

Single Form 2018

Basic concepts

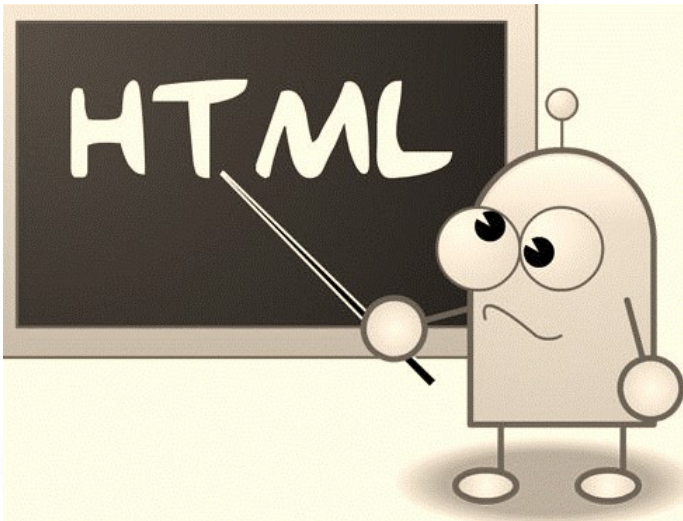


What is the Single Form 2018?

- An offline application running in web browser.
- A tool composed of a webpage (index.html) and project data (in the xml file).

Single Form 2018

Basic concepts



What role plays the index.html?

- It allows loading the project data from the XML file to visualise it in the browser.
- It serves the same purpose as the previous PDF file.

Single Form 2018

Basic concepts



What role plays the XML file?

- It contains all project information.
- It is downloaded/imported to Single Form for editing and exported/uploaded to APPEL for storage and submission.

Single Form 2018

Basic concepts

Practical example



Let's consider the index.html as a DVD player.

To watch a movie you would need to insert a DVD disc, right?

Yes, so the disc, in this case, would be the XML file.

Single Form 2018

Basic concepts



Avoid mixing the XML files from different projects and/or from different tools (web, PDF), otherwise:

- You won't be able to upload your data to APPEL.
- You might lose information or run into technical issues.

Single Form 2018

Collaboration Models



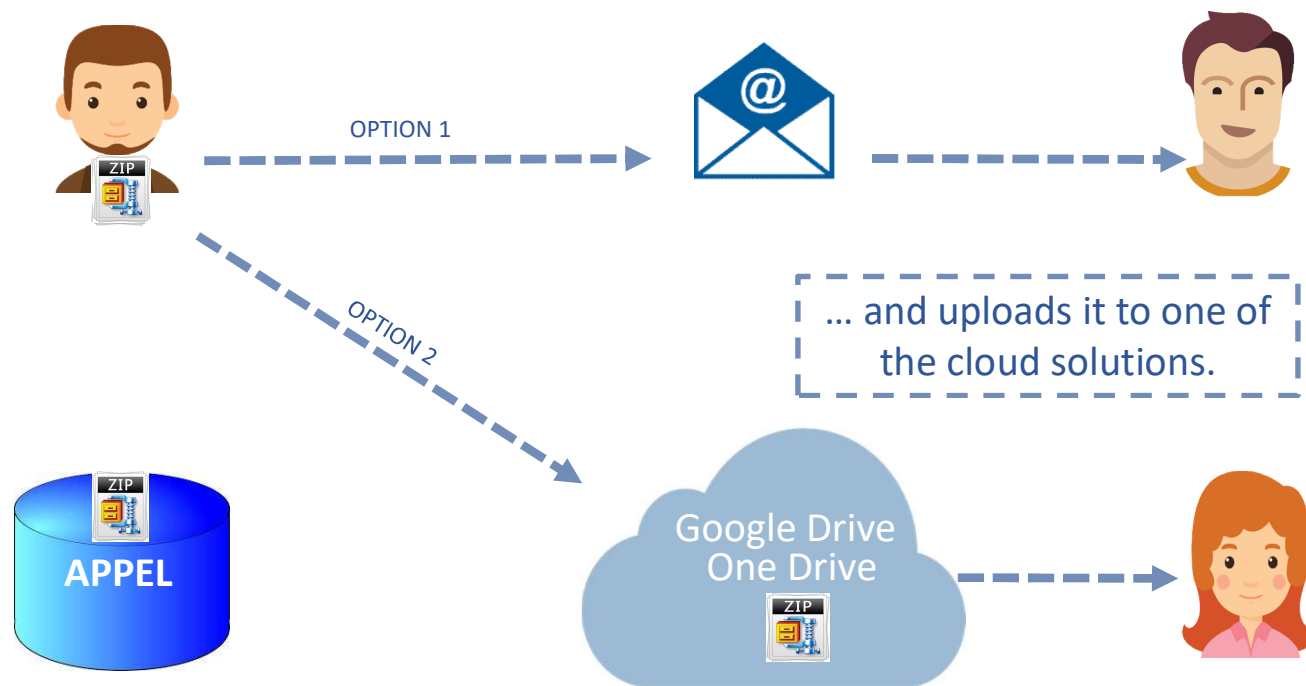
The following slides present two recommended models for drafting the proposals/reports collaboratively .

