

How to use Erasmus+ and European Solidarity Corps Guides

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Erasmus+ and European Solidarity Corps IT Documentation wiki is a part of **NAconnECT**.

This wiki provides **Applicants** and **Beneficiary Organisations** with documentation and training material for IT tools and project management, involved in Erasmus+ and European Solidarity Corps projects managed by National Agencies. It gives you access to documentation about the IT systems used to manage Erasmus+ and European Solidarity Corps projects.

This page explains the basic functionalities and set up of the **Erasmus+ and European Solidarity Corps IT Documentation** wiki.

Welcome page

The **Welcome** page offers links or buttons to help you navigate to the most relevant IT Documentation for Erasmus+ and European Solidarity Corps programmes. Jump to the relevant guide by clicking on the corresponding labelled button. Please note that the diagram displays by default the Erasmus+ grant process. Use the tabs to switch between the grant process diagrams for **Erasmus+** programme or **European Solidarity Corps** programme (1). Click on the button with the name of the IT tool to open the corresponding guide, in the process diagram (2). Click on one of the quick access links to open **Applicant Guides**, **Beneficiary Guides**, **New Pages** and to this page, **How to use the wiki** (3).

Pages

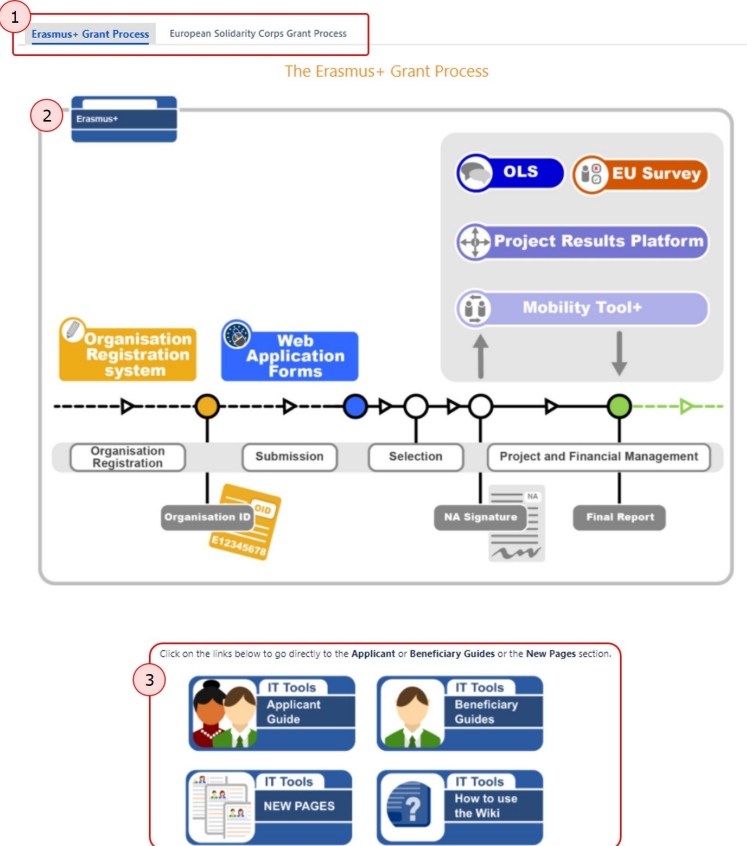
Welcome

Created by DIGIT WESTTOOLS, last modified by Daniela HEIER 34 minutes ago

This wiki is for **Beneficiary Organisations** involved in Erasmus+ or European Solidarity Corps projects managed by National Agencies or EACEA.

It provides access to documentation about the IT Systems used to manage Erasmus+ and European Solidarity Corps projects. For any further questions please contact your local National Agency.

Click each IT Tool on the graphics for more information.



Example: Click on the tool name to access the tool specific user guides

Erasmus+ Grant Process European Solidarity Corps Grant Process

The Erasmus+ Grant Process

Organisation Registration system Web Application Forms Mobility Tool+

Pages / Welcome / Applicant Guides

Web Application Forms Guidelines

Created by Daniela HEYER, last modified by Anne Bo SORENSSEN on Aug 10, 2020

- Select your language
- Introduction
- Technical requirements and settings needed to use the WEB application form
- How to do this in the tools
- Select your Web Application Form
 - Pages related to grant applications KA1 & KA3
 - Pages related to accreditation
 - Pages related to grant applications KA2
- FAQs

Example: Using the direct link to access the Beneficiary Guides

Click on the links below to go directly to the **Applicant** or **Beneficiary Guides** or the **New Pages** section.

IT Tools Applicant Guide IT Tools Beneficiary Guides

Pages / Welcome

Beneficiary Guides

Created by Helen DOYLE, last modified by Daniela HEYER on Jul 10, 2019

Available guides

- IT Tools - Introduction
- Mobility Tool - Guide for Beneficiaries
- EU Survey - Introduction
- Online Linguistic Support for Beneficiaries

Main page sections

When opening the **Erasmus+ and European Solidarity Corps IT Documentation** (Wiki), the **Welcome** page is displayed. From here you can access information on the IT tools used.

