



ევროკავშირი
საქართველოსთვის
The European Union for Georgia

EUDIGITool Quick Start Guide!

Understanding EUDIGITool

EUDIGITool has two main purposes:

1. Collect project information including visibility items for internal and in some cases external presentation (eu4georgia.ge)
2. To provide a workflow for approval of visibility materials

As a project user in EUDIGITool you are expected to upload relevant information about your project. All material uploaded in EUDIGITool goes through an approval process.

Approval has five stages:

	Flagged for review by project user
	If the status is "Needs improvement" then it has back for changes (there will also be comments), you will receive an email notification about this.
	Approved by the reviewer
	Approved by the EUD PM.
	Approved by EUDIGITool admin, approval is complete. You will receive an email notification of this.

Kick start your EUDIGITool!

Visibility of EU projects is a contractual obligation as outlined in the visibility guidelines [here](#).

In just 6 easy steps, this quick start guide will help you get started on your EUDIGITool experience 😊

Step 1. Logging in and finding things

Once you received your user information you should log on at <https://ge.eudigitool.eu/>.

Once logged in, you will see a calendar showing upcoming events of all projects using EUDIGITool.

Under **Projects/All Projects** you will be able to search for other projects in the system and see their information.

Under **Projects/My Projects** you will be able to find all the projects you are involved in. Click on any to see the project page.

Under **User/My user profile** you can change your password.

The screenshot shows the EUDIGITool interface. At the top, there is a header with the text "Digital communication tool for EU projects in GEORGIA" and the logo of the European Union for Georgia. Below the header is a navigation bar with the following items: EUDIGITool, Projects, Events, Activities & Beneficiaries, Materials, Users, and Support. The main content area displays "Materials" and a calendar for "January 2020". The calendar shows the days of the week and the dates 30, 31, 1, 2, 3, 4, and 5. Two callout boxes are present: one pointing to the "Projects" menu item with the text "Projects/My projects to find your projects", and another pointing to the "Users" menu item with the text "User/My User Profile to change password".

Step 2. Access and update project information

Go to **Projects/My Projects** and click on a project listed at the end of the page to open that project's page.

On the top of the page, under the section **Project access** you can see the names of all the people involved in your project (see diagram). These are:

- the project user (you). This should be the person dealing with communication issues, but you can have more than one user per project – contact support (at end of this guide).
- your project reviewer works at EU4Georgia project and is responsible to review all materials you upload to EUDIGITool.
- your program manager at the EU Delegation (EUD).

When you upload something to EUDIGITool, for example communication material or an event, it will be reviewed by the project reviewer as well as the EUD program manager before it is approved.

In the Project Access section, you are required to provide relevant information about your project, please see the table on the next page for detailed information how to do this. Also, feel free to brows around EUDIGITool to see how other projects filled in their information.

Once all this information is included, click the "Created" button in the top left corner of the page and change status to "Ready to Review" (see diagram above).

Information	Explanation
The name of project	- Pre-filled in, but you need to make sure there is a translation into Georgian
Description of project	<ul style="list-style-type: none"> - In English and Georgian - Explain the project, in simple language and in a few paragraphs. What will the project aim to accomplish and how will this be done. Explain <u>what is being done</u>, <u>for who</u>, and <u>why it is important</u>. It should be understandable for everyone, even people without any previous knowledge of your project or sector. - Refrain from using sectorial lingo or abbreviations without explanation. Do not simply copy text from your action document, adapt the content to a wider audience. - Place the AB description in a larger context of EU support in general and the support of your project in particular. - Remember: Project information will be accessible to wider public on the EU4georgia website. Therefore, please do not include sensitive information.
Tagwords	- Please include relevant tag words (ex environment, gender, youth, governance, economy, civil society etc).
Cris number	- Pre-filled in
Regional and Local umbrella	- Pre-filled in. If you detect an error, please notify your reviewer.
Priority area and subsector	- Pre-filled in. If you detect an error, please notify your reviewer.
Start and end date	- Pre-filled in, but if something changes throughout the life time of the project, please update.
EU contribution	- Pre-filled in.
Implementer and co implementers	- Most times this information will be pre-filled in. Please update and edit so all relevant actors are displayed.

