My Contacts

⚠️ **Take note**

The illustrations in the Application Forms wiki pages are for consultation purpose only and may not always reflect the latest implementation.

There may be minor changes to the screen appearance and layout which are described on the updated page: **How to complete the application form.**

In **My Contacts** you can add contact persons as well as view the list of all contacts that you have defined either by saving them to **My contacts** via your applications or by creating them directly in the **My Contacts** screen.

- This is the main page where you can follow and update your contacts.
- You can **Create, Update** or **Delete** contacts to be used in your applications.
- If you have not yet saved any contacts to My Contacts, the list of contacts will be empty.
- If you have many contacts you can search or filter the results to show only relevant contacts.

To be able to access **My Contacts** you need to be signed in to the Erasmus+ and European Solidarity Corps platform using a registered EU Login account.

Please read the onscreen information carefully before you complete the relevant fields. For general information on how to fill in the application form see the page How to complete the application form.

1. Click on "My Contacts" in the main menu

My Contacts displays all contacts that were **saved to my contacts** while filling in application forms or created directly in **My Contacts**. Any contact added in **My Contacts** or saved from a previous application form can be quickly selected and added as an associated person to your future applications.

In the main menu, click on **Applications** and then on **My Contacts**. If you are accessing the applications for the first time and have not yet saved any contacts, an empty list is displayed.

⚠️ **Take note**

In order to see **Applications** and **My Contacts** you need to be signed in to the Erasmus+ and European Solidarity Corps platform using a registered EU Login account.

2. General functionalities

My Contacts offers the following functionality:

1. **Search and filter** contacts - collapsed by default; click on the dedicated **left arrow (<)** to open the panel.
2. Number of contacts found
3. Display the **Search results**
4. **Create** a new contact
5. Icons to **refresh** the contact list, **Expand/close** all contact cards, and **download** the contact list
6. A card showing basic information about each contact, including name, mail and status
7. Icons to **Update**, **Delete** or **view details** for a contact
8. **Browsing options:** use the drop-down arrow to change the number of contacts displayed per page, and use the arrows to navigate to previous or next pages of contacts.

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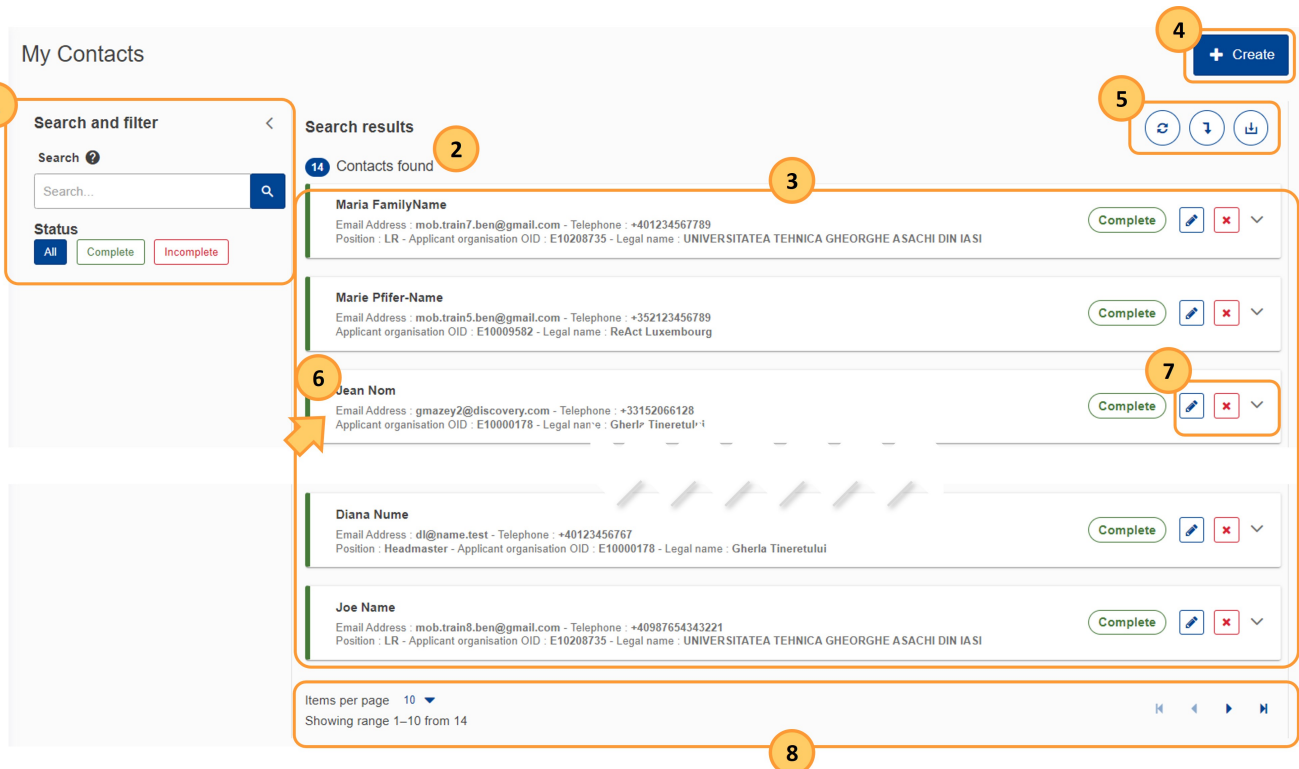
3. Search for a contact

