

Mashav Forms Management System

Embassies Guide

Mashav forms management system allows you to manage the registration process of candidates of Mashav Courses in Israel and Online.

The system's aim is to manage the candidate registration and approval process involving all factors: the candidate, embassy, extension and headquarters. The registration process is conducted in full transparency between all factors, and allows continued documentation, past registration processes and evaluation.

The system advantages:

1. Upgrade, improvement, and simplification of the candidate registration process
2. Real-time internal communication between the embassy, headquarters, Mashav and training center
3. Full transparency of treatment status for candidates
4. Improvement of organizational memory mechanism
5. Synchronization with management system
6. Streamlining of processes and compliance with schedules
7. Generation of detailed and managed reports

Connection to the system from a managed computer (in headquarters and embassies)

- 1 Start on your **computer**:
Tap the **icon** located on your desktop

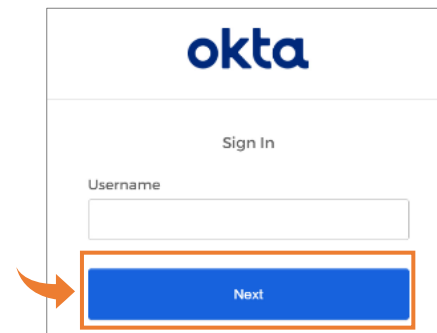
OR

In a **web browser**, enter the URL:

https://mofaallcloud.lightning.force.com/lightning/o/Registration_c/list?filterName=00B4K000007pND3UAM



- 2 Enter your **username** and tap 'Next'



okta

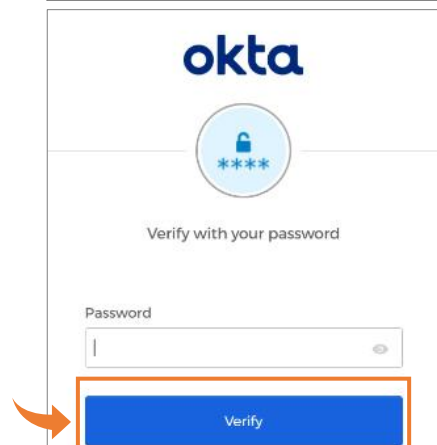
Sign In

Username

Next

An orange arrow points to the 'Next' button.

- 3 Enter your **password** and tap 'Verify'



okta

Verify with your password

Password

Verify

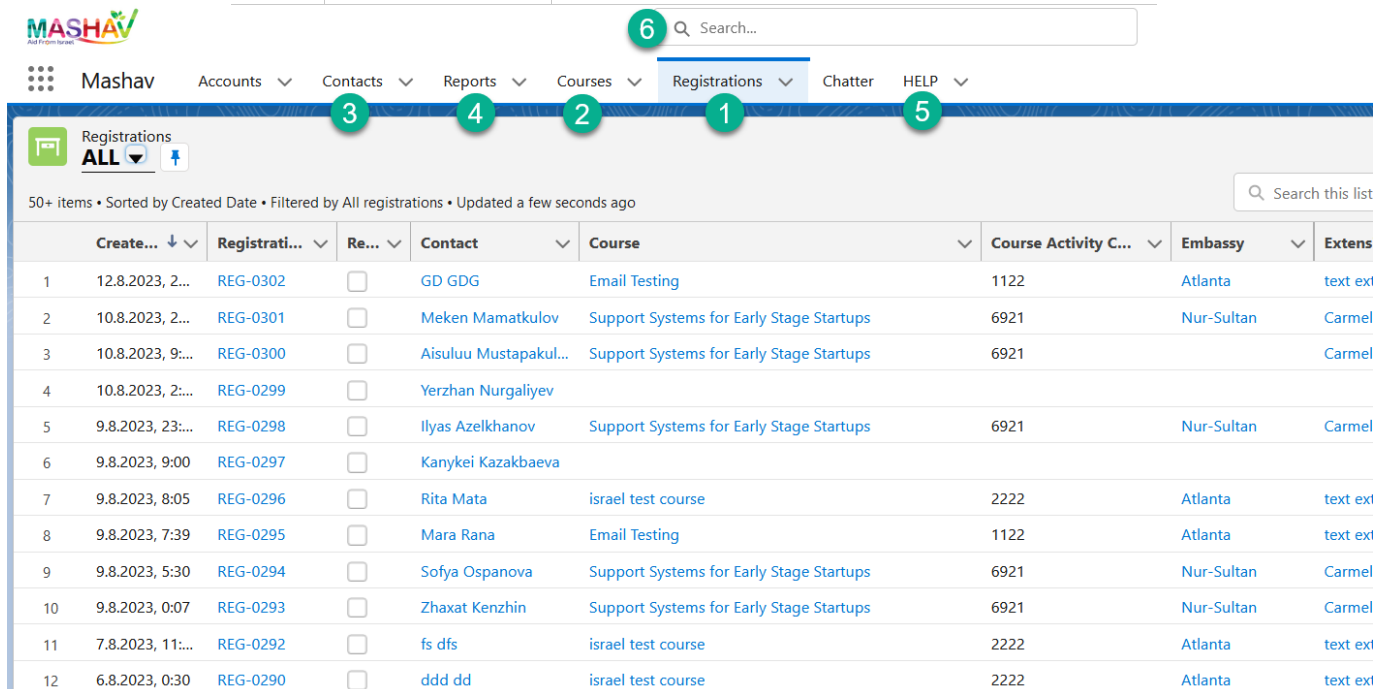
An orange arrow points to the 'Verify' button.

