EH4S PLATFORM USER GUIDE

A comprehensive beginner's manual

EuroHub4Sino
European Hub
for Contemporary China

This user guide is designed to help everyone understand and use the EuroHub4Sino platform easily. Whether you are a beginner or an experienced user, this guide will explain every part of the website in a clear and simple way.

The goal of this manual is to describe all menus, buttons, and clickable areas of the platform step by step. Each section of the website will be explained so that you always know where you are, what you can do, and how to do it.

With this guide, users will be able to navigate the platform without confusion, find the information they need, and use all available features effectively. If you face any difficulty while using the website, this manual will help you understand the problem and find a solution quickly.

This document is meant to be a complete and practical reference, allowing every user to feel confident and independent when using EuroHub4Sino.

Manual Structure Overview

The structure of this manual is organized as follows:

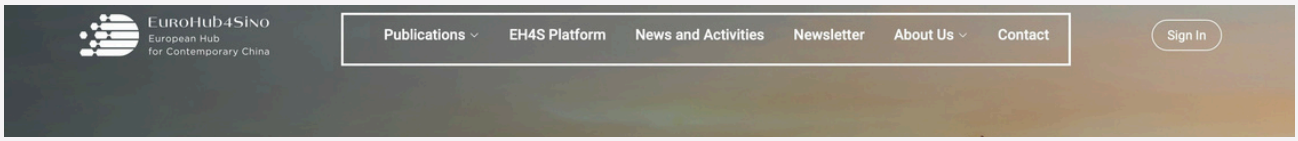
In the first part, instructions will be provided on how to use the EH4S portal for users who do not have an account and are not members of the Network. Each tab and section of the portal will be explained in a clear and sequential manner to ensure the best possible understanding for the user.

In the second part, the manual will present the different tabs and all the essential features for users who have created an account and are registered members of the EuroHub4Sino Network. This section is intended to help users fully understand the platform’s functionalities and how the system operates, enabling them to make effective use of the project’s tools and services.

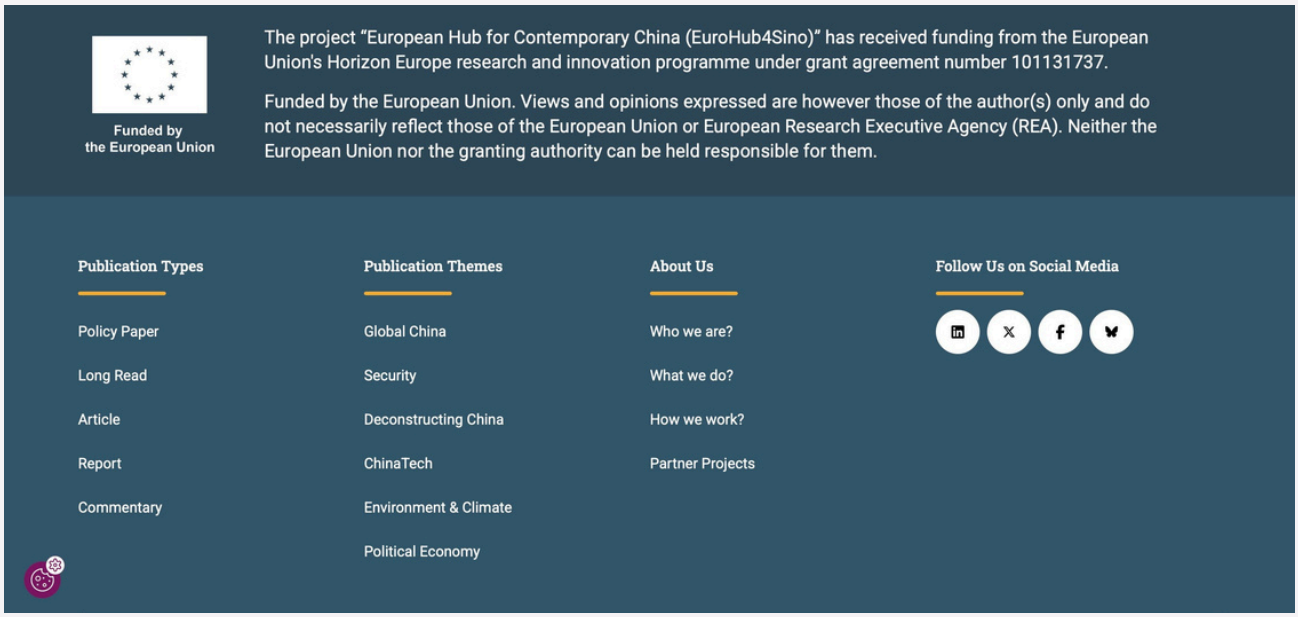
Part 1: Public Service Area

Navigate in Main Menu

Upon arriving on the EH4S portal, several navigation options are available. The different tabs in the top menu bar provide direct access to key sections of the site. Scrolling down the homepage reveals recently published policy papers, as well as the *Editor's Choice* section, which highlights selected articles related to the project. Further down the page, various shortcuts lead to different types of publications, thematic categories, and the About Us section described later in the manual. At the bottom of the page, links to social media platforms such as LinkedIn, Facebook, X, and BlueSky are also available for further engagement.



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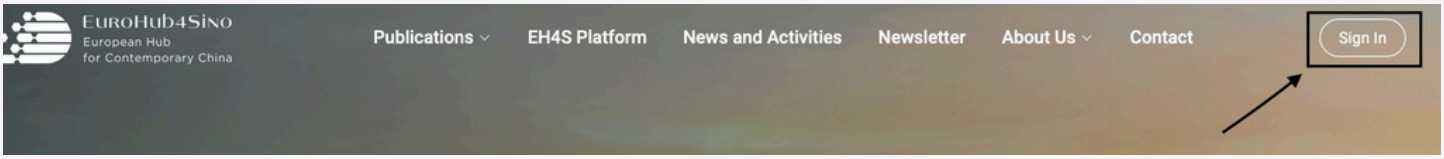


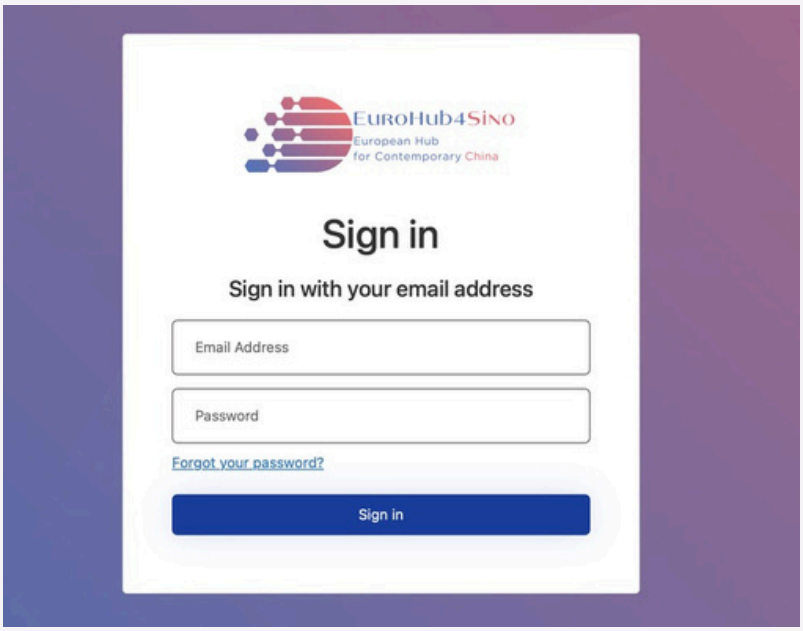
Publication Types: This section presents the different formats of content available, such as policy papers, long reads, articles, reports, and commentaries.
Publication Themes: Here, content is organized by topics like Global China, security, technology, environment, and political economy. This allows users to explore specific areas of interest.
About Us: This part gives access to key information about the project and the consortium, including who they are, what they do, how they work, and their partner projects.
Social Media: This section includes icons linking to platforms like LinkedIn, X, and Facebook, enabling users to follow the organization and stay updated.

Sign in

Before exploring the platform in detail, it is important to understand that EH4S offers two different versions of interface. Each version provides access to different menus and services, depending on whether the user is registered or not. In this guide, we will first focus on the open version, which allows users to discover the platform and access basic information. However, to benefit from all features and services, it is necessary to sign in.

To sign in click on the "Sign in" button located at the top right of the platform. Then, enter your email address and the password you previously created.

