



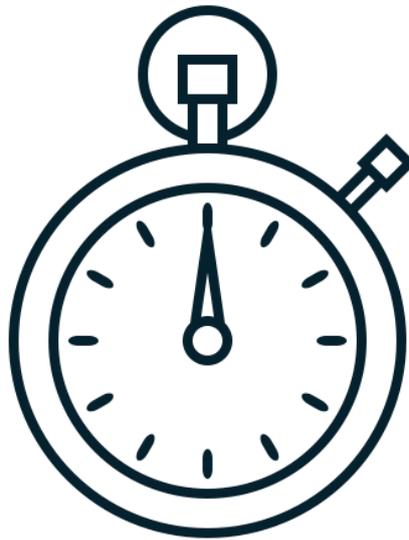
**EUROPEAN COMMISSION**  
DG FOR CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS

ECHO IS SUPPORT TEAM

# Offline Single Form

## Quick Start Guide

(10.10.2020)



## 1. INTRODUCTION

The offline Single Form enables ECHO Partners to work on funding proposals and on the various reports with the use of a computer that is not connected directly to internet.

The internet connection is not necessary for carrying out the editing work within the Single Form, however, the initial steps such as creating a draft document and extracting it from APPEL for offline use require internet and APPEL access.

The offline Single Form exists now in two variants (2018 and 2021) that should be used respectively for proposals/reports under Partnerships 2014 and 2021. The functionalities of both Single Form variants are the same, their structure and labelling might differ however depending on the Partnership (2014, 2021), action type (normal, urgent, complementary), partner type (NGO, UN/IO) and action stage (RQ, MR, IR, FR).

This document intends to provide basic information to enable anyone familiar with the ECHO funding process and terminology to start using the offline application without difficulties.

## 2. REQUIREMENTS

To work comfortably with the offline Single Form, you will need:

a. **The Internet connection and access to APPEL:**

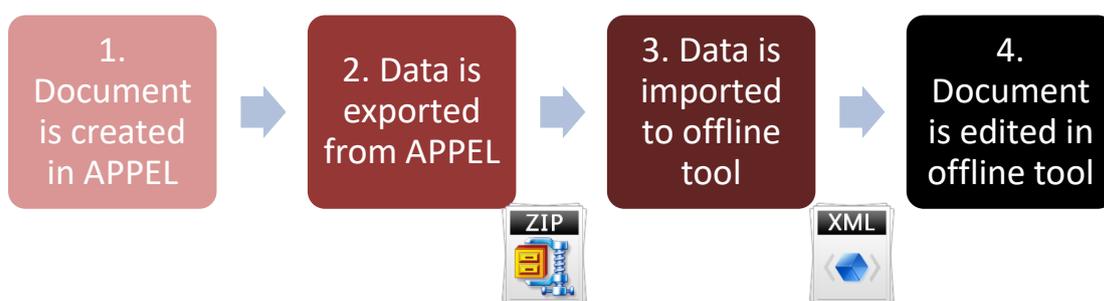
- to obtain the project data in XML format and zipped offline Single Form application;
- to upload the project data to APPEL.

b. **A computer** with the following software installed:

- **a browser:** Chrome, Firefox, Internet Explorer 11 or Edge;
- **un-zipping software:** 7-Zip, WinRar, WinZip etc.

## 3. EXPORTING DATA FROM APPEL

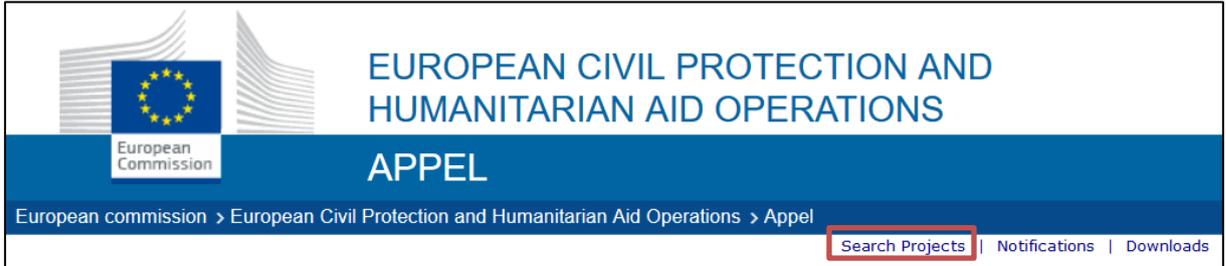
The data export process for any document<sup>1</sup> specific for APPEL is presented below



