



EASY
APPFORMS & TABLES

AEC - IRC WEBINAR - OCTOBER 2020



SETTING UP APPFORMS AND TABLES IN 'EASY'

1. APPFORMS

2. TABLES



1. APPFORMS

HOW TO SET UP YOUR APPFORM

SETTING UP YOUR APPFORM



Lucia Di Cecca Test

Region: Italy

Applicant ID: 20241

Submitted Fall semester 2020/21

Erasmus+ student mobility (BA)

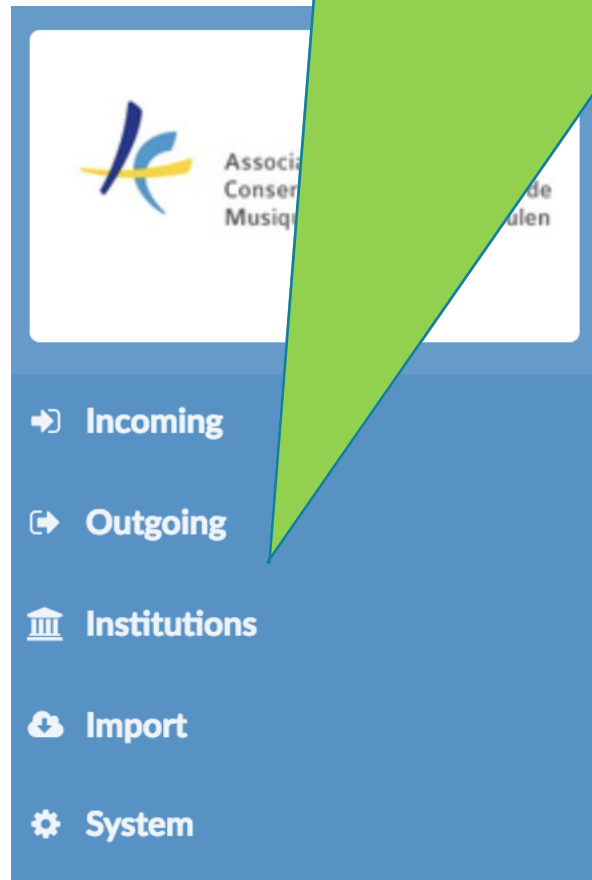
- 1 E VIGO03 - Fall semester Erasmus+ BA, exchange combined English/Spanish
 CONSERVATORIO SUPERIOR DE MUSICA IN VIGO Conservatoire of Music Licinio Refice - Frosinone

Study plans

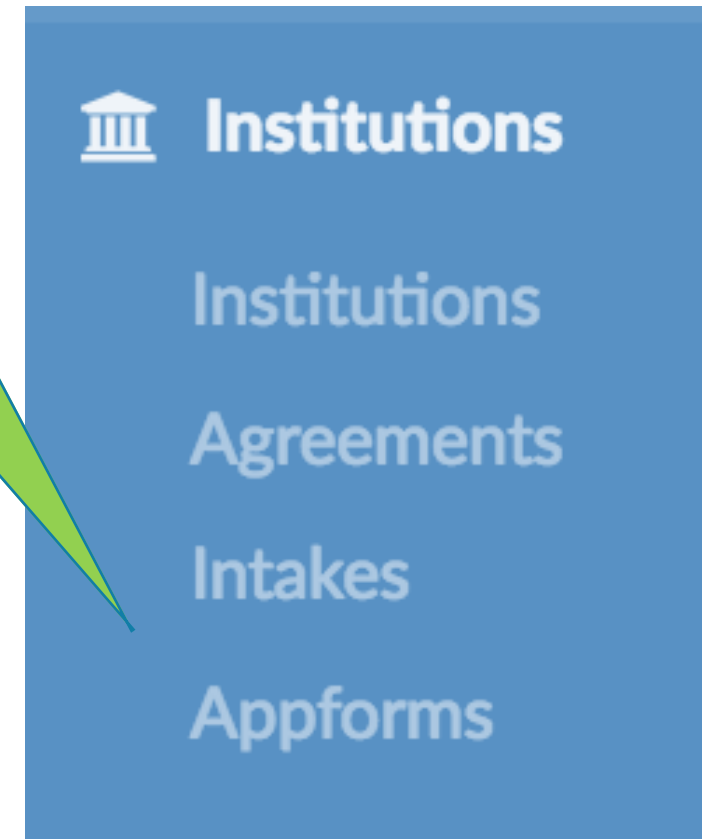
Erasmus+ student mobility (BA) CONSERVATORIO SUPERIOR DE MUSICA IN VIGO Conservatoire of Music Licinio Refice - Frosinone

