



Follow-up strategy for the continuous use of the tool

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<i>Date:</i>	25.01.2022
<i>Deliverable N°:</i>	D4.4

DiBiCoo – Digital Global Biogas Cooperation
Grant Agreement N°857804



Executive Summary of D4.4

The purpose of this document is to describe the activities taken to make the developed Biogas and Gasification Matchmaking Platform sustainable and grant the continuous use of the platform.

This deliverable describes in a nutshell activities required to transfer all access rights for the crucial infrastructure and project code from the LLU to FvB to continuously run the platform after the project end. These activities should be taken by the IT specialist, and not by the general user as specific knowledge is required for successful platform transfer procedure. Knowledge and expertise in software development (back-end, front-end, databases), cloud infrastructure, internet technologies are needed for the successful implementation of the described steps and transfer of the platform for FvB.

All questions about the platform can be addressed to the DiBiCoo project team from Latvia University of Life Sciences and Technologies (vitalijs.komasilovs@llu.lv; aleksejs.zacepins@llu.lv).



Summary of the DiBiCoo Project

The **Digital Global Biogas Cooperation (DiBiCoo)** project is part of the EU’s Horizon 2020 Societal Challenge ‘Secure, clean and efficient energy’, under the call ‘Market Uptake Support’.

The target importing emerging and developing countries are Argentina, Ethiopia, Ghana, South Africa and Indonesia. Additionally, the project involves partners from Germany, Austria, Belgium and Latvia. The project started in October 2019 with a 33 months-timeline and a budget of 3 Million Euros. It is implemented by the consortium and coordinated by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The overall objective of the project is to prepare markets in developing and emerging countries for the import of sustainable biogas/biomethane technologies from Europe. DiBiCoo aims to mutually benefit importing and exporting countries through facilitating dialogue between European biogas industries and biogas stakeholders or developers from emerging and developing markets. The consortium works to advance knowledge transfer and experience sharing to improve local policies that allow increased market uptake by target countries. This will be facilitated through a digital matchmaking platform and classical capacity development mechanisms for improved networking, information sharing, and technical/financial competences. Furthermore, DiBiCoo will identify five demo cases up to investment stages in the 5 importing countries. Thus, the project will help mitigate GHG emissions and increase the share of global renewable energy generation. The project also contributes to the UN Sustainable Development Goals (SDG 7) for ‘Affordable and clean energy’, among others.

Further information can be found on the DiBiCoo website: www.dibicoo.org.





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List of Abbreviations

AEA	Austrian Energy Agency
API	Application programming interface
BMP	Biogas and Gasification Matchmaking platform
D	Deliverable
EBA	European Biogas Association
FvB	Fachverband Biogas
LLU	Latvia University of Life Sciences and Technologies
RES	Renewable energy sources



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Introduction

The Biogas and Gasification Matchmaking platform is developed by using an open-source approach, thus making it available for further development and application by any interested party and stakeholders. Within the DiBiCoo project it was agreed that after the project ends all access to the crucial platform infrastructure and project code will be transferred from the LLU to FvB to continuously run the platform. Transferring activities should be taken by the IT specialist, and not by the general user as specific knowledge is required for successful platform transfer procedure. Knowledge and expertise in software development (back-end, front-end, databases), cloud infrastructure, internet technologies are needed for the successful implementation of the described steps and transfer of the platform for FvB.

One of the advantages of the open-source approach for the Biogas and Gasification match-making platform lies in its general applicability to other renewable energy technologies besides biogas, such as e.g., hydropower, geothermal, heat pumps, solar energy, wind power, and solid biomass conversion. Details on how to use the developed platform for other RES are described in a Deliverable 4.5 - Follow-up strategy for the extension of the tool for other RES technologies.

1 User manual and guided tour

To grant the continuous use of the platform the platform's user manual is developed by the LLU. The user manual is intended for all platform users to get the basic information about the platform functionality and user interface elements. User manual is developed as a separate document which can be accessed on the platform or by the link: <https://storage.googleapis.com/dibicoo-matchmaking-tool.appspot.com/DiBiCoo%20platform%20user%20manual.pdf>

The user manual is considered as a living document, which is constantly updated when the new features are developed on the platform. The user manual version actual to the 01.04.2022 is provided in the section 6.

In addition to the user manual document, a so-called guided tour on the platform itself is developed to guide the new users on the platform and explain the main features of the platform. To access the guided tour feature users should activate the “question mark” which is located on the right bottom side of the platform.

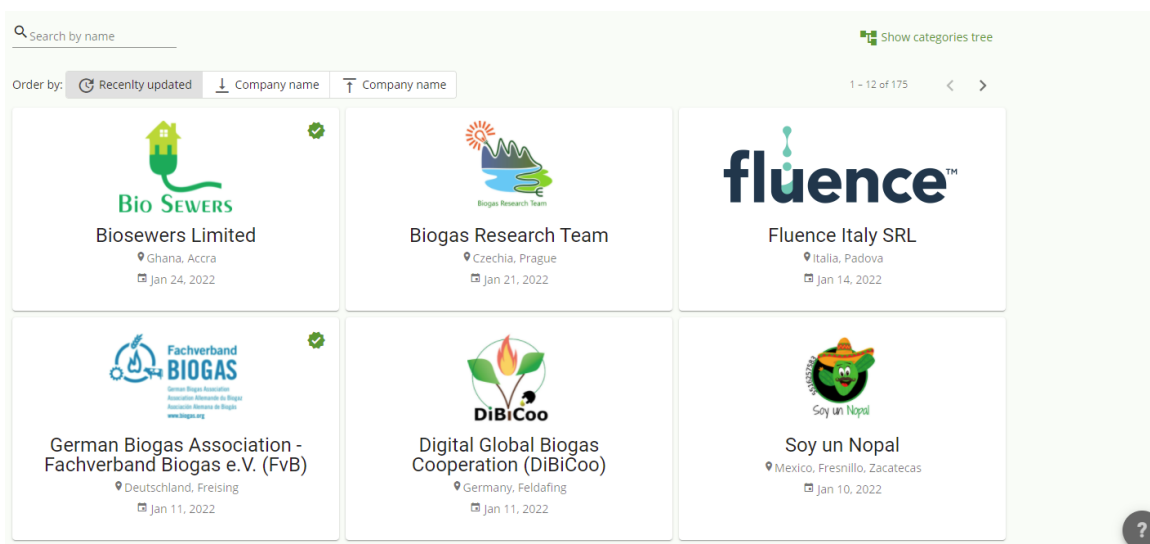


Figure 1. Guided tour button on the platform

When the guided tour is activated, the user is provided with additional explanation about the actual platform section and active navigation elements. Figure 2 below provides one example of the guided tour.

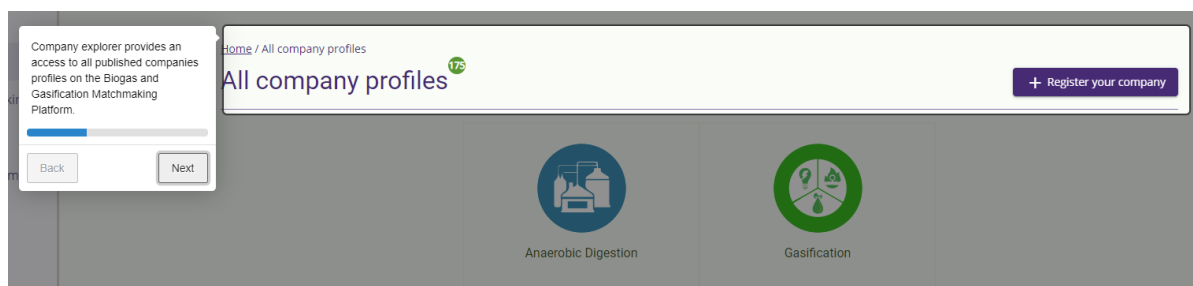


Figure 2. Example of the activated guided tour on a platform

2 Platform domain name selection

For the continuous use of the Biogas and Gasification matchmaking platform it was needed to deploy the platform on a separate and dedicated web domain. To select the domain name and prefix survey was conducted within the DiBiCoo project members (16 individuals participated in a domain name selection). There were several options defined for the voting of the platform's title:

- www.biogasplatform.*
- www.biogas-matchmaking.*
- www.biogas-cooperarion.*
- www.dibicoopplatform.*
- www.dmp.*
- www.biogas-dmp.*
- www.match4biogas.*
- www.biogas2match.*
- www.dibicoo-biogas-and-gazification-digital-matchmaking-platform.*

For the domain prefix four options were available:

- *.eu
- *.org
- *.net
- *.online

As a result it was decided to select www.biogasplatform.eu domain name (43.8% voted for *.eu and 56.3% voted for www.biogasplatform.*).

Figures 3 and 4 below demonstrates the summary of the selection process.

