

NEXT-IS Project: User documentation

http://nextisplatform.eu/en

Version 0.2.1





















This document has been produced with the financial assistance of the IPA Adriatic Cross-Border Cooperation Programme. The contents of this document are the sole responsibility of Grad Šibenik and can under no circumstances be regarded as reflecting the position of the IPA Adriatic Cross-Border Cooperation Programme Authorities.







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1. Homepage

The main goal of NEXT-IS web based online platform is to connect people, organizations, institutions, businesses etc. in order to promote projects and events, educate, share expertise, know-how, give support and share information in the Adriatic region.

Among the most prominent users of the platform, we can expect research institutions, researches, business sector partners and public institutions and companies.

Anyone is welcome to visit and browse through the platform. Users are invited to join the community and register.

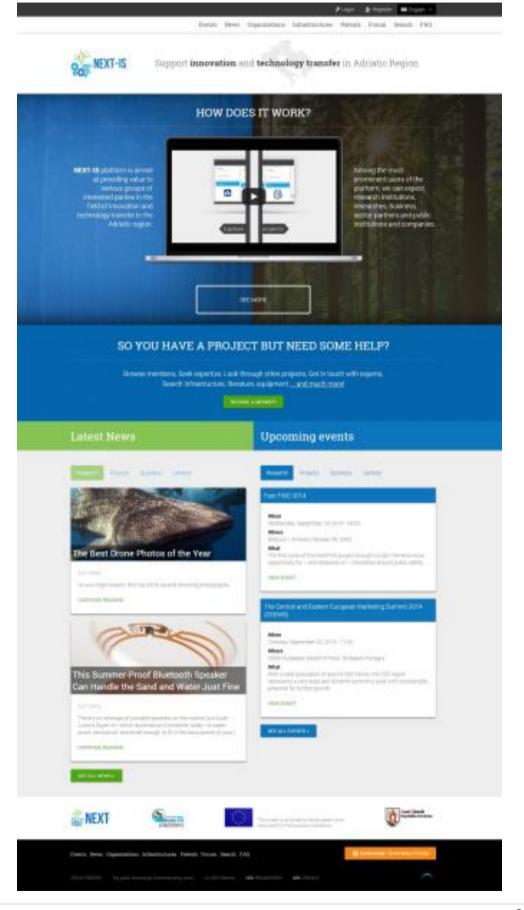
Unregistered users do not have access to all of the data on the site - they will not be part of the Match up service and will not receive important newsletters about new projects in their field of interest or e-mails from potential partners.

Unregistered users will be able to browse through news and events, sorted in four sections: Research, Projects, Business and General.

The homepage will display news from newest to oldest - always keeping users "up to date" with the latest news and events.

Registered users will be referred to as Members throughout the platform and this documentation.

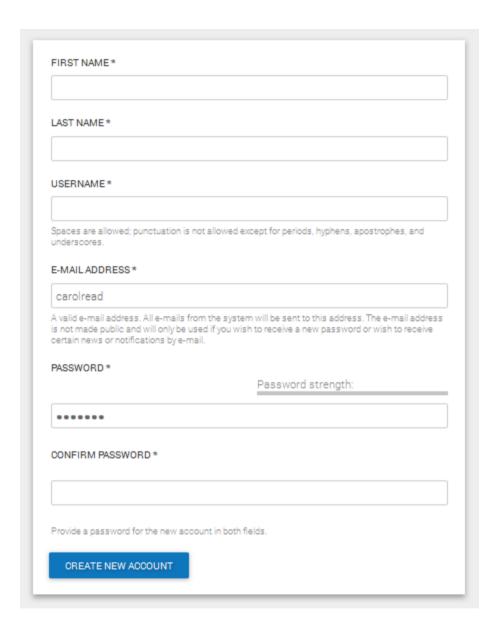






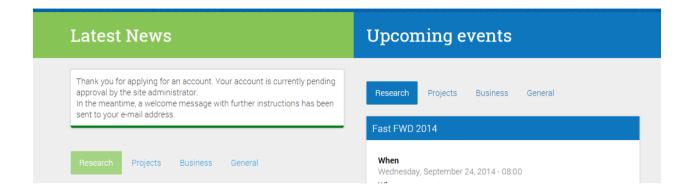
2. Registration

Registration phase is easy. Member must enter details such as First name, Last name and Address and then choose username and password in order to create new account.

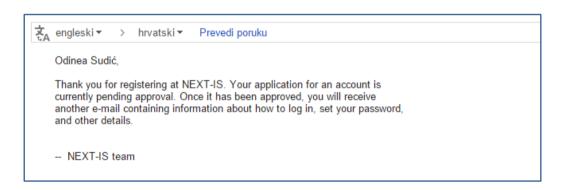




Once the form is complete and member has clicked on button Create new account, member is redirected back to homepage and a notice is displayed. User must check his/her email.



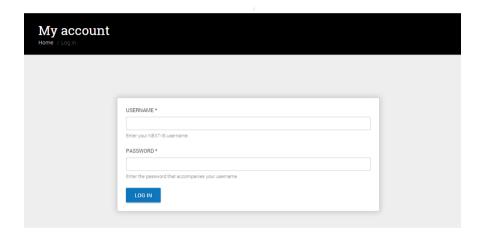
This is the email registered member will receive.





3. Login

When registration is approved, member can login to the NEXT-IS platform by clicking on Login button in top right corner. *In the following screens member will be logged in as administrator.*



NOTE

Members who are logged in see more menu items (features) than nonregistered users of the platform.



