

GUIDA ALL'UTILIZZO DI MOBILITY-ONLINE PER LA GESTIONE DEI VISITING



UNIVERSITÀ DI PAVIA

LE FASI DEL PROCESSO DI APPLICATION PER I VISITING



STEP 0 – ENTRY POINT PER IL VISITING: APPLICATION E CREAZIONE DELL'ACCOUNT

UNIPV Visiting Staff application platform
for exchange program Visiting

All fields marked with (*) must be completed.

1 Application details ✓

2 Personal data

3 Information on your current role at home Institution

4 Confirmation of understanding

Personal data

Name *

Veronica ✓

Please insert here your name as stated in the passport

Surname *

Test Scholar ✓

Please insert here your surname as stated in the passport

Date of birth *

20/12/1984 ✓

Date format: dd/mm/yyyy

Gender (as indicated in your passport/ID) *

☐ Male ☒ Female

E-mail address *

veroneseveronica@gmail.com

Same e-mail address for verification

veroneseveronica@gmail.com

powered by MOBILITY-ONLINE

Previous Continue

Il Visiting accede al form attraverso un **link dedicato** e avvia la sua application, inserendo alcune informazioni di base, come i dati anagrafici e di carriera



UNIVERSITÀ DI PAVIA

STEP 0 – ENTRY POINT PER IL VISITING: APPLICATION E CREAZIONE DELL'ACCOUNT

University of Pavia - Visiting Staff data submission Posta in arrivo x Aggiornamenti x

 **noreply@unipv.it** noreply@unipv.it [tramite](#) service4mobility.com
a me ▾

 Traduci in italiano ×

Dear Veronica Test Scholar,

Thank you very much for accessing the UNIPV Visiting Staff Application on Mobility-Online portal.

Please be aware that the application is only possible after contacting a Reference Professor and confirming a visiting period at the University of Pavia.

Only in this case we invite you to complete your application following the steps below:

1. access Mobility-Online portal via the link at the end of this e-mail
2. create a login name and a password
3. enter the platform
4. complete your **personal information** (ensure that your name, surname, and date of birth match those on your ID or passport)
5. upload your most **updated CV/Resumé**
6. upload a copy of **your ID or passport**
7. upload a copy of your **third-party liability and accidents insurance** (you will be guided through the process)
8. await **confirmation of acceptance** (you will receive an email)

Please note: On some occasions, to fill in the required fields you must first click on "Forward to update" and then "Update" to confirm the entered data.

If you have any questions regarding the application process, please contact the Visiting Staff Office: visiting_staff@unipv.it

Best regards,
the Visiting Staff Office

[To register on Mobility-Online, please click on this link](#)

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

https://www.service4mobility.com/europe/RegistServlet?bew_reg_nr=9797587&kz_bew_art=IN&kz_bew_pers=L&aust_prog_id=9263&spr_id=579

Dopo aver compilato il form, il Visiting riceve una mail automatica che lo invita a **proseguire la sua application** e lo informa sui documenti che verranno successivamente richiesti



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STEP 1 – ACCESSO A MOBILITY-ONLINE E AVVIO DEL WORKFLOW

**Reload Application Workflow** **Help**  **English** 

Applicant details

Surname
Earth

Name
Visiting Test

Date of birth
20/12/1984

Country of the home Institution
Sweden

Home Institution
S LUND01 - LUND UNIVERSITY

Host country
Italy

Host institution
PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA

Application workflow [Open/Close all](#)

Application 8 / 8

✓ Online application	14/02/2025	Display application
✓ Confirmation email received	14/02/2025, Automatically generated	
✓ Online registration	14/02/2025	
✓ Personal data completed	14/02/2025, Visiting Test Earth	Enter information about personal data
✓ CV/Resumé uploaded	14/02/2025, Visiting Test Earth	Upload your most updated CV/Resumé
✓ Reference Professor at the University of Pavia entered	14/02/2025, Visiting Test Earth	Enter information about Reference Professor
✓ Passport/ID data entered	14/02/2025, Visiting Test Earth	Enter information about Passport/ID
✓ Copy of the passport/ID uploaded	14/02/2025, Visiting Test Earth	Upload copy of the passport/ID



