SALTO E&T website
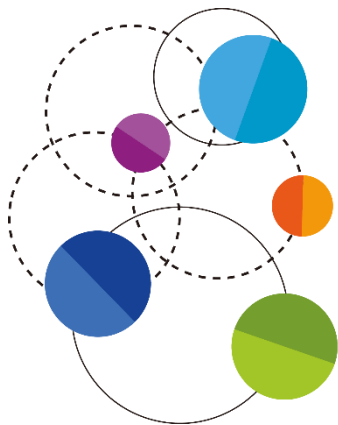
User manual for applicants

salto-et.net

First edition

Last updated (07/05/2019)

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# 1. Aims and objectives of the TCA Resource Centre

The EC established the SALTO Education and Training TCA Resource Centre in 2018.

The aim of TCA Resource Centre is to

- **provide all information** about transnational cooperation activities (TCAs) at one place, in the IT platform (https://salto-et.net/);
- **provide user friendly, collaborative online site** where users can manage their applications;
- **offer (learning and informative) materials;** user manual including FAQs, outcomes of realized TCAs[1];
- explore **research needs** and execute studies.
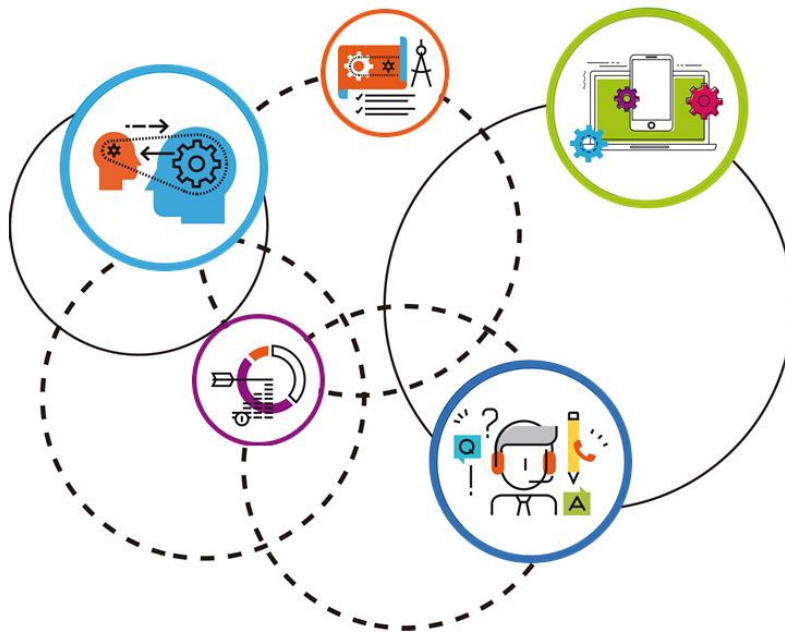
1. Aims and objectives of TCA RC

2. Before use

There are preferred devices and browser to use the SALTO E&T website.

The website works the best with the newest version of *Google Chrome* (1920x1080 or 1366x720 resolution), however other browsers could be applied as well. When working on the site via Google Chrome, all operations systems (Windows, Linux etc.) are welcome. However, it is recommended to use devices with wider screens: computers, laptops and tablets. The mobile responsive version of the website is being developed.

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[1] Outcomes of realized TCAs will be available from Q2-Q3 2019

3. Structure of SALTO E&T platform

After opening the https://salto-et.net/ website, the **Welcome** page will appear on the screen (see Figure *2. Welcome page*). The aim of the website can be seen on the left, the news in the middle, the login and other useful buttons on the right.

