EASY APPFORMS & TABLES

AEC - IRC 2019 - PRAGUE- SEPTEMBER 2019

SETTING UP APPFORMS AND TABLES IN 'EASY'

1. APPFORMS

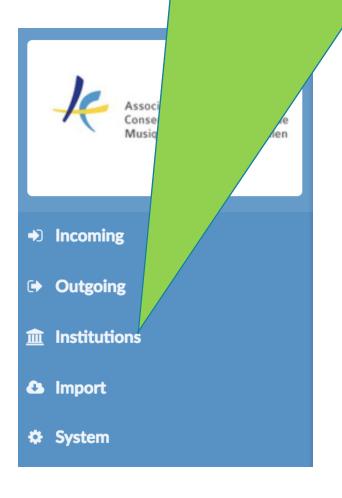
2. TABLES



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"

Institutions
Institutions
Agreements
Intakes
Appforms

3.- CLICK ON THE "ERASMUS+" APPLICATION FORM



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

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

Edit appform



Information and Academic Offer

Profile

Contact

Home university

Mobility

Grades

Languages

Career

Activities

Residences

Documents

References

Media

Other

6.- USE 'INFORMATION AND ACADEMIC OFFER' TO INSERT A LINK TO YOUR ACADEMIC OFFER & GIVE ANY INSTRUCTIONS YOU WANT TO THE APPLICANT

Information and Academic Offer

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

*http://csmvigo.com/erasmus/files/2018-19-CSMV-CUADROS-ECTS.pdf*

Language Requirements: It is compulsory to upload a Language Certificate of a B1 level or higher as

You can also insert links, bold, italic read more

Do not forget: 'Save Changes'

Edit appform

✓ Save changes

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

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

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

- ▶ World
- + Add another territory

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'

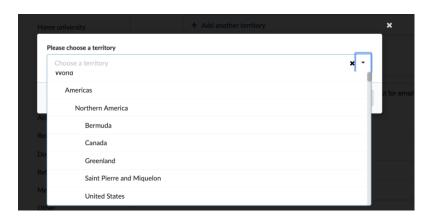
Edit appform,

✓ Save changes

▼ World	
✓ Given name(s)	✓ mandatory
Family name(s)	✓ mandatory
Middle name(s)	mandatory
Previous family name	mandatory
Salutation	mandatory
Father's given name(s)	mandatory
Father's family name	mandatory
Mother's given name(s)	mandatory
Mother's family name	mandatory
Mother's previous family name	mandatory
✓ Gender	✓ mandatory
Marital status	mandatory
✓ Citizenship	✓ mandatory

9. IF YOU NEED SPECIFIC INFORMATION FROM APPLICANTS COMING FROM A CERTAIN GEOGRAPHICAL AREA, CLICK ON "ANOTHER TERRITORY" FOR CUSTOMIZING YOUR FORM





▶ World					
▶ Guatemala	Û				
▶ Guinea-Bissau	Û				
+ Add another territory					

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

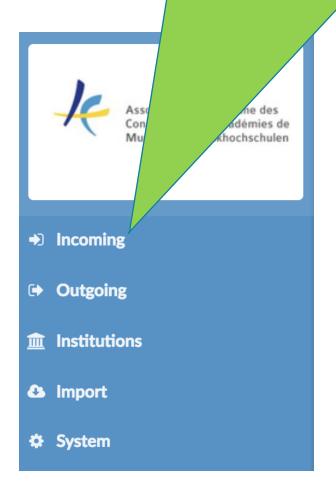
TIME FOR QUESTIONS



2. TABLES

HOW TO CONFIGURE YOUR TABLES

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



2.- CLICK ON "TABLES"

Journal
Browse
Rankings
Search
Tables

Outgoing
Browse
Search
Tables

INCOMING "TABLES" Outgoing → Incoming Browse Journal Search Browse **Tables** Rankings Search Tables OR OUTGOING "TABLES"



Edit appform



Information and Academic Offer

Profile

Contact

Home university

Mobility

Grades

Languages

Career

Activities

Residences

Documents

References

Media

Other

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'

