



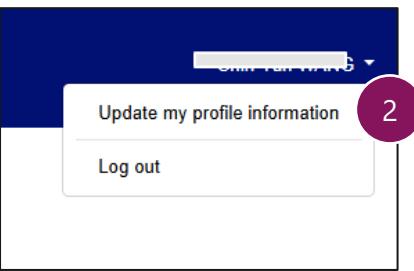
# ELA database of good practices

## Applicant Guide

# Landing

## Landing

- 1 At Resources Platform site, click 'EU Login'. (<https://resources.ela.europa.eu/progress-portal>)
- 2 Once login, navigate to your login name, click the down arrow, select 'Update my profile information'.
- 3, 4, 5 Select the tool – ELA database of good practices, select your country, scroll the page down, then click 'submit'.
- 6 Then at the home page, find module: ELA database of good practices, click 'Open module'.
- 7 Then you will see 2 modules: apply for a good practice and all member states good practices. (you might need to wait couple minutes for the site to grant you access to 'Apply for a good practice')



ELA Database of good practices - applicant guide

Good Practice Process  
1 Landing

## Select Resources Platform tools

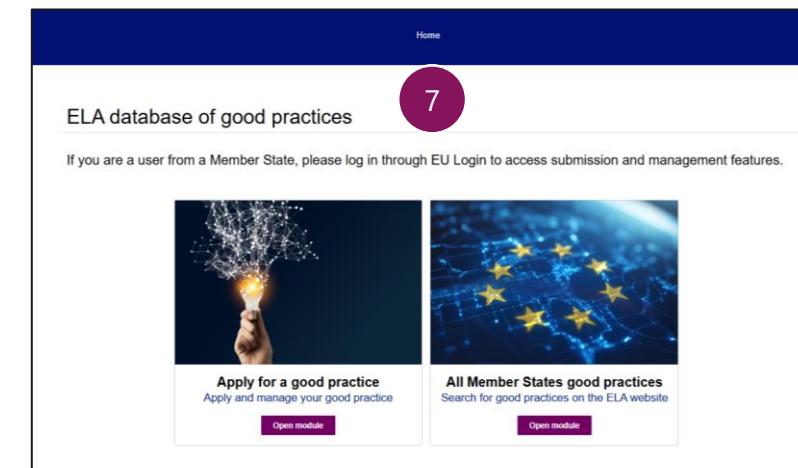
Tools  
Handbook - gain access to admin details  
ELA database of good practices: gain access to apply good practices.  
Governance and outreach: gain access to use cases.  
PROGRESS Portal access cannot be chosen by user.Instead, MS admin or ELA Resources Platform admin need to configure it for you.

ELA database of good practices x

My country  
Please select your country.

Cyprus

Submit 5



# Manage my applications

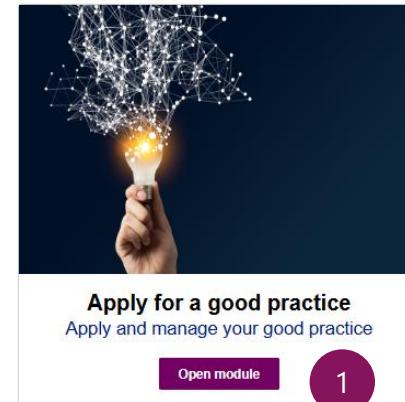
## Submit an application

### Submit an application

- 1 At 'Apply for good practice', click 'Open module'.
- 2 Then at 'My applications', click 'Open module'.

### ELA database of good practices

If you are a user from a Member State, please log in through EU Login to access submission and management features.



