

SoftMob

Manual for Software use

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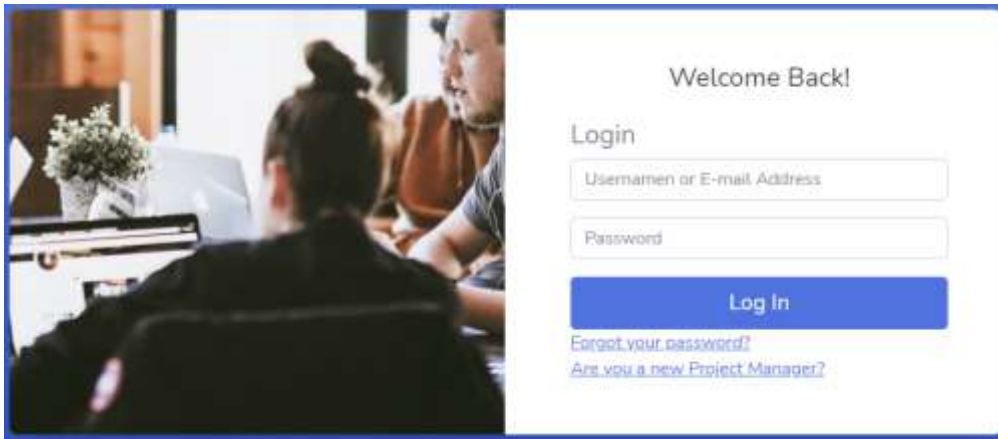
PART 1 – Access as a Project Manager

1.1. SoftMob registration as a Project Manager

The Software for Mobility (SoftMob) assumes that the only type of user able to register autonomously to the portal is the **Project Manager**.

To access the SoftMob use the following link: <https://softmob.pixel-online.org/software/login.php>

The following screen will open:

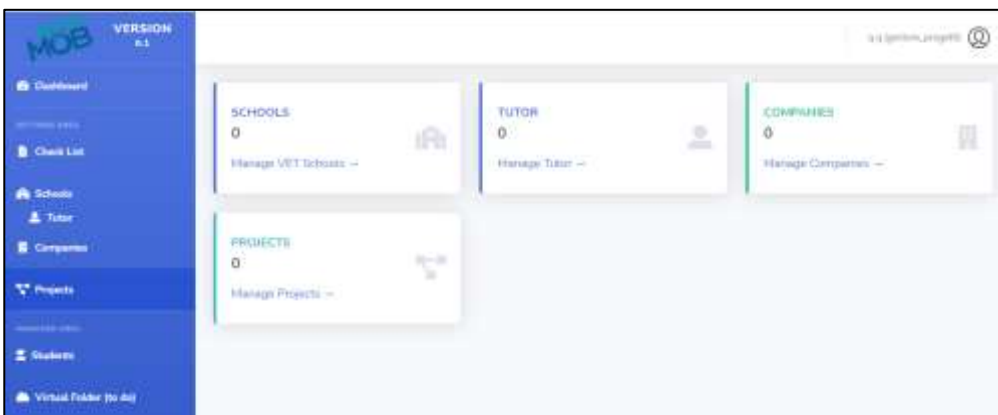


At the first access it will be necessary, in fact, to register by clicking on the link at the bottom right "Are you a new Project Manager?".

The data requested will be:

- Name
- Surname
- Country
- E-mail Address Password

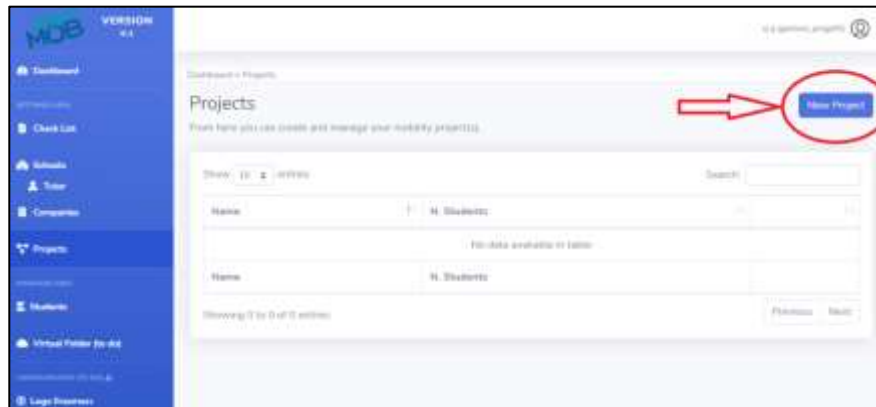
Then, once you have logged in to the site, the following Dashboard will open:



In the side menu on the left, it will be possible to interact with all the available functions.

1.2. Insertion and management of a new Project

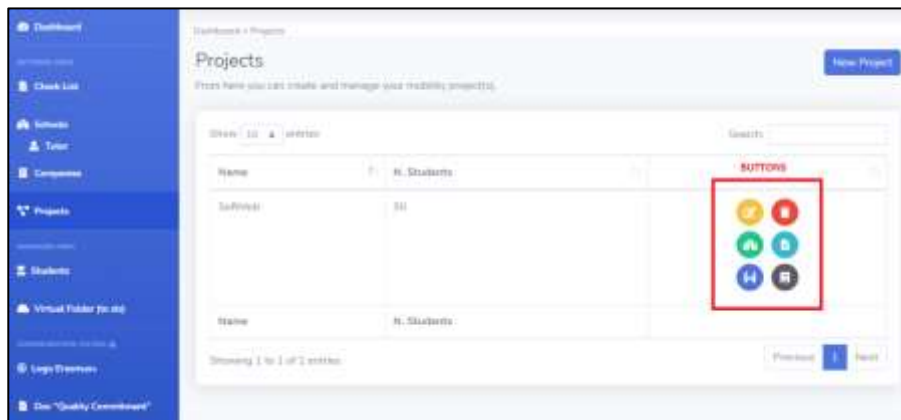
By clicking on the "[Manage Projects](#) →" button in the dashboard or the "[Projects](#)" button in the side menu, the project manager will be able to manage the projects already loaded. Furthermore, within this screen you will be able to insert a new project in the portal by clicking on the "[New Project](#)" button, as shown in the following photo



For each project, the data requested will be (fields marked with *are mandatory):

- Name of the project *
- N. max Students *
- Code *

Once the project data has been entered and the entry saved, the following screen will be displayed showing the list of loaded projects and some general information.



