

DECEMBER 3, 2014



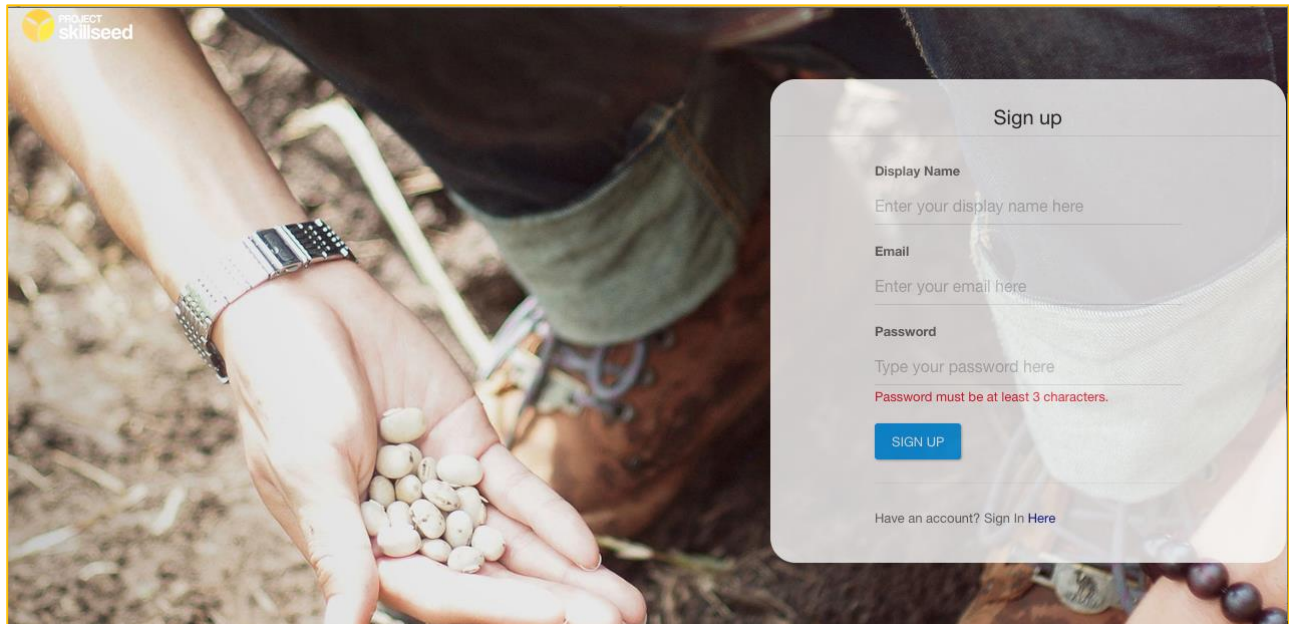
# SkiMS

## Contents

|   |                              |
|---|------------------------------|
| Creating a Skillseed account.....                 | Error! Bookmark not defined. |
| Activate Your Skillseed Account.....              | Error! Bookmark not defined. |
| Forgotten Password .....                          | Error! Bookmark not defined. |
| View Programme Homepage .....                     | Error! Bookmark not defined. |
| Checking Application Status .....                 | Error! Bookmark not defined. |
| Tracking Receipt of Application Documents .....   | Error! Bookmark not defined. |
| Viewing / Editing on Demographic Information..... | Error! Bookmark not defined. |
| Change Password.....                              | Error! Bookmark not defined. |

## 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.

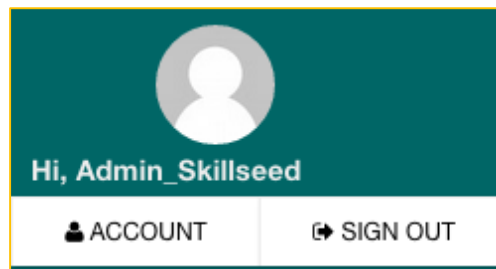


## FORGOTTEN PASSWORDS:

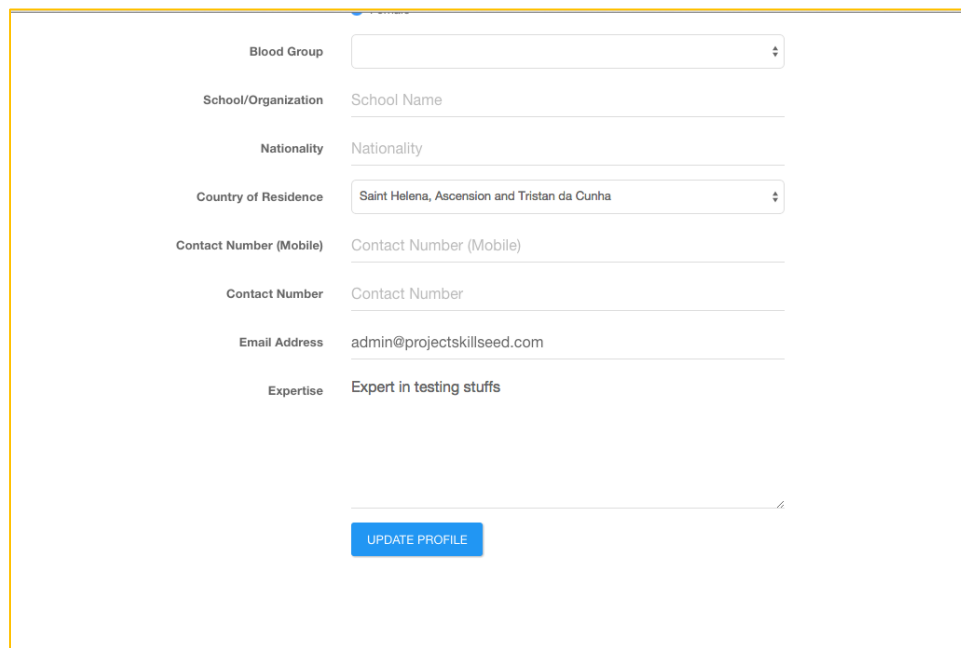
To retrieve your password, please click “Forgot Your Password?” under the login prompt. You will be asked to enter your email address associated with Project Skillseed.

## 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 user profile update form. The form contains several input fields with labels on the left: "Blood Group", "School/Organization", "Nationality", "Country of Residence", "Contact Number (Mobile)", "Contact Number", "Email Address", and "Expertise". The "Country of Residence" field is a dropdown menu showing "Saint Helena, Ascension and Tristan da Cunha". The "Email Address" field contains "admin@projectskillseed.com". The "Expertise" field contains "Expert in testing stuffs". At the bottom of the form, there is a blue button labeled "UPDATE PROFILE".

## Change Account

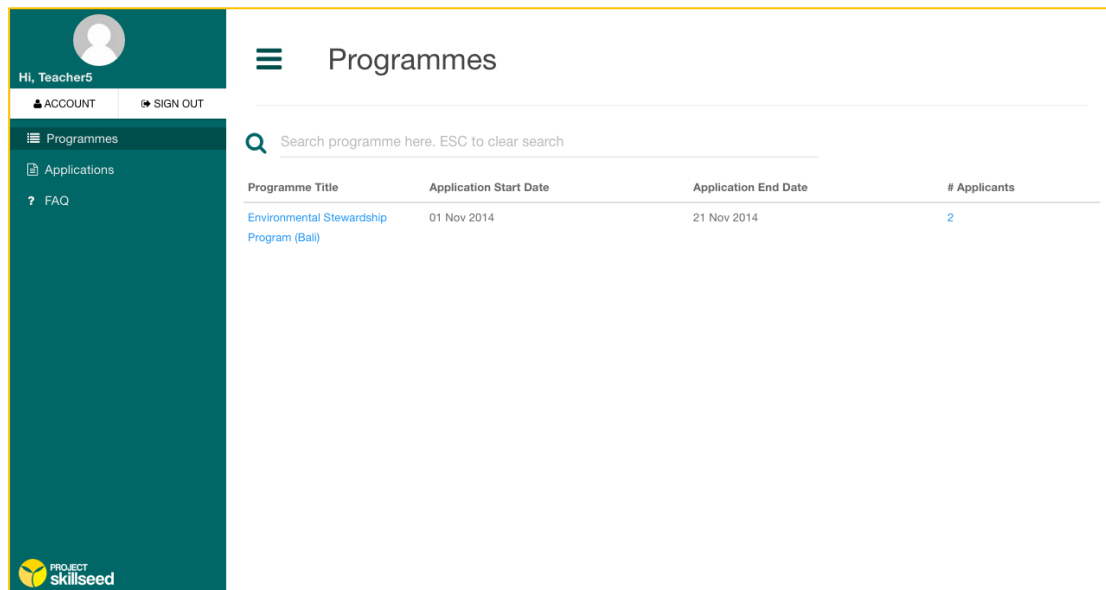
The screenshot shows a web interface for 'Account Setting'. At the top left is a hamburger menu icon. The title 'Account Setting' is centered. Below the title are two tabs: 'Personal Details' and 'Account'. The 'Account' tab is selected and highlighted with a blue underline. Under the 'Account' tab, there are two sections. The first section contains 'Display Name' with the value 'Admin\_Skillseed' and 'Email' with the value 'admin@projectskillseed.com'. Below these fields is a blue button labeled 'SAVE CHANGES'. The second section contains three password fields: 'Current Password', 'New Password', and 'Confirm New Password'. To the right of the 'Current Password' field, there is a text label 'Last update: a month ago'. Below the password fields is a blue button labeled 'UPDATE PASSWORD'.

