



**Interreg - IPA CBC**   
  **CCI 2014TC16I5CB006**



*Project № CB006.L.31.070*

*“Innovative cooperation initiatives in cross-border region”*

*This project is co-financed by European Union through  -   
INTERREG- IPA CBC CCI Number 2014TC16I5CB006.*

# **VIRTUAL OFFICE**

for enterprises from the forestry sector

## **User Manual**

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Sofia

2018



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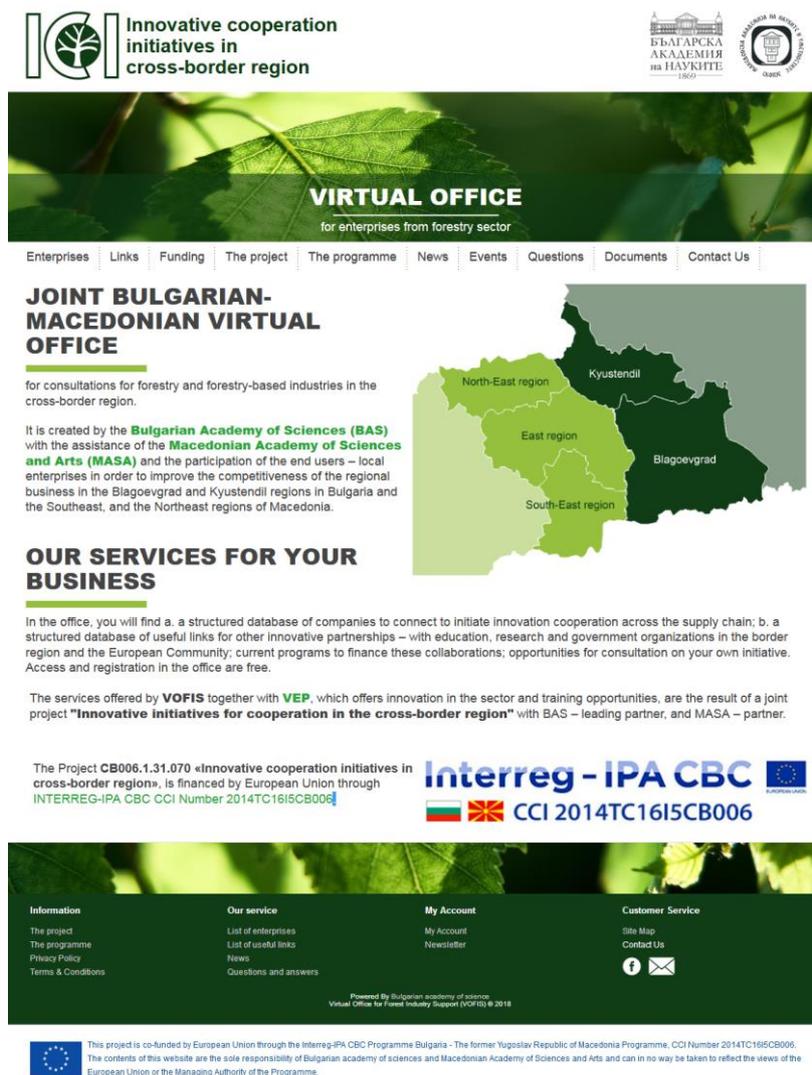
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## ACCESS TO THE PLATFORM.

The access to the platform is at:

<http://vofis.bas.bg>

When you enter the address, the platform homepage appears, as shown on Figure 1.



The screenshot shows the homepage of the 'VIRTUAL OFFICE for enterprises from forestry sector'. At the top, there is a navigation menu with links: Enterprises, Links, Funding, The project, The programme, News, Events, Questions, Documents, and Contact Us. The main content area features a section titled 'JOINT BULGARIAN-MACEDONIAN VIRTUAL OFFICE' with a map of the cross-border region. The map highlights the North-East region, East region, South-East region, and Blagoevgrad. Below the map, there is a section 'OUR SERVICES FOR YOUR BUSINESS' and a footer with contact information and logos for the Bulgarian Academy of Sciences (BAS) and the Macedonian Academy of Sciences and Arts (MASA).

Figure 1

At any time, when viewing the platform, you have the opportunity to return to the homepage by clicking on one of the designated locations, as shown on Figure 2, or by re-entering the start address.



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Figure 2

## GENERAL INFORMATION ABOUT THE PLATFORM.

All platform pages have the same top (**header**) and bottom (**footer**), as shown on Figure 3 and Figure 4. That is why, when viewing the platform functions, header and footer will be skipped on the figures. Also, on pages containing a button "More", when you click there more detailed information is displayed.

