



BMS International
Relationship Database
User Manual



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1. General Information

BIRD is a web application to provide an centralized system that allows research and educational staff and the International Office (IO) of BMS to access and manage information about collaborations with partner universities worldwide.

BIRD can be accessed on <https://bird.apps.utwente.nl/>

2. Authentication

BIRD uses the Single Sign-On service of the University of Twente. To authenticate you must be in possession of a valid **BMS** account of the University of Twente. Exceptions to this rule can be made by the system admin.

To login go to <https://bird.apps.utwente.nl/>, it should show a page similar to Figure 1. Click “Sign in with UT”, you will then be directed to the Single Sign-On of the UT. After successful authentication you will land on the “Dashboard” page.

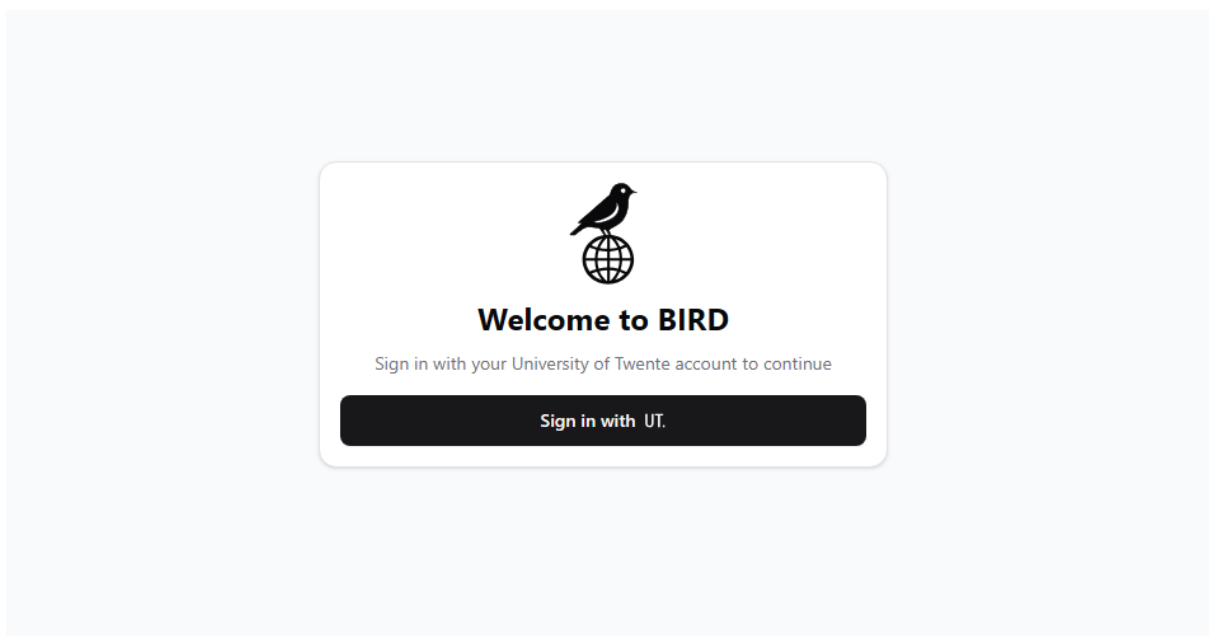


Figure 1



3. Main concepts

BIRD exist out of 5 main concepts. These concepts together give insights into communication and cooperations with other organizations.

3.1 Institutions

Organizations we collaborate with (universities, municipalities).

3.2 Persons

Persons that are either part of BMS or contact persons from other institutions. Users from BMS will also be linked to a person.

3.3 Cooperations

Cooperation is a general term for agreements, networks and funding.

Agreements: An "contract" between two or more institutions for example for "student exchange"

Networks: An collaboration between two or more institutions. Most of the time with a specific goal in mind.

Funding: An object to keep track of where funding comes from.

3.4 Contact moments

Logged interactions such as emails, meetings, or calls, including date, persons, comments.

3.5 Labels

Can be used to categorize, all types of objects in the system. Examples are "Study Levels" for agreements. Or "Faculty" for persons.