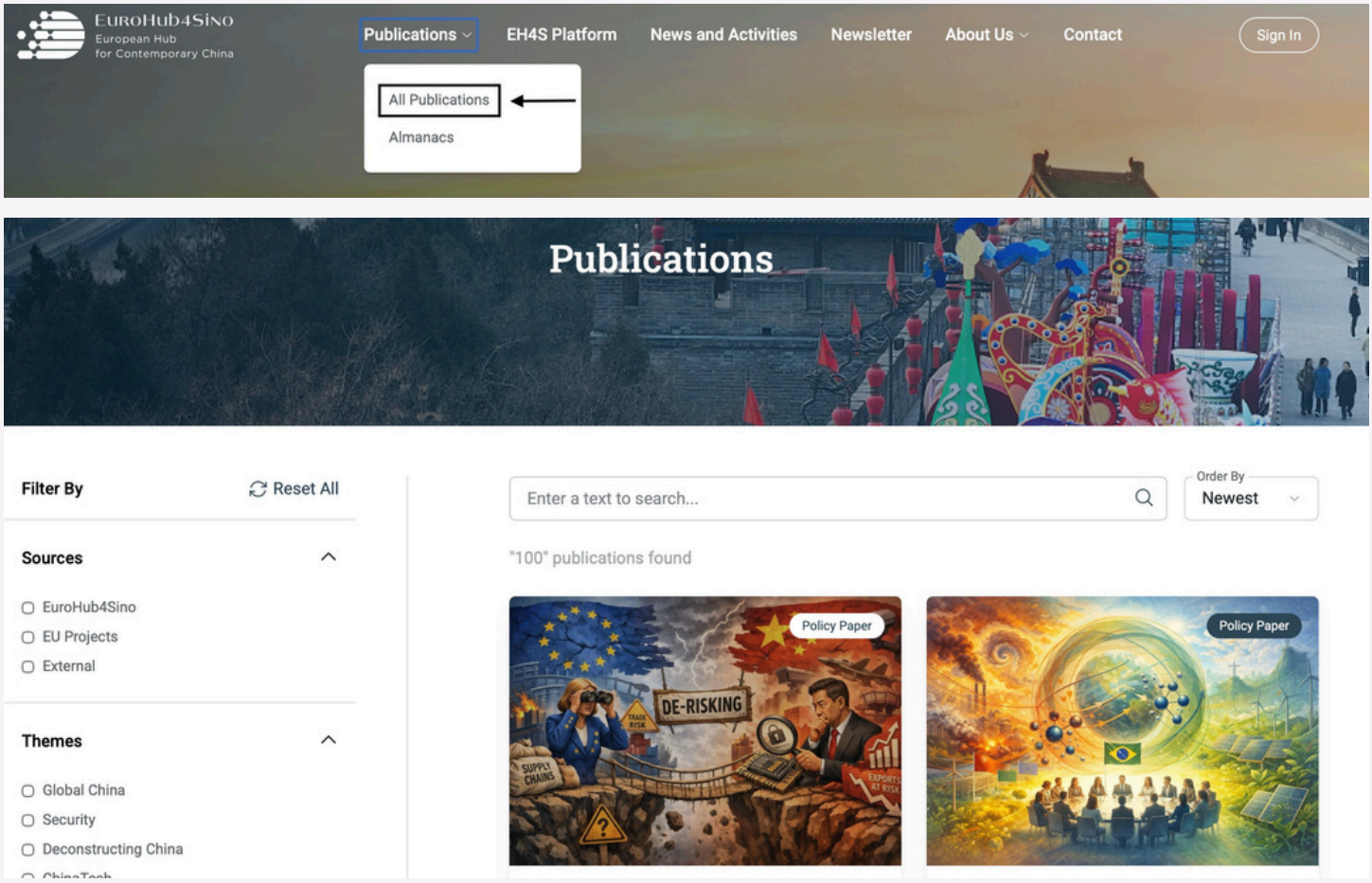




Publications

The “Publications” menu includes two tabs: “All Publications” and “Almanac”. In this section, we will explain the “All Publications” tab, which allows users to view all available content on the platform.

To access this section, simply select the “Publications” menu, then click on the “All Publications” tab, as shown in the image below.

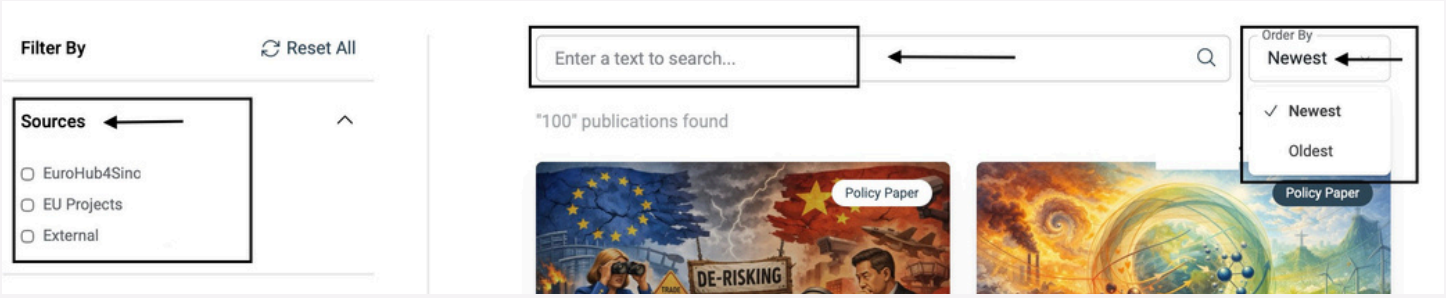


Filtering by Source

When you open the “All Publications” tab, you can select a specific source using the “Filter by” option. The available sources are:

- **EuroHub4Sino** – publications related to the EuroHub4Sino project itself.
- **EU Projects** – publications drafted by other EC funded projects.
- **External** – open-access publications from outside the project, carefully selected for their quality.

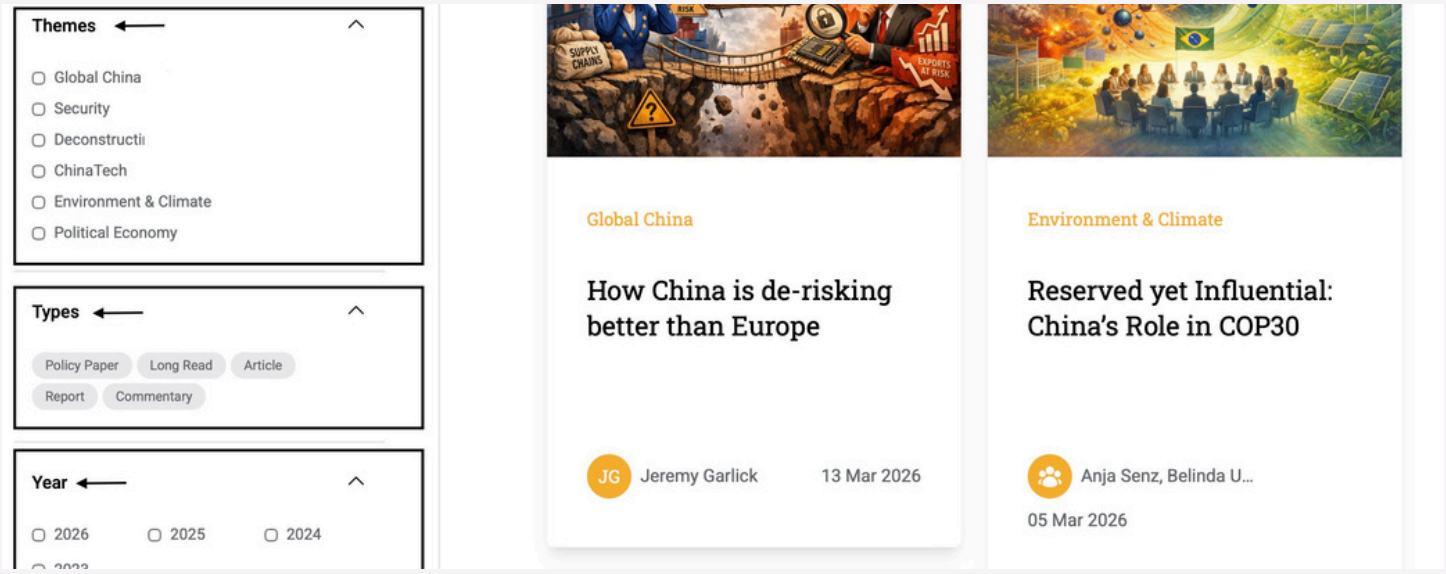
Click on the source type you want to search. Once you have selected a source, you can also sort the publications from the oldest to the newest by clicking on the “Order By” tab. You can also search for any publication by opening the “Search” tab and typing the title or keywords of the publication.



Other Filters

Here you can filter the publications by *research themes* (Global China, Security, Deconstructing China, ChinaTech, Environment & Climate, Political Economy), *publication types* (Policy Paper, Long Read, Article, Report, Commentary), and finally, *publication years*.

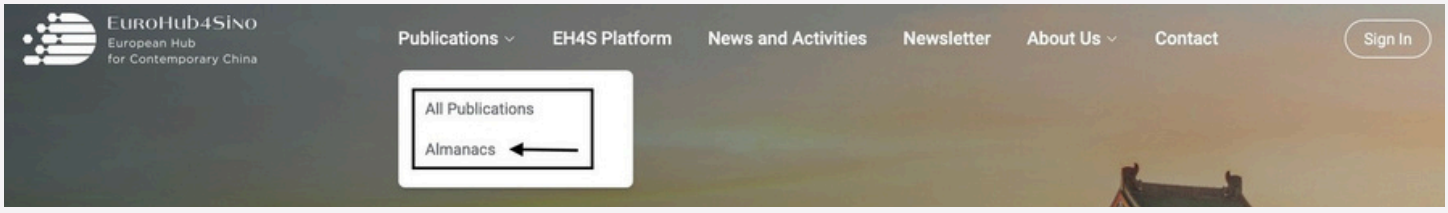
To select a category, simply choose the desired theme, type, or a specific year.



Almanac

Almanacs combines all the different publications authored throughout each project year.

To access almanacs, simply select the "Publications" tab and then on "Almanac."







