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# TRAINING MANUAL of the Smartnet.global\_EN FOR SYSTEM ADMIN & PUBLIC PORTAL ADMIN



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# 1. SYSTEM ADMIN MANUAL

The preliminary system administrators manual is presented in this section.

## 1.1 INTRODUCTION

Welcome to the System Administrators Manual for the **Smartnet MIS Platform!** This comprehensive manual is designed to provide Smartnet MIS Portal System Administrators with the necessary knowledge and instructions to effectively manage and maintain the platform. Whether you are new to the role or an experienced administrator, this manual will serve as a valuable resource, offering detailed guidance on various administrative tasks and responsibilities related to the smooth operation of the platform.

The **Smartnet Project** aims to create a dynamic and collaborative ecosystem where entrepreneurs and mentors can connect, exchange knowledge, and accelerate the process of commercializing innovative ideas. By leveraging the power of technology and a network of experienced professionals, Smartnet offers a range of features and functionalities tailored to nurture and support the entrepreneurial ecosystem in Türkiye.

As an administrator, you play a crucial role in ensuring the smooth operation of the platform and optimizing its functionalities for the benefit of its users. In this manual, you will find step-by-step instructions, best practices, and key insights into the administrative processes and features of the Smartnet MIS Platform.



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This manual covers a wide range of topics, including user management, user group management, and management of the matchmaking processes. Additionally, there is a dedicated section on Public Portal Administration, specifically focusing on the Web Content Management Module, which enables you to manage the public-facing portal of the platform.

The manual is structured in a user-friendly manner, with step-by-step instructions, screenshots, and explanations to ensure clarity and ease of use. We encourage you to read through the manual carefully and familiarize yourself with the different sections, as they will serve as a valuable reference in performing your administrative tasks in the Smartnet platform.



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## 1.2 ACCESSING THE SMARTNET PLATFORM

Smartnet Platform can be accessed by any modern web browser or mobile device by navigating with your favourite browser to <https://smartnet.global> address.

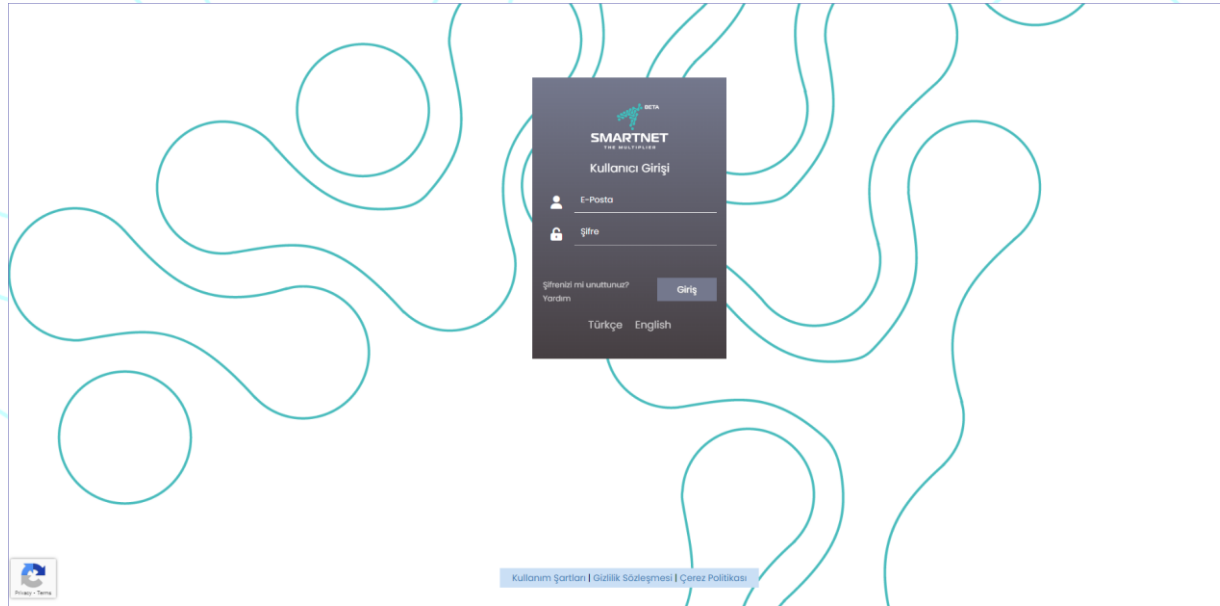


You will be greeted by the Smartnet Project web-site, which is also content-wise managed by the administrative menus. As system administrator, you should already have your account information present, therefore, please click on the “**Login**” menu item on the top menu to sign on to the platform and access the Administrative Menu of the platform.



## 1.3 LOGGING IN TO THE SMARTNET PLATFORM

Once you click on the “**Login**” main menu item in the portal you will be directed to the Login page. Here you will be asked to enter your e-mail address and the password you have been assigned to login to the platform.



At any time, should you not remember your password, you can always start the password recovery process by clicking on the “**Forgot your password?**” link on this page, the password reset feature is also enabled for administrative accounts.



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## 1.4 PASSWORD RESET

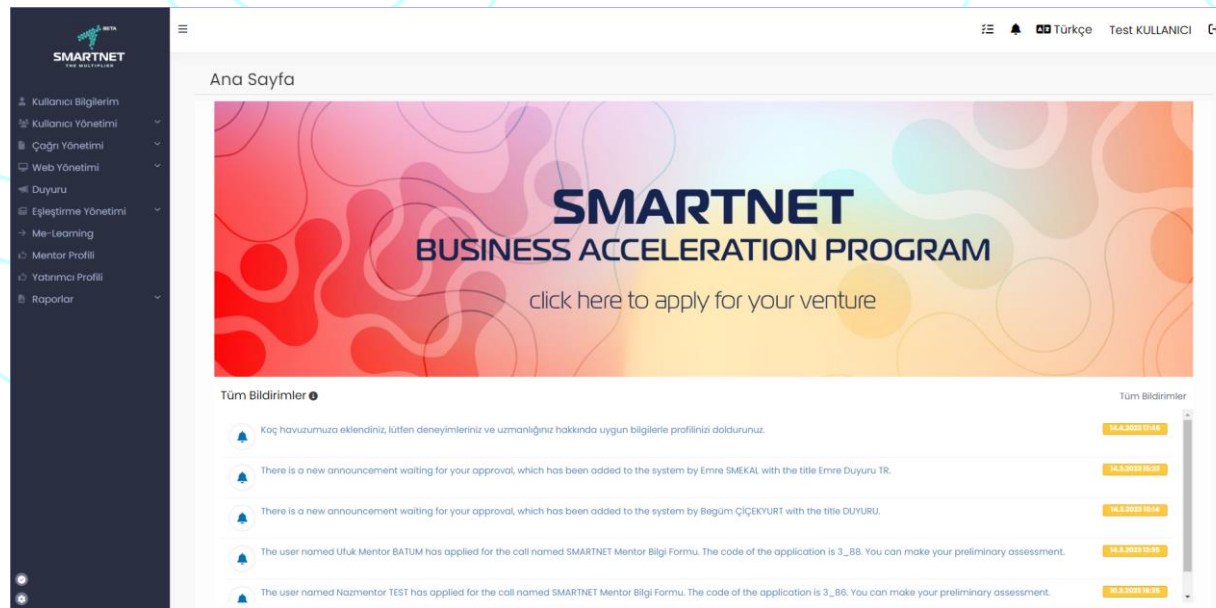
If at any time you do not remember your password, you can always start the password reset process by clicking the “**Forgot your password?**” link from the Login page.

In this screen you will be asked to enter the e-mail address which you have been registered with during the account creation to the Smartnet Platform. Following your entry, a mail with a link to the password reset page will sent to the e-mail address you have provided. Please follow the instructions in the e-mail you have received to reset your password for your account. If you have not received the password reset mail within 5 minutes, please check your junk mail folders and ensure that the mails from the Smartnet Platform are marked as safe.



## 1.5 MAIN SCREEN AND MENU LAYOUT

After a successful login, you will be greeted in the Main Screen of Smartnet Platform. The main screen has the menu on the left and the content panel on the right which contains announcements and personalised notifications.



The administration menu may contain differing items depending on the privileges assigned to your account. From the menu screen you can view and update your user information from the “**My User Information**” menu item. User and Role Management operations (if you are assigned) are available under the “**User**





**Management**” menu item. Thru the **“Call Management”** menu you can add or change the questions directed to Entrepreneurs, Mentors and Investors in their respective **Profile** screens. **“Matchmaking Management”** provides an overview of all match requests along with results and reports. **“Web Management”** menu item contains the administrative functions to edit the content on the Public Portal (i.e. the public facing website). You can manage announcements and notifications from **“Announcements”** menu item. **“Reports”** enables you to access the AI supported advanced reports generated from the data in the system.

If you are also assigned, or have assigned yourself, an Entrepreneur, Mentor, IPR User or an Investor role, the relevant main menu items will also be displayed in the main menu.



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## 1.6 UPDATING YOUR PERSONAL INFORMATION

When you click on the “**My User Information**” menu item from the main menu, you will be taken to the User Information screen. This screen allows you to update your e-mail address, phone number and social media profile.

The screenshot shows the 'Kullanıcı Bilgileri' (User Information) page in the Smartnet system. The page has a dark sidebar on the left with the following menu items: 'Kullanıcı Bilgilerim', 'Kullanıcı Yönetimi', 'Çağrı Yönetimi', 'Web Yönetimi', 'Duyuru', 'Eğleştirme Yönetimi', 'Me-Learning', 'Mentor Profil', 'Yatırımcı Profil', and 'Raporlar'. The main content area is titled 'Kullanıcı Bilgileri' and contains a table with the following information:

Ad	Test
Soyad	KULLANICI
E-Posta	test.kullanici@swanleuco.com
Telefon	+90 553 328 81 69
LinkedIn	https://www.linkedin.com/in/smartnetglobal

Below the table, there is a link to 'Güncelle' (Update) and a 'Şifre değiştir' (Change Password) link. The Smartnet logo is visible in the top right corner of the page. The version number 'Version 1.0.0' is displayed in the bottom right corner.



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Should you wish to change your e-mail address that you use to access to the Smartnet MIS Portal, you can do it here and click “**Update**” when done. It is also always advisable to keep your phone number current in case other administrators would like to reach you quickly during a time of need.

The screenshot shows the Smartnet MIS Portal interface. The top navigation bar includes the Smartnet logo, a menu icon, and the user's name 'Test KULLANICI'. The main content area is titled 'Kullanıcı Bilgileri' (User Information) and displays the following details:

Ad	Test
Soyad	KULLANICI
E-Posta	test.kullanici@swanleuco.com
Telefon	+90 553 328 81 69

Below this is a 'Kullanıcı Güncelleme' (Update User) form with the following fields:

- E-posta\*: @ test.kullanici@swanleuco.com
- Telefon: +90 553 328 81 69
- LinkedIn: https://www.linkedin.com/in/smartnetglobal

A 'Güncelle' (Update) button is located at the bottom left of the form. The version number 'Version 1.0.0' is visible in the bottom right corner of the page.



