EFAD The European Federation of the Associations of Dietitians

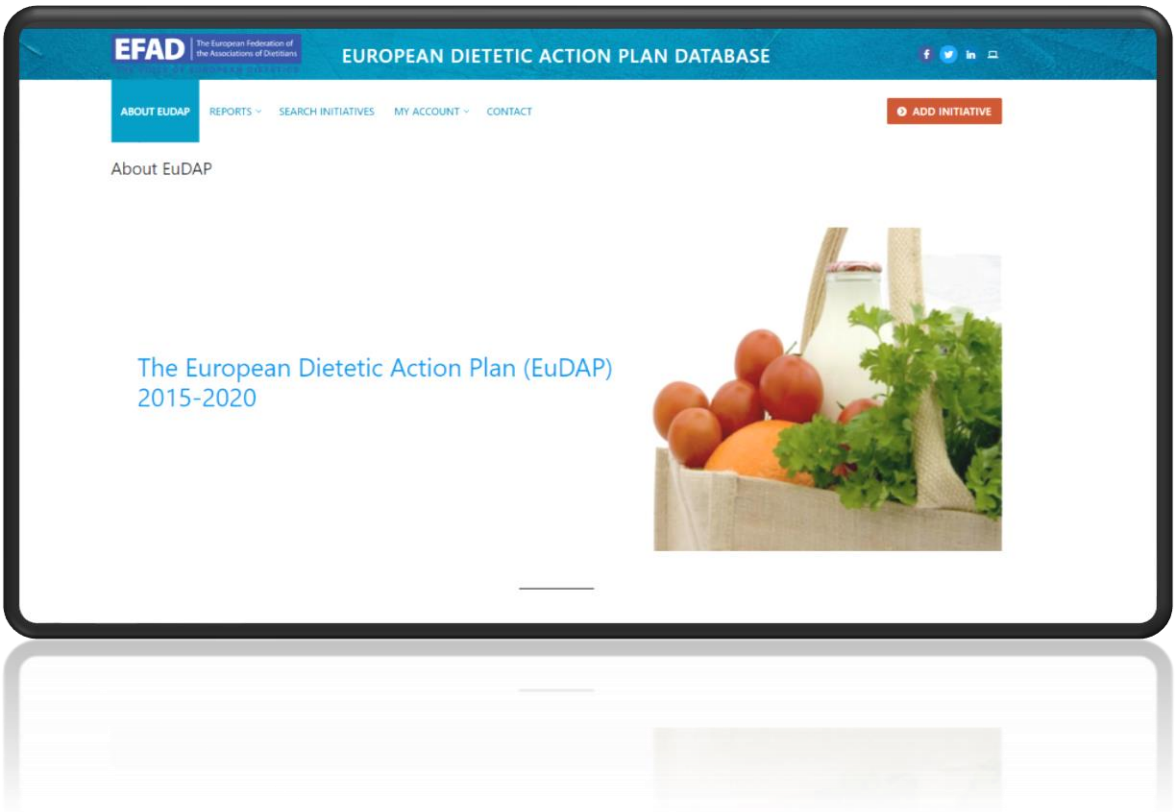
THE VOICE OF EUROPEAN DIETETICS

The European Dietetic Action Plan

Online Database

http://www.eudap.org/

USER GUIDE



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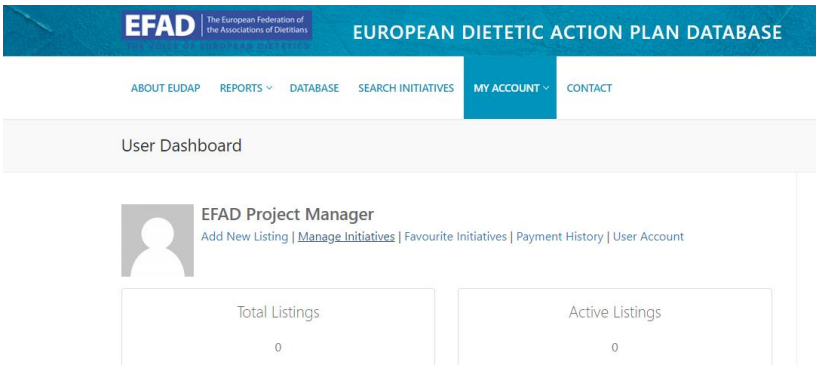
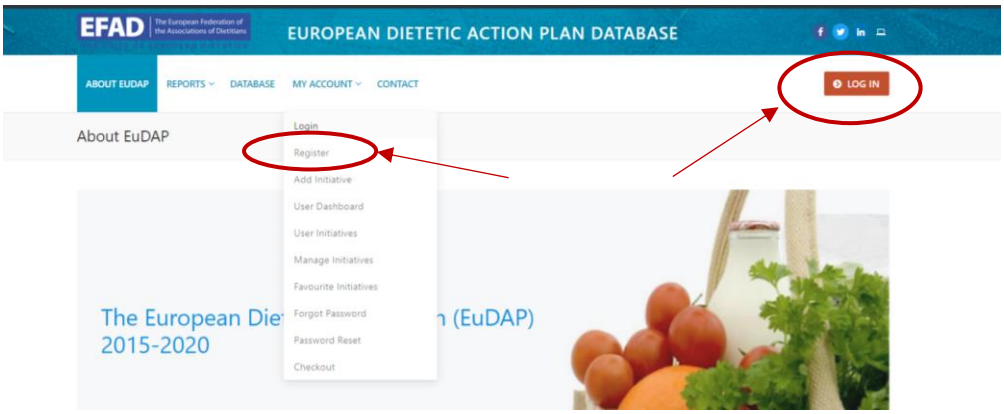
User profile

Database is created as open access tool but you need to be registered to add and manage your own Initiatives.

