



Erasmus for Young  
**Entrepreneurs**

# IT Management Tool

*for Host and New Entrepreneurs (HEs/NEs)*

[ User Manual v. 2.3 ]

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## **DISCLAIMER**

- 1) This User's Guide is updated on a regular basis. Please ensure you have the latest version by downloading it from the Help menu of the Erasmus IT Management Tool.**
- 2) We have tried to make it as complete as possible but we cannot guarantee that it is free of errors or omissions. If you encounter inaccuracies, errors or omissions, please let us know by contacting the Support Office at [support@erasmus-entrepreneurs.eu](mailto:support@erasmus-entrepreneurs.eu). Thank you.**

# Overview

Erasmus for Young Entrepreneurs is a project initiated by the EU under the Competitiveness and Innovation Programme. It aims at helping new entrepreneurs to acquire relevant skills for managing a small or medium-sized enterprise by spending time in an enterprise in another EU country. It contributes to improving their know-how and fosters cross-border transfers of knowledge and experience between entrepreneurs.

The specific objectives of the programme are:

- On-the-job-training for new entrepreneurs in small and medium-sized enterprises (SMEs) elsewhere in the EU in order to facilitate a successful start and development of their business ideas;
- Exchanges of experience and information between entrepreneurs on obstacles and challenges to starting up and developing their businesses;
- To enhance market access and identification of potential partners for new and established businesses in other EU countries;
- Networking by building on knowledge and experience from other European countries.

## Parties Involved

The main actors involved include:

- New Entrepreneurs (NEs)
- Host Entrepreneurs (HEs)
- Intermediary Organisations (IOs)
- European Partnerships (EPs)
- Support Office (SO)

The ultimate goal of the Erasmus for Young New Entrepreneurs programme is to help **New Entrepreneurs (NEs)**<sup>1</sup> build a relationship with interested **Host Entrepreneurs (HEs)**<sup>2</sup>. The initiation of such relationship is to be facilitated by **Intermediary Organisations (IOs)** in each country, whose main task is to offer services linked to the matchmaking (such as promotion, information, induction, validation of applications, arranging contracts, logistical support etc.). IOs are organised in **European Partnerships (EPs)**, which bring together IOs from different EU Member States. A European level **Support Office (SO)** is designated to provide guidance and support to EPs/IOs, contribute to promoting networking amongst IOs, and ensure coherence and consistency in their work.



<sup>1</sup> New entrepreneurs are entrepreneurs who are firmly planning to set up their own business or have already started their own business within the last three years.

<sup>2</sup> Host entrepreneurs are experienced and successful entrepreneurs who own or manage an SME in the EU.

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## Detailed Process

The process to identify, validate, implement and evaluate stays abroad comprises four phases:

- **Phase 1 – Application**  
Interested NEs and HEs apply to the Erasmus for Young Entrepreneurs programme via the programme [website](#) and specify the IO that they want to establish contact with. The IOs responsible screen the entries and, once completed, accept them.
- **Phase 2 – Matching**  
The IOs facilitate contacts between accepted NEs and HEs and seek to make matches. Interested NEs and HEs can also search the database for appropriate partners and make suggestions to the IO that they have chosen.
- **Phase 3 – Building**  
The parties involved (NE, HE, IOs responsible) reach agreement on the commitment to quality, business/work/learning plan, tasks, responsibilities, deliverables, financial conditions, legal implications, etc. and sign the necessary agreements. The European Commission gives the final approval of the match. NEs and HEs participate in preparatory activities organised by the IOs responsible.
- **Phase 4 – Execution**  
NEs and HEs complete the stay abroad – in accordance with their needs – in one or more phases and report on them. The IOs responsible monitor the quality of the activity and evaluate the results.

# Getting Started

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## Prerequisites

To be able to use the Erasmus for Young Entrepreneurs IT Management tool, you must:

- i) have a valid 'ECAS' account.  
ECAS (European Commission Authentication Service) is the new standard authentication method used by IT systems offered by the European Commission
- ii) apply to the Erasmus for Young Entrepreneurs programme by completing your registration form, submitting it and then confirming it

### Prerequisite 1

### Have a valid ECAS account

Entrepreneurs wishing to apply to the Erasmus for Young Entrepreneurs programme need to have a valid ECAS account prior to completing the registration form.

#### ***Maybe you have an ECAS account already?***

An ECAS account is automatically created for people who registered to Erasmus for Young Entrepreneurs in the past or who subscribed to a newsletter or to any other application offered on the [Enterprise e-Services Portal](#). These people must have received the details of their ECAS account by email and followed the instructions therein to *set a password* in order to initialize their account.

If not, follow the steps below to create your ECAS account and initialize your password:

#### ***Getting an ECAS account***

Registering occurs in 3 steps:

- 1 – create an ECAS account
- 2 – initialize your ECAS account
- 3 – complete and submit your registration form

These 3 steps will be successively described in the following pages.

## 1) Create your ECAS account:

- 1.1 Open the Erasmus for Young Entrepreneurs registration page at: <http://www.erasmus-entrepreneurs.eu/>
- 1.2 Click **Apply now**.
- 1.3 Click the **Register** (or **modify your registration**) button.
- 1.4 Click the **Sign Up** button (or the **Not registered yet** hyperlink):



Figure 1 – ECAS Sign Up and 'Not registered yet' buttons

Result: The *Sign Up* page opens:

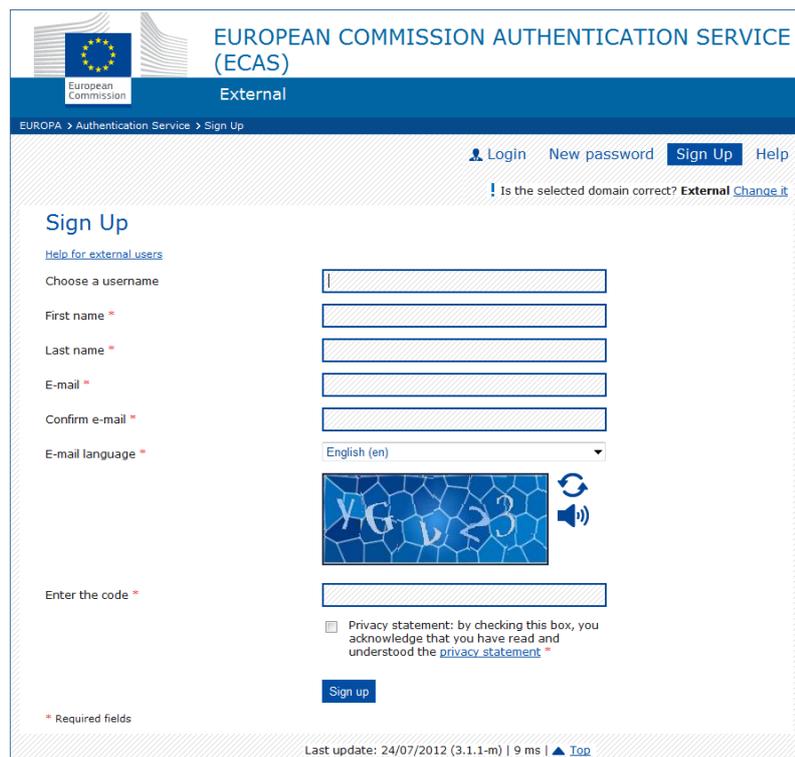


Figure 2 – ECAS Sign Up page

1.5 Complete the *Sign Up* page as follows:

- enter a username of your choice in the first box,



### Username

Please note that the username is optional. A default username will be generated based on the first characters of your name and first name if you do not specify one here.

- enter your first name and last name,
- enter your email address in the 4<sup>th</sup> box, and then repeat it for confirmation in the 5<sup>th</sup> box,
- select your language,
- read the Privacy Statement and accept by selecting the check box,
- enter the text displayed in the security image,
- click [Sign up](#).

**Result:** You are informed that an email will be sent to you. You will receive it in a few minutes, at the email address that you specified in the previous step. It will contain a link to set a password in order to initialize your ECAS account (see below).

2) Initialize your ECAS account:

2.1 Open the Inbox associated to the email account with which you signed up to ECAS, and open the email message that was sent to you by *European Commission Authentication Service*.

2.2 Click the '[this link](#)' hyperlink in the email:

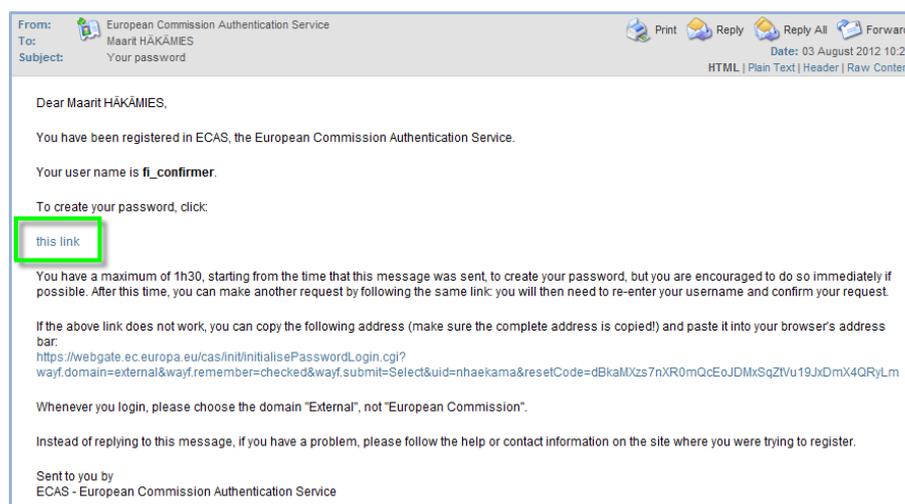


Figure 3 – ECAS set password email



### 1h30 restriction

Please note that you have **only 1h30** to click the link in the instructions email. Passed that delay, you will have to make a new request after clicking the same link.

- 2.3 On the *New password* page, enter a password of your choice (please observe the format requirements at the bottom of the page), repeat the password in the next box and click **Submit**.

EUROPA > Authentication Service > New password

[Login](#)
[New password](#)
[Sign Up](#)
[Help](#)

! Is the selected domain correct? [External](#) [Change it](#)

## New password

Please choose your new password.

Username

New password \*

Confirm new password \*

\* Required fields

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- ▶ Upper Case: A to Z
- ▶ Lower Case: a to z
- ▶ Numeric: 0 to 9
- ▶ Special Characters: !"#%&'()\*+,-./:;<=>?@[\\]^\_`{|}~

Examples:

[Generate other sample passwords](#)

Last update: 24/07/2012 (3.1.1-m) | 303 ms | [Top](#)

Figure 4 – Set ECAS password page

**Result:** The system informs you that your password has been successfully initialized. You now have a valid ECAS account, with a login name and a password of your choice.

## Prerequisite 2 Apply to the Erasmus for Young Entrepreneurs programme

When you have performed the one-off procedure to obtain an ECAS account and set your password as described in the preceding pages, you can complete and submit the registration form to apply to the Erasmus for Young Entrepreneurs programme:

- 3.1 Open the Erasmus for Young Entrepreneurs registration page again at: <http://www.erasmus-entrepreneurs.eu/>
- 3.2 Click **Apply now**.
- 3.3 Click the **Register (or modify your registration)** button.
- 3.4 Enter your ECAS Username (or email address) and password, and click **Login!**



**Check your domain!**

Please check that the correct 'domain' is displayed above the Username and Password boxes. **External** is required for people outside the European Commission. If necessary, click the **Change it** hyperlink and select the appropriate domain.



**Login will fail if you do not select the correct domain!!**

- 3.5 Complete all pages of the Erasmus for Young Entrepreneurs registration form.
- 3.6 Click **Submit** on the last page.

**Result:** You will receive an email asking to confirm your application:

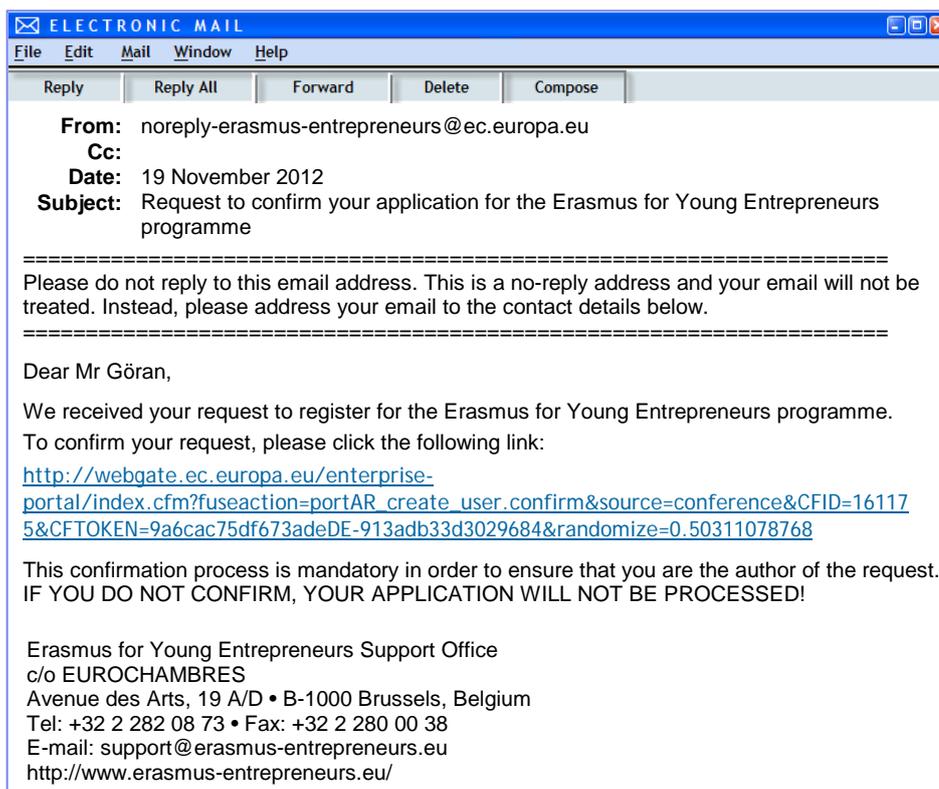


Figure 5 - Application confirmation request email

### 3.6 Confirm your application by clicking the link provided in the email message.

**Result:** Your application is immediately sent to your IO for approval.



#### *Need to modify your application details?*

You can edit your application details from the dedicated 'My Network' section of the Enterprise and Industry e-Services Portal as long as you have not been accepted by your IO.

To do so:

– Open the Enterprise and Industry e-Services Portal at:

[https://webgate.ec.europa.eu/enterprise-portal/index.cfm?fuseaction=stk\\_public\\_mynetwork.main](https://webgate.ec.europa.eu/enterprise-portal/index.cfm?fuseaction=stk_public_mynetwork.main)

– Click Login.

– Enter your ECAS login name/email address and password, and click **Login!**

**Result:** Erasmus for Young Entrepreneurs appears as a 'network' where you have requested to participate.

– Click the **Applied** button next to the Erasmus for Young Entrepreneurs network.

**Result:** All your application details are readily editable.

– Browse the successive pages of the application form, make the appropriate changes and save.

You will be notified when accepted and receive access to the Erasmus IT Management Tool:

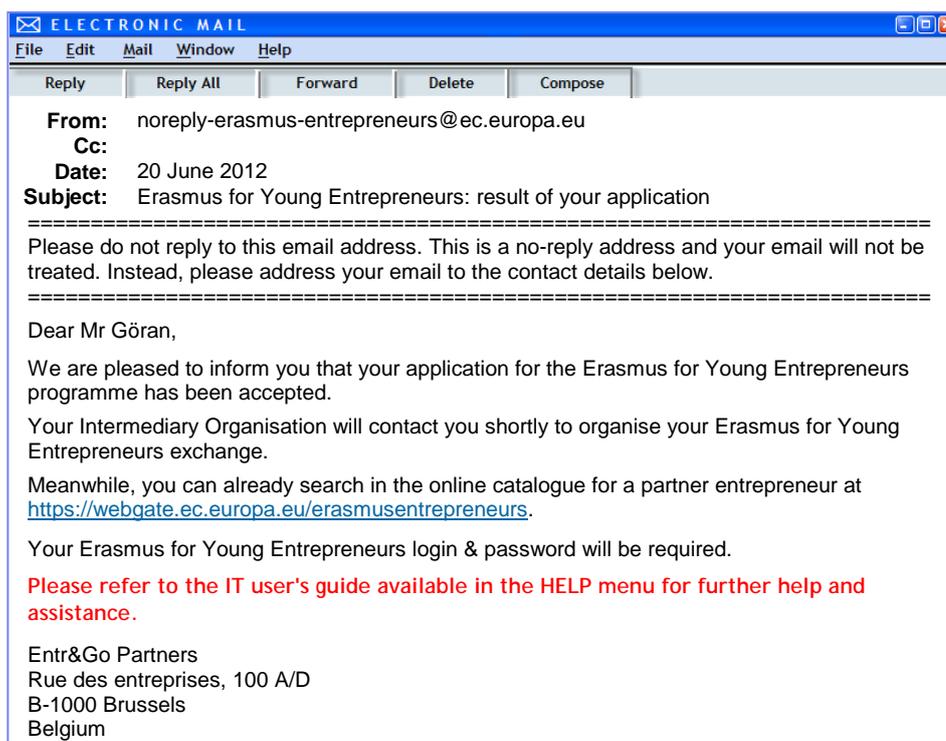


Figure 6 – Application accepted email

Using the link provided in this third email and your ECAS login name and password, you will be able to access the Erasmus for Young Entrepreneurs IT Management Tool.

