

# SoftMob

## Software for Mobility

### User Manual



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## PART 1 – Introduction

### 1.1 Software for Mobility presentation

The Software for Mobility provides complete and operative management software to be used in everyday activities to simplify the management and administrative burden associated to the preparation, implementation and follow up of Mobility Projects.

The Software is entirely available and usable online at: <https://softmob.pixel-online.org/software/login.php>

The Software for Mobility aims to answer to the needs of all main actors playing a part in Mobility Projects and initiatives:

- Internal staff of Sending institutions
- Internal staff of Hosting institutions
- Staff of Companies/institutions hosting the internships and/or study visits
- Participants in the Mobility

The Software for Mobility can be usefully integrated by other source of information, hints, suggestions and operative tools provided by the SoftMob Portal as:

- Real case scenarios based on interviews with main actors playing a part in Mobility Projects and initiatives <https://softmob.pixel-online.org/video-interviews.php>
- Tools and templates to be used in order to make Mobility projects management more efficient and effective: <https://softmob.pixel-online.org/tools-and-templates.php>
- Video Guides providing guidance to the users for improving their effectiveness and efficiency in managing different key aspects of Mobility Projects : <https://softmob.pixel-online.org/software-guides.php>

This Manual provides a step by step explanation of how the Software works.

Further help can be found in the Video Tutorials available at:

<https://softmob.pixel-online.org/video-tutorial.php>

### 1.2 Software for Mobility Structure

The structure of the Software is deeply connected to the needs of the actors that play a part in Mobility projects

Therefore the software groups the different tools and functionalities it intends to provide, according to the different profiles of the users and their roles and responsibilities they have during a Mobility Project.

The list of the profiles, the rules for accessing and the functionalities they have are explained in brief in the following paragraph and in detail throughout the manual.

As a general introduction of the Software structure starts from the following concepts:

Each profile, when logged in, access to its own Dashboard from which she/he can access easily to the different functionalities that the Software provides.

The only profile that can register autonomously is the Project Manager.

All other profiles are autonomous in accessing and using the Software ONLY after that their profile and login data are created by the Project Manager.

This is to centralise the control of all processes in the hands of one responsible person.

The Project Manager can create and manage as many projects she/he needs.

The creation of a project is very straight forward.

In any moment the Project Manager can switch from one project to another, but main data, documents and information are strictly linked to ONE project, to avoid mistakes and misunderstandings and allow controls and checks.

Once the Project is created the Project Manager can build up the set of information / actors / profiles / documents etc. using the functionalities the Software provides through easy to use buttons.

The building up of a full project requires dedication, precision and of course some time, but then once the data will be inserted many different option will become automatic and more important many activities can be delegated to the other different actors (e.g. Tutor: who can assign participants to hosting institutions, create participants profiles etc.)

The Project Manager Dashboard and specifically each Project section of the Dashboard is therefore to be considered as the core of the Software.

From there the Project Manager can create, manage, edit and cancel its own:

- List of Sending institutions (to be then associated as many times as necessary in projects) and their Tutor
- List of Hosting institutions
- Check lists of the documents to be asked to the participants
- Documents to be generated using the data uploaded in the Software (e.g. Attendance certificates, learning agreements etc.)
- Define the number, destinations, dates of as many mobility flows as necessary for the Project
- Define the number, destinations and related slots available for each flow

The only function that the Project Manager does not access directly is the creation of the participants profile, because this is the responsibility of the Tutor as to make sure that each participant data are strictly linked to a specific slot / hosting institution / flow / project.

Then each User once logged in, accesses its own Dashboard presenting the main tools and functionalities available, tailoring the use of the Software to the specific needs, without risks in terms of misuse, mistakes, privacy etc.

The whole structure is then made as flexible as possible allowing the Project Manager to easily switch to the “lower” profiles and overcome their tasks is necessary.

Something that also the Tutor can do with the participants pertaining to the Flow she/he is involved in.

## 1.3 Profiles, users and roles

The Software is structured to have the following profiles and associated role and functions:

### SuperAdmin

This is a very specific User that for security reasons has the control of the access of Project Managers. Its main role is therefore to validate (or refuse) Project Managers request of being registered to the platform. SuperAdmin can only be activated by the Technical developer.

### Project Manager

It is the most important and central role of the overall Software concept and structure.

The Project Manager is the only user that can register autonomously to the Platform, as she/he, after receiving the validation by the SuperAdmin, is the person that will manage the fundamental aspects related to the Mobility project within the Software.

Once having created the Project the Manager has the role and responsibility to insert all the related information to ensure the appropriate management of all the related functionalities.

It is therefore the Manager that registers all other users (with the exception of participants please see below in the related section), defines the number of Flows and the number of slots available per flow, creates the Sending institutions and assigns them one or more Tutor, inserts the hosting institutions and therefore the destinations of the mobility, etc.

It is up to the Project Manager then to ask to the different actors to play their part, providing them with the necessary Login Data to insert / complete / manage / update their information.

In every moment, the Project Manager has the possibility to assume the role of any (with the exception of participants, please see below in the related section) of the other profiles, managing if necessary the related functionalities, through a simple Switch account instrument.

### Sending Institutions

These are the different possible institutions that are involved in the Mobility as senders of the participants. Within a project there can be one or more sending institutions.

Each sending institution is represented by one or more Tutor. The Tutor is therefore inserted and defined by the project Manager.

## Tutor

The Tutor is the second most important profile in terms of functionalities. Once more, the Tutor cannot register autonomously to the platform, the profile must be created by the Project Manager as strictly connected to one of the Sending institutions.

The Tutor has its own Dashboard and related functionalities and in particular manages the Slots of the Flow(s) assigned by the Project Manager to the Sending institution she/he represents, and creates the Participants profile assigning them to each available Slot.

The Tutor will then share the login data with each Participant giving them the possibility to access to their profile and Dashboard.

## Companies/Hosting institutions/Intermediary institutions

These are the institutions that host one or more Participants during the Mobility project. The related profile is created by the Project Manager that then can share the login data with which the institution can access to its own Dashboard and update the data.

Each institution, if necessary, can be identified as Intermediary, acquiring extra functionalities related to the role in the project.

## Participant

Participant profile is, of course, related to those who will be the protagonists of the mobility experience. The Software provides them with a number of important functionalities with which each user has the possibility to access to the documents that are needed for the mobility participation (e.g. learning agreement, contract, certificates etc.) as created by the Project Manager, upload relevant documents (e.g. identity card, bank data, scanned documents with signatures etc.) etc.

Each Participant profile can be created only by the Tutor, who will associate it to one of the available Slot of the Mobility Flow through the related functionality. Once the Participant profile is created, the Tutor can share the login data and give the participant full control of its own Dashboard.

The Tutor can take control of the Participant profile and Dashboard through the Switch Account functionality.

Project Managers can create Participant profiles only by using the Switch Account functionality and “become” the Tutor in charge.

## Accompanying Persons

The Software also provides the possibility to insert one or more accompanying person(s). The accompanying person can be created, if and when necessary, to allow a teacher/trainer/youth worker etc. to access to the main information related to the Participants and Hosting institutions of the mobility Flow they are involved in. Through the dedicated Dashboard she/he will also have the possibility to upload relevant personal documents (e.g. identity card, bank data, scanned documents with signatures etc.) related to the mobility.

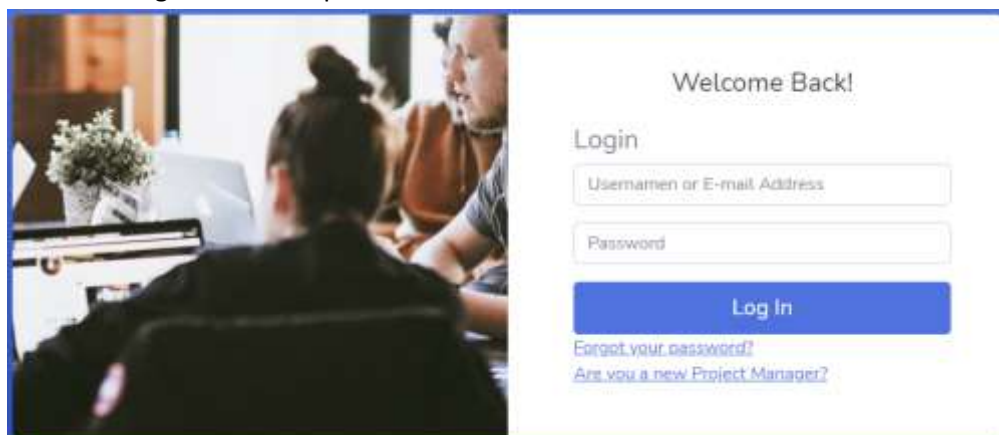
## PART 2 – Profiles Creation

### 2.1 SoftMob registration as a Project Manager

As explained above the Software for Mobility (SoftMob) defines 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 (please keep the information somewhere you can easily find it)
- Password (please keep the information somewhere you can easily find it)

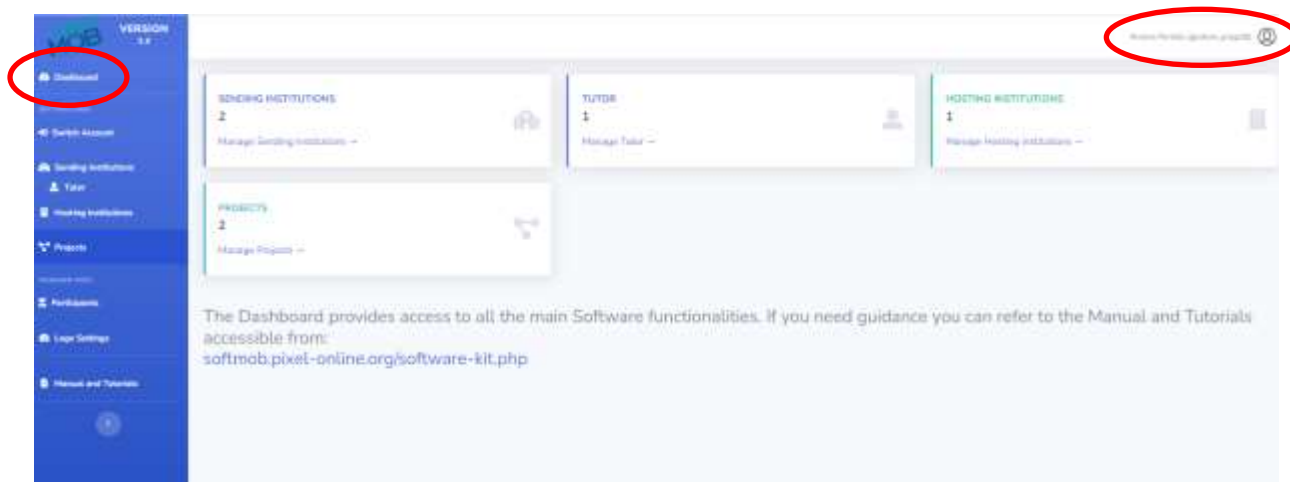
The Registration is rather straightforward, to confirm the registration though:

- The project manager will receive an e-mail (see above) with a link to click on for confirming the registration
- The Superadmin will have to confirm the registration enabling the full access to the platform, so allow one / two days before this happens. In case you can contact the Superadmin of your country; you can find the list at: <https://softmob.pixel-online.org/contractual-partners.php>

Of course once registered the Project Manager can access by simply logging in with the above defined data.