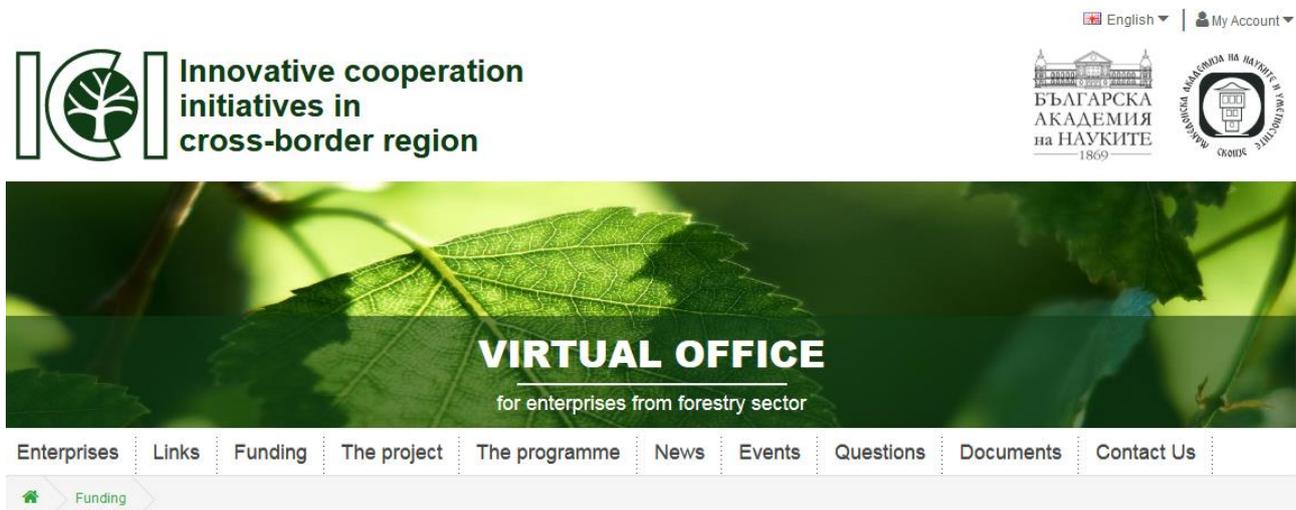


Figure 3



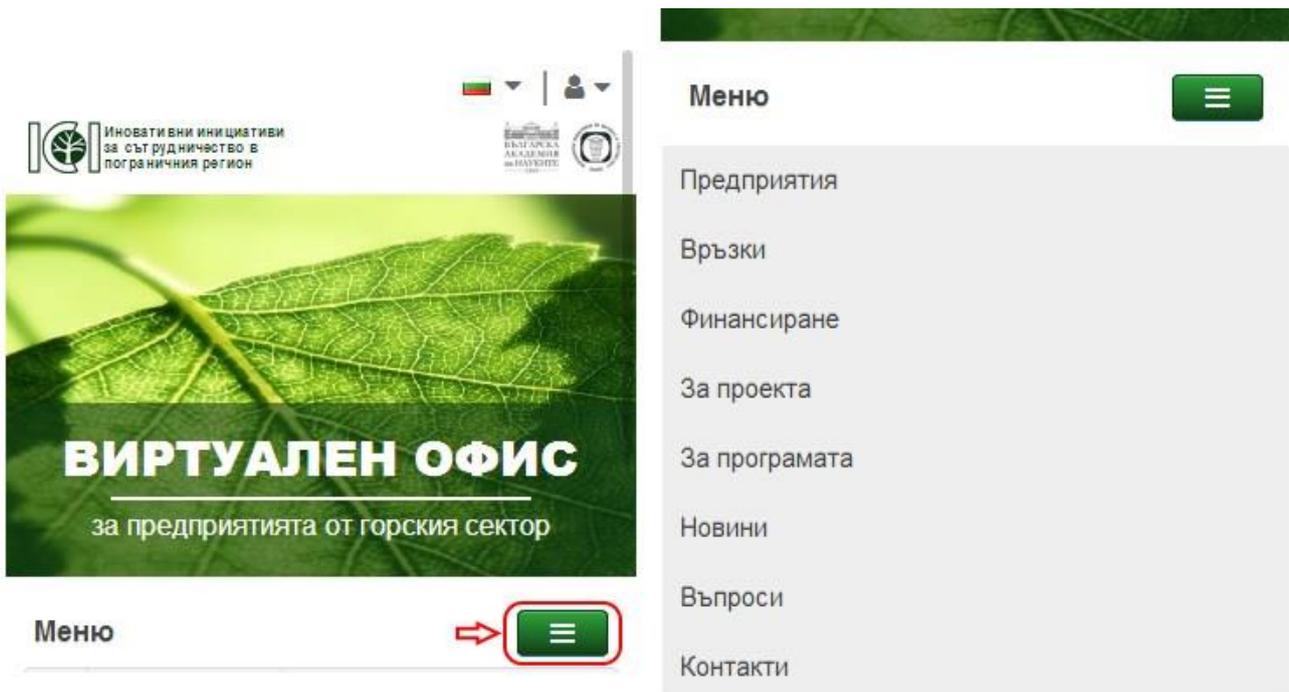
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**Figure 4**

For low-resolution devices such as phones, tablets, and more, the left and right sections of pages that contain such sections are hidden. Also, the menu at the top of the page is hidden and there is only an inscription and a button, and when clicking the button the menu reversely shows or hides, as shown on Figure 5.