- **Sequential collaboration**
(slower but safer, only 1 user needs access to APPEL)
- **Asynchronous collaboration**
(faster but less safe, all users need access to APPEL)

Model 1 - Sequential Collaboration (part 1)

The first user downloads the zipped SF 2018 from APPEL ...

... and sends it by e-mail to other participants.



Attention: depending on the security settings of the e-mail server some files in the zipped SF 2018 might get blocked, making the application unusable.

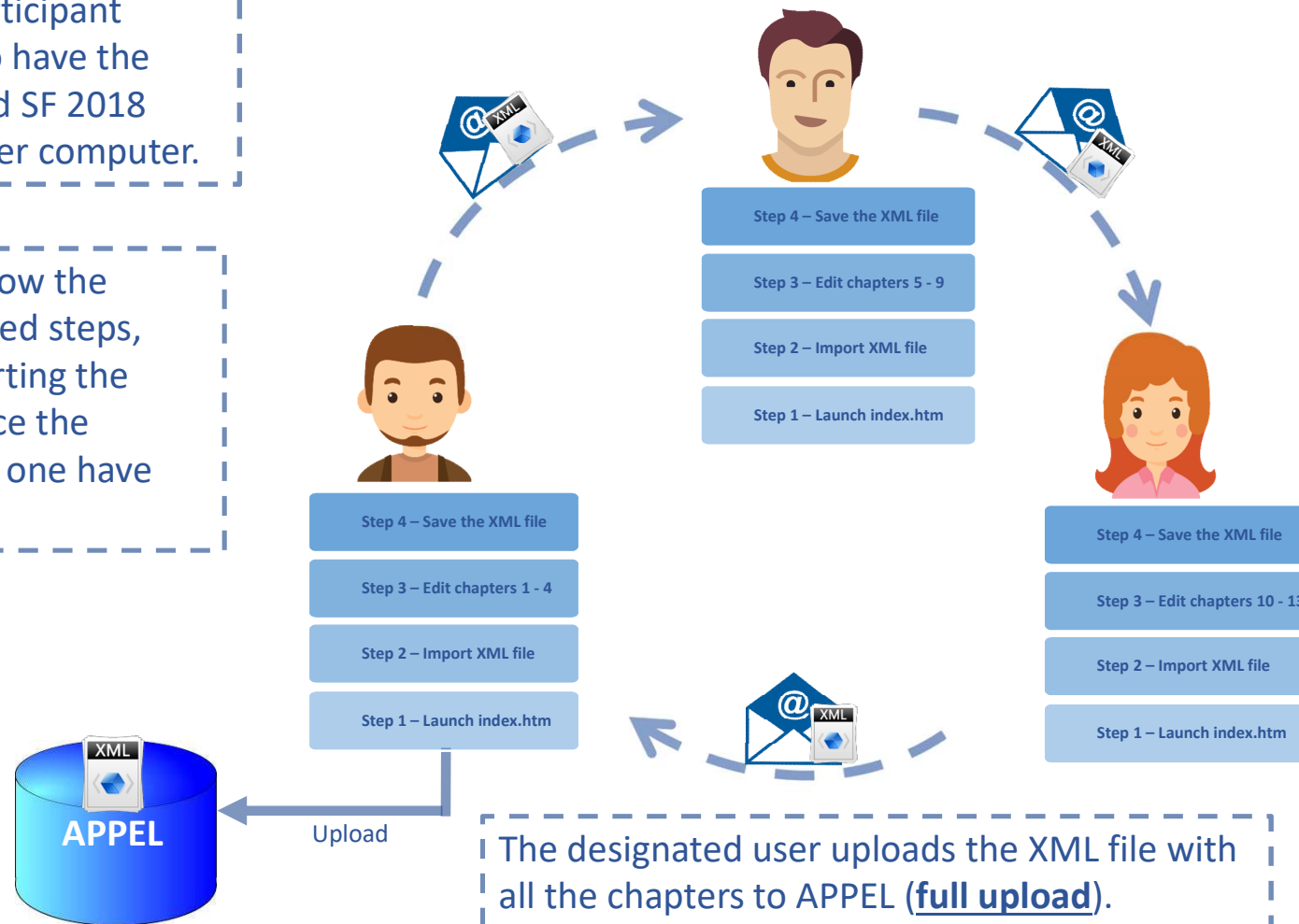
... and uploads it to one of the cloud solutions.

