

Sharing an application form

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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.](#)

You have the possibility to **share an application** with your colleagues or partners as long as the deadline for submission has not expired. Please note that any person accessing the form will need an **EU Login** account registered with the email address you entered. The application owner has the possibility to change the sharing permissions and rights at any time.

If two persons want to edit the same application at the same time, the latter is informed that the page is currently being updated by another user, and can request the permission to edit the form. This will result in an email notification to the current editor.

Share the form as owner of the form

As owner of the form there are two ways of accessing the **Sharing** screen. The owner of the form is the person who has initiated the application request.

There are two ways to access the sharing screen:

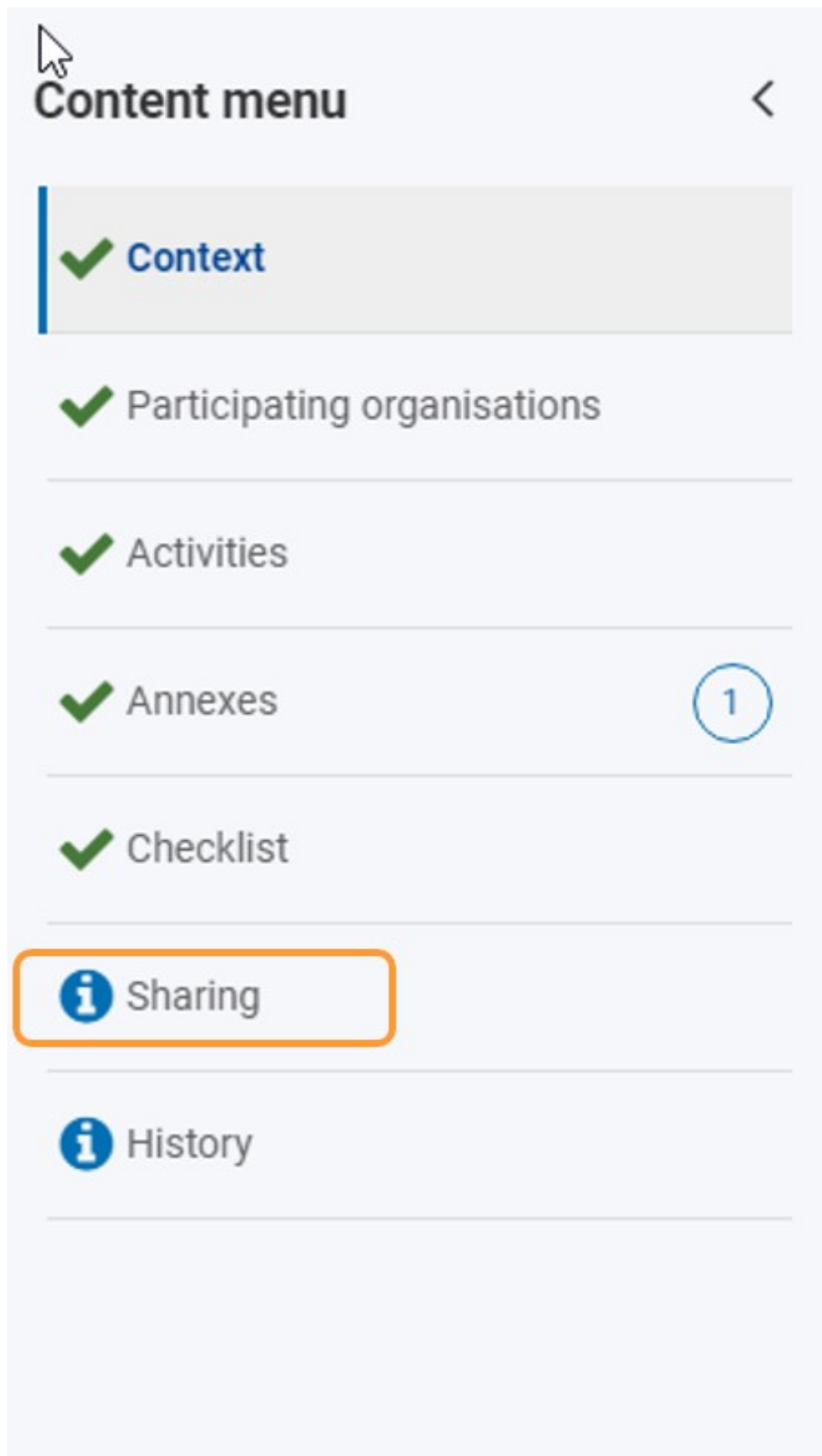
Access the "Sharing" screen from "My applications"

