

Intézményi feladatok és a DreamApply rendszer

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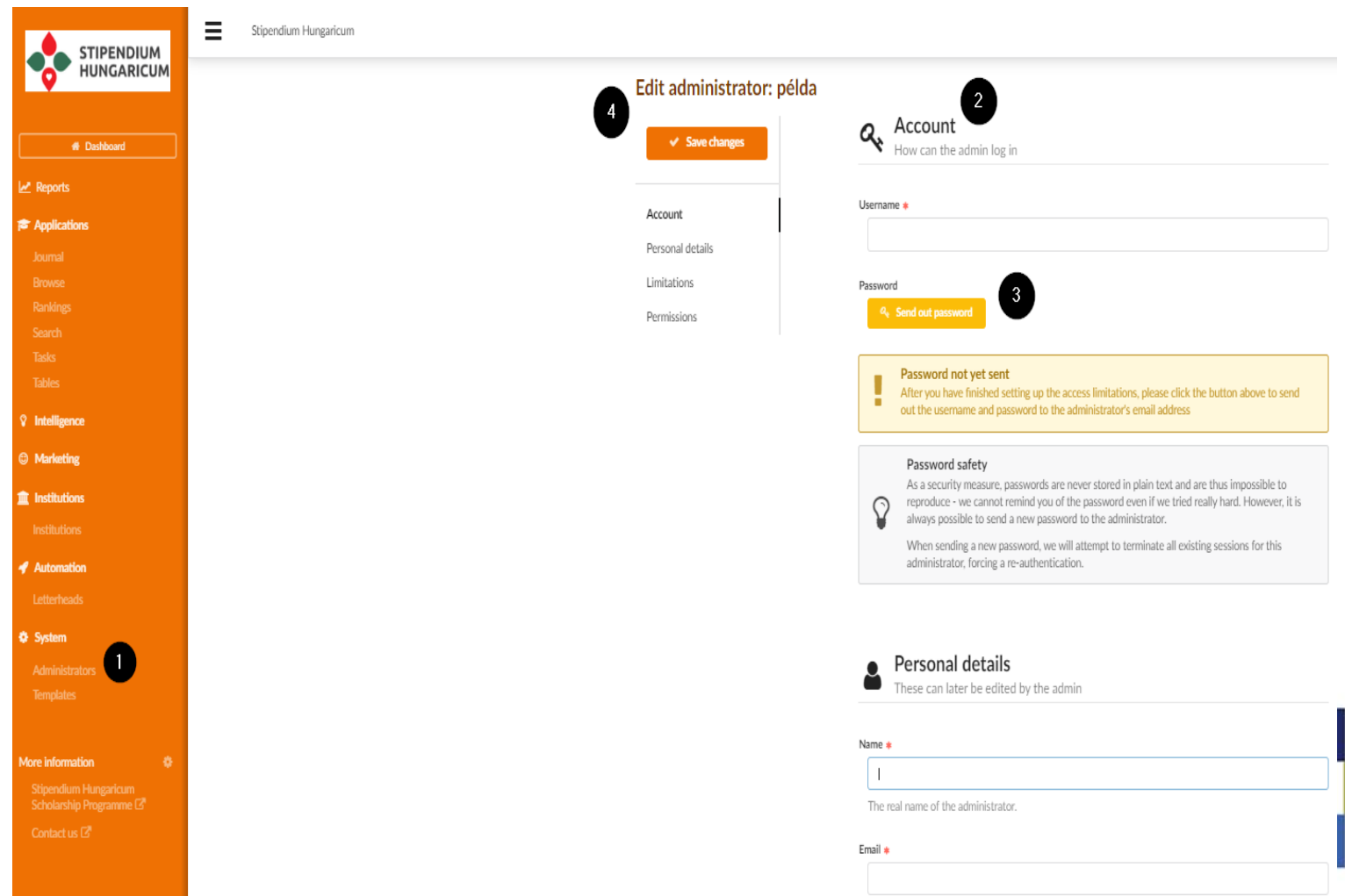


Általános beállítások

DreamApply folyamatok megkezdése előtti fontos teendők:

- a tanév átállítása (Academic year 2020/21)
- aláírások frissítése a „My settings” menüpontban
- DreamApply hozzáférések és felelősségi körök frissítése

<https://help.dreamapply.com/knowledge-base/how-to-add-a-new-administrator/>





The screenshot displays the Stipendium Hungaricum administrator interface. On the left is an orange sidebar menu with categories: Reports, Applications (Journal, Browse, Rankings, Search, Tasks, Tables), Intelligence, Marketing, Institutions, Automation (Letterheads), System (Administrators, Templates), and More Information. The main content area is titled 'Edit administrator: példa' and includes a 'Save changes' button. A sidebar on the right lists 'Account', 'Personal details', 'Limitations', and 'Permissions'. The 'Account' section is active, showing fields for 'Username' and 'Password' with a 'Send out password' button. A yellow warning box states 'Password not yet sent' and provides instructions. A 'Password safety' section explains that passwords are not stored in plain text. The 'Personal details' section includes a 'Name' field and a note that these details can be edited by the admin.

Pályázatok mentése és megosztása (Formai ellenőrzés)

Pályázatok mentése és megosztása a rendszeren keresztül (admin jogosultsággal rendelkezők részére).

Alapbeállítás szerint 3 hónap a megosztás elérhetősége.

Priorities
Scores
Profile
Contacts
Education
Languages
Work experience
Activities and hobbies
References
Motivation letter
Other
Media files
Documents

Print 
PDF 
Share 

Share this application

or [get a shareable link](#)

Hello,
You have received access to the following application:

(Academic year 2020/21)

Please click on this link to view the application:
%url%

From [do.na.test.do.na.fajcsak@tof.hu](#) [Stipendium Hungaricum do.na.fajcsak@tof.hu](#)

 **Send an invitation**

If you want to share a read-only view of this application with someone, just type the email addresses. You may also add a note to the recipient. By default a share will expire in 3 months. You may choose a shorter expiry as appropriate.

