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**MIDOFMED**  
MEDITERRANEAN BUSINESS SUMMIT

# MID OF MED B2B System

## User Guide

Updated on: January 18, 2024



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## General Information

Access to B2B System at <https://b2b.edujitech.com>

## Purpose of the System

In today's business world, it is becoming increasingly important for companies to meet potential business partners and create collaboration opportunities. This B2B matching system is a solution designed to enable businesses to come together with the most suitable business partners working in the industries they target.



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## Registration to the system

- Go to the B2B matching system. (<https://b2b.edujitech.com>)
- Click on 'Register' option and you will find the registration screen.
- Fill in the information and send the form.
- Click on the verification link sent to you in order to activate your membership.

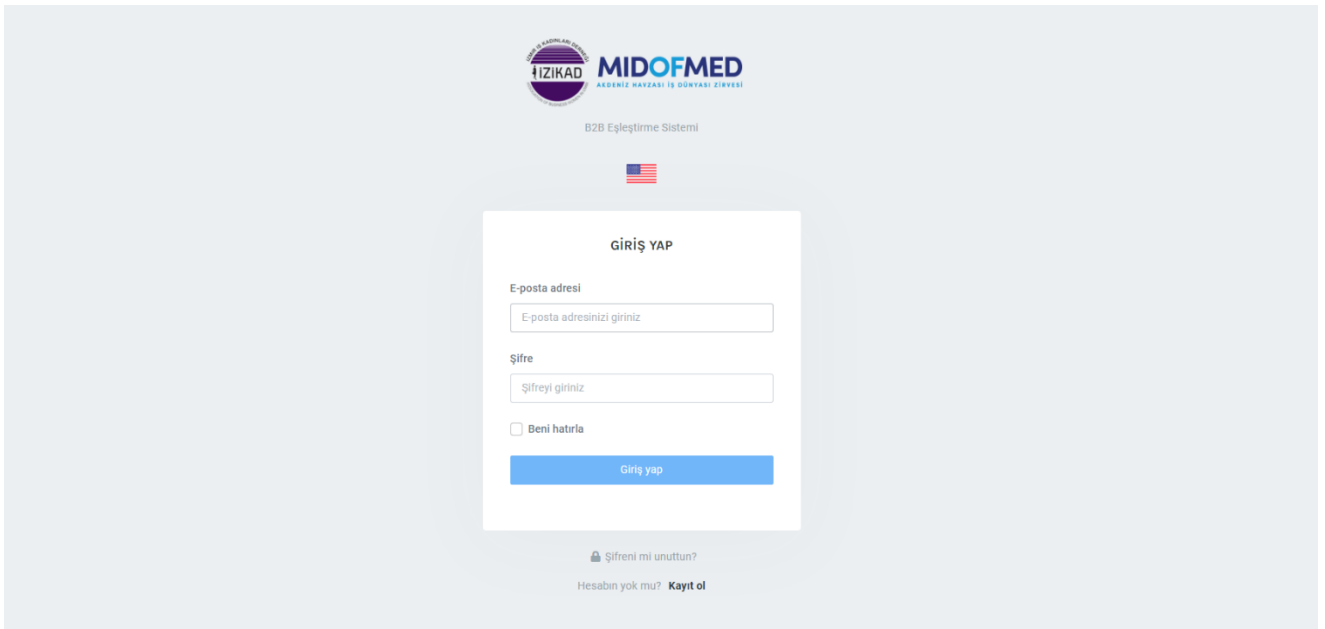
The screenshot shows the registration page for the B2B matching system. At the top, there are logos for 'TIZIKAD' and 'MIDOFMED' with the tagline 'AKADEMİK HAYATIN İŞ DÜNYASI ZİRVESİ'. Below the logos, it says 'B2B Eyleştirme Sistemi' and features a small American flag. The main form is titled 'KAYDOL' and contains the following fields and elements:

- Tam İsim**: A text input field with the placeholder 'İsminizi giriniz'.
- E-posta adresi**: A text input field with the placeholder 'E-posta adresinizi giriniz'.
- Şifre**: A text input field with the placeholder 'Şifreyi giriniz'.
- Şifre tekrar**: A text input field with the placeholder 'Şifreyi giriniz'.
- Kuralları, koşulları ve KVKK aydınlatma metnini okudum ve onaylıyorum.**
- Kayıt ol**: A blue button.

