

SAIMUN 2018 Approval Panel Instructions

Approval Panel Introduction

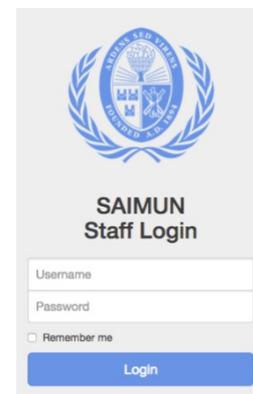
- Each member of the approval panel has received a user name and password to the computerised system. If you do not have your user name and/or password, please ask a member of the Approval Panel staff for assistance.
- It is vital that you use only your name and password and that you log out when finished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

Logging In

The SAIMUN system can be accessed at system.saimun.ie at any time whilst connected to the SAIMUN internal network.

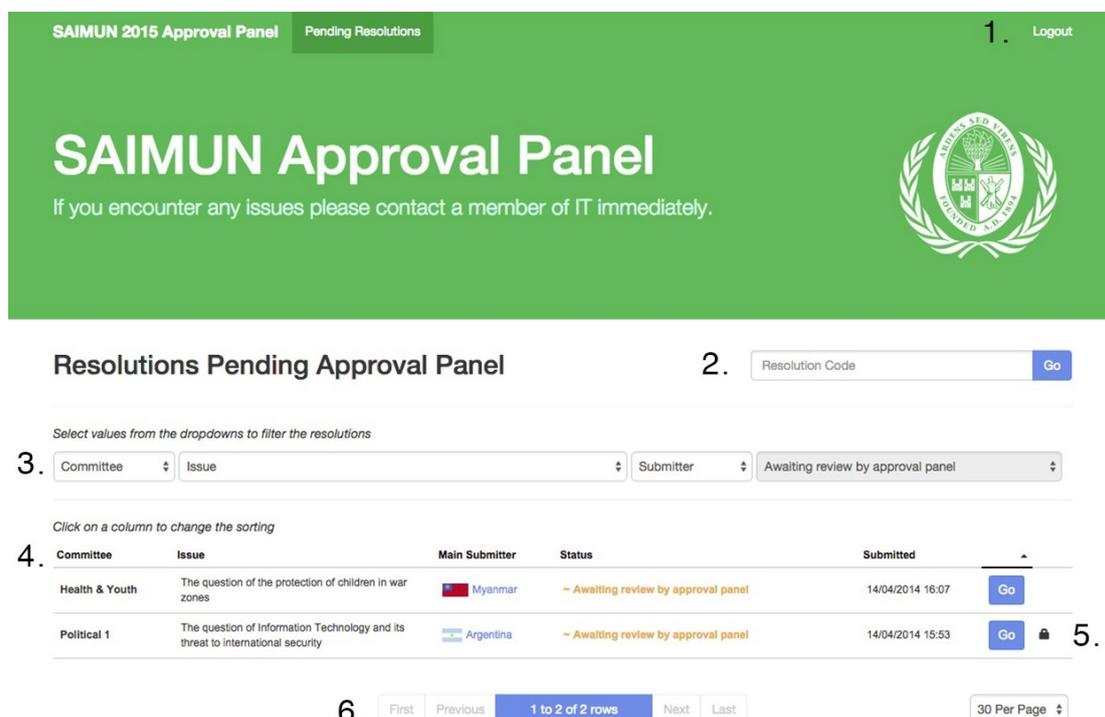
To log in to the SAIMUN system, click on the staff login button at the top right of the site and enter your username and password, then click Login.

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'. A checkbox labeled 'Remember me' is located below the password field. A blue 'Login' button is positioned at the bottom of the form.

A Guide to the Homepage



The screenshot shows the SAIMUN 2015 Approval Panel homepage. The header includes 'SAIMUN 2015 Approval Panel', 'Pending Resolutions', and a 'Logout' button. The main content area features the SAIMUN logo and the text 'SAIMUN Approval Panel' with a note to contact IT if there are issues. Below this is a section for 'Resolutions Pending Approval Panel' with a search bar for 'Resolution Code' and a 'Go' button. There are three dropdown menus for filtering by 'Committee', 'Issue', and 'Submitter'. A table lists two resolutions: one from Myanmar and one from Argentina, both with a status of 'Awaiting review by approval panel'. The table has columns for 'Committee', 'Issue', 'Main Submitter', 'Status', and 'Submitted'. At the bottom, there are page controls including 'First', 'Previous', '1 to 2 of 2 rows', 'Next', 'Last', and '30 Per Page'.

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.

The screenshot shows the SAIMUN 2015 Approval Panel interface. At the top, there is a green navigation bar with 'SAIMUN 2015 Approval Panel', 'Pending Resolutions', and 'Logout'. The main content area features a resolution card with a flag icon, the title 'The question of the protection of children in war zones', and details: Committee: Health & Youth, Main Submitter: Myanmar, and Submitted: 14/04/2014 16:07. Below the card, a 'Status' section shows a green bar for 'Passed cosubmitter sheet validation' and a yellow bar for 'Awaiting review by approval panel'. There are two boxes: 'Options' with 'Download Resolution as PDF' and 'Print Resolution' buttons, and 'Edit Resolution' with 'Lock', 'Unlock', and 'Edit' buttons. A 'Cosubmitter Sheet Validation' section states that no validation is required. The 'Approval Panel' section has 'Approve Resolution' and 'Reject Resolution' buttons, with a 'Rejection Reason...' field. A 'Co-submitters' section explains their role.

2.

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

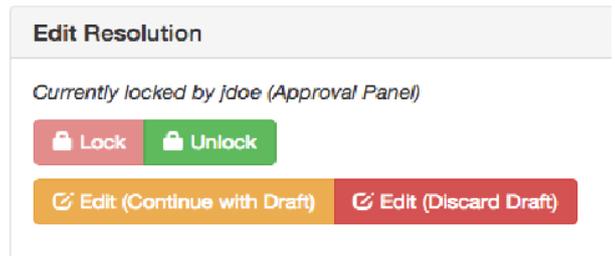
The screenshot shows the 'Edit Resolution' interface. At the top, there is a grey 'Edit Resolution' button. Below it, there are three buttons: a red 'Lock' button with a lock icon, a green 'Unlock' button with an unlock icon, and an orange 'Edit' button with an edit icon.

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)

The screenshot shows the 'Edit Resolution' interface. At the top, there is a green navigation bar with 'SAIMUN 2015 Approval Panel', 'Pending Resolutions', and 'Logout'. The main content area features a 'Resolution ID/Code' field with the value '30'. Below it, there are dropdown menus for 'Committee' (Health & Youth), 'Issue' (The question of the protection of children in war zones), 'Country Name of the Main Submitter (First Speaker)' (Myanmar), and 'Status' (Awaiting review by approval panel). At the bottom, there is a rich text editor with a toolbar containing 'B', 'I', 'U', 'List', 'Text', and 'Link' icons. The editor contains the following text: '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.', and '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.'

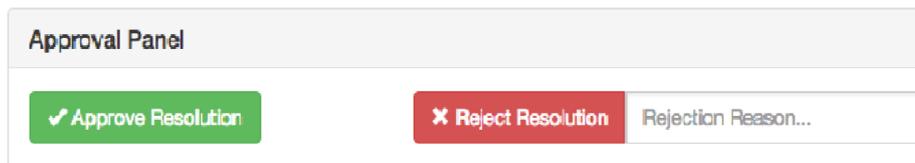
Points to Note

- 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.



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.



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.