- 4 Enter the **code** from the **Okta Verify application** and tap **Verify**

You are successfully connected to Mashav

Introduction to the system

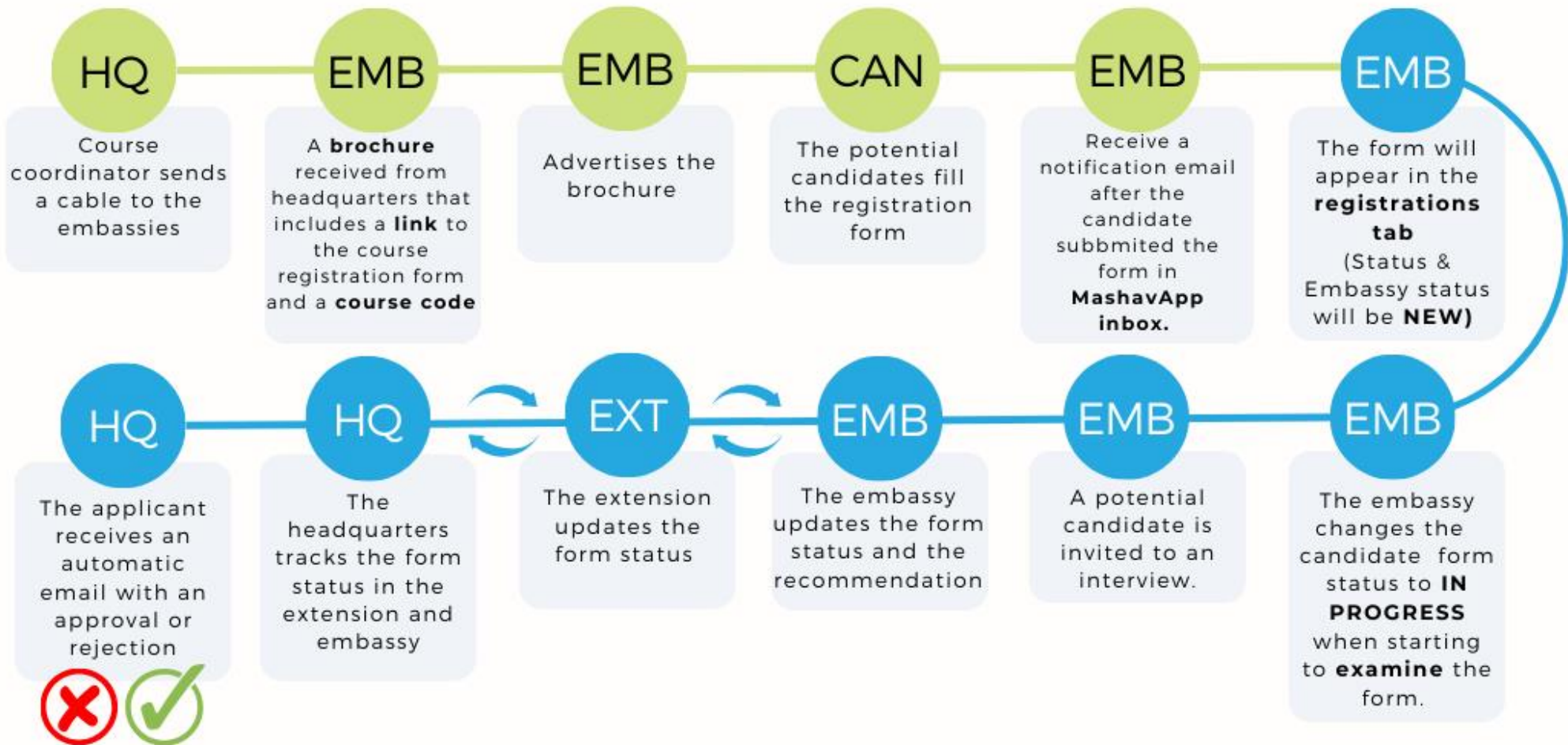
	Main components	
1	Registrations	Forms that were received from candidates
2	Courses	List of active courses
3	Reports	Detailed and managed reports
4	Contacts	Contacts list including candidates
5	Help	Help guides & tutorials
6	Search Box	Expanded search field to retrieve results from every part of the system