This wiki has following main sections:

1. **Navigation pane**/Side bar with page tree
2. **Content** screen
3. **Help and Log in** icons
4. **Contact** option to access information on contacts

The screenshot shows the Wiki interface with four numbered callouts:

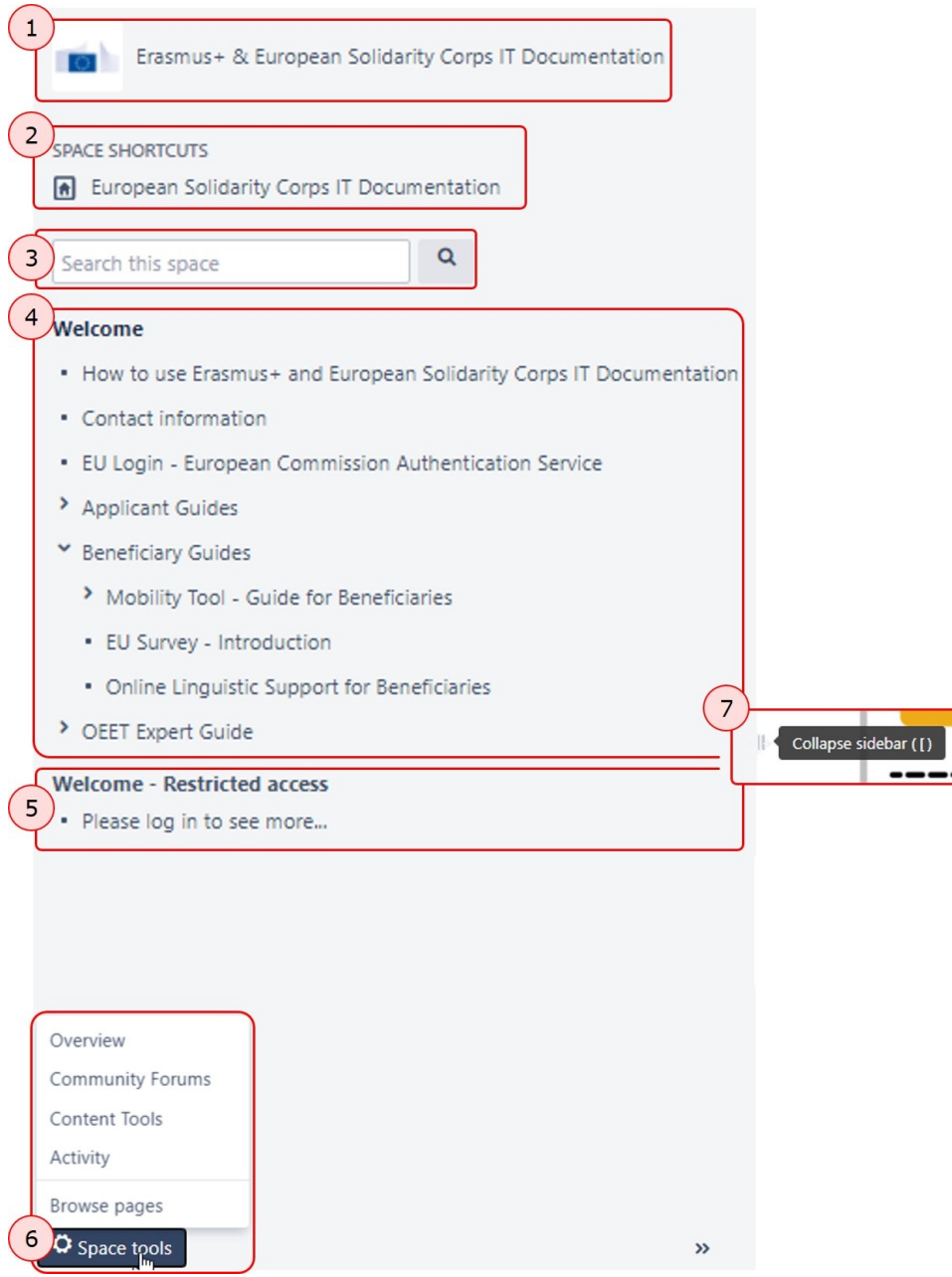
- 1**: Points to the left sidebar (Navigation pane) containing 'SPACE SHORTCUTS' and a list of links like 'How to use Erasmus+ and European Solidarity Corps IT Documentation'.
- 2**: Points to the main content area (Content screen) which displays a 'Welcome' message and 'The Erasmus+ Grant Process' diagram.
- 3**: Points to the top right corner where 'Log in' and 'Help' icons are located.
- 4**: Points to the 'Contact' link in the bottom footer area.

At the top of the page, there is a yellow banner with a warning icon and a circular icon containing the European Union flag. Below this banner, a text box states: 'Clicking on the **Erasmus+** icon will bring you back to the **Welcome** page at any time.'

Navigation pane/Side bar

The Navigation pane on the left hand side offers a variety of functionalities.

