**Core Concept: Application Settings Configuration**

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| Script |
| Welcome to the AmpliFund Core Concept training video focused configuring application settings. |
| There are a number of key steps to successfully build and launch an application.  In today’s Core Concept video we’ll focus on the first set which is configuring application settings.  These settings will directly link to building and posting your application. |
| In the application settings tab, there are a number of key settings we’ll review including setting up scoring, identifying if scoring information will be provided to applications.  Identifying if the budget and performance plan templates are available, required or hidden and finally adding additional help content for applicants. |
| Let’s jump into AmpliFund and configure our application settings together! |
| From the calendar, click on Award Management, then Fund Opportunities. |
| This will take you to a list of all opportunity records you’ve created in AmpliFund.  Click on the name of the relevant opportunity. |
| Clicking on the name will take you to the opportunity details page, remember that if you want to make edits to the opportunity details you can use the pencil in the top right corner. |
| To configure application settings, click on Configuration then Application Settings. |
| This will take you to the application settings entry page.  The first portion deals with scoring.  You can set a default score scale.  If for instance most of your questions are scored on a 10 point scale, you can change this to 0 to 10 and then that scale will appear as you build and configure questions.  You will still have the opportunity to change the score scale at the individual question level, but this can enable you to be more efficient in the form build process.  Next are scoring categories.  Any questions that are scored must be assigned to a scoring category.  There is a default category available.  If you’d like to add additional scoring categories like Program Overview or Expected Results or any other category, simply type the text in the field and hit the add category button.  This will add the category to the list below. |
| The next section is titled Scoring information, this has two options.  The first is Ignore Score outliers.  For application review that includes multiple scorers, outliers may be ignored from the score totals and averages. This will exclude the highest and the lowest score from each application’s calculated averages if you select Yes.  To leave all scores included in metrics, leave the drop down as No.  Next is the Reviewer Scorecard Visibility.  Once an application has been scored, a system-generated scorecard populates with the scoring averages, scores by category, and more. The scorecard may show each scorer only their scores or everyone’s scores.  For reviewers to see only their scores leave the drop down as Reviewer Only or for everyone to see all scores change the drop down to All Reviewers. |
| The next section is Evaluation and Scoring.  This has a check box to enable an evaluation and scoring tab for applicants. |
| If you check the box, 3 additional fields will appear, these are Criteria, Review and Selection Process and Anticipated Announcement date.  If the box is checked an “evaluation and scoring” tab will appear for applicants on the applicant portal with the opportunity and in an application and will provide whatever content you put here.  You can use this to communicate relevant scoring details to applicants. |
| The next section is labeled Application Configuration and this focuses around the budget template and performance plan template.  The budget and performance plan template can be used to standardize gathering of budget data and or performance data, which you may call programmatic goals.  These are optional to include and you can review a separate video on configuring each template.  The options for the templates are Yes, they are required, No – which means they would be present but not required and No and Hide, which means the tabs would be hidden from applicants.  On the budget template you have the ability to dictate which categories applicants can propose spending in or you can allow them to add their own categories using the drop down here.  If you are not yet sure if you want to include these templates you can always come back and update this section prior to publishing your application. |
| The final section allows you to enter additional help and or technical help that can be published for the applicant and present on this specific opportunity.  Add content if relevant to your opportunity. |
| Once you’ve completed updating any fields you’d like hit Update at the bottom of the screen. |
| This will navigate you back to the opportunity details page. |
| If you need to edit a change you just made or want to get back to the application settings, simply click on configuration from the opportunity details page and then application settings. |
| Through this Core Concept video you’ve learned how to configure application settings.  Should you have additional questions, please reference our support site.  Thank you! |