



USER MANUAL YOMTOOL

CONTENT

COMPETENT BODY..... 2

- 1. *How to enter Yomtool..... 2*
- 2. *How to change language and the login details of the organisation..... 2*
- 3. *How to register qualifications and learning outcomes in Yomtool..... 3*
- 4. *How to set up Memorandums of Understanding and Partner Agreements..... 3*
- 5. *How to upload documents 4*
- 6. *How to get overview of MOUs and PAs and the partners taking part in them..... 4*
- 7. *How to register new organisations in Yomtool 4*

SENDING PARTNER 6

- 8. *How to enter Yomtool..... 6*
- 9. *How to change language and the login details of the organisation..... 6*
- 10. *How to see the MOUs and PAs you are taking part in..... 6*
- 11. *How to set up new Learning Agreements 7*
- 12. *How to upload relevant documentation 7*
- 13. *How to register information about the individual learner participants..... 8*
- 14. *How to register new organisations..... 8*

RECEIVING PARTNER..... 9

- 15. *How to enter Yomtool..... 9*
- 16. *How to change language and login details of the organisation..... 9*
- 17. *How to see the details of the MOUs and PAs you are taking part in..... 9*
- 18. *How to see the details of the Learning Agreements your are taking part in..... 10*
- 19. *How to see full list of sending organisations..... 10*
- 20. *How to upload relevant documentation 10*
- 21. *How to fill in further validation information about the learner participants..... 10*

USER..... 12

- 22. *How to enter Yomtool..... 12*
- 23. *How to change language and personal details 12*
- 24. *How to register education/courses attended and work experience..... 12*
- 25. *How to upload supporting documents..... 12*

COMPETENT BODY

Dear User with access as a Competent Body, Welcome to Yomtool!

1. How to enter Yomtool

- Login screen:
 - In order to access the database, you must have been given a login ID and password by the system administrator or another competent body in Yomtool.
 - If you were given access, but you have lost your password, click ‘my password is lost!’ fill in your email address, and a new password is sent to you. When receiving a login, enter login and password, and click ‘login.’
 - If you are given access by having several roles into the system, you will be asked to choose your connection at this stage. It is possible to have three roles at the same time in Yomtool: these are competent body, sending partner and receiving partner. For more information it is recommended to take a look at our introduction material.

2. How to change language and the login details of the organisation

- Home screen:
 - On the home screen along the top, you see all the main functions of Yomtool displayed. There is an option to change the language of your preference of the interface in the top right hand corner.
 - If you click on your organisation’s name beside the log out button, you have the option to update your personal details and of the organisation you are representing as well as changing your access password. When you log in for the first time, make sure the information about your organisation and the organisation specifications in the drop down menus are correct.
 - Furthermore, you have the option to add new contact persons by clicking the ‘add contact person,’ fill in the information of the new contact person and click save. You can use the pencil icon to look at and edit the information of a contact person. Use the X icon to delete persons, however make sure there is always a contact person with login details in the system, otherwise you have blocked yourself out of Yomtool. Furthermore, in the case of more than one contact person, keep in mind that all of them have the same rights in the system. Click ‘save and close’ to save your updates.
 - In case you have several roles in Yomtool, you can navigate between the roles by selecting the wanted role in the dropdown menu beside your organisation’s name.

- On the home screen you are given the option to add news to the wall which all persons using Yomtool under your organisation will see on their home screen. Click the ‘add news’ button and fill in the news you want to publish, and click ‘save.’

3. *How to register qualifications and learning outcomes in Yomtool*

- Qualifications screen:
 - The qualifications tab provides for the option to add qualifications and learning outcomes in which the planned exchange of learners will take place. Click on the ‘add new qualification’ button, fill in the title of the qualification and the relevant qualification codes. All fields are mandatory, and click ‘save and next page.’ In the next window, click the ‘add new LO’ button to add learning outcomes to the qualification. Fill in the title of the learning outcome in the following window, and the according code, and click ‘save’ to add the learning outcome. Continue adding learning outcomes to the qualification until it is complete.
 - Use the pencil icon beside the qualification or learning outcome to view or edit the information, and the X icon to delete qualifications or learning outcomes.