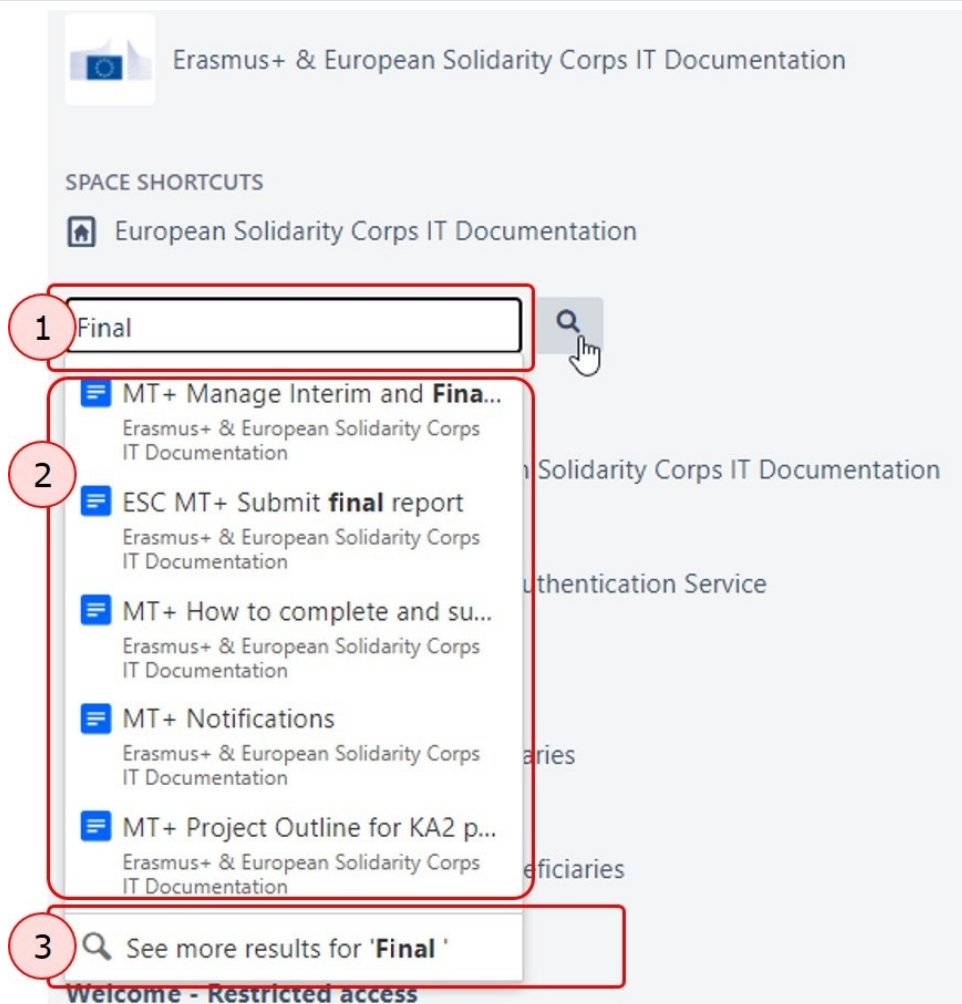
1. **Erasmus+ and European Solidarity Corps IT Documentation:** Click on the title of the wiki to return to the welcome page.
2. **Space Shortcuts:** Link to European Solidarity Corps IT Documentation for applicants.
3. **Search functionality:** Search for wiki pages or words within wiki pages.
4. **Page tree:** For ease of navigation.
5. **Welcome - Restricted access.** Applicants, beneficiaries and experts of the Erasmus+ and European Solidarity Corps programmes do not get further access.
 - The page [Please log in to see more...](#), provides general information on how to gain access for Erasmus+ and European Solidarity Corps IT Documentation for the additional user groups.
6. **Space tools:** Provides information on page activities and settings mainly used by administrators.
7. **Collapse sidebar:** Click or drag the handle to hide or display the navigation pane.



Search Functionality

The **Search** functionality helps you to find specific information quickly.

1. Enter a search term in the **search box**.
2. **Suggestions** related to the searched word are displayed below the search box and each can be clicked on directly.
3. Clicking on **See more results for...** or the **magnifying glass** displays all pages found relevant for your search in the search results screen.



Within the **Search** results screen you see the following:

1. List of all results for the search term.
2. Additional search criteria such as **LAST MODIFIED** or **OF TYPE**.
3. The different coloured icons in the results list also indicate if the result is a wiki page (blue), or an attached file (green for MS Excel, red for Adobe pdf). It is recommended to search on pages for the most relevant content.

Search



CONTRIBUTOR

IN SPACE

Erasmus+ & European
Solidarity Corps IT
Documentation

☐ Search archived spaces

LAST MODIFIED

Any date

Last 24 hours

Last week

Last month

Last year

Custom

OF TYPE

All content

Pages

Blog Posts

Attachments

Spaces

Custom

[Add a filter](#)

1 Page 1 of 10. Showing 91 results (0.099 seconds)

MT+ Manage Interim and **Final** reports for KA109 projects
/progress/**final** report. This means that if the grant projects receive additional participant reports after the defined "cut-off date", they will not be reflected in the interim/**final** report statistics. Consortium members are automatically provided with view access to the accreditation project in Mobility Tool
Erasmus+ & European Solidarity Corps IT Documentation • Jul 01, 2020

ESC MT+ Submit **final** report
This page explains how to submit a **Final** Beneficiary Report for European Solidarity Corps projects in Mobility Tool+, using an ESC31 - Solidarity Project as example. At the bottom of the page you have the possibility to view and download **Final** Beneficiary Report examples for the other European
Erasmus+ & European Solidarity Corps IT Documentation • Jul 06, 2020

3 MT+ How to complete and submit the **final** beneficiary report
the **final** beneficiary report for Erasmus+ projects. The steps described follow the example of using a project for action type KA105. There may be differences MT_BR_KA1_05.jpg Depending on the key action, you may see this button directly or you may need to navigate to the **Final** Beneficiary Report sub-tab to find
Erasmus+ & European Solidarity Corps IT Documentation • Jul 01, 2020

