



M-ERA.NET

Partner Search Facility

- User Manual -

04.03.2024

Content

- 1) Registration 3
- 2) Login..... 5
- 3) Edit Profile 6
- 4) Enter and submit a Partner Offer or Partner Search 7
- 5) Managing Entries 10
- 6) Search for Partner Entries 11
- 7) Search for Partner Profiles 12
- 8) Contact..... 14

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 address's validity. 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.

The screenshot shows the M-ERA.NET website's registration page. On the left is a navigation menu with 'REGISTRATION' and 'USER LOGIN' options. The main content area is titled 'Register new User' and includes a 'Save' button. Below this is the 'Profile Details' section with the following fields: 'Sex' (dropdown menu), 'First Name (*)' and 'Last Name (*)' (text boxes), 'Email / Login (*)' and 'Academic Title' (text boxes), 'Organization (*)' (text box), 'Street (*)', 'Zip / Postal Code (*)', and 'City (*)' (text boxes), and 'Country (*)' (dropdown menu). All mandatory fields are marked with an asterisk.

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>

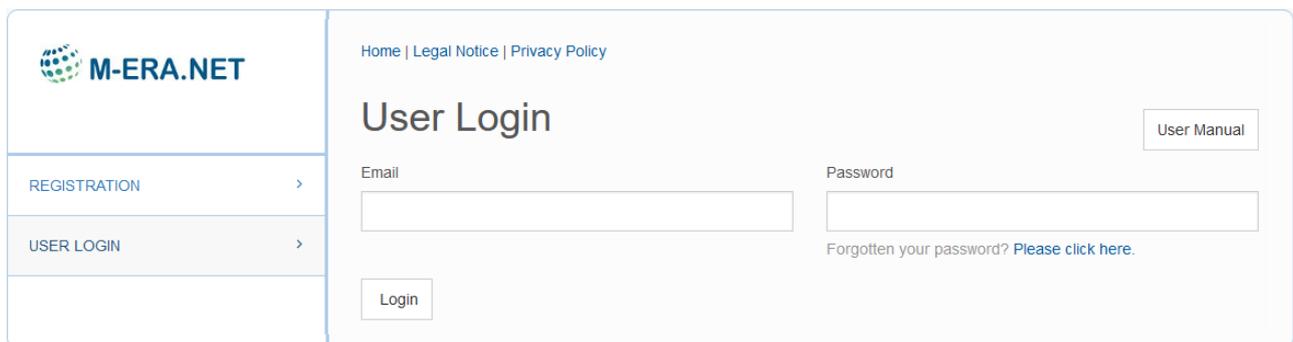
Screenshot 2: *Registration typical confirmation e-mail*

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.

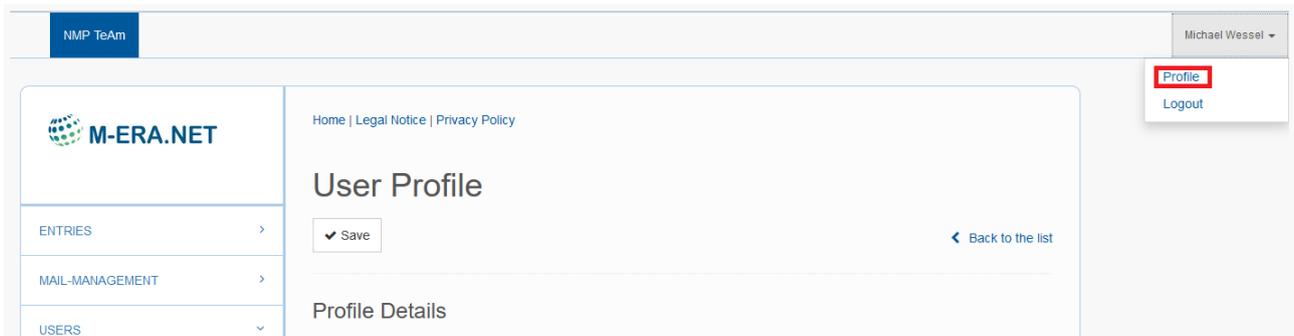


The screenshot shows the M-ERA.NET user login interface. On the left is a navigation menu with 'REGISTRATION' and 'USER LOGIN' (highlighted). The main header contains the M-ERA.NET logo and links for 'Home', 'Legal Notice', and 'Privacy Policy'. The page title is 'User Login'. There is a 'User Manual' button in the top right. The login form consists of two input fields: 'Email' and 'Password'. Below the 'Password' field is a link: 'Forgotten your password? Please click here.' A 'Login' button is located at the bottom left of the form area.

