



EU AFRICA  
DIGILOGIC



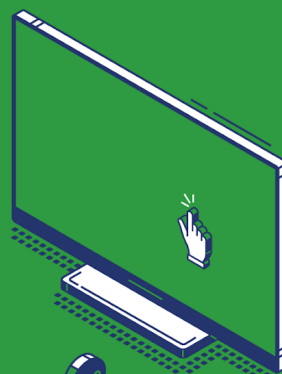
# DIGILOGIC COMMUNITY

## PLATFORM

### USER'S GUIDELINES



ABOUT



DIGILOGIC project is funded by the EU's Horizon2020 programme  
under Grant Agreement number 101016583

## Disclaimer

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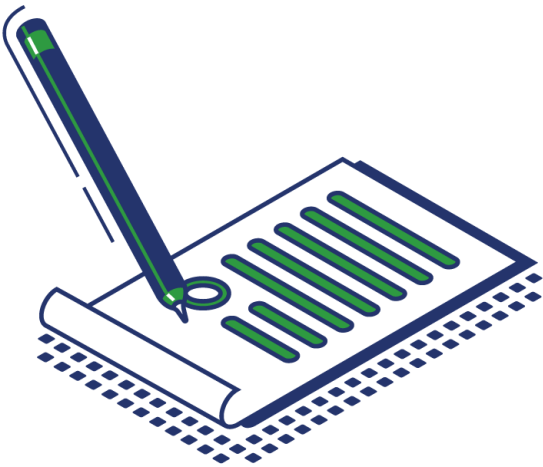
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## ABOUT DIGILOGIC PROJECT

### Vision and objectives

DIGILOGIC is a H2020<sup>1</sup> funded project that kicked off in January 2021 and will last three years, until the end of 2023. DIGILOGIC, as a “network of networks”, will pave the way for start-ups, SMEs and innovators from Europe and Africa to jointly develop smart logistic solutions, in close cooperation with industries and investors, securing sustainability and success.

### Motivation

DIGILOGIC sees the horizontally connecting logistics industry at the converging point of interest and priorities for digital innovation, social and business development, as a crucial node for Europe's and Africa's sustainable prosperity.

### Concept

Digital Innovation Hubs (DIHs) are embedded in local ecosystems, connect competence centers, and can catalyse development, investment and uptake of smart logistics innovation offering go-to-market learning, fostering innovators' partnerships for an increasing number of users.

### Methodology

DIGILOGIC evolves around 4 pillars: (1) systems change analysis and a (2) technology radar mapping devoted to design a rich (3) eLearning programme where innovators can meet, learn, co-create and get fit to participate in (4) DIGILOGIC smart logistics Challenges.

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<sup>1</sup>

# THE DIGILOGIC COMMUNITY

## What is the DIGILOGIC Community?

The DIGILOGIC COMMUNITY is an interactive custom online platform aiming to facilitate;

- a) The meaningful exchange of knowledge, community building, networking and the collaboration efforts of its users; and
- b) The dissemination of other project activities.

## Who is it for?

Generally, the platform is targeted at two main users:

1. **Learners:** Individuals registered on the platform whose **main purpose** is to gain knowledge and skills on entrepreneurship, digital skills and key enabling technologies for smart logistics and network with other members of the platform and participate in the up-skilling programmes offered by the DIGILOGIC project.

By selecting 'Learner', in addition to accessing learning materials from the platform, you will be able to register for the all other DIGILOGIC upskilling programmes and activities such as the call for challenges and mentorship programme.

2. **Experts:** Individuals registered on the platform who are very knowledgeable and skilled in entrepreneurship, digital skills and key enabling technologies for smart logistics and whose **main purpose** for being on the platform is to impart their knowledge and skills to the learners on the platform.

By selecting 'Expert' you will be able to share your expertise on the platform. (More information on accessing the challenges, capacity building and mentoring programmes will be shared soon)

**Note:** This does not mean that experts cannot be learners and vice versa, selecting a profile type helps the platform administrators categorize users for administrative purposes and for users to easily identify each other on the platform

## How can I use it?

### LEARN

- **Build your capacity:** The DIGILOGIC Community serves as a platform to support building the capacity of its users by enhancing their knowledge and skills in entrepreneurship, digital skills and key enabling technologies for Smart Logistics.
- **Access numerous learning resources:** The library is a section of the platform that is equipped with electronic learning resources.

### NETWORK

- **Network with like-minded people:** The platform has features that support the creation or enhancement of community among its users.

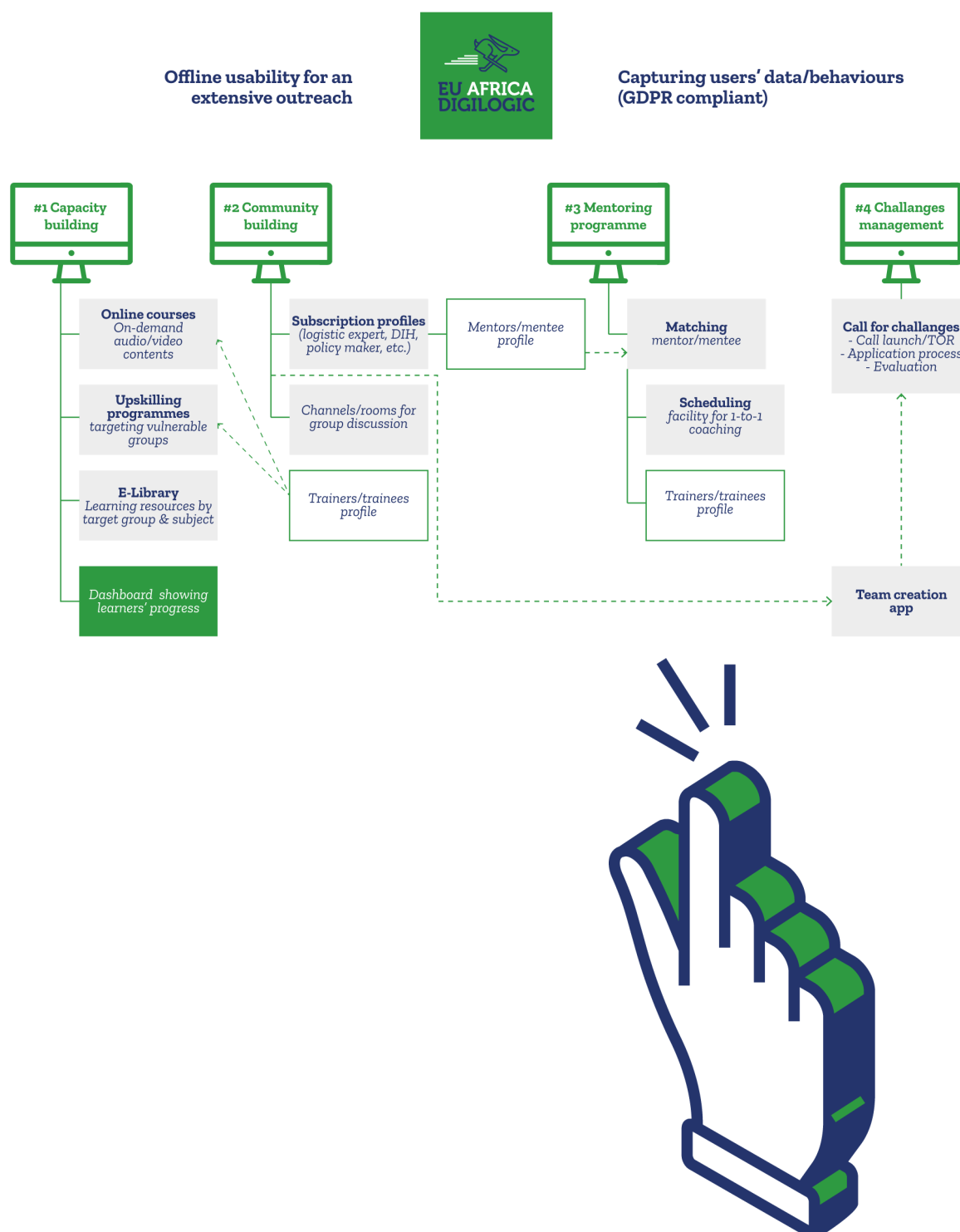
### ACCESS TO UPSKILLING PROGRAMMES

- **Take part in upskilling programmes:** All dissemination of activities within these programmes will be exclusively handled on the platform.