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## 1.7 USER MANAGEMENT

When you click on the “**User Management**” from the main menu, the menu will expand to present you with sub-items for you to choose. Clicking on the “**Users**” menu sub-item you can access the list of users registered in the platform along with their names, surnames, e-mail addresses, phone numbers, account creation dates, roles, and status.

The screenshot displays the 'Kullanıcılar' (Users) management interface. The left sidebar contains a navigation menu with options like 'Kullanıcı Bilgilerim', 'Kullanıcı Yönetimi', 'Kullanıcılar', 'Kullanıcı Grupları', 'Girişimci Formu Listesi', 'Mentor Listesi', 'Yatırımcı Listesi', 'Kurum Listesi', 'Finansman Fırsatları Listesi', 'Çağrı Yönetimi', 'Web Yönetimi', 'Duyuru', 'Eğiltilme Yönetimi', 'Me-Learning', 'Mentor Profili', 'Yatırımcı Profili', and 'Raporlar'. The main content area shows a table of users with columns for Ad, Soyad, E-Posta, Telefon Numarası, Son Giriş Tarihi, Oluşturulma Tarihi, Roller, Kullanıcı Aktivasyonu, and İşlemler. A search bar and filters are at the top. A dropdown menu is open over the 'İşlemler' column of the first user, showing options: 'Düzenle', 'Kullanıcı olarak giriş yapın', 'Pasifleştir', and 'Sil'.

Ad	Soyad	E-Posta	Telefon Numarası	Son Giriş Tarihi	Oluşturulma Tarihi	Roller	Kullanıcı Aktivasyonu	İşlemler
Abdullah	DUMAN	info@agriverts.com	+90 534 720 90 73	10.04.2023 12:19:50	2.04.2023 02:40:15	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler
Ahiam	AKGÖL	ahiam.hamed2@gmail.com	+90 537 763 72 79	24.05.2023 17:37:54	24.05.2023 17:37:05	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler
Ahmet İker	TEKEŞİN	ahmetiker@gmail.com	+90 532 550 00 40	28.04.2023 19:46:13	28.04.2023 19:45:38	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler
Ahmet Şükürü	ALTINDAĞ	ahmet@gamechangers.com.tr	+90 532 228 18 11	10.05.2023 12:56:01	10.05.2023 00:14:58	Mentörler	Aktif	İşlemler
Ali	YILMAZ	alymz35_pdr@windowslive.com	+90 542 337 53 25	20.04.2023 01:21:48	20.04.2023 01:19:57	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler
Ali	AKYOL	alakyol@gmail.com	+90 532 671 45 00	11.05.2023 01:42:18	4.04.2023 14:30:21	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler
Allekber	AKTAŞ	info@forbiggs.com	+90 542 268 70 58	12.04.2023 11:35:37	20.03.2023 16:54:53	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler
Aliye Gizem	DOŞAN	dogangizem070@gmail.com	+90 552 572 62 84	3.04.2023 10:05:51	3.04.2023 10:05:57	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler
Alper	EGİTMEN	alper.egitmen@crossfirelab.com	+90 532 381 83 11	20.04.2023 17:53:14	31.03.2023 00:30:34	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler



You will also be able to filter the list by clicking the “**Filter**” button on the top enabling you to find a user by selecting specific properties and then clicking the “**Search**” button. The “**Actions**” menu on each row of users allows you to edit a user (by selecting “**Edit**”), login as the user account (by selecting “**Login as User**”), activate (enable login) or deactivate (disable login) for a user account (by selecting “**Activate**” and “**Deactivate**” depending on the current status of the account), and when necessary, delete a user account from the system.

**Kullanıcılar**

Filtrele

Arama Excel'e Aktar Pdf'e Aktar

**Kullanıcı Ekleme**

Ad\* E-posta\*  
Soyad\* Telefon

Kayıdet Kayıdet ve Yeni Ekle Kayıdet ve Kopyala

Ad	Soyad	E-posta	Telefon	Giriş Tarihi	Uzlaşım Tarihi	Statü	İşlemler	
Ali	YILMAZ	aliym235_pdr@windowslive.com	+90 542 337 53 25	20.04.2023 01:21:48	20.04.2023 01:19:57	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler
Ali	AKYOL	alakyol@gmail.com	+90 532 671 45 00	11.05.2023 01:42:18	4.04.2023 14:30:21	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler
Alekber	AKTAŞ	info@forbiggs.com	+90 542 268 70 58	12.04.2023 11:35:37	20.03.2023 16:54:53	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler
Aliye Gizem	DOĞAN	dogangizem070@gmail.com	+90 552 572 62 84	3.04.2023 10:06:51	3.04.2023 10:05:57	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler
Alper	EĞİTMEN	alper.egitmen@crossfrelab.com	+90 532 361 83 11	20.04.2023 17:53:14	31.03.2023 00:30:34	Girişimciler, Web Portali Kullanıcıları	Aktif	İşlemler



You can add a new user account to the platform by clicking “**Add New**” button on the top right of the screen. For an account to be created, you will need to provide the name, surname and e-mail of the user. Note that this does not apply for “**IPR Module Users**” for whom we need to associate with a “**IPR Module Beneficiary Institution**” account, this type of account can only be opened from under the “**Institutions List**” menu item as well as members that should belong to the “**Investors**” group should be opened only by invitation in the “**Investors List**” screen, although for both “**Entrepreneurs**”, “**Mentors**” and “**Investors**” group, you can create a user and then add that specific user to the specified group.



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## 1.8 USER GROUPS (ROLES)

Under the “**User Management**” from the main menu, clicking on the “**User Groups**” menu sub-item you can access the list of users’ groups, i.e. roles, available in the platform. Under the “**Actions**” button, you can access a list of users belonging to a specific group by clicking the “**Users**” action menu item.

Grup Adı	İşlemler
Eğitimciler	İşlemler -
FSMH Kullanıcıları	Kullanıcılar
Girişimciler	İşlemler -
İdari Birim Kullanıcıları	İşlemler -
Mentor Değerlendirici	İşlemler -
Mentörler	İşlemler -
Sistem Yöneticileri	İşlemler -
Web Portalı Kullanıcıları	İşlemler -
Web Yöneticisi	İşlemler -
Yatırımcılar	İşlemler -
Grup Adı	İşlemler

When in such a group users list, all users belonging to that particular group will be listed. The “**Actions**” button will allow you to delete a user from membership to the group.



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The screenshot shows the SMARTNET user management interface. On the left is a dark sidebar with navigation options: 'Kullanıcı Bilgilerim', 'Kullanıcı Yönetimi', 'Çağrı Yönetimi', 'Web Yönetimi', 'Duyuru', 'Eğleştirme Yönetimi', 'Me-Learning', 'Mentör Profili', 'Yatırımcı Profili', and 'Raporlar'. The main content area is titled 'Mentörler Kullanıcı Grubu' and shows a table of users. The table has columns for 'Ad', 'Soyad', 'E-Posta', and 'İşlemler'. The first row is highlighted in green. The 'İşlemler' column contains a plus sign icon and a dropdown menu. Below the table is a pagination control showing '10' and '2'.

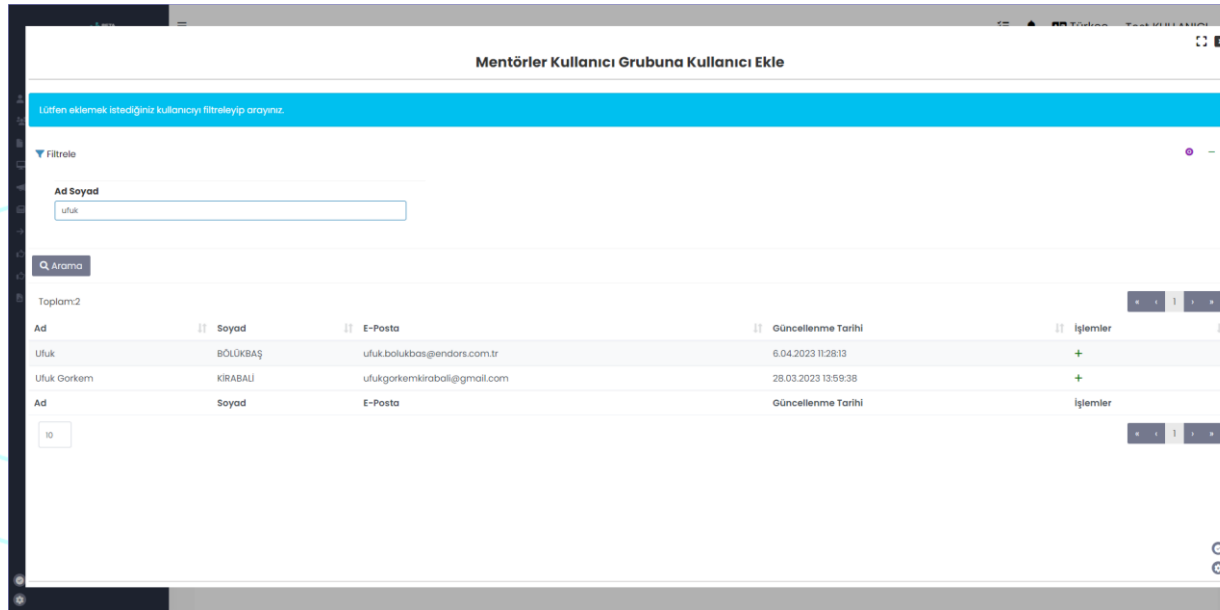
Ad	Soyad	E-Posta	İşlemler
Ahmet Şükrü	ALTINDAG	ahmet@gamechangers.com.tr	+ İşlemler
Bülent	YÜCE	yuce21@gmail.com	+ Sil
Deneme	TESTTT	nigamad214@meidecn.com	+ İşlemler
Fatih	AL	fatih.olgootuteknokent.com.tr	+ İşlemler
Fatih	ŞENGÜL	ttomerkezil@gmail.com	+ İşlemler
Filiz	ESER	filiz.eser@fidesbt.com	+ İşlemler
Gürol	AK	gurolak@begs.com.tr	+ İşlemler
Hülya	BULUT	dr.hulyablit@gmail.com	+ İşlemler
Müberra	GENÇ	muberrapiirci@gmail.com	+ İşlemler
Nesrin	AKAN	nesrinakan@gmail.com	+ İşlemler

You can add a new user to the group by clicking the “**Add New**” button on the top right of the screen. Doing this would popup a search screen to select the user to add to the group. Here, you would need to use the “**Filter**” menu to specify a user by his name or surname (partial entries are allowed) and clicking “**Search**” to bring a list of existing users to match the filter criteria. Then you can click the plus sign (+) on the row to add the selected user to the specified user group.





