



sustainable opportunities fostering innovative ambition

NEEDS COLLECTION PROGRAM

-

OPERATING GUIDE

Welcome to the "Needs Collection" initiative, part of the **SOFIA program – Sustainable Opportunities Fostering Innovative Ambitions**, the innovative ecosystem of Almacis.

This document serves as an operating guide to help you better understand the functionalities of the platform where you can **submit your need** or proposal.

- 1) To access the program and submit a need, go to the following link and click on the "Participate" button or the "Register" button in the top right corner.



- 2) To submit your need, start by registering and **creating your personal profile**: enter your first name, last name, email address, and choose a password. Before clicking the "Register" button, make sure to check the box to **accept the privacy policy after reading it**.

The screenshot displays the registration form titled 'Benvenuto in Sofia'. It prompts the user to 'Registra il tuo account nell'ecosistema di innovazione di Almacis'. The form includes input fields for 'Nome' (First Name), 'Cognome' (Last Name), 'Email', and 'Password'. Below the password field is a checkbox labeled 'Ho letto e accetto la Privacy Policy *'. A green 'REGISTRATI' button is positioned below the checkbox. At the bottom of the form, there is a link to 'Informativa sulla Privacy'. The background of the page is a dark green gradient with the SOFIA logo and social media icons at the bottom.

You will then receive a **confirmation email** verifying that your registration was successful.

- 3) Once your profile registration is complete, you will be directed to the **form** where you can enter all the **details related to the need** you wish to submit.

HOMEPAGE NEEDS COLLECTION PROGRAM

Needs Collection Program - Form

Esigenza numero 1

Benvenuto nel form di registrazione di SOFIA!

- ✓ INFORMAZIONI GENERALI
- ✓ DESCRIZIONE DELL'ESIGENZA
- ✓ DETTAGLI TECNICI E OPERATIVI
- ✓ ALLEGATI

Nome dell'azienda *

Aimacis

Logo

Carica solamente i seguenti formati: png, jpg, jpeg

SELEZIONA FILE...

Sito web azienda

https://www.sofialab.it/it/

+ Aggiungi

Settore attività *

- 4) The form is short—it will take approximately 5 minutes to complete—and is **divided into four sections**:

- a. GENERAL INFORMATION
- b. DESCRIPTION OF THE NEED
- c. TECHNICAL AND OPERATIONAL DETAILS
- d. ATTACHMENTS



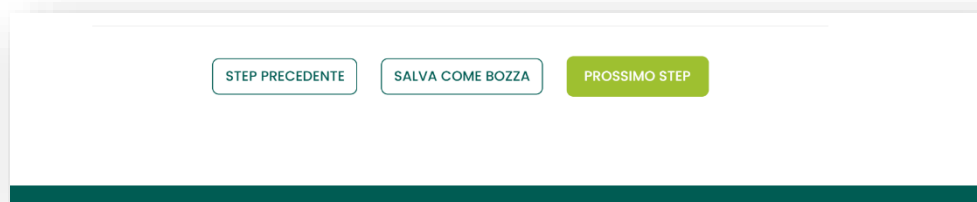
Benvenuto nel form di registrazione di SOFIA!

- 1 INFORMAZIONI GENERALI
- 2 DESCRIZIONE DELL'ESIGENZA
- 3 DETTAGLI TECNICI E OPERATIVI
- 4 ALLEGATI

- 5) If you prefer to complete the form later, you can save your need application as a draft and finish it at another time. To do so, click the "**Save as Draft**" button at the bottom of the page.

If you already have all the necessary information, you can proceed by clicking the "**Next Step**" button—also located at the bottom of the page—to complete the remaining sections.

To review or edit the information entered in previous sections, you can click the **"Previous Step"** button to go back. Please note that once the need is submitted, it will no longer be possible to modify the entered data.

