



## NEFERTITI Platform - Guideline



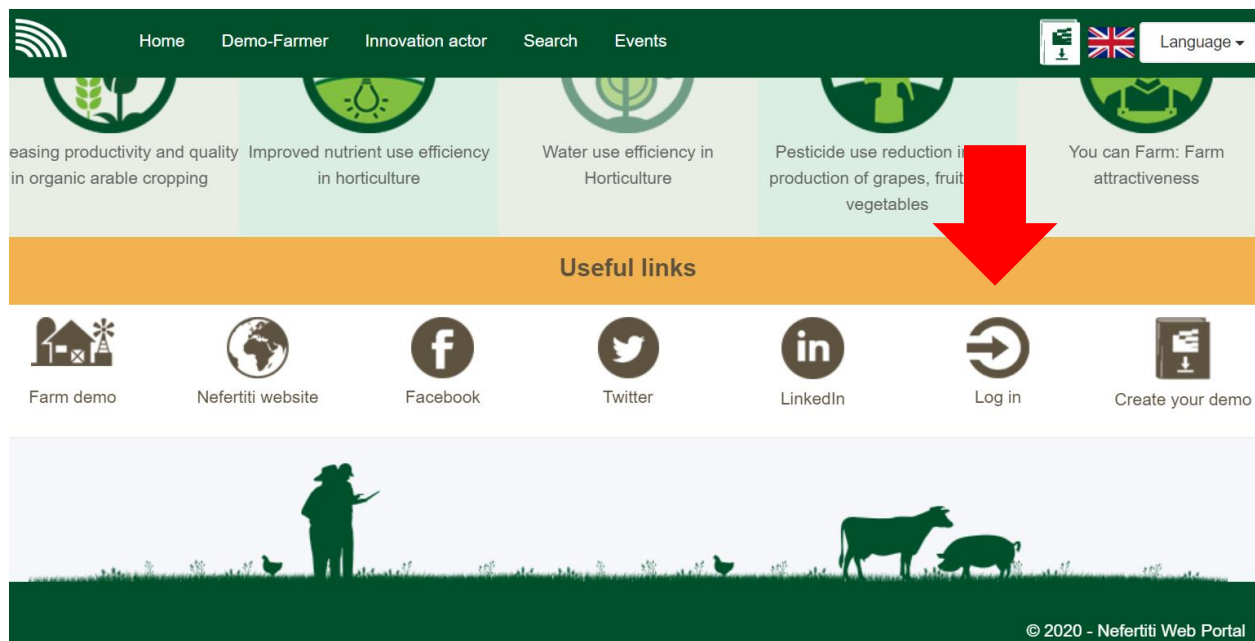
Hello there and welcome to the official NEFERTITI Guideline!

In this document we tried to answer all of those frequently asked questions you had and also to give advice on how to use the NEFERTITI platform in the best way possible. First, let's get started by checking which category do you belong in.