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

## Programme Homepage:

Once you login, you will land to program home page

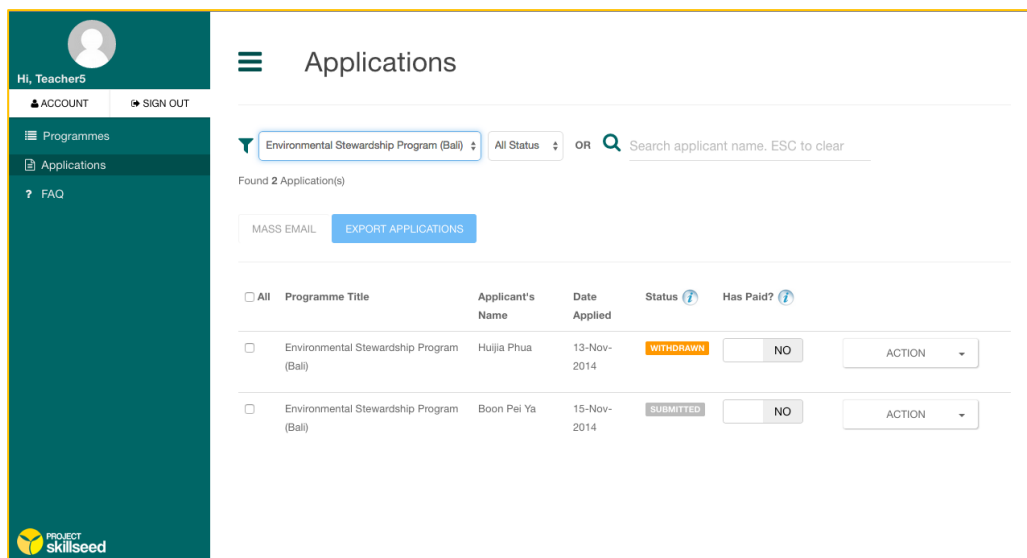
For each programme listed on the homepage, you can click on #Applicants to show all the applications of that particular program. Or you can click on the red