In the main menu of the page the following dropdown menus can be found:

- *About us*: information about the TCA Resource Centre
- *TCAs in Education & Training*: basic facts about TCAs and stakeholders; TCAs can be browsed in the Events and Calendar submenus
- *Governance*: European Commission, Erasmus + National Agency directors, TCA officers, Working Group and Advisory group
- *Library:* IT platform support materials (restricted), promotional materials and news section (public and restricted versions); supporting materials, contact lists, meeting minutes for TCA officers (restricted). It will also include a searchable collection of the TCA outcomes (public).
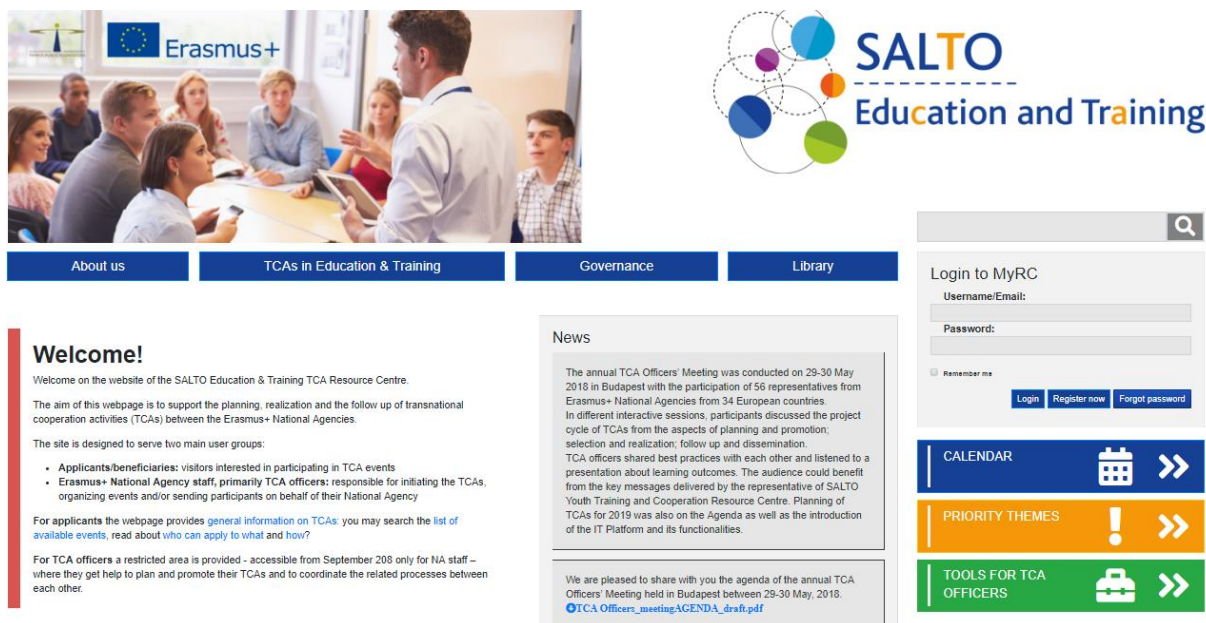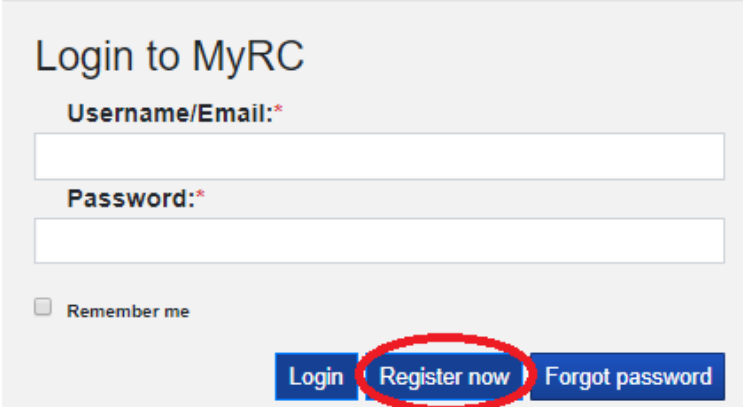