## DIGILOGIC COMMUNITY PLATFORM FEATURES AND FUNCTIONS

Below is a visual of the DIGILOGIC Community features and functions.

FIGURE 1. DIGILOGIC COMMUNITY PLATFORM FEATURES AND FUNCTIONS



# 1 GETTING STARTED

## WHAT YOU NEED TO KNOW BEFORE USING THE PLATFORM

### 1.1 INFRASTRUCTURE

#### ○ Technical requirements

- A computer, tablet or smart phone running a current operating system that supports a recent browser – browsers usually update themselves - (a web browser is software that allows you to access websites and resources on the World Wide Web). Common browsers are Firefox, Safari, Google Chrome, and Internet Explorer. The following browsers are generally compatible with the DIGILOGIC Community platform:

#### Desktop/ laptop/ tablet

- Chrome
- Internet Explorer **Note:** Internet Explorer 10 and below are known to have compatibility issues with the platform
- Safari
- Opera

#### Mobile device

- Mobile Safari
  - Google Chrome
  - Your browser should also have both cookies and JavaScript enabled. These are typically enabled by default, but if you think these settings might need enabling, check the documentation for your particular browser for how to do these;
  - You should also enable pop-ups for the DIGILOGIC Community site. Consult 'Help' for your particular browser on how to enable pop-ups;
  - Word and Adobe processing software is needed to complete and submit some assignments.
- Note:** If you do not have Microsoft Office or Adobe, you can download Open Office which allows you to view and edit Microsoft Office files, and is available free for Windows and for non-Windows computers and mobile phones. Open Office can be downloaded from [www.openoffice.org](#) Adobe PDF files can be viewed by downloading the free Adobe Acrobat Reader from [www.adobe.com](#) or [www.adobe.com/uk/acrobat/readermain.aspx](#) ; and
- Access to a good internet connection, (although parts of the platform are accessible offline, users will need an internet connection to sync and update their offline activities); your user experience will be best with 3G access. More details on the features and functionalities of the platform that will be available offline are described in the accessibility section (section 4) of this document.

#### ○ Basic Computer Skills Needed

- Saving and finding files and folders on a computer, tablet or mobile phone;
- Copying/cutting and pasting text;
- Using a word processing application, such as Microsoft Word and Adobe reader;
- Attaching and uploading documents and assignments;
- Sending and receiving email; and
- Using a supported web browser to access your course and other online resources on the Web.

## 2 NAVIGATING THE DIGILOGIC COMMUNITY

### 2.1 SETTING UP YOUR ACCOUNT

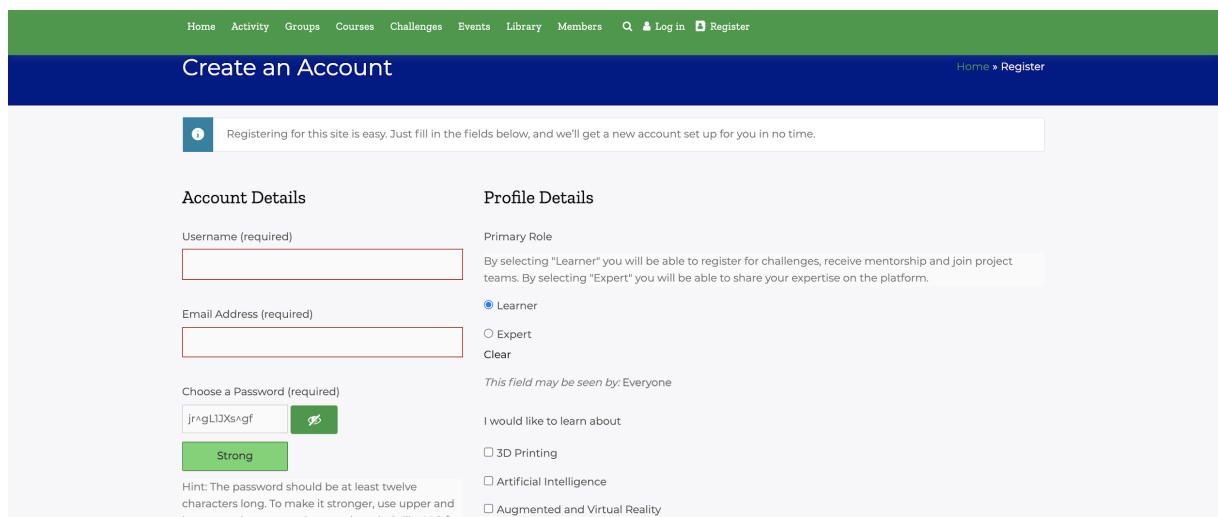
#### 2.1.1 REGISTRATION

Using the DIGILOGIC Community platform is free. To access the content and interact on the platform, users must complete their registration. The steps below will guide you.

- Visit the platform by typing or copy-pasting the following address in your web browser or clicking on the link:
- You will be presented with the homepage similar to the image below;
- Click on the blue 'Register' button under the "Welcome" note as circled in red in the image below;



- Fill in your **account details** on the left (username, email address and password);



Home Activity Groups Courses Challenges Events Library Members 🔍 Log in Register

### Create an Account

Home » Register

Registering for this site is easy. Just fill in the fields below, and we'll get a new account set up for you in no time.

#### Account Details

Username (required)

Email Address (required)

Choose a Password (required)

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! \* ? \$

#### Profile Details

Primary Role

By selecting "Learner" you will be able to register for challenges, receive mentorship and join project teams. By selecting "Expert" you will be able to share your expertise on the platform.

