Projects and Products Portal
for Leonardo da Vinci

Handbook for Users

www.adam-europe.eu

adam@oead.at

OeAD
Nationalagentur
Lebenslanges Lernen
National Agency for
Lifelong Learning

BILDUNG FÜR EUROPA
Nationale Agentur beim
Bundesinstitut für Berufsbildung BIBB

Contents

Contents 2
General Information 4
The ADAM Portal 5
Multilingualism 5
Language and National Entry Page 5
News 6
Events 6
Project and Product Search 7
Simple Search 7
Extended Search 7
Similar Projects 8
Print Projects 9
Users, Self-registration and Login 10
Anonymous Users 10
Registered Users 10
Self-registration 10
Login 11
Forgotten Password 11
Changing Account Information 12
Creating a Project 13
Using the Project Edit Wizard 13
Saving the Project 13
Help Texts 13
Editing the Project in Multiple Languages 13
Mandatory Fields 14
Project Validation 14
E-Mail and URL Validation 14
Creating a Project 15
Project Information 16
Project Contractor 17
Coordinator 18
Partners 19
Add Files 19
Products 20

Events 21
Project Themes 21
Product Types (relevant to non-mobility projects only) 21
Users 22
Add an Existing User 22
Create a New User 22
Submit 23
Editing a Project 24
Who can edit a project? 24
How do I switch to the project edit mode? 24
Helpdesk 25

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 you can use ADAM most efficiently.

The ADAM Portal

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

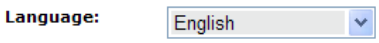
Multilingualism

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 keep in mind that the European Lifelong Learning Community is interested in your project results. You should therefore provide details of your project in as many languages as possible. You and your project partners should 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. The pages are displayed in this language.

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 of possible interest to the Lifelong Learning Community. News items are entered by administrators only, and can be country specific.

Events

There might be various events connected to your project that you want to highlight. Events can be created by project owners. The project owner can decide to publicise the event (see page 21), in which case it appears on the starting pages, otherwise only in the context of the project.

Project and Product Search

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

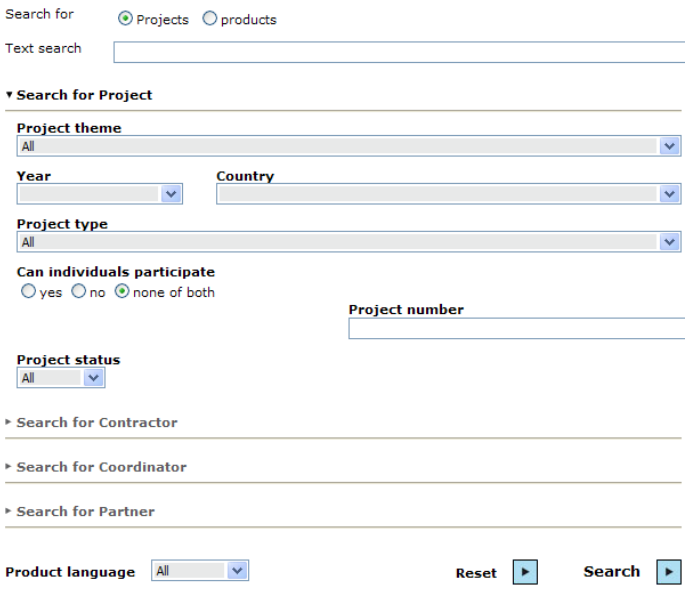
Two types of searches are available, a **simple search** and an **extended search**.
For both types of searches, the user can opt to see either a list of products or a list of projects as a result of the search. In the header of the result list on the right side, two radio buttons ('search for products' or 'search for projects') are added that allow the user to repeat the same search for products if projects are currently shown, and vice versa:

Simple Search

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

Extended Search

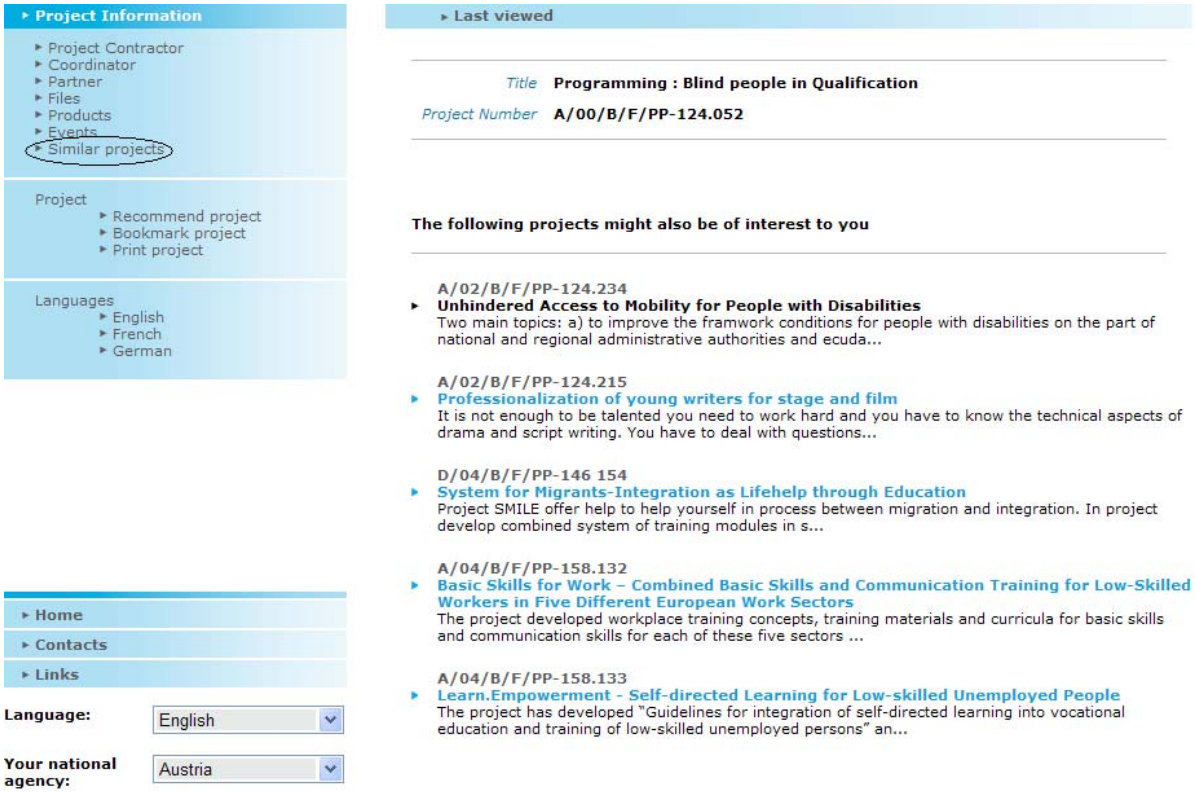
In most situations, the simple search will be more than sufficient to find the projects you need, but in some cases, you may want to search in a more specific subset of projects in the database. The extended search is available for this purpose.
Users can e.g. specify certain project types, countries or regions, and apply search terms only on this subset:



Similar Projects

To stimulate a visitor's interest in other projects, projects similar to the one currently being viewed are listed along with the other information on the project (on a separate page).
Five projects are shown on the list.

You retrieve the projects by searching the database using words from the title and the marketing text and the requirement that there be an overlap in project themes:



Print Projects

After selecting 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:

Users, Self-registration and Login

Anonymous Users

Anonymous users can use the ADAM Portal without registering.
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 functions are not available if the anonymous user has turned off cookies in his browser.