2. Welcome page

4. Registration, profile

To register on the website, open https://salto-et.net/ and click on the blue Register now button (See Figure *3. Register now*.) Please fill in all mandatory fields and finish your registration by clicking on the Submit button at the bottom of the page.
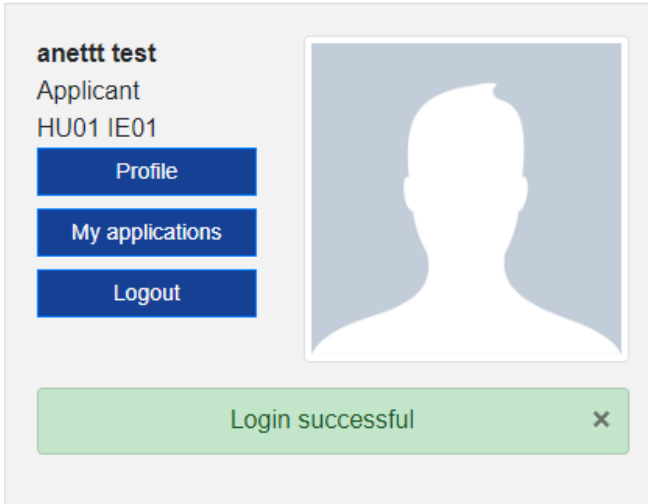
You should receive a registration confirmation message via email.[2] **Please check all email folders**, the email might be in your Spam folder.

3. Register now

The sender of this email (and all the emails sent from the platform) is *Salto-et.net* and the subject is *Registration on SALTO E&T website*. Please click on the link in the email to confirm your registration request in order to receive login credentials to the website.

To finish the registration process, the user should login to SALTO E&T website with the login details provided in the registration email. Upon first login the user should change the default password[3] by clicking on the [Profile] button (see Figure *4. Shortcut to Profile menu*) on the right side of the page.

4. Shortcut to Profile menu

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[2] If the registration email was not received, the applicant should contact the TCA Resource Centre Unit.
[3] Temporarily it is not possible to change default password.

In this page the user can edit the profile's data (see Figure *5. Profile page*), however the **Username**, the **Country, City** and the **Sector** fields cannot be changed. All the required fields are marked with red asterisk *. After clicking on the **Submit** button the modifications will be saved.

5. Profile page

The **Username** and the **Email** address are unique in the system. The **Username** should contain the first name, a dot and the last name without special characters.

5. Login and logout

Once the user is registered, the TCA Officers tools can be accessed by logging in to the **SALTO E&T** website. Either the username or the email address can be used for login.

6. Login

If the user would like to log out, should do it by clicking on the **Logout** button (see Figure *7. Logout*) in the top right corner, below the SALTO logo.
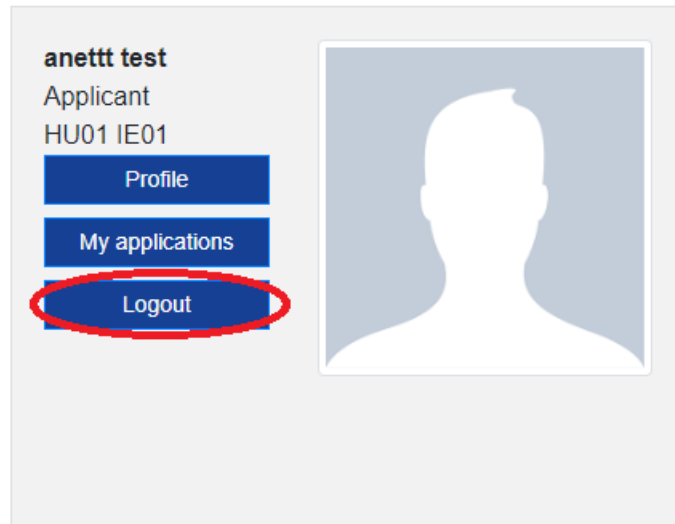
7. Logout

5.1. Request new password

In case of a lost password, the user should click on the **Forgot password** button and request a new password by giving the *Username* or the *Email* and clicking on the **Request new password** button. Then an automatic email will be sent to the email address. The password request has to be confirmed (in 24 hrs) by clicking on the link in the email. Afterwards the new password will be sent. It is recommended to change the new password upon first login.

