



STEP Online System Manual

elsa

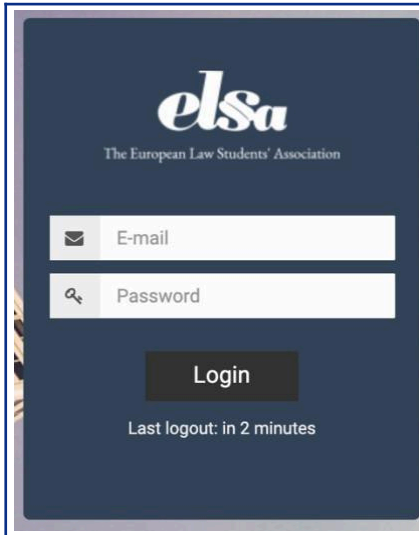
The European Law Students' Association

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1. STEP Online System (SOS)

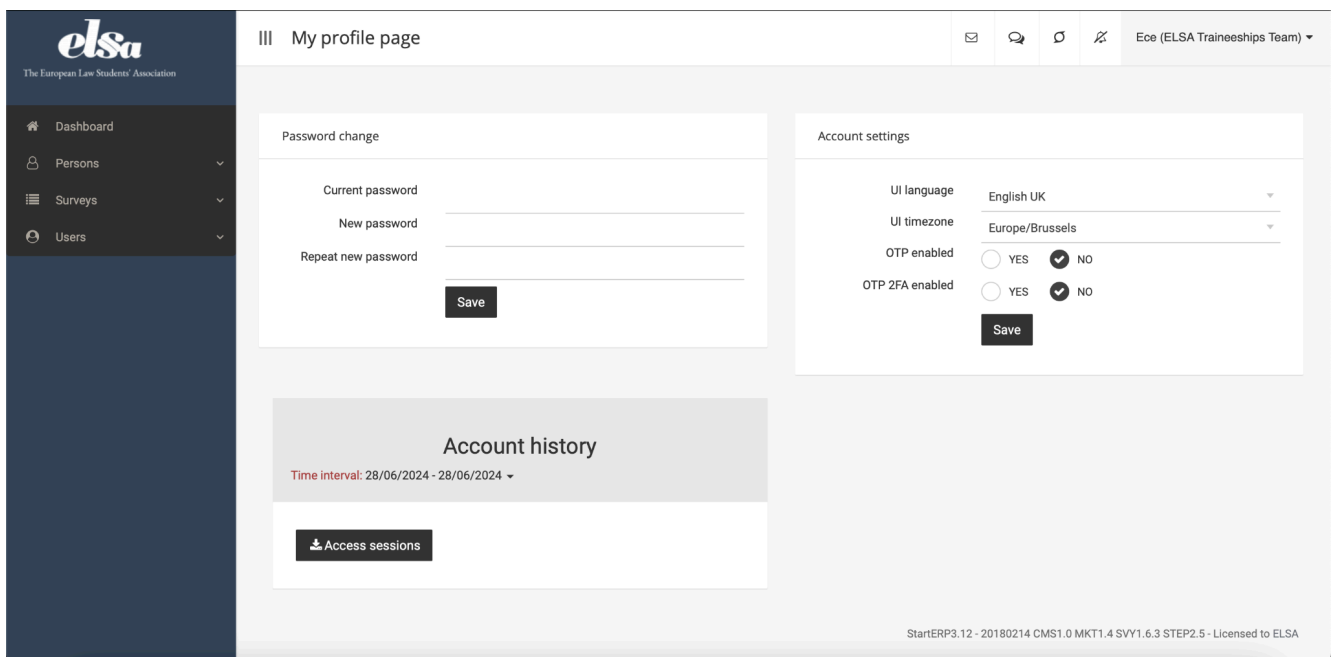
1.1. How to log into the SOS?



1) Go to traineeships.elsa.org/login

2) Enter your ELSA Traineeships email and password

In case you do not have your login information or you need to update them, email professionaldevelopment@elsa.org.



