



**NMP TeAm**

At the service of the NMP NCP Network & its clients

# NMP Partner Search

- User Manual -

24. September 2009



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## 1. Introduction

One of the main features of this partner search facility is the validation of requests by a responsible National Contact Point - NCP. This ensures a high level of reliability and accuracy of data.

The validation of the entries includes an examination as to whether the information is reliable and if the specifications of the selected call topics have been considered.

To get full access to the NCP services of the partner search facility, the NCP must be registered. For those who haven't already registered please send an email to Ingo Rey [i.rey@fz-juelich.de](mailto:i.rey@fz-juelich.de).

Requests of users coming from EU member states or associated states will be validated by an NCP that is located in the same country. Registered NCPs from third countries will validate requests of users from their countries. In the case that a request has been submitted from a user located in a third country without a registered NCP, one of the NMP Team members will validate the entry. The assignment will be made using a random number generator.

For searches from third countries an appointed NCP from the EU member states and the associated countries will validate the requested partner details. The appointed NCP will be on a voluntary basis.

Another important feature is the distinction between:

- Partner offer - Researchers who offer their expertise in a specific topic of research and are looking for collaboration in possible project consortia and
- Partner search - Researchers or consortia with a definite idea for a project looking for further partners to complement their expertise.

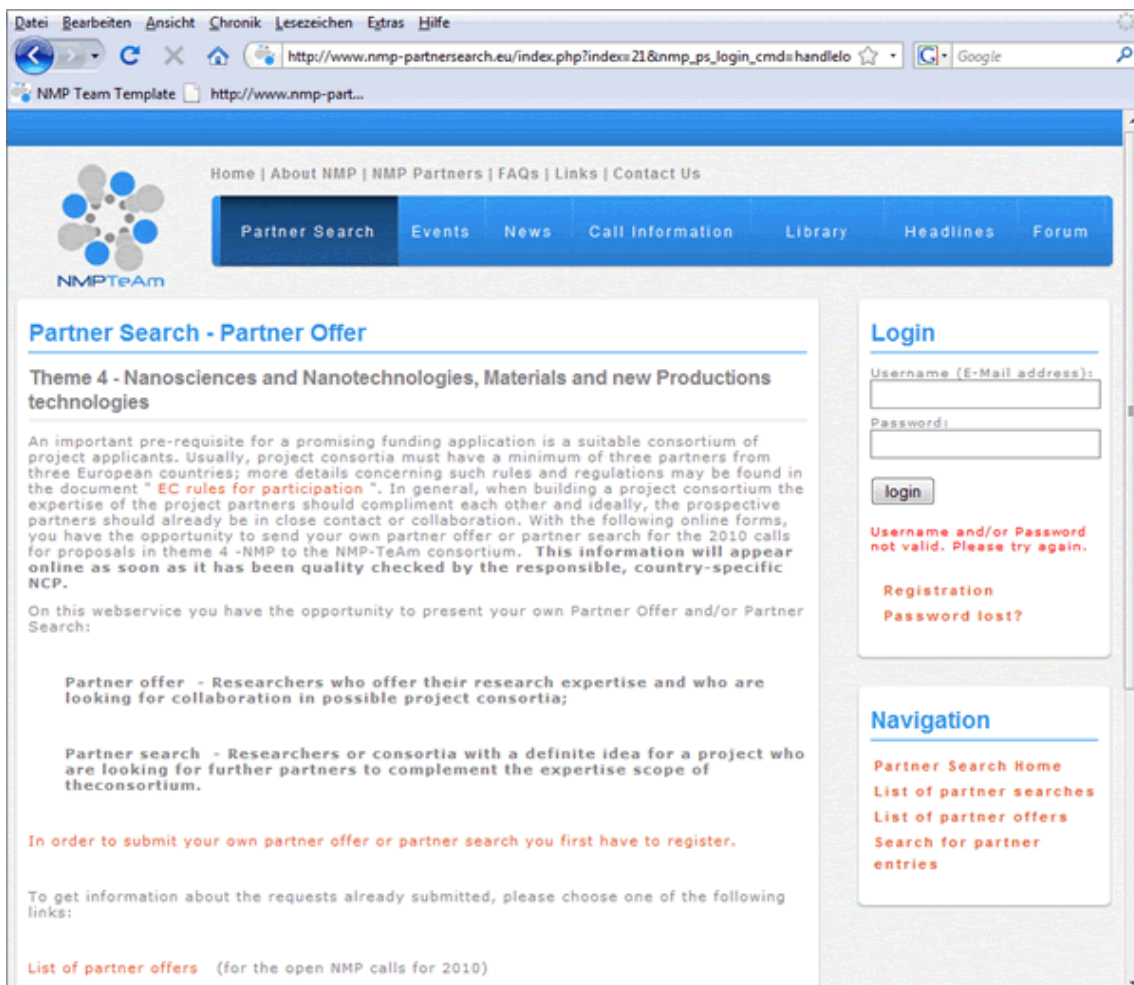
New features to the current partner search facility will include the creation of a database so that the partner searches inserted will be searchable and retrievable by the target audience of the NMP NCP Network (by topic, by co-ordinator etc). A function allowing printing of the valid partner searches at any period of time for events, etc will also be created.

