Centralized Internship Support System for Greek Higher Education Students

Host Company’s Application User Guide

Once the account that you created as Internship Host in the program “Atlas” has been certified, you may log into the application from here. In the login page, select “Internship Host”, provide your account credentials (username and password) and then, click on the “Log in” button.

After you have logged in, the Host Company’s application allows user to perform the following actions:

1. Edit Host Company’s information, by accessing “Provider Details” tab.
2. Create and edit Internship Positions, by accessing “Internship Positions” tab.
3. Update the selected Internship Positions, by accessing “Selected Internship Positions” tab.
1.1 Edit Host Company’s information

From “Provider Details” tab, you can view and edit the data you had submitted during registration. After you have made all the necessary modifications, you should click on the “Update host company’s information” button, so that the new data is entered. In case that the form of any of the data is not accepted, a message will be displayed informing you about the accepted form.

Note: In the event of changing data such as legal representative’s surname, you should get in contact with the Helpdesk Support.
The “User’s Details” tab allows you to change the account’s email, selecting the option “Change E-mail”.

Note: After the change has been completed, you should receive an informative email about verifying your new email.
1.2 Internship Positions

In the “Internship Positions” tab you can access Internship Positions in order to view details, search and edit them and/or add new.

1.2.1 Add New Internship Position

In order to add a new internship position, you should click on the button “Add new Internship Position”.

In Step 1 you insert general information about the internship position such as title, number of available positions, description, city and country, internship’s duration (in weeks), position type (optional), available period for the implementation of the Internship, as well as supervisor’s a telephone number and, (optionally), supervisor’s full name and email.

Note: Select “Sample Position” link in order to see an indicative sample of an internship position.
Once you filled in the custom fields click on the “Save & Continue” button.

Note: Some of the fields include description about the way you should fill them.

In Step 2 you can add position’s object. The available objects are listed by select “Add Position’s object”.
You can choose one or more available objects related with the internship position and then click on the “Save” button.
At this point you can delete some of the selected position’s objects and then click on the “Save & Continue” button, in order to move on to Step 3, or go back by clicking on the “Previous Step” button.

In step 3 you can choose the university departments for which you want the position to be accessible.

Clicking on the “Add university departments” button, a list will appear that allows you to select the departments for which the position will be accessible.
Selecting “Continue”, a description of the departments that you have selected will be displayed. After you have read and taken into consideration the limitations that may show up, you can select the button “I have read and taken into consideration the description”.

Afterwards, you are presented the departments for which the position is accessible and then if you want, you may delete some of the selected departments by clicking on the “Delete” button.

Note: Selecting the button in the “Description of the available internships of each Department” column you may see the description of each department.
Moreover, by choosing “Add university departments” and “Accessible from all Schools” you are able to add individual departments or all of them, respectively.

Select “Save & Continue” in order to move on Step 4, or select “Previous Step” in order to return to Step 2.

In case you choose that the internship position will be accessible for all Greek University Departments, then you are asked to confirm your selection by clicking on the “OK” button or the “Cancel” button, in order to limit the accessibility of position to specific departments, relative to its expertise. If you click “OK” you move on to the Step 4.

In Step 4 you can preview the internship position. You should confirm that all the information is correctly submitted and then select “Save Position”. Otherwise, you can go back to previous steps and edit the fields you want.
1.2.2 Publish Internship Position

In the “Internship Positions” tab you can also publish a position that you have submitted in the information system by clicking on the “Publish” button next to the specific internship position.
To make the position to be no longer published, you can select the “Unpublish” button. Note that you are not be able to make unpublished the position, if it is assigned or reserved. In that case, you can select the third icon in the field “Actions” which allows you to withdraw positions of the same group that have not yet been reserved, as well as reserved positions that are probable to be released by any Internship Office.

1.2.3 Internship Positions
All the positions inserted into the informational system are shown in the tab “Internship Positions”. You can search specific positions, based on criteria such as position’s status, nature of task, region, as well as the Institution/Department for which the position is accessible. To view positions that meet the criteria, you click on the “Search” button.

