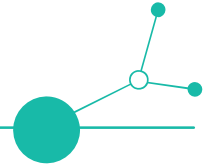


D.2.3.3 Matchmaking Platform - Implementation, Verification and Operation



02 2026





Food4CE

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www.interreg-central.eu/food4ce/



1. EXECUTIVE SUMMARY

The Matchmaking Platform (MP) is an innovative online tool designed to connect key actors in the alternative food sector. By supporting cooperation and developing advanced logistics solutions, the platform improves the efficiency and sustainability of food supply chains in Central Europe. As a virtual hub, it brings together stakeholders in the alternative food market to jointly address key challenges and use opportunities related to short food supply chains. Referring to the beta version (D.2.3.2), this report provides detailed information on the full implementation, verification, and operation of the platform.

The key achievements related to the development of the Matchmaking Platform include:

- a user-friendly and efficient matchmaking platform available at: <https://food4ce-mp.eu>,
- two access levels: limited access for unregistered and unlogged-in stakeholders, and full access for logged-in stakeholders,
- a search engine for stakeholders and AFNs,
- an offers search tool,
- an Events and Meetups search tool,
- an information module.
- an individual user profile module that allows clear and well-structured presentation of offers,
- full translation into six languages (EN, PL, IT, SI, HU, DE),
- a tool for automatic monitoring of new offers or events, which are saved automatically in the users' account,
- an analytics module available only to administrators.



2. Introduction

The Matchmaking platform (MP) is an innovative web-based tool designed to connect key players in the alternative food sector. By fostering collaboration and developing advanced logistics solutions, the platform enhances the efficiency and sustainability of food supply chains across Central Europe. Serving as a virtual hub, it brings together stakeholders in the alternative food market to address critical challenges and opportunities in short food supply chains.

The platform addresses the need to support the development of AFNs, which often struggle with underdeveloped logistics solutions due to their operational scale. As a result, these networks seek support in implementing specific logistics operations, creating effective strategies, and identifying actionable opportunities across different countries.

The primary objective of the P) is to align the needs of AFNs - particularly those arising from current logistics processes and their development - with the offerings of full-service providers in the field. It therefore aims to facilitate and accelerate the implementation of modern logistics solutions that not only reduce costs but also improve the position of individual AFNs in a highly competitive market.

Based on the concept described in D.2.3.1 and the beta version presented in D.2.3.2, this document describes the full implementation phase of the matchmaking platform. It covers the implementation of the MP, its verification and testing with the involvement of consortium partners and MP stakeholders, translation into local languages, and deployment through active promotion of the MP among local stakeholders and potential users. This promotion was carried out using local and transnational Innovation Hubs (IH). The report therefore presents activities conducted from the testing of the beta version, through the full launch of the MP as a publicly available tool, up to February 2026.

The platform was verified through several practical testing activities. These included test account creation by project partners and trusted stakeholders, creation of offers, testing of partner and offer search engines, and sending emails through the platform. The process also involved test sessions, feedback loops, and real use during Innovation Hub meetings, where stakeholders used the platform directly and explored its functions. This approach made it possible to collect practical feedback and improve the platform's performance. The process confirmed that the MP is intuitive, user-friendly, efficient, and useful as a tool for finding business partners and offers, not only at the national level but also across partner countries involved in the project. As a result, the MP will support international cooperation and the exchange of experience.

The MP is available in six languages: English, German, Italian, Polish, Slovenian, and Hungarian. The translation of content on the MP is carried out using a two-track approach. For content that does not change over time (such as the user interface, navigation menus, tags, descriptions, stakeholder categories, activity categories, project information, etc.) - static translation approach was used. All texts were translated to the local languages jointly by project partners. Special attention was given to sector-specific vocabulary (for example, logistics processes, cooperation models, and digital tools), where direct machine translation could lead to ambiguity or misunderstandings. In the case of content entered by logged-in users, such as offers and events or information about an organisation, automatic translation tools are used through a translation plugin integrated with the CMS system. As a result, newly added content is immediately available in all languages supported by the platform. This solution eliminates the need for manual cross-language translation, which would require the involvement of qualified translators.

The matchmaking platform is fully functional and publicly available at <https://www.food4ce-mp.eu>. The platform includes six navigation menu elements, each linked to a specific function of the platform. These functions include searching for business partners, searching for business offers, Meetups and Events, managing the user's own account (Dashboard), and accessing information about the FOOD4CE project. The MP is also actively connected with other FOOD4CE tools, including the Knowledge Transfer Platform (KTP).



The report also includes information on the further use of the platform and the scaling of resources and business operations carried out using the MP after the end of the project. This includes arrangements related to hosting, account activation, administration of published offers, maintenance, and necessary updates. In line with the project assumptions, the MP will be a long-term tool supporting local AFN network activities and international cooperation in offering and searching for logistics services and innovations. These activities will help to facilitate and speed up the implementation of modern logistics solutions, which not only reduce costs but also improve the position of individual AFNs in the highly competitive food market in Central Europe.



3. Implementation and Integration into Innovation Hubs

The Matchmaking Platform is one of the two key tools developed within the Food4CE project. Its main objective is to enable actors operating within Alternative Food Networks to first present their offers and market needs and, subsequently, to initiate cooperation with potential partners and service providers available on the market.

The Matchmaking Platform is fully integrated with both local and transnational Innovation Hubs and is actively promoted throughout all Innovation Hub-related activities.

3.1. How platform was technically finalized

The technical development process of the MP was organized into the following steps:

1. A technical specification, including core functionalities and required sections, was developed by representatives of the MP development team, composed of project consortium members.
2. The visual design of MP was prepared using the Figma application.
3. The technical description and requirements, together with the visual design, were then delivered to the web developers.
4. Based on these documents, the web developers prepared the first version of the matchmaking platform.
5. This version was then tested by the MP development team.
6. After receiving feedback from the development team, the platform was updated and subsequently underwent technical as well as functional testing involving representatives of the entire Food4CE project consortium.
7. Following several feedback rounds and iterations, the matchmaking platform became fully functional and was promoted among its target users - representatives of Alternative Food Networks.
8. During the live operation of the platform, ongoing technical support was provided by Vobacom (the external web development company). In addition, one or two local administrators were appointed from among the consortium members in each country to provide continuous support to users.

3.2. Integration into regional/local innovation ecosystems

The MP is closely integrated with the Food4CE Innovation Hubs, which serve as regional and transnational centers bringing together actors from diverse sectors to advance Alternative Food Networks (AFNs). Within the Food4CE project, five regional Innovation Hubs and one Transnational Innovation Hub are being established to support knowledge transfer, co-creation of innovative solutions, and among ANF stakeholders. Main attention is given to the following entities: researchers, food producers, logistics operators, business experts, and policymakers. Regional and transnational hubs act as living labs where local needs, best practices, and collaborative opportunities are identified and actively addressed.

The MP functions as a key digital tool supporting the Innovation Hubs by enabling stakeholders engaged through them to connect, interact, and initiate cooperation online. The Innovation Hubs provide face-to-face and regionally tailored support (e.g. workshops, advisory services, and problem-solving sessions). In the same time Matchmaking Platform offers a complementary web-based environment where stakeholders



can register, create profiles, search for relevant partners, post and respond to business opportunities, and schedule structured interactions. By integrating these digital and physical mechanisms, the platform amplifies the reach and effectiveness of Innovation Hub activities and enhances cross-regional collaboration.

Innovation Hubs established within the Food4CE project are presented and described in detail in the “About Us” section (Figure 1). This section, which is available to unlogged users, provides information on the following Innovation Hubs:

- ORbITaLA (Slovenia),
- Austrian Future Food Connective (Austria),
- Localog (Italy),
- FOOD4Health (Hungary),
- PULS Innovation Hub (Poland),
- Food4CE TIH.

Figure 1. Innovation Hubs in the “About Us” Section of the Matchmaking Platform

The screenshot shows the 'About Us' page of the Matchmaking Platform. At the top, there are logos for Interreg Central Europe and the European Union, along with a 'Food4CE' banner. Navigation links include 'Home page', 'About us', 'Contrast version', 'EN', and 'Log in Register'. A sidebar on the left lists various platform features, with 'Innovation Hubs' highlighted in a green box. The main content area is titled 'Innovation Hubs' and contains a detailed description of the project's goals and a specific section for 'ORbITaLA (Slovenia)'.

Innovation Hubs

In the Food4CE project, 5 regional and 1 transnational hub will be developed. The aim of innovation hubs is to bring together actors from various sectors to advance AFNs in Central Europe. Innovation hubs will enable knowledge transfer between researchers, business experts, food producers, logistics operators and policy makers, thus creating a unique mutual transnational support network for Central European AFNs. With the support of OpenENLoCC innovation hubs will remain active also after the projects ends. Parts of the regional innovation hubs will be integrated into the services of organizations supporting companies (regional development agencies, chambers of crafts, research institutions or regional food hubs, etc.).

Regional innovation hubs will contribute to the overall goal of promoting knowledge transfer, co-creation of innovations, and fostering improved AFNs within Central Europe.

ORbITaLA (Slovenia)

ORbITaLA Innovation Hub (IH) is a dynamic platform designed to tackle some of the most pressing challenges facing alternative food networks (AFNs) in Slovenia—**digitalization, advanced logistics, and transport**. By fostering collaboration, innovation, and practical problem-solving, the hub provides stakeholders with the tools and expertise needed to overcome their daily challenges of delivering goods to their customers.

Through real-world examples of best practices, tailored solutions, and personalized support, the **ORbITaLA** brings together experts

Furthermore, as Innovation Hub activities generate insights into stakeholder needs and logistical challenges within AFNs, these are fed into the Matchmaking Platform’s functionalities, helping to refine matchmaking criteria, inform targeted searches, and tailor connection mechanisms. In turn, matches made through the platform create pathways for Innovation Hub initiatives to be expanded beyond local contexts, stimulating broader cooperation and exchange of solutions across the Food4CE regions. This integrated approach strengthens both digital and in-person engagement, fostering more efficient logistics, sustainable practices, and resilient food supply networks in Central Europe.



4. Feeding the Platform with Company Needs

A key task that ensures the long-term viability of the matchmaking platform is achieving a critical mass of users. This means having enough users to generate regular activity on the platform, such as new logistics service offers, information about events, and a sufficient number of views. This requires strong engagement and creativity from project partners in presenting the benefits and opportunities offered by the matchmaking platform to potential users. Gaining the first registrations of interested entities on the MP is crucial for the transition to a fully functional platform rich in users, offers, and content. As of February 2026, 86 entities were registered on the platform (40 local food producers, 21 large customers, 13 supporting institutions, 7 platforms and 5 logistic services providers).

4.1. Types of users/stakeholders included

MP users are divided into five types of organisations. These types reflect the main user groups targeted by the platform. They include:

- Local food producers - such as farmers, local processors, producer groups, alternative food networks, food cooperatives, etc.
- Logistics providers - including providers of IT solutions, labelling and packaging, product tracking systems, warehousing, and transport services.
- Platforms - which mainly include entities focused on online sales (marketplace and multisided platforms).
- Large customers, such as HoReCa entities, schools, hospitals, food banks, local processors, local shops, wholesalers, retailers, etc.
- AFN support institutions - including universities and R&D organisations, as well as organisations offering financial, marketing, technological, or other types of support.

During registration, each user selects their organisation type and up to four core business areas. After logging in, users can edit their information, allowing them to update their profile if their business activities change.

4.2. Process of collecting and uploading company profiles and needs

The registration process was carried out in two ways. An interested organization could register independently, or the registration could be carried out by project partners (local administrator). In the second case, the interested organisation had to give consent and complete a questionnaire with the required data and company information. PULS acted as the coordinator of the project, the platform structure, and the terminology, with significant support from UM. All project partners were involved in promotional activities and in attracting registered users. This made it possible to use their knowledge, experience, and networks, and to reach stakeholders from all countries involved in the project.