## 2.1 Chapter 1 : Login

- 1.) If you are a registered user of the "NMP Partner Search" enter your username (e-mail address) and password to log in.
- 2.) If you are not already a registered user of the "NMP Partner Search" click the **Registration** button and fill in the registration form.
- 3.) If you have lost your password click the **Password lost?** button and enter the e-mail address you used for the registration.

Keep in mind that in all these cases the username **IS** case sensitive so

MISTER@smith.com is different to mister@smith.com .



**Screenshot 1 : Login**

## 2.2 Chapter 2 : Registration

In order to register successfully as a new user of the NMP Partner Search you have to fill in at least all mandatory form fields which are marked with an asterix .

The "Competences" form field is a free text field where you can describe your organisation's business fields and competences. If you fill in some keywords here other users or visitors will have the opportunity to find you via the search section.

The SIC Codes (Subject Index Classification Codes) select field is another optional opportunity to classify your business and make it easier for other users to find you.

Make sure that your password consists at least of 5 characters and that the e-mail address you entered is valid. To create a secure password we advise to use symbols or numbers as well as upper and lower case letters.

If all mandatory fields have been completed, you are ready to submit your registration.

The web application will validate your data. Following a successful validation you will receive a message that your registration was submitted. To complete the registration process and activate your user account, you have to click the link in the e-mail that you received after submitting the registration form. Congratulations ! You are now a registered user of the NMP Partner Search.

The screenshot shows a web browser window with the URL <http://www.nmp-partnersearch.eu/index.php?index=25>. The page is titled "Registration" and contains a form with the following fields:

- Sex:
- First Name: \*
- Last Name: \*
- E-Mail/Login: \*
- Academic Title:
- Organization: \*
- Street: \*
- ZIP/Postal Code: \*
- City: \*
- Country: \*
- Partner Type:
- Internet:
- Telephone:
- Competences (general description of competences and business fields of your organisation):
- SIC-Codes (Subject Index Classification Codes):
- Password:
- Password repeat:

On the right side, there is a "Login" section with the following fields:

- Username (E-Mail address):
- Password:
- 
- [Registration](#)
- [Password lost?](#)

Below the login section is a "Navigation" menu with the following links:

- [Partner Search Home](#)
- [List of partner searches](#)
- [List of partner offers](#)
- [Search for partner entries](#)

**Screenshot 2 : Registration**

Hello John Smith,

You seem to have registered for the NMP Partnersearch.

Please click on this link to finish the registration process:

[http://www.nmp-partnersearch.eu/index.php?index=25&nmp\\_ps\\_user\\_cmd=acknowledge&nmp\\_ps\\_user\\_id=137&code=c8145d15a3f4c7161fc4e95995ff481e](http://www.nmp-partnersearch.eu/index.php?index=25&nmp_ps_user_cmd=acknowledge&nmp_ps_user_id=137&code=c8145d15a3f4c7161fc4e95995ff481e)

After you have clicked on this link, your account will be activated.

