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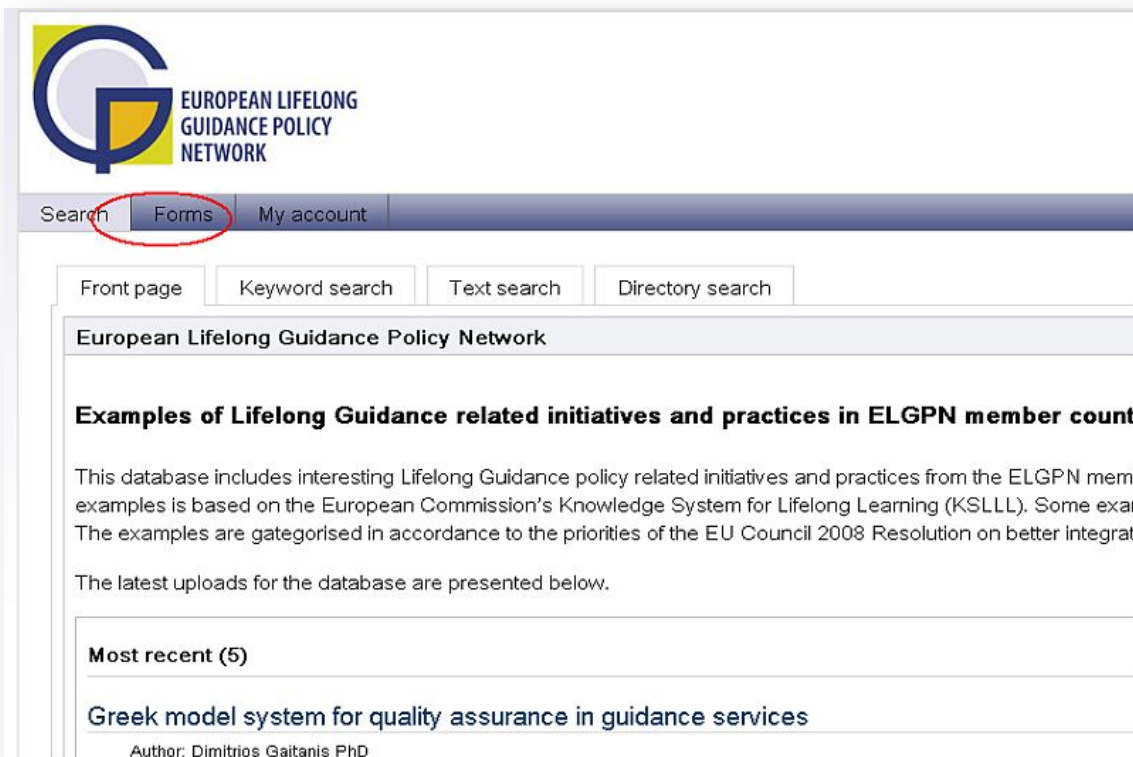
Good to know about the forms

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).

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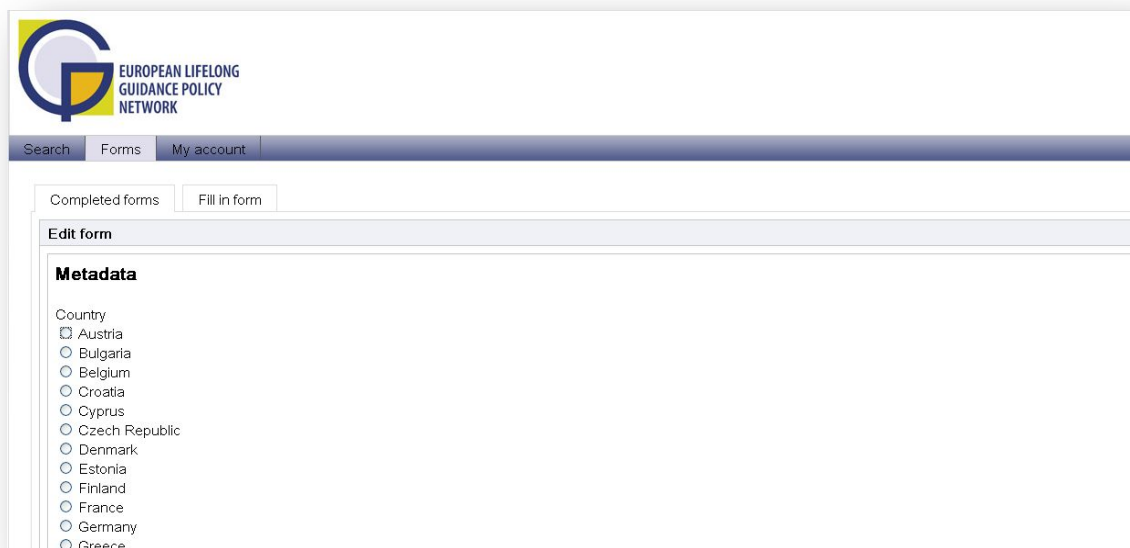
Picture 2: Completed forms

