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NEFERTITI
F | A | R | M | D | E | M

2nd NEFERTITI platform report: functionalities, content creation, operation, and maintenance activities

Document Summary

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Abstract

NEFERTITI Programme promotes the creation of interactive thematic networks related to the agriculture sector to promote knowledge, learning and the adoption of innovative techniques through the exchange of information between different actors and live demonstrations.

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Introduction

Introduction

This deliverable covers period from M9 (September 2018) till M43 (July 2021). Within this period, period there were two distinct and clear directions in which WP4 was heading and on which it was focused.

Firstly, after establishment and platform launching at M9 and a very successful first year of the platform being fully functional, the main focus was getting the feedback from the consortia, but also end users as to what can be done better and how the platform can be easier for access and use. The feedback was asked both through the official consortia meetings, but also through daily communication with project's partners, network leaders and hub coaches. The highly valuable feedback was received by the reviewers that analysed our work, challenged our way of thinking and the logic behind the platform (and website) developments. All these inputs resulted in WP4 re-evaluating some of the functionalities in order to change or upgrade them as to bring a new value to the users of the platform. This meant, among other things, removing the Messages functionality and replacing it with a forum functionality, automating the extraction of various data, enabling easier demo events creation, and integrating the Valerie ontology search functionality within the NEFERTITI search submenu are some of the implemented changes.

Secondly, the COVID-19 pandemic has made a global impact on many activities of the entire project and WP4 tried to mitigate them through finding innovative solutions in which the platform can help the farmers and project's partners in reaching their goals. As the expert on new and current technologies, WP4 has also taken the lead on advising the members of the project on how to best accomplish their activities in a newly found digital setting. The main achievements have been creating the online registration form for demo events and a joint activity with WP2 in which all of the hubs participated by making and voting on different factual videos.

Besides the above-mentioned activities (and goals), the underlining activity WP4 has done is continual support regarding the platform both for new and existing users. Different queries were all answered in no more than 48 hours and in a proactive way considering the next steps which might be needed. The focal activities included updating, creating, and deleting different user accounts and profiles, fixing bugs within the platform, and onboarding new users.

2

Summary of user requirements

Summary of user requirements

During the NEFERTITI platform development, user requirement was thoroughly described and afterwards underlined in the previous deliverable D4.2., therefore they will not be described in detail again.

However, it is important to mention certain aspects as an integrative part of the platform itself:
- Interaction with FarmDemo – common visual identity, databases interaction and scope related issues were defined.
- Main pages with content outline (and mock-ups where possible)
- Overall characteristics of the platform
- Main user levels and their possibilities

In order to make the exchange of user ideas happen, the NEFERTITI platform harnesses and creates a large, scalable network of users and resources that can be accessed on demand. It created a communities and market with network effect that allow users to interact and transact. All new functionalities were added with the aim to improve the user experience, and since the platform was used for some time, there was a clear picture of what was lacking in respect to the previous reporting period.

Since the main aim was to better understand the user requirements, after the platform has already been in use, we collected inputs and feedback at regular consortium meetings, special feedbacks from WP leaders, but also through informal conversations with consortium members (hub coaches, NLs, etc.) both during the event and through daily communication. The provided material which we presented to each of the user in different time periods and during various meetings consists of a video, a live presentation which covers all platform functionalities. Also, project partners provided their insights on the platform and the feedback was quite positive. This was done in the initial stage of the project, using a discussion between FarmDemo and afterwards a printed questionnaire.

3

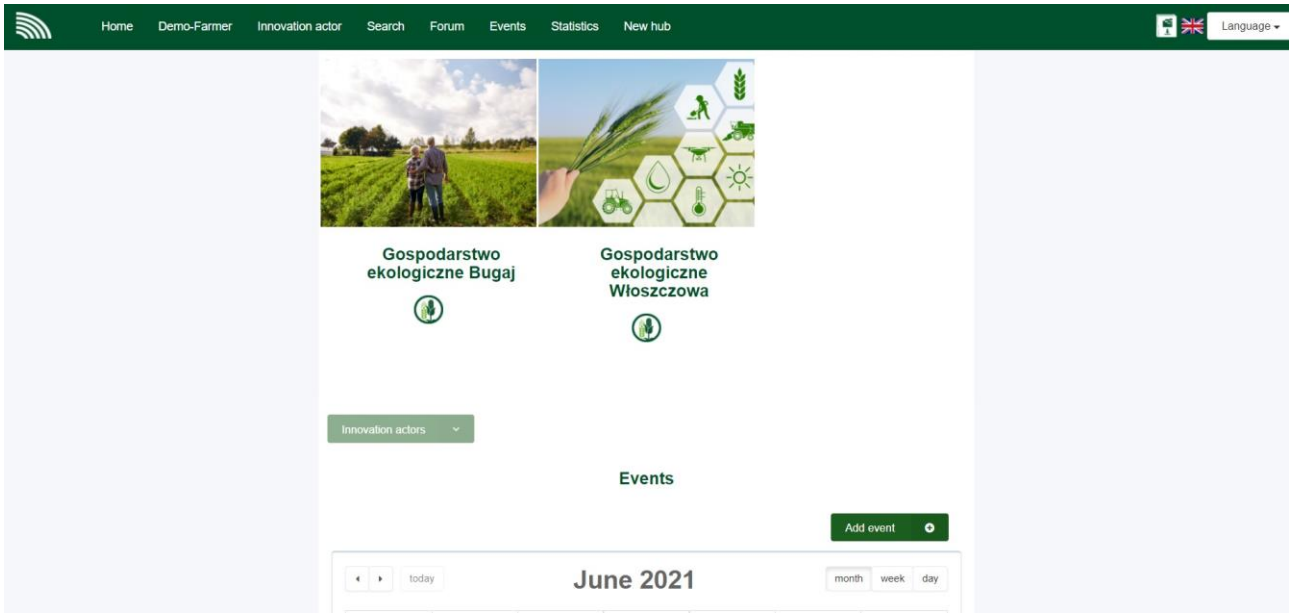
Description of new functionalities

Description of new functionalities

Based on the user requirements described in the previous section, a set of new functionalities has been introduced on the platform. These functionalities have firstly been introduced only to the consortia for feedback in order to fully grasp whether they meet all the requirements and then after getting the final approval from the project's stakeholders, these functionalities have been released on the platform for the visitors to access. Additional feedback was asked from end users when the functionalities have been developed for hub coaches and network leaders and that led to the development of finishing touches for the functionality to be as useful and as easy to use as possible. Below is a list of the most significant newly introduced functionalities and their description. The entire list of new functionalities and/or changes from the initial framework is given at the end of the chapter.

Simplification of the *Add event* functionality

As noted by many of the hub coaches of the project, the steps that were needed to be taken in order for them to add a new event have been rather complex. Taking into account the number of events added each month and the aid it would provide for the hub coaches to have a simpler way to put up new events on the platform, BioSense Institute has simplified the process. Previously, the hub coach would firstly need to log in, go to the page of the network they belong to, find their own hub and scroll down to the events calendar and finally click on the "Add event" button. In order to reduce the number of steps to a minimum, the button which takes the hub coaches to the page for creation of a new event has been added directly to the main menu. There within the Events submenu, besides the already existing Calendar section, the Add event section has been included. In that way, the hub coaches just need to log in to the platform and only one step is needed to be taken for the new event to be created.