Regards,  
NMP Team

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52425 Juelich  
Sitz der Gesellschaft: Juelich  
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Vorsitzende des Aufsichtsrats: MinDir'in Baerbel Brumme-Bothe  
Geschaeftsfuehrung: Prof. Dr. Achim Bachem (Vorsitzender),  
Dr. Ulrich Krafft (stellv. Vorsitzender), Prof. Dr.-Ing. Harald Bolt,  
Prof. Dr. Sebastian M. Schmidt

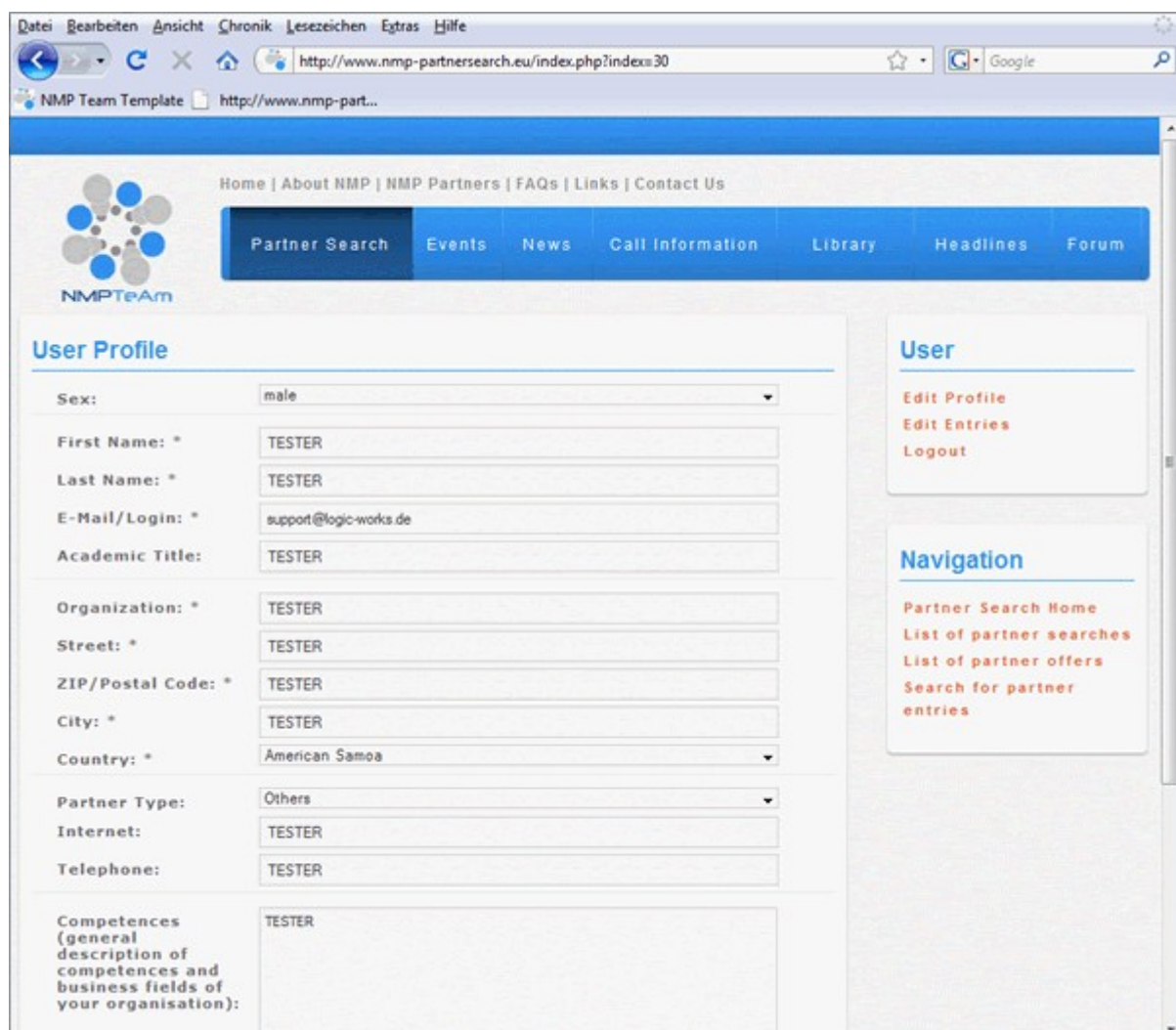
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**Screenshot 3 : Registration E-Mail**

## 2.3 Chapter 3 : Edit Profile

If you login now with your login using your personal data (e-mail address and password) you will notice 2 new links in the **User** Box in the upper right corner of the website.

