



Herbs for Growth

BSB-987

Deliverable: D.T3.2.1
HEGO E-Business portal

Users' Guide

V.1.0

Common borders. Common solutions.

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1 INTRODUCTION

1.1 Purpose of the guide

The purpose of the HEGO Business E-portal User Guide is to provide detailed information and step-by-step instructions on how to use the HEGO Business E-portal. The guide will help end-users from the project countries in the Black Sea Basin and other countries outside the Black Sea Basin area to register, navigate, and fully utilize the tools and services provided by the portal. The User Guide will also describe the procedures for creating a commercial profile of the enterprise and for establishing commercial links between interested actors in the herb sector. The aim is to contribute to the creation of networks and the establishment of commercial links between actors in the sector of growing, producing, promoting and marketing plants and plant products with high commercial value. The User Guide will be available in English to ensure that every enterprise connected with the herb sector in each project country can navigate and use the portal. After the end of the project, the guide will continue to be available to end-users who carry out activities in the herb sector, or related to the sector, in the HEGO project countries, as well as outside the Black Sea Basin area.

1.2 Scope of the guide

The scope of the HEGO Business E-portal User Guide is to provide end-users with a comprehensive guide on how to use the portal to establish and promote cross-border and international trade links in the sector of growing, producing, promoting, and marketing plants and plant products with commercial value added. The guide will describe in detail the steps for user registration, creating a commercial profile, and establishing commercial links between interested actors in the herb sector. It will also provide information on the tools and services available on the portal, including the submission of requests for collaborations and customer support forms. The guide will be available in English, as all material uploaded to the Business E-portal will be in English for ease of navigation. The scope of the guide is limited to the use of the HEGO Business E-portal and does not cover any other activities or projects related to the HEGO - Herbs for Economic Growth project or I.P. ODA.

2 Getting Started

Benefits for Registered users:

Registered users on the HEGO Business E-portal will have the opportunity to create a commercial profile of their enterprise, where they can showcase their products and services. They will also be able to post their products and submit requests for collaborations with other users of the portal, thus facilitating cross-border and international trade links in the sector of growing, producing, promoting, and marketing plants and plant products with commercial value added. This will enable them to establish networks and commercial links with other actors in the sector from the countries of the HEGO project and other countries, thus contributing to the creation of innovative entrepreneurial activities in the herb sector.

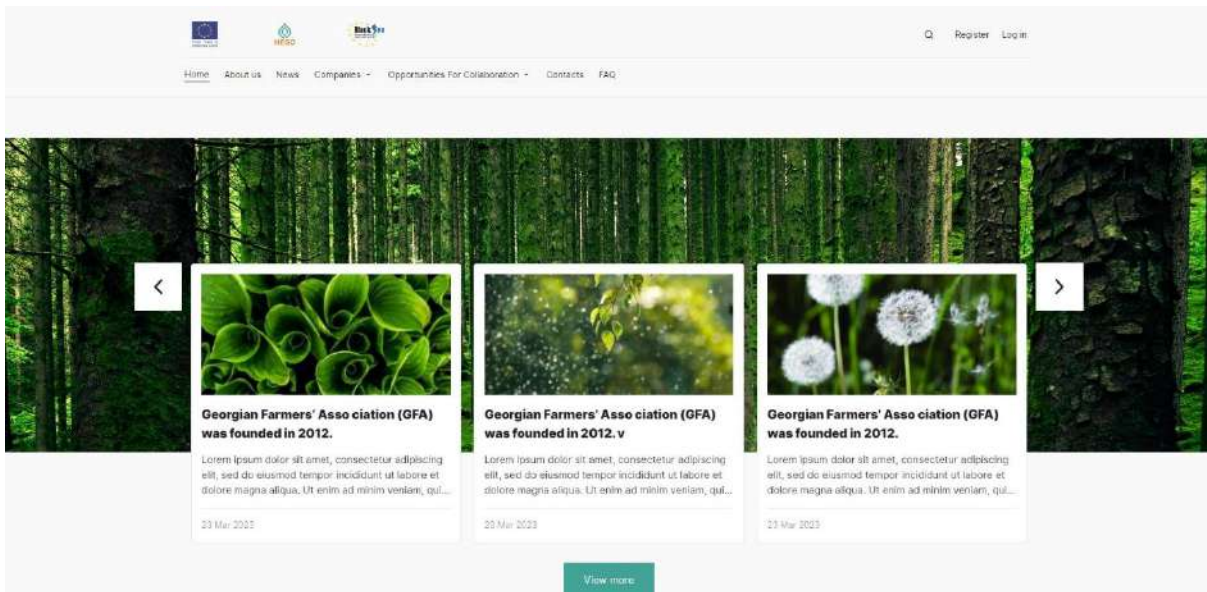
Anonymous users:

In addition, even simple users who are not registered as companies on the HEGO Business E-portal will still have access to the public parts of the site, such as the Home page, About Us, News, Companies Database, Map, Opportunities for collaboration, Request a collaboration (without possibility to submit the form), Contacts, and FAQ. This will allow them to explore the content of the portal and potentially discover new business opportunities. However, only registered companies will be able to create commercial profiles, post products, and submit requests for collaborations.

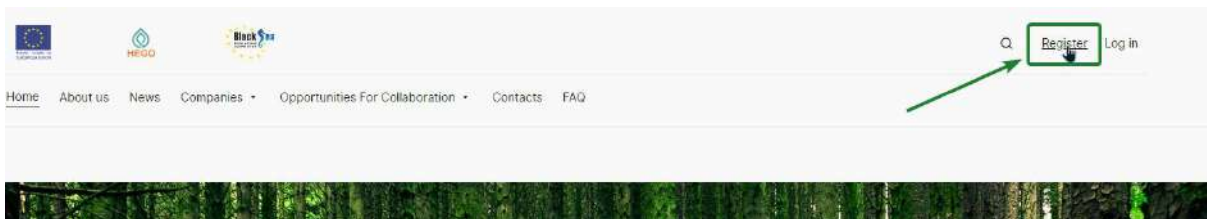
2.1 Registering as a Company

To register in the E-portal HEGO, repeat the following steps:

- 1) **Access the HEGO site**



2) Click on the „Register” link from header



The Registering form is opened

Home About us News Companies Opportunities For Collaboration Contacts FAQ

Email address *

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Username *

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Company profile

Name of the organization/enterprise *

Date of foundation *

IDNO/Tax code *

Organizational-legal form *

- Select a value -

Main field of activity *

Sector *

Address *

Country *

3) Complete the form (at least required fields):

a. Email address;

b. Username;

c. Company profile:

i. Name of the organization/enterprise;

ii. Date of foundation (type or select from calendar);

iii. IDNO/Tax code;

iv. Organizational-legal form (select corresponding option);

v. Sector (select corresponding option);

vi. Main field of activity;

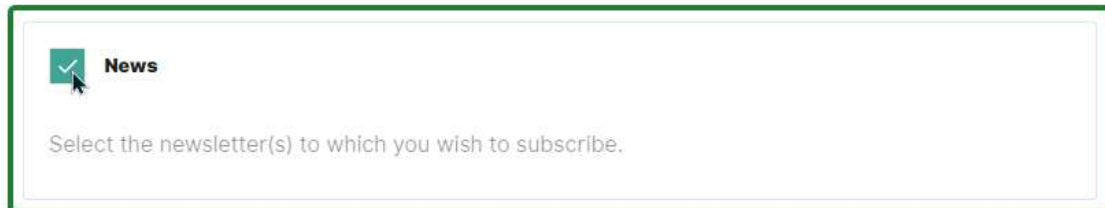
vii. Address (Country, District City, Street address, depending on country);

viii. Contact phone;

Common borders. Common solutions.

- ix. The mission of the organization;
- x. Description of the activity of the organization / enterprise;
- xi. Company logo (upload a file png, gif, jpg, jpeg, svg);
- xii. Representative image (upload a file png, gif, jpg, jpeg, svg)

4) Select newsletter(s) to subscribe

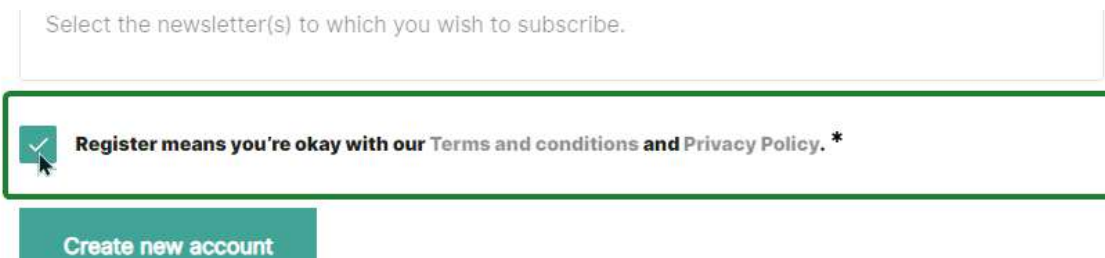


News

Select the newsletter(s) to which you wish to subscribe.

Register means you're okay with our Terms and conditions and Privacy Policy. *

5) Select checkbox to accept „Terms and conditions” and „Privacy Policy”

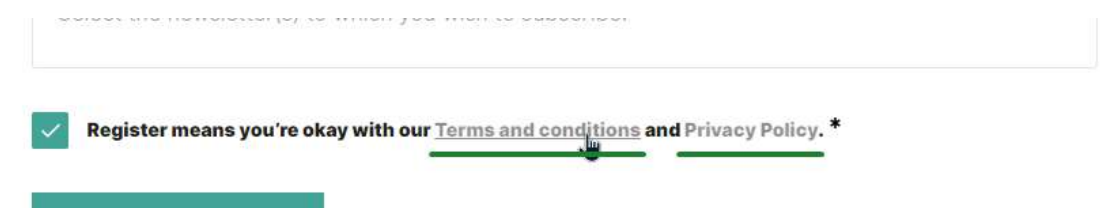


Select the newsletter(s) to which you wish to subscribe.

Register means you're okay with our Terms and conditions and Privacy Policy. *

Create new account

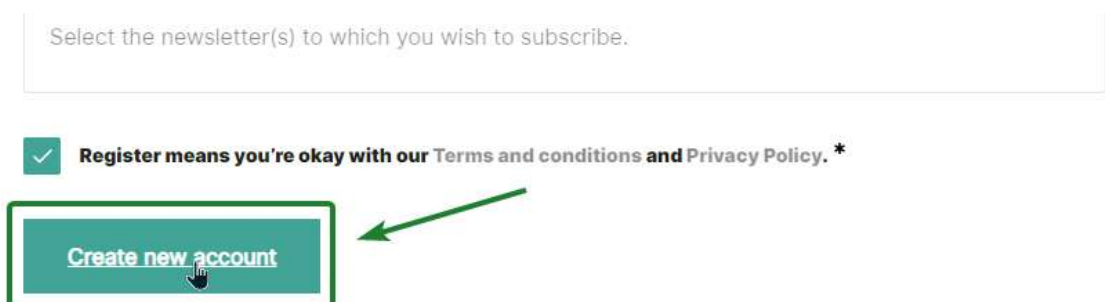
Access „Terms and conditions” or „Privacy Policy” by clicking on corresponding link, if necessary



Select the newsletter(s) to which you wish to subscribe.

Register means you're okay with our Terms and conditions and Privacy Policy. *

6) Click on the „Create new account” button

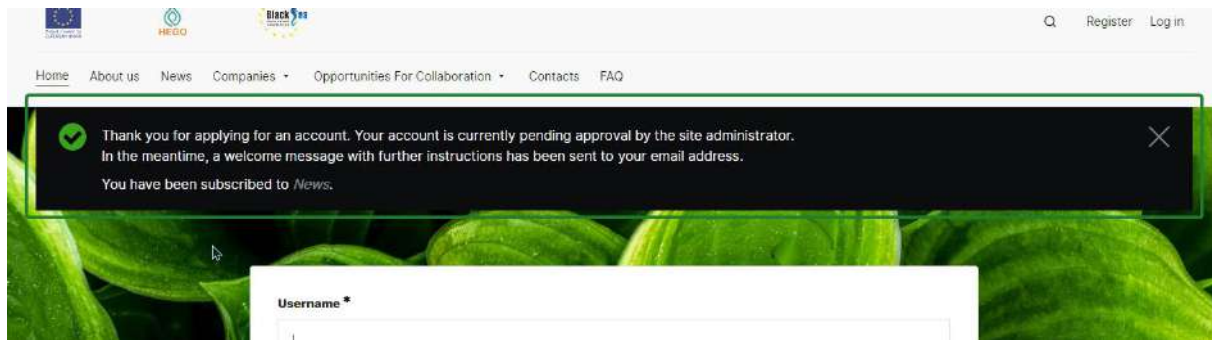


Select the newsletter(s) to which you wish to subscribe.

Register means you're okay with our Terms and conditions and Privacy Policy. *

Create new account

The form is submitted and the corresponding message is displayed on the site



and an email notification has been sent to the specified email address

Account details for dmitri.topciu at HEGO (pending admin approval)



Notification Mail <[redacted].com>



17:11

To: [redacted]

[redacted],

Thank you for registering at HEGO. Your application for an account is currently pending approval. Once it has been approved, you will receive another email containing information about how to log in, set your password, and other details.

-- HEGO team

After the portal Administrator checks the Applying for an account and approves the registration of the profile, the User will receive an e-mail message with instructions for setting a Password for the account

Account details for dmitri.topciu at HEGO (approved)



Notification Mail <[redacted].com>

17:22



To: [redacted]

[redacted],

Your account at HEGO has been activated.

You may now log in by clicking this link or copying and pasting it into your browser:

[redacted]

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at [redacted] in the future using:

username: [redacted]

password: Your password

-- HEGO team

7) Access the link for setting the password

[redacted]

Your account [redacted]

You may now log in by clicking this link or copying and pasting it into your browser:

[redacted]

Click or tap to follow link

[redacted]

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at [redacted] in the future using:

As result corresponding page is opened

Set password

This is a one-time login for [redacted]

Click on this button to log in to the site and change your password.

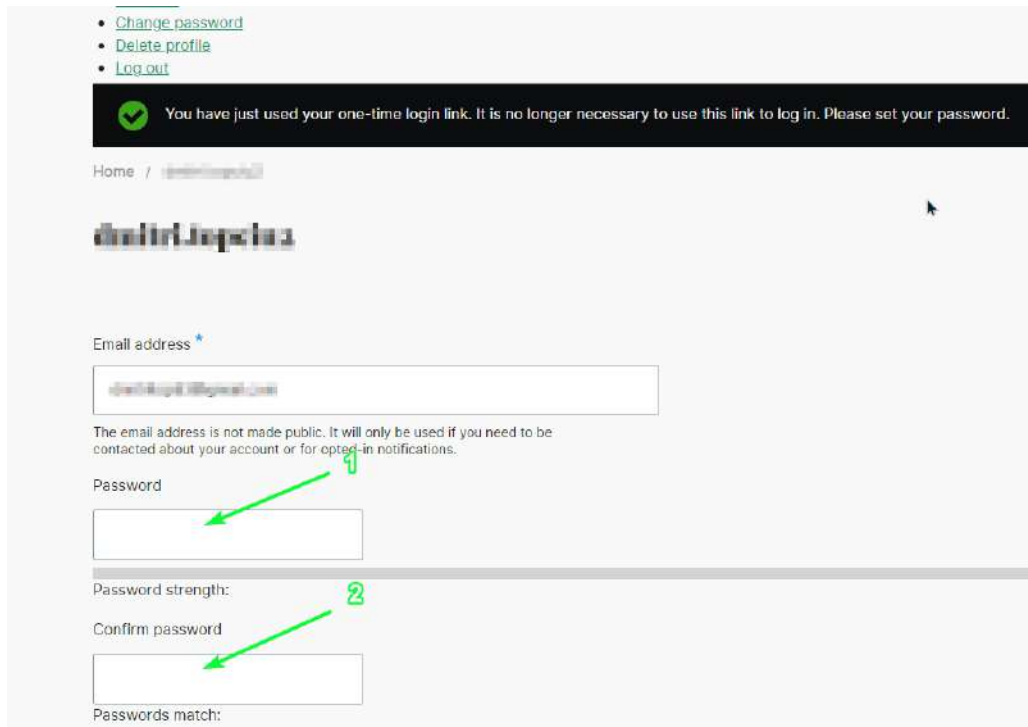
This login can be used only once.

Log in

8) Click on the “Log in” button



9) Enter the password and repeat entered password in the corresponding fields



The screenshot shows a user interface for creating a password. At the top, there are links for "Change password", "Delete profile", and "Log out". A black notification bar with a green checkmark states: "You have just used your one-time login link. It is no longer necessary to use this link to log in. Please set your password." Below this, the breadcrumb "Home / [unreadable]" is visible. The main heading is "HEGO". The form includes an "Email address" field with a blue asterisk, a "Password" field, a "Confirm password" field, and a "Passwords match:" label. A green arrow labeled "1" points to the "Password" field, and another green arrow labeled "2" points to the "Confirm password" field.

10) Scroll down and click on the “Save” button



Result: Password is set and the corresponding message is displayed.



2.2 Login process

The login process is simple, as it is on most websites.

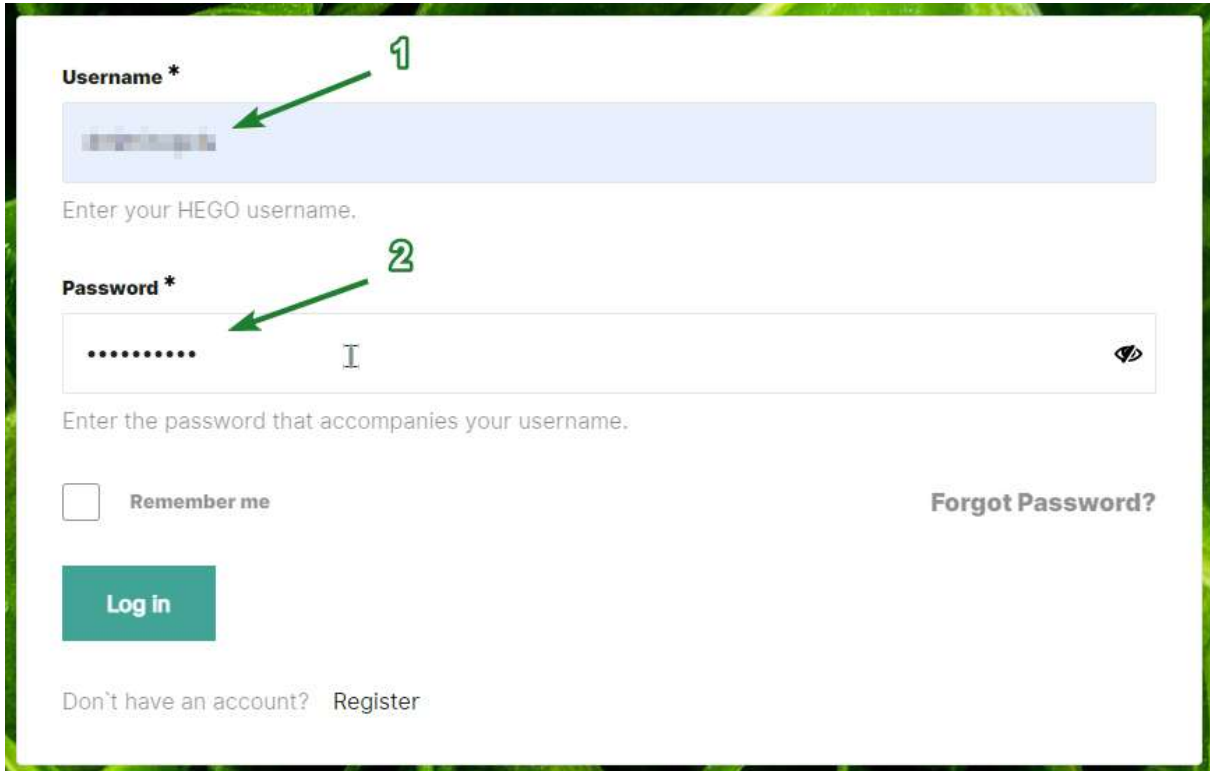
Preconditions: Existing valid account;

To Login in the account, repeat the following steps:

- 1) Access the HEGO site
- 2) Click on the „Log in” link from the header

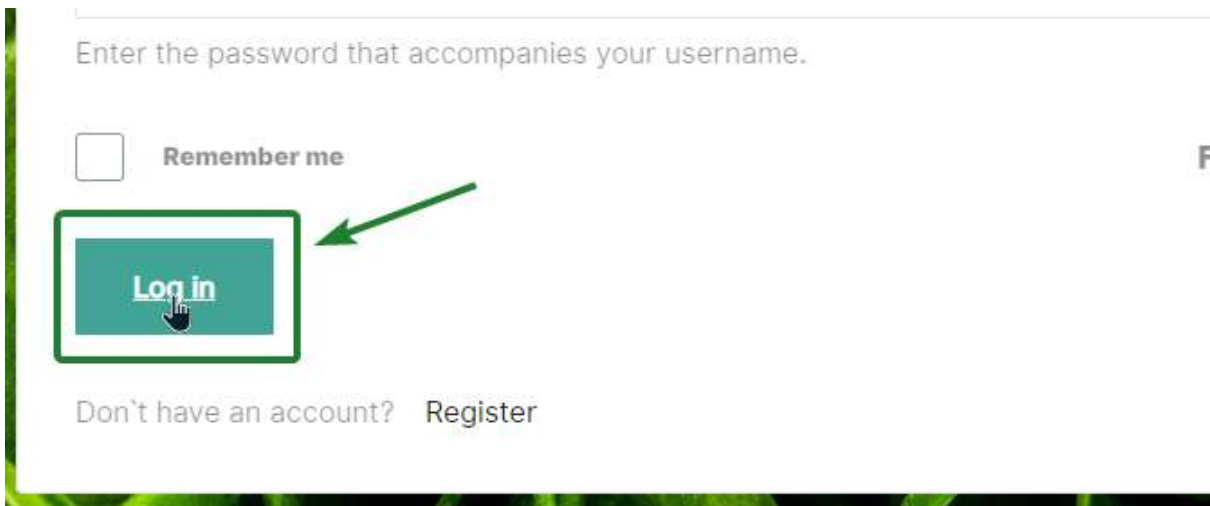


3) Enter credential in the “Username” and “Password” fields



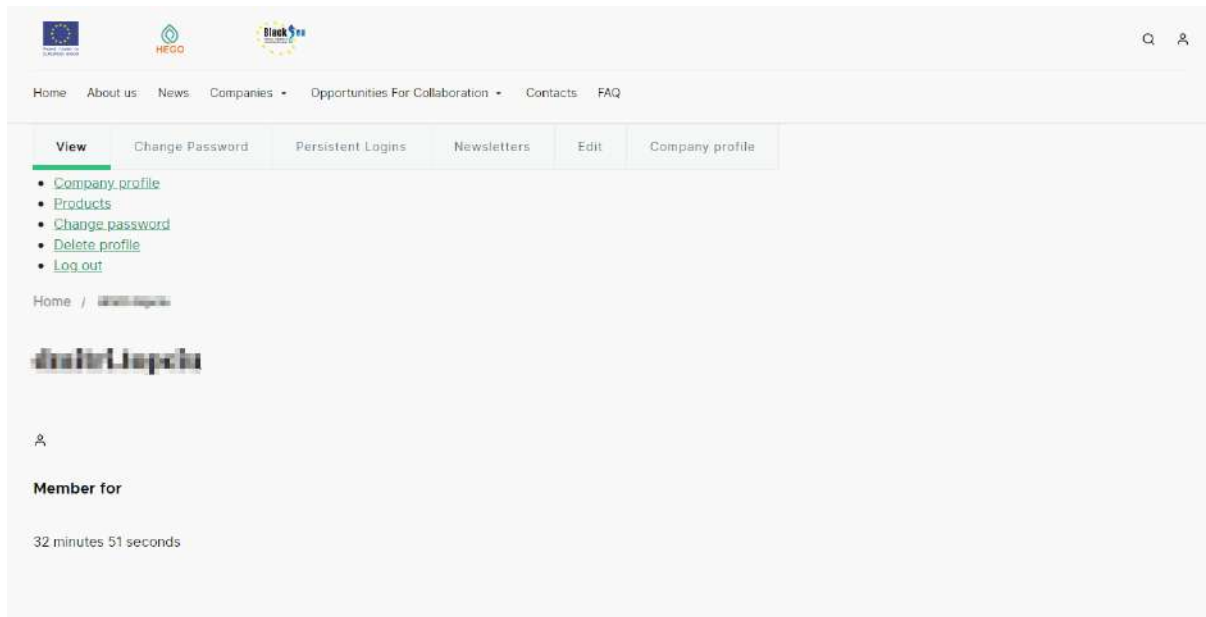
The screenshot shows the login form with two main input fields. The first field is labeled "Username*" and contains a blurred username. A green arrow labeled "1" points to this field. Below it is the instruction "Enter your HEGO username." The second field is labeled "Password*" and contains a series of dots. A green arrow labeled "2" points to this field. Below it is the instruction "Enter the password that accompanies your username." There is a "Remember me" checkbox, a "Forgot Password?" link, a green "Log in" button, and a "Don't have an account? Register" link at the bottom.