Once logged in to the site, the following Dashboard will open:





This is the main access point to all the functionalities that the Software provides to the Project Manager. Everything is accessible through few clicks of the mouse either using the central part of the page and / or through the Menu on the left.

On the top right corner you can check that you are Logged in and with which profile. At present Project Manager, of course.

Finally as you can see there is the link to this Manual and to the Tutorials that can help the user in understanding how to perform the most relevant tasks.

At any time you can get back to the Main Dashboard page clicking on the Top button on the Left Menu (Dashboard).

At glance (for the related details please see the different explanations for each Function described below):

from the central part of the Dashboard the Project Manager can:

- Create and manage Projects and access all the functionalities related to projects
- Insert and manage Sending institutions
- Manage Tutor
- Insert and manage Hosting institutions

Through the Menu on the left column, the Project Manager can, access all the functions above, plus:

- Switch accounts
- Access the list of Participants
- Manage the images and pictures



The Logic is the following:

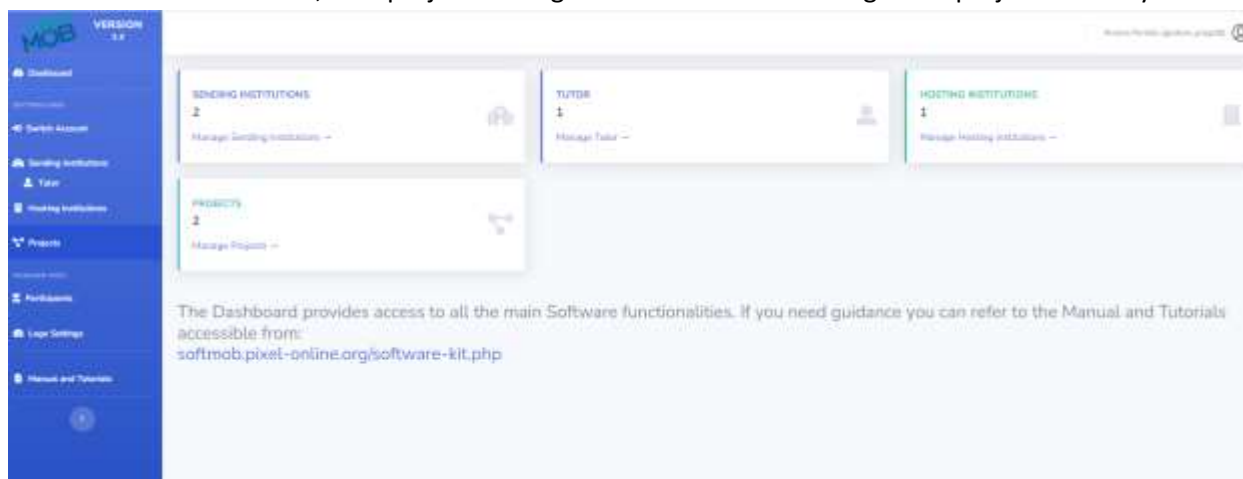
The Project Manager can:

- Insert as many projects as she/he needs
- Insert as many Sending institutions as necessary. It will be then possible to associate the Sending institutions to the different projects. This is to allow to have institutions that are participating to more than one project.
- Insert as many Hosting institutions as necessary. It will be then possible to associate the Hosting institutions to the different Slots with the different Flows. This is to allow to have hosting institutions that are participating to more than one project and/or more to one Flow and cover as many Slots as needed
- Insert as many Tutor involved in the different projects she/he is managing and associate them to the Sending institutions as necessary.

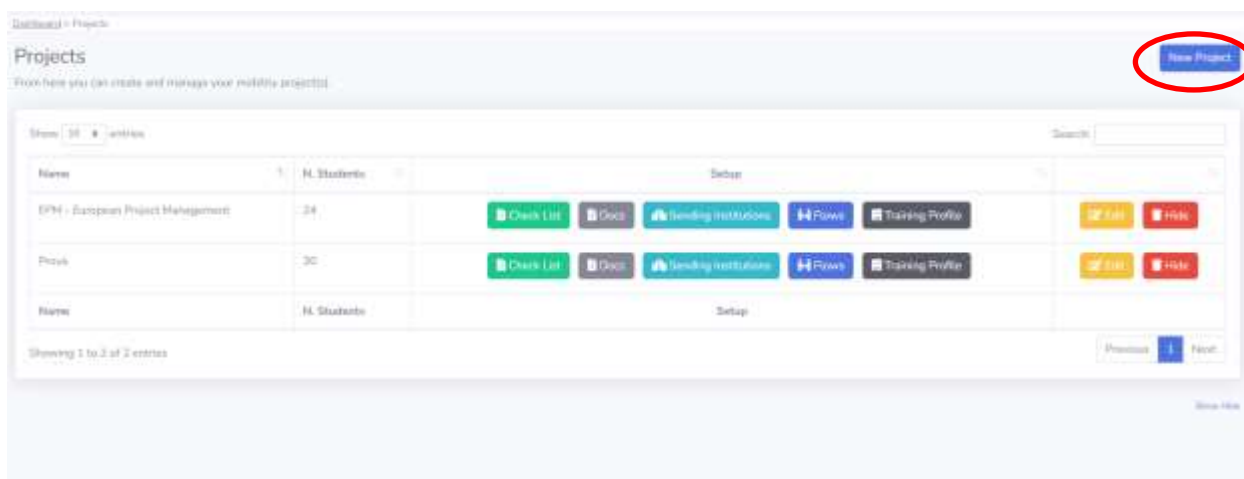
## 2.2 Insertion and management of Projects

This is the suggested first step to be done.

The project Manager 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

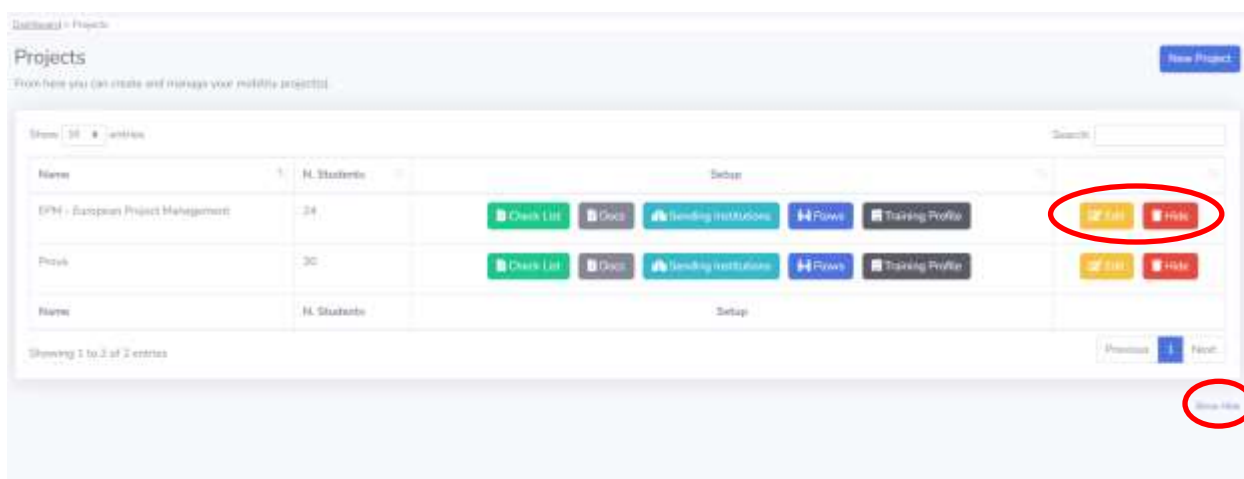


For each project, the data requested will be (fields marked with \*are mandatory):

- Name of the project \*
- N. max Participants \*
- Code \*

ATTENTION!! The number of participants is important as it defines further on the number of places available. Of course you can modify the information, but number of participants must match with the management and assignment of slots and flows (see further on).

Once the project data has been entered and the entry saved, the new project will be displayed showing the list of loaded projects and the different functionalities related to the project.



Before getting into details about the functionalities associated to each Project (see Section 3) please note that the Project Manager can, at any moment, edit the Project main information (yellow button) or Hide (red button) the entire project.

Hiding the project means that it does not show, anymore, within the list and that all the related data and information are frozen. Through the Show Hide button (bottom right corner) the Project(s) can be easily restored.

This function is planned for Project Managers with many old projects, to enhance usability.

## 2.3 Insertion and management of Sending institutions

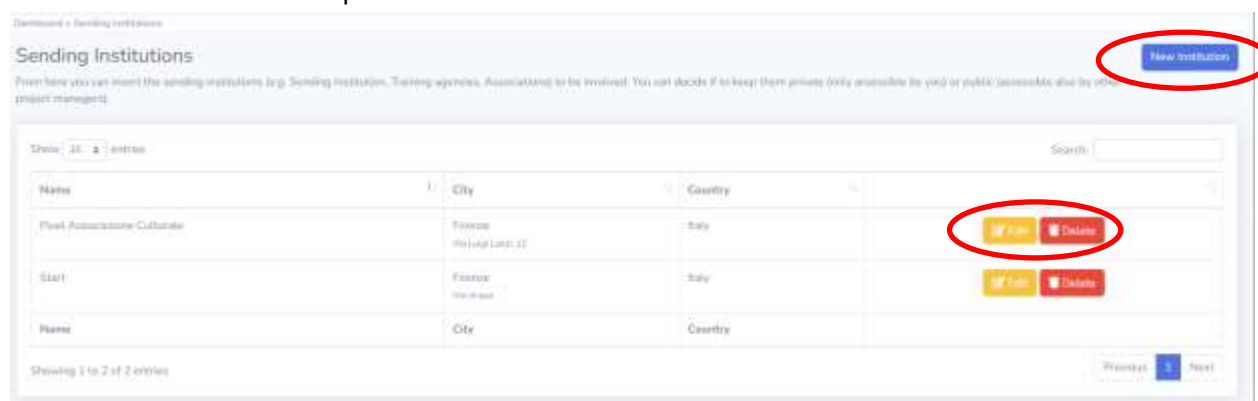
By clicking on the "[Manage Sending Institutions](#)" button in the dashboard or the "[Sending institutions](#)" link in the side menu, the project manager will be able to insert the institutions that will send participants.