4. User Interface

4.1 Sidebar

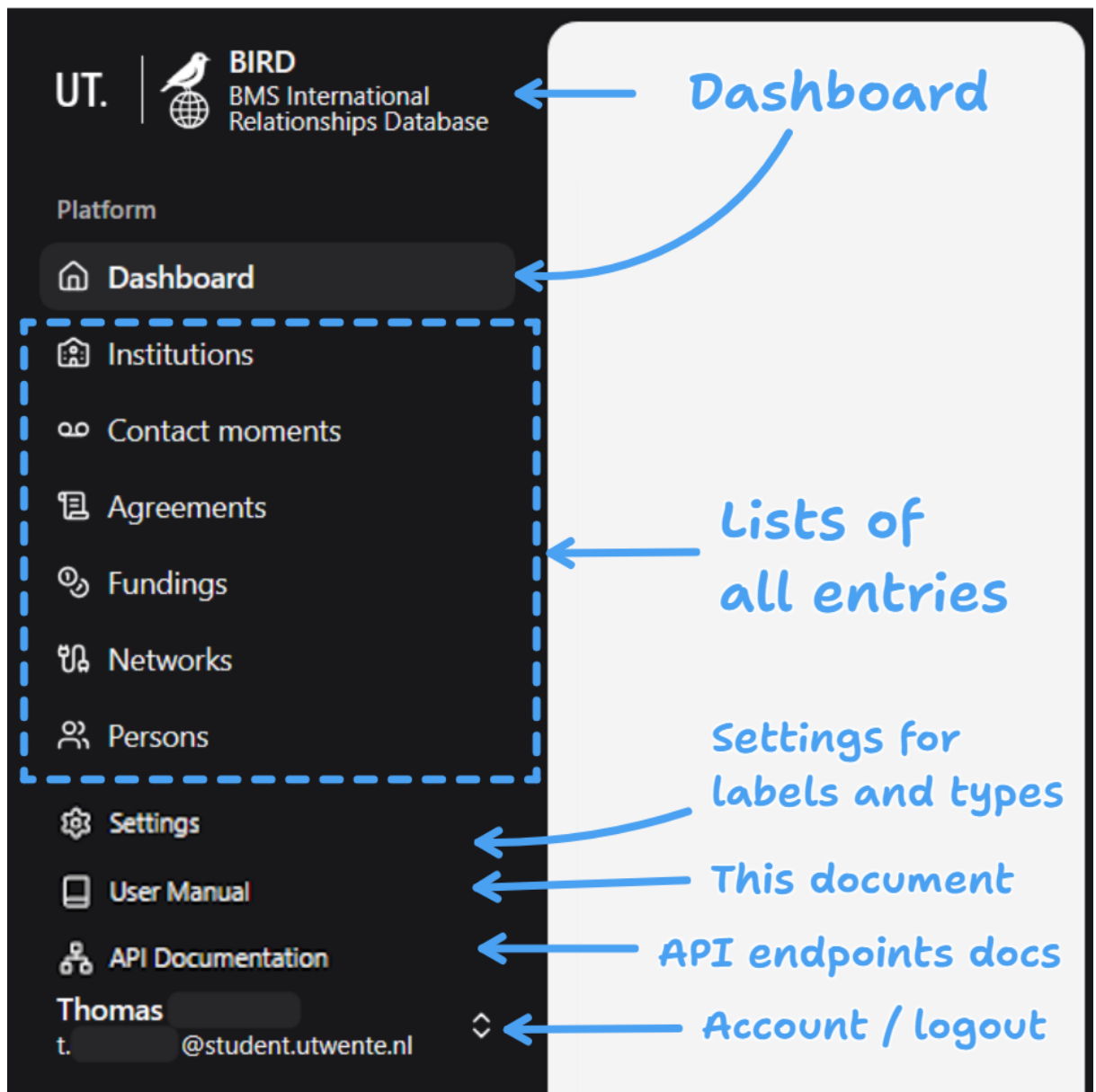


Figure 2

4.2 Topbar

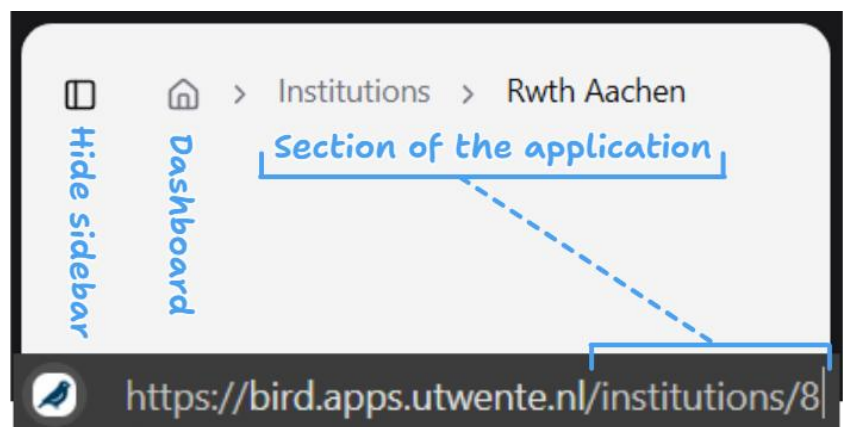


Figure 3



4.3 Tables

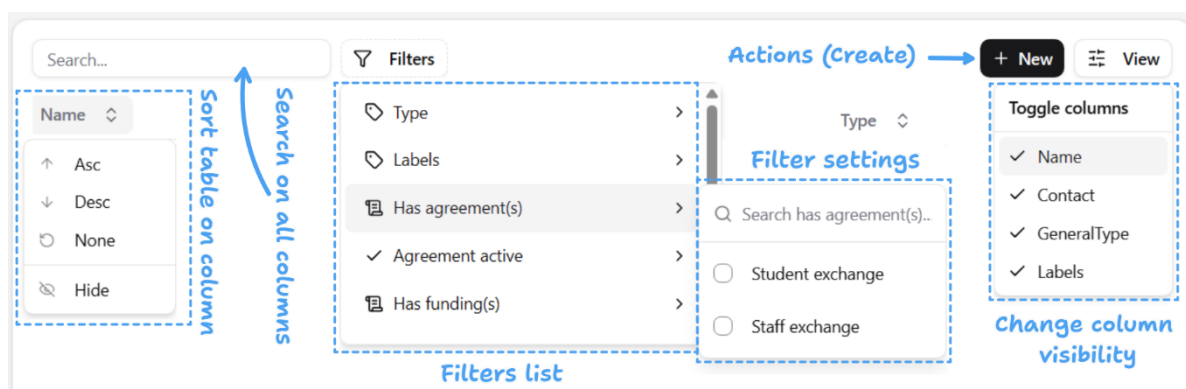


Figure 4

Selection

Some tables have the possibility to select one or multiple rows. When a selection is made a toolbar will pop-up. From this toolbar actions can be performed.