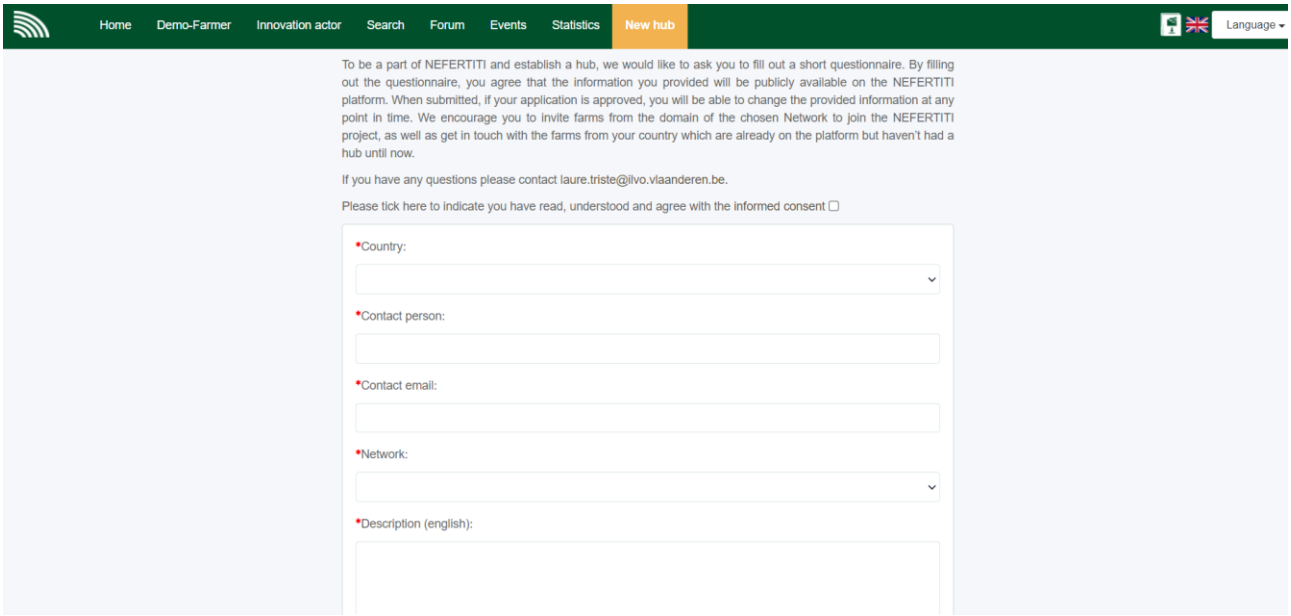


Picture 1 - Previous placement of the functionality

Picture 2 - New placement of the functionality

Add a new hub functionality

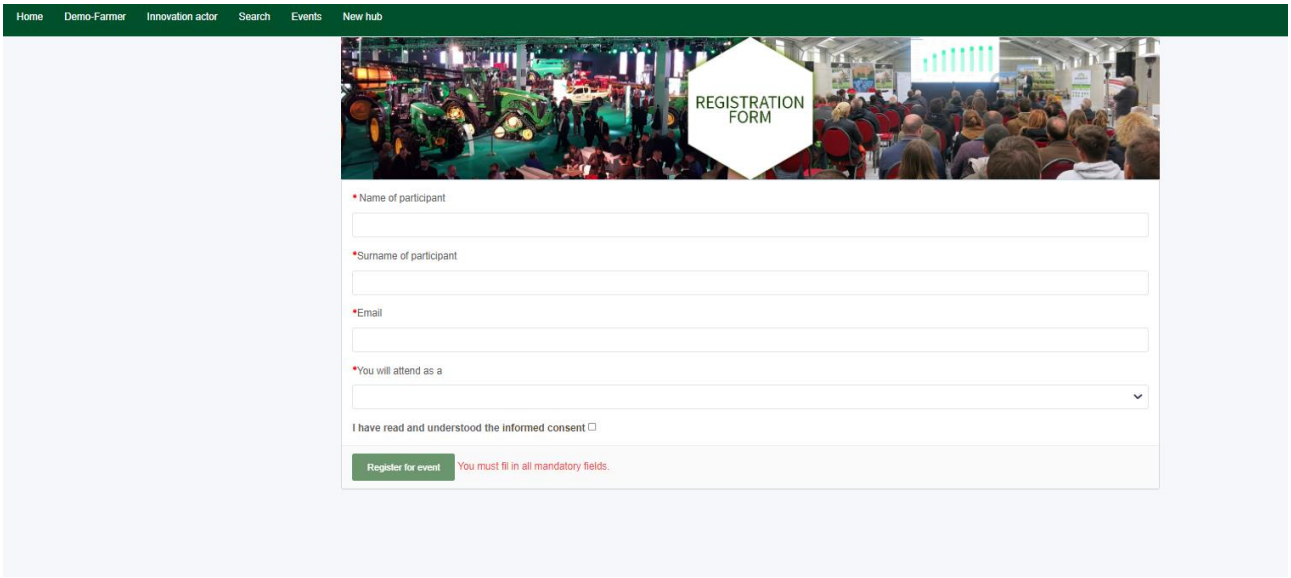
While the number of hubs and the farms within them has been very good and has given plenty of opportunity for the organization of various useful demonstration events and knowledge exchange opportunities, it has been noted that there are many farms without an assigned hub which could provide additional benefits to both the project and the farms in question. In addition, the project has received many queries if there were any available place for new hubs in non-NEFERTITI countries.
This specificity led to the idea to produce a functionality for adding a new hub. After consideration of various variables and meetings with the WPs from the project, a registration form was developed and so has the approval process for the interested new hubs. Regarding the form, the approach was to collect the base information for the establishment of a new hub, while trying to keep it as simple and not question-heavy as to not discourage potential new hubs from filling it out and joining the project. Privacy concerns have also been taken into account and privacy statements have been provided. The process for approval of interested hubs has been set up with the project partners in a way that in order for a new hub to join, a triple approval is needed, from a WP2 representative, WP3 representative and the Network Leader of the Network the new hub wants to join. Only when these three project partners have approved the hub can the hub be established. If any of the partners finds that some valuable information is missing, the hub will not be rejected but rather asked to provide further information. This procedure was introduced in order to assure the high-quality level of all the hubs involved in NEFERTITI. Once the hub has been approved, it would show up on the Platform in the Network it has chosen.



Picture 3- Add a new hub questionnaire

Online registration functionality

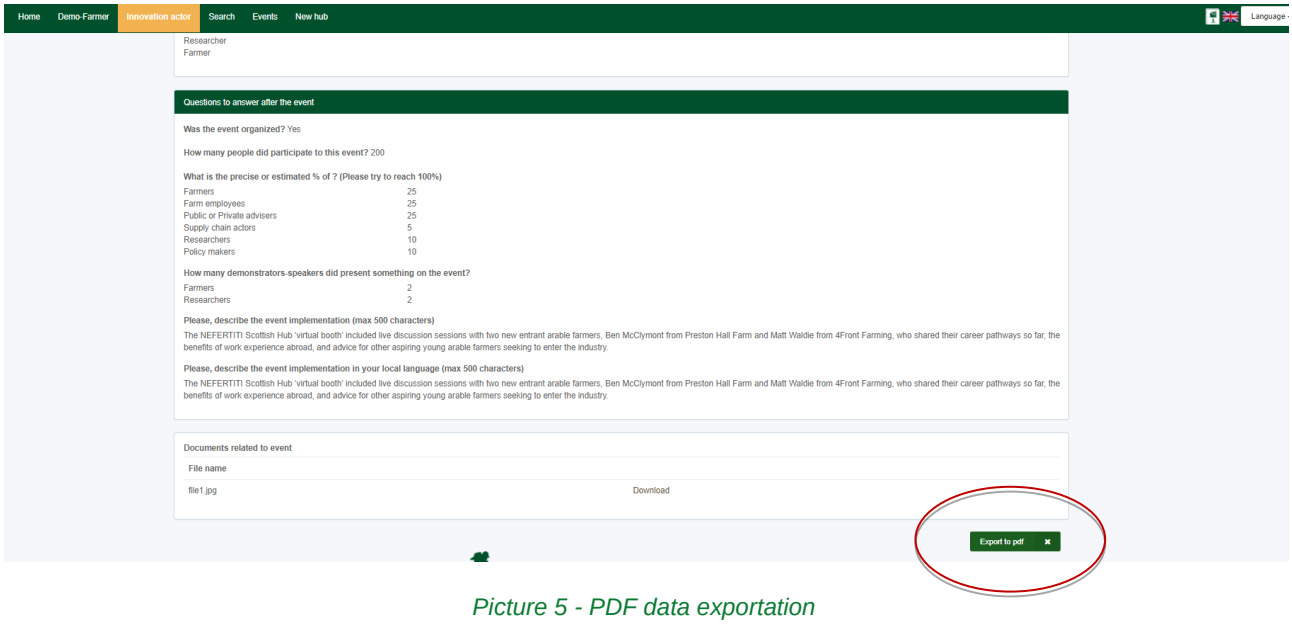
During the COVID-19 pandemic, many of the demonstration events have been organized online. This has led to the need from the hub coaches to get a sense of how many people they can expect on their online events. This has triggered an idea to **implement online registration form for the events and to make that list accessible to the hub coaches**. The registration itself would be easy and just give the hub coach an overview of how many people to expect and to know who will be in the audience. The functionality was developed with other project partners taking into account their needs for information particularly regarding the division in the attendees based on the defined target audience. This could later be linked up with the post event questionnaire and it could be seen how many of registered attendees have actually showed up on the event. Restrictions have been made to that people can only register for upcoming events and not for past events and an informed consent was provided as to abide by the GDPR.



Picture 4 - Registration Form

Automatic event export functionality

The calendar has simplified the reporting processes with an option to automatically export the report on events. The report is exported in a PDF file so that the platform provides better dissemination, visibility, and promotion of the events not only for EC representatives but also for users of the platform. The information which the PDF contains are a brief summary of the most important parameters of each of the events, such as the event organizer, topic, number of participants, various information on the participants, main objectives of the event, location, funders of the event, demo-speakers, etc. Considering that the reports are being distributed as one of the outcomes of the event to the participants, special attention was put on bilingual data representation, meaning that every PDF document is automatically generated in English and in the language of the event.



Picture 5 - PDF data exportation

After exporting, the PDF files contains the following data (example):

FarmDemo

SUCCESSFULLY FINISHED

Arable Scotland - NEFERTITI Scottish Hub booth - Young Farmer 'Drop-in'

29-06-2021 11:00 - 29-06-2021 21:00

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 772705.

Picture 6 - PDF event report

FarmDemo

SUCCESSFULLY FINISHED

Location of event

- **online:** https://www.arablescotland.org.uk/

Network You can Farm: Farm attractiveness

Hub United Kingdom

If you need more details, feel free to contact:
Annie McKee
annie.mckee@hutton.ac.uk

The main contents and objectives of this event:

The funders of the event:

- Farming organization funded
- Public funded (regional, national, EU...)
- Advisory service funded
- Supply chain company funded

The main event organizer: Other

The demonstration provided is? Free to all participants

The main goals of the event:

- Farmer and rural networking
- Innovation uptake (practices, machinery, tools...)

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 772705.

Picture 7 - PDF event report, page 2

How many people did participate to this Event? 200.0

Estimated % of:

Farmers	Farm employee	Advisers	Consumers	Supply chain actors	Researchers	Students	Policy makers
25.0	25.0	25.0		5.0	10.0		10.0

How many demonstrators-speakers did present something on the Event?

Farmers	Funders	Advisers	Policy makers	Supply chain actors	Researchers	Students	Other
2.0					2.0		

Event implementation description:
The NEFERTITI Scottish Hub 'virtual booth' included live discussion sessions with two new entrant arable farmers, Ben McClymont from Preston Hall Farm and Matt Waldie from 4Front Farming, who shared their career pathways so far, the benefits of work experience abroad, and advice for other aspiring young arable farmers seeking to enter the industry.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 772705.

Picture 8 – PDF event report, page 3

Additionally, the events require a short survey to be completed before (registration) and after the event takes place (report). In order to prepare Hub Coaches for the procedure, WP4 has developed a guideline with all

the steps required from the HCs. Besides the needed steps, all the questions were presented as well. The guideline is presented below (was an annex to the Hub Campaign Plan guidelines):

Annex 3: Protocol to Add an Event on Nefertiti Platform

1. Go to Nefertiti Demonstration Platform: https://nefertiti-h2020.eu/NefertitiPortal/#!/app-h/networks
2. Login as Hub coach (mail + password)
3. Choose your Network (your thematic)
4. Choose your Hub (your country)
5. **Click on "change description" and describe your Hub global challenges and objectives for 2019 => copy paste the Part A1, A2, A3 from the Hub Campaign Plan word document**
6. Click on "Add Event" on the agenda
7. Write the name, choose a date and the location of the event. If the location is already register on the platform you can choose it. Otherwise you can register directly fill in the survey to register the location.
8. Answer to form:

Q1.: Could you precise the mains contents and objectives for this event? ***Open answer with less than 200 characters***

Q2. Who is the main event organiser? ***Please choose just one answer***

- You as Hub Coach or your organisation
- The host farmer
- Supply chain company
- Farmers' organization
- NGO/charity and/or other agricultural development organization
- Private/public extension or advisory service
- Project activity
- Other, please specify:

Q3. Who are the funders of the Event? ***Multiple responses possible, please choose all that apply:***

- Funded by the farmer
- Supply chain company funded
- Public funded (regional, national, EU…)
- Charitably/NGO funded
- Farming organization funded
- Advisory service funded

Q4. The demonstration provided is? ***Please choose just one answer:***

- Free to all participants
- Free to members of the organizing group/network/program
- At a charge to all participants

Q5. What are the main goals of the event? ***Multiple responses possible, please choose all that apply:***

- Innovation uptake (practices, machinery, tools…)
- Farmer and rural networking
- Local economic development
- Improved environmental conditions

Picture 9 – Protocol to add event, page 1

NEFERTITI
Networking European Farms to Enhance Cross Fertilisation and Innovation Uptake through Demonstration
Guidelines Hub Campaign Plan

- Competitiveness/Productivity
- Regulatory compliance/Policy implementation
- Other, please specify:

Q6. How many participants do you expect? *Please choose just one answer*

- <20
- [20;50[
- [50;100[
- [100;200[
- >200

Q7. What is the target audience? *Multiple responses possible, please choose all that apply*

- Farmers
- Farm employees
- Public or Private advisers
- Consumers
- Supply chain actors
- Researchers
- Students
- Policy makers

Q8. How do you promote your activity /event? *Multiple responses possible, please choose all that apply:*

- Mailing list
- Website(s)
- Social media
- Newspaper
- Radio
- TV
- Leaflet and poster
- SMS
- Other, please specify:

Q9. What is the source of the objects or practice(s) demonstrated? *Multiple responses possible, please choose all that apply:*

- Farmer's own innovation
- A research-led innovation
- An industry- led innovation
- Other, please specify:

Q10. Which are the typical demonstration methods used during the demonstration events? *Multiple responses possible, please choose all that apply:*

- Oral presentations/seminar ('expert'-led)
- "Demonstration display"(e.g. equipment, machinery)
- Farm-field walks

