

DECEMBER 3, 2014



# SkiMS

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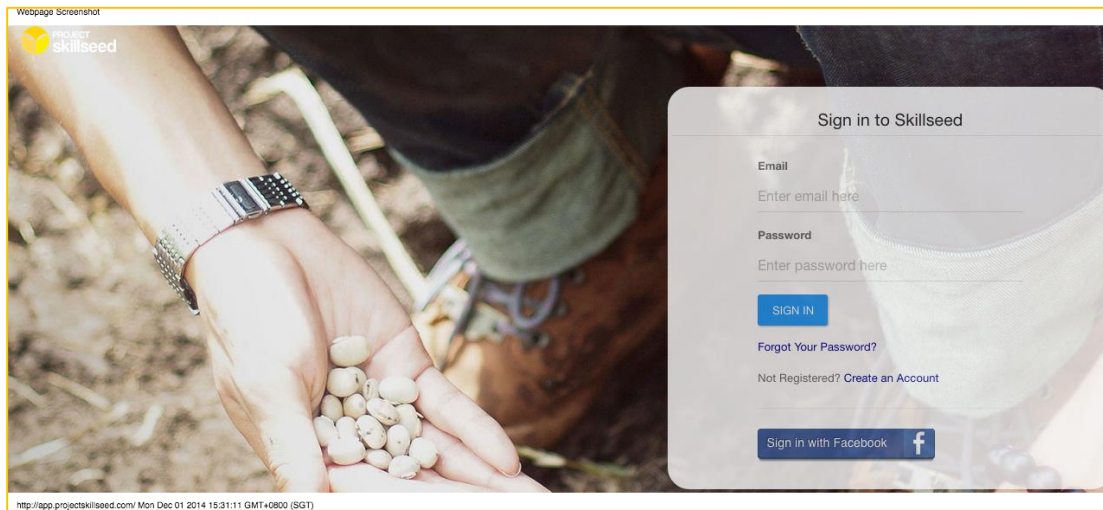
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## Login into Skillseed with default Admin Account

Log into PROJECT SKILLSEED homepage. You will be asked to enter a default password and supply a valid e-mail address.

Email: [admin@projectskillseed.com](mailto:admin@projectskillseed.com)

Password: admin



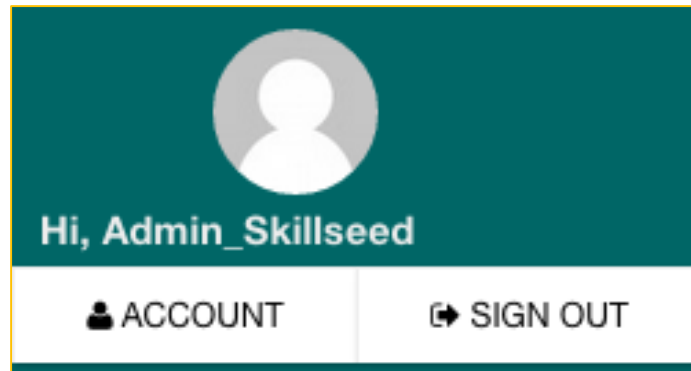
## Forgotten Passwords:

To retrieve your password, please click "Forgot Your Password?" under the login prompt. You will be asked to enter your email address associated with Project Skillseed.

## ACCOUNT MANAGEMENT

### Change Personal Details

Click on Account on the left panel to access account setting.



You can change the particular and click "Update Profile"

A screenshot of a profile update form. The form is white with a light gray border. It contains several input fields with labels on the left: "Blood Group" (dropdown), "School/Organization" (text, value: "School Name"), "Nationality" (text, value: "Nationality"), "Country of Residence" (dropdown, value: "Saint Helena, Ascension and Tristan da Cunha"), "Contact Number (Mobile)" (text, value: "Contact Number (Mobile)"), "Contact Number" (text, value: "Contact Number"), "Email Address" (text, value: "admin@projectskillseed.com"), and "Expertise" (text, value: "Expert in testing stuffs"). At the bottom right, there is a blue button labeled "UPDATE PROFILE".

## Change Account

**Account Setting**

---

Personal Details Account

---

Display Name

Email

[SAVE CHANGES](#)

---

Current Password  Last update: a month ago

New Password

Confirm New Password


[UPDATE PASSWORD](#)


You can change the display name, passwords and other details and click "save changes" or "Update Password"


# PROGRAMME MANAGEMENT

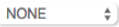
## PROGRAMME HOMEPAGE

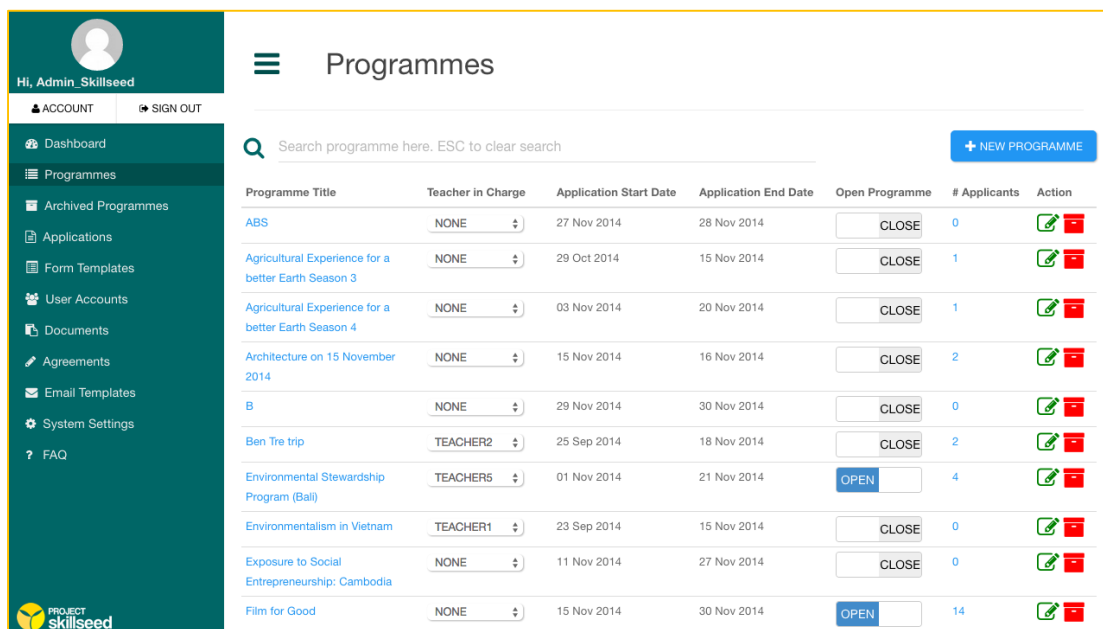
Once you login, you will land to program home page





















For each programme listed on the homepage, you can click on #Applicants to show all the applications of that particular program. Or you can click on the red color bin icon  to archive a program. The system will prompt for approval if you archive program. If you want to create new programme, you can click on button "NEW PROGRAMME".