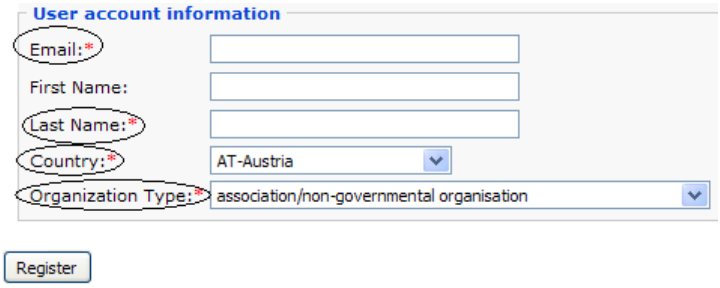
Registered Users

Project users must register 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 proceed to the self-registration form, please click 'Login' in the main upper menu, and subsequently click the 'link' to the self-registration page:

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



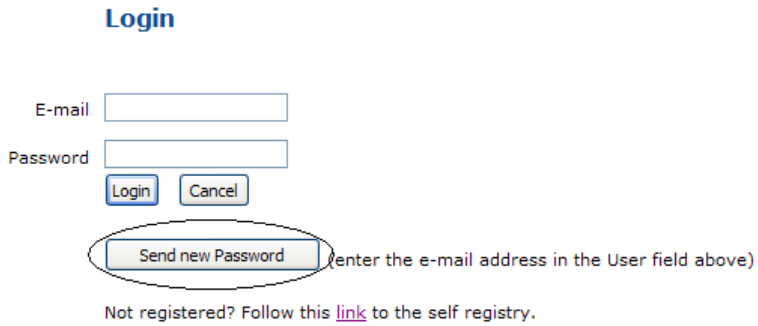
After submitting the form, an e-mail with the Login data is sent to the e-mail address provided by the user.
NOTE: Please double check your e-mail address before submitting the form! Otherwise, the password might be sent to a nonexistent e-mail address. These e-mail addresses can never be used to log in again, because no password will reach the user.

Login

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

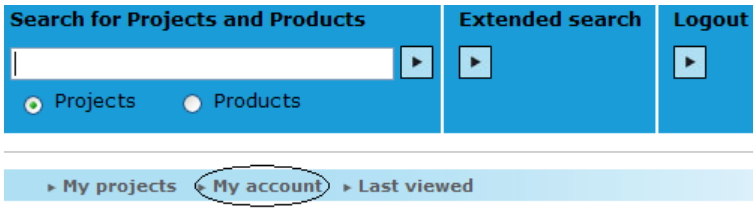
Forgotten Password

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 a few minutes later:



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

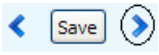
You must log in before you can create a project.
A project is created by going to 'My Projects' in the upper menu bar and clicking the 'Create' button. This will start the project edit wizard.

Using the Project Edit Wizard

KEEP THE FOLLOWING POINTS IN MIND WHEN ENTERING YOUR DATA IN THE PROJECT EDIT WIZARD:

Saving the Project

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



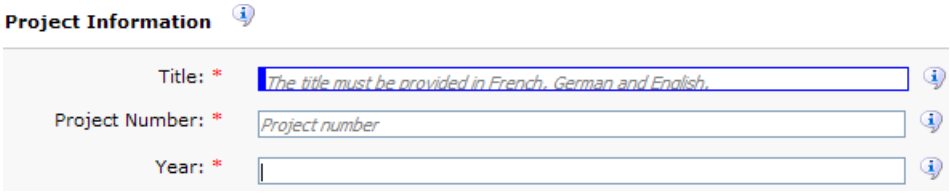
That means you can enter the data in multiple sessions. You can leave the application and come back at any time and continue editing the project.

