



Projects and Products Portal for Leonardo da Vinci

Handbook for Users

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BILDUNG FÜR EUROPA
Nationale Agentur beim



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General Information

Welcome to ADAM, the new project and product portal for Leonardo da Vinci!

Leonardo da Vinci is part of the European education and training programme "Lifelong Learning" and focuses on initial and further vocational education and training.

Year after year, Leonardo da Vinci projects develop a multitude of innovative education and training products featuring tailored solutions for direct use in companies and at education and training institutions. Not all of these products are as well known as the European Computer Driving License developed by a Leonardo da Vinci project, but most are of the same high quality.

Using **ADAM**, you can obtain a full picture of the many products and results produced by the Leonardo da Vinci Programme. There are two ways of doing so:

- either you enter a key word under "*Search for Projects and Products*" and the database gives you a list of all projects and products on this subject or
- you refine your search using the "*Extended Search*" function.

Are you a project contractor in Leonardo da Vinci and interested in making the results of your project available to a wide public? Then use ADAM to promote your project and your results. This handbook describes how to use ADAM most efficiently.

The ADAM Portal

When you first enter ADAM you receive short information on the purpose of ADAM, as well as quick access to the search functions of ADAM and to the features news, events and project of the month. You can select your preferred language (currently EN, DE and FR) and your national entry page.

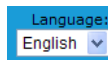
Multilingualism

The ADAM application is multilingual, and can in principle display the information in any language. Currently all functions are available in English, German and French. When entering your project please consider that the European Lifelong Learning Community is interested in your project results, and therefore you should provide details of your project in as many languages as possible. You and your project partners should be able to provide a basic summary of your project and its results in English, German and French.

Language and national entry page

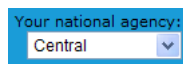
When using ADAM for the first time, the preferred language is retrieved from your browser settings. This is the language in which the pages are displayed.

You can also select a language explicitly. This can be done by selecting the language at the bottom of the menu on the left (on the starting page):



This view language is saved, and when you visit the ADAM Portal the next time from the same computer, the language is set already.

Some National Agencies have created their own national entry pages. These can be selected at the bottom left of the starting page:



News

The ADAM Portal displays current news which might be interesting for the Lifelong Learning Community. News items are entered by administrators only, and can be country specific.

Events

In connection with your project there might be diverse events you want to turn the spotlight on. Events can be created by project owners. The project owner can decide to make the event public (see on page 21), in which case it shows up in the starting pages, otherwise only in the context of the project.

Project and Product Search

This is a very important functionality of the database, and is intended to enable users to find relevant projects or products quickly.

Two types of search are available, a **simple** and an **extended search**.

For both types of searches, the user can select whether he wants to see a list of products or a list of projects as a result of the search. In the header of the result list on the right side a link ('search for products' or 'search for projects') is added that allows to repeat the same search for products if currently projects are shown, and vice versa:



The screenshot shows a blue search bar with the text "Search for Projects and Products". Below the search bar are two radio buttons: "projects" (selected) and "products". To the right of the search bar is a link that says "Extended search >>".

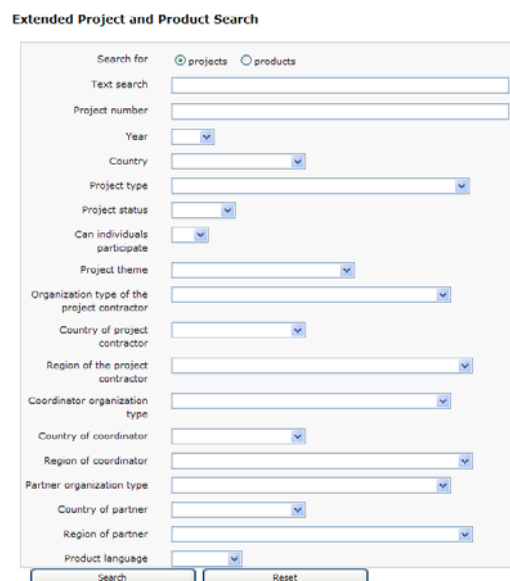
Simple Search

The simple search can be accessed from every page by entering one or more search terms in the field at the top of the page. A list of projects is returned, that is ordered by relevance.

