HAMK
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SoleMOVE – Replying to a message and editing the application on special request

SoleMOVE works best with the latest versions of the following web browsers

- Mozilla Firefox
- Internet Explorer

When using SoleMOVE, it is important to know SoleMOVE's basic functions.

BASIC FUNCTIONS IN SOLEMOVE

- Navigate only with the system's own return button ⏎ Return . Do not use the navigation buttons of your browser because the data you have inserted may get lost.
- These buttons appear in the system and they work by clicking
  - ↗ shows you a list of options
  - ◆ for editing information and uploading attachments
  - ⓘ info button
- Remember to save 💾 Save the application after you have added new information.
- 🛑 indicates that data is missing. All required data must be filled in before you can send your application.
- You can make a pdf-file of your application at any point by clicking the pdf-icon 🖶 PDF (it is recommended that you do this once you have completed the application)
- **After you have sent the application, you cannot make changes to it.**

INSTRUCTIONS FOR REPLYING TO AN ADDITIONAL INFORMATION REQUEST

1. Login to SoleMOVE via the link in the e-mail you received from movesupport(at)hamk.fi.
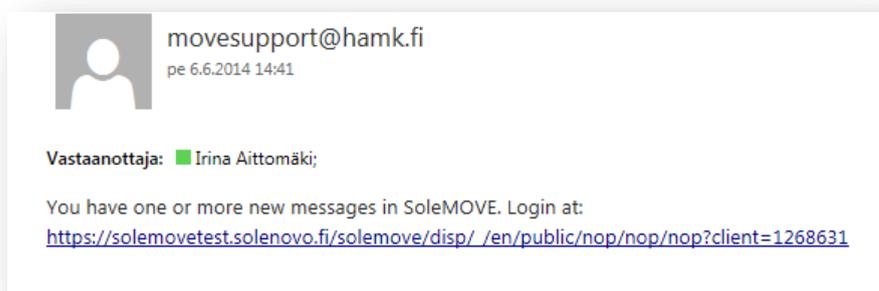
When you are logged in click *Application form for outgoing/incoming student mobility.*

2. You see the message you have received from HAMK's coordinator on Messages page.

3. Click *Mark as read*. *Add new* field appears. Click the field and write your answer in the *Message* field and click *Save*.

4. If you don't need to edit the form, send it back on the *Check and send application* page.

Editing the application on a special request

1. If you need to add some further information to your mobility form, do so as instructed in the Messages. If you need to add an enclosure again. Click the *Enclosures* tab.

2. Click the pencil icon to add a new enclosure or to replace an old enclosure.

3. Choose *Browse* and find the right file from your computer. Once you have added the new file, click *Upload file.*
4. Remember to send the form back on the *Check and send application* page.