



EUROPEAN COMMISSION
DG FOR CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS

ECHO IS SUPPORT TEAM

New Single Form 2018 (offline)

Quick Start Guide



1. INTRODUCTION

The New Single Form 2018 has been launched to address primarily the problem with unsatisfactory performance of the PDF technology. When developing the new Single Form 2018 lots of efforts have been put also in improving its usability, increasing its user-friendliness and modernising the look and feel.

Many of the improvements, which you will spot in the new tool, originate from your and other ECHO Partners' feedback.

Although the PDF based Single Form will still be supported for some time, we strongly recommend getting familiar with the new Single Form 2018 already now as it brings lots of interesting improvements.

This documents aims at making the switch from the old PDF Single Form to the new one as easy as possible. It details only the essential elements, more detailed description of all the new functionalities is provided in the [Manual](#).

2. REQUIREMENTS

To work comfortably with the new Single Form 2018 you will need:

- a. **The Internet connection and access to APPEL:**
 - to obtain the project data and zipped Single Form;
 - to upload the project data to APPEL.

- b. **A computer** with the following software installed:
 - **a browser:** Chrome, Firefox or Internet Explorer 11;
 - **un-zipping software:** 7-Zip, WinRar, WinZip etc.

- c. A bit of **previous experience** with the PDF Single Form and curiosity to discover new features.

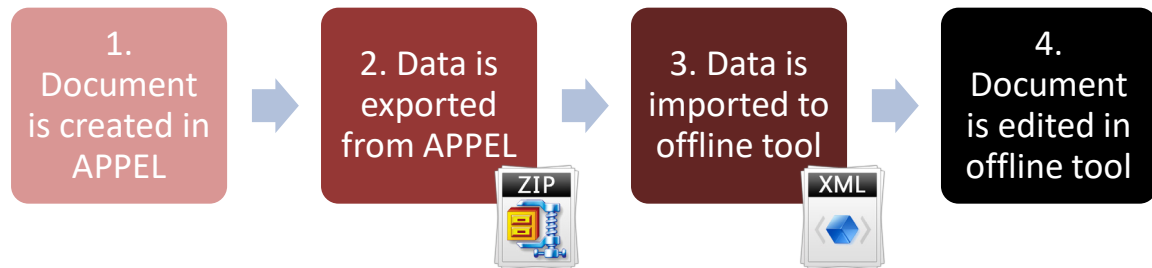
ATTENTION

- Once you obtained the zipped Single Form with the project data, the Internet connection is no longer required;
- Microsoft Edge is currently **not** supported.

3. EXPORTING DATA FROM APPEL

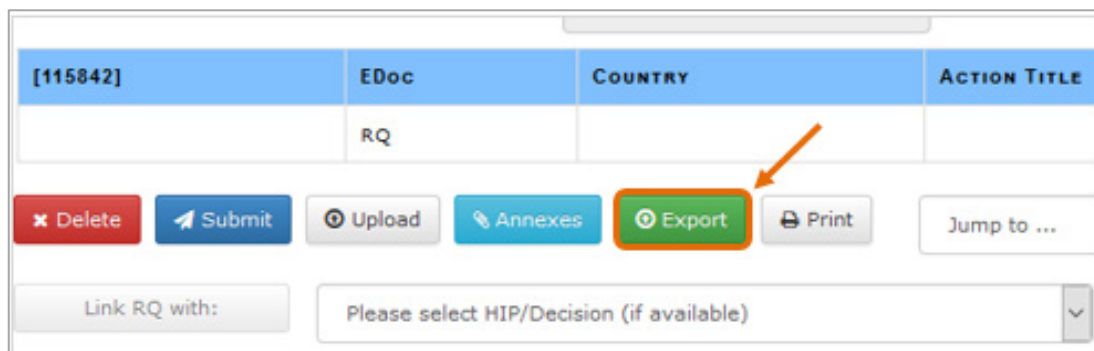
Exporting the data from APPEL, for using it with the new Single Form 2018, does not differ much from how the same operation was done in the PDF Single Form context.