A-01-1	Análise (I) - Analysis (I) CLASSICAL GUITAR	English	Fall semester Undergraduate	2.0 ECTS
Total:				2 ECTS

1.- AFTER LOGGING IN, GO TO THE MENU ON THE LEFT AND CLICK ON “INSTITUTIONS”



2.- CLICK ON “APPFORMS”



3.- CLICK ON THE APPLICATION FORM "ERASMUS+

OR ON ITS WHRENCH TOOL

Name

Usage

E VIGO03 - Bilaterals

9



E VIGO03 - Erasmust+

161



E VIGO03 - Nordplus

1



4.- NAME YOUR FORM

Edit appform

✓ Save changes

Name

E VIGO03 - Erasmus+

Please type a descriptive name for this appform. For example "Appform for BA programmes".

AND SAVE CHANGES

✓ Save changes

5.- YOU WILL FIND ALL THESE SECTIONS FOR SETTING UP

Priorities

Profile

Contact

Home university

Mobility

Education

Grades

Languages

Career

Activities

Residences

Documents

References

Medias

Other

6.- USE 'INFO AND ACADEMIC OFFER' BLANK TO INSERT A LINK TO YOUR ACADEMIC OFFER AS WELL AS TO GIVE INSTRUCTIONS TO THE APPLICANT

Information and Academic Offer

To compose your Study Plan, please check our academic offer:

[_ *https://www.csmvigo.com/curriculo-ects*_](https://www.csmvigo.com/curriculo-ects)

Language Requirements: It is compulsory to upload a Language Certificate of a B1 level or higher as indicated below. Applications without a Language certificate wont be considered.

- SPANISH B1 or ENGLISH B1 for any applicant aiming to course instrument specializations excluding theoretical subjects.

- SPANISH B2 for any applicants aiming to course theoretical subjects or specializations as Composition, Pedagogy, Musicology or similar.

Academic year:

- Autumn semester: from mid of September to end of January

- Spring semester: from beginning of February to end May or beginning June

To check the exact dates, please visit our website at [_*http://csmvigo.com/calendario-academico/?lang=es*_](http://csmvigo.com/calendario-academico/?lang=es)

for *italic* or * * for **bold** Use _ _

Edit appform

✓ Save changes

Always 'Save Changes'

7.- IN '**PROFILE**' USE THE BLANK FOR WRITING INSTRUCTIONS TO THE APPLICANT

Profile

Please, fill your data using CAPITAL LETTERS, except for your email address.

You can also insert links, bold, italic [read more](#)

▸ World

+ Add another territory

CLICK ON '**WORLD**' TO GET AND SET UP THE LIST OF BLANKS YOU WANT IN YOUR FORM

8.- TICK THE BOXES YOU CONSIDER TO CUSTOMIZE YOUR FORM

DECIDE IF YOU WANT THEM **MANDATORY** OR NOT

Edit appform

✓ Save changes

Always **'Save Changes'**

▼ World	
<input checked="" type="checkbox"/> Given name(s)	<input checked="" type="checkbox"/> mandatory
<input checked="" type="checkbox"/> Family name(s)	<input checked="" type="checkbox"/> mandatory
<input type="checkbox"/> Middle name(s)	<input type="checkbox"/> mandatory
<input type="checkbox"/> Previous family name	<input type="checkbox"/> mandatory
<input type="checkbox"/> Salutation	<input type="checkbox"/> mandatory
<input type="checkbox"/> Father's given name(s)	<input type="checkbox"/> mandatory
<input type="checkbox"/> Father's family name	<input type="checkbox"/> mandatory
<input type="checkbox"/> Mother's given name(s)	<input type="checkbox"/> mandatory
<input type="checkbox"/> Mother's family name	<input type="checkbox"/> mandatory
<input type="checkbox"/> Mother's previous family name	<input type="checkbox"/> mandatory
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> mandatory