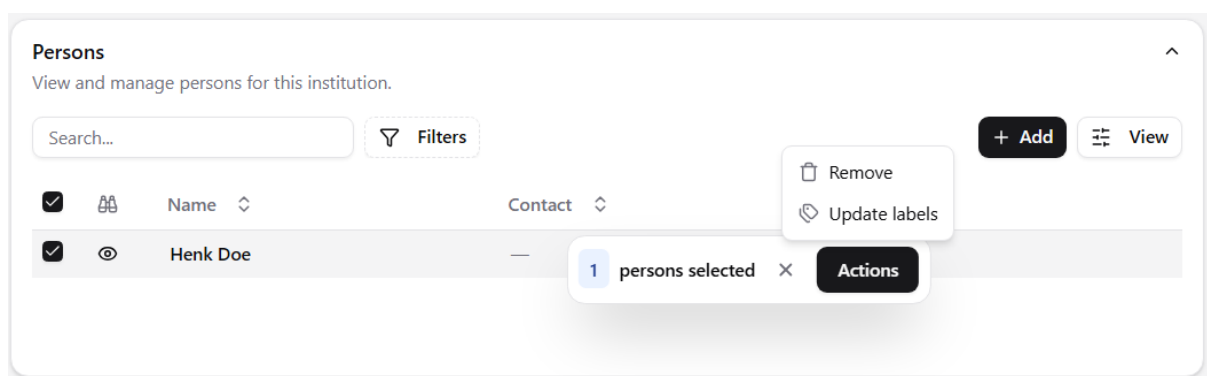


Figure 5

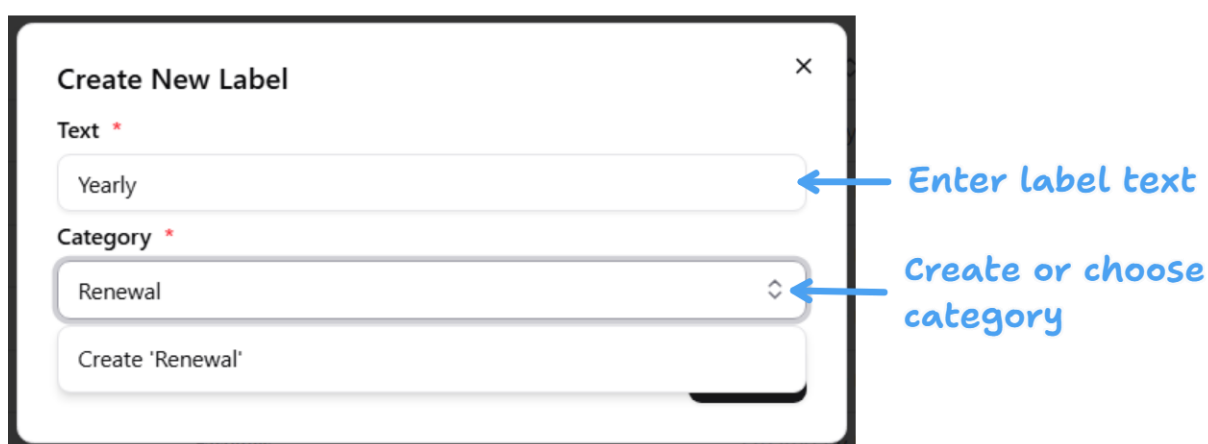


Figure 6



4.4 Information Cards

The image shows an 'Information Card' for 'Rwth Aachen'. The card has a title 'Information' and four data fields: 'Name' (Rwth Aachen), 'Address' (Aken 06385 Germany), 'Type' (University), and 'Labels' (—). A dashed blue box highlights the first three fields, with a blue arrow pointing to the text 'General information'. Below the fields are two buttons: a black 'Edit' button with a pencil icon and a red 'Remove' button with a trash icon. A blue arrow points to these buttons with the text 'Actions (Edit / Remove)'.

Information	
Name	Rwth Aachen
Address	Aken 06385 Germany
Type	University
Labels	—

Edit Remove

Figure 7



5. Permissions

In the BIRD application only two groups exist: staff and non-staff.

Staff

Can add, edit, remove and view all data in the system.

Non-staff

Can add any data to the system. However they can only edit and remove data create by them selves.

Non-staff have the option to make data only available to them selves and the staff users.

Only visible for International Office

☐ Restricts visibility to International Office staff.

Figure 8

In tables where rows are visible for you but not others this icon will appear in front.



Hidden



Visible

Search...							Filters	+ New	View
📅	Date	Type	Description	Persons Involved	Location	Institutions			
👁	04-11-2025	E-Mail	Online meeting for student exchange of 3 students	Joris Faas, Sijgie Kommers	—	University of Twente University of Melbourne			
👁	05-11-2025	E-Mail	New research agreement	Bart Griepsma, Martijn Garritsen, Susan Hughes	—	University of Twente Università degli studi di Milano Politecnico di Milano			

Figure 9



6. Entering information