The data export process for any document¹ specific for APPEL is presented below (offline tool being either: the PDF Single Form or the new Single Form 2018):



To start editing the project/document using the new Single Form 2018, follow the steps described below:

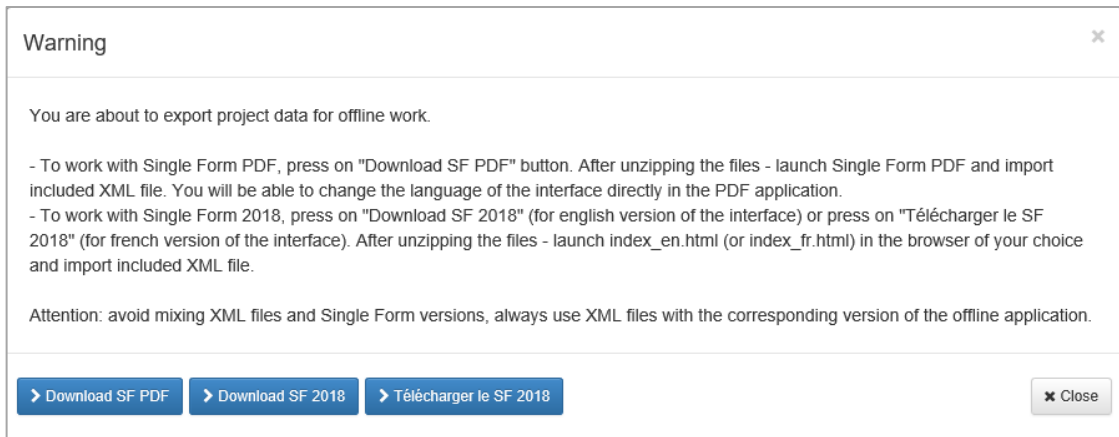
- a. Log into APPEL;
- b. By clicking on the link in the upper right corner of a page, navigate to the “Search Projects” page;
- c. In the “Search Projects” page, find a respective project²;
- d. Click on the project number to be taken to the “Project Details” page;
- e. In the “Project Details” page, click on the document of your choice (for example “Request”);
- f. You are taken to the “Single Form Preview” page;
- g. In the “Single Form Preview” page, click on the “Export” button:



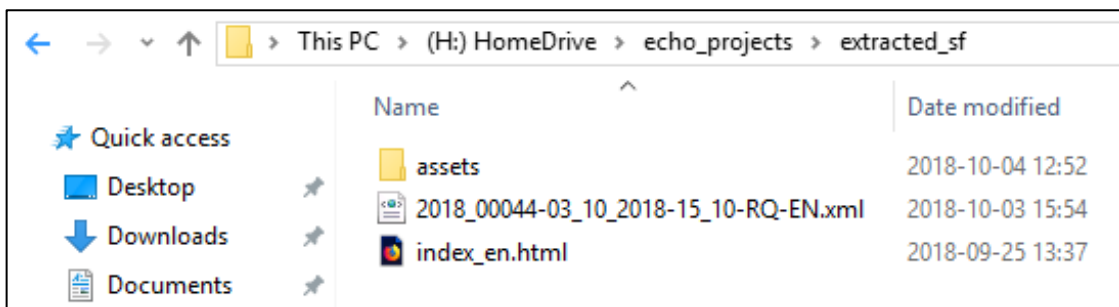
- h. You will be prompted to choose between downloading the old PDF Single Form or the new Single Form 2018 (including of course the project data):

¹ This logic applies to RQ, MR, NE, IR, FR (drafts, new versions etc.).

² Alternatively create new one.






