# **OEET Expert Approval**

- 1. Login to OEET Assessment and access List of assessment
- 2. Click the "Assess" button
- 3. The assessment screen in approval mode
- 4. Check the consolidation information
- 5. Click "Approval" in section navigation
- 6. Check the "I agree and approve the consolidation" box and Save
- 7. Navigate back to the Project List

Approval of the consolidation assessment is a new procedure where all experts taking part in the assessment of a project/report have to give their approval of the consolidation version of the assessment. It means that all the experts who assessed a project/report are obliged to approve the consolidated assessment before it can be submitted.

The approval of the consolidation assessment has to be done by all experts taking part in the assessment of a project/report.

The approval phase starts once the consolidation for a project was submitted by the consolidator.



Important

This process is not applicable for old assessment rounds (before 09/2018), automatic submission and/or assessments with only one expert.

# Steps

# 1. Login to OEET Assessment and access List of assessment

## 1.1. Click the "Assessment List" button

After logon to OEET, the programme list opens, displaying the programme(s) and action(s) the expert is engaged to work on.

Click the **Assessment List** button next to the specific programme to open the list of assessments.

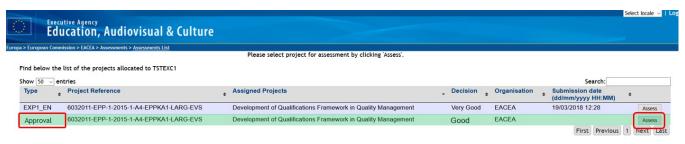
Education, Audiovisual & Culture										
European Commission > LECEA> Assessments    Search:   S										
ound Id	Agency Name	Programme	Sub Programme	Action	Sub Action	Application Year +	Application Round	Assessment Type +	Status	Assessment List
2725	Education, Audiovisual and Cuture Executive Agency	КАЗ	SEPT	KA333	HE-BOLOGNA	2019	1	APPL-EVAL	OPEN	Assessment List
2724	Education, Audiovisual and Cuture Executive Agency	Crea	Crea-cult	Crea-cult-coop		2018	1	APPL-EVAL	OPEN	Assessment List
2723	Directorate-General for Education and Culture	JMO	JMSA3	JMSA3-EXCEL		2018	1	APPL-EVAL	OPEN	Assessment List
2722	Education, Audiovisual and Cuture Executive Agency	KA1	AHE	KA108		2019	1	APPL-EVAL	OPEN	Assessment List
2721	Education, Audiovisual and Cuture Executive Agency	КАЗ	PI	KA313	PI-FORWARD	2016	1	APPL-EVAL	OPEN	Assessment List
2720	Education, Audiovisual and Cuture Executive Agency	SPO	SCP	SCP1		2019	1	APPL-EVAL	OPEN	Assessment List
2719	Education, Audiovisual and Cuture Executive Agency	КАЗ	PI	KA313	PI-FORWARD	2019	1	APPL-EVAL	OPEN	Assessment List
2718	Education, Audiovisual and Cuture Executive Agency	KA1	AHE	KA108		2014	1	APPL-EVAL	OPEN	Assessment List
2717	Education, Audiovisual and Cuture Executive Agency	KA1	MLS	KA101	-	2019	1	APPL-EVAL	OPEN	Assessment List
2712	Education, Audiovisual and Cuture Executive Agency	KA1	MLS	KA104		2018	1	APPL-EVAL	OPEN	Assessment List

#### 2. Click the "Assess" button

The assessment list opens. In the list of assessments allocated, projects requiring approval bear the Approval label in the column type and are highlighted in green.

To start the approval, click the Assess button.

Note: Should the project in the list be highlighted in yellow, the approval process cannot start. The consolidator did not yet lock the consolidation for approval, meaning consolidation is ongoing.



## 3. The assessment screen in approval mode

The project screen opens in the General section. Any comments, the scoring and other details from the consolidation will be visible.



#### 4. Check the consolidation information

Navigate through the sections of the project to view the consolidation information. The recommended order is:

- 1. Application and Annexes
- Typology Questions
   Award Criteria
- 4. Expert Comments: Overall comments to applicant, General comments to NA and Budget comments to NA (where present)
- 5. Recommendations (if present)
- 6. General section for completion of the Decision fields (where present)

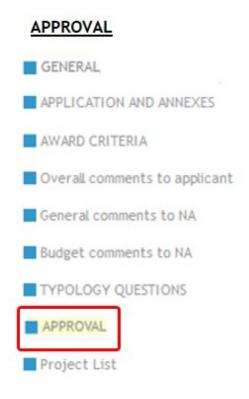


#### Take note

The menu content, its order and the section labels vary according to the programme / action that is under assessment.

# 5. Click "Approval" in section navigation

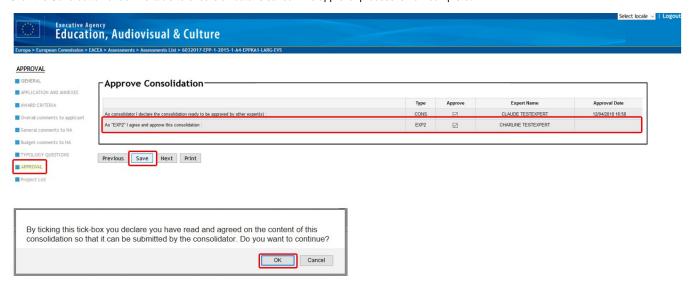
After checking all information click on Approval in the section navigation.



## 6. Check the "I agree and approve the consolidation" box and Save

The **Approve Consolidation** screen opens. In the displayed table **check the box** to declare the approval of the consolidation. A confirmation pop up displays. Click **OK** to confirm the selection.

Click the Save button under the table to ensure all data is saved. The approval process is now completed.



## 7. Navigate back to the Project List

Click Project List in the section navigation. You will notice that the project is no longer highlighted in green. The submission date column is still empty.

Only after the submission of the consolidation by the consolidator the submission date is updated in the list view.

# Related articles

- OEET Expert Account Validation and Logon
  OEET Expert Approval
  OEET Expert Assessment
  OEET Expert Consolidation
  OEET Expert Editing
  OEET Expert Guide 2014 to 2020
  OEET Expert Menu and Navigation