

THE THREE TOOLS' MANAGEMENT IN THE ICT PLATFORM

User manual ver. 1.0

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Introduction

This manual describes the operational activities for registering users to the "Incuba" platform for:

- the insertion of data relating to companies
- community management
- course management through the online training tool

The system provides user profiles that are used to differentiate the activities that a user can perform on the platform, in particular there are:

- Superuser
- Administrator
- Teacher
- User

The superuser profile is reserved for the system administrator of the entire portal, who in turn is able to register the various administrators, teachers and also users.

The administrator profile, on the other hand, represents the contact person / area manager who has the task of enabling users who decide to register and also has the ability to manage all users in his area, create new companies and associate users with the various companies. He is also empowered to create courses by also defining who the teachers who will hold each course are.

The user profile, on the other hand, concerns users who can register independently on the portal in order to enter their data and those relating to their company / s. A user with a "user" profile will not be able to fully operate the portal for each company associated with him, if the administrator does not enable it.

Access to the system

Access to the system is reserved only for registered and enabled users.

The portal is divided into three sections:

- INNOVATION COMMUNITY, reachable at <https://incuba.iamb.it> and from which, using the "Click here to go to the community" link, you can view the form to access the system.
- INNOVATION NEEDS 'ASSESSMENT, reachable at <https://incuba.iamb.it/survey.php> and from which using the "Click here to go to the questionnaire" link you can start filling in the questionnaire.
- ONLINE TRAINING reachable at <https://incuba.iamb.it/training.php> from which you can consult all the published courses.

Innovation Community

Welcome to our Innovation community!

This space aims at facilitating the sharing of challenges, solutions and needs among business incubators, experts, SMEs, start-uppers and potential innovators in Europe and beyond.

By entering the community, you will be able to exchange opportunities to collaborate, post news and information on your company/organization.

The Community space will provide its users with networking opportunities, peer-to-peer learning, on-line training materials and a personalized service to assess companies' innovation needs. Join our Innovation Community mapping tool and explore the profiled organizations according to their sector, country, technology fields and offer/request of innovation.

[Click here to access the community](#)

Not registered yet? Are you a company, an incubator, a researcher or a student? Click on the appropriate icon to see what you can do.

Are you a company/start-up?



Are you a professional?



Are you a business incubator?



Are you a researcher?



Are you a student?



News

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[INCUBA PROJECT WEBINAR](#)

Announcements

At the moment there are no announcements

Posts

At the moment there are no posts

Figure 1, home page

The screenshot shows the INCUBA login page. At the top is the INCUBA logo. Below it, the text 'INCUBA' is centered. There are two input fields: 'Email' and 'Password'. Below these fields is a blue 'LOGIN' button. Underneath the button are three links: 'Signup', 'Retrieve access data', and 'Go to website'.

Figure 2, form to access the community

After logging in, it will be possible to update your personal data and access data (username and password) by clicking on the icon at the top right, and then on the "My profile" item.

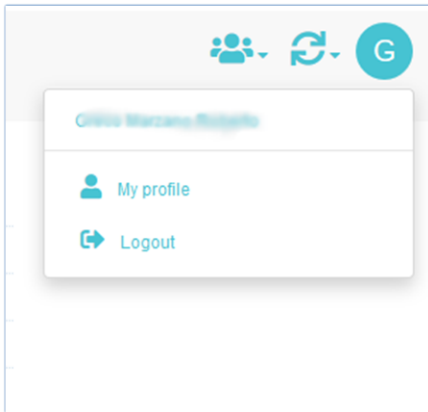


Figure 3, Log in

Menu structure

On each page, there is a side menu that allows navigation in all sections of the portal for which you have been enabled.

The menu items are customized according to the particular page displayed.

At the top of the menu are the main information relating to the company you are working on, this is convenient in case there are more than one companies to manage.