**Figure 5**



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Also, on some pages there is an option to filter the displayed results. In the filter module, the desired filtering options are selected, then the “Search” button is clicked for the desired parameters to take effect and the results to be displayed. For low-resolution devices, it is similar to the “Menu” button, as shown on Figure 6.



**Figure 6**

On the entire platform, in different forms of data all the field names with red asterisk (\*) are required (mandatory).

## MULTILINGUAL INTERFACE.

The platform offers multilingual support. Currently Bulgarian, English and Macedonian languages are available for selection. This can be done from the drop down menu languages in the header, as shown on Figure 7.



**Figure 7**

## LIST OF ENTERPRISES.

On this page you can find a list of all enterprises in the forestry sector in Blagoevgrad and Kyustendil regions in Bulgaria and the Southeastern, East and North-Eastern regions of



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Macedonia with their contacts. You can also find companies registered in the platform by applying different filters. Access to this page is possible from the header menu, or from the footer menu, or from the site map. The result of loading this page is shown on Figure 8.

## ENTERPRISES

Here you will find a list of all the forestry companies in the **Blagoevgrad and Kyustendil regions in Bulgaria and the Southeastern, East and North-Eastern regions of Macedonia** with their contacts, tender sites. You can initiate new collaborations by selecting partners according to their location and subject of activity defining their place in the supply chain schematically presented as follows:



**ВАЛДЕСА БОГАРИКА ЕОО Д**  
България, Кюстендил  
Кюстендил, кв. "Запад", бл. 85  
Web Site: <http://www.bulprofor.org>  
Contacts: [galen\\_dd@abv.bg](mailto:galen_dd@abv.bg)  
0885336215  
Scope of activity: Support services to forestry.

**4 ВЕНИС**  
България, Перник  
Гр. Трън, ул. „ Мосаловска № 14  
Web Site: <http://veniseood.wixsite.com/firewood>  
Contacts: [Veniseood@gmail.com](mailto:Veniseood@gmail.com)  
0884448083

Figure 8

## LIST OF USEFUL LINKS.

You can find a list of useful links on this page. You can also apply different filters to achieve better results for the provided information. You can access this page from the “Links” menu



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on the header, from the “List of useful links” in the footer, or from “Useful links” in the site map. The result of loading this page is shown on Figure 9.

## LINKS

### REGIONAL LINKS FOR PARTNERSHIPS

Here you will find a structured database of useful links for initiating innovative partnerships with education, research and state organizations in the border region as well as business partnerships with non-governmental organizations in the region (innovation network):



### EUROPEAN LINKS FOR PARTNERSHIPS

Here you will find Information on the Initiation of Innovation Collaborations through European Non-Governmental Organizations.

**EUROFOREST Portal – Associations**  
**EUSTAFOR – European State Forest Association**  
**CEPF – Confederation of European Forest Owners**  
**CEPI – Confederation of European Paper Industries**  
**EOS - European Organisation of the Sawmill Industry**

**Filter**

Categories: All categories

Keywords: Keywords

Sort By: Default

Show: 10

**Search**

All categories

**Bulgarian Academy of Science**

**Bulgaria**  
Sofia, 1 „15 November“ str.

 The Bulgarian Academy of Sciences is dedicated to the development of science in conformity with the universal human values and with the country's national interests and promotes the enhancement of the intellectual and material wealth of the Bulgarian people.

**View**

**Professional High School of Forestry "Nikola Yonkov Vaptsarov"**

Figure 9

## QUESTIONS AND ANSWERS.

On this page of the platform you can find questions and answers to frequently asked questions. Access to this page is possible from “Questions” in the header menu, from “Questions and Answers” in the footer menu, or from the site map. The result of loading the page is shown on Figure 10.



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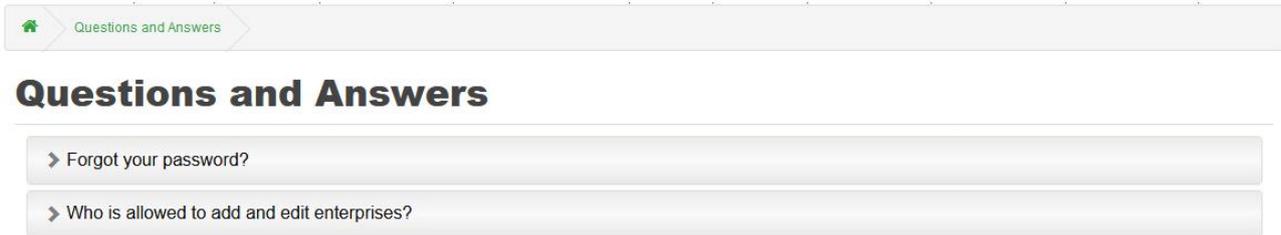


Figure 10

## FUNDING.

---

The page shows information on possible sources of funding, as shown on Figure 11. Access to this page is possible by clicking the button “Funding” in the header, footer, or site map.



Figure 11

## THE PROJECT.

---

The page shows information about the project, as well as information about the project leaders, partners, goals, and results, as shown on Figure 12. Access to this page is possible by clicking on “The Project” in the header, footer or site map.