The Project Manager can insert all the Sending institutions with which she/he works with and decide later to associate them to the different projects.

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 Sending institution](#)" button.

For each Sending institutions different data are requested to be filled in. Fields marked with \*are mandatory.

The following image shows an example of the "Manage Sending Institutions" screen after 2 examples have been entered into the portal.



As it can be seen 3 buttons are available **Edit** in order to modify the data of an already inserted institution, **Delete** to remove an existing one and on the top right corner **New Institution** to add more Institutions.

- 2
- Only the project manager has the possibility to create the type of user "Hosting institutions"; in fact, it is not possible to register autonomously.
  - When the project manager enters a New Hosting institution in the portal, she/he will be required to identify a Tutor associated to it. Tutor can be created through the related functionality accessible both through the Dashboard and through the Menu on the left.
  - Hosting institutions are then to be associated to the different Projects (please see the related Functionality in the related Section of the Manual).

## 2.4 Insertion and management of 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 the Project Management 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 different data are requested to be filled in. Fields marked with \*are mandatory.

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

The screenshot shows the 'Tutor' creation form. It has a sidebar with navigation links: Check List, Schools, Tutor, Companies, Projects, Students, Virtual Folder (to do), Login, and Logout. The main form area is titled 'Tutor' and contains the following fields: Name, Surname, Country (with a dropdown), Email, Password, and Confirm Password. A red circle highlights the 'Associate the tutor with the VET school' dropdown menu, which currently shows 'Select...'. A 'Save' button is at the bottom right.

The following image shows an example of the "Manage Tutor" screen after 3 tutors have been entered into the portal, also in this case of 3 buttons are available **Edit**, **Delete** and **New**.

The screenshot shows the 'Manage Tutor' screen. It has a sidebar with navigation links: Check List, Schools, Tutor, Companies, Projects, Students, Virtual Folder (to do), Login, and Logout. The main form area is titled 'Tutor' and contains a table with 3 tutors. Each tutor entry has a 'Name', 'Email', 'VET School', and three action buttons: Edit, Delete, and New. The table is as follows:

Name	Email	VET School	Edit	Delete	New
Columbiana Garcia	11444444444444444444@gmail.com	Universidad Regio Studi de Valencia	✎	✖	➕
Isabel Garcia	11444444444444444444@gmail.com	Universidad Regio Studi de Valencia	✎	✖	➕
Ricardo Diaz	11444444444444444444@gmail.com	Universidad de Valencia	✎	✖	➕

At the bottom, it says 'Showing 1 to 3 of 3 entries' and has buttons for 'Previous', 'Next', and 'Add'.

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.

2

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. The Project Manager will have to provide such Login data to the Tutor.

Access as a tutor and main functionalities and related functionalities are described further on in the Manual.

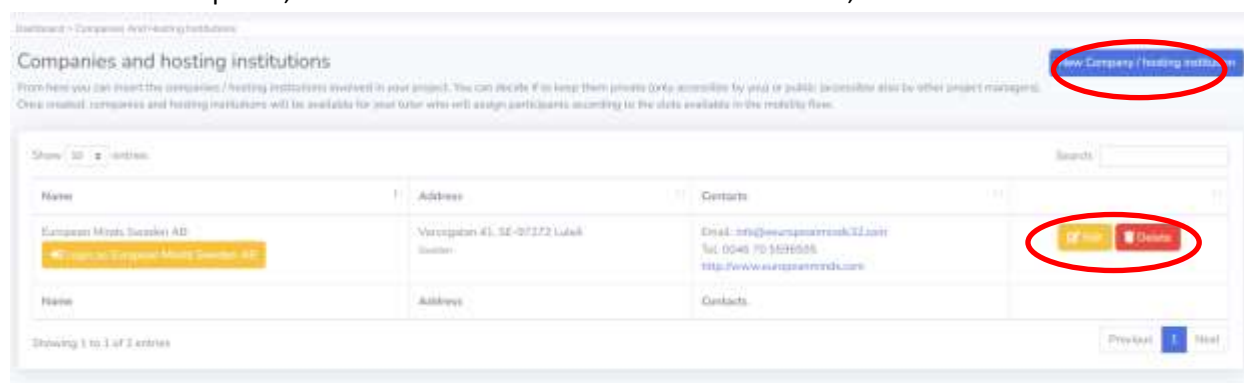
## 2.5 Insertion and management of Hosting institutions

By clicking on the "[Manage Hosting Institutions](#)" button in the dashboard or the "[Hosting Institutions](#)" button in the side menu, the project manager will be able to insert the institutions to be involved in the project as host of the mobility.

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

For each hosting institution different data are requested to be filled in. Fields marked with \*are mandatory.

The following image shows an example of the "Hosting institution" screen after one institution has been entered into the portal, also in this case of 3 buttons are available **Edit**, **Delete** and **New**.



- 2
- Only the project manager has the possibility to create the type of user "Hosting Institution"; in fact, it is not possible to register autonomously as a Hosting Institution.
  - When the project manager enters a Hosting institution in the portal, the chosen email and password will be the access credentials for the institution in question. The Project Manager will have to provide such Login data to the Hosting institution.
  - When inserting the Hosting institution the project manager can identify it as an Intermediary organisation providing access to wider functionalities.
  - Access as a Hosting institution / Intermediary organisation and related functionalities are described further on in the Manual.

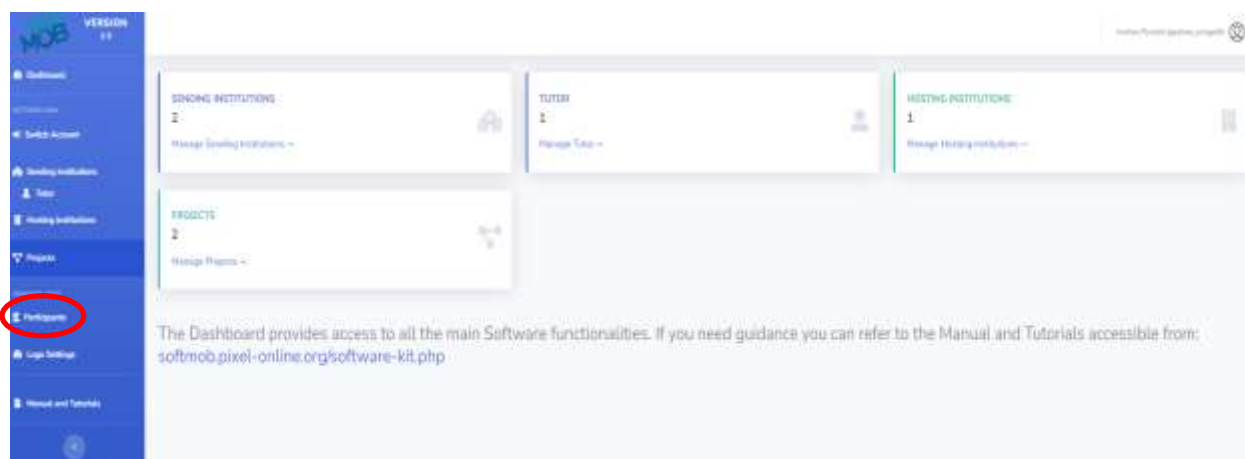
## 2.6 Insertion and management of Participants

As already introduced in Section 1, the process related to the insertion of Participants is not automatic, but strictly linked to the Flows and related Slots of each Project.

Moreover Participants are not under the control of the Project Manager but of the Tutor.

Therefore for more info on how to insert Participants please refer to Section 4 of the Manual here below.

On the other hand Project Manager, Tutor and Hosting institutions can access to the information and documents of the ALREADY inserted Participants, simply by using the related functionality available on the left Menu. Further guidance on the functionalities associated to the Participants list are presented further on.



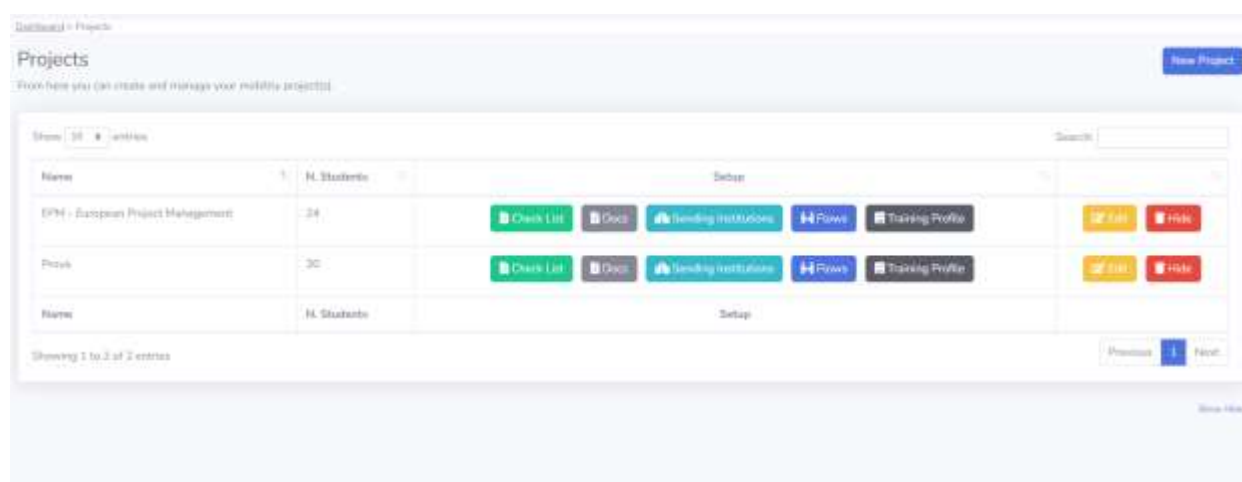


## PART 3 – Project Management

### 3.1 Starting a Mobility project

Once the Project Manager has inserted at least one Project, has inserted a first set of Sending Institutions, defined the related Tutor, inserted a number of Hosting institutions, it is possible to start and build all the different tools that can be useful for the Mobility project Management.

From the Dashboard selecting Managing Projects the Project Manager can make full use of the different functionalities that the Software offers.



