

## IAESTE.NET.PL – help file

This document will provide you with a condensed selection of all the information necessary to use **IAESTE POLAND** system. The system has been designed to automate nomination procedure and give you a tool to track current student's situation – please log into **IAESTE COUNTRIES** section. Your login is **your official IAESTE.org email ([country@iaeste.org](mailto:country@iaeste.org))** and the password is **the name of your country**. (DON'T FORGET TO CHANGE IT!)

Please read this document carefully and try the system by yourself. If you have any additional questions concerning the use of it, feel free to contact IAESTE Poland Office.

### **1. THE MAIN SCREEN (LIST OF STUDENTS)**

The screen below is your main information screen (Fig.1). Here you can see the list of your students. At beginning the list is empty. To add a student, click **Add New Student**, and enter his/her data (Fig.2). You can return to this screen at any time, simply clicking **Students** from the menu on the left.

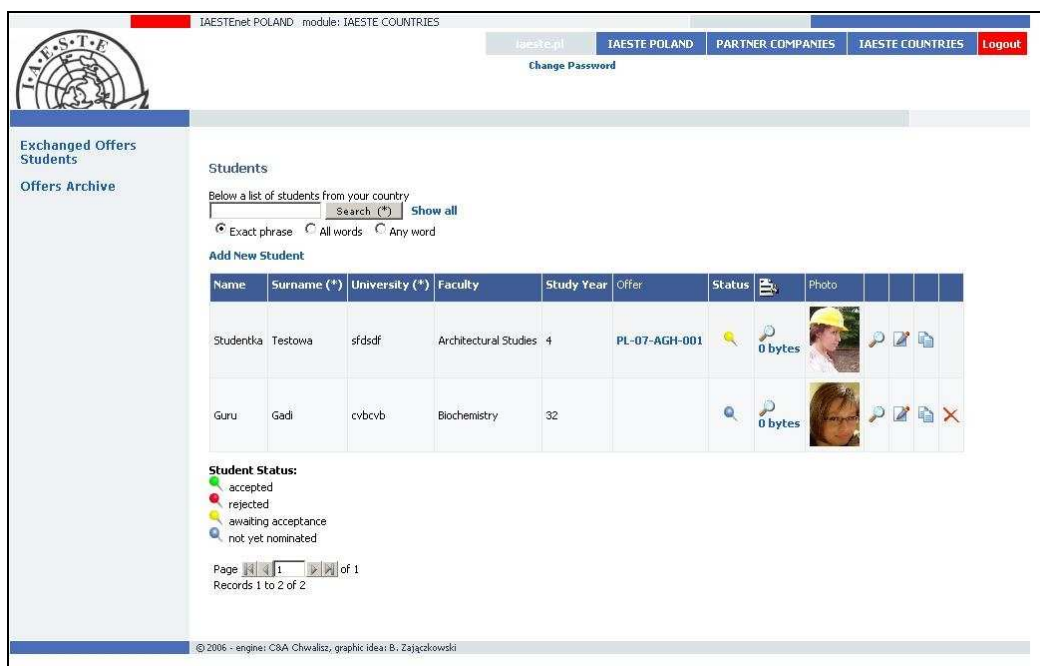


Fig.1 – Main screen with a list of your students registered in the system.

#### **Manipulation of student's information:**

If you want **to see student's details**, click the little **magnifying glass icon** on the right side of his/hers photograph.

If you need **to edit student's details**, click create **paper and pencil icon** on the right side of his/hers photograph.

If you need to **duplicate student's data**, click the **clone icon (two sheets of paper)**.

The **red X icon** allows you to delete the student from the system (only before nomination – nominated students cannot be deleted from systems).

#### **Uploading documents:**

**Magnifying glass icon** on the left side of the photo allows you to **upload student's files (CV, cover letter etc.)**.

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**We encourage you to upload your student's documents with our system. It's designed to be faster and more reliable than email.**

Fig.2 – Add a new student form – fill all the data (all the information are required – including photo)

## 2. EXCHANGED OFFERS SCREEN

When you click **Exchanged offers** in the menu on the left, you will see all the offers you exchanged with Poland (Fig.3).

Offer Number	Company	Faculty	Study Level	Work Offered	Weeks Min	Weeks Max	Period Start Day (*)	Period End Day (*)	Nominated Student
PL-07-AGH-001	FOS Poland Sp. z o.o. (LTD)	Chemistry	M,E	Traineeship in Sales	12	52	2007/06/01	2008/05/31	Studentka Testowa
PL-07-AGH-002	FOS Poland Sp. z o.o. (LTD)	Chemistry	M,E	Traineeship in Sales	12	52	2007/06/01	2008/05/31	Nominate

**Student Status:**  
● accepted  
● rejected  
● awaiting acceptance

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Fig.3 – List of the offers exchanged with Poland.

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**Manipulation of offer's information:**

If you want **to see more details**, click the little **magnifying glass icon**.

If you need **to print the offer**, click create **PDF icon**.

**Nomination:**

To **nominate your student** please click **Nominate** (you have to add a student earlier - see Fig. 2) for specified offer. You will be transferred to another screen – see paragraph 3 for details).

**Tracking of the nomination status:**

This screen is also used to track your nomination status. It is distinguished by the **color of the pin**, according to the legend below the table. **Green pin** stands for **acceptance**, **red pin** stands for **rejection** and **yellow pin** means that the company has **not yet decided**.

**3. NOMINATION SCREEN**

When you click **Nominate** in the list of offers, you will be allowed to select one of your student for selected offer (Fig.4). On the screen you will see all the information about the offer and the list of your student. Simply choose which one you want to nominate.

Local Committee	LC Kraków AGH	Offer Number:	PL-07-AGH-002
Offering Company	FQS Poland Sp. z o.o. (LTD)		
Official Responsible	Ms Anna Kuzak		
Official Responsible Phone	+48 12 429 43 45		
Official Responsible E-mail	a.kuzak@fqs.pl		
Working Place	Krakow		
Nearest Airport	Krakow Balice (KRK)		
Nearest Public Transport	Krakow Train/Coach		
Working Hours	40		
Daily Working Hours	8		
Faculty	Chemistry --> Speciality : non specific		
	Biochemistry --> Speciality : non specific		
	--> Speciality :		
Study Level			
Previous Training Required	No		

Fig.4 – Nomination screen.

**We wish you good luck and many acceptances for your students.**