19

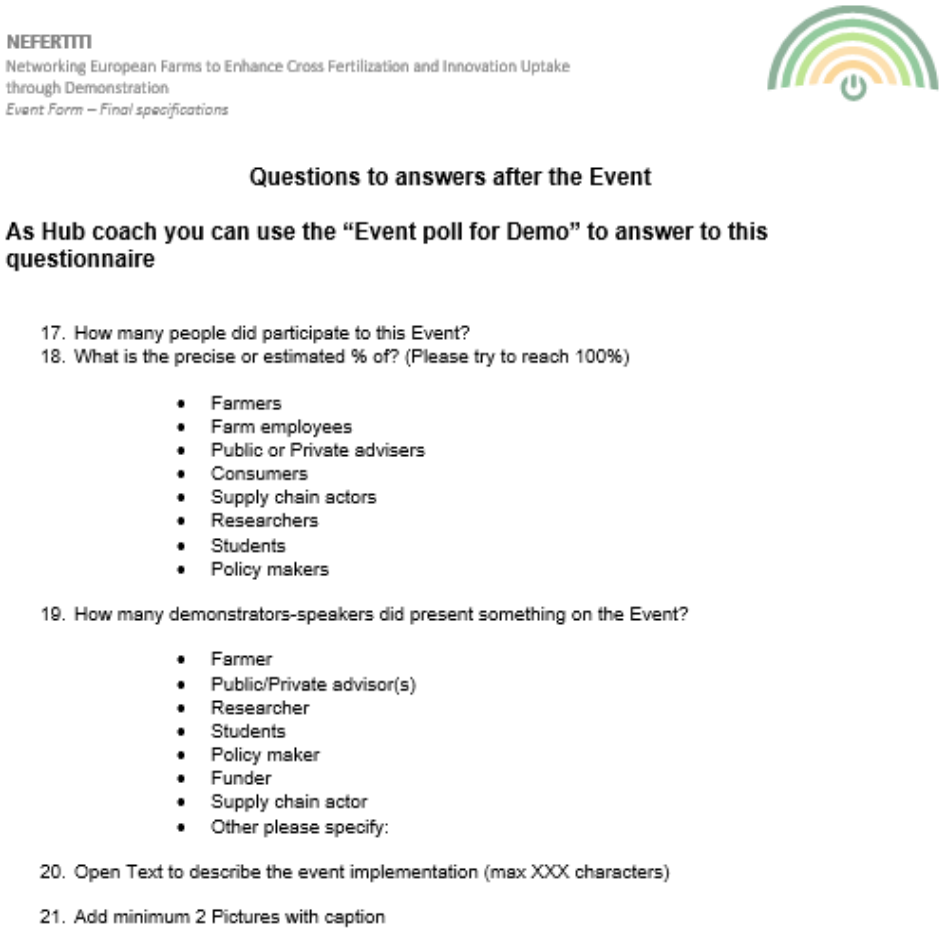
Picture 10 – Protocol to add event, page 2

- Videos
- On-line tutorial
- Hands-on experience/training sessions/workshops
- Interactive discussion (e.g. facilitated group discussions, round table, ...)
- Other please specify:

Q11. Who are the main presenters/facilitators during the demonstration events? *Multiple responses possible, please choose all that apply:*

- Farmer
- Public/Private advisor(s)
- Researcher
- Students
- Policy maker
- Funder
- Supply chain actor
- Other please specify:

Picture 11 – Protocol to add event, page 3



NEFERTITI
Networking European Farms to Enhance Cross Fertilization and Innovation Uptake through Demonstration
Event Form – Final specifications

Questions to answers after the Event

As Hub coach you can use the "Event poll for Demo" to answer to this questionnaire

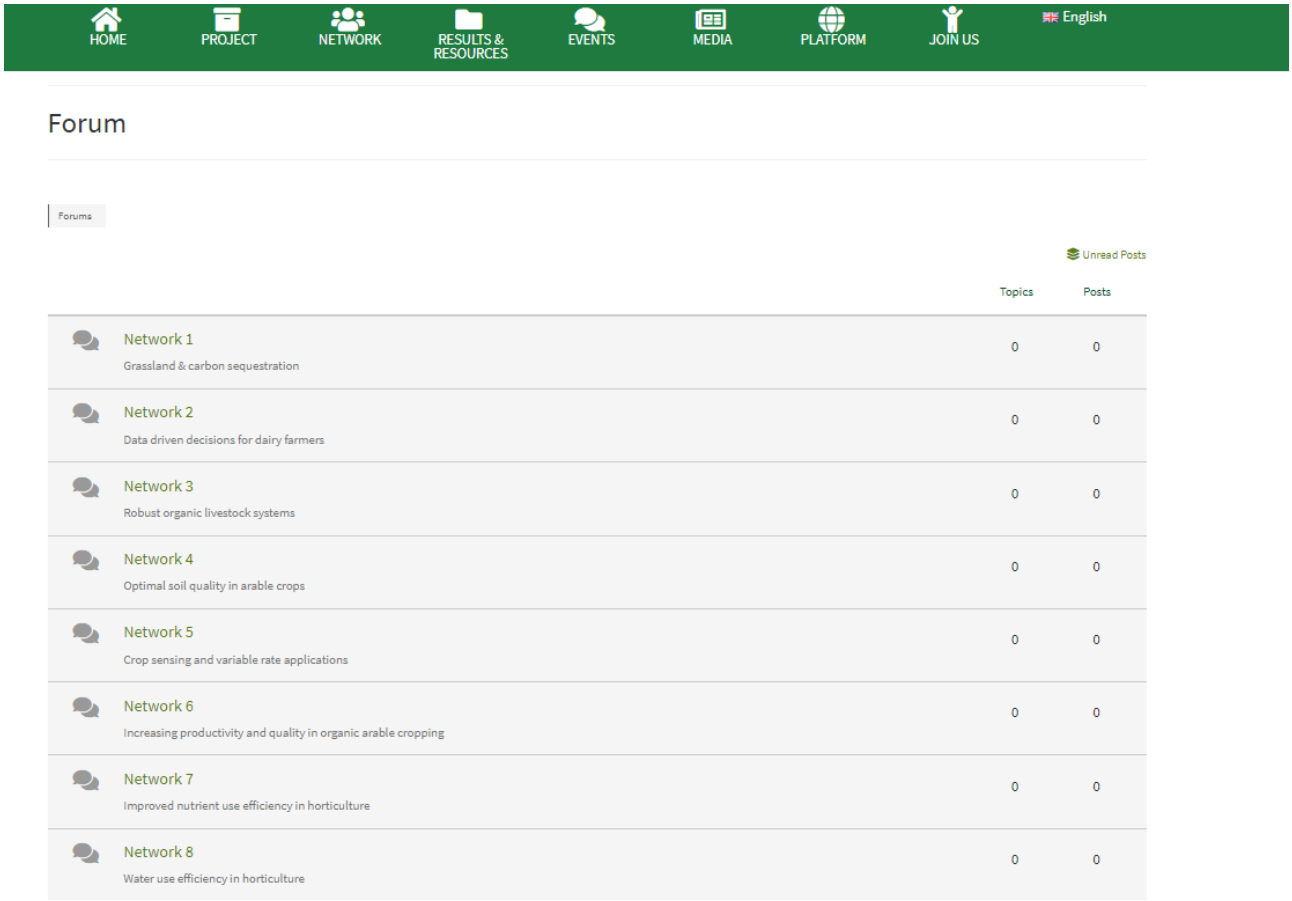
17. How many people did participate to this Event?
18. What is the precise or estimated % of? (Please try to reach 100%)
    - Farmers
    - Farm employees
    - Public or Private advisers
    - Consumers
    - Supply chain actors
    - Researchers
    - Students
    - Policy makers
19. How many demonstrators-speakers did present something on the Event?
    - Farmer
    - Public/Private advisor(s)
    - Researcher
    - Students
    - Policy maker
    - Funder
    - Supply chain actor
    - Other please specify:
20. Open Text to describe the event implementation (max XXX characters)
21. Add minimum 2 Pictures with caption

Picture 12 – Event form, after-event questionnaire

Forum functionality

During the project implementation, it was realized that the message board is not as useful as WP4 thought it would be. Unfortunately, it turned out that HCs are not using it as much as to be useful to keep the functionality. That is the reason why WP4 had deep user requirements assessment. The clear feedback received was that the forum functionality would be more useful to the project partners, especially during COVID-19 crisis. Therefore, the forum functionality was developed, based on the partner' requirements.

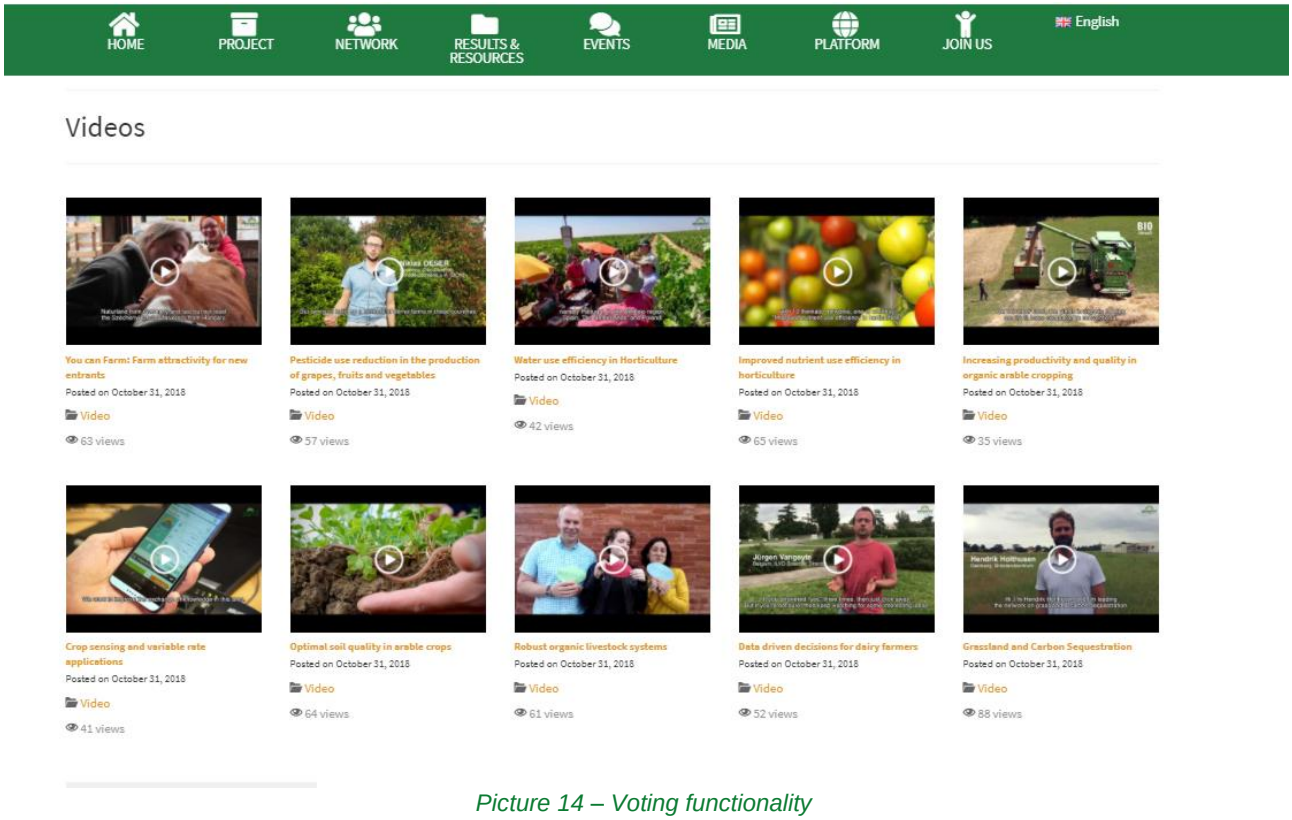
A discussion forum is hierarchical or tree-like in structure: which came as a result of more people being interested in the same topics and consulting the hub coaches regarding those specific topics. The NEFERTITI project started this functionality in order to simplify the information flow. Within a forum's topic, each new discussion started can be replied to by as many people as so wish.



