STEIDA

With the support of the Erasmus+ Programme of the European Union

STEIDA MATCHMAKING AND COLLABORATION PORTAL

USER HANDBOOK

2026

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1. INTRODUCTION

Developed within the framework of the “Strengthening the Technology Transfer Ecosystem with Innovative and Digital Approaches – STEIDA” project, supported by the European Commission under the Erasmus+ Programme, the portal serves as a digital tool helping the “Actors of the Technology Transfer Ecosystem” to come together internationally, establish new collaborations, and plan joint research and innovation-focused projects.

1.1. Purpose of the STEIDA Portal

The project aims to strengthen the technology transfer ecosystem through an innovative and holistic approach which will foster national and international collaboration among universities, academic staff, businesses, students, entrepreneurs and other stakeholders by developing/using digital platforms and networks. The project will also contribute to closing the gap between academia and industry through providing students with new competencies.

1.2. Purpose of This Handbook

This handbook is designed to provide users with clear instructions and guidance on how to effectively use the STEIDA Portal. It serves as a reference document that explains the portal's features, functions, and processes, enabling users to perform their tasks efficiently and accurately. The handbook aims to:

- Introduce users to the portal and its key functionalities.
- Provide step-by-step instructions for common tasks and workflows.
- Help users understand available features and system capabilities.

Whether you are a new user or an existing user looking for guidance, this handbook is intended to support you in successfully navigating and using the portal.

1.3. Who Can Use the Portal?

- Higher education institutions and business support organizations
- Personnel who work in technology transfer offices (TTOs) of Higher education institutions (HEIs) or project implementation units of business support organizations (BSOs) and/or those who are considering shaping their future career in this field
- Students studying in higher education institutions
- Academics, entrepreneurs and companies

1.4. Quick Start

The STEIDA Portal provides users with a digital environment to create professional profiles, discover potential partners, communicate with other users, and identify opportunities for collaboration.

To get started with the STEIDA Portal, follow these steps:

- Create an account

Register for a STEIDA Portal account by selecting the appropriate account type and user type, then provide the required account and personal information.

- Complete your profile

After logging in, open the User Account menu and select Profile. Complete your personal, professional and affiliation information to create a comprehensive profile.

- Add your expertise and professional information

Use the available profile sections to add information about your areas of expertise, social media accounts, publications, education, intellectual property, products and projects. Providing complete and up-to-date information helps other users understand your professional background and areas of interest.

- Discover potential partners

Open Search / Matchmaking to explore users within the STEIDA community. Use the available search and filtering options to find researchers, academics, companies, entrepreneurs, students and other potential partners based on relevant criteria.

- Connect and communicate

When you identify a potential partner, you can view their profile and send a meeting invitation. You can also use the Chat function to communicate directly with other users and exchange messages and attachments.

- Manage your meetings

Use the Meet section in your profile to create and manage meetings, select participants, add meeting links and attach relevant files.

- Keep your profile up to date

Regularly review your profile information and update your professional activities, projects, publications, products and other relevant information to ensure that your profile accurately represents your current expertise and interests.

For detailed instructions on each function, refer to the relevant sections of this handbook.

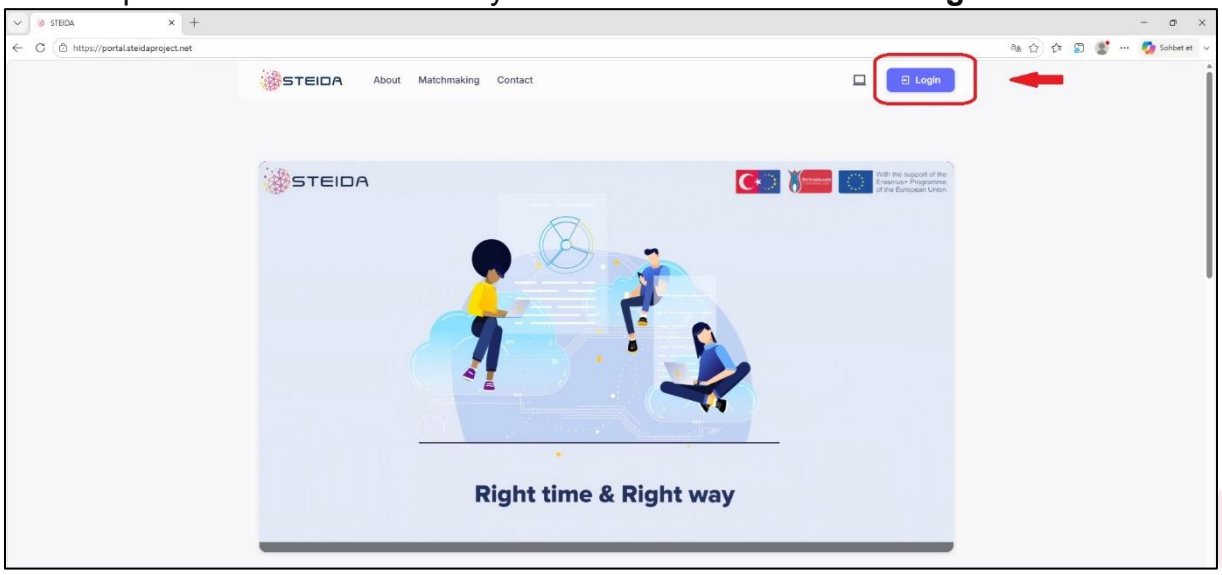
2. ACCESSING THE PORTAL

Users can access the STEIDA Portal through the following address:

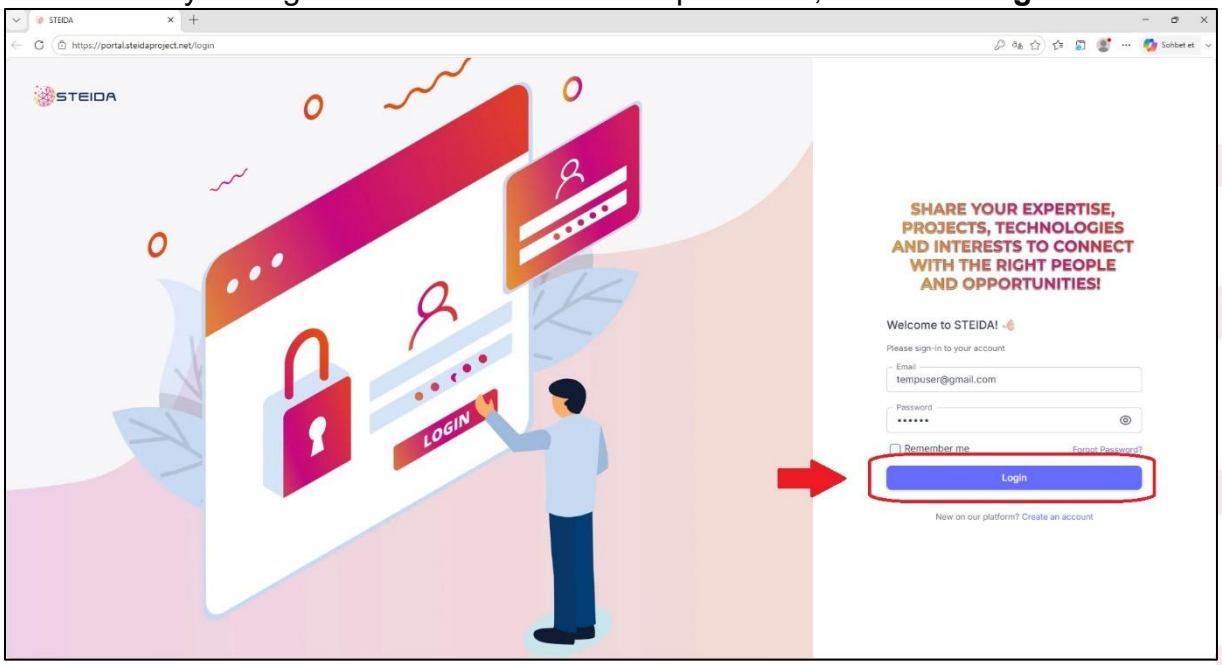
STEIDA Portal

To access the portal:

1. Open the STEIDA Portal in your web browser and select **Login**.



2. Enter your registered email address and password, then click **Login**.



3. After successful authentication, you will be redirected to the main portal page.

Note: The functions and information available after login depend on the user's assigned role and permissions.

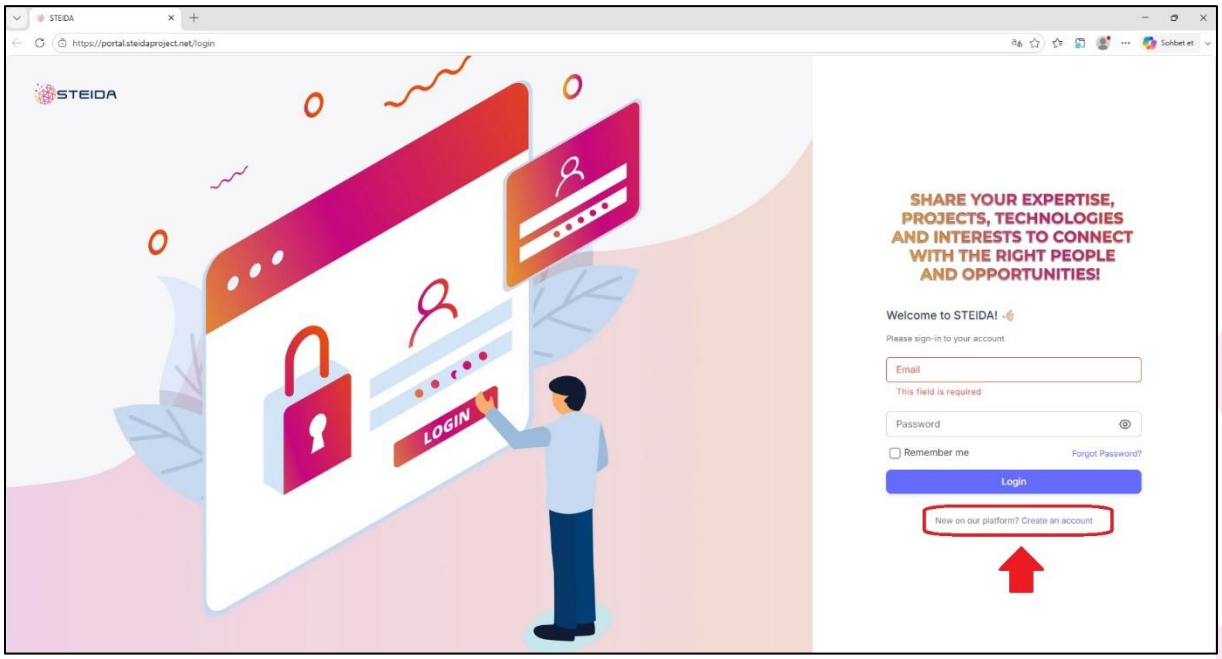
3. USER REGISTRATION

Users who do not yet have an account can register through the STEIDA Portal registration process.

