SETTING UP APPFORMS AND TABLES IN ‘EASY’

1. APPFORMS

2. TABLES
1. APPFORMS

HOW TO SET UP YOUR APPFORM
1. AFTER LOGGING IN, GO TO THE LEFT MENU AND CLICK ON "INSTITUTIONS"

2. CLICK ON "APPFORMS"
3.- CLICK ON THE “ERASMUS+” APPLICATION FORM

OR ON ITS WHRENCH TOOL
4. NAME YOUR FORM

Edit appform

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

Name

E VIGO03 - Erasmus+

AND SAVE CHANGES
5.- YOU WILL FIND ALL THESE SECTIONS FOR SETTING UP
6.- Use ‘INFORMATION AND ACADEMIC OFFER’ to insert a link to your academic offer & give any instructions you want to the applicant.

Do not forget: ‘Save Changes’

Use _ _ for italic or * * for bold
7.- IN ‘PROFILE’ USE THE BLANK FOR WRITING INSTRUCTIONS TO THE APPLICANT

CLICK ON ‘WORLD’ TO GET AND SET UP THE LIST OF BLANKS YOU WANT IN YOUR FORM
8. Tick the fields you consider to customize your form

Decide if you want a field mandatory or not

Unclickable fields are mandatory by default

Basic standard questions for everyone

Always ‘Save Changes’

Edit appform

Save changes
9. IF YOU NEED SPECIFIC INFORMATION FROM APPLICANTS COMING FROM A CERTAIN GEOGRAPHICAL AREA, CLICK ON “ANOTHER TERRITORY” FOR CUSTOMIZING YOUR FORM
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
TIME FOR QUESTIONS
1. After logging in, go to the left menu and click on ‘INCOMING’ or ‘OUTGOING’

2. Click on “TABLES”
TABLES PROVIDE INFORMATION ONLY FROM THOSE FIELDS HAVING BEEN TICKED WHILE SETTING UP THE APPFORMS EXCEPTING...
DATA FROM MOBILITY SECTION

DATA FROM THAT SECTION WONT BE EXPORTED TO TABLES

Mobility

*Please mark down your preferred professor(s) or leave the fields empty if you don't have any*

You can also insert links, bold, italic read more

- World
- Add another territory
INCOMING ‘TABLES’ – 1. PRESS ‘NEW SHEET’

2. GIVE A NAME TO YOUR TABLE

Start by creating a new table sheet.

Create a new sheet

Please type a name for this sheet:

Untitled

Who will be able to access this sheet?

- Only me at the moment (you can share it later)
- All administrators
<table>
<thead>
<tr>
<th>Application</th>
<th>Offer type</th>
<th>Sending institution name</th>
<th>Sending institution country</th>
<th>First name(s)</th>
<th>Family name</th>
<th>Citizenship</th>
<th>ID code</th>
<th>Passport: Number</th>
<th>Birth date</th>
<th>E-mail</th>
<th>Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 #14313</td>
<td>IN: Accepted</td>
<td>UKRAINIAN TCHAIKOVSKY NATIONAL ACADEMY OF MUSIC IN KIEV</td>
<td>UA Ukraine</td>
<td>MAKSYM</td>
<td>SUKACH</td>
<td>UA Ukraine</td>
<td>FB691449</td>
<td>1997-10-27</td>
<td><a href="mailto:maksym.sukachi@gmail.com">maksym.sukachi@gmail.com</a></td>
<td>+3</td>
<td></td>
</tr>
<tr>
<td>2 #16698</td>
<td>IN: Accepted</td>
<td>ACADEMY OF MUSIC IN SARAJEVO</td>
<td>BA Bosnia and Herzegovina</td>
<td>Maira</td>
<td>Isaković</td>
<td>BA Bosnia and Herzegovina</td>
<td>B0788757</td>
<td>1996-09-27</td>
<td><a href="mailto:maira.isakovic@hotmail.com">maira.isakovic@hotmail.com</a></td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>3 #18810</td>
<td>IN: Accepted</td>
<td>ACADEMY OF MUSIC IN SARAJEVO</td>
<td>BA Bosnia and Herzegovina</td>
<td>Amilia</td>
<td>Ravkic</td>
<td>BA Bosnia and Herzegovina</td>
<td>B0982323</td>
<td>1995-05-14</td>
<td><a href="mailto:ravnik.amilia@gmail.com">ravnik.amilia@gmail.com</a></td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>4 #18966</td>
<td>IN: Accepted</td>
<td>KHARKIV I.P. KOTLIAREVSKY NATIONAL UNIVERSITY OF ARTS</td>
<td>UA Ukraine</td>
<td>NATALIJA</td>
<td>ZHYTNYTSKA</td>
<td>UA Ukraine</td>
<td>FK679617</td>
<td>1998-08-26</td>
<td><a href="mailto:nataligalaxy2608@gmail.com">nataligalaxy2608@gmail.com</a></td>
<td>+3</td>
<td></td>
</tr>
<tr>
<td>5 #19166</td>
<td>IN: Accepted</td>
<td>Conservatorio Di Musica “F.Torrebranca” Vibo Valentia</td>
<td>IT Italy</td>
<td>IRENE</td>
<td>TRIPODI</td>
<td>IT Italy</td>
<td>AV5816467</td>
<td>1998-06-28</td>
<td><a href="mailto:irene.tripodi@live.it">irene.tripodi@live.it</a></td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>
3. SETTING UP FILTERS