Help Texts

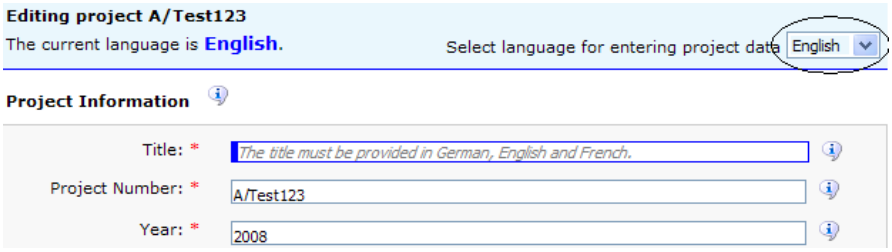
The icon indicates that 'help' is available. Clicking on the icon opens a small window with the help text. You can remove the help text by clicking on the window again.

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:



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



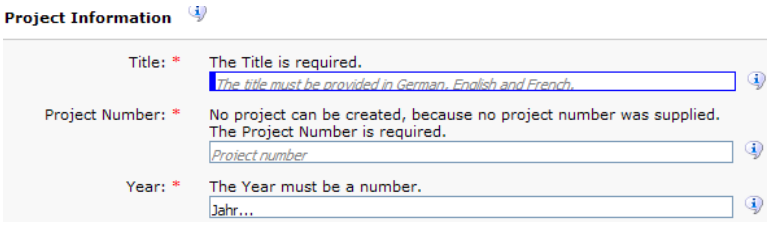
The icon is displayed on the right side of a text field to assist you. If this icon is visible, at least one language version already exists. By clicking on this icon, you can make the language versions visible, which can assist you in translating the text. To remove this text, you simply click on it 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. If you did not enter data in a mandatory field, you receive the following messages:



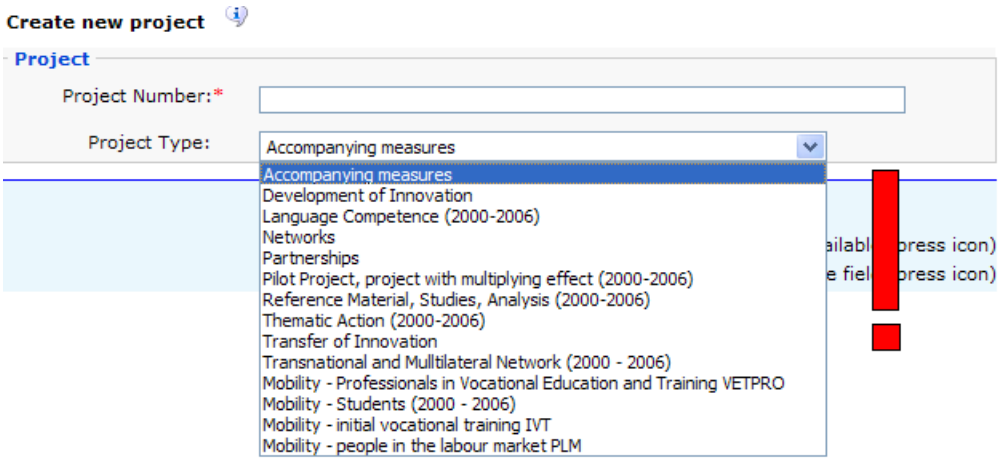
E-Mail and URL Validation

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

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.