### 3.2 Main functionalities

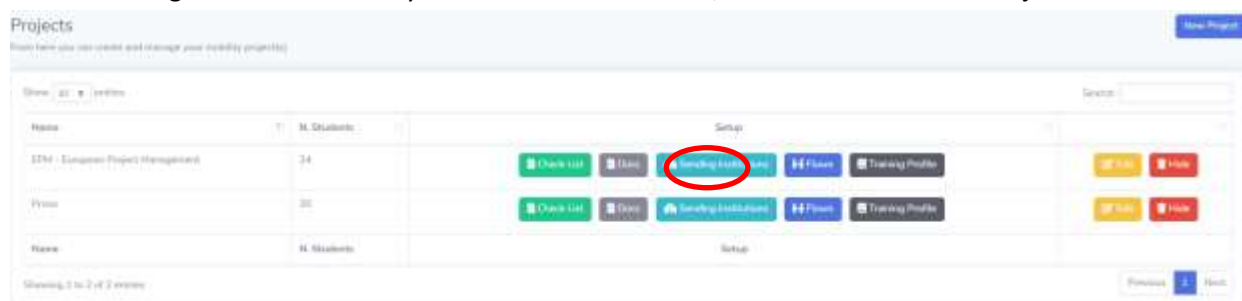
Associated to each project, there are 5 buttons that give access to the main specific functions, as described in the following table:

Button	Function
Check List	It allows the definition of the list of documents that the different actors of the mobility, mainly Participants, need to upload on the Platform
Docs	It allows the Project Manager to create as many dynamic documents, making use of the data inserted in the Software and generate personalised files directly accessible by Participants
Sending Institutions	It allows choosing the Sending Institutions that will participate to this mobility project
Flows	It allows creating and managing the mobility Flows of the mobility projects.
Training Profile	It allows to define the set of Skills and competences of the training profiles involved in the Mobility project and used them in the generation of the dynamic documents.

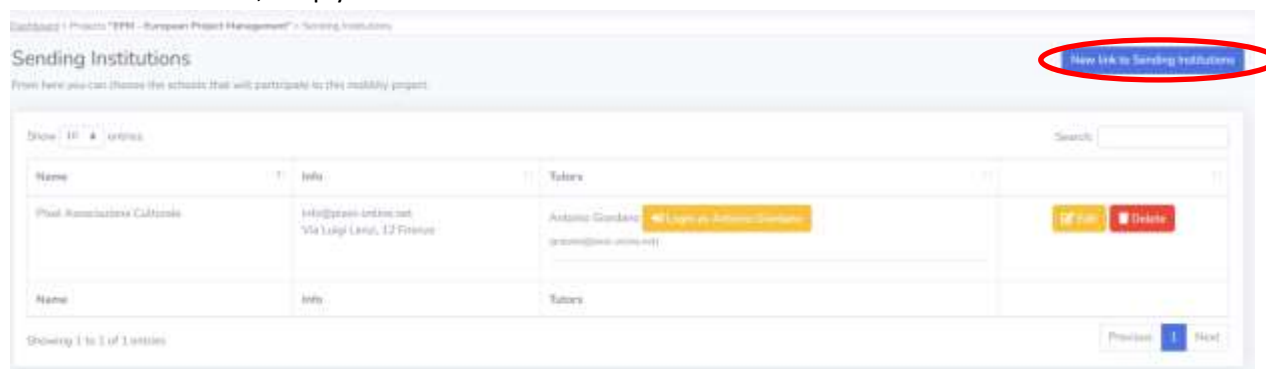


### 3.3 Sending Institutions

The functionality allows the Project Manager, in a very simple and straightforward way, to select which of the Sending institutions already inserted in the Software, are associated to the Project.

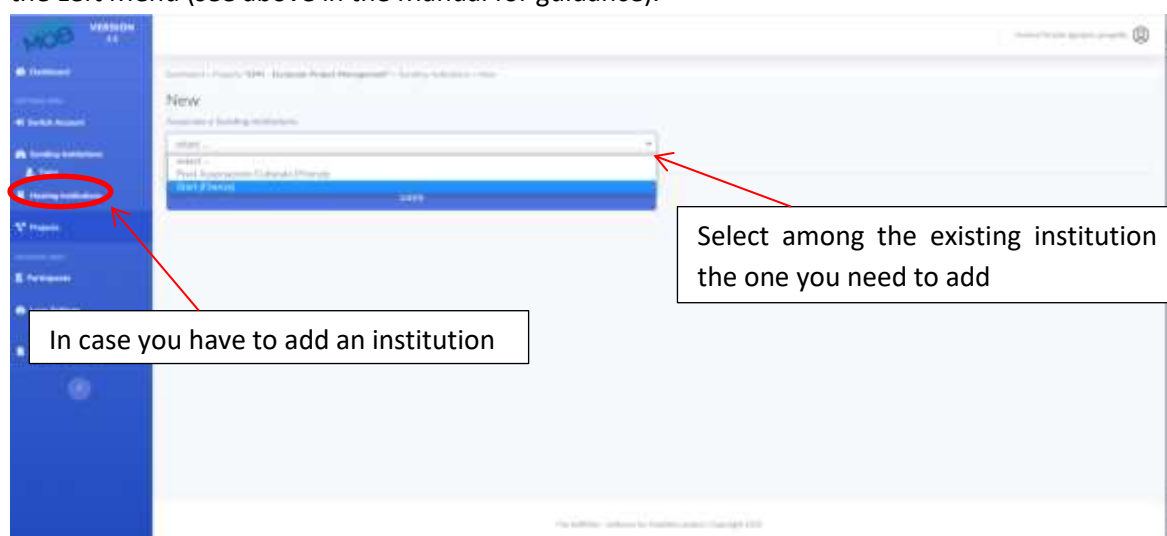


To add an institution, simply click on the New Link button



And select the relevant Hosting institution from your List.

Attention! If the Hosting institution you need is not available it means that you have not inserted it in the system, you cannot do it directly here but through the process accessible from the related link on the Left Menu (see above in the Manual for guidance).



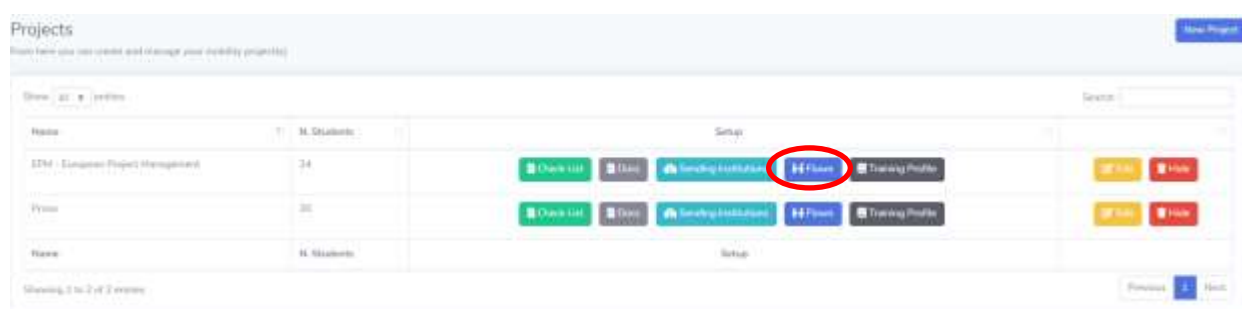
### 3.4 Create and manage Flows

The functionality related to the creation and management of Mobility Flows is a key one in the logic of the overall system of the Software.

Within a specific project, the manager needs to define the number / dates / destinations and available places of the different Flows that are part of the entire Project.

This is to reflect reality in which in a same project, different groups of participants will move in different dates and towards different countries / destinations.

This needs to be managed by creating different Flows for each destination and assigning different slots (places available).

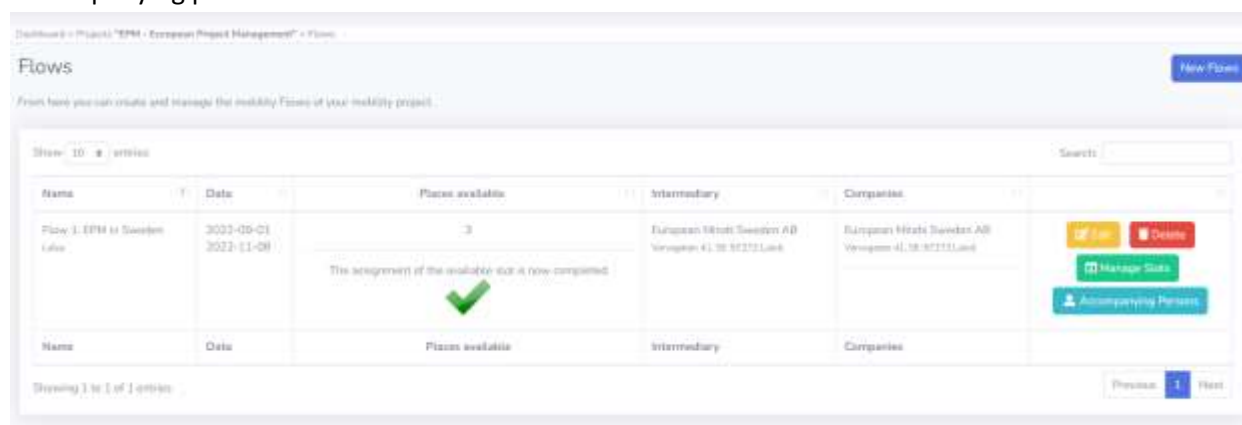


As usual the Software provides easy to use button to create / manage / edit flows.

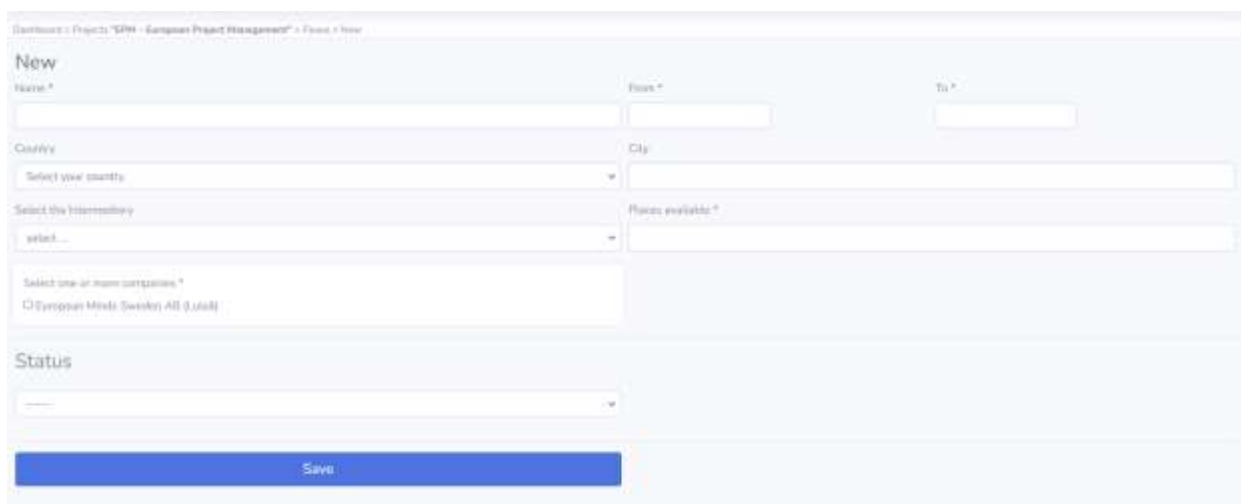
Flows already created appear together with the relevant information:

- Title
- Dates
- Places available (see below)
- A check mark if the Tutor (see below) has already completed the slots assignments
- Intermediary institution (if relevant)
- Hosting institutions

Together with the Buttons to manage the information, including the possibility to identify and add Accompanying person if relevant.