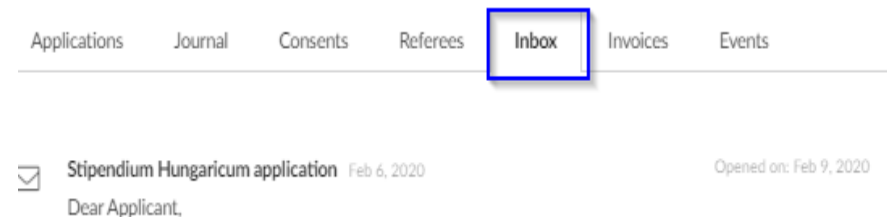
Any shares that you make, will appear here. You can revoke them at any time.



Általános információk

- A SH és ÖKF DreamApply technikai használata ugyanaz!
- A rendszer nem engedi a képzési sorrend módosítását és a feltöltött dokumentumok törlését.
- A pályázók csak a korábban fel nem vitt (nem kötelező) mezők értékét tudják változtatni, valamint új dokumentumot feltölteni.
- Withdrawn opció a teljes pályáztatás alatt lehetséges.

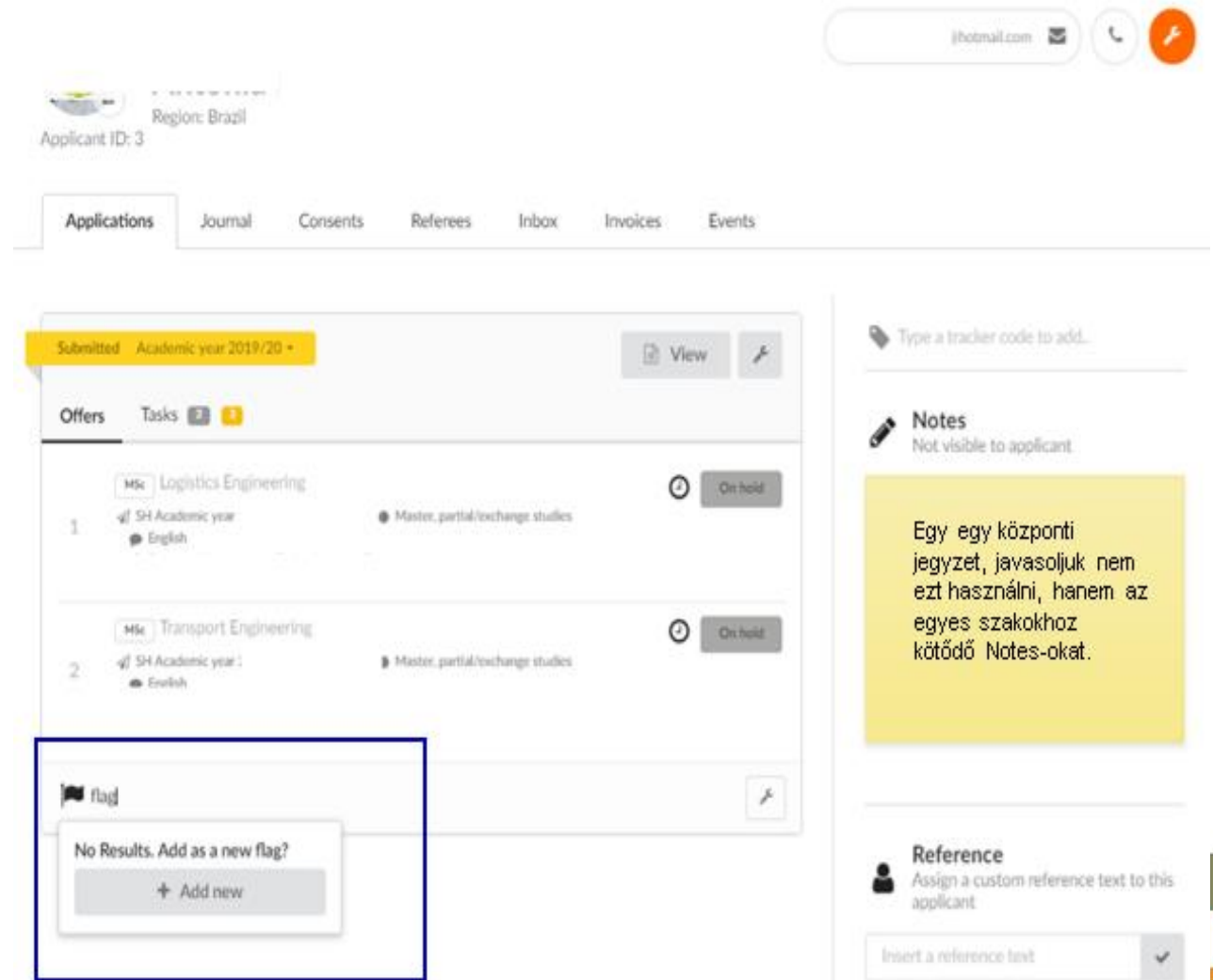
Kérjük, hogy az egész pályázati folyamat során, a DreamApply rendszeren keresztül szíveskedjenek a pályázókkal tartani a kapcsolatot!