4) Click on the „Log in” button



This screenshot is a close-up of the bottom part of the login form. It shows the "Remember me" checkbox, the "Log in" button, and the "Don't have an account? Register" link. A green box highlights the "Log in" button, and a green arrow points to it from the right.

Result: User logged in and the profile page is displayed



2.3 Reset password process

The Reset password functionality allows users to regain access to their accounts in case they forget their password or suspect that it has been compromised.

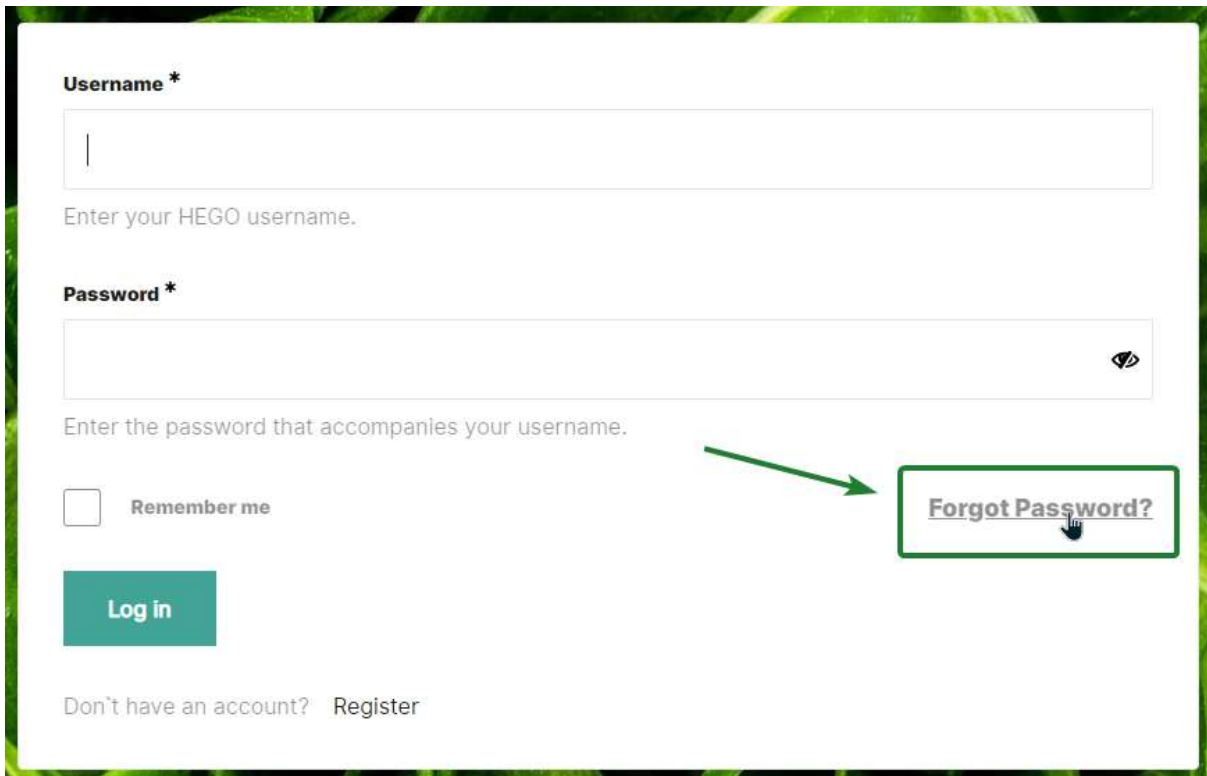
Preconditions: Existing valid account;

To reset the password for an existing account, repeat the following steps:

- 1) Access the HEGO site
- 2) Click on the „Log in” link from the header



- 3) Click on the „Forgot Password?” link



Username *

Enter your HEGO username.

Password *

Enter the password that accompanies your username.

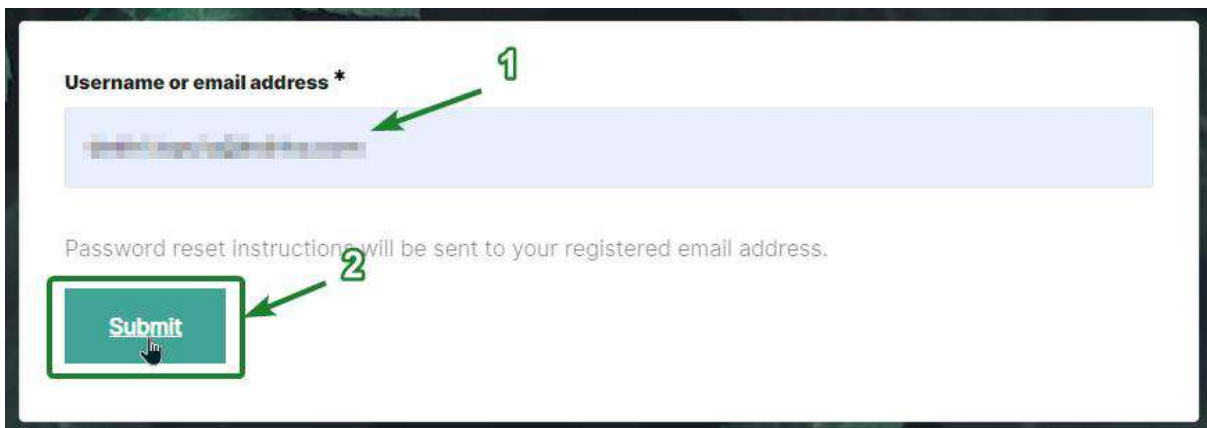
Remember me

[Forgot Password?](#)

Log in

Don't have an account? [Register](#)

- 4) Introduce the username or email address into the „Username or email address” field and click on the „Submit” button



Username or email address *

1

Password reset instructions will be sent to your registered email address.

Submit

2

The message about submitting the form is displayed



and an email notification has been sent to the specified email address

Replacement login information for [redacted] at HEGO



Notification Mail <[redacted]>

18:27



To: [redacted]

[redacted],

I

A request to reset the password for your account has been made at HEGO.

You may now log in by clicking this link or copying and pasting it into your browser:

[redacted]

This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- HEGO team

5) Access the link from the email for resetting the password

A request to reset the password for your account has been made at HEGO.


You may now log in by clicking this link or copying and pasting it into your browser:

[redacted]

This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- HEGO team

6) Click on the „Log in” button on the opened page



Home / Reset Password

Reset password

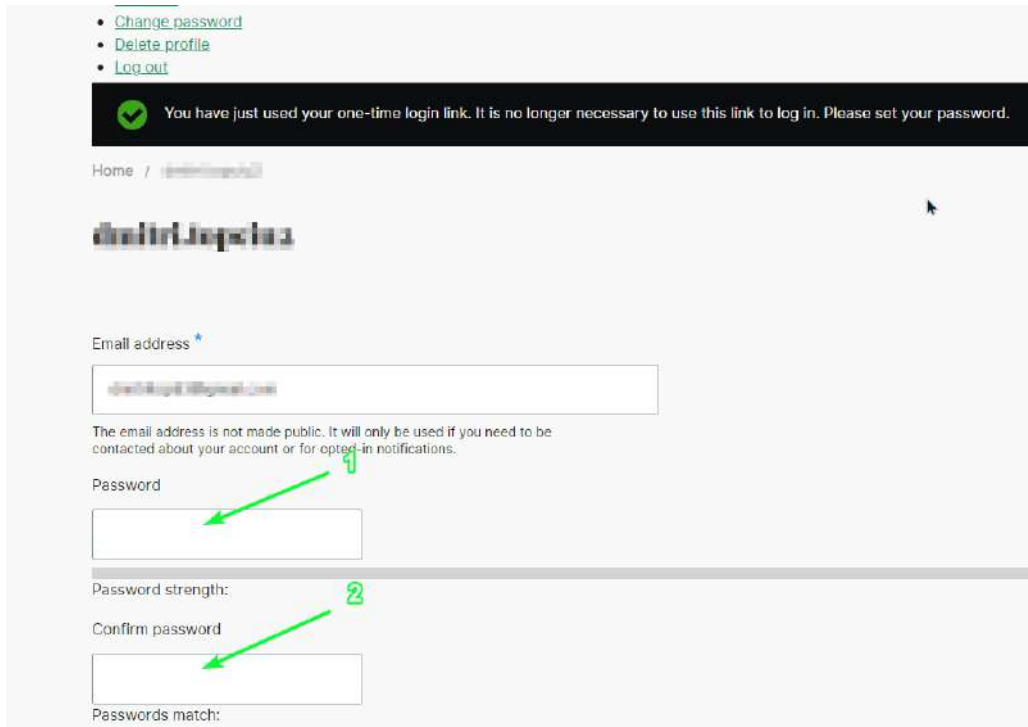
This is a one-time login for [redacted] and will expire on [redacted].

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

7) Enter new password and repeat entered password in the corresponding fields

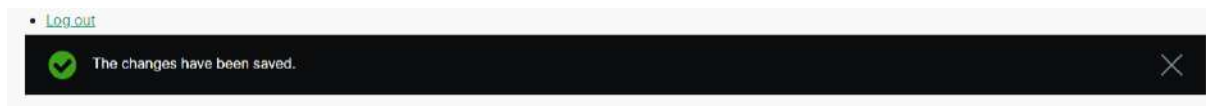


The screenshot shows a user interface for changing a password. At the top, there are links for "Change password", "Delete profile", and "Log out". A black notification bar with a green checkmark states: "You have just used your one-time login link. It is no longer necessary to use this link to log in. Please set your password." Below this, the breadcrumb "Home / @admin@hego.eu" is visible. The main heading is "Change password". The form includes an "Email address" field with a red asterisk, a "Password" field, a "Confirm password" field, and a "Passwords match:" label. A green arrow labeled "1" points to the "Password" field, and another green arrow labeled "2" points to the "Confirm password" field.

8) Scroll down and click on the “Save” button



Result: Password is set and the corresponding message is displayed.



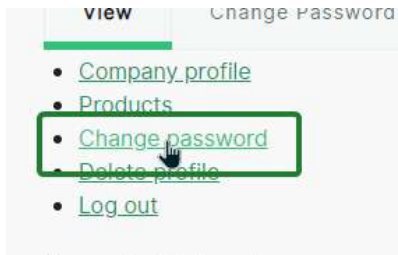
2.4 Change password

The "Change password" functionality allows users to update their current password by entering their old password and then providing a new password. This functionality is available for users who already know their current password and want to update it for security reasons or any other personal reasons.

- Preconditions:**
- Existing valid account;
 - Known current password;

To change existing password, repeat the following steps:

- 1) Access the HEGO site
- 2) Login into account (see pct. 2.2)
- 3) Click on the “Change password” link



- 4) Complete the form
 - a. Current password;
 - b. New password;
 - c. Repeat new password;

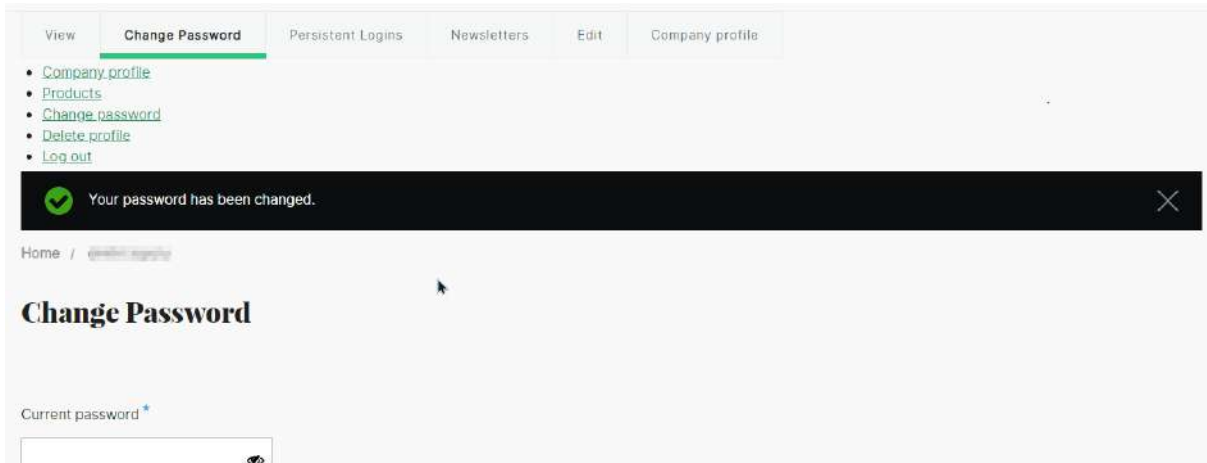


A screenshot of the 'Change Password' form. It contains three input fields: 'Current password *', 'Password *', and 'Confirm password *'. Each field is followed by a green arrow with a number: 1 for 'Current password *', 2 for 'Password *', and 3 for 'Confirm password *'. Below the 'Password *' field, it says 'Password strength: Strong'. Below the 'Confirm password *' field, it says 'Passwords match: yes'. At the bottom, there is a green 'Submit' button.

