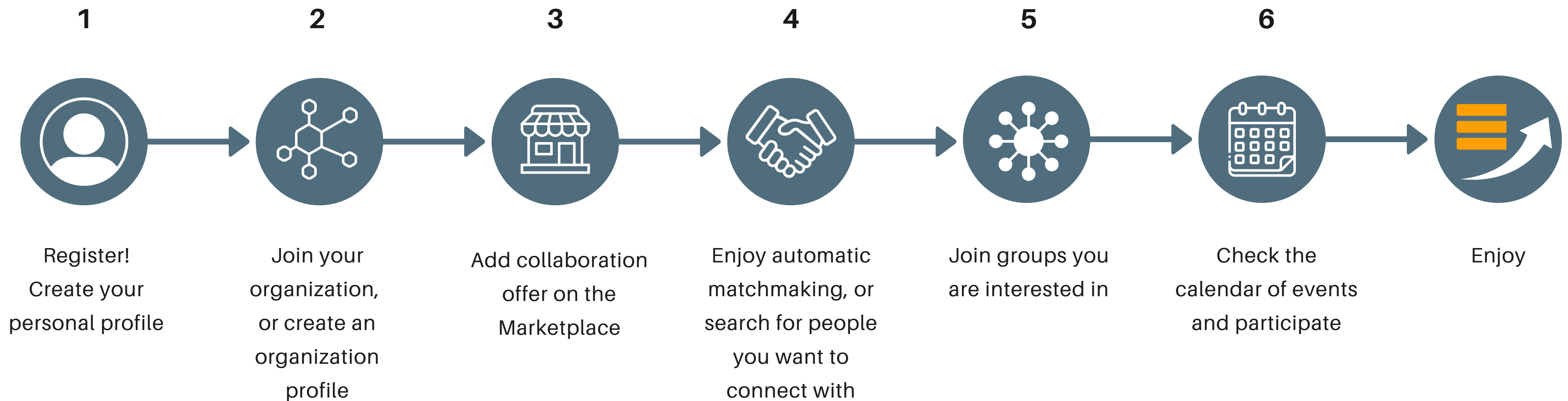


Short Guide - how to use the platform



1



Register!
Create your
personal profile

1

Register using Google, LinkedIn, or by
entering email and assigning a password
It is preferable to use a company email !!!

Registration

First Name

Last Name

Email

Password

Repeat your password

☐ I agree to the Terms and Conditions.

☐ I would like to be informed about current news, events, and offers via email.

All information on the privacy policy can be viewed here.

2

Wait for an email asking you to confirm your
registration (check your SPAM folder)

