OPEN OAP

Elements overview

Status: Version 1.1

Date: 12.01.2022

Table of contents

1. Form structure

A call can consist of several pages. Several groups can be arranged on one page. There can be any number of elements/items in a group.

1.1. Call

This is the top item and thus corresponds to the form itself, but also contains data on the course of the call (start time. end time - if required), logo data, e-mail etc..)
In this data set, pages are added for the form.

Texts that can be deposited:

— Titel

— Intro text

— Teaser-Text – for the Dashboard

1.2. Pages

A form consists of at least one page that contains groups.

Texts that can be deposited per page:

— Titel

— Menü title for Navigation
If the page title is too long, a shorter version can be stored here for the menu.

— Intro text - introductory text on the form page

1.3. Groups

Groups contain items (=questions/topics)
In the group records, the items are added and sorted.

Texts that can be stored for each group:

— Titel

— Intro text

— Help text

Groups can be created in a repeatable way, so that those completing the form can add further instances of the group in the form as needed. For example, to add contact details for different project partners.

In addition, it is possible to define "meta groups" that can contain different groups. For example, it is possible to combine a group with input fields and a table group (see below) in a meta group in order to create them as a repeatable package.

1.4. Navigation

Navigation is via the page navigation with the page titles and the summary page. In addition, the toolbar is present at the bottom of the window with the functions

— Save and close or close only (back to dashboard)

— Save (stay on the page in the form)

— Save and go to next page
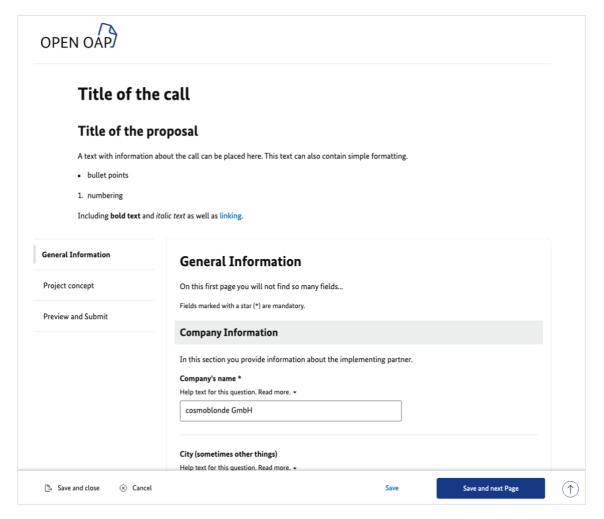
— Jump to the top of the page

Figure 1 – Example form view

1.5. Preview/Summary

By default, the last page is the preview of the questions and answers (entered values/texts) of the entire form.

Error messages may also be displayed here. The "submit" button only becomes active when all mandatory fields have been filled in.

With the submission, the status of the form is changed and is now no longer editable. Then the application can be viewed in the backend and exported.
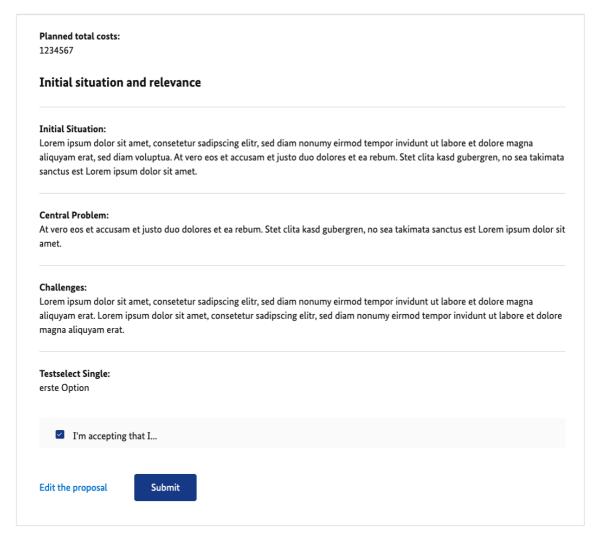
Planned total costs:
1234567

Initial situation and relevance

Initial Situation:
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Central Problem:
At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Challenges:
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat.