And if you want to edit program, you can click on  button.

Furthermore, you also can indicate program open or close. If program close, applicants can't apply for the program by slide the button 

Last but not list, you can also indicate the teacher in charge of the program by change the column teacher in charge 



Programme Title	Teacher in Charge	Application Start Date	Application End Date	Open Programme	# Applicants	Action
ABS	NONE	27 Nov 2014	28 Nov 2014	CLOSE	0	 
Agricultural Experience for a better Earth Season 3	NONE	29 Oct 2014	15 Nov 2014	CLOSE	1	 
Agricultural Experience for a better Earth Season 4	NONE	03 Nov 2014	20 Nov 2014	CLOSE	1	 
Architecture on 15 November 2014	NONE	15 Nov 2014	16 Nov 2014	CLOSE	2	 
B	NONE	29 Nov 2014	30 Nov 2014	CLOSE	0	 
Ben Tre trip	TEACHER2	25 Sep 2014	18 Nov 2014	CLOSE	2	 
Environmental Stewardship Program (Bali)	TEACHER5	01 Nov 2014	21 Nov 2014	OPEN	4	 
Environmentalism in Vietnam	TEACHER1	23 Sep 2014	15 Nov 2014	CLOSE	0	 
Exposure to Social Entrepreneurship: Cambodia	NONE	11 Nov 2014	27 Nov 2014	CLOSE	0	 
Film for Good	NONE	15 Nov 2014	30 Nov 2014	OPEN	14	 

## Create New Programme

When you click the button "NEW PROGRAMME" in the program page, you are directed into the creating new program page as shown below.

Webpage Screenshot

Hi, Admin\_Skillseed

ACCOUNT SIGN OUT

Dashboard

Programmes

Archived Programmes

Applications

Form Templates

User Accounts

Documents

Agreements

Email Templates

System Settings

FAQ

PROJECT skillseed

### Create New Programme

Programme Title:\*

Programme Description:\*

Application Date: 01/12/2014 to 01/12/2014

Programme Duration: 01/12/2014 to 01/12/2014

Require CV and/or Portfolio: ☒

Programme Cost: SGD

Programme Detail Link: http://

Refund Information Link: http://

Programme Country: \*

Programme City:

Programme Province:

Programme Region:

Required Documents to Upload:  
\*separate documents using ; symbol  
\*exact wording shown to users

Programme Thumbnail:

Programme-Related Confidential Document:  [Upload existing file](#)

CANCEL CREATE

http://app.projectskillseed.com/program/create Mon Dec 01 2014 18:45:26 GMT+0800 (SGT)

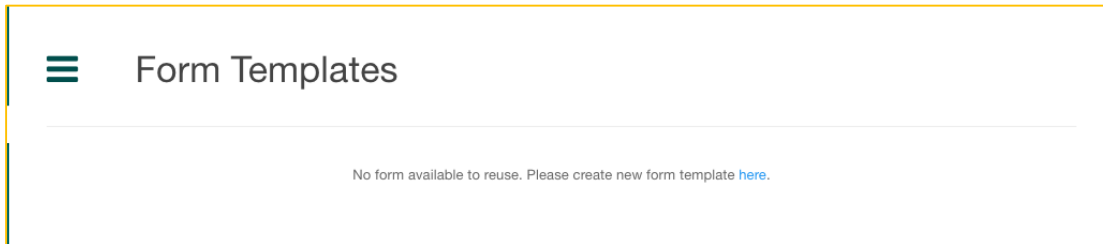
You can fill in all the program details as you like and it will proceed to create form template. You can either choose to use existing form template or using new form template.



## For Existing Form Template:

You can choose form any form template from the previous programmes, the screen will lead you to the existing form template.

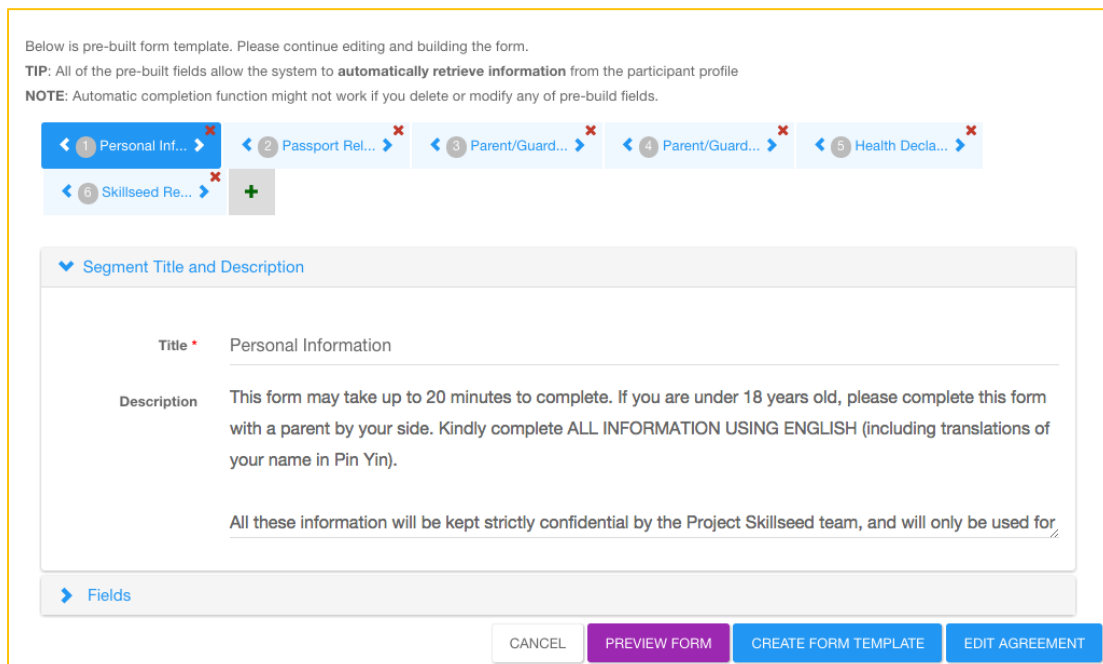
If there is no available form template, the system will suggest you to create a new one as shown below



The screenshot shows a web interface titled "Form Templates". Below the title, there is a message: "No form available to reuse. Please create new form template [here](#)."