Attention: if the cloud solution is not a viable option for your organisation, the zipped SF 2018 can be downloaded from [here](#).

Model 1 - Sequential Collaboration (part 2)

Each participant needs to have the unzipped SF 2018 on his/her computer.

They follow the highlighted steps, each starting the work once the previous one have finished.



Model 2 - Asynchronous Collaboration (part 1)

All 3 users download the zipped SF 2018 from APPEL and unzip it to their computers

They follow the highlighted steps, each working independently from the others.

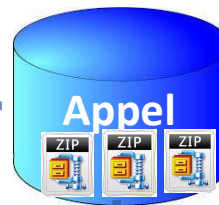


Step 4 – Save the XML file

Step 3 – Edit chapters 1 - 4

Step 2 – Import XML file

Step 1 – Launch index.htm



Step 4 – Save the XML file

Step 3 – Edit chapters 5 - 9

Step 2 – Import XML file

Step 1 – Launch index.htm



Step 4 – Save the XML file

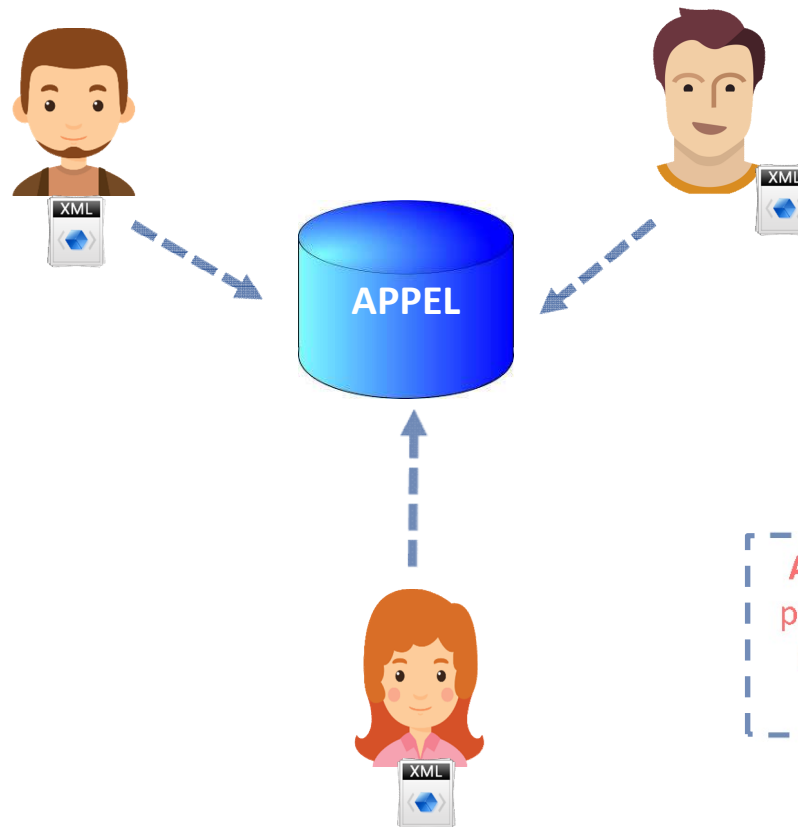
Step 3 – Edit chapters 10 - 13

Step 2 – Import XML file

Step 1 – Launch index.htm

Model 2 - Asynchronous Collaboration (part 2)

Once the editing work is finished, each user uploads the XML file with the respective chapters to APPEL (**partial upload**).



When all the chapters are uploaded to APPEL a designated user can submit the proposal to ECHO.

Attention: each participant needs to pay attention during the upload stage not to overwrite the parts of the SF previously uploaded by others.