Notes és Flag használat

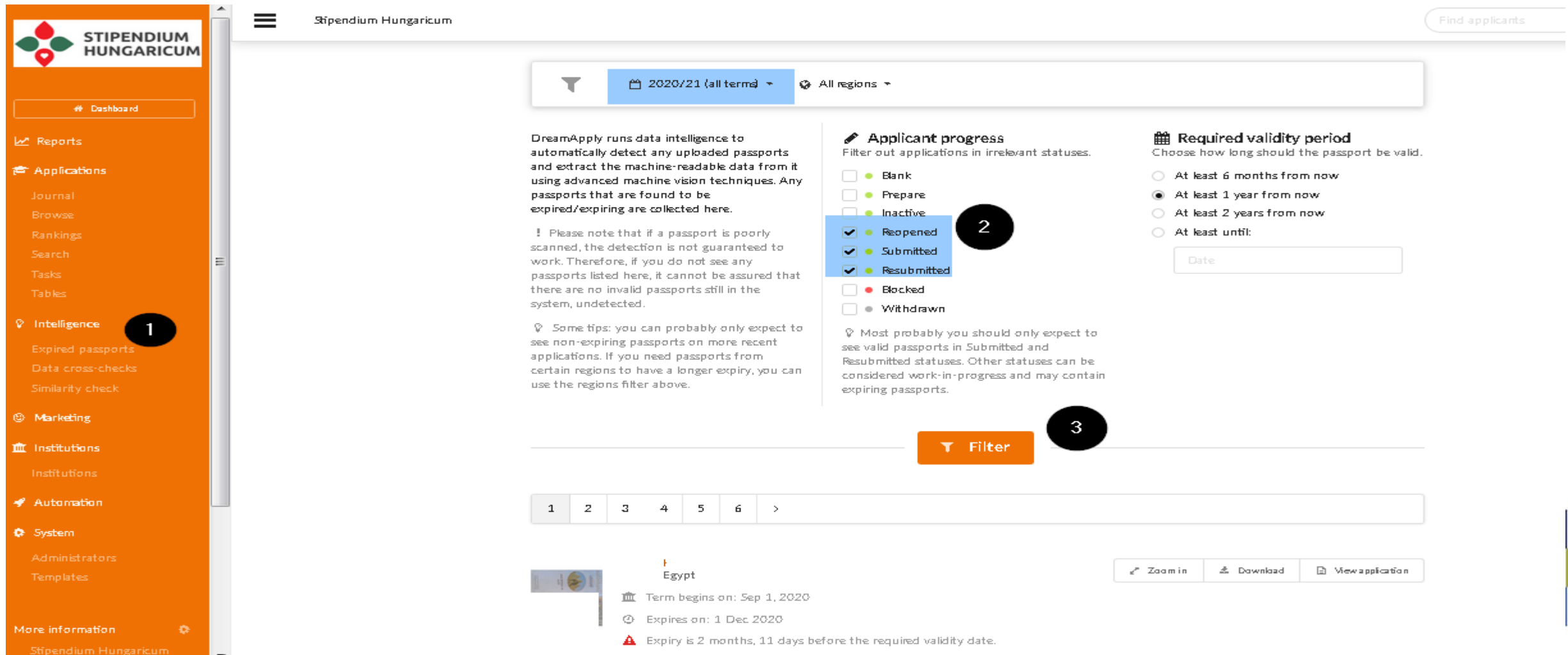
- Formai ellenőrzés során hasznos funkció
 - **Flag használat admin jogosultsághoz kötött!**
- Flag szűrési lehetőség biztosított
- Önköltséges pályázók FOI ajánlás dokumentuma esetén Flag használat javasolt!

<https://help.dreamapply.com/knowledge-base/how-to-manage-flags/>



The screenshot displays the DreamApply user interface for an applicant. At the top, it shows the applicant's region as Brazil and their ID as 3. A navigation bar includes tabs for Applications, Journal, Consents, Referees, Inbox, Invoices, and Events. The main content area is titled 'Submitted Academic year 2019/20' and lists two offers: 'Logistics Engineering' and 'Transport Engineering'. Both offers are marked as 'On hold'. A 'flag' button is visible at the bottom of the offer list, and a modal dialog box is open, asking 'No Results. Add as a new flag?' with an 'Add new' button. On the right side, there are sections for 'Notes' (with a yellow callout box stating 'Egy egy központi jegyzet, javasoljuk nem ezt használni, hanem az egyes szakokhoz kötődő Notes-okat.') and 'Reference'.

Intelligence modul (Expired passport) (Formai ellenőrzés)

