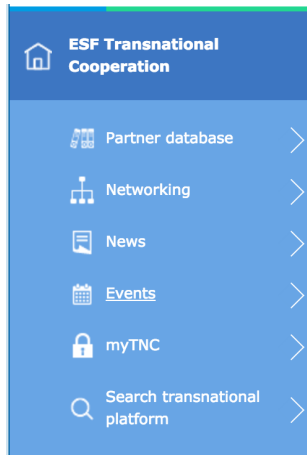


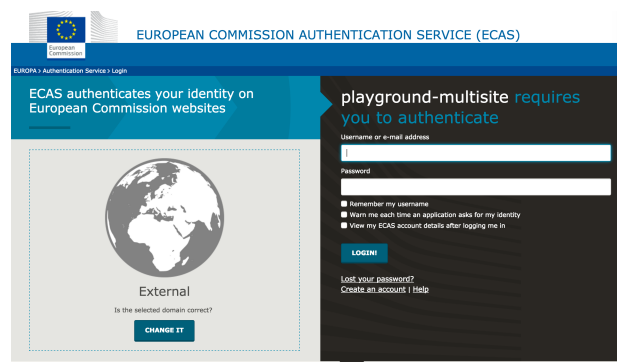
# ESF Transnational Platform Short Database User Guide

Version 9 – 19 January 2016  
Contact: Yves Boisselier, AEIDL – [esf@aeidl.eu](mailto:esf@aeidl.eu)

## 1. How to log in

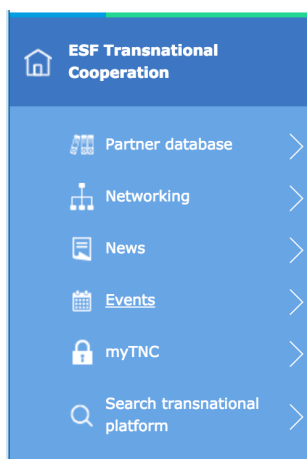


- Go to <http://ec.europa.eu/esf/transnationality>
- Click on “myTNC” in the menu, or on “ECAS login” at top left. You will be redirected to the ECAS website.



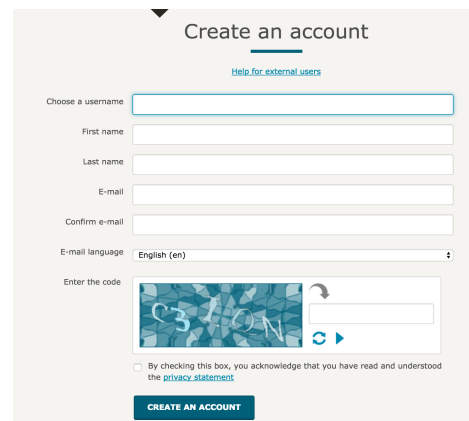
- Enter your ECAS credentials. You will then be redirected back to the ESF database.
- You are now logged in.

## 2. How to make an ECAS account



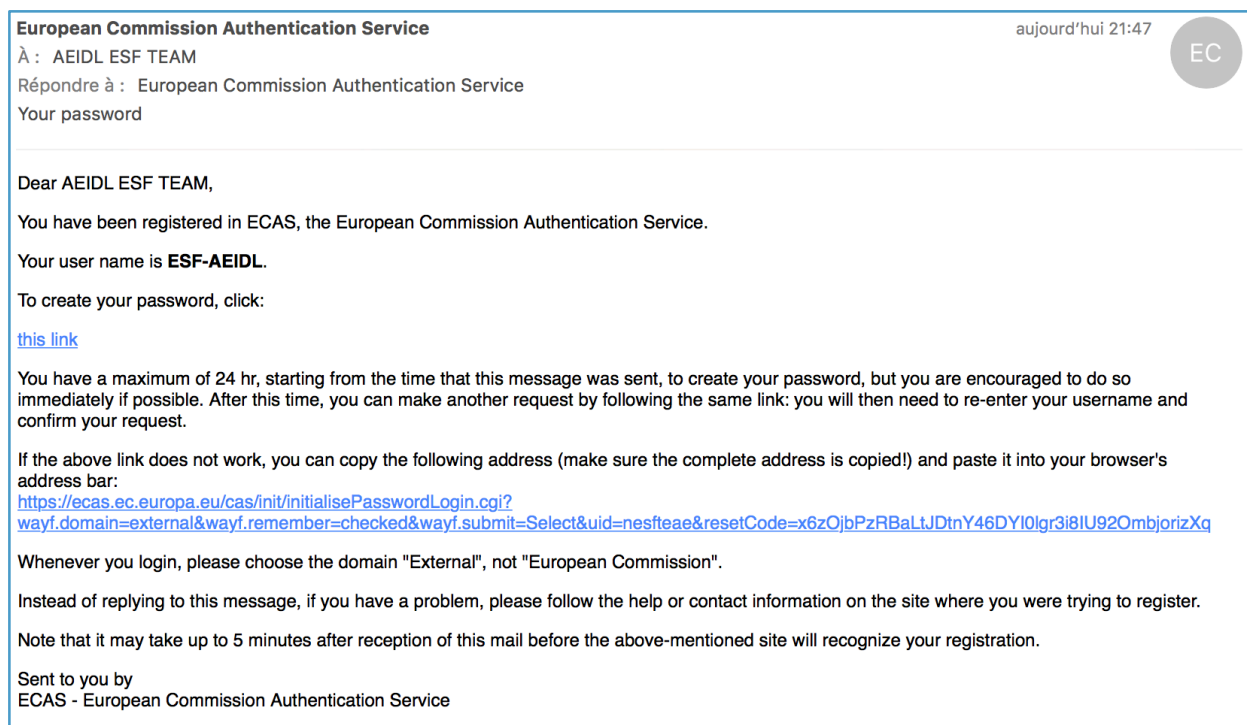
Click on “myTNC” in the menu of the ESF Database website. Then click on the green cross at top left.

