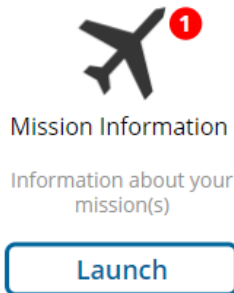


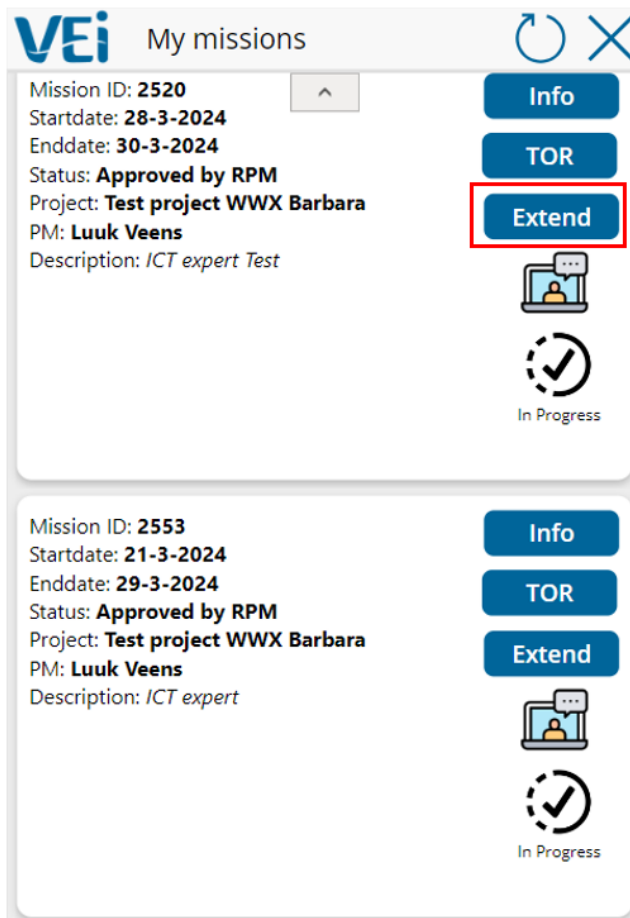
## Add online mission by short term expert

**A short term expert can make an online mission request based on an existing field or online mission.**

The short-term expert navigates to the STE app and then to 'Mission information'.



There you will see an overview of all missions. To make an online mission request, click on 'extend'.



**VEi** My missions

Mission ID: 2520  
Startdate: 28-3-2024  
Enddate: 30-3-2024  
Status: **Approved by RPM**  
Project: **Test project WWX Barbara**  
PM: **Luuk Veens**  
Description: *ICT expert Test*

Info  
TOR  
**Extend**

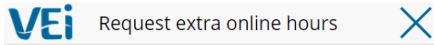
In Progress

Mission ID: 2553  
Startdate: 21-3-2024  
Enddate: 29-3-2024  
Status: **Approved by RPM**  
Project: **Test project WWX Barbara**  
PM: **Luuk Veens**  
Description: *ICT expert*

Info  
TOR  
Extend

In Progress

The STE indicates that he/she has understood the notification below.



This extension of the field mission is meant for continuous online support after a field mission for a longer period of time (for coaching, follow up or other additional support). Don't forget to discuss this with the RPM before submitting the extension.

This button is **NOT** meant for completing a report etc. right after the mission (max 2 weeks after the end date of the mission). These online hours can be added to the current timesheet of the field mission.

If the RPM has already planned an online mission for you, then you don't need to extend this field mission either. You can fill in your worked hours in the already created online mission.

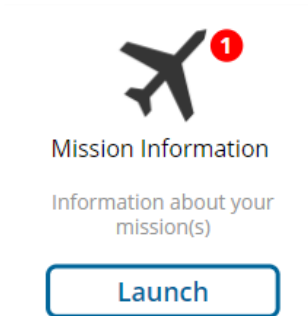
OK, I understood

The online mission details (the request) can then be completed and sent to the project manager of the project.