- 5) Click on the „Submit” button



Result: Password is changed and the corresponding message is displayed



The screenshot shows a user interface for changing a password. At the top, there is a navigation bar with tabs: 'View', 'Change Password' (which is highlighted with a green underline), 'Persistent Logins', 'Newsletters', 'Edit', and 'Company profile'. Below the navigation bar, there is a list of links: 'Company profile', 'Products', 'Change password', 'Delete profile', and 'Log out'. A black notification banner with a green checkmark icon and the text 'Your password has been changed.' is displayed. Below the banner, the breadcrumb 'Home / @/...' is visible. The main heading is 'Change Password'. Underneath, there is a label 'Current password *' and a text input field with a toggle icon for visibility.

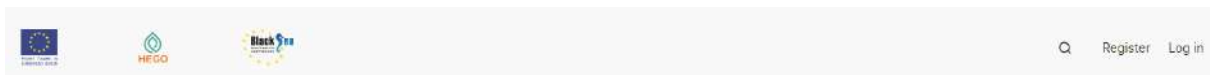
3 Page Structure

The general structure for the pages is:

- Header;
- Header menu;
- Body;
- Footer.

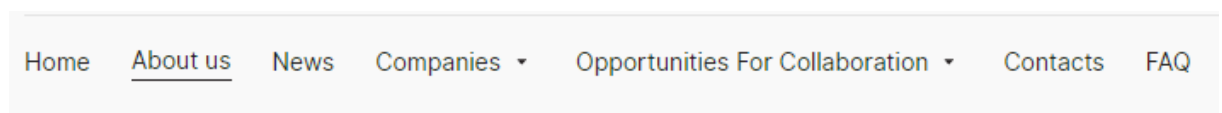
3.1 Header with Logos, Search, Register and Login

The header of the HEGO Business E-portal contains *logos related to the project and its partners*, as well as a *search bar* that allows users to search for specific content within the portal. The header also includes options for *user login* and *registration*, which are necessary to access certain features of the portal.



3.2 Header menu

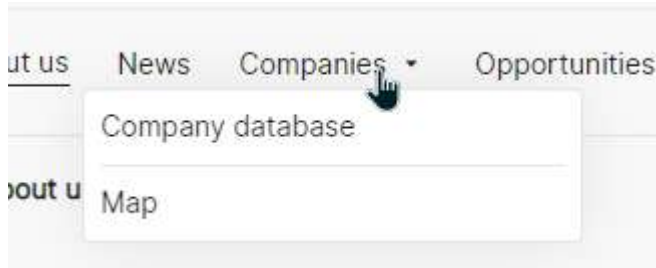
The header menu of the HEGO Business E-portal contains various links to important sections of the website.



These links include:

- **Home:** This link will take the user to the homepage of the website.
- **About Us:** This link will provide information about the HEGO project and the organizations involved in its implementation.
- **News:** This link will direct the user to the latest news and updates related to the HEGO project.
- **Companies:** This drop-down menu contains links to the **Companies Database** and **Map** pages, which will provide users with information on companies in the

sector of growing, producing, promoting and marketing plants and plant products with high commercial value.




- **Opportunities for collaboration:** This drop-down menu contains links to the **Opportunities for collaboration** and **Create your RFC** pages, which will provide users with the opportunity to establish commercial links with other actors in the sector.




- **Contacts:** This link will provide users with the contact details of the organizations involved in the implementation of the HEGO project and the Customer support form.
- **FAQ:** This link will provide users with answers to frequently asked questions about the HEGO project and the HEGO Business E-portal.

3.3 Body with general content depending on page

The body of the HEGO Business E-portal contains the main content of each page, which varies depending on the specific page being viewed. For example, the Home page may contain general information about the portal and its purpose,




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Georgian Farmers' Association (GFA) was founded in 2012.

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29 Mar 2023



Georgian Farmers' Association (GFA) was founded in 2012.

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29 Mar 2023




Georgian Farmers' Association (GFA) was founded in 2012.

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29 Mar 2023

>

[View more](#)




A few words about us


Project countries (Greece, Moldova, Georgia and Armenia) share a rich biodiversity and endowment of herb plant species, as well as an interconnected herbal medicine and food historical tradition.

[Read more](#)


Project partners




Greece




ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensures the implementation of national SME development policies. ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensure...




Armenia




ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensures the implementation of national SME development policies. ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensure...




Moldova




ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensures the implementation of national SME development policies. ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensure...




Moldova



ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensures the implementation of national SME development policies. ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensure...



Georgia



ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensures the implementation of national SME development policies. ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensure...

Frequently asked questions

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Lorem ipsum dolor ? +

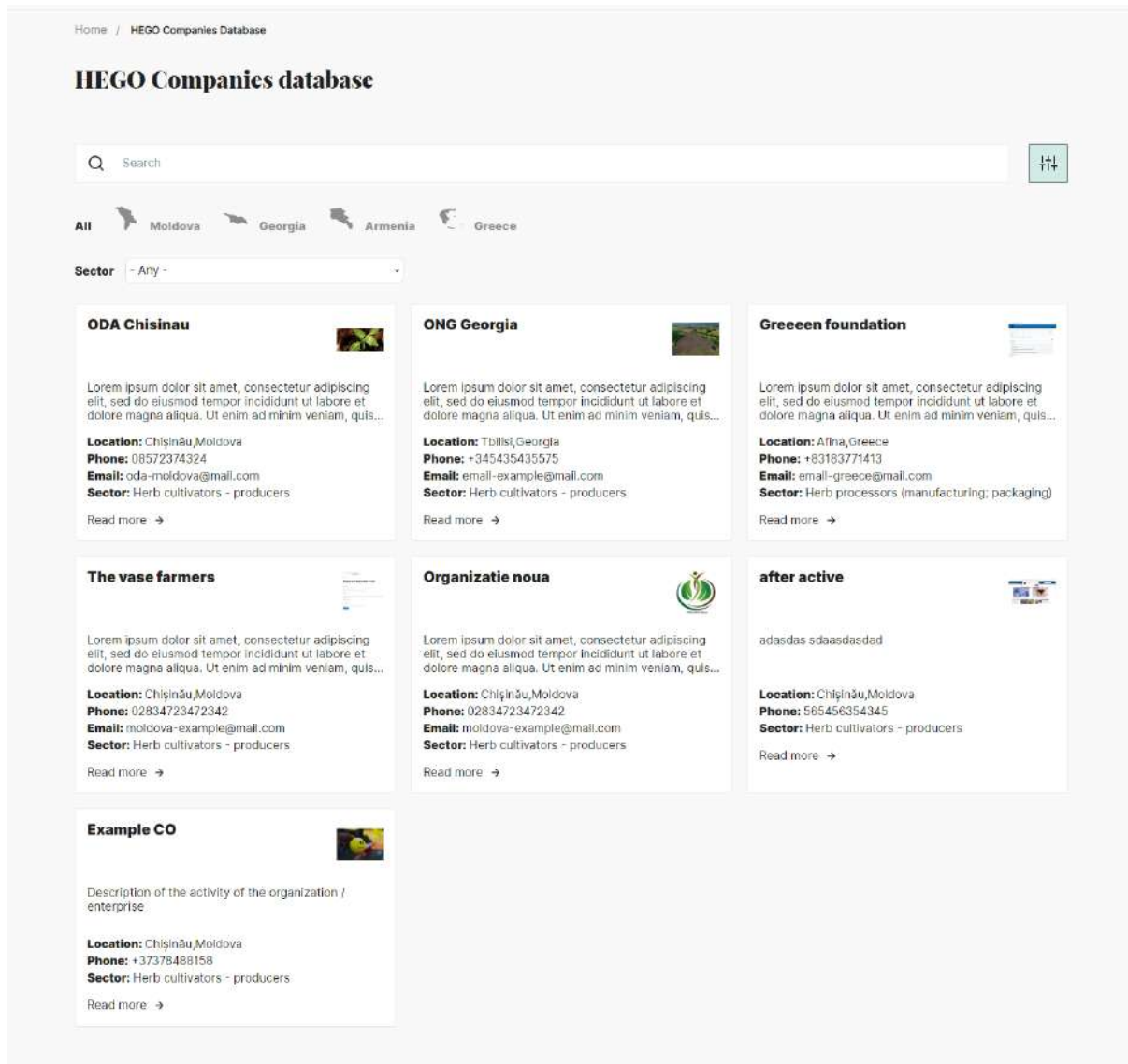
Lorem ipsum dolor Lorem ipsum dolor ? +

Connect with us

Lets create something together.

[Contact us](#)

while the Companies Database page may display a list of registered companies with their profiles.




The screenshot shows the 'HEGO Companies database' page. At the top, there is a breadcrumb 'Home / HEGO Companies Database' and a search bar with a magnifying glass icon and a 'Search' button. Below the search bar, there are filters for 'All' (with a map icon), 'Moldova', 'Georgia', 'Armenia', and 'Greece'. A 'Sector' dropdown menu is set to '- Any -'. The main content area displays a grid of company profiles. Each profile includes a title, a small image, a placeholder text 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis...', and contact information: 'Location', 'Phone', 'Email', and 'Sector'. The profiles shown are: 'ODA Chisinau' (Moldova), 'ONG Georgia' (Georgia), 'Greeeen foundation' (Greece), 'The vase farmers' (Moldova), 'Organizatie noua' (Moldova), 'after active' (Moldova), and 'Example CO' (Moldova). Each profile has a 'Read more' link with a right-pointing arrow.

The content on each page will be tailored to provide the most relevant and useful information to the user.

3.4 Footer with Logos, Social icons, and Copyright

The footer is the bottom section of the HEGO Business E-portal and includes logos, social icons for Instagram, LinkedIn, Twitter, Facebook, and HEGO-project, information about financial support from the European Union, and copyright information.



 This website was created and maintained with the financial support of the European Union. Its contents are the sole responsibility of the HEGO project and do not necessarily reflect the views of the European Union.

Copyright © 2016 - 2023 Hego-project

The icons provide links to social media profiles. The information about financial support acknowledges the funding provided by the European Union for the implementation of the HEGO project. The copyright information protects the intellectual property of the HEGO Business E-portal and its content.

4 Site Pages

4.1 Home page

The Home page is the main page of the HEGO Business E-portal.

It features a carousel with news and announcements about the project and its partners, with a button to navigate to the "News" page for more detailed information.

The "A few words about us" block provides a brief overview of the project and its goals, with a button to navigate to the "About us" page for more detailed information.

The Project partners block displays the logos of the organizations involved in the project.

The FAQ block provides answers to common questions related to the project and the E-portal.

Finally, the Connect with us block provides contact information for the project team and a button to navigate to the "Contacts" page for more detailed information.

4.2 About Us page

The "About Us" page provides information about the purpose, objectives, and target groups of the project.

Home / About us



The purpose of the project

Scopul principal de creare a Business E-portalului HEGO se adresează provocărilor comune ale țărilor partenere din cadrul proiectului și constă în stabilirea și promovarea legăturilor comerciale transfrontaliere și internaționale în sectorul de creștere, producere, promovare și comercializare a plantelor și produselor din plante cu valoare comercială adăugată

Project objectives

The design of the development strategy for Halkidiki, promoting national and community programs and the management of projects funded by national and Community resources

To assist and promote local development initiatives and innovations. The development of local human resources

To undertake and draw up a development content of studies on behalf of those from private, public and social sectors.