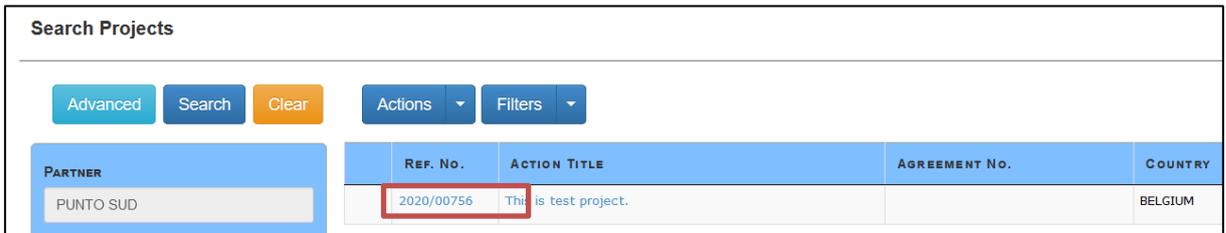
<sup>1</sup> This logic applies to RQ, MR, IR, FR (drafts, new versions etc.).

To start editing the project/document using the offline Single Form, follow the steps described below:

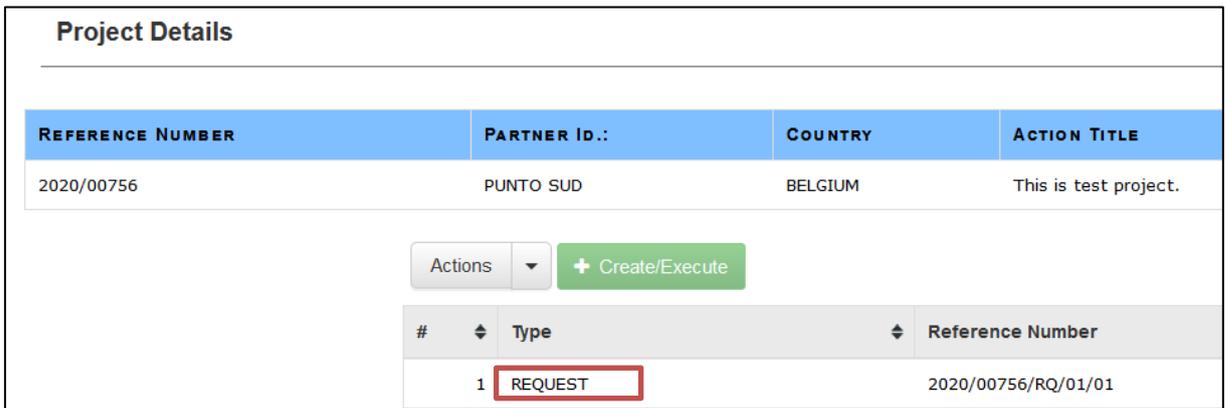
- a. Log into APPEL by clicking on the following link: <https://webgate.ec.europa.eu/appe1>
- b. Click on the link “Search Projects” in the upper right corner of a page:



- c. In the “Search Projects” page, find the respective project<sup>2</sup> and click on it;



- d. In the “Project Details” page, click on the document of your choice (for example “Request”):



- e. In the “Single Form Preview” page, click on the “Export” button:

<sup>2</sup> Alternatively, create a new one by pressing the “Actions” button.

Ref. no.:	2020/00756/RQ/01/02	FPA:	2014	Partner id.:	PUNTO SUD
Country	Action title	Action type:		Amount	
BELGIUM	This is test project.	Non-emergency action		9.9	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>✕ Delete</span> <span>⬆️ Upload</span> <span>📎 Annexes</span> <span style="border: 2px solid red;">⬆️ Export</span> <span>🖨️ Print</span> <span>✎ Edit</span> <span>⚠️</span> <span>⚡ Validate</span> <span>💾 Save</span> <span>✕ Cancel</span> </div>					

f. You will be prompted to choose one of the following options:

**You are about to export APPEL data for offline work.**

- Press on "Download SF" (for EN version) or press on "Télécharger SF" (for FR version) to obtain zipped folder containing an HTML application and project data in XML format.  
After unzipping the files - launch index\_en.html (or index\_fr.html) in the browser of your choice and import included XML file.
- Press on "Download XML" if you already have an HTML application on your computer or if you want to share project data with your colleagues.