They used various promotion tools, including, among others:

- UM and RRAPM (Slovenia): (1) organisation of thematic webinars and workshops on AFN logistics (e.g. *Development of Short Supply Chains - Challenges and Opportunities in Logistics*, May 2024; *Sustainable logistics: transport optimisation, electric vehicles and outsourcing*, January 2025; workshop on digital tools for farms and cooperatives, October 2025); (2) targeted meetings with AFNs, logistics providers, farms, cooperatives and public institutions (e.g. Krapše d.o.o., Vinarska



zadruga Haloze, Farm Cimerman, Permakulturni Inštitut Maribor, KGZS, public food organisers); (3) regional networking event connecting public institutions and local food suppliers (over 90 participants); (4) advisory board meetings and policy dialogue with the Ministry of Agriculture and other key stakeholders; (5) active promotion through press releases, social media, website news and direct stakeholder outreach; (6) Participation on agriculture events and fairs (Agra 2024, 2025) and other events (Conference on Current Trends in Organic Agriculture - *Maribor*, Regional Parliamentary Event - *Regional Rural Parliament of Podravje* Cross-border CROSSDEST Workshop).

- ECON and UAS-BFI (Austria): The Austrian team focused on strengthening the MP through targeted stakeholder engagement and capacity-building measures. This included (1) organising and co-organising primarily bilateral meetings with AFNs, food producers, logistics service providers and intermediaries, with a focus on cooperation in the logistics sector, distribution models and digital tools for short food supply chains; (2) targeted exchange measures with Austrian AFNs, cooperatives, regional food initiatives and logistics actors to identify specific cooperation needs and populate the MP with relevant profiles; (3) participation in conferences and active dissemination of information about the platform's existence and functionality; and (4) active dissemination and promotion of the MP through direct contact in project events and online communication channels.
- ITL (Italy): ITL actively supported the promotion and population of the Matchmaking Platform (MP) through structured stakeholder engagement, institutional dialogue, and dissemination activities. This included: (1) the official presentation of the Matchmaking Platform (MP) and the Knowledge Transfer Platform (KTP) during a dedicated online launch event (10 September 2025) involving AFNs, cooperatives, solidarity economy actors, innovation agencies and local stakeholders, where the platforms' functionalities were demonstrated in detail and potential synergies were discussed; (2) the presentation of the Italian policy recommendations and both platforms to the Regional Forum for Solidarity Economy (29 November), bringing together key AFN actors of the region and informing the Regional Minister responsible for the Digital Agenda and Solidarity Economy about the project outcomes and the platforms' potential role in supporting regional ecosystems; (3) engagement with Bologna Innovation Square (BIS Appennino), a public initiative of the Municipality of Bologna, to explore synergies for disseminating the platforms and supporting AFNs operating in mountain and inner areas; (4) direct one-to-one outreach to potential users, including AFNs, logistics operators and solidarity economy initiatives, in order to present the platform, identify cooperation needs and encourage registration; (5) participation as speakers in an international workshop jointly organised with the external organisation FAB'LIM, titled "*Optimising Logistics of the Short Food Supply Chain*". It was an occasion for disseminating project results to a transnational audience and further promoting the Matchmaking Platform by highlighting its role in fostering cooperation and improving logistics performance within AFNs.
- MATE (Hungary): The Hungarian team actively contributed to the promotion and population of the Matchmaking Platform (MP) through stakeholder engagement and dissemination activities. This included: (1) participation in numerous conferences attended by various actors of the food sector, including small-scale producers, logistics service providers, AFNs, and large food companies, where the project and the MP were presented and promoted; (2) several direct, personal consultations with individual stakeholders and AFNs in order to introduce the platform, identify cooperation needs, and encourage registration; (3) participation in multiple workshops, the majority of which were organised by the Hungarian Chamber of Agriculture (NAK) for small-scale producers, where the project objectives and the functionality and benefits of the MP were presented; (4) organisation of dedicated workshops by MATE, in some cases jointly with the Hungarian Chamber of Agriculture (NAK), to further disseminate the project results and support stakeholder engagement; (5) participation in a co-creation session focusing on the digitalisation of the food sector, a topic closely related to the project's objectives and the development of the matchmaking platform; (6)



participation in cross-border events in Romania and Slovenia, contributing to international knowledge exchange and broader stakeholder outreach; (7) active promotion of the project and the MP through the university's and stakeholders' social media channels.

- PULS and Łukasiewicz-PIT (Poland): (1) direct meetings with stakeholders; (2) participation in scientific conferences (e.g. the Polish Association of Agricultural and Agribusiness Economists Congress; the scientific seminar “Alternative Food Networks: Consumer Values and the Sustainability of the Food System”); (3) conferences and seminars with farmers organised by magazines (e.g. Farmer - the most popular agricultural magazine in Poland, and Gazeta Pomorska) and by Agricultural Advisory Centers (in Brześć Kujawski and Minikowo); (4) an interview on Radio PiK; (5) a research article and a popular science publication on short food supply chains; (6) involvement of local stakeholders (producers, logistics service providers, and representatives of public authorities) in activities within the Innovation Hub.

The needs of local stakeholders regarding the matchmaking platform (AFNs, producers, logistics service providers, and public authorities) were identified through direct discussions conducted during the platform development stage and subsequently verified during platform testing with stakeholders from all participating countries. Among the proposed improvements, particular attention was drawn to the need to simplify the categories of activities related to agricultural products. At the same time, stakeholders positively assessed the platform's functionality, user-friendliness, and search engine features. There were also opinions that the greatest added value could be realized by entities that were not yet integrated. In the case of integrated entities operating within a well-functioning network, the potential benefits of MP are smaller, as they already utilize most of the opportunities available to them in their operations.

The platform provides two levels of access: (1) unlogged and (2) for logged in users.

For users who are not logged in, two sections are available from the main interface: “Home page” and “About us”. The Home page is available in a limited scope. It includes: basic information about the KTP, with a link redirecting to this platform, information about the key benefits of registering on the MP, a map showing the locations of already registered users, with limited information about them (name, address, core business, logo, and an invitation to register or log in). The search engine is also limited. It allows users to select registered entities only by country and by their core business. The About us section is fully accessible. It contains information about the Interreg Central Europe Programme, the project, project partners, the MP and KTP platforms operating within the project, and the Innovation Hubs.

The registration process is fully simplified and consists of four steps. During registration, each user selects the type of organization and up to four core business areas. After logging in, the user can edit their data. This allows the user to update their profile if their business activity changes.

After logging in, the user has access to all MP functions. This means that the user can use all search functions for registered entities and offers available on the MP, submit cooperation offers, and set parameters of the automatic notification tool for new offers or entities that meet the criteria defined by the user, as well as use other available platform features.



5. Matchmaking Activities and Operation

The matchmaking process implemented within the MP is designed to connect stakeholders operating across food supply chains based on their logistical needs, expertise, and sustainability-oriented business interests. Through structured user profiles, business listings, and targeted search functionalities, the platform enables the identification of partners capable of supporting more efficient transport, distribution, and coordination processes. By facilitating collaboration and the exchange of good practices, the matchmaking process contributes to reducing environmental impacts, improving resource efficiency, and strengthening sustainable and resilient food supply networks within the Food4CE regions.

5.1. Description of matchmaking process

The matchmaking process implemented within the Food4CE MP is designed as a structured digital mechanism supporting cooperation among stakeholders operating within short food supply chains. Its primary objective is to enable users to identify relevant partners, exchange information, and initiate collaboration based on complementary needs, expertise, and geographical proximity, with a particular focus on logistics efficiency. The whole process, with an indication of the key steps, is presented in the Figure 2.

Figure 2. Matchmaking process steps



The process begins with user registration, which unlocks access to advanced platform functionalities. During registration, users define their organisation type, areas of interest, and whether they are seeking or offering



solutions in fields such as logistics optimisation, digitalisation of supply chains, shared infrastructure, or sustainable business models. This information forms the basis for personalised matchmaking and targeted partner identification.

A core element of the matchmaking process is the “Find your match” section, which combines an interactive stakeholder map with advanced search and filtering tools. Users can search for potential partners by country, organisation type, expertise, or specific keywords. Registered users gain access to detailed stakeholder profiles and can initiate contact through integrated communication tools, including messaging, e-mail, phone calls, or one-to-one meetings. The platform also enables monitoring of matchmaking activities at the administrative level, supporting continuous improvement of the process.

Complementing direct partner search, the Business Opportunities section allows stakeholders to publish and respond to offers related to joint logistics services, shared resources, innovation projects, or advisory support. These opportunities are categorised, searchable, and supported by notification mechanisms, ensuring timely and relevant connections.

The Events & Meetups section further strengthens the matchmaking process by enabling structured interactions through workshops, seminars, webinars, and tailored meetings, both online and in person.

After a match is identified, the platform enables users to initiate contact and continue cooperation using integrated communication and meeting tools. This follow-up phase supports the transition from initial contact to concrete collaboration by facilitating ongoing interaction and information exchange.

Established collaborations lead to tangible benefits such as improved logistics efficiency, better use of shared resources, and the adoption of more sustainable practices. Through cooperation, stakeholders enhance innovation, resilience, and overall performance of food supply chains within the Food4CE regions.

Overall, the matchmaking process integrates digital tools, user-driven content, and structured interaction formats to foster collaboration, promote sustainable logistics solutions, and enhance the resilience and efficiency of food supply chains across the Food4CE regions.

5.2. Status of matches made

Within the MP, a match refers to a successfully identified connection between stakeholders whose needs, expertise, or business interests are complementary. Matches are generated based on user profiles, selected criteria, and expressed offers or demands, and they represent the starting point for potential collaboration, knowledge exchange, or joint business activities. The current status of matches made is presented in Figure 3.

Figure 3. Screenshot of MP reports - the number of matches made (status as of February 2026)

BUSINESS CONTACTS

	Number of matches
Confirmed	5
Not confirmed	4

It is expected that the number of matches will increase over time as the platform reaches a broader group of users and expands its stakeholder base. Greater user participation, combined with more diverse profiles and offers, will enhance the effectiveness of the matchmaking process and lead to a higher frequency of relevant and meaningful connections.



5.3. Format: 1:1 meetings, calls for cooperation, etc.

The MP supports stakeholder interaction through a dedicated Events & Meet-ups section, centred around an events calendar presenting upcoming activities and networking opportunities. In addition to organised events, the platform facilitates different types of meetings tailored to users' needs, including online meetings, phone meetings, and physical face-to-face meetings. These formats enable flexible communication, support both initial contact and follow-up discussions, and strengthen collaboration among stakeholders across regions.

6. Translation of Transnational Offer

All main sections of the platform, including Home page, Find your match, Business opportunities, Events & meetups, About us, and Dashboards and Reports (available only to administrators), are available in six project languages. This allows stakeholders from all partner regions to use the platform in their native language. The system supports the following languages:

- **English** (primary platform language),
- **German**,
- **Hungarian**,
- **Italian**,
- **Polish**,
- **Slovenian**.

The translation of content available on the MP is carried out using a two-track approach. In the case of content that does not change over time (such as the user interface, navigation menus, button labels, explanations, stakeholder categories, categories of business activities, project information, etc.), translations were jointly developed and verified by the project partners. This process enables to control language quality and ensure the accuracy and clarity of technical terminology. Particular attention was paid to sector-specific vocabulary (e.g. logistics processes, cooperation models, digital tools), where direct machine translation could lead to ambiguity or misunderstandings.

On the other hand, for content entered by logged-in users, such as announcements, events, and organisational profiles, automatic translation tools are applied via a translation plugin integrated with the CMS. As a result, newly added information becomes immediately available in all languages supported by the platform. This solution also eliminates the need for manual cross-translation or quality control of machine translations, which would require the involvement of professional translators or significant post-project engagement from consortium partners. Due to the lack of budget allocated for such activities, this approach was considered the only feasible solution.

6.1. How offers/requests were made accessible across languages

The process of preparing an offer can be carried out in any of the project languages, which is particularly important for users who do not have a sufficient command of English, as it allows them to prepare the offer in their native language. The offer is created using a template available in the Dashboard section under the Business listings tab, which includes, among others:



- Business listing title (which can be completed with any content),
- Selection of a Core business from a list corresponding to the organisation type,
- Keywords (free text),
- Selection of a Category from a predefined list,
- Validity period of the offer,
- Contact details,
- Description of the offer (free text),
- Up to 12 files (images),
- Information on whether a Certificate is held,
- Type of offer (Offering services; Seeking services).