The menu with the main items is shown below in the in the figure 4

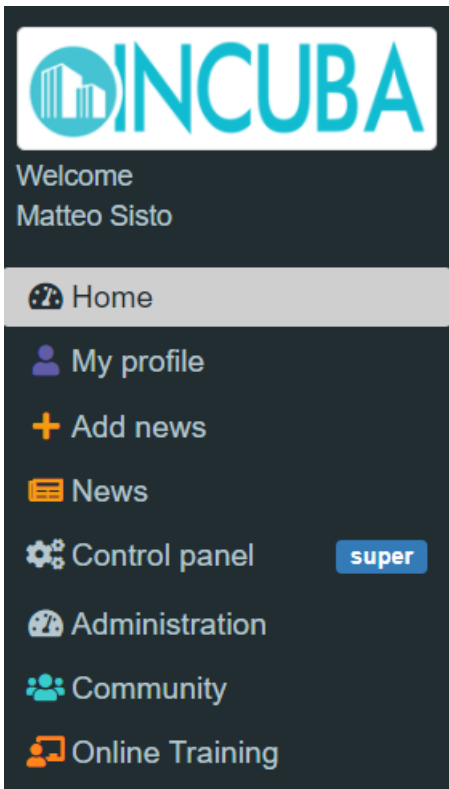
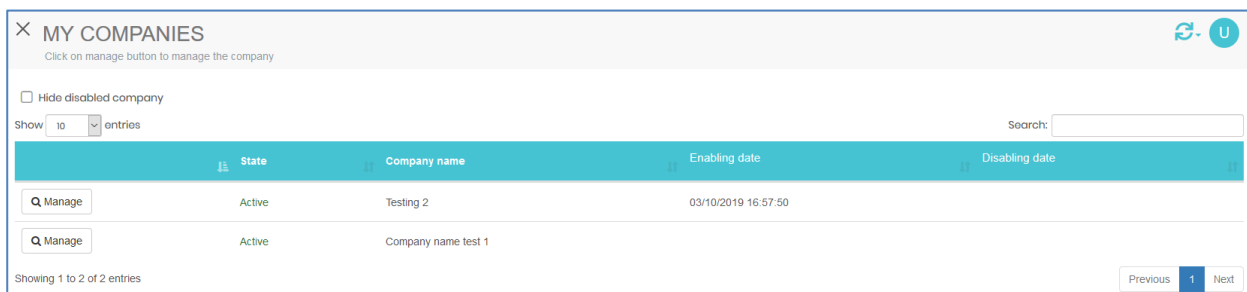


Figure 4, Platform's Menu

Company selection

From the "My companies" page you can select the company, among those for which authorization has been obtained, on which to operate.

Through the "Manage" button you access the section relating to the selected company.



	State	Company name	Enabling date	Disabling date
Manage	Active	Testing 2	03/10/2019 16:57:50	
Manage	Active	Company name test 1		

Figure 4, companies' list

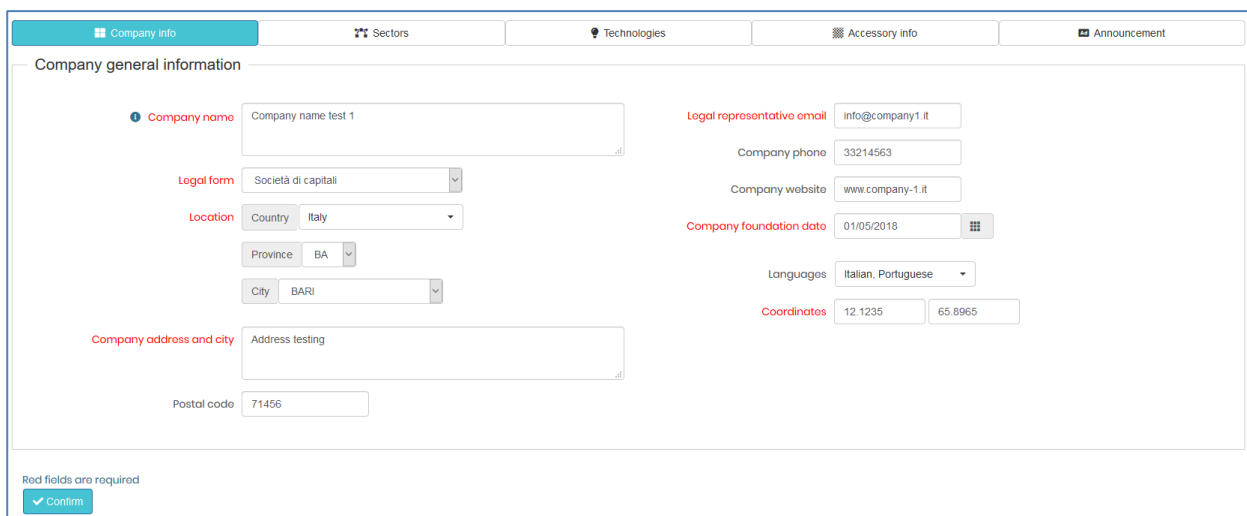
Entering a new company

To enter a new company to manage, use the "Add company" menu item, the system will ask you to enter the company master data.

An email will be sent to the administrator who, after the necessary checks, will proceed to authorize the user who will receive a confirmation email.

Company registry management

From the "Company info" page, it is possible to consult and possibly update the company data. The information entered must be confirmed by using the blue "Confirm" button at the bottom of the page.



The screenshot shows a web interface for managing company information. At the top, there are navigation tabs: "Company info" (active), "Sectors", "Technologies", "Accessory info", and "Announcement". Below the tabs, the page is titled "Company general information". The form contains several fields, some of which are highlighted in red to indicate they are required:

- Company name:** Text input field containing "Company name test 1".
- Legal form:** Dropdown menu with "Società di capitali" selected.
- Location:** A group of fields including "Country" (Italy), "Province" (BA), and "City" (BARI).
- Company address and city:** Text input field containing "Address testing".
- Postal code:** Text input field containing "71456".
- Legal representative email:** Text input field containing "info@company1.it".
- Company phone:** Text input field containing "33214563".
- Company website:** Text input field containing "www.company-1.it".
- Company foundation date:** Text input field containing "01/05/2018".
- Languages:** Dropdown menu with "Italian, Portuguese" selected.
- Coordinates:** Two text input fields containing "12.1235" and "65.8965".