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Please note that the search will only search the users that are not already a part of the selected user group, the users who are already members will not be listed in this search screen.

*Important Note:* This method does not apply for “**IPR Module Users**” for whom we need to associate with a “**IPR Module Beneficiary Institution**” account, this type of account should only be opened from under the “**Institutions List**” menu item in order to preserve the **IPR User-Institution** association.



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## 1.9 ENTREPRENEUR FORMS MANAGEMENT

Under the “**User Management**” from the main menu, clicking on the “**Entrepreneur Forms List**” menu sub-item you can access the list of entrepreneurs allowing you to view their profiles, edit their details, view their mentor requests, or when required to delete them. These actions can be accessed easily from the “**Actions**” button.

The screenshot shows the 'Girişimci Formu Listesi' page in the Smartnet system. The page has a dark sidebar on the left with navigation options like 'Kullanıcı Bilgilerim', 'Kullanıcı Yönetimi', 'Kullanıcılar', 'Kullanıcı Grupları', 'Girişimci Formu Listesi', 'Mentor Listesi', 'Yatırımcı Listesi', 'Kurum Listesi', 'Finansman Fırsatları Listesi', 'Çağrı Yönetimi', 'Web Yönetimi', 'Duyuru', 'Eğiltilme Yönetimi', 'Me-Learning', 'Mentor Profil', 'Yatırımcı Profil', and 'Raporlar'. The main content area shows a table of entrepreneurs with the following columns: 'Girişimci', 'Girişimci E-mail', 'Girişimci Telefon', and 'İşlemler'. The table contains 12 entries, each with a red 'İşlemler' button. A dropdown menu is open for the first entry, showing options: 'Detay', 'Düzenle', 'Mentorlar', and 'Sil'. The table also includes a search bar, a filter icon, and pagination controls.

Girişimci	Girişimci E-mail	Girişimci Telefon	İşlemler
Abdullah DUMAN	info@ogrivers.com	+90 534 720 90 73	İşlemler
Ahiam AKGÖL	ahiam.hamed2@gmail.com	+90 537 763 72 79	İşlemler
Ahmet İker TEKKEŞİN	ahmetiker@gmail.com	+90 532 550 00 40	İşlemler
Ali AKYOL	alakyol@gmail.com	+90 542 671 45 00	İşlemler
Ali YILMAZ	alyimz35_pdr@windowslive.com	+90 542 337 53 25	İşlemler
Aliakber AKTAŞ	info@forbigs.com	+90 542 268 70 58	İşlemler
Aliye Gizem DOĞAN	dogangizem070@gmail.com	+90 552 572 62 84	İşlemler
Alper EĞİTİMEN	alper.egitmen@crossfirelab.com	+90 532 361 83 11	İşlemler
Aslı Gul OZEN	info@melodim.net	+90 537 976 25 42	İşlemler
Ata İŞİK	blueocean.ataisik12@gmail.com	+90 536 995 30 44	İşlemler
Girişimci	Girişimci E-mail	Girişimci Telefon	İşlemler



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For example, clicking “**Details**” from the action sub-menu would bring up the Entrepreneur Profile of the selected user.

Öz nitelik Bilgileri > Problem & Çözüm > Büyüme Oranları > Finansallar > Pazar Bilgileri > Kurucular (Ortaklar) > Ekip Bilgisi > Değer Önerisi Özellikleri > Rakip Bilgileri > Rakip Analizi

### Öz nitelik Bilgileri

Bu alanda girişiminiz ile alakalı sizden istenen öz nitelik bilgilerinizi doldurunuz.

Soru	Cevap
<b>Öz nitelik Bilgileri</b>	
Girişiminizin Adı/Unvanı	SkyPay
Girişiminizin web sitesi (varsa)	www.skypay.com
Girişiminize ait LinkedIn hesabı:	
Girişiminize ait Youtube hesabı :	
Girişiminize ait Facebook hesabı :	
Girişiminize ait Instagram hesabı:	https://www.instagram.com/realskypay/
Girişiminize ait Twitter hesabı:	
Kuruluş Tarihi (Ay)	• Mart
Kuruluş Tarihi (Yıl)	• 2023
Girişiminizin sektörünü seçiniz.	• Yazılım
Teknoloji alkeyini seçiniz	• Fintech • Yapay Zeka
Tek cümle ile girişiminizi özetleyiniz.	SkyPay, seyahati bir çok zorluğa çözüm sunan bir mobil uygulamadır. Uygulama, kullanıcılara uçuş iptalleri veya rötörler gibi seyahat problemleriyle karşılaşıldığında hemen alternatif bileti seçmelektir. SkyPay, ayrıcalıklı kullanımları seyahat takvimini, meteorolojik verileri ve geçmiş uçuş iptallerini yapay zeka teknolojisiyle analiz ederek, kullanıcıların uçuşları için risk deęerlendirmesini yapar ve buna göre tahmin bir bileti iptal oranı hesaplar.
Girişiminizin aşaması nedir?	• Ürün hazır - satış gerçekteşmektedir
Ne tür bir yatırım arıyorsunuz?	• Çekirdek



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## 1.10 MENTOR MANAGEMENT

Under the “**User Management**” from the main menu, clicking on the “**Mentors List**” menu sub-item you can access the list of mentors allowing you to view their profiles, edit their details, or when required to delete them. These actions can be accessed easily from the “**Actions**” button.

Adı Soyadı	E-Posta	Telefon	İşlemler
Bülent YÜCE	yuce2l@gmail.com	+90 531 302 10 44	İşlemler
Deneme TESTTT	nigamod214@meidecn.com	+90 123 564 89 48	İşlemler
Fatih AL	fatih.al@oduteknokent.com.tr	+90 533 419 70 60	İşlemler
Fatih ŞENGÜL	ttomerkezli@gmail.com	+90 530 924 50 14	İşlemler
Filiz ESER	filiz.eser@fidesbt.com	+90 312 440 86 83	İşlemler
Gürol AK	guralak@begs.com.tr	+90 532 407 37 99	İşlemler
Hülya BULUT	dr.hulyablt@gmail.com	+90 532 254 40 28	İşlemler
Müberra GENÇ	muberrapirinci@gmail.com	+90 505 594 13 26	İşlemler
Nesrin AKAN	nesrinakan@gmail.com	+90 532 547 29 83	İşlemler
Okan GUMUS	okangumus.mentor@gmail.com	+90 507 420 05 75	İşlemler



For example, clicking “**Mentor Detail**” from the action sub-menu would bring up the Mentor Profile of the selected user. Clicking “**Edit**” will allow you to make changes and corrections if required to the profile information.

**SMARTNET Mentor Bilgi Formu**

Hakkınızda > İş Deneyimi > Önceki Mentor/Danışmanlıklar > Mentorluk Odacı > Bölgesel Deneyim > Uluslararası Boyut > Akademik Boyut

**İş Deneyimi**  
Bu bölümde bu güne kadar ki iş deneyimleriniz hakkında sorulan soruları yanıtlayınız.

Soru	Cevap
<b>İş Deneyimi</b>	
Kaç sene iş deneyimine sahipsiniz?	• 20+
Hangi endüstrilerde iş deneyimine sahipsiniz?	• Ambalaj • Gıda Sanayi • Kimya • Medikal • Orman Ürünleri • Otomotiv • Perakendecilik • Tarım • Tekstil • Turizm • Ulaştırma ve Lojistik • Bankacılık ve Finans
Hangi firmalarda ve hangi pozisyonlarda görev aldınız?	Carrefour- Renault Trucks- Bunge Gıda- Gefco Lojistik- DB Schenker Arkas- Renault - Hipp- ETF Tekstil- Mogul- Görsel Sanatlar-Bileşim- Milangaz-Sivas İGÖEM - Kastamano Kaswood - Kahve Dünyası- Corendon- Erca Kimya- Kapa Sistemleri-Sainte Pulcherie - Gürsan- Royal Cert- Avarest Group - Karyer Tattmak - Beyteks - Multigrain -ISS -Alerta - Gen İlaç - Merkezi Finans ve İhale Birimi -MRC
Hangi şehir ve ülkelerde?	İstanbul -İzmir - Gaziantep - Ankara- Kastamonu- Sivas - Bursa - Sakarya-Ordu

Version 1.0.0

If a mentors profile has been completed and submitted (which can be easily filtered by “**Show Complete Profiles**” selection from the “**Filters**” section) the “**Mentor Evaluation**” menu item will be visible in the “**Actions**” menu. This will popup the Mentor Evaluation form where you will be able to rate and score



the mentor on multiple levels and allow him or her to be listed in the available mentors list in Smartnet MIS Platform.

### Mentor Değerlendirme

Lütfen mentor değerlendirmenizi aşağıdaki likert skalasına göre yapınız.

1. Zayıf
2. Güçlü ama alakasız
3. Gereksinimi yerine getiriyor
4. Gereksinimi yerine getiriyor ve pozitif
5. Gereksinimi yerine getiriyor ve üstün

• Mentor puanlaması kayıttan sonra güncellenecektir.

Endüstri deneyiminin derinliği\*

1  2  3  4  5

Girişimci geçmişi\*

1  2  3  4  5

Program taahhüdü\*

1  2  3  4  5

Uluslararası ifşa\*

1  2  3  4  5

Eğitim derinliği\*

Notlar/Gözlemler

Kalan Karakter Sayısı: 3500

Girişimciler tarafından listelenen ve istek gönderebilirsin mi?\*

Evet  Hayır

Toplam Değerlendirme Puanı:

Kayıdet



## 1.11 INVESTOR MANAGEMENT

Under the “**User Management**” from the main menu, clicking on the “**Investors List**” menu sub-item you can access the list of investors allowing you to invite an investor to the Smartnet MIS Platform, view their profiles, edit their details, or when required to delete them. These actions can be accessed easily from the “**Actions**” button.

The screenshot displays the 'Yatırımcı Listesi' (Investor List) interface. The left sidebar contains a navigation menu with items like 'Kullanıcı Bilgilerim', 'Kullanıcı Yönetimi', 'Kullanıcı Grupları', 'Girişimci Formu Listesi', 'Mentor Listesi', 'Yatırımcı Listesi', 'Kurum Listesi', 'Finansman Fırsatları Listesi', 'Çağrı Yönetimi', 'Web Yönetimi', 'Duyuru', 'Eğiltilme Yönetimi', 'Me-Learning', 'Mentor Profili', 'Yatırımcı Profili', and 'Raporlar'. The main content area shows a table with the following columns: 'Adı Soyadı', 'E-Posta', 'Telefon', 'Davet Mali Sayısı', 'Davet Mallinin Öltme Tarihi', and 'İşlemler'. The table is currently empty, with the message 'Listelenecek Öğe Yok' (No items to be listed) displayed. Above the table, there are search and filter options: 'Arama', 'Excel'e Aktar', and 'Pdf'e Aktar'. A '+ Yeni Ekle' button is located at the top right of the table area. The page footer indicates 'Version 1.0.0'.