The screenshot shows the MASHAV system interface. At the top, there is a navigation bar with a search box (6) and menu items: Mashav, Accounts, Contacts (3), Reports, Courses, Registrations (1), Chatter, and HELP (5). Below the navigation bar, the 'Registrations' section is active, showing a list of 50+ items. The list is filtered by 'All registrations' and sorted by 'Created Date'. The table columns are: Create..., Registrati..., Re..., Contact (4), Course (2), Course Activity C..., Embassy, and Extens. The table contains 12 rows of registration data.

	Create...	Registrati...	Re...	Contact	Course	Course Activity C...	Embassy	Extens
1	12.8.2023, 2...	REG-0302	<input type="checkbox"/>	GD GDG	Email Testing	1122	Atlanta	text ext
2	10.8.2023, 2...	REG-0301	<input type="checkbox"/>	Meken Mamatkulov	Support Systems for Early Stage Startups	6921	Nur-Sultan	Carmel
3	10.8.2023, 9...	REG-0300	<input type="checkbox"/>	Aisuluu Mustapakul...	Support Systems for Early Stage Startups	6921		Carmel
4	10.8.2023, 2...	REG-0299	<input type="checkbox"/>	Yerzhan Nurgaliyev				
5	9.8.2023, 23...	REG-0298	<input type="checkbox"/>	Ilyas Azelkhanov	Support Systems for Early Stage Startups	6921	Nur-Sultan	Carmel
6	9.8.2023, 9:00	REG-0297	<input type="checkbox"/>	Kanykei Kazakbaeva				
7	9.8.2023, 8:05	REG-0296	<input type="checkbox"/>	Rita Mata	israel test course	2222	Atlanta	text ext
8	9.8.2023, 7:39	REG-0295	<input type="checkbox"/>	Mara Rana	Email Testing	1122	Atlanta	text ext
9	9.8.2023, 5:30	REG-0294	<input type="checkbox"/>	Sofya Ospanova	Support Systems for Early Stage Startups	6921	Nur-Sultan	Carmel
10	9.8.2023, 0:07	REG-0293	<input type="checkbox"/>	Zhaxat Kenzhin	Support Systems for Early Stage Startups	6921	Nur-Sultan	Carmel
11	7.8.2023, 11:...	REG-0292	<input type="checkbox"/>	fs dfs	israel test course	2222	Atlanta	text ext
12	6.8.2023, 0:30	REG-0290	<input type="checkbox"/>	ddd dd	israel test course	2222	Atlanta	text ext

