
- 2. Search Accomodation Units**
- 3. Search Tour Operators / Travel Agencies**
- 4. Messages**
- 5. Statistics**





Update their own profile

Search Accommodation Search Operator Download Messages Statistics **My Profile** Public Area

My Profile

When a user clicks on “My Profile” button, in Reserved Area appears the details of the profile

Company

Accommodation Type

Bed & Breakfast

Name (Required)

VAT

Business ID

BB

Telephone **

Mobile **

Fax

Country

Place/Locality

Italy

Address

Website

Note:

** Please write your Telephone and/or Mobile number

BB

CETA USER INFORMATION

Company

Contact

SERVICE CHART

Basic Service

Improvements

ADDITIONAL INFO

GPS Position

Beds & Rooms

Additional Info

Gallery

Password

Save Cancel





Search Accomodation Units

The window is divided in three areas:

1. header: contains the information on the total number of items found, some search-related functions and two actions: “Export” and “Send Notice”

2. left sidebar: contains all filters that can be applied on structures in the list. E.g. are you a B&B or a studio? Where are you, in Ionian Islands or Greece?

3. main content: contains name list of all the structures found

Name	Email	Country	Locality	Accommodation Type
19VENTI	info@19venti.it	Italy	Lecce	Bed & Breakfast
A CASA DI AMICI	acasadiamic@live.it	Italy	Martina Franca	Bed & Breakfast
AI CARRETTIERI	info@aicarrettieri.it	Italy	Trani	Bed & Breakfast
AL B&B DA ROS.S.	ross1961@gmail.com	Italy	Foggia	Bed & Breakfast
AL BORGO DI TARANTO	borgoditaranto@gmail.com	Italy	Taranto	Bed & Breakfast
ALBERGO TRIPOLI SRL	albergotripolicorato@live.it	Italy	Corato	Bed & Breakfast
ALLA PIAZZETTA DEL CONVITTO B & B	annamaria.debenedis@gmail.com	Italy	Lucera	Bed & Breakfast
ANTARES	info@antaresagriturismo.it	Italy	Melendugno	Agritourism
ANKA	info@bedandbreakfastanka.com	Italy	Gallipoli	Bed & Breakfast
AZIENDA AGRITURISTICA IL CLIEGETO	ilcliegeto@libero.it	Italy	Locorotondo	Agritourism
Abbazia degli Svevi	info@abbaziadeglisvevi.it	Italy	Bari	Bed & Breakfast
Agriturismo Massena Salamina	info@massenasalamina.it	Italy	Fasano	Agritourism
Al Canestra	info@alcanestra.it	Italy	Salice Salentino	Bed & Breakfast

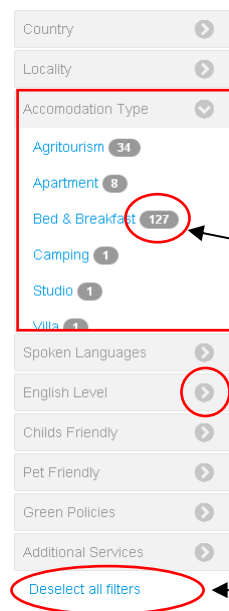


Search Accomodation – Left sidebar

This section contains all filters that can be applied on structures in the main content list.

Filters are grouped by category such as Country, Locality etc.

Each category is contained in a panel whose title is the name of the category



Each panel in the sidebar contains all possible filters that you can apply on the accommodation list

Next to each value is indicated the total number of elements shown

Each panel can be opened or closed by clicking on this button

All filters can be removed by clicking on “Deselect all filters” always visible at the bottom of the sidebar

