How to fill in forms?

1. Login using your user name and password. "Login" –button is in the right upper corner (picture 1);

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nis databas	e includes Interesting Life	long Guidance p	olicy related initiati	es and practices from the	ELGPN member countries. The cases a	e selected and promoted I	by the national ELGPN rep	resentatives. The format for thes	e
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Picture 1: Login page

2. When logged in, choose "Forms" from the menu bar (picture 2);

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Front page Keyword search Directory search	
European Lifelong Guidance Policy Network	
Examples of Lifelong Guidance related initiatives and practices in ELGPN member countries	
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3. Choose the tab **"Fill in form"** (picture 3) when you can view all the forms to be filled in into database;

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ompleted forms Fill in form forms created by this user.	

Picture 3: "Fill in form" tab

4. Then choose the form you want to fill in by clicking **the title of the form** OR **"Add"**-button on the right side of the page (picture 4);



Picture 4: Choose the form to be filled in

5. Fill in the form according to the instructions of each section. If you wish to attach a file, push **"Browse"** and browse the file from your computer (picture 5);

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Publish form					

Picture 5: Attaching a file

6. When you have filled in the form, you can publish it by clicking **"Publish form"** box (picture 6). If you wish not to instantly publish the form, remember save the form to modify it later by pushing **"Save form"** button.

Links		
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This information was p	rovided/updated by:	
As a data contributor, p	please leave this field empty. It is a tool to get comments from the other users of this database.	
Add new comment		
[Chosen keywords will	be printed here in the end user view]	
1		

Picture 6: Publishing and saving the form

7. In the end save the form by clicking "Save form" button(picture 6).