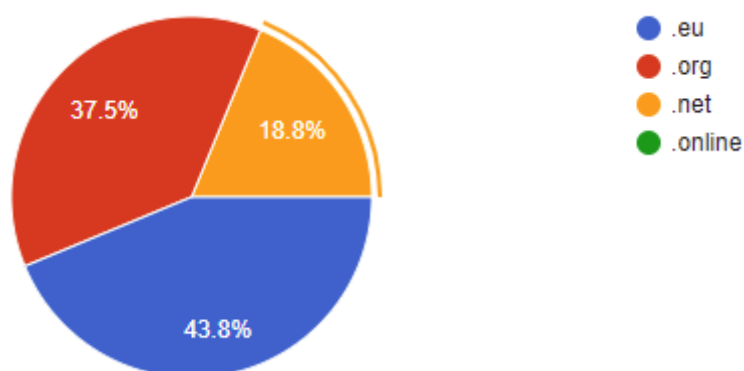


Figure 3. Results of the domain prefix selection

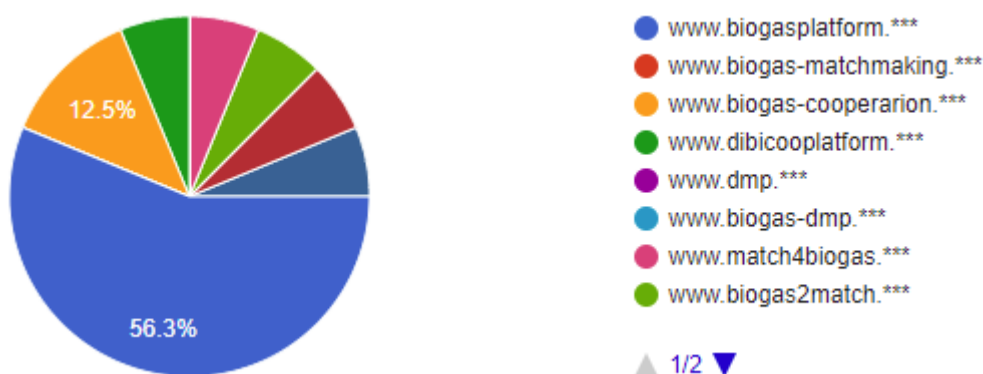


Figure 4. Results of the domain name selection

As FvB will be responsible for the platform maintenance and operation after the project end, they booked the selected domain, and the platform was already transferred from a temporary domain to this one during the project period.

FvB representatives already were added to the administrators of the BMP platform to test the administrator functions on the platform. Main functions of the administrator are company profile and business opportunity review, management of the business categories and sending the user notifications with the information about the platform updates, upcoming features, general information. Separate manual document for the administrators was developed and is part of the Deliverable 4.6 – Training on the use and maintenance of the digital tool.

FvB staff got the information about the platform operation, possible updating options and operation. The training is described in more details in deliverable 4.6 - Training on the use and maintenance of the digital tool.

3 Ownership transfer to FvB

During the project lifetime all access rights to the external services will be (are) transferred to FvB from LLU. This includes access to the Google Cloud platform, Auth0, MailJet, Google analytics and project code itself.

The following chapters cover essential aspects of the BMP ownership transfer from LLU to FvB. At the current stage the BMP is completely functional, deployed to Google Cloud platform and publicly accessible via <https://www.biogasplatform.eu/>. The intent of the ownership transfer is to migrate the existing setup of the platform and its infrastructure under FvB control without interruptions in platform's operation. The transfer of the ownership is considered more from a logical and legal perspective as the technical solution stays in place.

The BMP ownership transfer from LLU to FvB was discussed during the online training organised by LLU on 15.03.2022. The training was dedicated to FvB Digital and IT staff. During the online session basic procedure of the transfer rights were discussed and future steps were clarified and agreed.

3.1 Google Cloud

The main infrastructure entity used by BMP is Google Cloud platform. It provides fine grained identity and access management tools and enables administrators to provide admin roles to different users on specific resources. The full control over the whole project is granted by the owner role.

During the migration process the FvB representative is invited to participate in the project and granted the owner role, while LLU representatives are revoked from this role.

In addition, a new **billing account** should be created by the FvB representative and configured with valid payment methods (credit or debit cards). The created billing account is assigned to the project, while the LLU billing account is removed from the project. It should be emphasised that at this point platform operation is free of charge, as Google cloud provided free quotas which are not yet exceeded. However, in the future there can be a situation when it becomes necessary to conduct payments.

At this stage Google Cloud project and BMP operation should be under FvB control.

3.2 Auth0

Auth0 platform is used for BMP user authentication, authorization and credential management. The setup and configuration are organized in the form of tenants. The FvB representative is invited to participate in the BMP tenant with the Admin role, while LLU representatives are removed from this tenant.

In addition already during the project lifetime in the Auth0 platform FvB representatives were added as administrators to test the platform's user management features. From the administration perspective it is possible to see the registered users on the auth0 platform:

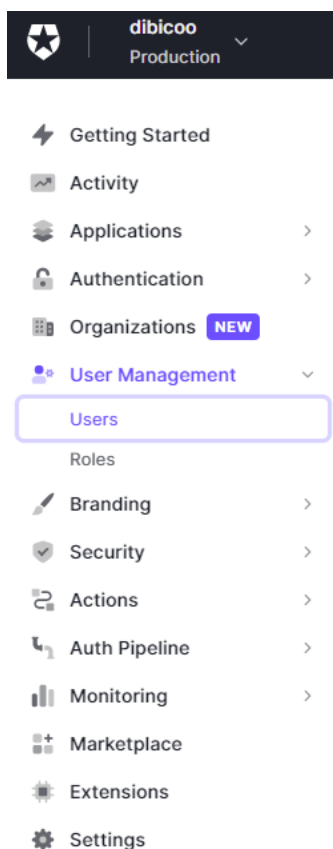


Figure 5. Auth0 user interface

User list is shown with the information about the latest login (We are not showing this list as this information is not public). It is possible to block the user or change the user password if required.

At this stage Auth0 tenant and BMP platform configuration is under joint control of LLU and FvB.

3.3 MailJet

MailJet platform is used for sending email notifications to the registered BMP users. The Free plan currently is used. There are some limitations in a free plan and it is not allowing profile sharing in a convenient and easy way. Thus, the current LLU profile is updated according to FvB specifications, including email and password.

At this stage MailJet profile and its configuration is under joint control of LLU and FvB.

3.4 Google Analytics

Google Analytics service is used to collect page view statistics on the BMP. The service provides fine grained account access management policies. The FvB representative is added to

the BMP account and granted the **Administrator** role, while LLU representatives are revoked from this role.

At this stage Google Analytics BMP account and its configuration is under joint control of LLU and FvB.

3.5 Source code

The source code of the BMP is stored on GitHub service in the <https://github.com/dibicoo-project/digital-matchmaking-platform> repository. The FvB representative is invited as a collaborator to the repository with Admin role. LLU representative will be removed from the repository before the project end.

At this stage the source code repository is under joint control of FvB and LLU.

4 Sustainable use and further development of the BMP

In order to use and to further develop BMP in a sustainable way several routine tasks should be carried out by FvB. These include **reviewing** company profiles and business opportunities as they are submitted for the publishing. Depending on the availability the **literature sources** might be updated or replaced with newer and more accurate materials. Another regular task might be publishing newsletters and announcements in the form of internal BMP **notifications**. Also, the development of the BMP is not restricted, and **new features** and functionality might be implemented as the need arises.

5 Promotion of the bioogas and gasification matchmaking platform

As it was mentioned in the task description - EBA had to promote the tool on the European level and link it to its website. During the project lifetime already, several promotional activities were performed by EBA. EBA already promoted the tool during the Biogas conference, presented and shared the platform during the free EBA webinar and shared information on the EBA website via the press release

<https://www.europeanbiogas.eu/new-digital-platform-connects-biogas-technology-providers-with-project-developers-around-the-globe/>

In addition, the link to the platform is added to the DiBiCoo page on the EBA website:

<https://www.europeanbiogas.eu/project/dibicoo/>

Full information about the platform promotion activities from EBA and from all other DiBiCoo partners will be available in a Deliverable 4.7 - Promotion of the tool.



6 BIOGAS AND GASIFICATION MATCHMAKING PLATFORM USER MANUAL

6.1 Introduction

DiBiCoo is a cooperation project between biogas technology exporting and importing countries, with the overall objective to support the European biogas/biomethane industry by preparing markets for the import of sustainable biogas/biomethane technologies from Europe to developing and emerging countries. Please find more information on the project on the DiBiCoo website: <http://dibicoo.org/>

One of the DiBiCoo's project tasks is to develop a biogas and gasification matchmaking platform (BMP) to facilitate cooperation and new partnerships and to act as an additional marketing option to promote new business opportunities in Europe and developing and emerging countries.

This document describes the basic functionality of the BMP and user interface elements. This document is based on BMP version: *master-0x8-8-g232a110*. Document is developed on 06.04.2022.

Additional features still will be developed on the platform.

Your impressions, feedback and suggestions on how to improve the platform can be addressed to the DiBiCoo project team from Latvia University of Life Sciences and Technologies by the e-mails: vitalijs.komasilovs@llu.lv; aleksejs.zacepins@llu.lv or by participating in an online survey [here](#).

6.2 Main page

Biogas and gasification matchmaking platform is publicly accessible here:

<https://biogasplatform.eu/>

It is possible to use the platform as an anonymous user for the information browsing and searching for companies and applications or log in to the platform to use the functionality to create a company profile and/or publish a business opportunity and participate in the matchmaking process.

BMP meets the requirements of the GDPR, and one of the requirements is to inform users about the cookies collected during the browsing section. All users that would like to use the BMP platform should accept the Privacy policy accepting BMP Cookies to get the best experience on the website.

Within the BMP, cookie consent is presented to the user as shown in Figure 6:





We need your consent to use cookies Save preferences

☒ **Mandatory**

We have to use cookies to ensure that You are authenticated to the platform's services and to keep You signed in between sessions.

☐ **Tracking**

We would like to improve the platform and provide **statistics services** for our users. For it we are using the third party cookies. You can be sure that collected information:

- is used only in summarized form;
- is presented to the platform participants in the form of page view statistics;
- is **not used for advertisements** or sales.

☐ **Media**

We are using **Google Maps** for platform participants visualization on a global scale.

To learn more about our data protection rules, cookies and third party applications that we are using, please, read our [Privacy policy](#). You can change your cookies preferences at any time.

