

4.1 - General settings

The "General settings" form is used to configure key settings which are specific to your institution and which are essential to the operation of moveon.

Institution		Current settings	
Country	Australia	Acad. year	2009/10
moveonnet	Brisbane - The University of Queensland - AUBRI	Local settings	
ifname	The University of Queensland	Academic year	2 Over 2 calendar years, i.e. 2010/11
City	Brisbane	1st semester-code	WS
Logo		1st semester-name	Winter semester
		2nd semester-code	SS
		2nd semester-name	Summer semester
		Language	English
		Currency	Euro
		Login	
		Use Windows username	<input type="checkbox"/>
		Automatic log in	<input type="checkbox"/>
		Document templates	
		File path	
moveonnet			
moveonnet code	AUBRISBAN01		
Password	****		
Erasmus			
Erasmus code			
EUC Number	0		

Fig. 1: "General settings" form, view mode

To open the "General settings" form, click "Configuration" in the main menu and then "General settings".

The settings are displayed in a number of different frames: Institution, moveonnet, Erasmus, Current settings, Local settings and Document templates.

To change the data in this form, click Modify. Once you have made your changes, click Confirm to save the changes or Cancel to cancel them.

1- Institution

In this frame you must identify your institution by specifying the following details: country, name, location, logo. The name of your institution and the logo will appear on documents, lists and statistics generated by moveon.

To indicate your institution, select the country and then select your institution from the directory of moveonnet institutions in the moveonnet drop-down list. The Name and Location fields are then updated automatically. This information can also be modified separately. The moveonnet code, ERASMUS code and EUC number are updated automatically in the moveonnet and Erasmus frames.

To import your institution's logo, click "Select a file", browse for and select the file and then confirm. Your logo will appear in the corresponding field. Only Bitmap images (.bmp) are accepted by moveon.

2- moveonnet

In this frame you must enter the codes used by your institution to access moveonnet: the moveonnet code and password. This information is needed in order to be able to access the services of the moveonnet portal directly from moveon: directory of higher education institutions and electronic procedures (e-nomination, e-agreements, e-transcripts).

3- Erasmus

If your institution has an Erasmus charter (EUC) and receives Erasmus funding in that capacity, you must enter in this frame the details of your institution which are needed to manage the Erasmus programme: the Erasmus code and the EUC number.

4- Current Settings

In this frame you must define the current academic year. This is used as a reference throughout the software. This setting must be updated at the start of each academic year.

5- Local Parameters

In this frame you must specify the organisation of the academic year together with the language and currency used in the software.

In the "Academic year" field you can specify whether the academic year corresponds to the calendar year or whether it straddles two calendar years. The codes (e.g. 1S) and the names (e.g. First semester) for the semesters can be customised.

The language in which the software is used can be selected from the following options: English, German, French, Spanish and Italian. The software is automatically translated if this field is modified and confirmed.

The currency is that used by default in the definition of funding. If necessary, however, you can define a different currency for each funding.

6- Document templates

In this frame you must define the access path to a local or personal directory in which the MS Excel files generated by moveon and used as a data source for MS Word mail merge documents are stored. This directory is the same for all moveon users and must be created on each workstation (e.g.: C:/Programmes/moveon/xls/).