



STAFF MANUAL

MOBILITY-ONLINE

THE WASHINGTON CENTER

DEADLINE FOR VALIDATION SUBMISSION OF THE APPLICATIONS: SEE TWC CALL

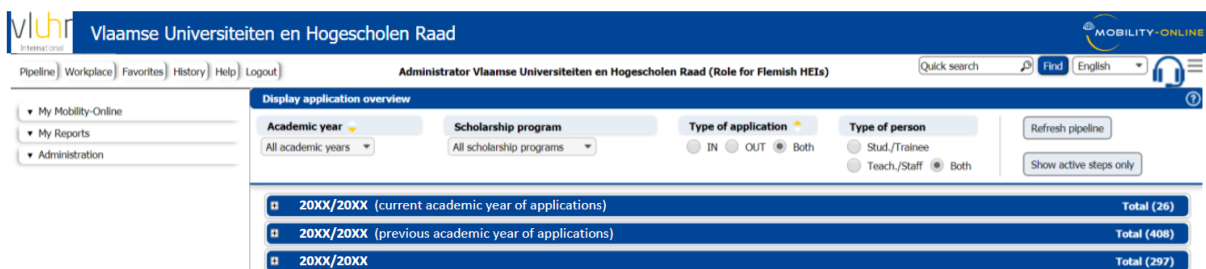
1. LOGIN

Each employee from a higher education institution in Flanders who creates applications in the Mobility-Online tool has received a login and password from the secretariat of VLUHR. If not, or if your password and/or login doesn't work, please contact the secretariat by email: international@vluhr.be.

Please use this link to login in the Mobility-Online tool: www.service4mobility.com/europe/login.

2. SUBMENUS AND WORKFLOW

When you are logged in the Mobility-Online system, the tool opens onto your personal workspace (see picture below).

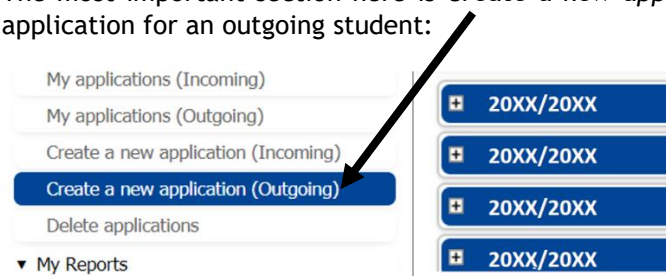


Submenus

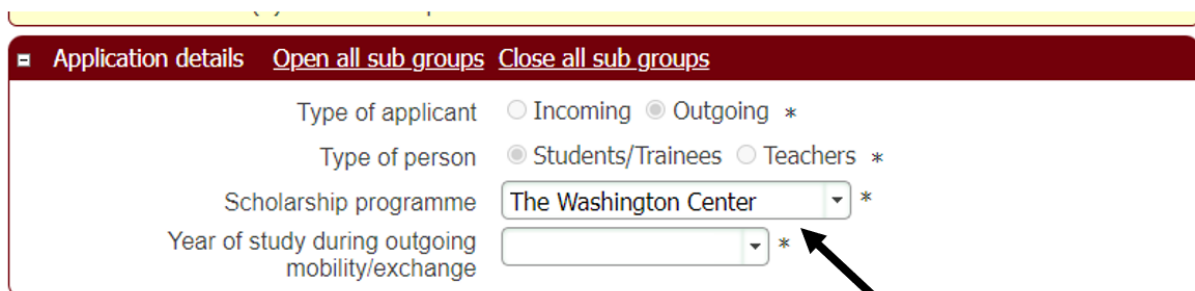
The menu on the left consists of three submenus: My Mobility-Online, My Reports and Administration:

My Mobility-Online:

The most important section here is *Create a new application*, which enables you to create a new application for an outgoing student:



You can choose the scholarship programme at the top of the application:



After you have created an outgoing application, the student will receive an automatic email from the Mobility-Online tool asking to register. After the student has registered on Mobility-Online, they can complete the application procedure. The different steps that the student must complete are to be found in the Call of The Washington Center and in the Mobility-Online manual of the student.

