

How to create a new network

www.ceepus.info

Click the Icon "Manage your CEEPUS II network applications"



The following screen will be displayed:



Name	State	open	transfer
- Test Thema	unsubmitted	open	transfer
- TEST FOR HELP	unsubmitted	open	transfer

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:

Network Application Form: -- Help Network Application			
section	entries	min - max	
Network Title	1x	1	Edit
Participating Units	1x	2 - 99	Edit
Planned Activities	0x	1	Edit
Selection Criteria	0x	1	Edit
Coordination	0x	1	Edit
Recognition	0x	1	Edit
Special Merit	0x	0 - 1	Edit
Further Information	0x	0 - 1	Edit
Type of instruction planned	0x	1 - 9	Edit
Language of instruction planned	0x	1 - 9	Edit
Network Activities	0x	0 - 1	Edit
Background Information	0x	0 - 1	Edit
Index	0x	1 - 99	Edit
Joint Program	0x	0 - 9	Edit
Objectives	0x	1	Edit
Long Program Description	0x	1	Edit

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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".

- Help Network Application Academic Year 2006/2007	
Content	Documents
Statistics	
Academic Year:	Academic Year 2006/2007
Networkname:	- Help Network Application
Coordinator:	University of Vienna Faculty of Law Thomas Karafiat
Status:	unsubmitted
Created:	Thomas Karafiat (E-Mail) , 13.12.2005 12:01:01
Last edit:	Thomas Karafiat (E-Mail) , 13.12.2005 12:01:01
Print View / Total View Open application	
submit application	

On this page there are several tabs for working with the application depending on the current state of the application.



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)

Network Title						
Help Network Application						
Participating Unit (Coordinator)						
University:	University of Vienna Dr. Karl Lueger Ring 1 1010 - Wien +43 1 4277 - 0 www.uvwie.ac.at					
Unit:	Faculty of Law Schottenbastei 10-16 1010 - Vienna					
Contact Person:	Thomas Karshat					
Curriculum link (without http://)						
TENDERED INCOMING TRAFFIC FROM						
	student		short term student		teacher	
participating unit	month	person	month	person	month	person
TOTAL	0 (Ac: 0) (F: 0)	0 (Ac: 0) (F: 0)	0 (Ac: 0) (F: 0)	0 (Ac: 0) (F: 0)	0 (Ac: 0) (F: 0)	0 (Ac: 0) (F: 0)
TENDERED OUTGOING TRAFFIC TO						
	student		short term student		teacher	
participating unit	month	person	month	person	month	person
TOTAL	0 (Ac: 0) (F: 0)	0 (Ac: 0) (F: 0)	0 (Ac: 0) (F: 0)	0 (Ac: 0) (F: 0)	0 (Ac: 0) (F: 0)	0 (Ac: 0) (F: 0)

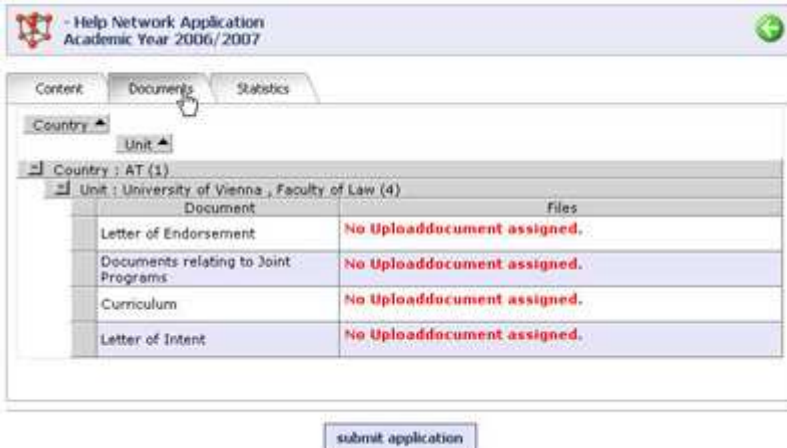
If you click on "Open application" you will see the top view of the application again.

Tab "Content"

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

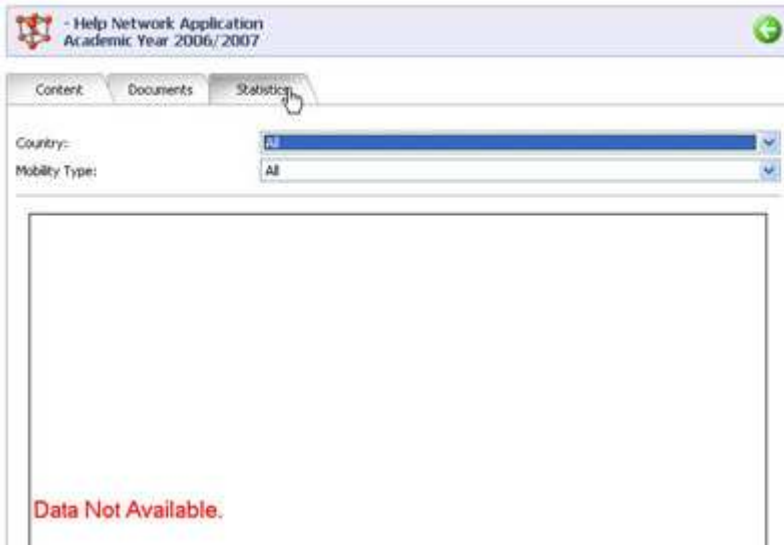
Tab "Documents"

Here you can see the all the uploaded documents of your network application sorted by "Country" and "Unit"
 As at this stage no documents have been uploaded, there is 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!