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HANDOVER DOCUMENT

Mission Innovation Hydrogen Valleys Platform

FCH / OP / CONTRACT NO. 249



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1 INTRODUCTION AND CONTEXT

To ensure a correct service transfer in relation to the IT operation and maintenance of the MI H2V Platform (www.h2v.eu) to the FCH JU, a specific **Handover** document has been developed by Inycom.

The Handover document includes the user roles, credentials, security updates and doubts that arose in the dedicated sessions (May 18th and 19th, 2021). The goal is to reach an adequate transition with the minimal impact on the provision of the services relative to the IT operation and maintenance of the MI H2V Platform.

The following sections in this document show the detailed aspects of the plan.

2 HANDOVER

2.1 User roles

As it was commented in the dedicated sessions, there are 3 different user roles:

- Administrator: The administrator of the site, has access to everything, from content to configuration.
- Editor: Has permission to administrate valleys chapters, matchmaking and signup results, users, toolbox and best practices.
- Survey user: Have permission to edit valley’s chapters (while active and excluded). These are the accounts of the hydrogen valleys.

Note: When giving permission to a valley to edit the answer of the questionnaire, the survey user account must be activated and the ‘Exclude from statistics’ tick box must be checked in order not to show their data while being edited. This is a preventive step so that if the new information introduced in the questionnaire wants to be checked, this can be done before being published. Once the editing and reviewing phase is finished, the survey user account access should be blocked again and the ‘exclude’ option disabled.

2.2 Credentials

In this section, all the existing credentials are listed. To enter the backend, it is needed to access through the following URL: <https://www.h2v.eu/user/login>

Users	Passwords	Role
CONFIDENTIAL		Administrator
		Editor
		Editor
		Editor
		Survey user
		Survey user
		Survey user
		Survey user
		Survey user
		Survey user
		Survey user
		Survey user
		Survey user
		Survey user
		Survey user

2.3 Creating a new survey user

The list of users can be visited by Administrator users at: <https://www.h2v.eu/admin/people>
 To create a user, it is required to fill the form at <https://www.h2v.eu/admin/people/create>

When filling the user information, some considerations must be taken:

- The role 'Survey user' must be checked.
- The user must be active for as long as it is wanted for him to be able to edit his chapters.
- The continent must be specified in order to appear in the charts.
- The user fields under contact settings belong to the blocks that are seen when the user logs in, they must be filled taking as example other users.
- We advise to create a safe password, containing letters in uppercase and lowercase, and numbers.

Then, it is needed to create the user's valley chapters (from 1 to 5) as empty nodes, using the user's username as title at:

- https://www.h2v.eu/node/add/questionnaire_chapter_1
- https://www.h2v.eu/node/add/questionnaire_chapter_2
- https://www.h2v.eu/node/add/questionnaire_chapter_3
- https://www.h2v.eu/node/add/questionnaire_chapter_4
- https://www.h2v.eu/node/add/questionnaire_chapter_5

Lastly, the user's valley chapters must be linked to the user. To do so, the view can be accessed at <https://www.h2v.eu/admin/administration-chapters-global> to search the chapters created and change the author (via checkbox) to its respective user:

Add chapter 1
Add chapter 2
Add chapter 3
Add chapter 4
Add chapter 5

Title

Author

Action

-- Select action --
 -- Select action --
Change author of chapter
 Delete chapter

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	DATE	VIEW	EDIT
<input checked="" type="checkbox"/>	admin Chapter 1 - Fundamentals	Questionnaire Chapter 1	admin	09/09/2020 - 10:45	view	edit
<input type="checkbox"/>	Roland Chapter 1 - Fundamentals	Questionnaire Chapter 1	rolandberger	09/15/2020 - 16:09	view	edit
<input type="checkbox"/>	Test Chapter 1 - Fundamentals	Questionnaire Chapter 1	user_test	02/02/2021 - 08:48	view	edit
<input type="checkbox"/>	FCHJU Chapter 1 - Fundamentals	Questionnaire Chapter 1	fchju_user_test	06/15/2020 - 16:24	view	edit
<input type="checkbox"/>	user1 Chapter 1 - Fundamentals	Questionnaire Chapter 1	user1	11/30/2020 - 16:26	view	edit

Selected 1 entities:

- admin Chapter 1 – Fundamentals

Username

The username of the user to which you would like to assign ownership.

2.4 Analytics tool: Matomo credentials

During the launch of the Landing page (prior to the H2V platform going live) and the platform itself the analytics tool Matomo was implemented. This EC portal compliant tool allows to monitor the portal in terms of visits, behaviour of users, origin of visits, etc. For the purpose of monitoring this data, the following credentials were created:

URL:
User:
Passw:
Email:

Note: As it can be seen, we provide Inycom's account credentials to FCH JU to continue monitoring the portal. Once the contract for the next phase of the tender comes out and the portal is no longer under the supervision of FCH JU, the access to this account will be withdrawn and the new recipient organization will have to address this matter as they may consider.