Associated with each project, there are also 6 buttons with specific functions, as described in the following table:

Button	Name	Function
	Edit	<i>It allows modifying the project data previously entered.</i>
	Delete	<i>It allows deleting the project. WARNING! By confirming this choice, the project will not be recoverable!</i>
	VET Schools	<i>It allows choosing the schools that will participate to this mobility project</i>
	Flows	<i>It allows creating and managing the mobility Flows of the mobility projects.</i>
	Docs	<i>It allows uploading documents related to the project (e.g. Brochure, Presentation etc.).</i>
	Professional Training	<i>It allows the professional training of this project.</i>

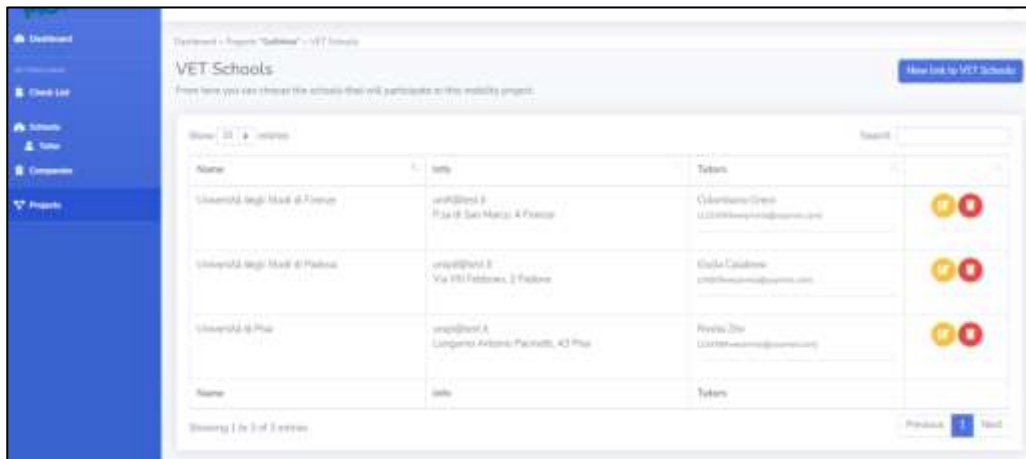
To proceed with the insertion of the project data it is necessary to enter in the portal the VET Schools involved, the tutors, the companies and any required documents. **These processes are described in chapters 1.3, 1.4, 1.5 and 1.6 of this guide.**

Once the VET Schools (1.3), tutors (1.4), companies (1.5) and Documents (1.6) are inserted in the portal, it is possible to continue the **project management process** following these steps:

a) Click on the **VET School button** ().


You can choose the schools that will participate to this mobility project by clicking on the "[New link to VET Schools](#)" button and:

- Associate the project to **at least??** one VET School
- Select the Tutor(s) involved who will be the contact person of the school in the project
- Click to **SAVE** to go to the next screen.



At any moment, you can modify and delete the information of the School involved in the project by clicking on the two buttons: **Edit** and **Delete**.

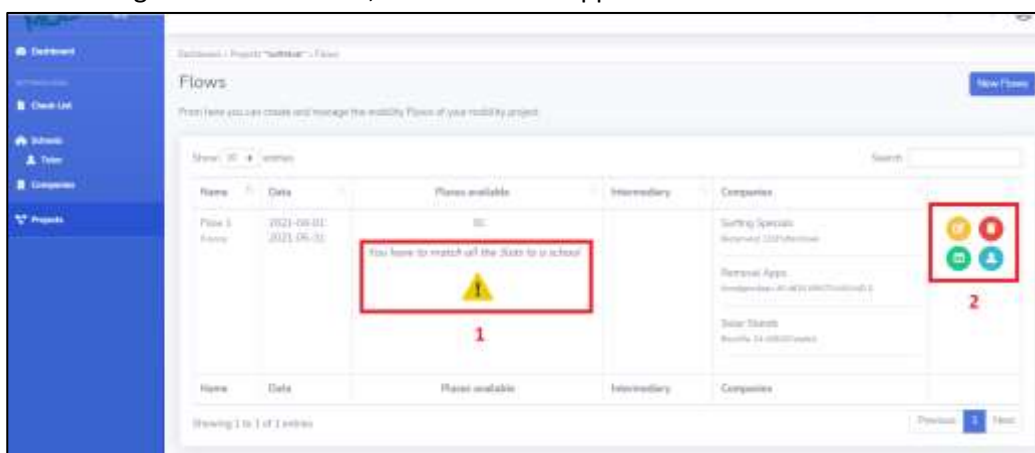
Now you can go back to the project home screen by clicking on the "[Projects](#)" button in the side menu and proceed with the following step:

b) Click on the **Flows** button (). From this screen you can create and manage the mobility Flows of your mobility project.