At the bottom of the form, there is a link: 'Zaten hesabın var mı? [Giriş yap](#)'.

## Logging In to the System

- Go to the B2B matching system. (<https://b2b.edujitech.com>)
- Click on 'Login' option and you will be directed to the login screen.
- Fill in the login information and click on the 'login' button.



İZİKAD MIDOFMED  
AKDENİZ HAYZANI İŞ DÖNÜŞÜM SİSTEMİ

B2B Eşleşme Sistemi

USA

**GİRİŞ YAP**

E-posta adresi

E-posta adresinizi giriniz

Şifre

Şifreyi giriniz

Beni hatırla

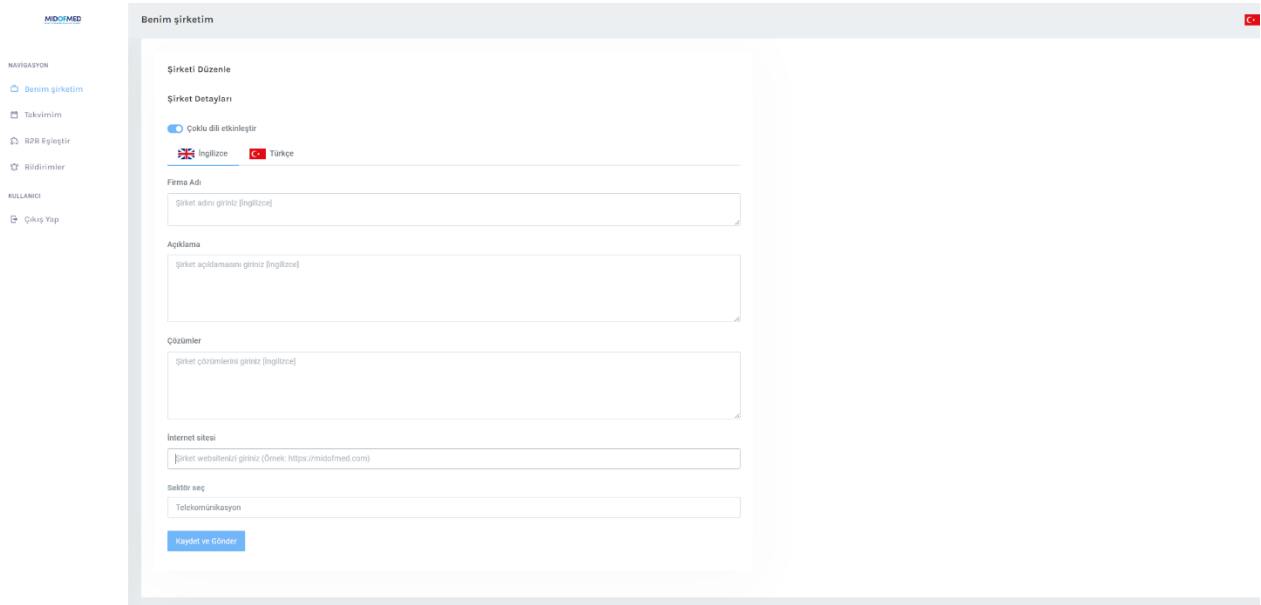
Giriş yap

Şifreni mi unuttun?

Hesabın yok mu? **Kayıt ol**

## Updating company information

- When the membership becomes active, you can access to the 'my company' page.
- Fill in the necessary information related to your company.
- If you request multiple language options, turn on the 'activate multiple language' button and fill in the information in Turkish.