Almanac 2024

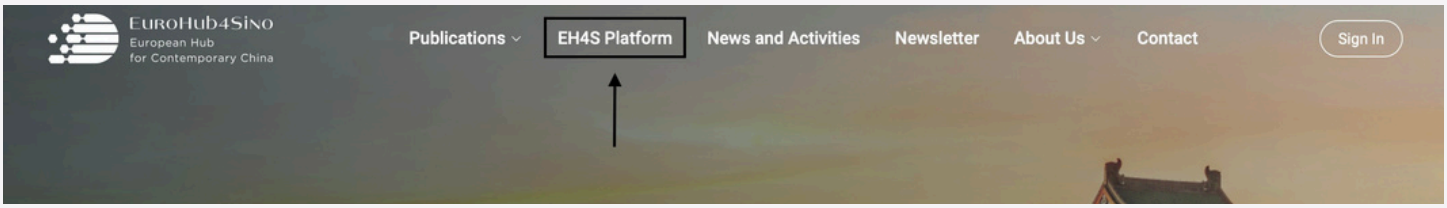


Almanac 2025

EH4S Platform

The “EH4S Platform” tab provides access to a dedicated space for members of the EuroHub4Sino network. It serves as a collaborative hub where researchers and stakeholders can collaborate and communicate. Through this platform, users can explore tools such as the Joint Market Place, the Online Dynamic Library, and the Expert Enquiry Tool, all designed to support collaboration, information exchange, and networking within the community.

To select a category, simply choose the desired theme, publication type, or a specific year if preferred.To access this platform, simply click on the “EH4S” tab. Please note that this space is exclusively reserved for members who have created an account beforehand.





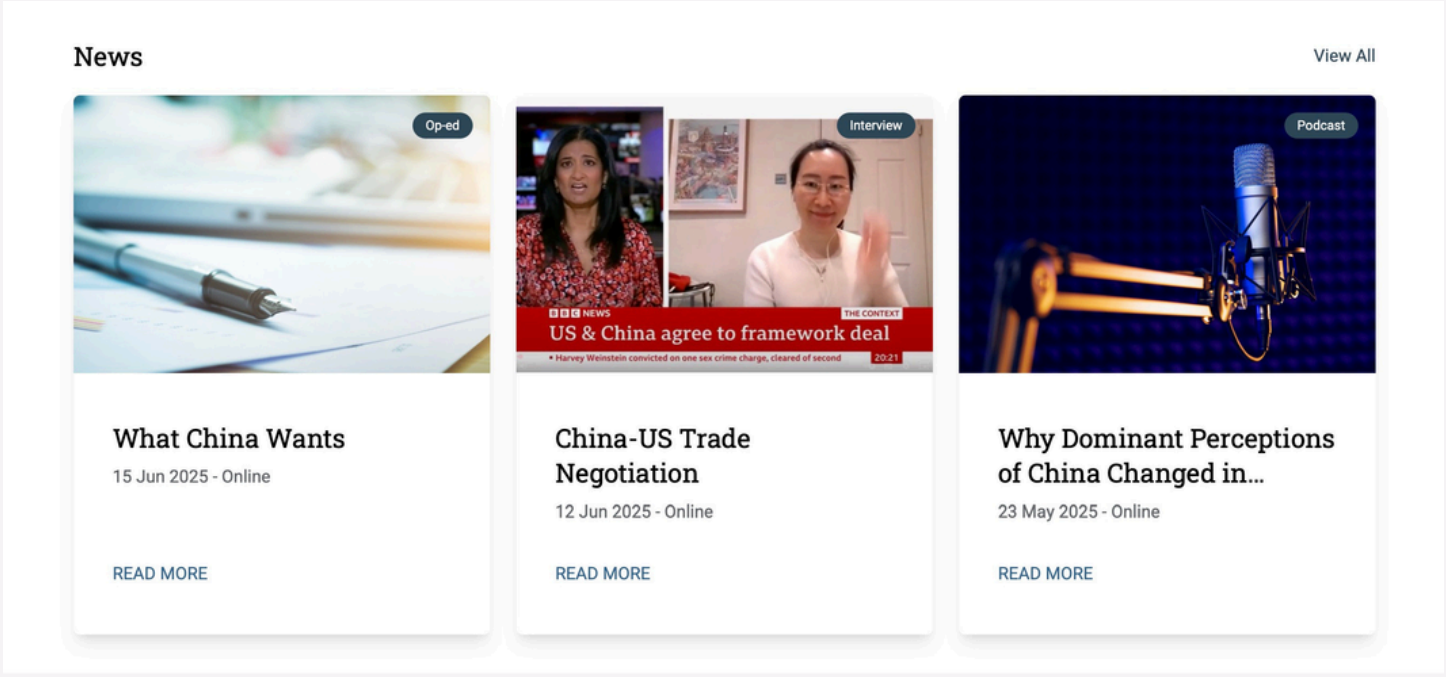
News and Activity

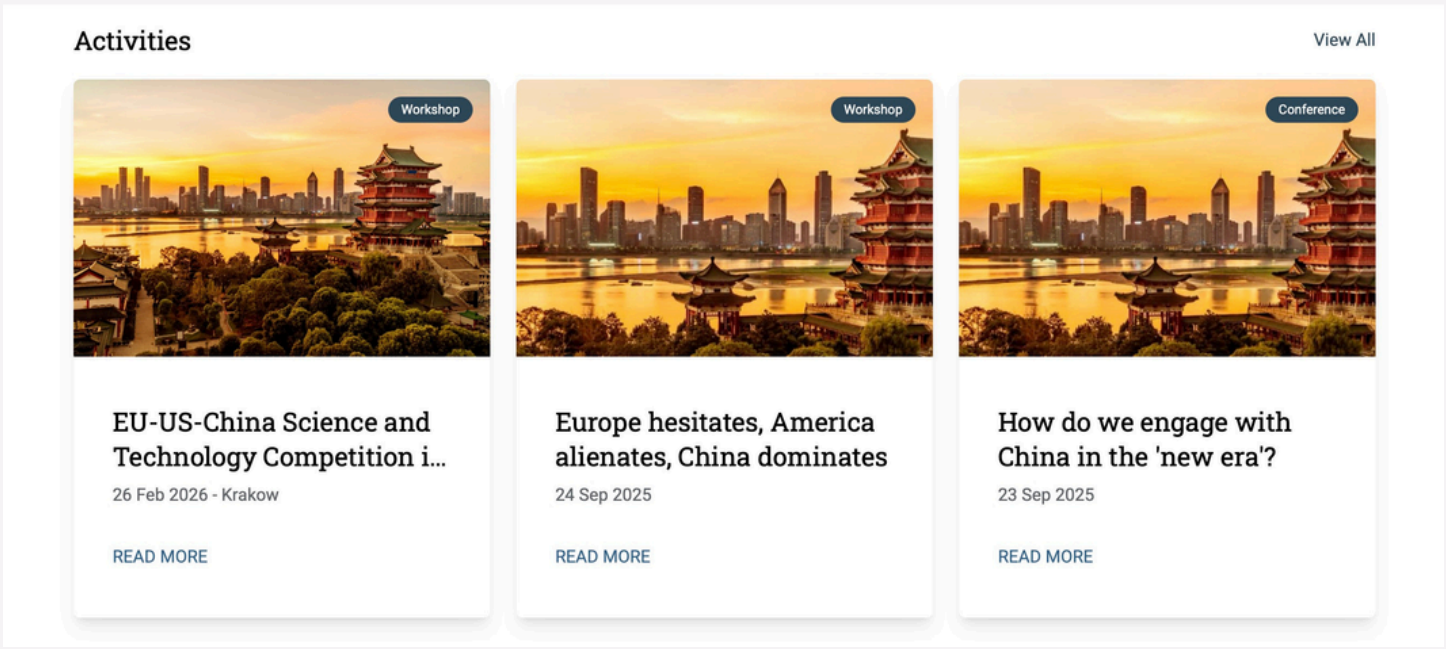
The “News and Activities” tab brings together a variety of content. In the “News” section, you can find interviews, podcasts, and op-eds, which are articles where authors share their personal views or analysis on a particular topic in external media.

The “Activities” section gathers the various initiatives carried out within the project, including conferences, lectures, workshops, and MOOCs. It provides an overview of the events and learning opportunities organized as part of the network.

To select a category, simply choose the desired theme, publication type, or a specific year if preferred.To access this platform, simply click on the “EH4S” tab. Please note that this space is exclusively reserved for members who have created an account beforehand.