STEP 1 – ACCESSO A MOBILITY-ONLINE E AVVIO DEL WORKFLOW

Il Visiting prosegue con la sua candidatura attraverso i seguenti steps:

- Compilazione dei **dati personali e anagrafici**
- Upload di **CV, documento di identità e assicurazione RC e infortuni**
- Indicazione del **Reference Professor** che lo ospiterà, della **categoria** di Visiting a cui appartiene e del **periodo di permanenza** presso UNIPV
- Segnalazione dell'eventuale necessità di **visto/permesso di soggiorno**



STEP 2 – ACCETTAZIONE DEL VISITING DA PARTE DEL REFERENCE PROFESSOR

Verifica candidatura Visiting Visiting Test Earth  Posta in arrivo x Aggiornamenti x



noreply@unipv.it noreply@unipv.it [tramite](#) service4mobility.com

a me ▼

Gentile professore,

l'ufficio Visiting Staff ha ricevuto una candidatura da parte di Visiting Test Earth per svolgere un periodo come Visiting Staff Member presso il suo Dipartimento.

La invitiamo a visionare il CV del candidato, allegato alla presente e-mail, e a cliccare sul link sottostante per verificare tutte le informazioni e procedere con l'accettazione o il rifiuto della candidatura.

[Cliccare per approvare o rifiutare la candidatura](#)

Cordiali saluti,
Ufficio Visiting Staff

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

Cliccare per approvare o rifiutare la candidatura: <https://www.service4mobility.com/europe/ExtActionServlet?match=FPzj5X5zD9rVPEznmqumJtoDkYNhqnEoTi1Hc4hSZ9V&s=1>

Un allegato • Scansione eseguita da Gmail ⓘ



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STEP 2 – ACCETTAZIONE DEL VISITING DA PARTE DEL REFERENCE PROFESSOR

La preghiamo di cliccare sul seguente link per visualizzare tutte le informazioni relative al candidato e di utilizzare lo stesso link per accettare o rifiutare la domanda.

Further information

Surname	Earth
Name	Visiting Test
Date of birth	20/12/1984
Gender (as indicated in your passport/ID)	Female
Nationality	Sweden
E-mail address	veroneseveronica@gmail.com
Country of the home Institution	Sweden
Home Institution	S LUND01 - Lunds Universitet
Current role/position at your home Institution	Researcher
Planned visiting period - start date (day, month and year)	01/06/2025
Planned visiting period - end date (day, month and year)	31/12/2025
Name of the Reference Professor at the University of Pavia with whom you agreed your visit period	Alvaro, Matteo

Choose action

- ☒ Accetta candidatura visiting
- ☐ Rifiuta candidatura visiting

Cancel action

Submit action

Il Reference Professor riceve un'email, attraverso cui può **accettare o rifiutare** la candidatura del Visiting con un click



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STEP 3 – CONTROLLO DATI E DOCUMENTI DA PARTE DEL VISITING STAFF OFFICE

Il Visiting Staff Office verifica:

- I dati personali e anagrafici dal Visiting
- Il documento di identità e assicurazione RC e infortuni/ricevuta di pagamento
 - L'eventuale necessità di visto/permesso di soggiorno



STEP 4 – INVIO LETTERA DI ACCETTAZIONE



International Relations

Pavia, 13.02.2025

It is hereby certified that **Veronica Test Scholar** from **Katholieke Universiteit Leuven, Belgium** has been selected as a Visiting Staff Member at the University of Pavia, Italy.

His/Her activities will be conducted in collaboration with Prof. **Alvaro, Matteo**.

Planned visiting period: 01.06.2025 - 30.09.2025

Yours sincerely,

Prof. Matteo Alvaro

Rector's delegate for international affairs in Europe

A handwritten signature in blue ink, likely belonging to Prof. Matteo Alvaro.

