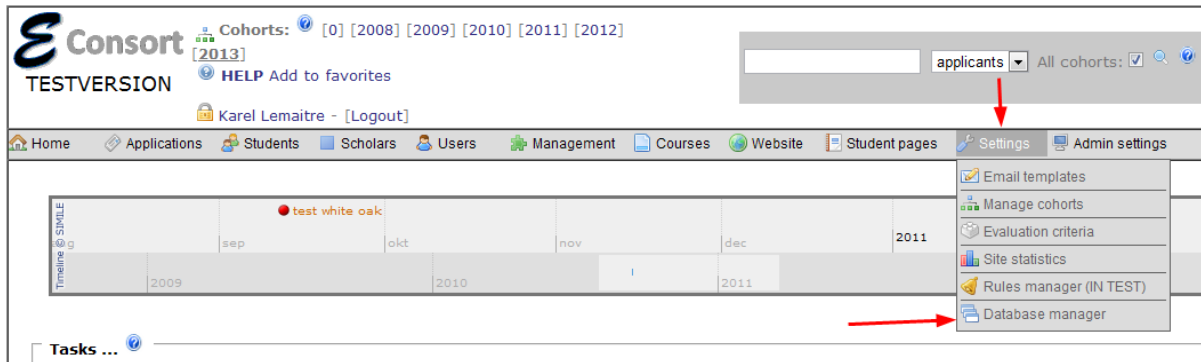


## Categorizing forms in Econsort





Log in into your Econsort instance,

Select “Settings” -> “Database”










In categories, select “manage forms”

[Add new form] [sho











- **APPLICATION FORM:**
  - Application form 2009
  - Application form 2009 - EU
  - application\_2010\_non\_eu
  - application\_2010\_eu
  - application\_2011\_non\_eu 
  - application\_2011\_eu 
- **EVALUATION FORM:**
  - evaluation\_2010\_EU
- **MANAGEMENT FORM:**
  - [Default management form](#)
  - student finances EU sponsor
  - Data\_for\_faculty
  - Overview\_student\_background
  - Management form partner universities
  - INPUT naar EACEA DATABASE
- **STUDENT COMMUNICATION FORM:**
  - Choice year 2
  - Student file year 1
  - Student file year 2
  - Thesis submission academic year 2009-2010
  - Picture contest 2010
  - Closing event info
  - Thesis presentation submission
  - Statistics knowledge form
- **Uncategorized form:**
  - new\_evaluation\_form

In this screen, you will see there are five types of forms:

- Application forms
- Evaluation forms
- Management forms
- Student communication forms
- Uncategorized form

- application\_2011\_eu 
- **EVALUATION FORM:**
  - evaluation\_2010\_EU
- **MANAGEMENT FORM:**
  - Default management form
  - student finances EU sponsor
  - Data\_for\_faculty
  - Overview\_student\_background
  - Management form partner universities
  - INPUT naar EACEA DATABASE
- **STUDENT COMMUNICATION FORM:**
  - Choice year 2
  - Student file year 1
  - Student file year 2
  - Thesis submission academic year 2009-2010
  - Picture contest 2010
  - Closing event info
  - Thesis presentation submission
  - Statistics knowledge form
- **Uncategorized form:**
  - **new\_evaluation\_form**
    -  - edit fields and categories
    -  - edit form settings
    -  - access special form options
    -  - delete
    -  - preview in management layout
    -  - preview in application form layout

Under “Uncategorized forms” select “new evaluation form, then “edit form settings”

Manage student section - [ Manage fields ] - [ Manage forms ] - [ Manage reports ] - [ Back ]	
<b>Form List</b> [Add new form]	<b>Form setup</b> [show field labels]
<ul style="list-style-type: none"> <li>■ <b>APPLICATION FORM:</b> <ul style="list-style-type: none"> <li>■ Application form 2009</li> <li>■ Application form 2009 - EU</li> <li>■ application_2010_non_eu</li> <li>■ application_2010_eu</li> <li>■ application_2011_non_eu </li> <li>■ application_2011_eu </li> </ul> </li> <li>■ <b>EVALUATION FORM:</b> <ul style="list-style-type: none"> <li>■ evaluation_2010_EU</li> </ul> </li> <li>■ <b>MANAGEMENT FORM:</b> <ul style="list-style-type: none"> <li>■ Default management form</li> <li>■ student finances EU sponsor</li> <li>■ Data_for_faculty</li> </ul> </li> </ul>	<b>General form settings</b> <ul style="list-style-type: none"> <li>Form name:  new_evaluation_form</li> <li>General Form Type: </li> <li>Text on top of form:  Describe what your skills in statistics are:</li> <li>Show title: </li> <li>Show navigator: </li> <li>Show report button: </li> <li>Application active: </li> <li>Form visibility: </li> </ul>

In general form settings you are able to enter data in the different files.

Form name: new\_evaluation\_form

General Form Type: APPLICATION FORM

Text on top of form:

Show title:

Show navigator:

Show report button:

Application active:

Form visibility:

As for general form type we choose “Application form” (check the other form types too, as they will define the type of your form

Form name: new\_evaluation\_form

General Form Type: EVALUATION FORM

Text on top of form: Describe what your skills in statistics are:

Show title:











Show navigator:

Show report button:

Application active:

Form visibility:

μ

Form name:	 new_evaluation_form	
General Form Type:	 EVALUATION FORM	
Text on top of form:	 Describe what your skills in statistics are:	
Show title:		
Show navigator:		
Show report button:		
Application active:		
Form visibility:	 	

Now, let's choose "Evaluation" form as the form type

**APPLICATION FORM:**

- Application form 2009
- Application form 2009 - EU
- application\_2010\_non\_eu
- application\_2010\_eu
- application\_2011\_non\_eu
- application\_2011\_eu

**EVALUATION FORM:**

- evaluation\_2010\_EU
- new\_evaluation\_form**
  - edit fields and categories
  - edit form settings
  - access special form options
  - delete
  - preview in management layout
  - preview in application form layout

**MANAGEMENT FORM:**

- Default management form

**General form settings**

Form name: new\_evaluation\_form

General Form Type: EVALUATION FORM

Text on top of form: Describe what your skills in statistics are:

Show title:

Show navigator:

Show report button:

Application active:

Form visibility:

As we selected “evaluation form as the form type, the newly made form will appear under the title “Evaluation form”