



# MULTIPASS

**User manual for Leonardo mobility**

**Version 5**

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# Introduction

Welcome to MULTIPASS, the combined database and follow-up tool for Leonardo da Vinci mobility projects in the LDV II programme and the Lifelong Learning programme (LLP).

## Usage:

1. Registering information about participants traveling on regular Leonardo placements
2. Registering information about participants traveling on regular Leonardo placements and request a Europass
3. When you only want to request a Europass
4. Participant report/questionnaire
5. Financial project reporting

The database and follow-up tool has been developed exclusively for mobility contracts under the Leonardo da Vinci programme and for registering "Europass placements" independent of any Leonardo da Vinci contract.

Information for both programmes (LDV II & LLP) is covered in this manual. Information marked as **LDV II** is only valid for the Leonardo da Vinci Programme II. Information marked as **LLP** is only valid for the Lifelong Learning Programme.

# 1. Before you start

## 1.1. The logon page

You need access to the Internet to be able to enter information about your Leonardo da Vinci project and placements into MULTIPASS. You reach the logon page by writing **http://norway.multipassdb.org** in the address field of your web browser.

The MULTIPASS website is supported by Microsoft Internet Explorer 5.5 (or newer) and compatible browsers.



   
Education and Culture DG  
Lifelong Learning Programme

**Welcome to Leopass II**

Please enter your username and password

**Username**

**Password**

Have you forgotten your username or password? Enter your email address in the field below and click the Send-button. If your email address is registered in the database, you will receive your username and password by email.

**Your email:**

If you do not currently manage a Leonardo da Vinci project and wish to submit an application, [click here](#).

Enter your username and password and click "**Log in**".

If you are a registered user of the database and have forgotten your username and password, enter your e-mail address in the field: "**Your email**". You will then receive your username and password by e-mail, provided the e-mail address you entered matches the one registered in the database.

# 2. General use of the database

## 2.1. The 5 main ways of entering data

### 2.1.1. White field

Click once in the field with the left mouse button. You will see a blinking cursor to the left in the field and you can then type in the relevant information.

Organisation name

### 2.1.2. White field with an arrow down to the right

This type of field is called a "drop down menu". Click once in the field with the left mouse button, and you will see the menu options. Use the arrow keys on your keyboard (arrow up, arrow down) and click once with the left mouse button on the value you want to select. You can also jump directly to a menu option by typing its first letter.

Organisation size

### 2.1.3. White field with an arrow down to the right and a white field below

This is also a "drop down menu", but you can select more than one menu option if needed. Click once in the field with the left mouse button, and you will see the menu options. Use the arrow keys on your keyboard (arrow up, arrow down) and click once with the left mouse button on the value you want to select. You can also jump directly to a menu option by typing its first letter. Your selected option will be displayed in the white field below. You can then continue to make more selections if needed. If you want to remove one or more of the selected options, select the option and click "**Delete**".

Add a value

Remove

### 2.1.4. Radio buttons

Click once with the left mouse button in the little white circle to the left of your option.

Gender  Male  Female

### 2.1.5. Button

Click once on the button with the left mouse button to perform the action.

Save

**NOTE:** While field names in black are compulsory to fill out, field names in gray can be filled out if needed.

### 2.1.6. Button: "Choose a value"

In seldom cases with a huge number of values to be displayed, the list is empty:

Participant

Click the  button.

**Participants**

Last name  First name  Username  e-mail

Choose a value	Name	e-mail
Select	Samateh Alleu Stian	samateh@sogn.vgs.no
Select	Opheim Emil	opheim@sogn.vgs.no
Select	Larsson Simon Thoresen	Larsson@sogn.vgs.no
Select	Azhar Tamoor Ali	azhar@sogn.vgs.no
Select	Bergerud Andrew Dane Chynoweth	andrew@andrew.no

Total : 264    << [1-2-3-4-5-6-7-8-9-10-11-12-14-16-18-20-22-24-26-27] >>    Page 1/27

Make your search and click "Select" in the "Choose a value" column.

### 2.2. Icons



Click here to edit



Click here to see more information



Click here to see questionnaire.



Click here to see financial report.

**EP5**

Click here to register section 5 in the Europass mobility-document



Section 5 in the Europass mobility document is registered and locked.



Click here to download the Europass mobility-document.



Click here to create interim financial report.



Click here to assign questionnaire (Administrator only)



Click the arrows to sort the lists.

[eril@leonardo.org](mailto:eril@leonardo.org) Click here to send an e-mail. Your e-mail program will open and you can write and send your message.

[Organisation name](#) In some lists you can jump directly to the relevant form, i.e. organisations, contact persons etc. by clicking on the name. Clickable names will look like ordinary links.



Click here to delete the data on the line to the left of the trash icon. All information directly connected to this entry will be deleted. Make sure you really want to delete the entry before clicking the trash icon. Some information connected to other entries in the database cannot be deleted. For example you cannot delete a participant registered with an approved placement.



Click here to duplicate placement or financial data.



Click here to "submit" a placement or an application.



This icon shows that the participant has applied for or received a Europass.



Click here to unsubmit a participant questionnaire.



Edit finance data.



Finance report (Excel export).



Send an automatic email.



Click here to print.



Select date

## 2.3. Menus

### 2.3.1. The top menu

User: Leif Erik Eriksson Organisation name: Teknologisk Institutt Language: 1. English  User privacy - Log out

To the top left you will see your name and the name of your organisation. It may be possible to select another language. If you want to select one of the other available languages, click the menu and make your selection, then click your browser's refresh button. The database will remember the change the next time you log on.

Click "Log out" to end your session. Click "User privacy" to see the user privacy statement.

### 2.3.2. The main menu

Wherever you are in the database, you will always see the main menu to the left. Logged on as a promoting organisation, the main menu will look like the example below.

My data	View or edit information about your organisation and contact person(s).
Applications 2007	See a list of all applications.
Unsubmitted	See a list of all unsubmitted applications to submit, edit, or register a new
Submitted	See a list of all submitted applications
Granted	See a list of all approved applications.
Financial distribution	Revise granted applications.
Contracts	See a list of all contracts.
Placements	See a list of all placements.
Unsubmitted	See a list of all unsubmitted placements to submit, edit, or register a new e.
Granted	See a list of all approved placements.
Participants	See a list of all participants. You can view details and make changes.
Partners	See a list of all partner organisations. You can view details and make
Exports	Print lists of placements, participants etc.
News	News
Documents	Documents

## 2.4. Forms

### 2.4.1 The main form

The data you enter into the database will in some cases be distributed to more than one form. The example below shows the registration of a placement.

*The main form: **New/Modify placement** and sub form **New participant**.* The information in the sub form is stored independently of the main form, and becomes available in the main form when you save the information and close the sub form.

The image displays two overlapping web forms. The main form, titled "New/Modify Placement", contains the following fields:

- Contract title: N/04/INS/131052 - Exploring the professional care for persons with intellectual disabilities and the carers compet
- Flow: Island
- Beneficiary: Choose a value (dropdown) and New beneficiary (button)
- Is this an accompanying person?:  Yes  No
- Sending partners: Choose a value (dropdown) and New sending partner (button)
- Receiving partners: Add a value (dropdown), a text input field, Remove (button), and New receiving partner (button)
- Departure date (dd/mm/yyyy): [text input]
- Return date (dd/mm/yyyy): [text input]
- Duration: [text input] weeks (2 weeks granted in the flow)
- Certification: Choose a value (dropdown) and Add a value (dropdown)
- Financing: [text input]
- Languages during the placement: Add a value (dropdown), a text input field, and Remove (button)
- Education level: Choose a value (dropdown)
- Foundation course: Choose a value (dropdown)
- Advanced course: Please, select first the foundation course (dropdown)
- Further educations: Choose a value (dropdown)
- Language or cultural training included?:  Yes  No
- Do you want a Europass?:  Yes  No

The sub-form, titled "New beneficiary", is open in a new window and contains the following fields:

- Gender:  Male  Female
- Last name: [text input]
- First name: [text input]
- Birthdate (dd/mm/yyyy): [text input]
- Identifier: [text input]
- Beneficiary type: Choose a value (dropdown)
- Address 1: [text input]
- Address 2: [text input]
- Postal code: [text input]
- City: [text input]
- Subcounty/Municipality: [text input]
- County: [text input]
- Country: Choose a value (dropdown)
- EU region: Please, select first a country (dropdown)
- e-mail: [text input]
- Phone: [text input]
- Fax: [text input]

**Sub form in a new window.**

### 2.4.2. Two instances of the same form

There are two instances of most forms, depending on the function you select. The example below shows two instances of the placement form:

When selecting the function **Create new/modify:** 

New/Modify Placement	
Contract title	N/04/INS/131052 - Exploring the professional care for persons with intellectual disabilities and the carers compet
Flow	England
Beneficiary	Føynsi Petteren <input type="button" value="New beneficiary"/>
Is this an accompanying person?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Sending partners	TEST ABSC <input type="button" value="New sending partner"/>
Receiving partners	<input type="button" value="Add a value"/> Mottakerorg test økei <input type="button" value="Remove"/> <input type="button" value="New receiving partner"/>
Departure date (dd/mm/yyyy)	16/06/2004
Return date (dd/mm/yyyy)	15/07/2004
Duration	5 weeks (2 weeks granted in the flow)
Certification	4. Not part of the training cycle : Any other way <input type="button" value="Add a value"/>
Financing	Own funds / contribution from family Leonardo da Vinci <input type="button" value="Remove"/>
Languages during the placement	
Education level	
Foundation course	
Advanced course	
Further educations	
Language or cultural training included?	
Do you want a Europass?	

View placement	
Contract title	Exploring the professional care for persons with intellectual disabilities and the carers compet
Flow	England
Beneficiary	Føynsi Petteren
Sending partners	TEST ABSC
Receiving partners	- Mottakerorg test akershus england
Departure date (dd/mm/yyyy)	16/06/2004
Return date (dd/mm/yyyy)	15/07/2004
Duration	5 weeks
Is this an accompanying person?	No
Over quota	No
Certificates	4. Not part of the training cycle : Any other way
Financing	- Own funds / contribution from family - Leonardo da Vinci
Languages during the placement	- 1. English - Norwegian
Education levels	12. Vocational guidance specialist
Foundation courses	Woodworking trades
Advanced courses	2. NO UPPER SECONDARY SCHOOL EDUCATION
Further educations	Teacher/Instructor
Language or cultural training included?	Yes

When selecting the function **View only:** 

## 2.5. Lists

### 2.5.1. An overview of all entries within a category

The example below shows an overview of all registered placements. You can view or edit the entered information, or delete an unsubmitted placement or a placement that has been rejected by the Leonardo da Vinci national agency.

Not all options will be available for all lists.

**Placements**

Programme :  Call year  Target group :  Participant  Contract number   
Departure date from  To  Sending country  Receiving country  Only acc.persons  Only participants

Participant	Contract	Departure	Sending country	Receiving country	Actions
Hald Marianne	2005-129	25/09/2005	DENMARK	UNITED KINGDOM	

### 2.5.2. Filtering/search for specific information.

You can search for specific information in all lists.

Enter the information you are searching for, for example departure date, receiving country, contract etc. in the appropriate search field. For example, if you want to find all placements in Germany, write "Germany" in the "Receiving country" field and click the "**Search**" button. All placements in Germany will be displayed in the list. (Other placements have been filtered out).

Click here to use the filter after defining the search.

Click here to see all entries in the list.

Click here for access to more search criteria.

### 2.5.3. Navigation

Navigation: Use this function [1-2-3] to go to the next/previous page.

