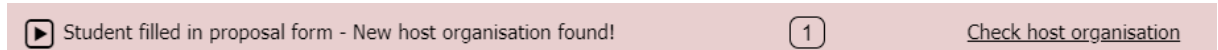


How to ...

Check/approve a new host organisation in mobility-Online

When a new host organization 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 from the list.

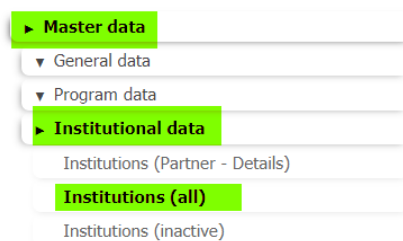
1. Go to the pipeline step:



2. Click on check host organization.
3. You will see the new host organization you have to check:

| Name of institution | Inst.no | Country | Comm.language | Institution type | Created by | Active |
|---------------------|---------|---------|---------------|------------------|------------|--------|
| test 2020 | -- | Andorra | Català | Company | | 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 host organization already exist by going to institutions all:



6. This will bring up a list off all the host organizations in mobility online, you can sort by country or you can search for a name.
7. After you checked this you go back to the pipeline step check host organization.
8. If the host organization exists then go the next section: **Deleting a host organization** and follow the steps further from there.
9. If the organization doesn't not exist click on the edit button:

Institutions (all)

Display all ?

Create new record

Advanced Search

Show further search fields

Search

Reset all filters

+ 🔍

test 2020

Search



<-- Select all -->

<-- Select all -->

<-- Select all -->

Search

<-- No choice ...

| Name of institution | Inst.no | Country | Comm.language | Institution type | Created by | Active |
|---|---------|---------|---------------|------------------|------------|--------|
| <div><div></div>test 2020</div> | -- | Andorra | Català | Company | termeer | No |

10. Fill out the following fields:

- **Institution code:** fill in the abbreviation of the host company (if applicable)
- **Name of institution:** fill out the full name of the host company
- **Institution type:** always leave this on company
- **Communication language:** This is the language they speak in this organization
- **Organization type:** choose the one which best represents the organization
- **Number of staff:** check this on their official website or wiki and choose from the drop down list
- **Commercial orientation:** check this on their official website or wiki and choose from the drop down list

11. Last but not least check the checkmark dataset active.

12. Click on update.

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

Deleting a host organization:

1. Change the host organization of this students application by using the general query (below) to the correct one:

Change 'country' and 'name' of the host organisation (1) [Update details of application](#)

Show further search fields

No bulk action

Search

Reset

Search

<-- Select all -->

<-- Select all -->

Last name, First name, Degree

Country of organisation

Name of organisation

Demostudent 146_Test

Australia

AKF01 - Australian Koala Foundation

2. Make sure check the checkmark and click on the button: **update details of the application**.
3. The student is now linked to the correct host organization, now all that is left is to do is remove the incorrect one.
4. Find the host organization again by going to institutions all:

Master data

General data

Program data

Institutional data

Institutions (Partner - Details)

Institutions (all)

Institutions (inactive)

Institutions (all) [Display all](#) ?

Create new record Advanced Search Show further search fields

Search

Reset all filters

| Name of institution | Inst.no | Country | Comm.language | Institution type | Created by | Active |
|---------------------|---------|---------|---------------|------------------|------------|--------|
| test 2020 | -- | Andorra | Català | Company | termeer | No |

5. To be able to delete the host organization you will need to delete created contact person and address first which are attached to this host organization, click on the tab **persons**:

Institutions (all) (ID = 1574783)

Cancel Delete

Agreements (0) Actions (0) Semester (0) Additional info

Master data Addresses (1) **Persons (1)** Students (0)

Institution type

Sending Receiving Both ?

6. Then click on the **trash icon** next to the contact person:

| Last name, First name, Degree | Function | Study field | Telephone number | E-mail address | Comment | Active |
|-------------------------------|----------------|-------------|------------------|----------------|---------|--------|
| test_test | Contact person | | 12121212121 | www@sss.sss | | Yes |

7. Then click on the button **delete** you will see a confirmation:

Action successful!

Record deleted

8. Open the tab **addresses**:

Cancel Delete

Agreements (0) Actions (0) Semester (0) Add

Master data **Addresses (1)** Persons (0) Stu

Institution type ☐ Sending ☐ Receiving ☒ f

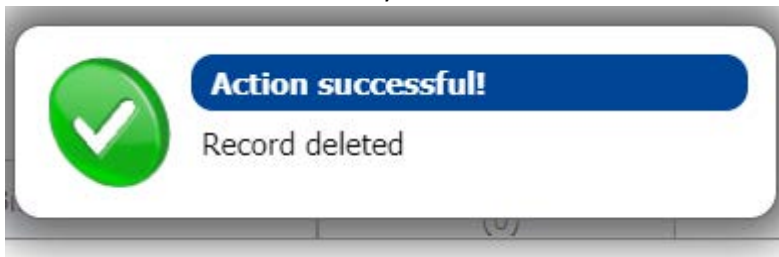
Institution code --

9. Click on the **trash icon** next to the street:

| Street | Post code | City | Type of address | Telephone number | E-mail address |
|--------|-----------|------|-----------------|------------------|----------------|
| 2020 | 2020 | Test | Main address | 21212121212 | eee@ddd.com |

1 Allocation found!

10. Now click on the button **delete** you will see a confirmation:



11. Click on the **back** button:

Daniel ter Meer

Allocation of addresses to institutions

Back Create new allocation (Address)

Agreements (0) Actions (0) Semester (0) Additional info (0) Ran

Master data **Addresses (0)** Persons (0) Students (0) Teaching

Institution code --

Name of institution test 2020

Country Andorra

Institution type Company

Street Post code City Type of address

No allocation found!



Back Create new allocation (Address)

12. Now click on the **trash icon** next to the name of the institution:

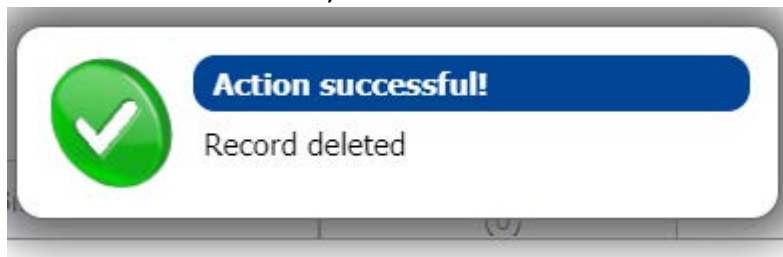
Institutions (all)

Create new record Advanced Search [Show further search fields](#)

test 2020 Search <-- Select all --> <-- Select all --> <-- Select all -->

| | Name of institution | Inst.no | Country | Comm.language | Institution type |
|---|---------------------|---------|---------|---------------|------------------|
|   | test 2020 | -- | Andorra | Català | Company |

13. Click on the button **delete** you will see a confirmation:



14. You are now done!

Documentbeheer

Historie

| VERSIE | DATUM | AUTEUR(S) | WIJZIGING |
|--------|------------|-----------------|-------------------|
| 0.1 | 01-06-2020 | Daniël ter Meer | Initieel document |