Ecosystem Guidelines

Organisation Registry

**Technical Marketplace**

Community

www.phabulous.eu

# Introduction into the PHABULOuS Ecosystem

The PHABULOuS Ecosystem is a digital platform that showcases a comprehensive catalogue of organisations, products and services and other relevant information for the micro-optics community.

The PHABULOuS Ecosystem is available at ecosystem.phabulous.eu and consists of three modules:

- Organisation registry - overview of organisations active in micro-optics
- Technical marketplace - overview of products and services by companies active in micro-optics
- Community - overview of relevant information for anyone interested in micro-optics
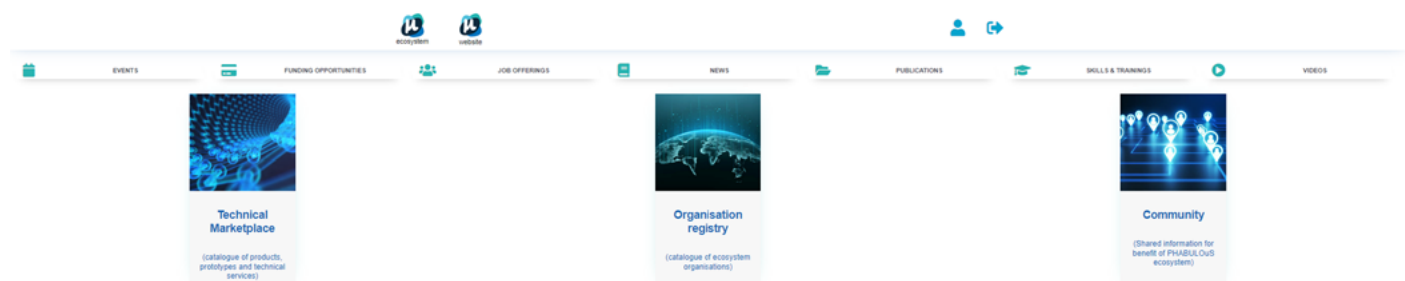
Click on any of these three modules, to go to that specific part of the ecosystem. Once you are in one of the modules. From inside these modules it is easy to switch between the three modules, by clicking on the modules of choice by clicking on it in the main navigation (which will appear inside of each module):
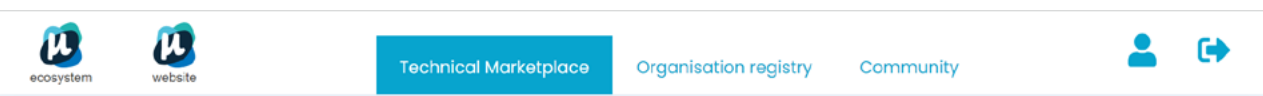
At the top left there are two icons:

This icon links back to this homepage of the ecosystem: ecosystem.phabulous.eu

This icon links back to the PHABULOuS website: www.phabulous.eu

At the top right there are one or two icons:

This icon links to your registration profile: ecosystem.phabulous.eu/user/registration/

This icon is only visible when you are logged in and can be used to log out.

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The modules [Organisation registry](#) and [Technical marketplace](#) are there to connect customers and suppliers and are equipped with a contact form to contact companies directly. The [Community](#) acts more as an information portal to relevant information and can link directly to web pages of suppliers and users to the relevant information (i.e. job offering, press release, etc.).

For suppliers

Companies that are part of the supply chain can assign different roles within their company to the different modules. This way several users can be assigned to a single company. This could be interesting when you want the marketing department to add press releases to the community and have sales add listing to the Technical Marketplace. The first user is automatically assigned. For new users, this needs to be done manually. If you see your organisation already in the organisation registry, then please do not add any new entries until you have received the confirmation that you were assigned to your organisations profile successfully. If you have any questions, please contact us at info@phabulous.eu.

For other users

Other users, i.e. end-users or potential customers of micro-optics do not need to register. Registration is only needed to be able to add content to the system. However, it could be interesting to create an account. Registering as a user will pre-fill the contact form in case of an interest in a company or offering. It also allows you to add to the community. This way the community section can also contain information of users that are for instance launching a product that includes micro-optics or have published a relevant paper or are organising a relevant event, etc.

Registration

Registration is needed in order to publish on the PHABULOuS ecosystem, but any user can register to add to the community and for easy use when contacting companies in the ecosystem. To register an account you click on the user icon on the top right corner:

This will bring you to the login field, where you can also set-up your first registration by clicking on the registration button:

Click registration and fill in the registration form. Data use policy complies with European GDPR guidelines. Users can login with their credentials after registration, passwords can be change anytime, and in case of forgotten password an email to reset password will be sent to the registered email.

Note: Please make sure that your password meets all the requirements (i.e. at least one letter, one capital letter, one special character, etc) and that all red fields turn green:

If you encounter any issues, please contact PHABULOuS at info@phabulous.eu

Organisation Registry

The organisation registry is an overview of companies that belong to the value chain for micro-optics, including component suppliers, technology providers, associations, investors, users, etc.

After registration, you can log in and add your company to the organisation registry by clicking 'Add new organisation' in the Organisation Registry module:

Fill out the information in the form and save. Please note that the contact person that is filled out here, is the person to whom the requests through the system will be send. This can be the user, but can also be another person in your organisation.

Once you have saved your organisation profile, your entry will be reviewed by the community manager. The community manager will check to make sure that all required information is completed and in high quality in order to publish it in the organisation registry module. If all information is approved and your company is considered to be a part of the value chain for micro-optics, a supply chain item will be created and your entry will be automatically added to the organisation registry. You will receive a notification by email with a link to your listing once the entry is published.

As soon as your organisation profile is published, users of the system will be able to send you requests to be contacted through the contact button at the bottom.

Technical Marketplace

After registration, you need to create an organisation entry or be assigned to an organisation before you can add offerings to the Technical Marketplace. Once you are assigned to an organisation, you can log in and contribute to the Technical Marketplace with a product, prototype or technical services by clicking 'Add new offering' in the Technical Marketplace module:
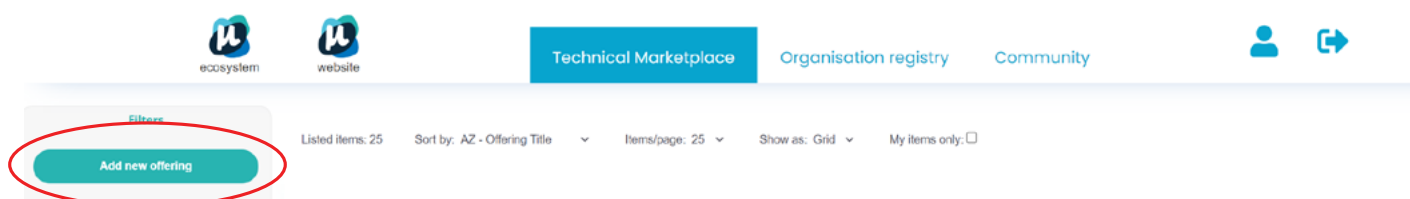
This will bring you to an online offering form with detailed specifications and description for your offered product/prototype or technical service, including a photo or drawing. Every new item is visible on the Marketplace as soon as it goes through the quality content check by the community manager. It usually takes 48 hours. If the content of the item does not fulfil the required criteria to be published or part of information is missing, the user is contacted individually by the community manager. It is encouraged to maintain the content of the items to make sure all listings are always up to date.

Welcome to Offering description form.

To get a hint, please, click on "?" symbol next to individual field label.

In case of any questions/issues, please, contact Community Manager (smitka@amires.eu) in case of any questions.

* Required field

Offering title (max. 50 characters)

0/75

In order to use the benefit of the Technical Marketplace, it is important that all listings are complete. In order to be able to receive request from potential customers, it is also very important to fill out the 'offering contact person' and 'offering contact person email', so any enquiries of potential customers are processed in the right way and delivered to you for follow-up.

PHABULOUS PRIVATE PART (NOT VISIBLE)

This information from PHABULOuS private part will NOT be published on the website, in the marketplace, and will be used just by the PHABULOuS Association Front Office.

OFFERING CONTACT PERSON	OFFERING CONTACT PERSON EMAIL

Once your offering is approved, it will be published on the Technical Marketplace. You will receive an email notification with a link to your online offering as soon as it is published. Users visiting your offering will be able to request more information directly from you through the marketplace module. Incoming requests are send to the corresponding contact person and PHABULOuS will be notified of this request. PHABULOuS may contact you to inform about the follow-up status.

Community

A registered user can add relevant events, funding opportunities, job offerings, news, reports, trainings and videos to the community. This will enrich the interaction of the community and create extra visibility for your company.

To add a new item click on 'New item' in the Community module:
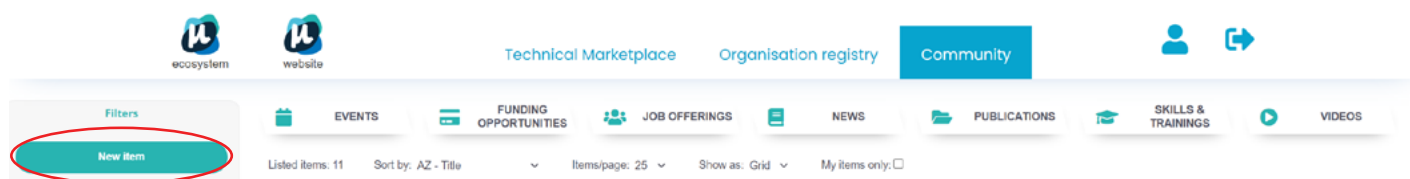
This will bring you to an online form where you can fill out the details, upload images and assign the right category. You can also fill in a website address at the bottom of this form, which will create a button at the bottom of the entry so visitors of your item can visit the associated page (for instance a page on your own website). Every new item is visible to the community as soon as it goes through the quality content check by the community manager. It usually takes 48 hours. Once it is approved, you will receive a notification. If the content of the item does not fulfil the required criteria to be published or part of information is missing, the user is contacted individually by the community manager. It is encouraged to maintain the content and/or delete outdated items to make sure all entries are still relevant.

Contact

For questions, please contact PHABULOuS at info@phabulous.eu