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.

The screenshot displays the 'Entries' page on the M-ERA.NET portal. On the left, a sidebar contains navigation options: 'GO TO PORTAL WEBSITE', 'ENTRIES', 'E-MAIL-ALERTS / RSS FEEDS', and 'BROKERAGE'. The main content area is titled 'Entries' and features a '+ Create new Entry' button. Below this, there is a 'Filter entries' section with a dropdown menu set to 'Offer / Search'. A 'Show 10 entries' dropdown and a search box are also present. A table lists three entries: 'NMBP-03-2016', 'NMBP-04-2017', and 'NMBP-05-2017'. The first entry is highlighted. The table columns are 'Topics', 'Type', 'Date', 'Approved', and an action column with edit, view, and delete icons. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

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.

M-ERA.NET

GO TO PORTAL WEBSITE >

ENTRIES >

E-MAIL-ALERTS / RSS FEEDS >

BROKERAGE >

Entries

+ Create new Entry

Filter entries

Offer / Search

Show 10 entries Search:

Topics	Type	Date	Approved	
NMBP-03-2016 NMBP-04-2017 NMBP-05-2017	Offer	05.04.2017 15:42:47		

Showing 1 to 1 of 1 entries

Previous 1 Next

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:

Topic selection

1 - FOUNDATIONS FOR TOMORROW'S INDUSTRY

1.1. OPEN INNOVATION HUBS

DT-NMBP-01-2018

Open Innovation Hubs for Lightweight nano-enabled multifunctional materials and components (IA)

→ [Info on Participant Portal](#)

DT-NMBP-02-2018

Open Innovation Hubs for Safety Testing of Medical Technologies for Health (IA)

DT-NMBP-03-2019

Open Innovation Hubs for nano-enabled surfaces and membranes (IA)

DT-NMBP-04-2020

Upscaling of bio-based nano-materials and solutions (IA)

DT-NMBP-05-2020

Upscaling of functional materials for building envelopes (IA)

DT-NMBP-06-2020

Upscaling of nano-pharmaceuticals production (IA)

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.

M-ERA.NET

GO TO PORTAL WEBSITE >

ENTRIES >

E-MAIL-ALERTS / RSS FEEDS >

BROKERAGE >

Entries

+ Create new Entry

Filter entries

Search

Show 10 entries Search:

Topics	Type	Date	Approved	
LC-NMBP-26-2018 CE-NMBP-25-2020	Search	06.04.2017 11:01:24		  

Showing 1 to 1 of 1 entries

Previous 1 Next

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.

The screenshot displays the 'Search Entries' page. At the top, a navigation bar shows the path: Home > JOINT CALLS > PARTNERSEARCH > PARTNER SEARCH - SEARCH ENTRIES. The main content area is titled 'Search Entries' and contains several filter sections:

- Search:** A search button with a checkmark and a 'Clear search filter' button with a trash icon.
- Phrase:** A text input field.
- Type of topics:** A dropdown menu currently set to 'Both'.
- Entry type:** A dropdown menu currently set to 'Both'.
- Country:** A dropdown menu currently set to 'All'.
- Partner type:** A dropdown menu currently set to 'All'.
- Partner role:** A dropdown menu currently set to 'All'.
- SIC-Code:** An empty text input field.

On the right side, there is a sidebar menu with the following items:

- Materipedia
- Register as an Evaluator for M-ERA.NET
- Joint Call 2024
- Joint Call 2023
- Joint Call 2022
- Joint Call 2021
- Joint Call 2020
- Joint Call 2019
- Joint Call 2018
- Joint Call 2017
- Joint Call 2016
- Partnersearch** (highlighted)
- Registration
- Login
- Partner Search - Search Entries

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.

Search Profiles

✓ Search Clear search filter

Phrase:

Country: All

Partner type: All

SIC-Code: All

✓ Search Clear search filter

Materipedia

Register as an Evaluator for M-ERA.NET

Joint Call 2024

Joint Call 2023

Joint Call 2022

Joint Call 2021

Joint Call 2020

Joint Call 2019

Joint Call 2018

Joint Call 2017

Joint Call 2016

Partnersearch

Screenshot 10: Search profiles

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

Profile Results

[Back to the search form](#)

Search Results

Name	Type	Country	Organisation
Peter Parker	Material Scientist (for inducement prize only)	Germany	Daily Mail
Clark Kent	All	Germany	Daily Planet

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