MT+ call 2020 KA103 Higher Education - Data Dictionary.xlsx
III of the grant agreement : At **final** report stage, if the number of mobilities implemented is higher than the number specified in Annex II, the grant amount ... with the participant's grant agreement, the data to be entered, if applicable, is the actual/**final** value (confirmed date) and will overwrite the initial value. For periods above
Erasmus+ & European Solidarity Corps IT Documentation / ... / MT+ Data Dictionary • Jul 29, 2020

EP-KA1-HE-Recognition-2019_05_04_2019_EN_draft.pdf
at the sending institution) of the **final** version of the Learning Agreement, without the need to take any further courses or exams. (Full recognition) - does not recognise some of the credits specified in Table B (recognition at the sending institution) of the **final** version of the Learning Agreement. (Partial recognition
Erasmus+ & European Solidarity Corps IT Documentation / ... / Erasmus+ Participant Report Examples • Jun 11, 2019

Page content

Within Erasmus+ and European Solidarity Corps IT Documentation, there are a number of different types of pages. For example:

1. **Main pages:** Provide an overview of a topic including links to specific pages.
2. **Basic information pages:** Providing information on basic functionality of tools.
3. **How to pages:** Providing detailed step-by-step instructions on how to achieve a specific task in a specific tool.

Depending on the type of page, they may have slight variations in layout and/or design, but the main functionalities and the basic set-ups are similar. The example below shows a typical **How to** page.

On this wiki page you will find:

1. **Breadcrumbs** or the path indicating the hierarchy/location of the page and **Page title**.
2. **Relevant For...** Clicking on the hyperlink opens a table providing information on relevance of the page (programme, action, key action etc..).
3. **Introduction** text offering a brief explanation on topic treated.
4. **Quick steps** (or a Table of Contents) indicating sections on the page. Each item on this list is clickable and can be used to go directly to the specific section on the page.
5. **Detailed Steps** giving a step-by-step instructions on a specific process within a specific tool.
6. At the bottom of the wiki page you have quick links to **Related articles** or page trees if more detailed explanations for specific topics are required.
7. **More options ...** For further details about this functionality, please see [below](#).

The screenshot shows a wiki page titled "Web Forms KA150 Strategic Development" with the following structure and annotations:

- Annotation 1:** Points to the breadcrumb trail: "Pages / ... / Forms - Index - KA150 Youth Accreditation".
- Annotation 2:** Points to the "Relevant for..." section, which includes a link to expand and see a table of relevance.
- Annotation 3:** Points to the introductory text: "In this section of the application form you have to provide information about what you would like to achieve by taking part in this scheme and with the Erasmus+ Programme. It is about your objectives, expected impact, planned activities, etc."
- Annotation 4:** Points to the "Quick steps" section, which lists four steps: 1. Click on "Strategic Development" in the side menu; 2. Fill in the "Motivation and Objectives" section (with sub-steps 2.1 to 2.4); 3. Fill in the "Overview of planned activities" section (with sub-step 3.1); 4. Strategic Development section marked complete.
- Annotation 5:** Points to the "Detailed steps" section, which includes a "Steps" table with one step: "Click on 'Strategic Development' in the side menu". Below the table, it says: "Click on the **Strategic Development** link in the side menu. The **Strategic Development** screen opens. In this section you have to provide information on:
 - Motivation and Objectives and
 - Overview of planned activities" A screenshot of the "Strategic Development" form is shown, with a red arrow pointing to the "Motivation and Objectives" section.
- Annotation 6:** Points to the "Related articles" section, which lists several links: "Application process for Web Forms", "Forms - Index - KA150 Youth Accreditation", "Web Application Forms Guidelines", "Web Forms Add applicant organisation", "Web Forms Add associated persons to organisations", "Web Forms Add participating organisation(s)", and "Web Forms Annexes".
- Annotation 7:** Points to the "More options ..." link in the top right corner.

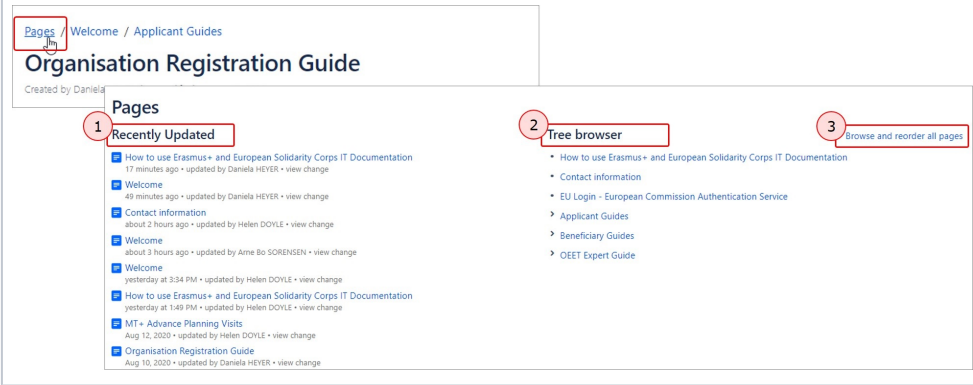
Additional functionalities - without EU Login