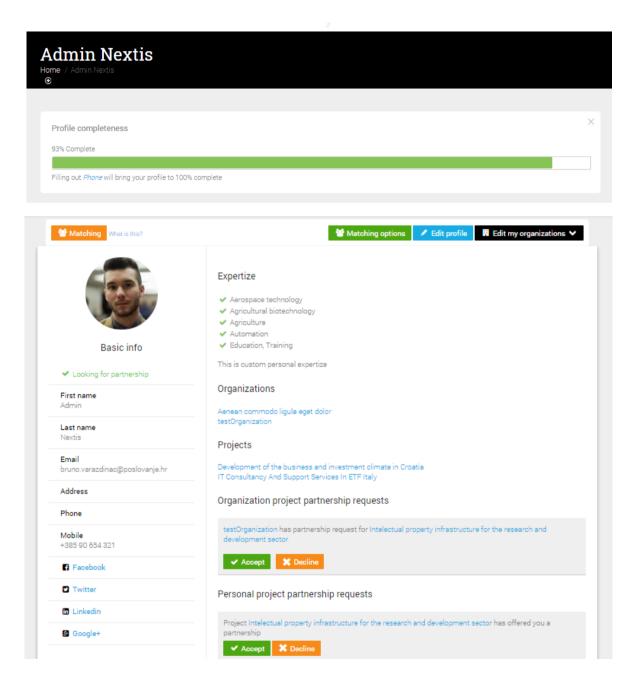


Support innovation and technology transfer in Adriatic Region



4. Member profile

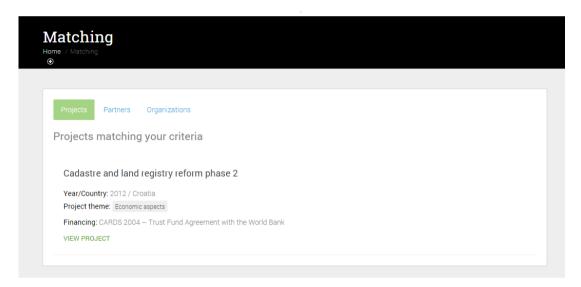
Profile for administrator is similar to profile of ordinary member. It contains basic information about the member, expertise, organizations they belong to, a list of projects they are currently working on and requests they have received from either organizations or other members. Text that is coloured blue is a clickable link which will take you to external page or some page within the site.



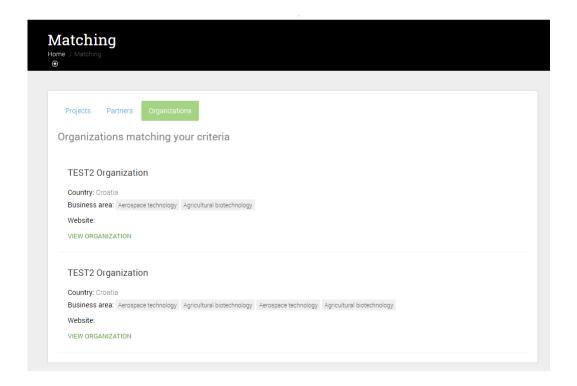


4.1. "Matching ("Matching options") button

If member clicks on orange button called "Matching", they will be redirected to the following page.



Here they can see a list of projects, Partners and Organizations which match their criteria's. Criteria for matching are fields of interest/work.

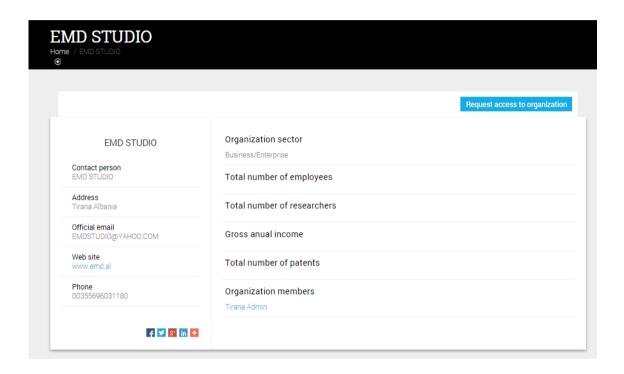




If member clicks on "View Organization", they will be redirected to profile of the organization. If member is part of an organization, they can leave at any time, simply by clicking on the blue button.

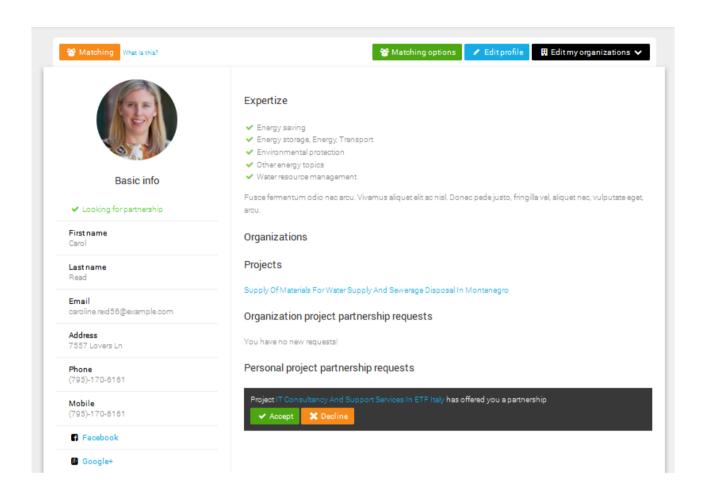
Member has easy access to editing their Organization by selecting blue button.

If member would like to become part of an organization, they can do so by clicking on the blue button "Request access to organization".

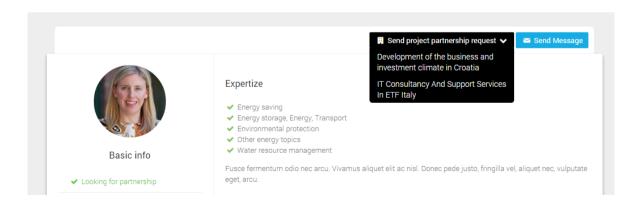




Member can see other members that are in the organization and by clicking on their name they can view member's profiles.

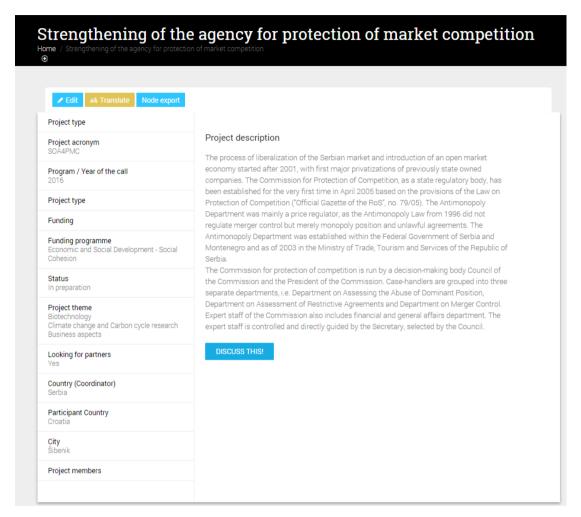


Members who are part of a project can send partnership requests by clicking on the black button located on members' profile. A list of members' projects will appear in dropdown.

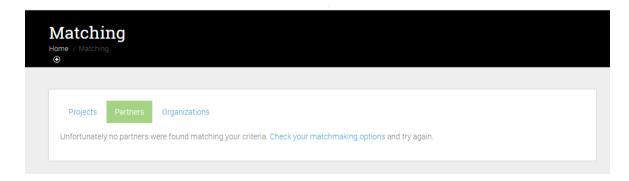




If member clicks on "View project", they are redirected to page displaying information about the project. Member can leave a project simply by clicking on blue button "Cancel partnership".