Click the arrows to sort the lists (A - Z, Z - A).

Total : 19 [1-2] Page 1/2

Shows the total number of entries, the number of pages and the number of the current page.

# 3. Registering placements

## A s t e p b y s t e p g u i d e

### 3.1. Password

If you have a Leonardo da Vinci contract and haven't yet received a username and password, please contact your national Leonardo da Vinci agency.

#### 3.2. Log on to the database

Browse to the **logon page** and enter the **Username** and **Password** you have received from your Leonardo da Vinci agency. Click **OK**. You will be logged on to the user area for your organisation.

If you wish you can change your password:

Click **My data** in the main menu. Click the icon  on the line showing the contact person. Change the password in the displayed form.

You can register more than one contact person if needed.

### 3.3. Registering Leonardo placements

This chapter is large and important. You will learn how to register (= enter information about) a new placement in the database.

The first step in registering a placement is to connect a participant to the correct **flow**, and then enter the relevant information about the participant. A **flow** consists of one or more participants traveling to the same country for the same period of time. (You will find more information about this in chapter 6.1. – **Contract information**).

You then select your own organisation or another registered organisation, or register a new sending organisation. The next step is to choose or register the organisation responsible for receiving the participant. Then you have to make some general selections and enter some information by using radio buttons, menus etc.

If Europass is not an option for the participant on this placement, click the **Save** button. The placement registration is completed but the information has not yet been submitted to the Leonardo da Vinci agency. This will be done separately later.

If the participant should also receive a Europass, answer **Yes** to the question about the Europass and fill out the corresponding fields. These text fields contain information necessary to evaluate if the participant fulfills the required criteria to receive a Europass. See chapter 7 for more information.

See also chapter **4. Registering finance information** for more information on how to fill in finance information for each placement etc.

**Follow these steps:**

Click **Placements -> Unsubmitted**. Click the button **"New placement"** in the top menu. Select the type of placement you want to register in the displayed form:

If the placement is connected to a Leonardo da Vinci contract, choose the correct contract number in the drop down menu and click **Step 2**.

**NOTE: If your organisation has more than one contract, it's very important that you choose the correct contract in the drop down menu!**

If the placement is not connected to a Leonardo da Vinci contract, and you only request a Europass, click **Create Europass placement**. See chapter 7 for more information.

NOTE: This button may not be available in your country

New window: **Select the correct flow** by clicking the little circle in the column "Choose a value" to the left and click **Step 3**.

NOTE 1: this window may not be displayed if only one flow is registered with the contract.

NOTE 2: Depending on the configuration of the software in your country, you may also have a "Create new flow" button.

The screenshot shows the 'Placements Unsubmitted' menu on the left. The main area is the 'Placements' search form with fields for Programme, Call year, Target group, Participant, Contract number, Departure date (from/to), Sending country, and Receiving country. There are checkboxes for 'acc.persons' and 'Only participants', and buttons for 'Search', 'Show all', and 'New placement'.

Participant	Contract	Departure	Sending country	Receiving country	Actions
Hald Marianne	2005-129	25/09/2005	DENMARK	UNITED KINGDOM	[Icons]

The screenshot shows the 'New placement' dialog box. Step 1 is 'Select a contract:' with a dropdown menu showing 'Choose a value'. There are 'Cancel' and 'Step 2 ->' buttons. At the bottom, there is a 'Create Europass placement' button.

The screenshot shows the 'New placement' dialog box. Step 1 is 'Contract selected: N/04/INS/131052 - Exploring the professional care for persons with intellectual disabilities and the carers compet'. Step 2 is 'Select a flow:' with a table of available flows.

Choose a value	Flow title	Sending country	Receiving country	Duration	Total number of placements	Submitted placements
<input type="radio"/>	Island	NORWAY	ICELAND	2 weeks	2	0
<input type="radio"/>	østerrike	NORWAY	AUSTRIA	2 weeks	2	0
<input type="radio"/>	Irland	NORWAY	IRELAND	2 weeks	2	0
<input type="radio"/>	England	NORWAY	UNITED KINGDOM	2 weeks	2	0
Total					8	0

The selected **contract and flow** will now be displayed as the two first lines of the form. **Participant** is the person to be sent on the placement. If the participant is already registered in the database, click **Choose a value** and select the participant from the drop down menu. Click the **New participant** button to register the participant.

**New/Modify Placement**

Contract title	NO/07/LLP-LdV/VETPRO/131030 - European trainers		
Flow	NORGE - FRANKRIKE 4 uker		
Participant	Choose a value	New participant	
Participant type	Choose a value		
Is this an accompanying person?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Sending partners	Choose a value	New sending partner	
Receiving partners	Add a value		
		Remove	New receiving partner
Departure date (dd/mm/yyyy)		Pick	
Return date (dd/mm/yyyy)		Pick	
Duration	0 weeks 0 days	(4 weeks granted in the flow)	
Economic sector of placement	Choose a value		
Field of education	Choose a value		
Financing	Add a value		
		Remove	
Languages during the placement	Add a value		
		Remove	
Occupation	Choose a value		
Foundation course	Choose a value		
Advanced course	Please, select first the foundation course		
Further educations	Choose a value		
Language or cultural training included?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Do you want a Europass?	<input type="radio"/> Yes <input checked="" type="radio"/> No		

**Save** **Cancel**

### 3.3.1. New participant

Click **New participant** to register a new participant. (If you are entering a participant who has already been registered in the database, click **Choose a value** and select the participant from the drop down menu [in most cases only relevant for accompanying persons].)

**3.3.2. (LLP) Participant type** – select a value from the dropdown menu

**3.3.3. Is this an accompanying person?** Click **Yes** if the participant is an accompanying person. The form will change and fewer fields will have to be filled out.

## New window: New participant

**Gender** - select the correct alternative

**Last name** - enter family name

**First name** - enter first name

**Nationality** - (Only for Europass placement)

**Birthdate (dd/mm/yyyy)** - enter birthdate in the format 'day/month/year'. Enter two digits for day and month and four digits for the year. Example: 19/04/1983

**ID** - enter a unique ID if needed

**Participant type** - choose participant type from the drop down menu

**Address 1** - enter postal address

**Address 2** - use if needed

**Postal code** - enter postal code

**City** - enter city

**Sub county/Municipality** - enter sub county/municipality

**County** - enter county

**Country** - enter country

**EU region** - choose EU region. Only valid EU regions for the selected country are displayed.

**E-mail** - enter e-mail address. Use the e-mail address of the sending organisation's contact person if the participant doesn't have a mail address.

**Phone** - enter phone number

**Fax** - enter fax number if available

Click **Save**. The information will be saved and the name of the participant will be displayed in the list of participants.

**New participant**

Gender	<input type="radio"/> Male <input type="radio"/> Female
Last name	<input type="text"/>
First name	<input type="text"/>
Nationality	<input type="text" value="Norwegian"/>
Birthdate (dd/mm/yyyy)	<input type="text"/>
Participant type	<input type="text" value="Choose a value"/>
Person with special needs?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Postal code	<input type="text"/>
City	<input type="text"/>
Subcounty/Municipality	<input type="text"/>
County	<input type="text"/>
Country	<input type="text" value="Choose a value"/>
EU region	<input type="text" value="Choose a value"/>
e-mail	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

**3.3.4.** The **sending organisation** is the organisation responsible for sending out one or more participants. In most cases, this is the same as the applicant organisation. Choose the organisation in the list of sending organisations. If the organisation responsible for sending out the participants is not the same as the applicant organisation, and if the organisation is not already registered in the database, click **New sending partner**.

NOTE: you can only register a sending organisation from the country specified in the flow. See also the chapter 3.4: LLP: partners previously registered with the LDV II programme.

### **New window: New organisation**

**Organisation name** - enter name of organisation

**Name of the organisation in EN, FR or DE** - enter name in English, French or German

**Official legal form** - enter official legal form

**Organisation identifier** - enter organisation unique identifier

**Vat number** - enter number

**Is the organisation able to recover VAT?** - Yes or no

**Address 1** - enter postal address

**Address 2** - use if needed

**Postal code** - enter postal code

**City** - enter city

**Sub county/Municipality** - enter sub county/municipality

**County** - enter county

**Country** - enter country

**EU region** - choose EU region. Only EU regions valid for the selected country are displayed. \*

**Phone** - enter phone number

**Fax** - enter fax number if available

**Homepage** - enter if available

**Organisation type** - choose from the drop down menu

**Organisation size** - choose from the drop down menu. Please note that the menu is organised in groups, make sure you select the submenu. \*

**Organisation sector** - choose from the drop down menu

**Description** - enter if needed

\*Note that the information displayed is different for the two programmes (LDV II – LLP)

**Create new partner**

Organisation

<b>Organisation name</b>	<input type="text"/>
Name of the organisation in EN, FR or DE	<input type="text"/>
Official legal form	<input type="text"/>
Organisation identifier	<input type="text"/>
VAT number	<input type="text"/>
Is the organisation able to recover VAT?	<input type="radio"/> Yes <input type="radio"/> No
<b>Address 1</b>	<input type="text"/>
Address 2	<input type="text"/>
Postal code	<input type="text"/>
City	<input type="text"/>
Subcounty/Municipality	<input type="text"/>
County	<input type="text"/>
<b>Country</b>	Choose a value <input type="button" value="v"/>
<b>EU region</b>	Please, select first a country <input type="button" value="v"/>
<b>Phone</b>	<input type="text"/>
<b>Fax</b>	<input type="text"/>
Homepage	<input type="text"/>
<b>Organisation type</b>	Choose a value <input type="button" value="v"/>
<b>Organisation size</b>	Choose a value <input type="button" value="v"/>
<b>Organisation sector</b>	Choose a value <input type="button" value="v"/>
<b>Description</b>	<input type="text"/>

Organisation contact person

**Gender** - select the correct alternative

**Last name** - enter family name

**First name** - enter first name

**Position** - choose from the menu

**Phone** - enter phone number

**Fax** - enter if available

**E-mail** - enter e-mail address

Click **Save**. The information will be saved and the name of the sending partner will be displayed in the list of organisations.

Organisation contact person

Gender	<input type="radio"/> Male <input type="radio"/> Female
Last name	<input type="text"/>
First name	<input type="text"/>
Position	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
e-mail	<input type="text"/>
Department	<input type="text"/>

Click **Save**. The information will be saved and the name of the receiving partner will be displayed in the list of organisations.

**3.3.5.** The **receiving partner** is the organisation responsible for receiving one or more participants.

Choose the **organisation** in the drop down menu. When you click on one of the names in the list, it will be displayed in the field below. Multiple options are possible and selected options will be displayed in the field below. If you want to remove a selected option, select the name in the field and click **Remove**.

Click **New receiving partner** if you want to register a new organisation.

Fill in the information the same way as described under section 3.3.3 [The sending organisation](#)

NOTE: you can only register a receiving partner from the country specified in the flow.

**3.3.6. Departure date (dd/mm/yyyy)** Must be entered in the format 'day/month/year'. Enter two digits for the day and month and four digits for the year. Example: 19/04/2004

**3.3.7. Return date (dd/mm/yyyy)** Must be entered in the format 'day/month/year'. Enter two digits for the day and month and four digits for the year. F.eks.: 26/05/2004

**3.3.8. Duration** Calculated by the system.

**3.3.9 (LLP) Economic sector** – select a value from the dropdown menu

**3.3.10 (LLP) Field of education** – select a value from the dropdown menu

**3.3.11. Financing** Select from the drop down menu. Multiple options are possible and selected options will be displayed in the field below. If you want to remove a selected option, select it in the field and click **Remove**.