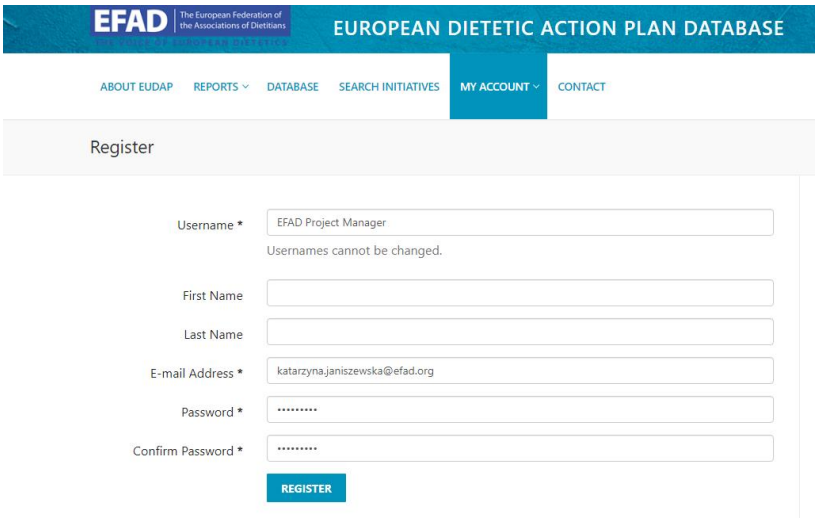


Registration

In order to create your own profile, click the LOG IN button or use MY ACCOUNT tab:



Create the USERNAME which will be used in the database. It cannot be change later. The USERNAME will be displayed as your INITIATIVE author.



Check your email and you're ready to LOG IN!

Initiatives

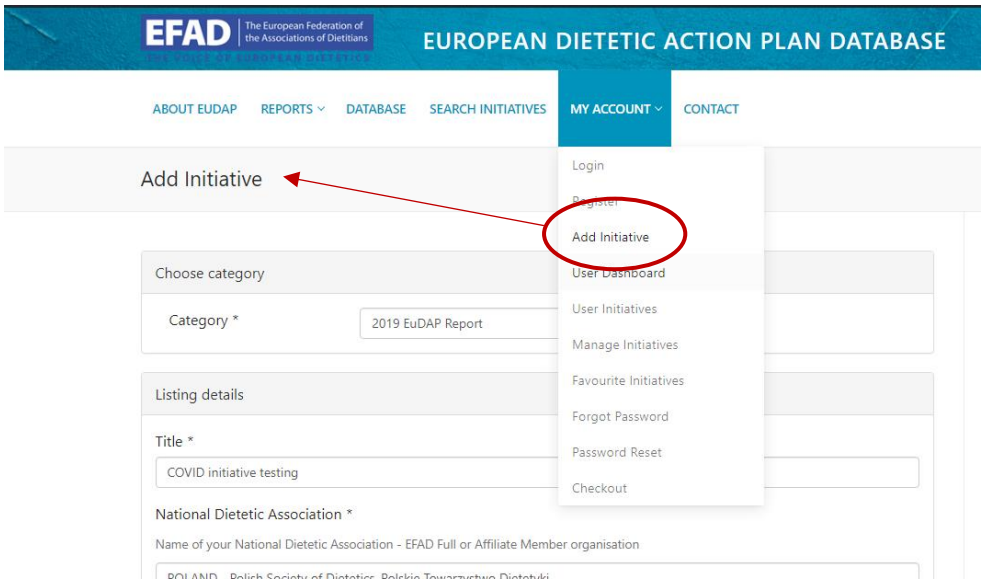
Which Initiatives are collected?

