

**New CEEPUS Network Desktop  
First steps**

## Get used to the new design of the CEEPUS network application software

Please allow some time to get used to the new design of our software. The basic features stayed the same.

On the left side you will now find the menu bar to access all features for your “network” role. On the main desktop you will find the most important tasks for you as quick links.

The screenshot shows the CEEPUS Network Desktop interface. At the top, there is a header with the text "CEEPUS Network Desktop" and a "Switch Desktop" button. Below the header, there is a navigation menu on the left side. The main content area is divided into several sections: a "Halo Netzwerkinformation:" section, an "Application Round 22/23" section with a "New Network Application" button, a "New Network Application" section, a "waiting for nomination" section with a large "0" and "outgoing mobilities" text, an "incoming mobilities" section with a large "1" and "waiting for nomination" text, and an "Active networks" section with two rows of data for different networks. The first row is for "AT: 1-02-2021" and the second row is for "AT: 03-2122 (Umbrella)". Each row shows statistics for awarded mobilities, mobilities waiting, used months, free months, and fulfillment percentage. A "prolong" button is visible at the bottom of the active networks section. On the right side, there is a sidebar with several news items, including "Use the PA 9 quality label of the EUSDR for your network", "Virtual exchange and CEEPUS", "86 networks awarded for the academic year 2021/22", and "New letters of Acceptance and Recommendation for Freemovers online!".

### 1. Quick links:

The image shows two screenshots of the CEEPUS Network Desktop interface. The left screenshot shows the "outgoing mobilities" section with a large "0" and "waiting for nomination" text, highlighted by a red box and a red arrow. The right screenshot shows the "incoming mobilities" section with a large "0" and "waiting for nomination" text, highlighted by a red box and a red arrow. Both screenshots show the "Active network" section below the quick links.

View and access the outgoing mobilities for your participating unit and the incoming mobilities waiting for nomination directly!

Active networks

AT-0000-00-2122 - Test Coordinator

0 awarded mobilities	0 mobilities waiting	0M 0D used months	0M 0D free months	0% fulfillment
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Access your active and running network in the academic year 2021/22 or in 2020/21

Active networks

AT-0000-00-2122 - Test Coordinator

0 awarded mobilities	1 mobilities waiting	0M 0D used months	56M 0D free months	0% fulfillment
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AT-0000-00-2122 (Umbrella) - Test Coordinator

0 awarded mobilities	0 mobilities waiting	0M 0D used months	0M 0D free months	0% fulfillment
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prolong

We integrated a short section regarding virtual exchange.

Prolong your network from 2021/22 to 2022/23.

Application Round 22/23

New Network Application

AT-0000-00-2223 - Test Network CEEPUS Coordinator

1 active PPUs	5 missing entries	0 tendered months	○ readiness
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Access your new network application for 2022/23 after the prolongation.

Application Round 22/23

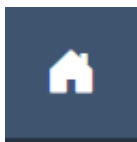
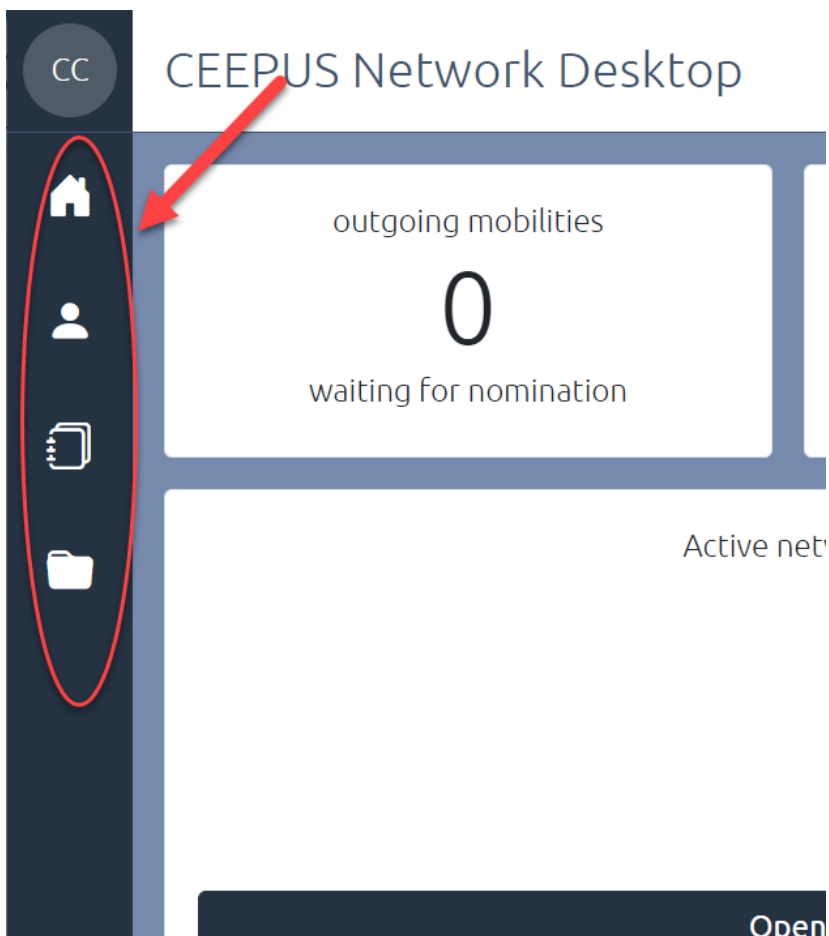
New Network Application

