

OPEN OAP

Elements overview

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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

The screenshot displays the OPEN OAP web application interface. At the top left is the 'OPEN OAP' logo. The main content area is titled 'Title of the call' and 'Title of the proposal'. Below these titles is a text area with instructions: 'A text with information about the call can be placed here. This text can also contain simple formatting.' This is followed by a list of formatting options: 'bullet points' and '1. numbering'. Below the list is a note: 'Including **bold text** and *italic text* as well as [linking](#).' On the left side, there is a sidebar with a 'General Information' tab selected, and two other tabs: 'Project concept' and 'Preview and Submit'. The main content area under the 'General Information' tab contains the following text: 'On this first page you will not find so many fields...', 'Fields marked with a star (*) are mandatory.', and a section titled 'Company Information'. Below this section is a text input field labeled 'Company's name *' with a help text 'Help text for this question. Read more. ▼' and the value 'cosmoblonde GmbH'. Below the input field is another section titled 'City (sometimes other things)' with a help text 'Help text for this question. Read more. ▼'. At the bottom of the form, there is a toolbar with four buttons: 'Save and close' (with a document icon), 'Cancel' (with a close icon), 'Save' (in blue), and 'Save and next Page' (in a dark blue box). To the right of the 'Save and next Page' button is a circular icon with an upward arrow.

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](#)

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

Term *

06.10.2022 to 05.11.2022

« 2020-2029 »

2019 2020 2021 2022

2023 2024 2025 2026

2027 2028 2029 2030

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

Options *

please choose

☐ erste Option

☐ zweite Option

☐ dritte Option

☐ vierte Option

☐ Zusatzoption

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

Checkbox selection with additional box

Checkbox Intro

☐ Test-Item 1

☐ Test-Item 2

☐ Test-Item 3

☐ Zusatz

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

select list item 01

select list item 02 with longer text

select list item 03

select list item 04 with longer longer text

select list item 05

select list item 06

>

<

select list item 08

select list item 07 with longer longer longer text

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 excel 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

Options:

- 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.

Questions in tabular form

A possible intro text describes how to answer the questions.

How many rainy days?
Please estimate for your region.

Number of employees
Please enter the number of your employees as of January 1st.

Sales volume
Please enter the company's turnover for the last few years.

Help text for this question. Read more. ▼

	2019	2020	2021
How many rainy days? [day]	50		
Number of employees [persons]	633		
Sales volume [EUR]	1.234.567		

Figure 11 – Table display 3 columns

Optionen:

- Introtex 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.

The screenshot shows the 'OPEN OAP' start page. At the top left is the 'OPEN OAP' logo with a blue folder icon. At the top right is a language selector button labeled 'EN'. The main heading is 'Welcome to GIZ's online application platform'. Below this is a short description in placeholder text. The page is divided into two main sections: 'Log in' and 'Create an account'. The 'Log in' section includes a note that fields marked with asterisks are required, input fields for 'Email address *' and 'Password *', a 'Login' button, and a link for 'Forgot my password'. The 'Create an account' section includes a registration instruction, placeholder text, and a 'Create an account' button. At the bottom, there is a footer with links for 'Contact', 'Imprint', and 'Data protection'.

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.

The dashboard interface for OPEN OAP includes a top navigation bar with links for Dashboard, Profile, Logout, and a language selector (EN). The main content area is titled 'Dashboard' and is divided into several sections:

- Master data:** A box containing user information:

Company name	Firmen Name GmbH
Contact person	Max Mustermann
Address	Engeldamm 20, 10179 Berlin
Country	-----
Telephone	+49-30-616756-10
Company Email	firmenemail@email.com

 An 'Edit master data' link is provided at the bottom.
- Name des Calls:** Two identical boxes for creating new calls. Each contains fields for 'Zusätzliches Teasertext' and 'Einreichungsschluß: TT.MM.JJJJ, 00:00', followed by a blue button labeled 'Neuen Antrag erstellen'.
- Aktive Anträge:** A section with a header 'Was bedeutet der Antragstatus? *' and a list of active applications. Each application entry includes:
 - Competition: Ideenwettbewerb 1_2022
 - Title: Antrag Titel "Suspendisse faucibus enim porttitor"
 - Status: Revision (highlighted in orange), Entwurf/Draft (in a rounded box), or Angenommen (in a rounded box)
 - Last update: Letztes Änderungsdatum: 16.12.2021 | 19.11.2021
 - Country: Deutschland
 - Category: ID_Signatur | Projektland
 - Actions: Antrag Bearbeiten, Herunterladen, Notification (3) or (103), and Antrag Löschen.
 - Download options: PDF, Microsoft Word, and ZIP Archive (available for 'Angenommen' status).

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.