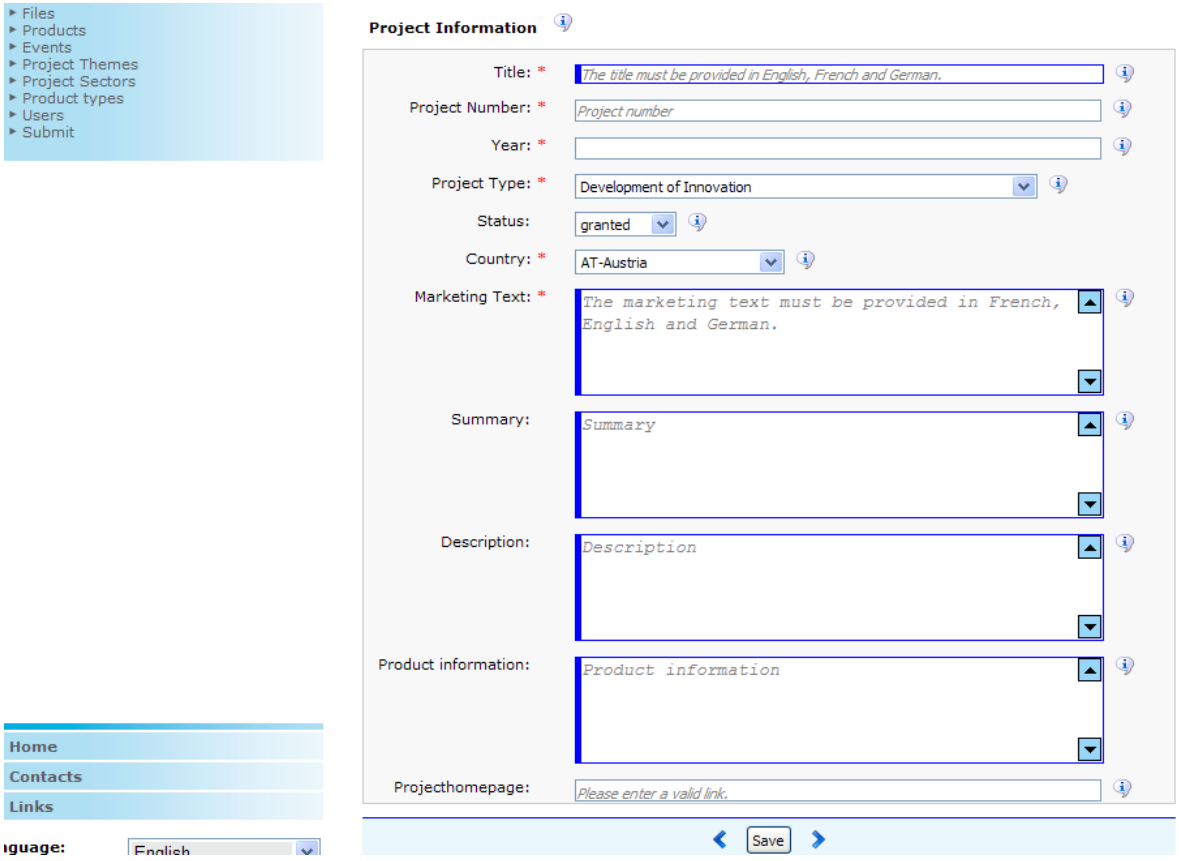
The first step is to enter the project number of your project (please pay special attention whilst entering this number; you will find it on your official approval or in your contract. If your project is a Transfer of Innovation Project, many data are pre filled) and then the project type. It is important 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 on 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.:

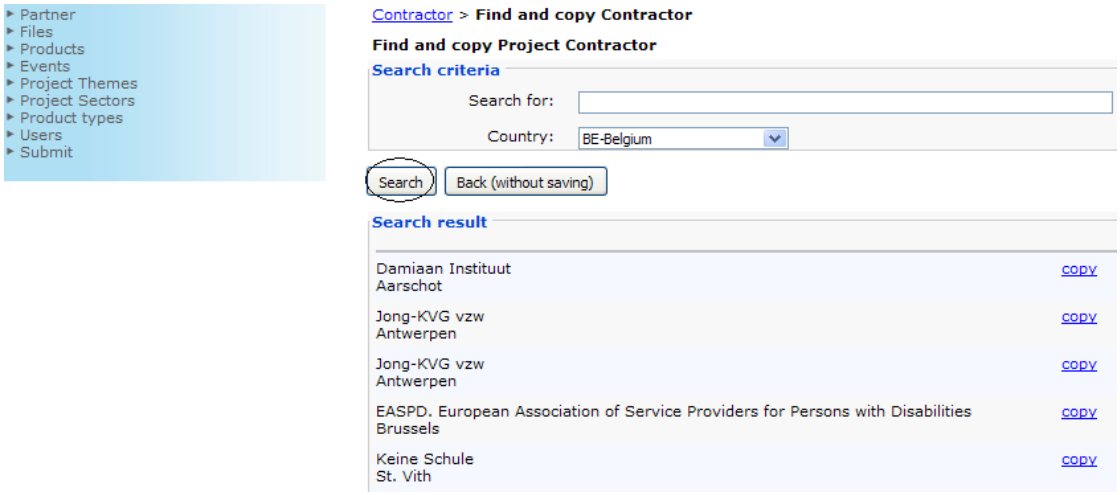


Please note that certain fields are mandatory fields; these are indicated with a red star (*). In certain cases (e.g. marketing text), it is mandatory to enter the data in all three languages (EN, DE, FR).

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 of this handbook.
Attention: The Project Information page may differ depending on the Project Type!

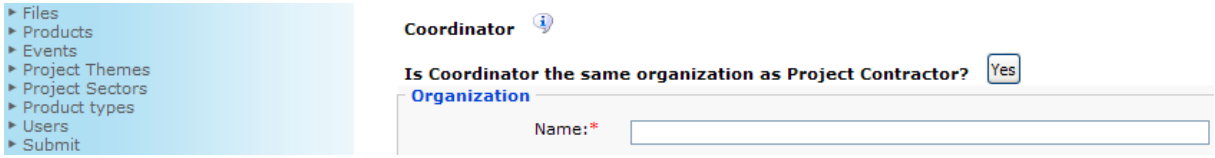
Project Contractor

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:

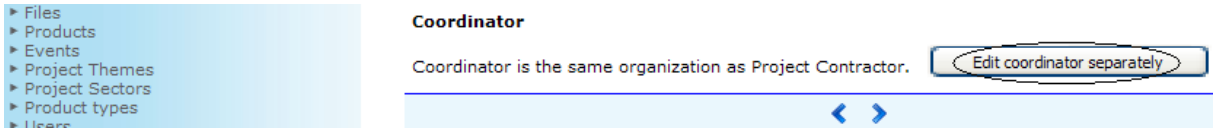


Coordinator

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:

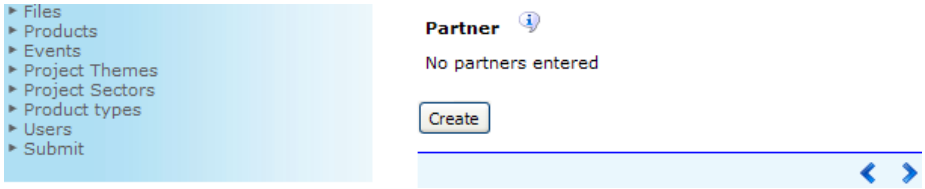


You can easily undo this action by clicking the 'Edit coordinator separately' button:



Partners

Please enter your partners by using the ‘Create’ button:

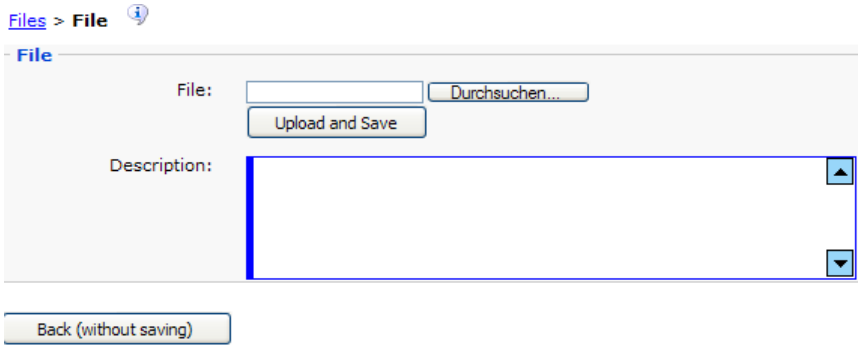


Similar to entering the project contractor and the coordinator, you can first check whether your partners are already present in ADAM by pressing the ‘Copy’ button.
If so, you can select the partner and copy the data into your project, where you can further edit the data if necessary.