1.2. How to flush the cache?

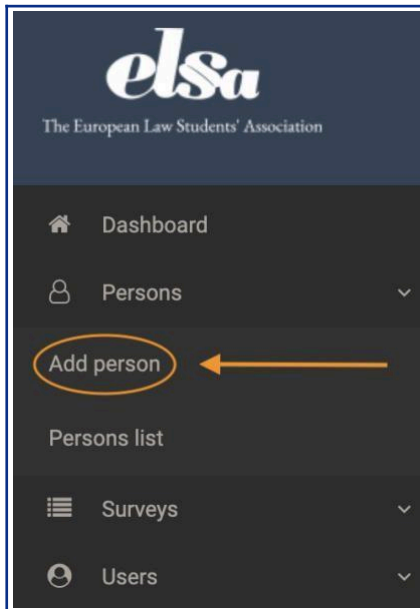
Click the “magic” button in the upper right corner of the SOS whenever you do updates. Sometimes your edits do not show at first unless you flush the cache.



2. Local/National ELSA Traineeships accounts

2.1. How to add a Local account?

National ELSA Traineeships Officer can add a new Local Group account easily by following these steps:



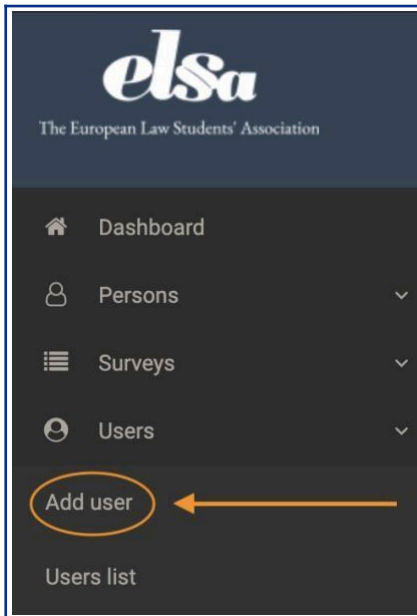
1) From the menu bar on the left, go to **Persons** **Add person**

2) Add the details of the new “person”:

- Reg. = **Individual**
- Name = **ELSA [Local Group name]**
- Belongs to = **ELSA [National Group name]**

Remember to save the changes!

3) From the menu bar on the left, go to **Users** **Add user**



4) Add the details of the new “user”:

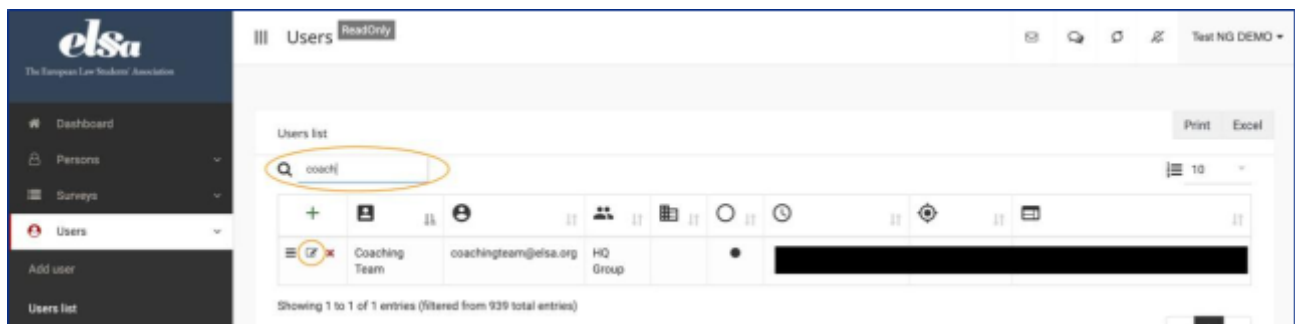
- Email = **ELSA PD email**
- Password
- Country = **the country of the Local/National Group**
- City = **the city of the Local Group**
- Access level = **Group**
- Group admin = **No**
- UI language = **English UK**
- UI time zone = **CET/CEST**
- Active account = **Yes**
- Person = **the ELSA Local Group you just created under “Persons”**

Remember to save the changes!

2.2. How to update a Local/National account?

- 1) From the menu bar on the left, go to **Users** **Users list**
- 2) Search for the account by its **email** or **name**.
- 3) Press the **“edit”** button next to the account.

Remember to save the changes!