8. Forgot password

6. Search activities

The user can filter and browse the activities in the **Events** and the **Calendar** section.
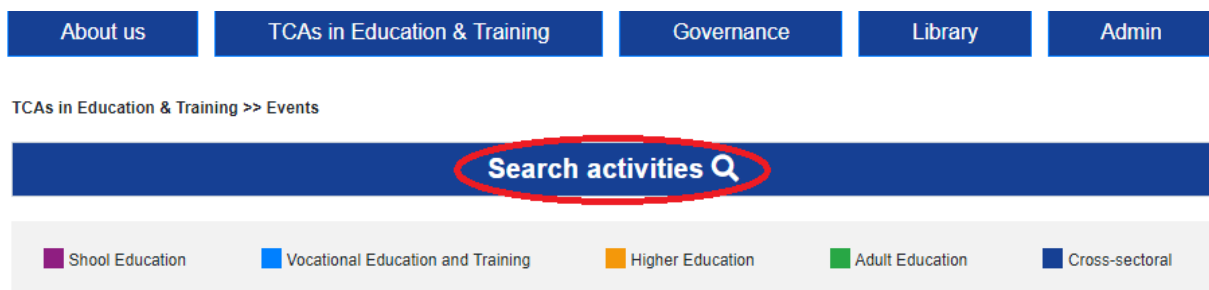
6.1. Events

After clicking on the **TCAs in Education & Training** menu and selecting **Events** button in the drop down list the user can search activities.
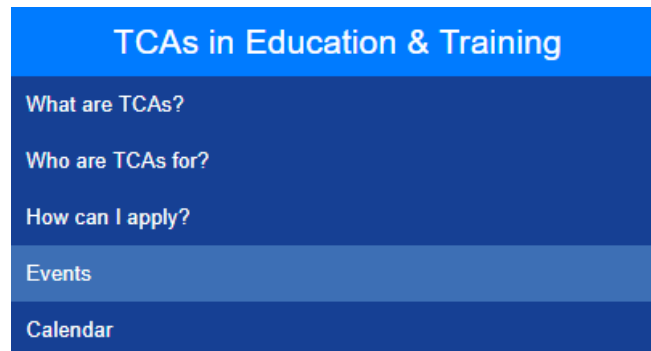
9. TCAs in Educations & Training menu

The user can search activities by different criteria, which can be displayed by click on the **Search activities** button (see Figure *10. Search activities button*).

10. Search activities button

The user can add one or more criteria to filter. The result of the search will be visible after clicking on the **Search Q** button in the middle of the **Search activities** table. Please note that event search is filtered to "Actual" events by default (for more info, see Figure *11. Search and advanced search*).

On the page the number of the result will be visible (e.g. **>> 9 RESULTS FOUND**) and the events can be browsed. The results are displayed in ascending order based on their start date.

If there is no event matching the criteria, the **>> NO RESULTS FOUND** warning will be displayed.

The system remembers the selected criteria. If the user would like to restart the search, the searching table can be reset by clicking on the **Clear search criteria** button.

11. Search and advanced search

The **Advanced search** button is located under the *Search activities* table. By clicking on this button a drop down section with additional criteria will be visible (see Figure *11. Search and advanced search*): *Host National Agency*, *Deadline of application* and *NA staff welcome[4]*.

On the platform **"Actual" events are listed as default**. If you wish to browse events by time, you may set a filter for three categories:

- Actual,
- Past and
- All events.

Please note that search criteria are saved until leaving the page.

