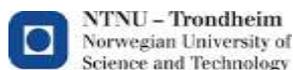
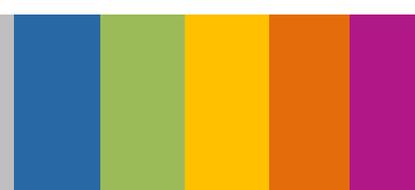




The REFLEX APP User Guide



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Content

- Who is the REFLEX Application for? 2
- How can these users benefit from the REFLEX Application? 2
- How the application works..... 3
 - 1. Basic description of the application structure 3
 - 2. Application preview..... 3
 - 2.1 Initial view, Full scheme view and Single module view 3
 - 2.2 Compact View, Comments View and Full View..... 4
 - 2.3 Editable Preview and Read Only Preview..... 5
 - 3. Customising the scheme 5
 - 3.1 Adding the name of the institution 6
 - 3.2 Editing the sub-modules..... 6
 - 4. Saving and sharing the scheme 7
 - 4.1 Saving the new scheme 7
 - 4.2 Saving the changes in the existing version of the scheme 7
 - 4.3 Resetting the default values 7
 - 4.4 Sharing the scheme 7
- Terms of use 8
- Contact details..... 8

Who is the REFLEX Application for?

The REFLEX Researcher Career Development Scheme Application (The REFLEX App) is the online application developed to help the research institutions, researchers and professionals assisting researchers to facilitate the process of researchers' career development. The tool is based on the model scheme developed in the REFLEX project. The scheme identifies key areas of researchers' professional development and provides the examples of activities that can be carried out to support researchers in all of these areas.

The application can be used by different types of users:

- **Institutions employing or assisting researchers** that wish to develop more systematic and strategic approach to the career development (CD) of researchers.
- **Researchers** who want to take a more active approach to their careers and need a comprehensive but simple framework to identify the key areas of their professional development.
- **Supervisors and/or career advisors** and other professionals assisting career development of researchers who search for the tool helping them to structure the advice and support they provide.

How can these users benefit from the REFLEX Application?

The institutions that decide to introduce more systematic and sustainable approach to the professional development of their researchers need to analyse the state of the art of existing activities and introduce a strategic plan of how to extend or further develop these activities and how to promote them to the researchers. The REFLEX Application helps to facilitate this process by providing the platform for:

- **Collaborative mapping of existing services:** The editable version of the scheme can be shared with other collaborators who can contribute with the information about the activities carried out at across the institution.
- **Development of a tailor-made institutional CD strategy:** The tool enables adaptation of the scheme to the specific needs of the particular research institution. Predefined sub-modules can be updated, reorganised or removed and new sub-modules can be added if necessary.
- **Increasing the visibility of existing services through the single presentation platform.** The preview version of collected information can be shared with researchers and other external users.

Researchers and professionals assisting them can also benefit from the use of the REFLEX App in several ways:

- **General scheme** will help researchers to identify key areas of their career development. Researchers can also use the tool to develop their **personal scheme** where they can add their own notes and comments and update it anytime.
- **Institutional schemes** provide the researchers with a better access to the existing services. Instead of browsing through the websites of different departments, researchers can approach all services through the single interface.

How the application works

The REFLEX App interface is intuitive and easy to learn and use. However, to get the most of the application, we recommend the users to read the following overview of the application functionalities and tips how to use them.

1. Basic description of the application structure

Application structure is based on the model scheme developed in the REFLEX project (- link-). The scheme consists of **five main categories** (we will also refer to them as to the **modules** in this Guide). These are: Career Advice, Academic Skills and Development, Company and Organisational Interaction, Mobility and Networking.

Each Category consists of the set of **sub-modules**. E. g. the category Mobility includes the following sub-modules: Dual Career, Legal and Administrative Issues, Cultural Courses and Mobility Coaching.

