**TRAECE - Training, Networking and Mobility
in Early Childhood Education and Care
Project: 2018-1-DE02-KA202-005019**

THEME* Smart Mobility Tool (TSMT)

TSMT Database

Frequently Asked Questions (FAQ) and additional support

- **What is the difference between company, institution and the third party.**
  Regarding the mobility there is always a sender and a host. Sometimes there is a third party which organizes the mobility. The institution as the sender and the company as the host of the mobility.

- **With whom is it possible to organize the mobility over the database?**
  It is an open tool. You can use it with whomever you want. You can invite whomever you want and organize the mobility over the database. In general, it would be better to organize the whole mobility over the same website/ database. Direct communication between the involved people is an important point (not only via the system). There has to be training of how to use the database.

- **Can the assessment tools be used for the training?**
  Yes, every document of the tools can be used for training. Train and practice in the demo version, before using the full version.

- **Are there items for language skills?**
  There is an assessment for language skills.

- **Is it possible to add open questions and answers?**
  - If you want to add competences you are free to add up to six changed or new competences. Be aware you should agree with the host about the changes.
  - In the assessments you are able to insert free text
  - In general you are able to download all documents as word-file. You can insert and change free texts.

- **What should I do if I have problems with my registration?**
  If there are problems with your registration, this can be due to various reasons, such as security issues or simple gaps in your account information. In such cases, please contact the administrator.

* EU-Project THEME - Transfer of ECVET instruments into the fields of Trade, Hospitality, Electrical Engineering/Electronics and Mechatronics, Number of project: DE/13/LLP-LdV/TOI/147643

• Is it possible to delete a party (e.g. institution or company) within the system?

> You cannot initiate the deletion of parties by yourself. In such cases please contact the administrator. Reason for this is the fact that we have to be very sure that not a whole tribe with enormous work behind is deleted (double-eye-principle)

• Does it make sense to enter the student's information after the partnership is established?

> Yes, that makes sense and it is a must. First you create the partnership, afterwards the mobility. You need a partner for sending a student.

• Multi login to any website.

> Problems can occur if you have a double role assignment (logged in as student and host) Solutions:
>
> - anonymous browsing (incognito windows)
> - SessionBox as tool for multi login (Google Chrome)
> - Multi-Account Containers (Firefox)