### Apply for a good practice

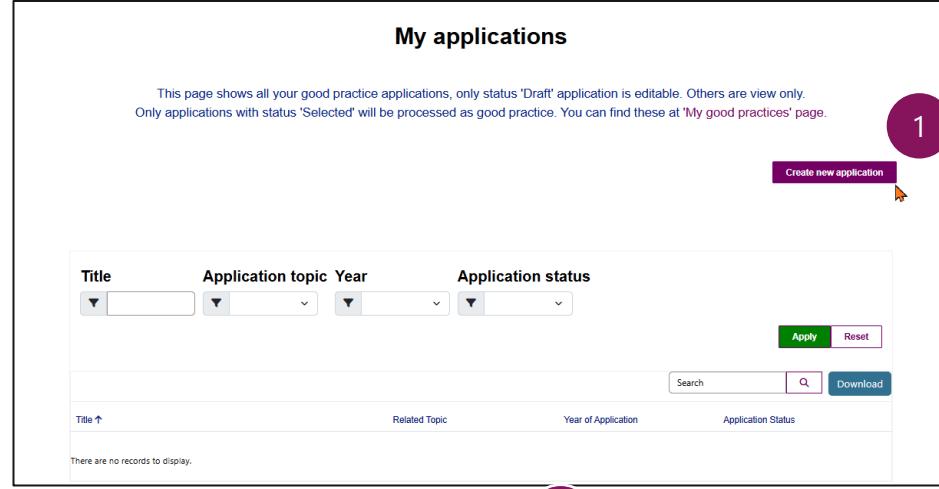


# Manage my applications

## Submit an application

### Submit an application

- 1 Click 'Create new application'.
- 2 Fill in required information at the form.
- 3 At 3. related topic part, click 'Add Topics' to add topic for this application, or click on 'remove topic' remove the added topic.
- 4 Once ready, click 'Submit to ELA', if you wish to edit later, click 'Save as draft'.



1

My applications

This page shows all your good practice applications, only status 'Draft' application is editable. Others are view only. Only applications with status 'Selected' will be processed as good practice. You can find these at 'My good practices' page.

Create new application

Title	Application topic	Year	Application status

Apply Reset

Search Download

Title ↑ Related Topic Year of Application Application Status

There are no records to display.


2

Create new application

1 General Information 2 Good Practice 3 Related Topics

Good Practice

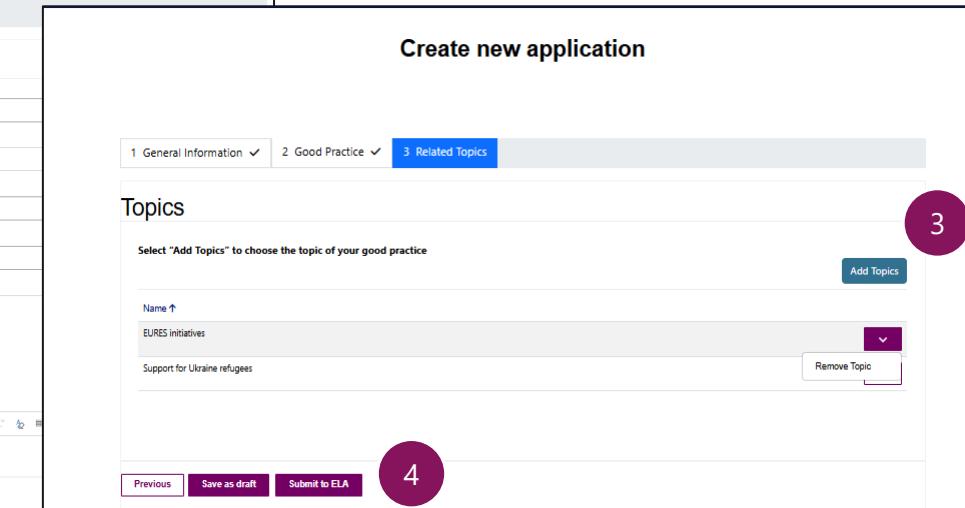
Title \* Demo BE Organisation 0506

Geographical Focus National

Start Date \* 05/06/2025

End Date DD/MM/YYYY

Description of the Good Practice \* Demo BE Organisation 0506

3

Create new application

1 General Information 2 Good Practice 3 Related Topics

Topics

Select "Add Topics" to choose the topic of your good practice

Add Topics

Name ↑ EURES initiatives

Support for Ukraine refugees

Remove Topic

4

Previous Next

Save as draft Submit to ELA

# Manage my applications

## Submit 'draft' application

### Submit 'draft' application

1 At 'My applications' page, navigate to 'Draft' application, click on down arrow, then 'Edit'.

2 You will be navigated to 'Update my application' page, update the information if necessary, then scroll down to either 'Save as draft' again or if you think the application information has been completed and ready to submit this application, you can click on 'Submit to ELA' .