Please contact the Erasmus for Young Entrepreneurs [Support Office](http://www.erasmus-entrepreneurs.eu/page.php?cid=18) (<http://www.erasmus-entrepreneurs.eu/page.php?cid=18>) if you haven't received this information.



### Limited Access?

*Please note that if, for some reason, your IO should decide to change your status from 'Accepted' to something else (e.g. 'On Hold' or 'Back to applicant'), then your access to the Erasmus for Young Entrepreneurs IT Management Tool will be limited until you are accepted again. For example, you will no longer be able to browse the catalogue of entrepreneurs and perform matches.*

## Starting the Erasmus IT Management Tool

- ◆ **To start the Erasmus IT Management tool**
  1. Type the following URL in the address bar in your web browser:  
<https://webgate.ec.europa.eu/erasmusentrepreneurs/>
  2. Click **Login**:



Figure 7 – Login page

3. Enter your ECAS Username (or email address) and password, and click **Login!**



Figure 8 – ECAS login page

**Result:** The Home page of the Erasmus IT Management Tool appears.



## Lost your ECAS password?

Click the **Lost your password?** hyperlink on the ECAS login page if you don't remember your password.

The screenshot shows the European Commission Authentication Service (ECAS) login page. The page header includes the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External'. Below the header, there are navigation links for 'Login', 'New password', 'Sign Up', and 'Help'. The main content area features the ECAS logo and the text: 'authenticates your identity on European Commission websites' and 'Enterprise e-service portal requires you to authenticate'. To the right, there is a login form with fields for 'Username or e-mail address' and 'Password'. Below the form, there are links for 'Login!', 'Lost your password?', and 'More options...'. The 'Lost your password?' link is highlighted with a green box. At the bottom of the page, it says 'Last update: 24/07/2012 (3.1.1-m) | 9 ms | Top'.

You will then receive an email with a link to set a new password of your choice.

Please note that you can't request a new ECAS password before your current password is at least 1 day old, and you should click the link in the new password email within the next 1h30.

# Using the Erasmus IT Management Tool

## **IN THIS SECTION**

<a href="#">Consulting Intermediary Organisation Details</a>	<a href="#">13</a>
<a href="#">Reviewing your Application Data</a>	<a href="#">16</a>
<a href="#">Changing IO</a>	<a href="#">17</a>
<a href="#">Initiating a Relationship</a>	<a href="#">28</a>
<a href="#">Further Elaborating a Relationship</a>	<a href="#">36</a>

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The Erasmus IT Management Tool is a free online tool that is offered to host as well as new entrepreneurs once their application to the Erasmus for Young Entrepreneurs programme has been accepted.

Every entrepreneur accepted to the Erasmus for Young Entrepreneurs programme has access to the following features:

- consulting IOs and IO details
- reviewing your application details
- performing matches / consulting automatic match suggestions in order to find potential partners for an exchange
- initiating a relationship for a counterpart entrepreneur
- further elaborating and executing a relationship

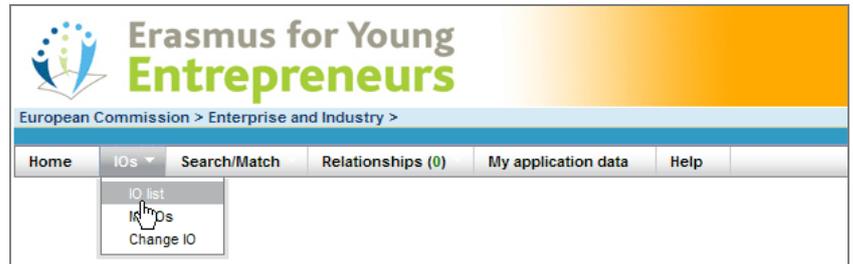
## Consulting Intermediary Organisation Details

The **IOs** menu contains two options to view a list of all IOs participating in the Erasmus for Young Entrepreneurs programme, as well as contact details of the IO that you chose to work with (and of any other IO with which you may have entered a relationship when contacting a counterpart entrepreneur).

### IO List

◆ To view the full IO list:

1. From the Erasmus for Young Entrepreneurs menu, select **IOs > IO list**:



**Result:** This will open a list of all IOs participating in the Erasmus for Young Entrepreneurs programme. Every IO is identified by a unique IO code, name and shortname as well as by its country and an indication whether the IO acts as the 'Lead IO' of its European Partnership (EP):

**Filter** options are available at the top of the list to look for specific IOs

Either type the searched string in full, or use a '%' (percent sign) as a wildcard to replace any number of characters in a string.

For example, to find an IO with the word 'commerce' anywhere in the name, type %commerce% in the 'IO name' filter box. This may find IOs like: 'Bulgarian-Romanian Chamber of Commerce and Industry', 'Chambre de Commerce et d'Industrie de Paris', 'Doncaster Chamber of Commerce Enterprise', etc.

IO code	EP acronym	Cycle	EP leader	IO name	IO shortname	Cnt.	Status	Representative	Contact
IO013	-	1	No	Associazione Piccole e Medie Industrie della Provincia di Varese	API_Varese	IT	-	-	-
IO0136	-	2	Yes	ENTR-INTI	ENTR-INTI	BE	-	-	-
IO0136	-	1	No	ENTR-INTI	ENTR-INTI	BE	-	-	-
IO0138	-	1	No	UNIV United	UNIV	IT	-	-	-
IO014	-	1	Yes	Institutul Petrolului Phoenix	IPP	RO	-	-	-
IO015	-	1	No	Tellus Limited	TELLUS	UK	-	-	-
IO016	-	1	Yes	Inno TSD S.a.r.l.	Inno_TSD	FR	-	-	-
IO017	-	1	No	Fundación Madrimasd para el Conocimiento	FCm+d	ES	-	-	-
IO018	-	1	No	Foundation for Research and Technology Hellas	FORTH	GR	-	-	-
IO019	-	1	Yes	Instituto de Fomento Region de Murcia	INFO_MURCIA	ES	-	-	-
IO019	-	2	No	Instituto de Fomento Region de Murcia	INFO_MURCIA	ES	-	-	-
IO020	-	1	No	Fundación Centro Europeo de empresas e Innovación de Murcia	CEEIM	ES	-	-	-
IO021	-	1	No	Fundación Universidad Empresa de la Región de Murcia	FUERM	ES	-	-	-
IO022	-	1	No	Sviluppo Italia	SVI	IT	-	-	-

Figure 9 – IO List



## IO List

Please note that the list of IOs is also available from the public Erasmus of Young Entrepreneurs website, at <http://www.erasmus-entrepreneurs.eu/page.php?cid=05>.

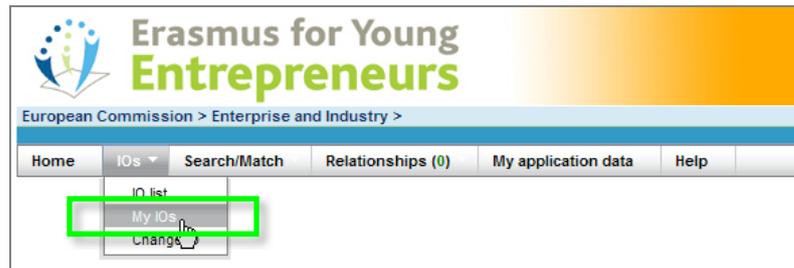
2. To filter the list or look for a specific IO, enter any known information about the searched IO in one or several filter boxes at the top of the page and click .  
Or  
To sort the list, click on the desired column header at the top of the list. This will sort the list in ascending order. You can click on the same column header again to reverse the sort.

## My IOs

The **My IOs** menu option displays information about the IO that you chose to work with, as well as any possible IO with which you may have entered a relationship when contacting a counterpart entrepreneur.

### ◆ To view the details of your IO:

1. From the Erasmus for Young Entrepreneurs menu, select **IOs > My IOs**:



2. Click the  filter icon.

Result: This will display general information about your IO:

ID code	EP acronym	Cycle	EP leader	ID name	ID shortname	Cnt.	Status	Representative	Contact	Invisibility date	Activity ends	Contract ends
10227	EUROPA EMPRENE II	3	No	Westfälische Wilhelms-Universität Münster	WWU-AFO	DE	Active	Wilhelm Bauhaut, Dr Director AFO 251 839 22 21 bauhaus@uni-muenster.de		31-08-2012	31-10-2012	31-01-2013

Showing 1 to 2 of 2 entries / 10 rows per page

Figure 10 – My IOs



### About IO dates

The different dates on an IO's profile are important as they determine the availability of the IO in selection lists as well as the access of its staff to the Erasmus IT Management Tool. More specifically:

**Invisibility date:** date as of which the IO will no longer be available for selection when completing new application forms. HEs/NEs already linked to the IO, as well as all staff of this IO, will be alerted by email (see Appendix, p.57).

**Activity end date:** date as of which the IO will no longer be allowed to suggest new relationships + any existing relationships before the EC Approval status involving the IO's entrepreneurs will be cancelled.

**Contract end date:** date as of which access of the IO's staff to the IT Management Tool will be limited to viewing and printing + validating feedback questionnaires.

**Block date:** date as of which the IO's staff will be denied access to the Erasmus IT Management Tool.

*TIP: think of changing IO if your current IO is scheduled to end its activities soon! (See '[Changing IO](#)', p.17).*

- From the page displaying your IO, you can further click the  icon in front of the IO code for a list of people in charge of the Erasmus for Young Entrepreneurs programme within the organisation.

## Reviewing your Application Data

Using the **My application data** menu, you can review all information that you submitted on your online application form when applying to the Erasmus for Young Entrepreneurs programme.



Please note that it is **not possible to edit this information after being accepted**. Please contact your IO if you need to update your application data.

### ◆ To view your application data:

- From the Erasmus for Young Entrepreneurs menu, select **My application data**:



This will display a copy of the multiple page application form, with options to edit the information that you submitted:

**Erasmus for Young Entrepreneurs**

Erasmus for Young Entrepreneurs

Welcome

Welcome to the registration form to participate in the Erasmus for Young Entrepreneurs programme. The information you enter into this multi-page form will be processed and accepted by your IO, the IO catalog available to all IOs and the accepted IOs indicated otherwise.

Do you want to register as a NEW or a HOST entrepreneur?:  New entrepreneur  Host entrepreneur

Your profile

Title: Mrs  
Last name: GUÉBEL  
First name: Martine  
Organisation name: EcoLinguae  
Address: C/Des des néup  
Postal code: B-1341  
City: Chéroux-Mousty  
Country: Belgium  
Phone: +32 10402709  
Fax: +32 10402709  
Email: [contact@ecolinguae.be](mailto:contact@ecolinguae.be)  
Website: [www.ecolinguae.be](http://www.ecolinguae.be)

Motivation

Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations. (Up to 200 words):  
My intention is to start a business in the field of hydraulic technology. I wish to find an established company manufacturing certain highly specialised components for use under heavy load conditions. Interested partners would be willing to consider integrating these components into our hydraulic check valves.

Please upload your CV (Europass CV format):  or pdf

Please give a short overview of your plans to start a business: (a) product or service idea (b) envisaged customer target group (c) activities planned for the first 12 months after the start-up. (Up to 400 words):  
a) check v innovative design an compones  
Business  
Experience in running a business (in years): 0  
Previous working experience (number of months): 0.5

Business sector

Please specify your main business sector: Industrial machinery production, installation, repair and maintenance  
Please specify your secondary business sectors, if any: Agricultural, forestry, horticultural, aquacultural and apicultural products and services; Industrial machinery production, installation, repair and maintenance Water and distribution, Sewage, refuse, cleaning and environmental services

Geographical preferences

Please indicate your preferred country for the exchange: France  
Please indicate other possible countries for the exchange: France Greece Italy Malta Portugal Spain

Duration and period of the exchange

Please specify your preferred length of the exchange (in months): 2  
Please specify the months in which you will be available for the exchange: August 2009, September 2009, October 2009, November 2009, December 2009

Selection of IO and submission

Please select your intermediate organisation (IO): [France]10011 Chambre de Commerce et d'industrie de Paris  
Further relevant information, including special requirements or wishes, hobbies, etc.: Preferably a company with experience in selling components to African or South American countries

The collected personal data (name, address, e-mail) is intended for the express purpose of organising the event. This information may be disseminated electronically or on paper and conferred to other participants in the interest of facilitating communication among them, as well as for the promotion of future events on this subject or on similar subjects. This registration procedure is subject to [data privacy rules](#) and is executed in accordance with Regulation (EC) 452001 on the data protection of personal data and the processing thereof. A [privacy policy statement](#) specifies how your data will be used. If you want to assert your right to access, modify, rectify or delete your personal data please contact [gdpr@ecolinguae.be](mailto:gdpr@ecolinguae.be). Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor <http://www.edps.europa.eu/>

Figure 11 – View your application details

## Changing IO

Using the **Change IO** option in the IOs menu, you can change your current IO and go to another one.

The decision to change your IO may be dictated by personal preferences (e.g. you are somehow dissatisfied with your current IO, you are moving to another country, etc.).

Alternatively, you may also be compelled to do so if your current IO is due to end its activities soon for example. In this case (except if you are an NE and you have successfully completed an exchange or if your status is no longer 'Accepted'), you will receive an email notification approx. 2 months beforehand, prompting you to select another IO – see Appendix p.57 (unless your IO itself takes the initiative to re-assign you to a privileged new IO that might suit you before that).

Please note that after changing your IO, your application will be reset to 'Applied' until the new IO decides to accept you. During this provisional period, you will have only limited access to the Erasmus IT Management Tool.



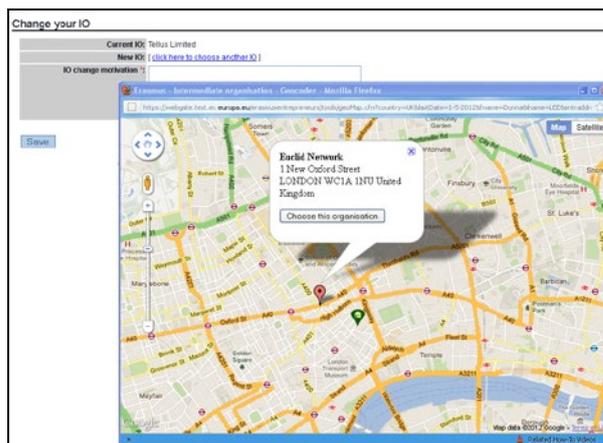
### What If I Am Already Involved In a Relationship?

– Please note that it is **NOT** possible for your or for your current IO to re-assign you to an other IO if your are involved in a relationship that is currently in the [Relationship Execution Workflow](#). In this case, the only way would be to cancel the relationship.

– Selecting a different IO if you are involved in a relationship that is in the [Relationship Building Workflow](#) is only possible if you accept to lose any 'building' relationship where you are currently involved.

### ◆ To change your IO

1. From the Erasmus for Young Entrepreneurs menu, select **IOs > Change IO**.
2. Click the **click here to choose another IO** hyperlink on the *Change your IO* page.
3. Select the desired IO on the online map and click **Choose this organisation**:



Please note that the  icon will be replaced by a  if multiple IOs are located very close to each other. In this case, click  to locate those IOs with a greater zoom factor on the map.

The  indicates your home address as specified on your application form.

**Result:** The selected IO is now displayed as 'New IO' on the *Change IO* page.

4. Complete the **IO change motivation** box with some information about why you wish to be re-assigned to the selected IO. This information will be visible to the new IO.
5. Click **Save**.

**Result:** You are now proposed to the newly selected IO, with a status of 'Applied'. The new IO now needs to accept you for you to re-gain full access to the Erasmus IT Management Tool.

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## Searching and Matching

The **Search/Match** menu allows you to browse through the 'Catalogue' of fully accepted, active entrepreneurs. The Catalogue is the central online repository containing the profiles of all such entrepreneurs. The **Search/Match** menu gives access to the Catalogue. It enables both entrepreneurs and IOs to look for potential exchange partners, consult candidates' profiles and propose relationships.

The content of the Catalogue depends on your profile in the Erasmus for Young Entrepreneurs programme, i.e.

