

# Centralized Internship Support System for Greek Higher Education Students



**Guide to using the Internship Providers application**



European Union  
European Regional  
Development Fund

Operational Programme "Public Sector Reform"  
Managing Authority "Digital Transformation" Programme

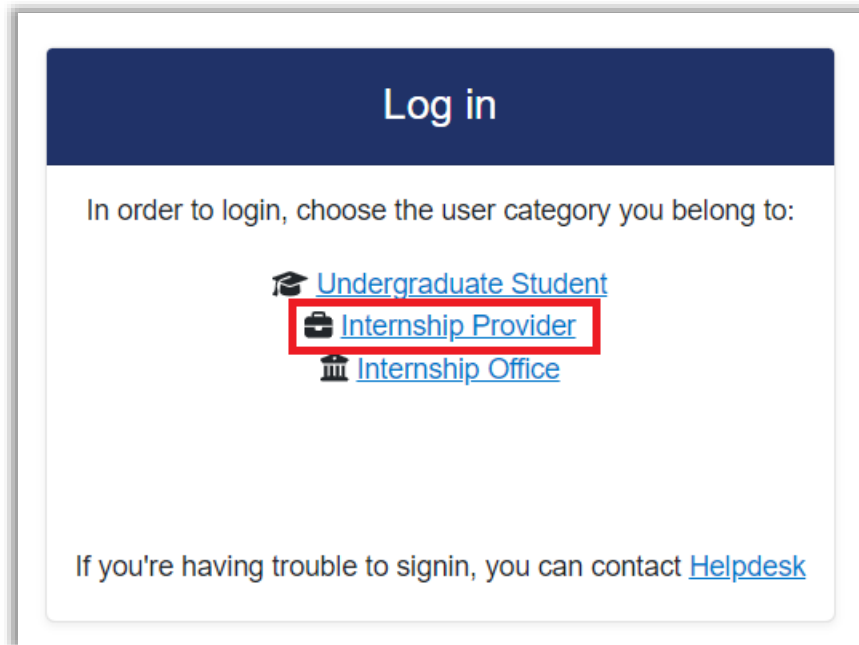
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Once your Internship Provider account in the “Atlas” program has been certified, you can log in to the application from [here](#). On the login tab, select “Internship Provider” to be redirected to the next login page to fill in details (Image 1.1 – Login).



*Image 1.1 – Login*

On this page, you fill in your account username and password and select "Log in" to enter the application. From the same tab, you have the option of a password reminder, by pressing the corresponding option (Image 1.2 – Fill in account details/ Password reminder).

## Login to ATLAS

Username

Password

Remember Me

[Log in](#)

[Forgotten password](#)

[Back to Main Page](#)

*Image 1.2 – Fill in account details/ Password reminder*

After logging into the application, you can:

1. Edit host company's information.
2. Create and edit Internship Positions.
3. Update the selected Internship Positions.
4. Complete Evaluation forms of your Interns and Internship Offices you cooperate with from the tab Evaluation.
5. Create and edit new users for branches of the company.
6. Contact "ATLAS" helpdesk.

(Image 1.3 – Main Page)

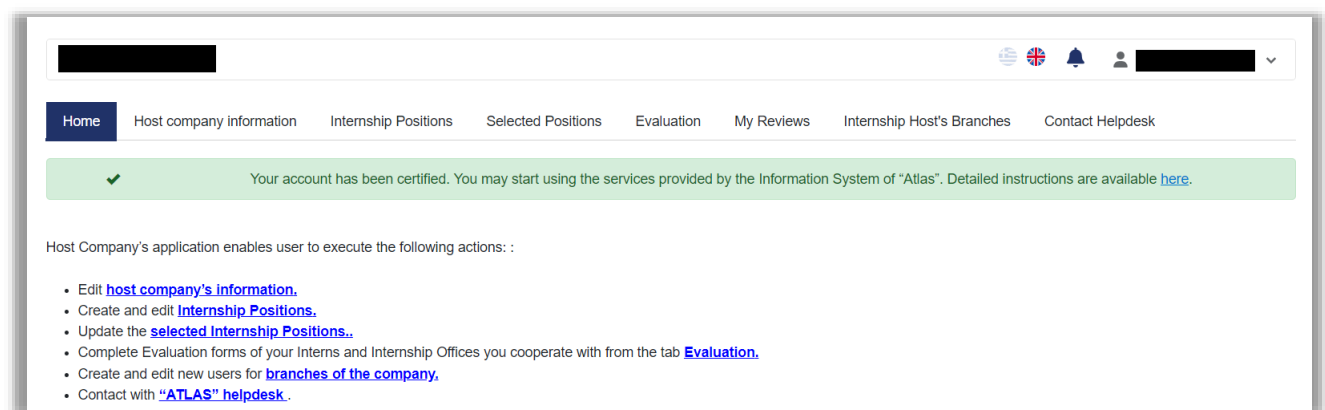


Image 1.3 – Main Page

## 2 Host company information Update

### 2.1 Host company information

From the «Host company information» tab, you can change the information you entered when creating the account. After completing the changes, you should select «Update Host company's information» to register the new details (Image 2.1 – Host company information). In the event that any of the elements you are trying to change does not have the prescribed format, a relevant message appears with the fields that are not valid and information on how they should be filled.

To modify the locked fields of your account (Legal Representative Details, Host company's Name) you can print the Change Personal Information Form and send it to the Help Desk by e-mail at [helpdesk@atlas.grnet.gr](mailto:helpdesk@atlas.grnet.gr).

Note: To change other information such as the name of the Host Company's Contact Person, you should contact the helpdesk.



Home **Host company information** Internship Positions Selected Positions Evaluation My Reviews Internship Host's Searches Contact Helpdesk

Host company information User's Details Provider's Logs

Should you wish to modify some of the company's information, please download (B) the form [Change Personal Information Form](#) and submit it to ATLAS Helpdesk at [helpdesk@atlas.gov.gr](mailto:helpdesk@atlas.gov.gr). For further information, please contact "ATLAS" Helpdesk at 0030133137860.

**Host company's information**

Host category: Private Center  
 Field of activity: Retail  
 Name: ΕΘΝΟΣ ΕΛΛΗΝΙΚΗ ΣΤΑΜΠΟΛΕΚΑΤΑΚΕΝΩΣ ΑΕ  
 Name (Latin characters only):  
 Brand name: LEKOYI BURLIN  
 VAT Number: 99079172  
 Public Economic Service: ΑΒΙΝΩΝ 042  
 Telephone number: 210629200  
 E-mail: [HELP@30.26.03.4716.902.1.02480802476@79F02232.03CA.479A.FCA6.8611C71123BP.com](mailto:HELP@30.26.03.4716.902.1.02480802476@79F02232.03CA.479A.FCA6.8611C71123BP.com)  
 Website: <http://www.beygma-bis.gr/>  
 Number Of Employees: 108

**Host Company's Address information**

Country: Ελλάδα  
 Street - Number: Α. ΚΗΦΙΣΚΗΣ 42  
 Zip code: 18122  
 Prefecture: ΑΤΤΙΚΗΣ  
 City: ΑΒΙΑΡΧΑΔΕΥΣ

**Host company's legal representative's information**

Name - Surname: ΑΝΤΩΝΗΣ ΜΑΥΡΟΥ  
 Telephone number: 210629200  
 E-mail: [MAN@31.2P12.42M.887D.77V20R0220CH@80R02CR.6C.18.4913.8121.848102P3163.com](mailto:MAN@31.2P12.42M.887D.77V20R0220CH@80R02CR.6C.18.4913.8121.848102P3163.com)  
 Type of Certification Document:  ID Card  Passport  
 M Number: AK 012808  
 Issuance Authority of Certification Document: Τ.Α. ΤΥΡΑΚΑΣ  
 Issuance Date of Certification Document: 08/08/2011

**Contact information of Host Company's Contact Person for "Atlas" program**

Name - Surname: ΒΑΣΙΛΙΑ ΠΑΘΗ  
 Telephone number: 210629200  
 Mobile Number: 6942210767  
 E-mail: [NAJANCP.847E.4836.887D.6.14851610C46@8PP2R184.303D.4288.88AD.0642016C2CAE.com](mailto:NAJANCP.847E.4836.887D.6.14851610C46@8PP2R184.303D.4288.88AD.0642016C2CAE.com)

**Contact information of Host Company's Deputy Contact Person for "Atlas" program**

Name - Surname:  
 Telephone number:  
 Mobile Number:  
 Deputy contact person's email: [PO8064CR.08P0.4818.8834.4490C0185A23@6A17986.4D17.4C35.86C3.08262672C274.com](mailto:PO8064CR.08P0.4818.8834.4490C0185A23@6A17986.4D17.4C35.86C3.08262672C274.com)

**Field of Activity**

Please insert information about the practice and it's field of activity

Image 2.1 – Host company information



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## 2.2 User's Details

In the «User's Details» tab you can change the e-mail of the account by selecting «Change E-mail» (Image 2.2 – User's Details /Change E-mail).

Note: After the change has been made, you will receive an e-mail with instructions for certifying the new e-mail you registered.

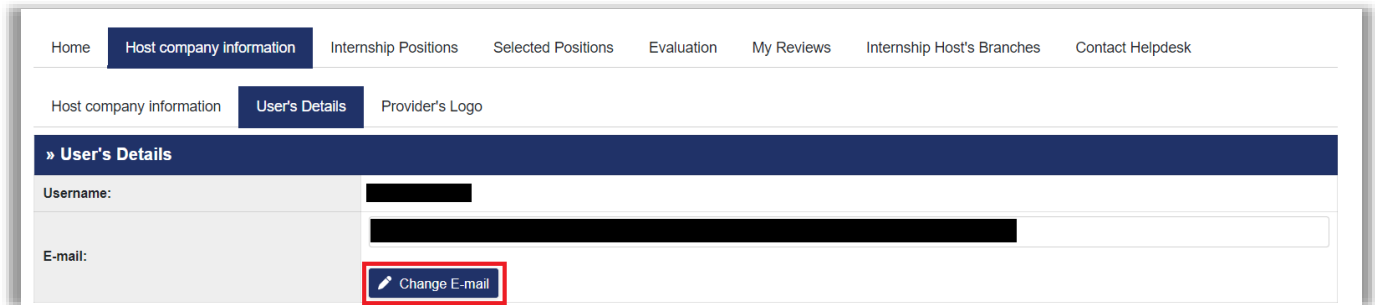


Image 2.2 – User's Details /Change E-mail

## 2.3 Provider's Logo

In the «Provider's Logo» tab, you are given the option to add an image with your Provider's Logo (Image 2.3 – Provider's Logo).

Note: The file should be png or jpeg, with a maximum size of 500KB.

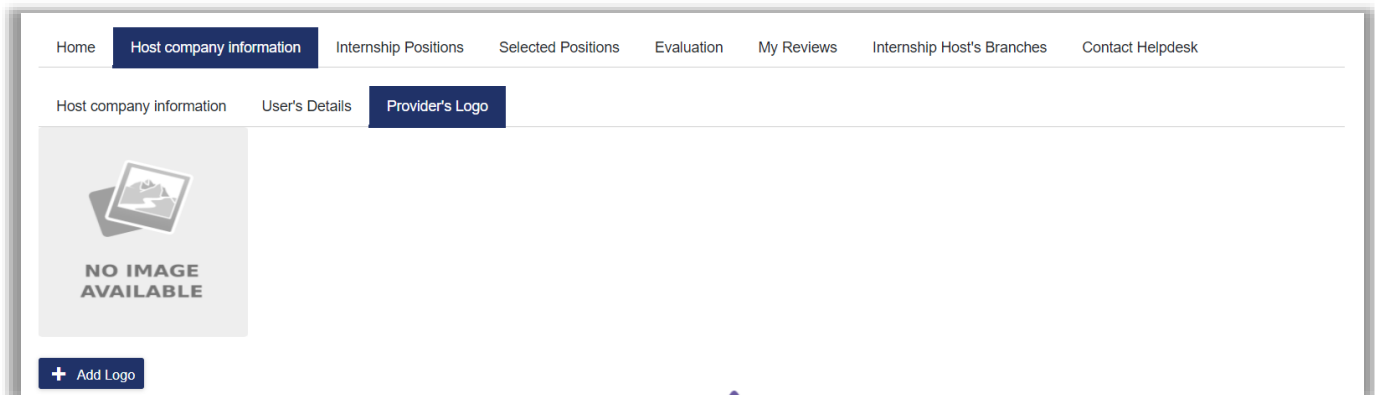
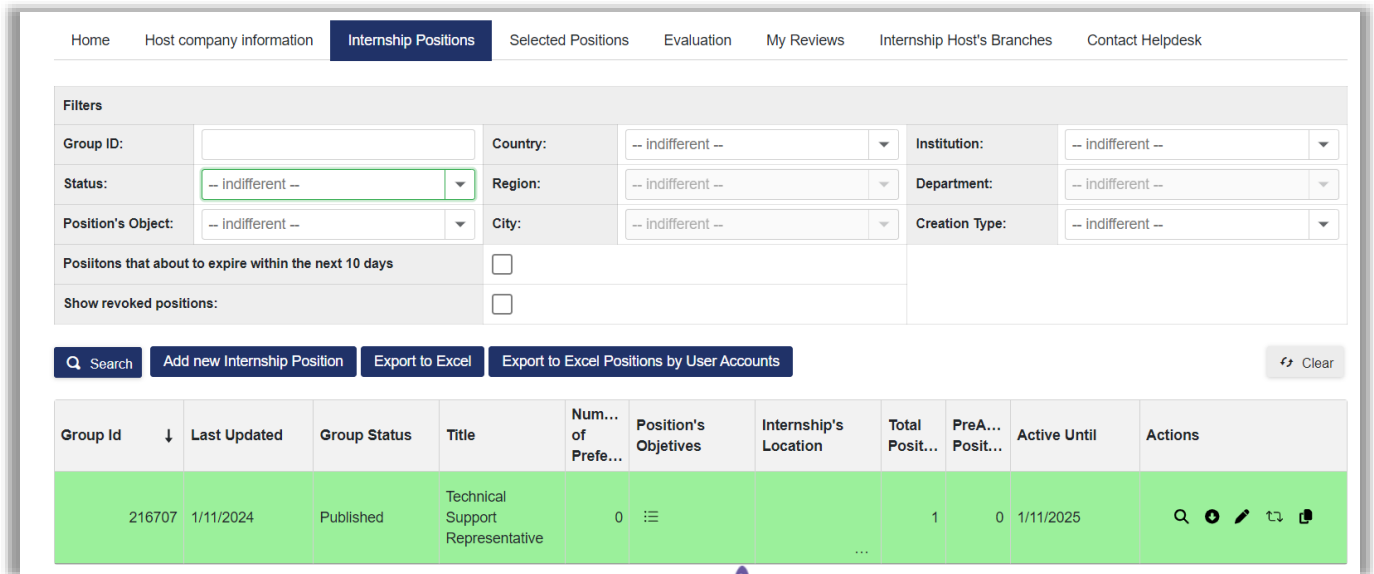


Image 2.3 – Provider's Logo

### 3 Internship Positions

From the tab "Internship Positions" you can see the internship positions you have already registered, edit them or add new ones (Image 3 – Internship Positions).

From the tab "Number of Preferences" you can find out about the number of students who have added this internship position to their list of favorites.