## Application Management

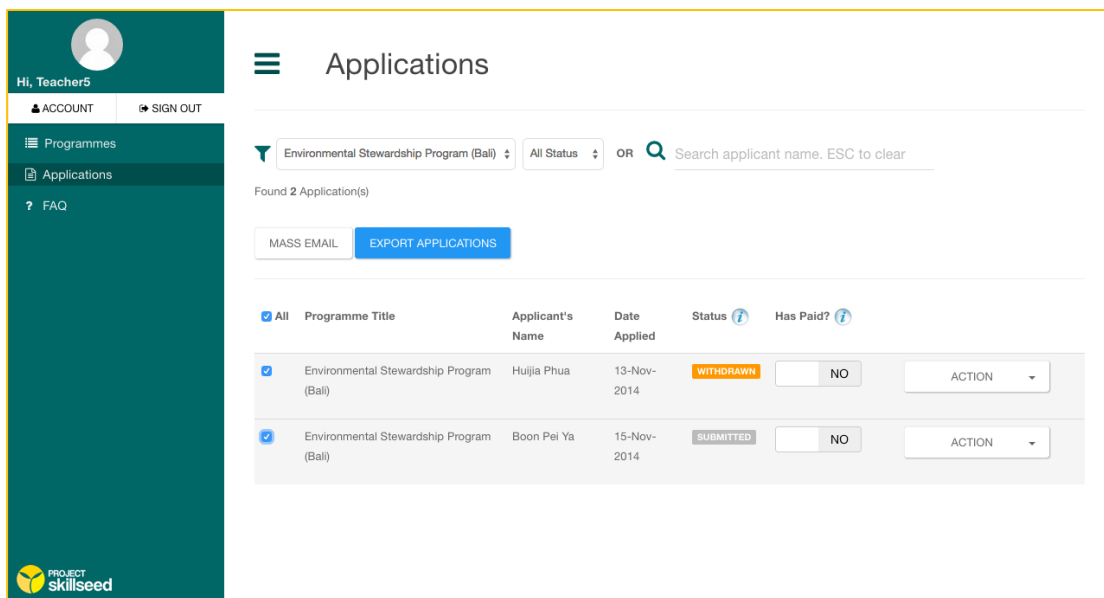
You can access the list of applications by access the left navigation and click on “applications”.

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



## MASS EMAIL

You can choose number of applications and mass email



The screenshot shows the 'Applications' page in the Project Skillseed system. The left sidebar contains a user profile for 'Hi, Teacher5', navigation links for 'ACCOUNT', 'SIGN OUT', 'Programmes', 'Applications', and 'FAQ', and the Project Skillseed logo at the bottom. The main content area is titled 'Applications' and includes a filter for 'Environmental Stewardship Program (Bali)' and a search bar. Below the filters, it states 'Found 2 Application(s)' and provides buttons for 'MASS EMAIL' and 'EXPORT APPLICATIONS'. A table lists the two applications with columns for selection, programme title, applicant name, date applied, status, has paid status, and an action dropdown.

| <input checked="" type="checkbox"/> | Programme Title                          | Applicant's Name | Date Applied | Status    | Has Paid? |        |
|-------------------------------------|--|------------------|--------------|-----------|-----------|--------|
| <input checked="" type="checkbox"/> | Environmental Stewardship Program (Bali) | Huijia Phua      | 13-Nov-2014  | WITHDRAWN | NO        | ACTION |
| <input checked="" type="checkbox"/> | Environmental Stewardship Program (Bali) | Boon Pei Ya      | 15-Nov-2014  | SUBMITTED | NO        | ACTION |

## Contact Individual Application:

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

**Applications**

Environmental Stewardship Program (Bali) All Status OR Search applicant name. ESC to clear

Found 2 Application(s)