- *If you are a New entrepreneur (NE):*  
The catalogue allows you to browse and search any host entrepreneur who has been accepted in the Erasmus for Young Entrepreneurs programme;
- *If you are a Host entrepreneur (HE):*  
The catalogue will allow you to browse and search any new entrepreneur who has been accepted in the Erasmus for Young Entrepreneurs programme.

A central option available from the **Search/Match** menu is to perform score-based *matchings* in order to find instantly the closest fitting counterparts for a potential exchange. Matching scores are calculated based on similarity percentages between the answers that you provided to key questions on your application form, and the answers submitted by other interested entrepreneurs in the Catalogue.



### *Search And Match Unavailable?*

*Please note that if your IO should, for some reason, decide to change your status from 'Accepted' to something else (e.g. 'On Hold' or 'Back to applicant'), or if you have been flagged Inactive (🚫), have decided to withdraw (🚫) from the Erasmus for Young Entrepreneurs programme or have been withdrawn by your IO, or if you are a New entrepreneur and have already participated in an exchange (🚫) (see '[Checking Your Activity Status](#)', p.45), then your access to the Erasmus for Young Entrepreneurs IT Management Tool will be limited until you are accepted again, and the search and match features (among others) will be temporarily disabled. Similarly, counterpart entrepreneurs are removed from the Catalogue if they are in a similar situation, which means that you won't be able to find them using the Search/Match features.*

## Searching Counterparts

### ◆ To look for a specific counterpart:

- From the Erasmus for Young Entrepreneurs menu, select **Search/Match > Search NE** or **Search HE** (depending on whether you have a Host or a New entrepreneur role in the Erasmus for Young Entrepreneurs programme):



Figure 12 – 'Search HE' menu

Result: The full list of counterpart entrepreneurs is displayed:

Note that entrepreneurs highlighted in grey are temporarily unavailable, either because:

- they have a Low Active status (see p. 54)
- they are currently reserved by their IO
- they are involved in a relationship that is currently in the [1-Relationship Building Workflow](#)

 A screenshot of the Erasmus for Young Entrepreneurs website showing a table of counterpart entrepreneurs. The table has columns for '# Visits', 'Fullname', 'Country', 'IO', 'Primary domain', 'Secondary domain(s)', 'Primary country', 'Secondary countries', 'Mother tongue', 'Comm. langs', and 'Req. langs'. Three rows are visible, with the last one highlighted in grey.
 

# Visits	Fullname	Country	IO	Primary domain	Secondary domain(s)	Primary country	Secondary countries	Mother tongue	Comm. langs	Req. langs
0	Martina GÜEBEL	Belgium	CCIP	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance Water distribution, Sewage, refuse, cleaning and environmental services	Spain	France Greece Italy Portugal	French	English French Spanish	
0	Derrick RIK	Belgium	SEQUA	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance Music, theater, events and related cultural and entertainment services	Spain	France Italy Malta Portugal	French	Dutch English Spanish	English
0	Susla ASET	Latvia	SEQUA	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance	Spain	France Italy Malta Portugal	French	Dutch English Spanish	

Figure 13 – Custom list of counterpart entrepreneurs

**Filter** options are available at the top of the list to look for specific entrepreneurs.

Either type the searched string in full, or use a '%' (percent sign) as a wildcard to replace any number of characters in a string.

For example, to find entrepreneurs with 'pharma' anywhere in their primary domain, type %pharma% in the 'Primary domain' filter box. This may find entrepreneurs with 'Medical equipments, pharmaceuticals and personal care products' as primary domain.

- To look for a specific counterpart, complete one or a combination of filter boxes at the top of the page to find the counterpart that you are looking for, and click  to apply the filter:



Figure 14 – Counterpart search filter

Or,

Select the second tab, **Advanced search**, to enter more specific search criteria:

Text search is very powerful. It can find any word completed by an entrepreneur anywhere on his application form (incl. Motivation, Objectives, Specific skills, etc.).

Check the **Search also in attached CVs** box to extend text search to the content of the entrepreneur's uploaded CV.

Note that the search does not distinguish accented and non-accented characters. For example, the word 'sécurité' will be matched whether you type 'securite' or 'sécurité'; the word 'Geschäftsverkehr' will be matched whether you type 'Geschäftsverkehr' or 'Geschäftsverkehr'.

Figure 15 – Search HE – Advanced search

– Type or select your search criteria.

– Click **Search** at the bottom of the page.

3. You can further view the details of specific entrepreneurs in the list by clicking the **Application details PDF** icon in front of their names:



Note the visit counter in the **# Visits** column:

# Visits
1
0
1

The counter in the "# Visits" column is automatically incremented by 1 per session if you click the **Application details PDF** icon next to an entrepreneur to view his/her profile.

The count continues from session to session unless you reset it using the User Profile feature (see ['Customising the Interface'](#), p.42).



### Profile Data

Note that some *host* entrepreneurs may have requested that their contact details should be visible only upon request to their IO (i.e. Visibility Option 2 on the last page of their application form) or only to the parties involved if they enter into a Draft relationship (i.e. Option 3). If this is the case, the Profile section on the host entrepreneur detail page will be either empty or contain a link to the related IO instead of the host entrepreneur's full details. Click this link to request information from the IO.

## Consulting the List of Counterparts

The **List all NE/List all HE** menu options are used to display the full list of NEs (i.e. if you are a host entrepreneur) or the full list of HEs (i.e. if you are a new entrepreneur) present in the Catalogue. Entrepreneurs are included in the Catalogue when they have been fully accepted to the Erasmus for Young Entrepreneurs programme.

### ◆ To browse through the list of counterparts

- From the Erasmus for Young Entrepreneurs menu, select **Search/Match > List all NE** or **List all HE** (depending on whether you have a Host or a New entrepreneur role in the Erasmus for Young Entrepreneurs programme):



Figure 16 – 'List all HE' menu

Result: This will display the full list of counterparts present in the Erasmus for Young Entrepreneurs database:

 A screenshot of the Erasmus for Young Entrepreneurs website showing a table titled 'List all host entrepreneurs'. The table has columns for Fullname, Country, IO, Primary domain, Secondary domain(s), Primary country, Secondary countries, Mother tongue, and Comm. langs. Re. The table contains four rows of data for host entrepreneurs.
 

Fullname	Country	IO	Primary domain	Secondary domain(s)	Primary country	Secondary countries	Mother tongue	Comm. langs. Re.
Hubert ALTMANS	Belgium	AGEC	Advertising, promotion, printing, media and related products and services	Education and training services Electrical machinery, apparatus, equipment and consumables; lighting Energy, fuel, electricity and other sources of energy	Bulgaria	Czech Republic Estonia	Dutch	Finnish French
Marlene GUÉSEL	Belgium	CCIP	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance Water distribution, Sewage, refuse, cleaning and environmental services	Spain	France Greece Italy Portugal	French	En Fr Sp
Peter EDWIN	Belgium	JEUNE	Music, theater, events and related cultural and entertainment services	Organic/Bio/Eco products & services Research and development equipment & services Security, fire-fighting, police and defence equipment	Malta	Luxembourg	Latvian	Hungarian Italian Lit Lit
Goran STORVERN	Lithuania	SEQUA	Mining, machinery for mining, basic metals and related products	Community, social and personal services Energy, fuel, electricity and other sources of energy	Sweden	Belgium Denmark	French	English Finnish Spanish Gi Ita

Figure 17 – List of all HEs

- You can further view the details of specific entrepreneurs in the list by clicking the  **Application details PDF** icon in front of their names.



### Profile Data

Please note that some host entrepreneurs may have requested that their profile data should not be visible only upon request to the related IO. If this case, the Profile section on the host entrepreneur detail page will be either empty or contain a link to the related IO instead of the host entrepreneur's full details. Click this link to request information from the IO.

## Performing Matches

*Matching* is the process whereby the information submitted by counterpart entrepreneurs in the Catalogue (i.e. entrepreneurs who have been fully accepted to the Erasmus for Entrepreneurs programme) is compared to your own information in order to find the closest possible matches for an exchange. A matching score is assigned to all matches.

### ◆ To perform a matching

- From the Erasmus for Young Entrepreneurs menu, select **Search/Match > Match me**:



Figure 18 – 'Match me' menu option

**Result:** The matching is performed on-the-fly and the list of matching entrepreneurs is displayed below your details:

Note that some entrepreneurs may be temporarily unavailable for matching for some reasons, including:

- he/she is now involved in a relationship beyond the Draft status
- he/she is temporarily 'reserved' by his/her IO
- he/she is an NE having already completed an exchange
- he/she has received/made the max. number of proposals (i.e. 5)
- he/she has not logged into the IT Management Tool for the past 6 months and he/she is now grey-listed as 'Low active' (see Appendix 3, p.54)
- he/she has withdrawn/been withdrawn from the Erasmus for Young Entrepreneurs programme
- he/she has become Inactive (See also '[Checking Your Activity Status](#)', p.45).

 A screenshot of the Erasmus for Young Entrepreneurs website showing a list of matching entrepreneurs. The table has columns for Fullname, Type, Country, IO, Primary domain, Secondary domain(s), Primary country, Secondary country, Mother tongue, Comm. langs, and Match score. The table lists several entrepreneurs with their details and match scores.
 

#Visits	Fullname	Type	Country	IO	Primary domain	Secondary domain(s)	Primary co/	Secondary co/s	Mother tongue	Comm. langs	Match score
	Catherine LEMERCIER	Host	Sweden	HFD	Advertising, promotion, printing, media and related products and services	Hotel, restaurant, tourism and travel services IT, office and communication equipment, services and supplies Industrial machinery production, installation, repair and maintenance	Belgium	France Germany United Kingdom			
	Michel TOULOUSE	New	Lithuania	ITC	Industrial machinery production, installation, repair and maintenance	IT, office and communication equipment, services and supplies Water distribution, Sewage, refuse, cleaning and environmental services	Spain	France Greece Portugal	French	English Spanish	96
	James GENOULT	New	Belgium	AGEC	Transport and Logistics services	Architectural, construction, engineering and inspection services Automotive industry Water distribution, Sewage, refuse, cleaning and environmental services	Bulgaria	Cyprus	French	Dutch English Maltese	90.6
	Elan REMIGH	New	France	SEQUA	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance	Spain	Italy Malta Portugal	French	Dutch English Spanish	96
	Miklos STEVINC	New	Slovenia	BOPK_PR	Furniture, domestic appliances and cleaning products	Organic/Bio/Eco products & services Research and development equipment & services	Germany	Lithuania Luxembourg Malta	French	Hungarian Italian	93.6

Figure 19 – List of matches

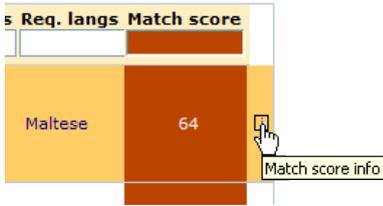
- To view more information about one of the entrepreneurs in the matching list, click the **Application details PDF** icon in front of its name:



Please note that some host entrepreneurs may have requested that their contact details should be visible only upon request to the related IO or only to the parties involved if they enter into a Draft relationship. If this case, the Profile section on the host entrepreneur detail page will be either empty or contain a link to the related IO instead of the host entrepreneur's full details. Click this link to request information from the IO.

## Match score information

Match score details can be viewed for each match, by clicking the  icon next to each score:



A summary of the values, relative weights and percentages of the different evaluation criteria used in the calculation is then displayed under the matching grid. Here is some explanation:

**Country:**  
The following combinations may be displayed next to the entrepreneurs' names in the Country column:

**PRIMARY + PRIMARY:** means that the NE's preferred country for an exchange matches the HE's country of origin, and the HE's preferred country for an exchange matches the NE's country of origin. >>> [Score: 100]

**PRIMARY + MATCH:** means that the NE's preferred country for an exchange matches the HE's country of origin. >>> [Score: 90]

**MATCH + PRIMARY:** means that the NE's country of origin matches the HE's preferred country for an exchange. >>> [Score: 90]

**SECONDARY + SECONDARY:** means that one of the other possible countries specified for an exchange by the NE matches the HE's country of origin, and one of the other possible countries specified by the HE matches the NE's country of origin. >>> [Score: 80]

**SECONDARY + MATCH:** means that one of the other possible countries specified for an exchange by the NE matches the HE's country of origin. >>> [Score: 70]

**MATCH + SECONDARY:** means that the NE's country of origin matches one of the other possible countries specified for an exchange by the HE. >>> [Score: 70]

**NONE + NONE:** means that no matches have been found between the NE and the HE's countries of origin, preferred and other possible countries for an exchange. >>> [Score: 40]

**Domain:**  
The following combinations may be displayed next to the entrepreneurs' names in the Domain column:

**PRIMARY + PRIMARY:** means that the NE and the HE have the same primary business sector in common. >>> [Score: 100]

**PRIMARY + SECONDARY:** means that the NE's primary business sector is one of the HE's secondary domains. >>> [Score: 90]

**SECONDARY + PRIMARY:** means that one of the NE's secondary business sectors is the HE's primary business sector. >>> [Score: 90]

**SECONDARY + SECONDARY:** means that at least one of the NE's secondary business sectors matches at least one of the HE's secondary business sectors. >>> [Score: 80]

**NONE + NONE:** means that the NE and the HE do not share any common primary nor secondary business sector. >>> [Score: 40]

**Communication languages:**  
The following combinations may be displayed next to the entrepreneurs' names in the Communication languages column:

**MOTHER TONGUE + MOTHER TONGUE:** means that the NE and the HE have specified the same mother tongue. >>> [Score: 100]

**MOTHER TONGUE + SECONDARY:** means that the mother tongue specified by the NE matches one of the other languages that the HE specified as being comfortable to work in and the HE only have one or several secondary countries in common. >>> [Score: 90]

**SECONDARY + MOTHER TONGUE:** means that one of the other languages that the NE specified as being comfortable to work in matches the mother tongue specified by the HE. >>> [Score: 90]

**SECONDARY + SECONDARY:** means that one of the other languages that the NE specified as being comfortable to work in matches one of the other languages that the HE specified as being comfortable to work in. >>> [Score: 80]

**NONE + NONE:** means that no matches have been found between the NE and the HE's mother tongues and the other languages that they specified as being comfortable to work in. >>> [Score: 40]

**Expected length and availability:**  
The following combinations may be displayed next to the entrepreneurs' names in the Expected length and availability column:

**FULL OVERLAP + FULL OVERLAP:** means that the preferred length of the exchange and the proposed period for the exchange as specified by the NE fully match the length and period requirements specified by the HE. >>> [Score: 100]

**1 MONTH SHORTFALL:** means that there is a 1-month discrepancy between the length and period requirements specified by the two potential partners. >>> [Score: 90]

**2 MONTH SHORTFALL:** means that there is a 2-month discrepancy between the length and period requirements specified by the two potential partners. >>> [Score: 70]

**3 MONTH SHORTFALL:** means that there is a 3-month discrepancy between the length and period requirements specified by the two potential partners. >>> [Score: 50]

**>3 MONTH SHORTFALL:** means that there is a more than 3-month discrepancy between the length and period requirements specified by the two potential partners. >>> [Score: 20]

**Match explanation**

	Domain	Country	Communication languages	Requested language	Expected length and availability	Keywords	
Martine GUESSEL (NEW)	SECONDARY	MATCH	SECONDARY	HAS REQUEST	> 3 MONTHS SHORTFALL	YES	
Jan Dick (HOST)	SECONDARY	SECONDARY	MOTHER TONGUE	NONE	> 3 MONTHS SHORTFALL	ALL	
<b>Score:</b>	80	70	90	0	20	100	
<b>Criteria weight:</b>	3	1	5	4	2	6	<b>53.3</b>

Formula:  $[(Score\_1 * Weight\_1) + \dots + (Score\_N * Weight\_N)] / SUM(Weight\_N)$

**Requested languages:**  
The following combinations may be displayed next to the entrepreneurs' names in the Requested languages column:

**MOTHER TONGUE + HAS REQUEST:** means that the NE's mother tongue matches one of the languages required/desired by the HE. >>> [Score: 100]

**SECONDARY + HAS REQUEST:** means that one of the languages that the NE specified being comfortable to work in matches one of the languages required/desired by the HE. >>> [Score: 100]

**N/A + N/A:** means that the HE has not specified that any language should be required/desired from the NE. >>> [Score: 100]

**NONE + HAS REQUEST:** means that neither the NE's mother tongue nor any of the languages that the NE specified being comfortable to work in matches any of the languages required/desired by HE. >>> [Score: 0]

**Keywords:**  
If you have defined keywords as part of your matching criteria, this column will calculate a score depending on how many of the defined keywords were found on the counterpart's application form.