In **My Applications**, click on the **Actions** button next to the application form you want to share and select the **Sharing** option.

The screenshot displays the 'My Applications' interface. On the left, there are search and filter options. The main area shows search results for 'Form Id : KA131-HED-B51DE9BB'. The application details include the applicant 'NEW DESIGN UNIVERSITY PRIVATUNIVERSITÄT GESMBH (E10137975 - Austria)' and the programme 'Erasmus+ - Call : 2021 - Round : Round 1 - Key Action : KA1 - Action type : KA131-HED - Mobility of higher education students and staff'. The status is 'DRAFT' with a '22 days left!' timer. An orange arrow points to the 'Actions' button. A dropdown menu is shown with the following options: 'Edit', 'Delete', 'Submission History', and 'Sharing' (highlighted with an orange box).

Access the "Sharing" screen from within the application

From within the application, click **Sharing** in the **Content** menu.



Details of the Sharing screen

By default the sharing list is empty. Add colleagues/persons with whom you wish to share the application, by clicking on the buttons:

- **Share with a new person**
- **Share with an associated person**
- **Share from my contact list**

The type of access/permission to the application form must be detailed for each person. The types of permissions are:

- **Read** - implies the person may view and read the application form
- **Write** - implies the person may read and edit the application form
- **Submit** - implies the person may read, edit and submit the application form. Only one additional person to the owner can have access to submit a form.

In addition to these sharing permission, the permission must be activated and only one person at a time can edit a form.

Each line item has a check box for activating the sharing permission and to give editing access.

This implies that no permission is given until the check box **Activate** is selected for that person. Even if their permissions is set to **Write** or **Submit**, they will not be able to edit the form until the additional check box **Editable by** is selected. Only one person can edit the form at a time.



Important

Only one additional person to the owner of the form can be allowed to submit a form. If this additional person is active and editing the form, the owner can not submit the form.

- Therefore if you, as the owner of the application, have granted submit access to another person and you have handed over the form for editing to that person, you will no longer be able to submit the application yourself and will not be notified when the application is submitted by the other person.
- If you have handed over the form to another person with submit access, you must request editing in case you wish to submit the form yourself. Alternatively, simply update the other person's permissions from the sharing screen.
- If another person has already submitted the application, you will be able to reopen it and resubmit yourself, if required.

There are two action buttons, one for deleting the persons details as an option for sharing the application form and one for updating the persons sharing details.

Sharing

Activ	ID	Last modification	Email	Last Name	First Name	OID	Organisation Legal Name	Permission Level	Shared By	Comment	Actions
<input type="checkbox"/>	1	19/04/2021 18:10:15	mob.train4.ben@gmail.com	Surname	Ben			Submit	nusertbe	You are now authorised to edit and submit this application.	 

Please note that your email address will be included in the notification about sharing this application!

Save ChangesShare with a new personShare with an associated personShare from my contact

Share the application

In order to be able to share your application form you need to:

1. Add new person(s) that you want to share with
 - a. At this point you will also define the recipient's [permissions](#) to work on the application.
2. Activate the sharing rule for one or more persons.

Once the sharing details are correctly added and saved, a new line item is added to the sharing list with the details of the sharing rule you have just created.

Take note

1. An application can only be shared as long as the deadline for submission has not expired.
2. When sharing your application, the recipient must log in with the email address specified in the sharing screen, and the email address must be linked to an EU Login account, otherwise they will not be able to access the application form.
3. Your email will be disclosed to the person you are sharing your application with.

Share with a new person

In the **Sharing** screen click the **Share with a new person** button.

A pop-up window is displayed.

1. Provide the email of the person (must be linked to an account registered in EU Login).
2. Select the permissions from the drop-down list.
3. Optionally add a comment describing the reason for sharing the application.

Share application with

Enter the email address of the person with whom to share

Select permissions *

Comment

Please note that the person will be

Cancel Save

Once the mandatory fields have been filled in, you will be able to save the sharing details for the application by clicking **Save** in the bottom right corner.

Please note that the person will only be informed concerning the sharing rights when you activate them.

Share application with

Enter the email address of the person with whom to share

john.doe@organisation.com

Select permissions *

READ/WRITE

Comment

John Doe is authorised to update this application.

Please note that the person will be informed about sharing rights only when you activate them.

Cancel Save

Share with an associated person

In the **Sharing** screen click the **Share with an associated person** button.



Only persons **already associated** with the current application are available for this operation.

Select to share the application with any person who is associated with the application.

1. Select the email of the associated person from the drop-down list (must be linked to an account registered in EU Login).
2. Select the permission from the drop-down list.
3. Optionally add a comment describing the reason for sharing the application.

Once the mandatory fields have been filled in, you will be able to save the sharing details for the application by clicking **Save** in the bottom right corner.

Please note that the person will only be informed concerning the sharing rights when you activate them.

Share application with

Select the email address of the person with whom to share from the application contacts

Select permissions *

mob.train3.ben@gmail.com - (Beata Familyname)
mob.train2.ben@gmail.com - (Ben FamilyName)
READ
READ/WRITE
READ/WRITE/SUBMIT

Comment

Please note that the person will be informed about sharing rights only when you activate them.

Cancel

Save

Share from "My contacts" list

In the **Sharing** screen click the **Share from My contacts list** button. A pop-up window listing all persons in your contact list is displayed.

Find the desired contact and click the corresponding **Add** button. Use the **Items per page** and page browsing options at the bottom of the list, if necessary.

Note: If the button is disabled, it means the application had already been shared with the person in question.

Search on my contact list

First name	Last name	Email address	Telephone	Actions
Ben	Surname	mob.train4.ben@gmail.com	+40123456789	Add
Bob	Surname	mob.train7.ben@gmail.com	+40987654321	Add

Items per page: 10 ▼

1 - 2 of 2

|< < > >|

Cancel

OK

The contact list window closes and you must now fill in the sharing details.

1. The email field is automatically filled in and cannot be changed.
2. Select the permission from the drop-down list.
3. Optionally add a comment describing the reason for sharing the application.

Once the mandatory fields have been filled in, you will be able to save the sharing details for the application by clicking **Save** in the bottom right corner.

Please note that the person will only be informed concerning the sharing rights when you activate them.

Share application with

You selected a person from your contact list

1 mob.train4.ben@gmail.com - (Ben Surname) *

Select permissions *

2

Comment

3

Please note that the person will be informed about sharing rights only when you activate them.

Cancel Save

Edit sharing

1. Click the **Edit** icon next to the person whose permissions you want to update. A pop-up window is displayed, prefilled with the current sharing details for that person.
2. The email field is automatically filled in and cannot be changed.
3. Select the permission from the drop-down list.
4. Optionally add a comment describing the reason for sharing the application.
5. Click **Save** in the bottom right corner.

Active	ID	Last modification	Email	Last Name	First Name	OID	Organisation Legal Name	Permission Level	Shared By	Comment	Actions
<input checked="" type="checkbox"/>	1	19/04/2021 18:41:11	john.doe@organisation.com					Write	nusertbe	John Doe is authorised to update this application.	<div>1</div> <div>✕</div> <div>✎</div>

Share application with

Enter the email address of the person with whom to share

2 john.doe@organisation.com

Select permissions *

3

Comment

4



Please note that the person will be informed about sharing rights only when you activate them.

