

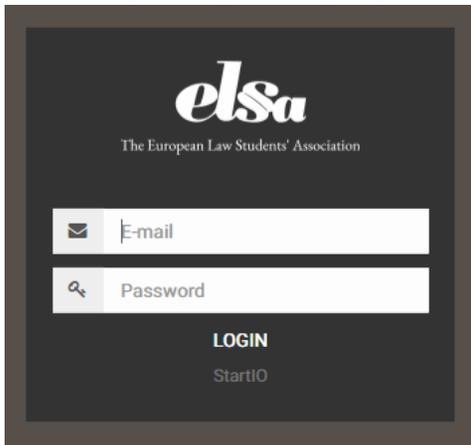
How to approve Student Application Form (SAF) Manual

Dear National and Local STEP Officers,

Please, follow the guidelines below in order to enter your internal interface and be able to check and approve Student Application Forms submitted from your National/Local Group.

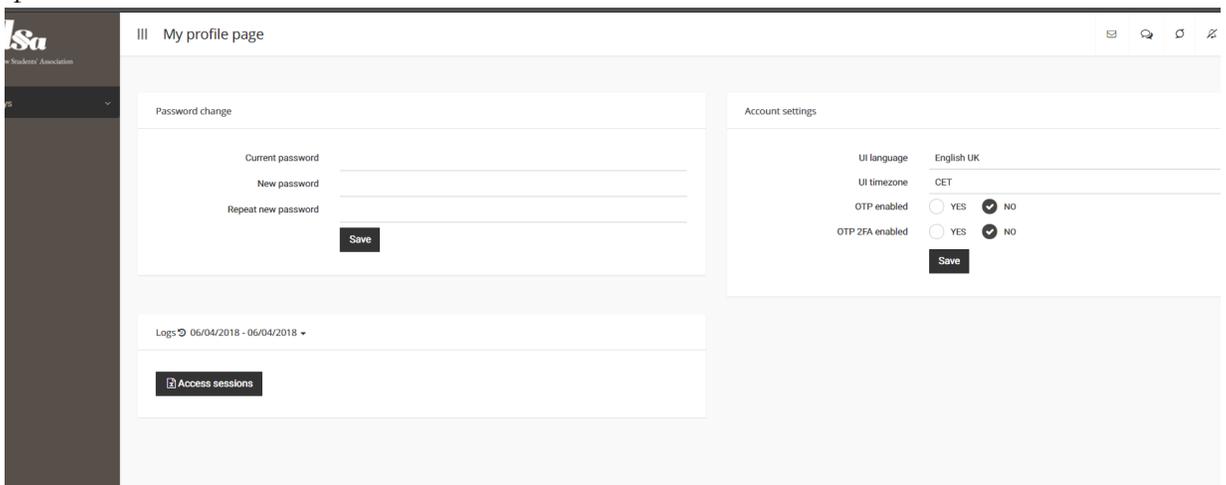
General Information

1. Every National and Local STEP Officer should have received their login information for the STEP Internal Interface during transition. If you do NOT have your login information, send an e-mail to step@elsa.org or contact your National Group.
2. Go to <http://step.elsa.org/login> and enter the back-office by filling in your credentials:



The screenshot shows the login page for the European Law Students' Association (ELSA). The page has a dark background with the ELSA logo at the top. Below the logo, there are two input fields: one for 'E-mail' and one for 'Password'. Below these fields is a 'LOGIN' button and a 'StartIO' link.