The frames of the event cards have different colours (see Figure *12. Event cards as search results*) which indicates the sector of the activity (the notation is visible above the results). The event can have a flag, its colour indicates the status of the activity (Internal is *grey;* Partners welcome is *green*).

Relevant cross-sectoral events are listed as well when searching for a specific sector. To see which sectors are involved, please check the event card or the event page.
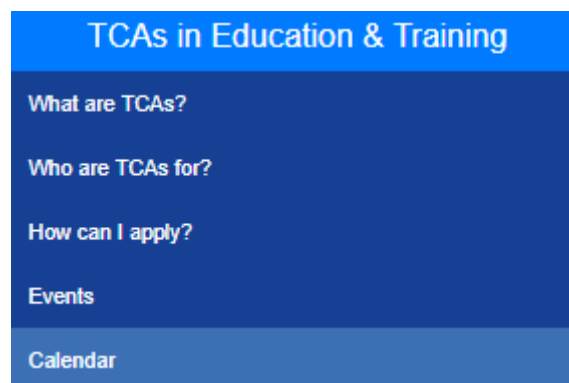
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[4] This information is important for National Agencies, not for individual applicants.
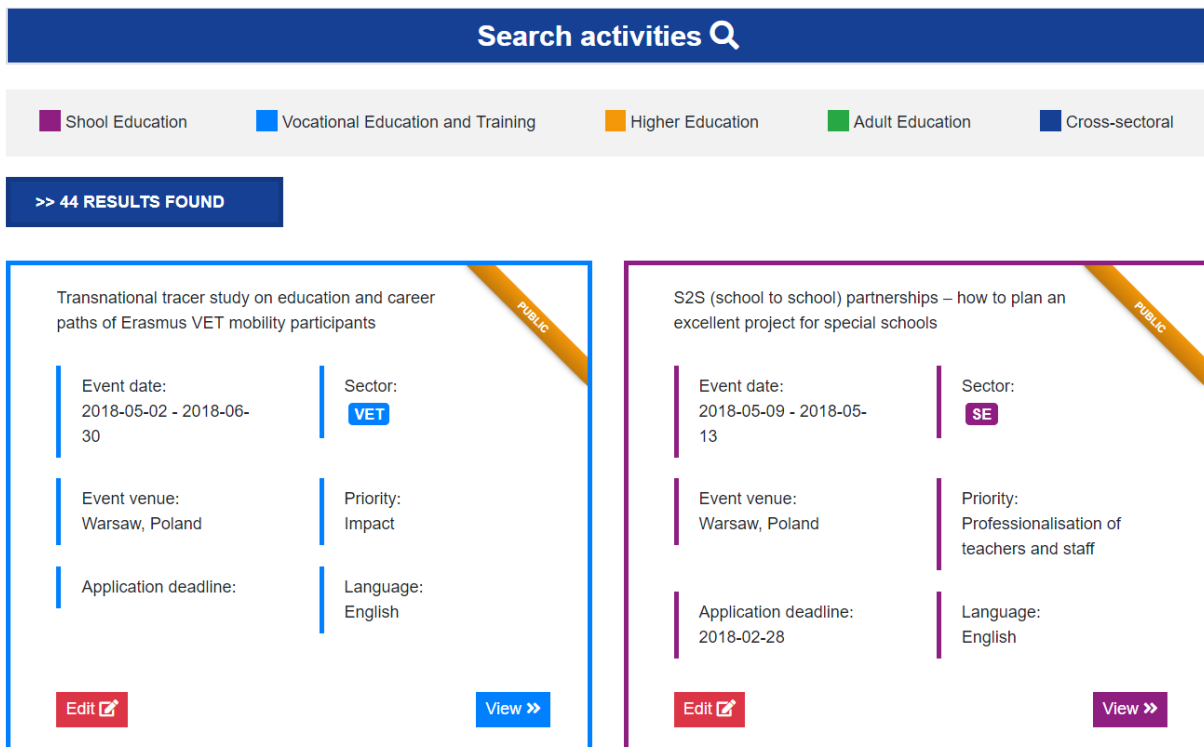
12. Event cards as search results

6.2. Calendar

After clicking on the **TCAs in Education & Training** menu and selecting ***Calendar*** button in the drop down list or by clicking on the **CALENDAR** button on the right side of the page the user can search activities.

