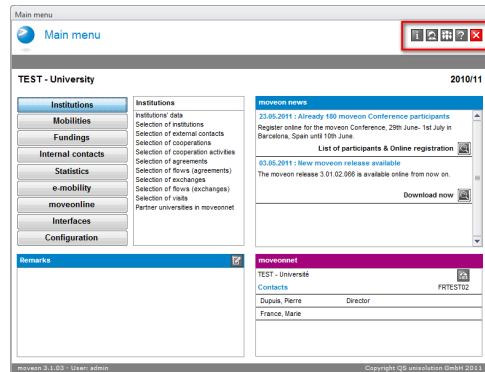


## 12.4 - New features in moveon 3.1.03

### 1 - Link to moveon community

In the main menu on the top right a new icon enables you to go to the moveon Community portal. The community website contains lots of useful and interesting sections for moveon users: Community, Gallery, Forum, Events, Documentation and Updates.

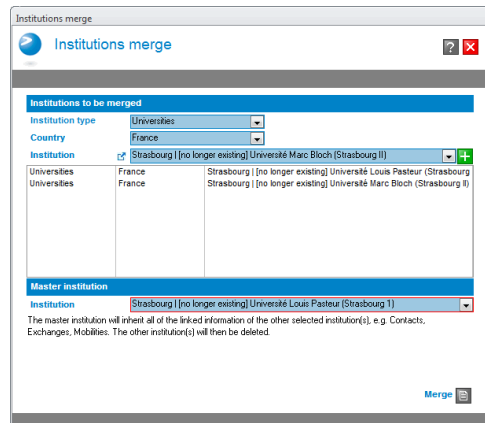
The button "Edit profile" has also been redesigned so that it can be more easily located. This button enables users to change their password.



### 2 - Merging institutions

A new form "Institutions merge" is available under "Configuration", and enables you to merge two or more institutions.

All existing external contacts, agreements, exchange possibilities, visits, remarks of the merged institutions are moved to one unique institution. You can use this form to clean the institutions that have merged recently or being entered twice in moveon.



### 3 - Job title and responsibility of a contact

In the "Contacts" form which can be accessed under "Internal Contacts" or "Institutions", you can now enter the responsibility of a contact.

The field job title should be filled out with the exact job title of the contact e.g. in the home language "Directeur des relations internationales". You can use the field responsibility internally to specify for which area(s) this person is responsible, e.g. incoming students, Erasmus, bilateral agreements, etc.

A drop down list is available for both fields enabling you to either select a value already entered for other contacts or enter a new value.



## 4 - Duplicating contacts

Contacts in moveon can now be duplicated so that the details from one contact can be copied to a new one. To do so, use the new "Duplicate" button under the "Tools" tab of the "Contacts" form.

This button can be used to add a contact by copying the details of an existing one (e.g.: office, address, email, phone) but changing the contact name.

**Contacts**

Springer, Jutta  
Italy - Libera Università di Bolzano - Freie Universität Bozen  
International Officer

Identity | Contact details | Optional fields | Tools

Edit basic data | Delete this item | Duplicate this item | Print document template | Send email

**Address**  
Jutta Springer  
International Officer  
Libera Università di Bolzano - Freie Universität Bozen  
Akademisches Auslandsamt  
Universitätsplatz 1  
Bozen  
Italy  
Tel: +4971125359188  
Fax: +4971125359189  
Email: qsu@qsu.com

Last update: 01.06.2011 09:52:39 admin

## 5 - Merging contacts

A new form "Contacts merge" is available under in "Configuration" and enables you to merge two or more contacts. You can use this form to clean the contacts (internal or external) that have been entered twice in moveon.

This form and the "Persons merge" form are built on the same principle.

**Contacts merge**

Search: Contact type: Internal | Duplicates | All | Suriname: Berger

**Contacts**  
berger katharina  
berger katharina

**Personal data**  
Institution: | Title: Mrs | Surname: Berger | First name: Katharina | Sex: F | Office: | Job title: International Coordinator | Responsibility: | Salut. address: | Remarks: | Faculty: 05 - Faculté de Lettres et Philosophie | Field of study: | Address: Street: University Street 15 | Postcode: 12345 | City: London | Country: United Kingdom | Phone: +49 711 25 35 91 88 | Fax: |

Name | Institution | ID  
berger katharina | 88  
berger katharina | 82

Merge

moveon 3.1.02 - User: admin | Copyright QS unisolution GmbH 2011

## 6 - Saving the course for a staff mobility

In the "Mobilities" form you can now specify the course for incoming or outgoing staff.

This field was previously only available for the management of student mobilities. However it can also be important to include this information for staff mobilities (e.g.: it enables you to give more detail about which course an incoming member of staff will teach).