- **YES** or **NO** in your row indicates whether or not you have defined keywords in your User Profile;
- **ALL, SOME** or **NONE** in the counterpart's row means that either all your keywords were found on the counterpart's application form, only some of them or none, with the following resulting scores:

All keywords were found (or no keywords were defined): >>> [Score: 100]

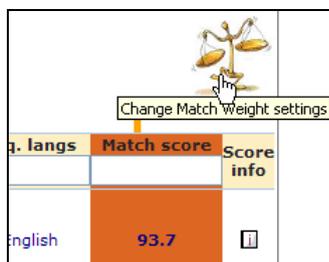
Some of the keywords were found: >>> [Score: 90]

None of the keywords were found: >>> [Score: 40]

Note that you can change the different weightings to apply to either your current working session or by default to future working sessions:

#### ◆ To change the default weightings for all future sessions

1. Click the little  **Change Match Weight settings** icon above the *Match score* column:



Result: This will open a popup to specify your matching weights:

Criteria	Weight			
	0 To be disregarded	1 Low relevance	2 Medium relevance	3 High relevance
Country :	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expected length and availability :	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Domain :	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Requested language :	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Keywords :	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Communication languages :	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Reset default

Preferred keywords to be found when matching

Keyword 1: software

Keyword 2: banking

Keyword 3:

Close and match again Cancel

2. Select the desired weights for each matching criterion. As part of the matching criteria, you can also define one or more keywords that the matching engine should find in text areas of potential matches. Please be aware, however, that the more criteria you add, the more restrictive the search, and the lower the matching score. Don't forget, also, that applicants may have completed their form in another language than yours. An English term will not be found if it was entered in German for example.
3. Click **Close and match again**.

Result: The matching scores are immediately re-calculated based on the newly defined matching weights. Please note that the new weights will be lost after logging out. The default values from the User preferences will apply again (see below).

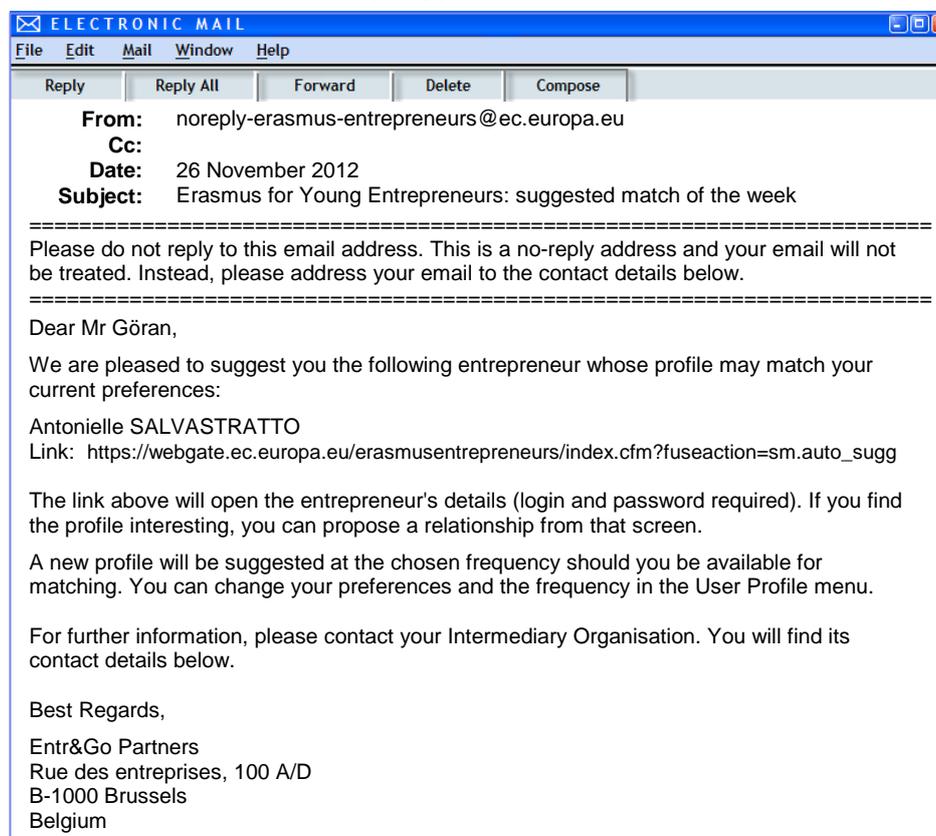
#### ◆ Changing the default weightings for all future sessions

The standard weightings defined in your User preferences apply by default. If you want to change the default values not only for this session but also for all future working sessions, go to the *User preferences* page (see '[Customising the Interface](#)', p.42).

## Handling Automatic Matching Suggestions

As part of your user preferences, you can choose to receive automatic suggestions of match proposals on a regular basis. If you select this option (activated by default – see '[Customising the Interface](#)', p.42), the one best match found by the system (i.e. highest matching score (see previous page for an explanation about matching scores) + available for starting a relationship + not yet suggested to you) will be sent to you by email every week, every two weeks or every month, depending on the frequency specified in your settings.

Example of automatic matching suggestion email:



Simultaneously, those best matches will also be appended to a separate list in your Erasmus IT Management Tool, with options to view their profiles and propose relationships – see next page.



### Automatic Suggestion Availability

Please note that the automatic matching suggestion features are not available for:

- host entrepreneurs who have decided to delegate the handling of relationship proposals to their IO. (See '[Customising the Interface](#)' p.42 for details about the delegation feature).
- entrepreneurs who have requested that their profile data should NOT be generally visible in the Catalogue, except to the parties involved if they enter into a Draft relationship (i.e. Option 3 on the last page of their application form).

◆ **To handle matching suggestions**

1. From the Erasmus for Young Entrepreneurs menu, select **Search/Match > Matching suggestions**.
2. The *Matching suggestions* list is displayed:



Note that entrepreneurs with a greyed  instead of a  in front of their names have become temporarily unavailable for you to make proposals. Possible reasons for this include:

- you or the suggested match are now involved in a relationship beyond the Draft status
- you or the suggested match are temporarily 'reserved' by your IO
- you or the suggested match are an NE having already completed an exchange
- you or the suggested match have received/made the max. number of proposals (i.e. 5)
- you and the suggested match are with the same IO
- you and the suggested match are located in the same country
- you or the suggested match have withdrawn/been withdrawn from the Erasmus for Young Entrepreneurs programme
- the suggested match has not logged into the IT Management Tool for the past 6 months and he/she is now grey-listed as 'Low active'
- you or the suggested match have become Inactive
- (...)

Suggestion ID	Sent to	Host entrepreneur	New entrepreneur	Host IO	New IO	Suggestion date
541	NE	Marielle TERNAND	Sophia RABE-HESKETH	BOF	CCIP	29-10-2011
161	NE	Hubert ALTMANS	Sophia RABE-HESKETH	AGEC	CCIP	22-10-2011
58	NE	Stoyan DASKALOV	Sophia RABE-HESKETH	SEQUA	CCIP	06-10-2011

Showing 1 to 3 of 3 entries / 10 rows per page

Figure 20 – Matching suggestions list

3. From there, you can:
  - consult the profile of one of the entrepreneurs in the *Matching suggestions* list: click the **He** or **Ne** icon (depending on whether the entrepreneur is an HE or an NE);
  - view information about the IO of one of the entrepreneurs in the *Matching suggestions* list: click the **Ho** or **Ni** icon (depending on whether the entrepreneur is an HE or an NE);
  - start a relationship proposal with one of the suggested matches: click the  in front of the entrepreneur to whom you wish to propose a relationship, enter some comments if necessary (required if you are an NE; optional if you are an HE), click the **Start relationship** button and answer the confirmation message. The relationship will then be immediately proposed to the selected partner, and the partner will be notified by email.

## Initiating a Relationship

Once you have found potential partners for an exchange, you may decide to initiate a relationship with one of them ahead of a possible exchange. You may propose relationships to matching partners, or relationships may be proposed to you by IOs or by counterpart entrepreneurs interested in your profile. Proposed relationships are then automatically submitted to the counterpart entrepreneur for approval.

This section explains how to propose a relationship and how to push a relationship through the relationship building workflow (see [Appendix 1 – Relationship Building Workflow](#), p.52 for an overview of the workflow).

### Proposing a Relationship

There are 3 places where you can propose a relationship to one or several potential partners for an exchange:

- after performing a [matching](#) in the *Match Me* section
- after performing a [search](#) in the *Search HE/NE List*
- after displaying a [list of counterparts](#) from the Erasmus catalogue (i.e. via the *List HEs/NEs* menu)

These 3 options will be described successively below. Additionally, proposals can be started from the list of automatic matching suggestions (see '[Handling Automatic Matching Suggestions](#)', p.26) if you have enabled this option.

#### ◆ To propose a relationship from the *Match Me* section

1. From the Erasmus for Young Entrepreneurs menu, select **Search/Match > Match me**.
2. From the list of matching entrepreneurs, click the  **Start relation proposal** icon in front of the entrepreneur for a relationship (you can propose a relationship to a maximum of 5 entrepreneurs):



Note that entrepreneurs with a greyed  instead of a  in front of their names are temporarily unavailable for you to make proposals. Possible reasons for this include:

- you or the partner are now involved in a relationship beyond the Draft status
- you or the partner are temporarily 'reserved' by your IO
- you or the partner are an NE having already completed an exchange
- you or the partner have received/ made the max. number of proposals (i.e. 5)
- you and the partner are with the same IO
- you and the partner are located in the same country
- you or the partner have withdrawn/ been withdrawn from the Erasmus for Young Entrepreneurs programme
- the suggested match has not logged into the IT Management Tool for the past 6 months and he/she is now grey-listed as 'Low active'
- you or the partner have become Inactive
- (...)

(See also '[Checking Your Activity Status](#)', p.45).

Erasmus for Young Entrepreneurs											Important legal
European Commission > Enterprise and Industry >											English (EN)
Welcome Catherine LEMERCIER (host entrepreneur)											
Home	IOs	Search/Match	Relationships (0)	My application data	Help						
Match											
• Entrepreneur to be matched											
Fullname	Type	Country	IO	Primary domain	Secondary domain(s)			Primary country	Second country		
Catherine LEMERCIER	Host	Sweden	HFD	Advertising, promotion, printing, media and related products and services	Hotel, restaurant, tourism and travel services; IT, office and communication equipment, services and supplies; Industrial machinery production, installation, repair and maintenance			Belgium	France Germany United Kingdom		
• Matching entrepreneurs											
#visits	Fullname	Type	Country	IO	Primary domain	Secondary domain(s)	Primary country	Secondary countries	Mother tongue	Comm. langs	Match score
	Hedvig TOULOUSE	New	Lithuania	ITC	Industrial machinery production, installation, repair and maintenance	IT, office and communication equipment, services and supplies; Water distribution, Sewage, refuse, cleaning and environmental services	Spain	France Greece Portugal	French	English Spanish	96
	Dalina CONERO	New	Belgium	CICITABEL	Advertising, promotion, printing, media and related products and services	Hotel, restaurant, tourism and travel services; IT, office and communication equipment, services and supplies; Industrial machinery production, installation, repair and maintenance	Sweden	France United Kingdom	Swedish	German	92
	Elan REHJGH	New	France	SEQUA	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance	Spain	Italy Malta Portugal	French	Dutch English Spanish	86
	Mirkop STENJIC	New	Slovenia	SOPV_RS	Furniture, domestic appliances and cleaning products	Organic/BioEco products & services; Research and development equipment & services	Germany	Lithuania Luxembourg Malta	French	Hungarian Italian	82.6

Figure 21 – Start relation proposal icon

- In the *Start proposal* popup window, enter some comments if necessary (required if you are an NE; optional if you are an HE), click the **Start relationship** button and answer the confirmation message.

**Result:** The relationship is immediately proposed to the selected partner, who is subsequently notified by email. The partner is then expected to adopt or discard the proposed relationship (see next section).

#### ◆ To propose a relationship from the **Search HE/NE** section

- From the Erasmus for Young Entrepreneurs menu, select **Search/Match > Search NE** or **Search HE** (depending on whether you have a Host or a New entrepreneur role in the Erasmus for Young Entrepreneurs programme).
- Complete one or a combination of filter boxes at the top of the page to find the counterpart that you are looking for, and click  to apply the filter.
- From the list of entrepreneurs, click the  **Start relation proposal** icon in front of the entrepreneur to whom you would like to propose a relationship (you can propose a relationship to a maximum of 5 entrepreneurs):

**Filter** options are available at the top of the list to look for specific entrepreneur.

Either type the searched string in full, or use a '%' (percent sign) as a wildcard to replace any number of characters in a string.

For example, to find entrepreneurs with 'pharma' anywhere in their primary domain, type %pharma% in the 'Primary domain' filter box. This may find entrepreneurs with 'Medical equipments, pharmaceuticals and personal care products' as primary domain.

Search new entrepreneurs		Advanced search											
# visits	Fullname	Country	IO	Primary domain	Secondary domain(s)	Primary country	Secondary countries	Mother tongue	Comm. langs				
	James BLUYT	Belgium	CCIP	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance Water distribution, Sewage, refuse, cleaning and environmental services	Spain	France Greece Italy Portugal	French	English French Spanish				
	Markus GRONDI	Belgium	SEQUA	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance Music, theater, events and related cultural and entertainment services	Spain	France Italy Malta Portugal	Dutch English Spanish	English				
	Albert DE MONACO	Denmark	EMC	Agricultural, forestry, horticultural, aquacultural and apicultural products and services	Hotel, restaurant, tourism, travel services and wellness	Slovakia/ukra	Cyprus Greece	French	Estonian Slovak				
	Antoine RAMIER	Denmark	SEQUA	Education and training services	Agricultural, forestry, horticultural, aquacultural and apicultural products and services IT, office and communication equipment, services and supplies	Poland	Romania Spain	French	English Polish Spanish				
	Elan RUMIGHO	France	SEQUA	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance	Spain	Italy Malta Portugal	French	Dutch English Spanish				
	Gusta ASET	Latvia	SEQUA	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance	Spain	France Italy Malta Portugal	French	Dutch English Spanish				

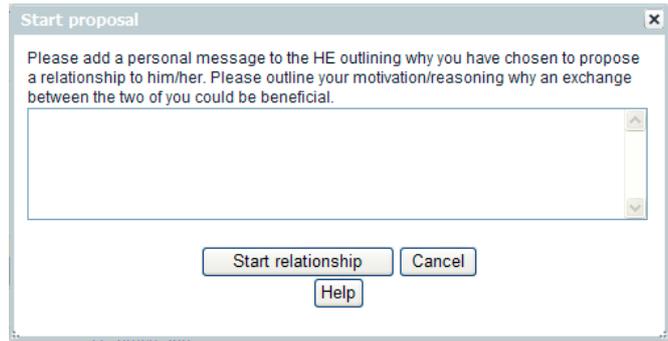
Figure 22 – Start relation proposal icon

**Result:** The system asks you or prompts you to add some introductory text. This text will be included in the email notification that the counterpart entrepreneur will receive about the proposed relationship. It is mandatory if you are an NE and optional if you are an HE:

Start proposal

I want to add a proposal message/comment:

*Start proposal popup window – for HEs*  
Or,



*Start proposal popup window – for NEs*

4. To add some accompanying text:

(– if you are an HE, first select the **I want to add a proposal message/comment** check box;)

– type your text in the text box;

– click **Start relationship**;

– answer the confirmation message.

**Result:** The relationship is immediately proposed to the selected partner, who is subsequently notified by email. Any text that you may have defined at step 3 is also included in the message body. The partner is then expected to adopt or discard the proposed relationship (see next section)

◆ To propose a relationship from the *List of HEs/NEs*

1. From the Erasmus for Young Entrepreneurs menu, select **Search/Match > List all NE** or **List all HE** (depending on whether you have a Host or a New entrepreneur role in the Erasmus for Young Entrepreneurs programme).
2. From the list of entrepreneurs, click the  **Start relation proposal** icon in front of the entrepreneur to whom you would like to propose a relationship (you can propose a relationship to a maximum of 5 entrepreneurs):



Note that entrepreneurs with a greyed  instead of a  in front of their names are temporarily unavailable for you to make proposals. Possible reasons for this include:

- you or the partner are now involved in a relationship beyond the Draft status
- you or the partner are temporarily 'reserved' by your IO
- you or the partner are an NE having already completed an exchange
- you or the partner have received/ made the max. number of proposals (i.e. 5)
- you and the partner are with the same IO
- you and the partner are located in the same country
- you or the partner have withdrawn/ been withdrawn from the Erasmus for Young Entrepreneurs programme
- the suggested match has not logged into the IT Management Tool for the past 6 months and he/she is now grey-listed as 'Low active'
- you or the partner have become Inactive
- (...)

(See also '[Checking Your Activity Status](#)', p.45).

List all new entrepreneurs		Advanced search											
# Visits	Fullname	Country	IO	Primary domain	Secondary domain(s)	Primary country	Secondary countries	Mother tongue	Comm. la				
0	James BLUNT	Belgium	CCIP	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance Water distribution, Sewage, refuse, cleaning and environmental services	Spain	France Greece Italy Portugal	French	English French Spanish				
0	Markus GRONDI	Belgium	SEQUA	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance Music, theater, events and related cultural and entertainment services	Spain	France Italy Malta Portugal	Dutch English Spanish	English				
0	Albert DE MONACO	Denmark	EMC	Agricultural, forestry, horticultural, aquacultural and apicultural products and services	Hotel, restaurant, tourism, travel services and wellness	Slovakia	Cyprus Greece	French	Estonian Slovak				
1	Antoine RAMIER	Denmark	SEQUA	Education and training services	Agricultural, forestry, horticultural, aquacultural and apicultural products and services IT, office and communication equipment, services and supplies	Poland	Romania Spain	French	English Polish Spanish				
0	Elan REMIGHO	France	SEQUA	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance	Spain	Italy Malta Portugal	French	Dutch English Spanish				
0	Suste ASET	Latvia	SEQUA	IT, office and communication equipment, services and supplies	Industrial machinery production, installation, repair and maintenance	Spain	France Italy Malta Portugal	French	Dutch English Spanish				

Figure 23 – Start relation proposal icon

**Result:** The system asks you if you wish to add some introductory text. This text will be included in the email notification that the counterpart entrepreneur will receive about the proposed relationship. It is mandatory if you are an NE and optional if you are an HE:

Start proposal popup window – for HEs

Or,

Start proposal popup window – for NEs

3. To add some accompanying text:
  - (– if you are an HE, first select the **I want to add a proposal message/comment** check box;)
  - type your text in the text box;
  - click **Start relationship**;
  - answer the confirmation message.

**Result:** The relationship is immediately proposed to the selected partner, who is subsequently notified by email. Any text that you may have defined at step 3 is also included in the message body. The partner is then expected to adopt or discard the proposed relationship (see next section).

## Adopting/Discarding a Proposed Relationship

The *Relationship List* gives a temporary overview of all relationships that have been proposed either by you or to you by other entrepreneurs or IOs. Relationships that have been proposed to you require your decision to either agree and go further on with the relationship, or discard the proposal if you are not interested.

You will be notified by email whenever a new relationship is proposed to you:

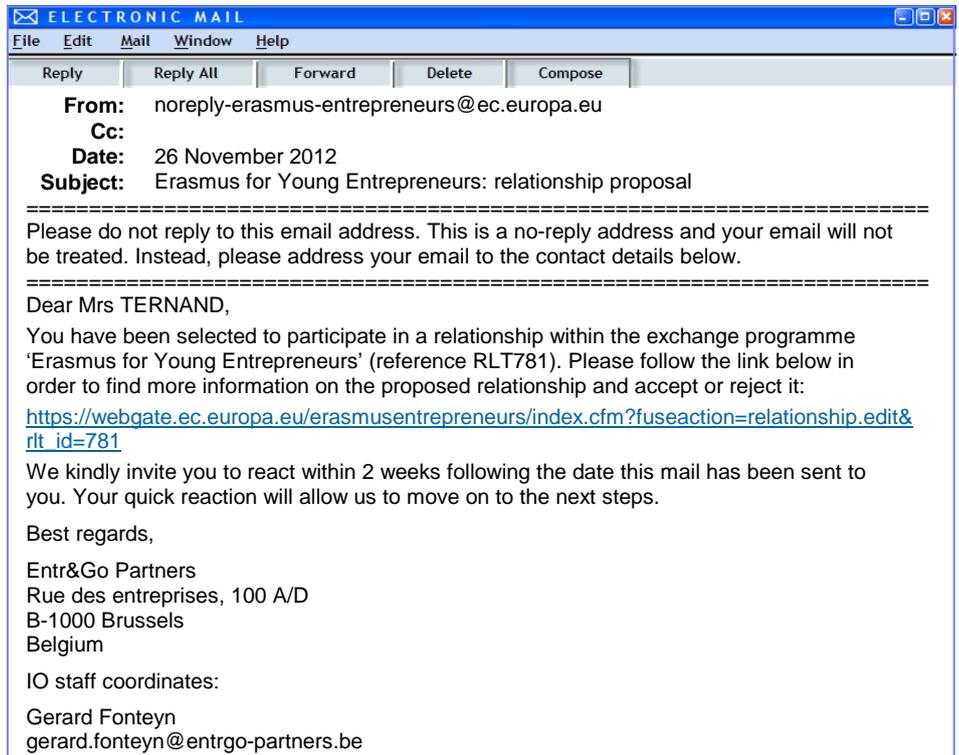


Figure 24 – Email notification of a proposed relationship

and a red number between parentheses in the Relationships menu of the Erasmus for Young Entrepreneurs IT Management Tool indicates how many proposed relationships are awaiting your decision:



The same holds true for potential partners.

As soon as you decide to accept a relationship that is proposed to you, or as soon as the counterpart entrepreneur accepts a relationship with you, the status of that relationship changes from *Proposal* to *Draft*, and the *Relationship List* is immediately reduced to a detailed view of the retained relationship.

For details about the successive status flags and icons for a relationship and where you are supposed to take action, please refer to [Appendix 1 – Relationship Building Workflow](#), p.52 and [Appendix 2: Relationship Execution Workflow](#), p.53.



### Delegating proposal handling

Please note that host entrepreneurs (not new entrepreneurs) have the option to delegate the handling of relationship proposals to their IO. See ['Customising the Interface'](#) p.42 for details.

◆ To adopt a proposed relationship

1. From the Erasmus for Young Entrepreneurs menu, select **Relationships > List**.

Result: This opens the *Relationships List*.

**HE/NE – HE/NE – HE/NE**

Color codes are used in the **Actors** column to indicate whose action(s) is(are) now expected. Red means that an action is expected from the related actor; green means that the actor has done his part of the job.

Other actors at a later stage include:

- NIO** New Entrepreneur's IO
- HIO** Host Entrepreneur's IO
- NEP** New Entrepreneur's Lead IO
- HEP** Host Entrepreneur's Lead IO
- EC** European Commission

Relationship ID	Status	Host entrepreneur	New entrepreneur	Host IO	New IO	Current status date	Pending days	Actors
RLT363	Proposal	Emilio STRILLIO	Albert DEMONA	SEQUA	EMC	28/04/2009	0	HE/NE
RLT364	Proposal	Emilio STRILLIO	Rémy LAMIER	SEQUA	CCI	28/04/2009	0	HE/NE

Relationship ID	Status	Host entrepreneur	New entrepreneur	Host IO	New IO	Current status date	Pending days	Actors
RLT361	Proposal	Emilio STRILLIO	Markus GRÖNDIG	SEQUA	SEQUA	28/04/2009	0	HE/NE

Figure 25 – Relationship List

2. To view the detailed profile of a counterpart entrepreneur before approving/discarding a relationship, click the **H** or **N** icon (depending on whether the relationship counterpart is a Host or a New entrepreneur).  
Or,  
To view the details of a counterpart entrepreneur's IO before approving/discarding a relationship, click the **Hio** or **Nio** icon (depending on whether the relationship counterpart is a Host or a New entrepreneur).
3. Click the  in front of the relationship in the **Relationships that require your action** section.

Result: The selected relationship proposal details are displayed:

Relationship ID : RLT363

Status : Proposal

Actors : HE/NE

Host entrepreneur : Emilio STRILLIO **H**

New entrepreneur : Rémy LAMIER **N**

Host IO : SEQUA **Hio**

New IO : CCI **Nio**

Host EP : PROMETHEUS

New EP : PROMETHEUS

Current status date : 28/04/2011

Pending days : 0

Relationship workflow changes motivations :

[Print commitment](#)

Figure 26 – Relationship proposal details

4. Click **I agree, go further on** at the bottom of the page.
5. Answer the confirmation message.

**Result:** The status of the relationship changes from 'Proposal' to 'Draft' (see [Appendix 1 – Relationship Building Workflow](#), p.52 for the detailed workflow), to indicate that this is the one that you want to go forward with. All other proposed relationships disappear.



### Impact on the Erasmus Catalogue

Please note that you and your partner are automatically removed from the online catalogue as soon as both of you have adopted a relationship.

#### ◆ To discard a proposed relationship

You can discard a proposed relationship whether it has been proposed by you or to you.

1. From the Erasmus for Young Entrepreneurs menu, select **Relationships > List**.
2. Click the  in front of the relationship to be discarded.
3. Click **I am not interested** at the bottom of the proposed relationship detail page.
4. Enter some explanation in the new box that appears.

**Result:** The other entrepreneur will be informed of this by email and the status of the discarded relationship is changed to *Cancelled*. By default, cancelled relationships are not visible in the list. If necessary, you can still find them by filtering the list on relationships with a *Cancelled* status:

List relationship		Relationship ID	Status	Host entrepreneur
<input type="text"/>		RLT2641	All	Catherine LEMERCIER
Showing 1 to 1 of 1 entries / 20 rows per page			<ul style="list-style-type: none"> <li>All</li> <li>Cancelled</li> <li>Completed</li> <li>Draft</li> <li>EC approval</li> <li>EP approval</li> <li>Feedback validation</li> <li>Proposal</li> <li>Ready for approval</li> <li>Ready for training</li> <li>Stay ongoing</li> <li>Stay ready to start</li> <li>Terminated</li> <li>Waiting feedback</li> </ul>	



### 'I do not agree'

Please note that accepting a Proposed relationship at an early stage does not mean that you can't stop it at a later stage. A special 'I do not agree' button is available at every stage of the workflow where an action is expected from you. See [Appendix 1 – Relationship Building Workflow](#), p.52 to know exactly when you are supposed to take action.

## Further Elaborating a Relationship

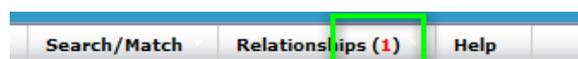
Once you have adopted a proposed relationship as described in the previous pages, the relationship still requires approval by several successive parties (see diagrams in '[Appendix 1 – Relationship Building Workflow](#)', and '[Appendix 2: Relationship Execution Workflow](#)', pp.52-53) before it can become effective and the exchange can effectively start.

Every step in the relationship approval process is indicated by a specific status flag and status icon. The status information is updated permanently for easy follow-up. The table below shows the possible status flags. The steps where you are supposed to take action as a Host (HE) or a New Entrepreneur (NE) are highlighted.

	RELATIONSHIP BUILDING					RELATIONSHIP EXECUTION				
STATUS:	Proposal	Draft	Ready for approval	EP Approval	EC Approval	Ready for training	Stay ready to start	Stay ongoing	Waiting for feedback	Feedback validation
ICON:										
	1a	2a	3a	4a	5a	1b	2b	3b	4b	5b
EXPLANATION:	Status of a relationship that has just been proposed but not yet adopted nor discarded by either of the relationship counterparts.	Status of a relationship when it has been adopted by the relationship counterpart and now needs to be completed by the New Entrepreneur's IO.	Status of a relationship when the New Entrepreneur's IO has provided the information required at the previous step, and the two entrepreneurs as well as the Host entrepreneur's IO are now expected to approve this added information.	Status of a relationship when its details have been approved by both entrepreneurs at the previous step, and their respective Lead IOs are now expected to give their go-ahead.	Status of a fully approved relationship when only the European Commission still needs to give final acceptance.	Status of a relationship that has received final approval by the European Commission and for which the New Entrepreneur's IO is expected to specify a date of the New Entrepreneur's induction course/ training.	Status of a relationship for which the Host Entrepreneur's IO is expected to specify a start date for the exchange.	Status of a relationship when the exchange has effectively started and the Host Entrepreneur's IO is expected to specify the arrival and departure dates of the NE at the Host Entrepreneur's location.	Status of a relationship when the exchange has taken place and the entrepreneurs are expected to complete the online Feedback Survey.	Status of a completed relationship when the IO's entrepreneurs has completed the online Feedback Survey and his/her IO now needs to validate the answers provided.
ACTORS INVOLVED:	HE*/NE or HE+NE	NIO	HE+NE +HIO	HEP+NEP	EC	NIO	HIO	HIO	HE+NE	HIO+NIO

(An additional status of Cancelled is automatically assigned to a relationship when one of the partners or approval bodies decides to cancel it, or when you adopt another relationship that was proposed to you.)

When a relationship has been adopted by both parties and it has consequently received a status of Draft, you are only expected to act on the relationship when the New Entrepreneur's IO has provided the required information and the relationship has a status of 'Ready for approval'. A red (1) in the **Relationships** menu informs you that the active relationship has reached that step and that you are now expected to approve it so it can reach the next step:



## ◆ To edit the adopted relationship

1. From the Erasmus for Young Entrepreneurs menu, select **Relationships > List**.

Result: The details of the adopted relationship are displayed:

Welcome Elan REMIGHOUL (New entrepreneurs)	
Home	IOs
Search/Match	Relationships (1)
My application data	Help
Relationship ID : RLT204 <a href="#">Print commitment</a>	
Status : Ready for approval	
Actors : HE/NE/HIO	
Host entrepreneur : Emilio STRILLIO	H
New entrepreneur : Elan REMIGHOUL	N
Host IO : SEQUA	Mo
New IO : CC IP	Nio
Host EP : PROMETHEUS	
New EP : PROMETHEUS	
Current status date : 15/04/2011	
Pending days : 0	
Relationship length (months) :	
Planned start date : 01/10/2011	
Planned end date : 01/12/2011	
Objectives :	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.
Activity plan :	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor. Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Expected outcome :	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.
Planned financial assistance to the NE (euros) :	20000
Remarks :	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.
Relationship workflow changes motivations :	
<input type="button" value="I agree"/> <input type="button" value="Back to Draft status"/> <input type="button" value="I do not agree"/> <input type="button" value="Back to previous screen"/>	

Figure 27 – Relationship details

2. Click **I agree** if you want to approve the information.

Or,

Click **Back to Draft** if you don't agree with some of the information but still want to pursue the relationship. You will then be prompted to enter some comments in a new box.

Or;

Click **I do not agree** if you don't want to go any further with the relationship and want to cancel it altogether. You will then be prompted to enter some comments in a new box.

Or,

Click **Back to previous screen** to close the relationship page and leave it as it is.

### Actor abbreviations

The following abbreviations are used to identify the different actors in the relationship approval process:

NE	New Entrepreneur
HE	Host Entrepreneur
NIO	New Entrepreneur's IO
HIO	Host Entrepreneur's IO
NEP	New Entrepreneur's Lead IO
HEP	Host Entrepreneur's Lead IO
EC	European Commission

An actor in red indicates an actor from whom some action is currently expected; green means that the actor has done his part of the job.

## Viewing the Commitment Document

A **Print** hyperlink is available at every stage of a relationship life-cycle to view and print all terms of the future exchange, as well as the names, signatures and signed dates of all parties involved.

◆ **To view/print a commitment document**

1. From the Erasmus for Young Entrepreneurs menu, select **Relationships > List**.
2. From the detail page of the adopted relationship, click the **Print commitment** hyperlink on the top right of the page.

Result: The commitment document opens in a PDF browser:

**Annex: Erasmus for Young Entrepreneurs Commitment RLT201**

**I. DETAILS ABOUT THE NEW ENTREPRENEUR**

**Name of the participant:** Ms Mikke NENÄK  
**Contact details:** Mielentia 77 - 54100 Mikintli - Finland  
 m.nenak@gmail.com - +358 41 659 0605  
**Intermediary organisation (home country) and contact person (name, e-mail, tel):**  
 Mikkelin Seudun elinkeinoystö Miset Oy [Finland]

**II. DETAILS ABOUT THE HOST ENTREPRENEUR**

**Host entrepreneur:** Mr Luis TOBELLO  
**Contact details:** Disegno E Fabbricazione Oggetti Preziosi, Via Vigevano 27 - 20144 Milan -

**III. SUMMARY OF THE PROPOSED STAY ABROAD**

**Months of stay abroad :** 3  
**Planned start date of the stay:** September 2011  
**Planned end date of the stay:** December 2011  
**Objectives of the stay:** In-depth evaluation and analysis of the Design & Technology jewellery relationship, with illustration of various applications to the production of contemporary jewellery products. Improvement of managerial and technical skills of the NE, interaction with international jewellery industrial and cultural environment through communication tools (internet, website, etc) NE wants to find new perspective to jewelry design, new knowledge and find new contacts to collaborate with. She also would like to improve her skills in product design, techniques, methods and means. NE's main issues are bringing up to the awareness of possible clients, economics and pricing, designer/artist versus entrepreneur and how to make them work together. NE is interested in art history. NE would like to see and experiment the Italian museums, galleries and historical atmosphere. NE is interested in the possibilities that the university has to offer ans she also wants to improve her international communication skills.  
**Description of the work/learning project:** In-depth evaluation and analysis of the Design & Technology relationship, with illustration of various applications to the production of contemporary jewellery products. Improvement of managerial and technical skills of the NE, interaction with international jewellery industrial and cultural environment through communication tools (internet, website, etc) NE wants to find new perspective to jewelry design, new knowledge and find new contacts to collaborate with. She also would like to improve her skills in product design, techniques, methods and means. NE's main issues are bringing up to the awareness of possible clients, economics and pricing, designer/artist versus entrepreneur and how to make them work together. NE is interested in art history. NE would like to see and experiment the Italian museums, galleries and historical atmosphere. NE is interested in the possibilities that the university has to offer ans she also wants to improve her international communication skills.  
**Proposed plan of activities:** week 1: introduction to design & technology issues, communication, workshop management of activities. week 2-3-4: communication & information on products (web-site) practice week 4-5: organization of info material, practice week 6-7-8: workshop: design week 9-10-11: workshop: production week 12: wrap up of content, reports  
**Expected outcome:** NE would like to have adopted new product design skills, techniques, methods and means at the end of the exchange. NE also would like to have made new contacts

**IV. COMMITMENT BY THE FOUR PARTIES**

By signing this document the new entrepreneur, host entrepreneur and intermediary organisations confirm that they will abide by the principles of the Erasmus for Young Entrepreneurs Commitment attached below.

**THE NEW ENTREPRENEUR UNDERTAKES TO:**

Abide by the rules and regulations of the host entrepreneur, his or her usual working hours, code of conduct and rules of confidentiality.  
 Communicate with the intermediary organisations about any problem or changes

**THE HOST ENTREPRENEUR UNDERTAKES TO:**

Comply with all arrangements negotiated, particularly the NE's work/learning project, and to do his or her best to achieve the objectives and make the stay a success.  
 Assign to the NE tasks and responsibilities that match his or her knowledge, skills, competences and objectives and ensure that appropriate equipment and support are available and that the NE's work/learning objectives are achieved.  
 Foster the NE's understanding of entrepreneurship and how to start-up a business.  
 Provide practical support if required.  
 Submit a report in the specified format at the end of the stay.

**THE NEW ENTREPRENEUR:** Ms Mikke NENÄK  
 I agree with the above mentioned stay abroad and the principles that concern me.  
 Signature of the NE Date: Ms Mikke NENÄK (Signed) 12/02/2011

**THE NE's INTERMEDIARY ORGANISATION:** Mikkelin Seudun elinkeinoystö Miset Oy [Finland]  
 I agree with the above mentioned stay abroad and the principles that concern my IO.  
 Coordinator's signature Date: Mr Anitta SIHVONEN (Signed) 11/02/2011

**THE HOST ENTREPRENEUR:** Mr Luis TOBELLO  
 I agree with the above mentioned stay abroad and the principles that concern me.  
 Signature of the HE Date: Mr Luis TOBELLO (Signed) 18/02/2011

3. To print the document, click the  icon in the PDF toolbar.  
 Or,  
 To save the PDF document, click the  icon in the PDF toolbar.

## Executing a Relationship

Once a relationship has gone through all steps of the [Relationship Building Workflow](#) as detailed in Appendix 1 on p.52, you will be notified by email of its final approval by the EC. Shortly thereafter, the New Entrepreneur will be contacted by his/her IO to attend some induction course/training ahead of the exchange. Upon completion of this preliminary training, final dates will be agreed upon for the exchange and communicated to all partners. The IOs will include this information on the relationship detail page and further monitor the relationship by updating its status to indicate successively that the stay has started and that it has been completed (see [Appendix 2](#), p.53 for an overview of the workflow).

The next step for you after completing your stay will be to provide feedback about the exchange by completing the online Feedback Survey. You will be notified of this by email.

Please note that the feedback survey must be completed also if the exchange is discontinued after being started.

### ◆ To complete the online Feedback Survey after the stay

1. From the Erasmus for Young Entrepreneurs menu, select **Relationships > List**.
2. Click the **Edit** button at the bottom of the relationship detail page:

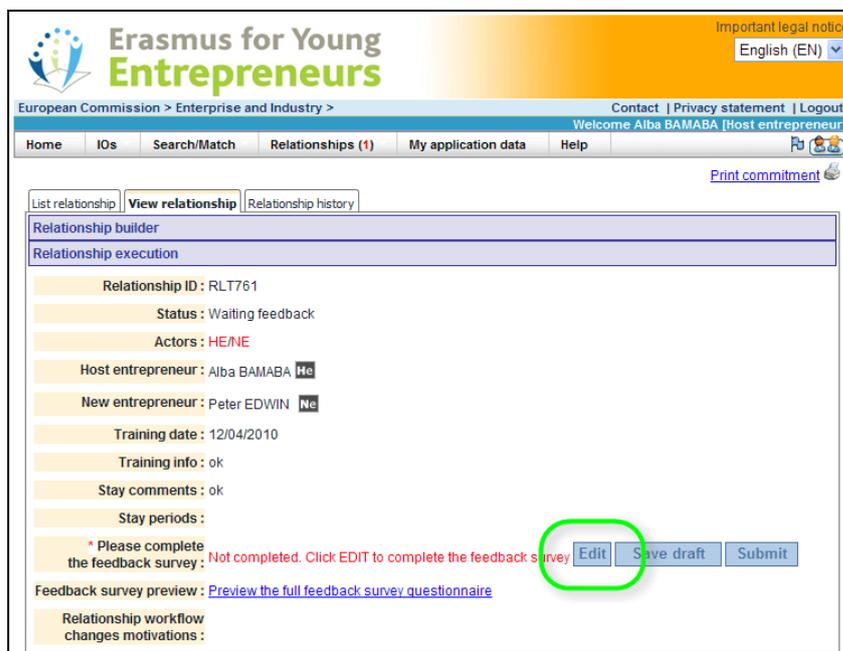


Figure 28 – Edit button to open the Feedback Survey

**Result:** This will open the introductory page of the online Feedback Survey:



Figure 29 – Feedback Survey (p.1 of 11)

- Click **Next** and complete all pages of the survey. The survey is divided into 3 parts. Answers to Parts A and B will be visible by your IO only; Part C answers will be visible by the European Commission and the Support Office only. Except where otherwise stated, all questions are mandatory to complete. You will NOT be allowed to access the next page if you haven't completed all mandatory information on the active page.

#### About the saving strategy

Please note that the content of the feedback form is save automatically every 30 seconds. And a draft copy is also saved automatically if you click **Close**.

Please note that you may save whatever you have completed on the form, by clicking the **Close** button at the top right of any page and clicking **Save as Draft** on the *Relationship execution* page.

- Click **Finish** when you have reached the last page of the survey.  
Result: You are returned to the relationship detail page.
- Click **Submit** at the relationship detail page to submit the completed survey (or click **Edit** if you wish to review your answers first):

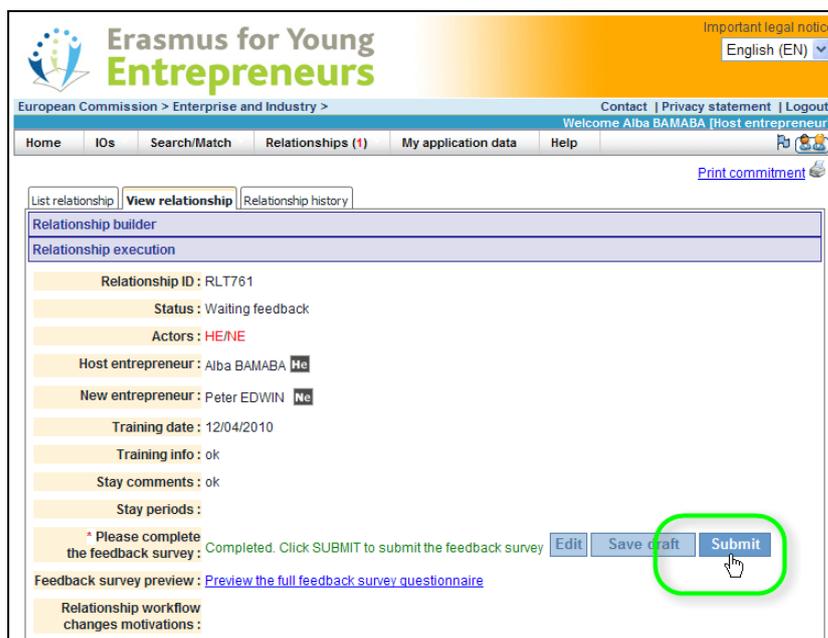


Figure 30 – Submitting the completed Feedback Survey



### What Next?

Your IO will now review the information on your Feedback Survey and validate it (or possibly ask you to provide additional information).

Once the IO has validated an HE's feedback, the HE immediately becomes available for future exchanges. (This restriction does not apply to NEs, as an NE –unlike an HE– cannot take part in multiple relationships).

Should your IO require further information or clarifications concerning some answers on your Feedback Survey form, then you will be notified of this by email and the survey form will be returned for you to edit in the Erasmus for Young Entrepreneurs Management Tool, with an indication of what needs to be changed, as illustrated below:

<p>* Please complete the feedback survey :</p>	Completed. Click SUBMIT to submit the feedback survey	<input type="button" value="Edit"/>	<input type="button" value="Submit"/>
<p>Relationship workflow changes motivations :</p>	===11-AUG-09	<div style="border: 2px solid green; border-radius: 15px; padding: 2px;">           === Relationship sent back to Feedbacks            Please provide more details under Part A - Explanation under Question 2.         </div>	

---

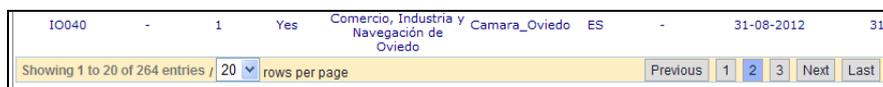
## Customising the Interface

A  **User profile** icon is available at the top right of all pages to customise your Erasmus for Young Entrepreneurs interface.

The following can be customised:

- The number of **rows per page** to be displayed in lists (i.e. Relationships List, List all HEs/NEs, Search HEs/NEs, IO List).

When a list contains more records than the selected number of rows, it will be divided into multiple pages. Each page will contain the selected number of rows, and browse buttons will be available at the bottom of each page to navigate to the next and previous pages. In the example below, the preferred number of rows per page has been set to 20. This means that the 264 items of the list are spread on 14 pages, which can be accessed using the browse buttons provided at the bottom right of the page:



- Whether you wish to reset the counter of visited entrepreneurs' profiles
- Whether you want to delegate the handling of relationship proposals to your IO. Please note that this option is available for Host Entrepreneurs only. New Entrepreneurs cannot delegate this task to their IOs.
- Whether you accept to be included in the Catalogue for **other possible exchanges** after a current or already completed exchange. Please note that this option is available for Host Entrepreneurs only. New Entrepreneurs cannot do more than one exchange.
- Whether you want to be included in the '**alumni**' network for the Erasmus for Young Entrepreneurs programme.
- The default **weightings** to be applied when trying to find matches for your own entrepreneurs, as well as possible keywords to be used for matching.
- Whether you wish to receive automatic **matching suggestions** (see '[Handling Automatic Matching Suggestions](#)', p.26) and, if so, how often you wish to receive these.

◆ **To specify your user preferences:**

1. Click the **User profile** icon at the top right of the page:



Result: The *User preferences – general settings* page opens:

1

Please note that this option is available for **Host Entrepreneurs only**. New Entrepreneurs cannot delegate proposal handling to their IOs, and they cannot take part in more than one exchange.

2

This option is available also for **Host Entrepreneurs only**, and provided you have already successfully **completed a first exchange**.

3

The question about the Alumni Network is available to Host as well as New Entrepreneurs but only if you have successfully completed an exchange.

The section about automatic suggestions is available only if the following conditions are all met:

– you are not already involved in a relationship beyond Proposal

– you have NOT checked question 1 about delegating to your IO (i.e. if you are an HE)

– you have checked question 2 about your willingness to host future NEs (i.e. if you are an HE and have already successfully completed an exchange with an NE)

– you have not requested that your profile data should not be visible at all in the Catalogue, by selecting option 3 on the last page of your application form

For details about consulting automatic matching suggestions, please refer to '[Handling Automatic Matching Suggestions](#)', p.26.

The screenshot shows the 'User preferences - general settings' page. It includes a table for 'Matching entrepreneurs' with columns for 'Criteria' and 'Weight' (0: To be disregarded, 1: Low relevance, 2: Medium relevance, 3: High relevance). There are also sections for 'Preferred keywords to be found when matching' and 'Automatic matches suggestions'. Three numbered callouts (1, 2, 3) point to specific settings: 1 points to the 'I want my HIO to handle the relationships proposals I receive from NEs' checkbox, 2 points to the 'Would you consider hosting another New Entrepreneur...' checkbox, and 3 points to the 'Would you consider taking part in the Alumni Network?' checkbox.

Criteria	Weight			
	0 To be disregarded	1 Low relevance	2 Medium relevance	3 High relevance
Country :	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expected length and availability :	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Domain :	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Requested language :	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Keywords :	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Communication languages :	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Figure 31 – User preferences

2. In the upper section:

- pull down the **How many rows per grid per page** selection box to specify the number of rows to show in paged lists
- click **Clear now** if you wish to reset the visit counter in the # Visits column in the Search & Match module showing the number of times you have already consulted specific entrepreneurs' profiles.
- select the **I want my HIO to handle the relationships proposals I receive from NEs** check box if you want to give your IO the option to fully act (i.e. accept/reject) on your behalf regarding newly received relationship proposals and to modify your matching preferences if deemed necessary. Please note that if this option is selected, you will no longer receive email messages to inform you when new relationships are proposed to you.

- select the **Would you consider hosting another New Entrepreneur (...)** check box if you are a Host Entrepreneur and you accept to be available as a host for future exchanges after the previous/current exchange has reached the 'EC Approval' step.
  - if you have successfully completed an exchange, select the **Would you consider taking part in the Alumni Network** check box if you would like to be included in the 'alumni' network for the Erasmus for Young Entrepreneurs programme. This will give you the opportunity to share experience and keep in touch with other entrepreneurs.
3. In the *Matching entrepreneurs* section, select the desired weights for each matching criterion. As part of the matching criteria, you can also define one or more keywords that the matching engine should find in text areas of potential matches. Please be aware, however, that the more criteria you add, the more restrictive the search, and the lower the matching score. Don't forget, also, that applicants may have completed their form in another language than yours. An English term will not be found if it was entered in German for example. Finally, remember that, if you are an HE, your IO can substitute you and change the matching criteria that you define here if you delegate your dossier to them by clicking the **I want my HIO to handle the relationships proposals I receive from NEs** check box above (see previous page).



#### *Customising Matching Weights At Session Level*

*Please note that different matching weights can be applied to your current working session without affecting the default values from your User preferences. To know how to specify custom matching weights at session level, please refer to ['Matching score information'](#), p.24.*

4. In the *Automatic matches suggestions* section,
- select the appropriate option button to indicate whether or not you wish to receive automatic matching suggestions by email as well as in your *Matching suggestions* box. (For details about the *Matching suggestions* page, see ['Handling Automatic Matching Suggestions'](#), p.26).
  - pull down the selection box to specify how often you wish to receive matching suggestions by email and in your *Matching suggestions* list.



#### *Automatic Suggestion Availability*

*Please note that the automatic matching suggestion features are not available, and the related settings are disabled, if:*

- *you are a host entrepreneur and you have delegated the handling of relationship proposals to your IO (see previous page).*
- *you requested that your profile data should NOT be generally visible in the Catalogue except to the parties involved if you enter into a Draft relationship (i.e. Visibility Option 3 on the last page of your application form).*

5. Click **Save preferences**.

**Result:** The saved preferences will apply to this work session as well as to your future sessions, unless you change them again.

## Checking Your Activity Status

IOs are able to monitor the activity of their entrepreneurs in the Erasmus IT Management Tool thanks to a dynamic flagging system that shows how actively involved each entrepreneur is in the Erasmus for Young Entrepreneurs programme, and how responsive they are to exchange proposals or initiated relationships. As an entrepreneur, you can see the flag that is currently assigned to you. It is displayed next to the  User Settings icon in the upper right corner of each page:



Hovering with the mouse pointer over the icon will provide additional information about your activity status flag.

The table below gives an overview of the possible flags that may appear in your interface, with explanation about how/when they are updated:

ICON	STATUS	EXPLANATION
	Fully active	<p>You logged into the IT Management Tool less than 6 months ago. You are not currently involved in any relationship and have not made or received more than 5 proposals.</p> <p>You can hover with the mouse over the flag to know until when you will remain in this status if you do not log in again to the IT Management Tool before that time:</p>  <p>Whenever you log in, the displayed validity due date is extended by 6 more months after your last login.</p>
	Inactive	<p>You did <u>not</u> log into the IT Management Tool for at least <u>7 months</u>. As a result of this, you were removed from the Catalogue for an indefinite period of time. If you wish to regain a 'Fully active' status, you need to 'reactivate' yourself (see '<a href="#">Reactivating yourself</a>', p.47). As a result of being reactivated, your activity status flag will be temporarily changed to  in order to draw your IO's attention to the fact that you are now fully active again. The red-bordered icon  will change to  as soon as your IO acknowledges your reactivation in their own interface.</p> <p>(Alternatively, your IO may take the initiative to reactivate you as well – esp. if you are an HE and have delegated to your IO the task of accepting/rejecting relationship proposals).</p>

ICON	STATUS	EXPLANATION
	Reactivated	You had either become inactive as a result of not logging in for 7 months (see Inactive red flag above) or you were withdrawn/decided to withdraw from the Erasmus for Young Entrepreneurs programme. You then reactivated yourself (see <a href="#">'Reactivating yourself'</a> , p.47). As a result of this, your activity status flag was changed to  to draw your IO's attention to the fact that you are now fully active again. The red-bordered icon  will change to  as soon as your IO acknowledges your reactivation in his interface.  An email notification is automatically sent to you when you are re-activated. See example in Appendix 3, p.56.
	Reserved / max # of proposals	Either you are currently reserved by your IO, or you have made or received the maximum number of relationship proposals allowed by the system, i.e. 5.
	In relationship building	You are involved in a relationship that is currently in the <a href="#">Relationship Building Workflow</a> .
	In relationship execution	You are involved in a relationship that is currently in the <a href="#">Relationship Execution Workflow</a> .
	Participated	You have already completed one or more exchanges.
	Withdrawn	You have decided to withdraw from the Erasmus for Young Entrepreneurs programme (either indefinitely or for a delimited period of time), or your IO has withdrawn you. As a result of this, you are no longer listed in the Catalogue. You should have been notified of this by email (see sample notification in Appendix 3, p.55). If you wish to regain a 'Fully active' status, you may 'reactivate' yourself (see <a href="#">'Reactivating yourself'</a> , p.47). As a result of this, your activity status flag will be changed to  to draw your IO's attention to the fact that you are now fully active again. The red-bordered icon  will change to  as soon as your IO acknowledges your reactivation in his interface.

The following yellow icon, which is the result of not having logged into the Erasmus IT Management Tool for the past 6 months (see Low Active Entrepreneurs email message on p.54), is visible to your IO only:



Entrepreneurs with this status are greyed out of the Catalogue (i.e. not available for matching) but continue to have access to the Erasmus IT Management Tool. The simple fact that the entrepreneur logs in to the Erasmus IT Management Tool immediately resets his/her activity status to Fully Active (). Which is why entrepreneurs never see the  Low activity icon.

## Manual Actions Available To You

You have some control on your activity status. More specifically, you can perform the following actions:

- **Reactivate** yourself if you are currently flagged Inactive (🚫) or Withdrawn (🚫)
- **Withdraw** from the Erasmus for Young Entrepreneurs programme

### Reactivating yourself

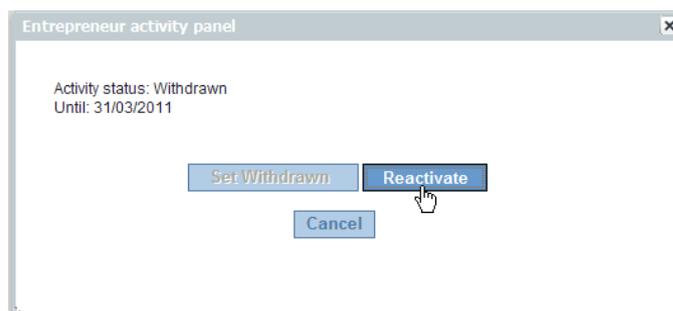
If you have become inactive, or if you have withdrawn or been withdrawn from the Erasmus for Young Entrepreneurs programme, you can easily reactivate yourself by clicking the 🚫 (Inactive) or 🚫 (Withdrawn) icon in the IT Management Tool and selecting the **Reactivate** button.

#### ◆ To reactivate an entrepreneur

1. Click on the 🚫 (Inactive) or 🚫 (Withdrawn) flag in the upper right corner.

**Result:** The *Entrepreneur activity panel* popup appears.

2. Click the **Reactivate** button in the *Entrepreneur activity panel* popup:



**Result:** You are now reactivated. Your activity status flag is temporarily changed back to 🚫 to draw your IO's attention to the fact that you are now fully active again. The red-bordered icon 🚫 will change to 🟢 as soon as your IO acknowledges your reactivation in their own interface.

## Withdrawing from the programme

If you happen to have lost interest in the programme or you will be unavailable for an exchange for a prolonged period, you may decide to withdraw from the Erasmus for Young Entrepreneurs programme, either temporarily or for an indefinite period. You will then be removed from the Catalogue and any proposals that were made to/by you will be deleted as well, with a notification to your current partners (see sample notification in Appendix 3, p.55).

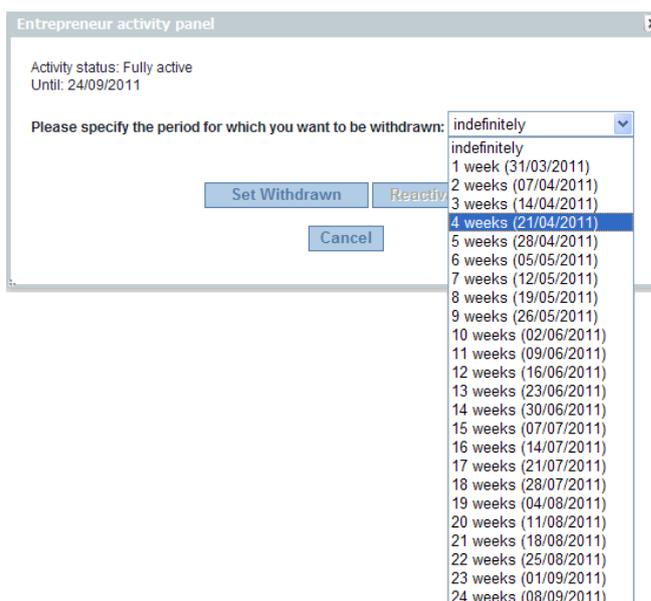
Please note, however, that withdrawing is only possible if you do not appear in a relationship that is in progress with a status of Draft or beyond.

### ◆ To withdraw from the programme

1. Click on your activity status flag in the upper right corner.
2. Click **Set Withdrawn** from the *Entrepreneur activity panel* popup.



3. Select the desired withdrawal period from the selection box:



4. Click **Set Withdrawn**.

**Result:** You are now removed from the Catalogue, as indicated by the  (Withdrawn) activity status flag.

# FAQs

## ***I have lost my ECAS password. Can I get a new one?***

1. Open the Erasmus IT Management Tool page:  
<https://webgate.ec.europa.eu/erasmusentrepreneurs/>
2. Click **Login**.
3. Click the **Lost your password?** hyperlink on the ECAS login page:



You will then receive an email with a link to set a new password of your choice.

Please note that you can't request a new ECAS password before your current password is at least 1 day old, and you should click the link in the new password email within the next 1h30.

## ***I no longer wish to be included in the Erasmus for Young Entrepreneurs Catalogue. Can I be removed if my application is already accepted?***

Use the Withdraw feature if you wish to be removed from the Catalogue, whether permanently or for a delimited period of time. For instructions on how to withdraw, please refer to '[Withdrawing from the programme](#)', p.48.

Alternatively, you may submit a request to your current IO or to the Support Office ([support@erasmus-entrepreneurs.eu](mailto:support@erasmus-entrepreneurs.eu)).

## ***How can I update my application?***

If your application has NOT YET been ACCEPTED:

If you have just applied to the Erasmus for Young Entrepreneurs programme by completing and submitting your application form, you can always return to the online form to update your details there as necessary.

1. Open the Enterprise and Industry e-Services Portal at:  
[https://webgate.ec.europa.eu/enterprise-portal/index.cfm?fuseaction=stk\\_public\\_mynetwork.main](https://webgate.ec.europa.eu/enterprise-portal/index.cfm?fuseaction=stk_public_mynetwork.main)
2. Click **Login**.
3. Enter your ECAS login name/email address and password, and click **Login!**  
**Result:** Erasmus for Young Entrepreneurs appears as a 'network' where you have requested to participate.
4. Click the Applied button next to the Erasmus for Young Entrepreneurs network.  
**Result:** All your application details are readily editable.
5. Browse the successive pages of the application form, make the appropriate changes and save.

If your application is ACCEPTED:

Once accepted, your application can no longer be amended i.e. neither from the programme website, nor from the My application data menu in the Erasmus IT Management Tool (Edit button no longer available). If some information about your application needs to be updated, please contact your current IO and ask them to apply the requested changes on your behalf.

## ***Can I change my current IO?***

If your application is NOT YET ACCEPTED:

If you have just applied to the Erasmus for Young Entrepreneurs programme and your application has not yet been accepted by the selected IO, you can still return to your online application form to update your details there as necessary:

1. Go to the programme website at <http://www.erasmus-entrepreneurs.eu/>.
2. Click **Apply now**, enter the email address with which you submitted your application.  
**Result:** The system will then recognise you and prompt you to enter your current password.
3. Enter your password and click **Login**.  
**Result:** The application form opens with all information as submitted by you.
4. Navigate to the last page of the application and select the new IO of your choice.
5. Click **Submit**.



### ***Available IOs***

*Please note that the list of IOs for selection is filtered dynamically to include only those IOs that 1) belong to the selected country and 2) will still be active during the period that you specified as possible dates for an exchange.*

If your application is ALREADY ACCEPTED:

See [Changing IO](#), p.17.

***Can I stop a relationship if I don't want to take it any further?***

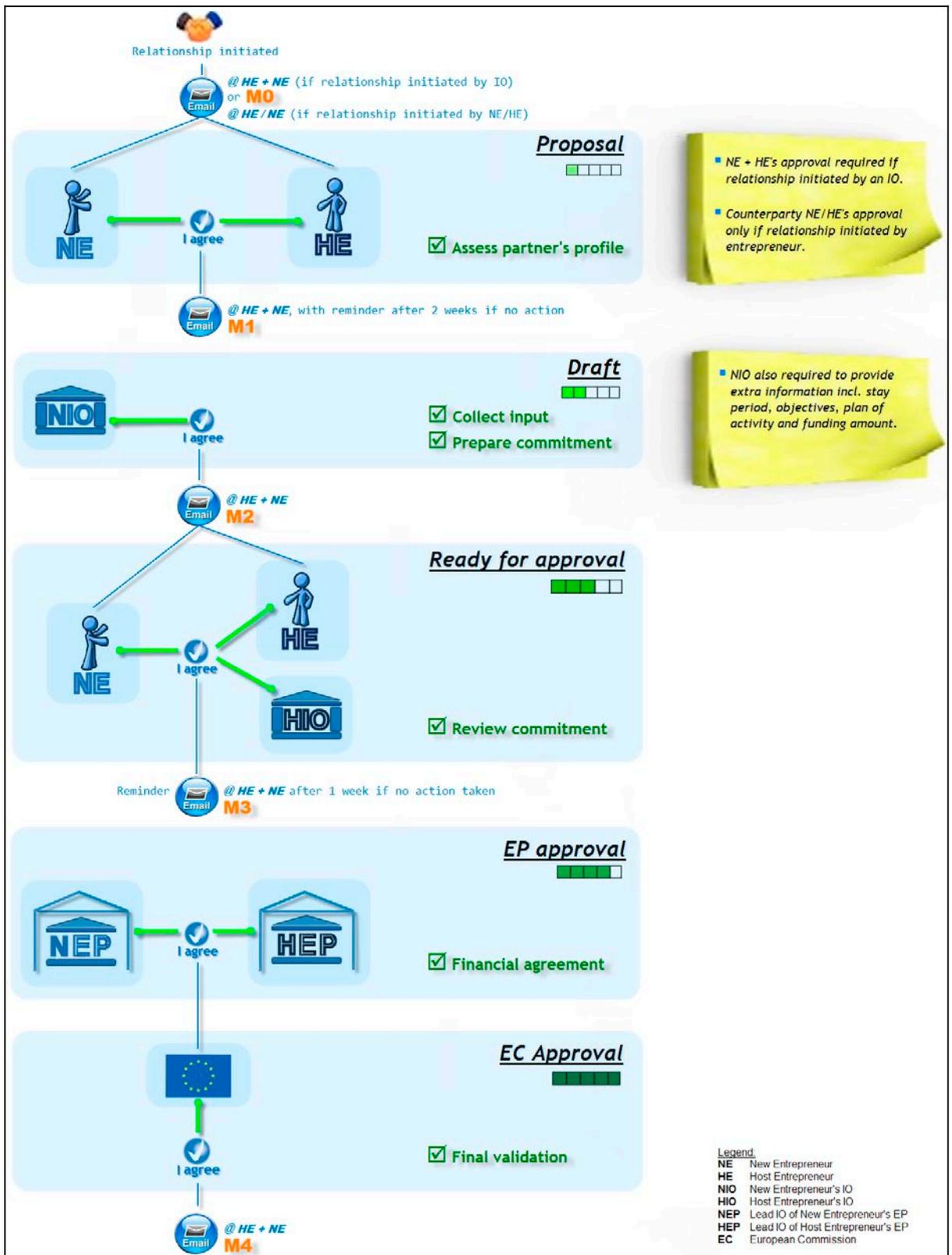
Accepting a relationship at an early stage does not mean that you can't stop it at a later stage. A special **I do not agree** button is available at every stage of the workflow where an action is expected from you. This will stop the relationship before it grows further.

***Is there a limit to the number of relationship proposals that I can make?***

Using the IT Management Tool, every entrepreneur is allowed to propose relationships to a maximum of 5 counterparts concomitantly. Please note, however, that entrepreneurs always have the option to delete proposed relationships if the counterparts turn out to be lacking promptness or willingness in responding. To do so, edit the proposed relationship and click the **I am not interested** button. You will then be able to propose a new relationship to another potential partner.

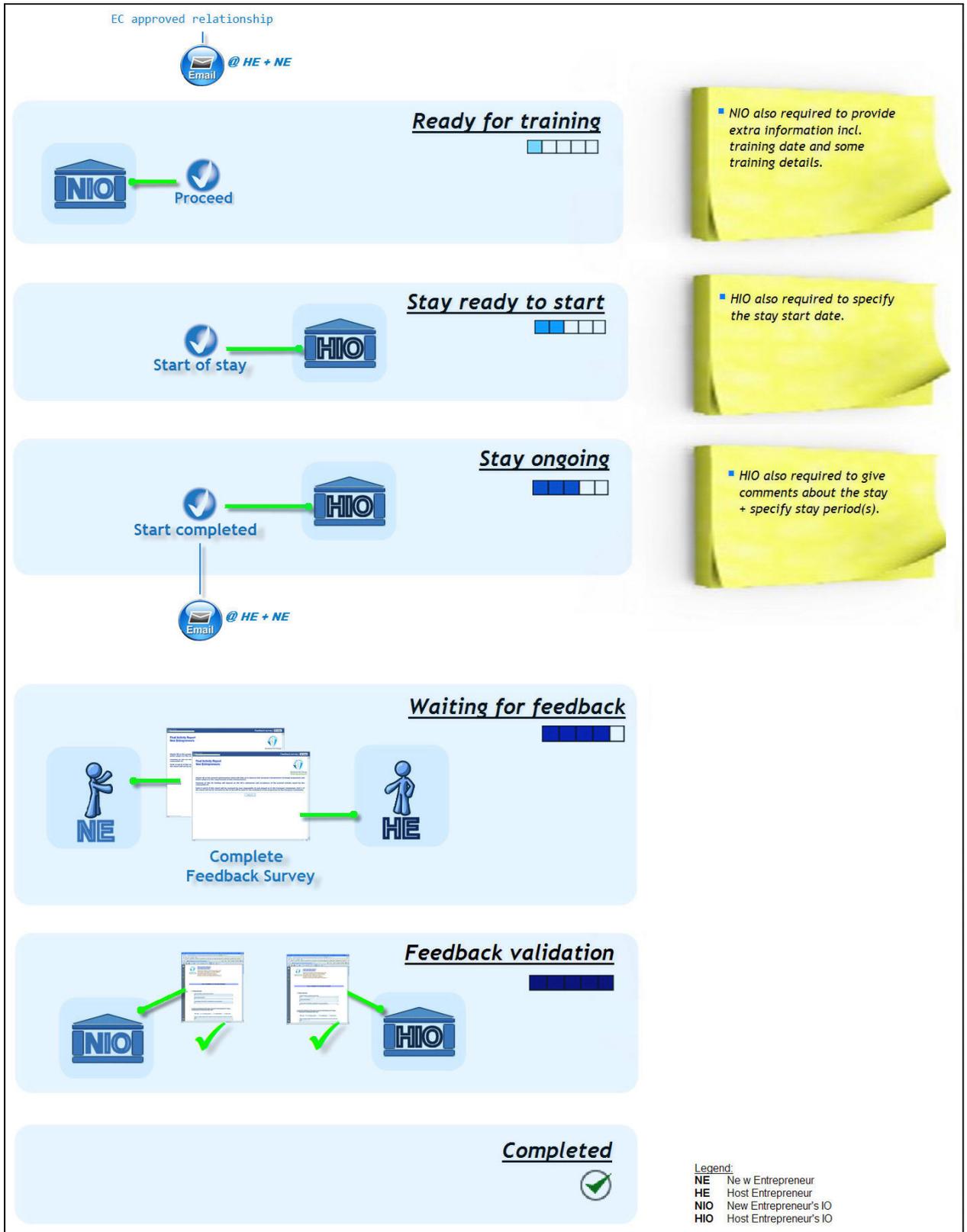
# Appendix

## 1–Relationship Building Workflow



This workflow is then followed by the Relationship Execution workflow – see next page.