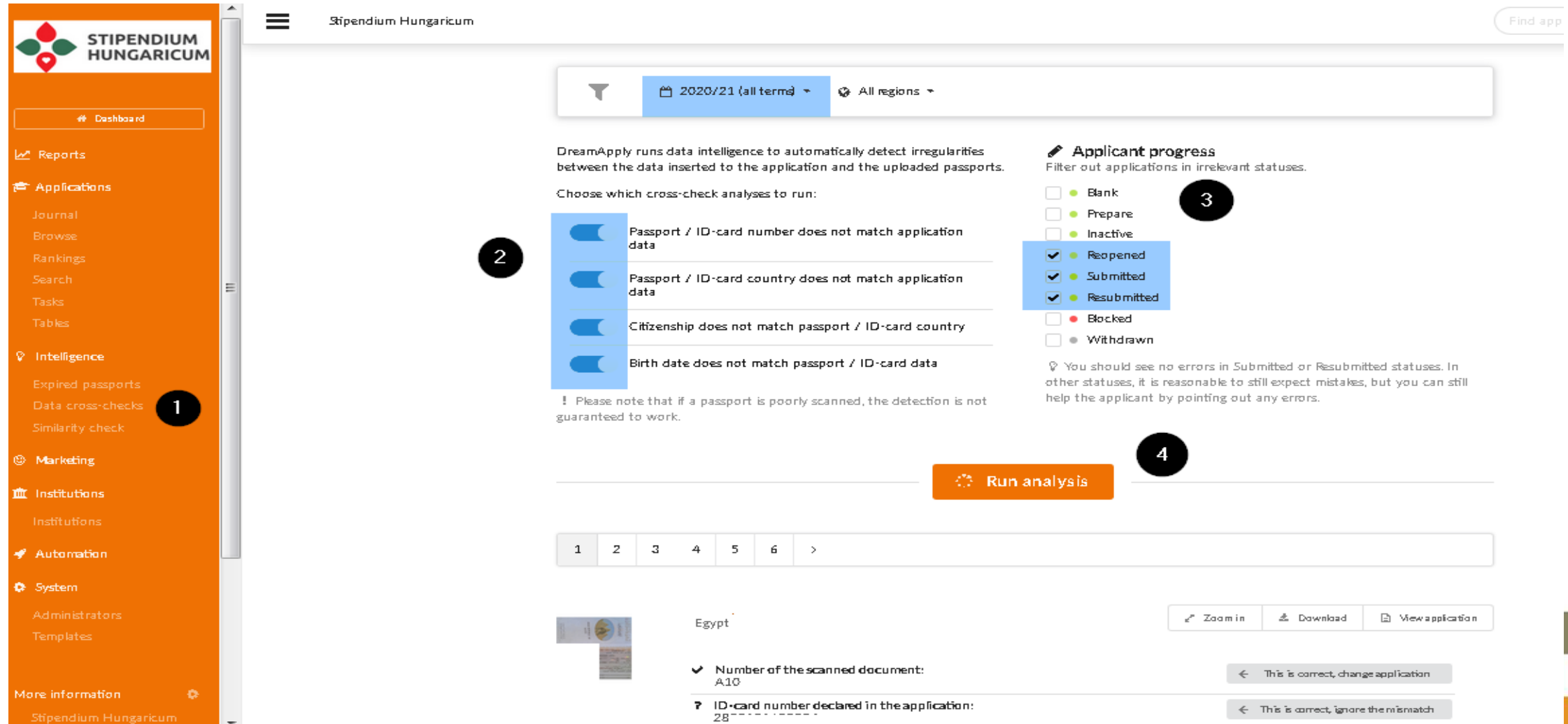


The screenshot displays the Stipendium Hungaricum application system interface. On the left is an orange sidebar with navigation options: Dashboard, Reports, Applications (Journal, Browse, Rankings, Search, Tasks, Tables), Intelligence (Expired passports, Data cross-checks, Similarity check), Marketing, Institutions, Automation, System (Administrators, Templates), and More information. The main content area has a header with the Stipendium Hungaricum logo and a search bar. Below the header, there are filters for the academic year (2020/21) and regions (All regions). The main section is titled 'Intelligence' and contains three columns of information:

- Intelligence:** A text block explaining that DreamApply runs data intelligence to detect expired passports. It includes a warning that poorly scanned passports may not be detected and a tip to use the regions filter for longer expiry dates.
- Applicant progress:** A list of checkboxes for application statuses: Blank, Prepare, Inactive, Reopened, Submitted, Resubmitted, Blocked, and Withdrawn. The 'Reopened', 'Submitted', and 'Resubmitted' options are checked and highlighted with a blue box and a circled '2'.
- Required validity period:** Radio buttons for 'At least 6 months from now', 'At least 1 year from now' (selected), 'At least 2 years from now', and 'At least until:'. A date input field is present below.

At the bottom of the main section, there is a 'Filter' button and a pagination bar with numbers 1 through 6. Below the pagination, a card for 'Egypt' is shown with details: Term begins on: Sep 1, 2020; Expires on: 1 Dec 2020; and a warning: Expiry is 2 months, 11 days before the required validity date. Action buttons for 'Zoom in', 'Download', and 'View application' are located to the right of the card.

Intelligence modul (Data cross-checks) (Formai ellenőrzés)



STIPENDIUM HUNGARICUM

Stipendium Hungaricum

Find app

2020/21 (all term) All regions

DreamApply runs data intelligence to automatically detect irregularities between the data inserted to the application and the uploaded passports.

Choose which cross-check analyses to run:

- Passport / ID-card number does not match application data
- Passport / ID-card country does not match application data
- Citizenship does not match passport / ID-card country
- Birth date does not match passport / ID-card data

! Please note that if a passport is poorly scanned, the detection is not guaranteed to work.

Applicant progress
Filter out applications in irrelevant statuses.

- Blank
- Prepare
- Inactive
- Reopened
- Submitted
- Resubmitted
- Blocked
- Withdrawn

You should see no errors in Submitted or Resubmitted statuses. In other statuses, it is reasonable to still expect mistakes, but you can still help the applicant by pointing out any errors.

