

# SAIMUN 2018 Approval Panel Instructions

## Approval Panel Introduction

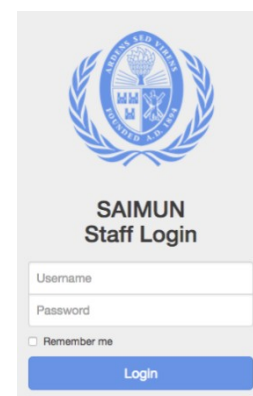
- Each member of the approval panel has received a user name and password to the computerised system. If you do not have your user name and/or password, please ask a member of the Approval Panel staff for assistance.
- It is vital that you use only your name and password and that you log out when finished using the system.

## Logging In

The SAIMUN system can be accessed at [system.saimun.ie](http://system.saimun.ie) at any time whilst connected to the SAIMUN internal network.

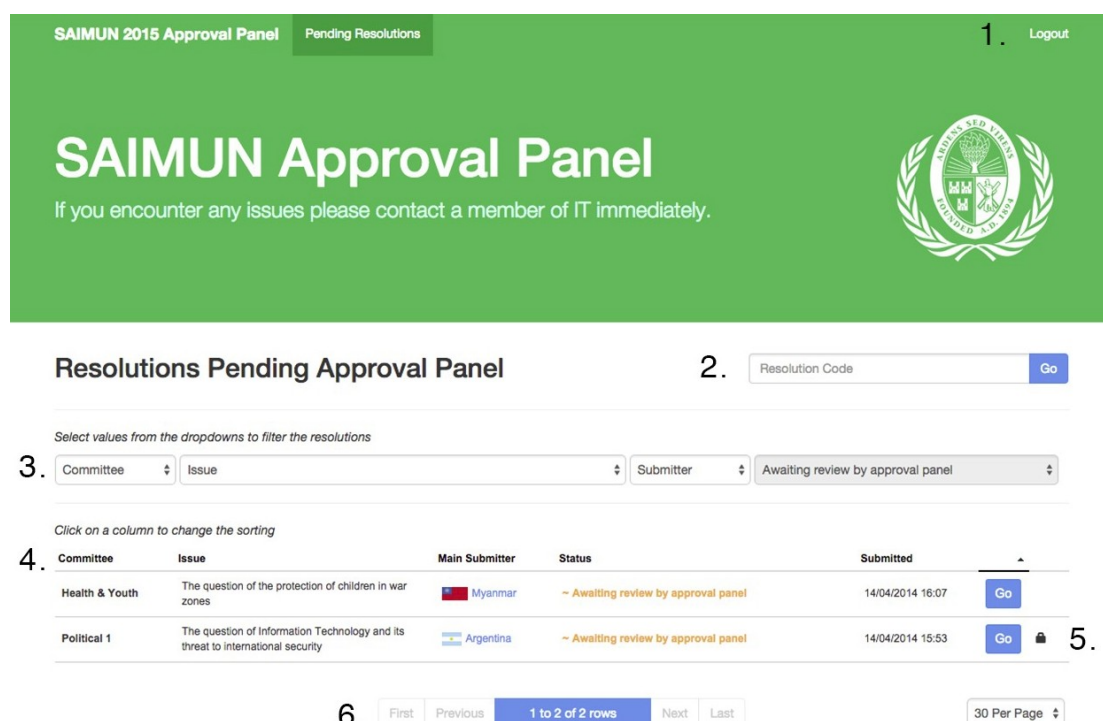
To log in to the SAIMUN system, click on the staff login button at the top right of the site and enter your username and password, then click Login.

If your user name and password do not work, please contact a member of the IT staff for assistance.



The image shows the SAIMUN Staff Login interface. At the top is the SAIMUN logo. Below it, the text 'SAIMUN Staff Login' is displayed. There are two input fields: 'Username' and 'Password'. Below these is a checkbox labeled 'Remember me'. At the bottom is a blue 'Login' button.

