

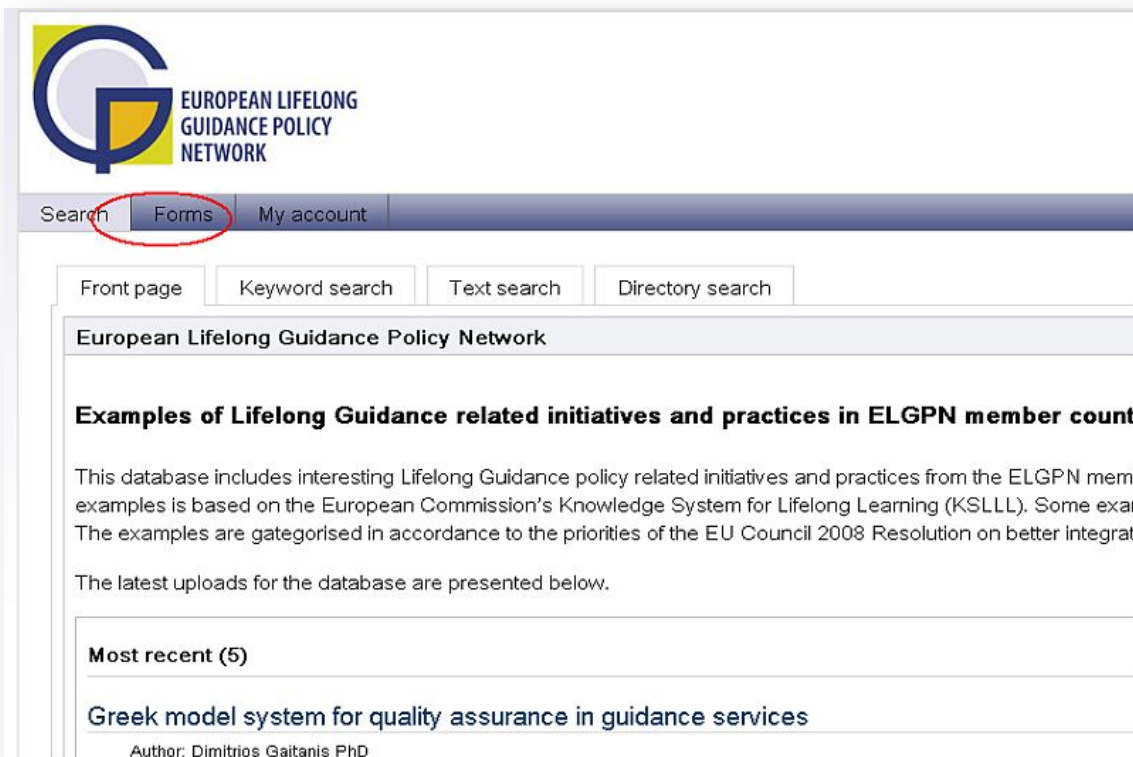
## Good to know about the forms

### Logging in and saving the files

The system automatically logs you out when the service has not been used for five hours. Therefore it is important that you save your unfinished forms so that the added information will not disappear.

### Administration of forms

When logged in, to view your completed files click “Forms” -tab (picture 1) at the main page.



**Picture 1:** “Forms”-tabs at the main page

The files that you have saved can be found in “Completed forms”. User can view only his/her own forms. Forms that have not been published are in lighter blue (picture 2).