You can add a new flow by clicking on the "[New Flows](#)" button and the information asked will be (fields marked with *are mandatory):

- Name of the mobility *
- From *: *you will ask to select the date of the starting day of the mobility*)
- To * : *you will ask to select the date of the last day of the mobility*
- Country: *you will ask to select the country of origin*
- City: *you will ask to insert the city of origin*
- Intermediary (if present)
- Places available* : *you will ask to select the number of available places*
- Select one or more companies (form the list you have already inserted) *
- Status (Work in progress / Active / Closed)


After entering the data of a Flow, this screen will appear:




Associated with each flow, there are also 4 buttons with specific functions (**box 2**) as described in the following table:

Button	Name	Function
	Edit	<i>It allows modifying the flow information previously entered.</i>
	Delete	<i>It allows deleting the Flow. WARNING! By confirming this choice, the flow will not be recoverable!</i>
	Manage Slots with schools	<i>It allows associating the available slots to the VET Schools participating in the mobility project.</i>
	Accompanying Persons	<i>It allows inserting the accompanying persons involved in your mobility projects.</i>

The first time the flow is entered, an error (highlighted in the previous picture by the exclamation point in **box 1**) will appear on this screen, as the process is not yet completed. We must in fact match all the Slots to a school.

This is possible by clicking on the **Manage Slots with schools** button () and associate the available slots (equal to the number of available seats entered in the flow information) to the VET Schools participating in the mobility project.

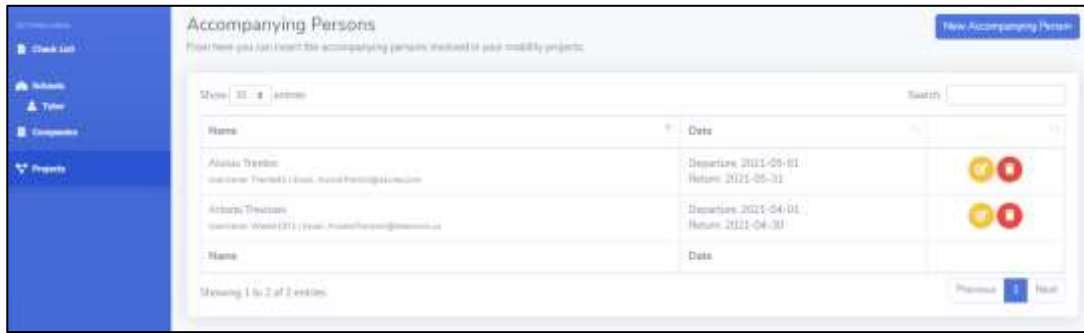


At this point, by clicking on the **Accompanying Persons** button (), and after on the **“New Accompanying Person”** it is possible to insert the accompanying persons involved in your mobility projects.


For each Accompanying Person the information asked will be (fields marked with *are mandatory):

- Name *
- Surname *
- Country *
- Email *
- Username *
- Password *
- Departure date *
- Return date *

After entering these information and clicked on the SAVE button, a screen listing the accompanying persons involved in the project will appear:




At this point the inserted flow is complete.


- c) Click on the **Docs button** (). From this section you can upload documents related to the project (e.g. Brochure, Presentation etc.).

You can add a new Document by clicking on the "[New Document](#)" button and the information asked will be (fields marked with *are mandatory):

- Title
- Description
- Expiration date

The file must be a pdf,doc,docx, and not more than 0.5 mb.

	Professional Training	<i>It allows the professional training of this project.</i>
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- d) Click on the **Professional Training** (). From this section you can the professional training of this project.

- By clicking on the "[Customize the list of specialization for this project](#)" you will be able to manage the specializations of the professional training of this project.
- By clicking on the "[New Professional Training](#)" button you will be able to insert all the information to create the training agreement.

1.3. Insertion and management of new VET Schools

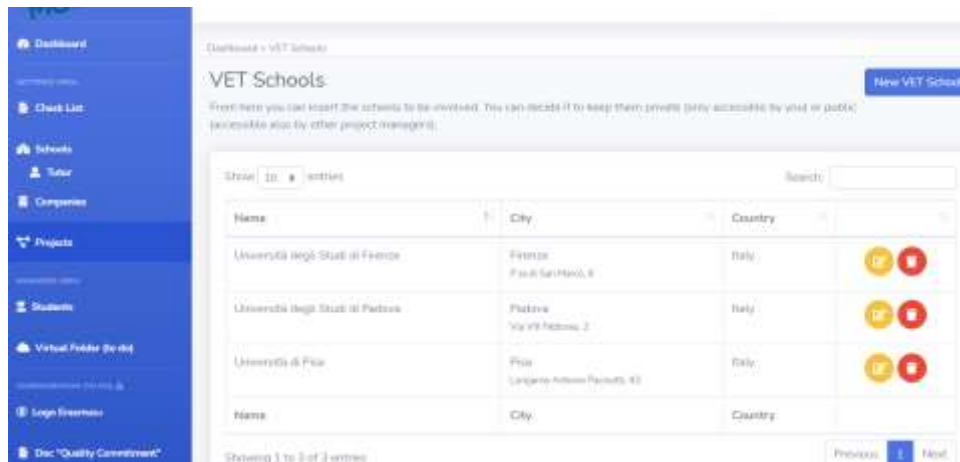
By clicking on the "[Manage VET Schools →](#)" button in the dashboard or the "[Schools](#)" button in the side menu, the project manager will be able to insert the schools to be involved. Each Project Manager can decide if to keep them private (only accessible by the Project Manager) or public (accessible also by other project managers).

Furthermore, within this screen you will be able to insert in any moment a new VET School in the portal by clicking on the top right "[New VET School](#)" button.

For each VET School, the data requested will be (fields marked with *are mandatory):

- Name of the VET School *
- Email *
- City *
- Address *
- Country *
- Name of the principal *
- VAT Number *

The following image shows an example of the "Manage VET Schools" screen after 3 schools have been entered into the portal.



