

Full Offline Single Form

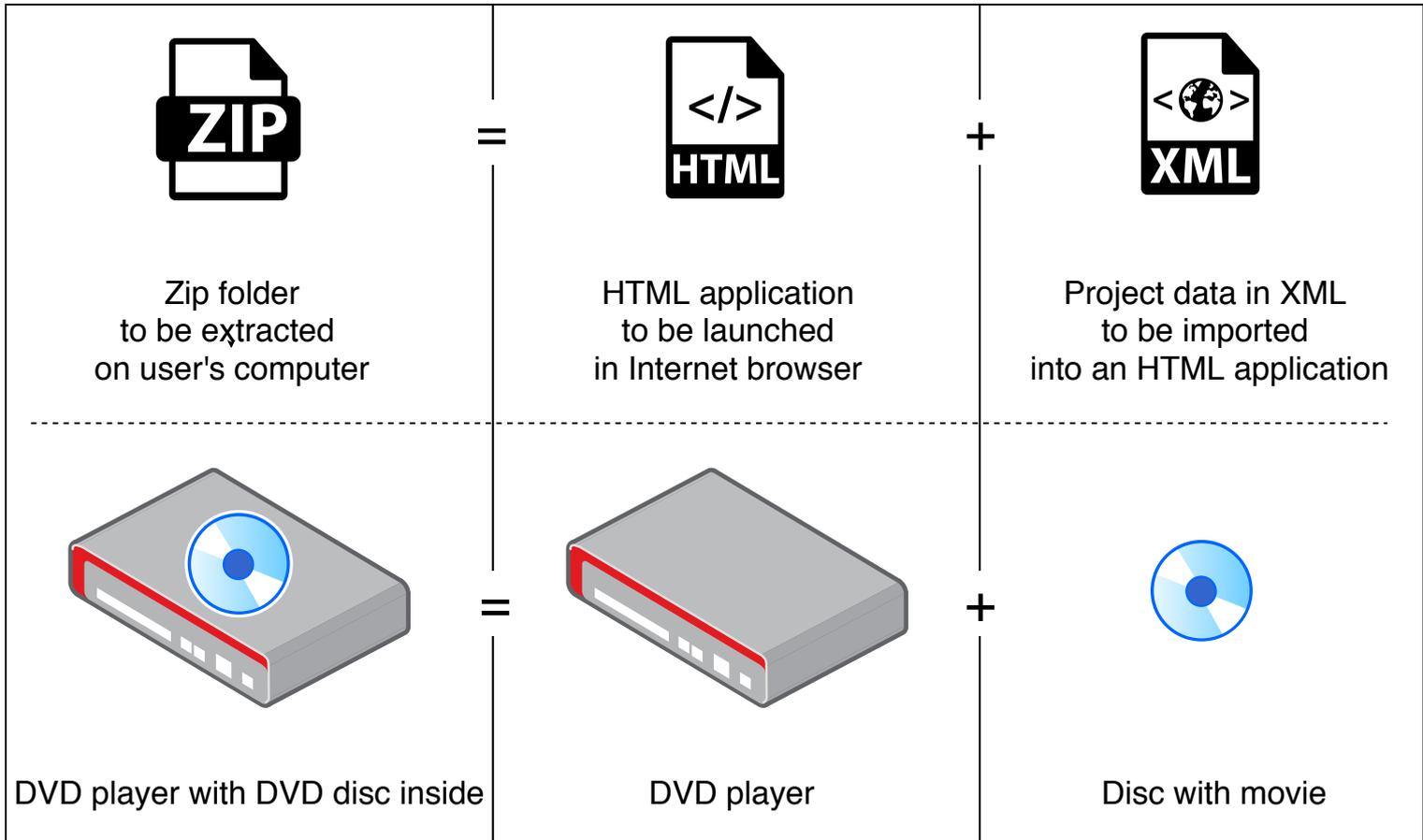


- can be downloaded from APPEL by users having access to this portal

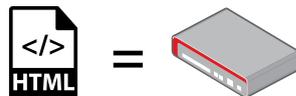
[Download SF 2018](#)