The promotion of endogenous development, with particular emphasis on local development of rural areas.

Target groups

Lorem ipsum dolor

ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt

Lorem ipsum dolor

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The page also features a block that displays the project partners.

Project partners

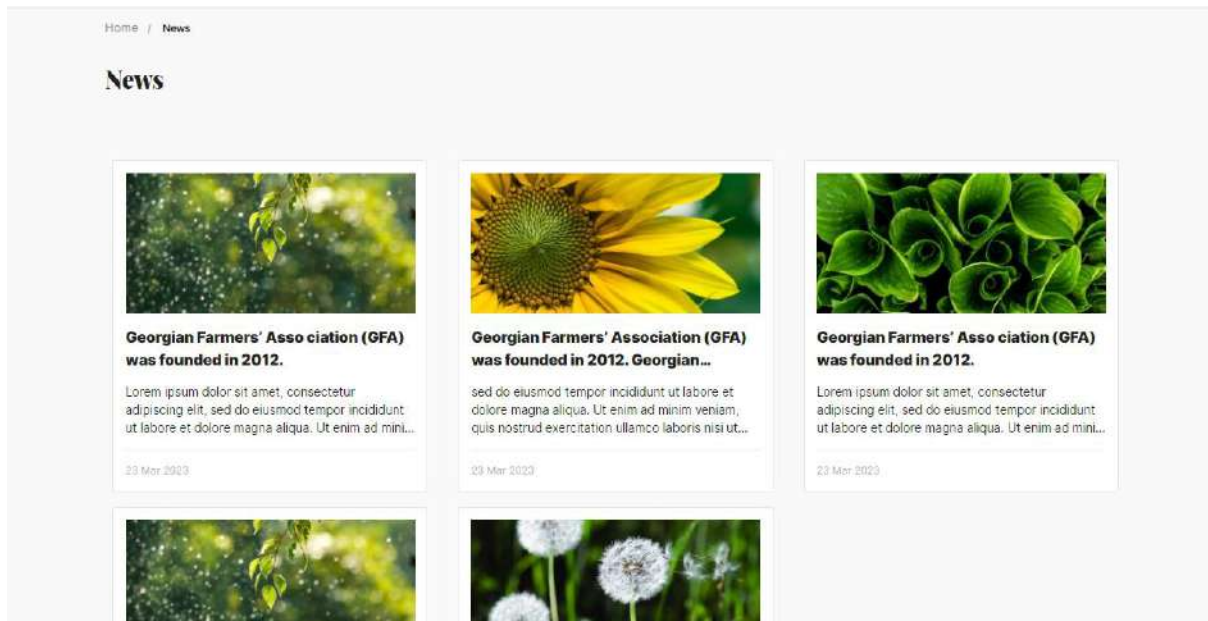
 <p>Greece</p>  <p>ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensures the implementation of national SME development policies ODA is a public, non-profit institution, founded by the Ministry of...</p>	 <p>Armenia</p>  <p>ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensures the implementation of national SME development policies ODA is a public, non-profit institution, founded by the Ministry of...</p>	 <p>Moldova</p>  <p>ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensures the implementation of national SME development policies ODA is a public, non-profit institution, founded by the Ministry of...</p>
 <p>Moldova</p>  <p>ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensures the implementation of national SME development policies ODA is a public, non-profit institution, founded by the Ministry of...</p>	 <p>Georgia</p>  <p>ODA is a public, non-profit institution, founded by the Ministry of Economy and Infrastructure that ensures the implementation of national SME development policies ODA is a public, non-profit institution, founded by the Ministry of...</p>	

Common borders. Common solutions.

Additionally, there is a block with an embedded video that provides more context about the project.

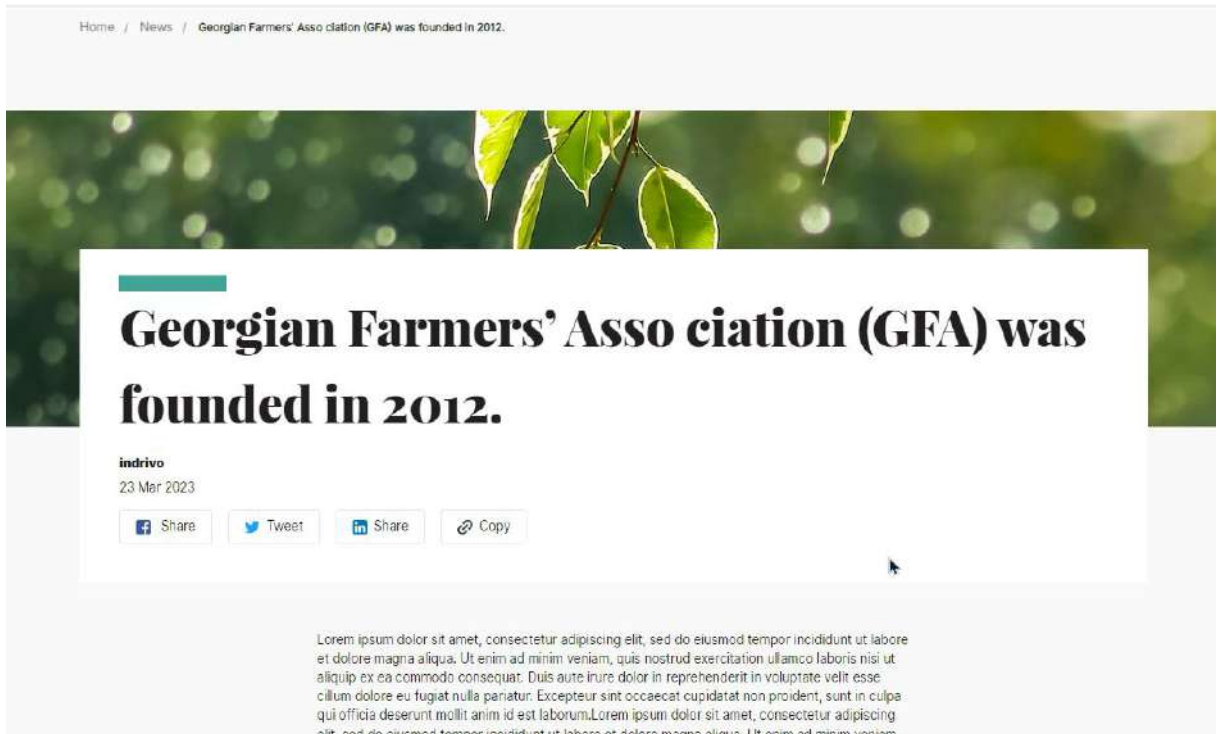
4.3 News page

The News page contains a list of news articles related to the HEGO Business E-portal project. Each article includes a title, date, brief summary.



User can click on the Title of the corresponding news to view the full article.

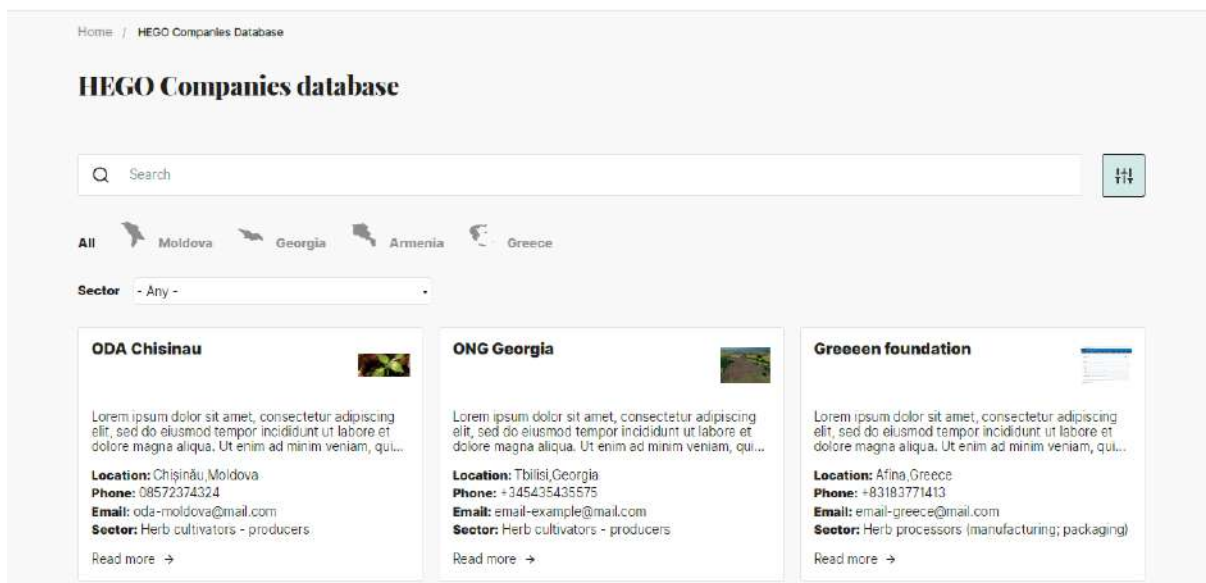




The articles are usually listed in reverse chronological order with the latest news at the top.

4.4 Companies Database page

The "Companies Database" page displays all the registered and active Companies from the platform. It allows users to search for registered and approved companies in the herb sector.

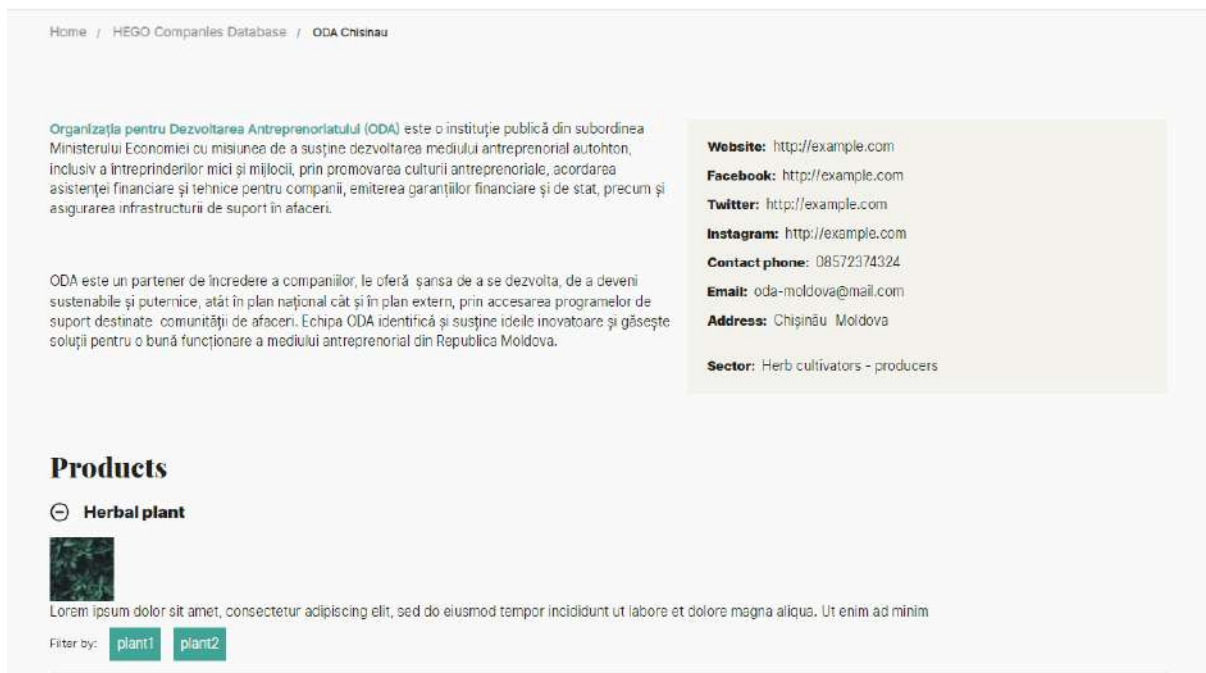


It includes a local search bar and filtering options by partner countries (Moldova, Georgia, Armenia, Greece) and by sectors such as herb cultivators, herb processors, trade associations, educational and research institutions, and more.

Registered companies are displayed with their logo, a short description, location, address, email, sector, and a button "Read more"



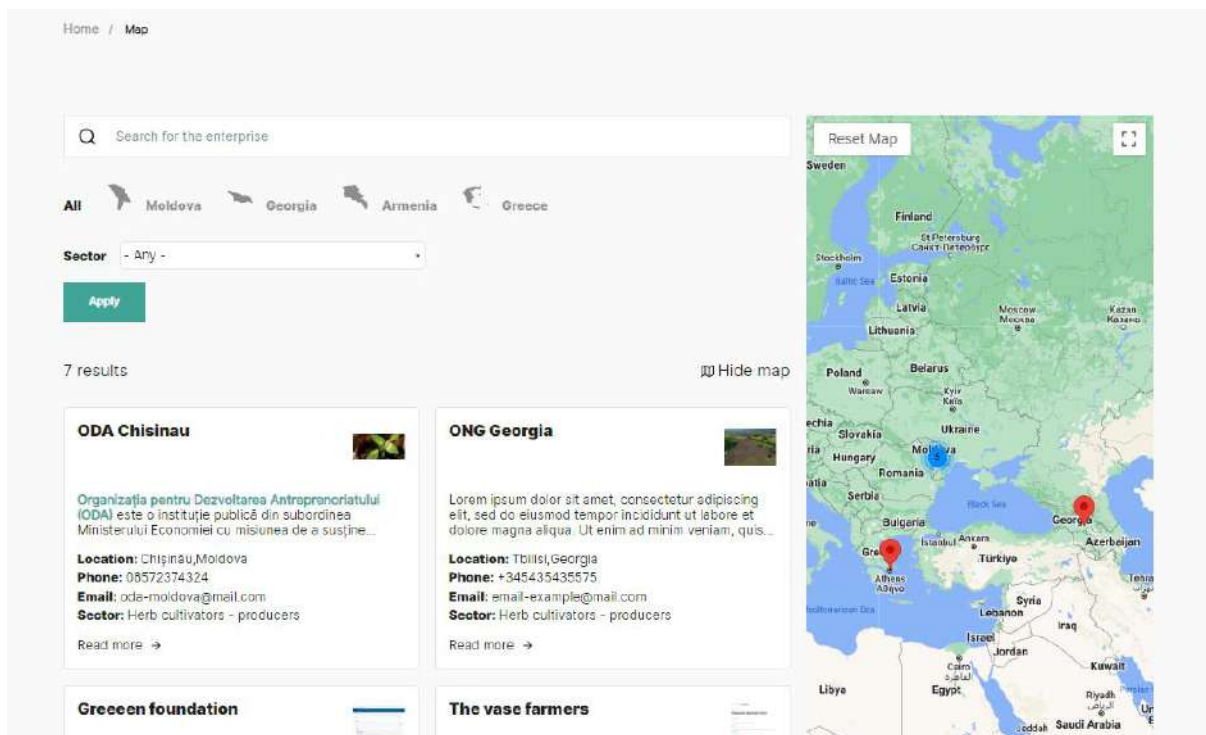
that leads to the company's dedicated page,



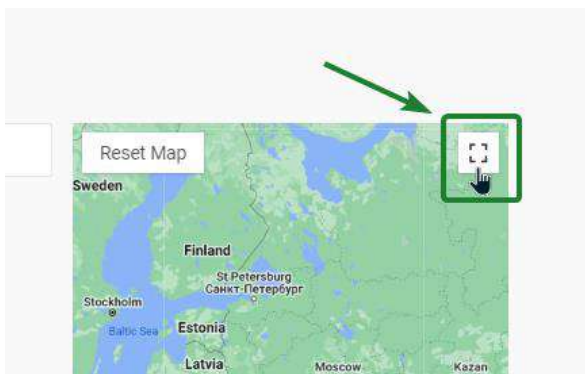
where users can find additional information about the company, its products, and services.

4.5 Map page

The "Map page" includes all the features of the "Companies Database" page, such as the local search bar, filtering options by partner-countries and sectors, and a list of registered and approved companies. However, in addition to these features, the "Map page" also includes an embedded Google map that displays the locations of all the registered companies. This allows users to visually see the distribution of companies across different countries and sectors. By clicking on the marker on the map, users can access the company page to learn more about the specific company.



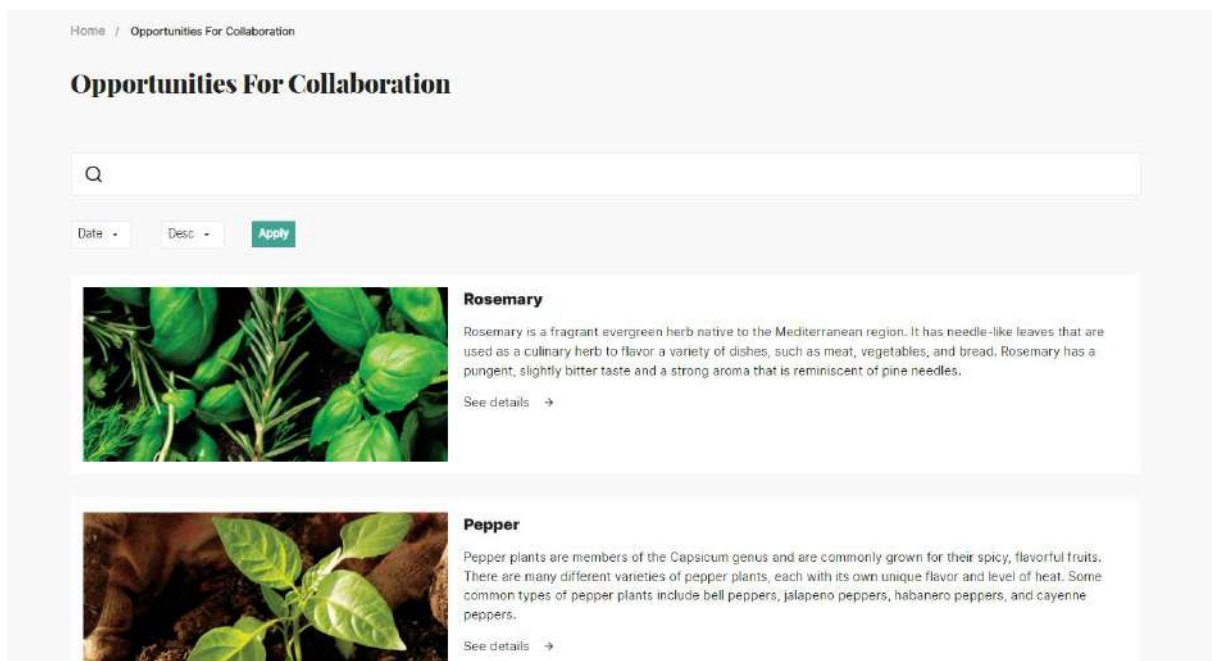
User can view Google maps in full page accessing corresponding button from the top right corner



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4.6 Opportunities for collaboration page

The "Opportunities for collaboration" page provides users with a list of opportunities for collaboration related to the herb sector. The page also includes a local search bar and sorting options that allow users to filter the opportunities by date.



Each opportunity is presented as a teaser card that includes an image, a title, and a short description. Users can click on the "see details" button to access the full page for each opportunity.



Home / Opportunities For Collaboration / Habitat Eco-Social SRLHabitat Eco-Social SRL

Habitat Eco-Social SRLHabitat Eco-Social SRL



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Botanical name: Musa acuminata
Quantity: 142Kg
Quality standards:
Availability: 01 May 2023
The validity period of the created offer:
3 months

4.7 Create your RFC page

The "Create your RFC" page is designed to allow users to submit their collaboration requests through a form.

4.7.1 Submissions of Create Collaboration Opportunity form

The "Create Collaboration Opportunity" is a web form that allows logged-in users to submit offers for collaborations with other registered companies. The form requires the user to fill in the following fields:

- Title - the title of collaboration.
- Botanical name - the scientific name of the plant used to produce the product.
- Quantity - the amount of the product that is available for collaboration.
- Quantity standards - the unit of measurement used for the quantity of the product.
- Start date and End date - the time frame during which the product is available for collaboration.
- Additional information - any additional information or details related to the collaboration request.

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- Image upload - an option to upload an image related to the product or collaboration request.

Once the user has completed the form, they can submit the request for collaboration. The request is then sent to the registered companies that match the user's collaboration criteria, and those companies can choose to respond to the request if they are interested in collaborating.

Preconditions: Existing valid account;
Existing Company profile;

To submit the RFC, repeat the following steps:

- 1) **Access the HEGO site**
- 2) **Login into account (see pct. 2.2)**
- 3) **Access the „Create your RFC” page**
- 4) **Complete the „Create Collaboration Opportunity” form with the necessary information**

Home / Opportunities For Collaboration / Request for Collaboration

Create Collaboration Opportunity

Title*

Botanical name*


Quantity

Quality standards

Start date

End date

Additional information

Image

[aloe_vera_4.jpg](#) (120.3 KB)

Revision Information
No revision

Revision log message

Briefly describe the changes you have made.

Save as



5) Click on the „Save” button

Result: Submission is saved and the corresponding message is displayed.



! INFO The Collaboration offer will appear in the „Opportunities for collaboration” page after reviewing and approving by portal Administrator.

4.8 Contacts page

The "Contacts" page contains several components.

Home / Contacts

Contacts

Customer Support

First name *

Last name *

Email *

Phone number *

Additional information

Contact us

Contact information of Greece ^

Email:
test@gmail.com

Phone:
+3376525362

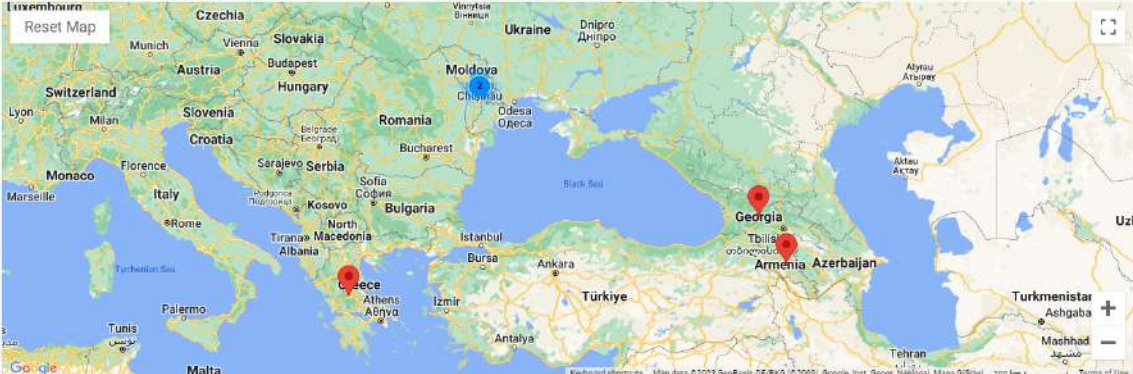
Address:
Greece

Contact information of Armenia v

Contact information of Moldova v

Contact information of Moldova v

Contact information of Georgia v



The map displays the Black Sea region, highlighting the locations of partners in Greece, Georgia, Armenia, and Moldova. Red pins mark the locations of these partners. The map includes labels for various countries and cities, such as Greece, Georgia, Armenia, Azerbaijan, Turkey, Bulgaria, Romania, Hungary, Slovakia, Czechia, Austria, Slovenia, Croatia, Serbia, North Macedonia, Albania, Italy, France, Switzerland, Monaco, and Ukraine. The Black Sea is clearly visible in the center of the map.

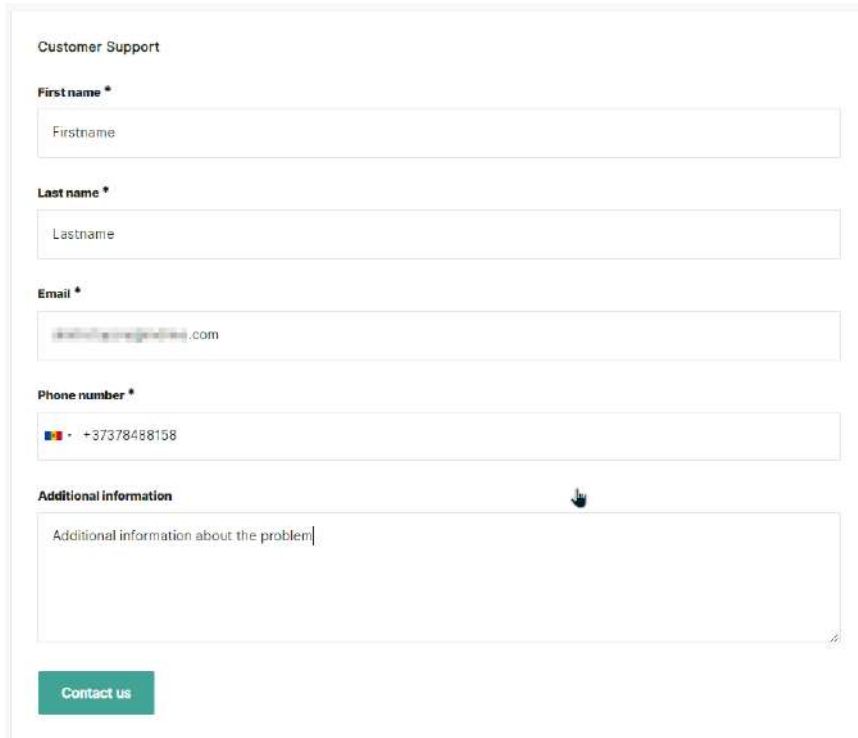
First, there is a customer support form that users can fill out if they need assistance or have any questions. Second, there are cards that display the contact information of partners from Greece, Armenia, Moldova, and Georgia. These cards typically include the partner's country, email, phone number, and address. Finally, there is an embedded Google Maps section that displays the geolocation of the partners' addresses. This map can help users easily find the location of a particular partner and plan their visits accordingly.