"Pages" functionality

The **Pages** option will provide you quick access to an overview of

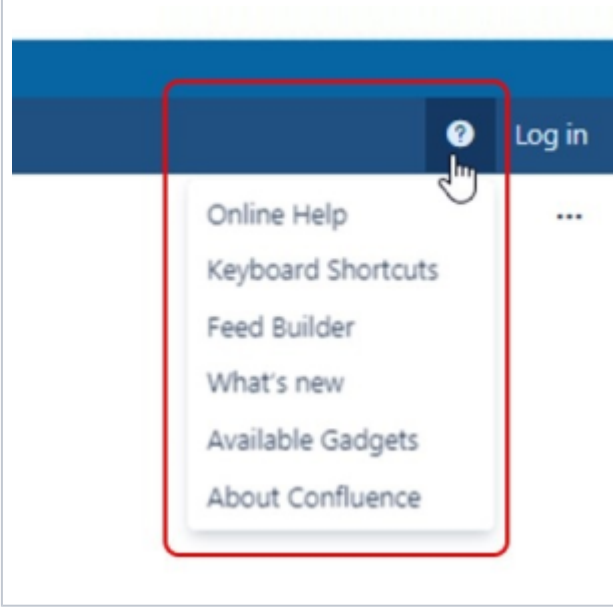
- 1. **Recently Updated** pages
- 2. **Tree browser**
- 3. Option to allow **Browse and reorder all pages**. Selecting this option will bring you to the [Space Tools](#).

The pages option is available via the breadcrumbs on top of all wiki pages.



"Help" functionality

The wiki is created using the Confluence tool. The **Help** icon provides information regarding Confluence and is not relevant for applicants or beneficiaries. If you need help with the content of the wiki or if you have questions concerning the tools, please [contact your National Agency](#).



"More options (...)" icon

The **More options** icon (three dots) provides access to a number of additional functionalities. These include:

- Attachments
- Page History
- Export to PDF



Attachments (8)

Page History

Scaffolding History

Page Information

Resolved comments (0)

View in Hierarchy

View Source

View Scaffolding XML

Export to PDF

Export to Word

Copy with Scaffolding XML

"Attachments" option

Clicking on **Attachments** option provides you with a list of all attachments such as screen captures, or files attached to the wiki page. You may find that not all attachments are useful to download, as the attachments include the screen captures used on the page.

Pages / ... / Web Forms KA120 Background

Attachments

View Page

Name	Size	Creator	Creation Date	Labels	Comment
WF_KA120_BGR_04.jpg	207 kB	Cristina POP	Apr 02, 2020 09:25	No labels	
WF_KA120_BGR_03.jpg	295 kB	Cristina POP	Apr 02, 2020 09:25	No labels	
WF_KA120_BGR_07.jpg	37 kB	Daniela HEYER	Mar 26, 2020 14:55	No labels	
WF_KA120_BGR_06.jpg	72 kB	Daniela HEYER	Mar 26, 2020 14:54	No labels	
WF_KA120_BGR_05.jpg	414 kB	Daniela HEYER	Mar 26, 2020 14:52	No labels	
WF_KA120_BGR_02.jpg	295 kB	Daniela HEYER	Mar 26, 2020 14:22	No labels	
WF_KA120_Background_01.jpg	327 kB	Daniela HEYER	Mar 26, 2020 14:20	No labels	
WF_KA120_Background_02.jpg	333 kB	Daniela HEYER	Mar 05, 2020 14:09	No labels	

Download All

"Page History" option

The **Page history** option provides a list of versions of the given wiki page.

If you select two versions via the check boxes, it allows you to compare these two versions of the page.

Pages / ... / Web Forms KA120 Background

Page History

View Page

Compare selected versions

Version	Published	Changed By	Comment	Actions
<input checked="" type="checkbox"/> CURRENT (v. 3)	Jul 17, 2020 15:36	Daniela HEYER		
<input type="checkbox"/> v. 2	Jul 09, 2020 13:38	Arne Bo SORENSEN	updated page breaks for pdf export	
<input checked="" type="checkbox"/> v. 1	Mar 05, 2020 11:30	Daniela HEYER		

Return to Page Information

Pages / ... / Web Forms KA120 Background

Page History

View Page

Versions Compared

1 Daniela HEYER Mar 05, 2020

Current Daniela HEYER Jul 17, 2020

Key

This line was added.
This line was removed.
Formatting was changed.

Provide the "Type of organisation".

If the **Type of Organisation** is not prefilled, select it from the available drop-down. Then, fill in the related additional information, including the amount of learners, teaching staff and non-teaching staff. Certain fields and questions vary according to the type of organisation.

The following information is completed based on the information linked to your organisation identification number (DDE)

is the organisation a public body?
Yes

is the organisation a non-profit?
Yes

Please choose the organisation type that best describes your organisation.

Type of Organisation

If you just click on a version in the list, the system will display that version. A message is displayed making you aware that you are looking at an older version. It offers you the possibility to step through the various versions or to return to the current version.

Pages / ... / Forms - Index - KA120 Erasmus Accreditation (Adult Education, School Education and Vocational Education and Training) ...

Web Forms KA120 Background

Created by Daniela WEIER, last modified by Arne Bo SØRENSEN on Jul 09, 2020

You are viewing an old version of this page. View the current version.

Compare with Current · View Page History

< Previous

Version 2

Current >

"Export to PDF" option

This option will convert the current page into a PDF file which you can download and read offline. Please consider that the wiki is frequently updated. We encourage all users to reference the online version of documentation, so that you can access the most update-to-date content.

1. Select the **More options (...)** button.
2. Select **Export to PDF**.
3. Click on **Export PDF** again, if a message is displayed.
4. A PDF version of the current page is created.