My applications Outgoing gives you an overview of all the outgoing applications for your university or university college.

In the other sections *My institution*, *My persons* and *My addresses*, you can change or add new information regarding your university, university college and your colleagues. If you want to create new contact persons for your institution, please contact the secretariat: international@vluhr.be.

We advise you not to use the last section **Delete applications**, unless you are 100% sure that the chosen application can be deleted. When in doubt, please contact the secretariat. The secretariat can cancel an application; the application will not be appearing in your overview anymore, but will not be deleted from the Mobility-Online system.

My Reports

Download from the applicant details

Administration

Change of password

3. APPLICATION PIPELINE

3.1. EXECUTE A STEP IN YOUR WORKFLOW

Academic year	Scholarship program	Type of application	Type of person	Buttons
All academic years	All scholarship programs	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> Both	<input type="radio"/> Stud./Trainee <input checked="" type="radio"/> Teach./Staff	Refresh pipeline Show active steps only
20XX/20XX (current academic year of applications)				Total (26)
20XX/20XX (previous academic year of applications)				Total (408)
20XX/20XX				Total (297)
20XX/20XX				Total (343)

Bear in mind that you will only see the submenus of the previous academic years if there have been applications created for that specific academic year for your institution.

The applications are ordered by level 1: academic year, level 2: type of mobility (incoming or outgoing) and level 3: scholarship programme (Master Mind Scholarships, The Washington Center, Priority Country Programme and the Flanders Trainee Programme).

When clicking on + next to the academic year, you will see the application workflow for this programme.

Academic year
All academic years

20XX/20XX
20XX/20XX

This workflow gives an overview of all actions which need to be done or have been done for this programme. The workflow below is only an example. It is possible that this differs slightly from your workflow.

The Washington Center			Total (2)
Before selection			Total (1)
➤ New Applications created by the HEI - Upload of Cooperation Agreement not yet finished by HEI	(1)	Upload Cooperation Agreement	⊙
➤ Applications with new institutions which are not yet checked	(0)		⊙
➤ Applications with new contact persons at the home institution which are not yet checked	(0)		⊙
➤ Applications with new contact persons at the host institution which are not yet checked	(0)		⊙
➤ Upload of documents finished by applicants - Applications not yet finally submitted and validated	(0)		⊙
➤ Applications finally submitted and validated by Flemish HEI	(0)		⊙
After selection			
General overview			

2019/2020 Total (408)

Important steps for you are:

The Washington Center			Total (1)
Before selection			Total (1)
➤ New Applications created by the HEI - Upload of documents not yet finished by applicants	(1)	Send reminder e-mail to applicants	⊙
➤ New Applications created by the HEI - Upload of Cooperation Agreement not yet finished by HEI	(1)	Upload Cooperation Agreement	⊙
➤ Applications with new institutions which are not yet checked	(0)		⊙
➤ Applications with new contact persons at the home institution which are not yet checked	(1)	Check new created contact persons and set them to active	⊙
➤ Applications with new contact persons at the host institution which are not yet checked	(1)	Check new created contact persons and set them to active	⊙
➤ Upload of documents finished by applicants - Applications not yet finally submitted and validated	(0)		⊙
➤ Applications finally submitted and validated by Flemish HEI	(0)		⊙
After selection			
General overview			

You can complete a step by clicking on the *action* in the right column.

Upload of documents not yet finished by	(1)	Send reminder e-mail to applicants
Upload of Cooperation Agreement not	(1)	Upload Cooperation Agreement
are not yet checked	(0)	
at the home institution which are not yet	(1)	Check new created contact persons and set them to active
at the host institution which are not yet	(1)	Check new created contact persons and set them to active

A step can be: send a reminder to the student, upload a document, check new data filled in by you or by your colleague, or validate and submit the completed application of the student.