Once the offer content is approved, it is published in the Business opportunities section. The offer is then automatically translated (excluding address data and text contained in attached files/images) into all project languages, making it immediately accessible to all logged-in users. The applied translations also enable the automatic distribution of notifications about the new offer to users for whom at least one criterion selected in the Dashboard, under the Notification tab, has been met. The content of offers, once automatically translated, is not subject to editorial corrections by Matchmaking Platform administrators. However, administrators retain the right to block offers that do not comply with the platform's standards.



7. Verification and Testing Process

In order to eliminate errors and improve the performance of the MP, a comprehensive verification process was carried out. This process made it possible to maximise usability, intuitiveness, and alignment with the practical needs of target users-primarily representatives of AFNs, logistics service providers, large buyers, platforms, as well as researchers and public administration authorities. The verification was conducted in two stages. First, internal testing was performed by the project partners. Subsequently, after the implementation of necessary corrections, the platform was tested under real-life conditions by selected key stakeholders representing all potential user groups within the operational Innovation Hubs (IHs).

7.1. Results of functional testing with users

Partners from all participating countries conducted tests of the MP using both the English version and the local-language versions. The testing covered the full range of activities that a typical user may perform, including logging in, submitting cooperation offers, searching for and filtering partners and offers through the platform's search engines, entering and updating organisational data, setting notification preferences for newly registered entities and offers, and confirming interest with selected business partners.

The first round of testing was carried out between January and May 2025, while the second round took place from June to October 2025. Most of the feedback was gathered by project partners during discussions at Innovation Hub meetings, through surveys conducted among MP users, and during individual meetings with users, held either in person or online.

7.2. Partner feedback

The testing process allowed for several improvements to be made to various platform functions:

- Login process: the number of core businesses for Local Food Producers was significantly reduced, making it easier to navigate product categories.
- Core business selection process: the maximum number of core businesses was increased to four, allowing entities with diversified production to select the most important product categories.
- Translations - the use of the automatic translation tool was limited by means of a translation plugin integrated with the CMS system for translating offers, company descriptions and other elements that do not have imposed selection elements, as this allows entries to be automatically entered in all project languages. Tests also showed that for whole sentences, thanks to the existence of context, the level of automatic translation is satisfactory and required only occasional corrections. Fixed content such as the interface, navigation menu, tags, explanations, stakeholder categories, business categories, and project information was translated to the local languages and proofread by partners from each country.
- Content display: changes were made to the page layout to improve the visibility of key project information.
- Navigation and structure: filters and category names were simplified to make site navigation more intuitive
- Search function: tag names were clarified to ensure consistent and accurate keyword search results across different languages.



- **Certified products:** an option to indicate that an entity offers certified products has been introduced in both offer submission and the offer search engine.

Information gathered from project partners indicates that these modifications have had a positive impact on users' first impressions and have improved the functionality of the MP.

7.3. Screenshots or visual evidence of active use

User activity on the MP can be active or passive. Active participation is limited to registered users and means submitting offers by users who are looking for services or offering services. Less active use occurs when a user logs in and only browses the offers available on the platform or searches for potential partners, including making confirmed and unconfirmed contacts. Passive use of the platform is not monitored and includes browsing registered entities without access to detailed information about them, as well as viewing general information about the platform and the project. In February 2026, the number of active users was 86

Figure 4. Screenshot of MP reports - numer of acive users by organisation type

USERS
ORGANISATION TYPE

Organisation type	Number of users
Local food producers	40
Large customers	21
AFN support institutions	13
Platforms	7
Logistics providers	5

Figure 5. Screenshot of MP reports - numer of acive users by country

Country	Number of users
Poland	42
Slovenia	32
Italy	5
Hungary	4
Austria	3



8. Maintenance and User Support

Ongoing maintenance and user support of the Matchmaking Platform are ensured by Poznań University of Life Sciences (PULS) through cooperation with an external IT provider, guaranteeing stable functionality, performance, and security of the platform beyond the project’s lifetime. Technical maintenance covers server management, software updates, security patching, and resolution of technical issues. In parallel, PULS coordinates content maintenance in close cooperation with Innovation Hub leaders, providing stakeholders with tools and guidelines for independent content management while ensuring quality control through content review and approval. To support a growing user base and increasing content volume, the platform is built on a scalable infrastructure, including appropriate resource allocation, infrastructure and database optimisation, and load-balancing mechanisms. This approach ensures long-term sustainability of the Matchmaking Platform and its continued value for alternative food networks and logistics service providers.

8.1. Technical support structure

The technical support structure of the MP is organised to ensure efficient communication and timely resolution of technical issues. Poznań University of Life Sciences (PULS) acts as the primary contact point for all technical support requests related to the platform and has appointed two dedicated MP Administrators responsible for first-level support. Users experiencing technical problems can report issues directly through the platform’s contact form, which ensures structured and traceable communication (Figure 6).

Figure 6. Contact form for Matchmaking Platform users

SI-2000 Maribor
Country
Slovenia (SI)

Got a question? We`d love to hear from you.

Your Name *
Michał Gazdecki

Your Email *
michal.gazdecki@up.poznan.pl

Message *
Wpisz tutaj treść wiadomości

Send message →

Upon receiving a request, the MP Administrators assess the nature of the issue and decide whether it can be resolved internally or requires escalation to the external IT service provider, Vobacom. In cases requiring external intervention, the issue is forwarded to Vobacom, which is contractually obliged to respond and implement necessary fixes within 48 hours, ensuring continuity and reliability of the platform’s operation.



8.2. Who maintains the platform after the project

The maintenance and operation of the MP were assigned to an external company (Vobacom) that was responsible for its development and cover the period from the end of the warranty period, i.e. from 8 May 2026 to 1 March 2026. The contract also includes hosting services and the www.food4ce-mp.eu domain for the duration of the contract - i.e. for 5 years since the project end. If any irregularities in the operation of the MP are noticed, project partners report issues to PULS, which supervises the proper functioning of the platform. In the event of a failure, a person designated by PULS reports it to Vobacom, in accordance with the agreement. Vobacom is obliged to start corrective actions within two working days from the failure report and to remove the failure within 48 working hours. Repairs also cover failures caused by negligence in the management of the IT system by administrators designated by project partners (such as viruses and malicious software or unauthorized access), interactions with other systems and third-party software, and hacker attacks.



9. Evaluation of Platform Use

Throughout the entire process, from the design, development, and improvement of the MP, the project partners aimed to ensure the long-term and sustainable development of the MP. This required providing intuitive and practical functionalities, as well as making it easy to create offers and to search for offers and partners. Since the full commercial launch of the MP, the number of registered users has been steadily increasing, reaching 86 users by the end of February 2026.

9.1. Number of users, regions, sectors

The structure of users according to different criteria is unevenly distributed. Among registered users, the largest numbers were recorded in Poland and Slovenia, with 50 and 32 entities respectively, together accounting for more than three quarters of all registered entities. In the remaining partner countries, the number of users was smaller and did not exceed five per country. Differences are also visible in the structure by type of activity. Users most often defined themselves as Local Food Producers and Large Customers, and least often as Platforms and Logistics Service Providers. This structure of registered users should be considered expected and appropriate, because it reflects the structure of these entities in national economies and because logistics companies, institutional support organizations, and large customers usually cooperate with many service recipients, including food producers and processors. A detailed distribution of users is presented in the table below.

Table 1. Distribution of MP users by country and organisation type

Specification	Local Food Producers	Logistics service providers	Supporting Institutions	Platforms	Large Customers	Total
Total	42	6	16	9	21	94
Austria	0	0	2	1	0	3
Hungary	2	0	1	1	0	4
Italy	1	0	1	1	2	5
Poland	32	3	10	3	2	50
Slovenia	7	3	2	3	17	32

9.2. Feedback from stakeholders

The positive assessment expressed by project partners regarding the platform’s functionality and practical usefulness is also reflected in the opinions of most key platform users. Users emphasised that the platform fills an existing gap in solutions focused on logistics services and external stakeholder support for alternative food networks. They also highlighted the usefulness of the MP in acquiring customers within a specific region, supported by the map-based view, as well as the ease of identifying relevant entities and offers depending on the intended scope of activity and type of offer, enabled by the integrated search tools. In addition, users positively assessed the option to automatically save selected offers to their account and/or receive them via email notifications, which significantly reduces the time required to search for suitable partners.



9.3. Strengths and areas for improvement

The most important strengths of the MP include:

- an intuitive and user-friendly interface, accessible even to users with limited digital skills;
- wide accessibility, ensured by the availability of the platform in six languages: English, German, Polish, Slovenian, Hungarian, and Italian;
- automatic translation of user-generated content (e.g. company descriptions and offers) into all six project languages, allowing immediate access to information for a broad group of potential users;
- a solid basis for long-term sustainability beyond the project duration, supported by reliable hosting arrangements, active partner involvement, and strategic external agreements;
- Interoperability with the Knowledge Transfer Platform (KTP), allowing users to combine practical matchmaking with access to best practices, case studies, and training materials;
- Modular architecture, which allows future expansion or adaptation of the platform to serve additional user groups or regional needs beyond the original project scope;
- Inclusive user segmentation: the MP is designed to accommodate a diverse range of users (AFNs, logistics providers, large consumers, institutions), each with tailored entry points and functionalities, supporting multi-actor collaboration;
- Built-in GDPR compliance and a clear legal framework that enhances trust and encourages platform use, especially among institutional stakeholders.

Despite these strengths, several challenges have been identified, including:

- ensuring a sufficiently broad and stable user base to support sustainable platform traffic in the long term. Addressing this challenge will require continued and coordinated promotional efforts by project partners and members of Innovation Hubs, including outreach through newsletters, regional development agencies or chambers of commerce, as well as agricultural and logistics schools and universities, in order to further strengthen the platform's visibility among potential users;
- strengthening user engagement and encouraging more regular and active use of the platform over time. This includes motivating users to return to the platform after registration and to make fuller use of its functionalities, thereby supporting more dynamic interactions and long-term platform vitality;
- increasing the volume and diversity of offers published on the platform in order to stimulate interactions between users and enhance the overall dynamism of cooperation and matchmaking processes;
- Inadequate feedback mechanisms to monitor user satisfaction, platform usability, or match effectiveness. Introducing regular surveys, rating systems, or user feedback loops could support iterative improvements;
- Need for stronger regional or sectoral customization, e.g., through themed subsections or filters (e.g., “organic”, “zero-waste logistics”, “school canteens”) that match regional policy priorities and user needs;
- Communication of added value seems hard in saturated markets with grown structures that are not look to collaborate through a MP, but rather stay with their grown solutions or look at state actors, or national organisations.



