OSLA (Office of Staff Legal Assistance)

User Manual

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Version: 2.0

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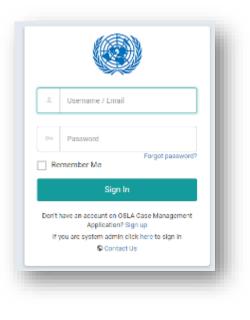
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1 Introduction

The purpose of this document is to capture the existing workflow and process, followed from start to finish by all the members of the OSLA staff.

2 Getting Started

<u>Please Note</u>: UN Logo has been changed for the application. The new logo is as the below screenshot. The left navigation pane color inside the application is now white. Rest of the user guide reflects the old logo and the grey left navigation.



2.1 Login Form

 In order to access the OSLA system, you need to enter the <URL> in a web browser, where the below login form will be displayed on the screen



- If you are an existing user enter the Username/Email ID in the respective text box highlighted and the password in the text box after it
- 3. Click on Sign In button after entering your credentials

2.2 Sign Up

<u>.</u>	µsemame / Email	
07	Password	
Re	Forgot password? member Me	
	Sign In	Sign Up
	Don't have an account?Sign up	

- 1) If you are a new user, then click on the Sign Up link highlighted above, which will take you to the registration page as shown below
- 2) Enter appropriate Username and Password, First Name, Last Name & Email ID in the respective fields as shown below
- 🚵 Create New User Account **Enter User** lser Name: * Enter new password Enter User Name Password* Enter Password **Re-enter password** onlinn Presword.* Free Confirm Password **Enter First name** First Name: * Enter First Name Enter Last name Last Name ter Last Name **Enter Email ID** Email:* Enter Email Picture:* Type the characters in the picture below **Enter Characters** The picture contains 6 characters haracters: * mer Charactera Can't see the word?
 - 3) Then enter the characters displayed in the CAPTCHA image and click on "Create User" button to register
 - 4) You will receive an email notification with the password for you to login
 - 5) Enter the same password along with user name while trying to login

2.3 Forgot Password

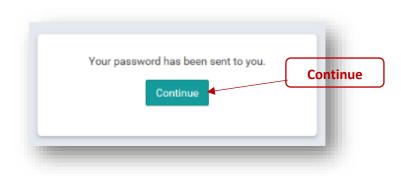
 If you have forgotten your password, then click on the "forgot password" link highlighted in the following image to set a new password

÷	Usemanie / Lmail
o+ Re	Pasaword member Me
	Sign in
lfys	Don't have an account?Sign up ou are windows user click here to sign in

2) You will be redirected to a new page where you need to enter Username / Email ID as shown below and click on Submit.



3) Once you enter the correct Username / Email ID you will get the following message



- 4) Click on Continue to go back to the Login Form
- 5) You will receive an email notification with your new password
- 6) Enter the same password along with you registered Username / Email ID in the Login Form to login to the Dashboard

2.4 Dashboard

The dashboard gives you an overview of your drafts & cases

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	807	sale daesh		28 Sep 2017	28 Sep 2017	* /
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	6917	sada; dhanesh	NDU	16 Sup 2017		• /
	1910	yaday dhaherh		16 Sep 2017	16 Sep 2017	

- 1) User Settings: You can access settings like About User, Sign Out & Change Password from highlighted drop down link
- 2) **Navigation Pane:** You can create a new case or access the dashboard from the Navigation pane
- **3)** All Cases: You can choose if you would like to view a list of your Drafts or Cases or Requests raised on behalf of other Staff Members,

selecting the appropriate option. By default "Cases" option is selected and list for the same is displayed below it

- 4) **List:** Once you select an option from the "All cases" link, you can view the list of the respective option here. You can View/Edit an individual record from here too
- 5) **Pages Navigation:** You can navigate to Previous & Next pages from here
- 6) **Entries per page:** You can select number of records per page view from here

2.5 Change Password

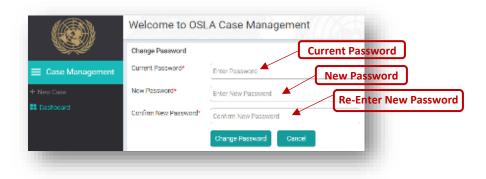


- 1) Click on your <User Name> drop down link present in the top right corner of the dashboard
- 2) Click on the option of Change Password from the drop down
- 3) A new page with new Password options will open as shown below

2.6 Sign Out



- 1) Click on your <User Name> drop down link present in the top right corner of the dashboard
- 2) Click on the "Sign Out" option from the drop down as highlighted above
- 3) Upon successful sign out you will be redirected to the login page



 Enter your Current Password & your New Password in all the respective fields as highlighted above and click on "change password" button

3 Create New Cases

Click on "+ **Create New Request**" link present in the left hand side Navigation pane, which will open the following screen.

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This page is divided into 3 sections: **Personal Details**, **Case Details**, and **Chronology**.

In the view mode, the form can be traversed by clicking on the section headers.

In the edit mode, you need to click on "Next" and "Prev" buttons to traverse through the form.

3.1 Personal Details

- You will have to enter personal details in this section, out of which the star marked fields need to be compulsorily filled in order to move forward to the next section
- 2) Click on Next once you fill out all the required details.
- 3) If you are filling the form for other staff member, check the check box for "Are you requesting assistance on behalf of another (former) staff member?" This will empty all the prepopulated fields. You will have to enter personal details in this section, out of which the star marked fields need to be compulsorily filled in order to move forward to the next section.

3.2 **Case Details:** You will have to enter case related & employment related details in this section

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Nor		
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Current Employement Status*		
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	Retired	
	0 Former Staff Wember	
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If OSLA is in a position to provide Legal Representation,		
de you not her her the chief of DSLA is appoint coursed on your behalt?		
Have you approached the Deroutement your managers or	(13)	
other parties to seek informal resolution of this matter. Hence provide data is in your chronology in the next tab		
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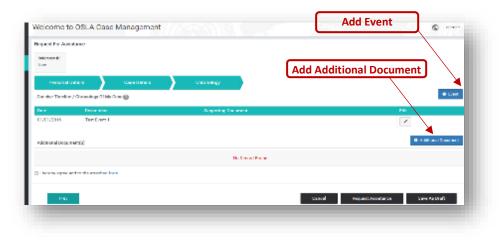
To enter retiree information, select Retired in the Current employment status. If you are currently employed with UN, you will need to enter" Current Employment Information".

It is mandatory to Select "Yes" to authorize the Chief Officer to appoint a Counsel.

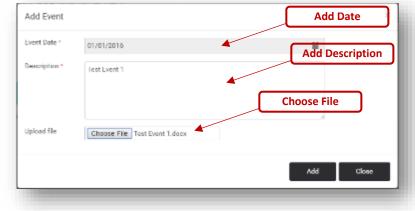


3.3 Chronology:

- You can record any event with the associated case in a chronological order by uploading any supporting document for the event in this section.
- 2) There can be only one document uploaded per event



 Click on the above highlighted "Event" button to upload & record an Event in the pop window as shown below



- 4) Enter the Date when the Event occurred in the Date field
- 5) Describe the event in the Description field
- 6) Click on "Choose File" button to choose a file to upload from your system
- 7) Click on "Add" button to upload the file
- 8) Similarly, if you want to upload any additional files, click on the Additional Documents button present in the Chronology section as shown in earlier image
- You will get a Pop up as shown below, click on the "Choose File" button and select the document to be uploaded

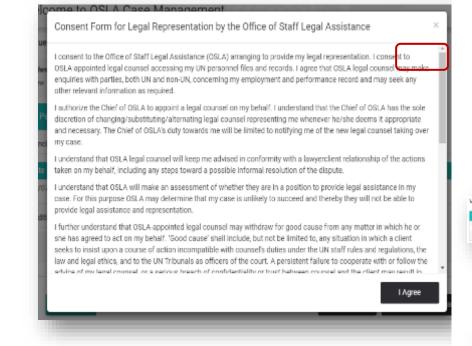
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		Upload Close		rd + Create New Request	2016	dama by also	A8131	24 Apr 2018		
					2114	danad yaka Danad yaka	Destral Facementary Hand	24 Apr 2019 12 Apr 2019		* /
					4161	diametry also	1940	12 Apr 2018	150 Mar 20 18	* *

- 10) Click on the "Upload" button to add the file to records Note: Please note that the documents added cannot be deleted later, hence only appropriate ones should be uploaded. Also the additional documents should be appropriately named before uploading, in order to describe the document properly.
- At any point in time while filling out the form if you need to go back to the previous sections, click on "Prev" button as shown in the following image

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His		ct	Report Antoine New Article

- 12) You can save the entire form as draft if you want to fill out any case specific information at a later point in time by clicking on "Save as Draft" button
- 13) You can view the form details from the dashboard. Click on the Dashboard option from the left hand side navigation pane as shown below

- 14) You can view or edit draft by clicking on the respective buttons as shown above
- 15) If you have completely filled out the form and want to submit it to OSLA staff, click on the "Request Assistance" button. This will open the Consent Form. For the successful submission of your request, read the Consent Form and click on "I Agree" button.



16) Please note once you submit the case to OSLA staff, you can't make any changes to the "Case Details" section. You will be able to edit the "Personal Details" section and be able to add Events & Additional documents any time in future after submitting the respective case.

3.4 Version History:

 You can track any changes made to the personal details or Case Details section by clicking on the "Version History" as highlighted in the following image

Personal Details	Case Details	Chronology	
Details Of Staff Veni	ter, Former Staff Member Dr. Deceso	et Barll Member	
			Westion H
andy Hama(a) 1	test famile name		

2) The following popup window opens up, where you can click on the 'View More' option highlighted in the following image to view the details of the version

Version History								Vi	ew More	Į
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3) The Version History window for the Personal Details page looks like as shown in the below screen

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4) Click on the Previous Page link to go to the Version history menu as shown in the previous screen.