Run analysis

1 2 3 4 5 6 >

Egypt

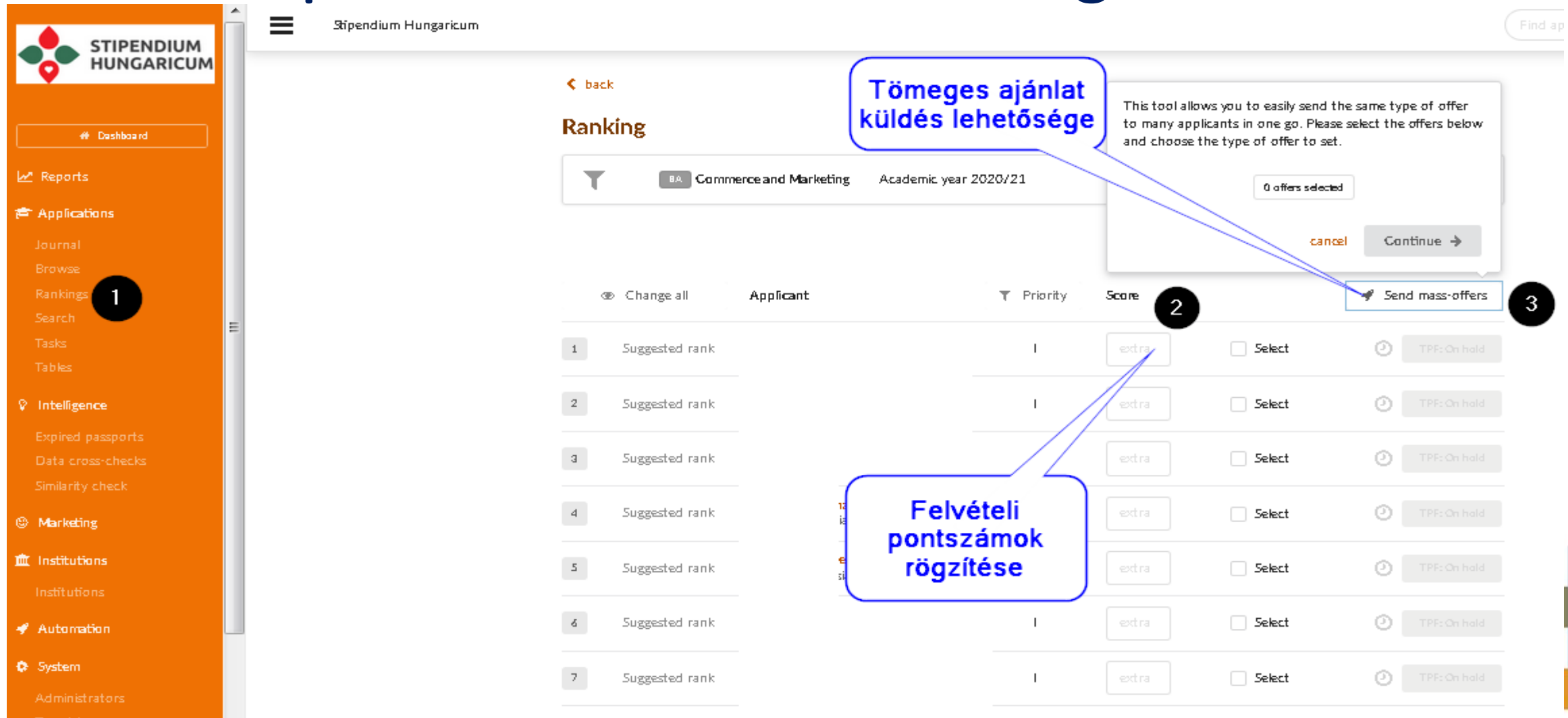
Zoom in Download View application

- ✓ Number of the scanned document:
A10
- ⚠ ID-card number declared in the application:
28-----

This is correct, change application

This is correct, ignore the mismatch

Felvételi pontszám és speciális információk megadása



The screenshot shows the 'Ranking' page in the Stipendium Hungaricum system. The left sidebar contains navigation options: Dashboard, Reports, Applications (with sub-items: Journal, Browse, Rankings, Search, Tasks, Tables), Intelligence (with sub-items: Expired passports, Data cross-checks, Similarity check), Marketing, Institutions (with sub-item: Institutions), Automation, and System (with sub-item: Administrators). The main content area is titled 'Ranking' and includes a 'back' link, a filter for 'BA Commerce and Marketing' and 'Academic year 2020/21', and a '0 offers selected' indicator. A table lists applicants with columns for 'Change all', 'Applicant', 'Priority', 'Score', and 'Send mass-offers'. The 'Score' column contains 'extra' values, and the 'Send mass-offers' column has checkboxes and 'TPF: On hold' buttons. A callout box explains the 'Send mass-offers' feature, and another callout points to the 'extra' score field.

Tömeges ajánlat küldés lehetősége

This tool allows you to easily send the same type of offer to many applicants in one go. Please select the offers below and choose the type of offer to set.