## For Create New Form Template:

The program will pre-build form template for your convenience.



The screenshot shows a web interface for creating a new form template. It includes instructions and a pre-built form template.

Below is pre-built form template. Please continue editing and building the form.

**TIP:** All of the pre-built fields allow the system to **automatically retrieve information** from the participant profile

**NOTE:** Automatic completion function might not work if you delete or modify any of pre-build fields.

The form template is titled "Personal Information" and includes a description: "This form may take up to 20 minutes to complete. If you are under 18 years old, please complete this form with a parent by your side. Kindly complete ALL INFORMATION USING ENGLISH (including translations of your name in Pin Yin)."

All these information will be kept strictly confidential by the Project Skillseed team, and will only be used for

The form template is divided into segments: "Segment Title and Description" and "Fields".

Buttons at the bottom: CANCEL, PREVIEW FORM, CREATE FORM TEMPLATE, EDIT AGREEMENT

You can either add on the pre-build or delete all to create your own template.

After creating form template, the system will automatically transfer you to create an agreement as shown below:

The screenshot shows a web application interface for managing agreements. At the top, there is a header with a menu icon and the title 'Agreements'. Below the header, there is a search bar containing the text 'testing for form template' and a blue button labeled '+ ADD AGREEMENT'. A section titled 'Default Agreement' with a trash icon is visible. Below this, the 'Agreement Name' is set to 'Default Agreement'. A language dropdown menu is open, showing 'English' with a red asterisk. Below the language dropdown is a rich text editor toolbar with various icons for text formatting (H1, H2, H3, H4, H5, H6, P, PRE, bold, italic, underline, bulleted list, numbered list, link, unlink, image, video) and a 'TOGGLE HTML' button. The text area of the editor contains the text 'English Agreement'. At the bottom right of the editor, there are 'CANCEL' and 'SAVE' buttons.

You can choose to rename the agreement, modify the content.

It's optional to add the agreement in Chinese language.

The screenshot shows a web editor interface. At the top, there are two tabs: "English" (selected) and "Chinese". Below the tabs is a rich text editor toolbar with various icons for text formatting (H1, H2, H3, H4, H5, H6, P, PRE, bold, italic, underline, bulleted list, numbered list, link, unlink, undo, redo) and a "TOGGLE HTML" button. Below the toolbar is a large text area with the placeholder text "Chinese Agreement".

In the end, you can save the agreement by hitting the button "SAVE".

## Update Programme:



You go to programme page then click on the icon to edit programme details. The system will take you to edit programme details page

The screenshot shows the 'Update Programme' interface. On the left is a dark teal sidebar with a user profile 'Hi, Admin\_Skillseed' and a menu including ACCOUNT, SIGN OUT, Dashboard, Programmes, Archived Programmes, Applications, Form Templates, User Accounts, Documents, Agreements, Email Templates, System Settings, and FAQ. The main content area is titled 'Update Programme' and contains the following fields:

- Programme Title:** Agricultural Experience for a better Earth Season 3
- Programme Description:** Learn from expert technologies that can safely harvest agricultural products
- Application Date:** 29/10/2014 to 15/11/2014
- Programme Duration:** 23/11/2014 to 28/11/2014
- Require CV and/or Portfolio:** ☒
- Programme Cost:** SGD 122

At the bottom right are two buttons: 'BACK' and 'UPDATE PROGRAMME'.

After hitting the button "UPDATE PROGRAMME", you will be directed to the page shown below:


The screenshot shows the programme details page for 'Agricultural Experience for a better Earth Season 3'. On the left is a circular image of people in a field. The main content area displays the following details:

- Cost:** 122
- Country:** Argentina
- Programme Date:** From 23 Nov 2014 till 28 Nov 2014
- Application Deadline:** 15 Nov 2014
- Confidential Documents:** [checklist.pdf](#)

Below the documents is a blue button labeled 'RELEASE TO PARTICIPANTS'. A note states: 'NOTE: 1 user(s) have not paid' and provides two lines of italicized text: '\*only participants who has paid will be able to access the confidential documents' and '\*any new application will not receive the email notification once it has been released'. At the bottom are four buttons: 'BACK', 'EDIT FORM TEMPLATE', 'EDIT AGREEMENT', and 'EDIT PROGRAM'.

You can choose to "BACK" to go back to application page, "EDIT FORM TEMPLATE" to edit the form template of the program, "EDIT AGREEMENT" for the program , or "EDIT PROGRAMME" one more time.

## Archive Programme:

After landing on programme page, you click on the icon  to archive the program. The system will prompt for your approval:

### Archive Programme

Are you sure you want to permanently archive **Agricultural Experience for a better Earth Season 3**?

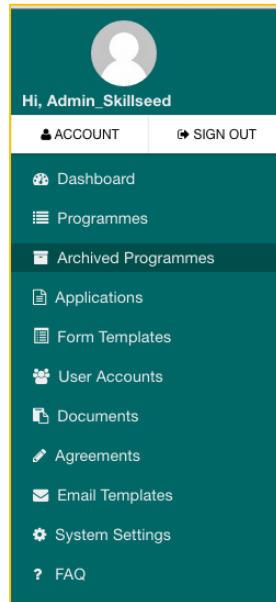
This will hide the program from admin, teacher, and participants. You can still access the applications, documents, and reuse the form template of this program. Archived programmes can be viewed by clicking "Archived Programmes" on the left navigation.