BIRD allows for entering information in many different places. For example when creating a contact moment it is possible to add a new person to the system. To make this document easier to read, each different concept has their own section. The sections will also explain from where it is possible to reach these “dialogs”.

6.1 Institutions

6.1.1 Viewing

List of all institutions in the system. See 4.3 Tables for more information.

Name	Contact	Type	Labels
University of Seoul	Seoulripdae-Ro 1...	University	—
Rwth Aachen	Aken 06385 Germ...	University	—
Politecnico di Milano	Piazza Leonardo D...	University	—
Università di Bologna	Via Zamboni 33 4...	University	—
Università degli studi di Milano	Via Festa Del Perd...	University	—
University of Melbourne	Elliott Avenue 1 30...	University	—
University of Amsterdam	Amsterdam Nethe...	University	—

Figure 10

Institution page

Cooperations						
Entity	Type	Name	Active	Labels	Description	
Agreement	Student Exchange	—	until 31-12-2028	—	Other faculties can also exchange after communication	
Agreement	Staff Exchange	—	until 30-11-2025	—	—	
Funding	Erasmus+	—	until 30-11-2025	—	—	
Network	—	Foster	—	—	Social, technical faculties within technical universities	

Contact Moments					
Date	Type	Description	Persons Involved	Location	
04-11-2025	Visit	Foster meeting	Thomas Brants, Susan Hughes, Wendy Carter	Politecnico Milano Campus	
05-11-2025	E-Mail	New research agreement	Bart Griepma, Martijn Garritsen, Susan Hughes	—	

Persons				
Name	Contact	Labels		
Susan Hughes	—	—		

Information
Name: Politecnico di Milano
Address: Piazza Leonardo Da Vinci 32 20133 Milano Italy
Type: University
Labels: —
Edit Remove

All cooperations with this insitution

Institution information

All contact moments in which persons from this institution were involved

All persons that are members of this institution

Figure 11



6.1.2 Creation

Accessible from institutions list (on institutions and cooperation pages), institutions selector in side other dialogs.