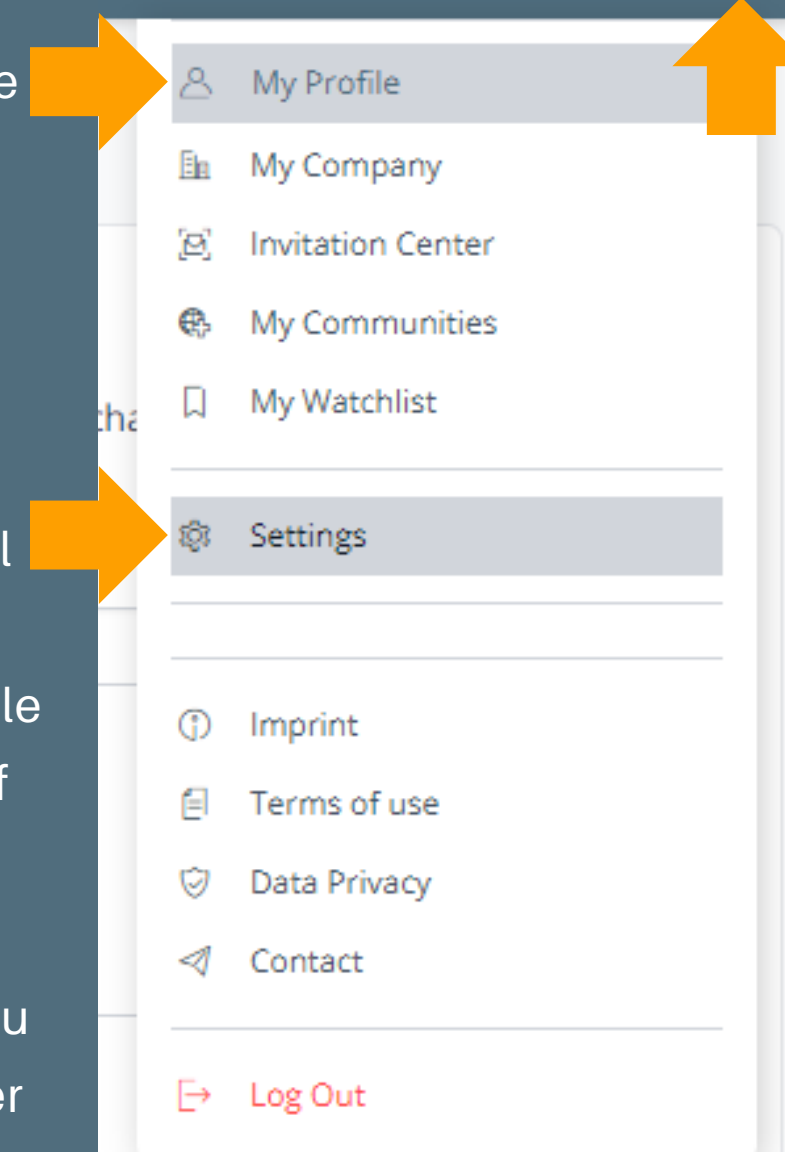
✓ Account registration almost complete. You
will receive a confirmation email shortly to
the following address: ✕

3

Complete your profile

Add alternative email
addresses to your
profile - you will be able
to log in using any of
them

In the settings tab, you
can also change other
important settings of
your profile



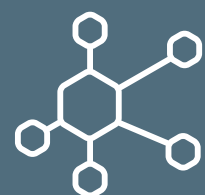
How to edit your profile
tutorial

[WATCH VIDEO](#)

After creating a
private account,
your status is

PENDING

2



Join your organization,
or create an organization
profile

Organization
database tutorial

WATCH VIDEO

1

Life **open**
SCIENCE SPACE

Joanna Jurecka
Private user

Assign to organization

Organizations ▼

Pending Account
Update your profile

Edit Organization
Profile Tutorial
WATCH VIDEO

2

Type the beginning of your organization's name and click NEXT
If you use a business address, the system will search for existing
companies with the same domain name

Organization Verification

Verify with an organization to use the matching and publish products to the marketplace. You can choose from two ways of verification.



Organization Name
What is the name of your organization?

Klaster

Next

Suggestions

We have found 0 organizations matching your email domain (*@poczta.onet.pl)

You don't have any suggestions

If your Organization already exists join it.
If not - create its profile using the button

Organization Verification

Verify with an organization to use the matching and publish products to the marketplace. You can choose from two ways of verification.



Select or create an organization
What is the name of your organization?

2 Possible organizations according to your search. Just click on the matching entry to continue. If your organization is not listed, you can create a new one.

Find in the list



Fundacja Klaster LifeScience Kraków | Michała Bobrzyńskiego, Kraków

Try again

Create new organization

3

Life **open**
SCIENCE SPACE

Joanna Jurecka
Fundacja Klaster LifeScience
Kraków

Home

After joining the
organization,
you have

FULL

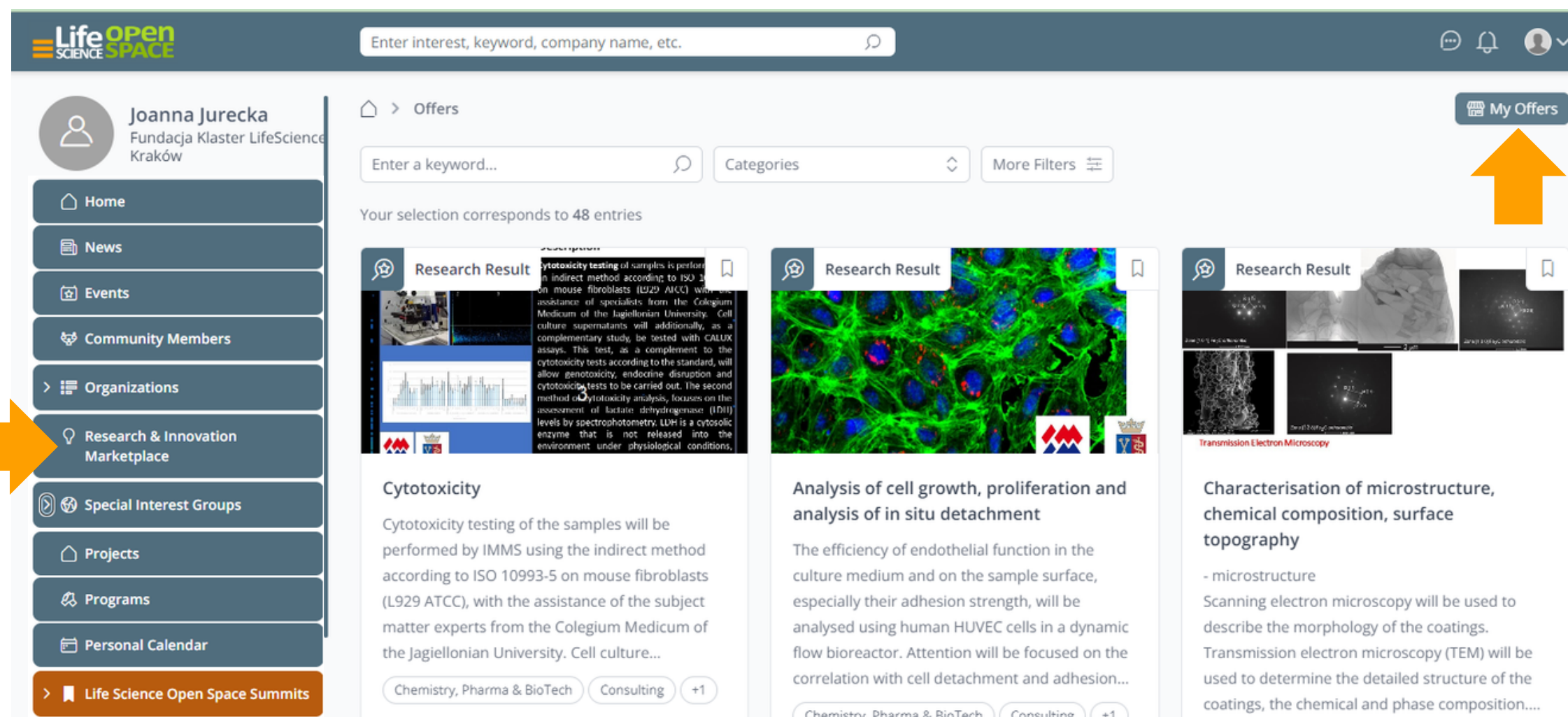
access to the
platform

3

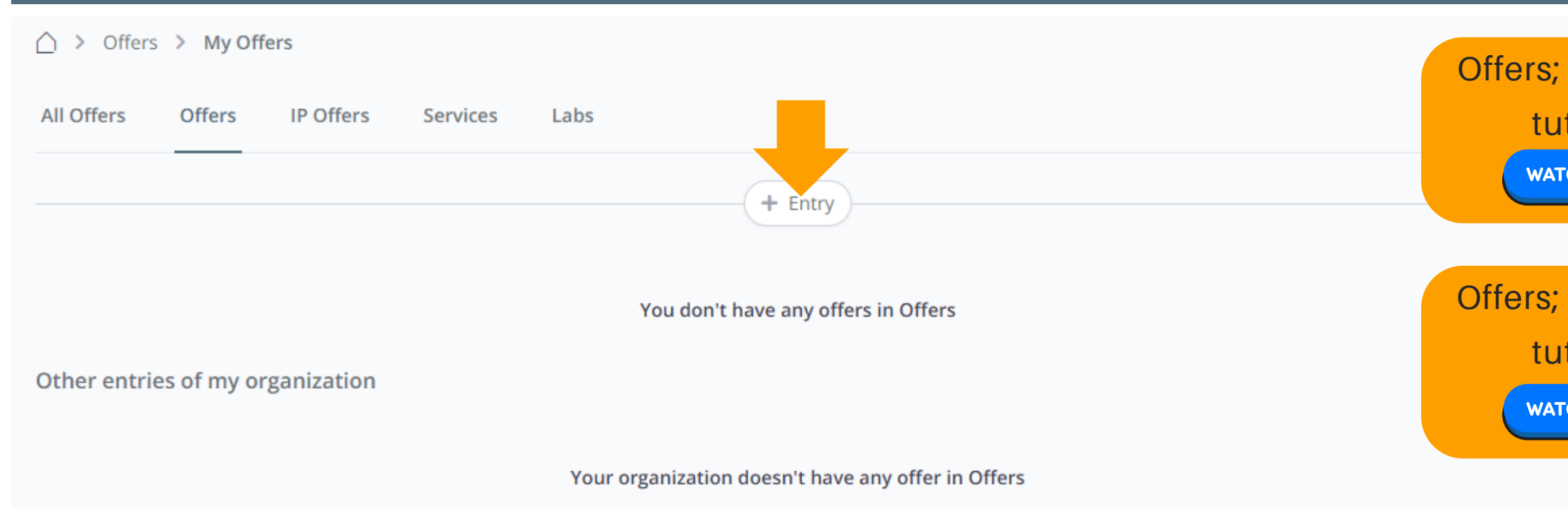


Add collaboration offer on the Marketplace

1



In the MARKETPLACE menu, select what type of offer/request you want to publish, then go to MY OFFERS and add or edit your published submissions, try to add as many attributes and details as possible



Offers; create and edit tutorial

WATCH VIDEO

Offers; Database tutorial

WATCH VIDEO

Offers; Matching tutorial

WATCH VIDEO

After publishing your first offer, you have access to



automated matchmaking with more than

14,000

Innoloft ecosystem users

Joanna Jurecka
Fundacja Klaster LifeScience Kraków

1

Home

News

Events

Community Members

Organizations

Research & Innovation Marketplace

Special Interest Groups

Projects

Programs

Personal Calendar

Life Science Open Space Summits

Life Science Open Space 2022

Check videos from each sessi...



Data Privacy

Powered by LoftOS

Community (Experts)

Categories

Enter a keyword...

Organization Type



Anna Kosiorowska

Fundacja Klaster LifeScience Kraków

Business Management

Chemistry, Pharma & BioTech

+3

Message

Meeting



Violetta Wilk

Administration and Finance Manager

Fundacja Klaster LifeScience Kraków

Social & Culture

Message

Meeting



Emma Hartig

Intellectual Property Specialist

Fundacja Klaster LifeScience Kraków

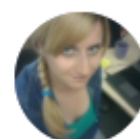
Health & Medicine

Medical Care & E-health

+2

Message

Meeting



Beata Osolińska

Organization Specialist

Fundacja Klaster LifeScience Kraków

Agriculture

BioTech

+8

Message

Meeting



Joanna Jurecka

Community Manager

Fundacja Klaster LifeScience Kraków

AgricultureTech

Business Management

+13

Message

Meeting



Grzegorz Janik

IT & Communication Specialist

Fundacja Klaster LifeScience Kraków

Agriculture

AgricultureTech

+12

Message

Meeting



Renata Fryc

Lead Project & Communication Manager

Fundacja Klaster LifeScience Kraków

Message

Meeting



Kazimierz Murzyn

Managing Director

Fundacja Klaster LifeScience Kraków

Agriculture

Business Management

+5

Message

Meeting

Messenger tutorial

WATCH VIDEO

Members Database tutorial

WATCH VIDEO

Enjoy automatic matchmaking, or search for people you want to connect with

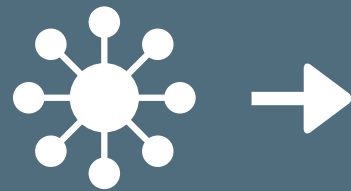
Offers; Matching tutorial

WATCH VIDEO

Search the user base for people you want to get in touch with. You can write to them through the platform and even arrange a meeting online.

Messaging 1

5

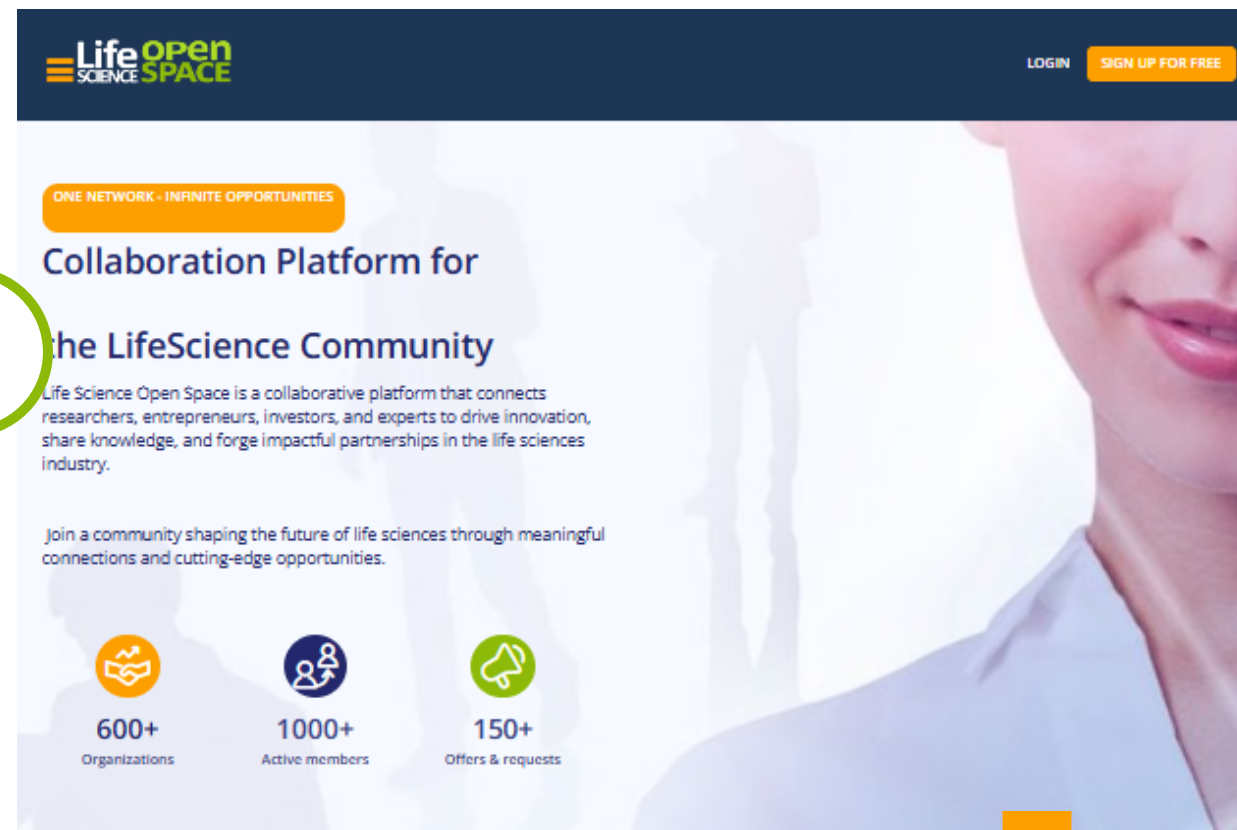


Join groups you
are interested in

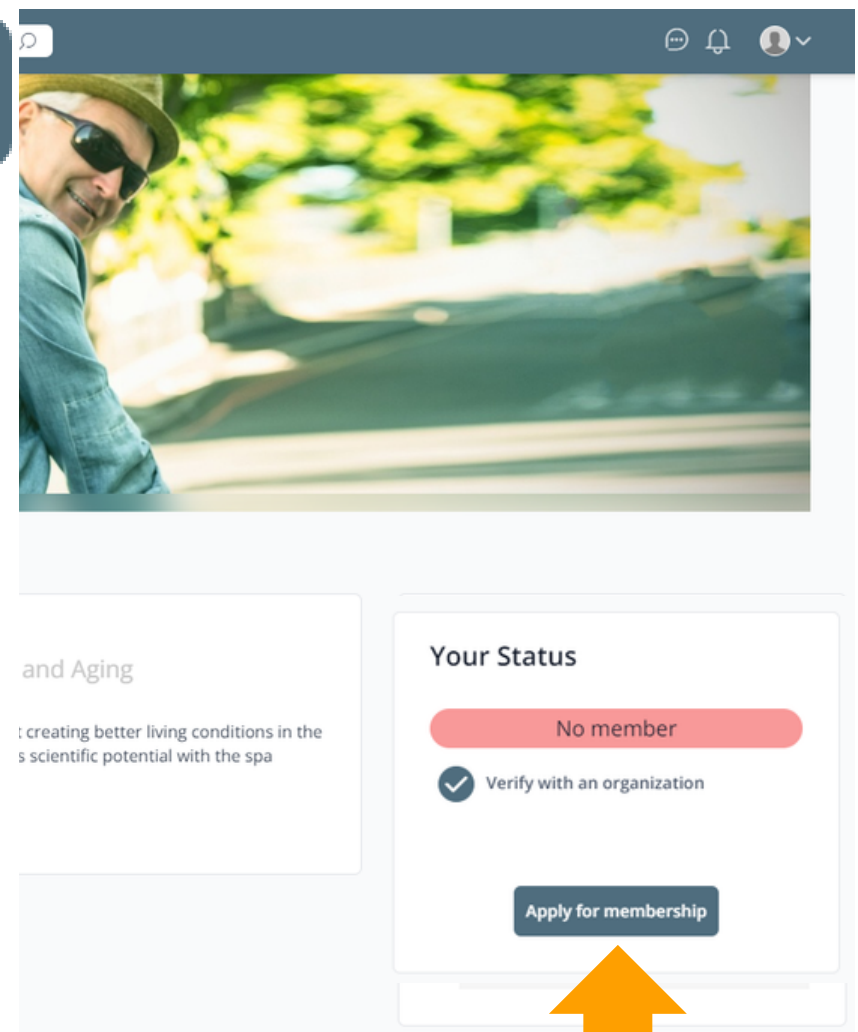
Groups overview
and usage
tutorial

WATCH VIDEO

1



2



Choose the Groups and Networks you are interested in from the list
and apply for admission to them.

Each group has internal events, news, and communications,
and it is up to the publishers to decide whether the content
is visible only in the group, or across the entire Platform

6



Check the
calendar of events
and participate

Events calendar
and participation
tutorial

WATCH VIDEO

1



The screenshot displays the Life Science Open Space platform interface. On the left, a sidebar menu lists various features: Home, News, Events (highlighted with a green circle and arrow), Community Members, Organizations, Research & Innovation Marketplace, Special Interest Groups, Projects, Programs, Personal Calendar, and Life Science Open Space Summits. The main content area shows the 'Events' section for the year 2023, with a 'Past Events' tab selected. A specific event, 'Life Science Open Space 2022', is highlighted. The event page shows a video thumbnail with the text 'Committed to fighting cancer together' and 'Online Live Event NOV 21-22 2022'. Below the video, there is an 'Event Information & Registration' section with details about the event dates and a 'Your Status' section showing 'Participating' with a 'Cancel Participation' button.

1-1 networking
participation
tutorial

WATCH VIDEO

Committed to fighting
cancer together

Online Live
Event
NOV 21-22 2022

Your Status

Participating

Cancel Participation

Join events on the Platform and enjoy all available features (check the agenda, join online streaming, use networking).
The external event will redirect you to the organizer's website.



Enjoy

1

Life **Open**
SCIENCE **SPACE**

 **Joanna Jurecka**
Fundacja Klaster LifeScience
Kraków

 Home

 News

 Events

 Community Members

 Organizations

 Research & Innovation
Marketplace

 Special Interest Groups

 Projects

 Programs

 Personal Calendar

 Life Science Open Space Summits

 Life Science Open Space 2022

Check videos from each sessi...



