

2019

# USER MANUAL

MANUAL FOR USING THE INNOTAL PLATFORM





## Welcome to the INNOTAL project platform user manual!

The INNOTAL project (ref. no.586227-EPP-1-2017-1-BG-EPPKA2-CBHE-JP) has been funded with support from the European Commission.

### About the project

The INNOTAL project (Integrating Talent Development into Innovation Ecosystems in Higher Education) is implemented in the framework of the Erasmus+ Programme, Action - Capacity Building in Higher Education. The duration of the project is 36 months, starting in November 2017 and ending in October 2020.

The project partnership involves 5 EU partners (4 of which are universities) from Bulgaria, Greece, Finland and the UK, and 10 Partner Country universities: 4 from India, 2 from the Philippines, 2 from Nepal and 2 from Sri Lanka.

### Project objectives

The INNOTAL project aims to build the capacity of universities in the Philippines, Nepal, Sri Lanka and India to embed graduates' employability in their core activities and to facilitate the development of student talent through co-curricular and extracurricular innovation activities involving key stakeholders, with a view to contributing to youth employment, inclusive growth and sustainable development.

The project has the following specific objectives:

- To support the uptake and mainstreaming of entrepreneurship education and innovation training in Partner Country universities and to promote the integration of talent development into research and innovation activities in collaboration with external stakeholders (enterprises, non-profits, public sector)
  - To create sustainable institutional structures and ICT tools enabling student co-creation in research and innovation and stakeholder co-creation in talent development
  - To build Partner Country universities' capacities for delivering innovation and entrepreneurship training in view of building students' employability skills
- Capacity building intervention

The capacity building intervention has three key dimensions:

- INNOTAL will seek to enable an institutional culture of strategic planning and change in the direction of improving the relevance of education
- INNOTAL will launch Talent Co-Creation Labs in the participating universities from the Philippines, Nepal, Sri Lanka and India, which would support co-curricular and extracurricular live projects focused on student and stakeholder co-creation in innovation and would deepen the engagement of students with the world of work and the local communities
- INNOTAL will develop tools and teaching resources to support staff and faculty implementing the new tasks

All dimensions seek to re-design students' learning experience, introduce a challenge-driven learning model, improve graduates' employability skills, strengthen Partner Country universities' interactions with business, and involve external stakeholders in student talent development.



## HOW TO USE THE INNOVATION MANAGEMENT PLATFORM

### Step ONE

#### Access the platform

To access the platform, use your username /e-mail and password, if you already have your own profile.

The screenshot shows a user interface for logging in or registering. At the top, there are two buttons: "Login" and "Register". Below these are two input fields: "Username or E-mail \*" and "Password \*". There is a checkbox labeled "Stay logged in". A blue button labeled "Login" is positioned below the input fields. At the bottom left, there is a link that says "Forgot your password?".

If you do not yet have a profile, choose REGISTER

Login

Register



In the registration form, fill all required fields. Press

Register

Login Register

Loggin name\*

Name\*

Last name\*

E-mail\*

Password\*

Password Confirmation\*

Country\*

University\*

Region\*

Roles\*

Address

Phone

Type\*

Subject of research interest or business area

Register




## Step TWO

### Create an idea

The screenshot shows the 'Ideas' section of a web application. At the top right, there are buttons for '+ Create' and 'All Ideas'. Below these, there is a search bar and a 'Show 10 entries' dropdown. The main content is a table with columns for 'Title', 'Tag', and 'Actions'. The table lists three ideas: IDEA 1 (Joint university-business training), IDEA 3 (Live Business Innovation Project), and IDEA 4 (Live Business Case Study). An 'Actions' dropdown menu is open over the table, showing options for 'Edit' and 'Delete'. At the bottom, it says 'Showing 1 to 3 of 3 entries' and has a pagination control showing '1' and 'Next'.

	shows all ideas
	shows only your university's ideas
	creates new ideas
	Allows you to preview, edit and delete ideas.  Note: keep in mind that you can edit and delete only your own ideas.
	Shows you own ideas

After pressing  to preview an idea, you can add comments or participate in discussions.



Applied comments (1)

Ivan Ivanov (123)

2019-11-14  
comment

Reply

comment

Reply

Note: You can edit and delete only comments which you have added yourself.



To create a new idea, fill the required fields and press

### Create Idea

Title of proposed idea

Short description of the idea

Target participants

Skills to be developed

Other expected impacts

Files

Google Docs link

SWOT analysis and stakeholder analysis

Google Docs link

Tag

Visible

Save

Only ideas that are approved by an administrator can be used to develop a new project.

Projects could be viewed in [Projects](#) and [Project Results](#).

In **Projects**, users can see the projects that they are involved in.

In **Project Results**, users see all shared projects.

idea 1



Co-funded by the  
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There is a search tool on top of the window, which you can use to find a particular idea

To end your login session, press

Logout