- You will be sent to the ECAS “Create an account” page.
- Look in the inbox of the email address you used to create the account. You will have received an email from ECAS. Open it and click on the activation link provided.

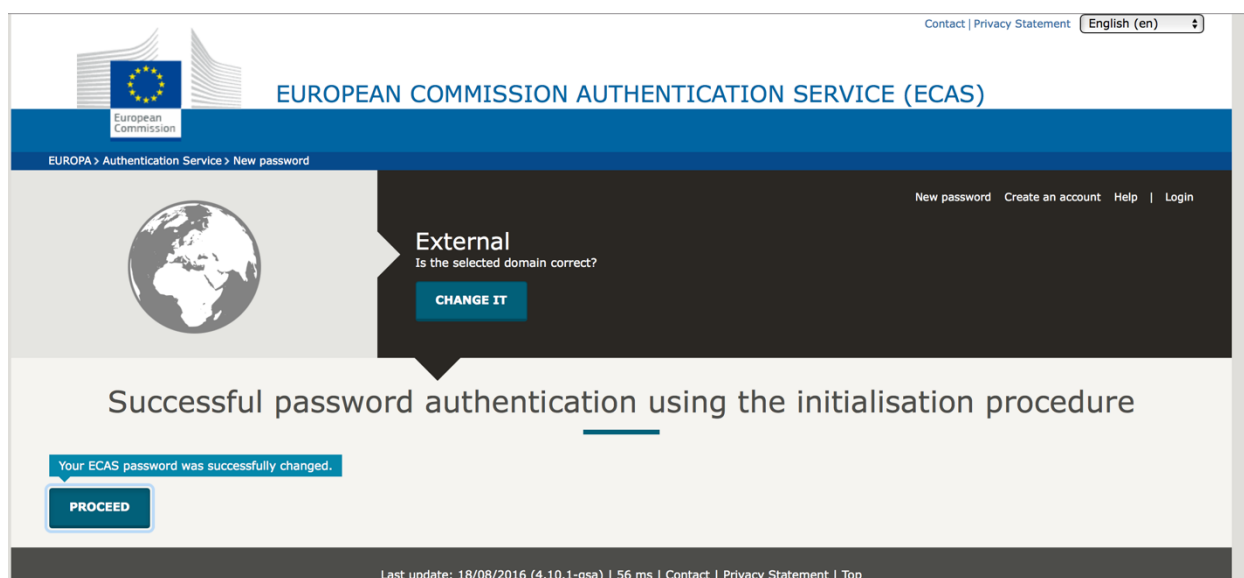


- Your ECAS account has now been created. Now go back to the ESF Transnational Cooperation webpage.

After creating an account, you should see a confirmation screen indicating that you should receive an e-mail to check your e-mail address and validate your account. The validation link in that e-mail is only valid for 24 hours! So make sure to click on it promptly – if you don't you will be obliged to go through the previous step again. The validation link can only be used once. The confirmation email looks like this:



After clicking the validation link and entering your ECAS login and password successfully, you get the following confirmation screen:



### 3. Connecting your ECAS account to a user profile, an organisation or a project on the ESF Transnational Platform

You may be invited to join an organisation or a project on the ESF Transnational Platform. In that case you will receive an email similar to this:

**De:** no-reply-esf@aeidl.eu  
**Objet:** ESF Transnational Platform: please check the database record for Organisation "TEST organisation name"  
**Date:** 29 novembre 2016 à 14:18  
**À:** ybo@farnet.eu

Dear yves BOISSELIER,

Welcome to the European Commission's ESF Transnational Platform.

