

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 WEBTOOLS, last modified by Daniela HEIER 34 minutes ago

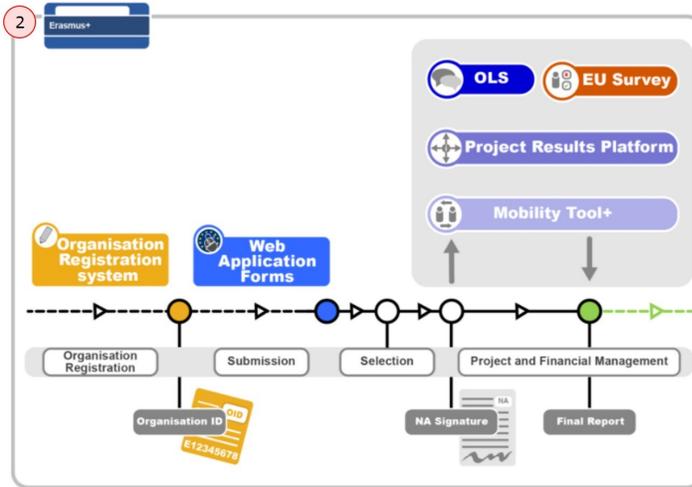
This wiki is for **Beneficiary Organisations** involved in Erasmus+ or European Solidarity Corps projects managed by National Agencies or EACEA.

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.

- 1 [Erasmus+ Grant Process](#) [European Solidarity Corps Grant Process](#)

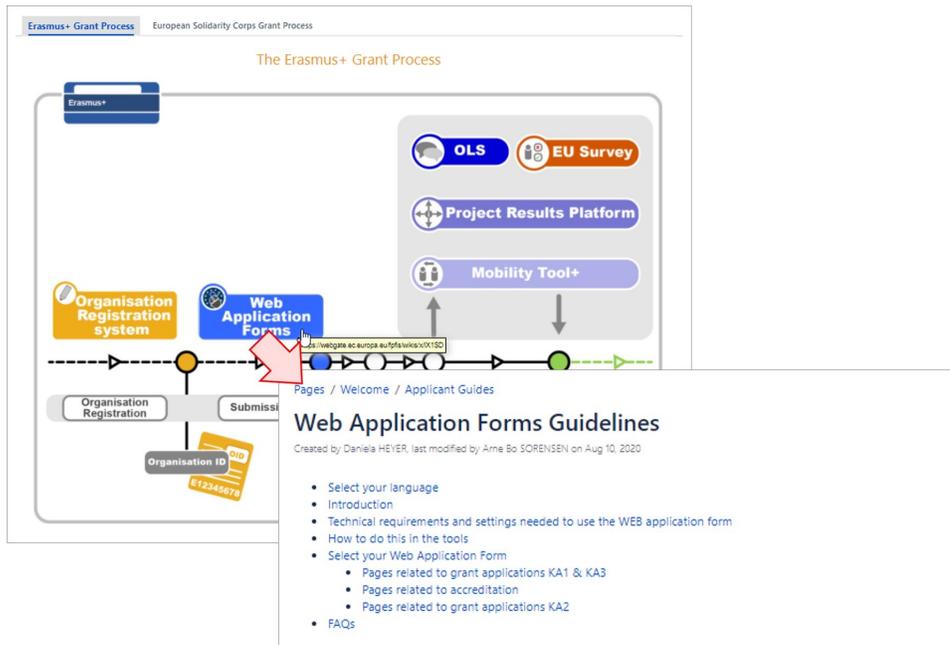
The Erasmus+ Grant Process



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

- 3 [IT Tools Applicant Guide](#) [IT Tools Beneficiary Guides](#)
- [IT Tools NEW PAGES](#) [IT Tools How to use the Wiki](#)