4. *How to set up Memorandums of Understanding and Partner Agreements*

- MOU and partner agreement screen:
 - The ‘MOU and partner agreement tab provides for the option to set up MOUs and partner agreements. When clicking on the tab, you are presented with a list of all the existing agreements you have set up. Use the pencil and X icon to edit or delete existing agreements.
 - To add a new agreement, click the ‘add new MOU and partner agreement’ button, and the window where the agreement is set up opens. In the two top drop down menus, you select the partner the MOU or agreement you are setting up with yourself. If you are setting up an agreement with a partner that is not registered yet, you can do so by clicking on the ‘add new’ button in the top right hand corner and filling in the required information and save.
 - Continuing, fill in the title of the agreement and tick off whether the agreement shall be a memorandum of understanding, a MOU or a partner agreement, a PA. Continue by filling in the dates of which the agreement shall take place.
 - The first tab of the agreement deals with the qualification the exchange is taking part in. In the drop down menus you select the qualification. Tick off the learning outcomes that are suitable for the exchange, and fill in the according qualification levels, if applicable. In the two bottom drop down menus, you select the sending partner in your country and the receiving partner within the agreement in the other country. Select the sending partner and the

host institution in the drop down menus, and click the two 'add' buttons to save them to the agreement.

- Click 'save and next page' to continue to the procedures part of the agreement. In the next tab, clarify the assessment procedures that will be used to assess the learners that are taking part in the mobility. Make sure you upload documents with further explanatory information on the assessment procedures under the documents tab. Click 'save and next page' to how the assessment of learning outcomes will be done.
- In the next window fill in how the assessment, documentation, validation and recognition of learning outcomes between the sending and the receiving partner is planned to be executed throughout the exchange. Click 'save and next page.'
- In the last window, 'other' you have the option to fill in final remarks adding to the agreement. Additionally you can fill in the date on when the partnership was last evaluated. If you need to make sure you have filled in everything correctly, you can use the 'save and previous page' button to navigate back to the other window's, however when you are finished with the agreement, click the 'lock the agreement' button' to save it. After this point you cannot change the agreement anymore. Click on the 'print' button to print the whole agreement.

5. *How to upload documents*

- Documents screen:
 - Under the documents tab you have the option to upload documents that are supporting the MOU or partner agreement or other material you find necessary to upload. Click on the 'upload' button, then click the 'select file' and pick the wanted file that is already saved to your computer, and click 'save.' All the documents that are uploaded will be listed.

6. *How to get overview of MOUs and PAs and the partners taking part in them*

- Organisation data screen:
 - Under the organisation data tab you get an overview of the partners that are taking part in every agreement. Select the MOU or partner agreement in the drop down menu and all the partners taking part will be listed.

7. *How to register new organisations in Yomtool*

- My contact organisations screen:
 - The my contact organisations tab provides for the option to add new organisations into the system. These organisations are those you can set up memorandums of

understanding and partner agreements between after you have added them into Yomtool.

- Click on the 'add new organisations' button and fill in all the required information in the next window. You have the option to give the new organisation the status as competent body, sending partner or receiving partner, or all by ticking off the boxes beside the organisation name. Click 'save.'
- Add a contact person to the organisation by clicking on the 'add new contact person' button. Fill in the required information, and click 'save'. Keep in mind you have to add at least one contact person to an organisation in order to have login access to Yomtool. Click 'save and close' to add it to the system. Here as well use the pencil icon to view and edit information, and the X icon to delete organisations.

SENDING PARTNER

Dear User with access as a Sending Partner, Welcome to Yomtool!