Extended Search

In most situations the simple search will be more than sufficient to find the projects you need, but in some cases the user wants to search in a more specific subset of projects in the database. For this purpose the extended search is available.

Users can e.g. specify certain project types, countries or regions, and apply search terms only on this subset:



The screenshot shows the "Extended Project and Product Search" form. It includes a search bar at the top with radio buttons for "projects" (selected) and "products". Below the search bar are several filters:

- Text search: text input field
- Project number: text input field
- Year: dropdown menu
- Country: dropdown menu
- Project type: dropdown menu
- Project status: dropdown menu
- Can individuals participate: dropdown menu
- Project theme: dropdown menu
- Organization type of the project contractor: dropdown menu
- Country of project contractor: dropdown menu
- Region of the project contractor: dropdown menu
- Coordinator organization type: dropdown menu
- Country of coordinator: dropdown menu
- Region of coordinator: dropdown menu
- Partner organization type: dropdown menu
- Country of partner: dropdown menu
- Region of partner: dropdown menu
- Product language: dropdown menu

 At the bottom of the form are "Search" and "Reset" buttons.

Similar Projects

To stimulate the interest of a visitor in other projects, similar projects to the one that is currently viewed are listed to the other information on the project (in a separate page). Five projects are shown in the list.

The projects are retrieved by searching the database using words from the title and the marketing text and the requirement that there is overlap in project themes:

PROJECT INFORMATION

Project Information

Project Contractor

Coordinator

Partner

Files

Products

Events

Recommend project

Bookmark project

Similar Projects

Print Project



The following projects might also be of interest to you

- 1 [Computer Aided Training in Measurement and Metrology](#)
The objective of this project was to develop a modular multimedia training package in the area of metrology and measurement. It is expected that the develop...
A/01/B/F/PP-124.137
- 2 [Solid phase chemistry - training module](#)
To develop theoretical and practical modules for solid phase chemistry, making use of an interactive learning platform. The basic idea of such E-t...
DE/07/LLP-LdV/TOI/147014
- 3 [Interkulturelle Trainingsmodule für KMU in Europa zur Förderung von Mobilität und Wissenstransfer](#)
Interkulturelle Kompetenzen gewinnen in der europäischen Arbeitswelt angesichts der Globalisierung und Internationalisierung immer mehr an Bedeutun...
DE/07/LLP-LdV/TOI/147018
- 4 [POOL - Project Organisation OnLine as a model for equipping engineering students with team-working and communicative competencies in a multinational setting using ICT](#)
Project-based training in university-level education has become a vital factor in preparing students for the demands of the labour market. It is als...
A/04/B/F/PP-158.128
- 5 [European School of Computer Aided Engineering Technology](#)
The aim of the project is to set up an European, industry orientated master study course (Master in Engineering) for a profound knowledge transfer ...
D/04/B/F/PP-146.103

Print Projects

Once you have selected a project you can of course print it:



To allow printing of the project, a pdf version of the project information can be downloaded. A pdf is available for each language in which the project information is available:



Print Version

A pdf version of the project is available in following languages

- [English](#)
- [German](#)

Users, Self-registration and Login

Anonymous users

Anonymous users can use the ADAM Portal without registration.

In this case the anonymous user is not identified by login but by a browser cookie, so the user specific information (last viewed projects, bookmarked projects, language and preferred homepage) is linked to the browser / computer, not the person.

These facilities are not available if the anonymous user has turned of cookies for his browser.

Registered users

Project users must register themselves, before they can create and edit a project. In this case the user specific information (last viewed projects, bookmarked projects, language and preferred homepage) is stored in the ADAM Portal.

Self Registration

Project users are not created by the ADAM administrator, but have to register themselves in the database.

To get to the self registration form, please click 'Login' in the main upper menu, and subsequently click the 'link' to the self-registration page:

Login

E-mail

Password

(enter the e-mail address in the User field above)

Not registered? Follow this [link](#) to the self registry.