Attachments (8)

Page History

Scaffolding History

Page Information

Resolved comments (0)

View in Hierarchy

View Source

View Scaffolding XML

Export to PDF

Export to Word

Copy with Scaffolding XML

1

2

3

4

Please note

Exporting a page containing AUI Message Box or AUI Tabs macros to a pdf using Confluence's built in pdf exporter may result in an incorrect PDF. Read more

To get the best results, please use your browsers built in "Save as PDF" functionality.

Alternatively, you may want to proceed with Confluence's built in pdf exporter. Export to PDF

Web Forms KA120 Background

Relevant for...

Call Year	Key Action	Action
2020 onward	KA1 - Mobility of individuals	KA120 - Erasmus accreditation

In this section of the application form you have to give comprehensive information about your organisation. Our example shows the **Background** section in the application form of a 2020 KA120 - Erasmus Accreditation for Schools.

Take note

Questions or fields may vary depending on the accreditation field you are applying for.

Quick steps

1 Click on "Background" in the side menu.

2 Provide the "Type of organisation".

3 Provide the mobility consortium information (if applicable).

4 Provide additional information on your organisation.

5 Read and check the "Strategic Documents" section.

6 Background section marked complete.

"Export to Word" option

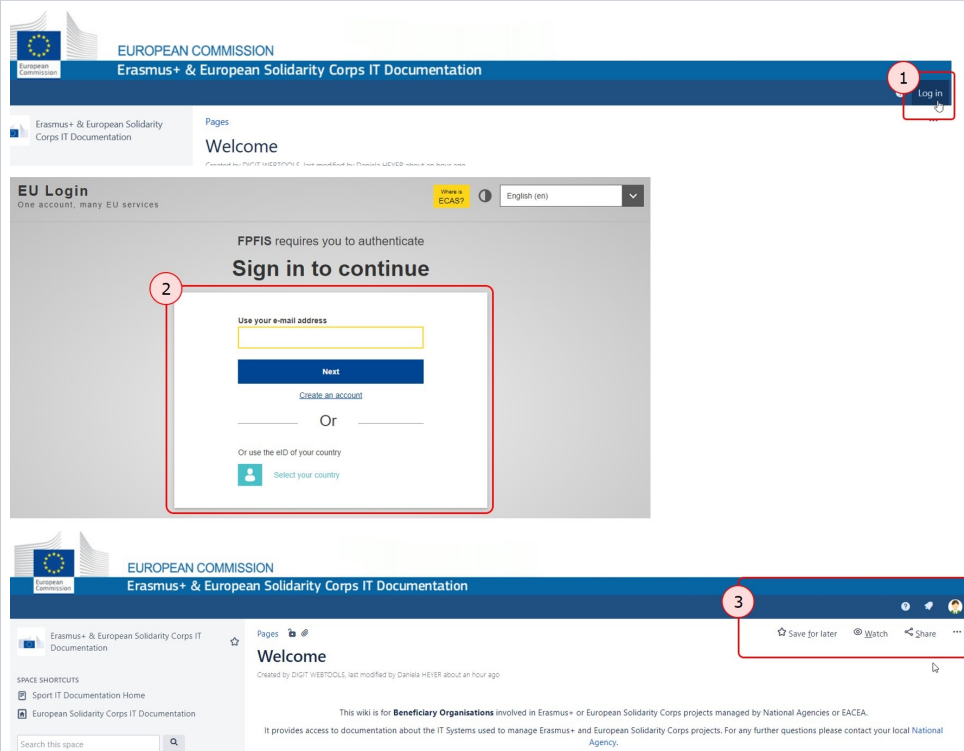
Export to Word is similar to the **Export to PDF** function but results in a MS Word document, which can be used for further processing. This option is currently not working as intended. Only text is exported in the document, hence using this option is not recommended.

Additional functionalities - with EU Login

Log in to Erasmus+ and European Solidarity Corps IT documentation

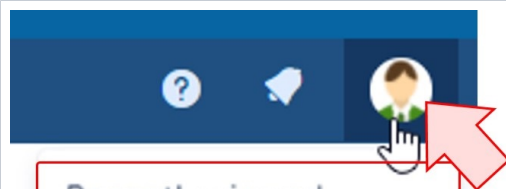
If you have an EU login account with 2-Factor-Authentication, you can use it to login and access some additional functionalities.

1. Click on **Log in**.
2. Enter your **EU Login** credentials.
3. The same pages opens again, but now with additional options available in the right hand corner of the page (mainly your **Profile** and related settings).



The most useful additional options available via your user avatar are:

1. **Recently Viewed**
2. **Profile**
3. **Settings**
4. **Logout**



- Recently viewed
- Recently worked on
- Profile
- Tasks
- Saved for later
- Watches
- Drafts
- Network
- Settings
- Log Out

"Recently Viewed" option

Recently Viewed option opens an overview of recently viewed wiki pages.

The screenshot shows the user interface for the 'Recently Viewed' option. On the left, a user menu is open, with 'Recently viewed' highlighted. The menu also includes 'Recently worked on', 'Profile', 'Tasks', 'Saved for later', 'Watches', 'Drafts', 'Network', 'Settings', and 'Log Out'. On the right, a window titled 'Recently viewed pages' is displayed. It features a search filter, a list of pages viewed today and yesterday, and a 'Close' button. The list of pages includes various documents related to Erasmus+ and European Solidarity Corps IT Documentation.