☒ Learner

☐ Expert

*This field may be seen by: Everyone*

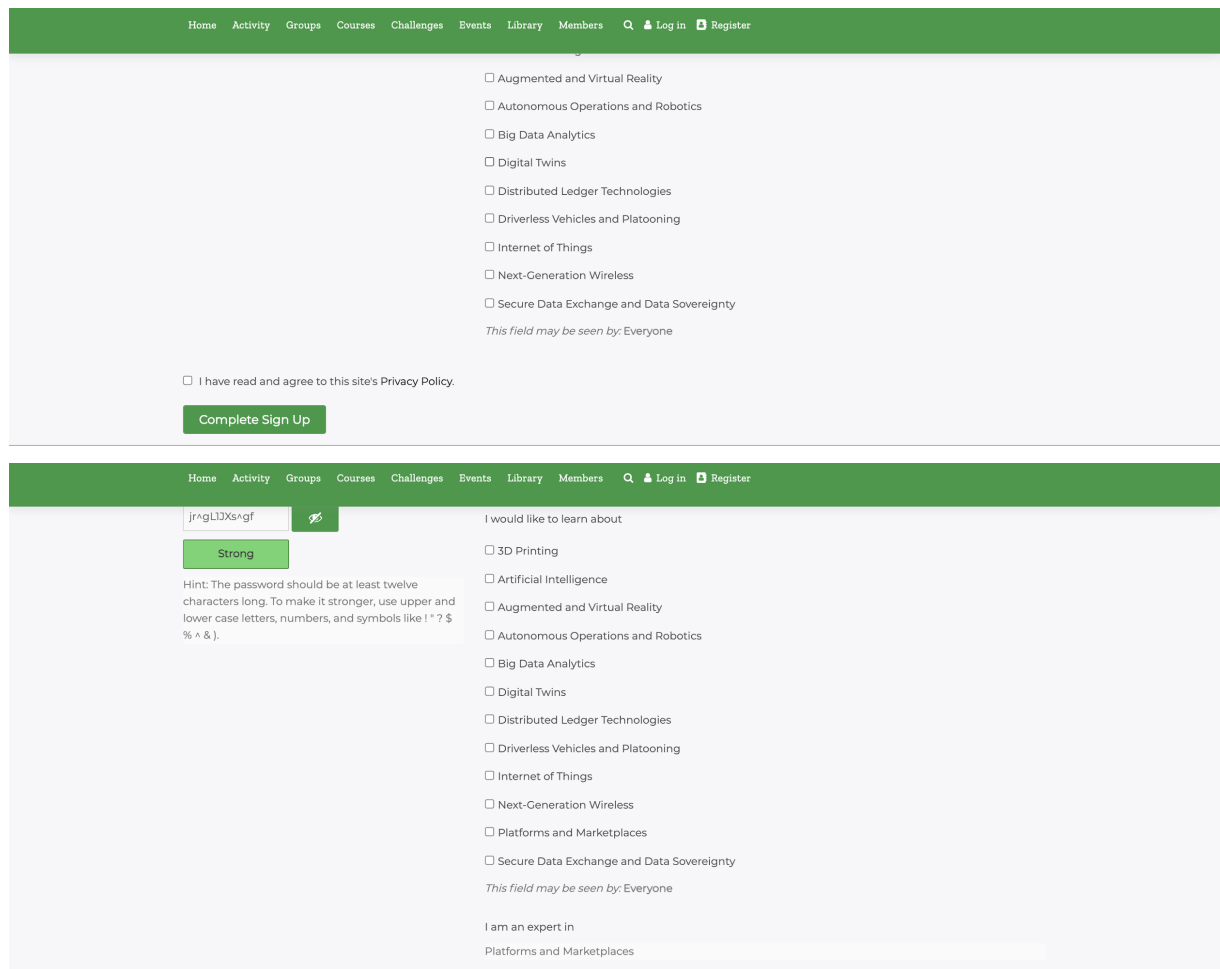
I would like to learn about

☐ 3D Printing

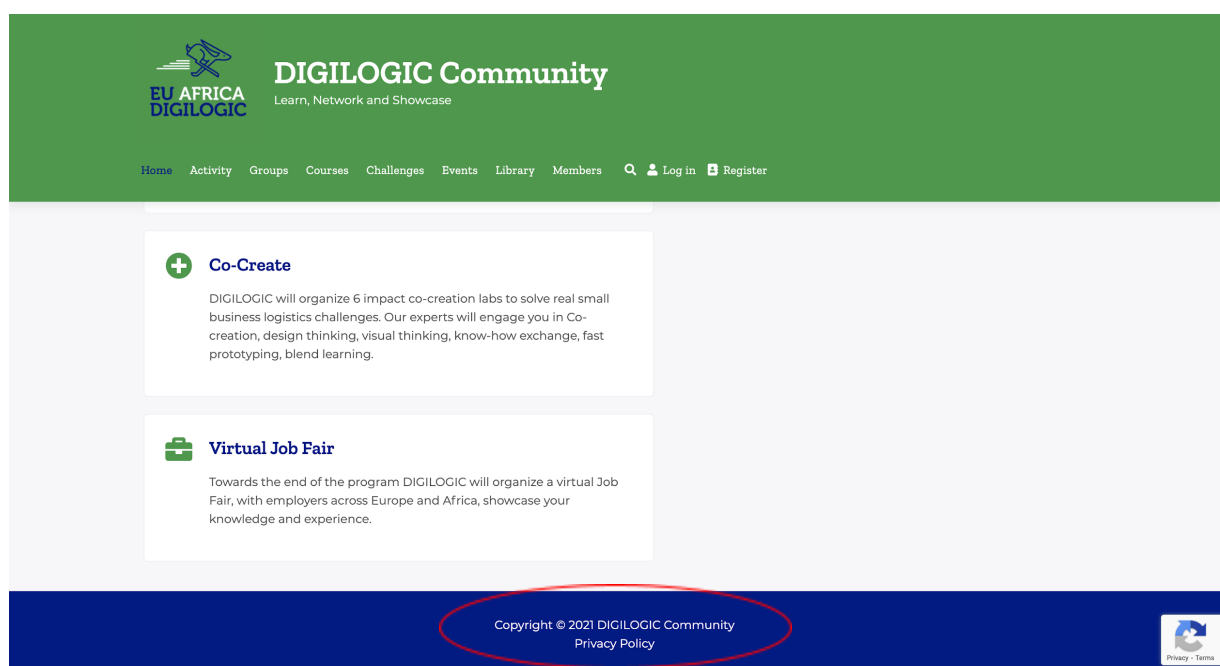
☐ Artificial Intelligence

☐ Augmented and Virtual Reality

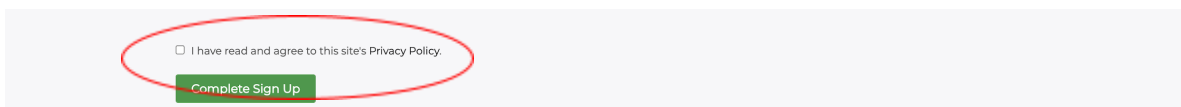
- Select your primary role and what you would like to learn as a learner or skills and knowledge you would like to share as an expert on your right from the two options; 'Learner' or 'Expert' and the list of skills as seen on the image below;



DO NOT forget to read and agree to the site's Privacy Policy. You can access it by scrolling to the bottom of the community welcome screen



- Press the 'Complete sign up' button when you are done;



- An email will be immediately sent to the email address you provided where you will be instructed on how to complete your registration. If you do not receive the email please contact the administrator at
- Once you have read and followed the instructions you received in your email, your account will be confirmed and you will be logged in automatically (if this is not the case, proceed to log in with the credentials you created at registration).

**Note:** Be careful when filling the email, because it will be used to send the link to change/request a new password. The registration will give complete access to the free content and features of the platform.

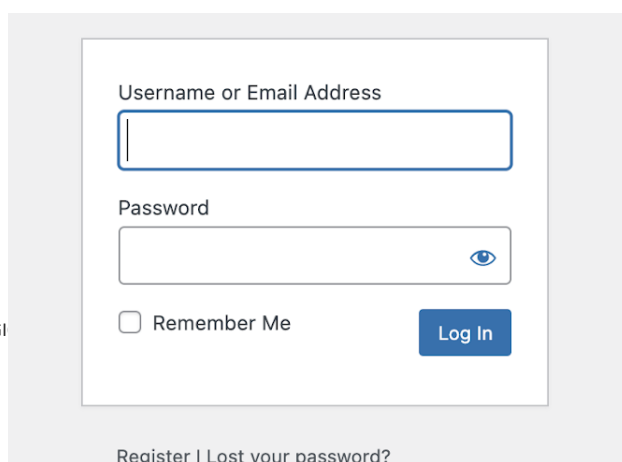
### 2.1.2 LOGGING IN

If you have an account already, follow steps 1 and 2 from the registration process and proceed as follows:

- Click on the 'Log in' button on the left side of the "Register" button as circled in red in the image below;



- You will be presented with the page in the image below;