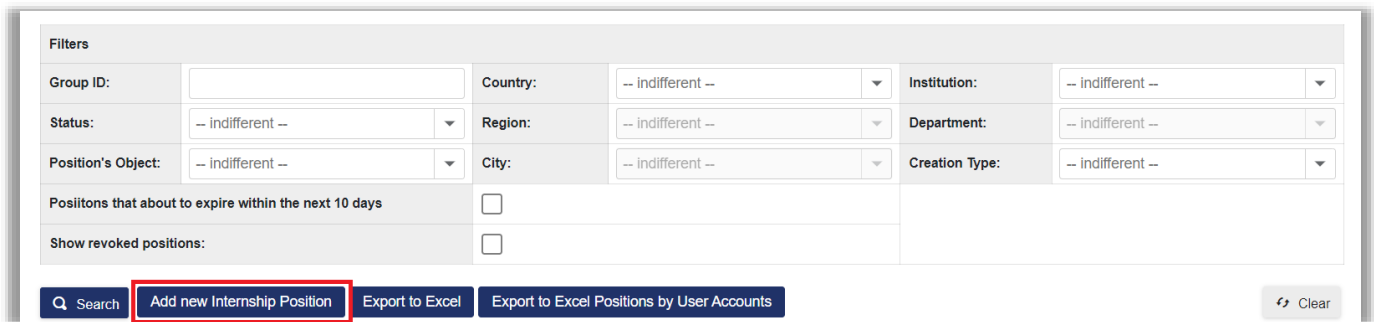


The screenshot shows the 'Internship Positions' dashboard. At the top, there are navigation tabs: Home, Host company information, **Internship Positions**, Selected Positions, Evaluation, My Reviews, Internship Host's Branches, and Contact Helpdesk. Below the tabs is a 'Filters' section with various dropdown menus for Group ID, Status, Position's Object, Country, Region, City, Institution, Department, and Creation Type. There are also checkboxes for 'Positions that about to expire within the next 10 days' and 'Show revoked positions:'. Below the filters are buttons for 'Search', 'Add new Internship Position', 'Export to Excel', and 'Export to Excel Positions by User Accounts', along with a 'Clear' button. The main content is a table with the following columns: Group Id, Last Updated, Group Status, Title, Num... of Prefe..., Position's Objectives, Internship's Location, Total Posit..., PreA... Posit..., Active Until, and Actions. A single row is visible with the following data: Group Id: 216707, Last Updated: 1/11/2024, Group Status: Published, Title: Technical Support Representative, Num... of Prefe...: 0, Position's Objectives: (icon), Internship's Location: ..., Total Posit...: 1, PreA... Posit...: 0, Active Until: 1/11/2025, and Actions: (search, edit, delete icons).

Image 3 – Internship Positions

#### 3.1 Add new Internship Position

To add a new internship position, select "Add Internship Position" (image 3.1 - Add Position).



This screenshot is identical to the previous one, but the 'Add new Internship Position' button is highlighted with a red rectangular box to indicate the action to be taken.

image 3.1 - Add Position

### 3.1.1 Step 1

In Step 1 (Image 3.1.1.1 – Step 1/Position details) fill in the form with general information about the internship position such as title, number of available positions, description, geographical area, duration (in weeks), type of position and (optionally) the desired time frame for the internship, the contact phone number for the position and (optionally) the name and e-mail of the supervisor, as well as (optionally) keywords as a short description of the niche that will act as additional search criteria for the niche.

Note: You can see an indicative example of a position with the General Position Details filled in, by selecting the link "Position Group Example" (Image 3.1.1.2 – Example of filled position).

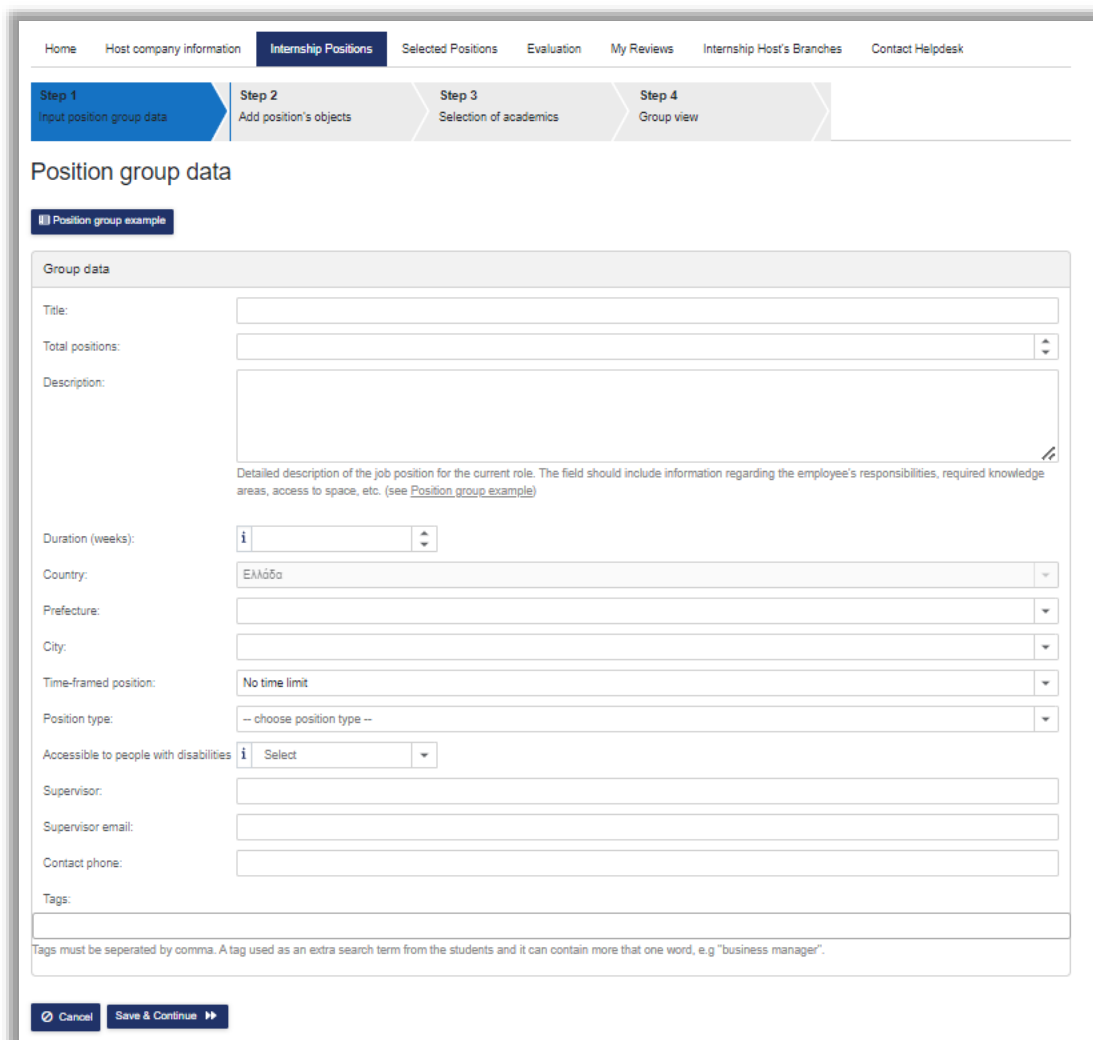


Image 3.1.1.1 – Step 1/Position details



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**Position group example** ✕

**General information**

<b>Title:</b>	Technical Support Representative
<b>Total positions:</b>	1
<b>Available positions:</b>	1
<b>Description:</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Candidate's responsibilities:</p> <ul style="list-style-type: none"> <li>- Diagnosing and solving technical issues of equipment, software and network.</li> <li>- Client tech support.</li> <li>- Finding the right equipment in accordance with clients' needs.</li> </ul> <p>A full training session is included in order to get familiar with the working field in request.</p> <p>Trainee's Requirements:</p> <ul style="list-style-type: none"> <li>- Basic knowledge of of computer and software engineering.</li> </ul> </div>
<b>Duration (weeks):</b>	12
<b>Country:</b>	Belgium

OK

*Image 3.1.1.2 – Example of Filled Position*

After filling in the details select "Save and Continue" (Image 3.1.1.3 – Save & Continue).

Note: Some fields of the form give information on how to fill them in.

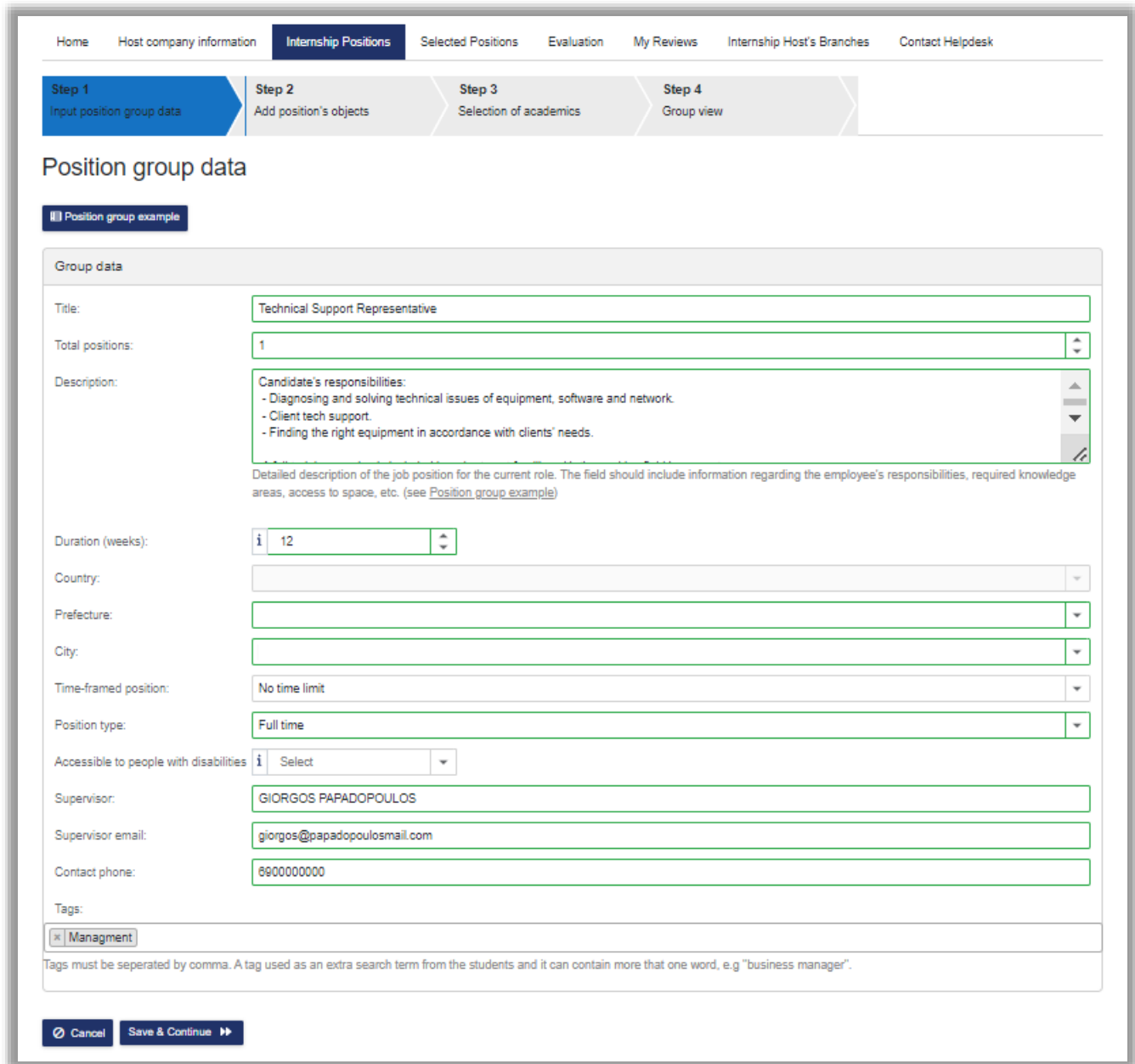
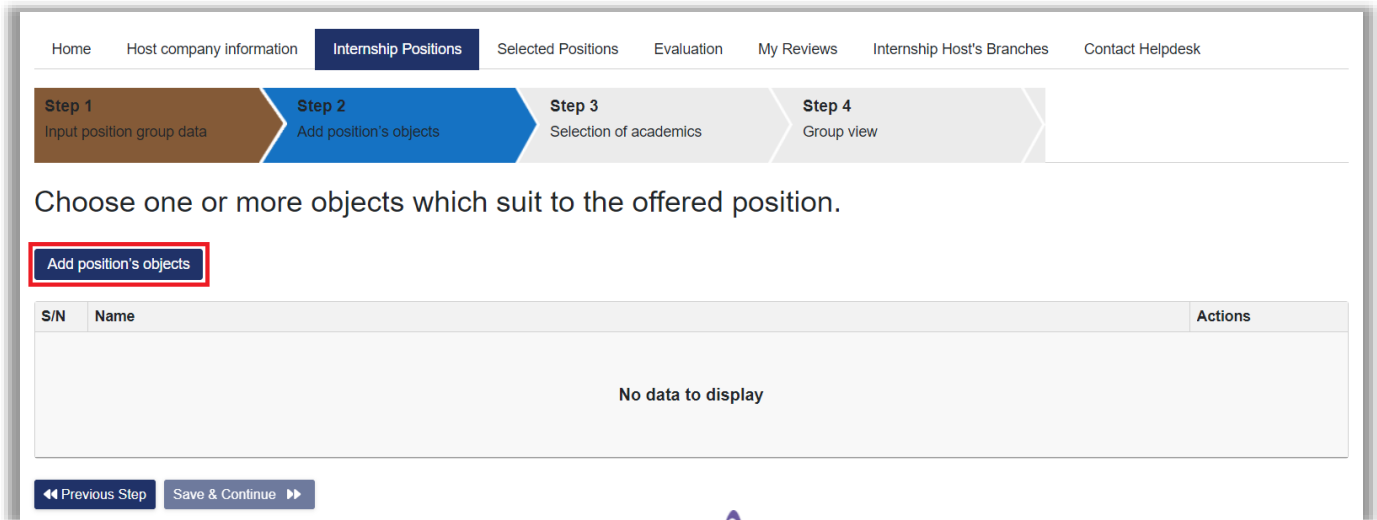
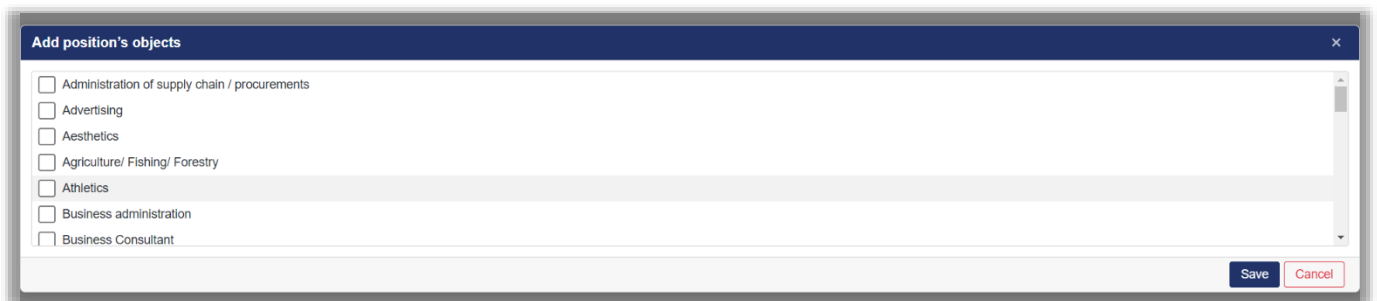


Image 3.1.1.3 – Save & Continue

In Step 2 you can add the position's objects. Selecting " Add position's objects" (Image 3.1.2.1 – Step 2/ Add position's objects) displays the list of available objects (Image 3.1.2.2 – Viewing Objects).

