



CORDIS

Community Research and Development Information Service

Help on CORDIS Partners Service

The CORDIS Partners Service (<https://cordis.europa.eu/partners>) lets you take a hands-on approach to a wide range of activities related to getting support, building projects and finding opportunities. The service is also a unique place to find and create cross-disciplinary networks and groups to pursue new projects.

Bringing together official calls from the European Commission's Participant Portal, social media tools, information aggregation technology, news from CORDIS and the power of user-created content, the Partners Service helps you save time and energy ... while reaching thousands of your peers across Europe and beyond.

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'My profile' tab

This tab is designed to help you centralise information that is related to you or your organisation's research activities. This will be the entry page that visitors see when viewing your profile.

Furthermore, the details given here will facilitate how the search will find you in the system. The more complete your profile is, the more visibility you may gain.

My contact details

This screen allows you to view your contact details. If you have already added contacts, then you will see a list of them together with a map pointing out their addresses. You can add new contacts and/or edit existing ones by clicking on the button 'Edit my contact details'. The contact details form includes fields such as name, address and contact data. Mandatory fields are marked with an asterisk (*) and your details cannot be saved unless they are filled in.

Please note that it is important that whenever you finish adding, editing or deleting contact details, you click on the 'Save' button on the right panel or your changes will be lost.

You can change or remove an existing contact by clicking on the corresponding button under its edit form. One of the contacts you are editing must be indicated as the main one for your profile. (You can do this by clicking on the corresponding check box.) Please keep in mind that you can roll your mouse over the question mark icons next to each field description to get a short tip on the expected input.

Wall

The Wall displays a list of posted comments, the time and date of their creation, and the avatar (picture) of the user that posted them. You may add a comment in the available text field; after you have clicked on 'Post', it will be displayed on your Wall. (You cannot edit a comment you have posted, but you can delete it by clicking on the corresponding link under it.) Your connections may also comment on your wall.

My organisations

This screen allows you to view organisation details. If you have already added organisations, then you will see a list of them together with a map pointing out their addresses. You can add new organisations and/or edit existing ones by clicking on the button 'Edit my organisations'. Do not forget to save your work when you have finished.

You can remove an existing organisation by clicking on the corresponding button under its edit form. One of the organisations you are editing must be indicated as the main one for your profile. You can denote this by clicking on the corresponding check box.

Expertise

In this section, you can give information about your expertise, skills and competences, areas of interest and can describe the facilities, resources and technologies that you or your organisation are using. Through the details provided, your profile can be matched with current and future partnership requests.

Clicking on the 'Edit expertise' button leads you to a form in which you can 'Choose your favourite theme' and edit your 'Expertise description', 'Expertise categories', 'Skills and competences' and 'Research infrastructure of the organisation'.

My links

This screen allows you to link your profile to resources such as projects, results, publications and websites, as well as to view your existing resources. Each resource can be edited by clicking the button next to it.

My projects

This screen allows you to view and edit projects linked to your profile. You can either add a new project or link your profile to an existing CORDIS project by clicking one of the corresponding buttons. The new project form consists of the fields 'Title', 'Description' and 'URL'. Mandatory fields are marked with an asterisk (*) and you will not be able to save your project details before these fields are filled in. When you have finished editing your project details, click on the 'Save' button to save your changes.

You can also choose the 'Import CORDIS projects' option which allows you to filter existing CORDIS projects with your desired criteria. You may choose one or more CORDIS projects from the list and import them into your profile. (They will then appear in your list of projects.) Next to each project on the list you have the option to edit or delete it. Clicking on the project title opens its URL.

My results

You can either add a new result or link your profile to an existing CORDIS result by clicking one of the corresponding buttons.

Clicking on 'Import CORDIS results' allows you to filter existing CORDIS search results with your desired criteria. You may choose one or more CORDIS results from the list and import them into your profile. They will then appear in your list of results.

My publications

This screen allows you to view and edit publications linked to your profile. Click on the 'Add new publication' button to bring forward a form that comprises the fields 'Title', 'Description' and 'URL'. (These publications may be on CORDIS or elsewhere on the internet.) By linking them to your profile, you can give others a more complete picture of yourself and your experience.

News

This screen allows you to view and edit news linked to your profile. You can either add a piece of news or link your profile to an existing CORDIS news item by clicking one of the corresponding buttons.