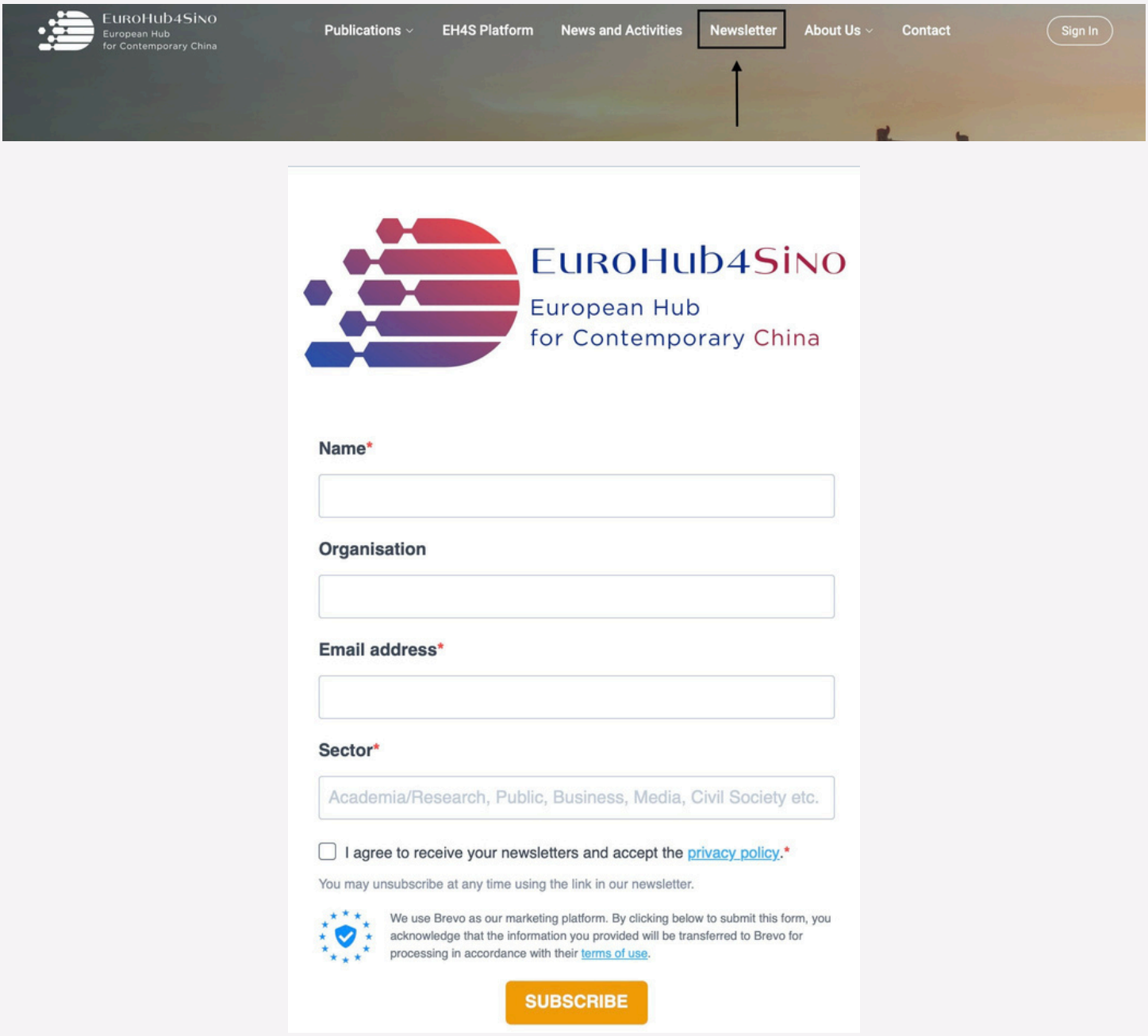




Newsletter

The EuroHub4Sino newsletter is a quarterly update sent straight to your mailbox every three months. It's your go-to source for the latest news, project activities, and upcoming opportunities, all in one convenient place. Each issue offers highlights, insights, and inspiring stories from the network, helping you stay connected and informed while discovering new ways to get involved.

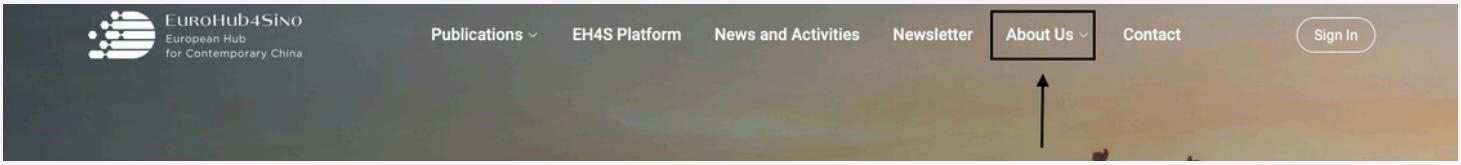
Signing up for the newsletter is simple. Click on the "Newsletter" tab. In the form, enter your name, organization(optional), email address, and the sector you belong to. After accepting the terms and conditions, you will be subscribed and will receive the newsletter every three months directly in your inbox.



About us

The “About Us” tab provides an overview of the project and its mission. In “Who We Are”, you can learn about the team, their expertise, and the values that drive their work. “What We Do” highlights the project’s activities, goals, and areas of focus. “How We Work” explains the methods, approaches, and principles guiding the team’s efforts. Finally, “Partner Projects” showcases collaborations and initiatives with other organizations, demonstrating the network’s wider impact and connections.

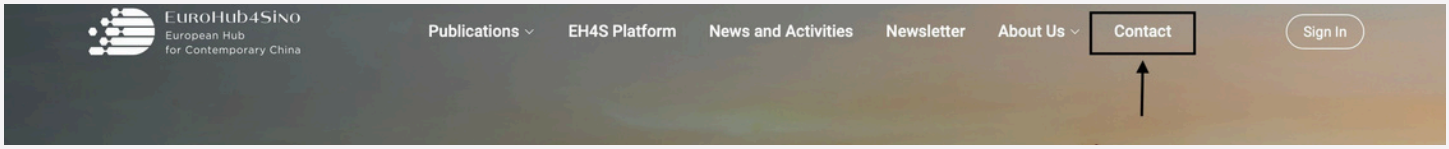
To access the “About Us” tab, simply click on “About Us” in the main menu and then the corresponding submenu.

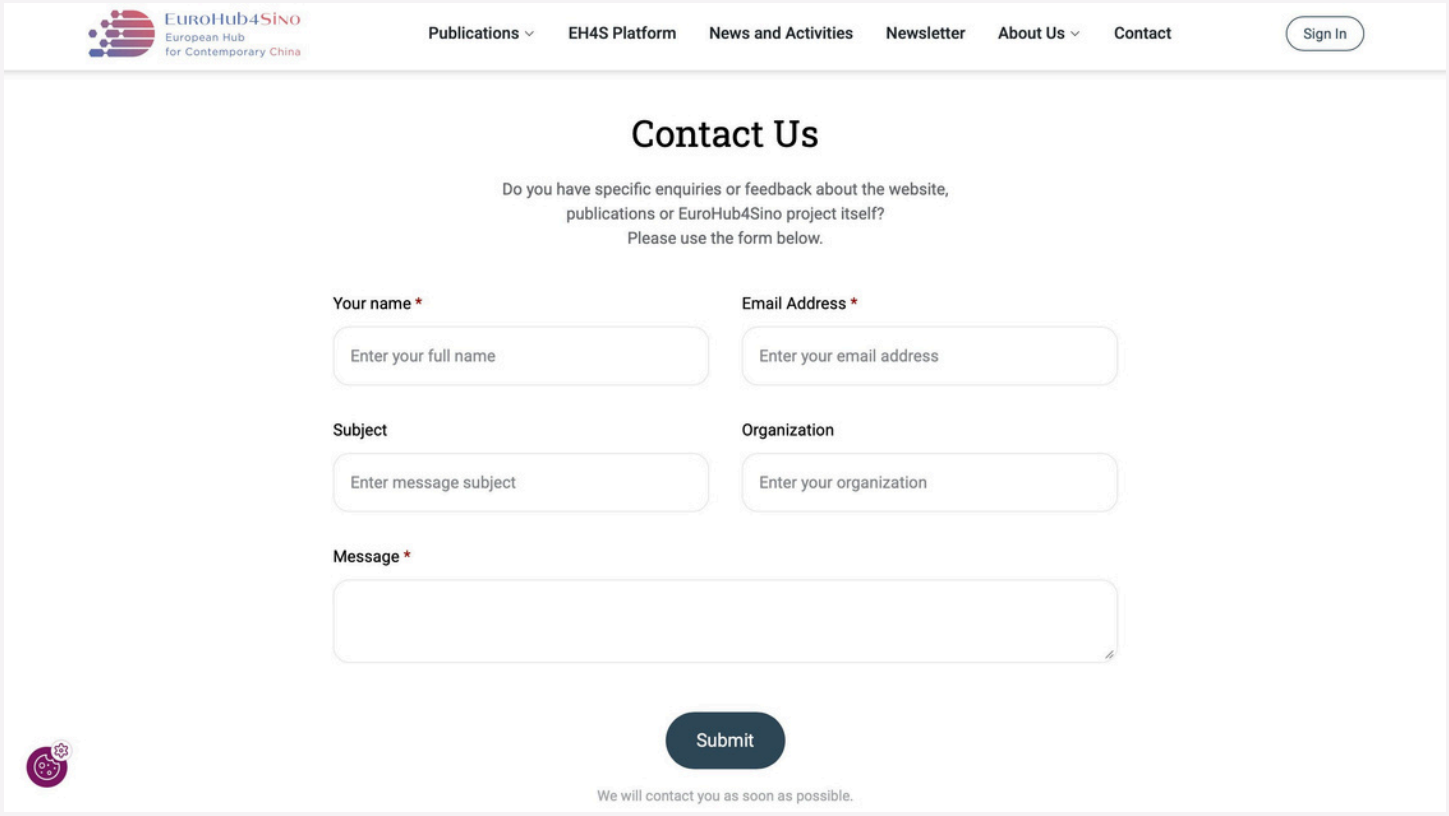


Contact

The Contact tab allows users to easily get in touch with the team managing the EuroHub4Sino project. Through this section, visitors can ask questions, request additional information, or share feedback regarding the project and its activities.