THE WORK PROCESS



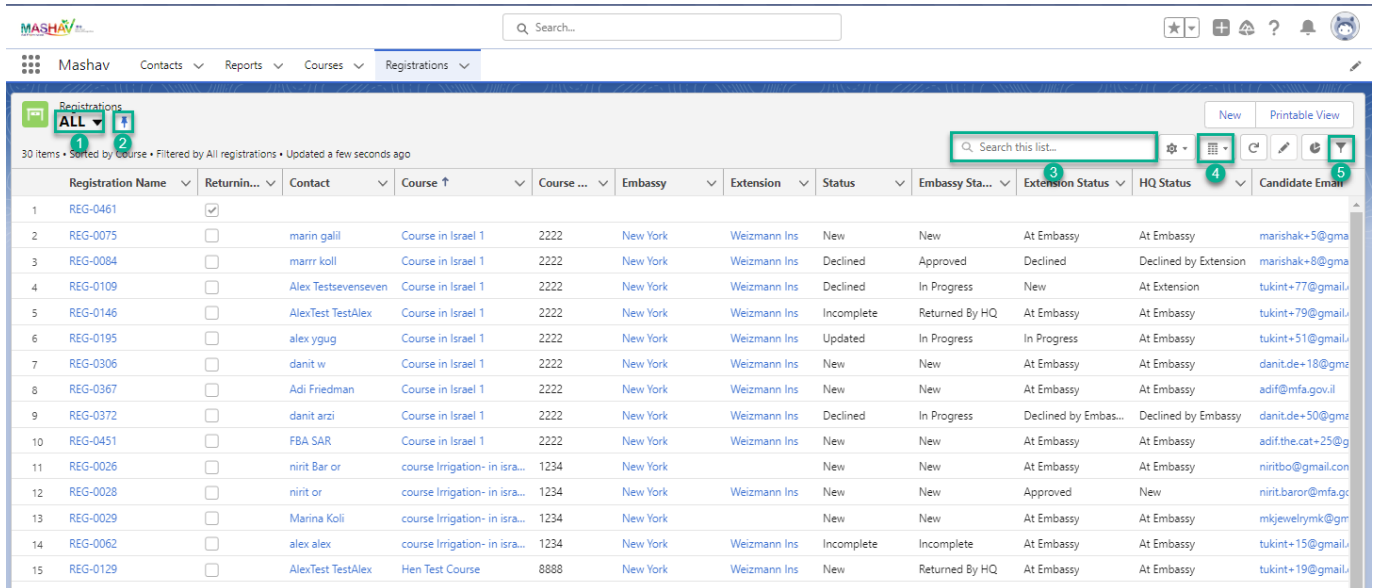
HQ - Headquarters
EMB - Embassy
EXT - Extension
CAN - Candidate

 The work process in the new **MashavApp**

Main Controls

Controls

- 1 List Views** Select a list view from the dropdown menu
- 2 Pin** Pin a list with Pin icon to set it as your default
- 3 List Search** Search a list view for the data you need
- 4 Display as** Switch between different table view
- 5 Filters** Refine which records are displayed using filters



The screenshot shows the MASHAV web application interface. At the top, there is a search bar and navigation tabs for Mashav, Contacts, Reports, Courses, and Registrations. The Registrations tab is active, showing a list of 30 items. The interface includes several controls highlighted with numbered circles: 1. A dropdown menu for list views (currently set to 'ALL'); 2. A pin icon; 3. A search bar for the list; 4. A view toggle icon (table view selected); 5. A filter icon. The table below contains columns for Registration Name, Returnin..., Contact, Course, Course..., Embassy, Extension, Status, Embassy Sta..., Extension Status, HQ Status, and Candidate Email. The table lists various registration records with their respective details.