Il processo termina con il **rilascio della lettera di accettazione** che, in caso di candidatura andata a buon fine, viene inviata via email



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IL RUOLO DEGLI OPERATORI DI DIPARTIMENTO



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ATTIVITÀ DELL'OPERATORE DA SVOLGERE SU MOBILITY-ONLINE

- **Immatricolazione su U-GOV** (Professor per didattica curriculare o integrativa)
 - Richiesta di inserimento **anagrafica su Titulus** (Professor e Scholar)
 - **Inserimento dati del progetto** (Scholar)
 - Richiesta rilascio **e-mail @unipv.it** (Professor e Scholar)
 - Richiesta **licenza Zoom** (Professor e Scholar)
- Richiesta **credenziali UNIPV** (Professor, Scholar, Erasmus Professor e Ph.D. student)



ACCESSO A MOBILITY-ONLINE



UNIVERSITÀ DI PAVIA

Restricted area

To enter this site please proceed with login

Sign in to the service **Mobility-Online**



The High-End Standard Software for the web-based management of international educational cooperation and all types of academic mobilities.

UNIVERSITY

SPID

CIE

Username

Password

Sign in

If you are a Teacher / Student / Ex Student:

[Forgot your password?](#)

If you are a student not enrolled yet:

[Forgot your password?](#)

Accesso a Mobility-Online **tramite SSO** con
le proprie credenziali di Ateneo:
international.unipv.eu



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ENTRY POINT PER L'OPERATORE DI DIPARTIMENTO

 Pipeline

— Incoming

— Visiting

— 2024/2025

— General information

	Information on visiting category not yet entered by the visiting	1	Display applications
	Information on visiting category entered by the visiting	0	

— Visiting Schedule

Pipeline Workplace History Help

 Pipeline

— Incoming

— Visiting

— 2024/2025

— General information

	Information on visiting category not yet entered by the visiting	0	
	Information on visiting category entered by the visiting	1 ⁺¹	Display applications

Primi steps della **pipeline** in cui è possibile trovare le nuove candidature dei Visiting: ogni operatore potrà visualizzare soltanto le candidature associate al proprio **Dipartimento di appartenenza** (ad eccezione degli operatori del GLOBEC e della U.O.C. Mobilità Internazionale)



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INSERIMENTO DATI PROGETTO – SCHOLAR

— Visiting Scholars

→

[SCHOLARS] Information on visiting type entered by the visiting - Additional information on research project not yet entered

1

[Enter additional information on research project](#)

→

[SCHOLARS] Information on visiting type entered by the visiting - Additional information on address in Italy (if already known) not yet entered

1

[Enter additional information](#)

Sezione valida solo per Visiting Scholar

L'operatore clicca su «Enter additional information on research project» e inserisce i **dati di progetto**



INSERIMENTO DATI PROGETTO – SCHOLAR

Applications/Applications incoming

Show further search fields

Generate serial letters

Search [] Reset all filters

☒	☐	Search	Search	Search	Search	Search	Search	Search	Search	
		Last name, First name, Degree	Titolo del progetto di ricerca	Numero decreto/delibera	Data della delibera di approvazione	Data prevista per l'inizio del progetto	Data prevista per la conclusione del progetto	Luogo di svolgimento del progetto (via, n. civico, città)	Estremi della marca da bollo da € 16	Data del pagamento della marca da bollo da € 16
☐		Test Scholar, Veronica								

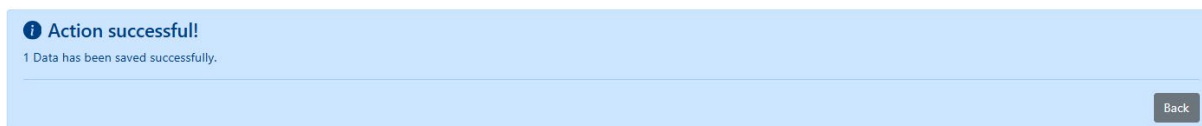
Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Back to the application overview

Enter additional information on research project

L'operatore **compila** tutti i campi relativi ai dati di progetto, **seleziona** la casella di fianco al nome del Visiting e infine **clicca** su «Enter additional information on research project»



Ad azione eseguita, il sistema restituisce un **messaggio automatico di conferma**.
Cliccando su «Back», si ritorna alla pipeline