2.3. How to reset the password of a Local account?

Cf. “How to update a Local/National account” above.

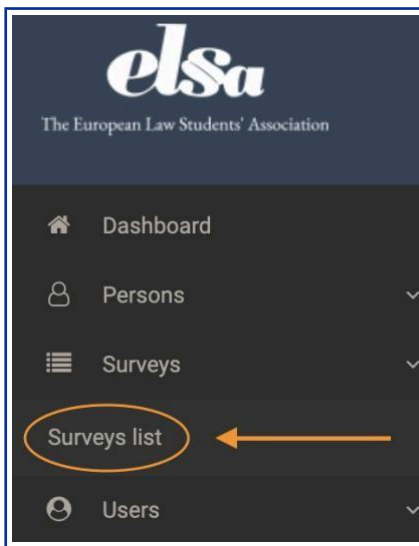
3. Traineeship Specification Form (TSF)

3.1. How to fill in the TSF?

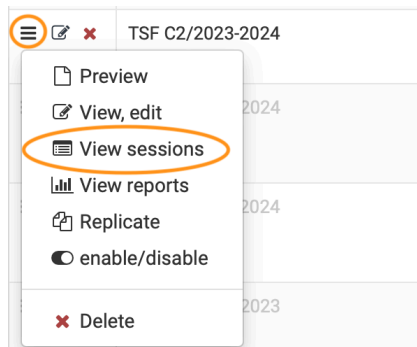
The updated TSF is on the [Officer's Portal under "Forms and Template"](#).

Read the ELSA Traineeships Handbook's chapter "TSF" for more detailed information.

3.2. Where to find the submitted TSFs?



1) From the menu bar on the left, go to **Surveys Surveys list**



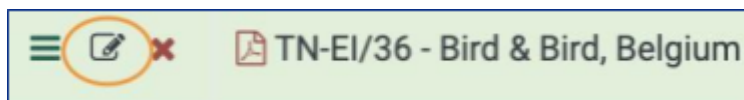
2) Press the **"menu" button** next to the TSFs of the ELSA Traineeships Cycle you are looking for.

View sessions

3.3. How to edit a TSF?

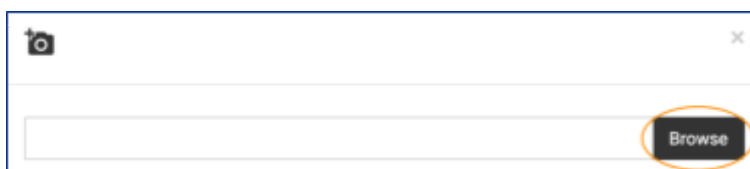
Press the **“edit” button** next to the TSF you want to edit.

There is no “save” button – your changes will be automatically updated.



3.4. How to add a logo to a TSF?

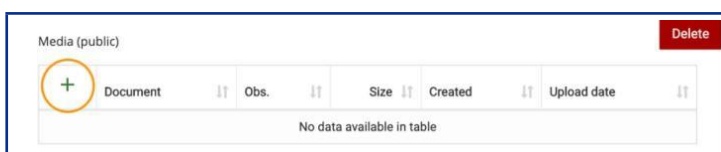
Press the **“upload” button** next to the logo field and browse for the picture from your computer.



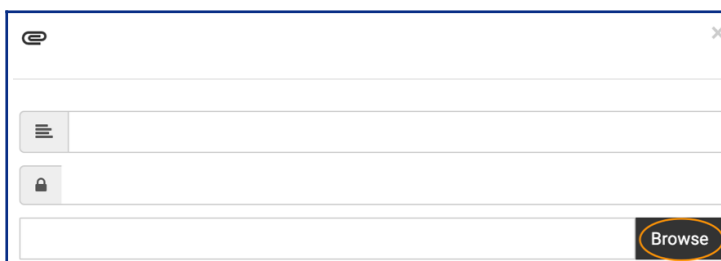
If you want to change an existing logo:

- 1) Delete the old one by pressing the red cross button.
- 2) Refresh the page – the upload button should reappear.
- 3) Upload the logo.

