

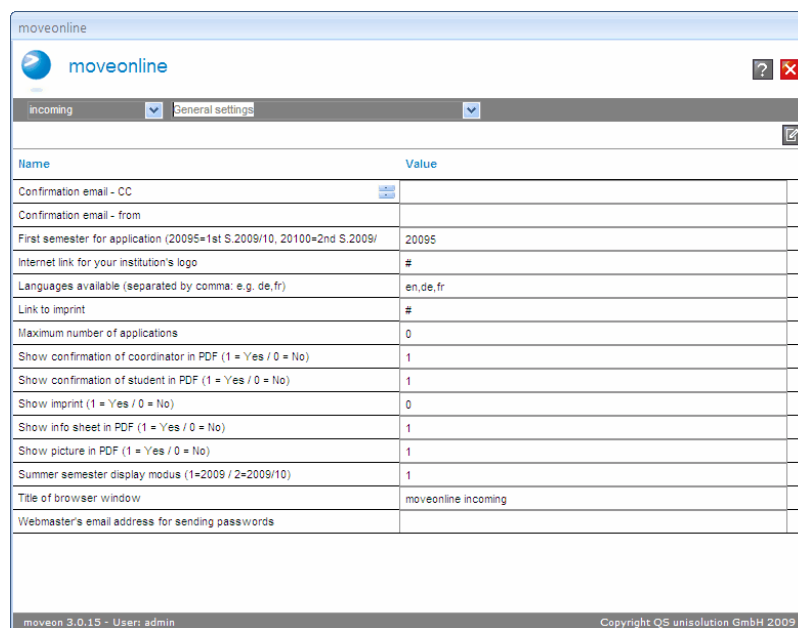
9.2 - Configuration of the moveonline online modules

This section describes how to configure the online modules to adapt them to your institution.

This configuration is carried out from moveon in the "moveonline" form. To open this form, click in the main menu on "moveonline" and then on "Configuration". The first drop-down list in the top part of the form allows you to select the module you wish to configure: outgoing, incoming, exchanges, reports, cooperations. The second drop-down list allows you to select the type of data to be configured. Depending on the chosen module, the options may include: general settings, texts, form items, institutions, fields of study, mobility types, mobility programmes, cooperation programmes.

1 - General settings [all modules]

This step allows you to modify a number of important settings for the online modules.



Name	Value
Confirmation email - CC	
Confirmation email - from	
First semester for application (20095=1st S.2009/10, 20100=2nd S.2009/10)	20095
Internet link for your institution's logo	#
Languages available (separated by comma: e.g. de,fr)	en,de,fr
Link to imprint	#
Maximum number of applications	0
Show confirmation of coordinator in PDF (1 = Yes / 0 = No)	1
Show confirmation of student in PDF (1 = Yes / 0 = No)	1
Show imprint (1 = Yes / 0 = No)	0
Show info sheet in PDF (1 = Yes / 0 = No)	1
Show picture in PDF (1 = Yes / 0 = No)	1
Summer semester display modus (1=2009 / 2=2009/10)	1
Title of browser window	moveonline incoming
Webmaster's email address for sending passwords	

Fig. 1: "moveonline" form, "General settings" step

Click Modify to modify the values for the general settings. Once you have made your changes, click Confirm to reflect your changes online or Cancel to cancel them.

Some parameters are used in more than one module. In such cases the values entered for one module are specific to that module. The configuration will have to be repeated for the other modules using these parameters.

Example

Language available: list of languages in which the module is offered, separated by a comma. For example: fr,en

2 - Texts [all modules]

This step allows you to adapt all the texts displayed in the online modules, apart from:

- internal texts (login window, names of navigation buttons, etc.), which cannot be modified
- texts in application forms (titles, sub-titles, field names, information texts and help texts), which can be configured in the "Form fields" step