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



The Erasmus+ Grant Process

Erasmus+ European Solidarity Corps Grant Process

Organisation Registration system Web Application Forms

OLS EU Survey Project Results Platform Mobility Tool+

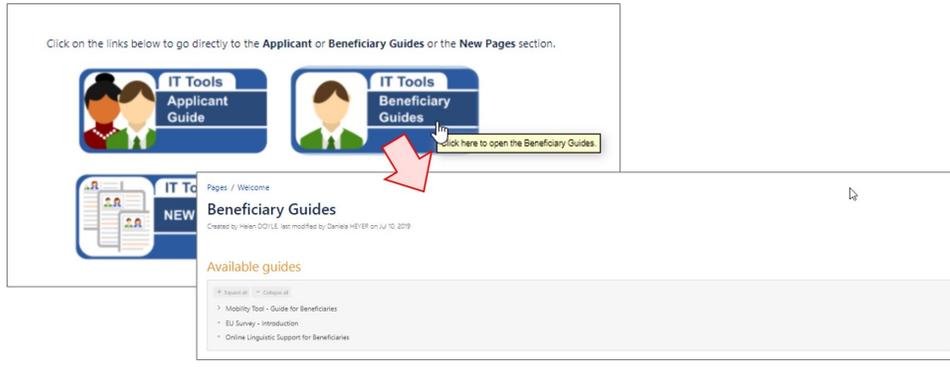
Pages / Welcome / Applicant Guides

Web Application Forms Guidelines

Created by Daniela HEYER, last modified by Arne Bo SORENSEN 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 DOOLE, last modified by Daniela HEYER on Jul 10, 2019

Available guides

- Applicant
- 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's home page with four numbered callouts: 1. Navigation pane on the left containing 'SPACE SHORTCUTS', a search box, and a 'Welcome' section with links like 'How to use Erasmus+ and European Solidarity Corps IT Documentation'. 2. Main content area with a 'Welcome' message and 'The Erasmus+ Grant Process' graphic. 3. Top right corner with 'Log in' and 'Create account' icons. 4. Bottom center with a 'Contact' link. A yellow banner at the top features a warning icon and an Erasmus+ icon.

Clicking on the **Erasmus+** icon will bring you back to the **Welcome** page at any time.

1

2

3

4

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.

The screenshot shows the navigation pane on the left side of a wiki page. It is divided into several sections, each highlighted with a red box and a numbered callout:

- 1:** The top section, titled "Erasmus+ & European Solidarity Corps IT Documentation", contains a logo and the title.
- 2:** The "SPACE SHORTCUTS" section, which includes a link to "European Solidarity Corps IT Documentation".
- 3:** A search box labeled "Search this space" with a magnifying glass icon.
- 4:** The "Welcome" section, which contains a list of links: "How to use Erasmus+ and European Solidarity Corps IT Documentation", "Contact information", "EU Login - European Commission Authentication Service", "Applicant Guides", "Beneficiary Guides" (with sub-links "Mobility Tool - Guide for Beneficiaries", "EU Survey - Introduction", and "Online Linguistic Support for Beneficiaries"), and "OEET Expert Guide".
- 5:** The "Welcome - Restricted access" section, which contains a link "Please log in to see more...".
- 6:** The "Space tools" section, which includes links for "Overview", "Community Forums", "Content Tools", "Activity", and "Browse pages".
- 7:** A "Collapse sidebar (1)" button located at the bottom right of 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.

Erasmus+ & European Solidarity Corps IT Documentation

SPACE SHORTCUTS

European Solidarity Corps IT Documentation

1 Final

2

- MT+ Manage Interim and **Fina...**
Erasmus+ & European Solidarity Corps
IT Documentation
- ESC MT+ Submit **final** report
Erasmus+ & European Solidarity Corps
IT Documentation
- MT+ How to complete and su...
Erasmus+ & European Solidarity Corps
IT Documentation
- MT+ Notifications
Erasmus+ & European Solidarity Corps
IT Documentation
- MT+ Project Outline for KA2 p...
Erasmus+ & European Solidarity Corps
IT Documentation

3 See more results for 'Final'

Welcome - Restricted access

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

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

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

3

OF TYPE

All content

Pages

Blog Posts

Attachments

Spaces

Custom

Add a filter

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

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
Ill 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](#).

