Click the Icon "Manage your CEEPUS II network applications"

The following screen will be displayed:

If you want to create a new network click on "Create new network..."

**ATTN:** Please do not create a new network if you want to prolong/renew an existing network. For this see the following: **HOWTO: Prolong/Renew a network.**

The following screen will be displayed:

Please select the academic year for which you want to create an application. The running academic year will be selected by default.

Fill in the network title (without the CPnr = CEEPUS Network number). The CPnr will be created automatically when you submit your application.

Select the unit for which you want to create the application.

Confirm the disclaimer and make sure you are indeed the coordinator. Do not create a network if you are not the coordinator of the network!

Click "Save" to actually create the new network

The following screen will be displayed:
This is the top view of the network application, divided in several sections or data groups.

To help you keep track of work still required on the application, the sections are color coded:
- **green** = all necessary data have been entered, nothing more to do
- **yellow** = all necessary data have been entered but you could still add more if you wanted. No obligation to more, however.
- **pink** = not all necessary data have been entered yet

**entries and min–max:**
- **min–max:** this is to show you what is the minimum and what is the maximum amount of entries for a section.
- **entries:** shows you how many entries there currently are in your application.

Your unit data have already be added to the section "Participating unit" and the network title you have entered on the page before has also been inserted automatically.

**Navigation:**
You can edit any section or data group by clicking the "Edit" button in the same row.

If you click on the "Back" button you will be transferred to the "Top View of the Network Application".
On this page there are several tabs for working with the application depending on the current state of the application.

| Content | Documents | Statistics |

Right now we only show you the tabs which are available in the state "unsubmitted".

The "Workflow Button(s)" will be shown on every Tab.

(in this case this is "submit application").

From this tab you can open a print preview of the network application in a new browser window.

This print view will look like: (please note that we don’t have entered additional information, so it will only show the information we have entered so far)

<table>
<thead>
<tr>
<th>Network Title:</th>
<th>Help Network Application:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Participating Unit (Coordinator):</th>
<th>University of Vienna</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>on, Marlin-Engelstr. 1</td>
</tr>
<tr>
<td></td>
<td>1090 - Vienna</td>
</tr>
<tr>
<td></td>
<td>+43 (0) 4277 - 2</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.univie.ac.at">www.univie.ac.at</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Thomas Banfai</td>
</tr>
</tbody>
</table>

Curriculum link (without http://)

<table>
<thead>
<tr>
<th>TENDED INCOME TRAFFIC FROM</th>
<th>student</th>
<th>short term student</th>
<th>teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>participating set</td>
<td>month</td>
<td>person</td>
<td>month</td>
</tr>
<tr>
<td>TOTAL</td>
<td>(n: 9)</td>
<td>(m: 0)</td>
<td>(n: 0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TENDED OUTCOME TRAFFIC TO:</th>
<th>student</th>
<th>short term student</th>
<th>teacher</th>
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<td>TOTAL</td>
<td>(n: 0)</td>
<td>(m: 0)</td>
<td>(n: 0)</td>
</tr>
</tbody>
</table>

If you click on "Open application" you will see the top view of the application again.

Tab "Content"
This is the first tab and here you can see the basic core data of your network.

Tab "Documents"
Here you can see all the uploaded documents of your network application sorted by "Country" and "Unit"
As at this stage no documents have been uploaded, there in only the message "no Uploaddocument assigned"
Tab "Statistics"
Here you can see the incoming vs outgoing statistics for your network.
As no data have been entered at this stage, no statistics can be displayed.

If you want go back to the list of "Your Network Applications" click on the green back button in the header of the page.

The screen "Your Network Applications" will be displayed:

Here you can see all your networks:
In the first table you see all the networks where you are the coordinator
In the second table (empty now) you can see all your networks where you are a partner (participating unit).
You can only see the networks for a specific academic year. If you want to change the academic year please select the appropriate academic year in the dropdown field.

Here you can open your networks by clicking the button "open" in the appropriate row
And you can transfer your unsubmitted network to another academic year.

Please note: this function is designed to transfer the data of unsubmitted networks of a previous year to a new application round. In the present context this function is of no interest, There is a different HOWTO for the transfer function.

Important Notice:
If you cannot click on the "open" button because it is not displayed or if it does not react, please do contact CEEPUS support. This may be caused by an old or unsuitable browser version (old netscape version or Opera).
By NO MEANS click the button "create new network again" if you dont want to create a NEW Network!