- should not be sent nor shared by e-mail

- is exported as Zip folder (containing an HTML application and project data in XML)



HTML application



- can be downloaded by from: https://webgate.ec.europa.eu/appel/layout/single_form_2018.zip

- can be reused for many different projects

- should not be sent nor shared by e-mail

Project data in XML



- can be downloaded from APPEL by users having access to this portal

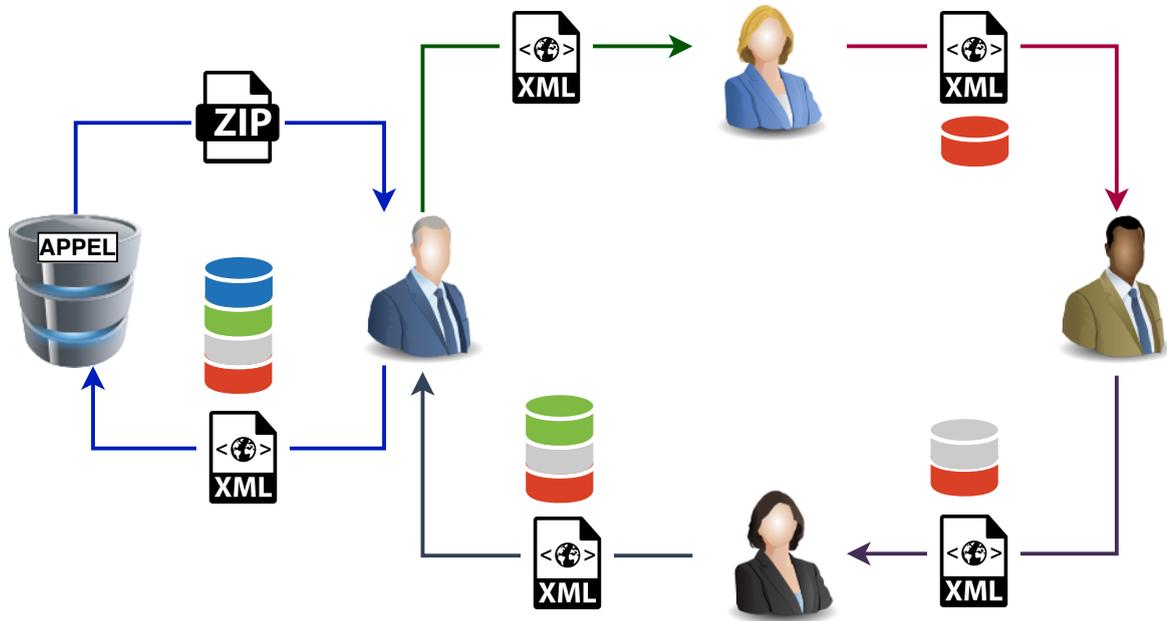
[Download XML](#)