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.
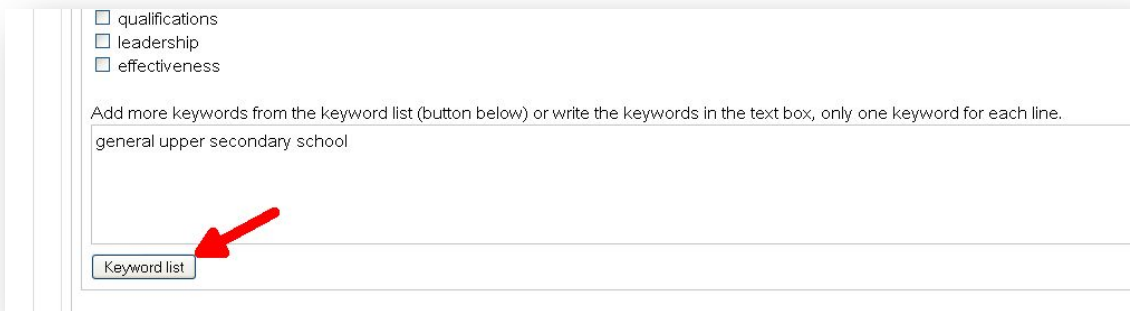
Structure of the forms

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.
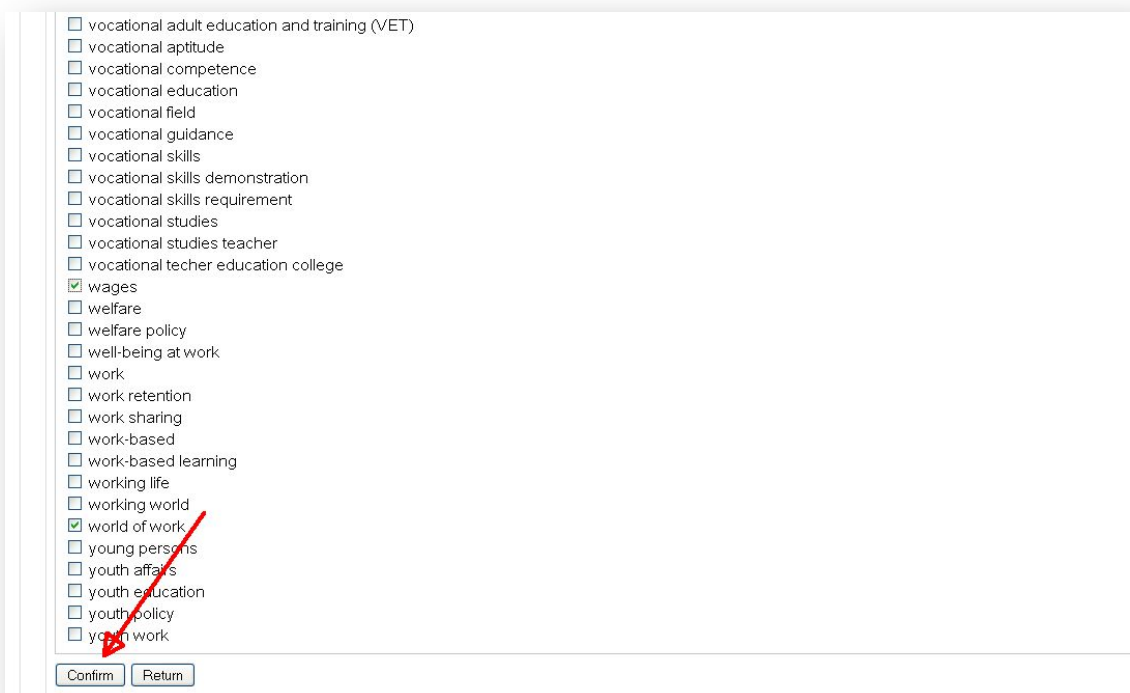
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Picture 4: Keyword list -bottom

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

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.)

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Name of the good/interesting practice/initiative/policy
Example 1: interesting practice

Country

I am proposing that this example will be published also in the KSLLL database
⦿ Yes
○ No

1. Background

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.

wwww

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.

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Picture 7: Attaching files and links