INITIATIVE is a synonym for a project. It has the defined beginning and end in time. It's a temporary endeavor undertaken to create a unique product (article, document, tool, etc.), service (procedure, program, workshop, conference, webinar, course, event, etc.) or result (guideline, research, etc.).

Adding Initiatives

How to add?

You can find a form in MY ACCOUNT tab:

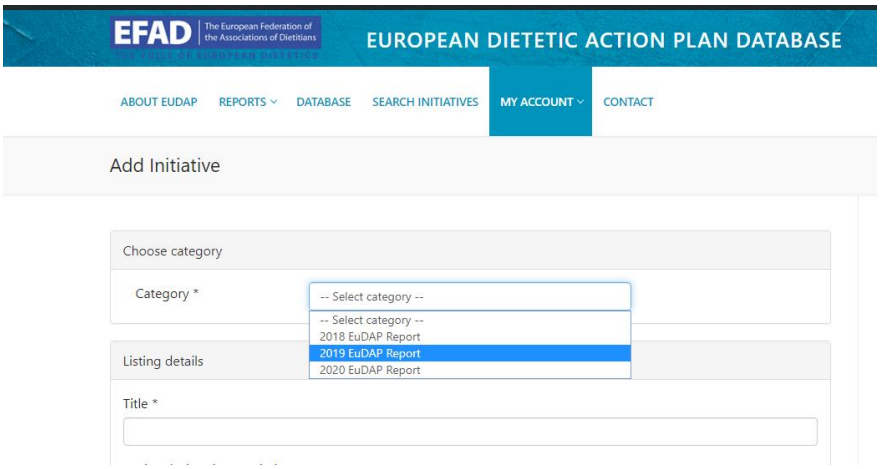


Category

The first step to add the Initiative is to choose the CATEGORY. Every Initiative can apply to only one CATEGORY.

As a CATEGORY in this database, we consider the year in which the Initiative was conducted.

E.g. Initiative from the year 2019 needs to be added to CATEGORY: „2019 EuDAP Report"



COVID-19 Special Issue

If your Initiative was related to the COVID-19 pandemic, don't forget to mark it in the right place. Thanks to this, besides the *2020 EuDAP Report*, it will be also mentioned in *2020 EuDAP Report. Special Issue COVID-19*.

Description

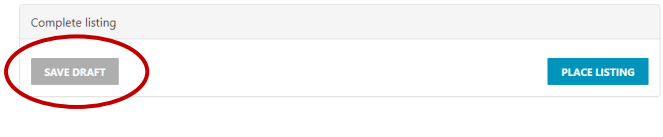
Here are the questions which will help you to prepare the brief description of your Initiative:

- What problem were you tackling?
- What actions were you taking?
- Do you have any results, evaluation or impact data from the Initiative?

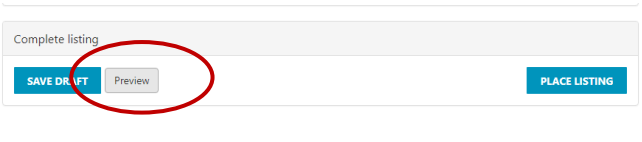
If there is any link with broader description of the project, you can provide it in the dedicated place. You can also upload one cover image to the Initiative and link to youtube or vimeo movie.

Save the draft or publish

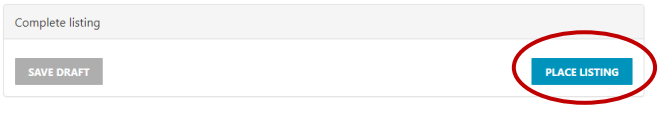
At the end of the form you can choose between saving the draft in your account [SAVE DRAFT] or publishing the Initiative in the database [PLACE LISTING]



If you select the [SAVE DRAFT] button, you can PREVIEW the Initiative in the database.