8. How to enter Yomtool

- Login screen:
 - In order to access the database, you must have been given a login ID and password by the Competent body you are assigned to.
 - If you were given access, but you have lost your password, click the 'my password is lost!' tab, fill in your email address, and a new password is sent to you. When receiving a login, enter login and password, and click 'login.'
 - If you are given access by having several roles into the system, you will be asked to choose your connection at this stage. It is possible to have three roles at the same time in Yomtool: competent body, sending partner and receiving partner. For more information I recommend you to take a look at our introduction material.

9. How to change language and the login details of the organisation

- Home screen:
 - On the home screen along the top, you see all the main functions of Yomtool displayed. There is an option to change the language of your preference of the interface in the top right hand corner.
 - If you click on your organisation's name beside the log out button, you have the option to update your personal details and of the organisation you are representing as well as changing your access password. When you log in for the first time, make sure the information about your organisation and the organisation specifications in the drop down menus are correct.
 - Furthermore, you have the option to add new contact persons by clicking the 'add contact person,' fill in the information of the new contact person and click save. You can use the pencil icon to look at and edit the information of a contact person. Use the X icon to delete persons, however make sure there is always a contact person with login details in the system, otherwise you have blocked yourself out of Yomtool. Furthermore, in the case of more than one contact person, keep in mind that all of them have the same rights in the system. Click 'save and close' to save your updates.
 - In case you have several roles in Yomtool, you can navigate between the roles by selecting the wanted role in the dropdown menu beside your organisation's name.

10. How to see the MOUs and PAs you are taking part in

- MOU partner agreement screen:
 - Under the MOU and partner agreement tab you have an overview of all the MOUs and partner agreements you are taking part in. You can see the details of the agreements by

clicking on the arrow icon on the right hand side of every agreement. You are not allowed to edit the information though.

11. How to set up new Learning Agreements

- Learning agreement screen:
 - Under the 'learning agreement' tab you have the option to add new learning agreements under the MOUs and partner agreements you are a part of. Click on the 'add new learning agreement' button and select the MOU or partner agreement in the first drop down menu, followed by filling in the dates that apply to the learning agreement. In the next menus, select the institutions that will be part of the learning agreement. Give the learning agreement a name, and fill in the number of working days the agreement will be in force. Then click the 'save' button.
 - Following this, click the 'add learner' button to add learners to the learning agreement. Fill in the required information about the learner and click 'save and next page.' In the next window the information about the current level of competence of the learner before he or she goes on exchange will be filled in. Fill in the name of the qualification, title and tick the learning outcomes this learner has already acquired. Fill in the level of competence codes if applicable. In the text field there is room for noting the state of learner competence. Click save and next page again.
 - In the next window the competence to be achieved is to be filled in. According to the same principle has the title of the qualification to be filled in and the learning outcomes to be achieved ticked. Again, fill in the level of competence codes if applicable and fill in the text box with a summary of the learning activities. Click 'save and close' to add the learner to the learning agreement. You can add as many learner participants as needed to the learning agreement. When finished adding learners, click 'save and next page.'
 - The next step is to ensure the assessment procedures of every single learner. This window is to note down the procedures of assessment that are to be used for the learners. Use the drop down menus to ensure which assessment procedures are to be used. Click save and next page. Under the next tab, fill in the required information about who will make the assessment etc. in the text fields. Again click save and next page. Under the last tab the information about the validation and recognition of the learning outcomes must be filled into the text fields. When finished filling in the information, click save and previous page to navigate back, or click the 'print' button to print the whole learning agreement for the individual learner.

12. How to upload relevant documentation

- Documents screen:
 - The documents tab provides for the option to upload documents that are supporting the learning agreement or other material you find necessary to upload. Select the wanted

MOU or partner agreement in the drop down menu. Click on the 'upload' button, then click the 'select file' and pick the wanted file that is already saved to your computer, and click 'save.' All the documents that you are uploading, will be listed.