As with other options under your profile, clicking on 'Import CORDIS news' will allow you to filter existing CORDIS news with your desired criteria. You may choose one or more news from the list and import them into your profile. They will then appear in your list of news. Clicking on the news title leads you to the news on CORDIS.

Other links

This screen allows you to add any other links which are not listed above but are related to your profile.

My library

This tab gives you the possibility to upload document files relevant to your profile. After clicking on 'My library', you can see a list of your folders and a button for editing them. (You can access a folder by clicking on its name.) In the screen that appears next, you may add a subfolder, add a document and view the document(s) already in the folder. In the list of existing documents, you have the option to view their properties or delete them.

The 'Add document' button leads you to a form in which you can browse your local hard drive so that you choose the document you wish to upload. You can see a list of the allowed file extensions underneath the 'File' field.

My social networks

You can access this screen by clicking the 'Edit my contact details' button and then the link 'My social networks', which is available on the right panel of the Partners Service. If you have profiles elsewhere on the internet, you can use this option to highlight them to other Partners Service users. This gives others the possibility to see more information about you, without having to create a completely new profile.

You can list your profiles elsewhere by entering the URL(s) of your personal accounts, according to the following examples of fictitious accounts:

- Facebook: http://facebook.com/people/John_Smith
- My Space: http://myspace.com/John_Smith
- Skype: enter your contact account name
- Twitter: http://twitter.com/john_Smith
- LinkedIn: http://www.linkedin.com/in/John_Smith
- Delicious: http://www.delicious.com/John_Smith
- Blog: enter the URL of your personal or organisation web log, such as <http://www.JohnSmithblog.com>

Profile summary

You can find your 'Profile summary' in the right panel of the Partners Service. It offers a useful overview of the status of your profile. At the same time, it serves as a point of orientation while navigating inside the service.

The profile is a very important part of your presence on the service. Essentially, it is what you use to connect with others and highlight your expertise and experience to potential project partners. For example, as you fill in more sections with information, your profile becomes more complete and more interesting for potential partners.

At the top, your profile name, avatar (picture), favourite theme and expertise categories are displayed.

Profile completion tips

This menu provides a link to an area of your profile that is not yet complete. The links can vary, depending on the profile sections you have already filled in.

About me

This section offers you an instant and useful overview of your profile status. Here you can see the number of recommendations you have received, partners you are connected to, active partnership requests and groups you belong to. Clicking on each of the links takes you to the relevant screen. For example, clicking on the link which says 'You have 2 active partnership requests' takes you to the 'My partnerships' section.

Other actions

Under this topic you can choose the following options.

Review how others see you

After clicking on this link, you can see your partner profile in the same way as other users of the service do. This can be especially useful in the initial stages of completing your profile but may be consulted at any time.

Find my NCP

NCP refers to 'national contact point'. The NCP network is the main provider of advice and individual assistance in all EU Member States and associated states. The link will take you to the Participant Portal where you can find out more details on designated NCPs.

Identify me as NCP

If you are an NCP, you can click on this link to have your profile identified as one. This is done automatically by the system which searches the list of NCPs and tries to match your data to one of its entries. Once your data has been matched, you can be identified as an NCP.

Import and export profile in XML

With the help of this function, you can import or export your profile in XML format.

Edit my account

This screen allows you to edit your Partners Service account. On the left, the page displays your username (not possible to change) and includes a form with the text fields 'First name', 'Last name', 'Email', as well as a list of countries and time zones to choose from.

On this screen, you can also define a picture for your avatar or change your existing one by clicking on the 'Edit' link. This brings forward a pop-up window where you can browse your local hard drive to choose the image you wish to upload.

At the end of the screen on the left, you can find the link for resetting your CORDIS password. When your changes have been done, click on the 'Save' button on the right panel.

Privacy configuration

You can access this screen by clicking the 'Edit my contact details' button and then the link 'Privacy configuration', which is available on the right panel of the Partners Service. This allows you to define the visibility of the following sections of your profile:

- 'Contact information';
- 'Organisation information';
- 'Expertise';
- 'Links';
- 'Documents';
- 'Send private message';
- 'List of partnership requests'. With this option you may restrict the visibility of the list of partnerships you are participating in. However, please note that individual active partnership requests and the expertise offers you make are indexed and will be retrieved by the search.

Each section has a dropdown list with several privacy settings to choose from:

- 'Only me' – no one except you will see it;
- 'My connections' – your connections will see it;
- 'Registered users' – registered users will see it;
- 'Everyone' – everyone will see it, including non-registered users.