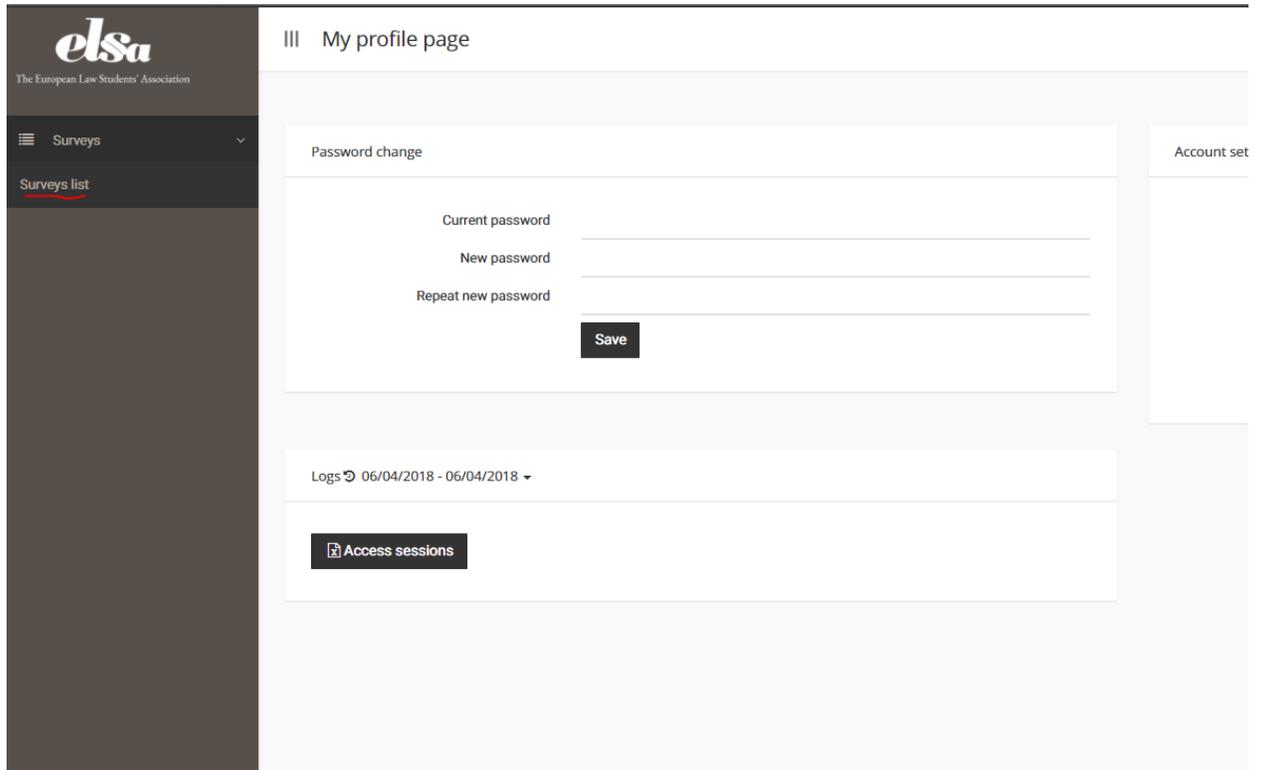
3. As a first page after your login you shall see the Dashboard where you can also change your password.



The screenshot shows the 'My profile page' dashboard. The page is divided into several sections. On the left, there is a sidebar with the ELSA logo. The main content area is titled 'My profile page' and contains two main sections: 'Password change' and 'Account settings'. The 'Password change' section has three input fields: 'Current password', 'New password', and 'Repeat new password', followed by a 'Save' button. The 'Account settings' section has two rows of settings: 'UI language' set to 'English UK' and 'UI timezone' set to 'CET'. Below these are two rows of toggle switches: 'OTP enabled' (set to 'NO') and 'OTP 2FA enabled' (set to 'NO'). Each row has a 'Save' button.