## A Guide to the Homepage



The image shows the SAIMUN 2015 Approval Panel homepage. The header is green with the SAIMUN logo on the right. Below the header, there is a section titled 'Resolutions Pending Approval Panel'. To the right of this section is a search bar labeled 'Resolution Code' with a 'Go' button. Below the search bar are three dropdown menus: 'Committee', 'Issue', and 'Submitter'. Below these are two rows of resolution data. The first row is for 'Health & Youth' and the second is for 'Political 1'. Each row has columns for 'Committee', 'Issue', 'Main Submitter', 'Status', and 'Submitted'. At the bottom of the page are page controls: 'First', 'Previous', '1 to 2 of 2 rows', 'Next', 'Last', and '30 Per Page'.

Committee	Issue	Main Submitter	Status	Submitted
Health & Youth	The question of the protection of children in war zones	Myanmar	~ Awaiting review by approval panel	14/04/2014 16:07
Political 1	The question of Information Technology and its threat to international security	Argentina	~ Awaiting review by approval panel	14/04/2014 15:53

1. button Logout
2. Go directly to a resolution if you know its code
3. View resolutions by committee/issue/submitter
4. Resolution list
5. The padlock symbol (this indicates that someone has locked this resolution and is working on it)
6. Page controls for resolutions more than one page




## Approving a Resolution

1. To approve a resolution, simply press the Go button beside it and you will be brought to a page similar to the one below.

SAIMUN 2015 Approval Panel

Pending Resolutions

Logout



### The question of the protection of children in war zones

Committee: [Health & Youth](#)

Main Submitter: [Myanmar](#)

Submitted: 14/04/2014 16:07

Status

✓ Passed cosubmitter sheet validation

~ Awaiting review by approval panel

Options

[Download Resolution as PDF](#) [Print Resolution](#)

Edit Resolution

[Lock](#) [Unlock](#) [Edit](#)

Cosubmitter Sheet Validation

This resolution does not require cosubmitter sheet validation at this time.

Approval Panel

✓ Approve Resolution

✗ Reject Resolution

Rejection Reason...

Co-submitters

Co-submitters are any delegates who have either participated in the construction of this resolution (e.g. merging, contributing clauses) or alternatively have signed that they would like to see this resolution debated in committee.

Lock  
the

resolution by clicking the Lock button in red

**Once you have locked a resolution, no one else will be able to access it**

Edit Resolution

[Lock](#) [Unlock](#) [Edit](#)

3. Click the Edit button and the screen below will appear  
From this screen you can edit the resolution  
(If you need to change the committee or issue, you should ask a member of SAIMUN staff)

SAIMUN 2015 Approval Panel

Pending Resolutions

Logout

### Edit Resolution

Resolution ID/Code:  
30




Committee:  
Health & Youth

Issue:  
The question of the protection of children in war zones

Country Name of the Main Submitter (First Speaker):  
Myanmar

Status:  
Awaiting review by approval panel

Resolution:

**B** *I* U   

Forum: Health and Youth Committee

Question Of: Protection of children in war zones

Submitted By: Myanmar

Co Submitted by: Malta and Israel

Merged with: Malta and Israel

Alarmed by the statistics provided by the United Nations Children's Fund, 12 million have been injured or disabled; and there are at least 300,000 child soldiers operating in 30 different conflicts across the globe.

Recognizing children to be the future of society.

Noting with deep concern the state of the children's mental and physical health when living in a war environment.

Deeply disturbed by the facts provided by UNICEF which states that 2 million children have been killed by conflict over the last decade, 6 million children have been made homeless, and that children are being used as human shields in war zones.

## Points to Note

- The content of a resolution will automatically save your changes as a draft every minute.
- If you accidentally navigate away from the resolution screen, don't worry! When you go back to the resolution, you will see two options: Edit (continue with draft) or Edit (discard draft).
- Choose one of these.

**Edit Resolution**

Currently locked by jdoe (Approval Panel)

Lock

Unlock

Edit (Continue with Draft)

Edit (Discard Draft)

## Approving/Rejecting a Resolution

- Approving a resolution: simply click Approve Resolution.
- Reject a resolution: you must first enter a reason. **This reason will be public and the delegate that submitted the resolution will see this.** Then click the Reject Resolution button.

Approval Panel

✓ Approve Resolution

✗ Reject Resolution

Rejection Reason...

**Please remember to unlock the resolution after you approve/reject it.**

**If you require assistance at any time, please let a member of the IT Staff know and we'll be happy to assist you.**