



# Workspace

*Sharing files in usia.al*

## Introduction

**Workspace** is a dedicated section in U-SIA webpage (usia.al) and is internal for project staff only, assigned with login info and serves as a shared space for documents.

## Login

Before you can access the section, you will need to log in. The login for the section is found at the following URL: <https://usia.al/workspace/> or you can click on the **Workspace** link in the main menu of the website.

usia@umsh.edu.al

f ▶ in

U-SIA

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### Workspace

Home > Workspace

**Please use your credentials to login!**

Username

Password

Log In

If you forgot your password you can [reset it!](#)

CONTACT INFORMATION

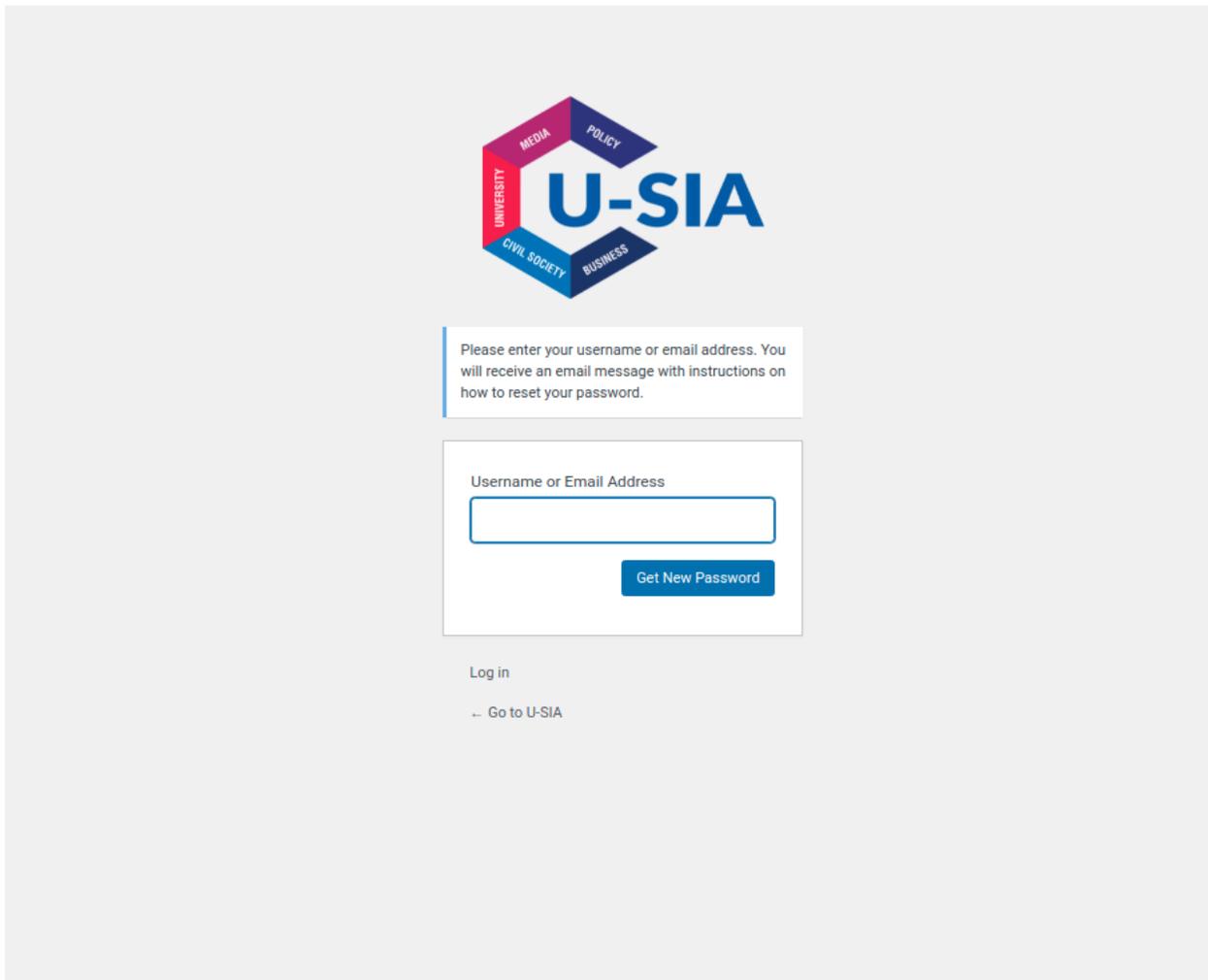
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Co-funded by the Erasmus+ Programme of the European Union

You can login using either your Username or your email address associated with your account.