**Attention:**

- Do not send the zipped folder to your colleagues, the e-mail server filters may alter some files, making the application unusable.
- Zipped HTML application can be downloaded separately (without project data) from [this location](#) (no access to APPEL is needed).
- To enable your colleagues to collaborate on a project offline, make sure they have unzipped HTML application on their computers and share with them (by e-mail) project data in XML format.

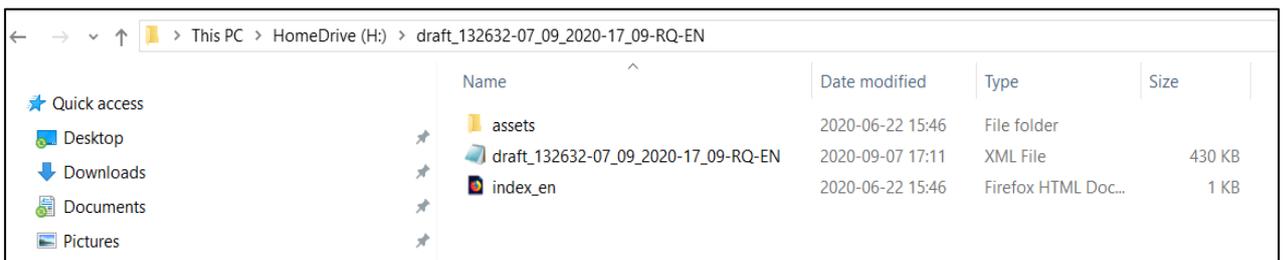
➤ Download SF
➤ Télécharger SF
➤ Download XML
➤ Télécharger XML

✕ Close

- Download SF (Télécharger SF for FR version): pick this option if you want to obtain the offline Single Form and project data in XML format.

- Download XML (Télécharger XML for FR version): pick this option if you want to obtain only the project data in XML format.

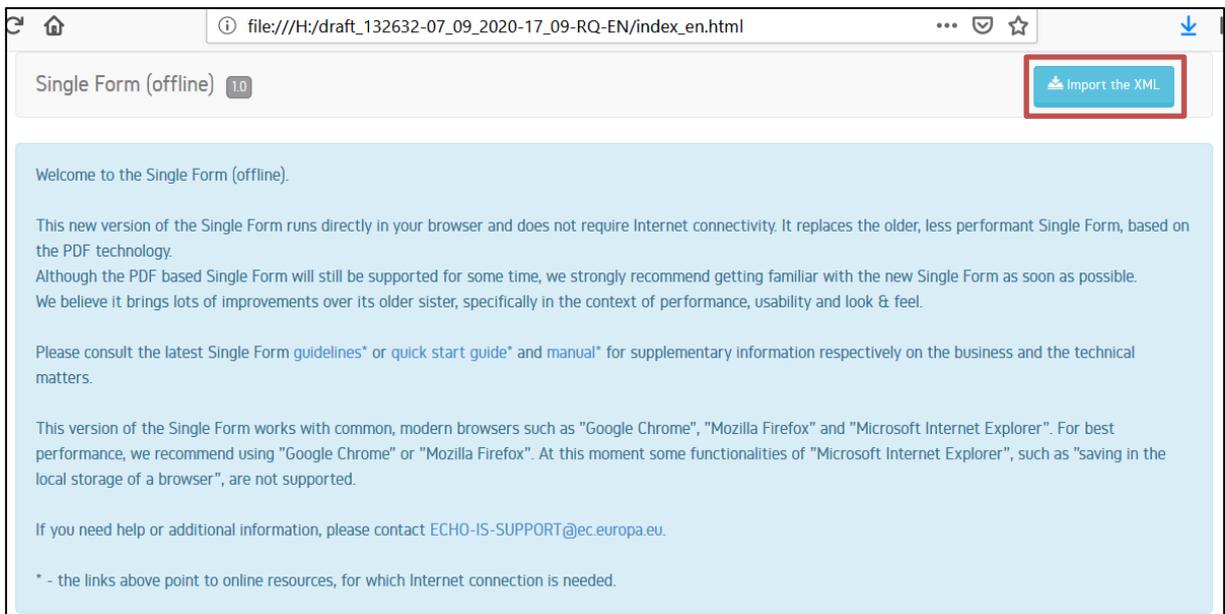
g. You will receive either the project data in the XML format or a zipped archive containing the offline Single Form and project data in XML format. The zipped archive needs to be saved on your computer and extracted in the location of your choice. The image below shows the example of a properly extracted project:



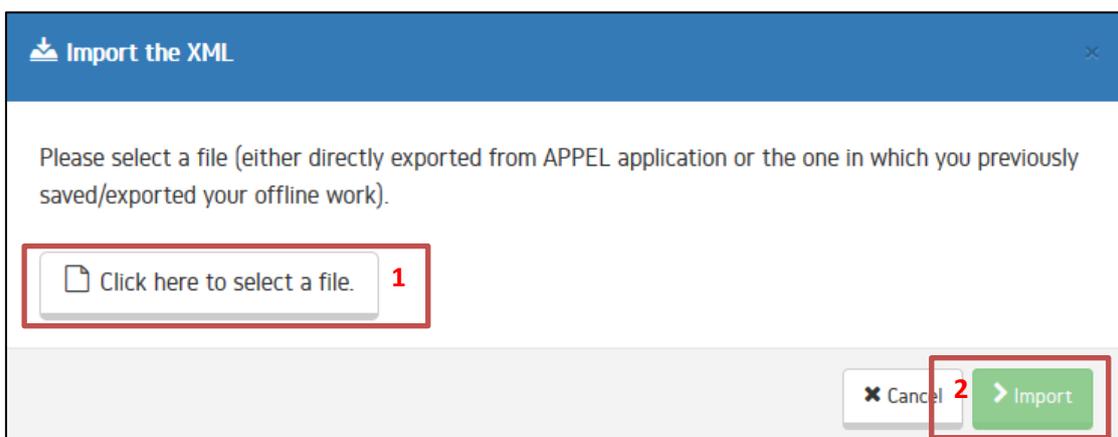
## ATTENTION

- When unzipping the archive, make sure to know the location where the files are being extracted to. Extract the files preferably to a folder and give it a meaningful name (for instance ECHO project XYZ etc.);
- Do not launch any files from within the zipped archive. Extract them fully in the first place and maintain the structure of the folders and files as in the zipped archive.

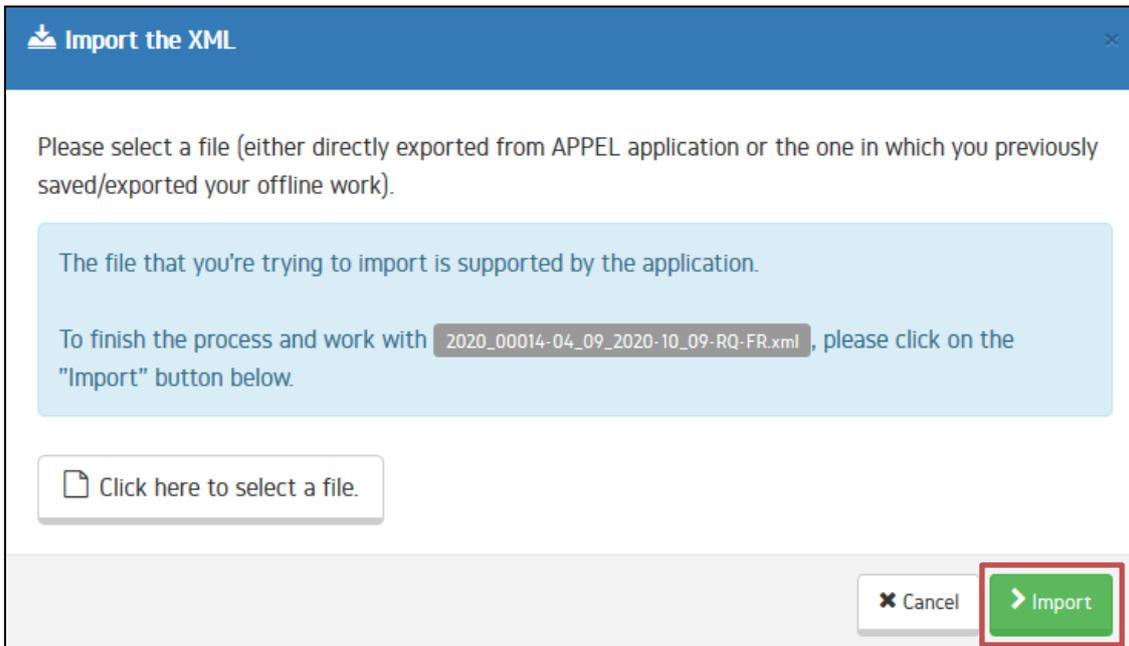
- h. Launch the index\_en.html (or index\_fr.html) in the browser of your choice:  to load the front page of the offline Single Form and then click on the “Import the XML” button:



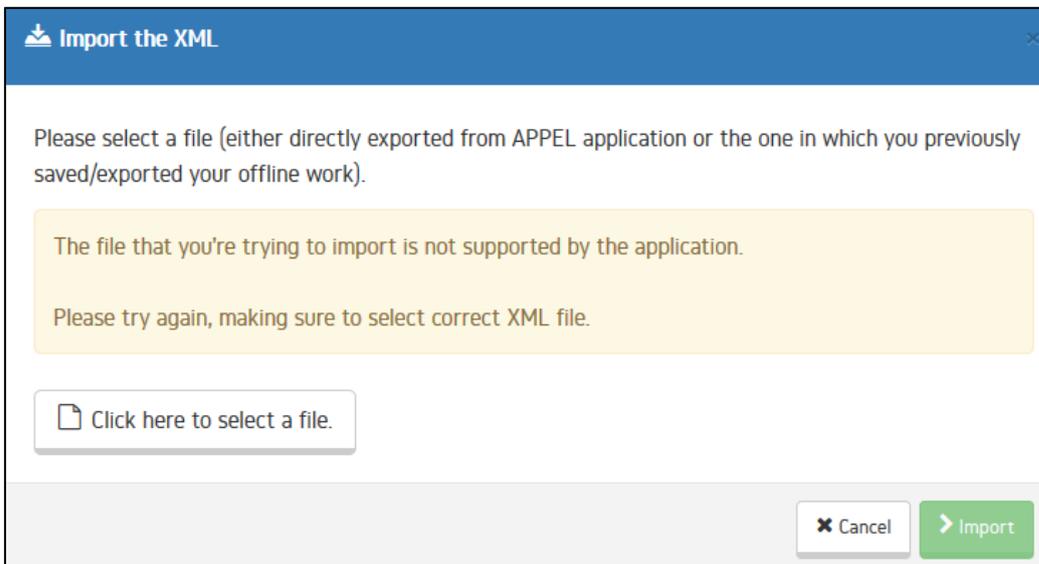
- i. In the pop-up window, press on the button "Click here to select a file" **(1)**, to select the XML file from the unzipped package and click on the "Import" button **(2)**:



- j. If you selected the correct XML file, in the following pop-up window - press on the “Import” button:



- k. If, by any chance, you selected an incorrect XML or incorrect file type, the following warning message will be displayed in the pop-up window - in such a case, re-try and make sure to select the correct file:



- l. After importing the correct XML file, you can start editing your project (draft, report etc.) in the offline Single Form:

Single Form (offline) 10 Global validation  Print Import the XML Save the XML

Document type:	RQ	Agreement number:	ECHO/AFG/BUD/2019/91006	FPA version:	2021
Action type:	Non-emergency action	Unilateral:	Unilateral	XML version:	1.0
Partner type:	UN	Project creation date:	28/08/2020	XML export date:	20200907 17:25:42
Reference number:	2020/00014/RQ/01/01	Project submission date:	01/09/2020		

1. General Information

2. Project Data Overview by Country: +

Area [01]

3. Humanitarian Organisation in the Area

4. Needs Assessment and Risks Analysis

5. Beneficiaries

6. Gender and Age Marker

7. Logic of the Intervention

7.3 Results: +

Result [01]

7.4 Results Context and Conditions

8. Resilience Marker

1. General Information Validate this chapter  Guidelines

1.1 Humanitarian organisation

Punto Sud

1.2 Title of the action

This is test project 20/300

1.3 Time frame of the action

Start date: 23/08/2020 9

Months:

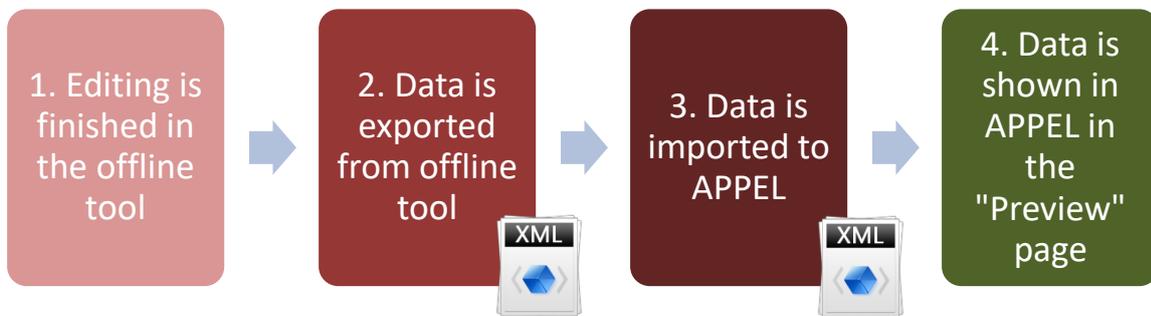
Start date for eligibility of expenditure: 01/08/2020

Justify the duration of eligibility period

We have some costs that will take place before action. 61/1000

#### 4. IMPORTING DATA TO APPEL

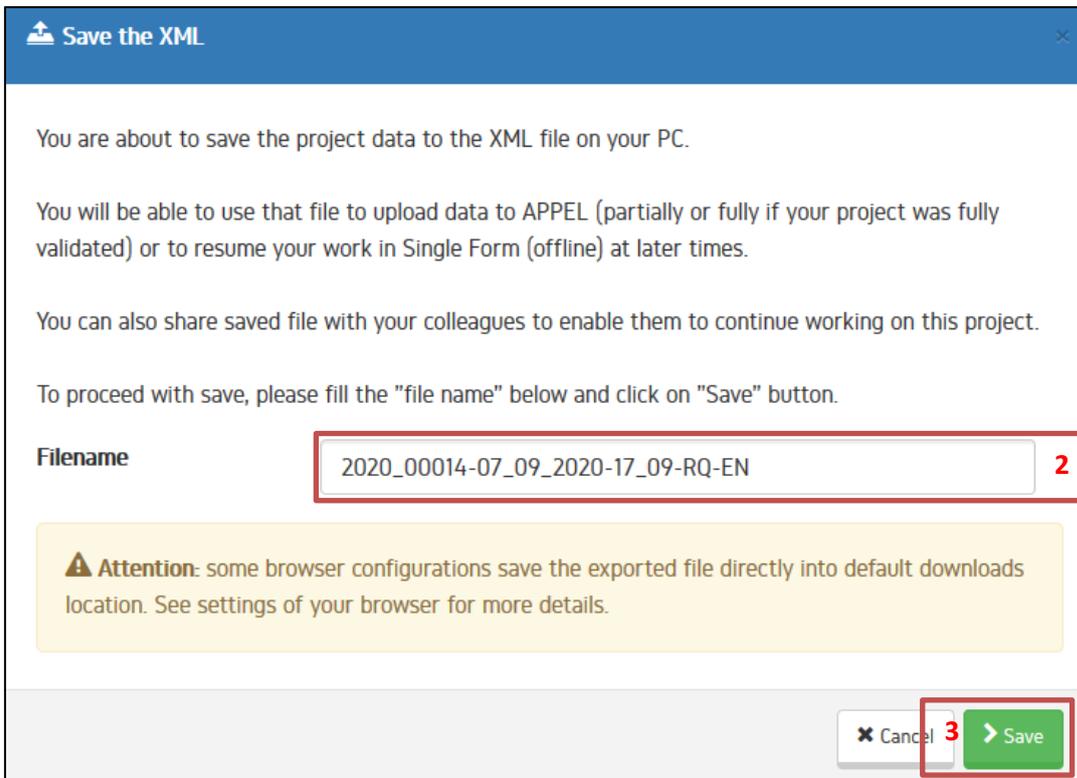
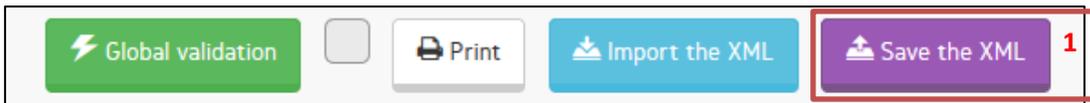
The data import process for any document<sup>3</sup> specific to APPEL is presented below:



To finish editing the project/document in the offline Single Form and upload the data to APPEL, follow the steps described below:

- a. While working with the offline Single Form, press on the “Save the XML” button located in the application header (1), modify or accept the proposed filename in a dedicated window (2) and press “Save” button (3).