INSERIMENTO DATI ALLOGGIO – SCHOLAR

— Visiting Scholars		
→	[SCHOLARS] Information on visiting type entered by the visiting - Additional information on research project not yet entered	1 Enter additional information on research project
→	[SCHOLARS] Information on visiting type entered by the visiting - Additional information on address in Italy (if already known) not yet entered	1 Enter additional information

Sezione valida solo per Visiting Scholar

L'operatore clicca su «Enter additional information» e inserisce le informazioni relative all'**alloggio**



INSERIMENTO DATI ALLOGGIO – SCHOLAR

Applications/Applications incoming

Generate serial letters

Show further search fields

Search

Reset all filters

☒ ☐	Search	Search	Search	Search	Search
	Last name, First name, Degree	City of school	Comune	Via	CAP
☒	Test Scholar, Veronica	PV	Pavia	Strada Nuova 65	27100

Show 20 entries Display all records

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Back to the application overview

Enter additional information

L'operatore **compila** tutti i campi relativi all'alloggio a Pavia, **seleziona** la casella di fianco al nome del Visiting e infine **clicca** su «Enter additional information»

📌 Action successful!
1 Data has been saved successfully.

[Back](#)

Ad azione eseguita, il sistema restituisce un **messaggio automatico di conferma**.
Cliccando su «Back», si ritorna alla pipeline

AGGIORNAMENTI SULL'ACCETTAZIONE DEL VISITING

— 2024/2025			Close all sub groups	Total (1)		
— Visiting Scholars			Total (0) 			
	[SCHOLARS] Information on visiting type entered by the visiting - Additional information on research project not yet entered	0				
	[SCHOLARS] Information on visiting type entered by the visiting - Additional information on address in Italy (if already known) not yet entered	0				
— Acceptance			Total (1) 			
	Applications not yet accepted or rejected by the RP	0				
	Applications accepted by the RP	1	 Display applications			
	E-mail on completeness sent - Visiting period accepted	0				
	Applications rejected by the RP	0				
— Integration utilities			Total (0) 			
	Create UniPV Credential and Send email to Visiting	0				
	Enroll Visiting on UGOV - Application not yet marked as concluded - Only for Professor and Scholar	0				
	Send email for opening institutional email address	0				
	Open Ticket SOS for creating Personal Data on Titulus for Visiting Professors	0				
	Open Ticket SOS for issuing Zoom Licence for Visiting Professors	0				

Nella pipeline si può seguire lo **status del Visiting** e rimanere **aggiornati sulla sua application**.
Cliccando su «Display applications» si possono visualizzare tutti i nominativi che si trovano in un determinato step



SERVIZI DA EROGARE AL VISITING – CREDENZIALI UNIPV

— Integration utilities		
→	Create UniPV Credential and Send email to Visiting	1 Create UniPV Credential and Send email to Visiting
→	Enroll Visiting on UGOV - Application not yet marked as concluded - Only for Professor and Scholar	1 Enroll Visiting Professor on UGOV - only for curricular and supplementary teaching -
→	Send email for opening institutional email address	0
→	Open Ticket SOS for creating Personal Data on Titulus for Visiting Professors	0
→	Open Ticket SOS for issuing Zoom Licence for Visiting Professors	0

L'operatore clicca su «Create UNIPV credential and send email to Visiting» e **richiede le credenziali UNIPV** per il Visiting, che contestualmente verrà avisato dell'invio della richiesta



SERVIZI DA EROGARE AL VISITING – CREDENZIALI UNIPV

Create UniPV Credential and Send email to Visiting

Create UniPV Credential and Send email to Visiting

Show further search fields

Search

Reset all filters

☒	Search	Search	<-- Select all -->	<-- Select all -->	2024/2025	Search	<-- Select all -->	Search		
	Last name, First name, Degree	Created on	Free field 5 (character)	Country of the home institution	Home.Inst.	Academic year	Date of arrival	Date of departure	App. status	E-mail address
☒	Test Scholar, Veronica	13/02/2025	1	Belgium	B LEUVEN01	2024/2025	01/06/2025	30/09/2025		veroneseveronica@gmail.com

Show 20 entries

Display all records

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Back to the application overview

Create UniPV Credential and Send email to Visiting

L'operatore **seleziona** la casella di fianco al nome del Visiting di cui intende chiedere le credenziali e **clicca** su «Create UNIPV credential and send email to Visiting»