1 Pages / ... / Forms - Index - KA150 Youth Accreditation

Web Forms KA150 Strategic Development

Created by Daniela HEYER, last modified on Jul 17, 2020

7 ...

2 **Relevant for...**
Click here to expand to see the table below indicating the Call Year(s), Key Action(s) and Action(s) where the following wiki page is relevant.

3 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.

4 **Quick steps**

- 1 Click on "Strategic Development" in the side menu
- 2 Fill in the "Motivation and Objectives" section
 - 2.1 Describe your first objective
 - 2.2 Add additional objectives (if applicable)
 - 2.3 Delete an objective
 - 2.4 Provide information on impact and contribution
- 3 Fill in the "Overview of planned activities" section
 - 3.1 Provide additional required information
- 4 Strategic Development section marked complete

5 **Detailed steps**

Steps

- 1 **Click on "Strategic Development" in the side menu**
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

6 **Related articles**

- 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)
- Web Forms Annexes

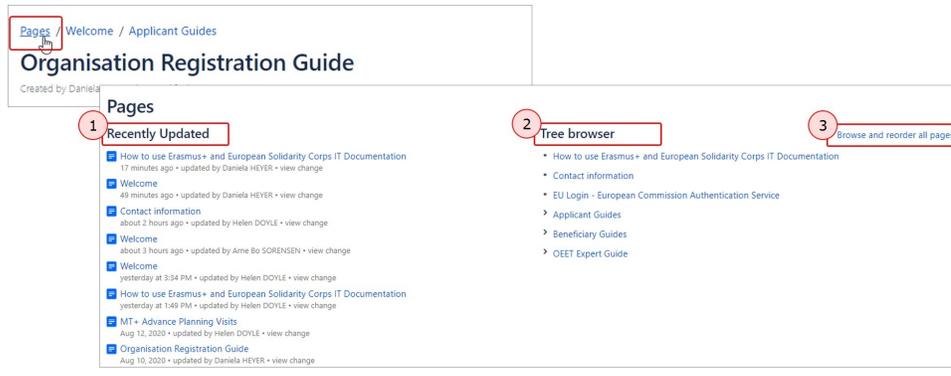
Additional functionalities - without EU Login

"Pages" functionality

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

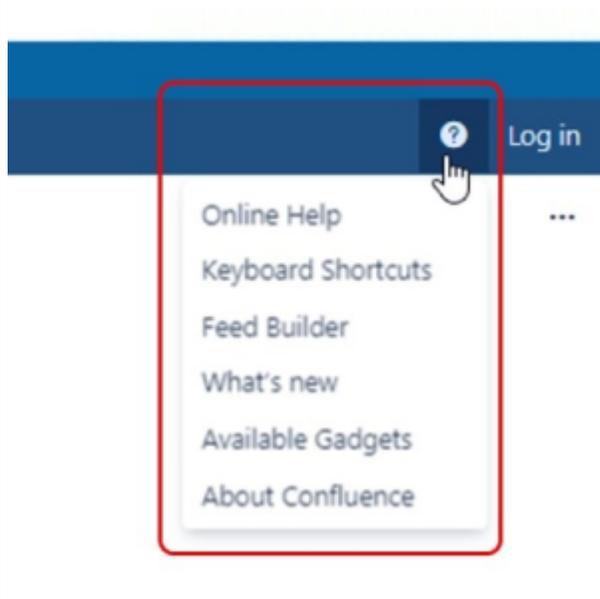
1. **Recently Updated** pages
2. **Tree browser**
3. Option to allow **Browse and reorder all pages**. Selecting this option will bring you to the [Space Tools](#).

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



"Help" functionality

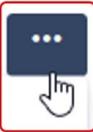
The wiki is created using the Confluence tool. The **Help** icon provides information regarding Confluence and is not relevant for applicants or beneficiaries. If you need help with the content of the wiki or if you have questions concerning the tools, please [contact your National Agency](#).



"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

[← View Page](#) ...

Attachments

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

[← View Page](#) ...