Picture 13 – Forum

Voting functionality

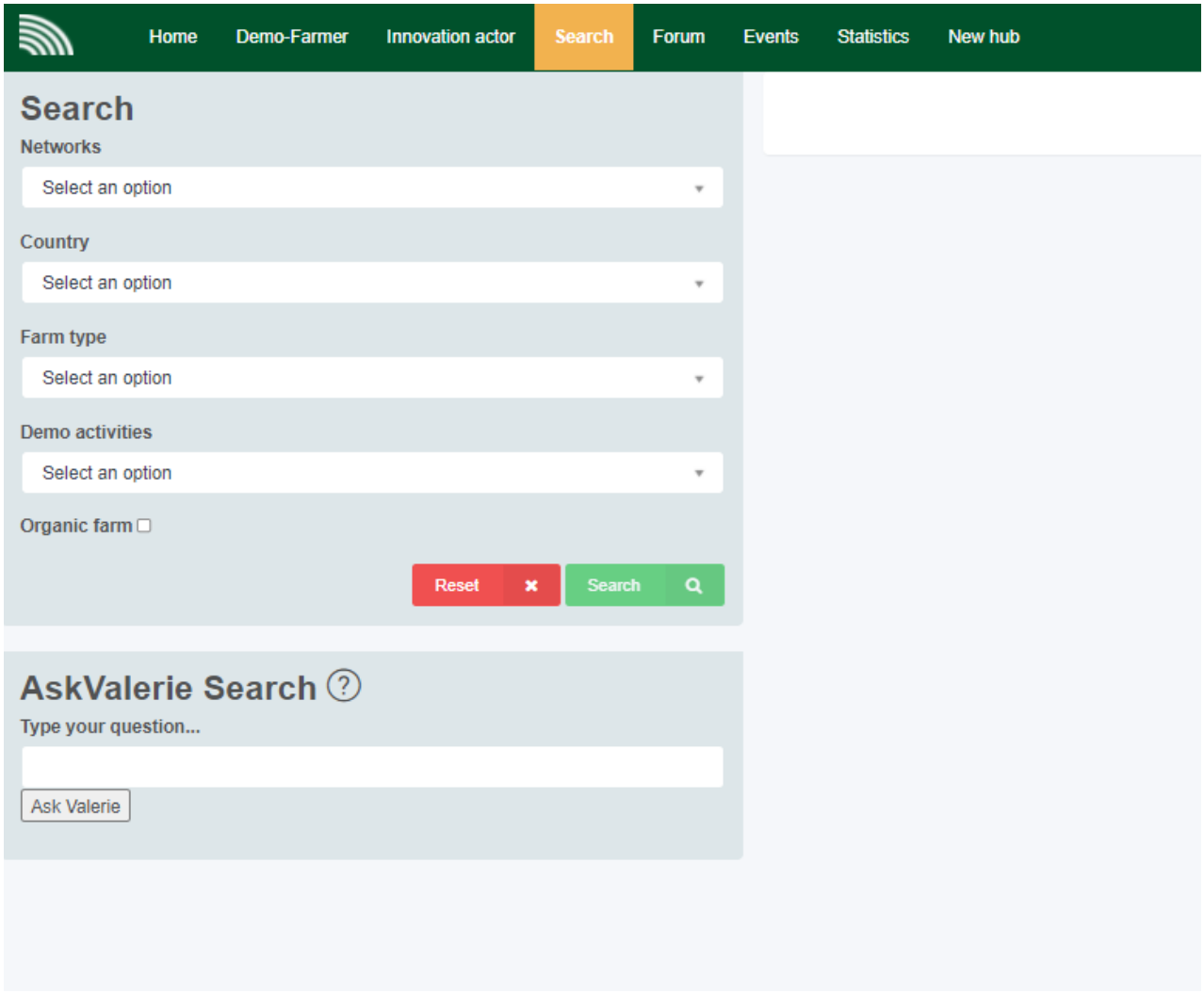
The voting functionality came as a part of the joined activity between WP3 and WP2 when a joined HUB competition was organized, and the Hub Coaches were invited to share their story boards and other Hub Coaches could vote for the best content. This was a social connecting events to get the coaches to know each other better due to the COVID-19 unfortunate circumstances. There was a separate repository developed, where the material was stored, and the Coaches were encouraged to vote for the best promoted Hub. The coaches could put content such as pdf, images, or videos. The content was voted, by giving one to five stars e.g., and it was limited that one person can vote for one pdf / image / video only once. The voting functionality was added only for logged-in members and in the end, the best video was voted among the uploaded materials, as the content with most star ratings.



Picture 14 – Voting functionality

Valerie integration

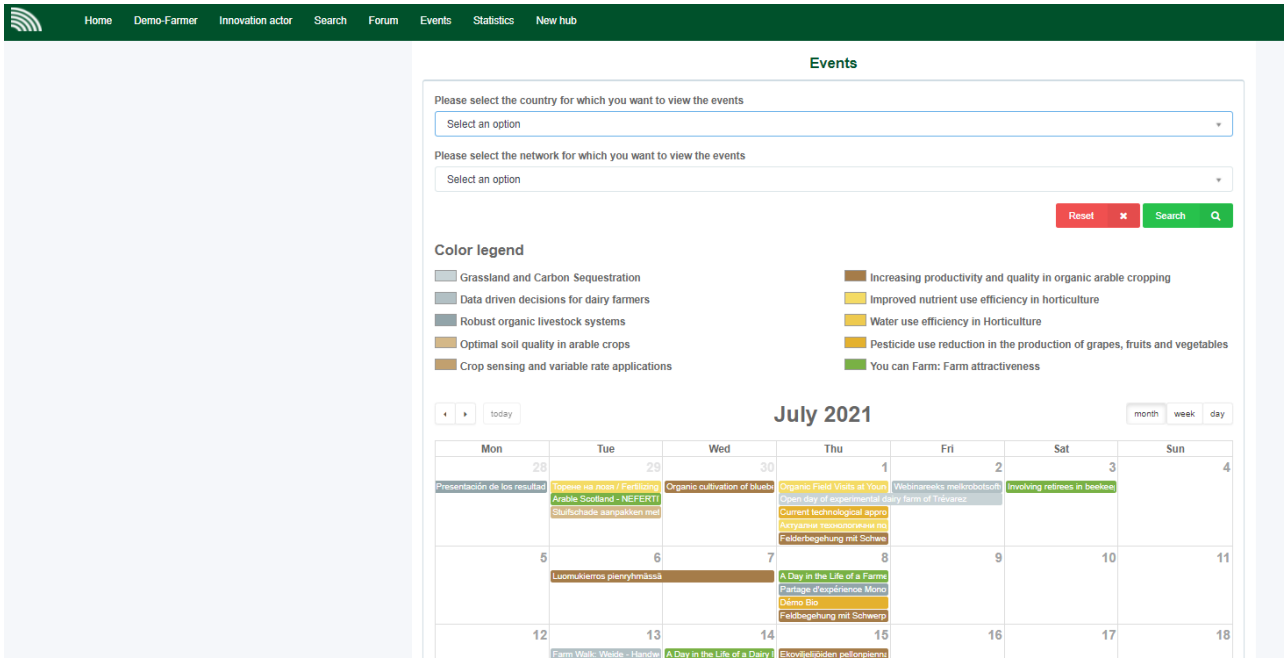
The AskValerie property function was added to the NEFERTITI platform, since the key aim of VALERIE is to develop an advanced search engine and repository of structured information that will interactively provide information to farmers, agricultural organizations, and researchers. It will do so by providing easy access to knowledge created in EU-research projects and other research. The “ask-VALERIE.eu” search tool will allow users to retrieve relevant and useful information using all available and reliable sources. VALERIE will explore new methods to support question formulation (query articulation), to retrieve information and present meaningful answers.



Picture 15 – AskValerie

Events calendar filtering

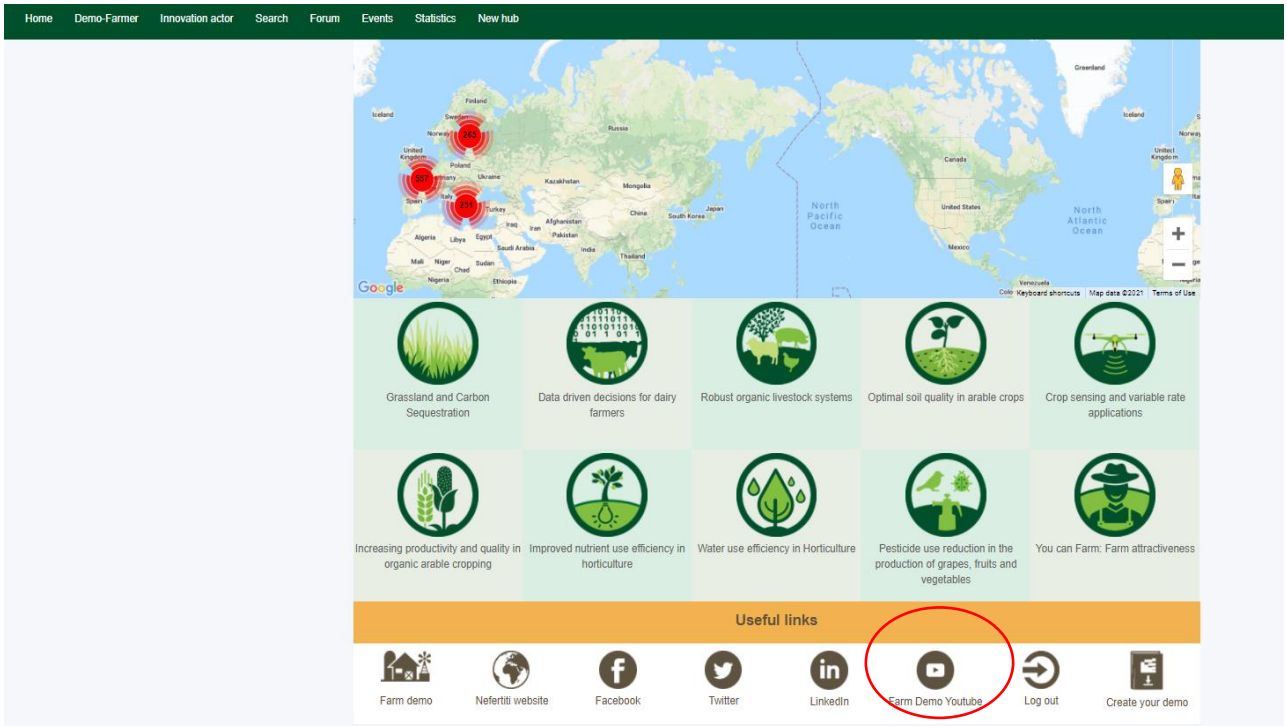
In order to make events more transparent and easily accessed by the platform user, they can filter it using one more criteria: Filtered by which **NETWORK** they belong to. Now, in principle, it is possible to choose any combination (country only, network only, both or none)