10. Sustainability and Use After Project Closure

Sustainability after the end of the FOOD4CE project was ensured by:

- ensuring continuous hosting and availability of the platform at <https://food4ce-mp.eu>;
- ensuring service continuity at least until the end of February 2031, i.e. for five years after the formal conclusion of the FOOD4CE project, through an external IT company commissioned by the project partners to develop the MP;
- continuous supervision by partners from PULS, who were responsible for the creation and development of the platform during the project period;
- appointing at least one administrator in each country, responsible for activating new MP user accounts and supervising content published on the platform (in particular offers) by registered users;
- periodic testing of the platform's functionality by administrators in order to identify potential malfunctions or technical issues;
- provision of an automatic translation tool via a translation plugin integrated with the CMS, ensuring that newly added content is immediately available in all platform languages;
- cooperation agreements with external partners aimed at ensuring the systematic promotion of the MP and attracting new registered users;
- continued involvement of project partners in promoting the matchmaking platform beyond the project duration.
- **apply for small-scale funding under Horizon Europe, Erasmus+, or regional calls** Develop micro-projects (e.g., training, co-creation workshops, hackathons, research on digital food systems) that use the platform as a tool, ensuring both exposure and incremental resource streams



11. Annexes

11.1. Screenshots of final version

Figure 7. Matchmaking Platform Landing View (Top section)

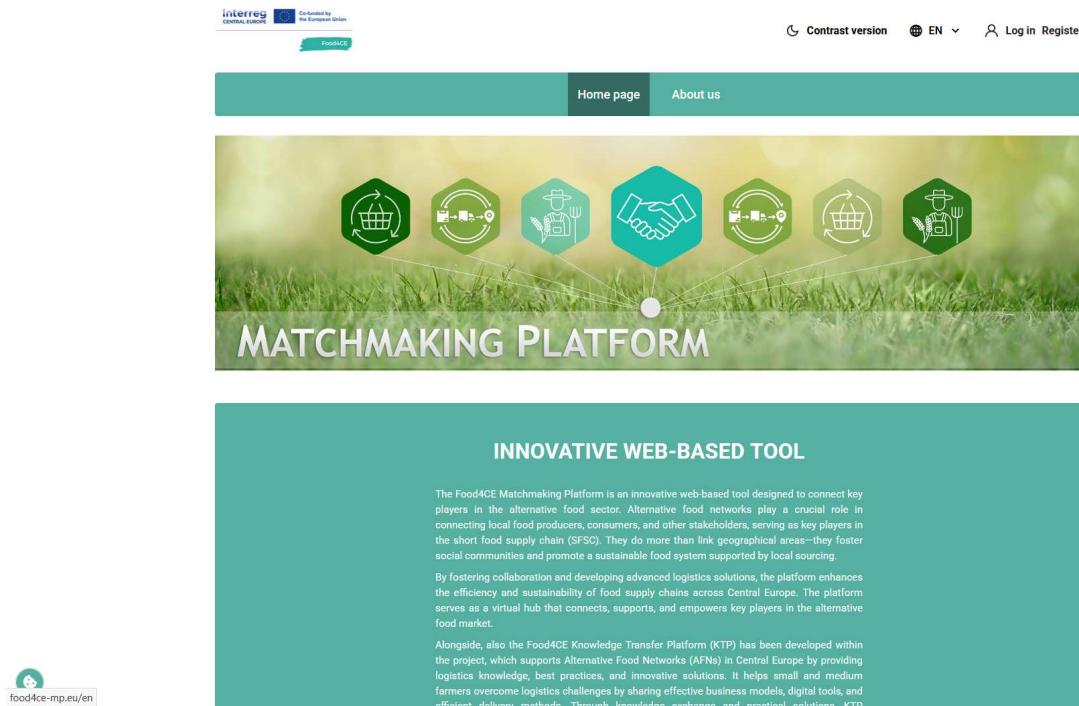


Figure 8. First step in the login process

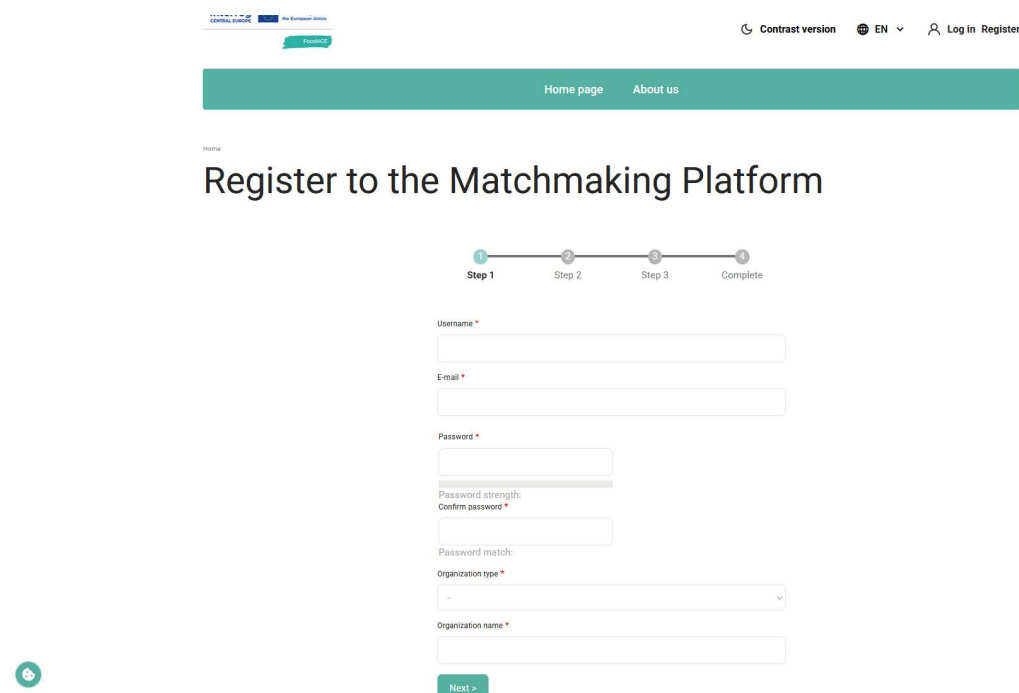




Figure 9. Sample search results for logistics providers and an example company description for a non-logged-in user

Key features

- Interactive Stakeholder Map**
Displays the locations of various stakeholders within the short food supply chain. Users can easily identify and connect with relevant partners.
- Find Your Match**
Facilitates connections among stakeholders. Features include search and filter options to help users find the best matches based on their needs.
- Business Opportunities**
Bulletin board for posting and discovering business and opportunities, categorized by type and location to streamline the search process.
- Events and Meetups**
Dashboard with a calendar of topic-related upcoming events and a meeting area. This section also allows stakeholders to schedule and manage one-on-one meetings.
- User Accounts**
Registered users can create profiles, manage preferences, and receive notifications about new connections, messages, and events. The platform supports multiple languages, ensuring accessibility for users across different regions.

[Register Now](#)

Find your match

Organisation type: Logistics providers | Country: - | [Search](#)

Promity Agro
Website
CORE BUSINESS
IT solution providers
You must log in to view profile.
If you don't have an account, please register.

Figure 10. Example tab for the “About us” section

interreg CENTRAL EUROPE | Co-funded by the European Union

Food4CE

Contrast version | EN | Log out

- Home page
- Find your match
- Business opportunities
- Events & Meetups
- About us**
- Dashboard

Home > About us > Project Food4CE

Matchmaking Platform

- Project Food4CE**
- Project partners
- Interreg Central Europe
- Innovation Hubs
- Knowledge Transfer Platform
- Contact us

Food4CE

Food4CE is a European project, funded by the INTERREG Central Europe Programme, aimed at supporting Alternative Food Networks (AFNs) in their efforts to create sustainable and resilient food supply systems. AFNs play a vital role in promoting short food supply chains and reducing the carbon footprint of food distribution. Despite their importance, AFNs face challenges like limited knowledge in logistics collaboration, digitalization, and efficient delivery systems.

Innovating for a greener future

Food4CE will tackle these challenges through regional and transnational Innovation Hubs, uniting a diverse group of experts, including researchers, business leaders, food producers, logistics and transport operators, and policymakers. Together, they will focus on enhancing AFN logistics efficiency by creating innovative tools and solutions.

Policy support

Beyond innovative tools, such as Matchmaking and Knowledge Transfer Platform, Food4CE will also provide jointly developed regional action plans for each participating region and transnational (CE) policy guidelines for AFN support.



Figure 11. Sample search results for local food producers with an expanded list of core activities and an example farm description for a logged-in user

Find your match

Search for: Company name:

Organisation type: Local food producers | Core business:

- Producer of baked products
- Producer of beverages
- Production of cereals and ancient crops
- Producer of dairy products
- Producer of fish products
- Producer of fruits
- Production of grains and ancient crops
- Producer of herbs and spices
- Production of legumes
- Production of meat products
- Production of prepared foods
- Producer of processed food
- Producer of vegetables
- Other

 | Country:

Sort: Ascending

Search results: 38 available according to your search criteria

[Map View](#) [List View](#)

Figure 12. Example of the List entity search engine using a predefined list of entities

Home page | **Find your match** | Business opportunities | Events & Meetups | About us | Dashboard

Home > Find your match

Find your match

Search for: Company name:

Organisation type: Logistics providers | Core business: IT solution providers | Country:

Sort: Ascending

Search results: 5 available according to your search criteria

[Map View](#) [List View](#)

	K Tržaška cesta 23 2000 Maribor WEBSITE MORE INFO	ORGANISATION TYPE Logistics providers	CORE BUSINESS <ul style="list-style-type: none">Storage providersTransport providers
	N .O. Obrotna ulica 28 9000 Murska Sobota WEBSITE MORE INFO	ORGANISATION TYPE Logistics providers	CORE BUSINESS <ul style="list-style-type: none">Transport providers



Figure 13. Sample company description - platform

Figure 14. Examples of offers identified by the offer search engine



Figure 15. Sample offers in high-contrast mode

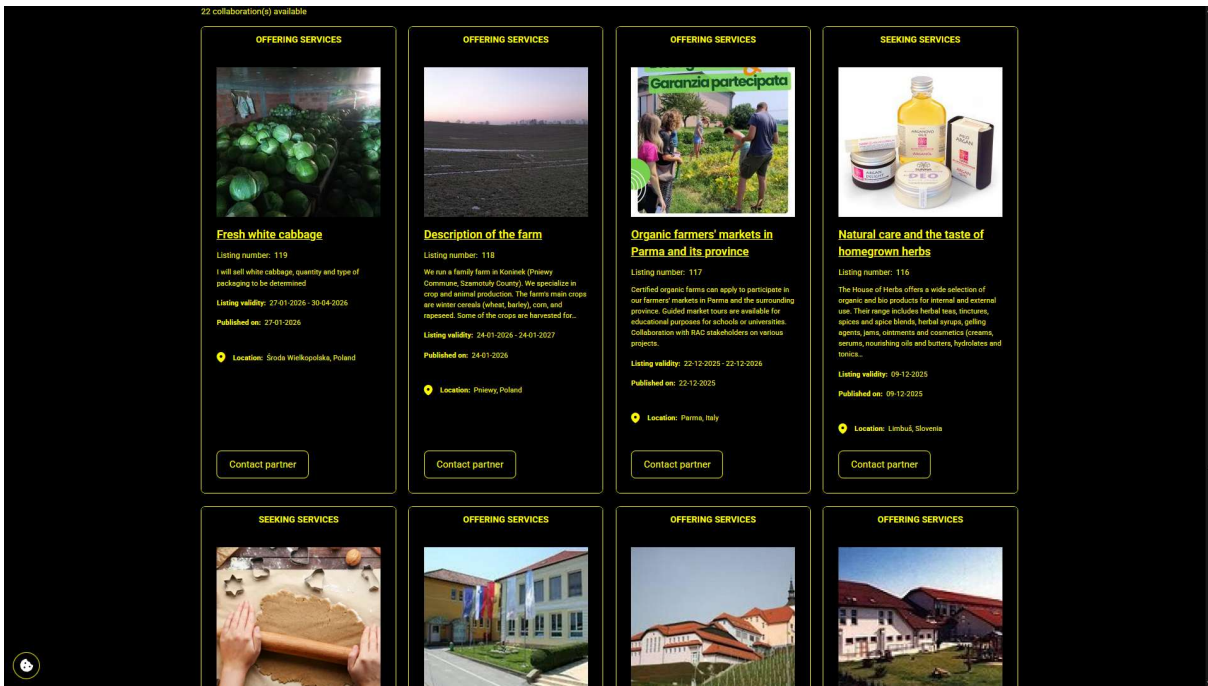


Figure 16. Example of a user submitting an offer

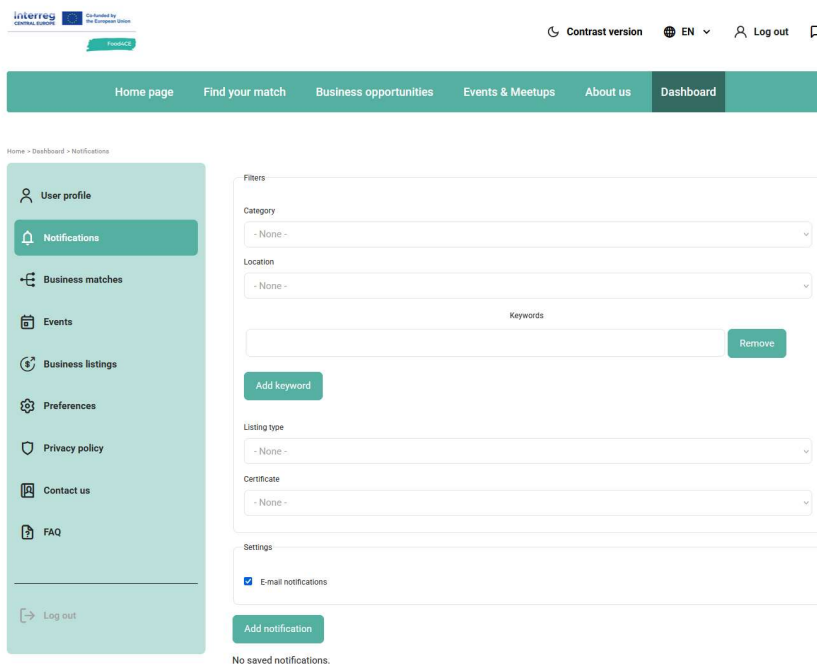




Figure 17. Example of a service offered

The screenshot shows a service listing for 'Natural care and the taste of homegrown herbs'. The listing includes a title, company name (Ekološka kmetija Hlika zeljak), location (Limbu), and a detailed description of their organic products. It also features contact information for Patricia Senekar and a gallery of product images. A 'Send message' button is visible at the bottom of the listing.