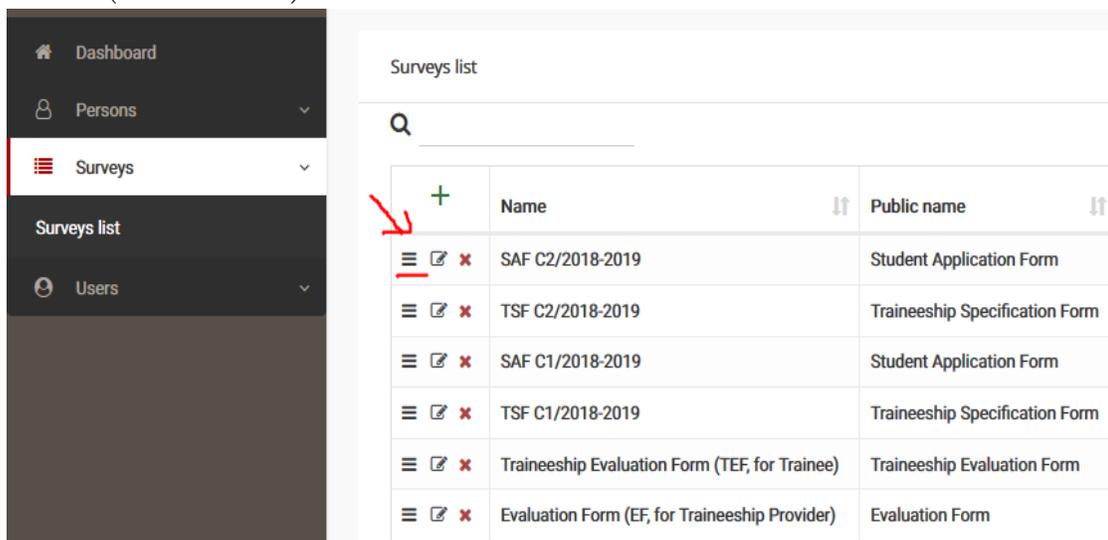
Approving of applications

1. On the left side you can see the menu 'Surveys'. Press on the down arrow to see the submenu 'Surveys list'



The screenshot shows the 'My profile page' in the elsa system. The left sidebar contains the 'Surveys' menu with 'Surveys list' selected. The main content area displays a 'Password change' form with the following fields: 'Current password', 'New password', and 'Repeat new password', each followed by an input field. A 'Save' button is located below the 'Repeat new password' field. Below the form is a 'Logs' section for the date range '06/04/2018 - 06/04/2018' with an 'Access sessions' button.

2. Go to the form which has the name 'SAF C2/2018-2019', then press on the indicated button ('Menu' button)



The screenshot shows the 'Surveys list' page. The left sidebar contains the 'Surveys' menu with 'Surveys list' selected. The main content area displays a table of surveys with the following columns: 'Name' and 'Public name'. A red arrow points to the 'Menu' button (three horizontal lines) in the first row of the table, which corresponds to the survey 'SAF C2/2018-2019'.

	Name	Public name
  	SAF C2/2018-2019	Student Application Form
  	TSF C2/2018-2019	Traineeship Specification Form
  	SAF C1/2018-2019	Student Application Form
  	TSF C1/2018-2019	Traineeship Specification Form
  	Traineeship Evaluation Form (TEF, for Trainee)	Traineeship Evaluation Form
  	Evaluation Form (EF, for Traineeship Provider)	Evaluation Form

3. Press on 'View sessions'

Surveys list

	Name	Public name
SAF C2/2018-2019	Student Application Form	
SAF C2/2018-2019	Traineeship Specification Form	
SAF C2/2018-2019	Student Application Form	
SAF C2/2018-2019	Traineeship Specification Form	
SAF C2/2018-2019	Traineeship Evaluation Form (TEF, for Trainee)	Traineeship Evaluation Form
SAF C2/2018-2019	Evaluation Form (EF, for Traineeship Provider)	Evaluation Form
SAF C2/2018-2019	Student Application Form	

- Preview
- View, edit
- View sessions**
- View reports
- Replicate
- enable/disable
- Delete

4. You'll see a list of the applicants. Press on the button 'Menu' like last time, then on 'View, edit' in order to see the application and be able to modify it.

STEP C2/2018-2019 » SAF C2/2018-2019 (Student Application Form)

Approval legend:

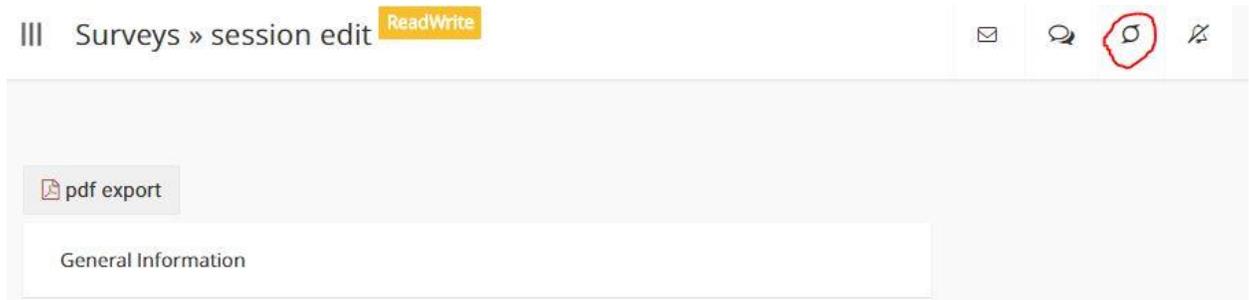
- Green - Approved by NG/HQ
- Yellow - Approved by LG
- Red - Rejected by LG