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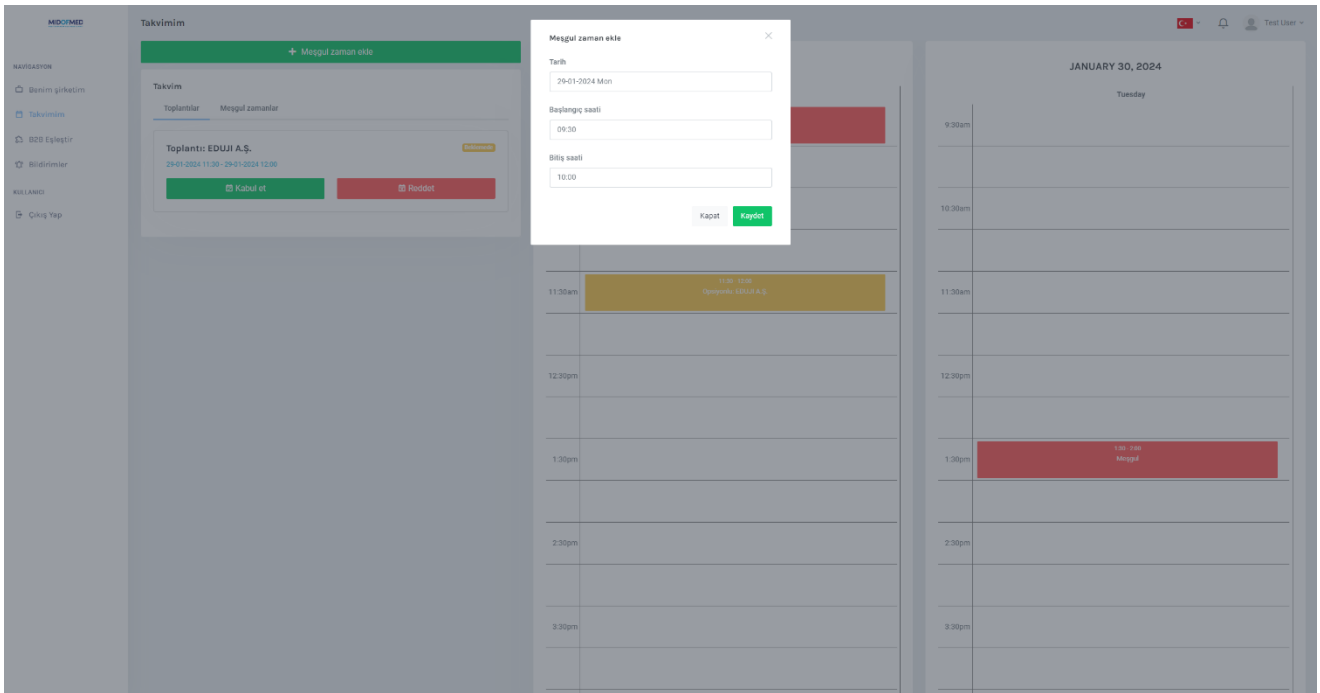
## Viewing the calendar

- Your company's current is displayed on the page 'My Calendar'.

The screenshot displays the 'Takvimim' (My Calendar) interface. On the left, there is a navigation menu with options like 'Benim şirketim', 'Takvimim', 'B2B İşlemler', 'Bildirimler', 'Kullanıcı', and 'Çıkış Yap'. The main content area shows a calendar for January 29, 2024 (Monday). A meeting titled 'Toplantı: EDUJI A.Ş.' is scheduled for 11:00-12:00. The meeting details include the date and time range. Below the details, there are two buttons: 'Kabul et' (Accept) and 'Reddet' (Reject). The calendar grid shows the meeting as a yellow bar. On the right, the calendar for January 30, 2024 (Tuesday) is visible, showing a red bar for a meeting from 1:00-1:30.

## Adding new calendar events

- Go to 'My calendar' page.
- Click on 'Add event' button.
- Insert the relevant information and click on the 'Save' button.



The screenshot displays the EDUJI calendar application. On the left, a navigation menu includes 'Benim g#k#nc#m', 'Takvimler', 'B2B Eylemler', 'Bildirimler', 'KULLANICI', and 'Cikis Yap'. The main area shows a calendar view for January 30, 2024 (Tuesday). A modal window titled 'Mesgul zaman ekle' is open, allowing the user to add a new event. The modal contains the following fields: 'Tarih' (Date) set to '29-01-2024 Mon', 'Başlangıç saati' (Start time) set to '09:30', and 'Bitiş saati' (End time) set to '10:00'. Below these fields are 'Kapat' (Close) and 'Kaydet' (Save) buttons. The background calendar shows existing events: a yellow event from 11:30am to 12:00pm and a red event from 1:30pm to 2:00pm.



## Deleting events from the calendar

- Go to 'My calendar' page.
- Go to events section.
- Click on the 'Delete' button of the relevant event you want to erase from your calendar.