The default values are 'Everyone' for all profile sections, except from the function 'Send private message' which has the set default to 'Only me'.

Please see the [CORDIS legal and privacy notices](#) which contain the terms of use which all users of the CORDIS Partners Service must agree to when first registering.

Email notifications

You can access this screen by clicking the 'Edit my contact details' button and then the link 'Email notifications', which is available on the right panel of the Partners Service. The Partners Service can notify you automatically about partnerships that match your profile, as well as other activities related to your profile. In this screen you can define which of these emails you wish to receive, together with their frequency (daily, weekly, monthly). If you do not wish to receive any emails, you should select the option 'Never'.

Please keep in mind that you can always roll your mouse over the question mark icons next to each field description to get a short tip about the expected input.

'Calls for proposals' tab

Open calls

The 'Open calls' tab gives you a list of open calls for proposals. Each one has an identifier (linked to the call page on Participant Portal), a title as well as details on budgets, deadlines and the number of partnership requests already created for that given call. Clicking on the number you will right away see the list of the corresponding requests.

Next to each call, the 'Actions' button offers the following two options:

- 'Create new partnership request' – this shows the corresponding screen of the 'My partnerships' tab;
- 'Add to favourite calls for proposals' – this adds the call to your 'Favourite calls' list.

Favourite calls

This screen shows the list of calls for proposals which you have indicated as your favourites. (You can indicate a call as a favourite in the 'Open calls' screen.) You can also remove any favourites.

Closed calls

On this screen, you can see a list of all calls for proposals whose deadline has passed.

'My partnerships' tab

This section of the Partners Service will help you to create partnership requests and expertise offers. Knowing the difference between the two can help you maximise your potential on CORDIS.

In brief, a partnership request creates a group with a specific purpose or goal. If you offer expertise, people and groups looking for a specific function or profile may approach you.

Created by me

On this screen, you can see all partnership requests you have created. The requests are divided into two categories: proposing a project and offering expertise.

Both lists display the title of the request (linked to the partnership page), the corresponding call for proposals, your role (e.g. project coordinator), the project deadline and the date the partnership request was modified. A bullet icon on the left of each request indicates its status: 'Active' (green) or 'Draft' (yellow).

Next to each partnership request, the 'Actions' button offers you the following possibilities.

- 'Edit' the request – this brings forward a form where you can change your request. Please take a look at the 'Create a partnership request' topic for more details on the expected input and available options.
- 'Export to XML' – this function exports the data of your partnership request in XML format for reuse.
- 'Close' – this closes the partnership request and it means that no one else can apply to become a partner.

My interests

On this screen, you can see the partnership requests that you actively follow. The requests are divided into ones that:

- you participate in;
- you have shown interest in;
- you have not been accepted into;
- invitations you have received from owners of a partnership request.

The lists display the title of the request, the corresponding call for proposals, your role, the deadline as well as the date the partnership request was modified. Where applicable, the colour of the bullet icon on the left of each request indicates whether it has been confirmed (green), is pending (yellow) or has been rejected (red).

Closed

On this screen, you can see the closed partnership requests divided into those which:

- you created proposing a project;

- you created offering expertise;
- you participated in.

Create a partnership request

The creation of partnership requests is an area which is central to your ability to benefit from the service. Please take time to read through this section and, if necessary, refer back to it while building your own partnership requests.

Please note that only fields marked with an asterisk (*) are mandatory.

Step 1 – Define what you offer to others

What you offer

When creating a partnership, there are two basic starting points: either you already have a clear project in mind and are looking for additional expertise to add to your project, or you have expertise that you would like to add to someone else's project. If you have both a project concept and expertise, then you will need to create two separate partnership requests.

Title of the project (partnership) you propose

The title, whether for a project or for expertise, should be short and informative; it must enable others to understand immediately what you have in mind, and it should 'sell' your project or expertise by presenting it in a positive light. A good title should encourage others to read your entire request; a bad title may cause them to look at other people's requests before yours. Aim for 10 words or less, and make sure every word delivers meaning to others. Avoid jargon, unnecessary adjectives and chatty elements. Test your title: ask someone else (e.g. a colleague or friend) what they understand when they read your title.

Description of the project offered (max. 4000 characters)

The project description is an opportunity to convince others that your project or expertise is exactly what they are looking for. You should describe very clearly what you want to achieve, and what advantages this may offer to others.