Please fill out the form concerning 'User account information'. All fields marked with a red star are mandatory fields, so the respective information must be provided:



The form is titled "User account information" and contains the following fields:

- Email: * (mandatory, circled in red)
- First Name:
- Last Name: *
- Country: * (mandatory, circled in red, dropdown menu showing "AT-Austria")
- Organization Type: * (mandatory, circled in red, dropdown menu showing "association/non-governmental organisation")

A "Register" button is located below the form.

After submitting the form, an e-mail with the Login data is sent to the e-mail address provided by the user.

NOTE: Please double check your e-mail address, before submitting the form! Otherwise the password might be sent to a not-existing e-mail address. These e-mail addresses can never be used to login again, because no password will reach the user.

Login

If you are registered as a user of the ADAM Portal, you can login using your e-mail address and the password sent to you by e-mail.

Forgotten Password

If you have forgotten your password, you can request a new password in the Login area of ADAM. There you enter your e-mail address in the corresponding field and click 'Send new Password'. A new password will be sent to you in the next few minutes:



The form is titled "Login" and contains the following fields:

- E-mail
- Password

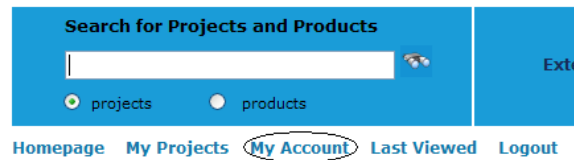
Buttons: Login, Cancel, Send new Password (circled in red)

(Enter the e-mail address in the User field above)

Not registered? Follow this [link](#) to the self registry.

Changing Account Information

If you want to change your account information, you must log in first. Subsequently click the item 'My Account' in the upper menu bar. You can then change your user account information, including your e-mail address and your password:



Creating a Project

You must log in before you can create a project.

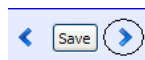
A project is created by going to 'My Projects' in the upper menu bar, and by clicking the 'Create' button. This will start the project edit wizard.

Using the Project Edit Wizard

A FEW GENERAL ANNOTATIONS TO BE CONSIDERED WHEN ENTERING YOUR DATA IN THE PROJECT EDIT WIZARD:


Saving the project

Each time you switch the page, the project is saved in the ADAM Portal:



Therefore it is possible to enter the data in multiple sessions. You can leave the application and come back at any time and continue editing the project.

Help texts

The  icon indicates that 'help' is available. Clicking on the icon opens a small window with the help text. You can remove the help text by clicking on the window again.

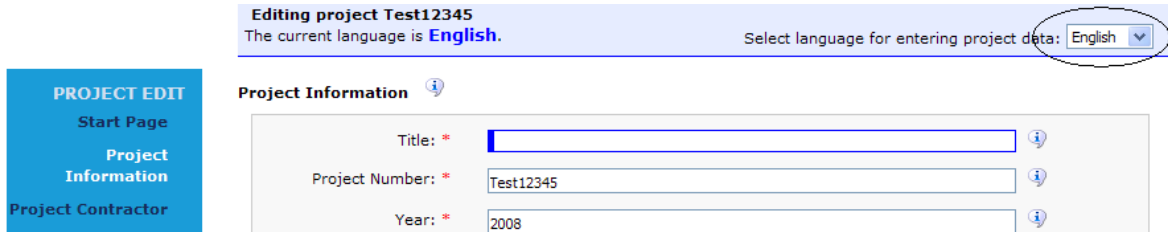
Editing the project in multiple languages


Some, but not all text fields can be completed in multiple languages. You can easily recognize these fields by the thick blue border on the left side of the field:



Title: *	<input type="text" value="Title..."/>	 
Project Number: *	<input type="text" value="Project Number..."/>	
Year: *	<input type="text" value="Year..."/>	

We suggest completing the project in one language and subsequently adding additional languages. You can switch between the language versions as indicated below:



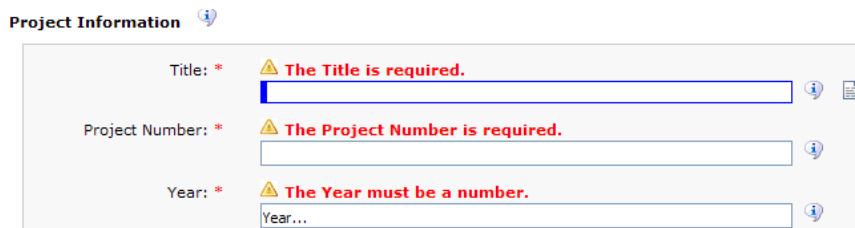
For your assistance the  icon is displayed on the right side of a text field. If this icon is visible, at least one language version already exists. By clicking on this icon, the language versions are made visible which can assist you in translating the text. You can remove this text by clicking on the text again.