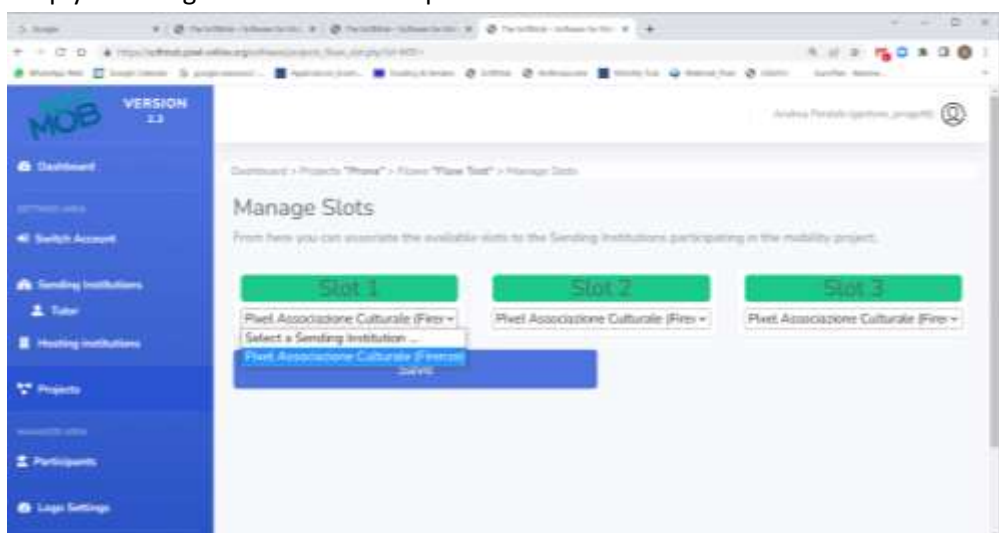
In order to insert a New Flow, please click on the button (top right corner) to open the related insertion mask.



In here the Project Manager must define:

- The title of the Flow
- The dates (Beginning and end)
- Country of destination and if relevant the City
- The Intermediary (if relevant)
- The Number of participants
- The hosting institutions involved selecting them from those already inserted in the system

Once the information are inserted and saved the Project Manager needs to make the final step which is, use the Manage Slots button to be able to assign the available Slots to the Sending institutions, by simply selecting them from the drop down list.



If the desired Sending institution is not available, it means that it has not been yet assigned to the project or it has not been inserted in the System. Both tasks need to be performed beforehand using the appropriate functionalities.

## ATTENTION

**Dates + Slots / Places available + Assigning the Slot to Sending institution + identifying the Hosting institutions involved are ALL FUNDAMENTAL information that are needed by the Tutor and are binding for her / him, when making the arrangements of the different slots and the assignment of the participants to the hosting institution.**

**A careful handling of this information is NEEDED to have an effective control of the whole process.**

**i.e.**

**The number of places available result in the number of Slot that the Tutor will have to fill with participants when assigning them to hosting institutions.**

**Tutor can access to Slots only if the Sending institution they represent are assigned to the Slot.**

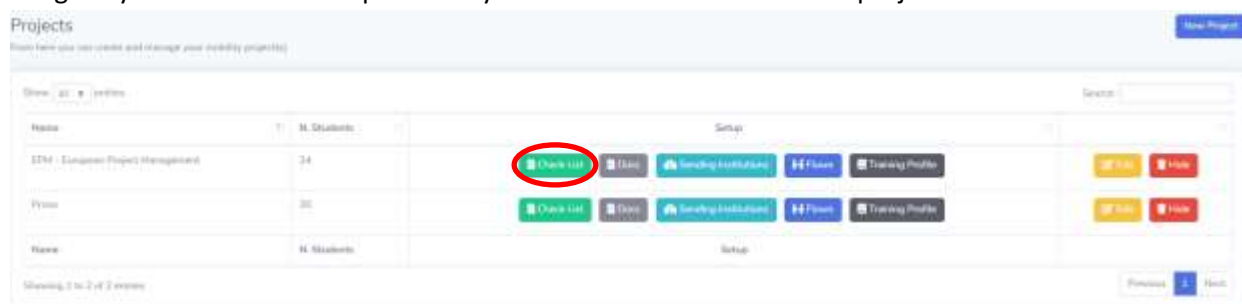
**Hosting institutions will be available for the tutor ONLY if selected within the Flow**

If you want to see how the Tutor finalises the process and manage the different Slots within the Flows by inserting the Participants and assigning them to the Hosting institutions please jump to Section 4 of the Manual.

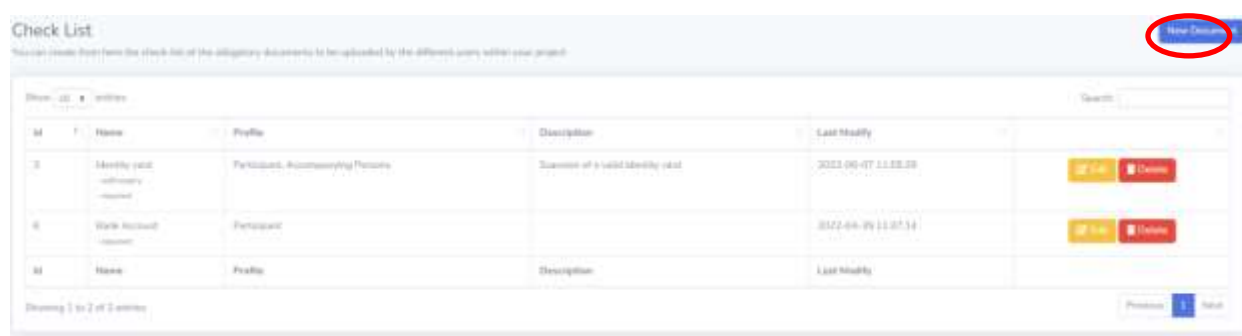
Also remember that in any moment the Project Manager can assume the role of Tutor using the Switch Account functionality.

## 3.5 Check list

By clicking on the "[Check List](#)" button, the project manager will be able to create the check-list of the obligatory documents to be uploaded by the different users within the project.



It is important to remark that the Check list is specific for the single project and applies ONLY to the users that are part of the project itself.



The creation of the list of documents is very straightforward, simply click on **New Document** button and define the main information as asked.

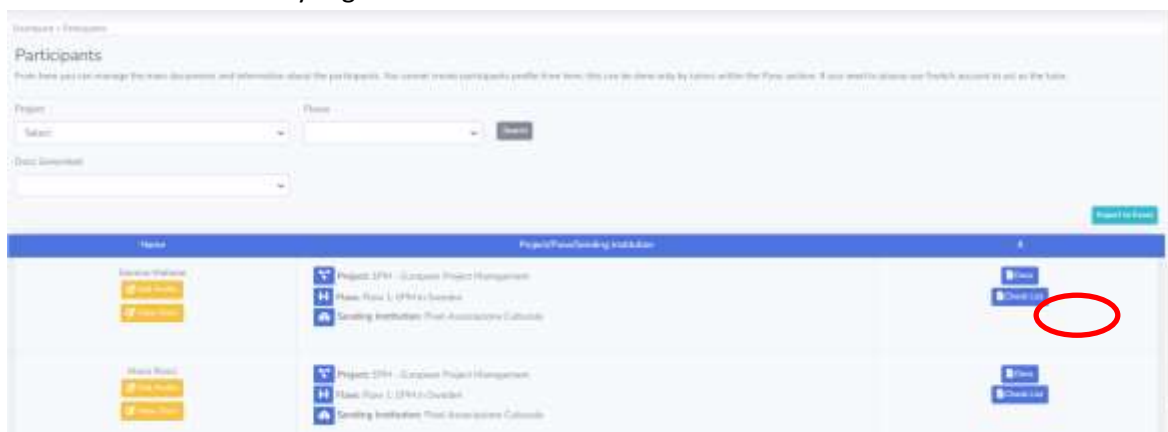


The Project Manager can therefore decide:

- If the document is required only to participants, only to accompanying person or both. Simply selecting the check button.
- If the document is required (meaning compulsory)
- If the document is expiring (e.g. identity card). If this is selected the user will have to insert the expiry date when uploading the document
- If the Document, once uploaded, will be visible or not to the Intermediary institution.

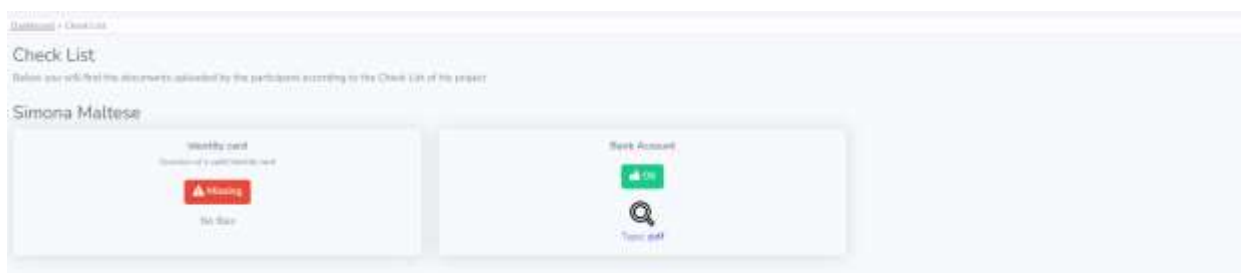
The result of the creation of the Check list can be seen within the Participants section (see also the related part of the Manual) accessible by:

- The Project Manager
- The Tutor
- The Intermediary organisation



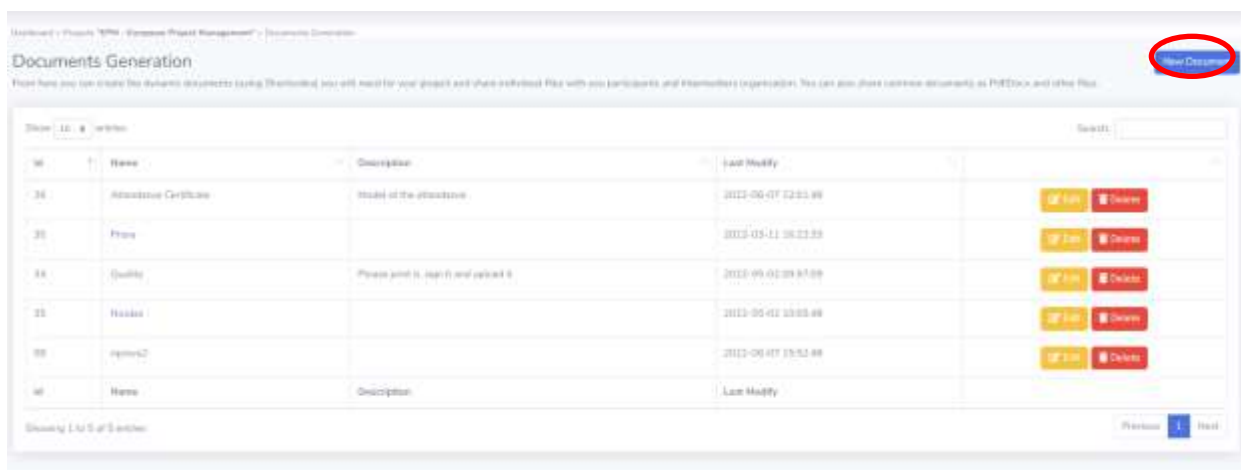
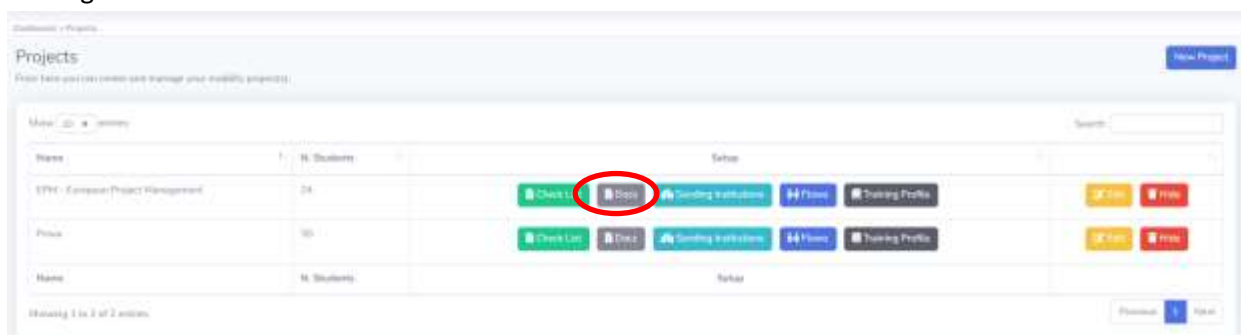
The three profiles above can easily check if the Participant has uploaded the documents as required and access, control and download them.

The Intermediary institution will see only the documents as defined by the Project Manager.



### 3.6 Documents

By clicking on the "[Docs](#)" button, the project manager will be able to access to a very important functionality related to the possibility to create totally flexible and dynamic documents to be used for the Mobility project management and making them filled in and personalised to each Participant, making use of all the Data inserted in the Software.



Simply by clicking on New Document, the Project Manager access to the possibility of creating and sharing as many documents as necessary.

The Functionality has been planned to provide the maximum degree of flexibility and personalisation. The Project Manager has therefore the choice of:

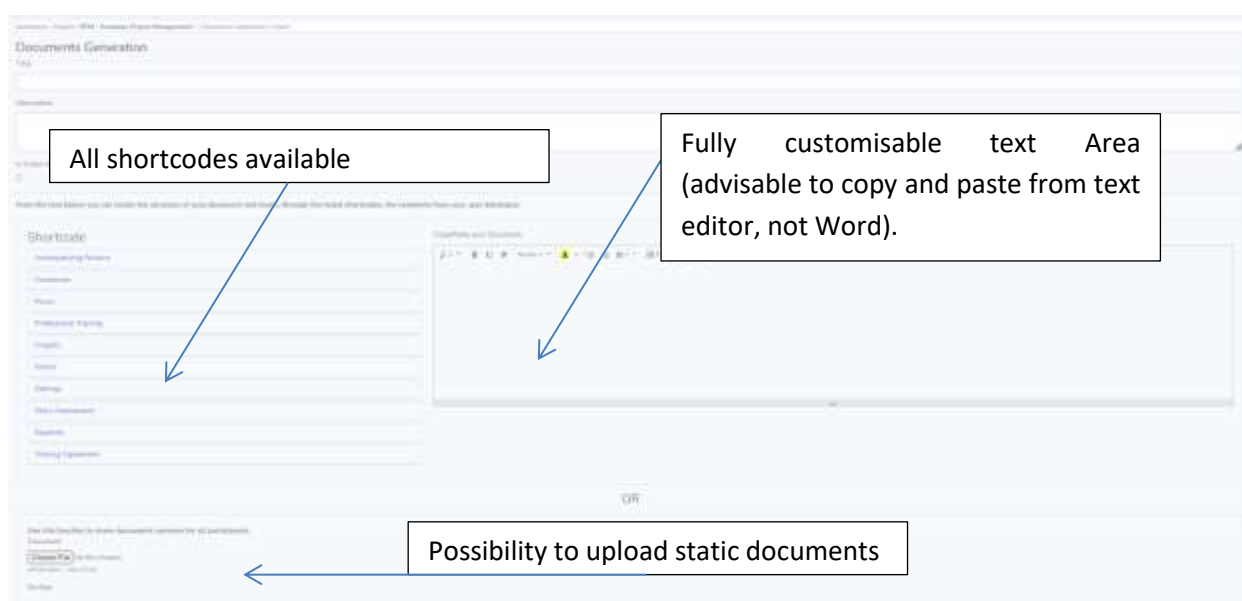
- Sharing as many static documents (.pdf format) that will be automatically be accessible to Participants in their own Dashboard and if relevant to Intermediary organisations.



ATTENTION! If a static document is uploaded (bottom part of the functionality) this is automatically available for all Participants of the Project.

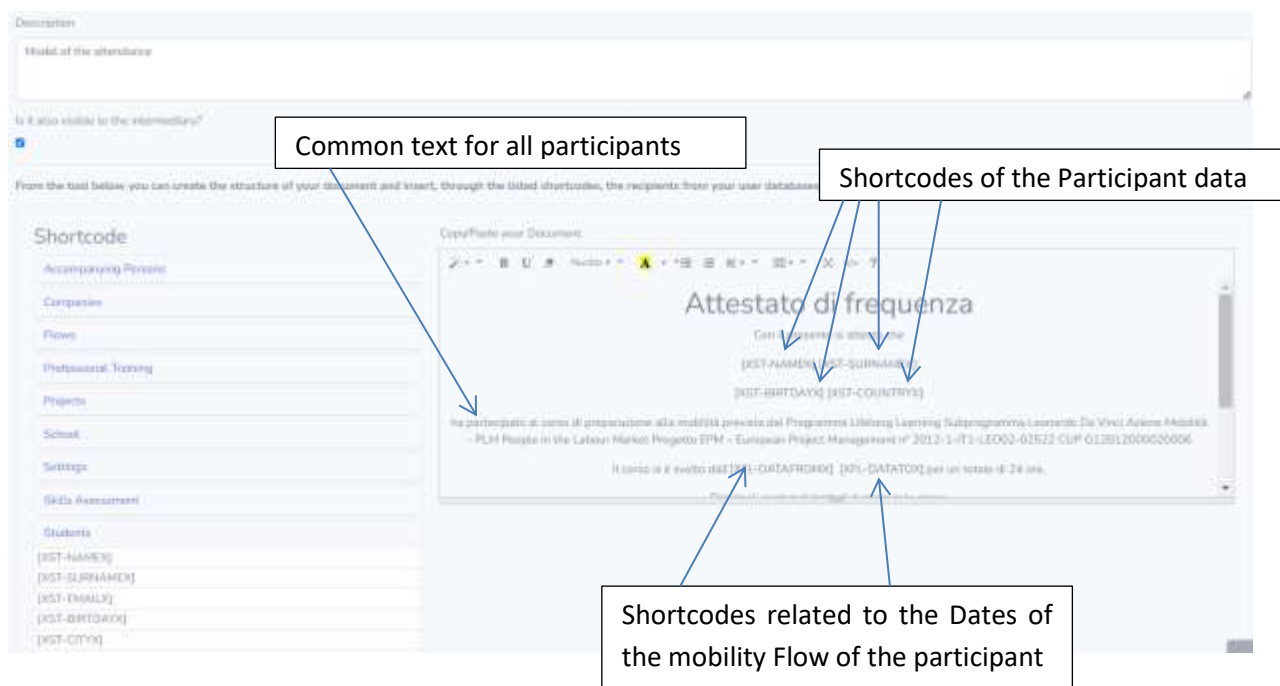
- Creating as many Dynamic documents that will be automatically be accessible to the specific Participant with the relevant, totally personalised data, according to the information inserted in the Software.

For example the Project Manager can create: Attendance certificates, Learning agreements, Contracts, Quality agreements etc. etc. (the opportunities are infinite) and by using Shortcodes (see below), make sure that the system automatically traces the information pertaining to the single participant and create a personalised copy of the document, accessible by the user on her/his own Dashboard.



Here below an example of Attendance certificate





Common text for all participants

Shortcodes of the Participant data

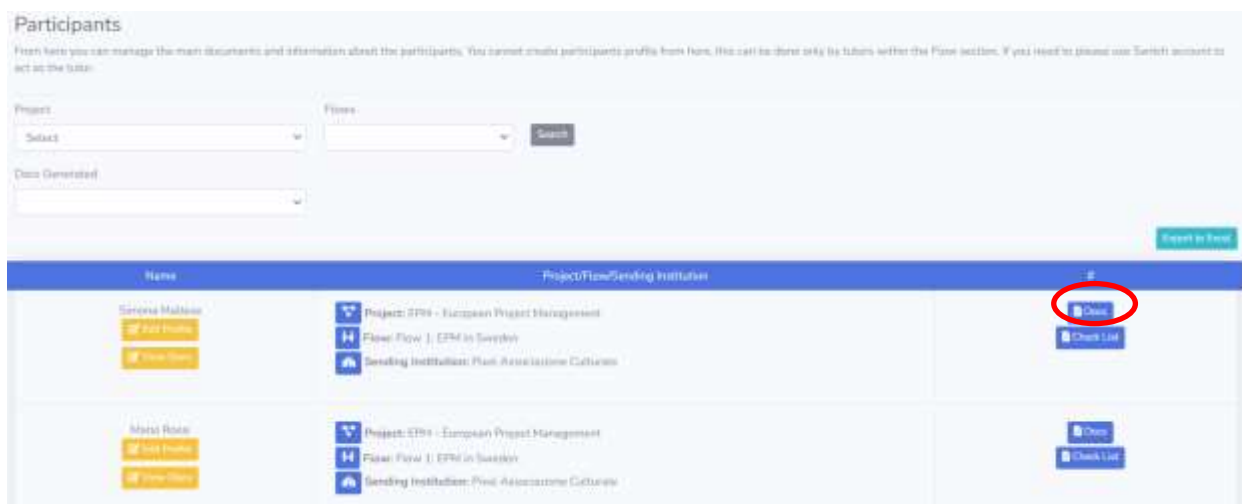
Shortcodes related to the Dates of the mobility Flow of the participant

Shortcodes related to Professional Training and Skills Assessment allow to insert in the document the common list of Qualifications / Competences / Knowledge / Skills / Soft Skills as defined in the related Functionality section (see below).