**3.3.12. Language or cultural training included?** Select **Yes** or **No**

**3.3.13. Certification** Select a suitable value from the drop down menu.

Note: LDV II: Certification is only available for IVT, STU and WORK contracts. LLP: Certification is only available for IVT and PLM.

**3.3.14. Languages during the placement** Select from the drop down menu. Multiple options are possible and selected options will be displayed in the field below. If you want to remove a selected option, select it in the field and click **Remove**.

**LDV II: 3.3.15. Education level** Select a suitable value from the drop down menu

**LLP: 3.3.16. Occupation** Select a suitable value from the drop down menu.

**3.3.17. Foundation course** Select a suitable value from the drop down menu.\*

**3.3.18. Advanced course** Select a suitable value from the drop down menu. \*

**3.3.19. Further educations** Select a suitable value from the drop down menu. \*

**3.3.20. Do you want a Europass?** Select **Yes** or **No**. If **Yes**, see chapter 7 for more information.

**3.3.21.** Click **Save**. All information about the placement will be saved in the database. You will find it in **Placements -> Unsubmitted placements** where you can read and edit information about all the placements you have registered before you submit them to the Leonardo da Vinci national agency.

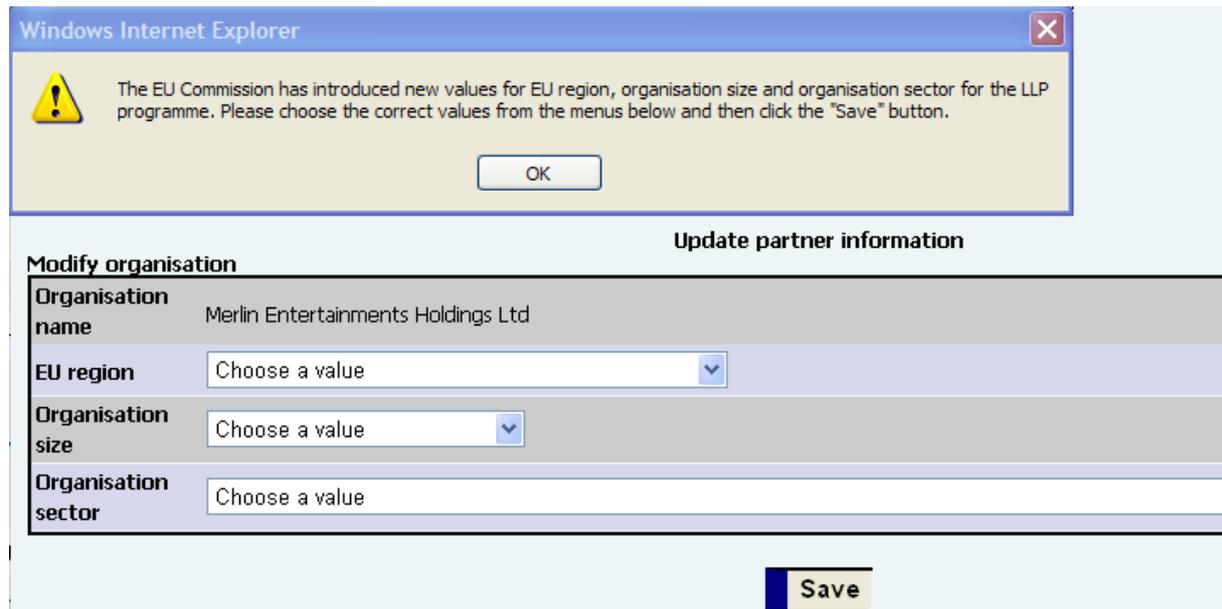
**NOTE: When a placement has been submitted it can no longer be edited. Make sure the information is correct before submitting a placement.**

**\* Names and values for these menus are set up according to national needs.**

#### **3.4. LLP: Partners previously registered with the LDV II programme:**

The EU Commission has introduced new values for EU region, organisation size and organisation sector for the LLP programme. If you select a partner previously registered with an LdV II placement when registering a placement on a contract from 2007 or newer, the database will ask you to update these values if they are missing.

If information is missing, the "Update partner information" form will be displayed. Select the correct values from the drop down menus and click "Save". When done, you will be returned to the placement registration form.



The screenshot shows a Windows Internet Explorer browser window. A yellow warning dialog box is displayed, stating: "The EU Commission has introduced new values for EU region, organisation size and organisation sector for the LLP programme. Please choose the correct values from the menus below and then click the 'Save' button." Below the dialog is an "OK" button. The background shows a form titled "Update partner information" with a sub-section "Modify organisation". The form contains the following fields:

Organisation name	Merlin Entertainments Holdings Ltd
EU region	Choose a value
Organisation size	Choose a value
Organisation sector	Choose a value

At the bottom right of the form is a "Save" button.

### 3.5. Submitting a placement to the Leonardo da Vinci national agency

The information you have registered about all placements must be **submitted** to the Leonardo da Vinci national agency.

To submit a placement, follow these steps:

Click **Placements** -> **Unsubmitted** Click the submit icon  and enter a comment if needed. Click OK. Repeat for each placement you want to submit.

Placements Unsubmitted

Placements

Programme :  Call year  Target group :  Participant  Contract number  Departure date from  to  Sending country  Receiving country  Only acc.persons  Only participants  Search Show all New placement

Participant	Contract	Departure	Sending country	Receiving country	Status	Actions
Mykland Veronica	N/05/A/IVT/131017	17/10/2005	NORWAY	LITHUANIA	Not submitted (Over quota)	

After a placement has been submitted, it will no longer appear in the list of unsubmitted placements, instead it will be displayed in the list of **Placements**, and its status has changed to **Submitted**.

When the placement has been checked and approved by the Leonardo da Vinci national agency, it will be displayed in the list of **Placements**, and its status has changed to **Approved**.

Placements

Placements

Programme :  Call year  Target group :  Participant  Contract number  Departure date from  to  Sending country  Receiving country  Only acc.persons  Only participants  Search Show all New placement

Participant	Contract	Departure	Sending country	Receiving country	Status	Since	Actions
Laberg Johannes (Accompanying person)	N/02/A/IVT/131.063	09/03/2003	NORWAY	SLOWAKIA	Approved	13/10/2004	

Click **Placements** -> **Granted** to see a list of all approved placements.

If a Europass has been applied for, the Europass icon  will be displayed.

Placements Unsubmitted Granted

Placements

Programme :  Call year  Target group :  Participant  Contract number  Departure date from  to  Sending country  Receiving country  Only acc.persons  Only participants  Search Show all New placement

Participant	Contract	Departure	Sending country	Receiving country	Status	Since	Actions
Laberg Johannes (Accompanying person)	N/02/A/IVT/131.063	09/03/2003	NORWAY	SLOWAKIA	Approved	13/10/2004	

### 3.6. Duplicating a placement

When registering almost identical placements, the **duplicate** function is very useful. This is almost always the case when registering participants in the same flow and where the main difference is personal information about each participant.

Register a placement for the first participant in the flow as described earlier.

Find this placement in the list of placements and click the  icon. Add information about the next participant, change any other information as appropriate, and click **Save**.

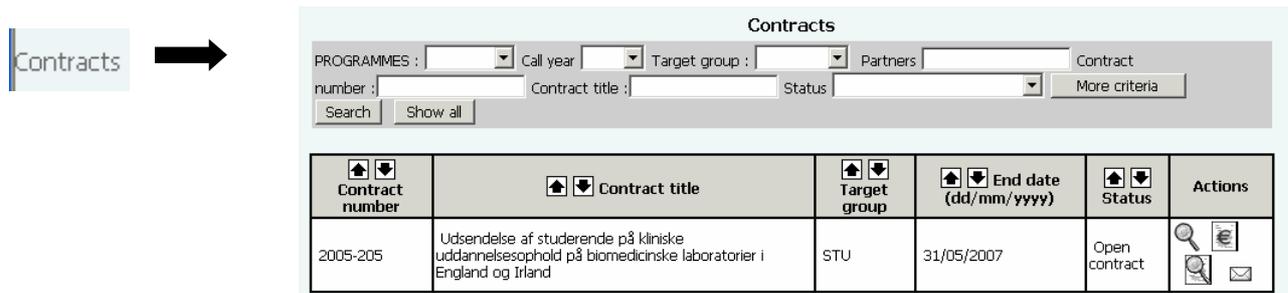
# 4.1 Registering financial information

The aim of the financial module is to register financial information for each placement/contract. This information will be included in the financial reports (interim and final report).

## 4.1 Registering financial information.

Click **Contracts** in the left menu to see a list of contracts belonging to your organisation.

Click the icon  to register finance data.



The screenshot shows the 'Contracts' interface. On the left, a 'Contracts' menu item is highlighted with a black arrow pointing to the main interface. The main interface has a search form at the top with fields for 'PROGRAMMES', 'Call year', 'Target group', 'Partners', 'Contract number', 'Contract title', and 'Status'. Below the search form is a table with the following data:

Contract number	Contract title	Target group	End date (dd/mm/yyyy)	Status	Actions
2005-205	Udsendelse af studerende på kliniske uddannelsesophold på biomedicinske laboratorier i England og Irland	STU	31/05/2007	Open contract	   

The following will be displayed:

**Contract number**  
**Contract title**  
**Organisation name**

Note: The numbers in the granted fields are the granted budget.

**Management and monitoring: From LDV grant** – The amount used from the LDV grant.  
**(LDV II) Management and monitoring: partnership's own funds** – The amount used from partnership's own funds, if any.  
**(LDV II) Management and monitoring: other funds** – The amount used from other funds, if any.  
**Total** – automatically calculated

**Total interest generated over the duration of the project:** - enter number

**(LDV II) Travel and subsistence for preparation and follow-up of small projects:**  
 Note: This field will only be visible if **Small project monitoring** in the contract form is selected. The number is updated during registration of **Travel and subsistence for preparation and follow-up of small projects**. See below.

**Travel** – \*  
**(LDV II) Insurance** - \*  
**Subsistence** - \*  
**Preparation** - \*

\* The fields: Travel, Insurance, Subsistence and Preparation: From LDV grant, Partnership's own funds, Other funds and Total are updated during registration of finance information for each participant. See below.

**(LDV II) Support to SME 1.st proposal** – this field will only be visible if the **Support to SME 1.st proposal** in the contract form is selected. Enter number.

Update financial report					
Contract number	121321321				
Contract title	Utplassering av lærlinger				
Organisation name	Testing organisation				
	Granted	From LDV grant	Partnership's own funds	Other funds	Total
Management and monitoring :	2,00	1,00	0,00	0,00	1,00
Travel :	0,00	0,00	0,00	0,00	0,00
Insurance :	0,00	0,00	0,00	0,00	0,00
Subsistence :	0,00	0,00	0,00	0,00	0,00
Preparation :	0,00	0,00	0,00	0,00	0,00
Total :	6,00	1,00	0,00	0,00	1,00
Total interest generated over the duration of the project :					0,00

(LDV II) Travel and subsistence for preparation and follow-up of small projects:

Click the **Create new** button:

The following will be displayed:

**Contracts** – the name of the contract

**Last name** – enter last name

**First name** – enter first name

**Organisation** – enter the name of the organisation

**Type of organisation** – select type of organisation

**Country** – select country

**Objective of the trip** – select type (preparation/follow-up/other)

**Duration** – enter duration

**Travel, From LDV grant** – enter amount

**Travel, Partnership's own funds** – enter amount, if any

**Travel, Other funds** – enter amount, if any

**Travel, Total** – automatically calculated

**Subsistence, From LDV grant** – enter amount

**Subsistence, Partnership's own funds** – enter amount, if any

**Subsistence, Other funds** – enter amount, if any

**Subsistence, Total** automatically calculated

**Total, From LDV grant** – automatically calculated

**Total, Partnership's own funds** – automatically calculated

**Total, Other funds** – automatically calculated

**Total** automatically calculated

**Add small project preparation**

Contracts :	Exe1				
Last name :	<input type="text"/>				
First name :	<input type="text"/>				
Organisation :	<input type="text"/>				
Type of organisation :	▼				
Country :	▼				
Objective of the trip :	▼				
Duration :	<input type="text"/>	Days			
	<b>From LdV grant Partnership's own funds Other funds Total</b>				
Travel :	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	Euros
Subsistence :	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	Euros
Total :	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	Euros
	<input type="button" value="Ok"/>		<input type="button" value="Cancel"/>		

Click the **Ok** button to save.

