



Entering products you've worked on

Adding projects you've worked on is a good way to enhance your supplier profile. There are 3 types of project:

- Local: A project you've worked on with a single authority
- Regional: A project you've worked on with an e-Government group (such as NWeGG), or collection of authorities
- National: A national project, such as LAWs.

When entering a project, you must specify a local authority contact who has worked on the project, they will need to validate the information entered before it is shown on the esd-suppliers and esd-toolkit sites.

Adding a project

You can find the add project button by clicking "Projects" from the "Tools" menu. This will bring up the project search screen.

Before entering a new project it's a good idea to perform a search to make sure it hasn't already been entered. If it has been entered, click the "Add project supplier" button to enter yourself as a supplier to this project.

If the project has not already been added, click the "Add project" from the bottom of the search or search results screen.

The summary tab

This is the only tab that must be input for the project to be added to the system.

Most of the fields are self-explanatory such as name and description of project.

You must specify Project visibility, this will dictate who can see the project:

- Local: This will show the project only to the authorities listed as involved
- Partnership: If a partnership is involved in the project, the project will be shown to all members of the partnership
- Public: This will list the project to all users
- Supplier members: This will list the project to supplier members

You must also specify an email address for a local authority involved in the project in the "Contact for approval" field. They must validate the project before it can be displayed on the site.

Contact details tab

Contact details

Forename *

Surname *

E-mail *

Telephone

Extension number

Fax

Address

Postcode

Job title

Contact details visibility

Local

Partnership

Public

Supplier members

CDRG

The contact details tab is used to display a contact from your organisation who should be contacted in relation to this project.

By default it will be populated with your contact details, but you can change these if you wish.

You set view permissions for each tab of the project, the view rights are the same for each tab:

- Local: This will show the project only to the authorities listed as involved
- Partnership: If a partnership is involved in project, the project will be shown to all members of the partnership
- Public: This will list the project to all users
- Supplier members: This will list the project to supplier members

Links tab

Links

Services

Interactions

Channels

National projects

e-Citizen/Take up & Mktg

e-Democracy

e-Fire

ENCORE

Hold down 'Ctrl' while clicking to select or deselect multiple items.

PSTOs

R1 - Parents/guardians to apply online for school places for children for

R2 - Online access to information about educational support services the

G1 - Development of an Admissions Portal and / or e-enabled telephone

E1 - Agreed baseline and targets for take-up of online schools admission

Hold down 'Ctrl' while clicking to select or deselect multiple items.

Links visibility

Local

CDRG

This tab links the project to services, interactions and channels in the esd-toolkit.

Click the tree picker icon next to each field to select items that this project relates to.

You can also select National Projects and PSTOs that are relevant to the project from the pick list.

These will categorise the project into the relevant areas of esd-toolkit.

Project suppliers tab

Supplier esd limited

Services provided

Accountancy

Address Management

Advice on Public Private Partnerships (PPP)

Aerial Map Services

Hold down 'Ctrl' while clicking to select or deselect multiple items.

Use of products

New Product

Hold down 'Ctrl' while clicking to select or deselect multiple items.

Involvement

ApprovalStatus Approved

This is the tab to specify your organisation's involvement in the project.

Select from the pick list the areas of the project that you assisted with.

You can select your company's products from the "Use of products" pick list.

The involvement box is a free text space for you to describe your involvement in more detail.

More information on adding a project is available from the esd-toolkit "building block":
<http://www.esd.org.uk/esdtoolkit/Documents/Redirect.aspx?d=9341>