

Instruction for the online compilation

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English translation: 20th of February 2018 (by Denise Cerne)

Compilation

To fill out the form of planned activities for the health surveillance, first of all, it is necessary to perform the accreditation using the username and the password communicated by the Athenaeum:



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In the menu on the left select the item "Compila / Modifica" ("Fill out/ Modify"):



Now you can proceed with the compilation, which is developed through groups of questions (until one that influences the following ones):

CONFRA ANA CRAFTCA REP TOTTUTTONE CARTELLA CANTTART

SCHEDA ANAGRAFICA PER ISTITUZIONE CARTELLA SANITAN	
1. E-mail (*)	e de la companya de la
2. Cellulare	
3. Sede dove viene svolta l'attività (*)	
4. Responsabile scientifico/tutore	
 Tipologia del contratto/autorizzazione(*) Contratto a tempo indeterminato part-time (specificare ore/se) 	ettimana) 🔿
Contratto a tempo indeterminato full-time Contratto a tempo determinato part-time (specificare ore/set	ttimana)
Contratto a tempo determinato full-time	0
Autorizzazione	0
Domande successive Salva la compi	ilazione Ritorna

To continue the compilation of the next question, click on the "next questions" button, while with the buttons:

Salva la compilazione"save the compilation", you stop the compilation, without losing the answers just
givenRitorna"return", you stop the compilation, deleting the answers just given (last screen)Domande precedenti"previous questions", you return to the previous screen, without losing the
answers just given

When you select a menu item that is next to a field used to specify some details, it is obligatory to put the concerning text to proceed



Got to the last question, you can exit clicking on the "save the compilation" button Salva la compilazione



From the menu on the left it is possible to print or save the given answers selecting the item "Print":



Stampa questionario Ritorna Image: Construction of the selected format in the select	765

or select the desired format for the file to be exported and click on the "export" button:

Stampa questionario	AR O ED
Ritorna	Image: Non-State State St

Until the compilation has not been "closed" (which means confirmed), the print will show the text "PROVISIONAL print". To close it, return to the main menu selecting the item "return" in the menu on the left.

To be able to send the form, before you must make the compilation definitive clicking on the item "close the compilation" in the menu on the left:



After the closure the system will still allow the print of the questionnaire (that will not have the "PROVISIONAL" indication anymore), but not its modify.

Clicking on the item "send e-mail" in the menu on the left, it will possible instead to receive an email on your own institutional email address:



that shows the state of the compilation:

I: Compilazione Questionario 36 Nr. Compilazione 22	Posta in arrivo 🛛	00
a me 💌		13:45 (0 minuti fa) 🖄 🖌 👻
De auscrianaria chudanti/Quale ifCMTD:01/ESTIONADIO STI IDENTI/QUINITS IT		
Inviato: venerdì 10 agosto 2012 13.45.14 A:		
Oggetto: Compilazione Questionario 36 Nr. Compilazione 22 - Inotrato automaticamente		
Questionario compilato con successo		
Questionario: 36 Scheda attive previous nza sanitaria (v. 1.3) Compilazione ID: 22		
User: Cognome Nome		
Stato Compilazione: Chiuso		
Cordiali saluti		

At the end clicking on the item "Responsible authorization" in the menu on the left, it is possible to proceed with the approval request of the form:



Select from the dropdown menus the name of you own university manager (the dean of department, office manager, etc.), and, eventually, the supervisor's one (only for the laboratories and the workshops) and then click on the "send e-mail" button Invia Email :

Questionari ID:	36	
Titolo:	Scheda attività previste per sorveglianza saniti	aria (v. 1.3)
Username:	s71235	6
Responsabile:	Scegli responsabile 000000	· Toni
Preposto:	Scegli preposto 000000	• • • • • • • • • • • • • • • • • • •
Invia Email	Annulla	

To see the list of the requested authorizations and their states, select the item for the access of the application "Stream authorization":



or log off selecting the item "return" and then "exit".

An email is sent to the institutional email address with the instructions and the link to be able to enter also the application "Stream authorization" at the next time:

Flusso Autorizzativo
Titolo: Scheda attività previste per sorveglianza sanitaria (v. 1.3)
User
Nome Cognome:
Questionario ID: 36
Compilazione ID: 28
La compilazione non e' piu' disponibile dall'applicativo
per visualizzare la stampa collegarsi al seguente link
Link Applicazione: https://flux.units.it/sitedirectory/sicurezzaamm
Navigazione per i dipendenti: cliccare sul bottone Scheda Sorveglianza Sanitaria e quindi sul bottone Dipendenti
Navigazione per i responsabili: cliccare sul bottone Scheda Sorveglianza Sanitaria e quindi sul bottone Responsabili Strutture
Navigazione per i preposti: cliccare sul bottone Scheda Sorveglianza Sanitaria e quindi sul bottone Preposti
Cordiali saluti
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