<input type="checkbox"/>	Name	Email	Country	Locality	Accommodation Type
<input type="checkbox"/>	19VENTI	info@19venti.it	Italy	Lecce	Bed & Breakfast
<input type="checkbox"/>	A CASA DI AMICI	acasadiamici@live.it	Italy	Martina Franca	Bed & Breakfast
<input type="checkbox"/>	AI CARRETTIERI	info@aicarrettieri.it	Italy	Trani	Bed & Breakfast
<input type="checkbox"/>	AL B&B DA ROS.S.	ross1961@gmail.com	Italy	Foggia	Bed & Breakfast
<input type="checkbox"/>	AL BORGO DI TARANTO	borgoditaranto@gmail.com	Italy	Taranto	Bed & Breakfast
<input type="checkbox"/>	ALBERGO TRIPOLI SRL	albergotripolicorato@live.it	Italy	Corato	Bed & Breakfast
<input type="checkbox"/>	ALLA PIAZZETTA DEL CONVITTO B & B	annamaria.debenedittis@gmail.com	Italy	Lucera	Bed & Breakfast
<input type="checkbox"/>	ANTARES	info@antaresagriturismo.it	Italy	Melendugno	Agritourism
<input type="checkbox"/>	ANXA	info@bedandbreakfastanxa.com	Italy	Gallipoli	Bed & Breakfast
<input type="checkbox"/>	AZIENDA AGRITURISTICA IL CILIEGETO	ilciliegeto@libero.it	Italy	Locorotondo	Agritourism
<input type="checkbox"/>	Abbazia degli Svevi	info@abbaziadeglisvevi.it	Italy	Bari	Bed & Breakfast
<input type="checkbox"/>	Agriturismo Masseria Salamina	info@masseriasalamina.it	Italy	Fasano	Agritourism
<input type="checkbox"/>	Al Canestra	info@alcanestra.it	Italy	Salice Salentino	Bed & Breakfast
<input type="checkbox"/>	Al Mura	info@almura.it	Italy	Altamura	Bed & Breakfast
<input type="checkbox"/>	Albarosa	albarosa.ruvo@gmail.com	Italy	Ruvo di Puglia	Bed & Breakfast
<input type="checkbox"/>	All'ombra degli ulivi	allombradegliulivi@libero.it	Italy	Ostuni	Bed & Breakfast
<input type="checkbox"/>	Alla Panoramica	beb@allapanoramica.com	Italy	Monopoli	Bed & Breakfast
<input type="checkbox"/>	Alle Antiche Mura	info@casegalatina.it	Italy	Vernole	Apartment
<input type="checkbox"/>	Apulia 70 Holidays	info@apulia70.com	Italy	Polignano a Mare	Bed & Breakfast
<input type="checkbox"/>	Avellaneta	info@avellaneta.it	Italy	San Marco la Catola	Agritourism
Show more					

To select/deselect single element in the list you can check this control

To view detailed info about the accomodation you can click on its name

To show more elements you can click on this button

Search Accomodation Main content

Contains the list of all the structures found



Search Accomodation – detailed info about selected accomodation

When you click on the name of accomodation, a popup appears with the details of the selected structure

All'ombra degli ulivi

Company

Accommodation Type
Bed & Breakfast

Name	VAT	Business ID
All'ombra degli ulivi		

Telephone **	Mobile **	Fax
3315348654		

Country	Place/Locality
Italy	Ostuni

Address	Email	Website
C.da Chianchizzo	allombradegliulivi@libero.it	www.bedandbreakfastallombrade

CETA USER INFORMATION

- Company
- Service Chart

ADDITIONAL INFO

- GPS Position
- Beds & Rooms
- Additional Info



If you need a Tour Operators / Travel Agencies: All the features are the same as “Search Accomodation” previously described