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

2019-20

★ New sheet

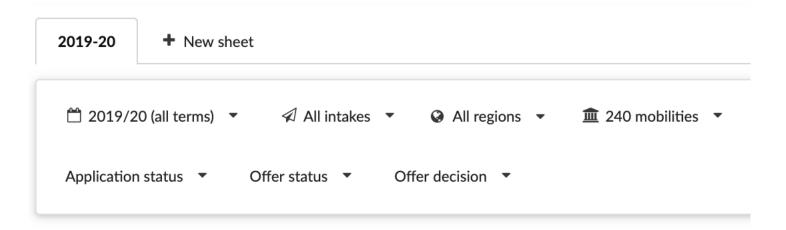
🗂 2019/20 (all terms) 🔻 🗳 All intakes 🔻 😵 All regions 🔻 🏛 240 mobilities 🔻

Application status ▼ Offer status ▼ Offer decision ▼

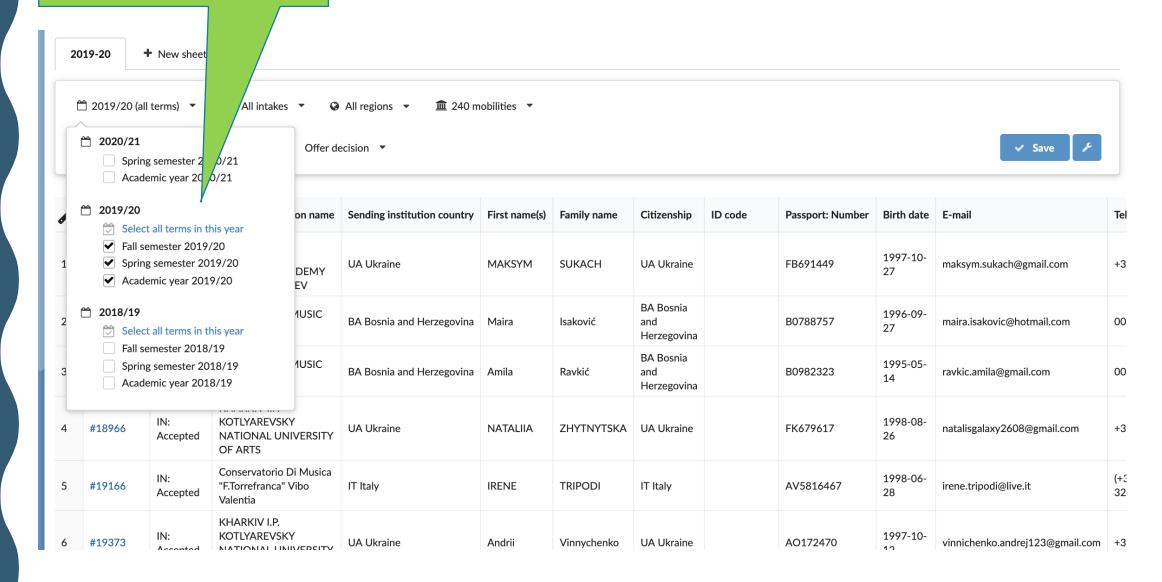
✓ Save



ac.	Application	Offer type	Sending institution name	Sending institution country	First name(s)	Family name	Citizenship	ID code	Passport: Number	Birth date	E-mail	Tel
1	#14313	IN: Accepted	UKRAINIAN TCHAIKOVSKY NATIONAL ACADEMY OF MUSIC IN KIEV	UA Ukraine	MAKSYM	SUKACH	UA Ukraine		FB691449	1997-10- 27	maksym.sukach@gmail.com	+3
2	#16698	IN: Accepted	ACADEMY OF MUSIC IN SARAJEVO	BA Bosnia and Herzegovina	Maira	Isaković	BA Bosnia and Herzegovina		B0788757	1996-09- 27	maira.isakovic@hotmail.com	00
3	#18810	IN: Accepted	ACADEMY OF MUSIC IN SARAJEVO	BA Bosnia and Herzegovina	Amila	Ravkić	BA Bosnia and Herzegovina		B0982323	1995-05- 14	ravkic.amila@gmail.com	00
4	#18966	IN: Accepted	KHARKIV I.P. KOTLYAREVSKY NATIONAL UNIVERSITY OF ARTS	UA Ukraine	NATALIIA	ZHYTNYTSKA	UA Ukraine		FK679617	1998-08- 26	natalisgalaxy2608@gmail.com	+3
5	#19166	IN: Accepted	Conservatorio Di Musica "F.Torrefranca" Vibo Valentia	IT Italy	IRENE	TRIPODI	IT Italy		AV5816467	1998-06- 28	irene.tripodi@live.it	(+3 32