3.1. Starting the Registration

To create a new account:

1. Open the STEIDA Portal and click **Login**.
2. Select **Create an account** on the login page.



3. The registration form displayed has four steps:
   - **Account Type**
   - **User Type**
   - **Account**
   - **Personal/Organizational**
4. The account type has two options: **Individual** or **Organization.**
5. If Individual is selected as the account type, then the user type has four options:
   - **Academician**
   - **Entrepreneur**
   - **Student**
   - **Research & Innovation Officer**

6. If Organization is selected as the account type, then the user type again has four options:
   - **Company**
   - **Umbrella Organization**
   - **Research Organization**
   - **University**
7. Enter the required information and complete the registration process by clicking **Submit**.

3.2. Completing the Registration Form

The registration form requires users to provide the information necessary to create their portal account. Users should make sure that:

- All mandatory fields are completed and the information provided is accurate and up to date.
- The email address is entered correctly, as it may be used for account verification and future communication.
- The selected password meets the portal's password requirements.

Note: The information and fields displayed during registration may vary depending on the user's registration type.

3.3. Completing Registration

Once the registration process has been successfully completed, users can return to the login page and access the portal using their registered credentials.

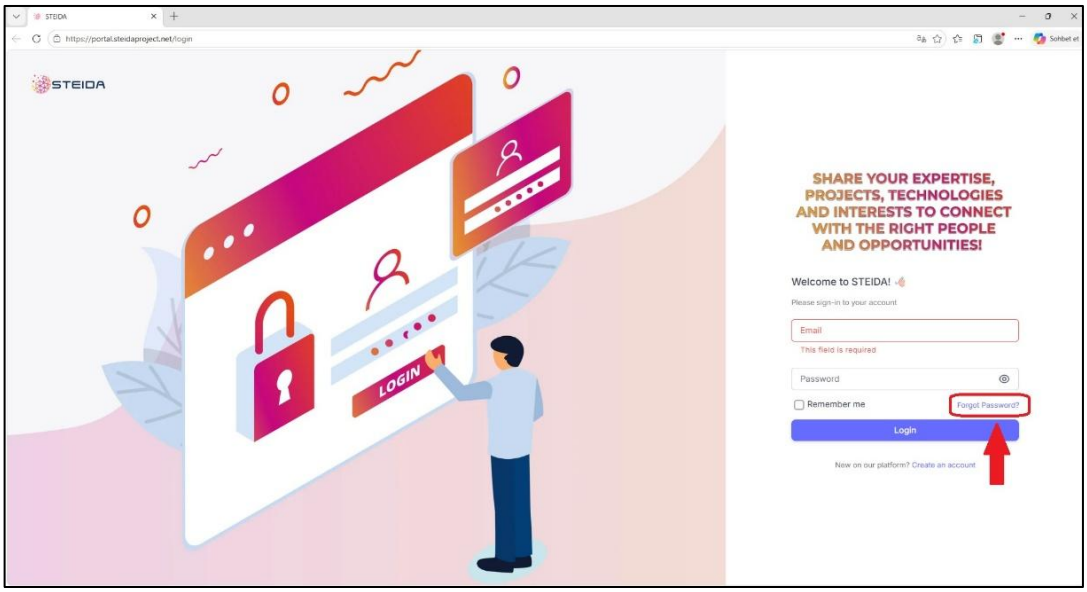
Depending on the portal's workflow, an account may require **additional approval or activation by an authorized user or administrator** before full access is granted.

4. PASSWORD RECOVERY

Users who have already registered on the STEIDA Portal but have forgotten their password can reset it using the **Forgot Password** option.

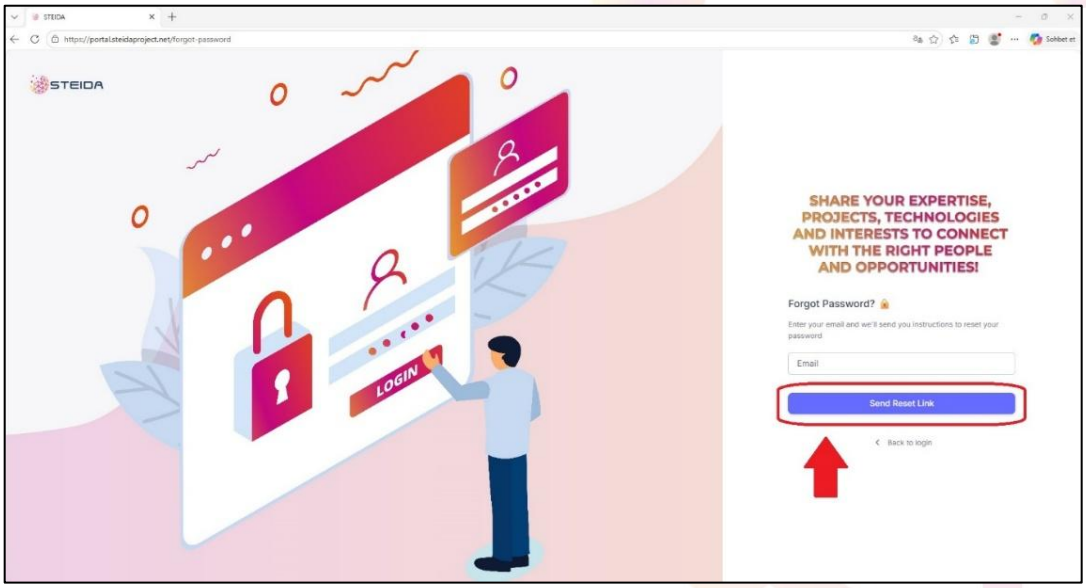
4.1. Open the Forgot Password Page

1. Open the STEIDA Portal login page and select **Forgot Password?**
2. The password recovery page will be displayed.



4.2. Enter Your Registered Email Address

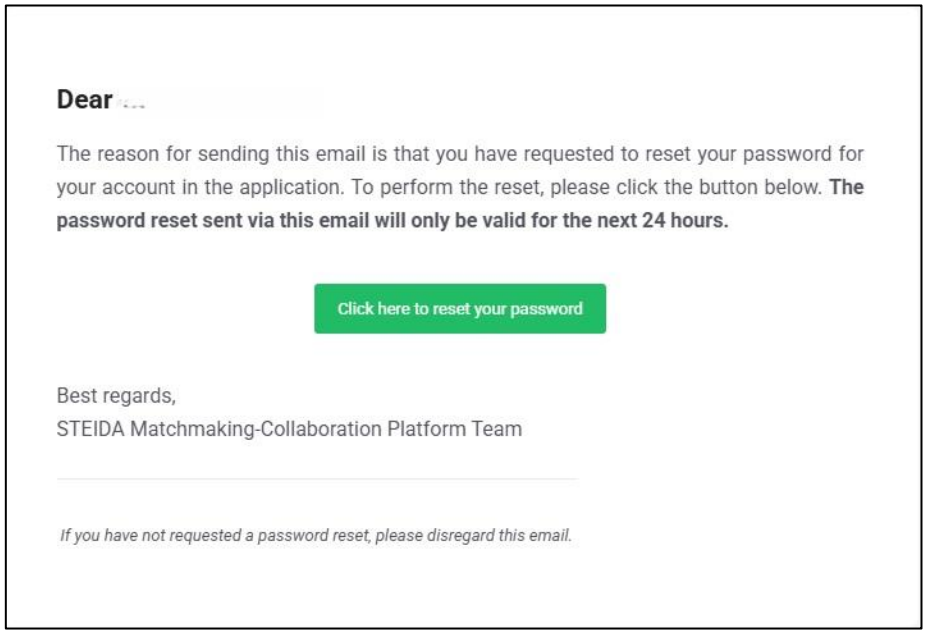
1. Enter the email address that you used when registering your account.
2. Check that the email address has been entered correctly and select **Send Reset Link**.



4.3. Check Your Email

1. After submitting your email address, check your inbox for a password reset message from the STEIDA Portal.
2. If the email is not visible in your inbox:

   - Check your Spam or Junk folder.
   - Make sure you entered the same email address used during registration.
   - Wait a few minutes and try again if necessary.



4.4. Reset Your Password

1. Open the password reset email.
2. Select the "**Click here to reset your password**" link provided in the email.
3. You will be redirected to the password reset page.
4. Enter your new password.
5. Re-enter the new password to confirm it.

Note: Choose a strong password and keep it confidential. Do not share your password with other users.

4.5. Log In with Your New Password

After successfully resetting your password:

- Return to the STEIDA Portal login page.
- Enter your registered email address.
- Enter your new password.
- Select Login.

You should now be able to access your account.

4.6. If You Do Not Receive the Password Reset Email

If you do not receive the password reset email, first check your Spam/Junk folder and confirm that you entered the correct registered email address.

If you still cannot reset your password, contact the designated STEIDA Portal administrator or support team for assistance.

5. USING THE STEIDA PORTAL

After successfully logging in, users are directed to the main STEIDA Portal dashboard. The dashboard provides access to the main portal sections and information about the STEIDA project.