To get in touch, simply enter your name and email address, specify the subject you would like to discuss, mention the name of your organization, and provide your detailed message. The EuroHub4Sino team will then review your request and respond as soon as possible.





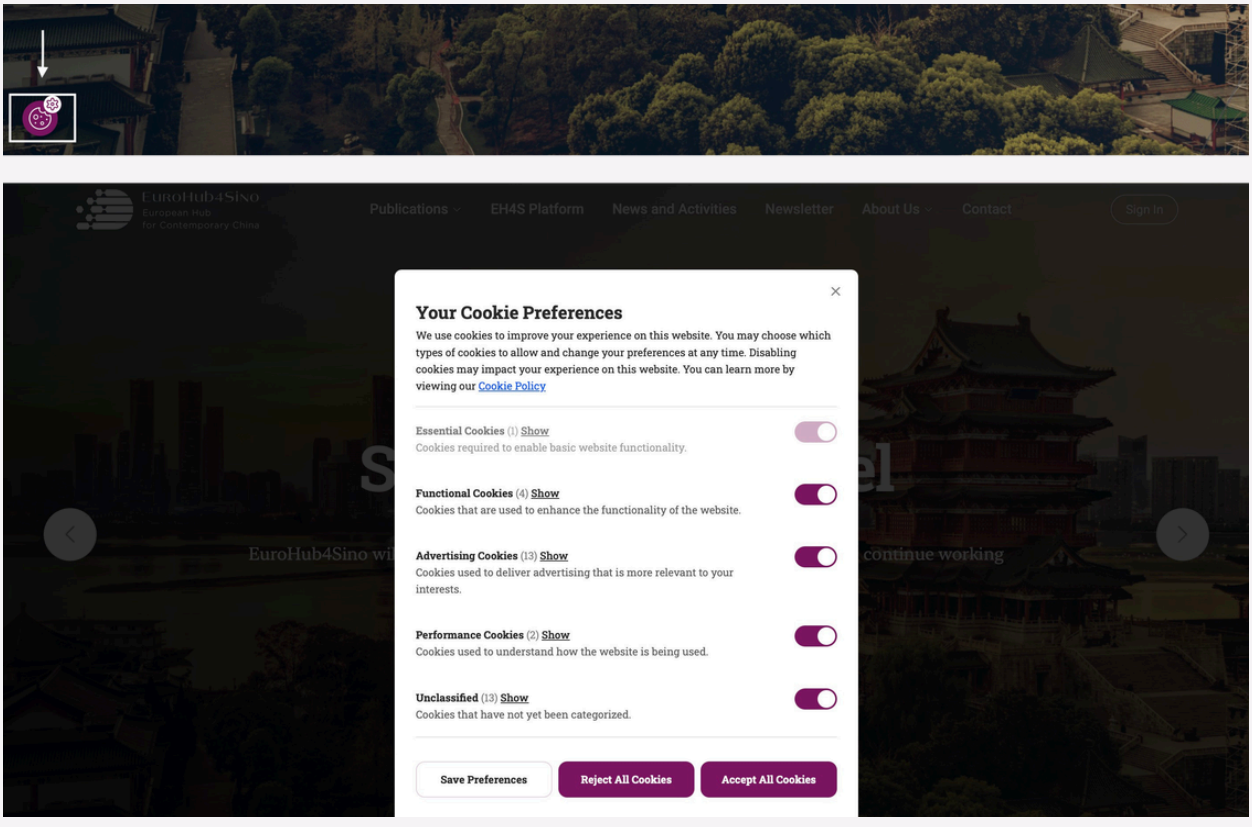
Cookies

Cookies ensure a smooth and personalized browsing experience. When visiting the site, users are invited to accept or manage cookies, which are small data files stored on their device. Essential cookies are necessary for the proper functioning of the website, while optional cookies (such as analytics or preferences) help improve performance and tailor content to users' needs. By accepting cookies, users allow the site to better understand how it is used and to enhance its features. However, users can choose to customize their preferences or refuse non- essential cookies at any time.

To manage cookies, simply click on the "Cookies" icon, as shown in the image below. From the pop-up form, you can choose to accept or not the different types of cookies offered on the website:

- *Essential cookies* are necessary for the website to function properly and cannot be disabled.
- *Functional cookies* allow the site to remember your preferences and provide enhanced features.
- *Advertising cookies* are used to deliver relevant advertisements & track marketing performance.
- *Performance cookies* help analyze how visitors use the website to improve its performance.
- *Unclassified cookies* are still being analyzed and not yet been assigned to a specific category.

You are free to accept or refuse non-essential cookies according to your preferences.

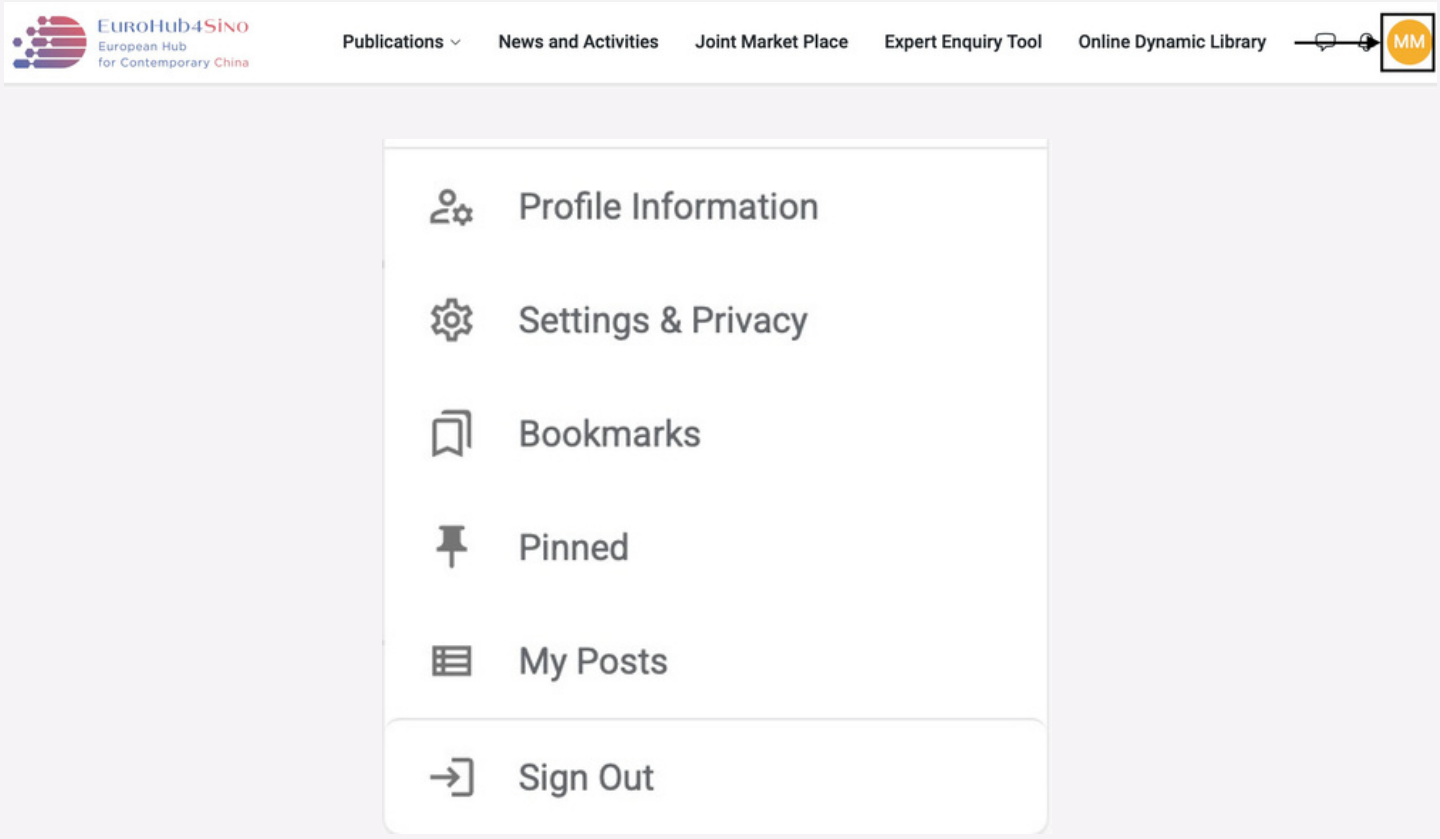


Part 2: Restricted Solution Area

In this part, different functionalities available to registered members of the EH4S platform will be explained. These features are designed to enhance user experience and provide access to valuable resources and services. The main functionalities include the Joint Marketplace, the Online Dynamic Library, and the Expert Enquiry Tool. Each of these tools offers unique opportunities for users to connect, access information, and seek expert guidance within the platform.