13. Calendar menu

The user can search activities by different criteria, which can be displayed by click on the ***Search activities*** button (see Figure *10. Search activities button*).

The user can add one or more criteria to filter. The result of the search will be visible after clicking on the **Search** button in the middle of the ***Search activities*** table.

The system remembers the selected criteria. If the user would like to restart the search, the searching table can be reset by clicking on the **Clear search criteria** button. See Figure *11. Search and advanced search*.

The **Advanced search** button is located under the **Search activities** table. By clicking on this button a drop down section with additional criteria will be visible (see Figure *11. Search and advanced search*): **Host National Agency**, **Deadline of application** and **NA staff welcome**[5].

On the page the actual year's calendar will be visible. Those days, which have an event, are marked with different colour (see Figure *14. Calendar*) which indicates the sector of the activity (the notation is visible above the results). The system will mark those days, which have activities that are matching the set criteria. If there is no matching event, there won't be any coloured days in the calendar.
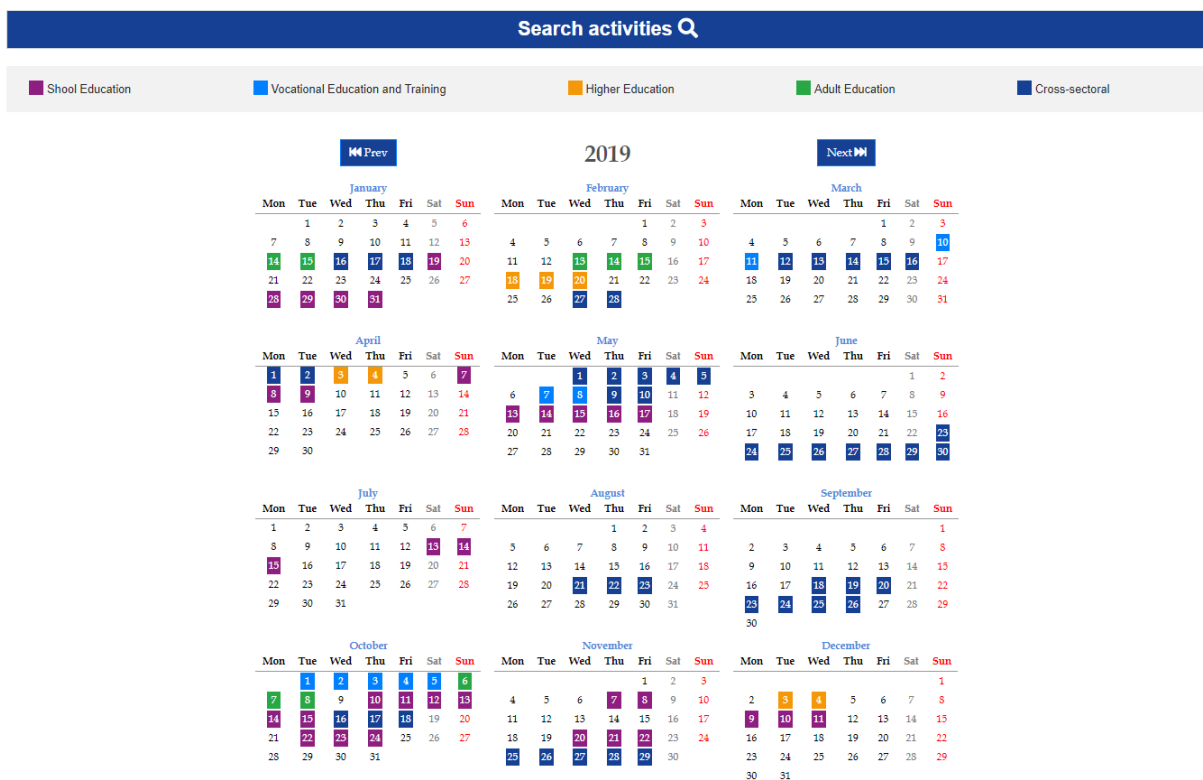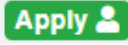

