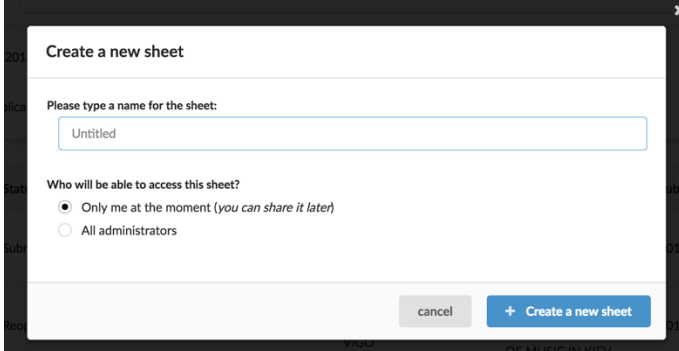


GENERATE AND USE OF TABLES IN EASY

EASY allows administrators to generate Tables of your INCOMING and OUTGOING applicants to share or to export them to Excel files.

To benefit of this tool, you can follow **the next 6 steps**:

1. Click on “Tables” in the Menu on the left, under either the “INCOMING” or “OUTGOING”
2. Click on the tab “New sheet” to create and name it after your preferences. At this step you can also determine who will have Access to this sheet.




3. Filter all data you might need using the filter tools, such as academic period, intakes, regions, application status, offer status, offer decision. Please note that only the exact **fields included in your own appform** can be used:

📅 2018/19 (all terms) ▾ 📅 3 intakes ▾ 🌐 All regions ▾ 🏠 165 mobilities ▾
Application status ▾ Offer status ▾ Offer decision ▾


✓ Save 🔗

4. Customize the data to see in your columns by using the wrench tool in the left corner of the Table:

	Status	Offer priority	Offer type	Offer decision
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Choose the columns that you want to see in the table.

Apply changes

- ▶  My columns
- ▶ Application: Metadata (2)
- ▶ Application: Offers (5)
- ▶ Application: Profile (3)
- ▼ Application: Contact (1)
 - E-mail
 - Address: Type of residence
 - Address: Street address
 - Address: House number
 - Address: Apartment number
 - Address: Post office
 - Address: City, town, village
 - Address: Region, province, county
 - Address: City, province, region

5. Once created the Table with the desired information, you can order the data by clicking in the preferred column name:



6. Finally, use the wrench on the right corner to delete, share, rename, print or export the Table to an Excel file.