At the bottom left, there is a note: "Red fields are required". At the bottom center, there is a blue button labeled "Confirm".

Figure 5, fill in and updates of company's info

Company activity description

In addition to recording company data only, it is also necessary to indicate:

- Sectors in which the company operates
- Used technologies
- Strategy, products and innovations
- Ads

To be able to enter this information, access the relevant section of the menu, using the vertical menu or the horizontal menu. The insertion, modification and cancellation procedure in these four pages is identical, it is simply a matter of clicking on the blue button at the top of the page, e.g. "New sector" and fill in the required fields.

To modify or delete one or more entries, use the commands in the left column of each row of the table.

 allows you to start editing the row

 allows you to delete the row

Information for compilation

In all sections, the mandatory fields are marked in red, in case of failure to enter a data in one of these fields, the system will display a message indicating which or which information has not been entered.

When confirming a registration, two situations can occur

1. Operation cancelled due to errors
2. Operation completed successfully

In the first case, an error message on a red background indicates the presence of one or more errors, therefore the registration has been blocked and the data entered must be corrected in order to save correctly.

In the event that the operation was successfully completed, a confirmation message on a green background warns of the successful registration.

Document section

In this section, it is possible to insert various files in different formats, in this way you can keep an archive of documents that may be inherent to the activity carried out.

It should:

1. select the file
2. indicate a short description (optional)
3. Click on "Attach the file" to confirm the sending of the file.

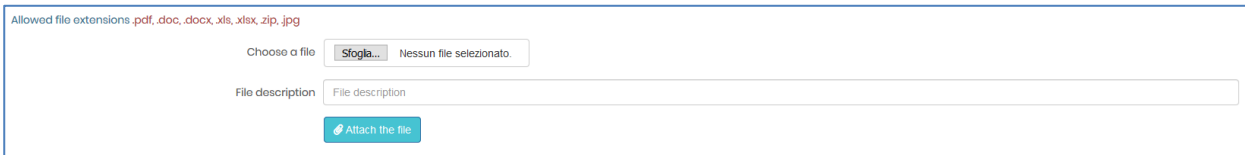


Figure 6, form to upload files

News

From Add News an administrator can upload a post that can be read by everyone on landing page and platform. In the News section, every user can read the published news.

Contact us

This is contact form that every user can use to contact an administrator from his own Country.

The Community

From here you can access the section of the "Community" in which a user can propose questions to which other users can answer from time to time as a sort of forum. In fact, by inserting a new "Question", the user starts a sort of conversation that allows the exchange of ideas between the users of the system.

When the user who started the conversation closes the question, the other users can only read the answers that have already been given, but they can no longer participate in the conversation.

To start a new conversation, click on the menu item "New question", the system offers a page where you can enter the title and text of the request you wish to forward.

All users, by accessing the Community section, will see the list of conversations started and will be able to respond to one or more requests by clicking on the blue "reply" button on each row. In the event that a request is "closed", it will not be possible to proceed with the insertion of further replies.

Online Training

The training section manages the courses made available to users. A course can be registered by the administrator who then decides to assign it to one or more teachers or can be registered directly by the teacher himself.

This section is visible only to users who have the Administrator or Teacher profile.

Each course is structured according to this "classification"

Course> Module> Lessons> Files

A course therefore consists of one or more modules, and each module consists of one or more lessons. Each lesson can in turn have a list of multimedia files, documents and videos that describe the lesson itself.

In the event that the teacher himself inserts the course, the procedure to follow is simple; you must specify the title of the course and enter a description.

Once this is done, he can then create the modules that make up the course and the respective lessons, attaching the audio / video files and documents on the single lesson if necessary.

Users

The platform provide three user levels:

- User;
- Partner;
- Superuser.

User



The user accesses his home directly with a quick summary of his profile. If the profile is not complete, a message to update the profile appears. The function bar on the left provides:

- Home: return to Home;
- My profile: user profile update screen where you must fill in the relevant fields for User data, Company data and Access data and contacts;

User data

Company data

Access data and contacts

- Privacy: possibility to download privacy documents;
- Documents: Ability to upload files (.pdf, .doc, .docx, .xls, .xlsx, .zip, .jpg);
- Competence & innovation: you have access to two sections. The first is related to skills, through the New row button a screen opens with a drop-down menu to add the main and secondary skills. The items in the drop-down menu are as follows:
 - o Health and nutrition;
 - o Markets efficiency;

- o Natural resources management;
- Offer at decreasing costs;
- Products and processes development;
- Protection from disease;
- Rural area development;
- Knowledge.

[+ New row](#)

Show entries Search:

Competence main	Competence secondary	Note
No data found		

- My groups: List of operating groups to which you belong. You can create a new operating group. (the database should be visible to everyone. To understand the interaction with the Albania and Montenegro databases);
- Training: section dedicated to online training. The user can view the videos of the lessons directly from the platform and carry out the self-assessment;
- Open community: section of public practice communities. Using the New post button you can create a new post by filling in the Community question title and Community question text fields.