Cancel Save 5

Remove a person from the list of persons with whom the application is shared

Click the **Delete (X)** icon next to the person whose details you wish to remove. Confirm the action by clicking on **Yes** in the **Revoke sharing** confirmation pop-up.

If you just want to remove the permission to the form, untick the checkbox in column **Active** and confirm by clicking on **Save Changes**. This will deactivate the permission for that person.

Active	ID	Last modification	Email	Last Name	First Name	OID	Organisation Legal Name	Permission Level	Shared By	Comment	Actions
<input checked="" type="checkbox"/>	1	19/04/2021 18:41:11	john.doe@organisation.com					Write	nusertbe	John Doe is authorised to update this application.	 







Activating/deactivating a sharing rule

To activate/deactivate sharing for a person:

In the sharing list tick/untick the **Active** checkbox next to the person(s) you want to activate or deactivate the sharing rule for, then click **Save Changes** in the bottom left corner.

Once the sharing is activated, the recipient(s) will receive a notification email.

Sharing

Active	ID	Last modification	Email	Last Name	First Name	OID	Organisation Legal Name	Permission Level	Shared By	Comment	Actions
<input checked="" type="checkbox"/>	1	19/04/2021 18:41:11	john.doe@organisation.com					Write	nusertbe	John Doe is authorised to update this application.	 
<input type="checkbox"/>	2	19/04/2021 18:50:25	mob.train3.ben@gmail.com					Read	nusertbe		 
<input checked="" type="checkbox"/>	3	19/04/2021 18:53:55	mob.train4.ben@gmail.com	Surname	Ben			Submit	nusertbe	You are authorised to update and submit this application.	 

Please note that your email address will be included in the notification about sharing this application!

Activate editing rights for a person

The application owner can give editing rights to one person at a time. Using this option will not require the person to request editing, should the form be opened by another person with edit rights at the same time.

To give editing to a person with whom a form was shared, access the **Sharing** screen in the form.

- Tick the box in column **Editable by** to activate the editing rights. The tick box is not active for persons with only **Read** access.
- Confirm the changes by clicking **ok** to the warning message **Priority on the form changed**. The screen will reload and the owner will no longer have access to edit the form.

The person who now has editing rights is able to edit the form immediately. Only one person at a time can have editing rights.

Application details

Submit PDF

Content menu

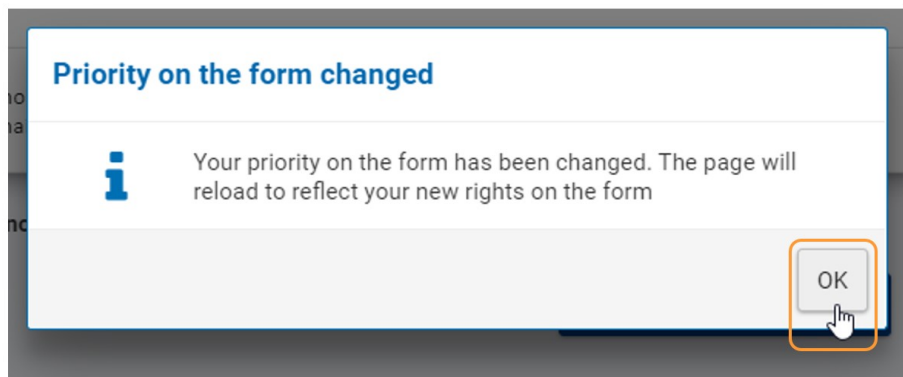
Sharing

Active	Editable By	ID	Last modification	Email	Last Name	First Name	OID	Organisation Legal Name	Permission Level	Shared By	Comment	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	23/07/2021 15:01:35	mob.train3.ben@gmail.com	Name	Sorin			Write	heyerd		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	23/07/2021 15:01:24	mob.train2.ben@gmail.com	Beneficiary	Alina			Submit	heyerd		

Please note that your email address will be included in the notification about sharing this application!

