**Core Concept: Application Configuration 1**

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| Welcome to the AmpliFund Core Concept training video focused application configuration.  There will be 3 videos focused on application configuration in our series.  |
| There are a number of steps to successfully build and publish an application for your opportunity in AmpliFund.  In this Core Concept video we begin to review building the application form.  To ensure a smooth process through building the form, be sure you’ve configured the application settings first.  |
| Our application configuration series will be covered in 3 videos to dive deep into the many options and capabilities for building an application form.  This video will focus on an overview of application basics, content types and question types.  Our next video will focus on reviewing in AmpliFund how to configure an application.  |
| First, let’s review some key information about application forms.  Remember that an application form is a customized form that captures applicant information and responses, the applicant uses this to express desire to receive an award from your opportunity.  Application forms consist of a title, section (s), content only fields which provide the applicant instruction or information and then entry fields which are questions and request information from the applicant.  Your application can contain one or multiple application forms.  |
| Are you wondering when you might want to use one form versus multiple forms on your application?  There are a number of considerations.  Do what is best for your organization and applicants but here’s some factors that may help your decision.  One form likely works best if you have relatively few questions, you want the applicants to see everything on one screen at the same time and your questions are very focused around the same content.  Multiple forms might work better if you have a lot of questions, there’s clear distinction between areas of what you are asking or if you are already using multiple forms today.  Another factor you may want to consider is scoring.  To reduce steps for your reviewers you may want to put all scored questions in one form.  |
| Next, let’s talk about an important feature in our questions, which is making questions required.  As you build a form you have an option to make questions required.  Required questions will appear with an asterisk for applicants and the applicant must respond to the question to mark a form as complete and submit their application.  Anything that is not optional should be marked as required in your form.  |
| Next, let’s review content fields.  Content fields allow you to provide content to the applicant but they do not allow any type of response.  You can use this to provide instructions or other information.  There are 4 content field options – text labels, descriptive text, external links and attachments.  |
| Here’s some examples of when you should use each type of content field.  If you are providing brief instruction with few words, like “enter response below” select the text label.  If you are providing multiple lines of detailed instruction or want to number information, select the descriptive text.  If you need to provide applicants with a website, use the external link and it will format the link as a hyperlink.  Finally if you have a file you want included in the application that you want the applicants to review or download, you can use the attachment type.  |
| Next, let’s go into question fields.  Question fields allow you to request or require a response from the applicant.  You should use question type fields to obtain any information, data or files you need gathered during the application process.  There are quite a few options for question fields and selecting the right one is important to ensure you obtain the right level of information.  We have options for single line text fields, multiple line text fields, multiple choice, multiple selection, drop down lists, file uploads, date entry and numeric.  Let’s go in depth on each of these to help you identify when to use each type.  |
| We’ll start with our text and numeric question types.  The single line text field allows you to obtain short text responses from applicants.  Examples of when you would use this would be to gather addresses, names or phone numbers.  You can set a character limit for single line text fields.  Use the single line text field when you need basic applicant specific content.  Next is the multi line text field.  This allows you to obtain long text responses like narratives from applicants.  You can choose to either set a character limit or include a formatting toolbar, which allows applicants to add bold text, bullets, etc.  This is a good option for detailed applicant specific questions.  Then we have our numeric field option.  This allows you to gather numeric responses rather than text.  Use this for questions like expected cost, number of residents, averages, percentages, etc.  You have options to allow decimals, whole numbers, currency and percentages.  Just like numeric implies, this is best used for anything with a number.  |
| Our next set of question types are all selectable lists that have different features and uses.  First, we have a traditional multiple choice field, best used for Yes/No type questions or where you have a list of specific responses.  Applicants can select only one response.  This is a good option to standardize responses and have applicants select a specific response.  Next we have a multiple selection checkbox.  This allows applicants to select multiple items within a list via a check box.  Examples of when to use this might be when you are asking questions like, select all that apply, identify all, etc.  This is good for getting standardized responses when the applicant may need to select multiple items.  Finally our last selectable list is the drop down list.  This allows users to select one or multiple responses from a dropdown, you determine in the question set up if multiple selections are allowed.  Some examples of when you might use this would be questions that are phrases like, identify which, check applicable, etc.  Drop down lists are good for gathering multiple standardized responses where one or more criteria could apply.  |
| Our last two question types are file upload and date.  The file upload option, provides an applicant a field to upload one file per question.  You can use this question type to gather documents from the applicant like a letter of recommendation.  Finally, the date field type provides a calendar entry format for when you need to gather dates. Use this field type when you are asking applicants, what date did you complete something or where they are entering the date of a last item.  This field type ensures the correct entry format of dates.  |
| Through this Core Concept video you learned about application configuration.  Should you have additional questions, please reference our support site.  Thank you!  |