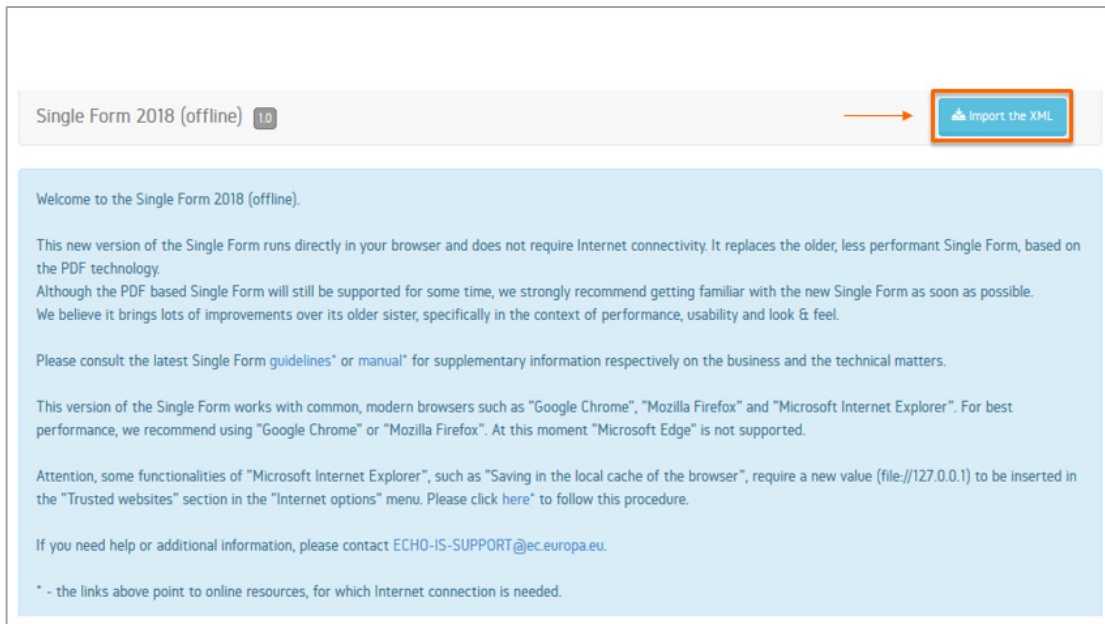
- i. Click on “Download SF 2018” button to receive the new Single Form 2018 with English interface, (alternatively, you may click on “Télécharger le SF 2018” button to receive the new Single Form 2018 with French interface or click on “Download SF PDF” if you wish to work with the old Single Form).
- j. You will receive a zipped archive that you need to save and extract on your computer in the location of your choice. The image below shows the example of a properly extracted project:



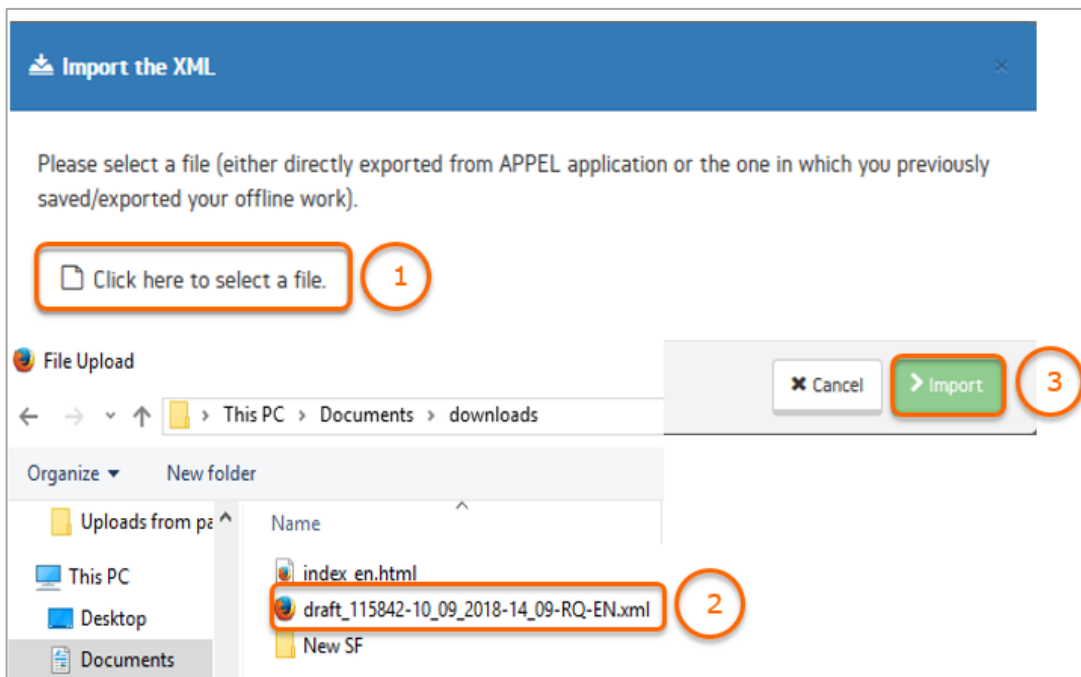
ATTENTION

- 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 meaning full name (for instance ECHO project XYZ etc.)
- Do not launch any files from within the zipped archive. Extract them fully in the first place.

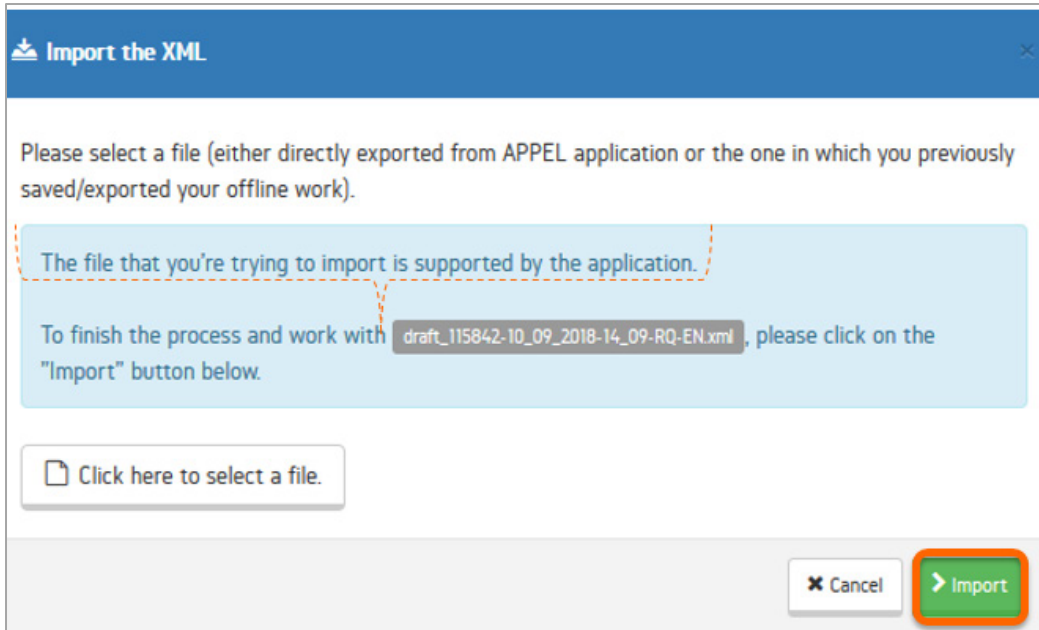
- k. Launch the index_en.html (or index_fr.html) in the browser of your choice:    to load the front page of the Single Form 2018 and then click on the “Import the XML” button:



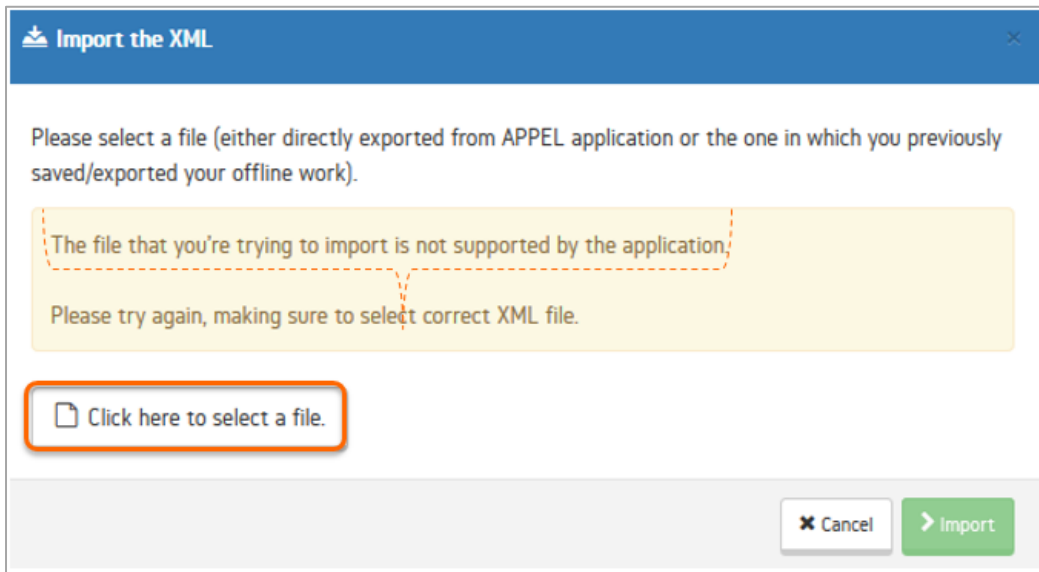
- I. In the pop-up window, press on the button "Click here to select a file" (1), select the XML file from the unzipped package (2) and click on the "Import" button (3):



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



- n. 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:



- o. After importing the correct XML file, you can start editing your project (draft, report etc.) in the new Single Form 2018:

Single Form 2018 (offline) 1.0

Global validation Print Import the XML Save the XML

Document type: RQ
 Action type: Non-emergency action
 Partner type: NGO
 Reference number: [7223]/RQ/01/01
 Agreement number: N/A

Unilateral: N/A
 Project creation date: 06/09/2018
 XML version: 1.0
 XML export date: 20180924 12:30:55

1. General Information

1.1 Humanitarian organisation
 PUNTO SUD

1.2 Title of the action

1.3 Narrative summary of the action

1.4 Area of intervention

#	World area	Country	Region	Location
+ Add				

If possible, upload to APPEL an annex with a map of the project locations.

1.5 Timeframe of the action (at MR stage - including suspension periods)

Start date

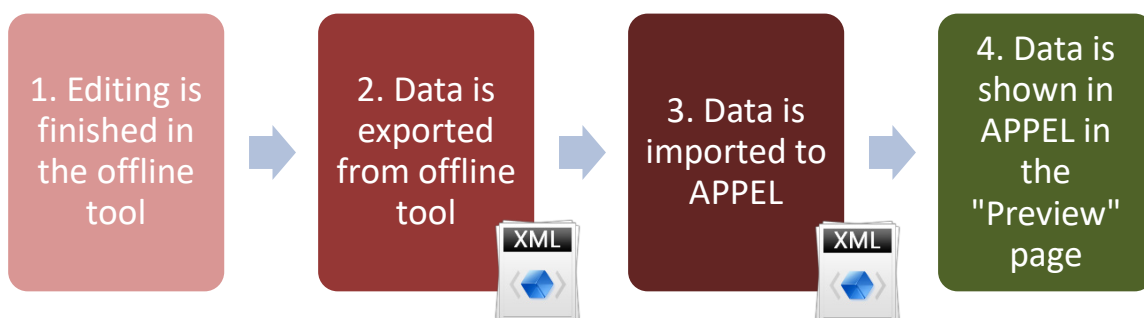
Months (max. 60)

Start date for eligibility of expenditure

4. IMPORTING DATA TO APPEL

Importing the data to APPEL, from the new Single Form 2018, does not differ much from how the same operation was done in the PDF Single Form context.

