



iMove
making Mobility a Reality

www.imovenetwork.org/login

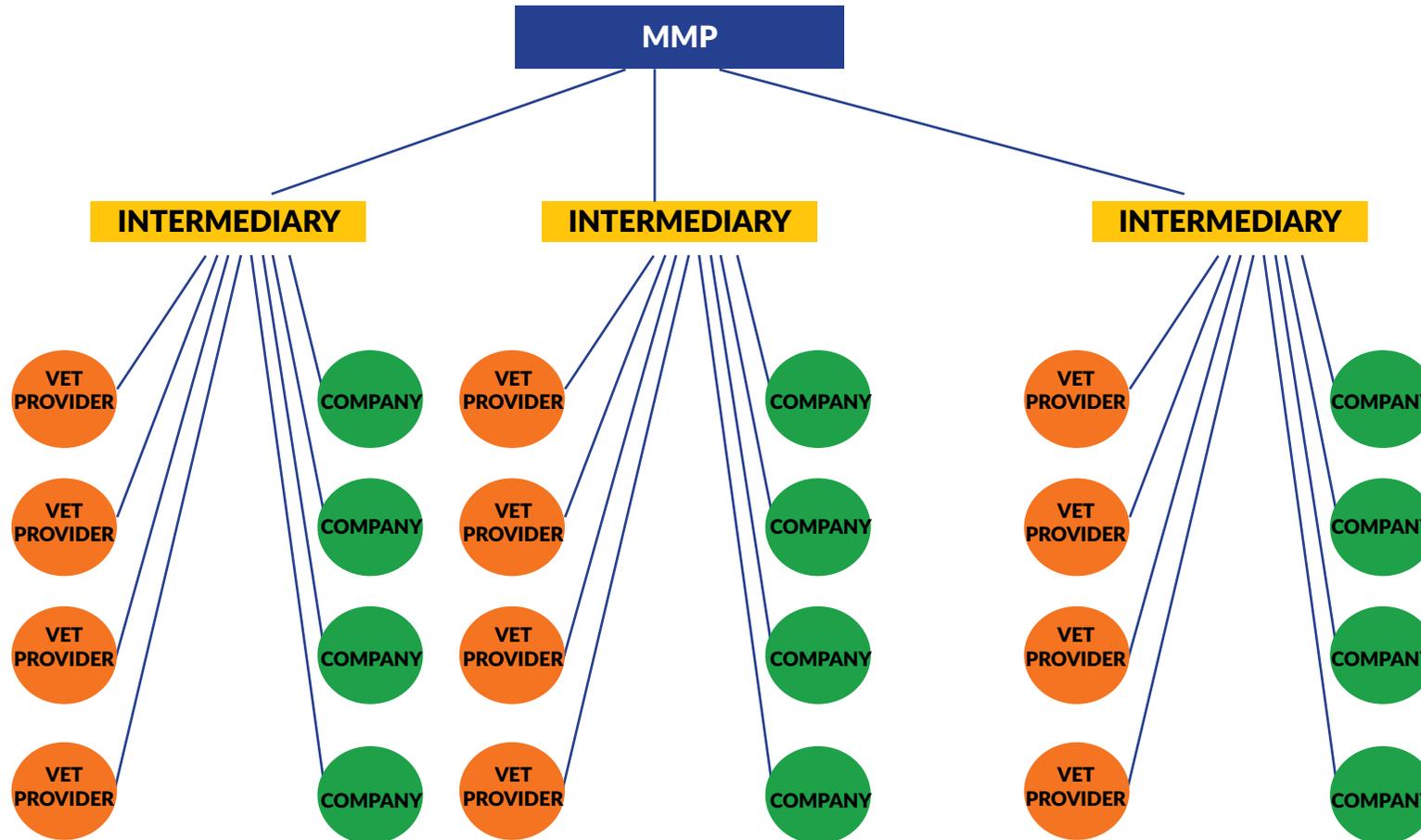
1. Introduction

The iMove software is accessible from a private area of the website (www.imovenetwork/login).

It is a tool to support the management and monitoring of the iMove network and its mobilities. The software has a database where 3 types of data can be filled in:

- MMPs, which are clusters of organisations.
- Organisations, which can be intermediary, VET providers or companies.
- Users, which are people representing the filled in organisations (intermediary, VET provider or company).