0 offers selected

cancel Continue →

Send mass-offers

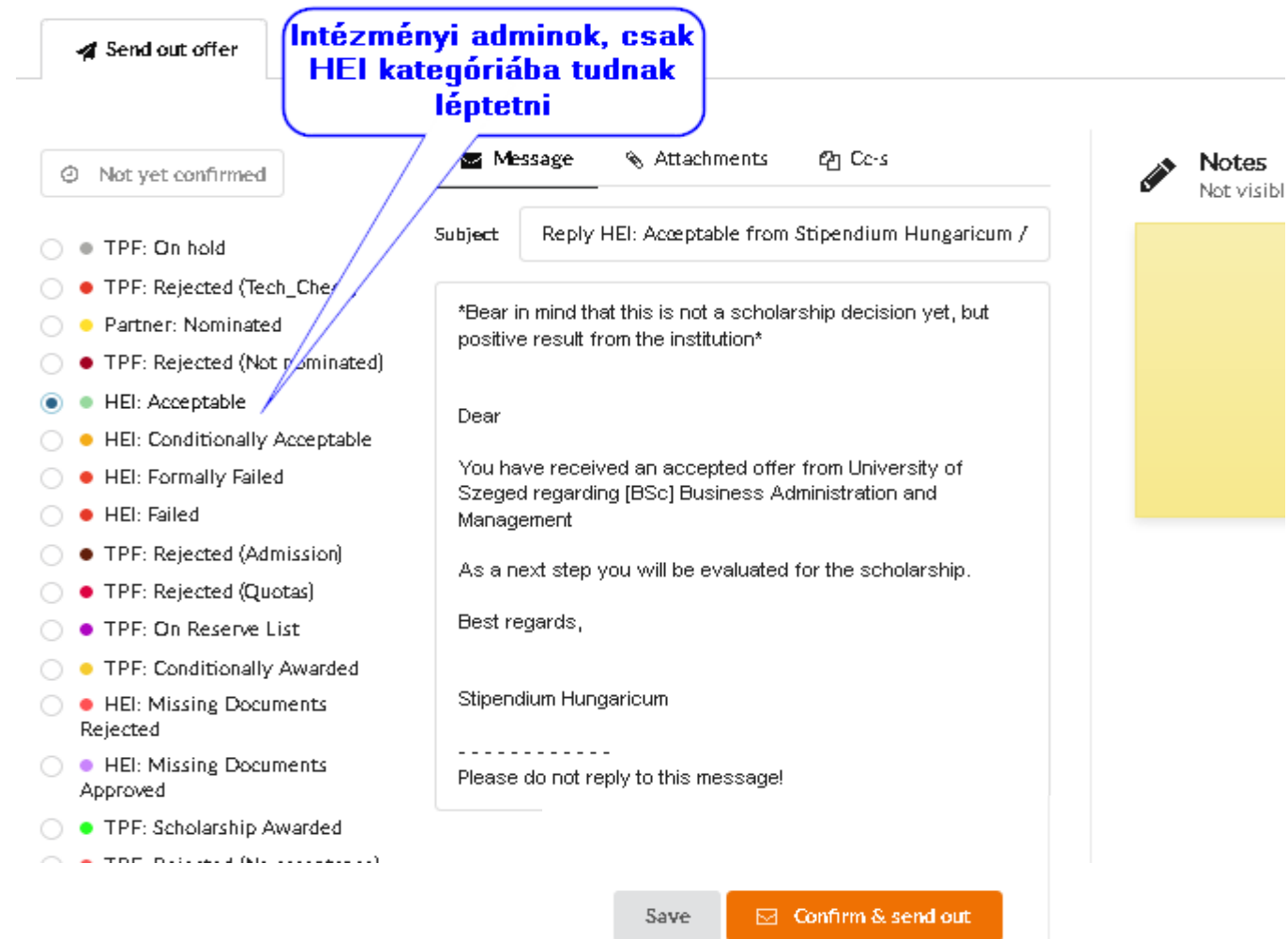
Felvételi pontszámok rögzítése

Change all	Applicant	Priority	Score		
1	Suggested rank	I	extra	<input type="checkbox"/> Select	TPF: On hold
2	Suggested rank	I	extra	<input type="checkbox"/> Select	TPF: On hold
3	Suggested rank		extra	<input type="checkbox"/> Select	TPF: On hold
4	Suggested rank		extra	<input type="checkbox"/> Select	TPF: On hold
5	Suggested rank		extra	<input type="checkbox"/> Select	TPF: On hold
6	Suggested rank	I	extra	<input type="checkbox"/> Select	TPF: On hold
7	Suggested rank	I	extra	<input type="checkbox"/> Select	TPF: On hold

Felvételi döntésmegadása, kategóriákba történő léptetés

A „Save” gombot csak a munkafázisban használják.

Fontos: az eredmény véglegesítéséhez a „**Confirm and send out**” gombot kell használni, mivel a tájékoztató e-mail is csak így jut el a pályázóhoz.



Intézményi adminok, csak HEI kategóriába tudnak léptetni

Send out offer

Not yet confirmed

Message Attachments Cc-s

Subject Reply HEI: Acceptable from Stipendium Hungaricum /

Bear in mind that this is not a scholarship decision yet, but positive result from the institution

Dear

You have received an accepted offer from University of Szeged regarding [BSc] Business Administration and Management

As a next step you will be evaluated for the scholarship.

Best regards,

Stipendium Hungaricum

Please do not reply to this message!


Notes
Not visible

Save **Confirm & send out**

- TPF: On hold
- TPF: Rejected (Tech_Che
- Partner: Nominated
- TPF: Rejected (Not nominated)
- HEI: Acceptable
- HEI: Conditionally Acceptable
- HEI: Formally Failed
- HEI: Failed
- TPF: Rejected (Admission)
- TPF: Rejected (Quotas)
- TPF: On Reserve List
- TPF: Conditionally Awarded
- HEI: Missing Documents Rejected
- HEI: Missing Documents Approved
- TPF: Scholarship Awarded
- TPF: Rejected (No ...)



Felvételi döntés megadása, kategóriákba történő léptetése Tables menün keresztül (új funkció)



STIPENDIUM HUNGARICUM

Dashboard

Reports

Applications

- Journal
- Browse
- Rankings
- Search
- Tasks
- Tables **1**

Intelligence

- Expired passports
- Data cross-checks
- Similarity check

Scoring

Marketing

Finance

Institutions

Stipendium Hungaricum

Find applicants

dorina

(all terms) 1 intakes All regions All trackers 991 programmes

Application status Offer status Offer decision

4
Save

Applicant	Application	Status	Offer ID	Offer priority	Offer type	Offer saved date	Offer type {confirmed}	Offer course name	Offer institution name	Submitted date	Given name(s)	Family name(s)
				2	HEI: Acceptable	2 1	HEI: Acceptable	[PhD] Doctoral School of Management and Business Administration				
				2	HEI: Acceptable	2 1	HEI: Acceptable	[MA] English Studies				
				2	HEI: Acceptable	2 1	HEI: Acceptable	[BA] Business Administration and Management				
				2	HEI: Acceptable	2 0	HEI: Acceptable	[PhD] Doctoral School of Sport Sciences				
				2	HEI: Acceptable	2 2	HEI: Acceptable	[MSc] Computer Science Engineering				
				2	HEI: Acceptable	2 1	HEI: Acceptable	[BA] Commerce and Marketing				

Choose the columns that you want to see in the table.