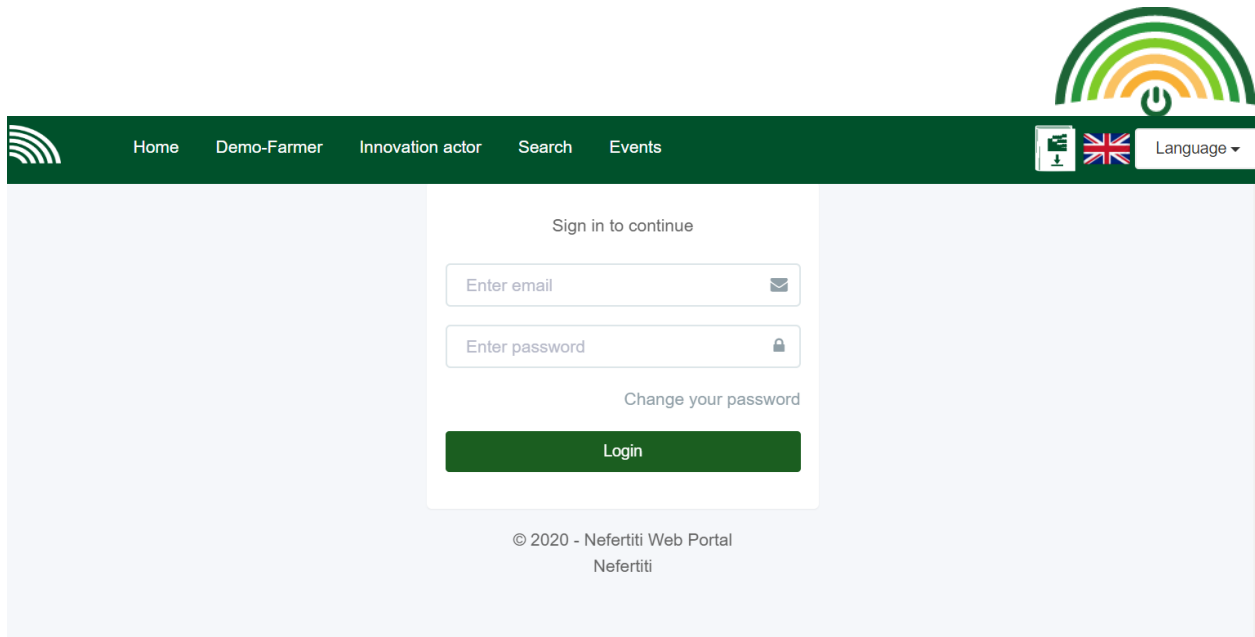
If you are a Hub Coach/Network Leader, please continue below.  
If you are a farmer / innovation actor, please jump to page 6.

### Q1: How to log in to the Nefertiti platform?

To log in to the platform please use the log in button at the bottom of the page (picture 1). You will need a username and password to log in (picture 2). If you face any issues, please contact [prokin.marko@biosense.rs](mailto:prokin.marko@biosense.rs). It is recommended you to change your password upon receiving the log in information.



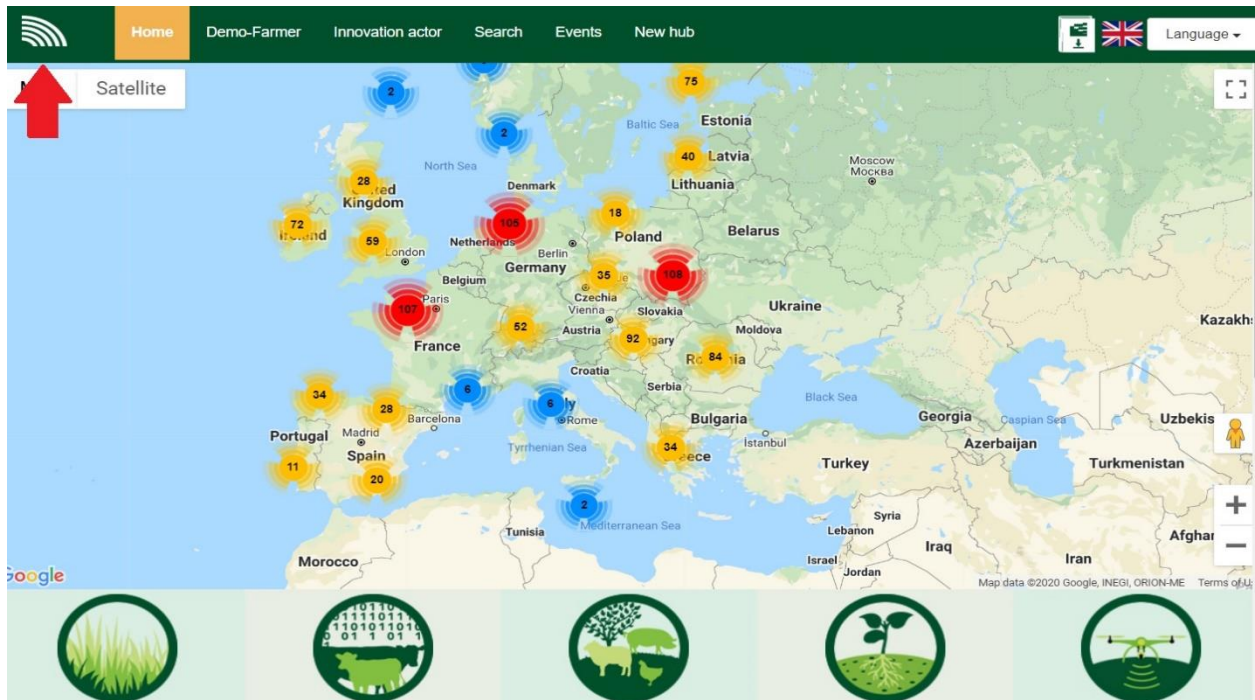
Picture 1 – Log in button



Picture 2 – Log in page

## Q2: How to choose your country?

In order to choose your country and see its activities, please click on the first button in the upper left corner of the page (picture 3) and then choose your country. This will not only show you the page in your language, but also show you the activities of your country in the 10 Nefertiti Networks. If you click on the EU flag this will take you to the general site in English language.