Registration Name	Returnin...	Contact	Course	Course ...	Embassy	Extension	Status	Embassy Sta...	Extension Status	HQ Status	Candidate Email
1 REG-0461	<input checked="" type="checkbox"/>										
2 REG-0075	<input type="checkbox"/>	marin galil	Course in Israel 1	2222	New York	Weizmann Ins	New	New	At Embassy	At Embassy	marishak+5@gmail
3 REG-0084	<input type="checkbox"/>	marr koll	Course in Israel 1	2222	New York	Weizmann Ins	Declined	Approved	Declined	Declined by Extension	marishak+8@gmail
4 REG-0109	<input type="checkbox"/>	Alex Testsevensen	Course in Israel 1	2222	New York	Weizmann Ins	Declined	In Progress	New	At Extension	tukint+77@gmail
5 REG-0146	<input type="checkbox"/>	AlexTest.TestAlex	Course in Israel 1	2222	New York	Weizmann Ins	Incomplete	Returned By HQ	At Embassy	At Embassy	tukint+79@gmail
6 REG-0195	<input type="checkbox"/>	alex ygug	Course in Israel 1	2222	New York	Weizmann Ins	Updated	In Progress	In Progress	At Embassy	tukint+51@gmail
7 REG-0306	<input type="checkbox"/>	danit w	Course in Israel 1	2222	New York	Weizmann Ins	New	New	At Embassy	At Embassy	danit.de+18@gme
8 REG-0367	<input type="checkbox"/>	Adi Friedman	Course in Israel 1	2222	New York	Weizmann Ins	New	New	At Embassy	At Embassy	adif@mfa.gov.il
9 REG-0372	<input type="checkbox"/>	danit arzi	Course in Israel 1	2222	New York	Weizmann Ins	Declined	In Progress	Declined by Embas...	Declined by Embassy	danit.de+50@gme
10 REG-0451	<input type="checkbox"/>	FBA SAR	Course in Israel 1	2222	New York	Weizmann Ins	New	New	At Embassy	At Embassy	adif.the.cat+25@g
11 REG-0026	<input type="checkbox"/>	nirit Bar or	course Irrigation- in isra...	1234	New York		New	New	At Embassy	At Embassy	niritbo@gmail.com
12 REG-0028	<input type="checkbox"/>	nirit or	course Irrigation- in isra...	1234	New York	Weizmann Ins	New	New	Approved	New	nirit.baror@mfa.g
13 REG-0029	<input type="checkbox"/>	Marina Koli	course Irrigation- in isra...	1234	New York		New	New	At Embassy	At Embassy	mkjewelrymk@grr
14 REG-0062	<input type="checkbox"/>	alex alex	course Irrigation- in isra...	1234	New York	Weizmann Ins	Incomplete	Incomplete	At Embassy	At Embassy	tukint+15@gmail
15 REG-0129	<input type="checkbox"/>	AlexTest.TestAlex	Hen Test Course	8888	New York	Weizmann Ins	New	Returned By HQ	At Embassy	At Embassy	tukint+19@gmail

Registrations Tab

List of forms filled by candidates

Regi...	Returnin...	Contact	Course ↑	Course ...	Embassy	Extension	Status	Embassy Sta...	Extension Status	HQ Status	Candidate Email
1	REG-0075	2 in gall	3 ource in Israel 1	4 2	New York	5 eizmann Ins	6	7	8 mbassy	9 mbassy	marishak+5@gmail.com
2	REG-0084	marr koll	Course in Israel 1	2222	New York	Weizmann Ins	Declined	Approved	Declined	Declined by Extension	marishak+8@gmail.com
3	REG-0109	Alex Testseveeven	Course in Israel 1	2222	New York	Weizmann Ins	Declined	In Progress	New	At Extension	tukint+77@gmail.com
4	REG-0146	AlexTest TestAlex	Course in Israel 1	2222	New York	Weizmann Ins	Incomplete	Returned By HQ	At Embassy	At Embassy	tukint+79@gmail.com
5	REG-0195	alex ygug	Course in Israel 1	2222	New York	Weizmann Ins	Updated	In Progress	In Progress	At Embassy	tukint+51@gmail.com

Form ID

Name of the candidate

Course name

Course code

Extension name

The general status of the form. Generated automatically

Indicates the treatment status of the form by the embassy.

New - A new form that was submitted by a candidate.

In Progress – When the embassy started to work on the form.

Approved – The embassy approved the candidate.

Declined- The embassy rejected the candidate.

Stand By – Indicates that the form is on hold for further treatment.

Returned By HQ- Indicate that the form was returned by headquarters.

Incomplete- The form was returned to the candidate to complete the missing details.

Updated - The candidate updated the missing details.

Returned By Extension -Indicate that the form was returned by extension.

Indicates the treatment status of the form by the **extension**. As long as the form was not treated by the embassy the status will automatically be **At Embassy**

Registration Name

Contact

Course

Course Number

Extension

Status

Embassy Status

Extension Status

1

2

3

4

5

6

7

8



Indicates the treatment status of the form by the **headquarters**. As long as the form was not treated by the embassy the status will automatically be **At Embassy**

HQ Status



Form Navigation



The embassy can begin the process only after the candidate has completed and submitted the form. New Forms will appear in the **registrations tab**. Their 'status' will be set as **New or Updated** and their 'embassy status' will be set as **New**.