Create New Institution ×

Name *

University of Twente ← **Enter name**

Institution Type *

Search institution type... ↕ ← **Choose type**

University

Municipality

Address *

De hems 4-5, 75 ↕ ← **1. Enter address**

De Hems, 4-5, 7522NL, Enschede, NL ← **2. Choose option**

Figure 12

Click on “Create” button to submit.

You will be redirected to the new institution if created from institutions page.

Institution selector

This field can appear in other dialogs. When pressing the “New” button you will open the dialog as shown above.

Institutions *

✓ ☐ ☒ ☐ ☐

✓ ☐ ☒ ☐ ☐

Search institutions... ↕

+ New ← **Create institution**

Figure 13



6.2 Persons

6.2.1 Viewing

List of all persons in the system. See 4.3 Tables for more information.

Name	Contact	Institutions
Thomas Brants		University of Twente
Joris Faas		University of Twente
Michael Smith		University of Amsterdam
Sijgie Kommers		University of Melbourne
Bart Griepsma		University of Twente
Martijn Garritsen		Università degli studi di Milano
Joost Klein		Università degli studi di Milano
Dirck Mulder		University of Twente
Jort Bork		University of Twente
Susan Hughes		Politecnico di Milano

Figure 14

Person page

Michael Smith

Institutions
View and manage institutions for this person.

Name	Contact	Type	Labels
University of Amsterdam	Amsterdam Nethe...	University	

Contact Moments
View and manage contact moments.

Date	Type	Description	Persons Involved	Location
29-10-2025	Meeting	coffee date to catch up on our research	Joris Faas, Michael Smith	UTwente Zilverling

Person Contacts
View and manage person contacts.

Name	Labels	Created At
Joris Faas	BMS	06-11-2025

Person Information
Name: Michael Smith
Email: m.smith@gmail.com
Phone: 36239205
Visibility: Public
Edit Remove

← Institutions that this person is part of
← Contact moments this person was involved in
← Other person this person is connected with
↑ Person information

Figure 15

Person contacts can be seen as “friends” list. This feature is useful to map out relations BMS employees have with employees other institutions.



6.2.2 Creation

Accessible from persons list (on persons, institution and contact moment pages), person selector in side other dialogs.

The screenshot shows a 'Create new person' dialog box. It has a title bar with a close button (X). The main content area includes a checkbox for 'Only visible for International Office' with the text 'Restricts visibility to International Office staff.' below it. There are four required text input fields: 'First Name' (containing 'John'), 'Last Name' (containing 'Doe'), 'Email' (containing 'john.doe@example.com'), and 'Telephone' (containing '1234567890'). Below these is an 'Institutions' section with a list showing 'University of Seoul' as selected, a '0 label(s)' indicator, an 'Add labels' button, and a trash icon. A search bar for institutions and a '+ New' button are also present. At the bottom are 'Back', 'Cancel', and 'Create' buttons. Blue arrows point to the 'First Name' field with the text 'Enter name', to the 'Email' field with 'Enter email', to the 'Telephone' field with 'Enter telephone', and to the trash icon with 'Add which institutions this person is part of'.

Figure 16

Labels can be added to a person institution connection. This can be used to add more information to this link such as which faculty a person is in.

Click on “Create” button to submit.

You will be redirected to the new person if created from persons page.

Person selector

This field can appear in other dialogs. When pressing the “New” button you will open the dialog as shown above.

The screenshot shows a 'Person selector' dialog box. It has a title bar with a close button (X). The main content area includes a section titled 'Other attendees' with a list showing 'Susan Hughes' and 'Henk Doe' as selected, each with a dropdown menu showing 'Politecnico di Milano' and 'University of Seoul' respectively, and a trash icon. Below this is a search bar for persons and a '+ New' button. A blue arrow points to the '+ New' button with the text 'Create person'.

Figure 17



6.3 Cooperations

Cooperations can be created from both their individual lists and from an institution.

The screenshot shows a modal dialog box titled "Add cooperation" with a close button (X) in the top right corner. Below the title is the instruction "Select the type of cooperation you want to add to this institution." There are three buttons arranged horizontally: "Agreement" with a document icon, "Funding" with a coin icon, and "Network" with a group of people icon. A "Cancel" button is located at the bottom right of the dialog.

Figure 18

When adding a cooperation to a institute the option is given to either create a new cooperation or add an existing one.

The screenshot shows a modal dialog box titled "Add agreement" with a close button (X) in the top right corner. Below the title is the instruction "Choose how you want to add a agreement to this institution." There are two buttons arranged horizontally: "Create new" with a plus sign icon and "Add existing" with a magnifying glass icon. A "Back" button is located at the bottom left, and a "Cancel" button is at the bottom right.

