

SAIMUN 2018 Approval Panel Instructions

Approval Panel Introduction

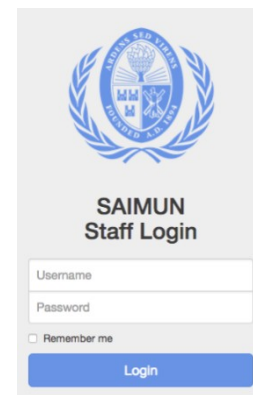
- Each member of the approval panel has received a user name and password to the computerised system. If you do not have your user name and/or password, please ask a member of the Approval Panel staff for assistance.
- It is vital that you use only your name and password and that you log out when finished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

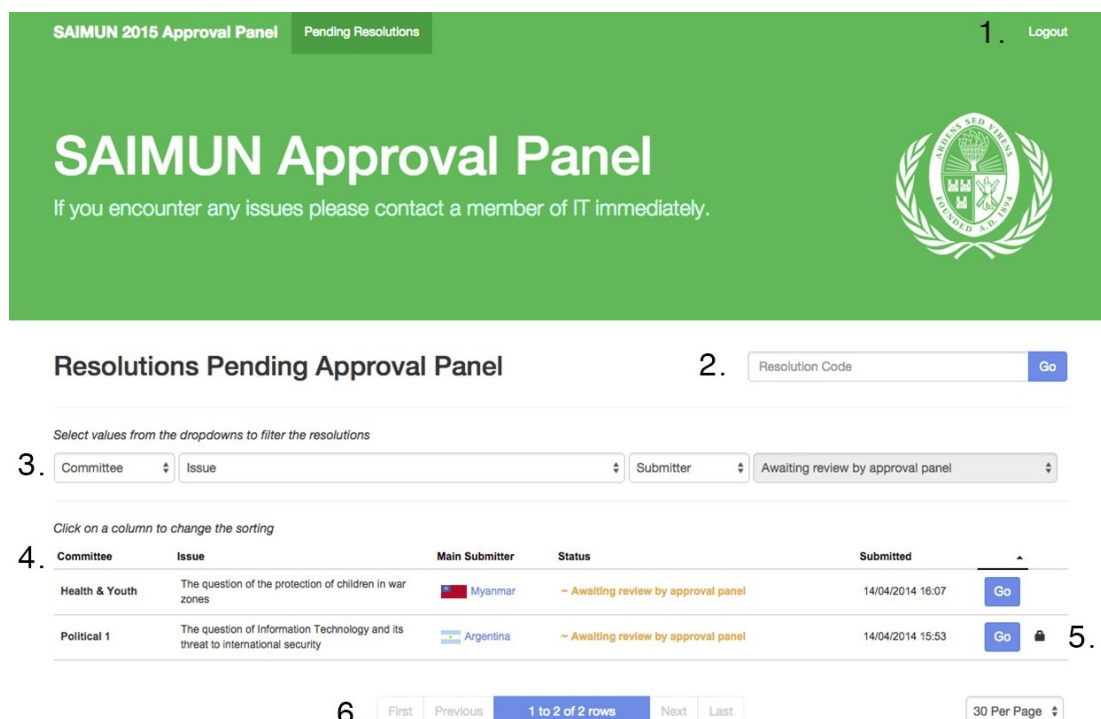
To log in to the SAIMUN system, click on the staff login button at the top right of the site and enter your username and password, then click Login.

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, a circular emblem with a tree and text. Below it, the text 'SAIMUN Staff Login' is centered. 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 screenshot shows the SAIMUN 2015 Approval Panel homepage. The header is green with the SAIMUN logo on the right and 'SAIMUN 2015 Approval Panel' and 'Pending Resolutions' on the left. A 'Logout' button is in the top right. The main content area has a green background with the text 'SAIMUN Approval Panel' and 'If you encounter any issues please contact a member of IT immediately.' Below this is a section titled 'Resolutions Pending Approval Panel' with a search bar for 'Resolution Code' and a 'Go' button. There are three dropdown menus for filtering: 'Committee', 'Issue', and 'Submitter'. Below these is a table of resolutions with columns for 'Committee', 'Issue', 'Main Submitter', 'Status', and 'Submitted'. The table has two rows of data. At the bottom, there are page controls including 'First', 'Previous', '1 to 2 of 2 rows', 'Next', 'Last', and '30 Per Page'.

1. [Logout](#) button
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 for 'The question of the protection of children in war zones'. The card includes a flag icon, the committee name 'Health & Youth', the main submitter 'Myanmar', and the submission date '14/04/2014 16:07'. Below the card, the status is shown as 'Passed cosubmitter sheet validation' and 'Awaiting review by approval panel'. There are two main sections: 'Options' with buttons for 'Download Resolution as PDF' and 'Print Resolution', and 'Edit Resolution' with buttons for 'Lock', 'Unlock', and 'Edit'. A 'Cosubmitter Sheet Validation' section states that no validation is required at this time. The 'Approval Panel' section has a green 'Approve Resolution' button, a red 'Reject Resolution' button, and a 'Rejection Reason...' input field. The '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

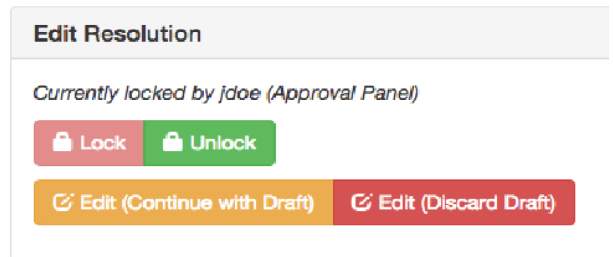
This screenshot shows the 'Edit Resolution' interface. It features a grey 'Edit Resolution' button at the top. Below it, there are three buttons: a red 'Lock' button with a lock icon, a green 'Unlock' button with an unlock icon, and an orange 'Edit' button with an edit icon.

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 with various form fields. At the top, there is a green navigation bar with 'SAIMUN 2015 Approval Panel', 'Pending Resolutions', and 'Logout'. The main content area is titled 'Edit Resolution'. It includes several form fields: '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), and 'Status' (Awaiting review by approval panel). Below these fields is a rich text editor for the resolution text. The editor shows a preview of the resolution content, including the forum name, question, submitter, and merged with information. The resolution text itself is partially visible, starting with '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.'

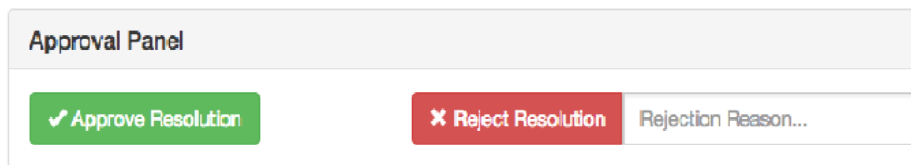
Points to Note

- 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.