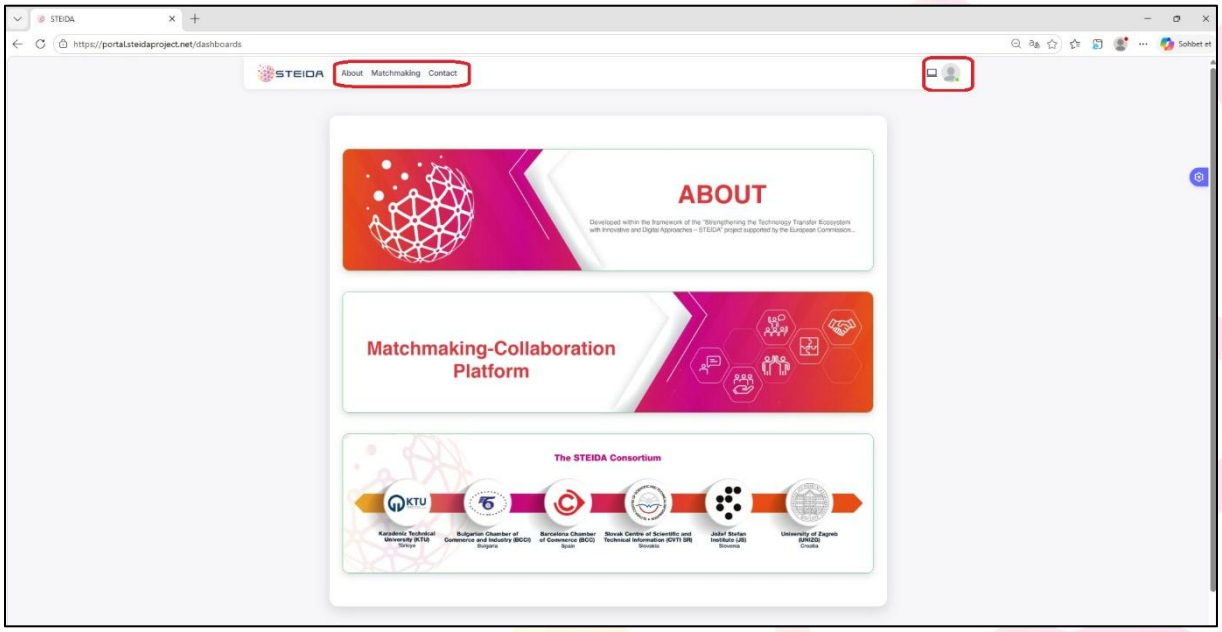
5.1. Dashboard

The dashboard is the main page displayed after accessing the portal. It provides access to the main navigation menu and presents information about the STEIDA project and its matchmaking and collaboration platform.

At the top of the page, users can access the following main navigation options:

- **About** – Provides information about the STEIDA project and the portal.
- **Matchmaking** – Provides access to the portal's matchmaking and collaboration functionality.
- **Contact** – Provides access to contact-related information.
- **User Account** – The user account icon provides access to account-related functions.

The dashboard also includes information panels introducing the STEIDA project, the Matchmaking-Collaboration Platform, and the STEIDA Consortium.



5.1.1. About

The **About** section provides information about the STEIDA project and the purpose of the platform.

The dashboard also presents an overview of the project and identifies the organizations participating in the STEIDA Consortium.

5.1.2. Matchmaking-Collaboration Platform

The **Matchmaking** section is used to access the platform's matchmaking and collaboration functionality.

This section is intended to support users in discovering potential connections and collaboration opportunities within the STEIDA community.

Note: This section provides a general overview of the Matchmaking-Collaboration Platform. Detailed explanations of the platform's search capabilities, matchmaking functions, and related features are covered in Section **5.2.3 Search/Matchmaking**.

5.1.3. Contact

The **Contact** option provides access to contact-related information for the STEIDA project.

5.1.4. User Account

The user account icon is displayed in the upper-right area of the dashboard. Users can select this icon to access available account-related functions.

5.1.5. Dashboard Information Panels

The dashboard contains several information panels:

About
Introduces the STEIDA project and provides a brief description of its purpose.

Matchmaking-Collaboration Platform
Introduces the platform's matchmaking and collaboration function.

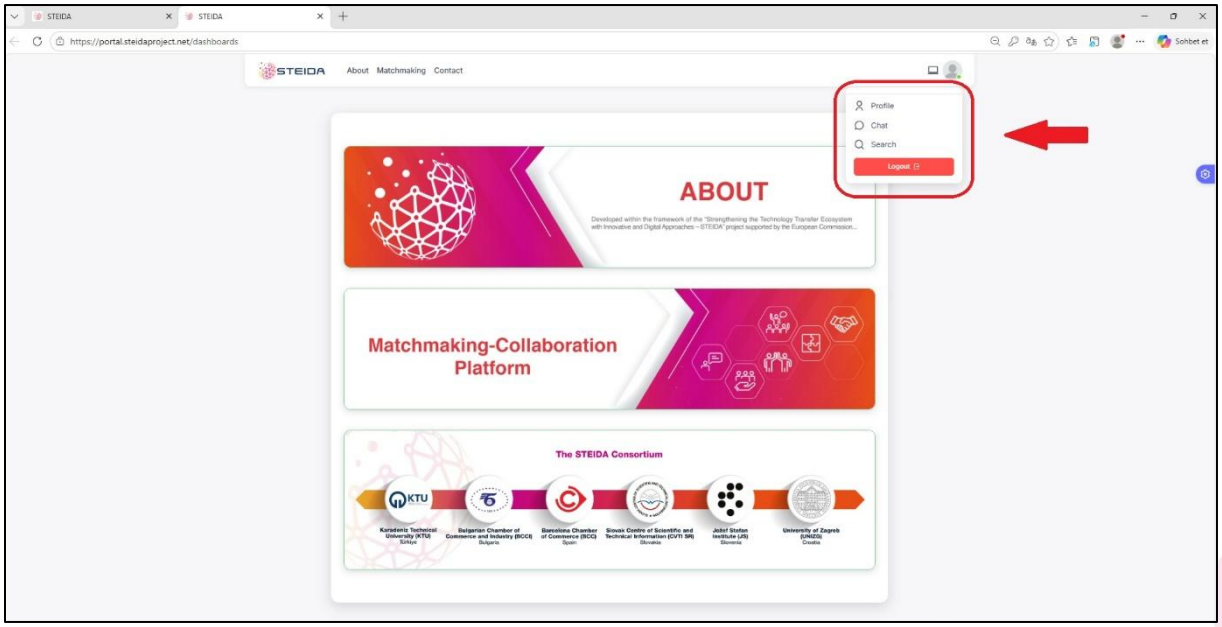
The STEIDA Consortium
Displays the organizations participating in the STEIDA Consortium.

- Karadeniz Technical University (KTU), Türkiye
- Bulgarian Chamber of Commerce and Industry (BCCI), Bulgaria
- Barcelona Chamber of Commerce (BCC), Spain

- Slovak Centre of Scientific and Technical Information (CVTI SR), Slovakia
- Jožef Stefan Institute (JSI), Slovenia
- University of Zagreb (UNIZG), Croatia

5.2. User Account Menu

The **User Account Menu** provides access to the user's profile and several account-related functions. The menu can be opened by selecting the **user account icon** in the upper-right corner of the portal.



When the user account icon is selected, the following options are displayed: **Profile, Chat, Search** and **Logout.**

5.2.1. Profile

The **Profile** section allows users to view and manage information associated with their STEIDA Portal account and professional profile.

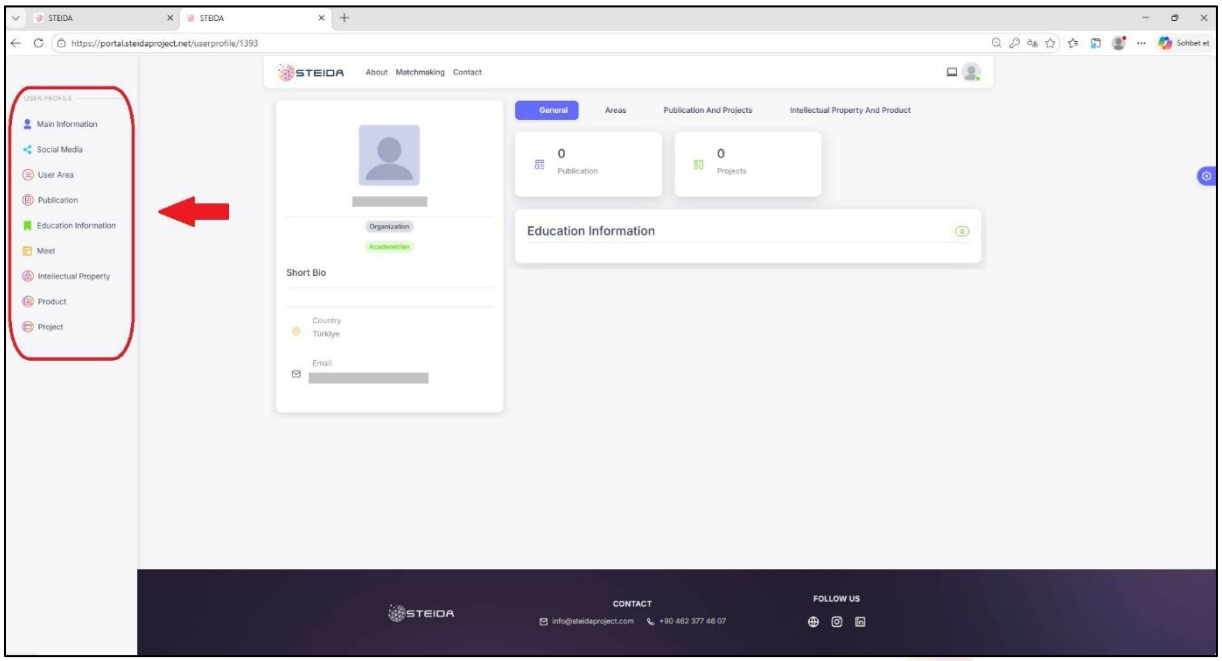
To access the Profile page:

1. Select the **User Account** icon in the upper-right corner of the portal.
2. Select **Profile** and the **User Profile** page will be displayed.

