

Stars4SD Network User Manual



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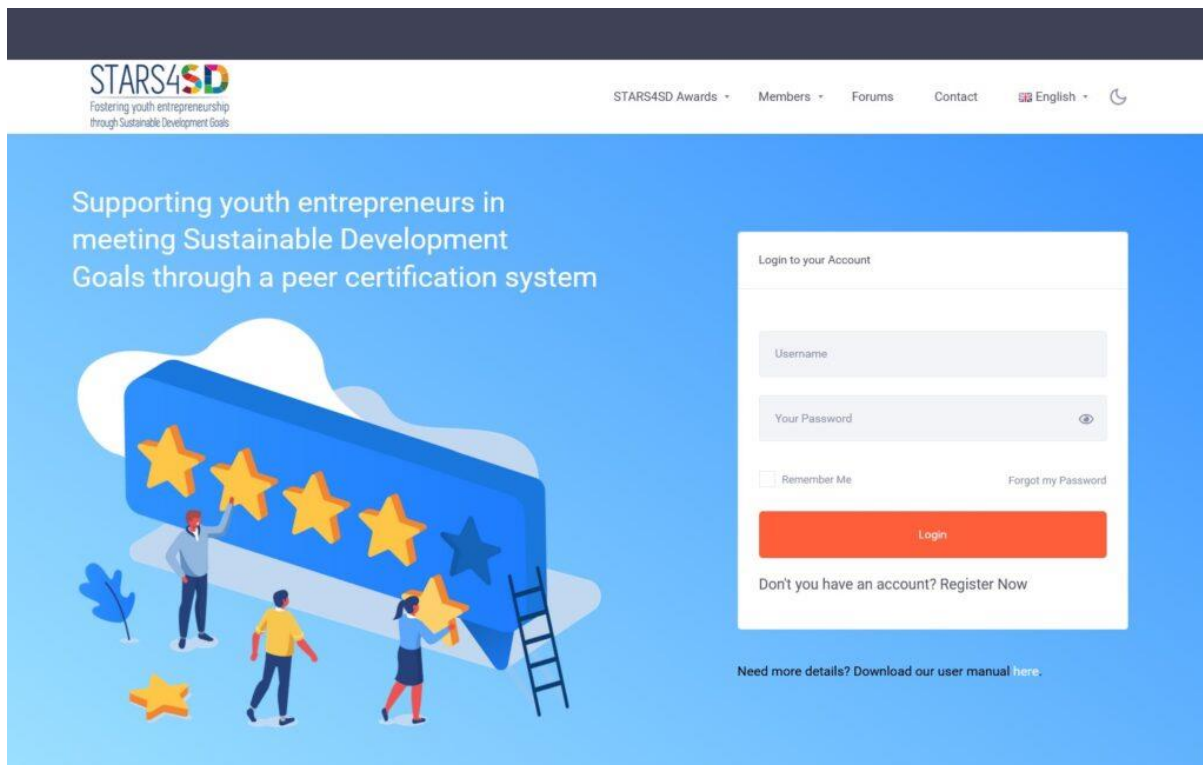


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1. Introduction

Welcome to the **STARS4SD Network** user manual! This document provides an overview of the features and functionality of our network. Our network supports five languages: English, German, Greek, Italian, and French. Companies that have adapted to the 17 Sustainable Development Goals by the United Nations can register to the network, fill in a form with their details and contact information, and use our free self-assessment tool. By using this tool, companies can take a questionnaire and earn points and badges based on their scores.





2. Registration and Account Creation

To access the features of our network, you need to register and create an account. Follow these steps to get started:

- Visit our network's website.
- Click on the "Register" button.
- Fill in the required information in the registration form, including your company details and contact information.
- Choose a secure password for your account.
- Complete the registration process.

Once you have successfully registered, you can log in to your account using your credentials.



3. Language Selection

Our network supports multiple languages. To switch between languages, use the language switcher located in the menu. Click on the language icon and choose the desired language from the available options. The network interface and content will be translated accordingly.



