



## **SUSFOOD**

# An FP7 ERA-NET on Sustainable Food Production and Consumption

#### **Guidelines for users**

# How does the SUSFOOD Meta Knowledge Base, short MKB, work?

#### Introduction

**SUSFOOD** is the acronym of **SUS**tainable **FOOD** production and consumption. It is an ERA-Net which started at the end of 2011 and will end by the end of 2014.

<u>One of the goals of SUSFOOD</u> is to create a view on the past, present and future research done in the field of the SUSFOOD scope.

<u>The SUSFOOD scope</u> covers the food chain sustainability beyond the farm gate until the consumer inclusive.

The **MKB** is an online database created by the SUSFOOD partners ILVO (BE) and DASTI (DK), to help gather information about institutes (not only research), funding bodies and research programmes. These previous mentioned items can help all persons in the field of SUSFOOD find partners, associates, funders, researchers etc. Since the MKB is freely accessible for everyone, the MKB can become *a perfect platform for communication, information and networking*. A second purpose of the MKB is to gather information about research data, reports, ideas, conference (contributions), papers etc. This information is freely accessible and gives all researchers an opportunity to know what has been done in the past, what is going on in the present and what can be covered in future research. The MKB can help researchers *communicate their expertise and research* to co-workers internationally and can help *to find information about certain topics* concerning sustainability and food.

# Guidelines for input

# 1. Create your MKB account

• Go to <a href="http://susfood-db-era.net">http://susfood-db-era.net</a>.

#### Create a new account:

- · Click on create new account.
- Fill in the page. The items with a red asterisk are mandatory.
- Find your organisation or fill in your Organisation in the box "Organisation by user". This textbox should also be used when you need to enter a subdivision which is not yet present, e.g. A lab unit within a university.
- Click on create new account

## You get a confirmation email

- This mail is normally sent immediately
- Open the mail and click or copy/paste the link
- You will be transferred to a page called "Reset password"
- Click on the Log in button
- Choose a password and finish by clicking the button below

# 2. <u>If you have created a new organisation or a "parent organisation" for a pre-existing organisation, you might be contacted later to fill in the details (address, contact person, etc).</u>

Only SUSFOOD partners are able to edit organisations. MKB users will however be able to add their organisation (when not in the list) via the textbox "Organisation by user". The list with organisations will be updated regularly by the SUSFOOD Partners. This might inquire that you will be contacted via mail to provide us the information necessary. Therefore, we wish to thank you in advance.

# 3. Create a Posting

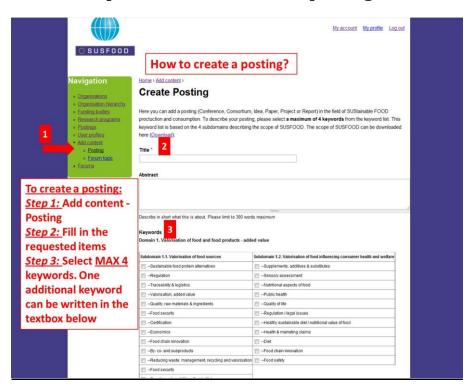
### Go to Navigation menu - Add content - Posting

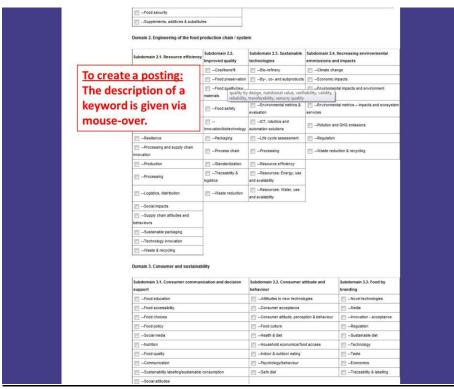
- Fill in the requested items.
- Select MAXIMUM 4 keywords describing your posting. The keywords are always based on domain subdomain keyword. The description of a keyword is displayed by mouse over. Please select the keywords carefully (follow the hierarchical order domain, subdomain keyword) in order that your posting can be found by those interested in your research domain. You need to select at least one fixed keyword and you have the possibility to add a freely chosen keyword as well.
- When you have finished, press SAVE.

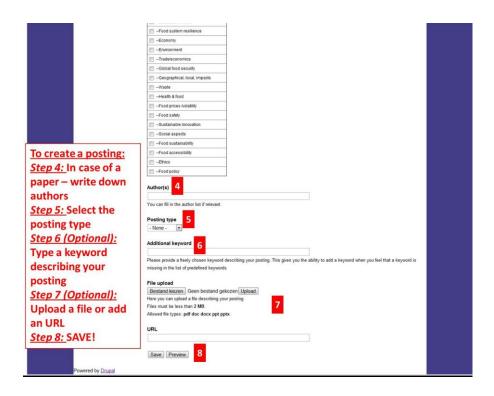
# 4. <u>How to search for organisation, hierarchy, funding bodies, postings, research programs, users</u>

All these items are found in the navigation menu

# 5. Example for the creation of a posting







Thank you for using the SUSFOOD Meta Knowledge Base!