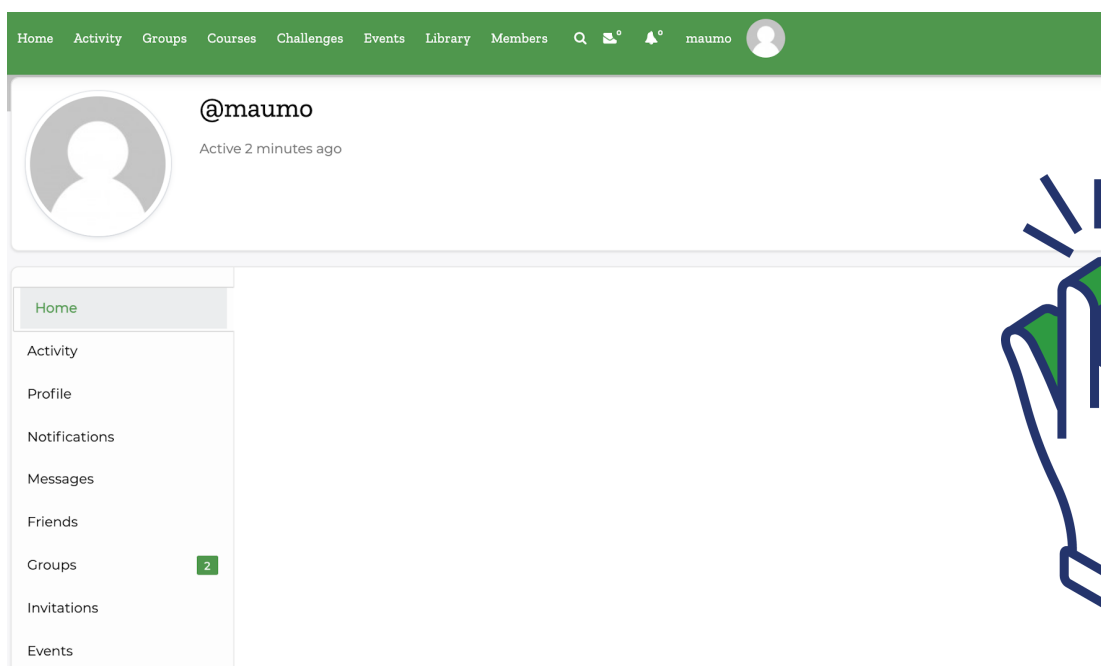


**Note:** In case you have forgotten your password, you can recover it by clicking on 'Lost your password?' at the bottom centre of the page and follow the prompts to recover your password.

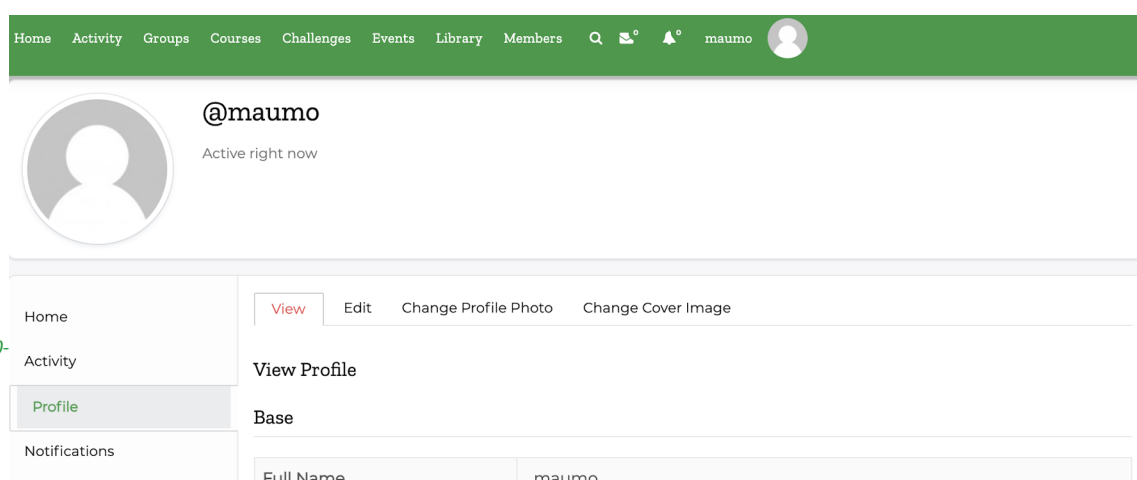
### 2.1.3 COMPLETING YOUR PROFILE

Once logged in for the first time, you can complete your profile by providing more information about yourself to better connect with other users in the Community. Profiles may be completed/updated at any time though users are encouraged to complete their profiles upon registration. To complete your profile:

- Click on your name on the last option of the menu list right below the platform title;
- You will be presented with your empty profile page like the image below;



- On the panel on your left, click on 'Profile' to be redirected to your profile form shown in the image below. Here you will be able to view and edit your profile, change your profile photo and your cover image;



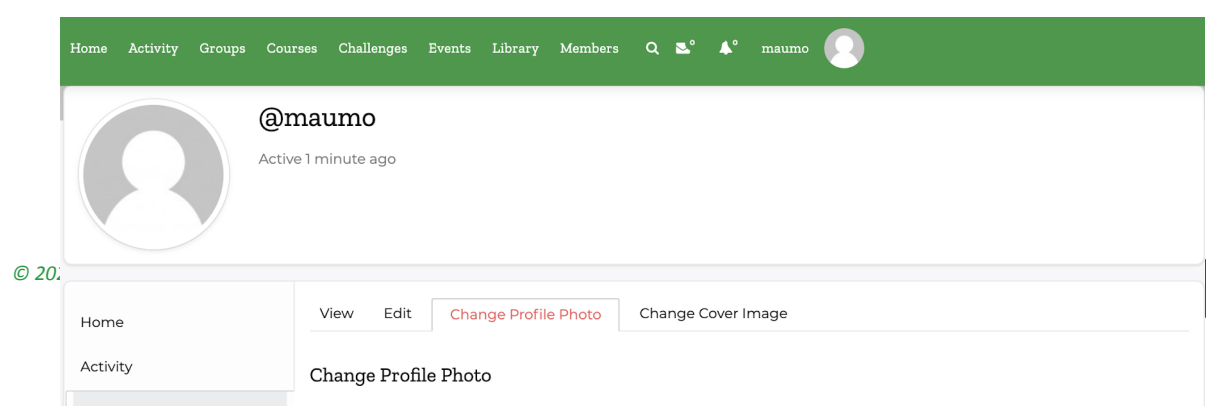


- Select 'Edit', this will display a form with various fields as seen in the table below:

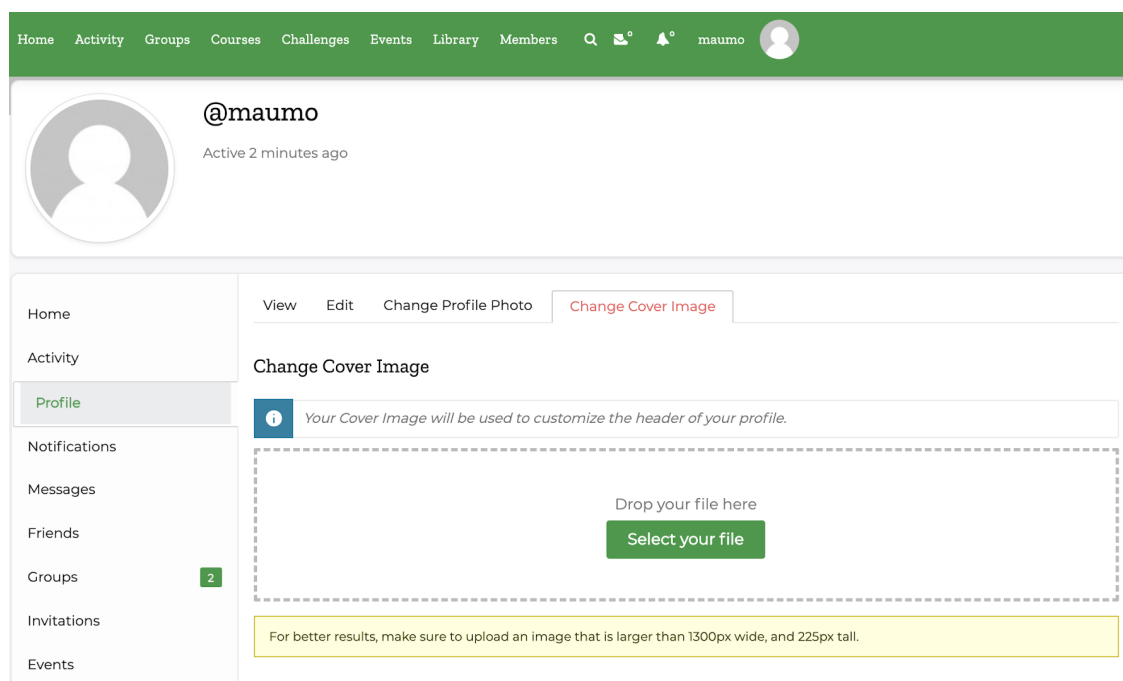
TABLE 1. REQUIRED FIELDS FOR EDITING YOUR PROFILE

Field	Required
Full name	Yes
About me	Yes
Organisation name and URL	No
Gender	No
Age	No
Primary role	Yes
Link to LinkedIn profile	Yes, for experts (if you have one) and optional for other users
Upload CV	Optional (but required if expert does not have a LinkedIn profile)
Twitter	No
Nationality	Yes
Expertise	Yes (for experts)
Learning objectives	Yes (for learners)

- To upload a profile picture, click on 'Change Profile Photo' and then the green button 'Select your file' and follow the prompts to complete the action. You also have the choice of taking a picture on the platform, in this case, click on 'Take photo' and follow the prompts complete the action. You may have to give your browser access to your camera in order to take a picture directly on the platform.



- To upload a cover image, click on 'Change Cover Image' and then the green button 'Select your file' and follow the prompts to complete the action. For better results, make sure to upload an image that is larger than 1300px wide, and 225px tall.



**ATTENTION** In order to ensure a live community experience, user accounts that are inactive for three months will be contacted by the platform administrator, if there is no response or activity or with the permission of the user, the account will be deactivated.

## 2.2 ACCESSING THE E-LIBRARY

To access the e-library, click on "Library" in the list of menu items as circled in the image below.



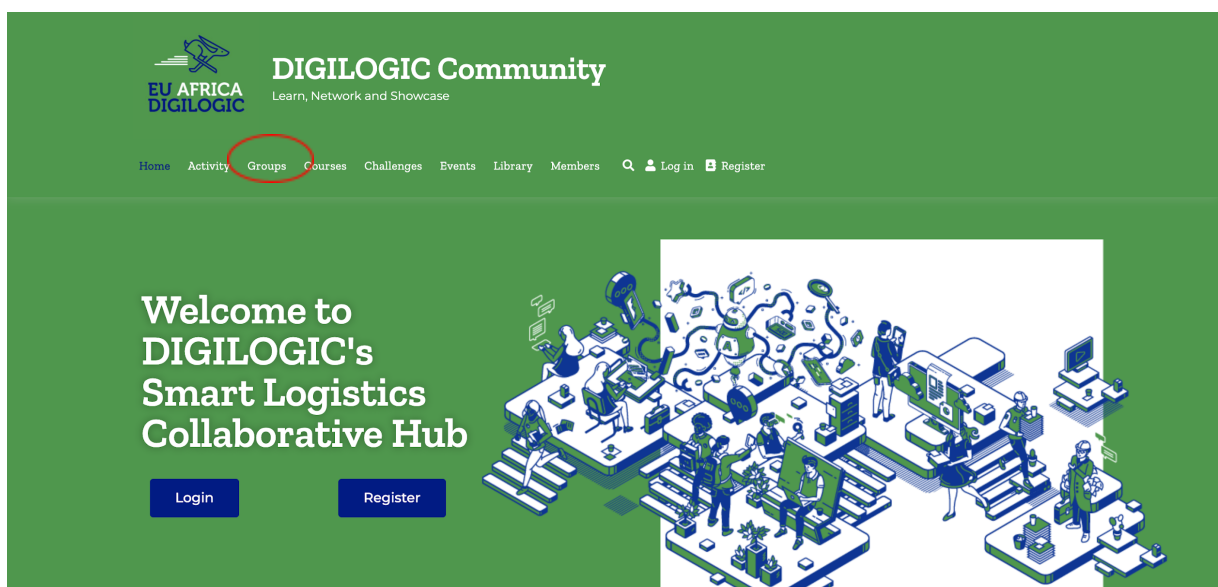
### 2.2.1 SEARCHING AND DOWNLOADING RESOURCES FROM THE E-LIBRARY<sup>2</sup>

- **Searching for resources:** to search for content within the library, click on the search icon (magnifying glass) within the list of menu item right below the platform title and type a keyword associated with what you are looking for.
- **Downloading resources:** only selected resources will be downloadable by clicking on the 'Download' button at the bottom of the file. If there is no button, that means the resource cannot be downloaded for copyright purposes therefore, users can only access this resource online.

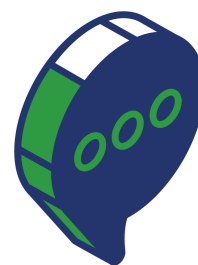
## 2.3 DISCUSSION GROUPS AND NETWORKING

Users with shared interests may form groups within the platform in order to better engage with each other and also attract other users with shared interests. The purpose of these groups is to facilitate in depth networking and discussions on the platform. Any user may create a group. To do this, follow the steps below:

- Select 'Groups' from the menu list right below the platform title (third option from the left). The groups homepage will be displayed where the user is able to see all groups on the platform, the groups they are members of and an option to create a group