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## INNOVATIVE COOPERATION INITIATIVES IN CROSS-BORDER REGION

### THE PROJECT:

CB006.1.31.070 «Innovative cooperation initiatives in cross-border region» is financed by European Union through INTERREG-IPA CBC CCI Number 2014TC16I5CB006.

### PROJECT MANAGER:

Prof. Dr.Sc. Rositsa Chobanova from Economic Research Institute at Bulgarian Academy of Sciences,  
r\_chobanova@iki.bas.bg

### LEADING PARTNER:

Bulgarian Academy of Sciences – BAS

### Team:

Prof. Dr.Sc. Rossitsa Chobanova – Leading partner project manager  
Chief. Assist. Prof., Ph.D. Daniela Georgieva – Assistant  
Magister Rositsa Deyanova – Accountant

### PROJECT PARTNER:

Macedonian Academy of Sciences and Arts – MANU

### Team:

Acad. Ljupco Kocarev – Project partner manager  
Master Victor Stojkoski – Assistant  
Master Anna Sokolovska – Coordinator

### MAIN GOAL OF THE PROJECT:

To improve the competitiveness of regional businesses in Blagoevgrad and Kyustendil regions in Bulgaria and in the Southeast, East and North-Eastern Regions of Macedonia, through joint innovative cooperation initiatives.

### RESULTS:

- Joint Bulgarian-Macedonian virtual office for consulting forestry and forest-based industries – [www.vofis.bas.bg](http://www.vofis.bas.bg);
- A collaborative Bulgarian-Macedonian virtual e-learning platform with open access – [www.vep.bas.bg](http://www.vep.bas.bg);
- Books.



Figure 12

## THE PROGRAMME.

The page shows information about the programme, as shown on Figure 13. Access to this page is possible by clicking on “The Programme” from the menu on the header, footer, or site map.



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## OVERVIEW OF THE PROGRAMME



The new Interreg-IPA "Bulgaria – the former Yugoslav Republic of Macedonia" cross-border programme adopted on 5th August 2015 by the Commission with Decision № C (2015) 5653 and focuses on measures aiming at mitigating the effects of climate change and at addressing issues related to the conservation of nature and biodiversity, the sustainable use of natural resources, environmental protection and risk management at cross-border level. A key focus of the programme is also put on the protection of the natural and cultural heritage sites in the region. Moreover, funding will help enhance the competitiveness of SMEs and facilitate their access to new markets.

Corina Crețu, Commissioner for Regional Policy said: "I am pleased to adopt this cooperation programme between Bulgaria and the former Yugoslav Republic of Macedonia. Cross-border programmes depend on the strong will of the participating countries to pool resources together to tackle joint challenges. By cooperating on environment, tourism and SME competitiveness, the region can increase its attractiveness for tourists and investors. I wish both countries success in setting up this cooperation, and supporting projects that will capitalise on the regional strengths."

### EXPECTED RESULTS

- Improved capacity for environmental protection and sustainable use of joint natural resources for example by investing in green infrastructure as well as in training and capacity building activities for public authorities.
- Improved capacity for joint reaction in case of fires, floods and other emergency situations by restoring river banks, zonal and regional/local planning adapted to the river basin and by implementing comprehensive fire protecting initiatives.
- Increased attractiveness for tourism through the restoration of heritage buildings and the maintenance of traditional landscapes.
- Enhanced cooperation and networking for sustainable tourism development.
- Improved conditions for business development: competitive local economy based on regional assets and with strong links to international markets by strengthening for example the capacities of an education system oriented to the market demands.
- Enhanced capacity of public and private sector for business development by promoting entrepreneurship and cooperation for exchange of new ideas, skills and technology and fostering the creation of new firms.

### BACKGROUND

The Interreg IPA CBC programme covers 2 border regions in Bulgaria and 3 regions from the former Yugoslav Republic of Macedonia:

- In Bulgaria: Districts of Blagoevgrad and Kyustendil.
- In the former Yugoslav Republic of Macedonia: North East, South East, and East regions.

The programme will focus on the following three priorities:

1. Environment.
2. Sustainable tourism.
3. Competitiveness.

Total Budget of the cooperation programme: € 19 461 690



**Figure 13**

## NEWS.

On the news page, you can find the published news in different areas, you can add filters for better results, and you can also find out about upcoming events, as shown on Figure 14. Access to this page is possible by clicking on “News” in the header, footer or site map.