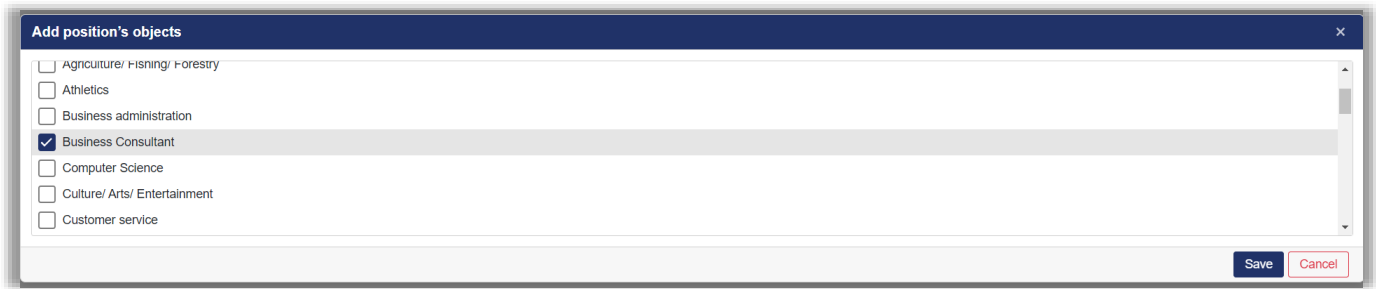


*Image 3.1.2.1 – Step 2/ Add position's objects*



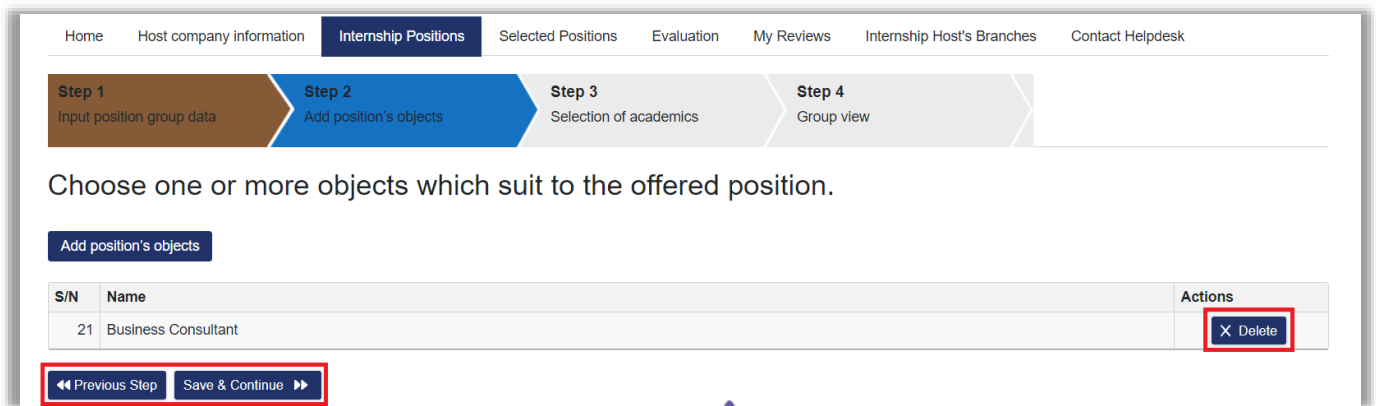
*Image 3.1.2.2 – Viewing Objects*

Select one or more of the available objects related to the location and then "Save" (Image 3.1.2.3 – Add Objects/Save).



*Image 3.1.2.3 – Add Objects/Save*

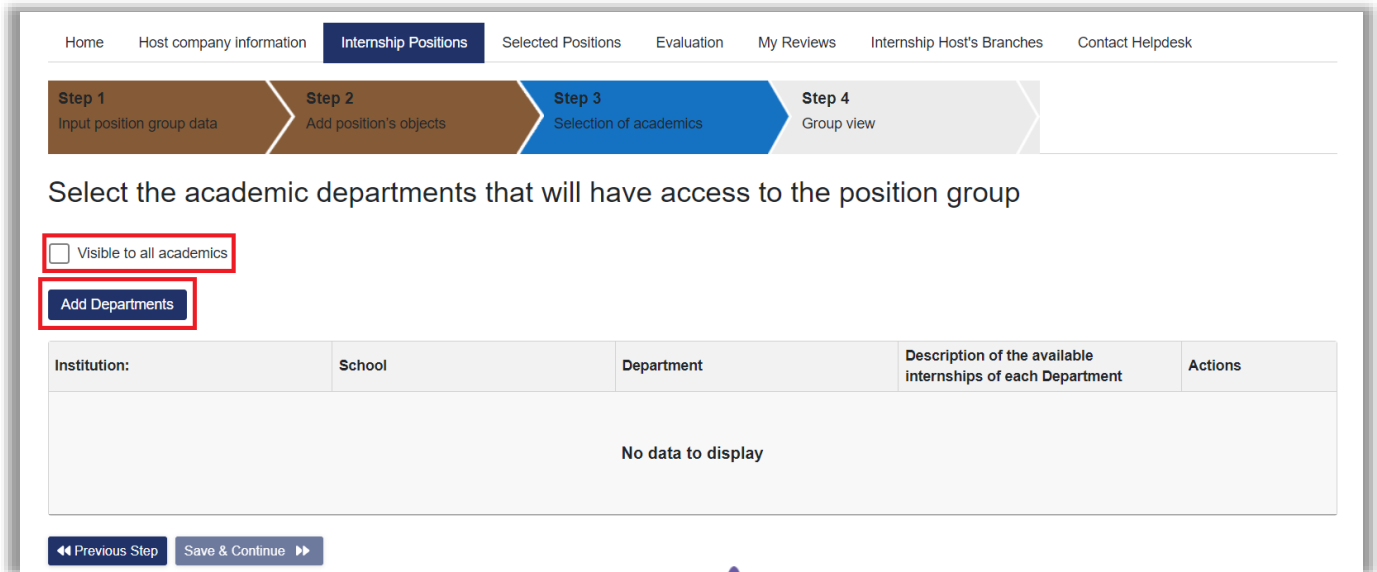
At this stage you can delete any of the selected position’s objects, select "Save & Continue" to proceed to Step 3 or select "Previous Step" to return to Step 1 (Image 3.1.2.4 – Delete/Previous Step/ Save & Continue).



*Image 3.1.2.4 – Delete/Previous Step/ Save & Continue*

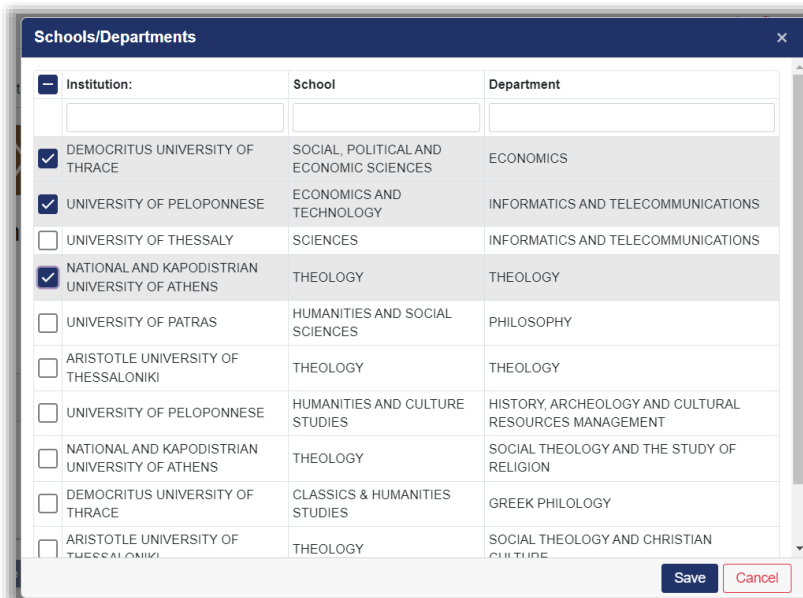


In Step 3 you select the Departments for which you want the Internship position to be accessible (Image 3.1.3.1 – Step 3/Add Departments).



*Image 3.1.3.1 – Step 3/Add Departments*

If you select "Add Departments" (Image 3.1.3.1 – Step 3/Add Departments) a list opens in which you can select from which departments the specific position will be accessible (Image 3.1.3.2 – List of Departments).



*Image 3.1.3.2 – List of Departments*

By selecting the "Save" button you will see the descriptions set by the Departments you selected for the Internship of their students. After reading them and taking into account any restrictions mentioned in them, select the button "I have read the descriptions and taken them into account" (Image 3.1.3.3 – Department Descriptions).

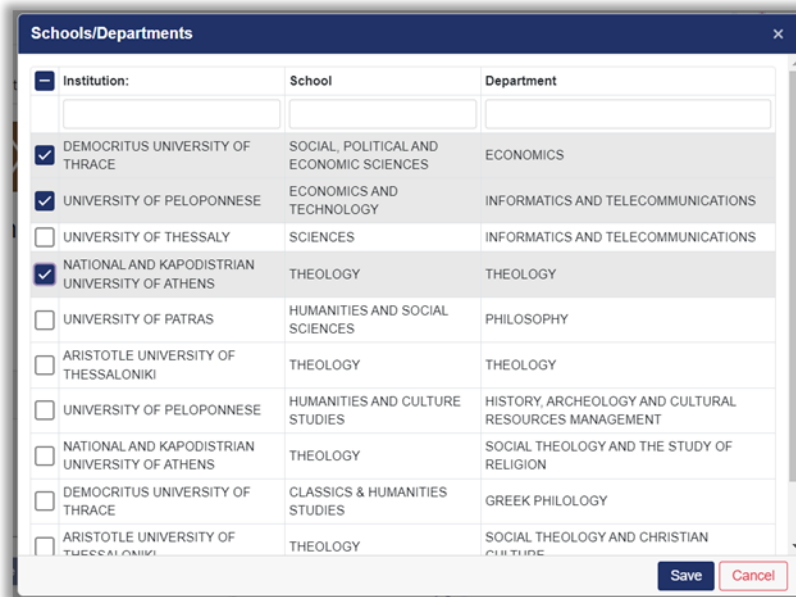
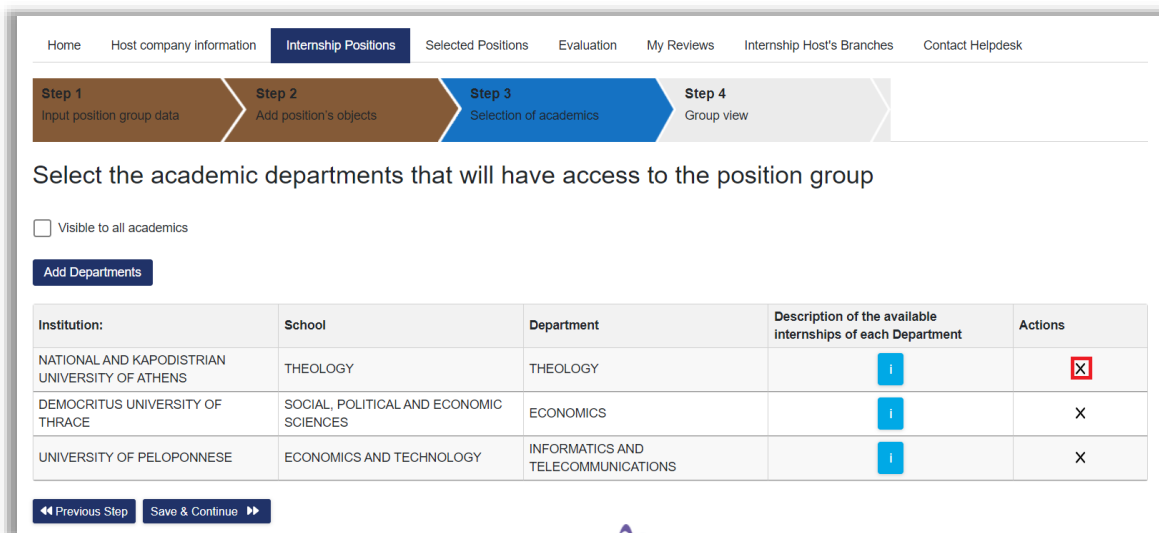


Image 3.1.3.3 – Department Descriptions

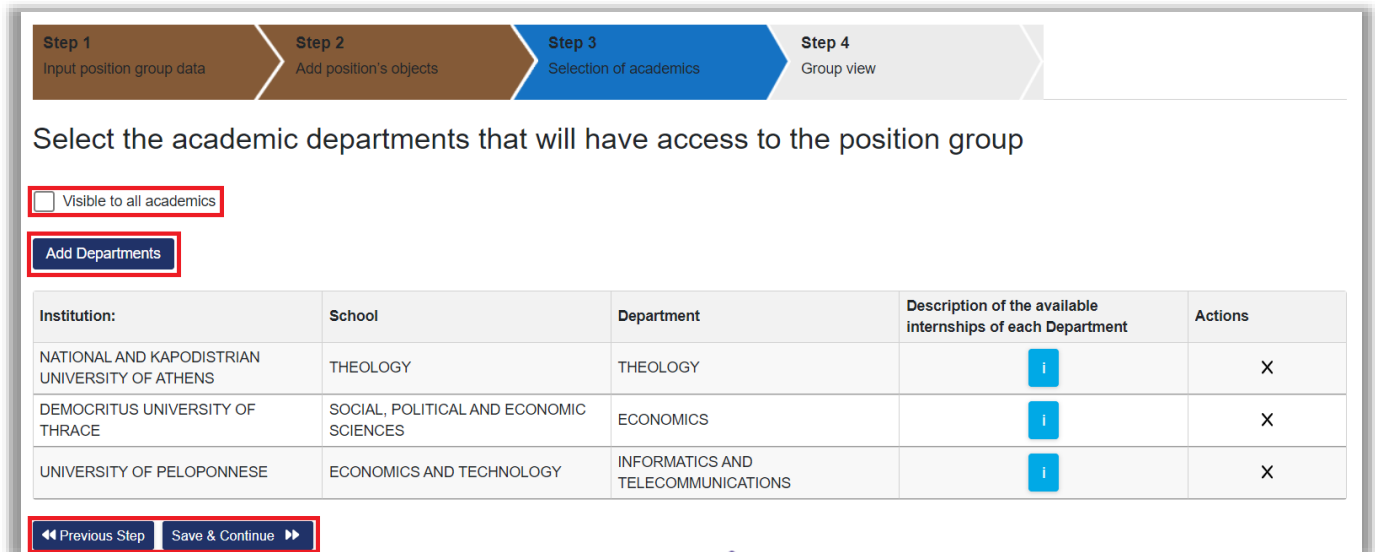
Then, the list of Departments you selected is displayed and if you wish to delete any of the selected Departments you can press the bin symbol to Delete (Image 3.1.3.4 – Delete Section).



*Image 3.1.3.4 – Delete Section*

Note: By selecting the icon in the column "Description of the available internships of each Department" you can see again the description of the specific Department.




In addition, with the options "Add Departments" and "Visible to all academics" you can add additional individual Departments or all Departments respectively (Image 3.1.3.5 – Add Departments / Previous Step / Save & Continue).



Select the academic departments that will have access to the position group

Visible to all academics

Add Departments

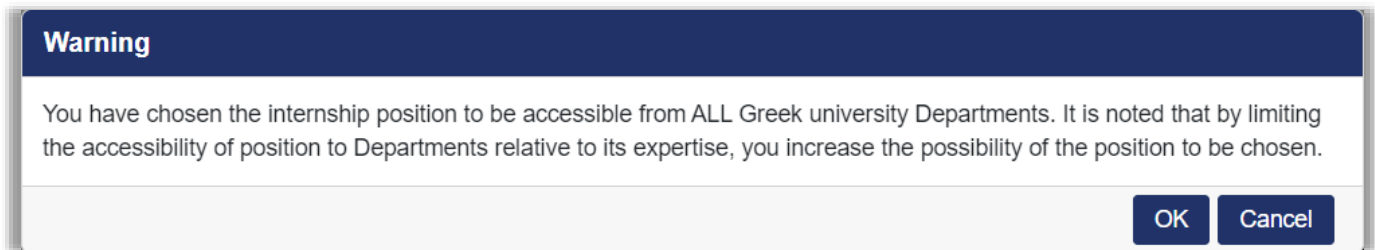
Institution:	School	Department	Description of the available internships of each Department	Actions
NATIONAL AND KAPODISTRIAN UNIVERSITY OF ATHENS	THEOLOGY	THEOLOGY		X
DEMOCRITUS UNIVERSITY OF THRACE	SOCIAL, POLITICAL AND ECONOMIC SCIENCES	ECONOMICS		X
UNIVERSITY OF PELOPONNESE	ECONOMICS AND TECHNOLOGY	INFORMATICS AND TELECOMMUNICATIONS		X

Previous Step Save & Continue

*Image 3.1.3.5 – Add Departments / Previous Step / Save & Continue*

By selecting "Save & Continue" you can proceed to Step 4, while selecting "Previous Step" returns to Step 2 (Image 3.1.3.5 – Add Departments / Previous Step / Save & Continue).

If you choose the position to be "Visible to all academics", then you are asked to confirm your choice by selecting "OK" to confirm or "Cancel" to cancel this choice and limit the place in Departments related to its subject. If you select "OK", you go to Step 4 (Image 3.1.3.6 – Confirm selection).



**Warning**

You have chosen the internship position to be accessible from ALL Greek university Departments. It is noted that by limiting the accessibility of position to Departments relative to its expertise, you increase the possibility of the position to be chosen.

OK Cancel

*Image 3.1.3.6 – Confirm selection*

Step 4 aggregates all the information you have entered for the location. Once you confirm that the details have been entered correctly, you can select "Save Group". Otherwise, you can go to the Previous Steps and make the corresponding corrections (Image 3.1.4.1 – Step 4).



**General Information**

Title:	Technical Support Representative
Total positions:	1
Available positions:	0
Description:	<ul style="list-style-type: none"> <li>- Knowledge of Microsoft Office.</li> <li>- Communication skills.</li> <li>- Team working spirit.</li> </ul> Company's offer: <ul style="list-style-type: none"> <li>- Organized and friendly working environment.</li> <li>- Never ending training.</li> <li>- Prospect of professional development in the field.</li> </ul> Our company is located near subway station Arpepitipoi (accessible by line 3 of subway or by bus). Parking space can be offered after the necessary communication with your supervisor about this issue.
Duration (weeks):	12
Country:	Ελλάδα
Prefecture:	ΑΤΤΙΚΑ/ΑΡΓΥΡΑΔΑ
City:	ΑΚΤΙΩΝ-ΒΟΝΙΤΣΑ
Time-framed position:	No time limit
Position type:	Full time
Accessible to people with disabilities:	Yes
Supervisor:	ΓΙΩΡΓΟΣ ΠΑΡΩΠΟΠΟΥΛΟΣ
Supervisor email:	giorgos@papadopouloumail.com
Contact phone:	690000000
First published at:	
Updated at:	1/11/2024
Updated by:	teroy_yves@atlas

**Physical object**

SIN	Name
21	Σύμβουλος, επιμελητήριου

**Connected academics**

Institution:	School	Department	Description of the available internships of each Department
NATIONAL AND KAPODISTRIAN UNIVERSITY OF ATHENS	THEOLOGY	THEOLOGY	<a href="#">i</a>
DEMOCHITUS UNIVERSITY OF THRACE	SOCIAL, POLITICAL AND ECONOMIC SCIENCES	ECONOMICS	<a href="#">i</a>
UNIVERSITY OF PELLOPONNESE	ECONOMICS AND TECHNOLOGY	INFORMATICS AND TELECOMMUNICATIONS	<a href="#">i</a>


**Αξιολογήσεις**

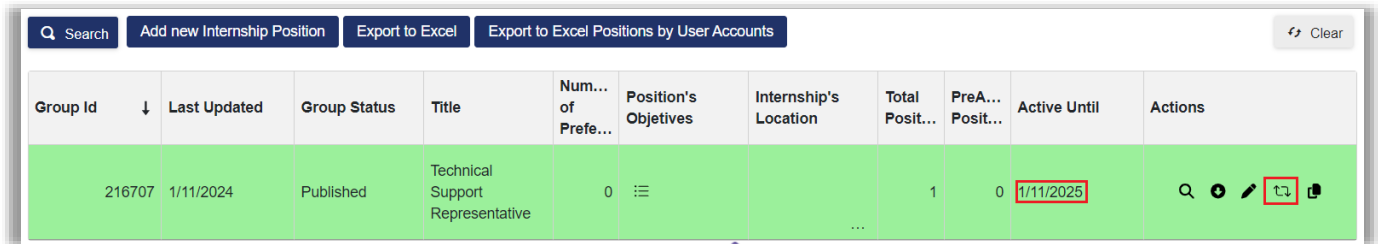
Management

[← Previous Step](#) [Save Group →](#)

Image 3.1.4.1 – Step 4

### 1. Time the Position remains active

Once you have posted the Internship Position, it remains active for twelve months from the date of posting. In case you wish to renew the position for another year, you can click on the corresponding icon  in the column "Actions" (Image 3.2 – Position renewal icon).





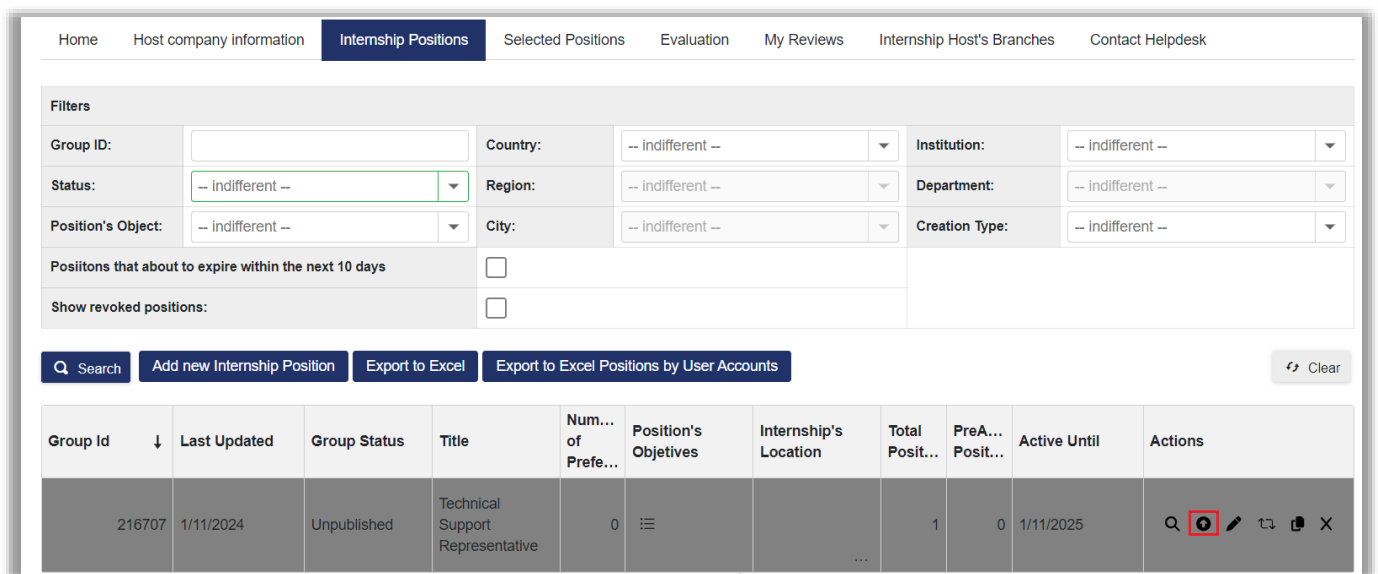
Group Id	Last Updated	Group Status	Title	Num... of Prefe...	Position's Objectives	Internship's Location	Total Posit...	PreA... Posit...	Active Until	Actions
216707	1/11/2024	Published	Technical Support Representative	0		...	1	0	1/11/2025	

Image 3.2 – Position renewal icon

### 1. Publish Internship Position

From the tab "Internship Positions" you can publish an internship position that you have added to the system by clicking on the relevant icon  in the column "Actions" for the respective position (Image 3.3.1 – Publish position icon).






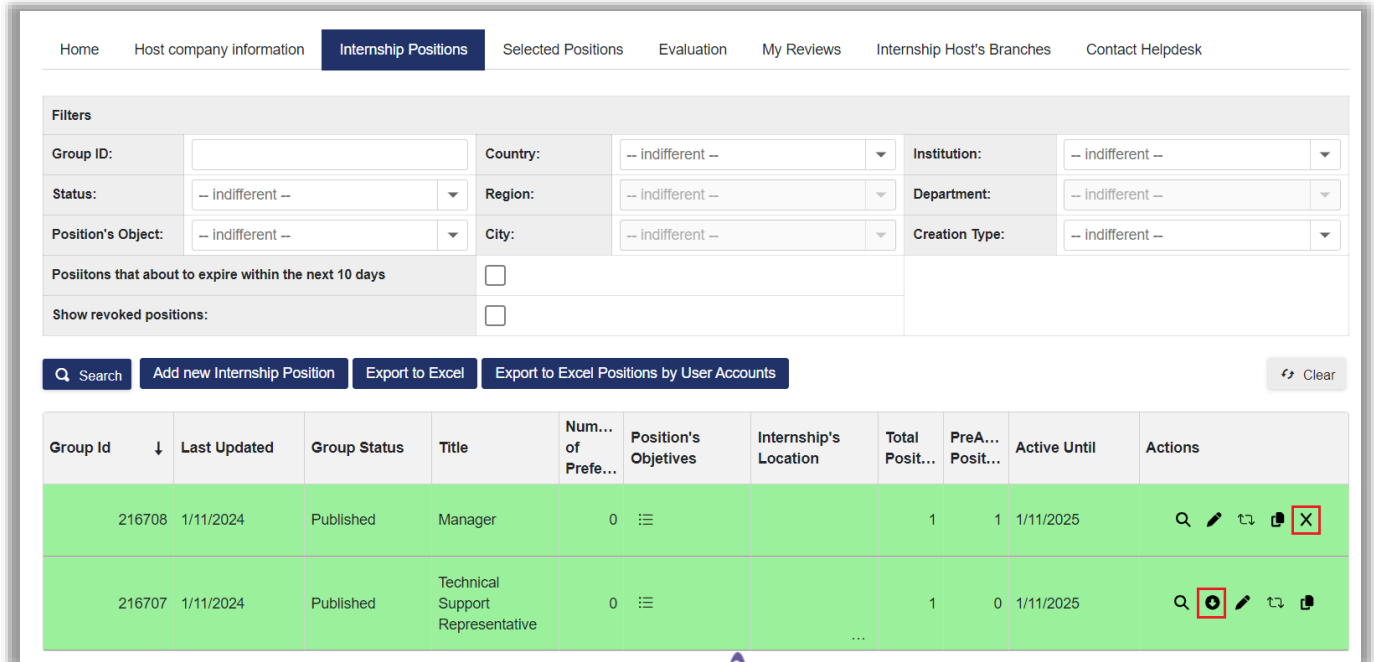
Group Id	Last Updated	Group Status	Title	Num... of Prefe...	Position's Objectives	Internship's Location	Total Posit...	PreA... Posit...	Active Until	Actions
216707	1/11/2024	Unpublished	Technical Support Representative	0		...	1	0	1/11/2025	

Image 3.3.1 – Publish position icon

In order for a post to no longer be published, select the relevant icon  "De-Publish" in the column "Actions". Please note that de-publishing the position is not possible when the position is already assigned or pre-reserved. In this case, you are given the opportunity to withdraw additional positions of the same group that have not yet been pre-reserved, as well as pre-reserved positions that may be released by Practice Offices by selecting the relevant icon  in the "Actions" column (Image 3.3.2 – De-publish position/Withdraw position icon).



The screenshot shows the 'Internship Positions' section of the Atlas Internship Hub. It includes a navigation menu, filter options, and a table of positions. The table has columns for Group Id, Last Updated, Group Status, Title, Num... of Prefe..., Position's Objectives, Internship's Location, Total Posit..., PreA... Posit..., Active Until, and Actions. Two rows are visible, with the 'De-Publish' icon (a green circle with a white 'X') highlighted in the Actions column of the first row.

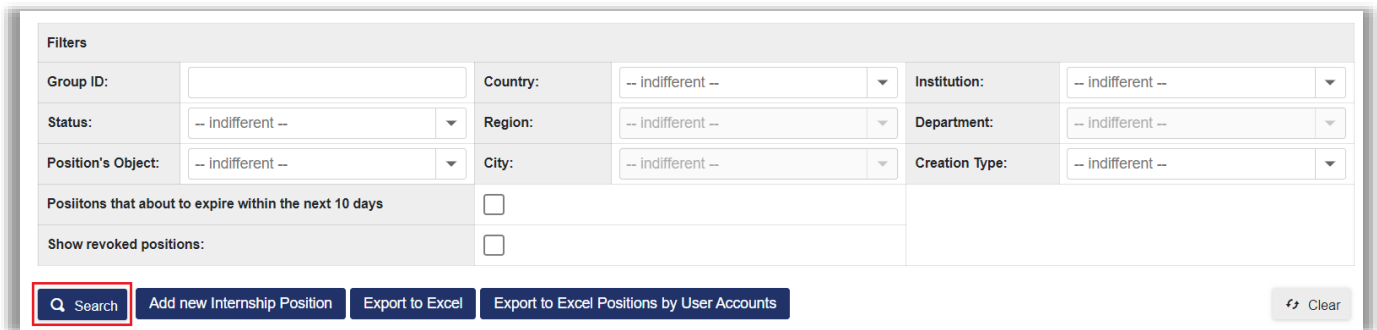
Group Id	Last Updated	Group Status	Title	Num... of Prefe...	Position's Objectives	Internship's Location	Total Posit...	PreA... Posit...	Active Until	Actions
216708	1/11/2024	Published	Manager	0	☰		1	1	1/11/2025	🔍 ✎ 🔄 🗑️ <b>X</b>
216707	1/11/2024	Published	Technical Support Representative	0	☰	...	1	0	1/11/2025	🔍 <b>🗑️</b> ✎ 🔄 🗑️

Image 3.3.2 – De-publish position/Withdraw position icon

## 1. View Internship positions

The "Internship Positions" tab displays all the positions you have entered in the system. You can search for positions based on criteria such as the status of the position, the position's object, the geographical area, as well as the Institution/Department for which the position is accessible. In order to display all positions that meet the respective criteria, press the "Search" button (Image 3.4.1 – Search for position).