Takvim

Toplantılar Meşgul zamanlar

**Meşgul zaman** Meşgul

29-01-2024 09:30 - 29-01-2024 10:00

Sil

**Meşgul zaman** Meşgul

30-01-2024 13:30 - 30-01-2024 14:00

Sil



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## Accepting an offer to calendar

- Go to 'My calendar' page.
- Select the 'Accept' option on the invitation that you want to attend.

Takvim

Toplantılar Meşgul zamanlar

Toplantı: EDUJI A.Ş. Beklemede

29-01-2024 11:30 - 29-01-2024 12:00

Kabul et  Reddet

## Declining an invitation to calendar

- Go to 'My calendar' page.
- Select the 'Decline' option on the invitation that you want to decline.

Takvim

Toplantılar Meşgul zamanlar

Toplantı: EDUJI A.Ş. Beklemede

29-01-2024 11:30 - 29-01-2024 12:00

Kabul et  Reddet



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## Cancelling a previously accepted invitation

- Go to 'My calendar' page.
- Select the 'Cancel' option on the meeting that you want to cancel.

Takvim

Toplantılar Meşgul zamanlar

Toplantı: EDUJI A.Ş. Kabul edilmiş

29-01-2024 11:30 - 29-01-2024 12:00

[Google takvimine ekleyin](#)

[🗑 Toplantıyı İptal Et](#)



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## Adding the accepted invitation to your Google Calendar

- Go to 'My calendar' page.
- Go to the section of accepted meetings and select 'Add to Google Calendar' option.
- Make the necessary changes and edits before saving the event.

× Toplantı: EDUJI A.Ş. Save

Jan 29, 2024 11:30 to 12:00 Jan 29, 2024 Time zone

All day Does not repeat

[Event details](#) [Find a time](#)

Add Google Meet video conferencing

Ahmed Adnan Saygun Sanat Merkezi, İzmir, Türkiye

Notification 30 minutes

Add notification

Abdullah Kalay

Busy Default visibility

**B** *I* U

Toplantı: EDUJI A.Ş.

[Guests](#)

Add guests

Guest permissions

Modify event

Invite others

See guest list

## Using B2B Matching System

- Go to B2B Match page.
- Select the industries you want to be matched in.
- Click on 'Match' button and select the companies you want to pair with in the relevant industries.

B2B Eşleştir

8. İnşaat ve Emlak  
Tümünü Seç Seçimleri Kaldır

İnşaat malzemeleri  İnşaat ekipmanları  Gayrimenkul Danışmanlık  Yapı Firmaları  
 Mühendislik Hizmetleri  Mimarlık Hizmetleri

9. Profesyonel Hizmetler  
Tümünü Seç Seçimleri Kaldır

Yatırım Danışmanlığı  Hukuk hizmetleri  Muhasebe ve denetim  Pazarlama ve reklamcılık  
 İnsan Kaynakları  İlgili Güvenliği ve Sağlık Hizmetleri

10. Tarım ve Gıda  
Tümünü Seç Seçimleri Kaldır

Tarımsal Ticaret  Gıda işlemleri  Çiftlik ekipmanları  Tarımsal teknoloji işletmeleri  
 Yemek servisi şirketleri  Tarım Kooperatifleri

11. Eğitim ve Öğretim  
Tümünü Seç Seçimleri Kaldır

Eğitim teknoloji şirketleri  Eğitim hizmetleri şirketleri  Akademik yayıncılık  Okul malzemeleri satıcıları yada üreticileri

12. Devlet ve Kamu Sektörü  
Tümünü Seç Seçimleri Kaldır

Savunma Hizmetleri  Devlet - Teknoloji Firmaları  Kamu Firmaları  Kamu güvenliği firmaları  
 Acil durum hizmetleri

Eşleş



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## Looking into the Companies You Have Been Matched with

- Upon matching, you can view the company details on the page you have been directed to.
- When you go the page of the company you are interested in, you can view their available times for a meeting.





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## Viewing the Available Times a B2B-Matched Company

- Upon matching, you can view the company details on the page you have been directed to.
- When you go the page of the company you are interested in, you can view their available times for a meeting.

EDUJI A.Ş.

