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# Guide through the ECO-NautiNET platform functionalities for SMEs

Version 1.1



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Following chapters bring step by step instructions for use of each functionality on the ECO-NautiNET platform. Functionalities are presented chronologically in order of appearance to the user, when users tries to set up their profile and use the platform.

## 1. Sign up to the platform

First step user can take on the homepage is to choose to log in or sign up (in case of first visit to the platform). In Figure 1 location of the log in /sign up button is shown.



Figure 1 Homepage and sign-up button

There are two ways to sign up to the ECO-NautiNET platform, as a user which has options to create new companies later on, as a two-step approach or as a company in one step. This choice is shown in Figure 2.



Figure 2 Choice of one step or two-step sign up

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waste of time in searching.

Usernam	1e	
mail		
Email		
assword (6	5-32 characters	5)
-	n and a second	
Password	ul	
Password etype pass	sword	
Password etype pass Password	sword d	
Password etype pass Password	sword d	

In Figure 3 the form for two-step sign up is presented and this step offers the user to view ECO-NautiNET platform's terms of use. The terms of use are identical to the contents of D T.2.1.1 Agreement on ECO-NautiNET model of Network's joint management system, except for the need of signature and stamp, which is not needed in the online acceptance of these terms.

When the user clicks on the link "ECO-NautiNET platform terms", new tab opens and the whole text of Terms of use can be viewed. This is illustrated by Figure 4.

Once the user accepts the Terms of use, they are allowed to click "Submit" button.

Clicking on "Submit" button automatically sends an e-mail for the confirmation of the account on the user-imputed e-mail address. Example of such e-mail is shown by Figure 5.

C ECONAUTINET PLATFORM X +	- 0 ×
← → C ② Not secure   econautinet.fsb.hr/?terms	• Q 🕁 🌍
ECO-NautiNET	LOGIN / SIGNUP
Terms of use	
1. Introduction	
1.1 Network's management definition	
The project aims to:	
<ul> <li>define the network's joint management system and to</li> <li>create and implement the ECO-NautiNET's web-based platform, core of the transnational cooperation.</li> </ul>	
Following the joint management system already described, so triple helix participation, the platform will have different access targeted to three different typology of user needs:	
<ul> <li>Business Support Organization and their internal brokers' daily work</li> <li>SMEs and their tutors/facilitators</li> <li>Research Institutes</li> </ul>	
Finally, as specific sector dedicated to transferability of the ECO-NautiNE1's network, called "Getting started" will facilitate the joining of the joint methodology, collecting e-learning materials de Work Package "Involvement of SMEs and Networking training" for a quick start.	veloped under the
This internal user's organization is structured in order to quarantee high usability "3 click to target mode" to their goal. After the access, each user will find a set of tools tailor-made on his specifi	fic peeds avoiding

Figure 4 Terms of use of ECO-NautiNET platform



Figure 5 User validation e-mail

Alternative way to handle the signup process is one step approach for companies. This approach opens a form (Figure 6) in which user can input basic details about the company, including interest and short description. Also, like in the previous approach, user needs to accept the Terms of use.

LOGIN	SIGNUP	SIGNUP COMPANY	
OPE	N SIGNUP FORM	>	
Company	name		Description
Namo			Short description
Туре	SME	÷	
City	City		
Address	Address		Interests: Shipbuilding Nautical equipment Metal processing
Country	Country		Renewable energy sources  Engineering and design Nautical marina, Services
/AT number	VAT/OIB		
Jsername(6-32 c	haracters, alphanumeric)		
Username			
E-mail			
Email			
Password (6-32 cl	haracters)		
Password			
Retype password			
Password			
I accept ECC	-NautiNET platform terms		
SURMIT			

Figure 6 One step signup for companies





User will, after submitting the form, receive the same e-mail for verification as it was the case in previous approach.

# 2. Profile creation

After the user verification e-mail has been responded, user can log in to the platform, using the chosen username and password (defined by user in the sign up form), as show in Figure 7.



#### Figure 7 Login data

Once user logs in, personal information is requested, as shown in Figure 8. This information is used for the purposes of platform's statistics and to personalize the profile.