You can choose between **Edit Profile** to modify the personal data you submitted during the registration process or **Edit Entries** which functions will be described in chapter 4 of this manual. After clicking the **Edit Profile** link your user profile will be displayed and you have the option to edit the profile including your password.



The screenshot shows a web browser window displaying the NMP Team website. The browser's address bar shows the URL <http://www.nmp-partnersearch.eu/index.php?index=30>. The website's navigation menu includes links for Home, About NMP, NMP Partners, FAQs, Links, and Contact Us. A secondary menu contains Partner Search, Events, News, Call Information, Library, Headlines, and Forum. The main content area is titled 'User Profile' and contains a form with the following fields:

Sex:	male
First Name: *	TESTER
Last Name: *	TESTER
E-Mail/Login: *	support@logic-works.de
Academic Title:	TESTER
Organization: *	TESTER
Street: *	TESTER
ZIP/Postal Code: *	TESTER
City: *	TESTER
Country: *	American Samoa
Partner Type:	Others
Internet:	TESTER
Telephone:	TESTER
Competences (general description of competences and business fields of your organisation):	TESTER

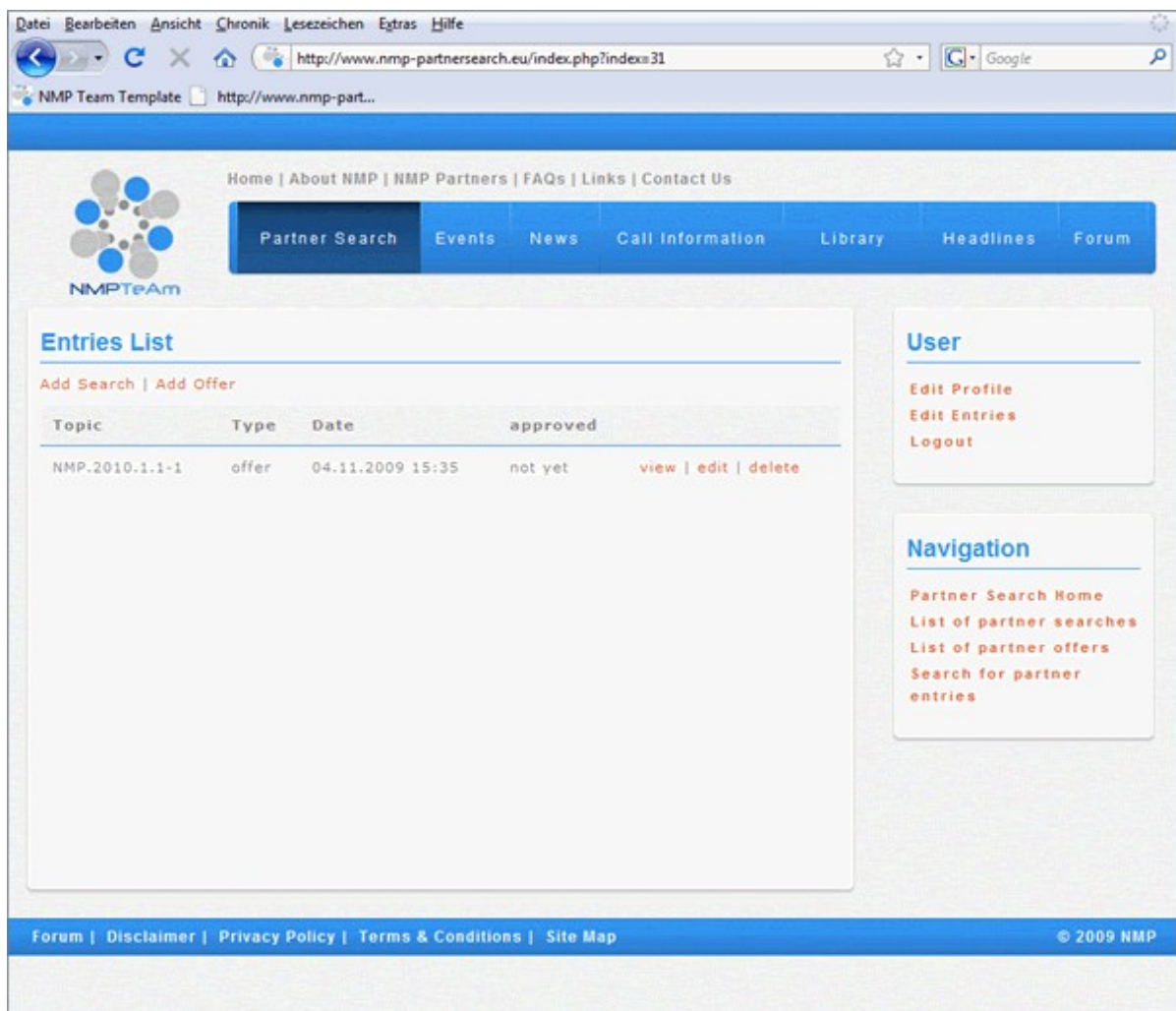
On the right side of the page, there is a 'User' box containing the following links: [Edit Profile](#), [Edit Entries](#), and [Logout](#). Below this is a 'Navigation' box with links: [Partner Search Home](#), [List of partner searches](#), [List of partner offers](#), and [Search for partner entries](#).

