

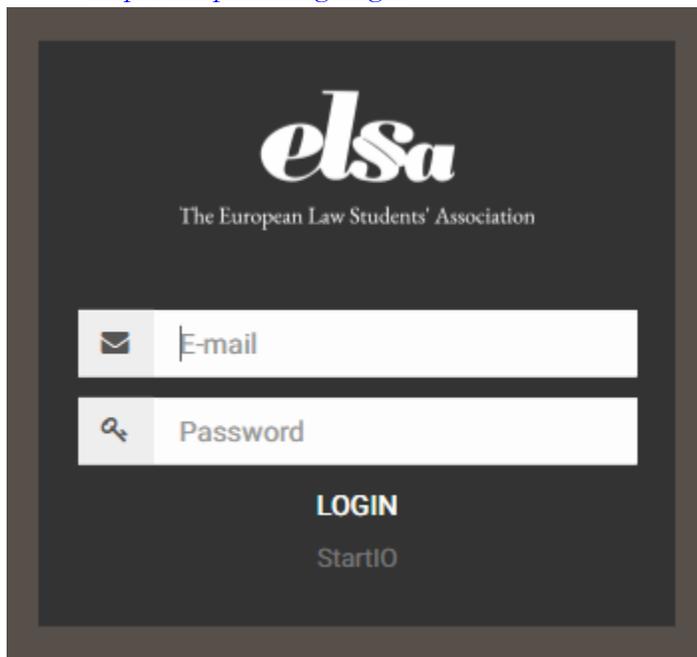
How to upload Traineeship Specification Form (TSF)

Dear National and Local STEP Officers,

Please, follow the guidelines below in order to be able to enter your internal interface to check/update/modify your Traineeship Specifications Form.

Important: This manual explains how to check and modify Traineeship Specification Forms which were filled in via this link: <https://step.elsa.org/s/6658eacc41d15f22bf067a51c456c2a4>. You need to send this link to the Traineeship Provider. If you want to fill in information instead of the Traineeship Provider, keep in mind that you have to be logged out from the system while filling in information.

1. Every National 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.
2. Go to <http://step.elsa.org/login> and enter the back-office by filling in your credentials:



The image shows a login page for the European Law Students' Association (elsa). The page has a dark background with the elsa logo at the top, which consists of the word 'elsa' in a white, lowercase, serif font. Below the logo is the text 'The European Law Students' Association' in a smaller, white, sans-serif font. There are two input fields: the first is labeled 'E-mail' and has an envelope icon to its left; the second is labeled 'Password' and has a key icon to its left. Below the input fields is a 'LOGIN' button in white, uppercase letters. At the bottom of the page, the text 'StartIO' is visible in a small, white, sans-serif font.

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

The screenshot shows the 'My profile page' dashboard. On the left is a dark sidebar with the 'elsa' logo and 'The European Law Students' Association' text. The main content area is titled 'My profile page' and contains three sections: 'Password change', 'Account settings', and 'Logs'. The 'Password change' section has three input fields for 'Current password', 'New password', and 'Repeat new password', with a 'Save' button below. The 'Account settings' section includes 'UI language' (English UK), 'UI timezone' (CET), and two toggle switches for 'OTP enabled' and 'OTP 2FA enabled', both currently set to 'NO'. A 'Save' button is at the bottom. The 'Logs' section shows a date range '06/04/2018 - 06/04/2018' and an 'Access sessions' button.

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

This screenshot is similar to the previous one but shows the 'Surveys' menu item in the sidebar expanded. The 'Surveys list' submenu item is highlighted with a red underline. The rest of the dashboard content, including the 'Password change' and 'Account settings' sections, remains the same as in the previous image.

- Go to the form which has the name of the current STEP Cycle, we'll take 'TSF C2/2018' as an example. Press on the indicated button ('Menu' button), the press on 'View sessions'

Surveys list

Q _____

	Name	Public name	Starting date	Ending
  	Traineeship Evaluation Form (Trainee)	Traineeship Evaluation Form		
  	Evaluation Form (Traineeship Provider)	Evaluation Form		
  	STEP	Evaluation Form		
  	SAF C2/2018	Student Application Form	08/04/2018 5:00:00 PM	08/05,
  	TSF C2/2018	Traineeship Specification Form		12/04,
  		Traineeship Specification Form		01/04,

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

- Choose the 'TSF' that you wish to edit and press on the 'Edit' button. We'll use a mock 'TSF' as an example.

 STEP C2/2018 » TSF C2/2018 (Traineeship Specification Form)

Q _____

  	 TN-LU/02 - GSK Luxembourg SA, Luxembourg - 14ac6c24d316025bbc87c052a600f7cf
  	 TN-IT/33 - Studio Legale Pinelli Schifani, Italy - 0e9ae93121470edd3c46f7ce214355db
  	 TN-AM/01 - Givansson Consulting, Armenia - 9d5b92790fede32498fd5e94107c9d8e
  	 TN-EI/39 - 37f0804d98bfa2217e37431eff797f60
  	 TN-EI/40 - 9300baf2766e8014eb74f586332b7791
  	 TN-IE/02 - Ireland, Department of Law, Maynooth University - 3604e7f9237a3246ea8c3cd4804a1045
  	 TN-IE/03 - Ireland, Department of Law, Maynooth University - aaf48a2d0830845cf02f59980f8b60a8

Showing 181 to 187 of 187 entries

7. On this page you will be able to edit/modify the TSF

pdf export

TN-EI/40

General Information

Name of the company/organisation Mock

Short description of the company/ organisation

Country Afghanistan

City Herat

Address Mock Address

Phone 000

E-Mail email@email.com

Website

Logo

Contact Person

Name

Surname

Phone

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.

III Surveys » session edit ReadWrite



pdf export

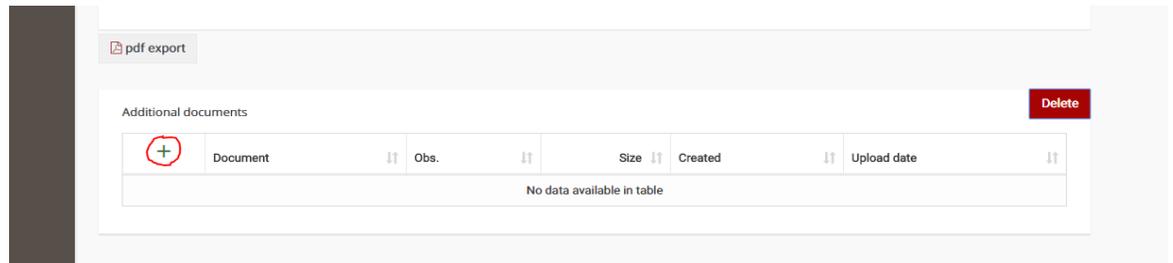
General Information

You will be also able to export pdf.

8. What you should also pay attention to:
- If you wish to change the logo, first delete it in the 'Logo' section under the 'Website' section by pressing on the red cross

Logo Download MU logo (1).png ✖

- Uploading a new logo 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