Figure 18. Administrator view in the Reports tab

The screenshot displays the 'Reports' tab in the administrator interface. It shows a navigation menu at the top and a main content area with the following sections:

- USERS**
- ORGANISATION TYPE**
- COUNTRY**
- CORE BUSINESS - LARGE CUSTOMERS**

Organisation type	Number of users
Local food producers	38
Large customers	21
AFN support institutions	13
Platforms	7
Logistics providers	5

Country	Number of users
Poland	40
Slovenia	32
Italy	5
Hungary	4
Austria	3

Core business - large customers	Number of users
Educational institutions	15



Figure 19. Administrator view in the “People” tab

Username	Status	Roles	Member for	Last access	Operations
doi	Active	Platform user	1 day 22 hours	never	Edit
Ing	Active	Platform user	1 week	never	Edit
PII	Active	Platform user	1 week 3 days	5 minutes 33 seconds ago	Edit
Tor	Active	Platform user	3 weeks 1 day	never	Edit
Pa	Active	Platform user	1 month	24 minutes 10 seconds ago	Edit
Ela	Active	Platform user	1 month	1 month ago	Edit
Me	Active	Platform user	1 month 1 week	4 weeks 1 day ago	Edit
LEI	Active	Platform user	1 month 3 weeks	2 weeks 2 days ago	Edit
Em	Active	Platform user	2 months	1 month 2 weeks ago	Edit

11.2. Translated samples

Figure 20. Sample translations of offers generated using a translation plug-in integrated with the CMS system - English

ZZ collaboration(s) available

OFFERING SERVICES

Fresh white cabbage
Listing number: 119
I will sell white cabbage, quantity and type of packaging to be determined
Listing validity: 27-01-2026 - 30-04-2026
Published on: 27-01-2026
Location: Środa Wielkopolska, Poland

OFFERING SERVICES

Description of the farm
Listing number: 118
We run a family farm in Koninek (Pniewy Commune, Szamotuły County). We specialize in crop and animal production. The farm's main crops are winter cereals (wheat, barley), corn, and rapeseed. Some of the crops are harvested for...
Listing validity: 24-01-2026 - 24-01-2027
Published on: 24-01-2026
Location: Pniewy, Poland

OFFERING SERVICES

Organic farmers' markets in Parma and its province
Listing number: 117
Certified organic farms can apply to participate in our farmers' markets in Parma and the surrounding province. Guided market tours are available for educational purposes for schools or universities. Collaboration with RAC stakeholders on various projects.
Listing validity: 22-12-2025 - 22-12-2026
Published on: 22-12-2025
Location: Parma, Italy


SEEKING SERVICES

Natural care and the taste of homegrown herbs
Listing number: 116
The House of Herbs offers a wide selection of organic and bio products for internal and external use. Their range includes herbal teas, tinctures, spices and spice blends, herbal syrups, gelling agents, jams, ointments and cosmetics (creams, serums, nourishing oils and butters, hydrolates and tonics...
Listing validity: 09-12-2025
Published on: 09-12-2025
Location: Limbuš, Slovenia



Figure 21. Sample translations of offers generated using a translation plug-in integrated with the CMS system - German

ANGEBOT VON DIENSTLEISTUNGEN



Frischer Weißkohl

Anzeigennummer: 119


Ich werde Weißkohl verkaufen; Menge und Verpackungsart werden noch festgelegt.

Gültigkeit der Geschäftsanzeige: 27-01-2026 - 30-04-2026

Veröffentlicht am: 27-01-2026

Ort: Środa Wielkopolska, Poland

ANGEBOT VON DIENSTLEISTUNGEN



Beschreibung des Bauernhofs

Anzeigennummer: 118


Wir betreiben einen Familienbetrieb in Koninek (Gemeinde Pniewy, Kreis Szamotuly). Wir sind spezialisiert auf Ackerbau und Tierhaltung. Hauptsächlich bauen wir Wintergetreide (Weizen, Gerste), Mais und Raps an. Ein Teil der Ernte wird für...

Gültigkeit der Geschäftsanzeige: 24-01-2026 - 24-01-2027

Veröffentlicht am: 24-01-2026

Ort: Pniewy, Poland

ANGEBOT VON DIENSTLEISTUNGEN



Bio-Bauernmärkte in Parma und Umgebung

Anzeigennummer: 117


Zertifizierte Bio-Betriebe können sich für die Teilnahme an unseren Bauernmärkten in Parma und Umgebung bewerben. Geführte Marktbesichtigungen werden für Bildungszwecke für Schulen und Universitäten angeboten. Zusammenarbeit mit den Partnern des RAC bei verschiedenen Projekten.

Gültigkeit der Geschäftsanzeige: 22-12-2025 - 22-12-2026

Veröffentlicht am: 22-12-2025

Ort: Parma, Italy

SUCHE NACH DIENSTLEISTUNGEN



Natürliche Pflege und der Geschmack selbst angebauter Kräuter

Anzeigennummer: 116

Das House of Herbs bietet eine große Auswahl an Bio- und Naturprodukten zur inneren und äußeren Anwendung. Das Sortiment umfasst Kräutertees, Tinkturen, Gewürze und Gewürzmischungen, Kräutersirupe, Geliermittel, Marmeladen, Salben und Kosmetika (Cremes, Seren, pflegende Öle und Butter, Hydrolate und Tonika...).


Gültigkeit der Geschäftsanzeige: 09-12-2025

Veröffentlicht am: 09-12-2025

Ort: Limbuš, Slovenia

Figure 22. Sample translations of offers generated using a translation plug-in integrated with the CMS system - Hungarian

SZOLGÁLTATÁST KÍNÁL



Friss fehér káposzta

Hirdetési szám: 119


Fehér káposztát fogok árulni, a mennyiséget és a csomagolás módját később határozom meg.

Üzleti ajánlat érvényessége: 27-01-2026 - 30-04-2026

Közzétéve: 27-01-2026

Helyszín: Środa Wielkopolska, Poland

SZOLGÁLTATÁST KÍNÁL



A gazdaság leírása

Hirdetési szám: 118


Családi gazdaságot üzemeltetünk Koninekben (Pniewy község, Szamotuly megye). Növény- és állattenyésztésre szakosodtunk. A gazdaság fő növényei az őszi gabonafélék (búza, árpa), a kukorica és a repace. A termények egy részét...

Üzleti ajánlat érvényessége: 24-01-2026 - 24-01-2027

Közzétéve: 24-01-2026

Helyszín: Pniewy, Poland

SZOLGÁLTATÁST KÍNÁL



Biogazdálkodói piacok Parmában és tartományában

Hirdetési szám: 117


Tanúsított biogazdaságok pályázhatnak a pármai és a környező megyei termelői piacainkon való részvételre. Iskolák és egyetemek számára oktatási célú vezetett piaci túrák állnak rendelkezésre. Együttműködés az RAC érdekelt feleivel különböző projektekben.

Üzleti ajánlat érvényessége: 22-12-2025 - 22-12-2026

Közzétéve: 22-12-2025

Helyszín: Parma, Italy

SZOLGÁLTATÁST KERES



Természetes gondoskodás és a házilag termesztett gyógynövények íze

Hirdetési szám: 116

A Gyógynövények Háza széles választékban kínál bio- és gyógynövénytermékeket belső és külső használatra. Kínálatukban megtalálhatók gyógyteák, tinktúrák, fűszerek és fűszerkeverékek, gyógynövényzirupok, zselésítőanyagok, lekvárok, kenőcsök és kozmetikumok (krémek, szérumok, tápláló olajok és vajak, hidrolátok és tonikok...).

Üzleti ajánlat érvényessége: 09-12-2025

Közzétéve: 09-12-2025

Helyszín: Limbuš, Slovenia



11.3. Anonymized match examples

Figure 23. The process of confirming a match with a sample company

Home page Find your match Business opportunities Events & Meetups About us Dashboard

Home > Find your match

LARGE CUSTOMERS

Di ar

Til

M:

Company description

The L... Maribor is a dynamic and open student dormitory, renowned for its homeliness, warmth and wide range of activities. Located in the immediate vicinity of high schools in Maribor, it offers students comfortable accommodation in single, double or triple rooms, a rich selection of additional activities (fitness, library, music rooms, dining room, classrooms, library, retro room, sports field) and a diverse cultural and sports program with numerous volunteer activities.

They offer students a varied and balanced diet: breakfast, lunch and dinner are prepared every day, with the option of dry meals or reheating for absent students. They prepare customized meals for vegetarians, vegans and other students with dietary restrictions. They prepare approximately 450 meals daily for students, employees and other customers.

Core business

- Other

Business opportunities

- Potreba po dobavi lokalnih in sezonskih pridelkov za pripravo obrokov v dijaškem do

You are matched Confirm interest Cancel interest

Send message

Check similar AFNs

- IM OVENSKE INJICE More info
- AG More info
- PLAC More info
- ifekcja More info

Figure 24. Sample company matches confirmed by the user

Home > Dashboard > Business matches

Confirmed Interested

Gospod: zy

Cancel interest Cancel interest confirmation

Prac

Cancel interest Cancel interest confirmation

Univerzitet Prirodniczy w Poznaniu

Cancel interest Cancel interest confirmation

User profile

Notifications

Business matches

Events

Business listings

Preferences

Privacy policy

Contact us

FAQ

Log out

Matchmaking platform

- About MP
- About KTP
- About Food4CE

Privacy

- Privacy policy
- FAQ
- Help
- Sitemap

Social media



11.4. Privacy Policy and FAQ

Figure 25. Privacy Policy (User Dashboard)

Home > Dashboard > Privacy policy

- User profile
- Notifications
- Business matches
- Events
- Business listings
- Preferences
- Privacy policy
- Contact us
- FAQ

View
Access control
Edit
Delete
Manage display
Revisions
Devel
Translate

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Figure 26. FAQ (User Dashboard)

Home page
Find your match
Business opportunities
Events & Meetups
About us
Dashboard
Reports

Home > Dashboard > FAQ

- User profile
- Notifications
- Business matches
- Events
- Business listings
- Preferences
- Privacy policy
- Contact us
- FAQ

View
Access control
Edit
Delete
Manage display
Revisions
Devel
Translate

- How do I create a new collaboration opportunity? ▼
- Can I search for specific stakeholders on the platform? ▼
- New question ▼



11.5. Matchmaking Platform user guide

For user manual

For the Matchmaking Platform, the user manual is divided into two parts. One part is tailored for registered users, guiding them through account creation, profile editing, and participation in networking or matchmaking activities.