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**INVITATION FOR FREE JOINT BULGARIAN-MACEDONIAN TRAINING SEMINARS AND SCIENTIFIC CONFERENCES** 

**January 9, 2018**

Tuesday, 10.00 am  
 in Oaza Hotel  
 Stip  
**MACEDONIA**

+ scientific conference "Regional competitiveness of SMEs in the forestry sector in the border region"

+ training on working with virtual education platform (VEP) and virtual consulting office (VOFIS)

**January 11, 2018**

Thursday, 10.00 am  
 in Kyustendil Hotel  
 Kyustendil  
**BULGARIA**

+ training on working with virtual education platform (VEP) and virtual consulting office (VOFIS)

**January 12, 2018**

Friday, 10.00 am  
 in Kyustendil Hotel  
 Kyustendil  
**BULGARIA**

+ scientific conference "Improving the Competitiveness of Logging Enterprises and the Industries Based on it: New Perspectives"



registration: until 09.01.2018 via email: [icibasmasa@gmail.com](mailto:icibasmasa@gmail.com)

**News**

Sort By:  Show:

*Links*

October 11, 2017

Links module added



*News*

August 16, 2017

News module added

**Figure 14**

**CONTACT US.**

On this page you can find information about the platform creators, address information and google map views, contact phones, e-mails. You can also send a request to us by filling in the contact form and clicking on the "Send" button. Access to this page is possible by clicking



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on “Contact Us” in the header, footer or site map. The result of loading the page is shown on Figure 15.

## Contact Us

### Our Location

**Virtual Office for Forest Industry Support (VOFIS)**

	Ръководител на визуализацията: доц. Румен Андреев Институт по Информационни и Комуникационни Технологии към Българска Академия на Науките ул. "акад. Г. Бончев", бл. 2. гр. София 1113, България Техническа поддръжка: софт. инж. Юлиан Петков	<b>Support Phone</b> +359 87 716 3583	<b>Preview Manager:</b> Assoc. Prof. Rumen Andreev Institute of Information and Communication Technologies at the Bulgarian Academy of Sciences Acad. G. Bonchev Street, bl. 2. Sofia 1113, Bulgaria Technical Support: Soft. Eng. Yuliyun Petkov
	<a href="#">View Google Map</a>		

### Contact Form

\* Your Name

\* E-Mail Address

\* Enquiry

\* Enter the code in the box below

a5c060

[Submit](#)

Figure 10

## SITE MAP.

On this page you can find links to all other pages of the platform, as shown on Figure 16. Access to this page is possible by clicking on “Site Map” in the footer.



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## Site Map

- Enterprises
  - Forestry and Logging
    - Reproduction of forests
    - Logging
    - Support services to forestry
    - Forestry activities
  - Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
    - Sawmilling and planing of wood
    - Manufacture of veneer sheets and wood-based panels
    - Manufacture of assembled parquet floors
    - Manufacture of other builders carpentry and joinery
    - Manufacture of wooden containers
    - Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials
    - Joinery installation
  - Manufacture of paper and paper products
    - Manufacture of pulp
    - Manufacture of paper and paperboard
    - Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
    - Manufacture of household and sanitary goods and of toilet requisites
    - Manufacture of paper stationery
    - Manufacture of wallpaper
    - Manufacture of other articles of paper and paperboard
  - Manufacture of furniture
    - Manufacture of office and shop furniture
    - Manufacture of kitchen furniture
    - Manufacture of mattresses
    - Manufacture of other furniture
  - Wholesale trade, except of motor vehicles and motorcycles
    - Agents involved in the sale of timber and building materials
    - Agents involved in the sale of furniture, household goods, hardware and ironmongery
    - Wholesale of furniture, carpets and lighting equipment
    - Wholesale of office furniture
    - Wholesale of wood, construction materials and sanitary equipment
    - Retail sale of furniture, lighting equipment and other household articles in specialised stores
- Links
- News
- Questions and Answers
- My Account
  - Account Information
  - Password
  - Enterprises
- Information
  - Funding
  - The project
  - The programme
  - Privacy Policy
  - Terms & Conditions
  - Use of Cookies
  - Contact Us

**Figure 11**

## CUSTOMERS.

---

The platform supports two types of customers – guests and registered users. Guests and registered users can freely use the resources of the platform reviewed so far. Registered users have extended rights and additional capabilities that we will review below, namely:

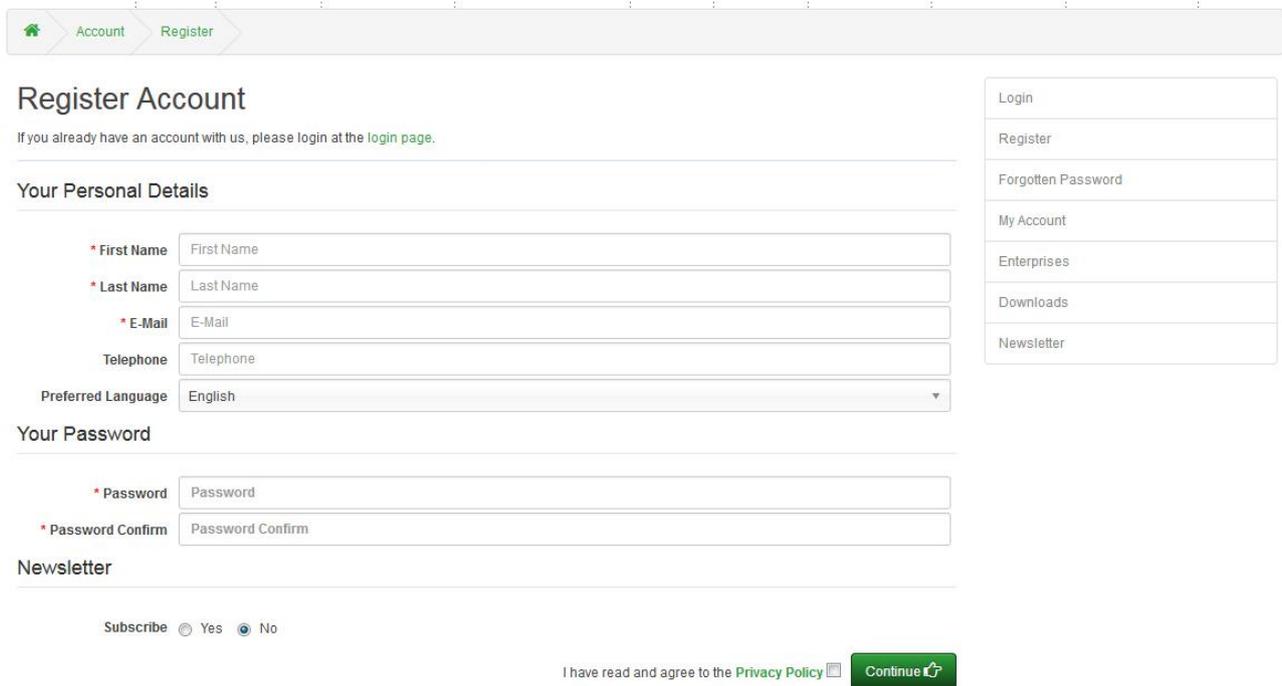
### Register account.

First thing you need to do is create your account. Access to this page is possible by clicking on “Register” option of “My Account” menu in the header, or in the footer or site map you



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click on the “My Account” menu, then on “New Customer” (“Register Account”) and then “Continue”. The result of loading the page is shown on Figure 17.



Account Register

## Register Account

If you already have an account with us, please login at the [login page](#).

### Your Personal Details

\* First Name

\* Last Name

\* E-Mail

Telephone

Preferred Language

### Your Password

\* Password

\* Password Confirm

### Newsletter

Subscribe  Yes  No

I have read and agree to the [Privacy Policy](#)

- Login
- Register
- Forgotten Password
- My Account
- Enterprises
- Downloads
- Newsletter

**Figure 12**

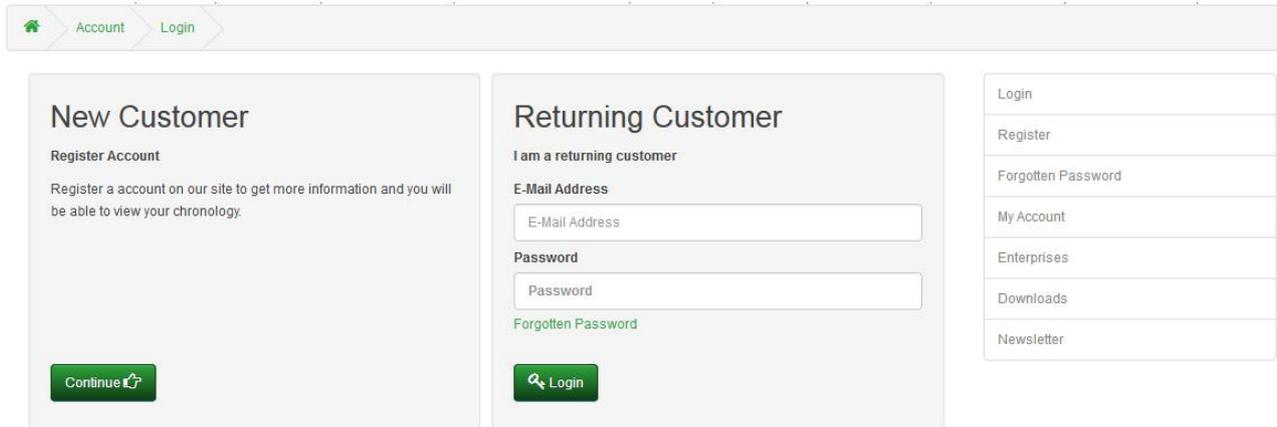
Once you have filled in the registration form correctly, click on “Continue” button. If all the fields have been filled in correctly, you will receive a message about a successful registration.

### Login.

The login to the account is by e-mail and password you entered at the registration. The login form is shown on Figure 18.