Figure 19



6.3.1 Agreements

6.3.1.1 Viewing

List of all agreements in the system. See 4.3 Tables for more information.

Type	Name	Active	Labels	Institutions	Description
Student Exchange	Student exchange	starts 13-11-2025	Erasmus+ 131	University of Twente University of Melbourne	exchange of 3 students from Twente to Melbourne
Student Exchange	—	until 31-12-2028	Master Bachelor BMS	University of Twente Politecnico di Milano	Other faculties can also exchange after communication
Staff Exchange	—	until 30-11-2025	—	University of Twente Politecnico di Milano	—

Figure 20

Agreement page

Student exchange Agreement info

Information

Type: Student exchange

Start: 13-11-2025

End: 28-02-2026

Description: exchange of 3 students from Twente to Melbourne

Visibility: Public

Labels: Erasmus+ 131

Edit Remove

Institutions

Institutions participating in this agreement.

Name	Contact	Type	Labels
University of Twente	De Hems 4-5 7522...	University	—
University of Melbourne	Elliott Avenue 1 30...	University	—

Comments

Write your comment...

1 comment(s)

Send

Thomas Brants 06-11-2025, 16:43

More exchanges can be arranged by contacting example@mail.com

Comments to give context about this agreement

All institutions part of this agreement

Figure 21



6.3.1.2 Creation

Accessible from see 6.3 Cooperations.

The screenshot shows a 'Create New Agreement' form with the following fields and annotations:

- Only visible for International Office**: A checkbox labeled 'Restricts visibility to International Office staff.' is present.
- Agreement Type ***: A dropdown menu with the placeholder text 'Search agreement type...'. An annotation 'Choose type' points to this field.
- Start Date ***: A date input field with the placeholder 'dd-mm-yyyy' and a calendar icon. An annotation 'Start and end date' points to this field.
- End Date ***: A date input field with the placeholder 'dd-mm-yyyy' and a calendar icon. An annotation 'Start and end date' points to this field.
- Name**: A text input field with the placeholder 'Enter agreement name'. An annotation 'Enter name' points to this field.
- Description**: A text input field with the placeholder 'Enter agreement description'. An annotation 'Enter description' points to this field.
- Labels**: A dropdown menu with the placeholder 'Select a label(s)'. An annotation 'Add labels' points to this field.
- Institutions ***: A section containing a list of institutions (currently showing 'University of Twente' with a checkmark), a search input field with the placeholder 'Search institutions...', and a '+ New' button. An annotation 'Add involved institutions' points to the '+ New' button.

At the bottom of the form are 'Cancel' and 'Create' buttons.

Figure 22

Labels can be used to add more information such as “Study Level”.

Click on “Create” button to submit.

You will be redirected to the new agreement if created from agreements page.



6.3.2 Networks

6.3.2.1 Viewing

Similar to agreements see 6.3.1.1 Agreements.

6.3.2.2 Creation

Accessible from see 6.3 Cooperations.

The screenshot shows a 'Create New Network' modal form. It includes a checkbox for 'Only visible for International Office' with the subtext 'Restricts visibility to International Office staff.' Below this are fields for 'Name' (containing 'Dutch universities'), 'Description' (containing 'A network for...'), and 'Labels' (a dropdown menu showing 'Select a label(s)'). The 'Institutions' section shows a checked entry for 'University of Twente' and a search bar with the text 'Search institutions...'. A '+ New' button is next to the search bar. At the bottom are 'Cancel' and 'Create' buttons. Blue arrows point to the Name, Description, Labels, and Institutions sections with the following labels: 'Enter name', 'Enter description', 'Add labels', and 'Add involved institutions'.

Figure 23

Labels can be used to add more information such as research objectives.

Click on “Create” button to submit.

You will be redirected to the new network if created from networks page.



6.3.3 Funding

6.3.3.1 Viewing

Similar to agreements see 6.3.1.1 Agreements.

6.3.3.2 Creation

Accessible from see 6.3 Cooperations.

The screenshot shows a 'Create New Funding' modal form. It includes a checkbox for 'Only visible for International Office', a 'Funding Type' dropdown, 'Start Date' and 'End Date' date pickers, a 'Description' text area, a 'Labels' dropdown, and an 'Institutions' section with a list of institutions and a '+ New' button. Annotations with blue arrows point to the 'Funding Type' dropdown (labeled 'Choose type'), the 'Start Date' and 'End Date' pickers (labeled 'Start and end date'), the 'Description' text area (labeled 'Enter description'), the 'Labels' dropdown (labeled 'Add labels'), and the '+ New' button (labeled 'Add involved institutions').