Picture 3 – Main menu



### Q3: How to register an event your hub is hosting?

In order to register your event, log in to the platform and click on the Events tab in the menu. Then choose the option add event (picture 4). After answering all questions, please save your answers.

The screenshot shows the 'Add event' form in the platform. The form is titled 'Add event' and is located under the 'Events' menu. A red arrow points to the 'Add event' option in the dropdown menu. The form fields include:

- \* Network:
- \* Name of event
- \* Beginning of event: Includes a date picker and time pickers (HH:MM).
- \* End of event: Includes a date picker and time pickers (HH:MM).
- Where your event will take place?

Picture 4 – Add event

### Q4: How to successfully complete an event your hub organized?

After the event, within the event report, you will find a couple of after-event questions. Steps needed to submit the after-event questions are as follows:

1. Go to: <https://nefertiti-h2020.eu/NefertitiPortal/#!/app-h/networks>
2. Login (mail + password)
3. In main menu choose your Network
4. Choose your hub
5. Scroll down to the events calendar
6. Click on your event
7. Scroll down and choose Edit
8. Answer the questions at the bottom of the page and click on Update

These help us report on project successfulness in terms of the project achieving its goal and showcasing to all of the included stakeholders what has been accomplished. As these are only a couple of very straight-forward questions, it shouldn't take up much of your time. You should fill



out the both in English and in your native language. This will be also used on our social media accounts for promotion.

**Situations in which you should contact us in order for the request to be communicated to our development team (contact email: [prokin.marko@biosense.rs](mailto:prokin.marko@biosense.rs)) :**

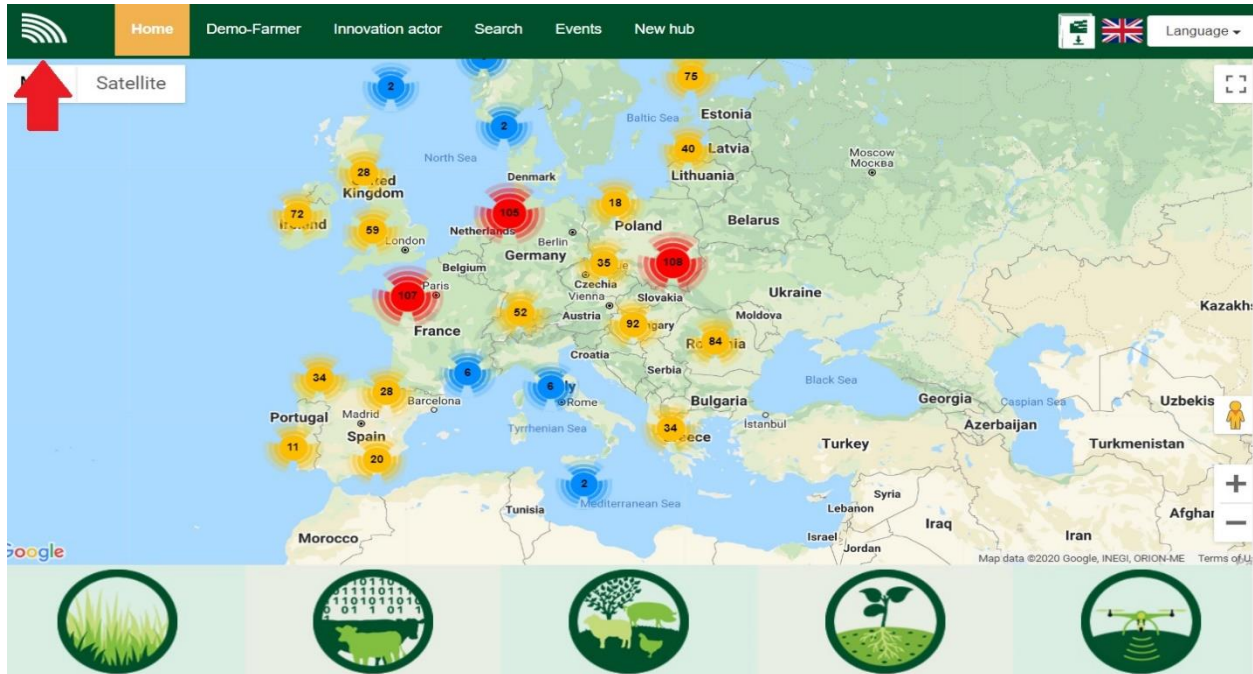
- If you want to edit the contact info of your hub
- If a new farm is not showing up in your hub
- If you notice any bug on the website/platform
- Any functionality improvement ideas