The list of Travel and subsistence for preparation and follow-up of small projects is now updated.

**Travel and subsistence for preparation and follow-up of small projects**

First name	Last name	Organisation	Objective of the trip	Country	From LdV grant	Actions
Leif Erik	Eriksson	TI	Preparation	NORWAY	50,00	  
Total					50,00	

To modify, click the  icon. To delete, click the  icon.

Placements:

The participants list displays information registered during placement registration: Participant, receiving country and weeks. When the financial data has been registered, the list will also display the columns Travel, Insurance, Subsistence and Preparation costs.

To update placements with financial data, click the  icon.

**Placements**

Participant	Receiving country	weeks	Travel	Insurance	Subsistence	Preparation	Total	Actions
Brown Peter	UNITED KINGDOM	5 weeks	1520,00	100,00	510,00	0,00	2130,00	  
Total			1520,00	100,00	510,00	0,00	2130,00	

The following will be displayed:

**Contract title** – the contract title  
**Contract number** – the contract number  
**Participant**–name of the participant

**Travel, From LDV grant** – enter amount covered by the LdV grant  
**(LLP) Real costs** – enter amount for real travel costs if required by your NA  
**(LDV II) Travel, Partnership’s own funds** – enter amount, if any  
**(LDV II) Travel, Other funds** - enter amount, if any  
**Travel, Total** – automatically calculated

**(LDV II) Insurance, From LDV grant** – enter amount  
**(LDV II) Insurance, Partnership’s own funds** – enter amount, if any  
**(LDV II) Insurance, Other funds** – enter amount, if any  
**(LDV II) Insurance, Total** automatically calculated

Subsistence:

Note: For contracts where interim reporting is required, you must fill in:

**Paid so far:** From LDV grant/(LDV II) Partnership’s own funds/(LDV II) Other funds and Total: automatically calculated.

**New payment, From LDV grant** – enter amount  
**(LDV II) New payment, Partnership’s own funds** – enter amount, if any  
**(LDV II) New payment, Other funds** - enter amount, if any  
**New payment, Total** – automatically calculated

If no interim report is required you must fill in:

**Subsistence, From LDV grant** – enter amount  
**(LDV II) Subsistence, Partnership’s own funds** – enter amount, if any  
**(LDV II) Subsistence, Other funds** – enter amount, if any  
**Subsistence, Total** automatically calculated

The fields: Preparation, From LDV grant, (LDV II) Partnership’s own funds, (LDV II) Other funds and Total are updated during the registration of preparation. See below.

**Total, From LDV grant** – automatically calculated  
**(LDV II) Total, Partnership's own funds** – automatically calculated  
**(LDV II) Total, Other funds** - automatically calculated

Click the **Ok** button to save.

Preparation:

The Preparation list displays information of registered preparation information: The name of the organisation, city, and country, LDV grant and total costs.

To create a new entry, click the **Create new** button.

Preparation :

Organisation	City	Country	LdV Grant	Total costs	Actions
Olsen faghandel	Oslo	NORWAY	50,00	50,00	  

To modify, click the  icon. To delete, click the  icon.

The following will be displayed:

- Organisation** – enter the name of the organisation
- City** – enter the name of city
- Country** – select country
- LDV grant** – enter amount
- (LDV II) Partnership's own funds** – enter amount, if any
- (LDV II) Other funds** – enter amount, if any
- (LDV II) Total costs** – automatically calculated

**Update placement preparation**

Organisation :	<input type="text" value="Olsen faghandel"/>
City :	<input type="text" value="Oslo"/>
Country :	<input type="text" value="NORWAY"/> 
LdV Grant :	<input type="text" value="50,00"/> Euros
Partnership's own funds :	<input type="text" value="0,00"/> Euros
Other funds :	<input type="text" value="0,00"/> Euros
Total costs :	<input type="text" value="50,00"/> Euros
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>	

Click the **Ok** button to save.

## 4.2 Copy financial information.

To avoid registering identical financial information for each placement, you can use the “copy financial information” function.

In the placements list, click the  button to the right of the participant you want to copy.

Placements								
Participant	Receiving country	weeks	Travel	Insurance	Subsistence	Preparation	Total	Actions
Hansen Ole	NORWAY	13	0,00	0,00	0,00	0,00	0,00	  
Total			0,00	0,00	0,00	0,00	0,00	

Select the placement where you want to copy the values.

**Duplicate financial data**

You are about to duplicate placement financial infos of: Andersen Kim

---

Select the placement where to copy these values:

---

or

Copy these values to all placements of the flow from DENMARK To UNITED KINGDOM

---

To copy all financial information to another participant, select the participant in the menu and click the “OK” button next to the menu.

To copy all financial information to all placements on the same flow click the “OK” button below the text: “Copy these values ...”

NOTE: This function should not be used if you have more than 1 flow with the same sending and receiving country but with different durations. The financial values will probably not be the same for all flows.

### **4.3. (LLP) Missing placement information:**

The EU Commission has introduced new information to be registered during placement registration for the LLP programme: Participant type, Economic sector of placement and Field of education.

When you register financial information, a check will be performed by the database. If information is missing, the "Register missing values" form will be displayed. Select the correct values from the drop down menus and click "Save". When done, you will be returned to the financial registration form.

**Register missing values**

Values for one or more of the menus below has not been registered.  
Please select the correct value in the menus below where you see "Choose a value", and then click "Save".

<b>Contract title</b>	116 - myProjerct
<b>Flow</b>	flow hamza
<b>Participant</b>	tttt ttttt
<b>Participant type</b>	First Job Seekers
<b>Economic sector of placement</b>	Choose a value
<b>Field of education</b>	Development Studies
<b>Eu region of participant</b>	Bucuresti

**NOTE:** It is not possible to use the "Copy financial data" function (chapter 4.2) if information is missing as explained above.



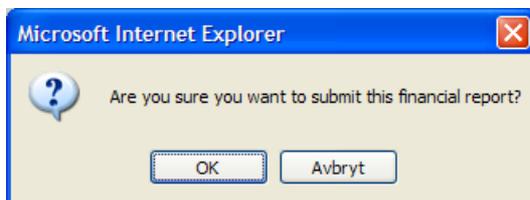
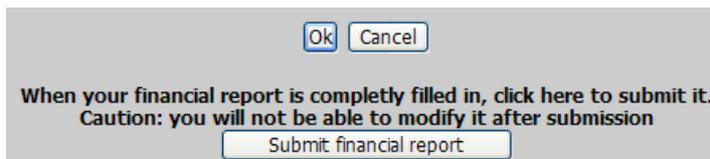
**Copying of financial data has been disabled for this project because some necessary placement/participant data is missing for one or more of the participants.**

**Please click the "Update financial report" icon for each of the participants to register financial data manually.**

#### 4.4 Submit financial report.

When your financial report is completely filled in, click **Submit financial report** to submit it. Click the **OK** button to confirm.

Note: You will not be able to modify the financial report after submission, but you can view the information by clicking the  button,



#### 4.5 Download and print financial report.

Click **Contracts** in the left menu to see a list of contracts belonging to your organisation.

Click the icon  to generate an Excel file containing the financial information.

 →

**Contracts**

PROGRAMMES :  Call year  Target group :  Partners  Contract number :  Contract title :  Status  More criteria

  Contract number	  Contract title	  Target group	  End date (dd/mm/yyyy)	  Status	Actions
NO/06/A/IVT/131090	Virkelighetsnær opplæring med særlig fokus på nasjonal matkultur i 2 land	IVT	11/02/2007	Report submitted	   

Click the **Save** button to download the file.

When the file has been downloaded, it can be opened in Excel and printed.



#### 4.6. Interim financial report.

For contracts requiring an interim financial report, follow the procedure explained in "4.1 Registering financial information". When relevant financial data has been registered, click the "Submit interim report" button to generate the report:

Click **Contracts** in the left menu to see a list of contracts belonging to your organisation.

Click the icon  to generate an Excel file containing the interim financial information.

 →

**Contracts**

PROGRAMMES :  Call year  Target group :  Partners  Contract number :  Contract title :  Status  More criteria

  Contract number	  Contract title	  Target group	  End date (dd/mm/yyyy)	  Status	Actions
NO/06/A/IVT/131090	Virkelighetsnær opplæring med særlig fokus på nasjonal matkultur i 2 land	IVT	11/02/2007	Report submitted	   

# 5. Questionnaires/Participant reports.

## 5.1 Informing the participants to fill in the questionnaire.

It is not possible to see the username and password of participants. Participant's username and password must be sent by email.

Click Contracts, and then the  icon to send the reminder email. Username and password will be inserted in the emails automatically by the system.

**Contracts** →

Contracts

PROGRAMMES :  Call year  Target group :  Partners  Contract number :  Contract title :  Status  More criteria

 Contract number	 Contract title	 Target group	 End date (dd/mm/yyyy)	 Status	Actions
2005-205	Udsendelse af studerende på kliniske uddannelsesophold på biomedicinske laboratorier i England og Irland	STU	31/05/2007	Open contract	  

The list of participants only includes participants who have not yet submitted their questionnaire.

Click the **action box** to select single participants or **"Select all"** to select all participants.

Click the **OK** button.

E-mail reminder

Beneficiaries listed here have not submitted their reports. Select beneficiaries to whom you want to send an e-mail reminder

Name	e-mail	Actions
DURAND Pierre	pietur@hotmail.com	<input type="checkbox"/>

## 5.2 Filling in the questionnaire.

The participant can log on to MULTIPASS with the received username and password. The participant can not modify data, but he/she can look at his personal data by clicking "My data" or look at the registered placement by clicking the  icon in the placement list.



 User: Mailene Danielsen Language: English  User privacy - Log out

My data

Placements

 Participant	 Contract	 Departure	 Sending country	Receiving country	 Status	 Since	Actions
Danielsen Mailene	NO/06/A/IVT/131097	07/10/2006	NORWAY	FRANCE	Submitted	29/06/2007	

Total : 1 Page 1 / 1

Click Placements, and then the  icon to answer the questionnaire.