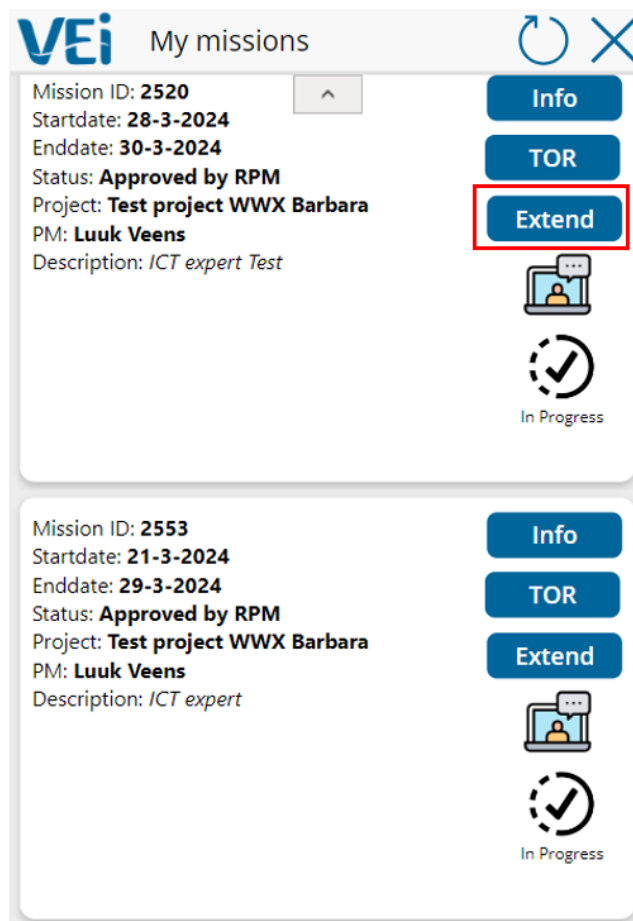
A form titled "VEi Request extra online hours" with a close button. It contains several input fields: "\*Extension for Mission:" with a dropdown menu showing "ID:2520 28-3-2024 - 30-3-2024 ICT expert Test proj"; "\*Start Date:" with a date field "5-6-2024" and a calendar icon; "\*End Date:" with a date field "17-8-2024" and a calendar icon; "\*Number of work days:" with a text input field containing "5"; and "\*Maximum expected number of online hours:" with a text input field containing "40". Below the form is an orange box with the text "Request awaiting approval by PM" and a "Send request" button at the bottom right.

**Een short term expert kan een online missie aanvraag doen op basis van een bestaande field of online missie.**

Hierbij navigeert de short-term expert naar de [STE app](#) en vervolgens naar 'Mission information'.



Daar ziet men een overzicht van alle missies. Om een online missie verzoek te doen klikt men op 'extend'.



De STE geeft aan dat hij/zij de onderstaande notificatie begrepen heeft.

**VEi** Request extra online hours ✕

This extension of the field mission is meant for continuous online support after a field mission for a longer period of time (for coaching, follow up or other additional support). Don't forget to discuss this with the RPM before submitting the extension.

This button is **NOT** meant for completing a report etc. right after the mission (max 2 weeks after the end date of the mission). These online hours can be added to the current timesheet of the field mission.

If the RPM has already planned an online mission for you, then you don't need to extend this field mission either. You can fill in your worked hours in the already created online mission.

OK, I understood

Vervolgens kunnen de online missie details ingevuld worden en het verzoek verzonden naar de projectmanager van het project.

**VEi** Request extra online hours ✕

\*Extension for Mission:

 ID:2520 28-3-2024 - 30-3-2024 ICT expert Test proj ▼

\*Start Date

5-6-2024 

\*End Date:

17-8-2024 

\*Number of work days:

5

\*Maximum expected number of online hours:

40

Request awaiting approval by PM

Send request