The limited number of characters means this is only a short text. You need to be concise; get your message across in as few words as possible. At the same time, make sure the reader will want to know more. Use short sentences that are easy to understand. Structure your ideas clearly, and put them in a logical sequence that helps the reader to follow your message. Check spelling and grammar carefully; it is often handy to prepare your description in separate word-processing software that will detect typing errors and other errors.

Call for proposals

If your request is related to a specific call for proposals, select the appropriate call in this table. The list only includes calls that are currently open, and is regularly updated. If your

request is not related to a particular call for proposals, select the default option 'Without a call for proposals associated'.

Deadline of your partnership request

Set the date after which your offer/request will no longer be valid. If your request is related to a particular call, it may no longer be valid beyond the date of closure of the call.

If you do not get any replies to your request after a few weeks, you should review it to see how you might make it more attractive to others.

Your role

Please state clearly whether you want to be in charge as project coordinator, or whether you agree to participate in a project coordinated by somebody else.

Your organisation type

From the proposed list of nine types of organisation, select the one that is the most appropriate for you.

Supporting document

If you want to provide others with more detailed information about what you can offer, attach additional documents here. Please use commonly encountered formats such as '.pdf' or '.doc'. Lesser-used formats may not be legible to other users.

Click 'Save and continue' to go further.

Step 2 – Define your target partners

Please note that the more criteria you define below, the more precise the search result will be, however, the less criteria you define, the more results you will retrieve (see step 4).

Description of the collaboration sought (max. 4000 characters)

This is your opportunity to explain to others what exactly you are looking for. You need to describe very clearly what you want to achieve, and what you are expecting from others.

As with the project description, you need to be concise. Get your message across in as few words as possible, but ensure the reader will want to know more. Use short sentences that are easy to understand. Structure your ideas clearly, and put them in a logical sequence that helps the reader to follow your message. Avoid specialist jargon or obscure terms that may not be familiar to all readers. Check spelling and grammar carefully; it is often handy to prepare your description in separate word-processing software that will detect typing errors and other mishaps.

Expertise categories sought

Use this list to define the subject areas of expertise that you are looking for in particular. You can select as few, or as many, categories as you want. If you select very few categories, you

may restrict the likely number of replies (although these may be closer to what you want). Alternatively, selecting many categories might produce far more replies (although perhaps less interesting ones).

Roles sought

Use the transfer buttons in the centre to move roles from the 'Available roles' box to the 'Selected roles' box (or vice versa). These are the roles that you want (potential) partners to play.

Organisation types sought

Use the transfer buttons in the centre to move one or more organisation types from the 'Available organisation types' box to the 'Selected organisation types' box (or vice versa). These are the types of organisation that you want as (potential) partners.

Countries sought

Use the transfer buttons in the centre to move one or more countries from the 'Available countries' box to the 'Selected countries' box (or vice versa). These are the countries in which you want to find (potential) partners.

Click 'Save and continue' to go further.

Step 3 – Define call for proposals fields

In previous steps, you had the possibility to link a call to your partnership request.

If you did this, this step offers you the possibility to provide more detailed information about your expectations. This can be in the form of additional options and/or additional descriptive text.

If you did not, then this field will ask if you would like to continue without a call.

Choose the option 'Save and finish' to go further.

Step 4 – Optional: Find matches

After finishing step 3, the Partners Service will ask you if you would like to 'Find matches now'. If you choose 'OK', then the service will automatically match you to partners and partnership requests that are already on the service, and will show you the results.

At any time you may go back to the 'Management' tab and initiate a new search for matches. It is important to note that you may be among the first to create a partnership request for a call. If you go back after a certain time, you may find new offers that match your request.

Also, you may get automatic notifications of new matches and possible partners. In order to set up your email notifications accordingly, please visit the 'Email notifications' section by going back to 'My profile' and 'Edit my contact details'.

Partnership request pages

The left panel of these pages shows a summary of your partnership request(s).

Specifically, here you can view the number and details of partnership request members, the title of your project, the partnership request presentation document and a review of how non-members see this partnership as well as all partnership recommendations. Here follows an overview of the options you have.

Partnership request members

This section displays partnership members, specifically their avatar (picture), name and role, as well as the description of the expertise offered by the partners (when available). A link above the list gives you the option to manage the partnership request.