Profile Menu

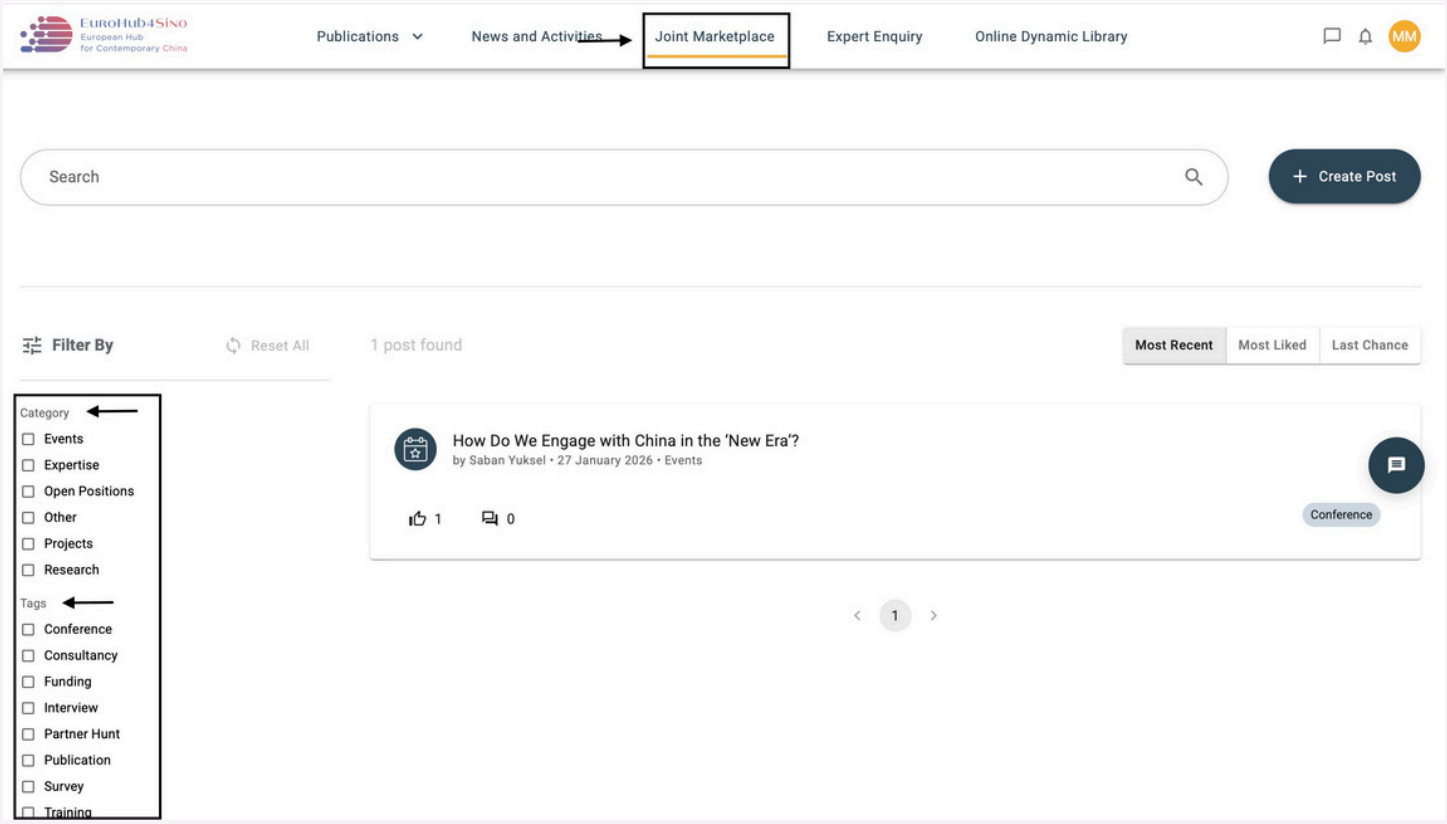
To manage your account details, click on the profile icon (bearing your initials) located in the top-right corner of the interface. This will open a dropdown menu providing quick access to several key sections: “Profile Information” for personal details, “Settings & Privacy” for account preferences, and your saved content via “Bookmarks” or “Pinned” items. You can also view your contribution history under “My Posts” or securely exit the platform by selecting “Sign Out”.



Joint Marketplace

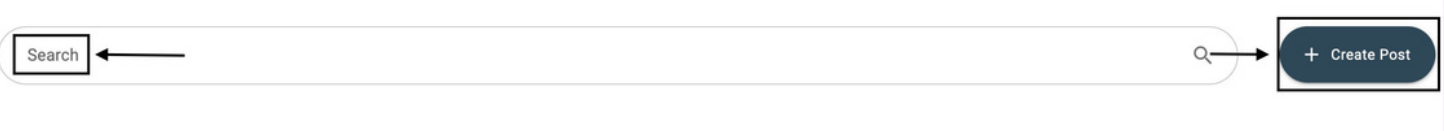
The Joint Marketplace is a central feature of the EH4S platform that allows registered users to access and explore all posts created by other users. It serves as a collaborative space where information and opportunities are shared across the community. The posts are organized into several categories, including Events, Expertise, Open Positions, Other, Projects, and Research, making it easy for users to navigate and find relevant content. In addition, users can refine their search using various tags such as Conference, Consultancy, Funding, Interview, Partner Hunt, Publication, Survey, Training, and Workshop. This structure helps users quickly discover opportunities and engage with content that matches their specific interests.

To access this space, users simply need to click on the “Joint Marketplace” section in the menu bar. You can then access the different categories by clicking one of the categories on the left side of the page. To access the different tags, simply click one of the tags on the left side of the page.



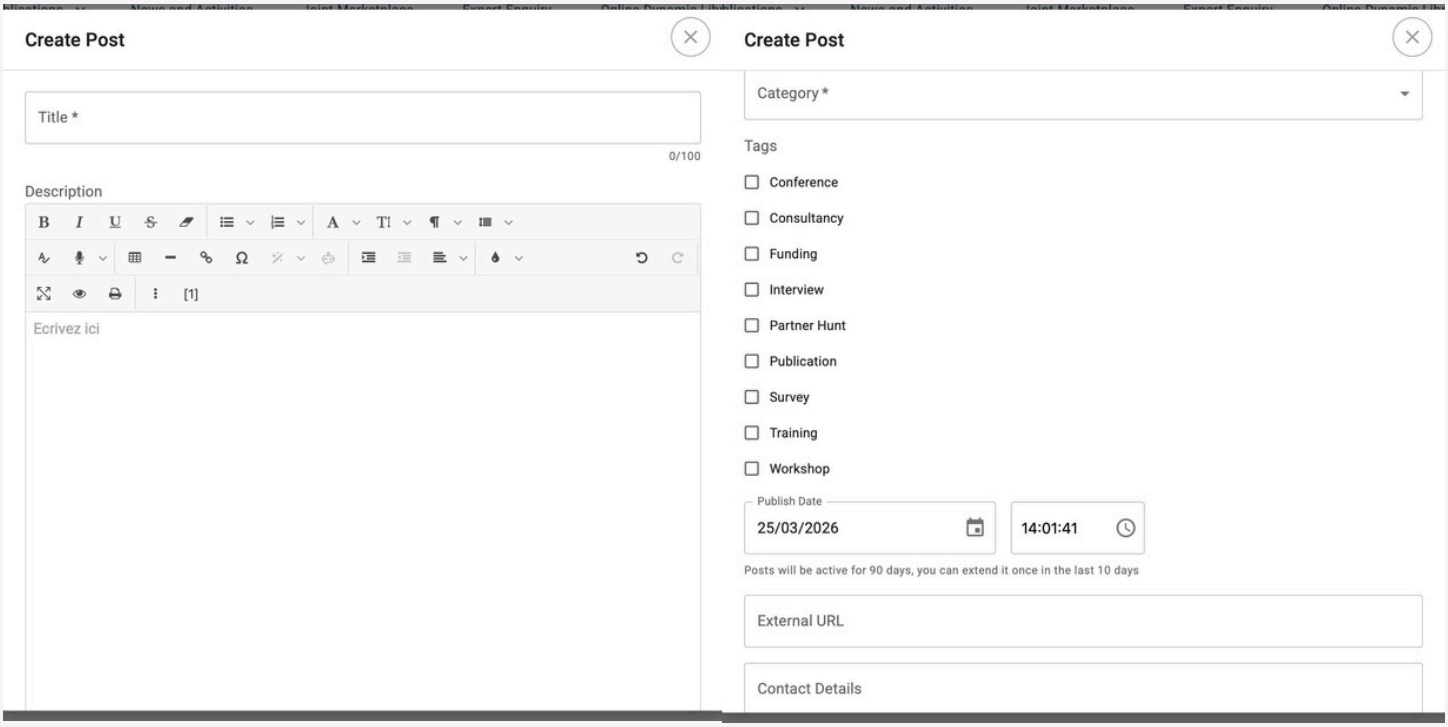
In the Joint Market Place, users can search for posts that match their interests by browsing through the available categories and tags. This makes it easier to find relevant content, opportunities, or collaborations shared by other members of the platform. In addition, users have the ability to create their own posts, allowing them to share information, propose opportunities, or contribute to the community.

To search for a publication, users need to select the search function. They can then enter any keyword or topic of interest to find relevant posts within the marketplace.



“Each user can create a post. To do so, they simply need to click on ‘Create a Post’, then fill in the title, the description of what they want to publish, choose a category, select the desired publication dates and tags. They can also add an address or contact details.”

To create a post, users simply need to click on “Create Post.”