#### Application status:

Draft - application is saved as draft by you and not yet submitted to ELA.

Submitted - application has been submitted to ELA by you, but not yet selected by ELA.

Once your application selected by ELA, it will be processed as a good practice. You can find these at 'My good practices' page.

**My applications**

This page shows all your good practice applications, only status 'Draft' application is editable. Others are view only. Only applications with status 'Selected' will be processed as good practice. You can find these at 'My good practices' page.

[Create new application](#)

Title	Application topic	Year	Application status
Demo IE Organisation 2206	Related Topic	2025	Draft
tst 1306	EURES Initiatives	2025	Selected

[Apply](#) [Reset](#)

[Search](#) [Download](#)

**Topics**

Select "Add Topics" to choose the topic of your good practice

[Add Topics](#)

Name
EURES initiatives
Support for Ukraine refugees

[Save as draft](#) [Submit to ELA](#)

2

# Manage my applications

## View and filter my applications

### View and filter my applications

1 Once the application is submitted, you can see the status marked 'Submitted'.

2 You can view details of an application by clicking on 'View details'.

3-1 If you have multiple applications, you can also filter them by Title, Application topic, Year, or Application status.

3-2 Or search mentioned criteria by text at Search bar.

3-3 Then click on 'Apply' to apply filter(s). If you click on 'Reset', all filter will be reset.

### My applications

This page shows all your good practice applications, only status 'Draft' application is editable. Others are view only. Only applications with status 'Selected' will be processed as good practice. You can find these at 'My good practices' page.

[Create new application](#)

Title	Application topic	Year	Application status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">           Draft Submitted         </div>

3-1

3-2

3-3

1

2

Search    Download

Title	Related Topic	Year of Application	Application Status
Demo BE Organisation 0506	Artificial Intelligence - AI in social security coordination,EURES initiatives	2025	Submitted

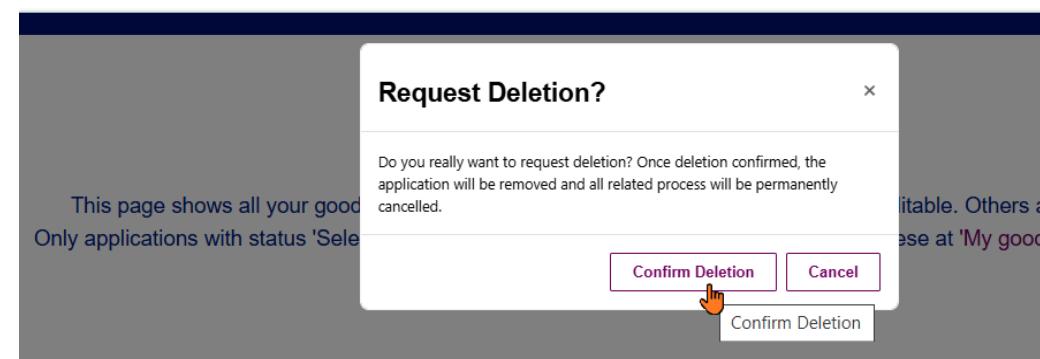
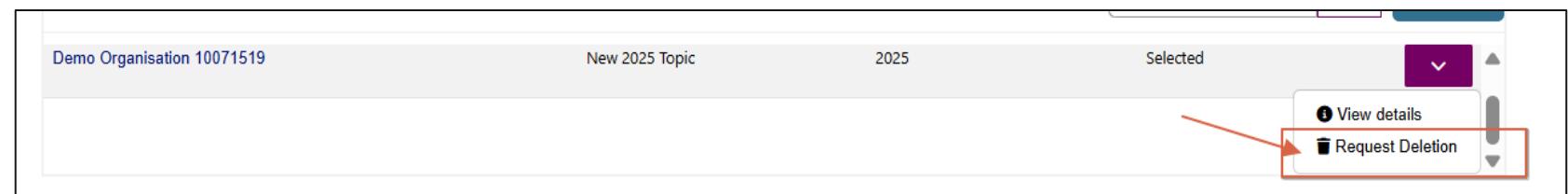
[View details](#)

# Manage my applications

## Delete my application

### Delete my application

- 1 At draft and submitted stage of application, you can request deletion and stop all related process of this application.
- 2 Confirm the deletion. Then this application will be removed permanently.



