

Using the SFNV facility sharing platform

About the platform

The SFNV facility platform is a tool that showcases cutting edge research equipment and scale-up facilities from the Swiss food ecosystem. The goal is to accelerate innovation in a sustainable and cost-effective way to maximize productivity across the ecosystem.

Your benefits at a glance

- As a Valley Partner you have free access to the platform, with unlimited equipment pages to rent your equipment and share your knowledge.
- Valley partners can also create a company profile that stays live on the platform.
- Sharing your equipment is a great way to boost your visibility, contribute to the growth of the Swiss food ecosystem, and connect with new partners.

What type of equipment can I post?

The platform aims to bring together cutting-edge research equipment as well as scale-up facilities that can benefit and accelerate research and innovation in the Swiss food ecosystem.

Getting started

Scroll down or click on the topics below to learn how to start using the platform.

- Creating an account
- Creating your company profile
- Create your equipment listing
- What happens next
- Editing your equipment listing
- Updating your company profile
- Frequently asked questions

Questions

If you can't find an answer to your question in this guide, please reach out to <u>facilities@sfnv.ch</u> and we'll be happy to help.

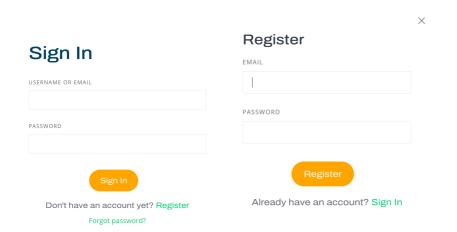


Creating an account

Navigate to https://facilities.swissfoodnutritionvalley.com/ and click on "Sign In" or "Add facilities" buttons in the top right-hand corner.



This will take you to the "Sign In" screen. Click on "Register". Enter the email address that you want to link to your company account and a password and click "register". **Each Valley partner is only able to have one account.** So please use either an address that can be accessed by multiple team members or be willing to confidentially share the relevant details with colleagues who might be involved in uploading equipment in the future.



You'll then be taken to the "Create your company profile" page.



Creating your company profile

Complete the form to create your company profile.

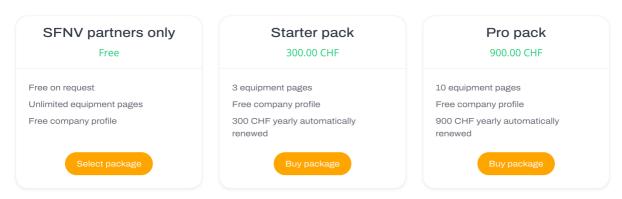
Once you've filled out all the fields, click on "Save changes" to move to the next step.

Create your equipment listing

Click on "Add facilities" and complete all the fields related to the equipment you want to share by providing as much details as you can about the equipment and the person of contact.

You will then arrive at a page where you can select a package to advertise your equipment listing.

Share your facilities, equipment and expertise



If you're a Valley Partner, you can select the 'SFNV partners only' package. Once you've clicked on "Select Package" you'll see a message informing you that your listing has been submitted and that it will be reviewed shortly.

Once you click on your profile you'll be taken to the equipment section area of the "account" section of the platform. You'll be able to see the list of equipment you submitted, with the new equipment listed as "pending".



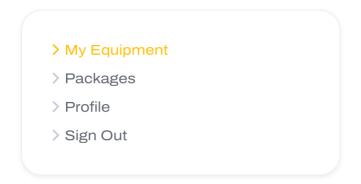


What happens next

The team will review your equipment listing. They'll contact you using the details connected with your account if there's anything that needs updating. Otherwise, they will publish your equipment that will be visible by all the users of the platform.

Editing your equipment listing

Sign in to your account and select 'My equipment' from the dropdown menu:



You will then see the list of the equipment you want to share on the platform. Select the equipment that you would like to edit by clicking on the 'edit' icon on the left of the listing.

My Equipment



You can now update any fields required. Don't forget to save your changes.

Updating your company profile

To update your company profile you will need to sign in and select the 'Profile' option:



- > My Equipment
- > Packages
- > Profile
- > Sign Out

You can now update your company details, change the logo, password or email address as required. Don't forget to 'Save Changes' once you're done.



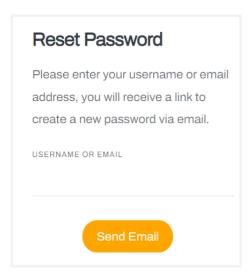
Frequently asked questions

I forgot my password. How do I reset it?

To reset your password, click on "log in" and then 'forgot password'

Don't have an account yet? Register
Forgot password?

You will need to enter your username or email address and then click on "send Email".



You will receive a link to reset your password by email. If you don't receive an email, please check your spam folder. Click on the link and follow the instructions to reset your password.

How long does it usually take to publish the equipment?

The SFNV team receives a notification email and will review the equipment as soon as possible, so your new equipment should be approved within 1-2 working days.

