Quick tips

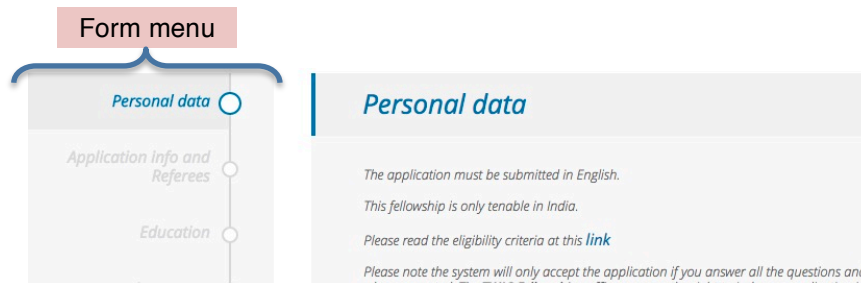*Welcome to the OnlineForms system. We'd like to introduce you to a few and easy hints to:*

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.
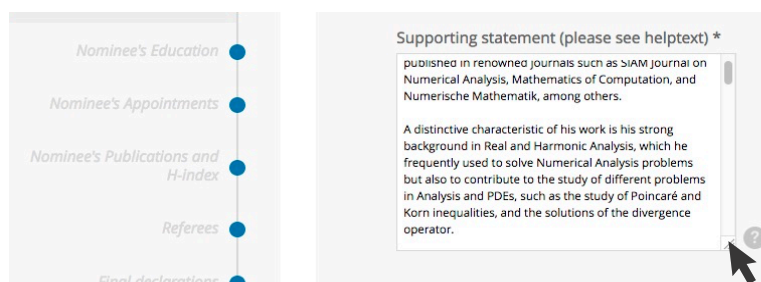

2. Display help texts

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

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.

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.).

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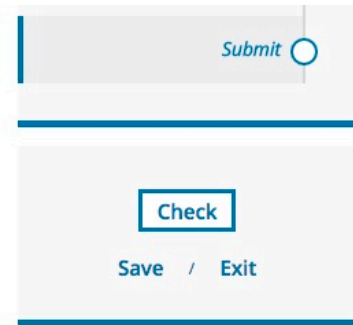
c) After you run a check, fields with **not accepted or missing data** will be highlighted in **red**.

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.

Name of home institution *
Maximum characters: 120 (including spaces).

Country of home institution *

-- Choose one --

5. Save your form

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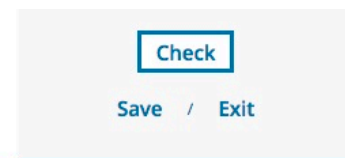
6. Resume work on your form

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.

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	🗑	🗏	🖨

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.

Hello,

Dashboards
My profile
Contacts
Logout