# Manage my good practices

## Update my good practice

### Update my good practice

1

Once application selected by ELA admin or ELA admin updated your good practice with comments, you will receive an email with the link to access the draft good practice and provide required information there.

2

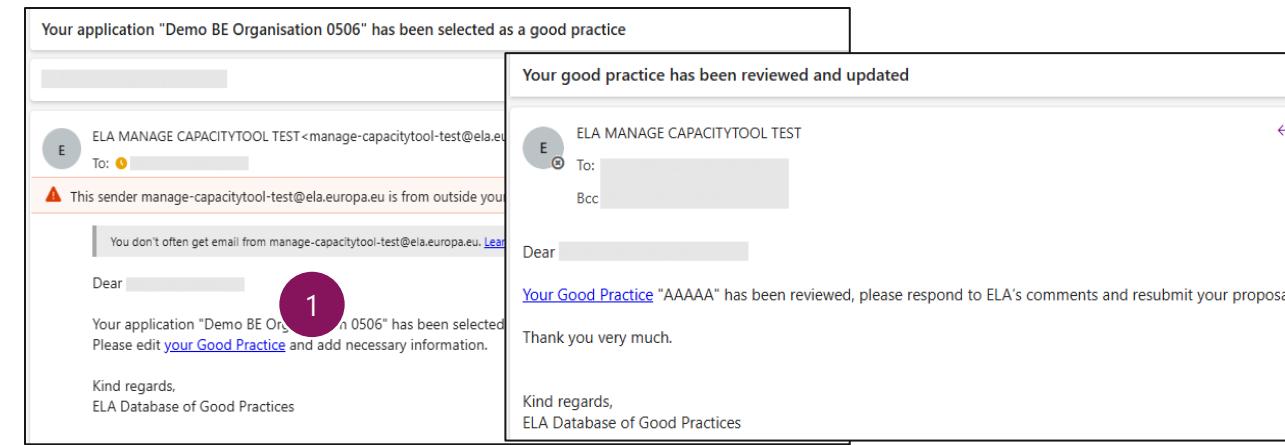
Open the link to navigate to the site form, then provide necessary information.

3

Read ELA admin comments, adjust your submission where appropriate and provide your reply to ELA in the comment area.

4

Once ready, click 'submit to ELA', if you wish to edit later, click 'save as draft'.



# Manage my good practices

## View and filter my good practice

### View and filter my good practice

- 1 Once good practice submitted, you can see the status marked 'Submitted to ELA'.
- 2 You can view details of a good practice by clicking on view details.
- 3-1 If you have multiple good practices, you can also filter them by Title, Good practice topic, Year, or Status.
- 3-2 Or search mentioned criteria by text at Search bar.
- 3-3 Then click on 'Apply' to apply filter(s). If you click on 'Reset', all filter will be reset.

## My good practices

This page shows all your good practices, only 'Draft' and 'Sent for approval' ones are editable. Others are view only.