AT-0000-00-2223 - Test Network CEEPUS

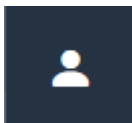
Caution: If you press New Network Application, you will start a brand-new application.

## 2. Menu Bar:

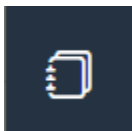
You will find the **menu bar** on the left side of your desktop



**Home** button: return to your Desktop.



**Person** button: view and change your personal settings

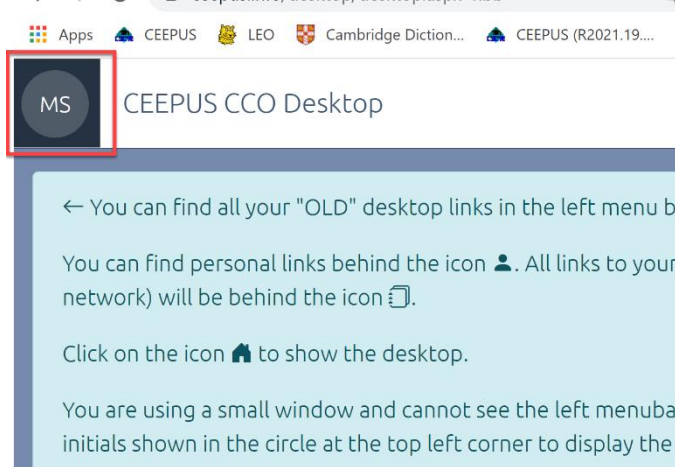


**Application Data** button: Manage your mobility and network applications



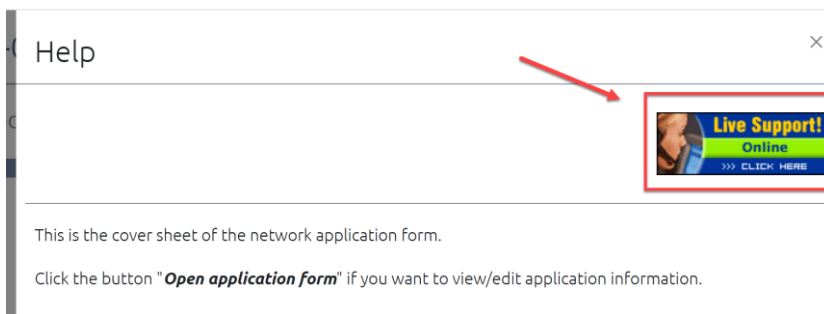
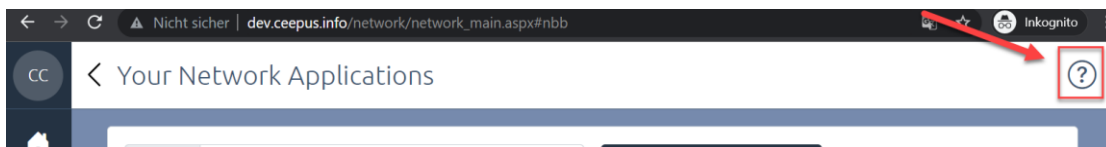
**Basedata** button: Edit your participating unit data

When using a **mobile** or tablet, please press the initials to open the menu bar.