Save Changes

Share with a new person Share with an associated person Share from my contact list



Sharing

Content menu

Active	Editable By	ID	Last modification	Email	Last Name	First Name	OID	Organisation Legal Name	Permission Level	Shared By	Comment	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	23/07/2021 15:01:35	mob.train3.ben@gmail.com	Name	Sorin			Write	heyerd		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	23/07/2021 15:01:24	mob.train2.ben@gmail.com	Beneficiary	Alina			Submit	heyerd		

Please note that your email address will be included in the notification about sharing this application!

Save Changes

Share with a new person Share with an associated person Share from my contact list

Email sent to persons with whom the form is shared

An email is sent to a person with whom the application form is shared. This email indicates who has shared the application form, details of the application and gives a direct link to the form.

On receipt of the email indicating that an application has been shared with you, please log in using the email address to which the notification was sent. Otherwise they will not be able to access the Application Form. In addition if not already done, you must register in [EU Login](#).

Please note that only one person can edit an application at one time. If a person is currently editing the form the other person is informed that the form is currently being updated by another user, and can request the editing rights for the form. This results in a notification being sent to the current editor.

DIGIT CNS ACC <DIGIT-CNS-ACC@ec.europa.eu>
to me ▾

Apr 15, 2021, 6:52 PM (16 hours ago)

☆ ↩ ⋮



European
Commission

Erasmus+ and European Solidarity Corps

Sharing permission of an Erasmus+ or European Solidarity Corps application

Translation provided in English

Your access to an Erasmus+ application form have been activated from [No access rights] to Role(id=READ/WRITE/SUBMIT, read=true, write=true, submit=true, delete=false, owner=false, reopen=false, revoked=false).

In order to access the application you will need to login by using EU login linked with your email.

Please find below the link to the application form:

<https://webgate.test.ec.europa.eu/app-forms/af-ui-forms-2021-ka/#/forms/KA153-YOU-86324019/2021-1-KA153-YOU>

Details of the application form:

Project Title: Mobility of youth workers 01 - EAC IT TRAINING title
Action: KA153-YOU
National Agency: 31047299
Form ID: KA153-YOU-86324019
Applicant name / Applicant Organisation ID: Organisation ABC
E-mail of the user responsible of the sharing: mob.train2.ben@gmail.com

CNS (Corporate Notification System)

[You can change your notification preferences here.](#)

Persons with whom the form is shared

Multiple persons may have edit rights to a form but only one person at a time can edit the form. When the application owner changes those rights an onscreen message is displayed to the persons affected if currently reading or editing the form.

If the owner changes the editing rights from one person to another, while the person previously editing the form is still active in the form, an on screen notification will inform them of the change of permissions. The message indicates that the previous editor no longer has priority to edit the form. The person must click **ok** and the form is reloaded in read-only mode.

Likewise if a person is reading the form and their editing access is given, the same message is displayed to indicate that they have now been activated as the editor of the form. Upon confirming the message, the screen reloads and the form opens in edit mode.

Home > Application details

Beneficiary USERTWO

Application details

Form is currently being modified by Daniela.HEYER@ext.ec.europa.eu. Only one person can edit form at the same time.
You can request editing by clicking here Request editing. [REQUEST EDITING](#)

Form ID : KA210-SCH-8FBD698D
Title : Project "ABC"
Programme : Erasmus+ - Call : 2021- Round : Round 2 - Key action : KA2 - Action type : KA210-SCH - Small-scale partnerships in school education

100 days left ! **DRAFT**
Draft

Priority on the form changed

Your priority on the form has been changed. The page will reload to reflect your new rights on the form

OK

Content menu

- Context
- Priorities and Topics

Context

Field

School Education

Application details

Form ID : KA210-SCH-8FBD698D
Title : Project "ABC"
Programme : Erasmus+ - Call : 2021- Round : Round 2 - Key action : KA2 - Action type : KA210-SCH - Small-scale partnerships in school education

100 days left ! **DRAFT**
Draft

Content menu

- Context
- Priorities and Topics
- Project description
- Participating Organisations
- Activities
- Budget Summary
- Impact and Follow-up

Context

Field

School Education

Project Title * 237
Project "ABC"

Project Acronym 250

Project Start Date (dd/mm/yyyy) * 01/03/2022

Project total Duration (Months) * 17

Project End Date (dd/mm/yyyy) 31/07/2023

Reopen an application form shared

Once the application is shared with a person, they will be able to see the shared form in their **My Applications** tab, including information on their access rights.

Selecting the **Shared with me** option in the **Search and filter** panel will display only those applications forms shared with you.

My Applications ?

Search and filter

☐

DRAFT

☐

Draft

☐

Reopened and draft

☐

Reopened by NA and only Submit allowed

☐

Reopened by NA and Edit/Submit allowed

☐

UNSUBMITTED

☐

Deleted

☐

Deadline Expired

OWNERSHIP

☐

Created by me

☐

Shared with me

Permission given and permission activated

If **read access** has been given:

- Selecting **Preview** from the menu button will enable the person to view and read all the information you provided in the application, however they cannot make any changes to it.

If **read/write access** has been given and current editing rights active:

- Selecting **Edit** from the menu button will enable the person to edit/complete the information in the application.
- The person will **not** be able to submit the form, once all data has been completed.

If **read/write/submit access** has been given and current editing rights active:

- Selecting **Edit** from the menu button will enable the user to edit/complete the information in the application.
- The user will also be able to submit the form, once all data has been completed.

Important

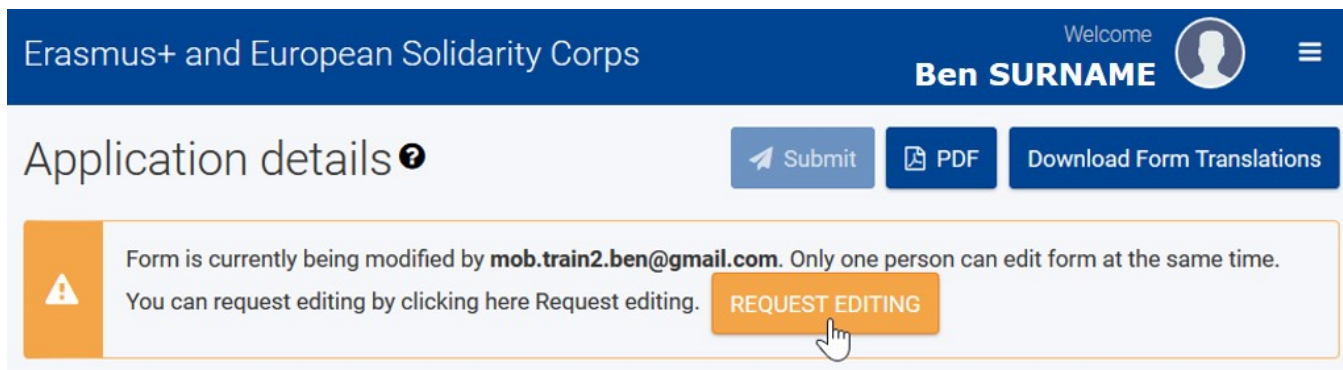
1. Only one user can submit the application at any given time even if multiple users have received submit access via the sharing rules. Therefore if you, as the owner of the application, have granted submit access to another user and you have handed over the form for editing to that user, you will no longer be able to submit the application yourself and will not be notified when the application is submitted by the other user. If you have handed over the form to another user with submit access, you must request editing (see below) in case you wish to submit the form yourself. However, you can gain the submit rights again simply by revoking the other user's submit rights from the sharing rule.
2. Still, if another user has already submitted the application, you will be able to reopen it and resubmit yourself, if required.