SERVIZI DA EROGARE AL VISITING – IMMATRICOLAZIONE SU U-GOV

Integration utilities		
→	Create UniPV Credential and Send email to Visiting	1
→	Enroll Visiting on UGOV - Application not yet marked as concluded - Only for Professor and Scholar	1
→	Send email for opening institutional email address	0
→	Open Ticket SOS for creating Personal Data on Titulus for Visiting Professors	0
→	Open Ticket SOS for issueing Zoom Licence for Visiting Professors	0

Step applicabile solo a Visiting Professor che svolgeranno attività didattica curriculare o integrativa

L'operatore clicca su «Enroll Visiting Professor on U-GOV – only for curricular and supplementary teaching» e **richiede l'immatricolazione su U-GOV**



SERVIZI DA EROGARE AL VISITING – IMMATRICOLAZIONE SU U-GOV

Enroll Visiting on UGOV - Application not yet marked as concluded - Only for Professor and Scholar

Enroll Visiting Professor on UGOV - only for curricular and supplementary teaching -

Show further search fields

Search Reset all filters

☒	☐										
		Last name, First name, Degree	Created on	Free field 5 (character)	Country of the home institution	Home.Inst.	Academic year	Date of arrival	Date of departure	App. status	E-mail address
☒	☐	Test Scholar, Veronica	13/02/2025	1	Belgium	B LEUVEN01	2024/2025	01/06/2025	30/09/2025		veroneseveronica@gmail.com

Show 20 entries Display all records Showing 1 to 1 of 1 entries First Previous 1 Next Last

Back to the application overview

Enroll Visiting Professor on UGOV - only for curricular and supplementary teaching -

L'operatore **seleziona** la casella di fianco al nome del Visiting che intende immatricolare su U-GOV e **clicca** su «Enroll Visiting Professor on U-GOV – only for curricular and supplementary teaching»



SERVIZI DA EROGARE AL VISITING – RILASCIO EMAIL @UNIPV.IT

Integration utilities		
→	Create UniPV Credential and Send email to Visiting	0
→	Enroll Visiting on UGOV - Application not yet marked as concluded - Only for Professor and Scholar	0
→	Send email for opening institutional email address	1 Send email for opening institutional email address for visiting professors
→	Open Ticket SOS for creating Personal Data on Titulus for Visiting Professors	1 Open Ticket SOS for creating Personal Data on Titulus for Visiting Professors
→	Open Ticket SOS for issuing Zoom Licence for Visiting Professors	1 Open Ticket SOS for issuing Zoom Licence for Visiting Professors

L'operatore clicca su «Send email for opening institutional email address for Visiting Professors»
e richiede il **rilascio dell'account email con dominio @unipv.it**



SERVIZI DA EROGARE AL VISITING – RILASCIO EMAIL @UNIPV.IT

Send email for opening institutional email address for visiting professors

Show further search fields

Search Reset all filters

☐	Search	Search	<-- Select all -->	<-- Select all -->	2024/2025	Search	<-- Select all -->	Search		
	Last name, First name, Degree	Created on	Free field 5 (character)	Country of the home institution	Home.Inst.	Academic year	Date of arrival	Date of departure	App. status	E-mail address
☒	Test Scholar, Veronica	13/02/2025	1	Belgium	B LEUVEN01	2024/2025	01/06/2025	30/09/2025		veroneseveronica@g

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Back to the application overview

Send email for opening institutional email address for visiting professors

L'operatore **seleziona** la casella di fianco al nome del Visiting di cui intende richiedere il rilascio dell'email @unipv.it e **clicka** su «Send email for opening institutional address for Visiting Professors»



SERVIZI DA EROGARE AL VISITING – ANAGRAFICA SU TITULUS

Integration utilities		
→	Create UniPV Credential and Send email to Visiting	0
→	Enroll Visiting on UGOV - Application not yet marked as concluded - Only for Professor and Scholar	0
→	Send email for opening institutional email address	1 ⁺¹
→	Open Ticket SOS for creating Personal Data on Titulus for Visiting Professors	1 ⁺¹
→	Open Ticket SOS for issuing Zoom Licence for Visiting Professors	1 ⁺¹