Search 9 Results Sorting ▼ Manage Filters ▼ Export Send Notice

Country	Name	Email	Country	Locality	Type
Greece 9	<input type="checkbox"/> ALL WAYS TRAVEL	info@allwaystravel.com	Greece	Kerkyra	Tour Operator
Italy +	<input type="checkbox"/> ANTHEA TOURS	info@anheatours.com	Greece	Kerkyra	Tour Operator
Locality	<input type="checkbox"/> GRAND SEA SERVICES	grandsea@otenet.gr	Greece	Kerkyra	Tour Operator
Type	<input type="checkbox"/> KAPPA VITA TOURIST ENTERPRISES	info@kappavita.com	Greece	Kerkyra	Tour Operator
Foreign Markets	<input type="checkbox"/> LORD TRAVEL	lord-tvl@otenet.gr	Greece	Kerkyra	Tour Operator
Deselect all filters	<input type="checkbox"/> PACHIS TRAVEL	info@pachistravel.com	Greece	Kerkyra	Tour Operator
	<input type="checkbox"/> PATRAS TRAVEL	andreas@patrastravel.gr	Greece	Kerkyra	Tour Operator
	<input type="checkbox"/> SIRIOTI TRAVEL	sirioti@otenet.gr	Greece	Kerkyra	Tour Operator
	<input type="checkbox"/> KAAAMI TOURIST SERVICE K.T.S.	kalami.corfu@gmail.com	Greece	Kerkyra	Tour Operator





Messages

Use the messaging functionalities through the four sections:

1. Unread
2. Inbox
3. Sent
4. New Message

Download Itinerary Search Accomodation **Messages** Statistics Public Area

Messages

Unread Inbox Sent New Message

No message found

Powered By Liferay





Send New Message

Fulfil the form and click “Send” button to send a message to other CETA users

Unread Inbox Sent **New Message**

Sender touoperator (touoperator@ceta.it)

Receivers

Subject

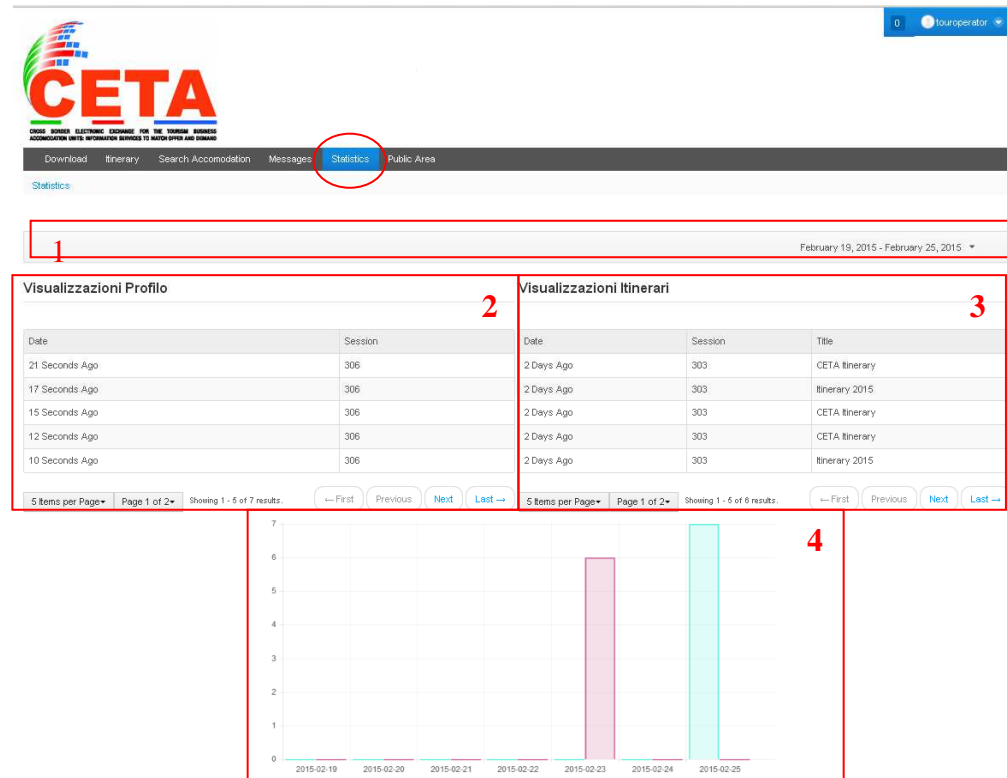
Message

Send



Statistics

Statistics about profile views and itinerary views



The screenshot shows the CETA website's statistics section. A red box labeled '1' highlights the date range filter set to 'February 19, 2015 - February 25, 2015'. A red circle labeled '2' highlights the 'Statistics' menu item. A red box labeled '3' highlights two data tables: 'Visualizzazioni Profilo' and 'Visualizzazioni Itinerari'. A red box labeled '4' highlights a bar chart showing the number of views per day.