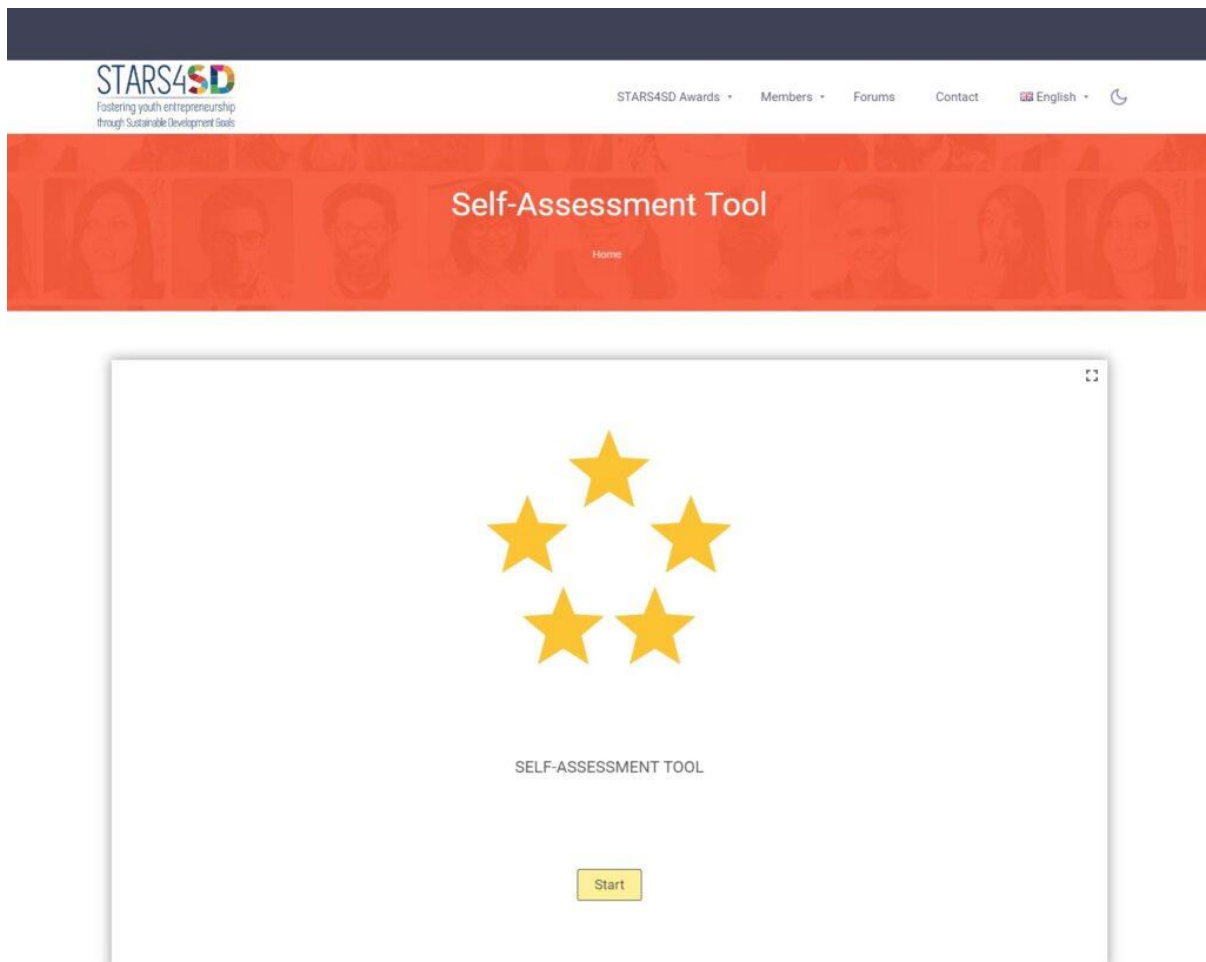


4. Dashboard Overview

Upon logging in, you will be directed to your dashboard. The dashboard provides an overview of your account information, including your company's self-assessment score, earned badges, and recent notifications. From the dashboard, you can access various sections and features of the network.