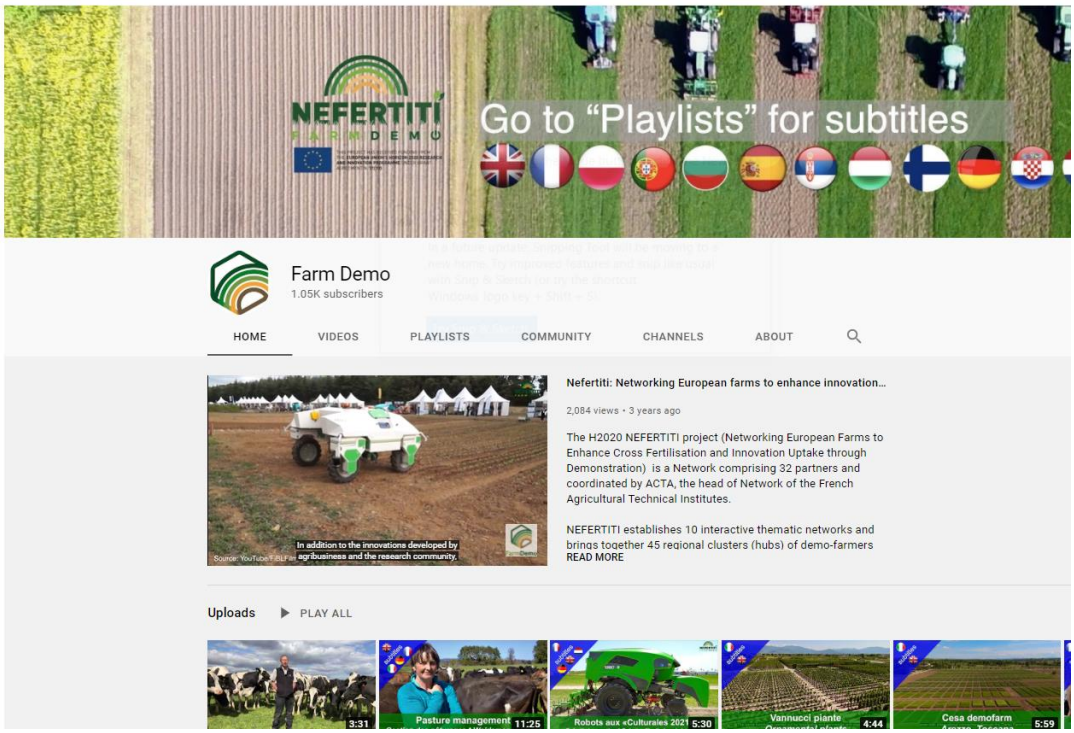
Picture 16 – Calendar search criteria

Home page

One of the functionalities within the Home Page domain was **adding the FarmDemo Youtube button and Create Your demo option.** By following the provided link, the users could easily access the NEFERTITI YouTube channel and find out more about the project results, but this also inclined the number of project dissemination targets.



Picture 17 – YouTube NEFERTITI button on Home Page



Picture 18 – YouTube NEFERTITI channel

Network site

When it comes to the network site itself, **adding contact information for each network and relevant initiatives** was one of the new functionalities relevant for the further development of the project as well as **adding information to which farms do not belong to a specific hub.**

Hub details

On the other hand, adding contact information for each hub was one of the prerequisites which needed to be on the platform, **adding a button to display Innovation actor** was implemented during the first year of the project.

Survey

In the survey functionalities there were some changes such as **the written consent text is updated and the image at the top as well; the survey also has a property to eventually redirects the user to FarmDemo landing page.**

Search

The search options were updated with the **Ask Valerie functionality, Added Number of hits, The farm name or private farm, networks, hub images and default images are displayed if they are not currently uploaded.**

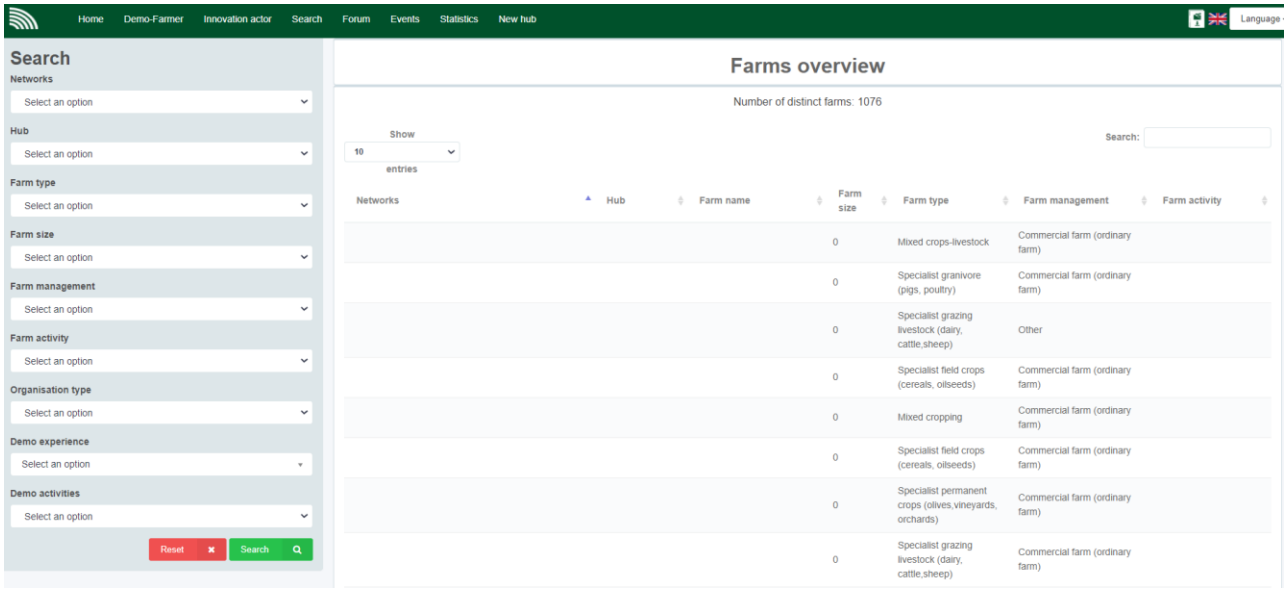
KPI area – dedicated to WPLs

In order the project of this size to be successful, close KPI monitoring is necessary. Therefore, WP4 has developed a special section for KPIs monitoring, that can be assessed through the platform. Therefor, in close collaboration with WP2 and WP3, the chapter statistics was created. This sector is available just to WPLs, with relevant credentials. After login, the button statistics becomes visible in the main menu, as presented in the picture below:

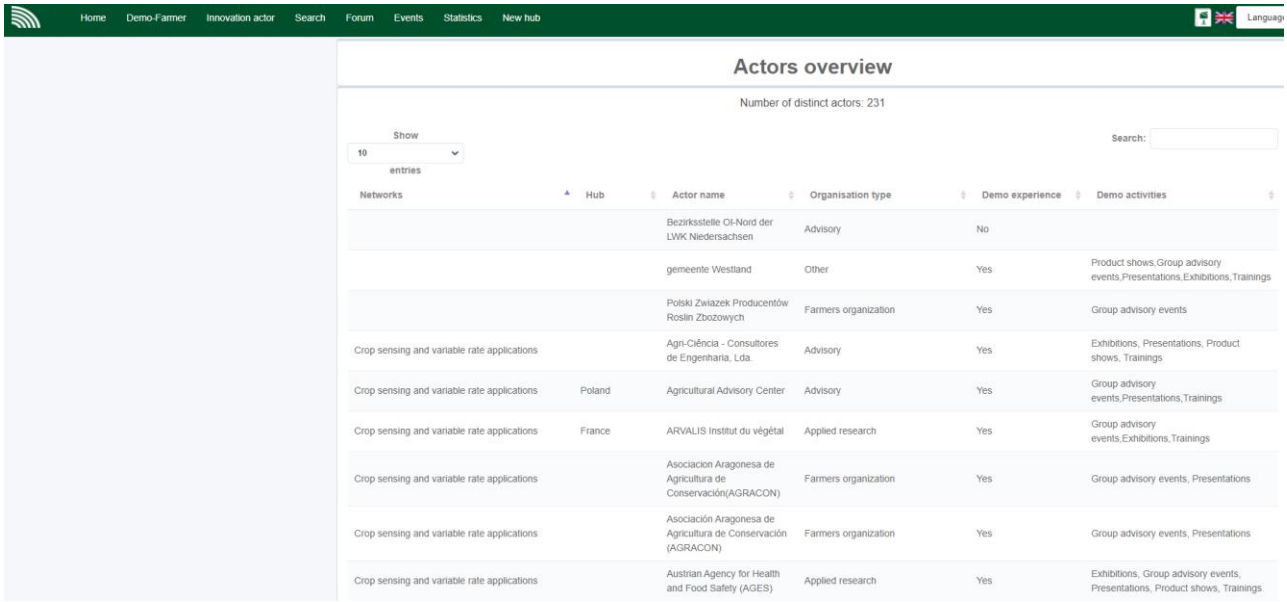
Picture 19 – KPI area

Farm / Actor overview

In the section Farm / Actor overview in a simple, jet a comprehensive manner in which all data can be extracted from the database is presented. In order to make the database overview operationally useful, the search engine was implemented, so the WPLs are able to extract not just row data, but the analysis per country/hub/network, and many more criteria, as presented in the pictures below:



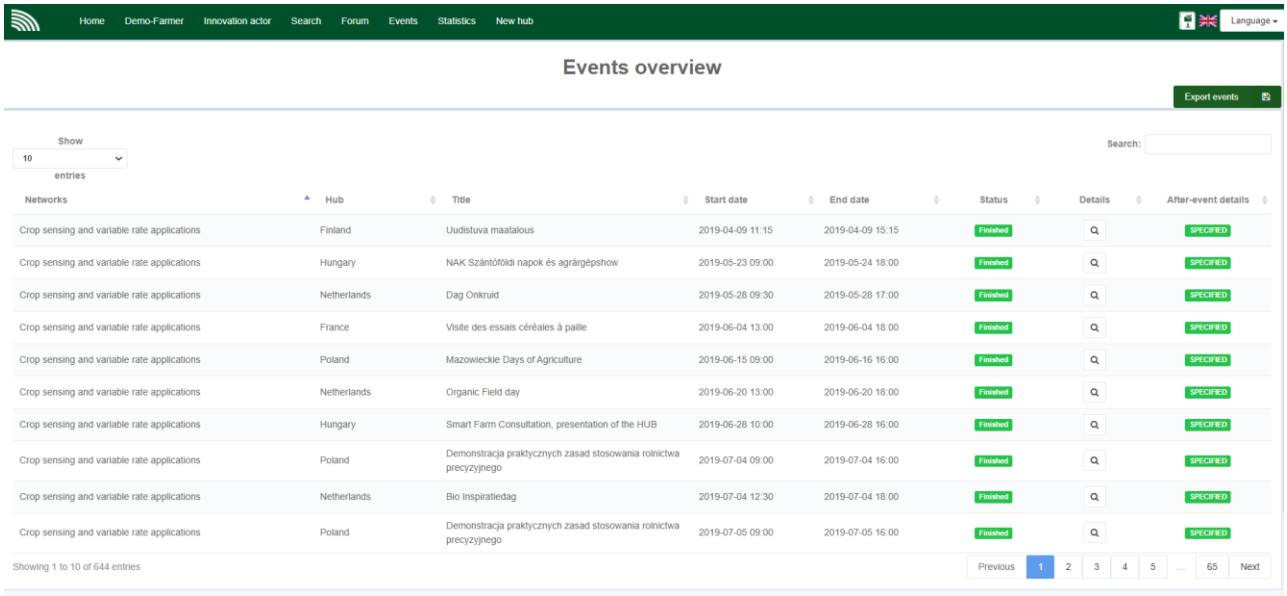
Picture 20 – KPI area, Farm's overview



Picture 21 – KPI area, Actros overview

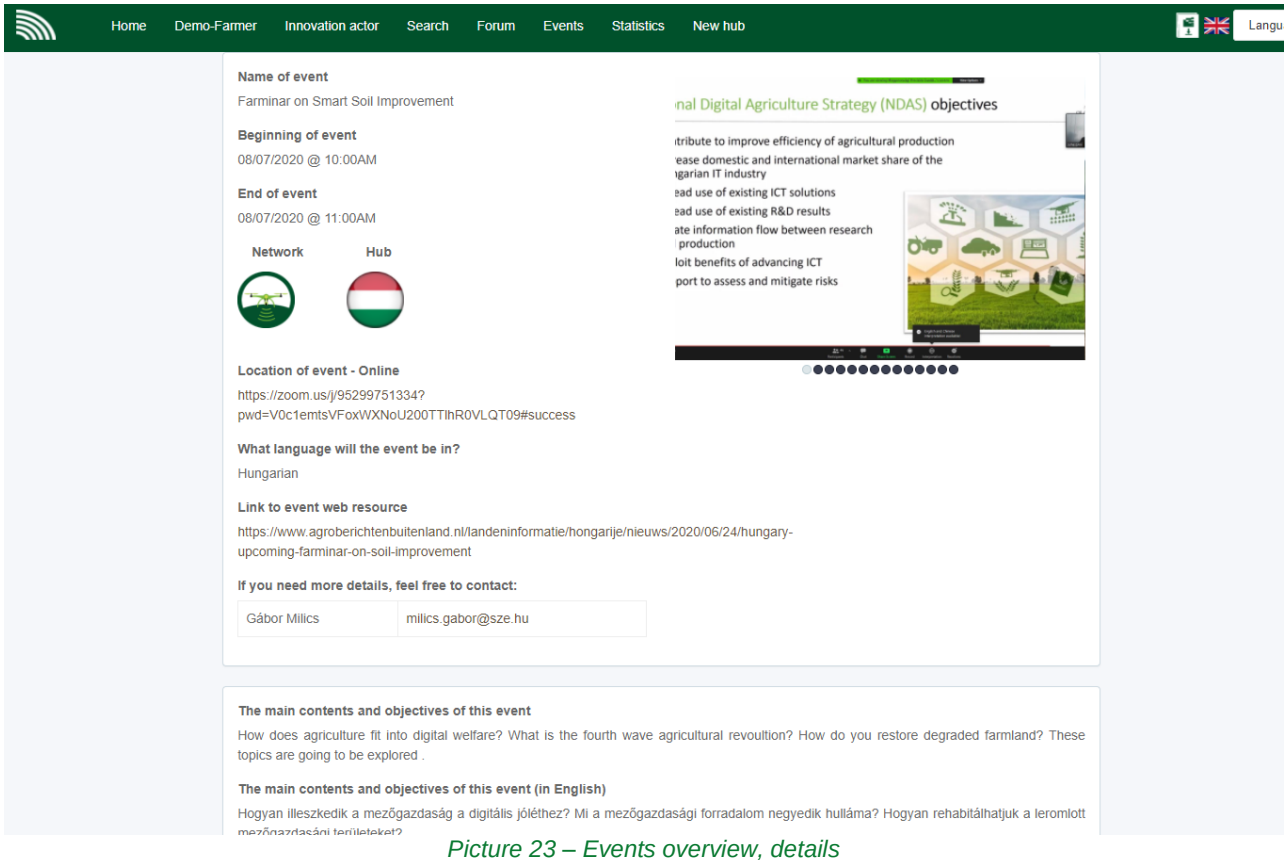
Event overview

Similarly, as for the farms/actors, the data extraction and tool for analysis was developed for monitoring and evaluating the conducted events. The tool also provides on option to extract all the data (both using filters or without) and to download the results in excel format, so the offline analysis is also possible.



Picture 22 – Events overview

As can be seen on the above picture, the main information that are available per every event are: network, hub, event title, start date, end date, status and after event questionnaire. In case additional information is required, one can click on magnifying glass and details will be presented:

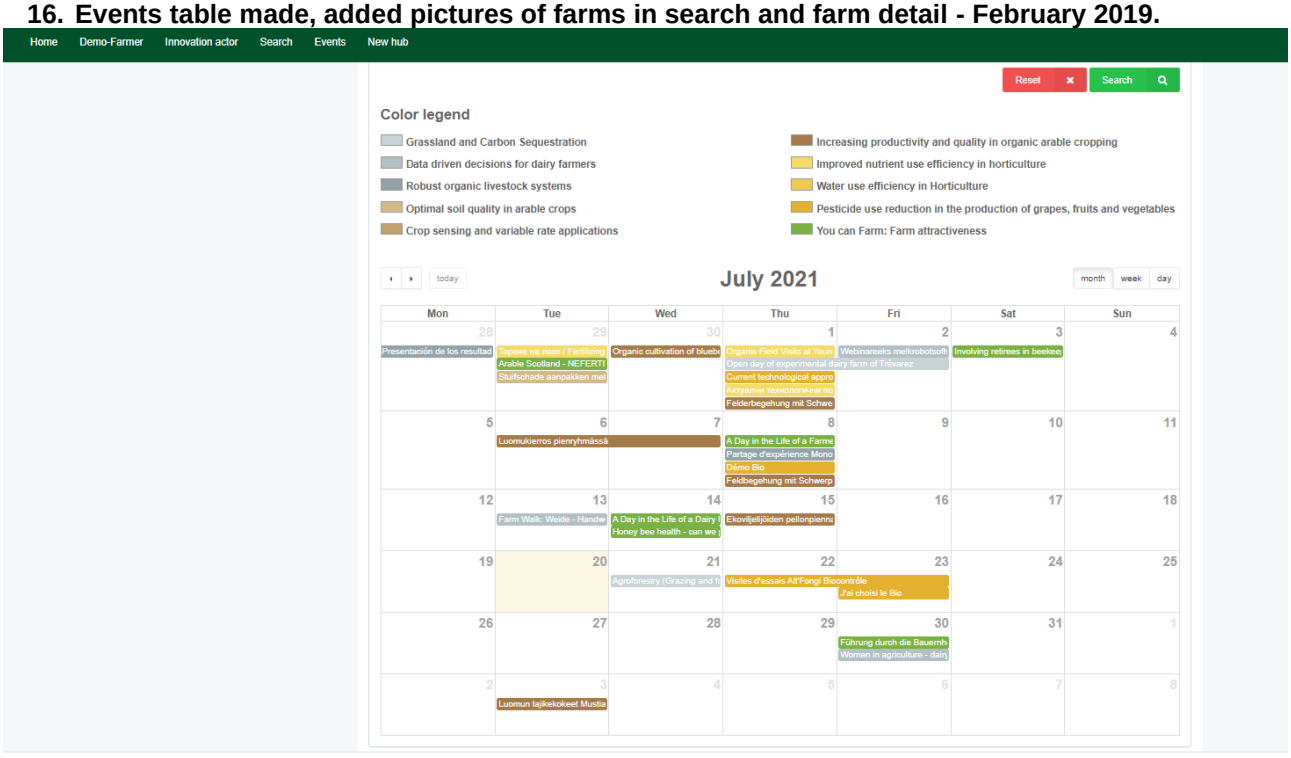


Picture 23 – Events overview, details

List of other platform developments

Besides the major changes and developments presented in the previous chapter, WP4 has also implemented the following functionalities:

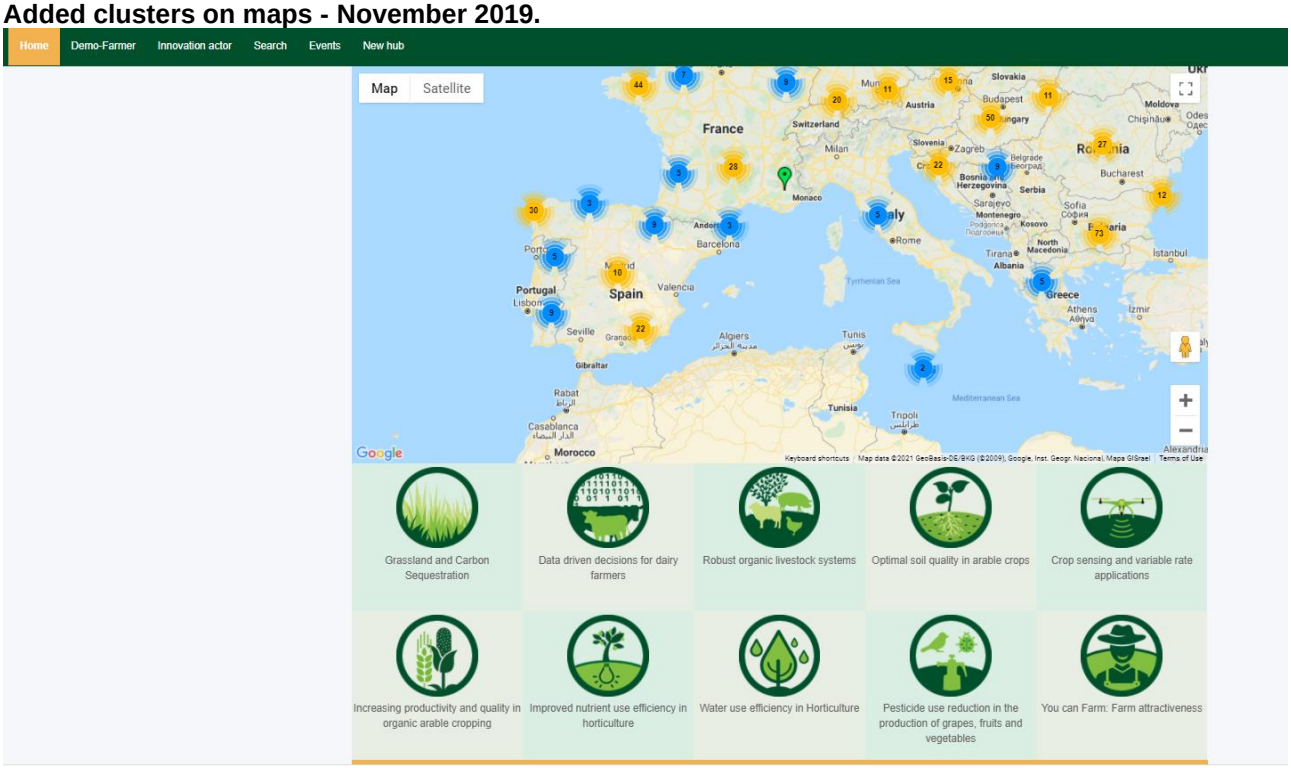
1. **Sending a link to confirm the survey by e-mail – added in October 2018.**
2. **Added default images for farms - October 2018.**
3. **Search page - inserted network icons - October 2018**
4. **Possibility to choose a farm when adding an event - November 2018.**
5. **Hub flags added to farms in search - November 2018.**
6. **Sending confirmation e-mail in various languages - December 2018**
7. **Added review of innovation actors in hub detail - December 2018.**
8. **Modification of the form for adding events - January 2019.**
9. **Enabled update of approved surveys - January 2019.**
10. **Event detail page added - February 2019.**
11. **Added sending emails to hub coaches who said they want notification - January 2019.**
12. **Added service for notifying those in need of confirmation status - January 2019.**
13. **Added periodic notifications for the farm - January 2019.**
14. **Added farms and actors statistics view + export to xls. - February 2019.**
15. **Implemented Farmdemo communication, i.e. Receipt of data from them - February 2019.**
16. **Events table made, added pictures of farms in search and farm detail - February 2019.**