Figure 6. BMP Cookies consent message

At this moment platform uses *Mandatory* cookies to ensure that the user is authenticated (logged in) to use the platform's services and to keep user signed in between sessions. *Tracking* cookies are used to produce usage statistics on platform's sections (number of views on company profiles and applications). This information is collected anonymously and is presented to the platform participants only in summarized report. Collected information includes IP address, browser name and operating system. *Media* cookie is used to show users the Google Map with the location of companies. User can change the cookie settings at any time navigating to the *Cookie settings*.

Full privacy statement can be also read in the BMP: [BMP Privacy statement](#)

The **main page** of the platform is shown below:



Biogas and Gasification Matchmaking Platform

Search

Log In / Sign Up

Biogas and Gasification Matchmaking Platform

The only matchmaking platform for biogas and gasification you will ever need.

Join platform for free!

Company profiles

Leading stakeholders in the biogas and gasification sectors

Explore profiles of the world leading companies and entrepreneurs in the biogas and gasification sector. Browse companies by categories or view them on the global map. Find an appropriate partner to bring your ideas to life!

Explore by categories

View on map

Business opportunities

Counterparties presenting their needs and looking for business cooperation

Become a participant of a dynamic and evolving marketplace for making business deals. Build collaboration with various experienced biogas solution providers by selecting one of the existing requests or submitting your own one for a biogas solution, service or project idea.

Browse

Knowledge base

Biogas and gasification related literature sources and factsheets

Are you new to the biogas sector? Get insight into the biogas sector by reading our selected list of relevant literature sources. Developed factsheets summarise basic elements of the biogas plants and present this information in an understandable way.

Read factsheets List references

Read more about your content, rights and liability in the [Privacy statement](#).

Also visit [DiBiCoo project web page](#) for more information about collaboration between European biogas industries and stakeholders from emerging and developing markets.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 857804. The sole responsibility for the content of this website lies with the authors. It does not necessarily reflect the opinion of the EU.

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Figure 7. BMP front page

In the centre the **Company profiles**, **Business opportunities** and **Knowledge base** sections are displayed.

Before the sections button **Join platform for free** is available for the Log In / Sign Up to the platform. In the bottom several technical links are displayed: *Imprint*, *Privacy Statement*, *Contact us* and *Cookie settings*. These links are also duplicated under the "i" sign next to the Log in / Sign up on the top bar.

Platforms main navigation menu can be accessed by clicking **Menu icon** on the top.



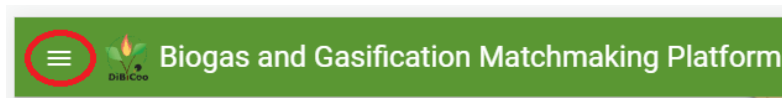


Figure 8. Navigation menu button

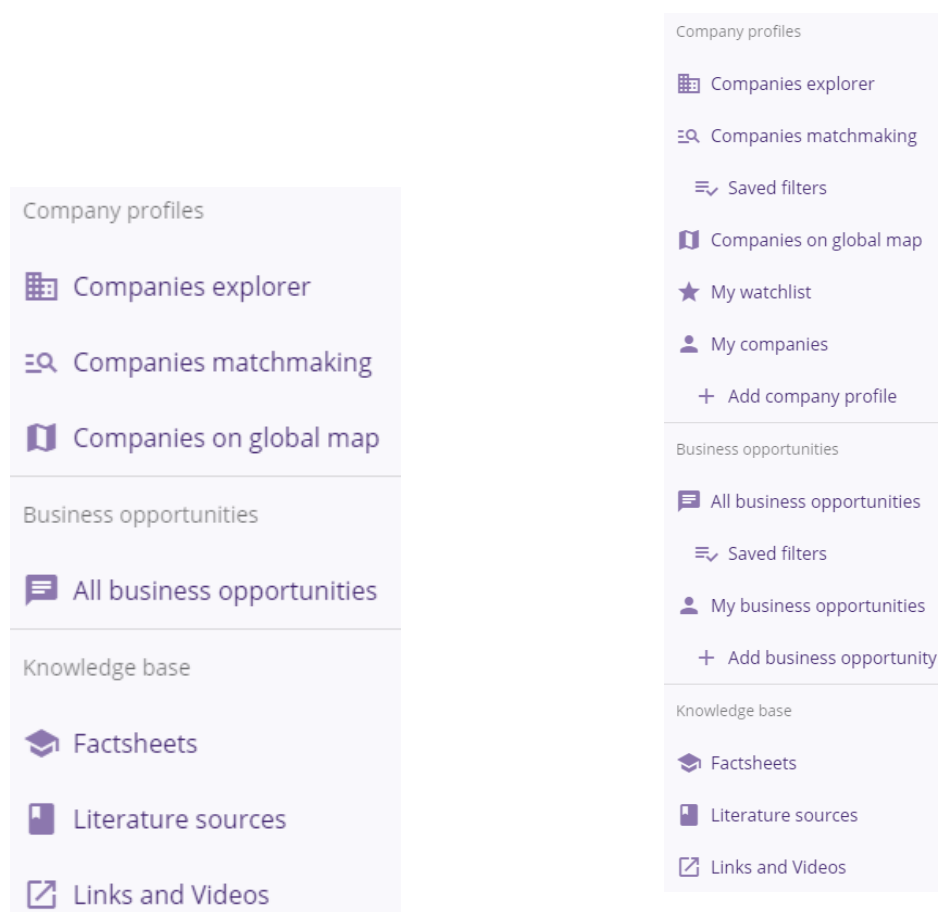


Figure 9. Platform navigation menu for the guest user

Figure 10. Platform navigation menu for the authenticated user

6.3 Companies explorer

All Companies can be assigned to one or more categories and platform user can search for them by browsing the sub-categories list or by the **Search** function (see Figure 11). The paginator element is added to the company profile browsing, to limit the number of the company profiles shown on one page to improve platform performance. Companies list can be ordered by the profile update time or by the name (ascending or descending). To view the company profile, it is needed to click on the company card. Button *Register your company* can be clicked to start the process of creating own company profile.



Home / All company profiles ¹³⁴

All company profiles

[+ Register your company](#)

Anaerobic Digestion
 Gasification

Search by name

Order by: [Recently updated](#) [Company name](#) [Company name](#)

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<p>German Biogas Association - Fachverband Biogas e.V. (FvB) Deutschland, Freising Sep 27, 2021</p>	<p>2G Energy AG Germany, Heek Sep 22, 2021</p>	<p>Waste2EnergyLab South Africa, Cape Town Aug 4, 2021</p>
<p>ArleeGreen Renewables Nigeria, Yaba Jul 5, 2021</p>	<p>SPS Engineering (PT Surya Printis Sinergi) Indonesia, Jakarta Selatan Jun 11, 2021</p>	<p>The Energy Centre, KNUST Ghana, Kumasi Jun 11, 2021</p>
<p>GreenCape South Africa, Cape Town Jun 10, 2021</p>	<p>SOLAMB SRL Argentina, Timbues Jun 2, 2021</p>	<p>Bioeléctrica® (Biomass Crop S.A.) Argentina, Rio Cuarto, Córdoba May 28, 2021</p>
<p>Multi-Goldlynk Limited Ghana, Kumasi May 28, 2021</p>	<p>IES BIOGAS S.R.L. Argentina, Olivos May 26, 2021</p>	<p>PlanET Biogas Group GmbH Germany, Vreden May 17, 2021</p>

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Figure 11. Companies by categories

While browsing the company profiles by the categories it is possible to see the number of sub-categories and number of companies in sub-category (see Figure 12).

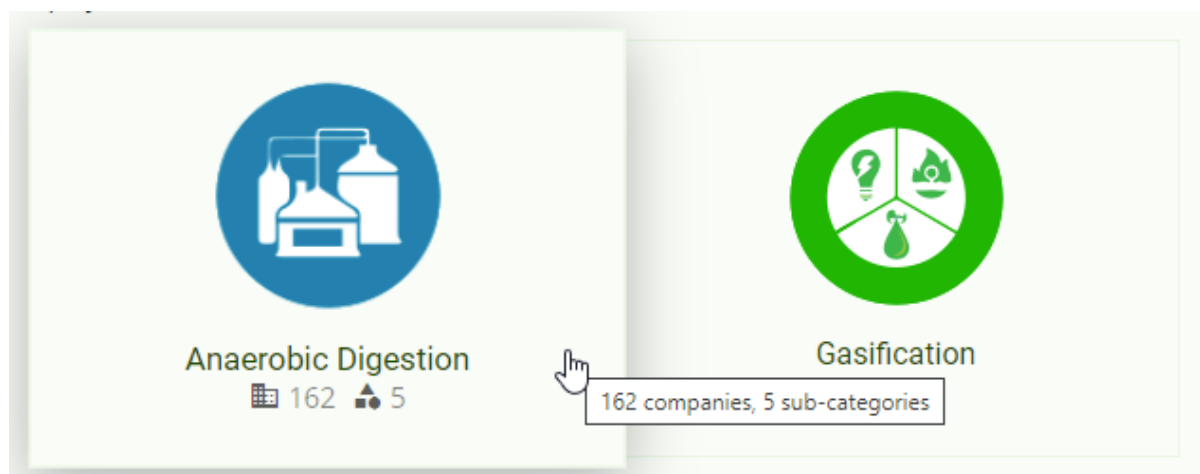



Figure 12. Information about the number of sub-categories and number of companies

6.4 Company profile details

Company profile includes the basic information about the company, contact details, reference projects, attachments (if any), information about standards. Example of a company profile can be seen below:

Home / Company profiles / ...