"Request editing" for an application form

Important

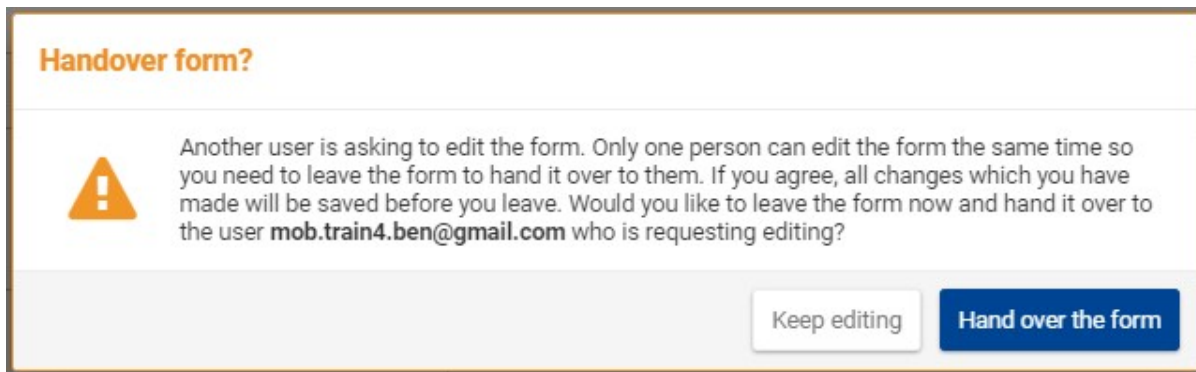
A form can be handed over for editing between persons with write access only if both persons have the form open at the same time. Therefore if you plan to request editing a form, please contact the user currently working on it and agree on the most convenient time for both of you to request editing and perform the handover.

If the form is read only as another person is editing it, you are notified by a message at the top of the screen. Use the **request editing** button.



The screenshot shows the top navigation bar with 'Erasmus+ and European Solidarity Corps' on the left and 'Welcome Ben SURNAME' on the right. Below the navigation bar, the page title is 'Application details'. To the right of the title are three buttons: 'Submit', 'PDF', and 'Download Form Translations'. A yellow notification box with a warning icon contains the text: 'Form is currently being modified by mob.train2.ben@gmail.com. Only one person can edit form at the same time. You can request editing by clicking here Request editing.' To the right of this text is an orange button labeled 'REQUEST EDITING' with a hand cursor icon pointing to it.

The current editor will receive an email notification about your request. In addition, the current editor receives pop-up notification on their application form screen, but only if they have the form open at the same time you request the editing. The current editor can choose to hand over the form or keep editing it.



The screenshot shows a dialog box titled 'Handover form?'. It contains a warning icon and the text: 'Another user is asking to edit the form. Only one person can edit the form the same time so you need to leave the form to hand it over to them. If you agree, all changes which you have made will be saved before you leave. Would you like to leave the form now and hand it over to the user mob.train4.ben@gmail.com who is requesting editing?'. At the bottom of the dialog box are two buttons: 'Keep editing' and 'Hand over the form'.

Expected Outcome

- The application form is accessible by another user after being shared by the owner.

Related Articles

- [Add organisations to an application](#)
- [Annexes in applications](#)
- [Apply for grant or accreditation](#)
- [Associated Persons in applications](#)
- [Checklist in applications](#)
- [Context in applications](#)
- [Export your application form as a PDF file](#)
- [How to complete the application form](#)
- [My Applications](#)
- [My Contacts](#)
- [Opportunities](#)
- [Participating Organisations in applications](#)
- [Sharing an application form](#)
- [Submission History in applications](#)
- [Submitting an application form](#)