3.5. How to add additional documents to a TSF?

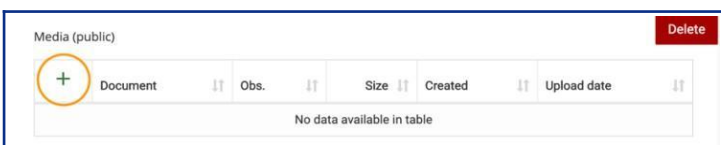


- 1) Press the **plus (+) sign** at the bottom of the TSF page.



- 2) Press the **“browse” button** and choose the file you want to upload (PDF).

If you want to delete any documents:



- 1) Tick the box left to the file(s) you want to delete.
- 2) Press the **red “delete” button**

3.6. How to download a TSF?

Press the **“pdf export”** button on the top or bottom left corner of the TSF.

Note that when exporting the TSF as a PDF, the TSF is merged automatically with the [TSF Agreement](#).

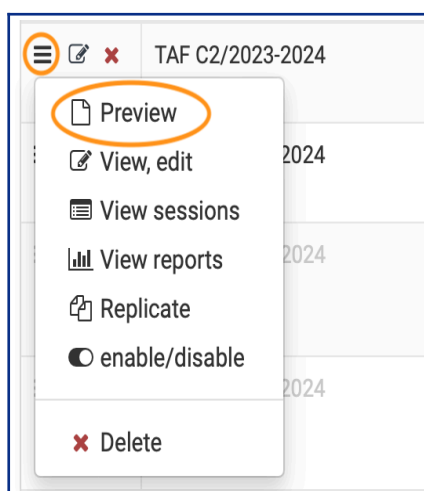
4. Traineeship Application Form (TAF)

4.1. How to fill in the TAF?

Read the [ELSA Traineeships Handbook](#)'s chapter "TAF, ELSA Traineeships by ELSA Traineeships" for more detailed information.

4.2. Where to find the TAF form?

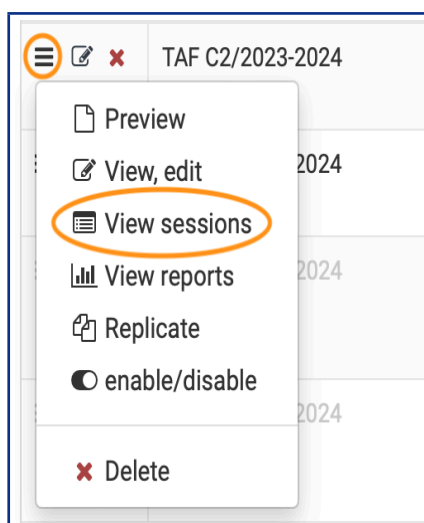
TAF appears on the [ELSA Traineeships Home Page](#) twice a year when the applications are open. In the SOS, you can view how the TAF and the parts it contains look:



1) From the menu bar on the left, go to **Surveys** **Surveys List**

2) Press the **"menu" button** next to the TAF **Preview**

4.3. Where to find the submitted TAFs?

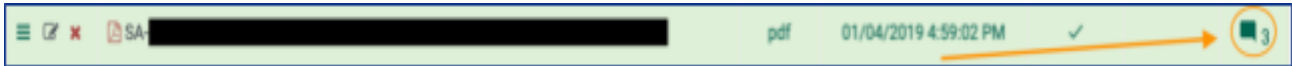


Press the **"menu" button** next to the TAFs of the ELSA Traineeships Cycle.

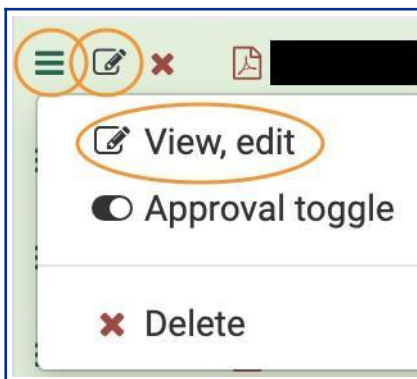
You look for **View sessions**

4.4. Can I comment a TAF?

Press the **speech bubble icon** right to the TAF you want to comment. *Remember to sign off your comment for clarity (e.g. "LG", "Matching Team" etc.)!*



4.5. How to edit a TAF?



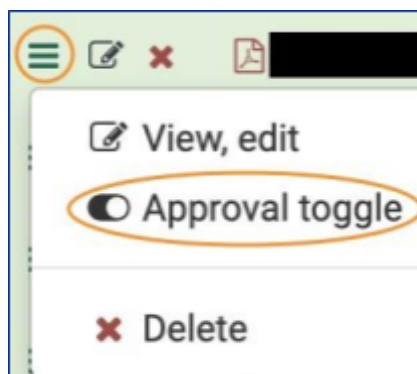
Press the **"menu" button** next to the TAF **View, edit**

There is no "save" button – your changes will be automatically updated.