Recently viewed pages

Filter

TODAY

- Welcome - Erasmus+ & European Solidarity Corps IT Documentation
- Web Forms KA120 Background - Erasmus+ & European Solidarity Corps IT Docu...
- Web Forms Introduction to Accreditation/Charter - Erasmus+ & European Solidar...
- Forms - Index - KA120 Erasmus Accreditation (Adult Education, School Education ...

YESTERDAY

- How to use Erasmus+ and European Solidarity Corps IT Documentation - Erasmus...
- ESC Web Application Forms Guidelines - European Solidarity Corps IT Documenta...
- Welcome - European Solidarity Corps IT Documentation
- Organisation Registration Guide - European Solidarity Corps IT Documentation
- Contact information - European Solidarity Corps IT Documentation
- Welcome - Restricted access - European Solidarity Corps IT Documentation

Hint: type "g" and then "r" anywhere to quickly open this menu

Close

"Profile" option

Profile option will open the settings for your profile. It is not relevant to update your details as none of your personal details are used in the wiki nor can be viewed by any other person.

The screenshot shows the user interface for the 'Profile' option. On the left, a user menu is open, with 'Profile' highlighted. The menu also includes 'Recently viewed', 'Recently worked on', 'Tasks', 'Saved for later', 'Watches', 'Drafts', 'Network', 'Settings', and 'Log Out'. On the right, a page titled 'Beneficiary User' is displayed. It features a profile picture, a list of tabs (Profile, Tasks, Saved for later, Watches, Drafts, Network, Settings), and a list of personal details (Full Name, Email, Phone, IM). The 'Profile' tab is selected, showing the user's name and a list of recent activity.

Beneficiary User

Profile

Activity

Beneficiary User

profile updated less than a minute ago

user-avatar

profile picture updated May 22, 2017

Full Name

Beneficiary User

Email

Phone

IM

"Settings" option

From the **Settings** tab on this pane, you can check and update features.

Unknown macro: 'divbox'

?

Recently viewed

Recently worked on

Profile

Tasks

Saved for later

Watches

Drafts

Network

Settings

Log Out

PeopleUNKNOWN UNKNOWN

ProfileTasksSaved for laterWatchesDraftsNetworkSettings

YOUR SETTINGS

Password

Email

Editor

Table Filter and Charts

No Email Storm

GADGETS

View OAuth Access Tokens

Settings

Site HomepageSite Default (Dashboard)

LanguageAutomatically detect browser setting

Find more language packs on the [Atlassian Marketplace](#)...

Time zoneSite Default (Europe/Luxembourg)

Keyboard Shortcuts☒ Enable

Enable keyboard shortcuts (does not apply to editor shortcuts). You can find a list of keyboard shortcuts in the Help menu.

Text select☒ Show option panel when text is selected

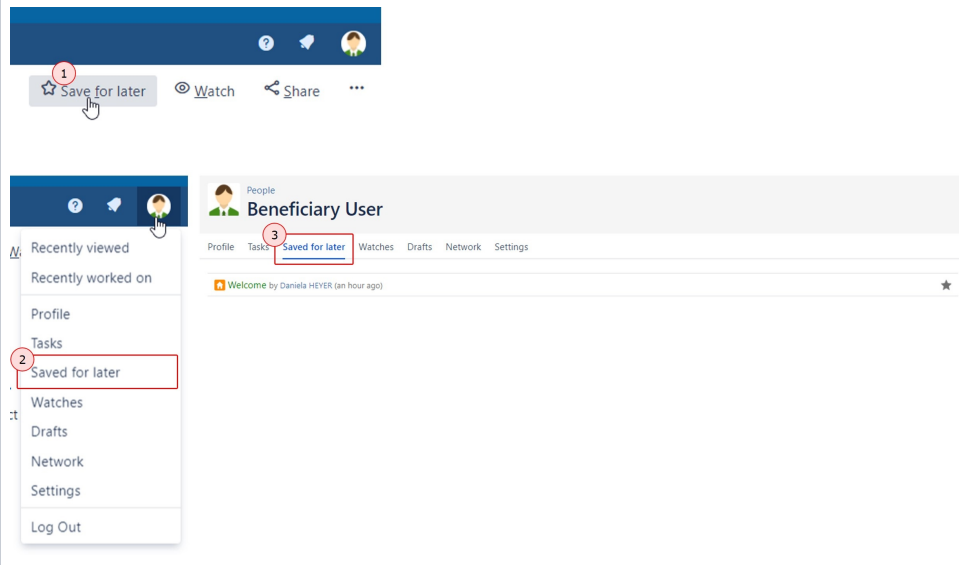
Edit

"Save for later" option

On top of all pages you have the **Save for later** option. This functionality can be used to create **Favourites**, which can be accessed easily at a later stage.

1. On the page you want to save, click the **Save for later** option.
2. To view your saved pages, click the profile icon in the right hand top corner of the screen and select **Saved for later** option.
3. All saved pages will be displayed as a list and can be opened from this location.

To remove a page from your saved pages access the saved page and click on the **Saved for later** button.