Visualizzazioni Profilo

Date	Session
21 Seconds Ago	306
17 Seconds Ago	306
15 Seconds Ago	306
12 Seconds Ago	306
10 Seconds Ago	306

Visualizzazioni Itinerari

Date	Session	Title
2 Days Ago	303	CETA Itinerary
2 Days Ago	303	Itinerary 2015
2 Days Ago	303	CETA Itinerary
2 Days Ago	303	CETA Itinerary
2 Days Ago	303	Itinerary 2015

Bar Chart Data:

Date	Views
2015-02-23	6
2015-02-25	7



Are you a tour operator or travel Agency ? You are interested to transborder itineraries?

- 1. Insert/Edit own itinerary**
- 2. All the functionalities available for Non Hotel user**





Add new itinerary

In the reserved area click on the button “Add Itinerary” to display the form with the fields of new Itinerary

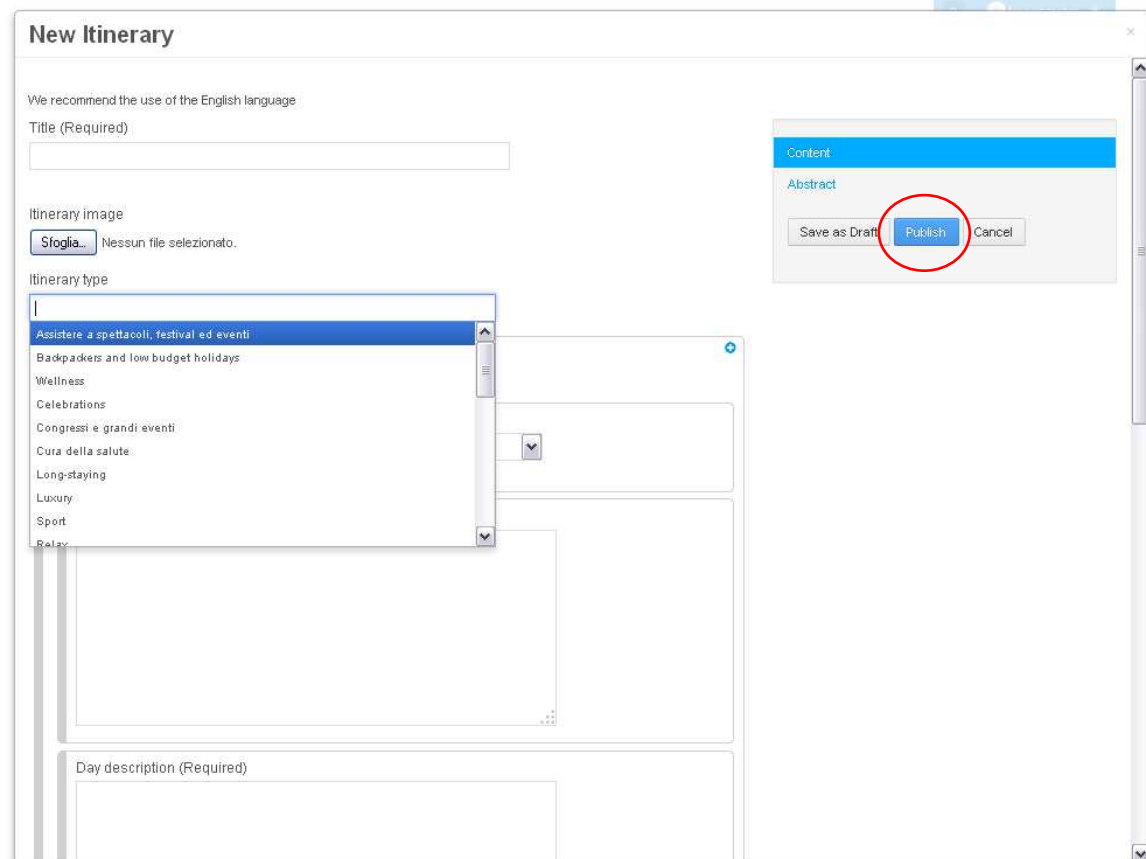
The screenshot shows the CETA website interface. At the top right, there is a user profile dropdown menu with the text "0" and "tour operator". The main header features the CETA logo and a navigation bar with the following menu items: "Search Accomodation", "Download", "Itinerary", and "Public Area". Below the navigation bar, the word "Itinerary" is displayed in a light blue box. A large white button labeled "Add Itinerary" is circled in red. Below this button, a light blue message box states "There are no results."