▸ World

+ Add another territory

9. CLICK ON **“ANOTHER TERRITORY”** TO GET INFORMATION FROM APPLICANTS FROM SPECIFIC COUNTRIES THAT YOU MIGHT NEED

10. PROCEED SIMILARLY FOR NEXT SECTIONS LIKE CONTACT, HOME UNIVERSITY, ETC...

Contact

Please, fill the data using CAPITAL LETTERS, except for email address.

You can also insert links, bold, italic [read more](#)

▸ World

+ Add another territory

Home university

Please, fill in the required data using CAPITAL LETTERS, except for email address.

You can also insert links, bold, italic [read more](#)

▸ World

+ Add another territory



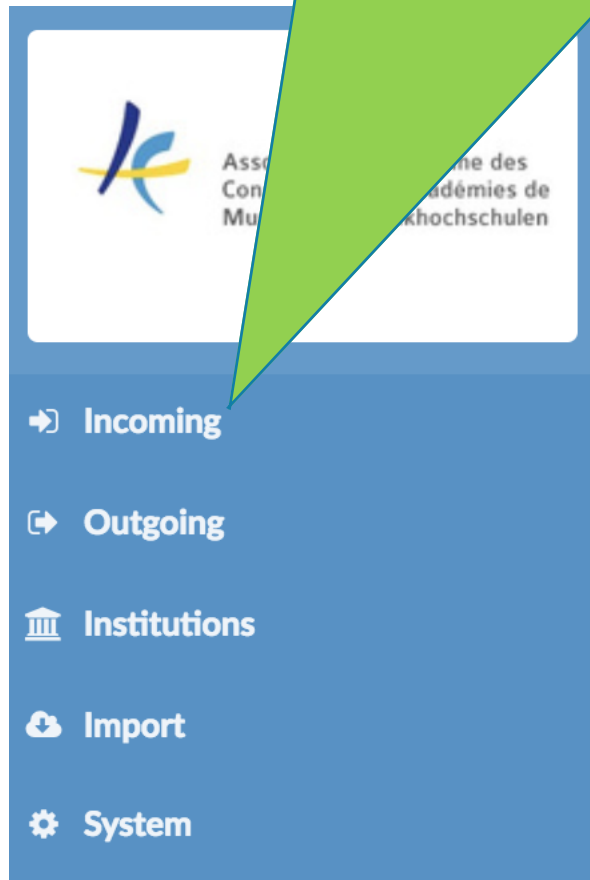
2. TABLES

HOW TO CONFIGURE YOUR TABLES

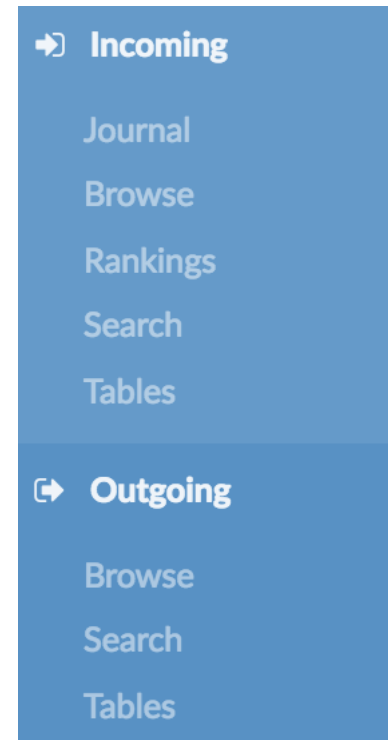


**YOU CAN GET IN YOUR
TABLES ONLY THOSE
FIELDS HAVING BEEN
TICKED WHILE SETTING
UP THE RESPECTIVE
SECTIONS IN THE
APPFORMS**

1.- AFTER LOGGING IN, GO TO THE MENU ON THE LEFT AND CLICK ON 'INCOMING' or 'OUTGOING'



2.- CLICK ON "TABLES"



CREATE INCOMING "TABLES"

➔ Incoming

Journal

Browse

Rankings

Search

Tables

➔ Outgoing

Browse

Search

Tables

OR OUTGOING "TABLES"

INCOMING 'TABLES' - 1. PRESS 'NEW SHEET'

Start by creating a new table sheet.

+ New sheet

2. GIVE A NAME TO YOUR TABLE

Create a new sheet

Please type a name for the sheet:

Untitled

Who will be able to access this sheet?

- Only me at the moment (*you can share it later*)
- All administrators





cancel

+ Create a new sheet

3. SETTING UP FILTERS

FILTERING DATA USING ACCORDING TO DIFFERENT CRITERIA

TEST BIRMINGHAM + New

 2018/19 (all terms) ▼  All intakes ▼  All regions ▼  196 mobilities ▼

Application status ▼ Offer status ▼ Offer decision ▼

3. SETTING UP FILTERS

FILTERING BY TERMS

📅 2018/19

- Select all terms in this year
- Fall semester 2018/19
- Spring semester 2018/19
- Academic year 2018/19

📍 3 intakes ▾

OR BY INTAKES

All regions ▾

filter specific intakes

- E VIGO03 - Academic year
- E VIGO03 - Fall semester
- E VIGO03 - Spring semester

Clear all

Select all

OR BY REGIONS OR COUNTRIES


- World
 - Americas
 - Northern America
 - Canada
 - United States
 - Central America
 - Costa Rica
 - Mexico
 - Caribbean
 - Cuba
 - Jamaica
 - Trinidad and Tobago

Clear all

Select all

3. SETTING UP FILTERS

FILTER DATA USING OTHER CRITERIA, LIKE 'HOME INSTITUTION'

 196 mobilities ▼

Filter the mobilities you want to see:

- ▶ All institutions
- ▶ All types
- ▶ All modes
- ▶ All languages
- ▶ All partners

BY MOBILITY TYPES

Filter the mobilities you want to see:

- ▶ All institutions
- ▼ All types

Clear all

Select all

- Erasmus+ BA
- Erasmus+ MA
- Erasmus+ PhD
- Nordplus
- Bilateral

3. SETTING UP FILTERS

BY APPLICANT STATUS

Application status ▾

Applicant progress
Search based on how far the applicant has progressed with the application.

use these options

- Blank
- Prepare
- Inactive
- Blocked
- Submitted
- Reopened
- Resubmitted
- Closed

BY OFFER STATUS

Offer status ▾

Offers and replies
Search based on what offers and replies have been sent out.

use these options

- Waiting for nomination
- External was notified
- OUT: Feedback
- OUT: Sent to committee
- OUT: Rejected
- Nominated
- IN: Feedback
- IN: Sent to committee
- IN: Waitlisted

BY OFFER DECISION

Offer decision ▾

Offer decision
Search based on if the applicant has made a decision on an offer.

use these options

- None
- Final
- Declined

3. SETTING UP FILTERS

ALWAYS 'SAVE CHANGES'



TEST BIRMINGHAM

+ New sheet

📅 2018/19 (all terms) ▾

📍 All intakes ▾

🌐 All regions ▾

🏛️ 25526 mobilities ▾

Application status ▾

Offer status ▾

Offer decision ▾



4. ORDERING DATA

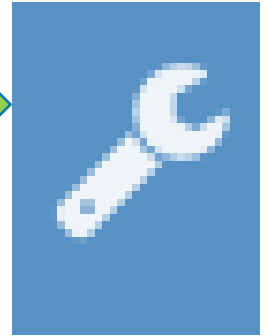
CLICK ON COLUMN NAMES TO ORDER DATA AFTER YOUR PREFERENCES

Sending institution name	Submitted date	First name(s)	Family name
--------------------------	----------------	---------------	-------------

5. SETTING UP COLUMNS



TWO WHRENCHS: BLACK AND WHITE



BLACK ON THE LEFT

WHITE ON THE RIGHT

TEST BIRMINGHAM

+ New sheet

2018/19 (all terms)

All intakes

All regions

196 mobilities

Application status

Offer status

Offer decision

Save



Application

Status

Offer type

Sending institution name

Submitted date

First name(s)

Family name

Citizenship

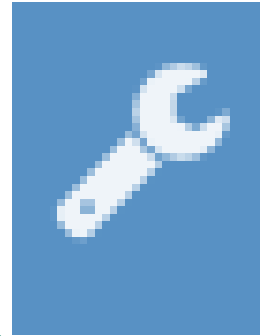
E-mail

5. SETTING UP COLUMNS



**BLACK FOR
COLUMNS
SETTINGS**


**WHITE FOR TABLE
EXPORTING**



TEST BIRMINGHAM + New sheet

📅 2018/19 (all terms) ▾ 📍 All intakes ▾ 🌐 All regions ▾ 🏛️ 196 mobilities ▾

Application status ▾ Offer status ▾ Offer decision ▾ ✓ Save 🔧

 Application	Status	Offer type	Sending institution name	Submitted date	First name(s)	Family name	Citizenship	E-mail
--	--------	------------	--------------------------	----------------	---------------	-------------	-------------	--------


5. SETTING UP COLUMNS

**BLACK FOR
COLUMNS
SETTINGS**

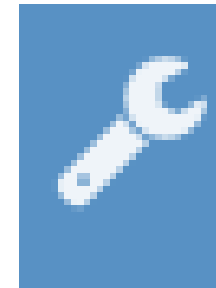


Choose the columns that you want to see in the table.

✓ Apply changes






- ▶  My columns
- ▶ Application: Metadata 2
- ▶ Application: Offers 2
- ▶ Application: Profile 3
- ▶ Application: Contact 1
- ▶ Application: References
- ▶ Application: Documents
- ▶ Application: Other
- ▶ Application: Education
- ▶ Application: Languages
- ▶ Application: Home
- ▶ Application: Employment
- ▶ Application: Extra fields

**WHITE FOR
TABLE
EDITING**



✓ Save



-  Rename
-  Sharing
-  Print
-  Excel
-  Delete

5. SETTING UP COLUMNS

click on the BLACK wrench
to customize your columns



Choose the columns that you want to see in the table.

TES

Ap

1

2

3

4

5

6

7

Apply changes

- My columns
- Application: Metadata 2
- Application: Offers 5
- Application: Profile 3
- Application: Contact 1
- Application: References
- Application: Documents
- Application: Other
- Application: Education
- Application: Languages
- Application: Home
- Application: Employment
- Application: Extra fields

DECIDE WHICH
COLUMNS YOU
WANT IN YOUR
TABLES

5. SETTING UP COLUMNS

Application: Offers (5)

- Offer priority
- Offer type
- Offer type (confirmed)
- Offer score
- Offer score (extra)
- Offer decision
- Offer course name
- Offer start date
- Receiving institution name
- Receiving institution country
- Sending institution name
- Sending institution country

Application: Profile (3)

- First name(s)
- Family name
- Middle name(s)
- Previous family name
- Salutation
- Father's given name(s)
- Father's family name
- Mother's given name(s)
- Mother's family name
- Mother's previous family name
- Gender

tick on each section the boxes you want

5. SETTING UP COLUMNS

TO REMARK: TICK ON THE 'APPLICATION' BOX IN 'APPLICATION: METADATA' IF YOU WANT A LINK TO EACH APPLICATION IN YOUR TABLE

Choose the columns that you want to see in the table.

Apply changes

TES

My columns

Application: Metadata ²

Applicant

Application

Status

Created date

Revised date

Submitted date

1

A large yellow starburst graphic with a blue outline, centered on the page. The text is contained within this starburst. The background of the slide is white, with a dark blue wavy border on the left and a solid blue vertical bar on the right.