	PDF
SA-BE/1	[Redacted]
SA-BE/2	[Redacted]
SA-BE/3	[Redacted]
SA-BE/4 - TEST TEST - TEST - 8bb9c040c73b88b1c4ca866d3a7ab35e	

- View, edit**
- Approval toggle
- Delete

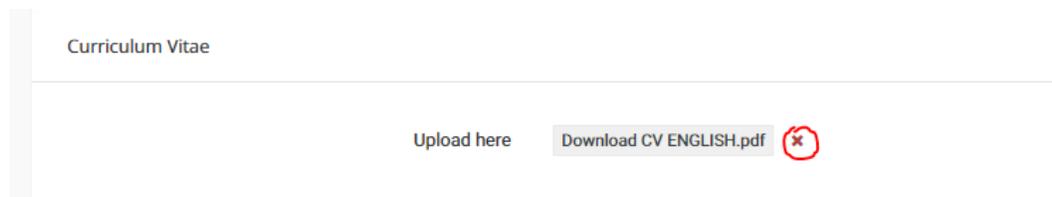
! Important: there is no save button, your form is updated automatically with your modifications.

! Important: Press on 'Memcache Flush' button to flush your cache, as shown here. You **must** remember to do this, otherwise your edits won't be shown.

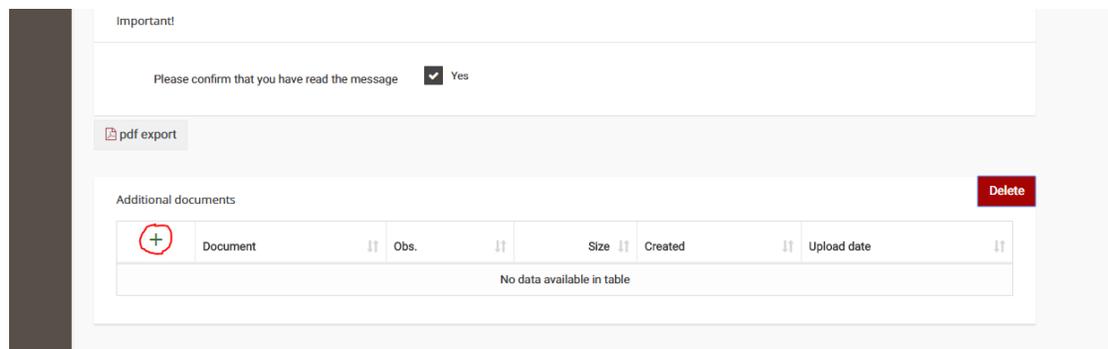


5. What you should also pay attention to:

- a. If the CV needs to be changed, at the CV field there is a red cross which needs to be pressed in order to delete what has been wrongly uploaded. Then, you need to refresh the page to be able to upload another CV.



- b. Uploading any new documents will be done at the bottom of the page, using the 'Additional documents' section



-pressing on the plus sign will open a window for Browsing the file you want to upload; after the red bar for uploading is completed you just have to close the window and operation is done.



-if you wish to delete what you have uploaded, tick the box to the left of the file and then press on the red 'Delete' button

Additional documents							Delete
	Document	Obs.	Size	Created	Upload date		
<input checked="" type="checkbox"/>	pdf (1).pdf		178 kB	Andrei D.	12/04/2018 7:29 AM		
<input type="checkbox"/>	pdf.pdf		178 kB	Andrei D.	12/04/2018 7:28 AM		

c. You can remove code of the chosen traineeship by clicking on red cross:

First Traineeship <input checked="" type="checkbox"/>	TN-GR/11
Do you need visa for the traineeship from above? <input checked="" type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Second Traineeship <input checked="" type="checkbox"/>	TN-CZ/14
Do you need visa for the traineeship from above? <input checked="" type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Third Traineeship <input checked="" type="checkbox"/>	TN-PT/08
Do you need visa for the traineeship from above? <input checked="" type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

- d. You can write comments and open conversation threads about specific applicant in comment box next to the applicant:



6. At the list of applications, choose the one you want to approve and press on the 'Menu' button like last time and press on "Approval toggle"

-if you have a Local Group account, you can disapprove applications (red colour), or approve applications (yellow colour);

- if you have a National Group account, your approval will show in the green colour;

- Application will be send for matching once it is approved by National Group.