Fachverband BIOGAS
German Biogas Association
Association Allemande du Biogaz
Asociación Alemana de Biogás
www.biogas.org

German Biogas Association - Fachverband Biogas e.V. (FvB)


Updated: Sep 27, 2021
Address: Deutschland, Freising, Angerbrunnenstraße 12, 85356
Web page: https://www.biogas.org/edcom/webfwb.nsf/id/en_Homepage

The German Biogas Association brings together operators, manufacturers and planners of biogas plants as well as representatives from science and research, and interested parties from all over Germany. Since it was founded in 1992, the Association, with over 4,700 members, has become Europe's strongest organization in the area of biogas. In addition to its headquarters in Freising, it has an office in the capital, Berlin, as well as five regional offices throughout Germany. The German Biogas Association employs about 40 permanent staff members. With intensive political advocacy at EU, federal and state levels, the Association campaigns for the increased use of biogas technology. Furthermore, it encourages the exchange of biogas-related information and knowledge. For example through collecting, evaluating and spreading knowledge of scientific findings and practical experience, or by means of conferences, exhibitions and other events. The Association is hosting the annual BIOGAS Convention. With more than 7,000 visitors it has become the most important meeting place for biogas industry stakeholders from Germany and across the globe. As a consequence of both participation in EU projects and membership of the European Biogas Association (EBA), the German Biogas Association actively promotes the international exchange of experience.


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0049 8161 / 984660



ISO 20675:2018
Biogas — Biogas production, conditioning, upgrading, and utilization — Terms, definitions, and classification scheme



ISO/AWI 23590
Household Biogas System Requirements



ISO 24252
Biogas systems — Non-household and non-gasification (close to be published)

Figure 13. Example of a company profile

Authenticated users in addition can add the company to the watchlist (favourite companies) using the “star” icon and send an instant in-platform message to a company profile manager using the “message” icon. All saved companies will be visible in a “My watchlist” section.

6.5 Companies matchmaking

Companies matchmaking sections can be considered as a manual matchmaking feature, when platform users can find the target company profile using several filtering options (see Figure 14). Company profiles can be matched by:

- Company region or country of origin
- Company business field
- Company reference project location (by region or by country)
- Profile update time (recently, last week, last month)

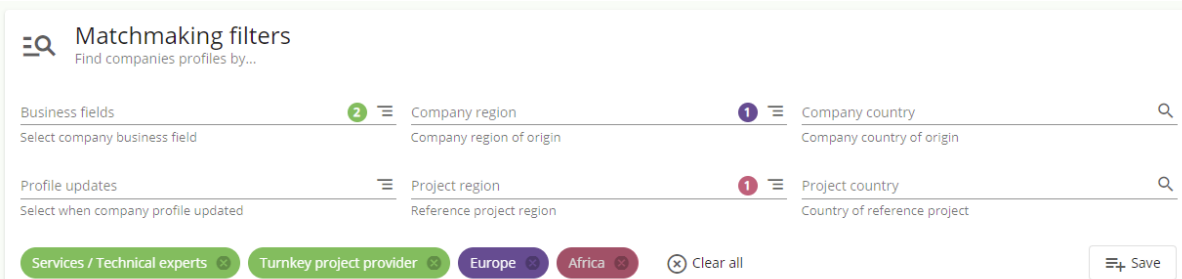


Figure 14. Companies matchmaking filters

Each filtering option has own colour encoding. Number in the circle next to the filtering option indicates how many criteria's are selected in individual filtering option.

It is also possible to save matchmaking preferences by clicking “Save” button and platform will automatically notify the user when new matches will be found (when new company profile will be published and it will correspond to the pre-defined matchmaking options). User will be able to define different matchmaking templates. All individual saved matchmaking filters can be accessed and managed in the section “Saved filters”.

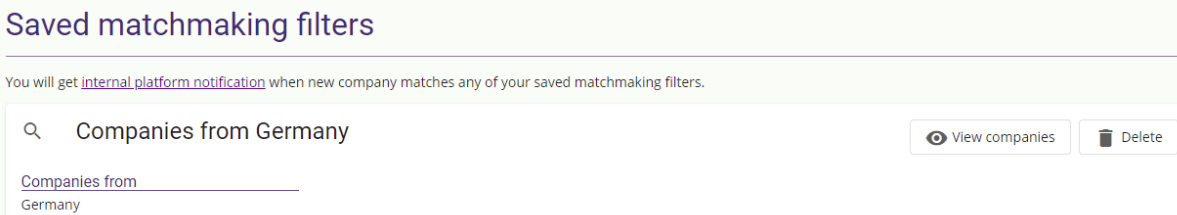


Figure 15. Saved matchmaking filters

6.6 Companies on global map

Sub-section companies on global map shows registered companies on the World map (see Figure 16). But only the companies, that agreed to be shown on the map are displayed. It is possible to filter companies by categories, and show companies key projects (if such are added to the company profile). In addition reference projects are shown on a map too.



Figure 16. Companies and reference projects on a global map

6.7 All business opportunities

Section *all business opportunities* shows all published advertisements (opportunities) created by the authenticated platform users (see Figure 17). In the overview, only general information is shown. To get the full details business opportunity should be opened by clicking on it. Business opportunities can also be filtered using three criteria’s: business field, target region and target country.

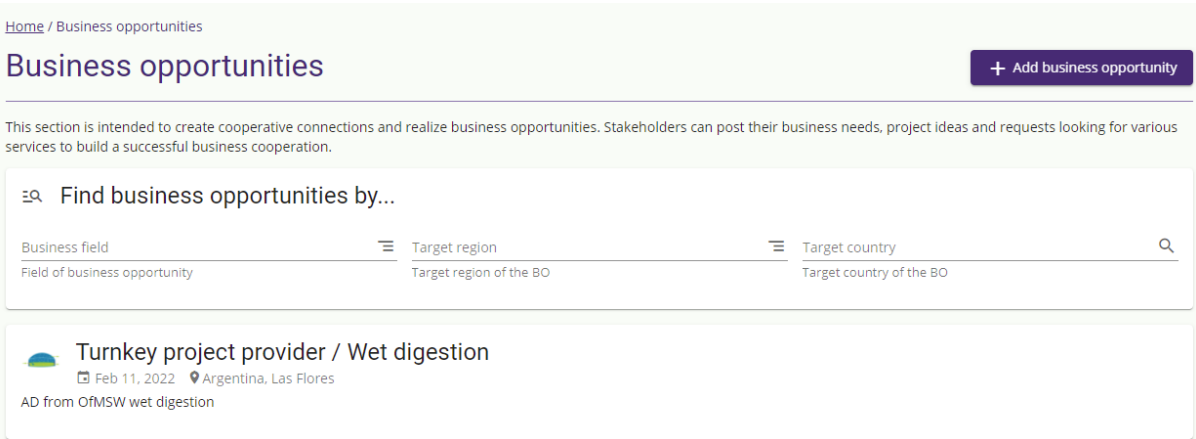


Figure 17. Business opportunities section



6.8 Knowledge base

Knowledge base section summarises basic information and literature sources about the biogas sector, shows **Factsheets**. Links to external resources are also summarised there.




[Home](#) / [Factsheets](#)

Factsheets

Feedstocks

Receipt, storage, pretreatment and handling



View PDF

Digester

Biological process, process conditions, hydraulic flow



View PDF

Pumps, Pipes, Valves

Transportation of liquids and digestate



View PDF

Blowers, Pipes, Valves

Gas flow and transportation of biogas



View PDF

Safety Equipment

Measurement and personal safety equipment



View PDF

Digestate

Properties, benefits, storage and use



View PDF

Biogas Storage

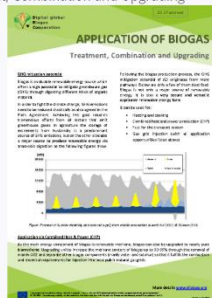
Overview of biogas membrane storage systems



View PDF

Application of Biogas

Treatment, Combination and Upgrading



View PDF

Special Case

Small-scale home digester



View PDF

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Figure 18. List of available factsheets

6.9 Search function

Important feature that is available on the platform to ease the information browsing process for the company profiles and business opportunities is search feature. General search is implemented, which is similar to other web pages.





Figure 19. Search field on the top bar

Search button is placed on the top bar next to the user profile. User should define the search word and click enter, then the search results will be presented:

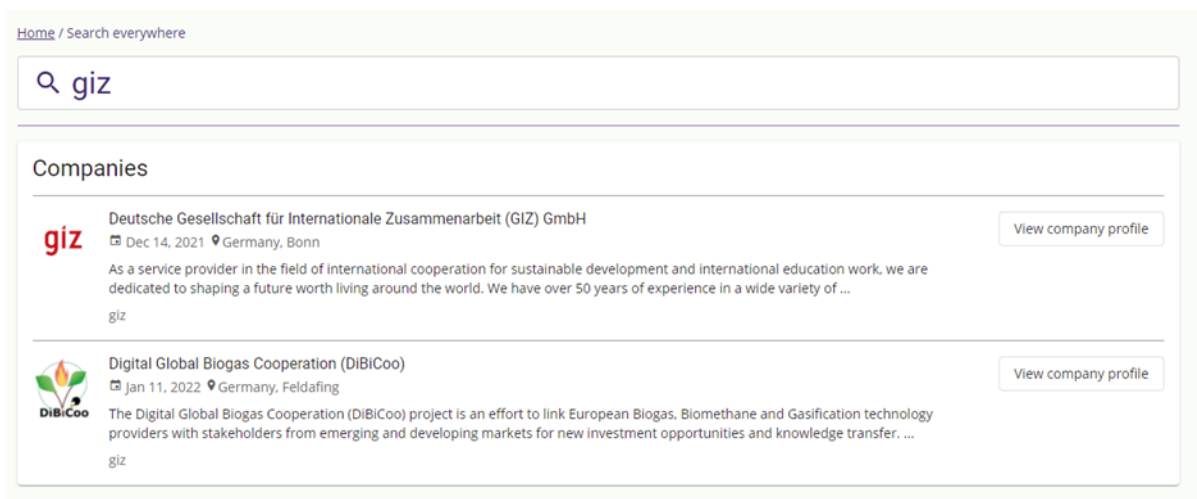


Figure 20. Example of a search feature

Search is working within the text fields of company profiles and business opportunities. Results are ordered (ranked) using TF/IDF metric (<https://en.wikipedia.org/wiki/Tf-idf>). In simple words: the more unique keyword the entity matches, the highest rank it gets.

6.10 Additional links

Some additional links and technical information can be accessed by viewing such sub-sections: About, Privacy statement, Contact us, User manual, Send feedback.

6.11 Authorised user features

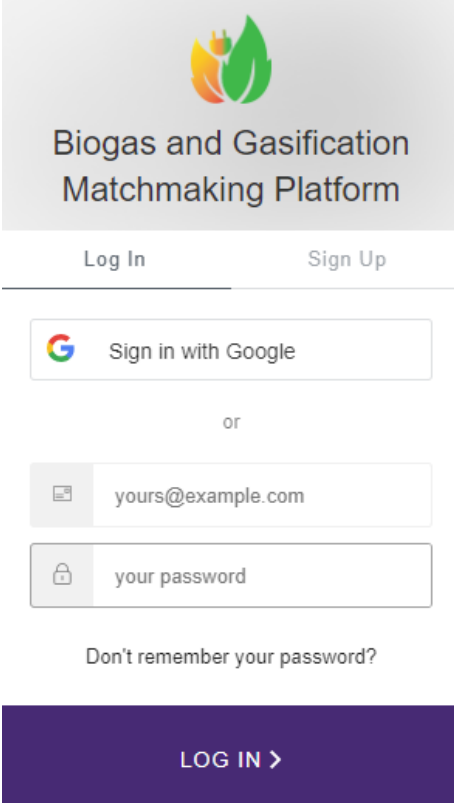
To access the company profile management and/or business opportunity creation functionality it is necessary to *Log In* to the Platform. *Log In* button is located at the right upper corner. Or it is possible to use *Join platform for free* button from the main page.



Figure 21. BMP header with Log In / Sign Up option

BMP solution uses authentication and authorization services provided by Auth0 universal platform (<https://auth0.com/>). Auth0 is a ready-to-use platform with a wide range of built-in authorization related functionality and integration options. In particular BMP uses specific authorization flows for Web applications, completely delegates user credential handling and access administration functionality to the platform. From a development perspective, usage of the Auth0 platform simplifies user administration tasks, removes the need to create custom solutions for secure user credential storage, user Sign-in and Log-in flows.

Upon *Log In* users are forwarded to Auth0 platform hosted Web page, where they have options to Sign Up or Log In using their credentials or social media accounts.



The image shows a web interface for the 'Biogas and Gasification Matchmaking Platform'. At the top, there is a logo consisting of a green leaf and a yellow flame. Below the logo, the title 'Biogas and Gasification Matchmaking Platform' is displayed. There are two tabs: 'Log In' (selected) and 'Sign Up'. Under the 'Log In' tab, there is a 'Sign in with Google' button. Below this, the word 'or' is centered. Then, there are two input fields: one for an email address (placeholder: 'yours@example.com') and one for a password (placeholder: 'your password'). Below the password field, there is a link that says 'Don't remember your password?'. At the bottom, there is a large purple button with the text 'LOG IN >'.

Figure 22. Authentication at the Auth0 service

After successful authentication, user is forwarded back to the BMP platform's user interface.

Now, as a registered user you can manage your companies (create, edit, delete and share), manage your business opportunities (create, edit, delete) or Log out from the platform. Administrator has additional functions: Manage company categories, Approve company profiles, Review business opportunities and Send notifications to all platform users. There is no limit in the number of Administrators. During the DiBiCoo project life-time Partner from LLU has the administrator rights. After the project FVB will have the administrator rights.

6.12 Creation of the company profile

To create a **Company profile** user should activate *My companies* menu and click + *Add company* button on the upper right corner or it is possible to directly click on a menu option + *Add company profile*

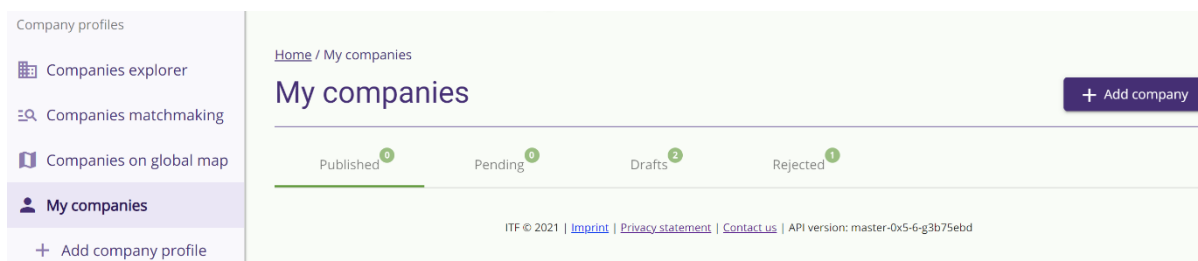


Figure 23. My companies section

Company creation process is established as a wizard with several steps (see Figure 24). User can navigate between steps at any time.

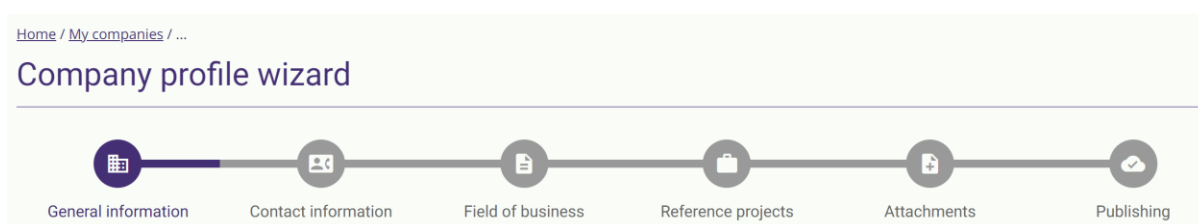


Figure 24. Company profile creation wizard

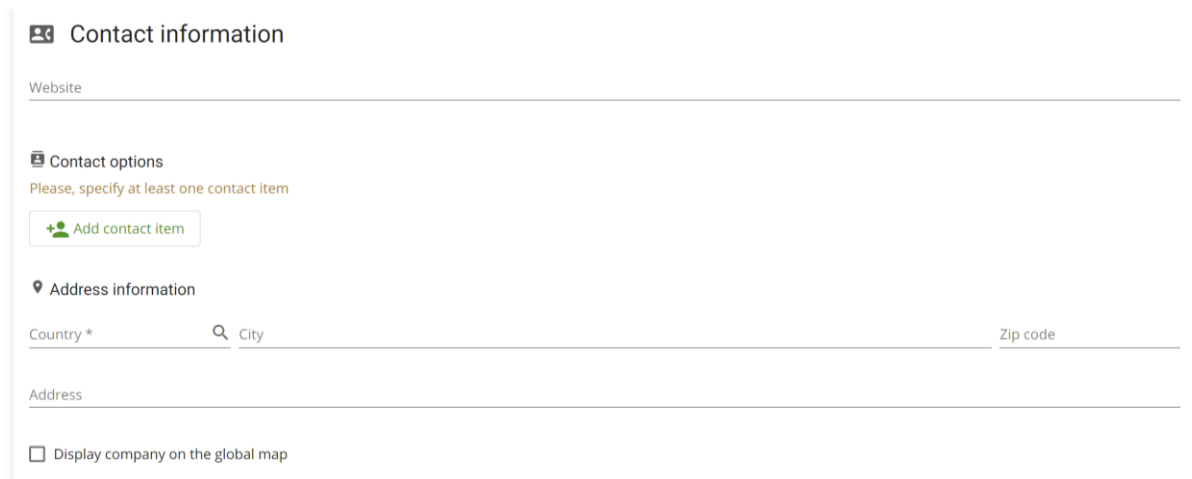
6.12.1 - General information

At this step it is necessary to provide general information about the Company (see Figure 25). Name and Company profile is mandatory, but company logo is optional.

Figure 25. Wizard step 1 - General information

6.12.2 - Contact information

At this step it is necessary to provide at least one contact item and provide address information (country, city, Zip code, address). It is possible to add different types of contacts (Phone, E-mail, Facebook, Twitter, LinkedIn, Other). As an additional items are website information and option to agree on displaying company on the global map (see Figure 26).



Contact information

Website

Contact options
Please, specify at least one contact item

[+ Add contact item](#)

Address information

Country * City Zip code

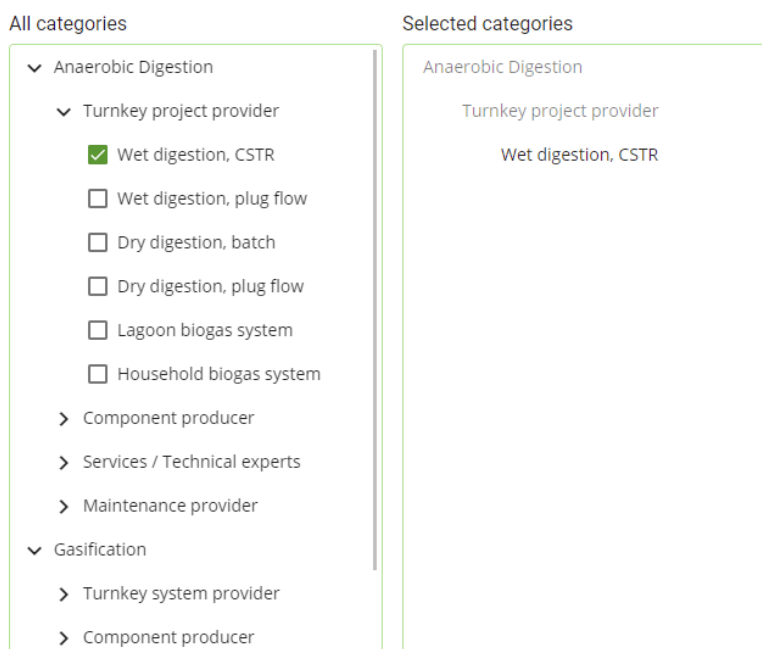
Address

☐ Display company on the global map

Figure 26. Wizard step 2 - Contact information

6.12.3 - Field of business

At this step it is necessary to choose at least one field of business (category) which is related to the company business area (see Figure 27). In addition, standards can be selected if a company applies to any of them.

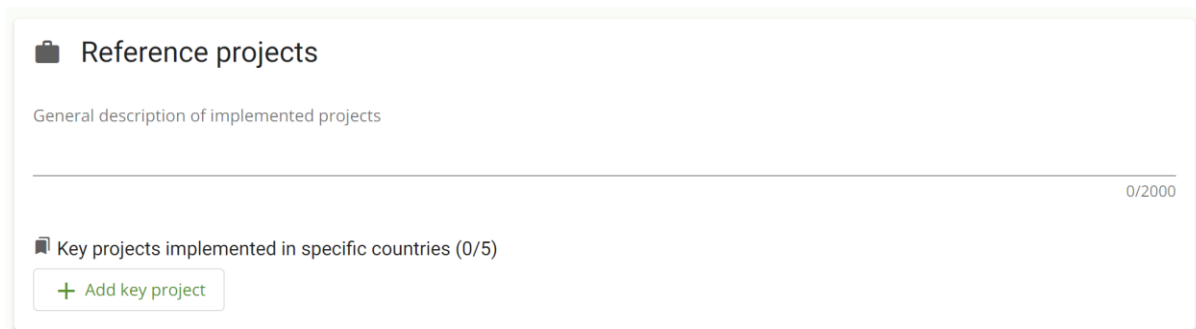


All categories	Selected categories
<ul style="list-style-type: none"> ▼ Anaerobic Digestion <ul style="list-style-type: none"> ▼ Turnkey project provider <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Wet digestion, CSTR <input type="checkbox"/> Wet digestion, plug flow <input type="checkbox"/> Dry digestion, batch <input type="checkbox"/> Dry digestion, plug flow <input type="checkbox"/> Lagoon biogas system <input type="checkbox"/> Household biogas system > Component producer > Services / Technical experts > Maintenance provider ▼ Gasification <ul style="list-style-type: none"> > Turnkey system provider > Component producer 	<ul style="list-style-type: none"> Anaerobic Digestion <ul style="list-style-type: none"> Turnkey project provider <ul style="list-style-type: none"> Wet digestion, CSTR

Figure 27. Wizard step 3 - Field of business

6.12.4 - Reference projects

At this step it is possible to add information about the company reference projects and add some (up to 5) key projects that are implemented by the company worldwide (see Figure 28).



Reference projects

General description of implemented projects

0/2000

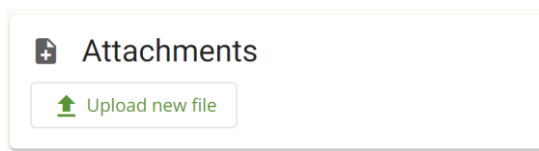
Key projects implemented in specific countries (0/5)

[+ Add key project](#)

Figure 28. Wizard step 4 - Contact information

6.12.5 - Attachments

At this step it is possible to add some (up to 5) additional files to extend the company profile description (see Figure 29). Platform accepts images and document files with the size limit up to 5MB for each file.



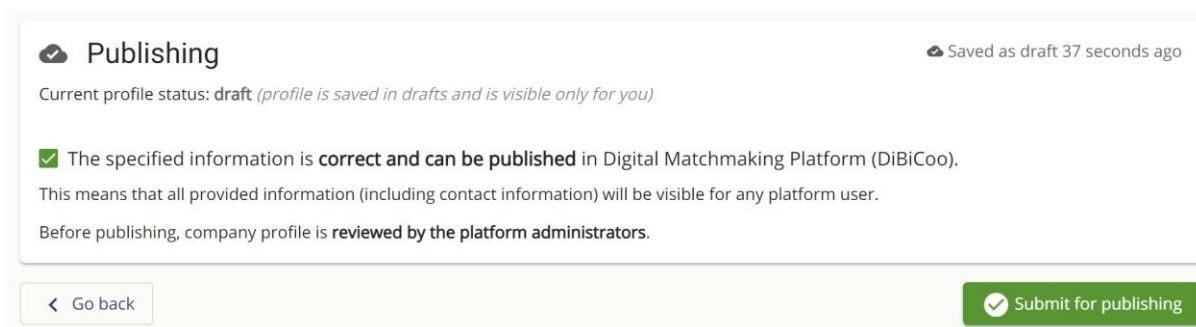
Attachments

[Upload new file](#)

Figure 29. Wizard step 5 - Attachments

6.12.6 - Publishing

When all mandatory information is added it is possible to publish the created company profile by checking the checkbox “The specified information is correct and can be published in Biogas and Gasification Matchmaking Platform”. By ticking this box, user agrees that provided information will be visible on the Biogas and Gasification Matchmaking Platform for any user. If some mandatory information is missing platform will notify about this. To submit the profile button *Submit for publishing* should be clicked (see Figure 30).



Publishing Saved as draft 37 seconds ago

Current profile status: **draft** (profile is saved in drafts and is visible only for you)

☒ The specified information is **correct and can be published** in Digital Matchmaking Platform (DiBiCoo).
This means that all provided information (including contact information) will be visible for any platform user.
Before publishing, company profile is **reviewed by the platform administrators**.

[Go back](#) [Submit for publishing](#)

Figure 30. Wizard step 6 - Publishing

Company profile is published online only after BMP administrator review and accepts it. And after the profile submission status of the company profile is changed to *Pending*.

6.13 My companies menu

All created Companies are shown under **My Companies** menu and are grouped by status (Published, Pending, Drafts, Rejected).

User can edit, view statistics, share or delete the already created company profile by clicking the respective button (see Figure 31).

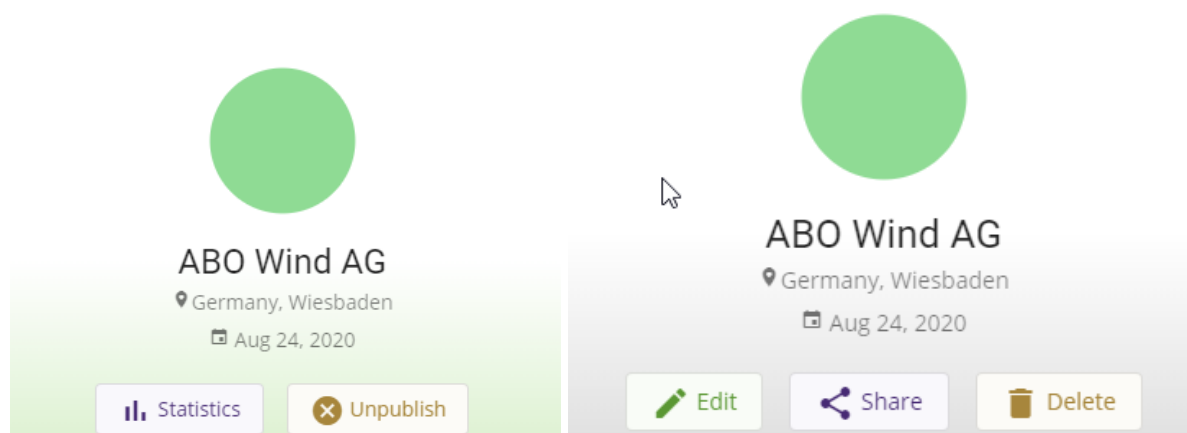


Figure 31. Company card with additional buttons

If significant changes (example: change of the company title) are made to the published company profile then approval by the BMP administrators is needed to re-publish the company profile.

Company managers can unpublish the already publicly available company profile by unchecking the Checkbox in the Publishing section of the company profile. This will change the status of the company to “Draft” and it will be placed under the “Drafts” status tab in the My Companies section. If afterwards a company profile should be published once again, the checkbox should be checked and approved by the BMP administrators, like it is done when registering a new company profile.

Company managers can delete the company profile at any time. Delete operation will irrevocably delete all the information from the Company profile.

Statistic section provides summary of a views of a company profile by the platform users, grouped by the country.

6.13.1 Company profile sharing

There could be a situation when an existing company profile manager has to be changed or an additional user should be added to the company manager list of the specific company. Within the BMP this is achieved through the company profile sharing option.

Company managers can share the existing company profile with any other user by sending a special one-time link, which is auto-generated by the platform.

To do so it is needed to open Company sharing options by clicking button *Share* and new menu will be opened (see Figure 32).

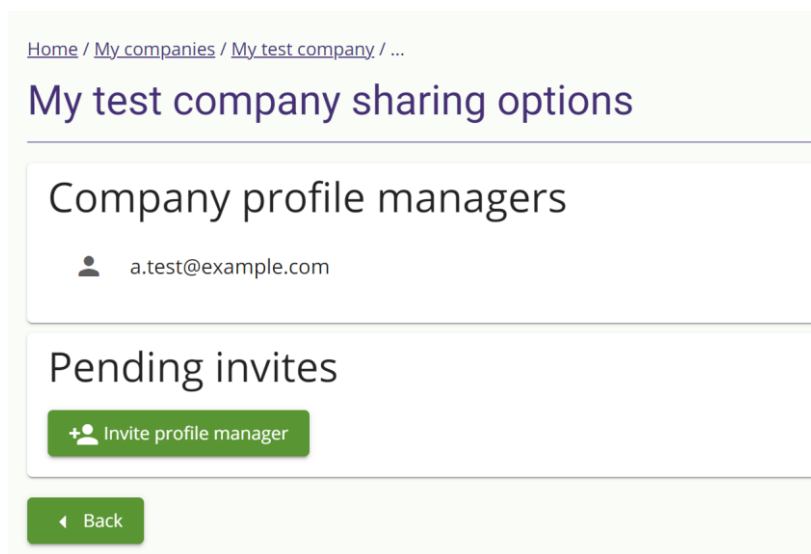


Figure 32. Company sharing options menu

Each company manager can view the list of active managers and in case of need delete unwanted ones or leave the company profile management. It is possible to leave only when another company manager exists for this specific profile. As well all pending invitations are also shown in the list. To invite a new user button Invite profile manager should be clicked and after this one-time invitation link will be created (see Figure 33).

Invitation link is ready

Please share this invitation link with *Test user* via communication channel available to you.

Invitation link

making-tool.appspot.com/enterprises/invite/58c765d3-8604-42fc-ad94-c8d7344fef61 

Ok

Figure 33. Example of the one-time link for the company profile sharing

When the link is activated by the target user it is needed to accept the invitation to become a Company manager of the specific Company (see Figure 34).



Invitation to company profile

Hello, **Test user!**

You have been invited to join **DiBiCoo** project Digital Matchmaking Platform (**DMP**) as a manager of **My test company** company profile.



Figure 34. Example of the invitation sent to the potential Company manager

6.14 Creation of the business opportunity

To create a new business opportunity (advertisement) user should activate *My applications* menu and click + *Add application* (see Figure 35) or it is possible to directly click on a menu option + *Add application*

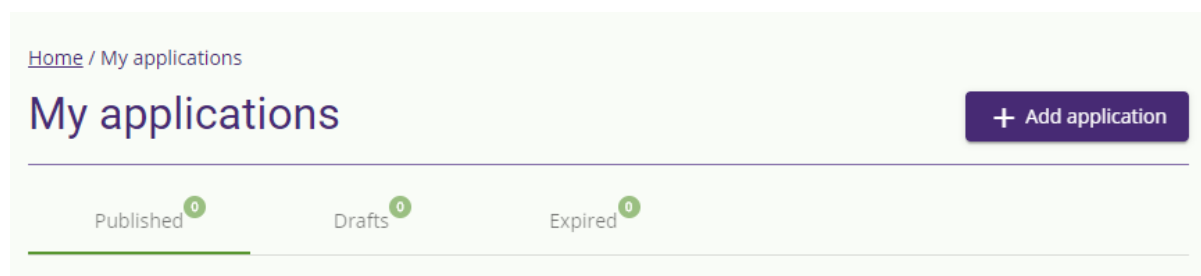


Figure 35. Add application option

Business opportunity creation process is established as a wizard with several steps (see Figure 36). User can navigate between steps at any time.

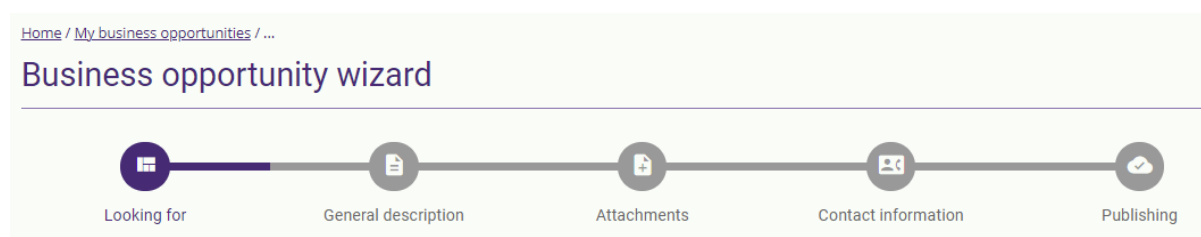
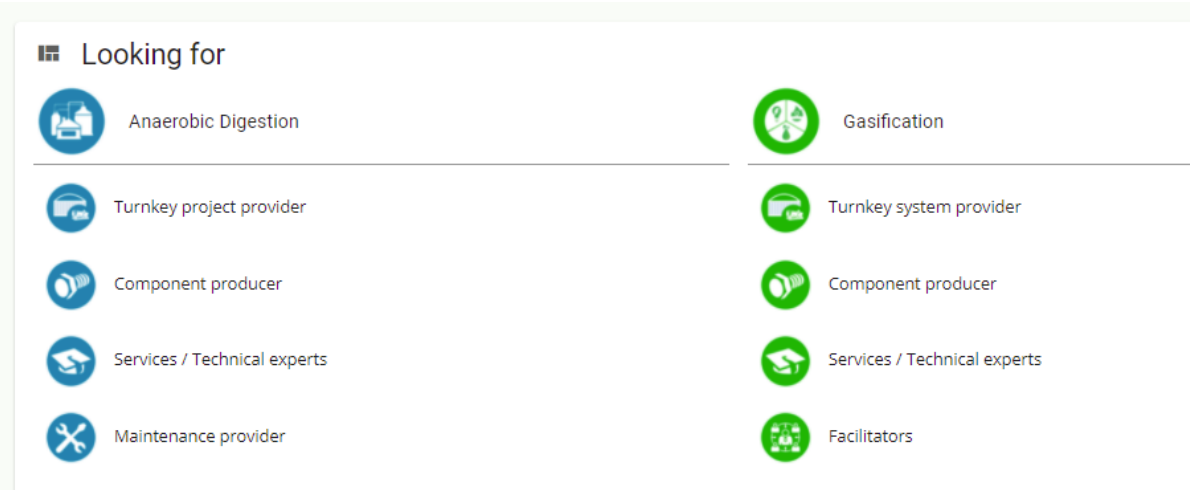


Figure 36. Business opportunity creation wizard

6.14.1 - Field of business

At the first step it is necessary to choose the field of business (see Figure 37). Also depending on the chosen field a new wizard step with a title *Specific details* will be shown to the user, where information specific to the selected option should be added.













Looking for	
 Anaerobic Digestion	 Gasification
 Turnkey project provider	 Turnkey system provider
 Component producer	 Component producer
 Services / Technical experts	 Services / Technical experts
 Maintenance provider	 Facilitators

Figure 37. Business opportunity creation wizard step 1 - Field of business

6.14.2 - General description


At this step it is necessary to provide general information about the business opportunity (see Figure 38). Description of the application is mandatory. As well it is needed to provide the information about the target location (country, city, Zip code, address).





General description
Saved a minute ago

Request description or project idea *

Please describe your request or project idea in free text 0/2000

 Target location

Country *  City Zip code

Address

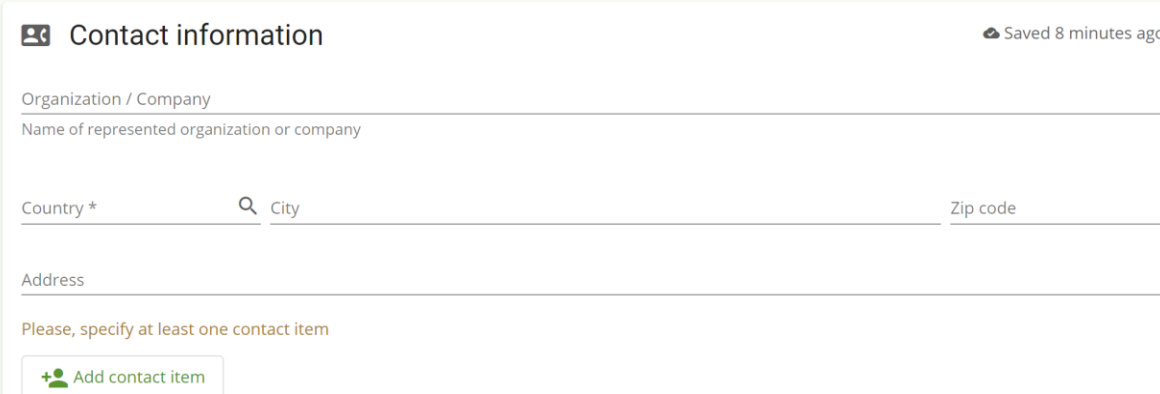
Figure 38. Business opportunity creation wizard step 2 - General description

6.14.3 - Attachments

At this step it is possible to add some (up to 5) additional files to extend the business opportunity description. Platform accepts images and document files with the size limit up to 5MB for each file.

6.14.4 - Contact information

At this step information about the contact person should be added. At least one contact item should be added (see Figure 39). It is possible to add different types of contacts (Phone, E-mail, Facebook, Twitter, LinkedIn, Other).