John Smith registered you as "Network contact support" for the Organisation "TEST organisation name" in the ESF partner search database.

We ask you to check the record for this Organisation, and correct it where necessary.

The procedure is as follows:

1. If you do not yet have an account on ECAS (the login system to the websites of the European institutions), please create one at <https://ecas.ec.europa.eu/cas/eim/external/register.cgi>.
2. Come back to this email and click on this invitation link <https://webgate.ec.europa.eu/playground-multisite/esf/my-tnc> (or copy the whole link and paste it into your Internet browser).
3. Insert this token ybo@farnet.eu into your profile under the "Contact" tab. Don't forget to save your profile! (This will allow the system to identify you as the contact for relevant organisations and projects.)
4. Go to the database record on your Organisation at <https://webgate.ec.europa.eu/playground-multisite/esf/node/252>, and check that the information we hold is correct. If it is not, then please correct it. You can also add additional information.

If you are not the correct person to validate this entry, please let us know at ybo@aeidl.eu, +32 2 736 1890.

A quick user guide to the database can be found in the Technical Support forum (under "Networking" in the menu), at <http://ec.europa.eu/esf/transnationality/content/quick-database-user-guide>

Yours sincerely,

Yves Boisselier, Partner Search Database Manager  
ybo@aeidl.eu  
+32 2 736 1890

Assuming you already have a valid ECAS account (see previous sections), you can go directly to step 2 of this e-mail.

If you are new to the ESF Transnational Platform, when you click on the link of step 2 and log in with your ECAS account, you will be brought directly to your user profile and asked to fill it in. At the bottom of your profile page you have a field "Token".

## Token

Enter the token received in the email to link your account with an organisation.

**Did you receive a token by email? If so, please enter it below.**

If your user account is not correctly connected to an organisation or a project, please ask the legal contact of the organisation or the project manager to re-invite you via the platform, or contact us ([bga@aeidl.eu](mailto:bga@aeidl.eu) or +32 2 736 1890).

Save

Please copy-paste the token information you received in the e-mail in the step 3 (it should correspond to an e-mail address).

Don't forget to fill in the information under both tabs of your profile ("Account" and "Contact"). Don't forget to click on the "Save" button at the bottom of the screen.

After saving your profile you should get a green confirmation message at the top of the screen as follows:

✓ Your account has been synchronized with all organisations that were referencing you.

ESF Transnational Cooperation

Partner database

Networking

News

Events

myTNC

Search Platform

Search transnational platform

Search in the databases

AEIDL ESF TEAM

View

Edit

AEIDL ESF TEAM

— Member since 18/10/2016

contact

Gender:

Other

Title/Function:

Support for the ESF Transnational Platform

Country:

Belgium

E-mail:

esf@aeidl.eu

Creator:

external

esf-database-guide-v09.docx

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## 4. How to update your personal profile

- Log in to “myTNC” (see “How to Login” above).
- Once you log in, you will be directed to the “My Workbench” page.
- Click on “Edit my profile”.

You can then upload a photo. In the “Contact” tab you can enter your personal details such as telephone numbers and Skype address.

- Click on the “Save” button.

### MY WORKBENCH

My content   Create content   My favorites   My sections

My Edits   All Recent Content

#### My Profile



Yves Boisselier  
edit my profile

#### My Edits

Five of the most recently updated pieces of content.

Title	Section	Type	Published	Last updated
INSIST project - INSIST - Intergenerational Succession in SMEs' Transition		Project	No	4 days 3 hours ago
5th NRN Meeting - Amsterdam, NL		Event	Yes	5 days 8 hours ago
AEIDL ORGANISES CLLD TRAINING COURSE		News	Yes	5 days 10 hours ago

## 5. How to create an organisation

- Log in to “myTNC” (see “How to Login” above).
- Once you log in, you will be directed to the “My Workbench” page.
- Click on the “Create content” tab below the search bar
- Click on “Organisation”

### MY WORKBENCH

My content   Create content   My favorites   My sections

#### Create content

Call for project  
Event  
Hp\_slide  
News  
Organisation  
Project  
TCA

- Fill in the fields. The required fields are marked with a red asterisk \*. They are: “**Type of organisation**”, “**Name in English**”, “**Country**”, “**Acronym or short denomination**”, “**Name in national language**”, a **legal contact** and their **role** (they must have an account or create an account in the future to receive notifications).