You can invite a new investor to the platform by clicking the **“Add New”** button on the top right of the screen. Doing this would popup the small **“Investor Invitation”** form to specify the details of the investor to whom the invitation will be sent to.

The screenshot displays the 'Yatırımcı Listesi' (Investor List) interface. A modal form titled 'Yatırımcı Daveti' (Investor Invitation) is open, allowing users to add new investors. The form includes the following fields:

- Ad\*** (Name): A text input field.
- Soyad\*** (Surname): A text input field.
- E-posta\*** (E-mail): An email input field with a validation icon.
- Telefon** (Phone): A phone number input field with a dropdown menu for country code (currently set to Turkey) and a default number '501 234 56 78'.

A 'Kaydet' (Save) button is located at the bottom left of the form. The background shows the 'Yatırımcı Listesi' page with a search bar, filters, and a '+ Yeni Ekle' (Add New) button. The Smartnet logo and navigation menu are visible on the left side of the interface.

When saved, a user account belonging to the Investors Group will be automatically created and a mail message inviting the investor to the platform will be sent.





## 1.12 MANAGING IPR MODULE BENEFICIARY INSTITUTIONS AND USERS

As mentioned in the beginning of the “**User Management**” section, in order to struct the data, the IPR Module requires knowledge of the beneficiary institution that the user is a member of.

In order to define and IPR Module Beneficiary Institution or to add users to a specific institution we would use the “**Institution List**” module under the “**User Management**” main menu item. This will bring up the “**IPR Module Beneficiary Institutions List**” screen where each institution that has access to the IPR Module will be listed.



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The screenshot displays the SMARTNET system interface. The main content area is titled 'Fikri Mülkiyet Haklarından Faydalanıcı Kurum Listesi'. It features a search bar with 'Arama', 'Excel'e Aktar', and 'Pdf'e Aktar' buttons. Below the search bar, there is a table with the following columns: Kurum Adı, Kurum E-Posta, Kurum Telefon, Kurum Kuruluş Tarihi, Toplam Çalışan Sayısı, and Kullanıcı Kurum Tipi. A single row is visible with the following data: SAMSUN TTO, samsuntto@gmail.com, +90 362 503 55 64, 21.06.2019, 5-10, and TTO. To the right of the table, there is a 'Yeni Ekle' button and a dropdown menu for 'İşlemler' with options like 'FSMH Kullanıcı Listesi', 'Düzenle', and 'Sil'. The left sidebar contains various navigation options, and the bottom right corner shows 'Version 1.0.0'.

You can create a new beneficiary institution in the platform by clicking the “**Add New**” button on the top right of the screen. Doing this would popup the small “**Add IPR Module Beneficiary Institution**” form to enter the general details of the institution, including name of the institution, a general e-mail address for communication, phone number, establishment date, number of employees and institution type (TTO, Technopark, University, Chamber of Commerce, Chamber of Industry, Exporters Association, etc.).



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SMARTNET

Fikri Mülkiyet Haklarından Faydalanan Kurum Listesi

Fikri Mülkiyet Haklarından Faydalanan Kurum Ekleme

Kurum Adı\*

Kurum E-posta\*

Kurum Telefon\*

Kurum Kuruluş Tarihi\*

Toplam Çalışan Sayısı\*

Kullanıcı Kurum Tipi\*

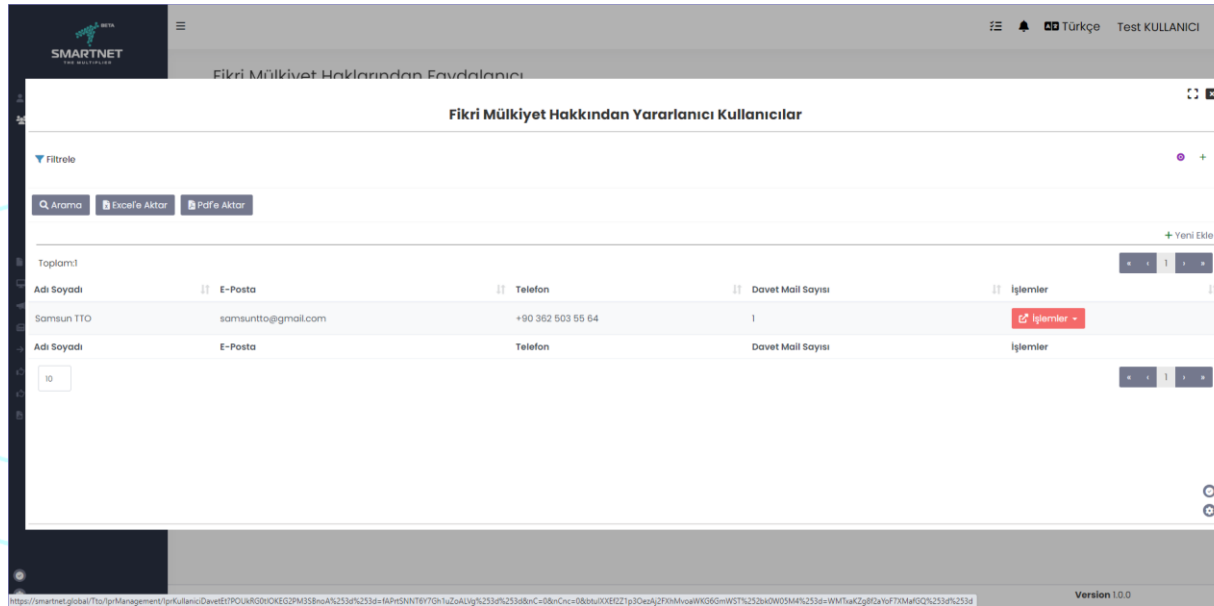
Kayıdet Kayıdet ve Yeni Ekle Kayıdet ve Kopyala

Version 1.0.0

Once the form is filled and saved, you can then, using the **“Actions”** button item named **“IPR Users List”** that will bring up the **“IPR Module Users List”** to add, edit or remove users that are members of this institution that will have access to the IPR Module on behalf of the selected beneficiary institution.



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An IPR Module Beneficiary Institution can have multiple users associated with it. To add a new user click the **“Add New”** button on the top right of the screen. Doing this would popup the small **“Invite IPR Module User”** form, much like the **“Add User”** experience to provide the details of the user to be invited to use the IPR Module on behalf of the institution.



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When required, you can also edit or delete the users using the respective menu items accessed from the **“Actions”** button on the Users List.



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## 1.13 ANNOUNCEMENTS

The “**Announcements**” main menu item will bring the Announcements Module in which you can view, edit, approve (should the announcement be made by a person that requires administrative approval) announcements in the Smartnet MIS Platform.

Thru the “**Actions**” menu in the list you can Approve, Reject, Edit, change the Audience or delete an announcement in the system.

SMARTNET

Kullanıcı Bilgilerim  
Kullanıcı Yönetimi  
Çağrı Yönetimi  
Web Yönetimi  
Duyuru  
Eğiltilme Yönetimi  
Me-Learning  
Mentor Profili  
Yatırımcı Profili  
Raporlar

Türkçe Test KULLANICI

### Duyuru Listesi

Filtrele

Arama Excel'e Aktar Pdf'e Aktar

+ Yeni Ekle

Toplam:1

Duyuru Başlığı	Metin	Yayın Tarihi	Durum	Ek Belge	İşlemler
Smartnet Önemli Duyuru	Sayın Smartnet Mentorleri, lütfen aşağıdaki husus... Daha Fazla Göster	13.03.2023	Onaylandı		İşlemler

10

Onayla  
Reddet  
Düzenle  
Duyuru Yapılan Kullanıcılar  
Sil

Version 1.0.0



You can add a new announcement clicking the “**Add New**” button on the top right of the screen. Doing this would popup the “**Add/Update Announcement**” form which you can then provide a title, text, documents and specify an announcement date. All fields have both English and Turkish entry fields to ensure the message is passed properly to everyone.

Duyuru Ekleme / Güncelleme

Duyuru Başlığı\*

Türkçe

İngilizce

Duyuru Metni\*

Türkçe

Kalan Karakter Sayısı 3500

İngilizce

Kalan Karakter Sayısı 3500

Ek Belge

Dosyanızı Yükleyiniz

Kaydet ve Kullanıcı Seçimine Geç

When the form is completed, you can click “**Save and Switch to User Selection**” button at the bottom of the screen to select the intended audience for the announcement. By using the “**Filters**”, an



announcement can be made to a specific **User Group**, a group of users with a specific **Status** (active, passive, etc.) or to a selected lot.

**Duyuru Yapılan Kullanıcılar**

Ad Soyad:

Kullanıcı Durumu: Seçiniz

Kullanıcı Grubu: Seçiniz

Seçiniz

- Eğitirmciler
- FSMH Kullanıcıları
- Girişimciler
- İdari Birim Kullanıcıları
- Mentor Değerlendirici

<input type="checkbox"/>	Ad Soyad	Kullanıcı Durumu	Kullanıcı Grubu
<input type="checkbox"/>	Begüm ÇİÇEKYURT	Aktif	Web Yöneticisi/Web Portali Kullanıcıları
<input type="checkbox"/>	Begüm ÇİÇEKYURT	Aktif	Girişimciler/Web Portali Kullanıcıları
<input type="checkbox"/>	Denemegirisimci TEST	Aktif	Girişimciler/Web Portali Kullanıcıları
<input type="checkbox"/>	Denemeyatirimci TEST	Aktif	Yatırımcılar/Web Portali Kullanıcıları
<input type="checkbox"/>	Emre SMEKAL	Aktif	Web Portali Kullanıcıları/Girişimciler
<input type="checkbox"/>	Emre Investor SMEKAL	Aktif	Yatırımcılar/Web Portali Kullanıcıları
<input type="checkbox"/>	Emre Mentor SMEKAL	Aktif	Mentörler/Web Portali Kullanıcıları
<input type="checkbox"/>	Emre Yatirimci SMEKAL	Aktif	Yatırımcılar/Web Portali Kullanıcıları
<input type="checkbox"/>	Fesemeh TESTG	Aktif	FSMH Kullanıcıları

Version 1.0.0

This module allows simplified communication for the system administrators with all stakeholders in the Smartnet MIS Platform.





## 1.14 MATCHMAKING MANAGEMENT

The “**Matchmaking Management**” main menu item will expand to show the administrative views of “**Entrepreneur – Mentor Requests**” and “**Entrepreneur – Investor Requests**”.

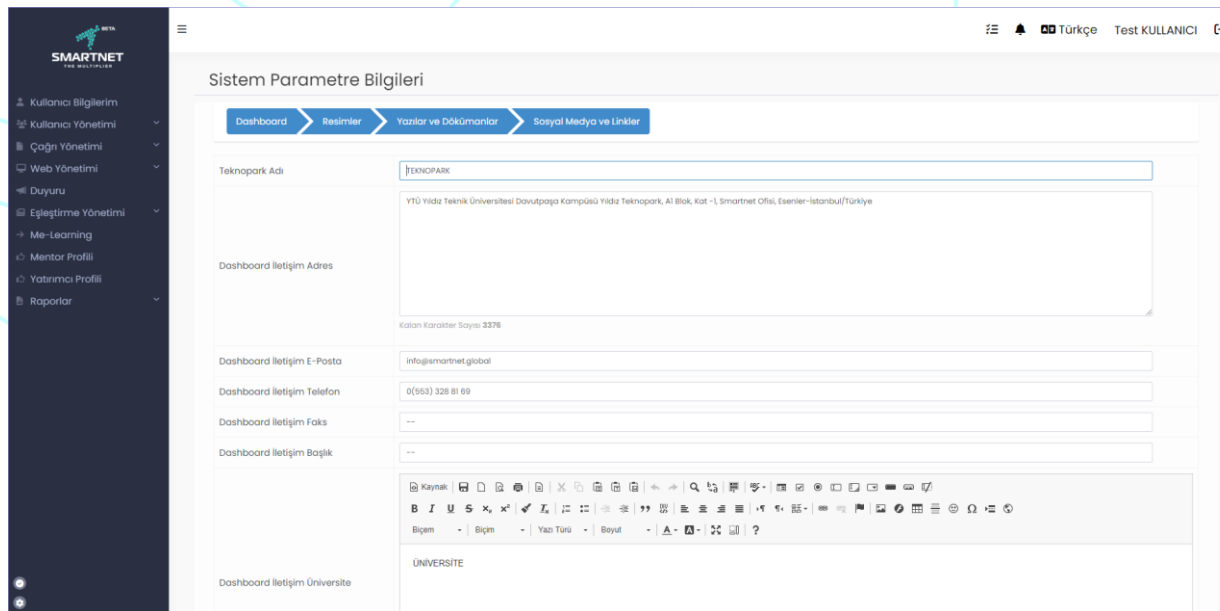
Mentor Adı Soyadı	Mentor Telefon	Mentor E-mail	Girişimci Adı Soyadı	Girişimci Telefon	Girişimci E-mail	Durum	Istek Tarihi	İşlemler
Ufuk BATUM	+90 532 296 50 20	ufuk.batum@gmail.com	Emre SMEKAL	+44 12345 678912	emre.smekal@swanleuco.com	Onaylandı	21.05.2023	İşlemler -
Ufuk BATUM	+90 532 296 50 20	ufuk.batum@gmail.com	Emre SMEKAL	+44 12345 678912	emre.smekal@swanleuco.com	Onaylandı	22.05.2023	İşlemler -
Ufuk BATUM	+90 532 296 50 20	ufuk.batum@gmail.com	Emre SMEKAL	+44 12345 678912	emre.smekal@swanleuco.com	Onaylandı	22.05.2023	Sonuç Raporu
Ufuk BATUM	+90 532 296 50 20	ufuk.batum@gmail.com	Murat ERKAN	+90 532 377 99 18	muraterkan500@gmail.com	Onaylandı	22.05.2023	İşlemler -

This screen shows all match requests made by Entrepreneurs in the system along with their statuses and “**Result Reports**” which can be accessed from the “**Actions**” button. “**Filters**” will allow filtering by Mentor (for Mentor Matches), Investor (for Investor Matches) and Entrepreneurs (selectable by Name) along with filters on “**Match Status**” to quickly narrow down the results.



## 1.15 SYSTEM PARAMETERS

System Parameters can be accessed by navigating to the following address in your web browser: **https://smartnet.global/Manage/SystemConfiguration/SystemVariables** it is specifically not placed in the menu to lessen the risk of accidental unintended changes that might affect the overall system working and layout.



The screenshot shows the 'Sistem Parametre Bilgileri' (System Parameter Information) page. The page has a dark sidebar on the left with navigation options: 'Kullanıcı Bilgilerim', 'Kullanıcı Yönetimi', 'Çağrı Yönetimi', 'Web Yönetimi', 'Duyuru', 'Eğiltiltirme Yönetimi', 'Me-Learning', 'Mentor Profili', 'Yatırımcı Profili', and 'Raporlar'. The main content area is titled 'Sistem Parametre Bilgileri' and has four tabs: 'Dashboard', 'Resimler', 'Yazılar ve Dökümanlar', and 'Sosyal Medya ve Linkler'. The 'Dashboard' tab is active. The form contains the following fields:

- Teknopark Adı: [TEKNO PARK]
- Dashboard İletişim Adres: [YÜ Yıldız Teknik Üniversitesi Davutpaşa Kampüsü Yıldız Teknopark, A1 Blok, Kat -1, Smartnet Ofis, Esentepe-İstanbul/Türkiye]
- Dashboard İletişim E-Posta: [info@smartnet.global]
- Dashboard İletişim Telefon: [0(653) 328 81 69]
- Dashboard İletişim Faks: [--]
- Dashboard İletişim Başlık: [--]
- Dashboard İletişim Üniversite: [UNIVERSITE]

The form also includes a rich text editor with a toolbar and a 'Biçim' (Format) dropdown menu.

The system parameters screen is presented in four tabs (more can be added on later versions) to handle the “**Dashboard**” information, “**Pictures**” and logos, including the Smartnet Logo as well as the Contracting



Authority and ERA and partner University logos used both in the Smartnet MIS Platform as well as the Public Web Portal, “**Text and Documents**” to hold EULA, KVKK notices, Privacy Policy and the Web frontend footer disclaimer as well as the **custom CSS codes** to be employed, and finally “**Social Media & Links**” to hold links presented in the Smartnet MIS Platform and the Public Web Portal.



## 1.16 NOTIFICATION MANAGEMENT

Smartnet MIS Platform uses notifications and e-mails for communicating events and action items to its respective users. This module is again specifically not placed in the menu to lessen the risk of accidental unintended changes that might affect the overall system performance and workflows can manually be accessed with navigating to <https://smartnet.global/Manage/List/ListEntity/NotificationManage> address with your browser.

The screenshot displays the 'Bildirim Yönetimi' (Notification Management) interface. The page title is 'Bildirim Yönetimi'. Below the title, there are search and filter options: 'Arama', 'Excel'e Aktar', and 'Pdf'e Aktar'. The main content area shows a list of notifications with the following columns: 'Bildirim Türü' and 'İşlemler'. The list contains 14 items, each with a description and a 'Daha Fazla Göster' link. The 'İşlemler' column includes buttons for 'İşlemler', 'Düzenle', and 'Sil'. The interface also features a sidebar menu on the left with options like 'Kullanıcı Bilgilerim', 'Kullanıcı Yönetimi', 'Çağrı Yönetimi', 'Web Yönetimi', 'Duyuru', 'Eğiltilme Yönetimi', 'Me-Learning', 'Mentor Profil', 'Yatırımcı Profil', and 'Raporlar'. The top right corner shows the user's name 'Test KULLANICI' and the language 'Türkçe'.



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Using the “Actions” menu, you can edit and if necessary, delete a setting. However, it is strongly advised to coordinate with the software development team to ensure that a deleted notification type is not actively in use.

When editing a notification each language supported (Turkish and English) uses different tokens (parameters) to construct the notification texts, the email text and system notification text has to be entered separately. The e-mail text also allows html formatting. You can also choose if a notification is in-system only or sent via e-mail also as well as any persons or groups that should be copied.



## 1.17 CALL MANAGEMENT

### Introduction

**Forenote:** The Call Management Module is an advanced module intended mostly for the software development team to configure the Entrepreneur, Mentor and Investor profile forms as well as available for the Smartnet Administration to create any calls in the future. However, since most questions are processed by the backend for calculations and for the AI module, major changes (of question type, new additions, deletions, etc.) should only be made in tandem with the software development team.

The Call Management module has many sub-modules for Calls, Call Categories, Call Sections, Fixed Questions, Applications, Evaluators and Evaluator Types. Only the ones currently employed in Smartnet MIS Platform is discussed in the following sub-sections.

### Calls List

The Calls Module lists the currently available data forms in the Smartnet MIS Platform that require processing, these are namely the **Smartnet Venture Information Form** and the **Smartnet Mentor Information Form**. The Investor Information Form is not particularly a “**Call Form**” since they are all pre-vetted and invited to the platform no evaluation is done for the investors.



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Ad	Çağrı Durumu	Çağrı Başlangıç Tarihi	Çağrı Bitiş Tarihi	Başvuran Sayısı	Çağrı Kategorileri	İşlemler
SMARTNET Girişim Bilgi Formu	Açık	16.11.2022	16.11.2024	0	Girişimci 22	İşlemler
SMARTNET Mentor Bilgi Formu	Açık	20.02.2023	20.02.2026	6	Mentor	İşlemler

Please note that the “**Actions**” menu changes by the subject of the form, for example there are differences between the action menu of the Entrepreneur form and the Mentor form. That said for all forms, the questions for the forms are added and edited from the “**Call Question List**” action menu item.



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Ad	Çağrı Durumu	Çağrı Başlangıç Tarihi	Çağrı Bitiş Tarihi	Başvuran Sayısı	Çağrı Kategorileri	İşlemler
SMARTNET Girişim Bilgi Formu	Açık	16.11.2022	16.11.2024	0	Girişimci 22	İşlemler
SMARTNET Mentor Bilgi Formu	Açık	20.02.2023	20.02.2026	6	Mentor 23	İşlemler

Note the differences in the “**Actions**” menu items in the two previous screens.

## Call Questions

Clicking the “**Call Questions**” in the “**Actions**” menu in the “**Calls**” will bring up the “**Calls Questions List**” screen (the title will change with respect to the form group chosen). The list provides details on all the questions, question types and order in that particular form.





Soru	Açıklama	Soru Kategorisi	Cevap Tipi	Soru Önceliği	Zorunlu mu?	İşlemler
Akademik Boyut	En az doktora derecesine sahip akademik durum ve L... Daha Fazla Göster	Akademik Boyut	Seçenek Görünümü (Radio Butonlar)	1	Zorunlu	İşlemler -
Bölgesel deneyim		Bölgesel Deneyim	Çoklu Seçim	1	Zorunlu	Düzenle Çağrı Sorusu Seçenek Listesi Sil
Hakkınızda detaylı bilgi bulabileceğimiz bir bağla... Daha Fazla Göster		Hakkınızda	Link Kutusu	1	Zorunlu Değil	İşlemler -
Hangi endüstrilerde iş deneyimine sahipsiniz?		İş Deneyimi	Çoklu Seçim	2	Zorunlu	İşlemler -
Hangi firmalarda ve hangi pozisyonlarda görev ald... Daha Fazla Göster		İş Deneyimi	Sadece Açıklama	3	Zorunlu	İşlemler -
Hangi girişimciler?		Önceki Mentor/Danışmanlıklar	Sadece Açıklama	3	Zorunlu	İşlemler -
Hangi KOBİ'lerde		Önceki Mentor/Danışmanlıklar	Sadece Açıklama	1	Zorunlu	İşlemler -
Hangi start-uplar?		Önceki	Sadece Açıklama	2	Zorunlu	İşlemler -

In the **“Actions”** menu in the list on the Call Questions screen, you will be able to edit each question, and also depending on the question type can contain dynamic elements such as providing a list of **Question Options** for multiple select or dropdown question types.