5. Self-Assessment Tool

Once you have logged in, you can find the Self-Assessment tool on the homepage. You can also gain access to it by clicking to “GO to your Profile Page” and then on the Self-Assessment tab. It is important to keep in mind that the Self-Assessment tool can only be completed once by users without interruption. For any problem, please contact us by fusing the Contact session.



The screenshot shows the STARS4SD website interface. At the top left is the STARS4SD logo with the tagline "Fostering youth entrepreneurship through Sustainable Development Goals". To the right of the logo are navigation links: "STARS4SD Awards", "Members", "Forums", "Contact", "English", and a moon icon. Below the navigation is a red banner with the text "Self-Assessment Tool" and a "Home" link. The main content area is white and features a large yellow five-pointed star graphic. Below the star, the text "SELF-ASSESSMENT TOOL" is displayed. At the bottom center, there is a yellow "Start" button.



6. Awards

The Awards section recognizes companies that have excelled in sustainable practices. It consists of two sub-menus: Open Call and Application Guidelines.

- **Open Call:** This section displays the open call for this specific award and recognition. Companies can apply for this opportunity by following the provided guidelines.
- **Application Guidelines:** Here, you can find detailed instructions on how to apply for the award and recognition within the network. Review the guidelines carefully before submitting your application.



7. Members

The Members section allows you to explore and connect with other network members.

- **User Profiles:** Browse through the profiles of other registered companies. Gain insights into their sustainable practices, achievements, and contact information.



8. Forums

The Forums section provides a platform for users to engage in discussions, share knowledge, and seek advice from the community (only in english language).

- **Forum Categories:** Explore different forum categories based on specific topics or interests. Click on a category to view the available threads.
- **Creating and Participating in Threads:** Users can create new threads to initiate discussions or participate in existing threads by posting replies. Make sure to adhere to community guidelines and maintain a respectful and constructive dialogue.

9. Contact

If you have any questions, concerns, or feedback, you can reach out to us using the Contact section. Fill in the contact form with the relevant details and submit your message. Our support team will respond to your inquiry as soon as possible.



The screenshot shows the 'Stars4SD Contact' form. On the left, there is introductory text and contact information for various regions: Austria (info@stars4sd.eu), Austria (olivia.tischler@suedwind.at), Brussels (psjollari@kmop.org), Cyprus (eleonora.chrysanthi@innovade.eu), Greece (stars4sd-project@kmop.org), Italy (aurelia.schera@oesie.org), and Ireland (alex@fip.ie). On the right, there are input fields for 'First Name', 'Last Name', 'Your Email', and 'Inquiry Subject' (with a dropdown menu showing 'Account Inquiries'). Below these is a large text area for 'Your Message' and a blue 'Send' button.



10. Language Switcher

The language switcher allows you to change the language of the network interface. Click on the language icon in the menu and choose your preferred language from the available options.





11. Light/Dark Mode Switcher

The light/dark mode switcher lets you toggle between light and dark themes for the network interface. Click on the light/dark mode switcher icon in the menu to switch between the two modes according to your preference.



12. Private Messages and Notifications

The secondary menu located in the upper right corner provides access to private messages and notifications related to your account. Click on the respective icons to view and manage your messages and notifications.



13. Interacting with Other Users

Our network encourages users to interact and engage with each other. Here are a few ways you can connect with other members:

- **Score and Badge Comparison:** Compare your self-assessment scores and earned badges with other network members. Gain insights into their sustainable practices and achievements.
- **Exploring Other Members' Info:** Visit the profiles of other network members to learn more about their companies, contact information, and contributions to sustainable development.
- **Forum Communication:** Utilize the forum section to participate in discussions, share knowledge, and collaborate with other members. Contribute your insights and benefit from the collective wisdom of the network.



Congratulations on becoming a part of our network! We hope this user manual helps you navigate and utilize the features of our platform effectively. Should you have any further questions or require assistance, feel free to reach out to our support team.

Happy networking!



Fostering youth entrepreneurship
through Sustainable Development Goals