**Screenshot 4 : Edit Profile**

## 2.4 Chapter 4 : Enter and Submit a Partner Offer or Partner

### Search

After clicking the [Edit Entries](#) link a list of your entries will be displayed. You can either add a new entry or have the choice to view, edit or delete an existing entry. To add a search or an offer click on the [Add Search](#) or [Add Offer](#) link, fill in all the form fields and submit the form. Be aware that new entries will be checked and published by an NCP before they appear online. In case of a positive validation and publication of your entry by the responsible NCP, you will receive an email notification.



The screenshot shows a web browser window displaying the NMP partner search facility. The page has a blue header with the NMP Team logo and navigation links: Home, About NMP, NMP Partners, FAQs, Links, Contact Us. Below the header is a main navigation bar with buttons for Partner Search, Events, News, Call Information, Library, Headlines, and Forum. The main content area is titled 'Entries List' and includes links for 'Add Search' and 'Add Offer'. A table displays the following entry:

Topic	Type	Date	approved	
NMP.2010.1.1-1	offer	04.11.2009 15:35	not yet	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

On the right side, there is a 'User' section with links for 'Edit Profile', 'Edit Entries', and 'Logout'. Below that is a 'Navigation' section with links for 'Partner Search Home', 'List of partner searches', 'List of partner offers', and 'Search for partner entries'. The footer contains links for 'Forum', 'Disclaimer', 'Privacy Policy', 'Terms & Conditions', and 'Site Map', along with the copyright notice '© 2009 NMP'.

**Screenshot 5 : Entries List View**

The screenshot shows a web browser window with the URL `http://www.nmp-partnersearch.eu/index.php?index=31&nmp_ps_user_cmd=editentry&`. The page title is "NMP Team Template". The main content area is a form titled "back to list" with the following fields:

- Partner Role:** A dropdown menu with "please choose ..." selected.
- NMP Topic \*:** A text input field with "Topic Selection" entered.
- Title of Project Idea (max. 250 characters) \*:** An empty text input field.
- Abstract (max. 500 characters) \*:** A large text area.
- Description of Projectidea (max. 3999 characters) \*:** A large text area.
- Consortium of Partners (roles /competences) (max. 1000 characters) \*:** A large text area.
- Partner Search (competences) \*:** A large text area.

At the bottom left of the form is a "Save Changes" button. On the right side, there is a sidebar with two sections:

- User:** Contains links for "Edit Profile", "Edit Entries", and "Logout".
- Navigation:** Contains links for "Partner Search Home", "List of partner searches", "List of partner offers", and "Search for partner entries".

The footer of the page contains links for "Forum", "Disclaimer", "Privacy Policy", "Terms & Conditions", and "Site Map", along with the copyright notice "© 2009 NMP".

**Screenshot 6 : Add or Modify an Entry**

Dear John Smith,

The responsible NCP has checked your partner search / partner offer and it's online now.

