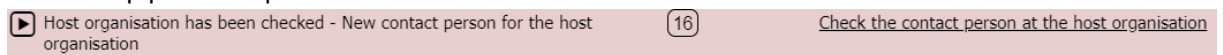


How to ...

## 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:

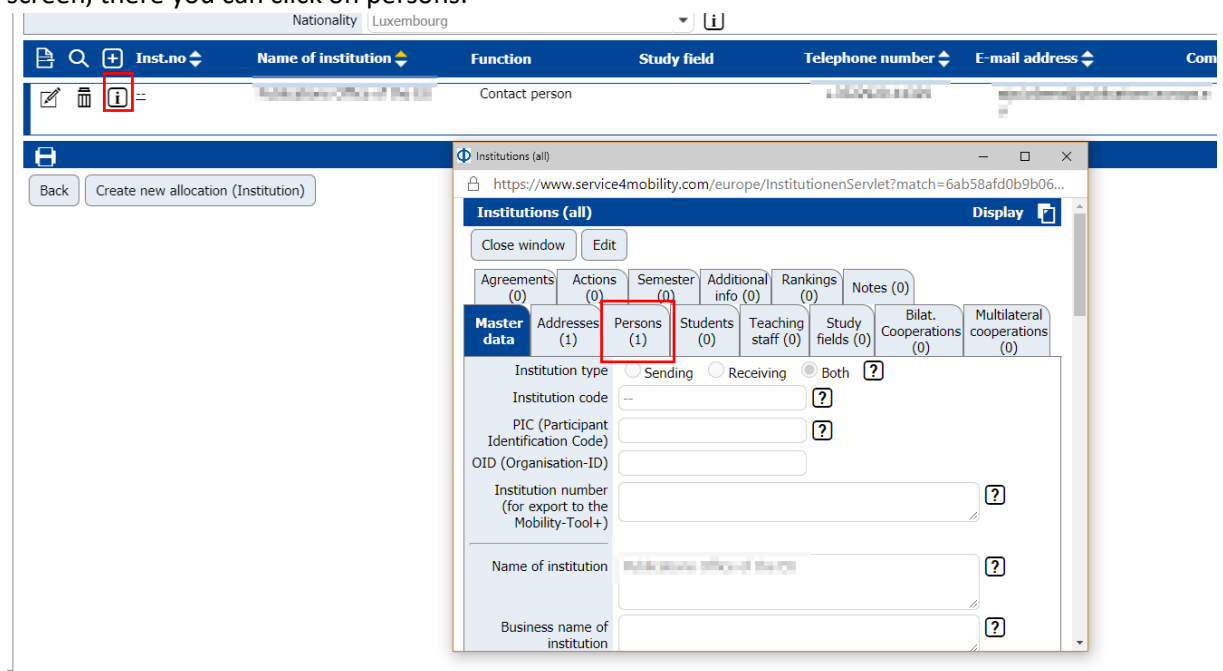


2. Click on **check the contact person at the host organization**.

3. You will see the new contactperson you have to check:

		Barbara, Anne	Female	01/01/1900	Germany	Employees	Deutsch	No	
		Barbara, Anne	Female	01/01/1900	Luxembourg	Employees	English	No	
		Barbara, Anne	Female	01/01/1900	Germany	Employees	Deutsch	No	
		Barbara, Anne	Male	01/01/1900	Netherlands	Employees	Dutch	No	
		Barbara, Anne	Male	01/01/1900	Malta	Employees	English	No	
		Barbara, Anne	Female	01/01/1900	Germany	Employees	Deutsch	No	
		Barbara, Anne	Male	01/01/1900	Netherlands	Employees	Dutch	No	

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.



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