Expert Enquiry

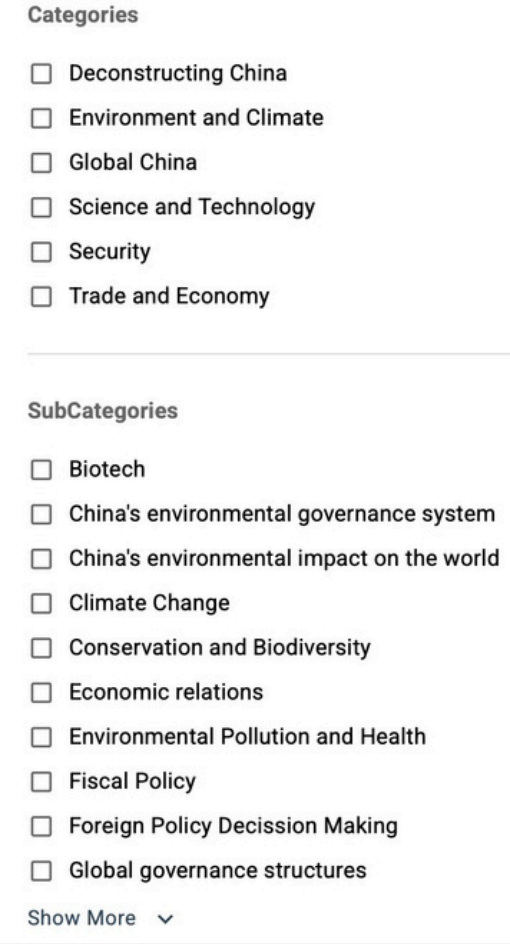
The “Expert Enquiry” tab allows users to get in touch with all the different people involved in the project. Within this section, users have access to a wide range of contacts, including businesspersons, CSO representatives (practitioners), journalists, officials, and researchers/academics. This makes it easier to connect with relevant experts depending on the type of inquiry, facilitating communication, collaboration, and the exchange of information across different professional fields.

To access this section, simply click on “Expert” in the menu bar.



When you click the “Expert Enquiry” tab, you will be able to choose the membership type of the partner you’re looking for. You can then filter by the category and subcategory to find the experts and stakeholders that are working in those particular fields.



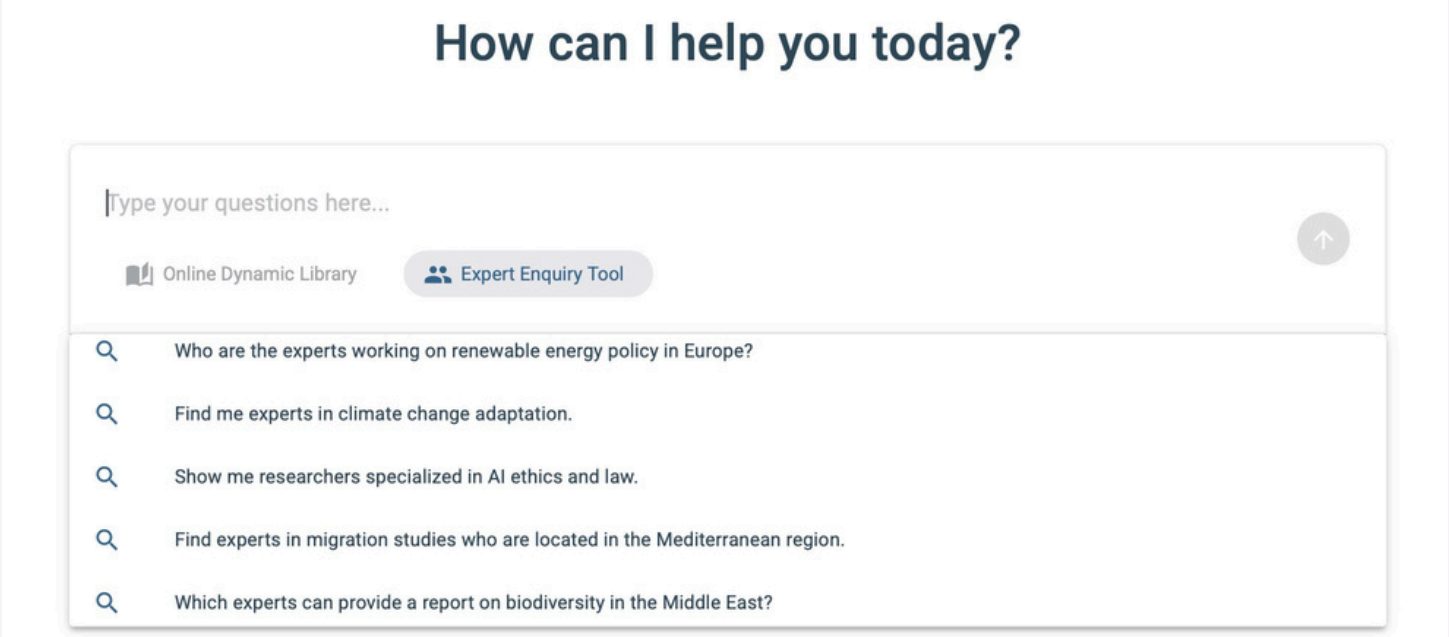


Ask AI

To make navigation within the platform easier, particularly in the “Expert” section and the “Online Dynamic Library”, an artificial intelligence tool is available to help you find specific contacts more efficiently. This tool assists users in identifying experts working on particular topics or projects, making it much easier to locate the right professionals and access relevant information.



Once you click the button, you will be taken to the page where you simply need to choose the section you want, either the Online Dynamic Library or Expert Enquiry. The AI will also provide you some samples to assist you, as shown in the image below.



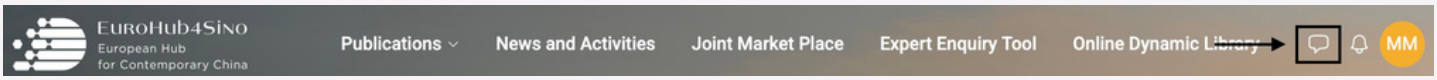
Communication Tools

The communication tools allows users to get in touch with other users on the platform. It enables direct communication between members, making it easier to exchange information, ask questions, and collaborate with different people within the platform.

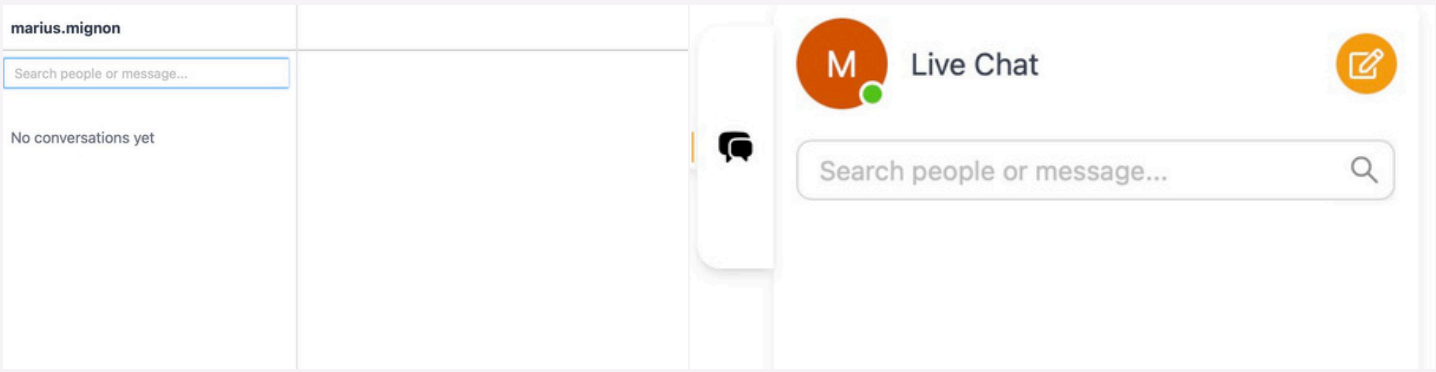
To send a message, you have two options: you can either click on the small circular icon located at the right-hand side of the page, or you can click on the “Messaging” icon in the menu bar.



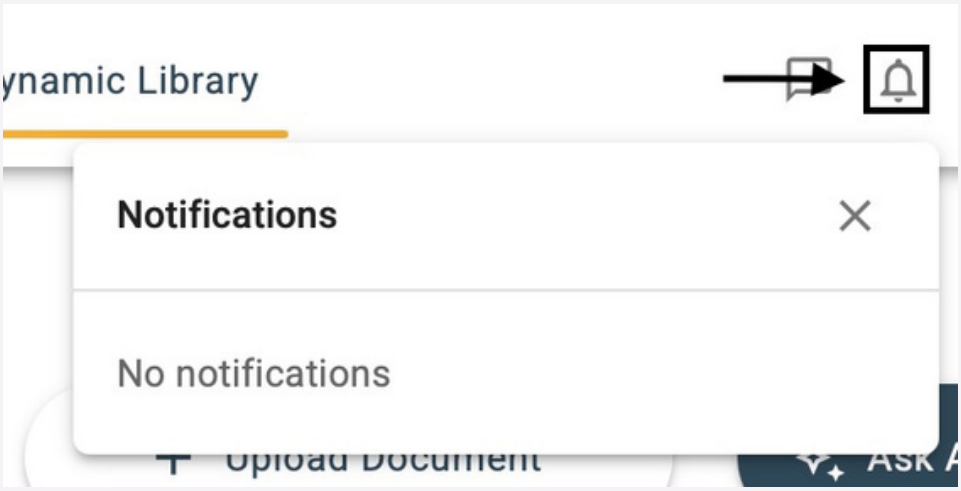
Both options lead to the same messaging system. However, the circular icon allows you to continue navigating the platform while still chatting in a small window, whereas the messaging icon in the menu bar takes you directly to the messaging system in a full-screen view.