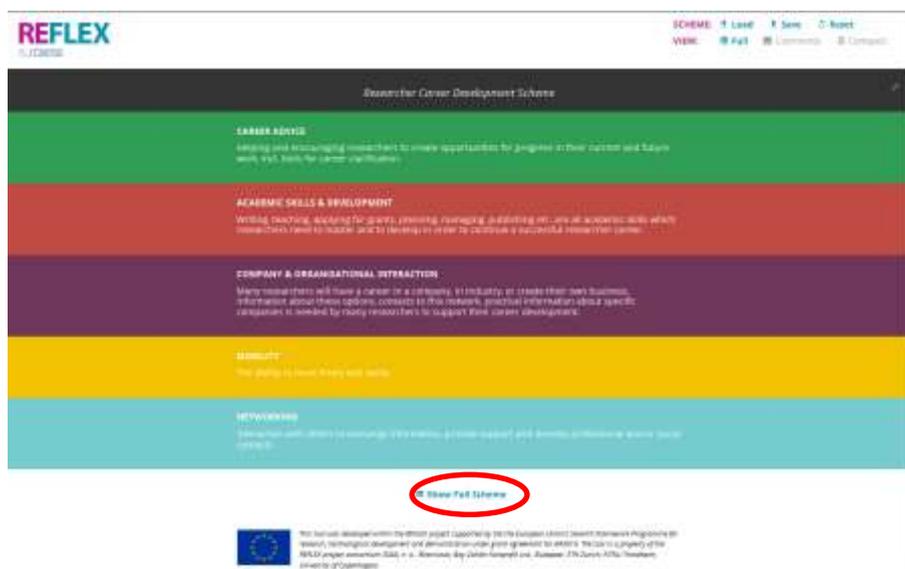
Each sub-module includes a short description. The sub-modules marked with “C” refer to courses. (E.g. C: Language courses). The sub-modules marked with “W” refer to workshops (E. g. W: How to become and entrepreneur).

2. Application preview

The application offers several different preview options.

2.1 Initial view, Full scheme view and Single module view

Initial view offers the overview of five main areas (modules) of the researcher’s career development support. If you are interested in a specific area, click/tap on it to access the list of all sub-modules in this category. Click on the “Show Full Scheme” button for the complete overview of the scheme.



Full scheme view: Choose this view for a detailed overview of all sub-modules in the scheme. You can get back to the initial view anytime by clicking on the “Initial View” button (in the left corner of the screen).



Single Theme View: If you wish to work with the sub-modules in one specific area only, you can choose it by clicking on the particular category at the initial view page. You can get back to the initial view anytime by clicking on the “Initial View” button.

2.2 Compact View, Comments View and Full View

You can display the sub-modules in three different modes, each offering a different level of details.

Full View

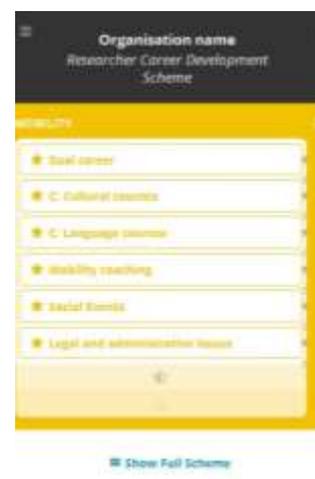
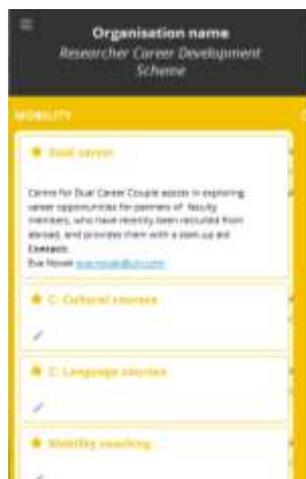
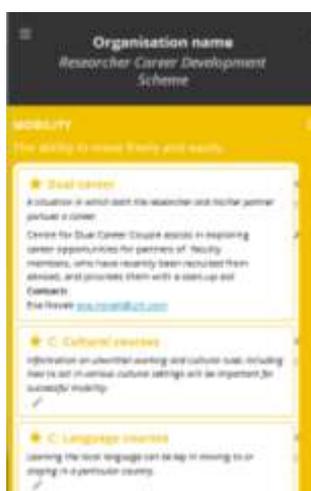
Displays the list of sub-modules in the specific area, default descriptions of the sub-modules and comments added by the user.