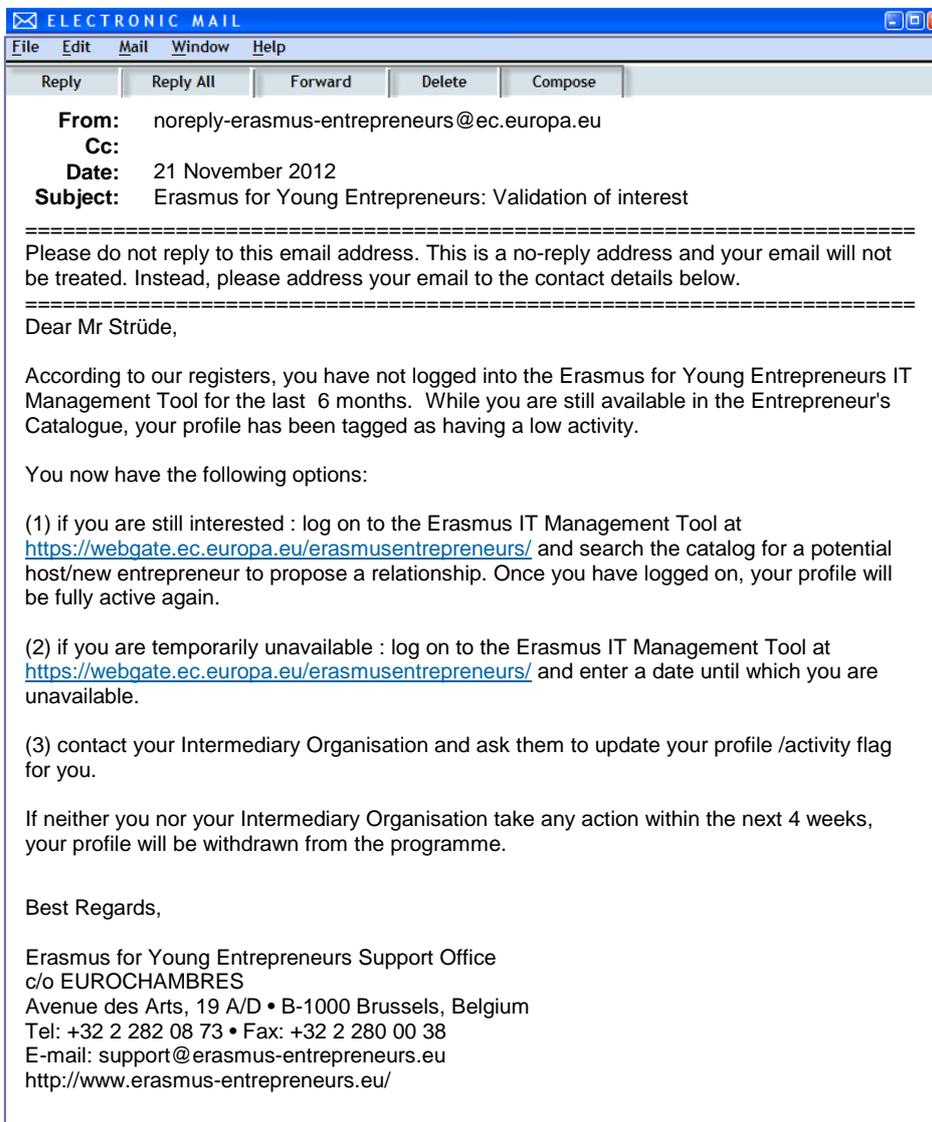
## 2-Relationship Execution Workflow



## 3–Activity-related Email Notifications

### Low Active Entrepreneurs

The following is an example of an email message that is sent by the system to an entrepreneur who has not logged into the Erasmus IT Management Tool for the past 6 months and has consequently been flagged 'Low Activity' in his IO's interface:

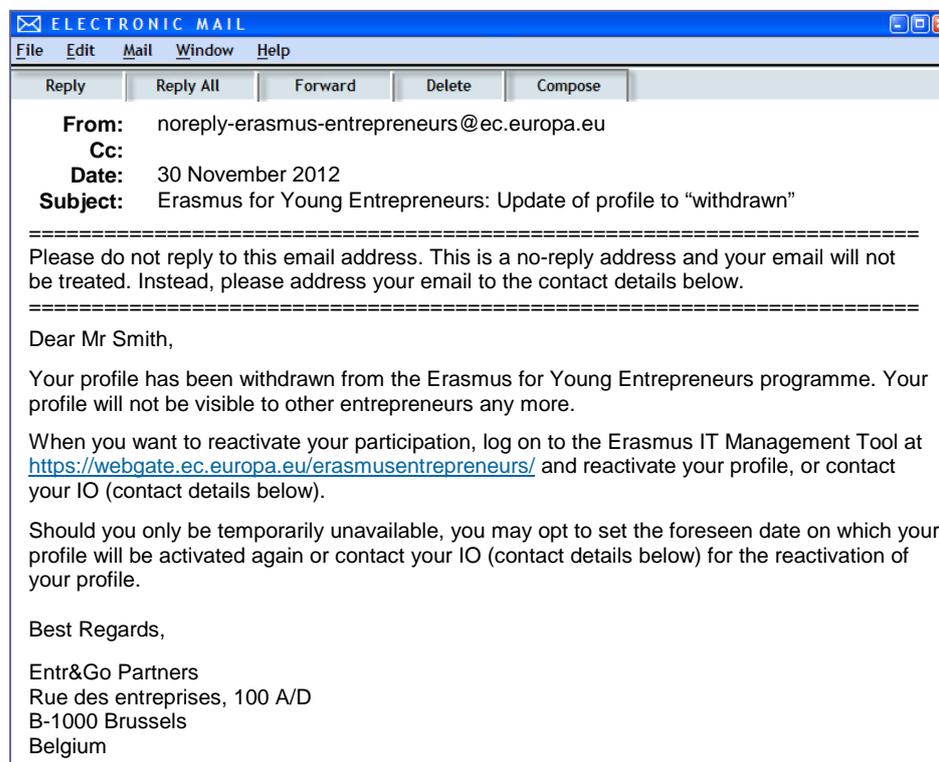


## Withdrawn Entrepreneurs

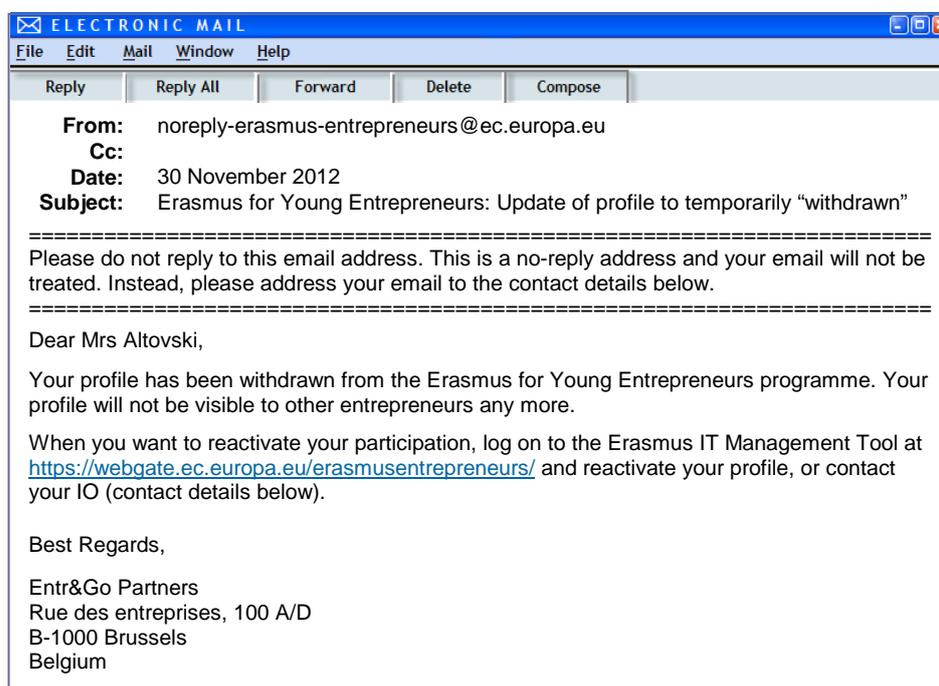
### 1) Withdrawal confirmation

The following are examples of email messages that are sent by the system to entrepreneurs who have decided to withdraw from the Erasmus for Young Entrepreneurs programme, or have been withdrawn by their IO. (For more information about activity status events, please refer to '[Checking Your Activity Status](#)', p.45):

*If the entrepreneur has withdrawn/been withdrawn for an **indefinite** period of time:*

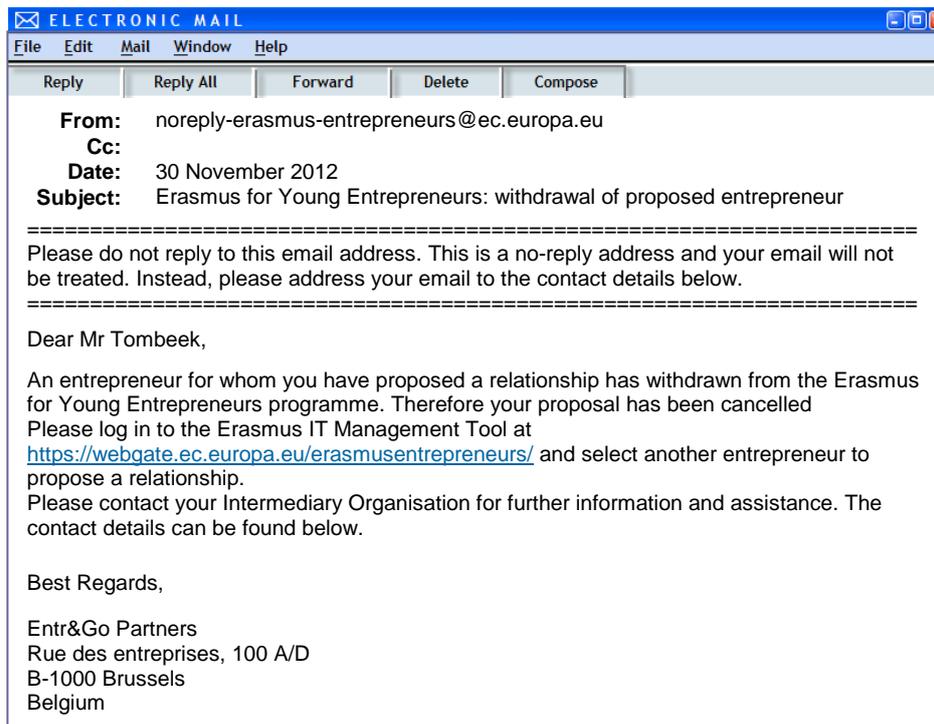


*If the entrepreneur has withdrawn/been withdrawn for a **limited** period of time:*



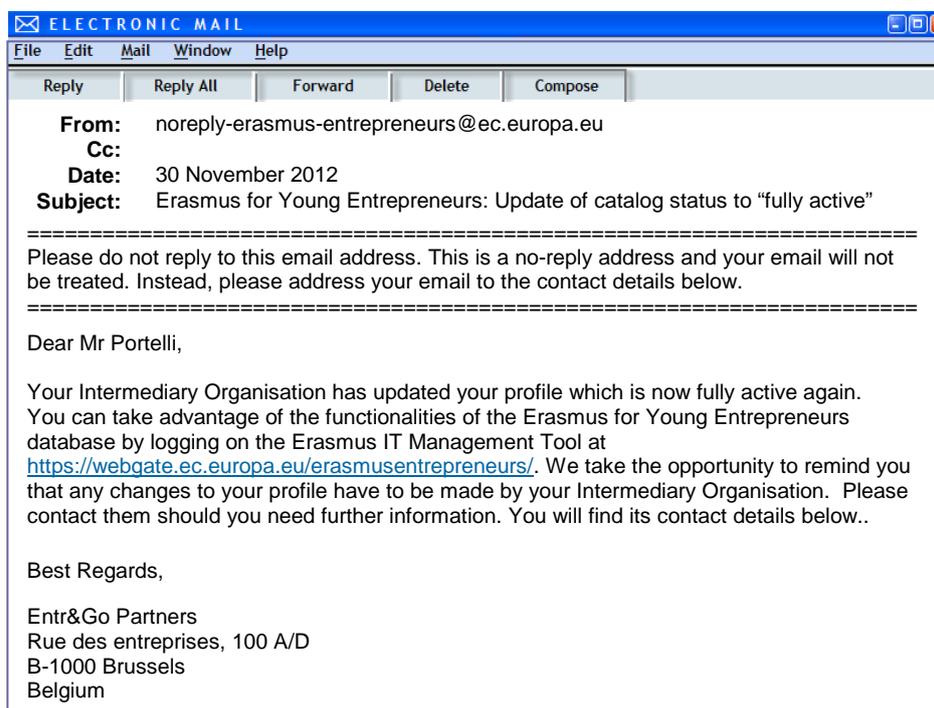
## 2) Withdrawn partner notification

The following is an example of an email message that is sent by the system to an entrepreneur whose partner in an existing relationship proposal has decided to withdraw from the Erasmus for Young Entrepreneurs programme, or has been withdrawn by his/her IO:



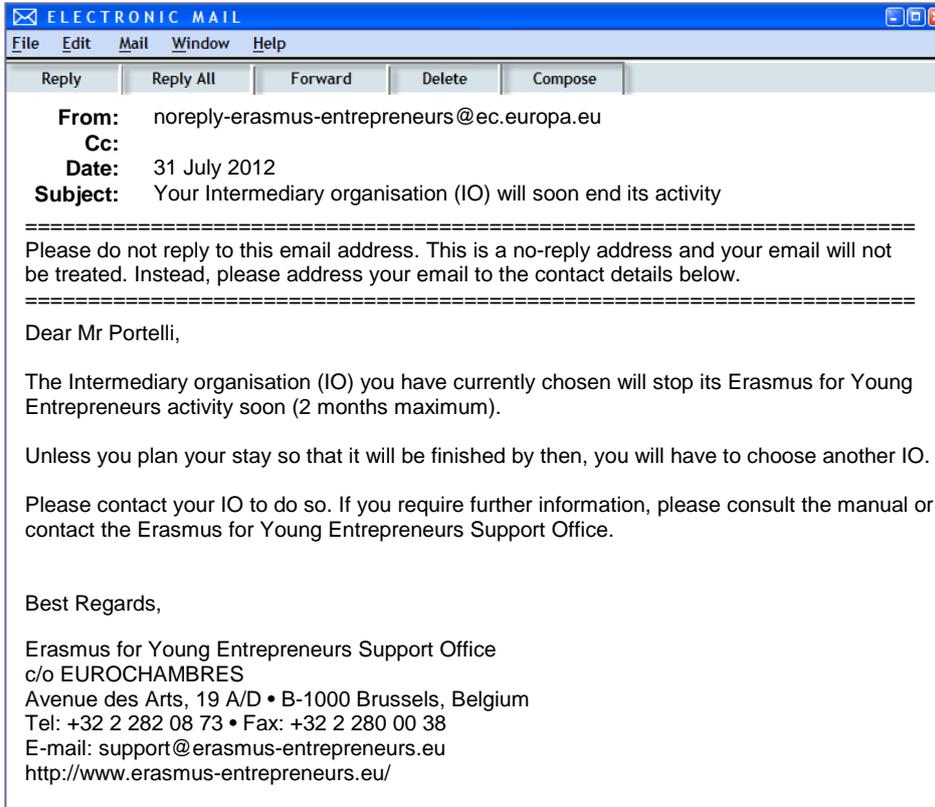
## 3) Reactivation notification

The following is an example of an email message that is sent by the system to an entrepreneur who has regained a Fully Active status after becoming inactive or having withdrawn or been withdrawn from the Erasmus for Young Entrepreneurs programme:



## IOs becoming invisible

Email messages are automatically sent to all Accepted entrepreneurs of an IO (except for NEs having successfully completed an exchange) when the activity end date set for this IO is coming close (i.e. on the IO's 'invisibility date' – see p.15). The purpose is to warn the entrepreneurs that their IO will stop its activities soon and that they should choose another IO (see '[Changing IO](#)', p.17) if they want to continue to use the Erasmus IT Management Tool.



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