In this case, only 2 buttons are available for each school entered: **Edit** and **Delete**.

Only the project manager has the possibility to create the type of user "VET School"; in fact, it is not possible to register autonomously as a VET School. When the project manager enters a VET School in the portal, the chosen email and password will be the access credentials for the VET School in question. Access as a VET School and its characteristics will be described in **part 2** of this guide.

1.4. Insertion and management of new Tutor

By clicking on the "[Manage Tutor](#) →" button in the dashboard or the "[Tutor](#)" button in the side menu, the project manager will be able to insert the Tutor involved in your mobility projects. Furthermore, within this screen you will be able to insert in any moment a new Tutor in the portal by clicking on the top right "[New Tutor](#)" button.

For each Tutor, the data requested will be (fields marked with *are mandatory):

- Name *
- Surname *
- Country*
- Email *
- Password *

During the creation phase, the project manager can also associate each tutor with a previously loaded school (as shown in the following photo).

The following image shows an example of the "Manage Tutor" screen after 3 tutors have been entered into the portal; also in the case of tutors, this page shows only 2 buttons (**Edit** and **Delete**) for each tutor entered.

Name	VET School	
Coleman Gino 123456789@domain.com	University High School of Florence Florence	Edit Delete
Galati Gabriele 123456789@domain.com	University High School of Florence Florence	Edit Delete
Reale Dario 123456789@domain.com	University of Pisa Pisa	Edit Delete
Name	VET School	

Only the project manager has the possibility to create the type of user "Tutor"; in fact, it is not possible to register autonomously as a tutor. When the project manager enters a tutor in the portal, the chosen email and password will be the access credentials for the tutor in question. Access as a tutor and its characteristics will be described in part 3 of this guide.

1.5. Insertion and management of new Companies

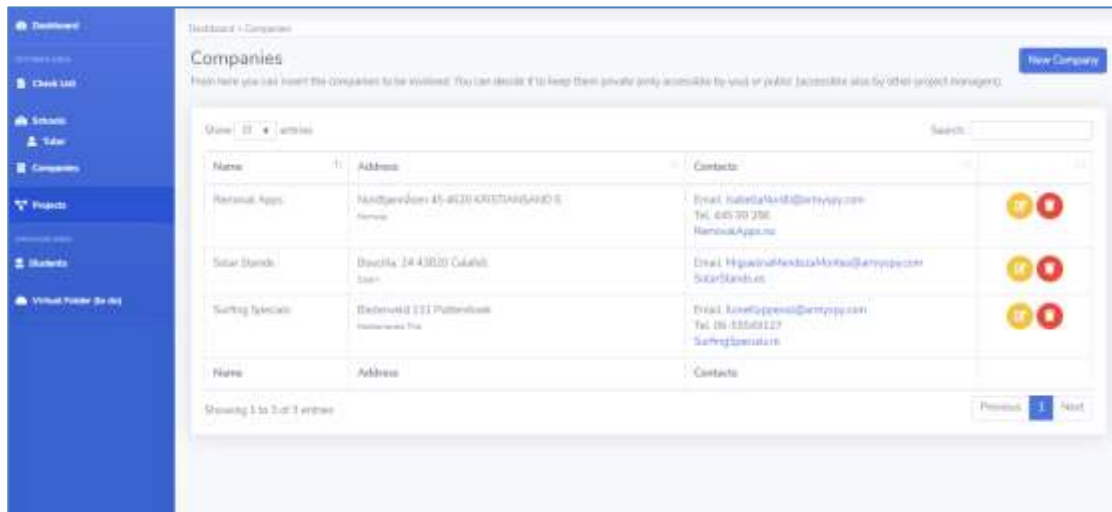
By clicking on the "[Manage Companies](#) →" button in the dashboard or the "[Companies](#)" button in the side menu, the project manager will be able to insert the companies to be involved.

Furthermore, within this screen you will be able to insert in any moment a new Company in the portal by clicking on the top right "[New Company](#)" button.

For each Company, the data requested will be (fields marked with *are mandatory):

- Company Name *
- Contact Person
- City *
- Address
- Country *
- Web Site
- Telephone
- Email *
- Password *

The following image shows an example of the "Manage Tutor" screen after 3 tutors have been entered into the portal; also in the case of tutors, this page shows only 2 buttons (**Edit** and **Delete**) for each tutor entered.



?

Only the project manager has the possibility to create the type of user "Company"; in fact, it is not possible to register autonomously as a Company. When the project manager enters a Company in the portal, the chosen email and password will be the access credentials for the Company in question. Access as a Company and its characteristics will be described in **part 4** of this guide.