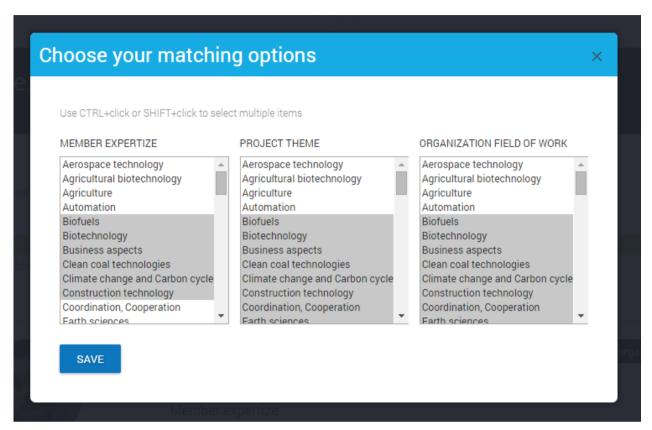


This is the text that will be displayed if no matches are found.

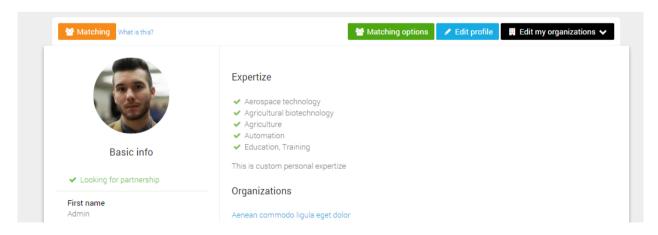




Member can click on "Check your matchmaking options" to select or unselect fields of interest.



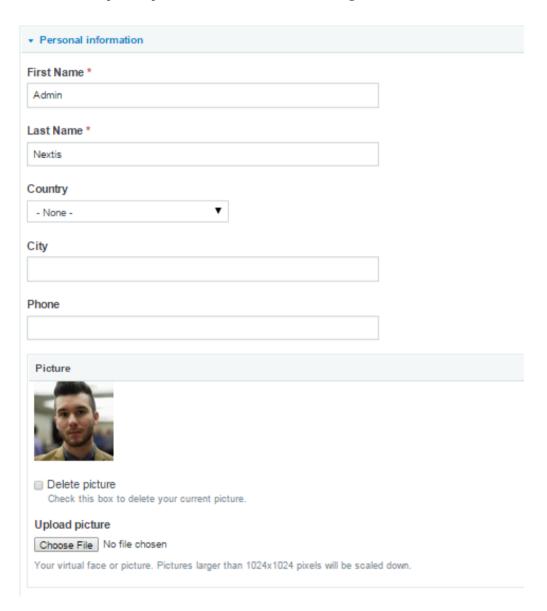
Click on green button "Matching options" will open the same screen.





4.2. "Edit profile" button

Light blue button "Edit profile" allows member to enter and edit profile information. Entering personal information and profile picture is shown in the following screen.



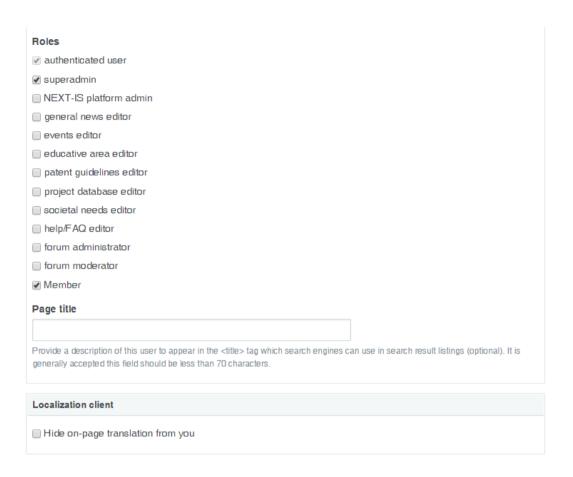


Member can enter mobile number, change username, password and email address. Administrator changes the "Status" radio button to either Blocked or Active.

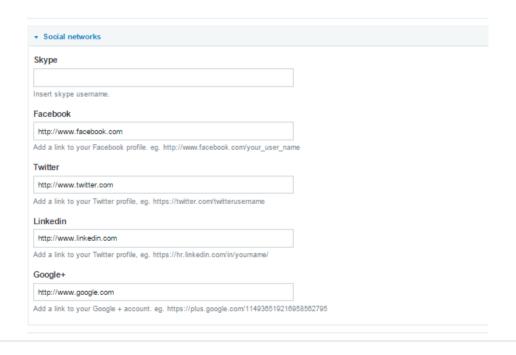
Mobile				
+385 90 654 321				
Username *				
admin				
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.				
Current password				
Enter your current password to change the E-mail address or Password. Request new password.				
E-mail address *				
bruno.varazdinac@poslovanje.hr				
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be				
used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.				
Password Password strength:				
Confirm password				
To change the current user password, enter the new password in both fields.				
Status				
○ Blocked				
Active				



Administrator also selects the role this member will have. Most of the users will have role "Partner". *This section is not visible on the profiles of members.*

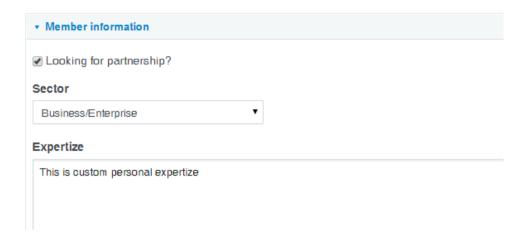


Member can enter links to profiles they have on social networks.

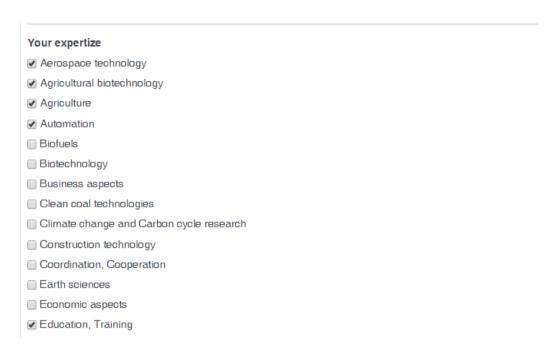




Member must also select the checkbox "Looking for partnership?" if they are currently available and ready to work on a project.

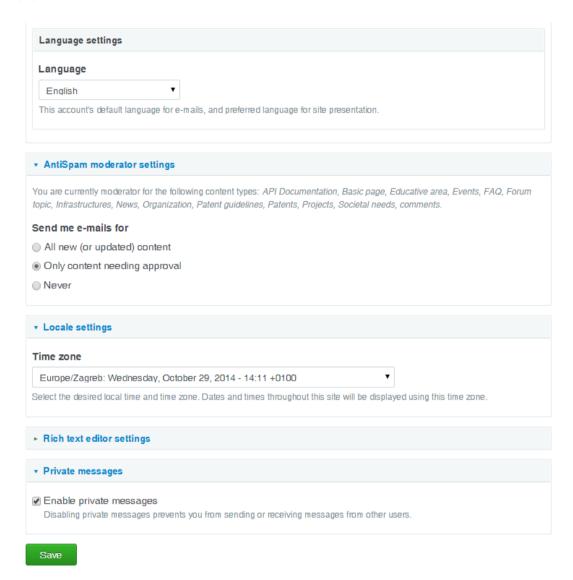


Member selects expertise (or fields of interest/work).





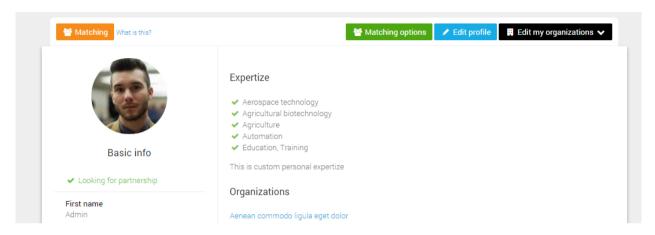
Member can select his default language and time zone. Preferences regarding e-mails can also be set here.



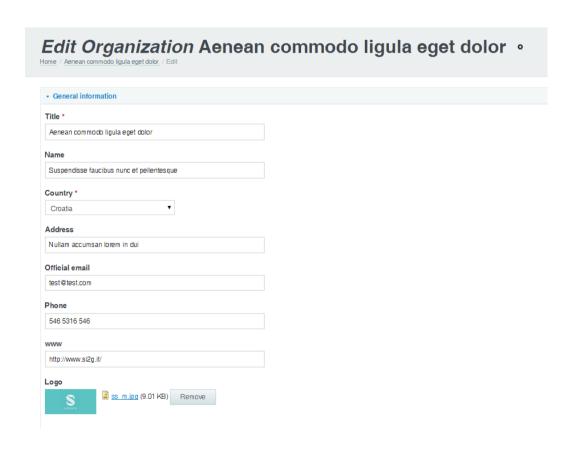


4.3. "Edit my organizations" button

If the member clicks on "Edit my organizations" they will see a list of all organizations they are a member of.



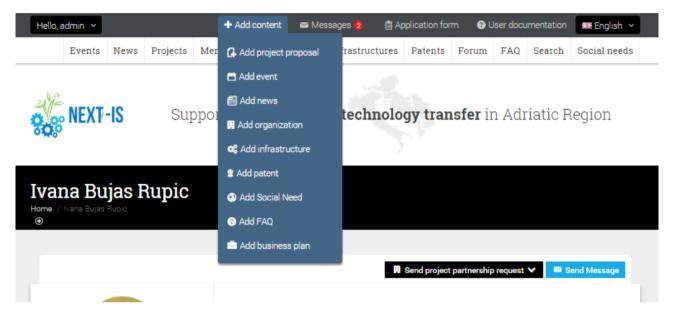
Click on organization enables member to edit organization information. Member can edit links to social networks; add logo, selection of business area and organization sector, total number or employees, number of researchers, gross annual income, and total number of patents.





5. Add content

Member can easily click through the platform and add new content to the site. By clicking on NEXT-IS logo they will always be taken back to the homepage. This is a list of all the types of content a member can add. Admin also has ability of adding FAQ.



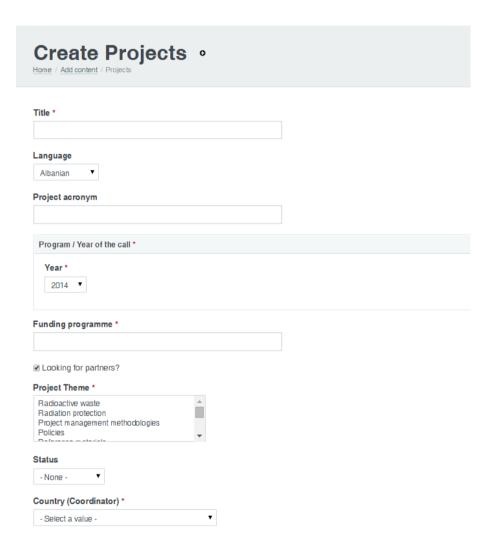
NOTE

Administrator must approve all new content added on the site.



5.1. Add project proposal

Every member can select one or more fields of interest when creating a project: Health, ICT, Agriculture etc. User can browse database with Search bar if they know the name or key words of a project they are searching for. Every project must have a contact person and their e-mail and/or telephone number. Clicking on the name of the contact person will open their profile.



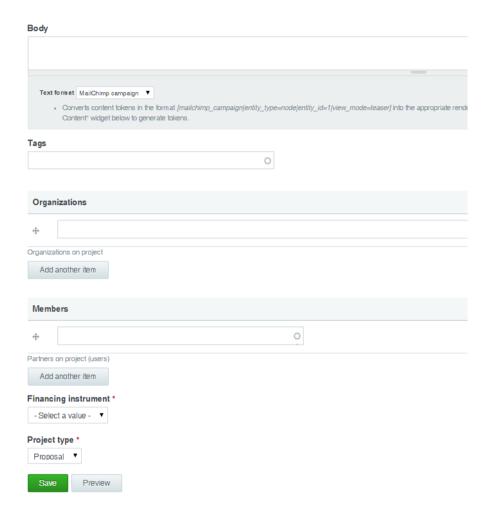


Member can add list of countries from which (potential) members or organizations come from.

Status				
- None - ▼				
Country (Coordinator) *				
- Select a value - ▼				
Participant Country *				
Albania Bosnia and Herzegovina Croatia Italy				
City *				
Links for more data				
ф				
Add another item				
Attached documents				
Odaberi datoteku Nije odabrana niti jedna datoteka. Uplo	ad			
Files must be less than 16 MB. Allowed file types: txt xml xls csv ods pdf.				
Summary (<u>Hide summary</u>)				
Leave blank to use trimmed value of full text as the summary.				