- if you wish, add supplementary contact persons (especially the **legal contact** and the **project manager** of the project you want to create later, if these persons are not yet registered in the database).

### CREATE ORGANISATION

☐ Is MA/IB type

**Type of organisation \***

- None -

**Name in English \***

**Country \***

- ☐ Albania (AL)  
☐ Austria (AT)  
☐ Belarus (BY)  
☐ Belgium (BE)  
☐ Bosnia and Herzegovina (BA)  
☐ Bulgaria (BG)  
☐ Centre (FR-CE)  
☐ Croatia (HR)  
☐ Cyprus (CY)  
☐ Czech Republic (CZ)  
☐ Denmark (DK)  
☐ Estonia (EE)

## MY WORKBENCH

My content   Create content   My favorites   My sections

My Edits   All Recent Content

**My Profile**

  
Yves Boisselier  
edit my profile

**My Edits**

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AEIDL ORGANISES CLLD TRAINING COURSE		News	Yes	5 days 10 hours ago

- At any moment you can save your work by saving the document as a **draft** by clicking on the “Save as draft” button at the bottom of the page. You will be able to go back to this form and complete it at a later time.

- If you're ready to publish it, click on the **"Publish"** button at the bottom of the page. Your organisation will now be public on the database.

**NB:** Do not worry if your organisation does not appear immediately. The indexing process may take up to one hour.

## 6. How to create a project

**NB:** Do not try to create a project before you have created the **Organisation** that is leading the project, and the **Project Manager** who will manage it!

If you have created supplementary records for “**Legal contact**” and/or “**Project Manager**” when creating your **Organisation**, make sure they have validated their user accounts on the database. If they have not, you can use your own account for each role and come back to edit the project details once they have validated their user accounts).

- Log in to “myTNC” (see “How to Log in” above).
- Once you log in, you will be directed to the “My Workbench” page.
- Click on the “Create content” tab below the search bar.
- Click on “Project”

### CREATE PROJECT

Title in English \*

Country of submission \*

- ☐ Albania (AL)
- ☐ Austria (AT)
- ☐ Belarus (BY)
- ☐ Belgium (BE)
- ☐ Bosnia and Herzegovina (BA)
- ☐ Bulgaria (BG)

## MY WORKBENCH

My content

Create content

My favorites

My sections

### Create content

Call for project

Event

Hp\_slide

News

Organisation

Project

...

Fill in the fields. The required fields are marked with a red asterisk \*. They are: “**Title in English**”, “**Country of submission**”, “**Acronym** or short denomination”, “**Project lead organisation**”,

“**Project manager**”, and whether or not “**Searching**” will be enabled (‘yes’ by default; if set to ‘no’, your project will not show up in searches).

- You can save your work at any time by clicking on the “Save as draft” button at the bottom of the page. You will be able to go back to this form and complete it at a later time.
- If you're ready to publish it, click on the "Publish" button at the bottom of the page. Your project will now be public on the database.

Save as draft

Publish

**NB:** Do not worry if your project does not appear immediately. The indexing process may take up to one hour.

## 7. How to Create a Managing Authority or a Call

- Please contact AEIDL

## 8. How to create a TCA (Transnational Cooperation Agreement)

- See the user guide in the Technical support forum:  
<https://ec.europa.eu/esf/transnationality/content/short-tca-user-guide-online-tool>

\* \*  
\*

### Editing rights for additional contacts

Several users can be added to organisations or to projects to provide them editing rights:

- contacts added to a project can edit the data of the project (and related TCAs)
- contacts added to an organisation can edit the data of the organisation and of the related projects and TCAs.

This is to enable Organisations and Projects to manage access rights flexibly.

The supplementary contacts should be operational people to whom you want to grant editorial rights.

If you wish to make details of contacts available to the general public, it is best to include them in the project description or via web links you can add within the text fields of the organisation or project profile.

### Avoiding spamming the various contact persons

To avoid spamming all the contacts at the same time and to help you manage the notification e-mails that are sent when the database is updated, only the **Legal contact** (and in some cases the Project manager) is informed. The legal contact should arrange for the distribution of such notifications within your organisation.

### Functional ECAS accounts

We recommend you to create a “functional” ECAS account for the Legal contact. This can help you to separate your private ECAS account usage from the project/organisation usage (especially when the Legal contact is “out of the office” for a long period).

You can thus create a functional e-mail address – for instance using the acronym of your organisation – and set your own e-mail system up to forward messages to the right individuals. In this way, you can distribute the notifications among the people who need to take action on these notifications, without disturbing other staff members.