Add Files

If 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.

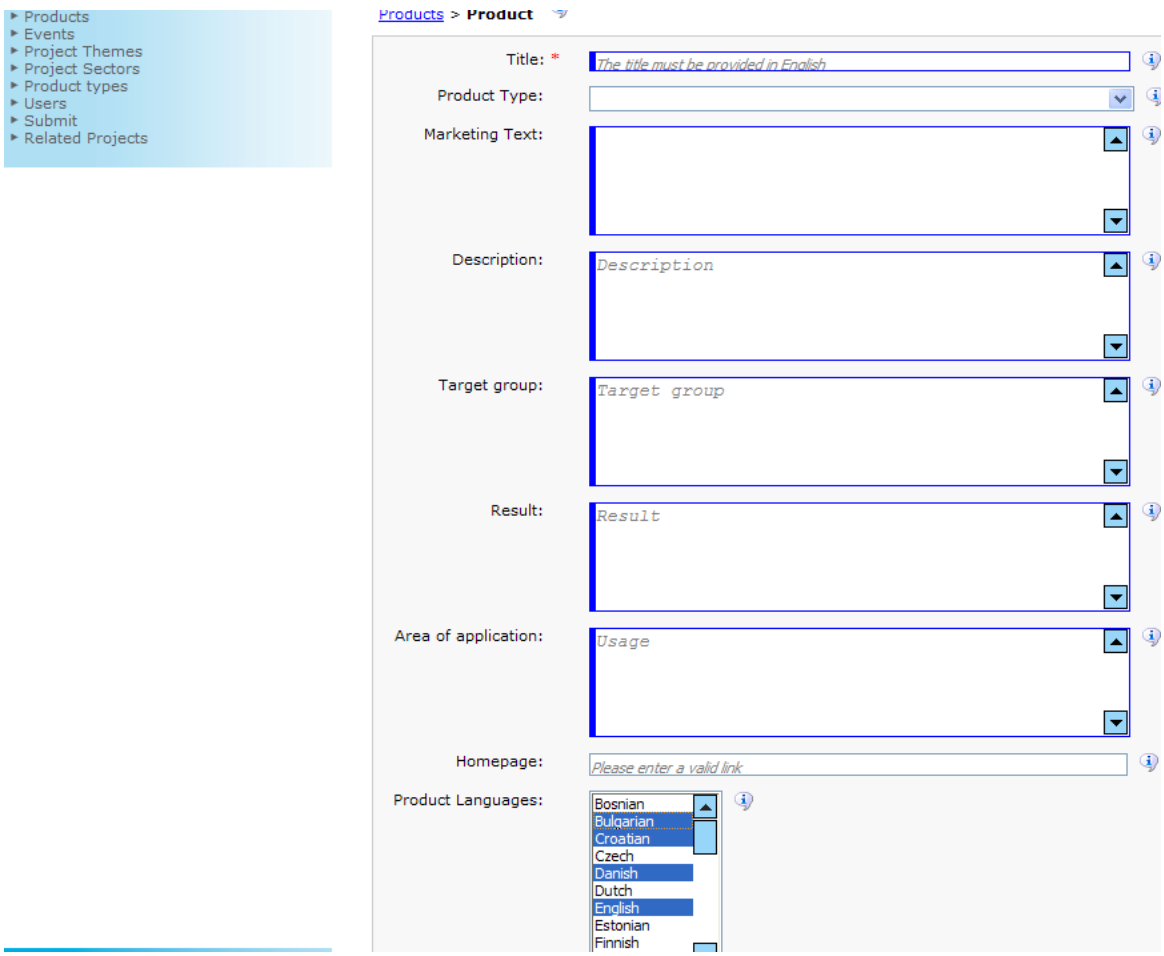
By clicking the ‘Create’ button, you can upload the file and add a short description of the file, which will be displayed next to the file name in the download area:



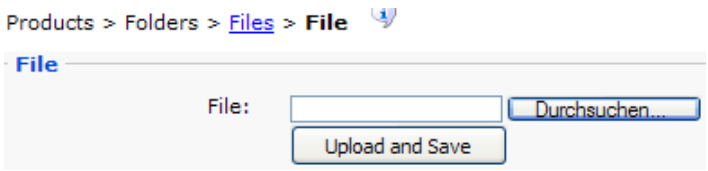
You cannot save a description without saving a file. This implicitly means that you must either first save the file, or save the description at the same time as saving the file.

Products

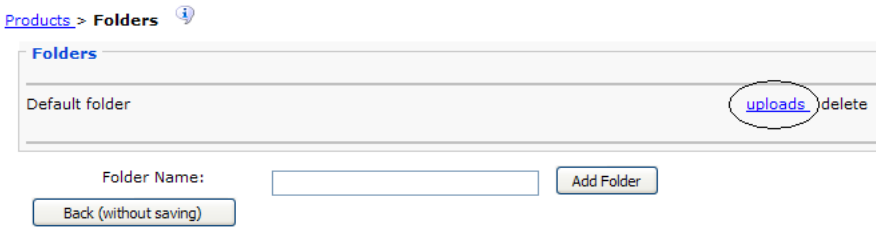
You can add multiple products to your project by clicking the 'Create' button for each new product you want to enter. When a new product is added, you first have to enter general information on the product:



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



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 the default folder right away:



Events

Events staged in connection with 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 be published not only in your project, but also in the official event calendar of ADAM:

Project Themes

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

Product Types (relevant to non-mobility projects only)

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

Users

Each project has exactly one project owner. The project owner can grant other users the right to edit a project. 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 proceed to the page listing the users with edit rights for your project.
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 right to edit 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.

Create a New User

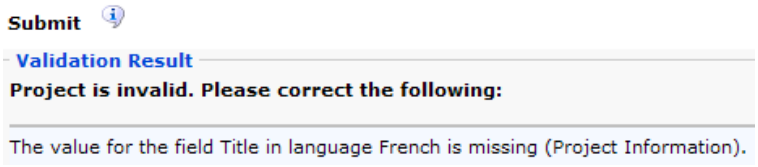
If the user could not be found in ADAM, please create a new user as follows:
1. Click the 'Create' button.
2. Provide all the information (the red star (*) indicates which fields are required).
3. Click the 'Save' button.

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. If you entered the wrong e-mail address, you should first delete the wrong user from your project user list. Then create a new user.

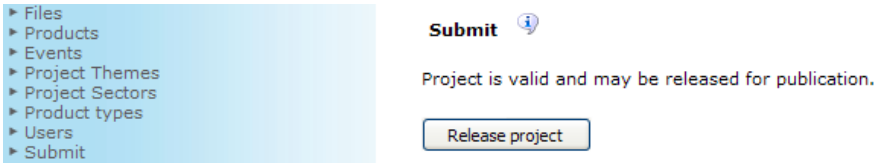
Submit

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

Please go to the 'Submit' area in the left side menu of the page. Adam has automatically checked whether you have completed the data sufficiently. If there are missing details, the submit page displays a list of missing data. 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'.



Once you have provided all the missing data in your project, the button 'Release Project' appears.



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 to the public in ADAM.

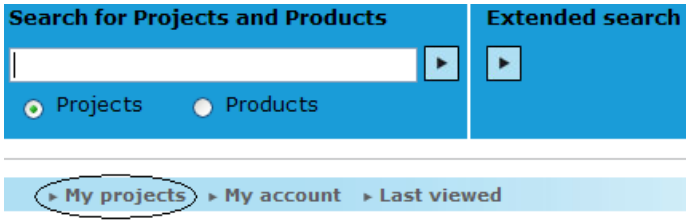
Editing a Project

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 do I switch to the 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