FILTERING DATA USING ACCORDING TO DIFFERENT CRITERIA
### 3. Setting Up Filters

<table>
<thead>
<tr>
<th>2019/20</th>
<th>2020/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring semester 2019/20</td>
<td>Spring semester 2020/21</td>
</tr>
<tr>
<td>Fall semester 2019/20</td>
<td>Fall semester 2020/21</td>
</tr>
<tr>
<td>Academic year 2019/20</td>
<td>Academic year 2020/21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2018/19</th>
<th>2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester 2018/19</td>
<td>Spring semester 2019/20</td>
</tr>
<tr>
<td>Academic year 2018/19</td>
<td>Academic year 2019/20</td>
</tr>
</tbody>
</table>
3. SETTING UP FILTERS

BY TERMS

- 2019/20 (all terms)
  - 2019/20
    - Spring semester 2019/20
    - Academic year 2019/20
  - 2020/21
    - Spring semester 2020/21
    - Academic year 2020/21
- 2018/19
  - Select all terms in this year
  - Fall semester 2018/19
  - Spring semester 2018/19
  - Academic year 2018/19

BY REGIONS OR COUNTRIES

- World
  - Americas
    - Northern America
      - Canada
    - United States
  - Central America
    - Costa Rica
    - Mexico
  - Caribbean
    - Cuba
    - Jamaica
    - Trinidad and...
3. SETTING UP FILTERS

BY OTHER CRITERIA, LIKE ‘HOME INSTITUTION’

![Image of filter options]

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

BY MOBILITY TYPES

- Erasmus+ BA
- Erasmus+ MA
- Erasmus+ PhD
- Nordplus
- Bilateral
3. SETTING UP FILTERS

BY APPLICANT STATUS

- Applicant progress
  - Search based on how far the applicant has progressed with the application.
  - Use these options
- Application status
  - Blank
  - Prepare
  - Inactive
  - Blocked
  - Submitted
  - Reopened
  - Resubmitted
  - Closed

BY OFFER STATUS

- Offers and replies
  - Search based on what offers and replies have been sent out.
  - Use these options
- Offer status
  - 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
  - None
  - Final
  - Declined
3. SETTING UP FILTERS

ALWAYS ‘SAVE CHANGES’
5. Setting up columns

Two wrenches: black and white

Black on the left

White on the right
## 4. Setting up columns

### BLACK for columns (fields) choice

### WHITE for table use

<table>
<thead>
<tr>
<th>Application status</th>
<th>Offer status</th>
<th>Offer decision</th>
<th>2018/19 (all terms)</th>
<th>All intakes</th>
<th>All regions</th>
<th>196 mobilities</th>
<th>Application</th>
<th>Status</th>
<th>Offer type</th>
<th>Sending institution name</th>
<th>Submitted date</th>
<th>First name(s)</th>
<th>Family name</th>
<th>Citizenship</th>
<th>E-mail</th>
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</tr>
</tbody>
</table>
4. SETTING UP COLUMNS

