Using the EU-FarmBook

1. **Is the platform accessible using any device and web browser?**
   The EU-FarmBook platform can be accessed from any digital device (desktop or laptop computer, tablet, smartphone) using any operating system (MS Windows, MacOS, Linux) and web browser (Edge, Chrome, Firefox, Safari, Opera).

2. **Is the use of the EU-FarmBook platform free?**
   Both access to content and upload of content to the platform are free of charge.

3. **Do I need to create an account?**
   To access the content available in the EU-FarmBook platform, there is no need to create an account. The creation of an account is needed to make contributions to the EU-FarmBook platform. Check out the features available for registered and non-registered users at this link.

4. **How do I sign up?**
   To sign up to the EU-FarmBook platform, you click on the ''Sing up'' button at the top right corner of the screen. In the form that appears after clicking that button, you type in your first and last name, your email account, and a password. You tick the "I accept the privacy policy" box and then you click on the "Create account" button. An email will be sent to the account you provided in the sign-up form. *The email asks for your email account confirmation. By clicking on the confirmation button, the sign-up process is completed.*

5. **Will the EU-FarmBook platform replace other repositories?**
   The EU-FarmBook platform will not replace other repositories and platforms such as CORDIS and Zenodo. Its scope is different compared to that of other platforms. The EU-FarmBook platform targets members of the AKIS networks all over Europe, with a particular emphasis on farmers, foresters, and advisors, to deliver content of importance and relevance to them.

6. **How can I get support?**
   Support can be provided: (i) by guides manuals and video tutorials; (ii) the list of FAQs ; (iii) by getting in contact with us using the contact form.

Accessing the contributions

1. **What types of content are available?**
   There is a broad range of content available from the EU-FarmBook platform. The categories of content available are documents, presentations/slideshows, video, audios, images, datasets, and software application. Each content category is subdivided into more specific types. Details about the categories and types of the content you may access through the EU-FarmBook platform are available in the EU-FarmBook's metadata guide.

2. **What topics are addressed in the delivered content?**
   The content delivered from the EU-FarmBook platform addresses topics related to one or more of the following broad categories: crop farming, livestock, forestry, economics, society, and environment. Each of those broad categories is subdivided into more specific topics. Details about the topics addressed in the content available on the platform can be found in the EU-FarmBook's metadata guide.

3. **How can I report content that is not suitable or irrelevant?**

To report content that is considered not suitable for delivery through the EU-FarmBook, you may use the contact form available in our Support page and send us a text message by selecting the topic "Report an issue". In your text message, you should clearly explain the reason(s) why the content reported is not suitable. You might report content as irrelevant or not suitable for several reasons: not up-to-date, not veridic information, the source of information is unclear, the content has a commercial purpose, the content has an offending purpose...

4. **Are there any restrictions on the usage of content available from the EU-FarmBook platform, and if so, what are they?**

   All content in the EU-FarmBook platform is available under a Creative Commons license, which makes explicit the attribution of the provided information that needs to be made when using that information in your work. Details about the Creative Commons licenses are available in the EU-FarmBook's metadata guide.

5. **Can I use the provided information/content for commercial purposes?**

   The Creative Commons licenses assigned to the content available from the EU-FarmBook platform make explicit the terms and conditions according to which the information shall be (re-)used. The use of information for commercial purposes is possible only in cases of licenses that allow so. Details about the Creative Commons licenses are available in the EU-FarmBook's metadata guide.

6. **What options are available for sharing the information available in the EU-FarmBook platform?**

   The information available from the EU-FarmBook platform can be shared via LinkedIn and by sending out the link to the specific piece of information available on the platform. The relevant icons available on the screen allow for the use of these options.

Uploading content

1. **Who can upload content?**

   Content can be contributed by coordinators and authorized contributors involved in Horizon 2020 and/or Horizon Europe Research and Development projects, as well as Operational Groups. Details about who can make content contributions and the process to make contributions can be found in the EU-FarmBook platform's guide.

2. **Is there a limit to the file size when uploading content?**

   The limit for uploading content via the Upload Form is set at 50MB.

3. **What file formats are compatible with the EU-FarmBook platform?**

   The EU-FarmBook platform supports the following file formats: (i) Document, (ii) Slideshow presentation, (iii) Dataset, (iv)Video, (v) Audio, (vi) Image, and (vii) Software Application. For more information, please consult the Metadata Guide available on the platform.

4. **How can I upload content?**

   To upload content to the EU-FarmBook platform, you need to log in to your EU-FarmBook account. You will find the upload form at the top of the homepage and follow the steps to upload. Once you have done this, click on the "Upload" button to complete the process. Please refer to the platform's "Upload Manual" guide, 'Quality Material' guide and video tutorials for more detailed instructions.

5. **What kind of content can I upload to the platform?**

You can upload outputs of Research and Innovation projects funded by EU Framework Programmes (Horizon 2020 and Horizon Europe), Operational Group projects, as well as material from national and/or regional platforms for practice. If you have specific inquiries about the eligibility of certain content, please refer to the platform's documentation.

6. Is it possible to modify content I have already provided to the EU-FarmBook platform?
You can modify the content during the upload process and preview it in the upload form. If you need to edit content after submitting it, go to 'My projects,' select the relevant project, click the 'Action' button, and then choose 'Edit' to make your changes.

