

Quick tips

Welcome to the OnlineForms system. We'd like to introduce you to a few and easy hints to:

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2. [Display help texts](#)
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4. [Check if entered data are valid](#)
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8. [Navigate in the OnlineForms system](#)

1. Move through the form sections

Use the **menu** on the left of the form to move through the sections.

Or you can use the **"Next"** and **"Previous"** at the bottom of each section.

The screenshot shows a vertical 'Form menu' on the left with sections: 'Personal data' (selected), 'Application info and Referees', and 'Education'. To the right, the 'Personal data' section is active, displaying instructions: 'The application must be submitted in English.', 'This fellowship is only tenable in India.', 'Please read the eligibility criteria at this [link](#)', and 'Please note the system will only accept the application if you answer all the questions and...'

2. Display help texts

Click on the question mark icon next to each field to display a help text.

The screenshot shows a text input field with the value 'John Smith'. A blue question mark icon is clicked, opening a help text box that reads: 'Please enter the Personal (= First name(s) and Family name (=Surname) of the Head or Director of the employing institution or company'.

3. Extend the length of a text area

To extend the length of a text area, drag down the bottom-right corner with your mouse.

The screenshot shows a vertical list of sections on the left: 'Nominee's Education', 'Nominee's Appointments', 'Nominee's Publications and H-index', 'Referees', and 'Final declarations'. To the right, the 'Supporting statement (please see helptext) *' section is active, showing a large text area with a scrollbar and a question mark icon in the bottom right corner.

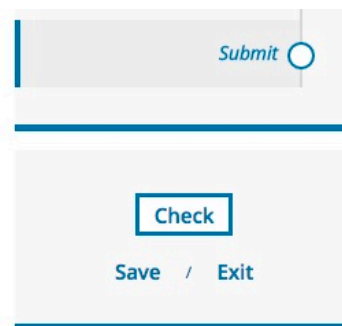
4. Check if entered data are valid

- a) While filling in the form, pay attention to the requirements for each field (e.g. maximum number of characters, file type, date format, etc.).

The screenshot shows a text input field for 'Name of Institution *'. A red oval highlights the text 'Maximum characters: 120 (including spaces)'. To the right of the field, it says '0 chars'.

- b) Run a **check** using the button at the bottom of the form menu to verify that mandatory fields have been filled in and the data you entered are accepted. This also saves your form.

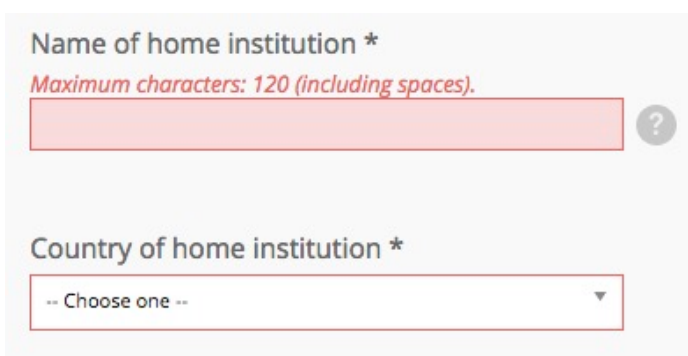
Every time you run a check, you are taken to the last section of the form, named "Submit". Use the form menu to navigate to the previous sections.



The image shows a vertical menu on the right side of a form. At the top is a 'Submit' button with a circular icon. Below it is a 'Check' button with a rectangular icon. At the bottom are 'Save' and 'Exit' buttons.

- c) After you run a check, fields with **not accepted or missing data** will be highlighted in **red**.

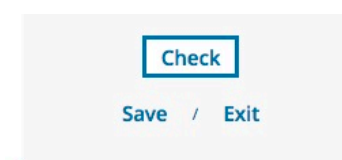
Please note that once you have duly modified the content of one or more fields, the red highlight won't disappear until you run again a check.



The image shows two form fields. The first is 'Name of home institution *' with a red border and a red highlight. The second is 'Country of home institution *' with a red border and a red highlight. Both fields have a red border and a red highlight.

5. Save your form

Remember to save your form frequently by clicking on "Save" at the bottom of the form menu.



The image shows a vertical menu on the right side of a form. At the top is a 'Check' button with a rectangular icon. Below it are 'Save' and 'Exit' buttons.

6. Resume work on your form

To retrieve your saved form and resume working on it, go to your dashboard and click on the icon in the 'Form' column.

Forms waiting to be submitted

Click on  in the below table to retrieve your unsubmitted forms.

PROCEDURE	SURNAME	NAME	YEAR	DEADLINE	DELETE	FORM	PRINT
2017 OWSD Fellowship	Pettoello Nominator	Francesca	2017	01/07/2017			

7. Open a printer-friendly version of your form

To open a printer-friendly version of your form, go to your dashboard and click on the icon in the 'Print' column.

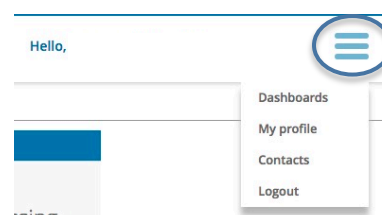
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8. Navigate in the OnlineForms system

Click on the menu icon in the top-right corner to expand the menu and navigate to different areas of the OnlineForms system.



The image shows a navigation menu in the top-right corner. It has a 'Hello,' label and a menu icon (three horizontal lines). The menu is expanded, showing options: 'Dashboards', 'My profile', 'Contacts', and 'Logout'.