BLACK FOR COLUMNS (fields) CHoice

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

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

WHITE FOR TABLE USE
4. SETTING UP COLUMNS

click on the BLACK wrench to customize your columns

DECIDE WHICH COLUMNS YOU WANT IN YOUR TABLES
4. SETTING UP COLUMNS

**Application: Offers**

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

**Application: Profile**

- 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
- Gender
### 4. Setting up Columns

**To Remark:** Tick on the ‘Application’ box in ‘Application: Metadata’ to get a links to each application in your table.

<table>
<thead>
<tr>
<th>Application</th>
<th>Offer type</th>
<th>Sending institution name</th>
</tr>
</thead>
<tbody>
<tr>
<td>#14313</td>
<td>IN: Accepted</td>
<td>UKRAINIAN TCHAIKOVSKY NATIONAL ACADEMY OF MUSIC IN KIEV</td>
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<tr>
<td>#16698</td>
<td>IN: Accepted</td>
<td>ACADEMY OF MUSIC IN SARAJEVO</td>
</tr>
<tr>
<td>#18810</td>
<td>IN: Accepted</td>
<td>ACADEMY OF MUSIC IN SARAJEVO</td>
</tr>
<tr>
<td>#18966</td>
<td>IN: Accepted</td>
<td>KHARKIV I.P. KOTLYAREVSKY NATIONAL UNIVERSITY OF ARTS</td>
</tr>
<tr>
<td>#19166</td>
<td>IN: Accepted</td>
<td>Conservatorio Di Musica &quot;F. Torrefranca&quot; Vibo Valentia</td>
</tr>
<tr>
<td>#19373</td>
<td>IN: Accepted</td>
<td>KHARKIV I.P. KOTLYAREVSKY NATIONAL UNIVERSITY OF ARTS</td>
</tr>
</tbody>
</table>
### 5. ORDERING DATA

Click on column names to order data after your preferences.

<table>
<thead>
<tr>
<th>Sending institution name</th>
<th>Submitted date</th>
<th>First name(s)</th>
<th>Family name</th>
</tr>
</thead>
</table>
REMINDER:

YOU WILL GET IN YOUR TABLES ONLY DATA OF FIELDS PREVIOUSLY TICKED WHILE SETTING UP THE RESPECTIVE SECTIONS IN YOUR APPFORMS
Do not forget to press the “apply changes” button
6. SHARING TABLES

USE THE WHITE WHRENCHE

RENAME THE TABLE

SHARE THE TABLE

CREATE A PDF TO PRINT

EXPORT TABLE TO EXCEL
6. SHARING TABLES

OPTION TO SHARE THE TABLE WITH YOUR ADMINISTRATORS OR REVIEWERS IN A PDF OR IN A EXCEL TABLE
6. SHARING TABLES

CLICK ON SHARING

YOU WILL GET THE NEXT MESSAGE:

**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

Export the table with the ‘Application’ links to Excel
6. SHARING TABLES

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

<table>
<thead>
<tr>
<th></th>
<th>Application</th>
<th>Status</th>
<th>Offer type</th>
<th>Sending institution name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>#6455</td>
<td>Submitted</td>
<td>IN: Accepted</td>
<td>UKRAINIAN TCHAIKOVSKY NATIONAL ACADEMY OF MUSIC IN KIEV</td>
</tr>
<tr>
<td>2</td>
<td>#6458</td>
<td>Resubmitted</td>
<td>IN: Accepted</td>
<td>UKRAINIAN TCHAIKOVSKY NATIONAL ACADEMY OF MUSIC IN KIEV</td>
</tr>
</tbody>
</table>
TIME FOR QUESTIONS
THANK YOU FOR YOUR ATTENTION