Note: If you want cancelled positions to appear in the search results, tick the corresponding box.




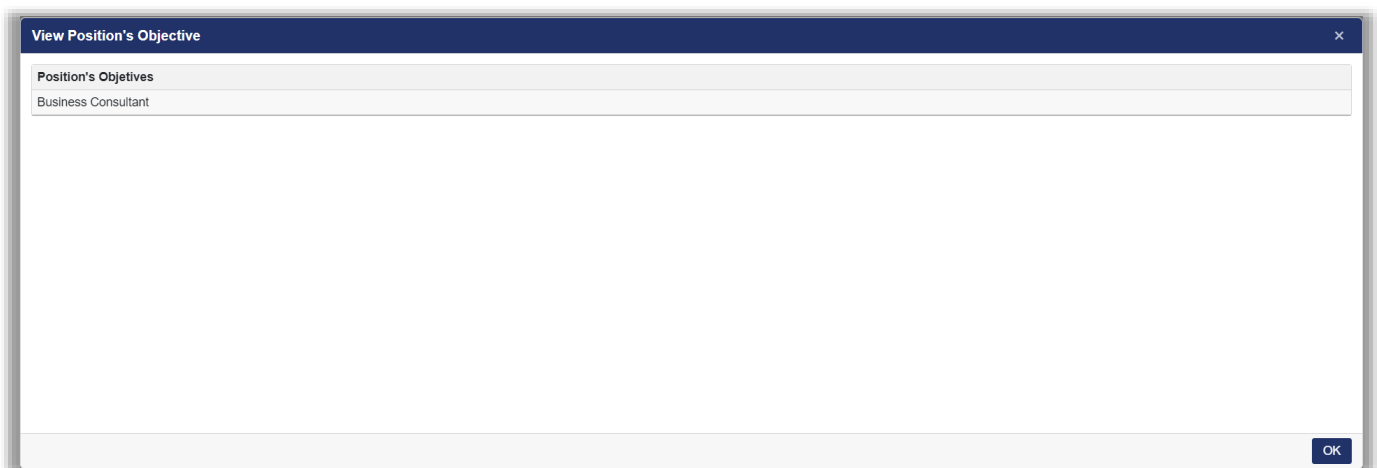
The screenshot shows a search filter interface with the following fields:

- Group ID: [Text input]
- Country: [Dropdown menu: -- indifferent --]
- Institution: [Dropdown menu: -- indifferent --]
- Status: [Dropdown menu: -- indifferent --]
- Region: [Dropdown menu: -- indifferent --]
- Department: [Dropdown menu: -- indifferent --]
- Position's Object: [Dropdown menu: -- indifferent --]
- City: [Dropdown menu: -- indifferent --]
- Creation Type: [Dropdown menu: -- indifferent --]
- Positions that about to expire within the next 10 days:
- Show revoked positions:

Buttons at the bottom: Search (highlighted with a red box), Add new Internship Position, Export to Excel, Export to Excel Positions by User Accounts, and Clear.


Image 3.4.1 – Search for position

By clicking on the icon  in the column "Position's Objectives" you can view the selected position objects (Image 3.4.2 – Position Object).



The screenshot shows a dialog box titled "View Position's Objective" with a close button (X) in the top right corner. The main content area displays "Position's Objectives" with a list containing "Business Consultant". An "OK" button is located in the bottom right corner.

Image 3.4.2 – Position Object

In addition, you can see the details of the position you are interested in by clicking on the icon  in the column "Actions" (Image 3.4.3 – View position icon, Image 3.4.4 – Position details).

**Filters**

Group ID:	<input type="text"/>	Country:	-- indifferent --	Institution:	-- indifferent --
Status:	-- indifferent --	Region:	-- indifferent --	Department:	-- indifferent --
Position's Object:	-- indifferent --	City:	-- indifferent --	Creation Type:	-- indifferent --

Positions that about to expire within the next 10 days

Show revoked positions:










Group Id	Last Updated	Group Status	Title	Num... of Prefe...	Position's Objectives	Internship's Location	Total Posit...	PreA... Posit...	Active Until	Actions
216708	1/11/2024	Published	Manager	0	☰	Ελλάδα ΑΝΔΡΟΥ ΑΝΔΡΟΥ	1	1	1/11/2025	    
216707	1/11/2024	Published	Technical Support Representative	0	☰	Ελλάδα ΑΚΤΙΟΥ- ΒΟΝΙΤΣΑΣ ΑΙΤΩΛΟΑΚΑΡ...	1	0	1/11/2025	   

Image 3.4.3 – View position icon

**Preview Position** ✕


**General information**

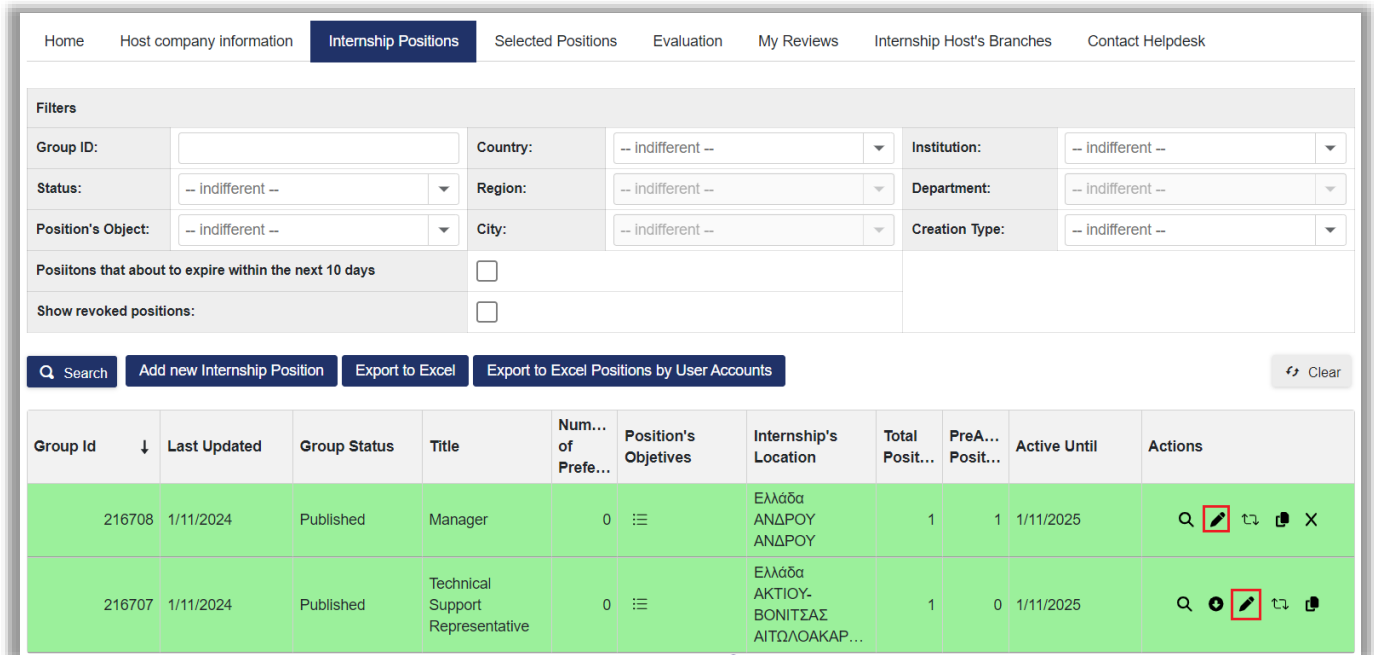
Title:	Technical Support Representative
Total positions:	1
Available positions:	1
Description:	<p>Candidate's responsibilities:</p> <ul style="list-style-type: none"> <li>- Diagnosing and solving technical issues of equipment, software and network.</li> <li>- Client tech support.</li> <li>- Finding the right equipment in accordance with clients' needs.</li> </ul> <p>A full training session is included in order to get familiar with the working field in request.</p> <p>Trainee's Requirements:</p> <ul style="list-style-type: none"> <li>- Basic knowledge of of computer and software engineering.</li> </ul>
Duration (weeks):	12
Country:	Ελλάδα

Image 3.4.4 – Position details



### 3.2 Edit Internship Positions

By  selecting the second icon from the "Actions" column, you have the opportunity to edit the internship position you are interested in (Image 3.5.1 – Edit position icon). In this case you can modify the details of the desired location by selecting "Save & Continue" to go to the next step each time.



The screenshot shows the 'Internship Positions' tab in the Atlas system. It includes a navigation menu at the top, a filter section with dropdown menus for Group ID, Country, Institution, Status, Region, Department, Position's Object, City, and Creation Type. Below the filters are buttons for 'Search', 'Add new Internship Position', 'Export to Excel', and 'Export to Excel Positions by User Accounts'. The main content is a table with the following columns: Group Id, Last Updated, Group Status, Title, Num... of Prefe..., Position's Objectives, Internship's Location, Total Posit..., PreA... Posit..., Active Until, and Actions. Two rows are visible, both with a red box highlighting the edit icon in the Actions column.



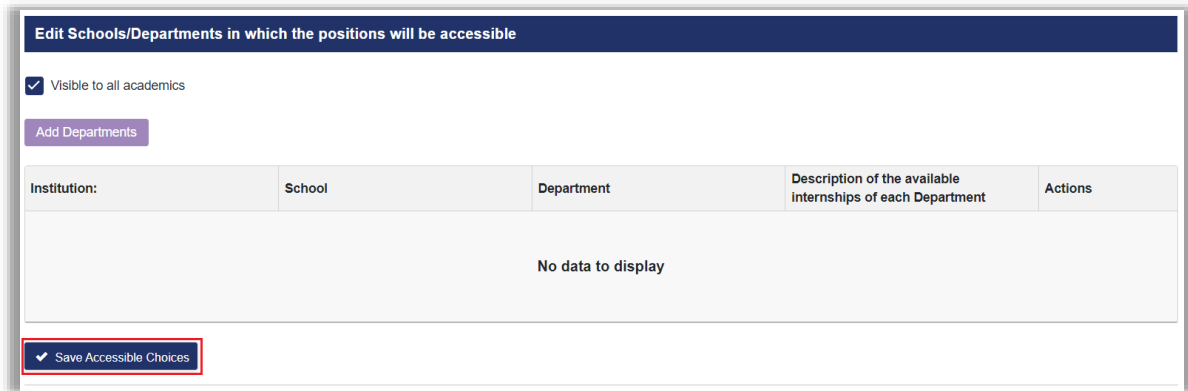
Group Id	Last Updated	Group Status	Title	Num... of Prefe...	Position's Objectives	Internship's Location	Total Posit...	PreA... Posit...	Active Until	Actions
216708	1/11/2024	Published	Manager	0	☰	Ελλάδα ΑΝΔΡΟΥ ΑΝΔΡΟΥ	1	1	1/11/2025	🔍  ↻ 🗑️
216707	1/11/2024	Published	Technical Support Representative	0	☰	Ελλάδα ΑΚΤΙΟΥ- ΒΟΝΙΤΣΑΣ ΑΙΤΩΛΟΑΚΑΡ...	1	0	1/11/2025	🔍  ↻ 🗑️

Image 3.5.1 – Edit position icon

In case a position has been pre-reserved from the group of available positions, you can modify only the contact details of the position, as well as add additional departments for which you want the position to be accessible.

**Attention!** The individual changes will be implemented ONLY for the free positions of the specific group. If you wish to modify the positions that have been pre-reserved by an Internship Office, you should go to the tab "Selected positions" and once you have located the position select edit.

- To edit the Departments for which the position is accessible, select the Departments you want and then "Save Accessible Choices" (Image 3.5.2 – Edit Department Access).



**Edit Schools/Departments in which the positions will be accessible**

Visible to all academics

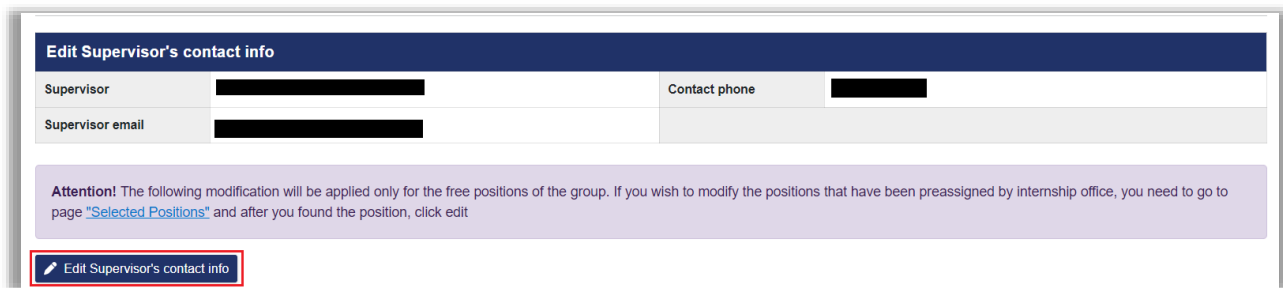
Add Departments

Institution:	School	Department	Description of the available Internships of each Department	Actions
No data to display				

Save Accessible Choices

*Image 3.5.2 – Edit Department Access*

- To edit Moderator and Contact Details, after selecting the icon "Edit Moderator and Contact Details" (Image 3.5.3 – Edit Supervisor’s Contact Info) update the field you want in the pop-up window and then select "Save" (Image 3.5.4 – Contact Details/Save).



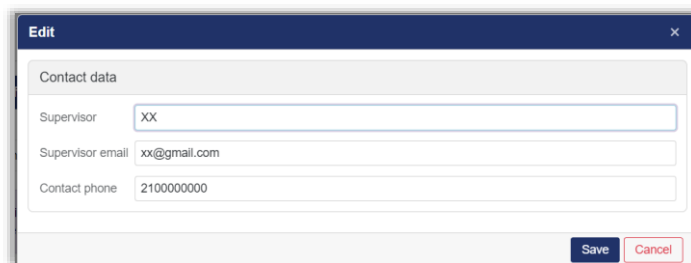
**Edit Supervisor's contact info**

Supervisor	██████████	Contact phone	██████████
Supervisor email	██████████		

**Attention!** The following modification will be applied only for the free positions of the group. If you wish to modify the positions that have been preassigned by internship office, you need to go to page "[Selected Positions](#)" and after you found the position, click edit

Edit Supervisor's contact info

*Image 3.5.3 – Edit Supervisor’s Contact Information*



**Edit**

Contact data

Supervisor: XX

Supervisor email: xx@gmail.com


Contact phone: 2100000000

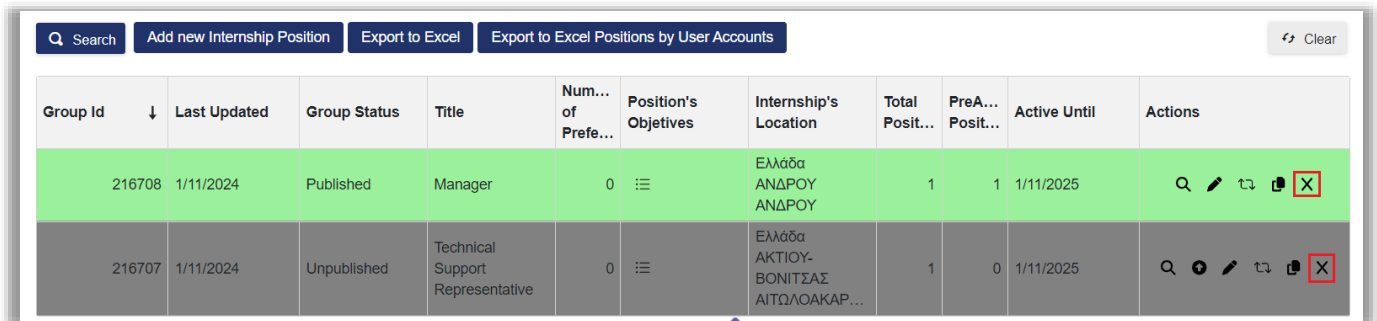
Save Cancel

*Image 3.5.4 – Contact Details/Save*

Please note that you have the option to withdraw the position if you want additional positions of the same group that have not yet been pre-reserved as well as pre-reserved positions that may be released by Practice Offices not to be available for selection.