Mandatory fields

Certain fields are mandatory fields, these are indicated with a red star (*). In certain cases (e.g. marketing text) it is mandatory to enter the data in all three languages (EN, DE, FR).

Project Validation

Every time you press the 'Save' button, ADAM validates the data you entered. In case you did not enter data in a mandatory field, you will receive the following messages:



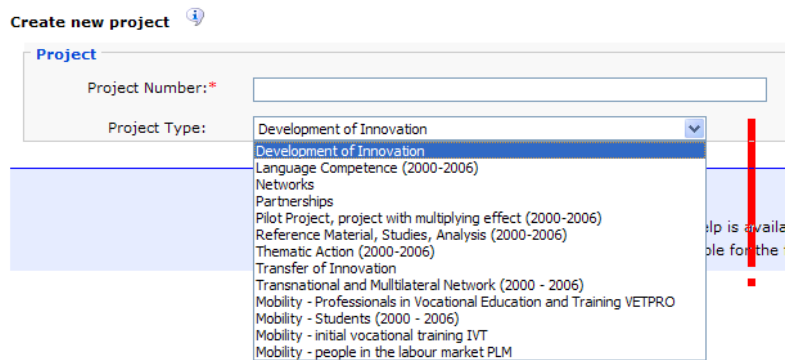
E-Mail and URL Validation

Only the format of e-mail addresses and URL's is checked by the ADAM Portal. This does not guarantee that they really exist. Especially when you enter a promoter or coordinator, you should check the mail and the URL twice.

Creating a project

Before you can start to enter your project data, you must be logged in. After logging in go to 'My project' in the upper menu bar and click on the 'Create' button. This will start the project edit wizard.

The first step is to enter the project number (please pay special attention whilst entering this number; you find it on your official approval or in your contract) of your project and the project type. It is important that you select the correct project type as the structure of the project type may differ between the various project types:

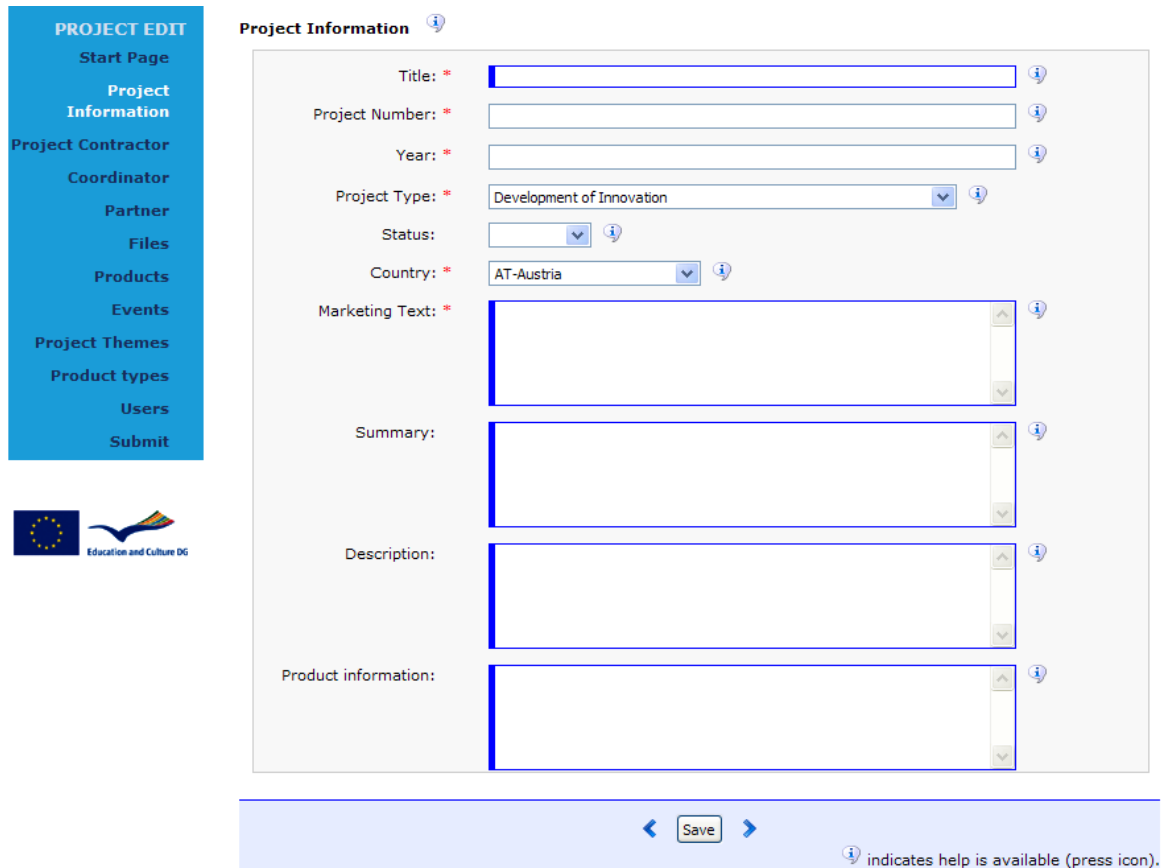


After entering your project number and project type click on the 'Save' button at this first page. This saves this basic information on the project in ADAM. The structure of your project has now been defined in ADAM and can be seen in the detail menu on the left side of the page.

You can now either navigate to these pages directly through this left side menu or you can change the pages by using the arrows next to the 'Save' button at the bottom of every page.

Project Information

Please enter the basic information on your project, such as title, country, marketing text, summary, description etc.:



PROJECT EDIT

- Start Page
- Project Information
- Project Contractor
- Coordinator
- Partner
- Files
- Products
- Events
- Project Themes
- Product types
- Users
- Submit

Project Information

Title: *

Project Number: *

Year: *

Project Type: * Development of Innovation

Status:

Country: * AT-Austria

Marketing Text: *

Summary:

Description:

Product information:

indicates help is available (press icon).

Please pay attention that certain fields are mandatory fields, these are indicated with a red star (*). In certain cases (e.g. marketing text) it is mandatory to enter the data in all three languages (EN, DE, FR).

Some, but not all text fields can be completed in multiple languages. You can easily recognize these fields by the thick blue border on the left side of the field.

For further details concerning editing a project in multiple languages, please see the information about using the Project Edit Wizard on page 13 in this handbook.

Attention: The Project Information page may differ in addition to the Project Type!

Project Contractor

Please enter the data concerning the project contractor.

You can either simply fill out the fields and save them, or you can use the 'Copy' button at the bottom of the page and see whether the project contractor is already present in ADAM. If so, you can select the project contractor and copy the data into your project, where you can further edit the data if necessary.

If you only know a part of the project contractor's name, simply enter that part in the 'Search for' field, select the country and click the 'Search' button. The example below shows the results after searching all the project contractors in Belgium:

PROJECT EDIT

Start Page

Project Information

Project Contractor

Coordinator

Partner

Files

Products

Events

Project Themes

Product types

Users

Submit

[Project Contractor](#) > Find and copy PROJECT CONTRACTOR

Find and copy PROJECT CONTRACTOR

Search criteria

Search for:

Country: BE-Belgium ▼

Search
Back (without saving)

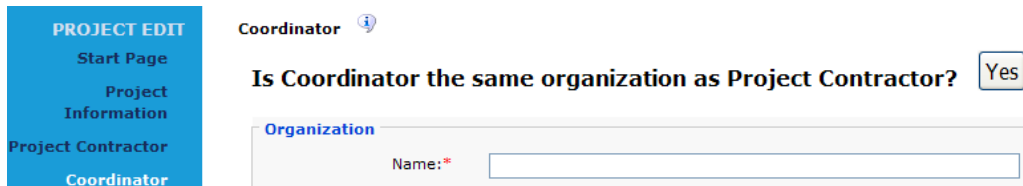
Search result

Damiaan Instituut Aarschot	COPY
Jong-KVG vzw Antwerpen	COPY
Jong-KVG vzw Antwerpen	COPY
EASPD. European Association of Service Providers for Persons with Disabilities Brussels	COPY
Keine Schule	COPY