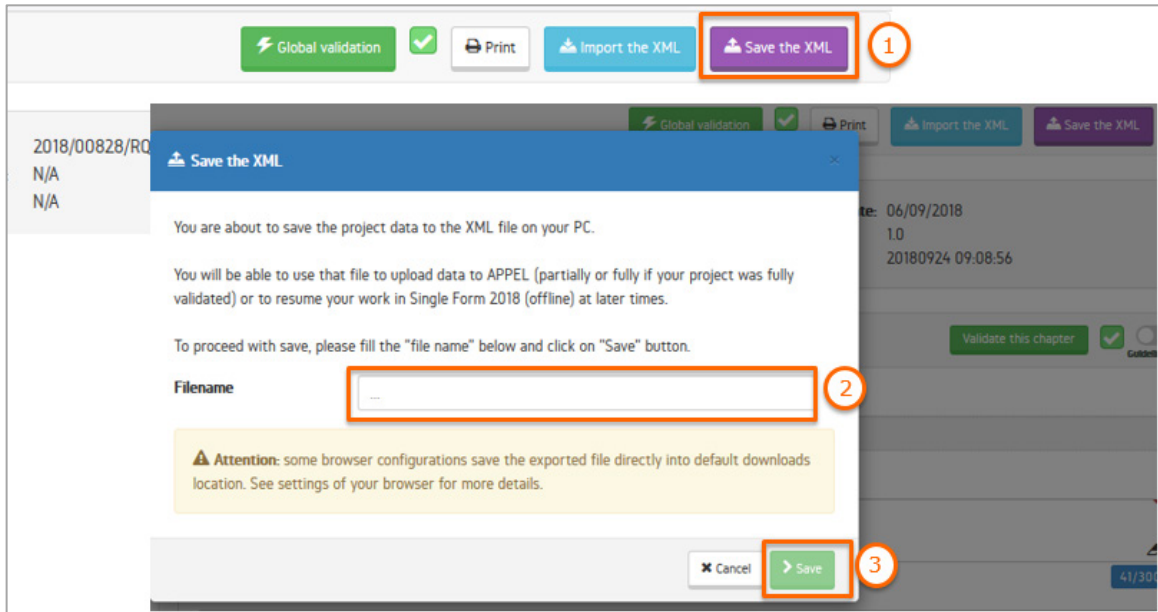
The data import process for any document³ specific to APPEL is presented below (offline tool being either: the PDF Single Form or the new Single Form 2018):



³ This logic applies to RQ, MR, NE, IR, FR.

To finish editing the project/document in the new Single Form 2018 and upload the data to APPEL, follow the steps described below:

- a. While working with the new Single Form 2018, press on the “Save the XML” button located in the application header (1), introduce a filename in a dedicated window (2) and press “Save” button (3).