### 3.3 Delete-Withdraw Internship Positions

By selecting the revoke icon  from the "Actions" field, you can delete or withdraw your desired traineeship position (Image 3.6.1 – Delete-Withdraw Position). You can only delete unpublished posts that you haven't published before. Published traineeships that have been pre-reserved by Internships can be withdrawn, and pre-reserved positions that may be released by Internship Offices will no longer be available for selection.





Group Id	Last Updated	Group Status	Title	Num... of Prefe...	Position's Objectives	Internship's Location	Total Posit...	PreA... Posit...	Active Until	Actions
216708	1/11/2024	Published	Manager	0		Ελλάδα ΑΝΔΡΟΥ ΑΝΔΡΟΥ	1	1	1/11/2025	
216707	1/11/2024	Unpublished	Technical Support Representative	0		Ελλάδα ΑΚΤΙΟΥ- ΒΟΝΙΤΣΑΣ ΑΙΤΩΛΟΑΚΑΡ...	1	0	1/11/2025	

Image 3.6.1 – Delete-Withdraw Position

To complete this action, you must confirm that you wish to delete or withdraw (Image 3.6.2 – Confirm Deletion/withdrawal) or withdraw respectively in the window that appears.




Image 3.6.2 – Confirm Deletion/Withdrawal

Note: Published positions that have not been pre-reserved by Practice Offices can be de-published and then withdrawn. If you choose to withdraw a position, the position cannot be restored. You can only choose to clone the location to create an identical location, whose elements can then be edited (Image 3.6.3 – Position Cloning).

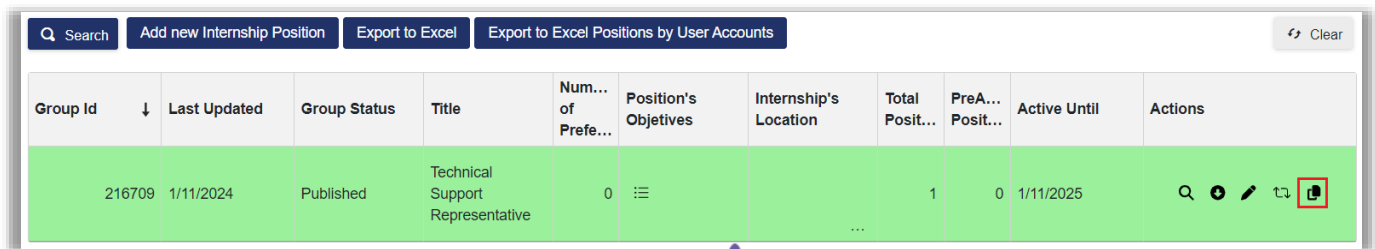
Group Id	Last Updated	Group Status	Title	Num... of Prefe...	Position's Objectives	Internship's Location	Total Posit...	PreA... Posit...	Active Until	Actions
216708	1/11/2024	Revoked	Manager	0	☰	Ελλάδα ΑΝΔΡΟΥ ΑΝΔΡΟΥ	1	1	-	🔍 📄

Image 3.6.3 – Position Cloning

### 3.4 Clone Internship Positions

By selecting the icon  from the "Actions" field, you can clone the position you want (Image 3.7.1 – Clone position Icon). By cloning the position, a copy of the same Internship Position is created which you can then edit.

Note: In case you wish to create 2 identical traineeships we suggest that you modify the field "Number of available positions" in Step 1 in the details of the position.








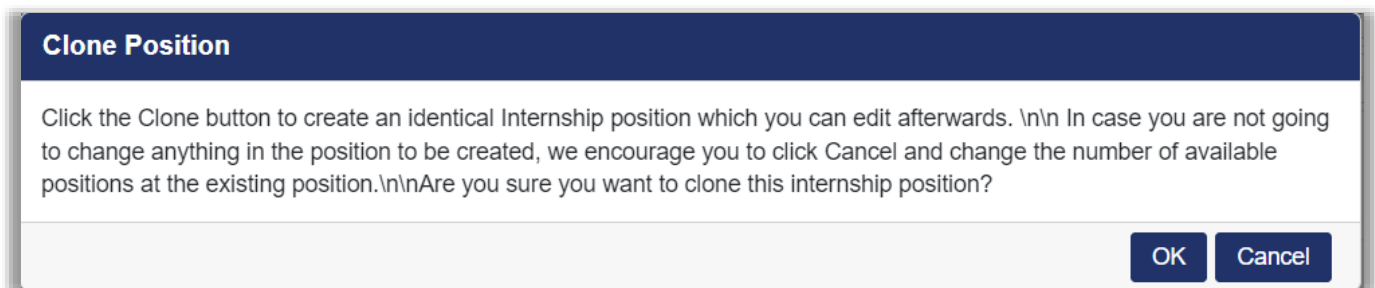
Group Id	Last Updated	Group Status	Title	Num... of Prefe...	Position's Objectives	Internship's Location	Total Posit...	PreA... Posit...	Active Until	Actions
216709	1/11/2024	Published	Technical Support Representative	0		...	1	0	1/11/2025	    

Image 3.7.1 – Clone position Icon

Once you select the corresponding button you are asked to confirm that you wish to clone the position in the window that appears (image 3.7.2 – Confirmation of Cloning).



#### Clone Position

Click the Clone button to create an identical Internship position which you can edit afterwards. \n\n In case you are not going to change anything in the position to be created, we encourage you to click Cancel and change the number of available positions at the existing position.\n\nAre you sure you want to clone this internship position?

OK
Cancel

image 3.7.2 – Confirmation of Cloning

Once the cloning of the position is confirmed, the preview (Step 4) of the new position is displayed. You can check the details and then click "Save group" to proceed with posting the position or return to a previous step to edit the desired data (Image 3.7.3 – Step 4/Position Preview).

Home | Host company information | Internship Positions | Selected Positions | Evaluation | My Reviews | Internship Host's Branches | Contact Helpdesk

Step 1: Edit position group data | Step 2: Add position's object | Step 3: Selection of academics | **Step 4: Group view**

### General information

Title: Technical Support Representative

Total positions: 1

Available positions: 0

Description:
 

- Knowledge of Microsoft Office.
- Communication skills.
- Team working spirit.

 Company's offers:
 

- Organized and friendly working environment.
- Never ending learning.
- Prospect of professional development in the field.

 Our company is located near subway station Arpegiokipoi (accessible by line 3 of subway or by bus). Parking space can be offered after the necessary communication with your supervisor about this issue.

Duration (months): 12

Country: Ελλάδα

Prefecture: ΑΤΤΙΚΑ/ΑΡΓΥΡΑΔΑ

City: ΑΡΓΥΡΟΠΟΛΙΣ

Time-frames position: No time limit

Position type: Full time

Accessible to people with disabilities: Yes

Supervisor: ΓΙΩΡΓΟΣ ΠΑΠΑΔΟΠΟΥΛΟΣ

Supervisor email: giorgos@apegiokipoi.com

Contact phone: 6900000000

First published at:

Updated At: 1/11/2024

Updated by: leryi\_versalike

### Physical object

SIN	Name
21	Σταθμός Αρπεγιόκποι

### Consolidated academics

Institution:	School	Department	Description of the available internships of each Department
NATIONAL AND KAPODISTRIAN UNIVERSITY OF ATHENS	THEOLOGY	THEOLOGY	<a href="#">+</a>
DEMOCRITUS UNIVERSITY OF THRACE	SOCIAL, POLITICAL AND ECONOMIC SCIENCES	ECONOMICS	<a href="#">+</a>
UNIVERSITY OF PELLOPONNISE	ECONOMICS AND TECHNOLOGY	INFORMATICS AND TELECOMMUNICATIONS	<a href="#">+</a>

Αόριστη κλειστά

Προηγούμενο

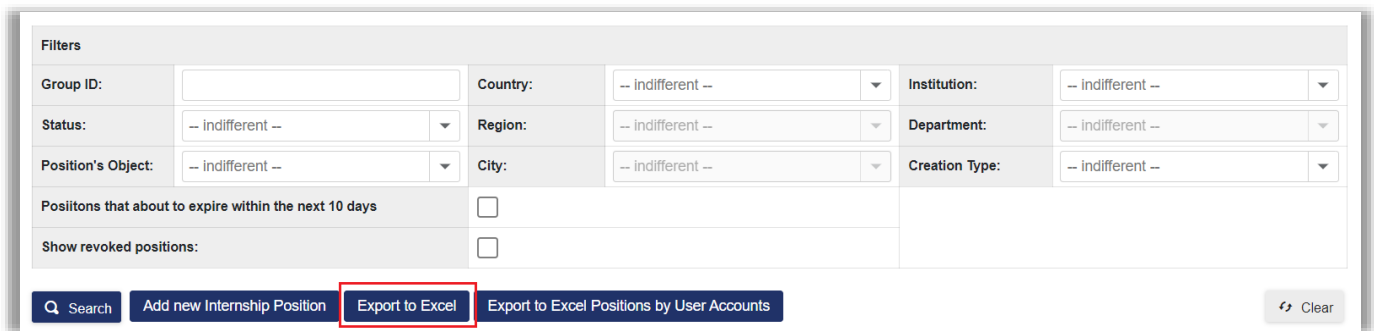
◀ Previous Step | Save Group ▶

Image 3.7.3 – Step 4/Position Preview

### 3.5 Export Internship Positions

By selecting the "Export to excel" button, you can export to an excel file the internship positions you have registered (Image 3.8.1 – Export Excel Positions).

Note: If you have narrowed the search results using a filter, the excel file will contain only the internships that appear in the results table.

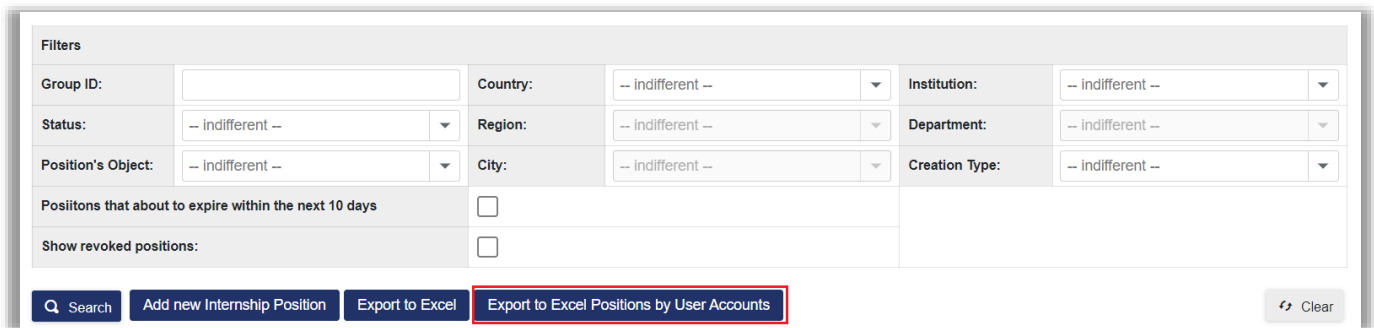


The screenshot shows a 'Filters' section with several dropdown menus for Group ID, Status, Position's Object, Country, Region, City, Institution, Department, and Creation Type. Below these are two checkboxes: 'Positions that about to expire within the next 10 days' and 'Show revoked positions:'. At the bottom, there is a row of buttons: 'Search', 'Add new Internship Position', 'Export to Excel' (highlighted with a red box), 'Export to Excel Positions by User Accounts', and 'Clear'.

Image 3.8.1 – Export Excel Positions

### 3.6 Export Internship Positions by Branch User Accounts

By selecting the button "Export to excel Positions by User Accounts", you can export to an excel file the internship positions registered by branch accounts of the central agency (Image 3.8.2 – Export Excel of Branch Positions).

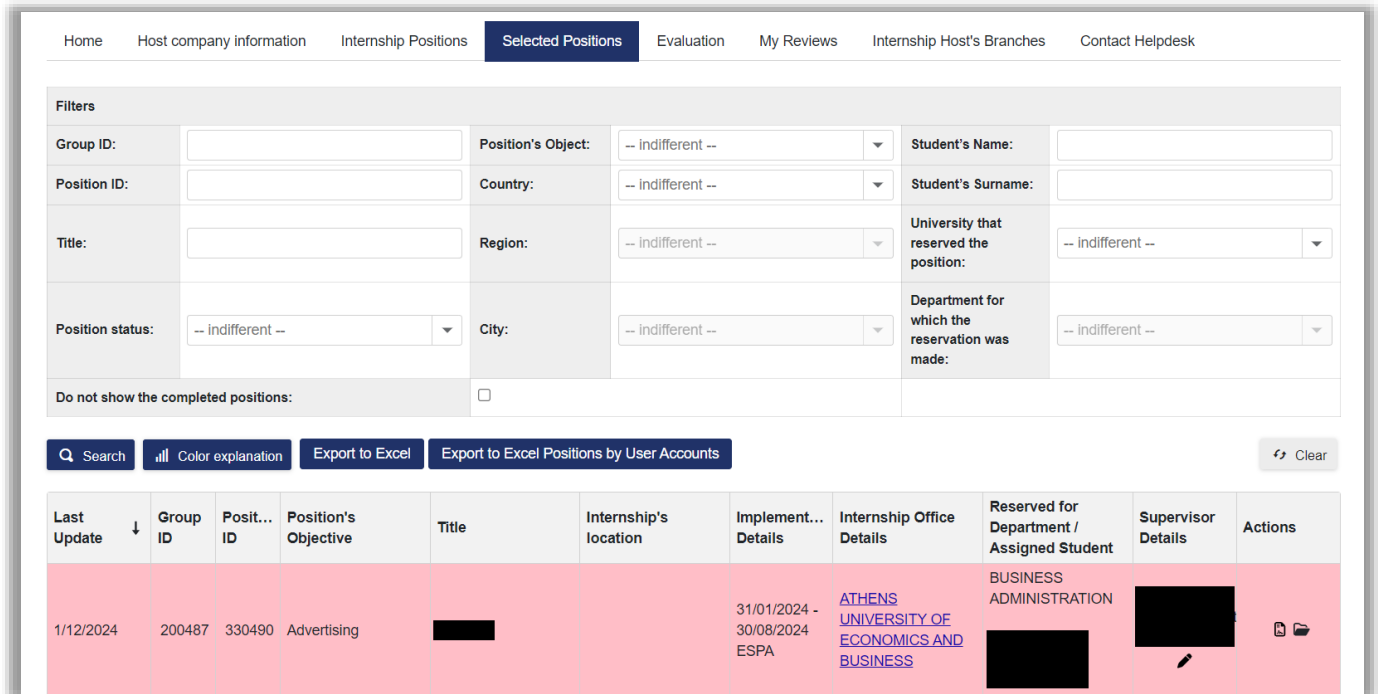


This screenshot is identical to the one above, showing the same filter interface. However, the 'Export to Excel Positions by User Accounts' button is highlighted with a red box, indicating the specific action to be taken.