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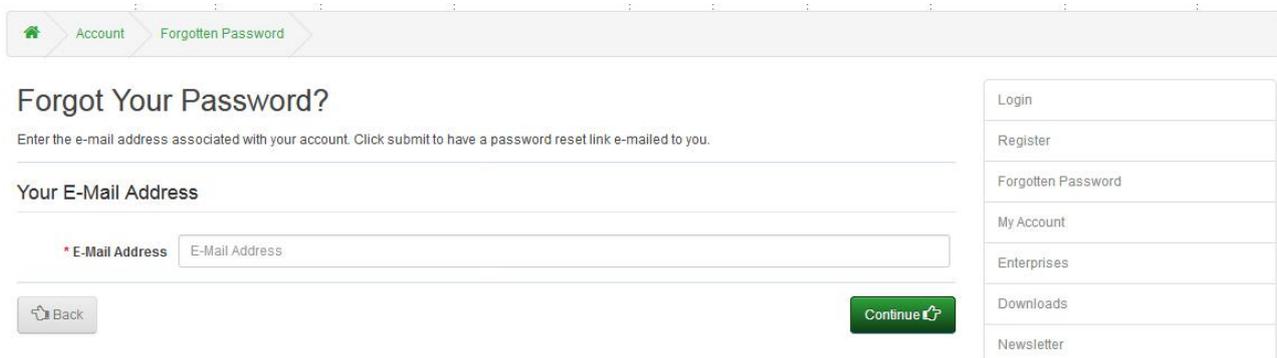


The screenshot shows a web interface for user registration and login. At the top, there is a navigation bar with a home icon, 'Account', and 'Login' links. The main content area is split into three columns. The left column is titled 'New Customer' and contains a 'Register Account' section with a text box for registration and a green 'Continue' button. The middle column is titled 'Returning Customer' and contains a login form with fields for 'E-Mail Address' and 'Password', a 'Forgotten Password' link, and a green 'Login' button. The right column is a vertical sidebar menu with links for 'Login', 'Register', 'Forgotten Password', 'My Account', 'Enterprises', 'Downloads', and 'Newsletter'.

**Figure 13**

### Forgotten password.

From here you can send us a request about a forgotten password by entering the e-mail you used during the registration process. You will receive a letter with instructions to change your password. The form is shown on Figure 19.



The screenshot shows the 'Forgot Your Password?' form. At the top, there is a navigation bar with a home icon, 'Account', and 'Forgotten Password' links. The main content area has a title 'Forgot Your Password?' and a text box for entering the e-mail address. Below the text box is a red asterisk and the label 'E-Mail Address'. There are 'Back' and 'Continue' buttons. The right sidebar menu is identical to Figure 13.

**Figure 14**

### My account.

A list of possible options for registered users, as shown on Figure 20.



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Моят профил

Профил  
Редактирайте информацията за профила си

Предприятия  
Промяна на записите за предприятия

Парола  
Променете паролата си

За сваляне  
Изтегляне на файлове

Информационен бюлетин  
Абониране / отписване за информационен бюлетин

Моят профил  
Редакция на профил  
Парола  
Предприятия  
За сваляне  
Информационен бюлетин  
Изход

Figure 20

Edit account.

You can edit your account information, as shown on Figure 21.

Информация за моят профил

\* Име  
Име

\* Фамилия  
Фамилия

\* Е-Майл  
Е-Майл

Телефон  
Телефон

Предпочитан език  
Български

Обратно

Продължи

Моят профил  
Редакция на профил  
Парола  
Предприятия  
За сваляне  
Информационен бюлетин  
Изход

Figure 215

Change of password.

Here you can change your password, as shown on Figure 22.



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Профил > Промяна на парола

### Промяна на парола

Вашата парола

\* Парола

\* Потвърждение

[Обратно](#) [Продължи](#)

- Моят профил
- Редакция на профил
- Парола
- Предприятия
- За сваляне
- Информационен бюлетин
- Изход

Figure 22

## Enterprises.

Here you will find the companies you registered, as shown on Figure 23.

Профил > Списък с предприятия

### Списък с предприятия

 ЗЕНИТ-357 ЕООД +359886886858  
www.zenit357.eu  
zenit\_357@abv.bg  
България, Врагоевград  
с. Елешница,  
ул. Родопи 7

[Редакция](#) [Изтриване](#)

[Обратно](#) [Ново предприятие](#)

- Моят профил
- Редакция на профил
- Парола
- Предприятия
- За сваляне
- Информационен бюлетин
- Изход

Figure 23

You can add a new enterprise or edit an existing one, as shown on Figure 24. You can also delete enterprises, but at least one enterprise must remain. If an enterprise is marked as the primary address, you will contact us with the e-mail of this enterprise, and you will receive e-mails from us on it as well.



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Профил | Списък с предприятия | Редакция на предприятие

### Редакция на предприятие

#### Адрес на предприятие

\* Адрес 1: ул. Родопи 7  
Адрес 2: Адрес 2.  
\* Населено място: с. Елешница  
Пощенски код: Пощенски код  
\* Държава: България  
\* Област / Регион: Blagoevgrad  
Основен адрес:  Да  Не

#### Данни за предприятие

Лице за контакт: ЗЕНИТ-357 ЕООД  
\* Телефон: +359888898858  
Факс: Факс  
\* Уебсайт: www.zenit357.eu  
\* Е-Майл: zenit\_357@abv.bg  
Изображение: 

#### Моят профил

- Редакция на профил
- Парола
- Предприятия
- За сваляне
- Информационен бюлетин
- Изход

---

#### Представяне на предприятие

\* Категория: Разкрояване, рендосване и импрегниране на дървен материал ж

\* Български English Македонски

\* Име на предприятие: ЗЕНИТ-357 ЕООД

Детайлно описание: 

**Figure 24**

Download.