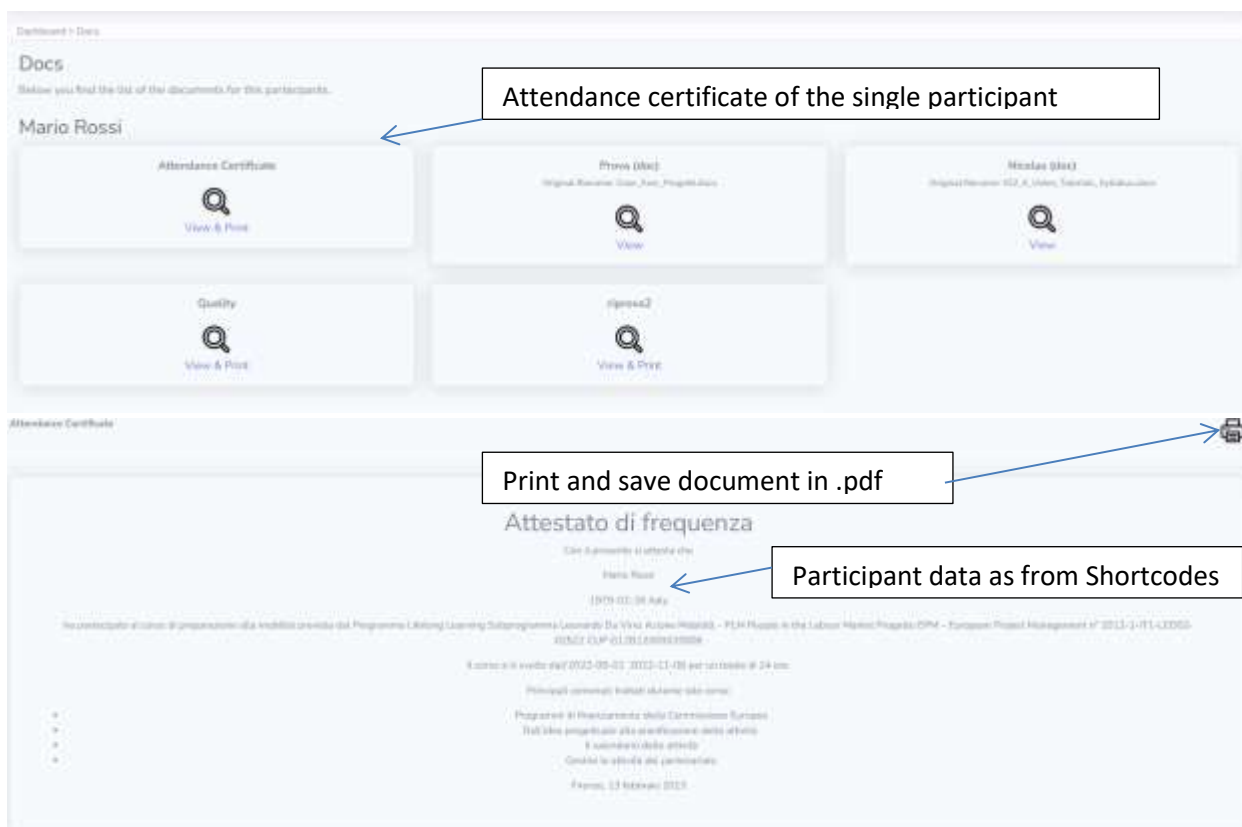
Through the Settings Shortcodes there is the possibility to insert up to 5 different images / logos / graphical elements.

The result of the creation of the Docs can be seen within the Participants section (see also the related part of the Manual) accessible by:

- The Project Manager
- The Tutor
- The Intermediary organisation (only for those documents selected by the Project Manager)



All documents associated to and accessible by the Participant



Through this Functionality the Project Manager can therefore create standard documents, to be adapted whenever necessary, adding and removing all the necessary information and texts and then with a simple click make them available to the different participants with totally Personalised data, allowing them to save them in .pdf, print if necessary, sign if needed and share them in the Check list Area.

### 3.7 Training Profile

This area is complementary to the Documents one.

It allows to pre-fill in a number of free text contents that the Project Manager can use to define the common contents for different Training Profiles and Skills Assessment information related to different specialisations.

The Functionality is kept as flexible as possible in order to cover all the possible requirements of the different educational and training systems and of the different expectations of National Agencies, as long as the possible changes on the matter over time.

The Project Manager has therefore up to 10 boxes, to fill in, and then to be inserted in the Dynamic documents through Shortcodes and created personalised version of documents such as Competence evaluation, learning agreements etc. for each User.

## PART 4 – Manage Flows and Participants

### 4.1 Introduction to Flows and Participants management

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.

Among the users the project manager needs to create in each project he/she manages at least one **Tutor** who will be the contact person of each sending institution involved in the project.

The Tutor plays a FUNDAMENTAL role in the system as she/he is the only profile, within the Flow the represented Sending institution is involved in and according to the number of Slots defined by the Project Manager (see section 3), entitled to:

- Create the Participants profiles
- Assign the Participants to the available Slots and to the available Hosting institutions

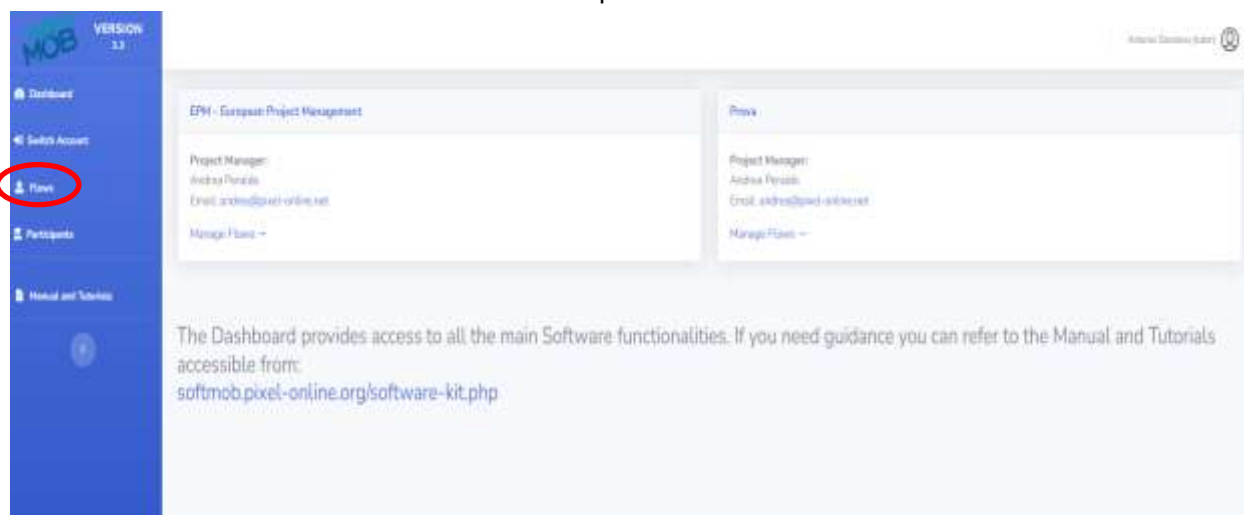
Please remember that as Project Manager you can assume the role of one of your Tutor anytime, through the Switch account function.

The Tutor, having received the Login Data from the Project Manager, will enter the Software from the Login page: <https://softmob.pixel-online.org/software/login.php>

OR

The Project Manager will switch account to become a Tutor

In both cases the Dashboard of the Tutor will open giving access to the **flow** management functions. For all the functionalities of the Tutor Dashboard please see Section 5 below.

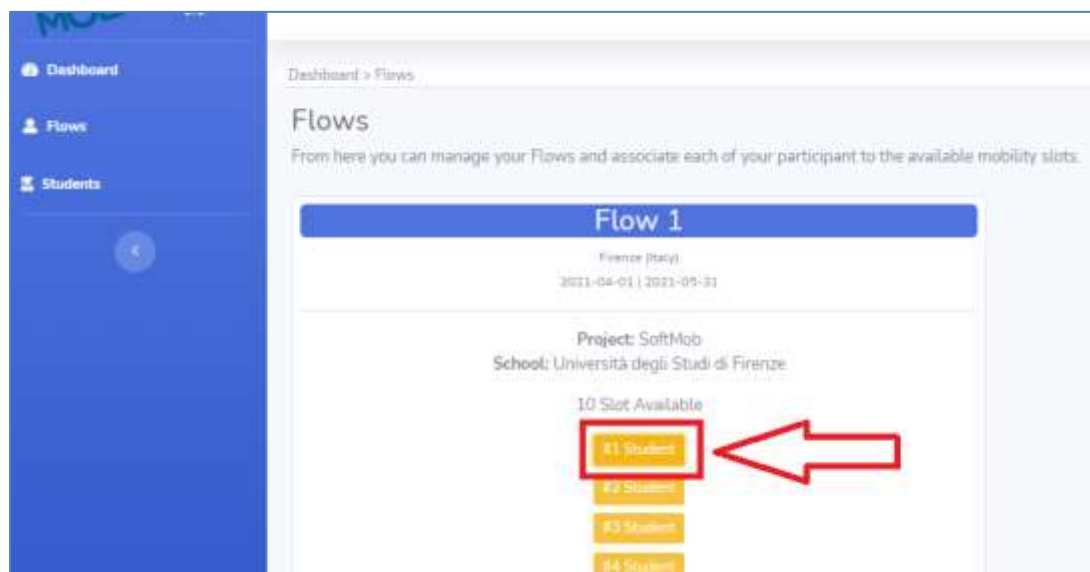


**ATTENTION** if the Project the Tutor needs to manage is not listed, it is necessary to contact the Project Manager who is entitled to give access by selecting the Sending institution as participating to the project.