Once either option is selected whether through the chat window or the full-screen messaging system you simply need to search for the person you wish to contact and then send them a message.



You can also check your notifications by clicking on the icon below. You will receive notifications for messages, new publications, and other updates.



Online Dynamic Library

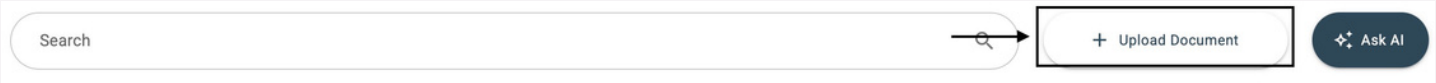
The “Online Dynamic Library” tab provides users with access to a continuously updated collection of resources and materials related to the platform’s areas of focus. Within this section, users can explore research publications and other relevant content organised by categories and topics. It is designed to help users easily find reliable information, stay informed about ongoing work, and support their research by accessing up-to-date and structured resources.

To access this tab, simply select “Online Dynamic Library” from the menu bar.

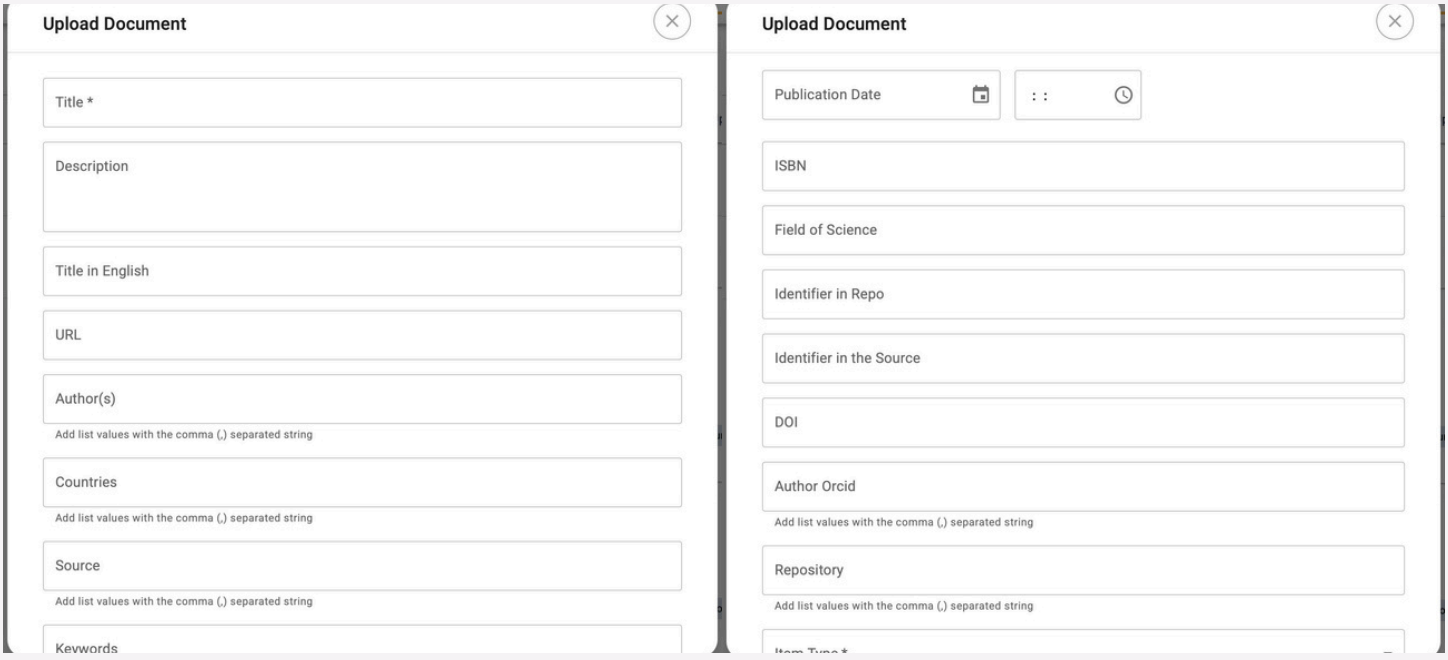


Similarly to the Expert Enquiry section, users can refine their search by selecting different item types such as datasets, news, official documents, and publications, as well as by choosing specific categories and subcategories. In addition, users can filter the content based on its publication date, making it easier to find the most recent or relevant materials.

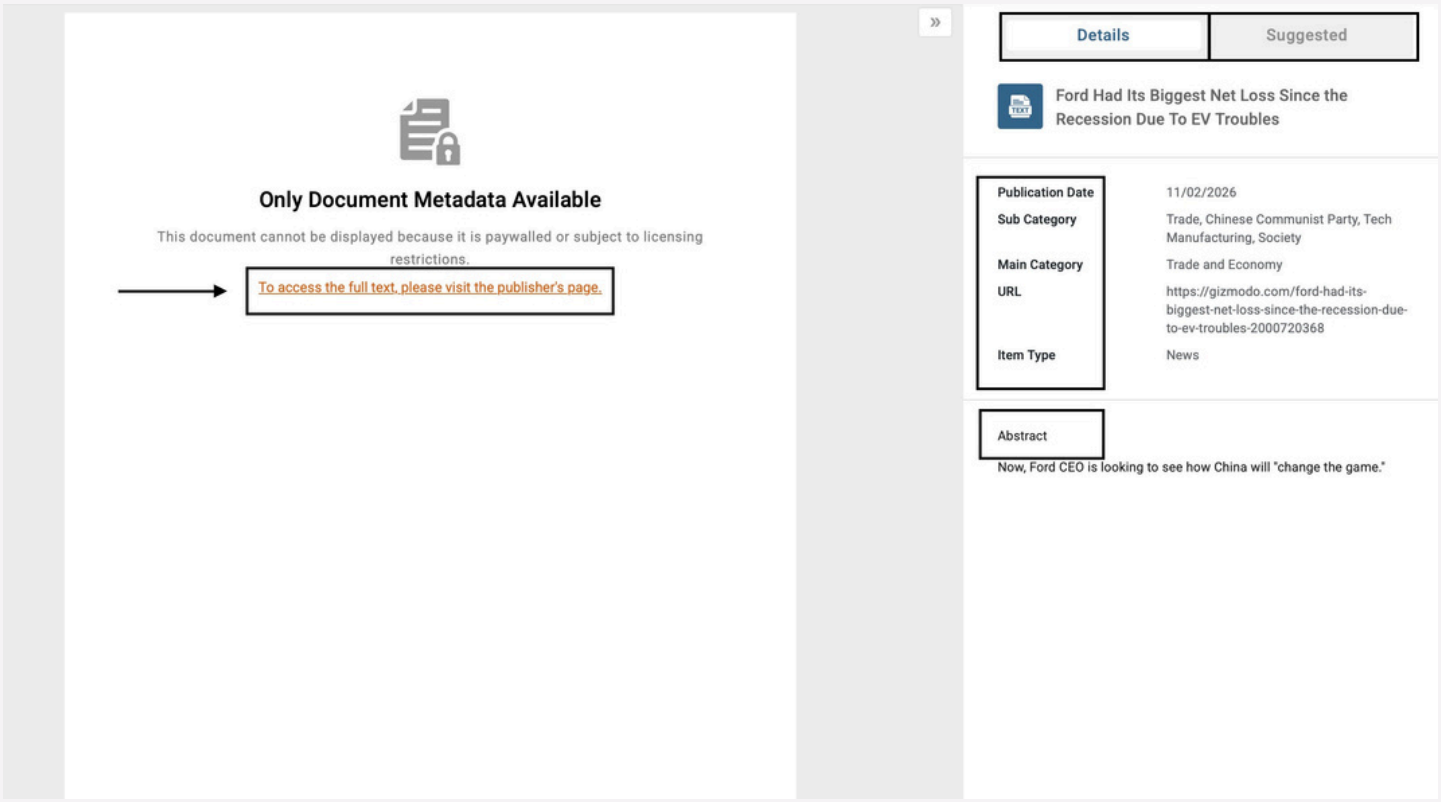
In this tab, you can manually upload research documents and publications by clicking on the “Upload” button.



Once you have clicked on “Upload Document,” you simply need to fill in all the required fields, as shown in the images below.



When you click on a document, you will have access to various details such as the publication date, subcategory, main category, URL, item type, and abstract. These details are available under the "Details" icon. There is also a second icon called "Suggested," which provides additional related content. You'll either can read the PDF document or need to click on the orange link that says: "To access the full text, please visit the publisher's page." to access the full content of the document, if the content is paywalled or is not open access.



This comprehensive guide has detailed the various functionalities of the EH4S platform, from basic navigation for visitors to advanced collaborative tools for registered members. By following these instructions, you should now be able to effectively explore publications, engage with the expert network, and contribute your own content to the community.

Need Help?

If you face any difficulty or have specific questions while using the website, please do not hesitate to get in touch with us. You can reach our team through the Contact tab by filling out the inquiry form, and we will respond to your request as soon as possible.