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$\leftrightarrow$ $\rightarrow$ C (i) Not secure   econautinet.fsb.hr	Q 🕁
ECO-NautiNET Vestorial et l'entence i vestorio revenz	R, feature
YOUR PERSONAL INFORMATION	
About       The aim of the	SAVE
News EUSAIR FORUM for ADRION region will take place in Budva, 7-8 May 2019  Ath Forum of the EU Strategy for the Adriatic and Ionian Cempton and a formal weight. Find Synth high power to volume ratio and small weight. Find out more on the link intp://www.tema.hr/storage/pd//TEMA- PropulsionSystem.pdf	ET Nebwork

Figure 8 Personal information

Following the user's profile personalization, user can now access their personal area on the platform. This area is offered after the user clicks on their name in the upper right corner of the screen (Figure 9).





Figure 9 Access to the user area

User's area offers several functionalities: Company profile creation (in case of one stage signup, this profile is filled with data inputed by user during the registration), products/technologies publication function and conversation function. Figure 10 shows the view on user's area.

ECO-NautiNET	MISSION & VISION   NETWORKING   INNOVATION FINANCING	
OVERVIEW	PRODUCTS / TECHNOLOGIES CONVERSATIONS	
INSTRUCTIONS Use the COMPANIES link a able to add also your proc	above to add your company/institute, which will then be e ducts/innovations.	valuated by one of our brokers. Once it has been approved, you will be
	Terms of use	Econautinet 2019

Figure 10 Functionalities in the user's area

After choosing the "companies" section, user can add a new company which they will be able to represent and create a profile for them. If there are several companies handled by the same user, they can be visible on the list in "companies" section (Figure 11).

- A	ECO-Naut	tiNET	iission & vision   networking   innovation	FINANCING			옷 Mr Antun Pfeife
	OVERVIEW	COMPANIES	PRODUCTS / TECHNOLOGIES	CONVERSATIONS			
	Companies NAME	STATUS	ONLINE PROFILE			<	+ ADD NEW
			Terms of use		Ecor	nautinet 2019	

Figure 11 "Companies" section

Company's profile (shown in Figure 12), consistes of basic information about the company (1), detailed description of the main activities and interests of the company (2), options to upload documents about the company (3) and option to upload pictures which will be shown on the public profile (4).

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Figure 12 Companies profile

Next functionality on disposal for users is publication of their products, technologies or innovative concepts. For this functionality, users profile and company profile must be approved by the broker. Otherwise, the message visible on Figure 13 will appear.

ECO-NautiNET	MISSION & VISION   NETWORKING   INNOVATION FINANCING	
OVERVIEW COMPANIES	S PRODUCTS / TECHNOLOGIES CONVERSATIONS	
You need to have an approved	d company/institute to add products	
	Terms of use	Econautinet 2019

Figure 13 Warning message in case company profile is not yet approved

After the profile has been approved, user can also request match, by clicking a button "Request match", located in users are, under Companies list, as show in Figure 14.



Following this user's request, brokers receive an e-mail with details about the user and the request and can approach the handling of this request ( chapter **Pogreška! Izvor reference nije pronaden.**).



# 3. Publication of products and innovations

Functionality which allows for publication of products, technologies and innovative concepts is available to users once their user and company profile is approved by the broker. To add a new product/technology, the procedure is similar to the procedure of creating a new company profile. User needs to use "add new" button to create new products. Existing products can be changed by clicking on "Edit" button, as visible in Figure 15.

ECO-NautiNET	AISSION & VISION   NETWORKING	INNOVATION FINANCING		
OVERVIEW COMPANIES	PRODUCTS / TECHNOLO	GIES		
Products			$\bigcirc \bigcirc$	ADD NEW
NAME		COMPANY		
Marine Engineering services		University of Zagreb, Faculty of Mechanical Engineering and Naval Architecture	Edit	
Corrosion protection services an	d consulting	University of Zagreb, Faculty of Mechanical Engineering and Naval Architecture	Edit	
Environmental protection, testin lubricants	g of water, fuels and	University of Zagreb, Faculty of Mechanical Engineering and Naval Architecture	Edit	
Product design and developmer	nt: rapid prototyping	University of Zagreb, Faculty of Mechanical Engineering and Naval Architecture	Edit	

Figure 15 Publication of products/technologies

To input detailes about the product (Figure 16), user can add information such as products name, short an long description (1), type of the product, wether it is public or private content and interests which this product/technology addresses (2) and it is possible to upload documents which might bring more details or illustrate the use of product/technology (3).



Figure 16 Detailed description of the product



## 4. Homepage and search options

Homepage (Figure 17) consists of several tabs and links to sections on the ECO-NautiNET platform. On top of bringing the main information about the project and the Network, news, new members and technologies sections, it brings the calendar, mission and vision tab, statistics overview tab and tab dedicated to useful information about the opportunities for funding of industry-academy joint projects.