The other part is intended for the content manager, who oversees the maintenance of static pages—such as "About the Platform", project background, cookie declarations, and privacy settings. This structure ensures that both user types—external participants and platform moderators—have clear, dedicated instructions to support their effective use and management of the platform.



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1. What is a Content Management System?

A Content Management System (CMS) is specialized software that is located on the same server as the website. It is used to manage the website, update, expand, and moderate the data presented in it. Its important goal is to separate all types of content (substantive content) from the appearance (display method) of the website.

The CMS used on this website is provided under a free license, which also allows for commercial use. This means, among other things, that there are no fees for using it or that there is no need to register on external services.

2. Definitions

Content (Node)

A node is an individual content element, for content types such as a simple page or news item.

Entity

An entity is a piece of content or configuration data, although the term often refers to a content entity in common usage. Examples include:

- content items,
- custom blocks,
- taxonomy terms,
- content type definitions.

The first three items are content entities, and the last one is a configuration entity.

Content Type

Content types allow site editors to enter content onto a page, and views (see the definition in point 4) are one way of presenting that content to target users.

View

A view is a specially prepared appearance that contains some dynamic parameters, such as pagination or news filters on the home page.

Module

A module in Drupal is an element that extends the functions of the CMS with elements that the basic version of the system does not have.



Path

The unique, final part of an internal URL assigned to a page on your site. This path can be used for both site visitors and purely administrative purposes. For example, an internal URL for a Services page might look like this: <https://upp.dev02.vobacom.info/pl/node/21/>

In this case the path is node/21.

Taxonomy

Taxonomy is used to classify the content of a website. An example use is tags used to classify or categorize posts.

Deadline (Term)

Term can be easily translated as term, although this version is not officially accepted. Individual elements from the taxonomy discussed earlier are called terms. An example are categories of blog posts, which are established in the form of tags.

Dictionary (Vocabulary)

A group of taxonomy terms that can be used to classify content in a particular way.

Fields

Data of a specific type attached to a content item.

Block

Blocks are pieces of content (text, images, links, etc.) that are rendered in a specific area of a web page, such as a user login panel.

Template (Theme)

Software and other resources (images, CSS, PHP code) that define the style and layout of a site. Drupal has the basic themes that are included with Drupal Core (see definition in item 14), and additional themes that are available for download from external sources or created on request.

Core (Drupal Core)

Core is the standard version of the CMS in question. It contains the most important functionalities needed to manage a website, such as:

- editing the visual layout of the page,
- system administration,
- editing the menu and site structure,
- user management,
- RSS feed,



- taxonomies.

Role(s)

A role is a set of permissions and accesses assigned to a specific user account. It allows the site owner to customize the scope of site intervention for individual users. Examples of roles include:

- administrator,
- moderator,
- anonymous user.

3. Getting Started

To log in to the content management system (CMS), enter the website address in your browser and **add the phrase at the end /auth**, which will redirect us to the login page.

Once the login page loads, a form with two text fields will appear (as shown below). In the first field, enter your username, and in the second field, enter the password assigned to your account.

Home > Log In

Log in

[Log in](#) [Reset your password](#)

Username *

Password *

[Log in](#)

When entering data, please make sure that the capitalization is correct (check that the Caps Lock key is not on), and pay attention to whether there are no unnecessary spaces at the beginning or end of the entered data.

Once you have entered your details correctly, click the "Login" button or press the Enter key to log in.

3.1. Adding a new user

To add a new user, go to the administration menu and select People, then click Add User. On the new form page, fill in the required fields:

- Username
- Password
- Role (defining user permissions)
- Name and surname

Once you have filled out all the details, press the Create New Account button to complete the process.



3.2. Managing items on the home page

To start editing your home page, in the admin panel, click the Edit button in the upper right corner. After doing this, a pencil icon will appear next to each editable item. Click on it, then select Edit from the drop-down list.

3.3. Editing page navigation

The main menu can be modified via the admin panel. Select the Structure button and then Menu from the drop-down list. Once on the new tab, select the type of menu you want to edit.

3.4. Adding a new link

To add a new link to the menu, click the Add link button and then fill in the fields in the new window:

- **Menu Link Title:** text that will be visible in the menu.
- **Reference:** the location the link will point to.
 - If the link is to an internal page, do one of the following:
 - > start typing the title of a content item to select it from the list,
 - > find the page ID number and enter the formula node/[ID number],
 - > paste the full URL, e.g. <https://example.com>,
 - > Type <front> to create a link to the home page,
 - > Enter <nofollow> to display only the text, with no redirect.
 - If you want it to link to an external site, paste the full URL, e.g. <https://example.com>.
- **Attributes:** here you can manage whether the link opens in a new tab (New window) or in the same one (Same window).
- **Enabled:** after checking this option the link will be visible on the page. When it is disabled, only logged in users will see it in the administration panel alone.

In the right corner, you can also see a panel, where you can select the parent link of a given link. To do this, select the link under which the new link should be located from the list. After filling in the fields, select the Save button.

3.5. Editing an existing link

To edit an existing link, select Edit from the Operations column. A card will open with the same fields as for adding a new link (described above). Any changes made should be saved by clicking Save.

3.6. Changing the order of links

To change the order of links in the menu, hold down the anchor icon (next to the link name) with your left mouse button, then drag it up or down. Then press the Save button at the bottom of the page.



4. Editing existing content

There are two ways to change existing or add new content to a website:

- directly from the page using the Edit button;
- via the Content link.

Method 1

After selecting the place on the page of which content we want to modify, click the Edit button. It is located at the top of the screen, above the page title.

Method 2

From the administration menu (two black horizontal bars at the top of the screen), select the button labelled Content and click on it with the left mouse button.

A list of all content placed on the page will be displayed. Once you have found and selected the content you want, click the Edit button on the right.

The screenshot shows the 'Content' administration page. At the top, there is a breadcrumb trail: Home > Administration > Content. Below this, the 'Content' section is active, with sub-sections for 'Content', 'Blocks', 'Files', 'Newsletter issues', and 'Notifications'. Under 'Content', there are tabs for 'Overview' and 'Scheduled content'. A blue '+ Add content' button is visible. Below the button is a search and filter area with input fields for 'Title', 'Content type' (set to '- Any -'), 'Published status' (set to '- Any -'), and 'Language' (set to '- Any -'), along with a 'Filter' button. Below this is a table of content items. The table has columns: Title, Content type, Author, Status, Updated, and Operations. The first row shows an entry with title 'Oferta 1', content type 'Offer', author 'admin_vobacom', status 'Published', and updated date '02/11/2025 - 13:51'. The 'Operations' column for this entry contains an 'Edit' button, which is highlighted with a red box.

1. The first column contains squares that are used to select and perform mass actions such as deleting content.
2. The second column contains the titles of each page. Clicking will load the page and display the content.
3. The third column informs about the category of the added content.
4. The fourth column indicates the author, i.e. the user who created a specific entry.
5. The fifth column displays information about the content status:
6. Published - visible on the page
7. Unpublished - not visible on the site, only visible to content managers
8. The second column from the right contains information about the date and time of the last modification of the content.
9. The last column is used to perform specific actions.



Due to the large number of elements present on the page, the available search engine can be utilized to facilitate the identification of specific entries. This feature enables the display of content filtered by specific criteria, such as entries added by a particular user or those marked with the status Published. The search results will be displayed upon the activation of the Filter button.

Attention: you can use more than one search criterion at a time.

Editing any content on a page creates a new version of the content. “Versions” in the base Drupal version allow you to revert or preview changes that have been made.

At the bottom of the Content screen, there is also a menu that allows you to perform bulk actions, such as downloading PDFs and removing content. To use these features, select individual pages and then select an action from the drop-down list. Then, press the Apply to selected items button and confirm the action when prompted. Not all actions are available for every page (e.g. Remove content from home page), but if you use this on the wrong type of content, no action will be performed.

General Editorial Notes

Confirmation of all changes (adding or editing existing content) requires pressing the blue Save button. It is located at the very bottom of the form.



The Published box indicates that the content is displayed on a web page. Checking this box (the square will turn blue) will change the status to Published.









To permanently (irreversibly) remove specific content from a page, use the red Delete button. This option is only available after adding, saving the page, and going into edit mode - it does not display when adding a new entry.



Published (all languages)

Save (all translations) **Delete translation**

If there are Anchors on the site, it means that the order in which the terms are displayed can be changed at will. To change the order, hold the so-called anchor (icon next to the name) with the left mouse button and drag it up or down.

Name	
	Information systems services and digitisation of logistics processes
	Advanced delivery/procurement rules services
	Transport services
	Supply consolidation services
	Vehicle route optimisation services
	Warehousing services
	Consultancy for shared logistics facilities (warehousing)

The site features a text editor that includes the following options: bold, italic, underline, strikethrough, superscript, lowercase, delete formatting, undo, redo, add link, text alignment, bulleted list, numbered list, indentation, image, quote, table, line, button, headings, languages, source, and code.

To enter edit mode, use the Edit button.

View **Edit** Delete Manage display Revisions Devel Translate



Content Types

To make it easier to use, the content on the site has been divided into several categories. They are described systematically as Content Types. To add them, first move the cursor over the Content option from the administration menu, then move it over Content Types and from there select the one you want to add.

4.1. News

This content type is used to add news that is located on the home page.

Home > Add Content > Create News

Create News

Title *

Content (Edit summary)

Text format: Full HTML

Last saved: Not saved yet
Author: admin_vobacom

Revision log message

Briefly describe the changes you have made.

Meta tags

Alias URL
Automatic alias

Authoring information
By admin_vobacom (1) on 2025-02-19

To create a new content type, fill in the following fields:

- **Title:** Enter the title of the news item.
- **Contents:** This field allows you to add text using a built-in text editor.
- **Downloads:** You can attach files for download in the following formats:
 - **Supported formats:** txt, pdf, doc, docx, zip, rar, jpg, png, gif, ppt, odt, xls, pptx, xlsx, avi, mp3, eps, mp4.
 - Maximum file size: 800 MB.
- **Picture:** Upload a single image file in **png, gif, jpg, or jpeg** format.
 - Maximum file size: 800 MB.
- **Paragraphs:** These are additional content fields that can be added to a content type. Their functionality is described in detail in the *Simple Page* subchapter.

4.2. Photo gallery

This content type allows you to add large photo galleries that can then be used as a paragraph. To add a content type, complete the following fields:

- **Title:** text that will be the title of the gallery.
- **Description:** multi-line text field for a possible description, with a text editor available.



- **Photos:** a field for an unlimited number of photos in png., gif., jpg. or jpeg. extensions with a limit of 800 MB.

4.3. Simple page

This type of content allows you to add pages that can be connected anywhere on the site. They are most often used for contact or about us pages. Start adding by selecting Add content and Simple page from the Content menu. The only mandatory field on the page is Title, which will be the header of the page. Below are the descriptions of the paragraphs available on the page.

Content: the field is used to add text and is operated using a text editor.

Picture: this paragraph has a place to add a graphic file, with a limit of 800 MB, with the extensions png., gif., jpg. and jpeg. The photo can be enriched by adding a caption and choosing one of 4 image styles (large, small, wide and medium) and a link. In the Link target field, you can choose how the link will be displayed (new or current). If it should lead to an external page, paste the full URL, e.g. <https://example.com>. If the link leads to an internal page, do one of the following:

- start typing the title of a content item to select it from the list,
- find the page ID number and enter the formula node/[ID number],
- paste the full URL, e.g. <https://example.com>,
- Type <front> to create a link to the home page,
- Enter <nolink> to display only the text, with no redirect.

Content + graphics: combination of paragraph content and image with the ability to set the display mode order.

Download: is a field for attachments, of which the available are txt., pdf., doc., docx., zip., rar., jpg., png., gif., ppt., odt., xls., pptx., xlsx., avi., mp3., eps., mp4. After adding a file, a new Description field will appear, which should be used as a file label.

Dropdown box set: a header + text set, which are used to create expandable fields. The content field can format content.

Gallery: gallery allows you to add photos that will be displayed as thumbnails and after clicking on them the user will be able to browse a stack of photos. You can send an unlimited number of files to this field, but the weight limit is 800 MB. Allowed extensions are png., jpeg., jpg., jpe., gif.