L'operatore clicca su «Open ticket SOS for creating personal data on Titulus for Visiting Professors» e richiede l'inserimento dell'anagrafica su Titulus



SERVIZI DA EROGARE AL VISITING – ANAGRAFICA SU TITULUS

Open Ticket SOS for creating Personal Data on Titulus for Visiting Professors

Show further search fields

Search [Reset all filters](#)

☐	☐										
		Search	Search	<-- Select all -->	<-- Select all -->	2024/2025			<-- Select all -->	Search	
		Last name, First name, Degree	Created on	Free field 5 (character)	Country of the home institution	Home.Inst.	Academic year	Date of arrival	Date of departure	App. status	E-mail address
☒	☐	Test Scholar, Veronica	13/02/2025	1	Belgium	B LEUVEN01	2024/2025	01/06/2025	30/09/2025		veroneseveronica@g

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

[Back to the application overview](#) [Open Ticket SOS for creating Personal Data on Titulus for Visiting Professors](#)

L'operatore **seleziona** la casella di fianco al nome del Visiting per cui intende aprire un ticket SOS per l'inserimento dell'anagrafica su Titulus e **clicka** su «Open ticket SOS for creating personal data on Titulus for Visiting Professors»



SERVIZI DA EROGARE AL VISITING – LICENZA ZOOM

Integration utilities		
→	Create UniPV Credential and Send email to Visiting	0
→	Enroll Visiting on UGOV - Application not yet marked as concluded - Only for Professor and Scholar	0
→	Send email for opening institutional email address	1 +1 Send email for opening institutional email address for visiting professors
→	Open Ticket SOS for creating Personal Data on Titulus for Visiting Professors	1 +1 Open Ticket SOS for creating Personal Data on Titulus for Visiting Professors
→	Open Ticket SOS for issueing Zoom Licence for Visiting Professors	1 +1 Open Ticket SOS for issueing Zoom Licence for Visiting Professors

L'operatore clicca su «Open ticket SOS for issueing Zoom licence for Visiting Professors»
e **richiede la licenza Zoom**



SERVIZI DA EROGARE AL VISITING – LICENZA ZOOM

Open Ticket SOS for issueing Zoom Licence for Visiting Professors

Show further search fields

Search Reset all filters

☒	☐										
		Last name, First name, Degree	Created on	Free field 5 (character)	Country of the home institution	Home.Inst.	Academic year	Date of arrival	Date of departure	App. status	E-mail address
☒	☐	Test Scholar, Veronica	13/02/2025	1	Belgium	B LEUVEN01	2024/2025	01/06/2025	30/09/2025		veroneseveronica@g

Show 20 entries Display all records Showing 1 to 1 of 1 entries First Previous 1 Next Last