The User Profile page contains a navigation menu on the left and the selected profile section on the right. The available profile sections are:

- **Main Information**
- **Social Media**
- **User Area**

- **Publication**
- **Education Information**
- **Meet**
- **Intellectual Property**
- **Product**
- **Project**



5.2.1.1. Main Information

The **Main Information** section is used to manage the user's basic personal, affiliation and contact information. When **Main Information** is selected, two tabs are available: **Overview** and S**ecurity.**

The **Overview** tab contains the user's profile and account information.

- **Profile Photo**

Users can add or update their profile photo by selecting **Upload New Photo**. The portal specifies the following requirements:

- Supported formats: **JPG or PNG**
- Maximum file size: **800 KB**

To upload a profile photo: Select **Upload New Photo**, select the image file from your device and confirm the upload if prompted.

➢ Personal Information

The **Personal Information** section contains the user's basic personal and professional identification information.

The available fields include: **User Type**, **First Name**, **Last Name**, **Gender**, **Country** and **Academic Title**.

Users should make sure that the information entered in these fields is accurate and up to date.

➢ Affiliation Information

The **Affiliation Information** section contains information about the user's organization and professional affiliation. The available fields include:

- **Affiliated Institution**
- **Department Name**
- **Affiliation Title**
- **Affiliation Title (Other)**

Users should provide their current institutional and departmental information where applicable.

➢ Contact Information

The **Contact Information** section contains contact details associated with the user's account. The displayed fields include: **E-mail** and **Phone Number**.

Users should ensure that their contact information is entered correctly.

Note: The availability or editability of individual fields may depend on the user's account and registration information.

➢ Short Bio

The **Short Bio** field allows users to provide a brief description of themselves or their organization. Users can use this field to introduce their professional background, areas of activity or other relevant information.

➢ Saving Changes

After making changes to the profile information, select **Save Changes** to save the updated information.

Important: Users should save their changes before leaving the page to ensure that the updated information is recorded.

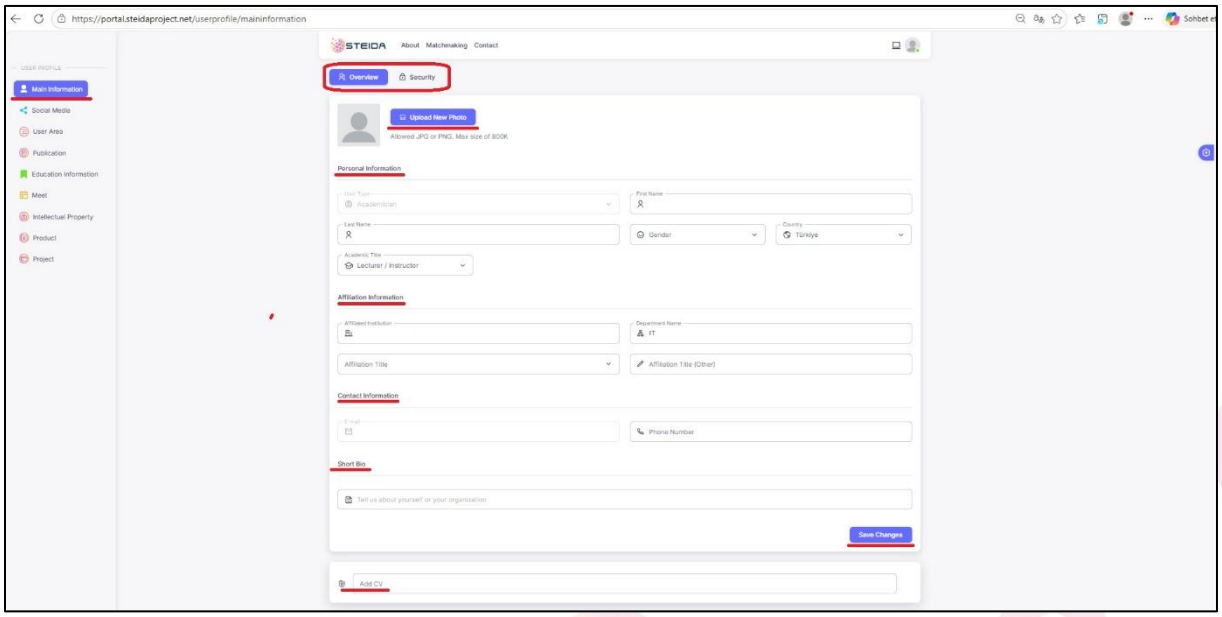
➢ Adding a CV

The Main Information page also includes an **Add CV** field. Users can use this section to add their CV to their profile.

➢ Security

The **Security** tab is available next to the **Overview** tab within Main Information.

Users can select **Security** to change their password.



5.2.1.2. Social Media

The **Social Media** section allows users to add and manage social media links associated with their STEIDA Portal profile.

The page contains a list of existing social media entries and options for adding and managing them. The Social Media page includes:

- **Filters** – Allows users to filter existing entries by **Name**.
- **Add New** – Opens the form for adding a new social media entry.
- **Name** – Displays the name of the social media platform.
- **URL** – Displays the corresponding social media address.
- **Actions** – Provides available actions for an existing entry.
- **Items per page** – Controls the number of entries displayed on a page.

- **Pagination controls** – Allow users to navigate between pages when multiple entries are available.

➢ Adding a Social Media Account

To add a social media account to your profile:

1. Select **Add New**.
2. The **Add Social Media** panel will open on the right side of the screen.
3. Select the appropriate social media platform from the **Social Media** field.
4. Enter the corresponding address in the **URL** field.
5. Select **Save**.

The Add Social Media panel contains the following fields:

- **Social Media** – Select the social media platform.
- **URL** – Enter the URL of the user's social media profile.

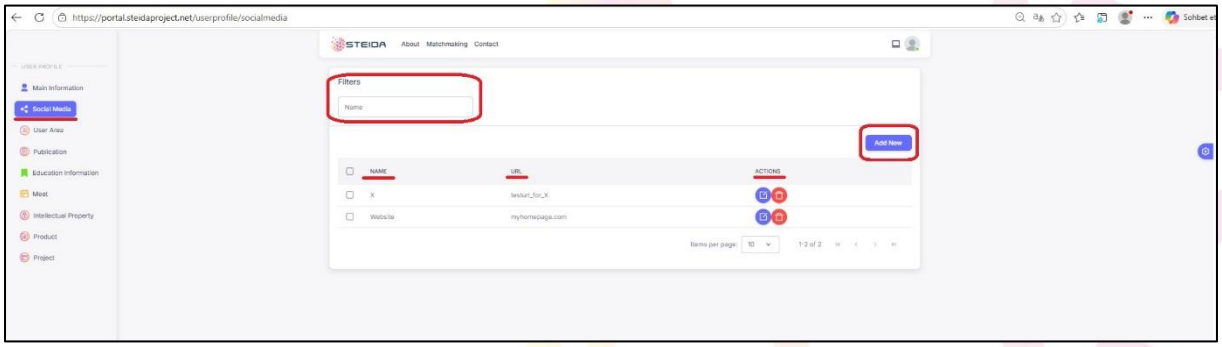
If you decide not to add the entry, select **Cancel** to close the form without saving it.

➢ Managing Existing Social Media Entries

Once social media entries have been added, they are displayed in the main table.

The table provides the following information:

Column	Description
Name	Name of the social media platform
URL	Address of the user's social media profile
Actions	Available actions for managing the entry



5.2.1.3. User Area

The **User Area** section allows users to add and manage the professional or subject areas associated with their profile. Users can associate multiple areas with their profile. These areas are displayed in a list and can be edited or deleted when necessary.

The User Area page contains:

- **Filters** – Allows users to search for an existing area by **Area Name**.
- **Add New** – Opens the form for adding a new user area.
- **Area** – Displays the areas currently associated with the user's profile.
- **Actions** – Provides options to edit or delete an existing area.
- **Items per page** – Controls the number of entries displayed on the page.
- **Pagination controls** – Allow users to navigate between pages when multiple entries are available.

➢ Adding a User Area

To add a new area:

1. Select **Add New**.
2. The **Add User Area** panel will open on the right side of the screen.
3. Select an option from the **Area** field.
4. Select **Save**.

The **Area** field is marked as **Required**, so an area must be selected before the entry can be saved. If you do not want to save the new entry, select **Cancel**.

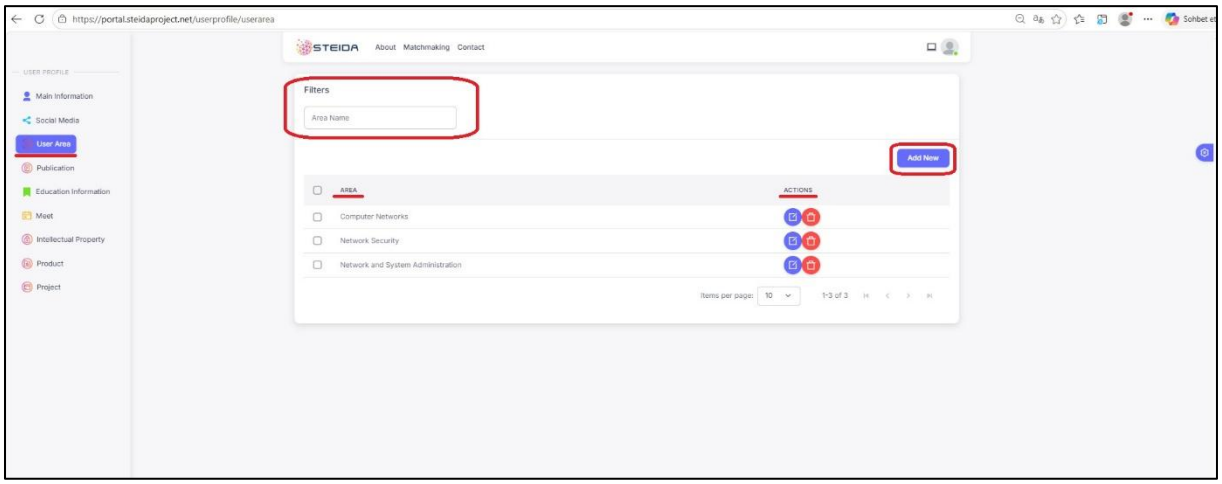
➢ Editing or Deleting a User Area

Existing user areas can be modified using the **Edit** or **Delete** action displayed in the **Actions** column.