Managing this partnership request

The creator of the partnership request can access this screen by clicking on the corresponding link on the partnership request members' screen. Alternatively, the screen can be accessed directly from the 'Management' tab. Both ways bring forward the 'Partnership request management' screen comprising the following tabs:

- 'Details' (overview of your partnership request);
- 'Find matches';
- 'Members';
- 'Interest shown by me';
- 'Interest shown in me'.

Review how non-members see this partnership

After clicking on this link, you can view your partnership profile in the same way as those who are not members of the partnership see it. This can be especially useful in the initial stages of completing a partnership request but can be consulted at any time. In general, non-members see only the details of your partnership request and the recommendations received.

Access the partnership recommendations

The left panel displays the number of recommendations a partnership has. Clicking on this link brings forward the 'Partnership request recommendations' screen. By clicking on the corresponding tabs, you can view the following list of requests (if available):

- partnership request recommendations received from partners;
- partnership request recommendations sent to partners, with a bullet icon indicating their status (green for confirmed, orange for pending and red for rejected).

This is also the place to ask for a recommendation for a partnership request. After clicking on the corresponding tab, you can provide your search criteria and select either 'User' or 'Group' recommendation. The system returns a list of partners that match your criteria (if available)

together with the option (for each one) to ask for a new recommendation for your partnership request.

Features visible only to partnership members

This closed discussion space is designed to facilitate communication and proposal building.

Members

Here you get to a list of the members of a partnership request, displaying their avatar (picture), name (linked to the member profile page) and role. You can change the member role(s) by clicking on the link on the right of each member. The available roles are 'Project coordinator' and 'Project participant'.

Library

This area of the service allows you to upload document files that are of interest to your partners, e.g. working papers and descriptions relevant to build the partnership/consortium. After clicking on the 'Library' tab, you will be able to see a list of your folders and a button for editing or deleting them. You can access a folder by clicking on its name.

In the screen that appears next, you may add a subfolder, add a document and view the document(s) already in the folder. In the list of existing documents you have the option to view document properties or delete documents. Note that you may also add/remove tags or select from existing tags for your library documents.

The screen also gives you the possibility to view only the documents you have uploaded or the most recent documents by clicking on the corresponding tabs. The list displays the number of times that each file has been downloaded.

Recommendations

You can ask for a recommendation for a partnership under this tab. It is also possible to see all the accepted and pending requests for recommendations.

Blog

The blog function can be used, for example, to coordinate the partnership building, to share thoughts, insights or comments with other members. Adding text is easy: simply click on the 'Add blog entry' button. (There is also a rich web editor available.) For busy or multiple-author weblogs, you can subscribe to the RSS feed of the specific blog in order to track it with your RSS reader.

Calendar

This function allows you to share events with partnership members. The calendar consists of daily, weekly, monthly and yearly views, which you can access by clicking on the corresponding tabs. Each view shows all events by default, but you can refine the view by selecting one of the event categories (i.e. 'Lunch', 'Meeting', 'Travel') available as a dropdown list above the calendar.

'My groups' tab

Member of

This screen shows a list of all the groups of which you are a member. You can use this to easily access your groups, view member lists, write in their blogs and manage their documents. For each group, the options 'Leave' or 'Edit' are available. The last option is only available for groups you have created yourself. Clicking on it brings up the 'Edit group' screen.

Edit group

This screen allows you to edit a group you have created. Please keep in mind that the text you enter in the 'Description' field should be less than or equal to 4,000 characters. The 'Logo' is an optional field which allows you to upload an image for your group. When you have finished your changes, remember to click on the 'Save' button in order for the changes to appear on your group page.

Other groups

The 'Other groups' tab lists the groups you are not a member of, and gives you an option to search among the groups which others have set up. For each group, the options 'Send membership request' (for restricted groups) or 'Join' (for open groups) are available. When you send a membership request to a restricted group, you need to provide a message on why you would like to join. (This text should be less than or equal to 4,000 characters.)

Membership requests sent

This screen shows the status of the requests which you have sent for group memberships. There are three possible statuses:

- 'Confirmed' (green);
- 'Pending' (orange);
- 'Rejected' (red).

This screen also displays the date you sent the membership request as well as the date it was confirmed or rejected. By clicking on the link 'View details' you can see the details of your request, such as the text you sent when asking to become a member of the specific group.

Membership requests received

In this screen you can see a list of all membership requests you have received from groups. You may accept or ignore them.

Create a group

This screen allows you to create a new group, with the help of a form comprising the fields 'Name', 'Description' and 'Logo'. Please keep in mind that the text you enter in the 'Description' field should be less than or equal to 4000 characters. The 'Logo' is an optional field which allows you to upload an image.

In this screen you can also define your group type by choosing between the following options:

- 'Open' – anyone can freely join the group;
- 'Restricted' – you must approve any membership requests for partners to actually become members.

When you are ready with your changes, remember to click on the 'Save' button in order for the changes to appear on your group page. Please keep in mind that you can always roll your mouse over the question mark icons next to each field description to get a short tip about the expected input.

Group pages

From the 'My groups' tab, by clicking on a group's name, you can access the group pages of the group(s) you or other partners have created. Groups are autonomous spaces where rules and working methods can be agreed upon.

Group summary

The left panel of the 'Members' tab displays a summary of your group (from top to bottom): your group name, its avatar (picture) and the number of group members. Clicking on the number brings forward the 'Group members' screen. On the left panel you can also see the description of the group and its leader.

If you are the creator of the group, you can also 'Review how non-members see this group'. This helps you view the group page in exactly the same way as it is visible to non-members. This can be especially useful in the initial stages of completing your group but may be consulted at any time.

If you are viewing the page of a group of which you are a member, the option to leave this group is available on the left panel. If you are viewing the page of a group of which you are not a member, you can ask the group to recommend your profile, send a membership request, or send an email to all group members.

Group members

When opening a group profile, this is the first screen that you will see. The screen is also directly accessible via the dedicated 'Members' tab. A list of the group members is displayed, along with their details and a log of group activities. You can also subscribe to the RSS feed of the group's activities in order to track them with your RSS reader.

Features on the page of a group (open or restricted) of which you are a member

RSS aggregator

At the bottom of the members' page you can see a grey bar with the RSS logo on the left. This functionality allows you to aggregate existing RSS feeds onto the group page. You can do this by clicking on the icon on the right side of the bar. This will offer you several options for configuring how external RSS feeds will be integrated in your group page. These options are described below.

Refresh

This function refreshes the content of all aggregated RSS feeds, making sure that always the latest versions are retrieved.

Configuration

This section gives you the possibility to manage your external RSS feeds for the Partners Service aggregator. The following configuration tabs are available on this screen.

- 'Setup' – click on the icon with the plus (+) sign to add RSS feeds. Here you can also edit the titles and the URLs of your feeds. Remember to click on the 'Save' button after completing your changes. You can also delete a feed by clicking on the icon with the minus (-) sign next to it.
- 'Permissions' – here you can define the access various roles have to your group's RSS aggregator. On the left you can see a list of available roles. You can check or uncheck the boxes 'View' and 'Configuration' for each role. When a role has the 'View' box checked, it means that the feeds in your aggregator can be viewed by this account; otherwise, this will not be possible. With the 'Configuration' check boxes you can define precisely which roles will be able to modify your aggregator settings.
- 'Sharing' – this screen offers you several possibilities for adding your RSS aggregator to other sites. You simply have to click one of the available tabs ('Any website', 'Facebook', 'Google gadget', 'Netvibes') in order to retrieve the elements which are necessary to add your aggregated feeds to these sites. For more information, please refer to the available application tips as well as the documentation of the target sites. Keep in mind that the 'Friends' tab offers you the option to allow users to share RSS with friends.

Library

This section lets you upload document files that are of interest to your group. After clicking on the 'Library' tab, you can see a list of your folders and a button for editing or deleting them. You can access a folder by clicking on its name. On the screen that appears next, you may add a subfolder, add a document and view the document(s) already in the folder. In the list of existing documents, you have the options to view their properties or delete them.

Note that you may also add/remove tags or select from existing tags for your library documents.

In this screen, you have the options to view only the documents you have uploaded or the most recent documents by clicking on the corresponding tabs. The list also displays the number of times that each file has been downloaded.

Recommendations

People who are registered can ask for a recommendation – either a profile or a partnership request can be recommended. Any member of a group can confirm a recommendation. (This action is tracked under the membership activities.) Under the 'Recommendations' tab, you can see all the requests for recommendations and their current status (confirmed, pending, rejected).

Blog

Once you accessed the 'Group summary' page of the Partners Service, you can see that there is also a blog. You can use it, for example, to share thoughts, insights or comments with other group members.