If the changes do not show, flush your cache.

4.6. How to approve a TAF?

Read the [ELSA Traineeships Handbook](#)'s chapter "Verification" for more detailed information.



1) Press the **"menu" button** next to the SAF you want to approve
Approval toggle

2) The colour of the application should now change:

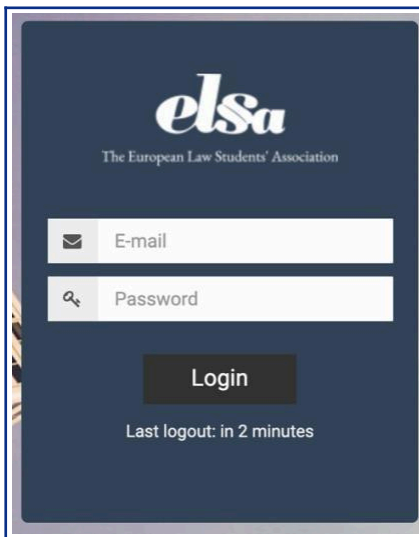
- **Red** = rejected by the LG
- **Yellow** = approved by the LG
- **Green** = approved by the NG

Note that only green TAFs are forwarded to ELSA International for Matching!

5. Traineeship Providers' Interface (TPI)

5.1. How to log into the TPI?

After Matching, ELSA International sends NGs a unique **username** and **password** for each TNP. The National ELSA Traineeships Officer needs to forward these credentials to the Hosting Group or directly to the TNPs.

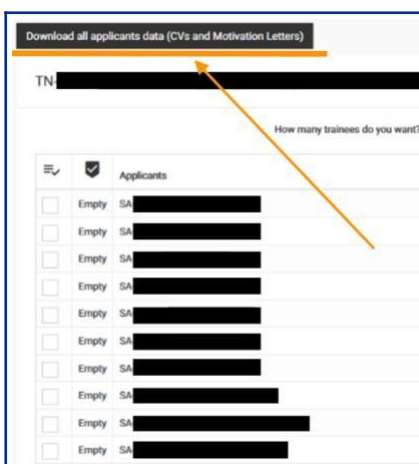


1) Go to traineeships.elsa.org/login.

2) Enter the TNP username and password.

Note that the selection cannot be changed after the selections are submitted in the TPI!

5.2. How to download all the applications at once?



Press the “**Download all applicants’ data (CVs and Motivation Letters)**” button on the top left corner of the TPI.

5.3. How to choose the candidate(s)?

How many trainees do you want? |

Applicants	
<input type="checkbox"/>	Empty
<input type="checkbox"/>	Empty

1) Choose the number of trainees in the **“How many trainees do you want?”** field on the top right corner.

<input type="checkbox"/>	2	SA
<input type="checkbox"/>		SA
<input type="checkbox"/>	Empty	SA

2) Rank the candidates:

- Press the **“Empty”** field next to the applicant you want to rank.
- Write the number of ranking/priority (1, 2, 3, etc.).

Note that you can (and should) create a waiting list by ranking more candidates than the total number of trainees wanted/indicated!

Applicants	
<input checked="" type="checkbox"/>	1 SA
<input checked="" type="checkbox"/>	2 SA
<input checked="" type="checkbox"/>	3 SA
<input checked="" type="checkbox"/>	4 SA
<input type="checkbox"/>	Empty SA
<input type="checkbox"/>	Empty SA

3) Tick the boxes next to the (already ranked) candidates to which the TNP wants to send an offer.

4) Press the **“submit”** button (*bear in mind that this selection is final and cannot be amended in the TPI later on*).