Apply changes

- ▶ My columns
- ▶ Applicant: Metadata
- ▶ Application: Metadata **4**
- ▼ Application: Offers **2**
 - Offer ID
 - Offer priority
 - Offer type
 - Offer saved date
 - Offer type (confirmed) **3**
 - Offer confirmed date
 - Offer score

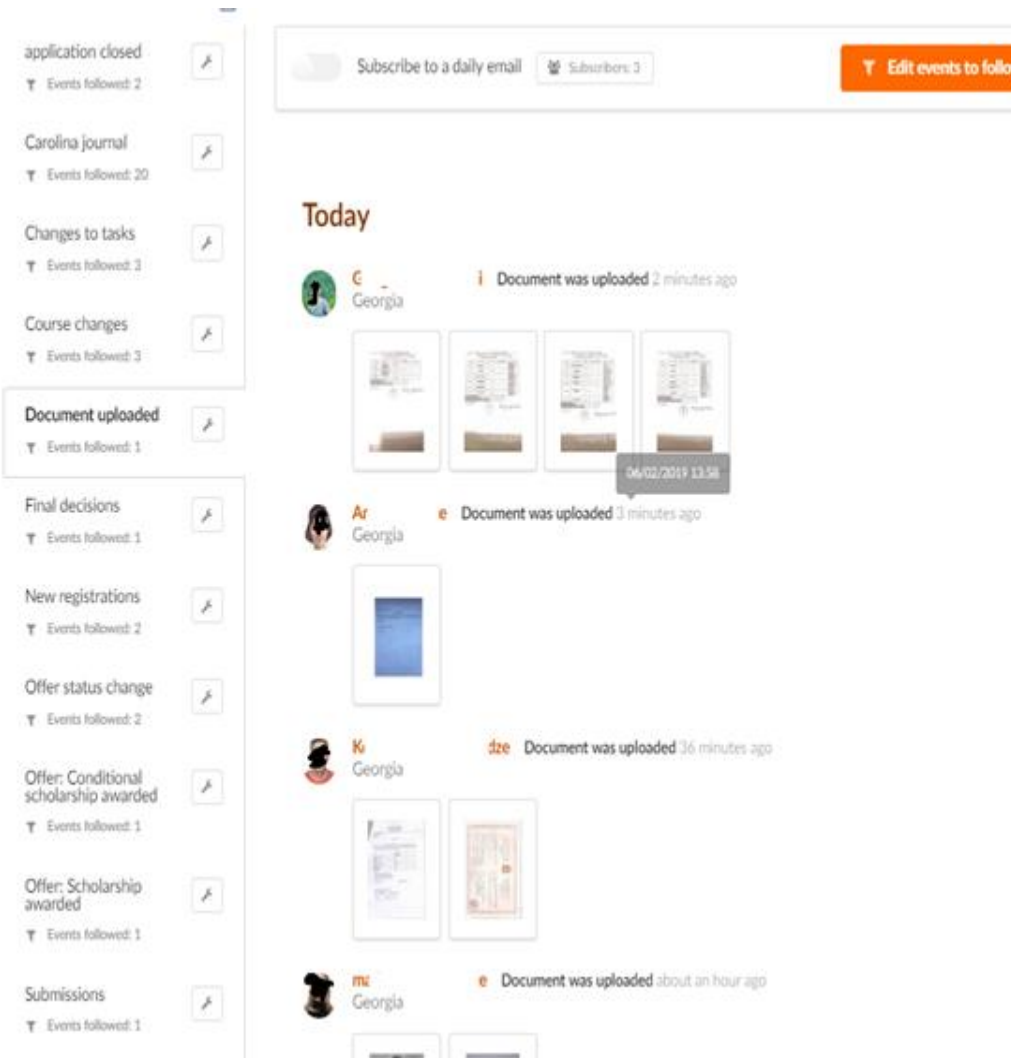
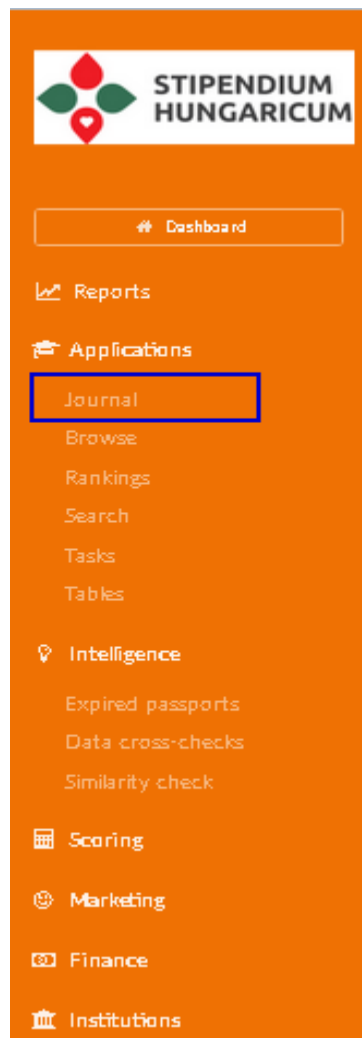
Hiánypótlás

- A jelentkezők folyamatosan tudják a dokumentumokat hiánypótolni a rendszerben.
 - Felvételi időszakban történt sikeres hiánypótlás esetén a „HEI: Conditionally Acceptable” lépésből, már véglegesített jelentkezőt is átrakhatnak a „HEI: Acceptable” lépésbe. Ilyen esetben fontos az újabb tájékoztató levél (Confirm and send out gomb) kiküldése.
 - A határidő után kérjük, ne módosítsanak sikeres hiánypótlás esetén sem, hisz ezeket az allokációnál már nem tudjuk figyelembe venni.
- A hiánypótlásról szóló döntést is új kategóriába léptetéssel kell véglegesíteni a rendszerben: **„HEI: Missing Documents Approved”** és **„HEI: Missing Documents Rejected”** segítségével.