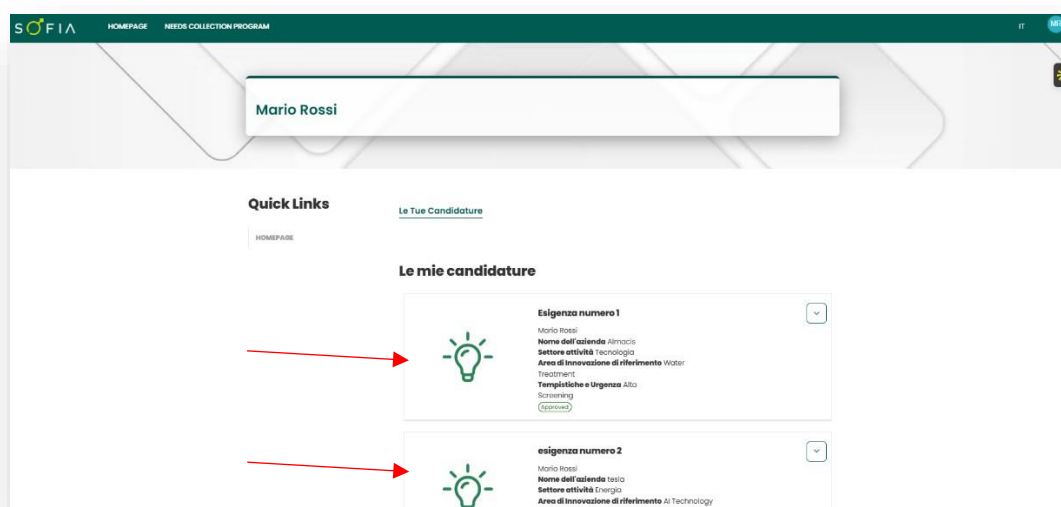


- 6) If you choose to save the application as a draft and **complete the form later**, you can log back into the platform using your credentials and resume your draft application as follows:

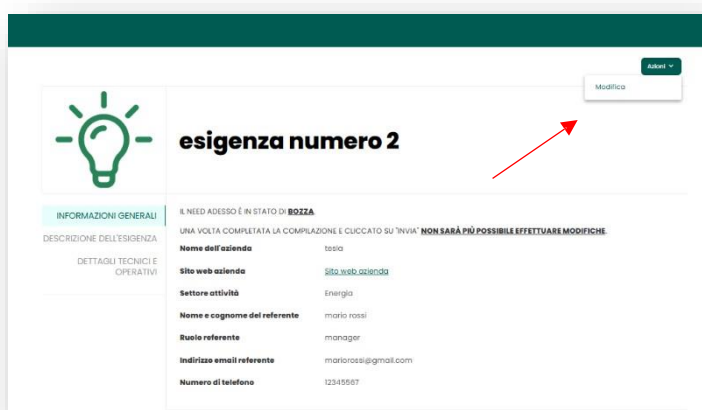
After logging in, click on your user icon in the top right corner. A window will open where you will find the **"Dashboard"** option.



In your personal dashboard, you will find a **list of your applications**, including both those **already submitted** and those **saved as drafts** that you can complete.



- 7) To complete the draft application, click on the title of the corresponding record, and the need details will open for you to complete. Click the **"Actions"** button, and then select the **"Edit"** option, where you will be redirected to the form.



The screenshot shows a web form titled "esigenza numero 2" with a lightbulb icon. On the left, there are tabs for "INFORMAZIONI GENERALI" (selected), "DESCRIZIONE DELL'ESIGENZA", and "DETTAGLI TECNICI E OPERATIVI". The main content area contains a status message: "IL NEED ADESSO È IN STATO DI **BOZZA**. UNA VOLTA COMPLETATA LA COMPILAZIONE E CLICCATO SU 'INVIA' **NON SARÀ PIÙ POSSIBILE EFFETTUARE MODIFICHE**." Below this is a form with fields for "Nome dell'azienda", "Sito web azienda", "Settore attività", "Nome e cognome del referente", "Ruolo referente", "Indirizzo email referente", and "Numero di telefono". A red arrow points to a "Modifica" button in the top right corner.

- 8) Once all the required information has been entered, to submit your application, click the **"Submit"** button at the end of the form.



This screenshot shows the bottom section of the form. It contains three buttons: "STEP PRECEDENTE" (disabled), "SALVA COME BOZZA" (disabled), and "INVIA" (active/green). Above the buttons, the same status message is repeated: "IL NEED ADESSO È IN STATO DI **BOZZA**. UNA VOLTA COMPLETATA LA COMPILAZIONE E CLICCATO SU 'INVIA' **NON SARÀ PIÙ POSSIBILE EFFETTUARE MODIFICHE**."

After submitting your application, you will receive a **notification email** confirming that your need has been successfully submitted. Inside the email, you will find the link to your application, from which **you can export the record as a PDF** to review the data you submitted.



The screenshot shows a card titled "Esigenza numero 1" with a lightbulb icon. In the top right corner, there is an "Export" button. A red arrow points to this button.

We remind you that **you can submit more than one need**. If you need support, you can click the **"Contact Us"** button at the bottom of the page, and a dedicated team will respond to your needs.