Here, you can find downloadable files that for some reason are added to your account, as shown on Figure 25.



Project № CB006.L31.070  
“Innovative cooperation initiatives in cross-border region”  
This project is co-financed by European Union through  -   
INTERREG- IPA CBC CCI Number 2014TC16I5CB006.

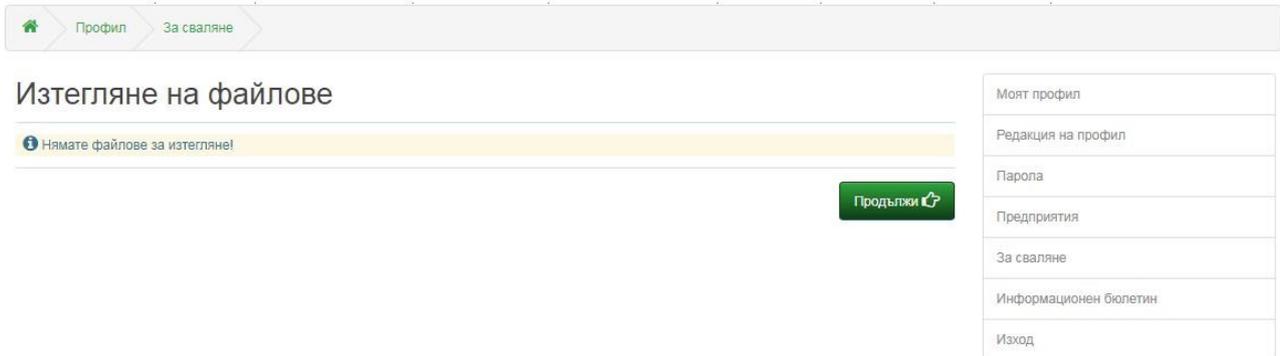


Figure 16

## Newsletter.

Change the newsletter subscription, as shown on Figure 26.

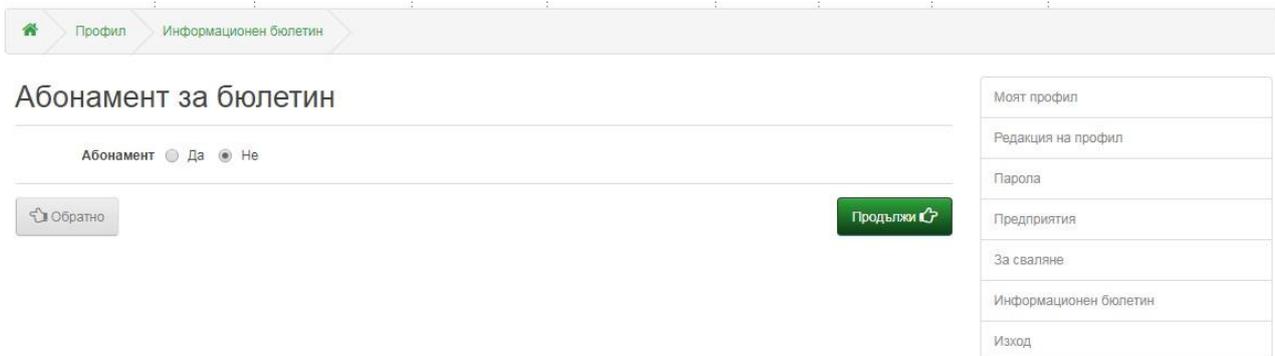


Figure 17

## Logout.

When you click “Logout”, you exit your account, as shown on Figure 27.

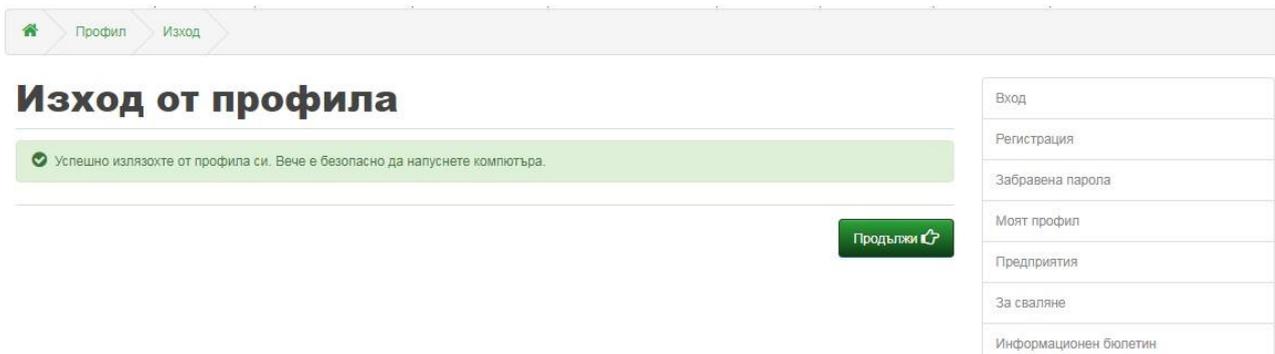


Figure 18