Comments View

Displays the list of sub-modules in the specific area and comments added by the user.

Compact View

Displays the compact list of sub-modules without any further details or descriptions.



2.3 Editable Preview and Read Only Preview

Editable Preview

This view enables editing of the content. Editing buttons are visible. The preview can be accessed anytime through the unique link or ID number generated by the application when the scheme is saved (see the section 3.4 Sharing the scheme).



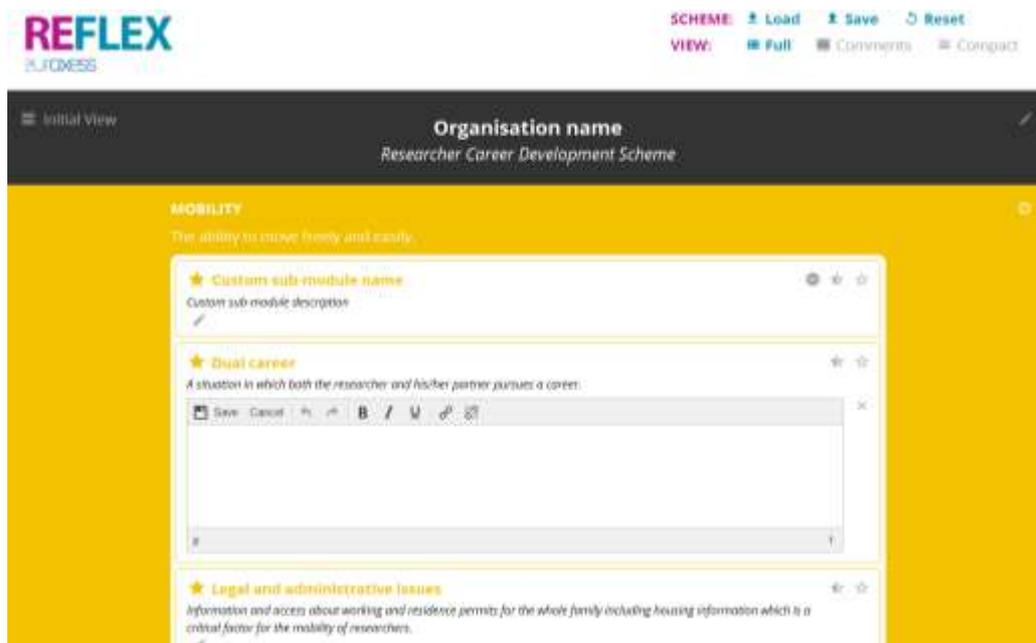
Read Only Preview

This is the preview to be shared with the external users. The preview does not enable editing of the content (editing buttons are not visible) and can be accessed anytime through the unique link generated by the application when the scheme is saved (see the section 3.4 Sharing the scheme).



3. Customising the scheme

Institutions can customise the scheme according to their specific situation. The scheme can be edited by several collaborators and subsequently shared with the researchers or other external users.



3.1 Adding the name of the institution

In order to enable a clear identification of the institution offering the particular scheme, the REFLEX App enables to add the name of the institution in the upper panel. To add the name of the institution, click on the (Pen) icon in the right corner of the screen and enter the name of the institution into the active field. The name can be updated anytime.

3.2 Editing the sub-modules.

The application enables to reorganise, hide or remove the existing sub-modules or to add new ones. The description can be added to each of the sub-modules.