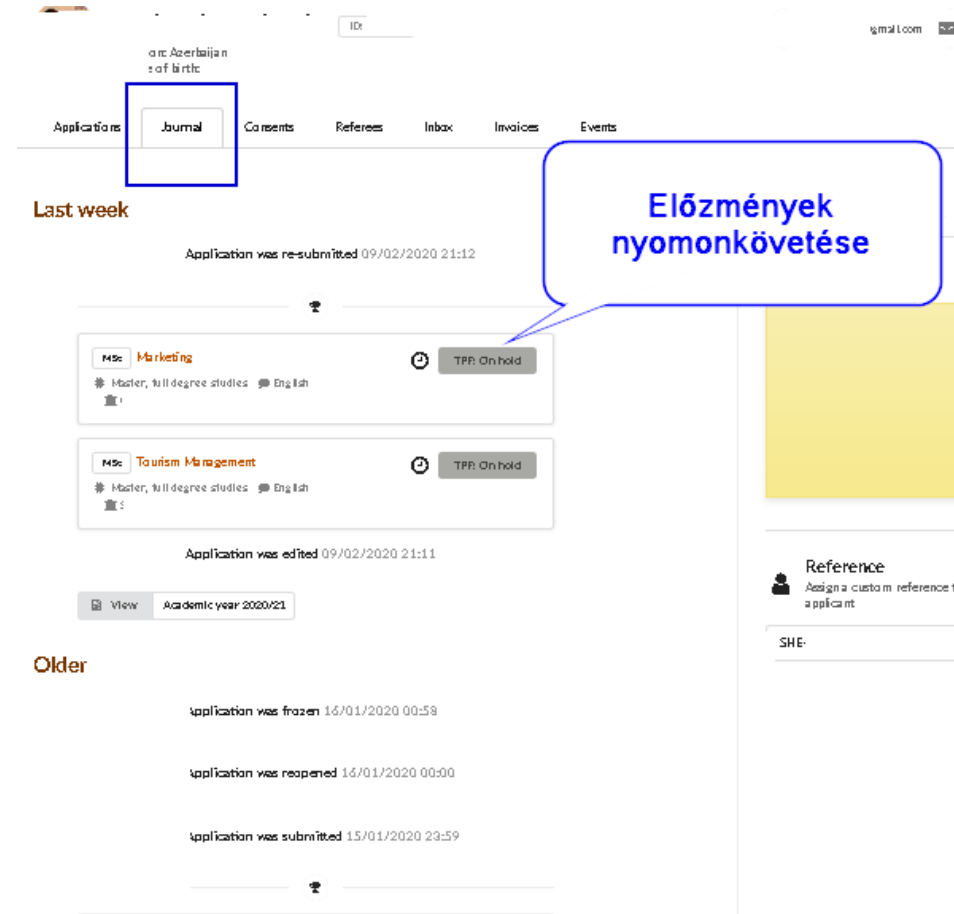


Hiánypótlások feltöltésének ellenőrzése Journal funkció segítségével

- A hiánypótlások feltöltése a rendszerben a **Journal** modul segítségével könnyen követhető. Akár napi e-mailes emlékeztetésre is lehetőség van feliratkozni.
- Kérjük a FOI-k aktív támogatását és a hiánypótlások folyamatos, rendszeres ellenőrzését a nyár folyamán.



Előzmények nyomon követése Journal funkció segítségével



The screenshot shows a web interface for tracking application progress. At the top, there is a navigation menu with tabs: Applications, Journal, Consents, Referees, Inbox, Invoices, and Events. The 'Journal' tab is highlighted with a blue box. Below the navigation, a section titled 'Last week' shows a notification: 'Application was re-submitted 09/02/2020 21:12'. This is followed by two application cards. The first card is for 'Marketing' (MSc) and the second is for 'Tourism Management' (MSc). Both cards have a 'TPR On hold' button. Below these cards, a notification states 'Application was edited 09/02/2020 21:11'. A 'View' button is visible next to 'Academic year 2020/21'. The 'Older' section shows three notifications: 'Application was frozen 15/01/2020 00:59', 'Application was reopened 15/01/2020 00:00', and 'Application was submitted 15/01/2020 23:59'. On the right side, there is a 'Reference' section with a sub-header 'Assign a custom reference text to an applicant' and a 'SHE:' field.

Journal

Last week

Application was re-submitted 09/02/2020 21:12

MSc Marketing TPR On hold

MSc Tourism Management TPR On hold

Application was edited 09/02/2020 21:11

View Academic year 2020/21

Older

Application was frozen 15/01/2020 00:59

Application was reopened 15/01/2020 00:00

Application was submitted 15/01/2020 23:59

Reference

Assign a custom reference text to an applicant

SHE:

Előzmények
nyomonkövetése



További lépések

- A kuratóriumi döntés után - a TKA - a rendszeren keresztül értesíti ki a jelentkezőket illetve megtörténik az új kategóriába léptetés is. (**TPF: Scholarship Awarded** vagy **TPF: Conditionally Awarded**)
- A „TPF: Scholarship Awarded” kategóriában lévő jelentkezőknek megküldhető a **Letter of Acceptance** a rendszeren keresztül. Ezt követően küldi meg a TKA a **Letter of Award**-ot. Fontos a kiküldés sorrendje!
- Beutazás támogatása TKA és FOI oldalról is.
- Halasztókat a TKA lépteti át a rendszerben (**TPF: Postponement Approved**).
- Hallgatói ösztöndíjszerződésre vonatkozó offer typeok: **HEI: SH Agreement Generated** és **HEI: SH Agreement Accepted**



Köszönöm a figyelmet!

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