You can also check the applications throughout the different stages of the application process:

- Before selection: Display all applications finally submitted and validated by Flemish HEI
- After selection: Display all applications that have been selected
- After selection: Display all applications for which the scholarship has been paid
- General overview: Display all applications that have been marked as not selected

Please note that the steps in *General overview* are to be made by the secretariat of VLUHR only.

Upload of documents finished by applicants - Applications not yet finally submitted and validated	(0)	Access denied!	
Applications finally submitted and validated by Flemish HEI	(8)	Display applications in detail	
After selection			
General overview			Total (215)
Applications marked as 'not selected'	(104)	Display applications in detail	
Applications marked as 'withdraw'	(5)	Display applications in detail/Undo	
Applications marked as 'selected'	(76)	Change dates of stay and recalculate duration and scholarship	
All closed applications	(0)		
Edit Host Country, University, Coordinator	(215)	Edit information on host institution/organisation	
Applications finally submitted and validated by Flemish HEI	(8)	Mark applications as 'not eligible'	
Applications marked as 'not eligible'	(0)		
All Applications not yet cancelled	(214)	Cancel applications	
All cancelled applications	(1)	Display applications / Undo	
The Washington Center			Total (14)

3.2. CHECK THE APPLICATION OF THE STUDENT

By clicking on name of the programme, you will get an overview of all applications created by your institution for that specific scholarship programme:

20XX/20XX (current academic year of applications)			Total (26)
Outgoing			Total (26)
Priority Country Programme			Total (24)
The Washington Center			Total (2)

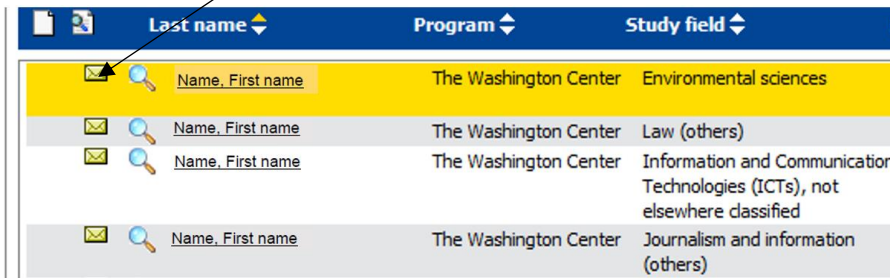
Last name	Program	Study field
Name, First name	The Washington Center	Environmental sciences
Name, First name	The Washington Center	Law (others)
Name, First name	The Washington Center	Information and Communication Technologies (ICTs), not elsewhere classified
Name, First name	The Washington Center	Journalism and information (others)





There are two ways to check the application of a student:

1. By clicking on the name of the student, you will see their basic information. Relevant sections for you are: Master data, Personal details, Documents and Emails - here you see all emails that the students have already received. You can change their info if necessary by clicking on *Click here to update*. Please do not forget to click on Update to save all changed information. The section Scholarship appears after selection of the student. NEW: The section Survey - Flemish Mobility Programmes appears after the student has completed the survey in their workflow.
2. By clicking on the magnifier next to the name of the student, you see the workflow of the student (this is how the student sees their application).

3.3. SEND AN EMAIL TO A STUDENT

By clicking on the envelope next to the name of the student, you can send an email to the student.



	Last name	Program	Study field
	Name, First name	The Washington Center	Environmental sciences
	Name, First name	The Washington Center	Law (others)
	Name, First name	The Washington Center	Information and Communication Technologies (ICTs), not elsewhere classified
	Name, First name	The Washington Center	Journalism and information (others)

The students already receive different automatic e-mails from the system of Mobility-Online:

- Confirmation of application
- Confirmation of registration
- Selection results
- Payments

Other emails are to be sent manually by clicking on this envelope.

You can always return to the home screen by clicking on *Pipeline* in the left corner.



If you have further questions, you can contact the secretariat of VLUHR by email: international@vluhr.be.