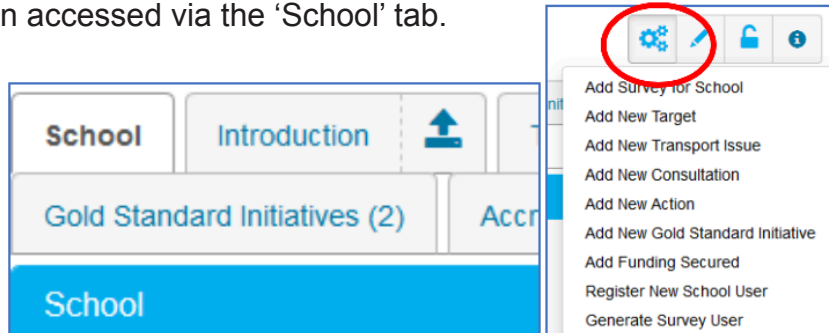




Modeshift STARS How To: Quick Start Guide for Schools

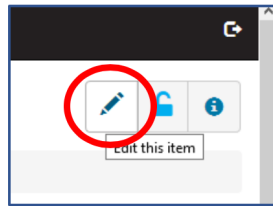
The Key is in the Cogs

You can add to your Travel Plan (surveys, targets, issues, initiatives, etc) by using the 'Perform Process' (cogs) icon accessed via the 'School' tab.



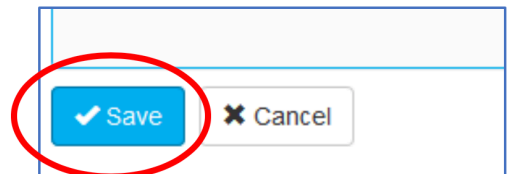
Default View is Read Only

All pages of your Travel Plan open as 'read only'. To edit any of your information, click on the pencil icon from the top right corner of the page to open it for editing.



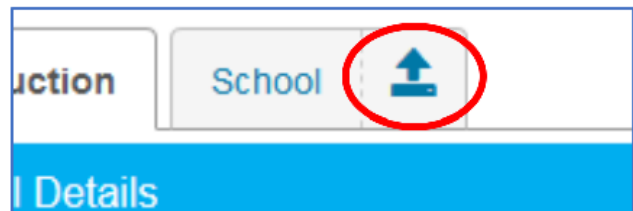
Remember to Save

At the bottom of each page is the 'Save' button. Be sure to always save the page after doing anything in Modeshift STARS and before leaving your current screen.



Return Focus to School

After editing a page, to get back to the 'School' tab to view all of your menu options, select the 'Promote Focus to school' option by pressing the up arrow next to the 'School' tab.



Some Tabs Only Appear When There is Something in Them

By default, only the 'School', 'Introduction', 'Travel & Transport Infrastructure', 'Accreditation Progress' and 'Signoff' tabs are visible. The remainder appear as you add items - "The key is in the cogs" - here you will be able to add an item as shown above.