You will also receive a notification about new forms in the embassy's **Mashavapp** email box.

It is the embassy's responsibility to carry out the initial sorting and filtering of candidates.

Please note,

Candidates can't make changes once the form has been submitted.

1. Tap the **Registration name** to open the form.
 2. The form screen is opened for review, it shows a detailed view of all the information that the candidate has filled and files that were uploaded to the system.
The details that were filled by the candidate is divided into sections that are expandable.
- Tap on  to expand, and on  to minimize.
3. The right part of the form review screen contains attached files and further details of **Education, Employment History, Registration References**.
 4. Tap the **listing ID** to display further information, such as education, employment history and registration references. Tap the back button in the browser to return to the previous screen.
 5. The Files section contains files that were submitted such as: passport, medical documents, CV and certificates.

Tap on the file name to open it.

Please note, the number inside the brackets indicates how many records are in each subject.

Registration
REG-0287

[+ Follow](#)
[Edit](#)
[Printable View](#)
[Sharing](#)

Details

Candidate Details

Contact: Marina Kolzher	Candidate Birthdate: 5.2.2000
Candidate Email: mikjewelrymk+307@gmail.com	Candidate Religion: Christian
Candidate Phone: 2222	Candidate Other Religion:
Candidate Mobile: 222	High Education Level: M.A
Candidate Citizenship: Austria	Candidate Address: 22
Candidate Gender: Female	Email Has Been Sent: <input type="checkbox"/>
Candidate Passport Type: National	Files Deleted: <input type="checkbox"/>
Candidate Passport Number: 2222	
please specify (Word, Excel, etc)	

This is the first registration of the candidate

Education (1)

EDU-0499

Record Type: Degree

High Education Level: M.A

File Uploaded:

[View All](#)

Employment History (2)

EMH-0165

Institution Name: fccc

From Date:

To Date:

EMH-0167

Institution Name: hhh

From Date: 12.12.2012

To Date:

[View All](#)

Registration References (2)

REF-0334

Name: jhh

Position: jhj

REF-0335

Name: hhh

Position: hjj

[View All](#)

Registration Details

- > Current Employment
- > Language
- > Embassy
- > Embassy Interview Exemption
- > Embassy Interview

Form handling procedure in the system

1. Start by changing the **Embassy Status** to **In Progress** – this indicated that the embassy started treatment.

You can add a comment in **the 'Embassy status comment'**.

Make sure to enter as much details as you can.

2. Verify that all the details and attachments that were submitted are proper and authenticated.
3. If candidate details are missing, change the **Embassy Status** to **Incomplete**. Enter the **Form completion due date** and **form completion details**.

The candidate will receive an **automatic email** that list all the missing details and the due date.

The form will be returned to the candidate and will be opened for editing until the due date that was set.

After the Candidate has updated the missing details and resubmitted the form, the **Embassy Status** will change to **'Update'**

Please note,
The **form completion due date** is filled only when you change the **Embassy Status** to **Incomplete**.

4. Enter the interview details (physical or by phone) In the **Embassy Interview** section
5. If an interview is exempted, enter the cause in **the 'Embassy Interview Exemption'** section.

Please note,
The Embassy recommendation is filled only by the official representative

Embassy

Embassy Status ↻

Participant cancelled the application

VIP

Automatic Notification to candidate

Form completion due date

Embassy Status Comment

Reason for cancellation

VIP Details

Embassy Notes

Form completion details

Embassy Status

- ✓ New
- In Progress
- Incomplete
- Approved
- Declined
- StandBy
- Returned By HQ
- Returned By Extension

