How to ...

Check/approve a new contact person in Mobility-Online

When a new contact person is filled out by a student it is your job to check/approve and set it on active so the next student can choose this person from the list of institutions on the registration form.

- 1. Go to the pipeline step:

 Image: Host organisation has been checked New contact person for the host organisation

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 Check the contact person at the host organisation
- 2. Click on check the contact person at the host organization.
- 3. You will see the new contactperson you have to check:

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- 4. You can see which student created this since you see his student number in the column created by.
- 5. Now first check if the contact person already exist by clicking on the contact person.
- 6. Then click on the tab **institutions** and click on the Information **(i)** button, it will open a new screen, there you can click on persons.

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8		Institutions (all)			– 🗆 X	
Back Create new allocation	(Institution)	A https://www.servic	e4mobility.com/europe	e/InstitutionenServlet?match=6a	b58afd0b9b06	
		Institutions (all) Close window Edi Agreements Action: (0) (0) Master Addresses (1) Institution type Institution code PIC (Participant Identification Code) OID (Organisation-ID) Institution number (for export to the Mobility-Tool+) Name of institution Business name of institution	t Semester Addition (0) Persons (1) Students T Sending Rece	al Rankings Notes (0) eaching Study Gooperations taff (0) Bilat. (0) Bilat. Cooperations (0) (0) (0) (0) (0) (0) (0) (0)	Multilateral cooperations (0)	

- 7. This will show all contact persons for this host organization.
- 8. If the contact person is shown 2 times then click on the trash icon on the contact person you want to delete, you are done now.
- 9. If not click on the edit button:



- 10. You can edit his personal data if needed.
- 11. Check the checkmark Dataset active

12. Now you're done, it will automatically disappear from the pipeline step.

Documentmanagement

History

 VERSION
 DATE
 AUTHOR(S)
 CHANGES

 0.1
 01-06-2020
 Daniël ter Meer
 Initial document