Page History

2 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

[← View Page](#) ...

Page History

3 Versions Compared

1	Current
Daniela HEYER Mar 05, 2020	Daniela HEYER Jul 17, 2020

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

2 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.

5

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

Is the organisation a public body?	Is the organisation a non-profit?
Yes	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.

Web Forms KA120 Background

Created by Daniela HEVER, 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.

The screenshot shows a browser window displaying the 'Web Forms KA120 Background' page. The page content includes a table with columns 'Call Year', 'Key Action', and 'Action', and a 'Quick steps' section. A 'More options' menu is open, showing options like 'Export to PDF', 'Export to Word', and 'Copy with Scaffolding XML'. Red circles and arrows highlight the steps: 1. Clicking the 'More options' button (indicated by a red circle with '1'), 2. Clicking 'Export to PDF' in the menu (indicated by a red circle with '2'), 3. Clicking 'Export to PDF' again in a subsequent message box (indicated by a red circle with '3'), and 4. The resulting PDF document (indicated by a red circle with '4').

"Export to Word" option

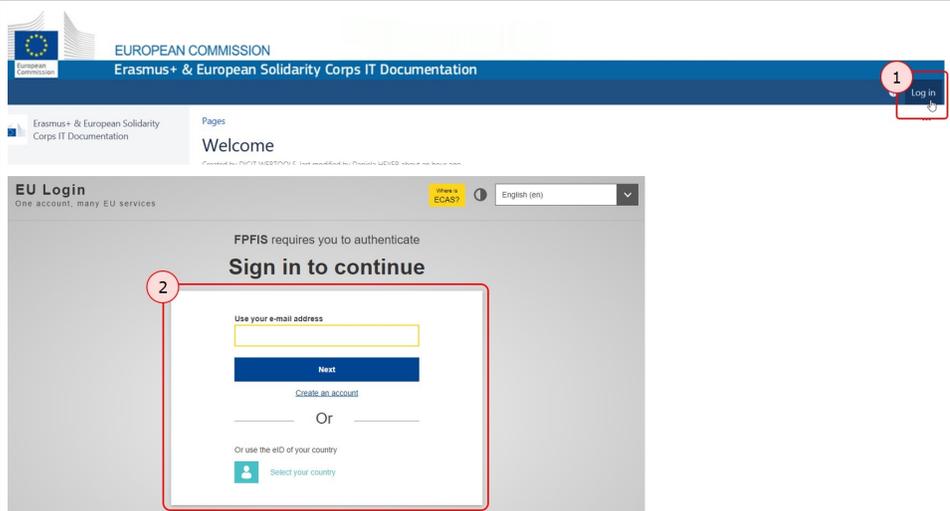
Export to Word is similar to the **Export to PDF** function but results in a MS Word document, which can be used for further processing. This option is currently not working as intended. Only text is exported in the document, hence using this option is not recommended.

Additional functionalities - with EU Login

Log in to Erasmus+ and European Solidarity Corps IT documentation

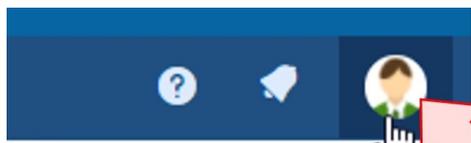
If you have an EU login account with 2-Factor-Authentication, you can use it to login and access some additional functionalities.

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:

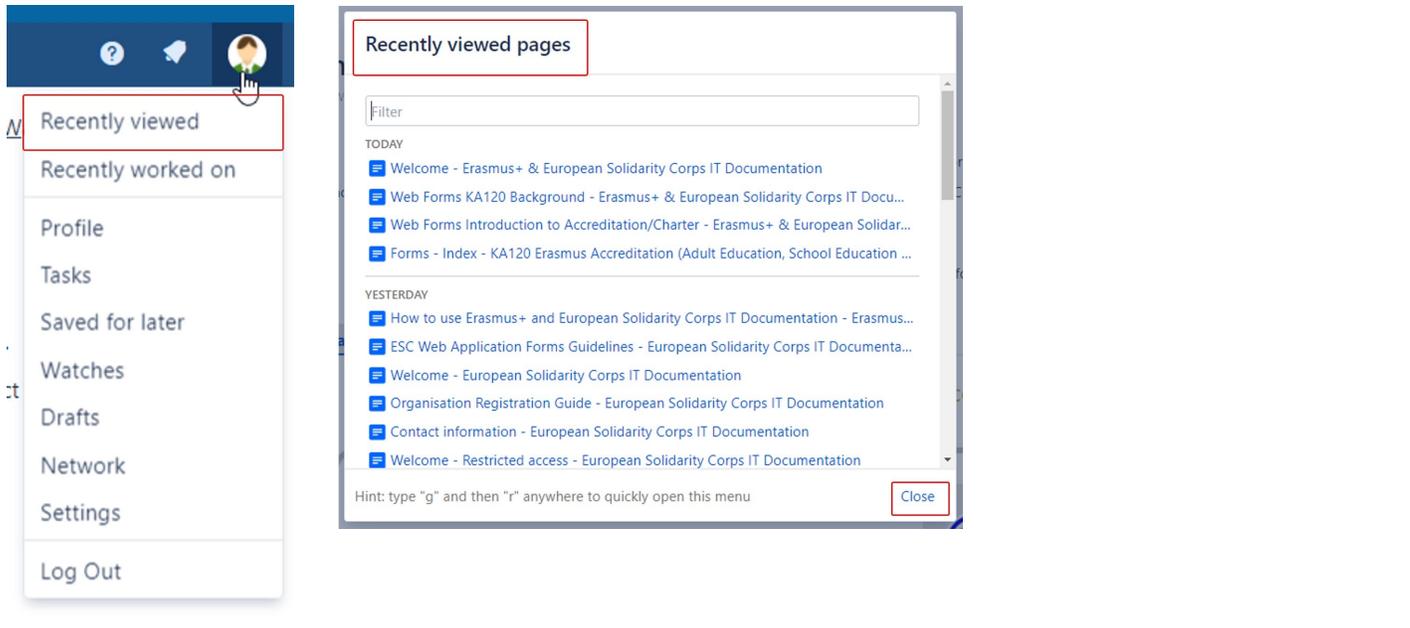
1. **Recently Viewed**
2. **Profile**
3. **Settings**
4. **Logout**



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

"Recently Viewed" option

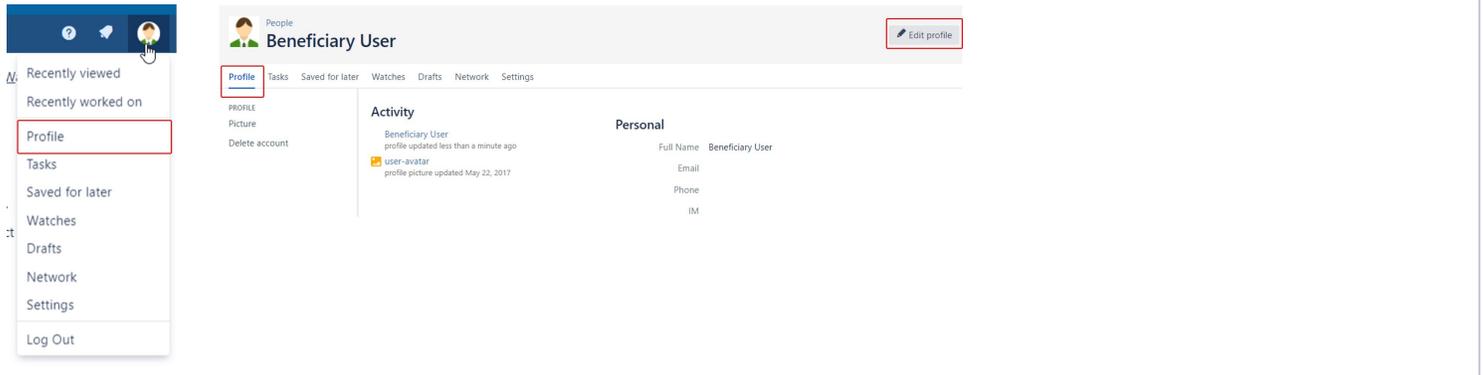
Recently Viewed option opens an overview of recently viewed wiki pages.