Your account information will be provided to you by the site manager.

If you forgot your password click on the provided link to reset it. After clicking on that, it will take you to the password reset page. You need to either enter your username or email address to reset the password on your account.



Please enter your username or email address. You will receive an email message with instructions on how to reset your password.

Username or Email Address

Get New Password

Log in

[Go to U-SIA](#)

Once done, the system will send a password reset link to the email address associated with your user account.

Check your email **Inbox**, there will be an email with the subject **[U-SIA] Password Reset**. Wait for a few minutes if you do not immediately see the email in your inbox. If you still do not see an email, then check your **Spam** or **Junk Mail** folder.

In the body of the email click the link to reset your password. This link will take you back to the U-SIA website and will allow you to enter a new password for your WordPress account.



Enter your new password below or generate one.

New password

Qf8&VjreCqS\$yqPD 

**Strong**

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ).

[Generate Password](#) [Save Password](#)

[Log in](#)

[Go to U-SIA](#)

The system will automatically generate a strong password for you. You can change that to use your own strong password. The strength indicator bar will also let you know the strength of your password. The system will let you set a weak password, but it is recommended that you choose a strong password.

A strong password is more than 8 characters long, contains both upper and lower case letters, with numbers, and special characters like ! " ? \$ % ^ & .

Once you have entered a password, press the **Save Password** button. You will see a notification "Your password has been reset. Log in".

## Workspace

Once you've logged in, the Workspace Dashboard appears. This is where you **upload** or **download** shared files.

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U-SIA

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### Workspace

Home > Workspace

Hi User User, welcome to U-SIA Workspace!

Logout

Name	Size
WP1-Preparation	3 Items
WP2-Design-and-Development-of-USIA-in-HEIs	3 Items
WP3-Models-for-co-production-of-knowledge-and-research-with-impact	2 Items
WP4-Quadruple-Helix	4 Items
WP5-Second-a-Researcher-Programme	2 Items
WP6-Policy-Challenge-Fund	2 Items
WP7-Quality-Assurance	2 Items
WP8-Dissemination	2 Items
WP9-Management	3 Items

CONTACT INFORMATION

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The workspace is already configured with predefined folders for better organization of the shared files. Clicking on each folder opens the subfolders and shared files within (if any).

### Workspace

Home > Workspace

Hi User User, welcome to U-SIA Workspace!

Logout

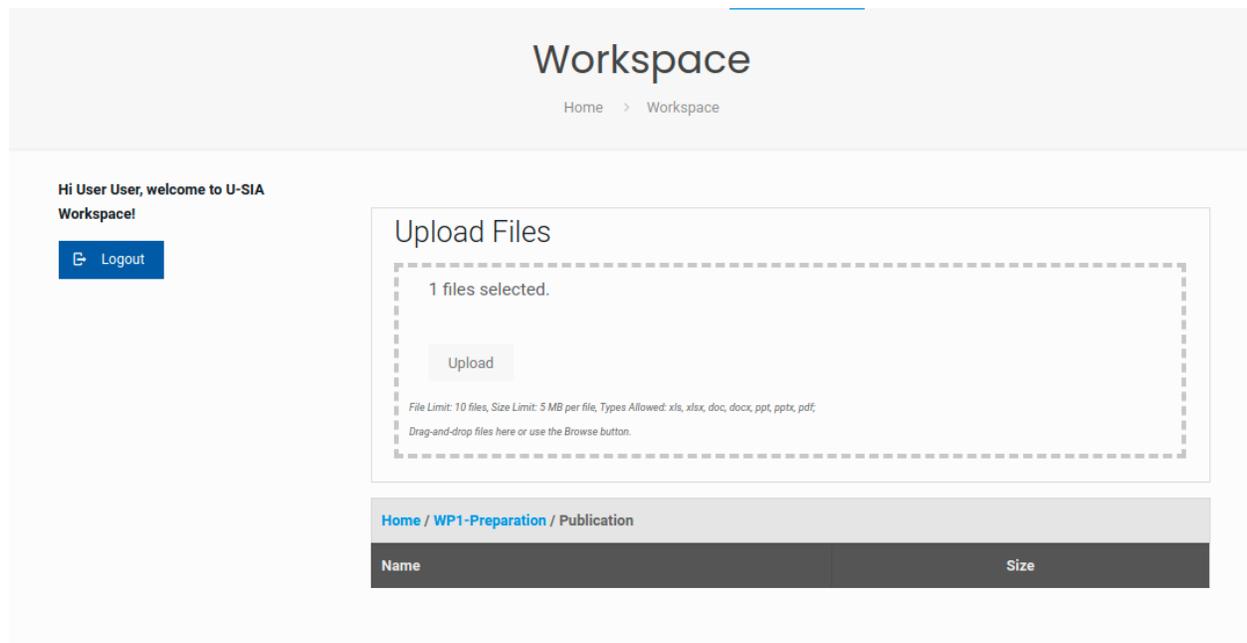
Home / WP1-Preparation

Name	Size
Publication	0 Items
Methodology	0 Items
Assessment	0 Items

The breadcrumb navigation on top of the table permits navigating back to the parent folder.

## Uploading

Once navigated in the desired folder, an “**Upload Files**” section appears on top of the navigation.



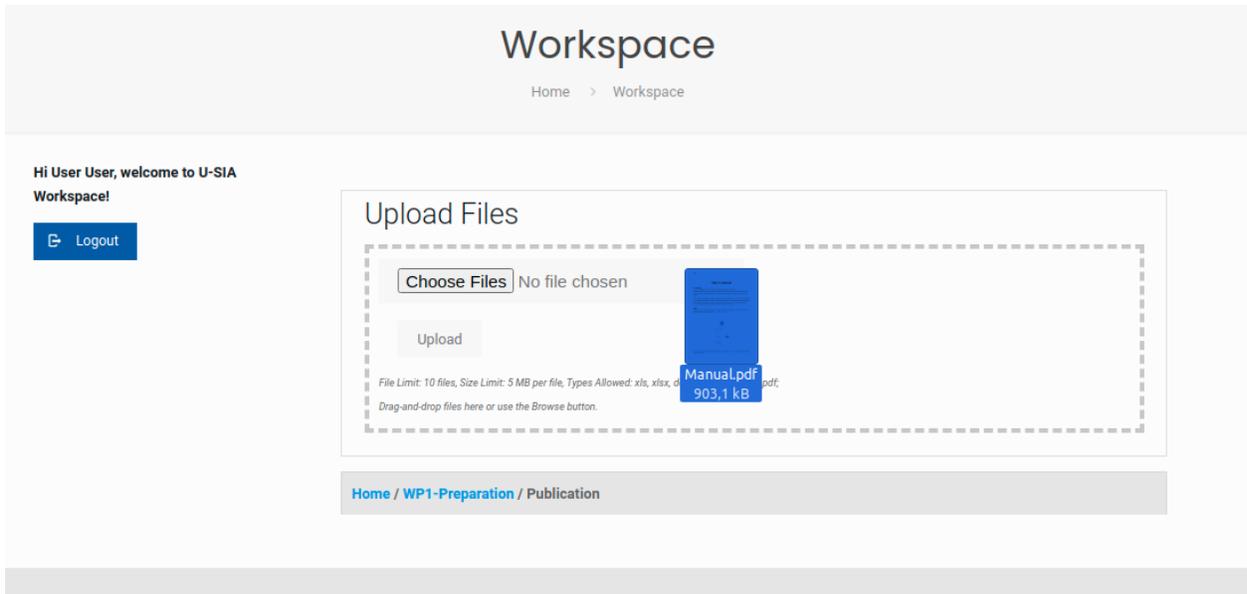
### There is an upload size limit

There is a size limit for files uploaded, the maximum size of each file is set to 5 MB. You can tell what that size is if you upload a file to **Workspace**. There will be a message stating “The file is too large”.

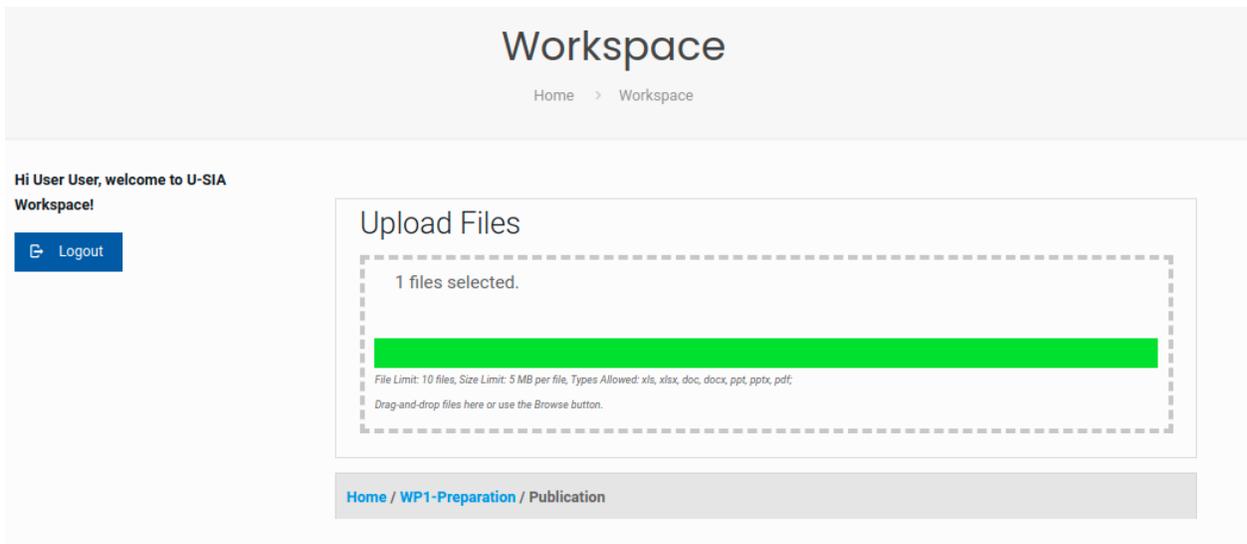
### ALLOWED FILE TYPES IN WORDPRESS

**Documents:** pdf, doc, docx, ppt, pptx, xls, xlsx;

Simply drag your files from wherever they are on your computer, into the area marked and press the **Upload** button.



*Drag files to the upload area*



*Progress bar showing the upload process*

Hi User User, welcome to U-SIA  
Workspace!

Logout

File Upload Complete

Back to the Files

Home / WP1-Preparation / Publication

Name	Size
<a href="#">Manual.pdf</a> Download   Copy Link	881.98 KB

*File uploaded successfully*

Once your file(s) are uploaded, they're displayed in the table, with the rest of already uploaded files.

## Workspace

Home > Workspace

Hi User User, welcome to U-SIA  
Workspace!

Logout

### Upload Files

Choose Files No file chosen

Upload

File Limit: 10 files, Size Limit: 5 MB per file, Types Allowed: xls, xlsx, doc, docx, ppt, pptx, pdf;  
Drag-and-drop files here or use the Browse button.

Home / WP1-Preparation / Publication

Name	Size
<a href="#">Manual.pdf</a> Download   Copy Link   Delete	881.98 KB

*List of files*

## Delete a file

Each file in the list has a **Delete** action link. By pressing it a confirmation dialog appears.

The screenshot displays the U-SIA Workspace interface. At the top left is the U-SIA logo. A confirmation dialog box is open, asking "Are you sure you want to delete this?" for the file "Manual.pdf". The dialog has "Cancel" and "OK" buttons. In the background, the workspace header includes "Events", "Resources", and "Contact us" links. Below the header, a user greeting says "Hi User User, welcome to U-SIA Workspace!" with a "Logout" button. The main content area features an "Upload Files" section with a "Choose Files" button, an "Upload" button, and file upload instructions. Below this is a breadcrumb trail: "Home / WP1-Preparation / Publication". At the bottom, a table lists the file "Manual.pdf" with a size of 881.98 KB and links for "Download", "Copy Link", and "Delete".

Name	Size
<a href="#">Manual.pdf</a> <a href="#">Download</a>   <a href="#">Copy Link</a>   <a href="#">Delete</a>	881.98 KB

Once deleted a file cannot be recovered.