In order to search for network members, user can choose between general search mechanism and community tab, while learning materials can be found as a separate section, as illustrated by Figure 18.



Figure 18 Main sections on the homepage to search for content



To give a quick access to the interesting and instructive video content, separate section is prepared for uploads and publication of videos about the project and, in future, about content that would be useful for Network members (Figure 19).



Homepage has a centrally placed "News" section, which brings most interesting events and new technologies from outside of the Network (Figure 20).

CO-NautiNET		LOGIN / SKINUF
About The aim of the ECO-NautiNET Project is to improve the competitiveness and innovation canacity of SMFs in the maintime sector and related	ECO-NautINET CAPITALIZATION VISITS	Q Search innovations/members
sectors (materia)s, maintenance, fuel, catering, etc.) in the wider Adriatic - Ionian region. The desired improvement will result from the synergies of the SMEs, between them and with research institutions. The role of Research Institutions is related to not only evaluating and promoting the best available technologies of the specific sector to SMEs, but also to offer		Community Browse companies/products of ECO-NautiNET project
innovative concepts and initial research for development and maturing in partnership with SMEs. The development of a business support network with innovative features, training as well as mediation and networking between enterprises will facilitate the specific innovation transfer and will increase the competitiveness of its members.		Learning materials Download digital materials related to the project
News EUSAIR FORUM for ADRION region will take	TEMA: New marine propulsion system	Instructive videos  • Capitalization visit • Vision of the ECO-NautiNET Network
Ath Forum of the EU Strategy for the Adriatic and Ionian the Generation of the EU Strategy for the Adriatic and Ionian Chambers of Commerce, Cities and Universities, will take place In SULDVA (Monteneoro), on 7-8 May 2019, under the slopan	New environmentally friendly permanent magnet motors, which enables them premium efficiency – above g5%, high power to volume ratio and small weight. Find out more on the link: http://www.tema.hr/storage/pdf/TEMA- PropulsionSystem.pdf	

Also, dynamics sections about new Network members, who created a profile on the platform, and about new innovative concepts and technologies published by registered members are placed under the news section (Figure 21).





By clicking on the "Community" tab, users can browse through the existing profiles of network members who have their profiles approved by the brokers. Figure 22 illustrates this community section, which enables users to see all existing members on the platform.



Figure 22 Community section



General search functionality

To search through the any number of different subjects, themes and interests, general search mechanism is available for the users and is located in the upper right corner of the homepage. Results of the search bring the approved profiles and presentations of the published (and public!) products currently on the platform.

In case of search for keyword "university", the Figure 23 brings the results in the form of presently registered companies and institutions, as well as product/innovation/technology descriptions which mention the keyword.



Figure 23 Search results: keyword "university"

In case of search for keyword "materials", results in Figure 24 bring the institution which has interest in the field to which the keyword belongs and products which have such keyword among the interests they are declared to be addressing.



Figure 24 Search results: keyword "materials"



In case of the keyword "engineering", we can see the largest spread of results in Figure 25, which brings back all the companies which have interest in the field of "engineering" and all the products which address "engineering" as such.

ECO-NautiNET	Neces of Neces in Necession in Necession in Necession	LOGIN / SIGNUP
Search needle: engineering		
<b>3</b> companies fou	nd	
University of Zagreb, F	aculty of Mechanical Engineering and Naval Architecture	
FEAC Engineering		
Ch. Kapopoulos and A	ssociates, AQUATERRA	
<b>5</b> product(s) s for	und	
Marine Engineering se	invices	
INNOVATION: Speciali	sed CFD for Naval Hydrodynamics	
Product design and de	evelopment: rapid prototyping	
Environmental protect	ion, testing of water, fuels and lubricants	
Analyses of material p	roperties	
	Figure 25 Search results: keyword "engineering"	



## 5. E-Learning section and useful information

E-learning section contains instructive materials (presentations, templates, documents and videos) which address the network building and user guides for the use of platform. Also, it is a "living" section, which will be updated with new materials.

To go to the e-learning section, user needs to click on the link marked in the Figure 26.