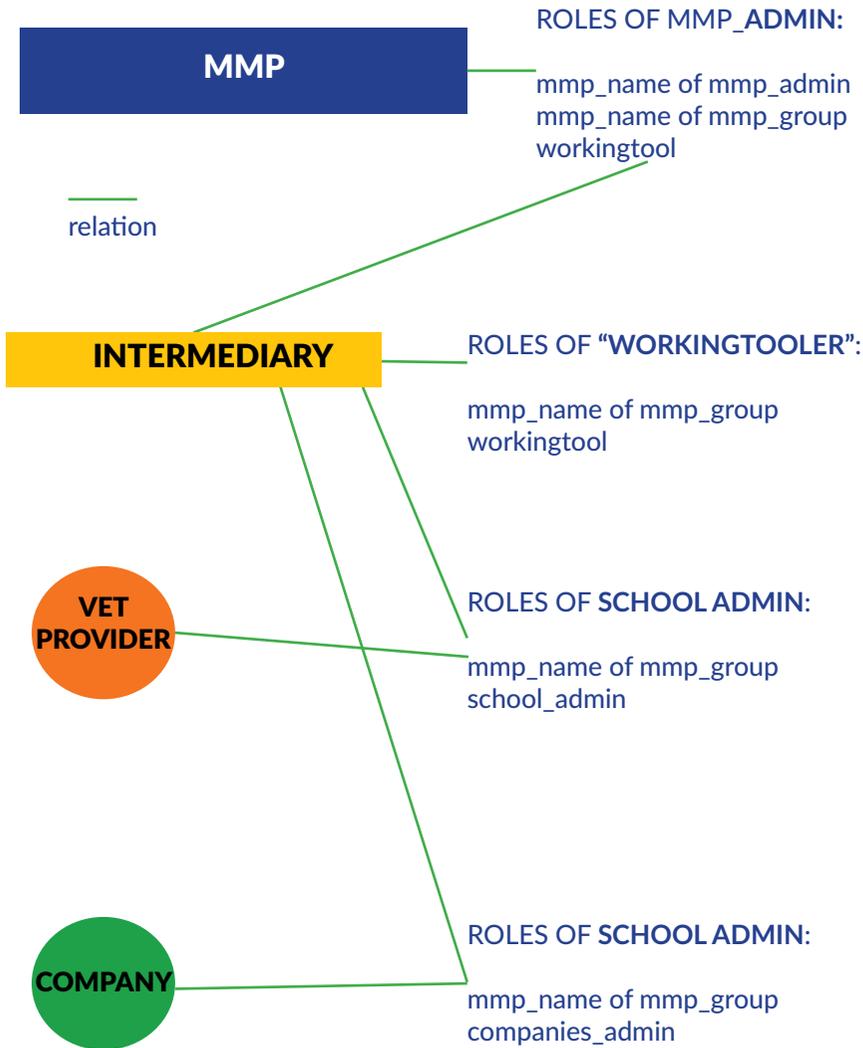
2. The principle of the iMove software - MMP and organisations



At the moment there are 9 MMPs in the software of iMove.

Every MMP must have at least one intermediary organisation.
All users of the software are connected to one intermediary organisation.

Every school/company is connected with an intermedia.



THE ROLES:
 Every user must have a "role", which is an option that has to be ticked in its profile. All users has to be given at least the role "mmp_name of mmp_group". According to the type of organisation the user belongs to, more roles can be assigned.

Every MMP has one or more MMP_ADMIN. These MMP_ADMIN are users which can see all information (for example contacts and VAT numbers) of all VET Providers (schools) and companies of their own MMP. They have also the right to modify the data of vet providers (schools)/companies/intermediary organisations.

Every MMP has two contact persons, a CONTACT FOR INCOMING ACTIVITIES and a CONTACT FOR OUTGOING ACTIVITIES, which should be the same person than the MMP_ADMIN!

Every registered person in this software is conected to an intermediary organisation! (also the MMP_ADMIN)

Normal "WORKINTOOLER" (people who can use the working tools) can see all data of the database but only of their own MMP. They can insert and validate but not modify.

The responsible person for a vet provider (school)/company has the ROLE SCHOOL_ADMIN/COMPANY_ADMIN. A school_admin/company_admin was created by a "workingtooler" or a mmp_admin. The school_admin/company_admin is connected to the intermediary who invited him or her.

He can see just a part of the database.

Once a year he receives an e-mail with a link to update all data of his school/company.

PLEASE NOTE: It is important to give the role "mmp_name of mmp_group" to every user, if not the software can't understand where he belongs and can not connect this user to any organisation!!!

People invite with the INVITE botton have no role! They can see some datas of the database but can't modify anything - please avoid to use this function.

So, what do we have to do?

WORKFLOW:

A. the **super admin*** creates all MMPs. Then for each MMP he creates the first intermediary organisation connected to that MMP and a user from that organisation, who is the first MMP_ADMIN (a user with the roles: workingtool + mmp_name of mmp_group + mmp_name of mmp_admin).

B. The MMP_ADMIN of every MMP can now create other intermediary organisations, vet providers and companies belonging to its MMP. Only after organisations are created users can be created too.

IMPORTANT: An organisation has to be created always before the users belonging to it.

C. Users from intermediary organisations can create further vet providers and companies belonging to their MMP

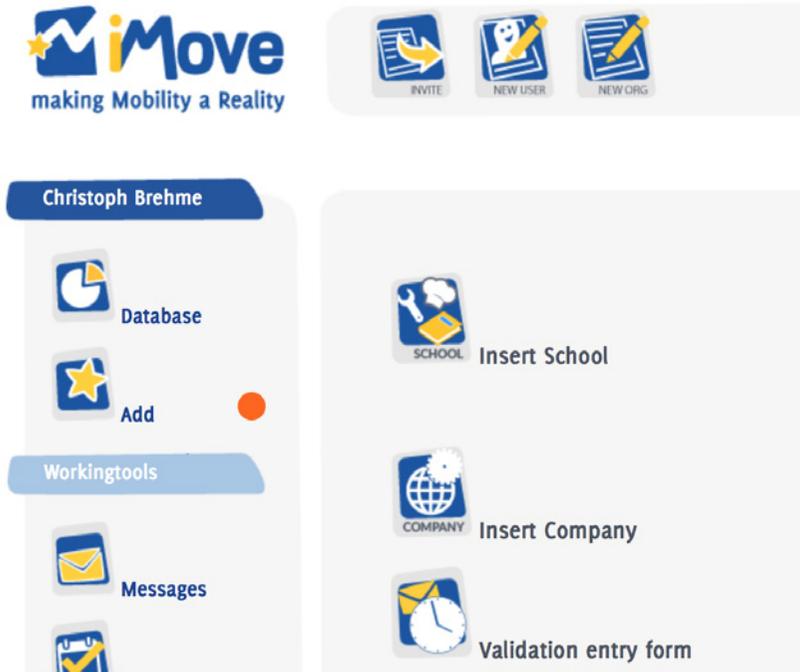
D. Users from VET providers and companies can just create more users from their own organisation.

* What is a “**super admin**”? Besides the team of the software developers we have one “super admin” who supervises the datas of the software. He is the only one who can create MMPs, its first intermediary organisation and its first MMP_ADMIN - once created these first characters he just interfere in cases of trouble.

So, what do we have to do?

2 HOW TO INSERT A SCHOOL / COMPANY?

A school or company can be created by every user who has the role **mmp_name** of **mmp_group**, the validation of the data must be done by a “workingtooler”.



2.1 Click on ADD > NEW ORG > Insert School / Insert Company

2.2 Fill out the entry form and click on “Send”

To be sure that the database is always clear and there is no spam/useless data in it we created this function of “check”. Once the user clicked on “Send” the data will be saved in an external place and not in the database!

2.3 A user with the role “workingtool” has to click on **Validation entry form** (inside the menu “Add”)



2.4 Load the file, check all data to be sure that everything is ok and click on “Accept”. If you click on “Refuse” all datas will be canceled - please use this option only if the datas are spam.

So, what do we have to do?

3 HOW TO CREATE A USER

A user can be created by every user who has the role `mmp_name` of `mmp_group` and `workingtool`.



3.1 Click on ADD > NEW USER

3.2 Fill out all information about the user and select all roles dedicated for your user:

a user who collaborates with your intermedia:

`workingtool`
`mmp_name` of your `mmp_group`

a school admin:

`school_admin`
`mmp_name` of your `mmp_group`

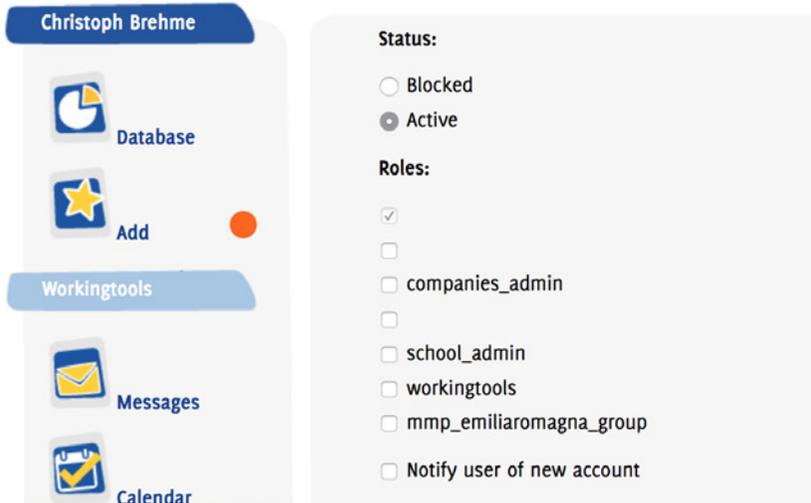
a company admin:

`companies_admin`
`mmp_name` of your `mmp_group`

If you want to notify the user by mail about his new account, select "Notify user of new account"

Nota bene, in the field "Your organisation" select your intermedia!!

At the end click on "Create new account"



ATTENTION: Please make sure that the e-mail adress of the `school_admin/companies_admin` is the same e-mail adress in the text field "E-mail of Contact person" in the entry form for schools and companies.

If the `school_admin/companies_admin` changes his e-mail adress, please pay attention to change also the "E-mail of Contact person"!

Why? Every year the software will send automaticly an email to every "E-mail of Contact person". In this e-mail the user will find a link to update all data of "his/her" school/company. The user has to click the link and he/her will be guided to update the data - but this workes only, if the user has the same e-mail adress and has the role `school_admin/companies_admin`.

E-mail of Contact person:

email@example.com



E-mail address: *

ADD/NEW ORG/Insert School - Insert Company

ADD/NEW USER