Embassy Interview Exemption

Embassy Interview

Date of Interview

Type of interview

Quality of Applicant

Embassy Recommendation

Reading Skills - Interview

Speaking Skills - Interview

Writing Skills -Interview

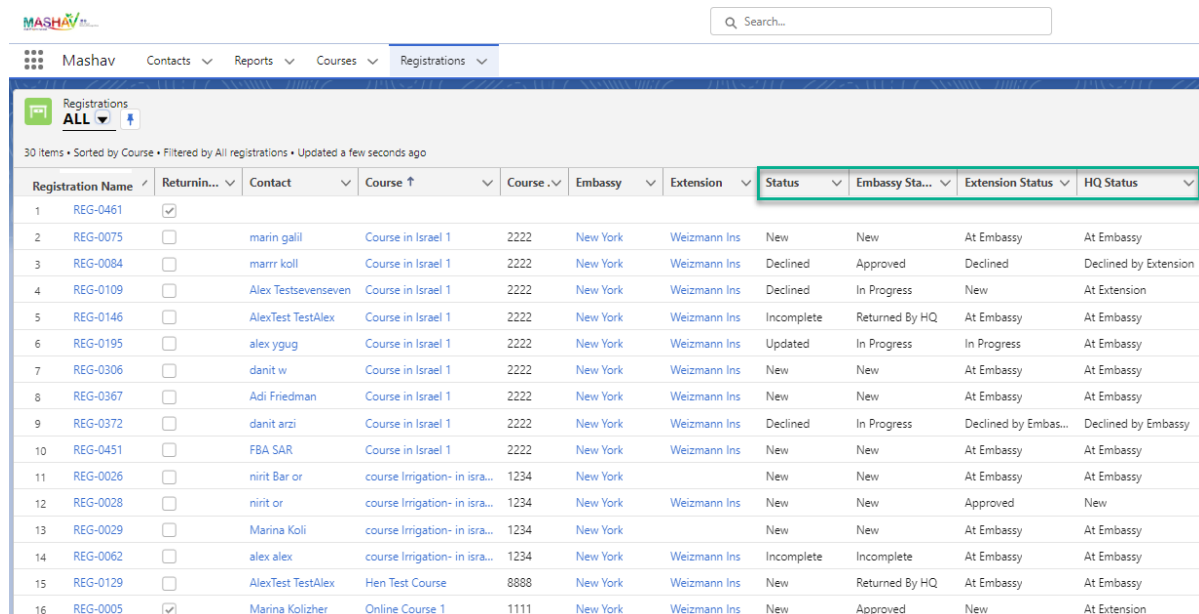
Presentation Skills - Interview

Further handling by the Extension and Headquarters

The registration tab provides full transparency of the current position of the candidate form: **in the embassy, extension or headquarters**. It can be seen in the **status** column.

Please note,

1. The form is automatically transferred to the headquarters and the extension, and the priority rankings of the candidates should be sent in a separate email and cable.
2. Even after the process is completed, it is necessary to continue monitoring the candidate's status in case the form is returned by the extension or headquarters for additional information.
3. The headquarters sends the embassy a cable (Hebrew) with a list of approved candidates. The embassy has 5 calendric days to present alternatives and disagreements before the automatic distribution of the acceptance letter to the candidates.
4. A copy of the **automatic mail** with an approval or decline is sent to the candidate and the MashavAPP inbox at the end of the approval process.



The screenshot shows the MASHAV Registrations interface. At the top, there is a search bar and navigation tabs for Mashav, Contacts, Reports, Courses, and Registrations. The Registrations tab is active, showing a list of 30 items. The table below displays the details for 16 registrations, including their names, return status, contact information, course details, and current status at various stages (Embassy, Extension, HQ).