Add new itinerary

The window contains all the fields to fulfil.

When complete, click on Publish button to start the workflow for approvation.

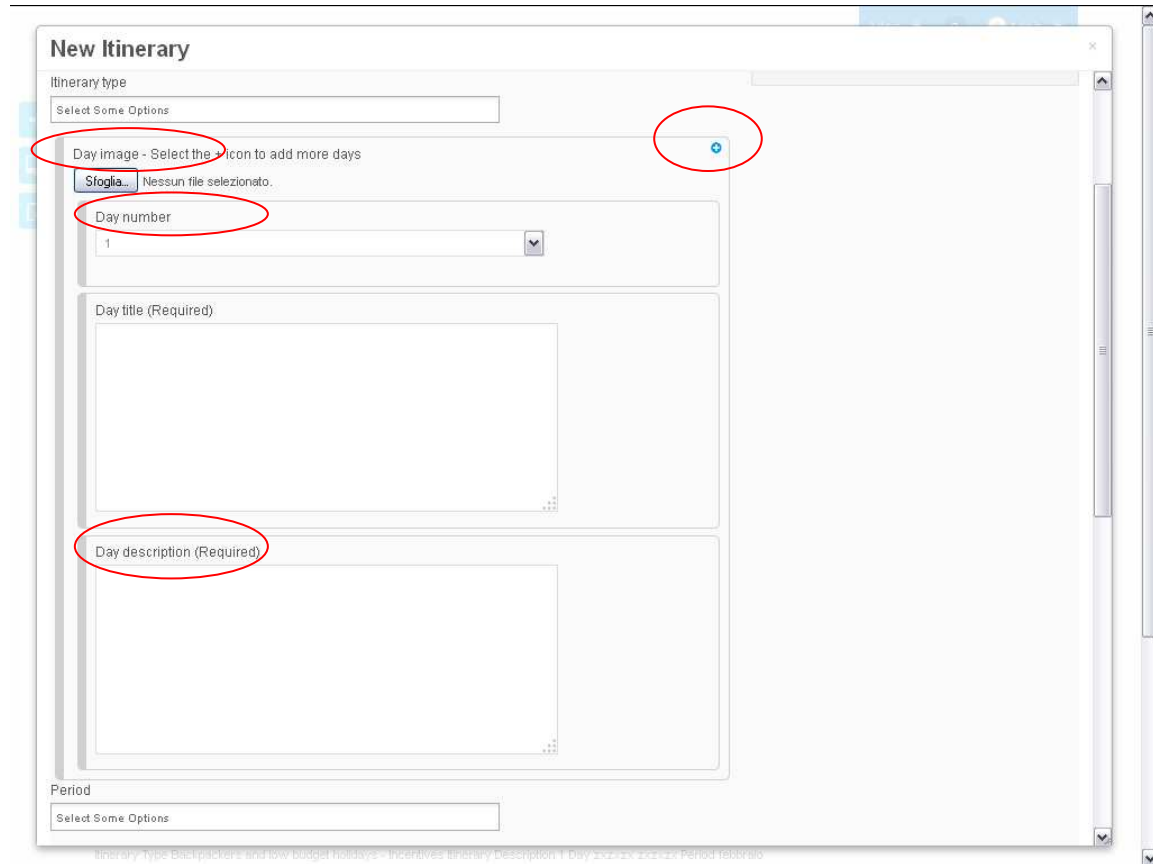


The screenshot shows a web form titled "New Itinerary". At the top, it says "We recommend the use of the English language". Below this are several fields: "Title (Required)" with an empty text box; "Itinerary image" with a "Sfoglia..." button and the text "Nessun file selezionato."; "Itinerary type" with a dropdown menu showing options like "Assistere a spettacoli, festival ed eventi", "Backpackers and low budget holidays", "Wellness", "Celebrations", "Congressi e grandi eventi", "Cura