The screenshot shows a user interface with a top navigation bar containing a question mark, a speech bubble, and a user profile icon. A dropdown menu is open from the profile icon, listing options: 'Recently viewed', 'Recently worked on', 'Profile', 'Tasks', 'Saved for later', 'Watches', 'Drafts', 'Network', 'Settings', and 'Log Out'. The 'Recently viewed' option is highlighted with a red box. To the right, a 'Recently viewed pages' window is displayed, featuring a search filter, a list of pages under 'TODAY' and 'YESTERDAY', and a 'Close' button at the bottom right. A hint at the bottom of the window reads: 'Hint: type "g" and then "r" anywhere to quickly open this menu'.

"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 same user interface as above, but with the 'Profile' option selected in the dropdown menu, highlighted with a red box. The main content area displays the profile page for 'Beneficiary User'. At the top right of the profile page is an 'Edit profile' button. Below the profile name are tabs for 'Profile', 'Tasks', 'Saved for later', 'Watches', 'Drafts', 'Network', and 'Settings'. The 'Profile' tab is active, showing a 'Delete account' link. The 'Activity' section lists recent updates: 'Beneficiary User profile updated less than a minute ago' and 'user-avtatar profile picture updated May 22, 2017'. The 'Personal' section lists fields: Full Name (Beneficiary User), Email, Phone, and IM.

"Settings" option

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

Unknown macro: 'divbox'

People
UNKNOWN UNKNOWN

Profile Tasks Saved for later Watches Drafts Network **Settings**

YOUR SETTINGS

- Password
- Email
- Editor
- Table Filter and Charts
- No Email Storm
- GADGETS
- View OAuth Access Tokens

Settings

Site Homepage Site Default (Dashboard)

Language Automatically detect browser setting
Find more language packs on the [Atlassian Marketplace](#).

Time zone Site 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

Recently viewed

Recently worked on

Profile

Tasks

Saved for later

Watches

Drafts

Network

Settings

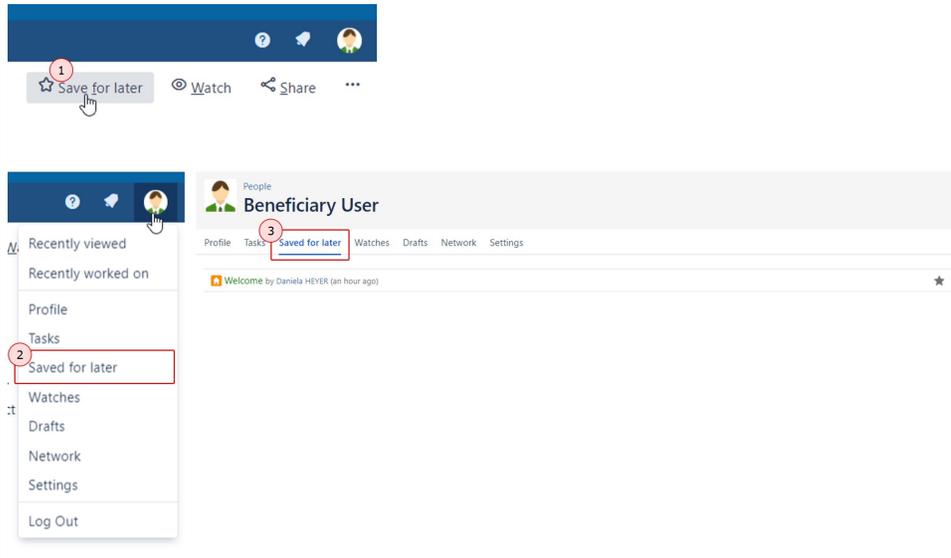
Log Out

"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.