**Community Vocational Training Action Programme**  
**PLACEMENT REPORT**  
 Project number : NO/06/A/IVT/131097

**Myself**

Surname	Danielien
First name	Malene
M / F	Female
Date of Birth	22/05/1987
Country	NORWAY
Target group	Initial vocational education
Education level/Occupation	SEAZ - 06. Secondary education - apprenticeship, 2nd year
e-mail	okhn@online.no

**My sending organisation**

Name	OK Mat - Service - Rehabil
Type	ENT-PROFS - Other Professional Association, Federation
Size	S1 - 1 - 20 people
Country	NORWAY
Region	SOR-OSTLANDET
NACE activity classification	H55 - Hotel and restaurants

**My host organisation(s)**

Name	Lycee D' Hotelerie Et De Tourisme Du Val De Loire
Type	EDU-VET - Vocational training school, centre or organisation
Size	S3 - S1 - 200 people
Country	
Region	PAYS DE LOIRE
NACE activity classification	M80 - 1. Education
e-mail	

**My placement**

Project number	NO/06/A/IVT/131097
Receiving country	FRANCE
Departure date (dd/mm/yyyy)	07/10/2006
Return date (dd/mm/yyyy)	04/11/2006
Duration	4 weeks and 1 day
Certificates	VA1 - 1. Integral part of a recognised training cycle with Europass
Languages during the placement	- English

[Cancel](#) [Next](#)

Please note: you cannot enter more than 1000 characters in text boxes

**PREPARATION**

Language preparation received enabled me to cope with everyday situations  
 1  2  3  4  5

Language preparation received helped me to work in my occupational area  
 1  2  3  4  5

I received the necessary information to get integrated into my new environment  
 1  2  3  4  5

**OVERALL SATISFACTION REGARDING PREPARATION**  
 1  2  3  4  5

Describe what preparation was provided: linguistic courses, information about the host country and its culture, work, organisation...

1 I don't agree at all -  2 I don't agree -  3 More or less OK -  4 I agree -  5 I completely agree

**CONTENT**

I was given proper help to find a suitable host organisation  
 1  2  3  4  5

My sending school/organisation was helpful during my placement  
 1  2  3  4  5

**OVERALL SATISFACTION REGARDING MY WORK PLACEMENT**  
 1  2  3  4  5

Explain how your sending and host organisation prepared and organised your work placement. Were you involved in the work placement preparation?

Provide description of the host organisation, everyday activities, specific tasks undertaken, contact persons in charge (both in sending and receiving organisations),...

1 I don't agree at all -  2 I don't agree -  3 More or less OK -  4 I agree -  5 I completely agree

[Previous](#) [Cancel](#) [Next](#)

**Finish report**

**Would you like to close your report? You will then be able to print and send it to the National Agency.**

If you answer No, your report will be saved with your answers and you will be able to come back later to finish it, print it and send it to the National agency.

To navigate in the questionnaire, use the "Previous" and "Next" buttons.

At the last page: Click "Yes" to submit the questionnaire or "No" to save and finish it later.

### 5.3. Unsubmitting participant reports

When a questionnaire has been answered and the participant has saved and closed it, it is still possible to send it back to the participant for correction if needed. To unsubmit a questionnaire, follow these steps:

Click **Placements**. Click the unsubmit icon  and enter a comment if needed. Click OK. Repeat for each questionnaire you want to unsubmit.

Placements →

**Placements**

Programme :  Call year  Target group :  Participant  Contract number   
 Departure date from  To  Sending country  Receiving country  Only  
 acc.persons  Only participants  Search Show all New placement

Participant	Contract	Departure	Sending country	Receiving country	Actions
Hald Marianne	2005-129	25/09/2005	DENMARK	UNITED KINGDOM	  

NOTE: When unsubmitting a participant report, an email must be sent to the participant to remind him/her to fill in the questionnaire again.

### 5.4 Questionnaires at placement level.

To view questionnaires and participant reports, you have 2 options:

- See detailed information about a specific placement/participant.
- See a summary of all reports at contract level.

Click Placements, and then the  icon to see the questionnaire.

Placements →

**Placements**

Programme :  Call year  Target group :  Participant  Contract number   
 Departure date from  To  Sending country  Receiving country  Only  
 acc.persons  Only participants  Search Show all New placement

Participant	Contract	Departure	Sending country	Receiving country	Actions
Hald Marianne	2005-129	25/09/2005	DENMARK	UNITED KINGDOM	  

The questionnaire/participant report is divided into 4 sections:

- Personal information about the participant.
- Information about the sending organisation.
- Information about the host organisation(s).
- Questionnaire

## 5.5 Questionnaires at contract level.

Click Contracts and then the  icon to see the answers for all placements.

Contracts 

**Contracts**

PROGRAMMES :  Call year  Target group :  Partners  Contract number :  Contract title :  Status

  Contract number	  Contract title	  Target group	  End date (dd/mm/yyyy)	  Status	Actions
NO/06/A/IVT/131090	Virkelighetsnær opplæring med særlig fokus på nasjonal matkultur i 2 land	IVT	11/02/2007	Report submitted	    

Only questionnaire answers will be displayed.

NOTE: If no questionnaire is available, the report icon will not be visible.

# 6. Other important functions.

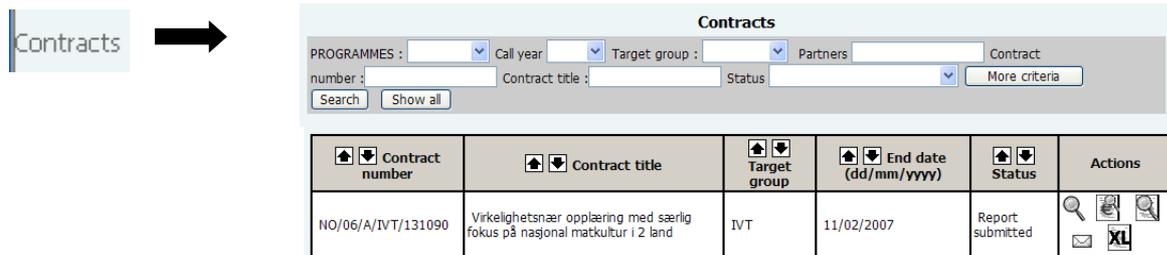
## 6.1. Contracts

Click **Contracts** in the left menu to see a list of contracts connected to your organisation.

NOTE: Contract information can only be edited by the Leonardo da Vinci national agency.

NOTE 2: Both LdV II and LLP contracts may be available in the list.

Click the icon  to see detailed information about a contract.



The screenshot shows the 'Contracts' interface. On the left, there is a 'Contracts' menu item with a right-pointing arrow. The main area contains a search bar with the following fields: 'PROGRAMMES :', 'Call year', 'Target group :', 'Partners', 'Contract number :', 'Contract title :', 'Status', and 'More criteria'. Below the search bar are 'Search' and 'Show all' buttons. The main content is a table with the following columns: 'Contract number', 'Contract title', 'Target group', 'End date (dd/mm/yyyy)', 'Status', and 'Actions'. The table contains one row with the following data: Contract number: NO/06/A/IVT/131090; Contract title: Virkelighetsnær opplæring med særlig fokus på nasjonal matkultur i 2 land; Target group: IVT; End date: 11/02/2007; Status: Report submitted; Actions: Search, Print, Refresh, Email, and Download (XL).

The following will be displayed:

**Contract number**

**Contract title**

**Organisation name**

**Contact person**

**Target group**

**Start date**

**End date**

**Interim report date**

**Final report date**

**Participants applied**

**Participants granted**

**Accompanying persons applied**

**Accompanying persons granted**

**Persons with special needs?**

**Number of persons with special needs**

**LDV II: Small project monitoring** (only available if selected during application registration)

**LDV II: Support to SME 1<sup>st</sup> proposal** (only available if selected during application registration)

**User field 1**

**User field 2**

**User field 3**

**LLP: User field 4**

**LLP: User field 5**

LDV II: Financial information:

**Management and monitoring applied & granted**

**Preparation and follow-up of small projects applied & granted**

(only available if selected during proposal registration)

**Travel participants applied & granted**

**Travel accompanying persons applied & granted**

**Insurance participants applied & granted**

**Insurance accompanying persons applied & granted**

**Subsistence participants applied & granted**

**Subsistence accompanying persons applied & granted**

**Preparation applied & granted**

**Preparation granted**

**Support to SME 1.st proposal applied & granted**

(only available if selected during proposal registration)

LLP: Financial information:

**Management and monitoring applied**

**Management and monitoring granted**

**Preparation applied**

**Preparation granted**

**Subsistence participant applied**

**Subsistence participant granted**

**Subsistence accompanying persons applied**

**Subsistence accompanying persons granted**

**Subsistence person with special needs applied**

**Subsistence person with special needs granted**

**Travel applied**

**Travel granted**

**Total funding applied**

**Total funding granted**

**Bank information**

**Bank name**

**Bank address**

**IBAN (account number)**

**BIC/Swift code**

**Account holder**

**Coordinating organisation**

Payments:

Information about payments to the promoter.

**Paid so far**

**New payment**

**Total paid**

## View contract

Contract number	test100						
Contract title	test100						
Organisation name	Test Norwegian Vocational Training Centre						
Contact person	Petter Toneff						
Target group	IVT - Initial vocational education						
Start date (dd/mm/yyyy)	01/07/2005	End date (dd/mm/yyyy)	01/07/2006				
Interim report date :		Final report date :	01/08/2006				
	<b>Applied</b>	<b>Granted</b>					
Beneficiaries	1	1					
Accompanying persons	0	0					
Persons with special needs? :	No	Number of persons with special needs					
Small project monitoring :	No	Support to SME 1st proposal : No					
User field 1							
User field 2							
User field 3							
<b>Status</b>							
<b>Status</b>	<b>Date</b>	<b>Modified by</b>	<b>Comment</b>				
Open contract	02/02/2006	Åse Frivold Sarheim					
Report submitted	25/11/2005	Damien ROLAND					
Open contract	25/11/2005	Damien ROLAND					
Report submitted	25/11/2005	Damien ROLAND					
Open contract	04/07/2005	Lef Erik Eriksson					
<b>Financial information</b>							
	<b>Applied</b>	<b>Granted</b>					
<b>Management and monitoring</b>	100,00	100,00					
<b>Travel</b>	<b>Beneficiaries</b>	100,00	100,00				
	<b>Accompanying persons</b>	0,00	0,00				
<b>Insurance</b>	<b>Beneficiaries</b>	100,00	100,00				
	<b>Accompanying persons</b>	0,00	0,00				
<b>Subsistence</b>	<b>Beneficiaries</b>	100,00	100,00				
	<b>Accompanying persons</b>	0,00	0,00				
<b>Preparation</b>	100,00	100,00					
<b>Total funding</b>	500,00	500,00					
<b>Bank information</b>							
Bank name							
Bank address							
IBAN (account number)							
Account holder							
<b>PAYMENTS</b>							
<b>Date</b>	<b>Payment</b>						
No data							
Paid so far		0,00					
To be paid		500					
<b>End report comment</b>							
<b>Associated flow(s)</b>							
<b>Flow</b>	<b>From</b>	<b>To</b>	<b>Duration</b>	<b>Granted placements</b>	<b>Submitted placements</b>	<b>Number of submitted questionnaires</b>	<b>Actions</b>
testflow	NORWAY	AUSTRIA	3 weeks	1	0	0	
Total				1	0	0	
Coordinating organisation				Coordinating org test			

Close

### **Associated flow(s)**

(A flow consists of one or more participants traveling to the same country and with the same duration)

Click the icon  to see detailed information about each flow.

The following is displayed:

#### **Contract title**

**Flow** - name of flow

**Application flow** - information transferred from the application

**From** - from country

**To** - to country

**Duration** - duration of the placement

#### **Placements:**

**Requested** - information transferred from the application

**Granted** - number of granted placements

**Submitted** - number of submitted placements

**Approved** - number of approved placements

**Over quota** - number of placements registered in addition to the quota granted for the contract

The same information is displayed for accompanying persons (if any).

### **Partner organisations**

Click the icon  to see detailed information.