14. Calendar

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[5] This information is important for National Agencies, not for individual applicants.
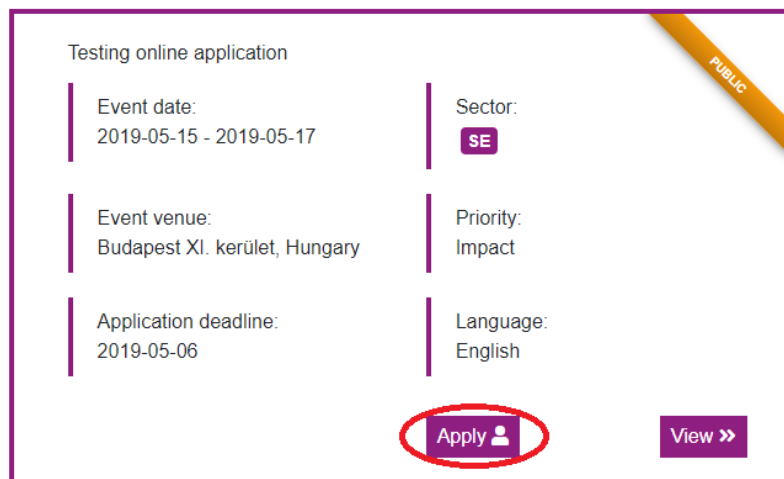
7. Application

7.1. Process

In order to apply for TCA on the website, you need to **login** first.

To see events which are open for online application, please go to **TCAs in Education & Training >> Events** menu.

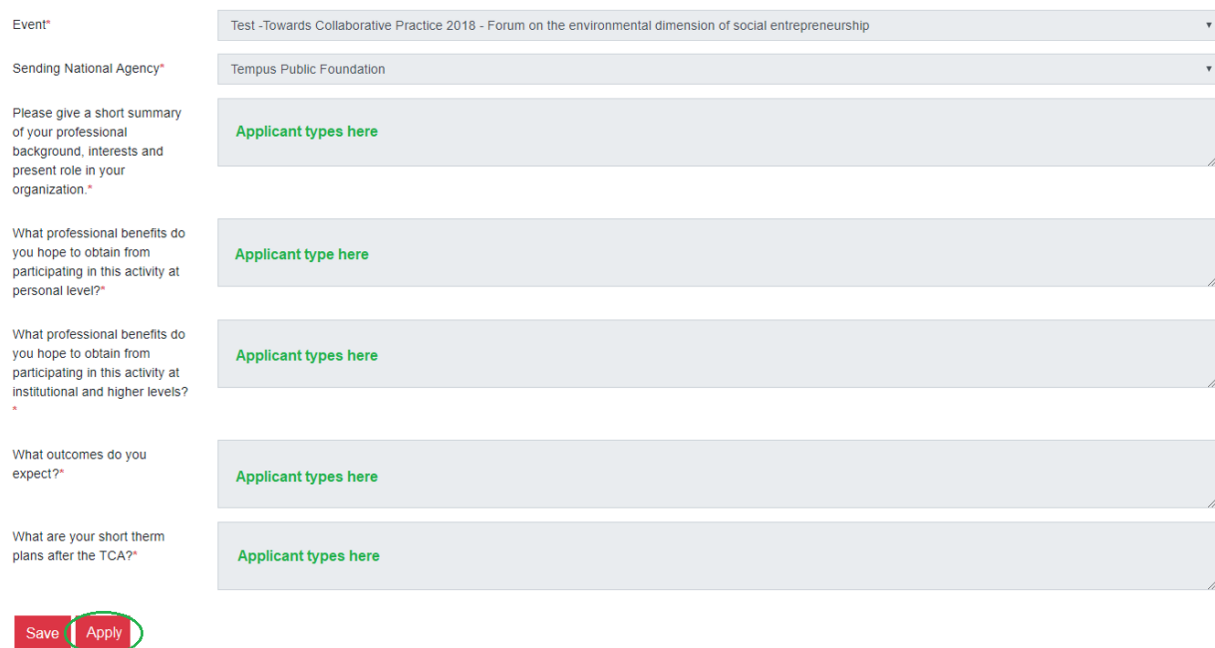Click on the **„Apply" button** on the event card, then click on the green **Apply** button again.