CANCELARCHIVE

If you agree, you click on "ARCHIVE". If not, you click on "CANCEL"

## View Achieve Program:

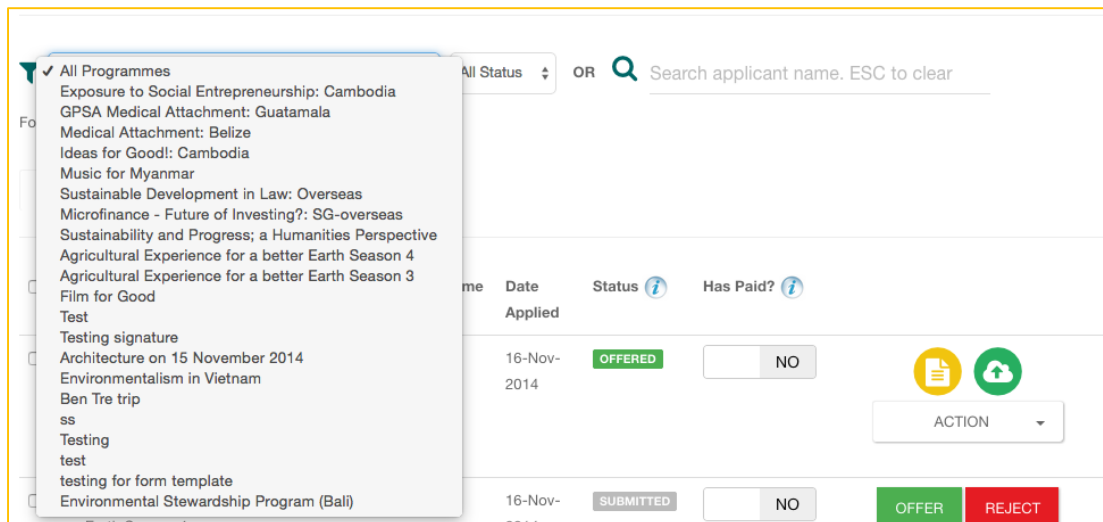
You can click on the "ARCHIVED PROGRAMMES" button on the left navigation to view all archive programs.



## Application Management

You can access the list of applications by access the left navigation and click on "applications".

You can view all applications for all programs or view all applications for a specific program by choose the sorting list shown below:



For each application, you can choose to offer or reject the application.

## Mass Email

You can choose number of applications and mass email

MASS EMAIL

<input type="checkbox"/> All	Programme Title	Applicant's Name	Date Applied	Status	Has Paid?	
<input checked="" type="checkbox"/>	Agricultural Experience for a better Earth Season 3	Test User	16-Nov-2014	OFFERED	<input type="checkbox"/> NO	<div></div> <div>ACTION</div>
<input checked="" type="checkbox"/>	Agricultural Experience for a better Earth Season 4	applicant1	16-Nov-2014	SUBMITTED	<input type="checkbox"/> NO	<div>OFFERREJECT</div> <div>ACTION</div>
<input checked="" type="checkbox"/>	Architecture on 15 November 2014	Test User	15-Nov-2014	SUBMITTED	<input type="checkbox"/> NO	<div>OFFERREJECT</div> <div>ACTION</div>

## Contact Individual Application:

You also can email the applicant individually by clicking "ACTION", then contact applicant

All Programmes

☐ All Status

OR Search applicant name. ESC to clear

Found 48 Application(s)

MASS EMAIL

<input type="checkbox"/>	Agricultural Experience for a better Earth Season 3	Test User	16-Nov-2014	OFFERED	<input type="checkbox"/> NO	<div></div> <div>ACTION</div> <div><div>View Uploaded CV</div><div>Contact Applicant</div></div>
<input type="checkbox"/>	Agricultural Experience for a better Earth Season 4	applicant1	16-Nov-2014	SUBMITTED	<input type="checkbox"/> NO	

## View Upload CV

You can view each participant's uploaded CV by clicking view upload CV as below:

All Programmes

All Status

OR

Search applicant name. ESC to clear

Found 48 Application(s)

MASS EMAIL

<input type="checkbox"/> All	Programme Title	Applicant's Name	Date Applied	Status	Has Paid?	
<input type="checkbox"/>	Agricultural Experience for a better Earth Season 3	Test User	16-Nov-2014	OFFERED	<input type="checkbox"/> NO	<div><div></div><div>ACTION </div><div>View Uploaded CV</div><div>Contact Applicant</div></div>
<input type="checkbox"/>	Agricultural Experience for a better	applicant1	16-Nov-	SUBMITTED	<input type="checkbox"/> NO	



## Tracking Application's Status:

Each of application has tracking status as below

**Submitted:** Applicant has submitted their CV.





**Registered:** Applicant has completed their registration details.

**Offered:** Administrator offered the programme to the applicant.

**Rejected:** Administrator rejected the applicant.



**Withdrawn:** Applicant has withdrawn from the applied programme.

**Completed:** Applicant has uploaded the required documents and completed his registration details.

	File Upload In Progress
	File Upload Complete
	Form Filling In Progress
	Form Filling Complete

## View Applicant Details

You can click on "ACTION", then view "APPLICATION DETAILS". The Application Details available only after applicant uploaded documents and completed fill up application form.

<input type="checkbox"/>	Ben Tre trip	kenneth chan	16-Nov-2014	COMPLETED	YES	  <div>ACTION</div> <div>View Uploaded CV</div> <div>Application Details</div> <div>Contact Applicant</div> <div>OFFER</div> <div>REJECT</div> <div>ACTION</div>
<input type="checkbox"/>	Environmental Stewardship Program (Bali)	Huijia Phua	13-Nov-2014	WITHDRAWN	NO	
<input type="checkbox"/>	Environmental Stewardship Program (Bali)	Boon Pei Ya	15-Nov-2014	SUBMITTED	NO	

In Application Details, you can view application's signature and on what applicants have filled up. You can also view the confidential documents

Ben Tre trip COMPLETED

Personal
Passport Details
Guardian Details

Guardian Details Here

First Name:  
da

Last Name:  
Chan

Given Name:  
Steven





Relationship:  
Father

Contact (Work):  
93393223

Contact (Pesonal):  
93393223

BACK
APPLICATION DETAILS
AGREEMENT & SIGNATURE
CONFIDENTIAL DOCUMENTS

## Indicate Applicant Has Paid

<input type="checkbox"/> All	Programme Title	Applicant's Name	Date Applied	Status 	Has Paid? 	
<input type="checkbox"/>	Agricultural Experience for a better Earth Season 3	Test User	16-Nov-2014	OFFERED	NO	  <div>ACTION</div>

