Web Forms: Erasmus+ & ESC

How to complete the form

When completing the form, there are certain elements that are common in every section. This page covers these basic functionalities and highlights the sections that are common for all applications.

The form provides on-screen information, as well as warning messages, specific for the application form or field currently being entered.

Please read this on-screen information and if you require further assistance please consult the content related to the specific key action application request.

This can be viewed from the Index pages:
- Erasmus+ Web Application Forms Guidelines
- European Solidarity Corps Web Application Forms Guidelines

Important: Do not use multiple tabs in browser
When filling in the required information in the Web Application Form do not use multiple tabs or open several browser windows for your application. This will cause problems with the auto save functionality of the form and result in lost data in your application.

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Form Layout.

After you click **Apply** for the desired opportunity and close the welcome message, the application web form is displayed.

The currently selected screen is displayed in the main window. In this example the **Guidelines** screen is displayed. It is highly recommended to read the content carefully before you begin completing your form.

Information on the call and your application form ID is displayed at the top of the main window.

The **side menu** allows you to navigate to the various sections in the form. The currently selected section is highlighted in yellow. A warning icon next to the title of the section indicates that there is missing information. A green check mark will appear when all mandatory information in the section is completed.

The form is saved automatically and the last time of save is indicated at the bottom left side of the screen. Just below there is the button to export the application form to a **PDF** file. The **Submit** button becomes active only once all sections are indicated as completed.

If during your application you need to be aware of any important information concerning the action type you are applying for (e.g. deadline extension, etc.), this information will be shown in the **Notifications** screen.

Language Selection.

The default **language** of the screens is set to English. To change it, click on the language icon at the right hand of your screen and select the desired language.
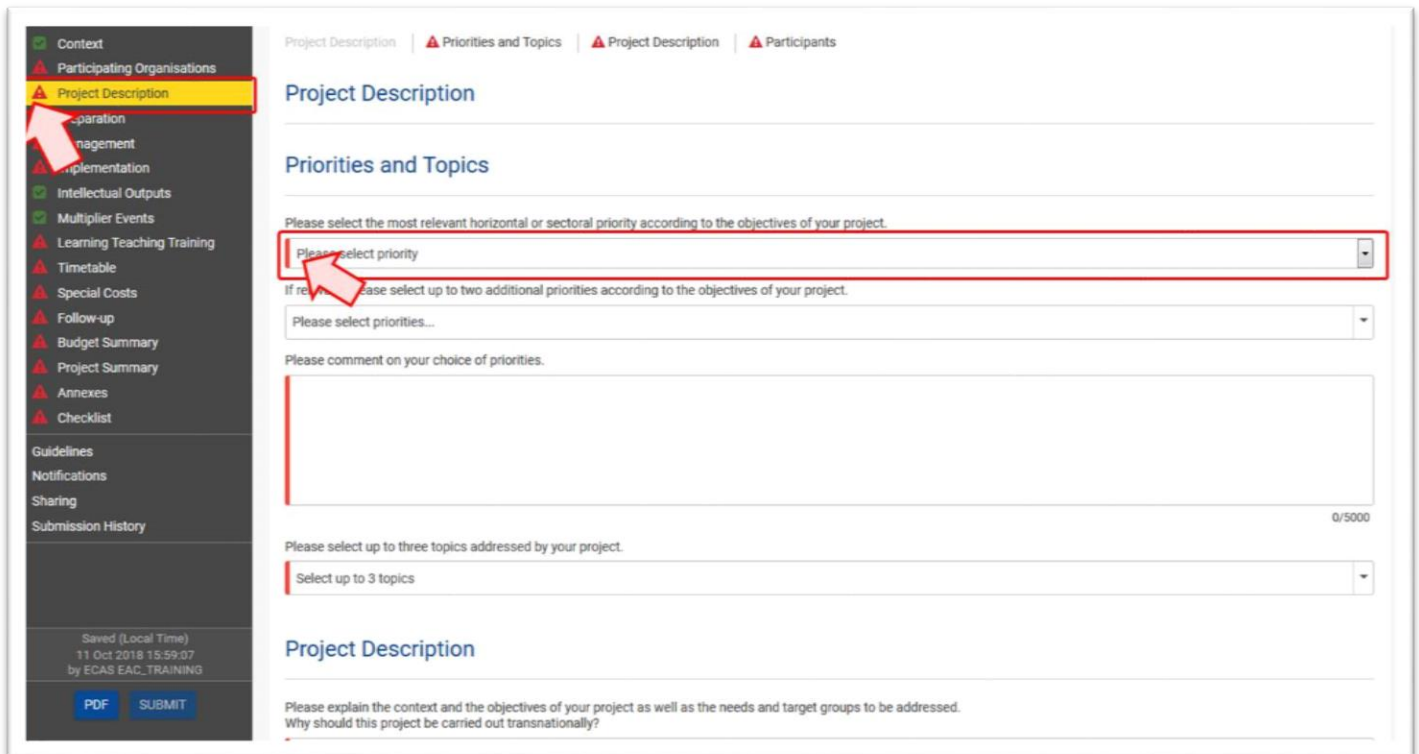
<u>Note:</u> When you select a language, your choice will be preserved for all future sessions.