[Eğitim teknolojilerine yatırım](#)

**Açıklama**

EDUJI, eğitim teknolojilerinde uzmanlaşmış akademik bir spin off giriştidir. Deneyimli kurucularından oluşan ekibiyle eğitim teknolojilerine odaklanan EDUJI, öğrenim yöntemlerini, teknolojiyi ve girişimciliği entegre eden, öğrenenlerin sosyal becerilerini ve girişimcilik yeteneklerini geliştirmelerine olanak tanıyan yenilikçi öğrenme platformları tasarlar.

**Çözümler**

eğitim platformları, eşleştirme platformları, AB projeleri, yazılım çözümleri

**İnternet sitesi**

<https://eduji.tech.com/>

[Bir toplantı talep et](#)

29 OCAK 2024

Pazartesi

9:30	9:30 - 10:00 Megaal
10:30	
11:30	
12:30	
13:30	13:30 - 14:00 Toplantı
14:30	
15:30	

30 OCAK 2024

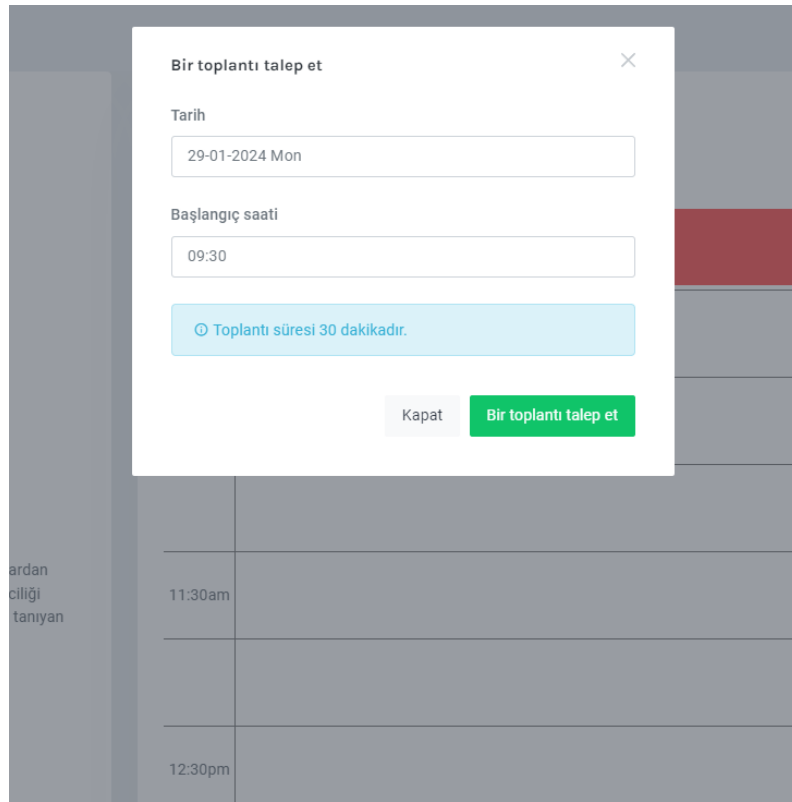
Salı

9:30	
10:30	
11:30	
12:30	
13:30	
14:30	
15:30	



## Sending a Meeting Invitation to a B2B-Matched Company

- Click on the 'Request a Meeting' button on the company page.
- Select a desired time for the meeting and send an invitation to the other party. (The duration of the meetings is 30 minutes.)



The screenshot shows a modal window titled "Bir toplantı talep et" (Request a Meeting) with a close button (X) in the top right corner. The form contains the following fields and elements:

- Tarih** (Date): A text input field containing "29-01-2024 Mon".
- Başlangıç saati** (Start Time): A text input field containing "09:30".
- Toplantı süresi** (Meeting Duration): A blue button with a circular icon and the text "Toplantı süresi 30 dakikadır." (Meeting duration is 30 minutes).
- Buttons**: A grey "Kapat" (Close) button and a green "Bir toplantı talep et" (Request a Meeting) button.

The background shows a calendar grid with a red header bar and a grey sidebar on the left containing the text "ardan", "ciliği", and "tanyan". The calendar grid has a column for "11:30am" and a row for "12:30pm".

## Tracking B2B Meeting Invitations

- The meeting invitations made to you will be sent to you both by e-mail and through a notification in the system.