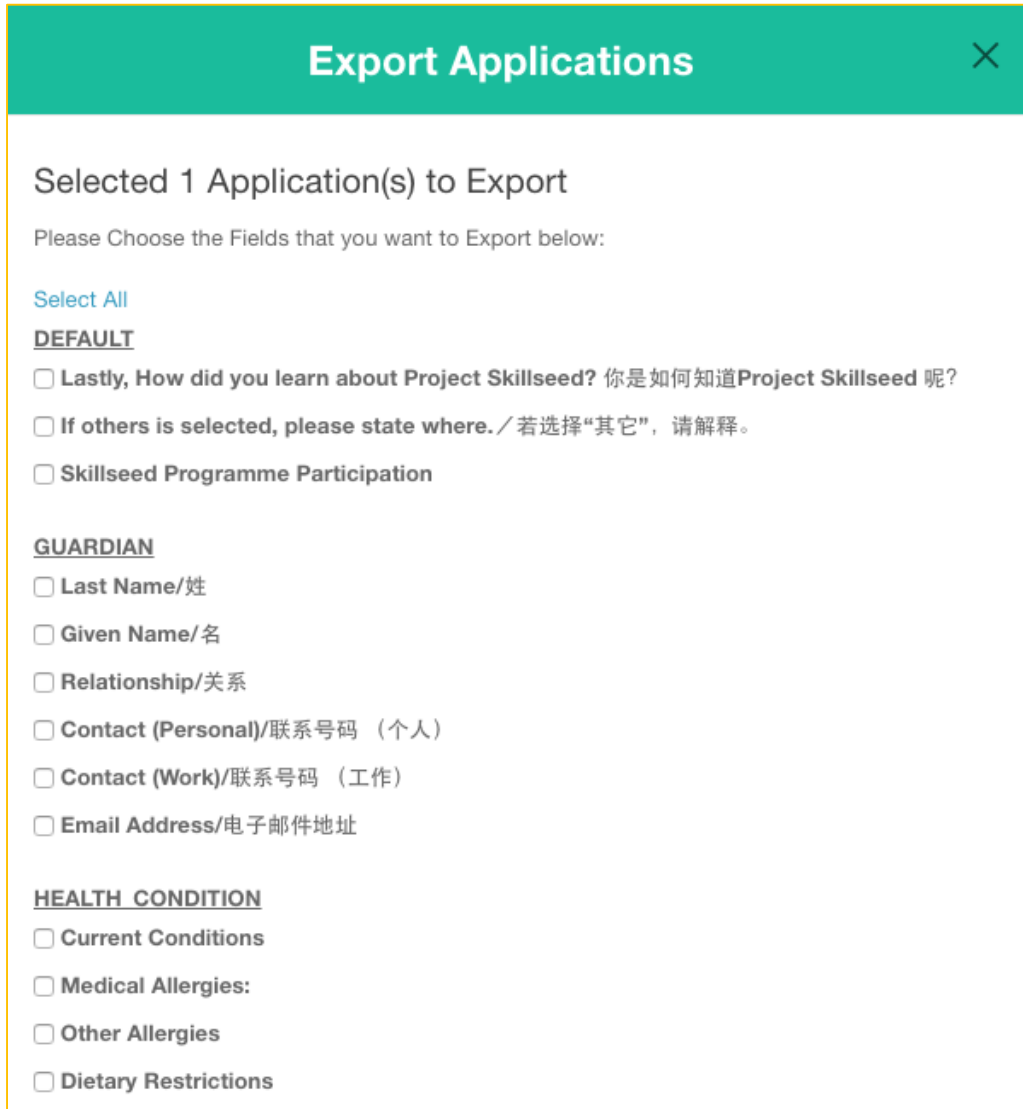
You can indicate applicant has paid by slide the button has Paid to "YES".

## Export Application Details

Before exporting application details, you need to choose a particular program. For example, "Film for Good".

Select "All" if you want to choose all applications, or you can select one particular application

Then you can click the button "EXPORT APPLICATIONS". Upon clicking, there will be a pop up to ask which field you want to select to export:



**Export Applications** ✕

Selected 1 Application(s) to Export

Please Choose the Fields that you want to Export below:

[Select All](#)

**DEFAULT**

- ☐ Lastly, How did you learn about Project Skillseed? 你是如何知道Project Skillseed 呢?
- ☐ If others is selected, please state where. / 若选择“其它”，请解释。
- ☐ Skillseed Programme Participation

**GUARDIAN**

- ☐ Last Name/姓
- ☐ Given Name/名
- ☐ Relationship/关系
- ☐ Contact (Personal)/联系号码（个人）
- ☐ Contact (Work)/联系号码（工作）
- ☐ Email Address/电子邮件地址

**HEALTH CONDITION**

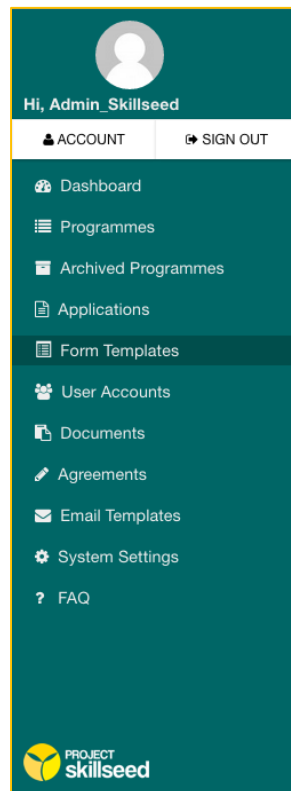
- ☐ Current Conditions
- ☐ Medical Allergies:
- ☐ Other Allergies
- ☐ Dietary Restrictions

You can either select "All" or just select particular fields.

After that, you can click "EXPORT" to receive a csv file.

## Update Form Template

Click on the form template section on the left panel.



After accessing the form template page, you can choose a particular program to update the form template:

A form editor interface for a program titled "Ben Tre trip". At the top, there is a horizontal navigation bar with three tabs: "1 Personal", "2 Passport Det...", and "3 Guardian Det...", each with a back arrow and a close icon. A plus icon is at the end. Below the tabs is a section titled "Segment Title and Description" with a dropdown arrow. It contains two input fields: "Title" with the value "Personal" and "Description" with the value "Personal Details Here". Below this is a "Fields" section with a dropdown arrow. At the bottom, there are four buttons: "CANCEL", "PREVIEW FORM", "UPDATE FORM TEMPLATE", and "EDIT AGREEMENT".

Click on title and description to change accordingly.