Links	<ul style="list-style-type: none"> - Indicate links to website and social media accounts of the project if relevant. - If links are long we encourage you to use an online shortening tool.
Contacts	<ul style="list-style-type: none"> - Enter name, phone number and e-mail address of project team leader and project communication contact. - Contact info for EUD manager will sometimes already be filled in, if not, please fill in name here as well.
Region and Location	<ul style="list-style-type: none"> - Please indicate all regions where your project works or impacts. Add more by clicking the +. - Fill in exact addresses of your project. If you have difficulty typing the address, try typing both in English and Georgian. - If you cannot type the address, please manually put the pin on the map to indicate the location. You do this by 1) click the location field 2)click the box in the corner of the map called 'press here to add location point' 3) indicate the location by clicking on the map.
Specific objectives	<ul style="list-style-type: none"> - Both in English and Georgian - Write the specific objective of your project. Keep it short and try to avoid bullet points.
Project results	<ul style="list-style-type: none"> - Both in English and in Georgian - Explain the expected results of your project. We advise to do this in a list of bullet points.

3. Add information on Activities and Beneficiaries

A unique part of EUDIGITOOL is the **Activities and Beneficiaries (AB)** section.

This section highlights tangible and visible long-term impact of your project. You can think of ABs as short stories telling impact of your project; it can be a building rehabilitated by your project, a subgrantee that got funding from your project, an institution that received capacity building from your project, an information centre run by your project, or something completely different. Ideally it should be long term, marked by a plaque or sign.

There is an in-depth guideline available here: [Guidelines for Activities and Beneficiaries](#)

4. Add Project Communication materials

All project materials should have the EU logo and must be approved by your EUD manager.

EUDIGITool allows you to **upload communication materials** to this end, where they will be approved by your EU project manager through the system. It's a two-step process:

- Click "Add New" (see below) to upload something. EUDIGITool accepts MS office, pdf, images or web links.
- Once uploaded, change status from 'in progress' to 'ready for review'. If not done your project reviewer and EUD manager will not be notified of your uploaded item, and it will therefore not be approved.

The screenshot displays the 'Project communication materials' interface. At the top right, there is a blue 'ADD NEW' button. Below it, a list of materials is shown. Each material entry includes a title, language, an 'OPEN FILE' button, a 'Change status to:' dropdown menu, and a status button. The first material, 'Press Release' (Georgian), has a 'READY FOR REVIEW' button. The second, 'test press release' (Georgian), has a 'NEEDS IMPROVEMENT' button. The third, 'presentation for EUPMS' (Georgian), has a 'REVIEW PASSED' button. The fourth, 'press release launch' (English), also has a 'REVIEW PASSED' button. Two callout boxes are present: one pointing to the 'ADD NEW' button with the text '1. Click to add new item with EU logo for approval', and another pointing to the 'READY FOR REVIEW' button with the text '2. Click on 'in progress' button and change status to 'ready for review'.'

5. Add Events

EUDIGITool also allows you to upload **events** and all their related communication materials.

We ask that you only upload key events here – namely events where the EU participates and where media is informed. Please also limit events to one day. For multi-day events just include the launch, closing and/or key milestone, and use the description to give information on other aspects of the event.

Create your events as soon as you know about them. Remember to upload visibility materials, press releases and photos connected to each event. Press releases and event specific visibility materials should be uploaded in advance to be approved before the event.

Any time you use a picture or video of a person you need their permission to do so. You can find permission forms on <http://eu4georgia.ge/visibility/>, as well as tips on how to get permissions from

events like conferences. EUDIGITOOL allows you to upload these permission forms with each picture, please do so.

6. Add project photo(s)

You have to upload at least one photo representing your project in the project gallery. It can be a photo of the venue of your project, of the logo or from an event. If you still do not have any photos, it can be a generic image relevant to your sector.

NOTE: all photos that show people need to have informed consent attached. Click the photo and upload the consent form on the photo page. Informed consents will not be displayed publicly. This is only for internal EUD purposes, to make sure that persons on the photo agree to the use of their photos.

Once a photo is uploaded, click the photo and fill in the caption. If you want the photo to be publically available on the EU4Georgia website, mark the box “publish image for front-end”.

The image shows a screenshot of a web form for uploading a project photo. The form includes several input fields: 'Title' and 'Title Local' (both with help icons), 'Taken by who', and 'Picture date' (with a calendar icon). Below these is a 'Description' field with a note: 'Please note that the caption text has to be limited to 500 characters.' At the bottom of the form, there are two checked checkboxes: 'Publish image for frontend' and 'Featured image'. Below the form is a section for 'Uploaded consent form (pdf file)' with an 'Upload File' button. Two callout boxes with arrows point to the 'Upload File' button and the 'Publish image for frontend' checkbox. The first callout box says 'Click to upload consent form'. The second callout box says 'Choose if your photo should be public and if you want it as feature photo of your project'.

Questions or Requests?

This is a basic guide. For more information there is a support section with more detailed user guidelines and video tutorials. There is also a contact form you can fill in, where we will get back to you within one working day.