Embedded gallery: a paragraph where you can search for galleries added with the Photo Gallery content type.

Movie: this field is used to add a video that will be displayed on the page. You must fill in the text field with a link to the YouTube channel and optionally place a caption. You can also upload a video in mp4 format with a thumbnail.

Add Tiles: these fields can be used as links to other pages and as links to phone numbers. They consist of the following fields:

- **URL:** field for entering the URL, e.g. <https://example.com>.
- **Link content:** the text that will appear on the tile/
- **Icon:** a field used to insert a graphic file that is an icon.



Round tiles: another variant of the tiled paragraph used to create visual tiles in a circle. You need to fill in the heading and text fields.

Square blocks: block paragraph for creating visual blocks of graphics and text.

Form: paragraph for adding a previously prepared form. After entering the title, select the form from the list, then set its status and visibility.

Reference: a field for adding a visually highlighted link in the form of a button.

Texts with links: a field for adding multiple visually highlighted links in the form of coloured blocks of text.

5. Translations

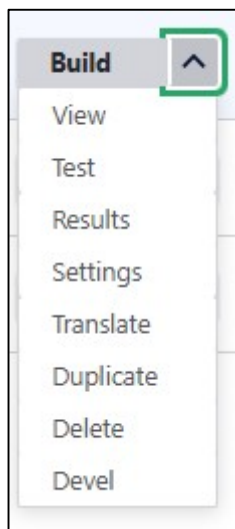
Translations are available in various places on the site. Most often, to translate a page, you simply select Configuration from the administration menu, then Region and language, and User interface translation. In the Text contains field, you must enter the text you want to translate.

NOTE! It is necessary to take case into account. “save” and “Save” will serve as two different queries.

Source string	Translation for Polish
Published	Opublikowano

6. Editing messages and form recipients

To edit the message that is displayed to users after sending a form, expand the Structure menu and then click on Forms. Then, from the list of forms, select the Settings option for the selected form.



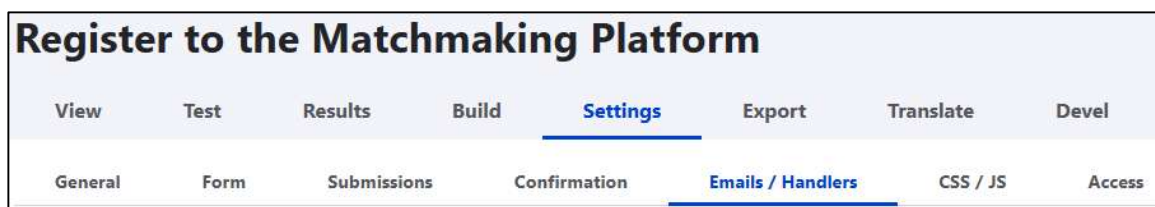
Then you must select Confirmation.



The window will display an option to select the type of notification (this should not be changed) and a field for entering text. This message can be changed here.

A significant part of the messages can be changed in Translations. To do this, the administrator must select the Configuration tab from the administration menu, then point the cursor to Region and language, and then press the Translation configuration button. A list of module configurations will open in a new window. Among them you should find the Forms configuration option, next to which you will see the Translations button. After pressing, you should select the Polish language edition. Here you can change all default messages and buttons, such as error message, confirmation of sending or closing the form.

To change the default email address to which completed applications are to be sent, click the Settings button.



Then, select the Emails/Handlers button and edit the Email field. After expanding, the Send to section has a place to enter an email address.



7. General notes

7.1. Emails

To change the message sent to the user, e.g. about setting up a new account, select Configuration from the administration bar, People and then Account Settings. At the bottom of the form, there will be an E-mails tab, where you can change the content of the messages.

ATTENTION: Texts in square brackets e.g. “[user:display-name]” cannot be changed.

7.2. Announcements

Announcements are managed in various places. Survey announcements are changed in the form settings. Most often, the content of announcements is changed in the Translations tab. There, you should enter the announcement in the search engine and change its content.

Announcements relating to forms on the site are described in the chapters devoted to them.

To change the announcements, you need to click on the Configuration button, then Region and Language, and then User Interface Translation. This is where you will find announcements about search engines and errors. All information on how to translate has been described in a separate chapter (**Translations**). In the search engine located there, you should enter the announcement that needs to be changed.

Here you can find announcements regarding the ReCaptcha module. A user who wants to change the message “Solve the following math problem and enter the result.” must enter at least the word “Solve” in the search engine (considering case and punctuation) and confirm. To be sure, you can enter the entire phrase that you want to translate, i.e. “Solve the following math problem and enter the result.”. The original announcement will be displayed on the left, and its version in other selected language on the right, in which you can make changes. After making modifications, press the Save translations button.

7.3. Where can I find the page id (node)?

To find the page id, select Content from the administration menu and from the list select the page whose id you are looking for. After clicking the Edit button in the URL, the information you are looking for will appear, e.g. <https://upp.dev02.vobacom.info/pl/node/21/edit?destination=/pl/admin/content> where “21” is the page identifier.

Therefore, to link a page somewhere using an id, you need to enter “/node/21” in the link field.

8. User management

Managing user accounts is important to keep the Knowledge Transfer Platform (KTP) organised and secure. The platform allows you to give users different roles, depending on what they need to do. For example, if you are adding a new project manager, assign them the Editor role so they can edit and publish content.

To add a user, log in as an administrator, go to the **Users** section, and click **Add New**. Enter their username, email, and password, then choose their role. If you need to edit or delete a user, find their name in the user list and make changes or remove them. For example, if someone has a Subscriber role but needs to write posts, change their role to Author.



9. Site security and updates

Keeping the platform secure and up to date helps protect it from problems. To make your site safer, ensure all users create strong passwords. Adding two-factor authentication means users will need to confirm their login with their phone or email, which adds extra protection.

You should also regularly update the platform. For instance, updating a plugin like WooCommerce can fix bugs and add new features. Use the **Site Health** tool in the dashboard to check for issues like outdated software. Following these steps helps keep the site running smoothly.

10. Customisation

Customisation lets you change how your platform looks and works. To start, go to **Appearance** in the dashboard and select **Customise**. For example, if you want your platform to support multiple languages, you can add a language switcher to the top menu. You can also upload a new logo or change the colour scheme to match your organisation's branding.

The Customiser shows how your changes will look on computers, tablets, and phones. If you know some coding, you can use the **Additional CSS** option to make more detailed changes, like increasing the font size to make text easier to read. Remember to back up the site before making big changes.

11. Backup and export

Backing up your site regularly ensures you can recover your content if something goes wrong. Plugins like UpdraftPlus can automatically back up your site every day or week. For example, if your site crashes after an update, you can use a backup to restore it quickly.

To export your site content, go to **Tools** and select **Export**. This creates a file that contains all your posts, pages, and other content. If you need to share posts about logistics with another platform, you can export just those posts.

12. Navigation and menus

Menus help visitors find content on your platform. To manage menus, go to **Appearance** in the dashboard and click **Menus**. You can add, edit, or rearrange items in the menu. For instance, if you create a new page about sustainability, you can add it to the main menu so users can find it easily.

Keep your menus simple. Use clear names for menu items, like **Contact Us** instead of **Reach Out**, so users know what to expect. Place important links, like support or partner pages, in the footer to keep the main menu uncluttered.



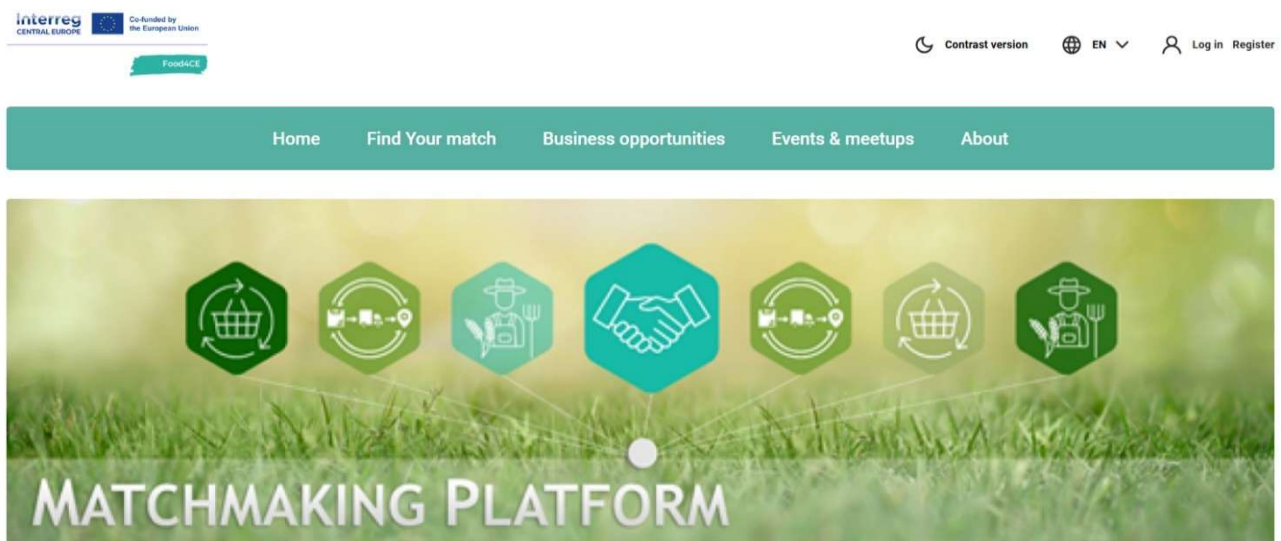
13. Matchmaking Platform Page structure

13.1. Home page

The homepage is the most important page of a website. As it's usually the first thing a visitor sees, it needs to be both user-friendly and visually appealing to encourage further exploration.

13.2. Header

The header is displayed at the top of every page on the website.



It provides key navigation options to help users easily access important sections:

- Main navigation menu: This menu highlights the primary sections of the site, such as Best Practices and the Knowledge Base, ensuring quick access to essential content.
- Language Options: Users can switch between English, Slovenian, German, Hungarian, Polish, and Italian by selecting the appropriate flag icon in the top-right corner of the header.

13.3. Footer

The footer is located at the bottom of every page and provides easy access to important resources. It includes direct links to selected content, legally required information, and social media accounts. Additionally, it features details and links to project partner websites.



Our partners



<p>Matchmaking platform</p> <ul style="list-style-type: none"> About MP About KTP About Food4CE 	<p>Privacy</p> <ul style="list-style-type: none"> Privacy policy Cookie settings FAQ 	<p>Social media</p> <ul style="list-style-type: none">
--	---	--

14. Content management

Taxonomy

NOTE! Changes in the taxonomies affect the display of filters in many areas of the site. Exercise caution when adding/removing terms.

In the Structure > Categories tab, it is possible to manage taxonomies and the terms assigned to them.

Home > Administration > Structure > Taxonomy

Taxonomy

Overview | Scheduled terms

[+ Add vocabulary](#)

Vocabulary name	Description	Operations
☷ Countries		List terms
☷ Organization type		List terms
☷ Large customers		<ul style="list-style-type: none"> Edit vocabulary Add terms Manage fields Manage form display Manage display Translate Manage permissions Delete vocabulary Devel
☷ Local food producer		List terms
☷ Logistics provider		List terms
☷ Platform		List terms
☷ Offer category		List terms
☷ Offer type		List terms

The taxonomy content can be previewed by pressing "List terms."

Adding Terms

To add a term to the selected taxonomy, press the "Add vocabulary" button.



Selecting the "Add Child" option will enter the mode for adding a subordinate term relative to the selected option.

In the term addition view, you must provide its name - the description is optional.

It is very important to select the language of the term from the dropdown list. The default selected language is English, but Polish can also be chosen. If a given filter is to be visible in two language versions, the term must be added twice - each time in a different way.

Pressing "Save" will add the term to the list. By choosing this option, you can immediately add another term in a similar manner.

Pressing "Save and Return to List" will add the term and return to the list of terms.



