Partner Search Facility

- User Manual -

04.03.2024

Content

1) Registration

In order to get active as a new user of the Partner Search Facility it is necessary to register and fill in at least all mandatory form fields (marked with an asterisk).

The "Competences" field is a free text field that can be used to describe your organization's business fields and competences.

The "SIC Codes" (Subject Index Classification Codes) field is another option to classify the business by standardized key words and make it easier for other users to find the entry.

Make sure that the entered e-mail address is valid, as the system does not check the addresse's validly. The password must have a length of least of eight characters and must include at least one special character (! # , . % =), an upper case letter or one digit.

Screenshot 1: *Registration form for a new user*

If all mandatory fields are completed, the registration is ready to be submitted. After saving the entries, the validation of the entered data will be done automatically by the web application. In case of a successful validation, the applicant will receive a confirmation message that the registration has been accepted.

Dear Dr. Michael Wessel,

you registered for NMP TeAm with the following email address:

email address

In order to complete this registration step you need to confirm your account's e-mail address by visiting the following URL:

https://services.ptj.de/partnersearch/nmp/registration?action=activation&id=3366&ac=65d7a136a5b4eea6c37b0d8da1605a00d79ae3f6
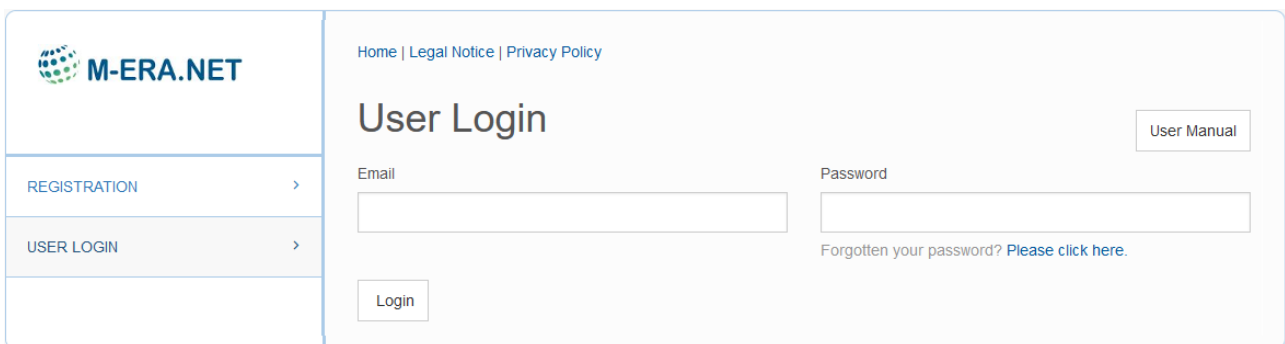
Screenshot 2: *Registration typical confirmation e-mail*

To complete the registration procedure and activate the user account, just follow the link in the received registration e-mail. After this, the account is ready for use and partner searches and partner offers can be entered.

2) Login

The PSF-website's URL is https://services.ptj.de/partnersearch/nmp/user-login, but it can also be reached via the M-ERA.NET website (https://www.m-era.net/joint-calls/partnersearch). Registered user of the tool can log in by entering their e-mail address and password.

Keep in mind that the username **IS** case sensitive so that MISTER@smith.com is different to mister@smith.com.

Screenshot 3: *Login*

3) Edit Profile

On the upper right part of the website the user name is displayed. The respective link offers the opportunity to edit the user profile. A drop-down menu appears with the items "Profile", "Logout" and "Manage registration". If "Profile" is chosen, the possibility to change personal data is given. After the desired changes have been performed, the data can be saved by using the "Save" button.

Screenshot 4: *Edit Profile*

4) Enter and submit a Partner Offer or Partner Search

By following the "Entries link" a list of already published entries generated by the user appears.

Screenshot 5: *Entries List View*

Registered users can either add a new entry or have the choice to edit ✏ , view 👁 or delete 🗑 an existing one . By choosing the "Create new Entry" button, the respective forms regarding partner offer or partner search appear.

Screenshot 6: *Entry form for a new partner search*

The entered offers will undergo a plausibility check by the M-ERA.NET consortium. If the information given passes this plausibility check, your request(s) will be published on the page "List of Partner Offers / List of Partner Requests".

Do not worry if you do not find any topics outside the calls. The calls in the PSF are synchronised with the actual calls (e.g. the 2023 M-ERA.NET call was open from 01.03.2023 until 16.05.2023).

Up to three open call topics can be selected per partner search or offer:

Screenshot 7: *Topic selection (examples are calls from H2020)*

5) Managing Entries

Managing entries that are already in the PSF can be done by following the "entries" item on the left. The list of partner entries can be filtered for "search", "offer" and "offer/search" and the number of shown entries can be varied between 10, 25, 50 and 100. The entries can be searched for keywords (e.g. *2024*) by entering those in the box on the right side. Entries that do not match the search parameter will be excluded from the list. All owned entries can be viewed, edited and deleted.

Screenshot 8: *Search for Partner Entries*

6) Search for Partner Entries

When searching for partner entries that are already published in the PSF, the user has to enter the website https://www.m-era.net/joint-calls/partnersearch/entries#/search. Here, the entries can be refined by several categories and the entry texts can be search for phrases as well.

Screenshot 9: *Search Partner Entries*

7) Search for Partner Profiles

When searching for partner profiles that are already in the PSF, the user has to go to the website https://www.m-era.net/joint-calls/partnersearch/profiles#/search. Here, the entries can be refined by several categories and the entry texts can be search for phrases as well. The search parameters are realised according to the information that has been generated on the base of the organisation profiles and consist of the main business fields and competences of the registered users of the Partner Search Facility.

Screenshot 10: Search profiles

As the result of the search, a list of entries that fit the search criteria will be displayed:

Screenshot 11: *List of identified Organisations*

By choosing one of the displayed names, detailed information about the organisation

appears:

User Profile
back to search result

Clark Kent

Competences

No competences submitted

Contact

Clark Kent

--- Metropolis

Website:
Email:
Organisation: Daily Planet

Screenshot 12: *Organization Profile*

8) Contact

Dr. Michael Wessel

Forschungszentrum Jülich

m.wessel@fz-juelich.de