Expand the field for editing:

The screenshot shows a web interface for editing a form titled "Ben Tre trip". At the top, there is a navigation bar with a hamburger menu icon and the title. Below the title, there is a horizontal list of segments: "1 Personal", "2 Passport Det...", and "3 Guardian Det...", each with a left arrow, a right arrow, and a close icon. A plus icon is at the end of the list. Below the segments, there is a section titled "Segment Title and Description" with a right arrow icon. Underneath, there is a section titled "Fields" with a dropdown arrow icon. Below "Fields", there is a "Select a Field Type" dropdown, a "Field's Label (required)" input field, and an "ADD FIELD" button. Below this, there is a list of fields: "First Name", "Last Name", "Given Name", and "Date of Bi...". Each field has up and down arrow icons to its left. To the right of the fields list, there is a message: "Select a field on the left to edit its property OR Add a field if there is no field to select". At the bottom, there are four buttons: "CANCEL", "PREVIEW FORM", "UPDATE FORM TEMPLATE", and "EDIT AGREEMENT".

Click on each field to fill up the details.

You can use the icon "<" and ">" to move the section to the left or to the right.

After clicking on the form template field, you can use keyboard "up" or "down" to move the field up or down.

Clicking the field to change the field property:

First Name

Last Name

Given Name

Date of Bi...

Gender

School Nam...

Nationalit...

Expertise

Add a Field

Field Type: **textInput**

Label  
First Name

Field's Description ⓘ

Field's Placeholder ⓘ  
e.g. Ken

☒ Required ⓘ

DELETE

## Preview Form

Ben Tre trip

1 Personal

2 Passport Details

3 Guardian Details

Personal Details Here

First Name

e.g. Ken

Last Name

e.g. Chen

Given Name

e.g. David

Date of Birth

e.g. 27/08/1990

CANCEL

CONTINUE EDITING

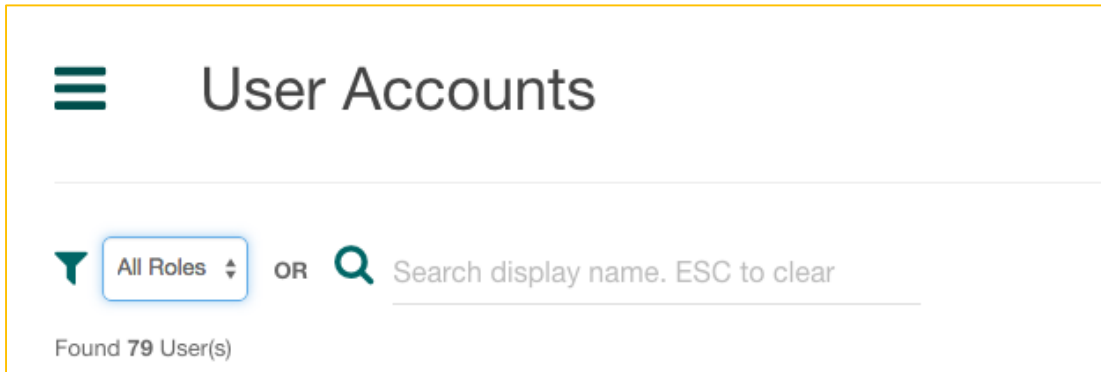
UPDATE FORM TEMPLATE

EDIT AGREEMENT

You can click on preview form before "UPDATE FORM TEMPLATE" or go back to "EDIT AGREEMENT"

## Search For User

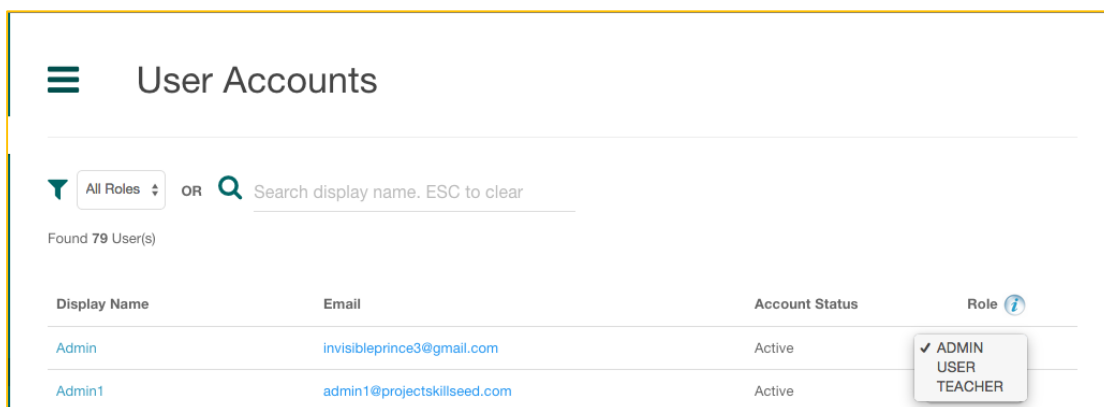
Enter key word to search for user name. Alternatively, you can sort based on the user role.



The screenshot shows the 'User Accounts' page. At the top, there is a hamburger menu icon and the title 'User Accounts'. Below this, there is a search bar with a dropdown menu set to 'All Roles' and a search icon. The search bar contains the text 'Search display name. ESC to clear'. Below the search bar, it says 'Found 79 User(s)'.

## Assign Role to Users

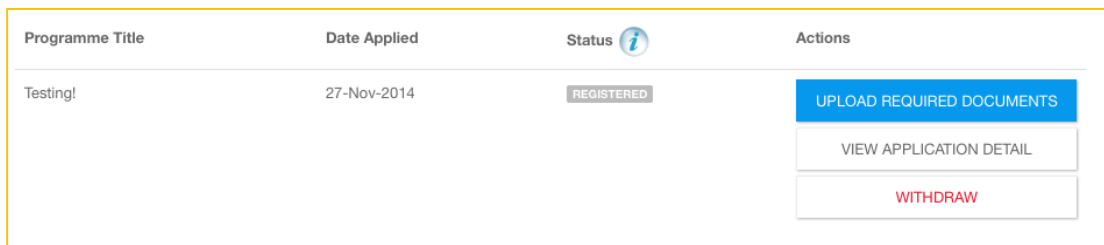
You can access and assign role to users to "Admin", "Teacher" or assign him/her back to "User" role



The screenshot shows the 'User Accounts' page with a list of users. The table has columns for 'Display Name', 'Email', 'Account Status', and 'Role'. A dropdown menu is open for the 'Role' column of the first user, showing options: 'ADMIN', 'USER', and 'TEACHER'.

