



Manual for Users of

# Inno platform

**Turn your ideas to profit**

INNO online platform is the central place where you can add and develop your ideas, initiate and monitor projects, and collaborate with both individuals and teams. Within three applications: **Ideas**, **Projects** and **Groups** you can make profit, start your own business or manage your current and future projects.

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# Abbreviations

- |            |                          |
|------------|--------------------------|
| <b>UKG</b> | University of Kragujevac |
| <b>UNS</b> | University of Novi Sad   |
| <b>UBL</b> | University of Banja Luka |
| <b>UZ</b>  | University of Zenica     |
| <b>UM</b>  | University of Montenegro |

# Why INNO Platform?

Turn your ideas to profit, start your business, use your knowledge  
Connect with your colleagues, become part of the team, improve  
your environment



- **Students** will get a chance to start their own business, make a profit or win appropriate awards from companies and joint projects
- **Researchers** will get a chance to easily monitor and execute their research projects
- **Business incubators** will get a chance to find tenants who are more likely to start their own successful business ventures and make a profit
- **Business entities** (companies, investors and others) will have an access to motivated work force, tap into their knowledge and get potential solutions from students and researchers for specific problems

# Confidentiality

Working on the platform and resulting data are completely secure and protected by the initial confidentiality agreement which every user has to accept before accessing the platform.

Also, confidentiality of ideas with business potential is preserved by:

**1) Confidentiality Agreement**

**2) Separated work flow on ideas with business potential**



# Idea Application

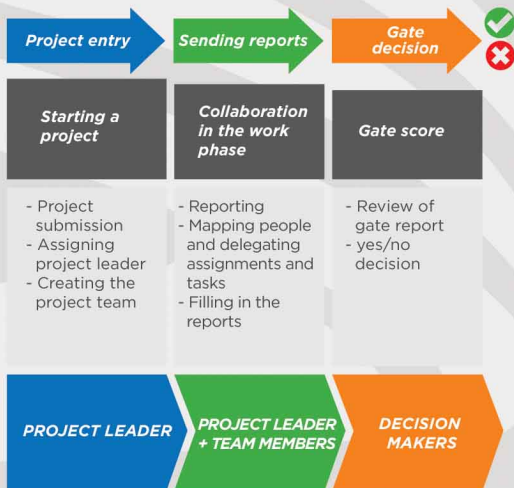
This application, powered by DataStation platform, is designed to enable users to submit ideas, co-develop and streamline through different phases to their launch as new projects, products or services.



See work flow on Idea Application on the [page 10](#)

# Project application

This is the application where users can monitor their whole projects (research projects, innovation projects, etc.). In this application you can include all relevant stakeholders into the process such as decision makers, project leader, team members and to monitor and manage their activities.



See Project Application work flow on [page 14](#)

# Groups application

In this application you can invite and round up members in public or private groups, start discussions with them and store documents related to common topics. Personalized notifications and intelligent messaging system will help you maintain high engagement from group members.

See group application work flow on [page 13](#)



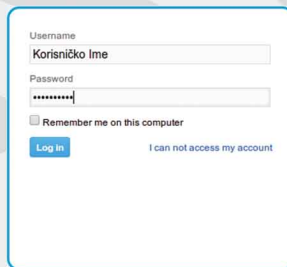
# Registration and opening the account

First you need to log in successfully to the INNO Platform.

If you need access to the platform, you have to send following details via email to your **Business Support Office**:

- **full name,**
- **e-mail address,**
- **status (student, researcher, lecturer, or other)**
- **username (only A-Z characters, full-stop and space is allowed)**
- **phone number**

After that, platform administrator will send an invitation to register with the link to password creation web page. You will need to create your new password and remember your user-name. Please create secure password to protect yourself from unwanted missuses of your account. To create secure password good practices is to contain at least one capital letter, one number and/or one special character (e.g. Datastation.1). If you were unsuccessful, please contact your Business Support Office.

A screenshot of a login form for the INNO Platform. The form is enclosed in a light blue rounded rectangle. It contains two input fields: 'Username' with the placeholder text 'Korisničko ime' and 'Password' with a masked password '\*\*\*\*\*'. Below the password field is a checkbox labeled 'Remember me on this computer'. At the bottom left is a blue 'Log in' button, and at the bottom right is a link that says 'I can not access my account'.

## **Business Support Offices:**

bsokg@kg.ac.rs  
bson@uns.ac.rs  
bsobl@etfbl.net  
bsouz@unze.ba  
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# Business Support Offices

Within the WBCInno project, five Business Support Offices were established at the universities of Western Balkan region. Their aim is to bring university research and innovation potential closer to business environments and to support researchers and students in developing their ideas and starting new business ventures in university environment.

Through partnership with organizations which support innovation development (business incubators, innovation centers, science and technology parks, investors), the Offices will support best ideas on their path to market.