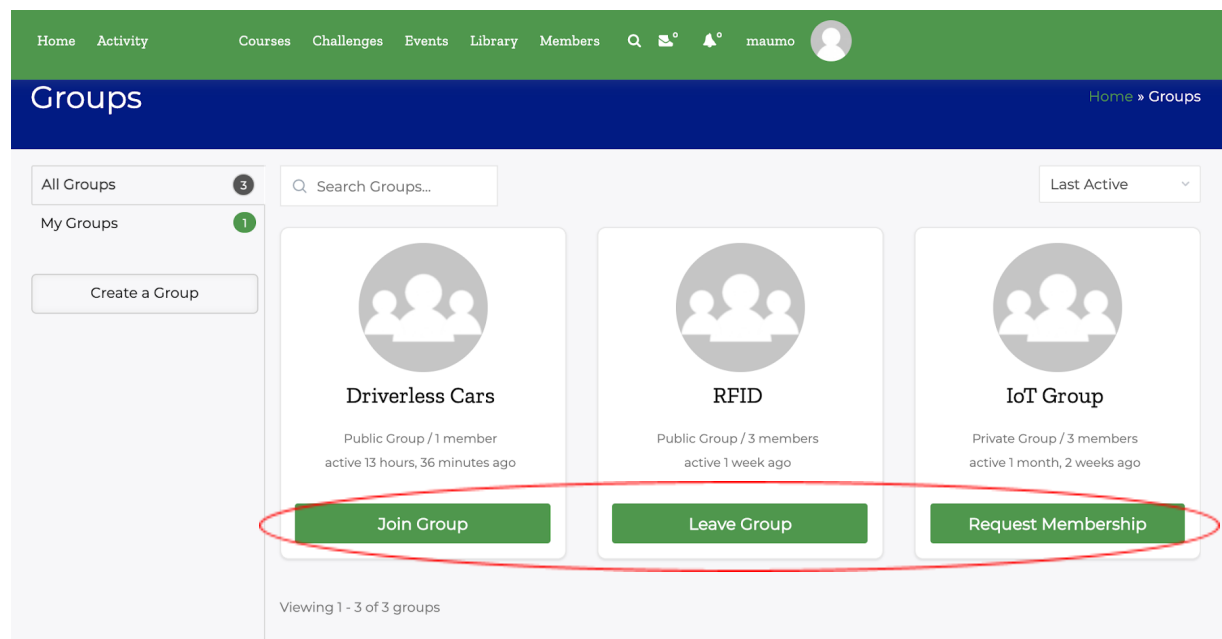


#### 2.3.1.1 Joining, requesting membership or leaving a group



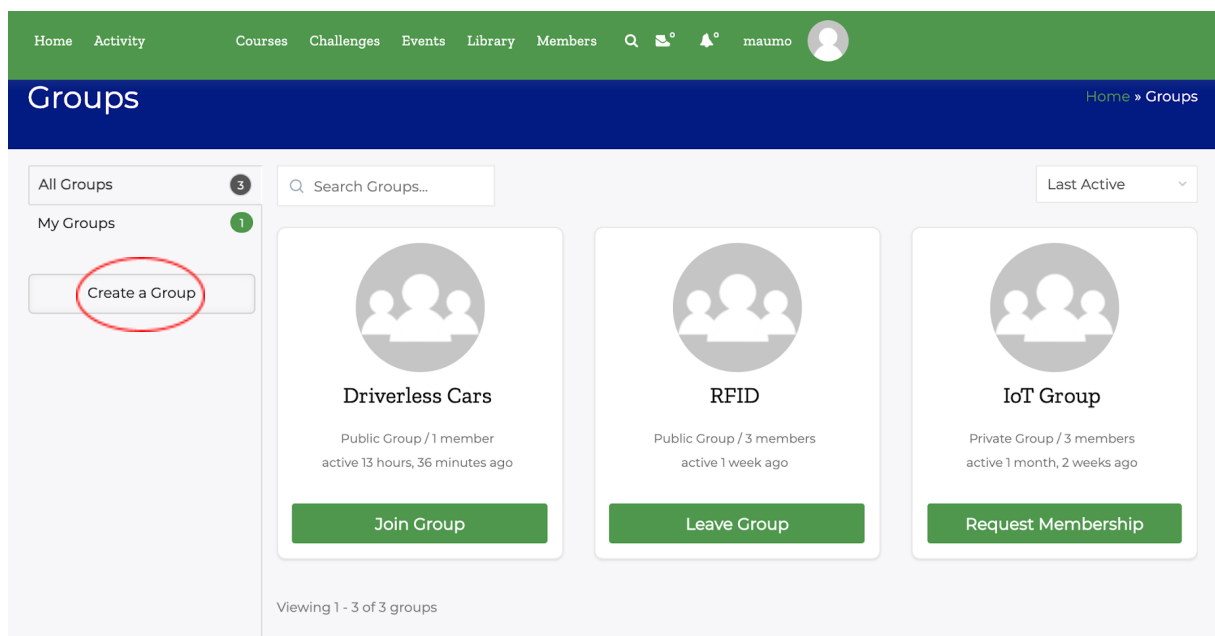
<sup>2</sup> More details to come in this section once the functions of the library are fully activated

- To join an already existing group simply click on 'Join group', you will be able to see this option if the group is open or 'Request Membership' if the group is closed. If you want to leave a group, simply click on 'Leave Group'.



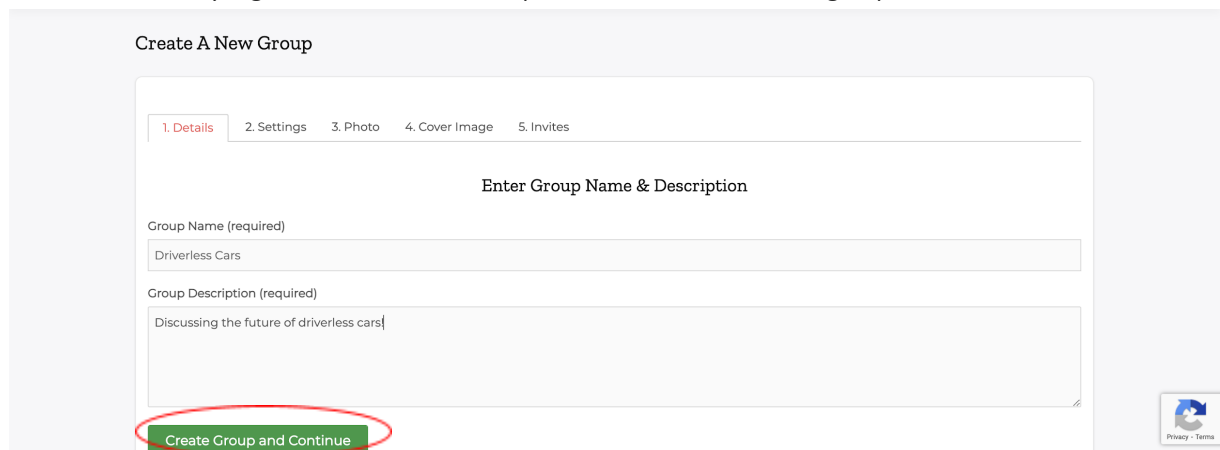
### 2.3.1.2 Creating a new group

- To create a group, click on the 'Create a Group' option on the panel on your left.



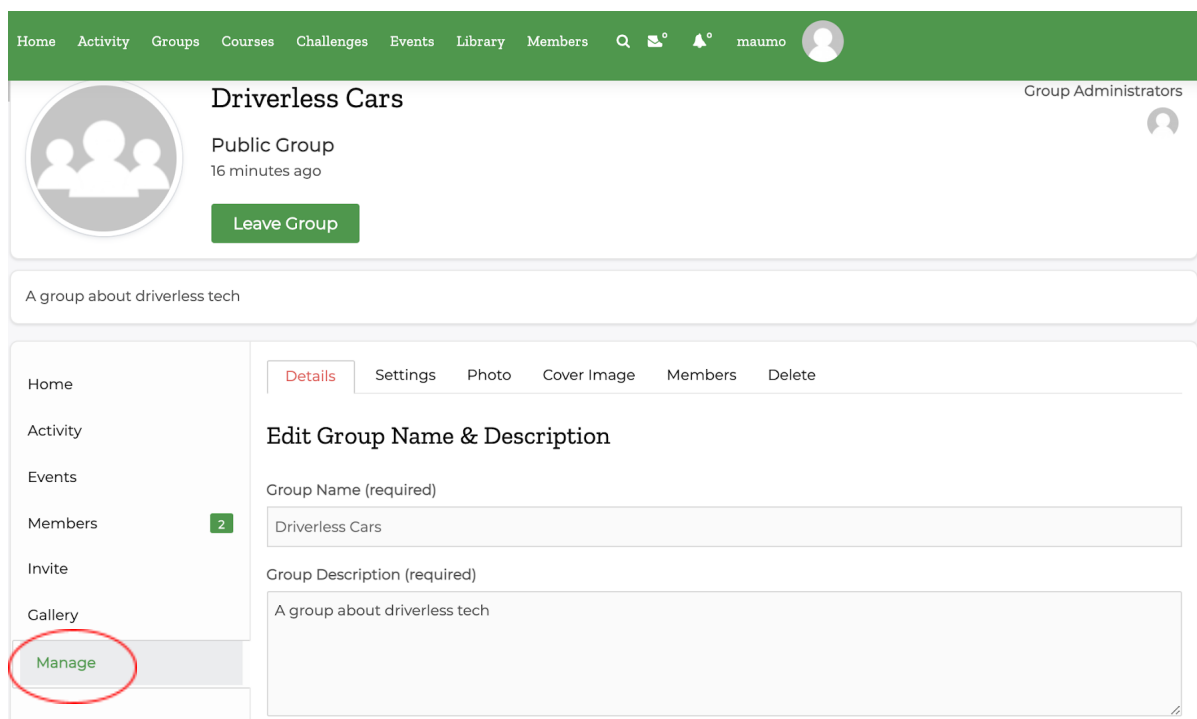
- This will display a page with several options to create the group including entering basic group details such as name and description. These are required fields, meaning you will not be allowed to proceed to the next stage unless you complete these fields. Once you are done, click on 'Create Group and Continue' to proceed to edit the other fields such as the group settings, this is where you may choose to make the group private for example if this group is a team for the Challenges or open if the purpose of the group is simply to have conversations and share ideas. Then you will be asked to upload a group