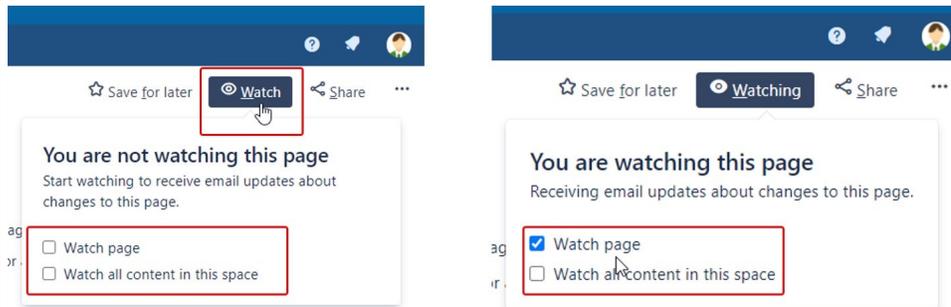
"Watch" option

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.

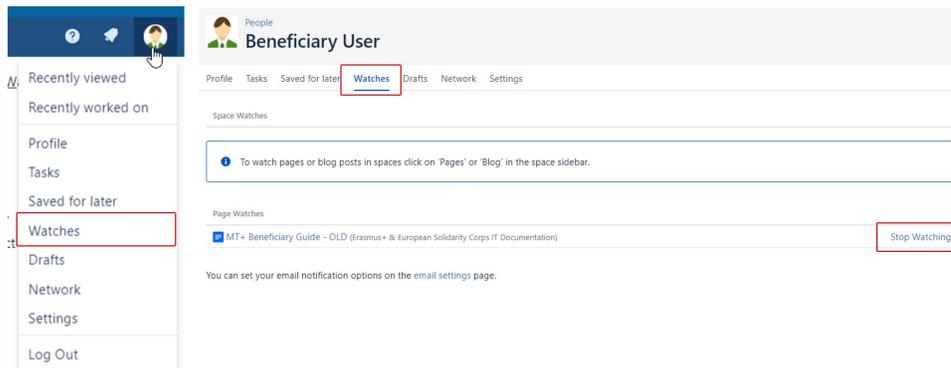
- Clicking on the **Watch** icon provides you with both options. It also indicates if you are already watching the page or the space.
- Select or deselect the desired option by using the **Watch** button.

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**.

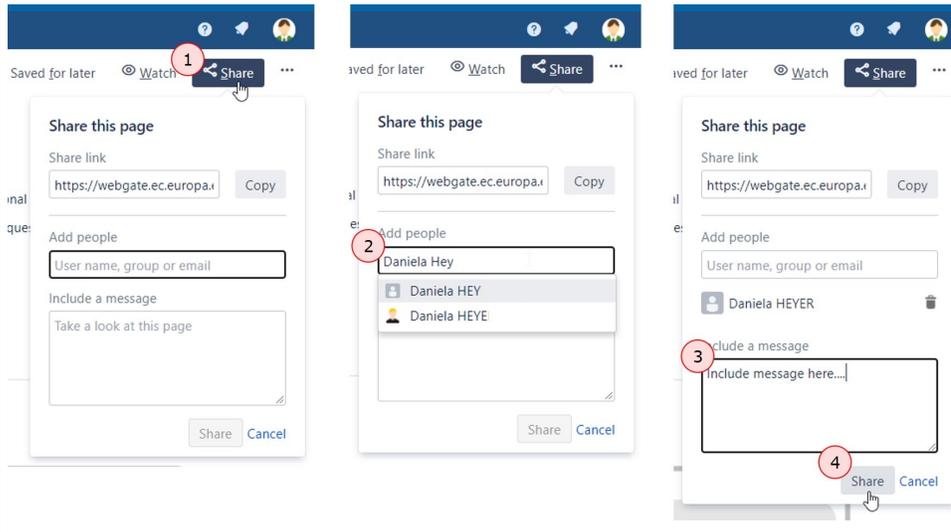


"Share" option

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.