Sincerely,  
NMP Team

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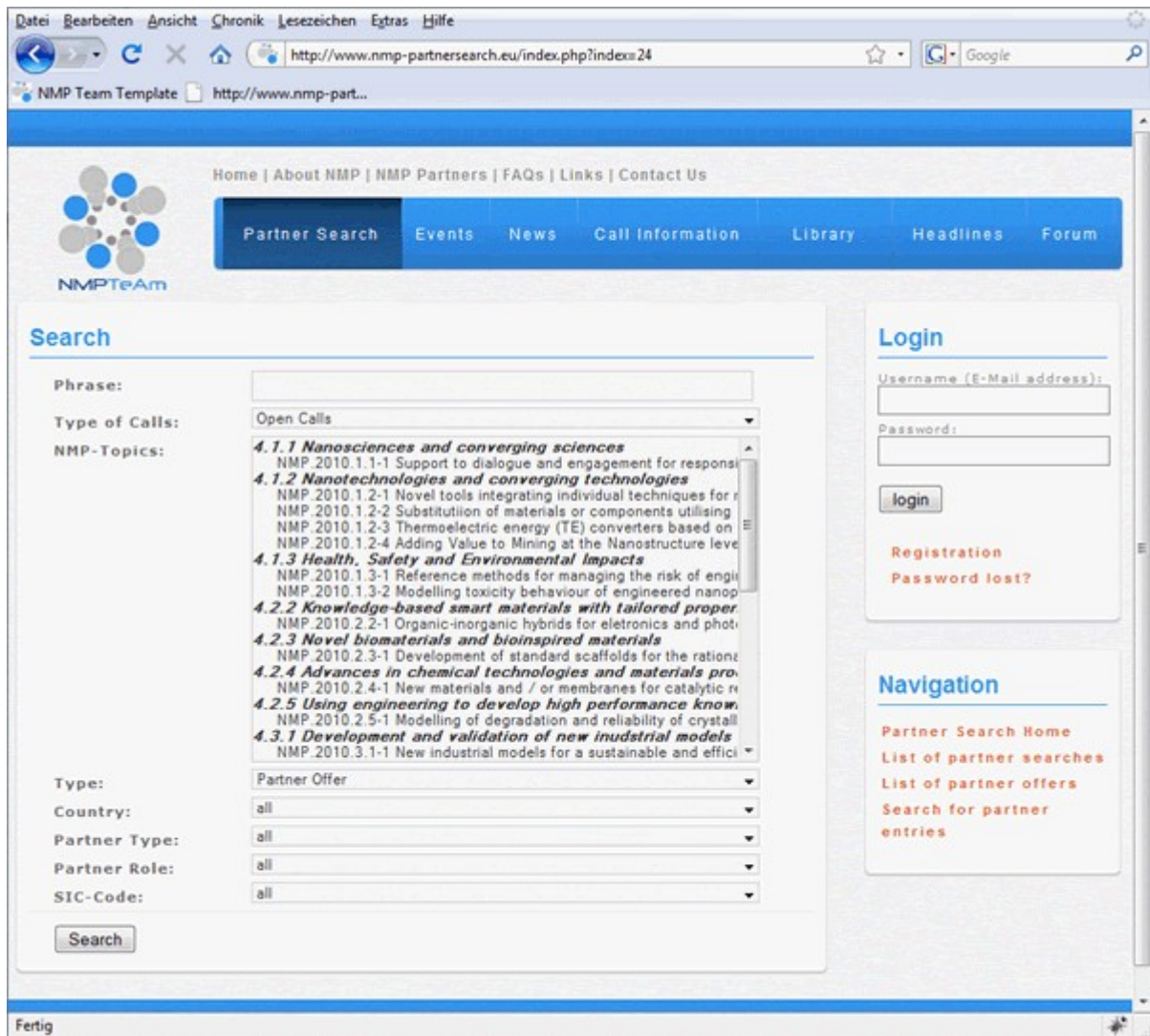
Forschungszentrum Juelich GmbH  
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Vorsitzende des Aufsichtsrats: MinDir'in Baerbel Brumme-Bothe  
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Prof. Dr. Sebastian M. Schmidt

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**Screenshot 7 : E-Mail Notification**