Clicking on **“Edit”** in the **“Actions”** menu will take you to **“Update Call Question”** screen in which you will specify question type, order in the form, set if it is a required question or not and provide any description or annotation.



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**Mentor Değerlendirme Soru Güncelleme**

**Soru\***

Türkçe  
Eğitim derinliği

İngilizce  
Depth of education

**Cevap Tipi\***  
Sadece Derecelendir (1-5 arasında)

**Puan\***  
20

**Soru Önceliği\***  
5

**Zorunlu Mu?**

**Açıklama**

Türkçe  
Kalan Karakter Sayısı 3500

İngilizce  
Kalan Karakter Sayısı 3500

Güncelle

The entries in these forms dynamically changes by question type, form layout and any sub-categories selected.



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## Call Sections

The “**Call Sections**” module under the “**Call Management**” menu is beneficial to edit the captions and help text related to the Entrepreneur, Mentor, and Investor profile tab sections.



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Sıra	Ad	Uzun Ad	Açıklama	İşlemler
1	Hakkınızda	Hakkınızda	Bu bölümde hakkınızda bilgi istenilen alanlar dol... Daha Fazla Göster	İşlemler - Düzenle Sil
1	Öznitelik Bilgileri	Öznitelik Bilgileri	Bu alanda girişiminiz ile alakalı sizden istenen ö... Daha Fazla Göster	İşlemler -
2	Problem & Çözüm	Problem & Çözüm	Problem ve çözüm alanınızda sizlere yönetilen soru... Daha Fazla Göster	İşlemler -
2	İş Deneyimi	İş Deneyimi	Bu bölümde bu güne kadar ki iş deneyimleriniz hakk... Daha Fazla Göster	İşlemler -
3	Büyüme Oranları	Yakalanan ya da yakalanması hedeflenen büyüme oran... Daha Fazla Göster	Lütfen girişiminiz ile ilgili büyüme oranları hakk... Daha Fazla Göster	İşlemler -
3	Önceki Mentor/Danışmanlıklar	Önceki Mentor/Danışmanlıklar	Öncesinde yapmış olduğunuz mentorluk ve danışmanlı... Daha Fazla Göster	İşlemler -
4	Finansallar	Finansallar ve Yatırım Talebi	Lütfen Finansallar ve Yatırım Talebi kategorisinde... Daha Fazla Göster	İşlemler -
4	Mentorluk Odağı	Mentorluk Odağı	Lütfen mentorluk odağınız ile ilgili sorular soru... Daha Fazla Göster	İşlemler -
5	Pazar Bilgileri	Pazar Bilgileri	Lütfen girişiminize ait Pazar bilgileri hakkında s... Daha Fazla Göster	İşlemler -

Here you will be able to edit the caption, title, description (used as section help in the information forms) particular to each tab of the Entrepreneur, Mentor, and Investor profile forms. Using the “**Actions**” button, click “**Edit**” to bring up “**Update Call Section**” screen to make your changes and use the “**Update**” button on the screen when done.



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**Çağrı Soru Kategorisi Güncelleme**

Sıra\*

Ad\*  
Türkiye  
Pazar Bilgileri  
İngilizce  
Market Information

Uzun Ad\*  
Türkiye  
Pazar Bilgileri  
İngilizce  
Market Information

Açıklama\*  
Türkiye  
Lütfen girişimimize ait Pazar bilgileri hakkında size yöneltilen soruları yanıtlayınız.  
Kalan Karakter Sayısı: 343  
İngilizce  
Please answer the questions directed to you about the market information of your venture.

Güncelle

It should again be noted that, similar to call questions, since each information in the forms is accessed by their IDs in the backend, the call sections should not be deleted without making relevant changes in the code and the database mapping in tandem with the software development team so that it does not interfere with the data processing for the AI module.



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## Call Applications

The “**Applications**” module under the “**Call Management**” menu provides a very powerful application processing subsystem where, should the need be, external evaluators on different subject matter can also participate in evaluation of the forms. Currently for the Smartnet MIS Platform, only the first evaluation of Mentor applications and Entrepreneur applications are supported.

The screenshot displays the SMARTNET application interface. The sidebar menu on the left includes options like 'Kullanıcı Bilgilerim', 'Kullanıcı Yönetimi', 'Çağrı Yönetimi', 'Çağrı Kategorileri', 'Çağrı Soru Kategorileri', 'Sabit Sorular', 'Çağrı Formları', 'Çağrı Başvuruları', 'Değerlendirici Tipleri', 'Değerlendiriciler', 'Web Yönetimi', 'Duyuru', 'Eğleştirme Yönetimi', 'Me-Learning', 'Mentor Profil', 'Yatırımcı Profil', and 'Raporlar'. The main content area is titled 'Çağrı Başvuruları' and features a search bar with 'Arama', 'Excel'e Aktar', and 'Pdf'e Aktar' buttons. Below the search bar, there is a table of applications with columns for 'Çağrı Adı', 'Başvuru Yapan Kullanıcı', 'Başvuru Yapan Kullanıcı E-posta', 'Akıllı Kod', 'Başvuru Tarihi', and 'İşlemler'. The table contains five rows of data, each with a red 'İşlemler' button. A dropdown menu is open over the 'İşlemler' button of the last row, showing options: 'Çağrı Başvuru Detay', 'Ön İzleme', 'Onayla', 'Reddet', and 'Sil'. The version number 'Version 1.0.0' is visible at the bottom right of the interface.

Çağrı Adı	Başvuru Yapan Kullanıcı	Başvuru Yapan Kullanıcı E-posta	Akıllı Kod	Başvuru Tarihi	İşlemler
SMARTNET Mentor Bilgi Formu	Ufuk BATUM	ufuk.batum@gmail.com	3_222		İşlemler
SMARTNET Mentor Bilgi Formu	Filiz ESER	filiz.eser@fidesbt.com	3_221		İşlemler
SMARTNET Mentor Bilgi Formu	Hülya BULLUT	dr.hulyabit@gmail.com	3_219		İşlemler
SMARTNET Mentor Bilgi Formu	Zeynep Türkan FILİZTEKİN GÜRSAC	tgursac@gmail.com	3_218		İşlemler
SMARTNET Mentor Bilgi Formu	Okan GUMUS	okangumus.mentor@gmail.com	3_207		İşlemler



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Clicking on the “**Preview**” menu item in the “**Actions**” menu will bring up a printable preview of the application form (Profile Information) for the mentor.

SMARTNET THE MULTIPLIER

Rapor Gönderim Tarihi : 22.05.2023

SMARTNET MENTOR BİLGİ FORMU BAŞVURU FORMU

Başvuru Yapan Kullanıcı Bilgileri

Adı Soyadı	Okan GUMUS
E-Posta	okangumus.mentor@gmail.com
Telefon Numarası	+90 507 420 05 75
Başvuru Tarihi	2.05.2023

Başvuru Bilgileri

Akıllı Kod	3_207
------------	-------

Hakkınızda

Hakkınızda detaylı bilgi bulabileceğimiz bir bağlantı giriniz (LinkedIn, Web siteniz, vb.)	<a href="https://www.linkedin.com/in/okan-gumus-8a42773/">https://www.linkedin.com/in/okan-gumus-8a42773/</a>
--	---

İş Deneyimi

Kaç sene iş deneyimine sahipsiniz?	• 20+
------------------------------------	-------

Clicking on the “**Call Application Detail**” menu item in the “**Actions**” menu will bring up the details screen for the application, step in the evaluation process and all relevant data for this specific application.



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**SMARTNET**

Kullanıcı Bilgilerim  
Kullanıcı Yönetimi  
Çağrı Yönetimi  
Web Yönetimi  
Duyuru  
Eğleştirme Yönetimi  
Me-Learning  
Mentor Profili  
Yatırımcı Profili  
Raporlar

Çağrı Başvuru Detay

On Değerlendirme Onay Onayla Reddet Durum Değiştir Girişimci Profili

Taslak **Başvuru Tamamlandı** On İnceleme Onaylandı İlk Değerlendirme Değerlendirme Tamamlandı İkinci Değerlendirme

Değerlendirme Tamamlandı - Onay/Red Bekliyor Onaylandı - Reddedildi

Soru	Cevap
<b>Hakkınızda</b>	
Hakkınızda detaylı bilgi bulabileceğimiz bir bağlantı giriniz (LinkedIn, Web siteniz, vb.)	<a href="https://www.linkedin.com/in/okan-gumus-8a42773/">https://www.linkedin.com/in/okan-gumus-8a42773/</a>
<b>İş Deneyimi</b>	
Kaç sene iş deneyimine sahipsiniz?	• 20+
Hangi endüstrilerde iş deneyimine sahipsiniz?	• Gıda Sanayi • Makine ve Teçhizat İmalatı • Medikal • Medya ve İletişim • Mobilya • Perakendecilik • Turizm • Bankacılık ve Finans • İmalat Sanayi • Bilyomedikal
Hangi firmalarda ve hangi pozisyonlarda görev aldınız?	Istanbul Chamber of Commerce, Expert Istanbul Bilgi University, Research Assistant Samsun Chamber of Commerce, Dep.Secretary General WEGlobal Inc, Director, Consultant Swanleuca, Founder, GM
Hangi şehir ve ülkelerde?	Istanbul, Ankara, Samsun and many others European Cities

**Çağrı**

Çağrı Adı	SMARTNET Mentor Bilgi Formu
Çağrı Durumu	Açık
Çağrı Başlangıç Tarihi	20.02.2023
Çağrı Bitiş Tarihi	20.02.2026
Çağrı Kategorileri	Mentor 23
Akıllı Kod	3_207

**Kullanıcı**

Ad	Okan
Soyad	GUMUS
E-Posta	okangumus.mentor@gmail.com
Telefon	+90 507 420 05 75
LinkedIn	

If during the course of the project, further steps are requested to be added for an evaluation, even including involvement of external evaluators, the platform is already ready and expandable.





## 1.18 MANAGING THE PUBLIC WEB PORTAL

### Introduction

This section of the document covers the preliminary public web portal administrators manual in English. After approval of this manual, the training material will be prepared and be made available. This section is an extension to the **System Administrators Manual** and intended for admins who will be responsible for day-to-day management of the public facing web portal of the Smartnet MIS Platform.