Testselect Single:
erste Option

☑ I'm accepting that I...

Edit the proposal   **Submit**

Figure 2 - Section Summary

2. Elements/Items

The items are the actual questions that can be created in different formats for the answers.

All items consist of a heading/question and input options. Optionally, intro text and help text can be added.

Fixed check criteria/validators can be assigned and lead to error messages when saving the form page. It is possible to specify certain items whose values are displayed in the dashboard.

2.1. Text field

Text field with heading/question

Figure 3 – Simple text field

Figure 4 - Text Field with Intro, Help Text and Unit

Options:

— Intro text

— Help text

— Unit

— Default value

— Validation (e.g. mandatory field, number, character length, etc.)

2.2. Text area

Text area with heading/question for longer texts

Initial Situation

Please describe the initial situation in your sector in the project country

Figure 4 – Text area with intro text

Options:

— Intro text

— Help text

— Default value

— Validation (e.g. mandatory field, character length, etc.)

2.3. Date selection
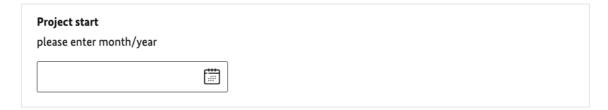
Input field/calendar function

Project start

please enter month/year

Figure 5 – Date selection with intro text

Optionen:

— Intro text

— Help text

— Validation (e.g. mandatory field, earliest possible date)

2.4. Period

Combined input fields with calendar function

Figure 6 – Period selection with calendar function

Options:

— Intro text

— Help text

— Validation (e.g. mandatory field, possible time span)

2.5. Radio buttons

Single selection with radiobuttons

Figure 7 – Single selection with radio buttons with additional field, mandatory

Options:

— Intro text

— Help text

— Additional field with text input

— Validation (e.g. mandatory field)
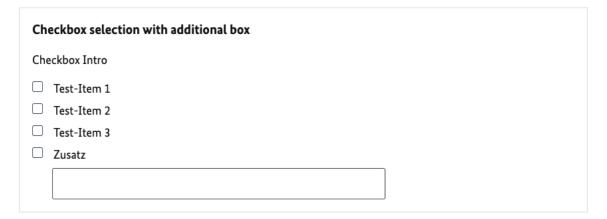
2.6. Checkboxes

Multiple selection with checkboxes

Figure 8 - Multiple Selection by Checkboxes with Additional Field

Options:

— Intro text

— Help text

— Additional field with text input

— Validation (e.g. mandatory field)

2.7. Select field
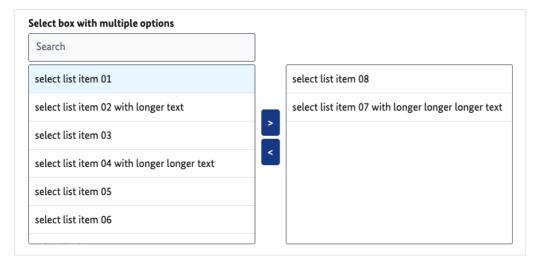
Single or multiple selection with selectbox for long lists

Select box with multiple options

Search

select list item 01	select list item 08
select list item 02 with longer text	select list item 07 with longer longer longer text
select list item 03	
select list item 04 with longer longer text	
select list item 05	
select list item 06	

> <

Figure 9 – Select field with multiple selection

Options:

— Intro text

— Help text

— Validation (e.g. mandatory field)

2.8. File upload

Function for uploading files.

Project description and budget (uploads)

Help text for this question. Read more. ▲

Please upload Files with max. 5MB size. PDF, word and exel are allowed.

Attached files

Upload_test_word.docx (12 KB)   ↓ 🗑
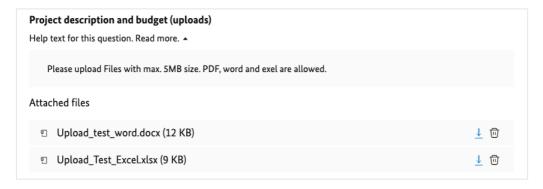
Upload_Test_Excel.xlsx (9 KB)   ↓ 🗑

Figure 10 – Upload funktion with help text and 2 uploaded files

Optiones:

— Intro text

— Help text

— Validation (e.g. mandatory field, number, permitted file format(s))

2.9. Table (Group)

Special group element for tabular presentation. 1 to a maximum of 4 columns are possible.