photo followed by a cover image if this is desired and finally there's also an option to invite group members. Only registered members of the platform can be invited to a group.

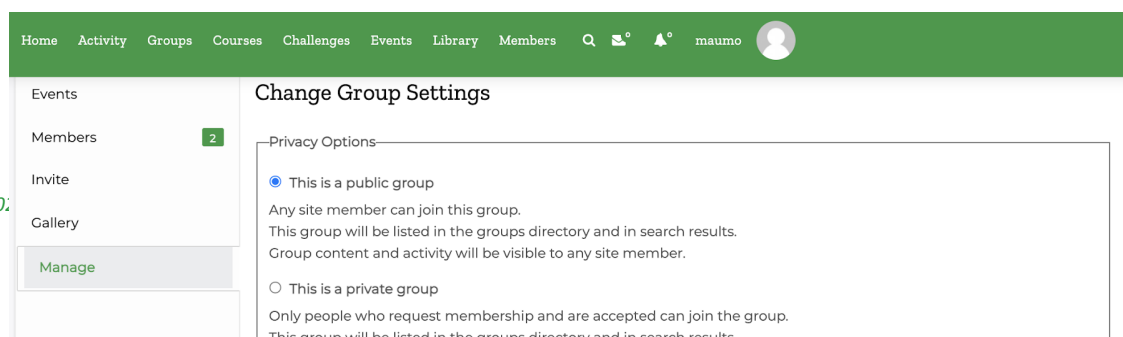


### 2.3.1.3 Managing an existing group

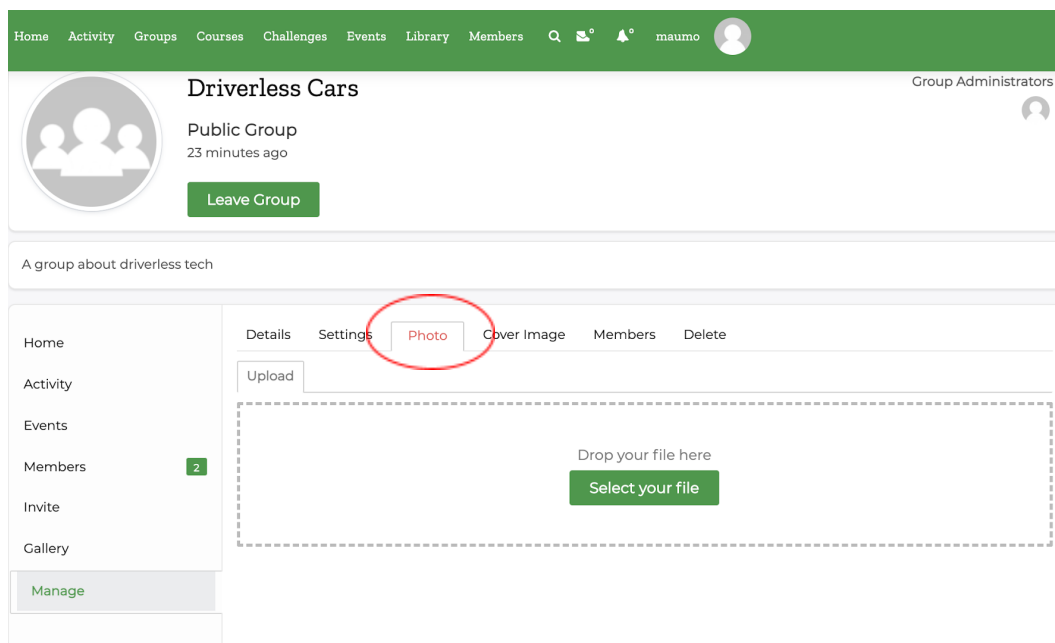
- If you would like to make edits to the group you have created, click 'Manage' on the panel on your left. This will display a page as seen in the image below. There are various options for managing your group such as 'Details' to edit your group name and description;



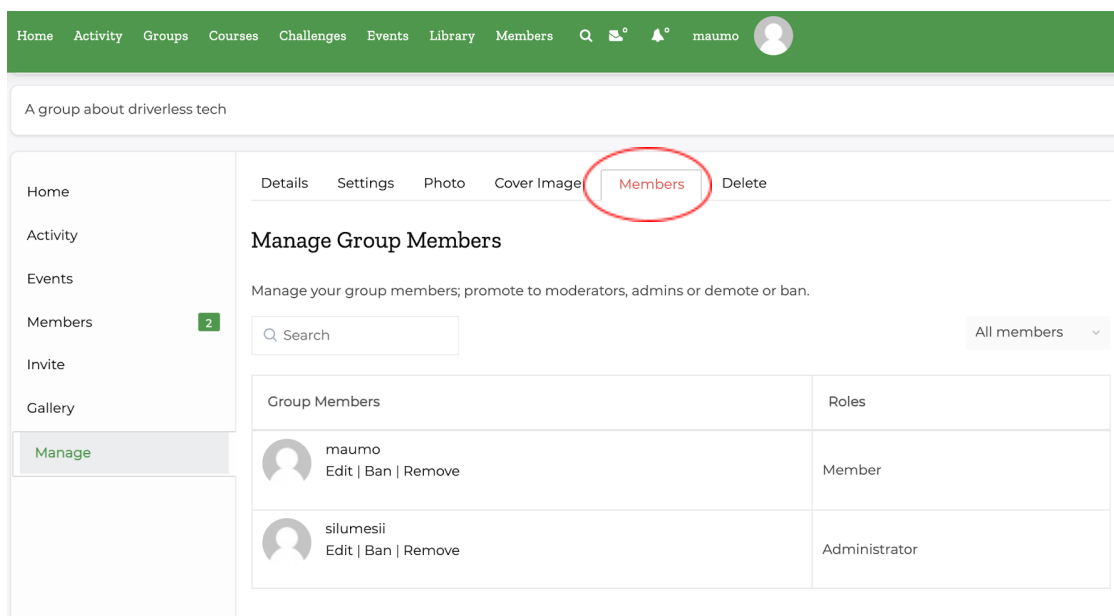
- 'Settings' for managing group privacy options and invitations;