FILTERING DATA USING ACCORDING TO DIFFERENT CRITERIA



BY REGIONS OR COUNTRIES

BY TERMS

- 🗂 2019/20 (all terms) 🔻
- All i

- **1** 2020/21
 - Spring semester 2020/21
 - Academic year 2020/21
- **1** 2019/20
 - Select all terms in this year
 - ✓ Fall semester 2019/20
 - ✓ Spring semester 2019/20
 - ✓ Academic year 2019/20
- **2018/19**
 - Select all terms in this year
 - Fall semester 2018/19
 - Spring semester 2018/19
 - Academic year 2018/19

BY INTAKES

filter specific intakes

- ✔ E VIGO03 Academic year
- **✓** E VIGO03 Fall semester
- **✓** E VIGO03 Spring semester
 - ☐ Clear all ☑ Select all

✓ World

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

□ Clear all

Select all

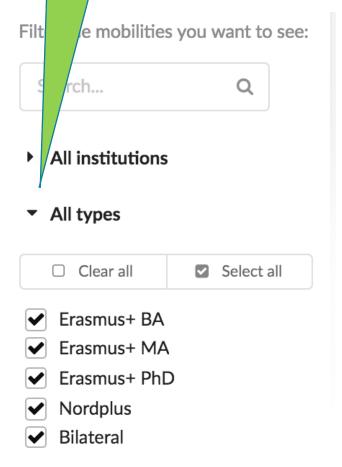
BY OTHER CRITERIA, LIKE 'HOME INSTITUTION'

Filter the mobilities you want to see:

Search... Q

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

BY MOBILITY TYPES



BY APPLICANT STATUS

Application status ▼

Applicant progress
Search based on how far th applicant has progressed wi application.



use these options

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

BY OFFER STATUS

Offer status •

Offer decisi

m 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
- INI・\Maitlistad

Offer decision •

Offer decision

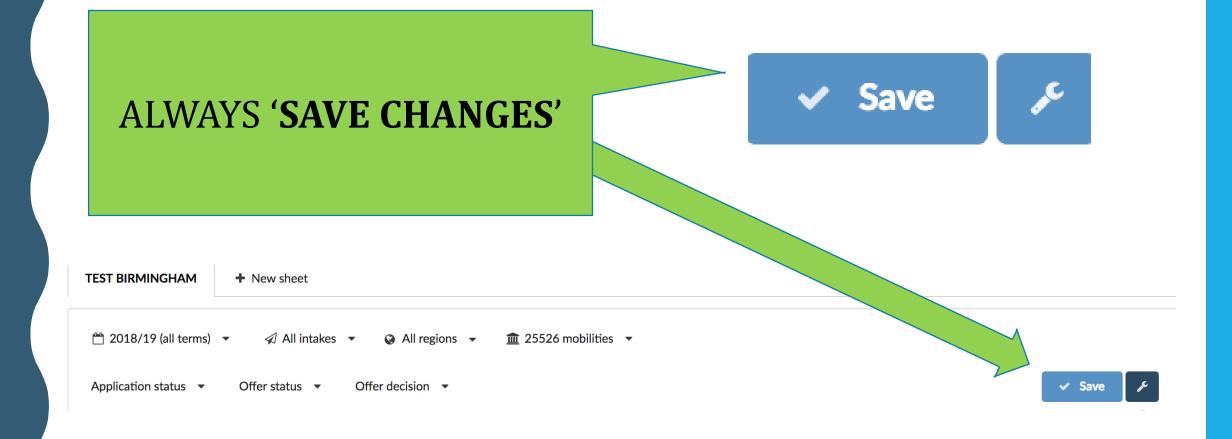
Search based on if the applicant has made a decision on an offer.

BY OFFER DECISION



use these options

- None
- Final
- Declined





TWO WHRENCHS: BLACK AND WHITE

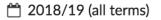


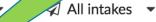
BLACK ON THE LEFT

WHITE ON THE RIGHT

TEST BIRMINGHAM

★ New shee







All regions
 ▼



Application statu



Offer decision •







Application

Status

Offer type

Sending institution name

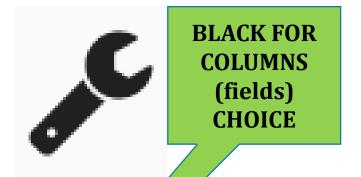
Submitted date

First name(s)

Family name

Citizenship

E-mail





TEST BIRMINGHAM

ew sheet

Application status ▼ Offer status ▼ Offer decision ▼





Application Status

Offer type

Sending institution name

Submitted date

First name(s)

Family name

Citizenship

E-mail

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

✓ Apply changes

BLACK FOR COLUMNS (fields) **CHoice**



- My columns
- ▶ Application: Metadata
- ► Application: Offers ③
- ► Application: Profile 6
- ► Application: Contact (2)
- **▶** Application: References
- **▶** Application: Documents
- Application: Other
- ▶ Application: Education
- Application: Languages
- ▶ Application: Home
- **▶** Application: Employment
- Application: Extra fields 2

WHITE FOR **TABLE USE**





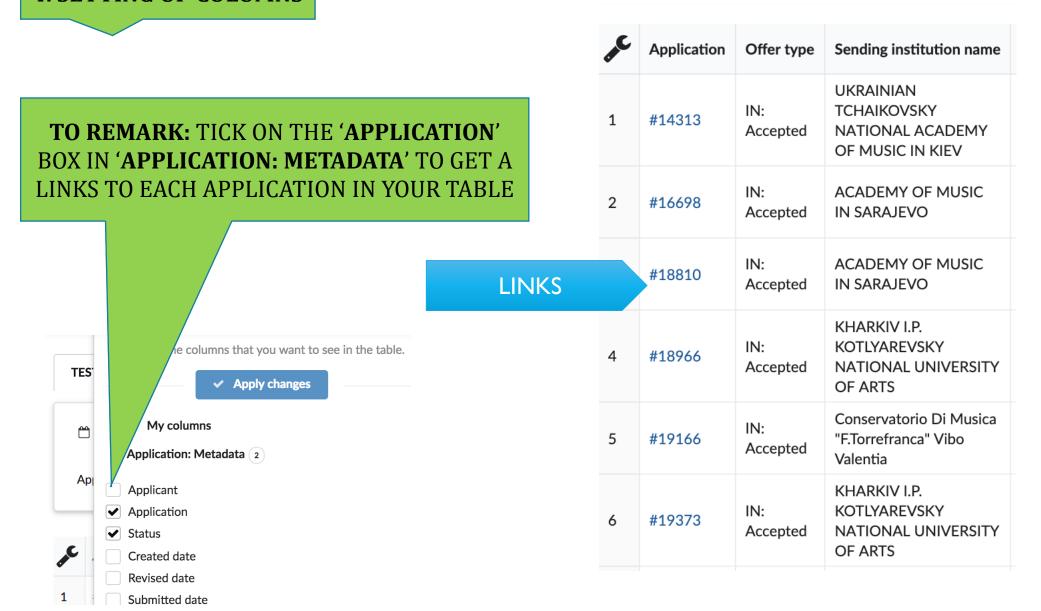


- Rename
- Sharing
- Print
- Excel
- Delete

click on the BLACK wrench to customize your columns



▼ Application: Offers 5	▼ Application: Profile ③
✓ Offer priority	✓ First name(s)
✓ Offer type	✓ Family name
Offer type (confirmed)	Middle name(s)
Offer score	Previous family name
Offer score (extra)	Salutation
 Offer score Offer score (extra) ✓ Offer decision Offer course na 	Father's given name(s)
Offer course Is	Father's family name
✓ Receiving institution name	Mother's given name(s
Receiving institution country	Mother's family name
✓ Sending institution name	
Sending institution country	Mother's previous fam
	Gender