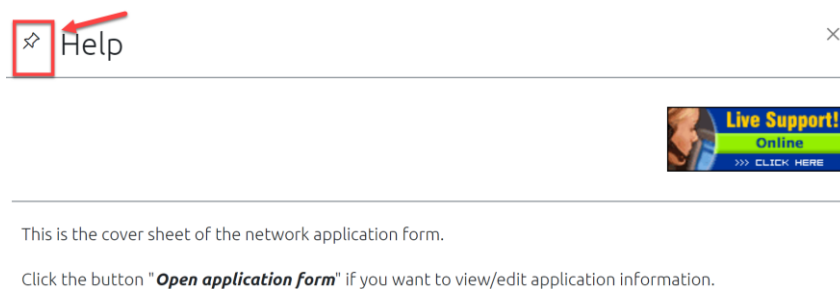


### 3. Live support:

During your online application you will have access to our help section and the technical live support by clicking the question mark.

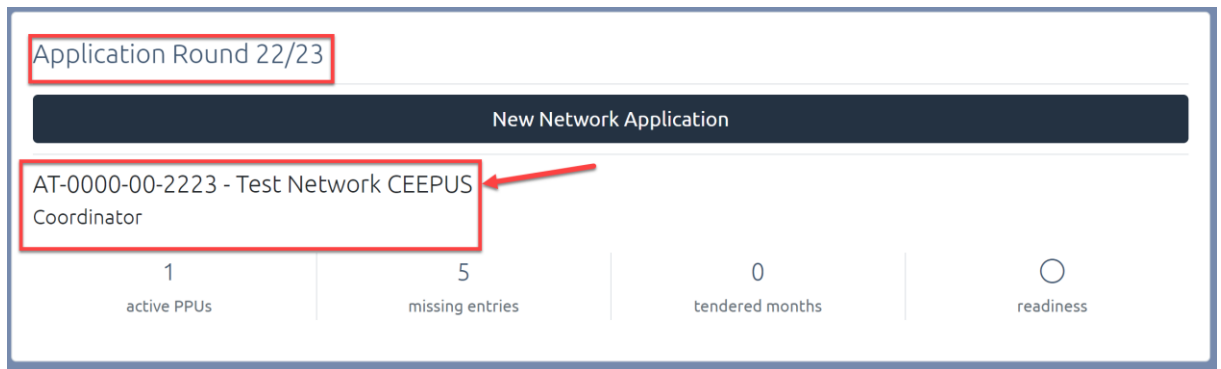


If you **pin the Help**, it will remain on the right hand side of your desktop during the process of your application.

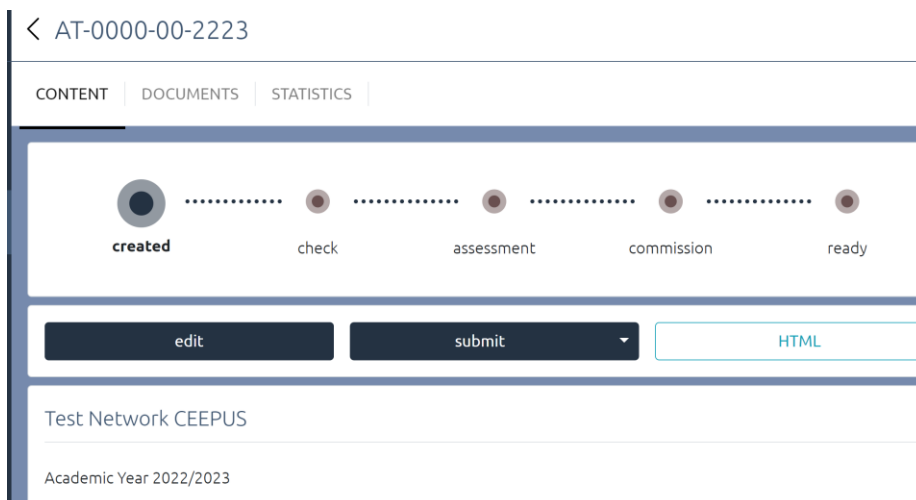


#### 4. First steps for network application round 2022/23

1. Access your unfinished network application for 22/23 **after prolongation** at any time directly on your Network Desktop:



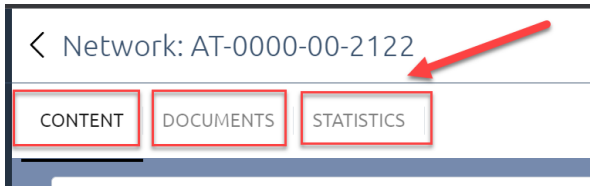
2. You will access the main page of your application:



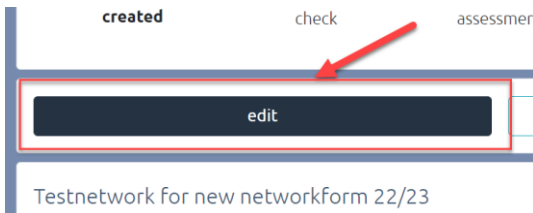
3. Use the "HTML" button for print out:



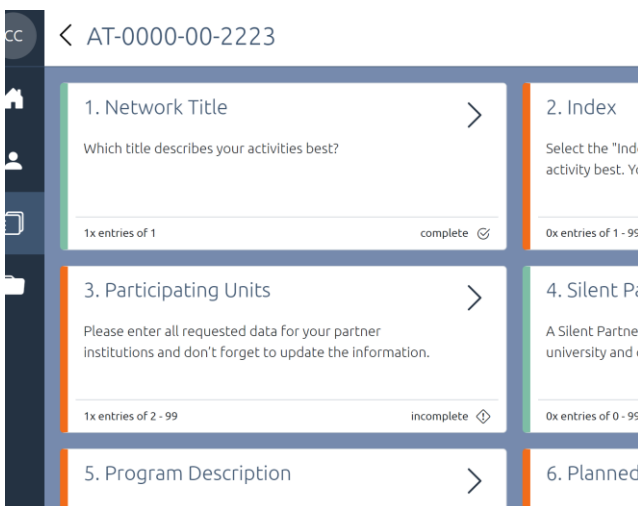
4. Press "Documents" for an overview of your documents etc.



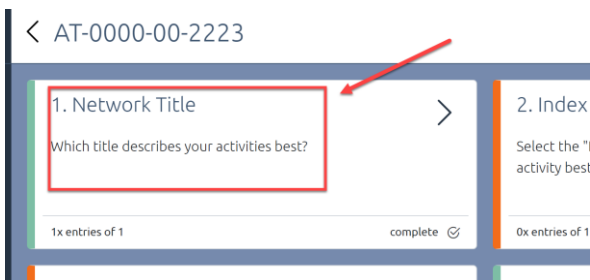
5. Press the "Edit" button to access your network application:



6. You will now see the overview of your application:

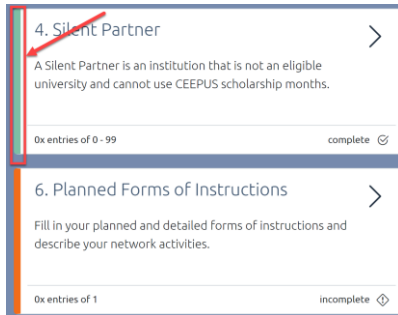


7. Press on the respective section to open and edit the different sections of the application

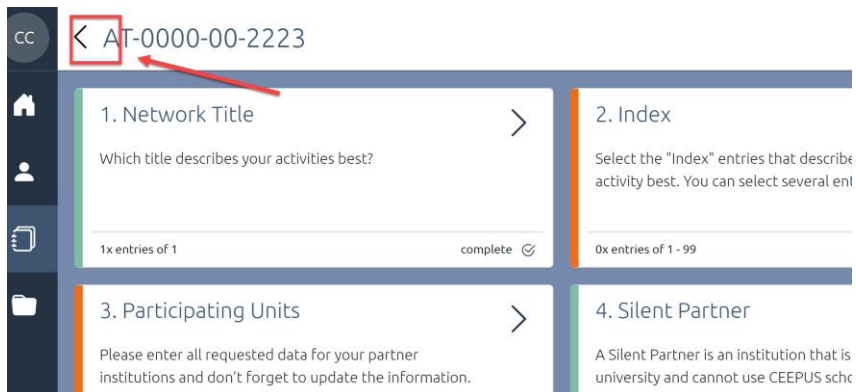


8. Please be aware, that not all sections are copied this year during prolongation

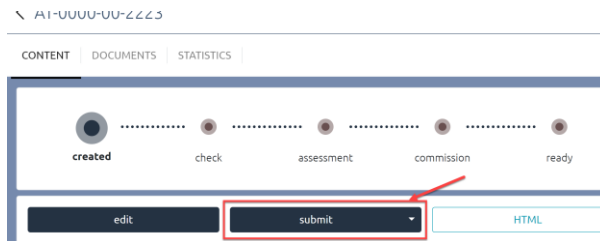
9. A green bar indicates a completed section



10. Navigate back to your network overview



11. Don't forget to submit your application (after you are finished):



12. For technical help get in contact with support@ceepus.info