The administrative panel is located within the portal only to users who are members of the “**Web Managers**” user group. Some knowledge of general system administration is necessary particularly for adjusting system wide visuals such as logos, social media links and custom CSS changes can only be done thru the “**System Parameters**” module.

The rest of the sections covers day to day management of sliders, menus, and content including pages, announcements, news, and files available on the Public Web Portal by using the “**Web Management**” menu.



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## Slider List

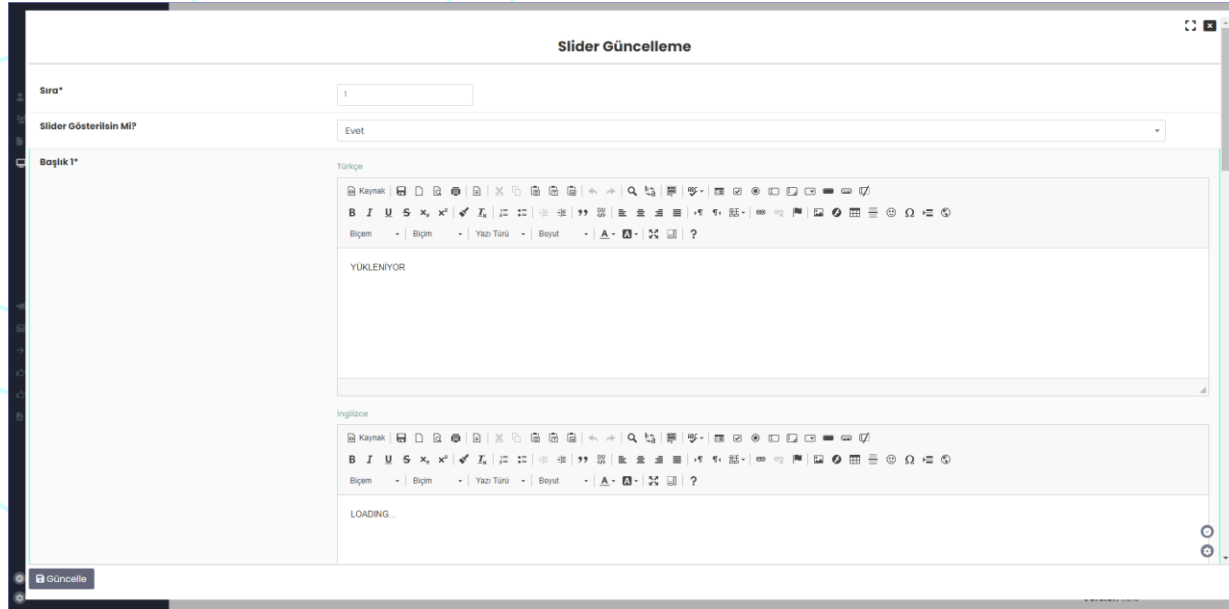
The “**Slider List**” sub-menu item will bring forward the list of sliders available on the Public Web Portal, with the now classical “**Actions**” menu allowing you to edit or delete a slider.

Sıra	Başlık 1	Slider Gösterilsin Mi?	İşlemler
1	YÜKLENİYOR	Evet	İşlemler -
2		Hayır	Düzenle Sil

You can add a new slider to be placed in the Web Portal by clicking “**Add New**” button on the top right of the screen. As slider has Order, Shown, Title1 and Title2 properties that comply with the selected theme



(Theme INC) of the ERA for the front page. Custom CSS changes might be required for effective display of a slider, for further information please consult the section for the “**System Parameters**” module.



## Menu List

The “**Menu List**” sub-menu item will bring forward the list of menu items available on the Public Web Portal, the “**Actions**” menu allowing you to edit or delete a new menu item. All menu items, including the **Main Menu** and the **Footer Menu** can be configured from this module.



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Menü Listesi

Arama Excel'e Aktar Pdf'e Aktar

Yeni Ekle

Toplam:14

Ad	Url	Menünün Açılacağı Sayfa Tipi	Menü Tipi	Menüde Gösterilsin Mi?	İşlemler
SMARTNET	#	Aynı Pencere	Üst Menü	Evet	İşlemler
SMARTNET HAKKINDA	/WebHome/WebContent/AboutSmartnet	Aynı Pencere	Üst Menü	Evet	Düzenle Sil
Duyurular	/WebHome/WebDuyuruList	Aynı Pencere	Alt Menü	Evet	İşlemler
GİRİŞ	/Login/Login	Yeni Pencere	Üst Menü	Evet	İşlemler
ORTAKLAR	/WebHome/WebContent/Partners	Aynı Pencere	Üst Menü	Evet	İşlemler
EKOSİSTEM PAYDAŞLARI	/WebHome/WebContent/EcosystemStakeholders	Aynı Pencere	Üst Menü	Evet	İşlemler
DUYURULAR	/WebHome/WebDuyuruList	Aynı Pencere	Üst Menü	Evet	İşlemler
E-KÜTÜPHANE	#	Aynı Pencere	Üst Menü	Evet	İşlemler
PROJE ÇIKTILARI	/WebHome/WebContent/ProjectOutputs	Aynı Pencere	Üst Menü	Evet	İşlemler
BASINDA SMARTNET	/WebHome/WebContent/PressRoom	Aynı Pencere	Üst Menü	Evet	İşlemler

Ad Url Menü Türü Menü Tipi Menüde Gösterilsin Mi? İşlemler

You can add a new menu item to be placed in the Web Portal by clicking “**Add New**” button on the top right of the screen. A menu item has Shown, Name (in English and Turkish), Menu Type (placement of Top (Main) Menu or Footer Menu), URL opening style (same page or new page) and order within the parent.



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Ad	Url	Menünün Açılacağı Sayfa Tipi	Menü Tipi	Menüde Gösterilsin Mi?	İşlemler
----	-----	------------------------------	-----------	------------------------	----------

It should be noted that it is important to place pound/number sign (“#”) in the URL in main menu items used in the Top Menu that does not navigate to a page but has child menu-items and levels. This would ensure that when clicked, the navigation does not happen, and the sub-menu defined under it is successfully show.



## Content List

The “**Content List**” sub-menu item will bring forward the list of pages available on the Public Web Portal, the “**Actions**” menu allowing you to add pictures, documents, images as well as to edit or delete a new page within the web portal.

The screenshot shows the 'İçerik Listesi' (Content List) page in the SMARTNET web portal. The page has a dark sidebar on the left with various menu items. The main content area shows a table with the following columns: Başlık (Title), Uzantı (Extension), İçerik Türü (Content Type), İçerik Gösterilsin Mi? (Display Status), and İşlemler (Actions). The table contains several rows of content items, including 'BASINDA SMARTNET', 'EKOSİSTEM PAYDAŞLARI', 'İLETİŞİM BİLGİLERİ', 'PROJE ÇIKTILARI', 'SMARTNET HAKKINDA', and 'ORTAKLAR'. Each row has a corresponding 'İşlemler' button with a dropdown menu containing options like 'Düzenle', 'Ek Belge', 'Image', and 'Sil'. A '+ Yeni Ekle' button is located in the top right corner of the table area.

You can add a new page to the Web Portal by clicking “**Add New**” button on the top right of the screen. A page has Shown, Title (in English and Turkish), Short Description (in English and Turkish), Content Text (in



English and Turkish), Content Type (currently not used), banner image for the page (to be shown as the background of the title) and Extension as the properties to be entered.

**İçerik Güncelleme**

İçerik Gösterilsin Mi? Evet

**Başlık\***

Türkiye  
<SMARTNET-İ>- HAKKINDA

İngilizce  
<ABOUT-İ>/<div>SMARTNET-İ</div>

**Kısa Açıklama**

Türkiye  
Smartnet projesi, planlanan faaliyetler ve yönetim yapısı hakkında detaylı bilgiye bu bölümden ulaşabilirsiniz.

İngilizce  
You can find detailed information about the project, planned activities and management structure in this section.

**Açıklama**

Türkiye

Kaynak

Bilçem - Bilçem - Yazı Türü - Boyut - A - B - ?

Avrupa Birliği ve Türkiye Cumhuriyeti tarafından ortak finanse edilen "Hüml Modeli ile Teknoloji Transferi ve Ticarileştirme için Akıllı Bir Ağ (SMARTNET)" Teknik Yardım Projesi 25.05.2022 tarihinde Başlangıç Toplantısı ile başlamıştır. Projenin Sözleşme Makamı Sanayi ve Teknoloji Bakanlığı, Avrupa Birliği ve Dış İlişkiler Genel Müdürlüğü olup, Nihai Faydalanıcı Yıldız Teknik Üniversitesi'dir. Projenin ana paydaşları İstanbul Teknik Üniversitesi, Gebze Teknik Üniversitesi ve Hasan Kalyoncu Üniversitesi'dir. Projenin hedef grupları arasında Kuluçka Merkezleri, Teknoloji Transfer Ofisleri, Teknoloji Geliştirme Bölgeleri, Yenilikçi KOBİ'ler, start-up'lar ve girişimciler yer almaktadır.

Projenin 36 ay sürecek olan uygulama aşamasında yerine getirilmesi gereken 3 ana bileşeni bulunmaktadır:

- Faaliyet 1. TTI Ağı'nın Kurulması ve Kurumsal Altyapısının Geliştirilmesi
- Faaliyet 2. Ticarileştirme'nin Hızlandırılması ve Fon Erşiminin Pilot Uygulanması
- Faaliyet 3. Bölgesel Ağı Kurulması

Güncelle

It is particularly important to give the **Extension** property much care since all calls to the page will be directed to the extension name provided in the following format while navigating and calling from the menus:  
**<https://smartnet.global/WebHome/WebContent/ExtensionNameGiven>**

This notation makes pages much more understandable for search engines as well as friendly for visitors to remember and share.



## Announcement List

The “**Announcement List**” sub-menu item will bring forward the list of announcement pages available on the Public Web Portal, the “**Actions**” menu edit, or delete a new announcement page within the web portal. Announcement pages have a designated place in the main screen to be shown.

The screenshot shows the 'Duyuru Listesi' (Announcement List) page in the SMARTNET web portal. The page has a dark sidebar on the left with the SMARTNET logo and a menu. The main content area is titled 'Duyuru Listesi' and includes a search bar, filters, and a table of announcements. The table has columns for 'Başlık' (Title), 'Başlangıç Tarihi' (Start Date), 'Bitiş Tarihi' (End Date), 'Ana Sayfada Gösterilsin Mi?' (Show on Main Page?), and 'İşlemler' (Actions). The table contains three rows of announcements. The first row is 'DUYURU' with a start date of 06.03.2023 and an end date of 31.12.2024. The second row is 'SMARTNET İYİ UYGULAMALAR' with a start date of 25.05.2023 and an end date of 31.12.2023. The third row is 'SMARTNET TALKS' with a start date of 10.04.2023 and an end date of 15.04.2023. The 'İşlemler' column for each row contains buttons for 'İşlemler -', 'Düzenle', and 'Sil'. The page also shows a 'Yeni Ekle' (Add New) button in the top right corner and a 'Version 1.0.0' label at the bottom right.