➢ Filtering User Areas

The **Filters** section contains an **Area Name** field. Users can use this field to locate a particular area when multiple areas have been added to their profile.

Recommendation: *Users should select the areas that most accurately represent their professional expertise and interests. Providing relevant User Area information can help present a clearer professional profile within the STEIDA Portal.*



5.2.1.4. Publication

The **Publication** section allows users to add and manage publications associated with their profile.

The page provides:

- **Title** and **Year** filters
- **Add New** button
- A publication table with the following columns:
  - **Title**
  - **Publication Type**
  - **Citation**
  - **Year**
  - **Position**
  - **Actions**
- **Items per page** and pagination controls

➢ Adding a Publication

To add a publication:

1. Select **Add New**.
2. The **Add Publication** panel opens on the right side.
3. Select a **Publication Type**.
4. Enter the publication information.
5. Select **Save**.

The portal provides the following publication types:

- **Article**
- **Book**
- **Book Chapter**

- **Proceeding Paper**
- **Other**

The information form is displayed after selecting a publication type.

➢ Publication Information

For **Article**, **Book**, **Book Chapter**, and **Proceeding Paper**, the form contains the following fields:

Field	Description
Publication Type	Determines the type of publication being added
Publication Title	Title of the publication
Citation	Citation information for the publication
Year of Publication	Year in which the publication was published
Position	User's position/role in the publication
Research Areas	Research areas associated with the publication
Save	Saves the publication
Cancel	Cancels the operation

➢ Publication Type: Other

When **Other** is selected as the publication type, an additional field appears: **Publication Category** – Required field for specifying the category of the publication. The portal marks this field as **Required**. Therefore, when adding an **Other** publication, the user must provide a **Publication Category** before saving.

➢ Research Areas

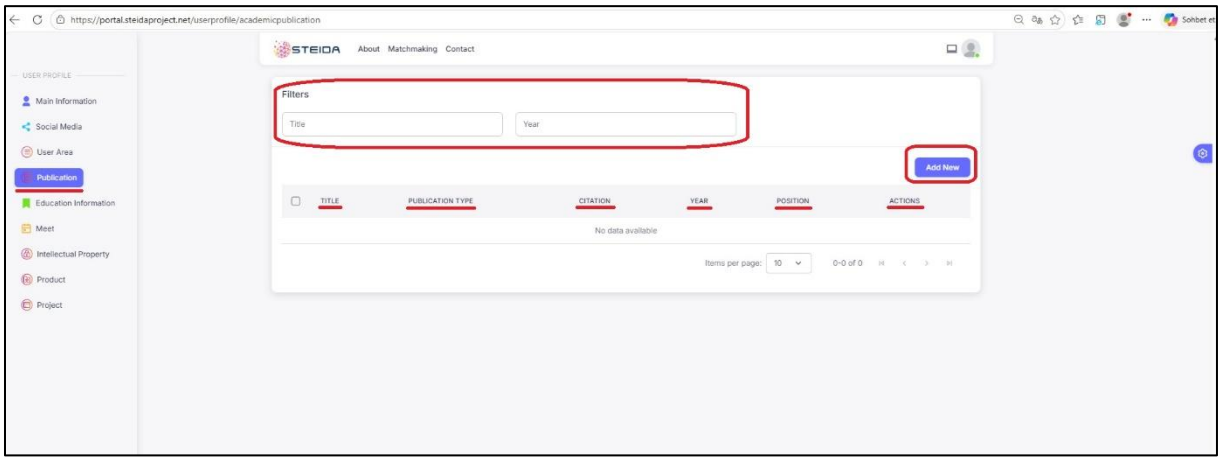
The **Research Areas** field is available in the publication form and is presented as a selection field. Users can associate the publication with relevant research areas.

This information should be completed where applicable so that the publication record accurately represents its research scope.

➢ Saving or Cancelling

After completing the required information:

- Select **Save** to create the publication record.
- Select **Cancel** to close the form without saving.



5.2.1.5. Education Information

The **Education Information** section allows users to add and manage their educational background in their STEIDA Portal profile. The page consists of a filter area, an education information table, and an **Add New** function.

Two filters are available:

- **University** – Allows users to search for an education record by university.
- **Department** – Allows users to search for an education record by department.

These filters can be used to locate a specific education record when multiple records have been added.

➢ **Education Information Table**

Added education records are displayed in a table with the following columns:

Column	Description
Degree	The degree associated with the education record
University	University/institution where the education was completed or undertaken
Department	Relevant academic department
Current Status	Current status of the education
Actions	Available actions for managing the record

➢ Adding Education Information

To add an education record:

1. Select **Add New**.
2. The **Add Education Info** panel opens on the right side of the screen.
3. Complete the education information.
4. Select **Save**.

The Add Education Info panel contains the following fields:

- **Degree**
- **University**
- **Department**
- **Current Status**

The **Degree** and **Current Status** fields are selection/dropdown fields, while **University** and **Department** are text-entry fields in the displayed form.

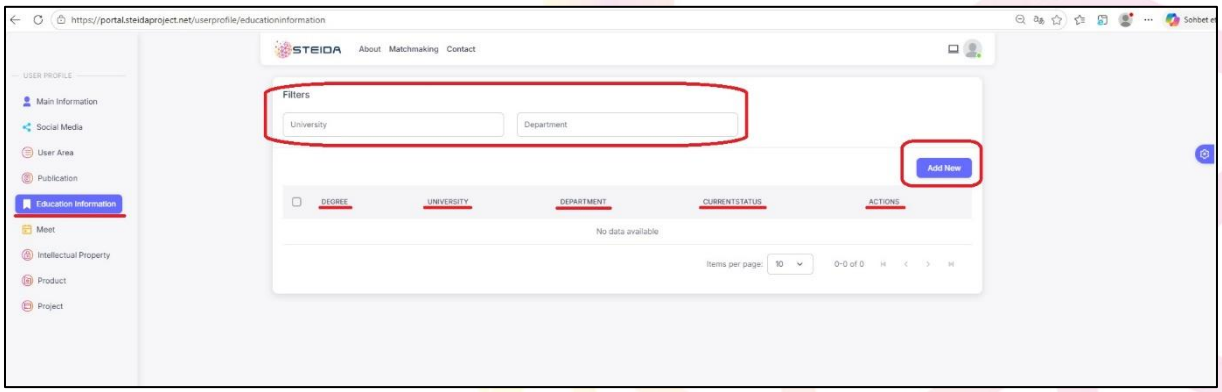
After entering the required information, select **Save** to add the record. Select **Cancel** if you want to close the panel without saving.

➢ Managing Education Records

Once an education record has been added, it will appear in the Education Information table.

The **Actions** column provides controls for managing existing records.

Users can therefore maintain multiple education records in their profile, allowing their educational history to be represented through separate entries.



5.2.1.6. Meet

The **Meet** section allows users to create and manage meetings through their profile. The page is divided into two lists: **Upcoming Meeting List** and **Past Meeting List.**

- **Upcoming Meeting List**

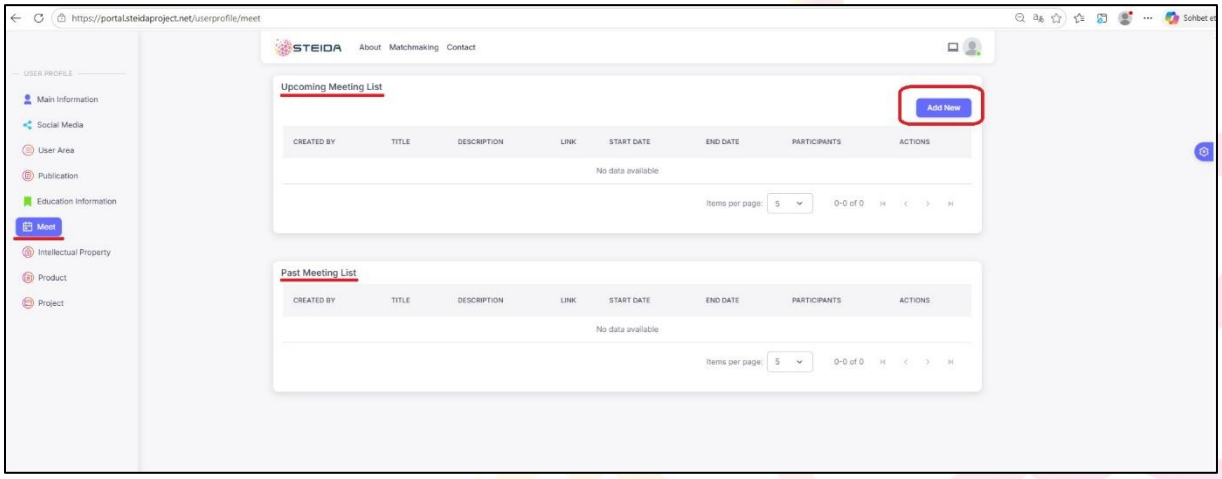
The Upcoming Meeting List displays meetings that are scheduled for the future. The table contains:

Column	Description
Created By	User who created the meeting
Title	Meeting title
Description	Description of the meeting
Link	Meeting URL
Start Date	Scheduled starting date
End Date	Scheduled ending date
Participants	Users participating in the meeting
Actions	Available actions for the meeting

An **Add New** button is available in the upper-right corner of the Upcoming Meeting List.

- **Past Meeting List**

The **Past Meeting List** contains meetings whose scheduled time has passed. It uses the same columns as the Upcoming Meeting List.



➢ Adding a New Meeting

To create a meeting:

1. Open **Meet** from the User Profile menu.
2. Select **Add New**.
3. The **Add Meeting** panel opens.
4. Complete the information across the available tabs.
5. Select **Save**.

The Add Meeting panel contains three tabs: **General**, **Participants** and F**iles**.

➢ General

The **General** tab contains the basic meeting information. The available fields are: **Title**, **Description**, S**tart Date**, **Start Time**, **End Date**, **End Time**, **Meeting URL**.

The **Meeting URL** field also provides a **Generate** option. After entering the general meeting information, users can move to the **Participants** tab.

➢ Participants

The **Participants** tab allows the meeting creator to select participants. The tab contains a **Select Participants** field. Users can select the participants who should be associated with the meeting.