**Mobilities**

Incoming staff | 2010/11 | Mitterrand, Françoise | Status: Completed | Period: 2010/11

Person: François Mitterrand | Programme: Enseignement - Erasmus - STA | Institution: Netherlands - Maastricht University (NL MAASTR01) | Field of study: 04 - LAW - Droit | Subject area: 3

**Activity at the home institution**  
Subject area: 3 - Social sciences, Business and Law | Level: T - Third cycle / Doctorate / PhD | Faculty: 04 - Faculté de Droit et Sciences Politiques | Field of study: LAW - Droit | Course: BLAW - Licence Droit

**Activity at the host institution**  
Subject area: 3 - Social sciences, Business and Law | Level: M - Multiple cycles

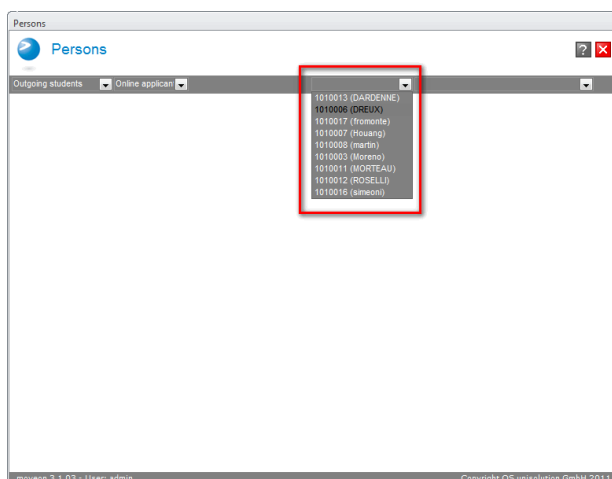
Duration (days): 5 | Number hours: 15 | Seniority: Intermediate | Language: English

moveon 3.1.03 - User: admin | Last update: 01.06.2011 10:48:15 admin | Copyright QS unisolution GmbH 2011

## 7 - Searching for online applications by application number before importing

In the "Persons" form you can now search for online applications by entering the application number.

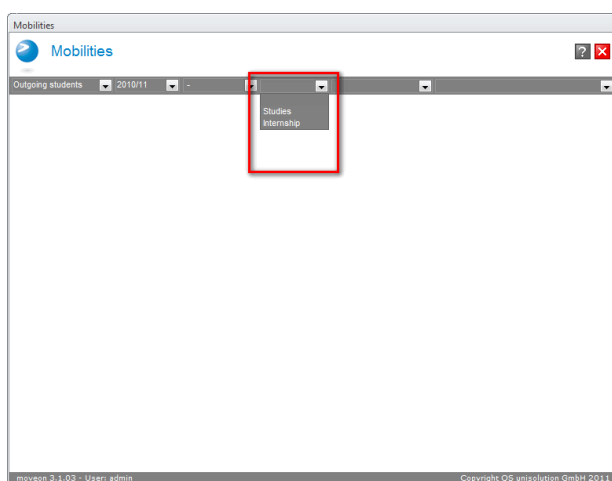
The dropdown list of online applications sorted by last name is still available.



## 8 - Filtering in the "Mobilities" form

The drop-down lists in the upper part of the "Mobilities" form already enabled you to filter elements by person type, academic year, semester and mobility programme.

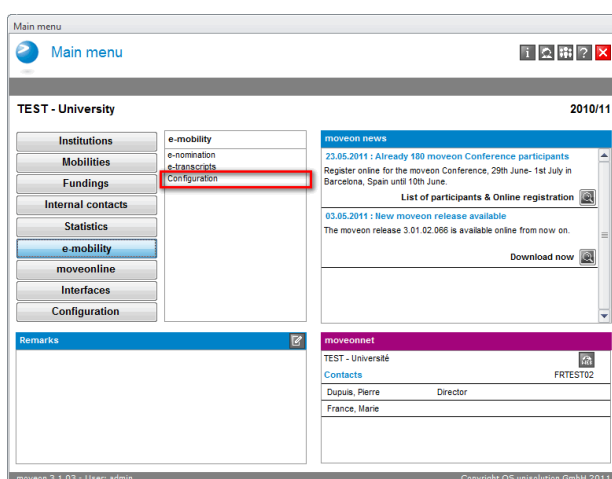
In this form you can now filter mobilities by mobility type (e.g.: studies, placements, staff training,...).



## 9 - Opening the configuration of e-nominations

Under "e-mobility", you can now access the configuration of enomination in moveonnet. To do so, click on "e-mobility"/"Configuration" in the main menu.

After having logged in, you will be able to change your contacts for the e-nomination procedure, the email templates and other settings such as the language of the emails you send to your students.



## 10 - Saving search criteria for individual users

In the "Selection criteria" form some standard search criteria are automatically displayed. You can now save your own search criteria for each selection in moveon, which will be displayed the next time you open this selection.

Two new buttons on the bottom left of this form enable you to save for the actual user the current selected search criteria or to display the standard search criteria.

## 11 - moveonline - Updated subject area codes' list

The subject area codes' list has now been updated in moveonline, so that it contains only 1-, 2- or 3-digit codes, and is now complying to the list used by the European Commission.

Code	Name
1	Education
14	Teacher training and education science
140	Teacher training and education science (broad programmes)
141	Teaching and training
142	Education science
143	Training for pre-school teachers
144	Training for teachers at basic levels
145	Training for teachers with subject specialisation
146	Training for teachers of vocational subjects
149	Teacher training and education science (others)
2	Humanities and Arts
21	Arts
210	Arts (broad programmes)

## 12 - moveonline - Starting with exchanges and cooperations for a faculty

If you want to add a link to moveonline exchanges/cooperations on your faculty's internet pages, you can modify the link to start the modules to filter the data displayed and just display the exchanges possibilities/cooperations of this faculty (e.g. `start.php?faculty_id=2`).

These kind of filters exist for mobility programmes, faculties, fields of study and continents (e.g.: `start.php?programme_id=1`).

Continent	Institutions
Africa	4
Asia	16
Central America	6
Europe	45
North America	51
Oceania	5
South America	20
All continents	147