Home > Administration > Structure > Taxonomy > Edit Local Food Producer > Add Term

Add term

Name *

Description

B *I* U ~~S~~ x^2 x_2 I_x | ↶ ↷ @ ≡ ▾ ≡ ▾ ≡ ▾ ≡ ▾

▾ Paragraph ▾ Choose lang... ▾ Source <>

Text format Full HTML ▾

Language

The term language code.

Relations

Revision information **No revision**

No revision

Alias URL

No alias

Revision log message

Briefly describe the changes you have made.

Published

Save

Save and go to list



Removing Terms

To remove a term from the selected taxonomy, select the delete option from the operations menu.

NOTE! If a given term has nesting, all subordinate terms will be removed as well. You can confirm whether a term has nesting by checking the characteristic indentation next to the term name.

Home > Administration > Structure > Taxonomy > Edit Large Customers > Large Customers

Large customers

List Edit Manage fields Manage form display Manage display Manage permissions Translate taxonomy vocabulary

+ Add term

You can reorganize the terms in *Large customers* using their drag-and-drop handles, and group terms under a parent term by sliding them under and to the right of the parent.

Name	Status	Operations
+ cereal production	Published	Edit
+ root crop production	Published	Edit Add child Translate Delete Devel
+ legume and legume production	Published	Edit
+ fruit production	Published	Edit
+ vegetable production	Published	Edit
+ sale of cereals	Published	Edit
+ sales of root crops	Published	Edit

15. For user access/roles

The Matchmaking Platform will offer differentiated access for registered and non-registered users. Non-registered users will be able to view only the basic sections of the platform, such as information about the project, an overview of the platform functionalities, and the list of partners. However, they will not have access to interactive features such as the listing of offers/inquiries, meets up section, direct messaging between seeking and offering solutions, which are available exclusively to registered users. This ensures that the core networking and collaboration functions are used by verified participants, while still providing visibility to a broader audience

16. Registration/Login for external users

16.1. Step 1

- The user presses the "Registration" button,
- The user completes the form with login profile data:
 - **Username** - name used to log in to the platform,
 - **E-mail** - current user email address,
 - **Password** - a strong password prepared according to the instructions on the screen,
 - **Organization type** - selecting the type of organization from the list,
 - **Organization name** - enter the name of the organization.

After completing the data, the user presses "Next".



Progress bar: 1 Step 1, 2 Step 2, 3 Step 3, 4 Complete

Username *

E-mail *

Password *

Password strength: Weak

Confirm password *

Passwords match: yes

Recommendations to make your password stronger:

- Make it at least 12 characters
- Add uppercase letters
- Add numbers
- Add punctuation

Organization type *

Organization name *

16.2. Step 2

The user fills out a form with address data:

- **Country** - selection of the company's country of origin from the list,
- **Street** - enter the street where the company headquarters is located,
- **Number** - entering the company headquarters number,
- **Postal code** - enter the postal code of the company headquarters,
- **City** - entering the city of the company's headquarters.

After entering this data correctly and pressing "Get location from address", the location map will be updated.

From step 2, the user can go back to the previous step by pressing "Previous". After checking the correctness of the data, the user presses "Next".



Step 1 Step 2 Step 3 Zakończzone

Country *
Polska

Street *
Wloclawska

Number *
169c

Postal code *
87-100

City *
Toruń

Get location from address

United States

16.3. Step 3

The user fills out a form with contact details:

- **Contact person** - enter the name and surname of the contact person,
- **E-mail of contact person** - enter the e-mail address of the contact person,
- **Core business** - highlighting key business activities.

After completing the data, the user presses "Submit".

Step 1 Step 2 Step 3 Complete

Contact person
Krzysztof Szykiewicz

E-mail of contact person
xxx@gmail.com

Core business

- Information systems services and digitisation of logistics processes
- Advanced delivery/procurement rules services
- Transport services
- Supply consolidation services
- Vehicle route optimisation services
- Warehousing services

< Previous Submit

An email regarding account creation will be sent to the email address provided in Step 1. The user must wait for the platform administrator to approve the account.



16.4. Step 4

The platform administrator goes to the "Administration > People" path in the Drupal panel. In the list, he finds the recently added user with a blocked status and presses "Edit". Then the administrator changes the status to "Active" and saves the changes with the "Save" button. The action will send an email with an activation link to the selected user.

User verifies account:

- The user copies the one-time activation link and pastes it into the browser,
- The user reads the message and presses the "Log in" button,
- The user sets a new password,

Optionally, the user can complete the company description, add a logo and social media links,

The action must be confirmed by pressing the "Save" button.



17. Personal dashboard

17.1. Welcome screen

The dashboard is available to users who have an active account and are currently logged in to the platform.

To open the Welcome screen, the user selects "Dashboard" from the menu.

In this view, you will have the latest notifications related to the latest offers, order statuses, and new opportunities in supply chain. You will also be able to check saved, upcoming events and make sure you are registered for the latest workshops and webinars.



Strona główna Znajdź swojego partnera Możliwości biznesowe Wydarzenia i spotkania **Dashboard** O nas

Strona główna > Dashboard

Dashboard

- User Profile
- Notifications
- Matches
- Events
- Business listings
- Preferences

Welcome back!

We're glad to see you again.

Recent Notifications:

You have 5 new notifications since your last login. Stay updated with the latest offers, order statuses, and new opportunities in your supply chain. Don't miss out on important updates tailored to your needs.

Upcoming events:

Check your saved events and ensure you're registered for the latest workshops and webinars. Enhance your skills with practical training sessions designed to optimize your food supply operations.

17.2. User profile

In this view, the user can modify the organization data entered during registration to the platform.

Home > Dashboard > User Profile

User Profile

- User Profile
- Notifications
- Matches
- Events
- Business listings
- Preferences
- Privacy Settings
- Contact Us
- FAQ
- Log out

Basic information

Logo
 zelene-japka_0.png Remove

Organisation type
Large customers

Organization name
test

Organization address

Street
Wschodnia

Number
36d

Postal code
87-100

City
Toruń

Country
Austria

Save

Company location

Get location from address



17.3. Business listings

In this view, user can add business offer according to content type “Offers”:

- **Business listing title** -field to enter the business name,
- **Core business** -the ability to indicate key business activities,
- **Keywords** -fields for entering four keywords describing the business,
- **Category** -drop-down field for selecting a business category,
- **Date and contact details**- fields for selecting the duration of the offer and fields for entering the personal data of the contact person,
- **Description**- field for describing the business,
- **Picture gallery**- a place to upload a gallery regarding your business offer,
- **Certificate and type of offer**- the ability to check whether you have a certificate (after checking, a text field for a certificate description will appear) and select the offer type.

After pressing "save", the business offer will be visible in the table, at the very bottom of the page. From this position, in the operations column, you can delete or edit it.

Save				
Name	Description	Category	Date	Operations
Moja oferta	opis	local focus	19-02-2025 - 28-02-2025	Edit

17.4. Preferences

In this view, the user can:



- edit contact person details,
- set a company description,
- change password,
- add social media links.

Preferences

- User Profile
- Notifications
- Matches
- Events
- Business listings
- Preferences**
- Privacy Settings
- Contact Us
- FAQ

Basic contact informations

Contact person

Phone number

Company description

B *I* Paragraph Source

About text formats

Change password

Social Media Links

Facebook Profile URL

This must be an external URL such as <https://example.com>.

LinkedIn Profile URL

This must be an external URL such as <https://example.com>.

Instagram Profile URL

This must be an external URL such as <https://example.com>.

YouTube Channel URL

This must be an external URL such as <https://example.com>.

Other

Innovative solutions

This must be an external URL such as <https://example.com>.

17.5. Privacy Settings

17.6. Contact Us

In this view, the user can send an email with questions to the platform administrator. Providing name, email and message text.



Home > Dashboard > Contact Us

Contact Us

- User Profile
- Notifications
- Matches
- Events
- Business listings
- Preferences
- Privacy Settings
- Contact Us**
- FAQ

View Edit Delete Manage display Revisions Devel Translate

Got a question?
We'd love to hear from you.

Your Name *

Your Email *

Message *

Wpisz wiadomość

Send message →

17.7. FAQ

In this view, the user can view frequently asked questions.

Strona główna > Dashboard > FAQ

FAQ

- User Profile
- Notifications
- Matches
- Events
- Business listings
- Preferences
- Privacy Settings
- Contact Us
- FAQ**
- Log out

How do I create a new collaboration opportunity? ▼

Can I search for specific stakeholders on the platform? ▼



18. Find your match

18.1. Search and Filter of Listed Organizations

To go to the partner search engine, select the option "Find your partner" from the menu on the home page. After pressing, you will be taken to the search form, where you can search for partners by:

- keywords,
- name of the organization,
- type of organization,
- key business activities,
- country.

The results can be sorted descending or ascending, and after entering the query, the action should be confirmed with the "Search" button. The user does not have to fill in all the fields to be able to find the organization that interests them.

By default, without performing a search query, all added organizations are visible in the form of a map and a list - the view can be switched using the "map view" and "list view" buttons.

Home > Find Your match

Find your match

Search for: Name:

Organisation type: Core business: Country:

Sort:

→

Search results

1 available according to your search criteria

Uniwersytet Przyrodniczy w Poznaniu Wojska Polskiego 28 60-637 Poznań More	ORGANISATION TYPE Logistics provider
---	--

18.2. Organization profile

To go to the profile of the searched organization, the user selects the "more" button on the list or selects the "registration" button on the map. After performing the action, the organization card will be launched, which contains (depending on the degree of completion of the profile):

- information describing the user's organization,



- icons for contacts and social media,
- map with location,
- section with similar organizations,

"Business opportunities" offers entered by a given user - which are links and transfer to the business offer in the form of Dashboard view metadata.

19. Business Opportunities

19.1. Business Listings Search Engine

To go to the business listings search engine, select "Business Opportunities" from the menu on the home page. After pressing, you will be taken to a search form where you can filter businesses by:

- categories,
- location,
- keywords,
- the duration of the offer,
- having a certificate,
- offer type:
 - all, includes both service search and service provision offers
 - searching for a service - for users looking for a specific service.
 - providing a service - for users offering a service.

These offers are divided into two separate categories, highlighted visually:

- for people who are looking for a service - highlighted in blue,
- for people who offer the service - highlighted in green.



After selecting and completing the filters, confirm the action with the "Search" button. The user does not have to use all facets to find the service they are interested in. The applied filters are undone by pressing the "Clear all filters" button.

By default, without selecting filters, all added offers are visible in the form of catalogues.

Category: - Any -
Location: - Any -
Keywords:
Date: dd.mm.rrrr

Offer type:
 - Any - looking for services offering services Certificate

Search

8 collaboration(s) available

- LOOKING FOR SERVICES**
Moja oferta
Offer number: 56
opis
19-02-2025 - 28-02-2025
Location: Toruń, Austria
- OFFERING SERVICES**
Doradztwo naukowe
Offer number: 11
Zajmujemy się doradztwem w zakresie kosztów produkcji, zasadności inwestycji, zrównoważonego rozwoju oraz marketingu i budowy strategii działania
31-01-2025
Location: Poznań, Poland
- OFFERING SERVICES**
Instrukcja UPP
Offer number: 10
- LOOKING FOR SERVICES**
nowa oferta na hanel ziemniakami
Offer number: 9

19.2. Business listings

In the resulting list of offers, after pressing "Contact partner" a pop-up will appear with the contact details of the given partner.

Moja oferta
Offer number: 56
opis
19-02-2025 - 28-02-2025
Location: Toruń, Austria

Doradztwo naukowe
Offer number: 11
Zajmujemy się doradztwem w zakresie kosztów produkcji, zasadności inwestycji, zrównoważonego rozwoju oraz marketingu i budowy strategii działania

Instrukcja UPP
Contact person: Jan Kowalski
Phone number: 999888777

Instrukcja UPP
Offer number: 10
Opis biznesu
30-01-2025
Location: Toruń, Poland

nowa oferta na hanel ziemniakami
Offer number: 9
sklkcjslkjcsc.smac_m_m
30-01-2025 - 08-02-2025
Location: Toruń, Poland