<sup>3</sup> This logic applies to RQ, MR, IR, FR.



#### ATTENTION

- The XML file produced by the offline Single Form not only can be imported to APPEL but it can also be re-imported to the offline Single Form to restart working from the moment of the last saving.
- Depending on your browser settings, the XML file might be saved into a "Downloads" folder on your computer, it might be saved in another location (if you changed default downloads location) or finally you might be prompted for the location where the file should be saved.

b. After saving the XML file, log into APPEL by clicking on the following link:

<https://webgate.ec.europa.eu/appel>

c. Click on the link "Search Projects" in the upper right corner of the page:

d. In the “Search Projects” page, find the matching project and click on it:

**Search Projects**

PARTNER	REF. No.	ACTION TITLE	AGREEMENT No.	COUNTRY
PUNTO SUD	2020/00756	This is test project.		BELGIUM

e. In the “Project Details” page, click on the document corresponding to your XML file:

**Project Details**

REFERENCE NUMBER	PARTNER ID.:	COUNTRY	ACTION TITLE
2020/00756	PUNTO SUD	BELGIUM	This is test project.

#	Type	Reference Number
1	REQUEST	2020/00756/RQ/01/01

f. In the “Single Form Preview” page, click on the “Upload” button:

Ref. no.: 2020/00756/RQ/01/02      FPA: 2014      Partner id.: PUNTO SUD

Country	Action title	Action type:	Amount
BELGIUM	This is test project.	Non-emergency action	9.9

g. Press on the “Browse” button (1) to open the interface to select the XML file (exported earlier from the offline Single Form) and press on the “Proceed” button (2)

Press the "Browse" button to select the XML file exported from the Single Form (offline).

Press the "Proceed" button to be taken to the interface allowing the selection of the Single Form chapters for data upload.

**Attention:** the upload of the XML files produced by the PDF Single Form is no longer supported. If you have such a file contact ECHO-IS-SUPPORT for the assistance.

1

No file selected.

2

- h. In the opened interface, select the chapters you wish to upload and press the "Upload" button. Please pay attention to validation statuses. Avoid uploading not completed/not valid offline (D) chapters into completed/valid online chapters (V) because you will lose online information permanently.

Please select the chapters you want to upload and press the "Upload" button.

Chapter	Offline Status (from file being uploaded)	Online Status (from APPEL)
<input type="checkbox"/> 1	V (?)	D (?)
<input type="checkbox"/> 2	V (?)	D (?)
<input type="checkbox"/> 3	V (?)	D (?)
<input type="checkbox"/> 4	V (?)	D (?)
<input type="checkbox"/> 5	V (?)	D (?)
<input type="checkbox"/> 6	V (?)	D (?)
<input type="checkbox"/> 7	V (?)	D (?)
<input type="checkbox"/> 8	V (?)	D (?)
<input type="checkbox"/> 9	V (?)	D (?)
<input type="checkbox"/> 10	V (?)	D (?)
<input type="checkbox"/> 11	V (?)	D (?)
<input type="checkbox"/> 12	V (?)	D (?)
<input type="checkbox"/> 13	V (?)	D (?)
<input type="checkbox"/> 14	V (?)	D (?)
<input type="checkbox"/> 15	V (?)	D (?)
<input type="checkbox"/> 16	V (?)	D (?)

- i. When the upload operation succeeds – you will be taken back to the "Single Form Preview" page, where the newly uploaded information is presented for your verification.

- j. Do **not** forget to **upload annexes** separately before the final submission of your data to ECHO. To upload the annexes, press on the “Annexes” button, to submit your data to ECHO press on the “Submit” button:



**ATTENTION:**

- Do not try uploading the XML from the offline proposal for Partnership 2014 into an online project for Partnership 2021 (no the other way around). Such an operation will fail since the structure of information of proposals and reports for Partnerships 2014 and 2021 substantially differs.