Mandatory Sections and Fields.

Mandatory sections are marked with a red exclamation mark indicating missing information or that not all rules for filling in the application form were respected.
Most individual fields which are mandatory are marked with red.

Once all mandatory fields are completed and validation rules in a section are met, sections will be marked with a green check . Individual mandatory fields completed are marked with green.

Navigation through/within application sections.

To access a specific project section, use the left **side navigation** menu.
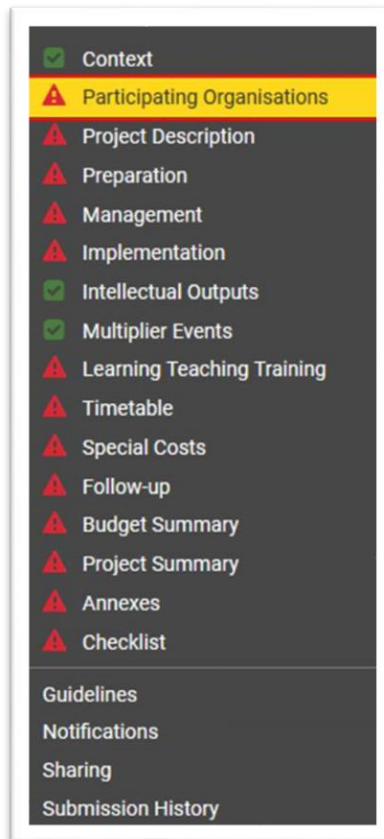
In a variety of screens you have a **navigation breadcrumb and/or screen tabs** along the top of the screen**.** The breadcrumb allows you to follow *a trail of breadcrumbs* to return to the screen from where you launched the current screen.

In the example indicated below, **Applicant Organisation** is shown in grey as it is the current screen displayed.

The **Applicant Organisation** is accessed from the **Participating Organisations** screen.

Clicking on the hyperlink of **Participating Organisations** returns you to the previous screen.

The tabs next to the breadcrumb allow you to jump to a section in the current screen or alternatively use the scroll bar to navigate up and down.

In this example, the various sections of the applicant organisation (**Details, Profile, Accreditation, Associated Persons** and **Background and Experience**) can be accessed by using the tabs along the top or by scrolling down the screen.

These tabs also allow an overview of which section is completed.

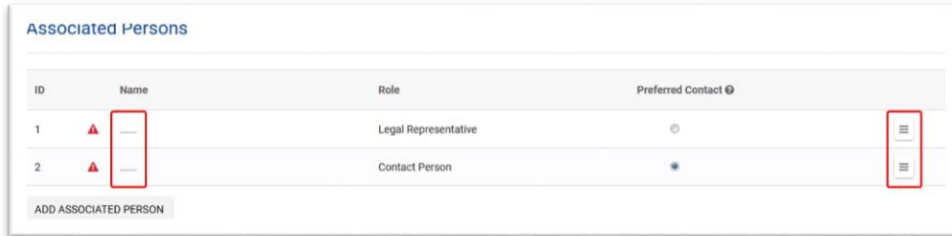The **Home button** brings you back to the My Applications page.
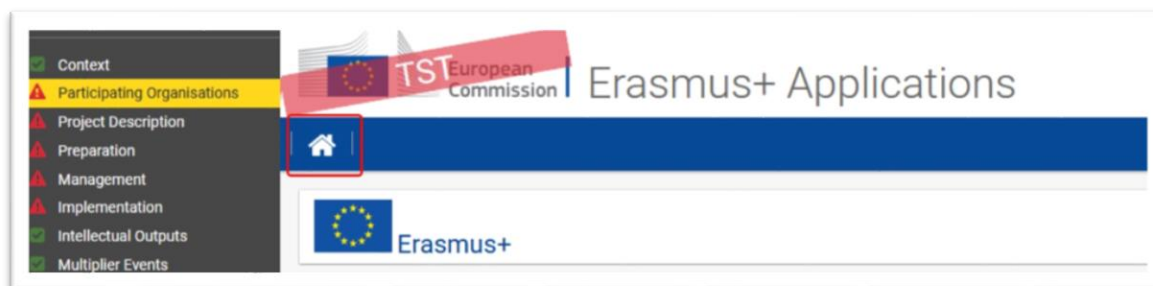
Menu button.