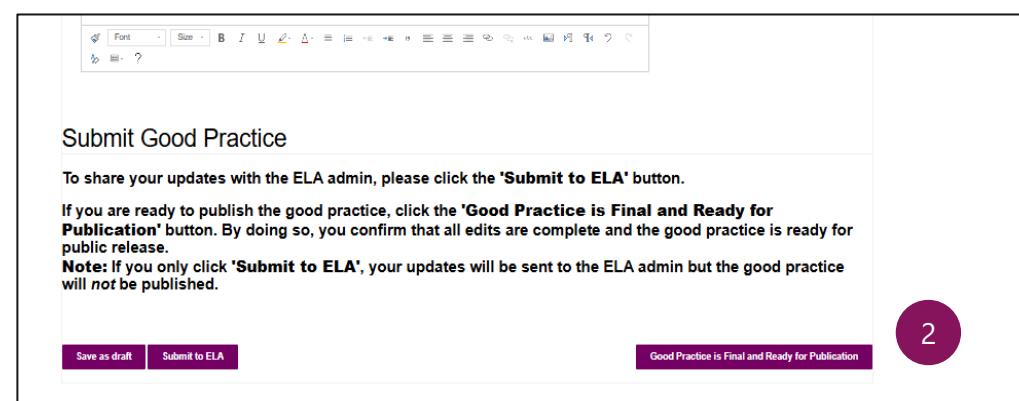
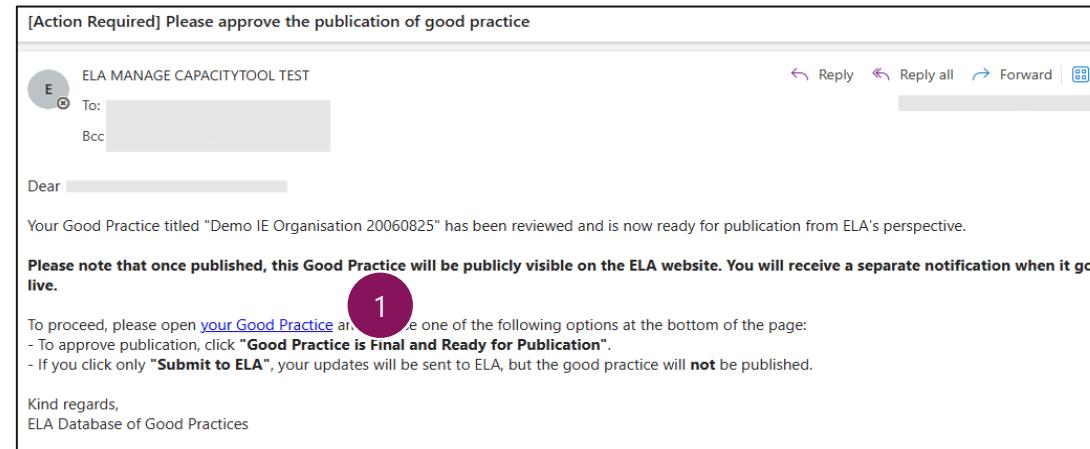
Title	Good practice topic	Year	Status
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<input type="button"/> Title ↑	<input type="button"/> Related Topic	<input type="button"/>	<input type="button"/> 3-1
Demo BE Organisation 0506	Artificial Intelligence - AI in social security initiatives	<input type="button"/>	<input type="button"/> 3-3
		<input type="button"/>	<input type="button"/> 3-2
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		<input type="button"/>	<input type="button"/> 1
		<input type="button"/>	<input type="button"/> 1
		<input type="button"/>	<input type="button"/> 2
		<input type="button"/>	<input type="button"/> 1
		<input type="button"/>	<input type="button"/> 1
		<input type="button"/>	<input type="button"/> 2
		<input type="button"/>	<input type="button"/> 1
		<input type="button"/>	<input type="button"/> 1
		<input type="button"/>	<input type="button"/> 2
		<input type="button"/>	<input type="button"/> 1
		<input type="button"/>	<input type="button"/> 1
		<input type="button"/>	<input type="button"/> 2
		<input type="button"/>	<input type="button"/> 1
		<input type="button"/>	<input type="button"/> 1
		<input type="button"/> </td	

# Manage my good practices

## Approve for publication

### Update my good practice

- Once good practice sent to you for final approval, you will receive an email notification.
- you can open the link to navigate to the site form, then click on 'Good Practice is Final and Ready for Publication'.
- You'll be navigated to your good practice, and find the status marked 'Ready for publication'



Title ↑	Related Topic	Year of Good Practice	Status Reason
Demo BE Organisation 0506	Artificial Intelligence - AI in social security coordination	2025	Ready for publication

