

# Tools & Materials

## GENERATING DOCUMENTS

### Materials

Exepnese  
Data

Activity  
Data

Writing proposal - financial part	
User Intention	System Responsibility
Collect all expenses	Possibility to enter expenses
	Sum up expenses Display total number
	Possibility to share document
Writing proposal - activity part	
Collect and describe all activities / aims	Possibility to collect description of activities / aims
	Possibility to share document
Writing documentation - financial report	
Collect all expenses	Possibility to enter expenses
	Sum up expenses Display total number of expenses (planned vs. actual) Display deviation in %
	Possibility to share document
Writing documentation - activity report	
Collect and describe all activities / aims	Possibility to collect description of activities / aims
	Possibility to share document

### Tools

Data  
Inputer

Data  
Adder

Data  
Viewer

Document  
Sharer

Data  
Subtractor

Data  
Divider

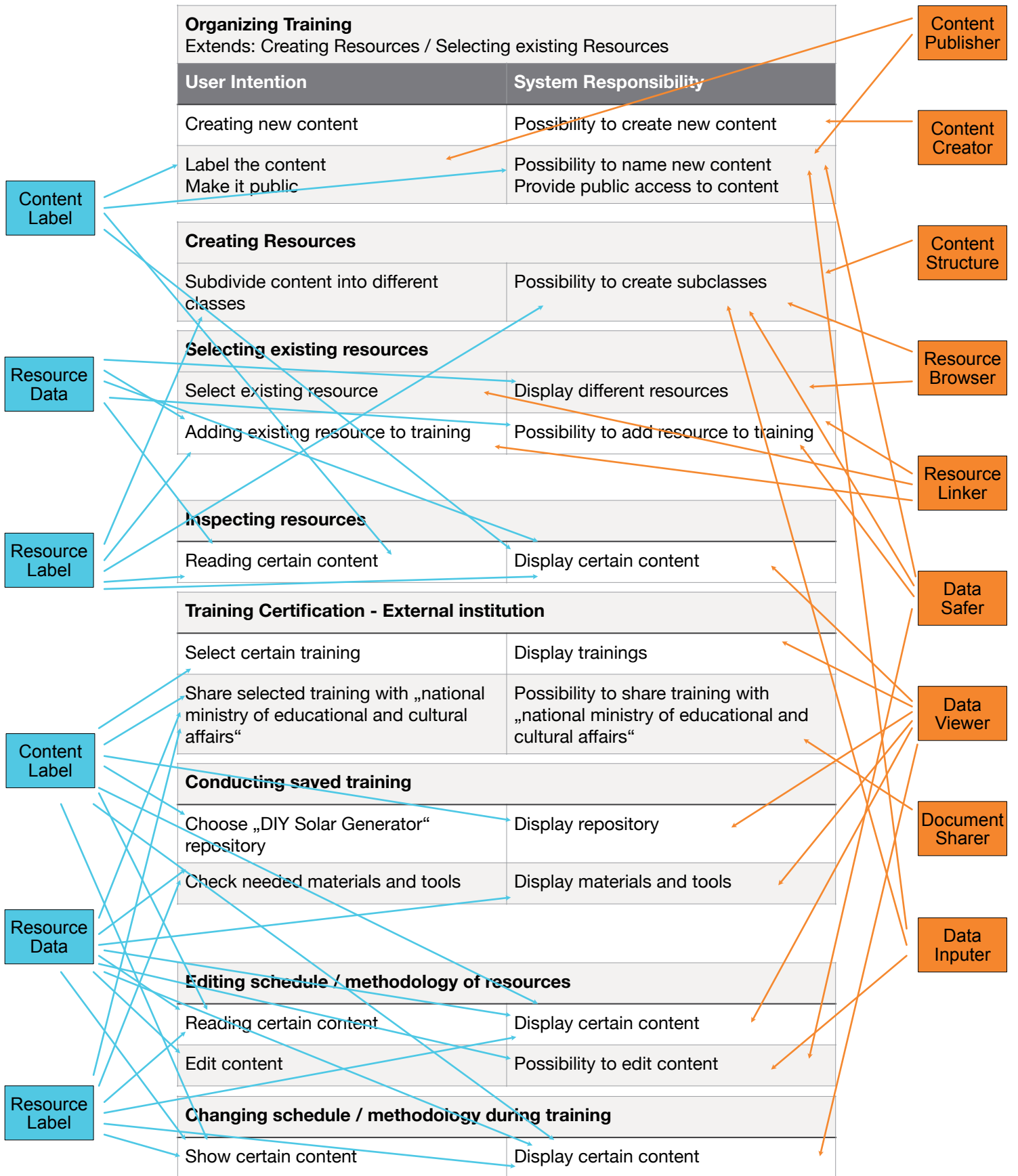
Data  
Collector

Data  
Safer

# ORGANIZING TRAININGS

## Materials

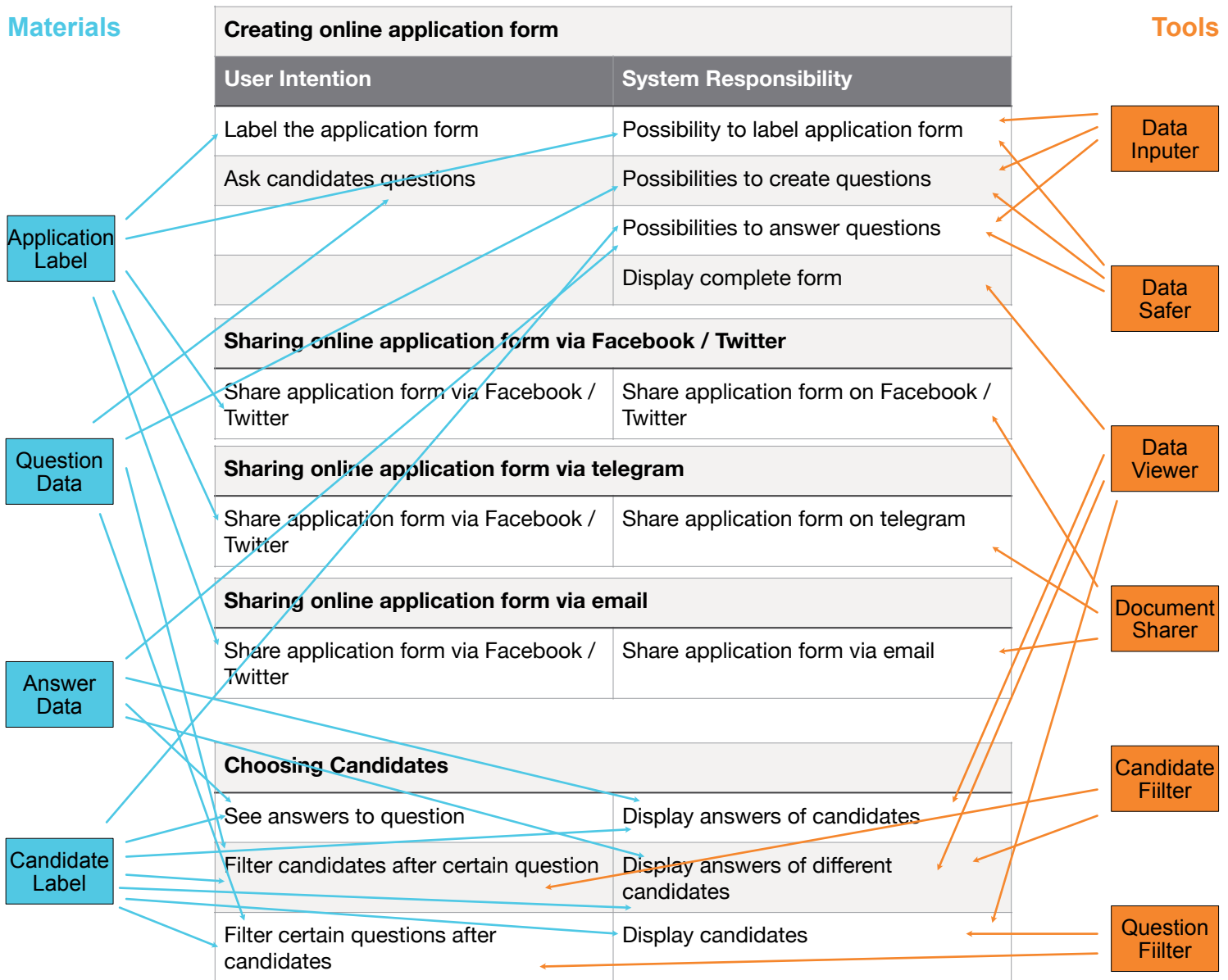
## Tools



# FINDING PARTICIPANTS

## Materials

## Tools



# GENERATING CERTIFICATES

