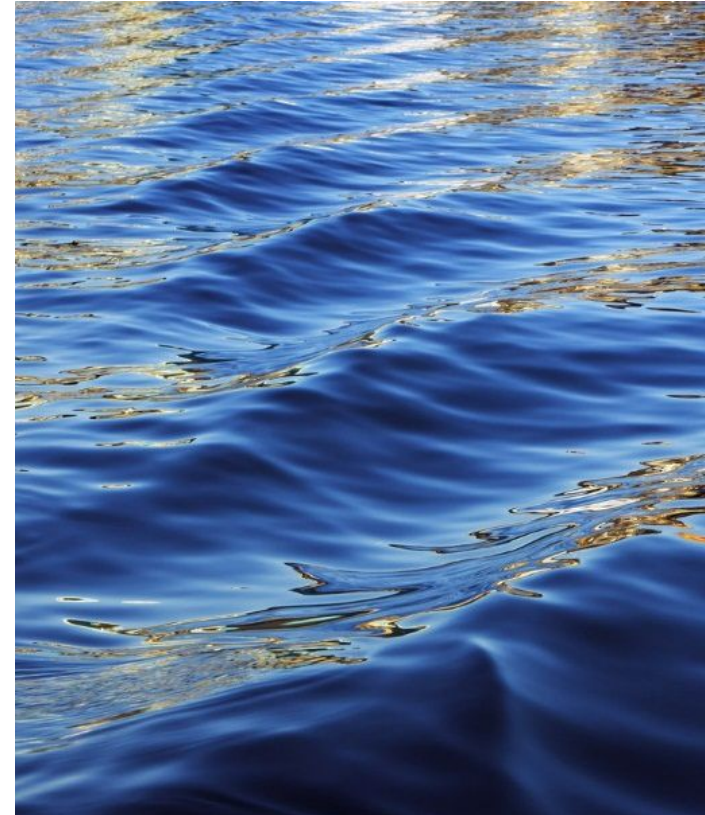




# Follower user's manual

Inno-W's How-To series



# Expera – The Knowledge Sharing Tool

Expera is a space for collaboration and knowledge sharing between the ERA-Net +SG core projects as well as external experts.

- maintains **Living Documents** of strategic topics
- **Spotlights** the on-going activities and results
- enables continuous virtual dialogue in **Working Groups**
- shares information on past and on-going **Projects** in the field
- gets you in touch with the **Experts**
- share the information on important **Events**
- shares the latest **News** with you

# Expera Home

The screenshot shows the Expera Home website. At the top, there is a blue navigation bar with 'Demo Follower' and a help icon. Below it is a grey bar with 'BROWSE PAGE' and several utility links: 'BECOME AN EXPERT', 'CONTACT', 'TERMS OF USE', 'IMPRINT', and 'SHARE'. The main content area features the 'Smart Grids Plus ERA-Net Knowledge Community expera' logo on the left and a horizontal menu with categories: 'LIVING DOCUMENTS', 'SPOTLIGHTS', 'WORKING GROUPS', 'PROJECTS', 'EXPERTS', 'EVENTS', and 'NEWS'. The 'LIVING DOCUMENTS' category is selected, displaying a list of topics: 'System Architecture and Modelling', 'Storage and Cross Energy Carrier Synergies', 'Standards and Interoperability', 'Regulatory and Market Development', 'Consumer and Citizen Involvement', and 'Scalability and Replicability'. The 'WORKING GROUPS' category is also visible, listing: 'System Architecture and Implementation Modelling', 'Storage and Cross Energy Carrier Synergies', 'Regulatory and Market Development', 'Consumer and Citizen Involvement', and 'Interoperability and Standardisation'. The 'EVENTS' and 'NEWS' sections both state 'There are no items to show in this view of the "Events List" list.' and 'There are no items to show in this view of the "News List" list.' respectively. On the right side, there are sections for 'The Knowledge Community Platform', 'Terms of Use', and 'Contacts'. 'The Knowledge Community Platform' describes Expera as a cooperation platform for ERA-NET Smart Grids Plus members. 'Terms of Use' states that users agree to the conditions of use. 'Contacts' provides information for the Support Team of ERA-Net Smart Grids Plus, including the name of the responsible person (Ludwig Karg), contact person (Helena Geißler), and email address (knowledge-community[at]eranet-smartgridsplus.eu).