The following information is displayed:

#### **Organisation name**

**Role** - sending partner, receiving partner or both.

View flow						
<b>Contract title</b>	N/04/INS/131052 - Exploring the professional care for persons with intellectual disabilities and the carers compet					
<b>Flow</b>	Ireland					
<b>Application flow</b>						
<b>From</b>	NORWAY					
<b>To</b>	IRELAND					
<b>Duration</b>	2 weeks					
	<b>Placements</b>	<b>Requested</b>	<b>Granted</b>	<b>Submitted</b>	<b>Approved</b>	<b>Over quota</b>
	<b>Beneficiaries</b>		2	0	0	0
	<b>Accompanying persons</b>			0	0	0
Partner organisations						
Organisation name		Role			Actions	
TEST ABSC		Sending partner				
Test Mottakerorg Petter Føyens ss		Receiving partner				
test		Receiving partner				

## 6.2. Printing an LLP contract

To print out the contract do the following:

1. Check that all required information about your organisation is registered by clicking the "My data" link in the main menu. Update missing information if necessary.

Official legal form	<input type="text"/>
Organisation identifier	<input type="text"/>
VAT number	<input type="text"/>

2. Click **Contracts** in the left menu and then click the  icon,

Contracts

**Contracts**

Programme :  Call year  Target group :  Partners

Contract number :  Contract title :  Status

Contract number	Contract title	Target group	End date (dd/mm/yyyy)	Status	Actions
CZ/07/LLP-LdV/VETPRO/134214	xx	VETPRO	24/07/2008	Open contract	   

Download and save the contract, print out and sign.

NOTE: The contract is write-protected and can not be modified.

## 6.3. Participant information

Click **Participants** in the left menu to see a list of registered participants. To see detailed information, click the icon . To edit an entry, click the icon .

NOTE: You cannot delete a participant who is connected to a placement.

Participants

**Accompanying persons / Participants**

Last name  First name  Username  e-mail

Name	e-mail	Actions
Sandberg Nicoline	nsandberg@weberstephen.dk	  

## 6.4. Partner information

Click **Partners** in the left menu to see a list of registered partners/organisations. To see detailed information, click the icon . To edit an entry, click the icon .

NOTE: You cannot delete a partner that is connected to a placement.

Partners



Organisations					
Organisation name :	Organisation role :	Contact person	Country		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="button" value="Search"/>	<input type="button" value="Show all"/>				
Organisation name	Organisation type	Country	Contact person	e-mail	Actions
AGROITALICA	Partner	SPAIN	Jose Maria Bernaldez	incomnp@steptraining.net	
HERMANOS GAONA SC	Partner	SPAIN	Aurora Garca Picon	miguel@steptraining.net	

To register more contact persons for an organisation, follow these steps:

Click the icon to the right of the organisation name.

### Create new partner

Organisation

Organisation name	<input type="text"/>
Name of the organisation in EN, FR or DE	<input type="text"/>
Official legal form	<input type="text"/>
Organisation identifier	<input type="text"/>
VAT number	<input type="text"/>
Is the organisation able to recover VAT?	<input type="radio"/> Yes <input type="radio"/> No
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Postal code	<input type="text"/>
City	<input type="text"/>
Subcounty/Municipality	<input type="text"/>
County	<input type="text"/>
Country	NORWAY
EU region	Choose a value <input type="button" value="v"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Homepage	<input type="text"/>
Organisation type	Choose a value <input type="button" value="v"/>
Organisation size	Choose a value <input type="button" value="v"/>
Organisation sector	Choose a value <input type="button" value="v"/>
Description	<input type="text"/>
Personal comment	<input type="text"/>

Organisation contact person

Gender	<input type="radio"/> Male <input type="radio"/> Female
Last name	<input type="text"/>
First name	<input type="text"/>
Position	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
e-mail	<input type="text"/>
Department	<input type="text"/>

Click **Create new** at the bottom of the window that just opened.

**Add contact person**

Organisation name	AGROITALICA
Gender	<input type="radio"/> Male <input type="radio"/> Female
Last name	<input type="text"/>
First name	<input type="text"/>
e-mail	<input type="text"/>
Phone	<input type="text" value="++34954692988"/>
Fax	<input type="text" value="++34954692923"/>
Position	<input type="text"/>
Contact person priority	<input type="text" value="2"/>
Password	<input type="text"/>

**Save** **Cancel**

**Gender** - select the correct alternative

**Last name** - enter family name

**First name** - enter first name

**E-mail** - enter e-mail address

**Phone** - enter phone number

**Fax** - enter if available

**Position** - enter position

**Contact person priority** - set a priority, i.e. the sorting order of the contact in the list. The person with priority 1 will be displayed with the organisation in lists.

**Password** - the username and password are generated automatically by the system, but you can choose your own password here if you like. Both the username and the password can be changed later by clicking the edit icon to the right of the contact in the list of contact persons.

Click **Save**. The information will be saved and the name of the new contact will be displayed in the list.

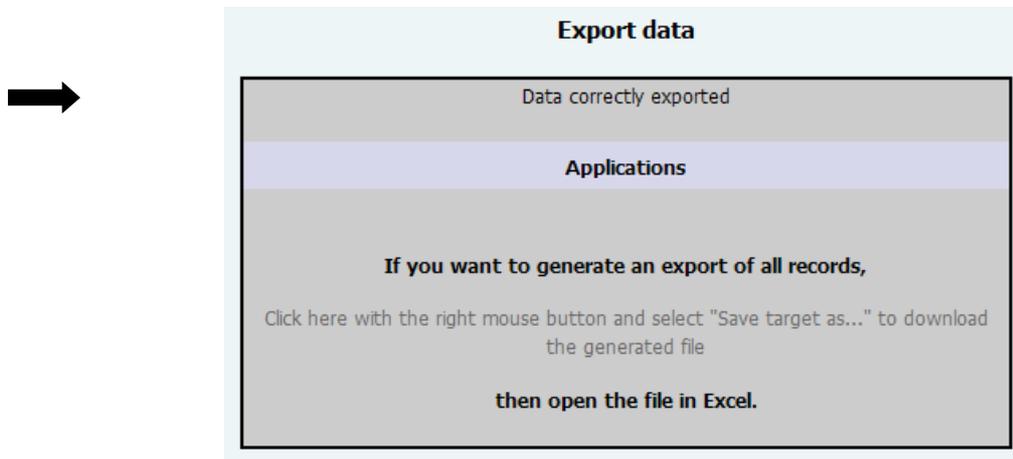
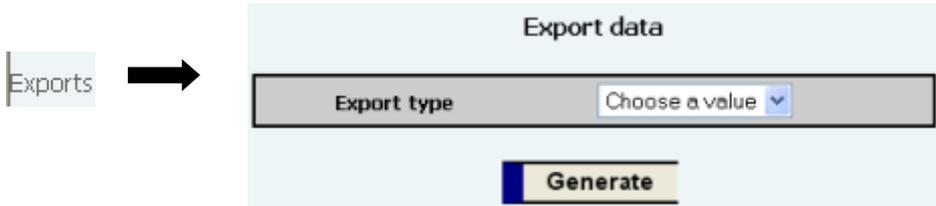
## 6.5. Exports

Click **Exports** in the left menu. Select the list you want to download in the drop down menu. For lists of placements and participants you also have the option to choose placement dates and contract year.

Click "**Generate**".

You will see a message when the list has been generated and is ready to be downloaded.

Download the file to a folder on your hard disk, and open it in Excel.

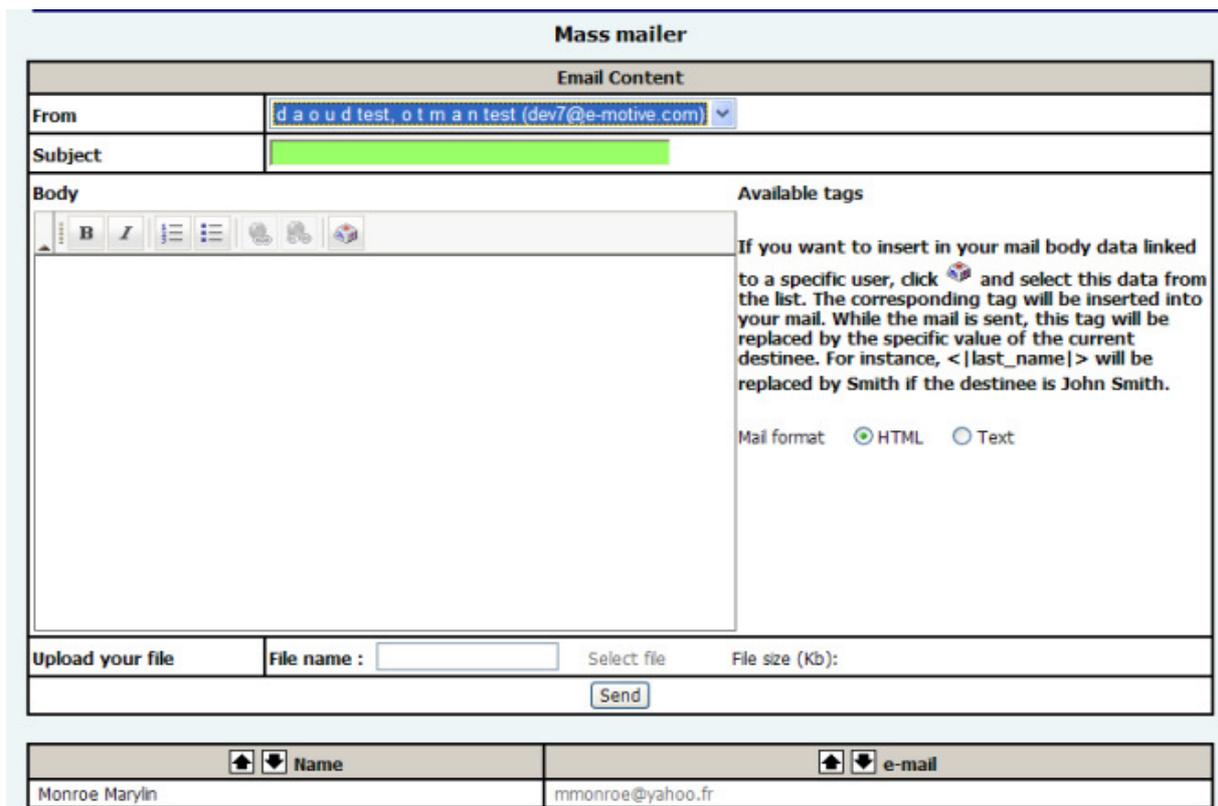
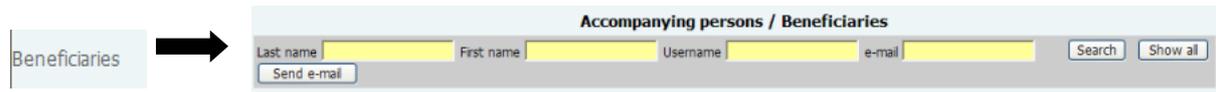


## 6.6. Send email (mass mailer)

To send an email to a group of participants, do the following:

Click **Participants** in the main menu.

Click the  button



Name	e-mail
Monroe Marilyn	mmonroe@yahoo.fr

**From** - the person sending the email (select contact person)

**Subject** - the subject of the email

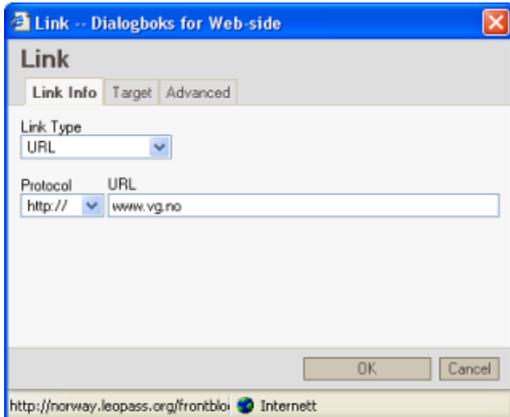
**Body** - the text to be sent

Note: Email format HTML or Text, please select the appropriate format.