Coordinator

The coordinator is often the same organization as the promoter. If this is the case for your project, you can simply confirm the question at the top of the page:



PROJECT EDIT

- Start Page
- Project Information
- Project Contractor
- Coordinator**

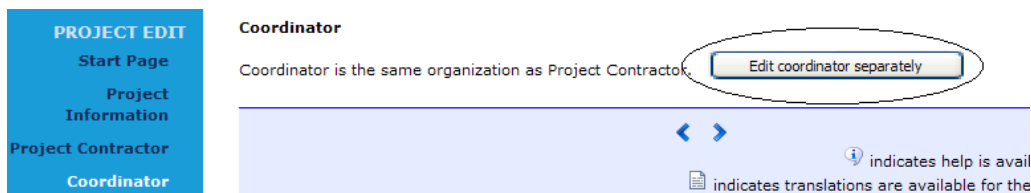
Coordinator ⓘ

Is Coordinator the same organization as Project Contractor?

Organization

Name: *

This action can simply be reverted by clicking the 'Edit coordinator separately' button:



PROJECT EDIT

- Start Page
- Project Information
- Project Contractor
- Coordinator**

Coordinator

Coordinator is the same organization as Project Contractor.

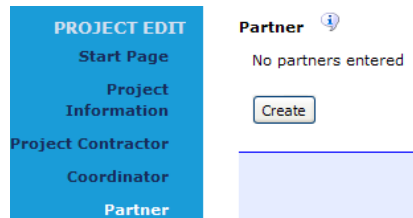
⏪ ⏩

ⓘ indicates help is available

📄 indicates translations are available for the

Partners

Please enter your partners by using the 'Create' button:



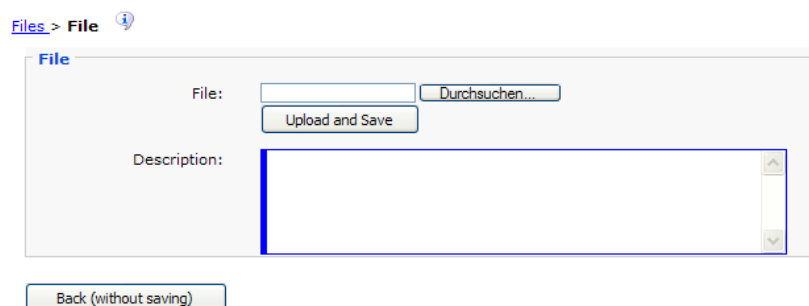
The screenshot shows a 'PROJECT EDIT' sidebar on the left with a 'Partner' link highlighted. The main content area is titled 'Partner' and contains the text 'No partners entered' and a 'Create' button. Below the button is a large, empty light blue rectangular area for entering partner information.

Similar to entering the project contractor and the coordinator, you can first check whether your partners are already present in ADAM by pressing the 'Copy' button. If so, you can select the partner and copy the data into your project, where you can further edit the data if necessary.

Add Files

In case you have interesting documentation on your project (e.g. press release, PowerPoint presentation) you can upload these in ADAM. These files will then be available for download by the public once the project is published.