➢ Files

The **Files** tab allows users to attach files to the meeting. The tab contains an **Upload files** field.

After opening the Files tab, the portal displays the message **No files added yet** when no files have been attached. Users can upload relevant files before saving the meeting.

➢ Saving the Meeting

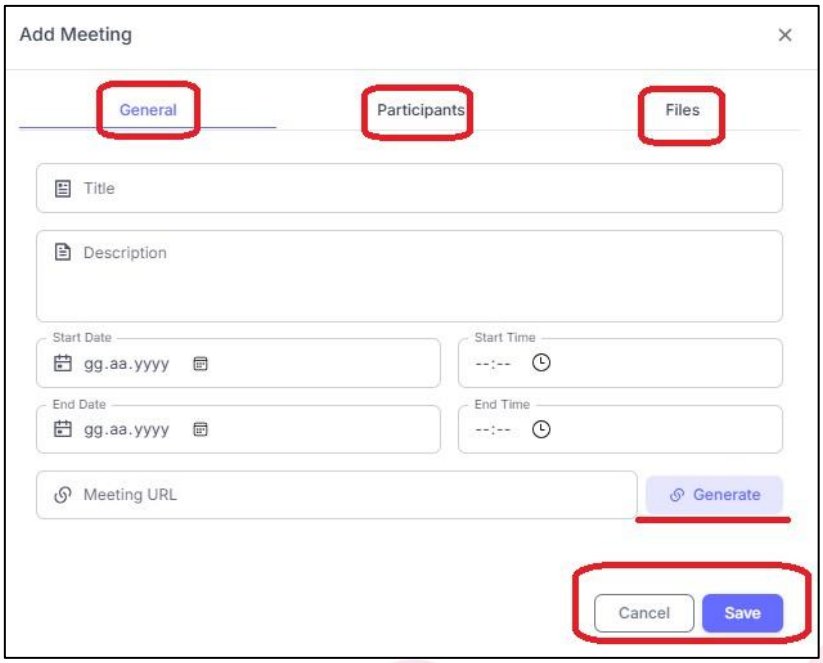
After completing the required meeting information:

1. Review the information entered in the **General**, **Participants**, and **Files** tabs.
2. Select **Save** and the meeting will be added to the meeting list.

The **Cancel** button can be used to exit the Add Meeting panel without saving.

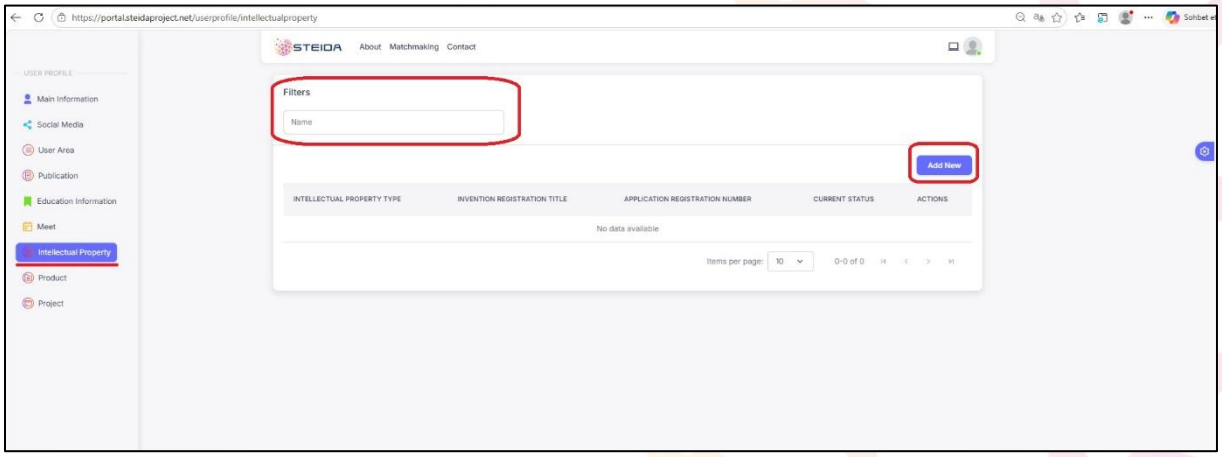
Column	Description
Intellectual Property Type	Type of intellectual property
Invention Registration Title	Title of the invention or registered intellectual property
Application Registration Number	Application or registration number
Current Status	Current status of the intellectual property
Actions	Available actions for managing the record

5.2.1.7. Intellectual Property



The **Intellectual Property** section allows users to add and manage intellectual property records associated with their profile. The page provides a **Name** filter for locating existing records and an **Add New** button for creating a new intellectual property record.

The records are displayed in a table with the following columns:



➢ Adding an Intellectual Property Record

To add a new intellectual property record:

1. Select **Add New** and the **Add Intellectual Property** panel opens.
2. Enter the basic information and specify the relevant property countries.
3. Upload supporting documents or images, if applicable, and select **Save**.

The Add Intellectual Property panel is divided into three main sections: **Basic Information**, **Property Countries**, **Documents & Images**.

➢ Basic Information

The **Basic Information** section contains the following fields:

- **Intellectual Property Type**
- **Application/Registration Number**
- **Invention/Registration Title**
- **Current Status**
- **Scope of Protection**

The **Intellectual Property Type**, **Current Status**, and **Scope of Protection** fields are selection/dropdown fields.

The **Application/Registration Number** and **Invention/Registration Title** fields are text-entry fields.

Users should enter the information corresponding to the intellectual property record they are registering.

➢ Property Countries

The **Property Countries** section allows users to associate one or more countries with the intellectual property record. The section explicitly indicates that **Multi-select is allowed**.

To add a country:

1. Open the **Select Country** field.
2. Select a country.
3. Select **+ Add**.
4. The selected country will be added to the record.

Multiple countries can therefore be associated with a single intellectual property record.

➢ Documents & Images

The **Documents & Images** section allows users to upload supporting files associated with the intellectual property record.

The upload field is labelled: **Upload Files (Images, PDF, etc.)**

The interface specifies: **Max 5 MB per file**

Therefore, each uploaded file must not exceed **5 MB**.

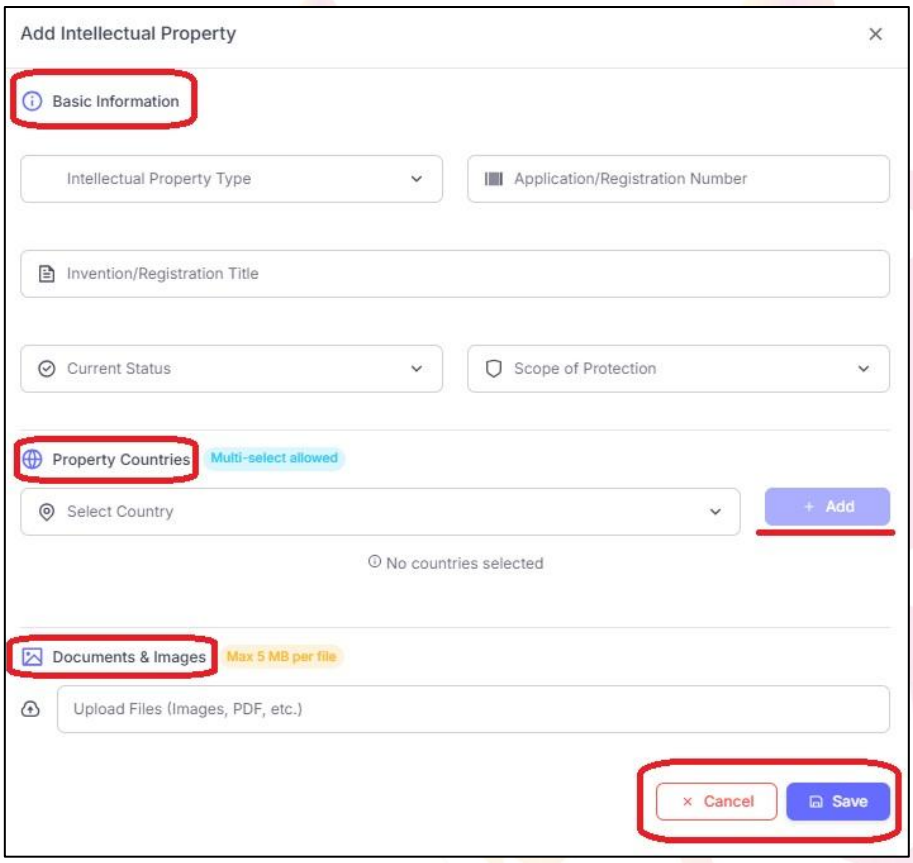
The section can be used to attach relevant documents and images to the intellectual property record.

➢ Saving the Record

After completing the required information:

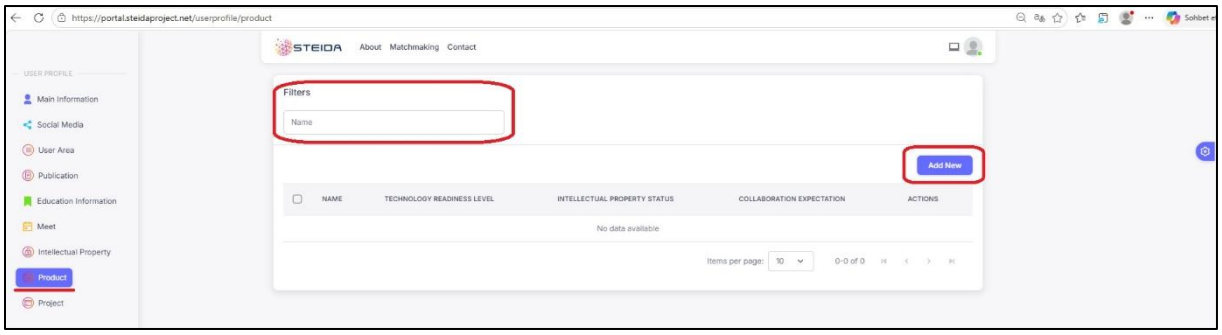
1. Review the information entered in the form.
2. Add the relevant property countries.
3. Upload supporting documents or images if required.
4. Select **Save**.