Note: If you wish that revoked positions are shown as well, you may choose the relative box.

Moreover, you can extensively view position’s details by clicking on the first icon of the field “Actions”.

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[Image of the interface showing filters and search results for internship positions]
1.2.4 Edit Internship Positions
Clicking on the second icon of the field “Actions”, you are able to revise any internship position. In that case, you can modify the content of the position you wish and then click “Save & Continue” so that you go to the next step.
In case a position is reserved, you can modify only the contact information, as well as add the Schools/Departments which will have access to the position.

Note: Once you have selected to add a department, no removal can be made. Similarly, by selecting a position to be accessible from all schools, access limitation to some departments will not be available.

It is pointed out that you can revoke the position. By doing this action the non-reserved positions of the same group, as well as reserved positions that may be later released from any Internship Office, will no longer be available to be selected.
1.2.5 Delete – Revoke Internship Positions

By selecting the third icon of the field “Actions”, you can delete or revoke any internship position. Only unpublished positions that have not been published before can be deleted. Published internship positions, reserved by an Internship Office, can only be revoked. You can revoke a position in case you want the additional positions of the same group that have not been reserved, as well as reserved positions that may be later released from any Internship Office, will no longer be available to be selected.

To complete the action, you should confirm that you want to delete or revoke, respectively, the internship position in the pop-up window.

Note: Published internship positions that are not reserved by any Internship Office can be unpublished and then revoked. If you choose to revoke a position, retrieval is not available. However, you are able to clone the Internship Position, so that an identical position will be created available for further editing.
1.2.6 Clone Internship Positions

Selecting the last icon of the field “Actions”, you may clone any Internship Position. Clone action creates a copy of the same position which you can afterwards edit.

Note: In case you need to create 2 identical Internship Positions, it is suggested that you modify the field “Number of available positions” in Step 1/ Position’s General Information.

After you have selected the relative button, you will be prompted to confirm that you wish to clone the internship position.

When clone action is confirmed, general information (Step 1) of the new internship position will appear. You may modify the information, click on the “Save & Continue” button and move on to the next step.
1.2.7 **Export Internship Positions**

The “Export to Excel” button allows you to export to an excel file, all the internship positions that you have inserted.

Note: In case you have limited the results of the search using filters, the excel file will include only those internship positions.

1.3 **Selected Internship Positions**

In the “Selected Internship Positions” tab you can be notified about the positions selected by the Internship Offices.
Clicking on the “Color explanation” button, a new window will appear explaining the color code of the internship positions.

Moreover, you can find any internship position, selecting the appropriate “Filter” fields. This offers you a list of positions that fulfill the same requirements, such as nature of task, region, position status, university which reserved the position etc. Additionally, you can search for a position by entering its group ID or its title. As for the positions that have been assigned to students, those can be detected with the extra criteria of student’s name.

To complete the search, click on the “Search” button.

Note: There is an extra filter concerning completed internship position. You can check the box “Do not show the completed positions” so that those positions will not appear.
Finally, you can export the selected positions into an excel file by clicking on the “Export to Excel” button. 

Note: In case you have limited the results of the search using filters, the excel file will include only those internship positions.

1.4 Provider Branches

The tab “Provider Branches” allows you to add new users for the Provider Branches by clicking on the “Add New User” button and filling in the form. 

Note: Legal representative is the same as the one of Host Company’s.
You can edit user account details of the provider branch, deactivate or delete it by selecting the appropriate icon in the field “Edit User”.

Note: If user account has inserted internship positions you cannot delete it. In that case, you can exclude the user from the application by deactivating the user account.

1.5 Helpdesk Support
The tab “Helpdesk Support” allows you to submit any question by clicking on the “New question to Helpdesk” button.
In the form that will appear, you may select the incident report type, write your message in the field “Text” and click on the “Send” button.

The Helpdesk Support will send you an email including the answer. Moreover, answer will be available in the “Helpdesk Support” tab by clicking the icon in the field “Contact History”.

You can contact the Helpdesk by phone at +302155557765 (Monday-Friday, 08:00 to 17:00 (GMT +3:0)).