Image 3.8.2 – Export Excel of Branch Positions

## 4 Selected Positions

From the tab "Selected Positions" you can be informed about your positions selected by Internship Offices (Image 4.1 – Selected Positions).



Last Update	Group ID	Posit... ID	Position's Objective	Title	Internship's location	Implement... Details	Internship Office Details	Reserved for Department / Assigned Student	Supervisor Details	Actions
1/12/2024	200487	330490	Advertising	[REDACTED]	[REDACTED]	31/01/2024 - 30/08/2024 ESPA	ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS	BUSINESS ADMINISTRATION	[REDACTED]	[REDACTED]

Image 4.1 – Selected Positions

By pressing the "Colors Explanation" button, a new window appears with the color code of the positions (Image 4.2 – Position Color Code).

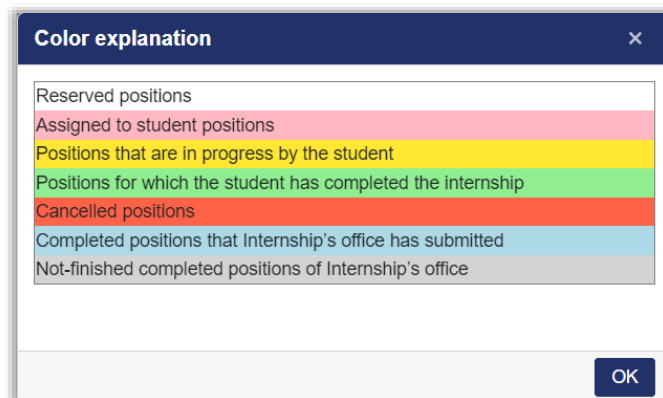
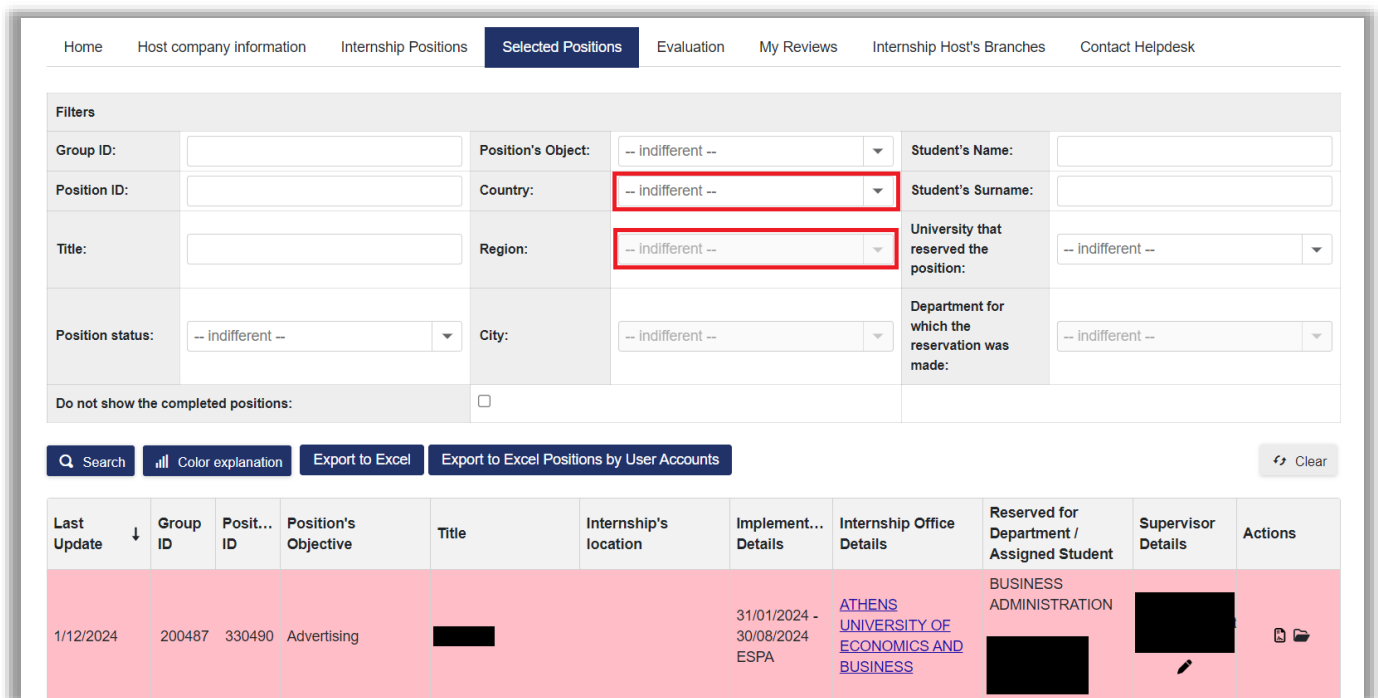


Image 4.2 – Position Color Code



In addition, you can select the internship positions you wish to appear on the screen, by selecting the corresponding fields in the "Search Filters" (Image 4.3 – Search and View Selected Positions). In this way you have the ability to aggregate positions that have some common characteristics, by selecting a physical object, geographical area, position status or institution that has reserved the positions, as well as to search for positions based on the code or title of the position. Positions that have been assigned to a student, can be searched with additional criteria the name and surname of the student. The search is completed by pressing the "Search" button.

Note: If you do not want completed positions to appear in the search results, you can tick the corresponding box.



The screenshot shows the 'Selected Positions' page in the Atlas Internship Hub. The navigation menu includes: Home, Host company information, Internship Positions, Selected Positions (active), Evaluation, My Reviews, Internship Host's Branches, and Contact Helpdesk.

**Filters:**




- Group ID:
- Position ID:
- Title:
- Position status: -- indifferent --
- Position's Object: -- indifferent --
- Country: -- indifferent --
- Region: -- indifferent --
- City: -- indifferent --
- Student's Name:
- Student's Surname:
- University that reserved the position: -- indifferent --
- Department for which the reservation was made: -- indifferent --

Do not show the completed positions:

Buttons: Search, Color explanation, Export to Excel, Export to Excel Positions by User Accounts, Clear

Last Update	Group ID	Posit... ID	Position's Objective	Title	Internship's location	Implement... Details	Internship Office Details	Reserved for Department / Assigned Student	Supervisor Details	Actions
1/12/2024	200487	330490	Advertising	[REDACTED]	[REDACTED]	31/01/2024 - 30/08/2024 ESPA	<a href="#">ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS</a>	BUSINESS ADMINISTRATION [REDACTED]	[REDACTED]	[REDACTED]

Image 4.3 – Search and View Selected Positions

In addition, you can print the Certificate of Completion for a specific "Completed" position, in pdf format, by selecting the icon , edit the Supervisor and contact details by selecting the icon , but also print the Student's CV if it is trained and shared with Internship Offices and Host Institutions, by selecting the icon . (Image 4.4 – Printing of Certificate / Processing of Data / Printing of CV).

Last Update	Group ID	Posit... ID	Position's Objective	Title	Internship's location	Implement... Details	Internship Office Details	Reserved for Department / Assigned Student	Supervisor Details	Actions
12/16/2023	215655	355577	Human Resource Management	tdfg		23/11/2023 - 10/12/2023 ESPA	<a href="#">NATIONAL TECHNICAL UNIVERSITY OF ATHENS</a>	ELECTRICAL AND COMPUTER ENGINEERING		 

Image 4.4 – Printing of Certificate / Processing of Data / Printing of CV

**Attention!** You can modify the supervisor’s information only for that location.

It is also possible to prepare a letter of recommendation for it, which will be accessible for printing in the account of each student (Image 4.5 – Actions of Selected Positions).







Last Update	Group ID	Posit... ID	Position's Objective	Title	Internship's location	Implement... Details	Internship Office Details	Reserved for Department / Assigned Student	Supervisor Details	Actions
9/22/2021	201710	332384	Human Resource Management			01/07/2021 - 31/08/2021 ESPA	<a href="#">UNIVERSITY OF THESSALY</a>	BIOCHEMISTRY AND BIOTECHNOLOGY		 

Image 4.5 – Actions of Selected Positions

By clicking on the icon of the reference letter , the preparation form opens, where you are asked to fill in the details of the submitter of the reference letter and the text you wish (Image 4.6 – Reference Letter).

After filling in all the necessary fields, select "Save" and then, if you want the reference letter to be accessible to the respective students, select "Submit".

Note: The reference letter will be presented to students provided that the Internship Position is in the "Completed" status.

### Internship Position Data

Student Full Name: [REDACTED]  
Position Data: [REDACTED]

#### Περιεχόμενο Συστατικής Επιστολής

Full Name

Role

Contact Phone

Contact Email

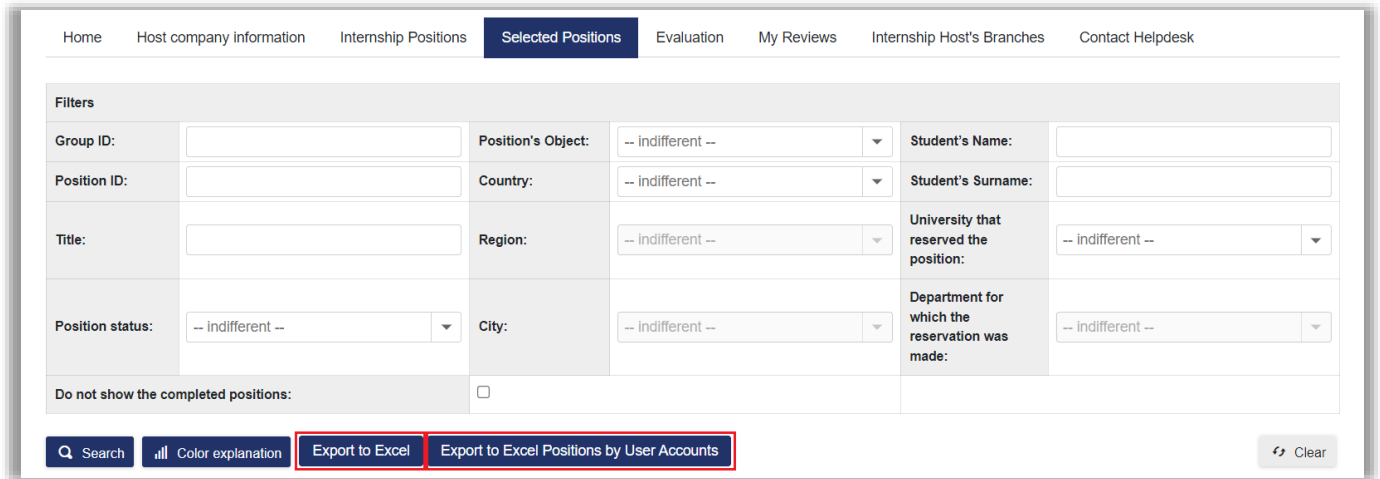
Συμπληρώνοντας το πεδίο μπορείτε να διαθέσετε συστατική επιστολή στον/στην φοιτητή/φοιτήτρια που απασχολήθηκε στον φορέα σας. Ενδεικτικά θέματα προς συμπλήρωση:

- Περίοδος απασχόλησης
- Αντικείμενο απασχόλησης
- Δεξιότητες που αποκόμισε ο φοιτητής
- Βασικά χαρακτηριστικά της προσωπικότητας του φοιτητή

Μπορείτε να δείτε ένα ενδεικτικό παράδειγμα [εδώ](#)

Image 4.6 – Reference Letter

Finally, you can export the selected locations to an excel file by selecting the "Export to excel" button. As well as the positions created by branches with the option "Export to excel Positions by User Accounts" (Image 4.7 – Export Excel of Selected Positions).



The screenshot shows the 'Selected Positions' page in the Atlas Internship Hub. The navigation bar includes: Home, Host company information, Internship Positions, Selected Positions (active), Evaluation, My Reviews, Internship Host's Branches, and Contact Helpdesk. Below the navigation bar is a 'Filters' section with the following fields:

- Group ID:
- Position ID:
- Title:
- Position status: -- Indifferent -- (dropdown)
- Position's Object: -- indifferent -- (dropdown)
- Country: -- indifferent -- (dropdown)
- Region: -- indifferent -- (dropdown)
- City: -- indifferent -- (dropdown)
- Student's Name:
- Student's Surname:
- University that reserved the position: -- indifferent -- (dropdown)
- Department for which the reservation was made: -- indifferent -- (dropdown)

At the bottom of the filters section, there is a checkbox labeled 'Do not show the completed positions:'.

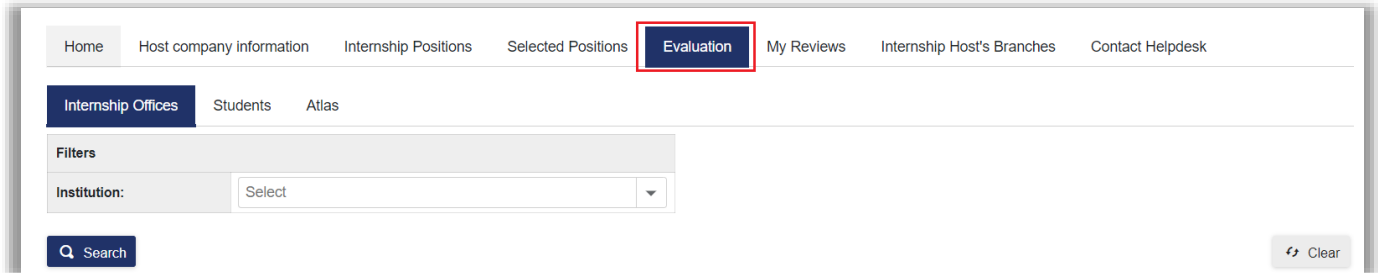
Below the filters are four buttons: 'Search', 'Color explanation', 'Export to Excel', and 'Export to Excel Positions by User Accounts'. The 'Export to Excel' and 'Export to Excel Positions by User Accounts' buttons are highlighted with a red border. A 'Clear' button is located on the far right.

*Image 4.7 – Export Excel of Selected Positions*

Note: If you have limited the search results using a filter, the excel file will contain only the selected internships that appear in the results table.