CO-NautiNET		LOGIN / SKINL
About The aim of the ECO-NautiNET Project is to improve the competitiveness and innovation capacity of SMEs in the maritime sector and related sectors (materials, maintenance, fuel, catering, etc.) in the wider Adriatic	SMEs Training IT Velocitater Share	Q Search innovations/members
<ul> <li>Ionian region.</li> <li>The desired improvement will result from the synergies of the SMEs, between them and with research institutions. The role of Research Institutions is related to not only evaluating and promoting the best available technologies of the specific sector to SMEs, but also to offer innovative concepts and initial research for development and maturing in partnership with SMEs.</li> </ul>	Partners npico Axaïac A- CONFEDERAZIONE NAZIONALE DELL'ARTIGIANATO E DELLA PICO OCIAZIONE TERRITORIALE DI CANA egionalni Razvojni Center Koper Sveučilište u Zagrebu, Fakultet strojarstva I Brodogradnje vatska gosodarska komora	Community Browse companies/products of ECO-NautiNET project
The development of a business support network with innovative features, training as well as mediation and networking between enterprises will facilitate the specific innovation transfer and will increase the competitiveness of its members.	vačka Razvojna Agencija e Tregtisë dhe Industrisë Tiranë	Learning materials Download digital materials related to the project
News EUSAIR FORUM for ADRION region will take place in Budva, 7-8 May 2019	TEMA: New marine propulsion system	Instructive videos Capitalization visit Vision of the ECO-NautiNET Network
4th Forum of the EU Strategy for the Adriatic and Ionian Region (EUSAIR) and 2nd Fora of the Adriatic and Ionian Chambers of Commerce, Cities and Universities, will take place in BUDVA (Monteneqro), on 7-8 May 2019, under the slogan	The structure of the	MAV

Figure 26 Go to the e-learning section

Once the user opens the e-learning section, they encounter the materials for various training, including the training of "Angels of change" in ECO-NautiNET Network, divided into various chapters:

Training programme and materials for distance learning of tutors and facilitators of the network:

What is a network? Why creating it? Which are the advantages and fields of application?

BMC - The Business Model Canvas to build a network: theory and tool

Planning a platform for ECO-NautiNET network

Our experience of the training of tutors and facilitators

Presentation of best practices and experiences of networks

Also, this section includes internal guides for the use of functionalities of the platform and grows with new materials about innovation and product development. The view of this section is given in Figure 27.

	Guide through the ECO-NautiNET pl	atform functionalities for SMEs	
ECO-NautiNET			
ECO-NautiNET	INED COMPANIES & ORGANIZATIONS   MISSION & VISION   NETWORKING   INNOVATION FINANCING		
GUIDE TO ECO-NAUTINET PLATFORM FUNCTIONALITIES Training programme and materials for distance learning of tutors and facilitators of the network Select language:			
What is a network? Why creating it? Which are the advantages and fields of application?		The Business Model Canvas to build a network: theory and tool Business model canvas theory 교 BUSINESS MODEL CANVAS – TEMPLATE II 교	
Planning a platform	n for ECO-NautiNET network	Our experience of the training of tutors and facilitators	
		STORY BOARD 运 TRAINING VIDEO 蕾 TRAINING PHOTOS 退	

Figure 27 Learning materials section

To download the materials available in their own language, users need to click the link (flag) of the appropriate language, to open the section where materials are provided in the chosen language.

# 6. Asking for help

In any previously mentioned section of the platform, users always have on their disposal, in the lower right corner of the screen, the "Ask for help" button, which expands into the console shown in Figure 28.

ECO-NautiNET	옷 Mr Antun Pfeifer
OVERVIEW COMPANIES PRODUCTS / TECHNOLOGIES CONVERSATIONS	
You need to have an approved company/institute to add products	
Terms of use	Ask for help Ask for help based on: O Location (contact your local broker/partner) Interests Short description
	SUBMIT

Figure 28 Ask for help



After the user clicks on "submit" button, Brokers will receive an e-mail with the content shown in Figure 29, with details needed to contact the user.

Dear ECONAUTINET admin,

An e-mail that
New message from Mr Pfeifer (was used on ):
signup
Can you assist with the profile? I have a question...

\*\*\*\*\*\*

#### Figure 29 E-mail from the user asking for help

After the response of Brokers is sent to the user's e-mail, they can expect an e-mail from <u>econautinet@fsb.hr</u> address (similar to Figure 30).



. <u>via</u> fsbhr.onmicrosoft.com to ECONAUTINET,

ズA English ▼ > Greek ▼ Translate message

Dear Mr

Sure, can you send more details on the issue you need assistance?

Best regards,

Figure 30 Response to users