Contact information Saved 8 minutes ago

Organization / Company
Name of represented organization or company

Country * City Zip code

Address

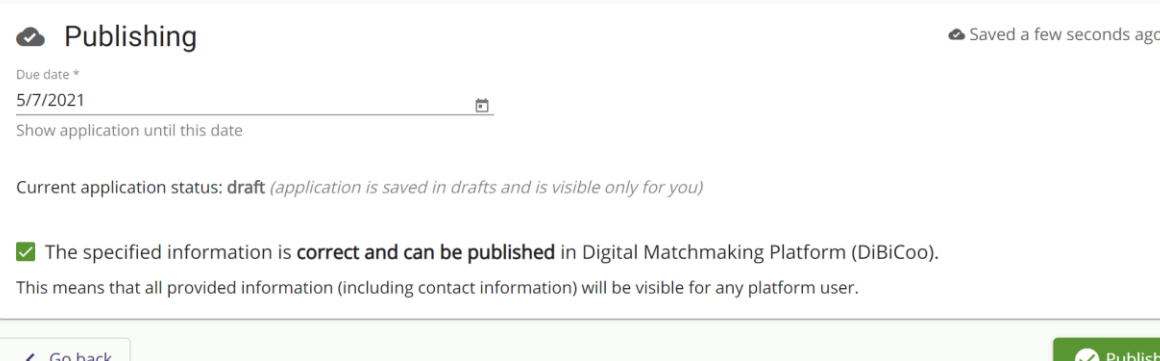
Please, specify at least one contact item

[+ Add contact item](#)

Figure 39. Business opportunity creation wizard step 4 - Contact information

6.14.5 - Publishing

Within this step due date for the application should be selected. When all mandatory information is added it is possible to instantly publish the created application by checking the checkbox “The specified information is correct and can be published in Biogas and Gasification Matchmaking Platform”. By ticking this box, user agrees that provided information will be visible on the Platform for any user. If some mandatory information is missing platform will notify about this. To submit the application button *Publish* should be clicked (see Figure 40).



Publishing Saved a few seconds ago

Due date *
5/7/2021

Show application until this date

Current application status: **draft** (application is saved in drafts and is visible only for you)

☒ The specified information is **correct and can be published** in Digital Matchmaking Platform (DiBiCoo).
This means that all provided information (including contact information) will be visible for any platform user.

[< Go back](#) [Publish](#)

Figure 40. Business opportunity creation wizard step 5 - Publishing

6.15 My business opportunities

All created business opportunities (applications) for the authenticated user are shown in the My business opportunities menu and are grouped by status (Published, Drafts, Expired). All business opportunities have an expiration date and after this date they are automatically removed from the Published list and transferred to the Expired list. User can edit own business opportunities at any time by using the *Edit* button or delete using the *Delete* button (see Figure 41).

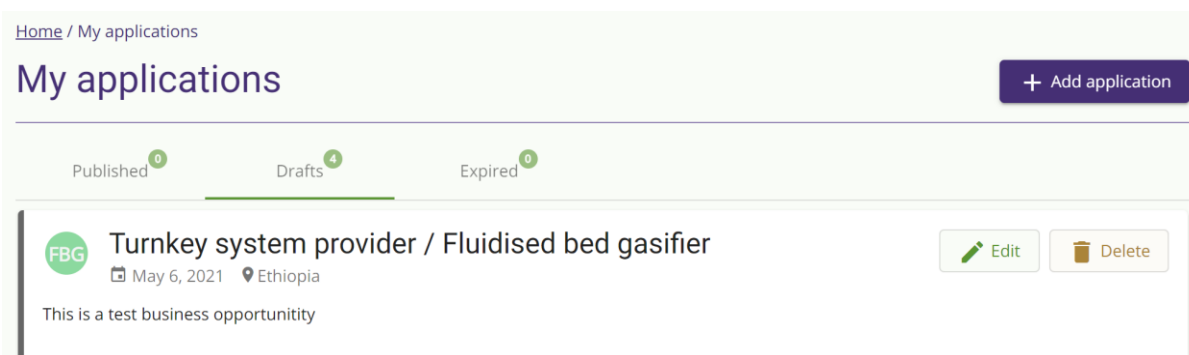


Figure 41. Business opportunity management

Applications are published without any content/liability check, but if any issues are found, afterwards they can be unpublished by the creators or by the platform administrators. As well all users can inform the platform administrators that application is inappropriate by clicking the *Report* button (see Figure 42).

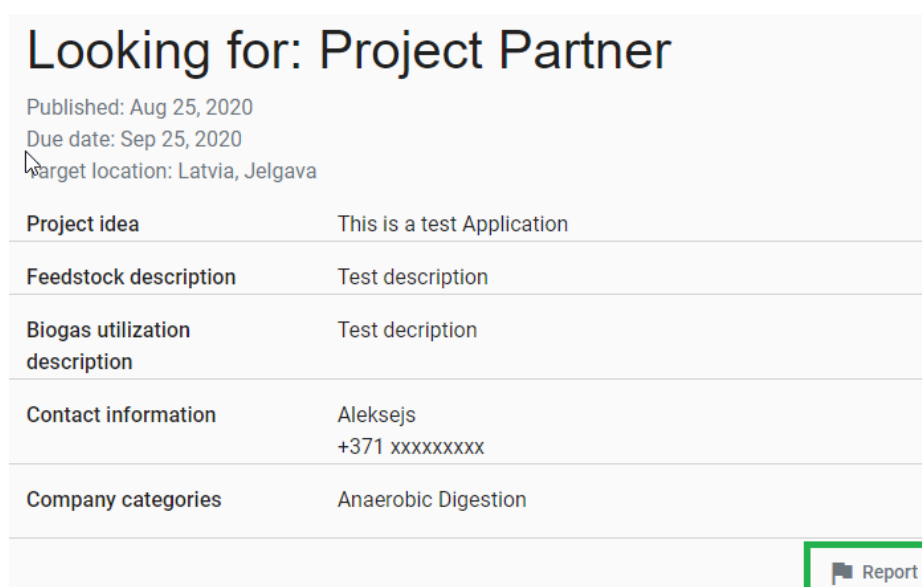


Figure 42. Report of inappropriate application

When the *Report* button is clicked it is necessary to provide the reason for reporting and click *Ok*.

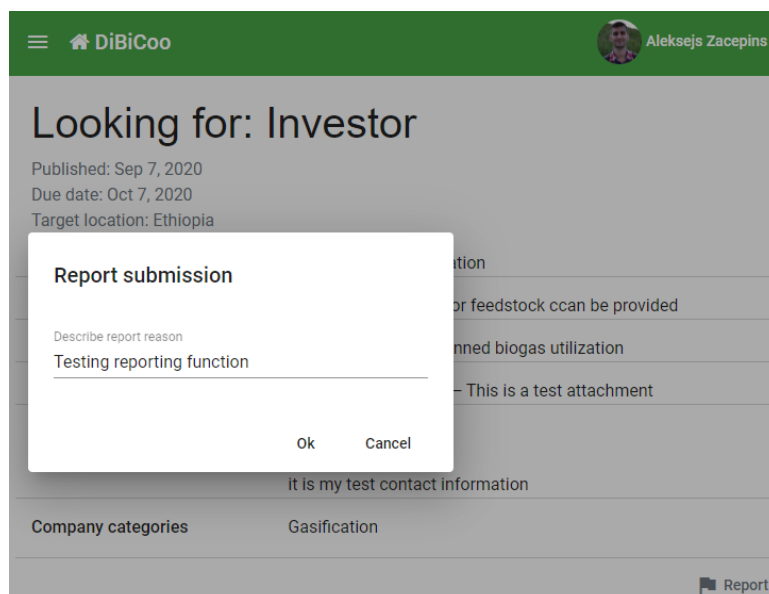


Figure 43. Submission of a report of inappropriate application

All reports for all applications can be seen only by the BMP administrator going to the Review applications section.

6.16 User notifications feature

The platform user will receive several different notifications after some specific operations in the platform:

- Welcome notification after the first login to the platform
- Notifications about the company profile publication or rejection
- Notifications about the publication or rejection of the business opportunity
- Notifications about new companies registrations based on a saved filters

If the user has unread notifications, then there will be a purple dot next to the bell sign which is displayed next to the user logo (see Figure 44).

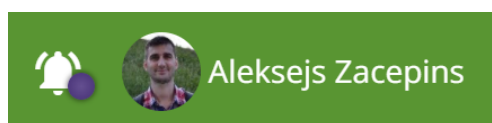


Figure 44. Notification icon

As well all notification can be reviewed in the separate window clicking on a bell icon.

In the future additional notifications will be implemented (e.g. updates about the platform, information about matchmaking, individual messages from the platform administrators, etc.).

As well option to receive platform notifications to an individual e-mail is developed.



Figure 45. User notification settings

User can subscribe for an e-mail notifications with a weekly summary about the platform events and all unread notification will be redirected to a provided e-mail.

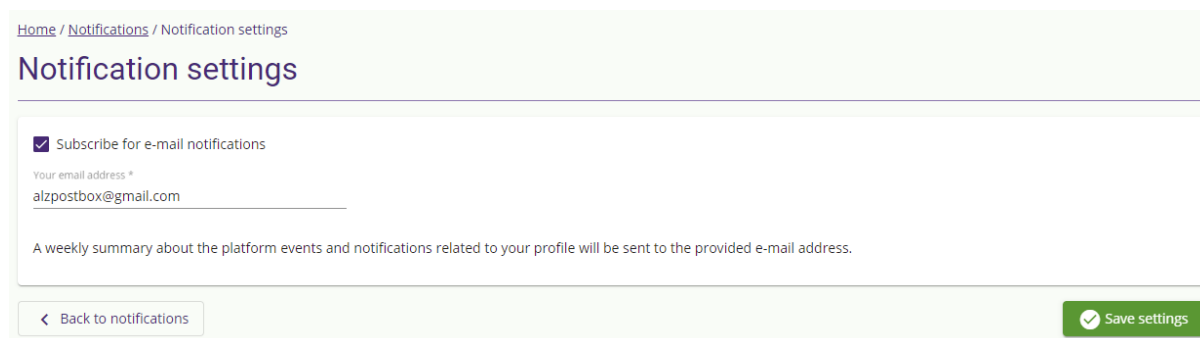


Figure 46. Subscription for e-mail notifications

The DiBiCoo Consortium

COORDINATOR



PARTNERS FROM EXPORTING COUNTRIES



PARTNERS FROM IMPORTING COUNTRIES





Digital global Biogas Cooperation

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Latvia, 2022



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N° 857804.

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