- can be used only for given project

- can be sent or shared by e-mail

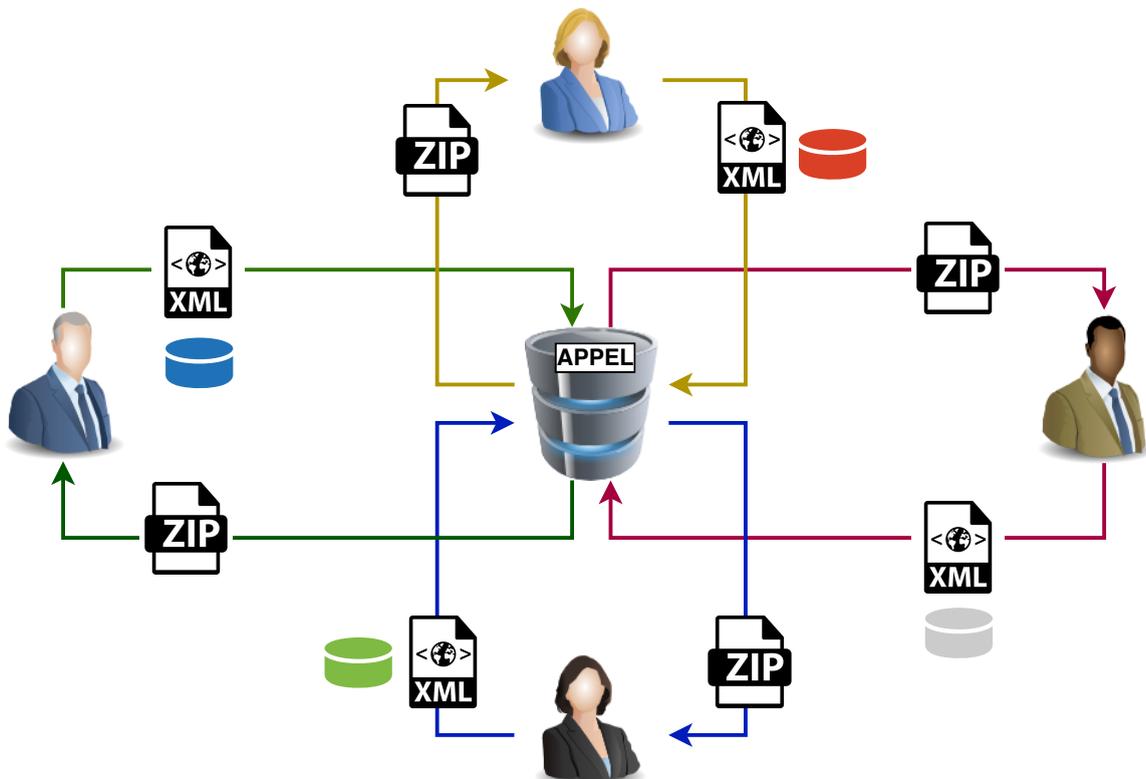
Sequential Collaboration (offline, safer, slower)

- agree on who does what (who edits which chapters)
- make sure each participant have HTML application on his/her computer
- main coordinator (person with access to APPEL) retrieves and shares XML file



Asynchronous Collaboration (offline, faster, risky)

- agree on who does what (who edits which chapters)
- make sure every participant have HTML application on his/her computer
- each participant edits his/her own XML file



FAQ on the most common challenges

Q1: Can I share the zipped Single Form with my colleagues by e-mail?

A1: No, there is a substantial risk that Single Form will not work because e-mail server filters can remove or append some crucial assets.

Q2: How can users with no access to APPEL obtain new Single Form application?

A2: They should download it from location indicated in this document (page 1) or download it from a cloud based solution your organisation adopted (google drive, one drive etc.). Of course, if cloud solution is considered - you will first need to upload there zipped Single Form downloaded from APPEL.

Q3: Can unzipped Single Form application be reused for other projects (other than the one in enclosed XML file)?

A3: Yes unzipped Single Form can be used for as many projects as needed. Occasionally, after major releases if you want to benefit from new functionalities - you will need to re-download it and unzip again. ECHO will inform you when such a need materializes.

Q4: Can you provide my organisation with Word document based on the Single Form?

A4: Single Form structure and content evolves rapidly (new sections are added, indicators are removed etc.). Word document based on Single Form would very quickly become obsolete unless ECHO refreshes and distributes it after every change.

Moreover Single Form currently exists in 30 different versions (5 variants for each action stage, 2 variants depending on the partner type and 3 variants depending on action type). To satisfy such a request ECHO would need to create 30 Word documents and serve them according to various circumstances. This clearly translates into a huge maintenance cost.

Usage of Word document for drafting Single Form content at your end and copying it into online/offline Single Form also brings additional risks. Very often Word document contains unsupported characters or invisible formatting options that could have adverse effect when they are inserted into APPEL database. That is also why ECHO is reluctant to recommend Word as a solution supporting your work with Single Form.