2.5 Servers , domain and email address

For the migration of the domain, hosting of the servers and email account:

- **Domain:** It will be needed for the recipient organization (FCH JU) to create an account in dinahosting.com following these steps: <https://dinahosting.com/ayuda/transferir-servicio-a-otra-cuenta/>
- **Servers hosting:** In order to migrate the hosting of both Kimsufi servers, firstly it is needed to create an account (<https://www.kimsufi.com>). Once created, It is needed to follow the steps in the following URL to change the hosting: <https://www.ovh.com/fr/cgi-bin/fr/procedure/procedureChangeContacts.cgi>

Pre-product:
Production:

Notes:

1. The response got by the Kimsufi ticketing system has stated that the online form that must be filled in is the French one (provided in the link above). Other forms in different languages will not be accepted by Kimsufi.
2. When completing the form, the fields related to the NIC must be filled in adding ‘-ks’ at the end as it is a Kimsufi server.
3. The form must be submitted twice (one per server: pre-production and production)

Current Servers credentials:

PRE-PRODUCTION SERVER - H2V PORTAL:

IP:	CONFIDENTIAL
Wo	
We	
Blo	
Use	
Pas	
Dat	
Dat	
Dat	

PRODUCTION SERVER – H2V PORTAL:

IP:	CONFIDENTIAL
Wo	
We	
Use	
Pas	
Dat	
Dat	
Dat	

- **Email account ITsupport@h2v.eu:** This email account is in Inycom’s tenant so we cannot transfer it. Once the domain has been transferred to the FCH JU and it is in their possession, we would delete the email account so that they can create it whenever they want (it is not necessary to have it under Office 365 as it is now). Before deleting it, we could transfer all the emails in the existing account and forward them to FCH JU.

2.6 Security updates

The available updates can be checked (in both servers: preproduction and production) at:

[/admin/module/update](#)

It is important to check the release notes in case some modules require any new library. It is also important to check the module dependencies before updating to decide the order in which the modules will be updated. To update the contributed modules, composer and drush must be used following drupal's workflow:

The module page in drupal.org must be accessed, then the last stable release should be searched and copied into the unix terminal the composer command (it will start with 'composer require..').

To update the Drupal core, it is also advised to use composer and follow the official Drupal specifications:

<https://www.drupal.org/docs/updating-drupal/updating-drupal-core-via-composer>

2.7 Legal notices

Due to the transfer of the platform to FCH JU some modifications in some legal notices must be done:

- **General Data protection statement** (<https://www.h2v.eu/data-protection>)
 - *5. Safeguarding information*
Collected personal data is stored on a computer of the external subcontractor acting as processor, who has to guarantee the data protection and confidentiality required by Regulation (EU) 2018/1725.
The servers on which data are stored are going to be transferred to FCH JU, we will have no more control over them nor access to the data.
- **Specific Service Privacy Statement For data collected via the Matchmaking Contact Form within the Mission Innovation Hydrogen Valley Platform Initiative** (<https://www.h2v.eu/matchmaking>)
 - *4. Who has access to your information and to whom is it disclosed?*
Please, adapt this section according to who is going to have access to the data.
 - *5. How do we protect and safeguard your information?*
The servers on which data are stored are going to be transferred to FCH JU, so there is a need to adapt the technical and organizational measures applied and safeguard the information.
- **Specific Service Privacy Statement for data collected via online subscriptions to update about the Mission Innovation Hydrogen Valley Platform Initiative** (https://www.h2v.eu/sites/default/files/documents/Privacy_statement_h2v.pdf)
 - *4. Who has access to your information and to whom is it disclosed?*
Please, adapt this section according to who is going to have access to the data.

- 5. *How do we protect and safeguard your information?*

The servers on which data are stored are going to be transferred to FCH JU, so there is a need to adapt the technical and organizational measures applied and safeguard the information.

2.8 Notes and considerations

- In preproduction server, there is an script to restore drupal folder permissions to default (folders: 755, files: 644, settings.php: 444). To execute it from unix terminal:
CONFIDENTIAL.
- To update contributed modules, composer and drush must be used, following durpal's workflow.
- Style must be applied only to the current defined theme (h2vTheme). Css and styles must never be modified on module nor core.
- Setup folders /private y /sync outside the drupal directory folder. Ex: /var/www/

2.9 Doubts that arose in the sessions

- The platform allows the upload of imagen in .svg format.
- The platform has no specific functionality to preview content as responsive. We recommend the use of the browser inspector for this purpose.
- Join section's current contact email will be changed following Ioanna's email instructions.
- The text that appears on the Landing page that survey users see when they log in (the user page) must be changed too, as Inycom and Roland Berger appear in it. This text is located in the custom block 'Hydrogen Valleys (H2V) Questionnaire - Introduction' – Still waiting for feedback from FCH JU