**Smart Grids Plus**  
ERA-Net  
Knowledge Community  
**expera**

**LIVING DOCUMENTS** SPOTLIGHTS WORKING GROUPS PROJECTS EXPERTS EVENTS NEWS

### Living Documents

- System Architecture and Modelling
- Storage and Cross Energy Carrier Synergies
- Standards and Interoperability
- Regulatory and Market Development
- Consumer and Citizen Involvement
- Scalability and Replicability

### Working Groups

- System Architecture and Implementation Modelling
- Storage and Cross Energy Carrier Synergies
- Regulatory and Market Development
- Consumer and Citizen Involvement
- Interoperability and Standardisation

### The Knowledge Community Platform

Expera, the cooperation platform of the ERA-NET Smart Grids Plus, allows for intensive communication between and cooperation of registered members of the Knowledge Community. With its Living Documents, Spot Lights and access to Working Groups it is a unique opportunity for experts to exchange their knowhow, opinions and expectations.

### Terms of Use


When using the expera platform you have agreed to the [conditions of use](#).

### Contacts

*Support Team of ERA-Net Smart Grids Plus:*  
c/o B.A.U.M. Consult GmbH München/Berlin  
responsible: Ludwig Karg, CEO  
contact: Helena Geißler  
E-mail: [knowledge-community\[at\]eranet-smartgridsplus.eu](mailto:knowledge-community[at]eranet-smartgridsplus.eu)

News  
There are no items to show in this view of the "News List" list.

Events  
There are no items to show in this view of the "Events List" list.



Become an expera  
member

## Expera – Software requirements

- Internet Explorer 8+
- Google chrome
- Firefox

## Expera – Roles of members

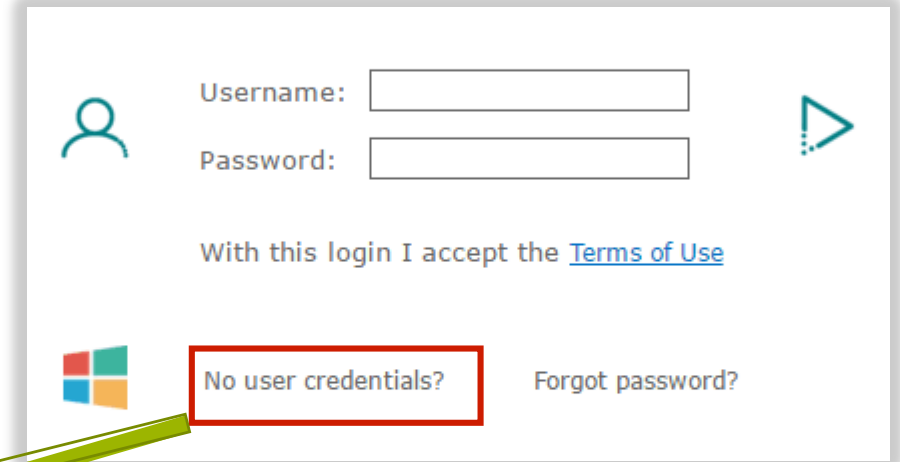
- Follower
- Expert
- Admin

| Functions         |  | Expert | Follower |
|-------------------|--|--------|----------|
| Expert profile    | Set up your profile                        | x      |          |
|                   | Edit                                       | x      |          |
|                   | Upload profile picture                     | x      |          |
| Living Documents  | Read                                       | x      | x        |
|                   | Comment                                    | x      | x        |
|                   | Read and contribute to discussion fora     | x      |          |
| Working Groups    | Become member of the WGs                   | x      |          |
|                   | Register for WG meetings                   | x      |          |
|                   | Access WG documents                        | x      |          |
| Project database* | Enter your projects                        | x      |          |
|                   | Edit your project profiles                 | x      |          |
|                   | Link your projects to your expert profile  | x      |          |
|                   | Upload project reports and other documents | x      |          |
| News & Network    | Receive the Newsletter                     | x      | x        |
|                   | See (other) expert profiles                | x      |          |

\* Projects database editing is currently limited to a subset of experts

# Register


- Open Expera portal site (<https://expera.smartgridsplus.eu>)
- Click “No user credentials?” link
- Select type of registration (Expert or Follower)
- Fill in registration form



Username:

Password:

With this login I accept the [Terms of Use](#)

 [No user credentials?](#) [Forgot password?](#)

Please select the type of account you'd like to obtain:

[Register as a follower](#). This gives you access as a guest to the Knowledge Community. You can read most of the content but not contribute much.