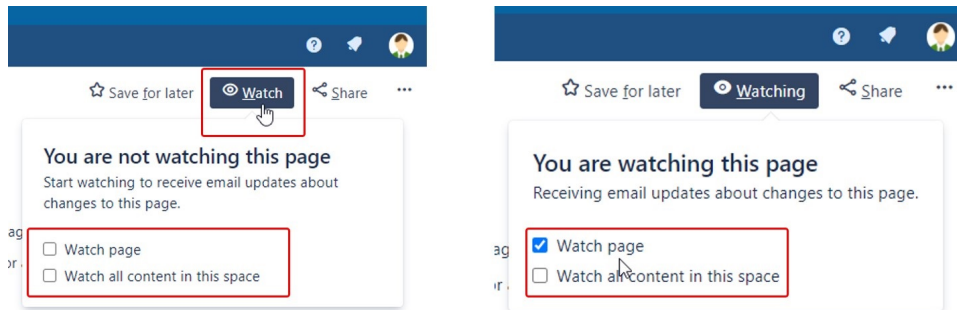
"Watch" option

If you want to be informed about changes to this wiki you can watch particular pages or the whole Erasmus+ and European Solidarity Corps IT Documentation.

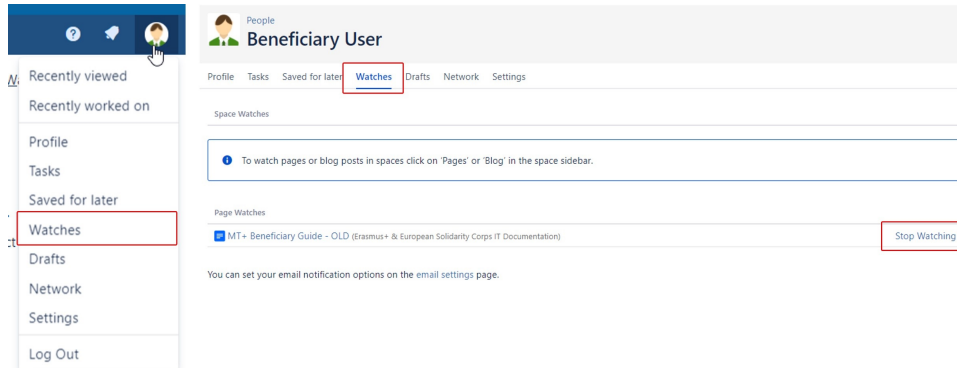
- Clicking on the **Watch** icon provides you with both options. It also indicates if you are already watching the page or the space.
- Select or deselect the desired option by using the **Watch** button.

There are three different settings:

1. Not watching space/page
2. Watching of a specific page
3. Watching the complete specific space



To view all your watched pages, click the profile icon in the right hand top corner of the screen and select the **Watches** option. From this overview screen it is also easy to remove spaces and/or pages from the watch list by simply clicking **Stop Watching**.

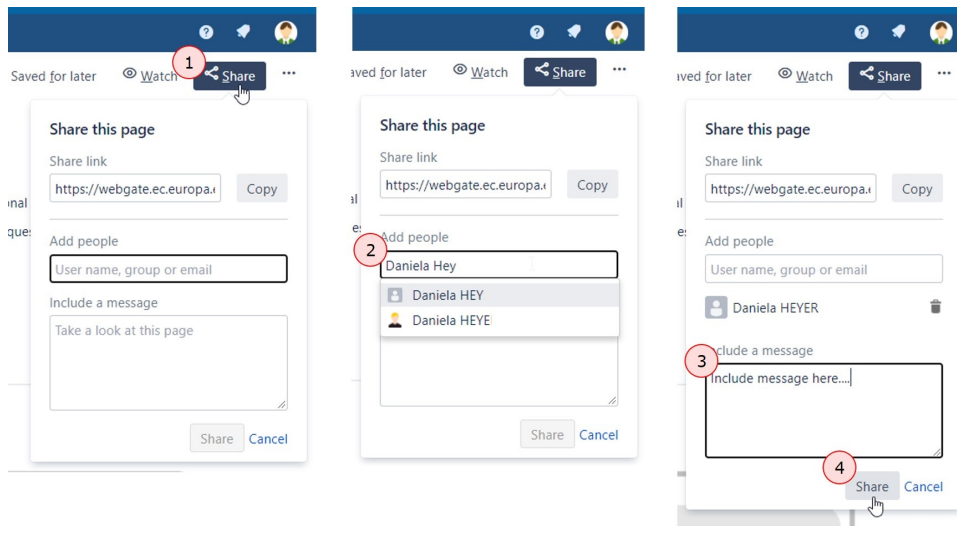


"Share" option

You have the possibility to **Share** pages for instance with colleagues.

1. This is done easily via the **Share** button in the top right corner of the page. The window that opens provides the **Share Link**, the **Add people** field and the **Include a message** field.
2. To add people, simply start typing the name of the person in the **Add people** field.
 - A list of names will open and you can simply select the person you want to share the page with. If the person you are looking for is not displayed (max. display is 10) specify the name including the first letters of the last name.
 - It is also possible to enter in the **Add people** field a complete e-mail address, but be careful not to make any mistakes as the system cannot check whether the e-mail address entered is valid or not. In principle you can submit a notification to anyone as long as you enter a valid e-mail address.
3. You can also **Include a message** to the person(s) with whom you are sharing the page.
4. Click the **Share** button and a notification will appear about the successful action.

The person will receive an e-mail notification and a [notification](#) directly in the Erasmus+ and European Solidarity Corps IT Documentation, if they are logged in.



Notifications

The **Bell** icon displays a number if any notifications are available for you in the Erasmus+ and European Solidarity Corps IT Documentation. A number is displayed if for example a colleague shared a wiki page with you using the **Share** option. Clicking on the bell icon will open a summary of the notification.

If you click on the summary, more details become available. In our example a page was shared and a personal message added.