Display Name	Email	Account Status	Role
Admin	invisibleprince3@gmail.com	Active	✓ ADMIN USER TEACHER
Admin1	admin1@projectskillseed.com	Active	

On the status menu, you can also view which documents have received by PROJECT SKILLSEED and which are still missing.







The screenshot shows a table with columns: 'Programme Title', 'Date Applied', 'Status', and 'Actions'. The first row shows 'Testing!' as the programme title, '27-Nov-2014' as the date applied, and 'REGISTERED' as the status. The 'Actions' column contains three buttons: 'UPLOAD REQUIRED DOCUMENTS', 'VIEW APPLICATION DETAIL', and 'WITHDRAW'.

Programme Title	Date Applied	Status	Actions
Testing!	27-Nov-2014	REGISTERED	<button>UPLOAD REQUIRED DOCUMENTS</button> <button>VIEW APPLICATION DETAIL</button> <button>WITHDRAW</button>




## Search Document

You can search document according to name on the text box. Alternatively, you also can sort the document based on program name

 Documents


 All Programs  OR  Search document name. ESC to clear




Found 150 Document(s)

#	Document Name	Used in Program	Document Owner
1	<a href="#">15 SMU Residenc.pdf</a>	<a href="#">Sustainable Development in Law: Overseas</a>	Lyu bowen 
2	<a href="#">15 SMU Residenc.pdf</a>	<a href="#">Sustainable Development in Law: Overseas</a>	Lyu bowen 
3	<a href="#">15 SMU Residenc.pdf</a>	<a href="#">Microfinance - Future of Investing?: SG-overseas</a> <a href="#">Sustainability and Progress; a Humanities Perspective</a>	Ridwan Ismeer 




## Delete Document

Click on the icon  to delete document.

 Documents

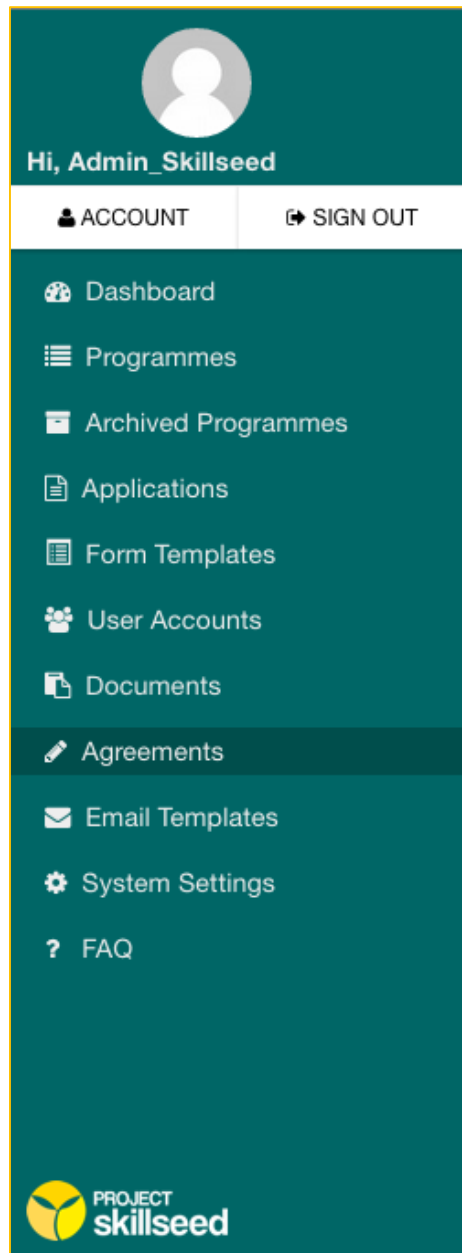
 All Programs  OR  Search document name. ESC to clear

Found 150 Document(s)

#	Document Name	Used in Program	Document Owner
1	<a href="#">15 SMU Residenc.pdf</a>	<a href="#">Sustainable Development in Law: Overseas</a>	Lyu bowen 
2	<a href="#">15 SMU Residenc.pdf</a>	<a href="#">Sustainable Development in Law: Overseas</a>	Lyu bowen 
3	<a href="#">15 SMU Residenc.pdf</a>	<a href="#">Microfinance - Future of Investing?: SG-overseas</a> <a href="#">Sustainability and Progress; a Humanities Perspective</a>	Ridwan Ismeer 



## Create/Update Agreement



Click on Agreements to create/update agreement

## Creating/Updating Agreement

You can click on “Add New Agreement” to add new agreement section

Microfinance - Future of Investing?: SG-overseas + ADD AGREEMENT

Default Agreement

Agreement Name: Default Agreement

English

H1 H2 H3 H4 H5 H6 P PRE " B I U List Link Unlink Image

yes, you can make FB.api call. But I suggest you to make a HTTP GET call instead, because it's easier. Also, note that previous may return and empty array like {"data":[]}

How to get previous/next page?

Here, I am writing a small code that uses jQuery. In case you do not want to read the code, there are two ways:

CANCEL SAVE

You also can change the “defaults agreement” to the name that you choose.

You also can choose to add agreement on Chinese language.