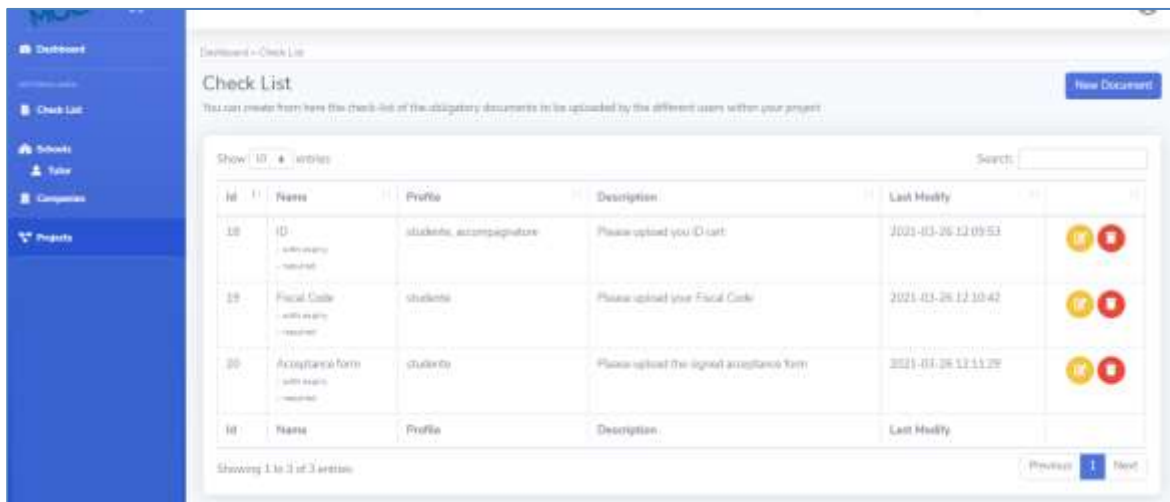
1.6. Check List

By clicking on the "[Check List](#)" button in the side menu, the project manager will be able to create the check-list of the obligatory documents to be uploaded by the different users within your project. Furthermore, within this screen you will be able to insert in any moment a new Document in the portal by clicking on the top right "[New Document](#)" button.

For each Document, you can add: (fields marked with *are mandatory):

- Name of the document
- Profile *:
 - Student
 - Accompanying Persons
- Is a required document?
- Is a document expiring?
- Description

The following image shows an example of the "Check List" screen after 3 documents have been entered into the portal; also in this case, this page shows only 2 buttons (**Edit** and **Delete**) for each document entered.



PART 2 – Access as a Tutor

2.1 SoftMob Log in as a Tutor

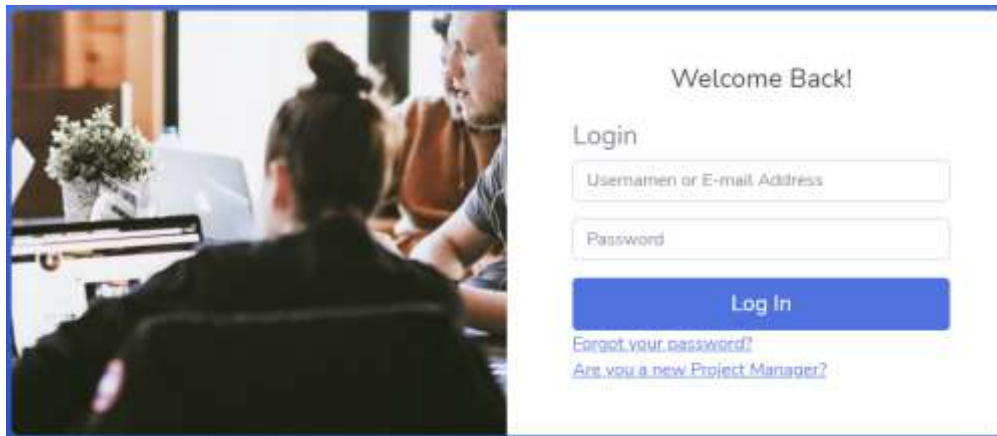
As we have seen previously, only the project manager is able to register independently to the software and has the function of creating other types of users.

The project manager can, in fact, create in each project he/she manages some **tutors** which will be the contact person of each school involved in the project. The process of how to create a tutor and associate he/she to a school is described in the paragraph 1.4 of this guide.

The email and password choose by the project manager in the creation process of the tutor will be the credential to log in as a tutor in the SftoMob portal.

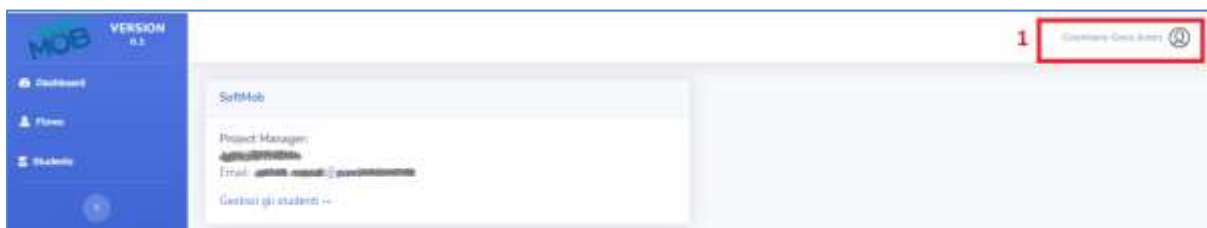
Then, to access the SoftMob use the following link: <https://softmob.pixel-online.org/software/login.php>

The following screen will open:



Here, as a tutor you can type the email address and password used by the project manager to create the profile and click to “Log In”.

The following dashboard will open:

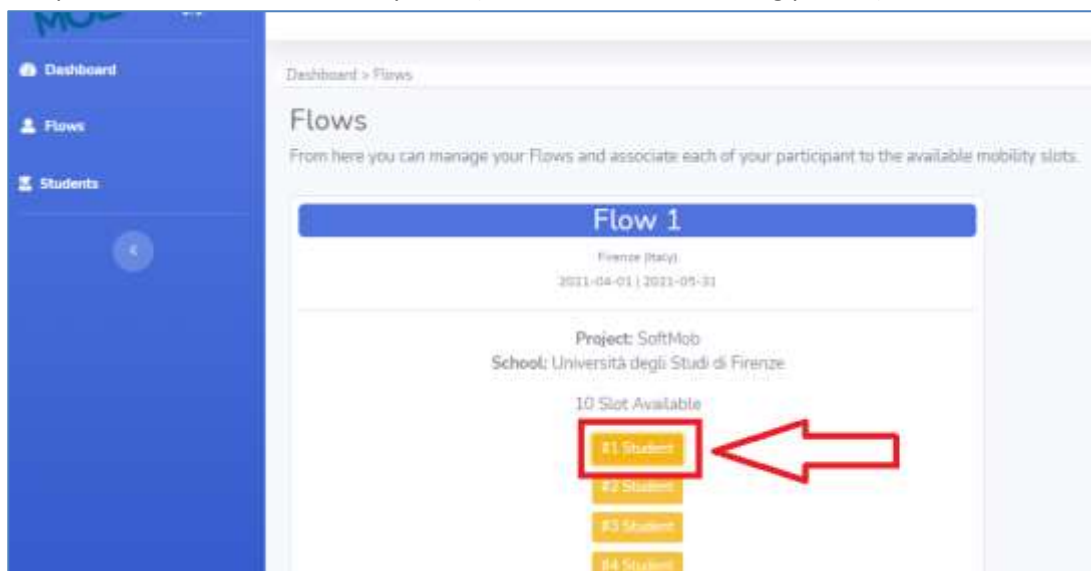


On the top right position of the web page you can find the information of your profile with the possibility to change the password.

In the dashboard you will find the information of the project manager who created your profile and the project and school you are associated with.

2.2 Management of Flows

By clicking on the "[Flow](#)" button on the left menu you will be able to manage your Flows and associate the participant to the available mobility slots (as shown in the following picture).



In fact, by clicking on the slots defined by the orange button (highlighted in the red box), you will be able to insert the data related to each participant in the mobility.

Through this process, the tutor creates login credentials for individual students which they will then have to use to log in (see part 3 of this manual).

Furthermore, for each student, the tutor defines the company to which he will be connected (as it is highlighted in the following picture):

Flow 1

Firenze (Italy)
2021-04-01 | 2021-05-31

Project: SoftMob
School: Università degli Studi di Firenze

10 Slot Available

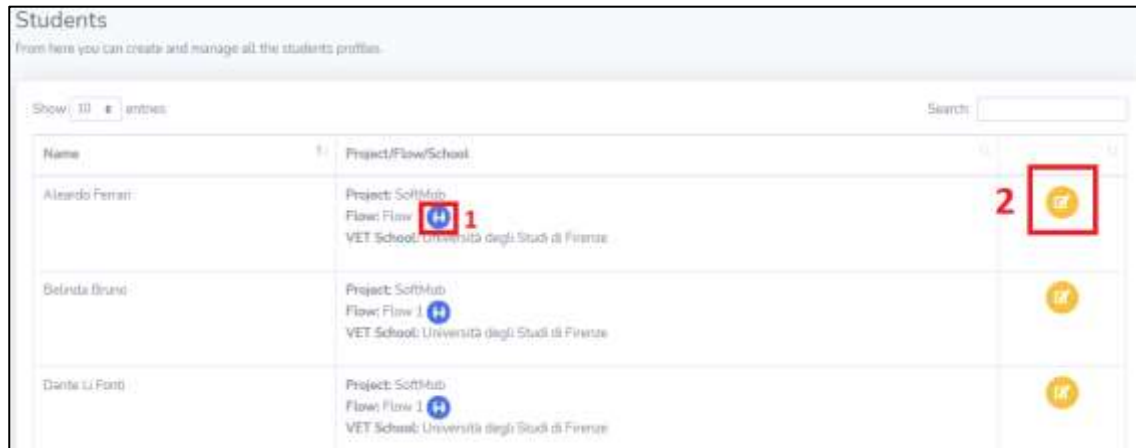
#1 Emanuele Lettiere







connects the user to a company

Save

2.3 Management of Students

At the end of this process, you will be able to see the list of the students you already have uploaded in the flow by clicking on the “[Students](#)” button in the left menu; from this screen, as a tutor, you will be able to manage all the students profiles.



Name	Project/Flow/School	Flow	Edit
Aleardo Ferrari	Project: SoftMob Flow: Flow 1 VET School: Università degli Studi di Firenze	 1	 2
Beatrice Brunel	Project: SoftMob Flow: Flow 1 VET School: Università degli Studi di Firenze		
Dante Li Ponti	Project: SoftMob Flow: Flow 1 VET School: Università degli Studi di Firenze		

1. By clicking on the blue “Flow” button (surrounded by the red square 1), you will be redirected to the Flow page of the portal (paragraph 2.2).
2. By clicking on the orange blue “Edit” button (surrounded by the red square 2), you will be able to see and modify all the information regarding each student.

The tutor is not required to enter this data for each student. They will have to enter them independently!

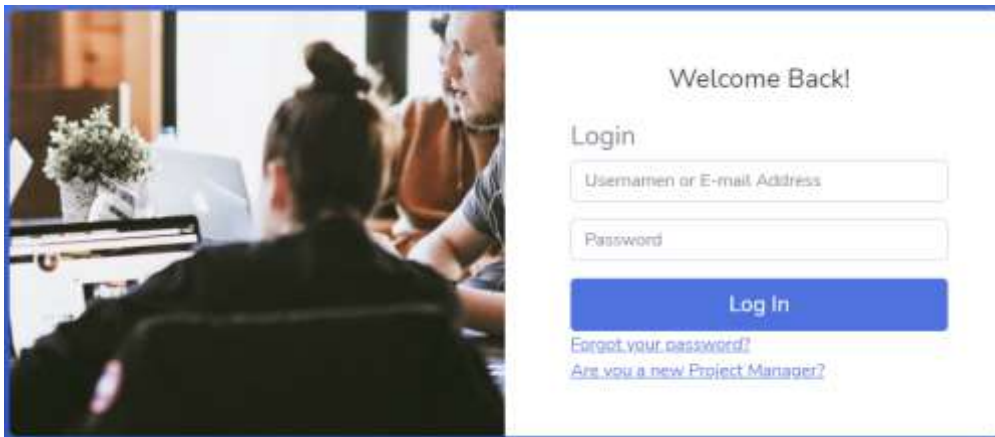
PART 3 – Access as a Student

3.1 SoftMob Log in as a Student

As seen in the previous paragraphs, the tutor has the ability to create students and associate them with the different mobility flows. Through this process, the tutor creates login credentials for individual students which they will then have to use to log in.

