Work Instructions

Number: **019**

Name: **Access platform management**

Title: Accessing the platform management module of the EU Pollinator Hub

Status: Approved

Version: 1.0

Date: 2024-01-27

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1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2024-01-25 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2024-01-27 by Noa Simòn Delso, general manager

1.1.3 Approved

Approved on 2024-01-27 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
WI	Work Instruction

3 Introduction

This documents contains instructions for accessing the platform management module of the EU Pollinator Hub.

4 Validity

4.1 Area

The of validity of this document is limited to accessing the the platform management module of the EU Pollinator Hub.

4.2 Time

The period of validity of this document begins on 2024-01-27 and ends with its revocation.

4.3 Related Documents

n.a.

5 Procedure

5.1 Access platform management

5.1.1 Via EUPH application

5.1.1.1 Login

- Go to https://app.pollinatorhub.eu/ in the web browser.

5.1.2 Direct access

5.1.2.1 Login

- Go to https://app.pollinatorhub.eu/management/login in the web browser.

5.1.3 Provide credentials

5.1.3.1 Enter credentials

- Enter the e-mail address of the account in the field ***Email address***.
- Enter the password of the account in the field ***Password***.
- Select ***Sign in***.

5.1.3.2 Password recovery

- Select ***Forgotten your password?***.
- Enter the e-mail address of the account in the field ***Email address***.
- Select ***Send email***.
- Open the e-mail software and follow the instructions in the password recovery e-mail.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.