To exit without saving, select **Cancel**.



5.2.1.8. Product

The **Product** section allows users to add and manage information about their products. Added products are displayed in a table containing the following columns: **Name**, **Technology Readiness Level**, **Intellectual Property Status**, **Collaboration Expectation**, **Actions**.



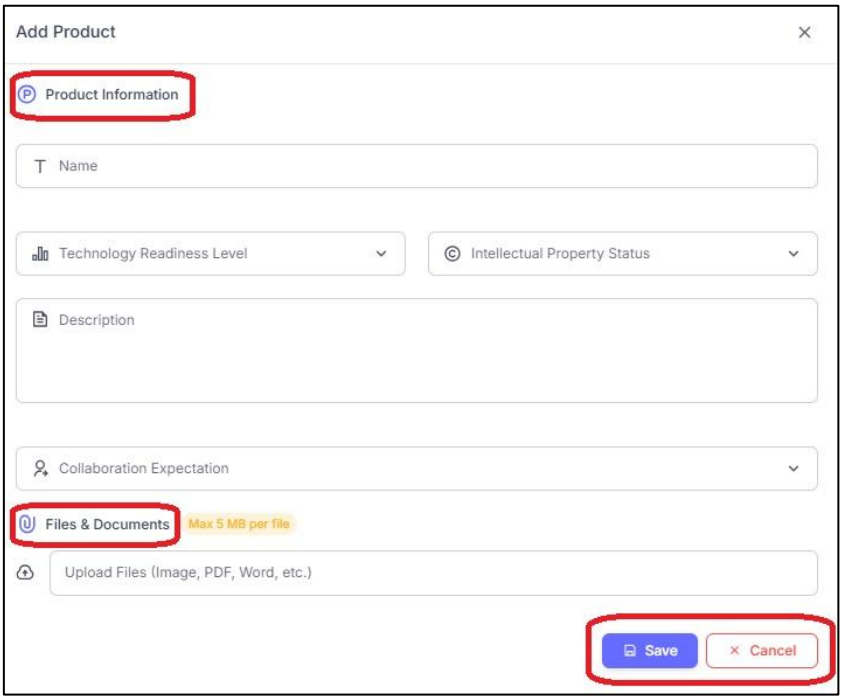
➢ Adding a New Product

To add a new product, the user clicks the **Add New** button. The **Add Product** panel opens on the right side of the screen.

The panel contains the following fields:

- **Name:** The name of the product.
- **Technology Readiness Level:** The technology readiness level of the product, selected from the dropdown list.
- **Intellectual Property Status:** The intellectual property status of the product, selected from the dropdown list.
- **Description:** A description of the product.
- **Collaboration Expectation:** The type of collaboration expected for the product, selected from the dropdown list.
- **Files & Documents:** Allows the user to upload supporting files, including images, PDF files, and Word documents. The maximum file size is **5 MB per file**.

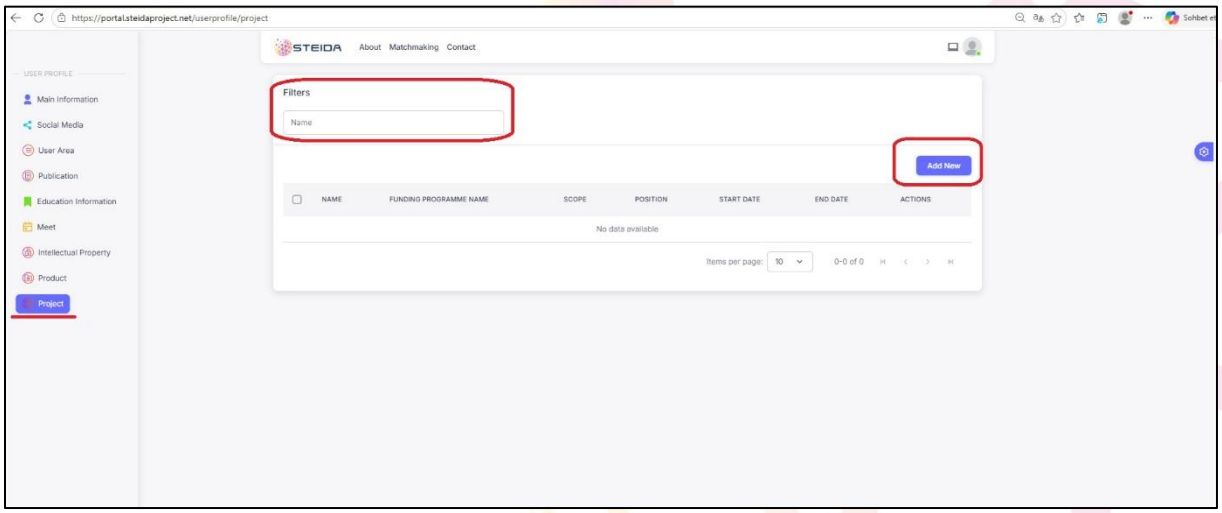
After entering the required information, the user can click **Save** to add the product. Clicking **Cancel** closes the panel without saving the information.



5.2.1.9. Project

The **Project** section allows users to add and manage information about the projects in which they are involved. Added projects are displayed in a table containing the following columns:

- **Name**
- **Funding Programme Name**
- **Scope**
- **Position**
- **Start Date**
- **End Date**
- **Actions**

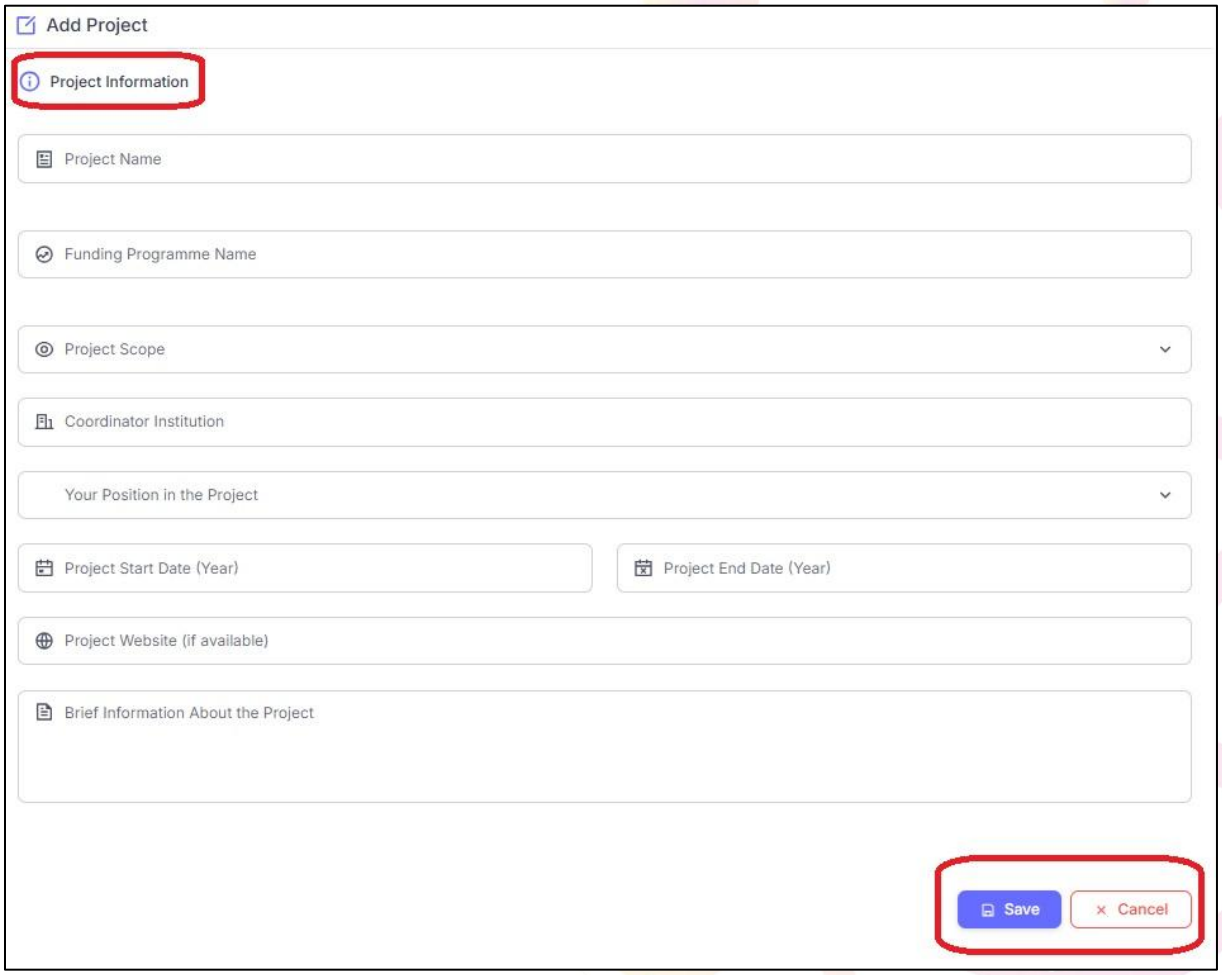


➢ Adding a New Project

To add a new project, the user clicks the **Add New** button. The **Add Project** panel opens and provides the following fields:

- **Project Name:** The name of the project.
- **Funding Programme Name:** The name of the funding programme supporting the project.
- **Project Scope:** The scope of the project, selected from the dropdown list.
- **Coordinator Institution:** The institution coordinating the project.
- **Your Position in the Project:** The user's role or position within the project, selected from the dropdown list.
- **Project Start Date (Year):** The starting year of the project.
- **Project End Date (Year):** The ending year of the project.
- **Project Website (if available):** The website address of the project, if one is available.
- **Brief Information About the Project:** A brief description or additional information about the project.

After entering the required information, the user can click **Save** to add the project. Clicking **Cancel** closes the panel without saving the information.



5.2.2. Chat

The **Chat** section provides a direct communication interface that enables users to search for other users, select a contact, and exchange messages.

To access the Chat page:

1. Select the **User Account** icon in the upper-right corner of the portal.
2. Select **Chat**.
3. The **Chat** page will be displayed.