Adding text is easy: simply click on the 'Add blog entry' button. (A rich web editor is also available.) For busy or multiple-author weblogs, you can subscribe to the RSS feed of the specific blog in order to track it with your RSS reader.

Calendar

This function allows you to share events with group members. The group calendar consists of daily, weekly, monthly and yearly views, which you can access by clicking on the corresponding tabs. Each view shows all events by default, but you can refine this by selecting one of the event categories (i.e. 'Lunch', 'Meeting', 'Travel') available as a dropdown list above the calendar.

To create a new event, you should first click on the button 'Add event' (in 'Summary' and 'Day' views) or the plus (+) icon of the corresponding date (in 'Week' view). In the 'Year' view, you cannot add an event directly but must first click on the date of the event.

Once you are in the 'Add event' form, you may fill in the fields 'Title', 'Description', 'Type', as well as choose the start date, time and duration of the event. You can also indicate if the event is time-zone sensitive by clicking on the corresponding check box.

When you click on an existing event, the 'Event' screen comes forward, where you can see the event's start and end date, duration, title and description.

Feature on the page of a group you have created

Membership management

When clicking on the tab 'Membership management', you get to a list of available partners. You can filter the list by entering your criteria in the available text field and clicking on 'Search'. This list allows you to send membership requests to the partners you wish to add to your group. The requests you have sent, together with their status, can be viewed under the subtab 'Membership requests sent'.

'My recommendations' tab

A recommendation is a comment about you or your work, written by someone else registered with the Partners Service. Comments can be made by a colleague, business partner, service provider, etc.

Positive comments about you can have a number of benefits, including:

- helping to find customers and partners for the services you provide and need;
- building your reputation and strengthening your professional relationships;
- making your network more valuable to everyone in it.

My profile recommendations

By default, a recommendation written for you will be visible to anyone else viewing your profile.

Recommendation requests sent

This screen shows a list of recommendation requests that you have sent to others. It also lets you know if your request has been confirmed, rejected or is still pending.

Recommendation requests received

When someone would like you to recommend him/her, you will receive a notification on this page. By clicking on the action button you may either check the status of the request or revoke it.

Ask for a recommendation

When you ask for a recommendation, you need to follow a specified procedure. This is partially designed to give you some control over what others say about you, since comments help illustrate your achievements, project credibility and your reliability as a project partner.

1. Select the 'Type of validation': if you want a recommendation from one user, select 'User recommendation'; for an entire group, choose 'Group recommendation'.
2. In the 'Search criteria' box, you can enter the name of the person to whom you want to send the request and click 'Search'.
3. A list will appear with possible profiles. If you find the right person, click on 'Ask for a new recommendation for my profile'.
4. A pop-up box will appear where you can 'Create your message' for the recommendation request.

'My connections' tab

The first part of the entry page shows 'My connections' and lists all contacts you have linked to. From this page, you can tag your connections into various categories using relationships such as 'Colleagues', 'Friends' or 'Partners'.

The second part of this page displays 'My connections' activities'. Here you can see what activities your connections are involved in and define the range of activities you would like to view. For example, you may want to see the groups they have created or joined, the recommendations they have made or received, profile updates, or connections they have established.

Connection requests sent

You can ask someone to join your personal network by sending them an invitation. If they accept, they become a connection. This page shows the status of each invitation you have sent – confirmed, pending or ignored.

Until you have some experience with sending and receiving invitations, it may be a good idea to only contact the people you know well.

Received connection requests

This screen shows the invitations that others have sent to you. (It may be a good idea to only accept invitations from people you know, for at least some time after you first start receiving invites.)

Your options for responding to an invitation are:

- 'Confirmed'– clicking this button will add the person as one of your connections;
- 'Pending' – i.e. do not accept yet and decide later about accepting the invitation;
- 'Ignored' – clicking this button will remove the invitation without accepting it; the other persons will be notified that you have ignored their invitation.

'My activities' tab

This function gives you an overview of all your activities on the Partners Service.

You can use this tab to narrow down the range of activities you would like to view. For example, you may want to filter the partnership requests you have created or participated in, the groups you have created or joined, the recommendations you have made or received, profile updates, the messages you have sent and received, or connections you have established.

Finding information

The search box is in the right top corner of the page, and it is the simplest way to find information in the Partners Service. You may then further refine by:

- Document type;
- Role;
- What is offered;
- Expertise;
- Call for proposal;
- Country.

The Advanced Search allows you to define more detailed criteria to find precise information.