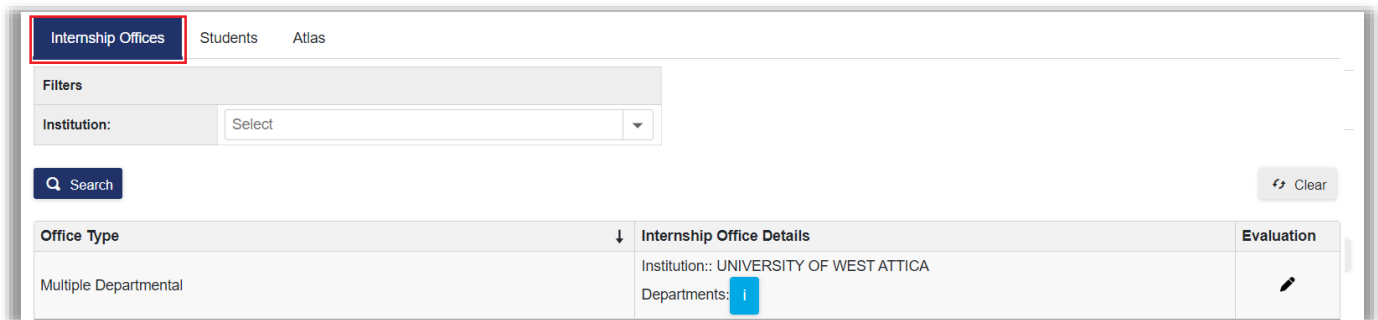
## 5 Evaluation

From the tab "Evaluation" you can evaluate the Internship Office with which you have been in contact or the student with whom you have collaborated (Image 5.1 – Evaluation of the Internship Office).



*Image 5.1 – Evaluation of the Internship Office*

For the evaluation of the Internship Office, select the corresponding tab and in the "Search Filters" the institution from the available list and then press the "Search" button (Image 5.2 – Select filters).



*Image 5.2 – Select filters*

If you have evaluated this AUA in the past, a lens will appear under the field of "Evaluation" and if you select it, you can see evaluations you have made in the past (Image 5.3 – View previous evaluation).

### Evaluation of the Internship Office ✕

1. How satisfied are you with your cooperation with the Internship Office (professionalism, efficiency)?

Καθόλου  Λίγο  Πολύ  Πάρα πολύ

2. How well do you consider the response time of Internship Office upon the information you request?

Καθόλου  Λίγο  Πολύ  Πάρα πολύ

3. Would you be willing to cooperate again with the particular Internship Office?

Όχι, δεν το επιθυμώ  Ίσως  Ναι, σίγουρα

4. How satisfied are you with the information that the Internship Office provided you with before and during the students' internship?

Καθόλου  Λίγο  Πολύ  Πάρα πολύ

5. Did you encounter any problems or have any remarks / suggestions for improvements in regard to your cooperation with the Internship Office? (Please limit your answer up to 500 characters)

blank

Cancel

Image 5.3 – View previous evaluation

In case you have not performed an assessment for the Internship office you searched for, the "Evaluation" field will display the image of a pen. By selecting this icon, you have the opportunity to evaluate the Internship office by selecting and filling in the available fields, regarding your cooperation. Then press the "Save" button to complete the process (Image 5.4 – Submit Evaluation).

### Evaluation of the Internship Office

1. How satisfied are you with your cooperation with the Internship Office (professionalism, efficiency)?

Καθόλου  Λίγο  Πολύ  Πάρα πολύ

2. How well do you consider the response time of Internship Office upon the information you request?

Καθόλου  Λίγο  Πολύ  Πάρα πολύ

3. Would you be willing to cooperate again with the particular Internship Office?

Όχι, δεν το επιθυμώ  Ίσως  Ναι, σίγουρα

4. How satisfied are you with the information that the Internship Office provided you with before and during the students' internship?

Καθόλου  Λίγο  Πολύ  Πάρα πολύ

5. Did you encounter any problems or have any remarks / suggestions for improvements in regard to your cooperation with the Internship Office? (Please limit your answer up to 500 characters)

Image 5.4 – Submit Evaluation

For the Student evaluation, select the corresponding tab and adjust the "Search Filters" you wish and then press the "Search" button (Image 5.5 – Student Evaluation).

Internship Offices
Students
Atlas

**Filters**

Title:	<input type="text"/>	Position ID:	<input type="text"/>
Student's Name:	<input type="text"/>	Student's Surname:	<input type="text"/>
RegistrationNumber	<input type="text"/>		

🔍 Search

↺ Clear

Group ID:	Position ID:	Title:	Assigned Student	View Position	Evaluation
█	█	████████████████████	AGRICULTURE CROP PRODUCTION AND RURAL ENVIRONMENT ████████████████████	🔍	✎

*Image 5.5 – Student Evaluation*



## 6 Internship Host's Branches

From the tab " Internship Host's Branches " you can create accounts for the branches of the Host Institution by selecting "Create User" (Image 6.1 – Create Branch User) and fill in the corresponding form (Image 6.2 – Filling in branch account details).

Note: The legal representative remains the same as that of the Host Entity.

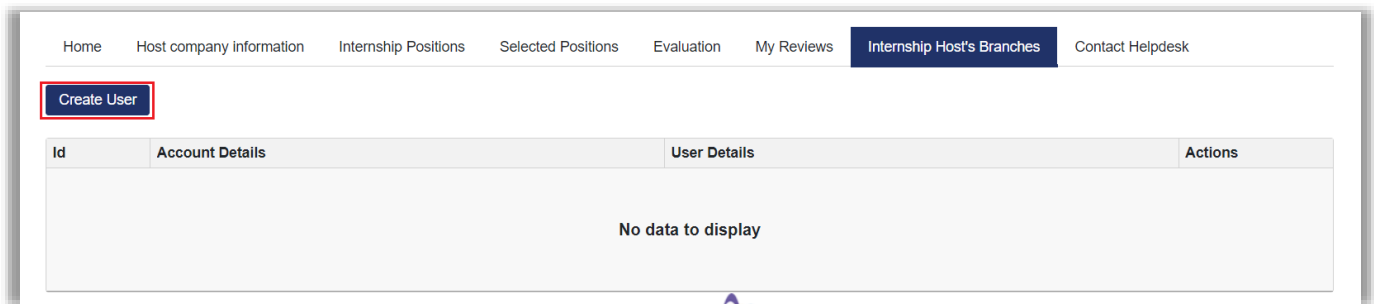


Image 6.1 – Create Branch User

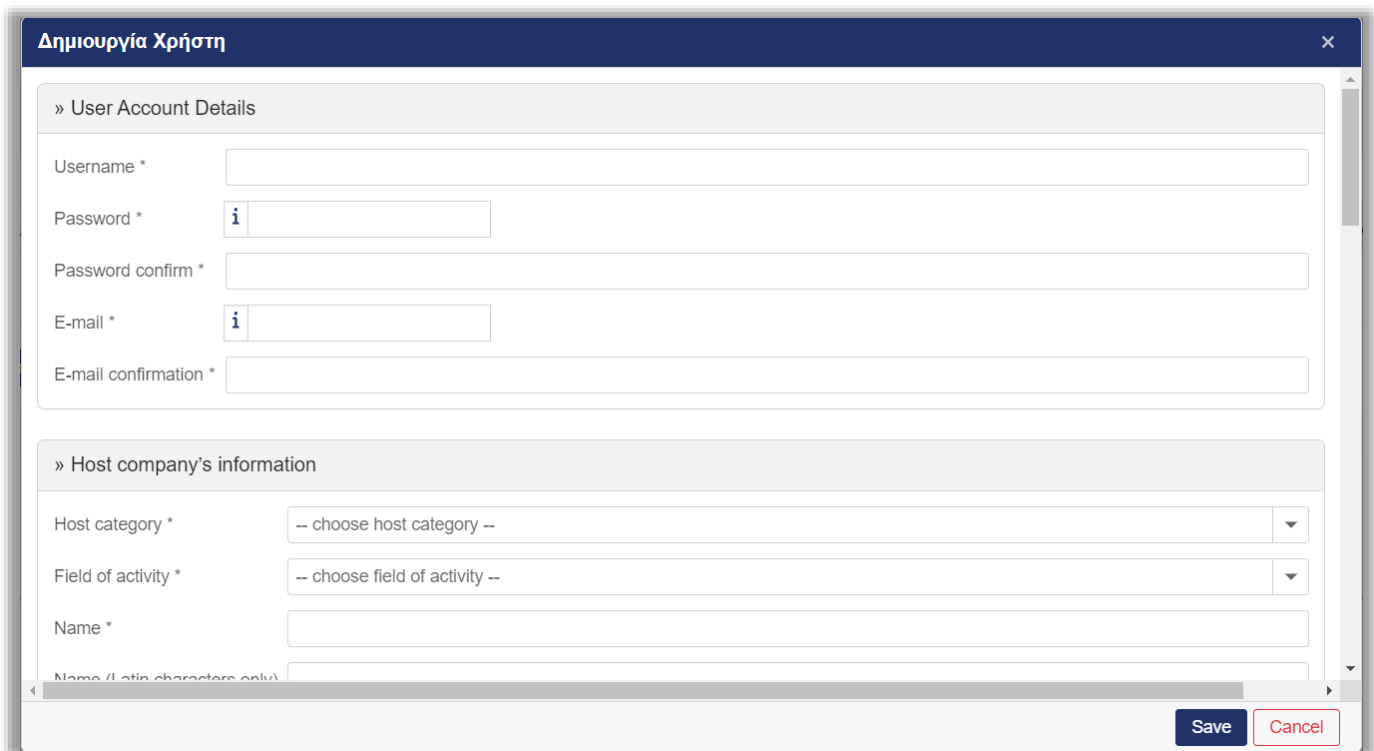





Image 6.2 – Filling in branch account details

By selecting the corresponding icon in the "Actions" column (Image 6.3 – Actions), you can:

1. edit the user details of the branch account ,
2. deactivate it,  or
3. delete it 

[Create User](#)





Id	Account Details	User Details	Actions
110880	F380AED4-0B1E-488E-9E92-56D1BE5FF1DB@F217C895-3D8B-41A4-B3AF-4803C4F5CDC4.com		  

Image 6.3 – Actions

Note: You cannot delete a user account if it has already entered internship positions. In this case, you can disable it so that it cannot access the app.

## 7 Notifications

By selecting the symbol  you can view the notifications sent regarding the account and/or the new features of the platform (Image 7.1 – Notifications).

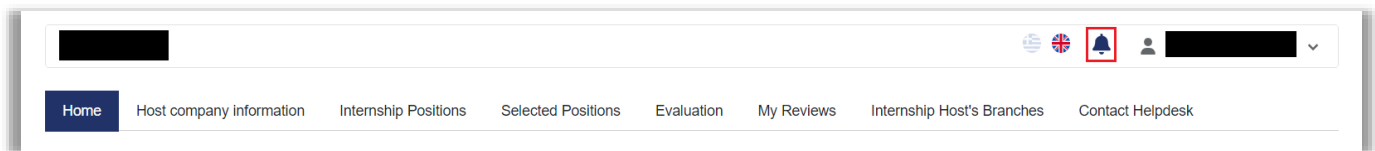



Image 7.1 – Notifications

You can view the content of the notifications that you receive through the symbol  (Image 7.2 – View notifications).

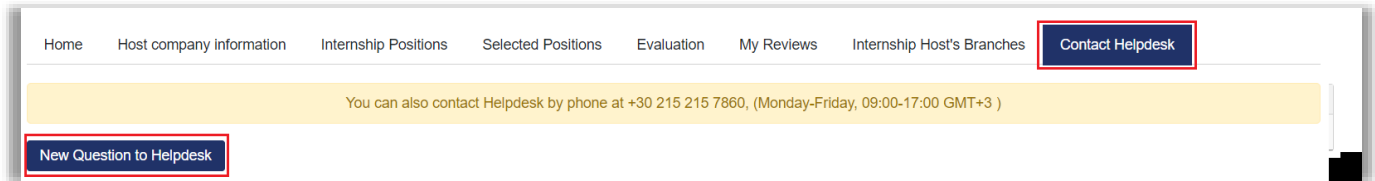
Notifications

Date	Title	Read	Content
12/17/2023		Yes	

Image 7.2 – View notifications

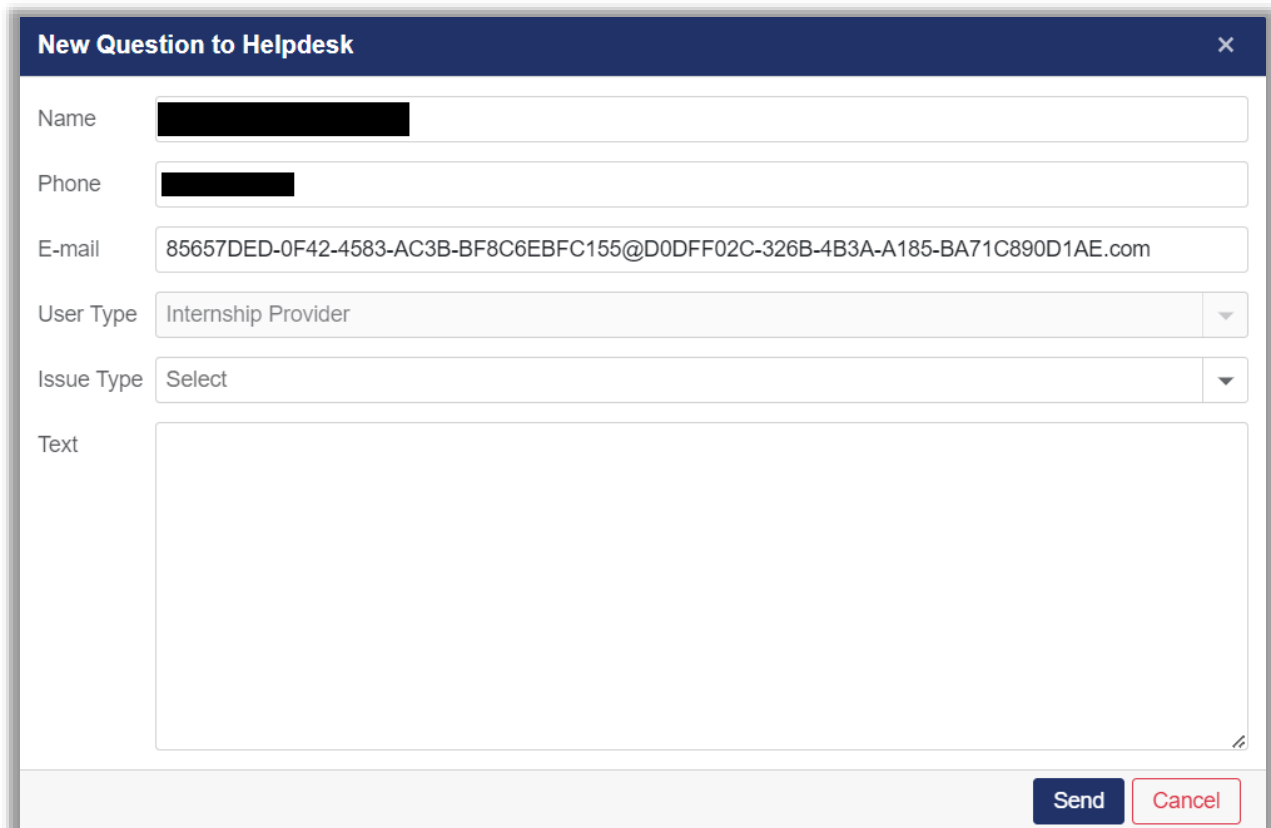
## 8 Contact Helpdesk

In the tab you can submit a new question by selecting the button "New question to Helpdesk" (Image 8.1 – New Question to Helpdesk).



*Image 8.1 – New Question to Helpdesk*

In the form that appears, select the type of report, type your query in the "Text" field and select "Send" (Image 8.2 – Send Question).



*Image 8.2 – Send Question*