[Register as an expert](#). As an expert you will have more rights to contribute to the Knowledge Community. The Expera-Administrator will grant you these rights once you have entered your full expert profile.

# Register (2) : Registration form

Follower Membership Request

User Name:

First Name:


Last Name:

Email:

Country:

Company:

Type the characters in the picture below.



The picture contains 6 characters.

[Can't see the word?](#)

I accept the [Terms of Use](#)

Check this box to accept the terms of use and activate REGISTER button



# Confirmation email upon your registration



Thank you for requesting membership of the ERA-Net Smart Grids Plus Knowledge platform expera.

You will soon receive an email with a temporary password to access the EXPERA knowledge platform.

This can take up to two days. Please also check your SPAM folder.

If you have any additional questions or require assistance, please contact the site administrator at [knowledge-community@eranet-smartgridsplus.eu](mailto:knowledge-community@eranet-smartgridsplus.eu)

Kind regards,

Your EXPERA team

If not found in your Inbox, please check the Junk mail.

# Confirmation email upon your registration

After your registration request has been approved, you'll receive an email with credentials and useful links:



Your request to join the ERA-Net Smart Grids Plus Knowledge platform expera has been processed.

You have been granted access to the expera knowledge platform with the following credentials:

**user name:** Demo Follower

**temporary password:** 123456789

Please click [here](#) to change your password.

Once you have changed your password, you can use the EXPERA knowledge platform at <https://expera.smartgridsplus.eu>

You may apply for Expert membership if you fill in your profile page [here](#).

If you have any additional questions or require assistance, please contact the site administrator at [knowledge-community@eranet-smartgrid](mailto:knowledge-community@eranet-smartgrid)