Picture 24 – Event Table

17. **Editing the event detail page, viewing, and updating the event - February 2019.**
18. **Download event as pdf - March 2019.**
19. **Added URL column in the event table - March 2019.**
20. **Event notifications. Sending notification for event announcement, info consent update - March 2019.**
21. **Translations on the platform - March 2019.**
22. **Added field for display after event details - March 2019.**
23. **Export of the event to pdf -March 2019.**
24. **Events translation - April 2019**

25. **New question in the survey for the actor - April 2019.**
26. **Added colours of the calendar event - June 2019.**
27. **Event filtering - June 2019**
28. **Adding Hubs - June 2019**
29. **Expansion of the event with language data - June 2019**
30. **Added legend with colours at events - July 2019.**
31. **Added reply to emails - July 2019.**
32. **Responsiveness updated - July 2019.**
33. **Add network leaders to network and hub pages - August 2019.**
34. **Delete event - November 2019.**
35. **Inserted useful link create your demo - November 2019.**
36. **Added clusters on maps - November 2019.**



Picture 25 – Cluster Maps

37. **Adding a new change hub - March 2020**
38. **Rejecting, approve hub - March 2020.**
39. **Registration for event - May 2020.**
40. **Export event participants to xcl. - May 2020.**
41. **Added notifications about events - May 2020.**
42. **Events export - June 2020.**
43. **Rating content - October 2020.**
44. **Added forum menu - October 2020.**
45. **Valerie integration - October 2020.**
46. **Add hubs approval overview - December 2020.**
47. **After event questions - December 2020**
48. **Farm demo YT added to my home menu - February 2021.**
49. **Filter events by network - March 2021.**
50. **IPMWorks integration - In progress**

User guidelines

Although WP4 uses every opportunity to present platform functionalities (e.g., presentations during consortia events) and is available via email for all questions and clarifications, we also created a guideline for different type of users. It was distributed during the annual meeting in March 2020 to all consortia members. It is also available as an Annex 1 to this deliverable.

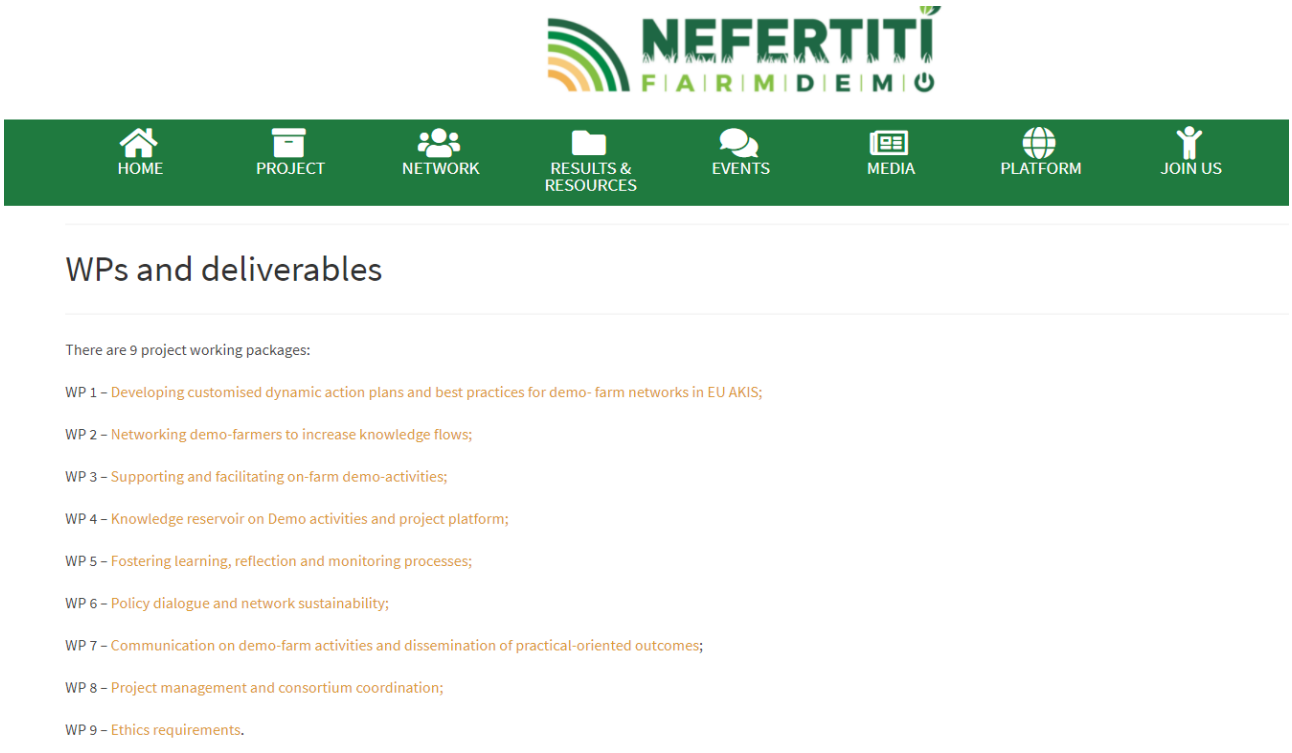
4

Future Plans

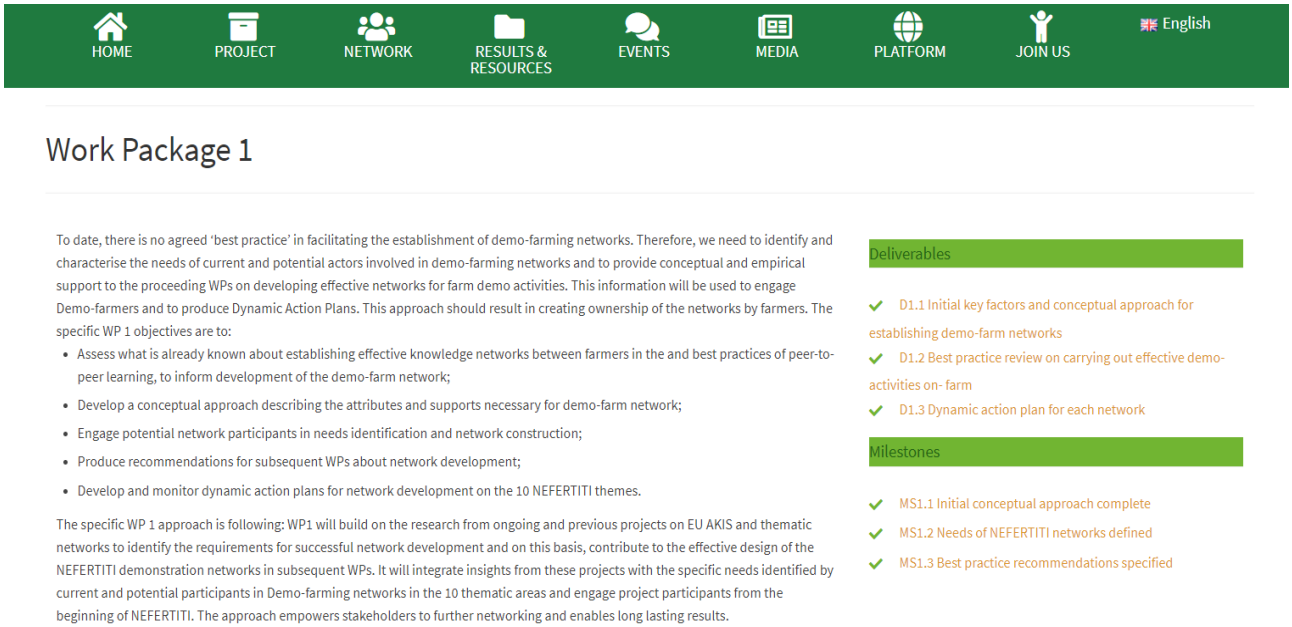
Future plans and platform sustainability

Publication of deliverables

Since the deliverables and milestones created within the project were confidential in the initial stage of the project, after it was decided to publish the materials on the project's website and recommended during the first review meeting, the partners started providing the materials without confidential information in order to enable its publishing. This task is still in progress; however, some advancements have been made. The names of Deliverables and Milestones will be translated in each of the languages of the projects so that the materials will be synchronized. The materials are downloadable and could be easily accessed with one click on the link which is provided on the project's website (please find below).



Picture 26 – Deliverable and milestone uploads

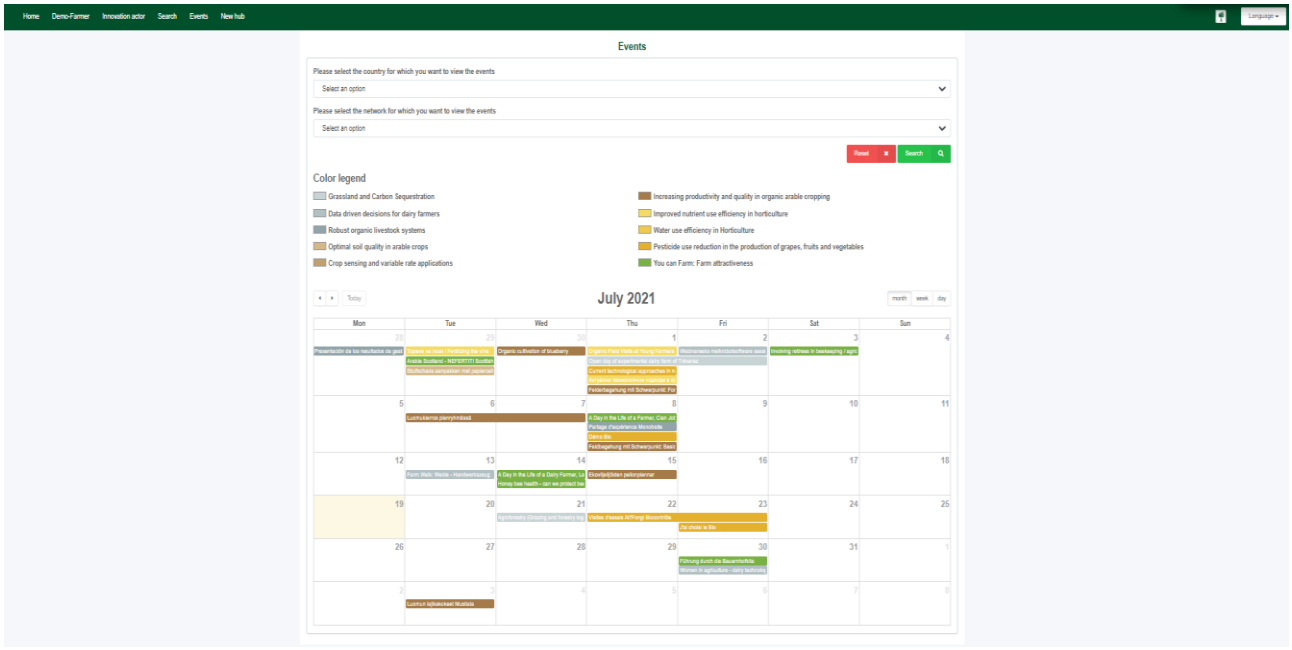


Picture 27 – WP1 (example) of Deliverable and Milestones upload.