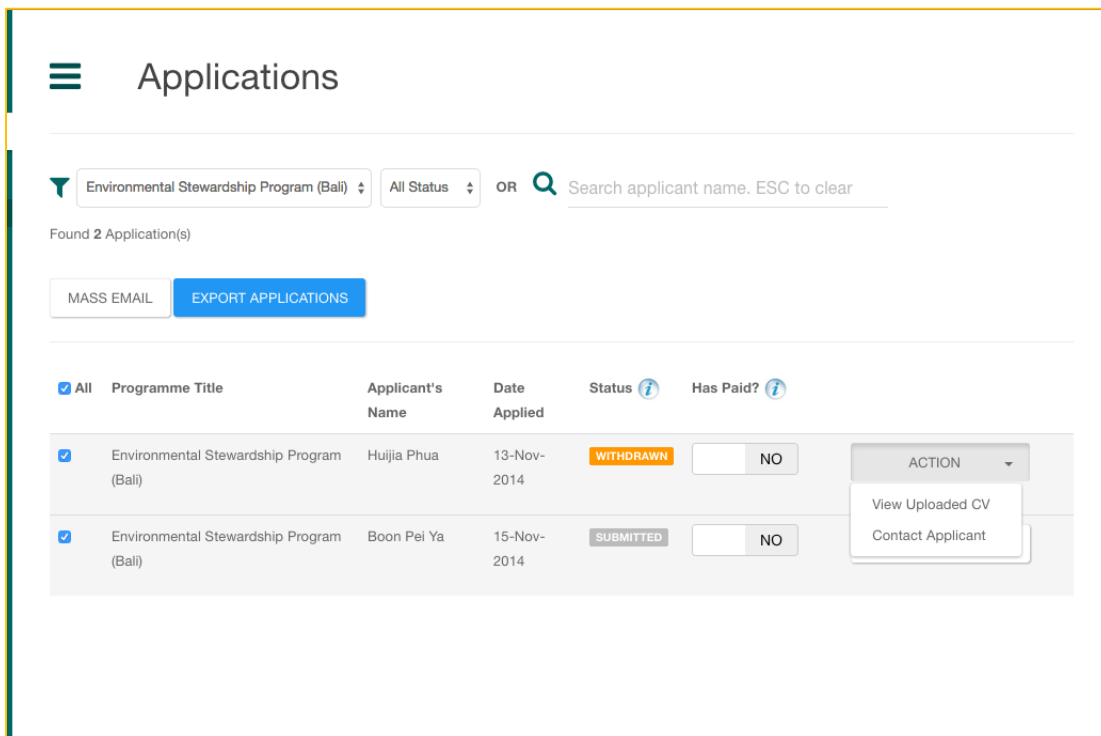
MASS EMAIL EXPORT APPLICATIONS

| <input checked="" type="checkbox"/> All | Programme Title                          | Applicant's Name | Date Applied | Status <i>i</i> | Has Paid? <i>i</i>          |   |
|---|--|------------------|--------------|-----------------|-----------------------------|---|
| <input checked="" type="checkbox"/>     | Environmental Stewardship Program (Bali) | Huijia Phua      | 13-Nov-2014  | WITHDRAWN       | <input type="checkbox"/> NO | <div>ACTION<ul style="list-style-type: none"><li>View Uploaded CV</li><li>Contact Applicant</li></ul></div> |
| <input checked="" type="checkbox"/>     | Environmental Stewardship Program (Bali) | Boon Pei Ya      | 15-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:



The screenshot shows the 'Applications' page with a search bar and filters. Below the search bar, it says 'Found 2 Application(s)'. There are two buttons: 'MASS EMAIL' and 'EXPORT APPLICATIONS'. The table below has columns: 'All', 'Programme Title', 'Applicant's Name', 'Date Applied', 'Status', 'Has Paid?', and 'ACTION'.

| <input checked="" type="checkbox"/> | Programme Title                          | Applicant's Name | Date Applied | Status    | Has Paid?                   | ACTION  |
|-------------------------------------|--|------------------|--------------|-----------|-----------------------------|---|
| <input checked="" type="checkbox"/> | Environmental Stewardship Program (Bali) | Huijia Phua      | 13-Nov-2014  | WITHDRAWN | <input type="checkbox"/> NO | <div>View Uploaded CV<br/>Contact Applicant</div> |
| <input checked="" type="checkbox"/> | Environmental Stewardship Program (Bali) | Boon Pei Ya      | 15-Nov-2014  | 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.

## View Applicant Details

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

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 (Personal):**  
93393223

[BACK](#)   [APPLICATION DETAILS](#)   [AGREEMENT & SIGNATURE](#)   [CONFIDENTIAL DOCUMENTS](#)

## Indicate Applicant Has Paid

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

| <input checked="" type="checkbox"/> All | Programme Title                          | Applicant's Name | Date Applied | Status    | Has Paid?                   |          |
|---|--|------------------|--------------|-----------|-----------------------------|----------|
| <input checked="" type="checkbox"/>     | Environmental Stewardship Program (Bali) | Huijia Phua      | 13-Nov-2014  | WITHDRAWN | <input type="checkbox"/> NO | ACTION ▾ |
| <input checked="" type="checkbox"/>     | Environmental Stewardship Program (Bali) | Boon Pei Ya      | 15-Nov-2014  | SUBMITTED | <input type="checkbox"/> NO | ACTION ▾ |

## 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.

## FAQ

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