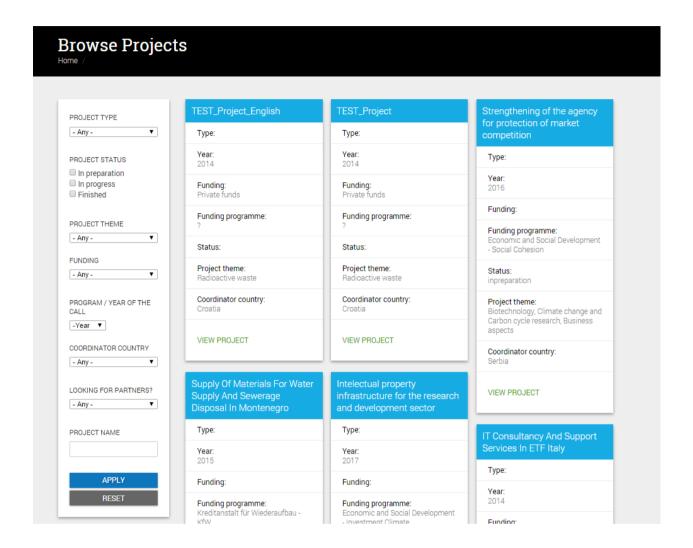


Member can add a list of organizations and partners that are working on the project.





This is what projects on the frontend of platform look like. Members can filter by status of project, theme, year of call, country and whether they are looking for partners.



NOTE

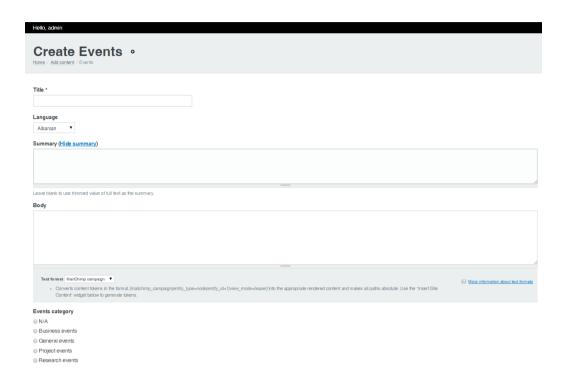
Platform admin has a toolbar at the top of their screen that appears when admin selects an item in "Add content". This toolbar is not visible when admin views their profile, homepage or messages.





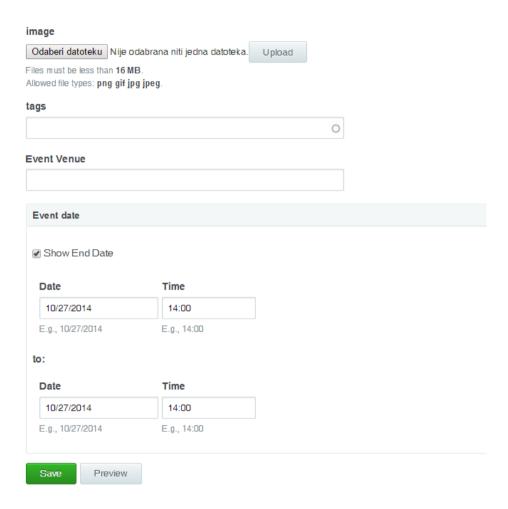
5.2. Add event

All members can create events in various fields of work and interest.



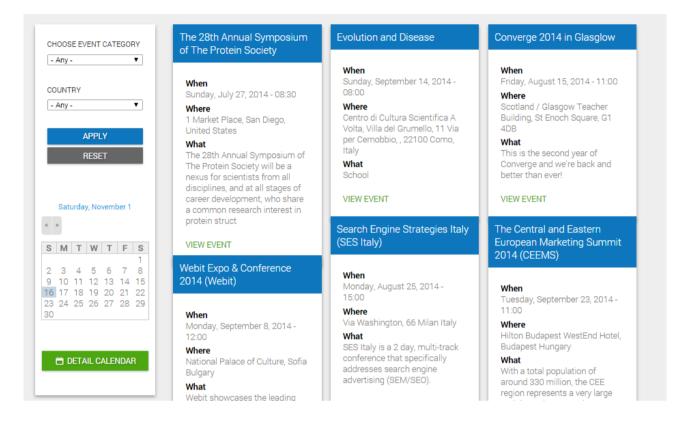


Image, tags, event venue and date(s) are optional fields so a member can create an event and add these fields later on.

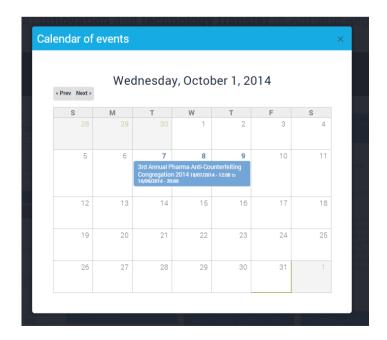




This is list of events on the frontend. Users can filter by category (business, general, project or research) and by country.

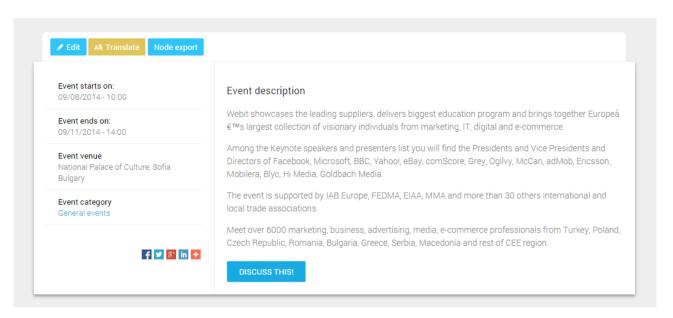


Click on green button "Detail calendar" opens an overview of events. Click on events title will redirect member to page of that event.

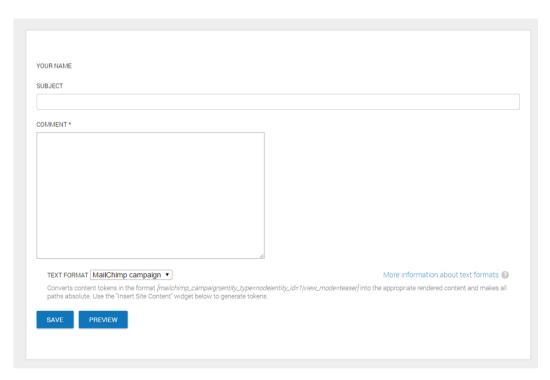




This is what a created event looks like on frontend of platform. By clicking on blue button "Discuss this" member can leave a comment.

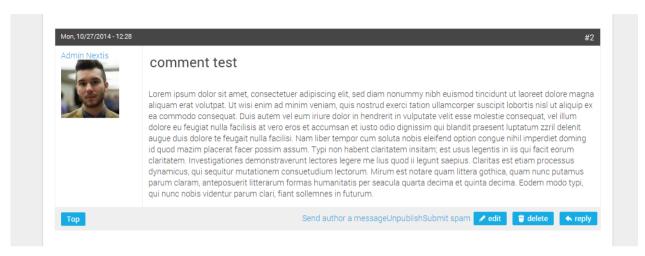


This is how a published comment will look like on the Discuss section of the project. Member can edit previous comments or delete them.