Calendar changes and integration with another projects

Another future plan which is aimed to be set in motion in the upcoming period is the interconnection between new EU projects H2020 IPM Works and H2020 IPM Decisions and the NEFERTITI project results. The main interlinkage between the three is the decision to put the NEFERTITI calendar in the centre of event planning, so that all of the planed (and finished) demo events organized in the course of IPM Works and IPM Decisions projects are presented through NEFERTITI calendar. This prepares NEFERTITI platform to be the central online place for all on-farm demonstrations in Europe.

Since every project has its own requirements and goals, some calendar changes were necessary**.** The calendar was improved with the **Event details which are now displayed on a new page, not below the calendar; a calendar submenu was added; at the top of the display there is a search by country and network; events from different networks are coloured in different colours; there is an export to PDF button of the selected event; there is a register for event button, which opens a new page where data for registration.**
Of course, many more improvements are under negotiation. Some of already agreed areas are that IPM Works and IPM Decisions projects will also follow NEFERTITI project calendar procedures, such as the survey which needs to be completed before and after organizing the event, etc. Moreover, successive projects developed guidelines will be used for planning, organizing, and reporting on Farm Demo events, and IT-tools to monitor an EU-wide Farm Demo program. The existing guidelines will inspire the guidelines disseminated in the IPM networks to organize the Farm Demo planning, and the NEFERTITI portal will be used for planning and monitoring the demonstration activities. (https://nefertiti-h2020.eu/NefertitiPortal/#!/app-h/events). IPM Works, for instance, will create added value to existing projects by giving farmers throughout Europe a broader understanding of the existing knowledge on integrated pest management. IPMWORKS will build on previous and existing projects that delivered farm demos, and therefore NEFERTITI will be the perfect match to integrate with its calendar. IPM Works will build on both the NEFERTITI's communication targets and database (email list, etc.) to ensure continuity in the communication related to the EU demo-farm community, and national AKIS.



Picture 28 – NEFERTITI calendar merging

5 Conclusion

Conclusion

The NEFERTITI platform has a huge impact on the project's successful development, since it has been developed according to the DoA of the NEFERTITI project and the user requirements and needs. It turned out to be an essential asset for the Hub Coaches, Network Leaders and Project representatives as well as farmers since it facilitated the Hub's events and special gatherings. Additionally, in the next reporting period there will be new, already scheduled project meeting, therefore requirements and ideas for the platform upgrades (and sustainability) will be gathered and taken into consideration.
When it comes to the maintenance of the platform, it is in progress during the entire duration of the project and will be so until the end of the project cycle. Also, as stated in section 4, future plans of the platform deployment, the NEFERTITI project platform will be interconnected with other project platforms, and this will ensure the further sustainability of the platform and the project itself.
The constant motion of ideas and new requests from the partners side is updated daily and any potential malfunction of the platform fixed ASAP, and no longer that 48 hours.

6 Annex

Annex 1 – Platform guidelines

NEFERTITI
F | A | R | M | D | E | M

NEFERTITI Platform - Guideline

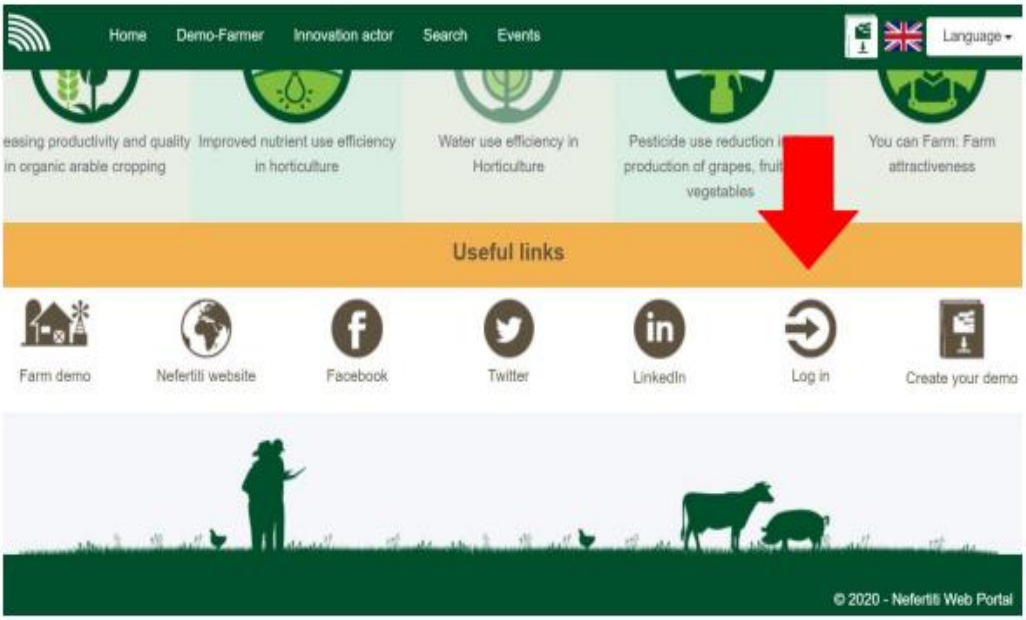
Hello there and welcome to the official NEFERTITI Guideline!

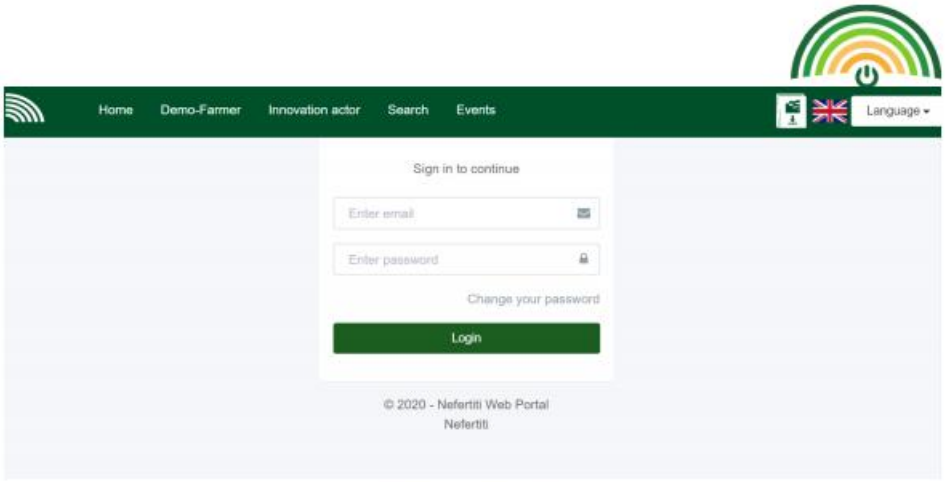
In this document we tried to answer all of those frequently asked questions you had and also to give advice on how to use the NEFERTITI platform in the best way possible. First, let's get started by checking which category do you belong in.

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. It is recommended you to change your password upon receiving the log in information.





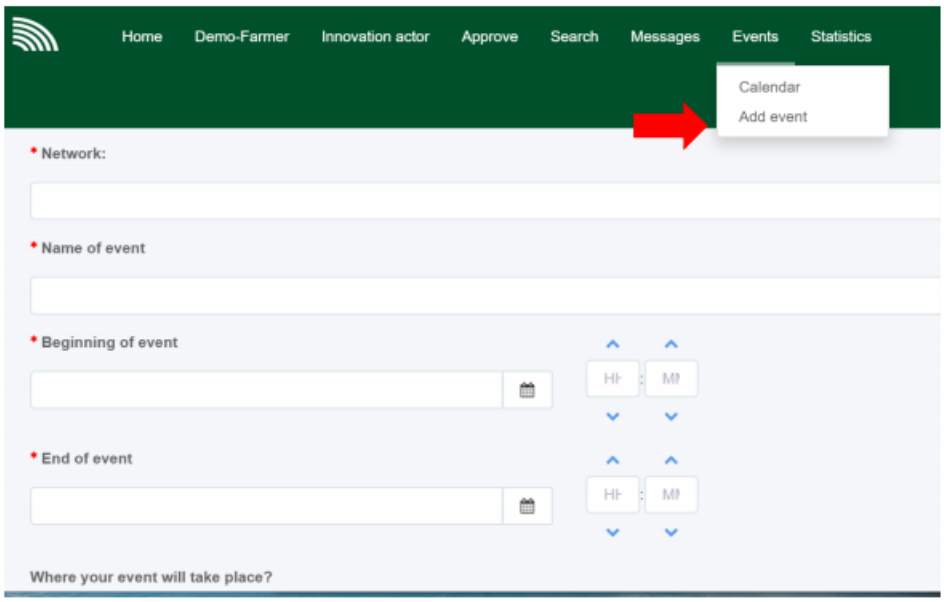
Picture 2 – Log in page

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.

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.



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

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 asterix 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).

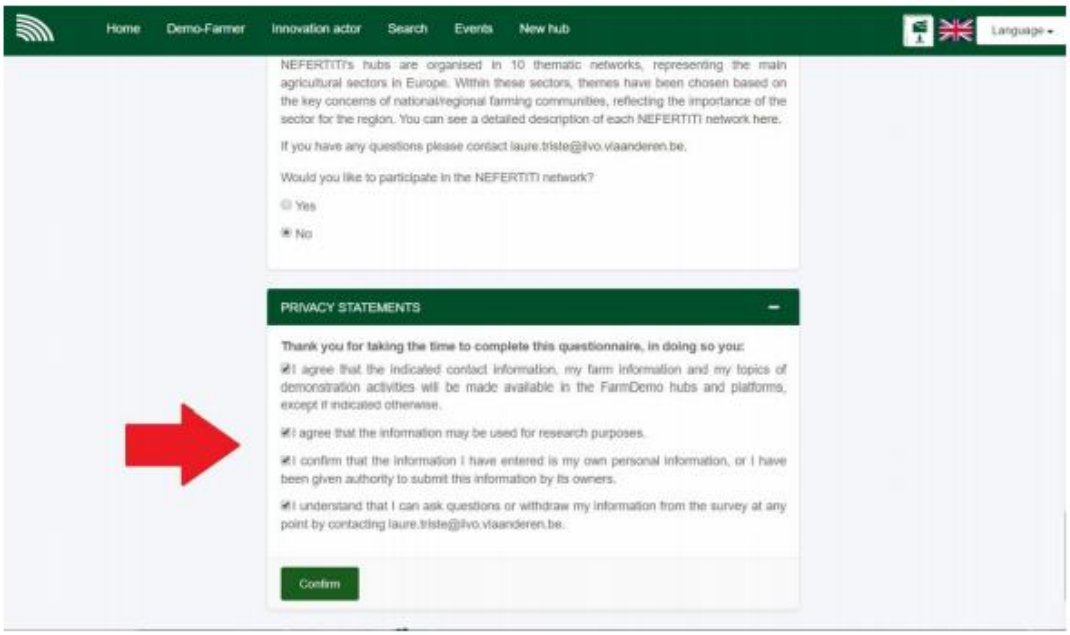
Q3: How to register as an innovation actor?

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 asterix 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.



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) :

- 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

NEFERTITI

F | A | R | M | D | E | M

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