13. How to register information about the individual learner participants

- Learner participants screen:
 - Under the learner participants tab you get an overview of all the participants in all your learning agreements. Select the wanted learning agreement in the menu and all the participants will be listed. You can click on the pencil icon on the right hand side of the learners name to view or edit the information. Furthermore you can add guardians to the learner by clicking on the 'new guardian' button in the following window. Fill in the required information and click save. You can add several guardians for every learner. Click 'save and next page' to continue.
 - The next tab, follow up, gives the option to tick off whether the participant has done all the preparation checks and the follow up checks. Tick the suitable boxes. Click save and next page.
 - The next tab opens up for adding general comments of the learner. Click save and next page. The next tab requires filling in the details of the Europass which is the European Skills passport. It contains details about the experience and activities, knowledge, learning outcomes achieved during the exchange, and the assessment procedures that have been used. You fill out the according text boxes which you find under the tabs on the left hind side. Click 'save and next page' when you are finished.
 - In the last tab, personal transcript can be printed off. Fill in the required information and the template it will be printed out in, and click the 'print' button.
 - The whole process need to be done with every learner participant.

14. How to register new organisations

- My contact organisations screen:
 - The 'my contact organisations' tab lists all these organisations are those you can set up Learning agreements between after you have added them into Yomtool.
 - Click on the 'add new organisations' button and fill in all the required information in the next window. You have the option to give the new organisation the status as competent body, sending partner or receiving partner or all by ticking off the boxes beside the organisation name. Click 'save'
 - Then add a contact person to the organisation by clicking on the 'add new contact person' button. Fill in the required information, and click 'save'. Keep in mind you have to add at least one contact person to an organisation in order to have login access to Yomtool. Click 'save and close' to add it to the system. Here as well use the pencil icon to view and edit information, and the X icon to delete organisations.

RECEIVING PARTNER

Dear User with access as a Receiving Partner, Welcome to Yomtool!

15. How to enter Yomtool

- Login screen:
 - In order to access the database, you must have been given a login ID and password by the Competent body you are assigned to.
 - If you were given access, but you have lost your password, click ‘my password is lost!’ fill in your email address, and a new password is sent to you. When receiving a login, enter login and password, and click ‘login.’
 - If you are given access by having several roles into the system, you will be asked to choose your connection at this stage. It is possible to have three roles at the same time in Yomtool: competent body, sending partner and receiving partner. For more information I recommend you to take a look at our introduction material.

16. How to change language and login details of the organisation

- Home screen:
 - On the home screen along the top, you see all the main functions of Yomtool displayed. There is an option to change the language of your preference of the interface in the top right hand corner.
 - If you click on your organisation’s name beside the log out button, you have the option to update your personal details and of the organisation you are representing as well as changing your access password. When you log in for the first time, make sure the information about your organisation and the organisation specifications in the drop down menus are correct.
 - Furthermore, you have the option to add new contact persons by clicking the ‘add contact person,’ fill in the information of the new contact person and click save. You can use the pencil icon to look at and edit the information of a contact person. Use the X icon to delete persons, however make sure there is always a contact person with login details in the system, otherwise you have blocked yourself out of Yomtool. Furthermore, in the case of more than one contact person, keep in mind that all of them have the same rights in the system. Click ‘save and close’ to save your updates.
 - Continuing, in case you have several roles in Yomtool, you can navigate between the roles by selecting the wanted role in the dropdown menu beside your organisation’s name.

17. How to see the details of the MOUs and PAs you are taking part in

- MOU screen:
 - Under the MOU tab you have the option to view all the Memorandums of Understanding and partner agreements you are taking part in. Click on the arrow icon

on the right hand side of the agreements and the details of the agreement will be displayed. On the top you see which partners the agreement is made between and under the tabs qualification, assessment, procedures and other you get all the details of the agreement. As a receiving partner you can only view this information, not edit it.