Dear farmer / innovation actor, welcome!

### Q1: How to choose your country?

In order to choose your country and see its activities, please click on the first button in the upper left corner of the page (picture 5) and then choose your country. This will not only show you the page in your language, but also show you the activities of your country in the 10 Nefertiti Networks. If you click on the EU flag this will take you to the general site in English language.



Picture 5 – Main menu

### Q2: How to register your farm?

In the menu at the top of the page, please choose the option Demo-Farmer. After carefully reading the introduction and the informed consent, click on the box which indicates you have read, understood and that you agree with the informed consent. Once this is done, you will be taken to the online form page where you have mandatory and optional information fields. While you will need to fill out only the mandatory ones in order to submit the form, it would be beneficial and appreciated if you fill out all the fields. You will be able to recognize the mandatory questions as they will have a red asterisk in front of them. Please note that this form can be filled out by your hub coach, but that you will still need to validate all the provided information once the form has been filled out (you will get the validation request via email).





### Q3: How to register as an innovation actor?

In the menu at the top of the page, please choose the option Innovation Actor. After carefully reading the introduction, click on the box which indicates you have read, understood and that you agree with the informed consent. You will then be taken to the online form which contains mandatory and optional fields. You will be able to recognize the mandatory questions as they will have a red asterisk in front of them. For each of the questions, you have a tick-box stating you wish for the provided information to be public. If you choose not to tick this, the information will stay private.

### Q3: My hub coach/network leader has filled out the needed information for my farm. Is anything expected of me?

If your hub coach/Network leader has filled out the registration form for your farm, you will still need to approve the information that is provided. The FarmDemo platform has sent you an automated email asking you to check provided answers and agree (confirm) that we can publish it on the platform. In the email, you will find the link which will lead you to your questionnaire.

Please read carefully the form to make sure the information provided is correct. Once you have gone through all of the information, you will need to accept the privacy statement at the bottom of the survey page (picture 6) and only then will you be able to click on confirm button and your farm will then be part of the FarmDemo system.

Home Demo-Farmer Innovation actor Search Events New hub   Language ▾

NEFERTITI's hubs are organised in 10 thematic networks, representing the main agricultural sectors in Europe. Within these sectors, themes have been chosen based on the key concerns of national/regional farming communities, reflecting the importance of the sector for the region. You can see a detailed description of each NEFERTITI network here.

If you have any questions please contact [laure.triste@ilvo.vlaanderen.be](mailto:laure.triste@ilvo.vlaanderen.be).

Would you like to participate in the NEFERTITI network?

Yes

No

**PRIVACY STATEMENTS**

Thank you for taking the time to complete this questionnaire, in doing so you:

- I agree that the indicated contact information, my farm information and my topics of demonstration activities will be made available in the FarmDemo hubs and platforms, except if indicated otherwise.
- I agree that the information may be used for research purposes.
- I confirm that the information I have entered is my own personal information, or I have been given authority to submit this information by its owners.
- I understand that I can ask questions or withdraw my information from the survey at any point by contacting [laure.triste@ilvo.vlaanderen.be](mailto:laure.triste@ilvo.vlaanderen.be).

Picture 6 – Privacy statements



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- If you want to edit anything about your farm (pictures, information etc.)
- If you notice any bug on the website/platform
- Any functionality improvement ideas