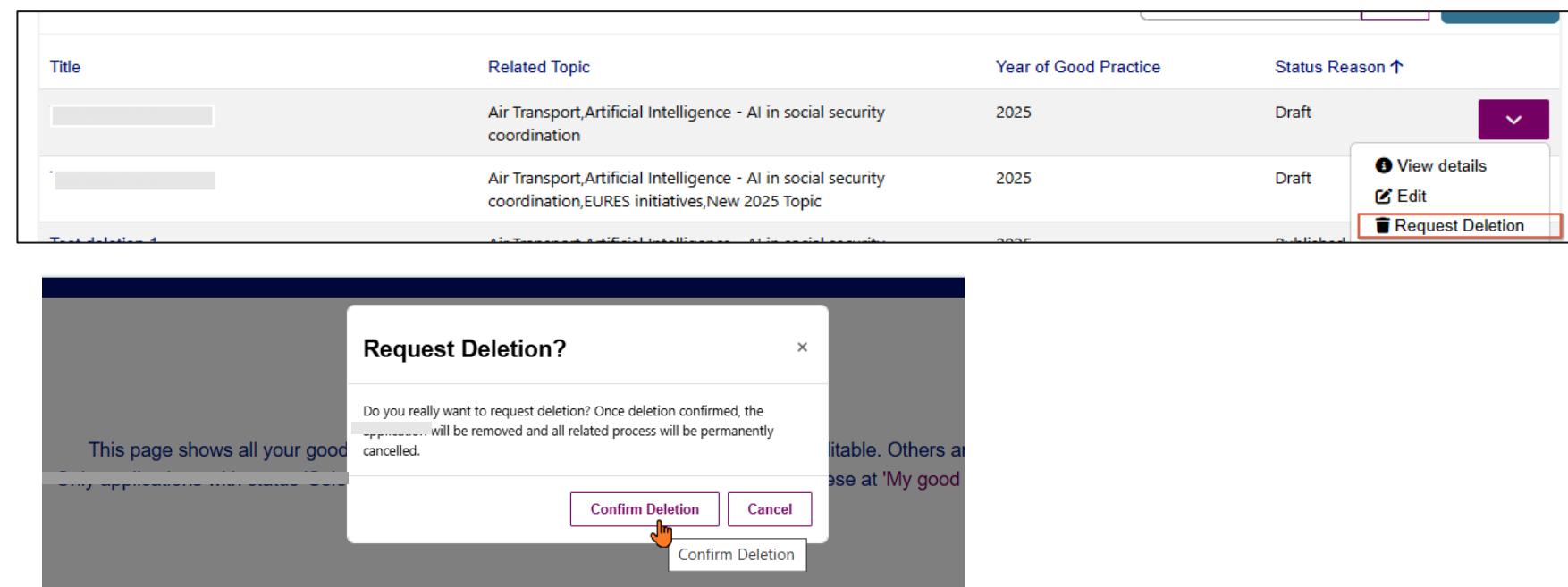
# Manage my good practices

## Delete my good practice

### Delete my good practice

1 If the good practice is NOT yet published, you can request deletion and stop all related process of this good practice. (Once published, it will be visible to public )

2 Confirm the deletion. Then this good practice will be removed permanently.



The screenshot shows a table of good practices with columns: Title, Related Topic, Year of Good Practice, and Status Reason. Two entries are visible:

Title	Related Topic	Year of Good Practice	Status Reason
[Redacted]	Air Transport,Artificial Intelligence - AI in social security coordination	2025	Draft
[Redacted]	Air Transport,Artificial Intelligence - AI in social security coordination,EURES initiatives,New 2025 Topic	2025	Draft

A context menu is open on the second row, with the 'Request Deletion' option highlighted.

Below the table, a modal dialog titled 'Request Deletion?' contains the message: 'Do you really want to request deletion? Once deletion confirmed, the ... will be removed and all related process will be permanently cancelled.' It has 'Confirm Deletion' and 'Cancel' buttons, with 'Confirm Deletion' being the one being clicked.