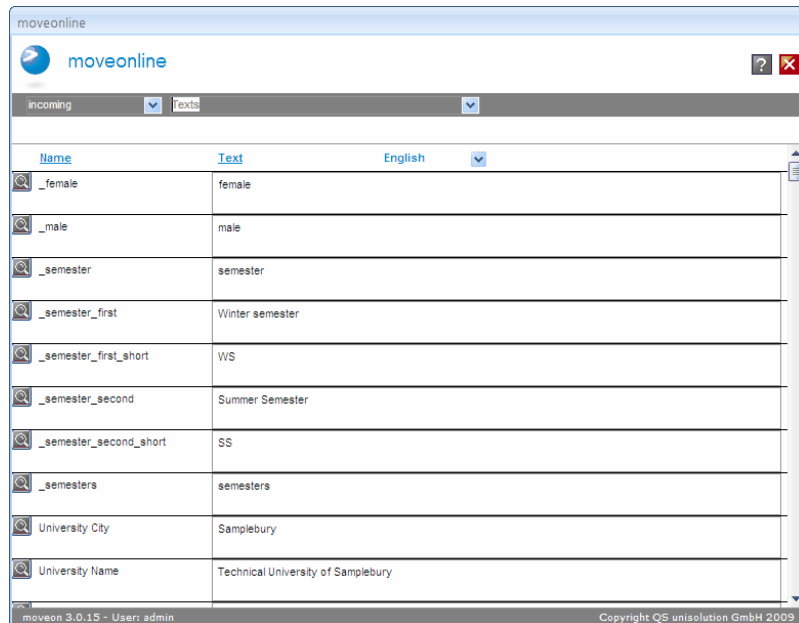


Fig. 2: "moveonline" form, "Texts" step

The first column in the list contains the internal code for each text, the second column the corresponding text in various languages. The text display language can be changed via the selection list at the top of the list.

Click the Details button corresponding to a text to change the values in the various languages. This button opens the text editor window. Once you have made your changes, click Confirm to reflect your changes online or Cancel to cancel them.



Fig. 3: "moveonline" form, "Texts" step, text editing

Some texts are used in more than one module. In such cases the values entered for one module are specific to that module. The configuration will have to be repeated for the other modules using these parameters.

Text formatting

Two types of text can be modified in this step:

- the texts which appear in online pages, for which HTML tags can be used to change the display format
- the texts which appear in application forms in PDF format (whose name begins with "PDF_"), for which only the line break HTML tag (< br>) can be used

The main HTML tags which can be used are:

- Line break: insert `
` between two sections of text
Example: `First line
Second line`
- Bold text: enclose the text with the tags `` and ``
Example: `This is an important information.`
- Internet link: enclose the clickable text with the tags `` and `` where url is the address of the link (in the format `http://www.xxx.com/yyy`)
Example: `Follow the external link.`
- Email link: enclose the clickable text with the tags `` and `` where email is the email address (in the format `xxx@yyy.com`)
Example: `Send an email.`

3 - Form items [outgoing and incoming modules]

This step allows you to configure application forms. The list which appears in this step contains all the form fields in the order in which they are displayed online, organised by title and sub-title.

	English		Display	Mandatory
10	Personal data	personal information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Personal data	personal data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Family name	person_surname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20	First name	person_firstname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
30	Sex	person_sex	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
40	Date of birth	person_birthdate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
50	Country of birth	person_birthcountry_id	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
60	Place of birth	person_birthplace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
70	Country of nationality	person_nationality_id	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
80	Second country of nationality	person_nationality2_id	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Identity document	identification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Type	person_iddoctype_id	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	Number	person_iddocnumber	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30	Issued by	person_iddocissuedby	<input checked="" type="checkbox"/>	<input type="checkbox"/>
40	Issue date	person_iddocissuedate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50	Expiration date	person_iddocexpiredate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	Current address	current address	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	c/o	person_currentco	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fig. 4: "moveonline" form, "Form items" step

The first column in the list contains the text displayed online in various languages for each title, sub-title or form field, the second column contains the element's internal code. The text display language can be changed via the selection list at the top of the list. The checkboxes on the right indicate whether the element is displayed online and, in the case of form fields, whether the field is a required field.

Click the Details button corresponding to an element to modify its characteristics. This button opens the window to modify the form elements. Once you have made your changes, click Confirm to reflect your changes online or Cancel to cancel them.