English

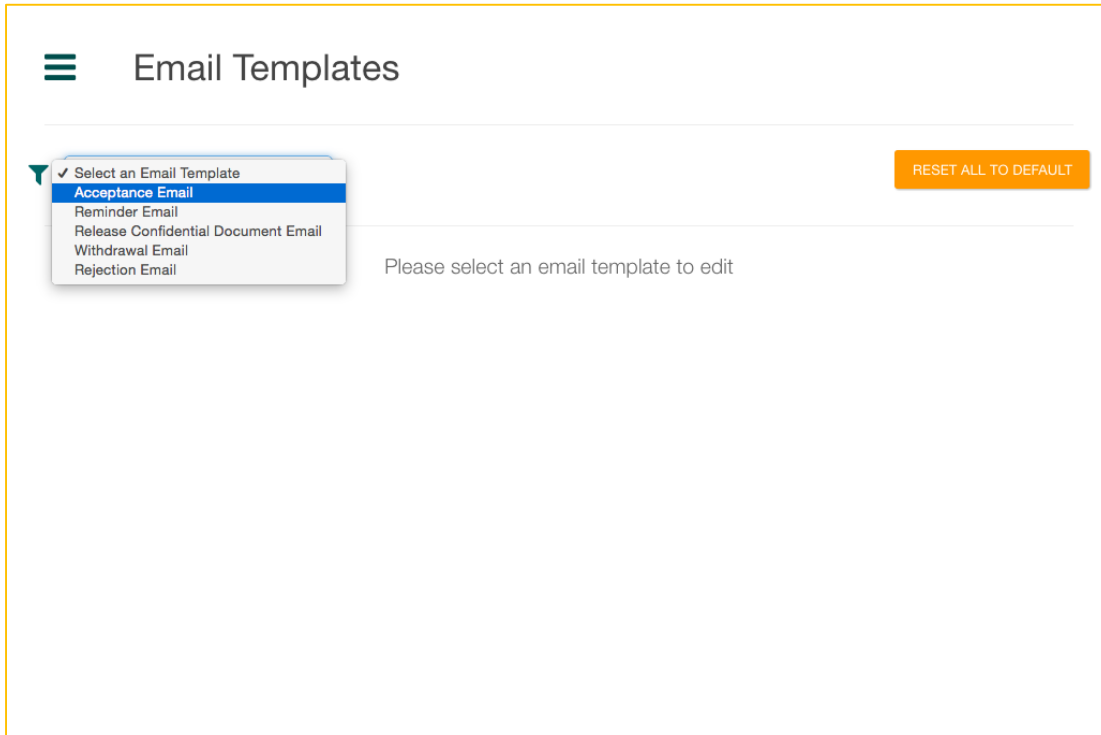
Chinese

H1 H2 H3 H4 H5 H6 P PRE " B I U List Link Unlink Image

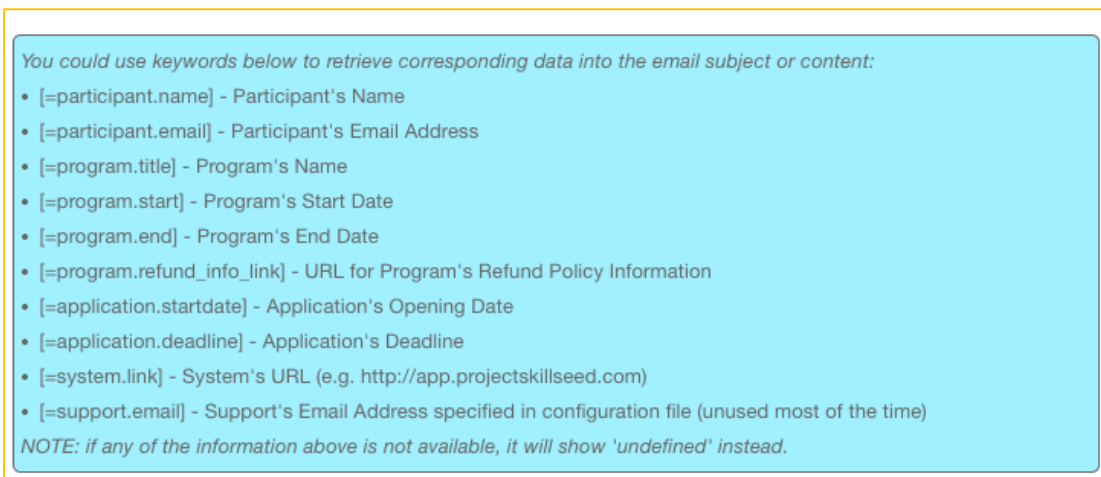
Chinese Agreement

## Update Email Template

First, you can update the email template by choosing the email template type in the dropdown list:



Then you can modify according to the guidance to make sure the dynamic content



*You could use keywords below to retrieve corresponding data into the email subject or content:*

- [=participant.name] - Participant's Name
- [=participant.email] - Participant's Email Address
- [=program.title] - Program's Name
- [=program.start] - Program's Start Date
- [=program.end] - Program's End Date
- [=program.refund\_info\_link] - URL for Program's Refund Policy Information
- [=application.startdate] - Application's Opening Date
- [=application.deadline] - Application's Deadline
- [=system.link] - System's URL (e.g. <http://app.projectsseed.com>)
- [=support.email] - Support's Email Address specified in configuration file (unused most of the time)

*NOTE: if any of the information above is not available, it will show 'undefined' instead.*

You can always reset to the pre-build email template by pressing "RESET TO DEFAULT"

RESTORE TO DEFAULT

SAVE EMAIL TEMPLATE

After editing, you can click "SAVE EMAIL TEMPLATE" to save the updating.

## Change Admin Email

System Email Setting

*This email setting will be used to send and receive email notification. This email address will also be used in the email template to replace [=support.email] keyword. Currently only support Gmail and Mailgun. For Mailgun service to work, you need to [sign up and configure a Mailgun account](#) and create an SMTP Credential and use the credential here.*

Email Service: gmail

Email address: operations@projectskillseed.com

Password: .....

TEST EMAIL SETTING

SAVE SETTING

You can change admin email to your current email. Currently, the emails have been scattered for are gmail or mailgun.

## Set the reminder email

Email Template Used: [Reminder Email Template](#)

1st Reminder

Reminder Day: 1 day(s) before application deadline

Reminder Time: 12 : 0

*\*24-hour format (00:00 till 23:59)*

2nd Reminder

Reminder Day: 3 day(s) before application deadline

Reminder Time: 12 : 0

*\*24-hour format (00:00 till 23:59)*

3rd Reminder

Reminder Day: 7 day(s) before application deadline

Reminder Time: 12 : 0

*\*24-hour format (00:00 till 23:59)*

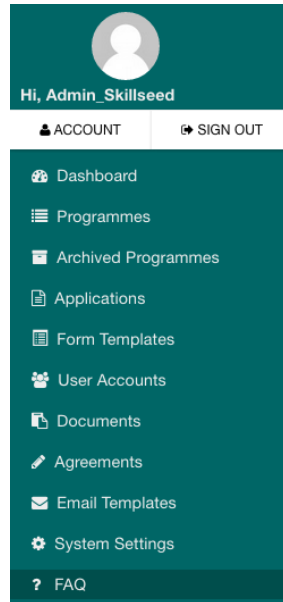
RESET TO DEFAULT

SAVE CHANGES

You can set the 3 reminders email to remind the applicants before the application deadlines. The default now is 1,3, and 7 days before application deadline at 12:00 am.

## FAQ

Click on FAQ on the left panel for any further questions:



The screen will display all details for **FAQ**:

