



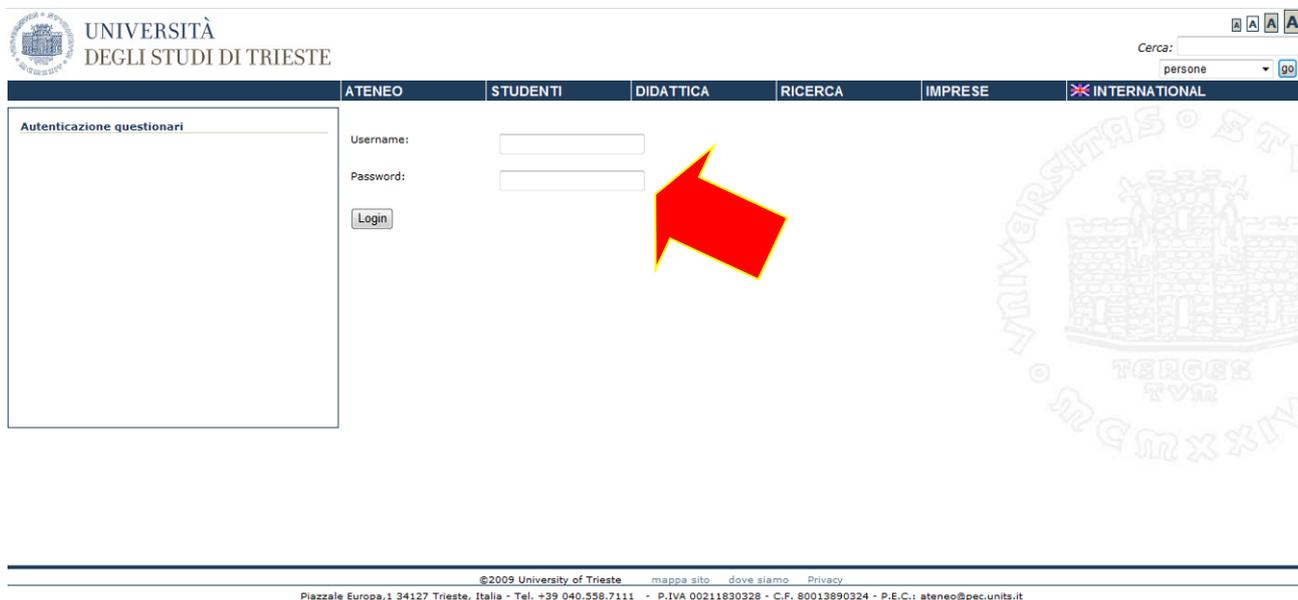
# Instruction for the online compilation

Last content update: 5<sup>th</sup> of February 2013

English translation: 20<sup>th</sup> 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:



UNIVERSITÀ  
DEGLI STUDI DI TRIESTE

Cerca:   persone

ATENEEO | STUDENTI | DIDATTICA | RICERCA | IMPRESE | INTERNATIONAL

Autenticazione questionari

Username:

Password:

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Piazzale Europa,1 34127 Trieste, Italia - Tel. +39 040.558.7111 - P.IVA 00211830328 - C.F. 80013890324 - P.E.C.: ateneo@pec.units.it

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



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Cerca:   persone

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Compilazione questionario

Compila / Modifica

Chiudi compilazione

Stampa

Esci

**Scheda attività previste per sorveglianza sanitaria (v. 1.3)**

Le domande con (\*) sono obbligatorie

**Inizio validità:** 01/01/2012  
**Fine validità:** 31/12/2033  
**Stato:** Senza compilazione

**Codice Fiscale:**  
**Nome Cognome:**  
**Data di Nascita:**  
**Luogo di Nascita:**  
**Residenza:**  
**Domicilio:**

**Afferenza:**  
**Email Istituzionale:**  
**Telefono Interno:**

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

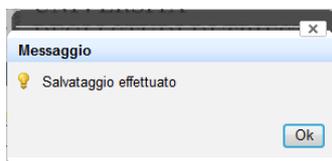
**SCHEDA ANAGRAFICA PER ISTITUZIONE CARTELLA SANITARIA**

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

-  “save the compilation”, you stop the compilation, without losing the answers just given
-  “return”, you stop the compilation, deleting the answers just given (last screen)
-  “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

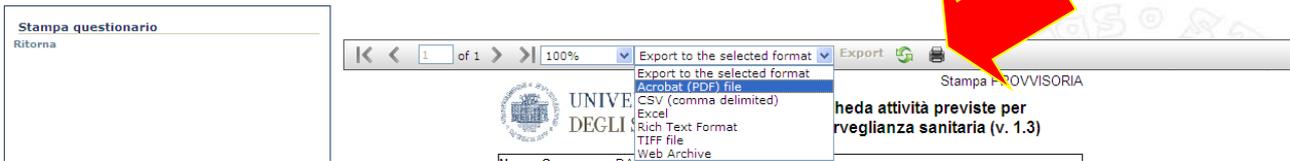
Got to the last question, you can exit clicking on the “save the compilation” button 



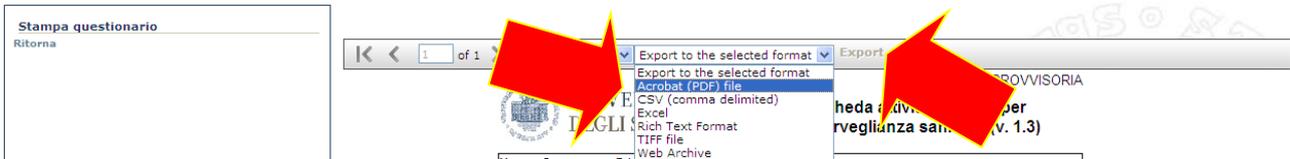
From the menu on the left it is possible to print or save the given answers selecting the item “Print”:



then select the Print icon:



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



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:

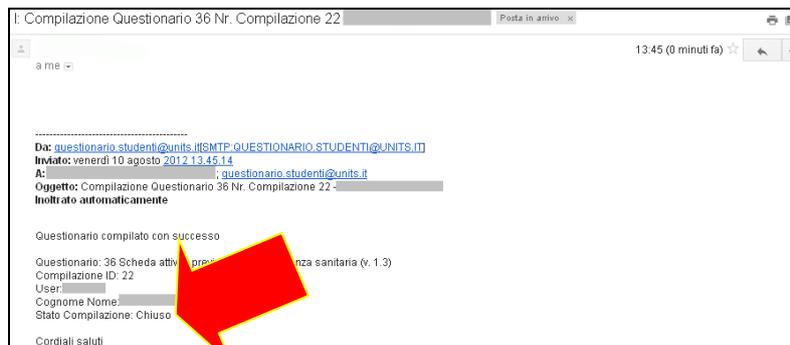


After the closure the system will still allow the print of the questionnaire (that will not have the “PROVISIONAL” indication anymore), but not its modify.

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:



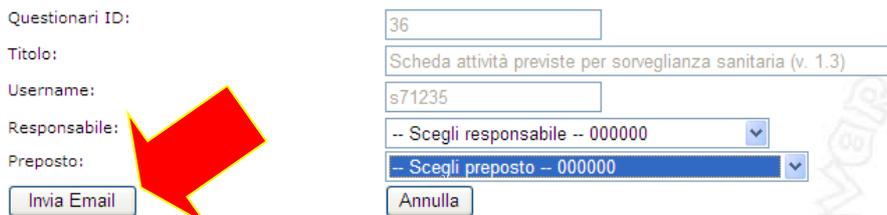
that shows the state of the compilation:



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  :



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:

