EEN Match Guidelines
Version 3.3

🔍 The Search Page

Visit www.eenmatch.eu to access EEN Match. You don't need to register in order to use the search page.

Start searching by entering keywords of your interest and press 🔍
The more keywords you enter, the more precise matches you will find.

To narrow your search, you can choose between the search categories Offer, Request and EU-project, or restrict your search to certain *target countries*.

The categories
By default, all three categories are included. Use the buttons to exclude or include categories in your search.

Offer: Someone has *technology* or a *business offer* and is looking for partners.

Request: Someone is asking for *technology* or a *business solution* and is looking for partners.

EU-project: Someone is looking for partners to *their* EU-project or would like to join *your* EU-project.

The countries
By default, search results from *all* available countries are presented in every search.
If you want to change this, click on the globe button to the left.
This will open the *Choose countries* menu.

Choose countries: Click on the flags to select a single country or a group of countries.

Press ⊕ to select *only EU countries*.

Press 🌐 to select *only non-EU countries*.

You can *undo* your selection by pressing ↩ (then *all* countries are selected).

When you are ready, click ✔ to close the menu.

The login button
At the top the search page you'll find the *Login* button. When you sign in, your username will be shown and the button becomes a link to your monitored searches, your bookmarks and your account settings.

The result list

A successful search will generate a result list of cooperation opportunities matching your criteria. Each match is presented in a box showing an excerpt.

To read more about a match, just click on the box to open a new browser tab with the *profile page* for that match.

The estimated relevance for each match is shown by a percentage figure in the box.

100% 100% 100% Means all your keywords are found, mainly in the title.

85% 85% 85% Means all your keywords are found, mainly in the summary.

50% 50% 50% Means all your keywords are found, mainly in the description.

20% 20% 20% Means all your keywords are found in the remaining text fields.

15% 15% 15% Means that some of your keywords are found.

10% 10% 10% Means that parts of some of your keywords are found.

Monitor a search

After each search, a *Save search*-button will become visible. Press the button to save your search. All saved searches will also be *monitored.*

A monitored search will be performed *automatically* every Tuesday, and if the search shows any new matches, you will be notified via email.

You can save up to ten searches that will be shown on the *My searches* page.

Save search: In order to save your searches, you need to be logged in. If you are not logged in when you press this button, you will be redirected to the login page, and then (after you sign in) to the *My searches* page.

In order to manage all your saved searches, click the button 👤 on the search page. If you are on a profile page, click 🔍 to get back to the search page.

New partnership proposals are added to our database every day. Saving and monitoring your most important searches will guarantee that you never miss an opportunity to form new, valuable partnerships.

👥 The Profile Page

A *profile* is a detailed presentation of a partnership proposal. Every match shown in the result list has its own *profile page.*

When you find an interesting cooperation opportunity in the result list, just click on it to open the profile page in a new browser tab.

At the top of each profile page you will find some general information:
• The type of profile (Offer, Request or EU-project).
• The POD reference (a unique profile ID used by Enterprise Europe Network).
• The profile creation date.
• The country of origin.

Buttons on the profile page

Press 🖨 to print the profile. This will open the print dialogue and generate a printer friendly profile page. Not available on smartphones and tablets.

Press ⭐ to save the profile (you will be asked to log in). You can access your saved favourites from *My favourites*.

Press 🔍 to do a new search. This will open the search page in the same browser tab.

Connect

The most important button is *Connect*, which is shown below. This button enables you to get in touch with the *profile owner*, which is the first step towards forming a new business partnership.

CONNECT This button opens a page that helps you compose a message to your EEN contact person.

Initial communication between you and the profile owner always goes through Enterprise Europe Network (EEN). The service is free of charge, but in order to connect, you need to register on the website, sign in, and find your nearest EEN contact.

Send email to EEN

When you click the *Connect*-button, you will find a few questions that help you supply your contact with relevant information about your business and the type of partnership and agreement you seek.

But before you start on the questions, you should take a look at your contact information (which is shown on the page) and make sure it is up to date. Use the *Update*-button to save the information. You can also update this information from *Settings*. The website automatically searches for your nearest EEN office and shows that to you.

When you are ready, click **Send email**

If you regret or would like to send the email later, press ↩ to go back to the profile page (where you can bookmark the profile with ⭐ which makes it easy to find again).

To go back to the search page and do a new search, simply press 🔍 .

👤 Register and sign in

You need to be logged in at EEN Match in order to use the most essential features (monitoring searches, saving favourites, and connecting). Whenever some part of the website needs you to log in, you will be automatically redirected to the *login page*. Fill in your username or email and password. Then press the *Log in*-button.

Before you can log in, you need to register as a user of the website. In order to do that, you need to have a valid email address.

To register, go to the login page (click 👤 from the search page), then click on the blue link that says Register, choose a username and fill in your email address. Press the blue *Register*-button to continue. You will then receive a confirmation email with a link to a page where you can choose a password. Follow that link, then choose a password wisely, and click the blue *Reset Password*-button which completes the registration.

Want a new password?

If you are unable to sign in, go to the login page (click 👤 from the search page), then click on the blue link that says Lost your password? and fill in your username or your email address. Press the blue *Get New password*-button and you will receive an email with a link to a page where you can choose a password. Follow that link, then choose a password wisely, and click the blue *Reset Password*-button.

If you *are* signed in and just want a new password, go to *Settings* (click 👤 from the search page, and then click ⚙). There you will the *Manage password-button.*

🔍 My Searches

To manage your monitored searches, click 👤 from the search page to sign in, or click 🔍 if you are viewing your bookmarks or your settings.

For each of your saved searches, you will see two buttons:

🔄 will redirect you to the search page and perform this search again.

❌ will remove this search from your list of monitored searches.

If you remove all your saved searches, you will no longer receive any emails*.*

⭐ My bookmarks

To manage your saved favourites (i.e. your *bookmarks*), click 👤 from the search page to sign in, then click ⭐ to open the list of bookmarks. The colours of the bookmarks indicate the type of profile (Offer, Request or EU-project).

For each bookmarked profile there is an excerpt box with the following buttons:

Click 🔗 to open this profile (the colour of the button depends on the type of profile).

Click ❌ to remove this profile from your bookmarks.

You can save up to ten favourite profiles that will be shown on the bookmark list.

👤The Settings Page

On this page you can manage your account and your contact information. The first time you sign in after registration, you will be asked to confirm the way the website uses your personal information. In our database we only save your *username*, your *password*, your *email*, your *country*, your *postcode*, your *EEN-contact*, your *monitored searches* and your *saved favourites*.

Update your contact information
Your email address is associated with your account and will be used to reset your password in case you need a new one. Please be careful when you change this.

Find your nearest EEN-contact
Choose your country from the drop-down list, then enter your postcode. The website will then try to find your nearest EEN-office. If your area has been included in our database.

When you are ready, click the update button.

Add an EEN-contact manually
If you already have a personal EEN-contact, or if your country is not in the drop-down list, choose "Add contact e-mail manually" from the list of countries. Enter the email address of your EEN-contact into the box.

If your area has not yet been included in our database, the system will show a link to a website where you can look for an EEN-contact. If you find one in your area, you can go back to your settings page at EEN Match and enter the email address manually.

Log out
To log out from EEN Match, click ➡️ in the right corner at the top of your settings page.

Close your account
To close your account at EEN Match and remove all information associated with it, click the blue *Remove my account*-button at the bottom of your settings page.

❓ Frequently Asked Questions

How do I search for a specific POD reference?
Just use it as a keyword. Example: *POD BOES20170224001* or *BOES20170224001*.

How do I add my own project to the EEN database?
Go to your settings page. There you will find the email address of your EEN-contact (assuming you have one). Send an email, and EEN will get back to you with further instructions on how to register your project.

Why does the website ask for my email address?
We need your email address to be able to send email alerts to you when new matches are found for your monitored searches.