This is what a posted comment looks like. Administrator can edit, reply to or delete a comment.



Members do not have the ability to edit or delete.



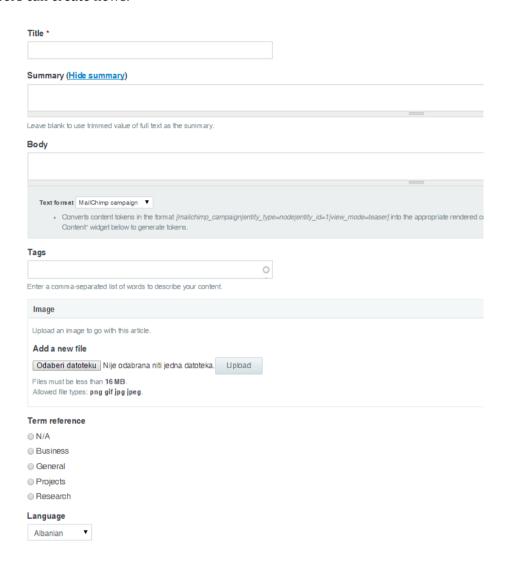
NOTE

Users can comment on articles (news) even if they are not registered. They can comment anonymously if they prefer but administrator will be able to block users who are rude or use foul language and do not wish to identify themselves.



5.3. Add news

All members can create news.



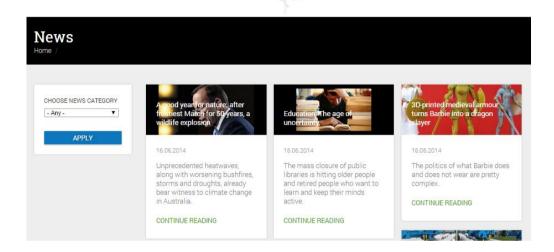


This is what created news posts look like on homepage.



Events News Projects Members Organizations Infrastructures Patents Forum Search FAQ

Support innovation and technology transfer in Adriatic Region

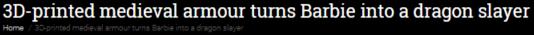


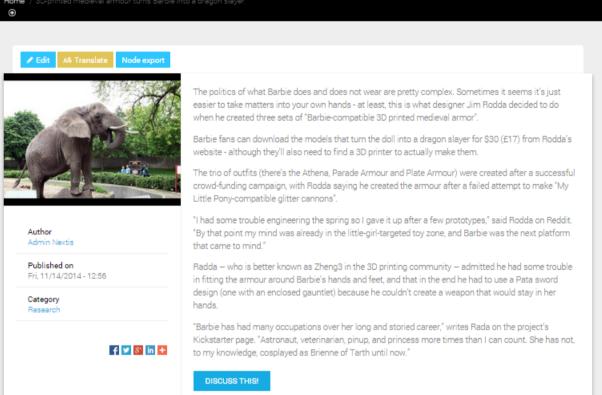
NOTE

The Latest news section on homepage is the same as for unregistered members. Everyone has the ability to search articles and leave a comment. Only difference is that unregistered members will not receive notification that other comments are posted - making it difficult for them to keep track of a discussion that might interest them.



Click on "Continue reading" will open news post.

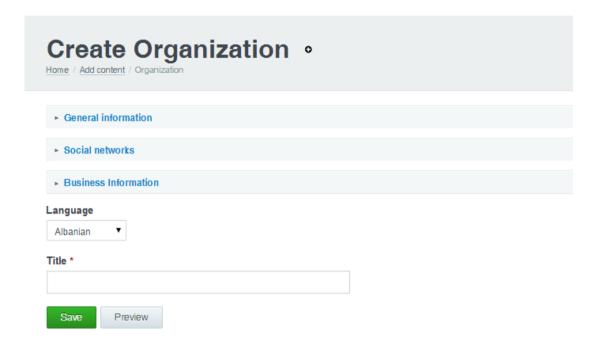




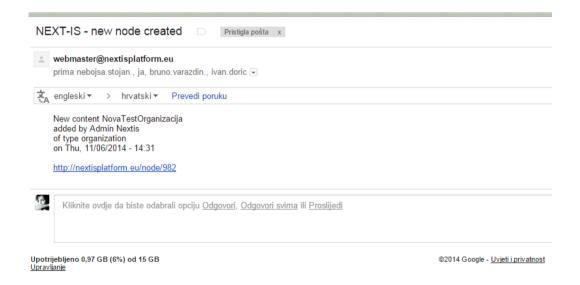


5.4. Add organization

Any member can create their own organization. They must fill in fields in sections General information, Social networks, Business information and select a language.

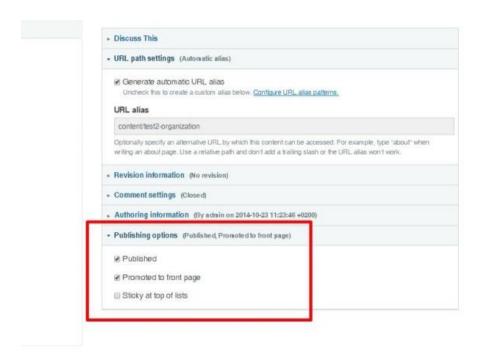


Member must wait for admin to publish the organization. Admin will receive an email.

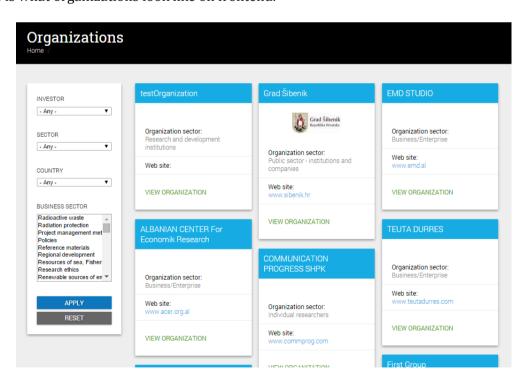




By selecting the checkbox located in publishing options the site will become visible on the frontend.



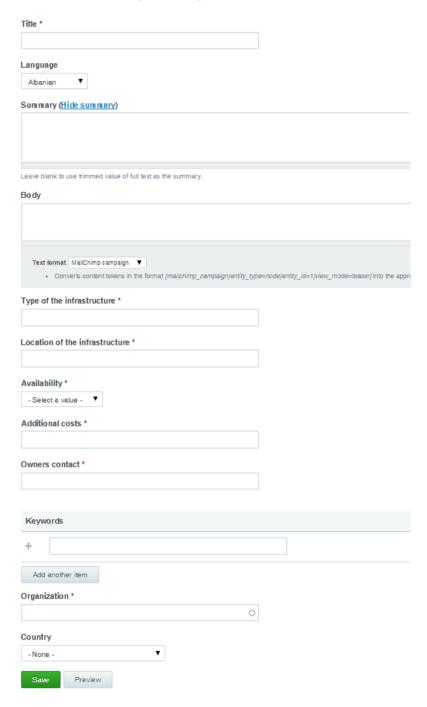
This is what organizations look like on frontend.