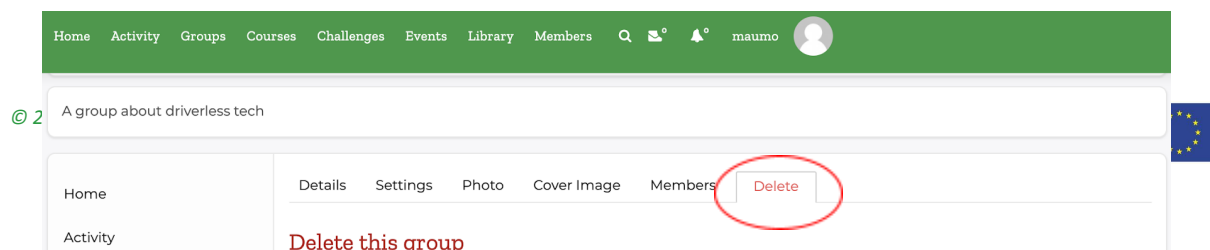
- 'Photo' and 'Cover Image' for uploading or changing your group photo and cover image;



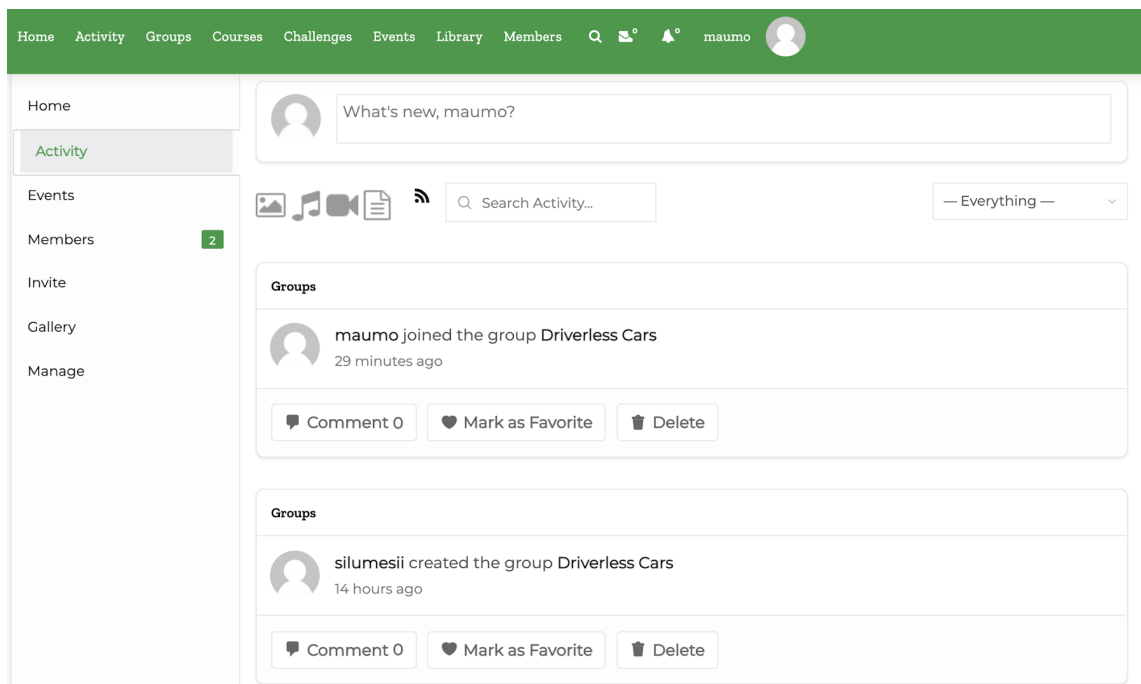
- 'Members' allows you to search for, edit, ban or remove members from your group;



- Finally, 'Delete' allows you to delete the group you have created.

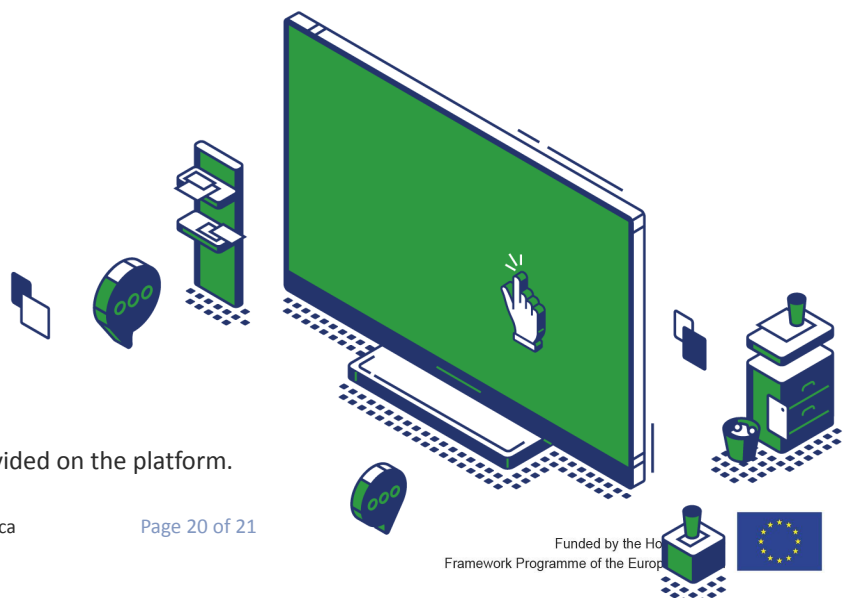


- The user that creates the group is called the 'Group Moderator'. The group moderator will have the power to remove group members if they do not adhere to the group guidelines<sup>3</sup>. Furthermore, group moderators or group members can report any content or individual that does not adhere to group guidelines to an administrator.
- Once the group has been created, group members can start conversations, comment on other users' posts, mark posts as favourites, delete their posts and view all group activity in the 'Activity' section as seen in the image below. Only the group moderator and administrator can delete other users' posts.



- Once a group is no longer required, the group administrator is responsible for deleting or archiving the group.
  - **ATTENTION** If there's no activity within a group for at least three months an administrator will request via email that the group administrator deletes the group and if this is not done within a week the administrator has the right to archive or delete the group and inform the group administrator via email.

<sup>3</sup> Standard group guidelines are provided on the platform.





## 3 ACCESSIBILITY, DATA, AND ADMIN RIGHTS AND DUTIES

### 3.1 OFFLINE AND MOBILE ACCESSIBILITY

To ensure that the platform is inclusive and that we are catering to audiences that may not always have access to the internet, the platform is fully accessible via mobile devices and parts of the platform are accessible offline. Overall, the platform is optimized for lower bandwidth connections.

### 3.2 CAPTURING USER DATA

The platform will collect the minimum amount of data needed for users to be functional and engage safely on the platform. Data that will be collected is as follows:

- Full name - for identification purposes by users of the platform.
- Email address - to create an account on the platform and allow DIGILOGIC to send platform notifications such as course due dates, opportunities and programme-relevant information.
- Gender - since fair gender representation is a big part of the project, this will allow DIGILOGIC to track the participation of women in the programme to ensure that they are fairly represented.
- Organization - to allow the consortium to (where possible) not match learners from the same organisation together to maximise the learning opportunity.
- Country - to get a general sense of locality, reality and challenges with respect to logistics technology, regulation, challenges and opportunities.

To safeguard the rights and freedoms of the users' data, users are given the opportunity to opt-in or out of sharing certain information with other users. No contact information or user data will be shared or sold to anyone including third parties outside of this project; however, if users share their information with other users, this is done at their own risk. In case the platform comes to an end, users contact information will not be kept longer than five years after the dissolution of the platform. Only administrators will be able to see all user data. Users are able to choose whether they would like to show or hide parts of their data for example, gender, age, etc.

[Read more on our privacy and data policy here.](#)