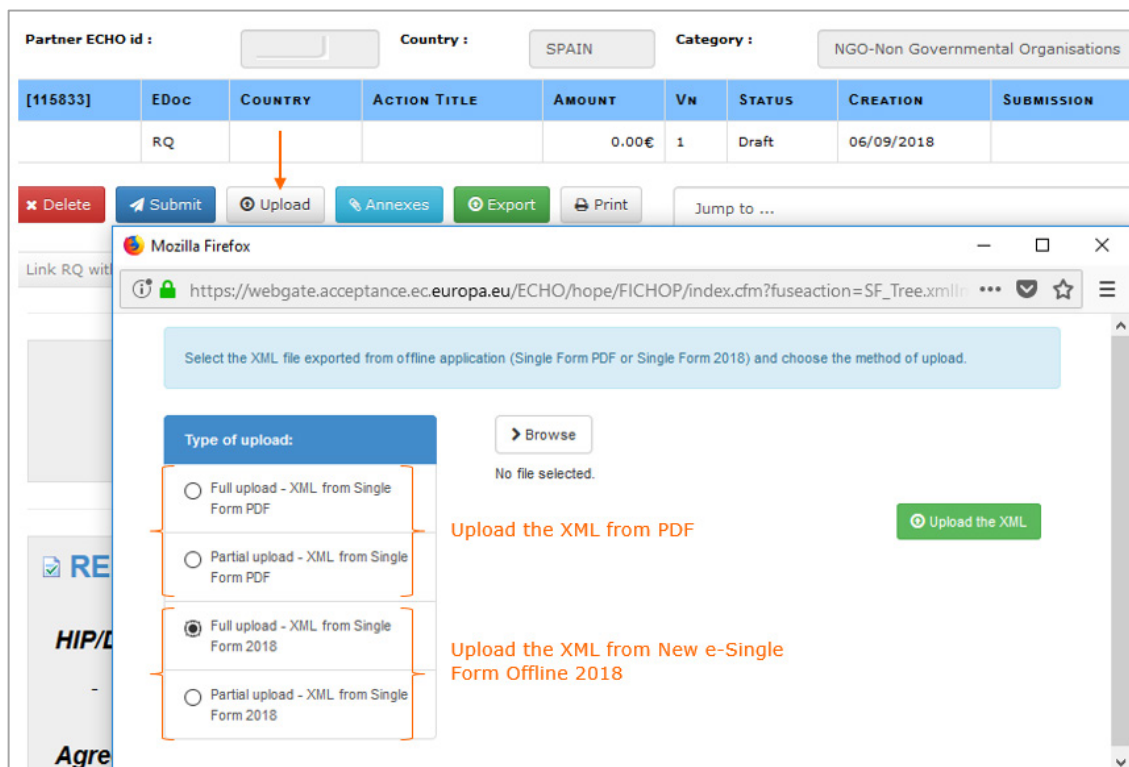
ATTENTION

- The “Save the XML” button in the new Single Form 2018 has the same function as the “Export XML” button of PDF Single Form). It produces the XML file to be uploaded to APPEL.
- The XML file produced by the new Single Form 2018 (unlike for the PDF Single Form) not only can be imported to APPEL but it can also be re-imported to the Single Form 2018 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 or 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.

Please read more on saving the XML, saving in the browser memory and on collaboration capabilities in the detailed [Manual](#) for the Single Form 2018.

- b. After saving the XML file, log into APPEL;
- c. By clicking on the link in the upper right corner of a page, navigate to “Search Projects” page;
- d. In the “Search Projects” page, find a matching project;

- e. Click on the project number to be taken to the “Project Details” page;
- f. In the “Project Details” page, click on the document corresponding to your XML file;
- g. You are taken to the “Single Form Preview” page;
- h. In the “Single Form Preview” page, click on the “Upload” button:



- i. Since you worked in the new Single Form 2018 choose between the two bottom options:
 - Pick “Full upload - XML from Single Form 2018” if prior to the saving of the XML your project was fully validated. In this case your project data will be directly uploaded to APPEL;
 - Pick “Partial upload – XML from Single Form 2018” if your project was **not** fully validated and you wish to upload some specific chapters only. In this case, before the data is uploaded to APPEL, you will need to select the chapters for the upload.
- j. Press on the “Browse” button to open the interface to select the XML file (exported earlier from new Single Form 2018);
- k. Press on the “Upload the XML” button to upload your data. If this operation succeeds – you will be taken back to the “Single Form Preview” page, where the newly uploaded information is presented for your verification.
- l. 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:

