

# Application Process Prescreening Guide



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A guide to manage the applications received for your program in a smart way, structuring your data to be most useful.

- Tab descriptions
- Application attributes
- Quick reference tags
- Internal assessment
- Application data management

# Tab Descriptions

## Submitted

Completed applications that have been submitted.

## Review

This tab is often used as an intermediate status. All in 'review' fit your eligibility criteria. Team up to share internal feedback on applications in this tab



## In progress

A list of unfinished applications and their completion score.

## Selected for rating

Satisfying applications to be rated by your dedicated jury based on your criteria in the adjudication centre.



# Tab Descriptions

Submitted 343   In progress 616   Review   Rejected 151   Selected for rating   Shortlisted 92   All 1202

## Rejected

Applications that, for any reason, do not meet the requirements.

✉ Message selected applicants

## Bulk rejection emails

All applicants that aren't selected can be messaged at the end of the selection process. The message can be personalized using merge tags.

From name  Reply-To

Recipient

Subject

Message

✂ B I U S

Dear {USER\_NAME},

We have reviewed your application to {PAGE\_TITLE} and with this email we regret to inform you that you didn't make it into the next round.

Best regards,  
The {PAGE\_TITLE} Team

Merge tags:  
{USER\_NAME} {USER\_EMAIL} {ENTRY\_DATE} {FORM\_URL} {ENTRY\_HTML} {PAGE\_URL} {PAGE\_TITLE} {SITE\_NAME}  
{SITE\_URL}

☐ Save rejection email settings

## Note

Applicants with the rejected status, do not receive the rejection email automatically.



# Application Attributes

## Private messaging

Send applicants direct messages to e.g. prompt them to complete their application, verify, request for clarification.

## Direct personal profile access

Click through to view the personal profile of the applicant.

## Direct venture profile access

Click through for easy access to venture profile.

					Venture			Status	Action
<input type="checkbox"/>	Mar 19				#99182 <b>Mazsam</b>		South Africa	Submitted	
<input type="checkbox"/>	Mar 21				#99278 <b>kuraztech</b>		Ethiopia	Submitted	

## View application

Click to view the full application, showing your questions on the left and the candidates' answers on the right.

## Generate quick reference tags

Create tags that act as quick reference, reminders and notes.

Manage many applicants quickly by assessing them as they are submitted, using tags and internal notes.




# Quick Reference Tags

## Generate quick reference tags

Tags act as quick reference, reminders and notes.

Common tags are related to sectors, gender of applicant, stage and country of the startup. Create your custom tag, i.e. 'fintech' and filter for the respective applications any time.

Venture						Status	Action
<input type="checkbox"/>	Mar 19	  	#99182	Mazsam	South Africa	Submitted	 
<input type="checkbox"/>	Mar 21	 	#99278	kuraztech	Ethiopia	Submitted	 

## Pro tip: “Future Potential” Tags

There may be applications that fall short of the requirements now, however show potential and should be revisited in the future.

The data generated is yours indefinitely. Use tags to mark potential for future programs or those suitable for other opportunities.



# Internal Assessment

	Venture	Status	Action
<input type="checkbox"/> Mar 19	#9982 <b>Mazsam</b> South Africa	Submitted	<a href="#">Download</a> <a href="#">Settings</a>
<input type="checkbox"/> Mar 21	#99278 <b>kuraztech</b> Ethiopia	Submitted	<a href="#">Download</a> <a href="#">Settings</a>

View application

### Entry details

AgriScale Challenge

## AgriScale Innovation Challenge

ENTRY #118586:

**AgriScale Global**  
by: Kwame Agyapong - kwame@agriscaleglobal.com Rwanda

**Questions & answers:**

**Eligibility criteria**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Quis ipsum suspendisse ultrices gravida. Risus commodo viverra maecenas accumsan lacus vel facilisis.

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Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Quis ipsum suspendisse ultrices gravida. Risus commodo viverra maecenas accumsan lacus vel facilisis.

**Full name** Kwame Agyapong

**Country of residence** Rwanda

### Comments

[Add comment](#)

Toby van Vlugt commented · 3 weeks ago  
Great application, also good pitch video  
[Reply](#) [Delete](#)

Sarah Mensah replied · 3 weeks ago  
Which is not of the applicant, but of the founder. Is he under 36?  
[Reply](#) [Delete](#)

[Application for AgriScale Innovation Challenge](#) published by Kwame Agyapong 1 month ago

[Application for AgriScale Innovation Challenge](#) updated by Kwame Agyapong 1 month ago

[Application for AgriScale Innovation Challenge](#) started by Kwame Agyapong 1 month ago

## Assessment comments

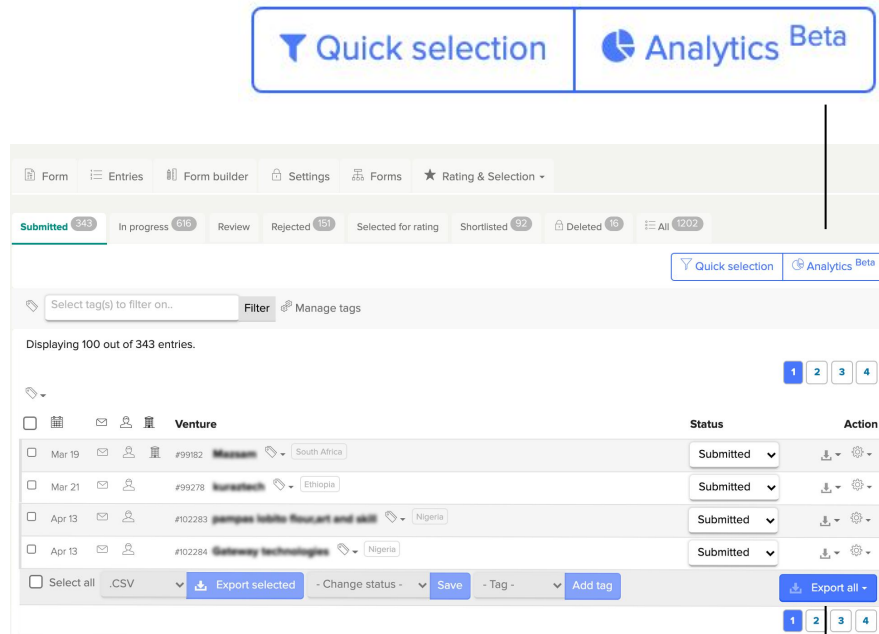
Add comments to applications to request for team input or build consensus for decision-making.

## Activity log

Track all the activities related to the open application e.g. where it was moved to and by who.



# Application Data Management



The screenshot shows the 'Application Data Management' interface. At the top, there are two tabs: 'Quick selection' and 'Analytics Beta'. Below the tabs, there's a navigation bar with options like 'Form', 'Entries', 'Form builder', 'Settings', 'Forms', and 'Rating & Selection'. A status bar shows 'Submitted 343', 'In progress 116', 'Review', 'Rejected 151', 'Selected for rating', 'Shortlisted 92', 'Deleted 15', and 'All 1202'. Below this, there's a filter section with 'Select tag(s) to filter on...' and 'Filter' and 'Manage tags' buttons. The main area displays 'Displaying 100 out of 343 entries.' and a table of entries. The table has columns for 'Venture', 'Status', and 'Action'. The 'Venture' column shows entries like '#99182 Mission' (South Africa), '#99278 Runstech' (Ethiopia), '#102283 gempas toilet flour,art and silk' (Nigeria), and '#102284 Gateway technologies' (Nigeria). The 'Status' column shows 'Submitted' for all entries. The 'Action' column has buttons for 'Download', 'Settings', and 'Export all'. At the bottom, there are buttons for 'Select all', '.CSV', 'Export selected', 'Change status', 'Save', 'Tag', 'Add tag', and 'Export all'.

## Entry response analytics

Data on the proportional number of applicants for each of the answers to selection questions (e.g. venture stage, country, gender split etc.) are displayed here.

## Export all

- CSV
- CSV (US format)
- Excel XLSX

## Custom data exports

Exports in your preferred format, of all received applications, or a selection of them, i.e. every application you gave a 'future potential' tag to, during your pre-screening assessment.



# Pro Filtering

## Pro tip: high-speed prescreening

This strategy can help you to quickly identify the weak/strong applications, as you can directly compare key questions. Manage your results by tagging in bulk or changing their status (e.g. to 'rejected').

3 Select the questions you want to look at or compare and click on 'update results'.

Entry data filters

Selected questions: How long have you been in business? How much monthly revenue are you currently generating?

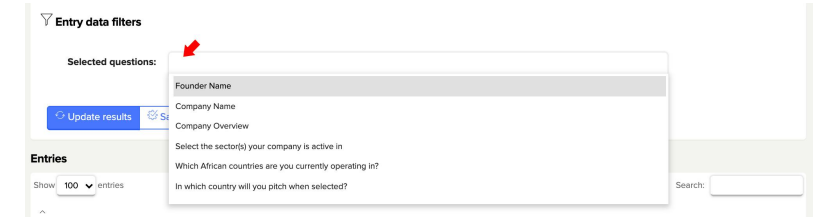
Max selection size = 8

[Update results](#) [Save selected questions](#)

1 Click on 'Quick selection tool'.



2 Click on the field and the questions will appear in a drop down.

A screenshot of the "Entry data filters" interface. A dropdown menu is open, showing a list of questions: "Founder Name", "Company Name", "Company Overview", "Select the sector(s) your company is active in", "Which African countries are you currently operating in?", and "In which country will you pitch when selected?". A red arrow points to the dropdown arrow icon.

4 Make use of the search bar on the right to filter for specific keywords in open questions or answers you provided in selection questions, i.e. for revenue search who stated '\$500K +' given that was one of the selection answers you provided in your application form.

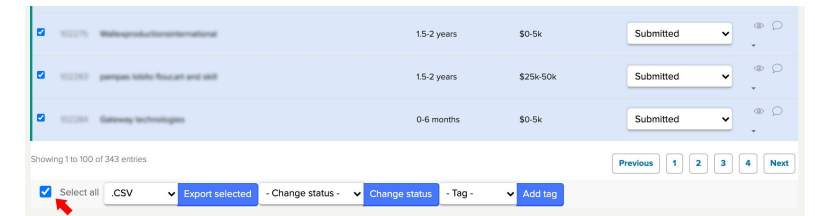
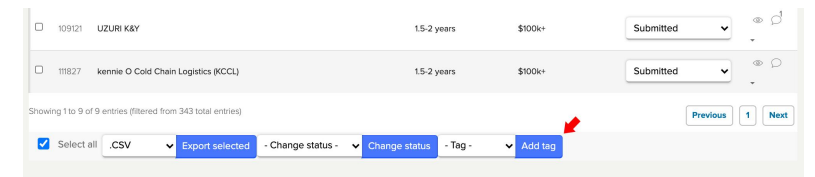
Entries

Show 100 entries

Search:

ID	Venture	How long have you been in...	How much monthly revenue ...	Status	Action
100122	Cometech Health Store	1.5-2 years	\$100k+	Submitted	
100124	Signmark Zone	6-12 months	\$100k+	Submitted	
100125	Chaparral Ventures	1.5-2 years	\$100k+	Submitted	

5 Click on 'Select all' and move them in one click or give them a suitable tag, i.e. 'high revenue'.

A screenshot of the "Entries" table. The table has columns for ID, Venture, How long have you been in..., How much monthly revenue..., Status, and Action. The first three rows are selected. Below the table, there are buttons for "Select all", "Export selected", "Change status", "Tag", and "Add tag". A red arrow points to the "Select all" button.A screenshot of the "Entries" table. The table has columns for ID, Venture, How long have you been in..., How much monthly revenue..., Status, and Action. The first two rows are selected. Below the table, there are buttons for "Select all", "Export selected", "Change status", "Tag", and "Add tag". A red arrow points to the "Add tag" button.