The text can be formatted using these buttons (HTML only):

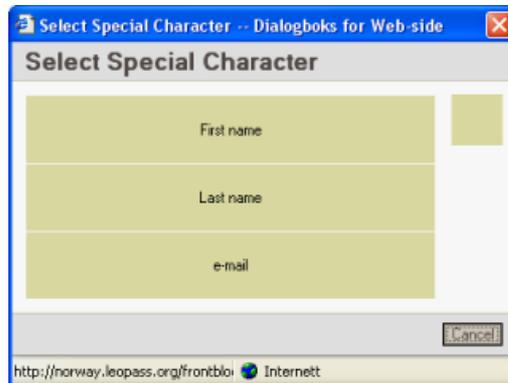


- = text in bold
- = text in italic
- = numbering
- = bullets
- = hyperlink, highlight the text, click the button and enter the address.



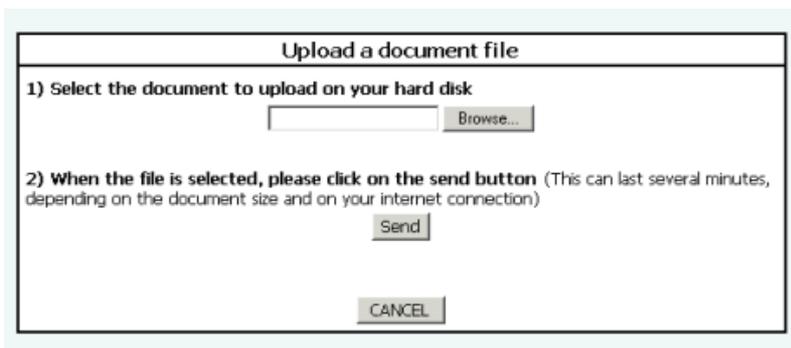
= remove a hyperlink

= access to merge fields



### Attachment

To attach a file click **select file**, browse for the file and then click the **SEND** button.



When the email is ok, click the "Send" button and confirm.



NOTE: The mail will be sent to all participants in the list.

### **6.7. News & documents**

Your National agency may occasionally publish news or upload documents. To see news and documents, click **News** or **Documents** in the left menu.

To download a document, click the  icon with the right mouse button and choose "Save target as" to download and save the file.

# 7. Europass

## **7.1 Complementing and issuing of the Europass mobility document in 5 steps**

1. **Register the required information for your Europass mobility participants in addition to information about their placements.** All information is automatically registered in the Europass document. In other words, the information you register in the database is simultaneously registered in the Europass mobility document. Moreover the information on participants and placements are necessary for the Europass mobility agency in order to check whether the project meets the formal requirements for Europass mobility. The registered information is also a basis for statistics both on a national and European level. Section 3.3 in this manual describes the procedure for registering information on the beneficiaries, i.e. filling in the Europass mobility.
2. **Send in the information (“placements”) to the Europass mobility agency.** When you have completed the information on the participants and their placements (corresponding to the information in section 1.4 in the Europass mobility document), you must transfer the information on the placements to the Europass mobility agency for approval. An assigned function in the database does this electronically. Section 3.4 in this manual describes the transfer procedure.
3. **Downloading the Europass mobility document from the database and sending it to the receiving organisation:** Once the placements have been approved by the Europass mobility agency, you can download the Europass mobility document in Microsoft Word format. Section 1.4. in the document is now filled in with the information you registered in the database. Section 3.5 in this manual describes how you download the Europass mobility document as a Microsoft Word document.

Now you need to send the Word-document as an attachment to an e-mail to the receiving organisation so they can fill in section 5 (either 5.A or 5.B). The receiving organisation now fills in section 5.A or 5.B in the Word document. If the participant wishes so, non-compulsory information which has not been filled in can be deleted. Now the receiving organisation takes a print of the document. This paper print is from now on the ORIGINAL document. The receiving organisation stamps and signs this document and sends it to you by post. In addition they send you the now completed document as an attachment to an E-mail.

4. **Complementing section 5 from the Word document and locking the information.** When you receive the Word-document from the receiving organisation, you must transfer the information they have registered in section 5.A or 5.B to the database, so that the information here is complete. The simplest way is to copy and paste from the Word-document. Section 7.3 in this manual describes how you fill in section 5 in the database.
5. **Locking section 5 – finalizing the registration.** When you have copied all information in section 5.A or 5.B from the Word-document into the database, you must lock section 5 of the database. By locking section 5 both you and the Europass mobility office can easily see that the Europass mobility document for a given person is COMPLETED. Section 7.5 in this manual describes the procedure for locking section 5 so you cannot make further changes in the information on the placement.

### **Finalizing the registration**

Finally you must:

- a) Stamp and sign the original paper version and take a copy which must be filed in a safe way for a minimum of 5 years.
- b) Send the completed Word document as an attachment to an e-mail to the Europass mobility agency.

- c) Hand over the original document to the participant (the paper version). The participant may also be given a non-editable version of the electronic Word-document.

## **7.2. Creating a Europass placement.**

Follow the steps described in chapter 3.3 **“Registering Leonardo placements with or without Europass”**. In the placement registration form, select Yes: “Do you want a Europass”

Fill in the information required for the section 4 in the Europass document.

The screenshot shows a web form titled "Do you want a Europass?" with radio buttons for "Yes" (selected) and "No". Below this is a section for "Europass Mobility number" with three rows of input fields:

Field ID	Description	Character Count
(23)	Objective of the Europass Mobility experience :	500
(24)	Initiative during which the Europass Mobility experience is completed, if applicable :	500
(25)	Qualification (certificate, diploma or degree) to which the education or training leads, if any :	500

Field (26) "Community or mobility programme involved, if any" is a dropdown menu with the text "Choose a value". At the bottom are "Save" and "Cancel" buttons.

### **7.2.1. (23) Objective of the Europass Mobility experience**

State the objective of the Europass mobility placement.

### **7.2.2. (24) Initiative during which the Europass Mobility experience is completed, if applicable**

Give a brief description of the particular education, or training measure or project of which the Europass placement is intended to be a part of.

### **7.2.3 (25) The qualification (certificate, diploma or degree) as a result of the education or training, if any**

Describe the qualification (certificate/diploma/degree) the education or training leads to.

### **7.2.4. (26) Community or mobility programme involved, if any**

Give the name of the programme (e.g. Erasmus, Leonardo, Comenius (not compulsory))

### 7.3. Registering section 5 in the Europass mobility document

As a rule section 5 is filled in after the document has been returned from the receiving organisation, but relevant receiving organisations which are going to fill in section 5 must be linked to the placement before the Europass mobility document may be exported. This must be done by the sending organisation. If the placement concerns a student exchange, the sending organisation must also register the student/enrolment number (29b) in section 5.B.

Select **Placement -> Unsubmitted** if the placement has not been submitted or **Placement-> Granted** if the placement has been submitted and approved

Click the icon **EP5** to the right in the list of placements



Placements										
Programme : <input type="text"/> Call year : <input type="text"/> Target group : <input type="text"/> Organisation name : <input type="text"/> Participant : <input type="text"/> Contract number : <input type="text"/> Departure date from : <input type="text"/> to : <input type="text"/> Sending country : <input type="text"/> Receiving country : <input type="text"/> Duration : <input type="text"/> weeks NA contact : <input type="text"/> Only placements with Europass <input type="checkbox"/> Only acc.persons <input type="checkbox"/> Only participants <input type="checkbox"/> <input type="button" value="Search"/> <input type="button" value="Show all"/> <input type="button" value="Export"/> <input type="button" value="Extended export"/>										
Organisation name	Participant	Contract	Departure	Return	Duration	Sending country	Receiving country	Status	Since	Actions
Fransk- Norsk Handelskammer	Moksnes Linn Camilla	N/04/A/STU/131009	01/06/2004	15/12/2004	28 weeks and 2 days	NORWAY	FRANCE	Approved	11/07/2004	<input type="button" value="EP5"/> <input type="button" value="Search"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>

Click the button **Select organisation**. If you have already registered section 5 for one or more organisations they will be displayed in the list below.

**EUROPASS REGISTRATION**

Select the host partner for which you want to fill in table 5a or 5b

**Beneficiary :** Anne Hansen

Organisations	section	Actions
No data		

A new window will be displayed:

**EUROPASS REGISTRATION**

**Beneficiary :** Anne Hansen

Select table  5A  5B

**Select organisation** – in the menu of receiving organisations registered with the placement

**Select section** – section 5A or 5B

NOTE: It is only possible to register either 5A or 5B for each organisation. If section 5 has already been filled in for an organisation, this organisation will not appear in the menu. Select section 5A for mobility placements (section 5B is meant for academic exchanges).

### **7.3.1 Register section 5A**

**Selected participant and organisation** will now appear in the upper part of the display

#### **(29a) Activities/tasks carried out**

Describe the activities and/or the tasks which were carried out during the Europass mobility placement (compulsory)

#### **(30a) Job-related skills and competences acquired**

Describe technical and other skills and competencies which the participant acquired during work. Describe progress, level attained and evaluations-if any- , tests or examinations which have been submitted (not compulsory)

#### **(31a) Language skills and competences acquired (if not included under "Job-related skills and competences")**

Describe the language skills which the participant acquired. Describe any progress, level attained, evaluations, tests or examinations which have been submitted (not compulsory)

#### **(32a) Computer skills and competences acquired (if not included under "Job-related skills and competences")**

Describe computer competencies and skills which the participant has acquired. Describe progress, level attained, any evaluations, tests or examinations which have been submitted (not compulsory)

#### **(33a) Organisational skills and competences acquired (if not included under "Job-related skills and competences")**

Describe the competencies and skills the participant acquired concerning the ability to organize. Describe progress, level attained, any evaluations, tests or examinations which have been submitted (not compulsory)

#### **(34a) Social skills and competences acquired (if not included under "Job-related skills and competences")**

Describe the social skills which the participant acquired. Describe progress, level attained, any evaluations, tests or examinations which have been submitted (not compulsory)

#### **(35a) Other skills and competences acquired**

Describe other competencies and skills acquired by the participant not covered by the sections above (not compulsory)

#### **(36a/40b) Date**

Must be written in the format 'day/month/year', where day and month must be indicated in two characters, and year must be indicated in four characters. E.g. 26/05/2005.

Click **Save**

**Europass description :**

<b>Beneficiary :</b>	Anne Hansen
<b>Organisation :</b>	Partner in Austria
<b>5.A DESCRIPTION OF SKILLS AND COMPETENCES ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE :</b>	
<b>(29a) Activities/tasks carried out :</b>	
<input type="text"/>	2000
<b>(30a) Job-related skills and competences acquired :</b>	
<input type="text"/>	2000
<b>(31a) Language skills and competences acquired (if not included under "Job-related skills and competences") :</b>	
<input type="text"/>	2000
<b>(32a) Computer skills and competences acquired (if not included under "Job-related skills and competences") :</b>	
<input type="text"/>	2000
<b>(33a) Organisational skills and competences acquired (if not included under "Job-related skills and competences") :</b>	
<input type="text"/>	2000
<b>(34a) Social skills and competences acquired (if not included under "Job-related skills and competences") :</b>	
<input type="text"/>	2000
<b>(35a) Other skills and competences acquired :</b>	
<input type="text"/>	2000
<b>(36a/40b) Date :</b>	<input type="text"/>

Cancel

Save

### 7.3.2 Register section 5B

**Chosen participant and organisation** is now displayed.

#### (29b) Student matriculation number

Indicate the student matriculation number at the higher education institution in the issuing country (compulsory)

Register the courses in the table:

#### (30b) Course unit code

Indicate the course unit code (not compulsory)

#### (31b) Title

Indicate the title of the course unit (compulsory)

#### (32b) Duration

Indicate the duration of the course unit (not compulsory)

#### (33b) Local grade

Indicate the local grade acquired (not compulsory)

#### (34b) ECTS/ECVET grade

Indicate ECTS/ECVET grade (or a grade in another grade system utilized on a European level) which was attained, corresponding to the grade scale concerned (not compulsory)

#### (35b) ECTS/ECVET credits

Indicate ECTS/ECVET credits (or credits in another credit system utilized on a European level) which was attained, corresponding to the credit system scale concerned (not compulsory)

Click the button **"Add a row"** if you intend to register more courses.

