



**Projects and Products Portal
for Leonardo da Vinci**

Frequently asked questions

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1) I was registered with www.leonardodavinci-projekte.org and am no longer able to log into ADAM.

Answer: The login data for the old database no longer work for the ADAM site. You will have to re-register. You will then receive an e-mail containing the new login data.

2) I cannot find my project on the ADAM portal (under “My Projects”).

Answer: All projects were imported into ADAM from www.leonardodavinci-projekte.org. Please write the help desk if you cannot find your project under “My Projects”. We will then make your project available to you.

3) The person in charge of projects has changed/no longer works here. Can I receive authorisation (re-authorisation)?

Answer: You must be registered with ADAM. That is the basic requirement. Once you have done that, please e-mail us your user name and the project number(s). We will assign your user name to your project.

4) How and where can I update/edit project data?

Answer: You can edit your project data under “My Projects” by clicking on “Edit” next to your project.

5) I am looking for a partner. Where do I find the database containing project promoters?

Answer: ADAM is a portal for disseminating information on Leonardo da Vinci projects and the products and results from these projects. ADAM has no separate database for partner searches, but you are welcome to look in the partnership section of projects for suitable institutions for your project.

6) Where can I enter new partners?

Answer: Go to your project and click on “Partner” and then on “New”. Then you can click on “Copy” and check whether this partner has already been entered in ADAM. If it is already entered, you need not enter it again.

7) We need a new password because the employee to whom you sent the data no longer works for us.

Answer: Request a new password by clicking on “Login” and then following the software prompts. Please note: The password will be sent to the e-mail address of the person who is registered at ADAM! Please contact the help desk if you wish to have your project assigned to another person who is registered at ADAM.

8) Some of our products are available in as many as six languages. If you go to “Products” and then to “Product Languages”, you can select just one language.

Answer: Use the “Ctrl” key to select several languages.

9) I am unable to send off our project XY even though I have edited and saved the title and marketing text several times (in German). I keep receiving the following message: “Value for field ‘Title’ in language ‘English’ is incorrect or missing (Project Information).” And “Value for field ‘Marketing’ in language ‘English’ is incorrect or missing (Project Information).” The same thing happens in French. What should I do?

Answer: You must enter the title and marketing text in the languages English and French as well. To do so, click on “Project Info” and change the language for project entry in the upper right. Make these entries and you will then be able to send off your project.

10) Are passwords case-sensitive (do capitals and lower-case letters matter)?

Answer: Yes, they are.

11) It is impossible to delete a project.

Answer: Please write to the help desk if you want a project not to be visible to the public.

12) Can the project owner publish a project without the Country Administrator’s consent?

Answer: No, the Country Administrator is the person who posts a project.

13) Do I have to wait for quite awhile before the password is enabled?

Answer: Delays can sometimes occur on the data highway, too. You may not be able to log in immediately after receiving your password. Passwords are usually enabled quite quickly (within several minutes), however.

14) I am unable to access my “old” projects at ADAM using my user name/login.

Answer: Please write to the help desk. We will assign your projects to your user data.

15) Where can I find instructions on how to enter a project?

Answer: If you set Central as “Your National Agency” on the ADAM page, you will see the selection point “Manual” in the menu guidance to the left. There you can download the French, German and English versions of the manual.

16) A file I seemed to be able to upload successfully (twice) cannot be called up on the other end. An error message keeps appearing in the browser.

Answer: File names containing special characters or spaces are not allowed to be uploaded. Please keep that in mind when naming your files.

17) Our organisation is registered in the ADAM database, but I am unable to find either the project name or the project number using the search function. I did find other projects.

Answer: Your project must first be published by your national agency. As soon as this is done, you will be able to find your project using the search function.

18) What restrictions are there on file size and file type with respect to inclusion in products and information?

Answer: No restriction

19) Does everything have to be entered for Products/Outcomes or just the most important information?

Answer: Please enter all Products/Outcomes you are contractually obliged to develop.

20) I was only able to enter one partner under “Partner” even though I worked with two partners and want to mention both.

Answer: You can enter several partners by clicking on “New” after each entry and adding a new partner.

21) How does registration work?

Answer: Click on “Login” and then on the link for registration.

22) I want to allow other registered persons to edit my project. How can I do that?

Answer: Simply click on “User” in your project and enter the e-mail address of the person you wish to add. That person will then find the project under “My Projects”.

23) I want to update the project description for my project in ADAM. The coordinators in the project have changed, though, and I do not know who has the login.

Answer: Please contact the help desk. The people there can tell you who the project owner is.

24) When I do a search using the last 6 digits of the project number, no project is displayed.

Answer: Put an asterisk * in front of the 6 digits. This asterisk * is a placeholder for the rest of the project number. You will find your project if you use it.

25) I am the person authorised to update our project and have unfortunately forgotten my password. Please send it to me again.

Answer: Your password is automatically generated and sent to you at the time of registration. We have no access to your password. Please request a new password by clicking on “Login” and then following the software prompts.

26) I am having a problem with the files in the “Products” area. I am unable to delete the “Products” with the files.

Answer: You have to delete the files in the products first before you can delete the entire product.