You can add a new announcement page to the Web Portal by clicking “**Add New**” button on the top right of the screen. A page has “Show in Main Page”, Title (in English and Turkish), (short) Summary (in English and





Turkish), Content Text (in English and Turkish), as well as Release Date, Start Publication Date and End Publication Date and banner image properties to be entered.

**Duyuru Güncelleme**

Ana Sayfada Gösterilsin Mi? Evet

**Başlık\***

Türkiye  
SMARTNET <Hİ YUĞULAMALAR>/j/

İngilizce  
SMARTNET <HİEST PRACTICES>/j/

**Özet\***

Türkiye  
<small>/f/maab>

İngilizce  
<small>/f/maab>

**İçerik\***

Türkiye

Kaynak

Bilgi - | Bilgi - | Yayıncu - | Bilgi - | ?

`<p>Bu sayfada, <strong>Smartnet</strong> portalında FSMH modülünü içeren sunulan tümüne ilişkin iyi uygulamalardan bazıları inceleyebilirsiniz.</p>`

`<p>İzlenim</p>`

`<p>İzlenim</p>`

`<h3>İzlenim</h3>`

`<p><a href="#p-1">1.Yılı Uygulama <strong>SMARTHLOOP</strong></a><br /><a href="#p-2">2.Yılı Uygulama <strong>BOLLIVE</strong></a><br /><a href="#p-3">3.Yılı Uygulama <strong>SREH</strong></a></p>`

Güncelle

All announcements that are marked as “to be shown on the main page” will be listed in the **right column** in date of publication order.

Moreover, a list of all announcements made can be viewed from the Announcements menu available at <https://smartnet.global/WebHome/WebDuyuruList>.



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## News List

The “**News List**” sub-menu item will bring forward the list of news pages available on the Public Web Portal, the “**Actions**” menu allows you to add documents, edit or delete a new news page within the web portal. News pages have a designated place in the main screen to be shown.

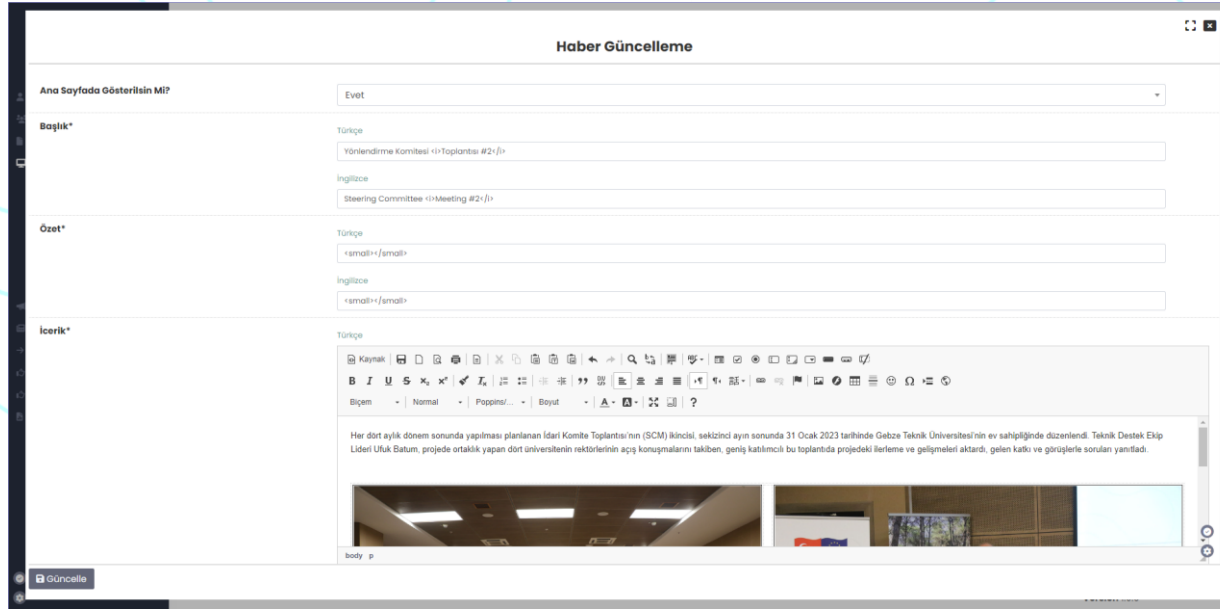
The screenshot shows the 'Haber Listesi' (News List) page in the Smartnet web portal. The page has a dark sidebar on the left with various menu items. The main content area displays a table of news items. The table has the following columns: 'Başlık' (Title), 'Başlangıç Tarihi' (Start Date), 'Bitiş Tarihi' (End Date), 'Ana Sayfada Gösterilsin Mi?' (Should be displayed on the main page?), and 'İşlemler' (Actions). The table contains two rows of data:

Başlık	Başlangıç Tarihi	Bitiş Tarihi	Ana Sayfada Gösterilsin Mi?	İşlemler
Açılış Toplantısı	25.05.2022	31.12.2024	Evet	İşlemler -
Yönlendirme Komitesi Toplantısı #2	31.01.2023	31.12.2024	Evet	İşlemler -

The 'İşlemler' column for each row includes a dropdown menu with options: 'Düzenle' (Edit), 'Ek Belge' (Add Document), 'Image', and 'Sil' (Delete). The page also features a search bar, filters, and a 'Yeni Ekle' (Add New) button. The version number 'Version 1.0.0' is visible at the bottom right of the page.



You can add a new news page to the Web Portal by clicking “**Add New**” button on the top right of the screen. The page has the same properties as an announcement page, “Show in Main Page”, Title (in English and Turkish), (short) Summary (in English and Turkish), Content Text (in English and Turkish), as well as Release Date, Start Publication Date and End Publication Date and banner image properties to be entered.



All news pages that are marked as “to be shown on the main page” will be listed in the **left column** in date of publication order.



## Files List

The “**Files List**” sub-menu item will bring forward the list of files that can be accessed from various pages available on the Public Web Portal, the “**Actions**” menu allows you to edit or delete a file accessible from within the web portal.

Files are important in that they can be accessed independently from multiple pages and can contain documents, pdf files, images, and videos.



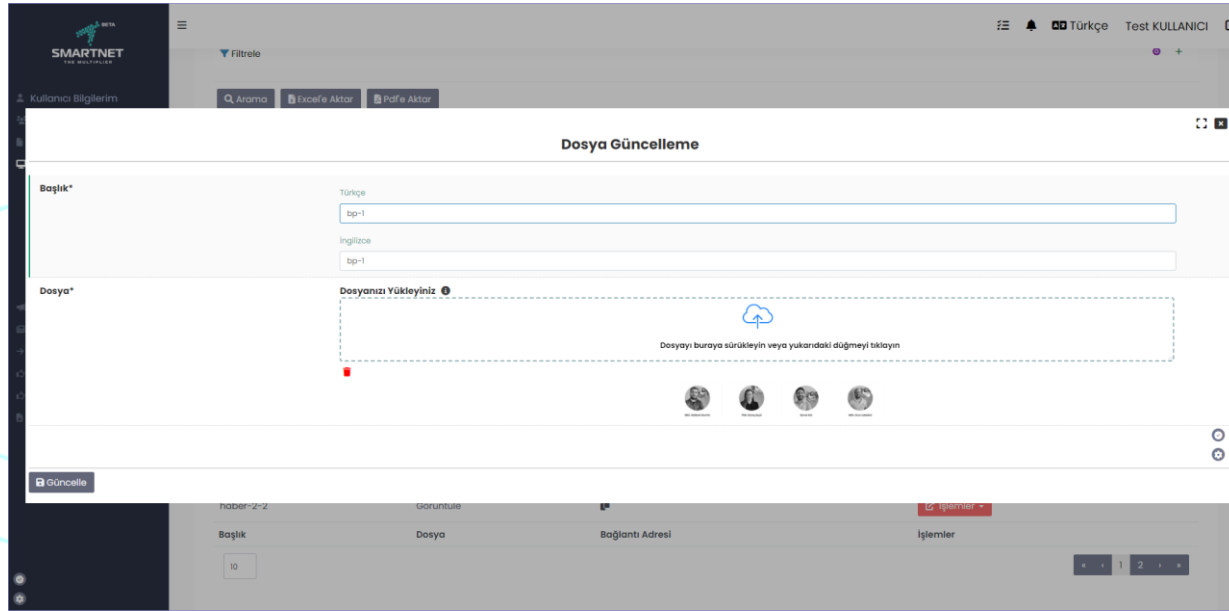
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The screenshot displays the SMARTNET web portal interface. On the left is a dark sidebar with navigation options: 'Kullanıcı Bilgilerim', 'Kullanıcı Yönetimi', 'Çağrı Yönetimi', 'Web Yönetimi' (with sub-items: 'Slider Listesi', 'Menü Listesi', 'İçerik Listesi', 'Duyuru Listesi', 'Haber Listesi', 'Etkinlik Listesi', 'Dosya Listesi'), 'Duyuru', 'Eğleştirme Yönetimi', 'Me-Learning', 'Mentor Profili', 'Yatırımcı Profili', and 'Raporlar'. The main content area is titled 'Dosya Listesi' and features a search bar with 'Arama', 'Excel'e Aktar', and 'Pdf'e Aktar' buttons. Below the search bar is a '+ Yeni Ekle' button. A table lists files with columns: 'Başlık', 'Dosya', 'Bağlantı Adresi', and 'İşlemler'. The table contains 12 rows of data, including 'bp-1' through 'bp-6', 'Haber-1-1', 'Haber-1-2', 'haber-2-1', and 'haber-2-2'. Each row has a 'Görüntüle' button in the 'Dosya' column and a 'İşlemler' dropdown menu in the 'İşlemler' column. The 'İşlemler' dropdowns for 'bp-1' through 'bp-6' show 'İşlemler -', 'Düzenle', and 'Sil' options. The 'İşlemler' dropdowns for 'Haber-1-1', 'Haber-1-2', 'haber-2-1', and 'haber-2-2' show 'İşlemler -'. The table has a pagination control showing '1' and '2'.

You can add a new file to the Web Portal by clicking “**Add New**” button on the top right of the screen. The file only has a title property which acts as an internal administrative description of the file.



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Once a file is uploaded, the link to the file to be placed in any page or location can be accessed by clicking the **“Link Address”** column respective to the file. This will pop up a small window where you can copy the URL of the file and use it in your pages, content or share thru social media, as shown below:





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# TRAINING MANUAL of the Smartnet.global\_EN FOR SYSTEM ADMIN & PUBLIC PORTAL ADMIN