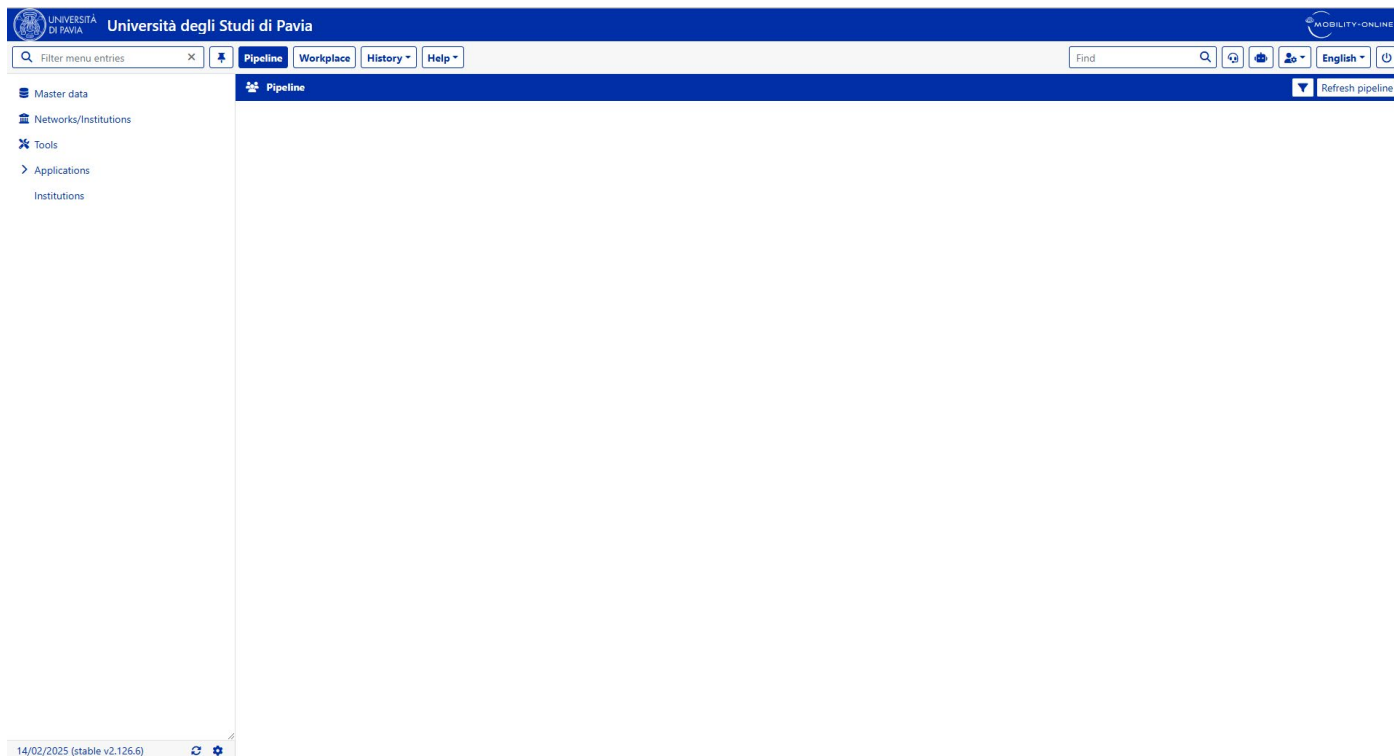
[Back to the application overview](#) [Open Ticket SOS for issueing Zoom Licence for Visiting Professors](#)

L'operatore **seleziona** la casella di fianco al nome del Visiting per cui intende aprire un ticket SOS per il rilascio della licenza Zoom e **clicca** su «Open ticket SOS for issueing Zoom licence for Visiting Professors»



INFO TECNICHE GENERALI SULL'UTILIZZO DI MOBILITY-ONLINE

MANCANZA DI APPLICATIONS/CANDIDATURE ASSOCIATE AL PROPRIO DIPARTIMENTO

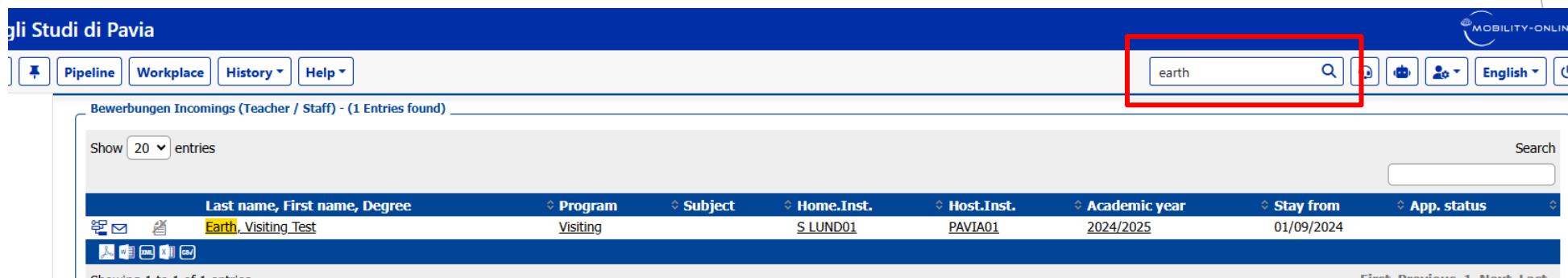


La **pipeline** si presenterà **vuota**. Gli steps della pipeline si «attivano» soltanto nel momento in cui vi sono delle candidature presenti



INFO TECNICHE GENERALI SULL'UTILIZZO DI MOBILITY-ONLINE

RICERCA DEL VISITING PER COGNOME



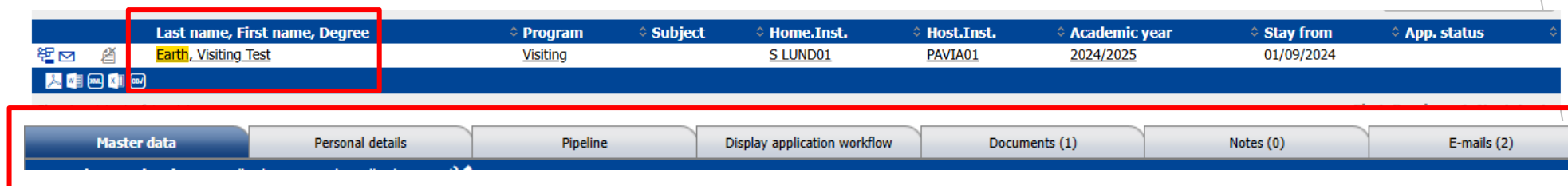
The screenshot shows the Mobility-Online interface. At the top, there is a blue header with the text 'gli Studi di Pavia' and the 'MOBILITY-ONLINE' logo. Below the header, there is a navigation bar with buttons for 'Pipeline', 'Workplace', 'History', and 'Help'. A search bar is located in the top right corner, containing the text 'earth' and a magnifying glass icon. The search bar is highlighted with a red box. Below the search bar, there is a section titled 'Bewerbungen Incomings (Teacher / Staff) - (1 Entries found)'. This section contains a table with the following columns: 'Last name, First name, Degree', 'Program', 'Subject', 'Home.Inst.', 'Host.Inst.', 'Academic year', 'Stay from', and 'App. status'. The table has one entry: 'Earth, Visiting Test', 'Visiting', 'S LUND01', 'PAVIA01', '2024/2025', '01/09/2024', and 'App. status'. The entry is highlighted with a blue background.

È possibile cercare un Visiting di cui si conosce il cognome inserendolo direttamente nella **barra di ricerca** presente in alto a destra e cliccare poi sulla lente di ingrandimento: il sistema restituirà tutti i risultati utili



INFO TECNICHE GENERALI SULL'UTILIZZO DI MOBILITY-ONLINE

PANORAMICA SULL'APPLICATION DEL VISITING



The screenshot shows a web application interface. At the top, there is a table with columns: Last name, First name, Degree, Program, Subject, Home.Inst., Host.Inst., Academic year, Stay from, and App. status. The first row of data is highlighted with a red box and contains the text: Earth, Visiting, Test, Visiting, S LUNDO1, PAVIA01, 2024/2025, 01/09/2024. Below the table, there is a row of tabs: Master data, Personal details, Pipeline, Display application workflow, Documents (1), Notes (0), and E-mails (2). The 'Master data' tab is selected and highlighted with a red box.

Last name, First name, Degree	Program	Subject	Home.Inst.	Host.Inst.	Academic year	Stay from	App. status
Earth, Visiting, Test	Visiting		S LUNDO1	PAVIA01	2024/2025	01/09/2024	

Master data	Personal details	Pipeline	Display application workflow	Documents (1)	Notes (0)	E-mails (2)
-------------	------------------	----------	------------------------------	---------------	-----------	-------------

Cliccando sul nome del Visiting, si apriranno diversi **tabs** associati:

- **Master data** – tutte le informazioni inserite dal Visiting in fase di application
 - **Personal details** – anagrafica e indirizzi associati al Visiting
 - **Pipeline** – steps della pipeline di back office in cui il Visiting è presente
- **Display application workflow** – steps svolti dal Visiting fino a quel momento
 - **Documents** – allegati caricati dal Visiting
 - **Notes** – note particolari inserite dall'operatore
- **E-mails** – storico delle emails associate al Visiting (sia quelle di cui era destinatario, che altre correlate alla sua candidatura e inviate tramite Mobility-Online)



**GRAZIE PER
L'ATTENZIONE**



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