Click the icon  in the "Actions" column if you want to delete a course.

**(36b) Essay/report/dissertation** – give a short description

**(37b) Certificate/diploma/degree awarded if any** – give a short description

**(38b) Surname(s) and first name(s) of mentor/administration officer**

#### (36a/40b) Date

Must be written in the format 'day/month/year', where day and month must be indicated in two characters, and year must be indicated in four characters. E.g. 26/05/2005.

**Europass description :**

Beneficiary :		Anne Hansen				
Organisation :		Test Norwegian Vocational Training Centre				
<b>5.B RECORD OF COURSES COMPLETED AND INDIVIDUAL GRADES/MARKS/CREDITS OBTAINED :</b>						
(29b) Student matriculation number		<input type="text"/>				
(30b) Course unit code	Title	Duration	(33b) Local grade	(34b) ECTS/ECVET grade	(35b) ECTS/ECVET credits	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add a row"/>						
(36b) Essay/report/dissertation :		<input type="text"/>				
(37b) Certificate/diploma/degree awarded if any :		<input type="text"/>				
(38b) Surname(s) and first name(s) of mentor/administration officer		<input type="text"/>				
(36a/40b) Date :		<input type="text"/>				

## 7.4 Export of the Europass Mobility document

When the placement has been approved, the document must be exported and sent by e-mail to the receiving organisation(s).

The screenshot shows the 'Placements' interface. On the left, a sidebar has 'Placements' selected, with 'Unsubmitted' and 'Granted' options below it. An arrow points to the main content area. At the top, there are search filters for Beneficiary, Contract number, Departure date, Sending country, and Receiving country. Below this is a table with columns: Beneficiary, Contract, Departure, Sending country, Receiving country, Status, Since, and Actions. The first row shows 'Anne Hansen' as the beneficiary, with a status of 'Approved' and a date of '29/11/2005'. The Actions column contains a magnifying glass icon, 'EP5', a download icon, and a print icon.

Select **Placement** -> **Granted**

Click the icon  to download and save the file.

**NOTE: The Europass document should be exported only after the placement has been approved by the national agency. If the document is exported before approval, the Europass mobility number will be missing in the exported document.**

## 7.5 Locking/making changes in section 5 in Europass mobility

When section 5 has been completed it must be locked.

NOTE: Section 5 may only be locked after the placement has been approved.

**Select Placements** - > **Granted**

Click the icon **EP5** to the right in the list of placements.

The screenshot shows the 'Placements' interface. On the left, a sidebar has 'Placements' selected, with 'Unsubmitted' and 'Granted' options below it. An arrow points to the main content area. At the top, there are search filters for Programme, Call year, Target group, Organisation name, Participant, and Contract number. Below this is a table with columns: Organisation name, Participant, Contract, Departure, Return, Duration, Sending country, Receiving country, Status, Since, and Actions. The first row shows 'Fransk- Norsk Handelskammer' as the organisation name, with a status of 'Approved' and a date of '11/07/2004'. The Actions column contains a magnifying glass icon, a trash icon, a close icon, and 'EP5'.

If information has been filled in for all receiving organisations the menu **"Select organisation"** will not show. In the example below section 5B has been locked, therefore changes may not be carried out.

## EUROPASS REGISTRATION

Select the host partner for which you want to fill in table 5a or 5b

**Participant :** Moksnes Linn Camilla

Organisations	section	Actions
Chambre de Commerce Franco-Norvégienne	5A	  

Click the icon  if you wish to make changes

Click the icon  if you wish to delete the entry

When you have completed the registration in section 5A or 5B you may lock the section by clicking the button

**Save and lock**

NOTE: If section 5 is locked it can only be reopened by the Europass mobility agency.

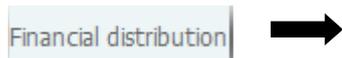
When the section is locked you will see the  icon in the placements list

# 8. Financial distribution

## 8.1 Revise application budget and flows

The purpose of the financial distribution module is for you to revise the budget and flow information if necessary before your national agency draws up the final contract.

Click **Financial distribution** in the main menu.



Granted applications								
Application title :	Deadline :	Call year : 2007	Search	Show all				
Application title	Project number	Budget		Participants		Accompanying persons		Actions
		Requested	Granted	Requested	Granted	Requested	Granted	
Bewegungserzieherische Übungen: Erwerb von Schlüsselkompetenzen in der medizinischen Ausbildung	DE/07/LLP-LdV/IVT/279585	2980	0	6	0	3	0	
Biografiearbeit in der Altenpflege: Kennenlernen und Verstehen der Nationen und Generationen	DE/07/LLP-LdV/IVT/279425	3660	0	7	0	3	0	

The list of granted applications will display the following information.

- Application Title**
- Project number**
- Budget requested**
- Budget granted \***
- Participants requested**
- Participants granted \***
- Accompanying persons requested**
- Accompanying person granted \***
- Actions (options)**

\* Information updated by NA

To update an application, click the icon.

Financial distribution - Application details			
Project number	DE/07/LLP-LdV/IVT/279585	Title	Bewegungserzieherische Übungen: Erwerb von Schlüsselkompetenzen in der medizinischen Ausbildung
Organisation name	Sozialpflegeschulen Heimerer gGmbH	Author	Susanne Dr. Hahn
Start date (dd/mm/yyyy)	01/07/2007 <input type="button" value="Pick"/>	End date (dd/mm/yyyy)	31/05/2009 <input type="button" value="Pick"/>
<b>Financial distribution</b>	<b>Requested from Leonardo da Vinci</b>	<b>Revised</b>	<b>Granted</b>
<b>PROJECT ORGANISATION</b>			
Management and monitoring	600	<input type="text" value="0"/>	<input type="text" value="0"/>
Project organisation	300	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Subtotal Project organisation</b>	<b>900</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>PARTICIPANTS</b>			
Substance			
Participants	1440	<input type="text" value="0"/>	<input type="text" value="0"/>
Accompanying persons	640	<input type="text" value="0"/>	<input type="text" value="0"/>
Person with special needs?	0	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>TRAVEL</b>			
Travel costs	0	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Subtotal</b>	<b>2080</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total</b>	<b>2980</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
Bank name	<input type="text"/>		
Bank address	<input type="text"/>		
IBAN (account number)	<input type="text"/>		
Bic/Swift code	<input type="text"/>		
Account holder	<input type="text"/>		
User field 1	<input type="text"/>		
User field 2	<input type="text"/>		
User field 3	<input type="text"/>		
User field 4	<input type="text"/>		
User field 5	<input type="text"/>		
Comments	<input type="text"/>		

-> Registered flows

Flow	From	To	Duration			Number of participants			Number of acc. persons		
			Requested	Revised	Granted	Requested	Revised	Granted	Requested	Revised	Granted
GERMANY - LATVIA 3 weeks	GERMANY	LATVIA	3 weeks	Choose a value ▾		6	<input type="text"/>	<input type="text"/>	3	<input type="text"/>	<input type="text"/>
					<b>Total</b>	6	<input type="text"/>	<input type="text"/>	3	<input type="text"/>	<input type="text"/>

The form is divided into 4 sections:

### **Section 1 - information:**

Project number, organisation name, application title and author (contact person).

**Start date** – enter start date

**End date** – enter end date

### **Section 2 - financial distribution:**

Budget values are copied from section 5 in the application form. Only the “Revised” column can be updated.

### **Section 3 - bank information and user fields:**

Not mandatory fields:

**Bank name**

**Bank address**

**IBAN (Account number)**

**Bic/Swift code**

**Account holder**

**User field 1**

**User field 2**

**User field 3**

**User field 4**

**User field 5**

**Comment**

### **Section 4 - flows:**

**Flow name**

**From (country)**

**To (country)**

**Duration requested, revised & granted**

**Number of participants requested, revised & granted**

**Accompanying persons requested, revised & granted**

The information is copied from section 4.1 in the application form.

**NOTE:** Flows with the same receiving country and duration have been merged into one flow.

Only the revised fields can be updated.

To delete a flow click the  icon.

To add new flows click the “Add flow” button.

**Note:** new flows are displayed in red.

Click the “Save” button to save all your modifications.

## 8.2 Submit budget and flow revision

To submit the budget and flow revision to your national agency:

Click **Financial distribution**. Click the submit icon  and click OK. Repeat for each application you want to submit.

Financial distribution



Granted applications									
Application title :		Deadline :		Call year : 2007		Search		Show all	
Application title	Project number	Budget		Participants		Accompanying persons		Actions	
		Requested	Granted	Requested	Granted	Requested	Granted		
Bewegungserzieherische Übungen: Erwerb von Schlüsselkompetenzen in der medizinischen Ausbildung	DE/07/LLP-LdV/IVT/279585	2980	0	6	0	3	0	 	
Biografarbeit in der Altenpflege: Kennenlernen und Verstehen der Nationen und Generationen	DE/07/LLP-LdV/IVT/279425	3660	0	7	0	3	0	 	

**Note:** Make sure your revisions are correct before you click the submit icon. After submission, it is no longer possible to modify the information. You can still view the details by clicking the  icon.

# 9. Hints & tips

## Some useful hints & tips

**9.1.** If you register information about a placement and don't click the **Save** button at the bottom of the window, you will lose all the information that you have entered. This may happen if you are missing information about a participant's birthdate, education level or something similar and then cancel the registration. In these cases we recommend that you don't cancel registration, but follow these steps instead:

Enter "temporary" information in all compulsory fields, select options in all menus even if these options may be wrong because you are missing information. After entering all compulsory information, click the **Save** button at the bottom of the window to save the information as usual. If you see a message about missing information in a field, enter any "temporary" information, for example two or three letters or digits, and click **Save**. When the placement has been saved, you can edit it again later when you have received the information you were missing by clicking "**Unsubmitted placements**" and selecting the placement you want to edit.

**9.2.** Enter the **participant's e-mail address** when registering placements if possible. This may be useful if you are going to send the username and password to the participant via the database.

**9.3.** You can jump from field to field in all forms by using the **Tab** key. You can move in the opposite direction by holding down the Shift + Tab keys. You will save your arm from excessive use of the mouse and the work will be done faster once you have learnt the technique.

**9.4.** We recommend that the applicant organisations make a **copy of the Europass** (the text in the Europass document) when it has been filled out. If the sending organisation is different from the applicant organisation, you may want to pass on this responsibility to the sending organisation. Likewise, the participants should also make sure to make a copy themselves.

If the Europass document should be lost at any time, the Leonardo da Vinci national agency will need the copy to be able to help issue a substitute Europass. Remember that the information in the Europass is not identical with the information in the database.

**9.5.** Field names in black type are **compulsory** to fill out, while field names in gray type may be left empty.