Fig. 5: "moveonline" form, "Form items" step

For each form element (title, sub-title, data field) you can configure the following:

- order: order in which the element is displayed
- Display: whether or not the element is displayed
- Mandatory field: whether the field has to be completed
- Translation: name displayed in various languages
- Info text: information text displayed below the field (optional)
- Help text: help text displayed in a new window when the Help button beside the field name is clicked (optional, only for data fields)
- Optional field: optional moveon field into which the online field is to be imported (optional, only for non-multiple data fields)
- Max: maximum number of inputs for multiple sub-titles
- Max: maximum number for duration fields (duration in months or semesters)

4 - Institutions [all modules]

This step allows you to configure which of the institutions managed in moveon are to be displayed in the online modules. The list which appears in this step contains all the institutions defined in moveon with partner status. The checkbox on the right indicates whether the element is displayed online.

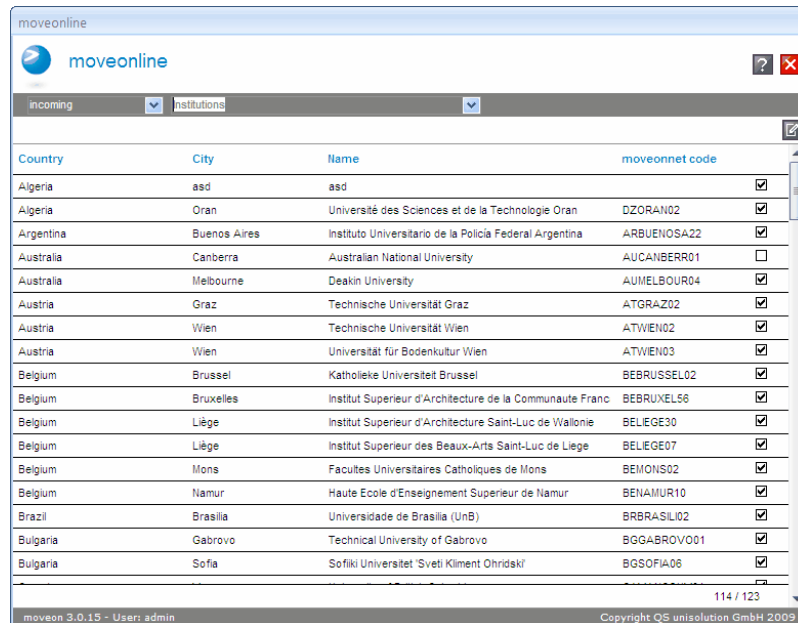


Fig. 6: "moveonline" form, "Institutions" step

Click the Modify button and use the checkboxes on the right to change the list of elements to be displayed online. Once you have made your changes, click Confirm to reflect your changes online or Cancel to cancel them.

The list of institutions to be displayed online has to be configured separately for each module.

5 - Fields of study [all modules]

This step allows you to configure which of the faculties and fields of study defined in moveon are to be displayed in the online modules. The list which appears in this step contains all the faculties and fields of study defined in moveon. The checkbox on the right indicates whether the element is displayed online.