## 4.2 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).

**ATTENTION if the Flow the Tutor needs to manage is not listed, it is necessary to contact the Project Manager who is entitled to give access by matching the Sending institution the Tutor represents with the Slots available.**



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):

Of course it is an ongoing process that needs to be completed, by matching all the available Slots for the specific Flow as defined by the project manager (see Section 3).

In case the Tutor is involved in more Projects and / or in more Flows she/he will have a complete picture of the situation, as in the example below, where it is shown that Flow 1: EPM in Sweden is completed, with 3 Participants, moving to the same hosting institutions in a Flow with 3 available Slots, while in the Flow test, the Tutor still needs to insert a participant in order to cover the third Slot out of the 3 available.

This process allows to:

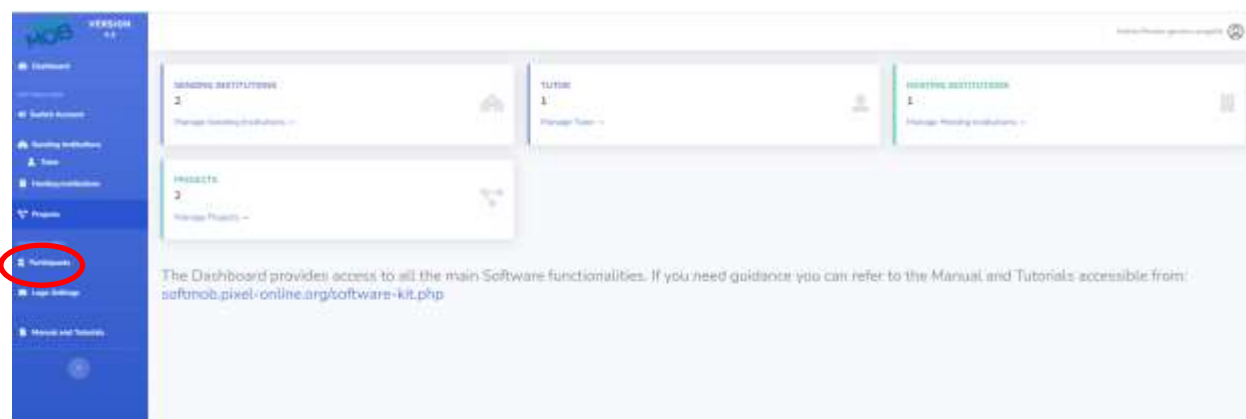
- Make sure that each Participant profile is STRICTLY linked to a Project, to a Flow, to a Slot and to an Hosting institution, so that ALL the functionalities of the Software are available and without mistakes
- Make sure that the Tutor can easily check if everything is completed, with all the available Slots (places) planned for the specific Flows, and all the Flows planned for the specific Project have been duly assigned matching Participants with Hosting institutions.



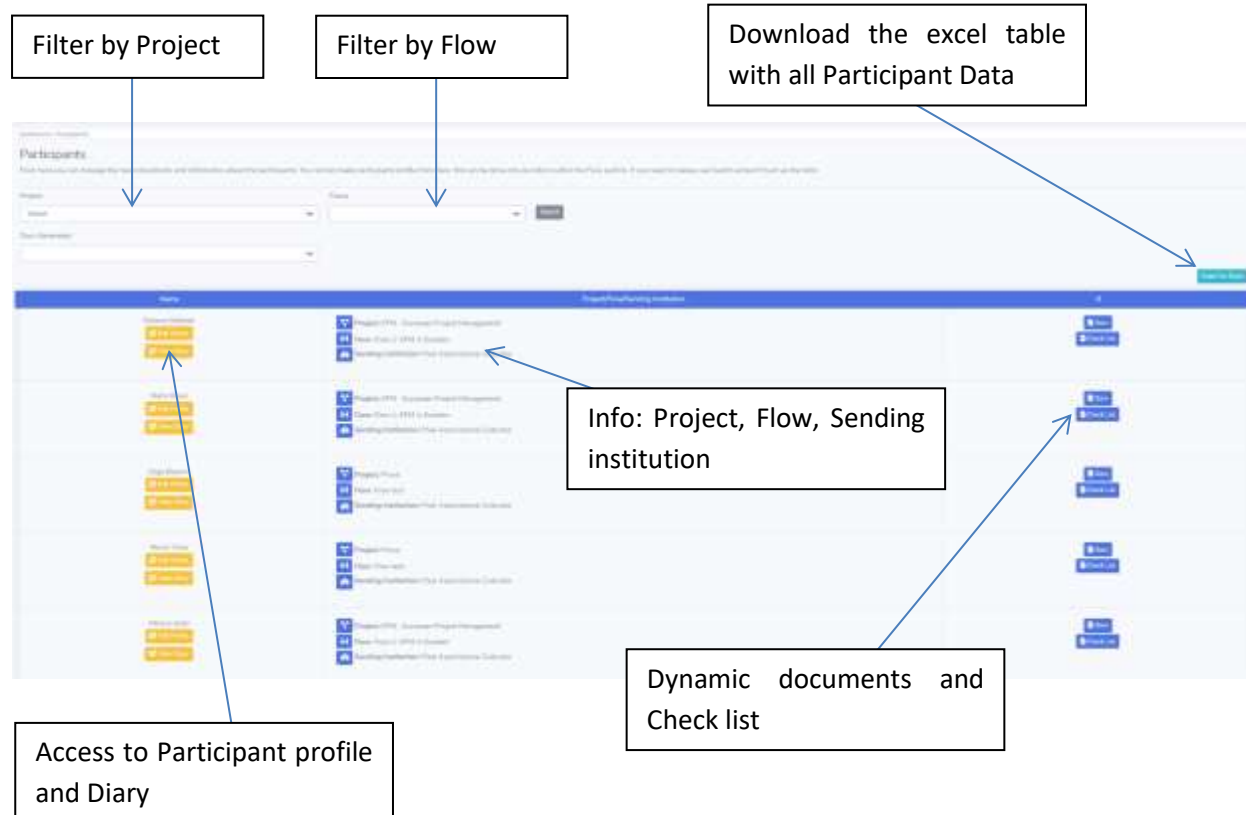
## 4.3 Management of Participants

As soon as the first Participants have been inserted and matched with the hosting institutions, their data will be able accessible to: the Tutor, the Project Manager, the Hosting institutions and the Accompanying person associated with the Flow / project.

The list of Participants inserted in the system can be easily accessed by clicking on the “[Participants](#)” button available in the left menu.



From there the Tutor / Project Manager / Hosting institution can access in one place to all the relevant information and / or access and download all the documents related to the Participant themselves.





## PART 5 – Participant Dashboard

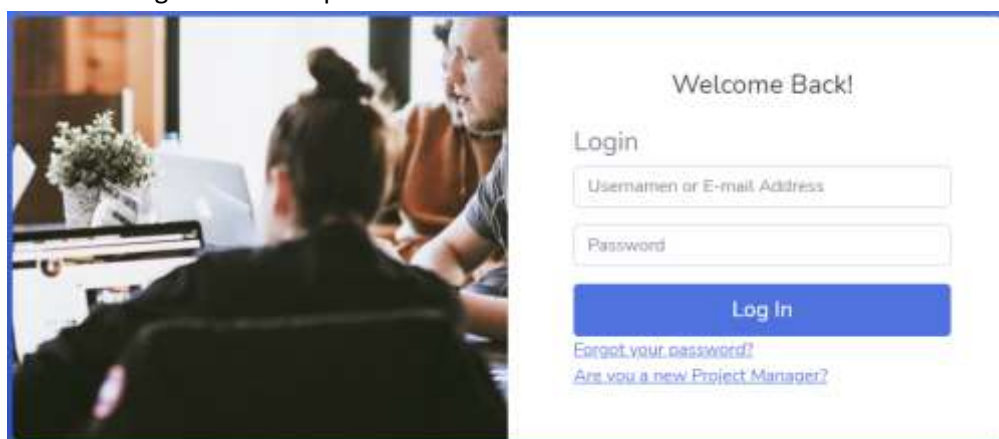
### 5.1 Login as Participant

As seen in the previous paragraphs, it is the tutor that has the possibility to create participants when managing the Slots of each Flow she/he is responsible of.

Through this process, the tutor creates login credentials for individual participants which they will then have to use to log in.

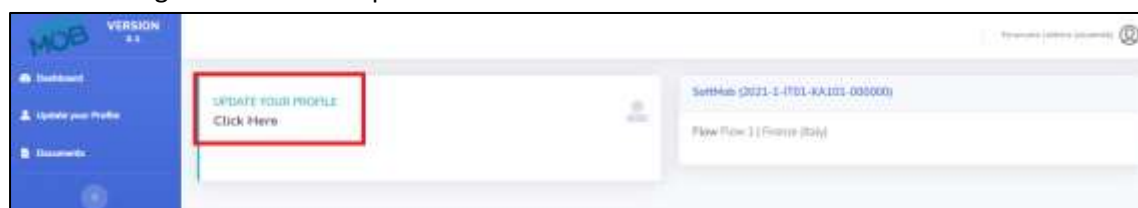
Then, a participant can access autonomously the SoftMob portal using the following link:  
<https://softmob.pixel-online.org/software/login.php>

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 the screen) the participant will find the information of the project and the flow in which she/he is involved.

**ATTENTION**, as for the rest of the Software the Tutor and the Project Manager (becoming first a Tutor) have the possibility to Switch account and act as one of the Participants.

## 5.2 Participant Dashboard

The Dashboard provides the Participant with the possibility to make use of the Software functionalities through few clicks of the mouse.

Everything is accessible from the left part of the screen:

Update the profile with all the information required

Insert all the necessary documents for the mobility simply clicking on [“Documents required”](#) and uploading the documents as defined and requested by the Project Manager.

Access to Documents Generated to download, print and collect signatures the personalised documents created by the Project Manager as Learning agreement, attendance certificate etc.

Access and fill in the Diary with which to inform, week by week, about what is happening during the mobility experience.








Dashboard > Diary

## Diary

Description and comments of the activities carried out week by week

Flow "Flow 1: EPM in Sweden" from 2022-09-01 to 2022-11-01 at Lulea (Sweden)

Show: 10 entries Search:

Week	Dates	Description Activity	Comments / Observations	
1	2022-09-01 / 2022-09-04	Activity description Notes	Comments / Observations Notes	
2	2022-09-05 / 2022-09-11			
3	2022-09-12 / 2022-09-18			
4	2022-09-19 / 2022-09-25			
5	2022-09-26 / 2022-10-02			
6	2022-10-03 / 2022-10-09			
7	2022-10-10 / 2022-10-16			
8	2022-10-17 / 2022-10-23			