The interface is divided into a contact area on the left and a conversation area on the right.

5.2.2.1. Chat Interface

When the Chat page is opened, the left panel displays the current user's profile information, including the user's name and role. Below this information, users can search for contacts using the **Search Contact** field and select a user through the **Select user** dropdown.

Initially, when no contact is selected, the conversation area remains empty.

Once a contact is selected, the selected user appears in the contact list on the left, while the conversation panel displays the selected user's profile information at the top.

5.2.2.2. Conversation Area

The conversation area contains:

- The selected user's profile image, name, and role.
- A menu icon in the upper-right corner of the conversation.
- The message history area.
- A message input field at the bottom of the screen.

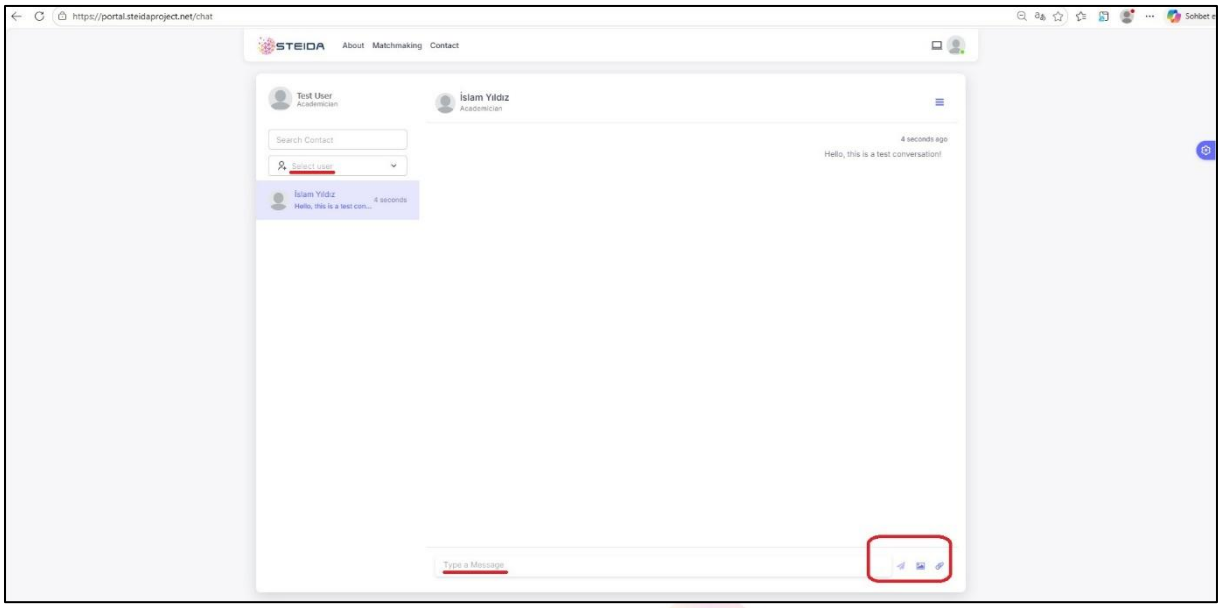
The message input field contains the placeholder **"Type a Message"** and allows the user to compose a message.

5.2.2.3. Message Actions

The bottom-right area of the message input provides several actions:

- **Send** – Sends the entered message.
- **Image/Media** – Allows the user to attach an image or other media.
- **Attachment** – Allows the user to attach a file to the message.

These functions allow users to communicate through both text and attached content. This structure provides a straightforward user-to-user communication mechanism within the STEIDA Portal.

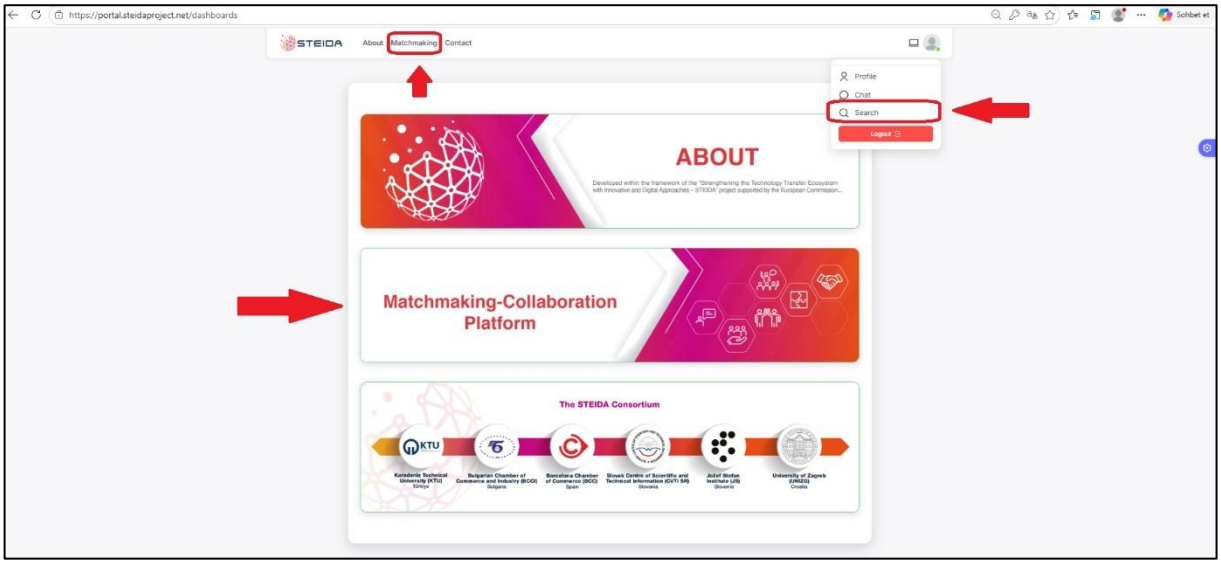


5.2.3. Search/Matchmaking

The **Search** section provides a **Matchmaking-Collaboration Platform** for discovering potential users and partners based on their profile information, expertise, location, and available resources.

To access the Search/Matchmaking page:

1. Select the **User Account** icon in the upper-right corner of the portal and click **Search.**
2. Alternatively, select **Matchmaking** from the main navigation menu at the top of the Dashboard page.
3. As a third option, click the **Matchmaking-Collaboration Platform** information panel from the Dashboard.
4. The **Search/Matchmaking** page will be displayed.



The page displays user profiles as cards and provides filtering options to refine the search results.

5.2.3.1. Search Interface

At the top of the page, users can enter keywords into the **Search** field and initiate the search using the **Search** button.

A **Reset Filter** button is also provided to clear the currently selected filtering criteria and return the search interface to its default state.

5.2.3.2. Search Filters

The left side of the page provides several filtering options:

- **Partner Research** – Allows users to select the relevant partner-research criterion.
- **User Type** – Filters users according to their user type.
- **Areas of Expertise/Activity** – Allows users to filter according to areas of expertise.
- **Country** – Filters users according to their country.
- **Intellectual Property** – Provides an intellectual-property-related filtering criterion.
- **Product** – Allows users to include product-related information in the filtering process.
- **Publication** – Allows users to filter based on publication-related information.
- **Project** – Allows users to filter based on project-related information.

After selecting the required criteria, the **Filter** button applies the selected filters.

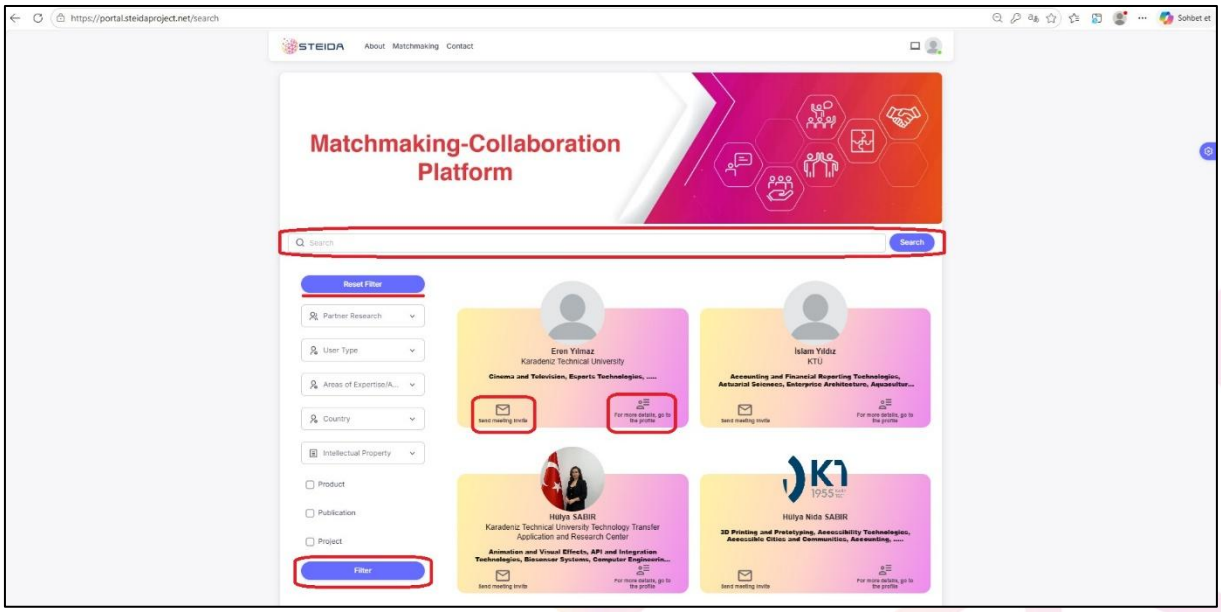
5.2.3.3. Search Results

The search results are presented as profile cards. Each card contains information such as:

- User's profile image
- User's name
- Affiliated university or institution
- Areas of expertise and research interests

Each profile card provides two main actions:

- **Send meeting invite** – Allows the user to send a meeting invitation to the displayed user.
- **For more details, go to the profile** – Directs the user to the corresponding user's profile for additional information.



5.2.4. Logout

The **Logout** option allows users to securely exit their STEIDA Portal session.

To log out:

1. Select the **user account icon** in the upper-right corner.
2. Select **Logout**.
3. The current user session will be terminated.