7. In which languages can I upload contributions to the platform?
You can upload Practice-Oriented Materials (POMs) in English. During the upload process, users are also given the option to include a translated version of the POM in another EU language, if available. Additionally, metadata can be automatically extracted in English to support search. More information is available in the Upload Manual guide..

Security and privacy

1. Does the platform share my personal information with third parties?
EU-FarmBook will not share your data with third parties without your consent. EU-Farmbook may share the information collected on the platform for analysis purposes, but only with your consent. Your data will never be sold to any third parties.

2. How is my personal data protected?
EU-FarmBook will collect personal information that you submit to us. We implement a variety of security measures to maintain the safety of your personal information. Accordingly, we prevent unauthorized access by a secure firewall and use of security technologies to protect the integrity and privacy of any personal information you provide. As an additional security measure, your personal information is also encrypted.
Please contact gdpr@eufarmbook.eu if you have more questions.

3. Is the EU-FarmBook platform GDPR-compliant?
Yes, EU-FarmBook is GDPR compliant. Please consult our privacy policy.

Please contact gdpr@eufarmbook.eu if you have more questions.

4. What is important to know about the GDPR compliance of my contributions?
Every contributor must ensure that they have the legal right to contribute knowledge objects and that these practice-oriented materials are conform GDPR regulations if this is relevant.

E.g. the videos made by farmers explaining their peers about a new cultivation technique can't be uploaded if the project partner doesn't have the consent signed by all farmers visible in the video.

5. What is a contributor agreement?

It's a legal document that sets out the rules and principles applicable for contributors interacting with the EU-FarmBook online platform. Before upload into EU-FarmBook the contributor must have agreed this Contributor Agreement to respect the Intellectual Property Right.

6.Why do we need a contributor agreement?

To ensure that the contributors or persons appointed by them, have the legal right to contribute knowledge objects, we need a contributor agreement. The contributor agreement states that the knowledge objects do not infringe third party intellectual property and that they are conform

GDPR. Contributors are free to choose their preferred copyright license. Unless the copyright of a Knowledge Object has been assigned to a third party (e.g. a journal publisher), the default license is Creative Commons CC BY. Contributors can select other licenses if appropriate or needed.

7.What are Creative Commons licenses?

Creative Commons (CC) licenses are public licenses. You can use them to indicate what other people are allowed to do with your work. Each work is automatically protected by copyright, which means that others will need to ask permission from you as the copyright owner.

CC licenses let you easily change your copyright terms from the default of "all rights reserved" to "some rights reserved." They are legal tools to give permission in advance to share and use your work – on conditions of your choice.
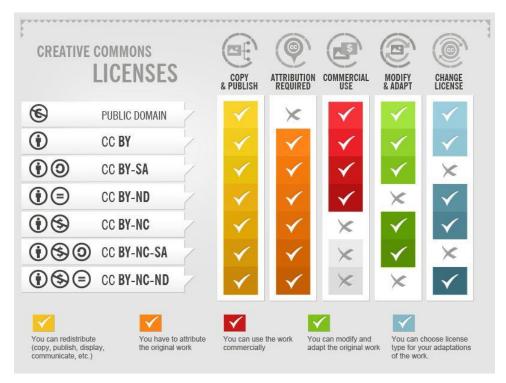
There are six different creative commons licences :

CC BY, CC BY-SA, CC BY-NC, CC BY-ND, CC BY-NC-SA, CC BY-NC-ND. The letter pairs indicate conditions   for   use.
CC BY is the most open license. It allows the user to redistribute, to create derivatives, such as a translation, and even use the publication for commercial activities, provided that appropriate credit is given to the author (BY) and that the user indicates whether the publication has been changed.
CC BY-SA is also an open license. The letters SA (share alike) indicate that the adjusted work should be shared under the same reuse rights, so with the same CC license. NC (non-commercial use) and ND (no derivative works) are conditions that make the CC licenses more restrictive and thus less open.

The figure below gives a good overview of what each license allows.

To learn more about licenses, please click here:
https://www.youtube.com/watch?v=srVPLrmlBJY

Managing account settings

1.   How can I update my account details?
To update your account details, click on your initials in the upper right corner and go to the Profile page after logging in, where you can edit your personal information, like first name, last name, email address, and password.

2.   I forgot my password. How can I reset it?
To reset your account password, click on the 'Forgot your password?' link located on the login page and follow the provided instructions. You will receive guidance on resetting your password at your registered email address.

3.   How do I delete my account?
If you want to delete your account from the platform, please send an email to
admin@eufarmbook.eu.

4.   What happens to my information after I delete my account?
Once you delete your account, all of your personal information will be permanently erased from our servers in accordance with our privacy policy and legal obligations.

5.   What happens to my contributions after I delete my account?
Any contributions you have made are not automatically deleted from the EU-FarmBook when you delete your account. This is because your contributions are linked to your project, even after you delete your account. If you would like your contributions to be deleted, please ask your project coordinator to contact us via our Support pages.

6.   Do I have access to the history of content uploads done by me?
Yes, you can access your history of content upload via the "My projects" link in your profile menu.