OEET Expert Menu and Navigation

OEET is a web-based application used by experts to record evaluations of proposals and project reports assigned by NAs, DG EAC or EACEA.

This page explains the **basic functionalities of OEET Assessment Tool**.

1. General information

> ⊘ **Important**
>
> OEET is designed to work with all available web browsers.
>
> However, the OEET Assessment tool **does not support a multi assessment approach** using multiple tabs in the same browser. To work on multiple assessments at the same time, you must use different browsers.
>
> If you open a second assessment in the same browser and try to change from one assessment to the other, the system will display the following error message: **You cannot open multiple assessments in the same browser. Please open required Assessment file again to continue.**
>
> If you try to perform this operation, all data not saved will be lost. Ensure that you work in only one assessment at a time with the same browser.

2. Project List

After logging on to OEET, the project list opens. The following elements are available:

1. **List of programmes** assigned to you.
2. **Language selection**: Drop-down; Select EN, FR or DE.
3. **Show projects per page**: Drop-down; Default setting is 50.
4. List **navigation** buttons.
5. **Sort functionality** to sort displayed projects per specific columns.
6. **Search**: Search as you type; Free text field. You can search for example by Round Id, Agency Name, Programme and more.
7. **Assessment List** buttons: Open list of projects allocated to you for assessment.
8. **Logout** button: Will log you out of the tool. Alternatively, simply close the browser tab or the whole browser to end the online session.

If you only see the header and no projects in the list, no projects have been assigned to you. Contact the programme team that engaged you.

Show [50 ∨] entries

Search:

Round 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	KA3	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	KA3	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	KA3	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

First | Previous | 1 | Next | Last

Using the **Search** filters, the list of displayed projects is changed to show only those that match your search criteria. In the example below, Round ID 2722 was entered in the search box. One result is displayed in the list.

Show [50 ∨] entries

Search: 2722

Round Id	Agency Name	Programme	Sub Programme	Action	Sub Action	Application Year	Application Round	Assessment Type	Status	Assessment List
2722	Education, Audiovisual and Cuture Executive Agency	KA1	AHE	KA108	---	2019	1	APPL-EVAL	OPEN	Assessment List

First | Previous | 1 | Next | Last

3. List of allocated projects

After clicking the **Assessment List** button, the **list of allocated projects** for assessment opens. It offers the same/similar functionalities as the project list.

In this list you have following columns available:

- **Type:** Displays role assigned for evaluation of project. Options available are: **Expert**, **Consolidator**, **Editor**, **Approval**.
- **Project Reference**
- **Beneficiary:** Displays the name of the beneficiary organisation.
- **Assigned Projects**
- **Decision**: Displays Decision rating of the assessment
- **Organisation**: Organisation which assigned the project
- **Submission Date**: Date and time of assessment submission. Empty until assessment submission.

Executive Agency
Education, Audiovisual & Culture

Please select project for assessment by clicking 'Assess'.

Find below the list of the projects allocated to DOEBERT

Show [50 ▾] entries

Search:

Type	Project Reference	Beneficiary	Assigned Projects	Decision	Organisation	Submission date (dd/mm/yyyy HH:MM)	
EXP1_EN	2016-1-PL01-KA101-027513	Funny Balloons	Great Test Project 01		PL01		Assess
EXP2_EN	2016-1-PL01-KA101-027516	Funny Balloons	Great Test Project 04	Threshold attained	PL01		Assess

First | Previous | 1 | Next | Last

Depending on the task assigned, you might find rows highlighted in green or yellow. Those colours indicate projects waiting for consolidation and/or approval.

Details on those can be found under OEET Expert Approval and OEET Expert Consolidation.

4. Assessment functionalities

After clicking the **Assess** button in the list of allocated projects, the assessment screen opens. It opens by default on the **GENERAL** section of the assessment.

4.1. Section menu / Section navigation

You will find the **Section Menu** on the left side of the screen. Use it to navigate between the different parts of the assessment. The active section is highlighted in yellow.

Clicking on Project List will bring you back to the list.

4.2. Breadcrumb navigation

You can also return to the project list or return to the list of programmes or the assessment list using the breadcrumb navigation trail.

> ⚠️ **Take note**
>
> If you use the breadcrumb trail to navigate away from an assessment that you are working on you will lose any unsaved data. Therefore only use the breadcrumb trail when you have finished working on an assessment and saved all data or after you have just submitted an assessment.

EXP1

■ GENERAL

■ APPLICATION AND ANNEXES

■ AWARD CRITERIA

■ Overall comments to applicant

■ General comments to NA

■ Budget comments to NA

■ TYPOLOGY QUESTIONS

■ ASSESSMENT VALIDATION

■ Project List

Project Title	Development of Qualifications Framework in Quality Management
Expert name	TESTEXPERT CHARLINE
Expert Email	EACEA.TSTEXPC2@gmail.com
My Scoring	0 / 100 - 0 %
Version	1

Decision

4.3. Download documents

Any documents attached to the project to be assessed can be downloaded. In the relevant section use the **Download button**.

File Name	
CULTURE_LITERARY_TRANSLATION_2013_TEST_EN_V1.PDF	Download
ESTIMATED_BUDGET_FORM_EN_2012_V1.XLSX	Download
700706-CU-1-2013-1-IT-CULTURE-VOL122.pdf	Download

Previous | Save | Next | Print

4.4. Save options

Use the **Save** button at the bottom of each section regularly to avoid loss of data.

Previous | Save | Next | Print

Clicking on **Project List** in the section menu invokes an automatic save of the assessment in progress.

EXP1

4.5. Print option

You can print your assessment at any time, even before submission, using the **Print button** which is displayed throughout the form.

Depending on your browser settings, the assessment either opens in PDF format in a tab or pops up in a new window in your PDF viewer. Once printed (or saved), you can close the browser tab or the PDF window that popped up.

4.6. Previous / Next

You can also use the **Previous** and **Next** buttons at the bottom of each section to either access the previous or next section of the assessment.

4.7. Maximum amount of text

The text you enter in comments fields is **counted in bytes** rather than characters. In most cases, 1 character equals 1 byte (this includes spaces), but special characters such as those bearing accents can take up more than 1 byte.

The maximum amount of characters is displayed under the relevant text fields. It counts down automatically, once text is entered.

EXP1

GENERAL

APPLICATION AND ANNEXES

AWARD CRITERIA

Overall comments to applicant

General comments to NA

Budget comments to NA

TYPOLOGY QUESTIONS

ASSESSMENT VALIDATION

Project List

☐ The project supports the development of knowledge and evidence-based youth policy

4000 Bytes remaining from full size of Text (please click on text box after save to see correct number of bytes remaining) Text size is measured as Bytes and not as characters

Previous   Save   Next   Print

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