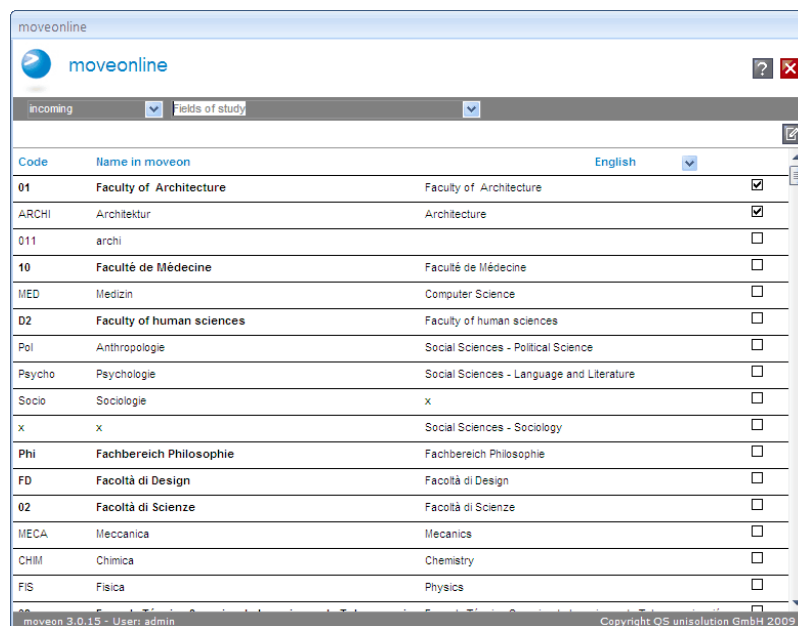


Fig. 7: "moveonline" form, "Fields of study" step

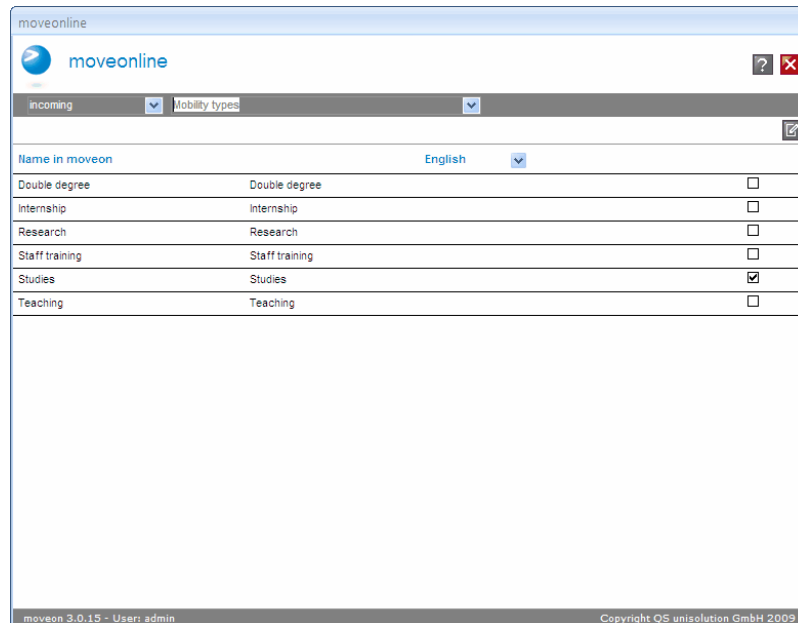
This list contains the names of the faculties and fields of study in the various languages in which the online modules are published. The names in the various languages are defined in the "Reference tables" form, which can be accessed from the main menu by selecting "Configuration", "Reference tables", "1. Faculties, fields of study, courses". The configuration of the faculties and fields of study is described in detail in section 4.2.

Click the Modify button and use the checkboxes on the right to change the list of elements to be displayed online. Once you have made your changes, click Confirm to reflect your changes online or Cancel to cancel them.

The list of fields of study to be displayed online has to be configured separately for each module.

6 - Mobility types [outgoing and incoming modules]

This step allows you to configure which of the mobility types defined in moveon are to be displayed in the online modules. The list which appears in this step contains all the mobility types defined in moveon. The checkbox on the right indicates whether the element is displayed online.



Name in moveon		English
Double degree	Double degree	<input type="checkbox"/>
Internship	Internship	<input type="checkbox"/>
Research	Research	<input type="checkbox"/>
Staff training	Staff training	<input type="checkbox"/>
Studies	Studies	<input checked="" type="checkbox"/>
Teaching	Teaching	<input type="checkbox"/>

Fig. 8: "moveonline" form, "Mobility types" step

This list contains the names of the mobility types in the various languages in which the online modules are published. The names in the various languages are defined in the "Reference tables" form, which can be accessed from the main menu by selecting "Configuration", "Reference tables", "3. Mobility types". The configuration of the mobility types is described in detail in section 4.2.

Click the Modify button and use the checkboxes on the right to change the list of elements to be displayed online. Once you have made your changes, click Confirm to reflect your changes online or Cancel to cancel them.

The list of mobility types to be displayed online has to be configured separately for each module.

7 - Mobility programmes [all modules]

This step allows you to configure which of the mobility programmes defined in moveon are to be displayed in the online modules. The list which appears in this step contains all the mobility programmes defined in moveon. The checkbox on the right indicates whether the element is displayed online.