Kind regards,

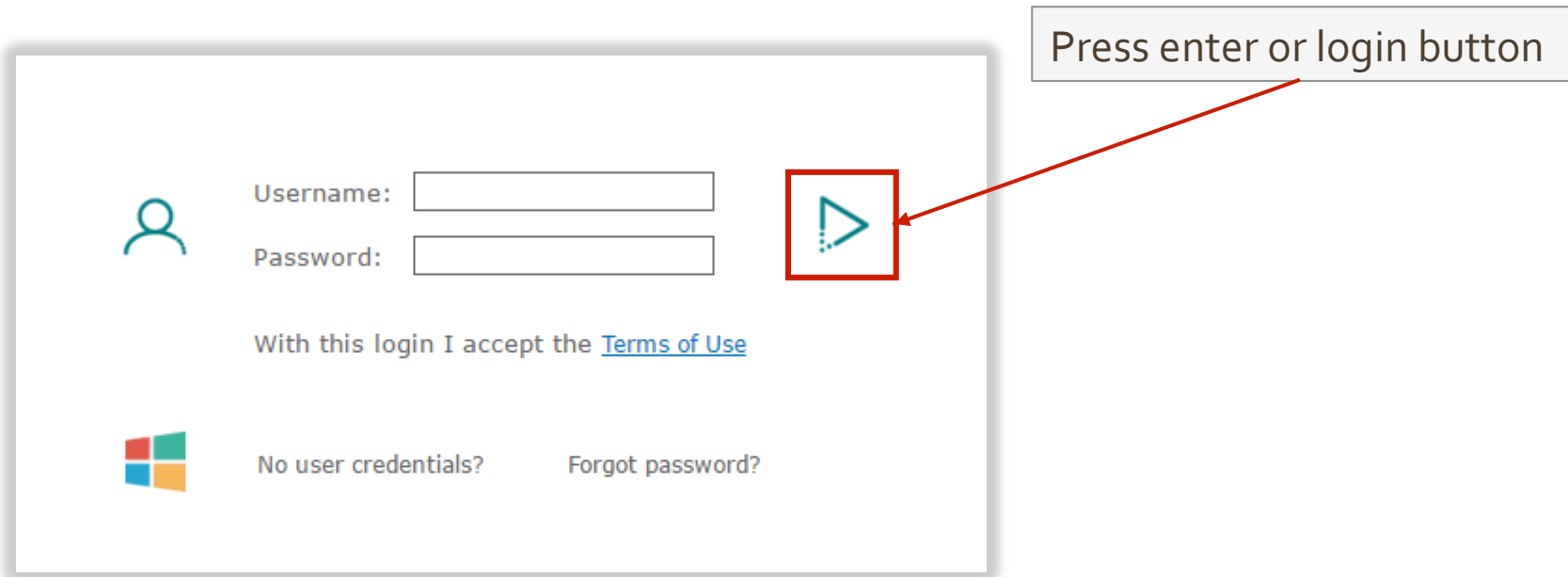
Your EXPERA team

1. Login
2. Change your password

A screenshot of a login form. It includes fields for 'Username:' and 'Password:', a 'Submit' button (a right-pointing triangle), and a link for 'Terms of Use'. Below the form are links for 'No user credentials?' and 'Forgot password?'.A screenshot of a 'Change Password' form. It has three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. At the bottom are 'Change Password' and 'Cancel' buttons.

If not found in your Inbox, please check the Junk mail.

# Login



The image shows a login form with the following elements:

- A user icon on the left.
- Two input fields: "Username:" and "Password:".
- A login button with a play icon, highlighted by a red square and a red arrow pointing from a callout box.
- A checkbox area with the text "With this login I accept the [Terms of Use](#)".
- A Microsoft logo on the left.
- Two links: "No user credentials?" and "Forgot password?".

Press enter or login button

# Home page

Personal settings and change password

**Fill Expert Profile and Apply for Expert Membership**

**BECOME AN EXPERT**

Demo Follower

BROWSE PAGE

Smart Grids Plus  
ERA-Net  
Knowledge Community  
exp<sup>era</sup>

LIVING DOCUMENTS SPOTLIGHTS WORKING GROUPS PROJECTS **EXPERTS** EVENTS NEWS

**List of experts**

**Living Documents**

- System Architecture and Modelling
- Storage and Cross Energy Carrier Synergies
- Standards and Interoperability
- Regulatory and Market Development
- Consumer and Citizen Involvement
- Scalability and Replicability

**Working Groups**

- System Architecture and Implementation Modelling
- Storage and Cross Energy Carrier Synergies
- Regulatory and Market Development
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**Terms of Use**

When using the exp<sup>era</sup> platform you have agreed to the [conditions of use](#).

**Contacts**

*Support Team of ERA-Net Smart Grids Plus:*  
c/o B.A.U.M. Consult GmbH München/Berlin  
responsible: Ludwig Karg, CEO  
contact: Helena Geißler  
E-mail: [knowledge-community\[at\]eranet-smartgridsplus.eu](mailto:knowledge-community[at]eranet-smartgridsplus.eu)

**As a follower you cannot see Events and News**

**News**

There are no items to show in this view of the "News List" list.

**Events**

There are no items to show in this view of the "Events List" list.



Contribute your  
Knowledge

# Bring your expertise

**Living Documents** are online documents that resemble the joint knowhow of the ERA-Net Smart Grids Plus Knowledge Community. Content for the Living Documents is being created by the Support Team from various sources but you have a great possibility to bring in your expertise and contribute to the development of these documents.

- Comment on the **Living Documents** of strategic topics

Only the Expert Users have access to

- participate in the virtual dialogue in **Living documents**
- create your Expert profile in Expera and let the others know your expertise

If you want to upgrade your profile to an Expert user, please see the Section “Upgrade your profile” in this manual.

# Commenting Living Documents

- Living Documents can be commented by any platform user
  - Select a text
  - Press pencil button
  - Type a comment starting with your name
  - Save the comment

**Living Document**

## System Architecture and Modelling

Chief Editor: Ludwig Karg (B.A.U.M.)