Registration Name	Returnin...	Contact	Course ↑	Course ↓	Embassy	Extension	Status	Embassy Sta...	Extension Status	HQ Status
1 REG-0461	<input checked="" type="checkbox"/>									
2 REG-0075	<input type="checkbox"/>	marin galil	Course in Israel 1	2222	New York	Weizmann Ins	New	New	At Embassy	At Embassy
3 REG-0084	<input type="checkbox"/>	marr koll	Course in Israel 1	2222	New York	Weizmann Ins	Declined	Approved	Declined	Declined by Extension
4 REG-0109	<input type="checkbox"/>	Alex Testseven	Course in Israel 1	2222	New York	Weizmann Ins	Declined	In Progress	New	At Extension
5 REG-0146	<input type="checkbox"/>	AlexTest TestAlex	Course in Israel 1	2222	New York	Weizmann Ins	Incomplete	Returned By HQ	At Embassy	At Embassy
6 REG-0195	<input type="checkbox"/>	alex ygug	Course in Israel 1	2222	New York	Weizmann Ins	Updated	In Progress	In Progress	At Embassy
7 REG-0306	<input type="checkbox"/>	danit w	Course in Israel 1	2222	New York	Weizmann Ins	New	New	At Embassy	At Embassy
8 REG-0367	<input type="checkbox"/>	Adi Friedman	Course in Israel 1	2222	New York	Weizmann Ins	New	New	At Embassy	At Embassy
9 REG-0372	<input type="checkbox"/>	danit arzi	Course in Israel 1	2222	New York	Weizmann Ins	Declined	In Progress	Declined by Embas...	Declined by Embassy
10 REG-0451	<input type="checkbox"/>	FBA SAR	Course in Israel 1	2222	New York	Weizmann Ins	New	New	At Embassy	At Embassy
11 REG-0026	<input type="checkbox"/>	nirit Bar or	course Irrigation- in isra...	1234	New York		New	New	At Embassy	At Embassy
12 REG-0028	<input type="checkbox"/>	nirit or	course Irrigation- in isra...	1234	New York	Weizmann Ins	New	New	Approved	New
13 REG-0029	<input type="checkbox"/>	Marina Koli	course Irrigation- in isra...	1234	New York		New	New	At Embassy	At Embassy
14 REG-0062	<input type="checkbox"/>	alex alex	course Irrigation- in isra...	1234	New York	Weizmann Ins	Incomplete	Incomplete	At Embassy	At Embassy
15 REG-0129	<input type="checkbox"/>	AlexTest TestAlex	Hen Test Course	8888	New York	Weizmann Ins	New	Returned By HQ	At Embassy	At Embassy
16 REG-0005	<input checked="" type="checkbox"/>	Marina Kolizher	Online Course 1	1111	New York	Weizmann Ins	New	Approved	New	At Extension

Create and Customize List Views



The Mashavapp provides tools for organizing information better.

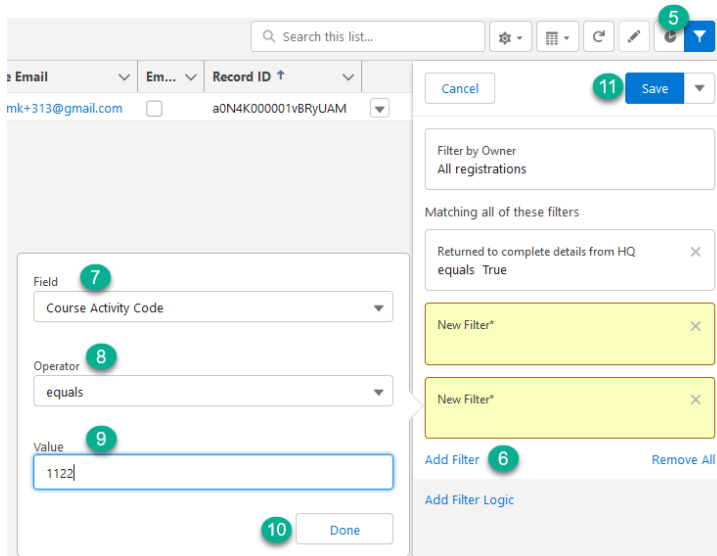
With List views the user can create a **custom list** for a specific purpose.

1. In the registrations tab, inside list views, choose the source list that you want to base a custom list on.

For example:

If you want to create a custom list of all "**Returned to Complete Details from HQ**" forms for a specific course (course number 1122 – Example)

1. Select the desired list view (using our example – "Returned to complete Details from HQ").
2. Tap on 
3. Tap on **clone** in the pop-up menu.
4. Enter the new list view name.
(Using our example – Returned to complete Details from HQ**1122**)
5. Tap on the **filter** icon 
6. Tap on **Add Filter**
7. Select **Course Activity Code** under **field**.
8. Select **Equals** under operator.
9. Enter the **course code** (example - 1122)
10. Tap on **Done**
11. Tap on **Save**



The screenshot shows the Mashavapp interface for creating a custom list view. The top bar includes a search bar and navigation icons. Below the search bar, there are dropdown menus for 'Email', 'Em...', and 'Record ID'. The main content area shows a list of records with columns for 'Email' and 'Record ID'. A filter configuration panel is open, showing the following steps:

7. Field: Course Activity Code
8. Operator: equals
9. Value: 1122
10. Done

The filter is applied to 'All registrations' and the list is filtered to show 'Returned to complete details from HQ equals True'. The 'Save' button is highlighted with a green circle 11.