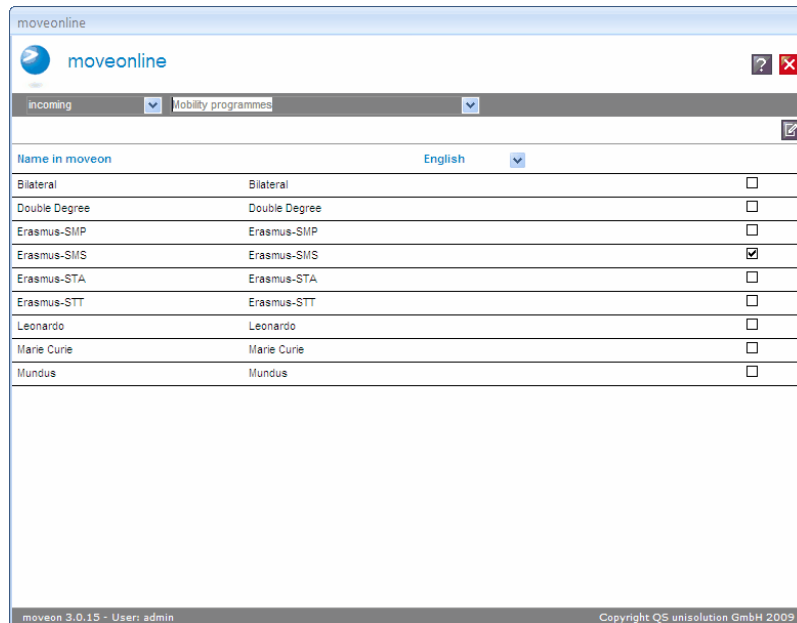


Fig. 9: "moveonline" form, "Mobility programmes" step

This list contains the names of the mobility programmes in the various languages in which the online modules are published. The names in the various languages are defined in the "Reference tables" form, which can be accessed from the main menu by selecting "Configuration", "Reference tables", "4. Mobility programmes". The configuration of the mobility programmes is described in detail in section 4.2.

Click the Modify button and use the checkboxes on the right to change the list of elements to be displayed online. Once you have made your changes, click Confirm to reflect your changes online or Cancel to cancel them.

The list of mobility programmes to be displayed online has to be configured separately for each module.

8 - Cooperation programmes [cooperations module]

This step allows you to configure which of the cooperation programmes defined in moveon are to be displayed in the online modules. The list which appears in this step contains all the cooperation programmes defined in moveon. The checkbox on the right indicates whether the element is displayed online.

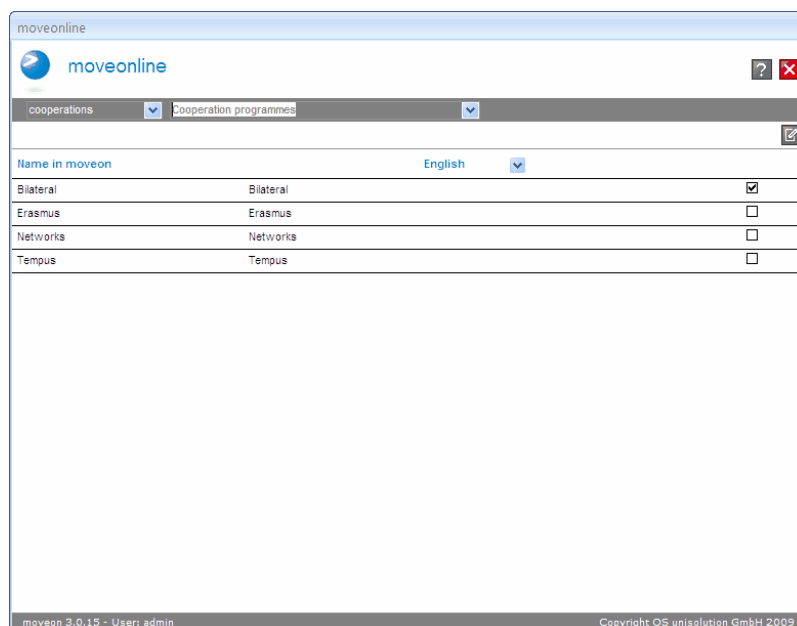


Fig. 10: "moveonline" form, "Cooperation programmes" step

This list contains the names of the cooperation programmes in the various languages in which the online modules are published. The names in the various languages are defined in the "Reference tables" form, which can be accessed from the main menu by selecting "Configuration", "Reference tables", "2. Cooperation programmes". The configuration of the cooperation programmes is described in detail in section 4.2.

Click the Modify button and use the checkboxes on the right to change the list of elements to be displayed online. Once you have made your changes, click Confirm to reflect your changes online or Cancel to cancel them.