Expert Editors:

This Living Document summarizes knowledge that centers on overall system design with an emphasis on ICT. It describes approaches such as security by design and other architectural ways to ensure data security and privacy. The handling of big data and cloud computing approaches need to be mapped in architectures as well. Microgrids and cellular approaches to Smart Grid architectures are being discussed and evaluated regarding their usability for the ERANet SG + projects. The approach is particularly promising due to the increase of the system's resilience.

*Demo Follower: I think that...*

Cancel Save

Edit and delete buttons will appear to comment author

The text you commented will be highlighted and comment will appear for all users when they move a mouse over it

A new comment from expert!!!

# Become a member of Working Groups

**Working Groups** are intended as a powerful discussion forum. They build up the mutual knowledge and collaboration between projects, enable a thorough discussion of the main lessons learnt by the projects, and feed the community with state-of-the art information. The Working Groups are composed by two groups of participants:

Core participants are the experts from the project community interested in the specific topic

Additional participants are experts of other interested parties, willing to contribute to the specific topic either through sharing of best practices or through the participation to the discussion.

**Working Groups** have special events during the year and they participate the discussion and producing the mutual knowledge in Expera.

- Please upgrade your profile to Expert User and participate in the work of **Working Groups** in Expera. Please see the Section “Upgrade your profile” in this manual to register as an Expert User.





Upgrade yourself to  
an Expert User

# Upgrade follower to an expert

Click here to open Expert profile edit form

BECOME AN EXPERT

Last Name \*

First Name

Full Name

Email Address   
 Other experts can see my email  
If you choose not to show your email, your expert profile will be hidden from the experts list

Company

Job Title

Business Phone

Home Phone

Mobile Number

Fax Number

Address

City

State/Province

ZIP/Postal Code

Country/Region

Press this button if you are not yet ready to apply for expert, but just want to save your data

Check this box if you want your profile to be listed on experts page

Click here to **start review** process of your profile. As soon as administrators approve/reject your profile, you'll get an information email

ListMeAsAnExpert

By listing your profile you agree to make your email visible to other experts

Save

Cancel

Save and Apply

# Set the profile picture

- Open your profile in edit mode :

1) Either provide image url or upload an image

Picture

Type the Web address: [\(Click here to test\)](#)

Type the description:

To include a portrait picture in your profile use two options:  
1. upload an image using button below  
or  
2. insert url directly to the image url field

With uploading and/or copying the link you allow expera to show the picture to all registered followers and experts.

No file selected.



ListMeAsAnExpert   
By listing your profile you agree to make your email visible to other experts

2.a) Press this button to upload the image from your computer

2.b) Press save if you have provided image url

# Load up a file to your expert profile

The image shows a web application interface for managing an expert profile. It is divided into three main sections:

- Toolbar:** Located at the top left, it contains several icons for file management: Save, Cancel, Paste, Copy, Delete Item, and Attach File. The 'Attach File' icon, which shows a document with a plus sign, is highlighted with a red box. A callout box labeled 'File attachment button' points to this icon.
- Form:** Below the toolbar, there is a form for entering personal details. The name 'BAUM' is displayed on the left. The form fields are: 'Last Name \*' with the value 'Expert', 'First Name' with the value 'Demo', and 'Full Name' with the value 'Demo Expert'.
- Attachments Section:** At the bottom right, there is a section for managing attachments. It includes a 'Picture' field with a text input for a web address (containing 'http://') and a description field. Below this is a table of attachments with one entry: 'Attachments Superman.png Delete'. A red box highlights this entry. A callout box labeled 'File attached but not saved yet' points to this entry. To the right of the attachments table are 'Save' and 'Cancel' buttons. A callout box labeled 'Save the form to upload the file to the portal' points to the 'Save' button.



# Contacts



# Expera: Contacts

- Portal managers

*Support Team of ERA-Net Smart Grids Plus:*

c/o B.A.U.M. Consult GmbH München/Berlin

responsible: Ludwig Karg

contact: Helena Geißler

E-mail: [knowledge-community\[at\]eranet-smartgridsplus.eu](mailto:knowledge-community@eranet-smartgridsplus.eu)

- Technical support

*Address all technical questions to :*

E-mail: [support\[at\]inno-w.com](mailto:support@inno-w.com)

# Signing out