By clicking the 'Create' button, you can upload the file and add a short description of the file, which will be displayed next to the file name in the download area:

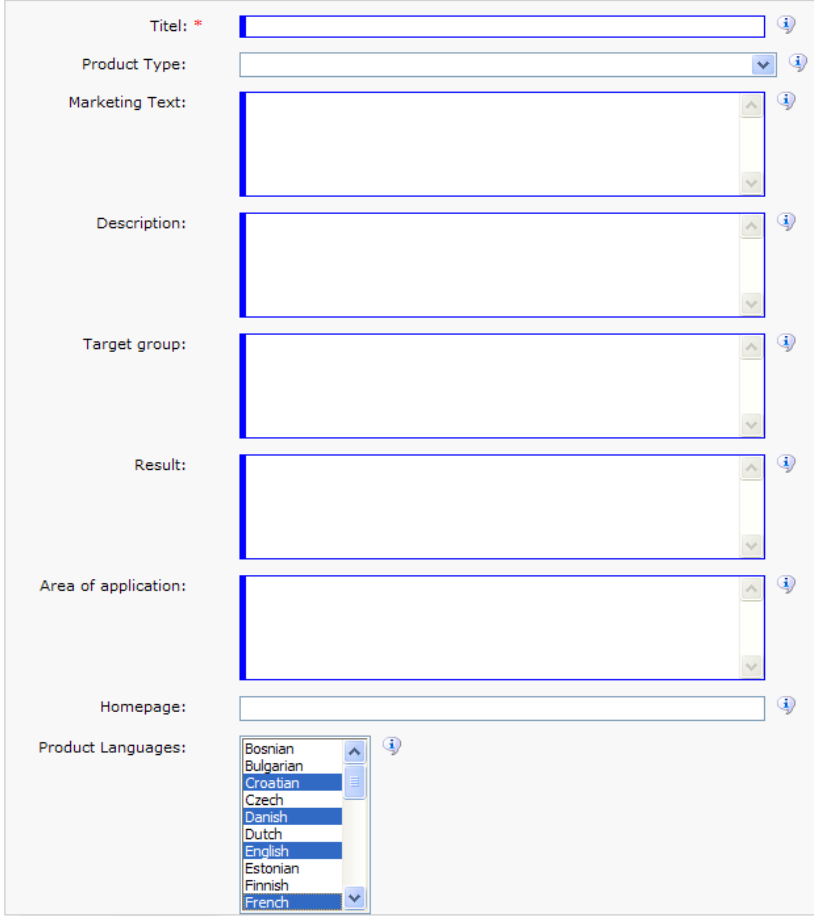


The screenshot shows a 'File' upload form. It includes a 'File:' label, a text input field, and a 'Durchsuchen...' (Browse...) button. Below the input field is an 'Upload and Save' button. A 'Description:' label is followed by a large text area for entering the file's description. At the bottom of the form is a 'Back (without saving)' button.

You cannot save a description without saving a file. This implicitly means that you must either first save the file, or save the description at the same time as saving the file.

Products

You can add multiple products to your project, by clicking the 'Create' button for each new product you want to enter. When a new product is added, you first have to enter general information on the product:



PROJECT EDIT

- Start Page
- Project Information
- Project Contractor
- Coordinator
- Partner
- Files
- Products**
- Events
- Project Themes
- Product types
- Users
- Submit

Products > Product

Titel: *

Product Type:

Marketing Text:

Description:

Target group:

Result:

Area of application:

Homepage:

Product Languages:

- Bosnian
- Bulgarian
- Croatian
- Czech
- Danish
- Dutch
- English
- Estonian
- Finnish
- French

Back (without saving)

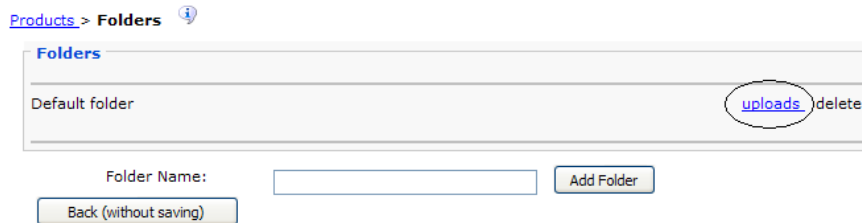
You can select multiple product languages by holding down the 'Strg' key. After completing the description, you can upload the product itself or parts of the product:

Products > Folders > Files > File

Products

Dummyproduct	edit uploads delete
--------------	---------------------

OPTION: To help you organize your files, you can create folders. Since it is not always required to organize the files this way, a default folder is provided. Files can be added to that one right away:



Events

Events organized in the context of your project can be announced in ADAM. You can add multiple events to your project.