Create New Funding [X]

Only visible for International Office
☐ Restricts visibility to International Office staff.

Funding Type *
Search funding type... [dropdown icon] ← **Choose type**

Start Date *
dd-mm-yyyy [calendar icon] ← **Start and end date**

End Date *
dd-mm-yyyy [calendar icon] ← **Start and end date**

Description
Enter funding description [text area] ← **Enter description**

Labels
Select a label(s) [dropdown icon] ← **Add labels**

Institutions *
✓ University of Twente [trash icon] ← **Add involved institutions**
Search institutions... [dropdown icon] + New

Cancel Create

Figure 24

Click on “Create” button to submit.

You will be redirected to the new funding if created from fundings page.



6.4 Contact moments

6.4.1 Viewing

List of all contact moments in the system. See 4.3 Tables for more information.

Date	Type	Description	Persons Involved	Location	Institutions
04-11-2025	E-Mail	Online meeting for student exchange of 3 students	Joris Faas, Sijje Kommers	—	University of Twente University of Melbourne
29-10-2025	Meeting	coffee date to catch up on our research	Joris Faas, Michael Smith	UTwente Zilverling	University of Twente University of Amsterdam
04-11-2025	Meeting	Talks about releasing new song	Bart Griepsma, Martijn Garritsen, Joost Klein	Pizzaria	University of Twente Università degli studi di Milano Università degli studi di Milano
04-11-2025	Visit	Fosster meeting	Thomas Brants, Susan Hughes, Wendy Carter	Politecnico Milano Campus	University of Twente Politecnico di Milano Rwth Aachen
05-11-2025	E-Mail	New research agreement	Bart Griepsma, Martijn Garritsen, Susan Hughes	—	University of Twente Università degli studi di Milano Politecnico di Milano

Figure 25

Contact moment page

Contact Moment 04-11-2025 *Contact moment info*

Information
Date: 04-11-2025
Type: E-mail
Location: —
Description: Online meeting for student exchange of 3 students
Visibility: Public
Labels: Erasmus+ 131
[Edit] [Remove]

Comments
Write your comment...
No comments yet. [Send]

Persons
Persons participating in this contact moment.
Search... [Filters] [Add] [View]
[] [] Joris Faas [] University of Twente
[] [] Sijje Kommers [] University of Melbourne

Related
Related institutions
Search... [Filters] [View]
Name Contact Type Labels
University of Twente De Hems 4-5 7522... University —
University of Melbourne Elliott Avenue 130... University —

Comments to give context about this contact moment

Involved persons

All institutions related to the involved persons

Figure 26



6.4.2 Creation

Accessible from contact moments list (on contact moments, institution and person pages).

The screenshot shows a 'Create New Contact Moment' form with the following fields and annotations:

- Only visible for International Office**
☐ Restricts visibility to International Office staff.
- Date ***
06-11-2025 **← Date of contact**
- An estimation of the date is enough.
- Contact Type ***
Search contact type... **← Choose type**
- Location**
Enter location **← Enter location**
- Description ***
Enter contact moment description **← Enter description**
- Labels**
Select a label(s) **← Add labels**
- UT attendee ***
Thomas Brants (University of Twente) + New **← Add involved persons**
- Other attendees ***
Search persons... + New
- Buttons:** Cancel, Create

Figure 27

Click on “Create” button to submit.

You will be redirected to the new contact moment if created from contact moments page.



6.5 Settings

The settings are only accessible for Staff users. Here labels and types can be created, edited and removed. The settings page has two tabs: labels and types.