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# Ideas work flow

Ideas can be submitted to system independently or as a part of the themed and focused campaign. During idea submission process, users will have an option to submit their ideas as **public**, **shared** or **private**. Depending of the submitted status, one of two different workflows will be applied: **general** or **specific (business) idea** development workflow.

General ideas are submitted as public.

If an idea has a business potential, it should be shared with specific, predefined groups. (e.g. university or faculty management, business incubators, technological parks, investors, etc.)



Adding general and specific business idea

On idea itself user can attach documents, comment and vote.

When the idea is developed, the **Submitter** is sending it to **review**. After that, the idea is entering scoring and decision making phase.

The screenshot displays the 'Innovation Platform of the University of Kragujevac' interface. The main heading is 'Napraviti Grupu Studentske stipendije' (Create Student Stipend Group). Below this, there are tabs for 'Активност', 'Информација', 'Дискусија (2)', 'Документа', and 'Сличи (1)'. A magnifying glass is positioned over the 'Дискусија (2)' tab. The page shows a post by 'Zarko Gavrilovic' dated April 30, 2014, at 14:40, with the text: 'Tako je, sada ovo vec ima i konkretan plan. Mislim da mozao sam ove dve ideje poslu za srodne. Proveri pod Povezanim idejama. Pozdrav.' Below the post, there is a comment by 'Jelena Jevtovic' dated April 30, 2014, at 14:40, with the text: 'Sjajna ideja. Na taj nacin cemo obaveštenja u vezi stipendija mnogo lakse prasi.' A magnifying glass is also positioned over the 'Додат нови коментари' (Add new comments) button. On the right side, there is a section for 'Документа' (Documents) with a magnifying glass over the 'Додат нова' (Add new) button. Below this, there is a section for 'Сличне идеје' (Similar ideas) with a magnifying glass over the 'Додат нови коментари' (Add new comments) button. At the bottom, there is a section for 'Инспирисан овом идејом?' (Inspired by this idea?) with a magnifying glass over the 'Додат нови коментари' (Add new comments) button.

# Campaign collaboration

Campaigns are theme based initiatives launched by the sponsor (university, company, investor, business incubator, etc.) to collect solutions and award winners. By submitting your idea or solution to campaign you are getting a chance to make profit from it and become a member of the project team.

All campaigns are currently PUBLIC.

In the campaign you can collect numerous ideas, attach documents and engage in the contextual discussion. The deadline defines the timeframe after which the campaign will close and results will be evaluated.



Ideas can be added directly to the campaign or already existing ideas can be linked to it.

# Working in groups

By creating a group and inviting others to join, you get a benefit to collaborate effectively with members of your team. Inside the group you can add or download documentation, start a discussion and send news and updates to the group members. You can also share an idea with the group to collect feedback from the group members, which is the essence of the development of business ideas.

The screenshot displays the 'Innovation Platform of the University of Kragujevac' website. The top navigation bar includes 'Почетна', 'Идеје', 'Групе', 'Пројекти', 'Документи', and 'More'. The main content area is titled 'Korisnička Podrška' (User Support) and features a 'Започни дискусију' (Start discussion) button. A magnifying glass highlights a group of people on the left and a list of group actions on the right. The group actions list includes: 'Проследи ову групу', 'Пошаљи групно обавештење', 'Следи групе (2)', 'Поздрављај групу', and 'Моја подешавања'. The bottom section, titled 'Customer Support', asks 'Kako najbolje iskoristiti prednosti Grupa?' (How to best use the advantages of Groups?) and provides instructions on creating a group and using it for collaboration. A magnifying glass highlights the 'Додај нови коментар' (Add new comment) button.

U ovoj grupi možete prati sve što je potrebno od informacija za uspešan rad na ideji. Preuzmite uputstva, počnite diskusiju ili postavite pitanje. Naša podrška će pružiti potrebne odgovore.

# Working on projects

It takes only a click on the label “**Project**” from the upper menu to switch on to the Project Application. By clicking on “**Add new project**” from the left menu, you will be led to the form for submission of projects.

Innovation Platform of  
University of Kragujevac

Search

Почетна Идеје Групе **Проекти** Документи More

Dodaj novi projekat

Почетна страна  
Проекти  
Све  
Моји проекти  
Омиљене  
Архива  
Управљање

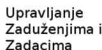
Moji projekti  
pristup projektima koji su delegirani na vas

Слике	Име пројекта	Процес	Фаза	Стање	Датум почетка
	Projekat Napraviti Grupu Studentske stipendije	Demo proces	<b>Radna faza</b>	Aktivan	16-05-2014

pristup pojedinačnom projektu

pristup radnoj fazi ili kapiji direktno

In section “**People**” you can add project members and monitor who is involved in the project activities.



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**WBCInno**

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**Tempus**

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