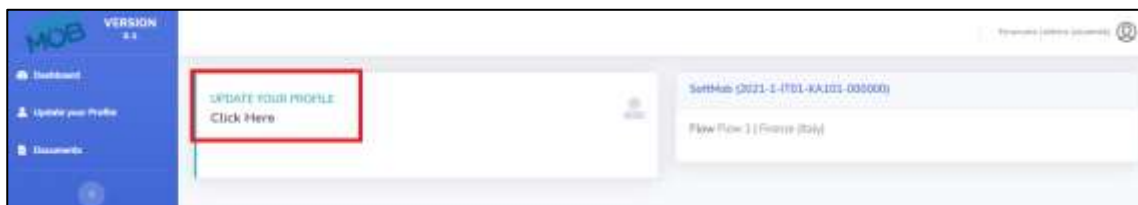
Then, a student can access the SoftMob portal using the following link: <https://softmob.pixel-online.org/software/login.php>

The following screen will open:



Here, the user should use the username and password created by the tutor and click to “Log In”.

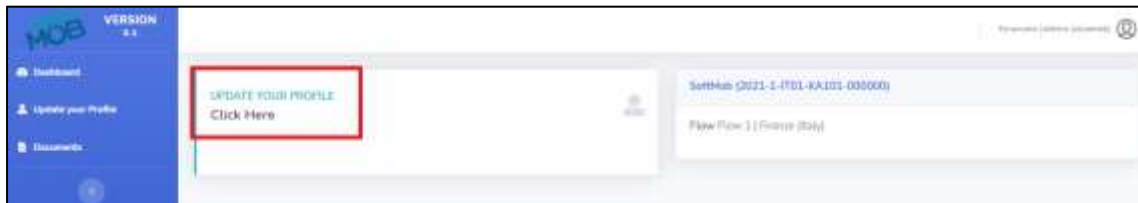
The following dashboard will open:



In the dashboard (on the right part of your screen) you will find the information of the project and the flow in which you have been involved.

3.2 Update your profile

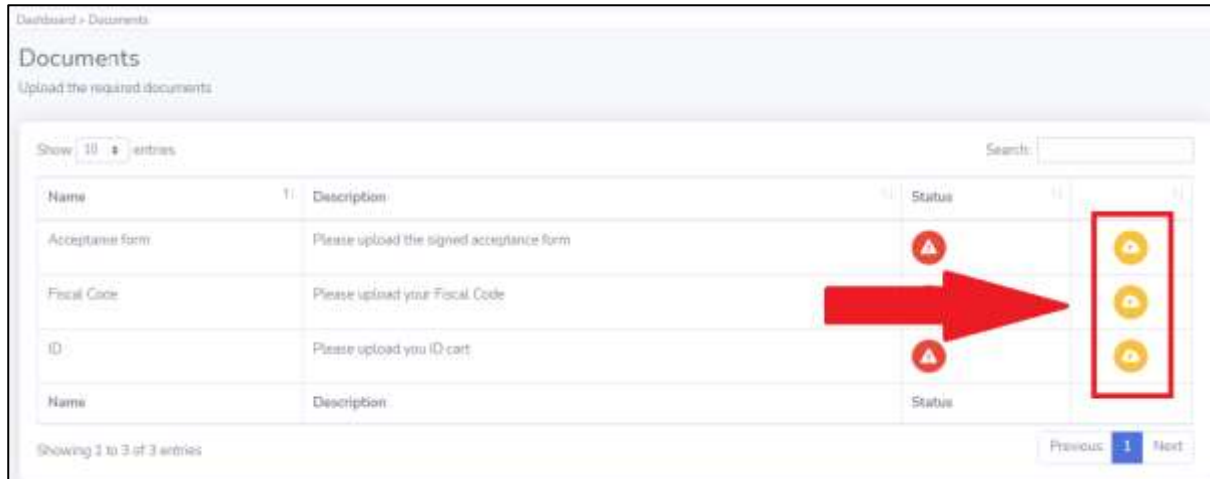
On the left part of the screen of the dashboard you can click on the “[Click Here](#)” link to update your profile with all the information required.



Fill in all the fields and click to save to proceed.