Data Privacy

Powered by LoftOS

2

Check the Invitation Center - there you will find all invitations from other users.

Enter interest, keyword, company name, etc.

 > Invitation and Verification Center > Group > Received Invitations

Received Invitations

Sent

My Organization

Investment

Accelerator
Programs & Awards

Events

Projects

Groups

Invites you to become part of the group Klaster LifeScience Kraków



Joanna Jurecka
Community Manager
Fundacja Klaster LifeScience Kraków

-  My Profile
-  My Company
-  Invitation Center
-  My Communities
-  My Watchlist
-  Settings

Strengthen your profile 85%



3

Use your Personal Calendar, there will be a record of all events, meetings etc.
that you have attended or intend to attend.

 Calendar view

 List view

Show Meeting Requests

 Export

Today

Back

Next

February 20 - 24

Month

Week

Day

Work Week

	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri
8:00 AM					
9:00 AM				9:00 AM - 10:00 AM Oprogramowanie	
10:00 AM					
11:00 AM	11:00 AM - 1:00 PM Link do spotkania na zoom External web session				
12:00 PM					
1:00 PM			1:00 PM - 1:30 PM 1 on 1 meetir		
2:00 PM					

Personal
calendar tutorial

WATCH VIDEO



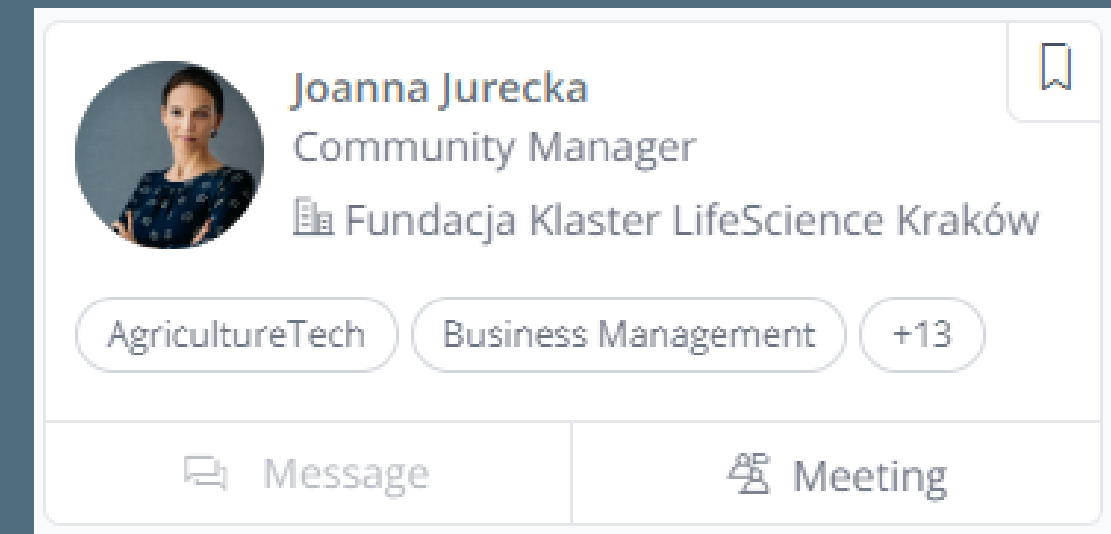
Found an error or don't know how to use one of the functions?

Get our help!

We will help you configure your profile and offer.

A profile card for Grzegorz Janik, an IT & Communication Specialist at Fundacja Klaster LifeScience Kraków. The card includes a circular profile picture, a bookmark icon, and tags for "Agriculture", "AgricultureTech", and "+12". At the bottom, there are "Message" and "Meeting" buttons with icons.

@ gjanik@lifescience.pl

A profile card for Joanna Jurecka, a Community Manager at Fundacja Klaster LifeScience Kraków. The card includes a circular profile picture, a bookmark icon, and tags for "AgricultureTech", "Business Management", and "+13". At the bottom, there are "Message" and "Meeting" buttons with icons.

@ jjurecka@lifescience.pl



Remember - the platform is still under development, we apologize for any errors that occur and ask for any suggestions on how to use the platform.