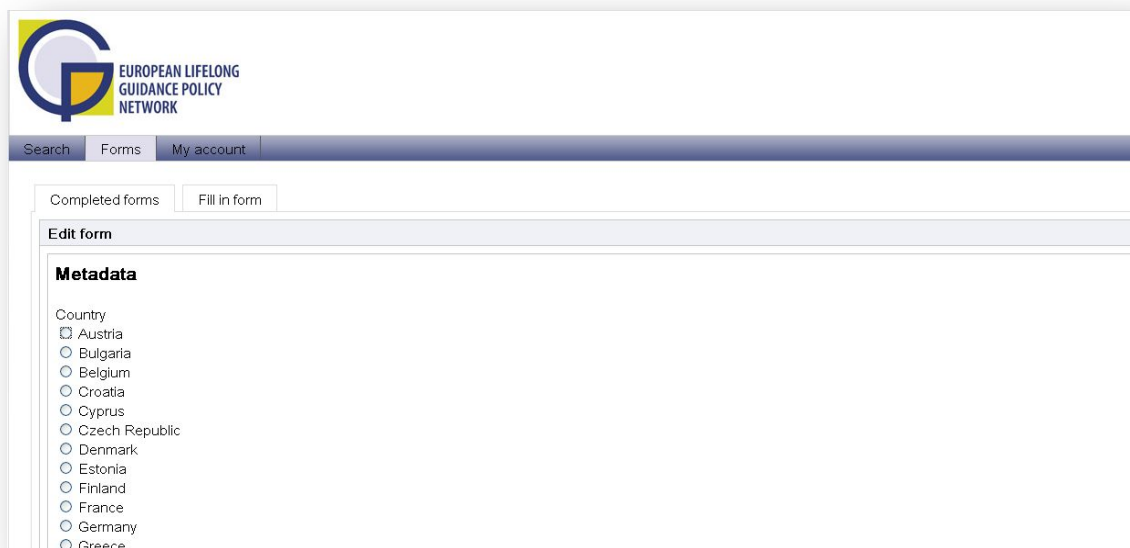


**Picture 2:** Completed forms

On the right side of the form you can find "Edit", "Show" and "Delete" functions. With "Edit" you can make changes in the form. With "Show" you can view the form and with "Delete" you can delete the form.

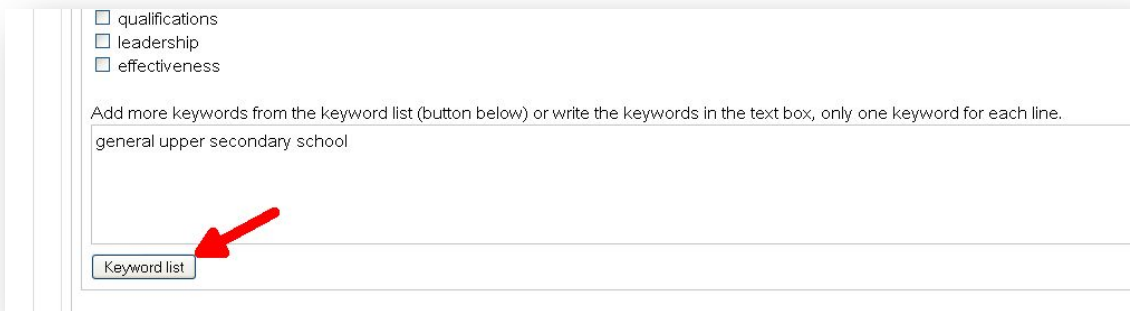
### Structure of the forms

Search engine uses metadata to find information stored in the database. Metadata is asked as a first thing in the forms. Metadata concerns (1) Country, (2) References to EU lifelong guidance policy priorities and ELGPN work programme 2009-10, (3) Additional references to OECD/EU Policy handbook ICCDPP classification of projects and initiatives and (4) Keywords (picture 3).



**Picture 3:** Metadata section

To add more keywords from the keyword list, choose the bottom below (picture 4) or write the keywords in the text box, only one keyword for each line.