5.5. Add infrastructure

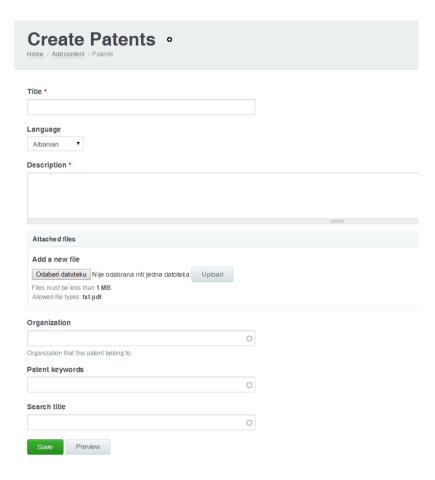
Created infrastructure must belong to an organization.





5.6. Add patent

Every member can add patents. Organization is an optional field.



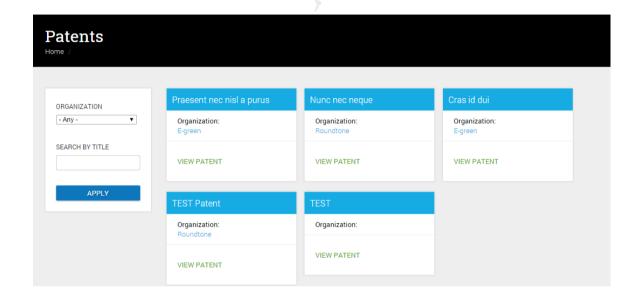


This is what created patents look like on frontend.

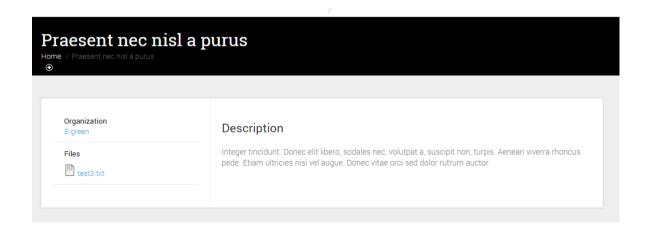


Events News Projects Members Organizations Infrastructures Patents Forum Search FAQ

Support innovation and technology transfer in Adriatic Region



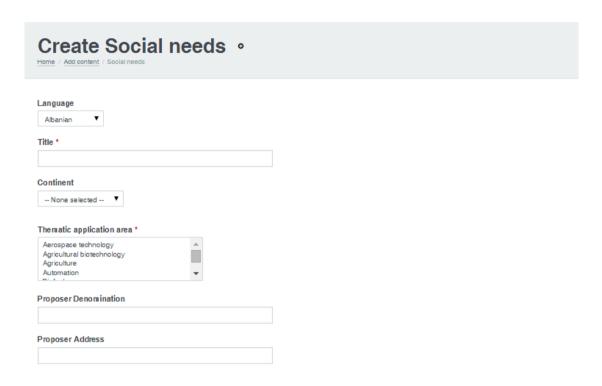
Click on View patent opens screen with patent details. Member can upload file (txt, pdf).



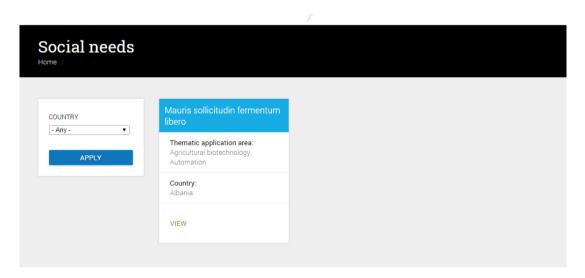


5.7. Add Social needs

Any member can add a post regarding some issues in their community they would like to draw awareness to.



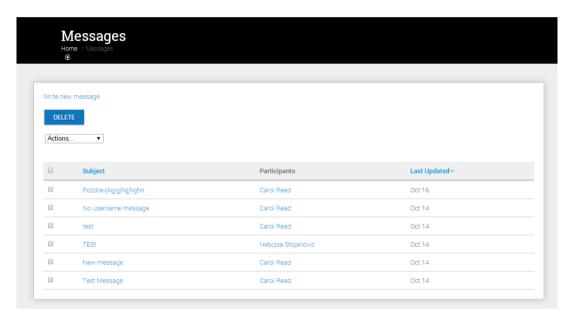
This is what entered Social needs posts look like on the platform.



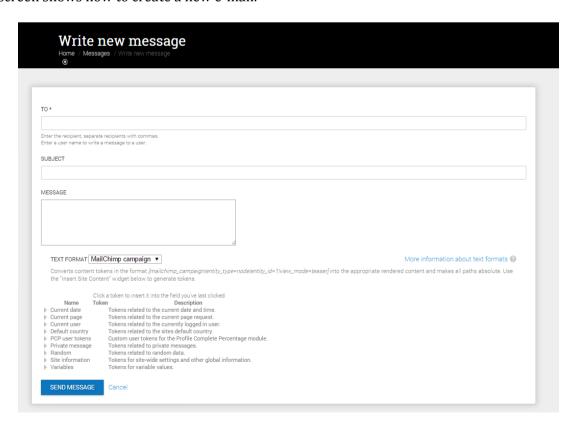


6. Messages

Member has an overview of all received e-mails which were sent and received through the platform.



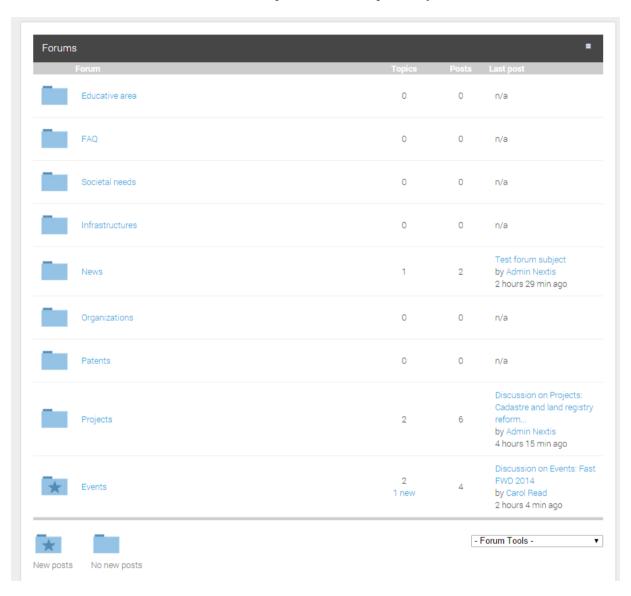
This screen shows how to create a new e-mail.