You can add an event by clicking the 'Create' button underneath the event list. Please decide, whether you want to make the event accessible to a wider public. If you tick the box 'Public' your event will not only be published in your project, but also in the official event calendar of ADAM:



Project Themes

For each project one or more project themes must be specified. The relevance or the theme can be specified on a scale from 1 to 3, where 3 means the highest relevance. ADAM uses this rating when publishing search results.

Product Types (only relevant for non-mobility projects)

One or more product types can be specified for your project.

Users

Each project has exactly one project owner. The project owner can grant the right to edit a project to other users. This might be practical if you want to provide the information concerning your project in multiple languages and want one of your project partners to enter the information in his language.

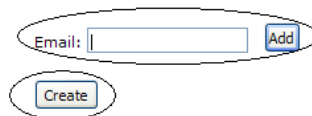
Through the users submenu you get to the page where the users with edit rights for your project are listed.

You can delete a user from this list. This means the user no longer has the right to edit your project.

Add an existing user

To grant an existing user the edit rights to your project, please enter the user's e-mail address in the e-mail field, and click the 'Add' button.

Either the user is added as an editing user, or a message appears, that the user could not be found. If the user is added successfully, a notification e-mail is sent to that user automatically.



The image shows a user interface for adding an existing user. It features an input field labeled "Email:" with a blue "Add" button to its right. Below this, there is a separate button labeled "Create". Both the "Add" and "Create" buttons are highlighted with red ovals.

Create a new user

In case the user could not be found in ADAM, please create a new user the following way:

1. click the 'Create' button
2. provide all the information (the red star (*) indicates which fields are required)
3. click the 'Save' button.

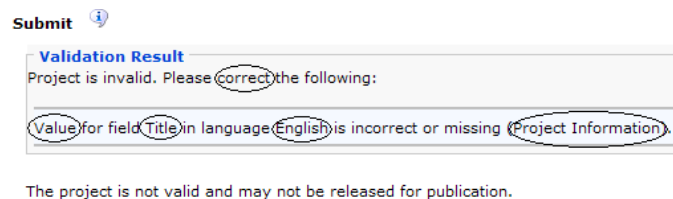
The user is saved and added as an editing user to your project. A notification e-mail is sent to the user automatically.

NOTE: Please make sure the e-mail address is correct. In case a wrong e-mail address was provided, the wrong user should first be deleted from your project user list. Subsequently create a new user.

Submit

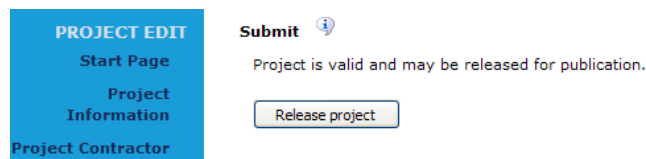
Before your project is made visible in ADAM, your project has to be checked and authorized by your National Agency. For this purpose you must submit your project after you have finished with entering the project data.

Please go to the 'Submit' area on the left side menu of the page. Adam has automatically checked whether you have completed the data sufficiently. In case there are missing details the submit page displays a list of data missing. In the following example you can see that the 'Title' in the language version 'English' is missing and has to be added under 'Project Information'.



The project is not valid and may not be released for publication.

Once you have completed all the missing data in your project the button 'Release Project' will appear.



After pressing this button your national agency will be informed automatically about your request and will check and publish your project as soon as possible. Only then will your project be visible for the public in ADAM.

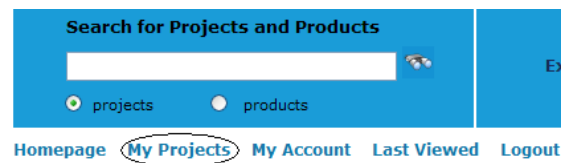
Editing a Project

Who can edit a project?

Each project has a project owner. The project owner is the user who created the project in ADAM. The project owner can grant other users the right to edit the project. See page 22.

How to switch to Project Edit Mode

Project owners and users that were granted edit rights for a project will find this project under 'My Projects' in the upper menu:



Helpdesk

If you have any questions or remarks, please contact our helpdesk: adam@oead.at