In the **Search and filter** panel, type your search criteria, for example a contact's first name or email address, in the search field.

You can choose to look for contacts who have the status **Complete, Incomplete** or **All** contacts (default).

The contacts matching all selected criteria will be displayed in the list. The selected search criteria are displayed at the top of the results list.

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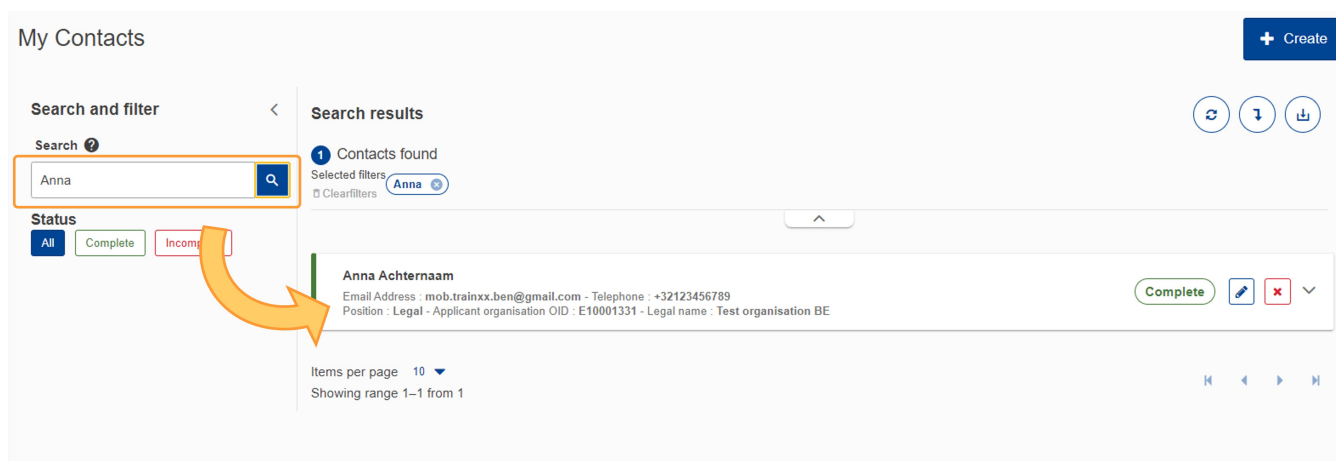
4. Create a contact

To add a contact to your contacts list:

- Click on the **Create** button.
- A new empty card is added at the top of the list, with the status **Incomplete.** Fill in all the required details. Mandatory fields are clearly marked with **Mandatory** in red**.**
    - The number of contacts found is updated immediately.
- Click on the **Save** button. If you have provided all mandatory information, the card status changes to **Complete.**

⚠️ **Please note**

Only contacts in status Complete are available to be inserted in an application.

5. Update a contact

To update an existing contact, click on the **Edit (pencil) icon**. The Contact Details screen opens for the selected contact. Make the required changes and click on the **Save** button.

6. Delete a contact

To delete a contact from the list, click the **X icon** and confirm the deletion.

⚠️ **Take note**

If you delete a contact person that has already been used in one or more application forms, that contact is not removed from the associated form(s), but only from your Contacts list.

15 Contacts found

Ioana Nume
Email Address : ioana@test.test - Telephone : +40123456789

Delete contact

⚠ Are you sure you want to delete/cancel the contact ?

Please note that all information you have entered for this contact will be permanently removed.

No   Yes

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7. Download the contact list

To download your contact list as a CSV file, click on the **Download** button. Follow the onscreen instructions to save/open the file.

Depending on your browser and local settings you may be offered to open/save the file or it will download automatically to your default download folder on your device.

+ Create

Download

Search results

14 Contacts found

Maria FamilyName
Email Address : **mob.train7.ben@gmail.com** - Telephone : **+401234567789**
Position : **LR** - Applicant organisation OID : **E10208735** - Legal name : **UNIVERSITATEA TEHNICA GHEORGHE ASACHI DIN IASI**

Complete

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