della salute", "Long-staying", "Luxury", "Sport", and "Relax". At the bottom, there is a "Day description (Required)" text area. On the right side, there is a "Content" panel with an "Abstract" section and three buttons: "Save as Draft", "Publish" (circled in red), and "Cancel".

Add new itinerary – Day details

In the section “day details” you can select the picture of the day, the number of days and write the title and the description.

To add more than one day, select the + icon in the top right corner of the panel.



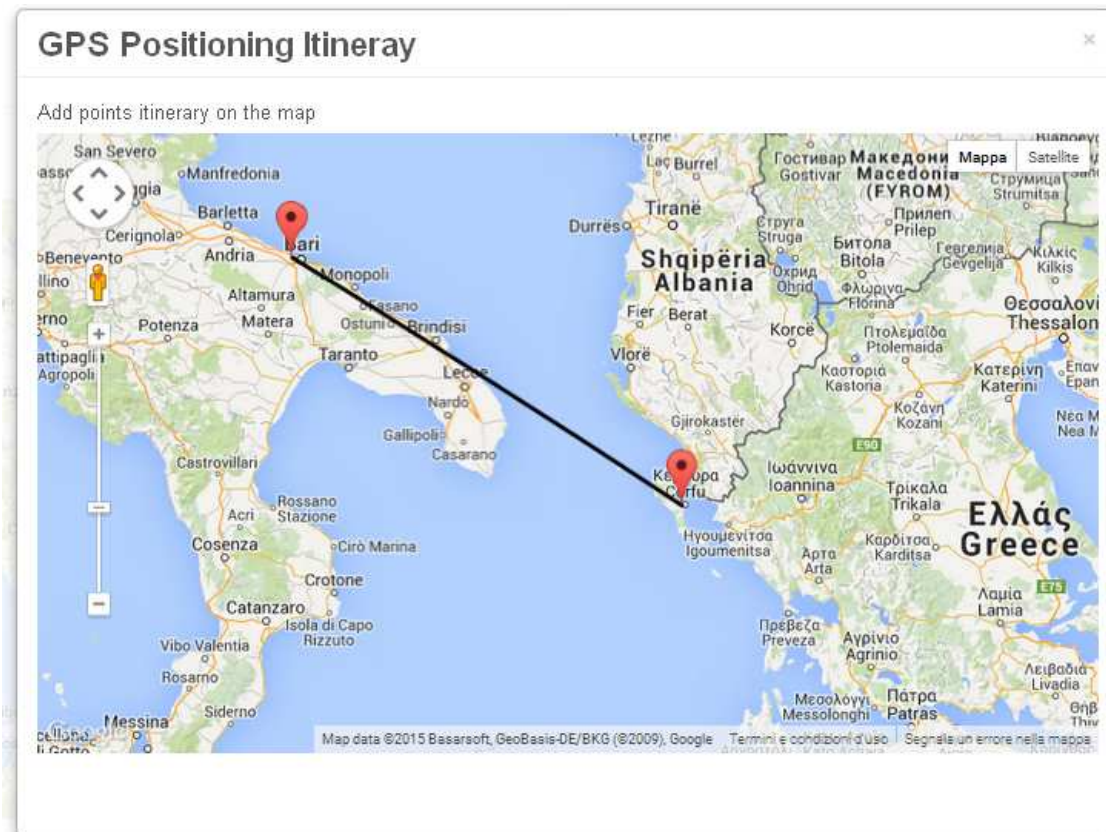
The screenshot shows a web form titled "New Itinerary". The form contains several fields and buttons:

- Itinerary type:** A dropdown menu with the text "Select Some Options".
- Day image:** A section with the text "Day image - Select the + icon to add more days". Below this is a button labeled "Sfoglia..." and the text "Nessun file selezionato.".
- Day number:** A dropdown menu with the value "1" selected.
- Day title (Required):** A large text area for entering the title.
- Day description (Required):** A large text area for entering the description.
- Period:** A dropdown menu with the text "Select Some Options".

Red circles highlight the "+ icon" in the top right corner of the form, the "Sfoglia..." button, and the "Day description (Required)" text area.

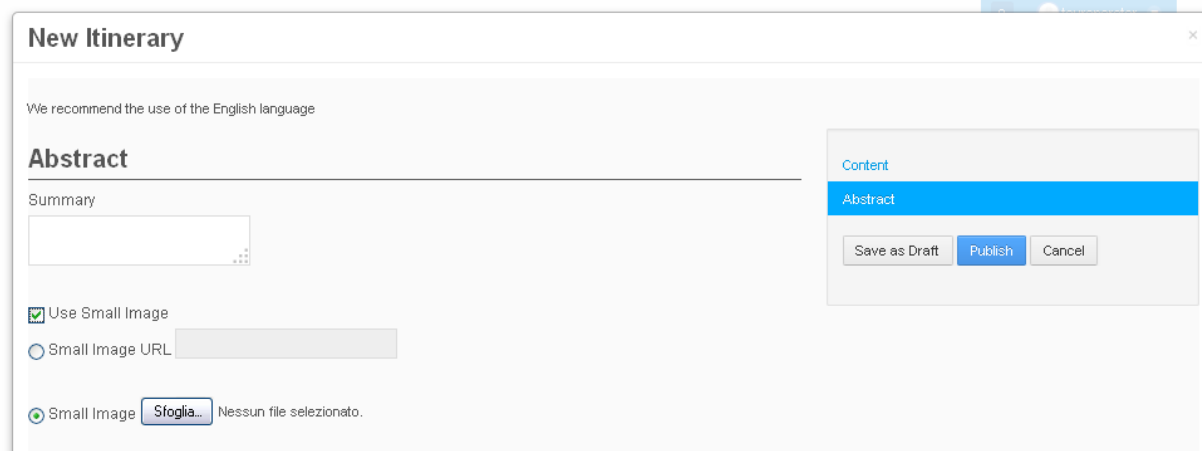
Add new itinerary – Mapping

With the feature “Open map” it is possible to associate a map with POI to the itinerary.



Add new itinerary – Publish for approval

You can insert an abstract text with small image by selecting the button "Abstract" to the right.



The screenshot shows a web form titled "New Itinerary". At the top, it says "We recommend the use of the English language". Below this is a section for the "Abstract". There is a "Summary" label followed by a text input field. To the right of the form is a vertical menu with two options: "Content" and "Abstract". The "Abstract" option is highlighted in blue. Below the menu are three buttons: "Save as Draft", "Publish", and "Cancel". Under the "Abstract" section, there are three options for adding a small image: a checked checkbox for "Use Small Image", a radio button for "Small Image URL" followed by an input field, and a radio button for "Small Image" followed by a "Stoglia..." button and the text "Nessun file selezionato."

The publishing process puts the new itinerary in the state Pending awaiting approval by a member of staff.

Note that the itinerary will not be visible on the public section of the CETA portal until you receive an email notification of approval.



**THANK YOU FOR YOUR
ATTENTION!!!**