18. How to see the details of the Learning Agreements your are taking part in

- Learning agreement screen:
 - Under the learning agreement tab the same principle as the latter tab is used. Here you can see all the details of the learning agreements you are part of can be displayed. Click on the arrow icon on the right hand side of the learning agreements. In the following window all the details of the agreement are displayed including all the learner participants that are added to it.
 - To see the personal details of every participant, select the wanted learner in the dropdown menu, and click the arrow icon beside his or her name to view the details. When clicking on the tabs in the text window you can see the current competence and the competence to be achieved by the learner. Click 'close' to exit.
 - To see the final learning agreement click on the tabs assessment, procedure and validation & recognition to see the content.

19. How to see full list of sending organisations

- Sending organisation screen:
 - The following tab, sending organization, displays all the sending organizations you are cooperating with.

20. How to upload relevant documentation

- Documents screen:
 - The documents tab provides for an option to upload documents that support a particular learning agreement, or other materials you find necessary. Select the learning agreement you want to attach a document to in the drop down menu, and click search. Then click the 'upload' button, followed by clicking the 'select file' and pick the wanted file that is already saved to your computer, and click 'save.' All the documents that you are uploading will be listed.

21. How to fill in further validation information about the learner participants

- Learner participants screen:
 - Trough the learner participants tab you get access to see all the details of the learner participants. Select the wanted learning agreement in the drop down menu, and all the learners that are taking part in the agreement will be displayed. Click on the pencil icon to view the content.

- You are not allowed to edit the core information of the learner, however you are asked to fill in the information in the next tab whether all preparation checklists have been filled in. Tick the checklists that have been done, and click 'save and next page.'
- The next tab requires filling in the details of the Europass which is the European Skills passport. It contains details about the experience and activities, knowledge, learning outcomes achieved during the exchange and the assessment procedures that have been used. You fill out the according text boxes which you find under the tabs on the left hand side. Click 'save and next page' when you are finished.
- The last tab, personal transcript, is another manner of depicting the competence the learner has achieved during the exchange. Fill in the required information and save. To print the document click the 'print' button.
- This process needs to be done with all the learners who are participating in the learning agreements you as a host institution are a part of.

USER

Dear User, welcome to Yomtool!

22. How to enter Yomtool

- Login screen:
 - In order to access the database, you must have been given a login ID and password by the school, organisation or training centre you belong to.
 - If you were given access, but you have lost your password, click 'my password is lost!' fill in your email address, click the send button, and a new password is sent to you. When receiving a login, enter login and password, and click 'login.'

23. How to change language and personal details

- Home screen:
 - On the home screen along the top, you see all the main functions of Yomtool displayed. There is an option to change the language of your preference of the interface in the top right hand corner.
 - If you click on your own name beside the log out button, you have the option to update your personal details as well as changing your access password.

24. How to register education/courses attended and work experience

- Education screen:
 - Under the 'education' tab, you have the option to add all education and courses you have taken. Click the 'add' button and fill in the dates of the course or study, school or organisation attended, and the title of the course. Click 'add' to save information. If you later want to edit the information you have saved, click the pencil icon and change the information. Furthermore, if you want to delete a whole study or course, click the X icon beside the individual course.
- Work experience & Certificates screen:
 - The tab 'work experience' gives you the option to add all work experience and certificates you have accumulated so far. This is done by the same principles as under the education tab.

25. How to upload supporting documents

- Documents & CV screen:
 - The documents tab provides for the option to upload documents of your choice. Examples of documents would be supporting material to your education and work experience. Whatever you find necessary. Click the button 'upload,' select the wanted

file already saved on your computer and click save. All the documents you upload will be listed.

26. How to see the complete learning agreement you are taking part in

- Mobility screen:
 - The final tab for an enduser is the mobility tab. This tab makes it possible to get an overview of your own learning agreement including the qualification and the learning outcomes that are connected to the learning agreement.