## 2.5 Chapter 5 : Search for Partner Entries

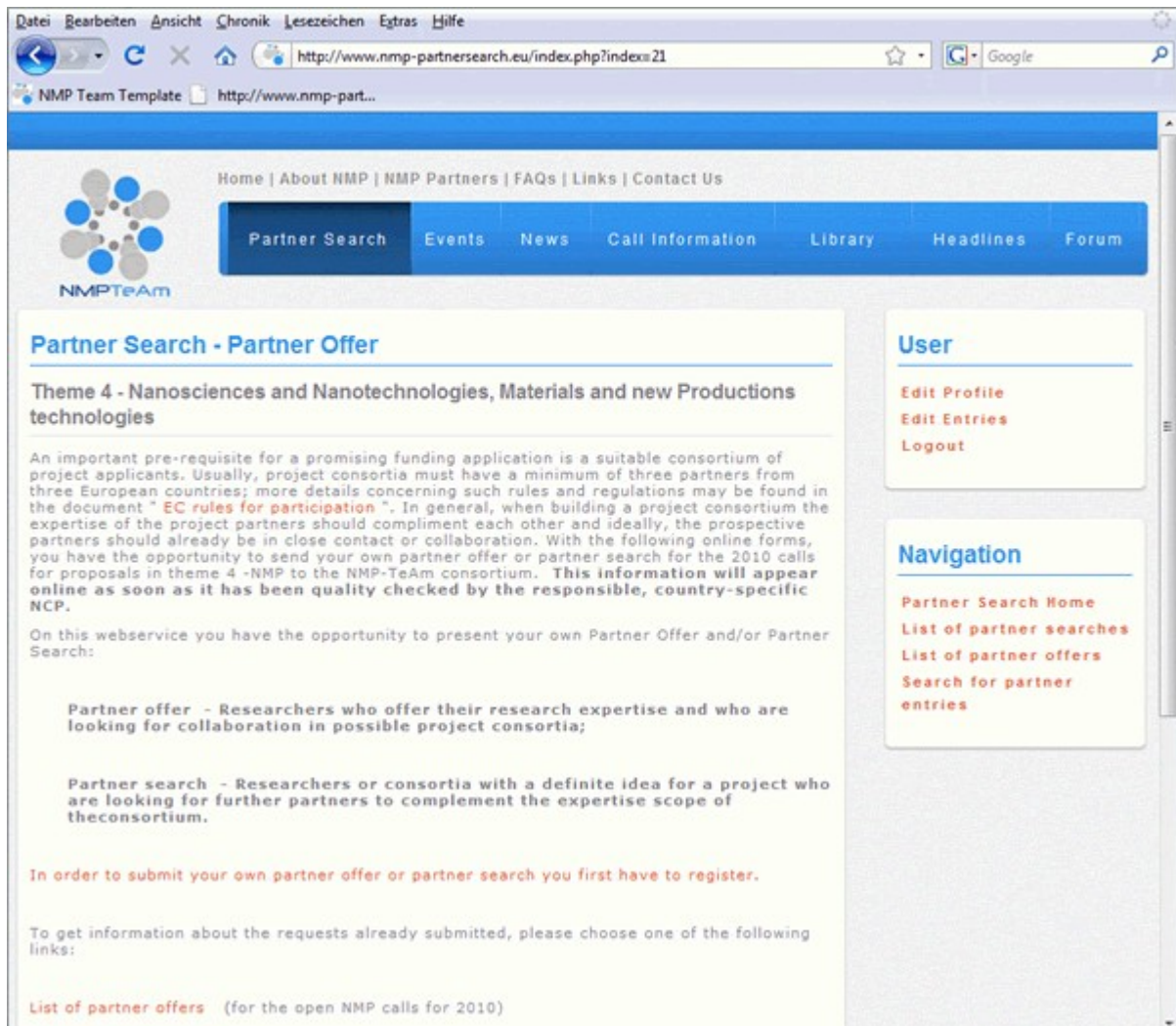
In order to find the partner entry you have been looking for simply click the **Search for partner entries** link in the **Navigation** box and use our **Search** form. There are several search options you are able to choose from. Use the **Phrase** form field to search the whole entry database for the phrase you entered or choose one or multiple filter options from the given select fields **Type of Calls** , **NMP – Topics**, **Type** , **Country**, **Partner Type**, **Partner Role** or **SIC – Code**.



**Screenshot 8 : Search For Partner Entries**

## 2.6 Chapter 6 : User Navigation

Right beneath the [User](#) box you find the [Navigation](#) box filled with four hyperlinks. The first one is the [Partner Search Home](#) link which will display the start page. The next link is the [List of partner searches](#) which will display all partner searches ordered by date. The third link is the [List of partner offers](#) which will likewise display all partner offers ordered by date. The fourth and last link labeled [Search for partner entries](#) will lead you to the search engine which will allow you to search the partner entry database using various search criteria.



**Screenshot 9 : User Navigation Box**

### **3. Contact**

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