Desired action	How to do it	Button
Change the order of the sub-modules	Drag a specific module and drop it at the desired position.	NA
Add new sub-module	Click on the (+) button in the right corner of the screen. Enter the name of the sub-module and add the description. The sub-module can be edited anytime.	
Remove the sub-module from the scheme.	Click on the (-) button in the right corner of the sub-module description. Only new sub-modules added by the user can be removed from the scheme.	
Hide the sub-module from the scheme <i>(for the sub-modules that will not be included in the institution-specific scheme)</i>	Click on the (empty star) button in the right corner of the sub-module description. The sub-module will be automatically moved to the end of the sub-modules list in the editable preview. It will not be visible in the read-only preview of the scheme. Hidden sub-modules cannot be edited. Use the (full star) button to reactivate the module.	 
Mark the sub-module as tentative <i>(for the sub-modules that should be included in the institution specific scheme but need some additional editing before making them visible to the end user)</i>	Click on the (half full star) button in the right corner of the sub-module description. The sub-module will be automatically moved to the end of the sub-modules list in the editable preview. It will not be visible in the read-only preview of the scheme. Tentative sub-module can be edited. Use the (full star) button to reactivate the module.	
Edit or add your own description to the sub-module	Click on the (pen) icon under the name of the sub-module. Enter the description to the active field. The description can be updated anytime.	

! If you make any changes, don't forget to save the scheme before leaving the page.

4. Saving and sharing the scheme

Any updates made in the scheme can be saved and shared with collaborators as well as with external users.

4.1 Saving the new scheme

When you are saving the scheme for the first time, click on the (Save) button. The system offers you the possibility to save a new scheme. After saving the scheme, the system generates a unique link and an ID number that enable you to access the scheme again. Please note down this information.

SCHEME: [Load](#) [Save](#) [Reset](#)

[Save as new scheme](#)

4.2 Saving the changes in the existing version of the scheme

Click on the (Save) button. The system offers you two possibilities: "Save scheme" and "Save as new scheme".

SCHEME: [Load](#) [Save](#) [Reset](#)

[Save scheme](#)

[Save as new scheme](#)

To choose the right option, consider the following:

Save scheme	Save as new scheme
The updated version will be accessible through the original access link generated when the first version of the scheme was saved.	A new access link will be generated. Others will not be able to see the changes unless you share a new link to the new version with them.
An earlier version of the scheme will not be preserved.	An earlier version of the scheme will be preserved and accessible through the original access link.

4.3 Resetting the default values

If you choose this option, any unsaved changes will be removed from the scheme.

4.4 Sharing the scheme

The application enables to share the scheme in two different formats: Editable Preview and Read Only Preview.

Editable preview is meant for the collaborators from your institution contributing to the scheme. It can be accessed through the unique access link or the ID number generated by the application when saving the scheme. To access the editable preview of the scheme through the ID number, use the (Load) button. **! Please note that anybody with this unique link or ID number can update the scheme and save the changes** (all users with the access link or ID number the same level of access rights).

Read only preview is meant for any users who should not be able to update the scheme. It can be accessed through the unique access link generated by the application when saving the scheme.

SCHEME: [Load](#) [Save](#) [Reset](#)

[Save scheme](#)

[Save as new scheme](#)

Your scheme has already been saved on 2017-01-05 15:07:57 with the following ID:

1ec499d84c291035

Use the scheme ID above to load your scheme for editing later, or use this link:

<http://euraxess-reflex.saia.sk/reflexapp/?s=1ec499d84c291035>

Share the scheme for read-only preview using this link:

<http://euraxess-reflex.saia.sk/reflexapp/?v=7eb3a5c5c7f490d6>

If you make any changes, don't forget to save the scheme before leaving the page – you can rewrite the currently saved version and save the scheme with the same ID (click on "Save scheme"), or you can save it as a new scheme (click on "Save as new scheme" and a new ID and links for editing and preview will appear).

Terms of use

The REFLEX Application can be used free of charge. The application can be used for the non-commercial purposes only.

The tool is a property of the REFLEX project consortium (SAIA, n. o., Bratislava; Bay Zoltán Nonprofit Ltd., Budapest; ETH Zurich; NTNU Trondheim; University of Copenhagen).

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Contact details

If you have any questions concerning the application contact us at euraxess@saia.sk.