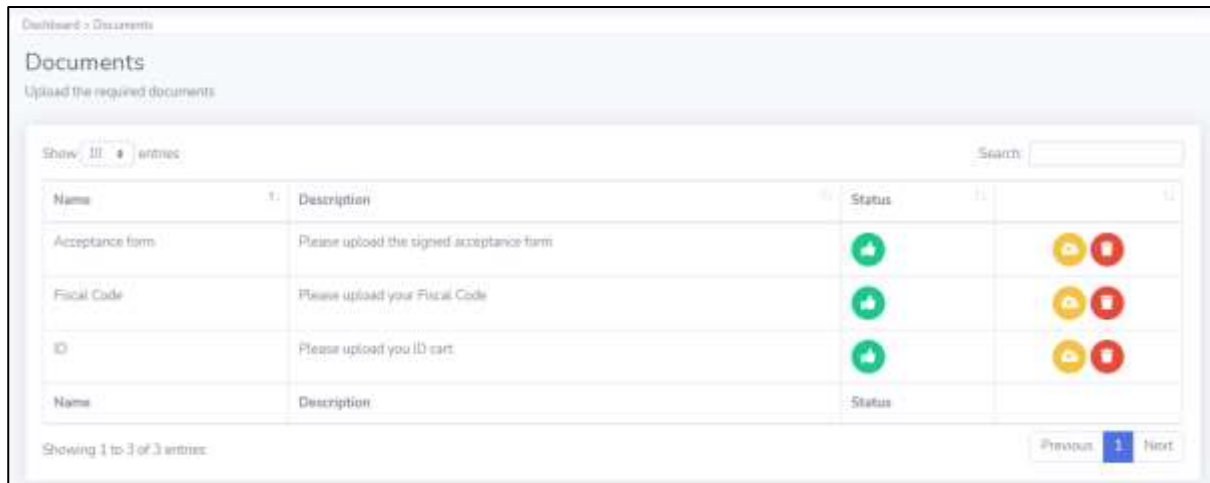
3.3 Upload Documents

At this point, you will be asked to upload all the necessary documents for your mobility. To do it, you can click on the [“Documents”](#) link in the left menu and the following screen will open:



By the [“Edit”](#) button you can upload the requested document. You can select the file, set the expiration date and any further comment. Click to [“Upload”](#) to save the document.

At the end of the process, the status of each document will be approved, as in the following figure:



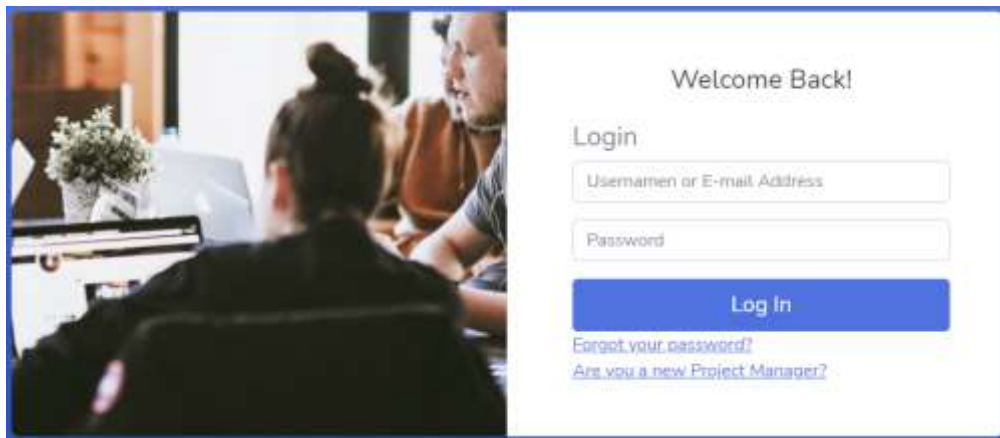
PART 4 – Access as an Accompanying Person

4.1 SoftMob Log in as an Accompanying Person

As seen in the previous paragraphs, the Project Manager has the ability to create one or more Accompanying people and associate them with the different mobility flows. Through this process, the tutor creates login credentials for individual accompanying person which he/she will then have to use to log in.

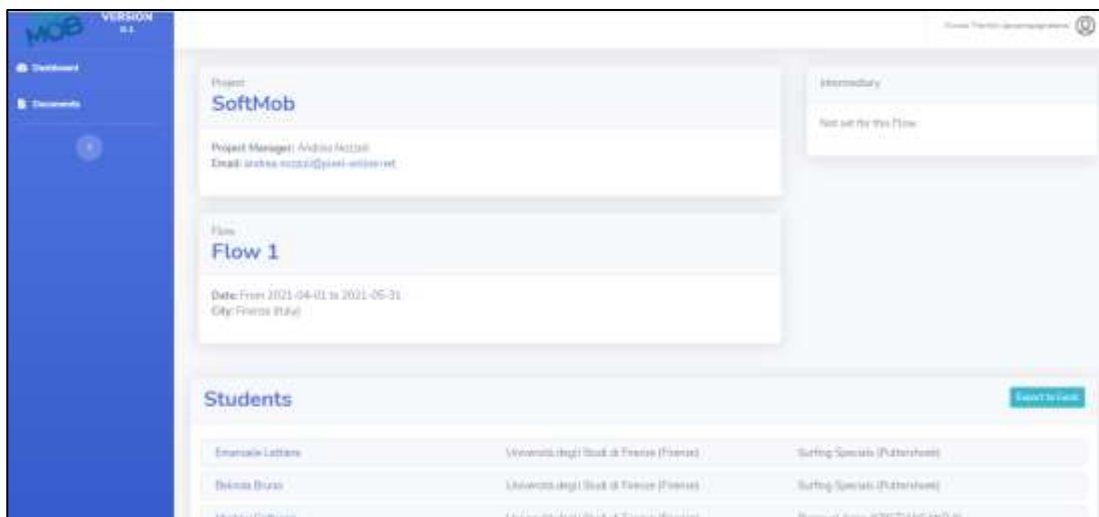
Then, an accompanying person can access the SoftMob portal using the following link:
<https://softmob.pixel-online.org/software/login.php>

The following screen will open:



Here, the user should use the username and password created by the tutor and click to “Log In”.

The following dashboard will open:



The accompanying person is then able to see the listed students associated to the flow he/she is connected with. He/she has the complete access to all the information of each student, just by clicking

on the student’s name in the list in the dashboard. It is also possible to download this list in an excel version.

Finally, each accompanying person can upload the required documents by clicking on the “[Documents](#)” button (box 1) in the left menu (as it is showed in the following picture) and upload the document through the “[Edit](#)” button (box 2):