7. Forums

Forums consist of individual forums and topics which are opened by members or admin.



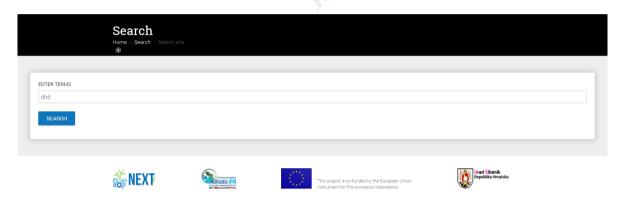


8. Search

Members can search organizations, projects, events, news and members.



Support innovation and technology transfer in Adriatic Region



Search results are presented in following screen.



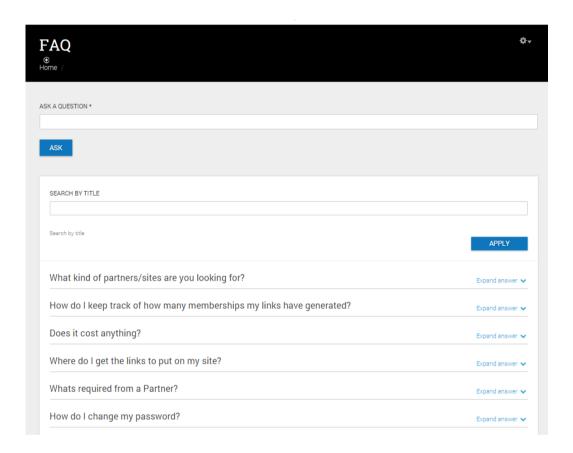
Feal d.o.o.

www.feal.ba Business/Enterprise 0 0 0€ 0 00387 63 344 086 Bosnia and Herzegovina Business aspects ...



9. FAQ

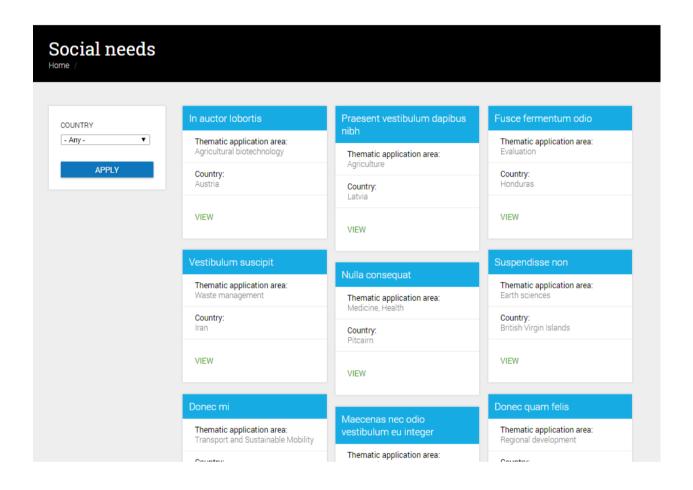
Members can ask questions. If a question is mentioned several times, admin will add the question and answer to FAQ.





10. Social needs

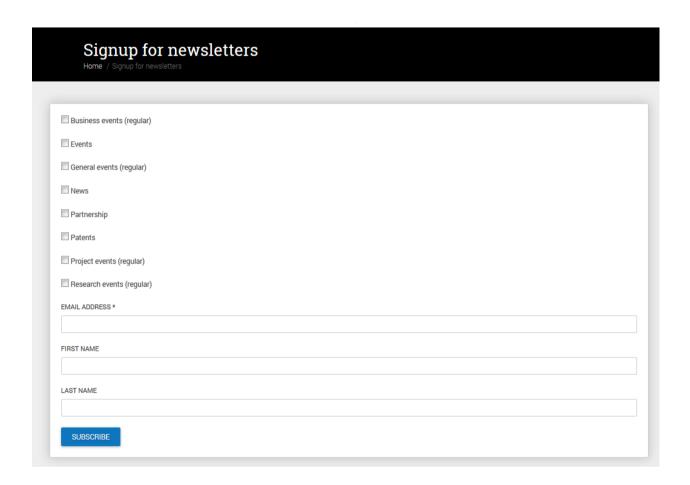
View of social needs on the frontend of site.





11. Newsletter

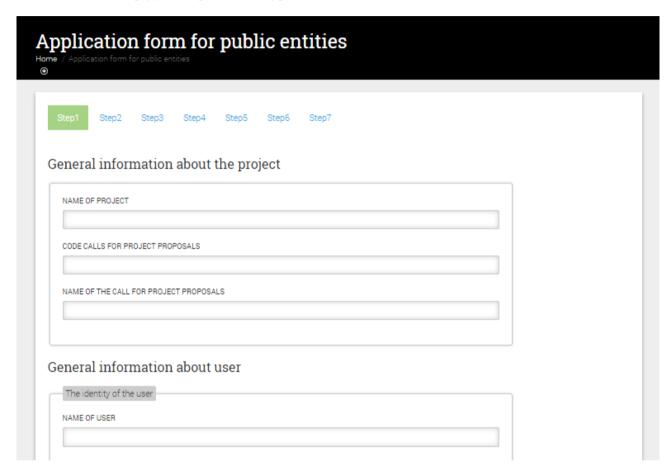
Members can sign up for newsletter if they want to receive notifications on latest news posts, events, projects etc. added to the platform. They have to enter their e-mail address, first and last name.





12. Application form for public figures

Members can create an application form (exported in PDF format) by entering data into an application form located on http://nextisplatform.eu/pdf.



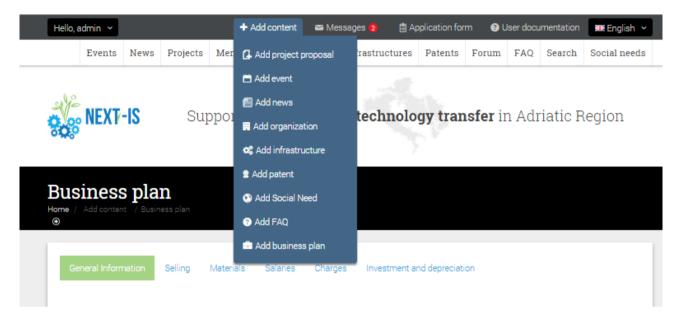
Member can access Application form by clicking on item in black bar.





13. Business plan

Registered members can create a business plan by clicking on Add content - Add business plan.



Member must fill in required fields. Business plan will then generate a PDF file.