Preconditions: Existing valid account;

To submit the Customer support form, repeat the following steps:

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- 1) Access the HEGO site
- 2) Login into account (see pct. 2.2)
- 3) Access the „Contacts” page
- 4) Complete the „Customer support” form

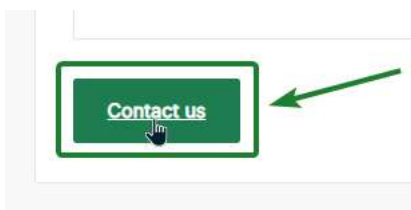


The screenshot shows a 'Customer Support' form with the following fields:

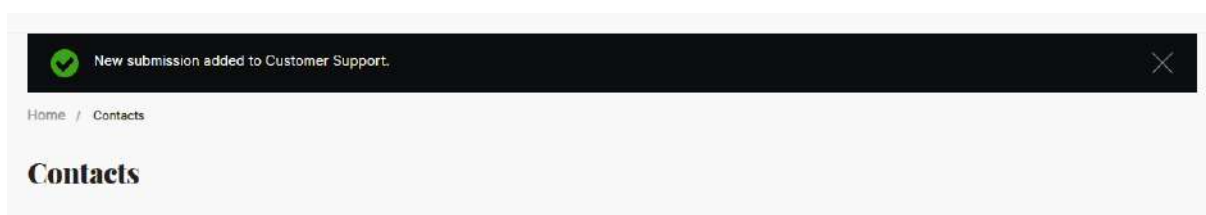
- First name ***: Text input field with 'Firstname' placeholder.
- Last name ***: Text input field with 'Lastname' placeholder.
- Email ***: Text input field with 'email@domain.com' placeholder.
- Phone number ***: Text input field with a dropdown menu showing a flag and '+37378488158'.
- Additional information**: A large text area with the placeholder text 'Additional information about the problem|'.
- Contact us**: A green button at the bottom left.

Provide as much detail as possible about the problem

- 5) Click on the „Contact us” button

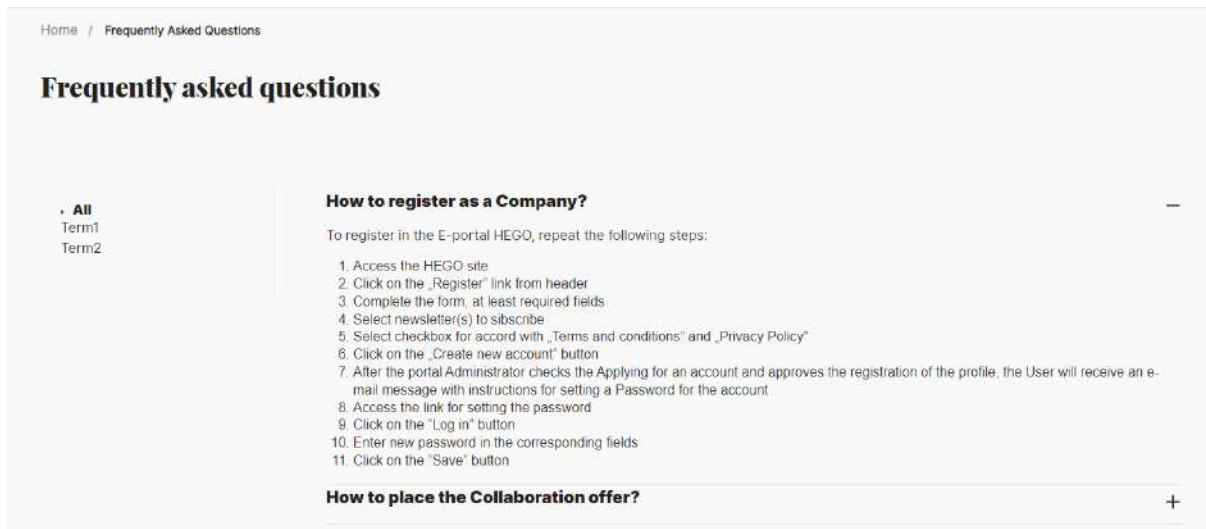


Result: The form is submitted and the corresponding message is displayed



4.9 FAQ page

The FAQ (Frequently Asked Questions) page provides a list of common questions and their corresponding answers about the HEGO Business E-portal. The questions cover a range of topics, including the purpose of the project, registration process, use of the platform, opportunities for collaboration, and more. The page is designed to provide quick and easy access to helpful information for users who may have questions or concerns about the platform.



Home / Frequently Asked Questions

Frequently asked questions

- All
- Term1
- Term2

How to register as a Company?

To register in the E-portal HEGO, repeat the following steps:

1. Access the HEGO site
2. Click on the „Register“ link from header
3. Complete the form, at least required fields
4. Select newsletter(s) to subscribe
5. Select checkbox for accord with „Terms and conditions“ and „Privacy Policy“
6. Click on the „Create new account“ button
7. After the portal Administrator checks the Applying for an account and approves the registration of the profile, the User will receive an e-mail message with instructions for setting a Password for the account.
8. Access the link for setting the password
9. Click on the „Log in“ button
10. Enter new password in the corresponding fields
11. Click on the „Save“ button

How to place the Collaboration offer?

4.10 Profile page



- Company profile
- Products
- Change password
- Delete profile
- Log out

Home / Company Profile

Company profile

Name of the organization/enterprise	Created	Moderation state	Operations links
Example CO	Wed, 04/26/2023 - 17:09		Edit ▼

The Profile page is a user-specific page that is accessible only after logging in. It contains various options for managing a user's company profile on the HEGO Business E-portal. The main section of the page is dedicated to the company profile, where the user can view their company's name and other details. The user can also edit or delete the company profile from this page.

There is a link to the "Products" page, where the user can add or manage their company's products. Additionally, there is a link to "Change password" which allows the user to update their account password. Another important feature of the Profile page is the option to delete the company profile.

Finally, there is a link to log out from the user's account to ensure the security of their information. Overall, the Profile page serves as a hub for managing a company's presence on the HEGO Business E-portal.

4.10.1 Editing Company profile

Preconditions: Existing valid account;
Existing Company profile;

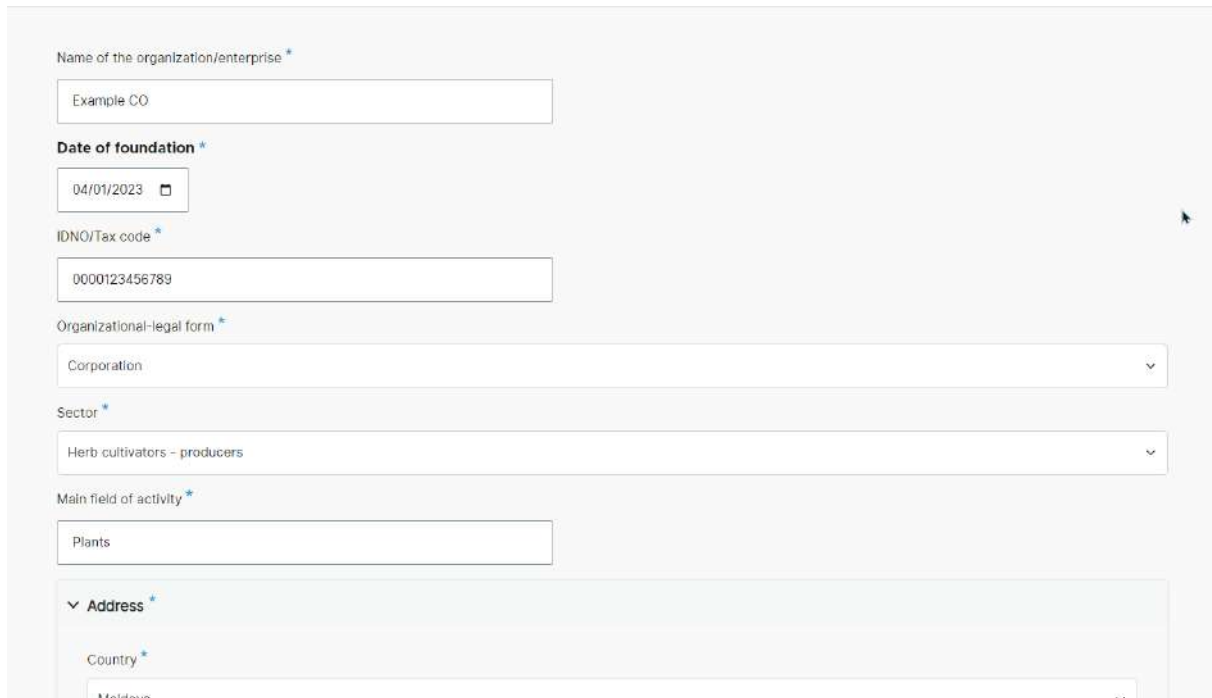
To edit the Company profile, repeat the following steps:

- 1) Access the HEGO site
- 2) Login into account (see pct. 2.2)
- 3) Click on the „Company profile” link



- 4) On the opened page, click on the „Edit” button for the Company profile





Name of the organization/enterprise *

Date of foundation *

IDNO/Tax code *

Organizational-legal form *

Sector *

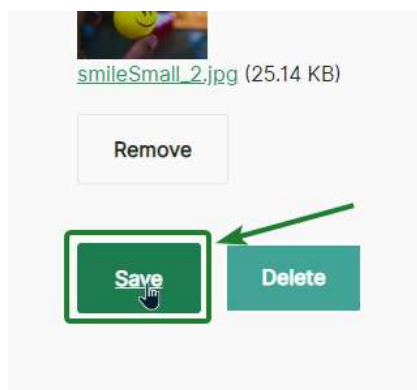
Main field of activity *

Address *

Country *

5) Edit necessary information (if necessary, use as reference pct. 2.1 for Company registration)

6) Click on the „Save” button after editing necessary information



7) Corresponding successful editing message is displayed



! INFO The platform Administrator receives a notification that the Company profile has been edited. Entering incorrect information can lead to profile blocking. Use the Customer support form to contact the portal Administrator in case of profile blocking.

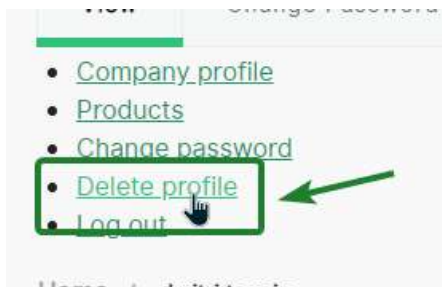
4.10.2 Delete Company profile

The "Delete Company Profile" functionality allows the user to permanently delete their company profile and all associated products. This action is irreversible and will remove all data associated with the account, including product information. Before proceeding with the deletion, users are advised to download and save any necessary information they wish to keep.