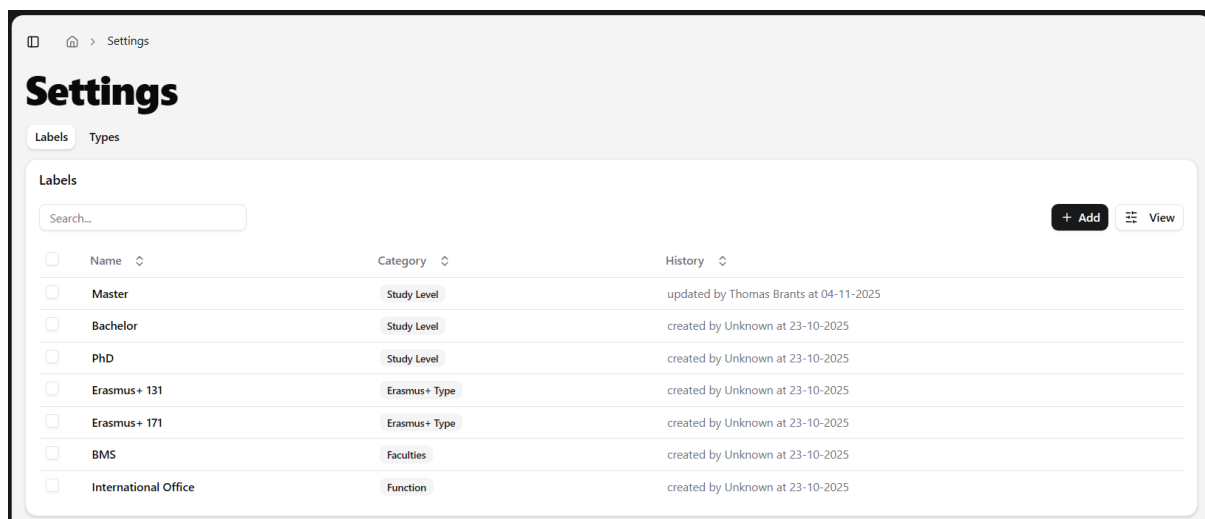


Figure 28

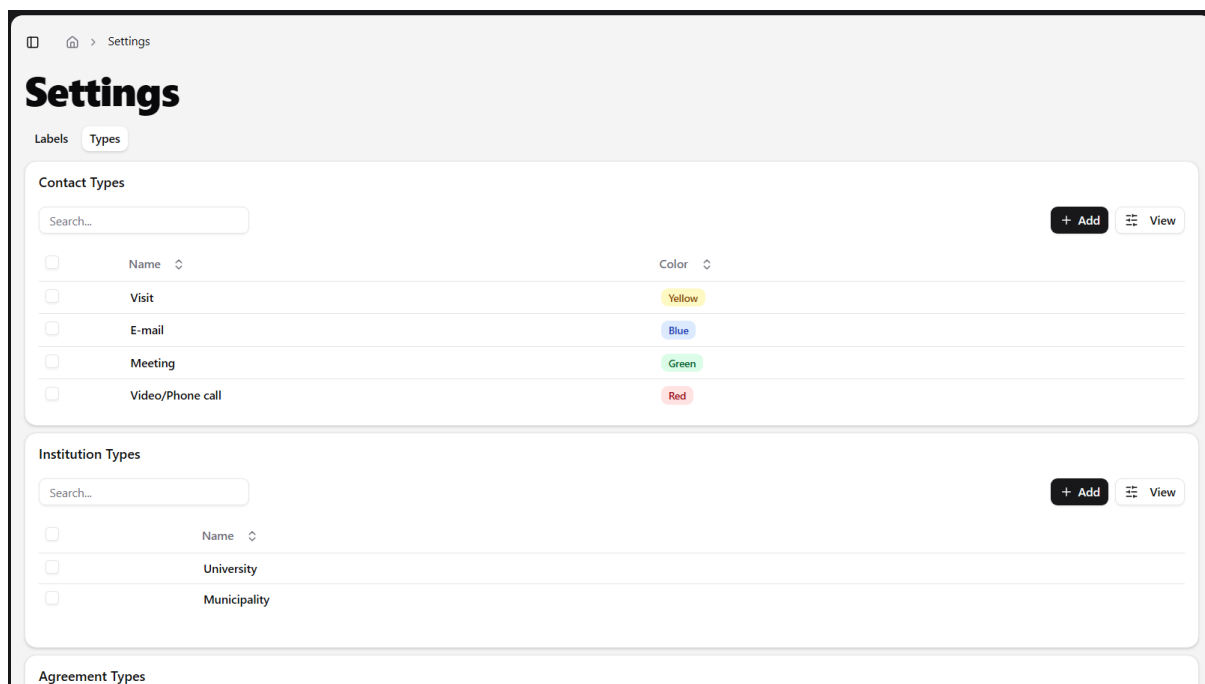


Figure 29



6.5.1 Creation of labels and types

The labels and types creation dialogs are simple, they only contain the text visible and sometimes some extra information such as label category.

Create New Label [X]

Text *

Yearly

Category *

Renewal

Create 'Renewal'

Enter label text

Create or choose category

Figure 30

7. Credits

Initial concept

BMS International Office, with special thanks to Eline de Ruiter

Supervisor and maintainer

David Huistra

Designed and created by

- Bart Griepsma
- Dirck Mulder
- Jelmer Otten
- Joris Faas
- Jort Bork
- Thomas Brants