Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

Sharing multiple applications in EASY

Your incoming applications has been nominated by the home institutions and moved to the Nominated category under Offers and replies. The next step is to share the applications with the reviewers. This guide shows how to share all applications at one go with reviewers by giving them limited access to EASY.

Giving your reviewers read-only access to EASY
1. In the EASY menu go to System > Administrators
2. At the bottom, click + New administrator
3. Type in the information for your reviewer
4. At the bottom under Permissions, mark 'AEC Academic supervisor'
5. At the top click 'Save changes' and 'Send out password'
6. Do this for every reviewer

Creating a table in EASY
1. In the EASY menu go to Incoming > Tables
2. At the top, click + New sheet
3. Name the sheet, e.g. 'For reviewers'
4. Under 'Who will be able to access this sheet?', mark 'Only me at the moment'
5. At the top, choose the relevant filters:
    a. Correct Study Year
    b. Application status
    c. Offer status
    d. Maybe more..
       - and click 'Save' to apply the changes
6. At the top left click the wrench > click Application: Metadata > mark Application (this creates a column with direct links to each application in the table)
7. Mark any other information relevant to your reviewers
   Remember to click 'Apply changes' every time before leaving the wrench menu
8. Sort the table by the applicants first names by clicking 'First name(s)' and click Save
9. At the top right click the blue wrench and click 'Sharing'
10. Mark only relevant employees and reviewers from your own institution and click 'Apply changes' at the bottom
11. When the table contains everything you need and access has been given to the right people, click Save

Creating an Excel sheet (based on your table) for the reviewers
1. In your table click the blue wrench at the top right and click Excel
2. In the Excel sheet add relevant columns for the reviewers assessment (grades, comments)

3. Keep it sorted by first name, so it looks like the table in EASY
4. Save the Excel

Sharing it with your reviewers
1. Send the Excel sheet and a short guide to the reviewers workflow:
   a. How they find the table in EASY (Incoming > Tables > For reviewers)
   b. That their Excel sheet corresponds to the table in EASY
   c. How they open each application (by clicking the link under 'Application' in the table)
   d. That they should register their assessment of each applicant in the Excel sheet and return this to you