Preconditions: Existing valid account;
Existing Company profile;

To delete Company profile, repeat the following steps:

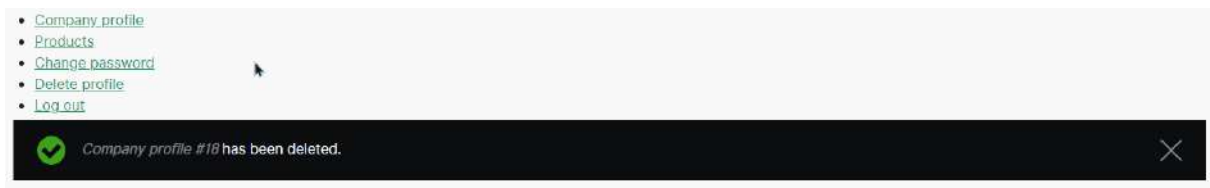
- 1) Access the HEGO site
- 2) Login into account (see pct. 2.2)
- 3) Click on the "Delete profile" link



- 4) Click on the „Delete” button on the delete confirmation page



Result: The Company profile is deleted and the corresponding message is displayed



! INFO User can create new Company profile if necessary. Use pct. 4.10.1 as reference, but on the step 4 click on the „Add profile” button

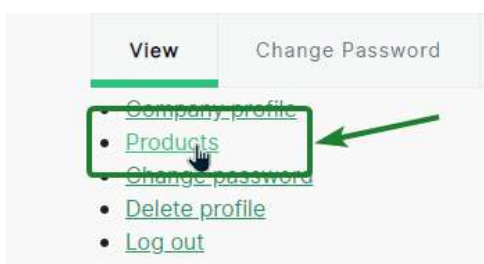


4.10.3 Posting Products

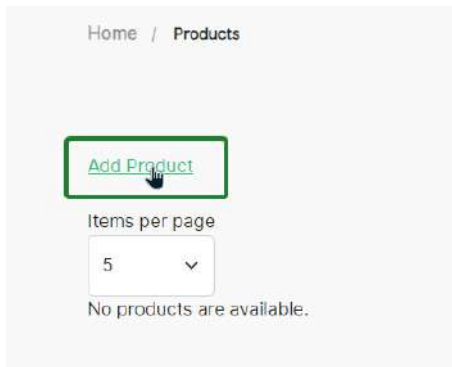
Preconditions: Existing valid account;
Existing Company profile;

To post Products, repeat the following steps:

- 1) Access the HEGO site
- 2) Login into account (see pct. 2.2)
- 3) Click on the “Products” link

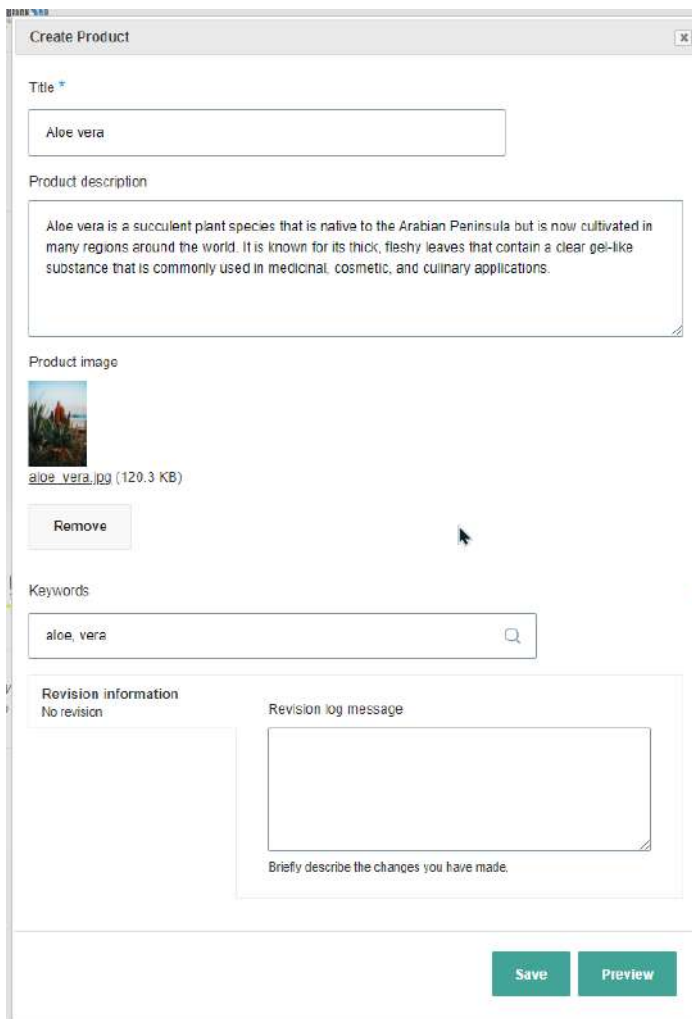


4) Click on the „Add Product” link



5) Complete the opened „Create Product” form (at least required Title field):

- a. Title;
- b. Product description;
- c. Upload the image for Product image;
- d. Keywords (complete with keywords/tags, separating with comma)



Create Product


Title *

Aloe vera

Product description

Aloe vera is a succulent plant species that is native to the Arabian Peninsula but is now cultivated in many regions around the world. It is known for its thick, fleshy leaves that contain a clear gel-like substance that is commonly used in medicinal, cosmetic, and culinary applications.

Product image



aloe_vera.jpg (120.3 KB)

Remove

Keywords

aloe vera

Revision information

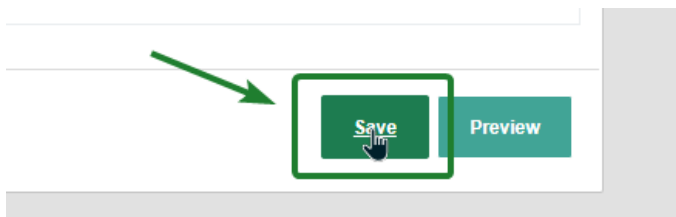
No revision

Revision log message

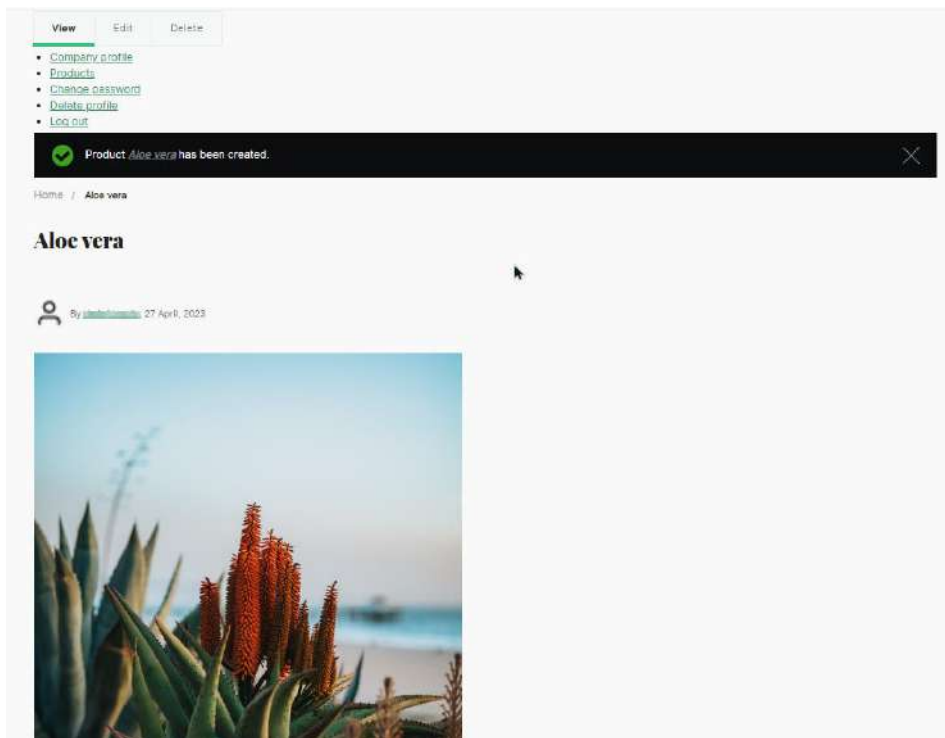
Briefly describe the changes you have made.

Save Preview

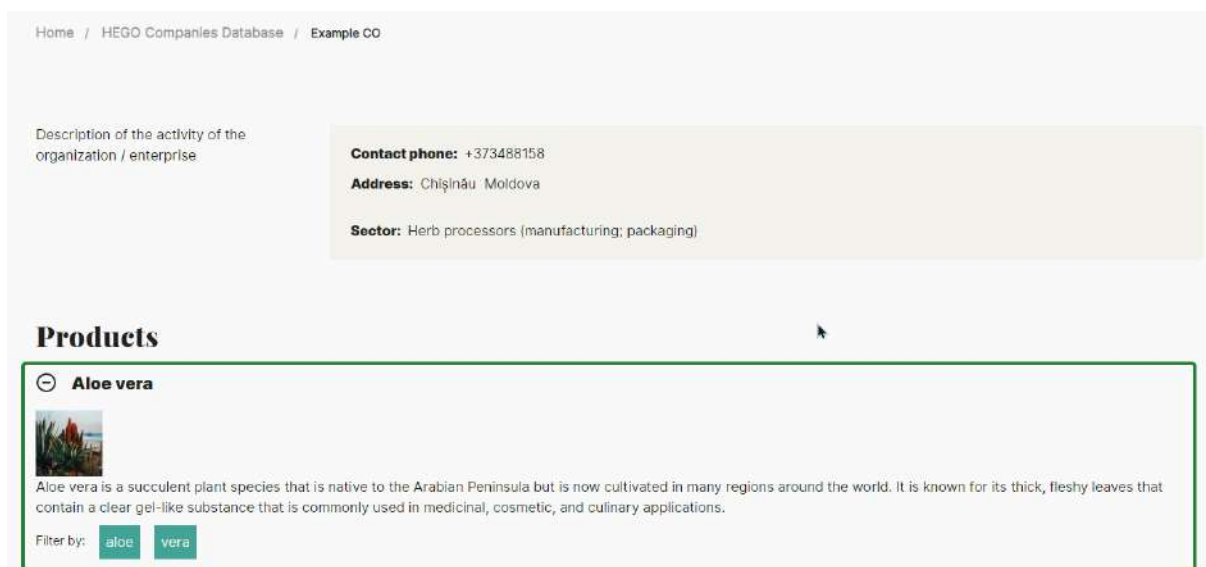
6) Click on the „Save” button



7) Product is added and the corresponding message is displayed



Result: Added product is also displayed in the Company details page



5 Conclusion

5.1 Summary of the guide

The HEGO Business E-portal is an online platform designed for businesses to collaborate and connect with one another in the herb industry. Users can register for an account and create a commercial profile to post products and submit requests for collaborations.

The website has a header with logos, search, login, and register options. The header menu includes links to the home, about us, news, companies database, opportunities for collaboration, contacts, and FAQ pages. The body content of each page varies depending on the page, and the footer contains logos, social icons, and copyright information.

The Home page has a carousel with news, a few words about us, project partners, FAQ, and connect with us blocks. The About Us page has a purpose of the project block, project objectives block, target groups block, project partners block, and an embedded video. The News page displays all the news updates.

The Companies Database page has a local search bar and filters for partner-countries and sectors, displaying registered and approved companies with their logos, short description, location, address, email, sector, and a button to access the company page. The Map page displays the same information as the Companies Database page, but also includes an embedded Google map with the companies.

The Opportunities for Collaboration page displays teaser cards with images, titles, short descriptions, and buttons to see details for each opportunity. There is also a local search bar and sorting options. The Request a Collaboration page contains a form to submit with various fields related to the product and collaboration.

The Contacts page has a customer support form, partner contact cards, and an embedded Google map with the geolocation of partner addresses. The FAQ page provides answers to frequently asked questions. The Profile page contains options to edit and delete a company profile, add products, change the password, delete a company profile, and logout.

Additionally, registered users have the opportunity to see the public parts of the site. The Reset Password functionality allows users to reset their password if they forget it, and the Change Password option allows users to change their password when they know it.

Overall, the HEGO Business E-portal provides a user-friendly and efficient platform for businesses to collaborate and connect within the herb industry.

5.2 Additional resources for Drupal site users with the Role Company.

As a registered user with the role of Company on the HEGO Business E-portal, there are several additional resources available to you to enhance your experience on the platform. These resources include:

1. **The Drupal User Guide:** This comprehensive guide provides detailed information on how to use the Drupal content management system to manage your company profile and products on the HEGO Business E-portal. The guide covers topics such as creating and editing content, managing users, and configuring site settings.
2. **Video Tutorials:** In addition to the user guide, there are also a series of video tutorials available to help you navigate the platform. These tutorials cover topics such as how to create a company profile, add products, and submit requests for collaboration.
3. **Help Desk:** If you have any questions or issues while using the platform, you can contact the Help Desk for assistance. The Help Desk is staffed by experienced support personnel who can help you with any technical or operational issues you may encounter.

By taking advantage of these additional resources, you can make the most of your experience on the HEGO Business E-portal and maximize the opportunities available to your company.



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