REMINDER:

YOU WILL GET IN YOUR
TABLES ONLY THOSE
FIELDS HAVING BEEN
TICKED WHILE SETTING
THE RESPECTIVE
SECTIONS IN YOUR
APPFORMS



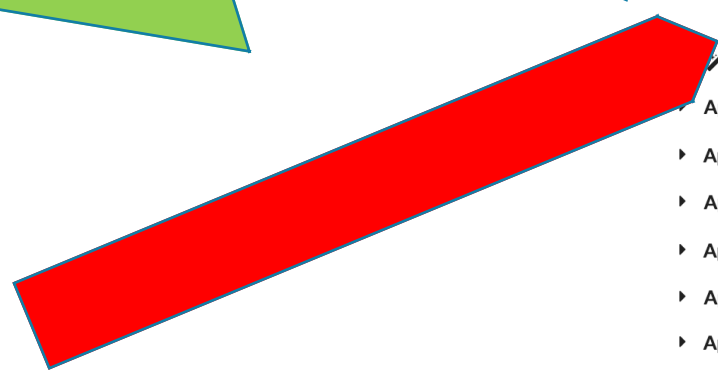
Apply changes

Do not forget to press
the “apply changes”
button

Choose the columns that you want to see in the table.

✓ Apply changes

- ✎ My columns
- Application: Metadata 3
 - ▶ Application: Offers 2
 - ▶ Application: Profile 3
 - ▶ Application: Contact 1
 - ▶ Application: References
 - ▶ Application: Documents
 - ▶ Application: Other
 - ▶ Application: Education
 - ▶ Application: Languages
 - ▶ Application: Home
 - ▶ Application: Employment
 - ▶ Application: Extra fields



6. SHARING TABLES

Save



USE THE WHITE WHRENCH

RENAME THE TABLE



Rename

SHARE THE TABLE



Sharing

CREATE A PDF TO PRINT



Print

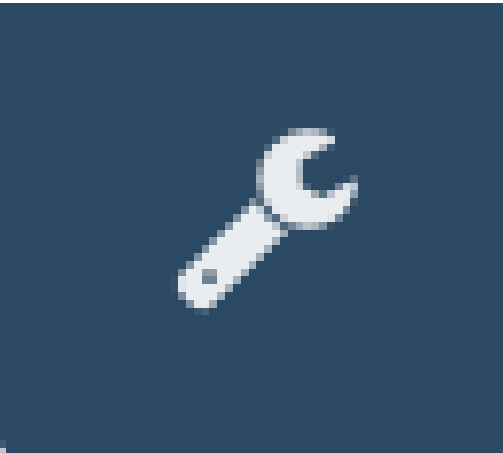
CREATE THE TABLE TO EXCEL



Excel



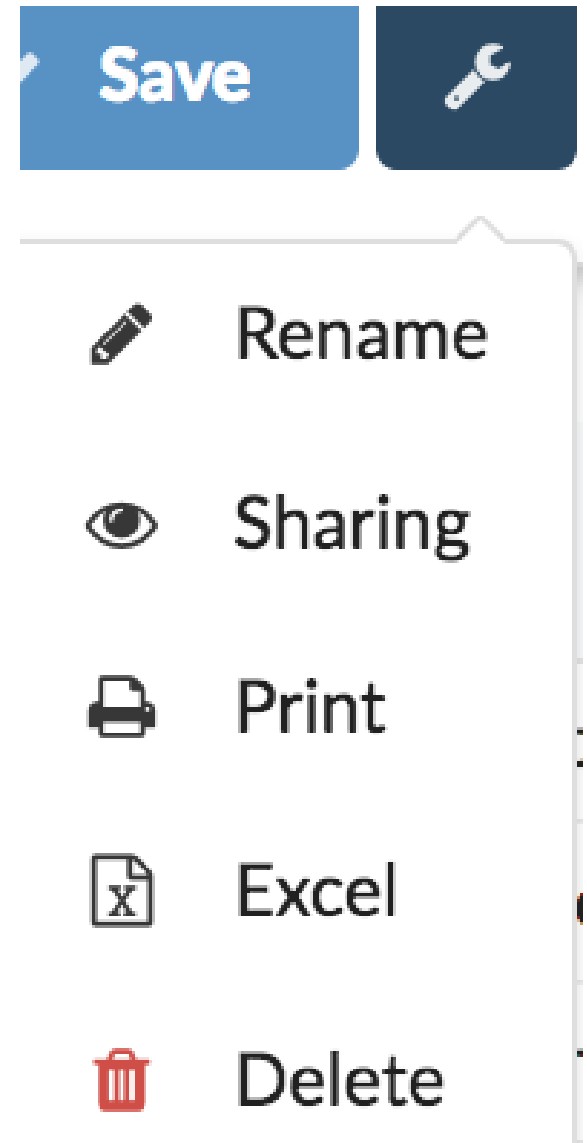
Delete



6. SHARING TABLES

ONE OPTION TO SHARE THE DATA TO YOUR ADMINISTRATORS OR REVIEWERS IN A PDF OR IN A EXCEL TABLE

THESE OPTIONS, DO NOT PROVIDE DIRECT ACCES TO THE APPLICATION, ONLY TO THE APPLICANT RECORDINGS, IF THIS FIELD IS IMPLEMENTED IN THE APPLICATION FORM



6. SHARING TABLES

Save



CLICK ON SHARING

YOU WILL GET THE
NEXT MESSAGE:



Rename



Sharing



Print



Excel



Delete

Sharing

Who should have access this sheet?

- All administrators can access this sheet
- Only the author and the administrators that you choose

6. SHARING TABLES

Admin roles

Filter by administrator roles

- Superuser (all permissions)
- Admissions administrator
- Academic supervisor
- Academic consultant
- Marketing administrator
- Content administrator
- Courses administrator
- Accountant
- AEC Admissions administrator
- AEC Academic supervisor
- Custom permissions*

Validity

Filter based on the account validity period.

- ! Unlimited
- ✓ Is currently valid
- ⌚ Not valid yet
- ✗ Not valid any more

Administrator permissions are either assigned via a role (that contains a set of permissions) plus any number of additional individual permissions for advanced cases.

Turn on the 'permissions audit' feature to see an overview of all permissions assigned to an administrator, regardless if it is from a role or individually assigned.

 Audit permissions

CLICK ON 'ADD NEW ADMINISTRATORS'
AT THE BOTTOM OF THE PAGE

 **New administrator**

6. SHARING TABLES

Export the table with the 'Application' links to Excel

Choose the columns that you want to see in the table.

TES

Apply changes

My columns

Application: Metadata 2

- Applicant
- Application
- Status
- Created date
- Revised date
- Submitted date

1

Save



Rename



Sharing



Print




Excel



Delete





6. SHARING TABLES

The reviewers can have a temporary access to the applications through the 'Application' links.

	Application	Status	Offer type	Sending institution name
1	#6455	Submitted	IN: Accepted	UKRAINIAN TCHAIKOVSKY NATIONAL ACADEMY OF MUSIC IN KIEV
2	#6458	Resubmitted	IN: Accepted	UKRAINIAN TCHAIKOVSKY NATIONAL ACADEMY OF MUSIC IN KIEV

Export TABLES are your Friends too <3

- Tables let you **filter and order** your applications according to the criteria you need (alphabetic order, instrument, country, submission date, status, etc.)
- You need to select the fields (corresponding to those that are in your application form) that you want in the table
- Some important fields (i.e. **main instrument**) are in Extra Field and are indicated by a **little hand**

-  Profile: If Other, please specify your planned arrival and departure month
- Profile: Current level of education at your home institution
- Profile: Which study programme at Iceland University of the Arts do you want to apply for?
-  Profile: Field of Study
-  Profile: Which study period are you applying to?
-  Profile: Current Level of Education at your home

- Build different tables for different terms
- Tables include links to the applications that work in exported table as long as the original table in EASY Are not changed

THANK YOU FOR YOUR ATTENTION !!

TIME FOR QUESTIONS