15. Apply to an event

You will see the online **application form**, which you can "Save" (and edit later) or submit by clicking on the "Apply" button. See Figure *16. Application form*.

16. Application form

7.2. My applications

If you saved or submitted your application, you can access it by clicking on the blue [My applications] button at the top right side of the page. See Figure 17. Shortcut to My applications.
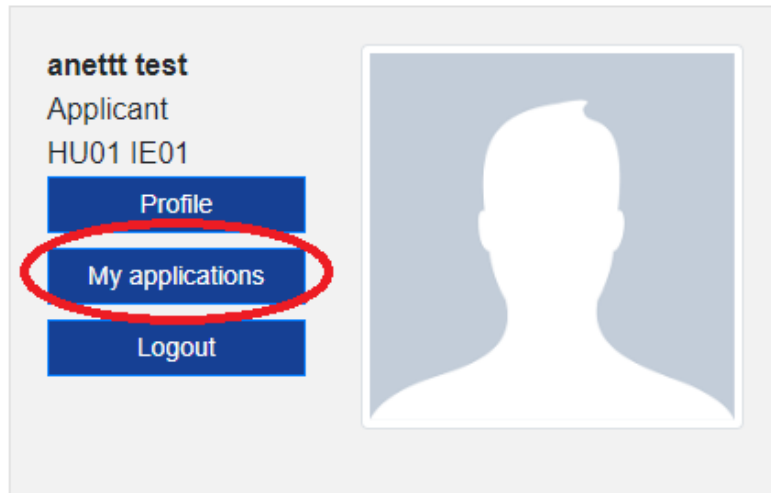
17. Shortcut to My applications

Application status	Action in My applications
Saved	Edit and/or submit/"Apply", plus view
Submitted	View

If you **only saved** your **application**, but you haven't submitted yet, you will see an "**Edit**" button, where you can access the online application form. To finish the application, click on the "Apply" button at the bottom of the application form as mentioned in *chapter 7. 1 Process.*

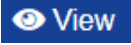If you **submitted** your **application** by clicking on the "Apply" button, you will be able to **view** your application, but you can't edit it.

Event	Country	Start date	End date	Status	Action
Anything Internationall?- Building the Foundation for International Mobility	Ireland	2019-07-13	2019-07-15	Pending	👁 View
EuroApprentices Network Meeting "Go. Learn. Share"	Austria	2019-05-28	2019-05-30	Reserved	👁 View

18. My applications menu structure

7.3. Sending National Agency

Please note that there is a Sending National Agency linked to your application. This agency is managing your application.

You can access this information via your saved/submitted application in **My applications** menu, by clicking on the **View** button.

If you are not sure on behalf of which National Agency you should apply, please contact your country's agencies*

Event*	Anything International!?- Building the Foundation for International Mobility
Sending National Agency*	Léargas

19. Sending National Agency

If you need to **contact your Sending National Agency**, please find contact details at https://ec.europa.eu/programmes/erasmus-plus/contact/national-agencies_en.

8. List of Figures