5. ORDERING DATA

CLICK ON COLUMN NAMES TO ORDER DATA AFTER YOUR PREFERENCES

Sending institution name

Submitted date

First name(s)

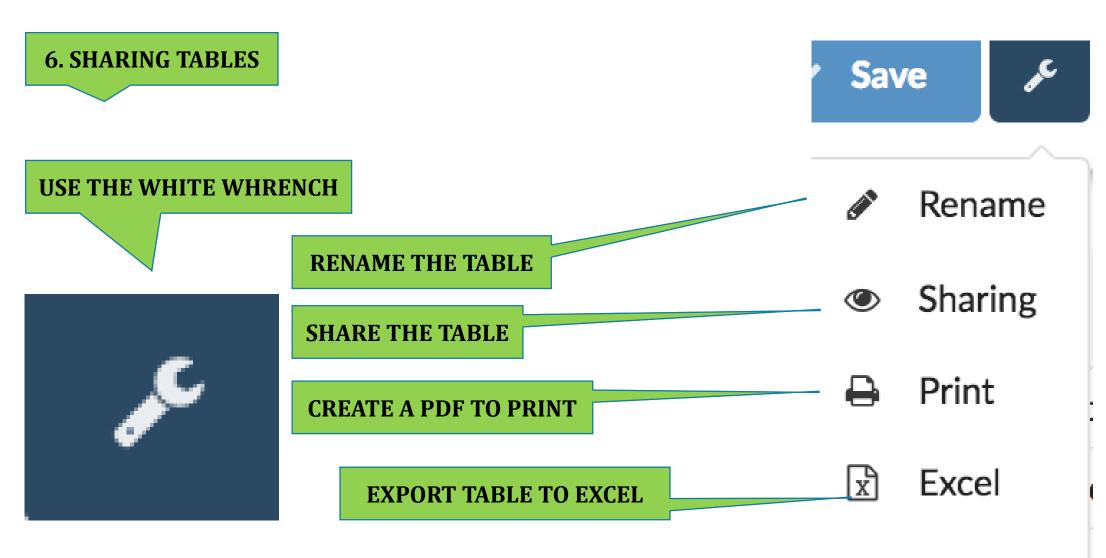
Family name

REMINDER:

YOU WILL GET IN YOUR
TABLES ONLY DATA OF
FIELDS PREVIOUSLY
TICKED WHILE SETTING
UP THE RESPECTIVE
SECTIONS IN YOUR
APPFORMS



Application: Extra fields



m Delete

Save





Rename



Sharing



Print



Excel



Delete

OPTION TO SHARE THE TABLE WITH YOUR ADMINSTRATORS OR REVIEWERS IN A PDF OR IN A EXCEL TABLE





CLICK ON SHARING

Rename

0

Sharing



Print



Excel



Delete

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





Export the table with the 'Application' links to Excel

Rename



Sharing



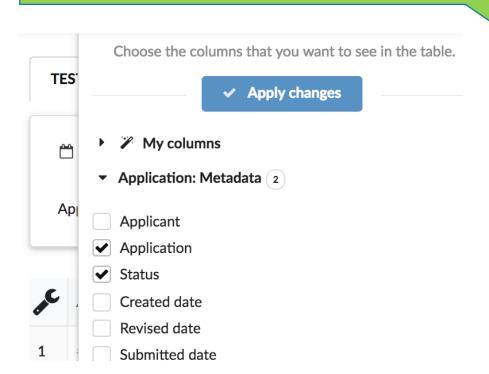
Print



Excel



Delete



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

	ac.	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

TIME FOR QUESTIONS

THANK YOU FOR YOR ATTENTION