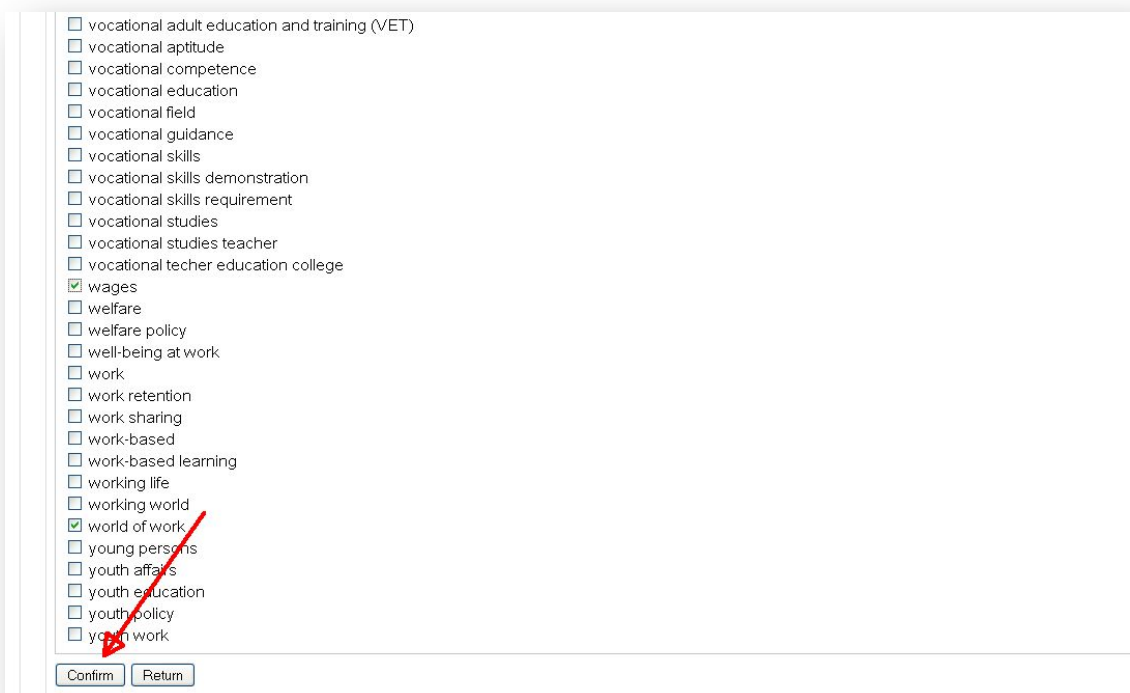
qualifications  
 leadership  
 effectiveness

Add more keywords from the keyword list (button below) or write the keywords in the text box, only one keyword for each line.

general upper secondary school

**Picture 4:** Keyword list -bottom

After having selected the keywords from the list click “Confirm”-bottom (picture 5) and you automatically go back to the form page.



vocational adult education and training (VET)  
 vocational aptitude  
 vocational competence  
 vocational education  
 vocational field  
 vocational guidance  
 vocational skills  
 vocational skills demonstration  
 vocational skills requirement  
 vocational studies  
 vocational studies teacher  
 vocational teacher education college  
 wages  
 welfare  
 welfare policy  
 well-being at work  
 work  
 work retention  
 work sharing  
 work-based  
 work-based learning  
 working life  
 working world  
 world of work  
 young persons  
 youth affairs  
 youth education  
 youth policy  
 youth work

**Picture 5:** Keyword list

Next fill in all other sections of the form. Each section can contain up to 100 or 200 words (picture 6.)

<b>Name of the good/interesting practice/initiative/policy</b> Example 1: interesting practice
<b>Country</b>
<b>I am proposing that this example will be published also in the KSLLL database</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>1. Background</b> What makes this an example of good/interesting practice/initiative/policy? - The motivation of the initiative (What is the history/background of the policy?) - Linkages with LLG policy priorities (Please add references to other national/EU policies or documents) - Participants Up to 200 words. www

**Picture 6:** Information about good/interesting practice/initiative/policy

Next fill in additional information. You can also add files and links. Chosen keywords will be printed at the end of the form in the end user view. In the end user view the other registered users can give comments. As a data contributor, please leave that field empty (picture 7). Comments can be viewed by everyone but given only by a registered user.

The image shows a web form with several sections. Red arrows point to specific elements:

- To attach files:** Points to the empty text area under "Documents and publications".
- To add links:** Points to the "Browse..." button in the "Attached files" section.
- Tool to get comments:** Points to the "Add new comment" button.
- Chosen keywords:** Points to the text "[Chosen keywords will be printed here in the end user view]" in the "Links" section.

The form contains the following fields and controls:

- Website address:** A text input field with a placeholder: "Please, write the complete URL, http://.... If more than one URL is added, please write each of them on a separate row."
- Documents and publications:** An empty text area.
- Attached files:** A text input field, a "Browse..." button, an "Add new file" button, and a checked checkbox labeled "Shown in end user view".
- Links:** A text input field with a placeholder: "Please, write the complete URL, http://...".
- This information was provided/updated by:** A text input field.
- As a data contributor, please leave this field empty. It is a tool to get comments from the other users of this database.** A text input field.
- Add new comment:** A button.
- [Chosen keywords will be printed here in the end user view]:** A text input field.
- Publish form:** A checked checkbox.
- Save form** and **Cancel without saving:** Two buttons at the bottom.

Picture 7: Attaching files and links