A list of items can be added, viewed or edited by either clicking the name of the item or using the menu button.
Underlined links or menu button.
You can access an item's details by clicking on the hyperlinked **Name/title**. If the details have not yet been added, click on the dotted line to enter the details, as in the example shown below.
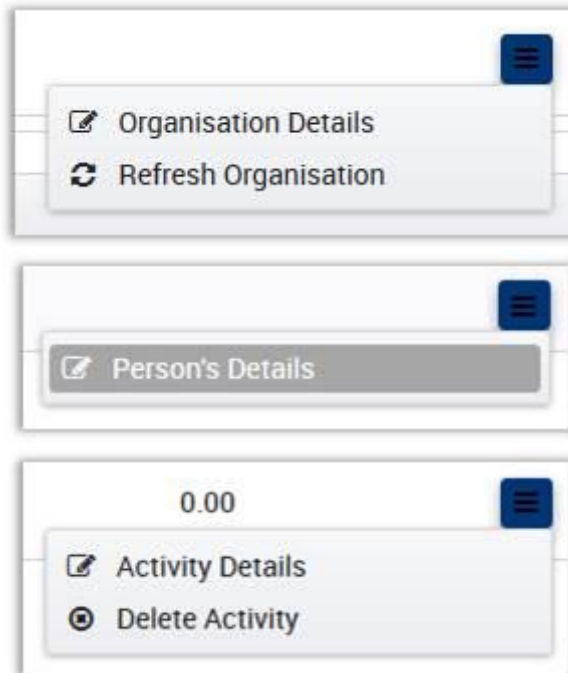

Items may have a **MENU** button available, allowing access to view, edit, refresh or delete the details for that item.


Different options are available. Click the menu button to view the options. Here are some examples:

Auto Saving & Draft

The form is automatically saved every 2 seconds. The **Saved (Local Time)** information on the left hand side of the screen is updated accordingly.
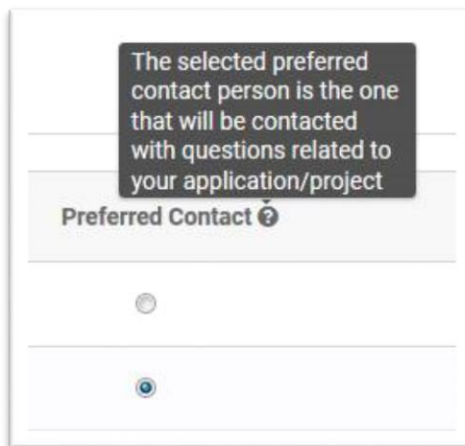
After closing the form, you can access it again under the **My Applications** tab on the Web Applications homepage.
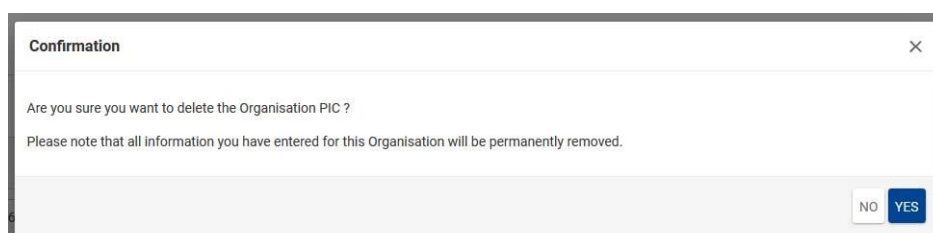
Saved (Local Time)
11 Oct 2018 16:03:51
by ECAS EAC_TRAINING

PDF   SUBMIT
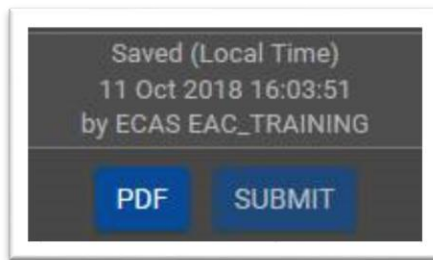
Additional help and Guidelines.

Throughout the form it is possible to acquire more information about particular sections by positioning your

mouse pointer over the question mark   .

The selected preferred contact person is the one that will be contacted with questions related to your application/project

Preferred Contact

Your actions in the form may also trigger certain warning or information messages. Here are some examples:

Participating Organisations

A Strategic Partnership must include organisations from at least two different Programme Countries

Confirmation

Are you sure you want to delete the Organisation PIC ?

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

NO   YES

View the **Guidelines** section for information and links to help you complete the form.