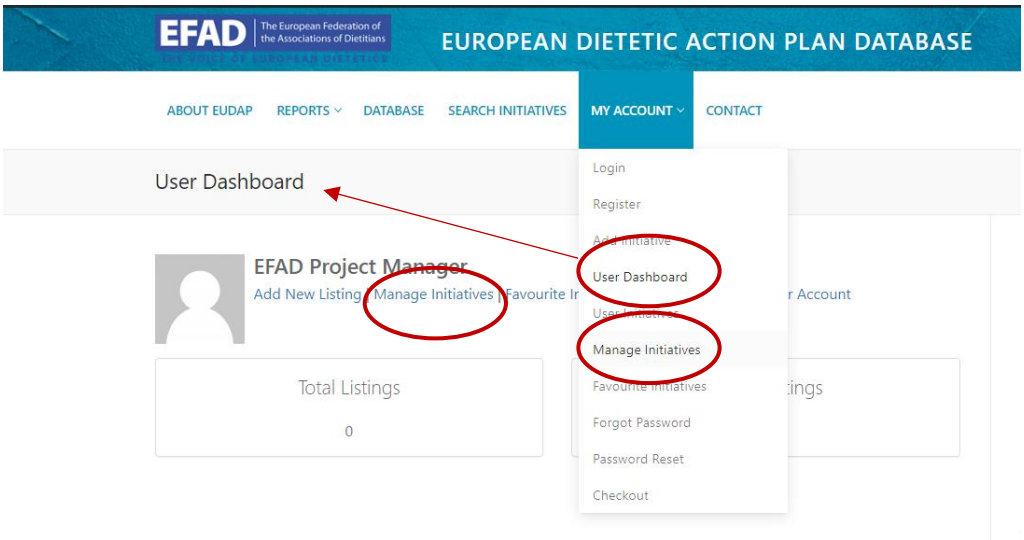
If you select the [PLACE LISTING] button, the database administrator will receive your request to publish the Initiative. It will appear in the database only after administrator's acceptance.

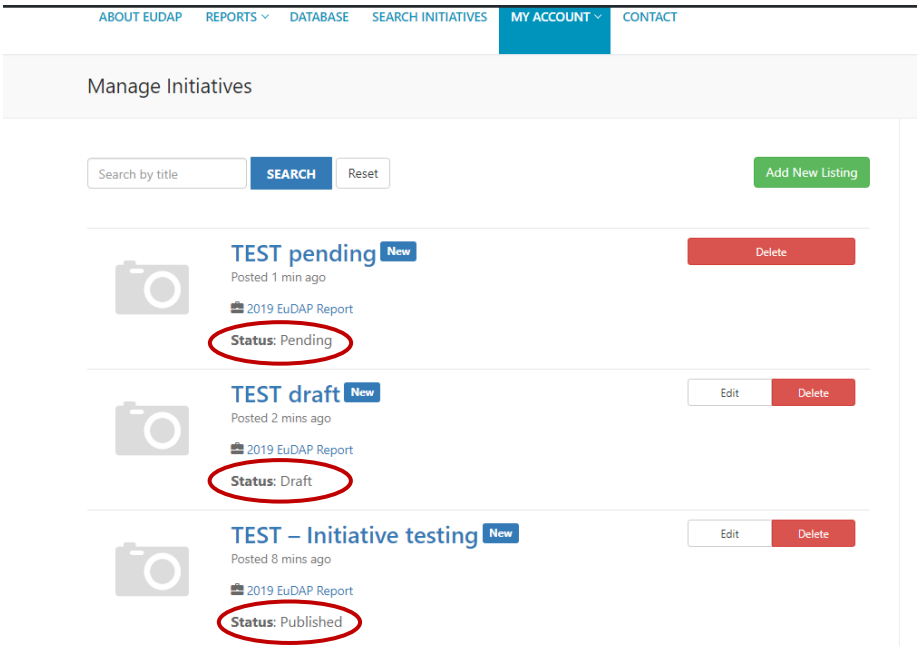


You can see the status of your Initiative in MANAGE INITIATIVES area.

Managing initiatives

You can acces MANAGE INITIATIVES area by using MY ACCOUNT tab or USER DASHBOARD:



In MANAGE INITIATIVES area you can see all the Initiatives you've created by your account:

- Status: DRAFT – you can EDIT (and then publish) or DELETE them
- Status: PENDING (waiting to be accepted for publication) – you cannot edit it until it's accepted by administrator. You will again have possibility to EDIT it after it is published. Every change will also need administrator's acceptance and will appear only when approved
- Status: PUBLISHED – you can EDIT or DELETE them