Figure 11 – Table display 3 columns

Optionen:

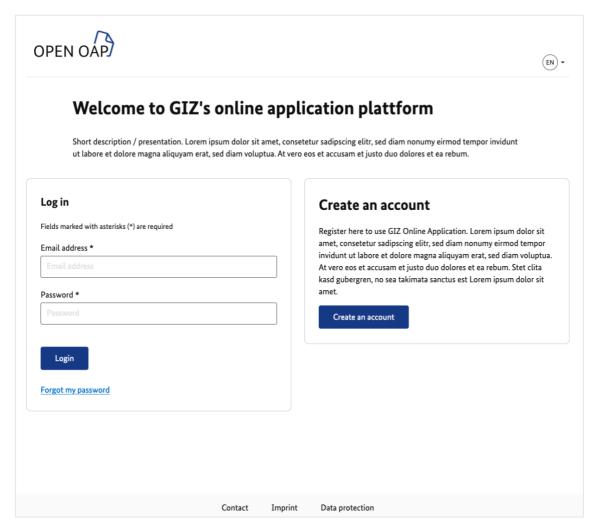— Introtext Group

— Intro text per item (line)

— Help text per item (line)

— Validation per item (e.g. mandatory field, number format)

3. General

3.1. Access to the System

Registration and log-in (with existing access data) can be carried out via the start page.

Registration takes place via the steps:

— Enter email address and agree to terms of use

— Link call in confirmation email received

— Assigning a password

— Optional: Enter company data/master data (later default transfer to forms)

3.2. Dashboard

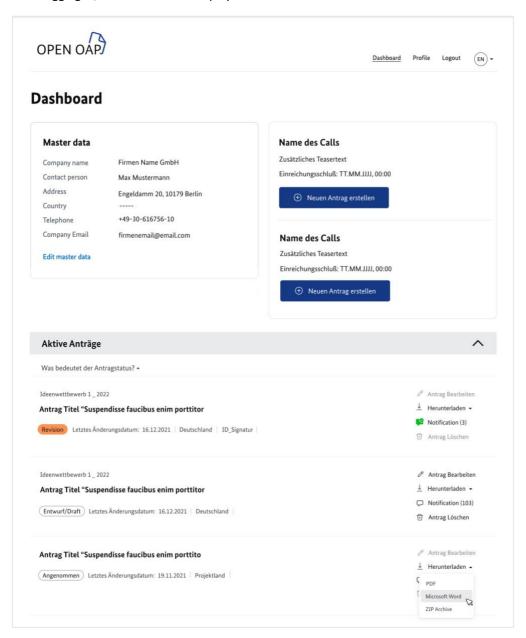After logging in, the dashboard is displayed.

Figure 12 - Example Dashboard section

In the upper area, the master data is displayed and active calls can be selected to create an application.
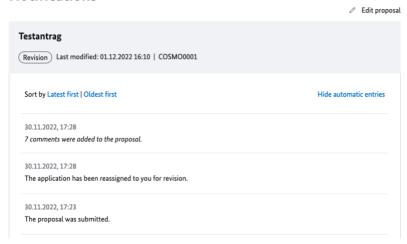
If applications are created (draft) or submitted, in revision, etc., they are displayed with the most important data in the lower area.

Depending on their status, they can be edited, downloaded or deleted.

If submitted applications have been commented by editors, this is shown here and a notifications page with all status messages and comment notes can be displayed.

Notifications

✎ Edit proposal

Testantrag

(Revision) Last modified: 01.12.2022 16:10 | COSMO0001

Sort by Latest first | Oldest first   Hide automatic entries

30.11.2022, 17:28
7 comments were added to the proposal.

30.11.2022, 17:28
The application has been reassigned to you for revision.

30.11.2022, 17:23
The proposal was submitted.

Commented form fields are specially marked in the "Revision" status when the form is called up again and the comment texts are displayed with the field.